SOUTHERN RAILWAY

मंडलमुख्यालय/Divisional Office
कार्मिकशाखा/Personnel Branch,
सेलम/Salem – 636 005,
दिनांक/Date:11.11.2026

सं/ No.SA/P.641/CSBF/2026-27

All Branch Officers/SA Division,
All Supervisory Officials/SA Division

Sub: Central Staff Benefit Fund 2026-2027 Calling for Online Applications for
i) Higher Technical/Professional Degree Courses.
ii) Non-Professional/Non-Technical Degree Courses.
iii) Relief of Distress/Sickness.
iv) Developing Occupational Skills.

Ref: PCPO/MAS letter No. P(W)641/CSBF/Applications/2026-2027 Dt.:10.11.2026.

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Central Staff Benefit Fund committee has called online applications for grant of financial assistance for the various schemes, under different heads of CSBF 2026-2027. The details of the applications called for are as follows.

1) **Education:**

(i) Scholarship application for Higher Technical/Professional Degree Courses for wards of all Non-Gazetted Staff.

(ii)Scholarship application for Non-Professional/Non-Technical Degree Courses for wards of staff in GP upto Rs.2400/- and below (i.e Level-1 to Level-4 only).

2) **Relief of Distress/Sickness:**

Applications for Financial Assistance for Sickness (Rs.50,000/- and above).

3) **Developing Occupational Skills:**

Financial Assistance to Physically/Mentally Challenged Railway Employees.
Financial Assistance to Physically/Mentally Challenged Railway Wards.

The notification calling for all the above applications will be uploaded in the web portal **www.southernrailway.gov.in/srhqpb/home**. **The opening date for Scholarship applications under Education head will be 11.11.2026 and the opening date for Relief of Distress/Sickness & Occupational Skills (2&3) will be 13.11.2026.**

The **closing date** for applying all the above applications will be **31.12.2026.**

Contd.2

The link for the web portal is available under the link Personnel Department section of the Southern Railway. Employees will have to submit their application in the prescribed format as available in the web portal**www.southernrailway.gov.in/srhqpb/home.**

The detailed instructions for applying **'Online"** will also be available in the web portal. The employees will have to click on the appropriate link in the portal. The link will lead to application format in which the employee needs to fill up the required particulars.

Any spurious claim preferred by the employees and noticed at a later date will be viewed seriously duly invoking D&A Rules.

Wide publicity may be given by the Units/Sections to the employees calling for the above schemes under Central Staff Benefit Fund.

M. Bath 11/11/26

Assistant Personnel Officer-II
for Sr. Divisonal Personnel Officer
Salem Division/Salem.

CC: PS to DRM for kind information of **DRM/SA.**
CC: PS to ADRM for kind information of **ADRM/SA.**
CC: All CS&WIs/S&WIs are advised to circulate to concerned supervisory officials.
CC: Ch.OSs/PB/SA, S&WI/PB Web management for uploading in Salem Division Railnet.
CC: DS/SRMU/SA, DS/DREU/SA, DS/AISCSTREA/SA, DS/AIOBCREA/SA.

दक्षिण रेलवे/Southern Railway

No.P(W)641/CSBF Applications/2026-2027

प्रधान कार्यालय/ Headquarters Office
कार्मिक शाखा/Personnel Department
चेन्नै/Chennai -600 003
दि./ Date : 10/11/2026

All Concerned

Sub: **Central Staff Benefit Fund 2026-2027** Calling for Online applications for:-

i. **Higher Technical/Professional Degree Courses.**
ii. **Non-Professional/Non-Technical Degree Courses**
iii. **Relief of Distress/Sickness**
iv. **Developing Occupational Skills.**

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Online applications are called for grant of financial assistance from the various schemes, under different heads of CSBF for the year 2026 - 2027.

The details of applications called for as follows:

1. **Education :**

i. Scholarship application for Higher Technical/Professional Degree Courses for wards of all Non-Gazetted Staff.

ii. Scholarship application for Non- Professional/Non-Technical Degree Courses for wards of staff in GP up to 2,400/- and below. (i.e. Level-1 to Level-4 only).

2. **Relief of Distress/Sickness:**

i. Application for financial Assistance for Sickness (Rs.50,000/- and above).

3. **Developing Occupational Skills :**

i. Financial Assistance to Physically/Mentally challenged Railway Employees
ii. Financial Assistance to Physically/Mentally challenged Railway Wards.

The notification calling for all the above applications will be uploaded in the web portal www.southernrailway.gov.in/srhqpb/home of Southern Railway.

- The opening date for the Scholarship applications under the head **"Education"(1) is 11.11.2026** and
- The opening date for **"Relief of Distress/Sickness & "Developing Occupational Skills" (2&3)** will be **13.11.2026.**
- The closing date for applying all the above applications by the employee is **31.12.2026.**

The link for the web portal is available under the link **Personnel Department section of the Southern Railway.** Employees will have to submit their application in the prescribed format as available in the web portal www.southernrailway.gov.in/srhqpb/home

The detailed instructions for applying **'online'** will also be available in the web portal. The employees will have to click on the appropriate link in the portal. The link will lead to application format in which the employee needs to fill up the required particulars.

Divisions are hereby advised that wherever employees are not able to submit online applications, they may be allowed to submit offline applications also (Downloaded from the website) and the same has to be uploaded in the online portal by the respective personnel Department so that all the applications will be accounted and dealt in an effective way. This will avoid duplication of applications. ***It is to be noted that no Offline Applications/Physical copy will be received directly by Headquarters Welfare Section.***

It may be ensured that only eligible applications are forwarded online and while uploading the scanned applications, care must be taken in confirming that the said applications are complete in all aspects.

The portal to upload the applications **by the respective Divisions/Units scrutiny will be closed at 23.59 hrs. on 15.01.2027 and no further correspondence in this connection will be entertained.**

- **Personnel Department of the respective Division/Units should scrutinize the applications and forward online only after ensuring the employee belongs their bill unit and proper supporting documents are attached.**

- **Applications for financial assistance for sickness below Rs.50,000/- shall not be forwarded to Headquarters.**

Any spurious claim preferred by the employees and noticed at a later date will be viewed seriously duly invoking D&A rules.

Vide publicity may be given by the Divisions/Units to the employees duly calling online applications for the above schemes from the Central Staff Benefit Fund.

10.11.26

(एस.जयंती/(S.Jayanthi)
सहायक कार्मिक अधिकारी/कल्याण
Assistant Personnel Officer/Welfare
for Principal Chief Personnel Officer
& Chairman/CSBF

Copy to: Secy. to PCPO - for kind information to PCPO
CPO/IR - for kind information pls.

Copy to : Ch.OS/System- for uploading in Southern Railway's official webpage & Railnet/Personnel Branch webpage.

Copy to: GS/SRMU, GS/DREU, GS/AIOBCREA, GS/AISCSTREA

CSBF HEAD : EDUCATION

The guideline to fill up the application are as follows

- The notification calling for application for scholarship will be uploaded in the web portal www.southernrailway.gov.in/srhqpb/home duly indicating the opening date 11.11.2026 and closing date 31.12.2026 for applying. The link for the web portal is available under the link **Personnel Department section of the Southern Railway** internet website and also in **Railnet website of Southern Railway.**

- **Employees** have to fill up all the columns without leaving any.

- The detailed instructions for applying **'Online'** will also be available in the web portal. The employees will have to click on the appropriate link in the portal. The link will lead to **'online form'** in which the employee needs to fill up the required particulars.

- The application has to be filled up carefully and after the employee is satisfied that all the particulars have been correctly filled can submit his/her application. Once the application is registered, the same should be downloaded from the portal in PDF format and a printout of the same should be taken.

- In the printout, the photograph of the ward should be affixed in the space provided and after affixing the photograph, the employee should get the forwarding by the controlling officer, in the space provided in the application.

- The completed application along with **Bonafide certificate** of the Educational Institution/College/University **(Annexure-1)**, and **copy of cancelled cheque bearing the name of the ward/1st page of Bank Pass Book** should be scanned and uploaded in the portal as one PDF file by the employee before 31.12.2026. After the last date of submission, the 'online' portal for submission of application will not be available.**(File size-2 MB Maximum)**

- The employee has to upload the scanned PDF file using **'upload the application'** available in the portal by providing the Application Number & Date of Birth or IPAS No. & Date of Birth of the employee.

- Once uploaded, the employee can check the status of the application in regular intervals.

- Whenever employees are not able to upload online applications, they are allowed to submit offline applications also (Downloaded from the website) and the same has to be submitted at respective Personnel Department. The duly filled application will be uploaded in the "Online Portal" by the Welfare Inspectors of the respective Personnel Department so that all the applications will be accounted and dealt in an effective way. This will avoid duplication of applications or will help finding the same easily.

- ***Current Year means 2026-2027 and the Previous Year means 2025-2026***

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Annexure-1

Passport size Photograph of the Student

(Attested by the Institution with Seal)

BONAFIDE CERTIFICATE FROM THE PRINCIPAL OR HEAD OF THE INSTITUTION

This is to certify that Mr./Ms. _____

Roll No _____ Admission No. _____daughter of _____

is a bonafide student of this Institution and studying in _____ (Name of the Course)

in _____discipline (Ist /IInd /IIIrd /IVth /Vth year) during the Academic year 2026 - 27

and as per our records his/her date of birth is _____ (in words) _____

_____

This institution is affiliated**/recognized** by _____ and affiliation**/recognition** number is _____ . The above course is approved by University **

(Name of the University) _____

Seal of the Institution

Place :
Date :

Signature Head of the Institution
(with Stamp and Seal)

**(Strike out which is not applicable)

CSBF Head : Relief of Distress/Sickness

Norms for claiming assistance under 'Relief of Distress/Sickness'

- The notification calling for application for Sickness will be uploaded in the web portal
- www.southernrailway.gov.in/srhqpb/home duly indicating the opening date 13.11.2026 and closing date 31.12.2026 for applying. The link for the web portal is available under the link **Personnel Department section of the Southern Railway** internet website and also in **Rail net website of Southern Railway**.
- Employee has to fill up all the columns without leaving any.
- The detailed instructions for applying **'Online'** will also be available in the web portal. The employees will have to click on the appropriate link in the portal. The link will lead to **'online form'** in which the employee needs to fill up the required particulars.
- Only the Railway employees **(Non-Gaz)** & their family members/dependents whose names are recorded in the Family Composition for the purpose of availing Pass/PTO are eligible.
- Claims amounting to Rs.50,000/- or more only being entertained by CSBF. Claims for amount less than Rs.50,000/- are being dealt by the DSBF committees.
- The application has to be filled up carefully and after the employee is satisfied that all the particulars have been correctly filled can submit his/her application. Once the application is registered, the same should be downloaded from the portal in PDF format and a printout of the same should be taken for certification of controlling officer.
- After certification of controlling officer the printout of the application along with all original documents are to be submitted at Personnel Department of respective units.
- Personnel department of the respective unit must ensure that all the Hospital documents Viz. **Original Admission & Discharge Summary, Original Bills, Copy of the Report**, Diagnosis of Specialists/Doctors, UMID card etc., issued by the hospital along with Summary of receipts indicating the consolidated amount of claim are enclosed for certification.
  (**Photostat copy/colour Xerox of bills should not be entertained by Personnel Department**)
- Personnel Department officer should certify after verifying and checking the **Original Discharge Summary**, **Original Bills** and **copy of Medical Report** and **all the originals should be kept at Personnel Department.**
- The completed application duly forwarded by the controlling officer of the department and counter signed by the Personnel officer should be scanned and along with all the supporting documents, **(Original Discharge Summary, Original Bills, Medical Reports and UMID Card) to be uploaded in the portal as** One PDF file by the employee **before 31.12.2026. Without which application will be treated as incomplete.**
- **Only those cases where no Railway treatment could be resorted to, due to emergency will be entertained.**
- **Claims between 1st November 2025 and 31st October 2026 only will be entertained.**
- Claims in respect of expenses made for treatment under indigenous system of medicine like **Homeopathy, Ayurveda etc. will not be entertained.**
- **Claims in respect of treatment for minor ailments will not be entertained.**
- Employee must and should attach UMID card for Self (or) dependent for whom the claim is for.
- Copy of the Family details of the employee (Available in HRMS portal) should be attached.
- Only claims where no financial assistance was resorted to either from Railways or any other sources Viz. insurance, Med-claim etc. will be entertained.

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Norms for claiming assistance under Developing Occupational Skills of Physically/Mentally Challenged Railway Employees/Wards - 2026-2027

- The notification calling for applications from Physically/Mentally Challenged **Railway Employees** in the formation prescribed as **Annexure-A** and **Physically/Mentally Challenged Wards** in the format prescribed **as Annexure-B** respectively will be uploaded in the web portal www.southernrailway.gov.in/srhqpb/home duly indicating the opening date **13.11.2026 and closing date 31.12.2026 for applying**. The link for the web portal is available under the link **Personnel Department section of the Southern Railway** internet website and also in **Railnet website of Southern Railway.**

- Employees have to fill up all the columns without leaving any.

- The detailed instructions for applying **'online'** will also be available in the web portal. The employees will have to click on the appropriate link in the portal. The link will lead to "Online" form in which the employee needs to fill up the required particulars.

- **Only Non-Gaz Railway employees & their family members/dependents** whose names are recorded in the Family Composition for the purpose of availing Pass/PTO are eligible.

- The application has to be filled up carefully and after the employee is satisfied that all the particulars have been correctly filled up can submit application. Once the application is registered, the same should be downloaded from the portal in PDF file and a printout of the same should be taken for certification of controlling officer.

- Personnel Department of the respective unit must ensure that all the documents Viz. documentary proof of disability/ Unique Disability Identity Card (UDID) from authorized medical authorities viz. State Government or any other recognized **Medical Board** issued within last 5 years **(i.e. issued/renewed after 01.04.2021)** are enclosed for certification otherwise application will be rejected. **(Photostat copy/Colour Xerox of bills should not be entertained by Personnel Department.)**

- Applications will be considered for the expenditure incurred during the **preceding financial year i.e.2025-2026 only.**

- Expenses incurred for Railway employees and wards for Developing Occupational Skills/any other Specialized therapy **will be considered only on submission of proper documentary proof *such as Previous Year Bonafide Certificate from the Special School/ Certification from the Therapy Centre*** where the child is undergoing Occupational Skills/Special Therapy.***(The* same has to be uploaded**).

- Henceforth Financial Assistance will be considered based on the **proof & Percentage (%) of disability (UDID), previous year Bonafide Certificate from Special School and certification from the Therapy Centre & on submission of UMID Card.**

- Expenditure towards caretaker and transportation will not be granted based on vouchers and receipts. It will be purely based on the **percentage of disability of the ward supported by Bonafide Certificate from the Special School for Occupational Skills and Certification from the Therapy Centre.**

- Expenses towards Medicines, Medical tests and Doctors consultation fees etc. will **not** be taken into consideration for assistance under this scheme.

- **As per Railway Board's letter No.2005/H/6-4/Policy dt 22.02.2022, the beneficiaries covered under Railway medical rules/RELHS shall be eligible to get reimbursement of purchase of hearing aids from Revenue.**

- After certification of controlling officer the printout of the application along with all the personnel Department of the respective unit must ensure that all the **Original Bills such as Fee for Occupational Skills, Therapy bills, Special School fee receipt, Bills for Special Aid or equipment procured etc.**, are submitted. **(Photostat copy/ Colour Xerox of bills should not be entertained by personnel Department.)**

- Separate application forms are prescribed for:
  (i) Physically/Mentally Challenged Railway employees (Annexure-A) and
  (ii) Physically/Mentally Challenged wards (Annexure-B)

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