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The Gazette of Puducherry

PART - II

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GOVERNMENT OF PUDUCHERRY

DEPARTMENT OF INDUSTRIAL DEVELOPMENT (TOURISM)

(G.O. Ms. No. 02/Tsm./2019, Puducherry, dated 12th November 2019)

NOTIFICATION

The Lieutenant-Governor of Puducherry is hereby pleased to approve the Guidelines for Approval and Registration of Puducherry Bed and Breakfast, and Home Stay Establishments Scheme and for the said purpose, hereby notifies the Guidelines for implementation within the Union territory of Puducherry, as appended to this notification.

(By order of the Lieutenant-Governor)

L. MOHAMED MANSOOR,
Additional Secretary to Government (Tourism).

**GUIDELINES FOR APPROVAL AND REGISTRATION OF
PUDUCHERRY BED AND BREAKFAST, AND HOME STAY
ESTABLISHMENTS SCHEME**

Introduction

1. Hotels and other supplementary accommodation are an integral part of a tourist's visit to a place and the services offered by them can make his/her visit memorable. 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 tourist destinations, Department of Tourism, Government of Puducherry will classify fully operational rooms of Bed & Breakfast/Home Stay Facilities as "Puducherry Bed and Breakfast, and Home Stay Establishments". 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 an Indian family to experience Indian customs and traditions and relish authentic Indian cuisine.

2. The Puducherry Bed and Breakfast, and Home Stay facilities will be categorized as follows:

- (a) Silver
- (b) Gold

3. The Classification Committee, as specified in the Guidelines, will inspect and assess the Puducherry Bed and Breakfast, and Home Stay Establishments, based on facilities and services offered. The details of the standards, facilities, services and the documents required for approval of such establishments will be as per these Guidelines.

4. The Puducherry Bed and Breakfast, and Home Stay Establishments, once approved by Department of Tourism, Government of Puducherry, 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 for those who opt for such training.

5. The Guidelines for Puducherry Bed and Breakfast, and Home Stay Establishments Scheme is based on the approved Guidelines of the Ministry of Tourism, Government of India, under the Scheme of "Incredible India Bed and Breakfast/Home Stay Establishments".

**DETAILED GUIDELINE FOR BED AND BREAKFAST/
HOME STAY ESTABLISHMENTS**

1. The classification for Puducherry Bed and Breakfast Establishments, the owner (or) the promoter of the property need not stay within the premises. Provision for kitchen should be made available. The Scheme should be on Bed & Breakfast basis and charges will have to be levied accordingly. The type of Breakfast 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. In the establishment letting out minimum one room, maximum four rooms (8 Beds).

2. The classification for Puducherry Home Stay Establishments will be given only in those cases where the owner/promoter of the establishment alongwith his/her family is physically residing in the same establishment and letting out minimum one room and maximum three rooms (6 Beds).

3. The rate of taxes for electricity and water charges to be paid for Puducherry Bed and Breakfast, and Home Stay Establishments will be those prescribed by the appropriate authorities.

4. Once an establishment applied for classification/re-classification, it will have to be ready at all times for inspection by the Classification Committee. No requests for deferment of inspection will be entertained.

5. (a). Registration number will be provided by the Department, which should be prominently displayed.

(b). Registration will be valid for 3 years from the date of issue and however, the registration will be cancelled automatically on change of ownership of the property.

6. Puducherry Bed and Breakfast, and Home Stay Establishments applying for classification will have to provide all the information supported by required document 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
- (d). Police Verification as at Annexure-A

7. The fee payable for classification/re-classification of Bed and Breakfast, and Home Stay Establishments will be as follows and the Demand Draft will be payable to Drawing and Disbursing Officer, Account(s), Tourism Department, Puducherry.

Star Category	Classification/ Re-classification of Bed and Breakfast Establishment	Classification/ Re-classification of Home Stay Establishment
Silver	₹ 15,000	₹ 12,000
Gold	₹ 20,000	₹ 15,000

8. Puducherry Bed and Breakfast, and Home Stay Establishments will be classified in following two stage procedure.

(a). 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 alongwith the application).

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

9. The Classification Committee will consist of the following.

1. The Director (Tourism) . . Chairman.
2. The Commissioner of respective Municipality/
Commune Panchayat . . Member
3. The Superintendent of Police, covering the
respective jurisdiction . . Member
4. The Secretary of Hotel Association of
Puducherry (or) his representative . . Member

The Chairman and any two Members will constitute a quorum.

10. Any deficiencies/rectifications pointed out by the Classification Committee will have to be compiled within the stipulated time which will be allotted in consultation with the representative/representatives of the establishment during inspection. Failure to do so will result in rejection of the application.

11. The Puducherry Bed and Breakfast, and Home Stay Establishments will be expected to maintain required standards of all time. The Secretary (Tourism)/Director (Tourism) may authorize a surprise inspection of the establishment at any time without prior notice.

12. Any changes in the facilities of the Puducherry Bed and Breakfast, and Home Stay Establishments will have to be informed to the Director, Directorate of Tourism, within 30 days. If, any violation of this comes to the notice of the Committee then the classification will stand withdrawn/terminated.

13. Directorate of Tourism, Government of Puducherry, reserves the right to modify the Guidelines/Terms and Conditions from time to time.

14. In case of any other issues, decision of the Secretary (Tourism), Government of Puducherry, shall be final.

15. If, any untoward incidents/illegal activities is brought to the notice of the Department, the registration of the Establishment will liable to be cancelled and block listed and suitable legal action may be taken as per Indian Law.

16. The applications received will be scrutinized and cleared by single window system within 30 days. After 30 days, if, inspection not conducted in principal approval will be given subject to the decision of the Committee.

17. In case of any dissatisfaction with the decision of Classification Committee. The establishment may appeal to the Secretary (Tourism), Government of Puducherry, for review.

ANNEXURE-I

**APPLICATION FORMAT FOR PUDUCHERRY BED AND
BREAKFAST/HOME STAY ESTABLISHMENTS**

1. Name of the Puducherry Bed and :
Breakfast/Home Stay Establishment
2. Category applies for :
3. Name and address of the promoters/ :
owners with a note on their
background
4. Complete postal address of the
Puducherry B & B/Home Stay
Establishment
 - (a) Telephone No. :
 - (b) Fax :
 - (c) E-mail :
 - (d) Mobile No. of the Promoter :
 - (e) Electricity connection Policy No. :
5. Distance of the Puducherry B & B/
Home Stay Establishment in kms.
from
 - (a) Airport :
 - (b) City Centre :
 - (c) Nearest main shopping centre :
 - (d) Nearest bus stand/Scheduled :
city bus stop
6. Details of the Puducherry B & B/
Home Stay Establishment:
 - (a) Area (in sq. meters) with title- :
owned/leased (copies of sale/
Leased Deed/House Tax Receipt
to be enclosed)

-
- (b) Revenue papers regarding :
ownership. Affidavit in case of
co-sharer of house/land.
 - (c) Whether clearance obtained :
from the Police Authorities
regarding the antecedents of
the owner/owners and the
proposed activity (copy to be
enclosed)
 - (d) Numbers 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 :
abled persons
 - (h) Details of fire fighting equipment/ :
hydrants, *etc.*, if any
7. Photographs of the building including :
interiors showing types of facilities
available, bathroom, living room,
bedroom, parking, *etc.*
8. Details for payment of application :
fee of ₹ 100
(please enclose copy of the Receipt)

9. Check list details as per Annexure II :
(enclose a copy of the checklist duly certified that the facilities are available in the establishment)
10. 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).

ANNEXURE-II

**CHECK LIST FOR APPROVAL AND REGISTRATION OF
PUDUCHERRY BED AND BREAKFAST, AND HOME
STAY ESTABLISHMENTS**

Sl. No	General	Silver	Gold	Certification by their Establishment regarding the facilities Yes/No	Observation of the Classification Committee
(1)	(2)	(3)	(4)	(5)	(6)
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		
2.	Sufficient parking with adequate road width.	D	M		
3.	Guest rooms: Minimum one lettable room and maximum 4 rooms (8 Beds) for Bed and Breakfast Establishment and	M	M		

(1)	(2)	(3)	(4)	(5)	(6)
	Minimum one letable room and maximum 3 rooms (6 Beds) for Home Stay Establishment. All rooms should be clean, airy, pest free, without dampness and with outside window/ventilation.	M	M		
4.	Minimum floor area in sq.ft. each room. Urban Rural	120 100	200 120		
5.	Comfortable bed with good quality linen and bedding preferable of Indian design.	M	M		
6.	Attached private bathrooms with every room alongwith toiletries.	M	M		
7.	Minimum size of each bathroom in sq.ft.	30	40		
8.	WC Toilet to have a seat and lid, toilet paper	M	M		
9.	24 hours running hot and cold water with proper sewerage connection	M	M		
10.	Water saving taps/shower	D	M		
11.	Well maintained smoke free, clean, hygienic, odour free, pest free kitchen	M	M		
12.	Dining area serving fresh Continental and or traditional Indian breakfast.	M	M		

(1)	(2)	(3)	(4)	(5)	(6)
13.	Good quality cutlery and crockery.	M	M		
14.	Air- conditioning/Heating depending on climatic conditions with room temp. between 20 to 25 degrees centigrade in the offered room.	D	D		
15.	Iron with iron board on request.	D	D		
16.	Internet connection.	D	M		
17.	15 Amp. earthed power socket in the guest room.	M	M		
18.	Telephone with extension facility in the room.	D	M		
19.	Wardrobe with least 4 cloths hangers in the guest room.	M	M		
20.	Shelves or drawer space in the guest rooms.	M	M		
21.	Complimentary Aqua guard/Mineral Water	M	M		
22.	Good quality chairs, working table and other necessary furniture.	M	M		
23.	Washing machine/dryers in the house with arrangement for laundry/dry cleaning services.	D	M		
24.	Refrigerator in the room.	D	M		
25.	A lounge or seating arrangement in the lobby	D	M		

(1)	(2)	(3)	(4)	(5)	(6)
26.	Heating and cooling to be provided in enclosed public rooms.	D	M		
27.	Garbage disposal facilities as per Municipal laws.	M	M		
28.	Acceptance of Cash/ Cheque/Demand Draft.	M	M		
29.	Message facilities for guests.	M	M		
30.	Name, address and telephone number of Doctors.	M	M		
31.	Left luggage facilities.	M	M		
32.	Assistance with luggage, on request.	D	M		
33.	Safekeeping facilities in the room.	D	M		
34.	Smoke/Heat detectors in the house.	D	D		
35.	Security guard facilities.	D	D		
36.	Maintenance of register for guest check-in and check-out records including passport details in case of foreign tourists.	M	M		
37.	Adequate Fire Fighting Equipments.	M	M		

“M” stands for Mandatory

“D” stands for Desirable.

Note : The grading in the various categories will depend on the quality of accommodation, facilities service provided.

ANNEXURE-III

FORMAT FOR UNDERTAKING

To

The Chairman,
Puducherry Bed and Breakfast, and
Home Stay Establishments Classification Committee,
Directorate of Tourism,
Puducherry - 605 001.

UNDERTAKING

Sir/Madam,

I have read and understood all the terms and conditions mentioned in the Guidelines with respect to the approval and registration of the Puducherry Bed and Breakfast/Home stay Establishments Scheme and hereby agree to abide by them. The information and documents provided are correct and authentic to the best of my knowledge.

Place :

Signature and Name of the

Date :

Owner in Block Letters

ANNEXURE-A

POLICE VERIFICATION

This is to certify that Shri/Smt.
son/wife/daughter of residing at
(address) since
years and applying for registration of Puducherry Bed
and Breakfast/Home Stay Establishment, bears a good reputation and
there is no adverse remarks/entries made against him/her or any members
of this family at this Police Station.

Place :

Signature of SHO with

Date :

Stamp of Police Station

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