

Annexure-A  
FORMAT OF THE APPLICATION FOR  
APPOINTMENT OF PASSENGER HALT AGENTS FOR SELLING TICKETS  
AT DEROWAN AND PANPALI PASSENGER HALTS

Ref:- No. Comm1.49/PH/DRWN/PNPL/2024

Dated.29/10/2024

Applicant's  
passport size  
photograph with  
signature

NAME OF THE PASSENGER HALT APPLIED FOR: \_\_\_\_\_


1. Name of the applicant : \_\_\_\_\_  
(In Block Letters)
2. Father's Name (In Capital Letters) : \_\_\_\_\_
3. Permanent Address of applicant : \_\_\_\_\_
4. Educational Qualification : \_\_\_\_\_  
(Minimum 10th Standard  
Pass Attached proof of educational  
Qualification)
5. Whether belonging to Schedule Caste/  
Schedule Tribe and other Backward  
Classes (Submit an attested copy of  
The Caste Status (if applicable) : \_\_\_\_\_
6. Certificate of permanent Residence issued by : \_\_\_\_\_  
DM/ADM/BDO/SDO should be submitted/attached
7. Experience (if any) : \_\_\_\_\_
8. Age and Date of Birth : \_\_\_\_\_  
(Minimum 18 years)  
(Attach proof of age)
9. Martial Status : \_\_\_\_\_
10. Character Certificate to be issued : \_\_\_\_\_  
From Police Department
11. Medical Certificate from a recognized : \_\_\_\_\_  
Doctor stating that the applicant is fit for  
active service and free from any  
communicabl diseases.

Place: \_\_\_\_\_

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

Signature of applicant (in full)

Mob No.


  
मंडल वाणिज्य प्रबन्धक  
DM. Commercial Manager  
द० ए० रेलवे, चक्रधरपुर  
S. E. Rly., Chakradharpur.

Ref: No. Comml.49/PH/DRWN/PNPL/2024.

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Security Deposit of Rs.5,000 (Rupees Five thousand) only will be deposited by the halt contractor to the Railway and no accrued interest will be claimed during the time of agreement.

1. Cost of the equipments supplied to the agent will be deposited by the Agent to the Railways.
2. Agreement will be executed between the Railway Administration and the selected candidate for an initial period of 05(five) years subject to terms and conditions.
3. The appointment is purely contractual in nature and no facilities viz. absorption in Railway Service, regularization of service, Bonus, Railway pass facilities etc. shall accrue to the halt contractor.
4. Candidates belonging to Schedule Caste/Schedule tribe & other Backward Class should submit an attested copy of the Caste Status.
5. The halt contractor should be a permanent resident of the place where the halt station is opened. The residence should be treated as Local residence if it is located within the same district in which the station is located.
6. The minimum Educational Qualification should be at least 10<sup>th</sup> standard pass for new contractors (i.e. contractors engaged after 24.06.2005)
7. The antecedents of the applicants will be verified before their appointment as halt contractors.
8. Halt contractor should produce a medical certificate showing that he/she is fit for the active service and free from any communicable diseases.
9. The passenger halt agents will procure preprinted UTS tickets from the base station on cash payment.
10. Domicile Certificate issued by DM/ADM, Block Development Officer or Sub-Divisional Officer should be submitted. The applicant should be a permanent resident of the place where the halt station is opened. The residence should be treated as local residence if it is located within the same District in which the station is located.
11. Police Clearance is to be attached with application form.
12. One passport Size Photograph is to be affixed on the right side of the application form.
13. The last date of dropping applications in the office of the Sr. Divisional Commercial Manager, S.E.Railway, Chakradharpur from 10.00 hours to 13.00 hours on dated. 02/12/2024. The application receiving box will be opened on the same date at 15.30 hrs. by the nominated officers/Supervisory staff of Commercial & Accounts departments respectively.

  
मंडल वाणिज्य प्रबंधक  
Div. Commercial Manager  
द० पू० रेलवे, चक्रधरपुर  
S. E. Ry., Chakradharpur

14. The Commission payable to the Halt Contractor will be as under:-

| Sales turn over in Rs. | Commission payable |
|------------------------|--------------------|
| 1- 15,000              | 15% **             |
| 15,001 – 50,000        | 12%                |
| 50,001 – 1,00,000      | 9%                 |
| 1,00,001 – 2,00,000    | 6%                 |
| 2,00,001 and above     | 3%                 |

\*\* The minimum commission payable to the halt contractors would be Rs.1,000/-per month for halts having stoppage upto 2 Pairs of trains and Rs.1,500/- per month for halts having stoppage of more than 2 pairs of trains.

If the sales turnover is Rs.3,00,000/-, the commission would be 15% of 15,000 +12% of 35,000+9% of 50,000+6% of 1,00,000 +3% of 1,00,000= 2250 +4200 +4500+ 6000+ 3000= 19,950/-(Authority:- Railway Boards letter No. 2017/TG-IV/2/RB/05/Halts Policy dated.18/11/2019. ( Passenger Marketing/Master Circular/Halts 2019/0).

15.The commission payable to the halt contractor will be on the basis of the individual month's transaction and not on the basis of monthly average sales turnover for the entire year. (Authority:- Passenger Marketing/Master Circular/Halts 2019/0)


16.Appointment of heirs and Successors of the Deceased Halt Contractor:-

"In the event of death of the halt contractor appointment of heirs and successors of deceased halt contractors, may be considered along with other applicants and preference will be given to the heirs, all other things being equal. Further, it is clarified that if eligible heir and successor of the deceased halt contractor apply, draw of lots may not be required and preference may be given to him/her. However, after the expiry of the contract period, fresh applications should be called for and selection will be by draw of lots. Draw of lots will, therefore, be carried out only when there is no legal heir."

(All terms and conditions are subject to changes and it will be abided by the applicants.)

By order

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मंडल वाणिज्य प्रबंधक  
Div. Commercial Manager  
द. ए. रेलवे, चक्रधरपुर  
S. E. Rly., Chakradharpur




**Appointment of a Passenger Halt Agent at Derowan & Panpali**

Date:- 29.10.2024

Ref: No. Comml. 49/PH/DRWN/PNPL/2024.

South Eastern Railway invites applications for appointment of halt agents for a period of (05) five years at **Derowan** and **Panpali** Passenger Halts over Chakradharpur Division as per Railway Boards letter No. 2017/TG-IV/2/RB/05/Halts Policy dated.18/11/2019 (Master Circular). The agent should be at least 10<sup>th</sup> standard pass for new contractors (i. e. contractors engaged after 24/06/2005). The agent should be a permanent resident of the place where the halt station is proposed to be opened. The residence should be treated as local residence if it is located within the same district in which the station is located. A certificate to this effect shall be obtained from DM/ADM/SDO/BDO of the same district where the halt is situated. Terms and conditions of the engagement is available in the office of Sr. Divisional Commercial Manager, South Eastern Railway, Chakradharpur and applicant can download the matter through website [www.ser.indianrailways.gov.in](http://www.ser.indianrailways.gov.in). upto 16.00 Hrs on 01.12.2024. The date of dropping applications in the office is 02/12/2024 from 10.00 Hrs. to 13.00 Hrs. and the application receiving Box/Tender box will be opened on 02/12/2024 at 15.30 Hrs. sharp.

Divisional Railway Manager (Commercial)  
South Eastern Railway  
Chakradharpur

  
मंडल वाणिज्य प्रबन्धक  
DM. Commercial Manager  
द० पू० रेलवे, चक्रधरपुर  
S. E. Rly., Chakradharpur