

(K) Registration of Lease Holders :

1. With a view to avoid counterfeit participants and fly-by-night operators, there is need to maintain an approved list of leaseholders at each division/ zonal railway after scrutinizing credentials of each leaseholder .

2. Prospective lease holders will be required to get themselves registered with the railways in order to participate in leasing tenders. For the purpose of getting themselves registered they will be required to submit documents listed in Annexure – 1.

3. Registration will be done division – wise. In case a lease holder wishes to participate in tenders floated by different divisions then he must get himself registered separately in each division. In case a lease holder wishes to participate in tenders floated by Zonal Hd. Qrts., then he must get himself registered separately at zonal Hd. Qrts.

4. For this purpose, the lease holder will submit his documents (as listed at Annexure – 1) to the division/ zonal railway concerned. The division/ zonal railway will duly verify the correctness of all details given in the relevant documents by deputing commercial inspectors to the business premises mentioned in the documents. Only after all documents have been verified for their authenticity, division/ zonal railway will accept the applicant as a registered lease holder.

5. Normally a division/ zonal railway should verify all relevant documents submitted by the lease holder within a period of one month of submission of application.

6. In case of non – submission of documents mentioned at Annexure – 1 or in case details provided by him are found to be incorrect, then the applicant will not be eligible for being registered as a lease holder.

7. After his documents have been verified, the lease holder will be asked to deposit the registration fee for the category in which he seeks registration as detailed under para no. 10 below.

8. On payment of registration fee, the lease holder will be registered by the division/ zonal railway concerned and a certificate to that effect will be issued by the Sr. DCM/ DCM/ Dy. CCM. Format of the Certificate of Registration is given at Annexure – 2.

9. Along with the Certificate of Registration lease holder will also be provided with a Photo Identity Card duly signed by the ACM.

10. There will be three categories of Registration, namely 'A', 'B', and 'C'. Details are as follows :

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10. There will be three categories of Registration, namely 'A', 'B', and 'C'. Details are as follows :

Category	Registration Fee	Par cel space permissible
' A'	Rs.20,000/-	Asst t . Guar d cabins, SLRs and VPs
' B'	Rs.10,000/-	Asst t . Guar d cabins & SLRs
' C'	RS.2,000/-	Asst t . Guar d cabins

11. It is f or t he lease holder t o decide which category he wishes t o get himself registered depending on t he type of lease he wishes t o participate in.

12. Registration Fee will have t o be deposited separately in each division. However a lease holder may get himself registered in separate categories on different divisions depending upon his requirement .
13. Registered lease holders will be eligible t o participate in tenders on a particular division f or the category he is registered in. (F or example a lease holder registered in category 'C' can only participate in leasing tenders f or the Asstt. Guard cabins).
14. Lease holders registered in category 'A' will be eligible t o participate in all leasing tenders.
15. If the registration of a lease holder is cancelled as a punitive measure, either f or reasons of repeated over loading or f or repeated failure t o start loading after award of contract, or f or attempt t o deliberately defraud railways or f or repeated violation of any of the existing stipulations where cancellation of registration has been legislated as the penalty, then the entire registration fee would be f orfeited.
In addition t o f orfeiture of registration fee, all his existing leasing contracts being operated f rom that division would also be cancelled.
In addition t o cancellation, such a lease holder would be debarred f rom fresh registration f or a period of 5 years.
16. Appeal against cancellation of registration will lie t o CCM.
17. Once a lease holder has registered himself , his registration will be valid f or 5 years, unless his registration is cancelled by the railway administration as mentioned at item 15 above.
18. Before expiry of his registration on completion of 5 years, a lease holder may renew his registration by submitting fresh documents as listed at Annexure – 1, without payment of any additional registration fee. The registration fee deposited earlier will be carried f orward.
19. The scheme of registration of lease holders will be a continuous process and open throughout the year. Any new entrant can get himself registered on a particular division at any time by submitting an application with relevant documents f or verification, and thereafter paying the registration fee.
20. If a lease holder wishes t o withdraw f rom the registration scheme his registration fee will be refunded in full, subject t o clearance of all railway dues.