



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

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

Date:02.02.2026

Tender (application basis) for appointment of Halt Contractor at GHOLBAGDA (GHDA) Railway Passenger Halt stations over this division.

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

Application/s are invited in the prescribed format for appointment of 'Halt Contractor' for sale of tickets to passengers on commission basis (as per Railway rules) at **Gholbagda(GHDA) Railway Passenger Halt** in between Henria(HEN) PH – Nachinda (NCN) PH in PKU-DGHA section over Kharagpur Division. Interested person/s of local residence if it is located within the same district in which the halt 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's Office-Kharagpur/S.E. Railway, At-DRM Building/Kharagpur, Dist-Paschim Medinipur(W.B.)-721301** on **23.02.2026 from 10:00 hrs to 15:00 hrs.**

The application/tender box is to be opened on **23.02.2026 at 15:30hrs** in the chamber of ACM/Sr.DCM-S.E.Rly.Kharagpur.

The prescribed application form shall be downloaded 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 10 th standard pass. <i>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.</i>
3. AGE PROOF CERTIFICATE
The applicant should not be below 18 years of age as on the date of this notification. <i>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.</i>
4. MEDICAL CERTIFICATE
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.
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. <i>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 said certificate should be valid.</i>

Note: The Application Form received in the absence of any of the documents/certificates mentioned under **ELIGIBILITY CRITERIA** will be summarily rejected. All the submitted documents/certificates must be self-attested on each and every page; otherwise, the application will be rejected.

[Signature]
 Asst Comm. Manager
 द. पू. रेलवे, खडगपुर
 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 selected halt contractor 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.

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.

S. E. Railway
सहायक वाणज्य प्रबन्धक
Asst. Comml. Manage
इ. पू. रेलवे, खड़गपुर
S. E. Railway, Kharagpur

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:

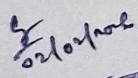
- I. Halt Agent should be given additional responsibility of cleanliness of halt stations without any remuneration till expiry of their current contract.
- II. To keep a check on malpractices, the working of halt agents should be reviewed annually. In case there is an abrupt fall in earnings and sale 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.

7. Special Instructions:

- (i) For detailed enquiry if any, please contact with office of the **Senior Divisional Commercial Manager/South Eastern Railway/Kharagpur, at-DRM building, Dist-Paschim Medinipur(W.B.), Pin Code-721301, within 11:00 hrs to 17:00 hrs on usual working day(Monday to Friday) before last date of the submission of the application.**
- (ii) Interested individuals who meet the specified eligibility criteria may submit their duly filled application forms in the prescribed format along-with passport size color photograph pasted on the application form with signature thereon and all required documents, duly self-attested as indicated above. The completed application should be placed in a sealed envelope and dropped into the designated application box kept at the office of the **Sr. Divisional Commercial Manager, South Eastern Railway-Kharagpur, at-DRM building, Dist-Paschim Medinipur(W.B.), Pin Code-721301.** The envelope must be clearly super-scribed with: "**Application for 'Halt Contract' at _____ Passenger Halt station.**" Applications will be accepted from 10:00 hrs to 15:00 hrs on 23.02.2026, after which no application will be entertained. The application box will be opened at 15:30 hrs on 23.02.2026.
- (iii) Any application without related documents/certificates will be summarily rejected.
- (iv) All the submitted documents must be self-attested on each and every page; otherwise, the application will be rejected.
- (v) Overwriting is not permitted. Failure to comply any of the conditions mentioned in this notification will render the application liable to rejection.


असिस्टेंट कमिशनरी प्रबन्धक
Asstt. Commr. Manage
S. E. रेलवे, खरगपुर
S. E. Railway, Kharagpur

- (vi) Applications received through post/courier will be summarily rejected without any scrutiny.
- (vii) The applicant must obtain for herself/himself on her/his own responsibility and at her/his own expense all the information which may be necessary for the purpose of filling the application and acquaint him/her with all local conditions, means of access to the work, nature of work and all matters pertaining thereto.
- (viii) Selection for Halt Contractor shall be done by Railway; the decision of the Railways will be final and binding. Railway reserves the right to reject or cancel whole / part of the application without assigning any reasons whatsoever.
- (ix) Railway will inform about the appointment of Halt Contractor to the selected applicant only. No intimation will be given to rejected applicants.
- (x) Applications with incomplete information and without required documents will not be accepted/entertained.
- (xi) The applicant has to submit an affidavit in case of any discrepancies in the Name of the applicant itself or in the father's name or Date of Birth of the applicant or other any required document(if applicable).

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

रतना कुमारी
02/02/2016
f Sr. Divisional Commercial Manager
South Eastern Railway
Kharagpur

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

APPLICATION FORM**SOUTH EASTERN RAILWAY**

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

Date: 02.02.2026

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 " <u>fit for active service and free from any communicable diseases</u> " 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.

8/02/2026
सहायक वाणिज्य प्रबन्धक
Asstt Commr. Manage
द. प. रेलवे, खरगपुर
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 : _____

22/02/2018

सहायक वाणिज्य प्रबन्धक
Asst Commr. Manager
पू. रेलवे, खड़गपुर
S. L. Railway, Kharagpur

POLICE VERIFICATION

Annexure-I

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
Contracting Railway Supervisor	Date: Place:
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**

22/10/2026
बिहारक वाणिज्य प्रबन्धक
Asst Comm. Manage
इ. पू. रेलवे, खड़गपुर
S. L. Railway, Kharagpur