

**GOVERNMENT OF MEGHALAYA  
TOURISM DEPARTMENT**

No.Tourism.5/2021/43

Dated, Shillong, the 24<sup>th</sup> January 2024

**OFFICE MEMORANDUM**

**Subject:** Mandatory Implementation of Online Data Collection Process for Accommodation Providers in Meghalaya.

1. Presently, accommodation providers such as hotels, guesthouses, homestays, bed and breakfast establishments, etc. in Meghalaya manually collect data of domestic and international visitors who stay at their respective accommodation units. The accommodation providers submit the visitor data to both, the Tourism Department and the local police stations on a daily basis which is a time consuming and inefficient process of data collection.
2. In view of the above, the Tourism Department has launched an online portal where data can be recorded to replace the current manual data collection process being followed in the State. The online portal shall reduce inefficiencies in data reporting and eliminate the duplication of work as the accommodation unit will have to record the visitor data on the online platform which will be directly accessible by the Tourism Department and local Police Stations.
3. Hence, all accommodation units in Meghalaya shall:
  - a. Register on the online portal through the registration link or through the Meghalaya Tourism App on Apple or Android Devices:

Registration Link:	<a href="https://app.meghalayatourism.in/provider">https://app.meghalayatourism.in/provider</a>
Link for the Android App:	<a href="https://play.google.com/store/apps/details?id=com.xlayer.meg.gov.tourism">https://play.google.com/store/apps/details?id=com.xlayer.meg.gov.tourism</a>
Link for the Apple App:	<a href="https://appstoreconnect.apple.com/apps/1524458250/appstore/ios/version/deliverable">https://appstoreconnect.apple.com/apps/1524458250/appstore/ios/version/deliverable</a>

- b. Utilize the online portal on a day-to-day basis for recording the visitor data with emphasis on check-in and check-out process. The visitor data recorded on the online portal shall comprise of number of occupants, age, contact details, gender, state / country of origin and upload digital copies of the necessary travel documentation (Identity proof / Visa / C-form), etc.
    - c. Kindly refer to link below for the detailed Registration process and the User Manual for utilizing the portal on a day-to-day basis:  
<https://drive.google.com/drive/folders/1R-9gL-qwlmTwv-sywNP4JVENG-fdhVCM?usp=sharing>

4. In case of difficulties faced while registering or utilizing the online portal, kindly contact the helpline number: +91 6909316267 or reach out to helpline@meghalayatourism.in.
5. All accommodation providers in the state must mandatorily register their accommodation units comprising of hotels, guesthouses, homestays, bed and breakfast establishments, etc. on the online portal by 31.03.2024.

Sd/-Dr.Vijay Kumar. D.IAS,  
Commissioner & Secretary to the Govt. of Meghalaya  
Tourism Department.

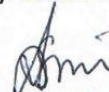
**Memo No.Tourism 5/2021/43-A,**

**Dated Shillong the 24<sup>th</sup> January,2024.**

Copy forwarded to :-

1. P.S. to the Minister I/c Tourism, Govt of Meghalaya for information of the Minister.
2. P.S. to the Chief Secretary, Govt of Meghalaya for information of the Chief Secretary.
3. The Commissioner & Secretary, Tourism Department, for information.
4. The Secretary, Home (Police) Department, Govt of Meghalaya.
5. ✓ The Director of Tourism, Shillong, with reference to the letter No.M/D-Tour 15/2023/Pt, dated 4.12.2023, for information & necessary action.
6. The Deputy Commissioner of all District in Meghalaya, for information with a request to instruct all Hotels/Guest Houses/Homestays/Resorts etc to register on the MTIME platform.
7. The Superintendent of Police of all Districts in Meghalaya, for information with a request to instruct all Hotels/Guest Houses/Homestays/Resorts etc to register on the MTIME platform.
8. All Tourist Officers in Meghalaya to monitor and assist in the process of registration of Accommodation in their respective District.
9. Xlayer Technologies Private Limited for information.
10. All Hotels/Guest Houses/Homestay/Resorts/Bed & Breakfast etc for information and mandatory compliance with the instruction contained in the Office Memorandum.

By order etc;



Deputy Secretary to the Govt of Meghalaya.  
Tourism Department