

**Government of Rajasthan
Department of Tourism, Jaipur**

No.F.9 (254)Inv/HC/Guidelines/DT/2021/ 2707

Dated: 01/07/2024

**Guidelines for granting Certificate of Heritage for operating Heritage
Hotels/Heritage Properties, 2021**

Revenue (Gr.VI) Department vide its notification No. F.11(4) Rev.6/2014/16 dated 22.5.2015 has amended Rajasthan Land Revenue (Conversion of agricultural land for non-agricultural purposes in rural areas) Rules, 2007 and has inserted a new rule 6(C) for conversion of heritage properties into heritage hotels.

Similarly, the Urban Development and Housing Department vide its order No. F.18(1) UDH/TUP/2015 dated 6.6.2015 has at point No.3 provided for conversion of existing heritage hotels and other heritage properties into heritage hotels or other tourism units.

The Department of Rural Development & Panchayati Raj has also vide its notification No. F.4() Tourism Rules/Legal/PR/2015/486 dated 10.7.2015 has promulgated the Rajasthan Panchayati Raj (Allotment, Change of Use of Land and Regularization of Abadi Land in Panchayat Area for Tourism Units) Rules, 2015. The Rule 4 provide for change of use of land of heritage properties into heritage hotels. Rule 6 provide for regularization of an existing heritage hotel.

All the above notifications provide for a recommendation by the Tourism Department before an order is issued for conversion of a heritage property into heritage hotel or other tourism unit as defined in Rajasthan Tourism Unit Policy-2015 and regularization of an existing heritage hotel or other tourism units. Thereafter, Guidelines were issued by Department of Tourism vide letter No. H/DT/2015/ 6250 dated 02-06-2016 and amendment order vide letter no. H/DT/ 2015/ 16928 dated: 26-08-2016 for making the said recommendations. In supersession of above guidelines, revised guidelines for granting Certificate of Heritage for operating Heritage Hotels/ Heritage Properties shall come into effect from the date of issuance of these guidelines.



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1. **Definition of Heritage Property:**

Heritage property means a fort, a fortress, a palace, a castle, hunting lodge, residence or a building with heritage features built prior to a date specified by the State Government. The State Government vide its notification No.F.8(42) Trade/DT/09/2294 dated 02.05.2012 has specified a date of 1.1.1950.

In a heritage property, the façade, architectural features and general construction should have the distinctive qualities and ambiance in keeping with the traditional way of life of the area. The architecture of the property to be considered for this category should not normally be interfered with.

Any extension, improvement, renovation, change in the existing structures should have been done in keeping with the traditional architectural styles and constructional techniques harmonizing the new with the old.

The newly built up area added should not exceed 50% of the total built up (plinth) area including the old and new structures. For this purpose, facilities such as swimming pools, lawns, common toilets, kitchen area etc will be excluded.

2. **Eligibility: -**

An Individual/Firm/Partnership Firm/Public Limited Company/Private Limited Company/Limited Liability Partnership (LLP)/HUF/Trust/ Registered power of Attorney Holder would be eligible to apply for seeking Certificate of Heritage.

3. **Application and documents to be enclosed: -**

The prescribed application form enclosed at Annexure-1 along with the following documents shall be submitted online to the Commissioner/ Director, Department of Tourism, Govt. of Rajasthan, Jaipur (To be received through offline mode till web portal is developed) : -

- a. Proof of age of the property issued by Local Tehsildar or Local Body and Archaeology & Museum Department (As per format enclosed at annexure 4).
- b. Map of the existing building/property with clear demarcation of area constructed before year 1950 and after 1.1 1950 duly prepared/ attested by the registered Architect/Civil Engineer having ten years of experience in the field (with membership no./ registration no.).
- c. The report of architect/Civil Engineer with self-declaration on letter head as per Performa given at Annexure 5.
- d. The applicant shall submit a self declaration on plain paper as per Annexure 2.
- e. The application shall be accompanied by a demand draft of Rs.21000/- as a processing fee (Rupees Twenty-One thousand only) payable to the Commissioner/ Director, Department of Tourism, Government of Rajasthan, Jaipur, which shall be non-refundable.
- f. The Photographs of the façade/front elevation of the property showing the complete property from various angles highlighting its heritage characters.

4. Summary Rejection in case of incomplete application:

- a. If any of the documents is not provided by the applicant, the same shall be communicated to the applicant who shall submit the same within 15 days from the date of receipt of the letter. If the information is not furnished within the prescribed time, the application shall be rejected.
- b. In case of any grievance relating to rejection of the application by the Commissioner/Director, Department of Tourism, Rajasthan, Jaipur, a decision of the Principal Secretary, Department of Tourism shall be final.



5. **Certificate of Heritage:**

- a. The Certificate of Heritage property (enclosed at Annexure-3) shall be signed by the Commissioner/Director, Department of Tourism, Govt. of Rajasthan, Jaipur.
- b. The front Photograph of the property showing the complete property and its Heritage features shall be pasted on the Certificate of Heritage.
- c. The declaration submitted by the applicant shall be printed on the back of the Certificate.

6. **Other Conditions:**

- a. If any deviation from the permissible norms of new construction is found at any stage, the certificate of Heritage is liable to be withdrawn.
- b. 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.
- c. Commissioner/Director, Tourism at its sole discretion can nominate any officer of Department of Tourism to verify the credentials of the property at any time before and after granting certificate of Heritage.
- d. In case of any discrepancy or irregularity found in the self- declaration (along with enclosed reports) submitted as per Annexure -'A', shall be reported to the respective regulatory authority.
- e. Heritage Unit must ensure and follow the guidelines of the CPWD "Handbook of Conservation of Heritage Buildings" for Restoration/ Renovation/ Refurbishment/ Repair of existing property.


Principal Secretary,
Tourism

FORM

**Application form for granting Certificate of Heritage for Operating Heritage
Hotel/Heritage Property proposed to be used as a Tourism Unit by the
Department of Tourism, Rajasthan, Jaipur.**

To,

Commissioner/Director
Department of Tourism,
Govt. of Rajasthan,

**Subject: Application for grant of Certificate of Heritage for operating
Heritage Hotel/ Heritage Property proposed to be used as a
Tourism Unit.**

Sir,

I/We hereby apply for grant of Certificate of Heritage for operating Heritage
Hotel/ Heritage Property details of which are as under: -

1. Name & complete Postal
Address of the applicant
with photo and Photo ID
(Self attested Photo Copy
of ID to be enclosed)
2. Complete Address and details of
Operating Heritage Hotel/
Heritage Property proposed to
be used as Tourism Unit:
3. Photograph of the Building
including façade and
architectural features, from
different angles.

Address of the Heritage Property:

Latest Photo of the Heritage property
(Front View)

4. I/We hereby enclose the following documents with the application which are required under guidelines: -
- a. Proof of age of the property issued by Tehsildar or Local Body and Archaeology & Museum Department.
 - b. Map of the existing building/property with clear demarcation of area constructed before 01.01.1950 and after 01.01.1950 duly prepared/attested by the registered Architect/Civil Engineer (with membership no./ registration no.)

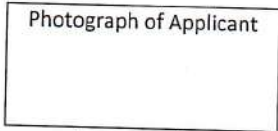
The report of the Architect/Civil Engineer with a self-declaration on letterhead as per Annexure – 3 with following brief.

- (1) Total area: (in figure).....(in words).....(Sq. Yards).
 - (2) Open area (in figure).....(in words).....(Sq. Yards).
 - (3) Constructed area: -
 - (i) (Area constructed before 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)
- c. The applicant shall submit a self-declaration on plain paper as per Annexure-2.
- d. The application shall be accompanied by a demand draft of Rs.21000/- as a processing fee (Rupees Twenty-One thousand only) payable to the Commissioner/Director, Department of Tourism, Government of Rajasthan, Jaipur, which shall be non-refundable.
- e. The Photographs of the façade/front elevation of the property showing the complete property from various angles highlighting its heritage characters.

I/WE hereby undertake to abide by the provisions and the prescribed conditions of the Guidelines for granting Certificate for Heritage for Operating Heritage Hotel/Heritage Property proposed to be used as a Tourism Unit and as amended from time to time. If any deviation from the permissible norms of new construction is found at any stage, the certificate of Heritage may be withdrawn by this Department. I/we or any other person cannot claim ownership rights on the basis of this certificate and the certificate is not valid for any legal purpose.

Name and Signature of the Applicant

Declaration
(on plain paper)



1. 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., Mohalla etc.) for grant of Certificate of Heritage by Department of Tourism. I am fully authorized to apply for the same.
2. I have obtained and attached the certificate of age of the property in prescribed format issued by 1. Tehsildar _____ or 2. Local Body _____ / and 3. Archaeology & Museum Department _____ issued on manifesting 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. Area details of the property are as below: -
 - (1) Total area: (in figure)(in words)Sq. Yards.
 - (2) Open area (in figure) (in words)Sq. Yards.
 - (3) 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 figur..... (inwords)Sq. Feet.
7. 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.
8. I/we or any other 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.
9. 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
 Rajasthan, 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. I am well aware of the fact that if the information given by me is proved false/not true, I will have to face the punishment as per the law, and all the benefits availed by me shall be summarily withdrawn.

Name of the Applicant (s)

1.

2.

Signature of the Applicants (s)

1.

2.

**Government of Rajasthan
Department of Tourism**

Paryatan Bhawan, Opposite Vidhayakpuri Police Station, M.I. Road, Jaipur

No.:

Dated:

Certificate of Heritage

(Operating Heritage Hotel/ Heritage Properties proposed to be used as a Tourism Unit)

To Whom So Ever It may Concern

This is to certify that the property situated at (Complete Address)..... is a

heritage property constructed before 01.01.1950 as per the definition of a Heritage Hotel/ Heritage Property in Rajasthan Tourism Unit Policy, 2015. This certificate is issued on the basis of the following.

- Tehsildar _____
- Local Body _____
(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, 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

Government of Rajasthan

Office Name, Tehsil: _____ Distt.: _____ (Raj.)

No.

Date:

Certificate of age for Heritage Properties

Applicant Shri/Smt./Kum. _____ (Aadhar No. _____) s/o, w/o, d/o
Shri _____, Address: _____, Tehsil: _____
Distt.: _____ State/ UT: _____ (India) PIN _____ has
applied for certificate of age for Heritage Property: _____ (Name of property- if
any), Address: _____ Tehsil: _____, Distt. _____
(Rajasthan).

This is to certify that the above property: _____ (Name of property- if any),
Address: _____, Tehsil: _____, Distt.:
_____ (Rajasthan) is built prior to the date 01 January, 1950.

The area details given by the applicant.

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 revenue records of the above mentioned property,
report of concerned Patwari and affidavit produced by the applicant.

Signature of Officer with seal

(Name of Officer)

Government of Rajasthan

..... (Name of local body)

Office of,

..... (office address)

No.

Date:

Certificate of age for Heritage Properties

Applicant Shri/Smt./Kum. _____ (Aadhar No. _____) s/o, w/o, d/o Shri _____, Address: _____, Tehsil: _____ Dist.: _____ State/ UT: _____ (India) PIN _____ has applied for certificate of age for Heritage Property: _____ (Name of property- if any), Address: _____ Tehsil: _____, Distt. _____ (Rajasthan).

This is to certify that the above property: _____ (Name of property- if any), Address: _____, Tehsil: _____, Distt.: _____ (Rajasthan) 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)

Government of Rajasthan

Department of Archeology & Museums,

Office of,

..... (office address)

No.

Date:

Certificate of age for Heritage Properties

Applicant Shri/Smt./Kum. _____ (Aadhar No. _____) s/o, w/o, d/o Shri _____, Address: _____, Tehsil: _____ Distt.: _____ State/ UT: _____ (India) PIN _____ has applied for certificate of age for Heritage Property: _____ (Name of property- if any), Address: _____ Tehsil: _____, Distt. _____ (Rajasthan).

This is to certify that the above property: _____ (Name of property- if any), Address: _____, Tehsil: _____, Distt.: _____ (Rajasthan) 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)

The report of The Architect/Civil Engineer

| | | | | |
|----|---|--|-----|-----|
| 1 | Name of the applicant | | | |
| 2 | Complete Address and details of operating Heritage property | | | |
| 3 | Total area (In Figure) | In Figure | | |
| | | (in words).....(Sq. Yards). | | |
| 4 | Open area | (in figure) | | |
| | | (in words).....(Sq. Yards). | | |
| 5 | Constructed area: - | (Area constructed before 1.1.1950) | | |
| | | (in figure) | | |
| | | (in words) | | |
| | | (Area constructed after 1.1.1950) | | |
| | | (in figure) | | |
| | | (in words) | | |
| | | (Total constructed area) | | |
| | | (in figure) | | |
| | | (in words).....(Sq. Feet). | | |
| 3 | Area constructed before 01.01.1950 and after 01.01.1950 with clear demarcation on the map and photographs to be enclosed as documentary evidence. | | | |
| 4 | The details on following points may be described : | | New | Old |
| | | No. of Rooms with bathroom | | |
| | | No. of Rooms without bathroom | | |
| 5 | Style of architecture of applied property | Hindu/ Hindu+Mughal/ Mughal/ Gothic/ Indo-gothic/ Or any other | | |
| | Description about material used in construction of property (like: Stone masonry/ brick masonry/ use of lime/ any other) | | | |
| 6 | Description of style of gates/ windows of property/ roof/ floor/ terrace | | | |
| 7 | Minimum 5 distinctive heritage characteristics depicting traditional architecture with photographs | | | |
| 8 | Any other relevant information/references | | | |
| 9 | Whether the general features and ambience confirm to the overall concept of heritage and architectural distinctiveness | | | |
| 10 | Listing of Areas/Structures built before 1950. | | | |
| 11 | Listing of additional Structures built after 1950. | | | |

That, I/We..... an Architect/ a Civil Engineer, registered with the Council of Architecture, New Delhi/Institute of Engineer bearing Registration No., is qualified for professional practice, having experience of ten years in this field.

That, I am fully conversant with design elements, methodology and approach for evaluating the architecture of Historic Buildings and their survey of whatsoever nature, as per law;

That I am fully aware and agree that any false, misleading, insincere statement of facts, improper or fraudulent survey by me, leading to this certification on dated, will amount to grave misconduct leading to proceedings at appropriate forum and or complain to the Council of Architecture, New Delhi or Institution of Engineers, (India) (As applicable)

Seal & Signature of Architect/Civil Engineer with Registration No.

Departmental Inspection Report by Tourism Officials

| S.No. | Particular | Inspection Report | | | | | | | | | |
|-------------------------------|--|--|--|-----|-----|----------------------------|--|--|-------------------------------|--|--|
| 1. | Name & complete Postal Address of the applicant with photo | | | | | | | | | | |
| 2. | Contact Number (mobile No.) | | | | | | | | | | |
| 3. | Email ID | | | | | | | | | | |
| 4. | Name of the Heritage Property | | | | | | | | | | |
| 5. | Address of the Heritage Property (with complete details i.e. Khasra No./Plot/House No. Village/Tehsil/Colony/Mohalla, Town, District etc.) | | | | | | | | | | |
| 6. | Year of construction of the property, alongwith supporting documents (As per the details given by the applicant) | | | | | | | | | | |
| 7. | The area details as given in the application | <p>(1) Total area: (in figure)</p> <p>(2) (in words)(Sq. Yards).</p> <p>(3) Open area (in figure)..... (in words)(Sq. Yards).</p> <p>(4) Constructed area :-</p> <p>I. (Area constructed before 1.1.1950) (in figure) (in words)(Sq. Feet).</p> <p>II. (Area constructed after 1.1.1950) (in figure) (in words)(Sq. Feet).</p> <p>III. (Total constructed area) (in figure) (in words).....(Sq. Feet).</p> | | | | | | | | | |
| 8. | The details on following points may be described : | <table border="1"> <thead> <tr> <th></th> <th>New</th> <th>Old</th> </tr> </thead> <tbody> <tr> <td>No. of Rooms with bathroom</td> <td></td> <td></td> </tr> <tr> <td>No. of Rooms without bathroom</td> <td></td> <td></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 property) | | | | | | | | | | |
| 16. | Any other relevant information (such as reference of the property in district gazetteer, published book, old photos, toposheets 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)

Department of Archaeology & Museums
Inspection Report

| S.No. | Particular | Inspection Report |
|-------|--|-------------------|
| 1. | Name & complete Postal Address of the applicant with photo | |
| 2. | Contact Number (mobile No.) | |
| 3. | Email ID | |
| 4. | Name of the Heritage Property | |
| 5. | Address of the Heritage Property (with complete details i.e. Khasra No./Plot/House No. Village/Tehsil/Colony/Mohalla, Town, District etc.) | |
| 6. | <i>Style of architecture of applied property (Hindu/ Hindu+Mughal/ Mughal/ Gothic/ Indo-gothic/ or any other)</i> | |
| 7. | Description about material used in construction of property (like: Stone masonry/ brick masonry/ use of lime/ cement etc.) | |
| 8. | Description of style of gates/ windows of property/ roof | |
| 9. | Features of the boundary wall | |
| 10. | Whether the general features and ambience confirm to the overall concept of heritage and architectural distinctiveness. (Please indicate architectural style/construction material used) | |
| 11. | Listing of Areas/Structures built before 1950. | |
| 12. | Listing of additional Structures built after 1950 | |
| 13. | Status of harmony between old construction patterns with the new | |
| 14. | Any other relevant information (such as reference of the property in district gazetteer, published book, old photos, toposheets of Survey of India, listings in <i>publications</i>) will be treated as documentary evidence. | |
| 15. | Remarks | |

Signature of Inspection Authority(s)