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**Government of National Capital Territory of Delhi
Tourism Department**

No.F.6(11)/TSM/2007/Part file/

Dated 2007

NOTIFICATION

No.F.6(11)/TSM/2007/Part file/ In exercise of the powers conferred by section 33 of the National Capital Territory of Delhi (Incredible India) Bed and Breakfast Establishments (Registration and Regulation) Ordinance, 2007 the (National Capital Territory of Delhi Ordinance NO. 1 of 2007), the Government hereby makes the following rules namely:-

1. Short title, and commencement.- (1) These rules may be called The National Capital Territory of Delhi (Incredible India) Bed and Breakfast Establishments (Registration and Regulation) Rules, 2007.

(2) They shall come into force at once on the date of their publication in the Delhi Gazette.

2. Definition.-

- (a) “applicant” means the owner of the establishment who applies for registration under section 3 of the Ordinance.
- (b) “establishment” means a residential premises registered under section 3 of the Ordinance where guests are provided bed and breakfast on payment.
- (c) “foreigner” means a national of a country other than Republic of India.
- (d) “Government” means the Lieutenant Governor of the National capital Territory of Delhi appointed by the President under article 239 and designates as such under article 239 AA of the Constitution;
- (e) “Ordinance” means the National Capital Territory of Delhi (Incredible India) Bed and Breakfast Establishments (Registration and Regulation) Ordinance, 2007;
- (f) “prescribed authority” means a person or authority appointed by the Government by notification in the official Gazette, under the Ordinance.

3. Form and manner of application for registration.- The application for registration of residential premises as an establishment under sub-section (1) of section 3 of this Ordinance, shall be in Form ‘A’.

4. Fees for registration.- (1) The fees for registration as referred to in sub-section (1) of section 3 of the Ordinance, shall be on following scale:-

<u>Category</u>	<u>Amount of fees</u>
(a) Silver	Rs. 3000/-
(b) Gold	Rs. 5000/-

(2) The fees shall be paid alongwith the application for registration by way of Demand Draft or e-Payment/online Payment in favour of the prescribed authority.

(3) The fee deposited shall not be refundable in any circumstances either in full or in part.

(4) In case the applicant is registered for category higher than the category which is applied for, the difference of fees shall be payable by the applicant before registration.

5. Additional conditions for registration- The applicant in addition to complying with the conditions as laid down in sub-section (2) of section 3 of the Ordinance, shall also.

(a) Furnish to the Foreigners Registration Officer of the District, the particulars of any foreigner staying in the establishment, within twenty-four hours of his checking-in in the Form prescribed under the Registration of Foreigners Rules 1939; and

(b) obtain and furnish at the time of registration his police verification in Form 'B'.

6. Constitution of the Classification Committee.- The Classification Committee referred to in sub-section (3) of section 3 of the Ordinance, shall consist of the following:-

- (a) a representative of the Tourism Department of Government of NCT of Delhi,
- (b) a representative of the Delhi Tourism and Transportation Development Corporation Ltd.,
- (c) a representative of the Regional Director (North) India Tourism, and
- (d) a representative of the Dy. Commissioner of Police of the District.
- (e) a representative of Indian Association of Tour Operator.

7. Checklist of services and amenities.- The checklist referred to in sub-section (6) of section 3 of the Ordinance, shall be as in Form 'C'.

8. Category of establishments.- The registered establishment shall be classified in two categories (as referred to in sub-section (6) of section 3 of the Ordinance) namely - 'Silver' and 'Gold', depending on the facilities and amenities available in the establishment as per report of the Classification Committee.

9. Form of certificate of registration.- The certificate of registration to be issued under sub-section (8) of section 3 of the Ordinance, shall be in Form 'D'.

10. Form of directory of establishment.- The directory of establishment to be maintained under sub-section (10) of section 3 of the Ordinance, shall be in Form 'E'.

11. Form of register to be maintained by the owner of the establishment.- The register to be maintained by the owner, referred to in item (i) of section 6 of the Ordinance, shall be in Form 'F'.

12. Period for preservation of the register by the owner. - The register referred to in clause (i) of section 6 of the Ordinance, shall be preserved by the owner for a period of five years.

13. Manner for removal of name of establishment from Directory.- For purposes of removal of the name of an establishment from the directory under the provision of sub-section (1) of section 10 of the Ordinance, the prescribed authority on receipt of a complaint from the guest(s), neighbours, police or otherwise, make an enquiry into it and examine the supporting evidence and documents and after giving a reasonable opportunity to the owner of the establishment against which a complaint has been made, issue a speaking order recommending removal of the name from the directory of establishment.

14. Form of notice.- The notice to be served on an establishment before removing its name from the directory referred to in section 11 of the Ordinance, shall be in Form 'G'.

By order and in the name of the
Lt. Governor of the National Capital
Territory of Delhi

Principal/Joint Secretary (Tourism)

Form - A

Application form for Registration of Bed and Breakfast Establishment
(see rule 3)

1. Name of the establishment
2. Category applied for - Silver/Gold
3. Name of the owner(s) or person (s) authorized to manage the establishment
4. Complete postal address of the establishment
 - (a) Telephone number
 - (b) Fax
 - (c) E-mail
 - (d) Mobile number of the promoter
5. Distance of the establishment in kms. from
 - (a) Airport
 - (b) Railway Station
 - (c) City Centre
 - (d) Nearest main shopping center
 - (e) Nearest bus stand/scheduled city bus stop
6. Details of the establishment
 - (a) Whether owned or leased please enclose (copies of sale/ lease deed)
 - (b) Whether building plan and its use approved from local authorities (copy to be enclosed)

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
 - (c) Width of road on which establishment is located
 - (d) Details of parking available in the establishment and or its vicinity
 - (e) Plot area (Sq. mtrs.)
 - (f) Covered area (Sq. mtrs)
 - (g) Number of rooms in the establishment
 - (i) single-bed (size of each room)
 - (ii) double-bed (size of each room)
 - (h) Number of rooms (with attached bathrooms & WC) Offered for letting-out under the scheme

- (i) Details of common areas for the following facilities in sq. mtr.
 - (I) Lobby/Lounge
 - (II) Dining space
 - (j) Additional facilities available if any (not mandatory)
 - () Eco-friendly facilities
 - (i) Facilities for differently abled persons
 - (k) Details of Fire Fighting Equipment/hydrants etc. if any
7. Type of food to be provided.
8. Tariff for rooms
- (a) Single-room
 - (b) Double-room
9. Details of payment for registration
- (a) Demand Draft Number and date
 - (b) Amount
10. Details of enclosures
- (i) Note on background of owner
 - (ii) Particulars of family of the owner/person authorized residing with him in the establishment giving age, profession and relationship of each with the owner/person.
 - (iii) Checklist of facilities available in the establishment

The information and documents provided above are correct and authentic to the best of my knowledge.

Signature and Name of the
owner in block letters

Place:

Date:

Form - B

POLICE VERIFICATION

[See RULE 5(6)]

This is to certify that Shri/Smt/Km
Son/wife/daughter of
.....(address) since(year)
and an applicant applying for registration of his premises under the National Capital Territory of Delhi (Incredible India) Bed and Breakfast Scheme of the Department of Tourism Govt. of NCT of Delhi / Incredible India Bed and Breakfast Establishments (Registration and Regulation) Ordinance, 2007, bears a good reputation and that there are no adverse remarks/entries made against him/her or any members of his/her family at this Police Station.

(Signature of S.H.O)
alongwith stamp and address

Date:-

Place:-

Form - C

Checklist for approval & registration of "Bed & Breakfast" Establishment
(see rule – 7)

Sl. No.	General	Silver	Gold	Certification of the establishment regarding the facilities Yes/No	Observations of the Regional Classification Committee
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 let-table room and maximum 5 rooms (10 beds). All rooms should be clean, airy, pest free, without dampness and with outside window/ ventilation.	M	M		
4.	Minimum floor area in sq. ft. for each room.	120	200		
5.	Comfortable bed with good quality linen & bedding preferably of Indian design.	M	M		
	Attached Private Bathrooms with every room along with toiletries.	M	M		
7.	Minimum Size of each bathroom in square feet.	30	40		
8.	WC toilet to have a seat and lid, toilet paper.	M	M		
9.	24 hours running hot & cold water with proper sewage Connections.	M	M		
10.	Water saving taps/shower	D	M		
11.	Well maintained smoke free, clean, hygienic, odour free, pest free kitchen.	M	M		
12.	Dinning area serving fresh Continental and / or traditional Indian breakfast.	M	M		
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.	M	M		

15.	Iron with iron board on request.	M	M		
16.	Internet Connection.	M	M		
17.	A 15 amp earthed power socket in the guest room.	D	M		
18.	Telephone with extension facility in the room.	D	M		
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.	Complimentary aqua-guard / RO/mineral water.	M	M		
22.	Good quality chairs, working table and other necessary furniture.	M	M		
23.	Washing Machines/dryers in the house with arrangements for laundry/ dry cleaning services.	D	M		
24.	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 public rooms.	D	M		
27.	Garbage disposal facilities as per Municipal laws.	M	M		
28.	Acceptance of cash/ cheque/ D.D.	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	M		
36.	Maintenance of register for guest check-in and check-out records including passport details in case of foreign tourists.	N	M		

* 'M' stands for mandatory

* 'D' stands for desirable

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

Form - D

Certificate of Registration
(see rule 9)
National Capital Territory of Delhi (Incredible India)
Bed & Breakfast Establishment
Gold/Silver Category

House.....

Owned by Mr/Ms.....

is registered as Gold/Silver Category under The National Capital Territory of Delhi (Incredible India) Bed & Breakfast Establishment (Registration and Regulation) Ordinance 2007 by Department of Tourism, Government of NCT of Delhi

This certificate is valid w.e.f......*To*.....

Joint Secretary
Department of Tourism

Form - G

**Form of Notice to owners for removal of the name of his establishment from
the Directory
(see Rule 14)**

Whereas your residential premises at _____ is registered as an Establishment under section 3 of the National Capital Territory of Delhi (Incredible India) Bed and Breakfast Establishment (Registration and Regulation) ordinance, 2007.

And Whereas, I am the prescribed authority under the said Ordinance read with rules 13 and 14 of the National Capital Territory of Delhi (Incredible India) Bed and Breakfast Establishments (Registration and Regulation) Rules, 2007, hereby, inform you that Shri _____ has complained to the undersigned that

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.....

and gives you notice to show cause why action should not be taken against you, including removal of the name of your establishment from the directory and revocation of its certificate of registration, within a fortnight of the receipt of this notice, failing which it would be presumed that you have no explanation to make and thus necessary action as per law shall be taken without further notice.

(.....)
Prescribed Authority

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