

**SOUTH CENTRAL RAILWAY  
CENTRAL STAFF BENEFIT FUND**

Headquarters Office,  
Personnel Branch,  
Secunderabad - 500 025.



No. SCR/P-HQ/456/11/23-24(Sch).

Date: 24.09.2024

**ALL CONCERNED**

Sub: Grant of Scholarships/Special Scholarships to wards of Non-Gazetted employees prosecuting Higher Education during the academic year 2023-24.

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To encourage the staff to enroll their children/Dependents in Graduation/ Post Graduation, the Central Staff Benefit Fund provides for grant of SCHOLARSHIPS as detailed below:

Sl. No	Type of Scholarship	Who are eligible	Limitations, if any.
1	<b>GENERAL</b>	Employees in Level-5 (GP.2800) and above in <b>Substantive Grades</b> .	Available to <b>ONE</b> Scholar ward only. In case of <b>Twins</b> , available for <b>Two</b> scholar wards.
2	<b>SPECIAL [Girls &amp; Boys]</b>	Employees in Level-4 (GP 2400) and below in <b>Substantive Grades</b> .	Available to <b>ALL</b> 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	<b>GENERAL SCHOLARSHIP</b> (Employees in Level-5 (GP.2800) & above in <b>Substantive Grades</b> )	<ul style="list-style-type: none"><li>• All Degree &amp; PG Courses pursuing in India @Rs.1,500/- p.m or Rs.18,000/- per annum.</li></ul>
2	<b>SPECIAL SCHOLARSHIPS [Girls &amp; Boys]</b> (Employees in Level-4 (GP.2400) & below in <b>Substantive Grades</b> )	<ul style="list-style-type: none"><li>• All Diploma courses from 3<sup>rd</sup> year after completion of 10<sup>th</sup> Class / SSC pursuing in India.</li><li>• All Diploma courses from 1<sup>st</sup> year after completion of Intermediate/ 10+2 pursuing in India.</li></ul> @ Rs.1,500/- p.m or Rs.18,000/- per annum.

The student should have obtained admission in a recognized Institute for any regular Degree/PG & Diploma courses in India during the academic year 2023-24.

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 **Priority for Scholarships will be given to the staff in Lower Grade Pay/Pay Level/Pay in Pay Level.**
  - 3.2 The applications should invariably be made in Proforma enclosed to this notification.
  - 3.3 The bonafide of the education pursued, fee paid etc., should be certified by the College of Study.
  - 3.4 The application should be made for the Academic year 2023-24. For example, if the student was prosecuting 1<sup>st</sup> year in 2023-24, the application should be for the 1<sup>st</sup> year of the course and so on.

- 3.5 A ward should have successfully **PASSED** in all the subjects of all Semesters of the course **without any backlogs** to be considered for grant of scholarships [All Copies of memorandums should be attached with self attestation].
- 3.6 **The Pay Level / Grade Pay of the post held 'SUBSTANTIVELY'** by the employee 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.
- 3.9 The employees should enclose copies of Identity Card & Pay-slip with self-attestation.
- 3.10 Employees working in HQrs offices should submit the applications to **the Secretary, S.C.Railway CSBF Committee** in the prescribed proforma.
- 3.11 Employees working in Divisions/Workshops offices should submit the applications to **the Divisional/Workshop Chairman/SBF** in the prescribed proforma.

4. **The following is the schedule for grant of scholarship for the 2023-24.**

- |   |   |            |
|---|---|------------|
| i) Date of publication of notification  | : | 24.09.2024 |
| ii) Last date for submission of applications at HQrs<br>Divisions/Workshops         | } | 11.11.2024 |
| iii) Last date to reach applications to PCPO's<br>Office from Divisions & Workshops | } | 25.11.2024 |

5. The notification may be displayed in the prominent places in your Divisions/Workshops.
6. The application received after due date will be rejected summarily.
7. **To download applications:** <https://scr.indianrailways.gov.in> → About us → Departments → Personnel Department → 'SBF Scholarships 2023-24'.

Encl: Proforma Application.

  
(K. BALRAJ) 24/9/2024

Secretary, CSBF Committee & SPO/IR  
for Chairman, CSBF Committee & PCPO

**Copy to:** The General Secretary, SCRES, SCRUMU, AISCTREA, SCROBCREA – for information. Ten copies of the notification along with the Proforma are enclosed. It is requested to use their 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 Divisional Chairman/SBF/SC, HYB, BZA, GTL, GNT, NED & Workshops Chairman/SBF/LDGS, RYPS, TPYS. **They will issue similar notification to cover their 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. The list of eligible employees for General & Special Scholarships/Girls & Boys should be made out separately. The list should be arranged on the basis of the pay level and pay drawn by the applicant employees with the employees drawing lower pay level in pay being shown first. The Divisions/Workshops shall furnish the list of eligible employees to the undersigned by **25.11.2024**.

  
(K. BALRAJ) 24/9/2024

Secretary, CSBF Committee & SPO/IR  
for Chairman, CSBF Committee & PCPO

**APPLICATION FOR SPECIAL / GENERAL SCHOLARSHIPS - 2023-24**

*[Handwritten Signature]*

**The Chairman / Secretary,  
Divisional / Workshop / SBF Committee,  
South Central Railway.**

1.	Name of the employee in full (in Block letters)			
2.	Designation		3.	Office
4.	Department/ Divn/Unit		5.	PF No.
6.	Basic Pay		7.	Bill Unit No.
8.	Pay Level (Grade Pay) of Substantive Post		9.	MACP Pay Level/ Grade Pay
10.	Date of Birth		11.	Date of appointment
12.	Telephone Number (RLY)		13.	Mobile Number
14.	If spouse is a Railway / Government employee, details thereof.			
15.	Name of the Scholar Ward			
16.	Relationship [Son / Daughter / Twins / Dependant]			
17.	Course of Study			
18.	Year of Study in during the Academic Year 2023-24 viz., 1 <sup>st</sup> - 2 <sup>nd</sup> - 3 <sup>rd</sup> - 4 <sup>th</sup> year etc., [ <input checked="" type="checkbox"/> on the relevant year]			
19.	Name of the Institution where studying			
20.	Whether the child is in receipt of any other scholarship and if so, the value.			
21.	Whether the child is exempted from payment of term/tuition fee and if so, the value.			
22.	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**

*Handwritten signature and date 2/15*

**In case, where the student is a DEPENDENT on the employee**

It is to certify that 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 22 have been verified and found correct.

**Signature & Stamp of the Controlling Officer**

**Documents to be enclosed to the application:**

- 1) All self attested copies of the Mark Memoranda of the course.
- 2) Bonafide Certificate from the College of study and Fee Payment Certification (Annexure).
- 3) Copy of Pay Slip & Photo ID Card of the employee with self attestation.

**NOTE: No column should be left blank in the application. In case any column is left blank, the application will be rejected.**

**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 -1<sup>st</sup> Yr, 2<sup>nd</sup> Yr, 3<sup>rd</sup> Yr, 4<sup>th</sup> Yr etc.,) during 2023-24.

The student has remitted an amount of \_\_\_\_\_ (Rupees \_\_\_\_\_ only) towards college fee during the said Academic Year 2023-24. 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/ semesters successfully.

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**