दक्षिण पूर्व रेलवे
SOUTH EASTERN RAILWAY
वरिष्ठ मंडल वाणिज्य प्रबंधक का कार्यालय
Office of the Senior Divisional Commercial Manager
खड़गपुर/Kharagpur,

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

Date:17.07.2025

Tender (application basis) for appointment of Halt Contractor at Chirugoda(CHGA) Railway Passenger halt over this division.

(It is not a job. It is a Halt contract for issue of unreserved tickets to passenger/s on commission basis)

Applications 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 **Chirugoda(CHGA) Railway Passenger Halt** in between Ghatsila(GTS)-Dalbhumgarh(DVM) station in KGP-TATA section over Kharagpur Division. Interested person of local residence if it is located within the same district in which the station is located, they can apply. 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/S.E. Railway, AT-DRM Building, Dist-Paschim Medinipur(W.B.)-721301** on **08.08.2025 from 10.00 hrs to 15:00 Hrs**. The received application are to be opened on **08.08.2025 at 15:30 Hrs** in the chamber of ACM/Sr.DCM-Kharagpur. The prescribed application form shall be available from the Railway Website – www.ser.indianrailways.gov.in.

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

1. **ELIGIBILITY CRITERIA: -**

1.RESIDENTIAL CERTIFICATE
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.
2. EDUCATIONAL CERTIFICATE
The applicant should be at least 10th standard pass. ***As a proof of Educational Qualification, Class 10th Board Passing Certificate along-with latest Educational Certificate (if applicable) from recognised board/University should be attached.***
3. AGE PROOF CERTIFICATE
The applicant should not be below 18 years of age as on the date of notification **i.e., 17.07.2025.** ***As a proof of age, the applicant has to submit Class 10th Board Passing Certificate/10th Board Admit Card/Class 10th Pass Marksheet wherein the date of birth is clearly mentioned.***
4. MEDICAL CERTIFICATE
The halt contactor 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.**
5. POLICE VERIFICATION CERTIFICATE
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. ***The certificate should be submitted in digital format. The States where the process is not online, Police Verification should be submitted in the Proforma enclosed herewith as 'Annexure-I'. The certificate should not be issued prior to the date of notification i.e., 17.07.2025.***

Note: No application is entertained in the absence of above five certificates/documents along-with Prescribed Application Form. All the submitted documents/certificates must be self-attested; otherwise, the application will be rejected.

वरि. मंडल वाणिज्य प्रबंधक
Sr. Divl. Comml. Manager
द. पू. रेलवे, खड़गपुर
S. E. 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 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 be 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.

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 02 pairs of trains and Rs.1500/- per month for halts having stoppage of more than 02 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.

सहायक वाणिज्य प्रबन्धक
Asstt. Comml. Manager
द. पू. रेलवे, खड़गपुर
S. E. Railway, Kharagpur

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 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.

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

18/07/25

Sr. Divisional Commercial Manager
South Eastern Railway
Kharagpur

सहायक वाणिज्य प्रबन्धक
Asstt. Comml. Manager
द. पू. रेलवे, खड़गपुर
S. E. Railway, Kharagpur

This Notification is also available in website: www.indianrailways.gov.in

APPLICATION FORM

SOUTH EASTERN RAILWAY

Notification.No.Com/G30/PH/Corres/Pt.I **Date:17.07.2025**

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

Self-attested Passport size color photograph to be pasted. Un-attested photograph will not be accepted.

Sub: Award of contract for working as Halt Contractor at _____
Passenger Halt in between _____ stations.

*****

1.	**Name** (in capital letters)	:	
2.	**Father's Name**	:	
3.	**Gender (Male/Female)**	:	
4.	**Date of Birth** (Self-attested copy of supporting documents to be enclosed)	:	
5.	**Permanent Address** (Self-attested copy of supporting documents to be enclosed)	:	
6.	**Educational Qualifications** (Self attested copy to be enclosed)	:	
7.	**Nationality**	:	
8.	**Medical Certificate: Certificate issued by Registered Medical Practitioner showing "fit for active service and free from any communicable diseases" submitted or not: (Yes/No)** (Copy to be enclosed)	:	
9.	**Police verification Certificate** (Supporting documents to be enclosed)	:	
10.	Contact No./Mobile No.	:	
11.	Total No. of Enclosures.	:	

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 appointment of Halt Contractor, my appointment is liable to be cancelled/terminated.

Yours faithfully,

Date:

(Signature of the candidate)

Note: All necessary documents should be self-attested and attached with this application form.

सहायक वाणिज्य प्रबन्धक
Asstt. Comml. Manager
द. पू. रेलवे, खड़गपुर
S. E. Railway, Kharagpur

MEDICAL CERTIFICATE

This is to certify that Smt./Sri./Ms/Mr. _____,

D/o or S/o _____ Vill.- _____,

PO-_____,PS-_____,Dist- _____,

State- _____, PIN Code- _____. She/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. : _____

Mobile No. of the Medical Officer _____

Address : _____

सहायक वाणिज्य प्रबन्धक
Asstt. Comml. Manager
द. पू. रेलवे, खड़गपुर
S. E. Railway, Kharagpur

Annexure-I

POLICE VERIFICATION

Recent Passport size colour Photograph of the applicant with full signature thereon

Sl. No.	Particulars	
1	Full Name with Aliases	
2	Parent's Names	
3	Nationality	
4	Present Address in full with Police Station & District	
5	Period of Residence	
6	Home/Permanent Address in full with Police Station & District	
7	Addresses with police stations and districts where the applicant has resided continuously for more than 6 months in the past 5 years.	
8	Aadhaar Number*	
9	The applicant has been involved in a criminal case as accused (Yes/No). If yes, then details	
10	The applicant has been arrested in connection with a criminal case (Yes/No). If yes, then details	
11	The applicant has been convicted for a criminal offence (Yes/No). If yes, then details	

***optional**

Declaration (By Applicant): I certify the above information is correct and complete to the best of my knowledge and belief.

Countersigned by:	**Signature of Applicant** Date: Place:
Contracting Railway Supervisor Date: Place:	

Police Certificate:

The details as stated above are correct & the above person does not have any criminal case registered or pending against him in any court of law as per official records available.

Counter Signature of Authorized Signatory with Stamp

सहायक वाणिज्य प्रबन्धक
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