

South Eastern Railway

Notice for application for engagement of Commission Agent for passenger halt of **Damru Ghutu** Halt station in between **GUG- PNW** section in over Adra Division for 5 (five) years.

No: - C-669/PH/Adra/2026/02.

Date -14.05.2026

Applications are invited in the prescribed format for engagement at Commission Agent on commission basis (as per Railway rules) for Passenger halt at **Damru Ghutu** Halt station in between **GUG - PNW** section in over Adra Division. Interested person of local district and having permanent resident of the place where the halt station is situated can apply for agency. 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/Adra on 09.06.2026 up to 13.00 Hrs. The received applications are to be opened on 09.06.2026 at 16.00 Hrs in the chamber of ACM/Adra. The prescribed application form shall be available from Sr. DCM Office/Adra in the office working hours free of cost. The same can be downloaded from the Railway Website – www.ser.indianrailways.gov.in. If the opening day happens to be a holiday or closed day for unforeseen reason, the application shall be opened on the next working day at the same venue and time.

1. Appointment of Halt Contractors:

For appointing of Halt Contractor, the following guide lines must be followed

- i 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.
- ii Minimum educational qualification should be at least 10th standard pass for new contractors (i.e. contractor engaged after 24.06.2005).
- iii A selection committee of Sr. Scale officers from Commercial, Finance and Operating departments shall scrutinize and short list 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 candidate 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.
- iv The antecedents of the applicants shall be verified before their appointment as Halt contractors.
- v The Halt contractor should produce a medical certificate showing that He is fit for the active service and free from any communicable diseases.
- vi The initial period of contract should be five years and there after fresh contractor 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 05+05=10 years). The extension should be spell of two and a half (2 ½) years at a time subject to the Hat contractors working being satisfactory and railway 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+05=15years. Action should be take well in advance to call for fresh applications before expiry of the contract. The existing halt contractors should also be eligible to apply.

- vii A security deposit of a minimum of Rs.2000/- will be charged from Halt contractors base on the approximate cost of equipment supplied to each halt agent and also to safeguard the interest of railways. The railways may fixed enhanced security deposit while renewing or awarding fresh contract at the existing halt stations on the basis of total sales of latest year by adopting a graded system which should be finalised in consultation with divisional associated finance.
- viii Regarding regularisation of Halt contractors, facilities provided to Halt contractors etc., It is specified that Halt agents are appointed after the railways enters into a contracts with the elected candidate. The appointment is purely contractual in nature and no facilities viz. Absorption in railway service, regularisation of service, bonus, railway pass facilities, etc. shall accrue to the Halt contractor.

2. Payment of commission

Sales turnover in ₹.	Commission payable
1-15,000	15% **
15001-50,000	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 halt contractor would be rupees 1000/-(one thousand) per month for halt having stoppage of two pairs of trains and rupees 1500/-(one thousand five hundred) per month for halts having stoppage of more than two pairs of trains.

If the sale turnover is Rs. 3,00,000 the commission would be 15% of 15,000 + 12% of 35,000 + 09% of 50,000 + 6% of 1,00,000/- + 3% of 1,00,000/- = 2250+4200+4500+6000+3000 = Rs. 19,950.

The commission payable to halt contractor will be on the basis of the individual month's transaction and not on the basis of monthly average sales turn over for the entire year.

3. Other guidelines: -

- i Halt agents should be given additional responsibility of cleanliness of halt stations without any remuneration. Close monitoring will be done by the divisional authorities through inspections to ensure that proper cleanliness has been maintained at the halt stations.
- ii To keep check malpractices, the working of halt agents should be reviewed annually. In case there is an abrupt fall in earning 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., 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 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 introducing that change/amendment/ modification made in the policy from time to time will automatically be applicable to the existing licence holders without any further action on the part of railways.

4. **Termination of Contract: -**

Either side may terminate the Agreement of the contract of Passenger Halt by giving a notice of 3 months, without assigning any reasons.

5. **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/Adra or the nominated person of DRM/Adra shall be final. Both the parties shall abide by the decision of sole Arbitrator.

6. **ELIGIBILITY/QUALIFICATION: -**

NOTE: - The following documents (Self attested photo- copies must be enclosed with the application Form).

1.RESIDENTIAL CERTIFICATE
Residential Certificate from to verify whether the applicant is a permanent residence in the local District in which the proposed Station is located.
2.EDUCATIONAL CERTIFICATE
The applicant should not be below 18 years of age and should be at least 10 th standard pass. Applicant has to submit class 10 th board passing certificate/Mark sheet/School leaving Certificate.
3. AGE, DATE OF BIRTH CERTIFICATE
A certificate issued by Educational Board or Admit Card of class 10 th exam is to be submitted, wherein the date of birth is available.
4. MEDICAL FIT CERTIFICATE
Medical certificate to be obtained from any Regd. Medical practitioner for his/her medical fitness and free from communicable disease. Medical fit certificate issued form the registered Doctor to be submitted.
5. POLICE VERIFICATION
The antecedents of the applicants shall be verified before their appointment as Halt contactors.

Sr. Divl. Comml. Manager/Adra  26

Application Form

Application for engagement of Halt Agent for **Damru Ghutu**.passenger Halt.
Notification No: - C-669/PH/Adra/2026/02

To
The Sr. D.C. M,
S.E.Rly, Adra Division,
PO-Adra, Dist-Purulia,
PIN-723121, (W.B).

Affix recent
Passport Size
photo

1	Name of the Applicant (in Block letter)	
2	Father/Husband Name	
3	Sex (male/female)	
4	Date of Birth (Attested copy to be enclosed)	
5	Educational Qualification (Attested copy to be enclosed)	
6	Address in full (Supporting documents to be enclosed)	
7	Residential certificate Obtained from local District to be enclosed	
8	Medical fitness certificate (From any Regd. Medical Practitioner to be enclosed)	
9	Police Verification.	

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.

Place:-

Date: -

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Signature of the applicant
in full with address and
contact no.