

GOVERNMENT OF JHARKHAND



Draft of

“JHARKHAND TOURIST TRADE REGISTRATION RULES 2023”



FFP Bhawan, Second Floor, HEC Campus, Dhurwa, Ranchi, Jharkhand

TEL NO: + 91 651 2400981, Fax No.: +91 651 2400982

E-MAIL: govjharkhandtourism@gmail.com

Visit us on www.tourism.jharkhand.gov.in

ARRANGEMENT OF SECTIONS

CHAPTER I

PRELIMINARY

1. Short Title, Extent and Commencement
2. Definitions

CHAPTER II

3. SCOPE AND CATEGORY OF REGISTRATION

CHAPTER III

ELIGIBILITY CRITERIA

4. Criteria and Category of Accommodation unit
5. Eligibility for Adventure Tourism/ Adventure Sports Operator/ Water Sports Operators (ASO)
6. Eligibility for Boat Operator
7. Eligibility for entertainment related unit
8. Eligibility for Tour Operator/ Travel Agent/ Tourist Transport Operator
9. Eligibility for Tourist Guide
10. Eligibility for Professional Tourist Photographers

CHAPTER IV

REGISTRATION

11. Process for Applying for Registration
12. Approval for Registration
13. Temporary Registration
14. Renewal of Registration
15. Registration Fee
16. Issuance of Registration Certificate
17. Refusal of Registration by the Prescribed Authority
18. Cancellation of Registration of the Tourism Unit, Travel Agent, Tourist Guide, Adventure Tour/Sports Operator and Photographer from the Register and Notice thereof
19. Right to Inspect the Tourism and Travel Trade Unit

CHAPTER V

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

20. Duties and Responsibility of Tourism Unit
21. Insurance Coverage

CHAPTER VI

APPEAL AND REVIEW

22. Appeal
23. Review

CHAPTER VII

MISCONDUCT AND PENALTY

24. Penalty of Violation of any Order of the Authority
25. Sanction for Violation of Established Order in regard to Registration
26. Sanction for Misstatement
27. Transfer of Certificate of Registration without Consent
28. Showing Certificate of Registration on Demand
29. Punishment for Malpractice
30. Creating Hindrances to the Authority valid in Law
31. Recovery of Penalty
32. Initiating Prosecution

CHAPTER VIII

MISCELLANEOUS

33. Notification of Changes
34. Return of Cancelled Certificate of Registration
35. Duplicate Certificate
36. Protection
37. Power of Department to apply these Rules to other Persons
38. Power of the Department to issue clarification

CHAPTER IX

DOCUMENTS REQUIRED FOR REGISTRATION OF TOURISM UNITS

39. Documents Required for Accommodation units
40. Documents Required for Adventure Tourism/Adventure Sports Operator/ Water Sports Operator (ASO)
41. Documents Required for Boat Operator
42. Documents Required for Entertainment related units
43. Documents Required for Tour Operator/ Travel Agents/ Tourist Transport Operator
44. Documents Required for Tourist Guide

45. Documents Required for Professional Tourist Photographers

**CHAPTER X
SAFETY NORMS TO BE ADHERED TO**

46. Safety Audit
47. Safety Guidelines

**CHAPTER XI
DIRECTION TO VARIOUS AUTHORITIES**

48. Action Required from Director, Tourism, Jharkhand
49. Action Required from Department/Institute of Hotel Management, Brambey, Ranchi
50. Action Required from Department/Director, Tourism, Jharkhand.

**CHAPTER XII
REGISTRATION NOT REQUIRED (RELAXATION)**

51. Units Exempted from Registration

APPENDIX

THE JHARKHAND TOURIST TRADE REGISTRATION RULES 2023

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

- 1.1 These Rules may be called the “The Jharkhand Tourist Trade Registration Rules 2023”.
- 1.2 It extends to the whole area of State of Jharkhand.
- 1.3 It shall come into force from the date of publication in the Official Gazette of government of Jharkhand.

2. Definitions

2.1 In these Rules, unless the context otherwise requires

- 2.1.1 **“Act”** means The Jharkhand Tourism Development and Registration Act, 2015;(as amended from time-to-time)
- 2.1.2 **“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;
- 2.1.3 **“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;
- 2.1.4 **“Appellate Authority”** means Secretary/ Principal secretary/ Additional chief secretary of The Department of Tourism, Art Culture, Sports and Youth Affairs, government of Jharkhand under the provisions of these Rules;
- 2.1.5 **“Appendix”** means the Appendix appended to these Rules;
- 2.1.6 **“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.

- 2.1.7 **“Certificate of Registration”** means a certificate issued under these Rules;
- 2.1.8 **“Corporation”** means the Jharkhand Tourism Development Corporation Limited;
- 2.1.9 **“Department”** means Department of Tourism, Art Culture, Sports & Youth Affairs (Tourism) Government of Jharkhand.
- 2.1.10 **“Directorate”** means Directorate of Tourism, Government of Jharkhand.
- 2.1.11 **“Form”** means the Form appended to these Rules;
- 2.1.12 **“Gazette”** means the official Gazette of the State Government of Jharkhand;
- 2.1.13 **“Government”** means the State Government of Jharkhand;
- 2.1.14 **“Local Authority”** means the District Administration, Development Authority, Nagar Nigam, Nagar Parishad, Cantonment Board, Nagar Panchayat, District Tourism Promotion council, 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;
- 2.1.15 **“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;
- 2.1.16 **“Notified Tourist Location”** means a place notified as tourist destination/location by Department of Tourism, Art Culture, Sports and Youth Affairs, Jharkhand.
- 2.1.17 **“Operator”** means the owner/manager of the tourism unit;
- 2.1.18 **“Prescribed”** means the prescribed Rules made under these set of Rules;
- 2.1.19 **“Prescribed Authority”** means Director, Tourism, Government of Jharkhand;

- 2.1.20 **“Reviewing Authority”** means authority notified as such by the Department;
- 2.1.21 **“State”** means the State of Jharkhand;
- 2.1.22 **“Tourist”** means the any person/group of persons visiting Jharkhand and including Travellers / Tourists/Adventure Travellers;
- 2.1.23 **“Tourism Units”** means the following units;
- 2.1.23.1 **Accommodation Units, like** -Hotel, Motel/ Way side amenities, Resort/ Health-Spa Resort, Timeshare Apartment, Motor Caravan, Guest/Tourist Rest House, Tent City, House Boats, Home Stay, etc. which are offering accommodation facilities under commercial arrangements;
- 2.1.23.2 **Adventure Tourism / Adventure Sports Related Units, like** - Adventure Sports Operators for Trekking, Mountaineering, Rock / Artificial Wall Climbing, Mountain Biking, Motor Car/Motorcycle Rally, Para Sailing / Gliding, Bungee Jumping, Hot Air Ballooning, Flying Fox, Adventure Clubs, River Rafting, etc.;
- 2.1.23.3 **Entertainment Related Units, like-** Entertainment / Theme / Amusement Park, Water Park, Sound and Light Show, laser show, Angling (Fishing), etc.; where tourist visit for their entertainment and amusement;
- 2.1.23.4 **“Professional Tourism Photographer”** means a person engaged in the business of photography at tourist destinations for monetary consideration.
- 2.1.23.5 **Tour Operator/Travel Agent/ Tourist Transport Operator**
“A Tour Operator/Travel Agent/ Tourist Transport Operator is one who makes arrangements of tickets for travel by air, rail, ship, passport, visa etc for tourists visiting the state; or makes arrangement for transport, accommodation, sightseeing, entertainment and other tourism related services for tourists visiting destinations within the state, including through the online mode; or who provides tourist transport like cars, coaches, boats etc. to tourists for transfers, sightseeing, river

cruise, boat rides and journeys to tourist places, etc. within the state”;

2.1.23.6 “ **Tourist Guide**” means a person who engages himself as a paid guide for Tourists in the state

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

Explanation - the expression "**travel arrangements**" includes:

2.1.23.7.1 Arrangement for transportation by any mode;

2.1.23.7.2 Arrangement for lodging with or without food; and

2.1.23.7.3 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.

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

2.1.25 "**Website**" means website notified as such by prescribed authority for the prupose of these rules.

2.1.26 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.

CHAPTER-II

3. SCOPE AND CATEGORY OF REGISTRATION

Following Tourism units providing services in Geographical area of the state (including online modes also) comes under the scope of these rules and Registration will be provided to the units -

- I) Accommodation Units
- II) Adventure tourism / Adventure sports operators / Water sports operators (ASO)
- III) Boat operator
- IV) Entertainment related unit

- V) Tour operator/travel agent/ tourist transport operator
- VI) Tourist guide
- VII) Professional tourist photographers

Tourism units providing services in more than one category should apply for registration in respective categories (more than one category).

CHAPTER-III

ELIGIBILITY CRITERIA FOR REGISTRATION

4. Eligibility for Accommodation unit –

- 4.1 There shall be 4 (four) categories of accommodation units-
 - I) Category “A” Accommodation units:- The accommodation units (other than home stay) with more than 30 rooms/ dormitories having equivalent infrastructure and facilities.
 - II) Category “B” Accommodation units:- The accommodation units (other than home stay) with 30 rooms/ dormitories or less having equivalent infrastructure and facilities.
 - III) Category “C” Accommodation unit:- Home stay.
 - IV) Category “D” Accommodation unit:- Accommodation units like Tent city/ Tented accommodation, House Boat, Motor Carvan, River/Lake Cruise.
- 4.2 The unit must have PAN and GST Registration.
- 4.3 Must have building having room / rooms with toilet and bathroom facilities either own or on lease of at least 5 years (Except Category “D” accommodation unit).
- 4.4 The building must have been constructed as per building bye laws of the area. In case there are/were no building bye laws at the time of construction, the same is to be provided by the owner on affidavit.
- 4.5 Should have at least – 2 qualified staff (except for home stay) to act as in-charge / manager of the units. (Owner can be treated as 1 of 2 staff)
- 4.6 Should have sufficient number of cleaning and serving staff.
- 4.7 There shall be adequate sanitary fittings like lavatories/ bathrooms with running water, (minimum one each for 6 beds)
- 4.8 Rooms should be properly ventilated, furnished and lighted;
- 4.9 Fans should be provided in all non-AC rooms;
- 4.10 There should be adequate provisions for drinking water.
- 4.11 There should be proper fire safety arrangement depending upon size of the building.

- 4.12 There should be proper fencing around tent city/tentage accommodation to keep the animals away from the accommodation units.
- 4.13 For Category D accommodation units, there should have proper toilets and bathroom facilities.
- 4.14 There should be proper waste management system.
- 4.15 There should be CCTV camera facility.
- 4.16 There should be Wi-fi facility.

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

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

- 5.1 The ASO must be a proprietorship, partnership firm or company registered under the applicable acts.
- 5.2 The unit must have PAN and GST Registration.
- 5.3 The unit must have all necessary apparatus /equipments either its own or on lease, required for adventure activity, which they carry out
- 5.4 The minimum office space should be preferably have at least 120 sq.ft. or facilitation cum booking kiosk cum suitable waiting area, changing room with shed etc. The office should be located in neat and clean surroundings etc. There should be sufficient space for reception and easy access to toilets.
- 5.5 Other than the field staff 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.
- 5.6 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, etc.

- 5.7 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.
- 5.8 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.
- 5.9 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.
- 5.10 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.
- 5.11 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.
- 5.12 For operating Aerosports, the unit must have abide by all the norms for Paramotoring and permit for Parasailing and Paragliding flying from Civil aviation Department, Jharkhand.
- 5.13 For Water Sports, ASO must abide by all the norms of Jharkhand Boat rules 2014.

6. ELIGIBILITY FOR BOAT OPERATOR (It is for person who run their own boat in any water body for tourism purpose)

- 6.1 The Boat Operator should own or have on rent a boat or canoe or vessel, manual or motorized in working condition. The boat should have registered/ licensed under Jharkhand Boat Rule, 2014 (As per applicability of Jharkhand Boat Rule, 2014)
- 6.2 The Boat Operator should have skilled/Trained for operation of boat(s) or vessel(s).
- 6.3 The Boat Operator should have an address and contact details for registration.

7. ELIGIBILITY FOR ENTERTAINMENT RELATED UNIT

- 7.1 The unit must be a proprietorship, partnership firm or company registered under the applicable acts.
- 7.2 The unit must have PAN and GST Registration.
- 7.3 Should own or on lease / rent any of entertainment park, water park, theme park, amusement park, rope way, sound & light show, laser show where tourists arrive for entertainment & amusement.
- 7.4 Should have sufficient parking space, washroom, waiting area, changing room.
- 7.5 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 of the qualified staff)
- 7.6 Should have sufficient numbers of trained field staff to operate various amusement rides / Show.
- 7.7 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.
- 7.8 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.
- 7.9 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.
- 7.10 The entertainment related unit must abide by all the safety norms in operating various rides/water park

8. ELIGIBILITY FOR TOUR OPERATOR/TRAVEL AGENT/ TOURIST TRANSPORT OPERATOR

- 8.1 The Tour Operator/ Travel Agent/Tourist Transport Operator should be an individual or a proprietorship/ partnership firm or company registered under the applicable acts.
- 8.2 The Tour Operator/ Travel Agent/Tourist Transport Operator should be accredited with/ member of at least one of the following:
 - 8.2.1 IATO (Indian Association of Tour Operators);
 - 8.2.2 TAAI (Travel Agents Association of India);
 - 8.2.3 ADTOI (Association of Domestic Tour Operators of India);

8.2.4 IATA (Indian Association of Travel Agent);

8.2.5 TTAAJ (Tour & Travel Agent Association of Jharkhand);

8.2.6 FJCCI (Federation of Jharkhand Chamber of Commerce and Industries)

Or

- 8.3 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.
- 8.4 The Tour Operator/ Travel Agent/Tourist Transport Operator must have PAN and GST Registration.
- 8.5 The Tour Operator/ Travel Agent/Tourist Transport 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.
- 8.6 The Tour Operator/ Travel Agent/Tourist Transport 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.
- 8.7 The Tour Operator/ Travel Agent/Tourist Transport Operator should have an address and contact details for registration.

9. ELIGIBILITY FOR TOURIST GUIDE

- 9.1 There shall be following category of Tourist Guide to be registered for certain tourist places/ multiple tourist places/multiple district/One District/Whole state -
- i) General:** There would be guides who would be authorized to work in their respective regions on a full time basis.
- ii) General – Linguistic:** Linguists with fluency in foreign languages (apart from English), such as French, German, Spanish, Korean, Russian, Japanese, Thai, Arabic, Hungarian, Polish, Hebrew, Chinese etc., would be registered under this category.
- iii) Expert Guides:** In order to encourage scholars, specialists etc., in the fields of Tourism, Indian History, Architecture, Culture, Wild Life and other

related fields of tourism, there would be a special category of Tourist Guides known as Expert Guides.

iv) Expert – Linguistic: This category of Tourist Guides would be scholars, specialists etc., in the fields of Tourism, Indian History / Architecture / Culture/ Archaeology / Wildlife or other related fields of Tourism with fluency in foreign languages (apart from English), such as French, German, Spanish, Korean, Russian, Japanese, Thai, Arabic, Hungarian, Polish, Hebrew, Chinese etc., would be registered under this category.

9.2 Educational qualification(s):

The following educational qualifications are prescribed for the selection of tourist guides and all applicants should have fulfil the criteria on or before the application for registration.

9.2.1 **General:**

- (i) Intermediate from a recognized Board/University;
- (ii) He / She should be fluent in Hindi and having knowledge of local language and preferably have working knowledge of English speaking / reading;
- (iii) 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.

9.2.2 **General Linguistic:**

- (i) A Graduate of a recognized University;
- (ii) Candidates should have knowledge and fluency in a foreign language (apart from English). The fluency shall be tested at the time of test which shall be given in the foreign language selected by the Candidate for which he / she aspires to become a linguistic guide. Fluency will not be tested if the candidate is recognized as Linguistic guide by Ministry of Tourism, Government of India;
- (iii) 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.

9.2.3 Expert Guides:

- (i) Graduate in the field of Tourism, Indian History / Architecture / Culture/ Archaeology / Wildlife or other related fields of Tourism;
- (ii) Fluency in English language is essential. The fluency shall be tested at the time of test. Fluency will not be tested if the candidate is recognized as Expert guide by Ministry of Tourism, Government of India;
- (iii) 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.

9.2.4 Expert – Linguistic:

- (i) Graduate in the fields of Tourism, Indian History / Architecture / Culture/ Archaeology / Wildlife or other related fields of Tourism;
- (ii) Candidates should have knowledge and fluency in a foreign language (apart from English), in terms of reading, writing and speaking. The fluency shall be tested at the time of test which shall be given in the foreign language selected by the Candidate for which he / she aspires to become an Expert Linguistic guide. Fluency will not be tested if the candidate is recognized as Linguistic guide/Expert Linguistic guide by Ministry of Tourism, Government of India;
- (iii) 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.

9.3 The applicant has to passed a seminar/test for the Tourist Guides duly conducted by the Department or Other Agencies duly authorized by the

Department to conduct the seminar/test. The Department shall prescribe syllabus and framework for conducting test 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.

- 9.4 Certificate of good health issued by a registered physician.
- 9.5 Such other documents that the Prescribed Authority may require.

10. ELIGIBILITY FOR PROFESSIONAL TOURIST PHOTOGRAPHERS

- 10.1 The Photographer must own or have on rent photography equipment at the time of submission of application for registration.
- 10.2 The Photographer should know Hindi and local language and preferably have working knowledge of English speaking and reading.
- 10.3 The Photographer must have identity proof or PAN Card to be submitted at the time of registration.

CHAPTER-IV

REGISTRATION

11. PROCESS FOR APPLYING FOR REGISTRATION

- 11.1 The entire process shall be online and will be through the website.
- 11.2 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.
- 11.3 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.
- 11.4 No Person/Tradesman/Operator will operate any new tourism unit without registration under the provisions of these Rules.
- 11.5 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.

- 11.6 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.
- 11.7 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.
- 11.8 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.
- 11.9 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

- 12.1 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.
- 12.2 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. Temporary Registration-

- 13.1 Any existing tourism units not fulfilling the eligibility criteria will be granted Temporary Registration. The validity of Temporary registration will be 1 year which may be extended to further 1 year by the prescribed authority on request from the applicant.
- 13.2 All such units, not fulfilling the eligibility criteria must comply the eligibility criteria within the temporary registration period.

14. RENEWAL OF REGISTRATION

All registered tourism units will have to submit fresh application on 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.

15. 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. 15000/-
(ii)	Category B	Rs. 10000/-
(iii)	Category C	Rs. 3000/-
(iv)	Category D	Rs. @ 500/- for one month (minimum Rs. 1500)

(b) Tour Operator/Travel Agent/Tourist Transport Operator- Rs. 3000/-

(c) Tourist Guide Rs. 300/-

**(d) Adventure Sports Operator/
Adventure Tourism operator/
Water Sports Operator (ASO) Rs. 5000/-**

(e) Boat Operators Rs. 300

(f) Professional Tourist Photographers Rs. 300/-

(g) Entertainment Related Units

Rs. 5000/-

(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.

16. ISSUANCE OF REGISTRATION CERTIFICATE

- 16.1 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.
- 16.2 For Tourist Guides and Professional Tourist Photographers, the prescribed authority shall also issue identity cards. The identity cards must contain their registration number.
- 16.3 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.

17. REFUSAL OF REGISTRATION BY THE PRESCRIBED AUTHORITY

17.1 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:

- 17.1.1 If the Tourism Unit Operator/Owner 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;
- 17.1.2 If the Tourism Unit Operator/Owner has been declared as insolvent by a court of competent jurisdiction and has not been discharged;
- 17.1.3 If the name of the Tourism Unit has been removed from the register on the grounds mentioned in Rule 18 and 3 months have not elapsed since the date of such removal;
- 17.1.4 If the premises of the Tourism Unit do not conform to the prescribed standard;
- 17.1.5 If the Tourism Unit does not possess any of the prescribed qualifications;
- 17.1.6 If the Tourism Unit Operator does not hold a certificate of registration required to be held by him.
- 17.1.7 If the Accommodation unit of Category A, Category B and Category C 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; or submit affidavit that there are/were are/were no building bye laws at the time of construction, as the case may be.
- 17.1.8 And, if in the opinion of the Prescribed Authority, there is any sufficient ground to be recorded in writing, for refusing registration.

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

18. 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

18.1 The Prescribed Authority may, by order, in writing remove the name of Tourism Unit from the register and cancel the certificate of registration issued under Rule 16, on any of the following grounds, namely

18.1.1 If the Tourism Unit ceases to undertake the activity for which he is registered;

18.1.2 If the Tourism Unit Operator/Owner 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;

18.1.3 If the Tourism Unit Operator/Owner is declared insolvent by a court of competent jurisdiction and has not been discharged;

18.1.4 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;

18.1.5 If any complaint of malpractice is received and proved against the Tourism Unit;

18.1.6 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;

18.1.7 If the Tourism Unit has obtained the certificate of registration by misrepresentation or fraud;

18.1.8 If the Tourism Unit does not maintain equipments, manpower and other facilities according to prescribed standards for safety;

- 18.1.9 If the Tourism Unit 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 Prescribed Authority or indulges in any such activities, which is detrimental to growth of tourism and its promotion.
- 18.1.10 If the Tourism Unit fails to upload the monthly tourist data every 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.
- 18.1.11 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.

19. RIGHT TO INSPECT TOURISM AND TRAVEL TRADE UNIT

- 19.1 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 may enter the premises/ office of the Tourism Unit 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.
- 19.2 If the Prescribed Authority or any officer authorized by prescribed authority has reasons to suspect that any tourism unit 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.
- 19.3 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.

- 19.4 The prescribed authority may authorize any officer of directorate/ district tourism nodal officer to inspect the tourism units from time to time in order to check that the unit is following the safety norms/other criteria of the rules/acts. In general condition, the officer authorized should not inspect any unit more than two times in a year but on receipt of any complaint tourist/public or instruction from higher authority, they can inspect tourism units at any time.

CHAPTER – V

20. DUTIES AND RESPONSIBILITIES OF THE TOURISM UNITS

- 20.1 The Tourism Units and its employees shall at all times strictly follow these Rules and its provisions and obey the Jharkhand tourism development and registration act 2015.
- 20.2 All Tourism Units 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.
- 20.3 All Tourism Units will have to keep a complaints /suggestion book in the reception of their office.
- 20.4 Every Tourism Unit shall submit monthly statistical data regarding inflow of domestic and foreign tourists and the employees employed by them and any other information every month, and will get it uploaded on the prescribed website as may be directed by the Prescribed Authority.
- 20.5 In pursuance of the orders given by the Government from time-to-time, all Tourism Units will have to provide employment to the local people of Jharkhand in their firms.
- 20.6 All Tourism Units 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.
- 20.7 No tourism unit will charge extra rates, against any agreed upon contract.
- 20.8 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.

- 20.9 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.
- 20.10 All Tourism 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.
- 20.11 All the tourism units will have to keep their premises clean and develop proper mechanism for waste management.
- 20.12 The Tourism Unit operators or any person employed by them will not ask for any tips / subsidy / gifts / commission from the tourists / service seekers.
- 20.13 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.

21. 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-VI

APPEAL AND REVIEW

22. APPEAL

- 22.1 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.
- 22.2 Every such appeal shall be made within 90 days from the date of passing the order.
- 22.3 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.
- 22.4 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.

22.5 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.

23. 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-VII

MISCONDUCT AND PENALTY

24. 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.

25. 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.

26. 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.

27. 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.

28. SHOWING CERTIFICATE OF REGISTRATION ON DEMAND

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

28.1.1 Prescribed Authority or any person duly authorized by him, or

28.1.2 Any person authorized by the Government or Prescribed Authority

28.1.3 Actual Client/Tourist/Guest

28.2 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/-.

29. 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.

30. 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..

31. 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.

32. 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 – VIII

MISCELLANEOUS

33. NOTIFICATION OF CHANGES

- 33.1 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.
- 33.2 The Prescribed Authority shall make requisite changes in the Certificate of Registration and in the register prescribed for the purpose.
- 33.3 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.
- 33.4 The prescribed authority shall make requisite changes in the Registration Certificate and in the register prescribed for the purpose.
- 33.5 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.
- 33.6 The information regarding registered units will be submitted to the Deputy Commissioner of the concerned districts.

34. 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.

35. DUPLICATE CERTIFICATE

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

36. 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.

37. 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.

38. POWER OF THE DEPARTMENT TO ISSUE CLARIFICATION

If there is any clarification needed regarding any word or sentence, the department will issue clarification for the same.

CHAPTER – IX

DOCUMENTS REQUIRED FOR REGISTRATION OF TOURISM UNITS

39. DOCUMENTS REQUIRED FOR ACCOMMODATION UNIT

- 39.1 Pan and GST registration.
- 39.2 Identification and address proof of applicant.
- 39.3 Power of attorney in favor of the authorized signatory/applicant in case of Partnership firm or Company.
- 39.4 Company / Proprietorship Firm/ Partnership firm registration certificate (in case of company/ proprietorship firm/ partnership firm)
- 39.5 Affidavit of land holding on which property is situated/ NoC or lease/agreement of land use from the Owner of land as the case may be.
- 39.6 Copy of approved / sanctioned building map and site layout plan as the case may be or Affidavit that there were no building bye laws at the time of construction of the building as the case may be.
- 39.7 Proper documents regarding Possession of House Boat/Motor Carvan/ River/ Lake Cruise as the case may be.
- 39.8 Affidavit of undertaking that applicants (Individuals / Directors or company / proprietor of firm) as well as the unit have not been declared insolvent and not convicted as per section 17 (b) & 17 (a) respectively of Jharkhand Tourism Development and Registration Act, 2015.

- 39.9 Affidavit that the unit will follow/abide all the instructions/guidelines/duties of tourism units/Safety Guidelines mentioned in Jharkhand Tourism Development and Registration Act, 2015, Jharkhand Tourist Trade Registration Rules, 2023 or any instruction/guidelines issued by the Department of Tourism, Jharkhand or Prescribed Authority under Jharkhand Tourist Trade Registration Rules, 2023 in public interest.
- 39.10 Any other document required by prescribed authority in order to ensure about identity/ address/solvency/land holding/ proper building/ proper equipments etc at the time of registration.

40. DOCUMENT REQUIRED FOR ADVENTURE TOURISM/ ADVENTURE SPORTS OPERATOR/ Water Sports Operator (ASO)

- 40.1 Registration / recognition certificate if registered / recognized by Ministry of Tourism, Govt. of India

OR the following

- 40.2 PAN card of the Unit
- 40.3 Company/ Partnership firm/ Proprietorship firm Registration certificate
- 40.4 Power of attorney in favor of the authorized signatory/applicant in case of Partnership firm or Company.
- 40.5 GST registration certificate of the unit
- 40.6 Identity and address proof of applicant (owner's / directors of company / proprietor of firm as the case may be)
- 40.7 Highest qualification, training / adventure certificate and experience certificate (in tourism sector) and photographs of all employees / staff including field staff.
- 40.8 Full documentary details and photograph of equipment (own or rented)
- 40.9 First aid Training Certificate of field staffs.
- 40.10 Affidavit of undertaking as per para 5.9 of the rule.
- 40.11 Affidavit of undertaking that all the required equipments to carry out the concerned tourism activities and safety / security related equipments are available.
- 40.12 Ownership affidavit / rent agreement of office (clearly mention office area, toilet availability, waiting area availability).
- 40.13 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

- 40.14 Affidavit that the unit will follow/abide all the instructions/guidelines/duties of tourism units/Safety Guidelines mentioned in Jharkhand Tourism Development and Registration Act, 2015, Jharkhand Tourist Trade Registration Rules, 2023 or any instruction/guidelines issued by the Department of Tourism, Jharkhand or Prescribed Authority under Jharkhand Tourist Trade Registration Rules, 2023 in public interest.
- 40.15 Any other document required by prescribed authority in order to ensure about identity/ address/solvency/land holding/ proper building/ proper equipments etc at the time of registration .

41. DOCUMENT REQUIRED FOR BOAT OPERATOR

- 41.1 GST registration (if registered).
- 41.2 Identity and address proof of applicant
- 41.3 Registration certificate and boat license issued from District Transport Office (as per Jharkhand Boat Rule, 2014) (as the case may be)
- 41.4 Rent agreement of boat or canoe or vessel (if rented)
- 41.5 Training certificate from related institution or Department of Tourism or Directorate of Tourism OR minimum 1 year experience certificate from registered Water Sports Operator in boat operation.
- 41.6 Affidavit of undertaking that applicant is not declared insolvent and not convicted as per section 17 (b) and 17 (a) respectively of Jharkhand Tourism Development & Registration Act, 2015.
- 41.7 Affidavit that He/She will follow/abide all the instructions/guidelines/duties of tourism units/Safety Guidelines mentioned in Jharkhand Tourism Development and Registration Act, 2015, Jharkhand Tourist Trade Registration Rules, 2023 or any instruction/guidelines issued by the Department of Tourism, Jharkhand or Prescribed Authority under Jharkhand Tourist Trade Registration Rules, 2023 in public interest.
- 41.8 Any other document required by prescribed authority in order to ensure about identity/ address/ proper equipments etc at the time of registration.

42. DOCUMENT REQUIRED FOR ENTERTAINMENT RELATED UNITS

- 42.1 PAN card
- 42.2 Registration certificate of Company / Partnership firm/ Proprietorship firm.

- 42.3 Power of attorney in favor of the authorized signatory/applicant in case of Partnership firm or Company.
 - 42.4 GST registration certificate
 - 42.5 Identity and address proof of applicant (owner's / directors of company / proprietor of firm as the case may be)
 - 42.6 Highest qualification, training and experience certificate (in tourism sector) and photographs of all employees / staff including field staff.
 - 42.7 Full documentary details and photograph of equipment (own or rented)
 - 42.8 First aid Training Certificate of field staffs.
 - 42.9 Affidavit of undertaking as per para 7.9 of the rule.
 - 42.10 Affidavit of undertaking that all the required equipments to carry out the concerned tourism activities and safety / security related equipments are available.
 - 42.11 Affidavit of land holding on which property is situated/ NoC or lease/agreement of land use from the Owner of land as the case may be.
 - 42.12 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
 - 42.13 Affidavit that the unit will follow/abide all the instructions/guidelines/duties of tourism units/Safety Guidelines mentioned in Jharkhand Tourism Development and Registration Act, 2015, Jharkhand Tourist Trade Registration Rules, 2023 or any instruction/guidelines issued by the Department of Tourism, Jharkhand or Prescribed Authority under Jharkhand Tourist Trade Registration Rules, 2023 in public interest.
 - 42.14 Any other document required by prescribed authority in order to ensure about identity/ address/solvency/land holding/ proper equipments etc at the time of registration.
- 43. DOCUMENT REQUIRED FOR TOUR OPERATOR/ TRAVEL AGENT/ TOURIST TRANSPORT 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

- 43.2 PAN card
- 43.3 GST registration
- 43.4 Registration certificate of company / partnership firm/ Proprietorship firm as the case may be.
- 43.5 Power of attorney in favor of the authorized signatory/applicant in case of Partnership firm or Company.
- 43.6 Identity and address proof of applicant (s) (owner / directors of company/ proprietor (s) as case may be)
- 43.7 Accreditation / membership document from at least one of the following –
 - (i) IATO (Indian association of tour operator)
 - (ii) TAAI (Travel agents association of India)
 - (iii) ADTOI (Association of domestic tour operators of India)
 - (iv) IATA (Indian association of travel agents)
 - (v) TTAAJ (Tour and travel agent association of Jharkhand)
 - (vi) 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 Affidavit that the unit will follow/abide all the instructions/guidelines/duties of tourism units/Safety Guidelines mentioned in Jharkhand Tourism Development and Registration Act, 2015, Jharkhand Tourist Trade Registration Rules, 2023 or any instruction/guidelines issued by the Department of Tourism, Jharkhand or Prescribed Authority under Jharkhand Tourist Trade Registration Rules, 2023 in public interest.
- 43.10 Any other document required by prescribed authority in order to ensure about identity/ address/solvency/land holding/ proper building/ proper equipments etc at the time of registration.

44. DOCUMENT REQUIRED FOR TOURIST GUIDE

- 44.1 Identification and address proof.
- 44.2 Highest education qualification certificate.
- 44.3 Tourism related academic and experience certificate.

- 44.4 Medical fitness certificate (certificate of good health) from a registered physician
- 44.5 Recognition certificate as guide by Ministry of Tourism, Government of India (If recognized)
- 44.6 Affidavit of undertaking that applicants have not been declared insolvent and not convicted as per section 17 (b) & 17 (a) respectively of Jharkhand Tourism Development and Registration Act, 2015.
- 44.7 Affidavit that the He/She will follow/abide all the instructions/guidelines/duties of tourism units/Safety Guidelines mentioned in Jharkhand Tourism Development and Registration Act, 2015, Jharkhand Tourist Trade Registration Rules, 2023 or any instruction/guidelines issued by the Department of Tourism, Jharkhand or Prescribed Authority under Jharkhand Tourist Trade Registration Rules, 2023 in public interest.
- 44.8 Any other document required by prescribed authority Any other document required by prescribed authority in order to ensure about identity/address etc at the time of registration.

45. DOCUMENTS REQUIRED FOR PROFESSIONAL TOURIST PHOTOGRAPHERS

- 45.1 Identification and address proof
- 45.2 Affidavit that he / she have photography equipments (either own or on rent)
- 45.3 Medical fitness certificate (certificate of good health) from a registered physician
- 45.4 Affidavit of undertaking that applicant have not been declared insolvent and not convicted as per section 17 (b) & 17 (a) respectively of Jharkhand Tourism Development and Registration Act, 2015.
- 45.5 Affidavit that the He/She will follow/abide all the instructions/guidelines/duties of tourism units/Safety Guidelines mentioned in Jharkhand Tourism Development and Registration Act, 2015, Jharkhand Tourist Trade Registration Rules, 2023 or any instruction/guidelines issued by the Department of Tourism, Jharkhand or Prescribed Authority under Jharkhand Tourist Trade Registration Rules, 2023 in public interest.
- 45.6 Any other document required by prescribed authority in order to ensure about identity/address proper equipments etc at the time of registration.

CHAPTER X

SAFETY NORMS TO BE ADHERED TO

46. Safety Audit

- 46.1 Safety audit has to be carried out annually by adventure sports operator/Entertainment related unit like Water Park, Amusement Park, Theme park wherever risk of life is associated through any third party organization which are known as specialized organization for the same.
- 46.2 The safety audit report is to be uploaded on the website of Jharkhand Tourism (to be specified by prescribed authority). Cost of safety audit is to be borne by the unit.
- 46.3 Prescribed authority should provide list/panel of organization dealing with safety audit for various tourism units.
- 46.4 It should be clearly mentioned in the safety audit report that the ride/boat/equipment etc is mechanically safe/not safe to use.

47. Safety Guidelines

GENERATL GUIDELINES FOR ADVENTURE SPORTS/ WATER SPORTS / ADVENTURE TOURISM (ASO)

- 47.1 Tourism Units should have satisfied that equipment to be used meets all the safety norms for each adventure sports; all inspections have been carried out as recommended by the manufacturer and is fit for use.
- 47.2 Under no circumstances should the capacity rated by the manufacturer of adventure sports equipment be exceeded, any unauthorized modifications except as additional safety measures be carried out or sub-standard material used.
- 47.3 Information regarding nature of activity, area of operation, period of activity, possible hazards, persons to be contacted in an emergency and list of members should be given to the concerned safety and rescue committees.
- 47.4 A qualified Doctor should be available on call
- 47.5 Communication facilities such as Mobile Telephone / Walkie - Talkie etc. should be available.
- 47.6 The Tourism Unit should clearly indicate the area of specialization in all their promotional and display material.

- 47.7 The Adventure Sports Operator/Water Sports Operator (ASO) must follow all the safety norms/SOP/Safety Guidelines of Adventure Tour Operator Association of India or Government of India.
- 47.8 In addition to the safety norms mentioned in various clause of the rules, all the tourism units must be adhered to the safety norms prescribed by Government of India, State Government and any other organizations dealing with the equipments/acts involved in various tourism units. The organization may be government or private.

FOR TOUR OPERATOR/TRAVEL AGENT/ TOURIST TRANSPORT OPERATOR

- 47.9 All the Tour Operator/Travel Agent/ Tourist Transport Operator, if engage motor car/bus/road transport vehicle for tourist, the vehicle should be safe for travelling and driver of the vehicle must not have drunk or taken any intoxicating material. The Tour Operator/Travel Agent/ Tourist Transport Operator should keep the record of the vehicle used, driver used and tourists travelled by those vehicles.

FOR ENTERTAINMENT RELATED UNITS

- 47.10 All the entertainment related units must follow/abide by safety norms for various rides/amusement activity prescribed by Government of India, State Government and any other organizations dealing with the equipments/rides. The organization may be government or private.

FOR WATER SPORTS

- 47.11 All sailors/boat operators/water sports guide must possess a valid certificate or license from a recognized institution or association. They should have an adequate experience in the concerned sport.
- 47.12 All sailors/boat operators/water sports guide must be good swimmers and should be well trained in water rescue techniques, first-aid & CPR (Cardio-pulmonary resuscitation).
- 47.13 A rescue craft should always be in sight or in radio contact of the persons or group engaged in water sports. The rescue craft could be powered or un-powered according to requirements of the sport but it must have a first aid kit, spare life jackets and throw lines/rescue bags. For river sports, a minimum of two crafts (i.e. two rafts or a raft and one two safety/rescue kayaks) is a must.

- 47.14 All participants should wear suitable buoyancy aids and where necessary protective headgear. Helmets are a must for river sports,
- 47.15 In water sports, where there is a possibility of being thrown in the water, all participants should be swimmers.
- 47.16 A log book should be maintained for each craft, which should be a record of usage, inspection, repairs and modifications. A river logbook must be maintained for river rafting operations.
- 47.17 All craft which are away from the base of operations should carry a first-aid kit, emergency equipment and repair kit. They should, where appropriate, carry navigational equipment.
- 47.18 All craft should display of the list of minimum equipment and accessories as recommended by the manufacturer.
- 47.19 The capacity rating of the craft should be prominently displayed so as to be visible to the users along with a warning of potential hazards.
- 47.20 No person should be allowed to participate under the influence of illicit drugs or alcohol.
- 47.21 Incidents and accidents should be immediately reported to the concerned safety committee.
- 47.22 Medical concerns: Those suffering from any serious medical conditions such as a weak heart, epilepsy, back / spinal problems (such as slip disc) & expecting mothers should not be allowed to participate in river sports/adventure sports which may escalate their life risk.
- 47.23 Age limit: The age limit for water sports should be prominently displayed in all literature and also base of operations. For water sports, the age limit is: 14 years & above for all sections, 10 years and above on float trips. Based on the river section/conditions, this can be relaxed by 1 or 2 years by the Water Sports Operator.
- 47.24 A liability waiver should be signed by the client prior to the river trip. This should clearly mention the inherent risks involved in the sport.
- 47.25 For water, life jackets must be on at all times while on the water. The life-jackets must be fastened properly and have a minimum buoyancy of 8-9 kgs. Appropriate life-jackets should be used. Inflatable life-jackets should not be used on the water bodies.
- 47.26 All Water Sports should be undertaken only in day light hours.

47.27 All Water Sports Operation should comply The Jharkhand Boat Rules 2014.

FOR AERO SPORTS

47.28 All aero sports must be carried out under an instructor or guide holding a valid license or certificate from a recognized institution, club or association.

47.29 All pilots and parachutists must be medically examined and certified fit to participate in aero sports.

47.30 Passengers should be medically fit and briefed on emergency procedures.

47.31 All aero sports should be undertaken only in day light hours.

47.32 Clearance in powered flying, such as micro light and powered hang gliders should be obtained from the concerned air traffic control while flying in controlled airspace. In uncontrolled areas, a responsible person should be available on ground to give take-off and landing clearances.

47.33 For un - powered flying, such as hang gliding and paragliding a launch master should be present at the take off site and a landing area safety officer at the landing zone.

47.34 First aid equipment along with suitable trained person should be available at all times.

47.35 All pilots, passengers and parachutists must wear protective helmets.

47.36 All aero sports activity must be undertaken when sky is clear of clouds: the surface is in sight and with visibility at least one nautical mile.

47.37 No person should be allowed to participate in aero sports under the influence of drugs and alcohol.

47.38 Rules for avoiding collision:

(For these rules micro light, powered hang gliders etc. may be read as aircraft)

- a. No aircraft shall be flown in such a way as to create a danger of collision.
- b. Formation flying is not recommended.
- c. All aircraft must avoid passing under, over or in front of another aircraft unless well clear of it.
- d. The lower aircraft always have right of way, except for aircraft in any emergency.
- e. When two aircraft approach each other head on, they should turn on their right.
- f. Overtaking is not allowed under any circumstances.

- 47.39 All aircraft, parachutes and airborne equipment must be inspected and certified fit by a competent person on a daily basis.
- 47.40 Log books should be maintained for all aircraft, parachutes and airborne equipment which would record its usage, inspections, modifications and repairs.
- 47.41 Repairs and modifications of airborne aero sports equipment must be carried out with the approval of the manufacturer.
- 47.42 All clubs, associations, government and other bodies offering aero sports facilities must maintain a manual of operation which should be available at the site of the aero sports activity and a copy should be sent to the concerned safety committee for review. This manual should contain standard operating procedures, list of mandatory checks of equipment, details and specifications of equipment and emergency procedures.

FOR MOUNTAINEERING AND TREKKING

- 47.43 All members of mountaineering expeditions should be adequately qualified for taking part in the sport. Basic course certificate issued by National Mountaineering Institutes should be considered adequate for this purpose.
- 47.44 Leaders of mountaineering expeditions should possess adequate qualifications approved by Indian Mountaineering Foundation.
- 47.45 Members of mountaineering expeditions and trekking groups should be physically fit.
- 47.46 Equipment used for mountaineering and trekking should be UAAI certified or approved by the Indian Mountaineering Foundation.
- 47.47 Rescue equipment, such as ropes, harnesses, pulley systems and portable stretchers must be maintained as a separate kit in a suitable package marked boldly with the words "Rescue equipment".

FOR TOURIST GUIDE/PHOTOGRAPHER

- 47.48 The Tourist Guides/Photographer will not take the tourists to such place or such area where there may be risk of life or health of tourists.

FORMATION OF SAFETY AND RESCUE COMMITTEE

- 47.49 In addition to having an element of risk, adventure sports are usually undertaken in remote areas, often inaccessible by road. In order to minimize the risks it must be ensured that adequate safety measures are adopted by all agencies

conducting adventure sports especially where tourists are involved. Rescue arrangements also have to be speedily put into operation to minimize loss of life and limb in the event of mishaps.

47.50 The formation, therefore, of state level committees for safety and rescue of tourists, is essential. The committees should be able to oversee implementation of safety measures and co-ordinate rescue efforts.

47.51 The safety and rescue committee should function as a nodal agency for all adventure activities in the state. It should draw its members from the various executive departments such as departments of Tourism, Sports, Police and military authorities and representatives from ATOAL.

47.52 Similar committee should be formed at the District level under the district administration.

CHAPTER XI

DIRECTION TO VARIOUS AUTHORITIES

48. Action required from Director, tourism (Prescribed Authority): Directorate of Tourism has to develop-
- 48.1 Online mechanism for application for registration, online registration process, online Certification process.
 - 48.2 Online mechanism for various data collection from registered tourism units.
 - 48.3 Online mechanism to show registered units along with activity undertaken thereon and rate charts for various service (District wise/Whole state) to any public.
 - 48.4 Online mechanism of uploading safety audit report or any other document required from tourism units time to time.
 - 48.5 Online mechanism for uploading/updating rate chart of various services provided by tourism units.
49. The Seminar/Test required under these rules for registration of Tourist Guide should be organized by Institute of Hotel Management, Brambey, Ranchi. The Institute should start training course for tourist guides also. The Department may issue necessary direction to the institute for the same.
50. There exist some hindrance/problem in registering boat and issue boat operator/sailor license as per Jharkhand Boat Rules, 2014. In such situation the majority of water sports operator may not get registered under these rules as these

rules require adherence to Jharkhand Boat Rules 2014 in case of Boating related activity.

In such situation, for getting the boat related activity to be registered under these rules, smooth mechanism of issuance of boat operator/sailor license as well as registration of boat is necessary.

The Department, in consultation with transport Department, Jharkhand will develop online smooth mechanism of registration of boat and issuance of boat operator/sailor license under Jharkhand Boat Rules, 2014.

Director, Tourism, Jharkhand should organize special drive for boat registration and boat operator license/sailor license with the help of Transport Department, Jharkhand and National Institute of Water Sports, Goa or any other such institute dealing with water sports. MoU for the same may be signed among Director, Tourism, Jharkhand, Transport Department, Jharkhand and National Institute of Water Sports, Goa or any other such institute dealing with water sports.

CHAPTER XII

Registration not required (Relaxation)

51. Following units need not required to be registered under these rules-

51.1 Non-commercial complex of public trust for religious/public events and accommodation facilities (which include Dharmshala, Ashrams), 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, non-commercial tent cities/non-commercial accommodation unit will not be governed under these Rules.

51.2 Adventure sports operators/Water Sports Operators (ASO) will not require registration for organizing Adventure Sports/Water Sports which is sponsored by the Department/Directorate. Registration under boat rule is also not required for the same but safety norms is to be abide by.

51.3 Eco Retreat or tentage accommodation sponsored by Department/ Directorate.

51.4 The Department can relax any of the provision/conditions of these rules regarding registration in light of ease of doing business in the state.

Appendix-

The standard format of application form and registration certificate for various tourism units are attached as Appendix to these rules (Appendix- I to Appendix- XIX). The Prescribed authority may alter/add/remove any provision of in the appendix in accordance with the requirement from time to time for the purpose of these rules and Act. The Prescribed authority may also create standard format of notices, application form, Registration Certificate, Cancellation of Registration, Affidavit sought etc.

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, House/Bed & Breakfast/Home Stay etc)

To,

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

Sir,

As per the provisions of the Jharkhand Tourist Trade & Registration Rules, 2023 we are submitting herewith the application for registration of our new / existing 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.)

Registered Address

3. NAME OF THE OWNER / PARTNER

PAN No. of Owner / Partners

Permanent Address

Current Address

Telephone/Mobile/Fax/Email

4. Name and Address of Applicant

.....

Relation of Applicant with units/Company/firm

5. **NAME AND ADDRESS OF THE MANAGER/CARETAKER**
6. **Category of Accommodation Unit**(A or B or C or D) (See rule 4.1)
7. **Whether Applying for Temporary Registration** (yes/no)
(If Yes, provide time period of registration required)
8. **YEAR OF CONSTRUCTION** (in case of permanent building
otherwise not applicable)
9. Whether Building approved building plan (Yes/No/Not applicable)
(If no, Cause of non approval of building plan) (No building bye laws
available at the time of
construction/ other reason)
10. **WHETHER OWN BUILDING OR RENTED**
(If Rented attached rent lease agreement)
11. **DATE OF STARTING OF ACCOMMODATION UNIT**

12. **DETAILS OF ACCOMMODATION (in case of building accommodation)**

	GUEST ROOM	NO.	AREA IN SQ. FT.	FACILITIES	ROOM TARIFF (Current)
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 persons			YES / NO	
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)	Swimming pool			YES / NO	

u)	Library			YES / NO	
v)	Boutique shops			YES / NO	
w)	Garden			YES / NO	
x)	Any other Facilities				

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

13. DETAILS OF ACCOMMODATION (in case of non permanent structure such as Tent/ Carvan/ House boat etc)

Name of the accommodation type -(Tent/ Carvan/House boat etc)

GUEST ROOM		NO.	AREA IN SQ. FT.	FACILITIES	ROOM TARIFF (Current)
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,			Seating Capacity	
j)	Facilities for physically challenged persons			YES / NO	
k)	Provision of cloak rooms for ladies and gents separately in public areas			YES / NO	
l)	Water purifying system			YES / NO	
m)	Staff uniform				
n)	Parking areas – vehicle capacity			YES / NO	
o)	Library			YES / NO	
p)	Types of Tents			Swiss cottage or any other	
q)	Any other information/ facilities				

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

14. NO. OF STAFF / EMPLOYEES

15. No of Local Staff

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, 2023

Signature of the Applicant/Partner

Date

Name

Mobile/Telephone Number

Enclosure-

1. Pan and GST registration - (Yes/No/).
2. Identification and address proof of applicant.
3. Power of attorney in favor of the authorized signatory/applicant (in case of Partnership firm or Company) - (Yes/No/).
4. Company / Proprietorship Firm/ Partnership firm registration certificate (in case of company/ proprietorship firm/ partnership firm)- (Yes/No/).
5. Affidavit of land holding on which property is situated/ NoC or lease/agreement of land use from the Owner of land as the case may be- (Yes/No/).
6. Copy of approved / sanctioned building map and site layout plan as the case may be or Affidavit that there were no building bye laws at the time of construction of the building as the case may be- (Yes/No/).
7. Proper documents regarding Possession of House Boat/Motor Carvan/ River/ Lake Cruise as the case may be- (Yes/No/).
8. Affidavit of undertaking that applicants (Individuals / Directors or company / proprietor of firm) as well as the unit have not been declared insolvent and not convicted as per section 17 (b) & 17 (a) respectively of Jharkhand Tourism Development and Registration Act, 2015 - (Yes/No/).
9. Affidavit that the unit will follow/abide all the instructions/guidelines/duties of tourism units/Safety Guidelines mentioned in Jharkhand Tourism Development and Registration Act, 2015, Jharkhand Tourist Trade Registration Rules, 2023 or any instruction/guidelines issued by the Department of Tourism, Jharkhand or Prescribed Authority under Jharkhand Tourist Trade Registration Rules, 2023 in public interest - (Yes/No/).
- 10. Any other documents – (Mention Name of the Documents)**

**APPLICATION FORM FOR REGISTRATION OF ADVENTURE TOURISM/
ADVENTURE SPORTS OPERATOR/ WATER SPORTS OPERATOR (ASO)**

(Adventure Tour Operator, Kayaking/Canoeing/Sailing/ Yachting/Boating, Water Skiing, Trekking, Mountaineering, Rock/Artificial Wall Climbing, Mountain Biking, Motor Car/Motorcycle Rally, Para Sailing/Gliding, Bungee Jumping, Hot Air Ballooning, Flying Fox, 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, 2023 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-

Yes/No

if Yes registration/recognition number and date

Valid upto (date)
2. **Name of the Unit**

Address

Telephone/Mobile/Fax/Email (1)

(2)

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

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

Registered Address

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**
- 9. Experience of Working in the Field of Adventure Tourism**
- 10. DETAILS OF STAFF (SKILLED/UNSKILLED),**
their names, designation, address,
experience, education, training,
period of association, etc.
-
-
-
-
- 11. Total Number of Employee**
- 12. Number of Local Employee**
- 13. Details of Adventure Sports related Equipments**
-
-
-
- 14. Details of Safety/Security related Equipments**
-
-
- 15. Facilities Available**
-
-
- 16. Details of Previous Registration** (In case of Renewal of Registration)
- Registration no
- Registration Date
- Temporary/Permanent Registration
- 17. Activities Available -** (*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,
River Rafting, etc)*

.....
.....
.....

18. Area of Operation
19. Period of Operation
20. **Whether Applying for Temporary Registration (yes/no)**
(If Yes, provide time period of registration required)

21. **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, 2023.

Signature of the Applicant/Partner

Date:

Name:

Address.....

Mobile/Telephone Number

Enclosure :

1. Registration / recognition certificate if registered / recognized by Ministry of Tourism, Govt. of India : Yes/No
2. PAN card of the Unit: Yes/No
3. Company/ Partnership firm/ Proprietorship firm Registration certificate: Yes/No
4. Power of attorney in favor of the authorized signatory/applicant in case of Partnership firm or Company : Yes/No
5. GST registration certificate of the unit: Yes/No
6. Identity and address proof of applicant (owner's / directors of company / proprietor of firm as the case may be) : Yes/No

7. Highest qualification, training / adventure certificate and experience certificate (in tourism sector) and photographs of all employees / staff including field staff: Yes/No
8. Full documentary details and photograph of equipment (own or rented) : Yes/No
9. First aid Training Certificate of field staffs: Yes/No
10. Affidavit of undertaking as per para 5.9 of the rule: Yes/No
11. Affidavit of undertaking that all the required equipments to carry out the concerned tourism activities and safety / security related equipments are available: Yes/No
12. Ownership affidavit / rent agreement of office (clearly mention office area, toilet availability, waiting area availability) : Yes/No
13. 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: Yes/No
14. Affidavit that the unit will follow/abide all the instructions/guidelines/duties of tourism units/Safety Guidelines mentioned in Jharkhand Tourism Development and Registration Act, 2015, Jharkhand Tourist Trade Registration Rules, 2023 or any instruction/guidelines issued by the Department of Tourism, Jharkhand or Prescribed Authority under Jharkhand Tourist Trade Registration Rules, 2023 in public interest: Yes/No
15. Any other Documents – Yes/No (If yes Name.....)

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, 2023 we are submitting herewith the application for registration of boat operator. The required information is presented hereunder —

1. Name
2. Father's Name
3. Gender
4. Date of Birth
5. Identification and Address certificate Details
 - Name of ID/Address Proof certificate**
 - Certificate Number**
 - Issue Date**
6. Education qualification
7. Details of Training certificate & experience in boat operation (attach copy)
.....
.....
8. Details of boats available
9. Whether own boats or rented
10. Registration and license details of boats under Jharkhand Boat Rules, 2014 (if any)
11. Current address (With address Proof)
12. Permanent address (Residential Certificate)
13. Language Known (Hindi / English / Other language) - a) Read, b) Write, c) Speak
14. Mobile No.
15. E-mail ID
16. Name of tourist areas for which registration is applied
17. Type of Activities (Padel Boat/ Kayaking, Speed Boating, yachting, sailing, Jetski boating etc.)
18. **Whether Applying for Temporary Registration** (yes/no)
(If Yes, provide time period of registration required)

19. 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, 2023.

Date	Signature of the Applicant Name
	Address.....
	Mobile/Telephone Number.....

Enclosures:

1. GST registration (if registered) : Yes/No
2. Identity and address proof of applicant : Yes/No
3. Registration certificate and boat license issued from District Transport Office (as per Jharkhand Boat Rule, 2014) (as the case may be) : Yes/No
4. Rent agreement of boat or canoe or vessel (if rented) : Yes/No
5. Training certificate from related institution or Department of Tourism or Directorate of Tourism OR minimum 1 year experience certificate from registered Water Sports Operator in boat operation: Yes/No
6. Affidavit of undertaking that applicant is not declared insolvent and not convicted as per section 17 (b) and 17 (a) respectively of Jharkhand Tourism Development & Registration Act, 2015 : Yes/No
7. Affidavit that He/She will follow/abide all the instructions/guidelines/duties of tourism units/Safety Guidelines mentioned in Jharkhand Tourism Development and Registration Act, 2015, Jharkhand Tourist Trade Registration Rules, 2023 or any instruction/guidelines issued by the Department of Tourism, Jharkhand or Prescribed Authority under Jharkhand Tourist Trade Registration Rules, 2023 in public interest : Yes/No
8. Any other Documents – Yes/No (If yes Name.....)

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

{Entertainment/Theme/Amusement Park, Sound & Light Show, etc.}

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

Sir,
As per the provisions of the Jharkhand Tourist Trade & Registration Rules, 2023,
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**
 Address
 Telephone/Mobile/Fax/Email (1)
 (2)

- 2. NAME AND DETAILS OF THE COMPANY / FIRM**
 (Registration No., GST No., & PAN No. etc.)
 Registered Address

- 3. NAME OF THE OWNER/PARTNER/DIRECTOR**
 PAN No. of Owner / Partners / Director
 Permanent Address
 Current Address
 Telephone/Mobile/Fax/Email

- 4. NAME AND ADDRESS OF THE MANAGER/CARETAKER**
- 5. Statutory Status of the Property (Ownership, Lease, Rented, Partnership, etc)**
- 6. YEAR OF CONSTRUCTION**
- 7. DATE OF STARTING OF ENTERTAINMENT UNIT**
- 8. Name of Rides/Mean of Entertainment Available**

9. DETAILS OF FACILITIES AVAILABLE IN THE ENTERTAINMENT UNIT

- a. Public Utilities: (Yes/No)
- b. Restaurant: (Yes/No)
- c. Car Parking: (Yes/No)
- d. Other Facilities: (Yes/No) (If yes name of the facilities)

10. EXPERIENCE OF WORKING IN THE FIELD

11. Total Number of Staff Engaged

12. Number of Local People engaged

13. DETAILS OF STAFF (SKILLED/UNSKILLED),
their names, designation, address,
experience, training
period of association, etc.

.....

.....

.....

.....

14. DETAILS OF PREVIOUS REGISTRATION (In case of Renewal of Registration)

Registration no

Registration Date

Temporary/Permanent Registration

15. Category of Entertainment unit (If any) (*Entertainment Park /Theme Park/Amusement Park, Golf Course, Sound & Light Show, etc*)

16. Whether Applying for Temporary Registration (yes/no)
(If Yes, provide time period of registration required)

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 Entertainment Unit under the Jharkhand Tourist Trade & Registration Rules, 2023.

Date: _____ Signature of the Applicant/Partner

Name:

Mobile/Telephone Number

.....

Enclosure :

1. PAN card : Yes/No
2. Registration certificate of Company / Partnership firm/ Proprietorship firm : Yes/No
3. Power of attorney in favor of the authorized signatory/applicant in case of Partnership firm or Company: Yes/No
4. GST registration certificate: Yes/No
5. Identity and address proof of applicant (owner's / directors of company / proprietor of firm as the case may be) : Yes/No
6. Highest qualification, training and experience certificate (in tourism sector) and photographs of all employees / staff including field staff: Yes/No
7. Full documentary details and photograph of equipment (own or rented) : Yes/No
8. First aid Training Certificate of field staffs: Yes/No
9. Affidavit of undertaking as per para 7.9 of the rule: Yes/No
10. Affidavit of undertaking that all the required equipments to carry out the concerned tourism activities and safety / security related equipments are available: Yes/No
11. Affidavit of land holding on which property is situated/ NoC or lease/agreement of land use from the Owner of land as the case may be: Yes/No
12. 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 : Yes/No
13. Affidavit that the unit will follow/abide all the instructions/guidelines/duties of tourism units/Safety Guidelines mentioned in Jharkhand Tourism Development and Registration Act, 2015, Jharkhand Tourist Trade Registration Rules, 2023 or any instruction/guidelines issued by the Department of Tourism, Jharkhand or Prescribed Authority under Jharkhand Tourist Trade Registration Rules, 2023 in public interest: Yes/No
14. Any other Documents – Yes/No (If yes Name.....)

**APPLICATION FORM FOR REGISTRATION OF TOUR
OPERATOR/TRAVEL AGENT/ TOURIST TRANSPORT OPERATOR**

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

Sir,

As per the provisions of the Jharkhand Tourist Trade & Registration Rules, 2023 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 –Yes/No
if Yes registration/recognition number and date
- Valid upto (date)
2. **NAME OF THE UNIT**
- Address
- Telephone/Mobile/Fax/Email (1)
- (2)
3. **NAME AND DETAILS OF THE COMPANY / FIRM**
- (Registration No., GST No., & PAN No. etc.)
- Registered Address
4. **NAME OF THE OWNER/PARTNER/DIRECTOR**
- PAN No. of Owner / Partners / Director
- Permanent Address
- Current Address
- Telephone/Mobile/Fax/Email
5. **Name and Address of Applicant**
- Relation of Applicant with units/Company/firm
6. **LOCATION OF OFFICE**
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 UNIT**
10. **EXPERIENCE OF WORKING IN THE FIELD OF TRAVEL TRADE**
11. **Total Number of Staff Engaged**
12. **Number of Local People engaged**
13. **DETAILS OF ACTIVITIES UNDERTAKEN**
- a. Travel Management
- b. Site Seeing
- c. Hotel Booking
- d. Any other activities
14. **Whether accredited with/member of one of the following - Yes/No (if yes select the appropriate name)**
- i) IATO (Indian Association of Tour Operators);
- ii) TAAI (Travel Agents Association of India);
- iii) ADTOI (Association of Domestic Tour Operators of India);
- iv) IATA (Indian Association of Travel Agent);
- v) TTAAJ (Tour & Travel Agent Association of Jharkhand);
- vi) FJCCI (Federation of Jharkhand Chamber of Commerce and Industries)

15. **Whether Applying for Temporary Registration (yes/no)**
(If Yes, provide time period of registration required)

16. **DETAILS OF PREVIOUS REGISTRATION** (In case of Renewal of Registration)

Registration no

Registration Date

Temporary/Permanent 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 Travel Trade related Unit under the Jharkhand Tourist Trade & Registration Rules, 2023.

Signature of the Applicant/Partner

Date

Name

Address.....

Mobile/Telephone Number.....

Enclosure :-

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 - (Yes/No)
2. PAN card - (Yes/No)
3. GST registration - (Yes/No)
4. Registration certificate of company / partnership firm/ Proprietorship firm as the case may be- (Yes/No)
5. Power of attorney in favor of the authorized signatory/applicant in case of Partnership firm or Company- (Yes/No)
6. Identity and address proof of applicant (s) (owner / directors of company/ proprietor (s) as case may be) - (Yes/No)
7. Accreditation / membership document from at least one of the following – - (Yes/No)
 - (i) IATO (Indian association of tour operator)
 - (ii) TAAI (Travel agents association of India)
 - (iii) ADTOI (Association of domestic tour operators of India)
 - (iv) IATA (Indian association of travel agents)
 - (v) TTAAJ (Tour and travel agent association of Jharkhand)
 - (vi) FJCCI (Federation of Jharkhand chamber of commerce and Industries)
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 - (Yes/No)
9. Affidavit that the unit will follow/abide all the instructions/guidelines/duties of tourism units/Safety Guidelines mentioned in Jharkhand Tourism Development and Registration Act, 2015, Jharkhand Tourist Trade Registration Rules, 2023 or any instruction/guidelines issued by the Department of Tourism, Jharkhand or

Prescribed Authority under Jharkhand Tourist Trade Registration Rules, 2023 in public interest - (Yes/No)

10. Any other Documents – Yes/No (If yes Name.....)

APPLICATION FORM FOR REGISTRATION OF TOURIST GUIDE

To,

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

Sir,

As per the provisions of the Jharkhand Tourist Trade & Registration Rules, 2023 we are submitting herewith the application for registration of our new/old tour guide. The required information is presented hereunder—

1. Name
2. **Father Name**
3. **Gender**
4. Date of Birth
5. Identification and Address certificate Details
 - Name of ID/Address Proof certificate**
 - Certificate Number**
 - Issue Date**
6. Education qualification
7. Details of experience in tour guide (if any)
8. Guide tanning certificate Details (Attach)
9. Current address (With address Proof)
10. Permanent address (Residential Certificate)
11. Language Known (Hindi / English / Other language) -
 - a) Read- Yes/no b) Write- Yes/No c) Speak – Yes/no
12. Mobile No.
13. E-mail ID
14. Name of tourist areas for which registration is applied (For a Particular Tourist Place/Area or For a Particular Districts or For Whole State)
15. Category of Registration - (General or General-Linguistic or Expert Guides or Expert-Linguistic)
16. **Whether Applying for Temporary Registration** (yes/no)
(If Yes, provide time period of registration required)
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 Tour Guide under the Jharkhand Tourist Trade & Registration Rules, 2023.

Signature of the Applicant

Date

Name

Address.....

Mobile/Telephone Number.....

Enclosures:

1. Identification and address proof : Yes/No
2. Highest education qualification certificate: Yes/No
3. Tourism related academic and experience certificate: Yes/No
4. Medical fitness certificate (certificate of good health) from a registered physician:
Yes/No
5. Recognition certificate as guide by Ministry of Tourism, Government of India (If recognized) : Yes/No
6. Affidavit of undertaking that applicants have not been declared insolvent and not convicted as per section 17 (b) & 17 (a) respectively of Jharkhand Tourism Development and Registration Act, 2015 : Yes/No
7. Affidavit that the He/She will follow/abide all the instructions/guidelines/duties of tourism units/Safety Guidelines mentioned in Jharkhand Tourism Development and Registration Act, 2015, Jharkhand Tourist Trade Registration Rules, 2023 or any instruction/guidelines issued by the Department of Tourism, Jharkhand or Prescribed Authority under Jharkhand Tourist Trade Registration Rules, 2023 in public interest : Yes/No
8. Any other Documents – Yes/No (If yes Name.....)

**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, 2023 we are submitting herewith the application for registration of professional tourist Photographer.

The required information is presented hereunder —

1. Name
2. **Father Name**
3. **Gender**
4. Date of Birth
5. Identification and Address certificate Details
 - Name of ID/Address Proof certificate**
 - Certificate Number**
 - Issue Date**
6. Education qualification
7. Details of experience in photography (if any)
8. Certificate in Photography (if any) (attach)
9. Details of available photography instrument
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 (For a Particular Tourist Place/Area or For a Particular Districts or For Whole State)
16. **Whether Applying for Temporary Registration** (yes/no)
(If Yes, provide time period of registration required)

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 Photographer under the Jharkhand Tourist Trade & Registration Rules, 2023.

	Signature of the Applicant
Date	Name
	Address.....
	Mobile/Telephone Number.....

Enclosures:

- 1) Identification and address proof :Yes/No
- 2) Affidavit that he / she have photography equipments (either own or on rent) :Yes/No
- 3) Medical fitness certificate (certificate of good health) from a registered physician :Yes/No
- 4) Affidavit of undertaking that applicant have not been declared insolvent and not convicted as per section 17 (b) & 17 (a) respectively of Jharkhand Tourism Development and Registration Act, 2015 :Yes/No
- 5) Affidavit that the He/She will follow/abide all the instructions/guidelines/duties of tourism units/Safety Guidelines mentioned in Jharkhand Tourism Development and Registration Act, 2015, Jharkhand Tourist Trade Registration Rules, 2023 or any instruction/guidelines issued by the Department of Tourism, Jharkhand or Prescribed Authority under Jharkhand Tourist Trade Registration Rules, 2023 in public interest :Yes/No
- 6) Any other Documents – Yes/No (If yes Name.....)

**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-having more than 30 rooms/dormitory, B- having 30 or less room/dormitory, C- Home Stay, D- Tent City/Tented Accommodation/ House Boat/ Motor Carvan/ River Cruise/ Lake Cruise) of accommodation unit. The registration will be valid up to (date).

II. The unit must obey the instructions attached to the certificate.

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 2023.
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 must submit monthly statistical data regarding inflow of domestic and foreign tourists to the directorate of Tourism in proper format.
5. The tourism unit must submit employment related or any other data as and when required by prescribed authority or Directorate of Tourism or Department of Tourism.
6. 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.

7. 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.
8. The tourism unit would not charge extra rates, against any agreed upon contract.
9. 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.
10. 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.
11. 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.
12. The Tourism Unit operators or any person employed by them will not ask for any tips / subsidy / gifts / commission from the tourists / service seekers.
13. The tourism unit must adhere to sustainable ecological practice and protection of environment.
14. The Tourism unit must obey/adhere to/follow/ abide all the instructions/guidelines/duties of tourism units/Safety Guidelines mentioned in Jharkhand Tourism Development and Registration Act, 2015, Jharkhand Tourist Trade Registration Rules, 2023 or any instruction/guidelines issued by the Department of Tourism, Jharkhand or Prescribed Authority under Jharkhand Tourist Trade Registration Rules, 2023 in public interest.
15. 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 Temporary Registration of Accommodation unit

No..... (Temporary)

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 temporarily under the Jharkhand Tourism development Registration act 2015 in category -- (Category of Registration- A-having more than 30 rooms/dormitory, B- having 30 or less room/dormitory, C- Home Stay, D- Tent City/Tented Accommodation/ House Boat/ Motor Carvan/ River Cruise/ Lake Cruise) of accommodation unit. The registration will be valid up to (date).

II. The unit must obey the instructions attached to the certificate.

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 2023.
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 must submit monthly statistical data regarding inflow of domestic and foreign tourists to the directorate of Tourism in proper format.
5. The tourism unit must submit employment related or any other data as and when required by prescribed authority or Directorate of Tourism or Department of Tourism.
6. 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.
7. 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.

8. The tourism unit would not charge extra rates, against any agreed upon contract.
9. 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.
10. 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.
11. 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.
12. The Tourism Unit operators or any person employed by them will not ask for any tips / subsidy / gifts / commission from the tourists / service seekers.
13. The tourism unit must adhere to sustainable ecological practice and protection of environment.
14. The Tourism unit must obey/adhere to/follow/ abide all the instructions/guidelines/duties of tourism units/Safety Guidelines mentioned in Jharkhand Tourism Development and Registration Act, 2015, Jharkhand Tourist Trade Registration Rules, 2023 or any instruction/guidelines issued by the Department of Tourism, Jharkhand or Prescribed Authority under Jharkhand Tourist Trade Registration Rules, 2023 in public interest.
15. The owner of the unit should take all the necessary action in order to get the unit registered permanently by the validity of the temporary certificate.
16. 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 Adventure tourism/ Adventure Sports

Operator/Water Sports Operator (ASO)

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) River Rafting
- n) 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 2023.
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 must submit monthly statistical data regarding inflow of domestic and foreign tourists to the directorate of Tourism in proper format.
5. The tourism unit must submit employment related or any other data as and when required by prescribed authority or Directorate of Tourism or Department of Tourism.
6. 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.
7. 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.
8. The tourism unit would not charge extra rates, against any agreed upon contract.
9. 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.
10. 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.
11. 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.
12. The Tourism Unit operators or any person employed by them will not ask for any tips / subsidy / gifts / commission from the tourists / service seekers.
13. The tourism unit must adhere to sustainable ecological practice and protection of environment.
14. The Tourism unit must obey/adhere to/follow/ abide all the instructions/guidelines/duties of tourism units/Safety Guidelines mentioned in Jharkhand Tourism Development and Registration Act, 2015, Jharkhand Tourist Trade Registration Rules, 2023 or any instruction/guidelines issued by the Department of Tourism, Jharkhand or Prescribed Authority under Jharkhand Tourist Trade Registration Rules, 2023 in public interest.
15. 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 Temporary Registration of Adventure tourism/ Adventure Sports

Operator/Water Sports Operator (ASO)

No.....(Temporary) 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 temporarily 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

- o) Kayaking/Canoeing/Sailing/ Yachting/Boating,
- p) Water Skiing,
- q) Trekking,
- r) Mountaineering,
- s) Rock/Artificial Wall Climbing,
- t) Mountain Biking,
- u) Wild Life Safari/Bird Watching,
- v) Motor Car/Motorcycle Rally,
- w) Para Sailing/Gliding,
- x) Bungee Jumping,
- y) Hot Air Ballooning,
- z) Flying Fox,
- aa)River Rafting
- bb)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 2023.
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 must submit monthly statistical data regarding inflow of domestic and foreign tourists to the directorate of Tourism in proper format.
5. The tourism unit must submit employment related or any other data as and when required by prescribed authority or Directorate of Tourism or Department of Tourism.
6. 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.
7. 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.
8. The tourism unit would not charge extra rates, against any agreed upon contract.
9. 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.
10. 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.
11. 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.
12. The Tourism Unit operators or any person employed by them will not ask for any tips / subsidy / gifts / commission from the tourists / service seekers.
13. The tourism unit must adhere to sustainable ecological practice and protection of environment.
14. The Tourism unit must obey/adhere to/follow/ abide all the instructions/guidelines/duties of tourism units/Safety Guidelines mentioned in Jharkhand Tourism Development and Registration Act, 2015, Jharkhand Tourist Trade Registration Rules, 2023 or any instruction/guidelines issued by the Department of Tourism, Jharkhand or Prescribed Authority under Jharkhand Tourist Trade Registration Rules, 2023 in public interest.
15. The owner of the unit should take all the necessary action in order to get the unit registered permanently by the validity of the temporary certificate.
16. 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 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 attached with the certificate.

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 shall at all times strictly follow the Jharkhand tourism development and Registration Act 2015 and Jharkhand Tourist trade registration rules 2023.
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 must submit monthly statistical data regarding inflow of domestic and foreign tourists to the directorate of Tourism in proper format.
4. The Boat Operator would not charge extra rates, against any agreed upon contract.
5. The Boat Operator 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.
6. In case of any accident/unpleasant incident, the Boat Operator operator will inform same to the local district administration, police station and Prescribed Authority by using fast communication mode.
7. The Boat Operator will have to display the Certificate of Registration provided to them by the prescribed authority at a prominent and visible place.
8. The Boat Operator must adhere to sustainable ecological practice and protection of environment.
9. The Boat Operator must obey/adhere to/follow/ abide all the instructions/guidelines/duties of tourism units/Safety Guidelines mentioned in Jharkhand Tourism Development and Registration Act, 2015, Jharkhand Tourist Trade Registration Rules, 2023 or any instruction/guidelines issued by the Department of Tourism, Jharkhand or Prescribed Authority under Jharkhand Tourist Trade Registration Rules, 2023 in public interest.
10. If the Boat Operator 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 Temporary Registration of Boat Operator

No.....(Temporary)

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 temporarily 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 attached with the certificate.

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 shall at all times strictly follow the Jharkhand tourism development and Registration Act 2015 and Jharkhand Tourist trade registration rules 2023.
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 must submit monthly statistical data regarding inflow of domestic and foreign tourists to the directorate of Tourism in proper format.
4. The Boat Operator would not charge extra rates, against any agreed upon contract.
5. The Boat Operator 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.
6. In case of any accident/unpleasant incident, the Boat Operator operator will inform same to the local district administration, police station and Prescribed Authority by using fast communication mode.
7. The Boat Operator will have to display the Certificate of Registration provided to them by the prescribed authority at a prominent and visible place.
8. The Boat Operator must adhere to sustainable ecological practice and protection of environment.
9. The Boat Operator must obey/adhere to/follow/ abide all the instructions/guidelines/duties of tourism units/Safety Guidelines mentioned in Jharkhand Tourism Development and Registration Act, 2015, Jharkhand Tourist Trade Registration Rules, 2023 or any instruction/guidelines issued by the Department of Tourism, Jharkhand or Prescribed Authority under Jharkhand Tourist Trade Registration Rules, 2023 in public interest.
10. The Boat Operator should take all the necessary action in order to get the unit registered permanently by the validity of the temporary certificate.
11. If the Boat Operator 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 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 attached to the certificate.

DETAILS OF FACILITIES AVAILABLE

- a. Public Utilities:
- b. Restaurant:
- c. Car Parking:
- d. Other Facilities:

Rides/Amusement Activity Available

- a)
- b)
- c)
- d)
- e)

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 2023.
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 must submit monthly statistical data regarding inflow of domestic and foreign tourists to the directorate of Tourism in proper format.
5. The tourism unit must submit employment related or any other data as and when required by prescribed authority or Directorate of Tourism or Department of Tourism.
6. 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.
7. 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.
8. The tourism unit would not charge extra rates, against any agreed upon contract.
9. 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.
10. 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.
11. 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.
12. The Tourism Unit operators or any person employed by them will not ask for any tips / subsidy / gifts / commission from the tourists / service seekers.
13. The tourism unit must adhere to sustainable ecological practice and protection of environment.
14. The Tourism unit must obey/adhere to/follow/ abide all the instructions/guidelines/duties of tourism units/Safety Guidelines mentioned in Jharkhand Tourism Development and Registration Act, 2015, Jharkhand Tourist Trade Registration Rules, 2023 or any instruction/guidelines issued by the Department of Tourism, Jharkhand or Prescribed Authority under Jharkhand Tourist Trade Registration Rules, 2023 in public interest.
15. 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 Temporary Registration of Entertainment related unit

No.....(Temporary)

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 attached to the certificate.

DETAILS OF FACILITIES AVAILABLE

- a. Public Utilities:
- b. Restaurant:
- c. Car Parking:
- d. Other Facilities:

Rides/Amusement Activity Available

- f)
- g)
- h)
- i)
- j)

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 2023.
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 must submit monthly statistical data regarding inflow of domestic and foreign tourists to the directorate of Tourism in proper format.
5. The tourism unit must submit employment related or any other data as and when required by prescribed authority or Directorate of Tourism or Department of Tourism.
6. 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.
7. 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.
8. The tourism unit would not charge extra rates, against any agreed upon contract.
9. 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.
10. 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.
11. 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.
12. The Tourism Unit operators or any person employed by them will not ask for any tips / subsidy / gifts / commission from the tourists / service seekers.
13. The tourism unit must adhere to sustainable ecological practice and protection of environment.
14. The Tourism unit must obey/adhere to/follow/ abide all the instructions/guidelines/duties of tourism units/Safety Guidelines mentioned in Jharkhand Tourism Development and Registration Act, 2015, Jharkhand Tourist Trade Registration Rules, 2023 or any instruction/guidelines issued by the Department of Tourism, Jharkhand or Prescribed Authority under Jharkhand Tourist Trade Registration Rules, 2023 in public interest.
15. The owner of the unit should take all the necessary action in order to get the unit registered permanently by the validity of the temporary certificate.
16. 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/ Travel agent/ Tourist transport
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/ Travel agent/ Tourist
transport operator**. The registration will be valid up to (date).

II. The unit must obey the instructions attached to the certificate.

DETAILS OF ACTIVITIES UNDERTAKEN

- a. Travel Management
- b. Site Seeing
- c. Hotel Booking
- d. 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 2023.
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 must submit monthly statistical data regarding inflow of domestic and foreign tourists to the directorate of Tourism in proper format.
5. The tourism unit must submit employment related or any other data as and when required by prescribed authority or Directorate of Tourism or Department of Tourism.
6. 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.
7. 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.
8. The tourism unit would not charge extra rates, against any agreed upon contract.
9. 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.
10. 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.
11. 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.
12. The Tourism Unit operators or any person employed by them will not ask for any tips / subsidy / gifts / commission from the tourists / service seekers.
13. The tourism unit must adhere to sustainable ecological practice and protection of environment.
14. The Tourism unit must obey/adhere to/follow/ abide all the instructions/guidelines/duties of tourism units/Safety Guidelines mentioned in Jharkhand Tourism Development and Registration Act, 2015, Jharkhand Tourist Trade Registration Rules, 2023 or any instruction/guidelines issued by the Department of Tourism, Jharkhand or Prescribed Authority under Jharkhand Tourist Trade Registration Rules, 2023 in public interest.
15. 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 Temporary Registration of Tour operator/ Travel agent/ Tourist
transport operator**

No.....(Temporary)

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 temporarily under the
Jharkhand Tourism development Registration act 2015 as **Tour operator/ Travel
agent/ Tourist transport operator**. The registration will be valid up to (date).

II. The unit must obey the instructions attached to the certificate.

DETAILS OF ACTIVITIES UNDERTAKEN

- a. Travel Management
- b. Site Seeing
- c. Hotel Booking
- d. 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 2023.
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 must submit monthly statistical data regarding inflow of domestic and foreign tourists to the directorate of Tourism in proper format.
5. The tourism unit must submit employment related or any other data as and when required by prescribed authority or Directorate of Tourism or Department of Tourism.
6. 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.
7. 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.
8. The tourism unit would not charge extra rates, against any agreed upon contract.
9. 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.
10. 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.
11. 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.
12. The Tourism Unit operators or any person employed by them will not ask for any tips / subsidy / gifts / commission from the tourists / service seekers.
13. The tourism unit must adhere to sustainable ecological practice and protection of environment.
14. The Tourism unit must obey/adhere to/follow/ abide all the instructions/guidelines/duties of tourism units/Safety Guidelines mentioned in Jharkhand Tourism Development and Registration Act, 2015, Jharkhand Tourist Trade Registration Rules, 2023 or any instruction/guidelines issued by the Department of Tourism, Jharkhand or Prescribed Authority under Jharkhand Tourist Trade Registration Rules, 2023 in public interest.
15. The owner of the unit should take all the necessary action in order to get the unit registered permanently by the validity of the temporary certificate.
16. 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 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 of (General/ General-Linguistic/ Expert Guide/ Expert-Linguistic) Category for(Name of Tourist Area) tourist area. The registration will be valid up to (date).

II. The Guide must obey the Instructions attached with the certificate.

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 2023.
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**

Certificate of Temporary Registration of Tourist Guide

No.....(Temporary)

Dated

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

II. The Guide must obey the Instructions attached with the certificate.

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 2023.
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.
5. The guide should take all the necessary action in order to get the him/her registered permanently by the validity of the temporary certificate.

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

Certificate of Registration of Professional Tourist 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. The Professional Tourist Photographer must obey the instructions attached with the certificate.

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 2023.
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 Temporary Registration of Professional Tourist Photographer

No.....(Temporary)

Dated

This is to certify that Shri(Name of Photographer), Son of Shri Resident of (permanent address) has been registered temporarily 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. The Professional Tourist Photographer must obey the instructions attached with the certificate.

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 2023.
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.
5. The Photographer should take all the necessary action in order to get the him/her registered permanently by the validity of the temporary certificate.

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

Identity Card for Tourist Guide/Professional Tourist Photographer

No.....

Dated

Name

Male/Female/Transgender

Father's name

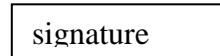
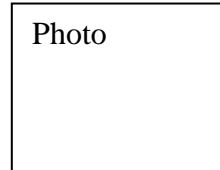
Category of Tourist Guide

Name of Tourist Area

Residential address

Registration no

Date of Expiry



Place

Date

Prescribed Authority

**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 2023 (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 18.1.11)

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 2023 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)
