

SOUTH CENTRAL RAILWAY HEADQUARTERS STAFF BENEFIT FUND



Headquarters Office,
Personnel Branch,
Secunderabad-500 071.



No. SCR/P-HQ/456/11/18-19(5ch).

Date: 19/08.2019

ALL CONCERNED

Sub: Grant of Scholarships/Special Scholarships to wards of Non-Gazetted employees prosecuting Higher Education during the year 2018-19.

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. @ Rs.1500/month or Rs.18000 for year Diploma courses exceeding one year duration. @ Rs.1200/month
2	SPECIAL SCHOLARSHIPS (Employees in Level-4 & below)	ALL Degree, PG Courses & Diploma courses exceeding one year duration. @ 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 during the academic year 2018-19.

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 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 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 2018-19.** (~~2017-18~~ Previous year marks list should be enclosed)
 - 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 **held substantively** would be the basis for consideration of the application. While filling up 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 Applications for grant of scholarship should be submitted to the Secretary, S.C. Railway Headquarters SBF Committee & SPO/IR in the prescribed proforma.
4. The following is the schedule for grant of scholarship for the 2018-19.
- | | | |
|---|---|------------|
| i) Date of publication of notification | : | 14.08.2019 |
| ii) Last date for submission of application | : | 15.10.2019 |
| iii) Last date to reach PCPO's Office | : | 31.10.2019 |

5. The notification may be displayed in the prominent places in your Division/Workshop.

Encl: Proforma Application.

(A. SITA SREENIVAS)

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

Copy to:

The General Secretary, SCRES, SCRMU, 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 31.10.2019.

No Belated cases entitled.

Encl: As Above.

(A. SITA SREENIVAS)

Secretary/Hqrs SBF Committee & SPO/IR
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)		
1(a)	Name of the Father/Husband		
1(b)	If spouse is a Railway/Government employee, details thereof		
2	Date of Appointment	3. Bill Unit No.	
4	Designation	5. Office/Station	
6	Department/Division	7. P. F. Number	
8	Telephone Number (RLY)	9. Mobile Number	
10	Pay Level (Grade Pay)	11. Basic Pay	
12	Name of the Scholar ward	13. 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 it 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

2

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 [Previous Year of the Notification].
- 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 Mobilephone number should be furnished.**

1

ANNEXURE

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 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.

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