

**Incentives and guidelines policy for
Registration of Homestay
Establishments**

Government of Gujarat
Department of Tourism
Industries & Mines Department
Resolution No- PVS-10-2014-753615-S
Sachivalaya, Gandhinagar
Date- 20/11/2014

Preamble:

Gujarat is a land of cultural diversity. In Gujarat the guest is ‘God’ and the people of Gujarat are hospitable, friendly, inviting visitors to come again and again. Over 2.8 crores tourists visited Gujarat in the year 2013-14 with a growth of 13.3% over the previous year.

Hotels and other supplementary accommodations are an integral part of tourist visit to a place and the services offered by them can make his/her stay memorable. With the aim of providing comfortable homestay facilities of standardized world class services to the tourists, and to supplement the availability of accommodation in the cities and tourist destinations.

The basic idea is to provide a clean and affordable place for foreigners and domestic tourists alike including an opportunity for foreigners to stay with Indian family, experiencing tradition and culture of Gujarat and relishing traditional cuisine of Gujarat.

For home-owners who have the necessary aptitude and a home of suitable size and standards of comfort, it can be a useful source of additional income, as well as an enjoyable business activity.

This matter was under active consideration to provide incentives and to issue guidelines for registration for Homestay Establishment.

Resolution

After due consideration, Tourism Department, Government of Gujarat is pleased to announce incentives and guidelines for registration and for classification or reclassification of Homestay Establishment.

1. Title ,extension and commencement-

- (1) This scheme may be called Incentives and Guidelines Policy for Registration of Homestay Establishment.
- (2) It shall be applicable in the entire State of Gujarat.
- (3) This scheme will come into force from the date of issue of this Government Resolution.

2. Definitions:-

In this scheme , unless context otherwise requires:-

- (a) “**Applicant**” means the owner of the establishment who applies for registration as Homestay Establishment under this scheme.
- (b) “**Tourist**” means a person who pays for staying in a Homestay Establishment.
- (c) “**Form**” means the form appended to this scheme.
- (d) “**Homestay Establishment** ” means a place where the owner of the establishment along with his/her family is physically residing in the same establishment. There any tourist can stay on payment for boarding and lodging and such accommodation is recognized as such by Tourism Corporation of Gujarat Limited.

3. Registration:-

- (1) Home-owners who, together with their family, inhabit the same premises, which must be their principal place of residence. Only those residential houses which exists before 31st March, 2014 will be eligible under this scheme. Such home owners intending to use their residential premises as Homestay Establishment for providing accommodation where a tourist stays on payment for boarding and lodging shall apply in from 'A' for registration of the establishment and for renewal in from 'D' to General Manager, Tourism Corporation of Gujarat Limited, 4th floor, Block No.16, Udyog Bhavan, Sector-11, Gandhinagar-382017.
- (2) On receipt of the application under sub-clause (1) above, the contents of the application will be scrutinized. The presence of facilities and services will be evaluated against the enclosed Checklist. Checklist will have to be duly filled in and signed on all pages and submitted along with the application. On satisfactory receipt of all required documents, an inspection visit will be arranged by qualified agency appointed by Tourism Corporation of Gujarat Limited.
- (3) The inspection team will submit their inspection report to the Corporation. A letter confirming eligibility will be issued by Managing Director, Tourism Corporation of Gujarat Limited to home-owners who qualify at the screening stage. Only when the Registration Certificate has been received may the home-owner commence business operations.
- (4) Police Verification Certificate of the establishment is required and the form and he shall issue a certificate in Form "B".
- (5) The Corporation reserves the right to accept or reject any application.
- (6) Any person aggrieved with the order or letter of Managing Director Tourism Corporation of Gujarat Limited may appeal before The Secretary (Tourism), Industries and Department, Sachivalya, Gandhinagar within thirty days and the decision of The Secretary (Tourism) thereupon shall be final.

4. Fees for Registration

(1) Along with the application, the applicant shall pay the fees on the following scales, namely:-

S.No.	Name of category	Amount of fees (in Rupees)
1	Silver	100/-
2	Gold	200/-

(2) Fees shall be paid in the form of a banker's cheque or Demand Draft issued by Scheduled bank payable to "Tourism Corporation of Gujarat Limited".

5. General condition of registration

The accommodation of the Residential premises to be registered under this scheme as Homestay Establishment shall confirm to the following conditions, namely:-

- (1) That the residential premises are purely residential units and the owner is physically residing therein along with his or her family;
- (2) That the owner shall let out not less than one room and not more than six rooms to paying guest consisting of twelve beds in all;
- (3) That the bedroom has an adequate numbers of bathrooms and adequate arrangement for water, power supply, proper ventilation and lighting, suitable furniture, sanitation facility and other facilities ;
- (4) That the premises are in a good state of maintenance and have the required standards of hygiene, cleanliness and safety including fire safety;

- (5) That the premises are having adequate parking facility either within the same premises or in the vicinity;
- (6) That the premises should be located in an area easily accessible.
- (7) The premises should be good residential properties in good locations where tourists can comfortably stay.
- (8) That the premises have been considered by a classification committee for registration as an establishment as Silver or Gold category; and
- (9) Any other condition which the Industries & Mines Department, may impose, from time to time shall be applicable.

6. Classification committee

- (1) There shall be a classification committee constituted for recommending classification of the establishment, consisting of the following:-

Managing Director, Tourism Corporation of Gujarat Limited	Chairman
General Manager , Tourism Corporation of Gujarat Limited	Member
Faculty of Institute of Hotel Management, Gandhinagar	Member
Nominee of Hotel & Restaurant Association, Gujarat	Member
Manager, Hotels, Tourism Corporation of Gujarat Limited	Member Secretary

- (2) The committee shall classify the establishment as under Silver or Gold category depending upon the amenities available there in.

7. Category of establishments

On basis of the checklist given in the Schedule A, the classification committee shall give its recommendation for categorization of the establishment as Silver or Gold category.

8. Issuance of certificate of registration

Whenever any establishment is approved by Managing Director, Tourism Corporation of Gujarat Limited for registration under this scheme, he shall issue a certificate in Form "C". The certificate shall be issued for a period of two years duration in the first instance and shall be renewable thereafter, for every two years on payment of fees laid down in this scheme for registration.

9. Power to inspect

Managing Director, Tourism Corporation of Gujarat Limited may, either himself / herself or by authorizing any officers or staff subordinate to him in this behalf, inspect, at all reasonable times, the premises of the establishment registered under this scheme. Any deficiencies pointed out by Tourism Corporation of Gujarat Limited, shall be rectified by the unit. If deficiencies are not rectified, Tourism Corporation of Gujarat Limited shall give notice to rectify deficiencies within 30 days from the date on which notice is received by the Homestay owner. If deficiencies still are not rectified, Managing Director, Tourism Corporation of Gujarat Limited shall cancel the sanctioned registration and classification of the said unit. The unit may file an appeal with The Secretary (Tourism), Industries and Mines Department, Sachivalaya, Gandhinagar within 30 days from the date of order or letter of Managing

Director Tourism Corporation of Gujarat Limited received by the unit.

10. **Other provisions**

- (1) The classified units shall maintain the required standards at all times. Tourism Corporation of Gujarat Limited could inspect the premises at any time without prior notice.
- (2) The unit shall have to necessarily display charges of room, dinner, lunch, breakfast and levied accordingly. The type of breakfast to be offered will have to be specified, the charges will have to be displayed and the visitors will have to be informed in advance.
- (3) Any changes in the facilities of the Homestay Establishment will have to be informed to Tourism Corporation of Gujarat Limited within 30 days. If any violation of this comes to the notice of Tourism Corporation of Gujarat Limited, then the classification will stand withdrawn/ terminated.
- (4) Registration will be finalized within 30 days of the application being made to Tourism Corporation of Gujarat Limited, given that the application is complete in all respects.

11. **Homestay Establishment shall follow** prevailing rules and Regulations of the Government of Gujarat.

12. **The Homestay Establishment get shall benefits as under:**

- (1) Homestay Establishment shall be exempt from Luxury Tax and Value Added Tax.
- (2) Domestic rates for electricity would be charged from the registered Homestay Establishment.

- (3) Domestic rates of municipal property tax and water tax
Would be charged from the registered Homestay
Establishment.
- (4) Tourism Corporation of Gujarat Limited shall give one
time short training as well as marketing guidance and
support in general.

This issued with the concurrence of Energy and Petrochemical
Department, Urban Development & Urban Housing Department and
Finance Department on the even number file of this Department.

By order and in the name of the Governor of Gujarat



M.J. Patel

Deputy Secretary (Tourism)
Industries and Mines department

Copy to;

1. Secretary to Hon'ble Governor of Gujarat (By Post)
2. Additional Secretary to Hon. Chief Minister
3. Personal Secretary to all Hon. Ministers / Ministers of State
4. Personal Secretary to all Parliamentary Secretaries
5. Deputy Secretary to Chief Secretary, Sachivalaya,
Gandhinagar.
6. A.C.S. Industries & Mines Department, Sachivalaya,
7. ACS/PS/Secretary , All Administrative Departments,
8. Industries commissioner
9. All Municipal Commissioners
10. Commissioner, Commercial Tax, Ahmedabad.
11. Commissioner, Entertainment Tax , Gandhinagar
12. Chief Electrical Inspector and Collector , Electricity Duty,
Gandhinagar

13. Managing Director, Tourism Corporation of Gujarat Limited,
Gandhinagar.
 14. All Collectors
 15. All Commissioners of Police
 16. All Superintendents of Police
 17. General Manager, Tourism Corporation of Gujarat Limited,
Gandhinagar
 18. All Chief Officers of Municipalities
 19. Principal, Institute of Hotel Management, Gandhinagar.
 20. President, Hotel and Restaurant Association, Ahmedabad.
 21. Manager Hotels, Tourism Corporation of Gujarat Limited,
Gandhinagar
 22. Accountant General , Rajkot / Ahmedabad
 23. Pay and Account Officer, Dr. Jivraj Mehta Bhavan,
Gandhinagar
 24. Select File
- * By letter

Form-‘A’

Application Form for registration of Homestay Establishment

1. Name of the establishment:-.....

2. Category for which applied (Silver/Gold):-

3. Name of the person authorized to manage the establishment: -
.....

4. Complete postal address of the establishment: -
.....

5. Distance of the Establishment in kms. From:

a) Airport :-

b) Railway Station

c) City Centre

d) Nearest main shopping Centre

e) Nearest bus stand /scheduled city bus stop

6. Details of establishment:-

(a) Whether owned or leased premises (enclosed proof of ownership or leased deed in case of lessee)

(b) Whether Building Use Permission is duly approved from the local authority on or before 31st March,2014:- Yes/No

(c) Width of the road on which establishment is located.....

(d) Details of parking area available in the establishment or its vicinity
.....

(e) Plot area (sqr. Mtrs)

(f) Covered Area (sqr. Mtrs)

(g) No. of Rooms in the establishment

(Single bed & size of each Room)

(Double bed & size of each Room)

(h) Number of Rooms (attached with bathrooms and W.C.) offered for use under the scheme.....

- (i) Common area; (give details, in sqr. Mtrs.)
 - (i) Lobby/Lounge
 - (ii) Dining space
- (j) Additional facilities, if any;
- (k) Eco-friendly facilities;
- (l) Firefighting equipment/hydrants, if any

7. Types of food to be provided,-

8. Tariff for rooms :-
- (a) Single bed room
 - (a) Double bed room

9. Details of fee to be deposited:-
Banker's cheque or D.D. No.& date

10. Details of enclosures supplied with the application
.....

11. Particulars of owner or authorized person residing in the establishment giving age, profession, family members with their relationship and brief note on the back ground of owner or representative.

(Attach check list of facilities available in the establishment as per Schedule 'A')

SCHEDULE A

Check list for approval of registration or renewal of the Homestay Establishment.

Sr. No.	Subject / facility	Silver establishment	Gold establishment	Certification by the establishment regarding the facilities Yes/No	Observation of the classification committee
1	Building Use Permission for residential houses on and before 31 st March, 2014	M	M		
2	Well maintained and well equipped house with quality carpets/Area rugs/Tiles or Marble Flooring, Furniture, Fitting etc. in Keeping with traditional life style.	D	M		
3	Sufficient parking with adequate road width.	D	M		
4	Guest Rooms: Minimum one lettable room and maximum 6 rooms (12 Bed). All Rooms should be clean , airy, pest free, without dampness & with outside window or ventilation	M	M		
5	Minimum Floor Area sq. ft. for each room	60	120		
6	Comfortable bed with good quality linen & bedding preferably of Indian design	M	M		
7	Attached private bathrooms with every rooms along with toiletries	D	M		

8	Minimum Size of each bathroom in Sq. ft.	20	40		
9	W.C. Toilet to have a seat & lid toilet paper	D	M		
10	24 hours running hot water & cold water with proper sewerage connections	D	M		
11	Water saving taps and showers	D	D		
12	Well maintained smoke free, clean, hygienic, pest free kitchen	D	M		
13	Dining area	D	M		
14	Good quality cutlery and crockery	M	M		
15	Air-conditioning and heating depending on climatic conditions with room temperature	-	M		
16	Iron with iron board on request	D	M		
17	Internet connection	D	M		
18	15 amp earthed power socket in the guest room	M	M		
19	Telephone with extension facility in the room	D	M		
20	Wardrobe with at least 4 clothes hangers in the guest room.	D	M		
21	Shelves or drawers in the guest room.	D	M		
22	Complimentary aqua guard or RO or mineral water	M	M		
23	Good quality chairs, working tables and other necessary furniture	D	M		
24	Washing Machines and drycleaners in the house with arrangement for laundry and dry cleaning services.	D	M		

25	Refrigerator in the room	D	M		
26	A lounge or seating arrangement in the lobby area	D	M		
27	Heating and cooling to be provided in enclosed public area.	D	M		
28	Garbage disposal facilities as per Municipal laws	M	M		
29	Acceptance of cash or banker's cheque or D.D.	M	M		
30	Name , address and telephone number of doctors (to be deployed.)	M	M		
31	Left luggage facilities	M	M		
32	Assistance with luggage on request	D	M		
33	Safe keeping facilities in the room	D	M		
34	Smoke and heat detector in the establishment.	D	D		
35	Security guard facilities	D	M		
36	Maintenance of register for guest check-in and checkout records, including passport details in case of foreign tourist/ in case of application for renewal.	M	M		

* 'M' stands for mandatory

* 'D' stands for desirable

Note- The grading in the various categories will depend on the quality of accommodation, facilities and services created or provided. The same can be relaxed as also by the committee based on local requirement.

Verification

Ison or wife or daughter of
Mr./Miss/Mrs.....

..... do hereby verify that the information
provided above is true to the best of my knowledge and the documents are
authentic.

**Signature of the owner
of establishment**

Place

Date

Form –‘B’
Police verification

This is to certify that Mr./ Miss/ Mrs
.....son/wife/daughter of
.....residing at
.....address.....
.....Since.....years..... And
applying for registration of Homestay Establishment under the Homestay
Establishment Scheme, bears a good reputation and there is no adverse
remarks and entries made against him or her or any members of the family
at this Police Station.

Signature of Police
Inspector of concerned
Police Station

Date :

Place :

Form – ‘C’

Certificate of Registration

It is certified that house
.....Owned by Mr./ Miss/ Mrs
..... is registered for (number
of rooms) for Gold or Silver category under Homestay Establishment
Scheme.

This certificate is issued on
And shall remain valid till

Managing Director
Tourism Corporation of
Gujarat Limited

Date :

Place :

Form- 'D'
Application for Renewal of Registration of Homestay Establishment Scheme

To,
General Manager
Tourism Corporation of Gujarat Limited.
Udhyog Bhavan,GH-4,
Gandhinagar.
Sir,

I hereby apply for renewal of certificate of Registration of this Scheme. Brief details are as under.

1. Name of the establishment.-(with complete address)
2. Date of registration with date of validity. (enclose copy of certificate of registration)

As the period of validity of the registration certificate is expiring on, so I request that the said certificate may be renewed for a further period of two years on the term and conditions as laid down under this Scheme. [check list of the approved existing accommodation and facilitation is enclosed as per schedule of the said scheme].

I enclose herewith Banker's Cheque or Demand Draft No.

.....

Dt. For Rs. payable to ' Tourism Corporation of Gujarat Limited ' as renewal fee.

**Signature of owner
of establishment**

Date :

Place :

Format for undertaking

To,
General Manager
Tourism Corporation of Gujarat Limited.
Udhyog Bhavan,GH-4,
Gandhinagar.

I have read and understood all the terms and conditions mentioned in the guidelines with respect to the approval and registration or renewal of the Homestay Establishment and hereby agree to abide by me. The information and documents provided are correct and authentic to the best of my knowledge.

(.....)

Name and signature of owner of the Establishment.

Date

Place