

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

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

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

By order of the Governor

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