

Guidelines for Homestay

Tourism Department
Bodoland Territorial Council (BTC) (*Form D*)

1. Maintenance: All areas of the house, including the compound, garden, furniture, equipment, fixtures, and fittings, should be well-maintained to meet the tourism standards set by the department.
2. Parking: Adequate and secure parking arrangements should be available for guests.
3. Front Sitting Area/Hall
 - a. Arrangement and Comfort: The front sitting area or hall should be arranged in a welcoming manner to accommodate guests comfortably.
 - b. Cleanliness and Space: It should be clean, spacious, and well-maintained.
 - c. Ventilation and Lighting: Ensure adequate ventilation and provide sufficient natural or artificial lighting.
 - d. Furniture and Seating: Furnish the area with good-quality furniture that suits the theme of the homestay.
4. Bedroom/Sleeping Area
 - a. Proper Sleeping Arrangement: Provide a bedroom or proper sleeping area with an attached bathroom.
 - b. Space and Cleanliness: The sleeping area should be spacious, clean, well-ventilated, and well-maintained.
 - c. Safety and Privacy: Ensure the safety and privacy of guests, especially within the bedroom.
 - d. Windows and Curtains: Equip windows with suitable curtains or blinds to preserve guest privacy and security.
 - e. Climate Control: Provide electric fans, air conditioners, and blankets. This guideline may not be mandatory for special situations like eco lodges.
 - f. Furniture and Amenities: Include a dressing table with a mirror or a wall-fitted mirror with a shelf, a lockable wardrobe or wall cupboard, cloth hangers, a towel rack (optional), a luggage rack (optional), and a waste-bin.
 - g. Bedding: Offer clean, comfortable bedding that matches the homestay's theme. The bed size should be as specified by the authority. Fresh linen to be provided to the guest.
5. Bathroom
 - a. Cleanliness: The bathroom floor should be clean and hygienic.

- b. **Fixtures and Amenities:** Equip the bathroom with a wash basin, mirror, towel rails, cloth hooks, geyser and other amenities. Provide good-quality, absorbent towels and change them regularly. Provide an iron & ironing board (optional) upon request. Ensure homes with electricity supply have a plug point inside each guest room.

6. Dining Area

- a. **Cleanliness and Maintenance:** Maintain a clean, well-kept dining area with comfortable seating and serving arrangements.
- b. **Quality Utensils:** Stock the dining area with adequate cutlery, crockery, tableware, and table linen, or authentic materials serving the same purpose.

7. General Requirements

- a. **Guest Register:** Maintain a detailed guest register including names, addresses, contact details, passport numbers/national identity card numbers, dates of arrival and departure, and guest signatures. Issue valid receipts for all transactions and keep accurate records.
- b. **Water Supply:** Ensure a clean, hygienic, and uninterrupted water supply for guests.
- c. **Food and Cooking Facilities:** If meals are provided, offer a menu with food items and meal types along with their charges.
- d. **Bedding and Linens:** Keep an adequate stock of good-quality bedding, towels, cutlery, crockery, and glassware.
- e. **First Aid:** Ensure first aid facilities are available.
- f. **Lighting:** Keep pathways, stairs, and surroundings well-lit for safety.
- g. **Garbage Disposal:** Store garbage in covered bins until proper disposal.
- h. **Transportation:** Arrange for vehicle hire for guest excursions / safaris and transfers when needed.
- i. **Medical Assistance:** Ensure there is a way to contact a qualified medical officer or nearby hospital in case a guest falls ill. It is advisable to have emergency contact with the nearest health centre.
- j. **Accessibility:** Make the homestay as accessible as possible for differently abled guests.
- k. **Power Backup:** Provide power backup with solar charging or inverter facilities.
- l. **Homestay units are required to uphold the prescribed standards at all times. Bodoland Tourism Department officials may conduct surprise inspections of the premises without prior notice. If a homestay fails to maintain the required quality, service standards, hygiene conditions, or engages in misbehavior or malpractices, upon recommendation by the Committee, may cancel the registration after allowing a**

reasonable period for rectification.

- m. Any guest complaint regarding accommodation at any homestay establishment will be thoroughly investigated. If the homestay is found to be at fault, the Tourism Department may pursue legal recourse against the proprietor based on terms of the agreement signed between the Department of Tourism, BTC and Proprietor.
- n. Any changes in facilities, refurbishments, upgrades, or extensions must be communicated in writing to the Tourism Department. The proprietor can only proceed after the permission is granted from the prescribed authority.
- o. Registered homestay units are authorized to market and promote their respective units and activities.
- p. The Department of Tourism will organize periodic training programs on hospitality services to ensure homestay establishments provide adequate service and facilities for tourists. Homestay owners are required to attend these programs without fail.
- q. "Engaging in any illegal practices in accommodation, such as operating without proper licenses, failing to adhere to safety and health regulations, crime activity like Prostitution, providing false information to guests, or discriminating against individuals based on race, gender, religion, or nationality, is strictly prohibited and subject to severe penalties including fines, suspension, or ban of the operating license."

(Form D)
APPLICATION FORM

FOR REGISTRATION / RENEWAL
OF
NEW OR EXISTING HOMESTAY / BED & BREAKFAST

To,

The prescribed Authority
Director cum CHD
Tourism Department,
BTC
Kokrajhar- 789970

Photo of
the
applicant

Sir,

I/We request that I/We may be registered as a Homestay/Bed and Breakfast under the Bodoland Tourism Registration of **Tourist Trade SOP, 2024**. The particulars are as under,

New Registration

Renewal

In case of Renewal, enter Certificate No.:

Operated by: Company / Individual (✓)

1. Details of the person/company authorized to manage the establishment.

Name			
Address			
Police Station		Postal code	
Pan Card		Mobile no.	
Aadhaar			
Email		Office No.	

2. Applicant Permanent resident of BTR: _____ (Yes/No)

3. Name of the proprietors in case of company, authorized signatories (in case partners name of all the partners)

SR.NO	NAME	MOBILE	PAN CARD	AADHAAR

4. Details of Homestay Establishment /with Postal Address

Name of the Homestay: _____

Full Address: _____

Name of the Manager: _____

Mobile No: _____

5. Area for operation of Homestay:

Taluka: _____

Place: _____

6. Hotel Premises: Owned On Lease

7. Traditional Cuisine Served: Yes No

8. Single Bedroom: Yes No

9. Double Bedroom: Yes No

10. Other Details

Facility	Availability (Yes/No)
Parking	
Wi-Fi	
Air Conditioning	
Room Service	
Laundry Service	
Fitness Centre	
Conference rooms	
Spa	

11. Operational Hours:

12. Total Number of Rooms:

*Whether Attached Bathroom: Yes No

13. Plot Area Sq.mtrs:

14. Covered Area Sq.mtrs

(For Office use only)

DATE*: _____

Undertaking

I _____ hereby state that I have read and shall strictly abide by the “Terms and Conditions” governing the registration/renewal of Homestay Keeper as stated in the Tourism Department’s Registration of Tourist Trade SOP 2024 and rules made thereunder, Bodoland Tourism, direction issued by the Bodoland Territorial Council, Management Authority (Tourism Department, BTC), including all amendments and all other orders relating to the Registration of Homestay in BTR from time to time. In case of default/violation or breach or non-compliance by me to any of the terms and conditions of the SOPs/Rules/Policy or

any violation as are prohibited under prevailing laws, will lead to immediate cancellation of the Registration/License/NOC and Fees/Security Deposit if paid would be forfeited to Government treasury and necessary action would be taken up against me by the department.

Place: _____

Signature of Director/Partner: _____

Date:

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For Office Use Only

Application Received On: _____

Verified By: _____

Remarks: _____

Approval Status: Approved / Rejected

Date of Approval: _____

Registration Number: _____

Checklist

- · **Application Form:**
- · **Proof of Ownership:**
- · **Identity Proof:**
- · **Photographs:**Recent passport-sized photographs of the owner. Clear photographs of the homestay property (exterior and interior).
- · **NOC from Local Authorities:**
- · **Fire Safety Measures:**
- · **Sanitation and Hygiene:**
- · **Accommodation Details:**
- · **Tariff Structure:**
- · **Training Certificates:**Proof of attendance in any training provided by the Tourism Department, BTC (if applicable).
- · **Waste Management Plan:**
- · **Insurance:** Copy of insurance coverage for the property (if available).