

GOVERNMENT OF INDIA
MINISTRY OF TOURISM

**GUIDELINES FOR RECOGNITION AS AN APPROVED
TOURIST TRANSPORT OPERATOR**

[With effect from 27.08.2007]

1. The aims & objectives of the scheme for recognition of Tourist Transport Operator are to encourage quality standard and service in this category so as to promote tourism in India. This is a voluntary scheme open to all bonafide tourist transport operators to bring them in organized sector.
2. **Definition:** A Tourist Transport Operator Organization is one, which provides tourist transport like cars, coaches, boats etc. to tourists for transfers, sightseeing and journeys to tourist places etc..
3. Applications for **recognition** shall be addressed to the **Additional Director General**, Transport Bhawan, No.1, Parliament Street, New Delhi-110 001.
4. The **recognition** as an approved Tourist Transport Operator shall be granted by the Ministry of Tourism, Government of India, New Delhi initially, **for five years**, based on the **Inspection Report / Recommendations** of a Committee comprising of **concerned Regional Director and a member of ITTA**.
5. Applications for **renewal/extension** shall be addressed to the Regional Director of the concerned region as per the following addresses:-
 - a) The Regional Director (East), India Tourism, "Embassy", 4, Shakespeare Sarani, Kolkata – 700 071, West Bengal.
 - b) The Regional Director (West), India Tourism, 123, M. Karve Road, Opp. Church Gate, Mumbai – 400 020, Maharashtra.
 - c) The Regional Director (North), India Tourism, 88 – Janpath, New Delhi 110 001.
 - d) The Regional Director (South), India Tourism, 154, Anna Salai, Chennai – 600 002, Tamil Nadu.
 - e) The Regional Director (North – East), India Tourism, Amarawati Path, (Opposite Dispur Post Office), Christian Basti, G. S. Road, Guwahati – 781 006, Assam.
6. The **renewal / extension** thereafter shall be granted **for five years** after **Inspection conducted by a Committee comprising of concerned Regional Director and a member of ITTA**, on an application made by the Tourist Transport Operator along with the requisite fee / documents.
7. Documents received from applicants after scrutiny in all respects will be acknowledged by the Regional Director concerned. The inspection for renewal shall be conducted by the Inspection team within a period of

two months from the receipt of complete application, failing which it will be deemed as renewed.

8. The following conditions must be fulfilled by the Tourist Transport Operator for grant of recognition by Ministry of Tourism:-
 - (i) The application for grant of recognition shall be in the prescribed form and submitted in duplicate.
 - (ii) The applicant should have been in the tourist transport hire business for a minimum period of one year at the time of application.
 - (iii) The Tourist Transport Operator has operated in the above period a minimum number of four tourist vehicles with proper tourist permits issued by the concerned STA/RTA for tourist vehicles. Out of these four tourist vehicles, at least two must be cars. The Tourist vehicles and the related documents should be in the name of the company.
 - (iv) The applicant has adequate knowledge of handling the tourist transport vehicles for transferring tourists from the Airport, Railway Stations etc. and for sight-seeing of tourists both foreign and domestic. The drivers should have working knowledge of English and Hindi/local languages.
 - (v) The drivers of the tourist vehicles have proper uniform and adequate knowledge of taking the tourist for sight seeing.
 - (vi) The applicant should have proper parking space for the vehicles.
 - (vii) The Tourist Transport Operator is registered with the appropriate authority for carrying on the business of operating tourist transport vehicles.
 - (viii) The minimum office space should be **200 sq.ft.** Besides the office may be located in neat and clean surroundings and equipped with telephone, fax, computers etc. There should be sufficient space for reception and easy access to the toilet facilities.
 - (ix) The turn-over by the firm from Tourist Transport business should be a minimum of **Rs.5.00 lakhs** duly supported by a Certificate issued by Chartered Accountant.
9. (a) For Ex-Defence personnel, the condition of being in the business of tourist transport vehicles for one year is relaxable to six months and having four vehicles is relaxable to two tourist vehicles provided the candidate is sponsored by the Director General of Resettlement, Ministry of Defence, New Delhi. However, the ex-Defence personnel

who apply under this scheme must themselves operate the tourist transport business and should not be hireman of other financiers.

- (b) The condition of being in operation for one year for recognition as an approved tourist transport operator can be relaxed to six months and number of tourist vehicles to three in the case of those applicants who have their business at the centres identified and declared for the purpose by the Ministry of Tourism from time to time. A current list of such centres can be made available on request.
- 10. The Tourist Transport Operator is required to pay a non-refundable fee of **Rs. 3,000/-while applying for the recognition for Head Office and each Branch Office. The same fee is payable at the time of renewal of Head Office as well as Branch Offices.** The fee will be made payable to the Pay & Accounts Officer, Ministry of Tourism in the form of a Bank Draft.
- 11. The applicant should be income tax assessee and should submit copy of acknowledgement certificate as proof of having filed income tax return for current assessment year.
- 12. The decision of the Government of India in the matter of recognition shall be final. The Government of India may in their discretion refuse to recognize any firm or withdraw/withhold at any time recognition already granted without approval of the competent Authority. Before such a decision is taken, necessary show cause notice would invariably be issued and the reply considered on merit. This will be done after careful consideration and generally as a last resort circumstances in which withdrawal is resorted would also be indicated.
- 13. Tourist Transport Operator granted recognition shall be entitled to such incentives and concessions as may be granted by Government from time to time and shall abide by the terms and conditions of recognition as prescribed from time to time.

**APPLICATION FORM FOR RECOGNITION / RENEWAL AS AN APPROVED TOURIST
TRANSPORT OPERATOR**



1. Name of the Organization
Address of Head office
Telephone Numbers.....
Fax Numbers.....
Email Address.....
Website Name.....
Address of the Branch offices (if any)
(Please fill up separate application form, in duplicate, for Branch Office(s), if any).....

2. Nature of the Organization (Proprietary concern, Partnership or Incorporation)
Year of registration/commencement of business (with documentary proof)

3. Name of Proprietor/ Partners/ Directors/ etc.
Details of their interests, if any
In other business may also be indicated.....

4. Particulars of staff (including staff) employed
Name Designation Qualifications Experience Salary Length of Service with the firm

1.
2.
3.
4.

5. Details of office premises (Documentary proof/Rent Agreement/Ownership Deed to be made available) - Space in sq.ft.
Location area *(please tick mark the right category)* commercial
residential
Reception area..... accessibility to toilets

- I. Name of Bankers (please attach a reference letter on original letterhead from your Bankers)
Name of Auditors
A balance-sheet and profit and loss statement pertaining to the tourist

transport operation business, as prescribed under Company Law, must be submitted by each applicant. These audited statements should be in respect of your establishment for the last completed financial year or for the calendar year immediately preceding the date of submission of your application.

- II. Copy of acknowledgement in respect of Income tax return for the current assessment year should be enclosed
- III. Certificate of Chartered accountant in original regarding Turnover from Tourist Transport Operations only for the preceding year/latest year.
- IV. Names of the Travel Agents/Tour Operators/Hotel/Airlines with whom most business is transacted.
- V. Please indicate the loans and mortgages as on the date of application.
- VI. Number of vehicles viz. AC Coaches, Non -AC Coaches, Mini Coaches, cars and boats operated as tourist vehicles with their Make, Model and Registration (Attach list of vehicles.)
- VII. Attested copies of valid permits issued by RTA/STA for tourist vehicles and R.C. Books of Tourist Vehicles should be furnished.
- VIII. Please attach publicity material such brochures/folders/leaflets concerning itineraries and website address of the agency.

Please enclose Demand Draft of Rs. 3, 000/- for Head Office and Rs.3, 000/- for each Branch Office as fee **for recognition/renewal.**

For Head Office, please mention the D.D. No.....Date Amount
For Branch office(s) please mention the D.D. No.....Date Amount

Signature of Proprietor/Partner/Managing Director

Rubber Stamp

Place:
Date:

- NB. I This application should be submitted in duplicate along with supporting documents.
- II Please quote the reference number of Ministry of Tourism if the application is for renewal / extension.
- III Separate application form to be filled in duplicate, when applying for Branch Office(s).

**DOCUMENTS REQUIRED FOR APPROVAL / RENEWAL AS AN APPROVED
TOURIST TRANSPORT OPERATOR**

1. Application form duly filled in.
2. Two attested photographs pasted on both the copies of application form.
3. Documentary proof (preferably registration certificates from govt.) in support of beginning of operations of your firm.
4. Copy of ***Complete Audited Balance Sheet*** and profit & loss statement for the ***latest financial year***.
5. **Income Tax Acknowledgement for the *latest assessment year*.**
6. **Service Tax Registration number from the concerned authority.**
7. **Reference letter from Bank on its letterhead (*Original*) regarding your firm's bank account.**
8. Details of staff employed (including drivers) giving names, educational qualification & experience if any in transport field (***copies of certificates to be enclosed***), and length of service in your organization.
9. Details of office premises (***whether located in commercial or residential area, office space in sq. ft. and accessibility to toilet and reception area***)
10. Certificate of Chartered Accountant on original letter head in support of your ***turnover from tourist transport operation only*** which should not be less than ***Rs. 5.00 Lakhs during the last financial/calendar year***.
11. Name of the Travel Agents/Tour Operators/Hotel/Airlines with whom most business is transacted.
12. Please indicate the loans and mortgages as on the date of application.
13. Number of vehicles viz. AC Coaches, Non -AC Coaches, Mini Coaches, cars and boats operated as tourist vehicles with their Make, Model and Registration (Attach list of vehicles.)
14. Attested copies of valid permits issued by RTA/STA for tourist vehicles and R.C. Books of Tourist Vehicles should be furnished.
15. Documents duly attested by competent officer.
16. ***DD for Rs. 3,000/-*** towards processing fees payable to ***Pay and Accounts Officer, Ministry of Tourism, Govt. of India***.

- NOTE: I. The above - mentioned documents may be submitted in duplicate.
- II. Please fill up separate application form, in duplicate, for Branch Office(s), if any.
- III. The guidelines including application form may be downloaded from website www.tourism.gov.in
