



संघ राज्य प्रशासन, लद्दाख  
पर्यटन एवं संस्कृति विभाग

संघ राज्य सचिवालय, लेह, लद्दाख

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THE ADMINISTRATION OF UNION TERRITORY OF LADAKH

TOURISM & CULTURE DEPARTMENT

UT SECRETARIAT, LEH, LADAKH

ईमेल/Email: [comsecytourismutl@gmail.com](mailto:comsecytourismutl@gmail.com)

Subject: Simplification of procedures for Registration/Renewal of tourist units  
for Ease of Doing Business.

ORDER NO.: ११ SECY (TRM) OF 2024

DATED: 15.03.2024

In supersession of Government Order No.154-TSM of 2016, dated 24.03.2016, sanction is hereby accorded to the nomination of Assistant Director (Tourism), Leh; Assistant Director (Tourism), Kargil & Tourist Officer, Zaskar as "*Prescribed Authorities*" of their respective jurisdictions for consideration of applications for Registration or Renewal of Tourist Units under the J&K Registration of Tourist Trade Act, 1978 through Online or Offline clearance mechanism for Ease of Doing Business.

Offline applications for registration / renewal / transfer of registration of tourist units under the J&K Registration of Tourist Trade Act, 1978 shall henceforth be submitted to the respective Assistant Directors of Tourism or Tourist Officer along with documents as per the checklists annexed to this Order as *Annexure "1", "2" & "3"*. Online applications will be applicable when online facilities are made available.

The Prescribed Authority shall examine the application(s) as per the checklist and 'conclude' the registration / renewal / transfer of registration process including issuance of Certificate of Registration within a period of one month from the date of receipt of application. The registration shall be valid for period shown against each category as below:

- 1) **FRESH REGISTRATION** of Hotel / Guest House / Restaurant / Camp & Resort / Other Tourist Unit: Validity period of registration shall be for **FIVE years (5 Years)**.
- 2) Hotel / Guest House / Restaurant / Camp & Resort / Other Tourist Unit operating continuously for the last Five (5) Years: Validity period of Renewal shall be for **Five Years (5 Years)**.
- 3) Hotel / Guest House / Restaurant / Camp & Resort / Other Tourist Unit operating continuously for the last Ten (10) Years: Validity period of Renewal shall be for **Ten Years (10 Years)** provided there is no addition to the existing unit i.e. rooms or other facilities.
- 4) Hotel / Guest House / Restaurant / Camp & Resort / Other Tourist Unit operating continuously for the last Twenty-Five (25) years: Validity period of Renewal shall

  
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be for Fifteen Years (15 Years) provided there is no addition to the existing unit i.e. rooms or other facilities.

The Registration / Renewal / Transfer of Registration validity, as per conditions laid down in Annexures, shall be subject to clearance / NOC from the Ladakh Pollution Control Committee and the Ladakh Fire Services Department, Municipal Committee(s), and other relevant department(s) / authority(ies).

For facilitation of online submission of applications for registration of Tourist Units, the Director, Department of Tourism, UT Administration of Ladakh shall host and maintain a website of the Department. This facility will be applicable after the availability of the online service. The Department will also maintain a unified database of registered units of different categories for the benefit of all stakeholders including tourists.

This Order will be applicable 'PROSPECTIVELY' from the date of issue of this order.

The Registration / Renewal / Transfer of Registration for Tourism Units including Hotel / Guest House / Restaurant / Camp & Resort / Other Tourist Unit will be granted to the eligible Tourism Units subject to submission of complete Application Form (*format as per Annexure 6 or Annexure 7*), Registration Fees (*as per attached Annexure 5*) along with the necessary supporting documents, fulfilment of all terms & conditions, and annual inspection by the respective Assistant Director & Tourist Officer Office(s). Until the facility for submission of application is made online, eligible Tourism Units should submit the application and supporting documents in physical format / hardcopy.

*[Note: The registration will be valid up to the end of the fourth succeeding financial year i.e. upto 31<sup>st</sup> March of the fourth succeeding financial year. Example: If the new registration is made on 23<sup>rd</sup> December 2023, it is valid up to 31<sup>st</sup> March 2028. The registration can be renewed/extended for a further period as stated in the above sections 1, 2, 3, 4 at a time with the fee prescribed in Annexure 5 under this Order].*

The eligible tourism units should apply for Registration before the commencement of operations. Existing Tourism units that have already commenced operations but are not registered at the time of this notification shall apply for registration within three months from the date of publication of this notification.

This Order is applicable for Registration of Tourist Units in "Tourist Notified Areas" of Union Territory of Ladakh, under the J&K Registration of Tourist Trade Act, 1978.

**ENCLOSURES:**

- **Annexure 1:** Checklist of Documents required for Registration of a Travel Agent / Tour Operator / Excursion Agent.
- **Annexure 2:** Checklist of Documents required for Registration of an Accommodation Unit: Hotel / Guest House / Camps & Resorts/ Restaurant.
- **Annexure 3:** Checklist of Documents required for Transfer of Registration Certificate.

  
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- Annexure 4: Classification of Accommodation Units.
- Annexure 5: Registration & Renewal Fee Structure.
- Annexure 6: Application Form for Registration of a Travel Agent/Tour Operator.
- Annexure 7: Application Form for Registration of an Accommodation Unit.
- Annexure 8: Checklist for Classification of Accommodation Units.
- Annexure 9: Format for Affidavit.

*By Order of the UT Administration of Ladakh.*

Sd/-

(के. मेहबूब अली खान) आईआरएस/(K. Mehboob Ali Khan), IRS  
आयुक्त/सचिव/Commissioner/Secretary,  
पर्यटन एवं संस्कृति विभाग/Tourism and Culture Department,  
संघ राज्य लद्दाख/UT of Ladakh

No.: Secy (Trm)(161)(CB)/2024/6665-78

Dated: 15.03.2024

Copy to the:

1. All Administrative Secretaries, UT of Ladakh.
2. DC/CEO, LAHDC, Leh/Kargil.
3. Director, Tourism Department, UT of Ladakh.
4. Technical Director, NIC, Ladakh for uploading the order on the official website of the UT Administration Ladakh & Leh and Kargil districts.
5. Assistant Director, Tourism Department, Leh/Kargil for information.
6. Tourist Officer, Zanskar for information.
7. OSD to Hon'ble Lieutenant Governor, UT of Ladakh for information of the HLG.
8. Private Secretary to Advisor to Hon'ble LG, Ladakh for information of the Advisor.
9. PA to the Commissioner/Secretary, Tourism and Culture Department, UT of Ladakh for information of the Commissioner/Secretary.
10. Office file.



(मुहम्मद अली टाक)/(Muhammad Ali Tak) 15.03.2024

अवर सचिव/ओएसडी/ Under Secretary/OSD

पर्यटन एवं संस्कृति विभाग/ Tourism & Culture Department

संघ राज्य लद्दाख /UT Ladakh

Annexure '1' to Order No. 99 SECY(TRM) of 2024, Dated: 15.03.2024

**Checklist of Documents for Registration/Renewal of a Travel Agent / Tour Operator / Excursion Agent under J&K Tourist Trade Act, 1978.**

- 1) Ownership/Title papers of the office land (*if owned by the Travel agent*), or  
Duly notarized Lease Deed / Rent Agreement of premises where applicant desires to start the agency.
- 2) Submission of application receipt for Character certificate from Police Department\*.
- 3) Bank Balance certificate(s) of having more than Rs. 20,000/- in the name of proposed Travel Agency / Tour Operator / Excursion Agency.
- 4) Self-Declaration Affidavit by applicant regarding non-conviction under section 20(1)(b) of the Tourist Trade Act.
- 5) Qualification Certificate (12th Pass / Graduation).
- 6) 5 years' experience certificate from registered (by Ministry of Tourism / UT of Ladakh) Travel Agency.
- 7) Site plan of shop / office indicating location of proposed travel agency / Proof of Address.
- 8) Application on the prescribed proforma – *Annexure 6 & 9*.
- 9) Two passport size self-attested photos of the applicant.
- 10) Registration or Renewal Fees of Rs. 5,000/- only.

*\* At the time of collection of Registration Certificate, document has to be produced.*

**Note:** The above documents and application will be valid for all travel agents / tour operators other than Adventure Tour Operators. Adventure Tour Operators will have to apply as per the guidelines issued by the Department of Tourism, Union Territory of Ladakh separately.

  
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Annexure '2' to Order No. 99 SECY(TRM) of 2024, Dated: 15.03.2024

**Check list for Registration/Renewal of Accommodation Unit (Hotel / Lodge / Guest House / Restaurant / Camps & Resorts under J&K Tourist Trade Act, 1978**

- 1) Ownership papers of land (*if owned by the applicant*), or  
Duly notarized Lease deed / Rent Agreement
- 2) Drawing/Site Plan (blueprints) and building plan approved by competent authority\*
  - a. Qualifying Criteria for Units under Category I
    - Number of rooms to be 10 and above
    - Permanent and / or semi-permanent infrastructure
    - Ensuite bathrooms in rooms
    - 5% Green Area (on ground) of the total premise area
    - Parking area as per norms mentioned (*under rules of classification of this order*)
    - Separate in-house dining facility
    - Accessibility standards for "differently-abled" as per norms specified under the Rights of Persons with Disabilities Act, 2016
    - Preferred Criteria: To be operational for 12 months with winter friendly facilities.
    - All statutory compliances must be met by the accommodation unit.
  - b. Qualifying Criteria for Units under Category II
    - Any Number of rooms
    - Non-permanent, semi-permanent and/or permanent infrastructure
    - Ensuite bathrooms in private rooms OR shared bathrooms
    - Preferred Criteria: 5% Green Area (on ground) of the total premise area
    - Preferred Criteria: Separate in-house dining facility
    - Preferred Criteria: Accessibility standards for "differently-abled" as per norms specified under the Rights of Persons with Disabilities Act, 2016
    - All statutory compliances must be met by the accommodation unit.
- 3) Copy of address proof of the property
- 4) Self-attested copy of PAN / Aadhar Card of applicant
- 5) Self-Declaration Affidavit by applicant regarding non-conviction under section 20(1)(b) of the Tourist Trade Act
- 6) Submission of application receipt for Character Certificate from Police Department\*\*
- 7) Submission of application receipt for NOC from Municipal Committee, Leh / Kargil for properties located within the Municipal limits for first time applicants\*\*\*; or submission of application receipt for NOC from concerned SDM / Revenue authority in non-municipal areas\*\*\*

  
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- 8) Submission of application receipt for NOC from Department of Fire Services, UT of Ladakh for first time applicants\*\*\*
- 9) Submission of application receipt from Ladakh Pollution Committee for Consent to Establish / Operate for first time applicants\*\*\*
- 10) Application on the prescribed proforma – *Annexure 7, 8, 9*
- 11) Two passport size photographs
- 12) Prescribed Registration or Renewal Fee *as per Annexure 5*

*\* Any officer above the rank of Assistant Engineer, Public Works Department (R&B) Department, (Engineer above AE Rank).*

*\*\* At the time of collection of Registration Certificate, document must be produced.*

*\*\*\* At the time of renewal, certificate must be produced.*

  
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Annexure '3' to Order No. 99/SECY(TRM) of 2024, Dated: 15.03.2024

**Check list for Transfer of Registration Certificate under J&K Tourist Trade Act, 1978.**

- 1) Existing Registration Certificate of the property.
- 2) Character Certificate of applicant from Police Department.
- 3) Self-attested copy of address proof of applicant.
- 4) Ownership papers of land (*if owned by the applicant*); or Duly notarized Lease deed or legal heir duly registered with Competent Authority.
- 5) Self-Declaration Affidavit by applicant regarding non-conviction under section 20(1)(b) of the Tourist Trade Act.
- 6) Self-attested copy of PAN Card & Aadhar of applicant.
- 7) Self-attested Two passport size photographs of the applicant.
- 8) Press cutting regarding the 'No Objection' from General Public (Within two weeks from the date of publication).
- 9) Application on prescribed proforma – *Annexure 6 or Annexure 7 and Annexure 9*
- 10) Transfer of Registration Fee of Rs. 1,000/- only.

**Note:** Subsequent to the Transfer of Registration the applicant should follow regular procedures for renewal or extension of the registration.

  
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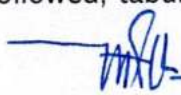
### Classification of Accommodation Units

Units will have to register as either of the two categories i.e. **Category I** or **Category II** as per the listed qualifying criteria for each as mentioned in Annexure '2' and below. These categories override the categorization of type of unit as per the Order No. 154 TSM of 2016, dated 24.03.2016. All types of units are included within these proposed two categories and being referred to as "Accommodation Units" hereon.

The two categories mentioned are irrespective of the type of accommodation unit. It is independent of the registered accommodation unit owner would like to promote it as *such as hostel, guest house, camp & resort, experiential / boutique property or hotel etc.* to its targeted customers. The tariff or selling point of these accommodation units will bear no consequence in either of the proposed two categories.

S.No.	Categories of Accommodation Units	Qualifying Criteria
1.	<b>Category I</b> <i>(Hotels &amp; Camps / Resorts with 10 and above Rooms meeting the listed criteria in adjacent column)</i>	<ol style="list-style-type: none"> <li>1. Number of rooms should be 10 and above.</li> <li>2. Permanent and / or semi-permanent infrastructure.</li> <li>3. Ensuite bathrooms in rooms</li> <li>4. Consists of 5% Green Area (on ground) of the total premise area.</li> <li>5. Consists of a Parking area as per norms mentioned below. *</li> <li>6. Consists of a separate in-house dining facility.</li> <li>7. Accessibility standards for "differently-abled" as per norms specified under the Rights of Persons with Disabilities Act 2016.</li> <li>8. <u>Preferred Criteria</u>: To be operational for 12 months with winter friendly facilities.</li> <li>9. All statutory compliances must be met by the accommodation unit.</li> </ol>
2.	<b>Category II / All other Accommodation Units:</b> <i>(All other accommodation units such as hotels and camps &amp; resorts not falling in Category I, hostels, guesthouses etc. meeting the listed criteria in adjacent column)</i>	<ol style="list-style-type: none"> <li>1. Any Number of rooms is permitted under this category.</li> <li>2. Non-permanent, semi-permanent and/or permanent infrastructure.</li> <li>3. Consists of ensuite bathrooms in private rooms OR shared bathrooms.</li> <li>4. <u>Preferred Criteria</u>: Consists of 5% Green Area (on ground) of the total premise area.</li> <li>5. <u>Preferred Criteria</u>: Separate in-house dining facility</li> <li>6. <u>Preferred Criteria</u>: Accessibility standards for "differently-abled" as per norms specified under the Rights of Persons with Disabilities Act, 2016</li> <li>7. All statutory compliances must be met by the accommodation unit.</li> </ol>

Each of the accommodation units under either of the two categories (Category I or Category II) above will be further sub-classified into "Standard", "Deluxe" or "Luxury" as per the number of parameters met under amenities, services, kitchen hygiene measures, safety & security measures and sustainable practices followed, tabulated below. **Certain mandatory**

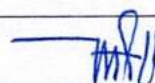
  
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parameters (Section 1) must be met by all accommodation units in all the sub-classified accommodation units.

**NOTE:** In case of existing units, if all mandatory parameters are not being implemented currently, a time period of **6 months** will be given to the owner to be able to do so. Additionally, the same period will be given in case the unit falls short of one of the parameters under any of the sub-categories.

Classification of Accommodation Units				
S.No.	Parameters	Standard	Deluxe	Luxury
1.	<b>Statutory Requirement - Mandatory for all Establishments / Accommodation Units</b>			
a.	All necessary trading licenses / permissions from respective departments / agencies.	M	M	M
b.	Daily cleaning of unit including all bedrooms, bathrooms, public area and kitchens.	M	M	M
c.	Smoking zones/Non-smoking zones to be defined and signage for No Smoking & signage prohibiting consumption and trafficking of Narcotics Drugs and Psychotropic Substances to be displayed in a public area at a conspicuous spot in the establishments' / accommodation units' premises.	M	M	M
d.	Name, address and telephone number for emergency services such as hospitals, fire and police should be provided in rooms or public area.	M	M	M
e.	Adhere to: i. Pollution Control norms set by the Ladakh Pollution Control Committee. ii. Fire Safety norms as per regulations. iii. Height & accessibility norms as per the Ladakh building byelaws.	M	M	M
f.	<b>* Parking Criteria:</b> - New Units: Mandatory to have parking spaces as per the specified norms under the Unified Ladakh Building Bye-Laws-2022. - Existing units: Existing establishments must attempt to create parking spaces as per the specified norms under the Unified Ladakh Building Bye-Laws 2022. A time period of 6 months will be given to the accommodation unit for the same. In case, the unit is unable to fulfil this norm, an explanation stating a justified reason for non-compliance must be submitted. <i>Note: The parking norms under the Unified Ladakh Building bye-laws 2022 will be applicable to accommodation units in both the municipal limits and non-municipal areas.</i>	M	M	M
g.	All Single use plastics banned within the accommodation unit as per Central Laws (MoEFC notification no. G.S.R. 571 (E), dated 12.08.21) & Ladakh Pollution Control Committee notification.	M	M	M
h.	To display tourism collaterals and / or promotion of tourist destinations within Ladakh in the common areas / lobby area.	M	M	M
2.	<b>Hotel &amp; Room Amenities:</b>	<b>Standard</b>	<b>Deluxe</b>	<b>Luxury</b>
a.	In room amenities such as Table / Writing Desk with stationery; Cupboards / Shelves with hangers; Luggage Racks to be made available.	D	M	M
	Mini Bar/Fridge; Safe; Tea/Coffee making facility; Iron; Humidifier; Reading Lights.	D	M (Minimum any two)	M (Minimum any three)

  
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b.	Bathroom Amenities such as soap, bath towels, hot & cold water, sanitary bin and slippers.	M	M	M
	Hand Towels, Bathmats, Exhaust Fan, Hairdryer, Magnifying Mirror etc in bathroom.	D	M (Minimum any two)	M (Minimum any three)
	Shampoo, Conditioner, Body Wash, Body Lotion, Dental Kit, Shaving Kit, Comb, Vanity Kit, Nail Kit, Sewing Kit, Tissues etc. <i>Preferred: Bottled toiletries to be in refillable containers or other material but not single use plastic.</i>	D	M (Minimum any five)	M (Minimum any seven)
c.	- Suite Room/s having a bedroom and separate sitting area available in accommodation unit - One or more. - Spa / Sauna. - Gymnasium / Fitness Centre / Swimming Pool. - Food and beverage outlets such as Restaurants / Coffee shop / Lounge / Bar (optional) etc.	-	D	M (Minimum any One)
d.	Public restrooms for ladies and gents with hot & cold running water in the public area / lobby area.	D	M	M
e.	Waiting area with seating in the reception / lobby area & mobile / laptop charging points in the common areas. Wi-fi services to be available in the accommodation unit.	D	D	M
e.	- Meeting Rooms / Conference / Banquet Facility. - Business Centre. - Souvenir / Boutique Shop. - Recreational Room / Game Room / Kids playing area - Wellness Centre / Yoga Room / Reading Room.	-	D	M (Minimum any two)
f.	Availability of a Baggage Storage room.	D	M	M
3.	<b>Services:</b>	<b>Standard</b>	<b>Deluxe</b>	<b>Luxury</b>
a.	24/7 Staff availability and/or a Reception Area.	M	M	M
b.	Availability of Room Service.	D	M	M
c.	Availability of Laundry Service including clearly printed cards with item rates in each room.	D	D	M
d.	Availability of Concierge Services – Travel Assistance; Emergency Service Access; Business & Tech support for conference rooms; Events.	-	D	M
e.	Availability of a Doctor on Call.	D	D	D
f.	2 Bottles of Clean, filtered water for consumption of guests in glass bottles to be provided daily.	D	M	M
h.	Acceptance of common credit cards and / or facility for accepting/making payments by digital transactions.	M	M	M
4.	<b>Kitchen Hygiene &amp; Safety Measures:</b>	<b>Standard</b>	<b>Deluxe</b>	<b>Luxury</b>
a.	Compliance with Food Safety Regulations as per the Central & State/UT Laws and FSSAI licenses / registration as applicable.	M	M	M
b.	Use of colour coded non-plastic / non-toxic chopping boards (MoT Checklist for Classification).	M	M	M
c.	Proper storage of raw and cooked foods to prevent cross-contamination, with clearly labelled and dated items. Use of food grade equipment containers for food storage (MoT Checklist for Classification).	M	M	M
d.	Refrigerator with deep freezer with accurate temperature controls and segregated storage of fish, meat and vegetables. (MoT Checklist for Classification).	M	M	M

  
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e.	Mechanised dishwashing line along with proper use and storage of dishwashing detergents and sanitizers, following manufacturers' instructions and implementation of a regular maintenance schedule for dishwashing machines.	D	D	M
f.	Compliance with fire safety codes regarding the design and maintenance of kitchen exhaust systems and compliance with ventilation system design standards to ensure proper removal of heat, smoke, and odours. <i>(National Building Code – Commercial Kitchens)</i> .	D	M	M
g.	Strict guidelines for personal hygiene, including the use of hairnets, gloves, and appropriate staff attire to be followed in kitchens. <i>(MoT Checklist for Classification)</i> . Regular training for kitchen staff on hygiene practices, safe food handling, and emergency procedures. Regular health checks for kitchen staff may also be implemented.	D	M	M
5.	<b>Safety &amp; Security Measures:</b>	<b>Standard</b>	<b>Deluxe</b>	<b>Luxury</b>
a.	Minimum Safety Measures adopted by accommodation unit for safety & security of premises such as CCTV surveillance – CCTV cameras at strategic locations.	D	M	M
b.	Metal detectors (door frame or hand-held) and security arrangements for all entrances of accommodation unit.	D	D	D
c.	Fire & Emergency alarms with visual & audible signals and fire exit signs.	D	D	D
d.	Each bedroom door to be fitted with lock & key, viewport / peephole and / or internal securing device such as safety chain etc OR rooms with access key controls.	D	M	M
e.	Availability of first aid kit with over-the-counter medicines and oxygen cylinders / concentrators at front desk.	M	M	M
6.	<b>Sustainable Practices:</b> <i>(To be reviewed after three years)</i>	<b>Standard</b>	<b>Deluxe</b>	<b>Luxury</b>
a.	Use of energy saving lights and / or water saving taps and showers.	D	D	D
b.	Provision of a filtered water filling station in the common area/s.	D	D	D
c.	Follow an effective food waste management system.	D	D	D
d.	Introduction of non-CFC equipment for refrigeration, Air Conditioning or Heating solutions of premises.	D	D	D
e.	Effective sewage treatment system in place and reuse of the treated water for other purposes within the premises.	D	D	D
f.	Waste segregation should be followed as per rules issued by concerned urban or rural local body. All rooms, common area, toilets to have waste disposal facilities according to the procedure.	D	D	D
g.	Unit certified under recognised sustainability certifications in the industry (global or domestic) such as LEED, Green Key, STCI, third party Eco or Green Hotel certification.	D	D	D
h.	Provision of an EV charging facility in the parking area.	D	D	D

M-Mandatory Criteria  
D-Desirable Criteria

  
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### Registration & Renewal Fee Structure

Each application for the Registration / Renewal / Transfer of Registration of the Tourism Unit needs to be mandatorily accompanied by a fee in form of a demand draft/NEFT/IMPS etc. The demand draft should be from a Scheduled Bank of India and drawn in favor of Assistant Director (Tourism), Leh/Kargil or Tourist Officer, Zanskar. Any application submitted without the fee will be rejected.

The Department of Tourism, Administration of Union Territory of Ladakh has established the following fee structure for Registration / Renewal / Transfer of Registration of Tourism Units:

1. **Registration Fee:** Each application needs to be mandatorily accompanied with a fee towards registration with the Department of Tourism, Administration of Union Territory of Ladakh. Upon successful registration of the Tourism Unit the applicant is permitted to conduct Travel Agency / Accommodation Operations within the Union Territory of Ladakh, subject to the fulfilment of all terms & conditions of this Order.
2. **Renewal/Extension Fee:** The registration of the Tourism Unit is valid for a period as notified in section 1, 2, 3, 4 of this Order. The subsequent Renewal/Extension will be done by paying a fee to maintain their approved status.

Type of Application	Registration Fee for New Units	Renewal / Extension Fee for Existing Units
Registration for Travel Agents / Tour Operators	INR 5,000	INR 5,000
Registration for Accommodation Unit: Category I	INR 8,000	INR 8,000
Registration for Accommodation Unit: Category II	INR 5,000	INR 5,000
Transfer of Registration	INR 1000	Applicable as per the type of Unit

  
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**Application Form for New Registration, Transfer of Registration & Renewal / Extension of  
Travel Agency / Tour Operator**

To,

The Prescribed Authority,  
\_\_\_\_\_

Sir,

I/We request that I/We may be registered as a Travel Agent / Tour Operator within the meaning of Jammu & Kashmir Tourist Trade Act 1978 under the Tourist Notified Areas of the Department of Tourism of Ladakh for carrying out operations as a Travel Agent / Tour Operator within the Union Territory of Ladakh. The other particulars are as under:

**1. Application for:**

New Registration

Renewal / Extension (Registration No.) \_\_\_\_\_

Transfer of Registration (Registration No.) \_\_\_\_\_

**2. Details of the Person (s) /company with full address intending to operate or is already operating  
as Travel Agent**

Name of the applicant with parentage and full address: (Telephone No; and Email, if any).  
\_\_\_\_\_

**3. Aadhar No. &/Or PAN Card No:**  
\_\_\_\_\_

**4. Father's/Husband's Name:**  
\_\_\_\_\_

**5. Whether the firm is a proprietor/partnership/private or public Ltd., Co.**  
\_\_\_\_\_

**6. Names of the authorized person(s):**  
\_\_\_\_\_

**7. Name of the Firm and its registered address with Telephone nos., Website, Email**  
\_\_\_\_\_

**8. Date, month and year of establishing the firm**  
\_\_\_\_\_

**9. Bank Details: Name of Bank & Branch**  
\_\_\_\_\_

**10. Capital Standing & Previous Year Turnover (in Rs. Lakhs)**  
\_\_\_\_\_

**11. All Activities undertaken by the firm: Specify**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**12. Total Staff employed:**

  
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13. Details of the Insurance coverage:

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14. Medical facilities available:

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15. Area of operation:

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16. Period of operation:

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Note:

- (1) DOCUMENTS REQUIRED AS PER CHECKLIST IN ANNEXURE 1.
- (2) FORM TO BE SUBMITTED ALONG WITH AFFIDAVIT (*ANNEXURE 9*).

  
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Annexure '7' to Order No. 99 SECY(TRM) OF 2024, Dated: 15.03.2024

**Application Form for New Registration & Renewal / Extension / Transfer of Registration of Accommodation Unit**


To,

The Prescribed Authority,  
\_\_\_\_\_

Sir,

I/We request that I/We may be registered as a Hotel / Guest House / Camps & Resort / Restaurant within the meaning of Jammu & Kashmir Tourist Trade Act 1978 under the Tourist Notified Areas of the Department of Tourism of Ladakh to conduct business activities in the Union Territory of Ladakh. The other particulars are as under:

1. Application for:  
New Registration  
Renewal / Extension (Registration No.) \_\_\_\_\_  
Transfer of Registration (Registration No.) \_\_\_\_\_
2. Category of Accommodation Unit: Please Tick One (to be decided based on Qualifying Criteria in Annexure 8)  
Category I \_\_\_\_\_  
Category II \_\_\_\_\_
3. Classification of Accommodation Unit: Please Tick One (to be decided based on Checklist Measures in Annexure 8)  
Standard \_\_\_\_\_  
Deluxe \_\_\_\_\_  
Luxury \_\_\_\_\_
4. Details of the Person (s) / Company with full address intending to operate or is already operating  
Name of the applicant with parentage and full address: (Telephone No; and Email, if any).  
\_\_\_\_\_
5. Aadhar No. &/Or PAN Card No: \_\_\_\_\_
6. Father's/Husband's Name: \_\_\_\_\_
7. Names of the Authorized Person(s): (In case of Partners, Name of all Partners)  
\_\_\_\_\_
8. Name of the Hotel / Guest House / Camp & Resort / Restaurant with complete details and its registered address with Telephone nos., Website, Email  
\_\_\_\_\_
9. Area of Operation of the Hotel/ Guest House / Camp & Resort / Restaurant: (Place, Tehsil)

  
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10. Hotel Premises Owned or On Lease

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11. Facilities available in the Hotel/ Guest House / Camp & Resort / Restaurant Premises: *(Enter the name of all facilities from the list below)*

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*(1. Restaurant, 2. Bar, 3. Gymnasium, 4. Swimming Pool, 5. Spa, 6. Kids Zone, 7. Banquet Hall, 8. Conference Hall)*

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12. Total Capacity: (Total Number of Rooms & Bed Capacity)

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13. Total Staff employed:

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14. Does the Hotel have an operating / functional STP: *(Yes or No)*

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15. Medical facilities available:

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16. Does the Hotel have a GST Registration: *(If yes, please provide GST Registration Number)*


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17. Period of operation:

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Note:

- (1) DOCUMENTS REQUIRED AS PER CHECKLIST IN ANNEXURE 2.
- (2) FORM TO BE SUBMITTED ALONG WITH ANNEXURE 8 & ANNEXURE 9.

  
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Annexure "8" to Order No. 99 SECY(TRM) OF 2024, Dated: 15.03.2024

**Category of Accommodation Unit**

S.No.	Categories of Accommodation Units	Qualifying Criteria	Yes / No / NA	Comments
1	<b>Category I</b> (Hotels & Camps / Resorts with 10 and above Rooms meeting the listed criteria in adjacent column)	Number of rooms is 10 and above.		
		Permanent And / Or semi-permanent infrastructure.		
		Ensuite bathrooms in rooms		
		Consists of 5% Green Area on ground of the total premise area.		
		Consists of a Parking area as per norms mentioned below. *		
		Consists of a separate in-house dining facility.		
		Accessibility standards for "differently abled"		
		<u>Preferred Criteria:</u> Operational for 12 months with winter friendly facilities.		
		All statutory compliances met by accommodation unit.		
2	<b>Category II / All other Accommodation Units:</b> (All other accommodation units such as hotels and camps & resorts not falling in Category I, hostels, guesthouses etc., meeting the listed criteria in adjacent column)	Any Number of rooms permitted under this category.		
		Non-permanent, semi-permanent and/or permanent infrastructure.		
		Consists of ensuite bathrooms in private rooms OR shared bathrooms.		
		<u>Preferred Criteria:</u> Consists of 5% Green Area on ground of the total premise area.		
		<u>Preferred Criteria:</u> Separate in-house dining facility		
		<u>Preferred Criteria:</u> Accessibility standards for "differently abled" as per norms		
		All statutory compliances must be met by the accommodation unit.		

  
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Checklist: Classification of Accommodation Units				
S.No.	Parameters	Yes / No / NA	Remarks	Note
1	<b>Statutory Requirement - Mandatory for all Establishments / Accommodation Units</b>			
a.	All necessary trading licenses/permissions from respective departments / agencies.			Mandatory across all
b.	Unit is cleaned daily including all bedrooms, bathrooms, public area and kitchens.			Mandatory across all
	i. Smoking zones / No Smoking zones are defined			
c.	ii. Signage for "No Smoking" & Signage prohibiting consumption and trafficking of Narcotics Drugs and Psychotropic Substances displayed in public area			Mandatory across all
d.	Name, address and telephone number for emergency services such as nearby hospital, fire and police provided in rooms OR Public Area			Mandatory across all
e.	<b>Local Norms</b> i. Pollution Control norms set by the Ladakh Pollution Control Committee ii. Fire Safety norms as per regulations iii. Height & accessibility norms as per the Ladakh building byelaws			Mandatory across all
f.	<b>Parking Criteria:</b> - New Units: Following Ladakh building bye-laws norms for parking - Existing units: Following Ladakh building bye-laws norms for parking. If not, attempt to fulfill conditions in 6 months. IF unable to explanation providing a justified reason for non-compliance is submitted.			Ladakh Building bye-laws parking norms to be followed across Municipal and Non-Municipal limits
g.	No Use of Single use plastics within the accommodation unit as per Central Laws & Ladakh Pollution Control Committee norms.			Mandatory across all
2.	<b>Hotel &amp; Room Amenities:</b>			
a.	- Table or Writing Desk with stationery; - Cupboards with hangers OR Shelves - Luggage Rack or Space for luggage			Desirable: Standard Mandatory: Deluxe, Luxury

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	<ul style="list-style-type: none"> <li>- Mini Bar OR Fridge;</li> <li>- Safe;</li> <li>- Tea/Coffee making facility;</li> <li>- Iron;</li> <li>- Humidifier;</li> <li>- Reading Lights</li> </ul>				Minimum 2: Deluxe Minimum 3: Luxury
b.	<ul style="list-style-type: none"> <li>- Soap,</li> <li>- Bath towels</li> <li>- Hot &amp; cold water,</li> <li>- Sanitary bin</li> <li>- Slippers.</li> </ul>				Mandatory across all
	<ul style="list-style-type: none"> <li>- Hand Towels,</li> <li>- Bathmats,</li> <li>- Exhaust Fan,</li> <li>- Hairdryer,</li> <li>- Magnifying Mirror</li> </ul>				Minimum 2: Deluxe Minimum 3: Luxury
	<ul style="list-style-type: none"> <li>- Shampoo,</li> <li>- Conditioner,</li> <li>- Body Wash,</li> <li>- Body Lotion,</li> <li>- Dental Kit,</li> <li>- Shaving Kit,</li> <li>- Comb,</li> <li>- Vanity Kit,</li> <li>- Nail Kit,</li> <li>- Sewing Kit,</li> <li>- Tissues</li> </ul>				Minimum 5: Deluxe Minimum 7: Luxury
c.	<ul style="list-style-type: none"> <li>- Suite Room/s having a bedroom and separate sitting area - One or more</li> <li>- Spa or Sauna</li> <li>- Gymnasium or Fitness Centre or Swimming Pool</li> <li>- F&amp;B Outlet: Restaurants or Coffee shop or Lounge / Bar</li> </ul>				Minimum 1: Luxury
d.	Public restrooms for ladies and gents with hot & cold running water in public area / lobby area				Desirable: Standard Mandatory: Deluxe, Luxury

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e.	<ul style="list-style-type: none"> <li>- Waiting area with seating in reception / lobby area</li> <li>- Mobile / laptop charging points in common areas</li> <li>- Wi-fi services available</li> </ul>			Desirable: Standard, Deluxe Mandatory: Luxury
f.	<ul style="list-style-type: none"> <li>- Meeting Room or Conference Room OR Banquet Facility</li> <li>- Business Centre</li> <li>- Souvenir or Boutique Shop</li> <li>- Recreational Room or Game Room or Kids playing area</li> <li>- Wellness Centre or Yoga Room or Reading Room</li> </ul>			Desirable: Standard, Deluxe Minimum 2: Luxury
g.	Availability of a Baggage Storage room			Desirable: Standard Mandatory: Deluxe, Luxury
3	Services:	Yes / No / NA	Remarks	Note
a.	24/7 Staff availability and/or a Reception Area			Mandatory across all
b.	Availability of Room Service			Desirable: Standard Mandatory: Deluxe, Luxury
c.	Availability of Laundry Service including clearly printed cards with item rates in each room.			Desirable: Standard, Deluxe Mandatory: Luxury
d.	Availability of Concierge Services – <i>Travel Assistance; Emergency Service Access; Business &amp; Tech support for conference rooms; Events</i>			Desirable: Standard, Deluxe Mandatory: Luxury
e.	Availability of a Doctor on Call			Desirable across all
f.	2 Bottles of Clean, filtered water for consumption of guests in glass bottles to be provided daily.			Desirable: Standard Mandatory: Deluxe, Luxury
g.	Acceptance of common credit cards and / OR facility for accepting/making payments by digital transactions.			Mandatory across all
4	Kitchen Hygiene & Safety Measures:	Yes / No / NA	Remarks	Note
a.	Compliance with Food Safety Regulations as per the Central & State/UT Laws and FSSAI licenses / registration as applicable			Mandatory across all
b.	Use of Colour coded non-plastic / non-toxic chopping boards ( <i>MoT guidelines for Classification</i> )			Mandatory across all

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c.	Proper storage of raw and cooked foods to prevent cross-contamination, with clearly labelled and dated items. Use of food grade equipment containers for food storage. <i>(MoT guidelines for Classification)</i>			Mandatory across all
d.	Refrigerator with deep freezer with accurate temperature controls and segregated storage of fish, meat and vegetables. <i>(MoT guidelines for Classification)</i>			Mandatory across all
e.	Mechanised dishwashing line along with proper use and storage of dishwashing detergents and sanitizers, following manufacturers' instructions Implementation of a regular maintenance schedule for dishwashing machines.			Desirable: Standard, Deluxe Mandatory: Luxury
f.	Compliance with fire safety codes regarding the design and maintenance of kitchen exhaust systems and compliance with ventilation system design standards to ensure proper removal of heat, smoke, and odours. <i>(National Building Code – Commercial Kitchens)</i>			Desirable: Standard Mandatory: Deluxe, Luxury
g.	Strict guidelines for personal hygiene, including the use of hairnets, gloves, and appropriate staff attire to be followed in kitchens. Regular health checks for kitchen staff may also be implemented. Regular training for kitchen staff on hygiene practices, safe food handling, and emergency procedures.			Desirable: Standard Mandatory: Deluxe, Luxury
5	<b>Safety &amp; Security Measures:</b>	Yes / No / NA	Remarks	Note
a.	CCTV cameras at strategic locations <i>(MoT guidelines for Classification)</i>			Desirable: Standard Mandatory: Deluxe, Luxury
b.	Metal detectors (door frame or hand-held) & security arrangements at all entrances <i>(MoT guidelines for Classification)</i>			Desirable across all
c.	Fire & Emergency alarms with visual & audible signals and fire exit signs <i>(MoT guidelines for Classification)</i>			Desirable across all
d.	Each bedroom door fitted with lock & key, viewport or peephole and / or internal securing device such as safety chain OR rooms with access key controls <i>(MoT guidelines for Classification)</i>			Desirable: Standard Mandatory: Deluxe, Luxury
e.	Availability of first aid kit with over-the-counter medicines and oxygen cylinders / concentrators at front desk			Mandatory across all

  
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6	Sustainable Practices: (To be reviewed after three years)	Yes / No / NA	Remarks	Note
a.	Use of Energy saving lights and / Or water saving taps and showers			Desirable across all
b.	Provision of a filtered water filling station in the common area/s			Desirable across all
c.	Follows an effective food waste management system			Desirable across all
d.	Introduction of non-CFC equipment for refrigeration, Air Conditioning or Heating solutions of premises.			Desirable across all
e.	Effective sewage treatment system in place and reuses the treated water for other purposes within the premises.			Desirable across all
f.	Waste segregation followed as per rules issued by ULB or rural local body. All rooms, common area, toilets to have waste disposal facilities			Desirable across all
g.	Certified with a recognised sustainability certification (global or domestic) such as LEED, Green Key, STCI, third party Eco or Green Hotel certification			Desirable across all
h.	Has an EV charging facility in the parking area			Desirable across all

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Annexure "9" to Order No. 99 SECY(TRM) of 2024, Dated: 15.03.2024

**Affidavit**

(On Stamp Paper of INR 20/-)

I/We \_\_\_\_\_ (Name of the Applicant),

Son/Daughter of Mr. \_\_\_\_\_

(Father's Name) and Resident of \_\_\_\_\_

do hereby solemnly affirm and declare as under:

1. I hereby state that I have read and shall strictly abide by the "Terms and Conditions" governing the Registration / Renewal of Accommodation Units or Travel Agency under Department of Tourism, UT of Ladakh and rules & directions issued by the Department of Tourism, UT of Ladakh including all amendments and all other orders relating to the Registration of Accommodation Units or Travel Agency in Ladakh from time to time.
2. Any default/violation or breach or non-compliance by me to any of the terms and conditions of the Acts/Rules/Policy or any violation as are prohibited under prevailing laws, will lead to immediate cancellation of the Registration/License/NOC. Fees/Security Deposit if paid would be forfeited to Government treasury and necessary action would be taken up against me by the department.
3. That the information provided in the application form is true and correct to the best of my knowledge and belief.
4. In case of concealment of any facts in this regard, the Department of Tourism, Administration of Union Territory of Ladakh will have the right to reject my application for registration at any stage.

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

Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

**DEPENDENT**

**DEPONENT VERIFICATION:**

Verified on solemn affirmation at \_\_\_\_\_ (place) on this \_\_\_\_\_ (date) of, \_\_\_\_\_ (month), \_\_\_\_\_ (year) that the content of the above affidavit is true to the best of my knowledge and belief and nothing material has been concealed.

**DEPENDENT/COMPETENT AUTHORITY**

  
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