

South Eastern Railway

Notice for application for engagement of Commission Agent for passenger halt of Gramdadpur over Adra Division.

No: - C-669/P.H/Adra/18.

Application are invited in the prescribed format for engagement at Commission Agent on commission basis (as per Railway rules) for Passenger halts at Gramdadpur over Adra Division. The duly filled application along with necessary documents to be submitted in sealed cover and shall be dropped in the nominated sealed box placed in the Sr. Divisional Commercial Manager Office/Adra on 17.08.2018 up to 13.00 Hrs. The received applications will be opened on 17.08.2018 at 16.00 Hrs in the chamber of DCM/Adra. The prescribed application form shall be available from Sr. DCM Office/Adra from 17.07.2018 to 16.08.2018 in the office working hours free of cost. The same can be downloaded from the Railway Website – [www.ser.indianrailways.gov.in](http://www.ser.indianrailways.gov.in). If the opening day happens to be a holiday or closed day for unforeseen reason, the application shall be opened on the next working day at the same venue and time.

Terms and Conditions:-

- i). The applicant should be a permanent resident of the adjacent locality of the proposed Halts situated.
- ii). Applicant should not be under 18(eighteen) years of age and should have passed at least Class –X. The applicant should have working knowledge of simple English as to read the names of the stations and the value of tickets. Necessary supporting documents should be enclosed (duly attested) with the application form.
- iii). A certificate for residential–cum–character of the applicant should be obtained from local SDO/BDO and enclosed the same with the application .
- iv). A distance proof certificate from any Civil Authority for the distance of resident of the applicant from the proposed halt station.
- v). A medical certificate from any recognized and registered Medical practitioner of the applicant should be obtained, showing that he/she is fit for active service and free from any communicable disease and to be enclosed with the application form.
- vi). **Necessary documents in support of Financial capability of the applicant** should be enclosed with the application form.
- vii). The tenure of the contract shall be 05 (five) years. It may be extended to 05(five) years more (in spell of two & a half years at a time) subject to the halt contractor's working being satisfactory and railways dues being paid in time.
- viii). The appointment of the halt agent is purely contractual in nature and no facilities, viz. absorption in railway service, regularization of service, Bonus, railway Pass facilities etc. shall accrue the halt agents.
- ix). The halt agent should have responsible for Cleanliness of halt stations without any remuneration. Close inspection will be done by the Divisional Authority to ensure that proper cleanliness has been maintained at the halt stations.
- x). Any kind of malpractices/frauds etc. detected against the Agent, the matter shall be viewed seriously and suitable punitive action should be taken against him including termination of contract also.

Contd.....(2)

- xi). The Agent should be paid commission, based on the Railway Boards Policy.
- xii). The successful halt Agent should be deposited a sum of Rs. 2000/- as security deposit. In addition he / she has also to deposit the approximate cost of equipment supplied to each halt Agent to safeguard the interest of the Railways.
- xiii). The application form and necessary supporting documents must be properly signed by the applicant in every page. Any addition, alteration, correction must be attested by the applicant himself. Otherwise, the application shall be summarily rejected. No applications shall be received through POST/COURIER etc.
- xiv). Applicant should be super scribed "Application for Halt Agent for ..... Passenger Halt station" over the envelope.
- xv). All the correspondences with the Railways are to be made with Sr. Divisional Commercial Manager, S. E. Railway, Adra Division, PO-Adra, Dist-Purulia, PIN- 723121, W.B.
- xvi). The complete application form along with necessary supporting documents to be submitted in sealed cover and shall be dropped in the nominated sealed box placed in the Sr. D.C.M Office/Adra on 17.08.2018 up to 13.00 Hrs.
- xvii). Nominated members of the Selection Committee shall scrutinize and shortlist the eligible offers. Selections of candidate shall be by a draw of lottery by any Child, where more than one suitable candidate in one Passenger Halt station.
- xviii). The Railway administration reserve the right to reject/cancel any or all applications without assigning any reason.

Termination of Contract:-

Either side may terminate the Agreement of the contract of Passenger Halt by giving a notice of 3 months, without assigning any reasons.

Arbitration:-

To resolve any dispute or claim of any kind or nature arising under or in connection with this agreement between the parties, according to the law of Arbitration in the Division, the decision of the sole arbitrator, i.e. Divisional Railway Manager/Adra or the nominated person of DRM/Adra shall be final. Both the parties shall abide by the decision of sole Arbitrator.

  
Sr. Divl. Comm. Manager/Adra

**Application Form**

Application for engagement of Halt Agent for ..... Passenger Halt.

Notification No: - C-669/PH/Adra/18

To  
The Sr. D.C. M,  
S.E.Rly, Adra Division,  
PO-Adra, Dist-Purulia,  
PIN-723121, (W.B).

Affix recent  
Passport Size  
photo with self  
attestation  
thereon

- 1). Name of the Applicant :-  
(in Block letter)
- 2). Father/Husband Name :-
- 3). Sex (male/female) :-
- 4). Date of Birth  
(Attested copy to be enclosed):-
- 5). Educational Qualification  
(Attested copy to be enclosed):-
- 6). Address in full :-  
(Supporting documents to be enclosed)
- 7). Residential certificate/character certificate  
obtained from local SDO/BDO to be enclosed):-
- 8). Approx distance of the PH  
From the residence of the applicant:-  
(Supporting document from any  
Civil Authority to be enclosed)
- 9). Financial capability of the Applicant:-  
(Supporting documents to be enclosed)
- 10). Medical fitness certificate :-  
(From any Regd. Medical Practitioner  
to be enclosed).
- 11). Nationality :-

I hereby declare that all statement made in this applications are true, complete and correct & the best of my knowledge and belief. I understand that in the event of any information being found false at any stage or not satisfactory the eligibility criteria according to the requirements for engagement of Halt Agent, my engagement is liable to be cancelled / terminated.

Place:-

Date: -

.....  
Signature of the applicant in full  
with address and contact no.

South Eastern Railway

**Brief particulars for Notification for engagement of Halt Agents at Habaspur, Gramdadpur and Karkend over Adra Division/S.E.Railway.**

01.	Notification No.	C-669/PH/ADRA/18
02.	Nature of Tender	Engagement of Halt Agent at Passenger Halt.
03.	Tender value	Commission based.
04.	Cost of Application Form	NIL.
05.	Location for engagement of PHs.	Passenger Halt Agent at Gramdadpur over Adra Division/S.E.Railway.
06.	Application form with Terms & Conditions available	From 17.07.2018 to 16.08.2018 in the office working hours at Sr. Divl. Comml. Manager/Adra's Office. It can also be down loaded from the Railway Web site: - <a href="http://www.ser.indianrailways.gov.in">www.ser.indianrailways.gov.in</a> .
07.	Application submission date & venue	17.08.2018 up to 13.00 Hrs. at Sr. D.C.M Office/Adra.
08.	Date & Time of opening of Tender Box	17.08.2018 at 16.00 Hrs
09.	Description of work	Sale of tickets.
10.	Eligible criteria of the Applicant	For detail advertisement, please visit <a href="http://www.ser.indianrailways.gov.in">www.ser.indianrailways.gov.in</a>

  
Sr. Divl. Comml. Manager/Adra