

SOUTH EASTERN RAILWAY

Headquarters Office
Personnel Branch
Garden Reach
Kolkata-43.

No: SER/P-HQ/WEL/455/3/2021-22.

Dated: 10.09.2021.

To

PCCM/ /SERly./14, Strand Rd./Kol-1.
Sr.DGM/PCE/PCME/PCSTE/PCEE/CSTE(C)/PCOM/PCMM/CAO(Con)/
PCSC (RPF)/CPRO/PCMD/PFA/FA&CAO (Con)/PS to PCPO/Sr.Statistical &
Analysis Officer/Sr.EDP Manager -SER/GRC.

Sub: - Grant for Recreational facilities to recognised Recreation Clubs
from Staff Benefit Fund during the year **2021 -22.**

Applications are invited for grant of Recreational facilities from the
recognised Recreation Clubs from SBF for the year **2021-22.**


You are, therefore, requested to advise the Hony. Genl. Secretary of respective
departmental recognised (copy of recognition should be enclosed) Recreation Clubs
through a circular to submit the applications in the prescribed proforma **Proforma
enclosed** duly completed in all respect alongwith the audited account & auditor's
report in duplicate for the last grant received from SBF to this office by **29.10.2021**
positively.

It is further intimated that all the Clubs and Institutes are to submit all the
documents as asked for at item no. 5,6,7,8 & 9 in the application form positively,
failing which no application will be received by this office.

No application from the Clubs will be accepted/entertained after **29.10.2021**
by any means.

FORM TO BE DISTRIBUTED BY THE RESPECTIVE DEPARTMENT.

Encl: As above.


10/9/21
Secretary/SBFC
&
Sr.Personnel Officer(HQ)

GRANT OF ASSISTANCE FROM STAFF BENEFIT FUND TO
THE RECREATION CLUBS DURING THE YEAR 2021-22.

(INCOMPLETE APPLICATION WILL BE REJECTED)

1	a)	Name of the Club		
	b)	Location (Address)		
	c)	Phone No & Mobile No.	*	
2	a)	Whether recognised by the Admn.		YES/NO
	b)	If so, indicate the authority.		
	c)	Ref. No. and date of recognition (Please enclose copy)		
3		Amount applied for the current year i.e. 2021-22.		
4		Details of grant received during the preceding 03 years.	i	
			ii	
			iii	
5		Purpose for which the amount of last grant actually spent. Indicate in detail activities of the club for the year 2020-21 and the amount spent for this purpose alongwith the application separately.	i	
			ii+	
			iii	
6		Audited accounts of expenditure for the year last grant received (in duplicate). If no grant is received for the year 2020-21, the Audited A/cs of the last grant received should be submitted.		
7		Auditor's report & Bank A/cs should be submitted alongwith this application separately.		
8		Budget estimate for the next Financial year i.e. 2022-23.		
9		No. of Members of the Club including details of Committee Members separately alongwith this application.	+	
10		Whether last year SBF grant has been exhibited in the receipt and payment account. If not, the reason may be furnished.		

Signature of the Secretary (with stamp.)

NB All the documents as asked for against item No.5,6, 7, 8 & 9 and Mandate Form should be submitted
alongwith this application failing of which no grant to be considered for the year 2021-22.

LAST DATE OF SUBMISSION OF THIS APPLICATION IS 29.10.2021