

**TOUR AND TRAVEL AGENT**

<b>Bronze</b>	<b>Silver</b>	<b>Gold</b>
<ul style="list-style-type: none"> <li>• Registered Office in A &amp; N Islands</li> <li>• Labour Commissioner's Certificate under Shops &amp; Estt Act.</li> <li>• Contact details, residential, address of the owner(s) and all staff including photographs.</li> <li>• Aadhar/photo ID proof details of every employee.</li> <li>• Police verification certificate/copy of the application applied of all the staff including owner.</li> <li>• Email address and feedback Form from customers</li> <li>• Signed copy of pledge of commitment of "safe and Honourable Tourism".</li> <li>• Details of firm's bank accounts.</li> <li>• Maintenance of proper bill/voucher book duly serially and hard bound / computerized.</li> <li>• At least, one qualified staff including owner.</li> </ul>	<ul style="list-style-type: none"> <li>• Registered Office in A &amp; N Islands</li> <li>• Labour Commissioner's Certificate under Shops &amp; Estt Act.</li> <li>• Contact details, residential, address of the owner(s) and all staff including photographs.</li> <li>• Aadhar/photo ID proof details of every employee.</li> <li>• Police verification certificate/copy of the application applied of all the staff including owner.</li> <li>• Email address and feedback Form from customers</li> <li>• Signed copy of pledge of commitment of "Safe and Honourable Tourism".</li> <li>• Details of firm's bank accounts.</li> <li>• Maintenance of proper bill/voucher book duly serially and hard bound/computerized.</li> <li>• Office space of more than 150 sq feet.</li> <li>• Minimum of 02 qualified staff other than the owner trained/experienced in matters regarding transport, accommodation, currency, customs regulations and general information about Tourism and travel related services. For this, Certificate of 3 months course by National Skill Qualification Framework (NSQF) Certificate (or equivalent) or one year of experience in registered Company/Firm/ Partnership firm/ in said fields. Effective communication skills in Hindi and English.</li> <li>• Should have his own website.</li> </ul>	<ul style="list-style-type: none"> <li>• Registered Office in A &amp; N Islands</li> <li>• Labour Commissioner's Certificate under Shops &amp; Estt Act.</li> <li>• Contact details, residential, address of the owner(s) and all staff including photographs.</li> <li>• Aadhar/photo ID proof details of every employee.</li> <li>• Police verification certificate/copy of the application applied of all the staff including owner.</li> <li>• Email address and feedback Form from customers</li> <li>• Signed copy of pledge of commitment of "Safe and Honourable Tourism".</li> <li>• Details of firm's bank accounts.</li> <li>• Maintenance of proper bill/voucher book duly serially and hard bound/computerized.</li> <li>• Office space of more than 150 sq feet.</li> <li>• Minimum of 02 qualified staff other than the owner trained/experienced in matters regarding transport, accommodation, currency, customs regulations and general information about Tourism and travel related services. For this, Certificate of 3 months course by National Skill Qualification Framework (NSQF) (or equivalent) or one year of experience in registered Company/Firm/ Partnership firm/ in said fields. Effective communication skills in Hindi and English.</li> <li>• At least, one staff including owner having Degree/Diploma certificate in Tourism/Hospitality industry from the Recognized University/College and one staff to be a Graduate in any field.</li> <li>• Availability of minimum 2 trained guides/tour escorts. For this, Certificate of 3 months course by National Skill Qualification Framework (NSQF) Certificate (or equivalent) or two years of experience in registered Company/Firm/ Partnership firm/ in said fields. Effective communication skills in Hindi and English or two years of experience.</li> <li>• Should be an Income tax assesee and should have filed income tax return for the last assessment year. For new Company, only PAN is mandatory in 1<sup>st</sup> year.</li> </ul>

**TOURIST TRANSPORT OPERATOR**

<b>Bronze</b>	<b>Silver</b>	<b>Gold</b>
<ul style="list-style-type: none"> <li>• Registered Office in A &amp; N Islands.</li> <li>• Labour Commissioner's Certificate under Shops &amp; Estt Act.</li> <li>• Contact details, residential, address of the owner(s) and all staff including photographs.</li> <li>• Aadhar/photo ID proof details of every employee with quarterly update of change of e-mail.</li> <li>• Police verification certificate/copy of application applied of all the staff including owner.</li> <li>• Email address and feedback Form from customers</li> <li>• Signed copy of pledge of commitment of "safe and Honourable Tourism".</li> <li>• Details of firm's bank accounts.</li> <li>• Maintenance of proper bill/voucher book duly serially and hard bound/computerized.</li> <li>• At least, one qualified staff including owner.</li> <li>• Valid RC of vehicles</li> <li>• Valid Insurance of vehicles</li> <li>• Valid Pollution Certificate of vehicles</li> <li>• Minimum 03 vehicles registered which are not more than 06 years old. One vehicle is to be owned by owner.</li> </ul>	<ul style="list-style-type: none"> <li>• Registered Office in A &amp; N Islands.</li> <li>• Labour Commissioner's Certificate under Shops &amp; Estt Act.</li> <li>• Contact details, residential, address of the owner(s) and all staff including photographs.</li> <li>• Aadhar/photo ID proof details of every employee with quarterly update of change of e-mail.</li> <li>• Police verification certificate/copy of application applied of all the staff including owner.</li> <li>• Email address and feedback Form from customers</li> <li>• Signed copy of pledge of commitment of "safe and Honourable Tourism".</li> <li>• Details of firm's bank accounts.</li> <li>• Maintenance of proper bill/voucher book duly serially and hard bound / computerized.</li> <li>• Minimum of 02 qualified staff other than the owner trained/experienced in matters regarding transport, accommodation, currency, customs regulations and general information about Tourism and travel related services. For this, Certificate of 3 months course by National Skill Qualification Framework (NSQF) Certificate (or equivalent) or one year of experience in registered Company/Firm/ Partnership firm/ in said fields. Effective communication skills in Hindi and English.</li> <li>• Valid RC of vehicles</li> <li>• Valid Insurance of vehicles</li> <li>• Valid Pollution Certificate of vehicles</li> <li>• Availability of own website.</li> <li>• Minimum 05 vehicles registered which are not more than 06 years old. Two vehicles are to be owned by the owner.</li> </ul>	<ul style="list-style-type: none"> <li>• Registered Office in A &amp; N Islands.</li> <li>• Labour Commissioner's Certificate under Shops &amp; Estt Act.</li> <li>• Contact details, residential, address of the owner(s) and all staff including photographs.</li> <li>• Aadhar/photo ID proof details of every employee with quarterly update of change of e-mail.</li> <li>• Police verification certificate/copy of application applied of all the staff including owner.</li> <li>• Email address and feedback Form from customers</li> <li>• Signed copy of pledge of commitment of "safe and Honourable Tourism".</li> <li>• Details of firm's bank accounts.</li> <li>• Maintenance of proper bill/voucher book duly serially and hard bound/computerized.</li> <li>• Minimum of 02 qualified staff (12th level) other than the owner trained/experienced in matters regarding transport, accommodation, currency, customs regulations and general information about Tourism and travel related services. For this, Certificate of 3 months course by National Skill Qualification Framework (NSQF) Certificate (or equivalent) or one year of experience in registered Company/Firm/ Partnership firm/ in said fields. Effective communication skills in Hindi and English.</li> <li>• Valid RC of vehicles</li> <li>• Valid Insurance of vehicles</li> <li>• Valid Pollution Certificate of vehicles</li> <li>• Availability of printed brochures maps/reference material.</li> <li>• Minimum 07 vehicles registered which are not more than 06 years old. Three vehicles are to be owned by the owner.</li> <li>• One staff having Degree/Diploma certificate in Tourism/Hospitality industry from the Recognized University/College.</li> <li>• Should be an Income tax assessee and should have filed income tax return for the last assessment year. For new Company, only PAN is mandatory in 1<sup>st</sup> year.</li> </ul>