

**South Eastern Railway  
Kharagpur Division (C)**

Notification.No.Com/G30/PH/Corres/Pt.I

Date: 03.07.2023

**Qualification/Eligibility criteria for participate in tender (application basis) for awarding 'Halt Agent' at eight(08) Rly. halt stations i.e. (i)Padmapukur PH, (ii)Khatkura PH, (iii)Pantihal PH, (iv)Munshirhat PH, (v) Sabira (SZZ) PH, (vi) Lavan Satyagraha Smarak (LSGS) PH, (vii) Nachinda (NCN) PH & (viii) Henrya (HEN) PH following documents to be submitted alongwith application.**

Application are invited in the prescribed format for engagement of Halt Agent for sale of tickets to passenger on commission basis (as per Railway rules) at eight(08) Rly. halts stations i.e. (i)Padmapukur(PDPK) PH in between SRC-SHM station in SRC-SHM section, (ii)Khatkura(KATB) PH in between JGM-GII station in KGP-TATA section, (iii)Pantihal(PTHL) PH in between BAC-MNH station in SRC-AMTA section, (iv)Munshirhat(MNH) PH in between PTHL-MHLN in SRC AMTA section, (v) Sabira (SZZ) PH in between SORO-MKO stations in KGP-BHC section, (vi) Lavan Satyagraha Smarak (LSGS) PH in between NDKR-DSPN stations in TMZ-DGHA section, (vii) Nachinda (NCN) PH in between HEN-KATI stations in TMZ-DGHA section & (viii) Henrya (HEN) PH in between DSPN-NCN stations in TMZ-DGHA section over Kharagpur Division. Interested person of local and having permanent resident at the passenger halts situated can apply for agency. 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/Kharagpur on 03.08.2023, 10.00 to 15.00 Hrs. The received applications are to be opened on 03.08.2023 at 15.30 Hrs in the chamber of ACM/DCM-Kharagpur. The prescribed application form shall be available from the Railway Website – [www.ser.indianrailways.gov.in](http://www.ser.indianrailways.gov.in).

**For appointing a halt contractor, the following guidelines must be followed;**

**1. ELIGIBILITY/QUALIFICATION CRITERIA: -**

<b>2. RESIDENTIAL CERTIFICATE</b>
A Certificate from District Commissioner/Sub District Officer/ Circle officer/Block Development officer/Gram Pradhan to verify whether the applicant is a permanent residence in the local/same District in which the proposed Station is located.
<b>2. EDUCATIONAL CERTIFICATE</b>
The applicant should not be below 18 years of age and should be at least 10 <sup>th</sup> standard pass. Applicant has to submit class 10 <sup>th</sup> board passing certificate/Mark sheet/School leaving Certificate.
<b>3. AGE, DATE OF BIRTH CERTIFICATE</b>
A certificate issued by Educational Board or Admit Card of class 10 <sup>th</sup> exam is to be submitted, wherein the date of birth is available.
<b>4. MEDICAL CERTIFICATE</b>
The halt contractor to be produce a medical certificate issued by a registered Doctor showing that he/she is fit for the active service and free from any communicable diseases.
<b>5. CHARACTER CERTIFICATE</b>
Produce a certificate from the Police Station serving his/her locality that he/she has no criminal record and no criminal case is pending against him/her.

**\*No application is entertained in the absence of above five certificates/documents along-with Prescribed Application Form.**

## 2. Terms & Conditions

- a. A Selection Committee of Sr. Scale Officers from Commercial, Finance and Operating Departments shall scrutinize and shortlist the eligible offers. Selection will be by a draw of lots, drawn by any child if there is more than one suitable candidate. All the eligible candidates should be advised the date, time and venue of the draw through Courier/Regd. AD so that they may attend the draw if they so desire.
- b. The antecedents of the applicants shall be verified before their appointment as halt contractors.
- c. The initial period of contract should be five years and thereafter fresh contracts should awarded after calling for fresh applications. After the expiry of the initial contract period of five years, the existing halt contractors may be given an extension for five years (Maximum contract period should not exceed 5+5=10 years). The extension should be in spells of two and a half years at a time subject to the halt contractor's working being satisfactory and Railways dues being paid in time. Those halt contractors who also maintain the infrastructure of the station at their own cost including provision of water, electricity etc. may be given another extension of five years i.e. total period of contract may be 10+5=15 years. Action should be taken well in advance to call for fresh applications before expiry of the contract. The existing halt contractors should also be eligible to apply.
- d. A Security Deposit of a minimum of **Rs.2000/-** will be charged from the halt contractors based on the approximate cost of equipment supplied to each halt agent and also to safeguard the interest of the Railways. The Railways may fix enhanced security deposit while renewing or awarding fresh contract at the existing halt stations on the basis of total sales of the latest year by adopting a graded system which should be finalized in consultation with divisional associate finance.
- e. Regarding regularization of halt contractors, facilities provided to halt contractors, etc., it is specified that halt agents are appointed after the Railway enters into a contract with the selected candidate. **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.**
- f. Only one application can be submitted by an applicant for the halt station.

## 3. Payment of commission.

Sales turnover 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.1000/- per month for halts having stoppage upto 2 pairs of trains and Rs.1500/- 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 15000 +12% of 35000 + 9% of 50,000 + 6% of 1,00,000 = 2250+4200+4500+6000+ 3000= Rs.19,950/-.



**4. Termination of Contract.**

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

**5. Other Guidelines:**

- I. Halt Agent should be given additional responsibility of cleanliness of halt stations without till expiry of their current contract.
- II. To keep a check on malpractices, the working of halt agents should be reviewed annually. In case there is an abrupt fall in earnings and sale of tickets has also fallen sharply, the working of such halt agents should be put on watch to check whether the decrease has been due to malpractices/frauds etc. If it is found that the halt agent has been indulging in malpractices/frauds etc., suitable punitive action should be taken against such halt agents including termination of contract. A suitable termination clause should be incorporated in the Agreement entered into with the halt agents in case an occasion arises necessitating termination of contract before the contract period is over.
- III. In the Agreement, a clause may be introduced that change/amendment/ modification made in the policy from time to time will automatically be applicable to the existing license holders without any further action on the part of the Railways.

**6. 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/Kharagpur or the nominated person of DRM/Kharagpur shall be final. Both the parties shall abide by the decision of sole Arbitrator.

**NB: It may please be noted if leading of normal life /activities is disturbed by any order of Nation /State Authority on the date of dropping/date of opening of Tender Box, then it shall be suspended. Then date of dropping/opening the Tender box shall be rescheduled on next usual working day at the same venue and time.**

  
Sr.Divl. Comm. Manager  
South Eastern Railway  
Kharagpur

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This Notification is also available in website: [www.indianrailways.gov.in](http://www.indianrailways.gov.in)

**APPLICATION FORM**

**SOUTH EASTERN RAILWAY**

**Notification.No.Com/G30/PII/Corres/Pt.I**

**date: 03.07.2023**

**To  
The Divl. Railway Manager (Commercial),  
South Eastern Railway, Kharagpur,  
Dist-Paschim Medinipur(W.B.)-721301**

Applicant's  
passport sizey  
Photo with  
signature

Sub: Award of contract for working as Halt Agent at \_\_\_\_\_ Passenger  
Halt in between \_\_\_\_\_ stations.

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1.	<b>Name (in capital letters)</b>	:	
2.	<b>Father's Name</b>	:	
3.	<b>Sex (Male/Female)</b>	:	
4.	<b>Date of Birth</b> (Supporting documents to be enclosed)	:	
5.	<b>Permanent Address</b> (Supporting documents to be enclosed)	:	
6.	<b>Residential/Local Address</b> (Supporting documents to be enclosed)	:	
7.	<b>Educational Qualifications</b> (Self attested copy to be enclosed)	:	
8.	<b>Nationality</b>	:	
9.	<b>Medical Certificate</b> (From any Regd. Medical Practitioner to be enclosed)	:	
10.	<b>Character Certificate</b> (Supporting documents to be enclosed)	:	
11.	<b>Contact No./Mobile No.</b>	:	

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.

Yours faithfully,

Date:

(Signature of the candidate)

**N.B: All necessary documents should be attached with application. One applicant can apply for one passenger halt only.**

**MEDICAL CERTIFICATE**

This is to certify that Sri \_\_\_\_\_,  
S/o Sri \_\_\_\_\_ Vill.- \_\_\_\_\_,  
POST-\_\_\_\_\_,PS-\_\_\_\_\_,Dist- \_\_\_\_\_,  
State- \_\_\_\_\_, PIN Code- \_\_\_\_\_.

He is fit for active service and free from any communicable diseases.

\_\_\_\_\_  
**Signature of candidate**

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

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

**Signature of Medical  
officer with Seal** : \_\_\_\_\_  
**Medical Officer Name** : \_\_\_\_\_  
**Registration No.** : \_\_\_\_\_  
**Address** : \_\_\_\_\_