

SOUTH CENTRAL RAILWAY HEADQUARTERS STAFF BENEFIT FUND

Headquarters Office,
Personnel Branch,
Secunderabad-500 071.



Date: 20.10.2020

No. SCR/P-HQ/456/11/19-20(Sch).

ALL CONCERNED

Sub: Grant of Scholarships/Special Scholarships to wards of Non-Gazetted employees prosecuting Higher Education during the year 2019-20.

To encourage the staff to enroll their children/Dependents in Graduation/ Post Graduation, the HQ SBF provides for grant of SCHOLARSHIPS as detailed below:

Sl. 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:

Sl. No	Scheme	Courses which qualify for the grant of SCHOLARSHIPS
1	GENERAL SCHOLARSHIP (Employees in Level-5 & above)	All Degree & PG Courses pursuing in India @ Rs.1500/month or Rs.18000 for year 3 rd year of Diploma courses [exceeding one year duration] after 10 th / SSC pursuing in India. All Diploma courses [exceeding one year duration] after 10+2 pursuing in India @ Rs.1500/month or Rs.18000 for year .
2	SPECIAL SCHOLARSHIPS (Employees in Level-4 & below)	All Degree, PG Courses & Diploma courses pursuing in India [exceeding one year duration] as mentioned above. @ Rs.1500/month or Rs.18000 for year

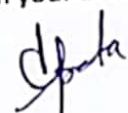
The student should have obtained admission in a recognized Institute for any regular Degree/PG & Diploma courses in India during the academic year 2019-20.

3. The following guidelines are enumerated for convenience of applicant employees to prefer their claims in favour of their student son/Daughter/Dependent, who is prosecuting the course.

- 3.1 The applications should invariably be made in Proforma enclosed to this notification.
- 3.2 The bonafide of the education pursued, fee paid etc., should be certified by the College of Study.
- 3.3 The application should be made for the year of study in Academic 2019-20. For example, if the student was prosecuting 1st year in 2019-20, the application should be for the 1st year of the course and so on.

- 3.4 The attested copy of mark list of the QUALIFYING EXAM should be enclosed to the application. The qualifying exam for the purpose of this notification would be the exam passed in the **Academic Year 2019-20. (Previous years marks list should also be enclosed)**
- 3.5 A ward should have successfully PASSED in all the subjects of all Semesters of the course to be considered for grant of scholarships [**Copies should be attached with self attestation**].
- 3.6 The Level (grade pay) of employee **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.
- 3.9 The employees should enclose copies of Identity Cards & Pay-slips with self-attestation.
- 3.10 Applications for grant of scholarship should be submitted to the Secretary, S.C. Railway Headquarters SBF Committee & SPO/IR-Welfare in the prescribed proforma.
4. The following is the schedule for grant of scholarship for the 2019-20.
- | | | |
|--|---|------------|
| i) Date of publication of notification | : | 20.10.2020 |
| ii) Last date for submission of application | : | 30.11.2020 |
| iii) Last date to reach applications to PCPO's Office from Divisions & Units | : | 15.12.2020 |
5. The notification may be displayed in the prominent places in your Division/Workshop.
6. No belated cases strictly entitled.

Encl: Proforma Application.


(A. SITA SREENIVAS)

Secretary/Hqrs SBF Committee & SPO/IR-Welfare
for Chairman/Hqrs. SBF Committee & PCPO

Copy to:

The General Secretary, SCRES, SCRUMU, AISCTREA, AIOBCREA – for information. Ten copies of the notification along with the Proforma are enclosed. He is requested to use his machinery in ensuring wide publicity to the subject notification.


The Manager (Personnel) RailTel, IRCTC – for information. They are requested to forward the applications received from the employees working under their control duly certifying that their lien is maintained on S.C. Railway.

Copy to:

The Chairman, Divisional/Workshop SBF Committee & _____. He will issue similar notification to cover his Division/Workshop jurisdiction. The applications received in response should be thoroughly examined and the list of eligible cases should be forwarded to the undersigned along with a soft copy in excel format, in the form of a C.D. The list of each year of study should be made out separately. The list should be arranged on the basis of the pay drawn by the applicant employees with the employees drawing less pay being shown first. The Divisions/Workshops shall furnish the information to the undersigned by 15.12.2020.

No Belated cases entitled.

Encl: As Above.


(A. SITA SREENIVAS)

Secretary/Hqrs SBF Committee & SPO/IR-Welfare
for Chairman/Hqrs. SBF Committee & PCPO

APPLICATION FOR GENERAL / SPECIAL SCHOLARSHIP FOR TECHNICAL EDUCATION

The Secretary
South Central Railway
HQrs. / Divisional / Workshop SBF Committee

1	Name of the employee in full (in Block letters)		
2	Name of the Scholar Ward		
3	Relationship		
4	If spouse is a Railway/Government employee, details thereof.		
5	Date of Appointment:		3. Bill Unit No.
6	Designation:		5. Office/Station
7	Department/Division		7. P. F. Number
8	Telephone Number (RLY)		9. Mobile Number
9	Pay Level (Grade Pay)		11. Basic Pay
10	Course Studying		
11	Year of Study in during the Academic Year 2019-20 viz., 1 st Yr, 2 nd Yr, 3 rd yr, 4 th Yr etc.,		
12	Name of the Institution where studying		
13	Whether the child is in receipt of any other scholarship and if so, the value.		
14	Whether the child is exempted from payment of term/tuition fee and if so, the value.		
15	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:

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

The details mentioned in Col. No.12 are 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 previous Academic Years.
- 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 Mobile phone 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 studying in _____ (course) _____ (Year of study -1st Yr, 2nd Yr, 3rd Yr, 4th Yr etc.,) during 2019-20.

2. The student has remitted an amount of _____ (Rupees _____ only) towards college fee during the said Academic Year 2019-20. 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 previous academic years successfully, without any backlogs.

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

Place:

Date:

Signature of the Authorized Signatory
with College Seal