



SOUTH CENTRAL RAILWAY

STAFF BENEFIT FUND



The South Central Railway Central Staff Benefit Fund provides the following benefits to its Group 'C' & 'D' employees:

A. EDUCATION:

S. No	Scheme	Eligibility	Amount of grant eligible	Application to be made In Proforma
EDUCATION				
01	Advance for prosecuting Correspondence Courses	All Group 'C' & 'D' employees prosecuting a correspondence course offered by: B.I.E.T.Mumbai/ICWA Kolkata/Institute of Rail Transport and Management /NDLS / Technical Education & Material Management in the evening colleges	Limited to the amount of Fee payable.	Proforma - A (click to download the application)
02	Scholarship for Technical Education -Degree courses	Wards of Railway employees pursuing any of the following degree courses M.B.B.S/B.D.S/B.V.Sc/BHMS /or MBS/BAMS/BUMS	₹ 1200 per month/ ₹ 14400 per annum (or) the actual fee paid whichever is lower.*	Proforma - B (click to download the application)
A	Girl Children of employees in GP 1800*	B.E., B. Tech., B.Arch., Bachelor in Environment Planning/ CA / ICWA MCA, BCA, MBA	₹1000 per month/ ₹ 12000 per annum (or) the actual fee paid whichever is lower*	
B	Boy Children of Railway employees in GP 1800*	M.Sc- All Branches B. Pharmacy, BPT B.Sc - Agriculture, Home Science, Computers, Bio-Technology, IT, Horticulture, Nursing, Micro- Biology B. Com- (Computers) and Diploma courses exceeding one year duration.		
C	Children of employees not covered under 1(a) &1(b) above	Same as above <u>except the diploma courses for which item 2 below applies.</u>	₹ 2400 per annum	Proforma - C (click to download the application)
03	Technical Scholarship Diploma courses (for employees not covered under 1(a) and 1(b) above.	Diploma in Engineering / Medicine/ Technology/ Architecture/ Environment /Planning	₹ 1200/- per annum	

*Note: The schemes have been announced by the Railway Board in the SBF Grants for the FY 2010-11, for which notification has been issued and expenditure is being incurred in FY 2011-12.

S. No	Scheme	Eligibility	Amount of grant eligible	Application to be made In Proforma
04	Non-Technical Degree courses	Non-Technical Education – Children of erstwhile Group 'D' Staff prosecuting Under Graduate Courses not covered under items above (B.A., B.Sc., B.Com.,etc.,)	₹1000/- per annum	Proforma - D (click to download the application)
05	Cash award for meritorious students *see NOTE below	To all the children of Railway employees who come out in first to tenth ranks in the Common Entrance Examination and State Level Ranks in other courses in University level.	₹ 5,000/-	Proforma - E (click to download the application)

The following are the conditions governing the grant of scholarships under S.Nos. 2 to 4 above:

- a) The applications should invariably be made in Proforma 'B', 'C' or 'D' as the case may be.
- b) The application should be made for the year of study the student is prosecuting during the academic year for which the notification has been issued.
- c) The attested copy of mark list of the QUALIFYING EXAM should be enclosed to the application, for eg. The qualifying exam for 1st year Technical Degree courses would be INTERMEDIATE and for the subsequent years of study, the exam passed in the previous years and so on.
- d) A ward should have successfully PASSED all the subjects in the qualifying exam to be considered for grant of scholarships.
- e) The employees should mention their community viz. SC/ST/OBC/Minority/UR etc.,.
- f) The Rate of Pay, Pay Band, Grade Pay, and PF number should also be mentioned in the application.
- g) Application with INCOMPLETE details shall stand rejected.
- h) The scheme is open to all the Children/Dependents of a Railway employee who prosecute any of the courses mentioned in para 5 supra. In other words, the grant of benefit under the scheme is not limited to one child at a time.
- i) Applications should be made to the Chairman of the HQrs. / Divisional /Workshop SBF Committee under whose jurisdiction the employee is working, once the notification in this regard is issued by the HQrs./Division/Workshops.

NOTE: Applications for grant of Cash Awards for meritorious students should be made as and when the results are notified. **Belated cases would not be considered.**

(B) Grant to Railway Schools for Academic/Proficiency and Sports prizes:

With a view to inculcate a spirit of competition amongst the children of Railway employees studying in Railway Schools, the Chairman of Divisional SBF Committee shall sanction annual grants to each school on pro-rata basis of Rs.10/- per child to award proficiency prizes and sports prizes from the fund provided as per budget allotment for Colleges at the rate of 25/- per child is provided to award proficiency prizes and sports prizes.

B. RECREATION & AMUSEMENT

The SBF provides for the following towards recreation & amusement:

01	Children's Camp	Each Division/ Workshop/HQrs. shall conduct a camp once in a year, for children of Group 'C' & 'D' employees who are aged between 12-15 years. The HQ SBF shall provide ₹ 1,00,000/- to each unit for conduct of the camp.
02	Employees Camp	Each Division/ Workshop/HQrs shall conduct, once in a year a camp for its Group 'C' & 'D' employees. . The HQ SBF shall provide ₹ 1,50,000/- to each unit for conduct of the camp. NOTE: The Camp for Differently Abled Employees would continue to be held on a Zonal Basis by the HQ Unit.

03. Grants from SBF to Cultural Activities:

For promotion of Fine Arts and Cultural Activities, the SBF Committee considers and entertains the request for grants to cultural programmes.

Applications for such grants should be submitted to the Divisional/Workshop S.B.F. Committee who will award grants judiciously for promoting cultural activities.

04. Handicraft Centres:

Handicraft centres function at the following places on S.C. Railway.

Sl.No.	Name of the Division	Number of Centers	Located at
01	Secunderabad Division – 12	12	KZJ Diesel Colony, KZJ Station Colony, DKJ, VKB, BPA, Lalitha Nagar Colony, SC, R.K.Nagar, Colony, RDM, MFT, STPD, MLY, BDCR.
02	Hyderabad Division -09	09	Mahila Mandal/North Lallaguda, CKL, Rifle Range/SC, KCG, MBNR, KRNT, NZB, Bolarum, Mallikarjuna Nagar.
03	Vijayawada Division	09	Loco Shed Colony/BZA, UP Yard Colony/BZA, Traffic Colony/BZA, STPM, RJY, BVRM, BPP, OGL, Tuni.

Sl.No.	Name of the Division	Number of Centers	Located at
04	Naned Division	04	PAU, J, AK, AWB, NED
05	Guntur Division.	03	Sanjeevanagar Colony/GNT, NDL, DKD
06	LGD Workshop	01	Lallaguda
07	Guntupalli Workshops	01	Guntupalli
08	CRS/TPTY	01	Tirupati
Total Centres		40	

Each Handicraft centre is equipped with sewing machines and is manned by a qualified instructress.

The family members of the Railway employees who attend these centres are given training in the art of cutting, sewing, embroidery etc., in convenient batches. After they get sufficient training they are entrusted with the work of stitching garments received from the Stores Department, such as staff Uniform, school Children's Uniforms, Hospital staff dresses, Banners Flags, Licensed Porter Uniforms, Pillow Covers, Mosquito Curtains are some of the items which are exclusively entrusted to the Handicraft Centres for Stitching. The stitching charges for these uniforms are distributed among the members of the centres according to the number of garment stitched by them. The family members of the Railwaymen have therefore, an opportunity in not only learning a useful trade during their spare time but also supplementing their family income by attending these centres.

The Staff Benefit Fund Committee sanctions sufficient funds for maintenance of the Handicraft Centres based on their membership. The rates w.e.f. 01.07.2006 are as under:-

- (a) below 40 members ₹ 700/- p.m.
- (b) 40 members and above ₹ 1000/- p.m. per centre.

The honorarium to the Instructress shall be sanctioned by the Divisional/Workshop Staff Benefit Fund Committee under whose jurisdiction the HCCs' function.

The Chairman of the Division/WS SBF Committees should submit half yearly reports on the working of these centres to the Chairman, Headquarters SBF Committee during the first week of April and October every year without fail.

C. RELIEF OF DISTRESS AND SICKNESS

The SBF provides for the following towards relief of distress and sickness:

S. No	Scheme	Eligibility	Amount of grant eligible	Application to be made in Proforma
01	Maintenance Grant	All Gr."C" & "D" employees irrespective of their pay and nature of disease, subject to the sickness in Govt./Rly Hospital exceeding 15 days on LWP	₹ 3000/- per month	Proforma - F (click to download the application)
02	Medical Assistance	All Gr."C" & "D" employees who themselves/their family members suffer from major diseases and chronic diseases involving major operations, recommendation by Rly medical authorities.	₹2000/- per month for maximum on period of 3 months.	Annexure - G (click to download the application)
03	Reimbursement towards cost of spectacles	All Gr."C" & "D" employees who are required to wear spectacles for the better performance of their official duties. Periodicity (i) for employees below 45 yrs—once in 3 yrs ii) for employees above 45 yrs—once in 2 yrs	Actual cost of ₹ 800/- or whichever is less.	Proforma - H (click to download the application)
04	Financial assistance to children of Rly employees suffering from disabilities	A) Deaf, Dumb, Blind, Mentally challenged children of Rly employees attending special schools <u>irrespective of the number of such children to cover tuition fee/transport.</u>	₹ 1000/- per month irrespective of the actual amount spent.	Proforma - I (click to download the application)
		B) Physically challenged children attending normal school-studying in Class I-X <u>upto 3 such children for the expenditure incurred towards transport from residence to school and back.</u>	₹.500/- per month per child irrespective of the actual amount spent.	Proforma - J (click to download the application)

S. No	Scheme	Eligibility	Amount of grant eligible	Application to be made in Proforma
05	Promotion of Girl child and adoption of Small family norms (effective from 22.10.2004)	For employees who themselves/their spouses adopt small family norms after begetting		Proforma - M (click to download the application)
		i. One girl child	₹ 10,000/-	
06	Assistance towards funeral expenses for the families of those Employees who died in Rly / Referral Hospitals while undergoing treatment * see NOTE 'd' below	a) Families of deceased employees who are locally situated (within 100 KMs).	₹ 5,000/-	Annexure - L (click to download the application)
		b) Families of deceased employees who are situated at Out stations (beyond 100 KMs)	₹ 10,000/-	
07	Financial Assistance towards procurement of Artificial Limbs	All Group 'C' & 'D' employees suffering from disability of lower limbs of 50% and above.	Amount to be decided by the Chairman, HQ SBF Committee & CPO on a case by case basis.	

NOTE:

a. Applications in regard to benefits under schemes at S.Nos. 1 to 5 should be made to the Chairman of the HQ/Divn/Workshop SBF Committee under whose jurisdiction the employee works.

b. Applications for grants under schemes under S.No 7 should be made to the Chairman of the Divisional/Workshop SBF Committee who shall after a due scrutiny forward the ELIGIBLE CASES for obtaining the sanction of the Chairman, HQ SBF Committee & CPO.

c. The funds for grants to families of employees who die while undergoing treatment at the Railway/Referral Hospital shall be placed at the disposal of the MD/CH/LGD, in regard to SC area and the CMS/BZA, GNT, GTL, NED, in regard to the Divisional Hospitals, who shall grant the amount to the family member of the deceased, after duly following the procedures.

d. Application for Maintenance Grant should be made within 03 Months from the date of resuming duty after the sickness. Maintenance Grant will be admissible for maximum period of 12 months. Individual cases requiring assistance for a longer period beyond 12 months should be referred to the Secretary, Headquarters

SBF Committee, duly recommended by the medical authorities for consideration by the Chairman, Headquarters SBF Committee & CPO on the merits of each case.

NOTE: Employees suffering from T.B. and undergoing treatment as in patients in Sanatoria should be granted maintenance grant by the Headquarters/Divisional/Workshop SBF Committee even beyond 12 months on application by the employee duly recommended by concerned DMO's certifying the nature of sickness as T.B. and recommending the cases even for period beyond 12 months subject to availability of funds.

2. **Grant to employees who sustain loss of property on account of Flood, Fire & Cyclones:**

Under this scheme financial assistance shall be granted by the Committee to all non-gazetted Railway employees irrespective of their pay based on the merits of the case upto ₹ 500/- in the case of fire accidents and upto ₹ 100/- in the case of floods and cyclones less than the amount of the grant received by the applicants from the State Government on this account.

This scheme is controlled by the South Central Railway Headquarters SBF Committee, subject to the condition that applications are submitted by the distressed employees in the prescribed Proforma 'K' within one month from the date of occurrence.

D, **INDIGENOUS SYSTEM OF MEDICINE**

The SBF provides for the following under the head "Indigenous System of Medicine":

S. No	Scheme	Eligibility	Amount of grant eligible	
1	Treatment in Naturopathy from a Hospital/Institute recognised by the State Government for Re-imbursment of medical expenses	All Group 'C' & 'D' and their family members who are covered under Railway Servants (Pass) Rules (Once in a Life Time Affair)	50% of the cost incurred subject to a maximum of ₹ 5000/-	Proforma - N (click to download the application)

The salient points of the scheme are be as under:

- The Scheme would be controlled by the Headquarters Staff Benefit Fund Committee.
- The treatment would be available to the Railway employees and their family members covered under Railway Servants (Pass) Rules.
- The treatment would be "Once in a Life Time affair"

- The treatment can be had in any Hospital/Institute, recognized for Reimbursement by the State Government, which gives treatment in Naturopathy.
- A re-imburement to the extent of 50% of the cost incurred, subject to a maximum of ₹ 5000/- (Rupees Five Thousands only) shall be available
- Applications for re-imburement may be made to the Chairman, Divisional/Workshop SBF Committee & the Sr. DPO/WPO after availing the treatment, who shall after due scrutiny forward the eligible cases for obtaining the sanction of the Chairman/Vice-Chairman, HQ SBF Committee. The ORIGINAL BILL should invariably accompany the application.

02	Homeo clinics.	Available at the following hospitals: CH/LGD; RH/KZJ; RH/GTL; RH/GY; RH/BZA.
03	Ayurvedic clinic	Available at CH/LGD.

In regard to the functioning of the Clinics under S.Nos.02 & 03 above, the SBF provides for payment of Honorarium to the Physician and the Helper as also reimburses the cost incurred towards medicine. The Honorarium payable to the Physician of Homeo as well as the Ayurvedic clinics / Helper of the Ayurvedic Clinic are fixed by the Railway Board from time to time while the aspect of cost towards medicines and the Honorarium payable to the Helper of the Homeopathic Clinics are decided by the HQ SBF Committee.

(04) Homeo Clinics

On the recommendations of DRMs Headquarters SBF Committee provides grant for opening Homemo Dispensaries where there is a large concentration of Railway employees.

A grant of ₹ 1500/- (Rupees one thousand five hundred only) per annum for purchase of medicines and ₹ 800/- (Rupees eight hundred only) per month towards honorarium for the doctor of each dispensary is provided.

GENERAL: The Headquarters SBF Committee shall have the RIGHT to consider Financial Assistance to cases of employees not covered under any of the above schemes. They shall also have the power to alter/modify/include/delete any aspect of the existing schemes as also introduce any new scheme at any time, without assigning any reasons therefor. The decision of the HQ SBF Committee shall be FINAL and BINDING and no correspondence in this regard would be entertained.

For further details and application forms, the Welfare Section of HQrs., Divisions and Workshops may be contacted. Their Railway phone numbers are given below;

Sl. No.	Division/ Workshops	Phone No. Railway
1	Secunderabad Division Welfare Section	86649