

**Government of Rajasthan
Department of Tourism**

No. F9 () New Tourism Policy/DT/2020/

Jaipur, Dated:

**RAJASTHAN TOURISM
GUEST HOUSE SCHEME**

In compliance to clause 4.1. of Tourism Policy, 2020, the Guest House scheme for 6 to 20 rooms has been prepared. The PG (Paying Guest) scheme up to 5 rooms in residential houses is already in place in the state. At several occasions, the stakeholders have raised the issue of non-viability to run PG houses up to 5 rooms professionally as they have to pay electricity, water and other charges on commercial rates. It has also been observed that many PG houses after obtaining approval from Department of Tourism add more rooms to make it viable but do not disclose the same. Thus the Guest House scheme will allow the residential house owners/ lessees to offer professional services with more number of rooms.

The Guest House scheme will increase the availability of affordable accommodation, increase the inventory of rooms and put to use the huge investment in residential properties.

1. Short title, extent and commencement. - This scheme may be called the Rajasthan Tourism Guest House Scheme, 2020 and shall extend to the municipal areas of the State of Rajasthan. It shall come into force with immediate effect.

2. Definitions- (1) In this scheme, unless context otherwise required-

- (a) “**Tourism Policy**” means the Rajasthan Tourism Policy, 2020
- (b) “**Applicant**” means the owner/lessee of the residential premises, who applies for registration of his premises to run it as a Guest House.
- (c) “**Foreigner**” means a national of a country other than the Republic of India;
- (d) “**Form**” means the form appended to this scheme;
- (e) “**Tourist**” means a tourist who stays in the Guest House approved by the Department of Tourism, Government of Rajasthan.
- (f) “**Guest House**” means a residential house where a tourist stays on payment for boarding and lodging and such accommodation is registered as such by the Department of Tourism, Government of Rajasthan.
- (g) “**Registration and classification committee**” The committee defined in the scheme.

The words and expressions used but not defined in this scheme shall have the same meaning as assigned to them in the Tourism Policy, 2020.

3. Application for Registration- (1) Any person intending to use his owned/leased residential house as a Guest House for providing a place where a tourist stays on payment for boarding and lodging shall apply in Form ‘A’ appended with the scheme for registration of Guest House.

4. Fees for Registration and renewal- (1) The application is to accompany a fees on the following scales :-

Category	Registration Fee	Renewal Fee
'A'	Rs. 5000/-	Rs. 5000 /-
'B'	Rs. 3000/-	Rs. 3000 /-

The checklist for mandatory and desirable facilities for categories 'A' and 'B' is available in the enclosed Schedule.

(2) Fees shall be paid in the form of a Bankers Cheque/ demand draft issued by a scheduled Bank or by E-challan payable to the Commissioner/Director, Department of Tourism, Government of Rajasthan, Jaipur, which shall be nonrefundable.

5. General conditions of registration- The residential premises to be registered under this scheme as Guest House shall conform to the following conditions, namely:-

Eligibility:-

- (i) All existing Paying Guest houses approved by Department of Tourism and existing hotels in residential areas (under operation before launching of Tourism Policy, 2020 will be eligible under the scheme if it is constructed on a minimum plot size 167 Sq. meter and is located at a minimum 30 ft. wide road.
- (ii) New houses with Plot size above 167 Sq. meter and located at a minimum 30 feet wide road will be eligible under the scheme.
- (iii) Buildings which have flats owned by more than one owner are excluded from the Scheme. Such buildings will not be allowed to be operated as guest house by the lessee also.
- (iv) It will be mandatory for the owner/lessee of the Guest house that he/she lives physically with the family in the Guest House premises. This norm will also be applicable for existing hotels and PG houses opting for Guest House scheme.
- (v) That the owner/lessee shall let out not less than 6 rooms and not more than 20 rooms to guests. There will be total forty lettable beds in all and not more than 3 beds in one room will be allowed.
- (vi) The residence will have not more than 23 rooms. However kitchen, dining hall, one store room and a general store / grocery shop will not be counted under total number of rooms in the guest house.
- (vii) Minimum three rooms of the Guest house shall be used for personal residence by owner/lessee.
- (viii) In case the applicant is a lessee, a self-certified copy of registered lease deed in the name of the applicant has to be enclosed. The lease deed must have the clause that the lease has been given to operate the residence as a Guest House.

Necessary licenses:-

- (i) Fire NOC
- (ii) FSSAI license

Essential facilities :-

- (i) The lettable rooms in the Guest House shall be with an attached bathroom with a WC. The minimum area of lettable rooms and bathroom has been given in the schedule of the Scheme. The rooms of Guest Houses less than the prescribed size shall be used for personal residence and the same shall not be offered to tourists.
- (ii) There shall be adequate arrangement for regular water and power supply with back up for the same, proper ventilation and lighting, suitable furniture and other facilities;
- (iii) The premises must be in good state of repair and must have required standard of hygiene, cleanliness and safety measures.
- (iv) Adequate parking facility shall be arranged either within the same premises or in the vicinity (Valet parking);
- (v) Garbage disposal system should be available in the Guest House premises.

Optional facilities :-

A General store and grocery shop for selling daily utility items to staying guests with maximum area of 10 x12 sq.ft. The same shop can be used to offer Non-alcoholic beverages and snacks to staying guests.

6. Other conditions for Guest Houses :- In addition to adherence to the conditions set out at clause 5, Guest House establishments shall also comply with following conditions:-

- (i) After obtaining fire NOC any further construction will not be allowed and the copy of building map submitted with fire NOC application will also be submitted with the application for the Guest House registration.
- (ii) Any new construction in the Guest House building after the registration will be allowed only after written permission has been obtained from the concerned authority/ local body and the registered Guest House owner/ lessee will submit the same to the Member Secretary of the Registration and classification committee, before commencing the construction work.
- (iii) Furnish particulars of foreigners staying in the Guest House to the concerned authorities as per the relevant law in force.
- (iv) Obtain, keep and furnish full particulars as to identity of the persons admitted to the establishment.
- (v) The owner/lessee shall communicate to the Member Secretary any change in ownership of the Guest House whether by inheritance or by transfer.
- (vi) Any other condition which may be imposed by the commissioner/Director, Department of tourism from time to time.
- (vii) Prevailing Govt. Acts, laws, rules and regulations will have to be followed.

7. Registration and classification committee: - (1) There shall be a registration and classification committee for registration and classification of the Guest House establishment and will consist of the following :-

- (i) Joint Director, In charge for concerned Districts, HQ (chairperson))
- (ii) Representative of nearest IHM/FCI.
- (iii) Representative of hotel association of the area.
- (iv) Representative of municipality nominated by CEO/EO of concerned municipality not below the rank of Revenue Officer(RO).
- (v) In charge Tourist Reception Centre/TIB, Member Secretary.
- (vi) The Chairperson, the Member secretary and one more member of the committee shall constitute quorum for registration and classification committee.

(2) Application for Guest House registration shall be submitted to the Member Secretary, who will scrutinize the same. After scrutiny, the application shall be forwarded to the Chairperson of the committee for seeking date and time for inspection and shall also send the list of deficiencies to the applicant for removal of the same.

(3) In case the chairperson authorizes the Member Secretary to decide date of inspection at his level than the Member Secretary will convey the date of inspection to all members of the committee. In case the chairperson and any other members of the committee are not able to attend the inspection, the Member Secretary and one more member will constitute quorum for the purpose of inspection.

(4) Any clarification / confirmation, if required from the applicant, may be taken by the Inspecting members at the time of inspection. The Member Secretary shall submit the signed report by the Inspecting members to the Registration and classification committee which may approve or reject the application.

(5) However, those establishments recommended for rejection by the inspecting members, the Registration and classification committee with its quorum shall inspect the proposed Guest House establishment and shall take the final decision.

(6) Any person aggrieved with an order of rejection by the Registration and classification committee issued by Member Secretary may file an appeal before the Commissioner/ Director, Department of Tourism, Rajasthan within thirty days and his decision thereon shall be final.

8. Issuance of certificate of registration- When the establishment is approved by the Registration and classification committee for registration under this scheme, an **in-principle** approval will be granted to the applicant with the signature of Member Secretary. However, the In- principle approval will not entitle the owner/lessee to start operations as a Guest House.

The applicant has to obtain fire NOC and FSSAI license within a period of three months. After submitting self-certified copies of the same and any other document required in the In-Principle approval, the registration certificate shall be issued by the Member Secretary in the form 'C'. A copy of registration of the guest house will be endorsed to concerned Municipality. The registration certificate shall be issued for a period of two

years in the first instance and shall be renewable thereafter for two years on the same fee and in the prescribed proforma for registration. The owner/lessee shall apply for renewal before 3 months of expiry date of existing registration/renewal.

However, this registration for Guest House doesn't certify any title or ownership of land and building and any approval of building plan or regularization of existing building.

9. Operational requirement of the Guests Houses: -

- (i) The Guest House will be open round the clock and will have a proper reception counter.
- (ii) The terms and conditions of registration shall be displayed by each Guest House at the back of the reception with proper lighting on the display board so that it can be easily read by guests.
- (iii) Phone numbers of the police, fire, hospital and owners/lessee of the Guest House shall be displayed at the reception counter and at different places in the premises. It will be in English and Hindi both.
- (iv) The owner/lessee of the Guest House will provide all assistance in case of any emergency or casualty to guests at the premises including immediate medical and transportation assistance.
- (v) An evacuation route in case of an emergency shall be compulsory in addition to regular access route within the Guest House.

10. Responsibility of Department of Tourism-

- (i) The application for Guest House registration shall be disposed of within 45 days from the date of receipt.
- (ii) There will be a list of approved Guest Houses on the Tourism Department's website for the awareness of the visitors.
- (iii) Department will make the process of application online with the facility of online payment.
- (iv) An online complaint section shall also be made part of the online application form.

11. Register of tourists staying at the establishment- The owner of the Guest House shall maintain the register of guests at least for 7 years (in form 'D') and shall submit the monthly tourist statistics to the concerned tourist reception center or Tourist information bureau before 5th of the next month. (In form 'E')

12. Directory- All regional offices and district level offices of Department of Tourism, Rajasthan and the concerned Prescribed Authority shall maintain a Directory of all the registered Guest House establishments and maintain the same up to date by additions/deletions/modifications, from time to time.

13. Power to inspect- The Chairperson of the Registration and classification committee may either itself or by authorizing any officers of the Tourism Department on its behalf may inspect at all reasonable times the Guest House premises registered under this scheme. However, it will be mandatory to conduct inspection at least once a year.

14. Cancellation of registration: - Department of Tourism can cancel the registration of any Guest House on any of the following grounds: -

- (i) If any condition laid down in the scheme is found unfulfilled or violated
- (ii) If any additional construction in the existing Guest house building is made without obtaining a written permission of the concerned authority/local body and without submitting the copy of the same to the Member Secretary.
- (iii) If guests other than the in house guests are found serviced by owners/lessee of the Guest House.
- (iv) If owner/lessee fails to submit tourist statistics to the concerned Tourist Reception Center or Tourist Information Bureau for two consecutive months (In form 'E').
- (v) If the owner/lessee of the Guest house is not found living physically with the family in the Guest House premises.
- (vi) Any complaint received against any nuisance created by the Guest Houses shall be scrutinized and an enquiry will be conducted by the Department, findings of which may lead to cancellation of registration of the Guest House.
- (vii) The guest houses which have not deposited Govt. taxes shall not be renewed and are liable to be cancelled any time.
- (viii) The chairperson of registration and classification committee is empowered for cancellation after taking the report of Member Secretary/ field officers of Tourism Department into consideration or otherwise also.
- (ix) A hearing opportunity will be given to the Guest House owner/lessee by the chairperson of the registration and classification committee before issuing cancellation orders.

15. In case the owner/lessee is not satisfied with the decision of the Chairperson of the Registration and classification committee, an appeal may be filed by the Guest House owner/lessee to the Commissioner/Director Tourism and his decision there on shall be final.

(Gayatri Rathore)
Principal Secretary, Tourism

FORM 'A'

Application form for registration/renewal of Guest House

To,
The Incharge
TRC/TIB,

Sub: - Application form for registration/ renewal of Guest House

Sir/Madam,

Kindly find the required details filled in and relevant documents enclosed:

1. Name of the establishment: -

2. Category for which applied (A/B)

3. Name of owner of the residence.....

Address.....

Aadhar No.

Mobile No. 1.....2.....Jurisdiction Police station.....

4. Name of lessee (If lessee is applicant)

Address.....

Aadhar No.

Mobile No. 1.....2.....Jurisdiction Police station.....

5. Complete postal address of the establishment

6. Distance of establishment in kms. From,-

- (a) Airport;
- (b) Railway station;
- (c) Nearest bus terminal/stand/scheduled stop;
- (d) City center;
- (e) Nearest shopping center;
- (f) Nearest metro rail station (in case of city of Jaipur)

7. Details of establishment:-

- (a) Whether owned or leased premises (please enclose proof of ownership or attach registered lease deed in case of lessee.)
- (b) Enclose as built building plan of the proposed Guest House building certified by the owner/lessee and by a registered architect
- (c) Enclose a self-certified copy of lease Deed in the name of the lessee (applicant) mentioning the use of the residential building as a Guest House.
- (d) Enclose a self-certified copy of title paper of property like Jamabandi/Patta/allotment letter, registered lease deed indicating residential use of the plot. In case of leased properties, a copy of last electricity bill has to be enclosed.
- (e) Width of the road on which establishment is located (enclose any proof issued by a Govt. authority)
.....
- (f) Details of parking area available in the establishment or its vicinity
.....
- (g) Plot area (Sq. Mtr.)
- (h) Covered area (Sq. ft.)
- (i) Number of rooms (attached with bathrooms and W.C.) in the establishment: -
(Single bed, size of each room)

(Double bed, size of each room)

(Triple bed, size of each room)
- (j) Total number of rooms (attached with bathrooms and W.C.) offered for use under the scheme
- (k) Common area; (give details, in Sq. ft.)
(i) Lobby/Lounge
- (ii) Dining Hall
- (iii) General store/grocery shop
- (l) Additional facilities, if any;
- (m) Eco-friendly facilities;
- (n) Firefighting equipments

8. Details of Compulsory Licenses (Enclose copies attested by the applicant)

- (a) FSSAI License: Date of issuevalidity up toIssuing Authority.....
- (b) Fire NOC: Date of issuevalidity up to Issuing Authority.....

Note: I/ we undertake to submit above documents within three months from the date of issue of in-Principle approval of Guest House and understand that if the same is not fulfilled, the in-principle approval shall be withdrawn.

9. Types of food to be provided,-

10. Tariff for rooms:-

- (a) Single bed room
- (b) Double bed room
- (c) Triple bed room.....

11. Details of fee to be deposited:- Banker's cheque/D.D. No./E-challan

12. Number of documents enclosed with the application

(Please enclose a separate sheet mentioning the name of documents)

13. Particulars of owner/lessee residing in the establishment such as age, profession and brief note on his /her back ground and particulars of other members residing in the establishment with their relationship.

(Fill in the check list of facilities available in the establishment as per schedule appended with the scheme and sign on each page of the Schedule).

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**Signature and name of the
owner/lessee of the
establishment, in block letters**

Form 'B'

In principle approval

To
The Guest House Owner/Lessee
Address

Sub:- In principle approval

On the recommendation of registration and classification committee the establishment (address)has been approved in principle as a Guest House.

It is necessary to submit self certified copies of the following documents before date_(3 Months) failing which your in principle approval will be withdrawn without any correspondence.

1. FSSAI License
2. Fire NOC
3. Other documents as under

Note:- The In- principle approval does not entitle the owner/lessee to start operations in the establishment as a Guest House.

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Member Secretary of
Registration and classification
committee

copy for necessary and early action

1. CEO/EO Municipality/Nagar Parishad/Nagar Palika
2. CMHO of concerned District

()
Member Secretary of
Registration and classification
committee

Form – ‘C’

**Government of Rajasthan
Tourism Department**

Certificate of Registration

It is certified that house (Address) owned by Mr./Ms...../ leased to Mr./Ms..... by Mr./Ms..... is registered as a Guest house for Number of rooms in the category..... (A/B) under the Rajasthan Tourism Guest House Scheme, (issued under Rajasthan Tourism Policy, 2020) by the Department of Tourism, Government of Rajasthan.

This certificate is issued on and shall remain valid till

This registration for Guest House doesn't certify any title or ownership of land and building and any approval of building plan or regularization of existing building.

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**Member Secretary of
Registration and classification
committee**

Place

Date

Copy to– 1. CEO/EO NagarNigam / Nagar Parishad / Nagar Palika.....
2. CMHO of concerned District

Form 'E'**Monthly Report of Tourist Arrivals**

.....Guest House

1. General

1.1	Name of Guest House	
1.2	Tariff for rooms Single Bed Room. Double Bed Room. Triple Bed Room.	
1.3	Category	
1.4	Concerned TRC/TIB	
1.5	No, of beds available of guest	

2. Total numbers of Tourist arrivals

	Number of guest checked in		Number of beds nights spent	
	Indian	Foreign	Indian	Foreign
During the month				
Upto the month				

3. Number of Guest other than foreigners

Numbers of guest checked in		Numbers of beds nights spent	
During the month	Upto the month	During the month	Upto the month
Total	Total	Total	Total

4. Country wise foreigners

	Numbers of guest checked in		Numbers of beds nights spent	
	During the month	Upto the month	During the month	Upto the month
1. United Kingdom				
2. France				
3. Italy				
4. Canada				
5. USA				
6. Germany				
7. Australia				
8. Switzerland				

9. Japan				
10. Sri Lanka				
11. Pakistan				
12. Bangladesh				
13. Singapore				
14. Iran				
15. UAE				
16. Saudi Arabia				
17. Malaysia				
18. Others*				
Total				

*Specify.....

SCHEDULE

Checklist for approval & registration/Renewal of Guest House Establishments

S. No.	Facilities	A	B	Certification by the Establishment regarding the facilities Yes/No	Observations of the Inspecting Members of Registration and classification committee
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	D		
2.	Sufficient parking (within guest house premises/valet parking)	M	M		
3.	Guest rooms: Minimum 6 lettable room and maximum 20 rooms (40 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 bathrooms with every room along with toiletries.	M	M		
7.	Minimum size of each bathroom in square feet.	30	30		
8.	WC toilet to have a seat and lid, toilet paper.	M	D		
9.	Running hot & cold water with proper sewerage connections.	M	M		
10.	Well maintained smoke free, clean, hygienic, odour free, pest free kitchen.	M	D		
11.	Good quality cutlery and crockery.	M	M		
12.	Air-conditioning / heating depending on climatic conditions with room temp. between 20 to 25 degrees Centigrade in the rooms.	M	D		
13.	Iron with iron board on request.	M	D		
14.	Internet Connection.	M	D		
15.	15 amp earthed power socket in the guest room	M	M		
16.	Telephone with extension facility in the room	M	D		
17.	Wardrobe with at least 4 clothes hangers in the guest room.	M	D		
18.	Shelves or drawer space in the guest rooms.	M	D		

19.	RO/UV treated water round the clock	M	M		
20.	Good quality chairs, working table and other necessary furniture.	M	D		
21.	CCTV cameras to cover the whole premises, all floors, reception and outside area.	M	M		
22.	Refrigerator in rooms	M	D		
23.	A lounge or seating arrangement in the lobby area.	M	M		
24.	Evacuation route in addition to regular access route	M	M		
25.	Garbage disposal as per Municipal laws.	M	M		
26.	Acceptance of cash/Digital payments	M	M		
27.	Adequate firefighting equipments at each floor	M	M		
28.	Name, address and telephone number of doctors on call.	M	M		
29.	Left luggage facilities.	M	M		
30.	Assistance with luggage, on request.	M	D		
31.	Staff in clean uniform	M	M		
32.	Safekeeping facilities in the rooms.	M	D		
33.	Smoke/heat detectors in the house.	D	D		
34.	Security guard facilities	M	M		
35.	Maintenance of register for guest check-in and check-out records including passport details in case of foreigner.	M	M		
36.	AC/Air cooled dining hall with minimum 300 sq. feet area	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. The same can be relaxed as also by the committee based on local requirements.

Signatures of inspecting members

Format for Undertaking

To,

The Member Secretary, registration and classification committee,
Department of
Tourism, Govt.
of Rajasthan

UNDERTAKING

I have read and understood all the terms and conditions mentioned in the Rajasthan Tourism Guest House Scheme and hereby agree to abide by the same. No Govt. tax liability is pending on the residence applied for registration/renewal as the Guest House. The information and documents provided by undersigned are correct and authentic to the best of my knowledge. In case of any discrepancy in documents or violation of terms & conditions of the Scheme is found by the authorities, the registration of the Guest House may be cancelled.

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**Signature and name of the
owner/lessee of the
establishment, in block
letters**