

## APPLICATION FORM FOR RECOGNITION OF EXCURSION AGENTS

1. Name of the firm and its registered address :
2. Year when the firm was founded :
3. Whether the firm is a proprietary/ partnership/ private or public limited company and also the year when the firm was registered (please attach a certificate, in original, from the appropriate Government authority registered with.):
4. Capital invested (please indicate clearly the paid-up capital of the firm) :
5. Names of Directors/partners, etc. the details of their interest, if any, in other Business may also be indicated :
6. Name of the Bankers (please attach a reference from your Bankers) :
7. Names of auditors (please attach a balance sheet and profit and loss account statement pertaining to the excursion and travel business as prescribed under Company. This audited statement should be in respect of the establishment of the applicant for the financial year immediately preceding the date of submission of your application. Also furnish the details of your turnover in the following proforma):

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### Name and particulars of the Excursion Agency concerned

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(a) Paid-up capital :	(f) Fixed Assets (excluding intangible assets):
(b) Reserves :	(g) Investments :
(c) Loans :	(h) Current Assets :
i) Secured :	
ii) Unsecured :	
(d) Current liabilities and provisions including taxation reserves.	(i) Intangible Assets :
(e) Total Rs.....	(j) Total Rs.....

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#### NOTE :

- A. Reserves would include balance of profit and loss account and would include taxation reserves.
- B. Current assets would include sundry debtors, loans and advances, each and bank balances.
- C. Intangible assets would include good will preliminary revenue expenditure, accumulated loss, etc.
- D. Ability to provide tourist vehicles in good condition which are comprehensively insured and with English speaking uniformed chauffeurs.

8. An Income tax clearance certificate from the : appropriate authority may also be furnished.
9. The exact strength of the staff exclusively engaged: in the excursion agency business. (The qualifications of the staff may also be mentioned).
10. The location of the office (please give approximate : floor area of the space devoted exclusively to the excursion agency business and the telephone number of the independent telephone in the name of the excursion agency).
11.
  - a) Details of activities of the firm including tourist traffic handled up to the date of application showing foreign and Domestic tourist traffic separately. (Please submit a certificate from Chartered Accountant. This certificate should show the receipts from tour operation only during the financial year or the calendar year immediately preceding the date of submission of your application.)
  - b) Special tourist groups handled, if any their size, frequency etc.
  - c) Steps taken to promote domestic tourist traffic and details of the groups handled, if any.
  - d) Special programme, if any arranged for foreign tourists.

**12. Undertaking :- certified that:**

- i) The information furnished in this application and the documents attached are true to the best of my knowledge and belief.
- ii) I will abide by prescribed rules and regulations in operation as well as the terms & conditions imposed from time to time.
- iii) The excursion Agency will be opened to inspection by the officers of the Tourism Deptt. of the rank of Tourist Officer and above at any reasonable time with prior notice. They may also occasionally make surprise inspection without prior notice.
- iv) I shall furnish quarterly report on activities of the Agency regularly to the Deptt. of Tourism & Co-operate with them in tourism promotion activities of the Govt.
- v) I shall not solicit or undertake business direct from overseas Travel Agents.
- vi) I shall keep in close touch with DOT & submit such information as may be called for by the State Deptt. of Tourism from time to time.
- vii) I shall keep the Director of Tourism informed in advance of the arrivals of large groups of tourists and important clients.

**Signature of Prop./ Partner/ M.D.**  
(Rubber stamp of the firm)

Place:

Date:

## **GUIDELINES FOR RECOGNITION AS EXCURSION AGENCIES BY THE DEPARTMENT OF TOURISM, GOVERNMENT OF ORISSA**

1. All application for recognition shall be addressed to the Director, Department of Tourism Govt. of Orissa, Prayatan Bhawan, Bhubaneswar- 751014.
2. The following conditions must be fulfilled by the Excursion Agencies for grant of recognition by the Department of Tourism.
  - i. The application for grant of recognition shall be in the prescribed proforma and submitted in duplicate.
  - ii. The Excursion Agencies should have a minimum paid up capital (Capital employed) of Rs.50,000/- duly supported by latest audited Balance Sheet/ Chartered Accountant's certificate.
  - iii. The activity of the firm should be for a minimum period of one year prior to the date of its application for recognition.
  - iv. The Excursion Agency should be under the charge of a full time member who is adequately trained, experienced in matters regarding ticketing, transport, accommodation facilities, currency, customs regulations and travel and tourism related services. Besides this, greater emphasis may be given to effective communication skills, knowledge of foreign languages, other than English. There should be a minimum of two qualified staff out of which at least one should have Diploma/Degree in Travel and Tourism from recognised University, IITTM or Institutions approved by AICTE. The academic qualifications may be relaxed in case exceptionally experienced personnel in Airline, transport and PR Agencies, Hotel and other corporate Bodies and those who have worked for 3 years in IA T A/UFT A Agencies.
  - v. Only guides approved by the Department of Tourism Govt. of India and the State Govt. should be employed.
  - vi. Payment to guides should be made regularly i.e. latest in the 10th of the following month.
  - vii. The Excursion Agency should furnish Income Tax clearance certificate for the current assessment year.
  - viii. The Excursion Agency should have a office with the minimum space of 150 sq.ft. The office should be well furnished & centrally located in neat and clean surroundings and equipped with telephone, fax and computer, computer reservation system etc.
3. The Agency must have printed brochure clearly describing its (i) present activities (ii) its area of operation.

4. The recognition as Excursion Agencies shall be initially granted for five years and renewal there after every five years on an application made by the Excursion Agency. Those who have already been granted recognition and have completed five years will be considered for renewal of recognition on fresh application.
5. The decision of the State Government in the matter of recognition shall be final. However, the Government of Orissa may in their discretion refuse to recognize any firm or withdraw/ withhold at any time recognition already granted with the approval of the competent authority. Before such a decision is taken, necessary show cause notice would be issued and the reply considered on merit. Termination will 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.
6. The Excursion Agency granted recognition shall be entitled to such incentives and concessions as may be granted by Govt. of Orissa from time to time and shall abide by the terms and conditions of reorganization as prescribed from time to time.

By order of the Governor

**Commissioner-Cum-Secretary**  
Deptt. of Tourism & Culture  
Govt. of Orissa