

THE WEST BENGAL HOMESTAY POLICY 2026

Department of Tourism, Government of West Bengal

WHEREAS, the Governor is of the opinion that it is necessary and expedient to extend a revised set of incentives for promotion of Homestay Units in the State;

NOW, THEREFORE, in supersession of the incentives in respect of promotion of Homestay Unit tourism contained in the West Bengal Homestay Policy 2022 sanctioned under Notification No. 1968-TM/IT-31/2022; dated 8th September 2022, as amended from time to time, the Governor is pleased to approve and sanction new West Bengal Homestay Policy, 2026 for promotion of Homestay Units as under;

A. Short Title

This scheme may be called The West Bengal Homestay Policy, 2026 (hereinafter referred to as the 2026 Policy) for Homestay Units to be set up in the State.

B. Commencement and Duration

Unless specifically mentioned against the respective items of incentives sanctioned under the 2026 Policy, it shall come into effect on and from the _____, 2026 in the whole of West Bengal and shall remain valid up to _____, 2026

1. Preamble

West Bengal possesses a rich diversity of rural landscapes, indigenous cultures, traditional livelihoods, tea gardens, forests, riverine settlements, coastal villages and heritage settlements. Homestay has been an established concept in tourism industry considered as the best alternative to hotel accommodation. Globally homestay tourism is defined as form of tourism where tourists can stay like locals wherein social and cultural interaction takes place along with exploring various tourist destinations. Homestays provide visitors with authentic local experiences while enabling rural households to participate directly in the tourism economy.

Homestays are instrumental in supporting and promoting rural tourism attracting tourists to explore more areas. This also offers significant opportunities for livelihood generation, preservation of local culture and balanced regional development.

This revised Policy seeks to promote quality homestay accommodation across rural areas of West Bengal through a structured regulatory framework, capacity building, responsible tourism practices and community participation.

2. Vision

To promote "**Tourism for All**" across West Bengal by fostering inclusive and sustainable rural tourism through the development of quality homestays that provide authentic visitor experiences, enhance local livelihoods, strengthen community participation, ensure wider socio-economic benefits across communities, and preserve the State's rich cultural and natural heritage.

3. Strategic Objectives

The Scheme is intended to pursue the following objectives:

- i. Promote homestay tourism in rural areas to make meaningful contribution to employment generation, economic growth and portrayal of cultural heritage and traditions of West Bengal.
- ii. Promote rural tourism and community-based tourism across West Bengal and in turn generate supplementary income and employment for rural households.
- iii. Skill upgradation of local communities to ensure standardisation of services to ensure standardization of services thereby enabling smooth functioning of homestays.
- iv. Transform West Bengal as the cultural and traditional hub of the country by promoting the rich tribal culture of the State and harnessing the potential of fairs and festivals.
- v. Promote local cuisine of West Bengal across the world to make a mark on the international culinary map.
- vi. Undertake steps to promote rich and varied handicrafts of West Bengal for conservation and presentation of cultural heritage, traditions and customs.
- vii. Safeguard the interest of tourists to provide sensitive, proactive, comfortable and quick mechanism as also to provide an effective grievance system.
- viii. Ensure responsible tourism through developing guidelines to control tourists' behaviour and provide a pleasant experience.
- ix. Improve visitor accommodation infrastructure in emerging tourism destinations.
- x. Ensure safe, hygienic and environmentally sustainable tourism practices.
- xi. Facilitate formal registration, monitoring and quality assurance of homestay units.

4. Definition of a Homestay

An accommodation facility in Rural Areas where the owner of establishment is letting out minimum one room and maximum eight rooms (16 beds) with toilet facilities exclusively for tourists. Eligible applicants need to meet the following criteria for the purpose of registration of homestays:

- i. The minimum floor area of the homestay should be 120 sq ft for double-bedded room. 100 sq ft for single room and 30 sq ft for bathroom.
- ii. There should preferably be an easy access from the road to the homestay.

Rural Area means any area falling outside the limits of a Municipal Corporation, Municipality, Nagar Panchayat, Cantonment Board, Notified Area Committee, or any other statutory urban local body, and which is classified as rural as per the latest Census of India or as notified by the State Government from time to time.

For the purpose of determining eligibility under this Policy, the location of the tourism unit shall be considered rural if the project site is situated within the jurisdiction of a Gram Panchayat or revenue village and outside the notified limits of an Urban Local Body. In case of any ambiguity, the classification issued by the Revenue Department, Panchayat and Rural Development Department, or any other competent State Government authority shall be final.

While the property owner, a family member, or a designated relative may reside on the homestay premises, the primary responsibility for the operation, management, and maintenance of the establishment remains exclusively with the owner.

5. Permissible Developments under the Policy

- i. A registered homestay shall provide not less than one (1) guest room and not more than eight (8) guest rooms for tourist accommodation, along with an attached bathroom.
- ii. Expansion of floor area within the existing permissible built form may be allowed only in accordance with applicable building bye-laws, land use regulations, structural safety norms, fire safety requirements, local authority approvals, environmental requirements, and other applicable rules and norms.
- iii. The total number of guest rooms after any such expansion shall not exceed eight (8) rooms. Any accommodation unit exceeding eight (8) guest rooms shall not be eligible for registration as a homestay and shall be required to apply under the appropriate category of tourism accommodation, as may be notified by the Department.
- iv. Any existing registered Homestay proposing to increase the number of guest rooms, subject to the maximum limit of eight (8) guest rooms, shall intimate the concerned District Magistrate through the designated online portal prior to commencing operations in the additional rooms. Such expansion shall be subject to compliance with the provisions of this Policy and other applicable laws, rules, and regulations. Certificate will be provided acknowledging the same (Annexure F).

6. Registration of Homestays

- 6.1. Any homestay owner meeting the above eligibility and the required criteria mentioned in the checklist of facilities as per Annexure C, may submit an application for registration through online (www.wbhomestaytourism.gov.in) along with the Demand Draft drawn in favour of District Magistrate in any scheduled bank payable at the concerned district in the format as per Annexure A of this policy. The department is about to introduce payment through GRIPS Challan. Till the mode is functional, payment will be acceptable in the form of demand draft.

In case of online application, registration fee can be paid through prescribed payment mode. The registration fee is non-refundable in case of disqualification of registration. Registration certificates shall specify the approved number of rooms and any conditions attached thereto.

Based on the facilities and quality of accommodation provided, home stay units will be classified on scoring as per **checklist of service offerings provided in Annexure B**. The registration fees applicable for Category A (Gold) and Category' B (Silver) are as under:

Classification	Registration Fees (in INR)
For Category A (GOLD)	1000
For Category B (SILVER)	500

- 6.1.1. On receiving the application for registration concerned District Magistrate will provide acknowledgement receipt to the applicant, as the case maybe.
- 6.1.2. All applications received online shall be scrutinised within seven (7) working days from the date of receipt of the application. In case of any short fall of documents, the applicant shall be intimated through the online portal for rectification.
- 6.1.3. Upon receipt of a complete application, the concerned Homestay shall remain ready for inspection by an Inspection Committee constituted by the District Magistrate. The inspection shall be conducted within fifteen (15) days of receipt of the complete application.
- 6.1.4. Inspection Committee in districts shall comprise of representative of District Magistrate, representative of Sub-Divisional Officer (SDO), any DM & DC who shall be in-charge of tourism, representative of local Block-Development Officer (BDO), representative of Block Land & Revenue Officer (BLRO) and Tourist Supervisor (TS)/Tourist Development Officer (TDO) posted in the district. In absence of TS or TDO. District Magistrate may nominate any competent person to the said Committee.
- 6.1.5. The SDO/BDO shall conduct periodic sample inspections of registered homestays to ensure compliance with the provisions and standards prescribed under this Policy

- 6.1.6. Based on the observations and recommendations of the Inspection Committee, the Homestay shall be classified and registered by the District Magistrate within **thirty (30) days** from the date of receipt of the complete application.
- 6.1.7. Following the registration, the District Magistrate would send the case for police verification and would obtain police clearance certificate as per Annexure D. The police verification process shall ordinarily be completed within **fifteen (15) days**.
- 6.1.8. Based on the recommendation of the Inspection Committee and after obtaining the Police Clearance Certificate, the District Magistrate shall declare the registration null and void if any adverse discrepancy is detected
- 6.1.9. In case of non-qualification, the applicant shall be informed online reason/s for disqualification.
- 6.1.10. The Inspection Committee may suggest a category either higher or lower than the one applied by the homestay owner. In case of higher than the one applied for; the applicant will have to pay the fee for that particular category. However, in case of lower category recommendation there will be no refund of the extra fee.
- 6.1.11. Registration certificate shall be issued **within 60 days** from the date of receiving the application by the District Magistrate

6.2. **Registers to be maintained at District Magistrate's Office:**

District magistrate will maintain a register for registered homestays in a format prescribed by Tourism Department, Government of West Bengal in MS excel format and will send the authenticated copies of the same through e-mail to the Department and Director, Tourism Directorate at the end of every month.

6.3. **Validity, Renewal and Cancellation of Certificate of Registration**

Registration of the Homestay will be valid for 3 years from the date of issue of registration of certificate.

- 6.3.1. The registration shall be valid for a period of **three (3) years**. It may be renewed upon payment of the prescribed registration fee as laid down in this Policy. The application for renewal shall be submitted within **six (6) months** from the date of expiry of the registration. Renewal can be applied through online mode by the applicant. An inspection will be carried out by the Inspection Committee before renewal of registration of the homestay.
- 6.3.2. In case the applicant fails to apply and pay the renewal fee within specified time. District Magistrate will serve a notice to the homestay owner and the homestay shall be renewed within 3 months after following the renewal process and taking a penalty of Rs. 100/- from such owners. District Magistrate reserves the right to cancel the registration of the Homestay on grounds of non-fulfilment of the criteria mentioned in the policy at the time of renewal.
- 6.3.3. Tourism Department or concerned District Magistrate may cause inspection of the registered tourism units by their authorized representatives any time with or without prior intimation. In case of any violation of any regulation stipulated. Tourism Department or District Magistrate is free to take any action against the concerned homestay including cancellation of the registration.
- 6.3.4. Homestays situated in urban areas and registered under the West Bengal Homestay Policy, 2022, shall be eligible for renewal under the West Bengal Homestay Policy, 2026, in accordance with the provisions of the revised Policy. However, no fresh registration of homestays in urban areas shall be allowed under this Policy. All new accommodation units in urban areas intending to operate in a host-led lodging format shall be required to register under the West Bengal Bed & Breakfast Policy, 2026, which shall be introduced shortly.

7. **Terms and Conditions for Registration of Homestays**

- 7.1. All applications, whether online for registration must be complete in all respects including application form, registration fee, certificates etc. Incomplete applications shall be summarily rejected.
- 7.2. The applicant shall be required to submit only those documents as are prescribed under this Policy and the application form notified thereunder. No additional document, declaration, certificate or information shall be sought by any authority unless specifically required under this Policy or any applicable law.
- 7.3. In case of any dissatisfaction of the applicant regarding classification of the homestay, the matter will be brought to notice of the Additional Chief Secretary/ Principal Secretary/ Secretary of Tourism Department, Government

of West Bengal for resolution. The Additional Chief Secretary/ Principal Secretary of Tourism Department will take decision in consultation with the District Magistrate and the Inspection Committee, and the decision will be final and binding.

- 7.4. If the owner of the homestay unit wishes to cancel the registration, he/she may simply apply to the concerned District Magistrate as per the format mentioned in Annexure G.
- 7.5. Operation of homestays on leased, rented, or sub-let premises shall not be permitted under this Policy. Any violation detected during inspection shall result in cancellation of registration and recovery of incentives availed under the Policy.
- 7.6. In addition, the following provisions shall be mandatory:
- 7.6.1. Every registered unit shall maintain and regularly update the Tourist / Guest Ledger in respect of all guests staying at the unit.
- 7.6.2. The Tourist / Guest Ledger shall be updated at the time of check-in and check-out, and in any case not later than 12 hours from the time of guest arrival or departure, as applicable.
- 7.6.3. In respect of foreign tourists, the registered unit shall submit Form C within 24 hours of arrival of the foreign tourist, or within such period as may be prescribed by the Government of India, the Bureau of Immigration, FRRO / FRO, or any other competent authority from time to time
- 7.6.4. Copies of valid government-issued photo identification of guests shall be retained in accordance with applicable law.
- 7.6.5. Occupancy records and tourist statistics shall be made available to the Department whenever required for tourism planning and monitoring purposes.
- 7.6.6. During periodic checks, inspections, audits, or verification by authorised officers, if it is found that the registered unit has failed to maintain, update, or submit the required records within the prescribed period, the following action shall be taken:

Incident	Condition	Action to be Taken
First Incident	Tourist / Guest Ledger not updated within 12 hours, or Form C not submitted within 24 hours, as applicable	Written warning with a direction to update / submit records within 24 hours
Second Incident	Repetition of the same non-compliance or/and non compliance with the earlier direction, within a period of 12 months from the first lapse.	Monetary penalty Rs 100 /day up to Rs 1500
Third Incident	Third instance of non-compliance within a period of 12 months from the second lapse	Suspension or cancellation of registration, including de-registration of the unit, after following due process

- 7.6.7. For the purpose of this clause, each inspection or verification in which non-compliance is recorded shall be treated as one lapse. Multiple omissions found during the same inspection may be treated as one lapse, unless deliberate suppression, false reporting, or refusal to produce records is established.
- 7.6.8. The Tourism Department may prescribe notice formats, inspection procedures, compliance timelines, and appeal mechanisms through administrative orders, guidelines, or notifications issued from time to time. The penalty amount may be raised by the Department through a notification.
- 7.6.9. In cases involving deliberate suppression of guest information, submission of false or misleading information, refusal to produce records, or serious safety, security, public order, or legal compliance concerns, the Department may initiate stricter action, including immediate suspension of registration.

8. General Guidelines for Homestay Owners

- 8.1. Department of Tourism has framed certain guidelines that should be followed by the Homestay Owners all the time, as under:
- 8.1.1. The owners of the registered homestays shall not use the homestay unit for any other commercial purpose other than tourism activities.

- 8.1.2. Every homestay unit need to comply with the prescribed guidelines, maintain the basic infrastructure and quality standards as per the selection criteria.
- 8.1.3. Homestay owners should deal with the tourists promptly and courteously with enquiries, requests, reservations and complaints amongst others.
- 8.1.4. Always maintain the registered homestay in a good state with proper hygiene for habitation of tourists and comply with the prescribed rules respecting standards of health, safety and security.
- 8.1.5. Every registered homestay unit shall maintain the books and upon demand shall produce the following records:
 - 8.1.5.1. Suggestions/ Complaints
 - 8.1.5.2. Tourist registration book
 - 8.1.5.3. Bill Book Duly numbered in duplicate
- 8.2. The following principles shall also additionally guide operations:
 - i. Promotion of local cuisine, handicrafts, folklore and cultural experiences;
 - ii. Encouragement of local employment and engagement of community-based service providers;
 - iii. Adoption of responsible tourism practices including waste management and water conservation;
 - iv. Preservation of traditional architecture and local identity, wherever feasible.

8.2.1. Third-party audit will be done by accredited third-party agencies engaged by the Department.

9. Information to be Displayed by Homestay Owners

The existing requirement for display of information shall continue without dilution.

Every registered homestay shall prominently display a notice board containing the following:

- i. Name of the Homestay;
- ii. Registration and classification certificate issued by the Tourism Department
- iii. Check-in and check-out timings
- iv. Dining timings, where applicable
- v. Guidelines for tourists
- vi. “No Plastic Usage” signboard
- vii. Prohibited activities within the premises, including smoking, consumption of prohibited substances, loud music and illegal activities.

In addition, the following shall also be displayed:

- i. Emergency contact numbers;
- ii. Tariff rates;
- iii. Contact details for grievance redressal;
- iv. Information regarding nearby health facilities and police stations.

10. Minimum Infrastructure Standards

Every registered homestay shall provide:

- i. Clean and furnished guest rooms.
- ii. Hygienic toilets and bathing facilities.
- iii. Safe drinking water.
- iv. Adequate lighting and ventilation.
- v. Waste collection and disposal arrangements.
- vi. Basic first-aid facilities.
- vii. Emergency contact information.
- viii. Display of tariff.
- ix. Fire Extinguisher
- x. Preference shall be given to the use of local materials, vernacular architecture, renewable energy systems and environmentally sustainable practices.

11. Assistance from the State Government

11.1. Incentives amounting to Rs. 1 lakh shall be disbursed to each registered homestay in two equal instalments.

11.2. The mandatory requirements prescribed for availing financial assistance, are:

- i. Ease of access,
- ii. Security,
- iii. Privacy,
- iv. Cleanliness,
- v. Storage facilities,
- vi. Provision of food,
- vii. Availability of clean drinking water,
- viii. Adequate lighting and ventilation,
- ix. Bathrooms:
 - o Availability of adequate water supply
 - o Provision of hot water
 - o Clean sanitation facility infrastructure
 - o Adequate cleanliness and waste disposal
 - o Provision of basic soft furnishing and amenities (towel, soap, doormats etc.)
 - o Adequate light

11.3. Approved list of activities that will be eligible for funding include the following:

Approved expenditure list:

- i. Sanitation
- ii. Cleanliness
- iii. Basic hygiene issues (including kitchen)
- iv. Basic furniture and storage
- v. Basic soft furnishing
- vi. Basic modification of rooms
- vii. Recreation Facilities like TV and Wifi (optional)

11.4. Mode of disbursement of incentive shall be as mentioned in Homestay Policy 2026, i.e.:

11.4.1. The first instalment of ₹50,000 shall be released upon completion of one year of successful operation of the homestay, subject to submission of a satisfactory inspection report by the designated Inspection Committee

11.4.2. The second instalment of Rs.50,000 shall be released on completion of activities against submission of invoices to District Magistrate's office within six months from the date of disbursement of first instalment

11.4.3. In addition to above, Rs. 50,000 shall be released as third instalment only to the following categories of homestay:

- i. women owned homestays or
- ii. tribal communities or
- iii. homestays falling under Dharti Aba villages

11.4.4. Payment of Electricity and Water Charges at domestic rates

11.4.5. Exemption from land conversion charges

11.4.6. Property tax rates as prescribed for residential purposes will be applicable

11.5. Non-Fiscal / Support and Promotion Benefits will include marketing, online booking support through official website of Department of Tourism-Govt. of West Bengal. To enhance the visibility of registered homestays, the Department of Tourism proposes to introduce promotional support through a dedicated mobile application (being introduced shortly), and tourism digital and social media platforms.

11.6. Active handholding and linkages with tour operators, travel agents, and experiential tourism platforms.

12. Skill Upgradation and Capacity Building

- 12.1. The Department of Tourism, in collaboration with Tourism Management Institutes and industry stakeholders and feedback from Self Help Groups shall organize training programmes of homestay owners on:
- Hospitality and guest management;
 - Digital marketing;
 - Hygiene and sanitation;
 - Sustainable tourism;
 - Local guiding services;
 - Emergency response and safety;
 - Financial literacy and bookkeeping
- 12.2. Department of Tourism will identify institutes like IHMs, IITMs, IIFM, NIM, birding and nature clubs and recognized local tour operators who can train the homestay owners in various domains like hospitality, food and beverages, housekeeping and hygiene, general etiquettes and language, solid waste management, bird watching, rural immersion trainings, etc. The department will tie-up with these entities/institutes and organize trainings in regular intervals, keeping the tourism seasonality in mind. The cost towards the training will be borne by the department.

13. Organic Farming

Tourism Department in association with the Department of Agriculture, Government of West Bengal will encourage local communities to adopt organic farming in their local areas through various skill building programmes. Dovetailing organic farming with tourism package will increase the variety of recreational packages where tourists may plant a tree and learn the process of farms operation.

14. Familiarization Trips

Tourism Department will organize Familiarization Trips (FAM Trips) for the homestay operators to famous homestay entities promoting rural, cultural and nature tourism. This will be done in order to encourage the youths and women who are doing outstanding work in running the homestay.

15. Marketing and Promotion

- 15.1. Department of Tourism will publish on its website, and dedicated mobile app.
- 15.2. Launch aggressive campaigns on social media platforms like Facebook, Twitter, You Tube, etc for promoting homestays of the State.
- 15.3. West Bengal has a strong base for cultural fairs and festivals having immense potential to attract tourists. Homestay based tourism activities will be promoted as packages in major fairs and festivals of the State to ensure economic benefit of the local community.
- 15.4. Facilitate tie up with Tourism service providers to provide market linkage to homestay owners for attracting wide range of market segments including young people, families and international tourists.
- 15.5. promote local destinations of West Bengal through influencers and travel bloggers.
- 15.6. The Tourism Department, shall organise periodic symposiums and workshops for homestay owners to promote best practices, quality standards, and sustainable tourism and give recognition to well performing homestays.

16. Sustainability and Responsible Tourism

All registered homestays shall adopt responsible tourism principles including:

- Waste segregation and disposal;
- Water conservation;
- Energy-efficient practices;
- Compliance with environmental norms.

Special safeguards shall apply to eco-sensitive, forest, coastal and hill destinations.

17. Implementation Framework

- 17.1. The implementation of this Policy shall follow a three-tier framework:
- State Level: Tourism Department shall function as the nodal authority responsible for policy formulation, digital registration systems, promotion, monitoring and capacity building

- ii. District Level: District Magistrates shall oversee registration, inspections, renewals and enforcement through District-level Inspection Committees
- iii. Local Level: Gram Panchayats and local institutions shall facilitate identification of eligible households, and assist in destination management, community participation and in inspection process.

17.2. Monitoring and Evaluation

17.2.1. The Department of Tourism shall collect occupancy data, assess visitor feedback and maintain a statewide homestay database. Performance indicators may include tourist arrivals, local employment generation, income enhancement and sustainability compliance.

17.3. Power to Amend

17.3.1. The Department of Tourism, Government of West Bengal, reserves the right to amend, modify, revise, relax, interpret, or withdraw any provision of this Policy, or to issue such clarifications, guidelines, instructions, or notifications as may be considered necessary, from time to time, in the interest of effective implementation of the Policy. The decision of the Department of Tourism in this regard shall be final and binding.

ANNEXURES**ANNEXURE A: APPLICATION FORM FOR REGISTRATION OF HOMESTAY**

1. Name of the Homestay Unit:
2. Category applied for :
3. Name of the owner :
4. Father's /Husband's Name :
5. Age:
6. Postal address :
7. Contact Number (Tel. No., Mobile No., Fax, Email) :
8. Location of the Homestay along with full address :
9. Details of the building :
 - i. Area of existing house :
 - ii. No of rooms :
 - iii. No of bathrooms/Indian/Western toilets
 - iv. Location Plan showing access to the Homestay from the main approach road
 - v. Proof of ownership of the house/property
10. Details of location
 - i. Plot number along with area of ownership :
 - ii. Distance from nearest town (w.r.t. village)
 - iii. Distance from nearest railway station
 - iv. Distance from nearest airport :
 - v. Distance from nearest bus stand :
 - vi. Distance from nearest shopping centre :
 - vii. Distance from nearest Hospital/Dispensary :
11. Nearest tourist spot (Please describe the tourist attractions nearby) :
12. Details of additional facilities. if available :
13. Registration No. :
(If registered earlier, attach a copy of the earlier certificate of Registration issued by DM)
14. Application fee/Registration Fee details :

Classification	Classification/Reclassification fee (INR)	Details of DD/ GRIPS Challan No.
Category A (GOLD)	1000	
Category B {SILVER}	500	

15. Copy of documents enclosed along with the application :

Sl. No.	Documents Enclosed

16. Undertaking :

I have read and understood all the terms and conditions mentioned in the West Bengal Homestay Policy 2026 also with respect to the approval and registration of the Homestay units and hereby agree to abide by them. I further confirm that I shall abide by the same and such other conditions as may be laid down time to time by the

Tourism Department for the Homestay Certification. I am 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:

Place:

Date:

Note:

- Submit the application form addressing the concerned District Magistrate along with the Demand Draft and documents in duplicate as under:
 - Proof of ownership of the house or property
 - Location plan showing access to the building from the major roads (need not be to scale)
 - If approved earlier, a copy of the earlier Certificate of Registration issued by the DM.
- After inspection of the house by the Inspection Committee of the District Magistrate, the DM will register the Homestay as per the classification norm and if applied the owner has to submit the difference of fee as per the classification criteria.

ANNEXURE B: QUALITY OF TOURISM AMENITIES**PART A: MARKING CRITERIA**

SN	Component	Maximum	Marking Criteria	Total Marks Allotted
1	Location	10	- Places of tourist destinations = 5 marks - Located at scenic place = 5 marks	
2	Exterior	10	- Exterior environment = 4 marks - Approach = 1 mark - Landscape = 2 marks - Exterior lighting = 2 marks - Parking = 1 mark	
3	Type of Building	08	- Heritage building, Farm houses, Estate bungalow = 8 marks - New construction in traditional architecture = 6 marks - Normal structure = 4 marks - Old tiled houses without much heritage value = 4 marks	
4	Guest Rooms	12	- Furniture = 6 marks - Furnishing = 2 marks - Comfortable with good quality linen & bedding = 2 marks - Comfortable bed = 1 mark - Decor = 2 marks - Room facilities and amenities = 2 marks (such as proper ventilation and lightings etc)	
5	Bathroom	10	- Facilities = 2 marks - Good Fittings = 3 marks - Clean Linen = 2 marks - Toiletries = 3 marks	
6	Public Areas	04	- Furniture = 2 marks - Decor = 2 marks	
7	Food	07	- Traditional cuisine = 3 marks - Multiple choice of cuisine = 2 marks - Fresh and good food quality = 2 marks	
8	Kitchen	07	- Cleanliness = 3 marks - State of repair = 2 marks - Proper storage of food = 2 marks (pest free and clean)	
9	Cleanliness and Hygiene	15	Overall Impression	
10	Safety & Security	07	- Public area and room security = 5 marks - Signage = 2 marks - Fire extinguisher	

SN	Component	Maximum	Marking Criteria	Total Marks Allotted
11	Communications	02	- Phone Service = 1 mark - Internet access = 1 mark	
12	Eco-friendly practices	08	- Proper waste management = 2 marks - Proper recycling practices = 2 marks - No plastic = 1 mark - Water conservation/harvesting = 1 mark - Pollution control air/water/sound/light = 1 mark - Alternative energy usage = 1 mark	

Note:

- a. **Class A (Gold): 75 and above**
- b. **Class B (Silver): 50-74 marks**
- c. **Not qualified: less than 50 marks**

1. Recommendations (if any) by Inspection Committee:

Signature of Chairman of Inspection Committee

Date:

Place:

ANNEXURE C: CHECKLIST OF FACILITIES MANDATORY FOR APPROVAL OF HOMESTAYS

SN	Categories	Details
1	General	i. Owner of the establishment or his /her family members should physically reside in the same unit proposed to operate as homestays ii. Clean and hygienic environment iii. Bedrooms, bathrooms, public areas and kitchens serviced daily while there are iv. tourists v. All floor surface clean and in good repair vi. Safety & Security
2	Guest Rooms	vii. Minimum one lettable room and maximum 8 lettable rooms (16 beds) with attached Indian or western styled toilets. Western toilets are preferable and not mandatory. All rooms to have good ventilation. viii. Minimum size of bedroom excluding bathroom has to be 120 sqft ix. A clean change of bed and bath linen daily and between check-ins x. Minimum bed width for single is 3ft and double 5 ft xi. Mattress minimum 4 inches thick - coir, cotton, foam or spring xii. Minimum bedding 2 sheets, pillow, blanket, mattress, bedcover xiii. Sufficient lighting xiv. A 5 AMP earthed power socket xv. Chairs - preferably one per bedding xvi. Wardrobe with minimum 4 cloth hangers per bedding xvii. Shelves or drawer space - xviii. A wastepaper basket xix. Proper drinking water xx. A mirror, at least half length (3 feet)
3	Bathrooms	xxi. Minimum size of bathroom 30 sqft. xxii. Western toilet, if any, to have a seat and lid, toilet paper - xxiii. 1 bath towel and 1 hand towel to be provided per guest xxiv. Guest toiletries on request. Minimum 1 new soap/guest xxv. A clothes-hook in each bath/shower room xxvi. A sanitary bin - xxvii. Floors and walls to have non-porous surfaces - xxviii. Hot and cold running water available 24 hours xxix. Water saving taps/shower
4	Public Areas	xxx. Telephone facility xxxi. Dining room with necessary furniture - xxxii. Non-plastic crockery & glassware
5	Kitchen	- xxxiii. Refrigerator/oven depending upon the region - xxxiv. Daily germicidal cleaning of floors xxxv. Clean utensils - xxxvi. All food grade equipment. Containers - xxxvii. Ventilation system - xxxviii. Purified drinking water - xxxix. Garbage to be segregated - wet and dry and disposed/treated

ANNEXURE D: CERTIFICATE OF REGISTRATION

Registration Number:

Date:

This is to certify that the homestay registered under the name _____, situated at _____, and owned by Mr./Ms./Mrs. _____, has been duly registered under the Gold / Silver Category in accordance with the provisions of the West Bengal Homestay Tourism Policy, 2026.

The homestay has been approved with a total of _____ **guest room(s)** and _____ **bed(s)** for tourism purposes.

This certificate is issued on _____ and shall remain valid till _____ or until further orders whichever is earlier.

District Magistrate

(Name of the district)

Copy forwarded to:

1. ACS/Principal Secretary/Secretary, Tourism Department
2. Concerned Superintendent of Police for information
3. Mr./Mrs./Ms./_____ (name of the Homestay Owner)

ANNEXURE E: POLICE CLEARANCE CERTIFICATE

This is to certify that Mr./Mrs./Ms. _____ son/daughter/wife of _____ residing at _____ since _____ and who has been registered as Homestays under the West Bengal Homestay Policy 2026 bears a good reputation and there is no adverse remarks and entries made against him/her or any other members of the family at this Police Station.

Signature of Police
Inspector of Concerned Police Station

Date:

Place:

ANNEXURE F: CERTIFICATE OF UPDATED ROOM CAPACITY

This is to certify that **M/s.** _____, Registration No. _____, homestay registered under the name _____, located at _____, has revised its accommodation capacity, as updated in the Portal.

Accordingly, the registered accommodation capacity of the homestay stands revised to _____ **rooms**, with effect from _____(date), in accordance with the provisions of the West Bengal Homestay Policy 2026. The same has been inspected and verified.

This certificate supersedes the previously issued certificate only with respect to the approved room capacity.

District Magistrate

(Name of the district)

Date: _____

Place: _____

Copy forwarded to:

1. ACS/Principal Secretary/Secretary, Tourism Department
2. Concerned Superintendent of Police for information
3. Mr./Mrs./Ms./_____ (name of the Homestay Owner)

ANNEXURE G: APPLICATION FOR RENEWAL OF REGISTRATION OF HOMESTAYS

To

The District Magistrate

..... (Name of the district)

Dear Sir/Madam,

I hereby apply for renewal of certificate of Registration of the Homestay under West Bengal Homestay Policy 2026. Following are the details for the registration:

- ✓ Name of the Establishment with complete address
- ✓ Date of registration with date of validity (attach copy of certificate of registration)

As the period of validity of registration is expiring on _____, I request you to kindly renew the registration for another 3 (three) years on the terms and conditions as laid down under the West Bengal Homestay Tourism Policy 2026. I further attach Demand Draft No. _____ of Rs. _____ drawn in favor of District Magistrate as renewal fee.

Signature of Owner of the Homestay Unit

Date:

Place:

ANNEXURE G: CANCELLATION FORM FOR REGISTERED HOMESTAYS

To

The District Magistrate

..... (Name of the district)

Dear Sir/Madam,

I hereby apply to cancel the certificate of registration of my Homestay under West Bengal Homestay Policy 2026. Following are the details for the registration:

Name of the Establishment with complete address

Date of registration (attach copy of certificate of registration)

Sincerely yours,

Signature of Owner of the Homestay Unit

Date:

Place: