

APPLICATION FORM

SKILL DEVELOPMENT

(Under 'Chapter 10; Fiscal Incentives & Benefits', of the Uttar Pradesh Tourism Policy 2018)

(Applicable across the state of Uttar Pradesh)

PART 1

1.1	Category of the Tourism Unit or, Tourism Service Provider <i>(Please see 'Chapter 9; Definitions', of the Uttar Pradesh Tourism Policy 2018)</i>	
1.2	Name of the Applicant	
1.3	Complete Postal Address of the Applicant <i>(With Telephone, Mobile Number & Email ID)</i>	
1.4	Name of the Legally Authorized Person on behalf of the Applicant, to sign the application form <i>(With Designation, Mobile Number and Email ID; Attach Government Photo ID)</i>	
1.5	Name of the Promoter(s) / Owner(s) / Company <i>(Attach additional sheet with a brief note on the business antecedents)</i>	
1.6	Registration Certificate Number & Date <i>(Attach copy, as Issued by the Department of Tourism, Government of Uttar Pradesh)</i>	
1.7	Status of Promoter(s) / Owner(s) / Company <i>(Tick the applicable option and attach the Certificate of Incorporation/Registration, MOA, AOA, PAN (Of the Promoter(s) / Owner(s) / Company & applicant, GSTIN and other relevant incorporation documents from the competent authority)</i> <ul style="list-style-type: none"> • Public / Private Limited Company • Partnership Firm • Proprietorship Firm • Society • Trust • Legal Entity, other than listed above 	
1.8	Registration Number & Date of Establishment <i>(Of the certified entity, as listed in Point 1.7 of the application form above)</i>	

1.9	Colored Photographs / Video Links of the activities undertaken towards skill development. Example, but not limited to, training classes, field visits, etc. <i>(Attach photographs)</i>	<ul style="list-style-type: none"> • Attached • Not Attached 														
1.10	Bank Details of the Applicant <i>(Attach a copy of the cancelled bank cheque with name of the authorized signatory. Use additional sheet, if required)</i> <table border="1" data-bbox="268 510 1457 822"> <thead> <tr> <th data-bbox="268 510 938 555">Particular</th> <th data-bbox="938 510 1457 555">Details</th> </tr> </thead> <tbody> <tr> <td data-bbox="268 555 938 600">Name of the Account Holder</td> <td data-bbox="938 555 1457 600"></td> </tr> <tr> <td data-bbox="268 600 938 645">Bank Account Number</td> <td data-bbox="938 600 1457 645"></td> </tr> <tr> <td data-bbox="268 645 938 689">Name of the Bank</td> <td data-bbox="938 645 1457 689"></td> </tr> <tr> <td data-bbox="268 689 938 734">Bank Branch Address</td> <td data-bbox="938 689 1457 734"></td> </tr> <tr> <td data-bbox="268 734 938 779">Bank Branch IFSC</td> <td data-bbox="938 734 1457 779"></td> </tr> <tr> <td data-bbox="268 779 938 822">Bank Branch MICR Code</td> <td data-bbox="938 779 1457 822"></td> </tr> </tbody> </table>		Particular	Details	Name of the Account Holder		Bank Account Number		Name of the Bank		Bank Branch Address		Bank Branch IFSC		Bank Branch MICR Code	
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PART 2

(Details of the Skill Development Program)

Provide Details in 2.1 or 2.2

(As applicable)

2.1	<p>Details of the Short Time Skill Development Course</p>	
	<p>Name & Address of the Training Institute</p>	
	<p>Name of the Short Time Skill Development Course</p>	
	<p>Modality of the reimbursement of the hospitality related course fee</p> <ul style="list-style-type: none"> • <i>The reimbursement of 100% of hospitality related course fees, for up to INR 10,000 per trainee per course, with the course duration of fortnight, will be split between the institute and the trainee, as below:</i> <ul style="list-style-type: none"> • <i>Trainee's share: 40%, up to maximum of ₹4,000 (To be reimbursed to the bank account of the trainee)</i> • <i>Institute's share: 60%, up to maximum of ₹6,000 (To be reimbursed to the bank account of the institute)</i> • <i>The applicant needs to notify the Department of Tourism, Government of Uttar Pradesh, with details of the short time skill development program, as listed in 'Annexure A – Registration Form', along with the required supporting documents. The application form needs to be submitted post completion of the course, with all supporting documents</i> • <i>The institute will then organize and complete the course, as planned</i> • <i>The Department of Tourism, Government of Uttar Pradesh, will then conduct a third-party skill assessment of trainees after completion of course</i> • <i>Post completion of the course and successful third-party skill assessment of trainees, the institute needs to share the completed application form and details of the trainees, as listed in Annexure B, along with the required supporting documents</i> • <i>Upon receiving the necessary information and documents, the Department of Tourism, Government of Uttar Pradesh, will disburse the reimbursements</i> 	
	<p>Member of Associations & any Accreditations <i>(Attach proof of associations & memberships)</i></p>	

2.2	Details of Training to Tourist Guides	
	Name & Address of the Training Institute	
	Name & Details of the Training Program to Tourist Guides <i>(Use additional sheet to provide this information)</i>	
	Modality of the reimbursement <ul style="list-style-type: none"> • <i>The institute needs to notify the Department of Tourism, Government of Uttar Pradesh, with details of the training program to tourist guides, along with the required supporting documents as listed in Annexure C. The application form needs to be submitted post completion of the training program, with all supporting documents</i> • <i>The institute will then organize and complete the training program, as planned</i> • <i>The Department of Tourism, Government of Uttar Pradesh, will then conduct a third-party skill assessment of tourist guides after completion of training program</i> • <i>Post completion of the course and successful third-party skill assessment of tourist guides, the institute needs to share the completed application form and details of the tourist guides, as listed in Annexure D, along with the required supporting documents</i> • <i>Upon receiving the necessary information and documents, the Department of Tourism, Government of Uttar Pradesh, will disburse the reimbursements</i> 	
	Member of Associations & any Accreditations <i>(Attach proof of associations & memberships)</i>	
2.3	Detail of any Benefit Claimed / Received from any other Department of Central or State Government for this project	
2.4	Any other Information , applicant feels necessary to share for this claim	

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INSTRUCTIONS

1. All applications must be addressed to:
The Director General
Department of Tourism, Government of Uttar Pradesh
Paryatan Bhawan
C-13, Vipin Khand, Gomti Nagar, Lucknow – 226010
2. This incentive is applicable across the state of Uttar Pradesh
3. The Department of Tourism, Government of Uttar Pradesh on its website <http://uptourism.gov.in/> may notify list of any other short time skill development courses, from time to time.
4. 50% of the incentive meant for the training institute will be paid in advance, when the training course is approved by the Department of Tourism, Government of Uttar Pradesh
5. Use additional sheet to provide this information
6. The information provided in the application form and all supporting documents must be authentic and valid at the time of submission of the application form.
7. The complete application form and all supporting documents submitted must be self-attested, by the authorized representative of the applicant.
8. All required documents must be attached with the application form.
9. The Department of Tourism, Government of Uttar Pradesh, may call for any additional documents, if required, from time to time.
10. The application form must be completed in all respect and necessary supporting must be attached with the application form.
11. Use additional sheets, to provide the required information, wherever necessary.

ANNEXURE A – REGISTRATION FORM

(Details of the Short Time Skill Development Course)

The institute needs to notify the Department of Tourism, Government of Uttar Pradesh, with the following details of the short time skill development program:

1. Name & address of the training institute
2. Name of the hospitality related course
3. Duration of the course & venue
4. Estimated batch size
5. Trainee selection criteria & methodology
6. Course fee per trainee
7. Course curriculum, teaching methodology and the faculty
8. Assessment criteria of the trainee
9. Details of placement facilities and corporate tie-ups, for placement of the trainee

List of Supporting Documents, to be attached:

1. Cover letter, providing a brief on the short time skill development course, and expressing intent to avail the incentive under the Uttar Pradesh Tourism Policy 2018
2. Detailed profile of the training institute and details on training institute's affiliation and accreditation

ANNEXURE B

(Details of the Trainees)

Post completion of the course and successful third-party skill assessment of trainees, the institute needs to share the completed application form and the following details of the trainees:

Name of the Course: _____

Date/s of the Course: _____

Venue: _____

S. No.	Name of the Trainee	Date of Birth	Educational Qualification	Aadhaar Number	Course Completion Status (Completed / Not Completed)	Certificate Number
1.						
2.						
3.						
4.						
5.						

Calculation of Reimbursement

S. No	Particular	Details
(A)	Number of trainees in the batch	
(B)	Number of trainees successfully completing the course	
(C)	Course fee per trainee	₹
(D)	Trainee's share = 40% of (C), up to maximum of ₹4,000	₹
(E)	Institute's share = 60% of (C), up to maximum of ₹6,000	₹
(F)	Institute's total share = (E) * (B)	₹

List of Supporting Documents for each trainee, to be attached:

1. Aadhaar Card
2. Course completion certificate
3. Educational qualification certificates
4. Attendance log book for the trainees
5. Proof of payment of the course fee to the training institute by each trainee
6. Cancelled bank cheque of each trainee with name of the authorized signatory, for transfer of the reimbursement. Or, account details certified by the bank

ANNEXURE C

(Details of the Training Program to Tourist Guides)

The institute needs to notify the Department of Tourism, Government of Uttar Pradesh, with the following details of the training program to tourist guides:

1. Name & address of the training institute
2. Name of the training program to tourist guides
3. Duration of the course & venue
4. Estimated batch size
5. Tourist guides selection criteria & methodology
6. Course fee per tourist guide
7. Course curriculum, teaching methodology and the faculty
8. Assessment criteria of the trainee
9. Details of placement facilities and corporate tie-ups, for placement of the trainee

List of Supporting Documents, to be attached:

1. Cover letter, providing a brief on the training program to tourist guides, and expressing intent to avail the incentive under the Uttar Pradesh Tourism Policy 2018
2. Detailed profile of the training institute and details on training institute's affiliation and accreditation

ANNEXURE D

(Details of the Tourist Guides)

Post completion of the course and successful third-party skill assessment of trainees, the institute needs to share the completed application form and the following details of the tourist guides:

S. No.	Name of the Tourist Guide	Date of Birth	Educational Qualification	Aadhaar Number	Program Completion Status (Completed / Not Completed)	Certificate Number
1.						
2.						
3.						
4.						
5.						

List of Supporting Documents for each trainee, to be attached:

1. Aadhaar Card
2. Program completion certificate
3. Educational qualification certificates
4. Attendance log book for the tourist guides
5. Proof of payment of the program fee to the training institute by each tourist guides
6. Cancelled bank cheque of each tourist guide with name of the authorized signatory, for transfer of the reimbursement. Or, account details certified by the bank

AFFIDAVIT

(On General Stamp Paper of ₹100/- to be purchased in the State of Uttar Pradesh in the name of the Department of Tourism, Government of Uttar Pradesh, and to be sworn before a Public Notary)

I/We hereby state that, I/we have registered the Tourism Unit/Tourism Service Provider [Name] _____ under the Uttar Pradesh Tourism Policy 2018, with Registration Number _____, as issued by the Department of Tourism, Government of Uttar Pradesh.

I/We hereby declare that statements in the application form and enclosed documents are true and correct to the best of my/our knowledge and belief. I/We fully understand that any incentive amount granted to me/us on the basis of the statement/documents furnished, and failure to abide by the terms and conditions listed under the Uttar Pradesh Tourism Policy 2018 & rules of the Government of Uttar Pradesh, is liable to be recovered with 15% simple interest by the Department of Tourism, Government of Uttar Pradesh.

Authorized Signatory
Seal and Signature
(With Name, Address, Email ID and Contact Number)

Place:

Date:

Appendix – Policy Provision

(Chapter 10; Fiscal Incentives & Benefits, Point 8; Skill Development)

Short time skill development courses offered by various institutes shall be recognized by the Department of Tourism, along with the association of UPHRA, FHRAI, HRANI, TAAI, IATO and TAFI for employment generation.

- A. Reimbursement of 100% of hospitality related course fees, for up to INR 10,000 per person per course, with the course duration of fortnight. The reimbursement is applicable for up to a maximum of 100 students per year
- B. Training to tourist guides from local areas with a stipend of INR 5,000 registered with the Department. The reimbursement shall be limited to training for 100 service providers for three years.
- C. Tourism courses would include courses for personnel working in hotels, resorts, restaurants, transportation booking, marketing, tourist guide, ticketing and any other related course as notified by the State Government from time to time.
- D. Third-party skill assessment of trainees after completion of course will be a condition precedent for the reimbursement of course fees.

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