

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

No. 2010/TG-III/462/1

New Delhi, dated 17/10/2017

The General Managers,
All Indian Railways.

CMD, KRCL,
Belapur House, Navi Mumbai.

(Commercial Circular No. 71 of 2017)

- Sub: Allotment of Bookstalls to Philanthropic and Social Organizations
Ref : (i) Board's letter No. 2000/TG-III/464/18/Policy dated 11/06/2004
(CC NO.19/2004)
(ii) Board's letter No. 2000/TG-III/464/18 dated 23/07/2006
(CC NO.57/2006).
(iii) Board's letter No. 2000/TG-III/464/18/Policy dated 18/10/2006
(CC NO.88/2006).
(iv) Board's letter No. 2008/TG-III/462/03 dated 22/01/2009
(CC NO.4/2009).
(v) Board's letter No. 2010/TG-III/462/01 dated 21/04/2017

The existing instructions regarding allotment of bookstalls to philanthropic and social organizations and the references received in this regard from Zonal Railways have been examined in Board in the light of instructions issued vide CC No. 88/2006 dated 18/10/06. Accordingly the following guidelines are issued.

New Bookstalls to philanthropic and social organizations will be allotted taking into consideration that these stalls should not cause congestion and obstruction to free movement of travelling passengers.

Allotment of bookstalls to philanthropic and social organizations may be considered at all category of stations. In case of banned stations, Zonal Railways may consider allotment of bookstalls to philanthropic and social organizations with concurrence of Finance and approval of General Manager.

1. ITEMS PERMITTED FOR SALE

- 1.1 These bookstalls will be allowed to sell books, papers, and periodicals of their own publications only. Further, social and philanthropic stalls shall compulsorily stock, display and sell copies of Trains at a Glance, Zonal Railway Time Table and Rail Neer Packaged Drinking Water (PDW). Extant instructions, issued from time to time, for sale/supply of Rail Neer may be

S Rawat -1- 17/10/17

followed in this regard. The license fee/commission norms already fixed for sale of Rail Neer PDW and TAG/Zonal Railway Time Table, by other stalls on platforms, may be followed.

2. ELIGIBILITY CRITERIA

2.1 For the purpose of allotment of bookstalls under the category of philanthropic and social organizations, following eligibility criteria will be adopted for identification of philanthropic and social organizations:

- (i) The philanthropic and social organization must have their own publication of books and periodicals for promoting social and cultural values of the society.
- (ii) Such organizations must be registered as Society or Trust or Company i.e. society registered under Societies Registration Act, 1860 or Trust formed under Trust Deed or registered with Income Tax Authorities; or Limited Company incorporated for charitable purposes under Section 8 of the Companies Act, 2013 and as amended from time to time. The application of these organizations must be accompanied with certificates to this effect.
- (iii) The application of such organizations to Zonal Railways for allotment of bookstalls under the category of philanthropic and social organization should be accompanied with the following certificate in addition to the above;
 - (a) Certificate of registration of organization with the Income Tax Deptt. regarding its registration under section 12(A) of Income Tax Act, 1961: and
 - (b) Gazette Notification (for Section 35AC) or Exemption Certificate (for Section 80G) from the Income Tax Deptt. such that the donations made to the organization are exempted under either Section 35 AC or 80G of Income Tax Act, 1961 or both.

The above registration/exemption certificate shall be valid during the tenure of the license.

3. SYSTEM OF ALLOTMENT

- 3.1 Allotment of bookstalls to philanthropic and social organizations will be made on application basis as per the requirement by the zonal railways.
- 3.2 As and when required and subject to feasibility of these bookstalls at the required locations, applications will be invited from the eligible philanthropic and social organizations mentioned above by the Divisions for allotment of bookstalls to philanthropic and social organizations.

Rawat
-2-

12/11/17

3.3 Applications received from these organizations will be processed by the zonal railways and allotment will be made based on the recommendations of the Selection Committee comprising of three JAG/Sr Scale officers (JAG for A and above, SS for B and below category), nominated by the concerned CCM, one each from Commercial, Finance and another department. These cases will be decided with the personal approval of General Manager. The above mentioned procedure for allotment of bookstalls to philanthropic and social organizations shall be applicable for all categories of stations

4. FIXATION AND PAYMENT OF LICENCE FEE

4.1 The license fee for philanthropic and social organizations will be fixed as under:

Category of Stations	Annual License Fee
A-1 & A category	2.5% of the sales turnover, subject to minimum of Rs.5,000/- per bookstall per annum and Rs.500/- for each additional table/trolley.
B category	2.5% of sales turnover, subject to minimum of Rs.3,000/- per bookstall per annum and Rs.300/- for each additional table/trolley.
C category	2.5% of sales turnover, subject to minimum of Rs.2,000/- per bookstall per annum and Rs.200/- for each additional table/trolley.
D,E & F category	2.5% of sales turnover, subject to minimum of Rs.500 per bookstall per annum.

4.2 In addition to the above license fee and license fee/commission norms for sale of Rail Near PDW and TAG/Zonal Railway Time Table, the licensee shall pay the electricity charges on actual consumption basis. Any tax, if required to be paid, shall be paid by the licensee. The cost of erection and maintenance of bookstalls will continue to be borne by the licensees.

4.3 No new table/trolley or alike shall be allotted, however, trolleys/table (already allotted) may be continued on selective basis. In order to reduce congestion, these should be made area specific. Care should be taken not to place them near FOBs or doors of trains.

5. TENURE AND RENEWAL

5.1 Tenure of the license of bookstalls allotted to philanthropic and social organizations will be 5 years. However, the Railway administration reserves the right to renew the license for five years at a time subject to the satisfactory performance of the licensee.

5.2 The performance should be evaluated by the renewal committee consisting of officers of the same rank as of the Selection Committee which will

S Rawat
-3-

17/1/17

scrutinize the track record of the licensee, observations made by the officials during inspections, public complaints, fines imposed and timely payment of railway dues based on proper assessment of sales by Railways subject to fulfillment of the eligibility criteria at the time of renewal.

6. **APPLICABILITY OF THIS POLICY ON THE EXISTING STALLS**

Existing bookstalls shall continue till the completion of their agreement period on the same terms and conditions. Thereafter, renewal shall be permissible as per provisions of para 5.1 above.

This issues with the concurrence of Finance Directorate of Ministry of Railways.

Kindly acknowledge receipt of this letter.

Smita Rawat

(Smita Rawat)
Executive Director (Tourism & Catering)
Railway Board

No. 2010/TG-III/462/1

New Delhi, dated 17/10/2017

Copy to: Principal Financial Advisers, All Indian Railways, for information & necessary action.

17/10/17

For Financial Commissioner, Railway Board