

AUTHORIZATION OF HOME STAY ESTABLISHMENT AT SIVASAGAR

District Administration, Sivasagar

FORMATION OF DISTRICT HOMESTAY AUTHORIZATION COMMITTEE (DHAC) FOR HOMESTAY ESTABLISHMENT

1. Accommodation is an integral part of a tourist's visit to a place and the services offered by them can make his/her visit memorable. With the aim of providing comfortable Home Stay Facilities of standardized World class Services to the tourists, and to supplement the availability of accommodation across destinations, the District Administration, Sivasagar will authorize fully operational rooms of Home Stay Facilities in Sivasagar District, Assam. The basic idea is to provide a clean and affordable place for foreigners and domestic tourists alike including an opportunity for foreign tourists to stay with an Assamese family to experience the customs and traditions and relish authentic Assamese customs.
2. A District Homestay Authorization Committee (DHAC), as specified in the guidelines, will inspect and assess the Homestay Establishments, based on facilities and services offered. The details of the standards, facilities, services and the documents required for approval of such establishments will be as per these guidelines.
3. The Homestay Establishments, once approved by the committee, will be duly publicized in District Administration website. A directory of all such approved establishments will also be prepared, so as to enable domestic as well as foreign tourists to live in a homely environment. In addition, efforts will be made to organize short term training in hospitality trade to those who would opt for such training.
4. The District Homestay Authorization Committee will be comprised with the following members.

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| 1. Additional Deputy Commissioner (Tourism), Sivasagar - | Chairman |
| 2. Tourist Information Officer, from Directorate of Tourism. | Member Secretary |
| 3. Food Safety Officer. | Member |
| 4. One Tour Operator registered under Tourism Department | Member |
| 5. One Faculty from Tourism & Hospitality Institute. | Member |

Detailed Guidelines

1. The approval will be given only in those cases where the owner/promoter of the establishment reside at the establishment himself/ herself or an agent or operator, so designated by him/ her resides in the establishment premises for providing the necessary services to the visitors / guests. The establishment would have a minimum of 1 lettable room and a maximum of 6 lettable rooms.
2. The establishment will be on bed and breakfast or meal basis and charges will have to be levied accordingly. The type of meal 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 so as to avoid any type of quandary.
3. Once an establishment applies for approval, it will have to be ready at all times for inspection by the DHAC. No requests for deferment of inspection will be entertained.
4. Certificate of approval will be valid for 1 (one) year from the date of issue. For extension of authorization of the establishment, the owner must apply 3 months before the expiry date.
5. Individual/Establishments desirous to develop Homestay Establishments will have to provide all the information supported by required documents as per the following formats:
 - a) Application format as at Annexure—I.
 - b) Checklist of facilities as at Annexure-II.
 - c) Undertaking as at Annexure—III.
6. No application fee is payable for approval of Homestay.
7. A Homestay Establishment will be approved following two stage procedure.
 - a) The presence of facilities and services will be evaluated against the Checklist. (Checklist will have to be duly filled and submitted along with the application).
 - b) The quality of facilities and Services will be evaluated by the Committee. Due preference will be accorded to the homes, which are able to provide Indian/Assamese experience by way of Indian/Assamese traditional decor, authentic and exotic traditional cuisine etc.
8. The Chairman and any 2 members will constitute a quorum. The recommendation of the Committee will be placed before the Deputy Commissioner, Sivasagar and on approval of such recommendation, "Letter of Authorization" will be issued in favour of the Individual/ establishment by the DHAC.
9. Any deficiencies/rectifications pointed out by the Homestay Approval Committee will have to be complied within the stipulated time which will be allotted in consultation with the Individual/Proprietor of such establishment during inspection. However, such stipulated time will not exceed 3 months in any case. Failure to comply within stipulated time will result in rejection of the application.

10. The Homestay Establishment will be expected to maintain required standards at all times. The Chairman, DHAC could authorize a surprise inspection of the establishment at any time without prior notice.

11. Any changes in the facilities of the Homestay Establishment will have to be informed to the District Administration within 30 days of such change. If any violation of this comes to the notice of the Approving Authority, then the authorization will stand withdrawn/terminated.

12. All cases of approval would be finalized within 30 days of the application.

13. In case of any dissatisfaction with the decision of DHAC, the establishment may appeal to Chairman, DHAC, for review and reconsideration within 30 days of receiving the communication regarding approval. No requests will be entertained beyond this period.

14. District Administration, Sivasagar reserves the right to modify the guidelines/terms and conditions from time to time.

15. The rate of taxes for property, electricity and water is to be paid regularly by the Homestay Establishments as prescribed by the appropriate authorities like Municipal Board, APDCL etc.

Annexure-I

Application for Homestay Establishment

- 1) Name of the Homestay Establishment
- 2) Address:

- 3) Name and address of the promoter(s)/owner(s) with a note on their background

- 4) Complete postal address of the Homestay Establishment owner
 - a) Tel.no
 - b) Fax
 - c) E-mail:
 - d) Mobile No. of the promoter/owner:
- 5) Distance of the Homestay 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 the Homestay Establishment
 - (a) Area (in sq. metres) with title-owned/leased(copies of sale/ lease deed to be enclosed):
 - (b) Revenue papers regarding ownership. Affidavit in case of co-sharer of house/land.:
 - (c) Whether clearance obtained from the Police Authorities regarding the antecedents of the owner/owners and the proposed activity (copy to be enclosed):
 - (d) Number of rooms and area for each type of room in sq.ft. (single/double/suites):
 - (e) Number of attached baths:
 - (f) Details of public areas for the following facilities in sq. ft.:
 - (i) Lobby/lounge:
 - (ii) Dining space:
 - (iii) Parking facilities:

g) Additional facilities available if any(not mandatory):

(i) Eco –friendly facilities:

(ii) Facilities for differently abled persons:

(h)Details of Fire Fighting equipment/hydrants etc. if any:

7. Photographs of the building including interior showing types of facilities available, bathroom, living room, bedroom, parking etc.:

8. Checklist details as per Annexure-II:

9. Consent of acceptance of the regulatory conditions(please enclose a copy of the prescribed undertaking as per **Annexure-III** duly signed by the owner of the establishment)

Annexure-II

Checklist for Homestay Establishment

S. No.	General	Facility Mandatory/ Desirable	Certification by the Establishment regarding the Facilities Yes/No	Observations of the Committee
1	Well maintained and well equipped house and guest rooms with quality flooring, furniture, fittings etc. in keeping with the Traditional lifestyle.	M		
2	Sufficient parking with Adequate road width.	D		
3	Guestrooms: Minimum one lettable room and maximum 6 rooms. All rooms should be clean, airy, pest free, without dampness and with outside window /ventilation.	M		
4	Minimum floor area in sq.ft. for each room.	120 Sq.ft		
5	Comfortable bed with good quality linen & bedding preferably of Indian design;	M		
6	Attached private bathroom. With every room along with toiletries.	D		
7	Minimum size of each Bath room in sq.ft.	30		
8	Western toilet to have a seat And lid, toilet paper	M		
9	24hours running hot& Cold water with proper Sewerage connection	D		

10	Water saving taps / shower	D		
11	Well maintained smoke free, clean, hygienic, odour free, pest free kitchen.	M		
13	Good quality cutlery And crockery (preferably traditional).	M		
14	Air-conditioning & heating depending on climatic conditions with room temp. between 20 to 25 degrees Centigrade in the Offered room.	D		
17	15 amp earthed power socket in the guest room.	M		
19	Wardrobe with at least 4 clothes hangers in the Guest room.	D		
20	Shelves or drawer space In the guest rooms.	D		
21	Complimentary aqua guard/ RO/ mineral water.	M		
22	Good quality chairs, working table and other Necessary furniture (on request)	M		
24	Refrigerator facility in the Establishment.	D		
25	A lounge or seating arrangement in the lobby area.	D		

26	Garbage disposal facilities as per Municipal laws.	M		
27	Energy Saving Lighting (CFL/LED) in guest Rooms and public areas.	M		
28	Acceptance of cash / UPI/ Net banking	M		
29	Name, address and telephone number of doctors.	M		
30	Left luggage facilities	D		
31	Assistance with luggage, on request.	M		
32	Safe keeping facilities in The room.	D		
33	Smoke/heat detectors in The house.	D		
34	Security guard facilities	D		
35	Fire extinguisher / Fire fighting system	M		
36	Maintenance of register (physical or electronic format) for guest check-in and check-out records including passport details in case of foreign tourists.	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 provided.

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ANNEXURE-III

Format for Undertaking

To

The Chairman,
District Homestay Authorization Committee,
District Administration,
Sivasagar

UNDERTAKING

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

Signature and name of the owner in block
letters

Place:

Date: