



Office of the
Divisional Railway Manager, Personnel Branch, 4th Floor,
Sanchalan Bhavan, Secunderabad - 500071.



No: SCR/P-SC/456/Welfare/2018-19

Date: 23.08.2019

All Concerned

Sub: Grant of Scholarships / Special Scholarships to the wards of Non-Gazetted employees prosecuting Graduation/Post Graduation during the Year 2018-19.

Ref: PCPO's Lr.No.SCR/P-HQ/456/11/SBF/18-19(Sch), dt.19.08.2019.

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With reference to the letter cited, to encourage the staff to enrol their children / dependants in Graduation/Post Graduation, the HQ SBF provides for grant of SCHOLARSHIPS as detailed below.

S.No.	Type of Scholarship	Who are Eligible	Limitations if any
1.	GENERAL	Employees in Level-5 (GP-2800) and above	Available to ONE scholar child only
2.	SPECIAL	Employees in Level-4 (GP-2400) and below	Available to ALL Scholar Wards.

2.The Courses which qualify for the grant and the amount of Scholarship that the ward is entitled shall be as under:

S.No.	Scheme	Courses which qualify for the grant of SCHOLARSHIPS
1.	GENERAL SCHOLARSHIP Employees in Level-5 (GP 2800 & above)	All Degree & PG Courses. @ Rs.1500/- per month or Rs.18000/- for one year
		Diploma courses exceeding one year duration. @ Rs.1200/- per month
2.	SPECIAL SCHOLARSHIPS Employees in Level-4 (GP 2400 & below)	All Degree, PG Courses & Diploma courses exceeding one year duration. @ Rs.1500/- per month or Rs.18000/- for one year.

The student should have obtained admission in a recognized Institute/university for any Regular Degree, PG & Diploma courses during the academic year 2018-19.


3. The following guidelines are enumerated for convenience of the applicant employees to submit their claims in favour of their student son/daughter/dependants prosecuting the course.

3.1. The applications should invariably be made in Proforma enclosed to this notification.

Contd....2.

- 3.2. The bonafides of the education pursued, Fee Paid etc., should be certified by the College where the candidate is Studying.
 - 3.3. The application should be made for the year of study in Academic year 2018-19. For example, if the student was prosecuting 1st year in 2018-19, the application should be for the 1st year of the course and so on.
 - 3.4. The attested copy of marks list of the QUALIFYING EXAM should be enclosed to the application. The qualifying exam for this notification would be the exam passed in the Academic Year 2017-18
 - 3.5. A ward should have successfully PASSED all the subjects in the qualifying exam to be considered for grant of scholarships.
 - 3.6. The Level (grade pay) of employee in current post **held substantively** would be the basis for consideration of the application.
 - 3.7. Application with INCOMPLETE details shall stand rejected.
 - 3.8. The Children/Dependents in whose favour the scholarship is applied for should be covered under Pass Rules of parent employee.
- 4. The employees are advised to submit their applications alongwith relevant documents to their respective Departmental Branch Officer. In turn, the respective Departmental Branch Officer shall forward the received applications in one bunch to the Secretary, S.C. Railway/SC Division SBF Committee & Ch.S&WI/Welfare, 4th floor, Sr.DPO/O/SC, Sanchalan Bhavan. The applications filled in all aspects should reach on or before 21.10.2019. Applications received after the due date will not be accepted.**
5. The notification may be displayed at prominent places in your Office/Station/Unit/Depot, for information of the employees.

Encl: Proforma Application.


(M.SENTHIL KUMAR)
Chairman/SC Divn. SBF Committee
&
Senior Divisional Personnel Officer/SC

Copy to: The Divisional Secretaries, SCRES, SCRMU, AISC&STREA, AIOBCREA – for information please. Ten copies of the notification along with the Proforma are enclosed.

Encl: As Above.


(M.SENTHIL KUMAR)
Chairman/SC Divn. SBF Committee
&
Senior Divisional Personnel Officer/SC

Application for General/Special Scholarship for Technical Education

The Chairman,
DSBF Committee,
Secunderabad Division,
South Central Railway.

1	Name of the employee in full (in Block letters)	
2	Name of the Father/Husband	
3	If spouse is a Railway/Government Employee, details thereof	
4	Date of Appointment	
5	Bill Unit No	
5	Designation, Office & Station	
6	7. P. F. Number	
8	Telephone Number(RLY) & MOBILE Number	
10	Pay Level (Grade Pay) & Basic Pay	
12	Name of the Scholar ward & Relation ship	
14	Course Studying	
15	Year of Study in during the Academic Year 2018-19 viz., 1 st Yr, 2 nd Yr, 3 rd yr, 4 th Yr etc.,	
16	Name of the Institution where studying	
17	Whether the child is in receipt of any other scholarship and if so, the value.	
18	Whether the child is exempted from payment of term/tuition fee and if so, the value.	
19	Whether the student is employed and is having his/her own resources.	

I hereby declare that all the particulars furnished above are true and I am liable for disciplinary action, if they are proved to be incorrect at a later date. I also declare that the student Master/Kumari.....Is related to me as

Date:

Place:

Signature of the employee

In case, where the student is a dependent on the employee, the following declaration needs to be submitted.

Witnesses:

We hereby declare that the particulars furnished by

Shri./Smt. _____ Designation
_____ are correct to the best of my knowledge:

S. No.	Name (in BLOCK LETTERS)	Designation/Office/ Station	Signature
01			

The details mentioned in Col. No.12 is hereby certified. The said scholar ward has been included as a dependent in the pass declaration submitted by the employee.

Signature & Designation of the Pass Issuing Officer.

No.
Date

Office
Station:

Forwarded, It is certified that the particulars furnished against item 1 to 10 have been verified and found correct.

Signature & Stamp of the Controlling Officer

Documents to be enclosed to the application:

1. Attested copy of the Mark Lists of the Qualifying Examination, viz., the exam passed in the Academic Year 2017-18.
2. Certificate from the College of study on Fee Payment.(Annexure)
3. Pay Slip & ID Card photo copy of the employee.

**** Please note that no column should be left blank. The telephone number should be furnished.**

Name of the college with seal.
Affiliated to :

CERTIFICATE

This is to certify that Kum./Master_____

Son/Daughter of Shri_____, is/was a student

of this college studied/studying in _____ (course)_____

(Year of study –1st Yr, 2nd Yr, 3rd Yr, 4th Yr etc.,) during **2018-19**.

2. The student has remitted an amount of _____

(Rupees_____ only)

towards college fee during the said Academic Year 2018-19. **It is also**

certified that the student is NOT EXEMPTED from payment of FEE and

is also not in receipt of any SCHOLARSHIP from any other sources.

It is also certified that the student has completed his academic year

2017-18 successfully, without any backlogs.

4. This certificate is issued to the student to enable her to obtain SCHOLARSHIP from the Staff Benefit Fund of the Railways.

**Signature of the Authorized Signatory
with College Seal**

PLACE:
DATE: