

**GREATER MOHALI AREA DEVELOPMENT AUTHORITY
PUDA BHAWAN, SECTOR-62, S.A.S. NAGAR
(POLICY BRANCH)**

To

1. Estate Officer (Plots),
GMADA, Sahibzada Ajit Singh Nagar
2. Estate Officer (Housing),
GMADA, Sahibzada Ajit Singh Nagar
No. GMADA (Policy)/2015/4708-09
Dated 9-2-2015

Subject: Amendment in Paying Guest Policy.

Paying Guest Accommodation Policy in Residential area had been issued vide Letter No.1309-10 dated 24.08.2007. Applications had been received from various associations for amendment in the P.G. Policy and Civil Writ Petition No.6560 of 2013 was filled by P.G association & others before Hon'ble Punjab and Haryana High Court on 23.03.2013. During the hearing in this writ petition, Hon'ble Punjab and Haryana High Court had ordered to submit a Comprehensive Draft Policy.

In compliance of the above order, Chief Administrator had constituted a Committee for amendment in the Paying Guest Policy. In respect of recommendations made by the Committee, suggestions were obtained from Mohali residents and P.G. Owners Welfare Association vide Letter No.24294 dated 28.08.2014 for the amendments to be carried out in the Policy and while uploading the proposed amendments on the website of GMADA as Public Information, suggestions were also sought from the Public.

After considering the suggestions received from Mohali residents & P.G. Owners Welfare Association and after hearing

them personally, following amended Paying Guest Policy is being issued with the approval of Competent Authority: -

AMENDED POLICY REGARDING PAYING GUEST ACCOMMODATION IN THE RESIDENTIAL AREA.

1. The definition of paying guest is:-

"Paying guest is a person such as a student of any class/course or employee may be government or private or a professional, who is allowed to use a part of a residential premises, either individually or jointly, by its owner or occupier for shelter, with or without food, for a certain period of time, on a payment basis or otherwise, but not allowed to run his/her kitchen (as the common kitchen for all paying guests in the same premises is run by its owner or occupier like school or college hostel). The paying guest does not mean a tenant or a sub-tenant in a hotel, dharamshala, inn or similar premises and he/she can be asked to leave the residential premises by its owner or occupier at any time without any notice."

2. The house owner or member(s) of his/her family should be residing in the house and should maintain good standard of hygiene and cleanliness.
3. The minimum usable area for one Paying Guest shall be 50 sq. ft. with adequate provision of toilet as *per* norms of Public Health Department i.e. one W.C. for five persons.
4. The area of the house for Paying Guest Accommodation shall not be less than 7% Marla and part of it shall be used by the owner himself/herself.

5. The Paying Guest Accommodation shall be permitted only in those residential properties, which are sanctioned as per building Bye-laws, and no unauthorized construction has taken place after the grant of completion certificate.
6. The owner shall himself/herself be responsible for maintaining discipline, peace and social harmony/atmosphere in the premises and in the neighborhood.
7. The owner shall supply the list of paying guests living in the house to the concerned SHO within 7 days of publication of this policy. Thereafter owner will inform the concerned SHO regarding new paying guests within 3 days of admission of the guest.
8. No extra/new kitchen shall be erected beyond the approved building plans.
9. The owner shall display information about available and occupied accommodation alongwith the tariff plan.
10. The list of Paying Guests shall be displayed at the premises.
- 11(a)The house owner interested for starting the Paying Guest Accommodation should register themselves with the Estate Officer, GMADA, Mohali as per the enclosed registration form (Form A), so that the Estate Office shall make the information of the Paying Guest Accommodation available on the website of GMADA.
- (b) The applicant shall submit the form along with bank draft of Rs. 10000/- in favor of Estate Officer, GMADA

as processing fee and initially the permission shall be given for the period upto three years. After expiry of this period applicant shall have to get the renewal of permission from the Estate Officer, GMADA after paying the requisite fee at the time of submission of application.

- (c) The applicant shall enclose the No Objection Certificate regarding running of paying guest issued by the registered Resident Welfare Association of the area in which house is proposed to be used as paying guest. In case there is no registered Resident Welfare Association in the area then No Objection Certificate from the immediate neighbors i.e. left and right side house owners of the proposed house is to be enclosed.
12. Vehicle should be parked within the house premises as far as possible.
 13. Responsibilities of the Paying Guests:
 - (a) The Paying Guest as well as his parents/guardians shall be responsible for his/her good conduct and behavior with the public.
 - (b) He/She will not indulge in any disorderly activities leading to breach of peace, civil and social atmosphere of the locality.
 - (c) He/She will not create any nuisance to adversely affect the rights of the other residents of the locality.
 - (d) He/she will not run a separate kitchen in the premises.
 14. The facility of Paying Guest Residential Accommodation shall be subject to the following terms and conditions:

- i) No front office system shall be maintained and house should appear a normal residential house.
 - ii) The use of Paying Guest Accommodation shall not adversely affect the privacy and rights of the neighboring residents of the locality.
 - iii) The GMADA may stop the facility of Paying Guest Accommodation in the event of any problem involving law and order, breach of peace and tranquility in the locality.
 - iv) The record relating to the Paying Guest Accommodation shall be open to the inspection by the Estate Officer or any officer authorized by GMADA from time to time.
15. The Estate Officer may, *in* case of breach of any of the terms and conditions of these rules or for the reasons to be recorded in writing, issue of notice under Punjab Regional & Town Planning and Development Act, 1995 as amended from time to time for the breach of conditions for the stoppage of such facility of Paying Guest Accommodation in any premises any time and pass appropriate orders of resumption/cancellation of the allotment of the site.
16. The orders issued by the Estate Officer for the stoppage of Paying Guest facility at any premises shall be final and binding on the owner failing which Estate Officer, GMADA can take action under section 45 of the Punjab Regional and Town Planning and Development Act, 1995.

This policy shall be applicable with immediate effect.

FORM "A"
(PROFORMA FOR REGISTRATION)
(For Running a Paying Guest Accommodation)
Details of the Owner

1. Name of the Owner
2. Name of Father/Husband
3. Category/Covered Area of the house
4. Address of the Premises
5. Contact No.
6. Draft No.....Date.....Amount..... Name of the Bank.....
7. Total Accommodation and Capacity for Paying Guests.
8. NOC datedissued by registered Resident Welfare Association/immediate neighborers.
9. A copy of the Occupancy Certificate obtained from the Estate Officer, GMADA, Mohali.

Signature of the Owner

Immediate proceedings be initiated on the aforesaid Policy.

Sd/-

Additional Chief Administrator (Policy)

Endst. No. GMADA-Policy/2015/4710-12 Dated 09-02-2015

A copy is forwarded to the following for information and necessary action:-

1. President, Mohali Residents and P.G. Owners Welfare Association, House No.975, Sector 65, Sahibzada Ajit Singh Nagar.
2. Senior Supdt. Of Police, Sahibzada Ajit Singh Nagar.

3. Commissioner, Municipal Council, Sahibzada Ajit Singh Nagar.

Sd/-
Additional Chief Administrator (Policy)

Endst. No. GMADA-Policy/2015/4713 Dated 09-02-
2015

A copy is forwarded to Legal Advisor, GMADA for information purpose.

Sd/-
Additional Chief Administrator (Policy)

Endst. No. GMADA-Policy/2015/4714 Dated 09-02-2015

A copy is forwarded to the Assistant System Manager, GMADA to upload the amended policy on the website of GMADA.

Sd/-
Additional Chief Administrator (Policy)