



# AAMAAR AALOHI

HOMESTAY SCHEME  
2022-23



## AAMAAR AALOHI Homestay Scheme 2022-23

### **Introduction:**

The "Aamaar Aalohi" Homestay Scheme by the Tourism Department, Govt. of Assam, aims to promote homestay facilities, create self-employment opportunities, and provide authentic hospitality experiences to tourists.

Scheme Name: **AAMAAR AALOHI Homestay Scheme 2022-23**

### **Concept of AAMAR ALOHI:**

Homestays are private residential houses in tourist destinations, offering rooms for tourist accommodation. The houses should be well-maintained, easily accessible, have clean facilities, and be located near tourist spots. The scheme promotes various forms of tourism, including heritage, eco, nature, pilgrim, adventure, and rural tourism.

**Beneficiary:** A group/cluster of minimum 10 homestay units formed into a Community Tourism Organization near a tourist spot.

**Community Tourism Organization:** A community-based tourism unit refers to a group or cluster of at least 10 homestay units that form a Community Tourism Organization (CTO) near a specific tourist destination. These units are established with the goal of promoting tourism activities within the local community. They provide accommodation and hospitality services to tourists while ensuring the active involvement and participation of the local community. Community-based tourism units aim to empower local residents, generate economic benefits for the community, preserve cultural heritage, and promote sustainable and responsible tourism practices. They often offer unique cultural experiences, traditional cuisine, and opportunities for tourists to interact with locals, learn about their customs and traditions, and contribute to the overall welfare of the community.

### **Requirements for a Community Tourism Organization:**


**Shared Vision:** The organization should have a shared vision and purpose centered around promoting community-based tourism, fostering local economic development, preserving cultural heritage, and enhancing the overall tourism experience.

**Membership:** The organization must consist of at least 10 members who are active participants in the local community. These members can be homestay owners, local entrepreneurs, community leaders, representatives from local associations, or individuals with a vested interest in tourism development.

**Legal Entity:** The organization should be a legally recognized entity, such as a registered society, cooperative, community-based organization, or any other appropriate legal structure as per the local regulations.

**Governance Structure:** The organization should have a well-defined governance structure that outlines roles, responsibilities, and decision-making processes. This includes appointing a board or committee responsible for overseeing the organization's activities.





**Financial Management:** The organization should establish transparent financial management practices, including budgeting, accounting, and reporting mechanisms. It should also explore avenues for generating revenue to sustain its operations, such as membership fees or funding opportunities.

**Collaboration and Partnerships:** The organization should actively seek collaborations and partnerships with relevant stakeholders, including government agencies, tourism authorities, NGOs, local businesses, and community members. These partnerships can contribute to resource-sharing, knowledge exchange, and collective decision-making.


**Capacity Building:** The organization should prioritize capacity building initiatives to enhance the skills and knowledge of its members. This can involve training programs, workshops, and educational sessions on topics such as sustainable tourism practices, hospitality management, marketing, and cultural preservation.

**Marketing and Promotion:** The organization should collectively promote the community-based tourism offerings and experiences to target markets. This can include developing a marketing strategy, creating promotional materials, participating in trade fairs, and leveraging digital platforms to reach potential tourists.

**Community Engagement:** The organization should actively engage with the local community, seeking their input, involving them in decision-making processes, and ensuring their participation in tourism-related activities. This can foster a sense of ownership and pride among community members.

**Monitoring and Evaluation:** The organization should establish mechanisms for monitoring and evaluating its performance, impact, and progress towards achieving its goals. Regular assessments can help identify areas for improvement and guide future initiatives.

#### **The objectives:**

1. **Empowerment:** Community-based tourism aims to empower local communities by involving them directly in the tourism industry. It provides opportunities for community members to participate in decision-making processes, develop their skills, and take ownership of tourism initiatives.
  2. **Economic Development:** Community-based tourism seeks to stimulate local economic development by generating income and employment opportunities within the community. It encourages the establishment of small businesses, promotes the sale of local products and services, and ensures that tourism revenues directly benefit the community.
  3. **Cultural Preservation:** Community-based tourism aims to preserve and showcase the cultural heritage of the local community. It promotes the preservation of traditional customs, crafts, arts, and rituals, allowing visitors to experience and appreciate the unique cultural identity of the community.
  4. **Environmental Sustainability:** Community-based tourism places emphasis on sustainable practices and the conservation of the natural environment. It encourages responsible tourism activities that minimize negative environmental impacts, promote eco-friendly practices, and raise awareness about the importance of environmental preservation.
  5. **Mutual Understanding and Cultural Exchange:** Community-based tourism fosters mutual understanding and cultural exchange between visitors and community members. It provides opportunities for tourists to engage with locals, learn about their way of life, traditions, and beliefs, and promotes cross-cultural interaction and appreciation.
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6. Community Well-being: Community-based tourism aims to improve the overall well-being of the local community. It supports social development initiatives, such as healthcare, education, infrastructure improvements, and community facilities, using the revenues generated from tourism activities.
7. By achieving these objectives, community-based tourism strives to create a sustainable and inclusive tourism model that benefits both visitors and the local community.

**Aim of the present scheme:**

1. Registration of existing homestays.
2. Setting up new homestays with subsidy/margin money assistance.

By implementing this scheme, Assam aims to promote community tourism, protect natural and cultural heritage, and ensure sustainable tourism development.

The present scheme aims at providing comfortable homestay facilities of standardized services to the tourists, and to supplement the availability of accommodation in the tourist destinations. The State Government of Assam in the Tourism Department has introduced Aamaar Aalohi --Homestay Scheme in tourist locations. The basic idea is to provide a clean and affordable place for foreigners and domestic tourists alike including an opportunity for a foreign tourist to stay with local families to experience customs and traditions of Assam and relish authentic local cuisine.

**(a) Registration of existing Home Stay unit across the state of Assam under Assam Tourism:**

Each existing homestays which will be registered under the Assam Tourism Home Stay Scheme will be classified as per the facilities and services provided.

**(b) Promoting Community Based Tourism by Setting-up of new Home Stay Units by providing subsidy / margin money assistance from Tourism Department, Govt. of Assam :**

The goal of Capital subsidy in Aamar Alohi Home Stay Scheme is to promote community based tourism while helping local communities benefit fully from the economic opportunities of low – impact tourism. Also the natural environment and cultural heritage of these can be protected for future generations and tourism can develop to meet the needs of local communities

Subsidy / margin money assistance and other support will be provided for setting-up of new Homestay (as per specifications) to the selected beneficiaries. These units would be selected after identification of existing houses with their premises and must have scope for construction of small units with ethnic design within the same premises. For this purpose, adequate land measuring at least 1 Katha and above must be available within the same premises in and around important tourist spots and must be suitable and secured for setting up the new units under the present scheme. Under the Scheme minimum 2 (two) bedrooms with attached Bathroom and furnished accommodation with bed and breakfast facility has to be provided by the homestays.

The beneficiaries of the capital subsidy would be **a group/cluster of minimum 10 homestay units formed into a Community Tourism Organization near one place of Tourist Importance.**

## Eligibility:

The members of the applicant group should have the following qualifications:

- i. The individual members should have educational qualification of minimum 12th standard pass with exemption for ST, SC, Tea Tribe and woman applicants with 10<sup>th</sup> Pass.
- ii. Age limit of individual applicants is minimum 18 years and maximum 40 years with relaxation for ST, SC, Tea Tribe and Woman upto 45 years
- iii. Only one member per family in the group is eligible.
- iv. Any family member from one household should not be member of other group.

## Standardization of Aamaar Aalohi Homestay units:

Standardization of the Homestay units are as follows :-

- (a) The selected existing houses shall fulfill the minimum requirement of having at least two rooms for accommodation with attached toilet facility which will be made available to the tourists as Home Stay facilities and will be classified as Rural & Urban Homestays.
- (b) Accommodation under the scheme would mean the room accommodation of minimum standard sizes with attached toilet facility reasonably furnished (as per eligibility requirement vide Annexure-I) and ready for letting out to the tourists / guests as prescribed under the said scheme.
- (c) The newly constructed units under this scheme will have ethnic designs and in their look and get up depending upon the actual locations (hill area / plain area / riverine area), heritage, ethnicity & culture of the local people so that these are easily identifiable.
- (d) The owner of the homestay is fully responsible to maintain a good internal décor, furniture & furnishing, curtains etc. which will be based on local culture, heritage, themes, environment etc.

**The selection process of beneficiaries for providing Subsidy / Margin money Assistance** to set-up new Home Stay unit will be as follows :-

- (a) Step – I: Assam Tourism Development Corporation Ltd will issue open advertisement inviting offers from interested Community Based Tourism organisations formed with minimum 10 members interested in providing tourism homestays with at least two rooms for guests and shall apply in prescribed Application Forms along with a detailed project proposal. These application along with DPR and documents / testimonials would be examined for shortlisting, if necessary, shall be called for discussion before shortlisting.
- (b) Step – II: The inspection team appointed by ATDC will inspect the premises, locations of the shortlisted applicants proposals and further shortlist them.
- (c) Step – III: The Selection Committee will select the suitable beneficiaries on the basis of the inspection report for providing subsidy / margin money assistance to set up new Home Stay Unit.

**Selection Committee:** The selection committee will comprise of following:

Senior most secretary of the Tourism Department	Chairman
Managing Director, Assam Tourism Development Corporation	Member Secretary
Director of Tourism/ or representative	Member
Representative of Regional Director, India Tourism	Member
General Manager, Assam Tourism Development Corporation	Member



## Incentives / Assistance to be given under the scheme:

- A. New homestays which will be part of Community Based Organisations will be eligible for a capital subsidy of 90% of total project cost** for construction of minimum 2 bedrooms in each member units with attached bathroom & furnished accommodation as specified, The shortlisted Community Based Organisation will receive upto maximum of 1 crore or 90% of the total project cost whichever is lower.

The Govt. of Assam or ATDC Ltd. shall not provide any guarantee for the loan components nor shall be liable for any financial liability of the beneficiaries in any manner under this scheme at any point of time to any party for any reason whatsoever.

### Release of financial assistance:

- ii. Capital Subsidy: subsidy of 90% of the scheme will be released in the following phases.*

Phase	Percentage incentive to be released
On completion of 60% work	50%
On completion of 100% work	50%

**C. OPERATIONAL SUBSIDY: All registered Community Based Tourism organizations are eligible to apply for Operational Subsidy for their homestays upto maximum 2.5 lacs in a year subject to hosting minimum 250 room nights for each group. The bookings of the home stays will be monitored through a booking management application to be developed by ATDC.**

**D. MARKETING SUPPORT: All registered Community Based Tourism Organizations are eligible to apply for a marketing support. Shortlisted applicants will get a maximum support of Rs 2.5 lac for promotion of their homestays including website, social media and different tourism promotional events subject to 50% of the total cost in a calendar year.**

Existing homestays can form into Community Based Tourism organization with minimum 10 members can apply for an operational subsidy of amounting to maximum 2.5 lacs and marketing support of Rs 2.5 lacs to be paid in a phased manner subject to selection, periodic review based on customer input.

Payments will be released directly to beneficiaries' bank account after verification of the progress, completion and satisfactory operation of the homestays.

### Requirements:

It is essential to have the requirements mentioned from 1-11 below to be eligible to register as a Homestay unit in Assam.

- 1. Location:** The locality and environment should be suitable for tourism purpose as per the definition of the Homestay. The Homestay units should be located only in the tourism areas (within the radius of 30 KM from tourism area) as notified by Tourism Department, Government of Assam from time to time.
- 2. Access/Approach:** Access/Approach should be suitable for the tourism purpose. If it is a property that goes with the themes such as village/ adventure/wildlife etc. necessary security and accessibility arrangements should be made for the safety of the tourist.
- 3. House/Accommodation Unit/Land:** The layout and the condition of the house/accommodation unit should be suitable for the operation of the Homestay Unit and should conform to the standards set under the Assam Homestay Scheme. Sufficient Mayadi

land should be available for the construction of the Homestay unit under this Scheme. (Documents of land title/Namjari/patta/etc. will have to submit along with Applications).

4. **Compound/Garden:** The compound/garden should be well laid out and maintained in a manner befitting a Homestay unit.
5. **Maintenance:** Maintenance of all areas of the house / accommodation unit including the compound/garden furniture, equipment, fixtures, fitting, etc. should be befitting the tourism purpose and standard set by the guidelines under the Assam Homestay Scheme.
6. **Parking:** A proper parking arrangement (with adequate security) should be available.

**7. Front Sitting Area/Hall:**

- a. Should be pleasantly arranged to accommodate guests.
- b. Should have clean, spacious, well maintained front sitting area/hall.
- c. The sitting area/hall should have adequate ventilation and natural or artificial lighting.
- d. The sitting area/hall should have adequate, good quality furniture/ seating arrangement befitting respective theme.

**8. Bed Room/Sleeping Area:**

- a. Should have bed room/a proper sleeping arrangement with separate guest bathroom.
- b. Bed room/sleeping area should be spacious, clean, well ventilated and well maintained.
- c. Minimum size of the single bed room/sleeping area for one person should not be less than 100 sq.ft. (109.30 Sq mtr) and minimum size of the double bedroom/sleeping area for two people should be less than 120 sq.ft. (11.15 Sq mtr) The safety and privacy of the tourist should be assured especially within the bedroom/sleeping area.
- d. Bed room /sleeping area should have windows suitably curtained or fitted with blinds or equivalent preserving security/privacy of the tourist.
- e. Electric fans/air conditioners/blankets should be available depending on the climate. The guideline will not be mandatory in special situations such as eco lodge etc.
- f. A dressing table with mirror/or a wall fitted with mirror with a shelf, wardrobe or wall cupboard and/or cloth hangers, a small lockable cupboard to store valuables, a towel rack (optional), a luggage rack (optional) or equivalent and a waste-paper basket must be available inside the room. Clean and comfortable bedding/sleeping arrangement should be provided in keeping with the respective theme.
- g. Size of the bed should not be less than (6.3 ft X 3 ft) (1.92 mtr X 0.91 mtr) and size of the double bed should not be less than (78 inches/6.3 ft X 5 ft). (1.92 mtr X 1.52 mtr)
- h. Bed linen should be changed at least once in 02 days for staying guest. Fresh linen should be provided for each new guest.
- i. Bath room floor should be clean and hygienic.
- j. Bath room walls should be preferably tiled up to 5ft (0.91 mtr) or furnished with smooth cement/tiled or washable rubber paint or equivalent in keeping with the respective theme.
- k. Bath room should have wash basin, mirror, towel rails, cloth hooks etc. or equivalent facilities in keeping with the respective theme.
- l. Should have adequate good quality, absorbent towels and have to be changed on regular basis.
- m. Iron board (optional) and iron should be available on request.
- n. Home with electricity supply should supply a plug point inside in each guest room.

**9. Dining Area:**

- (a) Should have a clean, well maintained dining area with good quality comfortable serving and seating arrangement.
- (b) Should have adequate stock of good quality cutlery, crockery, tableware and table linen or equivalent authentic material serving the same purpose will be considered.



## 10. General:

- (a) Should maintain a guest register with name, address, contact details, passport number/national identity card number, date of arrival/ departure etc. with guest signature for references. All transactions should be issued with valid receipt and record to be maintained accordingly.
- (b) Clean, hygienic and uninterrupted water supply should be assured for the tourist.
- (c) If food is served, there should be a list of food items/ type of meals available and the charges. If not self-cooking facility should be available with all required cooking utensils.
- (d) Should have adequate stock of good quality bedding, towels, cutlery, crockery and glassware.
- (e) First aid facilities should be available.
- (f) Path ways, stairs, elevator should be well lit for safety.
- (g) Garbage should be stored in covered bins until they are disposed.
- (h) Facilities should preferably be arranged to hire vehicle for excursions, transfer of guest etc.
- (i) In case of sickness of the tourists, there should be an arrangement to contact qualified medical officer or nearby hospital.
- (j) Should preferably be disable-friendly.

11. **Power back up** with Solar charging facility must be provided.

## Guidelines:

- (a) The Scheme shall be operative in entire Assam.
- (b) It is compulsory that all Homestay units, under the scheme, should be registered with ATDC Ltd.
- (c) The proprietor of the house registered under the scheme should submit the prescribed Application Form to ATDC Ltd. with all information and relevant documents.
- (d) Proper land (Miyadi Patta) documents have to be produced at the time of document verification and a set of the same (duly certified) have to be submitted along with the Application Form for applicants seeking capital subsidy for construction of new homestays.
- (e) Each selected candidates/individual under this scheme should have certificate of homestay training program (certified and organized by ATDC) to be conducted by ATDC without which they won't be eligible to seek assistance under this scheme. The training is mandatory for shortlisted candidates/individuals along with his or her spouse.
- (f) An Agreement will have to be executed between ATDC Ltd. and the beneficiary with all the terms and conditions mentioned in the scheme and the same will be valid for 7 years from execution of the agreement. The signed MOU will be sent to the Deputy Commissioner(s) of the concerned district for further necessary compliance. Some of the basic terms are given below :-
  - a. the unit will not be sold / leased out / transferred to any other party within the stipulated period of 7 years;
  - b. the unit will have to be used only for homestay purpose. If any unit will be used for any other means other than homestay then the entire subsidy amount will be recovered from the beneficiary as a part of arrear of land revenue (Bakijai);
  - c. the name of the scheme and prescribed inscription will have to be displayed properly so that tourist can identify the property easily;
  - d. the designs and estimates for the newly constructed units under this scheme will have to be approved by the ATDC. The design & décor of the homestay will depend upon the actual locations (hill area / plain area / riverine area), heritage, ethnicity & culture of the local people so that these are easily identifiable;
  - e. the owner of the homestay is fully responsible to maintain a good internal décor, furniture & furnishing, curtains etc. which will be based on local culture, heritage, themes, environment etc.;
- (g) Selection Committee would ensure to conduct an inspection of the premises within thirty (30)




days of submitting the application before registering the unit as Homestay. This is to ensure that the architectural design is in conformity with location and the surrounding environment and the unit has hygienic, clean facilities and is secure for tourists. On application for registration/renewal, the unit will have to be ready for inspection, without prior notice, by the Committee. No request for deferment of inspection will be entertained.

- (h) It is recommended to display and specify the type of meals to be offered with the charges so that the visitors are informed in advance to avoid unnecessary disputes.
- (i) The quality of the facilities and services will be evaluated by the Selection Committee. Due preference will be accorded to homes which are able to provide Assamese experience by way of décor, traditions and authentic cuisine.
- (j) A registration fee of ` 1000.00 should be paid when submitting the Application Form for registration as existing / new homestay unit and a renewal fee of ` 500.00 will be paid yearly.
- (k) A certificate of registration will be issued on evaluation of the standard as per the Mark sheet.
- (l) Compulsory tie-up with all the homestay service providers associated with ATDC Ltd. The units are free to tie-up with other agencies subject to prior approval from ATDC Ltd.
- (m) Any deficiency / short comings notified by the committee during inspection will be informed on the spot, and to be rectified within a period of time agreed by the owner of the establishment (less than three months) and informed to ATDC Ltd. with supporting documents.
- (n) In case of dissatisfaction with the decision of the Committee, the proprietor may appeal in writing to the Senior-most Secretary of Department of Tourism, Government of Assam within thirty (30) days of the official communication.
- (o) The homestay units are expected to maintain required standard at all the times. Assam Tourism official will conduct a surprise inspection of the house at any time without any previous notice. In case of failure to maintain required quality and service standard, hygiene condition, misbehavior or malpractices, the registration will be cancelled by ATDC Ltd. as suggested by the Committee, after giving reasonable time period to rectify the same.
- (p) Any complaint from any guest regarding accommodation of any of the homestay establishment will be investigated and if found guilty the registration will be cancelled by ATDC Ltd.
- (q) Any change in facilities, refurbishment / upgrading or extensions should be informed in writing to ATDC Ltd. within 30 days. If the clause is in violation of the guideline and it comes to the notice of the committee, the classification will stand withdrawn / terminated.
- (r) The registered homestay units are permitted to market and to promote their respective units and activities.
- (s) ATDC Ltd. will organize training program periodically on hospitality services to provide good quality service and facilities in homestay establishments for tourists. The home stay owners will have to attend such programmes without fail, following which their registration will be cancelled.
- (t) The license/classification will be valid for one calendar year. A renewal application with relevant documents and fee should be submitted to ATDC Ltd. three months prior to the expiry of the license for re-inspection / re- evaluation (The application can be downloaded from [www.assamtourism.gov.in](http://www.assamtourism.gov.in))
- (u) All bookings of the homestays will be maintained through a Web Application to be developed by ATDC for management of homestay booking including collection of tourist data in association with third party developers.

#### **Responsibility of the House Owner under the Scheme:**

- (a) Every homestay unit owner shall get the unit registered with the ATDC Ltd. and follow the **guidelines framed there under for the Aamaar Aalohi Homestay Scheme 2022-23 which shall be binding on the owner of the homestay units.**

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- (b) The owner of the homestay unit shall maintain the minimum standards of the cleanliness, sanitation, quality food etc. at all times
  - (c) In case of complains of overcharging, unhygienic conditions, misbehavior, malpractices, failure to maintain required standards etc. the registration of the Homestay unit will be cancelled after giving a reasonable opportunity to the owner. The cancellation will be done by the Corporation and the Corporation shall take such action as may be deemed fit which will include refund of the assistance as per the provision of MOU.
  - (d) The owners shall maintain a register for letting out the rooms to the tourists, which can be inspected by the Govt. of Assam/ATDC Ltd. from time to time. The register will have the same format as those presently being used in the Hotels/Guest Houses/Tourist Lodges of Assam.
  - (e) The owners shall maintain a bill book/homestay pad for issuing the bills to the tourists.
  - (f) The owner shall submit Form 'C' as per the format mentioned in [http:// indianfro.gov.in/fro/Form C](http://indianfro.gov.in/fro/FormC) with Passport details to the nearest Police Station as done by the hotels while accommodating foreign tourists.
  - (g) The owners shall display a registration certificate and rate list issued by the Corporation at the counter (in the premises) of the Homestay unit for the information of the tourists.
  - (h) All the Homestay unit holders shall submit details of tourists/guests to the nearest Police Station on day to day basis for both domestic and foreign tourists. A monthly report regarding guests data will have to be submitted ATDC Ltd.
  - (i) The owner shall display prohibition (e.g. smoking / drinking / loud music / illegal activities etc.)

**Involvement of local community/Village Tourism Committee:**

As the units will serve the causes of local tourism potential, it is desired that there will be community participation for their promotion. Wherever local Village Tourism Committee exists or formed they will monitor the different aspects regarding cleanliness, safety and security of the tourists and such other issues so that their day to day management are transparent and conducive to the image of the localities.

**Assistance in Reservation/Marketing:**

The Department of Tourism/ Assam Tourism Development Corporation Ltd shall list on its web site, free of charge, the approved Home Stay units. ATDC shall also include them in their online Reservation system, on payment of commission as fixed by ATDC from time to time.


Moreover, Assam Tourism will provide publicity and marketing support to the units through print and electronic media and such other means.

Such enlistment is subject to satisfactory periodic review based on customer review and inspection

**Implementing Agency:**

The scheme will be implemented by Govt. of Assam, Tourism Department through Assam Tourism Development Corporation Ltd.

Managing Director,  
Assam Tourism Development Corporation Ltd.,  
Guwahati, Assam







**Assam Tourism Development Corporation Ltd.**  
**4th Floor, Asom Paryatan Bhawan, A.K. Azad Road, Paltan Bazar,**  
**Guwahati- Assam 781008.**

**Application for Setting up of New Community Based Homestay Units**

Ref. No. (For office use only)

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Application for New community based Homestays for capital, Operational & Promotional subsidy		Application for Existing homestays for Operational & promotional subsidy	
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**1. Details of the applicant:**

1.1	Name of the Community Based Tourism Organisation (BLOCK LETTERS)			
1.2	Registered as:			
1.3	Registration No:			
1.4	Address  Educational qualification  Professional certification if any (Certificate/Diploma/Degree)  Age as on 01/01/2017 (Eligible for 26 to 40 years)	H. No./Street Name		
		Village / Town		
		Post Office		
		Police Station		
		District		
		Pin		
1.5	Name and contact details of key functionaries			
1.6	Name of the Village where homestay is proposed			
1.7	Attractions near the proposed village			

**1. Distance of Community Tourism unit in Kms. from:**

	Place	Name	Distance (Km)
4.1	Airport		
4.2	Railway Station		
4.3	Central Bus Stand		
4.4	City / City Centre		



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Guwahati- Assam 781008.

4.5	Police Station		
4.6	Other (e.g. Bank, Hospital etc.)		







**Assam Tourism Development Corporation Ltd.**  
**4th Floor, Asom Paryatan Bhawan, A.K. Azad Road, Paltan Bazar,**  
**Guwahati- Assam 781008.**

**3. Details of the individual members:**

Photograph of the applicant
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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 (Attach a copy of highest qualification)		
1.7	Age as on 01/01/2023 (Eligibility 18 to 40 years, for ST, SC, Tea Community & Woman candidate upto 45 years)		
1.8	Caste (Gen/OBC/MOBC/ SC/ST(P)/ST(H))  (attach copy of certificate)		
1.9			





**Assam Tourism Development Corporation Ltd.**  
**4th Floor, Asom Paryatan Bhawan, A.K. Azad Road, Paltan Bazar,**  
**Guwahati- Assam 781008.**

**Details of the Host (in homestay unit):**

3.1	No. of members in the family				
3.2	<b>Name of each resident members</b>	<b>Age</b>	<b>Profession</b>	<b>Other interests</b>	<b>Relation with the Applicants</b>
3.2.1					
3.2.2					
3.2.3					

**4. Self-attested photocopies of the following Documents and Certificates (tick v) have to be submitted with the form:**

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

**Notes:**

- **Voter, PAN & Aadhar card:** Identity documents of applicant
- **Age:** HSLC admit card
- **Education:** Educational qualification (minimum HSSLC / 12<sup>th</sup> 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.



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- **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.
  - **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 + 1set photocopy).
  - **Envelope:** 1 no. self-addressed envelope.



**Assam Tourism Development Corporation Ltd.**  
4th Floor, Asom Paryatan Bhawan, A.K. Azad Road, Paltan Bazar,  
Guwahati- Assam 781008.

**5. 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.

Signature:-

Date :

Name of the applicant :-

Place :