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PART-I

Notifications, Orders and Declarations by Haryana Government

HARYANA GOVERNMENT

TOURISM DEPARTMENT

Notification

The 16th August, 2024

No.4/11/2024-6Pro-1.—

THE HARYANA HOME STAY (Amendment) SCHEME, 2024

Introduction

Home Stay means offering rooms in the home of the owner/family for stay on commercial basis at reasonable prices. Those home owner/family who have additional space in their homes, and the addition space is also available for letting out to guests, can offer these rooms at fixed rates to tourists along with full boarding. Thus, Tourists get clean and affordable place to stay and eat food with an added experience of local custom, cuisine etc. The offer of homely food and home environment is also a magnet for those looking for extended stay and those who are more comfortable in such homely environment rather than the commercial environment of hotels. It is also Imperative that such rooms have an ethnic look and reflect the local culture and values in a modern and comfortable setting. This would allow tourists to imbibe local culture, cuisines and ambience while also enabling the home owner/family to supplement his income and put his unutilised resources in economically beneficial use.

Definition:

The aim and objective

Tourism offers several benefits to economy *i.e.* employment, valuable foreign exchange, showcasing of traditional arts, crafts and skills, etc. But traditional accommodation offered in hotels or resorts lack in offeringsuch experiences to tourists. The aim of the home stay scheme is toenlarge the market by making more accommodation/ rooms on offer as well as reducing the price-point of offering such accommodation to tourists. The scheme will also boost decentralization of benefits of tourism to large number of people who have properties available for use and such property requires little investment to offer it as tourist accommodation. The scheme also aims to provide common advertising or marketing platform as well as basic training in hospitality. From tourist point of view, the scheme will provide a lot of options of accommodation at various locations at competitive price-points. Customers who want longer stay will also benefit from such scheme. The home owner/family owner is supposed to provide home cooked food, stay facilities and show the visitor the agricultural practices such as floriculture, harvesting, bee keeping, dairying etc. and introduce to him the village way of life through various participatory activities. The visitor gets an exposure of local community life.

Under this scheme, it is targeted to open/register one Home Stay Unit in each block of the District and it is estimated that it will generate employment at least five persons in each home stay unit and would cover 75% of geographical area of Haryana State. It is also targeted that we will register at least 200 Home Stay Units in Haryana within one year by giving wide publicity.

The Scheme

1. The scheme is named "The Haryana Home Stay (Amendment) Scheme, 2024".
2. The scheme is applicable from the date of issuance of this notification.
3. The scheme shall be applicable over entire geographical area of State of Haryana except the areas falling within the boundaries of Municipal corporations, councils & committees.
4. Any house/home having up to five rooms shall be considered under the Scheme subject to fulfilment of other conditions. The Accommodation room means the reasonably furnished room of minimum size in good condition, which is ready to be let out to tourist/guests.

Eligibility conditions

1. Any home owner/family owner can register a maximum of five fully owned accommodation/rooms at a single location under the scheme. All rooms must be in the same house. All registered rooms should be available for letting out.
2. At least one of the family member must be physically staying in the same house.
3. Only those Home Stay Units will be eligible where the Home Owner/Family Owner of the unit is residing physically in the same unit. At the time of stay of guest/tourist at least one of the family member must be physically staying in the same house.
4. All benefits under the scheme are applicable to the eligible applicants. Any breach will automatically result in deregistration, denial of benefits and recovery of subsidy.
5. The home must have proper approach and access.
6. All the duly registered Home Stay Units under the provision of this scheme shall be eligible to claim benefit of the exemptions as envisaged hereunder.
7. Only those Home Stay Units will be eligible to avail of these exemptions which follow the instruction / guidelines issued by the Department of Tourism under this scheme from time to time.
8. The Home Stay Unit must have First-Aid Kit.
9. The Home Stay Unit must have fire extinguisher.

Incentive/Exemptions

The house selected for home stay can avail loan from any scheduled commercial bank for refurbishing or renovation of rooms offered for Home Stay. The interest subsidy will be reimbursed for a period of maximum three years subject to condition that the home owner shall not default on any instalment of the bank. Thereby, meaning Department of Tourism will reimburse 100% of the interest amount paid by the applicant to the bank up to maximum 3 years of loan time-period. The maximum loan amount shall be Rs. 3.00 lakh per Room subject to a maximum of Rs. 15.00 lakh per unit. The Department will facilitate the owner to get the loan from banks under the Mudra Scheme. Any homeowner can register only one house (max 5 rooms) under this scheme. Any loan taken before registration under scheme will not be eligible for any subsidy.

Registered Home Stay Units in Rural areas will be provided following exemptions:

- I. Home Stay Units would be exempted from Local taxes.
- II. Domestic Rates for electricity would be charged.
- III. Domestic Rates of water will be charged.

Inspection(s)

Such applications which will come under this scheme will be physically inspected by the committee of the following officers in the district:

Additional Deputy Commissioner (ADC)	Chairman
Sub Divisional Magistrate (SDM)	Member
Block Development and Panchayat Officer (BDPO)	Member
Principal, IHM of nearby district	Member

ADC of the district as the chairman will be fully competent to approve such cases and after such approval shall send the list to Director Tourism office via email on tourism@hry.nic.in

Village Culture

Community participation is a very important part of this concept as the scheme envisaged visit to the village, interaction with local people and attending village functions *i.e.* functioning of Village Panchayats, cattle Management, waste management, local architecture, field visit giving a farm house experience. Tourists get an exposure of local community life which means experiencing an exposure of local songs, local culture, trek, potteries,

food, local drink, dances, art & craft etc. The tour of village includes visiting the local artisans like the carpenter, blacksmith etc. The visitors can have experience of festival occasion such as marriage and local melas. They can also participate or witness village games such as camel cart ride, bullock ride, artisans display, mehndi, folk music and dance, village safari, wrestling, gulidanda, kite flying, ride on tractor etc.

Marketing and Promotion

- I. Department of Tourism/HTC will publish on its website (free of charge) the list of all such approved Home Stay Units. Brochures, leaflets, amongst other publicity materials will be developed and disseminated at suitable public places.
- II. Department will Launch aggressive campaigns on social media platforms like Facebook, Twitter, Youtube, Instagram etc. for promoting Home Stays in the State.
- III. Haryana has strong flair for cultural fairs and festivals which have immense potential to attract tourists. Home Stay based tourism activities will be promoted in major fairs and festivals of the State to ensure economic benefit to the local community.
- IV. Department will facilitate the Home Stay service providers and online platforms/ aggregators to provide market linkage to home owner for attracting a wider range of market segments including young people, families and international tourists.
- V. The Department of Tourism will display district wise detail of Home Stay Units on the Haryana Tourism Portal and on district website for its wide publicity.
- VI. The Department of Tourism will prepare separate logo for display on the registered Home Stay Unit.

Capacity Building

A training of the eligible selected home-stay owners will be provided by the Haryana Tourism under Skill Development Mission in the concerned, IHM on payment of prescribed fees. The training shall include skills in bed-making, cleanliness & hygiene, serving, etiquettes, courtesy, communication skill, accounting, registration of Home etc. IHM may include booking aggregator also in the training.

Responsibility of Home owner

1. Home Owner will be responsible for safety and security of guest.
2. Home Stay Owner/family owner must pay all Government taxes, dues, fees, charges etc. timely and regularly. All applicable laws, rules, codes, regulations, instructions, circulars must be both respected and followed.
3. The Home Stay owner/family of home stay units shall at all times, maintain the reasonable standard of cleanliness, sanitation, hygiene, food, accessories of the room etc.
4. Home owner/family shall maintain the register of guests and their details along with ID proofs. Information of the register must be made available to Tourism Department or local administration, when asked. Payment shall be preferred in any of the digital or offline mode.
5. Home owner/family shall display the registration certificate.
6. For foreign tourists, local police station shall also be informed.
7. They must not allow any suspicious or anti-social or antinational activity to take place from their premises.

Terms and Conditions for Registration of Home Stays

1. All applications for registration must be complete in all aspects including application form, registration fee, certificates, amongst others. Incomplete applications shall be summarily rejected. Online application will also be acceptable.
2. If the Home Stay Owner/family of the Home Stay unit wishes to cancel the registration, he/she may apply to the Director Tourism by giving reason in writing.
3. The Home Stay Unit will be expected to maintain required standards at all times.
4. Hostels, Guest Houses, Club Houses, paying guest accommodation or any other such type of accommodation where the owner/promoter of the home stay unit along with his/her family doesn't reside within the same property are not eligible under this scheme.
5. Any change in location of a registered unit is permissible within the district with prior approval of concerned ADC of the district, and for inter district change in location, the proposal to be sent to Director Tourism through the concerned ADC of the district where it is located. Only after the approval of directorate tourism the change from one district to another is permissible.

Renewal and Deregistration.

The registration will be renewed after every five years. After return of all instalments of the Bank loan, any registered home owner/family can deregister his property.

Maintenance of Documents

Every registered Home Stay Unit shall maintain the mandatory books and registers and produce them if asked for inspection, namely:-

1. Complaint/suggestion book the reception/lobby/living room of Home Stay.
2. Guest/tourist visitor register. will be.
3. Billbook/receipt duly numbered in duplicate. All guests shall be provided with proper bills and receipts.
4. Receipts book duly numbered in duplicate for receipt of payments/advance.

Submission of Application

Application for registration shall be applied in the format only.

DISCLAIMER

1. Director Tourism, Haryana reserves the right to accept or reject any application.
2. Appeal to the decision of D.G Tourism shall lie before Principal Secretary Heritage & Tourism.
3. In case of overcharging, unhygienic conditions, misbehaviour, malpractices, failure to maintain required standards the registration of Home Stay unit can be summarily cancelled either by ADC of the concerned district or Director Tourism.
4. Any Home stay Unit, which is removed from the registered list, shall forthwith cease to be a Home Stay Unit.
5. The Director General Tourism may by an order in writing remove the name of a Home Stay Unit from the registered list and cancel its certificate of Registration on any of the following grounds namely:
 - (a) If the Home stay unit ceases to cater to tourists.
 - (b) If any homeowner/family owner is convicted of any offence punishable under Bharatiya Nyaya Sanhita 2024 or under any law providing for the prevention hoarding, smuggling or profiteering or adulteration of food and drugs or corruption.
 - (c) If home owner/family owner is of unsound mind or declared insolvent by competent authority.
 - (d) or any other reason.

Annexure-I**Application Form for registration of Home Stay**

1. Name of the Home Stay Unit (if any):
 2. Name of the Homeowner:
 3. Father's name:
 4. Age:
 5. Postal address:
 6. Aadhar Number:
 7. Contact Number (Mobile No., Fax, Email):
 8. Parivar Pehchan Patra (PPP) No.:
 9. Location of the Home Stay along with full address: _____, Pin: _____
 10. Details of the building:
 - Area of existing house:
 - No. of Rooms on existing:
 - No of rooms on offer(Should be maximum 5):
 - Proof of ownership of the house/property:
 11. Special Attractions:
 - Tourist Spot
 - Historical
 - Religious
 - Agro Dairy Farming
 - Horticulture
 - Art & Culture
 - Any other:
 12. Details of location:
 - Plot Number along with area of ownership:
 - Name and Distance from nearest town:
 - Name and Distance from nearest railway station:
 - Name and Distance from nearest airport:
 - Name and Distance from nearest bus stand:
 13. Name and Distance from Nearest Tourist spot (please describe the tourist attraction nearby):
 14. Details of additional facilities, if available:
 15. Registration No.:
- (If approved earlier, attach a copy of the earlier Certificate of Registration issued by Tourism Department Haryana)
16. Detail of application fee/registration fee amounting to **Rs. 200/-**
 17. Copy of documents enclosed along with the application:

Paste passport Size
Photo. Face of
homeowner should
cover 80% of photo
space

Sr. No.	Document enclosed

I/We have read and understood all the terms and conditions, guidelines and details mentioned in the **Haryana Home Stay Scheme 2024** with respect to the approval and registration of the Home Stay units and hereby agree to abide by them. I/We further confirm that I/we shall abide by the same and such other condition as may be laid down time to time by the Department of Tourism, Haryana for the Home Stay Certification. I/we are not involved in any sort of illegal activities and shall adopt responsible tourism practices for Integrated environment management around the surrounding areas. The information and documents provided are correct and authentic to the best of my knowledge and belief.

Signature _____

Mobile number _____

Place:

Date:

Annexure-II

Checklist (not exhaustive) of facilities mandatory for approval of Home Stays

Sr. No.	Category	Details	Declaration (Yes/No)	Inspection Report (Verified/Not Verified)
1	General	<ul style="list-style-type: none"> Owner/family of the unit should physically reside in the same unit proposed to operate as Home Stays. Clean and hygienic environment. Bedrooms, bathrooms, public areas and kitchens Serviced daily while there are tourists. All floor surface clean and in good repair. Safety & Security. Room should have ethnic look and local culture and not a modern room. Wi-fi desirable. Clean drinking water. Electricity 24*7- desirable 		
2	Guest Room	<ul style="list-style-type: none"> Number of rooms (1 minimum -5 maximum). A clean change of bed and bath linen daily and between check-in. Minimum bedding 2 sheets, pillow, blanket, mattresses, bedcover. Sufficient lighting. Shelves or drawer space. Waste-paper basket. Drinking water. Mirror. AC/Heater/Geysers. 		
3	Bathrooms	<ul style="list-style-type: none"> Clean western or Indian toilet seat. One bath towel and One hand towel to be provided per guest. Guest toiletries on request. Minimum 1 new soap/guest. Clothes hook in each bath/ shower room. A sanitary bin. Floors and walls to have non-porous surfaces. Hot and cold running water available 24 hours. 		
4	Public Area	<ul style="list-style-type: none"> Telephone facility. Dining room with necessary furniture. Non-plastic crockery & glassware. 		
5	Kitchen	<ul style="list-style-type: none"> Refrigerator/Oven depending upon the region. Daily germicidal cleaning of floors. Clean utensils. All food grade equipment, containers. Ventilation system. Purified drinking water. Garbage to be segregated-wet and dry and disposed/treated. 		

Principal, IHM

BDPO

SDM

Remarks: _____

ADC:

Date:

Annexure-III**PROFORMA FOR POLICE VERIFICATION**

1. Name & Address of the Homeowner (Contact Number):
2. Father's Name:
3. Nationality:
4. Age:
5. Occupation:
6. Address of the Home for Stay:
7. Parivar Pehchan Patra (PPP) No:
8. Name of village:
9. Nearest Police Post:
10. General reputation of Home for Stay in the area:
11. Remarks, if any:

Paste passport Size
Photo. Face of
homeowner should
cover 80% of photo
space with no cap and
goggles. Regular
Space allowed

Chandigarh:
The 16th August, 2024

KALA RAMACHANDRAN,
Principal Secretary to Government, Haryana,
Heritage & Tourism Department.