

(Authoritative English Text of this Department's Notification No. TSM-A (3)-1/2008 dated 17th August, 2012 as required under clause (3) of article 348 of the Constitution of India)

Government of Himachal Pradesh
Department of Tourism and Civil Aviation

No. TSM-A (3)-1/2008. Dated Shimla-2, the 17th August, 2012.

NOTIFICATION

Whereas the draft Himachal Pradesh Tourism Development and Registration of Tourism Trade Rules, 2011 were published in the Rajpatra of Himachal Pradesh (Extra-Ordinary) dated the 8th March, 2011 vide Notification No. TSM-A(3)-1/2008, dated 4th March, 2011 for inviting objection(s)/suggestion(s) from the general public, as required under the provisions of sub(3) of section 64 of the Himachal Pradesh Tourism Development and Registration Act,2002(Act No.15 of 2002);

And whereas, suggestions have been received from the general public through Deputy Directors, Tourism & Civil Aviation in this behalf during the stipulated period and the same have been duly considered and incorporated in the draft rules;

Now, therefore, in exercise of powers conferred by section 64 of the Act *ibid*, the Governor, Himachal Pradesh is pleased to make the following rules for carrying out the purposes of the aforesaid Act, namely:-

1. ***Short title and commencement.***- (1) These rules may be called the Himachal Pradesh Tourism Development and Registration of Tourism Trade Rules, 2012.

(2) They shall come into force from the date of their final publication in the Rajpatra, Himachal Pradesh.

2. ***Definitions.*** - (1) In these rules, unless the context otherwise requires,-

- (a) "Act" means the Himachal Pradesh Tourism Development and Registration Act, 2002 (Act No: 15 of 2002);
- (b) "Annexure" means an annexure appended to these rules;
- (c) "Director" means the Director of Tourism and Civil Aviation;

- (d) “Form” means a form appended to these rules;
- (e) “Register” means the register of tourism unit, travel agent, guide, adventure sports operators and outdoor photographers, as the case may be, relevant in the context of these rules ; and
- (f) “section” means a section of the Act.

(2) All other words and expressions used herein but not defined shall have the same meaning as respectively assigned to them in the Act.

3. Application of registration. - An application for registration under sections 25, 26 and 27 by a person intending to operate a tourism unit or work as a travel agent, guide, outdoor photographer or carry on the business of adventure sports, Adventure Sports Institute, as the case may be, under the Act shall be submitted to the prescribed authority in the appropriate form, along with requisite documents, as specified in Forms–I to VI along with registration fee specified under rule 4.

4. Registration fee.- An application for registration as a tourism unit, travel agent, guide, outdoor photographer ,adventure Sport Operator, Water Sports Centres, Aerosports Centres/Institutes, House Boat,River Cruises, Motor Caravans, Amusement Park/Theme Parks, Handicraft Village Complexes, Multiplexes etc and renewal of certificate shall be accompanied by the following registration fee, as the case may be, through a demand draft or cash (to be deposited in the office of prescribed authority):

Registration Fee:			Issue of duplicate Certificate	
(a) Tourism Unit	(Fee)			(Fee)
(i) Up to 10 rooms	` 1000/-		Up to 10 rooms	` 500/-
(ii) 11- 30 rooms	` 2500/-		11- 30 rooms	` 1000/-
(iii) Above 30 rooms	` 5000/-		Above 30 rooms	` 1500/-
(b) Restaurant/Bar	` 1000/-		Restaurant/Bar	` 500/-
(c) Travel agent	` 1000/-		Travel agent	` 500/-
(d) Guide/Outdoor photographer	` 500/-		Guide/Outdoor photographer	` 200/-
(e) Adventure Sports Operator, Water Sports Centres, Aerosports Centres/Institutes	` 2000/-		Adventure Sports Operator, Water Sports Centres, Aerosports Centres/Institutes	` 1000/-
(f) House Boat,river cruises, Motor caravans etc.	` 1000/-		House Boat,river cruises, Motor caravans etc	` 500/-
(g) Amusement Park/theme parks	` 1000/-		Amusement Park/theme parks	` 1000/-
(h) Handicraft Village complexes	` 2000/-		Handicraft Village complexes	` 1000/-

(i)	Multiplexes.	₹ 5000/-	Multiplexes.	₹ 2000/-
(j)	Fees for renewal of certificate	50% of the Registrati on fee		

5. Issuance of Registration Certificate. - (1) The prescribed authority shall, either by itself or through an officer 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 section 25 in **Form-VII**.

(2) The prescribed authority may, accept the application for the registration of tourism unit, travel agent, guide, outdoor photographer and adventure sports operator through E-mail and may also respond back to their applications through E-mail and also register the tourism unit, travel agent, guide, outdoor photographer and adventure sports operator if the formalities are complete as required under the Act. In case of acceptance of the application Form through E-mail, the prescribed authority may accept the registration fee at the time of issuance of the Registration certificate under sections 26 and 27 in Forms VIII to XII respectively, after carrying out detailed inspection for measurement of Tourism Unit, amenities etc.

(3) Every Tourism Unit owners and Travel Agents registered under the Act shall get their registration certificate renewed after a period of every 3 years. They shall submit fresh application form, affidavit and Old Registration Certificate with specified fee to the prescribed authority for renewal.

6. Procedure for refusal to register.- If the prescribed authority proposes to refuse the registration after scrutiny of application of a tourism unit, travel agent, guide, outdoor photographer and adventure sports operator under section 29, it shall serve a notice upon the applicant in Form–XII, indicating the grounds on which the registration is proposed to be refused and the applicant may either by himself or through his authorized agent submit his objections, if any, regarding order of refusal, within a period of 15 days from the issue of the notice.

7. Disposal of objection made by the applicant.- If the prescribed authority does not get a reply to the notice issued under rule 6 within the stipulated time or is of the opinion that the objection made by the applicant is not satisfactory, it shall pass an order refusing the registration and communicate the same to the applicant.

8. Procedure for removal of name from the register.- (1) If at any time, after a person is registered as a tourism unit operator, travel agent, guide, outdoor photographer and adventure sports operator under the Act, the prescribed authority is satisfied that the tourism unit, travel agent, guide, outdoor photographer and

adventure sports operator has incurred any of the disqualification laid down respectively in section 30, as the case may be, he shall serve a notice, in Form-XIII indicating the grounds on which it is proposed to remove the name of the person from the register, asking him to show cause as to why such order of removal should not be made and the certificate of registration should not be cancelled.

(2) If the prescribed authority after considering his reply, which shall be submitted to it within 15 days of the date of issue of notice in Form-XIII or if the applicant requests to be heard in person, after hearing him, is of the opinion that the explanation tendered by the tourism unit operator, travel agent, guide, outdoor photographer and adventure sports operator, as the case may be, is not satisfactory, he shall pass an order to remove the name of that person from the register and cancel his or its certificate of registration and such order shall be communicated to him in Form XIV and shall take effect from the date of the order itself and the same shall also be published in the Official Gazette and displayed in a conspicuous place in the Tourist Information Offices.

9. Constitution of the Committee.- The Committee under section 31 shall comprise of the following:-

- | | | |
|-------|--|------------------|
| (i) | Commissioner / Director,
Tourism and Civil Aviation or his nominee | Chairman |
| (ii) | Respective Sub-Divisional Officer (Civil)
or his nominee | Member |
| (iii) | One Representative of Hotelier of the
concerned area | Member |
| (iv) | Deputy Director, Tourism & Civil Aviation/
Assistant Tourism Development Officer of the
concerned area | Member Secretary |

10. Fixation of fair rate.- The prescribed authority shall fix,-

(a) the fair rates and service-charges, if any, commensurate with the standards of the tourism unit, its location/view, quality of food, accommodation and services, which may be charged by the tourism unit operator during “season” and “off season” periods for lodging from person staying therein in Form XV:

Provided that off season rates shall not to be fixed less than fifty percent of the season rates:

Provided further that the rates for lodging shall be fixed with reference to each room or specified accommodation and the number of lodgers to be accommodated;

Provided further that the rates may be increased after a period of three years.

- (b) fix fair rates separately for daily and monthly lodgers;
- (c) fix the number of lodgers to be accommodated in each room or in the specified accommodation in the hotel;
- (d) fix the percentage of the accommodation of daily and monthly lodgers in a hotel;and
- (e) the operator shall not charge less than 50% of the fixed rate,in any case.

11. **Service of notice.-** All notices or orders issued under these rules shall be sent by registered post on the address of the person registered under the Act as shown in the application form and all such notices or orders, as the case may be, shall be deemed to have been validly communicated when so sent.

12. **Supply of statistical data by tourism unit operator etc. –** Every tourism unit operator, or travel agent or guide or adventure sports operator shall supply statistical data regarding tourists and the employees employed by the tourism unit or travel agent or guide or adventure sports operator in Form–XVI (A and B) to the prescribed authority by or before tenth of each month.

13. **Display of information and maintenance of registers and documents .-** Every registered tourism unit operator running a hotel shall display, at a conspicuous place, in respect of his hotel, at the entrance of the hotel or at the reception counter of the hotel, on a notice board, the following information, duly printed/ painted in bold letters, namely :-

(a) Total accommodation in the hotel giving details as under:

- (i) No. of single bed rooms.....
- (ii)No. of double bed rooms.....
- (iii) No. of family suites (4 beds).....
- (iv) No. of dormitories

- (b) Accommodation occupied.....
- (c) Accommodation reserved.....
- (d) Accommodation available
- (e) Check out time 12.00 hours.

(2) (a) Every registered tourism unit operator running a hotel shall maintain the following books and registers, approved by the prescribed authority, namely:-

- (i) Complaint/ suggestion book to be kept at the reception counter;
- (ii) Guest/tourist visitor register/guest registration card in the form at Annexure A;
- (iii) Bill book duly numbered in duplicate;
- (iv) Receipt book duly numbered in duplicate for receipt of payments/ advance;
- (v) Every tourism unit operator(s) who do the billing or maintain the record on computer shall keep a soft copy of the same for the record; and
- (vi) Computer generated sheet/cards/counterfoils.

(b) The hotel keeper shall not allow the entry of the guest/tourist in the hotel room unless his particulars are entered in the guest registration register/guest registration card.

(c) Every registered tourism unit operator running hotel shall display the following information in a conspicuous place, namely:-

- (i) Registration certificate; and
- (ii) Rates notified by the prescribed authority

(3) Every registered travel agent shall maintain the following books and registers, as approved by the prescribed authority, namely:-

- (i) Visitors register as at Annexure-B;
- (ii) Bill book duly numbered in duplicate; and
- (iii) Receipt book duly numbered in duplicate for payments/advance.

(4) Every registered travel agent shall display the following information in his office at a conspicuous place, namely: -

- (i) Registration Certificate;
- (ii) Rate of commission as approved by the prescribed authority; and
- (iii) Classification of a travel/excursion agency.

(5)(a) The proprietor of a restaurant / bar shall display the following information at a conspicuous place, namely:-

- (i) Classification of a restaurant/bar;
- (ii) Registration certificate;
- (iii) Rate list of drinks and eatables; and
- (iv) Restaurant/bar opening and closing time.

(b) The proprietor of a restaurant/bar shall keep bill books duly numbered as approved by the prescribed authority. He shall issue bills to all customers.

(c) The proprietor of a restaurant / bar shall keep suggestions / complaint book duly approved by the prescribed authority at the counter.

(6) Every registered adventure sports operator running it shall maintain the following books and registers as approved by the prescribed authority, namely:-

- (i) Visitors register as at annexure-“D”;
- (ii) Bill book duly numbered in duplicate; and
- (iii) Receipt book duly numbered in duplicate for payments/advance.

(7) Every adventure sport operators running it shall displays following information in his office at a conspicuous place, namely:-

- (i) Registration certificate;
- (ii) Rate list as approved by the Prescribed Authority;

(8) Tourist/hotel-guide shall display on his person an identity card, duly attested by the prescribed authority, and shall furnish a copy of approved rate list on demand by a customer.

(9)(a) Every registered outdoor photographer shall maintain the following books and registers, as approved by the prescribed authority, namely:-

- (i) Tourist register as per Annexure-C; and
- (ii) Bill/Cash Memo book duly printed and numbered.
- (iii) Computer generated bills/cash memos.

(b) He shall also display on his person the identity card, duly attested by the prescribed authority, along with the above documents at the place of his business.

(10) It should be mandatory that every tourism units who have made their website to write “that the rates are fixed by the Tourism Department and any complaint, contact Commr/Director Tourism & Civil Aviation or the concerned Deputy Directors on their official telephone numbers.

14. *Place to hold the enquiry.* - The prescribed authority may hold an enquiry under the Act at the place of its official headquarters or such other place as it may, in the interest of the enquiry, deem fit.

15. *Issuance of duplicate certificateg.*- If a certificate of registration issued under these rules, is lost, damaged or destroyed and the certificate holder desires to have a fresh certificate, he shall submit a simple application alongwith an affidavit, copy of FIR with a fee as specified under rule 4A(a) and the prescribed authority, may issue a duplicate certificate to the applicant.

16. **Standard for registration of a tourism unit.-** (1) The prescribed standards under clause (d) of section-29 of the Act for the registration of a hotel/restaurant/bar shall be as given at **Annexure-E**.

(2) The existing tourism unit operators shall obtain prior approval of the prescribed authority for any change in its infrastructure. The prescribed authority shall approve the change in accordance with the prescribed standards as given at **Annexure-E**.

17. **Standards for the sanitation and maintenance of hygiene and cleanliness.-** The prescribed authority or any other officer authorized in this behalf by the Government shall from time to time issue instructions to the tourism unit operator for the maintenance of hygiene and clean environment in and around the unit. The tourism unit operator shall provide proper sanitation and cleanliness in and around the tourism unit by way of providing clean water and disposing waste in a proper garbage container. The operator shall provide proper provisions for the evacuation of all smoke from the kitchen and proper drainage for all waste water so that it does not stagnate in the vicinity of the tourism unit. The prescribed authority shall impose a fine which may vary from ₹ 500 (Five Hundred Rupees) to ₹5000(Five Thousand Rupees) on the Tourism Unit Operator which fails to provide the specified standards of sanitation under these rules depending upon the extent of violation.

18. **Procedure for admission to training institutes.-** The norms for the admission to the training institutes and opening of training Institutes for Adventure Sports or Tourism Industry doing business for monitory consideration and any other establishment as may be notified by the Govt. from time to time, standard of syllabus, staff, equipment and building shall be same as laid down by the National Council for Hotel Management, New Delhi for the Food Craft Institutes and Hotel Management Institutes as per fee on Form No XVI prescribed thereof.

19. **Qualification for travel agent. -** The travel agent,-

- (i) Should be at least 10+2 from recognized Board and able to communicate clearly in Hindi/English;
- (ii) Should possess knowledge of culture/customs of Himachal Pradesh; and
- (iii) Should be well conversant with the tourist places of Himachal Pradesh.

20. **Classification of tourism unit and travel agent. -** (1) The prescribed authority in consultation with Committee constituted under rule 9 of these rules shall, by an order, in writing, having regard to the standard, structure, quality of food, accommodation and service, classify the hotel/ restaurant/ bar as class “A”, “B”, “C” etc. according to criteria of classification of hotel/restaurant/bar as given at **Annexure “F”** Part “A and B”.

(2) The prescribed authority shall by an order in writing, having regard to the work, conduct, reputation, accommodation, seating arrangements in travel agency and efficiency of a travel agent, classify him as of Class “A”, “B”, “C” etc. according to criteria of classification of Travel Agent as at Annexure “G”.

(3) The Committee constituted under rule 9 of these rules may review the classification from time to time.

21. Procedure for advance and refund money.- In case the advance reservation is made for more than four days, the hotel keeper shall not demand more than 50% of the amount of the approved rent as an advance. After the receipt of the advance money he shall confirm the booking. The entire amount of advance shall be refunded within seven days where confirmation is not done. In case of cancellation of advance reservation by the guest, the following amount can be retained by the hotelkeeper, namely:-

- | | |
|----------------------------------|---|
| (a) Cancellation within 72 hours | ...10% of the advance amount from the date and time of arrival. |
| (b) Cancellation within 48 hours | ...25% of the advance amount from the date and time of arrival. |
| (c) Cancellation within 24 hours | ...50% of the advance amount from the date and time of arrival |

22. Language in which the record, register and forms are to be maintained.-(1) Every register/ Form or record required to be maintained or furnished under the Act and these rules shall be in English or Hindi and all entries therein shall be legible.

(2) Every register shall be bound and duly paginated.

23. Preservation of record.- All the register and records required to be maintained under the Act and these rules shall be preserved by the tourism unit operator, travel agent, guide and adventure sports operator for a period of three years to be calculated from the date to which such records or registers relate. Digital information shall also be maintained by the all concerned.

24. Repeal and savings.- (1) The Himachal Pradesh Registration of tourist trades rules, 1995 are hereby repealed;

(2) Notwithstanding such repeal, anything done or any action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

Form-I

**APPLICATION FORM FOR THE REGISTRATION OF A TOURISM
UNIT**

(See rule-3)

To

The Prescribed Authority,

Sir,

I/we request that I/we as tourism unit operator and my/our tourism unit _____ situated at _____ may be registered under the Himachal Pradesh Tourism Development and Registration Act, 2002 in respect of _____ Tourist area.

The particulars of the tourism unit are as under:-

1. Name of owner/owners in case of proprietor ship concern _____
Name of partners, Directors in the case of partnership concern, limited companies respectively.
2. Name of the tourism unit with full address. _____
(Telephone No, Fax No: and Email)
3. Name of the authorized person _____
4. Whether own building or rented _____
Revenue papers i.e. Jamabandi and Tatima of the land or rent deed/lease deed).
5. An affidavit duly attested to the effect that he _____
does not possess any disqualifications mentioned under clause (a) and (b) of section 29 of the Act.
6. Loan and subsidy availed, if any (at the time of first registration). _____
7. Tourism unit with or without boarding _____
8. Detail of accommodations:

- (a) Number of single bed rooms _____
 - (b) Number of double bed rooms _____
 - (c) Number of family suites (4 beds) _____
 - (d) Dormitory _____
 - (e) Reception and lounge _____
 - (f) Dining hall _____
 - (g) Public areas _____
 - (h) Details about other accommodation/facilities _____
if any
9. Completion plan from the Town and Country Planning Department/ Municipal Corporation / Nagar Panchayat/ Special Area Development Authority/ Assistant Engineer/Registered Architect. _____
10. NOC from Pollution Control Board.

Date: _____

Place: _____

Signature of the applicant.

Form-II

APPLICATION FOR REGISTRATION OF TRAVEL AGENT

(See rule-3)

To

The Prescribed Authority,

Sir,

I/we request that I/we may be registered as a Travel Agent under the Himachal Pradesh Tourism Development and Registration Act, 2002 for _____ Tourist area. The particulars required for the purpose are given hereunder:-

1. Name of the applicant and address of the _____
Travel agency (telephone No, Fax No: and Email, if any).
2. Whether the firm is a proprietor/partnership/private _____
or public Ltd., Co.
3. Names of Bankers _____
4. Indicate the activities under taken by the firm:-
 - a. Travel arrangement
 - b. Sight seeing
 - c. Hotel booking
 - d. Air booking
 - e. Hiking/trekking
 - f. Mountaineering
 - g. Bus-booking
 - h. Any other activity
5. Staff employed _____
6. Whether own building or rented _____
(Revenue papers i.e.Jamabandi and Tatima or rent deed.
7. Affidavit, duly attested _____
to the effect that he does posses any dis-qualification
mentioned under clauses (b) and (c) of section 29 of the Act.

Date:

Place:

Yours faithfully,

Signature of the Applicant,

Form-III

APPLICATION FORM FOR REGISTRATION OF OUTDOOR PHOTOGRAPHERS IN HIMACHAL PRADESH

(See rule-3)

1. Name in capital letters _____
2. Father's name in capital letters _____
3. Educational qualification _____
4. Permanent home address _____
5. Present address for correspondence _____
6. Experience of outdoor photographers (attach certificate) _____
7. Dark room facility and location _____
8. If no dark room, what are the arrangements of Printing and developing _____
9. Phone number if any _____
10. Affidavit, duly attested to the effect that he does not possess any disqualifications mentioned under clauses (b) and(c) of section 29 of the Act.
11. Reference by two prominent citizens of the area in _____ which applicant intends to do business.
12. Police Verification _____

Date: _____

Place: _____

Signature of the applicant.

Form-IV

APPLICATION FOR REGISTRATION OF TOURIST/HOTEL GUIDE

(See rule-3)

1. Name in capital letters _____
2. Father's name in capital letters _____
3. Educational Qualification _____
4. Experience, if any _____
5. Permanent home address _____
6. Present address for correspondence _____
7. Two passport size photographs _____
8. An affidavit, duly attested _____
to the effect that he
does not possess any disqualifications mentioned
under clauses (b) and(c) of section 29 of the Act.
9. Recommendation certificate from the employer in _____
case of hotel guide.
10. Police verification. _____

Date: _____

Place: _____

Signature of the applicant.

Form-V

APPLICATION FOR REGISTRATION OF A RESTAURANT/BAR

(See rule-3)

To

The Prescribed Authority,

Sir,

I/we request that I/we be registered as a proprietor of Restaurant/Bar known as _____ situated at _____ under the Himachal Pradesh Tourism Development and Registration Act, 2002 in respect of _____ (Tourist area).

1. Name of person(s) with full address intending to operate a restaurant/bar. (Telephone No :) _____
2. Father/Husband's name _____
3. Name(s) of the proprietor/proprietors with full address _____
4. Details of accommodation with size and sitting capacity _____
5. Size and number of toilets _____
6. Licence number and date from the concerned authorities' _____
7. Whether own building or rented _____
(Revenue papers i.e. Jamabandi and Tatima or rent deed)
8. An affidavit, duly attested _____
to the effect that he does not possess any disqualification mentioned under clauses (b) and(c)of section 29 of the Act.
9. Loan and subsidy availed, if any (at the time of first Registration.) _____
10. Completion plan from the Town and Country _____
Planning Department/ Municipal Corporation /
Nagar Panchayat/ Special Area Development Authority/
Assistant Engineer/Registered Architect _____

Place:

Date:

Yours faithfully,

Signature of applicant

**APPLICATION FOR REGISTRATION OF ADVENTURE SPORTS
OPERATOR**

(See rule-3)

To

The Prescribed Authority,

Sir,

I/we request that I/we may be registered as a adventure sports operator under the Himachal Pradesh Tourism Development and Registration Act, 2002 for _____Tourist area. The particulars required for the purpose are given hereunder:-

1. Name of the applicant with parentage and address _____
(Telephone No: Fax No: and Email, if any).
2. Father's / Husband's Name _____
3. Whether the firm is a proprietor/partnership/private _____
or public Ltd, Co.
4. Names of the authorized person and operators. _____
5. Details of approved guide _____
6. Indicate the activities under taken
 1. River Rafting
 2. Paragliding
 3. Water sports
 4. Trekking
 5. Hot Air ballooning
 6. Skiing/Heli-Skiing,
 7. Mountaineering,
 8. Trekking/Camping
 9. Mountain Biking/Cycling
 10. Mountain Car Rally
 11. Any other activity
7. Staff employed _____
8. Whether own building or rented _____
(revenue papers i.e.Jamabandi and Tatima or rent deed.
9. Affidavit, duly attested to the effect that he _____
does not possess any dis-qualification mentioned under

Clauses (b) and (c) of section 29 of the Act.

10. List of adventure sports equipment available_____

11. Details of the Insurance coverage_____

12. Medical facilities available _____

13. Area of operation_____

14 .Period of operation_____

15. Safety measure to be adopted_____

Place:

Date:

Yours faithfully,

*Signature of the Director,
Directors/Partner/Prop.*

Form-VII

**CERTIFICATE OF REGISTRATION OF A TOURISM UNIT
GOVERNMENT OF HIMACHAL PRADESH
DEPARTMENT OF TOURISM & CIVIL AVIATION**

(See rule-5)

No: _____

Dated _____

This is to certify that the tourism unit known as _____ located in the tourist area _____ to be operated/being operated by Shri _____ son of Shri _____ Proprietor/ Owner(s)/Company of the said tourism unit has/have been registered under the Himachal Pradesh Tourism Development and Registration Act, 2002.

Detail of accommodation:

1. Single bed rooms
2. Double bed rooms
3. Family suite
4. Dormitory

Date of Renewal.....

Place:

Date:

(Prescribed Authority)

Form-VIII

**CERTIFICATE OF REGISTRATION OF TRAVEL AGENT
GOVERNMENT OF HIMACHAL PRADESH
DEPARTMENT OF TOURISM & CIVIL AVIATION**

(See rule-5)

No: _____

Dated _____

This is to certify that Shri _____ son of Shri
_____ has/have been registered under the Himachal Pradesh
Tourism Development and Registration Act, 2002 to carry on the business of a
Travel Agent in Himachal Pradesh in the name and style of
_____.

Date of renewal:

Place:

Date:

(Prescribed Authority)
Seal.

**CERTIFICATE OF REGISTRATION OF BAR AND RESTAURANT
GOVERNMENT OF HIMACHAL PRADESH
DEPARTMENT OF TOURISM & CIVIL AVIATION**

(See rule-5)

No: _____

Dated _____

This is to certify that Shri _____ son of Shri _____ has been registered under the Himachal Pradesh Tourism Development and Registration Act, 2002, in _____ Tourist Area. This however does not entitle of owner/firm to serve liquor/beer/wines/drinks etc. without obtaining necessary licence from Excise and Taxation Commissioner, Himachal Pradesh

1. Detail of accommodation _____
2. Seating capacity of the Restaurant _____
3. Date of renewal _____

Place:

Date:

(Prescribed Authority)

Seal

Form-X

**(A) REGISTRATION CERTIFICATE OF OUTDOOR PHOTOGRAPHER
(PRIVATE)**

(See rule-5)

Registration No:

Certified that Shri _____ son of Shri
_____ resident of _____ has been registered
under Himachal Pradesh Tourism Development and Registration Act, 2002.

Dated of Renewal _____

Place:

Date:

(Prescribed Authority)
Signature of Card holder.

Department of Tourism & Civil Aviation	
Identity Card for Outdoor Photographer	
Name	
Father's Name	
Date of Issue	
Date of Expiry	
Signature of Card Holder	Signature of Issuing Authority

Form-XI
(See rule-5)

(B) REGISTRATION CERTIFICATE OF TOURIST/HOTEL GUIDE

Certified that Shri_____son of Shri
_____employed in Hotel_____has been
registered under Himachal Pradesh Tourism Development and Registration Act,
2002.

Date of Renewal:

Place:

Date:

(Prescribed Authority)

Signature of Card holder.

Form-XII

**CERTIFICATE OF REGISTRATION OF ADVENTURE SPORTS OPERATOR
GOVERNMENT OF HIMACHAL PRADESH
DEPARTMENT OF TOURISM & CIVIL AVIATION**

(See rule-5)

No: _____

Dated _____

This is to certify that Shri _____ son of Shri _____ has/have been registered under the Himachal Pradesh Tourism Development and Registration Act, 2002 to carry on the business of an adventure sports operator in Himachal Pradesh in the name and style of _____.

1. **Area of operation** _____
2. **Period of operation** _____

Place:

Date:

(Prescribed Authority)

Form-XIII

NOTICE FOR REFUSAL OF REGISTRATION

(See rule-13)

No: _____

Dated _____

To

Shri _____

Whereas you have applied for registration as _____ but you have failed to fulfill the following conditions:-

- 1.
- 2.

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 15 days from the date of issue of this notice.

Place:

Date:

(Prescribed Authority)

**GOVERNMENT OF HIMACHAL PRADESH
DEPARTMENT OF TOURISM & CIVIL AVIATION**

See rule-8(2)

No: _____

Dated _____

NOTICE FOR CANCELLATION OF REGISTRATION

To

Registration No: _____

Whereas your name is liable to be removed from the register under section _____ of the Himachal Pradesh Tourism Development and Registration Act, 2002 on the following grounds:-

- 1.
- 2.
- 3.

Now, therefore a notice is hereby given to you to show cause within a period of 15 days from the date of issue of the notice as to why your 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)

Form- XV

**GOVERNMENT OF HIMACHAL PRADESH
DEPARTMENT OF TOURISM AND CIVIL AVIATION**
(See rule-10(1) (a))

No.-----

Dated:

FAIR RATE NOTIFICATION

I, _____Deputy Director, Tourism & Civil Aviation, District _____Himachal Pradesh (Prescribed Authority) in suppression of all previous orders in this behalf and in exercise of powers vested in me under sections 32 and 33 of the Himachal Pradesh Tourism Development and Registration Act, 2002, I hereby fix the bed capacity and rates of lodging of _____.

Room No.	Bed Capacity	Extra Bed Allowed	Rates of Lodging per day
Rooms			
Family Suite			
Dormitory			
Total rooms			

Service charges, if any.....%.

Extra bed charges Rs. _____ per bed per day.

Heating charges shall not be included.

Deputy Director, Tourism & Civil Aviation
District-----

No.

Dated:

Copy forwarded to:-

1. The Prop _____.
2. Assistant Commissioner, Excise and Taxation _____.

Deputy Director, Tourism & Civil Avtion,
District -----

Form No.XVI
(See rule-18)

Application for Registration of Training Institution.

I/We request that I/We be registered as a Training Institute known as----- situated at-----under the Himachal Pradesh Tourism Development and Registration Act, 2002.

1. Name of the Proprietor with full address intending_____ to open training Institute
2. Name of the authorized person.
3. Latest Revenue papers i.e. Jamabandi and Tatima of the land or rent deed/lease deed.
4. An Affidavit duly attested to the effect that the Proprietor does not possess any disqualifications mentioned under clauses(a) and (b) of section 29 of the Act.
5. Details of accommodation:
 - (a) Number of class room;
 - (b) Hostel facility; and
 - (c) Details about other accommodation/facility
 - (d)
6. Completion plan from the Town and Country Planning Department/Municipal Corporation/Nagar Panchayat/ Special Area Development Authority etc.
7. Staff faculty
8. Recommendation/NOC from Technical Education Department/All India National Council for Technical Education.

Date:

Place:

Signature of Applicant.

Form-XVI-A

FORMS FOR COLLECTION OF STATISTICAL DATA AND EMPLOYMENT GENERATION

(See rule-12)

TOURIST ARRIVAL RETURNS FOR THE MONTH OF _____

1.No. of Rooms: _____

2.No. of Beds: _____

(Inclusive Extra Beds)

Name and address of the Hotel/ Guest House with telephone numbers	Total Tourists arrival in a month		Total bed night spent in a month		Details of Foreigners with the place of origin			Domestic Tourists visited (State wise breakup)			
	Indian	Foreigner	By Indian	By Foreigners	Name of Country	No. of Tourists	Bed nights spent	Name of state	No. of Tourists	Bed Night spent	Remarks
1	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
					U.K.			Andhra Pradesh			
					France			Arunachal Pradesh			
					Italy			Assam			
					Canada			Bihar			
					U.A.E.			Delhi			
					Pakistan			Chattisgarh			
					Germany			Goa			
					Malaysia			Gujrat			
					Australia			Haryana			
					Switzerland						

				Bangladesh			Himachal Pradesh			
				Sri Lanka			Jammu Kashmir			
				Japan			Jharkhand			
				Saudi Arabia			Karnataka			
				Singapore			Kerla			
				Iran			Madhya Pradesh			
				Other			Maharashtra			
							Manipur			
							Meghalaya			
							Mizoram			
							Nagaland			
							Orrisa			
							Punjab			
							Rajasthan			
							Sikkim			
							Tamil Nadu			
							Tripura			
							Uttar Pradesh			
							Uttranchal			
							West Bengal			
							Others			
							UTs:			
							Andaman & Nicobar			
							Chandigarh			
							Daman & Diu			
							Dadra & Nagar Haveli			

								Lakshadwip			
								Pondichery			
				TOTAL=							

Forwarded to the Deputy Directors, Tourism & Civil Aviation, (Concerned District)

Note:

1. The Return should be sent by the 10th of each month for the previous month.
2. No forwarding letter is required to be sent with this return.
3. Total No. of foreign tourists in Col. 7 should tally with Col. No.3 and domestic tourists in ColumnNo.-10 should tally with Column No.-2
Total No. of bed nights spent in Col.8 should also tally with Col. No.5 and Col No.11 should Tally with Col No.-4.
4. Total No. of nights spent should not be less then No. of Tourists in any case.
5. Bed nights spent is used to calculate the average stay of a tourist: e.g. If 10 tourists have stayed for two nights the bed night spent=20 if 10 tourists have stayed for three nights the bed night spent=30

**Signature of Owner/Manager
(With Seal)**

ANNEXURE-A

(See rule 13(2) (a) (ii))

NAME OF THE HOTEL.....

GUEST/TOURIST/VISITOR REGISTER

S.N	Name of the Tourist/Visitor/ Guest with the full address (in Block Letters)	Room No. of the hotel	Date and time of arrival	Date and time of departure	No. of persons including children staying in the room
1	2	3	4	5	6

Nationality	Arrived From	Passport No., date and place of issue, valid upto in case of foreigner(s) only	Visa Number and date of issue and valid upto registration certificate No., date, place of issuing and validity in case of foreigner(s) only.	Date of arrival in India in case of foreigner(s) only
7.	8.	9.	10.	11.

Rate of lodging including bedding per day	Advance, if any	Signature of the tourist
12	13	14

ANNEXURE-B

See rule 13(3) (i)

(To be filled in by the tourist)

S.N	Name and address of tourist	No. of persons accompanying	Total charges received from the party	Signature of Tourist
1	2	3	4	5

(To be filled in by the agent)

Receipt No. and date of advance	Final Bill No. and date	Total amount received	Receipt No. and date	Detail of services rendered	Signature of travel agent
6	7	8	9	10	11

ANNEXURE-C

REGISTER TO BE MAINTAINED BY THE OUTDOOR PHOTOGRAPHERS.

(See rule13 (9) (a) (i)

S.N	Name and permanent address of tourists	No. of Photographs taken	Total amount received	Photographs delivered on
1	2	3	4	5

ANNEXURE-D

(See rule13 (6) (i))

NAME OF THE ADVENTURE SPORTS OPERATOR.....

S.N	Name of the Tourist/Visitor/ Guest with the full address (in Block Letters)	Date and time of arrival	Date and time of departure	Nationality	Arrived From
1	2	3	4	5.	6.

Passport No. date and place of issue, valid upto in case of foreigner(s) only	Visa Number and date of issue and valid upto registration certificate No., date, place of issuing and validity in case of foreigner(s) only.	Total charges received	Bill No: and Date	Receipt No: and Date
7.	8.	9.	10.	11.

Details of the services rendered	Signature of the tourist	Signature of the adventure sports operator.
12.	13.	14.

ANNEXURE-E

(See rule 16)

Part-A

Prescribed standards for the tourism units:

1. The building of the tourism unit should be maintained, white washed, well ventilated and sanitation facilities. Approach should good and must have parking place if the tourism unit is drive in. Parking is mandatory wherever possible.
2. Maintenance of amenities- Amenities provided in the tourism units should be maintained properly and be of a standard quality.
3. All the tourism units will provide necessary facilities like ceiling fans, heating arrangement, adequate supply of hot and cold water etc. and no separate charges will be levied.
4. Adequate trained staff at the reception and kitchen, where hotel is having 10 or more than 10 rooms, preferably from a recognized Institute Catering should be provided besides adequate number of Waiters.
5. Every tourism unit should have fire-fighting arrangements in accordance with fire safety requirements.
6. Every tourism unit shall make provisions for the rain water harvesting.

Part-B

Minimum prescribed standards for the registration of new hotels, house boat and tent etc.

The new hotel should have atleast 2 lettable rooms with or without attached toilet/bath facility. For every three rooms or fraction thereof, in the case of dormitories each dormitory should have an independent toilet/bath facility. Single dormitory may be registered with toilet/bath facility.

1. ***Dining hall and kitchen.*** - The new hotel should have a dining hall, standard kitchen with a facility of cleaning the utensils, crockery and cutlery. The dining hall is required in the new hotel which has more than 9 rooms.

2. **Reception -** The new hotel should have the facility of a reception.
3. **Store.-** The new hotel should have a facility of store for keeping the bedding, linen, crockery and cutlery provisions articles etc.
4. The new hotel building should be well constructed as per the hill architecture norms.
5. All the rooms including dining hall, kitchen, reception and lounge should be properly ventilated.
6. **Food and Beverage service/food and beverage production-** The hotel should have adequate and trained staff preferably from a recognized institute of catering.
7. **Every registered hotel shall provide-**Reasonably decent beds, bedding, linen, crockery cutlery, furniture/fixture, of a standard quality. The hotel building should be kept properly white washed, painted and have arrangement of proper sanitation all the time. General conditions of cleanliness including bedding etc. should be maintained.
8. Every hotel should have fire fighting arrangement on every floor in accordance with the fire safety requirements.
9. The size of the rooms and toilets/baths in respect of item No.1 above shall be as under:-

Double bed rooms	Minimum area, excluding the area of cupboard, 120 sq. ft. with a height of 8 ft.
Single bed rooms	Minimum area excluding the area of the cupboard, 100 sq. ft. with a height of 8 ft.
Family suites (4 beds)	Minimum area of 240 sq. ft. excluding the area of cupboard, with a height of minimum of 8 ft.
Dormitory for 5 persons	Minimum area of 150 sq. ft. with a height of 8 ft.
Toilets/Bath	Minimum area of 30 sq. ft. with a height of 8 ft.

10. The height of the new hotels in the area having a height of more than 7000 ft. from sea level should not be 8 ft and the minimum room size for the Double Bed Room should be 100 sq ft and Single Bed R should be 80 sq. ft. and for the toilet it should be 25 sq. ft.
11. The hotel keeper shall provide proper uniform to all the staff members working in hotel including hotel guide in case, a guide is employed by the hotel exclusively.

Part- C

Prescribed standard for Restaurant/Bar:

1. The restaurant/bar building should be well constructed and properly ventilated with arrangement of ceiling/exhaust fans wherever necessary, arrangement of heating. It should be kept properly white washed/painted all the times.
2. The approach and locality should be good.
3. Kitchen should be of a standard size with a facility of cleaning of crockery/cutlery and kitchen utensils. Approach standards of hygiene should be maintained.
4. Furniture/fixture in the restaurant/bar should be a standard quality. Crockery/ cutlery should also be of a standards quality.
5. Separate toilet facility for men and women should exist.
6. Restaurant/Bar should employ trained personnel of recognized Institute of catering in the kitchen.
7. There should be a Reception counter.
8. Fire fighting arrangement should be provided in accordance with the fire safety requirements.
9. Minimum area covered in dining hall shall be 6 square feet per person.
10. The proprietor of a Restaurant/bar shall provide proper uniform to all the staff members employed in Restaurant/Bar.

ANNEXURE –F
(See rule 20)

(A) CRITERIA FOR CLASSIFICATION OF HOTELS

The classification of the hotels shall be done as per procedure laid down according to the amenities/facilities and standards of accommodation available in the hotel by awarding suitable marks to a Hotel and Restaurant. Classification Committee to be constituted by the Government under section 31 of the Act shall classify as per percentage obtained, as follows:-

Classification “A”	If the hotel obtains above 80% marks
Classification “B”	If the hotel obtains above 60% marks
Classification “C”	If the hotel obtains above 40% marks
Classification “D”	If the hotels obtains above 20% marks
Classification “E”	All the hotels who do not contain 20%

shall be placed in Classification “E”.

Procedure for awarding marks by the Classification Committee shall be as under:-

- | | |
|--|----|
| 1. Location of the hotels parking place for vehicles, a lawn or
Marks
a garden for use of guests, conference hall(essential for A Class) | 15 |
| 2. Dining hall, lounge (essential for “A” and “B” class)
Marks | 15 |
| 3. Lift for building having more than three floors and a bar
Marks
(essential for “A” Class). | 10 |
| 4. Minimum carpet area standards for bed room/bathroom
Marks | 20 |

Single bed room	100 sq. ft.
Double bed room	120 sq. ft.
Bath room	30 sq. ft.

Note: “A” class should have 50% western style toilets

5. Adequate provision of Cloak Room for ladies and gents separately 10
Marks
6. Clean hygienic, well equipped, well maintained kitchen and 5
Marks
Pantry washing of utensils, crockery/cutlery and glass ware,
Storage facility for perishables.
7. Telephone. 20
Marks
8. Amenities in the guest room available:-
- (i) Attached bathrooms, shower running hot and cold water, 5
Marks
toilet paper and towels, bath tubs.
- (ii) Proper lightings, ceiling fans in hot zones and heating 15
Marks
- (iii) Drinking water facility 5
Marks
- (iv) Beds, mattresses, bedding and linen/blankets 5
Marks
- (v) Proper furniture 5
Marks
- (vi) Telephone service 5
Marks
- (vii) Coverage of carpet and interior decoration 5
Marks
9. Television facility close circuit TV rooms/lounge 10
Marks
10. Channel music facility 5
Marks
11. Supervisory staff coming into contact with the guests can 10
Marks
understand English and general behavior staff coming into
contact with guest.

12. Number of trained/untrained persons employed in the hotel Marks and standard of uniform.	10
13. Outer attraction of the hotel and maintenance Marks	10
14. Arrangement of fire fighting equipments. Marks	5
15. Roof water harvesting system and storage tank Marks	15

Grand Total 200

Marks

Percentage obtained

Class awarded.....

Place:

Date:

Prescribed Authority.

(B)PRESCRIBED STANDARD FOR CLASSIFICATION OF RESTAURANT/BAR

1. Construction, location, approach, parking facility	15 Marks
2. Decoration, furniture/fixture and floor area for each Person.	15 Marks
3. Standard of the kitchen, pantry, hygienic condition, cleaning of utensils/crockery, cutlery etc.	10 Marks
4. Storage facility for perishable articles	5 Marks
5. Standard of crockery/cutlery and glassware and linen etc.	10 Marks
6. Staff position whether trained from a recognized Institute of catering or untrained and standard of uniform.	10 Marks
7. Fire fighting equipment arrangements	5 Marks
8. Standard of food and service	15 Marks
9. Separate toilet facility for ladies and gents	5 Marks
10. General behavior of staff coming into contact with customers.	10 Marks

Total	100 Marks

Percentage obtained.....
 Class awarded

Place:
 Date:

Prescribed Authority.

Note:-Obtained marks exceeding 80% will be classified as “A” Class, exceeding 60% but below 80% as “B” Class, rest of all will be classified as “C” Class.

ANNEXURE-G
(See rule 20(2))

CRITERIA FOR CLASSIFICATION OF TRAVEL AGENCY

1.	Location, size and standard of office	15 Marks
2.	Standard of furniture	10 Marks
3.	Telephone	10 Marks
4.	Tele-printer	5 Marks
5.	Arrangement of Hindi and English typing for correspondence.	10 Marks
6.	Arrangement of other service viz:	
	(i) Air booking	5 Marks
	(ii) Accommodation booking (in town/ Distt./State/outside state).	10 Marks
	(iii) Transportation	5 Marks
	(iv) Sight seeing	5 Marks
	(v) Trekking equipment	5 Marks
	(vi) Toilet facilities	5 Marks

	Total	100 Marks

Percentage obtained.....
Class awarded

Place:
Date:

Prescribed Authority.

Note: - Obtained marks exceeding 80% will be classified as “A” Class, exceeding 60% but below 80% as “B” Class, rest of all will be classified as “C” Class.

By Order

Sudripta Roy
Chief Secretary (Tourism & Civil Aviation) to the
Government of Himachal Pradesh.

Endst.No. TSM-A (3)-1/2008 Dated, Shimla-2, the 17th August, 2012

Copy forwarded to:-

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. All the Divisional Commissioners in H.P.
3. All the Heads of Departments in H.P.
4. All the Deputy Commissioners in H.P.
5. Director, Tourism and Civil Aviation, H.P. Shimla-9 with 10 spare copies. He is requested to kindly circulate these rules to all concerned for information.
6. Managing Director, Himachal Pradesh Tourism Development Corporation Ltd. Ritz Annexe, Shimla-171001.
7. All the Deputy Directors, Tourism & Civil Aviation, (**DTDOs**) in Himachal Pradesh.
8. Guard File.

Addl.Secretary (Tourism and Civil Aviation) to the
Government of Himachal Pradesh.
