



**SOUTH CENTRAL RAILWAY
CENTRAL STAFF BENEFIT FUND**

Headquarters Office,
Personnel Branch,
Secunderabad - 500 025.



No. SCR/P-HQ/456/11/24-25(Sch).

Date: 23.10.2025

ALL CONCERNED

Sub: Scholarships/Special Scholarships to wards of Non-Gazetted employees prosecuting Higher Education during the academic year 2024-25.

To encourage the staff to enroll their children/Dependents in Graduation/ Post Graduation, the Central Staff Benefit Fund provides for grant of SCHOLARSHIPS as detailed below:

Sl. No	Type of Scholarship	Who are eligible	Limitations, if any.
1	GENERAL	Employees in Level-5 (GP.2800) and above in Substantive Grades .	Available to ONE Scholar ward only. In case of Twins , available for Two scholar wards.
2	SPECIAL [Girls & Boys]	Employees in Level-4 (GP 2400) and below in Substantive Grades .	Available to ALL Scholar wards.

2. The Courses which qualify for the grant and the amount of Scholarship that the ward is entitled shall be as under:

Sl. No	Scheme	Courses which qualify for the grant of SCHOLARSHIPS
1	GENERAL SCHOLARSHIP (Employees in Level-5 (GP.2800) & above in Substantive Grades)	<ul style="list-style-type: none">• All Degree & PG Courses pursuing in India @Rs.1,500/- p.m or Rs.18,000/- per annum.• All Diploma courses from 3rd year after completion of 10th Class / SSC pursuing in India.
2	SPECIAL SCHOLARSHIPS [Girls & Boys] (Employees in Level-4 (GP.2400) & below in Substantive Grades)	<ul style="list-style-type: none">• All Diploma courses from 1st year after completion of Intermediate/ 10+2 pursuing in India. @ Rs.1,500/- p.m or Rs.18,000/- per annum.

The student should have obtained admission in a recognized Institute for any regular Degree/PG & Diploma courses in India during the academic year 2024-25.

3. The following guidelines are enumerated for convenience of applicant employees to prefer their claims in favour of their student son/Daughter/Dependent, who is prosecuting the course.

- 3.1 **Priority for Scholarships will be given to the staff in Lower Grade Pay/Pay Level/Pay in Pay Level.**
- 3.2 The applications should invariably be apply in **ONLINE** mode in web portal **www.scrsbf.indianrailways.gov.in**
- 3.3 Only **ONLINE** applications will be accepted; no manual submissions will be considered.

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23.10.25

- 3.4 The bonafide of the education pursued, fee paid etc., should be certified by the College of Study [enclosed as Annexure].
- 3.5 The application should be made for the Academic year 2024-25. For example, if the student was prosecuting 1st year in 2024-25, the application should be for the 1st year of the course and so on.
- 3.6 A ward should have successfully **PASSED** in all the subjects of all Semesters of the course **without any backlogs** to be considered for grant of scholarships [All Copies of memorandums should be attached with self attestation].
- 3.7 **The Pay Level / Grade Pay of the post held 'SUBSTANTIVELY'** and the same would be considered for final sanction.
- **Substantive Pay Level means:** Initial Pay Level of the Post held by the employee irrespective of MACP Pay Level.
 - **Example:** Substantive Level of Gr.D Posts - Level-1, Jr.Clerk - Level-2, OS-Level-6 etc.,
- 3.8 Application with **INCOMPLETE** details shall stand rejected.
- 3.9 The Children/Dependents in whose favour the scholarship is applied for should be covered under Pass Rules.
- 3.10 The employees should upload copies of Identity Card & Pay-slip with self-attestation.

The following is the schedule for grant of scholarship for the 2024-25.

- | | |
|---|---------------------|
| i) Date of publication of notification | } 23.10.2025 |
| ii) Last date for submission of ONLINE applications by employees | } 24.11.2025 |
| iii) Last date to scrutinize and forward the eligible applications to Headquarters by Divisions/Units | } 03.12.2025 |
4. The notification may be displayed in the prominent places in your Divisions/Workshops.
5. The application received after due date will be rejected summarily

Procedure for online application

To apply for scholarships on the web portal www.scrsbf.indianrailways.gov.in here's what you need to do:

1. **Register on the Portal:** Provide your employee **HRMS** details to create an account. The system automatically retrieves some basic data from HRMS.
2. **Add dependents:** After filling up of all fields, add the details of your dependents as per your 'Pass Rules'.
3. **Login:** Use your User ID (HRMS ID) and password to access the portal.
4. **Select Scholarship Scheme:** Go to 'Scheme Details' and choose the 'Education Scheme' head.

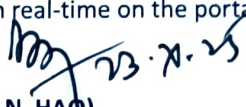
You'll see three scholarship options:

- **General Scholarships:** For employees in Level-5 (GP 2800) and above [One child].
- **Special Scholarships (Girls):** For employees in Level-4 (GP 2400) and below [More than one child].
- **Special Scholarships (Boys):** For employees in Level-4 (GP 2400) and below [More than one child].

23.10.25

5. **Choose and Apply**: Select the scholarship you're eligible for and fill out the application form. **Save** the details and preview them carefully.
6. **Download and Sign**: Download the application form, sign it, and get it countersigned by your controlling officer.
7. **Merge Documents**: Combine the application form with required documents (bonafide certificate [***enclosed as annexure***], all mark sheets, payslip, and identity card) into a **single PDF file** (up to 05 MB).
8. **Upload and Submit**: Upload the **single PDF file** to the portal and submit it to the forwarding/sanctioning authority.
9. **Track Application Status**: Monitor your application status in real-time on the portal.

Encl: Bonafide Certificate.

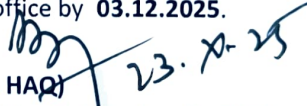

(S.N. HAQ)

Secretary, CSBF Committee & Secretary to PCPO
for Chairman, CSBF Committee & PCPO

Copy to: The General Secretary, SCRES, SCRUMU, AISCTREA, SCROBCREA for information and to ensure wide publicity to the subject notification.

The Members/CSBF for information and necessary action.

Copy to: The Divisional Chairman/SBF/SC, HYB, BZA, GTL, GNT, NED & Workshops Chairman/SBF/LDGS, RYPS, TPYS. **They will issue similar notification to cover their Division/Workshop jurisdiction.** The Divisions/Workshops shall scrutinize **ONLINE** applications carefully and forward the eligible applications to the Headquarters office by **03.12.2025**.


(S.N. HAQ)

Secretary, CSBF Committee & Secretary to PCPO
for Chairman, CSBF Committee & PCPO

ANNEXURE

Name of the college with seal.

Affiliated to:

BONAFIDE CERTIFICATE

This is to certify that Kum./Master _____
Son/Daughter of Shri _____, is/was a student of this college studying in
_____ (course) _____ (Year of study –1st Yr, 2nd Yr, 3rd Yr, 4th Yr etc.,)
during **2024-25**.

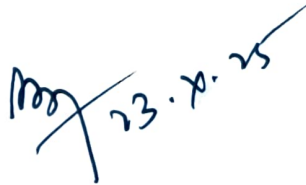
The student has remitted an amount of _____ (Rupees
_____ only) towards
college fee during the said Academic Year 2024-25. It is also certified that the student is **NOT**
EXEMPTED from payment of Fee and is also not in receipt of any SCHOLARSHIP from any other
sources. It is also certified that the student has completed his previous academic years/ semesters
successfully.

This certificate is issued to the student to enable her to obtain SCHOLARSHIP from the Staff
Benefit Fund of the Railways.

Place:

Date:

Signature of the Authorized Signatory
with College Seal

 23.8.25