



सत्यमेव जयते

राजस्थान राज—पत्र विशेषांक	RAJASTHAN GAZETTE Extraordinary
साधिकार प्रकाशित	<i>Published by Authority</i>
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भाग 4 (ग)

उप—खण्ड (II)

राज्य सरकार तथा अन्य राज्य—प्राधिकारियों द्वारा जारी किये गये
कानूनी आदेश तथा अधिसूचनाएं।

**DEPARTMENT OF TOURISM
NOTIFICATION**

Jaipur, February 14, 2011

S.O. 563.—In exercise of the powers conferred by sub-section (3) of section 1 of the Rajasthan Tourism Trade (Facilitation and Regulation) Act, 2010 (Act No. 9 of 2010), the State Government hereby appoints 14th day of February, 2011 as the date on which the said Act shall come into force.

[No. F8 (42) Trade/DT/09/ 3116]


By Order of the Governor,

उषा शर्मा,

Principal Secretary to the Government.

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Government Central Press, Jaipur.

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भाग 1 (क)

नियुक्तियों, छुट्टियों आदि के संबंध में समस्त विज्ञप्तियां।

DEPARTMENT OF TOURISM

ORDER

Jaipur, February 14, 2011

No. F.8 (42) Trade/DT/09/3117.—In exercise of powers conferred by sub-section (1) of section 3 of the Rajasthan Tourism Trade (Facilitation and Regulation) Act, 2010 (Act No. 9 of 2010), the State Government hereby appoints a committee consisting of following persons to set out acceptable standards and norms of services by service providers of various categories, namely :—

- | | |
|--|----------|
| 1. Additional Director (Administration & Development) | Convener |
| 2. Assistant Director General,
Government of India Tourist Office, Jaipur | Member |
| 3. Deputy Director (Trade), Tourism Department | Member |
| 4. Deputy Director (General), Tourism Department | Member |
| 5. Assistant Director/Tourist Officer (Hotels),
Tourism Department | Member |

By Order of the Governor,

उषा शर्मा,

Principal Secretary to the Government.

**DEPARTMENT OF TOURISM
NOTIFICATION**

Jaipur, February 14, 2011

No. F.8 (42) Trade/DT/09/3124.—In exercise of the powers conferred by clause (o) of section 2 of the Rajasthan Tourism Trade (Facilitation and Regulation) Act, 2010 (Act No. 9 of 2010), the State Government, for the purpose of the said Act, hereby appoints the following Officers of Tourism Department, for the area mentioned against them, as Prescribed Authority, namely:—

<u>Designation of Officer</u>	<u>Area</u>
1. Additional Director (Administration and Development), Department of Tourism	Whole of the State of Rajasthan
2. Deputy Director, Regional Tourist Office, Jaipur	Jaipur, Dausa, Alwar, Jhunjhunu and Sikar Districts
3. Deputy Director, Regional Tourist Office, Ajmer	Ajmer, Bhilwara, Nagaur and Tonk Districts
4. Deputy Director, Regional Tourist Office, Jodhpur	Jodhpur, Barmer, Jaisalmer, Jalore, Pali and Sirohi Districts
5. Deputy Director Regional Tourist Office, Udaipur	Banswara, Chittorgarh, Dungarpur, Rajsamand, Pratapgarh and Udaipur District
6. Deputy Director Regional Tourist Office, Bikaner	Bikaner, Churu, Sri Ganganagar and Hanumangarh Districts
7. Deputy Director, Regional Tourist Office, Kota	Baran, Bundi and Jhalawar, Kota Districts
8. Deputy Director, Regional Tourist Office, Bharatpur	Bharatpur, Dholpur, Karauli and Sawai Madhopur Districts

By Order of the Governor,

उषा शर्मा,

Principal Secretary to the Government.

**DEPARTMENT OF TOURISM
NOTIFICATION**

Jaipur, February 14, 2011

No. F.8 (42) Trade/DT/09/3125.—In exercise of the powers conferred by sub-section (2) of section 5 of the Rajasthan Tourism Trade (Facilitation and Regulation) Act, 2010 (Act No. 9 of 2010), the State Government hereby appoints the Commissioner Department of Tourism, Rajasthan, Jaipur as the Appellate Authority for the purpose of hearing appeals from the orders of the Prescribed Authority passed under sub-section (7) or sub-section (8) of section 4 or sub-section (1) of section 22 of the aforesaid Act.

By Order of the Governor,

उषा शर्मा,

Principal Secretary to the Government.

Government Central Press, Jaipur.

**DEPARTMENT OF TOURISM
NOTIFICATION**

Jaipur, February 14, 2011

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-I

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 'A'

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 Guides- 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. Fairs & 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 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 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 take 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 Chief Conservator of Forests, Rajasthan Member Principal
 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:

- | | |
|---|-------------|
| (a) personality of candidate
(which may include personal appearance) | Marks
10 |
| (b) Quality of leadership in
conducting group of tourists | 10 |
| (c) Fluency in expression
(including knowledge of foreign languages) | 10 |

other than English language)	
(d) 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 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 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 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 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, Musafir Khanas, 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-III 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 E, F-II 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 Proprietor Ship/Partner Ship/Private Ltd. Company/Public Limited Company Director 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	Complaints, if any, about malpractice received and how dealt with along with final out come thereof.	Penal action, if any, taken for contravention of norms and standard, (with details thereof and no. & date of such order)
--	--	--

wise-whether the same is minimal, graver or gravest as per scheme fixing the standard.		
8	9	10

Other information	Remarks
11	12

Form 'B'**[Sec rule 3(2)]**

Government of Rajasthan
Department of Tourism

No. F-8 (42) Trade/DT/09/

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
thescheme..... 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
pass port
size 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
pass port
size 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 :

Place.

(Signature)

Full Postal Address

Affix recent pass port size 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)

Certified that Shri.....

S/o. Shri

Resident of

.....

(3)

Area of Operation : RAJASTHAN

.....

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 there under.

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 and Tourism Trade (Facilitation
and Regulation) Act, 2010

(4)

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.

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.

(5)

This identity card is hereby
renewed upto

.....

Signature of Prescribed Authority
with official seal

3. He will not lend his identity card to any one.

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 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, S/o. Shri Circuit (area of operation to be specified clearly) 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 there under.

This Guide is to be allowed entry into all monuments and places, forests including Forests under 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)

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.

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

3. He will not lend his identity card to any one.

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/DI/2010/

Dated:-

To Whom So Ever It May Concern



This is to 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	Travel Agency/ Tour Operator/Safari Operator/Excursion Agent	Groups	VIP's	FIT's

Place

Date

Contact No.

Signature of the Guide

Form-'F'

[See rule 13]

Government of Rajasthan

Department of Tourism

Monthly 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				

Name of the Place/Centre	Name of the Heritage Site/Monument	Estimated Number of visitors	
		Domestic	Foreign

Signature
Incharge with designation
TRC/TIB/Monuments

Form 'F-II'
[See rule 13]

Government of Rajasthan
Department of Tourism
Monthly Report of Tourist Arrivals from
Tourist Reception Centre/Tourist Information Bureau to DOT

4. 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 arrival reports 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						
Other Hotels, Dharmshala'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-charge

Form 'F-III'

[See rule 13]

Government of Rajasthan**Department of Tourism****Monthly Report of Tourist Arrivals from****Tourist 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 arrival reports 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				
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-charge

Form 'F-Iv'

[See rule 13]

Information's 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

Total

**Signature of official with
office seal and designation**

Form : 'G'

[See rule 12]

Daily Diary to be maintained
Tourist Assistance Force personnel

1. Tourist Place/
Destination/Area

.....

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

3.	Number of persons (Hawkers/ beggars/ touts) (Lapkas) 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

			<p>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)</p>
5.	do	do	<p>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</p>

			Tourism Department, to be noted.
6.	do	do	informing police officer about violations of provisions of sub-section (9) of section 13 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	Rs. 5000/-
2.	Hotels/ RTDC accommodation	Rs. 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/-

1	2	3
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.	Dharamshala	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.	Ziping/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	250	100
	530	400	450	300	150
	865	530	550	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.

[No. F 8 (42) Trade/Dt/09/3126]

By Order of the Governor

उषा शर्मा,

Principal Secretary to the Government.

Government Central Press, Jaipur.