

**DIRECTORATE OF TOURISM  
GOVERNMENT OF ASSAM**

**Guidelines for Homestay in Assam**

Homestay is a unique hospitality system in which the tourist stays with the family as a member of the family. It aims at equipping the tourist with the knowledge of the hosts' way of life such as the lifestyle, folk arts, sculptures, cuisine etc. A homestay is typically located in a residential area where the Home stay host welcomes one or more guests to share their home. The home owner may have one or more rooms to rent. It is usually a very relaxed type of accommodation, keeping the majority of space for the Hosts family.

**Classification of Homestay:**

The Classification Scheme will be implemented through the District Deputy Director of Tourism/ Tourist Information officers of their respective districts. On the basis of the facilities and quality of the accommodation provided, the Homestay units will be classified into three categories by Diamond Houses, Gold Houses, and Silver Houses.

Those Homestay units that fulfill the essential criteria laid down by the Directorate of Tourism in the Checklist of Facilities, belonging to the Class A category will be given the Diamond House, Criteria B category will be awarded the Gold House and Class C category will be accorded the Silver House status.

**ELIGIBILITY CRITERIA FOR REGISTRATION:**

- Individuals or families who own a house of good quality in the state and can spare at least 1 room and upto a maximum of 6 rooms for tourist accommodation.
- Registration will be given only in those cases where the owner/ promoter of the unit along with his/ her family are physically residing in the same unit.
- At least one of the family members should be able to communicate in English.
- The houses that are located in important tourism destinations will get priority.

**DETAILED GUIDELINES FOR THE CLASSIFICATION/  
RECLASSIFICATION OF HOMESTAY IN ASSAM**

- The classification of Homestays will be applicable for operational units only.
- Once the unit applies for classification, it has to be ready for inspection by the committee.
- Classification will be valid for 2 years from the date of issue of order or in case of reclassification, from the date of expiry of the last classification, provided that the application has been received at least 3 months before the expiry of the last classification.
- The classification of Homestay units will be given to those owners / promoters of the unit who along with his/ her family resides in the same unit.
- A certificate from the Local Authority should be submitted along with the application.

- A Police Clearance certificate from the local police station should be submitted along with the application.
- All applications for the classification or reclassification must be complete in all respects including the application form, application fee, prescribed clearances, NOC's, Certificates, checklist etc. The incomplete application is liable to be rejected.
- The application fee payable for classification or reclassification will be as follows

<b>Category of Classification</b>	<b>Fees for Classification/ Reclassification</b>
Class A ( Diamond House)	3000
Class B ( Gold House)	2000
Class C ( Silver House)	1000

Demand Draft may be payable to the Director of Tourism, Station Road, Panbazar, Guwahati -781001. The fee is non refundable in case of rejection of classification or considering for classification in lower classes.

- In case if dissatisfied with the decision regarding categorization of classification, the unit may appeal to the Secretary (Tourism), Government of Assam within 30 days of receiving the communication regarding classification / reclassification.
- The presence of amenities and services will be evaluated against the checklist and score sheet by the committee. The checklist should be duly filled in and signed on all the pages and submitted to the Directorate of Tourism with the application.
- The classified units are expected to maintain required standards at all times. The classification Committee can inspect the units at any time without any prior notice. Any serious deficiencies will be reported to the Directorate of Tourism, and the Director is free to take any action including cancellation of the classification.
- Any deficiencies / rectification pointed out by the committee will have to be compiled within the stipulated time. Failure to do so will result in rejection of the application.
- The committee may recommend a category which is either higher or lower than the one applied for. In case of higher than the one applied for, the applicant will have to deposit the required fee for the recommended category. However, in case of lower category, there will be no refund of the extra fee.
- Any changes in the facilities of the unit shall be reported to the District Deputy Director of Tourism/ Tourist Information officers of their respective districts along with a copy to the Director of Tourism within 30 days.
- All the classified units shall have to submit **Form C** with passport to the police station as done by the hotels while accommodating tourists with a copy to the District Deputy Director of Tourism/ Tourist Information officers of their respective districts.
- The Directorate of Tourism, Government of Assam reserves the right to modify the guidelines/ terms and conditions from time to time.

**Procedure for Selection:** Selection of Homestay units from among the applicants will be done by a committee appointed by the Government for the purpose, based on the following criteria:

- Location of the house.
- Quality of house and surrounding areas in terms of facilities and hygiene for offering to the tourists.
- Access to the tourist destination.
- Educational and professional background of the applicant and family members.
- Tourist attraction of the area.

The committee for classification of homestay units constituted by the Government for the purpose will visit the unit and if found satisfactory with the facilities, recommend the Directorate of Tourism for the classification of the unit. The order on classification will be issued by the Directorate of Tourism, Government of Assam.

The committee for the classification of homestays is constituted district wise with the following members:

- SDO ( Civil) of the respective District– Chairman
- Joint Director/ Deputy Director of Tourism – Member
- District Level Tourism Committee ( BDO/  
Circle Officer of Tourism Sites – Member
- Representative of Institute of Hotel Management/Food Craft Institute – Member
- Representative of HRAA, Assam – Member
- Representative of IATO – Member
- Representative of the local body in which the unit is located – Member
- District Tourism Officer, Directorate of Tourism – Member Secretary

#### **Benefits of the Homestay Operators:**

- Increased employment avenues
- Use of Assam Tourism Brand for marketing the homestays.
- Support from the Government in Capacity Building.

#### **Post Implementation Assistance Support Cell**

Post – implementation assistance and monitoring will be one of the key aspects to ensure proper functioning of homestay operations. There will be a support system, to provide professional guidance and overall managerial directions to the entrepreneurial units.

The Assistance Support Cell will be functional under the Department of Tourism. ASC will be able to assist the units by the way of :

- Marketing guidance / support
- Technical guidance for continuous improvements
- The Department of Tourism will arrange continuous training programme for Homestay operators and their staff through Food Craft Institute/ Institute of Hotel Management etc.

Documents to be submitted along with the Application ( In Duplicate)

- Prescribed application form duly filled in.
- Proof of ownership/ lease of the building.
- Location plan showing access to the building from the major roads ( need not be in scale)

- Plan and elevation of the building incorporating the proposed alteration and duly certified by a qualified engineer.
- Photographs of the building, including the interiors.
- Police clearance certificate from the local police station.
- The department has prescribed the regulatory conditions to be abided by the promoters of the classified projects. The promoters should furnish the acceptance of these regulatory conditions and Performa of acceptance is appended along with the application form.

### **Checklist of Facilities**

Sl.No	<b>General</b>	
1.	Necessary license from the local body	Compulsory
2	Clean and hygienic environment	Compulsory
3.	Bedrooms, bathrooms, public areas and kitchens serviced daily while there are tourists	Necessary
4.	All floor surface clean and in good repair	Compulsory
5.	Safety & Security	Necessary
6.	Recorded Tourist feedback	Compulsory
7.	Registration of tourists/ Guests with ID Proof	Compulsory
8.	Aqua Guard / RO/ Mineral Water	Compulsory
9.	Cashless payment system	Compulsory
10.	Doctor's name, address and phone no. to be mentioned in room	Necessary
11.	Adequate road width and parking facility	Necessary
<b>Guest Rooms</b>		
12.	Minimum one lettable room and maximum 6 lettable rooms (12 beds) with attached toilets; All rooms to have good ventilation, airy and pest free.	Necessary
13.	Minimum size of bedroom excluding bathroom has to be 120 sq.ft	Necessary
14.	Air-conditioning	Desirable
15.	A clean change of bed and bath linen daily and between check-in	Necessary
16.	Minimum bed width for single is 90 cm and double 120 cm	Necessary
17.	Mattress minimum 10 cm thick - coir, cotton, foam or spring	Necessary
18.	Minimum bedding 2 sheets, pillow & case, blanket (in air-conditioned rooms), mattress protector/bedcover	Necessary
19.	Sufficient lighting, 1 per bed	Necessary
20.	A 5 AMP earthed power socket	Necessary
21.	A bedside table and drawer	Necessary
22.	A writing surface with sufficient lighting	Necessary
23.	Chairs - preferably one per bedding	Necessary
24.	Wardrobe with minimum 5 cloth hangers per bedding	Necessary
25.	Shelves or drawer space	Necessary
26.	A wastepaper basket	Necessary
27.	Opaque curtains or screening for all windows	Necessary
28.	Drinking water + 1 glass tumbler per guest	Necessary
29.	A mirror, at least half length (3 feet)	Necessary
30.	A 'do not disturb' notice	Necessary
<b>Bathrooms</b>		
31.	Minimum size of bathroom 30 sq.ft	Necessary
32.	Western type WC	Necessary
33.	1 bath towel and 1 hand towel to be provided per guest	Necessary
34.	One WC brush per toilet seat	Necessary
35.	Guest toiletries on request. Minimum 1 new soap/guest	Necessary
36.	A clothes-hook in each bath/shower room	Necessary
37.	A sanitary bin	Necessary
38.	Each WC toilet to have a seat and lid, toilet paper	Necessary

39.	Floors and walls to have non-porous surfaces	Necessary
40.	Hot and cold running water available 24 hours	Necessary
41.	Water saving taps/shower	Necessary
42.	Energy saving lighting	Necessary
43.	Bottled toiletry products	Necessary
<b>Public Areas</b>		
44.	Telephone facility	Necessary
45.	E-mail service	Desirable
46.	Dining room with quality furniture	Necessary
47.	Non-plastic crockery & glassware	Necessary
48..	Cutlery to be at least stainless steel	Necessary
<b>Kitchens</b>		
49..	Refrigerator	Necessary
50.	Daily germicidal cleaning of floors	Necessary
51.	Clean utensils	Necessary
52.	All food grade equipment, containers	Necessary
53.	Ventilation system	Necessary
54.	Purified drinking water	Necessary
55.	Garbage to be segregated – wet and dry and disposed/treated	Necessary

### Score Sheet

Criteria	Marks	Allocation of Marks
Location	12	Places of tourist attraction – 8 Located at scenic place/ farm/ estate – 4
Exterior & Surroundings	10	Exterior Environment – 4 Approach – 1 Landscaping – 2 Exterior Lighting – 2 Parking – 1
Type of Building	8	Heritage Building, Farm house, Estate Bungalows -8 New construction in traditional architecture – 6 Normal RCC structure – 4 Old tilted houses without much heritage value – 4
Guests Rooms	12	Furniture -6 Furnishings - 2 Décor – 2 Room Facilities and amenities – 2
Public Areas	4	Furniture and Furnishings – 2 Décor – 2
Food	6	Traditional Cuisine – 2 Choice of Cuisine – 2 Food quality – 2
Kitchen	6	Cleanliness -2 State of repair – 2 Food storage - 2
Cleanliness	10	Overall impression

Hygiene	10	Overall impression
Safety & Security	4	Public area and room Security - 2 Signage - 2
Communications	2	Phone service - 1 Internet access -1
Eco - friendly Practices	8	Waste management, recycling, no plastics - 4 Water conservation, Harvesting - 1 Pollution control - Air , water, sound, light - 2 Alternative energy usage - 1
Total	100	

Class A (Diamond House) - 75 and above, Class B (Gold House) - 60 - 74, Class C (Silver House) - 50 - 59, Not qualified - Less than 50

Director of Tourism  
Station Road, Guwahati -1

**APPLICATION FORM**  
**Classification and Registration**  
**of**  
**Homestay units in Assam**  
**Directorate of Tourism, Government of Assam**  
**Guwahati - 781001**

**Photograph  
of the  
Applicant**

**1. Details of the applicant:**

1.1	Name of the applicant (BLOCK LETTERS)	
1.2	Father's / Husband's name	
1.3	Sex (male/female)	
1.4	National ID: (if issued)	Voters ID No Pan Card No Aadhar Card No.
1.5	Address H. No./Street Name Post Office Police Station District Pin	H. No./Street Name Village / Town Post Office Police Station District Pin
1.6	Educational qualification	
1.7	Professional certification if any (Certificate/Diploma/Degree)	

**2. Details of the Tourist Establishment:**

	Details of the tourist Establishment	
2.1	Address of the Tourist establishment	House No. Street Name Village / town Post Office Police station Circle Sub - Division District Pin
2.2	Telephone No	Land line ( if Any ) : Mob:
2.3	E- mail:	
2.4	Area of House in Sq. ft.	
2.5	Area of Open Space in Sq. ft.	
2.6	Parking Facility	

**3. Details of the Host (in homestay unit):**

3.1	No. of members in the family	Age	Profession	Other interests	Relation with the Applicants
3.2.1					
3.2.2					
3.2.3					
3.2.4					
3.2.5					
3.2.6					

3.3	Other Details (if any)				
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**4. Distance of Homestay Unit in kms from Tourist Destination:**

	Place	Name	Distance in Kms
4.1	Airport		
4.2	Railway Station		
4.3	Central Bus stand		
4.4	City/ City centre/ Town		
4.5	Police Station		
4.6	Others e.g Banks, Hospital etc		

**Declaration / undertaking:**

I, Shri / Smti

.....

..... son / daughter / wife of

..... vill.....

PS.....PO.....

District.....do hereby declare that,

1. The particulars given herein above are true and correct to the best of my knowledge;
2. There is no criminal case pending against me in any court of law;
3. I declare that if any particular(s)/information is found to be incorrect, it will result in cancellation of this application or any other action as may be deemed fit by the Tourism Department, Govt. of Assam.

Date :

Signature :-

Place:

Name of the applicant :-

N.B.: The Application Form duly filled- up with all relevant certificates and testimonials must be submitted on a date during the period from ..... to ..... on working days.

Applicant's Signature:.....



**“FORM C”**  
**(See rule 14)**  
**ARRIVAL REPORT OF FOREIGNER IN HOTEL**  
**(To be completed in duplicate)**

1. Name and address of the Hotel or other premises \_\_\_\_\_  
where accommodation has been provided \_\_\_\_\_  
for renewal/on payment : \_\_\_\_\_
2. Phone/Mobile No. of the Hotel/  
Place of stay : \_\_\_\_\_
3. Name of Foreign visit : \_\_\_\_\_
4. Date of Birth (DD/MM/YY) : \_\_\_\_\_
5. \_\_\_\_\_
6. Address in Country where residing permanently :  
\_\_\_\_\_
7. Address/Reference in India : \_\_\_\_\_
8. Nationality : \_\_\_\_\_
9. Passport No. : \_\_\_\_\_
10. Place of issue of Passport : \_\_\_\_\_
11. Date of issue of Passport : \_\_\_\_\_
12. Valid till : \_\_\_\_\_
13. Visa No. : \_\_\_\_\_
14. Date of Issue : \_\_\_\_\_
15. Valid till : \_\_\_\_\_
16. Type of Visa : \_\_\_\_\_
17. Place of issue : \_\_\_\_\_
18. Arrived from (DD/MM/YY) : : \_\_\_\_\_
19. Date of arrival in India (DD/MM/YY) : \_\_\_\_\_
20. Date of arrival in Hotel (DD/MM/YY) : \_\_\_\_\_

21. Time of arrival : \_\_\_\_\_

22. Intended Duration of stay in Hotel (No. of days) :  
\_\_\_\_\_

23. Whether employed in India (tick  $\checkmark$  in appropriate box): \_\_\_\_\_

Yes: \_\_\_\_\_ No : \_\_\_\_\_

24. Purpose of visit (tick  $\checkmark$  in appropriate box) : \_\_\_\_\_

Business : \_\_\_\_\_

Transit : \_\_\_\_\_

Official: \_\_\_\_\_

Employment: \_\_\_\_\_

Education: \_\_\_\_\_

Conference: \_\_\_\_\_

Visit friends/relatives: \_\_\_\_\_

Medical/Health : \_\_\_\_\_

Religion/Pilgrimage : \_\_\_\_\_

Leisure/Holiday : \_\_\_\_\_

Sport : \_\_\_\_\_

Others : \_\_\_\_\_

24. Next destination/Proceed to : \_\_\_\_\_

25. Contact/Phone No (In India): \_\_\_\_\_

26. In country where permanently residing: \_\_\_\_\_

**Note:- Please ensure that no column is left blank/incomplete.**

**\* In case web camera/digital camera is not available, photography of the photograph in Passport may be enclosed.**

Manager's Signature: \_\_\_\_\_

**[F.No.25022/10/2007.F-I] G.V.V.SARMA, Jt. Secy. Note:- The Principal rules were published in the Gazette of India, Extraordinary vide number G.S.R. 318(E) dated 10th March, 1992 and subsequently amended Vide number G.S.R. 55(E), dated 29th January 1999.]**