



**SOUTH CENTRAL RAILWAY
CENTRAL STAFF BENEFIT FUND**

Headquarters Office,
Personnel Branch,
Secunderabad - 500 025.



No. SCR/P-HQ/456/11/21-22(Sch).

Date: 19.09.2022

ALL CONCERNED

Sub: Grant of Scholarships/Special Scholarships to wards of Non-Gazetted employees prosecuting Higher Education during the academic year 2021-22.

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	GENERAL	Employees in Level-5 (GP.2800) and above in Substantive Grades .	Available to ONE Scholar ward only. In case of Twins , available for Two scholar wards.
2	SPECIAL	Employees in Level-4 (GP 2400) and below in Substantive Grades .	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 (GP.2800) & above in Substantive Grades)	<ul style="list-style-type: none">• All Degree & PG Courses pursuing in India @Rs.1,500/- p.m or Rs.18,000/- per annum.• All Diploma courses from 3rd year after completion of 10th Class / SSC pursuing in India.
2	SPECIAL SCHOLARSHIPS (Employees in Level-4 (GP.2400) & below in Substantive Grades)	<ul style="list-style-type: none">• All Diploma courses from 1st year after completion of Intermediate/ 10+2 pursuing in India. @ 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 2021-22.

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.


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- 3.4 The application should be made for the Academic year 2021-22. For example, if the student was prosecuting 1st year in 2021-22, the application should be for the 1st 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 & SPO/IR** 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 2021-22.**

- | | | |
|---|---|-------------------|
| i) Date of publication of notification | : | 19.09.2022 |
| ii) Last date for submission of applications at HQrs
Divisions/Workshops | } | 31.10.2022 |
| iii) Last date to reach applications to PCPO's
Office from Divisions & Workshops | } | 10.11.2022 |

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.

Encl: Proforma Application.


(J. MADAN MOHAN REDDY)
Secretary, CSBF Committee & SPO/IR
for Chairman, CSBF Committee & PCPO

Copy to: The General Secretary, SCRES, SCR MU, 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 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 **10.11.2022**.


(J. MADAN MOHAN REDDY)
Secretary, CSBF Committee & SPO/IR
for Chairman, CSBF Committee & PCPO

APPLICATION FOR SPECIAL / GENERAL SCHOLARSHIPS - 2021-22

**The Chairman / Secretary,
Divisional / Workshop / HQrs 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 2021-22 viz., 1 st - 2 nd - 3 rd - 4 th year etc., [✓ 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

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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.

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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 2021-22.

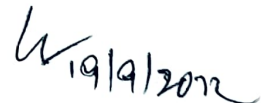
2. The student has remitted an amount of _____ (Rupees _____ only) towards college fee during the said Academic Year 2021-22. It is also certified that the student is **NOT EXEMPTED** from payment of Fee and is also not in receipt of any **SCHOLARSHIP** from any other sources. It is also certified that 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


19/9/2022