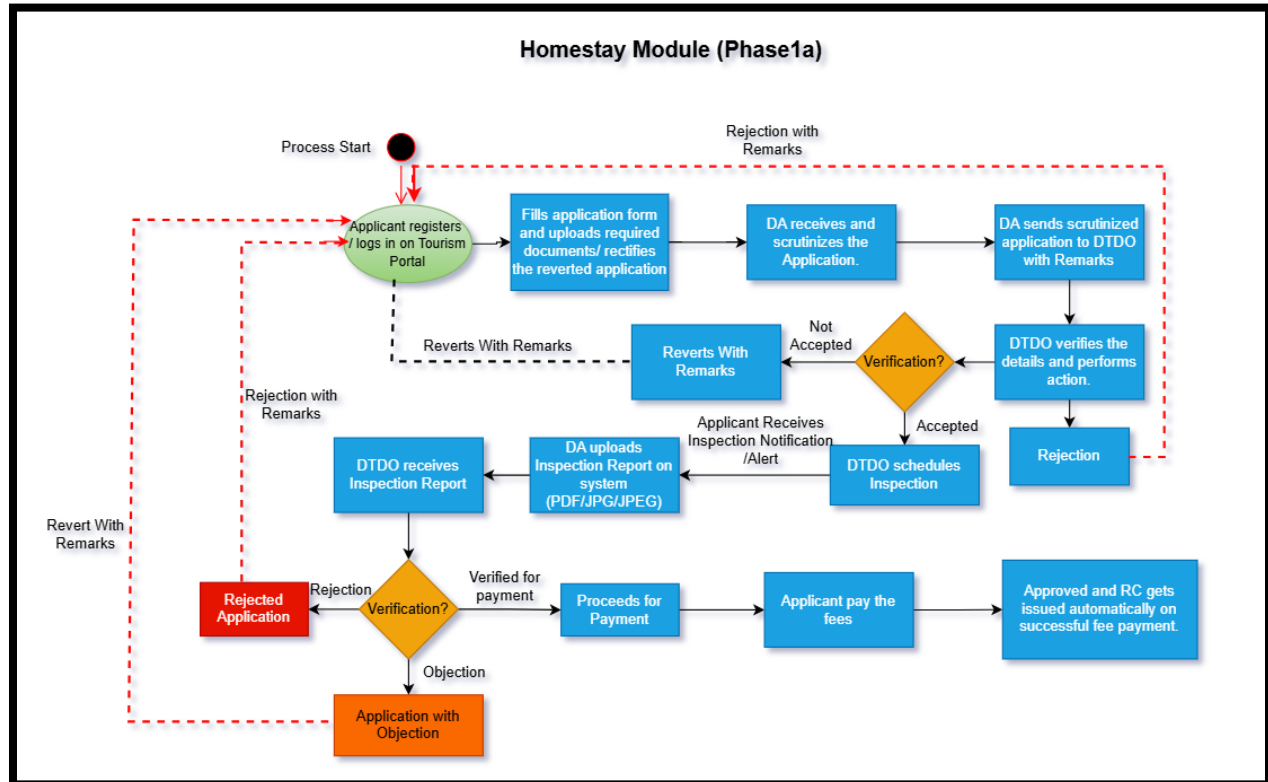## Homestay Module (Phase1a) Process Flow

Applicant Registration & Submission

The applicant registers on the Tourism Portal, completes the application form, and uploads all required documents for submission.

Application Scrutiny by Dealing Assistant (DA)

After submission, the DA receives the application and scrutinizes it for completeness and validity.

Forwarding to District Tourism Development Officer (DTDO)

The DA forwards the scrutinized application along with remarks to the DTDO for further verification.

DTDO Verification & Decision

The DTDO reviews the application and performs one of the following actions:

- **Revert with Remarks:** Returns the application to the applicant for necessary corrections.

- **Reject:** If the application does not meet eligibility criteria.

- **Accept:** If the application meets the required criteria, it will be accepted.

- **Inspection Scheduling**
  After approval, the DTDO schedules the inspection. The applicant is notified of the inspection date and details.

Inspection Report Upload
The DA conducts the inspection and uploads the inspection report in PDF, JPG, or JPEG format onto the system.

DTDO Review of Inspection Report
The DTDO reviews the uploaded inspection report and takes one of the following actions:

- **Objection Raised:** Requests additional clarification or modification from the applicant.

- **Rejected:** Application does not meet required standards.

- **Verified for payment:** Application passes inspection and verified for payment.

Fee Payment by Applicant
Upon final approval, the applicant proceeds for payment.

Certificate Generation
After successful payment, the application gets approved and Registration Certificate (RC) is issued automatically. The applicant receives notification confirming issuance and availability of the certificate.