

Classification, Approval and Occupancy of Hotels

User Manual

Ministry of Tourism

Government of India



सत्यमेव जयते

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Introduction

Hotel Registration is now available online!!

The Ministry of Tourism has a scheme of approving all hotel projects, the idea being to encourage quality, standard and service in these categories so as to promote Tourism in India. This is a voluntary scheme open to all bonafide agencies.

The online procedure makes it easier, simpler and time saving to get recognition for your organization by Ministry of Tourism (MOT). Whether it is a fresh approval or for the renewal, you can now do it all online.

Visit Classification, Approval and Occupancy of Hotels website (<https://hotelcloud.nic.in/HotelDivision/Default.aspx>) to register your hotel online. All hoteliers can get their hotel approvals here.

Purpose of this Manual

This User Manual contains all the essential information for the user to make a complete use of getting registered their hotel details for online hotels approval.

The main purpose of the User Manual is to help the users to get all the required information on the subject that the user guide is on. This User Manual helps users to get approvals or renew their approvals for hotels recognition online from the Ministry of Tourism (MOT) for their organization. This User Manual is organized and is basically set out and simple to understand.

Every user can get the step by step understanding of the online registration form from this User Manual. All bonafide agencies can learn the main purpose of the online registration which will make it easier and simpler for them to get hotel approval recognition from the ministry.

Steps to Apply Online

All the three steps are Mandatory to get complete Recognition from MOT

There are three easy steps to apply online:

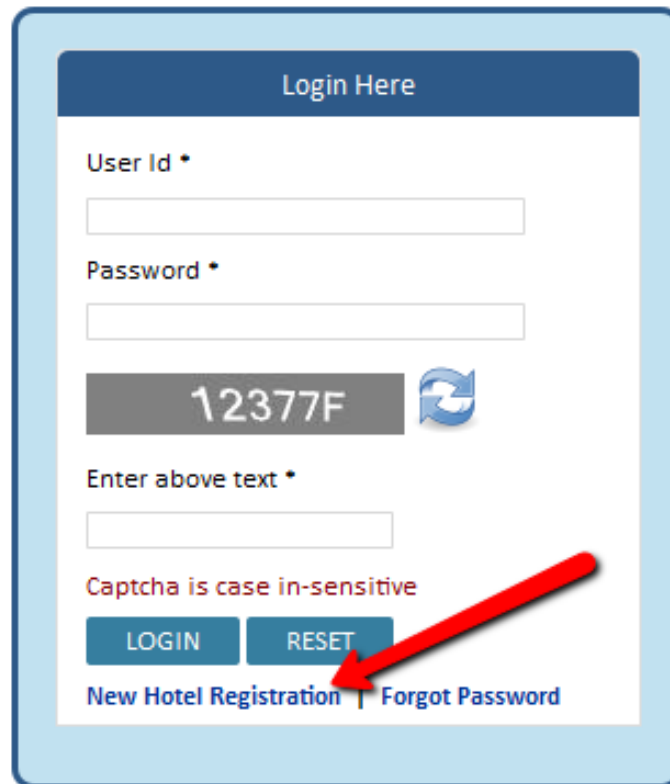
- (1) Registration
- (2) Application
- (3) Occupancy



Fig 1

1. How to Registration:

- **To Register,** Choose the “**NEW HOTEL REGISTRATION**” option from the Home Page of Classification, Approval and Occupancy of Hotels website (<https://hotelcloud.nic.in/HotelDivision/Default.aspx>).



The image shows a login form with the following elements:

- Header: Login Here
- Fields: User Id *, Password *
- Captcha: 12377F (with a refresh icon)
- Text input: Enter above text *
- Text: Captcha is case in-sensitive
- Buttons: LOGIN, RESET
- Links: New Hotel Registration, Forgot Password

A red arrow points to the "New Hotel Registration" link.


Fig 1.1

- When you choose “**New Hotel Registration**” option, a registration form displays for Registration process. If you are already Registered then you have to use same credentials for any activity at this portal and you do not have to repeat the registration process again.
- This registration form will expire if you leave it idle for 20 minutes or more. The form needs to be filled with few general details about your hotel.
A Registration form will appear like Fig 1.2

Registration Form

 This page will expire if you leave it idle for 20 minutes or more. 

 If you don't find the city you are looking for in the list, please mail the details at hotelcloud-tour@nic.in.

Hotel Name *	<input type="text" value="The Grand Taj"/>		
Address *	<input type="text" value="Mayur Vihar, New Delhi"/>		
State *	<input type="text" value="New Delhi"/>	City *	<input type="text" value="New Delhi"/>
Pin Code	<input type="text" value="110011"/>		
Phone No. *	<input type="text" value="011-1234567"/>	Fax No.	<input type="text"/>
Website	<input type="text"/>		
Type of Hotel *	<input type="text" value="Star Category Hotel"/>	Hotel Group	<input type="text" value="ITC"/>
Owner Status *	<input type="text" value="Partnership"/>		
Contact Person *	<input type="text" value="Abhoj Dhama"/>		
Email Address *	<input type="text" value="abhajdhama@gmail.com"/>	Mobile No. *	<input type="text" value="9312118661"/>
Generate OTP	<input type="button" value="RE-SEND OTP"/> Otp has been sent on email entered by you		
Enter OTP	<input type="text" value="18035"/>		
User ID *	<input type="text" value="abhajdhama"/>		
Password *	<input type="password" value="••••••••"/>	Confirm Password *	<input type="password" value="••••••••"/>
			
Enter above text *	<input type="text" value="XR16S1"/>		
	<input type="button" value="SUBMIT"/> <input type="button" value="CANCEL"/>		

Disclaimer

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Government of India.

Fig 1.2

Please check for the message Alerts :

- This page will expire if you leave it idle for 20 minutes or more.
- If you don't find the city you are looking for in the list, please mail the details at hotelcloud-tour@nic.in .

Filling up the Registration Form :

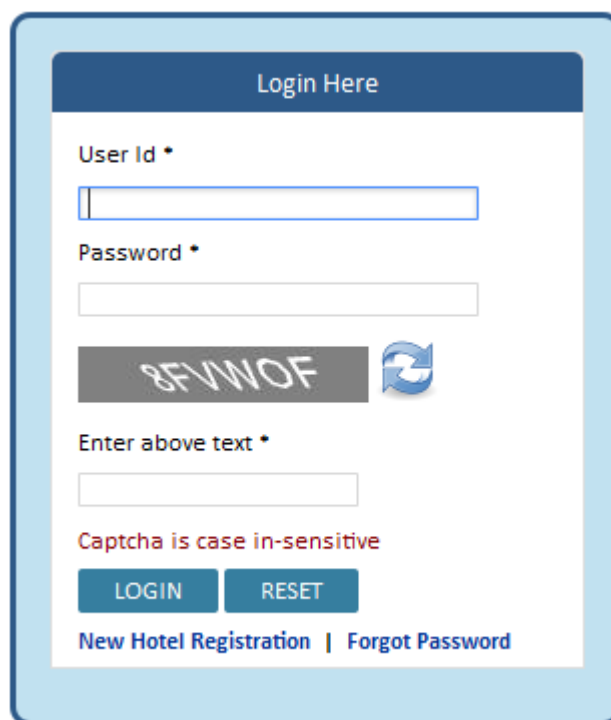
- a. Enter the **Hotel Name** for which you are registering along with its complete **address** (including **state,city** and **pincode**) and **phone number** and **fax number** and **website name**.
 - b. After providing the above details, you need to select the **Type of Hotel (Heritage or Star Category)**,**Hotel Group** and **Owner Status** from the drop down.
 - c. Provide the **Contact Person and Email Address**.
 - d. Enter **10 digit mobile number**. Click on **Generate Code** to get a verification code. As soon as you receive a **verification code** either on your mobile number or the e-mail address, enter it in the form provided.
To confirm ask to developer.
 - e. Provide a **User ID** and a **Password** for future log in. The password that you choose should be 8-15 characters in length and it must include one from A to Z (capital), one from a to z (small), at least one numeric and one special character.
 - f. Also type the **Captcha** given in the grey box.
 - g. After Filling the complete Registration Form, click on **SUBMIT button** to complete the Registration Process.If you do not want to register, then click on **CANCEL Button**.
 - h. Your new **Registration Number** will be generated and shown on your screen. You will also receive the Registration Number on your registered Mobile Number & E-Mail address.(To be asked to developer)
- Save the **GeneratedRegistration number**that you receive on your registered e-mail address and mobile number for future use.

- ✓ **All the fields with (*) sign are mandatory.** The approved Hotelier registration form will not be submitted without providing the details with this sign.

2. How to Login :Follow these steps to login in Hotel Cloud :

Visit **Home Page** (<https://hotelcloud.nic.in/HotelDivision/Default.aspx>) and Login with your Registered User ID and Password.

Check the window as in Fig 2.1 on Home Page to Login:



The image shows a login form titled "Login Here". It contains the following elements:

- A text input field labeled "User Id *".
- A text input field labeled "Password *".
- A captcha image showing the text "8FVNOF" and a refresh icon.
- A text input field labeled "Enter above text *".
- A red text note: "Captcha is case in-sensitive".
- Two buttons: "LOGIN" and "RESET".
- Two links: "New Hotel Registration" and "Forgot Password".

Fig 2.1

- 2.1 When you **Login**, a new window will appear, where you can Apply for **hotel classification/reclassification for a particular category or more than single category** or Upload the "Approval Letter" if user is already an **Approved hotelier**.start from here

The screenshot displays the user interface for hotel classification. At the top, the header includes the title 'Classification/Reclassification, Approval and Occupancy of Hotels' and the 'Ministry of Tourism Government of India' logo. A navigation bar contains links for 'Home', 'Monthly Occupancy', 'Hotelier Report', and 'Logout'. Below this, a welcome message reads 'Welcome 'The TajNew Hotel''. A central message box states: 'NEW If you are already Approved / Classified in any of the following sub categories, please upload your current 'Approval Letter'. Click here to upload 'Approval Letter''. To the right, there are buttons for 'Track your application' and 'Change password'. A list of hotel categories is shown, with '5 Star Delux' selected and expanded to reveal a blue button labeled 'Apply For Hotel Classification/Reclassification'. Other categories listed include '5 Star With Alchohal', '4 Star With Alchohal', '3 Star', '4 Star Without Alchohal', and '5 Star Without Alchohal'. The footer contains the copyright notice: 'Copyright (c) 2015 National Informatics Center Department of Electronics and Information Technology Government of India.'

Fig 2.1.2

2.1 How to apply for Hotel Classification/Reclassification for any Hotel Category

- If you are applying for **hotel classification/reclassification for any hotel category**, click on the hotel category for which you want to apply hotel classification/reclassification.
- You can even apply under more than one category for your Organization with the same credentials.
- For applying hotel classification/reclassification under any category, click the link "Apply for hotel classification/reclassification" present under every hotel category.
- The following form will get opened after clicking on the link " Apply for hotel classification/reclassification"

2.2 How to Submit Application Form for Hotel Classification/Reclassification

- On this form the following sections will get displayed:-
- The details of hotelier like hotel name, address, city, phone no., officer name, email address etc.

The screenshot shows the 'Applying for Hotel Classification' form. At the top, there is a navigation bar with 'Home', 'Monthly Occupancy', 'Hotelier Report', and 'Logout'. Below this, a welcome message reads 'Welcome 'Testing Hotel application''. The main form area is titled 'Applying for Hotel Classification' and contains the following details:

Tourism Sector	Hospitality	Planned Category	Star Category	Planned Sub Category	5 Star Deluxe
Hotel Name	Testing Hotel application			Owner Status	Other
Address	Hotel Testing			Hotel Group	N/A
City	Delhi	State	New Delhi	Pin Code	
Phone No.		Fax No.		Website	
Nodal Officer Name	Testing			Mobile No.	9900000000
Email Address	abc@abc.com				

Below the form, there are three expandable sections: 'Location Details', 'Company / Promoter Details', and 'Room Details'. A 'SAVE & PROCEED' button is located at the bottom of the form.

Fig 2.3

1. Location details (Nearest from, Distance (in Kms), Place Name), User can add multiple Location details.
2. Company Promoter Details (Promoter name, phone number, address, fax number and promoter details if already added) (if any company or promoter is not added then message "You have not added any company and promoter yet" will get displayed).
3. Room Details (Room type, No of rooms, Bathroom area, Room Area and room details if already added) (if any room detail is not added then message "You have not added any company and promoter yet" will get displayed.)

Note : After Complete all application details click on save & proceed Button

Please Check for Message Alert:

- If you do not complete & submit the application within 90 days under your chosen category, your saved details will be deactivated.

2.3 Submit Check List Details

- Please read all details in check list form than click on box all details are mandatory. As per shown in pic 2.3.1.



Classification/Reclassification, Approval and Occupancy of Hotels Ministry of Tourism Government of India

Home Monthly Occupancy Hotelier Report Logout

Welcome ' Testing Hotel application '

Submit Check List Details

Sno	Check List Name	Comments	Required	
1	Full time operation 7 days a week in season		N	<input type="checkbox"/>
2	Establishment to have all necessary trading licenses		N	<input type="checkbox"/>
3	Establishment to have public liability insurance		D	<input type="checkbox"/>
4	24 Hours lifts for building higher than ground plus two floors	Mandatory for all hotels. Local laws may require a relaxation of this condition. Easy access for the defferently abled guests.	N	<input type="checkbox"/>
5	Bedrooms, Bathroom and public areas and kitchen fully serviced daily		N	<input type="checkbox"/>
6	All floor surfaces clean and in good shape	Floor may be of any type.	N	<input type="checkbox"/>
7	Minimum 10 lettable rooms, all rooms with outside windows/Ventilaion		N	<input type="checkbox"/>
8	Minimum size of bedroom excluding bathroom in sq. ft	Single occupancy rooms may be 20 sq. ft. less. Rooms should not be less than the specified size.	200	<input type="checkbox"/>
9	Air-conditioning -% of Rooms	Air-conditioning / heating depends on climatic conditions & architecture. Room temp. Should be between 20c % 28c	100%	<input type="checkbox"/>

Fig 2.3.1

- After complete check list than click on save & proceed button.

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Sl. No.	Services,	Description	Requirement	Disisable
135	In room internet connection / Data port	Subject to local internet access being available .Wi- Fi wherever possible.	N	<input type="checkbox"/>
136	Business center.	This should be a dedicated area. (This provision maybe relaxed for resort destinations, tourist and pilgrimage centers).	D	<input type="checkbox"/>
137	Swimming Pool	This can be relaxed for hill destinations. Mandatory to have trained Life guard, Board containing Do's & Don'ts No Diving sign, pool depth etc. should be displayed at a strategic location in the pool area. All 4 Star 5 Star and 5 Star deluxe hotels shall provide a luminous LED wall clock with numerals of three inches or more on display near their swimming pools. It will be desirable for all 5 star Deluxe hotels to have air-conditioned porches and heated swimming pools.	N	<input type="checkbox"/>
138	Florist		D	<input type="checkbox"/>
139	Parking Facilities	should be adequate in relation to the number of rooms & banquet/ convention hall capacities Exclusively earmarked accessible parking nearest to the entrance for differently abled guests	N	<input type="checkbox"/>
140	Conference facilities		N	<input type="checkbox"/>
141	No. of people to be trained under Huner Se Rozgar	As per norms laid out in para 23 of guidelines	N	<input type="checkbox"/>
142	Ecco Friendly practices: (a) Sewage treatement Plant.	A sewage Treatment Plant will not be a mandatory caondtion for hotels which have obtained competion certificate for construction before 1.4.2012	N	<input type="checkbox"/>
143	Ecco Friendly practices: (b) Rain water harvesting.	A sewage Treatment Plant will not be a mandatory caondtion for hotels which have obtained competion certificate for construction before 1.4.2012	N	<input type="checkbox"/>
144	Ecco Friendly practices: (c) Waste management.	A sewage Treatment Plant will not be a mandatory caondtion for hotels which have obtained competion certificate for construction before 1.4.2012	N	<input type="checkbox"/>
145	Ecco Friendly practices: (d) Pollution control methods for air water and light.	A sewage Treatment Plant will not be a mandatory caondtion for hotels which have obtained competion certificate for construction before 1.4.2012	N	<input type="checkbox"/>
146	Ecco Friendly practices: (e) Introduction of non CFC equipment for refrigeration and air conditioning and other Eco-Friendly measures and initiatives.	A sewage Treatment Plant will not be a mandatory caondtion for hotels which have obtained competion certificate for construction before 1.4.2012	N	<input type="checkbox"/>

Note: N -> Necessary, D -> Disirable


SAVE & PROCEED

- When complete check list and click on Save & proceed the following window will be open for Uploading your Business Documents. See fig 2.4.1

2.4 Upload Business Documents

- Upload all require documents, all documents to be uploaded in colour scan and in jpg/jpeg/pdf format only and size should be less than 2 mbs each. Document name should not contains any any special character.

Upload Business Documents

 All documents to be uploaded in colour scan and in jpg/jpeg/pdf format only and size should be less than 2 mbs each. Document name should not contains any any special character

Document Name	Upload Documents	Valid From	Valid To	
Affidavit on prescribed format for all clearances on Stamp Paper of Rs 100.00	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>	<input type="button" value="UPLOAD"/>
Bar License	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>	<input type="button" value="UPLOAD"/>
Certificate/license from Municipality / Corporation to show that the establishment is registered as a Hotel/Trade license	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>	<input type="button" value="UPLOAD"/>
NOC from Fire Service Department (local fire brigade authority)	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>	<input type="button" value="UPLOAD"/>

Add Supporting Document (if any)

Documents	View Documents	Valid From	Valid To	Is Mandatory
No file has been uploaded yet.				

SAVE & PROCEED

Fig 2.4.1

- Click on choose File and select file where you save and click on upload button upload all your require documents as given in list.
- If user have any other supporting document who not shown in list than user can upload document by click on [Add Supporting Document \(if any\)](#) and upload document. User can add multiple docuemtn as supporting documents.
- Upload all documents and click on Save & Proceed button.

2.5 Payment Detail

application fees payment

Payment Detail

>> Please ensure all the details are correct before you proceed to payment section.
>> **Don't proceed for another transaction, please verify amount deducted for first transaction.**
⚠ >> Don't press refresh button once you proceed payment section.
>> If you get any error in the process, please mail us with screenshot.
>> **Any payment done at the portal will not be refunded**, for any query mail us on [hotelcloud-tour\[at\]nic\[dot\]in](mailto:hotelcloud-tour[at]nic[dot]in).

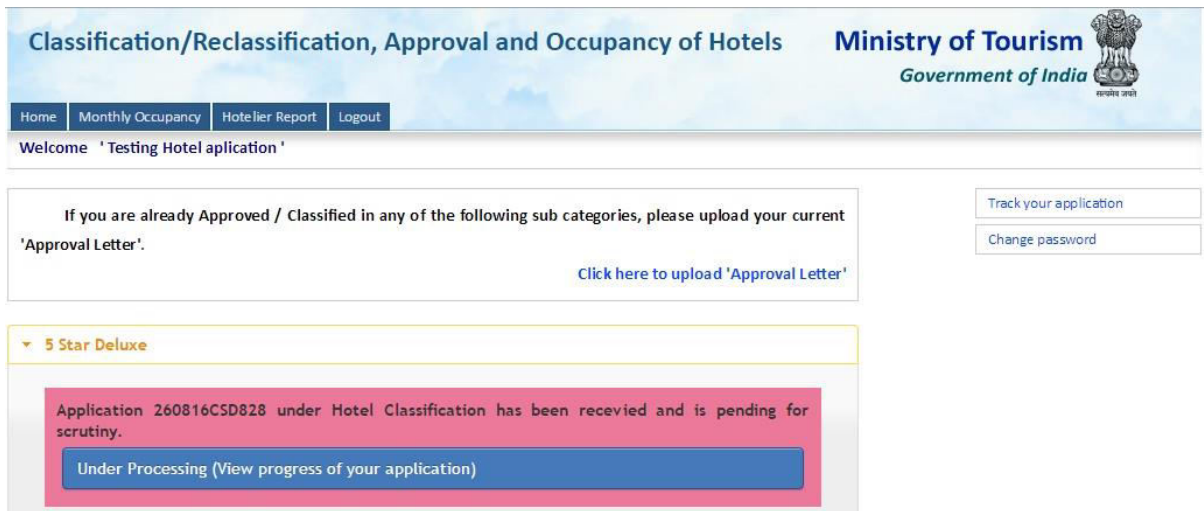
Applying for	Hotel Classification	Application Number	260816CSD828
Hotel Category	Star Category	Hotel Sub Category	5 Star Deluxe
Hotel Name	Testing Hotel application	Hotel Address	Hotel Testing
City Name	Delhi	State Name	New Delhi
Payble Amount	INR: 25000.00		
Payment Remark *	<input type="text"/>		

Payment Mode Internet Banking Debit / Credit Card

- User can pay application fees through Internet Banking or Debit/Credit Card select any one option and click proceed
- After proceed payment application will be submitted for scrutiny to Hotel Division

Note : After successful payment application will be submitted automatically and send to HRACC Department for Scrutiny see fig. 2.5.3

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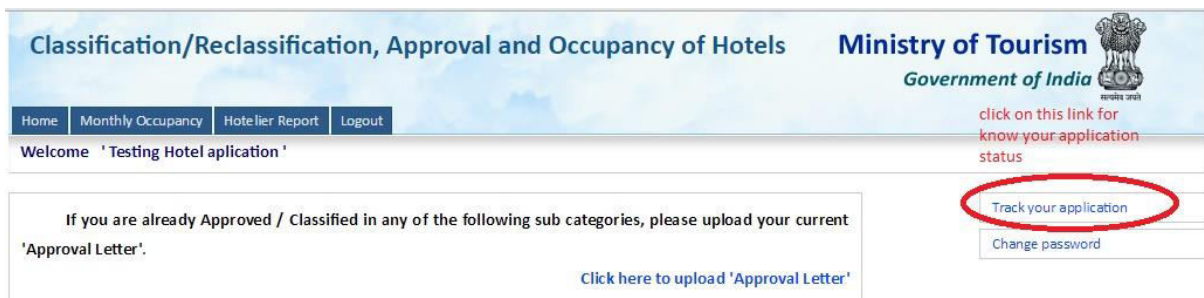
The screenshot shows the user interface for the Ministry of Tourism website. At the top, there is a header with the title "Classification/Reclassification, Approval and Occupancy of Hotels" and the Ministry of Tourism logo. Below the header, there is a navigation menu with "Home", "Monthly Occupancy", "Hotelier Report", and "Logout". The main content area displays a message: "If you are already Approved / Classified in any of the following sub categories, please upload your current 'Approval Letter'." with a link "Click here to upload 'Approval Letter'". On the right side, there are two buttons: "Track your application" and "Change password". Below this, there is a section for "5 Star Deluxe" with a pink notification box stating: "Application 260816CSD828 under Hotel Classification has been received and is pending for scrutiny." and a blue button labeled "Under Processing (View progress of your application)".

fig. 2.5.3

if you see this status it means your application has been submitted successfully.

2.6 Application Status

User also track application anytime, to know where application is pending or complete. See fig. 2.6.1



The screenshot shows the same user interface as in fig. 2.5.3. The "Track your application" button on the right side is circled in red. Above this button, there is a red text instruction: "click on this link for know your application status".

Fig. 2.6.1

- Click on track application



The screenshot shows the "Track Application Status" section of the website. It features a form with a text input field labeled "Enter Application Number*" and a blue button labeled "CHECK STATUS".

- Now enter application number and click on Check Status box

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- If application accepted than you have to upload final document if any deficiency than submit your application again before clear remarks.
- If application rejected than you have to apply again as fresh case same user id login.

2.7 Deficiency found under scrutiny

If you see application in deficiency check remarks and clear deficiency than submitted application again. See fig. 2.7.1

Welcome 'Testing Hotel application '

If you are already Approved / Classified in any of the following sub categories, please upload your current 'Approval Letter'.

[Click here to upload 'Approval Letter'](#)

[Track your application](#)

[Change password](#)

▼ 5 Star Deluxe

Deficiency has been found in your application 260816CSD828 under Hotel Classification during scrutiny. Resolve the deficiency and resubmitt your application.

[Deficiency found under scrutiny\(Complete and resubmitt your application\)](#)

Fig 2.7.1

- For submit application again click on [Deficiency found under scrutiny](#) box link.

Welcome 'Testing Hotel application '

Applying for Hotel Classification

Deficiency remark is : All the documents are not correct, kindly check all the documents and resubmit.

Tourism Sector	Hospitality	Planned Category	Star Category	Planned Sub Category	5 Star Deluxe
Hotel Name	Testing Hotel application			Owner Status	Other
Address	Hotel Testing			Hotel Group	N/A
City	Delhi	State	New Delhi	Pin Code	
Phone No.		Fax No.		Website	
Nodal Officer Name	Testing			Mobile No.	9900000000
Email Address	abc@abc.com				

[Location Details](#)

[Company / Promoter Details](#)

[Room Details](#)

Fig 2.7.2

- Check remarks and clear deficiency and click on save & proceed. And do again all process fig. 2.2 to 2.4.

Note: If application status show reject than you have to apply again as fresh case application fee not be refundable.

2.6 Final Pending Document Upload

- Upload all necessary document and click on save & proceed. Application will be submit for final approval if your application return for Pending Documents Deficiency than see fig. 2.6.1

2.7 Pending Document Deficiency

- Check Remarks which document not correct. You need to delete first document before uploading the right Necessary document. Than click on save & Proceed your application will be submit for final approval.
- If your application approved by HRACC Department than you can download you approval letter.

2.8 How to apply for Hotel Project for any Hotel Category.

Note: if you have not Login Id and Password than you have to Registration on Hotel Cloud site, see fig. 1.1 to 2.1

- If you are applying for **Hotel Project for any hotel category**, click on the hotel category for which you want to apply hotel Project.
- You can even apply under more than one category for your Organization with the same credentials.
- For applying hotel Project under any category, click the link "Apply for Hotel Project" present under every hotel category.
- The following form will get opened after clicking on the link " Apply for Hotel Project "

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The screenshot shows the user interface for the Ministry of Tourism's hotel classification and approval system. At the top, there is a navigation bar with links for Home, Monthly Occupancy, Hotelier Report, and Logout. The main header includes the text 'Classification/Reclassification, Approval and Occupancy of Hotels' and the Ministry of Tourism logo. A welcome message reads 'Welcome ' Testing for Project '.

A prominent message states: **NEW** If you are already Approved / Classified in any of the following sub categories, please upload your current 'Approval Letter'. A link below this message says 'Click here to upload 'Approval Letter''. To the right, there are two buttons: 'Track your application' and 'Change password'.

The main content area features a dropdown menu for '5 Star Deluxe'. Below it are two large blue buttons: 'Apply For Hotel Project Approval' and 'Apply For Hotel Classification'. Further down, there is a list of other categories: '5 Star With Alcohol', '5 Star Without Alcohol', '4 Star With Alcohol', '4 Star Without Alcohol', and '3 Star'.

Fig 2.6.1

2.9 How to fill application form for Hotel Project.

On this form the following sections will get displayed:-

The details of hotelier like hotel name, address, city, phone no., officer name, email address etc.

The screenshot shows the 'Applying for Hotel Project Approval' form. At the top, there is a navigation bar with links for Home, Monthly Occupancy, Hotelier Report, and Logout. The main header includes the text 'Applying for Hotel Project Approval' and the Ministry of Tourism logo. A welcome message reads 'Welcome ' Testing for Project '.

The form contains the following details:

Tourism Sector	Hospitality	Planned Category	Star Category	Planned Sub Category	5 Star With Alcohol
Hotel Name	Testing for Project			Owner Status	Other
Address	Delhi			Hotel Group	N/A
City	New Delhi*	State	New Delhi	Pin Code	
Phone No.		Fax No.		Website	
Nodal Officer Name				Mobile No.	9900000000
Email Address	abc@abc.com				

Below the form, there are several expandable sections:

- Project Completion Details
- Proposed Capital Structure (Put Rs. in Crores i.e. 5.02 for 5 crores two lakh)
- Location Details
- Company / Promoter Details
- Room Details

At the bottom, there is a 'SAVE & PROCEED' button.

Fig 2.7.1

- Fill all details like Project Completion Details, Proposed Capital, and Location Details etc. then click to save & Proceed for submitted all Details.
- Upload Business Documents form will get opened after clicking on the Save & Proceed like fig. 2.7.2

Upload Business Documents

All documents to be uploaded in colour scan and in jpg/jpeg/pdf format only and size should be less than 2 mbs each. Document name should not contains any any special character

Document Name	Upload Documents	Valid From	Valid To	
"Consent to Establish" from the State Pollution Control Board	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>	<input type="button" value="UPLOAD"/>
Affidavit on prescribed format for all clearances on Stamp Paper of Rs 100.00	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>	<input type="button" value="UPLOAD"/>
Annexure III Undertaking	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>	<input type="button" value="UPLOAD"/>
Approval from local Municipal Authority/Competent Authority for Construction of the Hotel	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>	<input type="button" value="UPLOAD"/>
Blue Print Building plans signed by the owner, the architect and approved by the competent authority showing, site plan, Front and side elevation, and floor plans for all floors	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>	<input type="button" value="UPLOAD"/>
CRZ clearance	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>	<input type="button" value="UPLOAD"/>
Details of Fire Fighting Measures / Hydrants etc.	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>	<input type="button" value="UPLOAD"/>
Feasibility Report	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>	<input type="button" value="UPLOAD"/>
Land Use Permit to construct Hotel from local authorities	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>	<input type="button" value="UPLOAD"/>
NOC from Airport Authority of India (distance of the hotel from the airport)	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>	<input type="button" value="UPLOAD"/>
NOC from concerned Police Authority	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>	<input type="button" value="UPLOAD"/>
NOC from Ministry of Environment and Forest	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>	<input type="button" value="UPLOAD"/>
Ownership/sale/lease deed document	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>	<input type="button" value="UPLOAD"/>

Add Supporting Document (if any)

Documents	View Documents	Valid From	Valid To	Is Mandatory
No file has been uploaded yet.				

Fig 2.7.2

- If you have any problem to uploading documents than see fig. 2.4.1.
- Upload all Business Documents than click on save & proceed .
- When click on save & proceed the following Payment form will be open now pay application fee and click on proceed. See fig 2.7.3

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Payment Detail

>> Please ensure all the details are correct before you proceed to payment section.
>> **Don't proceed for another transaction, please verify amount deducted for first transaction.**
⚠ >> Don't press refresh button once you proceed payment section.
>> If you get any error in the process, please mail us with screenshot.
>> **Any payment done at the portal will not be refunded**, for any query mail us on [hotelcloud-tour\[at\]nic\[dot\]in](mailto:hotelcloud-tour[at]nic[dot]in).

Applying for	Hotel Project Approval	Application Number	070916AS5877
Hotel Category	Star Category	Hotel Sub Category	5 Star With Alcohol
Hotel Name	Testing for Project	Hotel Address	Delhi
City Name	New Delhi*	State Name	New Delhi
Payable Amount	INR: 15000.00		
Payment Remark*	<input type="text"/>		
Payment Mode	<input checked="" type="radio"/> Internet Banking <input type="radio"/> Debit / Credit Card		
	<input type="button" value="PROCEED"/> <input type="button" value="BACK"/>		

Fig. 2.7.3

After payment