

**South Eastern Railway  
Ranchi Division**

**Office of the  
Sr.Divl.Comml.Manager  
Ranchi.**

**No.C.262/RNC/Leasing/Registration**

**Date : 12.12.2011**

**Notice for Registration of Prospective Lease Holders with Ranchi Division of South Eastern Railway for participating in Tenders for leasing of VPs, SLRs and Assistant Guard Cabins.**

1. The South Eastern Railway, Ranchi Division will maintain an approved list of lease holders after scrutinizing credentials of each lease holder.
2. Prospective lease holders are required to get themselves registered with the Ranchi Division of S.E.Railway in order to participate in the leasing tenders of this division. For the purpose of getting themselves registered they may obtain application from Commercial Department of DRM's Office at Ranchi or download the application form from website [www.serranchi.org](http://www.serranchi.org) and submit the same along with requisite document/information. In case of Non-submission of documents/information or in case of details provided found to be incorrect, then the applicant will not be eligible for registration. Registration will be done for participating in the leasing tender for Ranchi Division only.
3. After verification of application / documents, the lease holder will be asked to deposit the registration fee for the category in which he seeks registration as detailed under Para No.5 below.
4. Registration fees can be deposited in the form of demand draft drawn in favour of FA & CAO / S.E.Rly., Garden Reach, Kolkata-43 or money receipt issued by any station of Ranchi Division of S.E.Railway for cash payments under head of Allocation Ordy – X. No cheques will be accepted.
5. On payment of registration fee, the lease holder will be registered with Ranchi Division of S.E.Railway and a certificate to this effect will be issued. This registration will be valid for a period of 5 years unless cancelled due to non-observance of rules.
6. There will three categories of Registration, namely 'A', 'B' and 'C'.

Category	Registration Fee	Parcel Space permissible
'A'	Rs.50,000/-	Asst.Guard Cabins, SLRs and VPs.
'B'	Rs.25,000/-	Asst.Guard Cabins & SLRs
'C'	Rs.5,000/-	Asst.Guard Cabins.

7. The scheme of registration of lease holder will be a continuous process and open throughout the year and new entrant can get himself registered at any time by submitting an application with relevant documents for verification and thereafter paying the registration fee.
8. The leaseholder may withdraw his registration from the Registration Scheme any time and his registration fee will be refunded in full subject to clearance of all Rly. dues.
9. The registration of leaseholder may be cancelled during the period of contractual period of leasing contract as a punitive measure either for reason of repeated overloading or failure to start loading after award of contract or for attempt to deliberately defraud railways or for repeated violation of any of the existing stipulations where cancellation of registration has been legislated as a penalty. Then the entire registration fees will be forfeited.
10. The information and application form in this regard will be available on website also [www.serranchi.org](http://www.serranchi.org).

**Sr.Divl.Comml.Manager  
S.E.Railway / Ranchi.**

**Registration of Lease Holders**

1. Name of applicant :
2. Address (Copy of proof of residence)
3. Firm's/Company's/Society's name :
4. Nature of applicant :  
Whether Individual/Firm/Company/Society
5. Details of Registration of Firm/Company/Society :
6. Whether partnership Firm :
7. Names and addresses of persons  
authorized to deal with Rly.Authorities:
8. Location of premises from where leasing work will be conducted :
  - (i) Address:
  - (ii) Area in Sq. Mts. :
  - (iii) If owned, proof of ownership of proposed premises :
  - (iv) If rented, particulars of rent paid and copy of lease deed :
9. Telephone Numbers :
  - (i) Office :
  - (ii) Residence :
  - (iii) Mobile :
10. Attested copy of PAN Card (either of proprietor or of the company):
11. Category of Registration sought :
12. Photographs of lease holder and his authorized representatives.
13. Current business profile.