



# Tripura Tourism Development Corporation Ltd.

(A Government of Tripura undertaking)

No. F. F.4 (98)-TT/Mark/2011/5648-64

Dated: 31-1-2011

## MEMORANDUM

### Sub:- Guidelines for operationalization of the incentive for facilitating maximum utilization of beds in various Tourist Lodges / Geetanjali Tourism Guest House run by the TTDCL.

Some incentives have been declared vide Memo of even number dated 28-1-11 for ensuring maximum utilization of beds in various Tourist Lodges / Geetanjali Tourism Guest House run by the TTDCL.

In order to operationalize it, the following guidelines are issued for compliance by all concerned with immediate effect:-

1. For declaring any discount for any Tourist Lodge considering poor booking season etc. the TTDCL may declare discount upto 20%. Whenever such discount is allowed by an order from the Corporation for such bookings, a reference number should be mentioned in the Money Receipts to be issued to the occupants.
2. Registered/ approved Educational Institutions of the State may sponsor in writing, their students for undertaking study tour and if they want to stay in the Tourist Lodges run by the TTDCL, then subject to availability of vacant seats and prior confirmation, 50% discount may be given to such cases for maximum period of 2 days. In the Money Receipts such endorsement giving reference number of the sponsored letter with date should be mentioned.
3. TTDCL issues from time to time approval to Tour/ Travel Agents of Tripura as well as out side the State and the validity is also mentioned in the approval letter. If any such Agent come forward for booking of any room in the Tourist Lodges ( other than package tour) then against such bookings, they may get 15% commission provided such rooms are actually occupied and full value is received. Such discount should also be mentioned in the Register.
4. There are Tourist Guides and also unemployed youth desiring to avail the facilities of incentive by facilitating booking of rooms in the TTDCL run Tourist Lodges/ Guest Houses. Such people shall have to obtain a token from the Corporation Head Office and against this, if they could make booking of rooms as well as for package tours of TTDCL, they may be allowed 5% commission against the net receipt. Such commission shall have to be entered in a Register to be specified. A token receipt should also be issued at the time of booking as per Token Book to be supplied from the TTDCL. A copy of the token to be issued to such persons from TTDCL should also be submitted to the concerned Tourist Lodge / Guest House alongwith the claim.
5. If it is found that in any Tourist Lodge / Guest House, any room is vacant on a particular day and there is no advance booking or demand (total occupancy on that day is less than 50%) then the concerned Manager/ In-charge may offer 10% additional discount to such occupants for a maximum of that day and the next day. The Manager/ In-charge should keep record of such action against the office copy of the receipt and this should be reflected in the weekly / Monthly revenue statements to be furnished. This is purely to ensure that more vacant rooms are utilized.

6. If any staff of TTDCL including Guides / Marketing Executives can sell vacant rooms ( subject to condition that the vacancy is more than 50% or book some package tours through their special endeavour , then they may get 2% of the net amount received as incentive subject to valid proof of their special efforts. The Manager or the Booking Officials at the designated places should not be eligible to get such incentives normally. Details shall have to be mentioned in the monthly revenue statement.
7. An incentive payment Register is to be maintained at all Booking Counter / Tourist Lodges/ Guest Houses as per proforma mentioned below:-

| Sl. No. | Name and address of the commission claimant with Sl. No. of token/ copies of approval letter etc. | Date of book and No. of rooms including Token No. | Total seat rent realised | Total amount of commission paid with date. | Signature of the claimant. | REMARKS |
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Such entries shall be inspected with cross reference etc. from time to time by the higher officials of the Corporation. For any lapse, concerned Manager / In-charge shall be held personally responsible.

8. For the sake of easy operationalization of the scheme, normally such bookings shall be accepted at Tripura Bhawan Tourist Information Centre, Kolkata, Tourist Information Centre, Swet Mahal, Agartala /and Geetanjali Tourism Guest House, Kunjaban, Agartala. This is mainly to help the various agents to have the facility.

If any local agent / official of the Corporation want to book at other than above 3 (three) places then it may be done with the concerned Tourist Lodge / Guest House also.

All concerned are again reminded that against allowing such discount / commission, necessary cross reference entries shall have to be made in order to vouch it and should be made ready for further inspection. It should be kept in mind that this has been introduced only to facilitate attaining higher occupancy rate of all the Tourist Lodges / Guest Houses and in case if it is found that the position does not improve, then the authority, at its discretion , may change any such concession / system.

  
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