

Appointment/Engagement of ATVM Facilitator at different stations over Kharagpur division.

Senior Divisional Comml. Manager/S.E.Railway/Kharagpur, At- Kharagpur, Dist: Paschim Medinapur, PIN-721301 on behalf of President of India, invites application from the retired Railway employee or spouse/eligible son of retired railway employee for engagement as Facilitator for 26(twenty six) different stations over this division to facilitate for issue of Unreserved Ticket (UTS) through Smart Card based ATVM. The application should be submitted in a sealed envelope on prescribed format along with the document as required within 15:00 Hrs of dtd. 05-08-2022, to aforesaid Authority concerned.

Name of Stations (proposed) where ATVM facilitator may be engaged are:-

Sl No.	Location	New Proposal for facilitators.
01	BARIPADA	1
02	GIRIMAIDAN	1
03	GHATSILA	1
04	JHARGRAM	1
05	KHARAGPUR	2
06	BALICHAK	1
07	PANSKURA	1
08	MECHEDA	1
09	DIGHA	1
10	SANTRAGACHI	1
11	HOWRAH(S)	2
12	BAGNAN	1
13	ULUBERIA	1
14	MOURIGRAM	1
15	ANDUL	1
16	SANKRAIL	1
17	NALPUR	1
18	BAURIA	1
19	FULESHWAR	1
20	BIRSHIBPUR	1
21	KULGACHIA	1
22	RADHAMOHANPUR	1
23	CHAKULIA	1
24	RUPSA	1
25	KANTHI	1
26	CHANGAIL	1
Total		28

ENGAGEMENT OF A.T.V.M. FACILITATORS OVER KHARAGPUR DIVISION.

Terms and Conditions

1. The engagement of facilitators shall be applicable to Retired Railway Employees OR Spouse/Adult Child of retired Railway employee (Only one person for one retired railway employee to be nominated by him/her) are eligible to be engaged as facilitators on A.T.V.M.s for ticketing and passenger education about A.T.V.M.s. The order of priority for engaging facilitator shall be as under:
 - i). Retired Railway Employee
 - ii). Spouse/Adult Child of retired Railway employee (Only one person for one retired railway employee to be nominated by him/her)
2. **Eligibility :-** The retired railway employee shall submit His/her application in enclosed format (Annexed-A).
 - i. An undertaking on legal paper (Non-judicial stamp paper of value Rs 100/-) declaring that He/She will not claim employment in railway on this ground in future.
 - ii. Only one application will be entertaining from retired railway employee and from his/her spouse/adult child.
 - iii. In application format affix passport size photo of both retired Employee & Spouse/Adult child (applicable for Spouse/Adult child)
- IV. The Retired Railway employees who had been dismissed or removed from service are not eligible.
3. Antecedent & Character certificate of spouse/adult child should be produced by his/her from residential police station.
4. The facilitators will be given proper I-Cards with photographs certified from railway officials. She/He shall wear this I-Card conspicuously in such a way that it can be seen/read by passengers.
5. No remuneration will be paid to the person by the Railway for engagement as facilitator, except the 3% bonus which is due on A.T.V.M. smart card usage. Bonus of 3 % of ticket value is available for distance upto 150km only. However ticket may be issued for any distance by the facilitator.
6. After due permission, the retired staff can work as facilitator at nominated A.T.V.M, round the clock, including Sundays/holidays.
7. The engagement as facilitator will be terminated in case of:
 - .Failure to attend the shift
 - .Overcharging
 - .In case of detection of proxy attendance or subletting
 - .Unsatisfactory performance leading to public complaints etc
 - .Any other reason in the opinion of Railways which warrant termination.
8. Railway Administration, with prior intimation, can change the nominated A.T.V.M. allotted to a facilitator permanently or temporarily or may call the facilitator to work at the ATVM not nominated to him/her.
9. Facilitator will purchase one smart card after selection and the smart card number will be registered with CBS office. The recharge of card will be done by the facilitators as per his/her own requirement.
10. In case, the allotted smart card is lost, the facilitator can purchase another smart card and get it

registered with CBS office with an application form.

11. Facilitator will form a queue of passengers and will issue tickets on printed rates only. **The regular A.T.V.M card holder/passengers desiring to procure tickets on their own shall be allowed to take ticket without queue.** Any complaint about disallowing smart card holders to purchase tickets from ATVMs shall also be viewed seriously.
12. The facilitator will encourage and educate passengers for handling the A.T.V.M.s.
13. On every recharge of A.T.V.M., bonus value is credited in the smart card as per prevailing rule. Facilitator will retain this bonus value as their commission. No overcharging to the passengers will be done. No additional emoluments will be given apart from the upfront bonus value credit in the smart card. The bonus value may change as per the policy guidelines of Railway Board. No claim on any account will be acceptable.
14. Recharge will be done as per prevailing rule.
15. The permission to function as facilitator shall be given to retired railway employees till 06 (six) month from date of appointment. Based on the volume of tickets issued either permission can be extended or other facilitator engaged at that station as replacement. Under no circumstances, the facilitator will permit any other person to issue tickets through his card on his behalf. Irregularity on this account will also invite terminate.
16. Facilitators should inform advice to the CBS/SMR before and after the work and make entry in the register kept for this purpose.
17. The facilitator will promptly intimate to the concerned CBS/SMR, regarding timely replacement of rolls and failures of A.T.V.M.
18. The competent Authority i.e. Sr.DCM reserves the right to disengage any facilitator at any time without giving any notice.
19. All the engaged facilitator will be bound to carry out instructions/ circulars issued by Railway Boards/Railway Administration from time to time.
20. At stations where there is one ATVM, first preference for buying tickets shall be to passengers who buy for themselves i.e through self-operation. "Facilitators" shall use the machine after self operating passengers are done with the usage of the machine.
21. In case there are more than one eligible applicant for a particular location, the required number of Facilitators will be chosen by drawing a lottery.
22. Dusting and general cleaning of ATVMs will be the primary responsibility of the facilitator. Any system failure and requirement of ticket roll shall be reported promptly to the CBS/SMR, who in turn will take necessary action and get the ATVM rectified.
23. He/she shall co-operate with all inspecting officials in their work and will produce all required records and documents for inspection as and when demanded.
24. The facilitator can withdraw from the engagement by giving 15 days notice to Railways. In all cases including engagement, procedures for operation, transfer and termination etc, the decision of the Sr. Divisional Commercial Manager will be final and abiding.
25. ATVM will be indicated by Rly. Authority.

To
The Sr. Divl. Comml. Manager
S.E.Railway,
Kharagpur

Recent photo
(Self attested)

Sub: Application for engagement of ATVM Facilitator at _____ station.

Ref: Com/G 18/3/66/ATVM/Pt-III , dtd.15-07-2022.

1.Name :	:	
2.Father/Husband's Name:	:	
3. Date of Birth (DOB): (proof of DOB should be enclosed)	:	
4. Contact no.	:	
5. Pension Pay Order No (PPO): (Copy of PPO should be enclosed)	:	
6. Present Address with PIN: (Copy present address should be enclosed)	:	
7. Date of Retirement (Copy should be enclosed)	:	
8. last working station:	:	

Declaration: I do hereby declare that the information as indicated above are true to best of my knowledge. If at any stage the same is found as false, my candidature is liable for cancellation, for which no demand would be claimed.

Signature of applicant.

Date:

Place: