

**Government of Rajasthan
Department of Tourism**

No. F8 (42) Trade/DT/09/5588

Jaipur, Dated: 11-06-12

NOTIFICATION

In exercise of powers conferred by section 9 read with section 7 of the Rajasthan Tourism Trade (Facilitation and Regulation) Act, 2010 (Act No. 9 of 2010), the State Government hereby makes the following Scheme to regulate the Paying Guest Houses, namely :-

1. Start title, extent and commencement. - (1) This scheme may be called the Rajasthan Paying Guest House Scheme, 2012.

(2) It shall extend to whole of the State of Rajasthan.

(3) It shall come into force from the date of its publication in the Official Gazette.

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

- (a) “**Act**” means the Rajasthan Tourism Trade (Facilitation and Regulation) Act, 2010 (Act No. 9 of 2010);
- (b) “**Applicant**” means the owner of the establishment who applies for registration under section 7 of the Act;
- (c) “**Establishment**” means a residential premises registered as Paying Guest House under this scheme;
- (d) “**Foreigner**” means a national of a country other than the Republic of India;
- (e) “**Form**” means the form appended to this scheme;
- (f) “**Paying Guest**” means a tourist who stays in a paying guest accommodation approved by the Department of Tourism, Government of Rajasthan or the Central Government;
- (g) “**Paying Guest Accommodation**” means a place of residence where a tourist stays on payment for boarding and lodging and such accommodation is recognized as such by the Department of Tourism, Government of Rajasthan or the Central Government; and

- (h) “**Prescribed Authority**” means an officer appointed and notified as such under clause (o) of section 2 of the Act.

(2) The words and expressions used but not defined in this scheme but defined in the Act shall have the same meanings as assigned to them in the Act.

3. Registration.- (1) Any person intending to use his residential premises as Paying Guest House for providing place where a tourist stays on payment or boarding and lodging shall apply in Form ‘A’ for registration of Paying Guest House and for renewal in Form ‘D’ to the Prescribed Authority.

(2) The establishment which are already recognized and/or registered by the Tourism Department of the State or by the Ministry of Tourism, Government of India before the commencement of this scheme, shall be deemed to have been registered under this scheme and such establishment shall have to conform to the conditions laid down under this scheme and the shall henceforth be governed by this scheme.

(3) On receipt of application under sub-clause (1) above, the Prescribed Authority shall write to the nearest Police station of the area for Police verification report in Form ‘B’ which shall be submitted by the In-charge of the Police station within 30 days positively. If the report is not received within 30 days from the Police station, it may be deemed to have been received in the Department in favour of the applicant.

(4) On receipt of application under sub-clause (1) above, the Prescribed Authority shall either inspect the establishment himself or cause to be inspected by officers subordinate to him and scrutinise the contents of the application as also the facilities or services offered by the applicant and satisfy himself about suitability of home stay facilities and if satisfied may register such establishment and when not satisfied may reject the application after recording reasons.

(5) Any person aggrieved with an order of the Prescribed Authority may prefer appeal before the Commissioner, Department of Tourism, Rajasthan within thirty days and his decision thereon shall be final.

4. Fees for Registration.- (1) When the application is allowed, before a certificate of registration is issued, the applicant shall pay fees on the following scales, namely :-

	Category	Amount of fee in Rs.
1.	Silver	1,000/-
2.	Gold	2,000/-

(2) Fees shall be paid in the form of a demand draft issued by Scheduled Bank payable to the Commissioner, Department of Tourism, Government of Rajasthan, Jaipur, which shall be nonrefundable.

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

- (i) that the residential premises are purely residential unit and the owner is physically residing therein along with his family;
- (ii) that the owner shall let out not less than two rooms and not more than 5 rooms to paying guests consisting of fifteen beds in all;
- (iii) that each bedroom has an attached bathroom and WC and adequate arrangement for water and power supply, proper ventilations and lighting, suitable furniture and other facilities;
- (iv) that premises are in good state of repair and have required standard of hygiene, cleanliness and safety including fire safety;
- (v) that the premises is having adequate parking facility either within the same premises or in the vicinity;
- (vi) that the premises have been considered suitable by a classification committee for registration as an establishment as silver or gold category; and
- (vii) any other condition the Commissioner, Department of Tourism or the Prescribed Authority may impose, from time to time.

6. Other conditions for paying guest house.- In addition to the adherence to the conditions set out at clause 5, paying guest establishments shall,-

- (i) furnish particulars of any foreigner staying in his establishment to the concerned authorities as per the relevant law, time being in force.
- (ii) obtain, keep and furnish full particulars as to identity of the persons admitted to the establishment.
- (iii) forthwith communicate to the Prescribed Authority any change in ownership of the Paying Guest House whether by inheritance or transfer.

7. Classification committee.- (1) There shall be a classification committee constituted for recommending classification of the home stay facility establishment, consisting of the following :-

(a) for the metropolitan area of Jaipur city:

- (i) Assistant Director, Tourism (Hotels);
- (ii) Assistant Director, Tourism (Trade); and

(iii) Assistant Director (Tourist Reception Centre).

(b) for all other districts in the State:

- (i) Representative of collector not below the rank of Assistant Collector/S.D.O. in the district;
- (ii) Unit In-charge of RTDC in the district;
- (iii) Assistant Director/Tourist Officer (Tourist Reception Centre/Information Centre in the district; and
- (iv) Two Representatives of Tourism and Travel Trade to be nominated by the Commissioner.

Note: Presence of any three members in the meeting of the committee of a district shall be necessary for purpose of quorum.

(2) On receipt of recommendation of the committee, the Prescribed Authority shall classify the establishment as 'Silver' or 'Gold' category depending upon the amenities available therein:

Provided that in regard to certain establishment if any classification has already been made by the regional committee appointed by the Ministry of Tourism Government of India, no fresh classification shall be necessary under this scheme and the Prescribed Authority shall treat the establishment as per that classification.

8. Category of establishments.- On the basis of the check list given in the Schedule, the classification committee shall give its recommendation for categorization of the establishment as 'Silver' or 'Gold' category.

9. Issuance of certificate of registration.- Whenever any establishment is approved by the Prescribed Authority for registration under this scheme, he shall issue a certificate in Form "C". The certificate shall be issued for a period of two years duration in the first instance and shall be renewable thereafter, for one year on payment of fee laid down in this scheme for registration.

10. Register of tourists staying at the establishment.- The owner of the Pay Guest House shall maintain a register in Form 'E' and shall preserve the same at least for 7 years.

11. Directory.- All regional offices of Department of Tourism, Rajasthan and the concerned Prescribed Authority shall maintain a Directory in Form 'E' of all the registered establishments and maintain the same upto date by additions/deletions/modifications, from time to time.

12. Power to inspect.- The Prescribed Authority may, either himself or by authorizing any officer of the Tourism Department in this behalf, inspect, at all reasonable times, the premises of the establishments registered under these regulations.

13. Repeal and savings.- (1) All tentative scheme, guide lines, directions, instructions issued by the Department of Tourism, Government of Rajasthan on the subject covered by this scheme which are inconsistent or repugnant to this scheme, shall stand superseded on the commencement of this scheme.

(2) Notwithstanding such supersession, any approval given or permission granted to any establishment by the Department of Tourism, Government of Rajasthan before the commencement of this scheme shall be deemed to have been given under this scheme and this scheme shall be applicable to them and they shall seek fresh registration or renewal, as the case may be, under this scheme within a period of ninety days from the date of commencement of this scheme.

Form – ‘A’**(See clause 3)**

Application form for registration of Paying Guest House
(Bed and Breakfast establishment)

1. Name of the establishment.-
2. Category for which applied (Silver/Gold)
3. Name of the person authorised to manage the establishment
4. Complete postal address of the establishment
5. Distance of establishment in kms. From,-
 - (a) Air port;
 - (b) Railway station;
 - (c) Nearest bus terminal/stand/scheduled stop;
 - (d) City centre;
 - (e) Nearest shopping centre;
 - (f) Nearest metro rail station (in case of city of Jaipur)
6. Details of establishment,-
 - (a) Whether owned or leased premises (please enclose proof of ownership or attach lease deed in case of lessee.)
 - (b) Whether the building plan is duly approved from the local authority,-

Yes	No
(c) Width of the road on which Establishment is located	
(d) Details of parking area available in the establishment or its vicinity	
(e) Plot area (Sqr. Mtrs.)	
(f) Covered area (Sqr. Mtrs.)	
(g) Number of rooms in the establishment.-	
(Single bed, size of each room)	
(Double bed, size of each room)	

- (h) Number of rooms (attached with bathrooms and W.C.) offered for use under the scheme
- (i) Common area; (give details, in Sqr. Mtrs.)
 - (i) Lobby/Lounge
 - (ii) Dining space
- (j) Additional facilities, if any;
- (k) Eco-friendly facilities;
- (l) Fire fighting equipment/hydrants, if any

7. Types of food to be provided,-

8. Tariff for rooms.-

(a) Single bed room

(b) Double bed room

9. Details of fee to be deposited.- Banker's is cheque/D.D. No.

10. Details of enclosers supplied with the application

11. Particulars of owner/authorized person residing in the establishment giving age, profession, family members with their relationship and brief note on the back ground of owner/representative.

(Attach check list of facilities available in the establishment as per Schedule 'A')

Verification

I S/o Shri do hereby verify that the information provided above is true to the best of my knowledge and the documents are authentic.

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**Signature of the owner
of establishment**

Place

Date

Form – ‘B’**(See sub-clause (3) of clause 3)****Police verification**

This is to certify that shri/smt./kum.
..... son/wife/daughter of

residing at address since
..... year..... and applying for registration of paying guest house under the
Rajasthan Paying Guest House Scheme, 2012, bears a good reputation and there is no adverse
remarks/entries made against him/her or any members of this family at this Police Station.

**Signature of SHO with
stamp of Police Station**

Date :

Place :

Form – ‘C’
(See clause 9)

Government of Rajasthan
Tourism Department

Certificate of Registration

It is certified that house owned by Mr./Ms.
..... is registered for (number of rooms) for
gold/silver category under the Rajasthan Paying Guest Scheme, 2012 by the Department of
Tourism, Government of Rajasthan.

This certificate is issued on and shall remain
valid till

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Prescribed Authority

Place

Date

Form – ‘D’**(See clause 3)****Application
for Renewal of Registration of Paying Guest House**

To

The Prescribed Authority,
.....
.....

Sir,

I hereby apply for renewal of certificate of Registration of P.G. House.
Brief details are as under :-

1. Name of the establishment.- (with complete address)
2. Date of registration with date of validity. (enclose copy of certificate of registration)

As the period of validity of the registration certificate is expiring on, so I request that the said certificate may be renewed for a further period of five years on the terms and conditions as laid down under the Rajasthan Paying Guest House Scheme, 2012 [check list of the approved existing accommodation and facilitation is enclosed as per schedule of the said scheme].

I enclose herewith Banker's Cheque/Demand Draft No. Dt.for Rs. payable to Commissioner, Department of Tourism, Rajasthan as renewal fee.

**Signature of owner of
(P.G. House) establishment**

Place

Date

Form – ‘E’**Name of the establishment****Registration no.****Register of Guest Tourists**

Name of the Guest- Tourist	Age	Nationality	Pass port number	Permanen t address	Phone numbe r	Date and time of checkin g in	Date and time of checkin g out	Place from which the guest tourist has arrived	Purpose of visit	Signatur e of Guest Tourist
1	2	3	4	5	6	7	8	9	10	11

SCHEDULE**(See clause 8)**

Checklist for approval & registration/Renewal of Paying Guest House/Bed & Breakfast Establishment

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S. No.	General	Silver	Gold	Certification by the Establishment regarding the facilities Yes/No	Observations of the 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.	D	M		
2.	Sufficient parking with adequate road width.	D	M		
3.	Guest rooms: Minimum one lettable room and maximum 5 rooms (10 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.	60	120		
5.	Comfortable bed with good quality linen & bedding preferably of Indian design.	M	M		
6.	Attached private bathrooms with every room alongwith toiletries.	D	M		
7.	Minimum size of each bathroom in square feet.	30	60		
8.	WC toilet to have a seat and lid, toilet paper.	D	M		
9.	24 hours running hot & cold water with proper sewerage connections.	D	M		
10.	Water saving taps/shower	D	D		
11.	Well maintained smoke free,	D	M		

	clean, hygienic, odour free, pest free kitchen.				
12.	Dining area.	D	M		
13.	Good quality cutlery and crockery.	M	M		
14.	Air-conditioning / heating depending on climatic conditions with room temp. between 20 to 25 degrees Centigrade in the offered room.	-	M		
15.	Iron with iron board on request.	D	M		
16.	Internet Connection.	D	M		
17.	15 amp earthed power socket in the guest room	M	M		
18.	Telephone with extension facility in the room	D	M		
19.	Wardrobe with at least 4 clothes hangers in the guest room.	D	M		
20.	Shelves or drawer space in the guest rooms.	D	M		
21.	Complimentary Aqua-guard/RO/mineral water	M	M		
22.	Good quality chairs, working table and other necessary furniture.	D	M		
23.	Washing Machines/dryers in the house with arrangements for laundry / dry cleaning services.	D	M		
24.	Refrigerator in the room	D	M		
25.	A lounge or seating arrangement in the lobby area.	D	M		
26.	Heating and cooling to be provided in enclosed public rooms.	D	M		
27.	Garbage disposal facilities as per Municipal laws.	M	M		
28.	Acceptance of cash/cheque/D.D.	M	M		
29.	Message facilities for guests.	M	M		
30.	Name, address and telephone number of doctors. (to be deployed)	M	M		
31.	Left luggage facilities.	M	M		
32.	Assistance with luggage, on request.	D	M		
33.	Safekeeping facilities in the rooms.	D	M		

34.	Smoke/heat detectors in the house.	D	D		
35.	Security guard facilities	D	M		
36.	Maintenance of register for guest check-in and check-out records including passport details in case of foreign tourists.	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.

Format for Undertaking

To,

The Prescribed Authority,
Department of Tourism,
Government of Rajasthan

UNDERTAKING

I have read and understood all the terms and conditions mentioned in the guidelines with respect to the approval and registration of the Paying Guest House (Bed & Breakfast Establishment) and hereby agree to abide by them. The information and documents provided are correct and authentic to the best of my knowledge.

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

Place :

Date :

By order of the Governor,

**Sd/-
(Gurjot Kaur)
Principal Secretary to the Government**