P-44015/1/2023-DBA-II

Government of India

Ministry of Commerce & Industry

Department for Promotion of Industry and Internal Trade

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Udyog Bhawan, New Delhi,

Date 19 June, 2025

**To,**

**The Principal Secretary (Industries)**
**Department of Industries,**
**Government of Assam, Arunachal Pradesh,**
**Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura**

**Subject: Issuing of the Homestay Guidelines and other modifications in Guidelines for Registration and Claims under UNNATI, 2024 Scheme.**

Sir,

In continuation to UNNATI Registration Guidelines & UNNATI Claims Guidelines issued earlier, I am directed to enclose herewith Homestay Guidelines, SOPs for Closure of Applications pending beyond 90 days, PIU Scrutiny observations report, clarification regarding lease deed and Clarification regarding exclusion of taxes and duties from eligible P&M, as under:

I. Homestay Guidelines – Annexure-I
II. SOPs for Closure of Applications pending beyond 90 days- Annexure-II
III. PIU Scrutiny observations report – Annexure-III
IV. Clarification regarding lease deed – Annexure-IV
V. Clarification regarding Exclusion of taxes and duties from eligible P&M- Annexure-V

2. The concerned State Governments are requested to strictly adhere to the said Guidelines along with timeline mentioned while processing the applications for registration and claims under UNNATI, 2024 Scheme.

3. This is issues with the approval of the Competent Authority.

Yours faithfully,

Encl: As above.

SSMeena 19/06/2025

(Sher Singh Meena)

Under Secretary to Government of India

# ANNEXURE-I
# HOMESTAY GUIDELINES

वाणिज्य एवं
उद्योग मंत्रालय
MINISTRY OF
**COMMERCE**
**AND INDUSTRY**

सत्यमेव जयते

# HOMESTAY
## GUIDELINES

UTTAR POORVA
TRANSFORMATIVE
INDUSTRIALIZATION
SCHEME

## UNNATI-2024

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# Homestay Guidelines under UNNATI 2024

## 1. Background

The Northeast states of India are renowned for their breathtaking beauty, diverse landscapes, and rich cultural heritage. Nestled between the Himalayas and the plains of Bengal, this region features lush green hills, misty mountains, and picturesque valleys. From the rolling tea gardens of Assam to the stunning waterfalls of Meghalaya, every corner offers a visual feast. The Northeast is home to a tapestry of indigenous communities, each with unique languages, customs, and traditions that contribute to the region's vibrant cultural mosaic. Festivals such as Bihu in Assam and the Hornbill Festival in Nagaland highlight the lively spirit of the people, showcasing traditional music, dance, and art forms. Handicrafts, textiles, and locally sourced products reflect the craftsmanship and creativity of the artisans. The region's cuisine, characterized by its use of fresh ingredients and distinctive flavors, further adds to its allure. With its untouched natural beauty and a strong sense of community, the Northeast invites travelers to immerse themselves in its enchanting landscapes and rich traditions, making it a truly captivating destination for exploration and cultural exchange.

The introduction of a homestay policy for the North East states of India, under the umbrella of UNNATI 2024 Scheme launched by the Department for Promotion of Industry and Internal Trade (DPIIT), aims to harness the region's immense tourism potential while supporting local communities. UNNATI 2024 scheme seeks to streamline the registration and operation of homestays and bed-and-breakfasts, ensuring a standardized framework that promotes quality and sustainability. By augmenting the supply of accommodation units, the initiative addresses the rising demand from both domestic and international tourists. Furthermore, it aims to enhance livelihood opportunities for rural residents, empowering them through skill development and self-employment in the tourism sector. In preserving the region's cultural ethos and natural beauty, the policy emphasizes the importance of maintaining traditional architecture and local practices. Additionally, it seeks to create a market for locally sourced goods and services, fostering economic growth within communities. By attracting responsible tourists, the homestay policy not only promotes hinterland tourism but also encourages visitors to engage meaningfully with the region, ensuring that the benefits of tourism are shared equitably among its people. This initiative represents a significant step toward sustainable and inclusive tourism development in the North East.

## 2. Definition of Homestay[1]

A homestay is a form of private house located in the rural/urban area managed by the owner or where the house owner or his/her families are residing in the unit and earmarks some rooms exclusively for the use of tourists. Homestays provide an authentic experience of local traditions and lifestyles while offering hospitality services like accommodation and meals.

## 3. Objectives

### 3.1. Key Objectives of Guidelines

i. To streamline the registration process and regulate the operations of homestays and bed-and-breakfasts in the Northeastern states.

ii. To increase the availability of accommodation units to meet the growing demand in the region.

iii. To enhance livelihood opportunities and create self-employment prospects for rural residents and communities with significant tourism potential in the state's hinterlands.

iv. To improve service delivery standards and ensure high-quality services and facilities for tourists.

v. To preserve the cultural heritage, natural landscapes, cuisine, historical sites, and traditional activities of the North East, and to showcase these to visitors.

vi. To protect old houses and mansions that reflect the unique architectural styles of the North East.

vii. To establish a market for locally sourced goods and services.

viii. To attract responsible tourists and promote unique experiences through hinterland tourism in the North East.

### 3.2. Salient features of the scheme

i. **MSME Eligibility:** Homestays will be considered eligible projects under the Micro, Small, and Medium Enterprises (MSME) services of the Central and State Governments with minimum investment of Rs. 50 lakhs. This eligibility allows applicant (homestay owners in this case) to avail themselves of the benefits under these schemes, providing financial support and incentives.

[1] https://nidhi.tourism.gov.in/uploads/gallery/1659456723.pdf

The MSME[2] shall defined as per the categorization by the Ministry of Micro, Small, and Medium Enterprises as below:

| Category | Investment Limit (INR) |
|---|---|
| **Micro Unit** | Up to 2.5 Crore |
| **Small Unit** | Up to 25 Crore |
| **Medium Unit** | Up to 125 Crore |

If the Ministry of MSME revises the categorization, the updated classification will be applicable.

ii. **Incentives for Homestays under UNNATI 2024**

| **UNNATI Incentive Category** | **GST Is applicable.** (Unit pays GST) | **GST is not applicable.** (Unit is exempt from GST) |
|---|---|---|
| **Capital Investment Incentive (CII)** (For both New & Expanding Units) | • Zone A: 30% with cap of Rs. 5 Crore<br>• Zone B: 50% with cap of Rs. 7.5 Crore | • Zone A: 30% with cap of Rs. 10 Crore<br>• Zone B: 50% with cap of Rs. 10 Crore |
| **Central Capital Interest Subvention (CIS)** (For both New & Expanding Units) | • Zone A: 3% for 7 years<br>• Zone B: 5% for 7 years | • Zone A: 3% for 7 years<br>• Zone B: 5% for 7 years |
| **Manufacturing & Services linked incentive.** (MSLI)- For New Units | • Zone A: 75% of eligible value of investment<br>• Zone B: 100% of eligible value of investment | |

- **Capital Investment Incentive (CII) -** This incentive supports the renovation and improvement of existing homestay units, ensuring they meet national standards through capital investment for interior upgrades and essential structural work.
- **Central Capital Interest Subvention (CIS) -** This scheme provides financial relief by offering interest subvention of up to 5%, reducing the overall cost of financing for homestay projects.
- **Manufacturing & Services linked incentive -** New Homestay units having a valid GST Identification number (GSTIN) will be eligible to receive support through the MSLI incentive. The limit of incentive under this component shall be 75% for Zone A and 100% for Zone B of the eligible value of investment made in construction of building and other physical durable assets.
  - The eligible MSLI value shall be equal to the Net payment of GST, i.e. GST Paid less Input Tax Credit, for a maximum period of 10 years from the date of commencement of operation or till the validity of the scheme whichever is earlier.

[2] https://msme.gov.in/faqs/q1-what-definition-msme

- The amount of incentive paid in a financial year will be one-tenth of the total amount of eligible incentive under this component subject to full payment of GST as per GST return filed for the claim period.
- In case the Net GST paid by any unit in a financial year is more than one-tenth of the total amount of eligible incentive, the balance can be carried forward to the subsequent financial year(s). Further, if the unit cannot claim the full eligible amount of incentives in the first 3 years, the same can be carried forward to subsequent years. However, this will not be carried forward beyond the eligible period of 10 years or beyond the scheme's validity, whichever is earlier.

- Owners can avail applicable respective State Government scheme benefits for the homestays registered under UNNATI, but it shall not be applicable on the same components to avoid duplication.
- A minimum of 10 bookings must be done annually by the homestay unit in order to claim incentives under UNNATI, 2024.
- Homestay unit holders can apply for incentives only after one (01) year of commencing operations.

## 4. Eligibility Criteria[3][4]

Eligible homestay owners are required to fulfil the following conditions to submit applications for the purpose of registration of Homestays:

### A. Homestay

i. Should be within a radius of 10 KM from the main tourist attraction points and events. The NER state government shall issue notification to all homestay units indicating the geographical area with a list of tourist attractions.

ii. Assistance should be provided to ensure that guests can easily access the homestay, regardless of their mode of transportation. The homestay should be accessible via a clean, clear, and navigable path, which may include a walkable route, motor road, or waterway, as applicable. Proper signage should be in place to guide guests to the destination without confusion.

iii. Should have a designated reception area for receiving the guest.

iv. Do's & Don'ts to be clearly displayed at the Homestay.

v. Homestay should have provision of electricity and a clean water supply.

[3] https://goatourism.gov.in/homestay-tourism-policy/

w[4] https://rural.tourism.gov.in/images/pdf/homestay-guideline/15.%20MIZORAM.pdf

vi. Homestays should control noise pollution in and around their vicinity as per the law of land.

vii. Homestays should clearly mention whether they are Pet and Children friendly or not.

viii. Should incorporate local design elements to reflect the region’s heritage.

ix. Homestay must adopt regular cleaning and solid waste management. Dustbins should be kept in rooms, toilets, common areas and outside the homestay. Collect all Dry Waste like plastics, glass, papers, etc. and put it into the street dustbins.

x. All individuals engaged in the preparation or service of food, including family members, must adhere to rigorous personal hygiene practices.

xi. Homestay should provide Clean Filtered/ Purified water. Guests shall only be served safe drinking water.

xii. Homestay should have proper and covered/enclosed sewage disposal system.

xiii. Should employ well-trained staff to ensure guests receive exceptional service and an outstanding stay experience.

**B. Owner/Ownership**

i. The owner or caretaker of the homestay establishment is required to reside within close proximity to the property, ensuring availability and prompt assistance to guests.

ii. The caretaker should be officially authorized by the owner, and a Property Caretaker Agreement must be signed by both parties (Owner and Caretaker), outlining the roles and responsibilities of the caretaker. This agreement should be displayed in the reception area.

iii. The caretaker should not be managing more than two homestay units.

iv. The minimum age of the owner to apply for the Homestay under the scheme shall be 18 years.

v. A homestay owner (with the same name and GST number) can get incentives on maximum of one unit or application under this scheme in each state.

vi. Individual Ownership: The scheme is open to homestays that are independently owned or leased (registered lease deed) with a valid lease deed at the time of claim for the period which the claim is being raised including family homes and guesthouses.

vii. Land Ownership: The homestay owner must have legal ownership of the land or should have proper documentation in case of lease of Homestay i.e. a registered ownership, free from disputes or encumbrances, and provide necessary documentation such as Land Possession Certificate (LPC)/ Land allotment papers/ Registered Lease agreement/ Registered Gift Deed.

**C. Rooms**

i. Home Stay facility should have minimum One (01) room (2 beds) and should be maximum Nine (09) rooms (20 beds).

ii. Provide clean and comfortable bathroom facilities attached to the guestroom. While a western-style toilet is optional, maintaining hygiene is essential. Ensure basic amenities, including cold and hot water for bathing.

iii. Guest rooms should be properly ventilated and well lit.

iv. The minimum floor area of each room in the Homestay should be at least 120 sq ft for double bedroom and at least 100 sq ft for single bedroom. The minimum size of each bathroom in the Homestay should be 30 sq ft.

v. The room of minimum standard sizes with attached toilet facility, reasonably furnished and ready for letting out to the tourists/guests.

vi. All rooms, kitchen and toilets shall be kept clean and free of odour, dirt, dust, cobwebs etc. and shall be regularly.

**D. Registration/Licenses/NOC's/Compliances/Certification.**

i. All units will have to obtain the requisite registration licenses and compliances from the relevant/ Concerned competent authorities to run the commercial operations of tourism and hospitality services.

ii. Homestays with more than four rooms and a separate kitchen will be required to obtain an FSSAI license.

iii. The State Governments will provide necessary exemptions, wherever feasible, the Rural Homestays[5].

iv. Homestays must be registered with the State's tourism authority and Department of Tourism.

v. Eligible homestays must possess a valid registration certificate or endorsement letter, issued by the competent authority, which confirms their legitimacy and compliance with local regulations.

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[5] https://tourism.gov.in/sites/default/files/2024-05/National%20Strategy%20for%20Promotion%20of%20Rural%20Homestays%202022.pdf

vi. A Police Clearance certificate has been obtained from Local Police Station. This certification has to be renewed annually.
vii. The land must be used for the purpose of homestay operations, and the beneficiary must comply with local zoning and land-use regulations.
viii. The Homestay shall not be considered for registration, if the same establishment is located in a Cooperative Housing Society or any other Gated Complex, without the mandatory NOC from the established BoD or Committee managing this residential Complexes, keeping in mind the security of the other residents and continuous entry of unknown individuals for the purpose of residence and also considering the limited infrastructural facilities of the complex.
ix. The registration application of any Homestay establishment in the jurisdiction of Panchayat/ Municipal areas, shall be mandatorily accompanied with the valid NOCs from the respective BoD/ Managing Committee of the complex (not applicable for personally owned premises), including a valid Trade License for commercial activity from the respective Panchayat/ Municipality and any other health & Safety permissions in force.
x. All the supporting documents must be verified by the relevant authorities, such as the Revenue Department/Municipal Corporation/Gram Panchayat & DICs.

## 5. Facilities and Services to be provided in Homestays[6][7]

**A.** Guest Room: The following services/facilities shall be provided to all guests which are mandatory:

i. The establishment should be properly cleaned, protected with fire safety equipment and well-constructed.
ii. A clean change of bed and bath linen daily and between check-in.
iii. Establishment should provide clean, filtered water for consumption of guests.
iv. Chairs Shelves/drawer space.
v. Sufficient lighting (1 lamp per bed).
vi. Wastepaper basket.
vii. Opaque curtains or screening at all windows.
viii. A mirror at least half length (3 ft).
ix. Energy saving lighting.

[6] https://rural.tourism.gov.in/images/pdf/homestay-guideline/15.%20MIZORAM.pdf
[7] https://goatourism.gov.in/homestay-tourism-policy/

**B.** Bathrooms: The following services/facilities shall be provided to all guests which are mandatory:

i. All bathrooms may have western style WC.
ii. 1 bath towel and 1 hand towel to be provided per guest.
iii. 01 Dental Kit and 01 Vanity Kit per guest, and 01 Shaving Kit for male guests.
iv. Sanitary bin.
v. Floors and walls to have non-porous surfaces.
vi. Water saving taps and showers.
vii. Energy saving lighting.
viii. Necessary equipment for cleaning of toilets and waste disposal.
ix. Appropriate water and electric facility with ventilated lighting.

**C.** Public Area: The following services/facilities shall be provided to all guests which are mandatory:

i. No smoking signages to be displayed in all public areas.
ii. Adequate space should be available in the unit for parking (if applicable).

**D.** Guest service: The following services/facilities shall be provided to all guests:

i. Acceptance of all common credit cards and facility/infrastructure for accepting/making payments by digital transactions.
ii. Assistance with luggage on request.
iii. Facilities for recording messages for guests to be made available.
iv. Name address and telephone number for emergency services such as Doctor, Fire and Police should be provided in every room.

**E.** Safety and Security: The following services/facilities shall be provided to all guests/staff which are mandatory:

i. First aid kit is mandatory in each establishment.
ii. All doors (room and bathroom) should have functioning locks, which can secure on the inside and outside.

**F.** Eco Friendly Practices: The following services/facilities shall be provided which are mandatory:

i. Waste management, including wastes segregation should be followed as per rules issued/practices adopted by concerned panchayat/local body. All rooms, common area, toilets to have waste disposal facilities according to the procedure.

**G.** Kitchen: The Kitchen shall be in good, clean condition and well ventilated. Kitchen utensils shall be in good condition, clean, and kept in a dry place.

## 6. Monitoring and Evaluation

An Evaluation Committee shall be established for effective monitoring and evaluation. The committee shall be comprised of:

A. District Magistrate/ Deputy Commissioner as Chairperson
B. Additional District Magistrate/ Additional Deputy Commissioner
C. Member from Ministry of Tourism
D. Member from Directorate of Industry and Commerce of State
E. General Manager of Local DIC

The Evaluation Committee is tasked with the initial review and vetting of applications submitted through the portal and requested by DIC for vetting, ensuring compliance with the scheme's guidelines. After thorough scrutiny, the committee will recommend qualifying applications to the DIC for further endorsement.

Once a homestay is registered, the Evaluation Committee will oversee its operations and claims for incentives throughout the duration of the scheme. This will include annual monitoring under the UNNATI initiative and the implementation of corrective actions as necessary, based on the performance of the beneficiaries. The monitoring shall include but not be limited to the following:

A. Guest Satisfaction: Achieve a minimum guest satisfaction rating of 4/5 on feedback forms.
B. Minimum Booking Criteria: The unit should have a minimum of 10 bookings per annum.
C. Quality Standards: Meet quality standards for amenities, services, and cleanliness, as assessed through regular inspections.
D. Financial Reporting: Submit financial reports on time (annually) to DICs.
E. Training and Capacity Building: Attend training sessions and workshops conducted by the scheme, with a minimum attendance of 50%.
F. Compliance: Adhere to local regulations, tax laws, and environmental guidelines
G. Marketing and Promotion: Implement marketing strategies to promote the homestay, with regular updates on social media and websites.
H. Health and Safety: Maintain high health and safety standards, with regular cleaning and disinfection protocols in place.
I. Customer Complaint Resolution: Resolve customer complaints within 24-48 hours.
J. Performance Improvement: Implement corrective measures to address performance gaps and improve overall service quality.

The committee will be required to submit a report (within 7 days) to the respective DICs upon request, in order to recommend any claims for the Homestay unit. DPIIT will conduct random checks of minimum 10 Homestays annually as when required.

### 7. Application Process

A. Applications must be submitted through the UNNATI portal.

B. The list of documents required for the unit to be registered under the scheme have been elaborated under the scheme guidelines which shall be adhered to.

### 8. Classification of Homestay[8]

A. The homestay establishment shall be classified in the following categories based on the checklist of service offerings provided in Annexure –1:

   i. Gold

   ii. Silver

B. In case of reclassification, the homestay owner shall re-submit the application for within 3 months before the expiry of the previous classification.

C. Any changes in the facilities of the homestay establishment, which may have material changes in the classification should be informed, within 30 days of such change.

D. If any violation comes to the notice, then the classification/registration shall stand withdrawn/terminated/rejected.

### 9. Processing and Sanction

A. Once the required details are uploaded on the portal, approval processes and inspections will be held as per UNNATI 2024 guidelines.

B. The homestay who does not conform to the UNNATI 2024 scheme guidelines and this homestay guidelines, or which remain incomplete even after consultation with the owner will be rejected by the concern nodal officer, recording reasons for rejection. Reasons for rejection will also be conveyed to the owner.

### 10. General Guidelines for Claiming Incentives

A. Homestays must have a valid GST registration for claiming certain incentives.

B. Incentives will only be disbursed after the homestay is fully operational and has met the required investment and quality standards.

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[8] https://nidhi.tourism.gov.in/uploads/gallery/1659456723.pdf

C. Only transactions made from a current bank account(s) of the unit for the construction of building and other durable physical assets shall be considered for determining the eligible value of components for incentive calculation. Any transactions made through cash or other than the current bank account of the unit shall not be considered for the said purpose.
D. To be considered eligible under the scheme, the GST invoice for construction of buildings and durable physical assets must be on or after 09.03.2024.
E. The claims under Capital Interest Subvention (CIS) and Manufacturing & Services Linked Incentive (MSLI) unit shall only be disbursed once the eligible amount of investment in civil construction of building and other durable physical assets is frozen by the Secretary Level Committee at State Level. Further, the breakup of core and non-core components in respect of homestay units shall be shared by the unit as per the UNNATI, 2024 Scheme Notification.
F. Any investment made after the actual commercial production/operation date will not be considered for the calculation of the eligible amount of investment.
G. Further, there is a provision for phased commencement of homestay unit (maximum 3 phases), but the incentives will only flow after the final commencement of homestay unit. The date of the homestay unit's occupancy commencement after the completion of all phases shall not be later than 4 years from the date of registration under the scheme.

**11. Role of Homestay Owner**

A. All the approved homestay units shall maintain a book as maintained in hotels with Passport / Adhar Card / Driver License / and Voter ID Card details of the domestic and foreign guest living in the homestay, as is done by the hotels.
B. The owner shall maintain a register for letting out the rooms to the tourists, which can be inspected by DICs. Furthermore, the homestay should be listed on major tourism website and apps.

**12. Booking Procedures**

A. Upon registration with the scheme, the applicant may advertise their Homestay on their website or through online travel portal for booking in their own cost. It is the responsibility of the applicant to take the guests' contact details, confirmed arrival and departure times etc.
B. Registered Homestay under UNNATI will be promoted by the DPIIT and Ministry of Tourism via their social media pages, website, and its brochures and a list of verified

homestays will be uploaded on the DPIIT and Ministry of Tourism website. Individual homestays are encouraged to get them registered in the travel portal platforms such as MakeMyTrip, Airbnb and other travel portals.

**13. Applicability of the scheme**

It will be effective from 09.03.2024 and will remain in force up to and inclusive of 08.03.2034 and 8 more years for meeting committed liabilities.

**14. Taxes**

The tax rates for property, electricity, and water applicable to homestay establishments will be determined by the local authorities.

**15. Rights of the Governments**

The Governments shall reserve their rights as stated in the clause 14 of the gazette notification of the UNNATI, 2024 scheme. Additionally, if a force majeure event occurs that renders the unit non-operational while it is receiving incentives under the scheme, or within 10 years of commencing commercial production, the unit's registration may be subject to revocation. In such cases, if any grants or incentives have already been disbursed, the unit will be required to refund the full amount received.

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**ANNEXURE – 1**

**Checklist for Homestay Classification**

| S. No | General | Silver | Gold |
|---|---|---|---|
| 1. | Well maintained and well-equipped house and guest rooms with quality carpets/area rugs/tiles or marble flooring, furniture, fittings etc. in keeping with the traditional lifestyle. | M | M |
| 2. | Sufficient parking with adequate road width | D | M |
| 3. | Guest rooms:<br>Minimum one lettable room (2 beds) and below ten rooms (20 beds). All rooms should be clean, airy, pest free, without dampness and with outside window/ventilation. | M | M |
| 4. | Minimum floor area in sq. ft. for each room. | 120 | 120 |
| 5. | Comfortable bed with good quality linen & bedding preferably of Indian design; | M | M |
| 6. | Attached private bathroom with every room along with toiletries. In case of silver category homestays only, attached private bathroom shall be desirable instead of mandatory. | M | M |
| 7. | Minimum size of each bathroom in sq.ft. | 30 | 40 |
| 8. | WC toilet to have a seat and lid, toilet paper | D | D |
| 9. | 24 hours running hot & cold water with proper sewerage connection. In case of silver category homestays only, hot water should be provided on demand or at fixed timings. | M | M |
| 10. | Water saving taps/shower | D | M |
| 11. | Well maintained smoke free, clean, hygienic, odor free, pest free kitchen | M | M |
| 12. | Dining area serving fresh Continental and/or traditional Indian breakfast. | M | M |

| | | | |
|---|---|---|---|
| 13. | Good quality cutlery and crockery | M | M |
| 14. | Air-conditioning & heating depending on climatic conditions with room temp. between 20 to 25 degrees Centigrade in the offered room. In case of silver category homestays only, air-conditioning and heating facilities shall be desirable instead of mandatory. | M | M |
| 15. | Iron with iron board on request. | M | M |
| 16. | Internet Connection. | D | M |
| 17. | 15 amp earthed power socket in the guest room. | M | M |
| 18. | Telephone with extension facility in the room. In case of silver category homestays only, telephone with extension facilities shall be desirable instead of mandatory. | D | M |
| 19. | Wardrobe with at least 4 clothes hangers in the guest room. | M | M |
| 20. | Shelves or drawer space in the guest rooms. | M | M |
| 21. | Complimentary aqua guard/RO/mineral water. | M | M |
| 22. | Good quality chairs, working table and other necessary furniture. | M | M |
| 23. | Washing machines/dryers in the house with arrangements for laundry/dry cleaning services. | D | M |
| 24. | Refrigerator in the room. | D | M |
| 25. | A lounge or seating arrangement in the lobby area. | D | M |
| 26. | Heating and cooling to be provided in enclosed public rooms. | D | M |
| 27. | Garbage disposal facilities as per Municipal laws. | M | M |
| 28. | Energy Saving Lighting (CFL/LED) in guest rooms and public areas. | M | M |
| 29. | Acceptance of cash/cheque/D.D. | M | M |

| | | | |
|---|---|---|---|
| 30. | Message facilities for guests. | M | M |
| 31. | Name, address and telephone number of doctors. | M | M |
| 32. | Left luggage facilities | D | M |
| 33. | Safe keeping facilities in the room. | D | M |
| 34. | Smoke/heat detectors in the house. | D | D |
| 35. | Security guard facilities | D | M |
| 36. | Fire extinguisher/Firefighting system | D | M |
| 37. | Maintenance of register (physical or electronic format) for guest check-in and check-out records including identification details for both international and domestic tourists. | M | M |

*** 'M' stands for mandatory**

**** 'D' stands for- desirable.**

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

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**Annexure-II**

## Standard Operating Procedure "SoP" for Closure of Applications Pending with Applicant under UNNATI, 2024

This Standard Operating Procedure "SoP" must be read with DPIIT Notification no. P-44015/1/2023-DBA-II dated 09.03.2024 for the Uttar Poorva Transformative Industrialization Scheme (UNNATI), 2024 Scheme.

In this regard, following procedure shall be followed for closing applications under the UNNATI scheme that remain unresolved due to lack of response from applicants:

### I) Initial Processing by DICs:

- The application procession timelines are already defined in the Annexure 6 of the General Operational Guidelines for Registration under the UNNATI, 2024 scheme.
- DICs will process the application within **45 days** from the submission date on UNNATI Portal.
- When deficiencies or missing documents are identified in an application identified by the DPIIT Level Committee, SLC, or any other authorized body, the DIC will compile a comprehensive list of all required clarifications and communicate this to the applicant in a single instance. The clarification related to any documents/information must be clearly specified by GM DIC while seeking clarification i.e. Point wise clarification must be sought. This point-wise clarification will be conveyed through the UNNATI, 2024 portal. However, communication/alerts regarding this will be intimated additionally through phone and email.
- For complete applications, DICs will recommend the application to the concerned Directorate, Industries, State with their recommendation.

**(II) Applicant's Response:**

The applicant must re-submit the complete application and all necessary documents/clarifications **within 15 days** from the date of seeking clarification by the concerned DIC.

**(III) Reminder to Applicant:**

If the applicant does not resubmit the application within the given timeframe from the date of seeking clarification by the concerned DIC, the concerned DIC will send **a reminder/alert through the UNNATI, 2024 portal,** registered email ID, and mobile number.

**(IV) Notice to Registered Office of the unit:**

If the unit holder still doesn't respond, the concerned GM DIC will do the **personal service of the notice** to the registered office of the unit **after 7 days** from the date of last alert sent through portal. In case of no reply to the personal notice by the applicant unit, GM DIC will affix the notice at the registered office of the unit holder and shall ensure that the proper record of the same is maintained through geotagged images.

**(V) Publication in Newspapers:**

After **7 days** from the date of serving notice in case of non-response, the DIC/Directorate of the concerned State will publish the notice along with details of such applicant units in Vernacular and English Newspapers along with website and shall intimate this to DPIIT as well.

**(VI) Recommendation for Closure:**

**After 7 days** from the publication date, the concerned GM DICs may recommend the application for closure to Directorate of Industries, State Government as per scheme guidelines, if no response is received.

**(VII) Within 6 days** Directorate shall forward such applications to Secretary Level Committee for recommendation of closure by DPIIT Level Committee.

**(VII) Closure: Within 5 days** the application will be forwarded to DPIIT for closure along with recommendations of Secretary Level Committee as per scheme Notification and Guidelines.

**Note:**

- This SoP aims to streamline the process and ensure that closure decisions are made fairly, transparently, and timely, minimizing delays and maintaining the integrity of the UNNATI, 2024 application registration process.

- All communications should be documented and maintained for future reference by the concerned Department.

**Annexure-III**

## Clarification regarding the requirement for NER States to review the scrutiny observations submitted by the PIU to ensure a streamlined application process and smooth implementation of the scheme.

The PIU team is directed to mandatorily submit their registration and claim application scrutiny report to the concerned DICs'. NER States are required to review the detailed scrutiny report submitted by the PIU team while processing registration or claim applications to verify the information and ensure compliance. If NER States do not consider the PIU's observations due to a difference of opinion, this must be recorded during the SLC meeting before forwarding the application to DPIIT for further action. This will help streamline the application process and ensure the smooth implementation of the scheme.

Additionally, PIU will assist the DICs in ensuring adherence to scheme requirements by providing mandatory support during site visits. As per Clause 10 of the General Operational Guidelines, at least three geotagged photos should be captured, showing the relevant plant and machinery, buildings, or durable physical assets, if applicable.

**Annexure-IV**

## Clarification on the requirement of providing a registered lease deed in case of private land during registration and claim processing

As per the General Operational Guidelines for the Registration of Units under UNNATI, 2024, Clause 4 specifies the mandatory documents for registration on the UNNATI Portal. One of these documents, under **clause 4(b**), *is the land document, which must include either revenue papers regarding ownership, a rent deed duly registered by the registering authority, or a lease deed in case of government land*. It is important to note that the guidelines explicitly require a registered land deed, and therefore, notarized lease deeds are not acceptable.

The **revised clause 4(b) in case rent deed duly registered shall be as follows:**

*The lease deed should be duly registered and valid at the time of the claim for the period the claim is being filed to ensure compliance. A registered lease deed provides legal validity and protection, being formally executed and recognized by the registrar, unlike a notarized agreement, which may lack the same legal standing. The States are requested to only consider lease deeds that are duly registered. This requirement should be applied to all applications submitted on the UNNATI portal and are under scrutiny*

**Annexure-V**

## Clarification pertaining to the General Operational Guidelines for Registration/ Claim under the UNNATI, 2024 scheme for exclusion of taxes and duties from Eligible P&M in Manufacturing including any other corrections w.r.t. to gazette notification of the scheme.

This is in reference to the **Annexure 3A** - **'Eligible Core and Non-Core Components'** under the Plant & Machinery of the Manufacturing Sector mentioned in the General Operational Guidelines for Registration under the UNNATI, 2024 scheme:

*"The core components of Plant and machinery for the manufacturing industry will include the cost of mother production equipment essential for manufacturing activities and will be eligible for incentives".*

The **Revised clause** shall be as follows:

"***The core components of Plant and Machinery for the manufacturing industry will include the cost of mother production equipment essential for manufacturing activities and will be eligible for incentives. However, GST and other duties that are reimbursable or refundable through Input Tax Credit (ITC) or any other means shall be excluded from the eligible cost of Plant and Machinery***."

Furthermore, the **Annexure 3B** - '**Eligible Core and Non-Core Components'** of the Building and Equipment for Service Industry mentioned in the General Operational Guidelines for Registration under the UNNATI, 2024 scheme:

"*Only the cost of new Building and other durable physical assets (excluding taxes and duties) essential for Service activities, except heritage buildings shall be dealt as mentioned later in the guidelines*".

The **Revised clause** shall be as follows:

"***Only the cost of new buildings and other durable physical assets essential for service activities, excluding heritage buildings shall be eligible under the scheme. GST and other duties that are reimbursable or refundable through Input Tax Credit (ITC) or any other means shall be excluded from the eligible cost**.*"