

HIMACHAL PRADESH HOME STAY SCHEME- 2008



DEPARTMENT OF TOURISM & CIVIL AVIATION,
HIMACHAL PRADESH, SHIMLA 171009

1. Introduction

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 the rural tourist destinations, State Government introduces Home Stay Facilities on the basis of Ministry of Tourism, Government of India "Incredible India Bed and Breakfast scheme. 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 Himachali families to experience Himachali customs and traditions and relish authentic Indian/Himachali cuisine.

Home Stay Units, once approved by Department of Tourism, H.P. 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 to those who would opt for such training.

2. Objective of the Scheme

The Home Stay scheme shall have the following objectives:

- (a) Broaden the stake holder's base for tourism in the State;
- (b) Take tourism to the rural and interior areas of the State;
- (c) Decongest the Urban areas, which cannot support any further tourism load;
- (d) Provide employment and economic values in the interior areas;
- (e) The activity shall be ecologically sustainable.

3. Short Title of Commencement

- i) The scheme shall be called the **"Himachal Pradesh Home Stay, Scheme 2008"**
- ii) This scheme shall come into force from the date of notification.

4. Definition

(i) Home Stay

Any private house located in rural areas of the State in good condition and easily accessible in the country-side i.e. within the **Farm House, Orchards, Tea-Gardens** etc. will primarily qualify under the Scheme. The house shall fulfil the minimum requirement of having one or more room's accommodation subject to a maximum of three rooms to cover under the scheme with attached toilet facility which will be made available to the tourists as Home Stay accommodation. The promoters are at liberty to submit fresh proposals for approval for setting up Home Stay in the country-side under the "Himachal Pradesh Home Stay, Scheme 2008"

(ii) Accommodation:

Accommodation under the scheme would mean the room accommodation of minimum standard sizes with attached toilet facility reasonably furnished and ready for letting out to the tourists/guests as prescribed under the said scheme. The standard size for double and single bed room accommodation is 120 Sq.ft. and 100 Sq.ft. respectively and 30 Sq .ft .for bathroom / toilet.

(iii) Rural areas:

Rural areas means area outside the jurisdiction of a duly constituted urban local body i.e. Municipal Corporation, Nagar Parishad and Nagar Panchayat. SADA's shall not however, be considered an Urban Local body.

5. Eligibility

a) All the new approved Home Stay Units which are approved after the Notification of this scheme and under the provisions of this scheme shall be eligible to claim benefit/exemptions as envisaged here under.

b) As the exemptions under these rules are provided under the discretionary powers of the State Government, hence do not create any claim against Himachal Pradesh Government enforceable in any Court of Law.

c) Only those Home Stay Units will be eligible to avail of these exemptions which follow the instructions/guidelines issued by the Directorate of Tourism under this scheme and also broadly conform to hill architecture and design.

d) Only those Home Stay Units will be eligible where the owner/promoter of the unit alongwith his/her family is physically residing in the same unit.

6. Operation of the Scheme

The scheme shall be operative in the entire rural areas of the State. The incentives/exemptions under the scheme shall be available in the countryside locations of such houses only in rural areas of the State.

Any proprietor/owner of a private house located in a rural area of the State can apply in the prescribed proforma (Annexure-I) to the District

Tourism Development Officer of the Department of Tourism, Himachal Pradesh under whose jurisdiction the area falls for approval/registration of the Home Stay Unit under the Scheme.

The District Tourism Development Officer before registering such Home Stay units must ensure the location, facilities, surrounding environment, hygiene, cleanliness, security, architectural designs and safety of the tourist.

Home Stay units which are near the HPTDC units, the professionals of HPTDC will impart training to the owners/staff of the Home Stay units. Concerned DTDO'S will organise such training programmes. Department of Tourism shall also print a brochure of the registered Home Stay units and also publicise through website and also release print advertisements.

A committee consisting of District Tourism Development Officer or any other officer of the Department of Tourism, Himachal Pradesh, Area Manager, HPTDC concerned of the area and leading hotelier/Travel Agent/Tour Operator (to be constituted by the DTDO) or any officer of the area will inspect the premises being offered and in the event of its being found suitable, the Distt. Tourism Dev. Officer will approve/register the Home Stay Unit. The committee will also approve the rates proposed by the owner in his/her application.

7. Incentives/Exemptions

- a) The relaxation of taxes/fees (as detailed below) for Home Stay Tourism Units in the rural areas has been provided in order to diversify the tourists from oversaturated areas to other areas and to give a boost to Home Stay and rural tourism to ensure participation of

villagers in the sector and make it a House hold affair. Under the said scheme, Home Stay Units in rural areas will be registered by the Department of Tourism and will be provided following incentives/exemptions:

- (i) Town & Country Planning Department will charge no change of land use fees from the registered Home Stay units;
- (ii) Home Stay units would be exempted (upto three rooms) from Luxury and Sales tax/Vat.
- (iii) Domestic rates for electricity would be charged from the registered Home Stay Units and
- (iv) Domestic rates of water would be charged from the registered Home Stay Units.

The exemptions sought above are imperative in order to encourage ordinary house - owners in rural areas to adopt the Home - Stay model. Only Home Stay Units duly registered with the Tourism Department would be eligible for the above incentives.

8. Responsibility of the House Owner under the Scheme:

- (1) Every Home Stay Unit owner shall get the unit registered with the Department of Tourism H.P and follow the guidelines framed there under for the Himachal Pradesh Home Stay, Scheme 2008 which shall be binding on the owner of the Home Stay Unit.
- (2) The owner of the Home Stay Unit shall at all times maintain the minimum standards of the cleanliness, sanitation, quality food etc.

- (3) The owner will charge the rates approved by the department at the time of registration from the tourists. Rates shall be revised once in two years by the committee on application by the owner.
- (4) In case, of overcharging, un- hygienic conditions, misbehaviour, malpractices failure to maintain required standards etc. the registration of the Home Stay unit will be cancelled after giving a reasonable opportunity to the owner. The cancellation will be done by the concerned Distt. Tourism Development Officer.
- (5) The owner shall maintain a register for letting out the rooms to the tourists, which can be inspected by the concerned Distt. Tourism Development Officer. The register will have the same format as those presently being used in the Hotels/ Guest Houses.
- (6) The owner shall maintain a bill book/ Home Stay pad for issuing the bills to the tourist's with a stamp.
- (7) The owner shall display a registration certificate and rate list issued by the department at the counter of the Home Stay unit for the information of the tourists.
- (8) All the Home Stay Unit holders shall to submit Form C with passport details to the nearest Police Station as done by the hotels accommodating foreign tourists.

9. Registration of the Home Stay:

The registration of Home Stays Units will be done as per the instructions framed at Annexure II. Distt. Tourism Development Officer will issue a Registration certificate and rate list to the Home Stay Unit. H.P.

Tourism Development and Registration Act, 2002 will not be applicable for the registration of Home Stay Units.

The registration of the Home Stay Units will be renewed after five years. If the owner wants to cancel the registration of the unit, he/she may apply to the concerned Distt. Tourism Development Officer on a simple paper.

Procedural formalities required for the Home Stay Unit as well as registration stage is detailed at Annexure- II attached and in the checklist.

10. Assistance in Reservation/Marketing:

The department of Tourism shall list on its web site, free of charge, the approved Home Stay units on an application by the owner. HPTDC shall also include them in their online Reservation system, on payment of commission as fixed by HPTDC from time to time.

ANNEXURE-I

APPLICATION FORM UNDER THE HOME STAY SCHEME, 2008

1. Name & address of the applicant (entrepreneur) :
 - a) Tel. no
 - b) Fax
 - c) E-mail
 - d) Mobile No. of the promoter

2. Father's Name:

3. Name of the proposed Unit with location(state whether adding new rooms to the existing house with toilets facility or totally a new project:
Distance of the Home Stay 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

4. Area of the existing house land for the project (attach the revenue papers) :

5. Land measuring _____
situated at Khasra No. _____
in Mohal _____
village _____ Patwar Circle
Tehsil Distt. _____ H.P.

6. House:
 - (a) Area (in sq. metres) with title - owned/
leased (copies of sale/ lease deed to be

enclosed)

(b) Number of rooms and area for each type of room in sq.ft. (single/double/suites)

(c) Number of attached baths

(d) Details of public areas for the following facilities in sq. ft.

(e) Lobby/lounge

(f) Dining space

(g) Parking facilities

(h) Additional facilities available if any (not mandatory)

(i) Eco -friendly facilities

(ii) Facilities for disabled persons

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

7. Affidavit in case of co-sharer of house/land proposed for the Home Stay.

8. Details of the accommodation to be registered:

9. Photographs of the building, including interiors: (At least two photographs of the unit from outside, rooms, lounge, interiors etc.)

10. Rates to be charged for each Room:

11. Details of the nearest Hospital/ Dispensary (Allopathic as well as Aurvedic)

Dated:

(Sign of Applicant)

ANNEXURE II
LIST OF DOCUMENTS REQUIRED AT REGISTRATION STAGE IN
RESPECT OF HOME STAY SCHEME, 2008

1. Application for registration.
2. Inspection report
by District Tourism Dev. Officer or
any other officer of
the Department.
3. Revenue papers.
4. Undertaking from the owner under
Clause 8 of the scheme on a Stamp Paper
in the shape of affidavit:
5. Registration fee of Rs.100/-/
Renewal fees Rs. 100/-
6. Signature on the register
7. Signature in the Bill Book/Home Stay pad

Undertaking:

I have read and understood all the terms and conditions mentioned in the Home Stay scheme (specifically in section 8 of the scheme) also with respect to the approval and registration of the Home Stay 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:

Checklist for Approval & Registration of Home Stay Unit

<u>Sr. No.</u>	<u>Requirement</u>
1.	Certification by the Establishment regarding the Facilities Yes /No
2.	Observations of the Committee Well maintained and well equipped house
3.	Parking with adequate road width.
4.	Guest rooms: All rooms should be clean, airy, pest free, without dampness and with outside window/ ventilation.
5.	Minimum floor area in sq. ft. for each room.
6.	Comfortable bed with good quality linen & bedding preferably of Hill design.
7.	Availability of bathrooms
8.	Minimum size of each bathroom in square feet.
9.	WC toilet to have a seat and lid, toilet paper.
10.	Availability of running hot & cold water
11.	Water saving taps/shower

12. Well maintained smoke free, clean, hygienic, pest free kitchen.
13. Dining area serving fresh Continental or traditional Indian breakfast.
14. Good quality cutlery and crockery.
15. Wardrobe with at least 4 clothes hangers in the guest room.
16. Shelves or drawer space in the guest rooms.
17. Availability of aqua guard/mineral water facility.
18. Good quality chairs, working table and other necessary furniture.
19. Washing Machines/dryers in the house or arrangements for laundry/dry cleaning services.
20. A lounge or seating arrangement in the lobby area.
21. Heating and cooling to be provided in enclosed public rooms.
22. Garbage disposal facilities as per Municipal laws.
22. Acceptance of cash/cheque/ D.D.

23. Name, address and telephone number of doctors.
24. Left luggage facilities.
25. Assistance with luggage, on request.
26. Maintenance of register for guest check-in and check-out records including passport details in case of foreign tourists.

Note: All the above items are not mandatory, however, the committee while inspecting will inspect the above requirements before recommending the unit for registration in order to facilitate the tourists to avoid any inconvenience to them during their stay.