

Educated Youth Allowance and Honorarium Scheme -2016

A. Introduction

“Educated Youth Allowance and Honorarium Scheme-2016” has been approved by the Haryana Government to provide monthly Unemployment Allowance to educated youth and Honorarium to the eligible 10+2/graduate/post graduate applicants for honorary assignment in various Departments/Boards/Corporations/Registered Societies etc. under Haryana Government and in Private companies/enterprises.

B. Objectives:

- a) The scheme aims to provide Unemployment Allowance & Honorarium to the eligible youth.
- b) This scheme also intends to provide allowance to eligible educated unemployed youth of Haryana for their skill up-gradation.
- c) This is expected to enable such youth to develop their skill which in turn will enable them to take up employment or self-employment in the Sector of their choice, since this scheme empowers the youth to choose the Sector in which they would like to develop their skill.

C. Details of the Scheme

1. Short title & commencement:

- a) The scheme is named as “Educated Youth Allowance and Honorarium Scheme-2016 (EYAHS)".It is popularly known as Saksham Yuva Scheme (SYS)¹.
- b) The Scheme shall be implemented from November 1, 2016.

2. Definitions:

- a) "Aadhaar" means the unique identity number issued by the Unique Identification Authority of India (UIDAI), Government of India;
- b) “APBS”- Aadhaar Payment Bridge System
- c) "Eligible applicant" means the educated unemployed youth who fulfils the requisite eligibility conditions for disbursement of allowance and is ordinarily a domicile of Haryana State.

1. As per the tenth amendment - August,2019

- d) "Allowance" means the disbursement to the eligible educated unemployed youth who are the domicile of Haryana State and are registered with the department with live/active enrolment.
- e) "Honorarium" means the amount of money to be paid to the eligible 10+2/graduate/post graduate applicants engaged for honorary assignments in a month.
- f) "Department" means the Department of Employment, Government of Haryana;
- g) "Employment Exchange" means any Employment Exchange set up by the Haryana Government.
- h) "Government" means the Government of Haryana in the Administrative Department.
- i) "State" means the state of Haryana Government.
- j) "Form" means a form appended to this Scheme or on the web-portal of the Scheme/Department.
- k) "Live Register" means the valid employment index cards of those persons who are registered in the Employment Exchanges of the State of Haryana.
- l) "Controlling Officers/Office Incharge" of the Employment Exchange will include an Officer/Official to whom the powers of the officer incharge of the Employment Exchange under this Scheme may have been delegated by the Department.
- m) "Engagement" means the engagement of an eligible applicant, as per assignment in the respective administrative department, purely for the purpose to disburse honorarium in lieu of 100 hours of honorary assignment in a month.
- n) "Indenting department" means that administrative department/s, on whose request; the eligible applicant has been assigned 100 hours honorary assignment in a month.
- o) "Family" means a group of individuals who share ties of blood, marriage, or adoption; a group residing together and consisting of parents, children, and

other relatives by blood or marriage; a group of individuals residing together who have consented to an arrangement similar to ties of blood or marriage;

- p) "Family income" means the gross annual income of the family where the eligible applicant is associated as a family member;
- q) "Honorary assignment" means any work which is an occasional or intermittent character as required by the different Departments/Boards/ Corporations/Societies etc. under Government of Haryana. It is not employment provided by Government of Haryana and therefore, labour laws are not applicable in case of this scheme¹.

3. Component of scheme/ eligibility of criterion.

The scheme shall have two components, namely:-

- A. Unemployment Allowance Sub-Scheme/Component; and;
- B. Honorarium Sub-Scheme/Component.

A. Unemployment Allowance Sub-Scheme

All eligible applicants shall be disbursed unemployment allowance at the rate given in the following table. An eligibility criterion to qualify under this sub-scheme is following:-

- i) Applicant should be a domicile of Haryana.
- ii) Applicants, who are only Graduate or 10+2 qualified, should be registered in the Live Register of any Employment Exchange in the State for a minimum period of three (03) years as on 1st November of a year.
- iii) 10+2/Graduate/Post-graduate applicants should be registered in the Live Register of any Employment Exchange in the State on the date of application. If not already registered, a 10+2/Graduate/Post-graduate qualified applicant may now register on www.hrex.gov.in website of the Department.

1. As per the eleventh amendment. - August, 2019

iv) (a) Applicant should have passed the 10+2 examination from a Board recognized by Haryana Government.

OR

(b) Two year certificate/diploma course passed after Matric from any Board/University recognized by Haryana Government.

v) (a) Applicant should be holding a Graduate degree from a University recognized by Haryana Government.

OR

(b) Applicant should have passed any recognized three year certificate/diploma course after 10+2.

vi) Applicant should hold a Post-graduate degree from a University recognized by the Haryana Government.

vii) Applicant's age should be between 21 to 35 years.

viii) Applicant should not be an employee dismissed from Government Service.

ix) Applicant should not be in any kind of employment e.g. public/private sector/quasi-government or self-employment.

x) The annual family income of applicant shall not exceed rupees three lakhs (Rs.3 lakhs) from all sources.

Rate of allowance (*per month*) is as follows:

Qualification (for both Male & Female)	Rate of Allowance (w.e.f. 01-11-2016) @ Rs./ per month
Matriculation	100/- * * The applicants availing benefits under the earlier scheme will be disbursed allowance, till they attain the age of 35 years. Under the new scheme <i>w.e.f.</i> 01.11.2016, the minimum qualification is 10+2.
10+2 or equivalent	900/-
Graduates or equivalent	1,500/-
Post-Graduates or equivalent	3,000/-

B. Honorarium Sub-Scheme/Component

- (1) The eligible 10+2/graduate/post-graduate unemployed youth shall be paid an additional amount as honorarium up to the limit of Rs. 6,000 per month for up to 100 hours of honorary assignment in a month in various Departments/Boards/Corporations/Registered Societies etc. under Haryana Government and in Private companies/enterprises (as per their requirement) with the assistance of Department of Industries and Commerce, Haryana.

Note: (a) 25% of this honorarium, in lieu of the honorary assignments in various Departments/Boards/ Corporations etc. under Haryana Government shall be given by the Department of Employment as per number of hours of honorary assignment performed by the Saksham Yuva @ Rs.60/- per hour from the approved budget and head of the existing UEA Scheme-2005. Remaining 75% of the honorarium shall be given by concerned indenting department directly into the account of deployed Saksham Yuva from their budget.¹

- (b) The honorarium to the eligible 10+2/graduate/post-graduate applicants engaged for honorary assignments in the Private companies/enterprises will NOT be paid by the Department of Employment but by the concerned company/enterprise. For this purpose, Department of Industries and Commerce, Haryana shall be the Nodal Department. The Unemployment allowance of ₹900/1,500/3,000 shall also be paid by the concerned private company/enterprises². However Unemployment Allowance of those Saksham Yuva, who have been approved for honorary work till 1st April, 2018, will be paid by Employment Department not by concerned Private Companies/Enterprises which deploys them for honorary work³.

1. As per the sixteenth amendment, (a) of point 1 is amended - February, 2023

2. As per the second amendment, point (b) is amended – February, 2017

3. As per the sixth amendment, point (b) is amended – May, 2018

- (2) The eligibility conditions for giving the honorary assignment to a 10+2/graduate/post graduate applicant shall be as follows:-
- i)* Applicant should be a domicile of Haryana.
 - ii)* Applicant should be registered in the Live Register of the concerned Employment Exchange. If not already registered, a 10+2/graduate/post-graduate qualified applicant may simultaneously register on www.hrex.gov.in website of the Department
 - iii)* The eligible Post Graduate/Graduate degree should have been obtained only through regular courses¹ from Punjabi University; Patiala¹ and any recognized Universities in UT Chandigarh or NCT Delhi or Haryana. Those applicants who have obtained their eligible degree through correspondence courses and been taking benefits under the scheme will also continue to avail the benefits ¹.
 - iv)* Applicant should have passed 10+2 examination, as regular student, from any recognized school, affiliated to Board of school Education Haryana, Bhiwani, Central Board of School Education (CBSE) Delhi and Indian Certificate of secondary Education (ICSE) Board, Delhi, situated in Haryana and UT Chandigarh only².
 - v)* Applicant's age should be between 18 to 35 years for 10+2² and 21 to 35 years for graduate/post graduate.
 - vi)* Applicant should not have passed 10+2 examination through correspondence/ National Open School².
 - vii)* Applicant should not be a regular student under full time course².
 - viii)* Applicant should not be an employee dismissed from Government Service.
 - ix)* Applicant should not be in any kind of employment e.g., public/private sector/quasi-government or self-employment.
 - x)* The annual family income of applicant shall not exceed rupees three lakhs (Rs.3 lakhs) from all sources.

1. As per the fifth Amendment – April,2018

2. As per the tenth amendment, sub point iv) , vi) and vii) of 2 is inserted and sub point v) of 2 is amended- August,2019

- xi)* The honorarium shall be paid for a maximum period of 03 years (36 months) or 35 years of age, whichever is earlier. Period of 3 years (36 months) shall start from date of allotment of honorarium assignment and age of 35 years shall be the exact date of completion of 35 years ¹.
- xii)* The registration for this component of the scheme shall be online in digital mode only on <https://hrevahs.gov.in>.

(3) Further, the applicant shall furnish a self-attested declaration with the following conditions:-

- i)* That the house of applicant has a functional toilet. If the applicants house no functional toilet he/she shall make a functional toilet within two months from the date of registration¹.
- ii)* That the family of the applicant has no pending dues payable to/is defaulter of the Power Department or its companies and if in default, then she/he undertakes to utilize part of the honorarium /allowance towards clearance of the dues.
- iii)* That the family of the applicant is not a defaulter of any Co-operative Bank and if in default, then he/she undertakes to utilize part of the honorarium/allowance towards payment of such dues¹.
- iv)* That there is no encroachment on public/Panchayat land by any member of his/her family.
- v)* That the family of the applicant is not a defaulter of house tax payable to an Urban Local Body and if in default, then he/she undertakes to utilize part of the honorarium/allowance towards of such dues¹.

(4) Honorary assignments (as per para (6)) will be offered seniority-wise and the seniority of the applicants shall be maintained district-wise, either in the district of his choice OR where he is ordinarily resident of, and be determined as per the following:-

- i)* Firstly, the applicant with higher age, as per the list, shall be higher in seniority;

1: As per the first amendment. - January, 2017

- ii) In case the age is same, then the applicant who has obtained the 10+2/graduate/post-graduate degree earlier, shall be senior (for this the year of successful completion of 10+2/graduate/post-graduate studies shall be considered);
- iii) In the rare case where the age and year of 10+2/Graduate/PG certificate/degree is identical, then the applicant obtaining higher percentage of marks in 10+2/Graduation/Post-Graduation examination shall be senior. In case any applicant acquires more than one Post-Graduation degree, the one with the highest percentage of marks shall be considered.
- iv) The seniority list of a particular district shall be generated on the last working day of the month for the purpose of assigning the honorarium assignment in the succeeding month¹.
- v) All those applicants who have not been assigned any honorarium assignment in a particular month have to be taken in the seniority list for the assignment of honorary assignment in the succeeding month¹.
- vi) Notwithstanding above provision from (i) to (v), the applicant who got seniority in the previous month to get the honorary work will retain his same seniority for the coming months too for all purposes except in those cases where a requisitioning department requests for a specific educational qualification². In addition, priority will be given to all those Saksham Yuva who have attended Skill Training Programme⁴. Overall preference will be given in seniority for deployment to those applicants enrolled under Saksham Yuva Scheme who are eligible under the Mukhyamantri Antyodaya Parivar Utthan Yojana (MMAPUY)⁵.

(5) An applicant must indicate a district of his choice where he would like to do an honorary assignment at the time of online registration. He/she may change this option of district once in six months, in the first³ fortnight of March & September every year, through the online portal <https://hreyahs.gov.in>.

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1. As per the first amendment, sub point iv) and v) of 4 is inserted - January, 2017
 2. As per the third amendment, sub point vi) of 4 is inserted.- April, 2017
 3. As per twelfth amendment - January, 2020
 4. As per thirteen amendment – March, 2020
 5. As per the fifteenth amendment.- November, 2021

- (6) While submitting his/her application, the applicant shall select five preferential work options (*illustrative only*), out of the following:-
- i) Information, Education & Communication (IEC) and suchlike activities of Haryana Government/Union Government schemes such as 'Beti Bachao-Beti Pado', 'Swachh Bharat Mission', 'National Health Mission', EYAHS etc.
 - ii) Marketing, Field publicity, Awareness generation and suchlike work in Government Boards, Corporations and other government agencies.
 - iii) Survey work such as SRDB, BPL etc.
 - iv) Remedial classes for weak students of Government Schools.
 - v) Coaching classes for competitive exams.
 - vi) Awareness generation & survey work such as for water conservation, micro/minor irrigation, soil testing, stoppage of burning of paddy stubble/chaff in fields and other such activities.
 - vii) Sports and Yoga coaching classes in schools, colleges and village panchayats for the so qualified and eligible PG/Graduate applicants/beneficiaries.
 - viii) Old age home services.
 - ix) Traffic Marshal/Home guard services related assignment & assistance.
 - x) Any other work, as identified by the Government, a Department or Deputy Commissioner at the field level in keeping with the specific needs of the area.
 - xi) In the private sector enterprises/establishments, the following sectors have been broadly indicated by the Industries Department for the honorary assignments:-
 - IT and ITeS.
 - Auto and auto-ancillary Industries.
 - Textiles.
 - Banking, Financial Services and Insurance.
 - Retail Industry
 - Agriculture & Allied Sector etc.
 - xii) As far as is practicable, the beneficiary shall be given an honorary assignment out of his/her preferences as indicated by him/her, however, he/she will be required to undertake any honorary assignment as entrusted to him/her.

(7) Those eligible 10+2/graduate/post-graduate applicants whom the designated Department is not able to engage for the honorary assignments shall be given allowance @ ₹900/1,500/3,000 per month, subject to the condition that the applicant shall attend skill training under the various skill development programs being organized by the Government as and when his/her name is sponsored and nominated for such training by the Department. The skill training options (at least ten in all) shall be given by the applicant at the time of registration from the over 200 skill trainings indicated in the online registration form on the online portal <https://hrevahs.gov.in> (Annexure-I of the identified priority areas and the skills of HSDM as appended may kindly be seen).

a) In case a beneficiary fails to attend a scheduled skill training at first instance, his/her allowance will be suspended; and;¹

b) If he/she does not attend the second such scheduled skill training, he/she will be removed from the scheme¹.

The eligible 10+2/graduate/post graduate applicant shall get unemployment allowance @ ₹900/1,500/3,000 from the month in which his/her application has been approved instead of month of his registration on the portal under this scheme². If the application of the eligible 10+2/graduate/post graduate is approved on the last day of a month, he/she will get the allowance of that month³.

(8) The 10+2/graduate/post-graduate qualified Saksham Yuva who fails to attend to/report to any honorary assignment he/she is nominated for, then ⁴:-

a) In the first instance, if he/she fails to report within 7 days, then the unemployment allowance shall be discontinued and his/her name shall be kept in abeyance/debar from the list of beneficiaries for one month;

1. As per the seventh amendment a) and b) of 7 are amended – August-2018

2. As per the third amendment. – April, 2017

3. As per the second amendment- February, 2017

4. As per the first amendment, Points 8 is inserted. – January, 2017 and later on replaced by sixteenth amendment. – February, 2023

- b) In the second instance, if he/she fails to report within 7 days, then the unemployment allowance shall be discontinued and his/her name shall be kept in abeyance/debar from the list of beneficiaries for one year;¹
- c) In the third instance, if he/she fails to report within 7 days, then he/she will be rejected permanently from the scheme.¹
- (9) If an applicant leaves the honorary assignment after few days of joining the assigning without giving any reason, he/she will be declared ineligible for one year for any type of honorary assignment. In such case, he/she can appeal for honorary assignment by submitting valid reasons to the DC of the concerned District whose decision shall be final².
- (10) If the indenting department put the beneficiary on training required for honorary assignment that shall be treated as part of honorary assignment provided the duration of such training does not exceed 2 working days².
- (11) A cap is to be provided to the “Saksham Yuva” (Young Unemployed Voluntary Associate) as a token identity and honour to these youth. This cap will be procured and distributed by the Head Quarter/Concerned District Employment Officer after the following due procedure².
- (12) The SAKSHAM YUVA Scheme is extended to incorporate registered Science, Engineering and Science equivalent Graduates of the State. The registration for these graduates on SAKSHAM Portal will start from April 1st, 2017. Commerce⁴ and Arts Graduates⁴ are also included in the scheme. The Saksham Yuva once deployed will get Rs.7,500/- (Allowance Rs. 1,500 + Honorarium Rs.6,000/-) for 3 years or 35 years of age whichever is earlier. The eligibility conditions for Unemployment Allowance & Honorarium under the scheme shall be as follows as approved in original scheme document:³

1. As per the first amendment, Points 8 is inserted. – January, 2017 and later point b) is replaced and c) is inserted under sixteenth amendment. – February, 2023

2. As per the first amendment, Points 9, 10 and 11 are inserted. – January, 2017

3. As per the third amendment point 12 is inserted (April, 2017) and later amended.

4. BA (Maths) as per third amendment (April, 2017), Commerce Graduates as per fourth amendment (June, 2017) and Arts Graduates by eighth amendment (November, 2018) are included.

- a) All degrees of BE, B.Tech, B.Sc, B.Com² and B.A.² are to be considered as eligible provided they have been granted by a recognized University/affiliated colleges in the State of Haryana, NCT Delhi, UT Chandigarh and Punjabi University, Patiala ¹ only through regular courses ¹.
- b) Other eligibility conditions e.g. income, domicile etc. shall remain the same as for Post-Graduate unemployed youths.
- (13)** The SAKSHAM YUVA Scheme is extended to incorporate registered 10+2 applicants of the State. The Saksham Yuva once deployed will get Rs.6,900/- (Allowance Rs. 900 + Honorarium Rs.6,000/-) for 3 years or 35 years of age whichever is earlier. The eligibility conditions for Unemployment Allowance & Honorarium under the scheme shall be as follows ³:
- a) Applicant should have passed 10+2 examination, as regular student, from any recognized school, affiliated to Board of School Education Haryana, Bhiwani, Central Board of School Education (CBSE) Delhi and Indian Certificate of secondary Education (ICSE) Board, Delhi, situated in Haryana and UT Chandigarh only.
- b) Applicant's age should be between 18 to 35 years.
- c) Applicant should not have passed 10+2 examination through correspondence/ National Open School.
- d) Applicant should not be a regular student under full time course.
- e) Other eligibility conditions e.g. income, domicile etc. shall remain the same as for Post-Graduate unemployed youths.
- (14)** The cost of travelling of Saksham Yuva who are deployed by Departments/Boards/Corporations in any field work is to be reimbursed by the concerned Indenting Department as per the actual cost of travelling by cheapest mode of travel in the district i.e. Bus/Train and Auto (preferably shared) if bus/train is not available ⁴.

1. As per the Fifth Amendment – April, 2018.

2. BA (Maths) as per third amendment (April, 2017), Commerce Graduates as per fourth amendment (June, 2017) and Arts Graduates by eighth amendment (November, 2018) are included.

3. As per the tenth amendment, point 13 (including sub points a) to e)) is inserted.- August, 2019

4. As per ninth amendment, point no 14 is inserted- March, 2019

4. Application for the Allowances/ Honorarium

A Registered applicant with employment exchange shall apply online in digital mode only on <https://hreyahs.gov.in>. If applicant is not already registered in the “Live Register of Employment Exchange” he/she may now registered on www.hrex.gov.in website of the Department.

5. Processing of applications & Entitlement for honorarium:

On receipt of the online application for inclusion as eligible applicant, the controlling officer of the Employment Exchange shall verify the credentials of the applicant. Prior to entry into the honorarium component, the eligible applicant shall be at a liberty to opt for five preferential jobs, in ascending order, out of the available job profiles/options and place, as available. As far as is practicable, the beneficiary shall be given an honorary assignment out of his/her preferences as indicated by him/her, however he/she will be required to undertake any honorary assignment as entrusted to him/her. All those eligible applicants, for engagement for the purpose of honorarium, shall furnish a self-declaration/undertaking in respect of his house/family as per prescribed format (Annexure-II).

The controlling officer shall provide the list of eligible/entitled 10+2/graduate/post-graduate applicants to the Divisional/District Employment Officer of the District who will comply the list of all eligible applicants as work option wise and forward it to the Deputy Commissioner of the District. The Deputy Commissioner will coordinate with the departments to assign 100 hrs/month honorary assignments to the eligible applicant as per seniority list. The Indenting department after getting the list of eligible list of applicants under this sub-scheme shall allot the honorary assignment for 100 hrs/month. However, it is being clarified that for the ease of taking maximum work from the applicants/beneficiaries and ease of calculation of number of hours the department will take the work for 12½ days in a month.

- (i) On the SAKSHAM portal, if the SAKSHAM YUVA is deployed by any indenting department/PSU/Universities/Boards, then he/she has to be deployed for at least 3 years or on attaining 35 years of age, whichever is earlier¹. To boost the rotation of Saksham Yuva in various Departments/Boards/ Corporations etc., an Indenting Department will deploy Saksham Yuva for maximum 6 months (3 months Demand+ 3 months Extension). After 6 months it will relieve the deployed Saksham Yuva and demand a fresh².
- (ii) The deployment of SAKSHAM YUVA for honorary assignment will be done tehsil wise by 20th of every month and they will report on work within a week. Therefore, requisitions from indenting departments will be obtained by 25th of the previous month and be sanctioned in the first two working days of next month.³
- (iii)“All indenting departments will send their demands tehsil wise in the following manner:
- a) For demand of Saksham Yuva upto 50 and period upto one month, then the approval of demands will be taken from concerned Deputy Commissioner.
 - b) For demand of more than 50 Saksham Yuva and for the period more than one month, indenting departments shall send the demand to their respective HOD for the approval.³

The demand for DC office will be approved by concerned Divisional Commissioner. After the certification of approval of demand from concerned HOD, the demand letter shall also be uploaded on the portal with this certification from HOD.

The indenting department at the end of the month will mandatorily assess the performance of all deployed Saksham Yuvas on honorary assignment and grade them on the basis of fixed yardsticks (Annexure-III). Indenting Department will not send further demand for Saksham Yuva unless performance assessment of all previously deployed Saksham Yuva is completed.

1. As per the third amendment, sub points (i), (ii) & (iii) of 5 are inserted – April, 2017
2. As per sixth amendment – May, 2018
3. As per sixteenth amendment Point ii) and iii) are amended - February, 2023.

If the overall performance of Saksham Yuva is assessed as average or poor, then the honorarium shall be deducted as per the following:

Performance	Deduction
Average	25 %
Poor	100% and rejection from the scheme

Further, in case the overall performance of Saksham Yuva is assessed as average or poor thrice during the deployment period of 36 months, he/she will not be entitled for further deployment on honorary assignment in any indenting department and he/she will avail only UEA as per provision of the scheme.

The random physical inspection and verification in all indenting departments of the work of deployed Saksham Yuva will be got done by the concerned Deputy Commissioner through any officer.¹

The district employment officer will prepare a list of those eligible 10+2/Graduate/Post Graduate applicants whom the designated department is not able to engage for the honorary assignments and send the same to the Department of Industrial Training and Skill Development. It will be the responsibility of the Department of Industrial Training and Skill Development to enroll those applicants in appropriate Skill training module available in their department.

Miscellaneous

Any fraudulent declaration, false information submitted by the eligible applicant shall invite civil and/or criminal action, as per provisions under the applicable Acts, along with recovery of the disbursed honorarium/allowance.

Once the eligible applicant crosses the age limit (35 years), as prescribed for allowance, the Unemployment allowance shall be discontinued with immediate effect.

Honorarium for honorary assignments shall only be paid for a period of 3 years/36 months.

1. As per the sixteenth amendment – February, 2023.

The honorarium to the eligible 10+2/Graduate/Post-graduate applicants engaged for honorary assignments in the Private companies/enterprises will NOT be paid by the Department of Employment but by the concerned company/enterprise. For this purpose, Department of Industries and Commerce, Haryana shall be the Nodal Department. The Unemployment allowance of ₹900/1,500/3,000 shall also be paid by the concerned private company/ enterprises¹. However Unemployment Allowance of those Saksham Yuva, who have been approved for honorary work till 1st April, 2018, will be paid by Employment Department not by concerned Private Companies/Enterprises which deploys them for honorary work².

If Saksham Yuva does not accept any job offer which comes at monthly emolument equal or greater than twice the monthly honorarium i.e. Rs. 12,000 paid by Govt. then his/her name should be deleted from the Scheme.³

The controlling officer shall periodically check the status of eligible applicants, as per defined terms and conditions and a consolidated monthly report be forwarded to the head of the department.

6. Grievances Redressal Mechanism Fair

Opportunity for Being Heard:

In case of non-allotment of work by the Intending department of eligible applicant, as the case may be, the eligible applicant may submit an application, in writing, to the controlling officer. The Controlling Officer shall give the eligible applicant a reasonable and fair opportunity for defending the case in person and it shall be responsibility of intending department to present before the controlling officer all relevant records for passing a speaking order. The findings/order of the same shall be recorded for further reference.

Appellate Authority/s:

First Appellate Authority: The concerned ADC of the District shall be First Appellate Authority. Where the eligible applicant is aggrieved by any order of the

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1. As per the second Amendment- February, 2017
 2. As per the sixth amendment- May, 2018
 3. As per the fourteenth amendment- April, 2021

Controlling Officer, he/she may, within 30 days of the date of communication of such order, make an online¹ application to the First Appellate Authority for revision against the said order. Taking cognizance of order, the First Appellate Authority may confirm, alter or rescind the decision of the Controlling Officer.

Second Appellate Authority: The Deputy Commissioner of the concerned district shall be second and final appellate authority.

Provided that the Second Appellate Authority may entertain the application after the expiry of the said period of fifteen days, if he is satisfied that the eligible applicant was prevented by sufficient cause from filing the application in time.

Protection of Officers/officials from Personal Liability:

No suit, prosecution or other legal proceeding shall lie against any public servant or any other acting for or anything in good faith done or intended to be done in pursuance of the provisions of this scheme or of any directions made thereof.

7. Power to Interpret, Amend and Relax

The power to interpret, change, amend, relax and removal of difficulties of the scheme shall lie with the department. The communications regarding the interpretation and alteration of this scheme shall be addressed to the Department of Employment by the competent authority of the Indenting department concerned for their disposal.

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1. As per the tenth Amendment- August, 2019

Annexure-I

	Sectors	Sub-Sector/Trades
1	Agriculture & Allied Activities	1. Farm Machinery 2. Animal Husbandry 3. Farm Mechanization 4. Precision farming 5. Fisheries& Allied Sector 6. Agriculture 7.Plantation 8. Horticulture 9. Floriculture 10. Tractor Operator 11. Harvesting Machine Operator 12. Dairy Worker 13. Broiler Poultry Farm Worker 14. Hatchery Production Worker 15. Poultry and Allied Sector 16. Apiculture 17. Minor Forest Product processing and value addition, 18. Natural Fiber product processing and value addition(Sericulture, Jute, cotton, and diversified Products) 19. Pulses Cultivator 20. Sugar Cane Cultivator 21. Citrus Fruit Grower 22. Bulb Crop Cultivator 23. Gardener 24. Beekeeper 25. Quality Seed Grower 26. Green House Fitter 27 Veterinary Field Assistant 28 Animal Health Worker 29. Solar Pump Technician
2	Textile Apparel& Allied	1. Garment Manufacturing 2. Fashion Design. 3. Garment making 4. Handloom 5. Brassware 6. Khadi 7. Carpet 13. Weaving 14. Knitting & Processing for Cotton, 15. Other Manmade & Synthetic Fibers 16. Sewing Machine Operator 17. Fabric Checker 18.. Measurement Checker 19. Sampling Tailor

		8. Handicrafts 9. Handmade Paper and Paper Products 10. Home décor art 11. Ceramic Painting 12. Spinning	20. Hand Embroider 21. Garment Cutter-CAM 22. Quality Assessor 23. Specialized Sewing Machine Operator 24. Sampling Coordinator
3	Automotive	1. Manufacturing 2. Automotive Repair 3. Auto Component Assembly Fitter 4. Machining Assistant 5. Parts Picker 6. Press Shop Helper 7. Quality Control Inspector	8. Maintenance Technician 9. Auto Body Technician 10. Washer 11. Welding Technician 12. Automotive Sales 13. Repair Painter – Auto Body 14. Service Technician
4	Banking, Finance and Insurance Sector (BFSI)	1. Banking Services 2. Accounting Services 3. Insurance Services 4. Mutual Fund Agent 5. Equity Dealer 6. Business Correspondent 7. Loan-approval Officer 8. Life Insurance Agent 9. Small & Medium Enterprise Officer (SME Officer)	10. Debt Recovery Agent 11. Accounts Executive (Recording & Reporting) 12. Accounts Executive (Receivables & Payables) 13. Accounts Executive (Payrolls) 14. Accounts Executive (Statutory Compliance)
5	Construction & Allied Activities	1. Construction Equipment Operator 2. Fabrication 3. Plumbing	13. Helper Electrician 14. Helper Painter & Decorator 15. Helper Laboratory & Field Technician

		<ul style="list-style-type: none"> 4. Domestic Electrician 5. Industrial Electrician 6. Paint 7. Wood Works 8. Bamboo Fabrication 9. Carpentry 10. Masson General 11. Masson Tiling 12. Masson Concrete 	<ul style="list-style-type: none"> 16. Bar Bender & Steel Fixer 17 Reinforcement Fitter 18. Assistant Electrician 19. Assistant Plumber 19. Plumber Masson 20. Plumber (Maintenance & Serving) 21. Plumber General (Helper) 22. Plumber Welding Assistant 23. Plumber Products & Sales
6	Electronics & Telecommunication	<ul style="list-style-type: none"> 1. Electronics System Design 2. Refrigeration and Air Conditioning 3. Consumer Electronics- Sales& Service 4. Network & Infrastructure Management 	<ul style="list-style-type: none"> 5. Telecom Service Provider 6. Handset Sales & Service 7. Customer Care Executive (Repair Centre) 8. Optical Fiber Splicer 9. Optical Fiber Technician 10. Tower Technician 11. Field Maintenance Engineer\
7	Food Processing Industries	<ul style="list-style-type: none"> 1. Dairy Products 2. Fruit &Vegetable Products 3. Cereals & Cereal Products 4. Food Grain 5. Edible Oil & Fats 6. Meat &Meat Products 7. Fish & Fish Products 	<ul style="list-style-type: none"> 8. Sweets& Confectionery 9. Bread &Bakery 10. Spices& Condiments 11. Beverage 12. Aerated Water &Soft Drinks 13. Packaging of food products 14. Pickles
8	Healthcare	<ul style="list-style-type: none"> 1. Medical and Nursing Healthcare 	<ul style="list-style-type: none"> 6. Preventive Healthcare (including Nutrition & Health Education)

		<ul style="list-style-type: none"> 2. Machine Technician 3. Lab Technician 4. Community Healthcare 5. Community Healthcare-Assistants 	<ul style="list-style-type: none"> 7. Allied Healthcare 8. Geriatric Healthcare 9. Health Counselor
9	IT-ITeS	<ul style="list-style-type: none"> 1. Information and Communication Technology 2. ICT Technician 	<ul style="list-style-type: none"> 3. Customer Care Executive (Call Centre) 4. Junior Data Associate
10	Logistics & Transportation	<ul style="list-style-type: none"> 1. Courier & Logistics 2. Warehouse Picker 3. Knitting & Labeling 4. Warehouse Packer 5. Loader/Unloader 6. Warehouse Supervisor 	<ul style="list-style-type: none"> 7. Receiving Assistant 8. Loading Supervisor 9. Consignment Booking Assistant 10. Consignment Tracking Executive 11. Mail Handler 12. Courier Sorter
11	Retail	<ul style="list-style-type: none"> 1. Store Operation 2. Retail Services 3. Fast Moving Consumer Goods (FMCG) 	<ul style="list-style-type: none"> 4. Cashier 5. Store Operator Assistant 6. Sales Associate
12	Sports & Physical Education	<ul style="list-style-type: none"> 1. Sports & Goods Manufacture 2. Sports service – Gym Instructor, Yoga Instructor & other sports Instructor 	<ul style="list-style-type: none"> 3. Fitness Trainer 4. Lifeguard 5. Sports Masseur
13	Tourism & Hospitality	<ul style="list-style-type: none"> 1. Food Production, 2. Cooking 3. Hospitality 4. Food & Beverage Services – Steward 5. Customer Service Executive (Meet & Greet) 6. Housekeeping Supervisor 7. Housekeeping Attendant (Manual) 	<ul style="list-style-type: none"> 12. Food & Beverage Service 13. Housekeeping 14. Travel & Tourism 15. Home Delivery Boy 16. Dish Washer 17. Tandoor Chef 18. Travel Consultant

		8. Cleaner – Carpet & Chair 9. Cleaner – Pest Controller 10. Kitchen Stewards 11. Bell Boy	19. Ticketing Consultant 20. Travel Insurance Executive 21. Visa Assistant Consultant 22. Food & Beverage Stewards
14	Green Skills	1. Renewable energy 2. Rain Water Harvesting,	3. Green Retail 4. Allied green skills
15	Other Sectors such as Beauty & Wellness, Security etc.	1. Spa and Wellness 2. Beauty Culture & Hair Dressing, 3. Naturopathy 4. Assistant Spa Therapist 5. Spa Therapist 6. Pedicurist & Manicurist 7. Assistant Nail Technician 8. Hair Stylist 9. Assistant Beauty Therapist 10. Beauty Therapist	11. Beauty Advisor 12. Décor Art-Mehandi 13. Fire & Safety Engineering 14. Security Services 15. Unarmed Security Guard 16. Armed Security Guard 17. CCTV Supervisor 18. Technical Helper Distribution – Power 19. Helper-Power System Transmission

Annexure-II

Self-Declaration/ Undertaking form

IS/o, D/o, W/o Sh.
Resident ofsolemnly affirm and declare that

1. I am a domicile of Haryana state.
2. I have obtained my 10+2 certificate and Graduate/Post Graduate degree from -----

3. I am registered with the Employment Exchange -----, Registration No. -----
 from dated.....
4. My annual family income from all sources including that of spouse does not exceed Rs.
 300000/- (3 lakh) from all sources
5. I am in the age of 18-35 or 21-35 years.
6. I am not a regular student under full time course.
7. I am not in any kind of employment e.g. public/private sector/quasi-government or self-
 employment.
8. That I have a functional toilet in my house.
9. None of my family member is a defaulter of any Co- operative Bank.
10. There is no encroachment on public/Panchayat land by any member of my family.
11. That none of my family member is a defaulter of house tax payable to a Urban Local Body.
12. I shall stop receiving the allowance and inform the department of employment and the
 concerned bank branch in case of me getting Placement/Job or becoming ineligible for
 unemployment allowances/ honorarium. I further undertake to refund the whole amount
 received by me with interest, for any period for which I am found ineligible, as decided by
 the Govt.

PLACE:

DATE:

NAME OF THE APPLICANT

Annexure-III

Saksham Yuva Performance Assessment

Saksham Yuva Name: _____ Working Department: _____

Work Assigned Nature: Fresh Assignment /Already Assigned

Honorary Work Classification: _____ Honorary Work Period: _____

Month and Date of Evaluation: _____ Date of Last Evaluation: _____

INSTRUCTIONS: This form is used to assess the Performance of Saksham Yuva on assigned Honorary Work in various Government Department/Boards/Corporations etc. This form is divided into five parts. Assign a number for each yardstick and write the number in corresponding box. Points will be totaled and averaged for overall Performance Levels.

Rating Points

Part-1 Timeline Rating

- Prescribed time limit in for assigned work _____ hours/days
 - Work completed in how many hours/days _____ hours/days
- Scoring **Max score = 6**
- Before time _____ (5-6)
 - On time _____ (3-4)
 - Outside time _____ (0-2)

Part-2 Attendance and punctuality

- Meets or Exceeds Expectations **Max score = 6**
(1 - Yes and 0 - No)
 - a) Arrives at designated time and leaves on time. _____
 - b) Provides advance notice of need for absence _____
 - c) Follows appropriate work schedule _____
- Below Expectations **(0 - Yes and 1 - No)**
 - a) Does not meet the attendance standards. _____
 - b) Often late for work and does not follow the attendance policy. _____
 - c) Does not inform for being absent. _____

Part-3
Quality of work and productivity

Max score = 8
(1 - Yes and 0 - No)

- ❖ Meets or Exceeds Expectations
- a) Maintains a high level of standard/accuracy in his/her work. _____
- b) Makes on new responsibilities with minimal guidance or direction. _____
- c) Provides consistent results for all assigned tasks and goals _____
- d) Efficiently completes assigned work _____
- e) Maintains documents required in performing task _____
- (0 - Yes and 1 - No)
- ❖ Below Expectations
- a) The quality of work is unreliable or poor. _____
- b) Reluctant to take new responsibility _____
- c) Lack of concentration results in a high level of errors. _____

Part -4
Job Knowledge and attitude towards assigned honorary work

Max score =6

- ❖ Meets or Exceeds Expectations
- a) Possesses the perfect knowledge and skills that are useful for the honorary work. _____
- b) Always equipped with the latest applications for assigned work _____
- (1 - Yes and 0 - No)
- ❖ Below Expectations
- a) Has asked for early relieving from assigned work? _____
- b) Has left the work after reporting on it? _____
- c) Working somewhere else part time or full time. _____
- d) A regular student and therefore asking for work 3-4 hours per day. _____
- (0 - Yes and 1 - No)

Part-5
Team Work & Behaviour

Max score = 7
(1 - Yes and 0 - No)

- ❖ Meets or Exceeds Expectations
- a) Cooperates with his team members to get the job done. _____
- b) Willingness to help his fellow teammates. _____
- c) Maintains a calm and composed demeanor under stressful situation _____
- d) Positive relationships with fellow and officials/officers of department _____
- (0 - Yes and 1 - No)
- ❖ Below Expectations
- a) Does not know how to cooperate with his colleagues in his team to achieve targets. _____

- b) Is not consistent in supporting his teammates. _____
- c) Sometimes refuses to comply with the directions of officials.

Overall Assessment Detail: Max Score: 33

Weightaged average score out of 5: [Formula= (Mark Obtained/Max score) * 5]

• **Overall Performance :**

- Outstanding/ Very good/ Good/ Average/ Poor
 - Outstanding (4-5)
 - Very good (3-3.9)
 - Good (2-2.9)
 - Average (1-1.9)
 - Poor (0-0.9)

- **Remarks:**_____
- **Name of Assessee Officer:**_____
- **Designation of Assessee officer:**_____
- **Name of Department:**_____