

FORM

Grant of Scholarship for Higher Technical/Professional Education for wards of all Non-gazetted Railway employees.

Scholarship for higher technical/professional education of Girl children of staff in Grade Pay upto Rs. 2400/- as per 6th PC.

Scholarship for higher technical/professional education of Male children of staff in Grade Pay upto Rs. 2400/- as per 6th PC.

Grant for developing occupational skills of physically/mentally challenged railway employees and their wards including purchase of wheel chairs, other aides, special software etc.

Grant from Staff Benefit Fund to the Hd.Qrs. Recreation Clubs.

SOUTH EASTERN RAILWAY

FORM NO: 01

APPLICATION FOR GRANT OF SCHOLARSHIP FOR HIGHER TECHNICAL/PROFESSIONAL
EDUCATION FOR WARDS OF ALL NON-GAZETTED RAILWAY EMPLOYEES FROM STAFF
BENEFIT FUND FOR THE YEAR **2017 -18.**

[Application to be submitted in the following standard format alongwith the mandate form in duplicate (specimen enclosed) duly filled in so that grant from SBF can be paid to the individual through e-payment system].

(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).	
(c)	P.F. A/c./Employee No.	
(d)	(i) Group – (ii) UR/SC/ST/OBC	(i) (ii)
(e)	Designation of the Controlling Officer of the applicant.	(i) (ii)
(f)	Pay, Pay Band & Grade Pay as per 6 th PC as on 01.07.2016 and pay rate in 7 th PC.	
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/ 1 st year of the Tech./Prof. Course etc.(supporting mark-sheet to be attached) (iv) Year of study for Academic session 2017-18. (e.g. 1 st /2 nd /3 rd year etc.) Bonafide certificate (2017- 18) 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.	

Contd.....2.....

(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)	Whether applied for any other ward?	
(6)	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.

Enclo:

Date: _____ Signature of the applicant: _____

Designation: _____

Deptt./Section/Station: _____

No: _____ Dated: _____

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 (2017-18) 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 alongwith mandate form may be downloaded from the web page: 10.41.2.100 (SER-railnet).

(iii) Scholarship will be awarded for pursuing higher technical/professional Education as per decision of Hd.Qrs.SBFC.

LAST DATE OF SUBMISSION OF THIS APPLICATION IS 31.10.2017

APPLICATION FOR GRANT OF SCHOLARSHIP FOR TECHNICAL/ PROFESSIONAL
EDUCATION (Degree/Diploma) OF GIRL CHILDREN OF STAFF (IN GRADE PAY UPTO RS.
2,400/-as per 6th PC scale of pay) FROM STAFF BENEFIT FUND FOR THE YEAR **2017-18.**

(Application to be submitted in the following standard format alongwith the mandate form in duplicate (Specimen enclosed) duly filled in so that grant from SBF can be paid to the individual through e-payment system.)

(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).	
(c)	Date of appointment :	
(d)	P.F. A/c. No.	
(e)	i) Group 'C' or 'D'. ii) Whether UR/SC/ST/OBC.	i) ii)
(f)	Name and designation of the Controlling Officer under whom the applicant is working.	(i)
(f)	Pay, Pay Band + Grade Pay as on 01.07.2016 and pay rate in 7 th PC.	
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/ 1 st year of the Tech./Prof. Course etc. (supporting mark-sheet to be attached) (iv) Year of study for Academic session 2017-18. (e.g. 1 st /2 nd /3 rd year etc.) Bonafide certificate (2017-18) should be produced.	
(d)	Name and place of the Institution 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)	Whether applied for any other ward?	
(6)	Amount of Technical educational assistance received by the applicant from Staff Benefit Fund during last 02 (two) year.	

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

Enclo:

Date: _____ Signature of the applicant : _____

Designation: _____

Deptt./Section/Station: _____

No: _____

Dated: _____

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 (2017-18) 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 sample form may be downloaded from the web page: 10.41.2.100 (SER-railnet).

Scholarship will be awarded for pursuing technical/professional diploma/degree for girl children of Rly employees(in Grade Pay upto Rs. 2400/- as per 6th PC scale of pay) - as per decision of Hd.Qrs.SBFC.

LAST DATE OF SUBMISSION OF THIS APPLICATION IS 31.10.2017

APPLICATION FOR GRANT OF SCHOLARSHIP FOR HIGHER TECHNICAL/ PROFESSIONAL
EDUCATION OF MALE CHILDREN OF STAFF(IN GRADE PAY UPTO RS. 2,400/-as per 6th
PC scale of pay) FROM STAFF BENEFIT FUND FOR THE YEAR **2017-18.**

(Application to be submitted in the following standard format alongwith the mandate form in duplicate (Specimen enclosed) duly filled in so that grant from SBF can be paid to the individual through e-payment system.)

(INCOMPLETE APPLICATION WILL BE SUMMARILY REJECTED)

1.(a)	Name of the applicant in full (in block letters).s	
(b)	(i) Designation (ii) Deptt (iii) Section & (iv) Station. (v) Contact No. (Mandatory) (Rly. Ph./P&T & Mobile).	
(c)	Date of appointment :	
(d)	P.F./Employee. A/c. No.	
(e)	i) Group 'C' or 'D'. ii) Whether/SC/ST/OBC.	i) ii)
(f)	Name and designation of the Controlling Officer under whom the applicant is working.	
(f)	Pay, Pay Band + Grade Pay as on 01.07.2016 and pay rate in 7 th PC.	
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. for example Class- XII/ 1 st year of the Tech./Prof. Course etc. (supporting mark-sheet to be attached) (iv) Year of study for Academic session 2017-18 (e.g. 1 st /2 nd /3 rd year etc.) Bonafide certificate (2017-18) should be produced.	
(d)	Name and place of the Institution 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 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)	Whether applied for any other ward?	
(6)	Amount of Technical educational assistance received by the applicant from Staff Benefit Fund during last 02 (two) year.	

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

Enclo :

Date : _____

Signature of the applicant : _____

Designation: _____

Deptt./Section/Station: _____

No: _____

Dated: _____

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: Submission of the copy of Mark sheet for the previous year and a bonafide Certificate (2017-18) 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 sample form may be downloaded from the web page: 10.41.2.100 (SER-railnet).

Scholarship will be awarded for pursuing technical/professional diploma/degree for male children of Rly employees (in Grade Pay upto Rs. 2400/- as per 6th PC scale of pay - as per decision of Hd.Qrs.SBFC.

LAST DATE OF SUBMISSION OF THIS APPLICATION IS 31.10.2017

SOUTH EASTERN RAILWAY

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 AIDES, SPECIAL SOFTWARE ETC FROM STAFF BENEFIT FUND FOR THE YEAR 2017-18.

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

(Application to be submitted in the following standard format alongwith the mandate form in duplicate (Sample enclosed) duly filled in so that grant from SBF can be paid to the individual through e-payment system.)

(INCOMPLETE APPLICATION WILL NOT BE CONSIDERED)

1.	Name of the applicant in full (In Block letters)	
2.	Designation/Office/Deptt./Sec/Stn. Contact No.(Rly. Ph./ P&T/ Mobile) (Mandatory)	
3	P F/Employee No:	
4	Whether SC/ST/OBC/UR	
5.	(a) Pay & Pay Band + Grade Pay as on 01.07.2016 and pay rate in 7 th PC. (b) Group (C or D)	(a) (b)
6.	Senior subordinate and controlling officer under whom he/she is working.	
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 01/10/2016 to 30/09/2017.	

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

Encl:

Dated: _____

SIGNATURE OF THE APPLICANT

No: _____

Dated: _____

Forwarded to the Secretary/SBF Committee – Hd.Qrs./Divns. & Workshops of SERly. I have checked the statements in all respects as stated above and found to be correct.

Date: _____

Signature of the forwarding officer
with office stamp

N.B. – (i) Original vouchers for purchase of accessory for the period from 01/10/2016 to 30/09/2017 will be allowed for consideration. (ii) The above specimen form alongwith mandate form may be downloaded from the web page:10.41.2.100 (SER-railnet).

LAST DATE OF SUBMISSION OF THIS APPLICATION IS 31.10.2017

**GRANT FROM STAFF BENEFIT FUND TO THE RECREATION CLUBS
DURING THE YEAR 2017-18.**

(INCOMPLETE APPLICATION WILL BE REJECTED)

1. (a)	Name of the Club	
(b)	Location (Address) & Ph No/Mob No.	
2. (a)	Whether recognised by the Admn.	Y e s / N o
(b)	If so, indicate the authority.	
(c)	Ref. No. and date of recognition (Please enclose copy)	
3.	Amount applied for the current year	
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 detailed activities of the club for the year 2017-18 and the amount spent for this purpose alongwith the application separately.	(i) (ii) (iii)
6.	Audited accounts of expenditure for the last grant received (in duplicate). If no grant is received during the year 2016-17, 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. 2018-19.	
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.)

N B: All the documents as asked for at item Nos. 5,6, 7, 8 & 9 should be submitted alongwith this application failing which no grant to be considered .

LAST DATE OF SUBMISSION OF THE APPLICATION IS 31/10/2017
