

**Ministry of Tourism
Government of India
(Events Division)**

**NATIONAL TOURISM AWARDS
2017-18**

GUIDELINES

GUIDELINES FOR NATIONAL TOURISM AWARDS 2017-18

The Ministry of Tourism, Government of India presents National Tourism Awards to various segments of the travel and tourism industry every year. These awards are presented to State Governments / Union Territories, classified hotels, heritage hotels, approved travel agents, tour operators and tourist transport operators, individuals and other private organizations in recognition of their performance in their respective fields and also to encourage healthy competition with an aim to promoting tourism.

The selection of the awardees is made by Committees constituted for the purpose and the decision of the Ministry of Tourism is final and binding. Applications have to be made in proper forms, wherever specified. Unless otherwise mentioned, the entries for the award should have been published or the activities undertaken during the period **April, 2017 to March 2018**.

The Ministry of Tourism, Government of India reserves the right to change the criteria, the parameters for consideration and all other relevant provisions for selection of Awards from time to time. The decision taken shall be at the sole discretion of the Secretary (Tourism), Government of India and will be treated as final.

General Instructions:

- **Last date for receipt of entries in the respective divisions is 26th August, 2019 (1600 Hrs.)**
- Entries should be sent as hard copies and strictly in the formats where specified.
- **The E-mail IDs are provided only for addressing enquiries and award entries may not be sent on these e-mail IDs. Hard copies of the entries/ applications duly signed in Ink by the applicant would be accepted.**
- Each entry should be accompanied by a 100 word write up on the entry, a high resolution photograph of the award winner or award winning entry of minimum 100 dpi for inclusion in the award brochure, if the entry wins an award. The material should be sent in digital format on CD/USB Drive.
- Each entry should be sent in a sealed packet / envelope containing the entry must have the name and contact details of the organization submitting the entry along with the category for which the entry is being submitted. Entries may be forwarded to respective Divisions in the Ministry of Tourism.

Hall of Fame Award:-It may be noted that any organization / agency / State Government / Union Territory etc., which has won the National Tourism Award in a particular category for the last 3 consecutive years and wins the National Tourism Award for the 4th time in the same category would be given "Hall of Fame" Award. However, the applicant shall be eligible to receive the "Hall of Fame" Award, subject to submission of entry for National Tourism Awards, the same meeting the criteria/ parameters listed for the concerned category and the Committee recommending the entry for winning the National Tourism Award for the 4th time. The applicant receiving the "Hall of Fame" Award would not be eligible for applying for the National Tourism Awards for that particular category for the next 3 years, after the receipt of the "Hall of Fame" Award.

(v)	Incredible India Bed & Breakfast Establishments: Approved by Ministry of Tourism, Govt. of India (Gold and Silver) (1 award) Approved by State Governments / Union Territory Administrations (1 award)	Awards based on revenue earned and total number of guests stayed	---do---
(vi)	Best Chef of India (3 awards – 1 award for each category)	(i) 1 Best Chef award for 4 star, 5 star, 5 star Deluxe, Heritage Classic & Heritage Grand category (ii) 1 Best Chef award for 1 star, 2 star, 3 star & Heritage Basic category (iii) Lady Chef	---do---
(vii)	Best Stand Alone Restaurant (1 Award)	Award for Best Stand Alone Restaurant	---do---
(viii)	Best Standalone Convention Centre (1 award)	Award for standalone Convention Centers providing required facilities & services of international standard.	---do---
(ix)	Best Hotel Based Meeting Venue (1 award)	Award for Hotel based Meeting Venue providing required facilities & services of international standard.	---do---

Sl. No.	Category of Awards	Description	Where to Submit Application
C.	States and Union Territories		

(vii)	Best Wildlife Guide (1 award)	Open to guides recognized/ approved by the respective State Forest Departments	---do---
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Sl. No.	Category of Awards	Description	Where to Submit Application
B.	Classified Hotels / Incredible India Bed & Breakfast Establishments/Chefs/ Convention Centers		
(i)	Best Hotel – 1 star to 5 star deluxe category (6 awards – one in each category)	Awards based on annual revenue earned, foreign guests stayed and, Awards won.	Under Secretary (Hotels), Ministry of Tourism, C-1 Hutments, Dara Sukoh Road (Earlier Dalhousie Road), New Delhi – 110 011. Telefax: 011 – 23012810. E-mail: hraccddivision@gmail.com
(ii)	Best Heritage Hotel – Basic, Classic and Grand categories (3 awards – one in each category)	Awards based on annual revenue earned, foreign guests stayed, Awards won and promotion of arts and crafts.	---do---
(iii)	Best Eco Friendly Hotel (1 award)	Award based on Eco Friendly practices observed by hotels and foreign exchange earned	---do---
(iv)	Hotel providing best facilities for the differently abled guests (1 award)	Award based on facilities provided for the differently abled by hotels and foreign exchange earned.	---do---

B. Hotels/ Convention Centres/ B& B Establishments/ Chefs/Stand Alone Restaurants/ Convention Centres

(i) Best Hotels (Total Six Awards)

- **5 Star Deluxe**
- **5 Star**
- **4 Star**
- **3 Star**
- **2 Star**
- **1 Star**

Selection of awardees in the hotel categories would be evaluated on the basis of following criteria on **maximum marks of 80:**

- i. Annual Revenue earned per room based on total gross turn over earned **(20 marks)**
- ii. % increase in annual revenue per room over previous year **(10 marks)**
- iii. Foreign Guest stayed per room **(20 marks)**
- iv. % Increase in foreign guest per rooms over previous year **(10 marks)**
- v. International Awards & Certification based on the following awards, related to service quality, Security, Eco-friendly measures etc. **(20 marks)**
 - Travel + Leisure awards
 - CondeNastTraveller awards
 - Institutional Investor ratings (business hotels)
 - Business Traveller awards

Entries should be submitted to the office of Under Secretary (H &R), Ministry of Tourism, C-1 Hutments, Dara Shukoh Road (Earlier Dalhousie Road), New Delhi – 110 011. All enquiries, may be directed to Telephone no.: 011 – 23012810 or E-mail: hraccdivision@gmail.com

MINISTRY OF TOURISM

APPLICATION FORMAT FOR NATIONAL TOURISM AWARDS FOR STAR CATEGORY HOTELS FOR THE YEAR – 2017-18

S. No.	Particulars	Information to be filled up by applicant
1	Name of the Hotel	
2	Star category	
3	Location of the hotel (Address, Telephone no. with STD code, Fax and E-mail)	
4	Name of the Company with Address	
5	Name of the General Manager (in block letters)	
6	Name and address of the contact person/ representative in Delhi if any with: telephone, fax, e-mail, mobile	
7	Status of classification (category) during 2017-18. Category – 1 Star to 5 Star Deluxe. (Enclosing a copy of the MoT classification / re-classification order is mandatory)	
8	No. of rooms (2016-17) No. of rooms (2017-18) (as per approval letter of Ministry of Tourism)	
9	a) Gross turnover during the year 2016-17 b) Gross turnover during the year 2017-18 c) % increase in turnover in 2017-18 over the previous year	
10.	a) Number of Foreign Guests stayed during the year 2016-17 b) Number of Foreign Guests stayed during the year 2017-18 c) % Increase in foreign guest in 2017-18 over the previous year	
Note: Information on point 9 & 10 to be duly certified by the statutory auditors of the Hotel		
11.	Brief description of the Hotel highlighting the salient features in around 30 words (This may be furnished in block letters)	

12.	High resolution photo/image of the hotel (exterior and interior) to be submitted (soft copy)	
13.	Has the hotel received an award earlier under this category and if so, the year/s may be indicated	
14.	International Awards & Certification related to Service quality, Security, Eco-friendly measures, etc. Awards such as Travel + Leisure Awards, Conde Nast Traveller Awards, Institutional Investor ratings (business hotels), Business Traveller Award	
15.	Any other relevant information	

Note:

1. Hotel is required to apply separately for each category of National Tourism Award. The applications should be signed by the authorized signatory of the hotel.
2. Incomplete applications will not be considered.
3. Applications not submitted in the prescribed format will not be accepted.
4. In case information is not available for any of the above points then the same be shown as NIL / NA.
5. **Hotels which have received first prize in the same category for three years in the last five years will not be considered for the above Award.**

(ii) Best Heritage Hotels (Three Awards)

- **Heritage Grand**
- **Heritage Classic**
- **Heritage Basic**

Selection of awardees in the hotel categories would be evaluated on the basis of following criteria on **maximum marks of 90:**

- i. Annual Revenue earned per room based on total gross turn over earned **(15 marks)**
- ii. % increase in annual revenue per room over previous year **(10 marks)**
- iii. Foreign Guest stayed per room **(15 marks)**
- iv. % Increase in foreign guest per room and corresponding year **(10 marks)**
- v. International Awards & Certification based on the following awards related to Service quality, Security, Eco-friendly measures etc. **(20 marks)**
 - Travel + Leisure awards,
 - Conde Nast Traveller awards
 - Institutional Investor ratings (business hotels)
 - Business Traveller Award
- vi. Promotion of arts and crafts by the hotel **(10 marks)**
- vii. Number of local persons employed annually vis-à-vis the total manpower of the hotel **(10 marks)**

Entries should be submitted to the office of Under Secretary (H&R), Ministry of Tourism, C-1 Hutments, Dara Shukoh Road (Earlier Dalhousie Road), New Delhi – 110 011. All enquiries may be directed to Telephone no.: 011 – 23012810 or E-mail: hraccddivision@gmail.com

MINISTRY OF TOURISM

APPLICATION FORMAT FOR NATIONAL TOURISM AWARDS FOR HERITAGE CATEGORY HOTELS FOR THE YEAR – 2017-18

S. No.	Particulars	Information to be filled up by applicant
1.	Name of the Hotel	
2.	Star category	
3.	Location of the hotel (Address, Telephone no. with STD code, Fax and E-mail)	
4.	Name of the company with Address	
5.	Name of the General Manager (in block letters)	
6.	Name and address of the contact person/ representative in Delhi if any with: telephone, fax, e-mail, mobile	
7.	Status of classification (category) during 2017-18 (Category – Heritage Basic/Heritage Classic/Heritage Grand). (Enclosing a copy of the MoT classification / re-classification order is mandatory)	
8.	No. of rooms (2016-17) No. of rooms (2017-18) (as per approval letter of Ministry of Tourism)	
9.	a) Gross turnover during the year 2016-17 b) Gross turnover during the year 2017-18 c) % Increase in turnover in 2017-18 over the previous year	
10.	a. Number of foreign guests stayed during the year 2016-17 b. Number of foreign guests stayed during the year 2017-18 c. % Increase in foreign guests in 2017-18 over the previous year	
Note: Information on point 9 & 10 to be duly certified by the statutory auditors of the Hotel		
11.	Brief description of the Hotel highlighting the salient features in around 30 words (This may be furnished in block letters)	

12.	High resolution photo/image of the hotel (exterior and interior) to be submitted (soft copy)	
13.	Has the hotel received an award earlier under this category and if so, the year/s may be indicated	
14.	International Awards & Certification related to service quality, Security, Eco-friendly measures etc. Awards such as Travel + Leisure Awards, Cond Nast Traveller Awards, Institutional Investor ratings (business hotels), Business Traveller award	
15.	Promotion of arts and crafts by the hotel	
16.	Number of local persons employed annually vis-a-vis the total manpower of the hotel	
17.	Any other relevant information	

Note:

1. Hotel is required to apply separately for each category of National Tourism Award. The applications should be signed by the authorized signatory of the hotel.
2. Incomplete applications will not be considered.
3. Applications not in the prescribed format will not be accepted.
4. In case information is not available for any of the above points then the same be shown as NIL/NA.
5. **Hotels which have received first prize in the same category for three years in the last five years will not be considered for the above Award.**

(iii) Best Eco Friendly Hotel (One Award)

Selection of awardees in this category would be on the basis of:

1. 50% emphasis on Foreign Exchange Earnings, supported by a certificate from a Chartered Accountant.
2. 50% of the emphasis for qualification for National Tourism Award will be on the following practices / parameters:
 - ISO 14001 certification
 - HACCP certification
 - EarthCheck certification
 - LEED certification (Silver, Gold, Platinum)
 - Ecotel Certification for Energy Efficiency, Water Conservation, Solid Waste Management, Environmental Commitment, Employee Education and community involvement
 - Awareness
 - Other Eco-friendly practices
 - Technical updates
 - Strategy

Entries should be submitted to the office of Under Secretary (H&R), Ministry of Tourism, C-1 Hutments, Dara Shukoh Road (Earlier Dalhousie Road), New Delhi – 110 011. All enquiries may be directed to Telephone no.: 011 – 23012810 or E-mail: hraccddivision@gmail.com

MINISTRY OF TOURISM

APPLICATION FORMAT FOR BEST ECO-FRIENDLY HOTEL- 2017-18

S. No.	Particulars	Information to be filled up by applicant
1.	Name of the Hotel	
2.	Star category	
3.	Location of the hotel (Address, Telephone no. with STD code, Fax and E-mail)	
4.	Name of the company with Address	
5.	Name of the General Manager (in block letters)	
6.	Name and address of the contact person/ representative in Delhi if any with : telephone, fax, e-mail, mobile	
7.	Status of classification (category) during 2017-18 (Category - One Star to 5 Star Deluxe/ Heritage/ Heritage Classic/ Heritage Grand). (Enclosing a copy of the MoT classification / re-classification order is mandatory)	
8.	No. of rooms (as per approval letter of Ministry of Tourism)	
9.	a) Total turnover of the Hotel during the years 2016-17 and 2017-18 b) Foreign Exchange earning of the Hotel during the years 2016-17 and 2017-18 also separately in INR equivalent (Note: Should not include money changing at the counter/service for Foreign Exchange) c) Increase/decrease in Foreign Exchange earnings in 2017-18 as compared to 2016-17	
Note: Information pertaining to point no. 9 (a, b and c) to be duly certified by the statutory auditors of the Hotel		
10.	Brief description of the Hotel highlighting the salient eco-friendly features in around 30 words	

	(This may be furnished in block letters)	
11.	High resolution photo/image of the hotel (exterior and interior) to be submitted (soft copy)	
12.	<p>Information on the following may be furnished:</p> <ul style="list-style-type: none"> i) ISO certification (copy to be enclosed) ii) HACCP (copy to be enclosed) iii) Ecotel (copy to be enclosed) iv) Upgrading awareness of eco-friendly measures v) Technical updates vi) Strategy to promote eco-friendly measures vii) Measures for energy conservation viii) Measures for water conservation ix) Waste management x) Pollution control for air, water and light xi) Sewage treatment plant (STP) xii) Non CFC refrigeration and air conditioning xiii) Measures for non-usage of plastic xiv) Recycling of materials/waste/refuse etc. xv) No smoking policy etc. xvi) Use of solar energy xvii) Social responsibilities for the local communities 	
13.	Any awards/recognitions received by the hotel for eco-friendly policy	
14.	Has the hotel received a National Tourism Award earlier under this category and if so, the year/s may be indicated	
15.	<p>International Awards & Certification related to service quality, security, Eco-friendly measures etc.</p> <p>Awards such as Travel + Leisure Awards, Conde Nast Traveller Awards, Institutional Investor ratings (business hotels), Business Traveller award</p>	
16.	Any other relevant information	

Note:

1. Hotel is required to apply separately for each category of National Tourism Award. The applications should be signed by the authorized signatory of the hotel.
2. Incomplete applications will not be considered.
3. Applications not in the prescribed format will not be accepted.
4. In case information is not available for any of the above points then the same be shown as NIL/NA.
5. **Hotels which were given first prize in the same category for three years out of the last five years will not be considered for the above Award.**

(iv) Hotel Providing Best Facilities for the Differently Abled Guests
(One Award)

Selection of awardees in this category would be on the basis of:

1. 50% emphasis on Foreign Exchange Earned per room, supported by a certificate from a Chartered Accountant.
2. 50% of the emphasis for the National Tourism Award will be on provision of facilities for the differently abled:
 - Facilities for Differently abled guests in the hotel/room
 - No. of Differently abled staff employed out of the total staff
 - Facilities for the differently abled staff
 - No. of dedicated rooms
 - Miscellaneous

Entries should be submitted to the office of Under Secretary (H&R), Ministry of Tourism, C-1 Hutments, Dara Shukoh Road (Earlier Dalhousie Road), New Delhi – 110 011. All enquiries may be directed to Telephone no.: 011 – 23012810 or E-mail: hraccddivision@gmail.com

MINISTRY OF TOURISM

APPLICATION FORMAT FOR HOTEL PROVIDING BEST FACILITIES FOR THE DIFFERENTLY ABLED GUESTS – 2017-18

S. No.	Particulars	Information to be filled up by applicant
1.	Name of the Hotel	
2.	Star category	
3.	Location of the hotel (Address, Telephone no. with STD Fax and E-mail)	
4.	Name of the company with Address	
5.	Name of the General Manager (in block letters)	
6.	Name and address of the contact person/ representative in Delhi if any with telephone, fax, e-mail and mobile	
7.	Status of classification (category) during 2017-18 (Category -One Star to 5 Star Deluxe/ Heritage/Heritage Classic/ Heritage Grand. (Enclosing a copy of the MoT classification / re-classification order is mandatory))	
8.	No. of rooms dedicated for the differently abled	
9.	a) Annual Revenue earned per room based on total gross turnover earned during the year 2017-18. b) % increase in annual revenue per room over previous year (2016-17)	
10.	a) Foreign guests stayed per room during the year 2017-18. b) % increase in foreign guests per room over the year 2016-17.	
Note: Information pertaining to point No. 9a & 9b and 10a & 10b to be duly certified by the Statutory Auditor of the hotel.		
11.	Information on the following may be provided: (i) Features for the differently abled guests in the hotel/ room (ii) No. of differently abled staff employed	

	<p>and facilities provided for them</p> <p>(iii) Facilities for the differently abled guest provided in the room; lobby; restaurants etc. viz. provision of telephone, toilet, ramp with anti-slip floors wheel chair, dedicated parking, access to all public areas etc.</p> <p>(iv) Facilities for aurally/ visually challenged (eg. signage in Braille)</p>	
12.	Brief description highlighting salient features for differently abled persons in 30 words (This may be furnished in block letters)	
13.	High resolution photo/image of the hotel (exterior and interior) and of the facilities for the differently abled to be submitted	
14.	Has the hotel received an award from the Ministry of Tourism earlier under this category and if so, the year/s may be indicated	
15.	<p>International awards and certification related to facilities for differently abled, service quality, security, eco-friendly measures etc.</p> <p>Awards such as Travel + Leisure Awards, Conde Nast Traveller Awards, Institutional Investor ratings (Business Hotels), Business Traveller Award</p>	
16.	Any other relevant information	

Note:

1. Hotel is required to apply separately for each category of National Tourism Award. The applications should be signed by the authorized signatory of the hotel.
2. Incomplete applications and application not in the prescribed format will not be considered.
3. In case information is not available for any of the above points then the same be shown as NIL/NA.
4. **Hotels which were given first prize in the same category for three years out of the last five years will not be considered for the above Award.**

(v) Best Incredible India Bed & Breakfast Establishments (Two Awards)

- Incredible India Bed & Breakfast Establishment approved by Ministry of Tourism under Gold and Silver category. **(One Award)**
- One award to include nominations for Bed & Breakfast Establishment approved by State Governments /UT Administrations. **(One Award)**

Selection of awardees in this category would be on the basis of:

1. Revenue earned during 2017-18
2. Total number of guests stayed during 2017-18
3. Efforts made for promotion of the Establishment would also be considered.

Entries should be submitted to the office of Under Secretary (H&R), Ministry of Tourism, C-1 Hutments, Dara Shukoh Road (Earlier Dalhousie Road), New Delhi – 110 011. All enquiries may be directed to Telephone no.: 011 – 23012810 or E-mail: hraccddivision@gmail.com

**APPLICATION FORMAT FOR NATIONAL TOURISM AWARDS FOR
APPROVED INCREDIBLE INDIA BED & BREAKFAST ESTABLISHMENTS
FOR THE YEAR 2017-18**

(To be typed in block letters on letterhead of the Unit)

1. Name of the Bed and Breakfast unit :
2. Category – Silver / Gold :
3. No. of Rooms offered by the Bed & Breakfast establishment :
 - i. Lounge / lobby / seating area
 - ii. Parking facility
 - iii. Eco-friendly measures
 - iv. Air-conditioning
 - v. Internet facility
 - vi. Fire/security guard/safety locker/first aid/doctor on call
 - vii. Website/marketing
 - viii. Press/travel review/recognition received
 - ix. Left Luggage
4. Address/location with Phone No.
STD Code, Fax No., E-mail, Address & Website
 - i. Address :
 - ii. Telephone with STD Code :
 - iii. Fax No. :
 - iv. E-mail Address :
 - v. Website :
5. Name & address of contact person/representative
 - i. Address :
 - ii. Telephone with STD Code :
 - iii. Fax No. :
 - iv. E-mail Address :
 - v. Website :
6. Revenue earned during the year 2017-18
 - (i) Earning in INR :
 - (ii) Earning in foreign currency (Converted to INR) :
7. A) Total No. of guests stayed during the year 2017-18
 - (i) No. of Indian guests :
 - (ii) No. of foreign guests :
 B) Total No. of room nights sold during the year 2017-18
 - (i) No. of room nights for Indian Guest :
 - (ii) No. of room nights for foreign Guest :

8. Brief note of efforts made by the Bed & Breakfast Establishment for promotion of the establishment in not more than 50 words :
9. Brief description of B&B establishment highlighting salient features in 30 words.
10. Any other relevant information:
11. Photographs of:
(i) Front of Building (ii) Rooms (iii) Bathrooms.
(Hard copy of photographs to be enclosed with application.)
12. Status of approval (category) during 2017-18
(A copy of the MoT approval / re-approval order to be enclosed)

Entries should be submitted to the office of Under Secretary (H&R), Ministry of Tourism, C-1 Hutments, Dara Shukoh Road (Earlier Dalhousie Road), New Delhi – 110 011. All enquiries may be directed to Telephone no.: 011 – 23012810 or E-mail: hraccddivision@gmail.com

Note:

1. The applications should be signed by the applicant.
2. Incomplete applications/ Applications not submitted in the prescribed format will not be accepted / considered.
3. In case information is not available for any of the above points then the same be shown as NIL/NA.

(vi) Best Chef of India (Three Awards)

There are three awards, one in each of the following categories:

- Best Chef from 4, 5, 5D and Heritage Classic and Grand category. (One Award)
- Best Chef for 1, 2, 3 and Heritage Basic categories. (One Award)
- Best Lady Chef (One Award)

The criteria for selection would be following:

- Technical/Vocational/Educational Qualification
- Years of professional experience
- National/International achievements
- Innovation/brand creation
- Books/articles authored
- Contribution to the society
- Other Noteworthy achievements during the career

Entries should be submitted to the office of Under Secretary (H &R), Ministry of Tourism, C-1 Hutments, Dara Shukoh Road (Earlier Dalhousie Road), New Delhi – 110 011. All enquiries, may be directed to Telephone no.: 011 – 23012810 or E-mail: hraccddivision@gmail.com

**APPLICATION FORMAT FOR NATIONAL TOURISM AWARDS FOR
Best Chef of the Year Award – 2017-18**

S. No.	Particulars	Information to be filled up by applicant
1.	Name	
2.	Date of birth and age	
3.	Present designation	
4.	Employed by hotel	
5.	Name of Hotel	
6.	Technical/ vocational/educational qualifications	
7.	No. of years of professional experience	
8.	No. of years in current position	
9.	Area of specialty –Indian cuisine/ Western cuisine/ specific cuisine etc.	
10.	Past experience / departments worked in	
11.	Significant achievements (national/ international) in the year 2017-18. Details of initiatives, creativity, food shows etc. that have been organized nationally/internationally (This should be supported by documents/ press cuttings /photos etc.)	
12.	Innovation / brand creation if any	
13.	Books and articles authored	
14.	Contribution to society if any	
15.	Other noteworthy achievements during the career	

Note:

1. The applications should be signed by the applicant.
2. Incomplete applications/ Applications not submitted in the prescribed format will not be accepted / considered.
3. In case information is not available for any of the above points then the same be shown as NIL/NA.
4. Chefs who have received a National Tourism Award earlier will not be considered.

vii) BEST STAND ALONE RESTAURANT

Selection of awardees in the Best Stand Alone Restaurant category would be made on the basis of following criteria with maximum of 60 marks.

1. The restaurant should have been in operation for at least two years.
2. Applicant restaurant should be approved either by the Ministry of Tourism, Government of India or the concerned State Tourism Department. Copy of approval letter to be enclosed.
3. Details of the Stand Alone Restaurant with seating capacity/covers: the Stand Alone Restaurant should have a main hall with seating capacity of minimum 50. (Maximum 5 marks @ one mark each for 50, 60, 70, 80, 90)
4. Ambience, Design interpretation and usage of local raw materials. (Maximum 5 marks).
5. Number of Cuisine served/ (Maximum 5 marks, One mark for each cuisine)
6. Revenue/ Turnover (Minimum Rs 50 lakh per month) (20 marks)
7. Facilities for the differently abled, parking service entries, warehousing, housekeeping (2 marks)
8. Security & Fire Safety (5 marks)
9. Cleanliness & Hygiene (5 marks)
10. Eco-friendly measures and waste management facilities (5 marks)
11. Impact created on local economy by way of local employment (5 marks)
12. Certifications the Stand Alone Restaurant has such ISO, Gold Leaf, etc& Certified professionals employed (3 marks)

Entries should be submitted to the office of Under Secretary (H&R), Ministry of Tourism, C-1 Hutments, Dara Shukoh Road (Earlier Dalhousie Road), New Delhi – 110 011. All enquiries, may be directed to Telephone no.: 011 – 23012810 or E-mail: hraccdivision@gmail.com

MINISTRY OF TOURISM
APPLICATION FORMAT FOR NATIONAL TOURISM AWARDS FOR 2017-18
(Best Stand Alone Restaurant Category)

S.No.	Particulars	Information to be filled up by the applicant
1	Name of the Stand Alone Restaurant	
2	Location of the Stand Alone Restaurant Address Telephone number with STD code Fax Email	
3	Name and address of the contact person / representative in Delhi, if any, with telephone no., fax no., email id, mobile number	
4	Number of years the restaurant has been in operation (Minimum two years)	
5	(i) Whether the applicant restaurant is approved either by the Ministry of Tourism, Government of India or the concerned State Tourism Department. (Copy of approval letter to be enclosed) (ii) Status of Classification/Approval in 2017-18	
6	Area in Sq Ft./ Number of Halls Indoor Outdoor	
7	No of seating	
8	Total number of guests handled/covers in the following years: 2016-17 2017-18	
9	Revenue/ Turnover in the following years: 2016-17 2017-18	
10	Ambience, Design interpretation and usage of local raw materials. (Photographs & write-up of not more than 50 words, to be submitted)	
11	Number of Cuisine served/Theme	
12	Number of local persons employed out of	

	the total number of staff	
13	Facilities for the differently abled, parking service entries, warehousing, housekeeping	
14	Security & Fire Safety	
15	Cleanliness & Hygiene	
16	Eco-friendly measures and waste management facilities	
17	Marketing spend by the Stand Alone Restaurant including benefits which may have accrued to the destination /region where the restaurant is located.	
18	Certifications the Stand Alone Restaurant has such ISO, Gold Leaf, certified professionals.	

NOTE:

1. The applications should be signed by the authorized signatory of the hotel.
2. Incomplete applications/ Applications not submitted in the prescribed format will not be accepted / considered.
3. In case no information is available, then the same be shown as Nil / NA.

(viii) Best Standalone Convention Centre (One Award)

Selection of awardees in the Convention Centre category would be evaluated on the basis of following criteria on maximum marks of 50:

- i. Details of the Convention Centre with Seating Capacity: The Convention Center should have a Plenary Hall with- 500 capacity and above in metros and 300 in other cities. It should also have a minimum of 3 smaller halls as well **(5 marks)**
- ii. Adequate Exhibition space **(5 marks)**
 - Covered or open space
 - Combination of indoor and outdoor meeting venues availability
- iii. Number of plenary venues and breakaway rooms **(3 marks)**
- iv. Facilities for differently abled, parking, service entries, warehousing and services like fire, electrics, water, waste disposal, housekeeping **(5 marks)**
- v. Event Management facilities **(3 marks)**
- vi. Restaurants **(2 marks)**
- vii. Number of Conventions and Mega Events held during the year 2016-17 and 2017-18 **(3 marks)**
 - (a) Number of International events that have taken place at the venue
 - (b) Number of National events taken place at the venue
 - (c) Type and size of events
- viii. Total number of delegates handled in a year **(2 marks)**
- ix. Impact created by the venue on local economy **(2 marks)**
- x. Marketing spend by the Convention Center including benefits which may have accrued to the destination/region of its location **(5 marks)**
- xi. Certifications the Centre has, such as ISO, Gold leaf, CMP certified professionals associated with the hotel/convention centre etc. **(10 marks)**
- xii. Security measures **(5 marks)**

Entries should be submitted to the office of the Under Secretary (H &R), Ministry of Tourism, C-1 Hutments, Dara Shukoh Road (Earlier Dalhousie Road), New Delhi – 110 011. All enquiries, may be directed to Telephone no.: 011 – 23012810 or E-mail: hraccdivision@gmail.com

MINISTRY OF TOURISM
APPLICATION FORMAT FOR NATIONAL TOURISM AWARDS FOR 2017-18
Best Stand Alone Convention Centre Award

S. No.	Particulars	Information to be filled up by applicant
1.	Name of the Convention Centre	
2.	Location of the Convention Centre i. Address ii. Telephone no. with STD code iii. Fax iv. Email	
3.	Name of General Manager (in block letters)	
4.	Name and address of the contact person/representative in Delhi if any with telephone no., fax no., email, mobile No.	
5.	Details of Plenary Hall (Name and area in sq.ft. with No. of seating)	
6.	No. of Convention halls (should have minimum 3 smaller halls) Names of the halls, area in sq.ft and No. of seating to be indicated against each hall)	
7.	Facilities: i. Lobby / reception area indicating the No. of registration counters ii. Multi-lingual translation iii. Business centre (facilities/details to be indicated) iv. Restaurant (No. of covers) v. Public restroom for the differently abled vi. Hotel accommodation if any with No. of rooms vii. Parking space (No. of vehicles-cars/buses)	
8.	Details of exhibition space -area/size in sq.ft.	

	-covered or open space -combination of indoor and outdoor meeting venues availability.	
9.	Number of Conventions and Mega Events held during the year 2016-17 & 2017-18 i. Number of International events which took place at the venue ii. Number of National events which took at the venue iii. Type and size of events	
10.	Total number of delegates handled in a year 2016-17 & 2017-18	
11.	Impact created by the venue on local economy	
12.	Marketing spend by the Convention Center in promoting the destination/region of its location including benefits which may have accrued to the destination/region of its location and regularity of business being shared in the city hotels	
13.	Event Management facilities	
14.	Quality and service delivery	
15.	Certifications the centre has such as ISO, Gold leaf, CMP certified professionals associated with the hotel/convention centre etc.	
16.	Has the Convention Centre received an award earlier under this category and if so, the year/s may be indicated	
17.	Brief description highlighting salient features of the convention centre in 30 words (This may be furnished in block letters)	
18.	High resolution photo/image of the convention centre (exterior and interior) to be submitted	
19.	Security measures	
20.	Any other facilities	

NOTE:

1. The applications should be signed by the authorized signatory of the hotel.
2. Incomplete applications / Applications not submitted in the prescribed format will not be accepted / considered.
3. In case information is not available for any of the above points then the same be shown as Nil / NA.
4. **Convention Centre which has received award in the same category for three years out of the last five years will not be considered.**

(ix) Best Hotel Based Meeting Venue (One Award)

Selection of awardees in the Best hotel based Meeting Venue category would be evaluated on the basis of following criteria on **maximum marks of 50:**

- i. Details of the Convention Centre with Seating Capacity. The Convention Center should have a Plenary Hall with- 500 capacity and above in metros and 300 in other cities. It should also have a minimum of 3 smaller halls as well**(5 marks)**
- ii. Adequate Exhibition space **(5 marks)**
 - Covered or open space
 - Combination of indoor and outdoor meeting venues availability
- iii. Facilities for differently abled, parking, service entries, warehousing and services like fire, electrics, water, waste disposal, housekeeping**(5 marks)**
- iv. Event Management facilities **(2 marks)**
- v. Restaurants with seat covers **(2 marks)**
- vi. Hotel with no. of rooms (as per approval letter of Min. of Tourism) **(3 marks)**
- vii. Number of Conventions and Mega Events held during the year 2016-17 and 2017-18 **(3 marks)**
 - (a) Number of International events which took place at the venue
 - (b) Number of National events which took place at the venue
 - (c) Type and size of events
- viii. Total number of delegates handled in a year **(2 marks)**
- ix. Marketing spend in promoting the destination/region of its location - including benefits which may have accrued to the destination/region of its location and regularity of business being shared in the city hotels where the Centre is situated **(3 marks)**
- x. Quality and service delivery **(2 marks)**
- xi. Certifications to the hotel has such as ISO, Gold leaf, CMP certified professionals associated with the Hotel/ Convention Centre etc. **(10 marks)**
- xii. Hotel based centers should be min. 4 Star category **(5 marks)**
- xiii. Security measures **(3 marks)**

Entries should be submitted to the office of Under Secretary (H&R), Ministry of Tourism, C-1 Hutments, Dara Shukoh Road (Earlier Dalhousie Road), New Delhi - 110 011. All enquiries, may be directed to Telephone no.: 011 - 23012810 or E-mail: hraccddivision@gmail.com

MINISTRY OF TOURISM
APPLICATION FORMAT FOR NATIONAL TOURISM AWARDS FOR 2017-18
Best Hotel Based Meeting Venue

S. No.	Particulars	Information to be filled up by applicant
1.	Name of the Hotel Based Meeting Venue	
2.	Location of the Hotel Based Meeting Venue Address Telephone no. with STD code Fax Email	
3	Name of General Manager (in block letters)	
4	Name and address of the contact person/representative in Delhi if any with telephone no., fax no., email, mobile No.	
5	Details of Plenary Hall (Name, area in sq.ft. and No. of seating to be indicated)	
6	No. of Convention halls (should have minimum 3 smaller halls) Name, area in sq.ft and No. of seating, of each hall to be indicated separately)	
7	Facilities: i. Lobby / reception area indicating the No. of registration counters ii. Multi-lingual translation iii. Business centre (facilities/ details to be indicated) iv. Restaurant (No. of covers) v. Public restroom for the differently abled vi. Hotel accommodation with No. of rooms	

	vii. Parking space (No. of vehicles-cars/buses)	
8	Details of exhibition space - area/size in sq.ft. - covered or open space - combination of indoor and outdoor meeting venues availability.	
9	Number of Conventions and Mega Events held during the year 2016-17 & 2017-18 i. Number of International events which took place at the venue ii. Number of National events which took place at the venue iii. Type and size of events	
10	Total number of delegates handled in a year 2016-17 & 2017-18	
11	Impact created by the venue on local economy	
12	Marketing spend by the Convention Center in promoting the destination/region of its location including benefits which may have accrued to the destination/region of its location and regularity of business being shared in the city hotels	
13	Event Management facilities	
14	Quality and service delivery	
15	Certifications which the centre has such as ISO, Gold leaf, CMP certified professionals associated with the hotel/convention centre etc.	
16	Hotel based centers should be minimum 4 star category. Status of classification (category) during 2017-18. (Enclosing a	

	copy of the MoT classification / re-classification order is mandatory)	
17	Has the Hotel Based Meeting Venue received an award earlier under this category and if so, the year/s may be indicated	
18	Brief description highlighting salient features of the convention centre in 30 words (This may be furnished in block letters)	
19	High resolution photo/image of the convention centre (exterior and interior to be submitted	
20	Security measures	
21	Any other facilities	

NOTE:

1. The applications should be signed by the authorized signatory of the hotel.
2. Incomplete applications/ Applications not submitted in the prescribed format will not be accepted / considered.
3. In case no information is available, then the same be shown as Nil / NA.
4. Convention Centre which has received award in the same category for three years out of the last five years will not be considered.

Email

shivaji.mahto@gov.in

Fwd: Most Urgent: National Tourism Awards 2018-19 regarding

From : Jisha Ashok <jisha.ashok@nic.in>
Subject : Fwd: Most Urgent: National Tourism Awards 2018-19 regarding

Wed, Jul 08, 2020 11:55 AM

 1 attachment

To : Shivaji Mahto <shivaji.mahto@nic.in>

Please put up on efile.

Regards
Jisha

From: surendra1971s@gmail.com
To: "Jisha Ashok" <jisha.ashok@nic.in>
Cc: "Bibhuti Dash" <bibhuti.dash72@gov.in>
Sent: Tuesday, July 7, 2020 12:17:45 PM
Subject: Fwd: Most Urgent: National Tourism Awards 2018-19 regarding

Madam

Please refer to trailing email received from DDG(Events). Please put up on file so as to provide our inputs /comments /suggestions to him by 10.07.2020.

Regards

Surendra Kumar
US(H&R)

----- Forwarded message -----

From: **Manas Ranjan Pattanaik** <manas@nic.in>
Date: Mon, Jul 6, 2020 at 12:16 PM
Subject: Re: Most Urgent: National Tourism Awards 2018-19 regarding
To: Bibhuti Dash <bibhuti.dash72@gov.in>, Meenakshi Mehta <mmehta@nic.in>, Annabella Arya Asstt. DG, Ministry of Tourism <annabella.arya@nic.in>, Shoeb Samad <ss.samad@nic.in>, Arun Srivastava <rdindiatourism@gmail.com>, Venkatesan Dhattareyan <dvenka@gmail.com>, Sanjay Singh <sanjay.singh1@nic.in>, Rajesh Sahu <rajesh.s80@gov.in>, Pankaj Devrani <pankaj.devrani@gov.in>, Meenaksh Sharma <meenakshi.sharma63@gov.in>, Rakesh Kumar Verma <js.tourism@gov.in>, Rupinder Brar <rup.brar@gov.in>, Gyan Bhushan <bhushan.gyan@gov.in>
Cc: Surendra Kumar <surendra1971s@gmail.com>, Tuntuni Chowdhury <tuntunic@yahoo.com>, Rajesh <r-talwar@nic.in>, Niraj Sharan <neeraj.sharan@nic.in>, Rangarajan Parthasarathy <rangarajan@nic.in>, Susheela Tigga <susheela.tigga@gov.in>, JITENDRA JADHAV <j.jadhav@gov.in>, Monisha Satoeya <monisha.s@gov.in>, Monisha Satoeya <monisha.s@nic.in>, Harpal Singh <s.harpal@nic.in>, Siddharth Bodwal <siddharth.bodwal@gov.in>, Shyam Babu K.R. <kr.shyam@gov.in>

Reminder - I

To,

The Director/ Jt. DG / DDGs / Dy. Secy. Asstt. DGs / USs
TT / Hotels / M&C/ Publicity/ OM / NT/ IT
Swachh Bharat Mission/ Adopt a Heritage Divisions,
Ministry of Tourism,
New Delhi

Madam / Sir,

This has reference to trail mail dated June 29, 2020 regarding organization of National Tourism Awards 2018-19 by the Ministry of Tourism. All concerned divisions were requested to review the NTA Guidelines (2017-18), the portion of their respective award categories and the overall guidelines and inputs / comments / suggestions if any, may be intimated to this division by **July 3, 2020 (1600 hours)**.

In this context, except for **SBM Division** no other division as on date have sent in their inputs / comments / suggestions if any, to this division.

All the concerned Programme Division are requested to kindly update the portion of their respective categories and the overall guidelines (if any), to the Events Division latest by **July 10, 2020 (1600 hours)**.

This issues with the approval of the competent authority.

Regards

Manas Ranjan Pattanaik
Deputy Director General (Events)
Ministry of Tourism Govt. of India
Transport Bhawan
1, Parliament Street, New Delhi
Tel: +91-11-23724826



From: "Manas Ranjan Pattanaik" <manas@nic.in>

To: "Bibhuti Dash" <bibhuti.dash72@gov.in>, "Meenakshi Mehta" <mmehta@nic.in>, "Annabella Arya Asstt. DG, Ministry of Tourism" <annabella.arya@nic.in>, "Shoeb Samad" <ss.samad@nic.in>, "Arun Srivastava" <rdindiatourism@gmail.com>, "Venkatesan

Dhattareyan" <dvenka@gmail.com>, "Sanjay Singh" <sanjay.singh1@nic.in>, "Rajesh Sahu" <rajesh.s80@gov.in>, "Pankaj Devrani" <pankaj.devrani@gov.in>, "Meenaksh Sharma" <meenakshi.sharma63@gov.in>, "Rakesh Kumar Verma" <js.tourism@gov.in>, "Rupinder Brar" <rup.brar@gov.in>, "Gyan Bhushan" <bhushan.gyan@gov.in>

Cc: "Surendra Kumar" <surendra1971s@gmail.com>, "Tuntuni Chowdhury" <tuntunic@yahoo.com>, "Rajesh" <r-talwar@nic.in>, "Niraj Sharan" <neeraj.sharan@nic.in>, "Rangarajan Parthasarathy" <rangarajan@nic.in>, "Susheela Tigga" <susheela.tigga@gov.in>, "JITENDRA JADHAV" <j.jadhav@gov.in>, "Monisha Satoeya" <monisha.s@gov.in>, "monisha s" <monisha.s@nic.in>, "Harpal Singh" <s.harpal@nic.in>, "Siddharth Bodwal" <siddharth.bodwal@gov.in>, "Shyam Babu K.R." <kr.shyam@gov.in>

Sent: Monday, June 29, 2020 12:44:59 PM

Subject: Most Urgent: National Tourism Awards 2018-19 regarding

File No: U-9/6/2020-EVENTS

The Director/ Jt. DG / DDGs / Dy. Secy. Asstt. DGs / USs
TT / Hotels / M&C/ Publicity/ OM / NT/ IT
Swachch Bharat Mission/ Adopt a Heritage Divisions,
Ministry of Tourism,
New Delhi

Madam / Sir,

This pertains to the organization of National Tourism Awards 2018-19 by the Ministry of Tourism.

In this context, I am directed to inform that all the concerned divisions are requested to review portion of their respective award categories and the overall guidelines pertaining to National Tourism Awards. The guidelines pertaining to National Tourism Award for the year 2017-18 is available on www.tourism.gov.in and the word file of the same is attached for easy amendment.

In addition, it has been suggested that para of the guidelines pertaining to 'Hall of Fame Award' may now read as under:

Hall of Fame Award: It may be noted that any organization / agency / State Government / Union Territory etc., which has won the National Tourism Award in a particular category for the last 3 consecutive years and wins the National Tourism Award for the 4th time in the same category would be given "Hall of Fame" Award. However, the applicant shall be eligible to receive the "Hall of Fame" Award, subject to submission of entry for National Tourism Awards, the same meeting the criteria/ parameters listed for the concerned category and the Committee recommending the entry for winning the National Tourism Award for the 4th time. The applicant receiving the "Hall of Fame" Award would not be eligible for applying for the National Tourism Awards for that particular category for the next 3 years, after the receipt of the "Hall of Fame" Award.

All the concerned divisions are requested to review the above, the portion of their respective award categories and the overall guidelines and inputs / comments / suggestions if any, may be intimated to this division by **July 3, 2020 (1600 hours)**.

This issues with the approval of the competent authority.

Yours Sincerely,

Manas Ranjan Pattanaik
Deputy Director General (Events)
Ministry of Tourism Govt. of India
Transport Bhawan
1, Parliament Street, New Delhi
Tel: +91-11-23724826



Copy to:

- 1) PS to DG (Tourism)
- 2) JS(Tourism) / Addl DG (Tourism) / EA (Tourism)



— **National Tourism Awards 2017-18 Guidelines.docx**
159 KB
