

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

Ref:- No. Comml.49/PH/DRWN/PNPL/2025

Dated.29/01/2025


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
communicable diseases.

Place: _____
Date: _____

Signature of applicant (in full)
Mob No. _____



मंडल वाणिज्य प्रबंधक
Divl. Commercial Manager
द० पू० रेलवे, चक्रधरपुर
S. E. Rly., Chakradharpur

Ref: No. Comml.49/PH/DRWN/PNPL/2025.

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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 10th 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. 04/03/2025. 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.


महल वाणिज्य प्रबंधक
Divl. Commercial Manager
द० पू० रेलवे, चाक्रधरपुर
S. E. Rly., 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


मंडल वाणिज्य प्रबंधक
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