

GOVERNMENT OF PUNJAB  
DEPARTMENT OF TOURISM & CULTURAL AFFAIRS  
(TOURISM BRANCH)

**Notification**

No. 10/105/2013-ITC/304

Dated: 5-3-2021

In Supersession of the notification issued vide No. 10/105/2013-1 TC/82824/1 dated 07.08.2013, the Governor of Punjab is pleased to notify the new Bed & Breakfast/Homestay scheme-2021 as under: -

**Bed & Breakfast/ Homestay Scheme-2021**

**1. The Concept**

Hotels and other affordable supplementary accommodations are an integral part of tourism promotion & the services offered to tourists can make the visit memorable. With the aim of providing comfortable Bed & Breakfast (BnB)/ Home Stay Facilities and to supplement the availability of accommodation across the State, the Department of Tourism (DPT) will register fully operational rooms of private properties as Bed & Breakfast/ Homestay units in the State of Punjab. The basic idea is to provide a clean and affordable place for international and domestic tourists and offers an opportunity to the tourists to acquaint themselves with the cultural heritage of Punjab.

**2. Bed & Breakfast Unit**

A Bed & Breakfast (BnB) unit in Punjab is generally a private house with atleast one let-able guest room which serves breakfast to its guests.

**3. Homestay**

The Homestay is a unit which provides only stay facility without providing breakfast. However, the owner of the Homestay may also arrange the breakfast for the guest as per his demand and charges mutually agreed.

**4. Benefits of the Scheme**

The Bed & Breakfast/Homestay Scheme will provide following benefits to the registered owners of the property.

- (i) A useful source of additional income to home-owners registered as BnB/Homestay units.

- (ii) The benefit in terms of support from Department of Tourism/Punjab Heritage and Tourism Promotion Board (PHTPB) in marketing the BnB/Homestay unit, through:
- a) Promotion on the official website of Punjab Tourism.
  - b) Media coverage by travel writers.
  - c) Appearance in Department of Tourism's /Punjab Heritage and Tourism Promotion Board's brochures distributed through the Punjab Tourist Information Centres and in other events organized/participated.
  - d) Promotion through domestic and international trade fairs.
- (iii) Association with the prestigious Punjab Tourism brand and Bed & Breakfast/Homestay unit owners to be allowed to use Punjab Tourism Logo on their sign boards.

### **5. Role of Punjab Heritage and Tourism Promotion Board:**

The PHTPB under overall control and supervision of the Department of Tourism will administer, monitor and market the scheme. However, the responsibility for promoting each individual home and making it a success of the business remains entirely the owner's responsibility.

In addition to providing substantial marketing platform and support for the scheme, PHTPB will be responsible for:

- a) Registration of eligible homes as per the procedure.
- b) Monitoring of quality standards in the registered BnB/Homestay units by conducting periodical inspections.

A directory of all approved units shall also be prepared and displayed on the official website of Department of Tourism ([www.punjabtourism.gov.in](http://www.punjabtourism.gov.in)) so as to enable domestic as well as foreign tourists to select and stay in a homely environment and take advantage of the scheme.

### **6. Category of BnB/Homestay Units**

The Bed & Breakfast/Homestay units will be categorized as follows: -

- a) Gold
- b) Silver

#### Eligibility Criteria for Gold category:

- i. The construction of the house should not be more than 20 years old at the time of submission of the first application for registration.
- ii. The property should have atleast 25% open area such as lawn/green area/outside terrace.
- iii. Provision for hygienic storage of food should be there.

- iv. Adequate parking space for the guest inside the premises should be there.

Eligibility Criteria for Silver category:

The properties which do not fulfill the criteria prescribed for Gold category having atleast one let-able room shall be eligible for registration under the silver category.

**7. Conditions for grant of certificate of registration**

- (i) Owners of the residential properties, desirous for getting his property registration as Bed & Breakfast unit/ Homestay unit, shall submit his application alongwith the following details on the web portal of DPT ([www.punjabtourism.punjab.gov.in](http://www.punjabtourism.punjab.gov.in)).
- a) Application form duly filled (Annexure-I).
  - b) Checklist of facilities duly filled (Annexure-II).
  - c) Signed Declaration (Annexure-III).
  - d) Additional relevant background information, if any (Annexure-IV).
  - e) Approved layout of the house duly specifying the rooms to be offered under the scheme.
  - f) Coloured photographs of the property and rooms proposed to be let out and the open area/lawn/parking area etc.
  - g) Copy of ownership document duly attested by a Group –A Officer or a Public Notary.
  - h) Photo Identity proof of the owner (Passport, Driving license, Voter card, Ration card, Pancard, Identity card issued by Centre/State Govt. /PSU in case of Govt. employee, Pensioner's card, Freedom Fighter card – any one of these)
  - i) Payment of fee online as prescribed in para 8 of the scheme.
- (ii) The owner of the property should have atleast one let-able room and maximum six let-able rooms (12 beds).
- (iii) On successful submission of the application, a system generated email shall be sent to the applicant as an acknowledgement.
- (iv) The registration for Bed & Breakfast / Homestay unit will be given only in those cases where the owner of the house is physically residing in the same property.
- (v) In case of BnB unit, the type of breakfast to be offered will have to be specified, the charges will be displayed and the visitors will be informed in advance to avoid any unnecessary dispute.
- (vi) Tariffs charged under BnB Scheme are at the discretion of the individual home-owner and should be inclusive of breakfast every day. The Homestay Scheme will be excluding breakfast. However, the owner of the Homestay is free to arrange the breakfast for the guest on mutually accepted terms.
- (vii) Every registered unit must be furnished and decorated to a high standard of comfort suitable for international as well as domestic travelers. In addition to

the bed-room, guests should also be allowed to use the sitting-room or other appropriate common space/area in the property.

- (viii) Every bedroom must have a neat & clean attached bath-room with wash-basin, 24 hours hot and cold running water facility, Western style toilet with flush and adequate arrangements for power supply and backup, ventilation and lighting facility.
- (ix) The premises should be structurally safe and in good condition and should also meet the standards of hygiene, cleanliness and safety.

## 8. Application Fee

A non-refundable application fees shall be payable for registration/renewal of Bed & Breakfast units and Homestay units as follows:

Category	For Registration/Renewal
Silver	Rs.3,000/-
Gold	Rs.5,000/-

## 9. Registration of the Property

On receipt of the online application and the documents specified in para 7(i) complete in all respects, the certificate of provisional registration will be automatically issued to the applicant. After this the applicant shall be eligible to operate till the registration is cancelled. A certificate of registration will be issued to the applicant within 7 working days. In case of failure to issue the certificate of registration within the stipulated period of time, the property shall be deemed to have been registered.

## 10. Compliance by the registered units:

- i) The Bed & Breakfast/Homestay unit will be required to maintain the standards as per the checklist at all times. The Chief Executive Officer, PHTPB or any other officer authorized by Govt. can conduct a surprise inspection of the unit at any time between 9.00 am to 5.00 pm without any previous notice.
- ii) In case of any violation, the CEO, PHTPB may the cancel the registration of the unit. However, before cancellation CEO shall provide a due opportunity of being heard to the defaulting owner.
- iii) Any deficiencies pointed out by the Chief Executive Officer will have to be removed within the time stipulated by CEO. In case of non-compliance of the same within the stipulated time or 3 months, whichever is lesser; the registration shall become liable for cancellation without any further notice.

#### **11. Submission of periodic Reports by the BnB/Homestay units.**

The owners of the registered BnB/Homestays shall submit on line a quarterly report about the number of guests served, on the prescribed proforma (Annexure V) through on-line system.

#### **12. Cancellation of Registration**

- i) Any violation of the terms and conditions of the scheme may attract cancellation of registration by CEO, PHTPB after giving a due opportunity of being heard to the owner of the registered unit.
- ii) If at any stage, it is found that the information given by the applicant was not correct, the registration of the property shall be cancelled.
- iii) Failure on more than one occasion to submit the quarterly reports within the prescribed time limit may result into cancellation of the certificate of registration.
- iv) Complaints by customers may be investigated by an authorized officer and if the allegations are found to be true, then the certificate of registration may become liable for cancellation.
- v) The Bed & Breakfast/Homestay Certificate will stand cancelled automatically on change of ownership of the property. It shall be incumbent upon the applicant to inform CEO, PHTPB regarding any change in the ownership of the property.

#### **13. Appeal against orders of CEO/PHTPB**

Appeal against any orders of the Chief Executive Officer PHTPB can be filed to the Administrative Secretary, Department of Tourism, Government of Punjab within 30 days after issue of such orders, who will pass an appropriate order after giving a reasonable opportunity of being heard to the appellant. The orders thus passed on the appeal shall be final.

#### **14. Interpretation or Clarification:**

If any necessity arises for any interpretation or clarification for successful implementation of this scheme, the Administrative Secretary, Department of Tourism, Government of Punjab shall be competent to issue the same.

#### **15. Supersession:**

The Punjab "Bed & Breakfast Scheme, 2013", notified vide No. 10/IOS/2013-1TC/82824/1 dated 7.08.2013 is superseded by this Scheme. However, any action taken under the previous Scheme before notification of this Scheme shall be deemed to have been taken under this Scheme.

Chandigarh the


22.02.2021

Sanjay Kumar, IAS  
Additional Chief Secretary, Government of Punjab  
Department of Tourism & Cultural Affairs

Endst. No. 10/105/2013-ITC/305

Dated Chandigarh the 05-3-2021


A copy alongwith a spare copy is forwarded to the Controller, Printing & Stationary, Punjab with the request that this notification may be published in Punjab Gazette (Ordinary) and 200 copies may be sent to this office for official use.

  
Special Secretary, Tourism

Endst. No 10/105/2013-ITC/306

Dated, Chandigarh: 05-3-2021

A copy is forwarded to all Additional Chief Secretaries, Financial Commissioners, Principal Secretaries and Administrative Secretaries, Government of Punjab for information and necessary action.


  
Special Secretary, Tourism

Endst. No. 10/105/2013-ITC/307-312

Dated, Chandigarh 05-3-2021

A copy is forwarded to the following for information and necessary action-

1. Secretary/Chief Secretary to Government of Punjab.
2. PA/Additional Chief Secretary, Tourism.
3. Director Tourism, Plot No.3, Sector 38-A, Chandigarh
4. All Heads of the Department, Punjab.
5. Executive Director, Punjab Heritage and Tourism Promotion Board Punjab.
6. Managing Director, Punjab Tourism Development Corporation, Punjab.

  
Special Secretary, Tourism

## APPLICATION FOR REGISTRATION

1. Name of the unit \_\_\_\_\_
2. Category applied for \_\_\_\_\_
3. Full name of the Owner(s) \_\_\_\_\_
4. Full postal address of the property  
\_\_\_\_\_  
\_\_\_\_\_

5. Particulars of the application fee paid:

**Contact Details:-**

a) Tel. No.	
b) Fax	
c) E-mail	
d) Mobile No.	
e) Website, if any	

6. Approx. distance of the unit in kms or meters from:

Location	Name	Distance
a) Airport		
b) Railway Station		
c) City Centre		
d) Local market/shops		
e) Nearest big shopping centre		
f) Nearest bus stand/scheduled city bus stop		

7. Details of the property. Please enclose copies of the following documents:

(a) Ownership: owned outright or leased (proof of ownership)  
\_\_\_\_\_

(b) Parking space available at the property or in its vicinity if any \_\_\_\_\_

(c) Plot area (Sq. mtrs.) \_\_\_\_\_

(d) Covered space (Sq. mtrs.) \_\_\_\_\_

(e) Total number of bedrooms (including owner's rooms) in the property:  
\_\_\_\_\_

(f) Year of construction of the building: \_\_\_\_\_

(g) Number of bedrooms offered under the scheme:

(i) Single-bed (size of each room and attached bathroom)

(ii) Double-bed (size of each room and attached bathroom)

(iii) Twin-bed (size of each room and attached bathroom)

(h) Details of common areas for the following facilities in sq. mts.

(i) Lobby/Lounge

(ii) Dinning space

(iii) Outside terrace/balcony with seating/lawn, if any.

(i) Details of kitchen (Kitchen size in sq. mts; and equipment installed)

(j) Additional facilities available (if any):

- (i) Backup power generator
- (ii) Energy-efficient equipment
- (iii) Internet access for guests (specify whether wi-fi/broadband)
- (iv) Eco-friendly facilities:
- (v) Facilities for differently abled persons:
- (vi) Provision for hygienic storage of food

8. Photographs of the building including interiors showing types of facilities available, bathroom, living room, bedroom parking etc.

9. Permission for entry in the Society, if required.

10. Particulars of all persons residing in the unit giving age, profession and relationship of each with the owner/person.

S.No.	Name of the Person	Age	Relationship	Profession

Certified that the information given above is true and correct and the documents uploaded along with this application, (refer para 7 of the scheme) are genuine and correct.

Place:  
Date:

**Signature and Name of the Owner**  
**(In block letters)**



Annexure-II

Checklist for Registration of Bed & Breakfast/Homestay Unit

\*\*M' stands for mandatory

\*\*D' stands for desirable

Sr. No.	General	Silver	Gold	Certification by the Unit regarding the facilities Yes/No	Observations of the inspection Committee
1.	Well maintained and well equipped house and guest rooms with pucca flooring and furniture, fittings etc. in keeping with the traditional lifestyle.	M	M		
2.	Sufficient parking area	D	M		
3.	<b>Let-able rooms:</b> Minimum one lettable room and maximum Six bedrooms (12 beds). All rooms should be clean, airy, pest free, without dampness and having an outside window for ventilation.	M	M		
4.	Minimum floor area in sq. ft. for each room.  Plains  Hills.	120  100	200  120		
5.	Comfortable bed with good quality and clean linen & bedding preferably Indian style.	M	M		
6.	Attached private bathroom 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 & 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 & Punjabi breakfast in case of BnB units.	M	M		
13.	Good quality cutlery and crockery.	M	M		
14.	Air-conditioning & heating arrangement depending on climatic conditions with room temperature between 20 to 25 degrees Centigrade in the offered room.	M	M		
15.	Iron with iron board on request.	M	M		
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	D		
19.	Wardrobe with at least 4 clothes hangers in the Guest room.	M	M		
20.	Shelves or drawer space in the guest rooms.	M	M		
21.	Filtered/mineral water availability for 24 hours.	M	M		
22.	Good quality chairs, working table and other necessary furniture.	D	M		
23.	Washing machines / dryers in the house with arrangements for laundry / dry cleaning services.	D	D		
24.	Mini refrigerator in the room	D	M		
25.	A lounge or seating arrangement in the lobby area.	D	M		
26.	Heating and cooling to be provided in enclosed Common areas.	D	M		
27.	Garbage disposal facilities as per Municipal laws.	M	M		
28.	Energy Saving Lighting (CFL/ LED) in guest rooms and common areas.	M	M		
29.	Acceptance of cash/ cheque/DD/ any electronic mode of payment.	D	M		
30.	Display of medical emergency/police/ women helpline numbers.	M	M		
31.	Left luggage facilities.	D	M		

32.	Assistance with luggage, on request.	D	D		
33.	Safekeeping facilities in the room.	D	M		
34.	Smoke/heat detectors in the house.	D	D		
35.	Security Guard facilities.	D	M		
36.	Fire extinguisher/ Fire Fighting system.	D	D		
37.	Maintenance of register (physical or electronic format) for guest check-in and check-out records including passport details in case of foreign tourists and copy of a photo identity card in case of domestic tourist.	M	M		

Note: - The grading in the various categories will determine the standard and quality of accommodation, facilities and services provided.

Declaration

I \_\_\_\_\_ son/daughter/wife of Sh. \_\_\_\_\_ owner of property number \_\_\_\_\_.

I do hereby declare and affirm as under:

1. I have read and understood all the terms and conditions mentioned in the Bed & Breakfast/Homestay Scheme for the registration of the Bed & Breakfast/Homestay Unit and hereby agree to abide by the same. The information and documents provided are correct and authentic.
2. That the property mentioned above is not under any dispute/litigation.
3. That the construction of the building is structurally safe.
4. That Myself and my family is actually residing in the property for which registration is being sought.
5. That I shall inform the CEO, PHTPB within 7 days of any change in the ownership of this property.
6. That if any time, I am found to have violated any terms and conditions, my registration is liable to be cancelled without any notice.

Place: \_\_\_\_\_

Signature of the owner

Date: \_\_\_\_\_

**Additional relevant background information**

Please give any additional relevant background information relating to your family, the property, surrounding area, relevant experience you may have had in the realm of BnB/ homestay or hospitality, either as a provider or a traveler in India or Abroad.

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**Punjab Heritage & Tourism Promotion Board**  
**Quarterly report on Tourism Statistics**

Quarter Ending \_\_\_\_\_

Year \_\_\_\_\_

1. Name of the BnB/Homestay Unit \_\_\_\_\_
2. Address \_\_\_\_\_
3. Telephone No \_\_\_\_\_
4. Number of let-able Rooms \_\_\_\_\_
5. Number of Beds \_\_\_\_\_
6. Name of the Contact Person \_\_\_\_\_
7. Telephone Number \_\_\_\_\_
8. Mobile Number \_\_\_\_\_
9. Email.ID \_\_\_\_\_
10. Accommodation Capacity:

Room Type	Number of Rooms		Number of Beds	
	A/C	Non-A/C	A/C	Non-A/C
Single				
Double				
Dormitory				
Total				

11.

11: Number of room nights occupied during the quarter, by:

- a) Foreign Tourists \_\_\_\_\_
- b) Domestic Tourists \_\_\_\_\_

12. Details of foreign tourists checked-in during the month:

Sr. No	Country of Residence	Number of tourists checked-in	Number of tourists stayed	Number of room nights spent	Purpose of visit

13. Details of domestic tourists checked in during the month:

Sr. No	Country of Residence	Number of tourists checked-in	Number of tourists stayed	Number of room nights spent	Purpose of visit

14. Adventurous Activities, if any: