



दक्षिण रेलवे/Southern Railway  
(Central Staff Benefit Fund)

No.P(W)641/CSBF Applications/2024-25

प्रधान कार्यालय/Headquarters Office

कार्मिक शाखा/Personnel Branch

चेन्नै/Chennai -600 003

दि. Dated: 25.09.2024

All Concerned

Sub: **Central Staff Benefit Fund 2024-2025** 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 2024-2025. 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. (i.e. **Level-1 to Level-4 only**)

**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](http://www.srhqpb.in). The opening date for Scholarship Applications under **Education (1)** will be **10.10.2024** and the opening date for **Relief of Distress/Sickness & Developing Occupational Skills (2&3)** will be **15.10.2024** with **closing date 30.11.2024** for applying **all the above applications**. The link for the web portal is available under the link **Personnel Department section of the Southern Railway** Employees will have to submit their application in the prescribed format as available in the web portal [www.srhqpb.in](http://www.srhqpb.in)

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 application format in which the employee needs to fill up the required particulars.

Divisions are hereby advised that wherever employees are not able to submit online applications, they may be allowed to submit offline applications also (Downloaded from the website) and the same has to be uploaded in the online portal by the respective Personnel Department so that all the applications will be accounted and dealt in an effective way. This will avoid duplication of applications. It is to be noted that no offline applications/physical copy will be received directly by Hqrs Welfare Section.

It may be ensured that only eligible applications are forwarded online and while uploading the scanned applications, care must be taken in confirming that the said applications are complete in all aspects.

The portal to forward/upload the applications by the respective Divisions/Units after scrutiny will be closed at 23.59 hrs. on 15.12.2024 and no further correspondence in this connection will be entertained.

- \* It may also be verified that the employee belongs to their bill unit and supporting documents are attached.
- \* Applications for financial assistance for sickness below Rs.50,000/- shall not be forwarded.
- \* Any application reaching this office with out certification of respective Personnel Branch Officer will be rejected.

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.



(रोजा मुरली/ Roja Murali)

सहायक कार्मिक अधिकारी/कल्याण  
Assistant Personnel Officer/Welfare  
कृते प्रधान मुख्य कार्मिक अधिकारी  
for Principal Chief Personnel Officer  
& अध्यक्ष/ सीएसबीएफ Chairman/CSBF

Copy to: PPS to PCPO - for kind information to PCPO.

PS/ to CPO/IR. - for kind information to CPO/IR.

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Ch.OS/ System – for uploading in Southern Railway's officials  
webpage & railnet/Personnel Branch webpage.