

South Eastern Railway

Notification No. Com/G 18/3/66/ATVM/Pt-V

Date 26-09.2022

To  
The CPRO,  
S.E.Rly/GRC, Kolkata-43.

Sub: Press Notification for 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 children of retired railway employee and also from General Public to expand the facilitator scheme for engagement as Facilitator for 18(eighteen) 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. ~~14-10~~ 2022, to aforesaid Authority concerned.

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

| Sl No. | Location      | New Proposal for Facilitators |
|--------|---------------|-------------------------------|
| 01     | GHATSILA      | 1                             |
| 02     | JHARGRAM      | 1                             |
| 03     | BALICHAK      | 1                             |
| 04     | MECHEDA       | 1                             |
| 05     | DIGHA         | 1                             |
| 06     | SANTRAGACHI   | 1                             |
| 07     | HOWRAH(S)     | 2                             |
| 08     | BAGNAN        | 2                             |
| 09     | ULUBERIA      | 2                             |
| 10     | MOURIGRAM     | 1                             |
| 11     | SANKRAIL      | 1                             |
| 12     | NALPUR        | 1                             |
| 13     | BAURIA        | 2                             |
| 14     | BIRSHIBPUR    | 1                             |
| 15     | KULGACHIA     | 1                             |
| 16     | RADHAMOHANPUR | 1                             |
| 17     | CHAKULIA      | 1                             |
| 18     | Changail      | 1                             |
| Total  |               | 22                            |

Eligibility criteria, location, format of application and other details are available at website [www.ser.indianrailways.gov.in](http://www.ser.indianrailways.gov.in) Any query pertaining to this Tender may be obtained from Sr.DCM's Office, Kharagpur during working hours on any working day.

As such, for the Gazzatte Press documents in duplicate is being sent herewith for necessary publication with request to get in published in various leading newspapers (English, Bengali, Hindi, Oriya etc.) at the earliest please.

Last date for accepting the application may fix on 14.10.2022 at 15.00 hrs, you are requested to kindly arrange to publish the Notification well in advance for the information of the interested candidates treating the matter as Urgent.

Necessary fund for expenditure towards advertisement exists under head of Allocation No. A 923-21.

The name of the newspapers and the date of publications may please be intimated to this office at the earliest for record.

The above notification along with terms & condition will be uploaded in website at [www.ser.indianrailways.gov.in](http://www.ser.indianrailways.gov.in)

Encl: As above.

11/10/22  
Sr.Divl.Comml.Manager  
S.E.Railway-Kharagpur

Copy to: (i) Sr.DSTE(Sig)/KGP for information please. He is requested to arrange to upload the notification in South Eastern Railway website (containing in enclosed Pen drive).  
(ii) CS/SMR and Sec.CCI/CI for information and necessary action. They are advised to arrange to paste the copy of notification (copy enclosed) on station Notice Boards for wide publication of interested applicants of the locality.

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

### Terms and Conditions

#### 1. For Retd. Railway Service Men/Women/Spouse & Adult Child of ex. Rly. Employee.

- i) Candidate should submit the application as per enclosed format (Annexure-A).
- ii) An undertaking should submit non-judicial stamp paper value of Rs. 100/- declaring that he/she or his/her spouse/adult child will not claim any employment on this ground.
- iii) Only one application will be entertained from one Retd. Railway Employee for spouse/adult child.
- iv) The Railway Employee who had been dismissed/removed from service are not eligible for facility.
- v) Antecedent & Character Certificate of applicant should be collected from residential Police Station and produced.
- vi) After due permission, the Retd. Railway Employee can work as facilitation at nominated ATVM round the clock including Sunday/Holidays.
- vii) Proof for date of birth and qualification if any, to be produced.

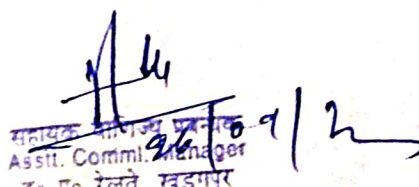
#### 2. Terms & Conditions for General Public

- a) Candidate should submit the application as per enclosed format (Annexure-B).
- b) Applicant should not be under 18 years of age and should be at least Matric pass or equivalent. However, educational qualification can be relaxed by DCM/Sr. DCM if there is no applicant otherwise available.
- c) The applicant should be a resident of the local district in which the station is located where ATVM facilitator is proposed to be engaged. Relaxation in this condition can however, be given by Sr. DCM/DCM, in case no suitable candidate of local district is eligible to be engaged as ATVM facilitator.
- d) Before engagement as ATVM facilitator, the applicant will also have to produce a certificate from the Police Station serving his/her locality that no criminal case is pending against him/her.
- e) Applicant should be prepared to give Rs. 50,000/- for NSG/SG 1 & 2 and Rs. 25,000/- for other categories of stations, towards refundable security deposit to Railway. On completion/termination of contract, pending dues will be adjusted from the Security Deposit and balance refunded to ATVM facilitator.
- f) The essential/desired qualifications as decided by the Zonal Railway may be considered while engaging ATVM facilitator. The qualifications may be published at the time of inviting applications from the general public. The conditions may include relevant or any railway contractual experience as may be decided by the PCCM.
- g) If any lapse or malpractice is detected and is proven against the facilitator, then the Sr. DCM, DCM in-charge may impose minimum penalty of Rs. 1,000/- on first offence. Rs. 2,000/- on second offence and on subsequent offences Sr. DCM/DCM in-charge shall terminate the appointment and forfeit the security deposit, on being proved guilty.
- h) An agreement will be made among the Facilitator & Railway after selection.

#### The following terms & conditions will be imposed for both applicants as above:-

- (i) 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.
- (ii) 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.
- (iii) 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.
- (iv) 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 and any other reason in the opinion of Railways which warrants termination.
- (v) 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.

Contd...2

  
Asstt. Commr. Manager  
9/2

- (vi) Facilitator will purchase one smart card after selection and the smart card number will be registered with CS(B) office. The recharge of card will be done by the facilitators as per his/her own requirement.
- (vii) 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.
- (viii) 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.
- (ix) The facilitator will encourage and educate passengers for handling the A.T.V.M.s.
- (x) 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.
- (xi) Recharge will be done as per prevailing rule.
- (xii) Under no circumstances, the facilitator will permit any other person to issue tickets through card of facilitator. Irregularity on this account will also invite terminate.
- (xiii) The facilitator will promptly intimate to the concerned CBS/SMR, regarding timely replacement of rolls and failures of A.T.V.M.
- (xiv) The competent Authority i.e. Sr.DCM reserves the right to disengage any facilitator at any time without giving any notice.
- (xv) All the engaged facilitator will be bound to carry out instructions/ circulars issued by Railway Boards/Railway Administration from time to time.
- (xvi) 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.
- (xvii) 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.
- (xviii) 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.
- (xix) ATVM will be indicated by Rly. Authority.

  
 सहायक वाणिज्य प्रबन्धक  
 Asstt. Comm. Manager  
 द. प. रेलवे, खड़गपुर  
 E. RLY, Kharagpur

**Annexure-A**

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

Recent photo  
(Self attested)

Sub: Application for engagement of ATVM Facilitator at \_\_\_\_\_ station.

|                                                                   |   |  |
|-------------------------------------------------------------------|---|--|
| 1.Name of applicant :                                             | : |  |
| 2. Qualification                                                  | : |  |
| 3. Date of Birth (DOB):<br>(proof of DOB should be enclosed)      | : |  |
| 4. Contact no.                                                    | : |  |
| 5 Present Address with PIN:<br>(Address proof should be enclosed) | : |  |
| 6. Father/Husband's Name:                                         | : |  |
| 7. Pension Pay Order No (PPO):<br>of Retd. Railway Employee.      | : |  |
| 8. Date of Retirement<br>(Copy should be enclosed)                | : |  |
| 9. 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.

Date:  
Place:

Signature of applicant.

सहायक वरिष्ठ परीक्षक  
Asstt. Commr. Manager  
दो पूरे रेलवे, खड़गपुर  
E. RLY, Kharagpur  
28/09/22

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

Recent photo  
(Self attested)

Sub: Application for engagement of ATVM Facilitator at \_\_\_\_\_ station.

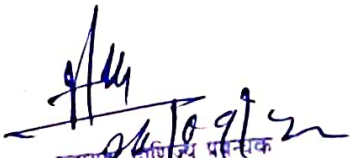
|                                                              |   |  |
|--------------------------------------------------------------|---|--|
| 1.Name of applicant :                                        | : |  |
| 2. Qualification                                             | : |  |
| 3. Date of Birth (DOB):<br>(proof of DOB should be enclosed) | : |  |
| 4. Contact no.                                               | : |  |
| 5. Present Address with PIN:<br>(Address proof to be attach) | : |  |
| 6. Father/Husband's Name:                                    | : |  |
| 7. Date of Retirement<br>(Ex. Serviceman)                    | : |  |
| 8. Particulars of Service:<br>(Proof to be attach)           | : |  |

#### Declaration:

1. 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.
2. In case the ATVM facilitator expresses inability of operate ATVM, after being engaged as ATVM facilitator by Zonal Railway, the security made by the ATVM facilitator will be forfeited.

Signature of applicant.

Date:  
Place:

  
महायक. प्रमाणित प्रमाणक  
Asstt. Comml. Manager  
द० पू० रेलवे, खड़गपुर  
E. RLY, Kharagpur