

# **Rajasthan Tourism Trade (Facilitation and Regulation) Rules, 2010**

RAJASTHAN

India

## **Rajasthan Tourism Trade (Facilitation and Regulation) Rules, 2010**

### **Rule**

### **RAJASTHAN-TOURISM-TRADE-FACILITATION-AND-REGULATION-RULES, 2010**

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Rajasthan Tourism Trade (Facilitation and Regulation) Rules, 2010 Published vide Notification No. G.S.R. 97, dated 14.2.2011 Last Updated 16th May, 2019 G.S.R. 97. - In exercise of the powers conferred under Section 31 of the Rajasthan Tourism Trade (Facilitation and Regulation) Act, 2010 (Act No. 9 of 2010), the State Government hereby makes the following rules, namely: -Chapter -1 Preliminary

#### **1. Short title, extent and commencement.**

(1) These rules may be called the Rajasthan Tourism Trade (Facilitation and Regulation) Rules, 2010. (2) They shall extend to whole of the State. (3) They shall come into force at once except Chapter-II which shall come into operation upon publication of a scheme setting out standard and norms for recognition and registration of service providers under sub-section (2) of section 3 of the Act.

#### **2. Definitions.**

(1) In these rules, unless there is anything repugnant in the subject or context, -(a) "Act" means the Rajasthan Tourism Trade (Facilitation and Regulation) Act, 2010 (Act No. 9 of 2010); (b) "Appendix" means the appendix appended to these rules; and (c) "Form" means the form appended to these rules. (2) The words and expression used but not defined in these rules and defined in the Act shall have the same meanings as assigned to them in the Act. Chapter - II Recognition and Registration of Service Providers

### 3. Recognition and registration.

(1) Any service provider operating or intending to operate as a service provider in the State, if desire to have itself / himself recognized by the Department of Tourism of the State, may apply to the prescribed authority in the manner and in the form provided in the scheme framed under section 3 of the Act for recognition and registration of tourism service providers. (2) When the application for recognition and registration is allowed, and the prescribed authority decides to register and recognize the said service provider, the particulars of such service provider shall be recorded in a register maintained for the purpose in Form 'A' and issue him a certificate of registration cum recognition in Form 'B'. (3) Before any certificate of registration cum recognition is issued to any service provider, the service provider shall pay a registration fee as specified in Appendix rA' Chapter - III Licensing of Guides

### 4. Inviting of applications for training.

(1) After determination of number of Guides by the State Government under sub-section (1) of section 8 of the Act, the Commissioner may invite applications in Form 'C' from persons to be admitted to training before such persons are licensed as Guides. (2) The advertisement seeking applications shall be published in the news paper having wide circulation in the State as well as posted on the website of the Department of Tourism on the internet inter alia containing minimum qualifications required for Local Level and State Level Guides distinctly as also fee to be charged for training, if found suitable for training. (3) All applications received by the Commissioner by the last date notified in the advertisement shall be scrutinized and list of candidate found eligible shall be declared and displayed on the notice board of the concerned prescribed authorities and communicated individually by post to all the candidates found suitable for training. (4) The training for the Local Level Guides shall be arranged locally by the concerned prescribed authorities and the training for the State Level Guides shall be arranged at Jaipur under the over all control and superintendence of the Additional Director, Department of Tourism who shall also be the prescribed authority as defined in clause (o) of section 2 of the Act for the purpose of licensing of State Level Guides.

### 5. Educational qualifications for Guides.

(1) Any person desiring to be trained and licensed as a Guide must possess the following minimum academic qualifications, namely : -

- |                            |   |  |
|----------------------------|---|--|
| (i) For State Level Guide  | - | The candidate must be a graduate from any University established by law in India or must possess three year's diploma course in Tourism from any University established by law in India or any institute approved for the purpose by the State Government; |
| (ii) For Local Level Guide | - | The candidate must have passed higher secondary examination or 10+2 examination from a Board of Secondary Education established by law in India.   |

(2) Weightage for selection for training and grant of license shall be given to those, - (i) having knowledge of regional languages of India as also of foreign languages other than English language; (A Screening by written test as to proficiency in the language shall be conducted for the purpose). (ii) having knowledge of pasts (i.e. history) heritage (involving tradition, art and culture) of Rajasthan with reference to prominent monuments and heritage sites situated in the State in the case of State Level Guide and similar knowledge regarding district/region/circuit in case of Local Level Guides.

## **6. Age for licensing of Guides.**

- (1) The minimum age of a person seeking license as a Guide must not be less than 21 years and more than 45 years on the 1st day of the month of April of the year during which applications for licensing of Guides are called for: Provided that the Commissioner may afford relaxation in the matter of maximum age and educational qualification as also from undergoing training in case of, - (a) Retired Gazetted officers of Department of Tourism; (b) Retired Non-Gazetted officials of Department of Tourism; or (c) Retired members of armed forces of India; where he is satisfied that the incumbent seeking license has sufficient experience for Guiding the Tourists and is fit to take assignments as a Guide and needs to be licensed for the purpose: Provided further that persons falling under clause (a) of preceding proviso shall be eligible for relaxation for a license as a State Level Guide and those falling under clause (b) and (c) thereof shall be eligible for Local Level Guide who may be required to be imparted short training before issuing them licenses: Provided also that relaxation shall be given to only those candidates who sought such relaxation within two years from the date of his retirement. (2) No relaxation in educational qualification or age shall be made except as stated in provisos to sub-rule (1).

## **7. Syllabus, training and procedure of selection for Local Level Guides.**

(1) Whenever the candidates are selected for training as a Local Level Guide, the Department of Tourism shall impart them training and equip them with all the information and knowledge for the vocation of a Guide in accordance with the syllabus of training as specified in sub-rule (2). The training shall be imparted, by such of the instructors and officers of the Department of Tourism or other departments of the State as the Commissioner may determine in this behalf. (2) The syllabus for training of Local Level Guides shall be as follows, namely: - Syllabus for Training of Local Level Guides

### **1. History of Rajasthan from Guiding training view (two lectures).**

### **2. Over view of the various religions of India. .**

### **3. Art, culture and various tradition of the area Rajasthan (two lectures).**

- 4. Pairs & festivals of the area Rajasthan as a whole.**
- 5. Dance & Music of the area Rajasthan as a whole. '**
- 6. Wild life of Rajasthan, flora & fauna.**
- 7. Youth tourism, Adventure<sup>1</sup> tourism, Eco-tourism, Pilgrim tourism, Responsible tourism (two lectures).**
- 8. Transport facilities, hotels, cuisine.**
- 9. How to be a good Guide (two lectures).**
- 10. How to conduct sight seeing (three lectures).**
- 11. Information on local monuments (four lectures).**
- 12. Local Handicrafts, merits & demerits of taking tourists, to emporia's for shopping. -**
- 13. Yoga & Meditation.**
- 14. How to book, confirm air/rail/bus tickets.**
- 15. How to draw up tour programme.**
- 16. Basic manners, etiquette towards ladies, children & tourists on the whole.**
- 17. Heritage Hotels & their contribution to Rajasthan tourism.**
- 18. Architecture of Rajasthan, temple architecture (two lectures).**
- 19. Visa, passport, foreign exchange formalities.**
- 20. Important tourist destinations of Rajasthan (two lectures).**

(3)The training course for Local Level Guide shall be of four weeks duration.(4)During or at the completion of the training where it may appear to the Incharge of the training programme that certain candidates are deficient as to required knowledge and information with respect to particular field covered under the training course and when this fact is brought to the notice of Commissioner,

and the Commissioner being of the opinion that required knowledge is essential for those candidates before taking up the vocation as a Guide and a further boosting of their knowledge will be an added advantage, in such a situation, the training programme may be extended by the Commissioner by a week or two in regard to such candidates.(5)Ordinarily, the training shall be imparted by the officers of the Department of Tourism but, where necessary, officers from other departments of the State may also be associated who may be having special knowledge in any particular specialized field of knowledge. Eminent educationists such as Professors, Lecturers and other Specialists, Experts from required field may also be invited for delivering lectures and imparting training to the trainee Guides.(6)Where it may appear to the Commissioner that practical training or on the spot training is necessary for Local Level Guides, he may direct so before licensing these as a Local Level Guide.(7)A written test shall be conducted for all those candidates who have successfully completed their<sup>1</sup> training for the vocation of a Local Level Guide and all those passing the said examination shall be subjected to interview by a Board consisting of the following :-

**1. Dy. Director (Tourism).**

**2. Superintendent, Department of Archeology and Museums, Government of Rajasthan, incharge of the local area.**

**3. Nominee of Forest Department.**

**4. A representative of travel trade nominated by the Commissioner.**

**5. A representative of Institute of Hotel Management / Food craft Institute of the Region nominated by the Commissioner.**

The presence of any three members in the Board shall form the quorum.(8)The committee shall also took into the marks obtained in the written examination conducted after completion of training, in having over all assessment of the suitability of the candidate and prepare merit list of the candidates interviewed and recommend to the prescribed authority the exact number of the candidates required to be licensed as a Guide on the basis of merit list prepared by it taking into consideration the parameters of interview and other guiding principles as laid down in these rules.

## **8. Training and syllabus for State Level Guides.**

(1)Where a candidate is selected for training for State Level Guide, the Department of Tourism shall impart training to them to equip them with knowledge and information for the vocation of a State Level Guide in accordance with the syllabus of training as specified in sub-rule (2).(2)The syllabus or training course for State Level Guide shall comprise the following namely:-Syllabus for State Level Guide Training Course

- 1. History of India and the State.**
- 2. Industrialization of the State's Technological achievements.**
- 3. Five Year Plans of the State with special reference to tourism sector.**
- 4. Religions of India.**  
(a)Hindu(b)Islam(c)Christian(d)Sikh(e)Buddhist(f)Jain(g)Zoroastrian
- 5. Art, culture, tradition and way of life in the State.**
- 6. Archaeology of the State.**
- 7. Dances of the State.**
- 8. Architecture of the State.**
- 9. Music of the State.**
- 10. Sculptural Heritage of the State.**
- 11. Wild life of the State, Wild Life Sanctuaries & National Parks.**
- 12. Flora and Fauna, Trekking.**
- 13. Tourist Centers of the State.**
- 14. Youth Tourism/Adventure Tourism in the State.**
- 15. Handicrafts of the State.**
- 16. Shopping in the State.**
- 17. Working knowledge for India of items 7-17 above.**
- 18. Development of Tourism.**

(a)Marketing(b)Promotion(c)Publicity(d)Public relations(e)Media relations(f)Hospitality(g)Information & Guiding Services

## **19. Surface Transportation in the State.**

(a) Indian Railways (b) Approved Tourist Transport Operators (c) Road Services (d) Tour operator's Association of India

## **20. Rajasthan Tourism Development Corporation/Rajasthan State Hotel Corporation Limited.**

## **21. Cuisines of the State.**

## **22. Yoga and Meditation**

## **23. Hotel accommodation in the State.**

(a) Approved Hotels, Heritage Hotels (b) Classification of Hotels (c) Traveller lodges (d) Forest lodges (e) Dharamshalas, guest houses & other accommodation

## **24. Travel agents, tour operators and excursion agents of the State.**

## **25. How to draw up tour programmes/itineraries.**

## **26. Practical Training about,-**

(i) the art of conducting sight-seeing; (ii) how to be a good Guide; and (iii) sight-seeing tours of selected places in the State. (3) The training shall be of eight weeks duration. (4) The training of State Level Guides may, besides class room lectures, encompass tour programme of important tourist destinations in the State where on the spot training will be imparted to the trainees by trainers, departmental officers, acting experienced Guides with special emphasis on important land marks, heritage sites including monuments as also on eco-tourism, wild life safari etc. which may be a practical training for trainees. (5) All expenses of outdoor training shall be borne by the trainees themselves. However, the Department of Tourism shall coordinate the tour for training to ensure economy in the matters of travel, boarding and lodging at various places and locations. (6) During the training of trainees for State Level Guides, lectures of persons of eminence in specific fields relevant to training shall also be arranged. Lectures of administrators, Professors, Readers, Lecturers, Experts in specialized fields relevant for tourism may also be arranged. (7) Group discussions may also be organized frequently to inculcate specific understanding among trainees and also to enable them to shun hesitation while having conversation with a group of persons. (8) A written examination shall be conducted at the end of the training and those passing the said examination successfully shall be subjected to interview by a Board consisting of the following, namely: -

1. Commissioner Department of Tourism or his nominee not below the rank of Additional Director, Department of Tourism

Chairman of the Board

- |  |        |
|--|--------|
| 2. Director Archeology or his representative   | Member |
| 3. Wild Life Warden or any other officer having knowledge of eco-tourism or wild life sanctuaries nominated by Principal Chief Conservator of Forests, Rajasthan | Member |
| 4. A representative of travel trade from the State nominated by the Commissioner Department of Tourism, Rajasthan  | Member |

Presence of any three in the Board shall form quorum.(9)The Board while interviewing the candidates shall keep in view parameters as set out below:

	Marks
(a) Personality of candidate (which may include personal appearance)	10
(b) Quality of leadership in conducting group of tourists	10
(c) Fluency in expression (including knowledge of foreign languages other than English language)	10
Knowledge of heritage (which may comprise history, culture, tradition, monuments, forests, hills, hillock, water bodies, wild life, flora, fauna special land marks of a place of tourist interest etc.)	20
Total Marks	50

(10)The committee shall also consider the marks obtained in the written examination conducted after completion of training, in having over all assessment of the suitability of the candidate and prepare merit list of the candidates interviewed and recommend to the prescribed authority the exact number of the candidates required to be licensed as a Guide on the basis of merit list prepared by it taking into consideration the parameters of interview and other guiding principles as laid down in (Sic in) these rules.

## 9. Application, for licensing as a Guide.

(1)On successful completion of training and passing of examination by the trainees, they shall be declared eligible to be licensed as Guides.(2)All those persons who are eligible to be licensed under sub-rule (1) may apply to the Additional Director (Administration and Development), Tourism Department, Rajasthan in Form C-I for State Level Guide license and to the concerned prescribed authority in Form C-II for a license for Local Level Guide.(3)After receipt of select list from the Board under and in accordance with Rule 7 and Rule 8 and on application in C-I and C-II, the prescribed authority shall issue certificate/identity card in Form D-I to State Level Guides and in D-II to Local Level Guides on payment of fee of Rs. 2000/- for State Level Guide License and Rs. 1000/- for Local Level Guide license.(4)The certificate and identity card issued under sub-rule (3), shall remain valid for a period of two years which shall be subject to renewal on payment of renewal fee of Rs. 2000/- for State Level Guide and Rs. 500/- for a Local Level Guide and the renewal shall be effective for next two years duration and shall be subject to further renewal. During the pendency of renewal, the prescribed authority shall issue a certificate in Form-D-III.(5)(i)Every State Level Guide shall communicate to the Tourist Reception Centre/ Tourist Information Bureau and the concerned prescribed authority his principal place and contact number on telephone (including mobile phone) and shall also inform about his activities to the local tourist information centre in the State wherever he operates. Any change in the address and telephone number shall be



communicated to the concerned authorities and officers of the Department of Tourism, Rajasthan.(ii)Any failure on the part of the State Level Guide to comply with the aforesaid condition shall make him liable for cancellation of his certificate and identity card:Provided that before ordering for cancellation of certificate and identity card for such a lapse, the prescribed authority shall afford opportunity of being heard to the concerned Guide and where the explanation offered by him appear to be satisfactory, he may not take the purported action.(6)All certificates or identity cards issued by the Department of Tourism to persons as State Level Guide or as Local Level Guides before the commencement of these rules shall hold good and remain valid and shall be deemed to have been issued under these rules and shall, however, be subject to renewal as per these rules and all such Guides shall, from the date of commencement of these rules, be governed by the provisions of these rules.(7)The prescribed authority may issue certificate and identity card for acting as a Guide to retired officers of Department of Tourism without formal training and written examination as per provisions of these rules, in case the Commissioner recommends the suitability of such officer on the basis of his service record and experience gained during service tenure in the Department of Tourism and the prescribed authority is satisfied that he is fit for the vocation of a Guide.

## **10. General conditions for all Guides.**

- The general conditions for all Guides are 'as under: -(i)All those persons who are in regular employment or in any part time employment shall not eligible for training as a Guide or for seeking certificate or license to act as a Guide in the State:Provided that a person under employment, may be allowed to join the training programme if he produces no objection certificate from his employer and executes a declaration on non-judicial stamp duly attested by a Magistrate or a Notary Public that he may quit the service before he applies for certificate or license as a Guide.(ii)Any Local Guide or State Level Guide if joins any regular employment anywhere or starts his own vocation at any time, shall inform the prescribed authority and surrender to him the certificate or license and identity card.(iii)All Guides licensed or deemed to be licensed under these rules shall constantly remain in contact with the concerned Tourist Information Centre or other concerned officers of the Department of Tourism at various tourist destinations in the State so as to facilitate guiding assignments.(iv)Guides licensed or permitted to act as Guide in any local area or throughout the State shall remain in constant touch with the various tourism service providers such as Managers of hotels/motels, tour operators, safari organizers etc. for seeking guiding assignments, directly.(v)Each and every Guide licensed by the prescribed authority under these rules will strictly follow the provisions of the Act and these rules and all other laws including regulations and schemes framed from time to time by the State Government or the Commissioner under the provisions of the Act or these rules and under any other law by any authority competent to do so.(vi)In addition to the provisions of these rules, the Guides shall follow the directions as to good conduct and practice connected with the vocation of guides which are not inconsistent or repugnant to these rules.(vii)Any violation of the provisions of the Act and these rules may be deemed to be a misconduct or malpractice within the meaning of the Act and these rules and shall be dealt with accordingly besides cancellation of certificate or identity card of the Guide.(viii)Any change in address or taking up employment or starting own vocation shall be promptly communicated by the Guide to the prescribed authority not later than 30 days from the date when the change took place and non-compliance of this provision will be deemed as a malpractice within the meaning of

provisions of the Act and shall be punishable accordingly besides making such Guide liable for cancellation of his certificate/license and identity card.(ix)The Guides shall carry with him/her the identity card issued to him/her by the Department of Tourism and also wear the name tag while accompanying tourists.(x)The Guide shall not transfer, in any way his/her identity card or any other document which may have been issued to him/her by the Department of Tourism to any other person. Any violation of this condition will make him/her liable for cancellation of certificate and withdrawal of the Identity card granted to him/her.(xi)In case of loss or damage to the identity card, the Guide will immediately inform the concerned Tourism office and the nearest police station. He shall apply afresh for the duplicate identity card on the basis of first information report and statement that the card has been lost. The Guide will be responsible for the safe custody of the identity card.(xii)The Guide shall show on demand his/her identity card or any other document issued by the Department of Tourism to the Officer In Charge of Archaeological Monument or to the officials of Central/ State Government Tourism Departments/Archeological Survey of India.(xiii)The Guide will not solicit tips or testimonials from tourists. In cas (Sic case) where the foreign travel agent of his own accord includes gratuity for the Guide in payment, the Guide will be entitled for gratuity in addition to his prescribed fees. The Guide will not solicit any kind of testimonials or valuable material or otherwise such as free passage overseas, scholarships or subscriptions for any religious organizations etc. for himself/herself or any other person in his/her family dependant on him / her.(xiv)The approved Guide shall dress in a presentable manner to uphold the identity and honor of the profession to which he/she belongs and of the country. The Guide shall preferably wear Jodhpuri suite in winter and white safari in summer. The ladies shall wear Salwar Kameez or Sarees.(xv)The Guide shall charge prescribed fees only at the rates fixed by the Department of Tourism, Government of Rajasthan and shall not accept either higher or lower fees. While on duty the Guide shall always carry a copy of the schedule of charges testified and approved by the Department of Tourism, Government of Rajasthan.(xvi)The Guide shall not canvass business of any kind on behalf of the business house, travel agents, excursion agents, hoteliers, paying guest house, shopkeepers, transport operators, etc. nor he would accept commission from them or indulge in any other unethical practices.(xvii)The Guide shall not enter into any other business arrangements with any of the establishments either by way of partnership or on commission basis.(xviii)The Guide shall ensure that the tourists are made aware of the shopping at establishments/ shops approved or registered and recognized as service providers by the Department of Tourism, Industries Department, Government of Rajasthan in preference to unapproved shops, establishments.(xix)The Guide shall not refuse without valid reasons any assignment given to him/her by the Tourist Office of the State Government or other agencies such as travel agents / tour operators / excursion agents/hoteliers etc.(xx)The Guide shall maintain a good conduct and a courteous behavior (Sic behaviour) towards tourists or officials with whom he /she comes in contact during the course of his/her assignment.(xxi)The Guide shall not act as a driver for the vehicle while guiding.(xxii)The Guide shall be liable to following penalties in case of late arrival while on call:-(a)First late arrival warning in writing.(b)Second late arrival deduction of 25% fees.(c)Third late arrival, for disqualification one month when it is within a period six months.(d)Total absence-disqualification for three months.Note. - The above penalties will apply to a Guide who after having accepted an assignment does not report for duty at all except in such cases where late arrival, absence was due to circumstances beyond his / her control. In such cases if the prescribed authority/Tourism officer concerned is not satisfied with the explanation given by the

Guide, he /she will be fully empowered to recommend withdraw all of certificate and the identity card and name tag issued to him. Complaints regarding habitual late arrivals for assignment etc. will be viewed seriously and can lead to cancellation / withdrawal of license and identify (Sic identity) card.(xxiii)The Guide shall accept all assignments including those for Free Individual Tourist's, groups etc. These shall be accepted as per the rules and on prescribed fee.(xxiv)The Guide shall submit a quarterly statement indicating the number of assignment handled including handling of VIP's, groups, Free Individual Tourist's in Form 'E' to the Tourist Reception Centre/Tourist Information Bureau of Department of Tourism. Non submission of this statement shall be viewed seriously and can lead to cancellation / withdrawal of license and identity card.(xxv)An approved Guide shall be compulsorily required to attend any short term training refresher courses that may be organized by the Department of Tourism, Government of Rajasthan from time to time.(xxvi)The Guide shall be required to submit a fitness certificate issue by Medical Jurist on entry into the profession and thereafter every 2 years to the Department of Tourism, Government of Rajasthan.(xxvii) Absence of more than a month from guiding profession must be reported to the concerned Tourism officer in writing by the Guide.(xxviii)The Guide shall report to the Department of Tourism, Government of Rajasthan in the event of his trips abroad for a period exceeding three weeks.(xxix)The identity card of a Guide who is arrested by the police for offence or misconduct involving moral turpitude shall be withdrawn during the pendency of the case against him/her. In the event of his/her conviction by a court of law the identity card shall be cancelled.(xxx)The Guide shall be responsible to warn foreign tourists against taking photographs of places which are prohibited by law or which may reflect adversely on the country's image.(xxxi)Any representation of the Guide shall first be submitted to the Tourism officer concerned. Such representation will be addressed to the Commissioner. In case of any dispute the decision of the Commissioner shall be final.(xxxii)The Guide shall retire on attaining the age of 65 years and the identity card issued to him/her shall have to be surrendered to the Department of Tourism, Government of Rajasthan. However, an exemption can be granted by the prescribed authority after approval of the Commissioner up to three years after a personal interview of the Guide and on producing a fitness certificate issued by a Medical Jurist.(xxxiii)The Local Level Guide shall accept assignments only for the District or specific area for which the certificate/identity card has been granted by the Department of Tourism, Government of Rajasthan. He will be entitled to accompany tour groups as per his/her identity card on payment /fees by travel agents to be mutually negotiated.(xxxiv)If a Guide remains absent from active guiding service for a period exceeding 2 years due to reason of health, absence from country etc. he /she shall be deemed to have left the profession and in that event the identity card issued to him shall stand cancelled. However, in case a Guide wishes to rejoin the profession after the absence of two years, he /she will have to undergo a training programme (refresher course) to be conducted by the Department of Tourism, Government of Rajasthan every year.(xxxv)The Guide shall abide by the existing rules and any other rules or regulations and conditions that may be framed from time to time by the Department of Tourism and the Archaeological Survey of India, Department of Archaeology & Museum, Government of Rajasthan, Forest Department failing which the identity card issued to him/her shall be withdrawn.

## **11. Fees to be charged by Guides from tourists/clients.**

(1)The fee to be charged from tourists for guiding them at places of tourist's interest or at tourist destinations as a package shall be such as may be determined by the State Government from time to time by any general or special order.(2)The existing rates of fee as in existence are shown in Appendix 'B' appended to these rules.Chapter - IV Maintenance of Daily Diary by Tourist Assistance Force

## **12. Maintenance of daily diary by Tourist Assistance Force personnel.**

- The Tourist Assistance Force personnel shall maintain daily diary for the purposes of sub-section (7) and sub-section (8) of section 13 of the Act in Form 'G' appended to these rules.Chapter - V Furnishing of Statistical Data

## **13. Furnishing of Statistical data by service providers.**

(1)All service providers whether recognized and registered under the Act or not as also all Managers/Incharges/Keepers of Hotels, Dharamshalas, Sarais, Musalirkhanas, Paying Guest Houses and others who provide accommodation to tourists for consideration and where services are rendered to tourists and entries are made or required to be made in the registers maintained for the purpose and shall furnish statistical information to the Commissioner through Tourist Reception Centre/Tourist Information Bureau in Form F, F-I, F-II and F-II1 respectively whichever may be applicable to the service provider concerned.(2)The statistical data or information sought under sub-rule (1) shall be supplied monthly and must reach at the office of Incharge of tourist Reception Centre/Tourist Information Bureau by 7th day of each month.(3)Besides Statistics to be supplied by various service providers under sub-rule (1), the Superintendent of Police of each and every District in the State shall also supply to the Commissioner, the statistics relating to foreign tourists in Form F-IV periodically as sought by him.(4)On the basis of the data or information to be supplied by various service providers and the Police under sub-rule (2) and (3), the Tourist Reception Centers and Tourist Information Bureau shall supply Monthly Report of Tourist Arrivals to the Commissioner, Department of Tourism in Form F, F-I and F-III.

## **14. Transmission of data electronically as well.**

(1)The data under this Chapter may be transmitted and acknowledged electronically also, whenever the State Government may, by notification in official Gazette, provide that the provisions contained in the Information Technology Act, 2000 (Central Act No. 21 of 2000) and rules made and directions given thereunder, including provisions relating to digital signatures, electronic governance, attribution, acknowledgement and dispatch of electronic data or record and securing of such data, record or digital signature certificates as are specified in the said notification, shall in so far as feasible, apply to the communication, acknowledgement of data and procedures under this chapter.(2)Where any notice, communication or intimation is prepared on automated data processing system and is properly dispatched or served electronically on any person or authority,

then such information, communication or intimation or data when served or transmitted shall not be required to be personally signed and delivered by any person or authority and said communication shall not be deemed to be invalid only on the ground that it is not signed or delivered in person.

## 15. Repeal and Savings.

- The rules or orders, instructions, Guidelines relating to licensing of Guides as in force before the commencement of these rules and orders regulating the collection of statistical data from service providers are hereby repealed and abrogated: Provided that all licenses or certificates or identity cards issued to Guides under the rules orders/instructions, so repealed, shall be valid if not inconsistent with these rules and shall be renewable in accordance with the provisions of these rules: Provided further that the State Government may relax at the stage of renewal, in public interest, the norms of educational qualifications in the case of existing experienced Guides who stand already approved and licensed as Guides before the commencement of these rules. Form 'A'[See Rule 3(2)]

S. No.	Name of Service Provider	Category of service provider	Number and date of Registration
1	2	3	4
Whether Proprietorship/ Partnership/ Private Ltd. Company/Public Limited Company etc. with details of partners	Person Incharge or person responsible for running the firm or body corporate	Types of services provided to Tourists	
5	6	7	
Deficiencies or violations of Standards or norms(as set out under the .....scheme .....), if any, found upon periodical inspection. The deficiency is clearly to be noted category wise-whether the same is minimal, graver or gravest as per scheme fixing the standard.	Complaints, if any, about malpractice received and how dealt with along with final outcome thereof	Penal action, if any, taken for contravention of norms and standard, (with details thereof and no. & date of such order)	
8	9	10	
Other information	Remarks		
11	12		
Form 'B'[See Rule 3(2)] Government of Rajasthan Department of Tourism			
No. F-8 (42) Trade/DT/O9/ Jaipur Dated:			
Certificate of Registration cum Recognition It is Certified that M/s ..... is a Registered Tourism service provider with the Department of Tourism Government of Rajasthan and the Department of Tourism, Rajasthan hereby recognizes it as a Tourism service provider of acceptable standard in the category of..... at.....(place) as per standard and norms fixed for such service providers under the ..... scheme..... framed and published under sub-section (2) of section 3 of the Rajasthan Tourism Trade (Facilitation and Regulation) Act, 2010 (Act No. 9 of 2010). Prescribed Authority			

Affix recent passportsize photograph

Form 'C'[See Rule 4(1)]Application for admission to training as a Guide

**1. Name of the applicant.....**

**2. Father's Name .....**

**3. Whether belongs to SC/ST/BC/SBC/EBC (state caste)**

**4. Educational  
Qualification.....**

**5. Date of  
Birth.....**

**6. Whether wants to be trained as State Level Guide or Guide for a local area,  
(specify the area)**

**7. Whether has working knowledge of any foreign language other than  
English Language (mention the language with certificate or diploma or  
Degree, if any, obtained and attach copies  
thereof).....**

**8. Other information which the applicant wish to give in support of his  
suitability for the vocation as a Guide.**

(Signature)Postal Address(with PIN code)

Affix recent passportsize photograph

Form 'C-I'[See Rule 9(2)]Application for Grant of License as a State Level Guide

**1. Name of applicant.....**

**2. Father's Name.....**

**3. Educational Qualification and date of passing the training with rank in  
merit in select list (attach proof).....**

**4. State the Regional Language of India as also foreign Language other than English Language in which the applicant is proficient, (attach copies of certificate/diploma/ degree, if any awarded by any university or institute established by law in India or recognized as such by the State Government.)**

**5. Date of Birth.....**

**6. Any other information which the applicant wish to give in support of his suitability for a vocation as a Guide.**

Date: (Signature)

Place : Full Postal Address

Affix recent passportsize photograph

Form 'C-II'[See Rule 9(2)]Application for Grant of License as a Local Guide

**1. Name of applicant.....**

**2. Father's Name.....**

**3. Educational Qualification and date of passing the training with rank in merit in the select list (attach proof of educational qualification and passing the training) .....**

**4. Date of Birth.....**

**5. State the Regional Language of India as also foreign Language other than English in which the applicant is proficient (attach proof).....**

**6. Any other information which the applicant wish to give in support of his suitability for a vocation as a Guide.**

**7. Mention the Local Area (District, City, Town / Circuit/ Region) for which the License is required for acting as a Guide.**

Date: (Signature)

Place : Full Postal Address

Form 'D-I'[See Rule 9(3)]Identity Card of State Level Guide(1)I. D. Card No.

.....

Signature of the holder.....Signature of the Prescribed Authority with official seal  
(2) (3)

Certified that Shri .....

Area of Operation :  
Rajasthan

S/o Shri.....

.....

Resident of.....

Signature of Prescribed  
Authority

.....  
Whose photograph is given on page 1 is a Guide approved by the  
Government of Rajasthan, Department of Tourism, Subject to the  
conditions on page 4.

The validity of this identity card expires on..... unless  
renewed. This identity card is liable to be suspended or cancelled at any  
time before the date of its expiry by the Department of Tourism,  
Government of Rajasthan as per provisions of Rajasthan Tourism  
Trade (Facilitation and Regulation) Act, 2010 (Act No. 9 of 2010)  
and Rules made thereunder.

This Guide is to be allowed..... entry into all monuments  
and places including Forests under the control of State and all places  
under the control of Local Authorities and  
public bodies/instrumentalities of the State. [See sub-section (2) of 8 of  
Rajasthan Tourism Trade (Facilitation and Regulation) Act, 2010.

(4) (5)

1. The Guide will  
carry this identity  
card issued to him  
and also wear the  
armband/badge  
provided by  
the Department of  
Tourism while  
accompanying  
tourists.

This identity card is hereby renewed upto.....

2. He will charge  
Guide fees only at  
the rates fixed by  
the Department of  
Tourism. He will  
also carry a copy  
of the schedule of  
charges as



determined by the  
State  
Government under  
the Rajasthan  
Tourism Trade  
(Facilitation and  
Regulation) Rules,  
2010.

Signature of Prescribed Authority with official seal

3. He will not lend  
his identity card to  
anyone.

This identity card is hereby renewed upto

4. He will not  
solicit tips or other .....  
material  
gains from tourists  
or others.

5. He will show  
this identity card  
or other documents  
issued by the  
prescribed  
authority,  
Department  
of Tourism to the  
officers in-charge  
of monuments and  
archaeological buildings  
or the Forest  
Department/Local  
authority or to  
the persons to be  
Guided by him on  
demand.

Signature of Prescribed Authority with official seal

Form 'D-II'[See Rule 9(3)] Identity Card of Local Level Guide (1) I. D. Card No. ....

Signature of the holder.....Signature of the Prescribed Authority

(2)

(3)

Certified that Shri.....

Area of Operation  
District, Town,

City, Circuit (area of operation to be specified clearly)

S/o Shri.....

Resident of.....

.....

Signature of  
Prescribed  
Authority

Whose photograph is given on page 1 is a Guide approved and Licensed by the Government of Rajasthan, Department of Tourism, Subject to the conditions on page 4

The validity of this identity card expires on..... unless renewed. This identity card is liable to be suspended or cancelled at any time before the date of its expiry by the Department of Tourism, Government of Rajasthan as per provisions of Rajasthan Tourism Trade (Facilitation and Regulation) Act, 2010 (Act No. 9 of 2010) and Rules made thereunder.

This Guide is to be allowed entry into all monuments and places including Forests under the control of State and all places under the control of Local Authorities and public bodies/instrumentalities of the State. [See sub-section (2) of 8 of Rajasthan Tourism Trade (Facilitation and Regulation) Act, 2010

(4) (5)

1. The Guide will carry this identity card issued to him and also wear the armband/badge provided by the Department of Tourism while accompanying tourists.

This identity card is hereby renewed upto.....

2. He will charge Guide fees only at the rates determined by the State Government in the Department of Tourism. He will also carry a copy of the schedule of charges

determined by the  
State Government  
under the  
provisions of the  
Rajasthan Tourism  
Trade (Facilitation  
and Regulation)  
Rules, 2010.

Signature of Prescribed Authority with official seal

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3. He will not lend  
his identity card to  
anyone.

This identity card is hereby renewed  
upto.....

4. He will not solicit  
tips or other  
material gains from  
tourists or others.

5. He will show this  
identity card or  
other documents  
issued by the  
prescribed  
authority.

Department  
of Tourism to the  
officers in-charge of  
monuments and  
archaeological buildings  
or the Forest  
Department/Local  
authority or to  
the persons to be  
guided by him on  
demand.

Signature of Prescribed Authority with official seal Form 'D' III [See Rule 9(4)] Government of  
Rajasthan Department of Tourism Jaipur F.No. 8 ( ) Guide Renewal/TS/DT/2010/To whom So Ever  
It May Concern Dated:

This is to be certified that ..... s/o ..... is an approved Guide of the Department  
of Tourism, Government of Rajasthan. His identity card has been kept for renewal. He may be  
allowed to guide at the monuments till his card is renewed. His card No. is ..... His area of  
operation is ..... His signature is attested below. Prescribed Authority (With seal) (Specimen  
Signature of Guide) Signature Attested Prescribed Authority (With seal) (Name & Address of

Guide)(P.S. This certificate has to be surrendered for delivery of I.D. Card.)Form 'E'[See clause (xxiv) of Rule 10](Quarterly Statement of assignments handled by a Guide)

**1. Name of the Guide.....**

**2. Stationed at.....**

**3. Assignment.....**

(Number of Groups handled during the quarter)

**4. Duration/Period.....**

**5. VIPs escorted for guiding during the period**

**6. Places/of tourist interest/tourist spots covered.**

**7. Nationality of the Group of Tourists (Indian/Foreigners)**

**8. Total Number of tourists handled during the period (Indian / foreign)**

**9. General remarks as to the accomplishment of task assigned.**

**10. Complaints, if any**

**11. Mention the names of the Travel Agencies/Tour operator/ Safari Operator/Excursion Agent through which the tourists were assigned (attach letters/other communications) in the following Performa:-**

S.No. Name of TravelAgency/Tour Operator/Safari Operator/ExcursionAgent Groups VIP's FIT's

Place .....Date .....Contact No.....Signature of the GuideForm 'F'[See Rule 13]Government of Rajasthan Department of TourismMonthly Report of Tourist Arrivals from Hotel/Heritage hotel/PG Houses/Dharamshala etc. to TRC/TIB's

1. General Hotels

1.1 Name of Hotel/HH/PGH/ Dharamshala etc.

1.2 MPR for the Month of

1.3 Star category, if any

1.4 Concerned TRC/TIB

1.5 No. of beds available to guests

## 2. Total number of tourist arrivals

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

## 3. Country-wise foreign tourist arrivals

Number of guest checked in		Number of bed 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: .....Date of reporting:.....In-chargeForm 'F-I'[See Rule 13]Performa  
for intimating the 'same day visitors'

Name of the Place/Centre	Name of the Fair/Festival	Estimated Number of visitors
Domestic	Foreigner	

Signature Incharge with designation TRC/TIB/MonumentsForm-'F-II'[See Rule 13]Government of RajasthanDepartment of TourismMonthly Report of Tourist Arrivals fromTourist Reception Centre/Tourist Information Bureau to DOT

1. General Hotels

- 4.1 Name of TRC/TIB
- 4.2 Tourist Place
- 4.3 MPR for the Month of
- 4.4 Available Tourist Accommodation Tourist Accommodation of which tourist arrivalreports received and reported in this format

Category of Tourist accommodation	No. of units	No. of Rooms	No. of Beds	No. of units	No. of Rooms	No. of Beds
-----------------------------------	--------------	--------------	-------------	--------------	--------------	-------------

Heritage hotel

P.G. Houses

5 \* Hotels

4 \* Hotels

3 \* Hotels

2 \* Hotels

1 \* Hotels

Others Hotels,

Dharmshals's Sarai

Total

**5. Total number of tourist arrivals**

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

**6. Country-wise foreign tourist arrivals**

	Number of guest checked in		Number of bed 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:.....Date of reporting:.....In-chargeForm 'F-III'[See Rule 13]Government of RajasthanDepartment of TourismMonthly Report of Tourist Arrivals fromTourist Reception Centre/Tourist Information Bureau to DOT

1. General P.G. House

- 1.1 Name of TRC/TIB
- 1.2 Tourist Place
- 1.3 MPR for the Month of

- 1.4 Available Tourist Accommodation Tourist Accommodation of which tourist arrivalreports received and reported in this format

Category of Tourist accommodation	No of units	No. of Rooms	No. of Beds	No. of units	No. of Rooms	No. of Beds
-----------------------------------	-------------	--------------	-------------	--------------	--------------	-------------

P.G. Houses

Total

## 2. Total number of tourist arrivals

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

### 3. Country-wise foreign tourist arrivals

	Number of guest checked in		Number of bed 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				

	Number of guest checked in		Number of bed nights spent	
	During the month	Upto the month	During the month	Upto the month
10. Sri Lanka				
11. Pakistan				
12. Bangladesh				
13. Singapore				
14. Iran				
15. UAE				
16. Saudi Arabia				
17. Malaysia				
18. Others*				

Total

Specify:.....Date of reporting:sIn-chargeForm 'F-IV'[See Rule 13]Informations to be supplied by the office of Superintendents of Police

Name of District.....

Month

Year

S.No. Name of Country Number of foreign tourists Bed nights spent

TotalSignature of official with office seal and designationForm 'G'[See Rule 12]Daily Diary to be maintainedTourist Assistance Force Personnel

### 1. Tourist Place/ Destination/Area

.....



## 2. Beat area allotted to personnel with name of personnel with designation

Number of persons (Hawkers/beggars/touts) 3. prevented from entering the tourist area/place	Name of persons with details (name, parentage, age, identification mark, special features, addresses etc.)	Remarks directions given to them
4. -do-	-do-	Persons apprehended and removed from Tourist area for violation of provisions of sub-section (6) and (7) of section 13 of the Rajasthan Tourism Trade (Facilitation and Regulation) Act, 2010 and handed over to the police station for release and record in daily diary of the police station. (Time and date of apprehending a person and time and date of handing over to police shall invariably be indicated)
5. -do-	-do-	Information to police station about violation of provisions of sub-section (8) of section 13 of the Rajasthan Tourism Trade (Facilitation and Regulation) Act, 2010 when given (indicate time, date, place of occurrence and brief details as to action taken by Police station concerned. Further action, if any, regarding imposition of penalty, if any, by officer of the Tourism Department, to be noted.
6. -do-	-do-	Informing police officer about violations of provisions of sub-section (9) of section 13 of the Rajasthan Tourism Trade (Facilitation and Regulation) Act, 2010 when given.

### 7 Any other information

Signature (with time, date and place) Designation of Tourist Assistance Force Personnel  
Appendix 'A'[See Rule 3(3)]Registration fee payable by various service providers before a certificate of Registration and Recognition is issued under sub-rule (2) of Rule 3 of the Rajasthan Tourism Trade (Facilitation and Regulation) Rules, 2010

S. No.	Category of Service Provider	Fee to be paid
1	2	3
1.	Heritage hotels	Its. 5000/-
2.	Hotels / ItTDC accommodation	lts. 5000/-

3.	Motel, Midway facilities, Water Park etc. &Resort	Rs. 5000/-
4.	P.G. House	Rs. 500/-
5.	Restaurant	Rs. 500/-
6.	Dhaba	Rs. 500/-
7.	Museum	Rs. 500/-
8.	Handicrafts shop/Emporium	Rs. 500/-
9.	Travel Agent	Rs. 500/
10.	Tour Operator	Rs. 500/
11.	Excursion Agent	Rs. 500/
12.	Airlines, Railways and Roadways Ticketing Agents	Rs. 500/
13.	Transport Agency/Taxi cab service	Rs. 500/
14.	Elephant/Camel/Jeep/House Safari	Rs. 500/
15.	Trekking/camping	Rs. 500/
16.	Desert Safari	Rs. 500/
17.	Sarai	Rs. 500/
18.	Dhararnshala	Rs. 500/
19.	Guest House	Rs. 500/
20.	Circuit House	Rs. 500/
21.	Dak Bungalow	Rs. 500/
22.	Rest House	Rs. 500/
23.	Lodges	Rs. 500/
24.	Ballooning	Rs. 500/
25.	Zippering/Adventure Sports	Rs. 500/
26.	Ropeways	Rs. 500/
27.	Boating/Water Sports	Rs. 500/
28.	Motor Cycle Safari	Rs. 500/
29.	Health Spa	Rs. 500/
30.	Ayurvedic & Yoga Centre	Rs. 500/

## Appendix 'B'[See Rule 11(2)]Rates of Guiding Fee to be charged by Guides

No. of Pax	State Level Guides	Local Level Guides	Monumental Guides for 90 minutes
Full Day	Half Day	Full Day	Half Day
1-4	400	280	350
	530	400	450
	865	530	550
			250 100
			300 150
			350 200

(a)In case of more than 35 tourists, the services of 2 Guides must be taken(b)Rs. 50/- extra for each hour more than 8 hours(c)Language knowledge other than English Rs. 152/- extra charges(d)Out station charges for lodging, boarding, if Travel Agency does not make the arrangement of the Guide, will be Rs. 950/- per night.