



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্ব দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

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No. 307 Dispur, Thursday, 9th July, 2026, 18th Ashadha, 1948 (S. E.)

GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

TOURISM DEPARTMENT ::: DISPUR ::: GUWAHATI-6

NOTIFICATION

The 6th July, 2026

No. eCF- 342137/1373.- In exercise of the powers conferred under sub-section (1) of section 34 of the Assam Tourism (Development & Registration) Act, 2024 (Assam Act No. XIII of 2024) the Governor of Assam is hereby pleased to make the following rules to regulate, develop, and standardize tourism related trade and services relating to accommodation, Hotels/ Resorts, Guest Houses/ Motels, Home stays, Bed and Breakfast and Service Apartments, Tented Accommodation and other such services providing tourist accommodation in the state to provide quality service delivery to safeguard tourist, in the manner hereinafter appearing, namely:-

Short title, and commencement	1. (1) These rules may be called the Assam Tourism Accommodation (Development and Registration) Rules, 2026.
	(2) They shall come into force on the date of their publication in the Official Gazette.
Definitions	2. (1) In these rules, unless the context otherwise requires, — (a) “Act” means the Assam Tourism (Development and Registration) Act 2024 (Assam Act No. XIII of 2024); (b) “Authority” means the Director of Tourism, Government of Assam; (c) “Application” means an application made under these rules for registration and renewal; (d) “Annexure” means an annexure appended in these rules;

- (e) "Accommodation Unit" means an establishment which offers its facilities and services to individual or group of tourists but are not limited to, Hotels, Resorts, Guest Houses, Motels, Home stays, Bed and Breakfast and service apartments, tented accommodation and such other accommodation services;
- (f) "Bed and Breakfast Establishment" means a private house or part of a house, where the owner/host reside in the premise by himself/ herself and provides overnight accommodation and breakfast to tourists for a charge;
- (g) "fee" means fees notified by the Government of Assam;
- (h) "form" means a Form appended to these rules;
- (i) "Home stay" means any private house located in the rural and urban area where the house owner or his authorised representative physically resides and has earmarked minimum 2 (Two) and not more than 8 (eight) rooms exclusively for the use of tourists having basic minimum services as laid down in these rules;
- (j) "Motels" means wayside amenities/roadside establishments designed to cater to travellers or motorists seeking rest, refreshment, and basic facilities during their journeys;
- (k) "Prescribed Authority" means the authority notified by the Government under the Act and the Rules for registration, inspection, and regulation;
- (l) "Register" means the register of accommodation operators of hotels, resorts, motels, guest houses/ lodges, homestays, Bed and Breakfast units, service apartments, tents, or any such accommodation units, as the case may be, relevant in the context under these rules;
- (m) "Resort" means a tourism establishment providing accommodation, food, recreation, and leisure facilities in a self-contained environment for tourists and visitors, while also generating employment opportunities and supporting local economic development;
- (n) "Service Apartments" means self-contained apartments with common kitchenettes/kitchens, drawing and dining area, which provide short term and long-term stays for visitors;
- (o) "Startup" means a company that is set up to establish a new business for future expansion;
- (p) "Section" means a section of the Act;
- (q) "Service Providers" means a person as defined in the Act;

- (r) "Tented accommodation" means a temporary or semi-permanent tourism accommodation facility comprising furnished tents for stay of tourists, with basic amenities, sanitation, safety, and recreational facilities, established for promoting nature-based and sustainable tourism while generating local employment opportunities; and
- (s) "Tourism unit" means any entity, enterprise, or individual registered or required to be registered under the Act;
- (2) All words and expressions defined and used in these Act but not defined in these rules shall have the same meaning as assigned to them in the Act.
- Manner and form of registration 3. (1) Any person who intends to operate tourism business and service provider shall apply to the authority in **Form-1**, with a fee as may be notified by the Government in the Official Gazette from time to time.
- (2) The authority shall, on receipt of the application along with the requisite fee, acknowledge or cause the acknowledgement of the receipt thereof indicating the date of their receipt.
- (3) On receipt of the application, the authority shall scrutinize it and, if registration is not refused under section 10 of the Act, shall enter or cause the contents of the application in the register in **Form-2**. The authority shall conduct physical verification through inspection by the District Tourism Officer, if it deems necessary. After inspection, if the authority is satisfied that it maintains the requisite standard and fulfils the prescribed criteria, a certificate of registration, shall be issued to the applicant in **Form-3**.
- (4) If the authority intends to refuse to register the applicant as a service provider, shall serve upon the applicant a notice, as in **Form-4**, indicating the grounds on which the registration is intends to be refused, asking the applicant to submit his objection, if any, either by himself or through his authorised agent regarding the contemplated order of refusal within a period of 30 days from the date of receipt of the notice.
- (5) If the authority does not receive a reply to the notice issued under sub-rule (4) above, within the stipulated time, or after considering the objection, or if the applicant requests to be heard in person, after hearing him, is of the opinion that the objections or submissions made by the applicant are not satisfactory, shall pass an order refusing registration and communicate the order to the applicant as per the prescribed format in **Form-5**.
- (6) Every application made under sub rule (1) above shall be disposed off within a period of two months from the date of receipt of the application.
- (7) Every service provider and business operator who is registered under the Act shall abide by the terms and conditions laid down in the certificate of Registration.

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| Fees for renewal of license | <p>4. As per section 5 of the Act, the service provider after the expiry of every 3 (three) years from the date of its issue of certificate shall apply to the authority for renewal of registration certificate in Form-6 along with receipt of payment of renewal fees, as notified by the Government in the Official Gazette from time to time:</p> <p style="padding-left: 40px;">Provided that the renewal of certificate shall be issued without inspection if no changes have been made by the service provider to the already registered entity and no complaint of malpractices against the applicant has been received during the validity of the registration certificate.</p> |
| Changes in Registration Certificate | <p>5. (1) For any change in respect of any particulars entered in the register pertaining to the service provider under the Act, the holder of the certificate of registration or his inheritor or his successor shall intimate such changes in writing to the Authority within 30 (thirty) days from the date of such transfer or change in Form-7.</p> <p>(2) On receipt of such intimation, the Authority shall, by following the procedure as mentioned under rule 3, examine the proposal and may, —</p> <p style="padding-left: 40px;">(i) accept the changes and issue a revised Certificate of Registration incorporating such changes; or</p> <p style="padding-left: 40px;">(ii) cancel the Certificate of Registration, where the successor is found to be ineligible for registration under the Act.</p> |
| Cancellation of Certificate | <p>6. (1) If, at any time, the Authority is satisfied that either one or more grounds as mentioned in Section 9 (1) of the Act is / are applicable to the registered service provider, then a notice in Form-8 shall be served on the service provider requiring him to show cause within fifteen days from the date of receipt of such notice as to why his name should not be removed from the register and the certificate be cancelled.</p> <p>(2) If the reply to the notice issued is not received within the stipulated time, or if the Authority after considering his reply, or if the applicant requests to be heard in person, after hearing him, is of the opinion that the explanation tendered or submissions made by the service provider, as the case may be, is not satisfactory, shall pass an order in writing in Form-9 removing his name from the register and cancel his certificate of registration and direct him to surrender the certificate to the Authority. Every such order shall be communicated to the service provider whose registration has been cancelled.</p> <p>(3) On cancellation of the certificate, the name of the service provider shall be removed from the register.</p> <p>(4) The particulars of the service provider whose certificate of registration has been cancelled, shall be exhibited at the official notice board or websites and also at conspicuous places in all tourist areas or spots and notified to all travel, trade and other concerned organizations.</p> |

- (5) If the cancelled certificate is not surrendered by the service provider, or if the service provider continues to provide services after cancellation of registration, it shall attract the penal provisions under the Act.
- Blacklisting** 7. (1) The Authority may, on receiving a complaint in **Form-10** of malpractice or for any other offence committed under the Act shall enquire or cause to be enquired about the contents of the complaint.
- (2) During the enquiry, after giving reasonable opportunity of being heard to the individual or entity against whom the complaint was received, if the Authority is satisfied that there are sufficient evidences of malpractices resorted to or commission of offence under the Act by the individual or entity, the authority may pass a reasoned order blacklisting such individual or entity for a period which shall not be less than one year as in **Form-11**.
- (3) After expiry of the blacklisted period, the individual or entity may apply for fresh issuance of certificate of Registration by following the same procedure under rule 3.
- (4) The Authority, after giving a reasonable opportunity of being heard to the blacklisted individual or entity, may on receipt of such application and on furnishing an undertaking by such individual or entity as in **Form-12**, if satisfied, may pass an order for its removal from such list and issue a fresh certificate of Registration.
- Notice to be sent by registered post and email** 8. Every notice or order issued or communicated under these rules shall be sent by registered post at the address of the service provider as shown in the application form and such notice or order, as the case may be, shall be deemed to have been communicated when so dispatched. Such orders and notices shall also be sent through email address provided in the application form and may also be collected by the applicant from the Authority in person if so desired.
- Order issued by the Authority** 9. Every order passed by the Authority under these rules shall be issued in the name of Director of Tourism through Office Order.
- Appeal** 10. (1) Any person aggrieved by the decision of the Authority may prefer an appeal.
- (2) The Appeal shall be filed before the Appellate Authority within 30 days from the date of receipt of the order of the Authority.
- (3) The Appeal shall be filed in the form of Petition addressed to the Appellate Authority along with copy of the order of the Authority, stating the grounds of appeal and payment of such fee as may be notified by the Government from time to time as per format in **Form 13**.

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| Providing statistical data and information | <p>11. (1) As per sub-section (1) of section 18 of the Act, every registered tourism service provider shall provide information and data relating to tourist statistics and submit monthly returns in the form as at Annexure-11 within the 7th day of the succeeding month.</p> <p>(2) The monthly returns, along with any other statistical information sought for, shall be submitted to the Authority, or to any officer authorized by him on this behalf.</p> <p>(3) In the event of failure to furnish the required statistical information within the stipulated period, the Authority shall initiate proceedings for imposition of penalty under section 23 of the Act, in accordance with the procedure provided under sub-section (3) of section 18. Where, despite the imposition of such penalties, the tourism service provider continues to contravene the provisions relating to submission of statistical information, the provisions relating to penalties under section 21 of the Act shall also become applicable.</p> <p>(4) The information and data furnished under these provisions shall be utilized for tourism planning, policy formulation, research, and statistical reporting purposes. Any confidential business information submitted by the tourism service provider shall be treated as confidential and shall not be disclosed except where required for lawful purposes under the Act or any other law in force.</p> |
| Accommodation Unit | <p>12. Every applicant seeking registration and classification of a Tourism Accommodation Unit under these rules shall comply with the category-wise conditions, standards, facilities, information and documentation requirements specified below, —</p> <p>(i) Name of the applicant along with address for correspondence including telephone number, e-mail address.</p> <p>(ii) Whether proprietary or a company ownership (to furnish details)</p> <p>(iii) Name of the Accommodation Unit along with address including telephone number, email address.</p> <p>(iv) Details of PAN Card of the proprietor/company (copy to be furnished)</p> <p>(v) Details of Aadhaar Card of the applicant/proprietor (copy to be furnished)</p> <p>(vi) Details of GST Registration (if applicable)</p> <p>(vii) Whether the building in which the Accommodation Unit is proposed is owned or rented/leased. If rented/leased, then the copy of rent agreement/lease deed is to be furnished.</p> <p>(viii) Affidavit of Undertaking regarding compliance of all statutory licences as per format at Annexure – 9.</p> <p>(ix) A visitor register shall be maintained with guest details as per prescribed format as appended at Annexure – 10.</p> |

- (x) Tariff rates shall be displayed at a prominent place in the Accommodation Unit with no hidden charges.
- (xi) Emergency contact numbers (police, hospital, fire services, District Tourism Office) shall be displayed prominently in the Accommodation Unit.
- (xii) Adequate security measures shall be put in place for ensuring safety and security of the guests.
- (xiii) Adequate fire fighting measures shall be put in place in the Accommodation Unit.

Hotels/Resorts

13. In case of application for registration of Hotels/Resorts, along with the additional conditions mentioned under rule 12 above, the applicant has to comply the standards, facilities, information and documentation requirements as specified below-

- (i) Number of lettable Rooms (Minimum rooms required is 10(ten))
- (ii) Classification/categorisation of the Hotel/Resort by the Ministry of Tourism, Government of India (if already done)
- (iii) Building plans duly sanctioned/approved by the competent authority (copy of the approved plan is to be furnished).
- (iv) Sewage Treatment Plan duly approved by the competent authority (copy of the plan is to be furnished)
- (v) Details of Trade License issued by the competent authority (in case of urban areas only) (copy is to be furnished)
- (vi) Fire Safety Certificate issued by the State Fire Department (copy is to be furnished)
- (vii) Availability of Bar facilities (Yes/NO) (if available or proposed, copy of Bar License issued by the competent authority is to be furnished, if obtained already).
- (viii) Details of Food Safety & Standards Authority of India (FSSAI) License issued by the competent authority (copy is to be furnished, if obtained already)
- (ix) The quality, standards, and maintenance of facilities and services shall be assessed by an Inspection Committee constituted by the Government or the Authority for this purpose. The inspection shall be carried out on the parameters mentioned in the checklist appended at **Annexure-1**.
- (x) Any deficiencies, shortcomings, or rectifications pointed out by the Inspection Committee during inspection shall be complied with within the period specified by the Committee.

Motels

14. In case of application for registration of Motels, the additional conditions, standards, facilities, information and documentation requirements are as specified below:—

- (i) The motel unit shall essentially have a maximum of two levels including a below ground level, if any, for being considered for operating as a Motel.
- (ii) Number of lettable rooms (minimum rooms required is 10(ten))
- (iii) Building plans duly sanctioned/approved by the competent authority (copy of the approved plan is to be furnished).
- (iv) Sewage Treatment Plan duly approved by the competent authority (copy of the plan is to be furnished)
- (v) Details of Trade License issued by the competent authority (in case of urban areas only) (copy is to be furnished)
- (vi) Fire Safety Certificate issued by the State Fire Department (copy is to be furnished)
- (vii) Details of Food Safety & Standards Authority of India (FSSAI) License issued by the competent authority (copy is to be furnished, if obtained already)
- (viii) The Motel shall submit self-certified checklist appended at **Annexure – 2.**
- (ix) The premises of the motel shall not be used for any unlawful, immoral, or prohibited activities. The management shall be responsible for informing the concerned authorities in the event of any suspicious or illegal activity within the premises.
- (x) The Motel shall provide barrier-free access and reasonable accommodation for differently-abled guests in accordance with applicable accessibility guidelines and building norms.
- (xi) The Motel shall provide adequate facilities for motorists, including safe parking, resting areas, toilets, drinking water, and basic refreshment facilities.
- (xii) Motels shall be encouraged to install Electric Vehicle (EV) charging stations for the convenience of travellers and to promote sustainable and eco-friendly transportation. Additional motorist support facilities such as Wi-Fi, first-aid, vehicle air filling, minor repair assistance, and tourist information signage may also be provided.
- (xiii) The quality, maintenance, functionality, and safety standards of such facilities shall be subject to inspection by the authority.

Guest House/
Lodge

15. In case of application for registration of Guest House/Lodge, the additional conditions, standards, facilities, information and documentation requirements are as specified below-
- (1) Number of rooms (Minimum 6 (six) lettable rooms) with proper ventilation.
 - (2) Building plans duly sanctioned/approved by the competent authority (copy of the approved plan is to be furnished).

- (3) Sewage Treatment Plan duly approved by the competent authority (copy of the plan is to be furnished)
 - (4) Details of Trade License issued by the competent authority (in case of urban areas only) (copy is to be furnished)
 - (5) Fire Safety Certificate issued by the State Fire Department (copy is to be furnished)
 - (6) Details of Food Safety & Standards Authority of India (FSSAI) License issued by the competent authority (copy is to be furnished, if obtained already)
 - (7) The inspection of the Guest House/Lodges shall be based on the parameters mentioned in the checklist appended at **Annexure – 3.**
- Homestay
16. In case of application for registration of Homestay, the additional conditions, standards, facilities, information and documentation requirements are as specified below-
 - (1) Number of lettable Rooms (Minimum of **2 (two)** rooms and not more than **8 (eight)** rooms).
 - (2) The owner need not be himself/herself staying in the homestay. It can be run through authorised representative(s) of the owner.
 - (3) Fire Safety Certificate issued by the State Fire Department (copy needs to be furnished).
 - (4) The inspection during the process of registration shall be based on parameters mentioned in the checklist appended in **Annexure-4**
- Bed And Breakfast
17. In case of application for registration of Bed and Breakfast, the additional conditions, standards, facilities, information and documentation requirements are as specified below-
 - (1) Number of lettable rooms (minimum 2(two))
 - (2) The owner need not be himself/herself staying in the homestay. It can be run through authorised representative(s) of the owner.
 - (3) Fire Safety Certificate issued by the State Fire Department (copy needs to be furnished).
 - (4) It is mandatory for such units to provide breakfast to the guests, and accordingly charge as part of the tariff. The type of breakfast on offer must be specified to avoid any dispute.
 - (5) The inspection during the process of registration shall be based on parameters mentioned in the checklist appended in **Annexure-4**
- Service Apartment
18. In case of application for registration of Service Apartment, the additional conditions, standards, facilities, information and documentation requirements are as specified below-
 - (1) Number of lettable rooms

- (2) Fire Safety Certificate issued by the State Fire Department (copy needs to be furnished).
 - (3) The inspection during the process of registration shall be based on parameters mentioned in the checklist appended at **Annexure-5**
- Tented Accommodation**
19. In case of application for registration of Tented Accommodation, the additional conditions, standards, facilities, information and documentation requirements are as specified below-
 - (1) Number of lettable tents (Minimum 5(five))
 - (2) Site/sketch plan (copy is to be furnished)
 - (3) Fire Safety Certificate issued by the State Fire Department (copy needs to be furnished).
 - (4) In case the place of tented accommodation falls within reserve forest boundary, the No Objection Certificate (NOC) from Forest authority shall have to be furnished.
 - (5) Details of Food Safety & Standards Authority of India (FSSAI) License issued by the competent authority (copy is to be furnished, if obtained already)
 - (6) Availability of Bar facilities (Yes/NO) (if available or proposed, copy of Bar License issued by the competent authority is to be furnished, if obtained already).
 - (7) The inspection during the process of registration shall be based on parameters mentioned in the checklist appended in **Annexure - 6**
 - (8) Camps adjoining forests shall maintain special safety measures against wildlife intrusion.
- Heritage Hotel**
20. In case of application for registration of Tented Accommodation, the additional conditions, standards, facilities, information and documentation requirements are as specified below-
 - (1) Proof of age of the property issued by Local Body or Archaeology and Culture Department in the format as appended at **Annexure - 7**.
 - (2) Number of lettable rooms (minimum of 5(five) lettable rooms)
 - (3) Building Plan
 - (4) Sewage Treatment Plan duly approved by the competent authority (copy of the plan is to be furnished)
 - (5) Details of Trade License issued by the competent authority (in case of urban areas only) (copy is to be furnished)
 - (6) Fire Safety Certificate issued by the State Fire Department (copy is to be furnished)
 - (7) Availability of Bar facilities (Yes/NO) (if available or proposed, copy of Bar License issued by the competent authority is to be furnished, if obtained already).

- (8) Details of Food Safety & Standards Authority of India (FSSAI) License issued by the competent authority (copy is to be furnished, if obtained already)
- (9) The applicant shall submit a self-declaration on plain paper in the format as appended in **Annexure-8**
- (10) If any deviation from the permissible norms of new construction is found at any stage, the certificate of Heritage is liable to be withdrawn.
- (11) No person shall purport to ownership rights on the basis of the Certificate of Heritage and the Certificate shall not be valid for legal purpose.
- (12) The Authority or his representative can verify the credentials of the property at any time before and after granting certificate of Heritage.

DIGANTA BARAH,

Commissioner & Secretary to the Government of Assam,
Tourism Department.

FORM 1			
[See Rule 3 (1)]			
APPLICATION FORM FOR REGISTRATION OF TOURISM SERVICE PROVIDER			
To			Photo of the applicant Self - Attested
	The Director of Tourism, Government of Assam		
Sir,	I request that my Tourists Accommodation Unit may be registered under the Assam Tourism (Development & Registration) Act, 2024. The particulars are as under:		
Sl. No.	Particulars	Details	
1.	Name of the applicant along with address for correspondence including telephone number, e-mail address.		
2.	Whether proprietary or a company ownership (to furnish details)		
3.	Name of the Accommodation Unit along with address including telephone number, email address.		
4.	Details of PAN Card of the proprietor/company (copy to be furnished)		
5.	Details of Aadhaar Card of the applicant/proprietor (copy to be furnished)		
6.	Details of GST Registration (if applicable)		
7.	Whether the building in which the Accommodation Unit is proposed is owned or rented/leased. If rented/leased, then the copy of rent agreement/lease deed is to be furnished.		
8.	Type of Accommodation Unit (Hotel/Resorts/Motels/ Guest House/ Lodges/Homestays/ B&B/ Service Apartment/Tented Accommodation/ Heritage Hotel/Others (to be specified))		
9.	Number of lettable rooms/tents (a) Hotels/Resort: Min-10(ten) (b) Motels: Min. 10 (ten) (c) Guest House/Lodge: Min. 6(six) (d) Homestay: Min. 2(two) and Max. 8(eight) (e) Bed and Breakfast: Min. 2(two) (f) Service Apartment: Min. 1 (one) (g) Tented Accommodation: Min. 5(five) tents (h) Heritage Hotel: Min. 5 (five)		
10.	Copy of Trade License (wherever required):		
11.	Copy of FSSAI Certificate (If applicable)		
12.	Copy of Fire Safety Certificate (to be enclosed)		
13.	Copy of Bar License (if already obtained)		
14.	Copy of NOC from Forest Department (if Applicable)		

15.	Building plans duly sanctioned / approved by the competent authority (if such approval is required as per existing building bye-laws)	
16.	Sewage Treatment Plan duly approved by the competent authority (copy of the plan is to be furnished)	
17.	Categorization of the Hotel/Resorts (if already obtained from the Ministry of Tourism, Government of India)	(1 star/2 star/3 star/4 star/5 star/ 6 star / 7 star and above)
18.	Proof of Age of the Accommodation Unit (in case of Heritage Hotel) (copy is to be furnished)	
19.	Affidavit of undertaking regarding compliance of all licenses as per the format given in Annexure-9 of the Rules (copy is to be furnished)	
Declaration:		
<i>I / We hereby declare that the information provided above is true and correct to the best of my/our knowledge. I/We agree to abide by the guidelines, rules, and regulations prescribed by the Department of Tourism, Government of Assam, regarding the operation of tourism entities. I/We understand that if any information is found to be false, the registration may be cancelled.</i>		
Place:		Full Signature of the applicant
Date:		
Note: Leave column blank whichever is not applicable		

FORM- 2

[See rule 3 (3)]

1	2	3	4
Sl. No.	Name of Service Provider	Category of service provider	Number and date of Registration

5	6	7
Whether Proprietor Ship/Partner Ship/Private Ltd. Company/Public Limited Company Director etc. with details of partners/	Person In-charge or person responsible for running the firm or body corporate	Types of services provided to Tourists

8	9	10
Deficiencies or violations of Standards or norms (as set out under the.... scheme), if any, found upon periodical inspection. The deficiency is clearly to be noted category wise- whether the same is minimal, graver or gravest as per scheme fixing the standard.	Complaints, if any, about malpractice received and how dealt with along with final outcome thereof.	Penal action, if any, taken for contravention of norms and standard, (with details thereof and no. & date of such order)

11	12
Other information	Remarks

FORM – 3 (see rule 3 (3))	
REGISTRATION CERTIFICATE OF ACCOMMODATION UNIT GOVERNMENT OF ASSAM DEPARTMENT OF TOURISM CERTIFICATE OF REGISTRATION	
Registration No.: _____	
Date of Issue: _____	
Validity: From _____ To _____	
This is to certify that the Accommodation Unit described below has been inspected and registered under the Assam Tourism (Development & Registration) Act, 2024 for operation as a tourism accommodation establishment.	
DETAILS OF THE ACCOMMODATION UNIT:	
a.	Name of Accommodation Unit: _____
b.	Category/Type: _____ (Homestay / Guest House / Lodge /Motel/ Boutique Hotel / Resort / Tourist Lodge / Other)
c.	Name of Owner/Proprietor: _____
d.	Address of the Unit: _____
e.	District: _____
f.	Contact Number: _____
g.	Email ID: _____
h.	Number of Lettable Rooms: _____
i.	Maximum Accommodation Capacity: _____
CONDITIONS OF REGISTRATION:	
1.	The accommodation unit shall maintain cleanliness, hygiene, and safety standards as prescribed by the Department of Tourism.
2.	The unit shall comply with all statutory requirements, including fire safety, local authority permissions, and public health regulations.
3.	The registration certificate shall be displayed prominently within the premises.
4.	Any change in ownership, category, or infrastructure shall be intimated to the Department immediately.
5.	The Department reserves the right to inspect the premises at any time.
6.	Violation of any prescribed norms may result in suspension or cancellation of registration.
This certificate is issued for the purpose of promoting tourism and recognizing the accommodation establishment under the Tourism Department.	
Place: _____	Signature of Authority
Date: _____	Name: _____
	Department of Tourism (Official Seal)

FORM – 4 (See rule 3 (4))	
NOTICE OF REFUSAL OF REGISTRATION [On Official Letterhead of the Authority]	
<u>NOTICE</u>	
No.: _____	
Date: _____	
To, _____	
Name of Applicant: _____	
Address: _____	
Subject: Notice for Refusal of Registration as Accommodation Unit	
Whereas, you had submitted an application dated _____ for registration as a _____ under the relevant provisions of the Assam Tourism (Development and Registration) Act, 2026, and whereas, upon scrutiny/inspection of the documents and particulars furnished by you, the Prescribed Authority has observed the following deficiencies/grounds on which the proposed registration is liable to be refused:	
1.	_____
2.	_____
3.	_____
4.	_____
You are hereby informed that the Authority proposes to refuse the registration application on the grounds mentioned above.	
Accordingly, you are hereby called upon to submit your objection/explanation, if any, either personally or through your authorised representative/agent, within a period of 30 (thirty) days from the date of receipt of this notice, as to why the proposed refusal order should not be passed.	
In case no reply/objection is received within the stipulated period, it shall be presumed that you have nothing to state in the matter, and the Authority shall proceed to take an appropriate decision as per rules without any further reference to you.	
Place: _____ Authority _____	Signature of the _____
Date: _____	Designation: _____
(Official Seal)	

FORM – 5	
(See rule 3 (5))	
ORDER OF REFUSAL OF REGISTRATION	
[On Official Letterhead of the Authority]	
ORDER	
Order No.: _____	
Date: _____	
To,	
Name of Applicant: _____	
Address: _____	
Subject: Refusal of Registration as Service Provider / Accommodation Unit	
Ref:	
i.	Application for registration dated _____
ii.	Notice issued under Rule/Sub-rule _____ dated _____
Whereas, the applicant had applied for registration as a _____;	
And whereas, a notice proposing refusal of registration was issued to the applicant indicating the deficiencies/grounds for such proposed refusal;	
And whereas,	
i.	No reply/objection was received from the applicant within the stipulated period of 30 days;
	OR
ii.	The reply/objection submitted by the applicant dated _____ was considered;
	OR
The applicant/authorised representative was heard in person on _____;	
And whereas, upon consideration of the records, submissions, and relevant provisions, the Prescribed Authority is of the opinion that the objections/submissions made by the applicant are not satisfactory for the following reasons:	
1.	_____
2.	_____
3.	_____
4.	_____
Now, therefore, in exercise of the powers conferred under the relevant provisions/rules the application for registration of the applicant as a accommodation unit is hereby refused.	
This order shall take immediate effect from the date of issue.	
The applicant may prefer an appeal, if permissible under the applicable rules, before the appropriate Appellate Authority within the prescribed time limit.	
Place: _____	Signature _____
Date: _____	Name of Authority _____
Designation: _____	
(Official Seal)	

FORM 6		
APPLICATION FOR RENEWAL OF REGISTRATION		
To		
	The Director of Tourism, Government of Assam	Photo of the applicant Self -Attested
Sir,	I/We hereby apply for renewal of the Registration Certificate issued in respect of the accommodation unit mentioned below under the provisions of the Act and Rules.	
Sl. No.	Particulars	Details
1.	Name of the applicant along with address for correspondence including telephone number, e-mail address.	
2.	Whether proprietary or a company ownership (to furnish details)	
3.	Name of the Accommodation Unit along with address including telephone number, email address.	
4.	Registration Certificate No. (copy is to be furnished)	
5.	Date of Issue of Registration:	
6.	Validity of Existing Registration	
7.	Whether any material change has been done to the registered Accommodation Unit or is there any change in ownership since the last registration.	
8.	Details of PAN Card of the proprietor/company (copy to be furnished)	
9.	Details of Aadhaar Card of the applicant/proprietor (copy to be furnished)	
10.	Details of GST Registration (if applicable)	
11.	Whether the building in which the Accommodation Unit is proposed is owned or rented/leased. If rented/leased, then the copy of rent agreement/lease deed is to be furnished.	
12.	Type of Accommodation Unit (Hotel/Resorts/Motels/ Guest House/ Lodges/Homestays/ B&B/ Service Apartment/Tented Accommodation/ Heritage Hotel/Others (to be specified))	
13.	Number of lettable rooms/tents (a) Hotels/Resort: Min-10(ten) (b) Motels: Min. 10 (ten) (c) Guest House/Lodge: Min. 6(six) (d) Homestay: Min. 2(two) and Max. 8(eight) (e) Bed and Breakfast: Min. 2(two) (f) Service Apartment: Min. 1 (one) (g) Tented Accommodation: Min. 5(five) tents (h) Heritage Hotel: Min. 5 (five)	
14.	Copy of Trade License (wherever required):	
15.	Copy of FSSAI Certificate (If applicable)	

16.	Copy of Fire Safety Certificate (to be enclosed)	
17.	Copy of Bar License (if already obtained)	
18.	Copy of NOC from Forest Department (if Applicable)	
19.	Building plans duly sanctioned / approved by the competent authority (if such approval is required as per existing building bye-laws)	
20.	Sewage Treatment Plan duly approved by the competent authority (copy of the plan is to be furnished)	
21.	Categorization of the Hotel/Resorts (if already obtained from the Ministry of Tourism, Government of India)	(1 star/2 star/3 star/4 star/ 5 star/ 6 star / 7 star and above)
22.	Proof of Age of the Accommodation Unit (in case of Heritage Hotel) (copy is to be furnished)	
23.	Affidavit of undertaking regarding compliance of all licenses as per the format given in Annexure-9 of the Rules (copy is to be furnished)	

Declaration:

I / We hereby declare that the information provided above is true and correct to the best of my/our knowledge and No material change or ownership has been made in the registered entity except those already intimated to the Prescribed Authority. I/We agree to abide by the guidelines, rules, and regulations prescribed by the Department of Tourism, Government of Assam, regarding the operation of tourism entities. I/We understand that if any information is found to be false, the registration may be cancelled.

Place:			Full Signature of the applicant
Date:			
Note: Leave column blank whichever is not applicable			

FORM – 7 (See rule 5)	
INTIMATION OF CHANGE IN REGISTRATION CERTIFICATE	
To	
The Authority	
Government of Assam	
Sir/Madam,	
I/We hereby intimate that certain changes have occurred in respect of the particulars entered in the Register under the Act relating to the tourism unit mentioned below. The details of such changes along with supporting documents are enclosed herewith for necessary action and issuance of revised Certificate of Registration.	
a)	Name of the Tourism Unit / Establishment: _____
b)	Category of Tourism Unit: _____
c)	Certificate of Registration No.: _____
d)	Registered Address of the Establishment: _____
e)	Name of the Present Holder of Registration: _____
f)	Contact Details: _____
g)	Mobile No.: _____
h)	Email ID: _____
2. DETAILS OF HOLDER OF CERTIFICATE	
a)	Name of Existing Holder: _____
b)	Name of Inheritor/ Successor (if applicable): _____
c)	Relationship with Original Holder: _____
3. PARTICULARS OF CHANGE/ TRANSFER	
Nature of Change (✓):	
☐	Change in Name of Establishment
☐	Change in Ownership/ Management
☐	Change in Address
☐	Change in Category/ Type
☐	Change in Capacity/ Number of Rooms
☐	Change in Contact Details
☐	Transfer by Inheritance / Succession
☐	Any Other (Specify) _____
4. Date on which the Change / Transfer took effect: _____	
5. Details of the Revised/ New Particulars: _____	
6. Particulars of Successor / New Holder (if applicable):	
	Name: _____
	Address: _____
	Contact Details: _____
	Mobile No.: _____
	Email ID: _____
7. Documents Enclosed	
☐	Copy of existing Certificate of Registration
☐	Proof relating to change / transfer
☐	Sale Deed / Lease Deed / Succession Certificate / Legal Heir Certificate, as applicable
☐	Identity and Address Proof of Successor / Applicant
☐	Any other supporting document _____

Declaration	
I/We hereby declare that the information furnished above is true and correct to the best of my/our knowledge and belief. I/We undertake to comply with the provisions of the Act and Rules framed thereunder.	
Place: _____	Signature of Applicant / Successor
Date: _____	Name: _____
Seal (if applicable): _____	

FORM – 8 (See Rule 6 (1))
ORDER FOR CANCELLATION OF CERTIFICATE OF REGISTRATION
Office of the Authority Government of Assam
Order No.: _____
Date: _____
Whereas, Shri/Smt./M/s _____, holder of Certificate of Registration No. _____ relating to _____ (name and category of tourism unit/service provider), had submitted an application/intimation regarding change in particulars/transfer of registration;
And whereas, upon examination of the application, records, and supporting documents and after providing reasonable opportunity of being heard, the undersigned is satisfied that the applicant/successor is not eligible for registration under the provisions of the Act and Rules framed thereunder;
Now, therefore, in exercise of the powers conferred under Rule _____, the Certificate of Registration No. _____ dated _____ is hereby cancelled with immediate effect.
The concerned individual/entity shall cease to operate as a registered tourism service provider under the Act from the date of this Order.
This Order is issued without prejudice to any other action that may be taken under the provisions of the Act and Rules framed thereunder
Place: _____ Signature of the Authority
Date: _____ Name: _____
Seal of Office

FORM – 9 (See Rule 6 (2))	
<u>ORDER</u>	
FOR REMOVAL FROM REGISTER AND CANCELLATION OF CERTIFICATE OF REGISTRATION	
To,	
Name of Accommodation Unit: _____	
Name of Owner/Proprietor: _____	
Address: _____	
Registration Certificate No.: _____	
Subject: Removal from Register and Cancellation of Certificate of Registration	
Reference:	
1.	Registration Certificate No. _____ dated _____
2.	Show Cause Notice No. _____ dated _____
Whereas, a Show Cause Notice was issued to the above-mentioned service provider requiring him/her to explain as to why the name of the service provider should not be removed from the Register and the Certificate of Registration cancelled under the provisions of the Act and Rules;	
And whereas,	
☐	No reply to the said notice was received within the stipulated period;
OR	
☐	The written explanation/reply dated _____ submitted by the service provider was considered;
OR	
☐	The service provider/authorized representative was heard in person on _____;
And whereas, upon consideration of the available records, explanation, submissions, and materials on record, the Prescribed Authority is of the opinion that the explanation/submissions tendered by the service provider are not satisfactory for the following reasons:	
1.	_____
2.	_____
3.	_____
Now, therefore, in exercise of the powers conferred under the relevant provisions of the Act and Rules, the Prescribed Authority hereby:	
1.	Removes the name of the above-mentioned service accommodation unit from the Register maintained under the Act;
2.	Cancels the Certificate of Registration bearing No. _____ with immediate effect;
3.	Directs the service provider to surrender the original Certificate of Registration to the Authority within _____ days from the date of receipt of this order.
Further, upon cancellation of the Certificate of Registration, the name of the service provider shall stand removed from the Register maintained under the Act.	
This order shall be communicated to the concerned service provider for necessary compliance.	
Place: _____ Signature of Authority: _____	
(Official Seal)	

FORM – 10 (See Rule 7 (1))	
COMPLAINT FORM FOR MALPRACTICE / OFFENCE UNDER THE ACT	
Sir/Madam,	
I/We hereby submit the following complaint regarding alleged malpractice/offence committed under the provisions of the Act.	
1.	Name of the Complainant: _____
2.	Address of the Complainant: _____
3.	Contact Details: _____ Mobile No.: _____ Email ID: _____
4.	Name of the Accommodation Unit against whom complaint is made: _____
5.	Category of Accommodation Unit :
6.	Registration Certificate No. (if known):
7.	Address of the Tourism Unit / Entity:
8.	Nature of Complaint / Alleged Malpractice or Offence:
9.	Date and Place of Occurrence:
10.	Details of Supporting Documents / Evidence enclosed:
	☐ Photographs ☐ Bills / Receipts ☐ Audio / Video Evidence ☐ Witness Statements ☐ Other Documents _____
Declaration	
I/We hereby declare that the information furnished above is true and correct to the best of my/our knowledge and belief.	
Place: _____	Signature of the Complainant
Date: _____	Name: _____

FORM – 11 (See Rule 7 (2))	
ORDER OF BLACKLISTING	
Office of the Authority	
Government of Assam	
Order No.: _____	
Date: _____	
Whereas, a complaint was received against Shri/Smt./M/s _____, operating _____ (name and category of accommodation unit), alleging malpractice/offence under the provisions of the Act;	
And whereas, an enquiry was conducted by/under the direction of the Prescribed Authority and reasonable opportunity of being heard was provided to the concerned individual/entity;	
And whereas, upon consideration of the enquiry report, records, submissions, and materials placed on record, the undersigned is satisfied that sufficient evidence exists establishing malpractice/commission of offence under the Act by the said individual/entity;	
Now, therefore, in exercise of the powers conferred under Rule _____ read with the provisions of the Act, the said individual/entity is hereby blacklisted for a period of _____, with effect from _____.	
During the period of blacklisting, the individual/entity shall not be eligible for registration, renewal, classification, or operation under the provisions of the Act and Rules framed thereunder.	
The individual/entity may apply afresh for registration after expiry of the blacklisting period in accordance with the prescribed procedure under the Act and Rules.	
Place: _____ Authority	Signature of the
Date: _____	Name:
Seal of Office	

FORM – 12 (See Rule 7 (4))	
UNDERTAKING FOR REMOVAL FROM BLACKLIST AND FRESH REGISTRATION	
To The Director of Tourism, Government of Assam	
Sir/Madam,	
I/We, the undersigned, hereby apply for removal of my/our name from the blacklist maintained under the Act and for issuance of a fresh Certificate of Registration.	
a.	Name of the Individual / Entity: _____
b.	Category of Accommodation Unit: _____
c.	Previous Certificate of Registration No. (if any): _____
d.	Address of the Establishment / Applicant: _____
Details of Blacklisting Order:	
a.	Order No.: _____
b.	Date of Order: _____
c.	Period of Blacklisting: _____
d.	Date of Expiry of Blacklisting Period: _____
Undertaking	
I/We hereby undertake that:	
a.	I/We shall abide by the provisions of the Act, Rules, guidelines, and directions issued by the Government or the Prescribed Authority from time to time.
b.	I/We shall not indulge in any malpractice, unfair trade practice, misrepresentation, fraudulent activity, or violation of any provision of the Act in future.
c.	I/We shall maintain the prescribed standards, safety measures, hygiene, and operational requirements applicable to the tourism establishment/service.
d.	The information furnished in this application is true and correct to the best of my/our knowledge and belief.
e.	In the event any information is found to be false or misleading, the Authority may reject the application or cancel the registration without prejudice to any other action permissible under law.
I/We therefore request the Authority to consider this application for removal from the blacklist and issuance of a fresh Certificate of Registration.	
Place: _____	Signature of Applicant / Authorized Signatory
Date: _____	

FORM – 13 (See Rule 10 (3))	
Application of Appeal	
To	
The Appellate Authority	
Government of Assam	
Sir/Madam,	
I/We hereby prefer this Appeal against the Order passed by the Prescribed Authority under the provisions of the Act and Rules framed thereunder.	
1.	Particulars of the Appellant
1.	Name of the Appellant / Tourism Unit: _____
2.	Category of Accommodation Unit: _____
3.	Registration Certificate No. (if any): _____
4.	Address of the Appellant: _____
5.	Contact Details: Mobile No.: _____ Email ID: _____
2.	Particulars of the Order Appealed Against
a.	Order No.: _____
b.	Date of Order: _____
c.	Date of Receipt of Order: _____
d.	Name and Designation of the Authority Passing the Order: _____
3.	Grounds of Appeal: _____
4.	Relief Sought: _____
5.	Documents Enclosed
	☐ Copy of the Impugned Order ☐ Supporting Documents ☐ Proof of Date of Receipt of Order ☐ Any Other Document _____
Declaration	
I/We hereby declare that the information furnished above is true and correct to the best of my/our knowledge and belief and that this Appeal is being filed within thirty (30) days from the date of receipt of the impugned order.	
Place: _____	Signature of Appellant / Authorized Signatory
Date: _____	Seal (if applicable) _____

[See Rule 13 (9)]Annexure - 1							
CHECKLIST OF FACILITIES FOR REGISTRATION OF HOTELS/RESORTS							
Facilities Services	1*	2*	3*	4*	5*/5*D	Yes / No	Comments
GENERAL							
Full time operation 7 days a week in season	D	D	D	P	P		
Establishment to have all necessary trading licenses/ permissions	N	N	N	N	N		
Establishment to have public liability insurance	D	D	D	D	D		
24hr. lifts for buildings higher than ground plus two floors	N	N	N	N	N		Mandatory for all hotels. However Local laws may require a relaxation of this condition. Easy access for the differently abled guests
Bedrooms, Bathrooms, Public areas and kitchen fully services daily	N	N	N	N	N		
All floor surfaces clean and in good shape	N	N	N	N	N		Floor may be of any type
GUEST ROOM							
Minimum 10 lettable rooms, all rooms with outside windows / ventilation.	N	N	N	N	N		
Minimum size of bedroom excluding bathroom in sq.ft.	120	120	130	140	200		Rooms should not be less than the specified size. The area may include the vestibule and other covered area within the room but exclude outdoor verandah/ balcony. Single occupancy rooms may be 20 sq.ft. less
Air – conditioning - % of Room	25 %	25 %	50 %	100 %	100%		Air –conditioning / heating depends on climatic conditions and architecture. Room Temperature should be between 20 to 28 degrees Celsius.
A clean change of bed and bath linen daily and between check –in	N	N	N	N	N		
Guest linen							Good quality linen to

							be provided
Minimum bed width for single 90 cm and double 180 cm.	D	N	N	N	N		
Mattress thickness minimum 10 cm	D	D	N	N	N		Coir, foam or spring foam
Minimum bedding 2 sheets, pillow and case, blanket, mattress protector / bed cover	N	N	N	N	N		Blankets available in air-conditioned room as per seasonal requirement in non-A/C rooms. Mattress protector is 'desirable' in 1 Star and 2 Star category hotels and 'necessary' for the other categories.
Suite (2 rooms or 2 room - bays having a bedroom and separate sitting area, having one bathroom and one powder room.)	D	D	D	N	N		Minimum 1 suite. A suite must be sold as one room
Hairdryers	D	D	N	N	N		Where not provided in bathroom, must be available on request. 3 Star, 4 Star, 5 Star and 5 Star Deluxe category hotels shall provide hair dryer facility in the room on complimentary basis. In 1 Star and 2 Star hotels, this facility will be made available on request on complimentary basis
Safe keeping / in room safe	D	D	D	N	N		1, 2, and 3-Star hotels to have facilities for safe keeping in the reception. All 4 Star, 5 Star and 5 Star Deluxe hotels shall provide a safe in the room.
Mini bar / Fridge All 3 Star hotels shall have facility of a mini fridge and all 4 Star, 5 Star, and 5 Star Deluxe hotels shall have the facility of mini bar	D	D	N	N	N		The contents must conform to the local laws.
Drinking water with	N	N	N	N	N		All-star category

minimum one glass per guest.							hotels to provide 2 sealed bottles of branded packaged drinking water of minimum 500 ml per person per day on complimentary basis. Ultra violet treated water will not be acceptable.
Guest Linen							Good quality linen to be provided.
Shelves / drawer space	N	N	N	N	N		Necessary for hotels of 1, 2 and 3-Star category to have a wardrobe.
Wardrobe with minimum clothes hangers per bedding	N	N	N	N	N		
Sufficient lighting (1 lamp per bed)	N	N	N	N	N		
A 5-amp earthed power socket	N	N	N	N	N		
A bedside table and drawer	N	N	N	N	N		1 each per twin bed and two for a double bed.
TV Cable if available	D	D	N	N	N		The TV must have a remote. If the hotel is located in eco sensitive zone /eco resort/ nature resort TV is not mandatory. It is desirable to provide a TV with cabler connection in the lobby or in a common area. However, for 3 Star to 5 Star Deluxe category hotels, it is mandatory for a TV with cable connection in the rooms.
Chairs	D	D	D	D	D		One Chair per bed
Waste paper basket	N	N	N	N	N		
A writing surface with sufficient lighting	D	D	N	N	N		
A mirror at least half length (3 ft.)	N	N	N	N	N		
Opaque curtains or screening at all windows	D	D	N	N	N		4 Star, 5 Star, and 5 Star Deluxe category hotels shall have blackout curtains.
A 'do not disturb' notice	N	N	N	N	N		

A stationary folder containing stationary	D	D	N	N	N		
Linen Room	D	D	N	N	N		Should be well ventilated
Energy saving lighting	D	D	N	N	N		
Night spread/ Bed cover	N	N	N	N	N		
BATHROOM							
Number of rooms with attached bathrooms.	All	All	All	All	All		It is mandatory to have a sanitary bin with a lid
Minimum size of bathroom in square feet	30	30	36	36	45		The bathrooms in the hotels to have western style WC. For hotels built before 1.1.2012, the Minimum bathroom size may be relaxed.
1 bath towel and 1 hand towel to be provided per guest	N	N	N	N	N		
Bath Mat	N	N	N	N	N		
Guest toiletries to be provided. Minimum 1 new soap per guest.	N	N	N	N	N		
Bottled toiletry products to be provided.	D	D	N	N	N		
Clothes – hooks in each bath / shower room	N	N	N	N	N		
Sanitary bin	N	N	N	N	N		
Each western WC toilet to have a seat with lid and toilet paper.	N	N	N	N	N		
All Star hotels shall provide water sprays or bidets or washlets or other modern water-based post - toilet – paper hygiene facilities	N	N	N	N	N		
Floors and walls to have non – porous surfaces	N	N	N	N	N		
Hot and Cold running water available 24 hours	N	N	N	N	N		
Shower cabin	N	N	N	N	N		If shower cabin is not available a shower with shower curtain will be sufficient
Water saving taps and shower	N	N	N	N	N		

Energy saving lighting	N	N	N	N	N		
PUBLIC AREA							
Lounge or seating area in the lobby	N	N	N	N	N		The lobby should have furniture and fixtures which shall include chairs / arm chairs, sofa, tables and fresh floral display. For 4* categories and below it is not mandatory for a door man to be on duty in the lounge or sitting area, but staff must be present 24/7 in the lobby to meet the needs of the guests.
Reception facility	N	N	N	N	N		The reception area must display all information like tariff, restaurant facilities, local tour itineraries of Assam, mandatory provision of tourist guide for tourists while taking tours, etc. It should be manned 24/7. Call service 24 hours. Local directions to hotel must be available. If the hotel has a travel desk, it should be manned by a person with Tourism background.
Valet (parking) services to be available	D	D	N	N	N		
Availability of Room, F&B and other tariff	N	N	N	N	N		
Heating and cooling to be provided in public areas	D	D	N	N	N		
Public rest rooms separately for ladies and gents, a wash basin with running hot and cold water, a mirror, a sanitary bin with lid.	N	N	N	N	N		Tourists should be allowed to use the public restroom regardless of whether they are staying at the hotel.
ROOMS AND FACILITIES FOR							

DIFFERENTLY ABLED GUESTS							
At least one room for the differently abled guest	N	N	N	N	N		The room will feature furniture of reduced height, a low-level peephole, a cupboard equipped with hangers positioned at a lower height, an audible and visually signalling alarm system, and a doorbell. The wardrobe or cupboard doors in the room designed for differently abled individuals should slide open to facilitate easy access. Additionally, blinking lights in both the room and bathroom should be linked to the doorbell to accommodate guests with hearing impairments. A cordless telephone will be provided in the room, with direct calling capability to the front desk or operator. Hotels constructed prior to 2012 are granted an exemption.
Bathroom	N	N	N	N	N		The door width for rooms designated for differently abled individuals, as well as their accompanying bathrooms, should allow easy wheelchair accessibility provided by the hotel. For newly constructed hotels after April 1, 2017, the minimum door width for such rooms and their

						bathrooms must be at least 90 cm. As for existing hotels, the door width of rooms and bathrooms for differently abled persons should also be 90 cm, starting from April 1, 2023. Bathrooms intended for differently abled guests should be equipped with suitable fixtures such as a low washbasin with wheelchair accessibility, a low vanity unit, a wall-mounted seat in the shower area, a hand shower, and grab bars next to the WC and shower area.
Ramps with anti -slip floors at the entrance. Minimum door width should be one meter to allow wheel chair access	D	D	N	N	N	A fixed ramp with anti-slip surfacing must be installed in all public areas. Complete accessibility should be ensured in all public areas, including access to at least one restaurant in 5-star and 5-star deluxe hotels.
Public Restrooms	N	N	N	N	N	All hotels of star categories must provide a public restroom for differently-abled guests (unisex), featuring a minimum door width to ensure wheelchair accessibility (provided by the hotel) and including a low-height urinal with grab bars. For newly constructed hotels after April 1, 2017, the minimum door width for such public restrooms (unisex) shall be at

							least 90 cm. Existing hotels must comply with the mandatory minimum door width requirement for public restrooms (unisex) after April 1, 2023.
FOOD AND BEVERAGE OUTLETS							
1* and 2* categories							1 & 2-Star categories should have minimum one dining room serving all meals.
3* categories							There must be provision of one Multi – cuisine Restaurant cum Coffee Shop open from 07.00 am. To 11.00 pm as well as 24 hr. Room Service
4 Star category (with alcohol service or with no alcohol service)							<u>For Municipal areas:</u> One Multi – cuisine Restaurant cum Coffee Shop must be open from 07.00 am. To 11.00 pm along with one specialty Restaurant and 24 hr. Room Service. The specialty Restaurant may either be indoors with air – conditioning, or outdoors and may be open for lunch / dinner. <u>For Rural areas:</u> One Multi – cuisine Restaurant cum Coffee Shop open from 07.00 am. To 11.00 pm. and 24 hr. Room Service.
5 Star category (with alcohol service or with no alcohol service) and 5 Star Deluxe							<u>For Municipal areas:</u> One 24-hour Multi Cuisine Restaurant cum Coffee Shop, one Specialty Restaurant and 24 hr. Room Service. The Specialty Restaurant may either be indoors with air –

							conditioning, or outdoors and it may be open for lunch / dinner. <u>For Rural areas:</u> One 24-hour Multi Cuisine Restaurant cum Coffee Shop and 24 hr. along with Room Service and one Specialty Restaurant would be desirable.
Crockery and glassware	N	N	N	N	N		No Plastics to be used. All items should be eco-friendly and bio degradable.
Cutlery to be at least stainless steel.	N	N	N	N	N		All category hotel should see good quality metal cutlery. Aluminium cutlery is prohibited.
Bar	D	D	D	N	N		The requirement for a bar will be waived in areas where a bar license is prohibited according to local rules and regulations. In areas where a bar is permitted by local law, the hotel must register themselves and obtain a bar license from the Excise Department. Govt. of Assam while applying for classification.
KITCHEN / FOOD PRODUCTION AREA							
Refrigerator with deep freezer.	N	N	N	N	N		Capacity based on quantum of F&B Operations
Segregated storage of meat, fish and vegetables	N	N	N	N	N		Meat, fish and vegetables to be kept in separate freezers.
Tiled walls, non-slip floors	N	N	N	N	N		
Colour coded synthetic chopping boards	N	N	N	N	N		Wooden chopping boards
Head covering for production staff	N	N	N	N	N		
Daily germicidal cleaning of floors	N	N	N	N	N		
Good quality cooking	N	N	N	N	N		Use of Aluminium

vessels / utensils							vessels is prohibited except for bakery
All food grade equipment containers.	N	N	N	N	N		
Drinking Water	N	N	N	N	N		Water treated with UV+ filtration Ventilation system
Ventilation system	N	N	N	N	N		
Garbage to be segregated – wet and dry	N	N	N	N	N		
Receiving areas and stores distinct from garbage area.							Should have sink with table surface, weighing machine, quality control and pre wash area.
Six monthly medical check-ups for production staff	N	N	N	N	N		Records to be submitted along with pathological records to the committee during inspection of the hotel
First aid training for all kitchen staff	N	N	N	N	N		
Pest Control	N	N	N	N	N		Record to be shown to the Committee during inspection of the hotel.
FSSAI Certificate	N	N	N	N	N		Display in the reception area
STAFF							
Staff uniforms for front of the house	N	N	N	N	N		Uniforms to be clean, ironed and in good condition.
Multi - lingual speaking front office staff especially English, Hindi and local language	D	D	N	N	N		
Percentage of Supervisory staff	20 %	20 %	40 %	40%	80%		Establishments that are rated four stars or higher are required to employ Heads of Departments who possess appropriate qualifications. Additionally, supervisory or skilled staff members should undergo training or obtain certification as outlined below: Degree or Diploma obtained from recognized

							institutions such as Central or Star Institutes of Hotel Management (IHMs), Food Craft Institutes (FCIs), or IHMs affiliated with the National Council for Hotel Management and Catering Technology (NCHMCT), or from other reputable hospitality schools.
Percentage of skilled staff	15 %	15 %	30 %	30%	50%		The supervisory or skilled staff may obtain training or skill certification through the following avenues: earning a degree or Diploma from recognized institutions such as Central or Star Institutes of Hotel Management (IHMs), Food Craft Institutes (FCIs), or IHMs affiliated with the National Council for Hotel Management and Catering Technology (NCHMCT), or from other reputable Hospitality Schools. Additionally, they can acquire skill training certificates issued under the guidelines and schemes of the Ministry of Tourism.
STAFF WELFARE FACILITIES							
Staff Rest Rooms	D	D	N	N	N		Separate well-ventilated rooms for male and female employees.
Staff locker Rooms	D	D	N	N	N		
Toilet facilities	N	N	N	N	N		Full length mirror, hand dryer with liquid soap dispenser
Separate Dining area & Facility	D	D	N	N	N		

GUEST SERVICES						
Provision for wheelchair for the differently abled guest.	N	N	N	N	N	Wheel chair to be made available on complimentary basis in hotels of all categories
Valet (parking) services to be available	D	D	N	N	N	
Dry cleaning / laundry	D	D	N	N	N	In house for 5 Star Deluxe hotels. For 5 Star category and below, may be outsourced.
Tea / coffee making facility in the room	N	N	N	N	N	To be made on complimentary basis.
Iron and Iron Board facility	N	N	N	N	N	Each hotel up to the 4-star level should provide a number of irons and ironing boards equivalent to 20% of the total lettable rooms, available to resident guests upon request. 5-star and 5-star deluxe hotels are required to have an iron and ironing board in every lettable room.
Taxi service on call	N	N	N	N	N	Guests should have easy accessibility from the hotel
Digital transactions	N	N	N	N	N	
Assistance with luggage on request	N	N	N	N	N	
Left luggage facilities	D	D	N	N	N	This service must be offered in a securely monitored area or a 24-hour manned space. All 4-star, 5-star, and 5-star deluxe hotels are required to furnish luggage racks, either portable or fixed, suitable for accommodating two large suitcases. This provision will be clearly indicated on the hotel's website under the section titled 'Facilities and Amenities provided

							on a complimentary basis', and guests will be informed about it during the check-in process.
Provision for emergency supplies toiletries / first aid kit	D	D	N	N	N		
SAFETY & SECURITY							
Metal detectors (door frame or hand held)	D	D	N	N	N		
CCTV at strategic location	D	D	N	N	N		
X-Ray Machine	D	D	D	D	N		
Security arrangements for all hotels entrances	N	N	N	N	N		
Fire and Emergency alarms should have visual & audible signals.	N	N	N	N	N		
First aid kit with over-the-counter medicines at the front desk	N	N	N	N	N		
Fire Exit Signs on guest floors with emergency / backup power.	N	N	N	N	N		
COMMUNICATION FACILITIES							
A telephone for incoming & outgoing calls in the room	N	N	N	N	N		
PC available for guest use with internet access	N	N	N	N	N		
E -mail service	N	N	N	N	N		
Fax, photocopy and printing Services	N	N	N	N	N		
In room Internet / wi - fi connection	N	N	N	N	N		
ECO FRIENDLY PRACTICES							
Sewage Treatment Plant	N	N	N	N	N		A Sewage Treatment Plant will not be a mandatory for those accommodation units which have already obtained completion certificate for construction before 01.04.2012.
Rain Water Harvesting	N	N	N	N	N		
Waste management	N	N	N	N	N		
Pollution control methods for air, water and light	N	N	N	N	N		

Introduction of non-CFC equipment for refrigeration and air conditioning and other Eco-friendly measures / initiatives	N	N	N	N	N		
Note: D: Desirable N: Necessity P: Prescribed							
1.	All Hotels/Resorts/ Accommodation units are required to clearly list on their websites the complimentary facilities and amenities provided to guests, including but not limited to complimentary breakfast (with specified categories like Indian, Continental, or American), iron and ironing board availability, shoe cleaning service, as well as other complimentary items such as dental kits, shaving kits, etc. If any facility is provided only upon request but is included in the room rate, this information should be explicitly mentioned in the accommodation unit's website under the section titled 'Facilities and Amenities provided on a Complimentary Basis'. Additionally, the accommodation unit's staff should inform guests about these amenities upon their arrival and introduction to the room. In cases where complimentary breakfast is not offered as a buffet, guests must be presented with a list in English detailing all complimentary items available. All accommodation units are required to submit compliance with this regulation by providing a screenshot of their website showcasing the section titled "Facilities & Amenities provided on a complimentary basis".						
2.	All accommodation units, regardless of their classification, are required to prominently display their classification status on their websites. This information should be presented under a separate icon on the opening page, which upon clicking will reveal the official classification order issued by the Tourism Department, Government of Assam. Additionally, the classification status must also be displayed at the accommodation unit's reception for easy access by guests.						
3.	It is mandatory for all accommodation units to submit the tourist statistics as per format 19 to the Directorate of Tourism, Govt. of Assam within 5 th of every month failing which necessary action will be undertaken as per rules laid down in the Assam Tourism (Development and Registration) Act, 2024.						

[See Rule 14 (8)]Annexure – 2				
CHECKLIST OF FACILITIES FOR REGISTRATION OF MOTELS				
Facilities & Services	Standards	Yes/ No	Comments	
Note: D – Desirable N – Necessary There is no relaxation in the necessary criteria except as specified in the comment column.				
General				
Fulltime operation 7days a week in season	N			
Establishment to have all necessary Licenses / NOCs/ Approvals etc	N		As detailed in General Terms and Conditions	
Located on National/ State Highway or Service Lane of National/ State Highway	N			
Establishment to have public liability insurance	D			
Bedrooms, Bathroom, Public areas and kitchen fully serviced daily.	N			
All floor surface clean and in good repair	N			
Floor may be of any type. Maximum of two levels (floors), including level below ground floor.	N			
Guest Rooms				
Minimum 10 lettable rooms, all rooms with outside windows / ventilation. Minimum size of bedroom excluding bathroom in sq.ft. 120 Rooms should not be less than the specified size.	N			
Room temp. should be between 20- & 28-Degrees C.	N		Rooms should not be less than the specified size	
Air-conditioning	50% of the total number of lettable rooms		Air-conditioning / heating depends on climatic conditions	

			& architecture. Room temp. should be between 20 & 28 Degrees C
A clean change of bed and bath linen daily & between check-in's	N		Mandatorily required between each Check-In & on alternate days
Suites	D		
Bathroom			
No. of rooms with attached bathrooms	All		Should have sanitary bins with lid.
Minimum size of bathroom in square feet	36		50% of bathroom to have western style WC. No higher ceiling/cap on the maximum size.
1 bath towel and 1 hand towel to be provided per guest	N		
Bath mat	N		
Guest toiletries to be provided.	Minimum 1 soap per guests		Quality products to be provided. In case of soap, refill soap dispensers are encouraged
Clothes – hook in each bath/shower room	N		
A sanitary bin	N		The bin must be covered
Each western WC toilet to have a seat with lid and toilet paper	N		Hand Faucet
Floors and walls to have non – porous surfaces	N		
Hot and cold running water available 24 hours	N		
Shower cabin	N		Where shower cabin is not available, a shower with shower curtain will suffice.
Water saving taps/shower	N		
Energy saving lighting	N		
Tea/ coffee making facility in the room	D		Tea/coffee making facilities in the room to be made available on complimentary basis.
Hairdryers	D		Where not provided

			in bathroom, must be available on request. Safe keeping / in room safe
Safe keeping / in room safe	D		Motels to have facilities for safe keeping at the reception.
Minibar/ Fridge	D		Contents must conform to local laws
Vending Machine	D		To be available in the common area.
Drinking water	N		All Motels to provide 500 ml. per -person per day in the Room. One time use of Plastic bottles is not encouraged.
Shelves / drawer space	N		Necessary to have a wardrobe in the room.
Guest Linen	N		Good Quality linen to be provided.
Room and facilities for the differently abled guests			
At least one room for the differently abled guest. Minimum door width should be one metre to allow wheelchair access. To be provided in all public areas. Free accessibility in all public areas and at least one restaurant.	N		Minimum door width should be one metre to allow wheelchair access with suitable low height furniture, low peep hole, cupboard to have sliding doors with low clothe hangers etc. Room to have audible and visible (blinking light) alarm system.
Ramps with anti-slip floors at the entrance.	N		To be provided in all public areas. Free accessibility in all public areas and at least one restaurant.
Bathroom	N		Minimum door width should be one metre. Bathroom to be wheelchair accessible with sliding door, suitable fixtures like low wash basin, low height toilet, grab bars etc. No bath tub required
Public restrooms	N		May be Unisex. To

			be wheelchair accessible with low height urinal (24" maximum) with grab bars. Minimum door width should be one metre.
Public Areas			
Lounge or seating area in the lobby	N		Door man on duty. Lobby shall have furniture and fittings which shall include chairs / armchairs, sofa, tables.
Reception facility	N		Manned minimum 24 hours a day call service 24 hrs. Local directions to motel including city /local road / street maps to be available.
Availability of room, F&B and other tariff	N		
Heating and cooling to be provided in public areas			Temperatures to be between 20-28 degrees Celsius.
Public rest rooms for ladies and gents with soap and clean towels, a washbasin with running hot and cold water, a mirror, a sanitary bin with lid in unisex & ladies' toilet	N		Facility for minimum of 6 persons. Separate facility for Male and Female.
Accommodation Facilities for the Drivers	N		Dormitory with 6 beds with attached bathroom / toilet.
Food & Beverage			One Multi-cuisine Restaurant cum coffee shop open from 07:00 a.m. to 11 p.m. Room service is desirable.
Crockery & Glassware	N		
Cutlery to be at least stainless steel.	N		All categories should use good quality metal cutlery. Aluminium cutlery prohibited.
Bar	D		As per local laws
Kitchen			
Refrigerator with	N		Capacity based on

deep freeze			size of F& B service.
Segregated storage of meat, fish and vegetables.	N		Meat, fish and vegetables in separate freezers.
Colour coded synthetic chopping boards.	N		Wooden chopping boards prohibited
Tiled walls non –slip floors	N		
Head covering for production staff	N		
Daily germicidal cleaning of floors	N		
Good quality cooking vessels / utensils	N		Use of Aluminium vessels prohibited except for bakery.
All food grade equipment containers	N		
Ventilation system	N		
Garbage to be segregated –wet and dry	N		To encourage recycling.
Motels should have formally qualified Heads of Departments. The supervisory or the skilled staff may have training or skill certification as follows: Degree/diploma from Central or State			
Wet garbage area to be air- conditioned	N		
Receiving areas and stores to be clean and distinct from garbage area	N		
Six monthly medical checks for production staff	N		
First – aid training for all kitchen staff	N		
Pest control	N		
Staff			
Staff uniforms for front of the house	N		Uniforms to be clean and in good condition.
English/ Hindi and local language Front office staff	N		
Percentage of	40%		Motels should have

qualified Supervisory staff			formally qualified Heads of Departments. The supervisory or the skilled staff may have training or skill certification as follows: Degree/diploma from Central or State IHM's/ FCI's or from NCHMCT affiliated IHM's or from any reputed Hospitality Schools.
Percentage of qualified/ Skilled staff	30%		The supervisory or the skilled staff may have training or skill certification as follows: I. Degree /diploma from Central or state IHM's / FCI's or from NCHMCT affiliated IHM's or from other reputed Hospitality schools. II. Skill training certificate issued under the guidelines and scheme of the Ministry of Tourism.
Staff welfare / facilities			
Staff rest room	N		Separate for male and female employees with bunk beds, well lighted and ventilated.
Staff locker room	N		
Toilet facilities	N		Full length mirror, hand dryer, with liquid soap dispenser.
Dining Area	N		
Guest Services			
Parking			
Guarded parking	N		
Valet Parking services to be	D		

available for in house guests			
Adequate Parking	N		One car bay per room and 1 Coach Bay per 10 rooms. Exclusively earmarked accessible parking nearest to the entrance for differently abled guests.
Dedicated parking area with hose pipe and water for cleaning of vehicle by the guest	N		
Vehicle Mechanic on Call	N		
Air Compressor for tyre inflation	N		
Provision of wheelchair for the differently abled guest.	N		Wheel chair to be available on a complimentary basis.
Access to travel desk facility	N		A registered tourist guide/ or degree in Tourism must be available.
Safety and security Metal detector	N		To be installed in front and back areas
CCTV at strategic locations	N		
Under belly scanners to screen vehicles.	N		
Verification	N		All hotels should conduct an antecedent verification of their staff and suppliers by the Police/ private security agencies
Staff trained in firefighting Drill.	N		All hotels to conduct periodic fire drills and maintain 'Manuals' for Disaster Management, First Aid and Fire Safety. Quarterly drills as per Law.
Security arrangements for all hotel entrances	N		
Each bedroom door to be fitted with lock	N		A safety chain/ wishbone latch is

and key, viewport/ peephole & internal securing device.			acceptable in place of viewport/ peephole.
Smoke Detectors.	N		These can be battery operated.
Fire and emergency alarms should have visual & audible signals.	N		
First aid kit with over-the-counter medicines at the front desk	N		
Fire Exit signs on guest floors with emergency/ backup power.	N		

[See Rule 15(7)]Annexure - 3**CHECK LIST FOR REGISTRATION OF GUEST HOUSE/ LODGES**

Sl. No.	Amenities/ Service	Necessary/ Desirable
1	Minimum 6 (six) lettable rooms with proper ventilation and 6 meters approach road for Taxi / Ambulance (road width of minimum 6 metres is not mandatory if local bye-laws permit otherwise).	Necessary
2	Minimum room size of 120 sq. ft. for a double bed (or more). For a single bed room, minimum size of 80 sq.ft.	Necessary
3	Minimum bathroom size of 30 sq. ft. for a double room. For a single bed room, minimum size of 20 sq.ft.	Necessary
4	25% of the rooms must have air-conditioning / heating facilities.	Necessary
5	Sufficient lighting, wardrobe, shelves, and opaque curtains or screening on all windows.	Necessary
6	Western W.C. toilet.	Necessary
7	Reception facility with a telephone.	Necessary
8	Dining room serving breakfast and dinner with proper cutlery and glassware (unless local bye-laws do not permit a dining room/bar in Guest Houses).	Necessary
9	Segregated wet and dry garbage disposal system.	Necessary
10	Cleanliness & Hygiene maintained across front/public areas, rooms, kitchen, store, pantry, refrigerator, dining area/bar, garbage area, staff facilities, and back areas.	Necessary
11	Tie-up with a nearby Hospital or Doctor-on-Call facility.	Necessary
12	Safe-keeping facilities at the reception.	Necessary
13	Fire and emergency measures.	Necessary
14	RO treated/UV treated water or Branded bottled water available for guests, 24-hour water availability, and RO/UV treated water used for cooking.	Necessary
15	Facility for adequate parking space.	Necessary
16	Regular pest control of front of the house, guest rooms, kitchen, staff facilities, and back areas.	Necessary
17	Registration with local authorities such as Police, Municipality, Electricity, Water, Fire, and State Tourism Department or Corporation.	Necessary
18	CCTV in public areas with data backup.	Necessary
19	Staff quality with 10% of the staff being experienced or having a one-year certificate course from a Catering / Hotel Management Institute.	Desirable
20	Room, ramp, and dedicated public restroom for physically challenged persons.	Desirable
21	Recycling of waste water.	Desirable
22	Dishwasher.	Desirable
23	Credit Card facilities.	Desirable
24	Coffee and tea dispenser.	Desirable
25	Tie-up with travel agents / nearby Hospital or Doctor-on-Call facility.	Desirable

ASSESEMENT FOR APPROVAL OF GUEST HOUSES/ LODGES				
Mark Sheet for Assessment				
Inspection Date: _____				
Name of the Guest House: _____				
Address: _____				
Telephone no. & Fax No. _____				
E-mail: _____				
Sl. No.	Criteria & Questions	Maximum Marks	Marks obtained	Answers/ Details of the facilities offered
1.	Location & décor (Please give brief description, environment, etc.)	10		
2.	Dining facilities Breakfast/lunch / dinner room service/ self service	10		
3.	Crockery/ Glassware/ tableware/ linen	10		
4.	Maintenance of kitchen/ utensils (3 Tier-Washing system should be applied)	10		
5.	Cold storage facilities	5		
6.	* Cleanliness/Hygiene Front areas/ public areas, rooms, kitchen, store, pantry, refrigerator, dining area/bar (where applicable as per law), garbage area, staff facilities and back areas including maintenance areas (*Note: Minimum 9 marks (60%) in this criteria are required to qualify for approval)	15		
7.	Pest Control Front of the house, guest rooms, kitchen and F&B areas, back areas, stores (where permitted), staff facilities and back areas	10		
8.	Staff (Please give list of staff with percentage of trained/experienced employees)	10		
9.	Uniform and staff facilities (smart & clean uniforms, staff lockers etc.)	5		
10.	RO treated/UV treated water / Branded bottled water to be made available for guests. Availability of 24-Hour's water. RO treated/UV treated water to be used for cooking	5		
11.	Parking facilities (There should be adequate space for parking)	5		
12.	Safety and Security CCTV in public	5		

	areas with data backup			
13.	Other facilities/ amenities under desirable categories	5		
	Total Marks:	100		
Note: Minimum 9 marks (60%) is required under criteria No. 6 – Cleanliness/ Hygiene- to qualify for approval.				
	Overall minimum qualifying marks required for approval	60		

[See Rule 16(4) &17(5)]		Annexure - 4
REGISTRATION FOR HOMESTAY OPERATORS/BED & BREAKFAST		
Sl. No.	General	
1.	Clean and hygienic environment	Compulsory
2.	Bedrooms, bathrooms, public areas and kitchens serviced daily while there are tourists	Necessary
3.	All floor surface clean and in good repair	Compulsory
4.	Safety & Security	Necessary
5.	Recorded Tourist feedback	Compulsory
6.	Registration of tourists/ Guests with ID Proof	Compulsory
7.	Purified Water	Compulsory
8.	Cashless payment system	Desirable
9.	Doctor's name, address and phone no. to be mentioned in room	Desirable
10.	Adequate road width and parking facility	Necessary
Guest Rooms		
11.	Minimum 2(two)and maximum 8 (eight) lettable rooms in case of Homestay. For Bed & Breakfast Unit there should be minimum 2(two) lettable rooms.	Necessary
12.	All rooms to have good ventilation, airy and pest free.	Necessary
13.	Air-conditioning	Desirable
14.	A clean change of bed and bath linen daily and between check-in	Necessary
15.	Minimum bedding 2 sheets, pillow & case, blanket(in air-conditioned rooms), mattress protector/bedcover	Necessary
16.	Sufficient lighting, 1 per bed	Necessary
17.	A 5 AMP earthed power socket	Desirable
18.	A bedside table and drawer	Desirable
19.	A writing surface with sufficient lighting	Desirable
20.	Chairs - preferably one per bedding	Desirable
21.	Wardrobe with minimum 5 cloth hangers per bedding	Desirable
22.	Shelves or drawer space	Desirable
23.	A wastepaper basket	Necessary
24.	Opaque curtains or screening for all windows	Necessary
25.	Drinking water + 1 glass tumbler per guest	Necessary
26.	A mirror, at least half length (3 feet)	Necessary
27.	A 'do not disturb' notice	Desirable
Bathrooms		
28.	Minimum size of bathroom 30 sq. Ft	Desirable
29.	Western type WC	Necessary
30.	1 bath towel and 1 hand towel to be provided per guest	Necessary
31.	One WC brush per toilet seat	Necessary
32.	Guest toiletries on request. Minimum 1 new soap/guest	Necessary
33.	A clothes-hook in each bath/shower room	Necessary
34.	A sanitary bin	Necessary
35.	Each WC toilet to have a seat and lid, toilet paper	Necessary

SCORE SHEET FOR HOMESTAY OPERATORS/ BED & BREAKFAST		
Criteria	Marks	Allocation of Marks
Location	12	Places of tourist attraction – 8 Located at scenic place/ farm/ estate – 4
Exterior & Surroundings	10	Exterior Environment – 4 Approach – 1 Landscaping – 2 Exterior Lighting – 2 Parking – 1
Type of Building	8	Heritage Building, Farm house, Estate Bungalows - 8 New construction in traditional architecture – 6 Normal RCC structure – 4 Old tilted houses without much heritage value – 4
Guests Rooms	12	Furniture -6 Furnishings - 2 Décor – 2 Room Facilities and amenities – 2
Public Areas	4	Furniture and Furnishings – 2 Décor – 2
Food	6	Traditional Cuisine – 2 Choice of Cuisine – 2 Food quality – 2
Kitchen	6	Cleanliness -2 State of repair – 2 Food storage - 2
Cleanliness	10	Overall impression
Hygiene	10	Overall impression
Safety & Security	4	Public area and room Security – 2 Signage - 2
Communications	2	Phone service – 1 Internet access -1
Eco – friendly Practices	8	Waste management, recycling, no plastics – 4 Water conservation, Harvesting – 1 Pollution control – Air, water, sound, light – 2 Alternative energy usage - 1
Total	100	
Class A (Platinum) - 75 and above, Class B (Gold) - 60 - 74, Class C (Silver) - 50 – 59, Not qualified - Less than 50		

[See Rule 18(3)]			Annexure - 5
CHECKLIST FOR REGISTRATION OF SERVICE APARTMENTS			
Sl. No.	Amenities/ Services	Mandatory (M)/ Desirable (D)	
1.	Well-maintained and well-equipped rooms with quality carpets / area rugs / tiles / marble flooring, furniture, fittings etc., in keeping with traditional lifestyle	M	
2.	Sufficient parking facilities with adequate road width	M	
3.	All rooms should be clean, airy, pest free, without dampness and with outside window / ventilation	M	
4.	Comfortable bed with good quality linen	M	
5.	Attached bathroom in every room along with bottled toiletry products, comb, shaving accessories and tooth brush	M	
6.	Western closet toilet with toilet paper	M	
7.	24 hours of running hot and cold water with proper sewage connection	M	
8.	Water saving taps / shower	M	
9.	1 bath towel, 1 face towel and 1 new soap	M	
10.	Cloth hook, sanitary bin and brush	M	
11.	Energy saving lighting	D	
12.	Well maintained smoke-free, clean, hygienic, odour free and pest free kitchen	M	
13.	Refrigerator	M	
14.	Good quality cutlery and crockery in sufficient quantity	M	
15.	Clean utensils	M	
16.	Food grade equipment's and containers	D	
17.	Purified drinking water	M	
18.	Garbage to be segregated- wet / dry and disposed / treated	M	
19.	Air conditioning	D	
20.	Iron box with iron board on request	D	
21.	Internet facility	D	
22.	15-amp earthed power socket in the guest room	M	
23.	Telephone with extension facility in guest rooms	D	
24.	Wardrobe with at least 4 cloth hangers in each guest room	M	
25.	Shelves or drawer space in the guest room	M	
26.	Good quality chairs, working table and other necessary furniture	M	
27.	Washing machine / arrangements for laundry service	M	
28.	Refrigerator in guest room	D	
29.	A lounge or seating arrangement in the reception area	M	
30.	Garbage disposal facilities as per municipal laws	M	
31.	Acceptance of Digital Payment	M	
32.	Acceptance of Credit Card	M	
33.	Name, address and telephone numbers of doctors	M	
34.	Left Luggage facility	D	
35.	Assistance with luggage on request	M	
36.	Service of a qualified room attendant	M	
37.	Maintenance of register for guest check-in and check-out including passport details in case of foreign tourists	M	
38.	Availability of Taxi Service on Call	M	
39.	Travel Desk Assistance	D	

[See Rule 19(7)]			Annexure - 6	
CHECKLIST FOR REGISTRATION OF TENTED ACCOMMODATION				
CHECKLIST FOR FACILITIES & SERVICES	STAND ARD	DELUXE	YES / NO	COMMENTS
CHECKLIST FOR FACILITIES & SERVICES				
GENERAL REQUIREMENTS				
Primarily transient full-time operations, 7 days a week in season	N	N		
Establishment to have all necessary trading licenses	N	N		
Establishment to have public liability insurance	D	D		
Bedrooms, Bathrooms, Public areas and kitchens fully serviced daily	N	N		
All floor surfaces clean and in good repair	N	N		
GUEST ROOMS (TENTS)				
Minimum 5(five) lettable tents, all tents with two outside windows / ventilation	N	N		
Minimum size of tent with centre height of 7 ft. excluding bathroom	10 x 10 ft.	10 x 10 ft.		
Minimum area of tents	10 x 10 ft.	10 x 10 ft.		
Platform minimum to be raised by 12 inches	N	N		Platform minimum to be raised by 12 inches
Air-conditioning / Heating	-	50%		Air-conditioning / heating depends on climatic conditions. Room temp. should be between 20 & 28 Degrees Centigrade. Dining Room/ Public Area may be air cooled.
A clean change of bed and bath linen daily & between check-ins	N	N		
Minimum bed width for single (90cm.) and double (135 cm.)	N	N		
Mattress minimum 10 cm thick	N	N		Coir/foam/quilted/ spring.
Minimum bedding: 2 sheets, pillow & case, blanket, mattress protector and bed cover.	N	N		Blankets available in air-conditioned room and as per seasonal requirement in non-AC room. Mattress protector is desirable for standard and necessary for deluxe.
Sufficient lighting: 1 per bed	N	N		

A surface with writing / sufficient lighting	N	N		
Chairs	N	N		Preferable one per bed.
Clothes hangers - minimum for 4 clothes	N	N		
Wastepaper basket	N	N		
Opaque curtains or screens on all windows	N	N		
Drinking water + 1 glass tumbler per guest	N	N		Water treated with UV + filtration is necessary.
A mirror, at least half length (3ft.)	N	N		
A 'Do Not Disturb' notice	N	N		
Night spread / bedcover with nightly turndown service	N	N		
Room safe	-	-		Available at reception.
Mini bar / fridge	-	-		Contents must conform to local laws
Iron and ironing board on request	D	D		
BATHROOMS				
Percentage of tents with dedicated (private) bathroom with room	Nil (Common Toilet)	100%		Dedicated bathrooms need not be attached but must have private access. Where toilets are attached, there should be 1 toilet/bathroom for 3 tents.
Minimum size of bathrooms	35 – 45 Sq. Ft.	48 – 65 Sq. Ft.		
Common bathroom, access not through public areas, kitchens etc.	N	N		All bathrooms, shower stalls, lockable toilet area to have sanitary bin with lid
1 bath towel and 1 hand towel to be provided per guest	N	N		If no attached / dedicated bath, to provide in tent.
Guest toiletries to be provided - minimum 1 new soap per guest	N	N		Where bathroom is not attached toiletries to be provided in tent.
Clothes hook in each bath/shower room	N	N		
Sanitary bin	N	N		Must have lid cover.
Each western WC toilet to have a seat and lid with toilet paper	N	N		
Hot and cold water available 24 hours	D	D		Hot water can be provided in buckets.
Water saving taps / shower	N	N		
Energy saving lighting	N	N		In public areas.
Bottled toiletry products	D	N		

KITCHEN & FOOD PRODUCTION				
Kitchen size and height specifications	-	-		Size of kitchen should not be less than 15-20 sq.ft. with a clear height of 8 ft.
Refrigerator with deep freeze	D	N		Capacity based on size of F&B service
Segregated storage of meat, fish and vegetables	N	N		Meats & fish in freezers. Vegetables must be separate.
Clean utensils	N	N		
Six monthly medical checks for production staff	N	N		
All food grade equipment containers	N	N		
Ventilation system	N	N		
First aid training for all kitchen staff	N	N		
Drinking water in kitchen	N	N		Water treated with UV + filtration.
Garbage to be segregated wet and dry	N	N		To encourage recycling.
Wet garbage area to be air-conditioned	D	N		Proper disposal arrangements must be in place.
Receiving area and stores to be clean and distinct from garbage area	N	N		
FOOD & BEVERAGE SERVICE				
Dining room serving breakfast, lunch and dinner	N	N		Meal times to be displayed. Service to start by 7 a.m. and finish no earlier than 11 p.m. Minimum one hour per meal service. Breakfast may be Continental.
PUBLIC AREAS & ACCESSIBILITY				
Lounge / reception facility or means to call attention	N	N		Manned minimum 16 hours a day, call service 24 hours.
Public rest rooms for Ladies and Gents with required amenities	N	N		Should have facility for differently abled persons. Public rest rooms with soap dispenser, clean towels, washbasin, hot/cold running water, mirror, and sanitary bin.
Ramps with anti-slip floors and handrails at the entrance	D	D		Minimum door width should be 32" to allow wheelchair access and other facilities for the differently abled persons. Wheelchair accesses with suitable

				table in at least one restaurant.
Facilities for the differently abled persons	D	D		Earmarked room, bathroom, ramps, special furniture etc.
STAFF QUALITY & WELFARE				
Uniforms for front office staff	N	N		Uniforms to be clean and in good repair.
Staff toilet facilities	D	N		
Staff dining area	D	N		
GUEST SERVICES				
Paid transportation on call	D	N		Guest should be able to travel from the camping site.
Acceptance of common credit cards	D	D		
Assistance with luggage on request	N	N		
Public telephone on premises with clear charges	N	N		
Name, address and telephone numbers of doctors with front desk	N	N		
Provision for emergency supplies (toiletries / first aid kit / medicines)	N	N		This may be a chargeable item.
SAFETY, SECURITY & COMMUNICATIONS				
Security arrangements for all camp entrances	N	N		
Fire and emergency procedure notices displayed behind room door	N	N		
Do's & Don'ts properly displayed with compliance ensured	N	N		
Swimming Pool	-	D		
Parking Facilities	N	N		Should be adequate in relation to the number of tents

[See Rule 20(1)]	Annexure - 7
Certificate of age for Heritage Properties	
Applicant Shri/Smt. _____ (Aadhar No. _____) s/o, w/o, d/o Shri _____, Address: _____ District: _____ State/UT: _____ (India), PIN _____ has applied for certificate of age for Heritage Property: _____ (Name of property- if any), Address: _____ Distt. _____ (Assam).	
This is to certify that the above property: _____ (Name of property- if any), Address: _____ Distt. _____ (Assam) is built prior to the date 01 January, 1950.	
Area constructed on 1.1.1950) (in figure) _____ (in words) _____ Sq. Feet. Area constructed after 1.1.1950) (in figure) _____ (in words) _____ Sq. Feet. Total constructed area (in figure) _____ (in words) _____ Sq. Feet.	
This certificate is issued on the basis of report of _____ and affidavit produced by the applicant.	
Signature of Officer with seal (Name of Officer) Department of Archaeology & Museums	

Departmental Inspection Report by Tourism Officials												
Sl. No.	Particular	Inspection Report										
1	Name & complete Postal Address of the applicant with photo											
2	Contact Details (Mobile No)											
3	Email Id											
4	Name of the Heritage Hotel											
5	Detailed Address of the Heritage Hotel											
6	Year of construction of the Hotel, Along with supporting documents (As per the details given by the applicant)											
7	The area details as given in the application	1. Total Area: (In figure) _____ 2. (In words): _____ (Sq. Yards) 3. Area constructed on 1.1.1950) (in figure) _____ (in words) _____ Sq. Feet. 4. Area constructed after 1.1.1950) (in figure) _____ (in words) _____ Sq. Feet. 5. Total constructed area (in figure) _____ (in words) _____ Sq. Feet.										
8	The details on following points may be described :	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">New</th> <th style="width: 20%; text-align: center;">Old</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">No. of Rooms with Bathroom</td> <td style="text-align: center; width: 20px;"></td> <td style="text-align: center; width: 20px;"></td> </tr> <tr> <td style="padding: 5px;">No. of Rooms without Bathroom</td> <td style="text-align: center; width: 20px;"></td> <td style="text-align: center; width: 20px;"></td> </tr> </tbody> </table>			New	Old	No. of Rooms with Bathroom			No. of Rooms without Bathroom		
	New	Old										
No. of Rooms with Bathroom												
No. of Rooms without Bathroom												
9	Status of harmony between old construction patterns with the new											
10	Features of the boundary wall											

11	Availability of Garden (with approximate size)	
12	Width of approach Road	
13	Availability of parking space (approximate).	Yes/No
14	Present use of the property	
15	Details of surroundings (around the Hotel)	
16	Any other relevant information (such as reference of the property in district gazetteer, published book, old photos, top sheets of Survey of India, listings in publications) will be treated as Documentary evidence.	
17	Whether the general features and ambience confirm to the overall concept of heritage and architectural distinctiveness. (Please indicate architectural style/construction material used)	
18	Listing of Areas/Structures built before 1950.	
19	Listing of additional Structures built after 1950	
20	Confirmation of photograph affixed on the application form	
21	Recommendation	
22	Other remarks (if any)	

Signature of Inspection Authority(s)

Certificate of Heritage	
(Operating Heritage Hotel proposed to be used as a Tourism Unit)	
This is to certify that the Hotel situated at (Complete Address) is a	
Heritage Hotel constructed before 01.01.1950 as per the Assam Accommodation (Development & Registration) Rules, 2026. This certificate is issued on the basis of the following.	
	• Panchayat _____
	• Municipal Ward _____
	(Any one of the above)
	• Department of Archaeology and Museums _____
	• Inspection Report of concerned Tourism Officer.
	• As per the architect's report the whole area of the property is (Sq. Yards)
I.	Total constructed area (in figure) (in words) (Sq. feet.)

	II.	Total Open area (in figure) (in words) (Sq. Yards.)
Commissioner/Director, Assam Tourism		
Latest Photo of the Heritage property (Front View)		
		• If any deviation from the permissible norms of new construction is found at any stage, the certificate of Heritage shall be withdrawn.
		• This Certificate cannot be used to establish ownership rights and is also not valid for any legal purpose.

[See Rule 20(9)]		Annexure - 8	
DECLARATION FOR HERITAGE HOTELS (on plain paper)			
1.	That, I have applied for the operating heritage hotel/heritage property proposed to be used as a heritage hotel or other tourism unit situated at..... (Complete Address, House No.) for grant of Certificate of Heritage by the Department of Tourism, Govt. of Assam. I am fully authorized to apply for the same.		
2.	I have obtained and attached the certificate of age of the property issued by		
	a.	Local Body..... / or	
	b.	Archaeology & Museum Department, Govt. of Assam issued on certifying that the property was constructed before 1950 and I have also put self-attestation on the same.	
3.	Extension, improvement, renovation, change etc. in the existing structures have been done retaining the old construction pattern and harmonizing new with the old. After expansion/renovation, the newly built-up area has not exceeded 50% of the total built up (plinth) area including the old and new structures.		
4.	I/we further undertake not to make any new construction which deviates from the permissible norms of new construction.		
5.	I/we understand that if any deviation from the permissible norms of old and new structures is found at any stage, the Department will be free to withdraw its approval.		
6.	I have enclosed the Architect / Civil Engineer report which has been signed by the Architect/ Civil Engineer Sh./Smt./M/s..... (Membership No/ Registration No.) and by me/us.		
7.	Area details of the property are as below: -		
	a.	Total area: (in figure) (in words) Sq. Yards.	
	b.	Open area (in figure) (in words) Sq. Yards.	
	c.	Constructed area: -	
	i.	Area constructed on (1.1.1950) (in figure) (in words) Sq. Feet.	
	ii.	Area constructed after 1.1.1950) (in figure) (in words) Sq. Feet.	
	iii.	Total constructed area..... (in figure) (in words) Sq. Feet.	
10.	Any dispute legal or otherwise which had existed before applying for Certificate of Heritage or arises after issue of the same shall be my/our sole responsibility. I/we or anyother person/company etc. cannot claim ownership rights for the above Heritage Property based on the Certificate of Heritage and the same is also not valid for any legal purpose.		
I/we are duty bound to provide information and statistics about tourist arrivals every month in the prescribed formats to the local representative/ officer of the Department of Tourism.			
I/We..... Son/Daughter of Shri.....Age Year resident of District Assam, hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein.			
Signature of the Applicant			

[See Rule 12(viii)]	Annexure - 9
On Stamp Paper of Rs. 100.00 for Assam Tourist accommodation Units	
I son/daughter of Shri..... a resident of..... and Director / Partner / Owner / Chairman / Managing Director / CEO/ authorised representative of the (Category).....on..... day of month year.....do hereby solemnly affirm and declare as follows:	
That the (Category).....has obtained all necessary approvals from the concerned authorities for operation of the (Category).....like clearances/No Objection Certificates from the local authorities, Environment & Forests, Pollution Control, Police, Fire and Municipal/ Local Authorities and that the (Category).....has been constructed and is being run as per the Acts, Rules, Regulations and guidelines prescribed by the local Authorities (Panchayat or Urban local bodies) and / or State Government, Assam. If at any stage it is found that the (Category).....has not obtained any clearance from the local Authorities (Panchayat or Urban local bodies) and /or State Government, Assam or it is found that such clearance (s) has / have been obtained on the basis of misrepresentation of fact (s) then the Registration shall stand withdrawn with immediate effect and I..... Director / Owner / Partner/ Chairman/ Managing Director/ CEO / Authorised representative of the (Category).....shall be liable to be penalized as per rules laid down by the Assam Tourism (Development & Registration) Act, 2024.	
(Deponent)	
I, undersigned, Notary Public, do hereby affirm that Shri/Smt..... personally appeared before me on the -----day of -----, and signed the above Affidavit.	

[See Rule 12(ix)]					Annexure - 10		
(Tourist Register for Accommodation units)							
Sl. No.	Name of the Guest	Full address within India/abroad	Passport No., date of issue & expiry	No. of Guest accommodated and number of rooms occupied	Date of arrival and time	Date of departure and time	Period of stay
1	2	3	4	5	6	7	8
Signature of the Guest during arrival	Bill/ Receipt No. and Cash Memo with date	Luxury Tax	Signature of Receptionist/Manager on duty	Particulars of the encashment certificate with date	Signature of the Guest during departure	Remarks	
9	10	11	12	13	14	15	
							Signature

[See Rule 11(1)]					Annexure - 11										
MONTHLY VISITOR DATA REPORT TO BE SUBMITTED BY HOTELS & OTHER ACCOMMODATION UNITS															
Name of Accommodation unit	Location	District	Month	Year											
A. VISITORS DATA:															
Item	Local	Domestic	NRI	Foreign	Total										
No. of Guests Checked in															
Total Number of Nights Spent															
B. DETAILS OF VISITORS:															
Category: (TICK) Local/Domestic/Foreign/NRI	Place of Residence: Name of District (for local), State (for domestic), Country (for foreign & NRI)														
Leisure: Holidaying/ Recreation/Sight-seeing/ Other Non-Leisure: Business/ Social (visiting relatives, attending marriages etc)/ Religious/ Education/ Sports/ Health & Medical/ Shopping/ Other															
Fill the columns separately for each place of residence (district, state or country)															
Sl. No	Category	Place of residence	No. of Guests	No. of nights spent	Purpose of Visit (Tick)										
					Leisure				Business						
					Holidaying	Sight seeing	Recreation	Others	Business	Social	Religious	Sports	Health		
Date:					Signature										
Name:															