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

No: P-HQ/WeL/350/CSBF/2024-25/248 Date: 29.10.2024

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

(Central Staff Benefit Fund Notification No.02/2024-25)

Sub:-Grant of financial Aid to handicapped employees and Deaf/Dumb/Blind/ Differently able wards from Central Staff Benefit Fund for the year **2024-25**.

Application in the format prescribed in Annexure 'A' are invited from Non-Gazetted Railway employees of SECR under your kind control, for grant of aid assistance from SBF against the following heads:-

A. Grant for relief distress, sickness, etc:

1. Staff Benefit fund provides financial relief to railway employees and their dependent Wards/spouse who are cancer patient.
2. Staff Benefit fund provides financial relief to railway employees and their dependent wards/spouse who are kidney patient.
3. Staff Benefit fund provides financial relief to railway employees who are on leave without pay due to sickness no leave (LAP or LHAP) in his her credit.
4. The period of sickness leave/RMC (without pay) should not be less than 01 months. The period of sickness Should be covered by proper unfit certificate issued by a Railway Doctor only.
5. In case of medical de-categorized staff, unemployment certificate should be submitted.

B. **Financial Aid to handicapped employees and deaf/dumb/blind/differently able wards:**

1. In order to assist to disable Railway employees and disabled wards, Staff Benefit Fund provides financial relief to such Railway employees with the following:
2. Providing prosthetic instruments to orthopedically handicapped Railway employees and wards Providing good quality hearing aids, speech processor, etc.
3. Providing software for visually challenged employee.

C. **Assistance required for occupational up gradation/training needed.**

1. Certificate of Dist. Medical Board/Civil surgeon duly checked/certified by Railway Medical officer must be enclosed. The medical officer who will promptly transmit the same with the recommendations to the secretary of respective Divisions/WS SBF Committee.
2. The benefit of the scheme will be given to dependent brother/sister also. of respective Divisions/WS SBF Committee.
3. The application should invariable be accompanied with necessary certification from the Railway doctor concerned as per the format enclosed as annexure 'B'.

Division/Units are required to send individual application with all necessary documents to HQs office.

29-10-24

They should send consolidated statement separately from item No. A & B of all eligible applicant (sorted out in ascending order of pay i.e lowest pay to highest pay in separate sheets) in the following format.

Sl No.	Name of the empl.	PF No.	Desg.	Pay Level (As per 7th CPC)	Working under/ Dept /office	Divn/ unit	Name of the Ward/staf f requiring assistance	Type of deformity /disability /illness	Assistance required for	**Ant asst. received from other sources/ SBF**
1	2	3	4	5	6	7	8	9		

Before recommending the names to CSBF committee, it is the responsibility of Sr.DPO's/Dy.CPO(CON)/AWPO's of Division/WS/Office to verify the authenticity/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/payments under different Heads from CSBF 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 applications for assistance from SBF does not ipso-facet entitles staff to be considered for such assistance and get sanctioned with such.

Sr.DPO/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 or in CD/pen-drive. The consolidated statement of applicants after scrutiny (as per notification**) Should reach this office on or before 29.11.2024 positively**.

The application form & details of the scheme can be downloaded from www.secr/indianrailways.gov.in website.

Applicant should submit their applications on or before 22.11.2024 to their respective HQ/Unit/Divn only in prescribed format as per proforma enclosed. Application received after 22.11.2024 will not be entertained under any circumstances.

Encl: Performa of application.

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

(Annexure"A")

(CSBF Notification-02/2024-25)

S.E.C Railway **Last Date- 22.11.2024**

Application for assistance from CSBF for the year 2023-24

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

Sub:- Application for assistance developing occupational skills of PH/Differently wards of staff and /or staff from central staff Benefit Fund for the year 2022-23

1	Name of employee	
2	PF No. & Aadhar No.	
3	Designation	
4	Grade Pay (6^{TH} CPC)	
5	Working under/Deptt.	
6	Divn/Unit	
7	Mobile No.	

Details of employee/ward/spouse for which assistance required:-

1	Name of the staff/wards/spouse requiring assistance	
2	Relation with employee	
3	Type of deformity/disability/illness/PH/Differently able.(Enclosed certificate from Rly Doctor)	
4	(i)Assistance required for (describe) Wheel chair, medicinal help/software/aides/any other	
	(ii)Occupational up gradation/training needed and approximate cost(enclosed certificate)	
5	Whether any assistance received from any other sources/SBF towards it. If yes please indicate the details of receipts	

Declaration

" I hereby 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 the award money and then amount received shall be also be refunded/ recovered from my salary etc and shall be liable for D&A action.

Your faithfully

Date----------

Place----------

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

Place----------
Date----------

Office seal/stamp
Signature of forwarding officer

29-10-24

(Annexure-"B")

SEC Railway

Demand for assistance from Central Staff Benefit Fund
Railway Doctor (Concerned Specialist) Report

1	Name of Employee	
2	PF No. & Aadhar No.	PF No.....Aadhar No.....
3	Designation/GP(6th CPC)	
4	Working under/ Deptt/Divn/Unit	
5	Mobile No.	
6	Name of the Staff/ Wards/spouse / dependent	
7	Relation with employee	
8	Type of deformity/ disability/ illness/ PH/ Differently able.	
9	Assistance/Item demanded/required for (describe)	
10	Is the aid requested is helpful in improving his/her clinical condition and occupational skills?	YES/NO
11	If YES, Please elaborate in brief:-	

Signature of the Doctor

29-10-24