

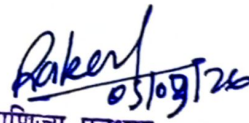
Appointment of Passenger Halt Agents at Haludpukur and Panpali

Ref: No. Comml. 49/PH/HLD/PNPL/2026.

Date:-05.03.2026

South Eastern Railway invites applications for appointment of halt agents for a period of (05) five years at Haludpukur PH situated between Tatanagar and Bahalda Road stations and Panpali Passenger Halt situated between Bagdehi and Jharsuguda stations over Chakradharpur Division as per Railway Boards letter No. 2017/TG-IV/2/RB/05/Halts Policy dated.18/11/2019 (Master Circular). The agent should be at least 10th standard pass for new contractors (i.e contractors engaged after 24/06/2005). The agent should be a permanent resident of the place where the halt station is proposed to be opened. The residence should be treated as local residence if it is located within the same district in which the station is located. A certificate to this effect shall be obtained from DM/ADM/SDO/BDO of the same district where the halt is situated. Terms and conditions of the engagement is available in the office of Sr. Divisional Commercial Manager, South Eastern Railway, Chakradharpur and applicant can download the matter through website www.ser.indianrailways.gov.in. upto 16.00 Hrs on 06.04.2026. The date of dropping applications in the office 07/04/2026 from 10.00 Hrs. to 13.00 Hrs. and the application receiving Box will be opened on 07/04/2026 at 15.30 Hrs. sharp.

Divisional Railway Manager (Commercial)
South Eastern Railway
Chakradharpur


सहायक वाणिज्य प्रबंधक
Asstt. Comml. Manager
द० पू० रेलवे/चक्रधरपुर
S. E. Railway, Chakradharpur

Annexure-A
FORMAT OF THE APPLICATION FOR
APPOINTMENT OF PASSENGER HALT AGENT FOR SELLING TICKETS
AT HALUDPUKR AND PANPALI PASSENGER HALT

Ref:- No. Comml.49/PH/HLD/PNPL/2026

Dated.05/03/2026

Applicant's
passport size
photograph
with signature

NAME OF THE PASSENGER HALT APPLIED FOR: _____

1. Name of the applicant : _____
(In Block Letters)
2. Father's Name (In Capital Letters) : _____
3. Permanent Address of applicant : _____
4. Educational Qualification : _____
(Minimum 10th Standard
Pass Attached proof of educational
Qualification)
5. Whether belonging to Schedule Caste/
Schedule Tribe and other Backward
Classes (Submit an attested copy of
The Caste Status (if applicable) : _____
6. Certificate of permanent Residence issued by : _____
the DM/ADM/BDO/SDO should be submitted/attached
7. Experience (if any) : _____
8. Age and Date of Birth : _____
(Minimum 18 years)
(Attach proof of age)
9. Martial Status : _____
10. Character Certificate to be issued : _____
from Police Department
11. Medical Certificate from a recognized : _____
Doctor stating that the applicant is fit for
active service and free from any
communicable diseases.

Place: _____

Date: _____

Signature of applicant (in full)

Mob No.

Rakesh
05/03/26
सहायक वाणिज्य प्रबंधक
Asstt. Comml. Manager
द० पू० रेलवे/चक्रधरपुर
S E. Railway, Chakraharpur

Ref: No. Comm1.49/PH/HLD/PNPL/2026.

Security Deposit of Rs.5,000 (Rupees Five thousand) only will be deposited by the halt contractor to the Railway and no accrued interest will be claimed during the time of agreement.

1. Cost of the equipment supplied to the agent will be deposited by the Agent to the Railways.
2. Agreement will be executed between the Railway Administration and the selected candidate for an initial period of 05(five) years subject to terms and conditions.
3. 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.
4. Candidates belonging to Schedule Caste/Schedule tribe & other Backward Class should submit an attested copy of the Caste Status.
5. The halt contractor should be a permanent resident of the place where the halt station is opened. The residence should be treated as Local residence if it is located within the same district in which the station is located.
6. The minimum Educational Qualification should be at least 10th standard pass for new contractors (i.e. contractors engaged after 24.06.2005)
7. The antecedents of the applicants will be verified before their appointment as halt contractors.
8. Halt contractor should produce a medical certificate showing that he/she is fit for the active service and free from any communicable diseases.
9. The passenger halt agents will procure preprinted UTS tickets from the base station on cash payment.
10. Domicile Certificate issued by DM/ADM, Block Development Officer or Sub-Divisional Officer should be submitted. The applicant should be a permanent resident of the place where the halt station is opened. The residence should be treated as local residence if it is located within the same District in which the station is located.
11. Police Clearance is to be attached with application form. Produce a certificate from the Police Station serving his/her locality that the/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 'Annxure-1.**
12. One passport Size Photograph is to be affixed on the right side of the application form.
13. The last date of dropping applications in the office of the Sr. Divisional Commercial Manager, S.E.Railway, Chakradharpur from 10.00 hours to 13.00 hours on dated. 07/04/2026. The application receiving box will be opened on the same date at 15.30 hrs. by the nominated officers/Supervisory staff of Commercial & Accounts departments respectively.


05/03/26
सहायक वाणिज्य प्रबंधक
Asstt. Comml. Manager
द० पू० रेलवे/चक्रधरपुर
S. E. Railway, Chakradharpur

14. The Commission payable to the Halt Contractor will be as under:-

Sales turn over 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.1,000/-per month for halts having stoppage upto 2 Pairs of trains and Rs.1,500/- 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 15,000 +12% of 35,000+9% of 50,000+6% of 1,00,000 +3% of 1,00,000= 2250 +4200 +4500+ 6000+ 3000= 19,950/- (Authority:- Railway Boards letter No. 2017/TG-IV/2/RB/05/Halts Policy dated.18/11/2019. (Passenger Marketing/Master Circular/Halts 2019/0).

15.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. (Authority:- Passenger Marketing/Master Circular/Halts 2019/0)

16.Appointment of heirs and Successors of the Deceased Halt Contractor:-

"In the event of death of the halt contractor appointment of heirs and successors of deceased halt contractors, may be considered along with other applicants and preference will be given to the heirs, all other things being equal. Further, it is clarified that if eligible heir and successor of the deceased halt contractor apply, draw of lots may not be required and preference may be given to him/her. However, after the expiry of the contract period, fresh applications should be called for and selection will be by draw of lots. Draw of lots will, therefore, be carried out only when there is no legal heir."

(All terms and conditions are subject to changes and it will be abided by the applicants.)

By order


सहायक वाणिज्य प्रबंधक
Asstt. Comml. Manager
द० पू० रेलवे/चक्रधरपुर
S. E. Railway, Chakradharpur

POLICE VERIFICATION

Annexure -1

PHOTO

(Of applicant
signed by
contractor)

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 a criminal case as accused (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
Counteracting 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

Optional

Asstt. Comml. Manager
05/03/26
सहायक वाणिज्य प्रबंधक
Asstt. Comml. Manager
द० पू० रेलवे/चक्रधरपुर
S. E. Railway, Chakradharpur

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's Name.....

Registration No.....

Mobile No. of

Medical officer

Address :.....

Eaker
05/03/26

सहायक वाणिज्य प्रबंधक
Asstt. Comml. Manager
द० पू० रेलवे/चक्रधरपुर
S E. Railway, Chakradharpur