



## Southern Railway

No.P(W)641/HQSBF/2022-2023

Headquarters Office,  
Personnel Branch,  
Chennai – 600 003.  
Date: 01.02.2023

**All Concerned**

Sub: HQSBF 2022-2023- Grant of financial Assistance to employees  
under various schemes- Calling for applications- reg

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The applications for grant of assistance from HQSBF towards various schemes as detailed below for the year 2022-2023 are called for from eligible Railway employees of Headquarters office .

1. Scholarship for **Higher Technical/Professional Diploma-courses** for wards of **all Non-Gazetted Staff**.
2. Grant of Cash Award to wards of Railway employees for their meritorious performance in the final exams of Class X or XII. **(For securing 85% & above marks only for wards of all Non- Gazetted Staff)**.
3. Grant of Cash Award to wards of Railway employees for their meritorious performance in the field of Sports/Cultural Activity for wards of **all Non-Gazetted Staff**.
4. Grant of assistance from HQSBF towards purchase of Spectacles from **all Non- Gazetted employees**.  
**(Only those who have not availed the assistance in the previous 2 years (availed in 2018-19, 2019-20 are eligible)**
5. Grant of financial assistance from HQSBF for the period of **leave on Loss of Pay/Half Average on medical grounds for Non- gazetted employees up to Grade Pay Rs. 4600/- only**.
6. Grant of financial assistance from HQSBF towards medical expenses up to Rs. 50,000/- for **Non- gazetted employees.(up to Grade Pay Rs. 4600/- only are eligible)**

Application forms for the above Schemes will be made available in the portal [www.srhqpb.in](http://www.srhqpb.in) and the employees can download the same, fill the application manually and forward through controlling officer to the Personnel Department/Welfare Section.

*Handwritten signature and date: 1/2/2023*

The respective Department/unit of the Headquarters office will forward the all eligible applications with the list to Personnel Department/Welfare Section in one bunch.

The **last date for receipt of applications are 31.03.2023** and no belated applications from the employees beyond this date will be accepted under any circumstances.

Any spurious claim preferred by the employees and noticed at a later date will be viewed seriously duly invoking D&A rules.

Encl: 6 application formats

*MBS*  
*17/2/2023*

(Meena Baskaran)  
Dy. Chief Personnel Officer/R&W  
for Principal Chief Personnel Officer

Copy to: CPO/IR & Chairman/HQSBF

Copy to: GS/SRMU, GS/SC&STREA, GS/OBCREA, HQSBF Members,

Copy to: Ch. OS/System- for uploading in web portal of PB

Copy to: All HQ /PB Officers  
All Ch. OS/PB