

SOUTH WESTERN RAILWAY

Headquarter Office
Personnel Department
Hubli – 580 020
Date:08.12.2017

No.SWR/P.641/CSBF/Vol. XIII

**ALL PHODs/CHODs/SWR/UBL
CAO/CN/BNC**

Sub: Grant of Scholarships for higher technical/professional education
(degree/diploma courses) for the year 2017-18 under Staff
Benefit Fund –Headquarters.

Applications in the prescribed 'Proforma' are invited for award of Scholarships for higher technical/professional education (degree/diploma courses) to the eligible dependents and wards of the railway employees of Headquarters, from the funds released by Central Staff Benefit Fund for the year 2017-18.

In this connection, the **detailed guidelines together with the proforma of application** for claiming scholarship for the year 2017-18 are enclosed for information, guidance and needful.

The contents of this Notification may be notified to all the staff working under your control and the applications forwarded in a single bunch with proper acknowledgement. No correspondence will be entertained for reasons such as, 'unaware of the notification/missing applications/late submissions of applications' etc.

Last date for receipt of the applications in this Office is 16.01.2018. Incomplete applications/ applications received /forwarded after the last date shall be summarily rejected and no further correspondence will be entertained.

Wide publicity may be given.

Encl: As above.



(Nagalatha Guruprasad)
APO/Welfare

for Principal Chief Personnel Officer

Copy to:

Secy. to GM

Dy.CMM/GSD/UBL

Sr.RBA/HQ, Dy.CPO/CN/BNC,

GS/SWRMU

GS/AISCTREA

Notice Board

for information & necessary action

**Detailed guidelines on award of Scholarships for Higher Technical/Professional Education
(Degree/Diploma courses) for the year 2017-18**

1. To encourage Higher Education, the C.S.B.F. Committee will award Scholarships, to the wards of all non-Gazetted staff as mentioned below, for which funds have been sanctioned to Headquarters by CSBF.
2. (i) Scholarship for pursuing Higher Technical/Professional education for wards of employees in Grade Pay Rs.2400/- & above for non-gazetted staff @ Rs.1500/- pm, subject to the staff in lower grade pay being given precedence in terms of Railway Board's RBE No.136/2014.
(ii) Scholarship for pursuing higher Technical/Professional Diploma/Degree for girl children of employees in GP upto Rs.2400/- @ Rs.1500/- pm.
(iii) Scholarship for pursuing higher Technical/Professional Diploma/Degree for male children of employees in GP upto Rs.2400/- @ Rs.1500/- pm.
3. The technical/professional education for eligibility of scholarship under Para 2(i) above means the course of education leading to **MBBS/ BDS/ B.V.Sc/ BHMS, MBS/ BAMS/BUMS, B.E, B.Tech, B.Pharmacy, BCA, BBA, B.Arch, ICWA, CA, M.E, MBA, MCA, M. Tech, B.Sc (Agrl.), B.Sc.(Home Science)** only.
4. The eligibility of scholarships under Para 2(ii) & (iii) above will cover **higher Technical/Professional Diploma/Degree and diploma courses of not less than one year from recognized Institutes/Universities**
5. The student should have obtained admission in a recognized Institute, for any one of the above courses during the current academic year.
6. Non-Gazetted Railway employees with not less than one year continuous service will be eligible to apply for Scholarship for their children or dependent brothers or sisters.
7. The scholarships are paid for the actual study period viz. every year of the technical/professional course only. **For Example:** A student of BE will be eligible for the scholarship in the I, II, III and IV year of the course only. The education parameter(s) observed is, the previous years mark sheet, (wherein the candidate has passed in the very 1st attempt) of the present study. That is to say, upon joining the 1st year BE, the candidate has to furnish the 12 std. marks sheet. The same analogy has to be drawn for the subsequent years of study, till the last year.
8. Scholarships will be awarded giving priority of the courses from degree to diploma in technical/professional education and for the 1st year students only, subject to availability of funds.
9. **No employee can claim at a time more than one scholarship under this scheme.**
10. The scholarship will be granted on declaration by the employees that no other ward of the applicant is at present availing the facilities of any Railway Subsidized Hostel.
11. Application for award of scholarships should be submitted through proper channel duly fulfilling all the columns complete in all respect to the Secretary/CSBF committee & Dy.CPO/HQ & Wel, in the **prescribed proforma** enclosed.

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Note: a) Certification by the Principal of the Institution should be obtained on the prescribed form in the space provided before seeking fresh/renewal scholarship.

b) The marks memorandum of previous qualifying examination of each year/both semesters should be enclosed duly attested by any Gazetted Officer. In cases, where marks sheets not received even though results are declared on internet, the employee can download the results/mark sheet from the internet and get endorsement of Principal of Institution on the downloaded mark sheet stating that "all the subject/papers of the semester/academic year are passed in the first attempt only"

c) Application which do not contain complete information are liable to be rejected.

12. Continuance of the Scholarship will be subject to the scholar's conduct and progress being certified as satisfactory, each year by the Principal of the college/Institution.
13. Those who are doing Diploma after 10th, the 1st two years, if any reimbursement of tuition fees etc. is received from Railway revenue, i.e. grant of Children Education Assistance and Reimbursement of Tuition Fees, no scholarship shall be admissible from CSBF. However, for 3rd year study, scholarship shall be admissible.
14. Such of the student as have obtained a Government College or University Scholarship or freeship or exemption from paying tuition fees or obtained National Merit Scholarship will also be eligible for the award of the scholarship from the C.S.B.F. provided the value in respect of the above is less than the maximum of the amount stipulated by the C.S.B.F. Committee. The amount so payable will be the difference between the scholarship amount payable by the C.S.B.F. for the course and that of other Scholarship, Free ship etc., as the case may be. When the student is unable to continue the course, due to ill health and re-joins the same course in the next year after medically fit, the case will be treated as one of a renewal, subject to production of proper medical certificate.
15. Applications to be scrutinized by the respective Supervisors of Office/Units and sent in a single bunch, complete in all respects, under a covering letter to this office on or before the last date. The applications received after the last date shall be summarily rejected and no further correspondence will be entertained.
16. The Scholarships will be awarded by the C.S.B.F. Committee, subject to fulfilling the stipulated criteria.
17. The C.S.B.F committee may withhold the award of Scholarships, without assigning any reason, what-so-ever. Decision of the Committee in this regard is final and no correspondence will be entertained.
18. Last date for receipt of the applications from the Offices/ Units (in a single bunch) under this scheme for the year 2017-18 is 15.01.2018.

SOUTH WESTERN RAILWAY HEADQUARTERS

Fresh / Renewal

APPLICATION FOR SCHOLARSHIP FROM STAFF BENEFIT FUND

(Please tick against appropriate box, below)

Non-Gazetted Employees above Grade Pay Rs.2400/-	Scholarship for pursuing higher Technical/Professional education (@ Rs.1500/- pm)	
Employees in GP upto Rs.2400/-	Scholarship for pursuing higher Technical/ Professional Diploma/Degree for GIRL child (@ Rs.1500/- pm)	
Employees in GP upto Rs.2400/-	Scholarship for pursuing higher Technical/ Professional Diploma/Degree for MALE child (@ Rs.1500/- pm)	

1	Name of the employee in full (in Block letters)							
2	Date of Appointment	PF / NPS Number						
3	Community (Tick Mark)	SC	ST	OBC	UR	Bill Unit no.		
4	Designation	Office		Station		Dept / Divn		
5	Pay Band	Grade Pay	Basic pay	Office & Mobile No.				
6	Drawing Salary Bank Account No.	Name & address of the Bank						
7	Name of the student in whose favour the scholarship is sought for					Relationship with the employee		
8	Course Studying	Degree/ Diploma			Duration of the course			
9	Present year of the course, viz: 1 st yr, 2 nd yr, 3 rd yr, 4 th yr, etc					Academic year		
10	Name of the Institution where studying			University to which affiliated				
11	Name of the College/Institute attended last year			Name of the last exam passed				
12	Total marks obtained	Sem-I	Sem.II	When passed (Year & month- both semesters attested copy of marks card to be attached)				
	Out of							
13	Whether the student failed in subject in any semester		Whether any other child/ward is already in receipt of scholarship awarded by SBF & if so, furnish details					
14	Whether the student or any other child of the applicant is enjoying the benefits of subsidized hostels on the Railways			Whether the child is exempted from payment of term/tuition fee and if so, the value				
15	Whether the child has applied for NLS & wishes to avail the same or at present availing the same			Whether the child is in receipt of any other scholarship and if so, the value				
16	Whether the child is exempted from payment of term/tuition fees and if so, the value							
17	Whether the Children Educational Allowance is applied for this student from Railway revenue during current academic year					YES / NO		
18	Whether application is for renewal of scholarship? If so, details of previous claims.							

I hereby declare that all the particulars furnished above are true and I am liable for disciplinary action, if they are proved to be incorrect at a later date.

I also declare that the student Master/Kumari _____ is related to me as _____.

Date:

Signature of the employee
Name:Contact No.: 1. Mobile No:
2. Railway Ph.No:

Note

- i) Copy of passing mark sheet attested by school/collage Authorities or by Gazetted officer.
- ii) In the event of ward being given scholarship; full messing charges are liable to be recovered by the Railways.
- iii) Have you applied for scholarship or Merit scholarship for this student from College/Govt.
- iv) If the candidate already getting scholarship from any other source, if so give full details mentioning the amount of scholarship per annum _____

In case of Semester system, please mention marks of each semester separately or otherwise final marks to be indicated.

In case of diploma for I & II year after SSC (10th). I have / will not apply from Railway Revenue for grant of children education assistance and reimbursement of tuition fees for Academic Year 2017-18. 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.

I also declare that the student Master/Kumari _____ is related to me as _____.

*My father is not alive and the student is entirely dependent on me and the particulars as furnished by me are correct. (in case of dependent brother/sister)

Date:

Signature of the employee

Name:

Contact No.:1. Mobile No:

2. Railway Ph.No:

•• strike-out if not applicable.

Memo No.

Office:

Date:

Station:

Forwarded and it is certified that the particulars furnished by Shri. _____,

Desig/Stn: _____ have been verified and found correct.

**Signature & Designation of the Controlling Officer
with officer seal**

Documents to be enclosed to the application:

1. Community Certificate in case of SC/ST/OBC
2. Attested copy of Mark Lists of the qualifying examination, viz: the exam passed in the previous academic year.
3. Certificate from the College/Institution of study on fee payment.

Please note that no column should be left blank & the contact number of the employee should be furnished invariably.

CERTIFICATE

(Certificate to be furnished by the College Authorities under signature and seal)

Master/Miss:.....

Son/daughter of Shri/Smt:..... is studying in this college:

01	Name of the Institution / College	
02	University to which it is affiliated	
03	Course undertaken	
04	Degree or Diploma	
05	Duration of the course	
06	Date of joining the present course	
07	Present year of the Course (I yr, II yr etc,)	
08	Academic year of the present course	
09	Tuition fee per annum	
10	Whether the student is exempted from payment of tuition fees	
11	Whether he / she has applied for National Level scholarship & if so, the result	
12	Is the student in receipt of any other scholarship like National Merit scholarship etc., if so, the amount per annum	
13	Whether the student has passed in all subjects in the previous year / semester	

Date:.....

**Signature of Principal of the College/ Institution
(with seal)**

Place:.....