

E-Travel Trade Recognition

User Manual

Ministry of Tourism

Government of India



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Introduction

Travel Trade Recognition is now available online!!

The Ministry of Tourism has a scheme of approving all Travel Trade Service Providers, the idea being to encourage quality, standard and service in these categories so as to promote Tourism in India. This is a voluntary scheme open to all bonafide agencies.

The online procedure makes it easier, simpler and time saving to get recognition for your organization by Ministry of Tourism (MOT). Whether it is a fresh approval or for the renewal, you can now do it all online.

Visit E-Travel Trade approval website (<http://etraveltradeapproval.nic.in/>) to register your organization online. All Travel Agents, Inbound Tour Operators, Tourist Transport Operators, Adventure Tour Operators and Domestic Tour Operators can get their travel trade recognitions here.

Purpose of this Manual

This User Manual contains all the essential information for the user to make a complete use of online travel trade approval. The institution of guides is a basic component of the infrastructural requirement both for International and Domestic tourism.

The main purpose of the User Manual is to help the users to get all the required information on the subject that the user guide is on. This User Manual helps operators to get approvals or renew their approvals for travel trade recognition online from the Ministry of Tourism (MOT) for their organization. This User Manual is organized and is basically set out and simple to understand.

Every user can get the step by step understanding of the online registration form from this User Manual. All bonafide agencies can learn the main purpose of the online registration which will make it easier and simpler for them to get travel trade recognition from the ministry.

Travel Trade Service Providers

- **Travel Agents:**

A Travel Agent is one who makes arrangements of tickets for travel by air, rail, ship, passport, visa, etc. It may also arrange accommodation, tours, entertainment and other tourism related services.

Guideline link:

<http://www.tourism.gov.in/writereaddata/Uploaded/Guideline/111820131235897.pdf>

- **Inbound Tour Operators:**

An Inbound tour operator is one who makes arrangements for transport, accommodation, sightseeing, entertainment and other tourism related services for foreign tourists.

Guideline link:

<http://www.tourism.gov.in/writereaddata/Uploaded/Guideline/111820131224278.pdf>

- **Tourist Transport Operators:**

A Tourist Transport Operator Organization is one, who provides tourist transport like cars, coaches, boats etc. to tourists for transfers, sightseeing and journeys to tourist places etc.

Guideline link:

<http://www.tourism.gov.in/writereaddata/Uploaded/Guideline/111820131240538.pdf>

- **Adventure Tour Operators:**

An Adventure Tour Operator is one who 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.

Guideline link:

<http://www.tourism.gov.in/writereaddata/Uploaded/Guideline/111820131255377.pdf>

- **Domestic Tour Operators:**

A domestic tour operator is one who makes arrangements for transport, accommodation, sightseeing, entertainment and other tourism related services for domestic tourists.

Guideline link:

<http://www.tourism.gov.in/writereaddata/Uploaded/Guideline/111820131209920.pdf>

Steps to Apply Online

All the three steps are Mandatory to get complete Recognition from MOT

There are three easy steps to apply online:

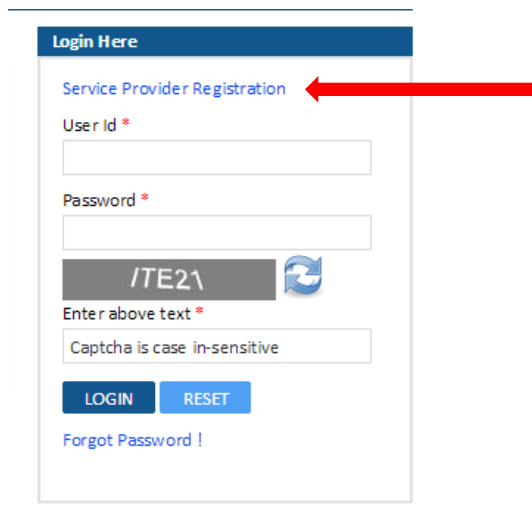
- (1) Registration
- (2) Application
- (3) Upload Scanned Documents



Fig 1

1. REGISTRATION:

- Whether you are **Applying for Fresh Recognition** or you are an **Approved Operator**, you have make Registration here.
- **To Register**, Choose the “**SERVICE PROVIDER REGISTRATON**” option from the Home Page of E-Travel Trade Recognition (<http://etraveltradeapproval.nic.in/>).

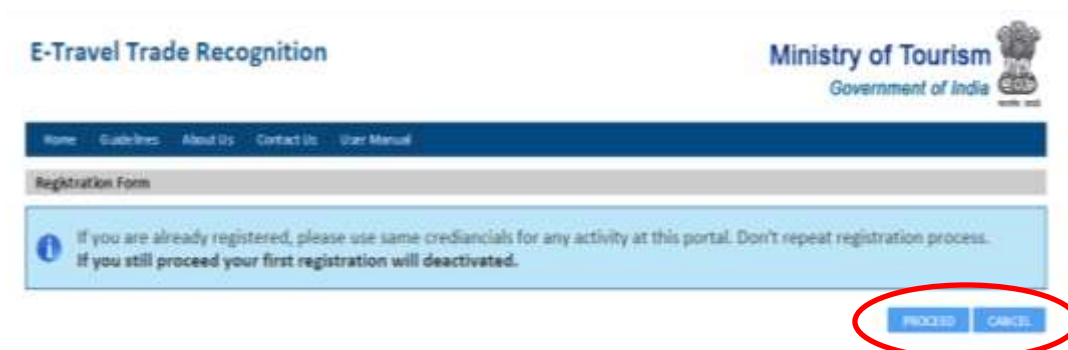


The screenshot shows a 'Login Here' form with the following elements:

- A blue header bar with the text 'Login Here'.
- A link for 'Service Provider Registration' with a red arrow pointing to it from the right.
- Input fields for 'User Id *' and 'Password *'.
- A captcha section with the text 'ITE2\1' and a refresh icon, followed by the prompt 'Enter above text *' and a note 'Captcha is case in-sensitive'.
- 'LOGIN' and 'RESET' buttons.
- A link for 'Forgot Password !'.

Fig 1.1

- When you choose “**Service Provider Registration**” option, a new window displays that you can only PROCEED to Registration process if you have not Registered before. If you are already Registered then you have to use same credentials for any activity at this portal and you do not have to repeat the registration process again. **If you still choose PROCEED button then your first Registration will be deactivated.**



The screenshot shows the registration form with the following elements:

- Header: 'E-Travel Trade Recognition' and 'Ministry of Tourism Government of India'.
- Navigation menu: 'Home', 'Guidelines', 'About Us', 'Contact Us', 'User Manual'.
- Section: 'Registration Form'.
- Warning message: 'If you are already registered, please use same credentials for any activity at this portal. Don't repeat registration process. If you still proceed your first registration will be deactivated.'
- Buttons: 'PROCEED' and 'CANCEL' (both circled in red).

Fig 1.2

E-Travel Trade Recognition – User Manual

- If you click on **PROCEED** button, a registration form will appear which will expire if you leave it idle for 20 minutes or more. The form needs to be filled with few general details about your organization.

A Registration form will appear like Fig 1.3

E-Travel Trade Recognition

Ministry of Tourism
Government of India

Home Guidelines About Us Contact Us User Manual

Registration Form

1 Your registration will be deactivated after 45 days in case of no application submission in any category.

1 This page will expire if you leave it idle for 20 minutes or more.

1 If you don't find the city you are looking for in the list, please mail the details at ttsupport-tour@nic.in.

Applying For: Head Office Branch Office

Organization Name *

Address *

State * City Pin Code

Phone No. * Fax No. Website

Organization Nature *

Registration No. Date of Commencement of Business *

Registration Authority *

Authorized Person *

User ID * Password * Confirm Password *

Mobile No. * 10 digit Mobile No. GENERATE CODE Verification Code

Email Address * Form at: test@gmail.com GENERATE CODE Verification Code

Note: Enter at least one verification code.

Enter above text *

SUBMIT CANCEL

Fig 1.3

Please check for the message Alerts :

- If you do not submit any application within 45 days of the date of Registration, then your Registration will be automatically deactivated.
- The Registration page will expire if you leave it idle for 20 minutes.
- If you do not find the city of your address in the given list, then you can mail the required details on the given email address (ttsupport-tour@nic.in).

Filling up the Registration Form :

- a. Select the **Head Office** or **Branch Office** field for which you are applying. If you choose the branch office option, select the **Head Office** Name from the popup list generated after entering first two initials of the Head office name.
 - ✓ **If you are applying for the Branch Office approval, then you can only Proceed after Registration process if your Registered Head office verifies you as its branch office.**
- b. Enter the **Organization name**, for which you are registering, along with its complete **address** (including city, state and pin code) and **phone number** (along with Std. Code).
- c. After providing your complete address and phone number, you need to select the **Organization Nature** from the drop down menu.
- d. Provide the **Registration number** of the company and the **registration date/commencement date** (the date on which the business started) along with the **authority** under which the company is registered. Also enter the **Authorised Person's Name** of your Organization (**the main contact person on who's mobile number or e-mail address further communication through MOT will take place**).
- e. Provide a **User ID** and a **Password** for future log in. The password that you choose should be 8-15 characters in length and it must include one from A to Z (capital), one from a to z (small), at least one numeric and one special character.
- f. Enter your **10 digit mobile number** and an **e-mail address** (in the format: test@gmail.com). Click on **Generate Code** to get a verification code. As soon as you receive a **verification code** either on your mobile number or the e-mail address, enter it in the form provided.
 - ✓ **If you enter the Code generated on your mobile; then enter it in the box in front of the mobile number block.**
 - ✓ **If you enter the Code generated on your e-mail; then enter it in the box in front of the e-mail block.**
- g. Also type the **Captcha** given in the grey box.

- h. After Filling the complete Registration Form, click on **SUBMIT button** to complete the Registration Process. If you do not want to register, then click on **CANCEL Button**.
 - i. Your new **Registration Number** will be generated and shown on your screen. You will also receive the Registration Number on your registered Mobile Number & E-Mail address.
- Save the **Generated Registration number** that you receive on your registered e-mail address and mobile number for future use.

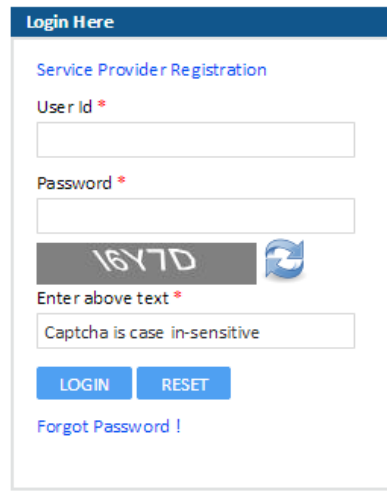
- ✓ **All the fields with (*) sign are mandatory.** The approved operator registration form will not be submitted without providing the details with this sign.

Click on the **EXIT** button to go back to the **HOME PAGE** (<http://etraveltradeapproval.nic.in/>).

2. **Application:** Follow these steps to fill up the application form:

Visit **Home Page** (<http://etraveltradeapproval.nic.in/>) and Login with your Registered User ID and Password.

Check the window as in Fig 2.1 on Home Page to Login:

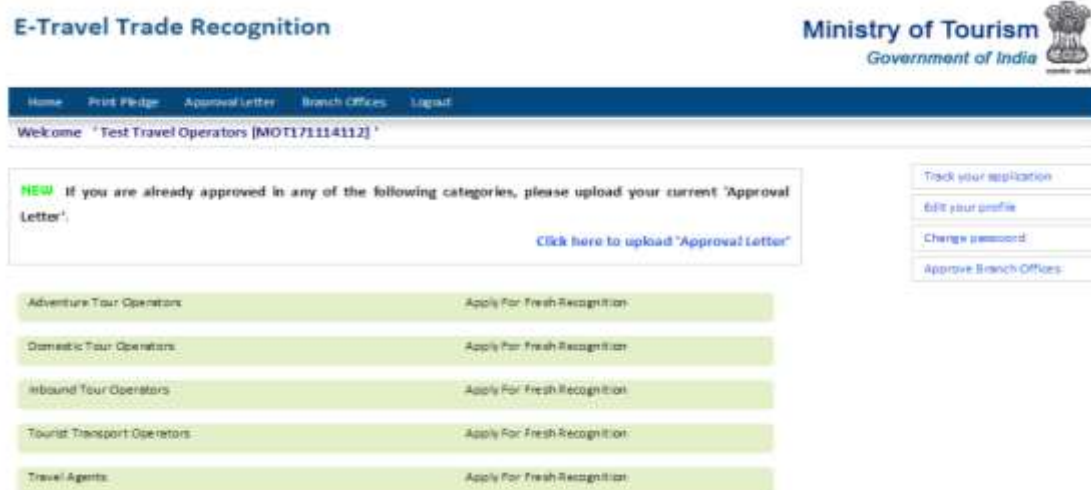


The screenshot shows a login form titled "Login Here". It contains the following elements:

- Service Provider Registration
- User Id * (text input field)
- Password * (password input field)
- Captcha: 16Y7D (with a refresh icon)
- Enter above text * (text input field)
- Captcha is case in-sensitive
- LOGIN button
- RESET button
- Forgot Password ! link

Fig 2.1

2.1 When you **Login**, a new window will appear, where you can Apply for **Fresh Regognition** or Upload your current "Approval Letter" if you are an **Approved Operator**.



The screenshot shows the user dashboard for E-Travel Trade Recognition. It includes the following elements:

- Header: E-Travel Trade Recognition, Ministry of Tourism, Government of India
- Navigation Menu: Home, Print Profile, Approval Letter, Branch Offices, Logout
- Welcome Message: Welcome Test Travel Operators [MOT171114112]
- NEW Message: If you are already approved in any of the following categories, please upload your current 'Approval Letter'. Click here to upload 'Approval Letter'
- Right Side Menu: Track your application, Edit your profile, Change password, Approve Branch Offices
- Categories for Fresh Recognition: Adventure Tour Operators, Domestic Tour Operators, Inbound Tour Operators, Tourist Transport Operators, Travel Agents

Fig 2.2

FRESH RECOGNITION:

- If you are applying for **FRESH RECOGNITION**, click on the category for which you want to apply.
- You can even apply under more than one category for your Organization with the same credentials.

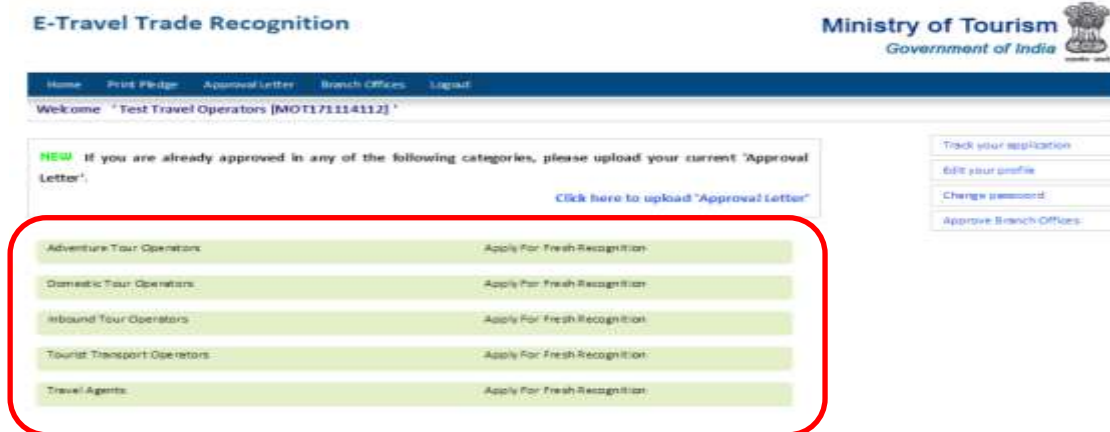


Fig 2.3

● Adventure Tour Operators Application:

If you are an Adventure Tour Operator and you want recognition under this category, click here as shown in the fig. below, the application form to be filled will appear with **General Details, Staff Details, Focal Point, Office Space Details, Financial Details and Fee Details.**

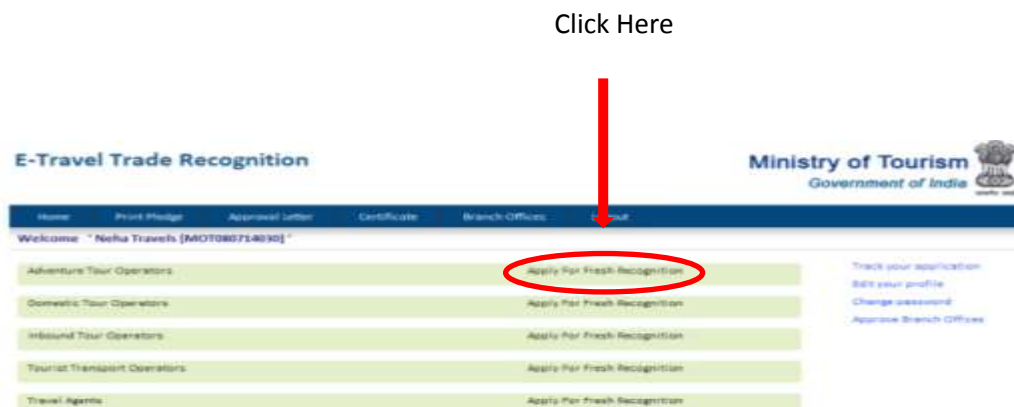


Fig A

2.2 When you choose your category, the corresponding Application Form, displaying your registration details, will appear.

You have to fill the form with some details required for the Recognition of your Organization.

These include:

General Details, Staff Details, Focal Point, Office Space Details, Financial Details, Fee Details or Vehicle Details.



Fig 2.4

Please Check for Message Alert:

- If you do not complete & submit the application within 90 days under your chosen category, your saved details will be deactivated.

General Details:

The form for General Details will appear like Fig 2.4 (a):

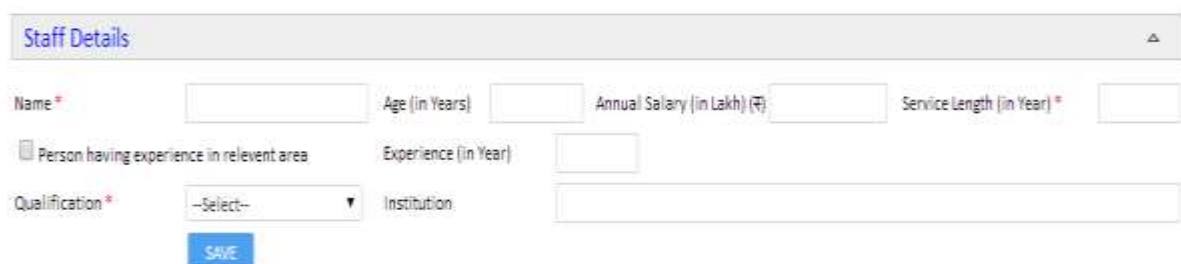
A screenshot of the 'General Details' application form. The form includes fields for Location (Hilly Area, (1000 meters above sea level)), Ex-Defence Personnel, Name of Owner / Director / Partner, Designation, Details of interest in any other business, and Total Staff Strength. There is also a section for uploading a photo with a 'Choose File' button and a 'no file chosen' message. A 'SAVE' button is visible at the bottom.

Fig 2.4 (a)

- a) Choose the Hilly Area location check box, if your Organization is in the Hilly Area (1000 meters above sea level).
- b) If the Owner of the Organization is an Ex-Defence Personell, choose the Ex-Defence check box.
- c) Enter the full name of the Owner/Director/Partner of your Organization in the space provided.
- d) Also Enter the designation of the Owner.
- e) Now enter the details of the interests of the Organization in any other business other than tourism.
- f) Enter the total staff strength of your Organization.
- g) Choose a file to upload the photo of the owner which should be only in jpg format. The size of the photo should be (132px X 170px).
- h) Click on **SAVE** button to Save and Proceed to next option.

Staff Details:

The form for Staff Details will appear like Fig 2.4 (b):



The screenshot shows a web form titled "Staff Details" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Name ***: A text input field.
- Age (in Years)**: A text input field.
- Annual Salary (in Lakh) (₹)**: A text input field.
- Service Length (in Year) ***: A text input field.
- Person having experience in relevent area**: A checkbox.
- Experience (in Year)**: A text input field.
- Qualification ***: A dropdown menu with "--Select--" as the selected option.
- Institution**: A text input field.
- SAVE**: A blue button located below the Qualification dropdown.

Fig 2.4 (b)

- a) Enter the staff details for the minimum required number of employees as categorized in the **guidelines**.
- b) Enter the Name of the employee.
- c) Then, type the Age of the employee in years (**which should not be less than 18 years**).
- d) Also mention the Annual Salary of the employee in Lakhs (in INR).
- e) Enter the Service Length (in years) of the employee. Service Length means the time period for which the employee has worked with your organization.
- f) Then mention the years of experience that the person has in the relevant field of Tourism. The organization should at least have 2 employees with the relevant experience.
- g) Then, choose the Qualification of the employee from the drop down menu and also enter the name of the Institution from which the employee has received corresponding degree.
- h) Click on SAVE button and then you will get the option to fill the same details for the second employee. Keep repeating the steps until you fill the details for the minimum number of employees (**as mentioned in the guidelines**) of the organization.

Focal Point:

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.

The form for Focal Point will appear like Fig 2.4 (c):

The screenshot shows a web form titled "Focal Point". It contains four input fields arranged in a 2x2 grid. The top row has "Name of focal point *" and "Designation *". The bottom row has "Phone No. *" and "E-mail ID *". Below the input fields is a blue button labeled "SAVE".

Fig 2.4 (c)

- a) Enter the name of the first focal point in the space provided.
- b) Mention the Designation of that focal point official.
- c) Also type his/her Phone Number and E-mail address in the given box.
- d) Click on SAVE button to save the details and fill the form again for the second Focal Point in the same manner.

Office Space Details:

The form for Office Space Details will appear like Fig 2.4 (d):



Office Space (sq. ft.) * Reception Area (sq. ft.) *

Location Area Commercial Residential Accessibility to Toilets

Fig 2.4 (d)

- a) Mention the space of the office and reception area (in sq. ft.) **(Reception area should not be more than the office area).**
- b) Choose the check box for the location area of the organization. If the organization is in commercial area choose Commercial and if it is in residential area, then choose Residential.
- c) Also tick the option of Accessibility of Toilets if the Organization provides so.
- d) Click on SAVE button to save the details you entered.

Financial Details:

The form for Financial Details will appear like Fig 2.4 (e):

Financial Details

Turnover *	(₹)	<input type="text"/>	Paid up Capital *	(₹)	<input type="text"/>	Loan(Secured)	(₹)	<input type="text"/>
Loan(Unsecured)	(₹)	<input type="text"/>	Reserve	(₹)	<input type="text"/>	Assets	(₹)	<input type="text"/>
Investment	(₹)	<input type="text"/>	Others	(₹)	<input type="text"/>			

SAVE

Fig 2.4 (e)

- Mention the total Turnover and the Paid up Capital of the organization (in INR).
- Also, provide the secured and the unsecured Loan in the space provided (in INR).
- Then, mention the Reserve, Assets, Investment and Other finances in the form (in INR).
- Click on SAVE button to protect the information provided by you.

Fee Details:

The Fee Detail Form will appear like Fig 2.4 (f):

Fee Details

Demand Draft No. *	<input type="text"/>	Issue Date *	<input type="text"/>	Amount	(₹)	<input type="text"/>
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SAVE

Fig 2.4 (f)

- Mention the Demand Draft Number of the prepared Demand Draft (**of the amount as mentioned in the guidelines**) through which you will pay the processing fees.

- **The Demand Draft should be Bar Coded and its date should not exceed from the date of submission of Application Form.**
 - **Your Application will not be processed unless your DD (Demand Draft) is received at the physical address of MOT (Ministry of Tourism) that too within 7 days of the submission of your Application form.**
 - **Your Application will be deactivated after 70 days of receiving of the Application if in case DD is not received physically by MOT.**
- b) Type the Date of Issue in the space provided.
- c) Then, enter the amount (in INR).
- d) Click on SAVE Button to secure your details provided.

Save & Proceed:

Click on Save & Proceed Button to save the form, complete the action and move further to next step.

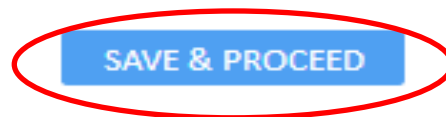


Fig 2.4 (g)

3. Upload Scanned Documents: Follow these steps to fill up the application form:

3.1 As soon as you fill up your application form and **Proceed** further, a window to upload your scanned documents will appear. It will be like Fig 3.1:

All certificates to be uploaded in jpg or jpeg format and documents in pdf format.

Document Name	Upload Documents	Valid From	Valid To	Required
Balance Sheet	Choose File No file chosen			Yes
Bankers Reference	Choose File No file chosen			Yes
Brochures	Choose File No file chosen			Yes
Category of Adventure	Choose File No file chosen			Yes
Copy of COI	Choose File No file chosen			Yes
Ecotourism undertaking	Choose File No file chosen			Yes
Field Staff certificates IMF or NWS	Choose File No file chosen			Yes
First aid Red Cross Certificate	Choose File No file chosen			Yes
Income Tax	Choose File No file chosen			Yes
Insurance of the agency	Choose File No file chosen			Yes
Lease or sale deed	Choose File No file chosen			Yes
List of equipments	Choose File No file chosen			Yes
Qualifications Certificates	Choose File No file chosen			Yes
Registration Certificates	Choose File No file chosen			Yes
Service Tax	Choose File No file chosen			Yes

Add Supporting Document (if any)

Documents	View Documents	Valid From	Valid To	Is Mandatory
No file has been uploaded yet.				

Take Pledge in Hindi and English

SAVE & PROCEED

Fig 3.1

3.2 Upload the required certificates and documents in **jpg, jpeg or pdf** format (**single file size should not be more than 2 MB**). Try to **Optimize the size of the document to as minimum as possible**.

3.3 As per the guidelines, there is a list of documents that are required to be uploaded.

- **All the documents listed in the form are mandatory to upload to get the approval.**

3.4 Click on **Choose File** option in front of the corresponding document which you want to upload. This will help you to choose the document from your system.

3.5 Also mention the **Validity Date** (both from and to) of the document (**Entering the Validity Date is optional**).

3.6 As soon as you choose the file to be uploaded, click on **Upload Option (corresponding to that document)** to upload the chosen document in the application form.

3.7 Read the **Pledge** that Ministry of Tourism wants to take (either in Hindi or in English) for the recognition of your organization.

- **Also take the printout of the Pledge to display in your Office as it is checked during the physical inspection.**

3.8 If you agree to take the pledge, click on the **Check Box**.

3.9 Choose **SAVE & PROCEED** button to complete the procedure.

3.10 On successful completion, you will receive an **Application Number** on your registered e-mail address and phone number. You can use this application number to further track your application.

3.10 Now your application is under scrutiny by Ministry of Tourism (MOT).

Scrutiny:

- After the successful submission of the application form, your application will be submitted to Scrutiny.
- Scrutiny will verify all the documents and other details submitted by you.
- If all the documents and details are VALID, scrutiny will send the acceptance and in case of INVALID details or documents, you will be sent a deficiency mail.
- In case of any DEFICIENCY in the application form or documents, A deficiency mail will be sent on your registered e-mail address. You can then Login with the registered User ID and correct the INVALID information or upload the required document again.

Inspection:

- After the successful acceptance from scrutiny, your application will be forwarded to the concerned Regional Director (RD) for physical inspection.
- You will receive an intimation for physical inspection of your organization.
- At the time of physical inspection, all the claims made by you will be verified as per the guidelines and also the originals of the documents submitted by you in the application form will be cross checked by the inspection team.
- After the physical verification, RD will prepare a report and submit it to MOT.
- If your application is Rejected, you need to apply fresh.
- If your application is Approved, you can Login with the registered User ID and download the Approval Letter. Also you will receive the Certificate through MOT at your physical address after few days of approval.

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- You have to Login with the Registered User ID and a window that will show that you are approved will be displayed.

The window like 3.2 will appear:



Fig 3.2

- Click on Approved option and then the window showing some and terms conditions will appear. If you agree those terms and conditions, then choose the check box to accept it and click on **SUBMIT** button.

Accept Terms & Conditions

भारत सरकार (Government of India)
पर्यटन मंत्रालय (Ministry of Tourism)
यात्रा व्यवसाय प्रभाग (Travel Trade Division)

- I will regularly update information on all matters regarding transport, accommodation, sightseeing entertainment and other tourism related services to tourists.
- I will keep close contact with the Ministry of Tourism and its Tourist office in my area and submit such information as may be called from time to time. I will also allow officers of the Ministry of Tourism or any other officers deputed on their behalf to inspect my office premises as and when required.
- I undertake to use the revised of Regional level Guides Approved by the Ministry of Tourism and State level Guides approved by the respective States in accordance with the revised guidelines for direct selection of Guides effective from March 2007 as issued by the Ministry of Tourism, Government of India. I will make arrangement to provide escort services for tourists for airport transfer, hotel transfer, shopping or any other such services that firm desires or is required to provide to the clients. The escort will have a uniform and/or badge of the agency so that the persons can be easily identified. It is specifically provided that no persons other than those authorized by you will accompany the tourists for shopping. In case of failure on my part to comply with this condition, you will be liable for cancellation of your recognition.
- I will submit the requisite documents as mentioned in the guidelines for the latest assessment year on or before the 30th of November every year positively failing which my agency would be deregulated without assigning any reasons thereof.
- I will undertake to inform the Ministry about any change in the name of the firm or management, as a result of sale or otherwise, within three weeks of the event. I will also furnish relevant documents like sale deed / lease deed, resolutions of the Board agreeing to the change and such other documents that the Government may call for in the connection. I will also inform the Ministry about change of address within 3 weeks in case you move to another location, so that office premises are re-inspected by a Joint Inspection Committee.
- In case of dispute that may arise between our office and a tourist client our office will accept the regional director, IndusTourism office in whose region our office is situated, as an arbitrator and he / her award given in such arbitration as binding on our office.
- I accept that the decision of the government of India in the matter of recognition shall be final, however, the government of India may in their discretion refuse to recognize any firm or withdraw/withdrawal at any time recognition already granted with the approval of the Competent Authority. Before such a decision is taken, necessary show cause notice should invariably be issued and the reply considered on merits. It will be done after careful consideration and generally as a last resort, circumstances in which withdrawal is reported should also be brought out.
- Further, our agency would be permitted to use the "Incredible India" logo in terms of the revised guidelines of this Ministry during the period of validity of approval in the category of Travel Agency. The revised guidelines in this regard can be seen / accessed on the Ministry's website <http://www.tourism.gov.in>, while using the "Incredible India" logo, the following conditions may please be observed with:
 - The use of logo should be permissible only in the office premises, on the stationery, printed publicity and promotional materials on info and advertisements released by your agency.
 - Our agency will follow the visit guidelines of Ministry of Tourism website.
 - The permission to use "Incredible India" logo is given exclusively, for non commercial purpose.
 - The use of logo shall not be permissible for any event which may either be organized by our company directly or in which our agency participates, when advertisements for such events.
 - Our agency will cease to use the "Incredible India" logo, if the approval of our agency at any point of time is withdrawn, during the validity of approval.
 - In case of non-compliance of approval of the agency, the "Incredible India" logo will not be used.
 - Any deviation from the above guidelines notified in use of "Incredible India" logo would lead to cancellation of approval of Ministry of Tourism.
 - I have accepted the terms and conditions mentioned above. Letter granting recognition shall be issued after your acceptance of the regulatory terms and conditions as stated above is received.
 - I will display the pledge for government tourism "Safe and Memorable Tourism" prominently in lobby/staff area of the office premises.
 - I will complete a turnover of business not less than Rs. 25 Crores through foreign exchange from Inbound Tour Operators, in a year.
 - The recognition accorded to our office is subject to your contribution in the business of Inbound Tour Operator for the validity of approval unless withdrawn and subject to submission of the requisite documents, annually.
- I am behalf of my company hereby accept the terms & conditions mentioned above by MCT.

SUBMIT

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Fig 3.3

Applying under any other category

● Domestic Tour Operators Application:

If you are a Domestic Tour Operator and you want recognition under this category, first you have to make Registrations and then Login with your User ID and Password.

After that follow all the steps as discussed for [Adventure Tour Operators](#).

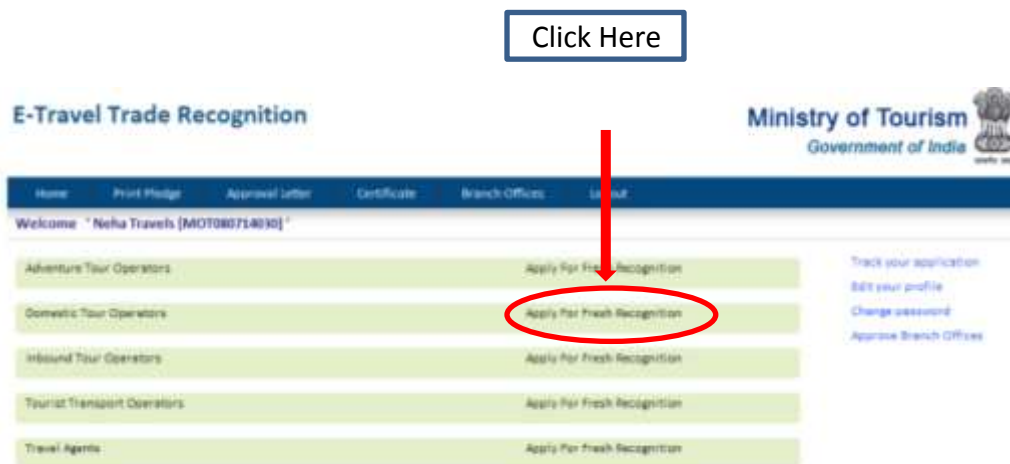


Fig B

● Inbound Tour Operators Application:

If you are an Inbound Tour Operator and you want recognition under this category, first you have to make Registrations and then Login with your User ID and Password.

After that follow all the steps as discussed for [Adventure Tour Operators](#).

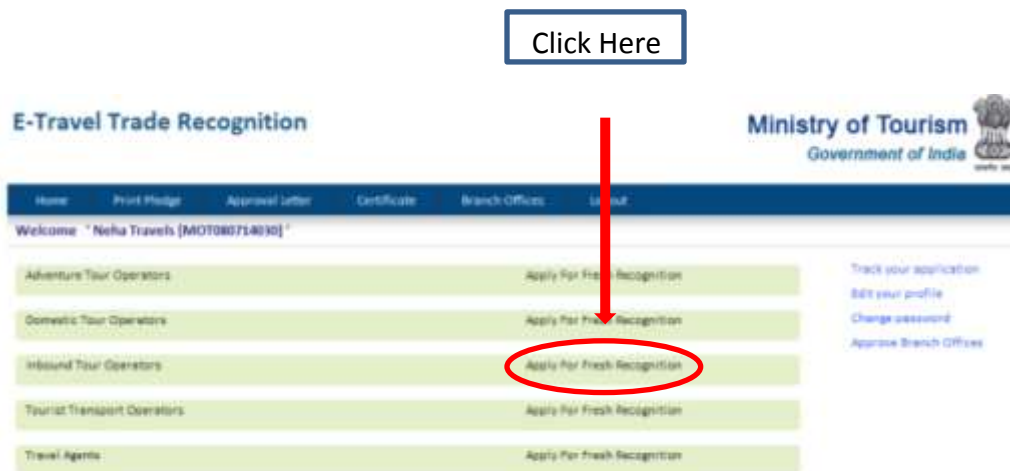


Fig C

○ Tourist Transport Operators Application:

If you are a Tourist Transport Operator and you want recognition under this category, then, first you have to make Registrations and then Login with your User ID and Password.

After that follow all the steps as discussed for [Adventure Tour Operators](#).

Before moving forward to Save & Proceed button, you also have to enter the Vehicle Details in the column mentioned. The Steps to follow for the vehicle detail form are mentioned below.

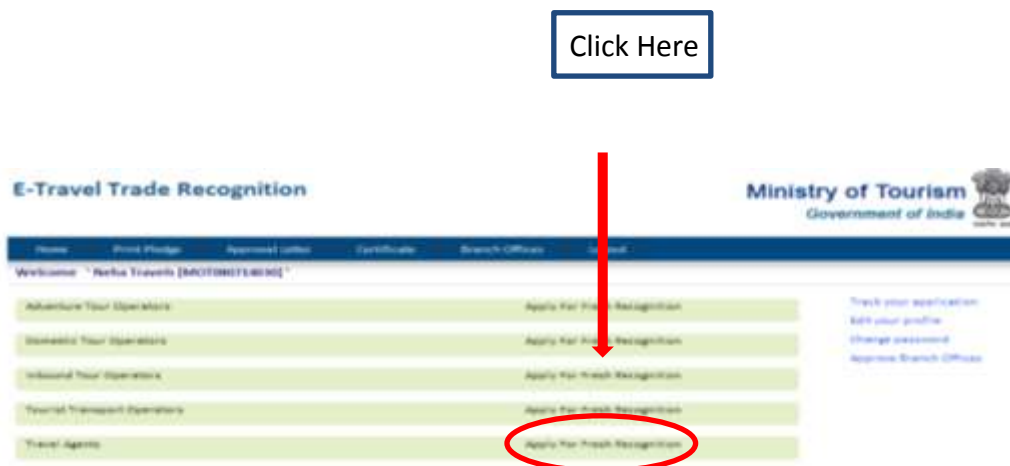
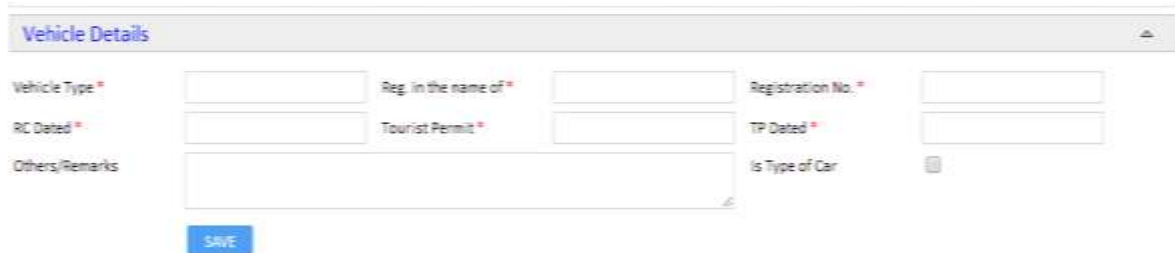


Fig D

Vehicle Details:

The Vehicle Details form will appear like Fig 2.4 (h):



The screenshot shows a web form titled "Vehicle Details". The form includes the following fields and controls:

- Vehicle Type *
- Reg. in the name of *
- Registration No. *
- RC Dated *
- Tourist Permit *
- TP Dated *
- Others/Remarks
- Is Type of Car (checkbox)
- SAVE button

Fig 2.4 (h)

- a) Enter the Type of vehicle that the organization will provide to the tourists to travel.
- b) Type the Name of the person on who's name the vehicle is registered.
- c) Then mention the Registration Number of the vehicle.
- d) Also provide the RC Dated, Tourist Permit and the TP Dated of the vehicle.
- e) Provide any other Remark that you want to give related to the vehicle.
- f) Click on the check box if your vehicle is a type of car.
- g) Click on SAVE button to save the details of the vehicle provided

● Travel Agents Application:

If you are a Travel Agent and you want recognition under this category, first you have to make Registrations and then Login with your User ID and Password.

After that follow all the steps as discussed for [Adventure Tour Operators](#).

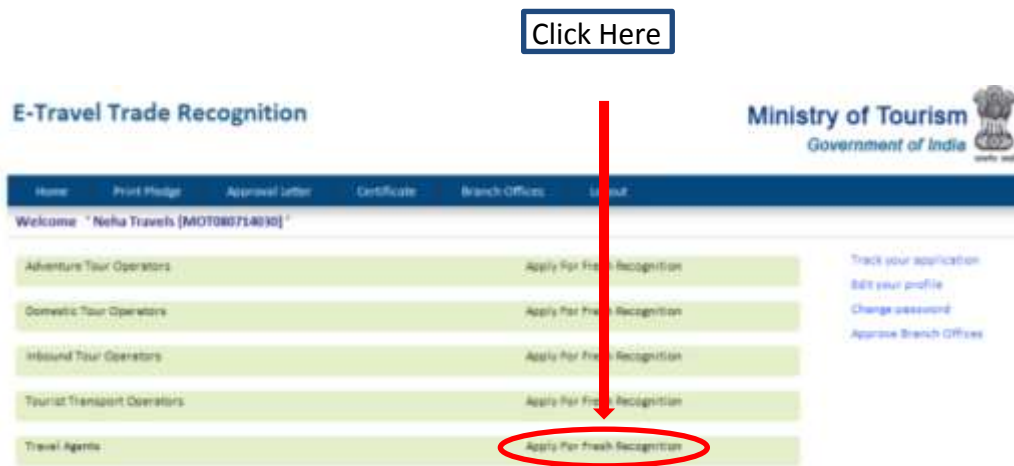


Fig E

- ✓ **All the fields with (*) sign are mandatory.**

APPROVED OPERATORS:

- If you are an **APPROVED OPERATOR**, click on “Click here to upload 'Approval Letter'” and follow these Steps:

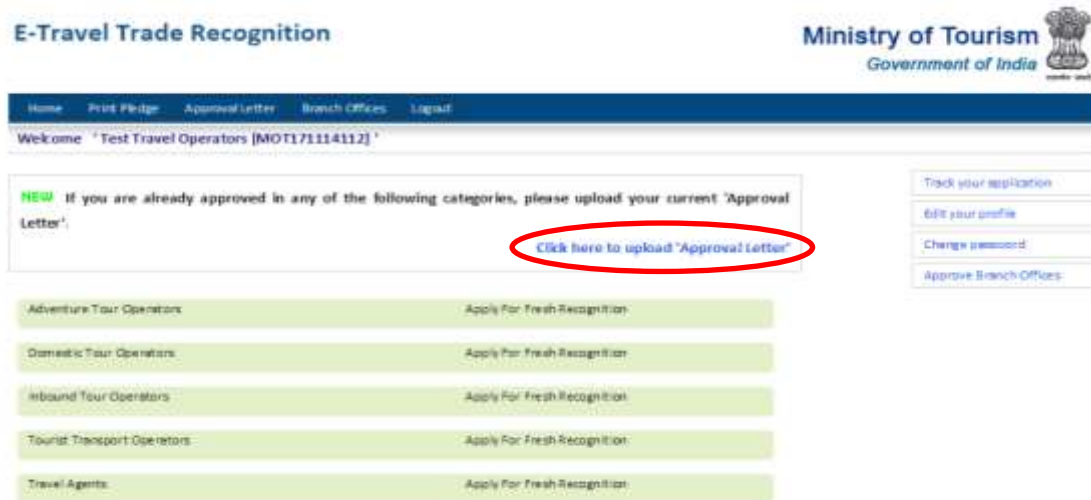


Fig 2.5

- 2.3 A new window will appear where you have to fill some of the details for your Organization and upload the Previous Approval Letter.

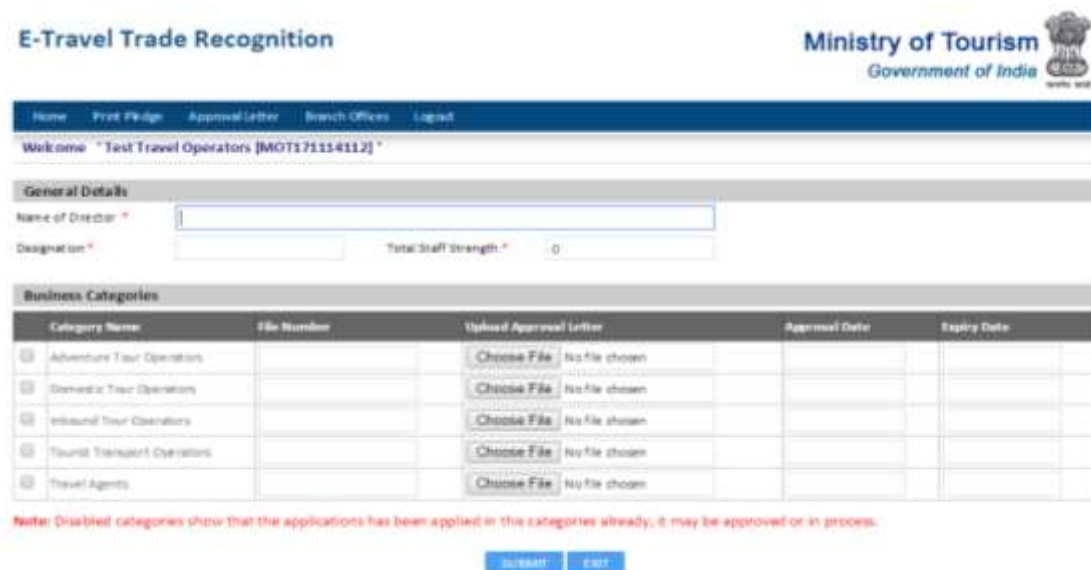


Fig 2.6

- a. Enter the **Name of the Director/Owner** of the Organization along with its **Designation**.
- b. Also enter the **Total Strength** of the staff in the Organization.
- c. Now enter the **File Number**, click on choose file to upload your **Approval Letter**, enter the **Approval Date** and the **Expiry Date** for your previous registration. Enter these details for all the business categories you choose.
 - **The approval and the expiry date should match the dates in the document uploaded. Unmatched dates will lead to IN VALID Document.**

Category Name	File Number	Upload Approval Letter	Approval Date	Expiry Date
Adventure Tour Operators		Choose File No file chosen		
Domestic Tour Operators		Choose File No file chosen		
Inbound Tour Operators		Choose File No file chosen		
Tourist Transport Operators		Choose File No file chosen		
Travel Agents		Choose File No file chosen		

Note: Disabled categories show that the applications has been applied in this categories already, it may be approved or in process.

SUBMIT **EXIT**

Fig 2.7

- d. Click on **SUBMIT** button for the successful completion of the form.

Note: Disabled categories show that the applications has been applied in this categories already, it may be approved or **UNDER** process.

- e. Once you upload and complete the form, click on **SUBMIT** button, your details will be saved and your approval letter will sent for **verification** under the category for which you have applied.

E-Travel Trade Recognition

Ministry of Tourism
Government of India

Home Print Pledge Approval Letter Branch Offices Logout

Welcome: Test Travel Operators [MOT171114112]

If you are already approved in any of the following categories, please upload your current 'Approval Letter'.
[Click here to upload 'Approval Letter'](#)

Track your application
Edit your profile
Change password
Approve Branch Offices

Adventure Tour Operators	Pending for approval verification
Domestic Tour Operators	Apply For Fresh Recognition
Inbound Tour Operators	Apply For Fresh Recognition
Tourist Transport Operators	Apply For Fresh Recognition
Travel Agents	Apply For Fresh Recognition

Fig 2.8

- **6 months before the expiry date of your Recognition, a message alert reflecting “Apply for Renewal” will be displayed.**
As per guidelines, you will have to Apply for Renewal before 60 days of the Expiry date of your Approval Letter.
In case of failure to do so, you will have to Apply for Fresh Recognition again.

RENEWAL PROCESS

- a. After the Acceptance of your Approval Letter from Scrutiny, the Status of your Application will be changed from Pending to APPLY FOR RENEWAL or APPLY FOR FRESH depending on the expiry date of your Approval Letter as explained above.

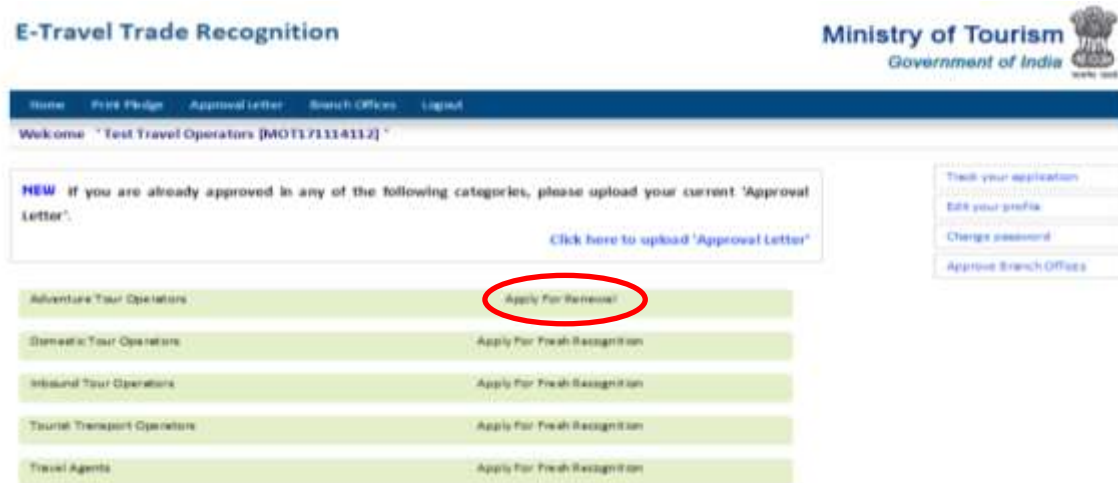


Fig 2.9

- b. When you click on Apply for Renewal option, A new window will appear, which shows your Registration Details and will ask you to Fill the Form as Done for the **FRESH APPROVAL (Follow all the Steps as Done in the Case of Fresh Approval for Recognition)**.

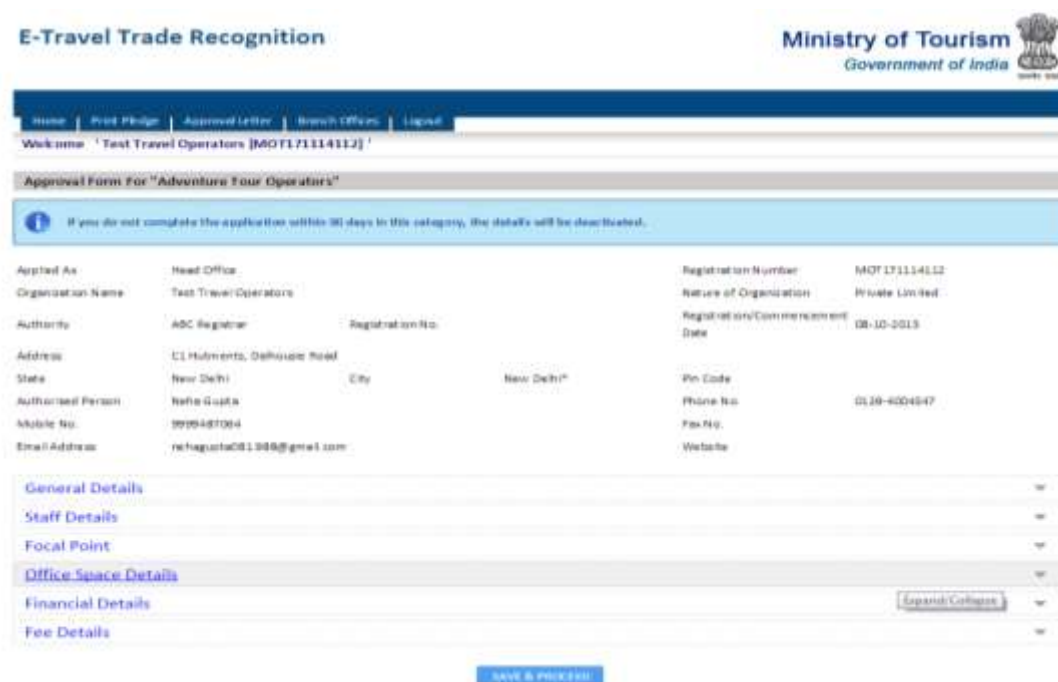


Fig 2.10

- ✓ **All the fields with (*) sign are mandatory.** The approved operator registration form will not be submitted without providing the details with this sign.

Click on the **EXIT** button to go back to the **HOME PAGE** (<http://etraveltradeapproval.nic.in/>).

Facilities for Users

- After you Login with your Registered User ID, you will also get options to **Track the status of your application**, **Edit your profile**, **Change password** or **Approve Branch offices** on the page.

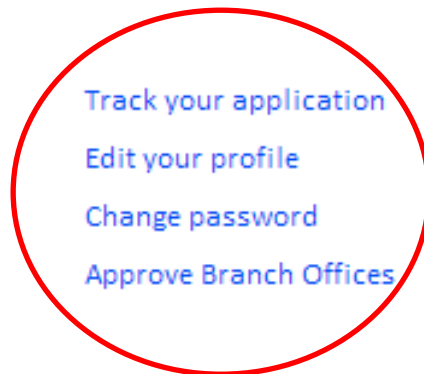


Fig A

- **Track your Application:**

You can easily track the status of your application by just entering the **Application Number** and then clicking on **CHECK STATUS** button.

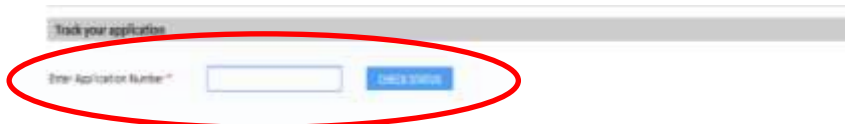


Fig B

You can even Track your Application from the home page before you Login into your account as described below.



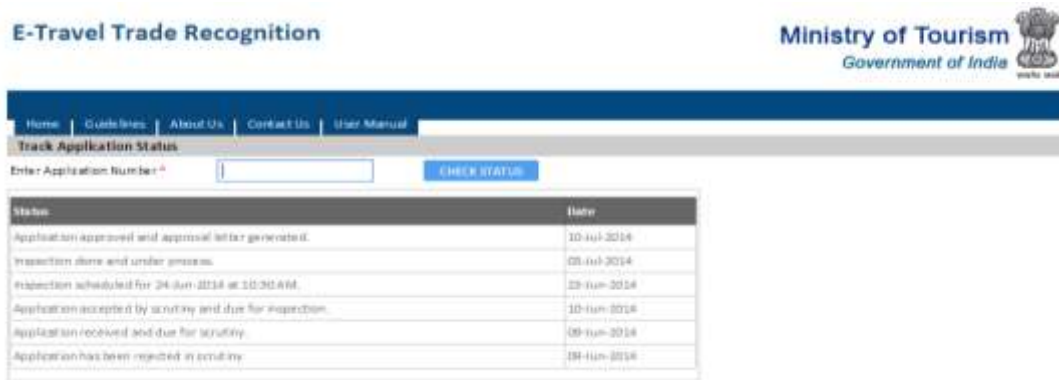


Fig C

- **Edit your Profile:**

To edit your profile, click on the **Edit your profile** option and you will get options to change any details entered by you in your profile. You can easily make the changes in any field and click on **UPDATE** button to save your changes.

- **Change Password:**

You can easily change your password to make your login secure. Click on **Change Password** option and then type your **Old and New passwords** in the space provided. Click on **UPDATE** button to save your new password.

- ✓ In case if you do not have all the details to change the password, you can contact admin and get the password changed.

Contact address: <http://etraveltradeapproval.nic.in/ContactUs.aspx>

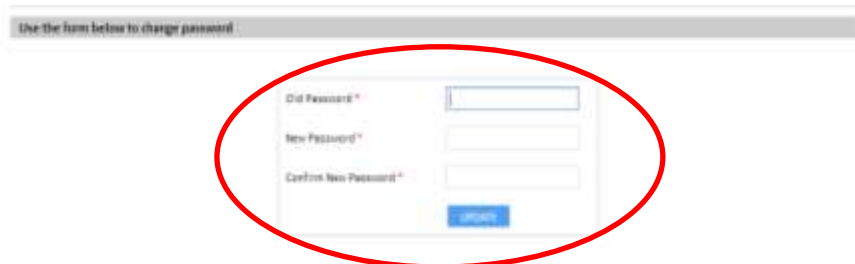


Fig D

- **Approved Branch Offices:**

Approve Branch offices allows the Head Offices to get approvals for their Branch offices as well.



Fig E

✓ **All the fields with (*) sign are mandatory.**

- Before you Login, you can see two options of **Validate Travel Trade Operator** and **Track your Application**.



Fig F

- **Validate Travel Trade Operator:**

By clicking on Validate Travel Trade Operator button, you can check the validity details of the operator by just entering the **Approval Number** of the organization and then click on **FIND** button.

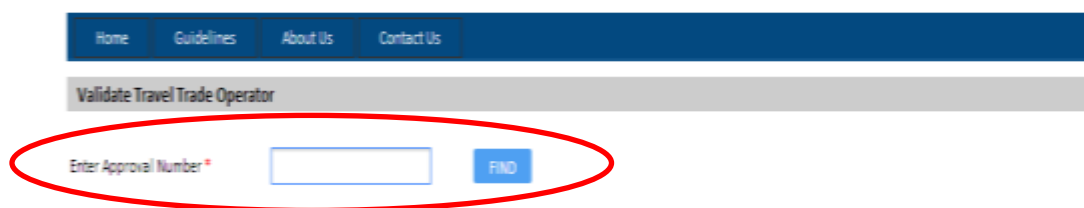


Fig G

- **Track your Application:**

Click on Track your application button on the Home Page. Enter your **Application Number** and then click on **CHECK STATUS** button. This will show the status of your Application.

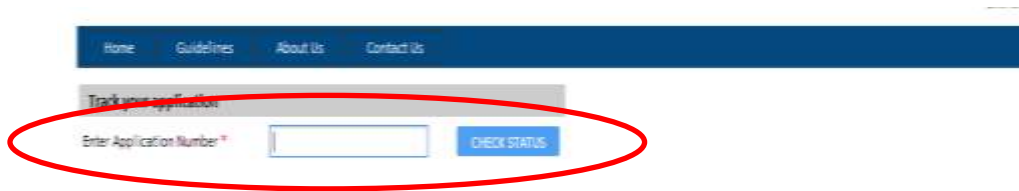


Fig H

- **Forgot Password:**

If you have forgotten your password, then you can generate a new password by clicking on **Forgot Password** option.



Fig I

A window like Fig I will appear:



Fig J

A new window will appear which will ask for few general details that you filled at the time of Registration. Click on Generate Code option, this will generate a new code on your registered mobile number or e-mail. Enter the code generated and Click on **CONTINUE** button.

As soon as you click on CONTINUE button a new window like Fig J will appear.



The screenshot shows a web interface for password reset. At the top, there is a dark blue navigation bar with links for 'Home', 'Guidelines', 'About Us', and 'Contact Us'. Below the navigation bar is a light gray header with the text 'Use the form below to re-set password'. The main form area contains three input fields: 'New Password *', 'Confirm Password *', and 'Enter above text *'. The 'Confirm Password *' field contains the text 'SK17P'. At the bottom of the form are two buttons: 'UPDATE' and 'CANCEL'.

Fig K

Type the New Password and again type the same password in the Confirm Password space. Also type the text same as in the gray box and click on UPDATE button to change the Password.

Every Session on the website will expire if kept idle for more than 20 minutes