

## New Hotel Registrastion

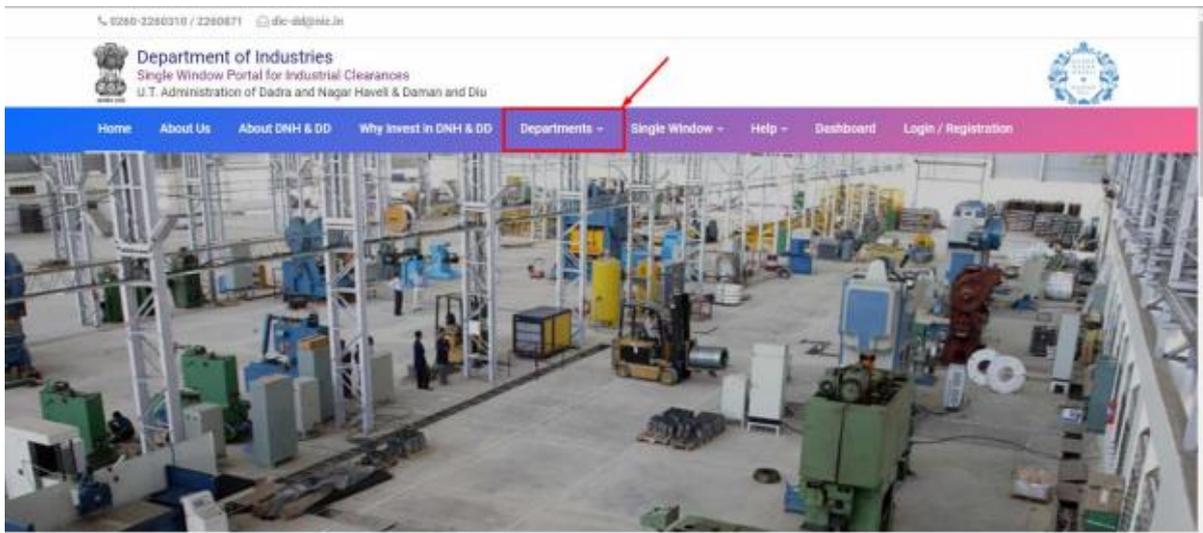
1	<b>Name of Approval / NoC/ Licence/ Registration</b>	<b>New Hotel Registration</b>
2	<b>Competent Authority</b>	Director (Tourism), DNH & DD
3	<b>Applicability Criteria</b>	To all investors intending to run a hotel/running a hotel in the UT of DNH & DD
4	<b>Stage</b>	Post-Establishment
5	<b>SLA/ Number of Days</b>	21 Days
6	<b>Documents Required</b>	<p><b>Required Documents / undertakings / NOCs :</b></p> <ol style="list-style-type: none"> <li>1. Copy of Form 1 &amp; XIV</li> <li>2. Copy of the site plan</li> <li>3. Copy of the approved construction plan</li> <li>4. Copy of the Occupancy certificate (Issued by Municipality or concerned panchayat)</li> <li>5. Copy of grant of the final NOC of Fire Department (issued by Fire and Emergency department)</li> <li>6. Health NOC (Issued by Health Department)</li> <li>7. Police clearance certificate (issued by SDPO)</li> <li>8. NOC from concerned Panchayat/Municipality.</li> <li>9. NOC from Electricity Department.</li> </ol>
7	<b>Form Submission</b>	<a href="https://swp.dddgov.in/main#hotelregi">https://swp.dddgov.in/main#hotelregi</a>
8	<b>Procedure for getting license</b>	<p>Step 1. The applicant submits the application in the prescribed format to the department with all the necessary documents.</p> <p>Step 2. The authority examines the application and the documents.</p> <p>Step 3. Site inspection of the proposed site for the hotel is scheduled.</p> <p>Step 4. The authority verifies the details provided in the application and the proposed site plan.</p> <p>Step 5. If approved, the license for operating the hotel/homestay or Bed &amp; Breakfast is issued.</p>
9	<b>Fee &amp; Mode of Payment</b>	<p><b>Fees:</b> 1. Rs. 5000/- (Category A)                  2. Rs. 4000/- (Category B)                  3. Rs. 3000/- (Category C)                  4. Rs. 2000/- (Category D)                  5. Rs. 200/- (Category E/Homestay or Bed &amp; Breakfast)</p> <p><b>Mode of Payment:</b> Demand draft</p>

## New Homestay/Bed & breakfast Registration

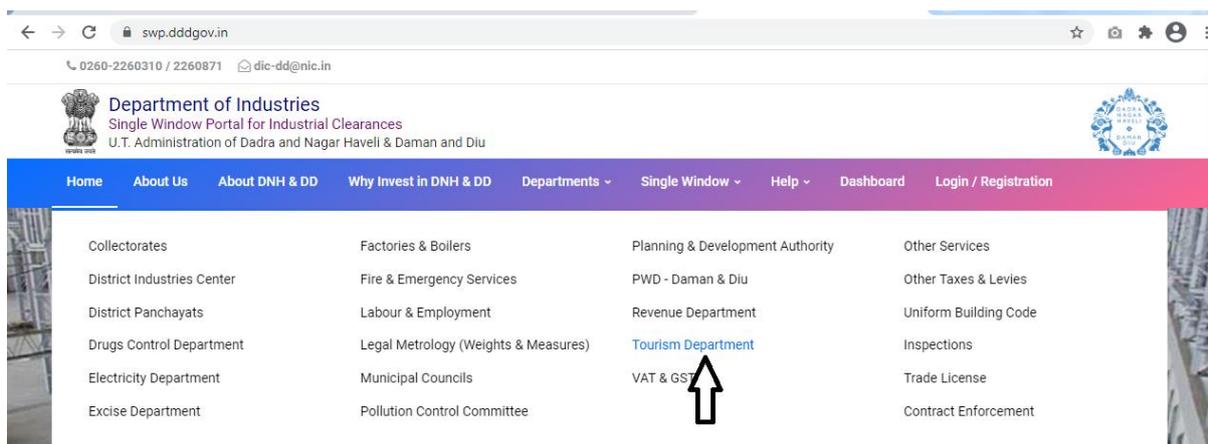
1	<b>Name of Approval / NoC/ Licence/ Registration</b>	<b>New Homestay/Bed &amp; breakfast Registration</b>
2	<b>Competent Authority</b>	Director (Tourism), DNH & DD
3	<b>Applicability Criteria</b>	To all investors intending to provide Homestay/Bed & breakfast services in the UT of DNH & DD
4	<b>Stage</b>	Post-Establishment
5	<b>SLA/ Number of Days</b>	21 Days
6	<b>Documents Required</b>	<p>Required documents:</p> <ol style="list-style-type: none"> <li>1. Copy of Aadhar Card of the person under whose name the Bed &amp; Breakfast /Homestay is to be registered.</li> <li>2. Copy of the Form No. 1 &amp; XIV of survey No.</li> <li>3. Copy of the site plan of survey no.</li> <li>4. Copy of the NA order of Survey no (*if the property falls under agriculture area/panchayat) (Issued by the DMC/Concerned Panchayat)</li> <li>5. Copy of Completion/occupancy certificate (Issued by the DMC/Concerned Panchayat)</li> <li>6. Copy of House Tax receipt</li> <li>7. Copy of Electricity bill</li> <li>8. Copy of Fire NOC (issued by Fire and Emergency department)</li> <li>9. Copy of Police Clearance certificate (issued by SDPO)</li> </ol>
7	<b>Form Submission</b>	<a href="https://swp.dddgov.in/main#hotelregi">https://swp.dddgov.in/main#hotelregi</a>
8	<b>Procedure for getting license</b>	<p>Step 1. The applicant submits the application in the prescribed format to the department with all the necessary documents.</p> <p>Step 2. The authority examines the application and the documents.</p> <p>Step 3. Site inspection of the proposed site for the hotel is scheduled.</p> <p>Step 4. The authority verifies the details provided in the application and the proposed site plan.</p> <p>Step 5. If approved, the license for operating the homestay or Bed &amp; Breakfast is issued.</p>
9	<b>Fee &amp; Mode of Payment</b>	<p><b>Fees:</b> 1. Rs. 200/- (Category E Hotel/Homestay or Bed &amp; Breakfast)</p> <p><b>Mode of Payment:</b> Demand draft</p>

# User Guide for online application for Registration of Hotel & Homestay & Bed & Breakfast under Daman & Diu Tourist Trade Act .

1. Open the website: <https://swp.dddgov.in/> and click on Department menu.



2. Click on Tourism Department from the menu.



- From the Department's page, click on "Click here" button beside the name of the service "Hotel & Home stay/Bed & Breakfast registration Form".

**Tourism Department**

On the basis of recommendation made by the DIPP, Government of India and Information provided by the concern departments regarding Time lines and Competent Authority for necessary Clearances/NOCs/Permissions/Renewals, Single Window Agency hereby notifies the following Services, the time frames within which these are to be provided to the citizens, Competent Authority and deemed approval authority as per schedule given below:

Sr. No.	Name of Service	Apply Link	Department Name	Timeline (Working Days)	Fees / Procedure / Checklist	Designation of the Authority Responsible to Deliver the Services	1st Appellate Authority for Grievance Redressal	2nd Appellate Authority for Grievance Redressal
1	Hotel & Home stay/Bed & Breakfast registration Form	<a href="#">Click Here</a>	Tourism Department	21 Days	<a href="#">View</a>	Director (Tourism)	Secretary (Tourism)	
2	Hotel & Home stay/Bed & Breakfast registration Renewal Form	<a href="#">Click Here</a>	Tourism Department	21 Days	<a href="#">View</a>	Director (Tourism)	Secretary (Tourism)	
3	Travel Agent Registration Form	<a href="#">Click Here</a>	Tourism Department	21 Days	<a href="#">View</a>	Director (Tourism)	Secretary (Tourism)	
4	Travel Agency Form - Renewal	<a href="#">Click Here</a>	Tourism Department	21 Days	<a href="#">View</a>	Director (Tourism)	Secretary (Tourism)	
5	Tourism Event - Performance License	<a href="#">Click Here</a>	Tourism Department	21 Days	<a href="#">View</a>	Director (Tourism)	Secretary (Tourism)	

Sr. No.	SRAP-2020 Reforms	SRAP-2020 Reform No.	Action
1	Online dashboard available in public domain	37	<a href="#">View</a>

- Enter your mobile number and the pin which was generated on your mobile number to login.

**Single Window Portal for Industrial Clearances**  
U.T. Administration of Dadra Nagar Havel & Daman and Diu

**Login into your account!**

Mobile Number  
8347435433

Pin [Forgot Pin ? Click Here.](#)  
\*\*\*\*\*

[Login](#) [Back to Home](#)

Don't have an account? [Registration](#)

5. After logging in, click on Department & Services and scroll down to the services of Tourism Department. Click on the button “click here” besides the “Hotel & Home stay/Bed & Breakfast registration Form” service.

The screenshot shows the 'Single Window Clearances' portal. The user is logged in as 'Dinesh'. The 'Departments & Services' menu is active. The 'Tourism' section is expanded, showing a list of services. The first service, 'Hotel & Home stay/Bed & Breakfast registration Form', is highlighted with a red box, and an arrow points to the 'Click Here' button next to it. Below this are sections for 'Civil Registrar Cum Sub Registrar (CRSR)' and 'Revenue / Collectorate', each with their respective services and 'Click Here' buttons. The footer includes 'Copyright © 2021 | daman.nic.in' and the 'National Informatics Centre' logo.

No.	Name of Service	Apply
1.	Hotel & Home stay/Bed & Breakfast registration Form	<a href="#">Click Here</a>
2.	Hotel & Home stay/Bed & Breakfast registration Renewal Form	<a href="#">Click Here</a>
3.	Travel Agency Registration Form	<a href="#">Click Here</a>
4.	Travel Agency Form - Renewal	<a href="#">Click Here</a>
5.	Tourism Event - Performance	<a href="#">Click Here</a>

No.	Name of Service	Apply
1.	Partnership Firms Registration	<a href="#">Click Here</a>
2.	Property Registration	<a href="#">Click Here</a>

No.	Name of Service	Apply
1.	Application of license under rule 11 of Cinema	<a href="#">Click Here</a>
2.	Film Shooting Permission (s) Form	<a href="#">Click Here</a>
3.	...	<a href="#">Click Here</a>

6. Click on the “Apply for New Hotel registration” button.

The screenshot shows the 'Single Window Clearances' portal. The user is logged in as 'Dinesh'. The 'Departments & Services' menu is active. The 'Hotel Registration' page is displayed. A red box highlights the 'Apply for New Hotel Registration' button, with an arrow pointing to it. Below the button is a search bar and a table with columns: No., Application Number, Hotel Name, Person Name, Address, Submitted On, Status, Query Status, and Action.

Home / Hotel Registration

Apply for New Hotel Registration

Show 10 entries

No.	Application Number	Hotel Name	Person Name	Address	Submitted On	Status	Query Status	Action
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7. Fill the entire form and then click on submit button at the bottom of the form.

Single Window Clearances

Departments & Services

Change Pin

Logout

Hotel Registration

Home / Hotel Registration

Logged User: Dinesh

DEPARTMENT OF TOURISM  
UT OF DADRA & NAGAR AND DAMAN & DIU  
Application Form for Registration of a Hotel Keeper  
FORM-II  
(See Rule 3)

To,  
The Director,  
Department of Tourism,  
Dadra & Nagar Haveli and Daman & Diu.

1. Name of Hotel \*

Name of Hotel !

2. Name of the Applicant \*

Name of Applicant !

3. Full address of the site where the applicant intends to run the hotel or is being run \*

Full address of the site where the applicant intends to run the hotel or is being run !

4. Name of the tourist area where the hotel is to be run or is being run \*

Select Area

5. Name of the Proprietor (s) \*

Name of the Proprietor (s) !

6. Category of Hotel \*

Select Category of Hotel

7. Fees \*

Fees !

8. Mobile No. \*

Mobile No. !

9. Name of the Manager \*

Name of the Manager !

10. Manager Full Permanent Address \*

Manager Full Permanent Address !

11. Details of Agent/Agents/employee/employees

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NIC

3:57 PM  
1/30/2021

Single Window Clearances

Departments & Services

Change Pin

Logout

Logged User: Dinesh

Fees !

Mobile No. !

9. Name of the Manager \*

Name of the Manager !

10. Manager Full Permanent Address \*

Manager Full Permanent Address !

11. Details of Agent/Agents/employee/employees

Sr.No.	Name of the Agent/Agents/employee/employees
1	

Add Agent/Agents/employee/employees

12. Whether the applicant is a permanent resident of the Union Territory of Goa, Daman and Diu \*  Yes  No

13. Any other business which the applicant is carrying on in any tourist area in the Union Territory. \*  Yes  No

21. Upload Fire NOC. \*  
(Maximum File Size: 1MB) (Upload PDF Only)

Choose File No file chosen

22. Upload police clearance certificate. \*  
(Maximum File Size: 1MB) (Upload PDF Only)

Choose File No file chosen

23. Signature \*  
(Maximum File Size: 1MB) (Upload JPG | PNG | JPEG | JFIF Only)

Choose File No file chosen

Save as a Draft Submit Application Close

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NIC

8. After clicking on submit button, you can see the tracking status of your application, Query Status and Action. Click on Action Button to view or to download your form.

Application Submitted Successfully!

Home / Hotel Registration

Apply for New Hotel Registration

Show 10 entries

No.	Application Number	Hotel Name	Person Name	Address	Submitted On	Status	Query Status	Action
1	HR00009	Hotel Daman	Shreyas	Devka	30-01-2021	Application Submitted		View Form-II

9. Click on "Form-II" to view your submitted application.

Form-II

1 / 2 | 100%

**DEPARTMENT OF TOURISM**  
**UT OF DADRA & NAGAR and DAMAN & DIU**  
**Application Form for Registration of a Hotel Keeper**  
**FORM-II**  
**(See Rule 3)**

To,  
 The Director,  
 Department of Tourism,  
 Dadra & Nagar Haveli and Daman & Diu.

Sir,

I/We request that / I/we may be registered as a Hotel-Keeper and my/our Hotel Known as Hotel Daman, situated at Devka may be registered under the Goa, Daman and Diu Registration of Tourist Trade Act, 1982. The other particulars of the hotel are as under :-

1.	Name of Hotel	Hotel Daman
2.	Name of the person with full address of the site where the applicant intends to run the hotel or is being run	Shreyas Devka
3.	Name of the tourist area where the hotel is to be run or is being run	Daman
4.	Name of the Proprietor (s)	Shreyas
		Shreyas

10. After the department approves your application, the option to “pay your fees” will be displayed.

The screenshot shows the 'Hotel Registration' page on the 'swp.dddgov.in/main#hotelregi' website. The user is logged in as 'Dinesh'. A table lists application entries. The first entry (No. 1, Application Number HR00009, Hotel Name Hotel Daman, Person Name Shreyas, Address Devka, Submitted On 30-01-2021) has a status of 'Fees Pending'. Below the table, a row of action buttons includes 'View', 'Form-I', 'Payment Requested', and 'Pay Your Fees'. The 'Pay Your Fees' button is highlighted with a red box and a red arrow pointing to it.

No.	Application Number	Hotel Name	Person Name	Address	Submitted On	Status	Query Status	Action
1	HR00009	Hotel Daman	Shreyas	Devka	30-01-2021	Fees Pending	-	<a href="#">View</a> <a href="#">Form-I</a> <a href="#">Payment Requested</a> <a href="#">Pay Your Fees</a>

11. Choose your preferred mode of payment and click on “submit”.

The screenshot shows the 'Pay Your Fees' modal form overlaid on the application table. The modal contains the following fields and options:

- Complete Address of Registered Office \***: A text input field containing 'Devka'.
- Payment Type \***: Radio button options for 'Demand Draft (DD)', 'Pay at Office', and 'NEFT/RTGS/INB'. 'Demand Draft (DD)' is selected.
- Upload Demand Draft (DD) \* (Maximum File Size: 2MB)**: A 'Choose File' button with the text 'No file chosen'.
- Buttons**: 'Submit' and 'Close' buttons.

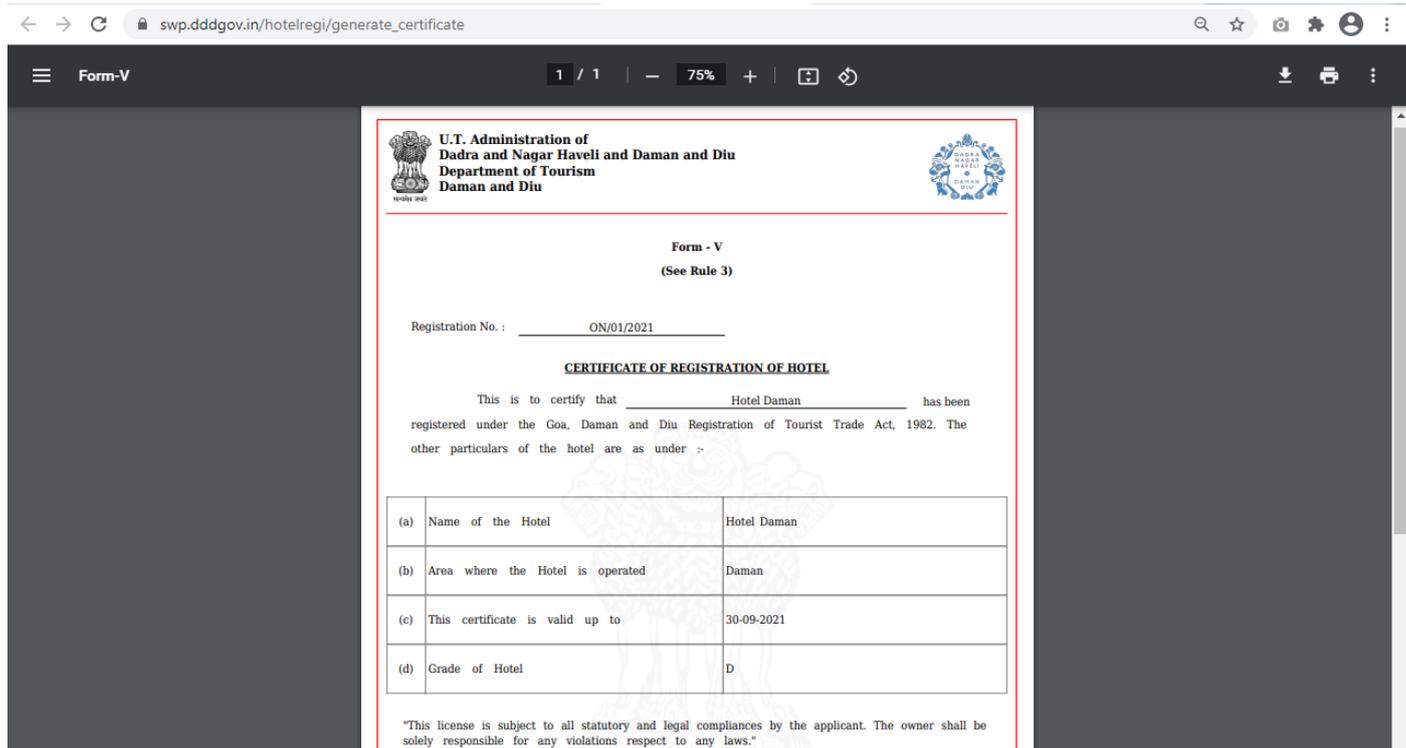
The background table shows the same application entry as in the previous screenshot, but the status is now 'Approved'.

12. After the payment is approved from the department, the “Download Certificate” button shall be visible.

The screenshot shows the 'Hotel Registration' page with the application entry (No. 1, Application Number HR00009, Hotel Name Hotel Daman, Person Name Shreyas, Address Devka, Submitted On 30-01-2021) now having a status of 'Approved'. The 'Download Certificate' button in the action row is highlighted with a red box and a red arrow pointing to it.

No.	Application Number	Hotel Name	Person Name	Address	Submitted On	Status	Query Status	Action
1	HR00009	Hotel Daman	Shreyas	Devka	30-01-2021	Approved	-	<a href="#">View</a> <a href="#">Form-I</a> <a href="#">Payment Requested</a> <a href="#">Pay Your Fees</a> <a href="#">Download Certificate</a>

13. The applicant can download the Registration License for Hotel/Bed & Breakfast or Homestay by clicking the above mentioned button.



U.T. Administration of  
Dadra and Nagar Haveli and Daman and Diu  
Department of Tourism  
Daman and Diu

Form - V  
(See Rule 3)

Registration No. : ON/01/2021

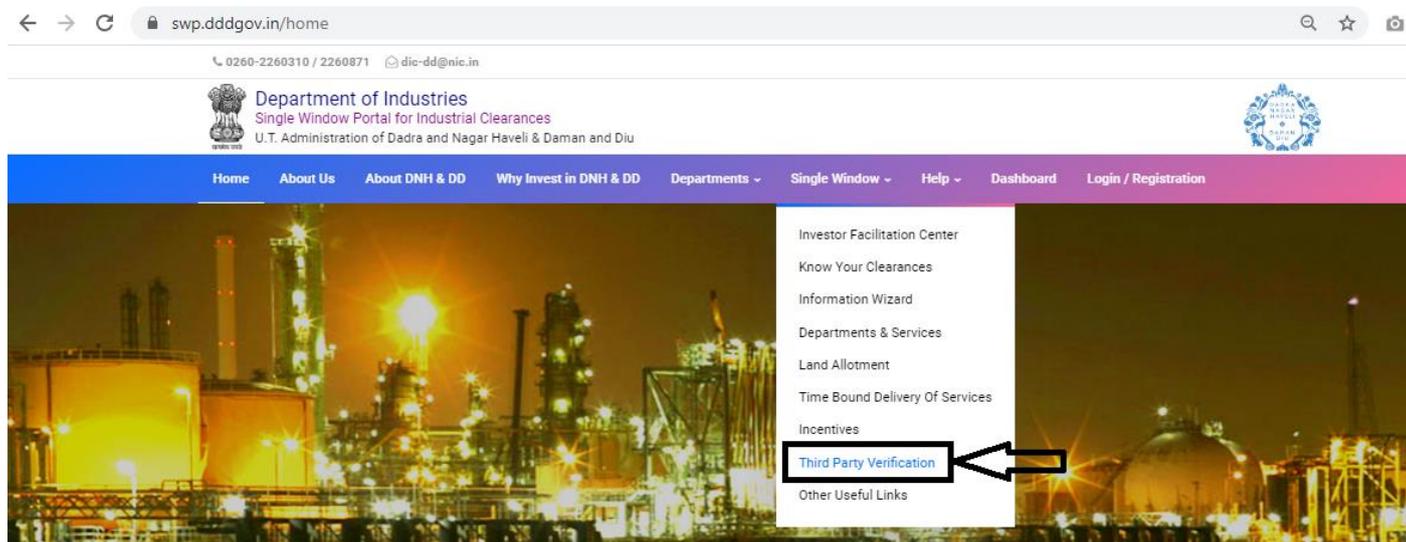
**CERTIFICATE OF REGISTRATION OF HOTEL**

This is to certify that Hotel Daman has been registered under the Goa, Daman and Diu Registration of Tourist Trade Act, 1982. The other particulars of the hotel are as under :-

(a)	Name of the Hotel	Hotel Daman
(b)	Area where the Hotel is operated	Daman
(c)	This certificate is valid up to	30-09-2021
(d)	Grade of Hotel	D

"This license is subject to all statutory and legal compliances by the applicant. The owner shall be solely responsible for any violations respect to any laws."

14. For Third Party Verification of the issued certificates, go to – swp.dddgov.in and click on “Single Winow” menu. Then click on “Third Party Verification”.



swp.dddgov.in/home

0260-2260310 / 2260871 | dic-dd@nic.in

Department of Industries  
Single Window Portal for Industrial Clearances  
U.T. Administration of Dadra and Nagar Haveli & Daman and Diu

Home About Us About DNH & DD Why Invest in DNH & DD Departments Single Window Help Dashboard Login / Registration

- Investor Facilitation Center
- Know Your Clearances
- Information Wizard
- Departments & Services
- Land Allotment
- Time Bound Delivery Of Services
- Incentives
- Third Party Verification**
- Other Useful Links

15. Enter the barcode/certificate number and click on "Verify".

The screenshot shows a web browser window with the URL [swp.dddgov.in/everify](http://swp.dddgov.in/everify). The page header includes the Department of Industries logo and contact information: 0260-2260310 / 2260871 and [dic-dd@nic.in](mailto:dic-dd@nic.in). The main navigation menu contains links for Home, About Us, About DNH & DD, Why Invest in DNH & DD, Departments, Single Window, Help, Dashboard, and Login / Registration. A breadcrumb trail at the bottom of the header reads: Home • Single Window • Certificate Verification.

### Certificate Verification

Barcode / Certificate Number (9 Digit) 

Enter Proper 9 Digit Number !

[Verify](#)