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TOURISM DEPARTMENT

NOTIFICATION

Date 24.11.2025

“Odisha Homestay Establishment Scheme 2025”

A Scheme to encourage homeowners in the State to host tourists with homestay accommodation and provide experiential tourist offerings.

1. Background:

Homestays play a significant role in tourism, offering various benefits for tourists, host families and the local communities. It plays a vital role in promoting cultural exchange, sustainable tourism, unique accommodation options, contributes to local economy while providing unique and authentic experiences for the tourists. To rapidly bridge the demand gap in the availability of tourist accommodations across various tourism destinations in Odisha, there is a need to encourage homeowners throughout the state to host tourists and provide experientially rich hospitality options.

Homestay establishments, once approved by the Department of Tourism, Government of Odisha, will be included in the official Homestay Directory and actively promoted to both domestic and international tourists.

2. Objective:

The Odisha Homestay Establishment Scheme 2025 aims to promote and incentivize the establishment and operation of Homestays across the state, offering tourists authentic, community-based tourism experiences rooted in Odisha's rich cultural and natural heritage.

The key objectives of the scheme are to:

- Address the shortage of quality tourist accommodations in the state by promoting Homestays in the state.
- Enhancing tourist foot fall and improving visitors' access to lesser-explored destinations.
- Provide warm local hospitality and traditional Odia cuisine in a homely environment.
- Offer exposure to indigenous arts, crafts, and local skills
- Facilitate immersive cultural journeys into tribal and indigenous lifestyles
- Promote participation in eco-tourism and nature-based experiences
- Encourage tourist interaction with local festivals, folklore, and everyday rural life.
- Generate livelihood opportunities for communities through sustainable tourism practices

3. Coverage under the scheme

3.1. Applicability and Eligibility:

3.1.1. General Eligibility Conditions:

- a) A Homestay is an accommodation unit owned and operated by an individual or family within the same premises or in immediate proximity to their residence, wherein the owner and/or their family physically reside and personally host guests.
- b) Only one person from a family living in a common mess shall be eligible to avail benefits under this scheme, and a family shall be eligible to avail incentives only once under this scheme, irrespective of the number of eligible members within the family.
- c) The homestay premises/ land for homestay development should not be involved in any ongoing legal disputes.
- d) This scheme is applicable to both existing and newly constructed units intended for use as Homestays. Based on eligibility for incentives and location, the eligible units are classified into two categories.

3.1.1.1. Category-1: Homestays in notified GPs (eligible for Financial Incentives)

- i. Financial incentives shall be extended to eligible beneficiaries for establishing new homestay units in notified Gram Panchayats in the rural areas, and outside the jurisdiction of Urban Local Bodies (ULBs),
- ii. For the purpose of financial incentives under this scheme, a maximum of four (4) rooms and eight (8) beds shall be eligible. However, homestay units may construct additional rooms or beds at their own cost, beyond the incentive limit, as per their requirement and available space.
- iii. The list of notified Gram Panchayats eligible for financial incentives is enclosed as Annexure-I.
- iv. The applicant must be a resident of the notified Gram Panchayat, above 18 years of age, and not convicted under any law. The scheme shall be open to applicants of all genders.
- v. The applicant must possess a valid PAN Card, Aadhaar card and an Aadhaar-linked bank account.
- vi. Serving State or Central Government employees shall not be eligible under this scheme.
- vii. The applicant must have clear ownership of the land or hold a valid lease agreement for a minimum period of ten (10) years for the proposed homestay property, which shall be free from all legal disputes, encumbrances, or other impediments.
- viii. In the case of joint land ownership, a written No Objection from all co-sharers shall be mandatory.
- ix. A minimum setback of six (6) meters shall be maintained from all sides of the homestay structure.
- x. The Department of Tourism reserves the right to change/ expand the list of eligible destinations / gram panchayats for the purpose of financial incentives from time to time through a Government Order.

3.1.1.2. Category-2: Homestays other than the notified GPs (Eligible for Non-financial incentives)

- i. All other homestays across the State of Odisha, whether proposed, under construction, or existing, and excluding those eligible for financial incentives, shall be eligible for non-financial incentives only.

- ii. For the purpose of such non-financial incentives under this scheme, a maximum of six (6) rooms and twelve (12) beds shall be considered. However, homestay units may construct/ operate additional rooms or beds beyond this limit, as per applicable local building norms.
 - iii. The applicant must be a resident of Odisha, above 18 years of age, and not convicted under any law. The scheme shall be open to applicants of all genders.
 - iv. The applicant must possess a valid PAN Card, Aadhaar card and an Aadhaar-linked bank account.
 - v. Serving State or Central Government employees shall not be eligible under this scheme.
 - vi. The applicant must have clear ownership or a valid lease agreement for the proposed, under construction or existing homestay property, free from any legal disputes.
 - vii. In case of joint ownership, written No Objection Certificates (NOCs) from all co-sharers shall be mandatory.
 - viii. Existing Homestay units already in operation at the time of issuance of these guidelines may apply for registration under this scheme.
- e) The applicants must be willing to undergo basic orientation and capacity-building programmes facilitated by the Department of Tourism or its partners from time to time.
 - f) The applicants must also be willing to offer their homestay premises for inspection, verification, and assessment by authorized officials of the Department of Tourism or any agency appointed by it, both prior to and after commencement of operations.

3.2. Scheme period and Validity:

This scheme will be valid from its date of notification up to 31st March 2030 i.e., FY 2025-26 to 2029-30, unless discontinued earlier or replaced by a new scheme. The Department of Tourism (DoT) may, from time to time, revise, amend, modify, or replace the provisions of this Scheme as deemed necessary for its effective implementation and alignment with the evolving priorities of the tourism sector.

3.3. Budget:

A budget of INR 50.00 Crore has been earmarked for this scheme for the period (FY 2025-26 to 2028-29). However, the incentive disbursement will be made as per the disbursement pattern specified under this scheme.

3.4. Obligation to comply with Government Directives and Standard Operating Procedures:

Every registered homestay unit shall operate in conformity with applicable Government orders, directives, and standard operating procedures to ensure legal compliance, safety, and responsible operations. Non-compliance shall attract penalties, cancellation of registration, and recovery of incentives as prescribed below:

- a) Every registered homestay shall comply with all prevailing and future Government directives, orders, and Standard Operating Procedures (SOPs), including but not limited to those issued or to be issued under relevant legal provisions by competent authorities.
- b) Any violation of such orders or SOPs may result in departmental action, including a penalty of up to INR 10,000/-.
- c) If the unit continues to remain non-compliant despite penalties, its registration may be revoked, leading to the cancellation of its certificate of registration and subsequent

recovery of incentives along with interest amount based on period of operation as specified in Chapter 5.2.3.

- d) Provided that, before imposing a penalty or cancelling the registration, the Director Tourism shall issue a show cause notice to the owner/ operator, requiring them to show cause as to why action should not be taken within thirty (30) days of issue of notice. The owner shall be given a reasonable opportunity to present their case before any final decision is made and subject to satisfaction of Director Tourism.
- e) Homestays availing financial incentives under this scheme shall commit to operating their units for a minimum period of five (5) consecutive years from the Commercial Operation Date (CoD).
- f) Homestays availing only non-financial incentives, the minimum committed operation period shall be two (2) years from the date of registration.
- g) All beneficiaries under this scheme shall be required to submit a self-declaration on or before 30th April of each year through the Homestay Portal, confirming the continued operation of their unit. (Annexure – X: Annual Compliance Declaration)
- h) The declaration must be submitted in the prescribed format and must be accompanied by booking records, duly supported by documentation from Government-approved aggregators, hotelier platforms, Open Network for Digital Commerce (ONDC), or other credible online booking sources.
- i) The Department of Tourism (DoT) reserves the right to verify the information submitted and may conduct site inspections as deemed necessary to ensure authenticity.
- j) In case of false or misleading information submitted by any beneficiary availing financial incentives, the DoT shall initiate recovery proceedings for the disbursed incentive or subsidy amount along with cancellation of registration, as per provisions outlined in Chapter 5.2.3.
- k) The recovery of such financial incentives or subsidy amounts shall be effected as arrears of land revenue under the provisions of the Odisha Public Demands Recovery (OPDR) Act, 1962 or any subsequent amendments thereof.
- l) For beneficiaries availing non-financial incentives, such violations shall lead to cancellation of registration under the scheme.

3.5. Facilities and Services to be provided:

Each unit registered under this scheme shall mandatorily provide these services/ facilities to tourists/ guests.

3.5.1. Mandatory facilities and services:

- a) Each eligible homestay unit shall maintain a register containing details of all visitors, recording their basic identity and contact information. A copy of the visitor's valid Government issued photo identity proof such as Aadhaar Card, Passport (mandatory for foreign nationals), Voter Identity Card, or any other document as prescribed by the Government from time to time shall be obtained and securely kept on file.
- b) Visitor registration: Each homestay unit eligible under this scheme and availing financial incentives shall mandatorily use the Department of Tourism's Visitor Management Portal for the following purposes:
 - i. Online check-in and check-out formalities for every guest. Copies of valid government-issued ID and any other required documents must be uploaded on the Homestay Portal at the time of guest arrival and departure.
 - ii. Visitor information must be uploaded and kept updated in real time on the Homestay Portal to ensure that records remain current and accessible to authorized personnel.

- iii. All homestays are encouraged to actively collect guest feedback through the online portal. This feedback will support continuous improvement and quality assurance.
- iv. The Homestay Portal will be accessible to the police and relevant authorities for official purposes.
- c) Power back-up: The unit must have adequate power back-up to provide uninterrupted lighting; operation of ceiling fan and other appliances used for preservation of perishables as well as basic electrical requirements such as charging of electronic appliances.
- d) Kitchen: The unit shall maintain a clean and hygienic kitchen within the premises or in close proximity to serve guests, including complimentary breakfast as a minimum inclusion. Safe and purified potable water shall be made available for both cooking and guest use, with regular maintenance of the purifier as per manufacturer guidelines.
- e) Safety and Security: The homestay must implement necessary security measures and clear signage with usage guidelines and warnings, to safeguard visitors and occupants from potential risks to their health, life, or personal property due to:
 - Theft or other human action
 - Accidents of electrical, fire or other structural nature
 - Pet(s) and other living creatures
- i. The homeowner bears the primary responsibility for ensuring the safety and security of all visiting guests.
- ii. Each homestay unit shall prominently display local emergency contact information such as those for Ambulance, Hospital, Fire Services, Police and District emergency section, in clearly visible locations within the premises (e.g., entrance area, guest rooms, and common areas)
- iii. Visitor information must be uploaded and updated in real time on the Homestay Portal to ensure that records remain current and accessible to authorized personnel. Upon entering the complete details of the guest in the portal, a unique identification number for the visitor shall be generated automatically and communicated to the guest via text message, along with emergency contact numbers and any other relevant emergency information.
- f) Pest Control: The homestay must guarantee adequate and regular pest control of the homestay premises.
- g) First Aid: The homestay must maintain an adequate inventory of first aid kit (s) and must maintain a directory of doctors and/ or medical facilities in the locality for timely access.
- h) Payment: The homestay must provide cashless/electronic payment options to the visitor(s).
- i) Training for staff: Minimum one employed staff/owner's representative must undergo a basic hospitality training/ certificate course prior to commencement of commercial operation of the home stay which will be designed and conducted by DoT periodically at Government recognised institutions.
- j) Wages of staff: Wages and employment conditions of staff employed by the homestay must satisfy the prevalent Government norms.
- k) Room space: The minimum carpet area of a lettable room shall be:
 - i. Single Occupancy: 100 sq. ft
 - ii. Double Occupancy: 120 sq. ft
- l) Minimum bed size:

- i. Double Occupancy: 72'x78 ' double bed or two (2) 36'x78' single beds
- ii. Single Occupancy: One (1) 36'x78' single bed
- m) **Building Safety:**All new construction for Homestays shall mandatorily be with RCC/Concrete roofs to ensure structural safety, durability, and compliance with building standards.
- n) Every lettable room must have a hygienic attached toilet-bathroom with European Water Closet (EWC) toilet, 24x7 running water, an operational water heater, and adequately provisioned toiletries. Minimum bathroom size: 30 sqft.
- o) Ceiling fan and Air conditioning (AC including heating and cooling) facility to maintain ambient temperature between 20-25 °C.
- p) Minimum three earthed power sockets of min 6A-250V rating, and minimum one 15 amp earthed power socket with universal adapter and extension board if required.
- q) A wardrobe with an adequate number hangers
- r) A jar to heat potable water, two (2) glasses/ cups and sachets of tea/ coffee for the purpose of self service.

3.5.2. Desirable Facilities/ Services:

All units may additionally ensure the following measures aimed at increasing convenience, security, and quality of experience:

- a) Reference material on local/ regional tourism options for the visitor (s) in the form of coffee-table books, travel guides, brochures, maps, etc.
- b) Laundry facilities/ services at reasonable rates.
- c) Free/ Chargeable Wi-Fi/Internet connectivity.
- d) Disabled-friendly facilities
- e) Telephone with extension facilities in the room.
- f) Parking Facility: The homestays shall ensure arrangement of safe and secure parking facility for as many visiting parties as his homestay can host at a time, while ensuring that it does not inconvenience any other individual entity in the vicinity.
- g) Recreational facility for engaging the visitors in the form of indoor and outdoor games, entertainment subject to decency and morality, library, etc.
- h) Coordination with local transport providers and tour guides to facilitate reliable local tourism and logistical services as per their requirement.
- i) The homestays may operate, either directly or through vendors, a curated itinerary of activities for visitors. These may include nature and culture trails, sightseeing experiences, religious tours or activities, culinary experiences, indigenous arts and cultural engagements, cultural performances, bonfires, and other locally rooted experiences.

3.5.3. Quality:

The homestay must, in the spirit of “**Atithi Devo Bhava**” and with the intent of being a brand ambassador of Viksit Odisha should ensure:

- a. Hygienic and delicious food which promotes the local cuisines customised to visitors ' taste.
- b. Clean linen and furnishing of the rooms.
- c. Dust and pollution free and pleasant ambience throughout the premises

- d. Timely, polite, and hospitable responses to the visitor
- e. Aesthetic decor adequately representative of Odisha's cultural heritage.
- f. The design philosophy shall revolve around the extensive use of locally sourced materials, allowing these homestays to seamlessly blend with their natural surroundings.

3.6. The Go-Homestay online Portal

The Go-Homestay online Portal will be developed specifically to manage the entire homestay application process. It will also include a visitor management module to assist homestay owners in efficiently delivering services. Developed by the Department of Tourism (DoT), the portal will be provided free of cost to all the eligible homestay owners under the scheme. The portal will be integrated with official website of DoT and for ease of access.

Functionalities of the Go-Homestay portal are as listed below:

3.6.1. Application Management:

- a) Enable online submission of application and tracking of registration and incentive provisions.
- b) Allow applicants to upload all required documents, including proof of ownership and facility checklists, and make online payment of application fees.
- c) Manage inspection and verification reports submitted by DHC.
- d) Process application approvals, rejections, and lottery-based selections digitally when applications exceed available incentives.
- e) Issue Provisional Registration Certificates and final approvals through the portal.
- f) Support requests for construction extensions, registration renewals, and certification of commercial operation dates.
- g) Facilitate online submission and tracking of grievance redressal and appeals.
- h) Provide assistance through local tourism offices for portal usage and application support.
- i) Enable authorities to monitor compliance, evaluate performance, and disburse incentives.

3.6.2. Visitor Management:

- a) Allow homestay owners to submit real-time visitor details, completing online check-in and check-out processes.
- b) Generate a unique visitor ID for each guest, sent to them along with emergency contact information.
- c) Collect and manage guest feedback to support continuous quality improvements.
- d) Provide authorized officials access to visitor information for verification, monitoring, and official purposes.

3.7. Application process:

All applications under this scheme shall be processed through an online system to ensure transparency, uniformity, and time-bound implementation, as outlined below.

3.7.1. Application Process for Homestays eligible for financial incentives (Category-1)

This section outlines the detailed procedure for submission, evaluation, approval, and registration of homestay units eligible for financial incentives under Category-1.

3.7.1.1. Online Application Submission:

The following process shall be followed for submitting online applications seeking financial incentives:

- a) All applications for homestays seeking financial incentives shall be submitted online through a dedicated portal developed for Homestays (Go-Homestay), integrated with the official website of the Department of Tourism, Government of Odisha (<https://dot.odisha.gov.in/>).
- b) The Department of Tourism (DoT) shall invite applications twice during the scheme period, once in Year 1 and again in Year 2 targeting the development of 225 homestays each year, totalling 450 homestays over the entire scheme duration.
- c) The Director Tourism may decide to invite additional rounds of applications if the number of eligible applicants does not meet the target number of beneficiaries.
- d) In case assistance is required, the applicant may raise a request through the portal or approach the concerned District Tourism Development Officer (TDO) or Department of Tourism, Government of Odisha, Bhubaneswar.

3.7.1.2. Application Requirements:

Applicants shall be required to submit the following forms and documents as part of their application:

- a) Applicants shall access and complete the online application form through the Go-Homestay Portal, uploading all required documents in the prescribed format within the timeline specified by DoT.
- b) The application submission window shall be predefined by DoT. Any decision by the Director, Tourism to extend, shorten, or cancel the application window shall be final and binding and shall be notified on the Homestay Portal in advance.
- c) The list of required forms and documents is as follows:
 - Application form for Homestays in notified GPs (Annexure-II).
 - An undertaking of authenticity (Annexure-IV).
 - Any other documents as may be prescribed by DoT from time to time.

3.7.1.3. Online Payment of Application Fee:

A non-refundable application fee of INR 2,000 shall be paid online through the online portal using secure digital payment methods.

3.7.1.4. Scrutiny of Applications:

The following process shall be adopted for detailed scrutiny, verification, and shortlisting of applications:

- a) Upon receipt of applications, the Homestay Cell of DoT shall forward them to the concerned districts for detailed scrutiny by the District Homestay Committee (DHC).
- b) The DHC shall conduct field verification of the homestays and submit an evaluation report in the format specified in Annexure-V.
- c) Applications that are incomplete or fail to meet eligibility criteria after reasonable opportunity for clarification shall be rejected. Reasons for rejection shall be recorded and communicated through the Homestay Portal.

- d) Only Gram Panchayats with a minimum of ten (10) valid applications received within the application window shall be eligible. Applications from Gram Panchayats below this threshold shall not be forwarded and processed for that cycle, regardless of individual eligibility.
- e) If the total number of valid applications from eligible Gram Panchayats exceeds fifteen (15), a transparent lottery/ computerised randomisation shall be conducted among all eligible applicants to select a maximum of fifteen (15) applicants and results shall be published on the Homestay Portal.
- f) The DHC shall submit the final list of eligible applicants to DoT through the online portal after thorough scrutiny and verification.
- g) Provision shall be made for reservation of benefits under the scheme for SC, ST, Persons with Disability (PWD), and women beneficiaries. In case adequate eligible applicants are not available under these categories, the unutilized reserved targets shall be diverted to other category applicants, as per decision of Government.
- h) In cases where the minimum threshold of valid applications is not met, the Director Tourism may revise such threshold or adopt other suitable measures as deemed necessary for effective implementation of the scheme.

3.7.1.5. Approval Decision:

The process for final approval of eligible applications shall be as follows:

- a) In the event that the number of valid applications in either Year-1 or Year-2 exceeds the target number of rooms, a lottery system shall be adopted to select homestays for incentivisation, through randomisation by software or any other process devised by the DoT.
- b) Based on the findings and recommendations of the DHC's evaluation report, SHC shall take the final decision on the selection of homestays.

3.7.1.6. Construction Period and Extension

The timeline and procedure for completion of construction and seeking extensions are as follows:

- a) The selected Homestay applicants shall be issued with a Provisional Registration Certificate (PRC) by DoT. The indicative format for PRC is attached as annexure-VII.
- b) The Homestay owner shall have twelve (12) months to complete Homestay construction from the date of receiving the PRC.
- c) If the project is not completed within twelve (12) months, the proponent may request for an extension to the DHC in the specified format (Annexure-VI) prior to the 12 months deadline along with geo-tagged project progress photographs
- d) The DHC shall assess the request, including conducting a field verification if required, and take a considered decision on granting an extension for a maximum period of six (6) months.
- e) In exceptional cases, if the applicant requires a further extension and provides proper justification, the DHC may recommend the case to the Director of Tourism for a considered decision.
- f) If the extension request is rejected by either the DHC or the Director of Tourism, the applicant shall not be eligible for any incentives under the scheme.
- g) The maximum cumulative extension period permissible for any beneficiary shall not exceed twenty-four (24) months from the date of issuance of the Provisional Registration Certificate (PRC), beyond which the project shall automatically become ineligible for incentives under the scheme.

3.7.1.7. Registration and Renewal

The registration and renewal process for approved homestays shall be as follows:

- a) All homestays selected for availing incentives shall be required to enter into a formal agreement with the designated District-level representative of the Department of Tourism, i.e., the concerned Tourism Development Officer (TDO) of the district.
- b) The agreement shall be executed within two (2) months from the date of issuance of the PRC by the SHC. In case of failure to do so, the DHC shall recommend cancellation of the application to Director Tourism.
- c) The Homestay registration with DoT shall be valid for a period of five (5) years from the Commercial Operation Date (CoD).
- d) Before the completion of the 5-year validity period, the registered homestay must reapply for renewal through the prescribed online process on the Homestay Portal and pay the renewal fee of INR 500.
- e) All homestays selected for incentivisation shall sign an undertaking to adhere to the quality, hygiene, safety, and visitor service standards prescribed by the Department of Tourism.
- f) The owner of homestay shall be fully responsible, accountable and liable for the business of Homestays. The Department of Tourism or the Government of Odisha is not responsible or accountable or liable for any of the acts done by the Owner/ Employees of the Homestays or the acts done by visitors/ guests.
- g) Any violation of the terms and conditions or provision of false/misleading information shall lead to cancellation of registration/ blacklisting and subsequent recovery of financial incentives as per Chapter 5.2.3.

3.7.1.8. Determination of Commercial Operation Date (CoD)

The following procedure shall be followed for determining the Commercial Operation Date of a registered homestay:

- a) The Commercial Operation Date (CoD) in relation to a Tourism Unit means the date on which the Tourism Unit opens to tourists on a commercial basis, after due testing, trial running and commissioning under relevant Government rules.
- b) ADM as the Chairperson of DHC, may direct concerned BDO and TDO to certify the CoD. This verification report along with geotagged photographs shall be submitted in the Homestay Portal by the TDO. (Annexure-XI)
- c) The Tourism Development Officer shall monitor and appraise the operation of every unit registered under this scheme once in every six months and upload the geotagged photographs along with report in the Homestay Portal.

3.7.2. Application Process for Homestays Units (Category-2: Non-Financial incentives only)

3.7.2.1. Online Application Submission:

The following procedure shall be followed for submission of applications for non-financial incentives:

- a) All applications for registration, classification and non-financial benefits shall be submitted online through the Go-Homestay portal integrated with the official website of the Department of Tourism, Government of Odisha (<https://dot.odisha.gov.in/>).
- b) All received applications shall be forwarded to concerned districts for detailed scrutiny/field verification and submission of eligible list by DHC.

- c) Application process shall remain open throughout the scheme duration. However, application assessments and field verification shall be carried out periodically, as decided by the Director of Tourism.
- d) Applicants may raise queries or seek support through the portal or by approaching the concerned District TDO or the Department of Tourism, Government of Odisha, Bhubaneswar.

3.7.2.2. Application Requirements:

Applicants shall submit the following documents and forms through the online portal:

- a) Applicants must complete the online application form in all respects and upload the required documents as specified in the portal.
- b) The following forms and documents shall be submitted::
 - i. Application form for registration, classification and non-financial incentives (Annexure-III)
 - ii. Undertaking of Authenticity (Annexure-IV.)
 - iii. Copy of Proof of ownership (Title deeds or Property tax receipt or electricity bill receipt)
 - iv. Location Plan showing access to the building from major roads.
 - v. Soft copies of photographs of the building, its façade, the street in which it is located, interiors of the lobby, all rooms, dining space and other facilities.
 - vi. Any additional documents as may be specified by the DoT from time to time

3.7.2.3. Online Payment of Application Fee:

A non-refundable application fee of INR 1000 shall be paid online through the online portal using secure digital payment methods to be provisioned by DoT.

3.7.2.4. Scrutiny of Applications:

The following steps shall be undertaken for scrutiny and verification:

- a) Upon receiving applications, the DHC shall examine each application for completeness and eligibility.
- b) The DHC may, if necessary, seek additional information from the applicant and arrange for field verification.
- c) The DHC or the SHC may also deploy a third-party agency for conducting field verification. In such cases, the agency shall submit its verification report to the DHC for consideration and further action.
- d) After due verification of the applications, DHC shall forward eligible applications to DoT for registration.

3.7.2.5. Registration and Renewal

The process of registration and renewal for non-financial incentive homestays shall be as follows:

- a) All homestays selected for non-financial incentives shall be required to enter into a formal agreement with the designated District-level representative of the Department of Tourism, i.e., the concerned TDO of the district.
- b) The agreement shall be executed within two (2) months from the date of issuance of the approval letter by the Director, Tourism/Authorised officer subject to approval of the SHC.

- c) In case of failure to do so, the DHC will recommend cancellation of the application to Director Tourism.
- d) The Homestay registration with DoT shall be valid for a period of 2 (two) years from the date of agreement.
- e) Before the completion of the 2-year validity period, the registered homestay must reapply for renewal through the prescribed online process on the Homestay Portal and pay the renewal fee of Rs. 500/-
- f) All homestays shall sign an undertaking to adhere to the quality, hygiene, safety, and visitor service standards prescribed by the Department of Tourism
- g) The owner of homestays shall be fully responsible, accountable and liable for the business of Homestays Units. The Department of Tourism or the Government of Odisha is not responsible or accountable or liable for any of the acts done by the Owner/ Employees of the Homestays or the acts done by visitors/ guests.

3.7.3. Classification of Homestays

Classification of registered homestay units shall be carried out to ensure standardisation, quality assurance, and differentiation of facilities and services offered under the scheme.

- a) Classification will be granted only to applicants who are registered with DoT and have formally applied for categorisation under the Homestay Scheme.
- b) Classification shall be issued only in the name of the owner or operator of the house and for a minimum of 1 (one) room and a maximum of 6 (six) rooms (12 beds).
- c) Classification and Re classification applications shall be submitted through the Go-Homestay Portal by filling the application form (Annexure-IX)
- d) Classification shall be awarded based on the facilities and quality of accommodation and will be categorised as either Gold or Silver.
- e) The District Level Homestay Committee (DHC) shall conduct field verification of the applicant property. For transparency, the DHC/ SHC may authorize appropriate members or entrust a suitable agency to carry out the verification.
- f) During the verification, a physical inspection of the property will be conducted to assess compliance with the parameters given in Annexure-VIII. The DHC or the inspection agency will submit their report to the State-level Homestay Committee (SHC).
- g) The SHC will evaluate the report and recommend classification of the homestay into Gold or Silver. The DHC may also recommend the addition or removal of parameters wherever necessary.
- h) The DHC or SHC may decide that certain services or facilities listed in Annexure VIII may or may not be applicable for classification purposes, depending on the local context, location or scale of the homestay.
- i) The classification certificate will remain valid up to the end of the second succeeding financial year from the date of issue, subject to review and compliance checks.
- j) A request for upgradation to a higher category can be considered only at the time of reclassification.
- k) The Department of Tourism shall not be held responsible or liable for the quality of services, safety, or experiences offered by any classified homestay.
- l) Classification granted under this scheme is purely indicative of the facilities available at the time of assessment and does not imply any form of guarantee or legal responsibility on the part of the Department or the Government of Odisha.

In cases where serious deficiencies are reported through visitor feedback or other sources, the Department of Tourism may take appropriate action against the homestay owner, including penalties as specified in Chapter 3.4.

3.7.4. Grievance Redressal Mechanism

The following procedure shall apply for addressing grievances under this scheme:

- a) In case of any doubt, dispute, or ambiguity in the interpretation of any provision of this Scheme or its Operational Guidelines, the matter shall be referred to the Department of Tourism (DoT), Government of Odisha.
- b) If an applicant is aggrieved by the DHC/ Decision of Director Tourism/ SHC, they may prefer appeal to the Secretary, Department of Tourism in the Homestay Portal.
- c) The Secretary, Tourism's decision in this regard shall be final and binding.

4. Implementation of the Scheme:

The implementation framework for the Odisha Homestay Establishment Scheme, 2025 shall be structured as follows:

- a) The scheme shall be implemented by the Department of Tourism (DoT).
- b) Two committees shall be constituted to ensure effective implementation of the scheme.
 - i. District Level Homestay Committee (DHC)
 - ii. State Level Homestay Committee (SHC)
- c) Additionally, a dedicated Homestay Cell shall be established within the Department of Tourism to track implementation process throughout the scheme period.

4.1. District Level Homestay Committee (DHC):

4.1.1. Composition

The DHC shall comprise the following members:

- i. ADM (Chairman)
- ii. Tehsildar
- iii. BDO
- iv. Tourism Development Officer (TDO) (Member Convenor)
- v. Representative from SC & ST Development Department (in case the homestay is in tribal area) (Concerned ADWO/DWO)
- vi. Any other members as required by ADM

4.1.2. Roles and Responsibilities

The DHC shall be responsible for:

- i. Scrutiny of applications and verification of submitted documents.
- ii. Conducting field verification and site assessments for homestay applications.
- iii. Recommending the list of eligible applicants to the Department of Tourism through the Homestay Portal.
- iv. Verification of the Commercial Operation Date (CoD) in coordination with the concerned BDO and TDO.
- v. Evaluating eligible properties and recommending the incentive amount to the State Level Homestay Committee (SHC) for approval.
- vi. Monitoring the operational status and compliance of registered homestays within the district.
- vii. Maintaining coordination with the Department of Tourism for effective implementation of the scheme.

viii. The DHC shall also be responsible for classification of homestays and shall carry out or authorise third-party field verification before recommending classification to the SHC.

ix. Submitting periodic progress and compliance reports to the Director, Tourism.

4.2. State Level Homestay Committee (SHC):

4.2.1. Composition

A State Level Homestay Committee (SHC) shall be constituted under the chairpersonship of the Director, Tourism, consisting of the following members:

- i. Director Tourism- Chairman
- ii. Financial Advisor to Department of Tourism
- iii. Nodal Officer of Department of Tourism authorised with the scheme implementation. (Member Convenor)
- iv. Representative of DoFE & CC in case the unit is near a protected area/ forest.
- v. Principal, Institute of Hotel Management, Gol, Bhubaneswar
- vi. Superintendent Engineer ,OTDC Ltd.
- vii. Representative of India Tourism
- viii. Representative of PR & DW Department
- ix. The Committee may invite other experts or officials to be part of the committee, if deemed necessary.

4.2.2. Roles and Responsibilities

The SHC shall be responsible for:

- i. Reviewing and approving recommendations received from the DHCs.
- ii. Taking final decisions on the selection of homestay beneficiaries under the scheme.
- iii. Sanctioning and approving the release of financial incentives to eligible beneficiaries.
- iv. Reviewing implementation progress and resolving inter-departmental issues related to scheme execution.
- v. Approving modifications or amendments in scheme guidelines, as and when required, for effective implementation.
- vi. Supervising the activities of the Homestay Cell and ensuring timely disbursement of incentives.
- vii. Approving the randomisation results and the final list of selected beneficiaries submitted by the Homestay Cell.
- viii. Conducting periodic review meetings to monitor scheme progress and address operational bottlenecks.

4.3. Homestay Cell

4.3.1. Composition

A Homestay Cell shall be constituted within the Department of Tourism and shall consist of the following members:

- i. Addl. Secretary/ Joint Secretary- Tourism- Chairman
- ii. Tourism Development Officers of the concerned districts
- iii. ASO/SO/DO of the concerned section (Member convenor)
- iv. Any Other member as required by Addl. Secretary/ Joint Secretary- Tourism

4.3.2. Roles and Responsibilities

The Homestay Cell shall be responsible for:

- i. Conducting preliminary scrutiny of applications received for both financial and non-financial incentives.

- ii. Forwarding eligible applications to respective DHCs for detailed scrutiny, field verification, and recommendations.
- iii. Conducting randomisation of eligible applicants with the approval of the Director, Tourism, and placing the shortlisted list before the SHC for consideration and approval.
- iv. Coordinating with the SHC and DHC for the sanction and release of incentives to selected beneficiaries.
- v. Ensuring timely disbursement of incentives after approval of the SHC and sanction by the Director, Tourism.
- vi. Maintaining a centralised database of all homestay units registered under the scheme.
- vii. Monitoring the overall implementation and progress of the scheme across all districts.
- viii. Preparing periodic progress reports and presenting them to the Director, Tourism and SHC for review.

5. Source of funding for the Scheme/ Project and fund flow mechanism

5.1. Source of Funding

The scheme shall be funded by the Department of Tourism, Government of Odisha, from the State Budget.

5.2. Incentives for Homestays:

Financial assistance under this scheme shall be extended only to newly constructed homestays located within notified Gram Panchayats (GPs). All other existing, under-construction, or proposed homestay units across the State shall be eligible only for non-financial incentives.

5.2.1. Financial Incentives:

Investments aimed at enhancing the quality of facilities and services for tourists are eligible for capital investment incentives. These components include:

- i. Civil Structure
- ii. Landscaping
- iii. Plumbing and masonry work
- iv. Interior Furnishing and Decor
- v. Electrical installation
- vi. Electronic appliances (e.g. television, internet connectivity)
- vii. Furniture and fixtures
- viii. Kitchen equipment
- ix. Water Purifier
- x. Septic tank
- xi. Generator and Air Conditioning plant/ AC units
- xii. Security and safety installations.
- xiii. One-time installation and connection charges for essential utilities (cooking gas, electricity, and water supply) only.
- xiv. Any other component as may be deemed necessary based on site-specific requirements, which may be recommended by the District Homestay Committee (DHC) and approved by the State Homestay Committee (SHC). The SHC may

also, from time to time, add or exclude components from the above list as considered appropriate for effective implementation of the scheme.

5.2.1.1. Incentive Structure

The financial incentive framework for eligible homestay units under this scheme shall be structured as follows:

- a) Selected homestay owners shall be eligible for a one-time financial incentive of up to 50% of the fixed capital investment (excluding the cost of land), subject to the following ceiling:
 - INR 2.5 lakh per lettable room
 - Incentive applicable for a maximum of four (4) rooms
 - Maximum total incentive per homestay: INR 10 lakh
- b) The concerned BDO, in coordination with the TDO, shall conduct an evaluation of the property at the time of determination of CoD. The BDO shall assess the total valuation of the property, based on which the financial incentive, subject to the 50 percent cap and room wise limits mentioned above, shall be processed for disbursement.
- c) Based on the evaluation report submitted by the BDO, the DHC shall recommend the eligible incentive amount to the SHC for final approval and disbursement.

5.2.1.2. Incentive Disbursement Pattern

Disbursement of incentives will be done as per the following pattern:

Sl.	Period	Compliance	% of disbursal amount
1	Achievement of Commercial Operation Date	Achievement of Commercial Operation Date	50%
2	Completion of Year 1 post CoD	Minimum 15 nights bookings per room logged in visitor management portal	15%
3	Completion of Year 2 post CoD	Minimum 30 nights bookings per room logged in visitor management portal	15%
4	Completion of Year 3 post CoD	Minimum 45 nights bookings per room logged in visitor management portal	20%

5.2.2. Non-financial incentives:

All eligible homestay owners under this scheme shall be eligible for the following non-financial incentives:

- a) DoT shall promote registered homestays through its digital platforms, including the Odisha Tourism website and social media handles, free of cost, for marketing their facilities, services, and offerings.
- b) DoT shall provide a visitor management system through Go-Homestay Portal for seamless check-in/check-out and to capture visitor feedback, enhancing the overall guest experience.

- c) DoT shall provide printed promotional collaterals to homestays as reference material for their visitors.
- d) The DoT/ Odisha Tourism Development Corporation (OTDC) shall offer a payment gateway and collection-routing mechanism to homestays for a maximum of 2 operational years, within which the homestays shall acquire and activate their own electronic payment systems.
- e) The DoT shall undertake special initiatives in collaboration with homestay hospitality aggregators, hoteliers, and competent non-governmental organisations to reach out to residential property owners and potential entrepreneurs, facilitating their participation in homestays through workshops, handholding programmes, cobranded promotions, and other activities.
- f) Under the 'Mentor Hotel Initiative', the DoT shall encourage prominent hotels and resorts to mentor registered homestays, offering opportunities for co-branding with the mentored homestays.
- g) DoT shall provide advisory support and handholding to Homestay Owners for registration and classification under Incredible India Homestay Establishments, administered by the Ministry of Tourism, Government of India.
- h) DoT shall not be held responsible for the outcome of such registration processes, which are governed by the Central Government. Any applicable fees or charges for registration under Incredible India schemes shall be borne solely by the respective homestay owner/promoter
- i) DoT, through the provisions of the Odisha Tourism Policy 2022, shall incentivise participation of Homestays in national roadshows, travel fairs, and similar promotional events, subject to the applicable terms and conditions of the policy.
- j) The Director Tourism may, at any time, add, modify, or withdraw any of the non-financial incentives mentioned under this section, based on administrative requirements, policy revisions, or budgetary considerations.
- k) The decision of the Director, Tourism in this regard shall be final and binding on all applicants and registered homestay owners.
- l) The Department of Tourism shall not be held liable for any direct or indirect loss, financial or otherwise, arising from the modification, withdrawal, or discontinuation of any non-financial incentive under this scheme.

5.2.3. Recovery of incentives in case of closure before five years

The following provisions shall apply for recovery of financial incentives and cancellation of registration in the event of premature closure of homestay operations:

- a) In case a selected homestay for financial incentive closing its operations before completion of five years from CoD, the Department of Tourism shall cancel the registration and recover the incentive amount disbursed as per below schedule:

Sl.	Closure Period (Years from CoD)	Subsidy to be Recovered	Interest Rate
1	0-1	100% of subsidy disbursed till date of recovery	9% p.a.
2	1-2	80% of subsidy disbursed till date of recovery	9% p.a.
3	2-3	50% of subsidy disbursed till date of recovery	9% p.a.
4	3-4	25% of subsidy disbursed till date of recovery	9% p.a.
5	4-5	10% of subsidy disbursed till date of recovery	9% p.a.

Note:

- i. Determination of CoD will be made as per the provisions laid down in the prevailing Odisha Tourism Policy and its Operational Guidelines.

- ii. Operational status of each unit will be decided based on annual compliance received and subsequent verification if required.
 - iii. If recovery proceedings are initiated against a homestay owner for non-compliance or early closure, the owner shall be disqualified from availing any future incentives under this scheme.
 - iv. If recovery of the sanctioned incentive amount fails despite due proceedings, the Department shall initiate appropriate legal action against the homestay owner, as per applicable laws and guidelines.
- b) In case a selected homestay for non-financial incentive closing its operations before completion of two years from registration, the Department of Tourism shall cancel the registration of the unit for further availing any benefits under this scheme.

5.2.4. Reward for Outstanding Performance:

The homestay beneficiaries who are achieving a booking rate exceeding the minimum threshold of 200 nights in an operational year will be recognized under the 'Best-Performing Homestay' category and awarded a certificate along with incentives/exposure visits as per Government order so as to promote and to motivate homestay owners to enhance quality and competitiveness.

5.2.5. Mode of Disbursement of Incentives

Disbursal of incentives under this scheme will be carried out through AADHAR based Direct Benefit Transfer to the Homestay owner's bank account.

6. Intended Scheme/ Programme Outcome

The scheme aims to achieve the following measurable outcomes in alignment with the objectives of promoting community-based tourism and sustainable rural development in Odisha.

- a) Development of 450 new homestay units (approximately 1,800 rooms) across notified Gram Panchayats of the State.
- b) Creation of direct and indirect employment for individuals, particularly from local and rural communities.
- c) Promotion of community-led tourism, encouraging local ownership, entrepreneurship, and capacity building in hospitality and service management.
- d) Improvement in the quality and diversity of tourist accommodation, especially in emerging and lesser-explored destinations.
- e) Preservation and promotion of Odisha's cultural heritage, local cuisine, art, and craft traditions through authentic visitor experiences.
- f) Strengthening of the State's tourism infrastructure and support ecosystem to ensure balanced regional development.
- g) Enhancement of Odisha's image as a preferred experiential tourism destination through sustainable and inclusive growth.

7. Monitoring and Evaluation Mechanisms

To ensure transparency, accountability and efficiency in the implementation of the Odisha Homestay Establishment Scheme, a structured monitoring and evaluation framework shall be established. This framework will assess physical, financial and outcome-based progress at both district and state levels.

7.1. Institutional Framework

The following institutional arrangements shall be established for effective monitoring and evaluation of the scheme:

- a) DoT shall be the nodal authority responsible for overall monitoring and evaluation of the scheme.
- b) The Homestay Cell at DoT shall act as the central coordinating unit for data compilation, verification, analysis and progress reporting.
- c) The DHC shall conduct field verification, site inspection and timely reviews of registered homestays to ensure compliance with scheme provisions.
- d) The SHC shall review consolidated progress reports from all districts, assess performance indicators and recommend necessary policy or procedural changes.
- e) The DoT may engage a third party agency for implementation support at the field level.

7.2. Measurable Parameters for Evaluation of Impact and Outcome

Monitoring and evaluation of the scheme shall be undertaken using the following quantifiable parameters:

- a) Number of new homestays developed under the scheme (target 450 units, approximately 1800 beds).
- b) Number of homestays operationalised and total incentives disbursed against approved applications.
- c) Occupancy rate of operationalised homestays (average annual, peak and lean season occupancy) compared with projected benchmarks.
- d) Number of local entrepreneurs supported, including the proportion of women beneficiaries and individuals from Scheduled Tribe or Scheduled Caste communities.
- e) Employment generated, both direct (owners, hosts, service staff) and indirect (local suppliers, transport, crafts and allied services).
- f) Beneficiary and tourist satisfaction levels, measured through periodic online or onsite surveys using a standardised questionnaire. Average satisfaction scores shall be calculated on a scale of 1 to 5 or based on the percentage of respondents rating 4 or above.
- g) Number of training and capacity building programmes organised and participants successfully trained.
- h) Digital engagement metrics such as number of homestays actively listed, visitor interactions and bookings recorded through the Homestay Portal.
- i) Timeliness of incentive disbursement and adherence to operational commitments including minimum nights booked and CoD compliance.

7.3. Reporting and Review

The following reporting and review mechanisms shall be followed to ensure periodic assessment and continuous improvement of the scheme:

- a) Each registered homestay shall submit an annual self-declaration report through the Homestay Portal by 30th April of every year confirming continued operation, occupancy data and compliance with scheme provisions.
- b) The Homestay Cell shall consolidate all district-level reports and prepare a bi-annual progress report for submission to the SHC.
- c) The SHC shall review the reports and recommend corrective measures, if required, to ensure effective and timely implementation.
- d) The DoT shall prepare a comprehensive evaluation report at the end of the scheme period documenting achievements, challenges and lessons learned to guide future policy decisions.

8. Benefit of Pradhan Mantri MUDRA Yojana (PMMY)

Homestay applicants may avail collateral-free loans under the Pradhan Mantri MUDRA Yojana (PMMY) for establishing and operating their homestay units. Depending on their funding requirements, they can apply under the appropriate loan category through nearby branches of Banks and financial institutions.

Tourism Development Officer of concerned destination will facilitate and handhold the beneficiary for availing collateral free loan under PM MUDRA Yojna.

9. Benefit of Swadesh Darshan Scheme – Tribal Life Tourism under Pradhan Mantri Janjatiya Unnat Gram Abhiyan (PM-JUGA)

a. The Pradhan Mantri Janjatiya Unnat Gram Abhiyan (PM-JUGA), launched by the Ministry of Tourism (MoT), Government of India, aims to promote tribal livelihoods through sustainable tourism and development of model tribal villages. Under this initiative, support is provided for Tribal Homestays as follows:

- Up to INR 5.00 lakh per homestay unit for new construction.
- Up to INR 3.00 lakh per homestay unit for renovation.
- Additional assistance of up to INR 5.00 lakh for related village-level community infrastructure or common facility requirements.

b. Homestay applicants approved under the PM-JUGA Scheme shall be eligible for non-financial incentives under the Odisha Homestay Establishment Scheme, 2025.

c. Beneficiaries already supported under PM-JUGA may also apply for additional homestay units under the Odisha Homestay Establishment Scheme, 2025, and their eligibility shall be determined as per the normal application and approval process applicable under this scheme

10. Annexures

The following Annexures form an integral part of the Odisha Homestay Establishment Scheme, 2025 and its Operational Guidelines. All applicants, implementing authorities, and stakeholders shall adhere to the formats, declarations, and standards prescribed herein.

Sr.	Annexure No.	Title
1	Annexure-I	List of Eligible Gram Panchayats
2	Annexure-II	Application Form for Homestays in Notified GPs (Financial Incentive)
3	Annexure-III	Application Form for Registration (For Non-Financial Incentives)
4	Annexure-IV	Undertaking of Authenticity
5	Annexure-V	DHC Field Verification Report Format
6	Annexure-VI	Request for Extension of Construction Period
7	Annexure-VII	Provisional Registration Certificate (PRC)
8	Annexure-VIII	Eligibility Criteria for Classification
9	Annexure-IX	Application Form for Classification / Re-classification

10	Annexure-X	Annual Compliance Declaration
11	Annexure-XI	Commercial Operation Date (CoD) Verification Format

Note: In case of any inconsistency or conflict between the main Scheme text and the Annexures, the provisions of the main Scheme text shall prevail.

Annexures: Odisha Homestay Establishment Scheme 2025

Annexure-I: List of Eligible Gram Panchayats

List of Eligible Gram Panchayats for Homestay Scheme 2025				
Sl.	District	Name of the Destination	Name of the Gram Panchayats	Remarks
1	Balasore	Talasari	1. Huguli 2. Sahabajipur	
2	Bargarh	Debrigarh	1. Karla 2. Lakhanpur 3. Paharsrigida	
3	Cuttack	Lalitgiri	1. Panasapur 2. Lalitgiri 3. Kusupur	
4	Cuttack	Satkosia	1. Kamaladiha 2. Panchama 3. Ranibhuin 4. Kaintara 5. Siloti	
5	Gajapati	Mahendragiri	Koinpur	
6	Gajapati	Jeerango (RTTM) & Khasada	1. Jeerango 2. Lobarsing	
7	Ganjam	Pati-Sonapur	1. Sonapur 2. Katura 3. Surala 4. Jhatipadara 5. Eksingi	
8	Jajpur	Ratnagiri & Udayagiri	1. Ratnagiri 2. Amathpur 3. Mahakalpada 4. Dharpur 5. Gamu 6. Mandari 7. Kolanagiri 8. Gopalpur 9. Majhiapada	
9	Kandhamal	Daringbadi	1. Daringbadi 2. Greenbadi 3. Sraniketa 4. Siangabadi 5. Plieri	
10	Kandhamal	Belghar	1. Belghar 2. Guma	
11	Kendrapara	Bhitarkanika	1. Dangamal 2. Khola 3. Gupti 4. Hathina	
12	Keonjhar	Ghatagaon	Mukundapurpatana	
13	Khordha	Chilika (Mangalajodi)	Mangalajodi	
14	Koraput	Deomali	Kotia	
15	Koraput	Kechela	Lankaput	
16	Mayurbhanj	Devkund	Kundabai	
17	Mayurbhanj	Bhimakunda	Padiabeda	
18	Mayurbhanj	Haripur	Pratappur	

List of Eligible Gram Panchayats for Homestay Scheme 2025				
Sl.	District	Name of the Destination	Name of the Gram Panchayats	Remarks
19	Mayurbhanj	Similipal- Jasipur	1. Dhalabani 2. Matiabeda 3. Podagada	
20	Mayurbhanj	Similipal- Pithabata, Sitakund	Kochilaghati	
21	Puri	Chilika (Satapada)	1. Satapada 2. Pirijipur	
22	Rayagada	LSDA Putasing	1. Tolona 2. Kulusing 3. Abada 4. Chinasari 5. Sagada	
23	Sambalpur	Guduguda	Salebahadi	
24	Sambalpur	Bhimamandali	1. Ghusuramal 2. Naktideul 3. Similipal	
25	Sundargarh	Khandadhar	1. Talabahali 2. Bhutuda	

**Annexure II: Application form for Homestays in notified GPs
For Projects Eligible for Financial Incentives**

1. Name of the Applicant:
2. Father's Name:
3. Name of the Homestay:
4. Complete Address of the Homestay:

Gram Panchayat: _____

Village: _____

Post Office: _____

Police Station: _____

Block / Tehsil: _____

District: _____

PIN Code: _____

5. Contact Details:

Mobile Number: _____

Email ID: _____

6. Aadhaar Number of Applicant: _____

7. PAN No of Applicant: _____

8. Domicile Details:

(Attach self-attested copy of valid Domicile Certificate/ Residential Certificate issued by the competent authority)

Certificate No.: _____

Issuing Authority: _____

Date of Issue: _____

9. **Land/ Property Ownership or Lease details:**

Please attach a self-attested copy of the land ownership document (RoR)

Mouza: _____

Khatiyani No.: _____

Plot No.: _____

Land measuring (Area): _____

Tehsil: _____

Tehsil No: _____

Thana: _____

Thana No: _____

District: _____

10. **No Objection Certificate (NOC) (In case of Joint Ownership / Lease)**

I/ We, the undersigned co-owner(s)/lessor(s) of the property referenced above, hereby provide No Objection to

Mr./ Ms. _____

for establishing and operating a Homestay at the said premises and availing benefits under the Odisha Homestay Establishment Scheme-2025.

Sr.	Name of Co-owner/Lessor	Relation with Applicant	Signature	Date	Contact

11. In case of Lease:

Name of Lessor (Owner): _____

Name of Lessee (Applicant): _____

Period of Lease (Minimum 10 years): From _____ to _____

Lease Deed Registration No.: _____

Date of Registration: _____

(Attach copy of valid registered lease agreement and lessor's No Objection Certificate (NOC), if applicable)

12. Bank Account Details (Aadhaar-linked)

(Attach copy of bank passbook/ cancelled cheque)

Account Holder Name	
Bank Name	
Branch	
Account Number	
IFSC Code	
Account Type	<input type="checkbox"/> Savings / <input type="checkbox"/> Current (tick one)

Passbook Copy Attached Cancelled Cheque Attached

13. Number of Rooms Proposed for Homestay (in numbers): _____

Area of each room _____ (sqft)

(Please attach Plan of the homestay if applicable)

14. Connectivity:

Distance to Nearest Tourist Destination (in km):

Name of the Tourist Destination:

Approx. Distance from Tourist Destination:

15. Distance to Nearest Transport Connectivity Points: (Name/ Distance)

Bus Stop: / Distance _____ Km

Railway Station: / Distance _____ Km

Airport: / Distance _____ Km

Hospital: / Distance _____ Km

16. Annual Income Details of the Applicant:

(Please attach income proof such as ITR / Income certificate)

17. Experience in Hospitality Services (if any):

Brief Description of Experience- years, type of work, place(Attach supporting documents/certificates if available)

18. Please attach Homestay Management Plan with this application:

18.1. Financing Plan for Construction

Component	Description	Amount (INR)
Civil works (construction/repair)	Room construction or refurbishment, toilet block, kitchen/dining	
Interiors & furnishings	Beds, cupboards, linen, decor	
Sanitation & plumbing	Water supply, toilets, drainage	
Electrical & solar backup	Wiring, lighting, optional solar system	
Branding & signage	Homestay board, display materials	
Safety equipment	First aid kit, fire extinguisher	
Any Other (Please specify)		
Total Project Cost		

18.2. Source of Funds

- Owner's Contribution / Savings: INR _____
- Loan (if applicable): INR _____
- Any Other sources: (Name of the source _____): INR _____

18.3. Execution Timeline

- Start Date for execution: _____
- Estimated Completion Date: _____

18.4. Staffing Plan:

- Total Employment generated: _____
- From Family: _____
- From local community: _____

18.5. Expected Revenue Generation and sustainability:

- Expected Tariff per Night per room: ₹ _____ (including breakfast)
- Year wise expected Occupancy Rate:
 - 1st year: _____ Nights
 - 2nd year: _____ Nights
 - 3rd year: _____ Nights
 - 4th year: _____ Nights
 - 5th year: _____ Nights
- Estimated Monthly Income (avg.): ₹ _____
- Annual Operating Expenses: ₹ _____
- Net Annual Income (after expenses): ₹ _____

19. Declaration

I hereby declare that the above information is true and correct to the best of my knowledge and belief. I agree to abide by the terms and conditions of the Odisha Homestay Establishment Scheme 2025.

I understand that if any information furnished by me is found to be false, misleading, or if the homestay is found to be operating in violation of the Scheme guidelines, the registration is liable to be cancelled and any financial incentives received shall be recovered along with applicable interest as per the Odisha Homestay Establishment Scheme-2025, and I shall be liable for prosecution under the relevant provisions of law.

Date: _____

Place: _____

Signature of the Applicant: _____

Annexure-III: Application Form for Registration for Non-Financial Incentives

Section A – Applicant Details

1. Name of the Applicant:
2. Age:
3. Gender:
4. Mobile Number:
5. Email ID:
6. Aadhaar Number/ PAN:
7. Occupation:
8. Full Address of the Applicant:

Section B – Establishment Details

1. Name of the Establishment (if any):
2. Address of Establishment:
3. Location (Village/Town/City):
4. District:
5. Pin code:

6. Distance from nearest – Airport / Railway Station / Bus Stand:
7. Contact Person (Owner):
8. Contact Number and Email ID:

Section C – Document Checklist (to be uploaded online)

- Proof of ownership (Title deed / Property tax receipt / Electricity bill)
- Building Plan approval copy
- Location Plan showing access to the building from major roads.
- Photographs (building façade, rooms, dining space and facilities)
- Any additional documents as specified by DoT

Section D – Declaration

I hereby declare that all information furnished above is true and correct to the best of my knowledge and belief. I understand that any false or misleading information submitted will lead to cancellation of registration and/or blacklisting as per the applicable guidelines, and I shall be liable for prosecution under the relevant laws.

I also declare that I shall be fully responsible and accountable for the conduct of the Homestay Unit and ensure compliance with quality, hygiene, and safety standards as prescribed by the Department of Tourism.

Place:

Date:

Signature of the Applicant

Name:

For Official Use Only (DHC Recommendation)

Item	Details
Application verified for completeness	<input type="checkbox"/> Yes <input type="checkbox"/> No
Site Verification required	<input type="checkbox"/> Yes <input type="checkbox"/> No
Site verification conducted	<input type="checkbox"/> Yes <input type="checkbox"/> No
Eligible as per Scheme provisions	<input type="checkbox"/> Yes <input type="checkbox"/> No

Name of the DHC Recommendation:

- Recommended for Registration under Category-2
 Not Recommended

Remarks (if any):

Verifying Team (DHC / Authorised officials/ Authorised third Party)

Sr.	Name of Verifying Team Member	Designation	Signature

Date: ___ / ___ / 20__

Place: _____

Annexure-IV: Undertaking of Authenticity (For Applicant use)

I, _____ the undersigned, hereby declare that the information provided in the application form and the documents submitted for registration under the Odisha Homestay Establishment Scheme 2025 are true and correct to the best of my knowledge and belief.

I understand that if any information is found to be false or misleading, my application is liable to be rejected or the registration cancelled at any stage, and I shall be liable for prosecution under the relevant laws.

Signature of Applicant:

Name:

Date:

Place:

Annexure-V: DHC Field Verification Report (For Official use)

A. General Information of Applicant

SI. No.	Particulars	Details
1	Name of the Applicant	
2	Father's Name	
3	Profession of Applicant	
4	Address of Homestay	
5	Contact Number	
6	Email ID	
7	Application ID / Reference No.	
8	Aadhaar Number Verified	<input type="checkbox"/> Yes <input type="checkbox"/> No
9	Ownership Document Verified	<input type="checkbox"/> Yes <input type="checkbox"/> No
10	Land Details (Area, Plot, Khatiyan)	
11	GPS Coordinates (Lat / Long)	

B. Physical Infrastructure Assessment

- No. of Rooms Proposed for Homestay
- Area of each room (sqft)
- Attached toilets / bathing facilities Yes No
- Quality of construction: Good Average Poor
- Accessibility: Good Road Motorable Track Difficult
- Drinking Water: Yes No
- Electricity: Available Not Available

C. Financial and Management Plan Verification

- Total Project Cost Submitted: ₹ _____
- Funding Verified: Owner Loan Others
- Homestay Management Plan Attached: Yes No
- Execution Timeline Practical: Yes No
- Revenue Projections Reasonable: Yes No
- Staffing Plan Viable: Yes No
- Family Involvement Verified: _____

D. Connectivity Assessment

Connectivity Point	Name/Location	Distance (km)	Remarks
Nearest Tourist Spot			
Bus Stop			
Railway Station			
Airport			
Nearest Hospital			

E. Visual Verification (Attach Photos)

- Building Exterior
- Guest Rooms
- Toilet & Bathing Facility
- Dining / Common Area
- Signage / Branding
- Access Road

F. Summary & Recommendation by DHC

- Compliant with Guidelines: Fully Partially Not
- Management Plan Feasible: Yes No
- Financial Model Verified: Yes No
- Recommended for Final Selection: Yes No
- Observations: _____

G. DHC Verification Team Details

Sl. No.	Name	Designation	Signature
1			
2			
3			
4			
5			
6			

Date of Visit: ___ / ___ / 20__

Place: _____

Annexure-VI: Request for Extension of Construction Period

To

The Chairperson,
District Homestay Committee (DHC),
.....

(District Name)

Subject: Request for Extension of Homestay Construction Period

1. Applicant Details

Particulars	Details
Name of Applicant	
Application/Registration ID	
Homestay Address	
Contact Number	
Date of Issue of PRC	
Original Completion Due Date	

2. Reason(s) for Extension Request

(Please provide a brief explanation for delay in completion of construction)

.....

3. Current Status of Construction

(Provide brief details on work completed and pending)

.....

4. Expected Time Required for Completion (in months):

.....

5. Previous Extension Status

This is my first extension request.

I have previously applied for an extension. Details are as follows:

- Date of previous extension request:

- Duration granted (in months):

6. Documents Attached:

Self-attested copy of PRC

Geotagged photographs of project progress

Any other supporting documents (please specify):

Declaration

I, the undersigned, hereby declare that the information provided above is true and correct to the best of my knowledge and request the District Homestay Committee to consider my application for an extension of the construction period under the Homestay Scheme.

Signature of the Applicant: _____

Name:

Date:

Annexure-VII: Provisional Registration Certificate (PRC)

This is to certify that, Mr./Ms./M/s _____
is hereby registered as a Homestay Owner under the Odisha Homestay Establishment
Scheme 2025 for the property named:

Homestay Name: _____

Complete Address of Homestay with Pin Code: _____

Registration No.: _____ Issued on: _____

Valid From: _____ To: _____

This certificate is issued subject to the terms and conditions of the Scheme and may be
Renewed or revoked as per applicable norms.

Authorized Signatory
Department of Tourism, Odisha
(Seal)

Annexure-VIII: Eligibility Criteria for Classification

Sl.	Description	Mandatory/ Desirable	Gold	Silver	Availability of services	Remarks
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.	Mandatory	✓	✓		
2	Guest rooms: Minimum one lettable room and maximum 6 rooms (12 beds). All rooms should be clean, airy, pest free, without dampness and with outside window / ventilation.	Mandatory	✓	✓		
3	Maintain guest registry with Government ID	Mandatory	✓	✓		
4	Visitor registration via DoT Portal	Mandatory	✓	✓		
5	Power back-up for basic needs	Mandatory	✓	✓		
6	Hygienic kitchen + complimentary breakfast	Mandatory	✓	✓		
7	Safety & security signage + emergency contacts	Mandatory	✓	✓		
8	Comfortable bed with good quality linen & bedding preferably of Indian design;	Mandatory	✓	✓		
9	First aid kit + local doctor contact list	Mandatory	✓	✓		
10	Cashless/ Electronic payment options	Mandatory	✓	✓		
11	Hospitality Training for staff/owner	Mandatory	✓	✓		
12	Room size – 100 sq. ft (Single), 120 sq. ft (Double)	Mandatory	✓	✓		
13	Minimum bed size as per occupancy: a. 72'x78 ' double bed or two (2) 36'x78' single beds b. Single Occupancy: One (1) 36'x78' single bed	Mandatory	✓	✓		
14	Attached hygienic toilet with EWC and amenities	Mandatory	✓	✓		
15	Attached bathrooms	Mandatory	40 Sqft	30 Sqft		
16	24 Hrs running Hot/ Cold Water with proper sewerage connection	Mandatory	✓	✓		
17	Ceiling fan + AC (maintain 20–25°C)	Mandatory	✓	✓		
18	3 earthed sockets with adapter/extension	Mandatory	✓	✓		
19	Wardrobe with at least 4 clothes hangers	Mandatory	✓	✓		
20	Complimentary purified potable water	Mandatory	✓	✓		
21	Tea/coffee set – jar, cups, sachets	Mandatory	✓	✓		
22	Good Quality Chairs, Working Table and other necessary furniture	Mandatory	✓	✓		
23	Coffee table books, guides, maps	Desirable	✓			
24	Telephone with extension facilities in the room	Desirable	✓			
25	Washing machines / dryers in the house with arrangements for laundry / dry cleaning services.	Desirable	✓			
26	Refrigerator in the room	Desirable	✓			

Sl.	Description	Mandatory/ Desirable	Gold	Silver	Availability of services	Remarks
27	Lounge or seating arrangement in the lobby area	Desirable	✓			
28	Wi-Fi / Internet	Desirable	✓			
29	Disabled-friendly facilities	Desirable	✓			
30	Sufficient Parking with Adequate Road Width	Desirable	✓			
31	Indoor/ Outdoor Games, Library, Cultural engagement	Desirable	✓			
32	Tie-up with transport, local guides	Desirable	✓			
33	Curated experiences (trails, culinary, etc.)	Desirable	✓			

Note: The District Homestay Committee (DHC) and the State Homestay Committee (SHC) may, based on the location, scale, or functional requirements of a homestay unit, add, modify, or omit certain parameters listed under this Annexure.

Annexure – IX: Application Form for Classification / Reclassification of Homestays

1. Applicant Details

- Name of Applicant / Owner: _____
- Contact Address: _____
- Phone Number: _____
- Email ID: _____
- Aadhaar / PAN No.: _____

2. Homestay Details

- Name of Homestay: _____
- DoT Registration Number: _____
- Date of Original Registration: _____
- Category (if previously classified): _____
- Location (District / Block / Village): _____
- Total Number of Rooms: _____

3. Type of Application (tick one)

- Fresh Classification
 Reclassification (after expiry of validity / upgradation / downgrade request)

4. Classification applied for (select one):

- Gold Silver Not applying for classification at this time

5. Supporting Documents Attached

- Copy of current Registration Certificate issued by DoT
- Proof of ownership / lease of property
- Geotagged Photographs of property (exterior, rooms, common areas)
- Any updated compliance certificates (Fire Safety / FSSAI / Local clearances, if applicable)
- Copy of previous Classification Certificate (for reclassification only)

6. Declaration by the Applicant

I hereby declare that:

- The information furnished in this application and attached documents is true and correct to the best of my knowledge and belief.
- The homestay continues to comply with all requirements prescribed under the Odisha Homestay Establishment Scheme-2025.
- The homestay meets all mandatory facilities, quality, hygiene, safety and service standards specified in Annexure-VIII and Annexure-VIII has been duly filled and submitted with this application indicating compliance against each parameter.
- I shall extend full cooperation to the authorities during verification and inspection; and
- I understand that any false information, misrepresentation or non-compliance may result in rejection/cancellation of classification/registration, recovery of incentives if availed, blacklisting, and action as per applicable laws, and I shall be liable for prosecution under the relevant provisions of law.

Signature of Applicant: _____

Date: _____

Place: _____

Annexure – X: Annual Compliance Declaration

(To be submitted online through the Go-Homestay Portal by 30th April every year)

A. Basic Details

1. Name of Homestay Owner: _____
2. Name of Homestay Unit: _____
3. Registration Number (issued by DoT): _____
4. Category: Financial Incentive (Category-1) Non-Financial Incentive (Category-2)
5. Address of Homestay: _____
Village: _____ GP: _____ Block: _____
District: _____
6. Contact Number: _____ Email ID: _____
7. Commercial Operation Date (CoD): _____

B. Operational Details for the Reporting Year (April – March)

1. Operational Status: Operational Temporarily Closed Permanently Closed
2. Number of Rooms Operational: _____ Total Beds: _____
3. Total Guest Nights Booked (as per Portal records): _____ nights
4. Total Revenue Generated during the year (₹): _____
5. Average Occupancy Rate (%): _____
6. Staff Employed: _____
(a) From Family: _____ (b) Local Residents: _____
7. Subsidy Received till date: _____
8. Compliance with Mandatory Facilities: Yes No

C. Attachments (to be uploaded online)

- Extract of booking summary from the Homestay Portal / OTA platform / ONDC
- Photographs of Homestay (Exterior, Rooms, Common Areas)
- Copy of Fire Safety or Local Body Renewal (if applicable)
- Any other supporting document as required by DoT

D. Declaration

I, _____ (Name of the Owner), hereby declare that:

1. My homestay unit has been operational and compliant with all provisions under the Odisha Homestay Establishment Scheme 2025 during the reporting period.
2. The details provided above are true and correct to the best of my knowledge and belief.
3. I understand that submission of false, incomplete, or misleading information shall render my registration liable for cancellation and recovery of any incentives granted, as per the Scheme provisions.

Date: _____

Place: _____

Signature of the Applicant: _____

Name (in block letters): _____

Designation (Owner / Authorized Representative): _____

(To be digitally signed and submitted through the Go-Homestay Portal)

Annexure-XI: Format for Commercial Operation Date Verification (Official Use)**A. Applicant & Homestay Details**

Particulars	Details
Name of Applicant	
Father's/Spouse's Name	
Application/Registration ID	
Name of Homestay	
Address	
Village / GP / Block / District	
PIN	
Mobile / Email	
PRC Number & Date	

B. Statutory / Administrative Compliance

Requirement	Status	Document Verified / Remarks
Land Ownership / Lease Agreement	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Joint Owner NOC (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Building Plan Approval (GP/ULB/Competent Authority)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Completion of Construction	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Fire Safety Measures (as applicable)*	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Electrical Safety Compliance	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Water & Sanitation Connection	<input type="checkbox"/> Yes <input type="checkbox"/> No	

C. Physical Infrastructure & Facilities

Facility Parameter	Status	Remarks
Number of lettable rooms		
Toilets with running hot/cold water	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Kitchen & hygiene confirmed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Dining Facility	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Power supply	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Power backup (DG/Inverter/Solar)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Water purifier / Safe drinking water	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Internet / Wi-Fi	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Telephone / Emergency contact access	<input type="checkbox"/> Available <input type="checkbox"/> Not Available	
First Aid kit	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Fire extinguisher / Fire safety kit	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Signage (Homestay Name & GP)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Parking arrangement	<input type="checkbox"/> Available <input type="checkbox"/> Not Available	
Waste disposal system	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Pest control ensured	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Safety instructions displayed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Tourist information material	<input type="checkbox"/> Yes <input type="checkbox"/> No	

H. Applicant Acknowledgement

I hereby accept the above Commercial Operation Date and confirm that the homestay is operational.

Signature: _____ Name: _____

Date: ___ / ___ / 20___
