

**GOVERNMENT OF GUJARAT
TOURISM DEPARTMENT
GUIDELINES FOR RECOGNITION/RENEWAL
OR
EXTENSION OF ADVENTURE TOUR OPERATORS**

Preamble:

With reference to the guidelines for recognition/renewal or extension as an approved Adventure Tour Operator (ATO) issued by Ministry of Tourism- Govt. of India, Govt. of Gujarat has decided to promote Adventure Tourism in Gujarat by issuing this guideline for promoting safe and responsible tourism.

- 1. Aim and Objective:** The aim & objective of these guidelines is to encourage quality standard and service in the Adventure Tourism Category by recognizing/registering qualified Adventure Tourism Operator based in Gujarat so as to promote tourism. This is a voluntary scheme open to all bonafide Adventure Tour Operators to bring them in organized sector.
- 2. Definition:** An Adventure Tour Operator (ATO) is the agency which is engaged in activities related to Adventure Tourism in India namely, water sports, aero sports, mountaineering, trekking and safaris of various kinds, etc. In addition to that he may also make arrangements for transport, accommodation etc.
- 3.** Based on the “Indian Adventure Tourism Guidelines’ by Ministry of Tourism, Government of India, a large number of activities come under Adventure Tourism. Government of Gujarat has decided to grant recognition primarily to the following three categories of ATO (s) at this point of time: -

Category 1: Aero-Sports

Sr. No.	Activities
1	Hot Air Ballooning
2	Kite boarding
3	Hang Gliding/ Paragliding
4	Para Motoring
5	Skydiving
6	Air Safaris

Category 2: Water Sports

Sr. No.	Activities
1	Kayaking / Sea Kayaking
2	Rafting
3	River Cruising
4	Scuba Diving
5	Snorkeling
6	Parasailing
7	Boating
8	Water Scooter
9	Jet ski

Category 3: Land-based Adventure Sports

Sr. No.	Activities
1	Bungee Jumping
2	Mountaineering/Trekking
3	Rock climbing
4	Personal Light Electric Vehicle (PLEV/Segway) Tours
5	All-Terrain Vehicle (ATV) Tours
6	Artificial Wall Climbing & Abseiling
7	Zip Wires & High Ropes Courses

4. The application for **recognition/registration** shall be submitted online.
5. The application for **renewal/extension** shall also be submitted online.
6. The renewal / extension thereafter shall be granted for five years after Inspection conducted by the same Committee mentioned below, on an application made by the ATO along with the requisite fee / documents.

7. The recognition/registration as an approved ATO shall be granted by the Commissioner of Tourism, Government of Gujarat initially, for five years, based on the Inspection Report/Recommendations of a Committee comprising the following members:

Sr. No.	Designation	Department/ Organization
1	Chairman	<i>Commissioner of Tourism or his representative</i>
2	Representative	<i>Gujarat Maritime Board (for water sports)</i>
3	Representative	<i>Tourism Department- Government of Gujarat (Deputy Secretary)</i>
4	Representative	<i>Gujail (for aero-sports) MD or Senior Official (Not below Chief Security Officer Rank)</i>
5	Representative	<i>National Institute of Water Sports (NIWS)</i>
7	Representative	<i>Concerned District Administration (Not below SDM Rank)</i>
8	Representative	<i>Adventure Tour Operators Association of India (ATOAI)</i>
9	Representative	<i>Regional Transport Officer (For Land Sports)</i>
10	Representative	<i>Swarnim Gujarat Sports University</i>
11	Representative	<i>District Forest Officer of concerned District</i>

8. The above Inspection Committee may invite activity experts from the respective field of the application, if required for the inspection purpose. It is mandatory for the Members/representative of the concerned air/water/land related sports to remain present during the inspection.

9. The documents received from applicants after scrutiny in all respects would be acknowledged by the Tourism Department, Government of Gujarat in respect of first approval and for renewal or extension. The inspection for first approval/renewal or extension shall be conducted by the Inspection Team within a period of 60 working days from the receipt of complete application.

10. After due inspection and fulfillment of the stipulated conditions of quality and safety parameters the Inspection and Recommendation committee will send the application for final approval to

approval committee chaired by Secretary/ Principal Secretary Tourism Department, Government of Gujarat.

11. All matters of interpretation, dispute or contention under the guidelines will be referred to the Approval committee whose decision will be final and binding to all applicants. The committee may also decide upon inclusion/exclusion and approval of any new activities if feasible.
12. The Approval Committee is authorized to upgrade/revise or include/exclude the conditions of safety/eligibility for the Adventure Tour Operators (ATOs) as it may find it is necessary to do so.
13. The member Secretary of the Approval Committee will be Commissionerate of Tourism, the constituted Approval committee will have members not below the rank of Joint Secretary/ Deputy Secretary. The committee as below a:

Sr. No.	Designation	Department/ Organization
1	Chairman	Secretary Tourism
2	Member Secretary	Commissioner of Tourism
3	Representative	Forest Department- Government of Gujarat
4	Representative	Gujail (for aero-sports) Chief Safety Officer
5	Representative	Youth/Sports and Culture Department
7	Representative	Gujarat Maritime Board (for water sports)
8	Representative	Gujarat State Disaster Management Department
9	Representative	Commissioner of Transport

14. The following conditions must be fulfilled by ATO for grant of recognition / renewal or extension by Tourism Department: -
 - a. The application for grant of recognition/registration/renewal or extension shall be in the prescribed form and submitted online along with the required documents.
 - b. 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.
 - c. 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.

- d. The ATO should have a Head/branch office in Gujarat. The ATO should submit self-attested copy of address proof along with the application. The minimum office space should be at least 150 sq. ft in Gujarat. The office should be located in neat and clean surroundings and equipped with telephone, fax and computer/computer reservation system etc. There should be enough space for reception and easy access to toilets.
- e. 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 experience of 2 years.
- f. 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.
- g. The operator must have his own Adventure equipment as well as specialized trained staff.
- h. 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 District/Regional Level Tourist Guides trained and licensed by Ministry of Tourism, Government of India or other guides authorized by the Government of India/ State Government 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.
- i. 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.) as the case may be.
- j. 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.
- k. 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.
- l. It would be recommended to distribute a copy of the Eco - Tourism guidelines to each client.
- m. The agency must maintain in its office premises all the maps and reference material concerning to the activities it desires to pursue as business.

- n. 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.
 - o. The firm should clearly indicate the area of specialization in all their promotional and display material.
 - p. ATO should have filed Income Tax Return for the current assessment year.
 - q. ATO should have been in operation for a minimum period of one year before the date of application.
15. ATO would be required to pay a non - refundable fee of while applying for the recognition and renewal of Rs. 1000/- to the Office of Commissioner of Tourism, Government of Gujarat.
16. The recognition / renewal or extension would be granted to the particular branch Office of ATO. The other Branch Offices of ATO would be approved, provided particulars of Branch Offices are submitted to Office of Commissioner of Tourism, Government of Gujarat.
17. The decision of Tourism Department, Government of Gujarat in the matter of recognition / renewal or extension shall be final. However, Tourism Department 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 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. In special circumstances such as threat to the security of the State detailed reasons may be withheld.
- 18. Safety guidelines:**
- i. ATOs are encouraged for getting certifications such as Adventure Tourism Safety Management System per IS/ISO 21101:2014 from Bureau of India Standards or equivalent competent and established Organizations /Bodies.
 - ii. Safety guidelines for water sports, aero-sports, safaris, mountaineering and trekking must be followed by ATOs as per Ministry of Tourism's prevailing guidelines at the time of application for adventure tour operators and adventure tourism as per annexure-I. It may be noted that in several 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.
 - iii. 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.
 - iv. 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.

- v. Disclaimer: Tourism Department would not be responsible for any claims by clients of the approved ATO. 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.
19. The recognition / renewal or extension would be granted to the Office of ATO in Gujarat. The Branch Offices of ATO would be approved along with head office or subsequently, provided particulars of Branch Offices are submitted for recognition and for renewal or extension.
20. The recognition / renewal or extension would be granted to maximum number of permissible activities or crafts/vehicles/etc in a particular area or a radius for recognition/registration, as deemed fit by the concerned District Authority, to ensure free flow of activities and avoid any collusions or over tourism in activities.
21. For recognition / renewal or extension of ATO, representatives from ATOAI specializing in such activities would be included as Inspection Team members.
22. ATO so granted recognition / renewal or extension shall be entitled to such incentives and concessions as may be granted by Government of Gujarat from time to time and shall abide by the terms and conditions of recognition as prescribed from time to time by MOT, GOI or Tourism Dpt., GOVERNMENT OF GUJARAT.
23. 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.
24. 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, GOI or Tourism Dpt., Government of Gujarat in the office by pasting it on a board or in a picture frame so that it is visible to a potential tourist.
25. The decision of Tourism Department., Government of Gujarat in the matter of recognition / renewal or extension shall be final. However, Tourism Dpt., Government of Gujarat 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.

ANNEXURE - I

GUIDELINES FOR SAFETY AND RESCUE IN ADVENTURE SPORTS

1. 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.

2. 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 are 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 substandard 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.

3. GUIDELINES FOR WATER SPORTS

- 3.1 The latest guidelines/Circulars/Grs of Gujarat Maritime Board/ Ports & Transport department will be applicable to all water sports operators from time to time & has to be strictly followed. g. Marine Circular 02 of 2018 dated 6thFebruary 2020.
- 3.2 Water sports operators who operate watercrafts, boating, water scooter and Jet ski related activities may take appropriate NOC, registration, etc. as may be required from Gujarat Maritime Board (GMB).
- 3.3 Water sports operators who have already obtained license and operational certificate from District Collector and Gujarat Maritime Board or any other relevant Competent Authorities respectively for operating watercrafts, boating, water scooter and Jet ski related activities, etc may not require separate inspection from the Committee.
- 3.4 However, those water sports operators who have failed to fulfill the basic eligibility criteria for registration/recognition or renewal/extension and yet may have the license and operational certificate from District Collector and Gujarat Maritime Board or any other relevant Competent Authorities respectively, may continue to operate but they shall not be granted registration/recognition or renewal/extension by the Committee.
- 3.5 The Operator shall engage trained crew possessing valid certificate in handling the respective Surface Adventure Water Sports craft type from the National Institute of Water Sports or Yachting Association of India or Royal Yachting Association or Gujarat Maritime Board or any other agencies authorized by the Committee.
- 3.6 All leaders and guides must be good swimmers and should be well trained in water rescue techniques, first-aid & CPR (Cardio pulmonary resuscitation). The Operator shall make available all life saving equipments, fire-fighting appliances, communication, rescue tubes and other equipments on the vessels duly certified by the Competent Authority.

- 3.7 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.
- 3.8 All participants should wear suitable buoyancy aids and where necessary protective headgear. Helmets are a must for river sports.
- 3.9 In water sports, where there is a possibility of being thrown in the water, all participants should be swimmers.
- 3.10 All equipment should be inspected by a competent person or the manufacturer once every season or six months, whichever is less.
- 3.11 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.
- 3.12 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.
- 3.13 All craft should display of the list of minimum equipment and accessories as recommended by the manufacturer.
- 3.14 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.
- 3.15 No person should be allowed to participate under the influence of illicit drugs or alcohol.
- 3.16 Incidents and accidents should be immediately reported to the concerned safety committee.
- 3.17 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.
- 3.18 Age limit: The age limit for water sports should be prominently displayed in all literature and also at the 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.
- 3.19 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.

3.20 For river sports, life jackets must be on at all times while in the river or boat. 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.

4. GUIDELINES FOR AERO SPORTS

4.1 The Operator shall engage trained crew possessing valid certificate in handling the respective Aero Sports vehicles type from the DGCA or GUJSAIL or Department of Adventure Sports and Youth Affairs or any other agencies authorized by the Committee.

4.2 Aero sports operators who has obtained license and operational certificate from concerned Competent Authorities may be granted registration/recognition or renewal and may not require sperate inspection from the committee,

4.3 However, those Aero sports operators who has failed to fulfill the basic eligibility criteria for registration/recognition or renewal/extension and may have the license and operational certificate from the Competent Authorities respectively may continue to operate but however they shall not be granted registration/recognition or renewal/extension by the Committee.

4.4 All pilots/instructors and participants must be medically examined and certified fit to participate in aero sport. Participant should be medically fit and briefed on emergency procedures.

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

4.6 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.

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

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

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

4.10 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.

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

4.12 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.
- 4.13 All aircraft, parachutes and airborne equipment must be inspected and certified fit by a competent person on a daily basis.
 - 4.14 Log books should be maintained for all aircraft, parachutes and airborne equipment which would record its usage, inspections, modifications and repairs.
 - 4.15 Repairs and modifications of airborne aero sports equipment must be carried out with the approval of the manufacturer.
 - 4.16 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.

5. GUIDELINES FOR LAND BASED SPORTS INCLUDING MOUNTAINEERING AND TREKKING

- 5.1 The Operator shall engage trained crew possessing valid certificate in handling the respective Land Based Sports vehicles type from the RTO or Police Department or Department of Adventure Sports and Youth Affairs, Gujarat or any other agencies authorized by the Committee.
- 5.2 Land based sports operators who have obtained license and operational certificate from concerned Competent Authorities may be granted registration/recognition or renewal and may not require separate inspection from the Committee.
- 5.3 However, those Land based sports operator who have failed to fulfill the basic eligibility criteria for registration/recognition or renewal/extension and may have the license and operational certificate

from the Competent Authorities respectively may continue to operate but however they shall not be granted registration/recognition or renewal/extension by the Committee

- 5.4 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.
- 5.5 Leaders of mountaineering expeditions should possess adequate qualifications approved by Indian Mountaineering Foundation. Members of mountaineering expeditions and trekking groups should be physically fit.
- 5.6 Equipment used for mountaineering and trekking should be UAAI certified or approved by the Indian Mountaineering Foundation.
- 5.7 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”.

6 Important Notice

- 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 must be speedily put into operation to minimize loss of life and limb in the event of mishaps.

ANNEXURE – II

UNDERTAKING

I, Shri/ Smt./ Kumari undertake 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 Tourism Department of Government of Gujarat would be followed, in letter and spirit.

Signatory

Official rubber stamp

Date:

Place:

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. Copy of valid certificate of Safety Standards as per prevailing guidelines.
5. Undertaking as per Annexure II in original to be signed by the Adventure Tour Operator.
6. A signed copy of the Pledge of Commitment towards “Safe & Honorable Tourism” of Ministry of Tourism, Government of India. The pledge may be downloaded from Incredible India website.
7. A copy of complete Audited Balance Sheet with the Director’s Report for the latest financial year.
8. Income Tax Acknowledgement for the latest assessment year.
9. Service Tax Registration certificate from the concerned authority.
10. Certificate of Statutory Auditor of the firm stating the paid-up capital not less than Rs. 3.00 lakhs.
11. Reference letter from Bank on its original letterhead regarding the firm’s bank account with address & telephone numbers.
12. 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, 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.
 - 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 of experience with Tourism Department approved tour operators.

c) Names of focal points.

13. List of Directors/Partners or name of the Proprietor.
14. 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) and accessibility to toilet and reception area.
15. 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.
16. Documents duly stamped & attested by the Managing Director / Managing Partner/ Proprietor of the firm.
17. The payment of fee of Rs. 1000/- should be made online only through Debit/Credit Cards, e-banking etc.

NOTE:

- I. The application form along with all supporting documents should be submitted online.
- II. Please quote the reference number of Tourism Department if the application is for renewal or recognition.
- III. When applying for other Branch Office(s), separate application should be filled and submitted online along with the required documents, in duplicate.