# TOUR AND TRAVEL AGENT

	Bronze		Silver		Gold
•	Registered Office in A & N Islands	•	Registered Office in A & N Islands	•	Registered Office in A & N Islands
•	Labour Commissioner's Certificate under	•	Labour Commissioner's Certificate under Shops & Estt Act.	•	Labour Commissioner's Certificate under Shops & Estt Act.
	Shops & Estt Act.	•	Contact details, residential, address of the owner(s) and all	•	Contact details, residential, address of the owner(s) and all staff including
•	Contact details, residential, address of the		staff including photographs.		photographs.
	owner(s) and all staff including photographs.	•	Aadhar/photo ID proof details of every employee.	•	Aadhar/photo ID proof details of every employee.
•	Aadhar/photo ID proof details of every	•	Police verification certificate/copy of the application applied	•	Police verification certificate/copy of the application applied of all the staff
	employee.		of all the staff including owner.		including owner.
•	Police verification certificate/copy of the	•	Email address and feedback Form from customers	•	Email address and feedback Form from customers
	application applied of all the staff including	•	Signed copy of pledge of commitment of "Safe and	•	Signed copy of pledge of commitment of "Safe and Honourable Tourism".
	owner.		Honourable Tourism".	•	Details of firm's bank accounts.
•	Email address and feedback Form from	•	Details of firm's bank accounts.	•	Maintenance of proper bill/voucher book duly serially and hard
	customers	•	Maintenance of proper bill/voucher book duly serially and		bound/computerized.
•	Signed copy of pledge of commitment of "safe		hard bound/computerized.	•	Office space of more than 150 sq feet.
	and Honourable Tourism".	•	Office space of more than 150 sq feet.	•	Minimum of 02 qualified staff other than the owner trained/experienced in matters
•	Details of firm's bank accounts.	•	Minimum of 02 qualified staff other than the owner		regarding transport, accommodation, currency, customs regulations and general
•	Maintenance of proper bill/voucher book		trained/experienced in matters regarding transport,		information about Tourism and travel related services. For this, Certificate of 3
	duly serially and hard bound /		accommodation, currency, customs regulations and general		months course by National Skill Qualification Framework (NSQF) (or equivalent) or
	computerized.		information about Tourism and travel related services. For		one year of experience in registered Company/Firm/ Partnership firm/ in said
•	At least, one qualified staff including owner.		this, Certificate of 3 months course by National Skill		fields. Effective communication skills in Hindi and English.
			Qualification Framework (NSQF) Certificate (or equivalent) or	•	At least, one staff including owner having Degree/Diploma certificate in
			one year of experience in registered Company/Firm/		Tourism/Hospitality industry from the Recognized University/College and one staff
			Partnership firm/ in said fields. Effective communication		to be a Graduate in any field.
			skills in Hindi and English.	•	Availability of minimum 2 trained guides/tour escorts. For this, Certificate of 3
		•	Should have his own website.		months course by National Skill Qualification Framework (NSQF) Certificate (or
					equivalent) or two years of experience in registered Company/Firm/ Partnership
					firm/ in said fields. Effective communication skills in Hindi and English or two
					years of experience.
				•	Should be an Income tax assesse and should have filed income tax return for the
					last assessment year. For new Company, only PAN is mandatory in 1st year.

# TOURIST TRANSPORT OPERATOR

Bronze	Silver	Gold
Registered Office in A & N Islands.	Registered Office in A & N Islands.	Registered Office in A & N Islands.
Labour Commissioner's Certificate under	Labour Commissioner's Certificate under Shops & Estt Act.	Labour Commissioner's Certificate under Shops & Estt Act.
Shops & Estt Act.	Contact details, residential, address of the owner(s) and all	Contact details, residential, address of the owner(s) and all staff including
Contact details, residential, address of the	staff including photographs.	photographs.
owner(s) and all staff including	Aadhar/photo ID proof details of every employee with	Aadhar/photo ID proof details of every employee with quarterly update of
photographs.	quarterly update of change of e-mail.	change of e-mail.
Aadhar/photo ID proof details of every	Police verification certificate/copy of application applied of	Police verification certificate/copy of application applied of all the staff
employee with quarterly update of change	all the staff including owner.	including owner.
of e-mail.	Email address and feedback Form from customers	Email address and feedback Form from customers
Police verification certificate/copy of	Signed copy of pledge of commitment of "safe and Honourable	Signed copy of pledge of commitment of "safe and Honourable Tourism".
application applied of all the staff	Tourism".	Details of firm's bank accounts.
including owner.	Details of firm's bank accounts.	Maintenance of proper bill/voucher book duly serially and hard
Email address and feedback Form from	Maintenance of proper bill/voucher book duly serially and	bound/computerized.
customers	hard bound / computerized.	Minimum of 02 qualified staff (12th level) other than the owner
Signed copy of pledge of commitment of	Minimum of 02 qualified staff other than the owner	trained/experienced in matters regarding transport, accommodation,
"safe and Honourable Tourism".	trained/experienced in matters regarding transport,	currency, customs regulations and general information about Tourism and
Details of firm's bank accounts.	accommodation, currency, customs regulations and general	travel related services. For this, Certificate of 3 months course by National
Maintenance of proper bill/voucher book	information about Tourism and travel related services. For	Skill Qualification Framework (NSQF) Certificate (or equivalent) or one year
duly serially and hard	this, Certificate of 3 months course by National Skill	of experience in registered Company/Firm/ Partnership firm/ in said fields.
bound/computerized.	Qualification Framework (NSQF) Certificate (or equivalent) or	Effective communication skills in Hindi and English.
At least, one qualified staff including	one year of experience in registered Company/Firm/	Valid RC of vehicles
owner.	Partnership firm/ in said fields. Effective communication	Valid Insurance of vehicles
Valid RC of vehicles	skills in Hindi and English.	Valid Pollution Certificate of vehicles
Valid Insurance of vehicles	Valid RC of vehicles	Availability of printed broachers maps/reference material.
Valid Pollution Certificate of vehicles	Valid Insurance of vehicles	Minimum 07 vehicles registered which are not more than 06 years old.
Minimum 03 vehicles registered which are	Valid Pollution Certificate of vehicles	Three vehicles are to be owned by the owner.
not more than 06 years old. One vehicle is	Availability of own website.	One staff having Degree/Diploma certificate in Tourism/Hospitality
to be owned by owner.	Minimum 05 vehicles registered which are not more than 06	industry from the Recognized University/College.
	years old. Two vehicles are to be owned by the owner.	Should be an Income tax assesse and should have filed income tax return
		for the last assessment year. For new Company, only PAN is mandatory in
		1st year.

### WATER SPORTS ACTIVITY - SCUBA DIVING

Bronze	Silver	Cold		
		Gold		
Office space in A & N Islands	Office space in A & N Islands	Office space in A & N Islands		
Valid Labour Comm. Reg Certificate under	Valid Labour Comm. Reg Certificate under Shops & Estt Act.	Valid Labour Comm. Reg Certificate under Shops & Estt Act.		
Shops & Estt Act.	Contact details, residential, address of the owner(s) and all staff	Contact details, residential, address of the owner(s) and all staff including		
Contact details, residential, address of the	including photographs. Aadhar/photo ID proof details of every	photographs. Aadhar/photo ID proof details of every employee.		
owner(s) and all staff including photographs.	employee.	Police verification of all the staff including owner.		
Aadhar/photo ID proof details of every	Police verification of all the staff including owner.	Availability of complaint register in office for tourists.		
employee.	Availability of complaint register in office for tourists.	Email address and feedback Form from customers		
Police verification of all the staff including	Email address and feedback Form from customers	Signed copy of pledge of commitment of "safe and Honourable Tourism".		
owner.	Signed copy of pledge of commitment of "safe and Honourable Tourism".	Details of firm's bank accounts.		
Availability of complaint register in office for	Details of firm's bank accounts.	Maintenance of proper bill/voucher book duly serially and hard bound.		
tourists.	Maintenance of proper bill/voucher book duly serially and hard bound.	• Minimum of 02 qualified staff (12th level) other than the owner		
Email address and feedback Form from	• Minimum of 02 qualified staff (12th level) other than the owner	trained/experienced in matters regarding transport, accommodation,		
customers	trained/experienced in matters regarding transport, accommodation,	currency, customs regulations and general information about Tourism		
Signed copy of pledge of commitment of "safe	currency, customs regulations and general information about Tourism	and travel related services. Effective Communicate skills i.e. Hindi &		
and Honourable Tourism".	and travel related services. Effective Communicate skills i.e. Hindi &	English Languages.		
• Details of firm's bank accounts.	English Languages.	• Must Compliance with guidelines No. 50/2014/F.NO.14-		
Maintenance of proper bill/voucher book duly	• Must Compliance with guidelines No. 50/2014/F.NO.14-	270/2010/TSM/PF-II dated 2 <sup>nd</sup> April 2014 notified with A & N		
serially and hard bound.	70/2010/TSM/PF-II dated 2nd April 2014 notified with A & N	Administration for scuba diving centres in A& N Islands.		
• At least, one qualified staff (12th Level)	Administration for scuba diving centres in A& N Islands.	Board displaying at the site about Do's and Don'ts.		
including owner.	Board displaying at the site about Do's and Don'ts.	Valid Registration Certificate of the centre from Tourism Department.		
• Must Compliance with guidelines No.	Valid Registration Certificate of the centre from Tourism Department.	Proper dress code of staff.		
50/2014/F.NO. 14-270/2010/TSM/PF-II	Proper dress code of staff.	Availability of declaration form at the site from tourist.		
dated 2nd April 2014 notified with A & N	Availability of declaration form at the site from tourist.	Availability of printed broachers/ reference material / computerized.		
Administration for scuba diving centres in A&	Availability of printed broachers/ reference material / computerized.	Three years of work experience		
N Islands.	Feedback form.	Feedback form.		
Board displaying at the site about Do's and	Average annual turnover for the last three financial years should be	Average annual turnover for the last three financial years should be		
Don'ts.	minimum Rs.5 lakhs.	minimum Rs.10 lakhs.		
Valid Registration Certificate of the centre from	Should be an Income tax assesse and should have filed income tax	Should be an Income tax assesse and should have filed income tax return		
Tourism Department.	return for the last assessment year.	for the last assessment year.		
Proper dress code of staff.				
Availability of declaration form at the site from				
tourist.				
Feedback form.				

# WATER SPORTS ACTIVITY - HELMET DIVING /UNDERSEA WALK

	Bronze		Silver		Gold
•	Office space in A & N Islands	•	Office space in A & N Islands	•	Office space in A & N Islands
•	Valid Labour Comm. Reg Certificate under Shops	•	Valid Labour Comm. Reg Certificate under Shops & Estb Act.	•	Valid Labour Comm. Reg Certificate under Shops & Estt Act.
	& Estt Act.	•	Contact details, residential, address of the owner(s) and all staff	•	Contact details, residential, address of the owner(s) and all staff
•	Contact details, residential, address of the		including photographs. Aadhar/photo ID proof details of every		including photographs. Aadhar/photo ID proof details of every
	owner(s) and all staff including photographs.		employee.		employee.
	Aadhar/photo ID proof details of every employee.	•	Police verification of all the staff including owner.	•	Police verification of all the staff including owner.
•	Police verification of all the staff including owner.	•	Availability of complaint register in office for tourists.	•	Availability of complaint register in office for tourists.
•	Availability of complaint register in office for	•	Email address and feedback Form from customers	•	Email address and feedback Form from customers
	tourists.	•	Signed copy of pledge of commitment of "safe and Honourable	•	Signed copy of pledge of commitment of "safe and Honourable Tourism".
•	Email address and feedback Form from customers		Tourism".	•	Details of firm's bank accounts.
•	Signed copy of pledge of commitment of "safe and	•	Details of firm's bank accounts.	•	Maintenance of proper bill/voucher book duly serially and hard bound.
	Honourable Tourism".	•	Maintenance of proper bill/voucher book duly serially and hard	•	Minimum of 02 qualified staff (12th level) other than the owner
•	Details of firm's bank accounts.		bound.		trained/experienced in matters regarding transport, accommodation,
•	Maintenance of proper bill/voucher book duly	•	Minimum of 02 qualified staff (12th level) other than the owner		currency, customs regulations and general information about Tourism
	serially and hard bound.		trained/experienced in matters regarding transport, accommodation,		and travel related services. Effective Communicate skills i.e. Hindi &
•	At least, one qualified staff (12th Level) including		currency, customs regulations and general information about Tourism		English Languages.
	owner.		and travel related services. Effective Communicate skills i.e. Hindi &	•	Must Compliance with guidelines No. 51(A)/2014/F.NO. 19-
•	Must Compliance with guidelines No.		English Languages.		$5/M\&T/TSM/2013$ dated $12^{th}$ April 2014 notified with A $\&\ N$
	51(A)/2014/F.NO. 19-5/M&T/TSM/2013 dated	•	Must Compliance with guidelines No. 51(A)/2014/F.NO. 19-		Administration for Helmet diving/Undersea walk in A& N islands.
	12th April 2014 notified with A & N Administration		$5/M\&T/TSM/2013$ dated $12^{th}$ April 2014 notified with A $\&~N$	•	Board displaying at the site about Do's and Don'ts.
	for Helmet diving/Undersea walk in A& N Islands.		Administration for Helmet diving/Undersea walk in A& N islands.	•	Valid Registration Certificate of the centre from Tourism Department.
•	Board displaying at the site about Do's and	•	Board displaying at the site about Do's and Don'ts.	•	Proper dress code of staff.
	Don'ts.	•	Valid Registration Certificate of the centre from Tourism Department.	•	Availability of declaration form at the site from tourist.
•	Valid Registration Certificate of the centre from	•	Proper dress code of staff.	•	Availability of printed broachers/ reference material/ computerized.
	Tourism Department.	•	Availability of declaration form at the site from tourist.	•	Three years of work experience
•	Proper dress code of staff.	•	Availability of printed broachers/ reference material/ computerized.	•	Feedback form.
•	Availability of declaration form at the site from	•	Feedback form.	•	Average annual turnover for the last three financial years should be
	tourist.	•	Average annual turnover for the last three financial years should be		minimum Rs.10 lakhs.
•	Feedback form.		minimum Rs.5 lakhs.	•	Should be an Income tax assesse and should have filed income tax
		•	Should be an Income tax assesse and should have filed income tax		return for the last assessment year.
			return for the last assessment year.		

# WATER SPORTS ACTIVITY - PARASAILING & JET SKI

	Bronze		Silver		Gold	
•	Office space in A & N Islands	•	Office space in A & N Islands	•	Office space in A & N Islands	
•	Valid Labour Comm. Reg Certificate under Shops	•	Valid Labour Comm. Reg Certificate under Shops & Estt. Act.	•	Valid Labour Comm. Reg Certificate under Shops & Estt Act.	
	& Estt Act.	•	Contact details, residential, address of the owner(s) and all staff	•	Contact details, residential, address of the owner(s) and all staff	
•	Contact details, residential, address of the		including photographs. Aaddhar/photo ID proof details of every		including photographs. Aaddhar/photo ID proof details of every	
	owner(s) and all staff including photographs.		employee.		employee.	
	Aaddhar/photo ID proof details of every	•	Police verification of all the staff including owner.	•	Police verification of all the staff including owner.	
	employee.	•	Availability of complaint register in office for tourists.	•	Availability of complaint register in office for tourists.	
•	Police verification of all the staff including owner.	•	Email address and feedback Form from customers	•	Email address and feedback Form from customers	
•	Availability of complaint register in office for	•	Signed copy of pledge of commitment of "safe and Honourable Tourism".	•	Signed copy of pledge of commitment of "safe and Honourable Tourism".	
	tourists.	•	Details of firm's bank accounts.	•	Details of firm's bank accounts.	
•	Email address and feedback Form from	•	Maintenance of proper bill/voucher book duly serially and hard bound.	•	Maintenance of proper bill/voucher book duly serially and hard bound.	
	customers	•	Minimum of 02 qualified staff (12th level) other than the owner	•	Minimum of 02 qualified staff (12th level) other than the owner	
•	Signed copy of pledge of commitment of "safe and		trained/experienced in matters regarding transport, accommodation,		trained/experienced in matters regarding transport, accommodation,	
	Honourable Tourism".		currency, customs regulations and general information about Tourism		currency, customs regulations and general information about Tourism	
•	Details of firm's bank accounts.		and travel related services. Effective Communicate skills i.e. Hindi &		and travel related services. Effective Communicate skills i.e. Hindi &	
•	Maintenance of proper bill/voucher book duly		English Languages.		English Languages.	
	serially and hard bound.	•	Must Compliance with guidelines Andaman & Nicobar Islands water	•	Must Compliance with guidelines Andaman & Nicobar Islands water	
•	At least, one qualified staff (12th Level) including		sports Guidelines 2015.		sports Guidelines 2015.	
	owner.	•	Board displaying at the site about Do's and Don'ts.	•	Board displaying at the site about Do's and Don'ts.	
•	Must Compliance with guidelines Andaman &	•	Valid Registration Certificate of the centre from Tourism Department.	•	Valid Registration Certificate of the centre from Tourism Department.	
	Nicobar Islands water sports Guidelines 2015.	•	Proper dress code of staff.	•	Proper dress code of staff.	
•	Board displaying at the site about Do's and	•	Availability of declaration form at the site from tourist.	•	Availability of declaration form at the site from tourist.	
	Don'ts.	•	Availability of printed broachers/ reference material/ computerized.	•	Availability of printed broachers/ reference material/ computerized.	
•	Valid Registration Certificate of the centre from	•	Feedback form.	•	Three years of work experience	
	Tourism Department.	•	Average annual turnover for the last three financial years should be	•	Feedback form.	
•	Proper dress code of staff.		minimum Rs.5 lakhs.	•	Average annual turnover for the last three financial years should be	
•	Availability of declaration form at the site from	•	Should be an Income tax assesse and should have filed income tax		minimum Rs.10 lakhs.	
	tourist.		return for the last assessment year.	•	Should be an Income tax assesse and should have filed income tax	
•	Feedback form				return for the last assessment year.	

# WATER SPORTS ACTIVITY - SUBMERSIBLE SCOOTER

Bronze	Silver	Gold		
Office space in A & N Islands	Office space in A & N Islands	Office space in A & N Islands		
Valid Labour Comm. Reg Certificate under Shops	• Valid Labour Comm. Reg Certificate under Shops & Estt Act.	Valid Labour Comm. Reg Certificate under Shops & Estt Act.		
& Estt Act.	• Contact details, residential, address of the owner(s) and all staff	• Contact details, residential, address of the owner(s) and all staff		
Contact details, residential, address of the	including photographs. Aadhar/photo ID proof details of every	including photographs. Aadhar/photo ID proof details of every		
owner(s) and all staff including photographs.	employee.	employee.		
Aadhar/photo ID proof details of every employee.	• Police verification of all the staff including owner.	Police verification of all the staff including owner.		
Police verification of all the staff including owner.	• Availability of complaint registers in office for tourists.	Availability of complaint registers in office for tourists.		
Availability of complaint registers in office for	Email address and feedback Form from customers	Email address and feedback Form from customers		
tourists.	• Signed copy of pledge of commitment of "safe and Honourable	Signed copy of pledge of commitment of "safe and Honourable Tourism".		
Email address and feedback Form from customers	Tourism".	Details of firm's bank accounts.		
Signed copy of pledge of commitment of "safe and"	• Details of firm's bank accounts.	Maintenance of proper bill/voucher book duly serially and hard bound.		
Honourable Tourism".	• Maintenance of proper bill/voucher book duly serially and hard	• Minimum of 02 qualified staff (12th level) other than the owner		
Details of firm's bank accounts.	bound.	trained/experienced in matters regarding transport, accommodation,		
Maintenance of proper bill/voucher book duly	• Minimum of 02 qualified staff (12th level) other than the owner	currency, customs regulations and general information about Tourism		
serially and hard bound.	trained/experienced in matters regarding transport, accommodation,	and travel related services. Effective Communicate skills i.e. Hindi &		
At least, one qualified staff (12th Level) including	currency, customs regulations and general information about Tourism	English Languages.		
owner.	and travel related services. Effective Communicate skills i.e. Hindi $\&$	• Must Compliance with guidelines F.NO. 1-147/TSM/WS/2014 dated 5 <sup>th</sup>		
• Must Compliance with guidelines F.NO. 1-	English Languages.	June 2017 notified with A & N Administration for operation of		
147/TSM/WS/2014 dated 5th June 2017 notified	$\bullet  \text{Must Compliance with guidelines F.NO. 1-147/TSM/WS/2014 dated} \\$	Submersible Scooter in A& N islands.		
with A & N Administration for operation of	$5^{\rm th}$ June 2017 notified with A & N Administration for operation of	Board displaying at the site about Do's and Don'ts.		
Submersible Scooter in A& N Islands.	Submersible Scooter in A& N islands	Valid Registration Certificate of the centre from Tourism Department.		
Board displaying at the site about Do's and	• Board displaying at the site about Do's and Don'ts.	Proper dress code of staff.		
Don'ts.	• Valid Registration Certificate of the centre from Tourism Department.	Availability of declaration form at the site from tourist.		
Valid Registration Certificate of the centre from	• Proper dress code of staff.	Availability of printed broachers/ reference material/ computerized.		
Tourism Department.	• Availability of declaration form at the site from tourist.	Three years of work experience		
Proper dress code of staff.	Availability of printed broachers/ reference material/ computerized.	Feedback form.		
Availability of declaration form at the site from	• Feedback form.	Average annual turnover for the last three financial years should be		
tourist.	• Average annual turnover for the last three financial years should be	minimum Rs.10 lakhs.		
Feedback form	minimum Rs.5 lakhs.	Should be an Income tax assesse and should have filed income tax		
	• Should be an Income tax assesse and should have filed income tax	return for the last assessment year.		
	return for the last assessment year.			

### TOURIST BOAT OPERATOR

	Bronze		Silver		Gold
•	Office space in A & N Islands	•	Office space in A & N Islands	•	Office space in A & N Islands
•	Valid Labour Comm. Reg Certificate under Shops	•	Valid Labour Comm. Reg Certificate under Shops & Estt Act.	•	Valid Labour Comm. Reg Certificate under Shops & Estt Act.
	& Estt Act.	•	Contact details, residential, address of the owner(s) and all staff	•	Contact details, residential, address of the owner(s) and all staff
•	Contact details, residential, address of the		including photographs. Aadhar/photo ID proof details of every		including photographs. Aadhar/photo ID proof details of every
	owner(s) and all staff including photographs.		employee.		employee.
	Aadhar/photo ID proof details of every employee.	•	Police verification of all the staff including owner.	•	Police verification of all the staff including owner.
•	Police verification of all the staff including owner.	•	Availability of complaint register in office on boats/at beaches for	•	Availability of complaint register in office on boats/at beaches for
•	Availability of complaint register in office on		tourists.		tourists.
	boats/at beaches for tourists.	•	Email address and feedback Form from customers	•	Email address and feedback Form from customers
•	Email address and feedback Form from	•	Signed copy of pledge of commitment of "safe and Honourable Tourism".	•	Signed copy of pledge of commitment of "safe and Honourable Tourism".
	customers	•	Details of firm's bank accounts.	•	Details of firm's bank accounts.
•	Signed copy of pledge of commitment of "safe and	•	Maintenance of proper bill/voucher book duly serially and hard	•	Maintenance of proper bill/voucher book duly serially and hard
	Honourable Tourism".		bound/computerized.		bound/computerized.
•	Details of firm's bank accounts.	•	Minimum of 01 qualified staff (12th level) other than the owner	•	No history of any complaint in last three years.
•	Maintenance of proper bill/voucher book duly		trained/experienced in matters regarding transport, accommodation,	•	Minimum of 02 qualified staff (12th level) other than the owner
	serially and hard bound/computerized.		currency, customs regulations and general information about Tourism		trained/experienced in matters regarding transport, accommodation,
•	At least, one qualified staff (10th Level) including		and travel related services. Effective Communicate skills i.e. Hindi &		currency, customs regulations and general information about Tourism
	owner.		English Languages.		and travel related services. Effective Communicate skills i.e. Hindi &
•	Valid Registration under IV Act	•	Valid Registration under IV Act		English Languages.
•	Valid and functional Life jackets, Ring Bouy, Fire	•	Valid and functional Life jackets, Ring Bouy, Fire Extinguisher, First	•	Valid Registration under IV Act
	Extinguisher, First Aid Kit, Wireless		Aid Kit, Wireless Communication (VHF), as per the provisions of Law.	•	Valid and functional Life jackets, Ring Bouy, Fire Extinguisher, First
	Communication (VHF), as per the provisions of	•	Availability and valid registration certificate of Digit Rafts (for above 12		Aid Kit, Wireless Communication (VHF), as per the provisions of Law.
	Law.		capacity)	•	Availability and valid registration certificate of Digit Rafts (for above 12
					capacity)
				•	Three years of work experience