

**EAST COAST RAILWAY**

Office of the  
Principal Chief Personnel Officer  
Rail Sadan, 2<sup>nd</sup> Floor, Chandrasekharapur  
Bhubaneswar-751017, (Odisha)  
Rly Ph. No: 51074

No: ECoR/Pers/Wel/CSBF/Cash Award/OP/Academics/2018-19

Date: 22.01.2019

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

**Sub:** Cash Award Scheme for wards of Railway employees for outstanding performance in Academics under the aegis of CSBF.

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Applications are hereby invited in the enclosed format, for grant of cash award for wards of Railway employees for outstanding performance in Academics from Central Staff Benefit Fund under the Head " Education and Scholarship for higher education for girls and boys" under CSBF for the year 2018-19, to the Non-Gazetted Railway employee's Wards.

Hence, it is requested to collect the applications from the employees of your Division/Unit/Department for consideration. The applications complete in all respects along with all enclosures/documents in support of the claim of the award may be sent to PCPO's office, Welfare section (Sri A.K. Singh, Ch.S&WI) on or before 15.02.2019. No applications will be entertained after the due date. *Criteria for applying is given on the backside of the certificate form.*

While forwarding the applications it should be ensured the recommendation of the Railway officers of your unit/division/department in the format. The matter may be given wide publicity amongst the staff for taking advantage of the scheme.

Encl: Application Format

*(G.Sethy)*

Dy.Chief Personnel Officer( IR & Wel)  
For Principal Chief Personnel Officer

**Copy for information and necessary action to :**

1. Ch.S&WI to PCPO for kind information to PCPO
2. Ch.S& WI to CPO(A) for kind information to CPO(A)
3. Sr.System Manager/ECoR/BBS- for uploading the notification in Welfare portal of Personnel deptt in ECoR website.
4. Sr.DPOs- KUR, WAT & SBP, WPO/MCS, Dy.CPO(Con)/BBS- All the S&WIs 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.
6. All members of CSBFC, Notice Board.

*(Signature)*  
For Principal Chief Personnel Officer

*OPC  
Smta  
24.01.19*

*(Signature)  
25/1/19*

## APPLICATION FORM

### Cash Award Scheme for wards of Railway employees for outstanding performance in

#### Academics

1. Name of employee : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Date of appointment : \_\_\_\_\_
4. Pay Band & Grade Pay : \_\_\_\_\_
5. Basic Pay (Enclose Salary Slip) : \_\_\_\_\_
6. RUID or Employees No. : \_\_\_\_\_
7. Name of the Student : \_\_\_\_\_
8. Date of Birth of the Student : \_\_\_\_\_
9. Relationship with the applicant : \_\_\_\_\_
10. Name & Address of the  
Institution of which studying : \_\_\_\_\_
11. Particular of class/course  
Studying : \_\_\_\_\_
12. Duration of the Course : \_\_\_\_\_
13. Scholastic record of the student (to be supported by copies of certificate/mark sheet  
duly verified by Principal of School/College :

Name of the Exam Passed	Year in which Passed	Institution	Total Marks for the Exam	Marks obtained	% Age	Position in Class
14.	Details of other scholarships and educational assistance from CSBF or any other source		:	_____		

Signature of the applicant \_\_\_\_\_

Rly Phone/Mobile No: \_\_\_\_\_

Forwarded to the Secretary, Central Staff Benefit Fund Committee, in East Coast  
Railway HQrs/Divisions/Workshop: \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Department \_\_\_\_\_

Date: \_\_\_\_\_



**Certificate from the Principal or Head of the  
Institution in which the student is studying**

Certified that Mr./Ms. \_\_\_\_\_  
Son/Daughter of Sri/Smt. \_\_\_\_\_ employed  
as \_\_\_\_\_ in zone/division/workshop,  
is a student of this institution (School/College) and is at present  
studying or passed \_\_\_\_\_ class/year (graduation/post graduation  
for \_\_\_\_\_ (course). He/she has secured  
\_\_\_\_\_ position/ percentage(%) in \_\_\_\_\_  
class/graduation/post graduation for the academic year  
\_\_\_\_\_. This institution is recognized by  
\_\_\_\_\_ State or is affiliated to  
\_\_\_\_\_ Board/University.

Seal of the Institution (School/College)

Signature of the Head of the Institution

Date : \_\_\_\_\_



## CRITERIA TO BE FOLLOWED FOR APPLYING FOR ACADEMICS

CLASS	Result/Position	
	CGPA System	Percentage of Marks
<b>10<sup>th</sup> Board</b>	Top 20 in National Level	
	Top 20 in State Level	
	10 CGPA	95% & above
<b>12<sup>th</sup> Board</b>	9 CGPA & above	85% & above
	Top 20 in National Level	
	Top 20 in State Level	
<b>Diploma</b>	75 % & above	
<b>Graduation/Degree</b> After completion of final exam		
	i) Technical	75% & above
	ii) Non-technical	85% & above
	University Topper (Tech/Non-tech)	
<b>Post Graduation</b> After completion of final exam		
	i) Technical	80% & above
	ii) Non-Technical	80% & above
	University Topper (Tech/Non-tech)	

For standard 10<sup>th</sup>, CGPA (Cumulative Grade Point Average) system will be followed and where CGPA System is not applied, the percentage system will be followed.