



**GOVERNMENT OF INDIA
MINISTRY OF TOURISM
GUIDELINES FOR RECOGNITION / RENEWAL OR EXTENSION AS AN
APPROVED ADVENTURE TOUR OPERATOR (ATO)**

[Revised with effect from 2nd January 2012]

- 1. Aims and objectives:** The aims & objectives of the scheme for recognition of Adventure Tour Operator (ATO) are to encourage quality standard and service in this category so as to promote tourism in India. This is a voluntary scheme open to all bonafide Adventure Tour Operators to bring them in organized sector.
- 2. Definition:** An ATO is the one who is engaged in activities related to Adventure Tourism in India namely, water sports, aero sports, mountaineering, trekking and safaries of various kinds, etc. In addition to that he may also make arrangements for transport, accommodation, etc.
- 3.** The application for **approval** shall be submitted online through etraveltradeapproval.nic.in. In this regard any query may be addressed to the Assistant Director General, Travel Trade Division, Ministry of Tourism, Government of India, Room No. 23, C – 1 Hutments, Dalhousie Road, New Delhi – 110 011, Tel No. 011 2301 2805, Fax No. 011 2301 9476, Email ID: kalyansg@nic.in
- 4.** The application for **renewal / extension** shall also be submitted online after being registered online as an approved tour operator through etraveltradeapproval.nic.in. In this regard any query may be addressed to the Regional Director of the concerned region as per the following addresses:-
 - a) The Regional Director (East), India Tourism, “Embassy”, 4, Shakespeare Sarani, Kolkata – 700 071, West Bengal. Phone No. (033) 2282 5813 / 2282 1475, Fax: (033) 2282 3521, Email: indtour6100@dataone.in
 - b) The Regional Director (West), India Tourism, 123, M. Karve Road, Opp. Church Gate, Mumbai – 400 020, Maharashtra. Phone No. (022) 2208 3263 / 2207 4333 / 2207 4334, Fax: (022) 2201 4496, Email: indiatourism@vsnl.com , regdir.indtour@gmail.com
 - c) The Regional Director (North), India Tourism, 88 – Janpath, New Delhi 110 001. Phone No. (011) 2332 0342 / 2332 0005 / 2332 0008, Fax: (11) 2332 0109, Email: goitodelhi@nic.in
 - d) The Regional Director (South), India Tourism, 154, Anna Salai, Chennai – 600 002, Tamil Nadu. Phone No. (044) 2846 0285 / 2846 1459, Fax: (044) 2846 0193, Email: indtour@dataone.in
 - e) The Regional Director (North – East), India Tourism, Asom Paryatan Bhawan, 3rd Floor, Near Nepali Mandir, A. K. Azad Road, Paltan Bazar, Guwahati – 781 008, Assam. Phone No. (0361) 273 7554, Fax No. (0361) 273 7553, Email: indtourguwahati@nic.in

5. The recognition as an approved ATO shall be granted by the Ministry of Tourism (MOT), Government of India (GOI), New Delhi initially, for five years, based on the Inspection Report / Recommendations of a Committee comprising the concerned Regional Director (RD) and a member of Adventure Tour Operators Association of India (ATOAI).

6. The renewal / extension thereafter shall be granted for five years after Inspection conducted by a Committee comprising the concerned RD and a member of ATOAI, on an application made by the ATO along with the requisite fee / documents.

7. The documents received from applicants after scrutiny in all respects would be acknowledged by the Travel Trade Division (TT Division) in MOT in respect of first approval and by the concerned RD for renewal or extension. The inspection for first approval / renewal or extension shall be conducted by the Inspection Team within a period of sixty working days from the receipt of complete application.

8. The following conditions must be fulfilled by ATO for grant of recognition / renewal or extension by MOT:-

- (i) The application for grant of recognition / renewal or extension shall be in the prescribed form and submitted in duplicate along with the required documents.
- (ii) ATO should have a minimum Paid up Capital (Capital employed) of **Rs. 3.00 lakhs** duly supported by the latest audited Balance Sheet / firm's Statutory Auditor's certificate.
- (iii) The turnover by the firm from Adventure Tourism & Adventure Sports related activities only should be a minimum of **Rs.10.00 lakh** during the preceding financial year duly supported by a certificate issued by Statutory Auditor of the firm.
- (iv) The minimum office space should be at least **150 sq. ft for rest of India and 100 sq. ft for hilly areas which are above 1000 meters from sea level.** The office should be located in neat and clean surroundings and equipped with telephone, fax and computer/computer reservation system etc. There should be sufficient space for reception and easy access to toilets.

- (v) ATO should have a minimum of four qualified staff out of which at least one should have Diploma / Degree in Tourism & Travel Management from a recognized University, IITTM and any institution approved by AICTE or should be trained from reputed specialized Institutes in Private / Public Sector. The owner of the firm would be included as one of the qualified employees. Either, the Owner / Director himself or their Operations - Chief employed should be well qualified in the activity the adventure operator 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.

The academic qualifications may be relaxed in case of the other two staff members who are exceptionally experienced personnel in Airlines, Shipping, Transport, PR Agencies, Hotels and other corporate bodies and those who have two years experience with MOT approved tour operators.

For the agencies located in the North – Eastern region, remote and rural areas, there should be a minimum of two qualified staff out of which one should have a Diploma / Degree in Tourism & Travel Management from a recognized University, IITTM or an institution approved by AICTE or should be trained from reputed specialized Institutes in Private / Public Sector. The owner of the firm would be included as one of the qualified employees.

- (vi) The Agency must clearly indicate its specialization of activities or activity it wishes to pursue as business like trekking, water sports, aero sports, scuba diving, Safaris etc.
- (vii) The operator must have his own Adventure equipment as well as specialized trained staff.
- (viii) For the monuments protected under the Ancient Monuments and Archaeological Sites & Remains Act, 1958 (24 of 1958), the ATOs should deploy / engage the services of Regional Level Tourist Guides trained and licensed by Ministry of Tourism, Government of India or other guides authorized by the Government of India or under orders of the Hon'ble Court(s). For other monuments and destinations, the guides authorized under the orders of the appropriate authority, if any, of the concerned monument / destination should be deployed / engaged by ATOs.
- (ix) The field staff members of the party 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 (for Mountaineering/trekking) & NIWS Goa (for Water Sports/Aero sports, etc.).

- (x) Field members of the company must be qualified in First - Aid / C.P.R by Red Cross or equivalent body or Certificate Course conducted by the Adventure Tour Operators Association of India.
- (xi) The party 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/Adventure Tour Operator Association of India.
- (xii) It would be recommended to distribute a copy of the Eco - Tourism guidelines to each client.
- (xiii) The agency must maintain in its office premises all the maps and reference material concerning the particular activities it desires to pursue as business.
- (xiv) The party must have printed brochure or website clearly describing its i) present activities (ii) Its area of operation (iii) its commitment to follow Eco - Tourism guidelines.
- (xv) The firm should clearly indicate the area of specialization in all their promotional and display material.
- (xvi) Principles of Eco Tourism as being espoused by ATOAL Membership of PATA Green Leaf are optional.
- (xvii) ATO should have filed Income Tax Return for the current assessment year.
- (xviii) ATO should have been in operation for a minimum period of one year before the date of application.

9. Although a large number of activities come under Adventure Tourism, MOT has decided to grant recognition primarily to the following four categories of ATO (s) at this point of time:-

- I. Operators dealing with water sports.
- II. Operators dealing with aero-sports.
- III. Operators dealing with safaris of various types.
- IV. Operators dealing with mountaineering and trekking.

10. Safety guidelines:

(i) Safety guidelines for water sports, Aero - sports, safaris, mountaineering and trekking which have to be followed by ATOs have been appended for reference at **Annexure**. It may be noted that in a number of adventure activities, a risk is involved and, therefore, it must be ensured by the ATO that safety

guidelines are strictly followed. In case the ATO is making arrangements through Sub - Agents, it would be the responsibility of the Principal Tour Operator to ensure that Sub - Agents provide proper equipment to clients and all safety measures are followed to.

(ii) ATO may also ensure that his counterpart abroad must obtain an undertaking from the foreign tourists that in case of any loss, damage / accident, etc., the travel agency would not be responsible and the client must be covered by the Medical Insurance and should include the cost of repatriation fee if he / she is to continue the tour.

(iii) Insurance: ATO has qualified staff to handle the operations. Since adventure has an in - built risk factor, the Clients / ATOs should be covered by insurance. This insurance is termed as "Special Contingency Policy". It is specific to cover the risk factor of the Client / ATO, i.e. it covers accidental deaths, loss of limbs and / or eyes and permanent/partial disability.

(iv) **Disclaimer:** MOT, GOI would not be responsible for any claims by clients of the approved ATO.

11. While submitting the application, the ATO must indicate the arrangements for emergency lift and evacuation of clients in case of mishap. In case of emergency, please indicate the equipments available for emergency lift up / evacuation of the persons. In respect of emergencies, the **undertaking** as per **Annexure I** has to be signed by the Adventure Tour Operator.

12. ATO would be required to Pay a non - refundable fee of **Rs.3, 000/-** (Rupees three thousand only) while applying for the recognition and renewal of the Head Office as well as each Branch Office. The fee would be made payable to the Pay & Accounts Officer, Ministry of Tourism in the form of online payment.

13. The ATO should adhere to the tenets of the Code of Conduct for "Safe & Honourable Tourism" for which the following action would have to be taken:

- (i) A signed copy of the pledge of commitment towards "Safe & Honourable Tourism" should be attached with the application either in Hindi or English language. The pledge is attached in English & Hindi as **Annexure II & III**, respectively.
- (ii) On the day a staff member joins the ATO, he / she would be required to take / sign the pledge. The pledge would be incorporated in the appointment letter / joining report of the staff.
- (iii) Two focal points would be nominated (i.e., from HRD, security side etc.) at the time of applying for approval by the ATO in the case of organizations which have more than 25 personnel. In the case of ATO with less than 25 personnel, one focal point would have to be nominated.

- (iv) The training would be provided to the staff of the approved ATO by MOT under its Capacity Building of Service Providers (CBSP) scheme in connection with “Safe & Honourable Tourism”. The focal points of the ATO would be trained first within first six months of MOT approval. Subsequently, the trained focal points in turn would impart further in – house training to the staff which would be arranged within next six months.
- (v) The Pledge of Commitment towards “Safe & Honourable Tourism” would have to be displayed by the ATO prominently in the front office area / lobby of the ATO.
- (vi) The signatories of the Code of Conduct would be required to maintain a record of action taken by them in compliance of the provisions of this para, which shall be kept in their office & shown to the Committee(s) at the time of renewal.

14. The recognition / renewal or extension would be granted to the Head Office of ATO. The Branch Offices of ATO would be approved along with head office or subsequently, provided particulars of Branch Offices are submitted to MOT for recognition and for renewal or extension to the concerned RD and accepted by it.

15. For recognition / renewal or extension of ATO, representatives from ATOAI specializing in such activities would be included as Inspection Team members.

16. ATO so granted recognition / renewal or extension shall be entitled to such incentives and concessions as may be granted by Government of India from time to time and shall abide by the terms and conditions of recognition as prescribed from time to time by MOT, GOI.

17. ATO would have to report action taken by them in their Annual Report which shall be kept with them & shown to the Committee(s) at the time of renewal.

18. Even though the scheme of granting approval of recognition / renewal or extension to service providers of Travel Trade is voluntary, in nature, there is a need to have a pro - active role of MOT and Travel Trade to ensure that more and more service providers seek approval and then service the tourists. There is also a need to educate the stakeholders as well as consumers against the potential risk of availing services through the unapproved service providers.

19. It shall be mandatory for an approved service provider of Travel Trade to prominently display the Certificate of approval / renewal or extension of recognition given by MOT in the office by pasting it on a board or in a picture frame so that it is visible to a potential tourist.

20. The decision of MOT, GOI in the matter of recognition / renewal or extension shall be final. However, MOT may in their discretion refuse to recognize / renew or extend any firm or withdraw / withhold recognition / renewal or extension already granted with the approval of the Competent Authority at any time. Before such a decision is taken, necessary Show Cause Notice would be issued and the reply considered on merit. Termination would be done only after careful consideration and generally as a last resort. Reasons for withdrawal would be mentioned in the Show Cause Notice and final order. In special circumstances such as threat to the security of the State detailed reasons may be withheld.

GUIDELINES FOR SAFETY AND RESCUE IN ADVENTURE SPORTS

INTRODUCTION:

1.1 An ATO is one who is engaged in activities related to Adventure Tourism in India, namely, water sports, aero sports, mountaineering and trekking, safaris of various natures, etc. In addition to that he may also make arrangements for transport, accommodation etc.

GENERAL GUIDELINES FOR ALL ADVENTURE SPORTS

2.1 Every group of persons taking part in adventure sports must be accompanied by a person designated as a “leader”.

2.2 “Leaders” must possess appropriate qualification and skills as indicated in relevant chapters of this document.

2.3 Every person joining a group engaged in adventure sports must receive an introductory training and leaders should be satisfied that they have acquired the skills necessary to participate.

2.4 Leaders should have a first aid certification and must be competent to impart first aid training in the use of stretchers.

2.5 Leaders should be familiar with search procedures and should brief all group members in these procedures.

2.6 All group members must be familiar with the use of radios where these are being used.

2.7 Leaders should be familiar with helicopter operations, know how to approach a helicopter and procedures for being winched up and down.

2.8 Leaders should be proficient in the use of maps and compasses in any weather by day or night.

2.9 Leaders should be satisfied that all members are medically fit to take part in the adventure sports.

2.10 Leaders should satisfy themselves that equipment to be used meets all the safety norms for each adventure sport; all inspections have been carried out as recommended by the manufacturer and is fit for use.

2.11 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.

2.12 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.

2.13 Suitable hand held devices with graded distress signal capabilities should be made available to adventure tourist groups at suitable prices when available in India.

2.14 A qualified Doctor should be available on call

2.15 Communication facilities such as Mobile Telephone / Walkie - Talkie etc. should be available.

GUIDELINES FOR WATER SPORTS

3.1 All leaders or guides must possess a valid certificate or license from a recognized institution or association. They should have an adequate experience in the concerned sport.

3.2 All leaders and guides must be good swimmers and should be well trained in water rescue techniques, first-aid & CPR (Cardio pulmonary resuscitation).

3.3 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.

3.4 All participants should wear suitable buoyancy aids and where necessary protective headgear. Helmets are a must for river sports.

3.5 In water sports, where there is a possibility of being thrown in the water, all participants should be swimmers.

3.6 All equipment should be inspected by a competent person or the manufacturer once every season or six months, whichever is less.

3.7 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.

3.8 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.

3.9 All craft should display of the list of minimum equipment and accessories as recommended by the manufacturer.

3.10 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.

3.11 No person should be allowed to participate under the influence of illicit drugs or alcohol.

3.12 Incidents and accidents should be immediately reported to the concerned safety committee.

3.13 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 such as scuba diving etc.

3.14 Age limit: The age limit for water sports should be prominently displayed in all literature and also base of operations. For river sports, the age limit is: 14 years & above for all sections, 10 years and above on float trips (grade II). Based on the river section/conditions, this can be relaxed by 1 or 2 years by the trip leader.

3.15 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.

3.16 For river sports, life jackets must be on at all times while on the river. 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 river.

GUIDELINES FOR AERO SPORTS

4.1 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.

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

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

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

4.5 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.

4.6 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.

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

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

4.9 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.

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

4.11 Rules for avoiding collision:

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

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

4.12 All aircraft, parachutes and airborne equipment must be inspected and certified fit by a competent person on a daily basis.

4.13 Log books should be maintained for all aircraft, parachutes and airborne equipment which would record its usage, inspections, modifications and repairs.

4.14 Repairs and modifications of airborne aero sports equipment must be carried out with the approval of the manufacturer.

4.15 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.

GUIDELINES FOR MOUNTAINEERING AND TREKKING

5.1 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.

5.2 Leaders of mountaineering expeditions should possess adequate qualifications approved by Indian Mountaineering Foundation.

5.3 Members of mountaineering expeditions and trekking groups should be physically fit.

5.4 Equipment used for mountaineering and trekking should be UAAI certified or approved by the Indian Mountaineering Foundation.

5.5 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".

FORMATION OF SAFETY AND RESCUE COMMITTEE

6.1 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.

6.2 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.

6.3 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.

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

URGENT SAFETY NOTICES

These notices would be issued subsequently, as and when required, to update these guidelines, based on suggestions and reports received.



21. Give details of:

a) Volume of tourist traffic handled up to the date of application showing foreign and domestic tourist traffic separately. Please submit a certificate from Statutory Auditor of the firm in original. This certificate should show the receipts from Adventure Tour operations and adventure sports related activities only during the financial year immediately preceding the date of submission of your application.

- (a) Clientele: special tourist groups handled, if any, their size, frequency, etc.
- (b) Steps taken to promote domestic tourist traffic and details of the groups handled, if any.
- (c) Special programmes if any, arranged for foreign tourists

22. Please indicate details of trained manpower available to operate such tours. (Please give details of the persons employed in your organization who are trained and also attach copies of their certificates of training they have undertaken).

23. Whether the agency has its own equipments or hired from another handling agency. Give details of the equipment available.

24. The handling agency if located outside or at operational area must also be approved by the Ministry of Tourism, Government of India.

25. Give details of the facilities available with them (handling agency located outside) including trained manpower, equipment, etc.

26. In case of emergency, please indicate the equipments available for emergency lift up / evacuation of the persons. In respect of emergencies, the **undertaking** as per **Annexure I** has to be signed by the Adventure Tour Operator.

27. In case of any change in the scope of activities the same may be brought to the notice of MOT within one month.

28. Indicate the type of insurance facilities available with the company whether group or personal.

29. Whether porters used for adventure purposes are also experienced and insured.

30. Any additional information the organization would like to give with the reference to the adventure tourism activities undertaken by the firm.

UNDERTAKING

I, Shri / Smt. / Kumariundertake the responsibility for operation of this adventure tour (specify details) for efficient handling of the operation and bear the damages (to life or property of dislocation of environment) being the Principal Agent. I also promise that guidelines for operation of.....(Adventure Sports) as circulated by Ministry of Tourism would be followed, in letter and spirit.

Signatory

Official rubber stamp

Date:

Place:



Incredible India

PLEDGE FOR COMMITMENT TOWARDS SAFE & HONOURABLE TOURISM AND SUSTAINABLE TOURISM

I/We solemnly pledge and reiterate our commitment to conduct our business in a manner that befits the culture and ethos of our rich and ancient civilization, and the tolerant and accommodating nature of our multicultural society and protects all individuals, especially women and children from all derogatory acts which are contrary to the spirit of our country. We hereby commit to abide by the Code of Conduct for Safe and Honourable Tourism.

Recognizing that every earth resource is finite and fragile, I /We further pledge to fully implement sustainable tourism practices, consistent with the best environment and heritage protection standards, such that my/our present tourism resource requirements optimize both local community benefit and future sustainable uses.

Signature:.....

Name:

On behalf of:.....

In the presence of:.....



अतुल्य! भारत

सुरक्षित और सम्मानजनक पर्यटन और सतत पर्यटन का प्रति प्रतिबद्धता के लिए प्रतिज्ञा

मैं / हम हमारी समृद्ध और प्राचीन सभ्यता की संस्कृति और लोकाचार तथा हमारी बहु - सांस्कृतिक समाज की सहनशील और उदार प्रकृति को कायम रखते हुए अपना कार्य करने की सत्य निष्ठा से प्रतिज्ञा करता हूँ / करते हैं वचनबद्धता दोहराता हूँ / दोहराते हैं । हम उन सभी अपमानजनक कार्यों, जो हमारे देश की प्रवृत्ति के विपरीत हैं , से सभी व्यक्तियों विशेषकर महिलाओं और बच्चों की सुरक्षा सुनिश्चित करते हुए उद्यम करेंगे । हम एतद्वारा सुरक्षित एवं सम्मानजनक पर्यटन हेतु आचार संधिता के पालन का वचन देते हैं ।

यह स्वीकार करते हुए कि पृथ्वी के प्रत्येक संसाधन सीमित तथा नाशवान है, मैं / हम सर्वोत्तम पर्यावरण और विरासत संरक्षण मानकों के अनुकूल सतत पर्यटन व्यवहारों को पूर्णतः कार्यान्वित करने की भी प्रतिज्ञा करता हूँ / करते हैं , ताकि मेरे / हमारे वर्तमान पर्यटन संसाधन की आवश्यकताओं का स्थानीय समुदाय के लाभ और भावी सतत उपयोगों, दोनों के लिए अधिकतम उपयोग किया जा सके ।

_____हस्ताक्षर

_____नाम

_____की ओर से

_____की उपस्थिति में

**LIST OF DOCUMENTS (CHECK LIST) REQUIRED FOR FIRST APPROVAL/ RENEWAL OR
EXTENSION AS AN APPROVED ADVENTURE TOUR OPERATOR (ATO)**

1. Online application duly filled in.
2. Two attested photographs.
3. Documentary proof (preferably registration certificates from govt.) in support of beginning of operations of your firm.
4. Undertaking as per **Annexure I** in original to be signed by the Adventure Tour Operator.
5. A signed copy of the Pledge of Commitment towards "Safe & Honourable Tourism". The pledge is attached in English & Hindi as **Annexure II & III**, respectively.
6. A copy of complete Audited Balance Sheet with the Director's Report for the latest financial year.
7. Income Tax Acknowledgement for the latest assessment year.
8. Service Tax Registration certificate from the concerned authority.
9. Certificate of Statutory Auditor of the firm stating the paid-up capital not less than Rs. 3.00 lakhs.
10. Reference letter from Bank on its original letterhead regarding the firm's bank account with address & telephone numbers.
11. Details of staff employed giving names, educational qualification & experience if any in tourism field and length of service in your organization (copies of certificates to be enclosed):
 - a) The Adventure Tour operator should have a minimum of four qualified staff out of which at least one should have Diploma / Degree in Tourism & Travel Management from a recognized University, IITTM, any institution approved by AICTE or should be trained from reputed specialized Institutes in Private / Public Sector. The owner of the firm would be included as one of the qualified employees. Either, the Owner / Director himself or their Operations - Chief employed should be well qualified in the activity the adventure operator 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.
 - b) The academic qualifications may be relaxed in case of the other two staff members who are exceptionally experienced personnel in Airlines, Shipping, Transport, PR Agencies, Hotels and other corporate bodies and those who have two years experience with Ministry of Tourism approved tour operators.
 - c) For the agencies located in the North – Eastern region, remote and rural areas, there should be a minimum of two qualified staff out of which one should have a Diploma / Degree in Tourism & Travel Management from a recognized University, IITTM or an institution approved by AICTE or should be trained from reputed specialized Institutes in Private / Public Sector. The owner of the firm would be included as one of the qualified employees.
 - d) Names of focal points.
12. List of Directors/Partners or name of the Proprietor.
13. Details of office premises, whether located in commercial or residential area, office space in sq. ft. (The minimum office space should be at least 150 sq. ft for rest of India and 100 sq. ft for hilly areas which are above 1000 meters from sea level) and accessibility to toilet and reception area.
14. Certificate of Statutory Auditor of the firm on original letter head in support of turnover from adventure tourism and adventure sports related activities only which should not be less than Rs. 10.00 Lakh during the last financial year.
15. Documents duly stamped & attested by the Managing Director / Managing Partner/ Proprietor of the firm.
16. **The payment of fee of Rs. 3000/- should be made online only through Debit/Credit Cards, e-banking etc.**

NOTE:

- I. The guidelines etc., may be downloaded from websites www.tourism.gov.in, etraveltradeapproval.nic.in & www.incredibleindia.org .
 - II. The application form along with all supporting documents should be submitted online through etraveltradeapproval.nic.in only.
 - III. Please quote the reference number of Ministry of Tourism if the application is for renewal of recognition.
 - IV. When applying for Branch Office(s), separate application should be filled and submitted online along with the required documents, in duplicate.
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