

**INSPECTION REPORT FOR REGISTRATION / RENEWAL
OF THE HOME STAY UNITS**

(Done By : Standard and Quality Assurance Committee)

Official Code No. _____ **Date of Inspection :-** _____

Name of the Applicants :- _____

Address with Spouse name :- _____

Sl. No.	Details	Status	Facilities Maintained / Availability (Yes / No)	Marks out of 10
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1.	Home stay unit should be well kept and maintained	Compulsory		
2.	Guest Room, Min-1 and Mx-5 All rooms should be clean, Airy, Pest free with window and ventilators	Compulsory		
3.	Minimum size of Bed room Min. size -120 sq.ft.	Compulsory		
4.	Comfortable Bed, Clean Linen and Bedding	Compulsory		
5.	Adequate Bathroom and WC	Compulsory		
6.	Size of Bathroom and WC Min. size - 30 sq.ft.	Compulsory		
7.	WC to have proper seat cover and toilet paper	Compulsory		
8.	24 hours supply of clean water.	Compulsory		
9.	Clean, odorless, pest free, well ventilated room	Compulsory		
10.	Wardrobe with five cloth hanger	Compulsory		
11.	Shelf, Drawer Space on bed side	Compulsory		
12.	Aqua guard /RO/Mineral Water	Compulsory		
13.	Quality Chair, Working Table and Extra Furniture	Compulsory		
14.	Garbage disposal according to Municipal rules	Compulsory		
15.	Recorded Tourist Feedback	Compulsory		
16.	Registration of Tourists / Guests with ID proof	Compulsory		

17.	Doctors name, address and phone no. to be mentioned in room	Compulsory		
18.	Left luggage facility	Compulsory		
19.	Cashless payment system	Compulsory		
20.	Adequate road width and parking facility	Optional		
21.	Water saving Taps and fittings	Optional		
22.	Air-conditioning and heating facility (not included in the scheme, optional ... to be installed with Owners own contribution)	Optional		
23.	On demand Iron and Iron Board facility	Optional		
24.	Internet connection	Optional		
25.	Telephone facility	Optional		
26.	Lounge and Lobby sitting facility	Optional		
27.	Cheque/DD/ Credit Card facility	Optional		
28.	Potter facility on request	Optional		
29.	Safe / locker facility in room	Optional		
30.	Security Guard facility	Optional		

Address of the applicant :

Applicants Signature with date :

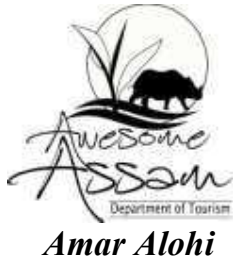
Name :-

Remarks of the Standard and Quality Assurance Committee :

Signature of the Chairman

Signature of Member

Signature of Member



**APPLICATION FORM
for registration
of existing Homestay units in Assam**

Assam Tourism Development Corporation Ltd.
4th Floor, Asom Paryatan Bhawan, A.K. Azad Road,
Paltan Bazar, Guwahati- Assam 781008.
Tel : 0361 263 3654

Photograph
of
the applicant

(self-attached)

Ref. No. (For office use only)

1. Details of the tourist establishment and the applicant

1-1	Name of the applicant						
1-2	Father's / Husband's name						
1-3	National ID: Voters ID & Pan Card & Aadhar Card (if issued)						
1-4	Category applied for	Homestay Assam type		Homestay stilted Assam type		Others	
1-5	No. of Guest rooms						
1-6	Name of Home Stay / Bungalow						
1-7	Address						
1-8	Telephone No. (Landline)		Mobile No.				
1-9	E- mail						
1-10	Website						

2. Geographical Information

2-1	District	
2-2	Police Station	
2-3	Post Office	

3. Details of the homestay unit:

3-1	Area of House in sq.ft.	
3-2	Area of Open space in sq.ft.	
3-3	Parking facility	

Applicant's Signature

Office Signature

4. Details of Available Rooms

No. of Rooms	AC Rooms	Non-AC Rooms	Size of the Room (sq.ft)	Attached Bathrooms	Other facilities in room
Room-1					
Room-2					
Room-3					
Room-4					
Room-5					

5. Details of the Host (in homestay unit):

3.1	No. of members in the family				
3.2	Name of each resident members	Age	Profession	Other interests	Relation with the Applicants
3.2.1					
3.2.2					
3.2.3					
3.2.4					
3.2.5					
3.4	Other Details (if any)				

6. Distance of Home stay unit in Kms. from:

	Place	Name	Distance (Km)
6-1	Airport		
6-2	Railway Station		
6-3	Central Bus Stand		
6-4	Police Station		
6-5	City / City Centre		
6-6	Other (e.g. Bank, Hospital etc.)		

Applicant's Signature

Office Signature

7. Attractions/Places of Interest in close proximity (with min 3 photos) of each destination:

ATTRACTIONS	DISTANCE	BRIEF DES CRIPTION
	K.M.	
	K.M.	
	K.M.	
	K.M.	

8. Write up on special features of your home stay in live experiences as shared by tourists (100 words) : .

Applicant’s Signature

Office Signature

I hereby certify that the information above is true and accurate. In addition, I hereby agree to compensate any claims coming from the guests for dissatisfaction of the services rendered.

Signature of applicant	
Name	
Date	

Office Use only

Date of Inspection _____

Inspection Status _____

Classification _____

Remarks _____

**I recommend / not recommend this existing Homestay to register under the
“Amar Alohi – Rural Home Stay Scheme 2016-17”**

In charge Officer / Standard & Quality Assurance

Date

Applicant’s Signature

Office Signature

Check List to submit the documents – home stay unit registration :

1. Self-attached photocopies of the following Documents and Certificates (tick ✓) have to be submitted with the form:

i)	Voters ID	ii)	Pan Card	iii)	Aadhar Card	iv)	Age
v)	Education	vi)	Professional	vii)	Caste	viii)	Unemployment
ix)	Character	x)	Roadmap	xi)	Land document	xii)	NOC for homestay
xiii)	Police Verification	xiv)	Tourist place photos	xv)	Site photographs	xvi)	Demand Draft of Rs.1000/-
xvii)	Photocopy of Form	xviii)	Passport Photos	xvi)	Envelope		

Notes:

- **Voter, PAN & Aadhar card:** Identity documents of applicant
- **Age:** HSLC admit card
- **Education:** Educational qualification (minimum HSSLC / 12th Pass certificate)
- **Professional:** Any professional certificate
- **Unemployment Certificate :** Latest Certificate from District Employment Exchange.
- **Character Certificate :** Certificate from SDO (C) / Circle Officer / Local MLA / President Zilla Parishad / President, Gaon Panchayta.
- **Roadmap:** A sketch or snapshot of Google Map, showing the way to the location from a nearest prominent place or from the main road.
- **Land document:** certified copy of deed/land document(patta/namjari)
- **NOC for homestay:** No objection certificate from circle officer.
- **Verification:** Police Verification Report of the applicant
- **Tourist place photos:** proximate tourist attractions/place of interest photographs
- **Site photographs:** the desired location for photographs
- **Demand Draft :** Demand Draft of Rs.1000/- (Non-Refundable) with the Form in favour of Managing Director, Assam Tourism Development Corporation Ltd., Guwahati.
An amount of Rs. 500/- along with the form (as cost for the Booklet) has to be submitted in favour of Managing Director, Assam Tourism Development Corporation Ltd., Guwahati failing which the application form will be rejected.
- **Passport Photos:** 1 copy self-attached photograph stick on form and two other photographs self-attached along with Form No. on backside to be pinned with form.
- **Photocopy of form:** need two sets forms (1set original + 1 set photocopy).
- **Envelope:** 1 no. self-addressed envelope.

Date : _____

Place : _____

Applicant Signature

Applicant's Signature

Office Signature

We received the duly filed-up Application Form with all the above documents, except documents mention at, and verified with the original as per the guidelines.

FOR OFFICE USE ONLY

Signature of the Designated Officer for Recommendation

All the required documents received

Total payment received _____ Receipt No.



Amar Alohi

APPLICATION FORM
for Setting-up of
new Homestay units in Assam

Assam Tourism Development Corporation Ltd.

4th Floor, Asom Paryatan Bhawan, A.K. Azad Road,
Paltan Bazar, Guwahati- Assam 781008.

Tel : 0361 263 3654

Photograph
of
the applicant

(self-attached)

Ref. No. (For office use only)

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1. Details of the applicant:

1.1	Name of the applicant (BLOCK LETTERS)		
1.2	Faather's / Husband's name		
1.3	Sex (male/female)		
1.4	National ID: (if issued)	Voters ID No.	
		Pan Card No.	
		Aadhar Card No.	
1.5	Address	H. No./Street Name	
		Village / Town	
		Post Office	
		Police Station	
		District	
		Pin	
1.6	Educational qualification		
1.7	Professional certification if any (Certificate/Diploma/Degree)		
1.8	Age as on 01/01/2017 (Eligible for 26 to 40 years)		
1.9	Caste (Gen/OBC/MOBC/ SC/ST(P)/ST(H))		

2. Details of the tourist establishment:

2.1	Category applied for (tick <input type="checkbox"/>)	Homestay Assam type		Homestay stilted Assam type	
2.2	Desired Name of the homestay				

Applicant's Signature

Office Signature

2.3	Address of the tourist establishment to be set up homestay unit	H. No.		
		Street Name		
		Village / Town		
		Post Office		
		Police Station		
		Circle		
		Sub-division		
		District		
		Pin		
2.4	Telephone No. (L.L.)		Mobile No.	
2.5	E- mail			
2.6	Area of House in sq.ft.			
2.7	Area of Open space in sq.ft.			
2.8	Parking facility			

3. Details of the Host (in homestay unit):

3.1	No. of members in the family				
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Office Signature

5. Attractions/Places of Interest in close proximity (with min 3 photos) of each destination:

ATTRACTIONS	DISTANCE	BRIEF DESCRIPTION
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	K.M.	
	K.M.	
	K.M.	
	K.M.	
	K.M.	
	K.M.	
	K.M.	
	K.M.	
	K.M.	

6. Self-attached photocopies of the following Documents and Certificates (tick) have to be submitted with the form:

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Office Signature

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- **Photocopy of form:** need two sets forms (1set original + 1set photocopy).
- **Envelope:** 1 no. self-addressed envelope.

7. Declaration / undertaking:

I, Shri/ Smti

son / daughter / wife of vill.....

PS. PO.....

District..... do hereby declare that,

1. the particulars as given herein above are true and correct to the best of my knowledge;
2. I or anyone from family have not availed any financial loan / assistance for any Govt. sponsored Self- Employment Scheme under Tourism Department;
3. there is no criminal case pending against me in any court of law;
4. I also declare that if any particular(s)/information is found to be incorrect, it will result in cancellation of this application and/or cancellation of any financial assistance under this scheme or such other action as may be deemed fit by the State Govt. of Assam, Tourism Department/ATDC Ltd.;
5. I further declare that in the event of my selection for eligibility under the scheme and sanction of margin money assistance/subsidy to me, I shall abide by the rules and regulations and also terms and conditions which may be stipulated by the State Govt. in the Tourism Department/ATDC Ltd.

Date : Signature :-

Place : Name of the applicant :-

N.B.: The Application Form duly filled- up with all relevant certificates and testimonials **must be submitted** on a date during the period **from** **to**.....on working days.

Applicant's Signature

Office Signature

Estimate of Proposed Cottage For House Stay

A) Assam Type Cottage

This Estimate is based on APWD Shedule of rates 2013-14

S) n0	Description	Floor	Area	Unit	Rzte (Rs)	Amount(Rs)
1	Cottage	Assam Type Building	39.50	sq mt.	10080.00	398160.00
2	for Steel truss		39.50	sq mt.	625.00	24687.50
3	For Dyna roofing		39.50	sq mt.	344.80	13619.60
4	CIVIL COST OF THE BUILDING					436467.10
	TOTAL CIVIL COST OF THE BUILDING					436467.10
	ADD FOLLOWING					
5	For white ant treatment (Rs325.00 per sq.mt. of plinth		39.50	sq mt.	325.00	12837.50
6	For weather coats for external finish(1% of Civil Cost)					4364.67
7	For normal preparatio.n of site (1% of the civil cost of					3981.60
8	For sanitary & water supply work (5% of the cost of civil works)					21823.36
9	Vitrified tiles		49.00	sq mt.	'300.00	63700.00
10	Tiles in toilet		5.58	sq mt.	640.00	3569.30
11	Ceili ^9 Tiles		39.50	sq mt.	321.08	12682.66
12	Heritage Treatment		3z.1s	sqmt.	so0.00	18590.12
	TOTAL CIVIL COST INCLUDING SERVICES					578016.31
13	Furniture		1	room	100000	100000.00
14	Linen		1	rOOm	15000	15000.00
15	Air Conditioning in 1 room		1	room	45000	45000.00
16	Cost for Internal Electrification 9%				Rs	63581.79
17	Cost for external Electrification 4%				Rs	17458.68
18	TOTAL PROJECT COST					819056.79
					Say,	8,19,000.00

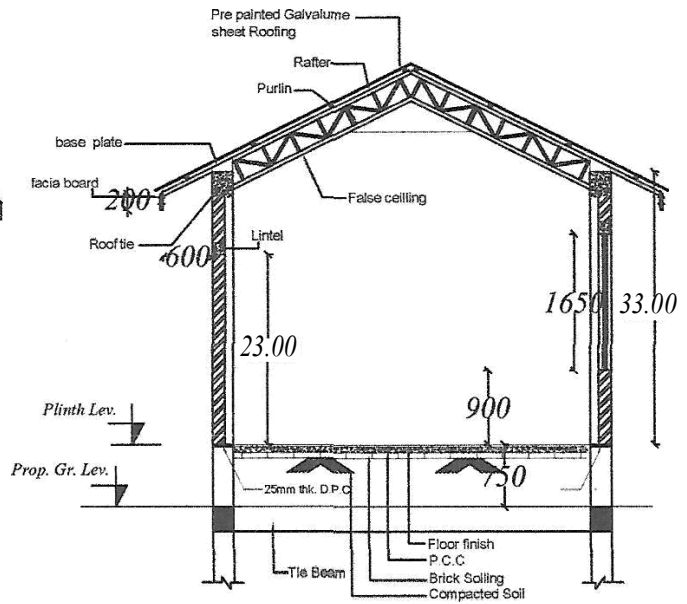
(Rupees Eight Lacs **Nineteen** Thousand **Only**)

Arup Gogoi
ArchJect

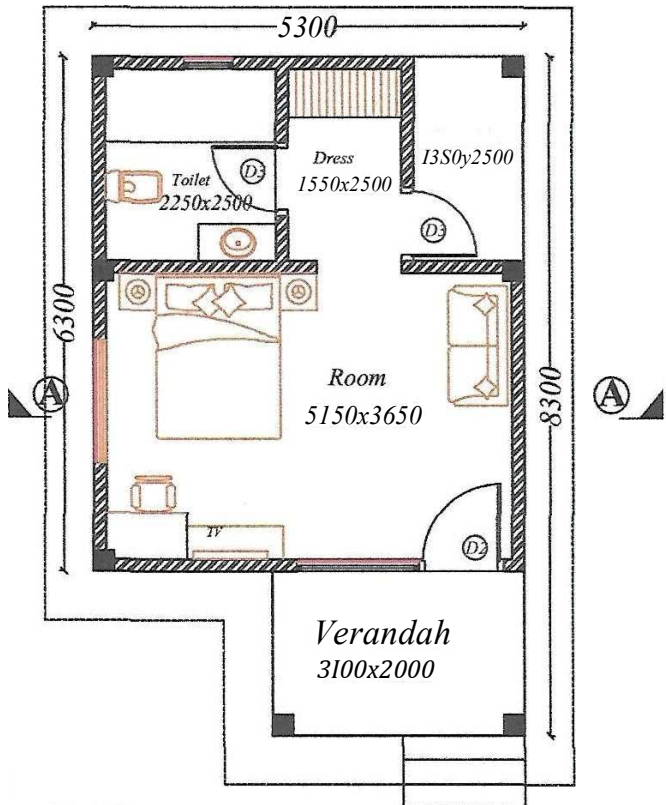
ARUP GOGOI, B.Arch (Hons), AIW, AIA.
Registered Architect and Valuer
Regn. No. CA/91/13953, CAT-1/A-6518
TDA(T)90/RN/09, TMB(T)C-B/2012/4
DM/BF/DBRT/199/2011/1018



ELEVATION



SECTION AT A-A



PLAN Area = 39.50_s mtr.

Project:
Proposed Cottage Design for House Stay

MATI BUNGLOW

CLIENT:
**ASSAM TOURISM DLKELOPMFNT CORPORATION
 GOPT. OF ASSAM**

Consultant :
ARCHI.BEER A SSOCLATES
*Architect's, Engineer's, Planner's & Valuer's,
 ST. STEPHENS SCHOOL ROAD, Bordoloi Nagar, Tinsukia.*

DAIE / 26-11-(0)6

Estimate of Proposed Cottage For House Stay

A) Stilted Cottage(Chang Bungalow)

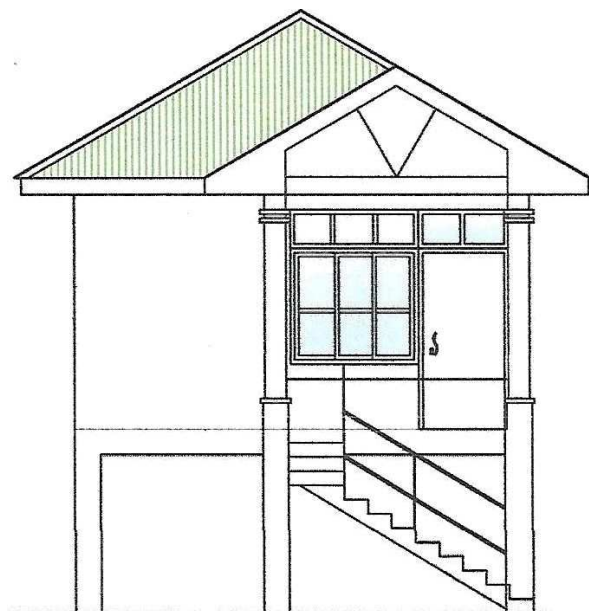
This Estimate is based on APWD Shedule of rates 2013-14

Sl no	Description	Floor	Area	Unit	Rate (Rs)	Amount(Rs)
1	Chang Bungalow	Stilted gr floor	39.50	sq mt.	7580.30	299421.85
		Assam Type Building	39.50	sq mt.	-560.00	298620.00
2	For Steel truss		39.50	sq mt.	625.00	24687.50
3	For Dyna roofing		39.50	sq mt.	344.80	13619.60
4	CIVIL COST OF THE BUILDING					636348.95
	TOTAL CIVIL COST OF THE BUILDING					636348.95
	ADD FOLLOWING					
5	For white ant treatment (Rs325.00 per sq.mt. of plinth		39.50	sq mt.	325.00	12837.50
6	For weather coats for external finish(1% of Civil Cost)					6363.49
7	for normal preparation of site (1 % of the civil cost of					2994.22
8	For sanitary & water supply work (5% of the cost of civil works)					31817.45
9	Vitrified tiles		30.00	sq mt.	1300.00	39000.00
10	Tiles in toilet		5.58	sq mt.	640.00	3569.30
11	Ceiling Tiles		39.50	sq mt.	321.08	12682.66
12	Heritage Treatment		39.50	sq mt.	500.00	19750.00
	TOTAL CIVIL COST INCLUDING SERVICES					765363.57
13	Furniture		1	room	100000	100000.00
14	Linen		1		15000	15000.00
15	Air Conditioning in 1 room		1	room	40000	40000.00
16	Cost for internal Electrification 9%				Rs	84189.99
17	Cost for external Electrification 4%				Rs	25453.96
18	TOTAL PROJECT COST					1030007.52
					Say.	10,30,000.00

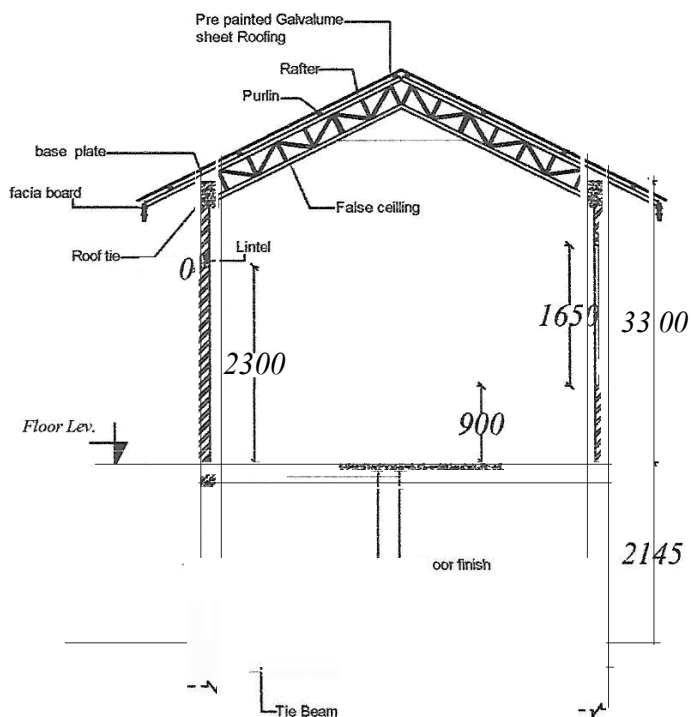
(Rupees Ten Lacs Thirty Thousand Only)

Arup Gogoi
Architect

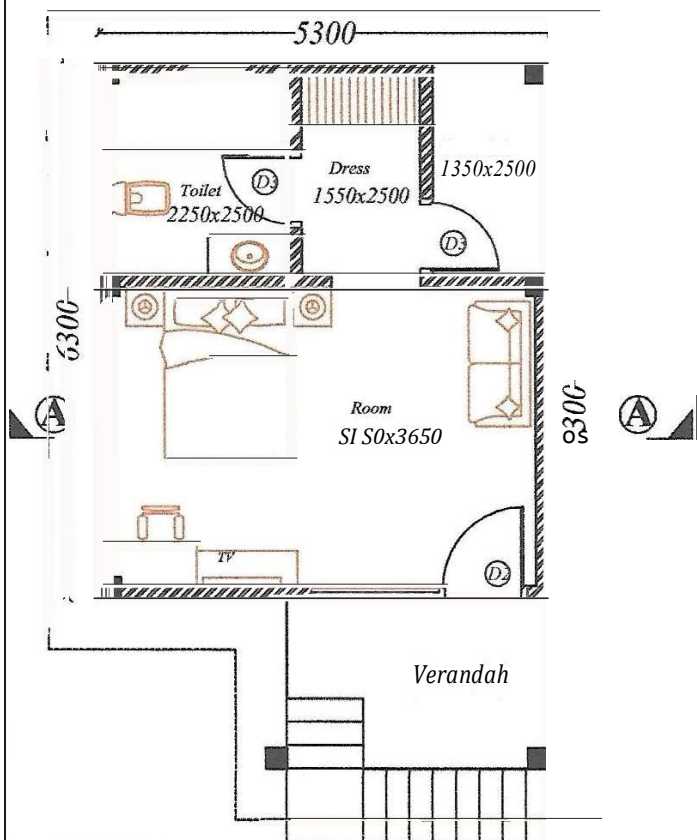
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TDA(T)90/R 909, TMB(T)C-B/2012/4
DM/BP/DBR/1199/2011/1018



ELEVATION



SECTION AT A-A



PLAN Area = 39.50 sq. mtr.

Proc:
Proposed Cottage Design for House Stay

CHANG BUNGLOW

CLIENT:
ASSAM TOURISM DEVELOPMENT CORPORATION
GOD. OF ASSAM

onsu taut -
A RCHNWER & AS2OCIATES
Architect's, Engineer's, Planner's & Valuer's.

DC TE - 26-11-2016