



दक्षिण पूर्व मध्य रेलवे
South East Central Railway
मुख्यालय, कार्मिक विभाग, प्रथम तल, महाप्रबंधक कार्यालय, बिलासपुर (छ. ग.)
HEAD QUARTER, PERSONNEL DEPARTMENT, 1st FLOOR,
GM's OFFICE, BILASPUR (C.G.) 495004

P- HQ/Wel/350/CSBF/Scholarship/2024-25/249

Date: 29/10/2024

AGM,
CAO(CON)/BSP
All PHODs/CHODs
DRM/BSP, R, NGP
CWMWRS/R, CWM/MIB/NGP
CMM/GSD/R
SEC Railway

(Central Staff Benefit Fund Notification No.01/2024-25)

Sub:- Grant of Technical/Professional Education- Scholarship to the wards of staff from Staff Benefit Fund for the year 2024-25.

Application are invited from Non-Gazetted staff of SECR under your control, to consider/grant of Technical/Professional Education Scholarships from SBF under the following Heads as detailed below:-

Technical/Professional Education Scholarships:-

- (i) Scholarship for Higher Technical/Professional education for wards of staff who are in " Level -4 of (7th CPC) for all Non Gazetted Railway employees".
- (ii) Scholarship for Higher Technical/Professional education of "Female" children/wards of staff who are in level -4(7th PC) up to Rs.2400/-.
- (iii) Scholarship for Higher Technical/Professional education of "male" children of staff in **grade pay** up to level-4/-(7th PC) up to Rs. 2400/-.

Eligibility for Scholarship:-

(i) Technical/Professional Education means Science course leading to a Degree in Computer (MCA), MBA or a degree or diploma in medical science. Veterinary Science, Computer Science & various branches of the Engineering including Agriculture Engineering and Management Course conducted by the recognized institutes/university.

(ii) Minimum duration of such course should be 04 (FOUR) years for degree and 03(Three) years for diploma of regular duration. However, BHMS & Hotel Management Technology, minimum 03 years Degree in conducted from recognized Institutions.

A certificate from Principal/Head of the institution should be attached as per prescribed proforma.

(iii) **Medical Course-** The degree course covered under the scheme are MBBS.BDS, B.Pharm, BHMS, BUMS. Aurvedic /Unani, Homeopathic, Veterinary Science and Dairy Technology and Bio-Technology and B.SC (Nursing) of Minimum 04 Years duration.

(iv) **Engineering Course-** The degree under the scheme are Master in Computer Application (MCA), Civil, Mechanical, Electronic, Telecommunication, Textiles, Chemical, Aeronautical, Marine, Architecture, Automobiles, Agriculture, Engg, & Environment Planning, Information technology, MBA and Bio- Technology.

(v) **Diploma Course-** The diploma course under the scheme are of three years duration of regular Technical/Professional course such as mechanical, Civil, Electrical, Sanitary, Hotel- Management, Catering, Environment Technology, Computer Engineering, I.T.

(vi) **Part time correspondence course are not covered under the scheme.**

(vii) Educational scholarship **"up to 12th "standard education" will not be entertained.**

(viii) An employee can draw only one scholarship for one child/dependent brother or sister at a time.

(ix) During the drawl of Scholarship of one child, if any other child/dependent get admission to Degree/Diploma Course: it is optional for the employee to continue the Scholarship of the first child or to apply for a fresh scholarship for the second child .

249
29-10-24

(x) It may be ensured that no application of the staff be entertained who has already been granted scholarship/assistance from any other source/organization for the above purpose during the year or to them who are governed under educational assistance rule.

(xi) For educational assistance study course being done by the wards should be clearly mentioned and necessary educational certificates from Heads of institutions should be enclosed as proof.

(xii) The application should submit necessary certificate of their ward of last exam passed/failed. If the student fails in any Semester/year or gets re- admission in another Collage/Institute, it should be mentioned in the application from at Sr. 8(a), (b) &(c).

(xiii) **Divisions/Units are not required to send individual applications to HQs office. They should send only consolidated statement of all eligible applicants** (sorted out in ascending order of pay i.e. lowest pay to highest pay in separate sheets) in the following format duly signed by the Chairmen- Division/WS CSBF Committees and Sr.DPO/Dy.CPO/AWPO concerned.

SL. No.	Name of the employee	PF.No.	Designation	Grade Pay (as per 6 th CPC)	Working under /Dept/ office	Division/ Unit	Name of the Student ward	Course of study
1	2	3	4	5	6	7	8	9

Before recommending the name of CSBF, it is the responsibility of Sr.DPO's/Dy.CPO(CON)//AWPO's/APO Division /WS/Office to verify the authority/eligibility criteria /claims/Vouchers/Certificates and satisfy themselves in all aspect with regards to eligibility and genuineness of staff for such assistance from CSBF.

The grants /payment under Technical/Professional education Heads from ZCSBF are Subject to availability of fund and at the discretion /decision of CSBF committee, which is final .Hence it is clearly mentioned in the notification that mere submission of the applications for assistance from SBF does not post-facto entries staff to be considered for such assistance and get sanctioned with such.

Sr.DPOs/Dy.CPO/AWPO are requested to send the soft copy of the consolidated statement also (in MS-Excel) to HQ office i.e. Dy.CPO (HRD)/BSP, in CD/Pen- drive. the consolidated statement of **application after scrutiny (as per notification) should reach to this Office on or before 29.11.2024 positively.**

Applicant should submit their applications on or before 22.11.2024 to their respective HQ/Unit/Divn only in prescribed format with all necessary enclosures (**Bonafied certificate & fee receipt of year 2024-25 and current month salary slip of employee**) only. Application received after **22.11.2024** will not be entertained under any circumstances. The details of application is available in website address <http://www.secr.indianrailways.gov.in> [Homepage>Department >Headquarter > Personnel>Activities & Achievements.]

Encl: Proforma of application. (Annexure-A)

29.10.24
(Ranjan Kumar Rukhaiyar)

Assistant Personnel Officer(HQ/Bills)
for Principal Chief Personnel Officer

Copy forwarded for information and necessary action for wide publicity among the staff to :-

1. Sr.DPO/BSP, NGP, DPO/Ic R, Sr.DFM/BSP,R, NGP.
2. APO(CON)/BSP, AWPO/WRS/R, AWPO/MIB/NGP.
3. GS/SECRMC, ZS AISCSTREA/BSP SECROBCEA/BSP
4. All concerned, Notice Board

29.10.24
for Principal Chief Personnel Officer

S.E.C. Railway**Notification - 01/2024-25****(Annexure-A)**

(Last date-22.11.2024)

Sr.DPO/BSP,NGP, DPO/Ic, APO(GSD)/R
Dy.CPO(HRD),APO(CON)/BSP,
AWPO (WRS)/R,AWPO(MIB)/NGP
South East Central Railway

Sub: - Application for Technical/Professional Education Scholarship from
Staff Benefit Fund for the year 2024-25.

1	Name of Employee	
2	Designation	
3	Pay level 7 th CPC)	
4	Working under/Department/Divn	
5	PF No.	
6	Aadhar No.	
7	Bill Unit	
8	Mobile No.	

Details of Technical/Professional course of ward:-

1	Name of student	
2	Relation with employee	
3	Name of collage/Institute, presently studying	
4	Name of Course of study (Enclosed bonafide certificate for the year 2024-25 issued by Principle/Head of Institute)	
5	Duration of the course (Year/Semester)	
6	Last Examination passed	
7	Expenditure incurred for present studies (enclosed self attested fee receipts)	
8	(a) Name of Collage/Institute studies earlier(if any) (b) Duration of Course (year/semester),if applicable (c) Reason for leaving earlier collage/Institute)if applicable).	

Declaration:-

" I hereby declare that the particulars given above are correct and I shall be liable to disciplinary action if any of them is found incorrect even after getting award and then amount received shall be also be refunded/Date: recovered from my salary etc, and shall be liable for D&A action.

(Your faithfully)

Date:

Place:

Signature of the applicant

Forwarded to the chairman, Secretary- Divisional/Workshop CSBF Committee
and Secretary/CSBF Committee/HQr's office, S.E.C. Railway.

Signature of forwarding officer with date

Office seal/Stamp

27/11/24
29-10-24