



GOVERNMENT OF ANDHRA PRADESH
ANDHRA PRADESH TOURISM AUTHORITY



STATE ANNUAL TOURISM EXCELLENCE AWARDS (2017-18)

The World Tourism Day is celebrated all over the world on 27th September every year. The day is observed to create global awareness about the importance of tourism and its impact on society in various fields. The date has special significance as it was chosen to mark the anniversary of the day when the statutes of UNWTO (United Nations World Tourism Organization) were adopted in 1970. This is considered a major milestone in the history of Tourism. This year the theme of the Tourism day is **“Tourism and the Digital Transformation”**

2. Andhra Pradesh Tourism Authority, Government of Andhra Pradesh is celebrating World Tourism Day on 27th September, 2018 with great interest by organizing various special events and festivities. It has been decided to present Andhra Pradesh State Tourism Awards in various categories, as indicated below in order to promote tourism in the State on the eve of World Tourism Day celebrations on 27th September, 2018.

WORLD TOURISM DAY 2018

3. Ever since its inception, World Tourism Day is celebrated on 27th September to foster awareness among the international community of the importance of tourism and its social, cultural, political and economic value. As the official day set aside in the United Nations Calendar the celebration seeks to highlight tourism's potential to contribute to reaching the Sustainable Development Goals (SDGs), addressing some of the most pressing challenges society is faced with today.

Theme for 2018: “Tourism and the Digital Transformation”

4. We know that a digitally advanced tourism sector can improve entrepreneurship, inclusion, local community empowerment and efficient resource management, amongst other important development objectives. This year's WTD will help us to further explore the opportunities provided to tourism by technological advances including big data, artificial intelligence and digital platforms.

5. **World Tourism Day 2018** is a unique opportunity to raise awareness on the potential contribution of digital technologies to sustainable tourism development, while providing a platform for investment, partnerships and collaboration towards a more responsible and inclusive tourism sector.

GUIDELINES

6. Andhra Pradesh Tourism Authority, Government of Andhra Pradesh **presents State Annual Tourism Excellence Awards** under various segments of Travel and Tourism Industry. The State Tourism Awards are presented to classified hotels, approved travel agents, tour operators, writers, education institutions, etc., in recognition of their performance in their respective fields and also to encourage healthy competition in order to promote tourism.

7. The entries for the award should have been published or the activities organized during the period from April 2017 to March 2018

8. **GENERAL INSTRUCTIONS:**

- (a) Last date for receipt of entries is 31st August, 2018.
- (b) Entries should be sent as hard copies and strictly in the formats where specified.
- (c) The Email ids are provided only for addressing enquiries and award entries may not be sent on these email ids.
- (d) 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 min 100 dpi for inclusion in the award brochure, if the entry wins an award. The material should be sent in digital format on USB Drive.
- (e) 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.**
- (f) Entries may be forwarded to (The top of the cover shall contain the information about the category of the nomination): -

**The Chief Executive Officer
Andhra Pradesh Tourism Authority
5th Floor, Stalin Corporate
Auto Nagar
Vijayawada- 520007**

CRITERIA FOR SELECTION

9. Andhra Pradesh State Annual Tourism Excellence Awards are given to all the segments of travel industry recognized either by the Central Government or State Government, Travel agents, Tour Operators, classified Hotels including Heritage Hotels, Restaurant and independent hotels: -

Entries are requested in the following categories and the applications should be submitted to the mentioned as against address on or before 31st August, 2018.

S. No.	Category	No of Awards
1	<i>Best Hotel / Classified Hotel (5* Deluxe)</i>	1
2	<i>Best Hotel / Classified Hotel (5*)</i>	1
3	<i>Best Hotel / Classified Hotel (4*)</i>	1
4	<i>Best Hotel / Classified Hotel (3*)</i>	1
5	<i>Best Budget Hotel</i>	1
6	<i>Best Wayside Amenity</i>	1
7	<i>Best Haritha Hotel</i>	1
8	<i>Best Eco-friendly Hotel</i>	1
9	<i>Best Hotel Based Meeting Venue</i>	1
10	<i>Best Theme Based Resort</i>	1
11	<i>Best Restaurant in Hotel</i>	1
12	<i>Best Stand-alone Restaurant</i>	1
13	<i>Best Chef</i>	1
14	<i>Best Chef (Andhra Cuisine)</i>	1
15	<i>Best Stand-alone Convention Centre</i>	1
16	<i>Best Agri Tourism Project</i>	1
17	<i>Best Rural Tourism Project</i>	1
18	<i>Best Unique Tourism Project</i>	1
19	<i>Most Eco-friendly Tourism Project</i>	1
20	<i>Best Tourism Friendly Archaeological Monument</i>	1
21	<i>Best Civic Management of a Tourist Destination</i>	1
22	<i>Best Tourist Friendly Railway Station</i>	1
23	<i>Best Tourist Friendly Airport</i>	1
24	<i>Best Tourist Friendly Bus Stand</i>	1
25	<i>Local Tourism projects: Best Comprehensive Development of Tourism Project</i>	1
26	<i>Best Inbound Tour Operator (Turnover up to 50 lakhs / 50 lakhs & above)</i>	2
27	<i>Best Travel Agent</i>	1
28	<i>Best Travel Agent (Boating)</i>	1
29	<i>Best Adventure Inbound Tour Operator for land, aero & water sports</i>	1
30	<i>Most Innovative Inbound Tour Operator</i>	1
31	<i>Best Emerging travel company promoting AP Tourism</i>	1

S. No.	Category	No of Awards
32	<i>Best Tourism Educational Institute</i>	1
33	<i>Excellence in Tourism Research</i>	1
34	<i>Best Tourist Guide</i>	1
35	<i>Best Film on A.P. Tourism</i>	1
36	<i>Best Tourism Promotion Collateral Publicity Material</i>	1
37	<i>Best Journalist Award (Telugu)</i>	1
38	<i>Best Journalist Award (English)</i>	1
39	<i>Most Innovative use of Information Technology / best Tourism Website / Portal promoting A.P.</i>	1
40	<i>Tourism Promotion through Andhra Pradesh Art & Culture</i>	1
		41

Detailed guidelines and criteria for selection of the awards under the above-mentioned categories are as follows:

1) HOTELS/CONVENTION CENTRES/B&B ESTABLISHMENTS/CHEF

a) BEST HOTELS (Five awards)

5 awards are presented to the classified hotels as per the following classification.

- 5 Star Deluxe
- 5 Star
- 4 Star
- 3 Star
- Budget Hotel

The basis for State Tourism Awards for Hotels on the approved list of the Ministry of Tourism would be their earnings and tourists handled. The star category classification is based on the ambience, services, facilities & earnings duly supported by the certified copy of the Chartered Accountant. The awards will be based on the performance during the year 2017-18 (April 2017 to March 2018).

The criteria for selection would include the following:

- The basis of selection for awards in this category would be highest earnings accrued from handling tourists during the financial year 2017-18 (April 2017 to March 2018) duly supported by statutory auditor certificate of this service provider only
- A copy of acknowledgement of Income Tax Returns for the latest Assessment year (April 2018 – March 2019).
- Due weightage would be given for the growth rate achieved.

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**APPLICATION FORMAT FOR “ANDHRA PRADESH STATE ANNUAL TOURISM
EXCELLENCE 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 with: telephone, fax, e-mail, mobile	
7	Status of classification (category) during 2017-2018 Category - 1Star to 5 Star Deluxe.	
8	No. of rooms (2017-18)	
9	a) Gross turnover during the year 2017-2018 b) % increase in turnover in 2017-2018 over the previous year Note: Information on point 9 may be duly certified by the statutory auditors of the Hotel	
10	Brief description of the Hotel highlighting the salient features in around 30 words (This may be furnished in block letters)	
11	High resolution photo/image of the hotel (exterior and interior) a pen drive to be submitted	
12	Has the hotel received an award earlier under this category and if so, the year/s may be indicated	
13	Any other relevant information	

Note:

1. Hotel is required to apply separately for each category of the Award.
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. Please submit classification notification issued by MOT/GOI along with the application.

b) BEST WAYSIDE AMENITIES (one award)

The criteria for selection of award will be considered on the performance, ambience, hygiene, services, cleanliness, maintenance etc. and turnover.

Criteria for evaluation shall be based on the following:

S.No	Parameter	Marks
I	Ambience	20 marks
ii	Food & Hospitality	20 marks
iii	Cleanliness, hygiene and general maintenance	30 marks
Iv	Earnings	30 marks
	Total	100 marks

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**APPLICATION FORMAT FOR “BEST WAYSIDE AMENITIES” AWARD FOR THE YEAR
- 2017-18”**

S.No.	Particulars	Information to be filled up by applicant
1	Name of the Hotel	
2	Location of the hotel (Address, Telephone no. with STD code, Fax and E-mail)	
3	Name of the Company with Address	
4	Name of the General Manager (in block letters)	
5	Name and address of the contact person with: telephone, fax, e-mail, mobile	
6	No. of rooms (2017-18)	
7	a) Gross turnover during the year 2017-18 b) % increase in turnover in 2017-18 over the previous year Note: Information on point 7 may be duly certified by the statutory auditors of the Hotel	
8	Brief description of the Hotel highlighting the salient features in around 30 words (This may be furnished in block letters)	
10	High resolution photo/image of the hotel (exterior and interior) a CD to be submitted	
11	Has the hotel received an award earlier under this category and if so, the year/s may be indicated	
12	Any other relevant information	

Note:

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

c) BEST HARITHA HOTEL (one award)

This award is for the Haritha hotels operated by Andhra Pradesh Tourism Development Corporation within the Andhra Pradesh State. The criteria for selection of award will be considered on the performance, ambience, hygiene, services, cleanliness, maintenance etc. and turnover.

Criteria for evaluation shall be based on the following:

S.No	Parameter	Marks
I	Ambience	20 marks
ii	Food & Hospitality	20 marks
iii	Cleanliness, hygiene and general maintenance	30 marks
Iv	Earnings	30 marks
	Total	100 marks

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**APPLICATION FORMAT FOR "BEST HARITHA HOTEL" AWARD FOR THE YEAR -
2017-18"**

S.No.	Particulars	Information to be filled up by applicant
1	Name of the Hotel	
2	Location of the hotel (Address, Telephone no. with STD code, Fax and E-mail)	
3	Name of the Company with Address	
4	Name of the General Manager (in block letters)	
5	Name and address of the contact person with: telephone, fax, e-mail, mobile	
6	No. of rooms (2017-18)	
7	a) Gross turnover during the year 2017-18 b) % increase in turnover in 2017-18 over the previous year Note: Information on point 7 may be duly certified by the statutory auditors of the Hotel	
8	Brief description of the Hotel highlighting the salient features in around 30 words (This may be furnished in block letters)	
10	High resolution photo/image of the hotel (exterior and interior) a CD to be submitted	
11	Has the hotel received an award earlier under this category and if so, the year/s may be indicated	
12	Any other relevant information	

Note:

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

d) BEST ECO-FRIENDLY HOTEL (one award)

The criteria for selection of award will be on the following practices / parameters:

- ISO certified
- HACCP
- Ecotel
- Awareness
- Other Eco-friendly practices
- Technical updates
- Strategy

Emphasis will be given to earnings, supported by a certificate from a Chartered Accountant.

Criteria for evaluation shall be based on the following:

S.No	Parameter	Marks
i	Ambience	20 marks
ii	Food & Hospitality	20 marks
iii	Cleanliness, hygiene and general maintenance	30 marks
iv	Earnings	30 marks
	Total	100 marks

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**APPLICATION FORMAT FOR "BEST ECO-FRIENDLY HOTEL" 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 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)	
8	No. of rooms	
9	Total turnover of the Hotel during the year 2017-18 Note: Information pertaining to point no. 9 may 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	Transparency of the property and photographs (Exterior and Interior)	
12	Information on the following may be furnished: 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) Non 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	Any other relevant information	

NOTE:

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

e) 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

- Details of the Convention Centre with Seating Capacity
- Adequate Exhibition space: Covered or open space, Availability of combination of indoor and outdoor meeting venues
- Facilities for differently abled, parking, service entries, warehousing and services like fire, electrics, water, waste disposal, housekeeping
- Event Management facilities
- Restaurants with seat covers
- Hotel with no. of rooms
- Number of Conventions and Events held during the year 2015-16

Criteria for evaluation shall be based on the following:

S.No	Parameter	Marks
i	Ambience	20 marks
ii	Food & Hospitality	20 marks
iii	Cleanliness, hygiene and general maintenance	30 marks
iv	Earnings	30 marks
	Total	100 marks

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**APPLICATION FORMAT FOR "BEST HOTEL BASED MEETING VENUE" AWARD FOR
THE YEAR - 2017-18"**

S. No.	Particulars	Information to be filled up by applicant
1	Name of the Hotel Based Meeting Venue	
2	Location of The hotel (Address, Telephone no. with STD code, Fax and E-mail)	
3	Name of the General Manager	
4	Name and address of the contact person with telephone, fax, e-mail and mobile	
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 with names and 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 2017-18 i. Number of International events taken place at the venue ii. Number of National events taken place at the venue iii. Type and size of events	
10	Total number of delegates handled in a year 2017-18	
11	Impact created by the venue on local economy	
12	Marketing Spend in promoting theregion. - how much are these hotels encouraging city - have there been events that have benefited the city as well	
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	Hotel based centers should be minimum 4 star category. Status of classification (category) during 2016-17.	
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 hotel based meeting venue in 30 words (This may be furnished in block letters)	
19	High resolution photo/image of the venue (exterior and interior) in a CD to be submitted	
20	Security measures	
21	Any other facilities	

NOTE:

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

f) BEST THEME BASED RESORT: (One award)

The award will be given based on the performance, ambience, cuisine, hygiene services, cleanliness, maintenance etc., turnover & earnings which is certified by the Chartered Accountant. The award will be purely based on the performance during the year 2016-17 (April 2016 – March 2017).

Criteria for evaluation shall be based on the following:

S.No	Parameter	Marks
I	Ambience	20 marks
ii	Food & Hospitality	20 marks
iii	Cleanliness, hygiene and general maintenance	30 marks
Iv	Earnings	30 marks
	Total	100 marks

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**APPLICATION FORMAT FOR "BEST THEME BASED RESORT" AWARD FOR THE
YEAR - 2017-18"**

S.No.	Particulars	Information to be filled up by applicant
1	Name of the Resort	
2	Location of The resort (Address, Telephone no. with STD code, Fax and E-mail)	
3	Name of the Company with Address	
4	Name of the General Manager (in block letters)	
5	Name and address of the contact person with: telephone, fax, e-mail, mobile	
6	No. of rooms (2017-18)	
7	a) Gross turnover during the year 2017-18 b) % increase in turnover in 2017-18 over the previous year Note: Information on point 7 may be duly certified by the statutory auditors of the resort	
8	Brief description of the resort highlighting the salient features in around 30 words (This may be furnished in block letters)	
10	High resolution photo/image of the resort (exterior and interior) a CD to be submitted	
11	Has the resort received an award earlier under this category and if so, the year/s may be indicated	
12	Any other relevant information	

Note:

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

g) BEST RESTAURANT IN HOTEL: (One award)

Under this category there will be one award. Weightage would be given to the ambience cuisine, services, cleanliness, hygiene, staff, crockery, cutlery, turnover & earnings supported by the certified copy of the Chartered Accountant, etc. The award will be based on the performance during the year 2017-18 (April 2017 -March 2018).

Criteria for evaluation shall be based on the following:

S.No	Parameter	Marks
I	Ambience	20 marks
ii	Food & Hospitality	20 marks
iii	Cleanliness, hygiene and General maintenance	30 marks
Iv	Earnings	30 marks
	Total	100 marks

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**APPLICATION FORMAT FOR "BEST RESTAURANT IN HOTEL" AWARD FOR THE
YEAR- 2017-18"**

S.No.	Particulars	Information to be filled up by applicant
1	Name of the Restaurant	
2	Location of the Restaurant Address, Telephone no. with STD code, Fax and E-mail)	
3	Name of the Company with Address	
4	Name of the General Manager (in block letters)	
5	Name and address of the contact person with: telephone, fax, e-mail, mobile	
6	a) Gross turnover during the year 2017-18 b) % increase in turnover in 2017-18 over the previous year Note: Information on point 7 may be duly certified by the statutory auditors of the Restaurant	
7	Cleanliness / Hygiene of the Restaurant	
8	Brief description of the Restaurant highlighting the salient features in around 30 words (This may be furnished in block letters)	
9	High resolution photo/image of the restaurant (exterior and interior) a CD to be submitted	
10	Has the restaurant received an award earlier under this category and if so, the year/s may be Indicated	
11	Any other relevant information	

Note:

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

h) BEST STAND-ALONE RESTAURANT: (One award)

Under this category there will be one award. Weightage would be given to the ambience cuisine, services, cleanliness, hygiene, staff, crockery, cutlery, turnover & earnings supported by the certified copy of the Chartered Accountant, etc. The award will be based on the performance during the year 2017-18 (April 2017 -March 2018).

Criteria for evaluation shall be based on the following:

S.No	Parameter	Marks
I	Ambience	20 marks
Ii	Food & Hospitality	20 marks
Iii	Cleanliness, hygiene and General maintenance	30 marks
Iv	Earnings	30 marks
	Total	100 marks

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**APPLICATION FORMAT FOR "BEST STAND-ALONE RESTAURANT" AWARD FOR
THE YEAR - 2017-18"**

S.No.	Particulars	Information to be filled up by applicant
1	Name of the Restaurant	
2	Location of the Restaurant Address, Telephone no. with STD code, Fax and E-mail)	
3	Name of the Company with Address	
4	Name of the General Manager (in block letters)	
5	Name and address of the contact person with: telephone, fax, e-mail, mobile	
6	a) Gross turnover during the year 2017-18 b) % increase in turnover in 2017-18 over the previous year Note: Information on point 7 may be duly certified by the statutory auditors of the Restaurant	
7	Cleanliness / Hygiene of the Restaurant	
8	Brief description of the Restaurant highlighting the salient features in around 30 words (This may be furnished in block letters)	
9	High resolution photo/image of the restaurant (exterior and interior) a CD to be submitted	
10	Has the restaurant received an award earlier under this category and if so, the year/s may be Indicated	
11	Any other relevant information	

Note:

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

i) BEST CHEF: (Two awards)

- a) Best Chef - (One Award)
b) Best Chef (Andhra Cuisine) - (One Award)

- Years of professional experience.
- National/International achievements.
- Innovation/Brand creation.
- Books/Articles authored.
- Trainings.
- Contribution to the society.

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APPLICATION FORMAT FOR “BEST CHEF” AWARD FOR THE YEAR - 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 / Standalone Restaurant*	
5	Name of Hotel / Standalone Restaurant	
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 201-16. 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. Incomplete applications will not be considered.
2. Applications not submitted in the prescribed format will not be accepted.

In case information is not available for any of the above points then the same be shown as Nil / NA.

j) BEST STANDALONE CONVENTION CENTRE: (One award)

The criteria for selection would include the following:

- Details of the Convention Centre with seating capacity.
- Adequate exhibition space
- Covered or open space.
- Combination of Indoor and Outdoor venues available.
- Number of plenary venues and breakaway rooms.
- Facilities for differently abled, parking, service entries, warehousing and services like fire, electricity, water, waste disposal, house-keeping.
- Event Management Facilities.
- Restaurants.
- Number of conventions and mega events held during the year:
- Number of International events taken place at the venue.
- Number of National events taken place at the venue.
- Type and size of the event.
- Total Number of delegates handled in a year.
- Impact created by the venue on local economy.
- Marketing spend in promoting the region.
- Security measures.

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**APPLICATION FORMAT FOR "BEST STANDALONE CONVENTION CENTRE" FOR
THE YEAR - 2017-18"**

S. No.	Particulars	Information to be filled up by applicant
1	Name of the Convention Centre	
2	Location of The hotel (Address, Telephone no. with STD code, Fax and E-mail)	
3	Name of the General Manager	
4	Name and address of the contact person with telephone, fax, e-mail and mobile	
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 with names and 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 2017-18 i. Number of International events taken place at the venue ii. Number of National events taken place at the venue iii. Type and size of events	
10	Total number of delegates handled in a year 2017-18	
11	Impact created by the venue on local economy	
12	Marketing spend in Promoting the region. - how much are the centers encouraging city - have there been events that have benefited the city as well	
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) in a CD to be submitted	
19	Security measures	
20	Any other facilities	

NOTE:

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

2) BEST UNIQUE / RURAL / AGRI TOURISM PROJECT: (Three awards)

- Capability to strengthen Rural livelihoods through the tourism process based on traditional craft and natural heritage with the rural tour as primary target beneficiaries.
- Employment focus on women and youth.
- Training and capacity building in hospitality.
- Preservation and propagation of arts and crafts.
- Strong community – private partnerships.
- Marketing convergence with the travel trade.
- Details of tourist visitations to the site.
- Efforts made for promoting the rural tourism site.
- Use of Information Technology.

3) MOST ECO- FRIENDLY TOURISM PROJECT: (One award)

The development of tourism has to be consistent with eco-culture environment to make it sustainable. The Department of Tourism is giving considerably attention to this aspect of tourism development. The recognition by way of an award would help in generating adequate interest for practicing eco-friendly systems for tourism development.

The choice of the best eco-friendly project would be based on the following criteria:

- Adherence to policies and guidelines of the Government for sustainable development of Tourism
- Projects implemented by the organization of Department the specific measures taken for ensuring preservation of ecology and environment in the implementation of the project
- Energy Conservation, water conservation, water management, discouragement for use of plastic, pollution control methods for air, water and light, sewer treatment plan, non CFC., refrigeration and air conditioning, compliance of “the cigarette and tobaccos product (prohibition of advertisement and regulation of trade & commerce, production, supply & distribution) Act, 2003”
- The training courses/workshops organized for sustainable development of tourism
- Awareness creating activities among all segments of the tourism population
- Any other activity relevant to sustainable development of tourism

GOVERNMENT OF ANDHRA PRADESH

ANDHRA PRADESH TOURISM AUTHORITY

**APPLICATION FORMAT FOR "MOST ECO-FRIENDLY TOURISM PROJECT" FOR THE
YEAR - 2017-18"**

(Please write in capital letters).

(A) Company's Name: _____

(B) Address with Pin Code: _____

(C) Telephone nos. with STD or Area Code _____

(D) Mobile no: _____

(E) Email ID and website: _____

(F) Validity of approval of recognition / renewal / extension (please indicate exact date and attach a copy of letter): validity from _____ to _____

4) BEST TOURISM FRIENDLY ARCHAEOLOGICAL MONUMENT: (One award)

The criteria for selection would include the following

- Barrier free environment of the monument/ tourist attractive including access Ramps, barrier free ticket counters, barrier free toilets and parking etc.
- Proper signage and guide services.
- Barrier free restaurant within the site.
- Trained staff for handling enquiries and providing assistance to the tourist/visitors.
- Maintenance and Upkeep of the monument.
- Creation of tourist friendly infrastructure such as seating facilities, toilets, eating outlets etc.
- Adoption of Eco-friendly practices.
- Any other innovative measures taken for promotion of tourism

5) BEST CIVIC MANAGEMENT OF A TOURIST DESTINATION: (One award)

Under this category, Award is for Urban areas and Rural areas i.e. Gram Panchayats. This award has been instituted recognizing the need to encourage eco-friendly practices by various civic bodies in cities/towns/villages for the maintenance and upkeep of the tourist sites/parks etc. and to get their commitment towards the clean, hygienic and attractive surrounding and thereby enhance visitor experience.

The criteria for selection would include the following

- Overall cleanliness of the tourist destination. Use of best waste management practices.
- Encouragement to local communities and private enterprises to take pride in their surroundings.

Care for environment and green practices. Encouragement of reuse and recycling

6) BEST TOURIST FRIENDLY RAILWAY STATION: (One award)

Sl. No	Criteria/Parameters	Maximum Marks
1	Availability of tourist friendly infrastructure such as:-	
	(a) Seating facilities	4
	- No of Benches on each Platform	
	- No of waiting halls - A/C or Non A/C.	
	(b) Toilets	5
	(c) Eating Outlets	3
	(d) Telephone booths	2
	Total : 14	
2	Maintenance and upkeep of Railway Station:	
	i) Number of mechanized cleaning equipment for platforms	3
	ii) Number of dustbins available on various platforms	3
	iii) Regular upkeep and maintenance of railway tracks on the Platform	3
		Total : 9
3	Availability of Tourist Facilitation Counter	4
4	Availability of Pre-paid Taxi/ Auto Service	3
5	Availability of Retiring Rooms along with condition & upkeep of the same	5
6	Presence of Eco- Friendly measures:-	
	i) Number of bio toilets available	3
	ii) Solid waste management system	3
	iii) Installation of energy of saving system	3
	Total : 21	
7	Facilities for Persons with Disabilities (PWDs), particularly at the point of boarding.	5
8	Availability of hotel accommodation and other facilities in the vicinity of railway station.	6
9	No of signages displayed at important locations.	5
	Grand Total	60

7) BEST TOURIST FRIENDLY AIRPORT: (One award)

S. No.	Criteria/Parameters	Maximum Marks
1	Creation of tourist friendly infrastructure such as:-	
	i) Number of seating facilities	3
	ii) Number of toilets	3
	iii) Number of eating outlets, Quick Services Restaurant & Fine Dining including availability of separate food court at the Airports.	2
	iv) Airport Emergency Plan	2
		Total: 10
2	Maintenance and upkeep of the Airport:	
	i) 24x7 dedicated maintenance and management system of airport facilities including 1-800 number.	3
	ii) A dedicated IT service delivery system	3
	iii) Water recycling system	2
	iv) 24x7 cleaning and monitoring of garage system	2
		Total: 10
3	Adaptation of Eco-friendly practices:	
	i) Availability of sewage recycling, water recycling & rain water harvesting system	4
	ii) Solid waste management system	3
	iii) Installation of energy saving system	3
		Total: 10
4	i) Availability of transport facility from airport to nearest city center.	5
	ii) The Type of Traffic Management System in place at the Airport	5
		Total: 10
5	Number of signages installed with details of location	10
6	Facilities for the Persons with Disabilities (PWD), particularly at the point of boarding.	10
7	Other relevant facilities at the Airport.	10
	Total Marks	70

8) BEST TOURIST FRIENDLY BUS STAND: (One award)

Sl. No	Criteria/Parameters	Maximum Marks
1	Availability of tourist friendly infrastructure such as:-	
	(a) Seating facilities	4
	- No of Benches on each Platform	
	- No of waiting halls - A/C or Non A/C.	
	(b) Toilets	5
	(c) Eating Outlets	3
	(d) Telephone booths	2
	Total : 14	
2	Maintenance and upkeep of Bus Stand:	
	i) Number of mechanized cleaning equipment for platforms	3
	ii) Number of dustbins available on various platforms	3
	iii) Regular upkeep and maintenance of bus racks on the Platform	3
	Total : 9	
3	Availability of Tourist Facilitation Counter	4
4	Availability of Pre-paid Taxi/ Auto Service	3
5	Availability of Dormitory Rooms along with condition & upkeep of the same	5
6	Presence of Eco- Friendly measures:-	
	i) Availability of sewage recycling, water recycling & rain water harvesting system	3
	ii) Solid waste management system	3
	iii) Installation of energy of saving system	3
	Total : 21	
7	Facilities for Persons with Disabilities (PWDs), particularly at the point of boarding.	5
8	Availability of hotel accommodation and other facilities in the vicinity of bus stand.	6
9	No of signages displayed at important locations.	5
	Grand Total	60

9) LOCAL TOURISM PROJECTS: BEST COMPREHENSIVE DEVELOPMENT OF TOURISM PROJECT (One award)

- The project should be related to tourism focusing on culture and heritage.
- The Tourism project should minimize negative economic, social and environmental impacts.
- The project should provide more enjoyable experiences for tourists through more meaningful connections with local people and a greater understanding of local, cultural, social and environmental issues.
- The project should integrate with the local community and contribute positively towards enhancing the quality of life of the local community.
- The project could have been implemented by the DTTC.
- The project needs to have a responsibility for the benefit of local community.
- While implementing the project special care has been taken for Ecotourism, Waste Management, Community participations.
- The project should raise awareness among visitors and influence them to enjoy resources sustainably.
- Mitigates negative impacts of tourism on the natural and cultural environment
- Respects, involves and engages other stakeholders and host communities.

10) INBOUND TOUR OPERATORS

a) TRAVEL AGENTS (One Award) / INBOUND TOUR OPERATORS (Two Awards)/TRAVEL AGENT (Boating) (One award):

The criteria for selection would include the following,

- The basis of selection for awards in this category would be highest earnings accrued from handling inbound tours during the financial year 2017-18 (April 2017 to March 2018) duly supported by statutory auditor certificate of this service provider only
- A copy of acknowledgement of Income Tax Returns for the latest Assessment year (April 2018 - March 2019).
- Due weightage would be given for the growth rate achieved
- The selection would be made from the recognized Inbound Tour Operators, Travel Agents and Travel Agents (Boating).
- A total of two awards are given to Inbound Tour operators on the basis of their annual earnings categorized as here under.
 1. Category I: up to 50 lakhs
 2. Category II: 50 Lakhs and above

b) BEST ADVENTURE INBOUND TOUR OPERATOR FOR LAND, AERO & WATER SPORTS: (One award)

The criteria for selection would include the following

- The basis of selection for one award in this category would be highest earnings accrued from handling Adventure tourism / sports related activities during the financial year 2017-18 (April 2017 to March 2018) duly supported by statutory auditor certificate of this service provider only
- A copy of acknowledgement of Income Tax Returns for the latest Assessment year (April 2018 - March 2019).
- Due weightage would be given for the growth rate achieved

The selection would be made from the recognized Adventure Tour Operators.

GOVERNMENT OF ANDHRA PRADESH

ANDHRA PRADESH TOURISM AUTHORITY

APPLICATION FORMAT FOR "AWARD PERTAINING TO INBOUND TOUR OPERATORS / TRAVEL AGENTS/ TRAVEL AGENTS (BOATING)" FOR THE YEAR - 2017-18"

(Please write in capital letters).

(A) Company's Name: _____

(B) Address with Pin Code: _____

(C) Telephone nos. with STD or Area Code _____

(D) Mobile no: _____

(E) Email ID and website: _____

(F) Validity of approval of recognition / renewal / extension (please indicate exact date and attach a copy of letter): validity from _____ to _____

c) MOST INNOVATIVE INBOUND TOUR OPERATOR: (One award)

There would be only one award in this category. The Tour Operators / Travel Agents would furnish details like (i) promoting new markets; (ii) new products; (iii) new circuits; (iv) Lesser known destinations etc.

The following documents would have to be submitted along with the entries for consideration of the awards:

- A copy of letter of membership of TAAI or IATO
- All the financial documents, including the certificate regarding total turnover of the relevant category for the last financial year, duly signed and stamped only by the Statutory Auditor of the service provider.
- All documents should be self-certified by its Managing Director / Owner / Proprietor.
- A copy of Audited Balance Sheet and Profit and Loss account with the Auditors Report for the last financial year (April 2017- March 2018) duly signed and stamped by the Statutory Auditor of the service provider only.
- A copy of acknowledgement of Income Tax Returns for the latest Assessment year (April 2018 - March 2019).
- Details of Tourist Arrivals (Inbound & Domestic tourists) handled during the financial year April 2017- March 2018.
- Promotional material such as photographs, CDs, brochures, folders and the details of Tourist Arrivals (Inbound & Domestic tourists) handled during the financial year April 2017-March 2018 in respect of entries being submitted for consideration of award for Most Innovative Tour Operator category.

d) BEST EMERGING TRAVEL COMPANY PROMOTING AP TOURISM: (ONE AWARD)

There would be only one award in this category. Budding Tour Operators / Travel Agents would furnish details like (i) promoting AP new markets; (ii) new products; (iii) new circuits; (iv) Lesser known destinations etc.

The following documents would have to be submitted along with the entries for consideration of the awards:

- A copy of letter of membership of TAAI or IATO
- All the financial documents, including the certificate regarding total turnover of the relevant category for the last financial year, duly signed and stamped only by the Statutory Auditor of the service provider.
- All documents should be self-certified by its Managing Director / Owner / Proprietor.
- A copy of Audited Balance Sheet and Profit and Loss account with the Auditors Report for the last financial year (April 2017- March 2018) duly signed and stamped by the Statutory Auditor of the service provider only.
- A copy of acknowledgement of Income Tax Returns for the latest Assessment year (April 2018 - March 2019).
- Details of Tourist Arrivals (Inbound & Domestic tourists) handled during the financial year April 2017- March 2018.
- Promotional material such as photographs, CDs, brochures, folders and the details of Tourist Arrivals (Inbound & Domestic tourists) handled during the financial year April 2017-March 2018 in respect of entries being submitted for consideration of award for Most Innovative Tour Operator category.

11) BEST TOURISM EDUCATIONAL INSTITUTE: (One award)

There would be one award in this category. The Award would be for the year 2017-18 (April 2017 - March 2018). The Criteria for selection would include the following.

- The institute should be imparting education in one of the Tourism discipline
- Assessment will be made on the basis of the qualitative and quantitative data to be provided by the institute which would cover areas like courses offered, facilities for training, performance of the trainees, placement and campus recruitment, research and development, achievements of students/faculty etc.

GOVERNMENT OF ANDHRA PRADESH

ANDHRA PRADESH TOURISM AUTHORITY

APPLICATION FORMAT FOR "BEST TOURISM EDUCATIONAL INSTITUTE" FOR THE
YEAR - 2017-18"

(Please write in capital letters).

(A) Institute's Name: _____

(B) Address with Pin Code: _____

(C) Telephone nos. with STD or Area Code _____

(D) Mobile no: _____

(E) Email ID and website: _____

(F) Validity of approval of recognitions. please indicate exact date and attach a copy of letter): validity from _____ to _____

12) EXCELLENCE IN TOURISM RESEARCH: (One award)

Under this category there will be one award- for writer/publication in Telugu language/English Language for the year 2017-18 (April 2017 - March 2018).

In case of articles forwarded as entries these should have been published in the year 2017-18 (April 2017 - March 2018) in a reputed journal/ newspaper/ magazine.

Submission of Entries

- Maximum of 3 entries per person is allowed either in Telugu or English Language.
- Further 4 copies each of the articles being entered will have to be submitted.
- Any publication focusing on the theme of Andhra Pradesh Tourism would be eligible to be considered under this category
- The Department of Tourism will have the right to make use of the articles so selected fully or in part for its promotional purposes.
- Emphasis amongst other things would be on the content and language. The article should be for promotion of a tourist circuit/tourist destination /tourism product etc. in A.P.
- Due weightage would be given to originality, novelty and focus on new destinations. The quality of language and ability to communicate effectively would also be judged. If the entry forwarded is travel book, the same should have been published in India in Telugu or English language or any book published overseas in English with the theme of promotion of AP Tourism would be eligible.
- The publisher/ writer while submitting his entry should give a declaration that there would be no objection for using part/extracts from the book by Government for promotional purposes.
- Amongst other things, the emphasis would be on content, language, quality of paper, quality of cover page, pictures/transparencies used, design and lay-out, circulation etc. which are only illustrative in nature.

13) BEST TOURIST GUIDE: (One award)

- Knowledge on the subject of Tourism
- Communication skills
- Languages known
- Previous experience in the relevant field
- Educational qualifications not less than Graduation and name of the Institution to which the Guides Training Course completed with necessary certificates
- The Guides who were already employed in Government sector are not eligible
- The selection would be made on the basis of merit / skills on the assignments attended during the year 2017-18

14) BEST FILM ON AP TOURISM: (One award)

There will be one award, in this category for the year 2017-18 (April 2017 - March 2018)

Selection of the award would be done on the basis of entries accepted from producers in Andhra Pradesh only. The film should be based on travel or tourism related theme of A.P.

The film should have been produced during the period April 2017 - March 2018.

Submission of Entries

- A declaration to the effect that the film has been produced or owned by the producer should be submitted along with the entry.
- A declaration may also be furnished that there would not be any objection for using a part /whole of the film by the Andhra Pradesh Tourism Authority, Government of AP for promotional purposes.
- Films produced or commissioned by the Andhra Pradesh Tourism Authority, Government of Andhra Pradesh will not be considered.

15) BEST TOURISM PROMOTION COLLATERAL PUBLICITY MATERIAL: (One award)

The award in this category would be for the year 2017-18 (April 2017 -March 2018).

The selection would include the following criteria.

- The publicity material would promote tourism.
- Due weightage would be given to the originality of publicity material.
- The publicity material should be brought out during the period April 2017 to March 2018
- The applicant may give a declaration that there would be no objection for using same publicity material by Government for Tourism Promotional activities.
- Amongst other things the emphasis would be on visual impact, design, content, quality of production, pictures, transparencies, layout, Marketing appeal etc.

16) BEST JOURNALIST AWARD: (Telugu & English) (Two awards)

This award is constituted to recognize a travel writer / journalist of original travel stories / travel guides and travel book that feature A.P. exclusively.

Stories / guide / book etc. that feature A.P. only in part do not qualify.

The following parameters will be considered:

- Minimum of 3 publications in 3 reputed Journal / Newspaper / Magazines
- Should be an accredited journalist with D I & PR.
- The articles written must promote Andhra Pradesh as a Tourism destination.
- The articles written should contribute to the promotion of Andhra Pradesh Tourism.
 - The articles should be published in the year 2017-18 (April 2017 to March 2018).

17) MOST INNOVATIVE USE OF INFORMATION TECHNOLOGY/BEST TOURISM WEBSITE/PORTAL PROMOTING ANDHRA PRADESH (One award)

Eligibility: Entries from Travel Trade, Hoteliers and other websites promoting Andhra Pradesh Tourism will be eligible to be considered for the award.

The entries could include effective use of Information Technology in the following spheres:

- Dissemination of Information (through website - including earnings, CD's, information kiosks, use of data base etc.)
- Visitor facilitation (through multi-media etc.)
- Management Information System (MIS) including methods adopted for improving the work efficiency in the offices and tourist centres.
- Communication Systems (like IVRS, Fax on Demand, Internet etc.)
- Online Marketing Campaign in the World Wide Web.

The project should have been launched during the period April 2017 to March 2018.

Submission of Entries for Most Innovative use of Information Technology

The entry for the award is to be submitted with the following details / documents

(Incomplete entries without all details / documents listed below will not be considered):

- Category for which entry is being submitted.
- Complete name, address, contact details of the publisher / writer submitting the entry.
- Details of the work done in the use of Information Technology for promotion of tourism.
- Date of launch of the project.
- A brief synopsis (not more than 100 words) on the entry.
- Screen shot (in soft copy) of the website / portal or screen grab of DVD or any other defining image submitted as the entry.
- 3 copies of the DVD/ Home page of Website/Portal.

18) TOURISM PROMOTION THROUGH ANDHRA PRADESH ART AND CULTURE

Under this category there will be one award. The criteria for selection would be:

- Creating awareness of traditional crafts by International and Domestic Visitors
- Preservation and propagation of arts and crafts.
- Strong community – private partnerships.
- Efforts made for promoting the art and culture.
- Involvement in any art and craft of the state as expert
- Propagation and application new methodologies to protect any art and crafts of the state.

NOTE: Andhra Pradesh Tourism Authority (APTA), Govt. of A.P. reserves the right to change the Criteria, the parameters for consideration and all other relevant provisions from time to time for selection of awards. The selection of the awardees will be made by the committees constituted for the purpose. Final selection would be made on the basis of the site inspection made by the committee wherever necessary the decision taken shall be at the sole discretion of the Chief Executive Officer, APTA and shall be final.

State Coordinator:

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