



SOUTHERN RAILWAY

No.P(W)641/Scholarship/2023-2024

Headquarters Office,
Personnel Department,
Chennai – 600 003.

Date: 4.10.2023

All Concerned

Sub: **Central Staff Benefit Fund 2023-2024** Calling for online applications for:-

- i. Higher Technical/ Professional Degree Courses
- ii. Non- Professional/Non-Technical Degree Courses
- iii. Relief of Distress/Sickness
- iv. Developing occupational Skills

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Online applications are called for grant of financial assistance for the various schemes, under different heads of CSBF 2023-2024. The details of applications called for are as follows:

1. Education:

- i. Scholarship application for Higher Technical / Professional Degree courses for wards of **all Non-Gazetted Staff**
- ii. Scholarship application for Non- Professional/Non-Technical Degree Courses for wards of staff in GP up to 2400/- and below. **(Level-1 to Level-4)**

2. Relief of Distress/Sickness:

- i. Application for financial Assistance for Sickness (Rs. 50,000/- and above)

3. Developing Occupational Skills:

- i. Financial Assistance to Physically/Mentally challenged Railway Employees
- ii. Financial assistance to Physically/Mentally challenged Railway Wards

The notification calling for all the above applications will be uploaded in the web portal www.srhqpb.in. The opening date for Scholarship Applications under **Education (1)** will be **13.10.2023** and the opening date for **Relief of Distress/Sickness & Developing Occupational Skills (2&3)** will be **16.10.2023** with closing date **15.01.2024** for applying all the above applications. The link for the web portal is available in Southern Railway website "Personnel". Employees will have to submit their application Online through 'Other Notifications' link available in the web portal www.srhqpb.in

The detailed instructions for applying 'Online' will also be available in the web portal. The employees will have to click on the appropriate link in the portal. The link will lead to application format in which the employee needs to fill up the required particulars.

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Divisions are hereby advised that wherever employees are not able to submit online applications, they may be allowed to submit offline applications (Downloaded form from the website) and the same can be uploaded in the online portal by the respective Personnel Department duly mentioning the application no. in the space provided on left top corner so that all the applications will be accounted and dealt in an effective way. This will avoid duplication of applications.

The portal to upload the applications by the respective Divisions/Units will be closed at 23.59 hrs. on 31.01.2024 and no further correspondence in this connection will be entertained.

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

Wide publicity may be given by the Divisions / Units to the employees duly calling online applications for the above Schemes from the Central Staff Benefit Fund.

MBS
4/10/2023

(Meena Baskaran)
Dy.Chief Personnel Officer/R&W
for PCPO & Chairman/CSBF Committee

Copy to: Secretary to PCPO - for kind information to PCPO.
PS to CPO/IR. - for kind information to CPO/IR.

Copy to: GS/SRMU, GS/AISCST REA, GS/AIOBC REA
CSBF Committee members
Ch. OS/System for uploading in web portal

Norms for claiming assistance under 'Relief of Distress/Sickness'

- The notification calling for application for Sickness will be uploaded in the web portal **www.srhqpb.in.** duly indicating the opening date 16.10.2023 and closing date 15.01.2024 for applying. The link for the web portal is available under the link **Personnel Department section of the Southern Railway** internet website and also in **Rail net website of Southern Railway.**
- Employee has to fill up all the columns without leaving any.
- The detailed instructions for applying 'on line' will also be available in the web portal. The employees will have to click on the appropriate link in the portal. The link will lead to "Online" form in which the employee needs to fill up the required particulars.
- Only the Railway employees & their family members/dependents whose names are recorded in the Family Composition for the purpose of availing Pass/PTO are eligible.
- Claims amounting to **Rs.50,000/- or more** only are being entertained by CSBF. Claims for amount less than Rs.50,000/- are being dealt by the sub committees.
- The application has to be filled up carefully and after the employee is satisfied that all the particulars have been correctly filled up can submit application. Once the application is registered, the same should be downloaded from the portal in PDF file and a printout of the same should be taken for certification of controlling officer.
- After certification of controlling officer the printout of the application along with all the original Documents are to be submitted at Personnel Department of respective units.
- Personnel Department of the respective unit must ensure that all the Hospital documents Viz. **Original Admission & Discharge Summary, Original Bills, Copy of the Report, Diagnosis of Specialists/Doctors, UMID Card etc.,** issued by the hospital along with **summary of receipts indicating the consolidated amount of claim** are enclosed for certification
(Photostat copy/Colour Xerox of bills should not be entertained by Personnel Department.)
- Personnel Department officer should certify after verifying and checking the **Original Discharge Summary, Original bills** and copy of **Medical Report** and **all the originals should be kept at Personnel Department.**
- The completed application duly forwarded by the controlling officer of the department and counter signed by the Personnel officer should be scanned and along with all the supporting documents, (**Original Discharge Summary, Original Bills, medical Reports and UMID Card**) to be uploaded in the portal as **One PDF file** by the employee before 15.01.2024. **Without which application will be treated as incomplete.**
- **Only those cases where no Railway treatment could be resorted to, due to emergency will be entertained.**
- Claims in respect of expenses made for treatment under indigenous system of medicine like **Homeopathy, Ayurveda etc. will not be entertained.**
- Claims in respect of treatment for minor ailments will not be entertained.
- **Only claims where no financial assistance was resorted to either from Railways or any other sources Viz. Insurance, Med – claim etc. will be entertained.**