

**Government of West Bengal**

Tourism Department

New Secretariat Building, Block – A , 3<sup>rd</sup> Floor, 1, K.S Roy Road , Kolkata- 700001,

☎ - ( 033) - 2262-5954/5877/7902, Fax - ( 033) -2262-5876

Website:-www.wbtourism.gov.in

No. 2468-TM-12/25/2019-SECTION(TM)-Dept. of TOURISM Dated: 26-12-2019

To,  
The District Magistrate,  
(All)

Sub: Revision of "**West Bengal Homestay Tourism Policy-2017**"

Sir/Madam,

I am directed to enclose a copy of notification No. 2465-Tw/TM dt: 26.12.19 in respect of the revision of **West Bengal Homestay Tourism Policy-2017** for your kind information and necessary action.

Two formats for Acknowledgement receipt and Register to be maintained at D.M office are also enclosed herewith.

Encl: A) 2465-TW/TM-12/25/2019 Dt: 26.12.19

B) Two formats

Yours faithfully,

*Ladham*  
26/12/19  
Joint Secretary

to the Government of West Bengal

No. 2468/1(4)-TM-12/25/2019-SECTION(TM)-Dept. of TOURISM Dt:26-12-2019

Copy forwarded for information to:

1. MD, WBTDC
2. PS to HMIC, Tourism Department
3. PS to HMOS , Tourism Department
4. PS to Principal Secretary, Tourism Department

*Ladham*  
26/12/19  
Joint Secretary

to the Government of West Bengal

o/c

**ISSUED**

**Government of West Bengal**  
Tourism Department  
New Secretariat Buildings, Block – A, 3<sup>rd</sup> Floor  
1, Kiran Sankar Roy Road,  
Kolkata-700 001.

No: 2465 -TW/ TM-12/25/2019-SECTION(TM)

Dated:26.12.2019

**NOTIFICATION**

WHEREAS a “West Bengal Homestay Tourism Policy-2017 ” was introduced vide Notification No. 883-TW/5T-58/2017 , dt. 29.05.2017 for holistic development of Home Stay Tourism in West Bengal;

AND WHEREAS , Tourism Department , in terms of clause 7.6 of the said notification , reserves the right to modify the guidelines , terms and conditions from time to time in accordance with the demand of the Industry;

AND WHEREAS , Tourism Department is of the opinion that some additions / alterations / deletions in the guidelines , terms and conditions of the said Notification are crucial for smooth implementation of the said policy;

AND WHEREAS, Tourism Department , identifying the hardships of the homestay owners under the current policy , has felt the necessity of bringing about certain amendments in the current policy as discussed in the Video Conference held on 13.09.2019 with all the District Magistrates and Superintendents of Police and chaired by the Principal Secretary of Tourism Department ;

Now, therefore, the Governor, is pleased to make the following amendments in the guidelines, terms and conditions of “West Bengal Homestay Tourism Policy-2017 ”

**Addition / Alternation / Deletion**

Sl No .	Original clause No.	Issue / Subject	Before	After
01	5	What is Homestay in West Bengal	<ul style="list-style-type: none"><li>• A place where the owner of the establishment along with family is physically residing ....</li><li>• A police clearance certificate should be attached with application as per</li></ul>	<ul style="list-style-type: none"><li>• A place where the owner of the establishment <b>or his/her</b> family member is physically residing....</li><li>• Omitted. { No police clearance certificate to be furnished with the application }.</li></ul>

03	Annexure – A	Application Form	<ul style="list-style-type: none"> <li>• There were two classifications of Homestay as category A and Category B.</li> <li>• It was also stated ( at sl no. 14 ) the DD should be drawn in favour of MD, WBTDc on any scheduled bank, payable at Kolkata. It was also written that registration fee is non refundable in case of disqualification of registration.</li> <li>• Applicant was also required to attach Police clearance certificate with application</li> <li>• In the last note at the very end of Annexure – A it was written as DOT will register the Homestay as per classification norm..</li> </ul>	<ul style="list-style-type: none"> <li>• The classification should be read as category A or Gold Class and Category B or Silver Class.</li> <li>• The D.D should be drawn in favour of concerned D.M on any scheduled bank payable at the concerned District Headquarters . Registration fee is non refundable in any case, irrespective of qualification or non qualification.</li> <li>• No police clearance certificate will require to be attached to the application.</li> <li>• District Magistrate will register the Homestay as per classification norm.</li> </ul>
04	Annexure – C	Facilities mandatory for approval of Homestays	<ul style="list-style-type: none"> <li>• Sl No. 2 ( Guest Rooms facilities ) attached western styled toilets , 4 inches thick mattress , 5 AMP earthed power sockets,</li> </ul>	<ul style="list-style-type: none"> <li>• Now all these facilities are made preferable instead of mandatory.</li> </ul>

			<p>hours, water saving taps/shower,</p> <ul style="list-style-type: none"> <li>• Sl No. 4 (public areas ) Telephone facilities</li> <li>• Sl No. 5 ( Kitchen ) refrigerator/oven depending upon the region</li> </ul>	
05	Annexure – D	Police clearance certificate	<ul style="list-style-type: none"> <li>• This.....or any other member of the family at this police station</li> </ul>	<ul style="list-style-type: none"> <li>• This.....or any other member of the family <b><i>who physically resides in the Homestay premises</i></b> at this police station</li> </ul>
05	Annexure E	Certificate of Registration	<ul style="list-style-type: none"> <li>• Earlier it was to be signed by Director of Tourism .</li> </ul>	<ul style="list-style-type: none"> <li>• Now it is to be signed by District magistrate. Copies to be given to the applicant and S.P.</li> </ul>
06	Annexure F	Application for renewal	<ul style="list-style-type: none"> <li>• Earlier it was required to be addressed to the Director of Tourism.</li> <li>• Earlier D.D for renewal fee was payable to M.D , WBTDCL</li> </ul>	<ul style="list-style-type: none"> <li>• Now it is to be addressed to the District Magistrate.</li> <li>• Now renewal fee is payable to D.M.</li> </ul>
07	Annexure G	Application for Cancellation for registration	<ul style="list-style-type: none"> <li>• Earlier it was required to be addressed to the Director of Tourism.</li> </ul>	<ul style="list-style-type: none"> <li>• Now it is to be addressed to the District Magistrate.</li> </ul>

This will take immediate effect.

**By order of the Governor,**

## **Enclosure – A**

**( In relation with Notification No. : 2465 -TW/5T-58/2017 , dt. 26-12-2019)**

**( New process of Registration of Homestays in supersession of  
earlier clause no. 6 of West Bengal Homestay Tourism Policy-2017)**

- Any Homestay owner meeting the eligibility as defined in clause 5 and meeting the required criteria mentioned in the checklist of facilities as per Annexure C, may submit an application for registration to the concerned office of the District magistrate addressed to the District Magistrate indicating the category of Homestay applied for along with the Demand Draft in favour of District magistrate drawn on any scheduled bank at district headquarter, in the format as per Annexure – A. The registration fee is non refundable. A copy of the trade license issued by the competent authority in favour of the applicant and land ownership documents should be attached to the application.

The registration fees applicable for Category A ( Gold class ) and Category B ( Silver Class ) are as under.

Classification	Registration Fees ( in INR)
For Category A ( Gold class )	1000.00
For Category B ( Silver Class )	500.00

- On receiving the application for registration, Office of the DM would provide an acknowledgement/receipt to the applicant.
- Upon receiving the application, the concerned Homestay has to be ready for inspection by an 'inspection committee' as appointed by the Department of Tourism/ District Magistrate.

- The DM, in case of positive recommendation of the committee, would send the case for police verification and would obtain police clearance certificate as per annexure D.
- DM , based upon the recommendation of the inspection committee and after having police clearance certificate, would finally issue certificate of registration as per Annexure – E.
- In case of non-qualification, the applicant should be informed in writing the reason(s) for disqualification.
- The entire process should be completed within 60 days from the date of receiving the application.
- DM would maintain a register for registered Homestays in a format as prescribed by Tourism Department in MS Excel Format and would send the authenticated copies of the said register through e-mail to Director, Tourism ([director.tourism@gmail.com](mailto:director.tourism@gmail.com)) and MD, WBTDCL ([mdwbtdc@gmail.com](mailto:mdwbtdc@gmail.com)) at the end of every month.
- Earlier in clause 6.3.1 and 6.3.2 the validity of certificate of registration and renewal time of registration were both prescribed as 05 ( five ) years Whereas **now , both these time period is made 03 ( years )**.



**(Nandini Chakravorty)**  
**Principal Secretary**  
**Tourism Department**

## Register for Home Stay Registration

( To be maintained at D.M's office )

Name of the District :-

Sl No.	Particulars of the Applicant	Date of receiving the application	DD details	Inspection Details	Registration status		Cash Incentive	Other concession / training etc.	Renewal	Remark
	a) Name :- b) Address / location of the Home stay :- c) Contact No. :- d) E.mail address :- e) Category applied for :-		Amount :- No. and Date :- Deposit date :-	a) Date of Inspection b) Numbers obtained c) Recommendation detail d) Date when the case was sent for police verification e) Date of police verification report received	<b>a) <u>Rejected</u></b>  ✓ Reason ✓ No. and date of memo no. intimating applicant.	<b>b) <u>Registered</u></b>  ✓ Memo No. and date of Registration certificate ✓ Valid upto ✓ Category granted	Date of disbursement Of cash incentive :-  1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>		Date of Renewal :-  Date of application received for renewal :-  Date of Renewal	

*Format for Acknowledgment receipt*

( To be given to the applicant by the office of the D.M at the time of receiving of application )  
Name of the District :-

An application for registration of Homestay under West Bengal Homestay Tourism Policy- 2017 is received from \_\_\_\_\_

In due format (as prescribed under Annexure – A )

The following documents are attached with the applications ;

1. D.D No. \_\_\_\_\_ , dt. \_\_\_\_\_ for Rs.500.00 / 1000.00
2. Copy of documents of proof of ownership
3. Location plan showing access to the building from major roads ( need not be to scale )

Signature with stamp

Date

Gmail

Deputy Secretary &lt;dysecretarytourism@gmail.com&gt;

**Revision of West Bengal Homestay Tourism Policy - 2017.**

1 message

Deputy Secretary &lt;dysecretarytourism@gmail.com&gt;


Thu, Dec 26, 2019 at 5:37 PM

To: dm-bar-wb@nic.in, dm-bgt-wb@nic.in, dm-burd@nic.in, dm-darj@nic.in, dm-hoog@nic.in, "D.M, Howrah" <dm-how-wb@nic.in>, dm-jlp@nic.in, "D.M, Malda" <dm-malda@nic.in>, dm-mid-wb@nic.in, dm-ndi@nic.in, dm-rgj-wb@nic.in, dm.murshidabad@gmail.com, dmkalimpong2017@gmail.com, dmpaschimbardhaman@gmail.com, DM PURBA MEDINIPUR <dmpurb@gmail.com>, dmpuruliawb@gmail.com, dmsouth@gmail.com, jhargramdm@gmail.com, DM Alipurduar <dmapd20@gmail.com>, DM Bankura <dm-bank@nic.in>, DM Birbhum <dm-bir@nic.in>, DM Burdwan <wbbrd@nic.in>, DM Cooch Behar <dm-cbr@nic.in>, apdtourism@gmail.com, tourism.bankura@gmail.com, DNOMGNREGA BIRBHUM <dnomgnrega.birbhum@gmail.com>, octourismcbr@gmail.com, Department of Planning Dakshin Dinajpur <dglobalurghat@gmail.com>, dm.tourism.darj@gmail.com, dplohooghly@gmail.com, districtyouthofficehowrah@gmail.com, Tourism Section Jalpaiguri <tourismjalpaiguri@gmail.com>, DPLO JHARGRAM <dplojhargram@gmail.com>, jhargramsdo@gmail.com, tourismkalimpong@gmail.com, DPLO Malda <dplo2014@gmail.com>, Project Director <pddrdc.msd@gmail.com>, msdtourism@gmail.com, General OC <ocgeneral.nadia@gmail.com>, DISTRICT MAGISTRATE NADIA <octourismnadia@gmail.com>, tourism nprg <tourism.nprg@gmail.com>, dplopaschimbdn@gmail.com, dplopaschimmedinipur2018@gmail.com, OC J-M Burdwan Collectorate <jmsectionbdn@gmail.com>, tourism section Purba medinipur <tourismpurba@gmail.com>, puruliatourism2018@gmail.com, Tourism Section S 24 PGS <tourisms24pgs@gmail.com>, uddevelopment@gmail.com  
Cc: mictourismwestbengal@gmail.com, mostourismwb@gmail.com, sec.tourism-wb@nic.in, Managing Director WBTDCL <mdwbtdc@gmail.com>, jstourism2019@gmail.com, Subir Kumar Chatterjee <subirkchatterjee@gmail.com>  
Bcc: Tourism Department <wbtourismprojectcell@gmail.com>

Madam/Sir,

Please find the attachments

Regards,  
Deputy Secretary  
Department of Tourism  
Govt. of West Bengal

**4 attachments** **Format.pdf**  
312K **Register.pdf**  
362K **2468.pdf**  
408K **2465.pdf**  
2118K