



WESTERN RAILWAY

DS-WNEU

Headquarter Office,
Churchgate,
Mumbai-400 020.

No.E (SBF) 1075/14/3/2015-16

Date: /08/2015

NOTIFICATION

Sub: Application for grant of SCHOLARSHIP to the children of Non-Gazetted, Railway employees for the Year 2015-2016 for technical and professional course.

Ref: (i) Railway Board's letter No.E(W) 2014/FU-1/1 dated 30.07.2014.
(ii) Railway Board's letter No.E(W) 2014/FU-1/8 dated 05.08.2015.

- A) Scholarships for higher studies is admissible to the ward of all Non Gazetted Railway employees.
- B) As per Railway Board's letter under reference 1 eligibility details are as under.

SN	HEAD/ACTIVITY	SCOPE
1.	Education: Scholarship for Higher Technical/Professional education for wards of staff in grade pay of above Rs.2400/-@Rs.1500/- p.m.	For railway wards of employees in Grade Pay of above Rs.2400/- pursuing higher technical/professional education.
2.	Scholarship for higher technical/professional education of Giri children of staff in Grade Pay upto Rs.2400@Rs.1500/- p.m.	Scholarship for pursuing technical/professional diploma/degree for girl children of railway employees in Grade Pay upto Rs.2400/-
3.	Scholarship for higher technical/professional education of Male children of staff in Grade Pay upto Rs.2400/- @ Rs.1500/- p.m.	Scholarship for pursuing technical professional diploma/degree for male children of railway employees in Grade Pay upto Rs.2400/- .

C) Eligible Courses are under:

C.1 For Grade Pay above Rs.2400/-(All non-Gazetted employees).

(i) All Post graduate/Degree courses in Medicine like MD, MDS, MPT, Pharm D, MBBS, BDS, BAMS, BHMS, BPT, B-Pharmacy, BSC Nursing and various branches of Engineering courses like all ME, MS, M.Tech., all BE, B.Tech.

(ii) All post graduate technical/professional courses followed by Degree Courses like P.Hd in various branches, MBA, MCA, MMS, PGDBM, PGDBA, ICWA, CA, CS, Hotel Management, LLM, M.Ed, B.Ed, LLB, BBA, BCA, BMM, BMS, Applied ARTS subject to availability of fund.

C.2 For Grade Pay upto Rs.2400/-(Male/Girl Child).

(i) All Post graduate/Degree courses in Medicine like MD, MDS, MPT, Pharm D, MBBS, BDS, BAMS, BHMS, BPT, B-Pharma, BSC Nursing and various branches of Engineering courses like all ME, M.Tech. all BE, B.Tech and all Diploma courses after 12th std. under Medical/Engineering for Grade Pay up to Rs.2400/-.

(ii) All post graduate technical/professional courses followed by Degree Courses like P.Hd in various Branches, MBA, MCA, MMS, PGDBM, PGDBA, ICWA, CA, CS, Hotel Management, LLM, M.Ed, B.Ed, LLB, BBA, BCA, BMM, BMS, Applied ARTS.

(iii) Diploma courses after 12th std. under Medical/Engineering for Grade Pay up to Rs.2400/-.

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- D) Re-employed employees after superannuation and employees of non Railway department on deputation to Railway department are not eligible for this Scheme. However, Canteen staff (Statutory/Non-Statutory) and RPF are eligible.
- E) Separate application may be submitted for each child studying in various Courses.
- F) The above scholarships will be admissible to students who are undergoing Studies at institutions affiliated to Universities and without getting any drop.
- G) Application in duplicate in prescribed Proforma with Annexure "A" duly signed by the head of the Institution concerned and attested copy of the mark sheets duly signed by the forwarding officer should be sent to respective Division/Workshop/Unit.
- H) Copies of the Mark Sheets of last examinations indicating Percentage of marks secured by the student duly self attested to be enclosed along with Application Form.
- I) Advance copy of application directly received from the employee will not be Entertained.
- J) Controlling officer, after carefully scrutinizing the applications should forward Only HARD COPIES of Typed Statement duly recommended by local SBF Committee to this office. One copy of the application whose cases have been recommended by the Local SBF Committee be kept with Division/Workshop/Unit for record.
- K) Scholarship once given will continue till the completion of the said courses for which Scholarship is granted if the employee / spouse (in case of death of employee) apply for the same. However, when the employee resigns from the service scholarship to the ward will not be renewed.
- L) The employees promoted to Gazetted cadre, the scholarship, if any, granted to their ward while they were in Group 'C' will be discontinued.
- M) Staff getting scholarship from any other sources, such as WRWSSC, National merit award etc, should mention the amount received by them so that committee can decide whether such cases to be considered or otherwise. However if scholarship amount received from other sources is lesser than the grant of SBF, the committee can decide whether the balance amount in such cases is to be sanctioned or not.
- N) The SBF Committee is also empowered to utilize the funds as per their needs and local requirement taking into account of the available limited funds. The Staff Benefit Fund committee reserves the right to reject any claim.
- O) Applications pending due to want of Annexure or mark sheet should not be sent to this office till completion. After getting required documents same should be put up before Local SBF Committee for recommendation in prescribed proforma without which same will not be put up before CSBF Committee for sanction.
- P) The name and designation of the officer signing the endorsement at the end of application form should be indicated with rubber stamp of the office thereon.
- Q) The application received by Divn. /Unit should be considered every month and the cases recommended for scholarship etc. by the committee be forwarded to HQ Office month wise with covering letter indicating no. of Girl Child, Male Child, community & amount. Division should not wait to accumulate the application till last date of submission to Headquarter Office, Churchgate.

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R) In the case of result declared late by universities, the employee may submit application in time and copy of mark sheets should be submitted immediately after the result. Only after receipt of mark sheet, application should be forwarded to Headquarter Office with recommendation of Local SBF Committee in prescribed Performa.

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S) Three separate statements should be sent to this office. One statement of girl children (Grade Pay Up to Rs.2400/-) one for male children (Grade Pay Up to Rs.2400/-) & one for male/girl children (Grade Pay above.2400/-) in triplicate and priority / coursewise.

T) Division/Workshop should ensure that there is no duplicate payment in any case. In case of duplicate payment dealing clerk/inspector of concerned division/Workshop will be held responsible.

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U) Division/Units should be submitted the applications to Head quarter office latest by 10/02/2016. Afterwords no such application will be entertained. However, applications received late may be considered on merit by CSBF Committee.

Encl. : Copy of application Forms(Three pages), Annexure 'A'.

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Sanghmitra
24/1/15
Dr.(Mrs.)Sanghmitra
Dy CPO (W) &
Secretary CSBF Committee

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STAFF BENEFIT FUND

Application form for NEW/RENEWAL of Scholarship for 2015-16 of wards of Railway Employees whose grade pay up to Rs 2400/- (For Girl Child)

Section A-Details of Employee

- 1) Name of the employee (in BLOCK LETTERS) -----
- 2) Designation ----- PF No -----
- 3) Department ----- Station of working -----
- 4) Working under ----- pay bill ----- Unit No -----
- 5) Pay sheet preparing Unit ----- Name of Division/Unit/ PU -----
- 6) Pay band ----- Grade Pay -----

7) Whether belongs to SC/ST/OBC/GEN/-----

Section B- Detailed particulars in whose favour application is made.

- 1) Name of the student / Ward -----
- 2) Relationship with the employee -----
- 3) Whether eligible for passes or not -----
- 4) Whether married or unmarried -----
- 5) Name of college/Institute where admitted -----
- 6) Total duration of course ----- Years ----- Semesters -----
- 7) Name of the course -----
- 8) Stage of study during 2015-16 -----
- 9) Name of Technical Degree/Diploma certificate awarded on completion of course by University -----
- 10) Whether it is Degree/Post graduate/Diploma Course -----
- 11) Whether admitted in Rly. Subsidized hostel -----
- 12) If yes the name of the hostel -----
- 13) Name of College/Institute attended last year i.e. 2014-15 -----
- 14) Name of last exam passed -----
- 15) Total marks obtained ----- Out of -----

(In case of Semester system, please mention marks of each semester separately)

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- 16) Percentage of marks -----
- 17) Whether result declared passed in all Semester/Annual Exam. -----

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STAFF BENEFIT FUND

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Application form for NEW/RENEWAL of Scholarship for 2015-16 of wards of Railway Employees whose grade pay up to Rs 2400/- (For Male Child)

Section A-Details of Employee

- 1) Name of the employee (in BLOCK LETTERS) -----
- 2) Designation ----- PF No -----
- 3) Department ----- station of working -----
- 4) Working under) Pay sheet preparing Unit -----
- 5) Name of Division/Unit/ PU -----
- 6) Pay band ----- Grade Pay -----
- 7) Whether belongs to SC/ST/OBC/GEN/ -----

Section B- Detailed particulars in whose favour application is made.

- 1) Name of the student / Ward -----
 - 2) Relationship with the employee -----
 - 3) Whether eligible for passes or not -----
 - 4) Whether married or unmarried -----
 - 5) Name of college/Institute where admitted -----
 - 6) Total duration of course ----- Years ----- Semesters -----
 - 7) Name of the course -----
 - 8) Stage of study during 2015-16 -----
 - 9) Name of Technical Degree/Diploma certificate awarded on completion of course by University -----
 - 10) Whether it is Degree/Post graduate/Diploma Course -----
 - 11) Whether admitted in Rly. Subsidized hostel -----
 - 12) If yes the name of the hostel -----
 - 13) Name of College/Institute attended last year i.e. 2014-15 -----
 - 14) Name of last exam passed -----
 - 15) Total marks obtained ----- Out of -----
- (In case of Semester system, please mention marks of each semester separately)

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- 16) Percentage of marks -----
- 17) Whether result declared passed in all Semester/Annual Exam. -----

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NOTE

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- i) Copy of mark sheet self attested
- ii) in the event of ward being given scholarship; full mesaging charges are liable to be recovered by the Rlys.
- iii) Have you applied for scholarship or Merit scholarship for this student from College/ State/WRWSSC.-----
- iv) Is the candidate already getting scholarship from any other source, if so, give full details mentioning the amount of scholarship per annum.-----
- v) If the scholarship is sanctioned by WRWSSC then remit the Scholarship received by SBF to RSBF Head No 00812109-----
- In case of Semester system, please mention marks of each semester separately or otherwise final marks to be indicated.

Certified that the information given by me is correct. In the event of any irregularity or concealment of fact, I will render myself liable for DAR action and refund the scholarship if sanctioned & received.

End- Self attested copies of SSC/HSC/ Graduation mark sheet at initial stage & passing mark sheets of relevant year whichever is applicable.

Rail Auto phone-----

P&T / mobile No-----

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Sign of the employee-----
 Name -----
 Designation-----
 Office-----

Sign of forwarding Unit In-charge
 Designation-----

Date & Seal

NOTE- It is certified that all above particulars of the employee are verified by me & found correct as per check list attached & employee has submitted all required documents. As per check list.

Signature of dealing SBF clerk/inspector

Name
 Designation
 Division--

Signature of Personnel Officer

Name
 Division/Workshop

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Annexure "A"

Form to be certified by Head of the College/ Institution for Claiming Scholarship for 2015-16 from Western Railway.

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(Note- Alteration/deletions in the proforma will lead to rejection)

Certified that Master/ Miss _____ Son/Daughter of _____

Shri/Smt _____ is bonafied student of this Institute/College and this institute/college is recognized by AICTE/ affiliated to the state of _____ and examinations are conducted by the university /Board of _____

This is full time course and not part time course or correspondence course.

Other particulars of this student as per record are as under—

1. Name of course (In full) _____
2. Date of initial admission _____
3. Stage of study during 2015-16 _____ year _____ semester
4. Total duration of course _____
5. Academic session for 2015-16 starts from _____ to _____
6. a) whether in receipt of scholarship/stipend or any monetary assistance from College/State Govt. _____
- b) Total amount of Scholarship received per annum _____
- c) Year from which regularly getting _____
- d) In case of grade system it is certified that ward has got marks in each semester/annual Exam _____

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It is certified that all the above particulars of above student are verified by College Authority and found correct.

Signature of the Head of college/ Institute

Name: _____

Designation _____ Date _____

College Seal

Place

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