

## **Covid Relief Fund for Tourism Sector**

To receive the financial assistance from the government, one can register on the Uttarakhand Tourism portal <https://uttarakhandtourism.gov.in/travel/>

After the confirmation, the concerned DTDO will deposit the amount directly in the account of the beneficiary through DBT on the behalf of District Magistrate. Home stay owners who are registered with UTDB can also avail this scheme.

### **Beneficiaries/Benefits under the scheme**

- Rs 2,000 per month for 6 months to be given to the persons working in the operation of various activities of tourism business registered in tourism and other departments
- The registered tour operator, the adventure tour operator will be given financial assistance at the rate of Rs 10,000
- 630 trekker guides registered with the tourism department will get financial assistance at the rate of Rs 10,000
- Financial assistance of Rs 10,000 will be given to 93 boat operators of Tehri Lake
- Businessmen in the tourism department will be given exemption in license and renewal fees
- Businessmen of registered rafting and aero sports will get exemption in license renewal fees
- Exemption in license renewal fee will be given for 98 boat operators in Tehri Lake in the year 2021-22
- Financial assistance will be provided on interest reimbursement for 6 months in the finance department for Veer Chandra Singh Garhwali and Deendayal Upadhyay Home Stay Scheme loan.

### **HOW TO REGISTER**

For travel trade visit this link : <https://uttarakhandtourism.gov.in/travel/>

For instructions to fill staff details please refer to the user manual below:

# USER MANUAL

This user manual will help the property owners to provide staff details while registering for any application on the travel trade portal. This information will help the tourism department to compute and analyse staff working for tourism industry.

## Additional & Employee Details

The property owner needs to fill the staff details in Additional & Employee details tab on the travel trade portal after login.

Note:

1. fields marked with \* are mandatory
2. Please Save forms after each tab completion to avoid data loss. Use "Save and Continue" option to save form after each tab.
3. Payment of Rs. 1000 is mandatory to complete your registration.

Organization Details | Accommodation Unit Details | **Additional & Employee Details** | Upload Documents | Make Payment

**Additional & Employee Details**

1. Staff Head Count (Skilled/Unskilled)  
\* Owner must provide current staff details to complete the registration. Though owner can modify the staff details after the registration as and when required.

Designation	No of People	Average Experience	Staff Details
Managerial *	Select	Average Experience	*Manager

**Step 1:** For managerial, middle level and junior level staff, the property owner would first select the number of people and input their average experience respectively.

3. Payment of Rs. 1000 is mandatory to complete your registration.

Organization Details | Accommodation Unit Details | **Additional & Employee Details** | Upload Documents | Make Payment

**Additional & Employee Details**

1. Staff Head Count (Skilled/Unskilled)  
\* Owner must provide current staff details to complete the registration. Though owner can modify the staff details after the registration as and when required.

Designation	No of People	Average Experience	Staff Details
Managerial *	2	2	*Manager
Middle-level *	2	Average Experience	*Middle Level
Junior-level *	2	Average Experience	*Junior Level

2. Safety/Security related Equipments Installed

3. Whether building Map has been approved

4. Local Approvals by Municipal Authority obtained

5. NOC Obtained from Fire Department

6. Any other Information you want to share

Step 2: Then click on the link given under the heading “Staff Details” column for inserting the details of individual staff members. For example click on “Manager” under “Staff Details” to feed the information about managerial staff.

3. Payment of Rs. 1000 is mandatory to complete your registration.

Organization Details | Accommodation Unit Details | **Additional & Employee Details** | Upload Documents | Make Payment

**Additional & Employee Details**

1. Staff Head Count (Skilled/Unskilled)  
\* Owner must provide current staff details to complete the registration. Though owner can modify the staff details after the registration as and when required.

Designation	No of People	Average Experience	Staff Details
Managerial *	2	2	<a href="#">*Manager</a>
Middle-level *	Select	Average Experience	<a href="#">*Middle Level</a>
Junior-level *	Select	Average Experience	<a href="#">*Junior Level</a>

2. Safety/Security related Equipments Installed

3. Whether building Map has been approved by competent Authority

4. Local Approvals by Municipal Authority obtained

5. NOC Obtained from Fire Department

6. Any other Information you want to share

Step 3: A form will appear on the screen in which the property owner will feed the details of the respective staff members. Here, in the example for managerial staff, the property owner has selected Number of people as 2, so 2 forms are generated with the name manager 1 and manager 2 respectively:

Organization Details | Business Unit Details | **Additional Details** | Upload Documents | Make Payment

**Staff Data**

**Manager 1**

Employee Name\*

Date Of Joining\*

Contact No.\*

Staff Aadhaar No.\*

Bank Account No.\*

Bank Name\*

IFSC Code\*

Status

**Manager 2**

Employee Name\*

Date Of Joining\*

Contact No.\*

Staff Aadhaar No.\*

Step 4: These details are mandatory to be filled and after clicking the check box below, the property owner can save the form and proceed.

Bank Name\* ABC  
IFSC Code\* \*\*\*\*\*  
Status Active

Manager 2

Employee Name\* xyz2  
Date Of Joining\* 2021-06-01  
Contact No.\* \*\*\*\*\*45  
Staff Aadhaar No.\* \*\*\*\*\*45  
Bank Account No.\* \*\*\*\*\*  
Bank Name\* abcd  
IFSC Code\* \*\*\*\*\*  
Status Active

I, hereby confirm that all the information provided by me is correct of my knowledge and all above employees mentioned are presently working in my establishment. I hold the responsibility in case any discrepancy is found in the information provided.

Save

Step 5: Similarly the property owner needs to provide details of middle level and junior level staff. And then proceed to Save & Continue for submitting the application.

Additional & Employee Details

1. Staff Head Count (Skilled/Unskilled)  
\* Owner must provide current staff details to complete the registration. Though owner can modify the staff details after the registration as and when required.

Designation	No of People	Average Experience	Staff Details
Managerial *	2	1	*Manager
Middle-level *	2	2	*Middle Level
Junior-level *	2	2	*Junior Level

2. Safety/Security related Equipments Installed Select

3. Whether building Map has been approved by competent Authority Select

4. Local Approvals by Municipal Authority obtained Select

5. NOC Obtained from Fire Department Select

6. Any other Information you want to share Any other Information

Save & Continue Reset

In case of any query or clarification, property owner may write an email to [traveltradeutdb@gmail.com](mailto:traveltradeutdb@gmail.com)