



दक्षिण रेलवे/Southern Railway

No.P(W)641/HQSBF/2024-2025

प्रधान कार्यालय/ Headquarters Office

कार्मिक शाखा/Personnel Branch

चेन्नै/Chennai -600 003

दि./ Date : 04 /11/2024

**All Concerned (HQRS Units)**

Sub: HQSBF 2024-2025 - Grant of financial Assistance to employees  
under various schemes- Calling for Online applications- reg.

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Online applications are called for grant of financial assistance from HQSBF towards various schemes for all **Non-Gazetted staff** under different heads of HQSBF for the year 2024-2025. The details of applications called for as follows:

**Education :**

1. Scholarship for **Higher Technical/Professional Diploma Courses.**
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**)
3. Grant of Cash Award to wards of their meritorious performance in the field of **Sports/Cultural Activity.**

**Relief of Distress/Sickness:**

4. Grant of assistance from HQSBF towards purchase of Spectacles.  
(Only those who have not availed the assistance in the previous 2 years (i.e. 2022-23, 2023-24) are eligible.
5. Grant of financial assistance from HQSBF for the period of **leave without pay (LWP) on medical grounds.**
6. Grant of financial assistance from HQSBF towards medical expenses upto Rs.50,000/-.

The notification calling for all the above applications will be uploaded in the web portal [www.srhqpb.in](http://www.srhqpb.in). The opening date for the above applications on 11.11.2024 with closing date 16.12.2024. 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](http://www.srhqpb.in).

The detailed instructions for applying online will also be available in the webportal. 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.

The portal to upload the applications by the respective departments will be closed at 23.59 hrs. on 16.12.2024 and no further correspondence in this connection will be entertained.

**Manual submission of application will not be entertained.**

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

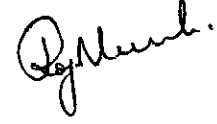
If any employee has difficulty in submission of online application, concerned department dealer or dealer in the welfare section will assist.

Please contact the concerned dealers in welfare section.

1. P.N.Lalleswari, Ch.OS
2. M.Indrani, OS
3. P.Jagannadha Rao, OS
4. Karthika.S, Jr.Clerk

Rly. No: 22305

Encl : Guidelines for filling up of six online applications.



(रोजा मुरली)/(ROJA MURALI)  
सहायक कार्मिक अधिकारी/कल्याण  
Assistant Personnel Officer/Welfare  
& Secretary/HQSBF  
सचिव/HQSBF  
9003160616

Copy to: CPO/IR & Chairman/HQSBF.

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

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