

Government of Odisha
Department of Tourism & Culture
(Tourism)

NOTIFICATION

No 6228 / TSM, Bhubaneswar, Dated 16.6 / 2017
T.TSP-II(C)-30/2017


Sub: Operational Guidelines for reimbursement of employment cost subsidy under Odisha Tourism Policy, 2016.

Government has notified the Odisha Tourism Policy 2016 vide Tourism Department Resolution No. 11487/ TSM, dtd. 24.11.2016. For reimbursement of employment cost subsidy prescribed under Para 8.1.10 of Odisha Tourism Policy 2016 the Government has been pleased to issue the following Operational Guidelines.


Principal Secretary to Govt.

Memo No 6229 / TSM, Bhubaneswar, dtd 16.6.17

Copy forwarded to the OSD to the Chief Secretary/ PS to DC-cum-ACS/ PS to Principal Secretary, Finance Department/PS to Principal Secretary, Tourism/ PS to Director & Addl. Secretary, Tourism for kind information of Chief Secretary/ DC-cum-ACS/Principal Secretary, Finance/ Principal Secretary, Tourism/ Director & Addl. Secretary, Tourism.


Director & Addl. Secretary to Govt.

Memo No 6230 / TSM, Bhubaneswar, dtd 16.6.17

Copy forwarded to M.D OTDC/ all Officers/all Tourist Officers/all Sections of Tourism Department for information.


Director & Addl. Secretary to Govt.

Memo No 6231 / TSM, Bhubaneswar, dtd 16.6.17

Copy forwarded to Chairman/ President, HRAO/ TAAO/ OTOA/ IATO (Odisha Chapter) for information.


Director & Addl. Secretary to Govt.

Memo No 6232 / TSM, Bhubaneswar, dtd 16.6.17

Copy forwarded to the Computer Cell of Tourism Department for information and necessary action. They are requested to upload the Notification in Tourism Department website for general information.


Director & Addl. Secretary to Govt.

**OPERATIONAL GUIDELINES ON EMPLOYMENT COST SUBSIDY
UNDER TOURISM POLICY 2016.**

(See Para 8.1.10 of TOURISM POLICY-2016)

1. **Short Title:** - Operational guidelines for providing Employment Cost Subsidy under Tourism Policy, 2016.
2. **Extent:** - It shall extend to the whole of the State of Odisha.
3. **Commencement:** - It shall come into force prospectively from the date of issue of the operational guideline.
4. **Terms and Expressions:** -Terms and expressions used in this operational guideline, but not specifically defined / explained here, shall have the same meaning as in Tourism Policy, 2016.
5. **Policy Provisions:-**

EMPLOYMENT COST SUBSIDY

- a) 75% reimbursement (in case of male workers) and 100% reimbursement (in case of female workers) of expenditure on account of employer contribution towards ESI and EPF Scheme for a period of **5 years from COD** for new tourism project which employ skilled and semi-skilled workers who are domicile of the state as regular employees on payroll.
6. **Eligibility:-**Industrial units satisfying definition and criteria prescribed in policy provisions for Employment cost subsidy shall be eligible for this subsidy.
- a) A New Tourism Unit.
 - b) Expansion of an existing Tourism Unit and tourism properties developed on PPP mode shall not be eligible for reimbursement of employment cost subsidy under this policy
 - c) Any investor availing incentive under this policy shall not be eligible to avail any incentives under any such policy including IPR & vice versa.
 - d) The applicable incentive shall not be sanctioned & disbursed if the tourism unit is found closed / has gone out of commercial operation. In such a case, it may be deferred and will be released on satisfactory resumption of commercial operation.

7. Determination of date of Commercial Operation: The date of Commercial Operation for availing of this incentive shall be determined by the Director Tourism Odisha basing on the totality of documentary evidence, mentioned in **Annexure-A-2.2 of C.I.S** and joint inspection report.

7.a. The terms “**set up**” mentioned in Clause-6.3 of the Tourism Policy means the date on which the approval of the Bank / Financial Institutions is received by the promoter for the project or the plan of the project is approved by the Local Development Authority. The applicant applying for incentives shall submit either of the two document as a proof of date of set-up.

8. Time frame for filing application: -

8.1 Eligible Industrial unit after commencement of commercial operation shall file application in the prescribed form for its period of claim within six months from the end of each financial year.

8.2 Application in the prescribed form received after the due date / incomplete in any respect shall be liable to be summarily rejected.

9. Special Single Window Clearance Committee – SSWCC shall be the competent authority to sanction claims of eligible Tourism Units.

10. The SSWCC shall go into merits of each case to decide whether the tourism unit qualifies for reimbursement of employment cost subsidy under the frame work of Tourism Policy, 2016 and will determine the quantum admissible to the Tourism unit.

11. The SSWCC shall discharge all other functions as may be necessary and subservient to the sanction and disbursement of subsidy under this scheme and shall regulate / monitor the implementation of this scheme.

12. **Meetings of the Committee:** The SSWCC may meet monthly or as per requirement.

13. Procedure: -

13.1 Eligible tourism unit satisfying the eligibility shall file application in the prescribed form appended to this operational guideline at Annexure -'A' separately for ESI & EPF along with copies of all relevant documents as mentioned in the Checklist at Annexure -'B' self-attested by Proprietor / Managing Partner / Managing Director / Authorized Signatory before the Director, Tourism, Govt.of Odisha.

13.2 Application for reimbursement of the benefit for subsequent years, after 1st year / initial year of claim, during the eligible period shall accompany with the documents & valid statutory clearances / approvals only related to the year of claim.

The application with requisite documents shall be filed in duplicate.

13.3 On receipt of application, the acknowledgement as prescribed at Annexure-'C' shall be issued to the applicant duly signed by the authorized officer of Department of Tourism.

13.4 After receipt of the application from the tourism unit, **Facilitation Cell** will check the eligibility and verify the facts concerning the claim and transmit one set of application with relevant documents indicating the date of production to the concerned authorities of ESI & EPF of the region within **7 days** from the date of receipt of application who has to furnishing the certificate on amount of Employers contribution paid towards ESI & EPF for the period of claim in the format as at Annexure – D under intimation to the concerned unit.

13.5 The concerned authorities of ESI & EPF has to furnish the required certificate in prescribed format at Annexure- D within next **15 days** to DoT.

13.6 Within 15 days as mentioned above, if felt necessary / required, the tourism unit may be checked jointly by DoT authorised officer & ESI / EPF authority.

13.7 Facilitation Cell shall examine the eligibility & recommend for reimbursement of Employment Cost Subsidy to SSWCC for sanction.

14. Sanction: Sanction of eligible amount of assistance against contribution towards ESI and EPF shall be accorded in the prescribed format as at Annexure- E, if found eligible and suitable within next 7 days by Director Tourism.

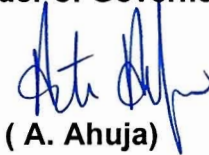
15. Disbursement- Disbursement of sanctioned amount in full or part thereof shall be made by concerned authority within next 5 days as below subject to availability of funds under the Scheme.

16. Rejection-In case of rejection of application, the reasons of rejection shall be communicated by the respective agencies to the applicant unit as early as possible or within **25 days** of receipt of application from the claimant unit in the format prescribed at Annexure – 'F'.

17. Miscellaneous:-

- 17.1 The Tourism Unit shall furnish its audited financial statements and other periodical statements of each financial year to the Department of Tourism, Odisha during the period of incentives.
- 17.2 The Tourism Unit that had availed incentive Employment cost Subsidy will not be allowed to shift location of the industry without prior approval of Director Tourism, Odisha.
- 17.3 Time limits prescribed in this guideline are of working days only.
- 17.4 This has been concurred in by Finance Department and communicated vide their UOR No.603/SSM/F dated 01.05.2017.

By Order of Governor



**(A. Ahuja)
Principal Secretary,
Tourism**

**APPLICATION FOR
SANCTION & DISBURSEMENT OF EMPLOYMENT COST SUBSIDY UNDER
TOURISM POLICY 2016**

Application received after the due date / incomplete in any respect shall be liable for rejection

(Strike out whichever is not applicable)

M/s. _____

At /Po _____

Sub-Division _____

Dist. _____

(Location of the Tourism Unit)

To

The Director Tourism,
Govt. of Odisha

Sub: Sanction & disbursement of Employment Cost Subsidy under Tourism Policy - 2016.

Sir,

In accordance with the provisions laid down in Tourism Policy 2016 and operational guidelines, the claim for of Employment Cost Subsidy is submitted herewith for the period ----- with following particulars.

1	Name of the Tourism Unit	:	
2	Address of Registered office		
3	Type of organization (Proprietorship / Partnership / Co-operative / Private / Limited / Public Limited)	:	
4	Name of Proprietor/Managing Partner/ Managing Director / Authorized Signatory	:	
5	Sanction Reference of Single Window Clearance Authority	:	
6	Name of the Financial Institution / Banks extended Term loan / Working capital loan (Specify the amount & date of sanction)	:	
7	Type of Activity	:	

8	Date of commencement of commercial operation as per Clause 6.5 of Tourism Policy, 2016.				:	Schedule : Actual :		
9	Employers' Registration No & Date with ESI / EPF Authority				:			
10	Total Employment in Pay Roll							
	Employees with Odisha Domicile	Male (No.)	Female (No.)	Monthly Wage eligible for PF & ESI (Male)	Monthly Wage eligible for PF & ESI (Female)	Employer Contribution to PF & ESI (Male)	Employer Contribution to PF & ESI (Female)	Total
	Unskilled							
	Semiskilled							
	Skilled							
	Supervisory							
	Managerial							
11	Details of employees contribution paid towards ESI / EPF for the claim of period (In Rs.) Dt----- to Dt-----				:			
12	Amount of Claim							
13	Bank Name & Account No.							
14	IFSC Code & MICR Code of Bank							

* Tourism Provisional Registration Number

I, Sri _____ s/o _____ at present _____ (designation) of M/S _____ (name of the tourism unit) certify that the information furnished as above is true and correct to the best of my knowledge and belief.

I hereby undertake to abide by the terms and conditions prescribed under the provisions of Tourism Policy, 2016 and its operational guidelines.

I hereby undertake to repay the employment subsidy or any part thereof with penal interest as decided by the authority-

- (i) If the information stated above is found to be false/ incorrect / misleading or misrepresented and there has been suppression of facts / materials or if found to have been disbursed in excess of the amount actually admissible for whatsoever reason.

- (ii) If the tourism unit goes out of production for a period exceeding six months at a time for any reasons other than labour troubles, want of electric power or for the reason which is beyond the control of entrepreneur / management during the period of incentives.

I hereby certify that I / We / the concerned promoter(s) have not defaulted to Banks / Development Financial Institutions / SIDBI / OSFC / IPICOL / Government and Government controlled agencies.

I hereby certify that this tourism unit has not applied / availed Employment Cost Subsidy in any manner under any other scheme of the State Govt. or the Central Govt. or any Financial Institution(s).

I hereby undertake to furnish its audited financial statements and other periodical statements of each financial year to Department of Tourism, Odisha during the period of incentives.

Copies of relevant documents in support of information / facts furnished above are self-attested and enclosed herewith.

Signature of Proprietor / Managing Partner/
Managing Director / Authorized Signatory
in full and on behalf of M/s-----

Place-

Date-

Encl.:

1

2.

3.

CHECK LIST

Copies of documents to be attached with the application shall be self-attested by Proprietor / Managing Partner/Managing Director / Authorized Signatory (Strike out whichever is not applicable)

1	Entrepreneurs Memorandum- II / IEM / Industrial License / TOURISM POLICY No.
2	Power of Attorney / Board Resolution / Society Resolution, as applicable, while signing as Partner / Managing Director / Authorized Signatory.
3	Certificate of registration under Indian Partnership Act1932 / Societies Registration Act- 1860 / Certificate of incorporation (Memorandum of association & Article of Association) under Company Act-1956
4	Document in support of date of first investment in fixed capital i.e. land / building / plant & machinery and balancing equipment in respect of Original / Expansion / Modernisation / Diversification
5	Approved DPR / Project Profile / Scheme –as the case may be for Original / E / M / D
6	Certificate of Date of Commercial Operation as defined in para 6.5 of Tourism Policy, 2016.
7	Documents in support of payment of Employers contribution towards ESI / EPF for the claim period
8	Undertaking – Annexure- B1 (In a separate sheet duly signed by the Proprietor / Managing Partner/ Managing Director / Authorized Signatory)
9	<i>Consent to operate issued by OSPCB except for green category</i>
10	<i>In case of Hotel project star categorization certificate of appropriate authority</i>
11	Details of assistance sanctioned / availed so far with sanction order no & date and other supporting documents from State Govt / Central Govt / Govt. Agencies / Financial Institutions
12	Document in support of delay in implementation condoned by Empowered Committee if applicable

UNDERTAKING

(Strikeout whichever is not applicable)

- i) I / We shall abide by the terms and conditions prescribed under the provisions of Tourism Policy, 2016 and its operational guidelines.
- ii) I / We shall repay the Employment Cost Subsidy or any part thereof with penal interest as decided by the authority-
 - (a) If the information stated in the application & supporting documents is found to be false/ incorrect / misleading or mis-represented and there has been suppression of facts / materials or if found to have been disbursed in excess of the amount actually admissible for whatsoever reason.
 - (b) If the tourism unit goes out of production for a period exceeding six months at a time for any reasons other than labour troubles, want of electric power or for the reason which is beyond the control of entrepreneur / management during the period of incentives.
- iii) I / we the promoter(s) have not defaulted to Banks / Development Financial Institutions / SIDBI / OSFC / IPICOL / Government and Government controlled agencies.
- iv) This tourism unit has not applied / availed Employment Cost Subsidy in any manner under any other scheme of the State Govt. or the Central Govt. or any Financial Institution(s).

I / we shall furnish its audited financial statements and other periodical statements of each financial year to Department of Tourism, Odisha during the period of incentives

Signature of Proprietor / Managing Partner/

Managing Director / Authorized Signatory

in full and on behalf of M/s-----

Date.

Annexure –C
(FOR OFFICE USE)

Department of Tourism & Culture (Tourism)
Govt. of Odisha, Bhubaneswar

Letter No.----- / Date-----

Acknowledgement

(To be issued by authorized officer of Department of Tourism on the day of receipt)

(Strike out whichever is not applicable)

To

Sri _____

M/s. _____

Received the application for sanction & disbursement of Employment Cost Subsidy under Tourism Policy, 2016 along with documents mentioned below for the period----- from M/s----- At/PO-----Dist. _____ on dt. ----- through post / person.

List of documents

- 1.
- 2.
- 3.

Signature of authorized officer /
Director Tourism, Odisha
with seal & date-----

Annexure –C

(TO BE DISPATCHED TO THE APPLICANT)

Department of Tourism & Culture (Tourism)
Govt. of Odisha, Bhubaneswar

Letter No.----- / Date-----

Acknowledgement

(To be issued by authorized officer of Department of Tourism on the day of receipt)

(Strike out whichever is not applicable)

To

Sri _____

M/s. _____

Received the application for sanction & disbursement of Employment Cost
Subsidy under Tourism Policy, 2016 along with documents mentioned

below for the period----- from M/s----- At/PO-----

-----Dist. _____ on dt. ----- through post / person.

List of documents

- 1.
- 2.
- 3.

Signature of authorized officer /

Director Tourism, Odisha

with seal & date-----

Annexure-D

EMPLOYMENT COST SUBSIDY UNDER TOURISM POLICY-2016

(For 1st / 2nd / 3rd / 4th / 5th ..year of claim)

CERTIFICATE TO BE FURNISHED BY THE ESI / EPF AUTHORITY.

(Strike out whichever is not applicable)

Certified that M/s. _____, Proprietor /
Managing Partner / Managing Director / Authorized Signatory Sri
_____ At/PO _____ Dist. _____ (Address of the
Registered office of the unit) has been registered with ESI / EPF authority bearing
No ----- Dt-----

Further it is certified that the above unit has already paid Rs. _____ (in words)
_____ towards Employers contribution for ESI / EPF due
against the period of claim i. e. Dt ___ to Dt. _____ and the unit has not defaulted in
payment of his dues.

The details of Employers contribution paid towards ESI / EPF by the tourism unit
from the date of commercial operation ie Dt----- are –

Details of Employers contribution paid towards ESI / EPF for the claim of period (In Rs.) Dt----- to Dt-----		
	Amount Due	Amount paid
1 Male		
2 Female		
Total		
Signature & Seal of ESI / EPF Authority		

Annexure-E

Department of Tourism & Culture (Tourism)
Govt. of Odisha, Bhubaneswar

(Strike out whichever is not applicable)

SANCTION ORDER

Office order No. _____ dt. _____

Sanction is hereby accorded for payment of Employment Cost Subsidy on Employers contribution for ESI / EPF paid for the period----- (i.e starting from the date of commencement of production to the end of the first financial year / 2nd. financial year / 3rd. financial year / 4th. financial year / 5th. financial year for Rs. _____ (Rupees _____) only in favour of M/s. _____ Proprietor / Managing Partner / Managing Director / Authorized Signatory Sri _____ At / PO _____ Dist. _____ (Address of the Registered office of the unit) in accordance with the provisions laid down in Tourism Policy 2016 and its operational guidelines.

This Sanction is towards differential amount of assistance as prescribed. In TOURISM POLICY 2016.

Director Tourism, Odisha.

Memo No. _____ /Ind., Date. _____

Copy forwarded to M/s. _____ Proprietor / Managing Partner / Managing Director / Authorized Signatory Sri _____ At/PO _____ Dist. _____ for information.

Director Tourism, Odisha.

Memo No. ----- Dt. -----

Copy forwarded to ESI / EPF Authority for information.

Director Tourism, Odisha.

ANNEXURE-'F'

Department of Tourism & Culture (Tourism)
Govt. of Odisha, Bhubaneswar

No----- Dt.-----

(Strike out whichever is not applicable)

This is to inform that –

The application for sanction of EMPLOYMENT COST SUBSIDY (EPF / ESI) made by M / S _____ bearing EM- Part-II / IEM / IL / TOURISM POLICY No. _____ Dt _____ on dt. _____ for the period _____ under TOURISM POLICY-2016 is rejected due to following reasons.

(Specify the reasons)

- 1.
- 2.
- 3.
- 4.

Director Tourism
with seal & date-----.