

ANDAMAN & NICOBAR ADMINISTRATION
Directorate of Tourism
Port Blair

F. No. 14-4/IIB&B/TSM/2009/

Dated 22nd February, 2013.

NOTIFICATION

Guidelines for approval and registration of Andaman & Nicobar Bed & Breakfast / Home Stay Establishment Scheme.

Introduction

1. Hotels and other supplementary accommodation are 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 in tourist destinations, Department of Tourism, A & N Administration will classify fully operational rooms of Bed & Breakfast/ Home Stay Facilities as "Andaman & Nicobar Bed & Breakfast/ Home stay Establishments". 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 Indian family to experience Indian customs and traditions and relish authentic Indian cuisine.
2. The Andaman & Nicobar Bed & Breakfast/Home stay facilities will be categorized as follows:
 - (a) Silver
 - (b) Gold
3. The Classification Committee, as specified in the guidelines, will inspect and assess the Andaman & Nicobar Bed & Breakfast/Home stay 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.
4. The Andaman & Nicobar Bed & Breakfast/Home stay Establishments, once approved by Department of Tourism, A&N Administration will be duly publicized. 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 and to take advantage of the scheme. In addition, efforts will be made to organize short term training in hospitality trade for those who opt for such training.
5. The guidelines for implementation of Andaman & Nicobar Bed & Breakfast/ Home stay scheme are based on the approved guidelines of the Ministry of Tourism, G.O.I. under the scheme of "Incredible India Bed & Breakfast / Home Stay Establishment".

DETAILED GUIDELINES

1. The classification for Andaman & Nicobar Bed & Breakfast/Home stay establishment will be given only in those cases where the owner/promoter of the establishment alongwith his/her family is physically residing in the same establishment and letting out minimum one room and maximum six rooms (12 Beds).
2. The scheme will be on bed and breakfast basis and charges will have to be 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 so as to avoid unnecessary dispute.
3. Once an establishment applies for classification/re-classification, it will have to be ready at all times for inspection by the Classification Committee. No requests for deferment of inspection will be entertained.
4. Classification will be valid for three years from the date of issue of orders or in case of re-classification from the date of expiry of the last classification provided that the application has been received within the stipulated time i.e. 3 months before the expiry of the last classification.

5. Andaman & Nicobar Bed & Breakfast/Home stay Establishments applying for classification will have to provide all the information supported by required document 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. The application fee payable for classification /re-classification of B&B/Home stay will be as follows and the demand draft will be payable to Sr. Accounts Officer, Directorate of IP&T, Port Blair.

Star Category	For Classification / Reclassification
Silver	Rs.1,000/-
Gold	Rs.2,000/-

7. An Andaman & Nicobar B&B/Home stay Establishment will be classified following two stage procedure.
 - (a) 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).
 - (b) The quality of facilities and services will be evaluated by the Classification Committee. Due preference will be accorded to the homes, which are able to provide Indian experience by way of Indian decor, authentic and exotic Indian cuisine etc.
8. The Classification Committee for the purpose of inspection of Andaman & Nicobar Bed & Breakfast/Home stay Establishment will be as under:
 1. Director (Tourism) - Chairman
 2. Dy. Director (Tourism) - Member
 3. Asst. Director, India Tourism, Junglighat, Port Blair - Member
 4. Manager (Tourism), Directorate of Tourism, Member Secretary
 5. President, Hotel & Restaurant Association, Andaman & Nicobar Islands -Member.
9. The Chairman and any 2 members will constitute a quorum. The recommendation of the Committee will be approved by the Secretary (Tourism).
10. Any deficiencies/rectifications pointed out by the Classification Committee will have to be compiled within the stipulated time which will be specified in consultation with the representative/representatives of the establishment during inspection. Failure to do so will result in rejection of the application.
11. The Committee may recommend to the Secretary (Tourism) a category either higher or lower than the one applied for. In case the category applied for is higher than the one recommended by the Committee, then the applicant will have to deposit the required fee for the recommended category. However, in case of the category recommended being lower than the one applied for, then extra classification fee will be refunded.
12. The Andaman & Nicobar Bed & Breakfast/Home stay Establishment will be expected to maintain required standards at all times. The Secretary (Tourism) / Director (Tourism) may authorize a surprise inspection of the establishment at any time without previous notice.
13. In the event Andaman & Nicobar Bed & Breakfast/Home stay Establishment is located in a flat / apartment under a group housing society, then a no objection certificate from the building management/society may be produced by the B&B/ Home stay Establishment applicant for operating under the scheme.
14. If the Andaman & Nicobar Bed & Breakfast/Home stay Establishment is located in a heritage house/traditional house then it will not be mandatory to have an attached bathroom.
15. Any changes in the facilities of the Andaman & Nicobar Bed & Breakfast/Home stay Establishment will have to be informed to the Director, Directorate of Tourism, within 30 days. If any violation of this comes to the notice of the Committee then the classification will stand withdrawn / terminated.
16. All cases of classification would be finalized within 30 days of the application being made to the Director (Tourism) complete in all respect.

17. In case of any dissatisfaction with the decision of the committee, the establishment may appeal to the Secretary (Tourism), A & N Administration for review and reconsideration within 30 days of receiving the communication regarding classification/re-classification. No request will be entertained beyond this period.
18. A & N Administration reserves the right to modify the guidelines/terms and conditions from time to time.
19. The rate of taxes for property, electricity and water charges to be paid for classified Andaman & Nicobar Bed & Breakfast/Home stay Establishments will be those prescribed by the appropriate authorities for domestic purposes.
20. If any dispute arises between the house owner and the customer, the matter will be brought to the notice of the Director (Tourism) for resolution. The decision of Director (Tourism) will be final.
21. In case of any other issues, decision of Secretary (Tourism), A &N Administration shall be final.

By order and in the name of the Lt. Governor, A & N Islands.

Sd/-
Director (Tourism)

**Application Format for Andaman & Nicobar Bed & Breakfast /
Home stay Establishment**

1. Name of the A & N B&B / Home stay Establishment:
2. Category applies for:
3. Name and address of the promoters/owners with a note on their background:
4. Complete postal address of the A & N B&B / Homes stay Establishment.
 - a) Tel. no
 - b) Fax
 - c) E-mail
 - d) Mobile No. of the promoter
5. Distance of the A & N B&B/ Home stay Establishment in kms. From:
 - a) Airport
 - b) City Centre
 - c) Nearest main shopping centre
 - d) Nearest bus stand/scheduled city bus stop
6. Details of the A & N B&B/ Home stay Establishment:
 - a) Area (in sq. meters) with title- owned / Leased (copies of sale/ leased 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) Numbers 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 interiors showing types of facilities available, bathroom, living room, bedroom, parking etc.
8. Details of payment of application fee
9. Check list details as per Annexure II (Enclose a copy of the checklist duly Certified that the facilities are available in the establishment)
10. 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).

Checklist for approval & registration of Andaman & Nicobar Bed & Breakfast / Home Stay Establishment

S. No.	General	Silver	Gold	Certification by their Establishment regarding the facilities Yes/No	Observation of the Classification Committee
1.	Well maintained and well equipped house and guest rooms with quality carpets/area rugs/tiles or marble flooring, furniture, fittings etc. in keeping with the traditional lifestyle.	M	M		
2.	Sufficient parking with adequate road width.	D	M		
3.	Guest rooms: Minimum one let able room and maximum 6 rooms (12 beds). All rooms should be clean, airy, pest free, without dampness and with outside window/ventilation.	M	M		
4.	Minimum floor area in sq. ft. each room. Urban Rural	120 100	200 120		
5.	Comfortable bed with good quality linen & bedding preferable of Indian design.	M	M		
6.	Attached private bathrooms with every room alongwith toiletries.	M	M		
7.	Minimum size of each bathroom in sq. ft.	30	40		
8.	WC toilet to have a seat and lid, toilet paper	M	M		
9.	24 hours running hot & cold water with proper sewerage connection	M	M		
10.	Water saving taps/shower	D	M		
11.	Well maintained smoke free, clean, hygienic, odour free, pest free kitchen	M	M		
12.	Dining area serving fresh Continental and or traditional Indian breakfast.	M	M		
13.	Good quality cutlery and crockery.	M	M		
14.	Air- conditioning/ heating depending on climatic conditions with room temp. between 20 to 25 degrees centigrade in the offered room.	D	D		
15.	Iron with iron board on request.	D	D		
16.	Internet Connection.	D	M		
S. No.	General	Silver	Gold	Certification by their	Observation of the

				Establishment regarding the facilities Yes/No	Classification Committee
17.	15 amp earthed power socket in the guest room.	M	M		
18.	Telephone with extension facility in the room.	D	M		
19.	Wardrobe with least 4 cloths hangers in the guest room.	M	M		
20.	Shelves or drawer space in the guest rooms.	M	M		
21.	Complimentary Aqua guard / Mineral Water	M	M		
22.	Good quality chairs, working table and other necessary furniture.	M	M		
23.	Washing machine/dryers in the house with arrangement for laundry/dry cleaning services.	D	M		
24.	Refrigerator in the room.	D	M		
25.	A lounge or seating arrangement in the lobby	D	M		
26.	Heating and cooling to be provided in enclosed public rooms.	D	M		
27.	Garbage disposal facilities as per Municipal laws.	M	M		
28.	Acceptance of cash / Cheque / D.D.	M	M		
29.	Message facilities for guests.	M	M		
30.	Name, address and telephone number of doctors.	M	M		
31.	Left luggage facilities.	M	M		
32.	Assistance with luggage, on request.	D	M		
33.	Safekeeping facilities in the room.	D	M		
34.	Smoke/heat detectors in the house.	D	D		
35.	Security guard facilities.	D	D		
36.	Maintenance of register for guest check-in and check-out records including passport details in case of foreign tourists.	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 service provided.

Format for Undertaking

To

**The Chairman,
A & N Bed & Breakfast / Home Stay Establishment,
Directorate of Tourism,
A & N Administration,
Port Blair**

UNDERTAKING

Sir,

I have read and understood all the terms and conditions mentioned in the guidelines with respect to the approval and registration of the Andaman & Nicobar Bed & Breakfast / Home stay Establishment scheme and hereby agree to abide by them. The information and documents provided are correct and authentic to the best of my knowledge.

Signature & Name of the Owner in Block Letters

Andaman & Nicobar Bed & Breakfast / Home stay Scheme
Suggested criteria for adoption by Union Territory of A & N Islands

1.	Scheme where applicable	All over the A & N Islands
2.	Min. No. of Rooms Max. No. of Rooms Max. No. of Beds	1 No. 6 Nos. 12 Nos.
3.	Category	There will be two category.- Silver and Gold
4.	Period of approval	3 Years and extendable
5.	Registration Fee	Silver Rs. 1000/- and Gold Rs. 2000/-
6.	Min. size of room (in sq.ft.)	120 in the urban area. 100 in the rural area
7.	Min. size of bathroom (in sq.ft.)	30 Minimum
8.	Details of common areas like lobby/lounge and dining (in sq.ft.) and parking	Yes
9.	Photographs of the building including interiors showing types of facilities available, bathroom, living room, parking etc.	Yes
10.	Documents to be submitted alongwith the application	Copy of Sale Deed OR Lease Deed OR Revenue papers regarding ownership OR House Tax Receipt. Affidavit in case of co-sharer of house/ land / NOC from management of society for flat in apartment. Police Verification/NOC from an authority possessing Police powers. Verification to be done on the basis of two references given by the house owner. Affidavit of acceptance of regulatory conditions.
11.	Tariff	May be left to market forces. However, owner should fix tariff and display it in the home, website etc.
12.	Inspection Committee	1- Director (Tourism) - Chairman 2- Dy. Director (Tourism) - Member. 3- Asst. Director, India Tourism, Junglighat, Port Blair - Member. 4- Manager (Tourism), Directorate of Tourism, Member Secretary. 5- President, Hotel & Restaurant Association, Andaman & Nicobar Islands, Port Blair - Member.
13.	Receipt of application	Application fee of Rs.100/- will be received by the Tourism Department of A & N Admn. and amount will be deposited in the govt. revenue.
14.	Incentives/Concessions benefits	The rate of Taxes for property, electricity and water to be paid for classified Andaman & Nicobar Bed & Breakfast / Home stay establishment will be treated as residential / domestic.
15.	Reason for de-classification	Classification will be withdrawn in the event of violation of any of the terms & conditions of the Bed & Breakfast/ Home stay Scheme
16.	Do's & Don'ts	Should be given along with the guidelines