



JHARKHAND TOURIST HOME STAY SCHEME - 2009

1. Introduction

- 1.1 With the aim of providing comfortable and standard Home Stay facilities for the tourists and to supplement the availability of accommodation at various tourist destinations, State Government introduces Jharkhand Tourist Home Stay Scheme, 2009 on the basis of Ministry of Tourism, Government of India "Incredible India Bed and Breakfast scheme.
- 1.2 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 local families to experience the local customs, traditions and relish authentic Indian and local cuisine.
- 1.3 Home Stay Units, once approved by Department of Tourism, Jharkhand 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.
- 1.4 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 Jharkhand Tourist Home Stay Scheme, 2009 shall have the following objectives:

- 2.1 Broaden the stake holder's base for tourism in the State;
- 2.2 Take tourism to the rural and interior areas of the State;
- 2.3 Decongest the Urban areas, which cannot support any further tourism load;
- 2.4 Provide employment and economic values in the interior areas;
- 2.5 The activity shall be ecologically sustainable and responsible.

3. Short Title, Commencement and extent

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- 3.1 The scheme shall be called the “**Jharkhand Tourist Home Stay Scheme, 2009**”
- 3.2 This scheme shall from the date of its come into force notification in the official gazette.
- 3.3 This scheme shall be effective within the whole jurisdiction of the State of Jharkhand.

4. Definition

4.1 Home Stay Unit

Any private house located in the State in good condition and easily accessible in the country-side i.e. within the **Farm House, Orchards**, 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 Five rooms to cover under the scheme with each room having separate 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 “Jharkhad Home Stay Scheme, 2009”

4.2 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.

4.3 District Tourism Development Officer

District Tourism Development Officer means the Deputy Commissioner of the concerned district or any other officer, not below the rank of additional collector of the same district, authorised by the Deputy Commissioner of the concerned district.

or

Any Gazetted officer notified by the Department of Tourism, Govt. of Jharkhand

- 4.4 Prescribed means as prescribed by the Department of Tourism, Government of Jharkhand from time to time through notification, circular, order etc.



5. Eligibility

- 5.1 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.
- 5.2 As the exemptions under these rules are provided under the discretionary powers of the State Government, hence do not create any claim against the Government of Jharkhand enforceable in any Court of Law.
- 5.3 Only those Home Stay Units will be eligible to avail of these exemptions, which follow the instructions/guidelines issued by the Department of Tourism under this scheme.
- 5.4 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

- 6.1 The scheme shall be operative in the entire areas of the State. The incentives/exemptions under the scheme shall also be available in the countryside locations of such houses of the State.
- 6.2 Any proprietor/owner of a private house located in the State applying for registration and classification under the scheme 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

Applications can also be submitted on line through www.jharkhandtourism.in

- 6.3 This scheme will be categorized as follows :

- (a) Silver
- (b) Gold
- (c) Platinum

6.3.1 The application fees payable for registration and classification/reclassification will be



as follows. The demand draft will have to be payable to Department of Tourism,

Government of Jharkhand.

<u>Star Category</u>	<u>For Classification / Reclassification</u>
Silver	Rs. 1,000 /-
Gold	Rs. 3,000 /-
Platinum	Rs. 5,000/-

6.4 The Home Stay Units will be classified following two stage procedure.

6.4.1 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.)

6.4.2 The quality of facilities and services will be evaluated by the District Registration and Classification Committee. Due preference will be accorded to such homes, which are able to provide Indian experience by way of Indian decor, authentic and exotic Indian cuisine etc.

6.5 Classification will be valid for three years from the date of issue of orders or in case of reclassification from the date of expiry of the last classification provided that the application has been received within the stipulated time i.e. three (3) months before the expiry of the last classification.

6.6 Once an establishment applies for classification/re-classification, it will have to be ready at all times for inspection by the District Registration and Classification Committee.

No requests for deferment of inspection will be entertained.

6.7 The type of meals 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.

6.8 The District Tourism Development Officer, as specified in the guidelines, would ensure conduct of inspection of the premises applied for within 30 days of filing of such application before registering such Home Stay Units and would ensure the location, facilities, surrounding environment, hygiene, cleanliness, security, architectural designs and safety of the tourist.

6.9 A District Registration and Classification Committee consisting of District Tourism Development Officer, an officer nominated by the Department of Tourism, Jharkhand, the Chief Executive Officer/Special officer/Secretary of the local body concerned of the area and leading hotelier/Travel Agent/Tour Operator to be nominated by the



Deputy commissioner of the concerned district will inspect the premises being offered and in the event of its being found suitable, the District. Tourism Development Officer will approve/register the Home Stay Unit.

The committee will also approve the rates proposed by the owner in his/her application.

6.10 Any deficiency / rectification pointed out by the District Registration and Classification Committee will have to be complied within the stipulated time, which will be intimated in consultation with the representative/representatives of the establishment during inspection.

Failure to do so will result in rejection of the application.

6.11 The Committee may recommend registration in a category either higher or lower than the one applied for. In case the category applied for is lower 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 there will be no refund of extra classification fee.

6.12 The Home Stay Units will be expected to maintain required standards at all times. The concerned District Tourism Development Officer of the district could authorize a surprise inspection of the establishment at any time without previous notice.

6.13 Any change in the facilities of the Home Stay Units will have to be informed to the concerned District Tourism Development Officer, within 30 days. If any violation of this comes to the notice of the committee, then the classification will stand withdrawn/terminated.

6.14 In case of being dissatisfied with the decision of District Registration and Classification Committee, the establishment may appeal to Secretary, Department of Tourism, Government of Jharkhand for review and reconsideration within 30 days of receiving the communication regarding classification / reclassification.

No requests will be entertained beyond this period.

6.15 For the Home Stay units, which are near the JTDC units, the professionals of JTDC will impart training to the owners/staff of such Home Stay units against payment of prescribed fees. Concerned District Tourism Development Officer 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.

6.16 The District Tourism Development Officer shall furnish the list of such registered Home Stay units every quarter to the Department of Tourism, Government of Jharkhand for necessary updating and data compilation in the prescribed format. (Annexure IV) and the list of tourist arrivals in such registered Home Stay Units (Annexure V)



7. Incentives/Exemptions

- 7.1 The relaxation of taxes/fees (as detailed below) for Home Stay Tourism Units has been provided in order to diversify the tourists from oversaturated areas to other areas and to give a boost to Home Stay to ensure participation of local inhabitants in the sector and make it a household affair.

Under the said scheme, Home Stay Units will be registered by the Department of Tourism and will be provided following incentives/exemptions:

- 7.1.1 The concerned local bodies under the Urban development Department will charge no change of land use fees from the registered Home Stay units;
- 7.1.2 Home Stay units would be exempted (up to five rooms) from Luxury and Sales tax/VAT.
- 7.1.3 Domestic rates for electricity would be charged from the registered Home Stay Units and
- 7.1.4 Domestic rates of water tax would be charged from the registered Home Stay Units.
- 7.2 The exemptions sought above are imperative in order to encourage ordinary house owners 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:

- 8.1 Every Home Stay Unit owner shall get the unit registered with the Department of Tourism, Jharkhand and follow the guidelines framed there under for the Jharkhand Tourist Home Stay Scheme, 2009, which shall be binding on the owner of the Home Stay Unit.
- 8.2 The owner of the Home Stay Unit shall at all times maintain the minimum standards of the cleanliness, sanitation, quality food etc.



8.3 The owner will charge the rates approved by the District Registration and Classification Committee at the time of registration from the tourists. Such rates shall be revised once in two years by the committee upon the application filed by the owner.

8.4 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 District Tourism Development Officer.

8.5 The owner shall maintain a register for letting out the rooms to the tourists, which can be inspected by the concerned District Tourism Development Officer. The register will have the same format as those presently being used in the Hotels/ Guest Houses.

8.6 The owner shall maintain a bill book/ Home Stay pad for issuing the bills to the tourist's with a stamp.

8.7 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.

8.8 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.

8.9 All the Home Stay Unit holders shall submit the quarterly return of all the tourists, who have availed of such accommodation facility in the prescribed format (Annexure -V) to their respective District Tourism Development Officer.

9. Registration of the Home Stay Units :

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

9.2 All the Home Stay Units will be given a nine - digit registration number in the following code:

1	2	3	4	5	6	7	8	9
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- Where 1,2,3 denotes the registration number in the said district
- 4 denotes the category of accommodation – Platinum (P) Gold (G) or Silver (S)



- 5,6 denotes the year of registration
- 7,8,9 denotes the district of location where the districts are given code as per Annexure - VI

- 9.3 The registration of the Home Stay Units will be renewed after three years.
- 9.4 If the owner wants to cancel the registration of the unit, he/she may apply to the concerned District Tourism Development Officer on a simple paper.
- 9.5 Procedural formalities required for the Home Stay Units for registration are detailed at Annexure-II attached and in the checklist.

10. Assistance in Reservation/Marketing:

- 10.1 The department of Tourism shall exhibit on its website, free of charge, the approved Home Stay units on an application by the owner.
- 10.2 Jharkhand Tourism Development Corporation shall also include them in their online Reservation system, on payment of commission as fixed by Jharkhand Tourism Development Corporation from time to time.

11. POWER OF THE STATE GOVERNMENT:

- 11.1 Notwithstanding anything contained in the foregoing paragraphs of the Jharkhand Tourist Home Stay Scheme, the Department of Tourism Jharkhand by issuance of notification in the official gazette may amend or withdraw any of the provisions and/or the schemes mentioned herein above.
- 11.2 If any difficulty arises in giving effect to provisions of the Jharkhand Tourist Home Stay Scheme and/or if any dispute arises about the interpretation of any provisions of the said policy, the same be referred to the Chief Minister through Chief Secretary and thereon the decision taken shall be final.

Order: It is hereby ordered that the copy of this resolution be published in the Special Jharkhand Gazette and wide publicity be given and be circulated among all Department/Heads of the Department.



By the order of the Governor of Jharkhand.

(Arun Kumar Singh)
Secretary,
Department of Tourism,
Jharkhand, Ranchi

Annexure-I

Application format for Jharkhand Tourist Home Stay Scheme 2009

- 1) Name of the Home Stay Unit (HSU)
- 2) Category applied for.
- 3) Name and address of the promoters/owners with a note on their background.
- 4) Complete postal address of the Bed & Breakfast Establishment.
 - a) Tel. No.
 - b) Fax
 - c) E-mail
 - d) Mobile No. of the promoter
- 5) Distance of the Home Stay Unit 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 Home Stay Unit ;
 - (a) Area (in sq. meters) with title-owned/leased
(copies of sale/lease deed revenue papers regarding ownership/house tax receipts to be enclosed)
 - (b) Whether building plan approved from local authorities
(copy to be enclosed)



- (c) Whether clearance obtained from the Police Authorities regarding the antecedents of the owner/owners and the proposed activity (copy to be enclosed) Verification to be done on the basis of two references given by the house owners.
 - (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 able persons
 - (h) Details of Fire Fighting equipment/hydrants etc, if any
 - (i) Whether affidavit in case of co-sharer of house/land has been submitted.
 - (j) Whether affidavit of acceptance of regulatory conditions has been submitted in the prescribed Performa.
7. Details of payment of application fee
 8. Checklist details as per Annexure-II (enclose a copy of the checklist duly certified that the facilities are available in the establishment)
 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)



Checklist for approval & registration of Home Stay Unit

Sl. No.	General	Silver	Gold	Platinum	Certification by the establishment regarding the facilities yes/no	Observations of the District Registration and 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	M		
2.	Sufficient parking with adequate road width.	**D	D	M		
3.	Guest rooms : Minimum one let table room and maximum 5 rooms (10 beds). All rooms should be clean, airy, pest free, without dampness and with outside window/ventilation.	M	M	M		
4.	Minimum floor area in sq. ft. for each room.	120	120	200		
5.	Comfortable bed with good quality linen & bedding preferably of Indian design.	M	M	M		
6.	Attached private bathrooms with every room along with toiletries.	M	M	M		
7.	Minimum size of each bathroom in sq. ft.	30	30	40		



8.	WC toilet to have a seat and lid, toilet paper.	M	M	M
9.	24 hours running hot & cold water with proper sewerage connections.	D	M	M
10.	Water saving taps/shower.	D	D	M
11.	Well maintained smoke free, clean, hygienic, odor free, pest free kitchen.	M	M	M
12.	Dinning area serving fresh Continental and/or traditional Indian breakfast.	M	M	M
13.	Good quality cutlery and crockery.	M	M	M
14.	Air-conditioning/heating depending on climatic conditions with room temp. between 20 to 25 degrees Centigrade in the offered room.	D	M	M
15.	Iron with iron board on request.	D	M	M
16.	Internet Connection.	D	D	M
17.	15 amp earthed power socket I the guest room.	M	M	M
18.	Telephone with extension facility in the room.	D	D	M
19.	Wardrobe with at least 4 clothes hangers in the guest room.	M	M	M
20.	Shelves or drawer space in the guest rooms.	M	M	M
21.	Complimentary aqua-guard/RO/mineral water.	M	M	M
22.	Good quality chairs, working table and other necessary furniture.	M	M	M



23.	Washing Machines/dryers in the house with arrangements for laundry/dry cleaning services.	D	D	M
24.	Refrigerator in the room.	D	D	M
25.	A lounge or seating arrangement in the lobby area.	D	D	M
26.	Heating and cooling to be provided in enclosed public rooms.	D	D	M
27.	Garbage disposal facilities as per Municipal laws.	M	M	M
28.	Acceptance of cash/cheque/D.D.	M	M	M
29.	Message facilities for guests.	M	M	M
30.	Name, address and telephone number of doctors.	M	M	M
31.	Left luggage facilities.	D	D	M
32.	Assistance with luggage, on request.	D	D	M
33.	Safekeeping facilities in the room.	D	D	M
34.	Smoke/heat detectors. in the house.	D	D	M
35.	Security guard facilities.	D	D	M



36.	Maintenance of register for guest check-in and check-out records including passport details in case of foreign tourist.	M	M	M
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* 'M' stand for mandatory.

** 'D' Stand for desirable.

Note :- The grading in the various categories will depend upon the quality of accommodation facilities and services provided.

Annexure-III

Format for Undertaking

To,
 The District Tourism Development Officer,
(District)

UNDERTAKING

I have read and understood all the terms and conditions mentioned in the guidelines with respect to the approval and registration of the Jharkhand Tourist Home Stay Scheme, 2009 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

JHARKHAND TOURIST HOME STAY SCHEME - 2009

Quarterly Report of New Registrations

Annexure IV

Sl. No	Details of the Applicant				Date of Application	Date of Inspection	Registration No	Details of the Home Stay Unit			Tariff			
	Nam	Postal	e-mail	Telephone				Locatio	Rom	No	AC	Non	othe	



				Phon e	Fax										

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Quarterly Report of Tourist Arrivals in the Registered Home Stay Units

Annexure V

Reporting quarter :

District (Name) :

		Arrivals						Details of Foreigners					
Sl. No.	Home Stay Unit (Reg. No.)	State Tourist		Outside State Tourist		Foreigner Tourists							
		No.	Stay Days (No.x days)	No.	Stay Days (No.x days)	No.	Stay Days (No.x days)	Country Name	Male (No)	Female (No)	Children (No)		

Annexure-VI

District Codes

Sl. No.	District (Name)	Code
1.	Ranchi	RNC
2.	Garhwar	GRW
3.	Palamu	MDN
4.	Latehar	LTH
5.	Lohardagga	LDG
6.	Simdega	SMD
7.	Gumla	GML
8.	Khunti	KHT
9.	E. Singhbhum (Jamhedpur)	JSR
10.	W. Singhbhum (Chainbasa)	CHB



11.	Serikella – Kharsawon	SKL
12.	Hazaribagh	HZB
13.	Chatra	CHT
14.	Koderma	KDM
15.	Giridih	GDH
16.	Bokaro	BKR
17.	Ramgarh	RMG
18.	Dhanbad	DNB
19.	Dumka	DMK
20.	Godda	GDA
21.	Pakur	PKR
22.	Sahebganj	SHB
23.	Jamtara	JMT
24.	Deoghar	DGR