



झारखण्ड गजट

असाधारण अंक

झारखण्ड सरकार द्वारा प्रकाशित

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पर्यटन, कला संस्कृति, खेलकूद एवं युवा कार्य विभाग

अधिसूचना

29 जनवरी, 2021

संख्या - पर्यटन/नि./ट्रे./ट्रेड - 02/2018 (छाया) - 01--झारखण्ड पर्यटन विकास और निबंधन अधिनियम, 2015 के धारा 53(1) तथा 53 (2)(b) से 53(2)(k) में दर्ज प्रावधान के तहत राज्य में पर्यटन इकाईयों/पर्यटन व्यवसायों के निबंधन एवं विनियमन के लिए (परिशिष्ट -1 के रूप में संलग्न) झारखण्ड पर्यटक व्यापार पंजीकरण नियमावली, 2021 (JHARKHAND TOURIST TRADE REGISTRATION RULES, 2021) का गठन किया जाता है।

झारखण्ड राज्यपाल के आदेश से

पूजा सिंघल,
सरकार के सचिव

GOVERNMENT OF JHARKHAND**“JHARKHAND TOURIST TRADE REGISTRATION RULES 2021”**

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In exercise of the powers conferred by Section 53(1) and 53 (2)(b) to 53(2)(k) of The Jharkhand Tourism Development and Registration Act, 2015, Government of Jharkhand hereby, makes following Rules, to regulate registration of Tourism and travel related business and for determination of registration fee and penalties related to violation of the rules and other conditions.

CHAPTER – I**PRELIMINARY****1. SHORT TITLE, EXTENT AND COMMENCEMENT**

These Rules shall be called the “The Jharkhand Tourist Trade Registration Rules 2021”.

It shall be extended to the whole area of Jharkhand State.

It shall come into force from the date of publication of these rules in the Official Gazette of government of Jharkhand.

2. Definitions

In these Rules, unless the context otherwise requires

“**Act**” means The Jharkhand Tourism Development and Registration Act, 2015, as amended from time-to-time;

“**Adventure Sports**” means an outdoor activity undertaken for sports or recreation on land or in water or in the air, as the case may be, which shall include water sports, aero-sports, trekking, rock climbing, rafting, bungee-jumping, ballooning, etc. with an inherent risk to the life or limb of the participant or any other sports as may be notified by the Government from time to time;

“**Adventure Tour/ Adventure Sports Operator**” means any person or organization or enterprise, as the case may be, engaged in or offering to engage for adventure sports on commercial basis i.e. for the purpose of training, recreation, or sports;

“**Appendix**” means the Appendix appended to these Rules;

“**Appellate Authority**” means Secretary/ Principal secretary/ Additional chief secretary of department of tourism, art culture, sports and youth affairs, government of Jharkhand under the provisions of these Rules;

“**Certificate of Registration**” means a certificate issued under these Rules;

“**Corporation**” means the Jharkhand Tourism Development Corporation Limited;

“**Form**” means the Form appended to these Rules;

“**Gazette**” means the official Gazette of the State Government of Jharkhand;

“**Government**” means the State Government of Jharkhand;

“**Guide**” means a person who engages himself as a paid guide for Tourists;

“**Local Authority**” means the District Administration, Development Authority, Nagar Nigam, Nagar Parishad, Cantonment Board, Nagar Panchayat, District Tourism Promotion Committee, any Tourism Development Authority, Jharkhand Tourism Development Corporation Limited, District or Local Tourism Officials, Special Area Development Authority, any other official authorized by the DoT;

“**Misconduct**” means fraud, misrepresentation, obstructing tourist facilities, taking more than the prescribed rent or charging extra, not displaying the rent charges, not giving cash memo/receipt, not providing committed facilities/services, providing lower grade equipments or not making available experts/ technical personnel;

“**Prescribed**” means the prescribed Rules made under these set of Rules;

“**Prescribed Authority**” means any officer notified as such by the Department under the provisions of these Rules;

“**Appropriate Authority**” means authority or government officer or local body officer, authorised by any acts (other than the act) or government/Local body rules/regulations (other than these rules) to issue license /NOC or registration certificate or pass building plan/ sanction of building development permit or to pass any order.

“Reviewing Authority” means any officer notified as such by the Department under the provisions of these Rules;

“Registration Certificate” means the Certificate issued under these Rules;

“State” means the State of Jharkhand;

“Department” means Department of Tourism, Art Culture, Sports & Youth Affairs (Tourism) Government of Jharkhand.

“Directorate” means Directorate of Tourism, Government of Jharkhand.

“Website” means website notified by the department for online application and other purposes of these rules.

“Tourist” means the any person/group of persons visiting Jharkhand and including Travellers / Tourists/Adventure Travellers;

“Tourist Area or Location” means any area notified as Tourist Area or Location from time to time by the department through notification in the official gazette;

“Tourism and Travel Trade Units” means the following units;

Accommodation Related Units, like -Hotel, Motel/ Way side amenities, Resort/ Health-Spa Resort, Timeshare Apartment, Motor Caravan, Guest/Tourist Rest House, Tent City, River/Lake Cruise and/or House Boats, Paying Guest House, Dharamshalas, Ashrams, Jharkhand Home Stay, etc. which are offering accommodation facilities under commercial arrangements;

Adventure Tourism / Adventure Sports Related Units, like - Adventure Sports Operators for , Trekking, Mountaineering, Rock / Artificial Wall Climbing, Mountain Biking, Wild Life Safari/Bird Watching, Motor Car/Motorcycle Rally, Para Sailing / Gliding, Bungee Jumping, Hot Air Ballooning, Flying Fox, Ice Skating, Adventure Clubs, River Rafting, etc.;

Boating Related Units, like- Pedal Boat, Motor Boat, Water motorcycle, Jetski etc. for Kayaking /Canoeing / Sailing /Yachting /Boating, Water Skiing, etc.

Entertainment Related Units, like-Entertainment / Theme / Amusement Park, Golf Course, Ropeway, Sound and Light Show, laser show, Angling (Fishing), etc.; where tourist visit for their entertainment and amusement;

Travel Trade Related Units, like-Travel Agent, Tour and Travel Operator, Excursion Agents, etc.;

“Travel Agent/Tour Operator” means a person engaged in the business of making travel arrangements for tourists for monetary consideration;

Explanation - the expression **“travel arrangements”** includes:

Arrangement for transportation by any mode;

Arrangement for lodging with or without food; and

Rendering other services such as arranging for games and sports, receipt or dispatch of personal belongings of a tourist or taking

photograph(s) of a tourist, hiring of guides, photographers, arranging equipment for travel or adventure sports.

“**Operator**” means the owner/manager of the tourism and travel trade related unit;

“**Photographer**” means a person engaged in the business of photography for monetary consideration.

Words and expressions used herein and not defined in these Rules shall have the same meanings, as assigned to them in The Jharkhand Tourism Development and Registration Act, 2015.

3. Relaxation as per the decision of the State Government

Non-commercial complex of public trust for religious/public events and accommodation facilities, non-commercial rest house / dakbungalow, circuit house, inspection bungalow under the management official bodies or government department or government or local body/board or other administrative departments, will not be governed under these Rules.

CHAPTER-II

ELIGIBILITY CRITERIA

4. Eligibility for Accommodation unit –

The unit must have PAN and GST Registration.

Must have building having room / rooms with toilet and bathroom facilities either own or on lease of at least 5 years.

Should have at least – 2 qualified staff to act as in-charge / manager of the units. (Owner can be treated as 1 of 2 staff)

Should have sufficient number of cleaning and serving staff.

The building must have been constructed as per building bye laws of the area.

The criteria for the categorization of accommodations shall be those contained in Appendix A (Part A to Part C).

5. ELIGIBILITY FOR ADVENTURE TOURISM / ADVENTURE SPORTS OPERATORS (ASO)

The applicant should be either recognized by Ministry of Tourism, Government of India or fulfill the all criteria as follows :

The ASO must be a proprietorship, partnership firm or company registered under the applicable acts.

The unit must have PAN and GST Registration.

The application for grant of recognition / renewal or extension shall be in the prescribed form and submitted in duplicate along with the required documents.

ASO should have a minimum paid up capital (capital employed) of Rs. 5 Lakh towards procurement of adventure sports equipment, duly supported by the latest audited Balance Sheet / firm's Statutory Auditor's certificate.

The minimum office space should preferably have at least 120 sq.ft. or facilitation cum booking kiosk cum suitable waiting area with shed etc. The office should be located in neat and clean surroundings and equipped with telephone and preferably computer/online reservation system, etc. There should be sufficient space for reception and easy access to toilets.

ASO should have a minimum of two qualified staff out of which one should preferably have a Diploma / Degree in Tourism & Travel Management from a recognized University, Indian Institute of Tourism and Travel Management (IITTM) or an institution approved by AICTE or should preferably be trained from reputed specialized Institutes in Private / Public Sector. The owner of the firm would be included as one of the qualified employees. Additionally, either, the Owner / Partner / Director himself or their Operations-Chief employed should be well qualified in the activity the ASO wants to pursue, which is determined by certification by any national or international institute in the activity or minimum of eight years of practical experience.

The ASO must clearly indicate its specialization of activities or activity it wishes to pursue as business like trekking, water sports, aero sports, scuba diving, safaris, etc.

The ASO must have and provide full documentary details including photographs of his own/ rented adventure equipment as well as specialized trained staff at the time of submission of application for registration.

The field-staff members of the ASO must be qualified for the activity or must have minimum of five years of practical experience. The staff member must obtain an adventure certificate from the specialized organizations like IMF [Indian Mountaineering Foundation] (for Mountaineering/trekking) & NIWS [National Institute of Water Sports, Goa] (for Water Sports/Aero sports), etc.

Field members of the ASO must be qualified in First - Aid / C.P.R [cardiopulmonary resuscitation] by Red Cross or equivalent body or at district hospital.

The ASO must sign an undertaking for adherence to sustainable ecological practice and protection of environment in keeping with guidelines for eco-tourism and safety and security guidelines of Ministry of Tourism/Eco Code of Conduct by the Adventure Sports Operator Association of India.

It would be recommended to distribute a copy of the Eco - Tourism guidelines or list of prohibited activities or similar document to each client or shall display the same prominently at the site.

The ASO must maintain its office premises / waiting area with all the maps and reference material concerning the particular activities it desires to pursue as business.

The party must have printed brochure or website clearly describing its(a) present activities; (b) its area of operation; (c) its commitment to follow Eco-Tourism guidelines or display the same prominently at site.

The firm should clearly indicate the area of specialization in all their promotional and display material.

For operating Aerosports, the unit must have no objection certificate for Paramotoring and permit for Parasailing and Paragliding flying from Transport (Civil aviation) Department, Jharkhand.

ELIGIBILITY FOR BOAT OPERATOR

The Boat Operator should own or have on rent a boat or canoe or vessel, manual or motorized in working condition. The boat must have registered & licensed under Jharkhand Boat Rule, 2014.

The Boat Operator should have skilled operator(s) for operation of boat(s) or vessel(s).

The Boat Operator should have an address and contact details for registration.

6. ELIGIBILITY FOR ENTERTAINMENT RELATED UNIT

The unit must be a proprietorship, partnership firm of company registered under the applicable acts.

The unit must have PAN and GST Registration.

Should own or on lease / rent any of entertainment park, theme park, amusement park, rope way, sound & light show, laser show where tourist arrive for entertainment & amusement.

Should have sufficient parking space

Should have at least 2 qualified staff to act as manager / in-charge of the entertainment related unit.

(Owner / Applicant can be treated as one the qualified staff)

Should have sufficient numbers of field staff to operate various amusement rides / Show.

The field-staff members of the entertainment related unit must be qualified for the activity or must have minimum of five years of practical experience.

The field-staff members of the entertainment related unit must be qualified in First - Aid / C.P.R [cardiopulmonary resuscitation] by Red Cross or equivalent body or at district hospital.

The entertainment related unit must sign an undertaking for adherence to sustainable ecological practice and protection of environment in keeping with guidelines for eco-tourism and safety and security guidelines of Ministry of Tourism.

7. ELIGIBILITY FOR TRAVEL AGENT

The Travel Agent must be a proprietorship, partnership firm or company registered under the applicable acts.

The Travel Agent should have minimum 2 numbers of 4 wheelers passenger vehicles or minimum 1 number of bus either by ownership or by way of lease / rent.

The Travel Agent should be accredited with/ member of at least one of the following:

IATO (Indian Association of Tour Operators);

TAAI (Travel Agents Association of India);

ADTOI (Association of Domestic Tour Operators of India);

IATA (Indian Association of Travel Agent);

TTAAJ (Tour & Travel Agent Association of Jharkhand);

FJCCI (Federation of Jharkhand Chamber of Commerce and Industries)

Or

Should be recognized / registered by the Ministry of Tourism, Government of India and should have experience of providing such services to PSUs, ministries, government departments, agencies, authorities, etc. The accreditation must be valid on the date of application and

submission of proof for the same is mandatory for submission with application for registration, if applicable.

The Travel Agent must have PAN and GST Registration.

The Travel Agent should have minimum of two adequately qualified/skilled staff. The owner of the firm would be included as one of such staff. Working Knowledge of English language along with Hindi or local languages shall be desired.

The driver should always be properly dressed, should not be intoxicated and should always maintain the vehicle to the required standard.

The Travel Agent should have an address and contact details for registration.

8. ELIGIBILITY FOR TOUR OPERATOR

The Tour Operator must be a proprietorship, partnership firm or company registered under the applicable acts.

The Tour Operator must have all facilities as marketing & promotional tool.

The Tour Operator should be accredited with/ member of at least one of the following:

IATO (Indian Association of Tour Operators);

TAAI (Travel Agents Association of India);

ADTOI (Association of Domestic Tour Operators of India);

IATA (Indian Association of Travel Agent);

TTAAJ (Tour & Travel Agent Association of Jharkhand);

FJCCI (Federation of Jharkhand Chamber of Commerce and Industries)

Or

Should be recognized / registered by the Ministry of Tourism, Government of India and should have experience of providing such services to PSUs ministries, government departments, agencies, authorities etc. The accreditation must be valid on the date of application and submission of proof for the same is mandatory for submission with application for registration, if applicable.

The Tour Operator must have PAN GST Registration.

The Tour Operator should have minimum of two adequately qualified/skilled staff. The owner of the firm would be included as one of such staff. Working Knowledge of English language along with Hindi or local languages shall be desired. The operation in charge or the Owner must be adequately trained, experienced in matters regarding ticketing, itineraries, transport, accommodation facilities, currency, customs regulations and tourism and travel related services.

The Tour Operator should have minimum office space at least 120 sq. ft. Besides, the office may be located in a neat and clean surrounding and preferably be equipped with telephone, and computer / online reservation system, etc. There should be sufficient space for reception and easy access to toilet facilities.

9. ELIGIBILITY FOR GUIDE

He/ She should be fluent in Hindi and local language and preferably have working knowledge of English speaking / reading.

He/ She should have knowledge of all the tourist places lying in his/her licensed area, which may be a single district, multiple districts or may be whole state, based on the certificate obtained after clearing the tests to be organized by the Department.

The applicant has passed a seminar for the Tour Guides duly conducted by the Department or Other Agencies duly authorized by the Department to conduct the training program. The Department shall prescribe syllabus and framework for conducting exams in this regard. Provided, however, that this requirement may be waived by the Department where the applicant possesses special academic or professional qualification relevant to Tourism.

Certificate of good health issued by a registered physician.

Such other documents that the Department may require from time to time.

10. ELIGIBILITY FOR PROFESSIONAL TOURIST PHOTOGRAPHERS

The Photographer must own or have on rent photography equipment at the time of submission of application for registration.

The Photographer should know Hindi and local language and preferably have working knowledge of English speaking and reading.

The Photographer must have identity proof or PAN Card to be submitted at the time of registration.

CHAPTER-III

REGISTRATION

11. PROCESS FOR APPLYING FOR REGISTRATION

The entire process shall be online and will be through the website.

For registration of new tourism units for different purposes, the applicant shall have to submit applications in the prescribed format. The application shall be accompanied by an online payment towards application fee. Incomplete applications will not be accepted. The application shall be submitted on-line in the manner as may be prescribed.

In case of Partnership Firm and Company, it will be mandatory to submit the Power of Attorney in favour of the authorized signatory along with the application.

No Person/Tradesman/Operator will operate any new tourism unit without registration under the provisions of these Rules.

All Persons/Tradesmen/Operator, operating a Tourism and Travel Trade Unit will have to get their unit registered under the Rules. Such units are required to provide the documents for date of start of operations of such units along with the application form. The units in existence before the commencement of these Rules shall have to apply for registration within 90 days of commencement of these Rules, or any extension provided.

In case of the application for registration of Adventure Sports Operator, the applicants should possess the required technical equipments, safety/security related equipment for operating the concerned tourism activity. It will be obligatory for the applicants to furnish an

undertaking to the effect that all required equipments to carry out the concerned tourism activities are available.

In case of the application for registration of Adventure Sports Operator, applicants will have to enclose/ upload the list and bio-data of employed technical/skilled manpower, duly signed by such person available with them along with the application.

If the owner or the manager of the tourism unit makes any alterations, additions or enlargement in the unit, the same shall have to be intimated to the Prescribed Authority within 90 days.

12. APPROVAL FOR REGISTRATION

The application received in office by the Prescribed Authority will be disposed of within 90 days of receipt after their thorough examination detailing the acceptance for registration or reasons for rejection. In case, the application is not disposed within this period, it will automatically be considered as deemed accepted.

Unless an applicant is refused registration by the Prescribed Authority as per the Rules, he will be issued a certificate of registration for a period of 3 years*, which will be renewable after the said period, for which it will have to submit a fresh application. Such certificate with unique registration number and duly signed by the Prescribed Authority can be downloaded by an Applicant from the website. The validity and details of the certificate can be verified from the website using the unique certificate number printed on a certificate.

(*Note:- For registration on the basis of registered unit under government of India, registration certificate will be issued for the period for which registration from Govt. of India is valid.)

13. RENEWAL OF REGISTRATION

All registered tourism units will have to submit fresh application in the website, along with payment of registration fees, prevalent at the time of submission of such application, for renewal of their registration and application shall be submitted for renewal at least 6 months before the date of expiry.

14. REGISTRATION FEE

15.1 The Prescribed Authority will collect registration fee as prescribed below for each category:-

Registration Fee

(a) Accommodation units

(i) Category A

Rs. 9000/-

(ii)	Category B	Rs. 6000/-
(iii)	Category C	Rs. 3000/-

Explanation: The criteria for the categorization of accommodations shall be those contained in Appendix A (Part-A to Part-C).

(b) Tour Operator/Travel Agent

(i)	Tour Operators	Rs. 3000/-
(ii)	Travel Agents	Rs. 3000/-

(c) Tourist Guide Rs. 300/-

(d) Adventure Sports Rs. 3000/-

(e) Boat Operators Rs. 900

(f) Professional Tourist Photographers Rs. 300/-

(g) Entertainment Related Units Rs. 3000/-

(h) Renewal of Certificate of Registration: Same as Registration fee

(As applicable on the date of submission of application for renewal)

- 15.2 The registration fee is subject to revision by the department from time to time.
- 15.3 The Registration Fee shall be payable only through the online payment system.
- 15.4 The Registration Fee shall not be required to be paid by an applicant at the time of submission of application for registration under these Rules, if it is already registered by the Ministry of Tourism, Government of India. It shall have to submit a notarized copy of such certificate of registration issued by the Ministry of Tourism, Government of India.

15. ISSUANCE OF REGISTRATION CERTIFICATE

The Prescribed Authority shall, either by itself or through an Officer or Personnel Authorized by it in this behalf, on receipt of an application for registration of a Tourism Unit along with the

specified fee, scrutinize the application within 90 days of its receipt and if found in order, it shall, enter the contents of the application in the relevant register and shall issue a certificate of registration under Rule 13 in the prescribed format, as the case may be.

For Guides and Photographers, the prescribed authority shall also issue identity cards. The identity cards must contain their registration number.

The Prescribed Authority may, accept the application for the registration of Tourism Units online, respond back to their applications through Email and also register the unit if the formalities are complete as required under the Act and these Rules. The Authority shall have the right to carry out a detailed inspection of the unit, amenities, etc. before issuing the certificate of registration. In the event of such inspection, the Authority shall communicate the non-conformities, if any within 20 days from the date of inspection, with an opportunity to conform and submit compliance within 30 days, failure to comply may cause cancellation of the application submitted for registration.

16. REFUSAL OF REGISTRATION BY THE PRESCRIBED AUTHORITY

The Prescribed Authority may refuse the grant of registration under these Rules on any of the following grounds and issue notice intimating reasons for such refusal:

If the Tourism Unit Operator or the Travel Agent or the Tour Operator or the Tourist Guide or the Adventure Tour/Sports Operators or the Photographer or the Boat Operator or the accommodation unit operators or the entertainment related unit, as the case may be, is convicted for any offence under Chapters-XIV and XVI of the Indian Penal Code, 1860 or under any of the provisions of this Rule or any offence, punishable under any law providing for prevention of hoarding, smuggling or adulteration of food or drugs or corruption and two years have not elapsed, since the termination of the sentence that was imposed upon him by the competent court of law. Undertaking has to be provided by the applicant along with the application that he has not been convicted with any of the crimes listed above;

If the Tourism Unit Operator or the Travel Agent or the Tour Operator or the Tourist Guide or the Adventure Tour/Sports Operator or the Photographer or the Boat Operator or the accommodation unit operators or the entertainment related unit, as the case may be, has been declared as insolvent by a court of competent jurisdiction and has not been discharged;

If the name of the Tourism Unit Operator or the Travel Agent or the Tour Operator or the Tourist Guide or the Adventure Tour/Sports Operator or the Photographer or the Boat Operator or the accommodation unit operators or the entertainment related unit, as the case may be, has been removed from the register on the grounds mentioned in Rule 17 and 3 months have not elapsed since the date of such removal;

If the premises of the Tourism Unit do not conform to the prescribed standard;

If the Tourism Unit Operator or the Travel Agent or the Tour Operator or the Tourist Guide or the Adventure Tour/Sports Operator or the Photographer or the Boat Operator

or the accommodation unit operators or the entertainment related unit, as the case may be, does not possess any of the prescribed qualifications;

If the Tourism Unit Operator or the Travel Agent or the Tour Operator or the Tourist Guide or the Adventure Tour/Sports Operator or the Photographer or the Boat Operator or the accommodation unit operators or the entertainment related unit, as the case may be, does not hold a certificate of registration required to be held by him.

If the Tourism Unit operator of Category A, Category B as per clause 4 fails to submit the details of building plan with number of rooms, beds, halls, facilities, activities along with the approved copy of building plan, approved either by the competent authority or any architect registered / affiliated by the competent authority; and

If in the opinion of the Prescribed Authority, there is any sufficient ground to be recorded in writing, for refusing registration.

The application made for registration will not be refused unless clarifications are sought and the applicant has been given an opportunity of being heard.

17. CANCELLATION OF REGISTRATION OF THE TOURISM UNIT, TRAVEL AGENT, TOUR OPERATOR, TOURIST GUIDE, ADVENTURE TOUR / SPORTS OPERATOR, ACCOMMODATION UNIT, ENTERTAINMENT RELATED UNIT AND PHOTOGRAPHER FROM THE REGISTER AND NOTICE THEREOF

The Prescribed Authority may, by order, in writing remove the name of Tourism Unit or Entertainment related unit or Boat Operator or Tour Operator or Travel Agent or Tourist Guide or Adventure Tour/Sports Operator or Photographer or the accommodation unit operators or the entertainment related unit, as the case may be, from the register and cancel the certificate of registration issued under Rule 16, on any of the following grounds, namely

If the Tourism Unit Operator or the Travel Agent or the Tour Operator or the Tourist Guide or the Adventure Tour/Sports Operator or the Photographer or the Boat Operator or the accommodation unit operators or the entertainment related unit, as the case may be, ceases to undertake the activity for which he is registered;

If the Tourism Unit Operator or the Travel Agent or the Tour Operator or the Tourist Guide or the Adventure Tour/Sports Operator or the Photographer or the Boat Operator or the accommodation unit operators or the entertainment related unit, as the case may be, is convicted of any offence under Chapters-XIV and XVI of the Indian Penal Code, 1860 or under any of the provisions of this Rule or of any offence punishable under any law providing for the prevention of hoarding, smuggling or adulteration of food or drugs or corruption and two years have not elapsed since the termination of the sentence imposed upon him;

If the Tourism Unit Operator or the Travel Agent or the Tour Operator or the Tourist Guide or the Adventure Tour/Sports Operator or the Photographer or the Boat Operator or the accommodation unit operators or the entertainment related unit, as the

case may be, is declared insolvent by a court of competent jurisdiction and has not been discharged;

If the Tourism Unit Operator or the Travel Agent or the Tour Operator or the Tourist Guide or the Adventure Tour/Sports Operator or the Photographer or the Boat Operator or the accommodation unit operators or the entertainment related unit, as the case may be, fails to comply with any of the provisions of these Rules;

If any complaint of malpractice is received and proved against the Tourism Unit Operator or the Travel Agent or the Tour Operator or Guide or the Adventure Tour/Sports Operator or the Photographer or the accommodation unit operators or the entertainment related unit or the Boat Operator, as the case may be;

If the Tourism Unit Operator makes structural changes in the Tourism Unit without the approval of the appropriate authority under the relevant Act or any other local authority constituted under the local law;

If the Tourism Unit Operator or the Travel Agent or the Tour Operator or the Tourist Guide or the Adventure Tour/Sports Operator or the Photographer or the Boat Operator or the accommodation unit operators or the entertainment related unit, as the case may be, has obtained the certificate of registration by misrepresentation or fraud;

If the Adventure Tour/Sports Operator and Boat Operator does not maintain equipments, manpower and other facilities according to prescribed standards for safety;

If the Adventure Sports Operator or Boat Operator does not take the precautions regarding safety measures, as may be prescribed or prescribed in Jharkhand boat rule 2014; and

If such the Tourism Unit Operator or the Travel Agent or the Tour Operator or the Tourist Guide or the Adventure Tour/Sports Operator or the Photographer or the Boat Operator or the accommodation unit operators or the entertainment related unit, as the case may be, fails to comply with any of the directions issued by the Department or Prescribed Authority from time to time or obstructs the inspection of its premises by the authorized officers of the Department or indulges in any such activities, which is detrimental to growth of tourism and its promotion.

If the Tourism Unit Operator or the Travel Agent or the Tour Operator or the Tourist Guide or the Adventure Tour/Sports Operator or the Photographer or the Boat Operator or the accommodation unit operators or the entertainment related unit, as the case may be, fails to upload the monthly tourist data once every 6 months, as required by Section 20.4 of this Rule. After giving an extension period of another 3 months by the Authority, registration shall deem to be cancelled.

However, before removing the name of the operator from the register, the Prescribed Authority will issue a notice to the operator of the tourism unit explaining the reasons for such removal of the name of the unit, thus providing him/her an opportunity of being heard at the level of Reviewing Authority.

18. RIGHT TO INSPECT TOURISM AND TRAVEL TRADE UNIT

The Prescribed Authority or any officer, authorized by prescribed authority, may, in order to ensure that all the provisions of these Rules are being implemented by the Tourism Unit Operator or the Travel Agent or the Tour Operator or Guide or the Adventure Tour/Sports Operator or the Photographer or the Boat Operator or the accommodation unit operators or the entertainment related unit, as the case may be, may enter the premises/ office of the Tourism Unit Operator or the Travel Agent or the Tour Operator or the Tourist Guide or the Adventure Tour/Sports Operator or the Photographer or the Boat Operator or the accommodation unit operators or the entertainment related unit, as the case may be and may inspect with or without prior notice. In the event of such inspection, non-conformity, if found any, shall be communicated through e-mail or through post or through any other media within 20 days from the date of inspection.

If the Prescribed Authority or any officer authorized by prescribed authority has reasons to suspect that any tourism unit operator or travel agent or Tour Operator or guide or adventure tour/sports operator or Boat Operator or the accommodation unit operators or the entertainment related unit, as the case may be, is attempting to evade or has evaded any of the provisions of these Rule, such authority or officer may visit and inspect the premises of the entity and can serve notice with proof of findings of any non-compliance. In the event of such inspection, non-conformity, if found any, shall be communicated through e-mail or through post or through any other media within 20 days from the date of inspection.

Re-inspection may be carried out after 30 days and if non-compliance on the similar non-conformities is discovered that time, the authority may consider for deregistering the tourism unit. In the event of such inspection, findings of inspection shall be shared with the unit either by uploading in the website or by e-mail or by any other mode within 20 days from the date of inspection.

CHAPTER – IV

19. DUTIES AND RESPONSIBILITIES OF THE OPERATOR OF TOURISM AND TRAVEL TRADE UNIT

The Tourism and Travel Trade Unit operators and its employees shall at all times strictly follow these Rules and its provisions and obey the Jharkhand tourism development and registration act 2015.

All Tourism and Travel Trade Unit Operators will have to submit to the Prescribed Authority at the time of application the information related to facilities and services offered by them and the tariff rates for the same that will be charged from tourists/customers. In case the existing charges are changed, the same will have to be intimated to the Prescribed Authority within one week and the same will also need to be displayed at the reception/office room.

All Tourism and Travel Trade Unit operators will have to keep a complaints /suggestion book in the reception of their office.

Every Tourism Unit Operator or Travel Agent or Guide or Adventure Tour/Sports Operator or Photographer shall submit monthly statistical data regarding inflow of domestic and foreign tourists and the employees employed by them and any other information by 31st July and

31st January (Biannually) of previous 6 months (January to June and July to December), and will get it uploaded on the prescribed website as may be directed by the Prescribed Authority.

In pursuance of the orders given by the Government from time-to-time, all Tourism and Travel Trade Unit operators will have to provide employment to the local people of Jharkhand in their firms.

All Tourism and Travel Trade Unit operators will have to make available details of the foreign guides, senior guides/trainers, and skilled personnel to the local police station. The tourism unit operator will be responsible for the activities of the foreign guides and shall have to submit an undertaking for the same with an application to the local police station.

No tourism unit operator will charge extra rates, against any agreed upon contract.

The operator of the Tourism Unit as the case may be, will furnish item-wise detailed bill to the persons/tourists/customers having sought services in the unit and will issue an original receipt for the money realized and shall keep the duplicate copy thereof safe in the receipt book.

In case of any accident/unpleasant incident, the tourism unit operator will inform same to the local district administration, police station and Prescribed Authority by using fast communication mode.

All Tourism and Travel Trade Unit operators will have to display the Certificate of Registration provided to them by the prescribed authority at a prominent and visible place at their reception or office.

The Tourism and Travel Trade Unit operators or any person employed by them will not ask for any tips / subsidy / gifts / commission from the tourists / service seekers.

Water sports related activity operator must comply the security & safety norms and safety measures as prescribed in Jharkhand Boat Rule, 2014.

The Guide and Photographer has to put his guide/photographer identity card at such a place on his dress such that tourist can easily see it.

20. INSURANCE COVERAGE

It will be incumbent upon every operator of Adventure Tourism to get insured each and every tourist and foreign guides, senior guides/trainers, and skilled personnel engaged by him/her on the said operation, as per the regulations or applicable laws or good industry practice fixed by the State Government or Government of India from time to time.

CHAPTER-V

APPEAL AND REVIEW

21. APPEAL

Subject to provisions made under sub-rule-22.2, an appeal can be filed to the Appellate Authority, who will be the Secretary, Department of Tourism, Art, Culture, Sports and Youth Affairs, Government of Jharkhand against the orders of the Prescribed Authority under these Rules.

Every such appeal shall be made within 90 days from the date of passing the order.

Provided that the Appellate Authority may entertain the appeal even after expiry of 90 days if he/she is satisfied that the appellant was prevented for sufficient cause from making such appeal.

The appellant may file appeal by himself/herself. The Appellate Authority shall have the right to get him/herself represented through an advocate or through a properly appointed agent and the Prescribed Authority may be represented by such an officer or person as may be appointed by the Prescribed Authority.

On receipt of appeal and after giving reasonable opportunity of being heard to the Appellant Authority and after making such an enquiry as he/she may deem appropriate, the Appellate Authority, for reasons to be recorded in writing, may pass such an order as he/she considers appropriate.

22. REVIEW

The Reviewing Authority on his/her own or on an application by the aggrieved party, shall be empowered to call for all records pertaining to the case including the order passed relating thereto by the Appellate Authority with the objective of making his/her own assessment about the validity, correctness and reasonableness of the order so passed and thereafter may pass such order as he/she may consider appropriate and the order so passed shall be deemed final.

Provided that an application for review shall not be entertained on expiry of a period of 90 days from the date of the order passed by the Appellate Authority.

Provided further that any order adversely affecting any person under this section shall not be passed unless the person himself, or a person duly authorized by him/her, or his/her advocate has been given reasonable opportunity of being heard.

CHAPTER-VI

MISCONDUCT AND PENALTY

23. PENALTY OF VIOLATION OF ANY ORDER OF THE AUTHORITY

Any person who violates any order of the Authority in respect of the removal of any structure or encroachment or uses of any land or building in contravention of any regulation framed by the Authority in this behalf shall be punishable with fine which may extend up to Rs 1,00,000/- or simple imprisonment for a term which may extend to six months or both and in case of continuing offence

with further fine, which may extend to Rs 500/- for every day after conviction till such violation continues.

24. SANCTION FOR VIOLATION OF ESTABLISHED ORDERS IN REGARD TO REGISTRATION

Any person, carrying on the business of a Tourism Unit or Travel Agent or Guide or Adventure Sport or photographer or any other business connected with tourist trade, as the case may be, without a proper registration under these Rules or in contravention of any of the provisions of these Rules, shall be punishable with simple imprisonment for a term not exceeding six months or with fine not exceeding Rs. 50,000/-, or with both and if the breach is continuing with a minimum fine of Rs. 500/- per day and maximum of Rs. 2,000/- per day till the default continues.

25. SANCTION FOR MISSTATEMENT

If any person who is required to make a statement under these Rules, wilfully makes a false statement or suppresses a material fact with the intention to mislead the Prescribed Authority, he shall be punished with simple imprisonment for a term which may extend to three months with fine not exceeding Rs. 25,000/- or with both.

26. TRANSFER OF CERTIFICATE OF REGISTRATION WITHOUT CONSENT

Any person who lends, transfers or assigns the certificate of registration issued under this Rule, without the permission in writing of the prescribed authority, shall be punished with simple imprisonment for a term which may extend to six months or with fine not exceeding Rs. 50,000/- or with both.

27. SHOWING CERTIFICATE OF REGISTRATION ON DEMAND

A person registered under these Rules shall show his/her Certificate of Registration to any of the following persons on demand –

Prescribed Authority or any person duly authorized by him, or

Any person authorized by the Government or Prescribed Authority

Actual Client/Tourist/Guest

Any person who refuses to show or allow reading his certificate of registration on demand by the persons so authorized, shall be punishable by an amount of Rs. 10,000/-.

28. PUNISHMENT FOR MALPRACTICE

Any person who commits a malpractice or contravenes any other provision of these Rules for which no specific penalty has been provided, shall be punished with simple imprisonment for a term which may extend to three months or with fine not exceeding Rs. 1, 00,000/- or with both.

29. CREATING HINDRANCES TO THE AUTHORITY VALID IN LAW

Any person who knowingly creates hindrances or shows resistance to the Prescribed Authority or to any person duly authorized by him under these Rules to exercise the power delegated, or in carrying out their duty, shall be punishable by an amount of Rs. 1,00,000/- or simple imprisonment of three months or with both..

30. RECOVERY OF PENALTY

If penalties as imposed under Rules 24 to 30 of these Rules are not paid, then the recovery will be made as per the provisions of Bihar and Orissa Public demand recovery Act 1914.

31. INITIATING PROSECUTION

No person shall be prosecuted for any offence committed by him under these Rules except for the complaints made by the Prescribed Authority or any person duly authorized by him, or any person authorized by the State Government in this behalf.

CHAPTER – VII**MISCELLANEOUS****32. NOTIFICATION OF CHANGES**

If any change occurs in the succession of the unit for which a Certificate of Registration has been obtained, then such a person shall notify this fact in writing to the Prescribed Authority within 30 days of such change.

The Prescribed Authority shall make requisite changes in the Certificate of Registration and in the register prescribed for the purpose.

Notwithstanding anything contained in sub-rule 33.2, if the said successor is not eligible to be registered under these Rules, the Prescribed Authority shall be empowered to remove the name of the person from the register in whose name the certificate of registration was originally granted.

The prescribed authority shall make requisite changes in the Registration Certificate and in the register prescribed for the purpose.

Not with standing anything contained in sub-rules (33.4), if the said successor is not eligible to be registered under these rules, the prescribed authority shall be empowered to remove the name of the person from the register in whose name the certificate of registration was originally granted.

The information regarding registered units will be submitted to the Deputy Commissioner of the concerned districts.

33. RETURN OF CANCELLED CERTIFICATE OF REGISTRATION

Under these Rules when a Certificate of Registration is cancelled, the person holding the certificate shall return the same to the Prescribed Authority within 7 working days of the cancellation letter.

34. DUPLICATE CERTIFICATE

If the certificate granted under these Rules is lost or destroyed, then the Prescribed Authority may issue a duplicate certificate.

35. PROTECTION

For any action taken or proposed to be taken in good faith under these Rules, there shall be no legal action against the Government, or any person of the Government/ Board.

36. POWER OF THE DEPARTMENT TO APPLY THESE RULES TO OTHER PERSONS

The Government may, by notification in the Official Gazette, direct that all or any of the provisions of this Rule or of the Rules made there under shall, with such exceptions, adaptations or modifications as may be considered necessary, apply to persons doing the business in the State of Jharkhand of outdoor photography or of letting or plying for hire house-boats, dongas, bathing, boats, shikaras, dandis, pithus, ponies tourism related or any other business as may be specified in the notification and the Prescribed Authority may fix the rates to be charged for the services to be rendered.

CHAPTER – VIII

DOCUMENTS REQUIRED FOR REGISTRATION OF TOURISM & TRAVEL TRADE RELATED UNITS

37. DOCUMENTS REQUIRED FOR ACCOMMODATION UNIT

Pan and GST registration.

Identification and address proof.

Power of attorney in favor of the authorized signatory/applicant in case of Partnership firm or Company.

Company / Proprietorship Firm/ Partnership firm registration certificate (in case of company/ proprietorship firm/ partnership firm)

Copy of registered deed of land on which hotel is constructed.

Copy of approved / sanctioned building map and site layout plan.

Copy of land mutation.

NOC from fire service.

Copy of lease document (in case of leased or rented building)

Affidavit of undertaking that applicants. (Individuals / Directors or company / proprietor of firm) have not been declared insolvent and not convicted as per section 17 (b) & 17 (a) respectively of Jharkhand Tourism Development and Registration Act, 2015.

Any other document mentioned required by prescribed authority.

38. DOCUMENTS REQUIRED FOR PHOTOGRAPHERS

Pan and Aadhar

Identification and address proof

Affidavit that he / she have photography equipments (either own or on rent)

Affidavit of undertaking that applicants. (individuals / Directors or company / proprietor of firm) have not been declared insolvent and not convicted as per section 17 (b) & 17 (a) respectively of Jharkhand Tourism Development and Registration Act, 2015.

Any other document mentioned required by prescribed authority.

39. DOCUMENT REQUIRED FOR GUIDE

Pan and Aadhar

Identification and address proof of applicant.

Highest education qualification certificate.

Tourism related academic and experience certificate.

Medical fitness certificate (certificate of good health) from a registered physician

Affidavit of undertaking that applicants. (individuals / Directors or company / proprietor of firm) have not been declared insolvent and not convicted as per section 17 (b) & 17 (a) respectively of Jharkhand Tourism Development and Registration Act, 2015.

Any other document mentioned required by prescribed authority.

40. DOCUMENT REQUIRED ADVENTURE TOURISM ADVENTURE SPORTS OPERATOR

Registration / recognition certificate if registered / recognized by Ministry of Tourism, Govt. of India and No Objection Certificate for paramotoring and permit for parasailing & paragliding flying from Transport (Civil aviation) Department, Jharkhand (for operation aero sports).

OR the following

PAN card

Company/ Partnership firm/ Proprietorship firm Registration certificate

Power of attorney in favor of the authorized signatory/applicant in case of Partnership firm or Company.

GST registration certificate

Identity and address proof of applicant (owner's / directors of company / proprietor of firm as the case may be)

Proof of paid up capital (Min. ` 5,00,000.00) towards procurement of adventure sports equipments (photograph of equipments and purchase invoice or latest audited balance sheet).

Highest qualification, training / adventure certificate and experience certificate (in tourism sector) and photographs of all employees / staff including field staff.

Full documentary details and photograph of equipment (own or rented)

First aid Training Certificate of field staffs.

Affidavit of undertaking as per para 5.9 of the rule.

Affidavit of undertaking that all the required equipments to carry out the concerned tourism activities and safety / security related equipments are available.

Ownership affidavit / rent agreement of office (clearly mention office area, toilet availability, waiting area availability).

Affidavit of undertaking that owner (s) of the adventure tourism / sports firm / company etc is / are not declared insolvent and not convicted as per section 17 (b) and 17 (a) respectively of Jharkhand Tourism Development & Registration Act 2015

Any other document mentioned required by prescribed authority.

41. DOCUMENT REQUIRED FOR TRAVEL AGENT

42.1 Registration / Recognition certificate if registered / recognized by Ministry of Tourism, Government of India and experience proof document of providing travel service to PSU's, Ministries, Government Department / Agencies / Authority etc.

OR the following

42.2 PAN card

42.3 GST registration

- 42.4 Registration certificate of company / partnership firm/ Proprietorship firm.
- 42.5 Power of attorney in favor of the authorized signatory/applicant in case of Partnership firm or Company.
- 42.6 Identity and address proof of applicant (s) (owner / directors of company/ proprietor (s) as case may be)
- 42.7 Ownership / rented passengers vehicles possession related document (RC in case of owner, rent agreement along with RC in case of rented vehicle)
- 42.8 Accreditation / membership document from at least one of the following –
 - 42.8.1 IATO (Indian association of tour operator)
 - 42.8.2 TAAI (Travel agents association of India)
 - 42.8.3 ADTOI (Association of domestic tour operators of India)
 - 42.8.4 IATA (Indian association of travel agents)
 - 42.8.5 TTAAJ (Tour and travel agent association of Jharkhand)
 - 42.8.6 FJCCI (Federation of Jharkhand chamber of commerce and Industries)
- 42.9 Affidavit of undertaking that applicant (s) (owner / directors of company/ proprietor (s) as case may be) is / are not declared insolvent and not convicted as per section 17 (b) and 17 (a) respectively of Jharkhand Tourism Development & Registration Act, 2015.
- 42.10 Any other document mentioned required by prescribed authority.

42. DOCUMENT REQUIRED FOR TOUR OPERATOR

- 43.1 Registration / Recognition certificate if registered / recognized by Ministry of Tourism, Government of India and experience proof document of providing travel service to PSU's, ministries, government department / agencies / authority etc.

OR the following

- 43.1 PAN card
- 43.2 GST registration
- 43.3 Registration certificate of Company / Partnership firm/ Proprietorship firm.
- 43.4 Power of attorney in favor of the authorized signatory/applicant in case of Partnership firm or Company.
- 43.5 Identity and address proof of applicant (s) (owners / directors of company/ proprietor (s) as case may be)
- 43.6 Details of facilities available.
- 43.7 Accreditation / membership document from at least one of the following –
 - 43.7.1 IATO (Indian association of tour operator)
 - 43.7.2 TAAI (Travel agents association of India)
 - 43.7.3 ADTOI (Association of domestic tour operators of India)
 - 43.7.4 IATA (Indian association of travel agents)
 - 43.7.5 TTAAJ (Tour and travel agent association of Jharkhand)
 - 43.7.6 FJCCI (Federation of Jharkhand chamber of commerce and Industries)

43.8 Affidavit of undertaking that applicant (s) (owner / directors of company/ proprietor (s) as case may be) is / are not declared insolvent and not convicted as per section 17 (b) and 17 (a) respectively of Jharkhand Tourism Development & Registration Act, 2015.

43.9 Any other document mentioned required by prescribed authority.

43. DOCUMENT REQUIRED FOR BOAT OPERATOR

PAN card

Registration Certificate (If registered company, firm etc.)

GST registration (if registered).

Identity and address proof of applicant (s) (owner / directors of company/ proprietor (s) as case may be)

Registration certificate and boat license issued from District Transport Office (as per Jharkhand Boat Rule, 2014)

Rent agreement of boat or canoe or vessel (if rented)

Affidavit of undertaking that applicant (s) (owner / directors of company/ proprietor (s) as case may be) is / are not declared insolvent and not convicted as per section 17 (b) and 17 (a) respectively of Jharkhand Tourism Development & Registration Act, 2015.

Any other document mentioned required by prescribed authority.

44. DOCUMENT REQUIRED FOR ENTERTAINMENT RELATED UNITS

PAN card

Registration certificate of Company / Partnership firm/ Proprietorship firm.

Power of attorney in favor of the authorized signatory/applicant in case of Partnership firm or Company.

GST registration certificate

Identity and address proof of applicant (owner's / directors of company / proprietor of firm as the case may be)

Highest qualification, training and experience certificate (in tourism sector) and photographs of all employees / staff including field staff.

Full documentary details and photograph of equipment (own or rented)

First aid Training Certificate of field staffs.

Affidavit of undertaking as per para 5.9 of the rule.

Affidavit of undertaking that all the required equipments to carry out the concerned tourism activities and safety / security related equipments are available.

Copy of registered deed of land on which hotel is constructed.

Copy of approved / sanctioned building map and site layout plan.

Copy of land mutation.

Copy of lease document (in case of leased or rented building)

Affidavit of undertaking that owner (s) of the adventure tourism / sports firm / company etc is / are not declared insolvent and not convicted as per section 17 (b) and 17 (a) respectively of Jharkhand Tourism Development & Registration Act 2015

Any other document mentioned required by prescribed authority.

APPENDIX 'A'

PART A

CRITERIA FOR CLASSIFICATION OF CATEGORY 'A'

The accommodation units (other than home stay/ paying guest) with more than 30 rooms/ dormitories having equivalent infrastructure and facilities.

PART B

CRITERIA FOR CLASSIFICATION OF CATEGORY 'B'

The accommodation units (other than home stay/ paying guest) with 30 rooms/ dormitories or less having equivalent infrastructure and facilities.

PART C

CRITERIA FOR CLASSIFICATION OF CATEGORY 'C'

- I. The home stay/ paying guest shall be located in an area suitable for the stay of tourists.
- II. The following amenities shall be available:
- III. There must be adequate sanitary fittings like lavatories/ bathrooms with running water, one each for 6 beds;
- IV. Rooms should be properly ventilated, furnished and lighted;
- V. Fans should be provided in all rooms;
- VI. There should be adequate provisions for drinking water.

APPENDIX - I

APPLICATION FORM FOR REGISTRATION OF ACCOMMODATION UNIT

(Hotel, Motel/Road Side Facilities, Resort/Health-Spa Resort, Timeshare Apartment, Motor Caravan, Guest/Tourist Rest House, Tent Colony, River/Lake Cruise and/or House Boats, Paying Guest House/Bed & Breakfast/Home Stay, Dharamshala, Ashrams)

To,

The Prescribed Authority,
Department of Tourism,
Govt. of Jharkhand

Sir,

As per the provisions of the Jharkhand Tourist Trade & Registration Rules, 2021 we are submitting herewith the application for registration of our new / old accommodation unit. The required information is presented hereunder –

1. NAME OF THE ACCOMMODATION UNIT

Area of Accommodation unit (In Sq. Ft.)

Address

.....

.....

Telephone/Mobile/Fax/Email (1)

(2)

2. NAME AND DETAILS OF THE COMPANY / FIRM

(Registration No., GST No., & PAN No. etc.)

3. NAME OF THE OWNER / PARTNER

PAN No. of Owner / Partners

Permanent Address

Current Address

Telephone/Mobile/Fax/Email

4. NAME AND ADDRESS OF THE MANAGER/CARETAKER & EDUCATION QUALIFICATION

.....

5. LAND DETAILS OF THE**ACCOMMODATION UNIT**

a. Copy of the Registered Deed

b. Copy of Approved/Sanctioned

Building Map and Site Layout Plan

c. Copy of Mutation

d. Statutory Status of the Property

(Private Ownership, Lease, Rented,

Partnership, etc)

6. YEAR OF CONSTRUCTION**7. WHETHER ON BUILDING OR RENTED**

(If Rented attached rent lease agreement)

8. DATE OF STARTING OF**ACCOMMODATION UNIT** (For Old Units)**9. DETAILS OF ACCOMMODATION**

GUEST ROOM		NO.	AREA IN SQ. FT.	FACILITIES	ROOM TARIFF
a)	Single bed rooms (Non AC)			a, b, c, d, e, f, g, h	
b)	Single bed rooms (AC)			a, b, c, d, e, f, g, h	
c)	Double bed rooms (Non AC)			a, b, c, d, e, f, g, h	
d)	Double bed rooms (AC)			a, b, c, d, e, f, g, h	
e)	Suit room			a, b, c, d, e, f, g, h	
f)	No. of family suites (4 bedded)			a, b, c, d, e, f, g, h	
g)	Dormitory			a, b, c, d, e, f, g, h	
h)	Reception and lounge			YES / NO	
i)	Dinning, conference, Banquet Hall & Restaurant			Seating Capacity	
j)	Facilities for physically challenged			YES / NO	

	persons				
k)	Provision of cloak rooms for ladies and gents separately in public areas			YES / NO	
l)	Water purifying system			YES / NO	
m)	Laundry facilities			YES / NO	
n)	Staff cafeteria			YES / NO	
o)	Staff staircase			YES / NO	
p)	Staff uniform			YES / NO	
q)	Emergency exit			YES / NO	
r)	Parking areas – vehicle capacity			YES / NO	
s)	Health club			YES / NO	
t)	Health club			YES / NO	
u)	Swimming pool			YES / NO	
v)	Library			YES / NO	
w)	Boutique shops			YES / NO	
x)	Garden			YES / NO	

[Note : *Facilities – a) Television, b) Intercom, c) Attached Bathroom, d) Room Heater, e) Central Heating System, f) Geyser, g) Lift, h) 24 Hrs Running Water.*]

10. NO. OF STAFF / EMPLOYEES

11. DETAILS OF STAFF (SKILLED/UNSKILLED),

THEIR NAMES, DESIGNATION, ADDRESS,

EXPERIENCE, EDUCATION, SALARY,

PERIOD OF ASSOCIATION, ETC.

12. DETAILS OF THE PARTICIPATION OF THE

LOCAL COMMUNITY IN EMPLOYMENT

GENERATION

13. DETAILS OF SAFELY/SECURITY RELATED

EQUIPMENTS AUDITED BALANCE SHEETS**AND PROFIT & LOSS****14. STATEMENTS, AS PROVISIONED UNDER****COMPANY LAW, DULY VERIFIED BY A C.A.***(IN CASE OF RENEWAL)***15. COPY OF THE RECEIPT OF TAX FILED WITH****THE INCOME TAX DEPARTMENT***(IN CASE OF RENEWAL)***16. DETAILS OF PREVIOUS REGISTRATION*****(IN CASE OF RENEWAL OF REGISTRATION)***.....**17. Declaration**

I / We hereby declare that all the aforementioned information is true and correct to the best of my/our knowledge and I / We are completely aware of the fact that under any circumstances if any of the aforesaid information is found to be false / incorrect, my / our registration can be cancelled/rejected.

Thus, we request you to kindly register my / our said Accommodation Unit under the Jharkhand Tourist Trade & Registration Rules, 2021

Enclosure Signature of the Applicant/Partner

Date Name

Address

Mobile/Telephone Number

APPENDIX - II**APPLICATION FORM FOR REGISTRATION OF TRAVEL AGENT***(Travel Agent, Excursion Agents, etc.)*

To,

The Prescribed Authority,
Department of Tourism,
Govt. of Jharkhand

Sir,

As per the provisions of the Jharkhand Tourist Trade & Registration Rules, 2021 we are submitting herewith the application for registration of our new/old travel trade related unit operated by me/us. The required information is presented hereunder—

1. Whether affiliated / registered / recognized with Ministry of Tourism, Govt. of India (if Yes details thereof)

2. **NAME OF THE TRAVEL TRADE UNIT**

Address

Telephone/Mobile/Fax/Email (1)

(2)

3. **NAME AND DETAILS OF THE COMPANY / FIRM**

(Registration No., GST No., & PAN No. etc.)

4. **NAME OF THE OWNER/PARTNER/DIRECTOR**

PAN No. of Owner / Partners / Director

Permanent Address

Current Address

Telephone/Mobile/Fax/Email

5. **LOCATION, SIZE AND STANDARD OF OFFICE**

6. **EDUCATION QUALIFICATION / TECHNICAL QUALIFICATION OF STAFFS**

7. **STATUTORY POSITION OF OFFICE PREMISES** (Private

Ownership, Lease, Rented, Partnership, etc)

8. **DETAILS OF THE OFFICE PREMISES**

a. Office Area (sq. Ft.):

b. Location Area (Please tick the appropriate Column) Commercial () Residential ()

c. Reception Area (sq. mtrs)

d. Toilet Facility (Please tick the appropriate Column)

Yes ()

No ()

9. DATE OF STARTING OF TRAVEL TRADE UNIT (For Old Units)

10. EXPERIENCE OF WORKING IN THE FIELD OF TRAVEL TRADE

11. EDUCATION, SALARY, PERIOD OF ASSOCIATION, ETC.

**12. DETAILS OF THE PARTICIPATION OF THE LOCAL
COMMUNITY IN EMPLOYMENT GENERATION**

13. DETAILS OF ACTIVITIES UNDERTAKEN

a. Travel Management

b. Site Seeing

c. Hotel Booking

d. Adventurous Activities

e. Any other activities

14. DETAILS OF INSURANCE

(for Adventurous Activities)

15. DETAILS OF ACTIVITY-WISE RATES CHARGED

(Enclose Tariff Cards)

16. NAME OF BANK (Enclose concerned letter from the bank)

17. AUDITED BALANCE SHEETS AND PROFIT & LOSS

STATEMENTS, AS PROVISIONED UNDER COMPANY

LAW, DULY VERIFIED BY A C.A. (In case of renewal)

18. COPY OF THE RECEIPT OF TAX FILED WITH THE

INCOME TAX DEPARTMENT (In case of renewal)

19. DETAILS OF PREVIOUS REGISTRATION

(In case of Renewal of Registration)

20. Declaration

I/We hereby declare that all the aforementioned information is true and correct to the best of my/our knowledge and I/We are completely aware of the fact that under any circumstances if any of the aforesaid information is found to be false / incorrect, my / our registration can be cancelled/rejected.

Thus, we request you to kindly register my/our said Travel Trade related Unit under the Jharkhand Tourist Trade & Registration Rules, 2021.

Enclosure

Signature of the Applicant/Partner

Date

Name

Address.....

Mobile/Telephone Number.....

**APPLICATION FORM FOR REGISTRATION OF ENTERTAINMENT RELATED
UNIT**

{Entertainment/Theme/Amusement Park, Golf Course, Rope Way, Sound & Light Show, Angling (Fishing), etc.}

To,

The Prescribed Authority,
Department of Tourism,
Govt. of Jharkhand

Sir,

As per the provisions of the Jharkhand Tourist Trade & Registration Rules, 2021, we are submitting herewith the application for registration of our Entertainment / Theme / Amusement Park, Golf Course, Rope Way, Sound & Light Show, Angling (Fishing) unit. The required information is presented hereunder-

1. NAME OF THE ENTERTAINMENT UNIT**2. PERMANENT ADDRESS**

Telephone/Mobile/Fax/Email (1)
(2)

3. NAME OF THE OWNER/PARTNER

Permanent Address

Current Address

4. TELEPHONE/MOBILE/FAX/EMAIL**5. NAME AND ADDRESS OF THE MANAGER/CARETAKER****6. LAND DETAILS OF THE ENTERTAINMENT UNIT**

a. Copy of the Registered Deed

b. Copy of Approved/Sanctioned Building Map and

Site Layout Plan

c. Coy of Mutation

d. Statutory Status of the Property (Private

Ownership, Lease, Rented, Partnership, etc)

7. YEAR OF CONSTRUCTION

8. DATE OF STARTING OF ENTERTAINMENT UNIT

(For Old Units)

9. DETAILS OF RATES CHARGED BY THE UNIT

10. DETAILS OF LICENSE

11. DETAILS OF FACILITIES AVAILABLE IN THE ENTERTAINMENT UNIT

a. Public Utilities:

b. Banquet Hall:

c. Car Parking:

d. Other Facilities:

12. AUDITED BALANCE SHEETS AND PROFIT & LOSS

STATEMENTS, AS PROVISIONED UNDER COMPANY

LAW, DULY VERIFIED BY A CA (In case of renewal)

13. COPY OF THE RECEIPT OF TAX FILED WITH THE

INCOME TAX DEPARTMENT (In case of renewal)

14. DETAILS OF PREVIOUS REGISTRATION

(In case of Renewal of Registration)

15. Category of Entertainment unit (Entertainment/Theme/Amusement Park, Golf Course, Rope

Way, Sound & Light Show, Angling (Fishing), etc)

15.

Declaration

I/We hereby declare that all the aforementioned information is true and correct to the best of my/our knowledge and I/We are completely aware of the fact that under any circumstances if any of the aforesaid information is found to be false / incorrect, my/our registration can be cancelled/rejected.

Thus, we request you to kindly register my/our said Entertainment Unit under the Jharkhand Tourist Trade & Registration Rules, 2021.

Enclosure :

Signature of the Applicant/Partner

Date:

Name:

Address.....

Mobile/Telephone Number

APPLICATION FORM FOR REGISTRATION OF ADVENTURE TOURISM RELATED UNIT

(Adventure Tour Operator, Kayaking/Canoeing/Sailing/ Yachting/Boating, Water Skiing, Trekking, Mountaineering, Rock/Artificial Wall Climbing, Mountain Biking, Wild Life Safari/Bird Watching, Motor Car/Motorcycle Rally, Para Sailing/Gliding, Bungee Jumping, Hot Air Ballooning, Flying Fox, Ice Skating, Adventure Club, River Rafting, etc)

To,

The Prescribed Authority,

Department of Tourism,

Govt. of Jharkhand

Sir,

As per the provisions of the Jharkhand Tourist Trade & Registration Rules, 2021 we are submitting herewith the application for registration of our adventure tourism related unit. The required information is presented hereunder—

1. Whether affiliated / registered / recognized with Ministry of Tourism, Govt. of India *(if Yes details thereof)*

2. Name of the Adventure Tourism Related Unit

Address

Telephone/Mobile/Fax/Email (1)

(2)

3. NAME AND DETAILS OF THE COMPANY / FIRM

Registration Number

(Enclose copies of registration issued by appropriate authority along with PAN, GST registration etc)

4. NAME OF THE OWNER / PARTNER

PAN No. of Owner / Partners

Permanent Address

Current Address

Telephone/Mobile/Fax/Email

**5. NAME AND ADDRESS OF THE
MANAGER/CARETAKER & EDUCATION**

QUALIFICATION

6. Statutory Position of the Office of Adventure

Tourism Unit (Private Ownership, Lease, Rented, etc)

7. Details of the Office Premises

a. Office Area (sq. mtrs):

b. Location Area (Please tick the appropriate Column)

Commercial () Residential ()

c. Reception Area (sq. mtrs)

d. Toilet Facility (Please tick the appropriate Column) Yes () No ()

8. Date of Starting of Adventure Tourism Unit (For Old Units)

9. Experience of Working in the Field of Adventure Tourism

10. DETAILS OF STAFF (SKILLED/UNSKILLED),

their names, designation, address,

experience, education, salary,

period of association, etc.

**11. Details of the Participation of the Local Community
in Employment Generation**

12. Details of Adventure Sports related Equipments

13. Details of Safety/Security related Equipments

14. Details of Insurance

15. Details of Activity-wise Rates Charged

(Enclose Tariff Cards)

16. Name of Bank (Enclose concerned

letter from the bank)

17. Audited balance sheets and profit &

loss statements, as provisioned under

Company Law, duly verified by a CA

(In case of renewal)

18. Copy of the Receipt of Tax Filed with

the Income Tax Department (In case

of renewal)

19. Details of Previous Registration (In case

of Renewal of Registration)

20. Category of adventure sports activity for which registration is applied

(Adventure Tour Operator, Kayaking / Canoeing / Sailing / Yachting/Boating, Water Skiing, Trekking, Mountaineering, Rock/Artificial Wall Climbing, Mountain Biking, Wild Life Safari/Bird Watching, Motor Car/Motorcycle Rally, Para Sailing/Gliding, Bungee Jumping, Hot Air Ballooning, Flying Fox, Ice Skating, Adventure Club, River Rafting, etc)

(Attach permit/ license / NoC as applicable)

21. Area of Operation

22. Period of Operation

23. Declaration

1/We hereby declare that all the aforementioned information is true and correct to the best of my / our knowledge and 1/We are completely aware of the fact that under any circumstances if any of the aforesaid information is found to be false/incorrect, my / our registration can be cancelled/rejected.

Thus, we request you to kindly register my/our said Entertainment Unit under the Jharkhand Tourist Trade & Registration Rules, 2021.

Enclosure :

Signature of the Applicant/Partner

Date:

Name:

Address.....

Mobile/Telephone Number

APPLICATION FORM FOR REGISTRATION OF TOUR OPERATOR

To,

The Prescribed Authority,

Department of Tourism,

Govt. of Jharkhand

Sir,

As per the provisions of the Jharkhand Tourist Trade & Registration Rules, 2021 we are submitting herewith the application for registration of our new/old tour operation related unit operated by me/us. The required information is presented hereunder—

1. Whether affiliated / registered / recognized with Ministry of Tourism, Govt. of India (if Yes details thereof)

2. **NAME OF THE TOUR OPERATION UNIT**

Address

Telephone/Mobile/Fax/Email (1)

(2)

3. **NAME AND DETAILS OF THE COMPANY / FIRM**

(Registration No., GST No., & PAN No. etc.)

4. **NAME OF THE OWNER/PARTNER/DIRECTOR**

PAN No. of Owner / Partners / Director

Permanent Address

Current Address

Telephone/Mobile/Fax/Email

5. **LOCATION, SIZE AND STANDARD OF OFFICE**

6. **EDUCATION QUALIFICATION / TECHNICAL QUALIFICATION OF STAFFS**

7. **STATUTORY POSITION OF OFFICE PREMISES** (Private

Ownership, Lease, Rented, Partnership, etc)

8. DETAILS OF THE OFFICE PREMISES

- a. Office Area (sq. Ft.):
- b. Location Area (Please tick the appropriate Column) Commercial () Residential ()
- c. Reception Area (sq. mtrs)
- d. Toilet Facility (Please tick the appropriate Column) Yes () No ()

9. DATE OF STARTING OF TOUR OPERATION UNIT (For Old Units)**10. EXPERIENCE OF WORKING IN THE FIELD OF TOUR OPERATION****11. EDUCATION, SALARY, PERIOD OF ASSOCIATION, ETC.****12. DETAILS OF THE PARTICIPATION OF THE LOCAL COMMUNITY IN EMPLOYMENT GENERATION****13. DETAILS OF ACTIVITIES UNDERTAKEN**

- a. Travel Management
- b. Site Seeing
- c. Hotel Booking
- d. Adventurous Activities
- e. Any other activities

14. DETAILS OF INSURANCE

(for Adventurous Activities)

15. DETAILS OF ACTIVITY - WISE RATES CHARGED

(Enclose Tariff Cards)

16. NAME OF BANK (Enclose concerned letter from the bank)

17. AUDITED BALANCE SHEETS AND PROFIT & LOSS STATEMENTS, AS PROVISIONED UNDER COMPANY LAW, DULY VERIFIED BY A C.A. (In case of renewal)

18. COPY OF THE RECEIPT OF TAX FILED WITH THE

INCOME TAX DEPARTMENT (In case of renewal)**19. DETAILS OF PREVIOUS REGISTRATION**

(In case of Renewal of Registration)

20. Declaration

I/We hereby declare that all the aforementioned information is true and correct to the best of my/our knowledge and I/We are completely aware of the fact that under any circumstances if any of the aforesaid information is found to be false / incorrect, my / our registration can be cancelled/rejected.

Thus, we request you to kindly register my / our said Tour Operation related Unit under the Jharkhand Tourist Trade & Registration Rules, 2021.

Enclosure

Signature of the Applicant/Partner

Date

Name

Address.....

Mobile/Telephone Number.....

APPLICATION FORM FOR REGISTRATION OF TOUR GUIDE

To,

The Prescribed Authority,
Department of Tourism,
Govt. of Jharkhand

Sir,

As per the provisions of the Jharkhand Tourist Trade & Registration Rules, 2021 we are submitting herewith the application for registration of our new/old tour guide. The required information is presented hereunder—

1. Name
2. Date of Birth
3. PAN No.
4. Aadhar
5. Education qualification
6. Details of experience in tour guide (if any)
7. Guide training certificate (Details)
8. Current address (With address Proof)
9. Permanent address (Residential Certificate)
10. Language Known (Hindi / English / Other language) - a) Read, b) Write, c) Speak
11. Mobile No.
12. E-mail ID
13. Name of tourist areas for which registration is applied
14. Declaration

I/We hereby declare that all the aforementioned information is true and correct to the best of my/our knowledge and I/We are completely aware of the fact that under any circumstances if any of the aforesaid information is found to be false / incorrect, my / our registration can be cancelled/rejected.

Thus, we request you to kindly register me as a Tour Guide under the Jharkhand Tourist Trade & Registration Rules, 2021.

Enclosure

Signature of the Applicant

Date

Name

Address.....

Mobile/Telephone Number.....

APPLICATION FORM FOR REGISTRATION OF PROFESSIONAL TOURIST PHOTOGRAPHER

To,

The Prescribed Authority,
Department of Tourism,
Govt. of Jharkhand

Sir,

As per the provisions of the Jharkhand Tourist Trade & Registration Rules, 2021 we are submitting herewith the application for registration of professional tourist Photographer. The required information is presented hereunder —

1. Name
2. Date of Birth
3. PAN No.
4. Aadhar
5. Education qualification
6. Details of experience in photography (if any)
7. Certificate in Photography (if any)
8. Details of available photography instrument
9. Current address (With address Proof)
10. Permanent address (Residential Certificate)
11. Language Known (Hindi / English / Other language) - a) Read, b) Write, c) Speak
12. Mobile No.
13. E-mail ID
14. Name of tourist areas for which registration is applied
15. Declaration

I/We hereby declare that all the aforementioned information is true and correct to the best of my/our knowledge and I/We are completely aware of the fact that under any circumstances if any of the aforesaid information is found to be false / incorrect, my / our registration can be cancelled/rejected.

Thus, we request you to kindly register me as a Photographer under the Jharkhand Tourist Trade & Registration Rules, 2021.

Enclosure

Date

Signature of the Applicant

Name

Address.....

Mobile/Telephone Number.....

APPLICATION FORM FOR REGISTRATION OF BOAT OPERATOR

To,

The Prescribed Authority,
Department of Tourism,
Govt. of Jharkhand

Sir,

As per the provisions of the Jharkhand Tourist Trade & Registration Rules, 2021 we are submitting herewith the application for registration of boat operator. The required information is presented hereunder —

1. Name
2. Date of Birth
3. PAN No.
4. Aadhar
5. Education qualification
6. Details of Training certificate & experience in boat operation of sailor (attach copy)
7. Details of boats available
8. Whether own boats or rented
9. Registration and license details of boats under Jharkhand Boat Rules, 2014
10. Current address (With address Proof)
11. Permanent address (Residential Certificate)
12. Language Known (Hindi / English / Other language) - a) Read, b) Write, c) Speak
13. Mobile No.
14. E-mail ID
15. Name of tourist areas for which registration is applied
16. Type of Activities (Kayaking, Speed Boating, yachting, sailing, Jetski boating etc.)

17.

Declaration

I/We hereby declare that all the aforementioned information is true and correct to the best of my/our knowledge and I/We are completely aware of the fact that under any circumstances if any of the aforesaid information is found to be false / incorrect, my / our registration can be cancelled/rejected.

Thus, we request you to kindly register me as a Boat Operator under the Jharkhand Tourist Trade & Registration Rules, 2021.

Enclosure

Signature of the Applicant

Date

Name

Address.....

Mobile/Telephone Number.....

**DEPARTMENT OF TOURISM, ART CULTURE, SPORTS AND YOUTH
AFFAIRS (TOURISM DIVISION), GOVERNMENT OF JHARKHAND**

Certificate of Registration of Accommodation unit

No.....

Dated

This is to certify that the accommodation unit known as, located at, to be operated/ being operated by (Name of company/firm/Individual), address..... (permanent address of individual/ registered address of company or firm) has been registered under the Jharkhand Tourism development Registration act 2015 in category --..... (Category of Registration- A, B or C) of accommodation unit. The registration will be valid up to (date).

II. The unit must obey the instructions written in the next page.

DETAILS OF ACCOMMODATION

GUEST ROOM		NO.	AREA IN SQ. FT.	FACILITIES
a)	Single bed rooms			a, b, c, d, e, f, g, h
b)	Double bed rooms			a, b, c, d, e, f, g, h
c)	Suit room			a, b, c, d, e, f, g, h
d)	No. of family suites (4 bedded)			a, b, c, d, e, f, g, h
e)	Dormitory			a, b, c, d, e, f, g, h
f)	Reception and lounge			YES / NO
g)	Dinning, conference, Banquet Hall & Restaurant			Seating Capacity
h)	Facilities for physically challenged persons			YES / NO
i)	Provision of cloak rooms for ladies and gents separately in public areas			YES / NO
j)	Water purifying system			YES / NO
k)	Laundry facilities			YES / NO
l)	Staff cafeteria			YES / NO
m)	Staff staircase			YES / NO

n)	Staff uniform			YES / NO
o)	Emergency exit			YES / NO
p)	Parking areas – vehicle capacity			YES / NO
q)	Health club			YES / NO
r)	Health club			YES / NO
s)	Swimming pool			YES / NO
t)	Library			YES / NO
u)	Boutique shops			YES / NO
v)	Garden			YES / NO

[Note: Facilities – a) Television, b) Intercom, c) Attached Bathroom, d) Room Heater, e) Central Heating System, f) Geyser, g) Lift, h) 24 Hrs Running Water.]

Heating

Place.....

Date

Prescribed Authority

INSTRUCTIONS

1. The tourism unit and its employees shall at all times strictly follow the Jharkhand tourism development and Registration Act 2015 and Jharkhand Tourist trade registration rules 2021.
2. The tourism unit will have to submit to the Prescribed Authority the information related to facilities and services offered by them and the tariff rates for the same that will be charged from tourists/customers. In case the existing charges are changed, the same will have to be intimated to the Prescribed Authority within one week and the same will also need to be displayed at the reception/office room.
3. The tourism unit will have to keep a complaints /suggestion book in the reception of their office.
4. The tourism unit shall submit monthly statistical data regarding inflow of domestic and foreign tourists and the employees employed by them and any other information required by the department by 31st July and 31st January (Biannually) of previous 6 months (January to June and July to December), and will get it uploaded on www.jharkhandtourism.gov.in.
5. In pursuance of the orders given by the Government from time-to-time, the tourism unit will have to provide employment to the local people of Jharkhand in the unit.
6. The tourism unit will have to make available details of the foreign guides, senior guides/trainers, and skilled personnel to the local police station. The tourism unit operator will be responsible for the activities of the foreign guides and shall have to submit an undertaking for the same with an application to the local police station.
7. The tourism unit would not charge extra rates, against any agreed upon contract.
8. The Tourism Unit as the case may be, will furnish item-wise detailed bill to the persons/tourists/customers having sought services in the unit and will issue an original receipt for the money realized and shall keep the duplicate copy thereof safe in the receipt book.
9. In case of any accident/unpleasant incident, the tourism unit operator will inform same to the local district administration, police station and Prescribed Authority by using fast communication mode.

10. The Tourism Unit will have to display the Certificate of Registration provided to them by the prescribed authority at a prominent and visible place at their reception or office.
11. The Tourism Unit operators or any person employed by them will not ask for any tips / subsidy / gifts / commission from the tourists / service seekers.
12. The tourism unit must adhere to sustainable ecological practice and protection of environment.
13. If the owner or the manager of the tourism unit makes any alterations, additions or enlargement in the unit, the same shall have to be intimated to the Prescribed Authority within 90 days.

**DEPARTMENT OF TOURISM, ART CULTURE, SPORTS AND YOUTH
AFFAIRS (TOURISM DIVISION), GOVERNMENT OF JHARKHAND**

Certificate of Registration of Travel Agent

No.....

Dated

This is to certify that(Name of unit), located at, to be operated/ being operated by (Name of company/firm/Individual), address..... (permanent address of individual/ registered address of company or firm) has been registered under the Jharkhand Tourism development Registration act 2015 as travel agent. The registration will be valid up to (date).

II. The unit must obey the instructions written in the next page.

DETAILS OF ACTIVITIES UNDERTAKEN

- a. Travel Management
- b. Site Seeing
- c. Hotel Booking
- d. Adventurous Activities
- e. Any other activities

Place.....

Date

Prescribed Authority

INSTRUCTIONS

1. The tourism unit and its employees shall at all times strictly follow the Jharkhand tourism development and Registration Act 2015 and Jharkhand Tourist trade registration rules 2021.
2. The tourism unit will have to submit to the Prescribed Authority the information related to facilities and services offered by them and the tariff rates for the same that will be charged from tourists/customers. In case the existing charges are changed, the same will have to be intimated to the Prescribed Authority within one week and the same will also need to be displayed at the reception/office room.
3. The tourism unit will have to keep a complaints /suggestion book in the reception of their office.
4. The tourism unit shall submit monthly statistical data regarding inflow of domestic and foreign tourists and the employees employed by them and any other information required by the department by 31st July and 31st January (Biannually) of previous 6 months (January to June and July to December), and will get it uploaded on www.jharkhandtourism.gov.in.
5. In pursuance of the orders given by the Government from time-to-time, the tourism unit will have to provide employment to the local people of Jharkhand in the unit.
6. The tourism unit will have to make available details of the foreign guides, senior guides/trainers, and skilled personnel to the local police station. The tourism unit operator will be responsible for the activities of the foreign guides and shall have to submit an undertaking for the same with an application to the local police station.
7. The tourism unit would not charge extra rates, against any agreed upon contract.
8. The Tourism Unit as the case may be, will furnish item-wise detailed bill to the persons/tourists/customers having sought services in the unit and will issue an original receipt for the money realized and shall keep the duplicate copy thereof safe in the receipt book.
9. In case of any accident/unpleasant incident, the tourism unit operator will inform same to the local district administration, police station and Prescribed Authority by using fast communication mode.
10. The Tourism Unit will have to display the Certificate of Registration provided to them by the prescribed authority at a prominent and visible place at their reception or office.
11. The Tourism Unit operators or any person employed by them will not ask for any tips / subsidy / gifts / commission from the tourists / service seekers.
12. The tourism unit must adhere to sustainable ecological practice and protection of environment.
13. If the owner or the manager of the tourism unit makes any alterations, additions or enlargement in the unit, the same shall have to be intimated to the Prescribed Authority within 90 days.

**DEPARTMENT OF TOURISM, ART CULTURE, SPORTS AND YOUTH
AFFAIRS (TOURISM DIVISION), GOVERNMENT OF JHARKHAND**

Certificate of Registration of Tour Operator

No.....

Dated

This is to certify that(Name of unit), located at, to be operated/ being operated by (Name of company/firm/Individual), address..... (permanent address of individual/ registered address of company or firm) has been registered under the Jharkhand Tourism development Registration act 2015 as tour operator. The registration will be valid up to (date).

II. The unit must obey the instructions written in the next page.

DETAILS OF ACTIVITIES UNDERTAKEN

- a. Travel Management
- b. Site Seeing
- c. Hotel Booking
- d. Adventurous Activities
- e. Any other activities

Place.....

Date

Prescribed Authority

INSTRUCTIONS

1. The tourism unit and its employees shall at all times strictly follow the Jharkhand tourism development and Registration Act 2015 and Jharkhand Tourist trade registration rules 2021.
2. The tourism unit will have to submit to the Prescribed Authority the information related to facilities and services offered by them and the tariff rates for the same that will be charged from tourists/customers. In case the existing charges are changed, the same will have to be intimated to the Prescribed Authority within one week and the same will also need to be displayed at the reception/office room.
3. The tourism unit will have to keep a complaints /suggestion book in the reception of their office.
4. The tourism unit shall submit monthly statistical data regarding inflow of domestic and foreign tourists and the employees employed by them and any other information required by the department by 31st July and 31st January (Biannually) of previous 6 months (January to June and July to December), and will get it uploaded on www.jharkhandtourism.gov.in.
5. In pursuance of the orders given by the Government from time-to-time, the tourism unit will have to provide employment to the local people of Jharkhand in the unit.
6. The tourism unit will have to make available details of the foreign guides, senior guides/trainers, and skilled personnel to the local police station. The tourism unit operator will be responsible for the activities of the foreign guides and shall have to submit an undertaking for the same with an application to the local police station.
7. The tourism unit would not charge extra rates, against any agreed upon contract.
8. The Tourism Unit as the case may be, will furnish item-wise detailed bill to the persons/tourists/customers having sought services in the unit and will issue an original receipt for the money realized and shall keep the duplicate copy thereof safe in the receipt book.
9. In case of any accident/unpleasant incident, the tourism unit operator will inform same to the local district administration, police station and Prescribed Authority by using fast communication mode.
10. The Tourism Unit will have to display the Certificate of Registration provided to them by the prescribed authority at a prominent and visible place at their reception or office.
11. The Tourism Unit operators or any person employed by them will not ask for any tips / subsidy / gifts / commission from the tourists / service seekers.
12. The tourism unit must adhere to sustainable ecological practice and protection of environment.
13. If the owner or the manager of the tourism unit makes any alterations, additions or enlargement in the unit, the same shall have to be intimated to the Prescribed Authority within 90 days.

**DEPARTMENT OF TOURISM, ART CULTURE, SPORTS AND YOUTH
AFFAIRS (TOURISM DIVISION), GOVERNMENT OF JHARKHAND**

Certificate of Registration of Photographer

No.....

Dated

This is to certify that Shri(Name of Photographer), Son of Shri Resident of (permanent address) has been registered under the Jharkhand Tourism development Registration act 2015 as photographer for(Name of tourist area) tourist area. The registration will be valid up to (date).

II. Instructions written in the next page must be obeyed.

Place.....

Date

Prescribed Authority

INSTRUCTIONS

1. The Photographer must obey the Jharkhand Tourism Development and Registration act 2015 and Jharkhand Tourist Trade and Registration rules 2021.
2. The Photographer must inform the prescribed authority about the tariff rates for the same that will be charged from tourists/customers. In case the existing charges are changed, the same will have to be intimated to the Prescribed Authority within one week.
3. In case of any accident/unpleasant incident, The Photographer has to inform same to the local district administration, police station and Prescribed Authority by using fast communication mode.
4. The Photographer has to put his photographer identity card at such a place on his dress such that tourist can easily see it.

**DEPARTMENT OF TOURISM, ART CULTURE, SPORTS AND YOUTH
AFFAIRS (TOURISM DIVISION), GOVERNMENT OF JHARKHAND**

Certificate of Registration of Tourist Guide

No.....

Dated

This is to certify that Shri(Name of guide), Son of Shri Resident of (permanent address) has been registered under the Jharkhand Tourism development Registration act 2015 as tourist guide for(Name of Tourist Area) tourist area. The registration will be valid up to (date).

II. Instructions written in the next page must be obeyed.

Place.....

Date

Prescribed Authority

INSTRUCTIONS

1. The Guide must obey the Jharkhand Tourism Development and Registration act 2015 and Jharkhand Tourist Trade and Registration rules 2021.
2. The Guide must inform the prescribed authority about the tariff rates for the same that will be charged from tourists/customers. In case the existing charges are changed, the same will have to be intimated to the Prescribed Authority within one week.
3. In case of any accident/unpleasant incident, The Guide has to inform same to the local district administration, police station and Prescribed Authority by using fast communication mode.
4. The Guide has to put his guide identity card at such a place on his dress such that tourist can easily see it.

**DEPARTMENT OF TOURISM, ART CULTURE, SPORTS AND YOUTH
AFFAIRS (TOURISM DIVISION), GOVERNMENT OF JHARKHAND**

Identity Card for Guide/Photographer

No.....

Dated

Name

Father's name

Name of Tourist Area

Residential address

Registration no

Date of Expiry

Photo

signature

Place

Date

Prescribed Authority

**DEPARTMENT OF TOURISM, ART CULTURE, SPORTS AND YOUTH
AFFAIRS (TOURISM DIVISION), GOVERNMENT OF JHARKHAND**

Certificate of Registration of Adventure tourism/ Adventure Sports Operator

No.....

Dated

This is to certify that(Name of unit), located at, to be operated/ being operated by (Name of company/firm/Individual), address..... (permanent address of individual/ registered address of company or firm) has been registered under the Jharkhand Tourism development Registration act 2015 as Adventure tourism/ Adventure Sports Operator. The registration will be valid up to (date).

II. The unit must obey the instructions written in the next page.

DETAILS OF ACTIVITIES UNDERTAKEN

- a) Kayaking/Canoeing/Sailing/ Yachting/Boating,
- b) Water Skiing,
- c) Trekking,
- d) Mountaineering,
- e) Rock/Artificial Wall Climbing,
- f) Mountain Biking,
- g) Wild Life Safari/Bird Watching,
- h) Motor Car/Motorcycle Rally,
- i) Para Sailing/Gliding,
- j) Bungee Jumping,
- k) Hot Air Ballooning,
- l) Flying Fox,
- m) Ice Skating,
- n) Adventure Club,
- o) River Rafting
- p) Any other

Area of Operation

Period of Operation (in case of tourism events)

Place.....

Date

Prescribed Authority

INSTRUCTIONS

1. The tourism unit and its employees shall at all times strictly follow the Jharkhand tourism development and Registration Act 2015 and Jharkhand Tourist trade registration rules 2021.
2. The tourism unit will have to submit to the Prescribed Authority information related to facilities and services offered by them and the tariff rates for the same that will be charged from tourists/customers. In case the existing charges are changed, the same will have to be intimated to the Prescribed Authority within one week and the same will also need to be displayed at the reception/office room.
3. The tourism unit will have to keep a complaints /suggestion book in the reception of their office.
4. The tourism unit shall submit monthly statistical data regarding inflow of domestic and foreign tourists and the employees employed by them and any other information required by the department by 31st July and 31st January (Biannually) of previous 6 months (January to June and July to December), and will get it uploaded on www.jharkhandtourism.gov.in.
5. In pursuance of the orders given by the Government from time-to-time, the tourism unit will have to provide employment to the local people of Jharkhand in the unit.
6. The tourism unit will have to make available details of the foreign guides, senior guides/trainers, and skilled personnel to the local police station. The tourism unit operator will be responsible for the activities of the foreign guides and shall have to submit an undertaking for the same with an application to the local police station.
7. The tourism unit would not charge extra rates, against any agreed upon contract.
8. The Tourism Unit as the case may be, will furnish item-wise detailed bill to the persons/tourists/customers having sought services in the unit and will issue an original receipt for the money realized and shall keep the duplicate copy thereof safe in the receipt book.
9. In case of any accident/unpleasant incident, the tourism unit operator will inform same to the local district administration, police station and Prescribed Authority by using fast communication mode.
10. The Tourism Unit will have to display the Certificate of Registration provided to them by the prescribed authority at a prominent and visible place at their reception or office.
11. The Tourism Unit operators or any person employed by them will not ask for any tips / subsidy / gifts / commission from the tourists / service seekers.
12. Water sports related activity operator must comply the security & safety norms and safety measures as prescribed in Jharkhand Boat Rule, 2014.
13. The ASO must adhere to sustainable ecological practice and protection of environment in keeping with guidelines for eco-tourism and safety and security guidelines of Ministry of Tourism/Eco Code of Conduct by the Adventure Sports Operator Association of India.
14. The ASO must maintain its office premises / waiting area with all the maps and reference material concerning the particular activities it desires to pursue as business.
15. The ASO must have printed brochure or website clearly describing its(a) present activities; (b) its area of operation; (c) its commitment to follow Eco-Tourism guidelines or display the same prominently at site.
16. The ASO should clearly indicate the area of specialization in all their promotional and display material.
17. For operating Aerosports, the unit must have no objection certificate for Para motoring and permit for Parasailing, and Paragliding flying from Transport (Civil aviation) Department, Jharkhand and No permission from Airport authority of India and Director General of civil aviation (DGCA) before operating such activities.
18. If the owner or the manager of the tourism unit makes any alterations, additions or enlargement in the unit, the same shall have to be intimated to the Prescribed Authority within 90 days.
19. The unit must ensure safety and security of tourists.

**DEPARTMENT OF TOURISM, ART CULTURE, SPORTS AND YOUTH
AFFAIRS (TOURISM DIVISION), GOVERNMENT OF JHARKHAND**

Certificate of Registration of Entertainment related unit

No.....

Dated

This is to certify that(Name of unit), located at, to be operated/ being operated by (Name of company/firm/Individual), address..... (permanent address of individual/ registered address of company or firm) has been registered under the Jharkhand Tourism development Registration act 2015 as Entertainment related unit. The registration will be valid up to (date).

II. The unit must obey the instructions written in the next page.

DETAILS OF ACTIVITIES UNDERTAKEN

- a) Theme Park
- b) Amusement Park
- c) Golf Course,
- d) Rope Way
- e) Sound & Light Show,
- f) Angling (Fishing)
- g) Any other

Place.....

Date

Prescribed Authority

INSTRUCTIONS

1. The tourism unit and its employees shall at all times strictly follow the Jharkhand tourism development and Registration Act 2015 and Jharkhand Tourist trade registration rules 2021.
2. The tourism unit will have to submit to the Prescribed Authority the information related to facilities and services offered by them and the tariff rates for the same that will be charged from tourists/customers. In case the existing charges are changed, the same will have to be intimated to the Prescribed Authority within one week and the same will also need to be displayed at the reception/office room.
3. The tourism unit will have to keep a complaints /suggestion book in the reception of their office.
4. The tourism unit shall submit monthly statistical data regarding inflow of domestic and foreign tourists and the employees employed by them and any other information required by the department by 31st July and 31st January (Biannually) of previous 6 months (January to June and July to December), and will get it uploaded on www.jharkhandtourism.gov.in.
5. In pursuance of the orders given by the Government from time-to-time, the tourism unit will have to provide employment to the local people of Jharkhand in the unit.
6. The tourism unit will have to make available details of the foreign guides, senior guides/trainers, and skilled personnel to the local police station. The tourism unit operator will be responsible for the activities of the foreign guides and shall have to submit an undertaking for the same with an application to the local police station.
7. The tourism unit would not charge extra rates, against any agreed upon contract.
8. The Tourism Unit as the case may be, will furnish item-wise detailed bill to the persons/tourists/customers having sought services in the unit and will issue an original receipt for the money realized and shall keep the duplicate copy thereof safe in the receipt book.
9. In case of any accident/unpleasant incident, the tourism unit operator will inform same to the local district administration, police station and Prescribed Authority by using fast communication mode.
10. The Tourism Unit will have to display the Certificate of Registration provided to them by the prescribed authority at a prominent and visible place at their reception or office.
11. The Tourism Unit operators or any person employed by them will not ask for any tips / subsidy / gifts / commission from the tourists / service seekers.
12. If the owner or the manager of the tourism unit makes any alterations, additions or enlargement in the unit, the same shall have to be intimated to the Prescribed Authority within 90 days.
13. The unit must ensure safety and security of tourists.
14. The unit must adhere to sustainable ecological practice and protection of environment.

**DEPARTMENT OF TOURISM, ART CULTURE, SPORTS AND YOUTH
AFFAIRS (TOURISM DIVISION), GOVERNMENT OF JHARKHAND**

Certificate of Registration of Boat Operator

No.....

Dated

This is to certify that(Name of person / unit), located at, to be operated/ being operated by (Name of company/firm/Individual), address..... (Permanent address of individual/ registered address of company or firm) has been registered under the Jharkhand Tourism development Registration act 2015 as Boat Operator. The registration will be valid up to (date).

II. The Person / unit must obey the instructions written in the next page.

DETAILS OF ACTIVITIES UNDERTAKEN

- a) Kayaking
- b) Canoeing
- c) Sailing
- d) Yachting
- e) Speed Boating,
- f) Jetski boating
- g) Any other (specify)

Area of Operation

Period of Operation (in case of tourism events)

Place.....

Date

Prescribed Authority

INSTRUCTIONS

1. The boat operator and its employees shall at all times strictly follow the Jharkhand tourism development and Registration Act 2015 and Jharkhand Tourist trade registration rules 2021.
2. The boat operator will have to submit to the Prescribed Authority the information related to facilities and services offered by them and the tariff rates for the same that will be charged from tourists/customers. In case the existing charges are changed, the same will have to be intimated to the Prescribed Authority within one week and the same will also need to be displayed at the reception/office room.
3. The boat operator as the case may be, will furnish item-wise detailed bill to the persons/tourists/customers having sought services in the unit and will issue an original receipt for the money realized and shall keep the duplicate copy thereof safe in the receipt book.
4. In case of any accident/unpleasant incident, the boat operator will inform same to the local district administration, police station and Prescribed Authority by using fast communication mode.
5. The boat operator will have to display the Certificate of Registration provided to them by the prescribed authority at a prominent and visible place at their reception /office/ boat.
6. The boat operators or any person employed by them will not ask for any tips / subsidy / gifts / commission from the tourists / service seekers.
7. The boat operator must comply the security & safety norms and safety measures as prescribed in Jharkhand Boat Rule, 2014.
8. The boat operator must adhere to sustainable ecological practice and protection of environment.
9. The boat operator must ensure safety and security of tourists.

**DEPARTMENT OF TOURISM, ART CULTURE, SPORTS AND YOUTH
AFFAIRS (TOURISM DIVISION), GOVERNMENT OF JHARKHAND**

NOTICE FOR REFUSAL OF REGISTRATION

(See rule 17.2)

No

Dated

To,

Shri

.....

.....

Whereas you have applied for registration as...../ registration of your tourism unit under Jharkhand tourist trade and registration rule 2021 (Jharkhand tourism development and registration act 2015), but you have failed to fulfill the following conditions :-

- 1.
- 2.
- 3.

Therefore you are hereby served a notice as to why the registration should not be refused on grounds specified above. Your reply should reach within a period of days from the date of receipt of the notice.

Place :-

Date :-

(Prescribed Authority)

**DEPARTMENT OF TOURISM, ART CULTURE, SPORTS AND YOUTH
AFFAIRS (TOURISM DIVISION), GOVERNMENT OF JHARKHAND**

NOTICE FOR REFUSAL FOR CANCELLATION OF REGISTRATION

(See rule 18.1.12)

No

Dated

To,

Shri

.....

.....,

Registration no

Whereas your name/ your(name of tourism unit) tourism unit is liable to be removed from the register under section of the Jharkhand Tourist trade and registration rules 2021 and/or Jharkhand tourism development and registration act 2015 on the following grounds:-

- 1.
- 2.
- 3.

Now, therefore a notice is hereby given to you to show cause within a period of days from the date of receipt of the notice as to why your name/ your said tourism unit name should not be removed from the register on the grounds specified above, failing which it will be presumed that you have nothing to say in this matter.

Place

Date

(Prescribed Authority)
