



Abstract



Tourism - Guidelines for the Bed & Breakfast / Homestay Establishments scheme pertaining to the State of Tamil Nadu - Orders - Issued.

Tourism, Culture and Religious Endowments (T3-1) Department

G.O. (Ms) No.105

Dated.27.04.2022

திருவள்ளூர்வராண்டு 2053,
சுபகிருது, சித்திரை -14

Read:-

1. From the Assistant Director General & Member Secretary (HRACC), Ministry of Tourism, Government of India in his letter No.F.No.4-TH-ii (21), dated 10.12.2018.
2. From the Commissioner of Tourism, letter No.6118/T.Ind/2018, dated: 21.01.2021 and also dated: 23.02.2022.

ORDER:-

The Assistant Director General & Member Secretary (HRACC), Ministry of Tourism, Government of India in his letter first read above, has communicated the 'Guidelines for Classification of Incredible India Bed & Breakfast Establishments and Incredible India Homestay Establishments' will come into force with immediate effect and requested to adhere the same by all Bed & Breakfast Establishments and Homestay Establishments seeking Classification/ Re-classification under the Incredible India Bed & Breakfast Establishments and Incredible India Homestay Establishments Category by the Ministry of Tourism.

2. Further it has been informed vide reference 1st read above that the Guidelines issued by the Ministry of Tourism will act as the Common National Standards for Classification of Bed & Breakfast Establishments and Homestay Establishments by all State Governments and UT Administrations and requested to circulate the revised Guidelines to all concerned.

3. The Director of Tourism, in his letters second read above has submitted the draft Guidelines for the Bed & Breakfast / Homestay Establishments scheme in Tamil Nadu for approval and to issue necessary orders to implement the same in Tamil Nadu.

(P.T.O)

/2/

4. The Government after careful examination accept the proposal of the Director of Tourism and approve the Guidelines for Bed & Breakfast / Homestay Establishments Scheme in Tamil Nadu as **annexed** to this Order.

5. The above Guidelines will come into effect from the 1st June 2022.

6. The Director of Tourism is requested to communicate the Guidelines to all Tourism Stakeholders concerned and host it in the official website of Tourism Department.

(By order of the Governor)

CHANDRA MOHAN.B
Principal Secretary to Government

To

The Secretary to Government of India,
Ministry of Tourism, Transport Bhavan, Parliament Street,
New Delhi-110001

The Director of Tourism, Chennai-600 002.

The Managing Director,

Tamil Nadu Tourism Development Corporation, Chennai-600 002.

All the Stakeholder of Tourism industry in Tamil Nadu.

(Thro' Commissioner of Tourism)

The Accountant General, Chennai-9/18.(w.e. to all)

Copy to:-

The Special Personal Assistant to Hon'ble Minister for Tourism, Chennai-9.

The Principal Private Secretary to Principal Secretary,

Tourism, Culture and Religious Endowments Department, Chennai-9.

The Regional Director, India Tourism, 154 Anna Salai, Chennai-2.

The Principal, Institute of Hotel Management Catering Technology

and Applied Nutrition, Tharamani, Chennai- 600 113.

The Principal, State Institute of Hotel Management Catering Technology,

Thuvakkudi, Trichy-620 015.

All Tourist Officers.

The Tourism, Culture and Religious Endowments (T1/T2/Gen)Department,

Chennai-9 (w.e. to all)

Stock file/Spare copy.

/ Forwarded by Order /


Section Officer 27/4/2022
27/4/22

GOVERNMENT OF TAMIL NADU

GUIDELINES FOR REGISTRATION,
CLASSIFICATION AND
RE-CLASSIFICATION OF BED &
BREAKFAST ESTABLISHMENTS
AND HOMESTAY ESTABLISHMENTS
(2022)

Government of Tamil Nadu
Tourism, Culture and Religious Endowments Department

Guidelines for Registration, Classification and Re-classification of the
Bed and Breakfast Establishments and Homestay Establishments

INTRODUCTION:

- Tamil Nadu is a unique state which has all segments of tourism. Tamil Nadu is home to the world's oldest culture, historical monuments, outstanding temple architecture, mesmerizing landscape, forests, heritage sites and cultural diversity.
- The Tourism, Culture and Religious Endowments Department of Tamil Nadu has the goal of promoting Tamil Nadu as a high-priority tourist destination at the national and international level through creating more tourism infrastructure, providing world class services for the tourists visiting Tamil Nadu and encouraging community participation in tourism.
- Tamil Nadu is experiencing a considerable increase in the visitors' volume, both domestic and foreign. This necessitates the exploration of new models to cater to the burgeoning demand. Hotels and other supplementary accommodations are an integral part of a tourist visit to a place and the services offered by them can make his/her stay memorable.
- The home/residential accommodation concepts like Bed & Breakfast and homestays are becoming popular as a segment that provides an immersive experience of local customs, traditions, cuisine and other attractions of the destination in a more engaging manner. It also provides comfortable homestay facilities offering standardized world-class services to tourists.
- The Government has carefully considered the subject and hereby issues the following guidelines for registration, classification and re-classification of Bed & Breakfast Establishment and Homestay Establishments.

1. Title, extension and commencement:

- 1) These Guidelines may be called the **“Guidelines for Registration, Classification and Re-classification of the Bed and Breakfast Establishments and Homestay Establishments”**.
- 2) It extends to the whole of the State of the Tamil Nadu.
- 3) Registration will be compulsory to run the Bed & Breakfast Establishments and Homestay Establishments.

2. Definitions: In these Guidelines, unless the context otherwise requires;

- (a) "Agent" means any person who acts himself as a developer, or by any other name or claims to be acting as the holder of a power of authorisation from the owner;
- (b) "Applicant" means the owner / promoter or his agent/operator of the Bed & Breakfast / Home stay Establishments who applies for registration as Bed & Breakfast / Homestay Establishment under these Guidelines;
- (c) "Bed and Breakfast Establishment" means a premises including buildings in plantation where the Owner / Promoter of the establishment does not reside at the establishment himself / herself, but 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 one (1) lettable room and a maximum of six (6) lettable rooms (12 beds);
- (d) "Home Stay Establishment" means premises where the owner/promoter of the establishment is physically residing in the same premises for providing the necessary services to the visitors/guests. The Establishment would have a minimum of one (1) lettable room and a maximum of three (3) lettable rooms (6 beds);
- (e) "Classification" will include classification/re-classification of Bed and Breakfast Establishment and Homestay Establishment as "Gold" or "Silver" as per the prescribed norms;
- (f) "Department" means Department of Tourism, Government of Tamil Nadu;
- (g) "Establishment" means the premises categorized as Bed & Breakfast Establishment or Homestay Establishment;
- (h) "Form" means the forms appended to these Guidelines;
- (i) "Promoter" means any person who acts himself as a developer, or by any other name or claims to be acting as the holder of a power of authorisation from the owner of the premises who would so received or he entitled to receive the tariff for accommodation residence and tariff for availing other amenities;
- (j) "Owner" includes the person for the time being receiving or entitled to receive, whether on his own account or as agent, trustee, guardian, manager or receiver for another person, or for any religious or charitable purposes, the tariff or profits, of the property in connection with which the word is used;

- (k) "Operator" means any person who acts himself as a developer, or by any other name or claims to be acting as the holder of a power of authorisation from the owner;
- (l) "Registration" means Registering the classified and re-classified Bed & Breakfast Establishment / Homestay Establishment into Categories of Gold, Silver and it does not mean any Licensing;
- (m) "Guidelines" means the Bed & Breakfast/Homestay Establishment Guidelines;
- (n) "Tourist" means a person who pays for staying in a Bed & Breakfast Establishment / Homestay Establishment;

3. Classification of the Establishment

The establishment shall be classified into the following Categories:-

- (a) GOLD**
- (b) SILVER**

The classification will be made on the basis of the required conditions to be fulfilled by the establishment for Classification.

4. Registration of Establishment:

(a) Eligibility of persons to apply: Owner or Promoter of the Homestay establishment and the Owner / Agent / Operator of the Bed and Breakfast establishment who are intending to use their premises as Bed & Breakfast establishment and Homestay establishment must apply for registration before the commencement of operation.

Owner or Promoter of the Homestay establishment and the Owner / Agent / Operator of the Bed and Breakfast Establishment who are currently using their premises as Bed and Breakfast / Homestay Establishment, must apply and get registered within 3 months from the date of issue of these guidelines.

In case where the owners/ promoters / agents / operators continue to operate without obtaining registration under these guidelines, the Bed & Breakfast / Homestay Establishment will not be allowed to operate further.

The applicant must ensure that the Homestay establishment or Bed and Breakfast establishment under reference qualifies for the intended category and specifically states the type of registration they are seeking for the classification/ re-classification of the said Establishments as follows:

- (i) Gold
- (ii) Silver

(b) Submission of Application: An application shall be submitted online in the prescribed format to the Director of Tourism.

(c) List of documents to be submitted for Registration:

- (i) Prescribed Registration form (Form - A) duly filled along with all attachments to be submitted online.
- (ii) Undertaking given by the Applicant in the prescribed format in Form-'C' appended to these Guidelines.
- (iii) a. In the case of Applicant being an owner: Copy of the Proof of Ownership (title deeds or Property tax receipt or electricity bill receipt).
b. In case of Promoter / Agent / Operator : Special power of authorisation given by the Owner of the premises to the promoter / Agent/ Operator for the purpose of these Guidelines and duly registered with the Registration Authorities concerned.
- (iv) Location Plan showing access to the building from the major roads.
- (v) Location Plan showing access to the nearest Bus Stand, Railway Station and Airport along with distance clearly mentioned.
- (vi) Soft copies of photographs of the building, its facade, the street in which it is located, interiors of the lobby, each of the rooms, dinning space and other facilities provided.
- (vii) List of facilities to be provided including parking, Wi-Fi, cooking, laundry, phone, first aid kit, sanitation facilities, water facility etc.
- (viii) Copy of the approved building plan of the premises as applicable.
- (ix) Stability certificate issued by a Chartered Engineer.
- (x) Latitude and longitude of the establishment along with online map location.
- (xi) GST registration copy.
- (xii) PAN Card copy.

(d) Registration fee: An application shall be accompanied with a non-refundable registration fee as given below paid through payment gateway on the registration website.

Sl.No.	Name of the Category	Fee for Registration (amount in Rs.)	Fee for renewal of Registration (Amount in Rs.) For every three years	Penalty for the delay of sending the renewal application (after the validity of registration)
1	Silver	10,000	10,000	A penalty of Rs.5000 for every one-month delay.
2	Gold	15,000	15,000	

Inspection Charges: The Department of Tourism will fix the inspection and re-inspection charges from time to time and they shall be payable at the time of registration/renewal.

(e) Mode of Payment:

Fee shall be paid online.

(f) General conditions of Registration:

The Residential premises which are proposed to be registered under these Guidelines as **BED & BREAKFAST ESTABLISHMENT / HOMESTAY ESTABLISHMENT** shall confirm to the following conditions:

- (i) The residential premises shall be purely residential units; and the owner / promoter or his agent / operator as the case may be shall physically reside therein and / or along with his or her family;
- (ii) The owner / promoter or his agent / operator as the case may be of the establishment shall not let out not less than 1(one) room and not more than 6 (six) rooms (12 beds) in case of Bed & Breakfast establishments and not more than 3 (three) rooms (6 beds) in case of Homestay establishments to guests;
- (iii) The bedrooms should have attached bathrooms and adequate arrangement for water, power supply, ventilation and lighting, with suitable furniture, sanitation facility and other facilities exclusively;
- (iv) The premises should be in a good state of maintenance and have the required standards of hygiene, cleanliness and safety including fire safety;
- (v) The premises should have adequate parking facility (minimum one car parking and at least one parking place for every two rooms) either within the same premises or in the vicinity;
- (vi) The premises should be located in an area easily accessible with a motorable road;
- (vii) **Validity of Registration:** The initial registration will be valid up to the end of the second succeeding financial year i.e., upto 31st March of the second succeeding Financial year. (If first registration is made in 23rd Dec 2021, it is valid up to March 2024);
- (viii) The registration can be renewed for a further period of not exceeding three years at a time with the fee prescribed in Guidelines 4 (d) above.
- (ix) The Government may impose any other conditions from time to time.

5. Inspection Agency: The Department of Tourism will appoint a panel of inspection agencies to conduct inspection of establishments that have applied for registration. The agency shall conduct the inspection and submit the report to the Director of Tourism. The Inspection Agency shall recommend for registration and classification of the establishment as Silver/Gold based on the inspection.

The Inspection Agency may recommend a category lower, but not higher than the one applied for. In case of the category recommended being lower than the one applied for, then there will be no refund / adjustment of fee paid / subsequent adjustment in the fee to be paid in future with respect to renewal, penalty etc.

6. Processing of the Application:

(a) Submission of Application

The applicant shall submit the duly filled registration form online along with the corresponding registration fee and inspection charges. The applicant shall select a suitable time slot for physical inspection.

(b) Scrutiny of documents & Physical Inspection

On receipt of application and inspection fees from the owner / promoter / agent / operator along with the required documents, the Inspection agency will scrutinize the submitted documents and conduct a physical inspection at a time slot selected by the applicant during the online submission of the Registration Form. The presence of facilities and services will be evaluated against the enclosed Checklist given in "Form - B".

(c) Inspection Report

- (i) The Inspection agency will submit a detailed inspection report to the Director of Tourism.
- (ii) In such cases where the Inspection Agency identifies rectifications to be made by the Homestay/ Bed and Breakfast establishment, a assessment report detailing the works to be carried out will be uploaded online and communicated to the owner / operator / promoter / agent as the case may be.
- (iii) The Owner / Promoter / Agent / Operator shall carry out the required rectifications and submit a compliance report online.
- (iv) The compliance report should be submitted within 30 days from the date of issue of the assessment report, failing which the application will be rejected and the Owner / Promoter / Agent / Operator will have to submit a fresh application for registration.

(d) Re-inspection

Upon submission of the compliance report, the applicant shall select a suitable time slot for reinspection. The Inspection Agency along with one representative from the Department of Tourism shall conduct a reinspection and submit the report on online and re-inspection fee as prescribed will be payable before the reinspection along with the compliance report.

(e) Issuance of Certificate of Registration

The Director of Tourism shall issue a Certificate of Registration and Classification / reclassification to the Bed and Breakfast / Homestay establishment considering the report submitted by the Inspection Agency. The Department of Tourism reserves the right to accept or reject any application or issue instructions for revaluation as the case may be.

(f) Rejection of Application

In case of rejection of application, the Operator may reapply for fresh registration within 60 days from the date of rejection after rectifying all the defects pointed out.

7. Issuance of Certificate of Registration: Once the application is approved for registration, a Certificate of Registration & Classification shall be issued to the Owner/ Promoter / Operator / Agent as the case may be and this shall be downloaded online.

8. Renewal of Registration: The application for renewal of registration has to be submitted online atleast three months before the expiry of the registration to the Department of Tourism. Any delay in the submission of application for renewal of registration will be accepted for a maximum period of 2 months from the expiry of registration with a penalty of Rs. 5000/- (Rupees five thousand only) for each month of delay.

If the application for renewal of registration is not submitted within 2 months after the expiry of registration, then the Registration will be cancelled and the facility will be shutdown.

9. Periodic Inspection: The Director of Tourism can authorize an inspection agency / Officer appointed by him to inspect the premises of the establishment registered under these Guidelines.

Any deficiencies pointed out by the Inspecting agency / Officer shall be informed to the Department, under a copy sent to the Owner of the establishment **within one week** from the date of inspection.

In case if there are any major deficiencies noticed, a maximum time of 60 days may be granted, and the registration is suspended till such time, the deficiencies are rectified. The Establishment **shall not accommodate** visitors/guests during the suspension period. After the revocation of the suspension of registration, visitors/guests can be accommodated in the establishment.

If deficiencies are not rectified within a maximum period of 60 days and if there is no valid cause for non-rectification, then the Director of Tourism shall cancel the registration of the said establishment.

10. Appeal: The owner of the establishment may file an appeal against the cancellation order / rejection of application to the Secretary to Government, Tourism, Culture & Religious Endowments Department, Secretariat, Chennai-600 009 within 30 days from the date of communication of the orders of the Director of Tourism and the decision of the Secretary to Government, Tourism, Culture & Religious Endowments Department, Secretariat, thereupon shall be final.

11. Cancellation of Registration: The registration of the Bed & Breakfast and Homestay Establishment shall be liable for cancellation by the Director of Tourism, if the establishment is found operating in violation of the Registration conditions and including the failure on the part of the Owner / Promoter / Operator / Agent of the Establishment to maintain requisite standards, reports of un-hygienic conditions, misbehaviour, unlawful activities, malpractices etc.

12. Other provisions:

- (a) The establishment shall have to necessarily display the photograph of their room, in other boarding sites, maximum tariff of the room in the premises and also on the online booking sites.
- (b) Any changes in the facilities of the Bed & Breakfast / Homestay Establishment should be informed online to the Department, within one week.
- (c) Registration of the establishment shall be finalized within 30 days from the date of receipt of compliance report, after all rectifications are incorporated.
- (d) Bed & Breakfast Establishments and Home stay Establishment shall follow the relevant Law / Rules and Regulations prevalent in the State of Tamil Nadu.
- (e) The owner of the establishment who admits foreign tourists shall submit the details of the residing foreigners to the appropriate authorities as per the guidelines of the Bureau of Immigration. (Reference URL: <https://indianfrro.gov.in/frro/FormC>)
- (f) The owner of the establishment shall comply with the tax laws like, Income Tax Act, Goods and Services Tax Act and other applicable Laws.
- (g) The owner of the Establishment is fully responsible, accountable and liable for the business of Bed & Breakfast / Homestay. The Department of Tourism or the Government is not responsible or accountable or liable for any of the acts done by the Owner / promoter or his agent / operator of the Bed & Breakfast Establishment/Home stay Establishment or of the acts done by visitors / guests.
- (h) The fee once paid will not be refunded or adjusted for future dues/penalty etc., under any circumstances.

- (i) The applicable rates for electricity, water tax, property tax and sewerage charges would be charged from the registered Bed & Breakfast Establishment and Home stay Establishment.

13. The Implementing Agency: The Guidelines will be implemented by the Department of Tourism.

- (a) The Department of Tourism is authorized to frame and issue guidelines or orders for laying down the procedure of online submission of application, processing and registration of Bed & Breakfast / Homestay Establishment and for revision / modification of the Formats of the Application and other Formats/introduction of New Formats (under intimation to Government).
- (b) The Department of Tourism is authorized to evolve procedure for the Inspection and grievance redressal mechanism for visitors / guests / Owner/ Operator.
- (c) The Department of Tourism is also authorized to fix the Inspection Agency and inspection / re-inspection charges.
- (d) The Secretary to Government, Tourism, Culture and Religious Endowments Department, Government of Tamil Nadu reserves the right to modify the guidelines / terms and conditions from time to time as is considered necessary and appropriate and that shall be binding on the Applicant / authorised legal representative / Operator of the Establishment.

Form-'A'**Application Form****(For registration of Bed & Breakfast / Homestay Establishment*)**

1.	Type of Registration applied for (Homestay or Bed & Breakfast) (Address Identity proof to be attached)	
2.	Classification for which applied for (Silver/Gold)	
3.	Name of the owner of the establishment	
	Age	
	gender	
	Occupation	
	particulars of family members	
4.	Name of the operator/promoter/agent who will manage the establishment	
	Age	
	gender	
	Occupation	
	particulars of family members	
5.	Complete postal address of the establishment with contact Telephone/Mobile/e-Mail Id (Details of the owner/operator/promoter/agent)	
6.	Telephone No with STD code	
	i) Fax	
	ii) E-Mail Id	
	iii) Mobile No	
7.	i) GST Registration details of the operator	
	ii) PAN Registration details of the operator	
8.	Languages known by the Owner/Operator/Promoter/Agent	
9.	Distance from the nearest access points (in kms):	
	i) Airport	
	ii) Railway Station	
	iii) City Centre	
	iv) Main shopping Centre	
	v) Bus stand / Scheduled city bus stop	
	vi) Police Station along with the complete address and Contact Number	
	vii) Hospital	

10.	Details of establishment:-	
	Whether owned establishment premises (Enclose proof of ownership copy of title deed or property tax or other relevant receipts)	
11.	Width of the road on which establishment is located	
12.	Details of parking area available in the establishment or in its vicinity (in Sq. Ft.)	
	Plot area (Sq.Ft.) of establishment (enclose site layout)	
	Built up Area (Sq.Ft.) of establishment	
	Total No. of Bed Rooms in the establishment offered for use under the guidelines (i) No. of Single Bed Rooms and size of each Room in (Sq.Ft.) (ii) No. of Double Bed Rooms and size of each Room (Sq.Ft.) (iii) No. of Single Bed Rooms (with attached bathroom and WC) and size of each Room in (Sq.Ft.) (iv) No. of Double Bed Rooms (with attached bathroom and WC) and size of each Room (Sq.Ft.)	
	Common area (Details to be furnished in Sq. Ft.)	
	Lobby / Lounge	
	Dining space	
	Kitchen	
	Eco-friendly facilities	
	Additional facilities, if any	
Firefighting equipment/hydrants		
13.	Types of food to be provided	
	i) Vegetarian	
	ii) Non-Vegetarian	
	iii) Both	
14.	Proposed Tariff for rooms per day (Check-in and checkout 24 hours)	
	Single Bed Room	
	Double Bed Room	
	Extra Bed	

15.	<p>Document Checklist (Scanned copies to be uploaded)</p> <ul style="list-style-type: none"> <input type="checkbox"/> GST registration <input type="checkbox"/> PAN Card <input type="checkbox"/> Undertaking given by the Applicant in the prescribed format as per Form-C <input type="checkbox"/> Authorization on Rs. 50/- Non Judicial stamp paper if the application is being submitted by an authorized person other than the promoter or the owner. <input type="checkbox"/> Location Plan showing access to the site from the major roads <input type="checkbox"/> Location Plan showing access to the nearest Bus Stand, Railway Station and Airport <input type="checkbox"/> Soft copies of the photographs of the building, its façade, the street in which it is located, interiors of the lobby, each of the rooms, dining, and other facilities provided <input type="checkbox"/> Photographs of facilities and caller room to be provided including photos of parking, Wifi, cooking, laundry, phone, first aid kit etc. <input type="checkbox"/> Copy of the approved building plan of the premises <input type="checkbox"/> Stability certificate issued by a Chartered Engineer <input type="checkbox"/> Map highlighting the latitude and longitude of the establishment <input type="checkbox"/> Checklist as per Form-B 	
-----	---	--

(*Options for scanning and uploading the documents for all the above details shall be provided on the online platform)

FORM – 'B'

Check list for approval of registration or renewal of the Bed & Breakfast Establishment and Home stay Establishment.

Sl. No.	Subject / facility	Silver Establishment	Gold Establishment	Certification by the establishment regarding the facilities Yes/No (to be filled in by Applicant)	Observation of the Inspection Agency (to be filled by the Inspection Agency)
(i)	(ii)	(iii)	(iv)	(v)	(vi)
1	Well maintained and well-equipped house with quality carpets/ Area rugs/Tiles or Marble Flooring Furniture, fitting etc. in Keeping with traditional life style.	Desirable	Mandatory		
2	Sufficient parking with adequate road width. (Car/Room)	Desirable	Mandatory		
3	Surveillance cameras	Mandatory	Mandatory		
4	Guest Rooms: Minimum one lettable room and maximum 6 rooms (12 Beds) for Bed & Breakfast Establishment and one lettable room and maximum 3 rooms (6 Beds) for Homestay Establishment. All rooms should be clean, airy, pest free, without dampness and with outside window or ventilation.	Mandatory	Mandatory		
5	Minimum Floor Area sq. ft. for each room	100	120		
6	Comfortable bed with good quality linen & bedding preferably of Indian design	Mandatory	Mandatory		

7	Attached private bathrooms with every rooms along with Toiletries	Desirable	Mandatory		
8	Minimum Size of each bathroom in Sq. ft.	24	40		
9	W.C. Toilet to have a seat & lid toilet paper and water faucet	Desirable	Mandatory		
10	24 hours running hot water & cold water with proper sewerage Connections	Desirable	Mandatory		
11	Water saving taps and Showers	Desirable	Desirable		
12	Well maintained smoke free, clean, hygienic, pest free kitchen	Mandatory	Mandatory		
13	Dining area	Desirable	Mandatory		
14	Good quality cutlery and Crockery	Mandatory	Mandatory		
15	Air-conditioning and heating depending on climatic conditions with room temperature	Desirable	Mandatory		
16	Iron with iron board on Request	Desirable	Mandatory		
17	Internet connection, and wi-fi	Desirable	Mandatory		
18	15 Amp. earthed power socket in the guest room	Mandatory	Mandatory		
19	Telephone with extension facility in the room	Desirable	Desirable		
20	Wardrobe with atleast 4 clothes hangers in the guest room.	Desirable	Mandatory		
21	Shelves or drawers in the guest room.	Desirable	Mandatory		

22	RO and Mineral Water	Mandatory	Mandatory		
23	Good quality chairs, working tables another necessary furniture and television with cable/ DTH	Desirable	Mandatory		
24	Washing Machines and drycleaners in the house with arrangement for laundry and dry cleaning services.	Desirable	Mandatory		
25	Refrigerator in the room	Desirable	Desirable		
26	A lounge or Seating arrangement in the lobby Area	Desirable	Mandatory		
27	Heating and cooling to be provided in enclosed public area.	Desirable	Mandatory		
28	Garbage disposal facilities as per Municipal laws	Mandatory	Mandatory		
29	Acceptance of payment through cash or banker's cheque or D.D.	Mandatory	Mandatory		
30	Acceptance of payment electronic Mode	Desirable	Desirable		
31	Name, address and telephone/ Mobile number of doctors (to be deployed.)	Mandatory	Mandatory		
32	Assistance with luggage on request	Desirable	Mandatory		
33	Fire extinguisher in the establishment	Mandatory	Mandatory		
34	Maintenance of register for guest check-in and checkout records, including passport details in case of foreign tourist / in case of application for renewal.	Mandatory	Mandatory		

35	Whether the Applicant have registered with the Authorities for accommodating foreigners as per the guidelines of the Bureau of immigration and for the submission of Form-C appended to these Guidelines	Mandatory	Mandatory		
36	FSSAI Permit, where applicable	Mandatory	Mandatory		

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 Inspection Agency based on local requirement.

/17/

Form-'C'
FORMAT FOR UNDERTAKING

(to be given by the Owner/ Promoter /Agent/operator of the Establishment)

To,
The Director,
Department of Tourism,
Tamil Nadu Tourism Complex
No.2, Wallajah Road
Chennai-600 002.

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 Bed & Breakfast / Homestay Establishment and hereby agree to abide by me. The information and documents provided are correct and authentic to the best of my knowledge and belief and nothing material has been concealed therein. I am well aware that concealment of facts and giving false information or concealment of facts herein, I will be liable for the civil and criminal action under the relevant provisions of law.

I also undertake that the registration availed by me by furnishing such false information or concealment of facts shall be liable to be summarily be cancelled.

Place:

Date:

Signature of the Owner / Promoter
or his agent / Operator

Name:

Address with contact No., e Mail Id:

**ON Rs.50/- Stamp Paper (as per the applicable value of stamp paper in force)
duly registered by Sub Registrar
(For a minimum period of 4 (four) years from date of application for registration
under the Act)**

SPECIAL POWER OF AUTHORISATION

Know All Men by these presents that I, _____ S/o W/o D/o _____
R/o _____ do here by nominate, constitute and appoint Sh./Smt./Km. _____ S/o W/o D/o
_____ R/o _____ as my true and lawful **AUTHORISED** Person specially for
the following purpose:- That the executants is the absolute owner of property No. _____

1. That the above property is being offered for registration under the Bed & Breakfast Establishment / Home stay Establishment Guidelines of the Government of Tamil Nadu, Tourism, Culture and Religious Endowments Department.
2. I am authorizing Sh./Smt./Km. _____ to be in-charge of the management of the above property for a period of _____ years w.e.f. _____ and I am further authorizing the said Sh./Smt./Km. _____ to apply to the Department of Tourism for registration of the above property as a Bed and Breakfast Establishment / Home stay Establishment. He / She is further authorized to comply with all the statutory obligation of the owner as per the Bed and Breakfast Establishment / Home stay Establishment Guidelines.
3. I further undertake not to revoke this special power of authorization during the above Mentioned period.
4. I do hereby ratify and confirm that all actions done by my said authorised person shall be binding on me in all respects.
5. IN WITNESS WHEREOF, I have signed this Special Power of authorisation in the presence of the following

Witnesses, at _____ on.

WITNESSES:-

- 1.
- 2.

EXECUTANT

The Inspection Agency will scrutinize the application for registration along with details of supporting documents furnished, will recommend for registration or rejection of the application.

CHANDRA MOHAN.B
Principal Secretary to Government

/True Copy/


27/4/2022
Section Officer
E1020
27/4/22

