

**South Eastern Railway**  
**Office of the Senior Divisional Commercial Manager**  
**Kharagpur**

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

Date: 30.01.2024

Sr. Divisional Commercial Manager, South Eastern Railway, Kharagpur Division for and on behalf of The President of India invites applications for appointment of 'Halt Contractor' at three passengers halts stations i.e. (i) Satish Samanta PH in between KSBP-MSDL station, (ii) Banstala PH in between SUA-JGM station & (iii) Duan PH in between RDU-BCK station .

Application are invited in the prescribed format for appointment of Halt Contractor for sale of tickets to passenger on commission basis (as per Railway rules) at three passengers halts stations i.e. (i) Satish Samanta PH in between KSBP-MSDL station, (ii) Banstala PH in between SUA-JGM station & (iii) Duan PH in between RDU-BCK station over Kharagpur Division. Interested person of local residence of the same district in which the station is located, they can apply. The duly filled application along with all necessary documents to be submitted in sealed cover and shall be dropped in the nominated sealed box placed at Sr.Divisional Commercial Manager Office/Kharagpur on 22/02/2024 (10.00 hrs to 15:00 Hrs). The received applications are to be opened on 22/02/2024 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>1.RESIDENTIAL CERTIFICATE</b>
A Certificate from District Commissioner/Sub District Officer/ Circle officer/Block Development officer or Tehsildar to verify whether the applicant is a permanent residence in the same District in which the proposed Station is located.
<b>2. EDUCATIONAL CERTIFICATE</b>
The applicant 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>
The applicant should not be below 18 years of age. 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. POLICE VERIFICATION 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.**

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30/01/24  
Asst. Commi Manager  
SE Railway, Kharagpur

## 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 initial period of contract should be 5(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.
- c. A Security Deposit 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.
- d. 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.**
- e. Only one application can be submitted by an applicant for the halt station.
- f. **The Applicant must not hold contract for any other Halt Station/STBA/ATVM facilitator/YTSK/JTBS. However, the existing contractor of the same Halt station is eligible to apply and Existing contractor of any other Halt station whose contract will expire within 90 days from the Last Date of submission of application as specified in the Expression of Interest Notice will also be eligible to apply if fulfill all eligibility criteria.**
- g. **The Railway Administration reserves the right to cancel the selection proceedings at any time and under any circumstances without showing any reasons thereof.**

## 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/-.

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.

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30/01/24  
Asstt. Comm. Manager  
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**4. Termination of Contract.**

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 will be taken against such halt agents including termination of contract.

That, the Railway Administration reserves to themselves the right of termination of this contract in the event of up-gradation of the halt station at any time without assigning any reason. The Halt Agent shall have no claim whatsoever against the Railway administration in consequence of such termination of the 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 any remuneration 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. Any 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.

**Note: 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 postponed. Then date of dropping/opening the Tender box shall be rescheduled on next usual working day at the same venue and time**

*Lawa*  
*29/01/24*  
Sr. Divisional Commercial Manager  
South Eastern Railway  
Kharagpur  
S.E. Railway

**APPLICATION FORM**

**SOUTH EASTERN RAILWAY**

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

**date: 30.01.2024**

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

Applicant's  
passport size  
Photo

Sub: Award of contract for working as Halt Contractor at \_\_\_\_\_ stations.

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1.	Name (in capital letters)	:	
2.	Father's Name	:	
3.	Gender (Male/Female)	:	
4.	Date of Birth (Supporting documents to be enclosed)	:	
5.	Permanent Address (Supporting documents to be enclosed)	:	
6.	Educational Qualifications (copy to be enclosed)	:	
7.	Nationality	:	
8.	Medical Certificate: Certificate issued by Registered Medical Practitioner showing " <u>fit for active service and free from any communicable diseases</u> " submitted (Copy to be enclosed)	:	
9.	Police verification Certificate (Supporting documents to be enclosed)	:	
10.	Contact No./Mobile No.	:	

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,

Place:

Date:

(Signature of the candidate)

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

*Same.*  
*30/01/24*

**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** :

\_\_\_\_\_

**Contact No.**

\_\_\_\_\_

*Sama*  
30/01/24  
S.L. Reddy