

**TOURISM DEPARTMENT
GOVT. OF N. C. T. OF DELHI
VIKAS BHAWAN-II, 2ND FLOOR, C-WING,
UPPER BELA ROAD, DELHI -110054.**

No. F.22/11/TSM/95/Part-II/9031-9035

Dated 25/11/11

CIRCULAR

The Competent authority has approved the revised guidelines of Deptt. of Tourism in respect of granting approval for standalone Restaurants obtaining bar license in NCT of Delhi . The interested restaurants may apply for approval in the revised prescribed application form along with DD/Pay order as per the following scale:-


- | | | |
|---|---|--------------|
| (i). Restaurants with seating capacity of 100 persons | : | Rs. 10,000/- |
| (ii). Restaurants with seating capacity above 100 persons | : | Rs. 15,000/- |

The DD/Pay order should be made in favour of "Principal Secretary (Tourism), Govt. of NCT of Delhi".

Further it is also approved that an additional fee @ 25% of the revised application fee will be charged for first re-inspection and @ 75% of the revised application fee for the second re-inspection and thereafter for next one year, no fresh application/ inspection will be under taken by the department.


Only those restaurants will be considered for approval/renewal which have a valid Health license from MCD/NDMC/Cantonment Board /APHO, as the case may be, along with Eating House Registration Certificate from Delhi Police.

Encl: Copy of revised guidelines.


(NARINDER PASSI)
Dy. Secretary (Tourism)

Copy for information:-

1. OSD to Principal Secretary (Tourism).
2. PA to Special Secretary (Tourism).
3. Supdt.(Tourism) for necessary circulation among all the stake holders.
4. Notice /Display board.
5. Govt. of Delhi Website.


(NARINDER PASSI)
Dy. Secretary (Tourism)

**TERMS & CONDITIONS/ GUIDELINES FOR APPROVAL OF RESTAURANTS BY
TOURISM DEPARTMENT, GOVERNMENT OF NCT OF DELHI**

The detailed terms & condition/ guidelines for approval of restaurants as under:-

1. **OBJECTIVES:** - This scheme is designed to accord status of approved restaurants to restaurants which are maintaining high standards. Approval certificates will be given only to those restaurants who are following the prescribed guidelines and have undergone a rigorous procedure of inspection and evaluation. The scheme is meant for giving approval to independent restaurants.
2. **COVERAGE, PROCEDURE AND APPLICATION FORM:** -
 - (a). This scheme will be *voluntary* for the restaurants who may seek the status of approved restaurants from the Department of Tourism, Government of NCT of Delhi. However, some of the incentives given by different Departments of State and Central Government will only be available to approved restaurants
 - (b). The restaurants of minimum seating capacity of 30 persons will be covered by this scheme.
 - (c). The interested restaurants may apply for approval in the prescribed application form. They should also enclose DD/Pay order as per the following scale, with the application. It should be made in favour of "*Principal Secretary /Secretary (Tourism), Govt. of NCT of Delhi*".

(i).	Restaurants with seating capacity of 100 persons	:	Rs. 10,000/-
(ii).	Restaurants with seating capacity above 100 persons	:	Rs. 15,000/-
 - (d). The approval will be valid for a period of 5 years.
 - (e). Complete and duly filled application must be submitted in the Department at least three months before the expiry of current approval, application fee @ 50% of the regular fee and the renewal in such cases shall be effective from the next day of the date of expiry, i.e. continuity will be maintained.
 - (f). In case of all other applications, whether for fresh approval or renewal not submitted within the stipulated period, full application fee would be charged and *approval shall be granted w.e.f. the date on which Competent Authority i.e. Principal Secretary (Tourism), accepts the recommendations of the Committee.*
 - (g). Only those restaurants will be considered for approval/renewal which have a valid license from MCD/NDMC/Cantonment Board/DDA/APHO. Health License and Licence from Delhi Police may also be enclosed with the application form.

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(ii). For QRSs (with/without base kitchen): -

SL. NO.	NUMBER OF SEAT COVERS	SIZE OF KITCHEN REQUIRED
	1	2
1	Up-to 100 persons	100 Sq.ft.* (With Base Kitchen**) Size of base kitchen is to be 150 sq. ft. for single cuisine and 200 sq. ft. for multi-cuisine.
2	More than 100 persons	200 sq. ft. (With Base Kitchen**) Size of base kitchen is to be 200 sq. ft. for single cuisine and 250/300 sq. ft. for multi-cuisine.

Note: 1. *Size of the kitchen includes finishing area excluding display area.

Note: 2. **Requirement of "Base Kitchen" and three sink dishwashing system will be exempted in the newly created category of fast foods Cuisine "OTHERS", which includes serving of *Pizza, Burgers, Coffee, Ice Cream, Pasta, Sandwich, Salad, Sushi etc.*, provided the restaurant has in house facility of dishwashing through automatic dishwashing machine.

(c). **Storage:** - Proper storage system for dry and perishable articles shall be made.

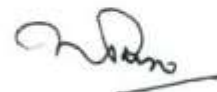
6. **MEDICAL AND FIRST AID:** - There should be adequately stocked first aid box which should be available at a proper place in the kitchen. One or two members of the Kitchen staff should preferably be trained in the first aid procedure through St. Johns Ambulance, a unit run by Red Cross Society of Delhi.

The food handling staff should be medically examined at least once in a year and the treatment advised should be administered.

7. **STAFF FACILITIES:** - Uniforms, Changing Room, Lockers for their articles should be provided by the management. Restaurants should hire and recruit trained staff who have received training from polytechnic or food Craft Institute. Considering shortage of trained staff, particularly those who are inclined to join restaurants, the current prescription is only being made for supervisory staff. Supervisory/ managerial staff should be trained with a minimum of one-year training course. Supervisory staff should also be able to speak in English with customers with ease.

8. **DRINKING WATER:** - All drinking water served to guests should be purified through Reverse Osmosis (RO) process. Similarly all water used for ice-making and for beverages should carry same level of purification.

9. **TOILET:** - There should be separate ladies and gents toilets.



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(h). An additional fee/cost equivalent to 25% of the revised application fee will be charged from the applicant for first re-inspection and @ 75% of the revised application fee charged for the second re-inspection and thereafter for next one year, no fresh application/ inspection will be under taken by the department.

3. **A TEAM COMPRISING OF FOLLOWING OFFICERS/MEMBERS SHALL INSPECT THE RESTAURANTS FOR THE GRANT OF APPROVAL: -**

1.	Deputy Secretary , Tourism Department, GNCTD	Chairman
2.	Principal, DIHM & CT or his representative	Member
3.	President, NRAI, or his representative	Member
4.	President, IATO, or his representative	Member

4. **SERVICE REQUIREMENTS: -** Restaurant must have a good décor and ambience. All fittings, furnishings should be well maintained and should be of adequate standards. Crockery, cutlery, glassware etc. should be of good quality and should be well maintained. They should be neat, clean and without any flaws.

5. **KITCHEN AND HYGIENE: -**

(a)(i). Restaurants should maintain high standards of cleanliness, health and hygiene. It should be reflected from the stage of receiving of materials, storage of perishable and non-perishable items, provision for refrigerated storage, cleanliness in the kitchen and other areas, proper exhaust and ventilation system in the kitchen and restaurant and proper dishwashing procedure with Dish Washing Machine plus three sink system in the restaurants of more than 100 persons.

(ii) **Three Sink System.** Three sink machine system is not mandatory in Quick Service Restaurants (QSRs) for dish washing if in-house facility of dish washing is available through Automatic Dishwashing Machine.

(b). **Size of the kitchen: -**

(i). For Regular Restaurants: -

SL. NO.	NUMBER OF SEAT COVERS	SIZE OF KITCHEN REQUIRED	
		Single Cuisine	Multi cuisine
	1	2	3
1	Up-to 50 seats persons	100 Sq.ft.	150 Sq.ft.
2	Up-to 100 persons	150 Sq.ft.	200 Sq.ft.
3	More than 100 and less than 200 persons	200 Sq.ft.	250 Sq.ft.
4	More than 200 persons	300 Sq.ft.	300 Sq.ft.

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10. **GARBAGE DISPOSAL:** - The Kitchen must have separate bins for wet and dry garbage. There should be adequate arrangements for garbage disposal and disposal for waste water from the kitchen. It must comply with current regulations as prescribed by Delhi Pollution Control Committee and MCD/ NDMC. Garbage bags should be neatly packed and should not give foul smell when stacked outside for being picked up by Municipal trucks. Separate bins should be used for wet and dry garbage.
11. **POWER, SECURITY AND PARKING:** - It should have power backup/ Invertors in the case of power failure. The security guards are available at the exit and entrance and other important places for safety of customers. The parking facilities should be provided to the costumers wherever found feasible.
12. **COMMUNICATION:** - Communication facility should be available in the restaurants for the costumers.
13. **SMOKING ZONE:** -Smoking Zone regulation should be adhered as per law. Separate area/space for any form of smoking, if any, can be provided in terms of Rule 2(e) read with Rule 4 of Prohibition of Smoking in Public Places Rules, 2008.

The above terms and conditions /guidelines approved by the Competent Authority should be strictly followed by the applicants/restaurants.