



**Headquarter Office, Personnel Department., Churchgate, Mumbai-400 020**

No. (SBF) 1075/14/3/2025-26 (2)

Date: 08/08/2025

To

ALL CONCERNED

### **NOTIFICATION**

Sub: Educational Scholarship from SBF to the children of Non- Gazetted Railway employees for the Year 2025-26 working in Grade Pay up to Rs.2400/-for General / Technical / professional education.

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- A) (i) Scholarship for the courses mentioned below will be granted from SBF to the wards of Non Gazetted Railway employees of all Departments, including, RPF. Maximum admissible amount is Rs 18,000/- or actual tuition fee and other fees like admission fee, library fees, exam fees, building fund, insurance, whichever is less. On the date of application, the employee should be in Group 'C'/erstwhile Group 'D'. Grade Pay up to Rs.2400/-
- (ii) This scholarship is admissible for diploma/degree/post-graduation in engineering, technical, para-medical and also for general medical courses as well as for all general education courses like BA, BSc, B.Com., MBA, MCA, LLB, etc. But, where the diploma is starting after 10th class, the scholarship will not be admissible for the first two years because such a ward would be getting children education allowance for the first two years of such course. Also, the scholarship is not available for one year courses of any type. Maximum *number* of eligible staff is encouraged to apply in this group. SBF members and SW's are requested to see that no eligible employee misses to apply in this group, i.e., in Grade Pay up to Rs.2400/-
- (iii)ATKT (Allow To Keep Term) wards are eligible for scholarship if candidate clear pass in next semester, those ATKT in previous semester will be eligible for scholarship.
- B) The scholarships are admissible only to students undergoing Studies at institutions affiliated to universities and technical institutions recognized by AICTE or State Govt.
- C) Employees re-employed after superannuation and employees of non-Railway Organizations on deputation to Railway are not eligible.
- D) i) Separate application should be submitted for each child.
- ii) Application in prescribed Proforma with Annexure "A" duly signed by the head of the institution and self-attested copy of mark sheets, duly forwarded by the controlling officer should be sent to the respective Division/ Workshop/Unit.
- iii) Fee receipt of current year to be attached along with Application Form.

- E) The Division/Unit, after carefully scrutinizing the applications as per instructions, should prepare a statement of wards of the employees found eligible for grant of scholarship. They should send a summary STATEMENT NEATLY TYPED, duly recommended by local SBF Committee, to the HQ office. HARD COPY of the application should remain with the Division/Unit concerned for their records. Division/Units should submit this statement to Headquarter office latest by **28/11/2025** in a enclosed format.
- F) Employee posted in HQ can submit their application to the Welfare Section of HQ Office. Employee of Division/Unit should submit to their Division/Unit's Welfare Section.
- G) Scholarship once granted will continue till completion of the Course for which it is granted. However, if the employee resigns from service, it will be ceased from the date of demitting service.
- I) Those getting scholarship from any other source, like Government/NGO/WRWWO etc can apply for scholarship under SBF only to the extent of an amount which falls short of Rs.18000/-. For e.g. if someone has spent Rs.20,000/- by way of fees and is getting a scholarship of Rs.10,000/- from the Government. Against the said fees, he can apply only to the extent of  $18,000 - 10,000 = \text{Rs.}8,000/-$  from SBF. It is to be kept in mind that the SBF scholarships are in the nature of support to meet the expenses of Technical/Professional education and cannot be a source of profit. In case excess claim is detected, the claimant would be liable for disciplinary action. The amount of scholarship received from any other source should be stated in the application and this aspect should be scrutinised by the Division / Unit.
- J) Applications received incomplete due to valid reasons such as non receipt of marks sheet or any other information, should be kept pending by the Division/Unit with it.
- K) The name and designation of the officer signing the endorsement at the end of the application form should be indicated with date and rubber stamp of the office.
- L) Division/Workshop should ensure that there is no double payment in any case. In case of double payment, concerned official(s) will be held responsible.
- M) Two separate statements should be sent to this office i.e. One statement of girl children (GP upto Rs.2400/-) and one for male children (GP Upto Rs.2400/- ) in duplicate.

Encl.: Copy of application Form , Annexure 'A' and Statement format



(Smruti Jacob)

Dy. CPO (Wel) &  
Secretary CSBF Committee

**Application form for NEW/RENEWAL of Scholarship under SBF**  
**for the year 2025-26 Grade Pay up to Rs.2400/-**

**Section A- Details of Employee**

1)	<b>Name of the employee (in BLOCK LETTERS):</b>			
2)	<b>Designation</b>		PF:	
3)	<b>Department</b>		Place of Working:	
4)	<b>Officer In-</b>		Division/Unit:	
5)	<b>Pay Bill Unit No.</b>			
6)	<b>Pay Matrix</b>		Pay Level:	
	<b>Pay Band</b>		Grade Pay:	
<b>(Note: Only Substantive Pay will be quoted and not the pay granted under MACP)</b>				
7)	<b>Community (Tick the correct option)</b>	<b>UR</b>	<b>SC</b>	<b>ST</b>
				<b>OBC</b>

**Section B: Detailed particulars in whose favour application is made.**

1)	<b>Name of the student / Ward</b>			
2)	<b>Relationship with the employee</b>			
3)	<b>Whether eligible for passes</b>			
4)	<b>Whether married or unmarried</b>			
5)	<b>Name of college/Institute</b>			
6)	<b>Name of the course</b>		<b>Stage Of Study during, 2025-26</b>	
	<b>Whether Degree or Diploma</b>			
7)	<b>Duration of course</b>	<b>Years:</b>	<b>Semester:</b>	
8)	<b>Whether admitted in Railway S u b s i d i z e d h o s t e l</b>		<b>If yes, Name of the Hostel</b>	
9)	<b>Name of last exam passed i.e.2024-25</b>		<b>% of Marks</b>	

(Note: In case of Semester system, please submit marksheets of each semester.)

**NOTE: -**

- i) Copy of passing mark sheet (Self attested)
- ii) In the event of ward being given scholarship, full messing charges are liable to be recovered by the Rlys.
- v) If the scholarship is sanctioned by WRWWO then remit the Scholarship received by SBF to RSBF Head No 00812104

**Declaration:** I declare that the ward is not getting any scholarship from Govt./NGO/WRWWO or is getting a scholarship / aid of Rs.        from and the present claim is being made only for the amount by which such scholarship/aid falls short of Rs.18,000/-.



Certified that the information given by me is correct. In the event of any irregularity/discrepancy or concealment of fact, I will render myself liable for DAR action and refund the scholarship if sanctioned & received.

P&T / Mobile No.: \_\_

Name

Sign of the employee:

Designation

Office

End- Self attested copies of SSC/HSC/ Graduation mark sheet at initial stage & passing mark sheets of relevant year whichever is applicable.

Rail Auto phone:

Sign of. forwarding Unit In-charge: \_\_\_\_\_

Designation:

Date & Seal

NOTE: It is certified that all above particulars of the employee are verified & found correct as per check list attached & employee has submitted all required documents as per check list.

Signature of dealing SBF Clerk/Inspector

Name

Designation

Division:

Signature of Personnel Officer:

Name

Division/Workshop

**Annexure "A"**

**Form to be certified by Head of the College/ Institution for claiming Scholarship for the year 2025-26 from Western Railway.**

(Note- Alteration/deletions in the proforma will lead to rejection)

Certified that Master/Miss \_\_\_\_\_ son/daughter of Shri/Smt \_\_\_\_\_ is  
bonafide student of this Institute / College and this institute / collage is recognized by AICTE/  
affiliated to the state of \_\_\_\_\_ and examinations are conducted by the university  
Board

This is full time course and not part time course or correspondence course.

Particulars of this student as per record are as under:

1. Name of course (In full)
2. Date of initial admission
3. Stage of study during year 2025-26 : Year \_\_\_\_\_ Semester \_\_\_\_\_
4. Total duration of course
5. Academic session for 2025-26 : Starts from \_\_\_\_\_ To \_\_\_\_\_
6. a) Whether in receipt of scholarship/  
stipend or any monetary assistance from  
College/State Govt. And any other  
sources  
b) If yes. amount of Scholarship  
received per annum  
c) Year from which regularly getting
7. In case of grade system it is certified  
that ward has got marks in  
each semester/annual Exam

**It is certified that all the above particulars of above student are verified by College  
Authority and found correct.**

Signature of the Head of college/ Institute

Name: \_\_\_\_\_

Designation

Date

Place

Collage Seal :

**CHECK LIST FOR NEW SCHOLARSHIP**

- a) No rider for any of the courses as indicated in the Notification.
- b) In case of Grade/Point system in mark sheets College Authority has to certify the percentage of marks in "Annexure-A" without which application will not be considered.
- c) Employee has to submit all required self attested copies of passing mark sheet with application and Fee Receipt without which case will not be considered
- d) In case of Semester system, please enclose mark sheet of both the semester.

- Stage of	Mark sheets to be produced
1st year	HSC/SSC/Graduation course on basis of which admission is sought.
2 <sup>nd</sup> year	I & II Semester mark sheets/annual mark sheet of 1st year
3rd year	III & IV semesters mark sheets/Annual mark sheet of find year
4th year	V&VI semesters mark sheets/Annual mark sheet of III year
5th year	VII & VIII semesters mark sheets/Annual mark sheet of IV year
In the case of medical streams when there is annual exam not been held then Bonafide Certificate may be submitted.	