



**GOVERNMENT OF INDIA (भारत सरकार)**  
**MINISTRY OF RAILWAYS (रेल मंत्रालय)**  
**RAILWAY BOARD (रेलवे बोर्ड)**



**No. 2023/TG-I/20/STBA Commission**

**New Delhi, dated 18.08.2023**

**Principal Chief Commercial Mangers,  
All Zonal Railways.**

**GM/UTS, CRIS,  
Chanakyapuri, New Delhi  
(Commercial Circular No. 16 of 2023)**

**(Corrigendum to CC no. 04 of 2022)**

**Sub: Quoting of commission by Station Ticket Booking Agent (STBA).**

**Ref: Commercial Circulars no. 04 of 2022**

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STBA scheme was last revised vide CC no. 04 of 2022. In terms of Para (vii) of the said instructions, candidate(s) who opts for the least commission in Slab 3 are to be appointed as STBA.

1.1 Based on a reference received from one of the Zonal Railways, the matter has been examined in Board's office. After careful consideration, Competent Authority has now decided that while inviting applications for engaging STBA, a clause shall invariably be inserted in the bid document clearly stating that in case an applicant quotes sub-zero commission in Slab-3, his application would be summarily rejected.

1.2 Adequate safety mechanism like proper accountal of ticket stationery, periodical checks by Commercial and Accounts staff etc. shall also be enforced in letter and spirit. This apart, all accounting procedures including remittance of cash by STBAs on the same day shall also be strictly adhered to as per extant codal provisions and instructions.

1.3 Necessary instructions may be issued to all concerned accordingly.

1.4 CRIS shall make requisite changes in the software.

2. This issues in consultation with Finance Directorate of the Ministry of Railways.

(This disposes off S.E. Railway's letter No. GM/6/STBAs/operation dated 21.04.2023)

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**Railway Board**

**Copy to: i. Dy. Comptroller & Auditor General (Railways), New Delhi.**

**ii. PFA, All Zonal Railways.**

**iii. Director General of Audit, All Zonal Railways.**

**For Member Finance, Railway Board.**

**Rail Bhawan, Raisina Road, New Delhi-110001**