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- (A) (i) Scholarship for Medical / Para-Medical / Engineering degree Courses will be granted from SBF the wards of Non Gazetted Railway employees of all Departments, including RPF. Maximum admissible amount is Rs. 18,000/- or books+actual tuition fee+other fees like admission fee, library fees, exam fees, building fund, insurance + any other compulsory charges, whichever is less. On the date of application the employee should be in **Group 'C' Grade Pay of above Rs.2400/-**.
- (ii) Normally only those with pass in first attempt of Graduation or Post Graduation in Medical / Para Medical or Engineering courses are eligible to apply. However, Scholarship to wards employees working in **Grade Pay of above Rs.2400/-** will be considered for those wards who have passed with Allow to Keep Term (ATKT) without backlog for next year.
- (iii) Those pursuing courses below Graduation or Diploma are not eligible to apply.
- 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 deputation to Railway, are not eligible.
- D) (i) Separate application should be submitted for each child.
- (ii) Application in duplicate in prescribed Proforma and self-attested copy of Mark- sheet with **Annexure "A"** , duly signed by the head of the Institution , and forwarded by the controlling officer with his name signature and rubber stamp of the Office should be sent to the respective Division/Workshop/Unit.
- (iii) Fee receipt of the current year and invoice of books to be attached along with Application Form.

- G) 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 in duplicate 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**.
- H) Employees posted in HQ can submit their application to the Welfare Section of HQ Office. Employees of Division / Units should submit to their Division/Unit's Welfare section.
- I) Scholarship once granted will continue till completion of the Course for which it is granted. However, if the employee resigns from service, it will cease from the date of demitting service.
- J) 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 books fees and is getting a scholarship of Rs.10,000/- from the Government against the fees or books, he can apply only to the extent of 18,000 - 10,000 — 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 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 scrutinized by the Division / Unit.
- K) 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.
- L) 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.
- M) 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.

End: Copy of application Form ,Annexure 'A' & Statement format



(Smruti Jacob)

Dy. CPO (Bills/Wel) &
Secretary CSBF Committee.

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

Section A- Details of Employee

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

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

1)	Name of the student / Ward				
2)	Relationship with the employee				
3)	Whether eligible for passes				
4)	Whether married or unmarried				
5)	Name of college/Institute				
6)	Name of the course		Stage Of Study during 2025-26		
	Whether Degree or Diploma				
7)	Duration of course	Years:	Semester:		
8)	Whether admitted in Railway Subsidized hostel		If yes, Name of the Hostel		
9)	Name of last exam passed i.e.2024-25		% of Marks		
(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.

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

Rail Auto phone: _____

P&T / Mobile No.: _____

Sign of the employee : _____

Name _____

Designation _____
Office _____

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:

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 _____

d) 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.
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 Study	Mark sheets to be produced
1st year	HSC/SSC/Graduation course on basis of which admission is sought.
2nd year	I & II Semester mark sheets/annual mark sheet of 1st year
3rd year	III & IV semesters mark sheets/Annual mark sheet of II nd 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.	