

**Travel Agency/Excursion Agency/Safari Operator
Online Recognition & Renewal Guideline**

**(The Recognition and Renewal process has been made
online since 1st April, 2021)**

Terms & Conditions for recognition/renewal of the Travel Agency/Excursion Agency/Safari Operators in Rajasthan

(Approved vide Govt. order No. F. 8 (24) Parytan/90/dated 24.6.1996)

1. The object of recognition is to keep control on and exercise supervision over the Travel Agency/Excursion/Safari operators duly registered under the company law and engaged in promotion and development of tourism in Rajasthan.
2. Recognition shall be given to Agencies :-
 - A. Who are engaged in the excursion business for a minimum period of experience one year prior to the date of application for recognition provided that they have their own management staff, persons with experience of at least 4 years in excursion work in a registered agency.
 - B. Are financially sound and have a minimum capital investment according to their audited balance sheet of not less than Rs. 1.00 lakh per year. Commissioner, Tourism will give provisional approval if applied by agency/operator. There shall be a fee of Rs. 1,500/- for provisional approval.
3. The area of operation to the Travel/Excursion agencies recognized by the State of Rajasthan shall be confined to Rajasthan State. Permission to Safari Operators will be given to only for the area specified and applied. Safari operators will apply to commissioner. Tourism, Govt. of Rajasthan.
4. Application for recognition shall be made in prescribed performa to the Commissioner, Department of Tourism, Govt. of Rajasthan who shall be the authority for recognition of the Travel/Excursion Agency/Safari Operator.
5. Application from agencies registered according to law only shall be considered. Specific mention about the activities of the travel/excursion agency, safari operator should be mentioned in the Articles & Memorandum of the Company/Agency.
6. The recognition authority shall have the powers to withdraw the recognition after giving a notice of one month to the agency. In the notice, reason for withdrawing the recognition shall be given.
7. The recognition shall be for 3 years according to calendar year of the State Govt.
8. There shall be fee of Rs. 1,500/- for recognition which shall be paid in advance along with the application. Thereafter there shall be fee of Rs. 800/- for renewal of the recognition which will be payable in advance along with the application for renewal.
9. The vehicles and safari animals provided to the tourists shall be with comprehensive insurance.
10. The drivers employed for the tourist vehicles and safari guides/persons shall wear uniform and they should have a good speaking knowledge of English. For Safari operators, it will be their responsibility that animals are healthy and medically fit and that complete security is provided to the tourists.

11. Firms granted recognition shall undertake :-

- (i) Not to solicit and or undertake business direct from overseas Travel Agents.
- (ii) To employ only such guides as are approved by the Department of Tourism, Govt. of India, Department of Tourism, Govt. of Rajasthan and Archaeology & Museum, GOR.
- (iii) To pay in full the fees to the guides as prescribed by Department of Tourism and shall make all the payments well in time and regularly by 10th of the following month in any case.
- (iv) To submit :-
 - i. An annual report for the calendar of the activities
 - ii. A copy of the audited Balance Sheet and Profit & Loss Account.
 - a) Name of guides employed from time to time and details of payment made to each guide duly verified by CA
 - iii. Number of tourists entertained
 - a) No. of tourist entertained
 - b) From other states (with the name of the state to which they belong)
 - c) From with in the state (with place of their residence)
- (v) To forward rates applicable from time to time for excursion/safari which shall be standard. The Firm would receive commission in accordance with the standard practice.
- (vi) To keep in close touch with and to submit such information as may be called for by Department of Tourism, Govt. of Rajasthan.
- (vii) To accept the decision as final of the Director of Tourism, Rajasthan or an officer duly authorized by him as arbitrator where a dispute arises between and agency and their clients.
- (viii) To allow an officer deputed by the Department of Tourism, Govt. of Rajasthan.
- (ix) To keep the State Tourism Department informed in advance of the arrivals of large groups of tourists and important clients.
- (x) To abide by any condition or conditions as may be prescribed by the state Tourism Department from time to time including those reserving the rights to cancel and or withdraw recognition at any time without assigning any reason thereof.
- (xi) Safari organizer will submit health certificate of horses/camels/elephants from Govt. Veterinary Doctor to Department of Tourism yearly. Only trained guides/experienced persons would be engaged for safaris. If possible, a Doctor or Medical facilities should accompany with safari tourists.
- (xii) If the information required to be furnished in the application form is not furnished except for genuine reasons, the application will be rejected without assigning any response.
- (xiii) All the application for registration or renewal shall contain the required documents.

Application Form for recognition of Travel Agency/Excursion Agency/Safari Operator

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| a) Name of the firm : | |
| b) Registered address : | |
| c) Location : a) Approximate floor area devoted for excursion business : b) Number of independent telephones of agency : | |
| d) Registration number & year (together with certificate of registration (in case) | |
| e) Year when the firm was founded : | |
| f) Nature of firm : (a) Proprietary (b) Partnership (c) Private (d) Public | |
| g) Capital invested (clearly indicating the paid up capital : (a) Name(s) of the Director/ Partner/ Proprietor etc. together with their experience : (b) Interest, if any, in other business : | |
| h) Name of the auditor : | |
| i) Attested copy of the Balance Sheet and Profit & Loss account statement as prescribed under Company Law for the year of the firm immediately preceding date of submission of the application : | |
| j) Detail of the turn over : (i) Paid up capital : (ii) Reserves : (iii) Loans : (A) Secured : (B) Unsecured : | |
| k) Current liabilities & provisions including taxation reserves : (a) Total (b) Fixed assets (excluding intangible assets) (c) Investment : (d) Intangible assets : (e) Taxations reserves (f) Current assets would include sundry debtors, loans & advances, cash & Bank balance (g) Intangible assets would include preliminary revenue, expenditure, accumulated loan etc. | |

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| <p>l) Ability to provide tourist vehicles/safari facilities :</p> <p>(a) Owned by the agency :</p> <p>(b) Owned by Transport Company :</p> <p>(c) Owned by Individual :</p> <p>(d) No. of Horse / Camels owned/hired by agency :</p> | |
| <p>m) Guides engaged :</p> <p>(a) Registered by Govt. of India with their full particulars viz. name, educational qualification, age etc.</p> <p>(b) Department of Tourism, Govt. of Rajasthan with their full particulars viz. name, educational qualification, age etc.</p> | |
| <p>n) Strength of the staff exclusively engaged for excursion business with their full particulars viz. name, designation, qualification, experience, salary etc.</p> | |
| <p>o) Certification to be attached :</p> <p>(a) Income tax clearance certificate</p> <p>(b) Sales-tax clearance verified by C.A.</p> <p>(c) Regarding payment of salary etc. to the guides engaged (up to the period submitting application)</p> | |

Signature of the Director/Partner/Proprietor with seal

Undertaking

We undertake:

1. Not to solicit and or undertake business direct from overseas Travel Agents.
2. To employ only such guides as are approved by the Department of Tourism, Govt. of India, Department of Tourism, Govt. of Rajasthan, Archaeology & Museum, GOR.
3. To pay in full the fees to the guides as prescribed by the Department of Tourism and shall make all the payments well in time and regularly by 10th of the following month in any case.
4. **To Submit :-**
 - I. An annual report for the calendar of the activities
 - II. A copy of the audited Balance Sheet and Profit & Loss Account
 - III. Name of guides employed from time to time and details of payment made to each guide duly verified by CA
 - IV. Number of tourist entertained
 - a) Foreign tourists with their nationality
 - b) From other states (with the name of their residence)
 - c) From within the state (with place of their residence)
5. To forward rates applicable from time to time for excursion/safari which shall be standard. The Firm would receive commission in accordance with the standard practice.
6. To keep in close touch with and to submit such for information as may be called for by Department of Tourism, Govt. of Rajasthan.
7. To accept the decision as final of the Director of Tourism, Rajasthan or an officer duly authorized by him as arbitrator where a dispute arises between and agency and their clients.
8. To allow an officer deputed by the Department of Tourism, Govt. of Rajasthan.
9. To keep the State Tourism Department informed in advance of arrivals of large groups of tourists and important clients.
10. To abide by any condition or conditions as may be prescribed by the State Tourism Department, from time to time, including those reserving the rights to cancel and or withdraw recognition at any time without assigning any reason thereof
11. Safari organizer will submit health certificate of horses/camels/elephants from Govt. Veterinary Doctor to Department of Tourism yearly. Only trained guides/experienced persons would be engaged for safaris. If possible, a Doctor or Medical facilities should accompany with safari tourists.

Dated :

Signature & seal of the applicant

**DOCUMENTS TO BE UPLOADED WITH ONLINE APPLICATION FORM
FOR RECOGNITION/RENEWAL OF TRAVEL AGENCY/EXCURSION
AGENCY/SAFARI OPERATOR**

1. Application Form
2. Shop Registration Certificate
3. Undertaking
4. Balance Sheet duly verified by C.A.
5. List of Approved Guides
6. List of Principal Agents
7. List of vehicles with insurance papers
8. List of staff with experience
9. Profit & Loss A/c of the firm duly verified by C.A.
10. Services rendered to tourists
11. Inspection Report (संबंधित पर्यटन विभाग के क्षेत्रीय कार्यालय द्वारा)
12. Fee of Rs. 1,500/- for Recognition and Rs. 800/- for Renewal in the Name of Commissioner, Rajasthan Tourism, Jaipur.