

SOUTH EASTERN RAILWAY

Headquarters Office
Personnel Branch
Garden Reach
Kolkata-43.
Dated: 29.08.2023.

No: SER/P-HQ/WEL/455/3/2023-24.

To,
PCCM/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,
South Eastern Railway,
Garden Reach.

Sub: - Grant for Recreational facilities to recognised Recreation Clubs
from Staff Benefit Fund during the year **2023-24.**

Applications are invited for grant of Recreational facilities from the
recognised Recreation Clubs from SBF for the year **2023-24.**

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 (**enclosed
herewith**) duly completed in all respect along with the audited account & auditor's
report in duplicate for **last three years** grant received from SBF to this office by
31.10.2023 positively.

It is further intimated that all the Clubs and Institutes are to submit all the
documents as asked for 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 **31.10.2023**
by any means.

FORM TO BE DISTRIBUTED BY THE RESPECTIVE DEPARTMENT.

Encl: As above.

S. Chandra
29.08.2023
Secretary/SBFC
&
Sr. Personnel Officer(HQ)

**GRANT OF ASSISTANCE FROM STAFF BENEFIT FUND TO
THE RECREATION CLUBS DURING THE YEAR 2023-24.
(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. 2023-24.		
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 2022-23 and the amount spent for this purpose alongwith the application separately.	i	
			ii	
			iii	
6		Audited accounts of expenditure, executed by Railway Accounts Department, of last three years received grant (in duplicate).		
7		Auditor's report & Bank A/cs should be submitted alongwith this application separately.		
8		Budget estimate for the next Financial year i.e. 2024-25.		
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 should be submitted alongwith this application failing of which no grant to be considered for the year 2023-24.

LAST DATE OF SUBMISSION OF THIS APPLICATION IS 31.10.2023