**Procedures for assessment and classification of hotels**

1. The application for assessment must be submitted to the Director, Tourism Council of Bhutan.
2. The applicant must go through the checklist/evaluation form for facilities and services available on the website [www.tourism.gov.bt](http://www.tourism.gov.bt) and conduct self-assessment before applying for assessment.
3. Along with the application, the applicant must submit the following documents.

 3 a. Completed checklist/evaluation form

 3 b. Photos of Exterior, Lobby, Dining, Guestroom, Back area (kitchen, laundry,

 Staff cafeteria, locker and toilet) to be sent by email.

1. Any application received without above documents will not be considered.
2. TCB will review the application and if found complete will inform the applicant of the date of assessment.
3. Assessment will be carried out by a team of assessors with requisite expertise and experience.
4. Efforts will be made to ensure that the assessment report is shared with the hotel in electronic/hard copies as soon as possible. The hotel is expected to send confirmation to TCB of the receipt of the report.
5. The hotel must go through the report and inform TCB in writing if there are queries or clarifications within 14 days of the receipt of the report. If the hotel fails to respond within the stipulated timeline, the report will be considered endorsed.
6. For any clarification or additional information, kindly contact the following officials during

office hours.

 SangeyLhaden Deki

Quality Assurance Division Quality Assurance Division

 Tourism Council of Bhutan Tourism Council of Bhutan

 Tel: 323251 Ext.315 Tel: 323251 Ext. 314

 Email: slhaden@tourism.gov.bt Email: deki@tourism.gov.bt

Thinley Rinzin

Chief

Quality Assurance Division