

THE MOTOR VEHICLES (ALL INDIA PERMIT FOR TOURIST
TRANSPORT OPERATORS) RULES, 1993¹

1. Short title, extent, commencement and exemption.—(1) These rules may be called the Motor Vehicles (All India Permit for Tourist Transport Operators) Rules, 1993.

(2) They shall extend to the whole of India.

(3) They shall come into force with effect from the date of publication.

(4) The conditions prescribed in Rules 82 to 85A of the Central Motor Vehicles Rules, 1989 shall not apply to the permits granted under this scheme.

1. *Vide* G.S.R. 541(E), dated 10th October, 1993, published in the Gazette of India, Extra., Pt. II, Sec. 3(i), dated 10th August, 1993.

2. Definitions.—In these Rules, unless the context otherwise requires,—

(a) “Act” means the Motor Vehicles Act, 1988 (59 of 1988);

(b) “Authorisation certificate” means a certificate issued by an appropriate authority to a recognised Tourist Transport Operator authorising him to operate throughout the territory of India or in such continuous States, not being less than three in number including the State in which the permit is issued, on recognised tourist circuits, as are specified in the All India Permit for a tourist vehicle granted to him;

(c) “Appropriate Authority” means the authority which is authorised under the Act to grant a permit in respect of a tourist vehicle;

(d) “Rule” means the rule of the Central Motor Vehicles Rules, 1989;

(e) “Section” means section of the Act;

(f) “Schedule” means a Schedule appended to these Rules;

(g) “Tourist Transport Operator” means—

(a) A company or an individual engaged in a business of promotion of tourism by providing tourist transport vehicles on tourist circuits; or

(b) any travel agency (who possesses his own vehicle or have taken a vehicle on lease for this purpose for a period of at least one year) run by a company or an individual provides all tickets for travel by air, rail, ship, passport, visa and also arrange accommodation, tours, entertainment and other tourism related services; or

(c) the tour operator (Company or individual who provides for transport, accommodation, sight-seeing, entertainment and other tourist related, services for tourist, and who possesses his own vehicle or has taken a vehicle on lease for this purpose for a period of at least one year and is recognised by the Department of Tourist of the Government of India;]

2[(h) “Tourist Circuit” means all places of tourist interest situated in a state for which package tours are prepared and sold by the recognised tourist transport operator.

Explanation.—For the purpose of removal of doubts, it is clarified that the permit covering such tourist circuits shall be valid throughout the State.]

1. Subs. by G.S.R. 286 (E), dated 22nd March, 1995 (w.e.f. 22-3-1995).

2. Ins. by G.S.R. 286 (E), dated 22nd March, 1995 (w.e.f. 22-3-1995).

3. Authorisation Certificate shall be issued only to a Tourist Transport Operator recognised by the Department of Tourism of the Central Government.

4. Form, Contents and Duration etc., of the Authorisation Certificate.—

(1) Every application for the issue of an Authorisation Certificate shall be made to the concerned State Transport Authority, in the Form as set forth in the First Schedule.

(2) Every Authorisation Certificate shall be in the Form as set forth in the Second Schedule.

(3) The period of validity of an Authorisation Certificate shall not exceed one year at a time.

(4) The Authorisation Certificate may be renewed on an application made not less than fifteen days before the date of its expiry.

5. Procedure of applying for issue of Authorisation Certificate.—(1) An application for an Authorisation Certificate may be made on any working day to the State Transport Authority concerned.

(2) A State Transport Authority shall not ordinarily refuse to issue an Authorisation Certificate applied for under these rules.

(3) Transport Authority may reject the application made under sub-rule (1) for good and sufficient reasons to be recorded in writing, or where the Authority is of the opinion that this would have the effect of increasing the number of Authorisation Certificates limited in terms of section 74(3):

Provided that the Authorisation Certificate applied for shall be issued or refused within a period of thirty days from the date of receipt of application by the State Transport Authority.

6. Transfer of Permit.—(1) Save as otherwise provided in sub-rule (2), an Authorisation Certificate shall not be transferable from one person to another except with the permission of the State Transport Authority which issued the Authorisation Certificate and shall not, without such permission, confer on any person to whom a vehicle covered by the Authorisation Certificate is transferred, any right to use that vehicle in the manner authorised by the Authorisation Certificate.

(2) Where the holder of an Authorisation Certificate dies, the person succeeding to the possession of the vehicles covered by the Authorisation Certificate may, for a period of three months use the Authorisation Certificate from the date of death of the holder and on his own intention to use the Authorisation Certificate:

Provided further that no Authorisation Certificate shall be so used, except after its renewal, after the date on which it would have ceased to be effective in the hands of the deceased holder.

(3) The State Transport Authority may, on an application made to it within three months of the death of the holder of the Authorisation Certificate, transfer that said certificate to the person succeeding to the possession of the vehicle covered by the Authorisation Certificate:

Provided that the State Transport Authority may entertain an application made after the expiry of the said period of three months if it is satisfied that the applicant was prevented from making an application within the specified time.

7. Replacement of vehicle.—The holder of an Authorisation Certificate may, with the permission of the State Transport Authority by which the Authorisation Certificate was issued, replace any vehicle covered by the Authorisation Certificate by any other vehicle of the same nature.

Explanation.—The vehicle of same nature would mean having the same seating capacity for which permit has been granted and composite fee paid and such a replacement vehicle could be of any other make or model.

8. Appeals.—Any person aggrieved by:—

(a) the refusal of the State Transport Authority to issue an Authorisation Certificate or by condition attached to, an Authorisation Certificate issued by him; or

(b) the order of revocation or suspension of the Authorisation Certificate or by any variation of the condition thereof, or

(c) the order of refusal to transfer the Authorisation Certificate under rule 6 of these rules or section 12; or

(d) the order of refusal to renew an Authorisation Certificate: or

(e) any other order which may be made,

may within a period of thirty days from the date on which the said order is communicated to the applicant, appeal to the State Transport Appellate Tribunal constituted under sub-section (2) of section 89 of the Motor Vehicles Act, 1988, who shall after giving such person and the State Transport Authority an opportunity of being heard, give a decision thereon, which shall be final.

9. Authorisation Fee.—The fee for the issue of an Authorisation Certificate shall be Rs. 500/- per annum and every application for the issue or renewal of the same shall be accompanied by a bank draft for the said amount in favour of the appropriate authority.

10. Seating capacity.—An All India Permit for Tourist Transport Operators shall be issued only in respect of vehicles with a seating capacity of not more than 1[39] seats, excluding the driver and the conductor. Besides, provision of rule 128 of the Central Motor Vehicles Rules, 1989, except for sub-rule (11) of the said rules, shall also apply to the tourist vehicles.

1. Subs. by G.S.R. 286 (E), dated 22nd March, 1995, for “35” (w.e.f. 22-3-1995).

11. Age of the Tourist Coaches.—An All India Permit for Tourist Transport Operators shall be deemed to be invalid from the date on which the vehicle covered by the said permit completes nine years, in the case of a motor cab and eight years in the case of a vehicle other than a motor cab.

Explanation.—For the purpose of this rule, the period of nine or eight years shall be computed from the date of initial registration of the tourist vehicle concerned.

¹[12. Every motor vehicle or motor cab under the Authorisation Certificate issued under these rules shall exhibit the words 'All India Tourist Permit' on the back of the motor vehicle in contrasting colours, so as to be clearly visible.]

1. Subs. by G.S.R. 444(E), dated 26th June, 2007, for 'rule 12' (w.e.f. 26-6-2007). Rule 12, before substitution, stood as under:

“12. Distinguishing Particulars to be exhibited on Motor Vehicle. —A motor vehicle or motor cab covered under the Authorisation Certificate issued under these rules shall be painted in white colour with a blue ribbon of 10 centimetres width at the centre of the exterior of the body on both sides of the vehicle, and the word “Tourist” shall be painted inside a circle of 60 centimetres diameter. The permit holder shall also display on the front top of the tourist vehicle, other than a motor cab a board in yellow colour with letters in black colour with the inscription “Approved Tourist Transport Operator No....” in English and Hindi, and also if the permit holder so prefers, in the regional language of the Home State, with the logo Peacock', as specified in Annexure No. 1.”

13. List of Tourists.—A tourist vehicle, other than motor cab, plying under an All India Permit for a Tourist Transport Operator shall at all times carry a list of tourist-passengers in respect of each trip, and the list shall be produced on demand by the officers authorised to demand production of documents by or under the Act or the rules made thereunder.

14. Quarterly Returns to be filed by an All India Tourist Permit Holder.—An All India Tourist Permit holder shall file a quarterly return, in respect of the motor vehicle covered by these rules, in the Form set forth in the Third Schedule to the appropriate authority of the State by which the All India Permit is granted and the said authority, in turn shall forward copies thereof to the appropriate authorities of other States concerned.

15. Certificate of Recognition.—(1) The eligibility conditions for a Certificate of Recognition shall be as set forth in Fourth Schedule.

(2) Every application for a Certificate of Recognition by the Department of Tourism, Government of India, shall be submitted in the Form prescribed in the Fifth Schedule to the Director General of Tourism, Department of Tourism, Government of India, New Delhi-110001.

(3) The Certificate of Recognition shall be granted in the Form prescribed in the Sixth Schedule.

¹[**16. Conformity to mass emission standards.**—The Tourist Transport Operator shall not engage or use any vehicle for the purpose of journey, the origin and destination of which falls within the National Capital Region, unless such vehicle conforms to the mass emission standards (Bharat Stage-III) specified in sub-rule (14) of rule 115 of the Central Motor Vehicles Rules, 1989.]

1. Ins by G.S.R. 58 (E), dated 30.01.2009

THE FIRST SCHEDULE
[See rule 4 (1)]
FORM OF APPLICATION FOR ISSUE OF AN AUTHORISATION
CERTIFICATE

To
The State Transport Authority
.....
.....

I/We, the undersigned, hereby apply for the issue of an Authorisation Certificate valid throughout the territory of India/in the State of.....

(Here, write the names of the States applicable)

1. Name of the applicant(s) in full
(starting with surname, if any) or
Company
2. Name of father or husband
(in the case of an individual)
3. Complete address
4. Registration mark of the motor vehicle
5. Engine number of the motor vehicle
6. Chassis number of the motor vehicle
7. Original permit number of the motor
vehicle
8. Permit issuing authority of the motor
vehicle
9. Make of the motor vehicle
10. Registered laden weight of the motor
vehicle.
11. Unregistered laden weight of the
motor vehicle.
12. Particulars of the Certificate of
Recognition issued by Deptt. of
Tourism, Government of India.
(Copy to be attached).
13. Year of manufacture of the motor
Vehicle
14. Period for which the Authorisation

Certificate is applied forFrom _____ to _____

15. I/We enclose Bank Drafts as described hereunder towards payment of the Authorisation Fee:—

Name of the State	Amount paid	Particulars of Bank Draft and	Date of Date Payment
(1)	(2)	(3)	(4)
(1)			
(2)			
(3)			
(4)			
(5)			

Sd/-
Signature or thumb impression of
applicant(s) OR of the authorised
signatory with official rubber stamp

Date_____

*Strike out whichever is not applicable.

THE SECOND SCHEDULE
[See rule 4(2)]
AUTHORISATION CERTIFICATE

This Authorisation Certificate is valid throughout the States of _____
(On the recognised tour circuits given below)

1. Name in full of the individual or Company
(Starting with surname, if any),
2. Complete address
3. Registration mark of the motor vehicle
4. Engine number of the motor vehicle
5. Chassis number of the motor vehicle
6. Permit number of the motor vehicle
7. Name of the permit issuing authority
8. Make of the motor vehicle
9. Registered laden weight of the motor vehicle
10. Unladen weight of the motor vehicle
11. Year of manufacture of the motor vehicle
12. Period of validity of the Authorisation
Certificate From _____ to _____

(Seal of the Appropriate Authority)

(Signature of the Appropriate Authority)

(on the Reverse)

(Certificate of payment of composite fee)

S. No.	Name of the State	Amount Paid	Particulars of Bank Draft & Date	Date of payment	Period of for which paid
(1)	(2)	(3)	(4)	(5)	(6)
(1)					
(2)					
(3)					
(4)					
(5)					

Signature and seal of the
Appropriate Authority

Place _____

Date _____

THE THIRD SCHEDULE
[See rule 14]
QUARTERLY RETURN

1. Name and complete address of the permit Holder

2. Registration mark of the motor vehicle

3. Registration Number of All India Permit for Tourist Transport Operator as given by Department of Tourism, Government of India.
Summary of trips made during the quarter
Month Total distance covered Total distance of Remarks
in the State of* operation
 - (a)
 - (b)
 - (c)

Signature of the
All India Permit holder

Date_____

*Mention the names of the States applicable.

Note.—In the remarks column, state reasons for low or high running in any particular State or States and any other factors which caused low or high operations.

1[*FOURTH SCHEDULE*

[*See rule 15(1)*]

A. ELIGIBILITY CONDITION FOR RECOGNITION AS APPROVED TOURIST TRANSPORT OPERATOR

1. All applications for recognition shall be addressed to the Director-General of Tourism, Transport Bhawan, No. 1, Parliament Street, New Delhi-110001.

2. (i) The applications for grant of recognition shall be in the prescribed form.
 - (ii) The applicant has been in the tourist transport hire business for a minimum period of 2 years at the time of application.
 - (iii) The Tourist Transport Operator has operated in the above 2 years period a minimum number of 3 tourist permits issued by the concerned State Transport Authority/Road Transport Authority for tourist vehicles. Out of these three tourist vehicles at least one must be a car.
 - (iv) The applicant has adequate knowledge of handling the tourist transport vehicles for transferring tourist from the Airport, Railway Stations, *etc.* and for sight-seeing of tourists both foreign and domestic.
 - (v) The drivers of the tourist vehicles have proper uniform and adequate knowledge of taking the tourist for sight-seeing,
 - (vi) The applicant has proper parking space for the vehicles.
 - (vii) The Tourist Transport Operator is registered with the appropriate authority for carrying on the business of operating tourist transport vehicles.
3. (a) The two years period of operating the Tourist Transport business may be relaxable to 1 year in the case of those applicants who have operated 5 tourist vehicles with the proper State Transport Authority/Road Transport Authority permits for 1 year. These 5 tourist vehicles should be in any combination of cars/Air-conditioned Coaches/Mini Coaches provided there are minimum of at least 2 cars in the fleet of tourist vehicles.
 - (b) For Ex-Defence personnel the condition of being in the business of tourist transport vehicles for two years and having 3 vehicles is relaxable provided the candidate is sponsored by the Director General of Resettlement, Ministry of Defence, New Delhi. In the case of such personnel they can operate the tourist transport business with 1 tourist vehicle only. However, the Ex-Defence personnel who apply under this scheme must themselves operate the tourists transport business and should not be hiremen of other Financiers.
 - (c) The condition of being in operation for 2 years' period for tourist transport operator's approval may also be relaxable in the case of those applicants who have located their business at the cities mentioned below:—

1. Schedules Fourth, Fifth and Sixth subs. by G.S.R. 286 (E), dated 22nd March, 1995 (w.e.f. 22-3-1995).

- (i) Amritsar (Punjab)
- (ii) Bodhgaya (Bihar)
- (iii) Bhopal (Madhya Pradesh)
- (iv) Bhubaneshwar (Orissa)
- (v) Chandigarh
- (vi) Goa
- (vii) Hyderabad (Andhra Pradesh)
- (viii) Hardwar (Uttar Pradesh)
- (ix) Khajuraho (Madhya Pradesh)
- (x) Port Blair (The Andaman and Nicobar Island)
- (xi) Pathankot (Punjab)
- (xii) Srinagar (Jammu & Kashmir)
- (xiii) Tiruchirapalli (Tamil Nadu)
- (xiv) Udaipur (Rajasthan)
- (xv) Visakhapatnam (Andhra Pradesh)

4. The Tourist Transport Operation will be required to pay a non-refundable one time fee of Rs. 500 while applying for the recognition. The fee will be made payable to the Pay and Accounts Officer, Department of Tourism in the form of a Bank Draft.

5. The applicant should be income-tax assessee and should submit copy of acknowledgment Certificate as proof having filed income-tax return for current assessment year.

¹[6. The decision of the Department of Tourism, Government of India, in the matter of recognition shall be final. The Government of India may in its discretion refuse to recognise any Tour Operator or withdraw or withhold at any time recognition granted to any Tour Operator, but before applying such discretion, it shall be lawful for the Government of India to issue show cause notice to the aggrieved Tour Operator and to consider his reply on merit and to communicate him the decision taken on such consideration.]

7. Recognition once granted shall continue unless revoked and subject to their continuance in this business and their submitting the requisite return of Income-tax and other particulars.

8. Tourist Transport Operator granted recognition shall be entitled to such incentives and concessions as may be granted by Government from time to time and shall abide by the terms and conditions of recognition as prescribed from time to time.

1. Subs. by G.S.R. 83(E), dated 23rd February, 1998 (w.e.f. 23-2-1998).

B. ELIGIBILITY CONDITIONS FOR RECOGNITION AS APPROVED TRAVEL AGENCY

1. All applications for recognition shall be addressed to the Director General of Tourism, Transport Bhavan, No. 1, Parliament Street, New Delhi-110001.

2. The following conditions must be fulfilled by the Travel Agency for grant of recognition by Department of Tourism:—

- (i) The application for grant of recognition shall be in the prescribed form.
- (ii) The Travel Agency has a minimum paid-up capital of Rs. 2.00 lakh duly supported by the audited balance sheet/Chartered Accountant's certificate.
- (iii) The Travel Agency should be approved by International Air Transport Association (IATA) or General Sales Agent (GSA) of an International Air Transport Association member Airlines.
- (iv) The Travel Agency has an office under the charge of a full time member of their staff, who is adequately trained/experienced in matters regarding ticketing, itineraries, accommodation facilities, currency, customs relations and other travel and tourism related services.
- (v) The Travel Agency has been in operation for a period of one year before the date of application.
- (vi) The Travel Agency is an income-tax assessee and has filed Income-tax Return for the current assessment year.

3. Recognition as Travel Agency once granted shall continue unless withdrawn and subject to their continued membership of International Air Transport Association or continuance as General Sales Agent of an International Air Transport Association member airlines, as the case may be, and their submitting the requisite annual return of Income-tax and other particulars.

4. The Travel Agency will be required to pay a non-refundable one time fee of Rs.1000/- while applying for the recognition. The fee will be payable to the Pay and Accounts Officer, Department of Tourism, in the form of a Bank Draft. Fee for recognition of each Branch Office will be Rs. 500/-.

5. Recognition will be granted to the Headquarters office of the Travel Agency. Branch Offices will be approved alongwith the contractors office or subsequently, provided the particulars of Branch Offices are submitted to Department of Tourism and accepted by it.

6. The decision of the Department of Tourism, Government of India, in the matter of recognition shall be final. The Government of India may, in their discretion refuse to recognise any time or withdraw/withhold at any time recognition already granted without assigning any reason.

7. Travel Agency granted recognition shall be entitled to such incentives and concessions as may be granted by the Government of India from time to time and shall abide by the terms and conditions of recognition as prescribed from time to time.

C. ELIGIBILITY CONDITIONS FOR RECOGNITION AS APPROVED TOUR OPERATOR

1. All applications for recognition shall be addressed to the Director-General of Tourism, Transport Bhawan, No. 1, Parliament Street, New Delhi-110001.

2. (i) The application for grant of recognition shall be in the prescribed form.
 - (ii) The Tour Operator should have a minimum paid-up capital of Rs. 1.00 lakh fully supported by the latest audited balance sheet/Chartered Accountant's Certificate.
 - (iii) The turn-over in terms of foreign exchange or Indian rupees by the firm from tour operation only should be a minimum of Rs. 5.00 lakh duly supported by Chartered Accountant's Certificate.
 - (iv) The Tour Operator has an office under the charge of a full time member of their staff, who is adequately trained/experienced in matters regarding transport, accommodation, currency, customs regulations and General information about travel and tourism related services.
 - (v) The Tour Operator should have been in operation for a minimum period of one year before the date of application.
 - (vi) The Tour Operator will have to be Income-tax assessee and should have filed Income-tax return for the current assessment year.

3. The recognition as approved Tour Operator once granted shall continue unless withdrawn subject to their continuance in this business and their submitting the requisite annual return of Income-tax particulars.

4. The Tour Operator will be required to pay a non-refundable one time fee of Rs. 1,000 while applying for the recognition. The fee will be made payable to the Pay and Accounts Officer, Department of Tourism in the form of a Bank Draft. The fee for recognition of each Branch Office will be Rs. 500.

5. Recognition will be granted to the Headquarters Office of Tour Operators. Branch Offices will be approved alongwith the Head-Quarters office or subsequently, provided the particulars of the Branch Offices submitted to Department of Tourism and accepted by it.

¹[6. The decision of the Department of Tourism, Government of India, in the matter of recognition shall be final. The Government of India may, in its discretion, refuse to recognise any Tour Operator or withdraw or withhold at any time recognition granted to any Tour Operator, but before applying such discretion, it shall be lawful for the Government of India to issue show cause notice to the aggrieved Tour Operator and to consider his reply on merit and to communicate him the decision taken on such consideration.]

7. Tour Operator granted recognition shall be entitled to such incentives and concessions as may be granted by Government from time to time and shall abide by the terms and conditions of recognition as prescribed from time to time by the Department of Tourism, Government of India.

1. Subs. by G.S.R. 83(E), dated 23rd February, 1998 (w.e.f. 23-2-1998).

FIFTH SCHEDULE

[See rule 15(2)]

**A. APPLICATION FORM FOR RECOGNITION AS APPROVED
TOURIST TRANSPORT OPERATOR**

1. Name of the firm with address, telephone, telex and fax number.
2. Nature of the firm and date of registration/commencement of business with documentary proof.
3. Whether the office is located in residential/commercial/industrial area.
4. Name, experience, qualifications of the proprietor/Managing Director.
5. Total number of staff including drivers.
6. Name of the Travel Agents/Tour Operators/Hotels/Airlines with whom most business is transacted.
7. Please attach a copy of the audited balance sheet and profit and loss statement duly certified by the Chartered Accountant for the year preceding the date of application alongwith copy of acknowledgement certificate, in respect of Income-tax Return for current assessment year.
8. Please indicate the loans and mortgages as on the date of application.
9. Number of vehicles *viz.*, Air-conditioned coaches, non-Air conditioned Coaches, Mini Coaches, Cars and Boats operated as tourist vehicles with their make, model and registration.
10. Attested copies of valid permits issued by Road Transport Authority/State Transport Authority for tourist vehicles and Registered Certificate Books of Tourist vehicles should be furnished.
11. Number and date of Bank Demand Draft for Rs. 500/- in favour of Pay and Accounts Officer, Department of Tourism, New Delhi.

Signature.....

Designation.....

Rubber stamp of company.....

B. APPLICATION FORM FOR RECOGNITION AS APPROVED TRAVEL AGENCY

1. Name and address of Head Office and Branch Offices.
2. Nature of the firm and the year when the firm was registered or commenced business with documentary proof.
3. Name of Directors/Partners *etc.* The details of their interests, if any, in other business may also be indicated.
4. Give particulars of staff employed, their qualifications, experience, salary and length of service with the firm.

5. Name of Bankers (Please attach a reference from your bankers).

6. Name of Audtors. A balance-sheet and profit and loss statement pertaining to the travel business, as prescribed under Company Law, must be submitted by each applicant. These audited statements should be in respect of your establishment for the last completed financial year or for the calendar year immediately preceding the date of submission of your application. Also furnish details of your turnover in the following statement:—

Name and particulars of the Travel Agency concerned

- (a) Paid up capital
- (b) Loans
 - (i) Secured
 - (ii) Unsecured
- (c) Reserves
- (d) Current liabilities and provision
- (e) Fixed Assets (excluding Intangible assests)
- (f) Investment
- (g) Current Assets
- (h) Intangible assets.

Total.....

Notes.—(i) Reserves would include balance of Profit and Loss Account and would exclude taxation reserve.

(ii) Current liabilities and provisions would include taxation reserve.

(iii) Current assets would include sundry debts, loans and advances, cash and bank balance.

(iv) Intangible assets would include goodwill, preliminary expenses, tendency and business rights, deferred Revenue expenditure accumulated loss, etc.

7. Copy of acknowledgement certificate in respect of Income-tax return for the current assessment year should be enclosed.

8. Whether any other activities are undertaken by the firm besides travel related activities.

9. Please indicate the air/shipping/railway ticketing held by the firm.

10. Please indicate membership of International Travel Organisation, if any.

11. Letter of approval of International Air Transport Association and certificate of endorsement for current year should be enclosed. General Sales Agents of any International Air Transport Association Airlines should enclose documentary proof in this regard.

12. Please enclose a Demand Draft of Rs. 1000 for Head Office and Rs. 500 for each Branch Office as fee for recognition, and mention the Demand Draft number, date and amount in this column.

Signature of the Proprietor/Partner/Managing Director.....

Rubber Stamp.....

C. APPLICATION FORM FOR RECOGNITION AS APPROVED TOUR OPERATOR

1. Name and address of Head Office and Branch Office.
2. Nature of the firm and the year when the firm was registered or commenced business, with documentary proof.
3. Name of Directors/Partners, *etc.* The details of their interests, if any, in other business may also be indicated.
4. Give particulars of staff employed, their qualifications, experience, salary and length of service with the firm.
5. Name of Bankers (Please attach a reference from your bankers).
6. Name of Auditors. A balance-sheet and Profit and Loss statement pertaining to tour operation business, as prescribed under Company Law, must be submitted by each applicant. These audited statements should be in respect of your establishment for the last completed financial year or for the calendar year immediately preceding the date of submission of your application. Also furnish details of your turnover in the following statement:—

Name and particulars of the operator concerned:

- (a) Paid up capital
- (b) Loans
 - (i) Secured
 - (ii) Unsecured
- (c) Reserves
- (d) Current liabilities and provisions
- (e) Fixed assets (excluding intangible assets)
- (f) Investment
- (g) Current Assets
- (h) Intangible assets

Total:

- Notes.**— (i) Reserves would include balance of Profit and Loss Account and would exclude taxation reserve.
- (ii) Current liabilities and provisions would include taxation reserve.
- (iii) Current assets would include sundry debts, loans and advances, cash and bank balance.
- (iv) Intangible assets would include goodwill, preliminary expenses, balance and business rights, deferred revenue expenditure, accumulated loss, *etc.*

7. Copy of acknowledgement certificate in respect of income-tax return for the current assessment year should be enclosed.

8. Whether any other activities are undertaken by the firm besides Tour Operation.

9. Member of International Travel Operations.

10. (a) Give details of volume of tourist traffic handled upto the date of application showing foreign and internal tourist traffic separately. Please submit a certificate from Chartered Accountant. This certificate should show the receipts from tour operation only during the financial year or the calendar year immediately preceding the date of submission of your application.

(b) Clientele : Special tourist groups handled, if any, their size, frequency, *etc.*

(c) Steps taken to promote domestic tourist traffic and details of groups handled if any.

(d) Special programmes, if any, arranged for foreign tourists.

11. Number of Conferences handled, if any, and the total number of passengers for such Conferences with details of location, etc.

12. Number of incentive tours handled.

13. Please enclose a Demand Draft of Rs. 1,000 for Head Office and Rs. 500 for each Branch office as fee for recognition and mention the Demand Draft Number, date and amount in this column.

Signature of Proprietor/Partner/Managing Director

Rubber Stamp of the firm:

THE SIXTH SCHEDULE

[(See rule 15 (3)]

CERTIFICATE OF RECOGNITION

Number _____ Date _____

Certified that _____

(Name and address of the Applicant)

is recognised by the Department of Tourism, Government of India, New Delhi as an
approved _____

Place _____ Director General (Tourism).]

ANNEXURE I

