

Eastern Railway/Asansol Division
Personnel Department

No. EW/SBF/EDU.ASSTT/2023-24

Asansol, dated 26th September, 2023

ALL CONCERNED ON ASANSOL DIVISION

Sub :- Nomination for Scholarship for higher education for **Technical & Professional course only** to Girl Children and Male Children of Rly. Employees whose **Grade Pay Upto Rs. 2400/- (in 6th PC/ Level-4 of Pay Matrix of 7th CPC)** for the year 2023-24.

The following copy of letter no. SBF/EDN/Gr.D/Pt.I/2023-24 dated 15.09.23 from Secretary, Central Staff Benefit Fund Committee addressed to DRM/ER/ASN & Others is forwarded herewith for information and necessary action please.

Sr. Supervisors are requested to give wide publicity amongst the eligible staff working under their control. They are also requested to ensure that all applications are counter signed by Gazetted Officer of the respective department before dropping the same in the Box kept in the Welfare Section of Personnel Branch, DRM Office/ER/Asansol in a bunch. **LAST DATE OF SUBMISSION IS FIXED ON 29.12.2023.**


for Sr.Divisional Personnel Officer
Eastern Railway/Asansol

Copy of letter no. SBF/EDN/Gr.D/Pt.I/2023-24 dated 15.09.2023 from Secretary, Central Staff Benefit Fund Committee addressed to DRM/ER/ASN & Others is appended below :-

Sub :- Nomination for Scholarship for higher education for **Technical & Professional course only** to Girl Children and Male Children of Rly. Employees whose **Grade Pay Up to Rs. 2400/- (in 6th PC/ Level-4 of Pay Matrix of 7th CPC)** for the year 2023-24.

In pursuant to Railway Board's sanction of tuition fees subject to maximum 1500/-pm. i.e. Rs. 18,000/- per year for higher education to Girl children and Male Children of Rly. Staff whose **Grade Pay upto Rs.2400/- (in 6th PC/ Level-4 of Pay Matrix of 7th CPC)** for **Technical/ Professional course only**, you are requested to invite the applications, as per proforma attached, along with requisite certificates and attested copy of money receipt in support of tuition fees from the intending employees by **29.12.2023**. The Division & Workshops will send their demand after scrutiny by **12.01.2024**. The HQ units will send the applications in this respect to this office by **29.12.2023**.

The Scholarship will not be granted :-

If the student is detained in the same class or in receipt of any other scholarship /any financial assistance granted by any Institution / any organization or if the student receipt free or any concession for the above education in any Institution.

DA :- As above

Sd/-
(S.K.Chattopadhyay)
Secretary
Central Staff Benefit Fund Committee

THE LAST DATE OF SUBMISSION :29.12.2023
FORM NO. SBF/EDN/Gr.D/Pt.I/2023-24
APPLICATION FOR EDUCATIONAL ASSISTANCE FROM CSBF
(FOR TECHNICAL & PROFESSIONAL COURSE ONLY)
(up to Pay Level- 4)

1. (a) Name of the course _____
(b) Whether renewal or new _____
(c) If Technical, whether degree or diploma _____
(d) Duration of the Course _____
2. (a) Name of the Rly. Employee _____
(in block letter)
(b) Designation _____ (c) Office _____
(d) Rly. Contact no. _____ (e) Pay Level _____
(f) Bill unit no. in full _____ (g) P.F.No.in full _____
(Xerox copy of Pay Slip must be enclosed)
3. (a) Name of the student _____
(in block letter)
(b) Class in which reading _____
(c) Name & Address of the Institution in which reading _____

(d) Name of the Board/University _____
4. (a) Relationship with the employee _____
(b) Date of Admission in the Institution _____
(c) Either Direct or lateral admission _____
5. Name of the Final /Periodical Exam.passed _____
6. Has the student been detained last year in the class _____
7. **Amount of tuition fees paid per month** _____
(Attested copy of Money Receipt must be attached)
8. Is he/she enjoying- (a) any scholarship _____
(b) full free studentship _____
(c) half free studentship _____
(d) any financial assistance _____
if so, state the amount & source _____
9. Whether the applicant (Rly. employee) was in receipt of any educational assistance from SBF (if so, the particulars of assistance , amount and year may be indicated) _____
10. Bank details :- a) Bank Name _____
b) A/C No. _____
c) IFSC Code _____

Date :

Office address _____ Full sign.of the applicant _____
_____ Designation _____
_____ Mobile No. _____

Forwarded by _____

N.B.-"ANNEXURE-A" must be attached.

(To be attached to Form No. SBF/EDN/Gr.D/Pt.I/2023-24)

(FOR TECHNICAL & PROFESSIONAL COURSE ONLY)

Certified by the Head of the Institution

I certify that Sri/Smt. _____
Son/daughter of Sri/Smt. _____
is a student in class/semester _____ of _____ Years of Engg.
Degree/Diploma or M.B.B.S. course. He/She is a student of this Institution, since
_____ (months /years). Total marks secured by him/her is _____ in
the last Final or Periodical Examination (name of the exam.) _____.

2. The student is/is not enjoying any free or half studentship/scholarship/assistance from the College. He/She is/is not enjoying financial assistance from any other source, as declared to us by the student.

3. The student has been detained/has not been detained in the class last year. If detained, mention year, class and name of the examination _____

4. **The student is paying Rs. _____ as tuition fee in each month to this institution .**

5. The Institute is recognized by (Name of the University) _____

Date _____

Name & Address of the Institute

(Signature of the **Head of the Institution** with his office seal)