

Government of Rajasthan  
Department of Tourism

No. 11530

Jaipur, Dated: 21/10/2021

NOTIFICATION

In exercise of the powers conferred by 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 Homestay (Paying Guest House), namely:-

1. **Short title, extent and commencement.** -(1) This scheme may be called the Rajasthan Homestay (Paying Guest House) Scheme, 2021.
  - (2) It shall extend to whole of the State of Rajasthan.
  - (3) It shall come into force with immediate effect.
2. **Definitions.**- (1) In this scheme, unless context otherwise requires, -
  - (i) "Act" means the Rajasthan Tourism Trade (Facilitation and Regulation) Act, 2010 (Act No. 9 of 2010);
  - (ii) "Applicant" means the owner, lessee or a person holding registered Power of Attorney (POA) of the establishment who applies for registration and classification under this Scheme;
  - (iii) "Establishment" means a residential premises registered as a Homestay (Paying Guest House) under this scheme;
  - (iv) "Foreigner" means a national of a country other than the Republic of India;
  - (v) "Forms" means the forms appended to this scheme;
  - (vi) "Paying Guest" means a tourist who stays in a Homestay (Paying Guest House) accommodation registered by the Department of Tourism, Government of Rajasthan;
  - (vii) "Homestay (Paying Guest House) Accommodation" means a place of residence 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; and

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(viii) “**Prescribed Authority**” means the In-charge of Tourist Reception Centre/Tourist Information Bureau concerned for registration and classification of the Homestay (Paying Guest House).

(2) The words and expressions used but not defined in the Scheme shall have the same meanings as assigned to them in the Act or in the Rajasthan Tourism Policy, 2020, as the case may be.

**3. Registration and Classification.** -(1) An applicant intending to use his residential premises as Homestay (Paying Guest House) for providing a place where a tourist stays on payment for boarding and lodging shall apply in Form-A for registration and classification of Homestay (Paying Guest House) to the Prescribed Authority along with prescribed fee, check-list (schedule), self declaration and documents (Annexure-A).

(2) On receipt of an application under sub-clause (1) above, the Prescribed Authority shall scrutinize the contents of the application and also the facilities or services offered by the applicant based on the applicant’s self-declaration and shall issue the Temporary Registration Certificate in form-B within seven working days from the date of receipt of application. The Temporary Registration shall be valid for six months and the holder of Temporary Registration may operate the establishment for such period of six months.

(3) In case the Temporary Registration Certificate is not issued by the Prescribed Authority within seven working days, the same shall be deemed to have been registered.

(4) The Prescribed Authority shall inspect the temporary registered Homestay (Paying Guest House) within three months and if Homestay (Paying Guest House) fulfils the all norms prescribed for registration for Homestay, issue registration certificate in Form-C to the applicant. In case certain norms are not fulfilled, the same shall be communicated to the applicant within seven days. The applicant shall fulfill all norms within a period of two months from the date of issue of communication. After two months, if the Prescribed Authority is satisfied that all norms are fulfilled then the registration certificate shall be issued and if again finds that the establishment still does not conform to the norms, the temporary registration shall be withdrawn and application shall be rejected.

(5) Registration and classification shall be valid for two years from the date of issue of Registration by the Prescribed Authority. The owner, lessee or a person holding registered Power of Attorney (POA) of the establishment may apply for renewal of registration in Form-D three months before the date of expiry of the registration.

(6) The applications for registration or renewal, as the case may be, shall be received through offline mode till the web portal for online application is developed.

**4. Fees for Registration and Renewal.** -(1) The Fees payable along with the application for registration of establishment and renewal of registration shall be as under: -

Category of registration	Fee for registration/ renewal in Rupees.
1. Silver	1000/-
2. Gold	2000/-

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(2) Till the web portal is developed, fees shall be paid to the Tourist Reception Centre/Tourist Information Bureau, concerned through e-challan payable to the Commissioner/Director, Department of Tourism, Jaipur. The application fee shall be non-refundable.

**5. General Conditions for Registration.-** The establishment to be registered under this scheme as a Homestay (Paying Guest House) shall conform to the following conditions, namely:-

- (i) that the establishment is purely a residential unit and the owner, lessee or the person holding registered power of attorney is physically residing therein along with his family;
- (ii) the registered lease document/ registered power of attorney should clearly state that the lessee or the person holding registered power of attorney is allowed to run the residence under the Rajasthan Homestay (Paying Guest House) Scheme, 2021;
- (iii) that the owner/lessee/the person holding registered power of attorney shall let out not less than one room and not more than five rooms to paying guests. Maximum fifteen beds shall be lettable to paying guests;
- (iv) in case if applicant is a lease holder, minimum lease period should be at least three years at the time of application for registration or renewal, as the case may be;
- (v) that each lettable bedroom has an attached bathroom and WC and adequate arrangement for water and power supply, proper ventilation and lighting, suitable furniture and other facilities;
- (vi) that premises are in good state of repair and have required standard of hygiene, cleanliness and safety including fire safety;
- (vii) that the premises is having adequate parking facility either within the same campus or in the vicinity;
- (viii) that the premises have been considered suitable by the Prescribed Authority for registration as a Homestay (Paying Guest House) establishment as 'Silver' or 'Gold' category; and
- (ix) any other condition the Commissioner/Director, Department of Tourism may impose, from time to time.

**6. Other Conditions for Homestay (Paying Guest House).-**In addition to the adherence to the conditions set out in clause 5, the owner, lessee or a person holding registered Power of Attorney (POA) Homestay (Paying Guest House) 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 the persons admitted to the establishment; and

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- (iii) forthwith communicate to the Prescribed Authority any change in ownership of the Homestay (Paying Guest House) whether by inheritance or transfer.

**7. Classification of Establishments.** -Based on the self-declaration of the applicant and inspection of the prescribed authority, the establishment shall be classified as 'Silver' or 'Gold' by the Prescribed Authority.

**8. Responsibility of the Department and the Prescribed Authority.-** The Tourism Department and the prescribed authority shall be responsible for the following:-

- (i) The application for Homestay (Paying Guest House) registration shall be disposed off within the time specified in this scheme.
- (ii) The Prescribed Authority shall ensure that the list of registered Homestay (Paying Guest House) shall be available on the website of the Department of Tourism for awareness of the visitors.
- (iii) The Department shall make the process of filling application online with the facility of online payment earliest, till then, the applications are to be received through offline mode.

**9. Register of Tourists Staying at the Establishment.** - The owner/lessee/the person holding registered Power of Attorney of the Homestay (Paying Guest House) shall maintain a register of tourists staying at the establishment in Form- E and shall preserve the same at least for seven years or as per the law in force.

**10. Directory.** -All regional offices of the Department of Tourism, Rajasthan and the Tourist Reception Centre/Tourist Information Bureau concerned shall maintain a Directory of all the registered establishments and maintain the same up-to-date by additions/deletions/modifications, from time to time.

**11. Promotion.** -The Department shall make its dedicated endeavour to promote the Homestay (Paying Guest House) in all possible manner, including social media handles and other promotion platforms.

**12. Power to Inspection.** -The Prescribed Authority shall inspect all establishments registered under this scheme, at least once in a year and at any reasonable time.

**13. Cancellation of Registration.** -The Prescribed Authority holds the power to cancel the registration of any Homestay (Paying Guest House) which violates any clause of this Scheme.

**14. Review of Application.** -In case, an applicant is not satisfied with rejection of application or cancellation of registration by the Prescribed Authority, the applicant may apply for review of such order of rejection of application or cancellation of registration to the Prescribed Authority within sixty days of order of rejection of application or cancellation of registration and its

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decision thereon shall be final.

**15. Repeal and Savings.-** The Rajasthan Paying Guest House Scheme, 2012 is hereby repealed:

Provided that all applications pending on the date of commencement of the Homestay (Paying Guest House) Scheme, 2021 shall be disposed off under the Rajasthan Paying Guest House Scheme, 2012 within three months from the date of commencement of this scheme.

Provided further that such repeal shall not affect any approval given or permission granted to any establishment by the Department of Tourism, Government of Rajasthan before the commencement of this scheme and same shall be deemed to have been given under this scheme and provisions of this scheme shall be applicable to them.

**By order of the Governor,**

  
(Gayatri Rathore)

**Principal Secretary to the Government.**

## Form-A

(see clause 3)

Application form for registration of Homestay (Paying Guest House)

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) 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)

6. Details of establishment, -

- (a) Whether owned or leased or POA premises (please enclose proof of ownership or attach registered lease deed in case of lessee or registered POA in case of Power of Attorney)
- (b) Width of the road on which Establishment is located  
.....
- (c) Details of parking area available in the establishment or its vicinity  
.....
- (d) Plot area (Sq. Mtrs.)
- (e) Covered area (Sq. Mtrs.)
- (f) Details of rooms in the establishment. -

Type of Room	No. of rooms	No. of beds	Area of room
Single bedroom			
Double Bedroom			
Triple Bedroom			
Dormitory			

- (a) Number of rooms (attached with bathrooms and W.C.) offered for use under the scheme..... Total beds .....
- (b) Common area; (give details, in Sq. Mtrs.)
- (i) Lobby/Lounge.....
- (ii) Dining space.....

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- (c) Additional facilities, if any;
- (d) Eco-friendly facilities;
- (e) 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.....
- (c) Triple bedroom .....
- (d) Dormitory (per bed) .....

9. Details of fee to be deposited. - E-challan no ..... Amount .....

10. Documents, as mentioned in Annexure-A are enclosed herewith.

11. Particulars of owner/lessee/authorized person holding registered Power of Attorney Holder 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 and self declaration as per Schedule)

**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.

( )  
Signature of the owner /  
lessee/authorized person  
holding registered Power of Attorney



### SCHEDULE

Checklist for approval & Registration of Homestay (Paying Guest House) Establishment  
*\*To be filled for every category*

S. No.	General	Silver	Gold	Certification by the Establishment regarding the facilities Yes/No	Observations of the Prescribed Authority
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 01 lettable room and maximum 05 rooms (15 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 along with 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, clean, hygienic, odour free, pest free kitchen.	D	M		
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.	Wardrobe with at least 4 clothes hangers in the guest room.	D	M		
19.	Shelves or drawer space in the guest rooms.	D	M		
20.	Complimentary Aqua-guard/RO/mineral water	M	M		
21.	Good quality chairs, working table and other necessary furniture.	D	M		
22.	Refrigerator in the room	D	M		
23.	A lounge or seating arrangement in the lobby area.	D	M		
24.	Heating and cooling to be provided in enclosed public rooms.	D	M		
25.	Garbage disposal facilities as per Municipal laws.	M	M		
26.	Acceptance of cash/cheque /D.D./online payment	M	M		
27.	Name, address and telephone number of nearby doctors/medical centre.	M	M		
28.	Left luggage facilities.	M	M		
29.	Assistance with luggage, on request.	D	M		
30.	Safekeeping facilities in the rooms.	D	D		
31.	Smoke/heat detectors in the house.	D	D		
32.	Security guard facilities	D	M		
33.	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.

Place:

Date:

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Signature of the owner /  
lessee/authorized person  
holding registered Power of Attorney

### SELF DECLARATION

To,

Prescribed Authority, .....  
Department of Tourism,  
Government of Rajasthan

I hereby declare the following:

- (i) that my establishment is a residential unit and I am physically residing therein along with my family;
- (ii) I am the owner/lessee with registered lease/power of attorney holder (document enclosed) and am fully authorized to run the residence as a Homestay (Paying Guest House)
- (iii) that the establishment is located in a residential area surrounded by other residential houses, hospital, police station, etc located in close vicinity.
- (iv) That Police verification & credentials of staff employed at the establishment is always done on first employment and its record is maintained properly.
- (v) that proper safety measures are maintained at the establishment for women travelers.
- (vi) that I shall let out not less than 1 room and not more than 5 rooms (maximum of 15 beds) to paying guests.
- (vii) that each lettable bedroom has an attached bathroom and WC and adequate arrangement for water and power supply, proper ventilation and lighting, suitable furniture and other facilities;
- (viii) that premises are in good state of repair and have required standard of hygiene, cleanliness and safety including firesafety (as per norms);
- (ix) that I will maintain a register of tourists staying at the establishment in Form 'E' and shall preserve the same at least for 7years or as per the law in force.
- (x) that I will furnish particulars of any foreigner staying in the establishment to the Police/concerned authorities as per the relevant law and guidelines, time being inforce.
- (xi) That I will obtain, keep and furnish full particulars of the identity of the persons admitted to the establishment.
- (xii) forthwith communicate to the Prescribed Authority any change in ownership of the Homestay (Paying Guest House)whether by inheritance or transfer.
- (xiii) that there is adequate parking facility either within the same campus or in the vicinity;
- (xiv) that I will abide by the decision of the Department of Tourism, Govt of Rajasthan for categorization of my establishment as 'Silver' or 'Gold' category; and
- (xv) any other condition the Commissioner/Director, Department of Tourism may impose, from time to time.
- (xvi) I shall abide by all prevailing Govt. acts, laws, rules, regulations and guidelines.
- (xvii) I shall apply for renewal before 3 months before the date of expiry of the previous registration & Classification.

I hereby certify that I have read all above mentioned points carefully and I will abide by all.

I have read and understood all the terms and conditions mentioned in the guidelines with respect to the approval, registration & classification of the Homestay (Paying Guest House) and hereby agree to abide by them. The information and documents provided are correct and authentic to the best of my knowledge and I have signed both pages of self-declaration and all documents enclosed.

I hereby agree to abide by the above mentioned declaration, failing which the Prescribed Authority holds the right to cancel the registration and take necessary action against the undersigned. I am also liable to be booked / prosecuted under existing rules, laws, etc.

In case there is any change in the details submitted by me in the application form, I shall submit the same to the concerned Tourist Reception Centre/Tourist Information Bureau within a week's time.

I have retained a copy of above declaration for my personal reference.

Place:

Date:

( )  
Signature of the owner /  
lessee/authorized person  
holding registered Power of Attorney

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and

**Annexure-A**

The checklist of documents to be enclosed with the application form is mentioned below:

1. Property ownership/registered lease deed/ registered Power of Attorney (POA) papers.
2. Electricity bill and water bill of the establishment not older than 3 months.
3. Photo ID with address proof of the owner/lessee/the person holding POA.
4. Enclose a separate sheet for particulars of owner/lessee/authorized person holding registered POA residing in the establishment giving age, profession, family members with their relationship and brief note on the back ground of owner/representative.
5. Printed Colour photographs (at least 5x7 inch) of the property viz outer façade, rooms, bathroom, kitchen, lounge, etc.

Application fee: E-challan number ..... date .....

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**Form-B**

(see clause 3)

**Temporary Registration Certificate**

No:

Date:

To

The House Owner/Lessee (Name .....)

Address.....

Sub: -Temporary Registration Certificate.

On the basis of self-declaration of the applicant the establishment (address)..... is acknowledged as temporary registered Homestay (Paying Guest House).

This certificate is valid till date.....(date in numeric and words).

Note: The Temporary Registration Certificate does not entitle the owner/lessee to continue operations after the date of expiry of validity.

In case of any inconvenience tourists can contact Tourist Reception Centre/ Tourist Information Bureau. Phone no. .... Email.....

Date of Issue:

(  
Prescribed Authority  
Office seal  
)

Handwritten marks: a checkmark and a signature.

**Form-C**

(see clause 3)



RAJASTHAN  
The Incredible State of India!

**Department of Tourism  
Government of Rajasthan**

**REGISTRATION CERTIFICATE  
HOMESTAY (PAYING GUEST HOUSE)**

**Category :****Registration No.-****Date:**

This is to certify that the below addressed house is registered as a Homestay (Paying Guest House) under the Homestay (Paying Guest House) Scheme, 2021 of the Department of Tourism, Government of Rajasthan. The Homestay (Paying Guest House).....  
..... Located at ..... is  
owned by/leased to Mr./Mrs. ....

In case of any inconvenience, tourists can contact Tourist Reception Centre,  
..... Telephone: ..... or  
E-mail .....

Room Category	No. of Rooms	Room Tariff (In Rs.)
1. Single Bed Room	-----	-----
2. Double Bed Room	-----	-----
3. Triple Bed Room	-----	-----
4. Dormitory	-----	----- per bed

P.G. House is registered on .....and valid till date.....(date in numeric and words).

Handwritten signature and initials.

(Name)  
**Prescribed Authority**  
Place .....  
Phone .....

**Form-D**

(see clause 3)

**Application**

**Renewal of Registration & Classification of Homestay (Paying Guest House)**

To

Prescribed Authority,  
Tourist Reception Centre/Tourist Information Bureau,  
.....

Sir,

I hereby apply for renewal of Registration of Homestay (Paying Guest 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 .....  
....., I request that the said certificate may be renewed for a further period of two years on the terms and conditions as laid down under the Rajasthan Homestay (Paying Guest House) Scheme, 2021.

I enclose herewith E-Challan No.....Date..... of Rs..... payable to Tourist Reception Centre/Tourist Information Bureau as renewal fee.

Signature of owner/lessee/authorized person holding registered POA of (P.G. House)  
establishment

Place.....

Date.....



**Form-E**

(see clause 9)

**Name of the establishment.....****Registration no.....****Register of Guest Tourists**

Name of the Guest-Tourist	Age	Nationality	Pass port number	Permanent address	Phone number	Date and time of checkingin	Date and time of checkingout	Place from which the guest tourist has arrived	Purpose of visit	Signature of Guest Tourist
1	2	3	4	5	6	7	8	9	10	11

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