

Government of India  
Ministry of Tourism  
(H&R Division)

C-1 Hutments  
Dara Shukoh Road  
New Delhi – 110 011  
Tel: 011-23012810

No. 6-TH-II (4)/2017-H&R

Dated: 25.09.2018

To,

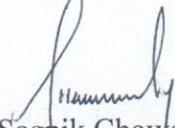
1. Secretary (Tourism), All State Governments/UT Administrations
2. Secretary General, Federation of Hotel & Restaurant Associations of India (FHRAI)
3. President, Hotel Association of India (HAI)
4. President, Indian Heritage Hotels Association (IHHA)
5. President, Travel Agents Association of India (TAAI)
6. President, Indian Association of Tour Operators (IATO)
7. Principal, IHMs
8. All Indiatourism Offices in India

**Subject: Guidelines for approval of Operational Motels.**

Madam / Sir,

1. Enclosed please find a copy of the Guidelines for approval of Operational Motels.
2. These guidelines are required to be adhered to by all the hotels seeking Approval / Re-approval under the Motel Category by the Ministry of Tourism and will come into force with immediate effect.
3. You are requested to kindly circulate these revised guidelines to all concerned.
4. These guidelines are also available on the official website of the Ministry of Tourism [www.tourism.gov.in](http://www.tourism.gov.in)

Yours faithfully,

  
(Sagnik Chowdhury)  
Assistant Director General  
& Member Secretary (HRACC)

(सग्निक चौधरी / SAGNIK CHOWDHURY)  
सहायक महानिदेशक / Asstt. Director General  
पर्यटन मंत्रालय / Ministry of Tourism  
भारत सरकार / Government of India  
नई दिल्ली / New Delhi

Government of India  
Ministry of Tourism  
**Government of India**  
**Ministry of Tourism**  
**(H&R Division)**

**GUIDELINES FOR APPROVAL OF OPERATIONAL MOTELS**

Motels are an important segment of the hospitality sector which provide budget accommodation. A Motel is a Hotel designed primarily for motorists, having their main entrance on a National Highway or a State Highway or on a Service Lane of a National / State Highway. Motels cater to the hospitality requirements of road travelers through the facilities and services offered by them, with the rooms usually arranged in low blocks with parking directly outside.

With the aim of recognizing this segment as a component of the overall tourism product, and benchmark the standards of facilities and services of Motels, the Ministry of Tourism has formulated a voluntary scheme for Approval of Operational Motels.

2. The Hotel & Restaurant Approval & Classification Committee (HRACC) would assess the Operational Motel based on the facilities and services offered.

3. Applications for Approval of Motels mentioned in para 1 above, should be submitted online on the portal <https://www.hotelcloud.nic.in> along with the fee payable by digital mode only in respect of application for the approval/ re-approval of operational motel.

3. Details of the criteria for Operational Motels along with the documents required for this purpose are given at Annexure I. Applications for Approval of Operational Motels with the requisite fee is payable only by RTGS/NEFT/Debit /Credit card. Queries in this regard may be addressed to the concerned Regional Director, Indiatourism Office in whose region the Motel is located. The office address of the Regional Directors are as under:

i. Regional Director, Indiatourism (Western & Central Region), 123 Maharshi Karve Road, Mumbai - 400 020

ii. Regional Director, Indiatourism (Northern Region), 88 Janpath, New Delhi - 110 001

iii. Regional Director, Indiatourism (Southern Region), 154 Anna Salai, Chennai-600002

iv. Regional Director, Indiatourism (Eastern Region), 'Embassy', 4 Shakespeare Sarani, Kolkata - 700 071

v. Regional Director, Indiatourism (North Eastern Region), Assam Paryatan Bhawan, 3<sup>rd</sup> Floor, Near Nepali Mandir, A.K. Azad Road, Paltan Bazar, Guwahati - 781 008

4. The Ministry of Tourism reserves the right to modify the guidelines / Terms and Conditions from time to time.

5. The detailed Guidelines for Approval of Operational Motels are at Annexure I and the Checklist of Facilities and Services is placed at Annexure II.

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**GENERAL TERMS, CONDITIONS & APPLICATION FORMAT FOR APPROVAL OF OPERATIONAL MOTELS**

The Ministry of Tourism will Approve Operational Motels based on documentation and assessment of facilities and services offered. Motels should essentially have a maximum of two levels including a level below ground level if any, for being considered for approval by the Ministry of Tourism. Approval for newly operational Motels, if approved by the Ministry of Tourism at Project stage, must be sought within 3 months of the completion of the project or commencement of operations, whichever is earlier. Motels seeking Re-approval, should apply for the same six months prior to the expiry of the current period of Approval.

2. Approval will be valid for a period of 3 (Three) years from the date of approval of Chairman HRACC. In case of Re-approval, the Approval will be from the date of expiry of the last Approval, provided that the application has been received six months prior to the expiry of the current period of Approval, along with all valid documents. **Applications will not be considered as received till such time they are free from all deficiencies.**

3. If a Motel fails to apply for Re-approval six months prior to the expiry of the current period of Approval, the application will be treated a fresh case.

4. The application should indicate whether a few rooms or all rooms are to be let out on a 'Time Share basis'. **Motels which propose to let out part of or all its rooms on time-share basis will not be eligible for Approval under this scheme.**

5. Once a Motel applies for Approval/Re-approval, it should be ready at all times for inspection by the inspection committee of the HRACC. **No request for deferment of inspection will be entertained. The HRACC or its authorized sub-committee may conduct surprise inspection(s) of the Motel at any time during the period of Approval/Re-approval.**

6. If a Motel fails to apply for Re-approval six months prior to the expiry of the current period of Approval, the application will be treated as a fresh application for approval.

7. Motels applying for Approval must provide the following documentation:

- i. Name of the operational Motel
- ii. Name of the promoters with a note on the business antecedents in not more than 60 words
- iii. Complete postal address of the promoter with Telephone, Fax and Email address
- iv. Status of the owner/promoter:
  - a. If Public/Private Limited Company with copies of Memorandum and Articles of Association
  - b. If Partnership, a copy of Partnership Deed and Certificate of Registration
  - c. If proprietary concern, name and address of proprietor / Certificate of Registration

- v. Location of Motel site with postal address
- vi. Details of the site:
  - a) Area (in sq. meters)
  - b) Title – owned / leased with copies of sale / lease deed
  - c) Copy of Land Use Permission to construct Motel from local authorities
  - d) Distance (in Kms) from (a) Railway station (b) airport
  - e) Located on State or National Highway
  - f) Distance from city centre / downtown/shopping area etc.
  - g) Located between which major towns/cities

Details of the Motel:

- a. Number of rooms (with attached bathrooms) and size for each type of room (in sq.ft.)
  - b. Size of bathrooms (in sq.ft.)
  - c. Parking facilities (no. Of vehicles) for cars and coaches
  - d. Any facility for vehicle service / fuel pump. If so, distance from the motel
  - e. Details of public areas with size in sq. Ft. – lobby / lounge; restaurant(s), bar, utility shop, banquet/conference halls, business centre, health club, swimming pool (outdoor)
  - f. Facilities for the differently abled guests (room with attached bathroom earmarked for this purpose, designated parking, ramps for free accessibility).
  - g. Accessibility in public areas and to at least one restaurant, designated toilet (unisex) at the lobby level etc.).
  - h. eco-friendly practices (a) sewage treatment plant (b) rain water harvesting (c) waste management (d) pollution control method for air, water and light (e) introduction of non CFC equipment for refrigeration and air conditioning.
  - i. energy / water conservation (use of CFL lamps, solar energy, water saving devices / taps)
  - j. Details of fire fighting measures/ hydrants etc.
  - k. Date from which the motel is operational.
  - l. Any other additional facilities
  - m. Security related features
4. Blue prints / Building Plans signed by the owner, the architect and approved by the competent authority showing:
- i. Site plan
  - ii. Front and side elevation
  - iii. Floor plans for all floors
  - iv. Detail of guest rooms and bath rooms with dimensions in sq.ft.
  - v. Details of Fire Fighting Measures/ Hydrants etc.
  - vi. Air-conditioning details for guest rooms, public areas
5. Local approvals by:
- i. Trade license to operate as Motel/ Hotel
  - ii. Land use permission for Motel/ Hotel
  - iii. Occupancy certificate
  - iv. Clearance certificate from Municipal Health Officer/Sanitary Inspector (Health NOC)

- v. NOC from Concerned Police Department
- vi. NOC from Concerned Fire Department
- vii. Consent to Operate from the State Pollution Control Board (if required by the concerned State Govt.)
- viii. NOCs from any other local authority as may be applicable / required such as Ministry of Environment & Forests, Ministry of Road Transport & Highways, Airports Authority of India for projects located near the airport, CRZ clearance
- ix. Bar License (if the hotel runs a Bar)
- x. Sewage Treatment Plan

**Note:** The above mentioned approvals / NOCs are the responsibility of the promoter/concerned company as the case may be. The Ministry's approval is no substitute for any statutory approval and the approval given is liable to be withdrawn in case of any violation without notice.

8. Letter of Acceptance of Regulatory Conditions (**Annexure III**).

9. Affidavit on prescribed format for all clearances on Stamp Paper of Rs.100.00 (**Annexure VI**)

10. The application fee for Approval of Operational Motel is Rs. 10,000/- which is payable only by RTGS/NEFT/Debit/Credit Card.

11. Upon receipt of application complete in all respects, the hotel will be inspected by the Hotel & Restaurant Approval and Classification Committee (HRACC). The Committee will be constituted as follows:

- Chairperson, Secretary (Tourism) of the concerned State Govt. or Additional Secretary (Tourism) or Director (Tourism) or Additional Director (Tourism) of the concerned State Govt. provided the last two are not below the rank of Joint Secretary to the concerned State Govt./ UT Administration or Regional Director of concerned Indiatourism Office. Regional Director, Indiatourism who is also Member Secretary, Regional HRACC, will chair the committee.
- Regional Director, Indiatourism Office / local Indiatourism office
- Representative from FHRAI
- Representative from HAI
- Representative from IATO
- Representative from TAAI
- Principal Institute of Hotel Management or his / her representative who shall be the member of teaching faculty of the Institute

(The HRACC representatives / nominees of FHRAI, HAI, IATO and TAAI should have requisite expertise and experience of the hospitality and tourism industry (hands on experience))

- The Chairperson and any 3 members will constitute a quorum
- The recommendations duly signed by the inspection Committee will be uploaded on the online portal ([www.hotelcloud.nic.in](http://www.hotelcloud.nic.in)) by the Chairperson of the inspection committee/ concerned Regional Director of Ministry of Tourism within seven working days from the date of inspection of the Motel. The recommendation of the inspection committee will be approved by the Chairperson (HRACC)/Joint Secretary(Tourism) /Addl. Director General (Tourism)

expeditiously provided all the necessary documentation are complete in all respects. Certificate of approval will be issued under the signatures of the concerned Regional Director subject to approval of the Competent Authority.

- **Appellate Authority:** In case of any dissatisfaction with the decision of the HRACC, the hotel may appeal to Secretary (Tourism), Government of India for review and reconsideration within 30 days of receiving the communication regarding Approval/Re-approval. No request will be entertained beyond this period.

12. Authorized officers of the Ministry of Tourism should be allowed free access to inspect the premises from time to time without prior notice

13. Motels will be classified following a two stage procedure:

- a. The presence of facilities and services will be evaluated against the enclosed **Checklist of Facilities and Services** available at **Annexure II**.
- b. The quality of facilities and services will be evaluated by the HRACC inspection committee as per the prescribed parameters.

14. The Motel is expected to maintain required standards at all times. The HRACC may inspect a Motel at any time without previous notice. The Committee may request that its members be accommodated overnight to inspect the level of services.

15. Any deficiencies / rectifications pointed out by the HRACC must be complied with within the stipulated time, which has been allotted in consultation with the Motel representatives during inspection. The maximum time that may be given by the committee for rectification of deficiencies shall not exceed 3 months. In the event, the deficiencies are not complied within the said time frame, the application of the Motel will be rejected and the Motel may apply afresh for approval. Failure to comply within the stipulated time will result in rejection of the application.

16. The Motel must be able to convince the committee that they are taking sufficient steps to conserve energy and harvest water, garbage segregation, and disposal/ recycling as per Pollution Control Board (PCB) norms and following other Eco-friendly measures.

17. Any changes in the Building Plans or Management of the Motel should be informed to the concerned Regional Director, India Tourism office Chennai/Delhi/Guwahati/Kolkata/Mumbai within 30 days, otherwise the Approval will stand withdrawn / terminated.

18. In case of change of company name / hotel name, a copy of the fresh 'Certificate of Incorporation' or a copy of the 'Resolution of the Board of Directors' regarding the name change along with any other relevant documents should be submitted.

19. Applicants are requested to go through the Checklist of Facilities and Services (Annexure II) contained in this document while applying for Approval/Re-approval. The checklist must be duly filled up, online and should be submitted along with the online application.

20. The approved Motel should adhere to the tenets of the **Code of Conduct for Safe & Honourable Tourism** for which the following action would have to be taken:

- i. A signed copy of the Pledge and Undertaking of commitment towards “Safe & Honourable Tourism” should be attached with the application. The format of the ‘Pledge & Undertaking - Code of Conduct for Safe & Honorable Tourism’ are attached at **Annexure III** and **Annexure IV** respectively.
- ii. On the day a new staff member joins the Motel, he / she would be required to take / sign the pledge. The pledge would be incorporated in the appointment letter / joining report of the staff.
- iii. Two focal points/Nodal Officers would be nominated (i.e., from HR, security side etc.) at the time of applying for approval by the Motel in the case of Motels which have more than 25 personnel. In the case of Motels with less than 25 personnel, one focal point would have to be nominated.
- iv. The training would be provided to the staff of the approved Motels by Ministry of Tourism under its Capacity Building of Service Providers (CBSP) scheme in connection with “Safe & Honorable Tourism”. The focal points of the Motel would be trained first within first six months of MOT approval. Subsequently, the trained focal points in turn would impart further in-house training to the staff which would be arranged within next six months.
- v. The Pledge of Commitment towards “**Safe & Honorable Tourism**” would have to be displayed prominently in the staff areas / back areas of the Motel etc. and in the office premises of the Head of the Departments (HODs).
- vi. The signatories of the Code of Conduct would be required to maintain a record of action taken by them in compliance of the provisions of this para, which shall be kept in their office & shown to the Committee(s) at the time of Approval/Re-approval.

21. It is mandatory for Motels / property applying for fresh Approval or Re-approval to have facility/ infrastructure for accepting /making payments by digital transactions.

22. Incomplete applications for Approval/Re-approval will not be entertained. Efforts will be made to ensure that all cases of Approval/Re-approval of operational Motels are given final decision within three months from the date of receipt of the application, subject to all essential documents being found to be current, valid and satisfactory and uploaded timely by the inspected hotel.

23. Only one application for classification for an operational Hotel shall be permissible at a given point of time. Multiple applications for classification made under one or more categories for the same hotel project at a given point of time will be summarily rejected.

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Guest toiletries to be provided- minimum 1 new soap per guest	N		Quality products to be provided.
A clothes – hook in each bath/shower room	N		
A sanitary bin	N		These must be covered.
Each western WC toilet to have a seat with lid and toilet paper.	N		
Floors and walls to have non – porous surfaces	N		
Hot and cold running water available 24 hours	N		
Shower cabin	N		Where shower cabin is not available, a shower with shower curtain will suffice.
Bath tubs	D		
Water saving taps/shower	N		
Energy saving lighting	N		
Tea/coffee making facility in the room	D		Tea/coffee making facilities in the room to be made available on complimentary basis.
Hairdryers	D		Where not provided in bathroom, must be available on request.
Safe keeping / in room safe	D		Motels to have facilities for safe keeping at the reception
Minibar / Fridge	D		Contents must conform to local laws.
Vending Machine	D		To be available in the common area.
Drinking water	N		All Motels to provide one sealed bottle of branded bottled water of minimum 500 ml. per -person per day in the Room. Ultra violet treated water willnot be acceptable.
Guest Linen	N		Good qualitylinen to be provided
Shelves / drawer space	N		Necessary to have a wardrobe in the room
<b>Room and facilities for the differently abled guests</b>			
At least one room for the differently abled guest	N		Minimum door width should be one metre to allow wheelchair access with suitable low height furniture, low peep hole, cupboard to have sliding doors with low clothe hangers etc. Room to have audible and visible (blinking light) alarm system.

Ramps with anti-slip floors at the entrance. Minimum door width should be one metre to allow wheelchair access.	N		To be provided in all public areas. Free accessibility in all public areas and at least one restaurant.
Bathroom	N		Minimum door width should be one metre. Bathroom to be wheelchair accessible with sliding door, suitable fixtures like low wash basin, low height toilet, grab bars etc. No bath tub required.
Public restrooms	N		May be Unisex. To be wheelchair accessible with low height urinal (24" maximum) with grab bars. Minimum door width should be one metre.
<b>Public Areas</b>			
Lounge or seating area in the lobby	N		Door man on duty. Lobby shall have furniture and fittings which shall include chairs / armchairs, sofa, tables.
Reception facility	N		Manned minimum 24 hours a day. Call service 24 hrs. Local directions to motel including city / local road / street maps to be available.
Availability of room, F&B and other tariff	N		
Heating and cooling to be provided in public areas			Temperatures to be between 20-28 degrees Celsius.
Public rest rooms for ladies and gents with soap and clean towels, a washbasin with running hot and cold water , a mirror, a sanitary bin with lid in unisex & ladies toilet	N		Facility for minimum of 6 persons. Separate facility for male and female.
Accommodation Facilities for the Drivers	N		Dormitory with 6 beds with attached bathroom / toilet
Food & Beverage			One Multi-cuisine Restaurant cum coffee shop open from 07:00 a.m. to 11 p.m. Room service is desirable.
Crockery & Glassware	N		Plastic ware accepted in pool area.
Cutlery to be at least stainless steel	N		All categories should use good quality metal cutlery. Aluminum cutlery prohibited.
Bar	D		As per local laws

<b>Kitchen</b>			
Refrigerator with deep freeze	N		Capacity based on size of F& B service.
Segregated storage of meat , fish and vegetables	N		Meat, fish and vegetables in separate freezers.
Colour coded synthetic chopping boards	N		Wooden chopping boards prohibited.
Tiled walls non –slip floors	N		
Head covering for production staff	N		
Daily germicidal cleaning of floors	N		
Good quality cooking vessels / utensils	N		Use of aluminum vessels prohibited except for bakery.
All food grade equipment containers	N		
Ventilation system	N		
Garbage to be segregated –wet and dry	N		To encourage recycling.
Wet garbage area to be air-conditioned	N		
Receiving areas and stores to be clean and distinct from garbage area	N		
Six monthly medical checks for production staff	N		
First – aid training for all kitchen staff	N		
Pest control	N		
<b>Staff</b>			
Staff uniforms for front of the house	N		Uniforms to be clean and in good condition.
English speaking front office staff	N		
Percentage of qualified Supervisory staff	40%		<p>Motels should have formally qualified Heads of Departments. The supervisory or the skilled staff may have training or skill certification as follows:</p> <p>Degree/diploma from Central or State IHM's/FCI's or from NCHMCT affiliated IHM's or from other reputed Hospitality schools.</p>

Percentage of qualified/ Skilled staff	30%		The supervisory or the skilled staff may have training or skill certification as follows: i. Degree /diploma from Central or state IHM's / FCI's or from NCHMCT affiliated IHM's or from other reputed Hospitality schools. ii. Skill training certificate issued under the guidelines and scheme of the Ministry of Tourism.
Display of Pledge	N		Pledge to be displayed prominently in the staff/back areas/office premises of all the Heads of Departments (HODs)
Training for 'Code of Conduct for Safe & Honourable Tourism'	N		At time of joining (orientation programme and subsequent in-house training)
Maintenance of Action Taken Report with regards to compliance of the provisions of the Code	N		Signatories of the 'Code of Conduct' to maintain record of action taken in compliance of the provisions of the Code.
Focal points/Nodal Officers	N		Two nodal officers to be nominated (from HRD and Security side etc.) for hotel with more than 25 personnel and one focal point for Hotel with less than 25 personnel.
<b>Staff welfare / facilities</b>			
Staff rest room	N		Separate for male and female employees with bunk beds, well lighted and ventilated.
Staff locker room	N		
Toilet facilities	N		Full length mirror, hand dryer, with liquid soap dispenser.
Dining area	N		
<b>Guest Services</b>			
<b>Parking</b>			
Guarded parking	N		
Valet (parking) services to be available	D		
Adequate Parking	N		One car bay per room and 1 Coach bay per 10 rooms. Exclusively earmarked accessible parking nearest to the entrance for differently abled guests.

Dedicated parking area with hose pipe and water for cleaning of vehicle by the guest	N		Self-service / paid service. Minimum 2 slots for 25 rooms block.
Vehicle Mechanic on Call	N		
Air Compressor for tyre inflation	N		
Provision of wheelchair for the differently abled guest	N		Wheel chair to be available on a complimentary basis.
Dry- cleaning /laundry	D		May be outsourced.
Iron and iron board			Iron and iron board to be made available on request
Linen room	N		Well ventilated
Paid transportation on call	N		Guest should be able to travel from Motels.
Shoe cleaning service	D		Free facility to be provided for in house guests.
Drinking water	N		Complimentary branded water –two bottles of 500ml.
Ice (from drinking water) on demand	N		Complimentary on request.
Acceptance of common credit cards	N		
Assistance with luggage on request	N		
A public telephone on premises. Unit charges made known	N		There should be at least one telephone no higher than 24” from floor level to also cater to differently abled guests.
Wake – up call service on request	N		
Messages for guests to be recorded and delivered	N		A prominently displayed message board will suffice
Doctor on call	N		
Stamps and mailing facilities	D		
Newspapers available	D		These may be placed in the lounge
Access to travel desk facilities	D		
Left luggage facilities	N		This must be in a well secured room /24hour manned area.
Provision for emergency supplies/ toiletries / first aid kit	N		May be chargeable.
Health / Fitness facilities	D		
Beauty salon and barber's shop	D		

Florist	D		
Utility Shop	D		Toiletries / non-prescription drugs / general consumable items, Books etc.
Money changing facilities	D		Money changing facility to be made available.
ATM	D		
Internet/ Wi-Fi	N		
<b>Safety and security</b>			
Metal detector	N		To be installed in front and back areas
CCTV at strategic locations	N		
Under belly scanners to screen vehicles.	N		
Verification	N		All hotels should conduct a antecedent verification of their staff and suppliers by the Police/ private security agencies.
Staff trained in fire fighting Drill.	N		All hotels to conduct periodic fire drills and maintain 'Manuals' for Disaster Management, First Aid and Fire Safety. Quarterly drills as per Law.
Security arrangements for all hotel entrances	N		
Each bedroom door to be fitted with lock and key, viewport/ peephole & internal securing device.	N		A safety chain/ wishbone latch is acceptable in place of viewport/ peephole.
Smoke Detectors.	N		These can be battery operated.
Fire and emergency alarms should have visual & audible signals.	N		
First aid kit with over the counter medicines at the front desk	N		
Fire Exit signs on guest floors with emergency/ backup power.	N		

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FORMAT FOR 'UNDERTAKING'  
(To be on official company letterhead)

To

The Secretary (Tourism)  
Ministry of Tourism  
Govt. of India  
New Delhi

**UNDERTAKING**

I have read and understood all the terms and conditions mentioned above with respect to Approval / Re- approval of Operational Motels and hereby agree to abide by them. The information and documents provided are correct and authentic to the best of my knowledge.

I understand that the Ministry's approval is no substitute for any statutory approval and the approval/ re-approval given by the Ministry of Tourism is liable to be withdrawn in case of any violation or misrepresentation of facts or non-compliance of directions that may be issued by the Ministry of Tourism, Govt. of India, without notice.

In case of any dispute / legal measure, the same may be eligible in the jurisdiction falling under the NCT of Delhi.

Signature and name in block letters

Seal of the applicant

Place:\_\_\_\_\_

Date\_\_\_\_\_

**ANNEXURE – IV**

**PLEDGE FOR COMMITMENT TOWARDS SAFE & HONOURABLE TOURISM AND SUSTAINABLE TOURISM**

(For internal circulation and use of the Motel)

I / we solemnly pledge and reiterate our commitment to conduct our business in a manner that befits the culture and ethos of our rich and ancient civilization and the tolerant and accommodating nature of our multicultural society and protects all individuals, especially women and children from all derogatory acts which are contrary to the spirit of our country. We hereby commit to abide by the Code of Conduct for Safe and Honourable Tourism.

Recognizing that every earth resource is finite and fragile, I / we further pledge to fully implement sustainable tourism practices, consistent with the best environment and heritage protection standards, such that my/our present tourism resource requirements optimize both local community benefit and further sustainable uses.

Signature:

Name:

On behalf of

In the presence of

**ANNEXURE-V**

Format of 'Undertaking' in respect of the **“Pledge for Commitment towards Safe & Honourable Tourism”**

(To be on official company letterhead)

To

The Secretary (Tourism)  
Ministry of Tourism  
Govt. of India  
New Delhi

**UNDERTAKING**

It is to hereby confirm that I / we have read and understood the “Code of Conduct for Safe and Honourable Tourism” adopted on 1<sup>st</sup> October 2010 as per copy attached with application with respect to Approval / Re-approval of Operational Motels and hereby agree to abide by them.

That I / We have read solemnly pledge and reiterate our commitment to conduct our business in a manner that befits the culture and ethos of our rich and ancient civilization, and the tolerant and accommodating nature of our multicultural society and protects all individuals, especially women and children from all derogatory acts which are contrary to the spirit of our country. I / We hereby commit to abide by the Code of Conduct for Safe and Honourable Tourism.

Recognizing that every earth resource is finite and fragile, I / We further pledge to fully implement sustainable tourism practices, consistent with the best environment and heritage project standards, such that my / our present tourism resource requirements optimize both local community benefits and future sustainable uses.

Signature:.....

Name in 'Block letters'

Seal

Place\_\_\_\_\_

Date\_\_\_\_\_

**On Stamp Paper of Rs. 100.00**

I ..... son/daughter of Shri..... a resident of..... and Director / Partner / Owner / Chairman / Managing Director / CEO/ Authorised representative of the Motel.....on.....day of ..... month ..... year.....do hereby affirm and declare as follow:

That the Motel..... has obtained all necessary approvals from the concerned authorities for construction and running the Motel.....like clearances/No Objection Certificates from the Coastal Regulation Zone (CRZ), Environment & Forests, Pollution Control, Police, Fire and Municipal/ Local Authorities and that the Motel.....has been constructed and is being run as per the Acts, Rules, Regulations and guidelines prescribed by the local Authorities (Panchayat or Municipal) and / or State Government / Union Territory Administration and / or Government of India.

If at any stage it is found that the hotel has not obtained any clearance from the local Authorities (Panchayat or Municipal) and /or State Government / Union Territory Administration and / or Government of India or it is found that such clearance (s) has / have been obtained on the basis of misrepresentation of fact (s) or if it is found that any fact mentioned in the application seeking the Approval / Re-approval status/approval is incorrect then the Approval/Re-approval status/approval granted by the Ministry of Tourism, Government of India shall stand withdrawn with immediate effect and I..... Director / Owner / Partner/ Chairman/ Managing Director/ CEO / Authorised representative of the Motel..... shall be liable for facing criminal proceedings for misrepresentation of facts to the Ministry of Tourism, Government of India.

(Deponent)

I, undersigned, Notary Public, do hereby affirm that Shri/Smt.....personally appeared before me on the -----day of -----, and signed the above Affidavit.