

SOUTHERN RAILWAY

No.T/P.641/CSBF/Assistance/2023-2024/Scholarship

Divisional Office,
Personnel Branch,
Tiruchchirappalli,
Dated:09.10.2023.

All Concerned/TPJ Division

- Sub: CENTRAL STAFF BENEFIT FUND 2023-2024 – **Calling for online applications** for
1. Higher Professional/Technical Degree Courses.
 2. Non-Professional/Non-Technical Degree Courses.
 3. Relief of Distress/Sickness
 4. Developing occupational skills

Ref: PCPO/MAS Letter No.P(W)641/Scholarship/2023-24 dt.04.10.2023.

-X-X-X-

Online applications are called for grant of financial assistance for the various schemes, under different heads of CSBF 2023-2024. Also it is advised that, wherever employees are not able to submit online applications, they are allowed to submit "Offline" applications (Downloaded form from the website).

1.Education:

- i) Scholarship application for Higher Technical/Professional Degree Courses for wards of **all Non-Gazettted Staff.**
- ii) Scholarship application for Non-Professional/Non-Technical Degree courses for wards of staff in GP up to Rs.2400/- **Level-1 to Level-4**

2.Relief of Distress/Sickness:

Application for financial Assistance for Sickness (Rs.50,000/- and above)

(Note: Application for financial assistance for sickness below Rs.50,000/- will be called separately by DSBF/TPJ)

3.Developing Occupational Skills:

- i)Financial Assistance to Physically/Mentally Challenged Railway Employees
- ii)Financial Assistance to Physically/Mentally Challenged Railway Wards.

The notification calling for all the above applications will be uploaded in the web portal **www.srhqpb.in.** **The opening date for Scholarship Applications under Education (1) will be 13.10.2023** and the opening date for 2 & 3 (Relief of Distress/Sickness & Developing Occupational Skills) will be **16.10.2023 with closing date 15.01.2024 for applying all the above applications.**

---2/-


09/10/23
A60/a

: 2 :

The link for the web portal is available in Southern Railway website "Personnel". Employees will have to submit their application Online through "Other Notifications" link available in the web portal www.srhqpb.in.

The detailed instructions for applying "Online" will also be available in the web portal. The employees will have to click on the appropriate link in the portal. The link will lead to application format in which the employee needs to fill up the required particulars.

The last date for applying both "Online and Offline" is 15.01.2024.

The employees who are applying through "Offline" mode has to submit clear Xerox copy of ward's Bank pass book copy, along with enclosed Annexure-I form for Bank details.



(B.SUNDARAMOORTHY)

APO/Genl.

for Sr.Divisional Personnel Officer/TPJ.

C/- PCPO/MAS for kind information.

C/- All Branch Officers/TPJ Division.

C/- All DSBF Committee Members/TPJ Division.

C/- DS & AGS/SRMU/TPJ

C/- DS/AIOBCREA/TPJ.

**SOUTHERN RAILWAY
DIVISIONAL STAFF BENEFIT FUND
TIRUCHCHIRAPPALLI DIVISION**

(BANK DETAILS OF THE WARD HAS TO BE FURNISHED)

(For CSBF Professional and Non-Professional Scholarship – for Offline applications only)

(Annexure I to application for CSBF Financial assistances for grant of Scholarship for Professional and Non-Professional Courses - 2023-2024)

Ref: No.T/P.641/CSBF/Assistance/2022-2023/Scholarship dt.09.10.2023.

(PLEASE FILL THE DETAILS CLEARLY TO AVOID DELAY IN PAYMENT)

Name of the employee:	
Staff No.	
P.F.No.	
Designation and Station	
Mobile Number	
Railway Phone	
Mobile Number of the Supervisor	
Bill Unit No.	
Name of the ward applied for Professional and Non-Professional courses 2023-2024	
S.B.Account No. _____	
IFSC code No	
Bank Address	
Clear Xerox copy of the Ward's Bank pass book has to be enclosed.	

I hereby declare that, the SB Account number and other details furnished above is my account and the details furnished above are correct.

Place: _____

Signature of the employee: _____

Date: _____

Designation and Station: _____

Verified bank details of ward with Bank pass book and found correct. Forwarded to The Chairman/DSBF & Sr.DPO/TPJ.

Place: _____

Signature of the Supervisor: _____

Date: _____

Office Seal:



SOUTHERN RAILWAY

No.P(W)641/Scholarship/2023-2024

Headquarters Office,
Personnel Department,
Chennai – 600 003.

Date: 4.10.2023

All Concerned

Sub: **Central Staff Benefit Fund 2023-2024** Calling for online applications for:-

- i. Higher Technical/ Professional Degree Courses
- ii. Non- Professional/Non-Technical Degree Courses
- iii. Relief of Distress/Sickness
- iv. Developing occupational Skills

*** **

Online applications are called for grant of financial assistance for the various schemes, under different heads of CSBF 2023-2024. The details of applications called for are as follows:

1. Education:

- i. Scholarship application for Higher Technical / Professional Degree courses for wards of **all Non-Gazetted Staff**
- ii. Scholarship application for Non- Professional/Non-Technical Degree Courses for wards of staff in GP up to 2400/- and below. **(Level-1 to Level-4)**

2. Relief of Distress/Sickness:

- i. Application for financial Assistance for Sickness (Rs. 50,000/- and above)

3. Developing Occupational Skills:

- i. Financial Assistance to Physically/Mentally challenged Railway Employees
- ii. Financial assistance to Physically/Mentally challenged Railway Wards

The notification calling for all the above applications will be uploaded in the web portal www.srhqpb.in. The opening date for Scholarship Applications under **Education (1)** will be **13.10.2023** and the opening date for **Relief of Distress/Sickness & Developing Occupational Skills (2&3)** will be **16.10.2023** with closing date **15.01.2024** for applying all the above applications. The link for the web portal is available in Southern Railway website "**Personnel**". Employees will have to submit their application Online through 'Other Notifications' link available in the web portal www.srhqpb.in

The detailed instructions for applying '**Online**' will also be available in the web portal. The employees will have to click on the appropriate link in the portal. The link will lead to application format in which the employee needs to fill up the required particulars.

ABs

Divisions are hereby advised that wherever employees are not able to submit online applications, **they may be allowed to submit offline applications (Downloaded form from the website) and the same can be uploaded in the online portal by the respective Personnel Department duly mentioning the application no. in the space provided on left top corner so that all the applications will be accounted and dealt in an effective way. This will avoid duplication of applications.**

The portal to upload the applications by the respective Divisions/Units will be closed at 23.59 hrs. on 31.01.2024 and no further correspondence in this connection will be entertained.

Any spurious claim preferred by the employees and noticed at a later date will be viewed seriously duly invoking D&A rules.

Wide publicity may be given by the Divisions / Units to the employees duly calling online applications for the above Schemes from the Central Staff Benefit Fund.


(Meena Baskaran)
Dy.Chief Personnel Officer/R&W
for PCPO & Chairman/CSBF Committee

Copy to: Secretary to PCPO - for kind information to PCPO.
PS to CPO/IR. - for kind information to CPO/IR.

Copy to: GS/SRMU, GS/AISCST REA, GS/AIOBC REA
CSBF Committee members
Ch. OS/System for uploading in web portal

COURSES FOR WHICH SCHOLARSHIPS ARE AWARDED UNDER C.S.B.F

Post Graduate Courses : All Technical/Professional Courses recognized by Eminent Universities
(AICTE Approved), Foreign Universities (Wards getting monthly stipend also) (134
Mins)

ME M.Tech. MD M.PT MCA, MBA,
M.Sc (Bio-Tech) & M.Sc (Computer Science)
M.Sc IT M.Sc., (Optometry Course)
M.Sc (Anatomy) M.Sc(Bio Medical)
MSW in Human Resource Management
M.Sc. Actuarial Science (2 years)
M.Sc. Radiology & Imaging Technology (5 years integrated course)
Dr. in Pharmacy (6 years)

Under Graduate Courses : All Technical/Professional Courses recognized by Eminent Universities
(AICTE Approved), Foreign Universities (Wards getting monthly stipend also) (134
Mins)

MBBS/BDS BE/B.Tech
B.Sc (Computer, Agriculture, Nursing, Applied Science,
Electronics, Arch, Microbiology, Bio. Tech)
AMIE
B.Pharm
BUMS (Bachelor of Unani Medicine and Surgery)
BSMS (Bachelor of Siddha Medicine and Surgery)
BHMS (Bachelor of Homeopathic Medicine and Surgery)
BAMS (Bachelor of Ayurvedic Medicine and Surgery)
B PT (Bachelor of Physiotherapy)
B VSc (Bachelor of Veterinary Science)
Bachelor of Hotel Management
BCA, ACS, CA, ICWA, ACCA (Associated Certified Chartered
Accountancy)
BL/BGL/LLB
BSPA (Bachelor of Surgery & Physician Assistance)
B FT Bachelor of Fashion Technology (4 years)
B.Sc – (information System Management)
B.Sc – (Visual Communication)
B.Sc – (Audiology & Speech Language Pathology) (4 years course)
B.Sc (Allied Health Science), BFSC,
'Bachelor of Design'
B.Com (CA) (For Chartered Accountancy only – with fee receipt)
B.Sc – (Horticulture, Agriculture Engg, Dairy Technology, Forestry,
Veterinary & Animal Science, Food Technology & Duties (136th Min)

SOUTHERN RAILWAY

Application Form for the CSBF SCHOLARSHIP 20 - 20 - Technical/Professional and Non-Technical/Non-Professional

	Name of the Employee :	Affix Ward's Photo Duly attested by Controlling Officer
IPAS No:	HRMS ID :	
DOB :	DOA :	
Gender:	Community :	
Designation :	Department :	
Pay Level:	Division :	
AADHAR NO:	Mobile No:	Affix ward's Photo above Duly attested by Controlling Officer
E Mail ID :		
Bill Unit :	Railway No :	
Bill Preparing Office :	Working Office :	
Ward's Institution and Bank Details		
Name of the Ward :	Ward's Aadhar No:	DOB:
Course Name :	Institute Name :	
Duration of Course :	Admission Date :	Year of Study :
Fees Amount Paid (2023-2024):	Ward's Name in Bank :	IFSC Code:
Bank Name :	Bank A/C No:	
Other Details		
Whether Scholarship received if any, During the previous year (2022-2023):	Scholarship Amount received during Previous Year:	Previous Year of Study:
Whether the ward referred is in receipt of Scholarship or stipend or free concession from any other source?	Details of other Scholarship:	
Whether any other child is getting Scholarship from SBF?	Details of other Child:	

- i. Particulars shown regarding my _____ is as furnished by me in Pass Declaration.
- ii. The details furnished above are true to the best of my knowledge and if found to be false in future. I shall be taken up under D&A Rule.
- iii. The Scholarship application in favour of my ward ----- is applied by me only, not by my spouse.

Date : _____ Place : _____

Verified & Forwarded by :

Signature of the Employee

Signature of the Supervisory Official/
Controlling Officer with Seal

Name & Designation : _____
Office & Station : _____

Date : _____

Passport size
Photograph of
the Student

(Attested by the
Institution with
Seal)

BONAFIDE CERTIFICATE FROM THE HEAD OF INSTITUTION

This is to certify that Mr./Ms. _____ Roll No
_____ Admission No. _____ is a bona fide student of this
Institution and studying in _____ (Name of the Course) in
_____ discipline (I/II/III/IV/V) during the Academic year 2023-24 and as
per our records his/her date of birth is _____ (in words)

This institution is affiliated**/recognized** by _____ and
affiliation**/recognition** number is _____. The above course is
approved by A I C T E **/ University **

(Name of the University) _____

Dated :

Place :

Signature Head of the
Institution
(with Stamp and Seal)

SEAL
of the
Institution

** (Strike out which is not applicable)

The guideline to fill up the application are as follows:

- The notification calling for application for Scholarship will be uploaded in the web portal **www.srhqpb.in**, duly indicating the opening date 13.10.2023 and closing date 15.01.2024 for applying. The link for the web portal is available under the link **Personnel Department section of the Southern Railway internet website** and also in **Railnet website of Southern Railway**.
- Employee has to fill up all the columns without leaving any.
- The detailed instructions for applying 'on line' will also be available in the web portal. The employees will have to click on the appropriate link in the portal. The link will lead to a 'online form' in which the employee needs to fill up the required particulars.
- The application has to be filled up carefully and after the employee is satisfied that all the particulars have been correctly filled can submit his/her application. Once the application is registered, the same should be downloaded from the portal in PDF format and a printout of the same should be taken.
- In the printout, the photograph of the Ward should be affixed in the space provided and after affixing the photograph, the employee should get the forwarding by the controlling officer, in the space provided in the application
- The completed application along with **Bonafide certificate** of the Educational Institution/College/University(**Annex-1**), and **copy of cancelled cheque bearing the name of the ward /1st page of Saving Bank Pass Book of the Ward** should be scanned and uploaded in the portal as one PDF file by the employee before 15.01.2024. After the last date of submission, the 'Online' portal for submission of application will not be available. (File size- 2 MB Maximum)
- The employee has to upload the scanned PDF file using 'Upload the application' available in the portal by providing the Application Number & Date of Birth or IPAS No. & Date of Birth of the employee.
- Once uploaded, the employee can check the status of the application in regular intervals.
- Wherever employees are not able to submit online applications, they are allowed to submit offline applications also (Downloaded from the website) and the same has to be submitted at respective Personnel Department and the same can be uploaded in the online portal by the Welfare Inspectors of the respective Personnel Department so that all the applications will be accounted and dealt in an effective way. This will avoid duplication of applications or will help finding the same easily.

SOUTHERN RAILWAY

Application Form for the CSBF Financial Assistance for Sickness Relief 20 - 20
Staff in Grade Pay upto Level – 7 (G.Pay Rs.4600/-) are eligible to apply
Note : for claims for above 50,000/- only

	Name of the Employee :	
IPAS No:	HRMS ID :	
DOB :	DOA :	
Gender:	Community :	
Designation :	Department :	
Pay Level:	Division :	
AADHAR NO:	Mobile No:	
E Mail ID :		
Bill Unit :	Railway No :	
Bill Preparing Office :	Working Office :	
Treatment Details		
Claimed for : Self/ Ward/Dependent	Relationship:	
Name :	Self/Ward/Dependent Aadhar No :	DOB:
Nature of Treatment in Brief :		
Place of Treatment:	Period of Treatment/From:	To:
Other Details		
Whether any claim has been made to PCMD/MD/CMS/RH of the concerned HQ/Division/Unit:	Date of Application Submitted :	
Whether claimed from RH/CSBF previously :	Year of Claimed from RH/CSBF:	Amount claimed from RH/CSBF :
Incidental Expenditure if any, in case of Chronic Disease, such as Cancer, TB, AIDS, etc.?	Total Amount Claimed Now:	

Note: The Claimant who applied for re-imbursement are not eligible for claim

I hereby declare that I have claimed monetary assistance for medical expenses from CSBF for who is fully depend on me.

I further declare that I have not claimed so far and will not claim here after any monetary reimbursement from any medical insurance company from PCMD or from any other source in respect of the treatment for which assistance is being granted from CSBF.

Date:

Place :

Verified & Forwarded by :

Signature of the Employee

Signature of the Supervisory Official/
Controlling Officer with Seal

Name & Designation :
Date :

Office & Station :

SOUTHERN RAILWAY

**Application Form for the CSBF Financial Assistance towards Training for developing Occupational Skills of
Physically/Mentally Challenged Railway Staff 20 - 20**

	IPAS No:	HRMS ID :
Name of the Employee :	DOB :	DOA :
Gender:	Community :	Department :
Designation :	Pay Level:	Division :
UMID Card No:	Mobile No:	E mail ID:
Bill Unit :	Railway No :	
Bill Preparing Office :	Working Office :	
Nature of Disability :	Disability Percentage:	
Whether special equipment like Wheel Chair, other aides etc., are procured?:	Type of equipment procured :	Cost of equipment procured:
Bills pertaining to year : Previous Year		
Number of Bills:	Bill Dates:	Bill Amount:
Total Amount Claimed:		

* Attachment of UMID Card is mandatory

I hereby declare that the details furnished above by me are true to the best of my knowledge and if any one of the same is found to be false in future, I shall be taken up under D&A Rules.

Date:

Place :

Verified & Forwarded by :

Signature of the Employee

Signature of the Supervisory Official/
Controlling Officer with Seal

Name & Designation :
Office & Station :

Date :

SOUTHERN RAILWAY

Application Form for the Developing Occupational Skills – Wards CSBF for Financial Assistance towards Training for Developing Occupational Skills of Physically/Mentally Challenged Wards 20 - 20

	IPAS No:	HRMS ID :
Name of the Employee :	DOB :	DOA :
Gender:	Community :	Department :
Designation :	Pay Level:	Division :
UMID Card No:	Mobile No:	E mail ID:
Bill Unit :	Railway No :	
Bill Preparing Office :	Working Office :	
Ward's Details		
Relationship to the Employee:	Ward's Name:	Ward's DOB:
Ward's UMID Card No:	Nature of Disability :	Disability Percentage:
Whether the ward is attending School:	If Yes, Whether CEA is claimed:	CEA claimed Amount drawn for 2022-2023:
Whether special equipment like Wheel Chair, other aides etc., are procured?:	Type of equipment procured :	Cost of equipment procured:
Mention the details of Training undergone for Occupational Skills for the year 2022-2023		
Occupational Skills Fee paid for the year 2022-2023		
Whether the ward is undergoing Therapy or Special School:	If Yes, Therapy/Spl.School fee paid for the year 2022-2023:	
Is the application submitted for any other child.	If Yes, Amount	
Total Amount Claimed :		

*Attachment of UMID Card is mandatory

I hereby declare that the details furnished above by me are true to the best of my knowledge and if any one of the same is found to be false in future, I shall be taken up under D&A Rules.

Date:

Place :

Verified & Forwarded by :

Signature of the Employee

Signature of the Supervisory Official/
Controlling Officer with Seal

Name & Designation :
Office & Station :

Date