

दक्षिणपूर्वरेलवे / SOUTH EASTERN RAILWAY

कार्यालय / Office of the
व.मं.का.अधि / Sr. Divl. Personnel Officer
चक्रधरपुर / Chakradharpur.
दिनांक / Dated-15.09.2021

संख्या / No. SER/P-CKP/WEL/Higher Education /21

To
All Branch Officer's &
All Subordinates of
Chakradharpur Division

Sub-	Grant of Financial assistance towards Education & Medical ground from Staff Benefit Fund for the year 2020-21.
Ref-	SPO/HQ/GRC's letter No-SER/P-HQ/WEL/455/3/2021-22 Date-10.09.2021

Application forms and mandate form for Grant of Financial assistance towards Education & Medical ground from Staff Benefit Fund for the year 2021-22 is sent to you for wide circulation among the staff working under your administrative control and units .

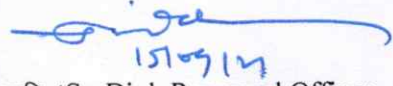
Staff may be advised and encouraged to submit their application in prescribed proforma along with mandate form duly completed in all respect to this office through proper channel positively on or before **16.10.2021**. No application will be entertained from the staff after **16.10.2021**.

Grant of scholarship for Higher Technical / Professional Education will be facilitated to all Non –gazetted Railway employees for One ward only.

“ Incomplete application will not be accepted”

Forms can be downloaded from the web page 10.41.2.100(SER-railnet)
www.ser.indianrailways.gov.in

Encl- Eleven pages.


व.मं.का.अधि / Sr. Divl. Personnel Officer
चक्रधरपुर / Chakradharpur

Copy to -OS (G) to DRM /CKP for kind information of DRM
Copy to -Ch.OS to ADRM /CKP for kind information of ADRM
Copy to -Divl.Co-Ordinator (SERMC), Representative-SERMU, Divl Secretary (AIOBCREA) & (AISCTREA) and All.Ch. S&WI for wide circulation among the staff working under CKP Division.


व.मं.का.अधि / Sr. Divl. Personnel Officer
चक्रधरपुर / Chakradharpur

SOUTH EASTERN RAILWAY

Headquarters Office
Personnel Branch
Garden Reach
Kolkata-43.

Dated: 10.09.2021.

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

To,

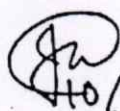
- (1) The DRM - SERly./KGP, ADA, CKP & RNC, CWM/KGP (WS)
- (2) The Chairman, Divl.SBFC & Sr.DPO/DPO - SERly/KGP, ADA, CKP & RNC.
- (3) The Chairman/Workshop SBF Committee - SERly/KGP (W/S), APO(Stores)/KGP,
- (4) The Sr.DGM/PCE/PCME/PCSTE/PCEE/PCSTE(C)/PCOM/PCOS/CAO (Con)/GRC,
PCSC (RPF)/CPRO/PCMD/PFA/FA&CAO(C)/Secy. to GM/CVO (G/Sr.EDP Manager
Sr.Statistical & Analysis Officer/- SERly./GRC,
- (5) The PCCM/APO (Comm.) /SERly./14, Strand Rd/Kol-1,
- (6) The CPO(Admn)/Dy.CPO(Gaz.)/Dy.CPO(HQ)/Chairman(RRC)/SPO(T)/SPO(M&EL)/
SPO(Con)/ SPO(HQ)/APO(Bills)/APO(Co-ord)/APO(RP)/APO(HQ)/PStoPCPO/SERly/GRC
- (7) The Dy.CE(W/S)/SNY, APO/SNY,
- (8) The Chairman - RRB/Metro Rly. Bldg., Belgachia/Kolkata-700037
- (9) The General Secretary/SERMC/GRC.
- (10) The Zonal/Genl.Secretary-AISC & STREA/AIOBCREA - GRC.
- (11) Sr.DEN/ASTE(TM)/ADEE(G)/GRC.

**Sub: Grant of financial assistance towards Education & Medical
Ground from Staff Benefit Fund for the year 2021-22.**

Applications are invited from the Group 'C' and erstwhile Group 'D' employees of S.E.Railway in regard to grant to the following objectives in favour of them and their family members as per pass rule from SBF for the year 2021-22:-

1. Grant of Scholarship for **Higher Technical/Professional Education** for not more than one ward of all Non-gazetted Railway employees, only for minimum four years and above courses such as BSC/Nursing, BA/BBA Law, B.Arch., BDS, B.Tech., B.Pharm., MBBS etc. and also for Master Degree course like M.Tech., MBA, MCA, PGDM, M.Sc.Data Science etc.
2. Scholarship for **Higher Technical/Professional education of Girl children** (for only one ward) of staff in Grade Pay upto Rs. 2400/- as per 6th PC for any kind of Diploma course not less than 3 years and above.
3. Scholarship for **Higher Technical/Professional education of Male children** (for only one ward) of staff in Grade Pay upto Rs. 2400/- as per 6th PC for any kind of Diploma course not less than 3 years and above.
4. Grant of financial assistance towards developing occupational skills of physically/mentally challenged railway employees and their wards including purchase of wheel chairs, other aides, special software etc. from SBF for the year 2021-22.

(Contd...to P/2)


10/9/21

(Contd from P/1)

The above forms are enclosed for your information and necessary action in regard to wide circulation among the staff working under your administrative control. Staff to be advised to submit their applications in prescribed proforma for the grants mentioned above duly completed in all respect to this office through proper channel positively on or before **29.10.2021** for HQ offices and no application will be entertained from the staff after **29.10.2021**.

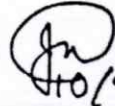
In case, any employee who is unable to collect the requisite Bonafide Certificate from the Institution where his/her ward is studying, an undertaking will be submitted along with the respective Form for grant of Technical Scholarship @Rs.18,000/- for Academic Year 2021-22 that 'Bonafide Certificate will be submitted as and when Institution will reopen.' Copy of vouchers will be accepted on self-attestation by the employees

As per decision of Hd.Qrs.SBFC, grant of financial assistance towards developing occupational skills of physically/mentally challenged railway employees and their ward including purchase of wheel chairs, other aides, special software etc from SBF will be considered only, if it is certified by the railway doctor that the treatment facilities are not available in railway hospitals and duly recommended the cases for such grant.

As decided in the Provisional Budget Meeting of HQ SBFC for the financial year 2019-20, grant of Scholarship for Higher Technical/Professional Education will be facilitated to all Non-gazetted Railway employees for one ward only. The Chairman of Divisional & Workshop SBFCs is also requested to circulate along with suitable instructions from their end for the staff working under their control.

The staff may be encouraged to download the specimen form alongwith mandate form from the web page: 10.41.2.100 (SER - railnet)/ www.ser.indianrailways.gov.in which will be available shortly. The application form duly filled in may be submitted by the employees to the respective offices.

Encl: As above (4 nos. Form).


10/9/21
(Jaydip Sengupta)
Secretary/S. B. F. C.
&
Sr. Personnel Officer -HQ

FORM NO:1

APPLICATION FOR GRANT OF SCHOLARSHIP FOR HIGHER TECHNICAL/PROFESSIONAL EDUCATION FOR ONLY ONE WARD OF ALL NON-GAZETTED RAILWAY EMPLOYEES FROM STAFF BENEFIT FUND FOR THE YEAR 2021-22.

(All applications should come in a bunch duly forwarded by the Deptt. Officer)

(INCOMPLETE APPLICATION WILL BE SUMMARILY REJECTED)

1	a)	Name of the applicant in full (in block letters).		
	b)	(i) Designation (ii) Deptt (iii) Section &		
		(iv) Station.		
		(v) Contact No. (Mandatory)		
		(Rly. Ph./P&T & Mobile).		
		(vi) Email ID		
	c)	(i) P.F. A/c./Employee No. (ii) Bill Unit No.	(i)	(ii)
d)	(i) Group – (ii) UR/SC/ST/OBC	(i)	(ii)	
2	e)	Bill complying Officer of the applicant		
	f)	Pay, Pay Band & Grade Pay as per 6 th PC as on 01.07.2021 and pay rate in 7 th PC.	(i)	
			(ii)	
	a)	Name of the ward in block letters. (Student son/daughter).		
	b)	Relationship with the employee.		
	c)	(i) Name of the course –		
		(ii) Total length of the course:		
(iii) Last exam. passed -e.g. Class-XII/ 1st year of the Tech./Prof. Course etc.(supporting mark-sheet to be attached)				
(iv) Year of study for Academic session 2021-22. (e.g. 1 st /2 nd /3 rd year etc.) Bonafide certificate (2021-22) should be produced.				
d)	Name and address of the Institution where the student is studying.			
e)	Amount of yearly fees paid including instruments etc. for the course to be supported by original vouchers (in detail- item by item)/where original vouchers are required for retention by the student till the completion of the course, a declaration to be submitted by the employee on receipt of certification from the said institution that the said documents to be preserved by the student in original till the completion of the course and in such situation photo copies of vouchers will be accepted on provisional basis for grant from SBF. All documents and vouchers in this regard should be attested by the departmental officer.			

f)	(i) Whether the Institution is recognised by the Central or State Govt.	
	(ii) Name of the body (AICTE/University etc.) to which affiliated.	
3	Whether the student was or is in receipt of any assistance like stipend, scholarship, free studentship, half free studentship, etc. If so, the amount may be stated.	
4	Whether application is submitted for renewal or fresh course.	
5	Amount of Technical educational assistance received by the applicant from Staff Benefit Fund during last 02 (two) years.	

I hereby declare that the statement given above is correct and I shall be liable to disciplinary action if any of them is found incorrect afterwards.

Encl:

Date : _____

Signature of the applicant: _____

Designation: _____

Deptt./Section/Station: _____

NO. _____

Date: _____

Forwarded to the Secretary, Staff Benefit Fund Committee, SERly./GRC/Kol-43 with the remarks that the particulars given by the applicant have been verified and found to be correct and the claim for Scholarship is in order.

Date : _____

Signature of the forwarding officer
with office stamp

N.B

- (i) Submission of the copy of Mark sheet for the previous year and a bonafide Certificate (2021-22) from the Institution (where the ward is studying presently) is mandatory failing which claim will not be entertained/considered. All documents should be submitted duly attested by a Gazetted Officer.
- (ii) The above specimen form may be downloaded from the web page: 10.41.2.100 (SER-railnet)/www.ser.indianrailways.gov.in.
- (iii) Scholarship will be awarded for pursuing higher technical/professional education as per decision of Hd.Qrs.SBFC

SOUTH EASTERN RAILWAY

1

FORM NO:2

APPLICATION FOR GRANT OF SCHOLARSHIP FOR TECHNICAL/ PROFESSIONAL EDUCATION (DEGREE/DIPLOMA) OF GIRL CHILDREN (FOR ONE ONLY) OF STAFF (IN GRADE PAY UPTO RS. 2,400/-AS PER 6TH PC SCALE OF PAY) FROM STAFF BENEFIT FUND FOR THE YEAR 2021-22.

(All applications should come in a bunch duly forwarded by the Deptt. Officer)

(INCOMPLETE APPLICATION WILL BE SUMMARILY REJECTED)

1	a)	Name of the applicant in full (in block letters).			
	b)	(i) Designation (ii) Deptt (iii) Section &			
		(iv) Station.			
		(v) Contact No. (Mandatory)			
		(Rly. Ph./P&T & Mobile).			
		(vi) Email ID			
	c)	(i) P.F. A/c./Employee No. (ii) Bill Unit No.	(i)	(ii)	
	d)	(i) Group – (ii) UR/SC/ST/OBC	(i)	(ii)	
	e)	Bill complying Officer of the applicant			
	f)	Pay, Pay Band & Grade Pay as per 6 th PC as on 01.07.2021 and pay rate in 7 th PC.	(i)	(ii)	
2	a)	Name of the ward in block letters (Student son/daughter).			
	b)	Relationship with the employee.			
	c)	(i) Name of the course –			
		(ii) Total length of the course:			
		(iii) Last exam. passed -e.g. Class-XII/ 1st year of the Tech./Prof. Course etc.(supporting mark-sheet to be attached)			
		(iv) Year of study for Academic session 2021-22. (e.g. 1 st /2 nd /3 rd year etc.) Bonafide certificate (2021-22) should be produced.			
	d)	Name and address of the Institution where the student is studying.			
	e)	Amount of yearly fees paid including instruments etc. for the course to be supported by original vouchers (in detail- item by item)/where original vouchers are required for retention by the student till the completion of the course, a declaration to be submitted by the employee on receipt of certification from the said institution that the said documents to be preserved by the student in original till the completion of the course and in such situation photo copies of vouchers will be accepted on provisional basis for grant from SBF. All documents and vouchers in this regard should be attested by the departmental officer.			

	(i) Whether the Institution is recognised by the Central or State Govt.	
	(ii) Name of the body (AICTE/University etc.) to which affiliated.	
3	Whether the student was or is in receipt of any assistance like stipend, scholarship, free studentship, half free studentship, etc. If so, the amount may be stated.	
4	Whether application is submitted for renewal or fresh course.	
5	Amount of Technical educational assistance received by the applicant from Staff Benefit Fund during last 02 (two) years.	

I hereby declare that the statement given above is correct and I shall be liable to disciplinary action if any of them is found incorrect afterwards.

Encl:

Date : _____

Signature of the applicant: _____

Designation: _____

Deptt./Section/Station: _____

NO. _____

Date: _____

Forwarded to the Secretary, Staff Benefit Fund Committee, SERly./GRC/Kol-43 with the remarks that the particulars given by the applicant have been verified and found to be correct and the claim for Scholarship is in order.

Date : _____

Signature of the forwarding officer
with office stamp

N.B

- (i) Submission of the copy of Mark sheet for the previous year and a bonafide Certificate (2021 - 22) from the Institution (where the ward is studying presently) is mandatory failing which claim will not be entertained/considered. All documents should be submitted duly attested by a Gazetted Officer.
- (ii) The above specimen form may be downloaded from the web page: 10.41.2.100 (SER-railnet)/www.ser.indianrailways.gov.in.
- (iii) Scholarship will be awarded for pursuing higher technical/professional education as per decision of Hd.Qrs.SBFC

FORM NO:3

APPLICATION FOR GRANT OF SCHOLARSHIP FOR HIGHER TECHNICAL/ PROFESSIONAL EDUCATION OF MALE CHILDREN
(FOR ONE CHILD) OF STAFF(IN GRADE PAY UPTO RS. 2,400/-AS PER 6TH PC SCALE OF PAY) FROM STAFF BENEFIT FUND
FOR THE YEAR 2021-22.

(All applications should come in a bunch duly forwarded by the Deptt. Officer)

(INCOMPLETE APPLICATION WILL BE SUMMARILY REJECTED)

1	a)	Name of the applicant in full (in block letters).		
	b)	(i) Designation (ii) Deptt (iii) Section &		
		(iv) Station.		
		(v) Contact No. (Mandatory)		
		(Rly. Ph./P&T & Mobile).		
		(vi) Email ID		
	c)	(i) P.F. A/c./Employee No. (ii) Bill Unit No.	(i)	(ii)
	d)	(i) Group – (ii) UR/SC/ST/OBC	(i)	(ii)
	e)	Bill complying Officer of the applicant		
	f)	Pay, Pay Band & Grade Pay as per 6 th PC as on		(i)
01.07.2021 and pay rate in 7 th PC.		(ii)		
2	a)	Name of the ward in block letters. (Student son/daughter).		
	b)	Relationship with the employee.		
	c)	(i) Name of the course –		
		(ii) Total length of the course:		
		(iii) Last exam. passed -e.g. Class-XII/ 1st year of the Tech./Prof. Course etc.(supporting mark-sheet to be attached)		
		(iv) Year of study for Academic session 2021-22. (e.g. 1 st /2 nd /3 rd year etc.) Bonafide certificate (2021-22) should be produced.		
	d)	Name and address of the Institution where the student is studying.		
	e)	Amount of yearly fees paid including instruments etc. for the course to be supported by original vouchers (in detail- item by item)/where original vouchers are required for retention by the student till the completion of the course, a declaration to be submitted by the employee on receipt of certification from the said institution that the said documents to be preserved by the student in original till the completion of the course and in such situation photo copies of vouchers will be accepted on provisional basis for grant from SBF. All documents and vouchers in this regard should be attested by the departmental officer.		

f)	(i) Whether the Institution is recognised by the Central or State Govt.	
	(ii) Name of the body (AICTE/University etc.) to which affiliated.	
3	Whether the student was or is in receipt of any assistance like stipend, scholarship, free studentship, half free studentship, etc. If so, the amount may be stated.	
4	Whether application is submitted for renewal or fresh course.	
5	Amount of Technical educational assistance received by the applicant from Staff Benefit Fund during last 02 (two) years.	

I hereby declare that the statement given above is correct and I shall be liable to disciplinary action if any of them is found incorrect afterwards.

Encl:

Date : _____

Signature of the applicant: _____

Designation: _____

Deptt./Section/Station: _____

NO. _____

Date: _____

Forwarded to the Secretary, Staff Benefit Fund Committee, SERly./GRC/Kol-43 with the remarks that the particulars given by the applicant have been verified and found to be correct and the claim for Scholarship is in order.

Date : _____

Signature of the forwarding officer
with office stamp

N.B

- (i) Submission of the copy of Mark sheet for the previous year and a bonafide Certificate (2021-22) from the Institution (where the ward is studying presently) is mandatory failing which claim will not be entertained/considered. All documents should be submitted duly attested by a Gazetted Officer.
- (ii) The above specimen form may be downloaded from the web page: 10.41.2.100 (SER-railnet)/www.ser.indianrailways.gov.in.
- (iii) Scholarship will be awarded for pursuing higher technical/professional education as per decision of Hd.Qrs.SBFC

FORM NO:4

APPLICATION FOR GRANT OF FINANCIAL ASSISTANCE TOWARDS DEVELOPING OCCUPATIONAL SKILLS OF PHYSICALLY/MENTALLY CHALLENGED RAILWAY EMPLOYEES AND THEIR WARDS INCLUDING PURCHASE OF WHEEL CHAIRS, OTHER AIDS, SPECIAL SOFTWARE ETC FROM STAFF BENEFIT FUND FOR THE YEAR 2021-22.

(All applications should come in a bunch duly forwarded by the Deptt. Officer)

(INCOMPLETE APPLICATION WILL BE SUMMARILY REJECTED)

1	Name of the applicant in full (in block letters).		
2	Designation/Office/Deptt./Sec/Station.		
3	(i) Contact No. (Rly. Ph./ P&T/ Mobile) (Mandatory)		
	(vi) Email ID		
4	(i) P.F. A/c./Employee No. (ii) Bill Unit No.	(i)	(ii)
5	(a) Pay & Pay Band + Grade Pay as on 01.07.2021 and pay rate in 7 th PC.	(a)	
	(b) Group (C or D)	(b)	
6	Bill complying Officer of the applicant		
7	Name of the patient & relationship with the employee		
8	Amount applied for. (Numerical & in Words). Xerox copy of the prescription along with original vouchers for purchase of accessories for the period from 01/10/2020 to 30/09/2021.		

I hereby declare that the statement given above is correct and I shall be liable to disciplinary action if any of them is found incorrect afterwards.

Encl:

Date : _____

Signature of the applicant: _____

Designation: _____

Deptt./Section/Station: _____

NO. _____

Date: _____

Forwarded to the Secretary, Staff Benefit Fund Committee, SERly./GRC/Kol-43 with the remarks that the particulars given by the applicant have been verified and found to be correct and the claim for the aids is in order.

Date : _____

Signature of the forwarding officer
with office stamp

N.B

(i) Original vouchers for purchase of accessory for the period from 01.10.2020 to 30.09.2021 will be allowed for consideration

(ii) The above specimen form may be downloaded from the web page: 10.41.2.100 (SER-railnet)/www.ser.indianrailways.gov.in

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.

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 Admin.		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 along with 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 along with this application separately.		
8	Budget estimate for the next year i.e. 2022-23.		
9	No. of Members of the Club including details of Committee Members separately along with this application.		
10	Whether last year SBF grant was being exhibited in the receipt and account. If not, the reason must be furnished.		

Signature of the Secretary (with stamp.)

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