

★ USER MANUAL ★

1. Applicant is required to visit RajSSO portal (<https://sso.rajasthan.gov.in>) and sign-in using his/ her SSOID.
2. If applicant is a first-time user to RajSSO portal then he/ she may click on “Registrations” to create his/ her SSOID and Password. This would be a one-time process.
3. Post-login to RajSSO portal, applicant would be presented with a list of government applications accessible to him/ her. In order to submit the application for Tourism department’s online services, applicant is required to select/ click on the application icon titled “TOURISM DEPT. SERVICES”.
4. Upon clicking the application icon, applicant is re-directed to the Tourism department’s online application wherein he/ she can submit application for:
 - a. Application (Registration of Travel/ Excursion Agency/ Safari Operator)
5. Applicant can this service from the list of services to submit the application online including online fee payment
6. Once the application is submitted, applicant is notified of the online receipt of the application along with its present status.
7. Thereafter, the application is disposed online by designated officer(s) of Tourism department. Applicant is notified using SMS/ Email of every action taken on his/ her application by Tourism department till its disposal.
8. Once disposed, applicant can download the relevant certificate/ permission letter from the online system and/ or Email.