

User Manual for uploading Statistics Proforma as per form XI data (T.I.M.E.)

NOTE: The excel format has been revised as per the Department of Tourism Corrigendum no : N5/3(816)/2024-DT/40 published on official gazette Series I, No.14 dated 04.07.2024. Kindly verify your excel sheet format with the newly notified format before uploading the excel file (Can be downloaded online).

1. Visit **goaonline.gov.in** and click on **Login** as shown in **Fig 1**.

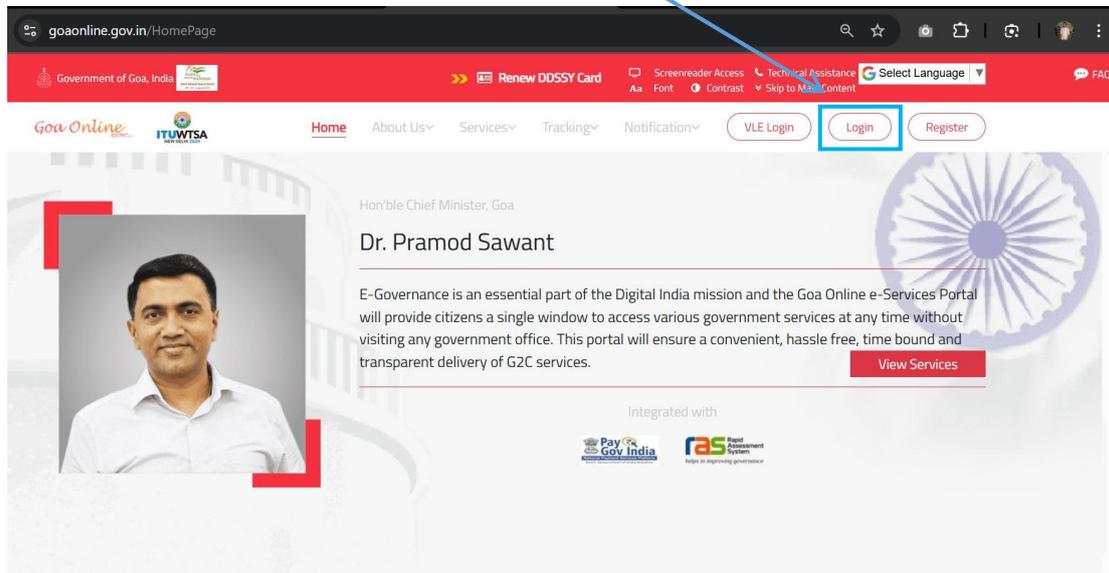


Fig 1

2. Enter **Username**, **Password** and the **Captcha** code displayed and click on **login** as shown in **Fig 2**.

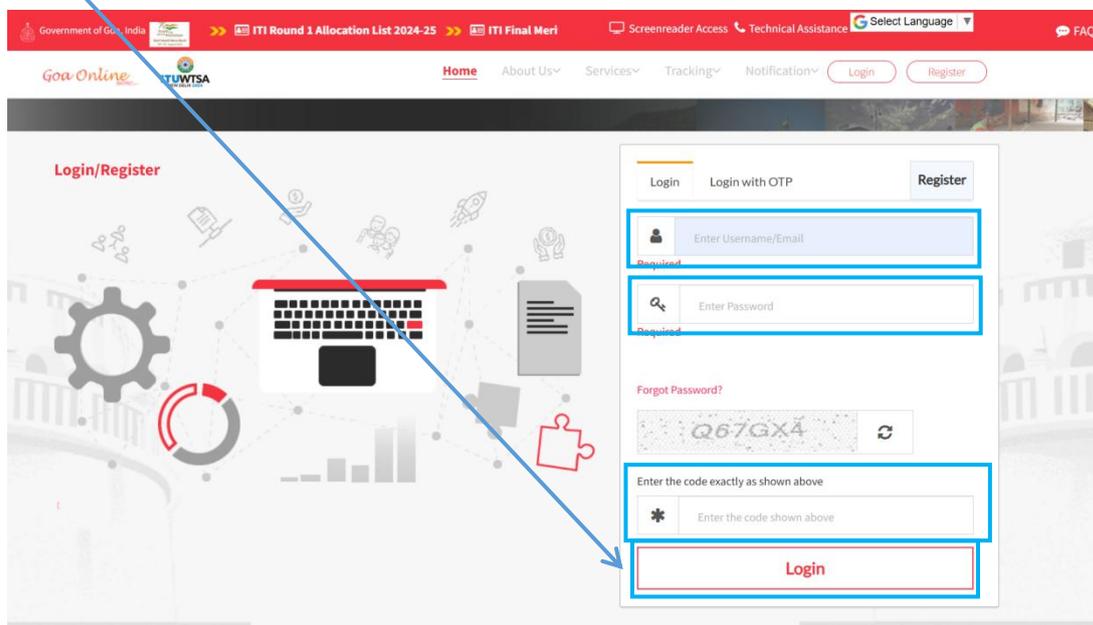


Fig 2

3. After logging in, click on **Services** and then **All Services** as shown in **Fig 3**.

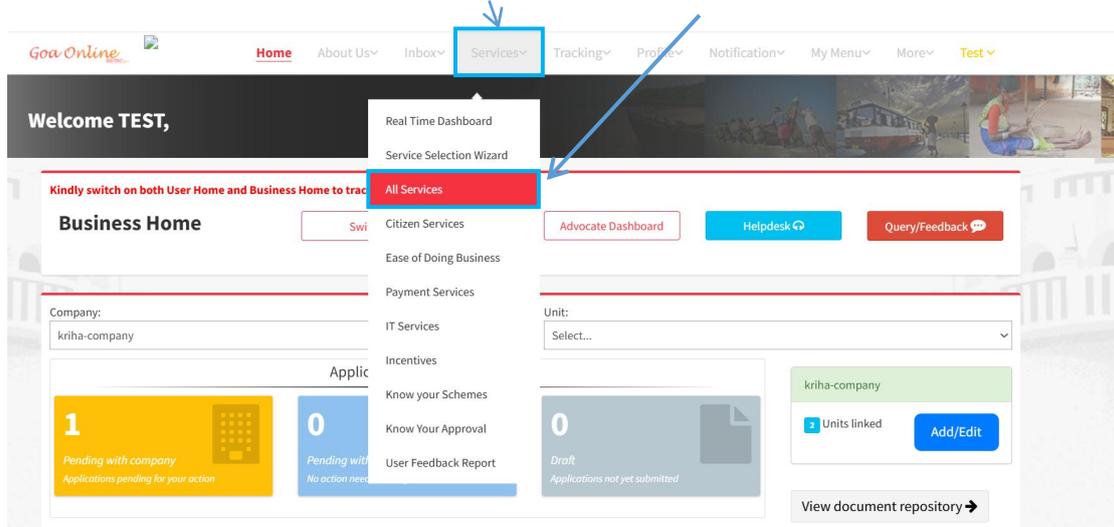


Fig 3

4. Search for **Statistics Proforma** as shown in **Fig 4**.

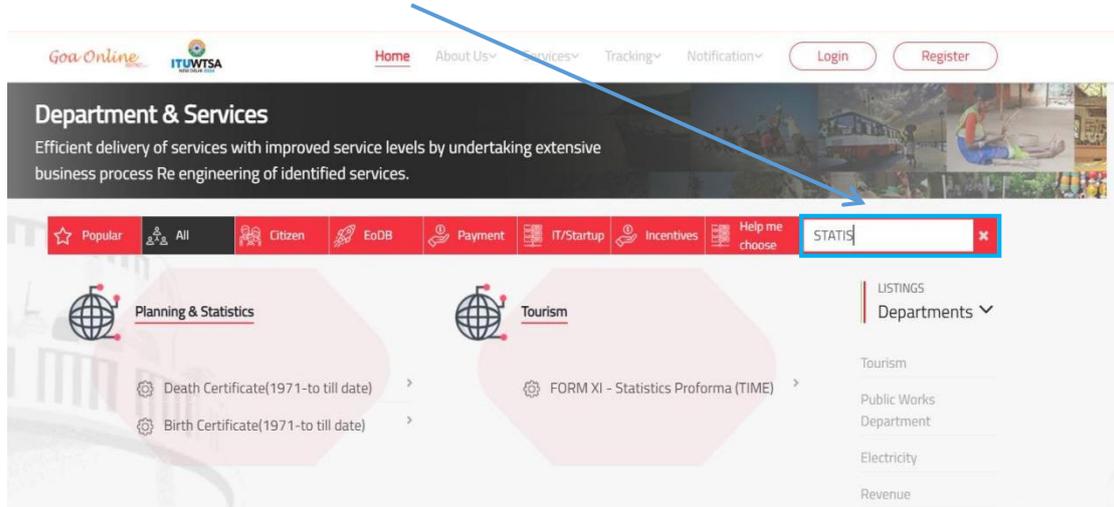


Fig 4

5. Click on **Proceed to Apply** to proceed further as shown in **Fig 5**.

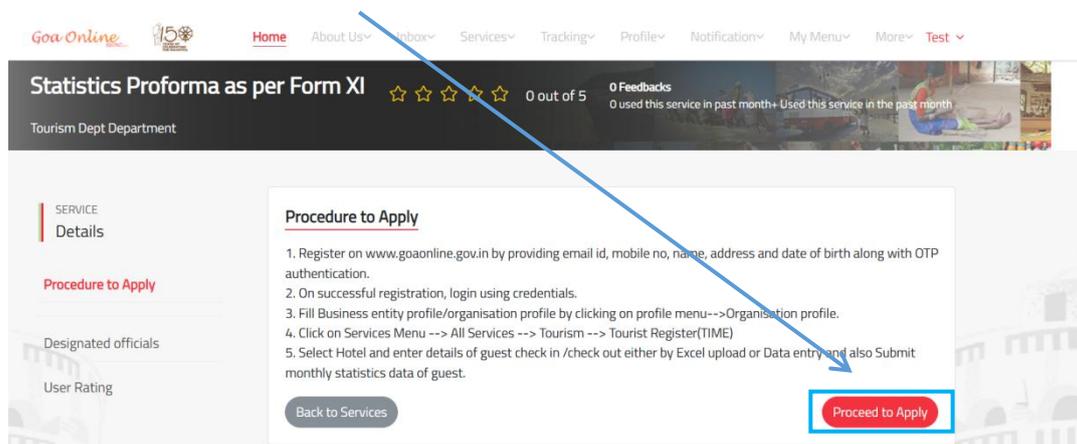


Fig 5

6. If hotel against which you are trying to submit Form XI is not linked with you profile, click on **click here** as shown in **Fig 6**. (If your hotel is already linked and listed in the grid then kindly proceed with point 9).

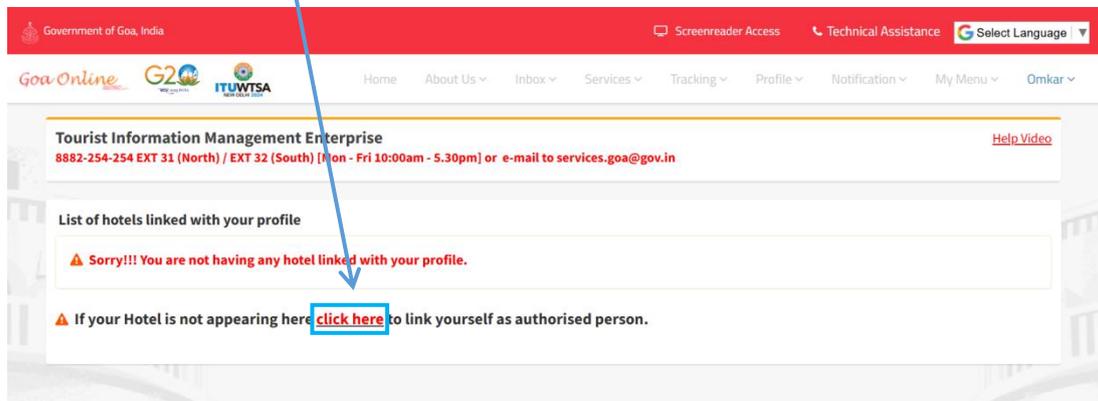


Fig 6

7. Enter **Hotel Registration number** provided by Department of Tourism and click on **search** button. Verify the hotel name & confirm if you need to proceed with adding yourself as authorized person by clicking **Yes** button as shown in **Fig 7**.

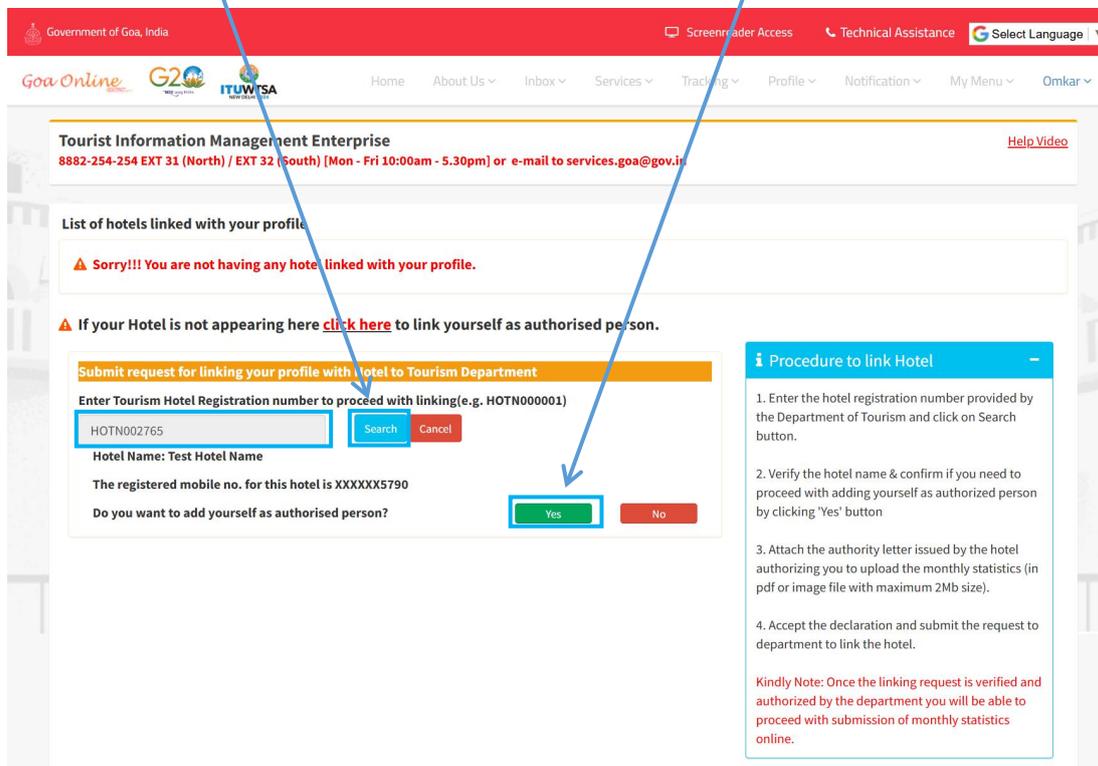


Fig 7

8. Upload the authority letter issued by the hotel authorizing you to upload the monthly statistics data by clicking **choose file**.

Accept the **declaration** and click on **Submit Linking Request** as shown in **Fig 8**.

Submit request for linking your profile with Hotel to Tourism Department

Enter Tourism Hotel Registration number to proceed with linking (e.g. HOTN000001)

HOTN002765

Hotel Name: Test Hotel Name

The registered mobile no. for this hotel is XXXXXX5790

Do you want to add yourself as authorised person?

Upload Authority letter* No file chosen
Document size should not exceed 2MB (format allowed jpeg/jpg/png/pdf)

I hereby declare that I am authorized to share the information furnished on this form and agree that the above information is accurate, true and complete. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for legal proceedings under the IT Act which may lead to cancellation of application.

Procedure to link Hotel

1. Enter the hotel registration number provided by the Department of Tourism and click on Search button.
2. Verify the hotel name & confirm if you need to proceed with adding yourself as authorized person by clicking "Yes" button
3. Attach the authority letter issued by the hotel authorizing you to upload the monthly statistics (in pdf or image file with maximum 2Mb size).
4. Accept the declaration and submit the request to department to link the hotel.

Kindly Note: Once the linking request is verified and authorized by the department you will be able to proceed with submission of monthly statistics online.

Fig 8

9. Once the linking request is verified and authorized by the department, the hotel will be linked to your profile as shown below. Click on **Submit FORM XI** to proceed further as shown in **Fig 9**.

List of hotels linked with your profile

Hotel Name	Registration Number	Registration Date	Renewal Period	Hotel Category	Action
Julos Guest House	HOTN001111	09-Jan-2017	30-Jan-2017 ~ 31-Mar-2017	D Category	<input type="button" value="Submit FORM XI"/>

<< [] >>

▲ If your Hotel is not appearing here [click here](#) to link yourself as authorised person.

Fig 9

10. Click on **Tourist Register (Form -XI)** and then click on **Upload excel** as shown in **Fig 10**.

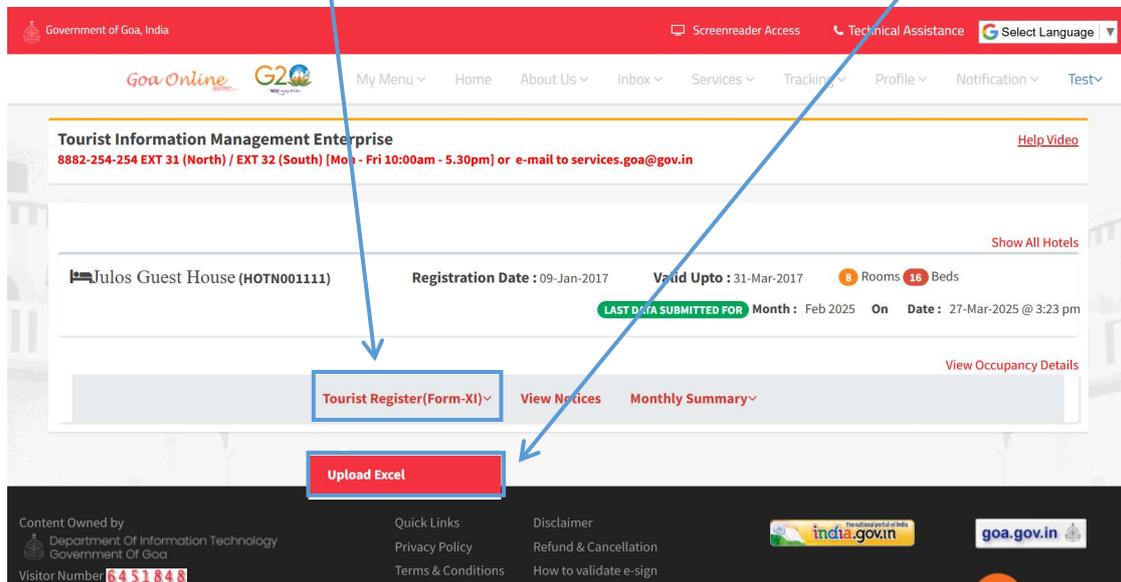


Fig 10

11. Download the sample excel format by clicking on **Download Sample Excel format** link as shown in **Fig 11**.

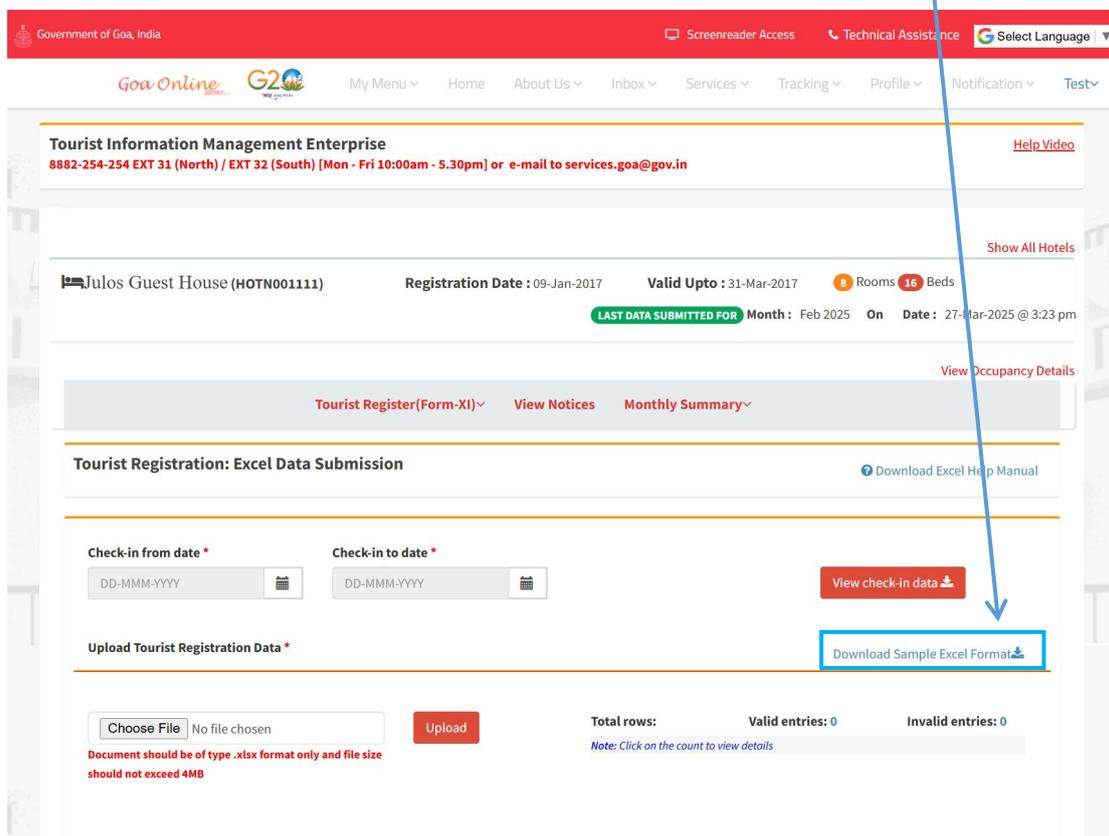


Fig 11

12. Open the sample excel sheet downloaded, fill the excel sheet as shown in **Fig 12** (refer point 22 for detailed explanation) and save the excel file.

Kindly note do not change the name of the excel file or do not change the name of the columns or do not add any sheet in the excel sheet. Excel file should be less than 4 MB.

Nos of guest upto 20 years	Nos of guest between 21 to 40 years	Nos of guest between 41 to 60 years	Nos of guest above 61 years	Country	State	No. of Male guest	No. of Female guest	No. of rooms	Date of arrival (DD-MMM-YYYY)	Date of departure (DD-MMM-YYYY)	Accommodation charges per day	Remark	Purpose of visit
2	2	0	0	India	Karnataka	2	2	2	02-08-2024	07-08-2024	1000	Good	Others
1	2	4	0	India	Goa	3	4	3	08-08-2024	15-08-2024	1500	Good	family
0	2	0	1	UK		2	1	2	12-08-2024	14-08-2024	1000	Average	leisure

Fig 12

13. To upload the excel file, click on **choose file**, select the saved excel file from the destination folder and click on **upload** to upload check-In data as shown in **Fig 13**.

The screenshot shows the 'Tourist Information Management Enterprise' web portal. The page header includes the Government of Goa logo and navigation links. The main content area displays details for 'Julos Guest House (HOTN001111)', including registration dates and occupancy information. The 'Tourist Registration: Excel Data Submission' section is highlighted, featuring a 'Choose File' button, a 'No file chosen' text, and an 'Upload' button. A blue arrow points from the 'Choose File' button to the 'Upload' button. Below the upload section, there are statistics for 'Total rows', 'Valid entries', and 'Invalid entries', all currently at 0. A note indicates to click on the count to view details.

Fig 13

14. Once excel file is uploaded successfully,click on **OK** as shown in **Fig 14**.

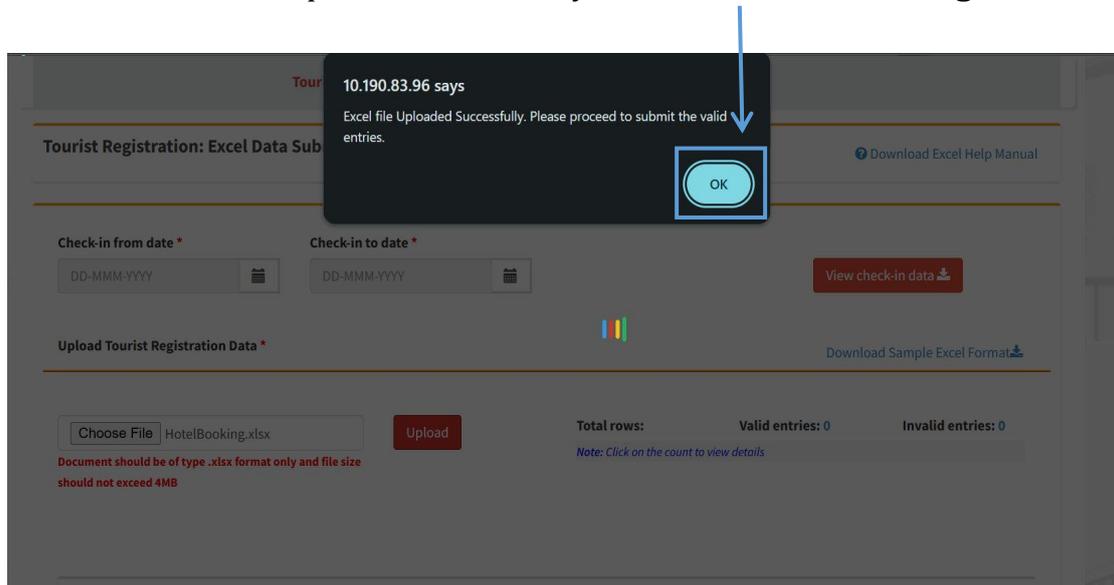


Fig 14

15. Once excel is uploaded check for **invalid entries** if any. In case if there are any invalid entries then make the necessary corrections in the excel file and upload it again till no invalid entries are shown.

Click on **upload valid data** to submit as shown in **Fig 15**.

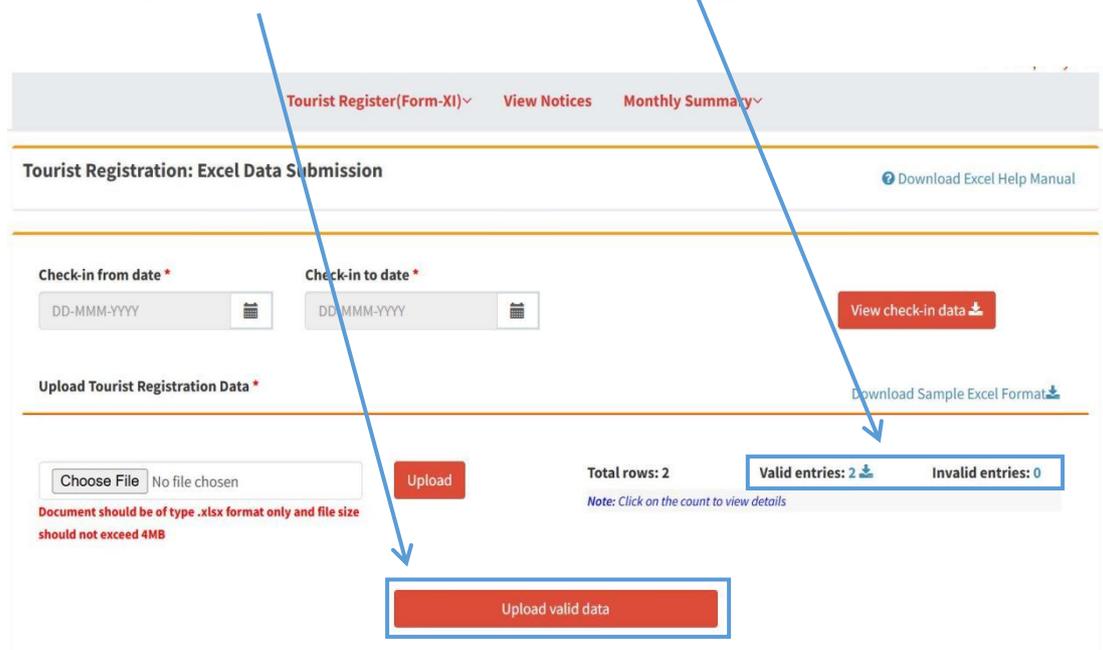


Fig 15

16. Click on **Yes** to upload the data as shown in **Fig 16**.



Fig 16

17. Once clicked on yes data will be saved partially. Click on **OK** to proceed as shown in **Fig 17**.

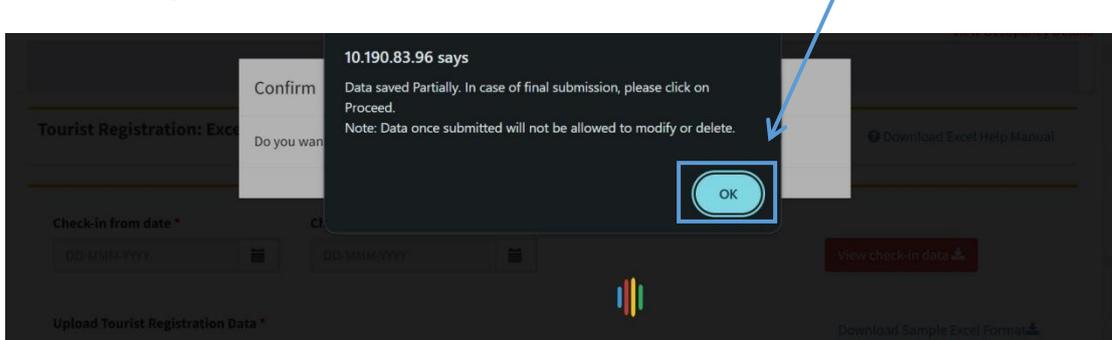


Fig 17

18. Under **Statistics Submission History**, identify the month for which the status is shown as **Pending for submission**. Click on **SUBMIT** as shown in **Fig 18**.

Statistics Submission History

⚠ PleaseNote!!!
 Statistics Data not submitted for 2024-Apr, 2024-May, 2024-Jun, 2024-Jul, 2024-Aug, 2024-Sep, 2024-Oct. Click on submit to finalize data.

Month-Year	Submission date	Foreign Tourists Count	Domestic Tourists Count	No. of Days Stay (Foreign)	No. of Days Stay (Domestic)	Status	Action
February -2025	27-Mar-2025	0	0	0	0	Submitted	
January -2025	27-Mar-2025	0	17	0	5	Submitted	
December -2024	28-Mar-2025	0	0	0	0	Submitted	
November -2024	29-Mar-2025	0	24	0	6	Submitted	
October -2024	-	0	24	0	6	Pending for submission	SUBMIT
September-2024	-	0	0	0	0	Pending for Data Upload	SUBMIT
August -2024	-	0	0	0	0	Pending for Data Upload	SUBMIT
July -2024	-	0	0	0	0	Pending for Data Upload	SUBMIT
June -2024	-	0	0	0	0	Pending for Data Upload	SUBMIT
May -2024	-	0	0	0	0	Pending for Data Upload	SUBMIT

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Fig 18

19. Check the **Year and Month** auto displayed for which the data is to be submitted as shown below.

Tourist Information Management Enterprise
8882-254-254 EXT 31 (North) / EXT 32 (South) [Mon - Fri 10:00am - 5.30pm] or e-mail to services.goa@gov.in [Help Video](#)

Julos Guest House (HOTN001111) Registration Date : 09-Jan-2017 Valid Upto : 31-Mar-2017 8 Rooms 16 Beds [Show All Hotels](#)

LAST DATA SUBMITTED FOR Month : Feb 2025 On Date : 27-Mar-2025 @ 3:23 pm [View Occupancy Details](#)

Tourist Register(Forn-XI) View Notices Monthly Summary

Hotel Name: Julos Guest House Hotel Registration Number: HOTN001111 Registration Date: 09-Jan-2017 Category: C Category **Pending For Submission**

Year* 2024 Month* Oct

6 Total Check-in	6 Total Check-out	8 Average Room Occupancy
28000.00 Total Amount Collected	0 Total luxury Tax Collected	
24 Period of Stay	0 Foreign Period Stay	24 Domestic Period Stay

Country	Tourist
Foreign Tourist Count:0	
<<<>>	

State	Tourist
Domestic Tourist Count:6	
KARNATAKA	6
<<<1>>>	

* Note: Data once submitted will not be allowed to modify or delete.
* In Case of Discrepancies update the data

confirm that data submitted is correct.

Submit

Fig 19

Click on the **Checkbox** and then click on **Submit** button to submit the data as shown in **Fig 19**.

20. Click on **Yes** to confirm your submission as shown in **Fig 20**.

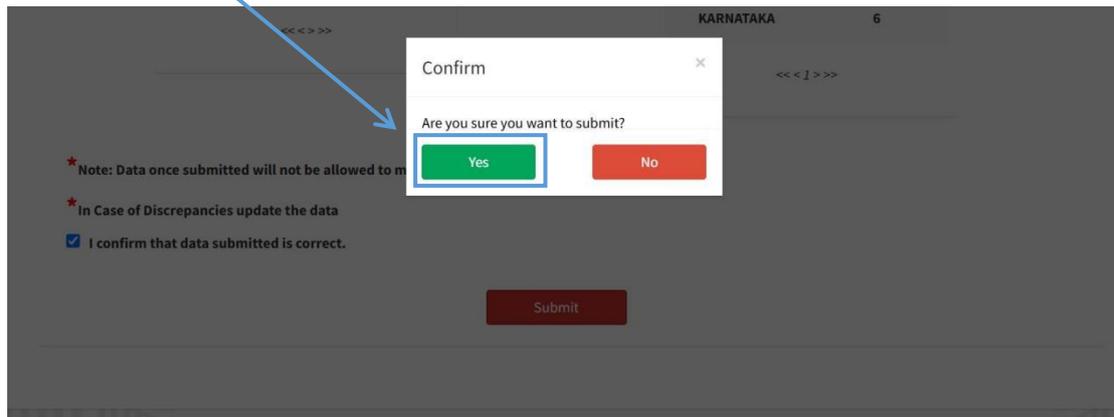


Fig 20

21. Click on **OK** to complete the submission process as shown in **Fig 21**.

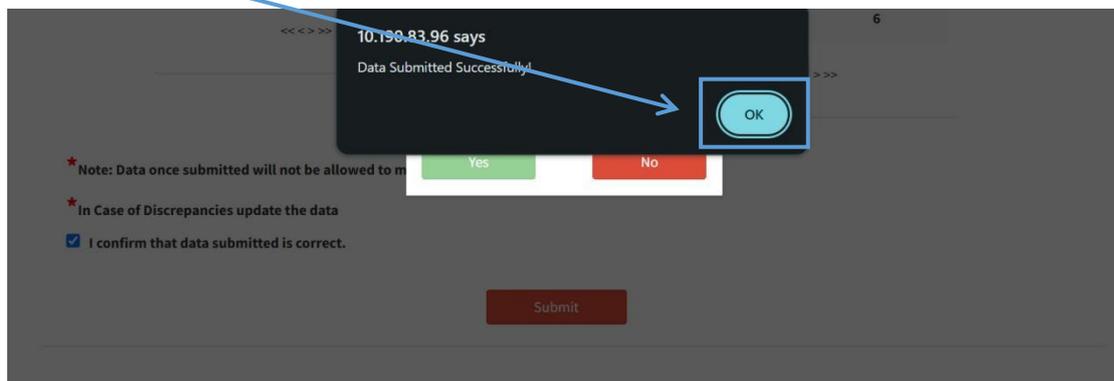


Fig 21

22. Excel Format, Description & Constraints.

The Excel file contains worksheet named as “**Guest Details**” which should contain details of the guest who have done the booking.

The details towards fields in each sheet are mentioned below.

1. GUEST DETAILS

Sr. No	Field Name	Description	Mandatory / Optional
1	Nos of guest upto 20 years	Enter Nos. of guest age whose age is upto 20 years (Accepts Numeric value)	Mandatory
2	Nos of guest between 21 to 40 years	Enter Nos. of guest whose age is between 21 to 40 years (Accepts Numeric value)	Mandatory
3	Nos of guest between 41 to 60 years	Enter Nos. of guest whose age is between 41 to 60 years (Accepts Numeric value)	Mandatory
4	Nos of guest above 61 years	Enter Nos. of guest whose age is above 61 years (Accepts Numeric value)	Mandatory
5	Country	Enter Country Name . Do not enter short name or figures of countries. Refer Table 1 for Country List.	Mandatory
6	State	Enter State name if country is selected as India. If country is other than India leave this field blank. Do not enter short name of figures of State. Refer Table 2 for State List.	Mandatory if Country is India
7	No.of Male guest	Enter nos. of male guest (Accepts Numeric value)	Mandatory
8	No. of Female Guest	Enter nos. of female guest (Accepts Numeric value)	Mandatory
9	No. Of Rooms (Enter comma separated)	Enter the Total No. of rooms occupied by guest. Accepts Numeric value (with maximum 3 decimal places).	Mandatory

10	Date of arrival (DD-MM-YYYY)	Enter the Date of arrival as per the format DD-MM-YYYY E.g. 01-DEC-2023. Date should be current or previous month. It cannot be greater than current date or greater than departure date.	Mandatory
11	Date of departure (DD-MM-YYYY)	Enter the Date of departure as per the format DD-MM-YYYY E.g. 01-DEC-2023. <i>Cannot be smaller than arrival date.</i>	Mandatory
12	Accommodation charges per day (without tax)	Enter per day accommodation charges for all guests (without tax). Enter non zero number. Accepts max. 16 digit Numeric value (with maximum 2 decimal places).	Mandatory
13	Remark	Enter any extra details in remarks field. Maximum 250 characters	Optional
14	Purpose of visit	Enter guests purpose of visit. Select any value from Table 3 for purpose of visit.	Mandatory

*** Kindly note optional fields can be left blank.**

Sample data

Sheet : Guest Details

Nos of guest upto 20 years	Nos of guest between 21 to 40 years	Nos of guest between 41 to 60 years	Nos of guest above 61 years	Country	State	No. of Male guest	No. of Female guest	No. of rooms	Date of arrival (DD-MMM-YYYY)	Date of departure (DD-MMM-YYYY)	Accommodation charges per day	Remark	Purpose of visit
2	2	0	0	India	Karnataka	2	2	2	02-08-2024	07-08-2024	1000	Good	Others
1	2	4	0	India	Goa	3	4	3	08-08-2024	15-08-2024	1500	Good	family
0	2	0	1	UK		2	1	2	12-08-2024	14-08-2024	1000	Average	leisure

Table 1 : Country List

Sr No.	Country Name
1	Afghanistan
2	Albania
3	Algeria
4	American Samoa
5	Andorra
6	Angola
7	Anguilla
8	Antarctica
9	Antigua and Barbuda
10	Argentina
11	Armenia
12	Aruba
13	Australia
14	Austria
15	Azerbaijan
16	Bahamas
17	Bahrain
18	Bangladesh
19	Barbados
20	Belarus
21	Belgium
22	Belize
23	Benin
24	Bermuda
25	Bhutan
26	Bolivia

27	Bonaire
28	Bosnia and Herzegovina
29	Botswana
30	Bouvet Island
31	Brazil
32	British Indian Ocean Territory
33	British Virgin Islands
34	Brunei Darussalam
35	Bulgaria
36	Burkina Faso
37	Burundi
38	Cambodia
39	Cameroon
40	Canada
41	Cape Verde
42	Cayman Islands
43	Central African Republic
44	Chad
45	Chile
46	China
47	Christmas Island
48	Cocos (Keeling) Islands
49	Colombia
50	Comoros
51	Congo
52	Cook Islands
53	Costa Rica
54	Cote d'Ivoire
55	Croatia
56	Cuba
57	Curacao
58	Cyprus
59	Czech Republic
60	Democratic Republic of the Congo
61	Denmark
62	Djibouti
63	Dominica
64	Dominican Republic
65	Ecuador
66	Egypt
67	El Salvador
68	Equatorial Guinea

69	Eritrea
70	Estonia
71	Ethiopia
72	Falkland Islands (Malvinas)
73	Faroe Islands
74	Fiji
75	Finland
76	France
77	French Guiana
78	French Polynesia
79	French Southern Territories
80	Gabon
81	Gambia
82	Georgia
83	Germany
84	Ghana
85	Gibraltar
86	Greece
87	Greenland
88	Grenada
89	Guadeloupe
90	Guam
91	Guatemala
92	Guernsey
93	Guinea
94	Guinea-Bissau
95	Guyana
96	Haiti
97	Heard Island and McDonald Islands
98	Holy See (Vatican City State)
99	Honduras
100	Hong Kong
101	Hungary
102	Iceland
103	India
104	Indonesia
105	Iran, Islamic Republic of
106	Iraq
107	Ireland
108	Isle of Man
109	Israel
110	Italy

111	Jamaica
112	Japan
113	Jersey
114	Jordan
115	Kazakhstan
116	Kenya
117	Kiribati
118	Korea, Democratic People's Republic of
119	Korea, Republic of
120	Kuwait
121	Kyrgyzstan
122	Lao People's Democratic Republic
123	Latvia
124	Lebanon
125	Lesotho
126	Liberia
127	Libya
128	Liechtenstein
129	Lithuania
130	Luxembourg
131	Macao
132	Macedonia, the Former Yugoslav Republic of
133	Madagascar
134	Malawi
135	Malaysia
136	Maldives
137	Mali
138	Malta
139	Marshall Islands
140	Martinique
141	Mauritania
142	Mauritius
143	Mayotte
144	Mexico
145	Micronesia, Federated States of
146	Moldova, Republic of
147	Monaco
148	Mongolia
149	Montenegro
150	Montserrat
151	Morocco
152	Mozambique

153	Myanmar
154	Namibia
155	Nauru
156	Nepal
157	Netherlands
158	New Caledonia
159	New Zealand
160	Nicaragua
161	Niger
162	Nigeria
163	Niue
164	Norfolk Island
165	Northern Mariana Islands
166	Norway
167	Oman
168	Pakistan
169	Palau
170	Palestine, State of
171	Panama
172	Papua New Guinea
173	Paraguay
174	Peru
175	Philippines
176	Pitcairn
177	Poland
178	Portugal
179	Puerto Rico
180	Qatar
181	Reunion
182	Romania
183	Russian Federation
184	Rwanda
185	Saint Barthelemy
186	Saint Helena
187	Saint Kitts and Nevis
188	Saint Lucia
189	Saint Martin (French part)
190	Saint Pierre and Miquelon
191	Saint Vincent and the Grenadines
192	Samoa
193	San Marino
194	Sao Tome and Principe

195	Saudi Arabia
196	Senegal
197	Serbia
198	Seychelles
199	Sierra Leone
200	Singapore
201	Sint Maarten (Dutch part)
202	Slovakia
203	Slovenia
204	Solomon Islands
205	Somalia
206	South Africa
207	South Georgia and the South Sandwich Islands
208	South Sudan
209	Spain
210	Sri Lanka
211	Sudan
212	Suriname
213	Svalbard and Jan Mayen
214	Swaziland
215	Sweden
216	Switzerland
217	Syrian Arab Republic
218	Taiwan, Province of China
219	Tajikistan
220	Thailand
221	Timor-Leste
222	Togo
223	Tokelau
224	Tonga
225	Trinidad and Tobago
226	Tunisia
227	Turkey
228	Turkmenistan
229	Turks and Caicos Islands
230	Tuvalu
231	Uganda
232	Ukraine
233	United Arab Emirates
234	United Kingdom
235	United Republic of Tanzania
236	United States

237	United States Minor Outlying Islands
238	Uruguay
239	US Virgin Islands
240	Uzbekistan
241	Vanuatu
242	Venezuela
243	Viet Nam
244	Wallis and Futuna
245	Western Sahara
246	Yemen
247	Zambia
248	Zimbabwe

Table 2 : State List

Sr. No	State Name
1	Andaman and Nicobar Islands
2	Andhra Pradesh
3	Arunachal Pradesh
4	Assam
5	Bihar
6	Chandigarh
7	Chhattisgarh
8	Dadra and Nagar Haveli
9	Daman and Diu
10	Delhi
11	GOA
12	Gujarat
13	Haryana
14	Himachal Pradesh
15	Jammu and Kashmir
16	Jharkhand
17	Karnataka
18	Kerala
19	Ladakh
20	Lakshadweep
21	Madhya Pradesh
22	Maharashtra
23	Manipur
24	Meghalaya
25	Mizoram
26	Nagaland

27	Odisha
28	Puducherry
29	Punjab
30	Rajasthan
31	Sikkim
32	Tamil Nadu
33	Telangana
34	Tripura
35	Uttar Pradesh
36	Uttarakhand
37	West Bengal

Table 3 :Purpose of Visit List

Sr. No	Purpose of Visit List
1	Leisure
2	Official
3	Business
4	Conference
5	Study
6	Spiritual
7	Wedding
8	Others.