

EAST COAST RAILWAY



Office of the
General Manager (P)
2nd Floor, South Block, Rail Sadan
Mancheswar, Bhubaneswar-751017
Rly. Ph. No. - 51074

No. ECoR/Pers/Wel/SBF/Technical Assistance/14

Date: 08.08.2014

To

All PHODs/CHODs/HODs,
CAO/Con/BBS, Chairman/RRB/BBS,
DRMs / WAT, KUR & SBP,
CWM / CRW/MCS,
East Coast Railway.

Sub : Grant of Scholarship for Technical Education from CSBF to the wards of
Non - Gazetted Railway Employees & their dependents for the year 2014-15.

Applications are hereby invited in the format enclosed along with, for sanction of scholarship from Central Staff Benefit Fund under the Head General Activities, Sub Head Education for the year 2014-15, to the wards of Non - Gazetted Railway employees and their dependents pursuing technical degree/diploma courses.

You are requested to collect the applications from the employees of your Division/Unit/Department for consideration and the applications complete in all respects alongwith all enclosures/ documents in support of claim may be sent to CPO Office, Welfare Section on or before **31.10.2014** in a lot. **No applications will be entertained after the due date.**

The matter may be treated as most important & wide publicity may be given amongst your staff concerned.

Encl. : Application Format.

(R. R. Panda)
Asst. Personnel Officer (Wel)
For Chief Personnel Officer

Copy for information & necessary action to:

1. PI to CPO for kind information to CPO.
2. PI to CPO(Admn.) for kind information to CPO(Admn).
3. Sr. System Manager/ECoR/BBS- for up loading the notification in Welfare portal of Personnel Department in ECoR website.
4. DPOs - KUR, WAT & SBP, WPO/MCS, SPO(Con)/BBS - All the S&WI of the Divisions should be advised to ensure wide publicity of the same within their respective sections. Further, while forwarding the applications to HQs office may kindly ensure that all the columns of application are filled & signed by the Applicant, Controlling Officer & Personnel officer.
5. General Secretary - ECoRSC & ECoRSU, AISCSTREA/ECoR, AIOBCREA/ECoR & ECoRRPFA- May please ensure wide publicity at all Branch Offices for notification of all staff under their jurisdiction.
6. All Members of CSBFC, Notice Board.

For Chief Personnel Officer

**APPLICATION FOR GRANT OF SCHOLARSHIP FOR TECHNICAL EDUCATION TO THE
DEPANDANT CHILDREN/BROTHERS/SISTERS OF RAILWAY EMPLOYEES FOR THE
YEAR 2014-15.**

1(a)	Whether renewed or fresh application									
(b)	Whether applied for any other ward.									
2(a)	Name of the applicant in full (BLOCK LETTERS)									
(b)	Designation									
(c)	Working under (with contact Number)									
(d)	Station									
(e)	Department/Division									
(f)	P. F. No.									
3	Pay Band 7 Grade Pay									
4(a)	Name of the Scholar in full (BLOCK LETTERS)									
(b)	Sex (Male/Female)									
(c)	Date of birth of the Scholar	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>								
(d)	Relationship with the employee (Certificate should be furnished from the Controlling officer in case of dependant brothers/sisters)									
5(a)	Name & place of the Institution where the student get admission and the date of joining									
(b)	Whether Institution is recognized by Central/State Govt.									
(c)	Course of study (Degree/Diploma with discipline)									
(d)	Academic Session in which he/she is studying at present									
(e)	Percentage of marks obtained in the last Examination. A certified copy of the result slip and mark sheet of a certificate from the Institution of Examination last passed along with mark sheet.									
(f)	Whether failed in the last examination if so why (to be supported by a certificate from the Institution)									
6	Fees charged									
(a)	Amount of fees paid for the course (to be supported by vouchers in detail item by item) (Bills must be from 01-04-2014 to onwards)									
(b)	Hostel charges per annum (to be supported with the vouchers in residential institution only.									

(c)	Total fees paid and other educational expenditure including cost of books and instruments etc. (item by item and to be supported with the vouchers)	
(d)	Amount of technical educational assistance received by the applicant from SBF during last two years for the ward for which applied for.	

Dated:

Signature of the applicant

No. _____

Dated _____

Forwarded to the Secretary, Staff Benefit Fund Committee, E.Co.Railway, Bhubaneswar with the remarks that the particulars given by the applicant have been verified and found to be correct and the claim for scholarship is in order.

Date :-

Signature of the Forwarding Officer
With Office Stamp.

Recommendation of Sr.DPO/DPO/WPO
(in brief)

ANNEXURE-II

This is to certify that Kumar/Kumari _____ Son/daughter of Sri _____ is a bonafied student of current academic session of this Institution reading in _____ Course _____ Year. Degree/Diploma courses of _____ Years. His/Hear performance and conduct is good. He/She has not received any assistance from other sources. The institution is recognized by the Director of Technical Education _____.

(INSTITUTE SEAL)

Signature of the Head of the Educational
Institution

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No. ECoR/Pers/Wel/SBF/Medical Assistance/2014-15

Date: 08.08.2014

To
All PHODs/CHODs/HODs,
CAO/Con/BBS, Chairman/RRB/BBS,
DRMs / WAT, KUR & SBP,
CWM / CRW/MCS,
East Coast Railway.

Sub : Grant of Lumpsum Medical Assistance from CSBF to the Non- Gazetted Railway Employees & their dependents for the year 2014-15.

Applications are hereby invited in the format enclosed along with, for sanction of lumpsum medical assistance from Central Staff Benefit Fund under the Head General Activities, Sub Head Relief of Distress, Sickness etc. for the year 2014-15, to the Non – Gazetted Railway employees and their dependents.

You are requested to collect the applications from the employees of your Division/Unit/Department for consideration and the applications complete in all respects along with all enclosures/ documents in support of the claim may be sent to CPO Office, Welfare Section on or before **31.10.2014** in a lot. **No applications will be entertained the due date.**

It was seen in the applications of previous year some applicants have enclosed prescriptions, Pathology bills, and medicine bills but submitted without recommendation of Railway Doctor as a result those applications were not considered. Therefore, while forwarding the applications may please ensure the recommendation of the Railway doctor in the format.

The matter may be treated as most important & wide publicity may be given amongst your staff concerned.

Encl. : Application Format.

(R. R. Panda)
Asst. Personnel Officer (Wel)
For Chief Personnel Officer

Copy for information & necessary action to:

1. PI to CPO for kind information to CPO.
2. PI to CPO(Admn.) for kind information to CPO(Admn).
3. CMS-KUR, WAT, SBP. MD/CH/MCS.
4. Sr. System Manager/ECoR/BBS- for up loading the notification in Welfare portal of Personnel Department in ECoR website.
4. Sr. DPOs/DPO - KUR, WAT & SBP, WPO/MCS, SPO(Con)/BBS – All the S&WI of the Division should be advised to ensure wide publicity of the same within their respective sections. Further, while forwarding the applications to HQs office may kindly ensure that all the columns of application are filled & signed by the Applicant, Controlling officer & Personnel officer.
5. General Secretary - ECoRSC & ECoRSU, AISCSTREA/ECoR, AIOBCREA/ECoR & ECoRRPFA - May please ensure wide publicity at all Branch Offices for notification of all staff under their jurisdiction.
7. All Members of CSBFC, Notice Board.

For Chief Personnel Officer

**FORM FOR APPLICATION FOR GRANT OF LOMPSUM FROM THE STAFF BENEFIT FUND
ASSISTANCE ON MEDICAL GROUND FOR THE YEAR 2014-2015.**

Sl. No.	Nature of ailment (Please Tick)	Specify details of diseases
1	Cancer	
2	Kidney	
3	Heart	
4	Others (TB, Leprosy etc.)	

1	Name of the applicant in full (in BLOCK LETTERS)	
2	Designation/ PF. No ./NPS No.	
3	Department/Station/Division	
4	Railway Phone No./Mobile No.	
5	Date of initial appointment	
6	Pay band & Grade pay	
7	Name of the Patient	
8	Relationship of Patient with the employee	
9	Attested Xerox copy of the prescription of attending physician along with medicine purchased bills/vouchers.	
10	Amount spent by employee for the diseases	
11	Amount of assistance applied for	
12	Reasons for not availing the Railway Medical facilities, if any	
13	Period of LWP , LHAP, if any during the sick periods (Rly. Employee)	
14	Details of grant sanction during the last 3 years from SBF if any	
15	Details of documents enclosed	1. 2. 3.

I declare that the statement/bio-data given are true to my knowledge and belief. I shall be liable to disciplinary action, if any of them is found incorrect afterwards.

I also declare that no claim has been made from any other sources, for which the above claim has been submitted herewith.

Date

Signature of applicant

Forwarded to Secy. HQs/Divisional/Workshop staff benefit fund committee. Except the statement regarding sickness, I have checked the statements in other respects and found them correct.

Signature of the controlling officer

Recommendation of the Rly Medical Officer

Note:

1. To mention the details of the diseases diagnosis and taking treatment is mandatory in the format. The CSBF committee will decide the amount for grant based on the disease and expenditure incurred for the purpose.
2. Supporting bills should be submitted pertaining to the period from 01-04-2012 & onwards.

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No. ECoR/Pers/Wel/SBF/Medical Assistance/2014-15

Date: 08.08.2014

To

All PHODs/CHODs/HODs,
CAO/Con/BBS, Chairman/RRB/BBS,
DRMs / WAT, KUR & SBP,
CWM / CRW/MCS,
East Coast Railway.

Sub : Scholarship for higher education of Girl/Male children of Railway Employees in Grade Pay Rs. 1,800/- and below(Placed in Higher grade under MACP Scheme).

Applications are hereby invited in the format enclosed along with, for sanction of Scholarship from Central Staff Benefit Fund under the Head General Activities, Sub head Education to the Girl/Male children of the Railway Employees in Grade Pay Rs. 1,800/- and below(Placed in higher grade under MACP also eligible) for pursuing higher education for all Degree courses of not less than one year.

You are requested to collect the applications from the employees of your Division/Unit/Department for consideration and the applications complete in all respects along with all enclosures/ documents in support of the claim may be sent to CPO Office, Welfare Section on or before **31.10.2014** in a lot. **No applications will be entertained after the due date.**

The matter may be treated as most important & wide publicity may be given amongst your staff concerned.

Encl. : Application Format.

(R. R. Panda)
Asst. Personnel Officer (Wel)
For Chief Personnel Officer

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1. PI to CPO for kind information to CPO.
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5. General Secretary - ECoRSC & ECoRSU, AISCSTREA/ECoR, AIOBCREA/ECoR & ECoRRPFA -May please ensure wide publicity at all Branch Offices for notification of all staff under their jurisdiction.
7. All Members of CSBFC, Notice Board.

For Chief Personnel Officer

Application for grant of scholarship for higher education to the Girl/Male children of railway employees in grade pay Rs. 1,800/- and below (with higher grades in MACP) for the year 2014-15.

1	a. Whether renewal or fresh	
	b. Whether Girl/Male child (put tick mark)	
2	a. Name of the applicant/employee in full (BLOCK LETTERS)	
	b. Designation	
	c. Office address with Phone No./mobile No.	
	d. PF.No. & Bill Unit No.	
3	a. Present Band Pay	
	b. Grade Pay (GP)	
	c. Whether MACP Granted & No.of MACP Granted.	
4	a. Name of the Girl/Male child in full (BLOCK LETTERS)	
	b. date of the birth of the child	
	c. Relationship with the employee	
5	a. Name of the Institution with address	
	b. Place of the Institution where the student got admission and the date of joining	
	c. Whether the Institution is recognized by Central/State govt.	
	d. Course of study (Degree/Diploma with discipline)	
	e. Year in which she/he at present has taken admission	
6	a. Academic session for which fees are charged in a year & amount	
	b. Percentage of the marks obtained in the last Examination (A certified copy of the result and mark sheet of a certificate from the Institution of examination last passed to be attached)	
	c. Whether failed in the last examination and why (to be supported by a certificate from the Institution.	
7	a. Amount of technical educational assistance received by the applicant from SBF during last two years, for the ward for which Scholarship is applied.	
8	Whether applied for scholarship in any other scheme and is in receipt of the scholarship	

I declare that details given above are correct and shall be liable to disciplinary action if any of them is found incorrect afterwards.

Dated _____
No. _____

Signature of the applicant
Dated _____

Forwarded to the Secretary, Staff Benefit Fund Committee, E.Co.Railway, Bhubaneswar with the remarks that the particulars given by the applicant have been verified and found to be correct and the claim for scholarship is in order.

Dated:-
Officer/Immediate

Signature of the Forwarding

Supervisor with office stamp.

Recommendation & signature of Sr.DPO/DPO/WPO/SPO with date.