

**Form 'A'**

Recent attested  
Passport Size  
Photograph

For Office use:

Application No. \_\_\_\_\_ Date: / /

**Government of Himachal Pradesh  
Department of Labour & Employment**

**APPLICATION FOR UNEMPLOYMENT ALLOWANCE**

(1) Applicant Name

(2) Father's Name

(3) Mother's Name

(4) Spouse's Name

(5) Sex Male  Female

(6) Date of Birth

(7) Age on the Date of Application   years

(8) Religion Hinduism  Islam  Sikhism  Christianity  Buddhism  Jainism

(9) Category General  OBC  SC  ST

(10) Sub Category IRDP  BPL  Antodaya  PH  XSM

(11) Permanent Address -----  
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Tehsil

District

Pin code

(12) Correspondence Address -----  
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Tehsil

District

Pincode

Mobile No.

Email -----

(13) Name of Employment Exchange where registered



Note:-

- 1) Please ensure that all the columns of this application form are filled.
- 2) Attested copy of Employment Registration Card (X-10) is attached.
- 3) Attested copy of valid family income certificate issued by Executive Magistrate (issued not before 6 months of date of application for the Allowance) is attached. Further, the income certificate required to be issued by the Competent Authority under the Scheme will specially state that the applicant is not employed in Government, its Agencies, Public Sector Undertaking, Bodies etc.
- 4) Self Certified Declaration declaring that she/he is unemployed as per format prescribed by the Department. (as per form 'C' attached).
- 5) Attested copy of Bonafide Himachali Certificate is attached.
- 6) Bank details to be verified by concerned Bank Branch Officer with signature and stamp of Bank.
- 7) Filling up IFSC code of Bank Branch is Compulsory/Mandatory.
- 8) Attested copies of 10<sup>th</sup> /12<sup>th</sup> /age certificate issued by competent authority to ascertain age and educational qualification is attached.
- 9) Attested copy of Aadhaar Card.

**Receipt**

Receipt No. (Application No.) ----- date: -----

Application for Unemployment Allowance has been received from Mr./Mrs/Ms. ----- S/o,D/o,  
W/o Sh. ----- alongwith the following original/attested documents:

- 1) Application form in original.
- 2) Attested copy of Employment Registration Card (X-10).
- 3) Attested copy of family income certificate issued by Executive Magistrate.
- 4) Attested copy of Bonafide Himachali Certificate issued by Executive Magistrate.
- 5) Self Certified Declaration as per form 'C'.
- 6) Attested copies of 10<sup>th</sup> /12<sup>th</sup> age certificate issued by competent authority to ascertain age and educational qualification.
- 7) Attested copy of Aadhaar Card.

Signature of Officer/Official of Employment Exchange

Name-----

Designation-----

Date -----

## Self Certified Declaration

I ..... S/o, D/o, W/o Sh. .... Resident of ..... Age ..... solemnly affirm and state that:

1. I am not employed under the Government/its agencies, public sector undertakings/bodies/boards/corporations etc.
2. I am neither employed in private sector nor self employed.
3. I am a bonafide resident of H.P.
4. I am not regular student pursuing any course.
5. I have passed my ..... examination from ..... Board/University/Institution recognized by H.P. Govt.
6. I am registered with the Employment Exchange ..... Registration No. .... from date ..... and my name is registered as on date.
7. My annual family income from all sources including that of spouse is less than Rs. 2.00 Lakhs ( Rs. Two Lakhs).
8. I am in the age group of 20 to below 35 years.
9. I am not a dismissed Govt. employee.
10. I have not been convicted of any offence resulting in imprisonment for a period of 48 hours or more.
11. I have not claimed Skill Development Allowance and Unemployment Allowance from any other Employment Exchange.
12. I have read all the eligibility conditions and I fulfill the same. The information given by me in the application for Unemployment Allowance is true.
13. In case any eligibility criteria for receiving Unemployment Allowance (like increase in income, change in employment status, attaining the age of 35 years etc.) changes which renders me ineligible, then I shall inform the Employment Exchange and the concerned bank branch within 7 days. 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 Department.
14. I undertake to submit the self certified declaration in the month of March to confirm my eligibility for the Unemployment Allowance for the next Financial Year (beginning April), failing which my Allowance will be withdrawn from April of that year.
15. That the above contents of this self certified declaration are true to the best of my knowledge.

Applicant

### VERIFICATION

I the above applicant do hereby further solemnly affirm and certify that all the facts given above from para 1 to 15 are true to the best of my knowledge and belief and nothing material has been concealed there in.

Verified today on .....(date and year) at .....

Applicant.

**Government of Himachal Pradesh  
Department of Labour & Employment**

O/o -----

Dated: -----

To

-----

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----- (for address)

Application No.-----

**Subject:- Regarding ineligibility of Unemployment Allowance.**

Madam /Sir,

Please refer to your application (no. mentioned above) for Unemployment Allowance. On the scrutiny of the application along with documents submitted by you, your claim for Unemployment Allowance is rejected herewith due to the following reason:

(i) -----

(ii) ----- (Please mention the grounds of rejection of the application).

Yours faithfully,

Signature of Officer/Official of Employment Exchange

Name-----

Designation-----

Date -----