

Government of Odisha  
Department of Tourism & Culture  
(Tourism)

**NOTIFICATION**

No 6233 / TSM, Bhubaneswar, Dated 16.6 / 2017  
T.TSP-II(C)-30/2017


Sub: Operational Guidelines for incentive for Environmental Protection  
Infrastructure 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 Environmental  
Protection Infrastructure Subsidy under Para 8.1.11 of Odisha Tourism Policy 2016,  
the Government has been pleased to issue the following Operational Guidelines.

  
Principal Secretary to Govt.


Memo No 6234 / 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 6235 / 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 6236 / 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 6237 / 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

**DRAFT OPERATIONAL GUIDELINES FOR REIMBURSEMENT OF  
ENVIRONMENTAL PROTECTION INFRASTRUCTURE SUBSIDY UNDER  
TOURISM POLICY- 2016  
(See Para 8.1.11 of TOURISM POLICY 2016)**

- 1. Short Title:** - Operational guidelines for reimbursement of Environmental Protection Infrastructure Subsidy (EPIS) on setting of effluent treatment plant / sewerage treatment plant 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-**

New tourism units shall be eligible for reimbursement of 20% of the capital cost of setting up effluent treatment plant / sewerage treatment plant subject to a maximum of Rs.20 lakh. Such reimbursement shall be made only after commercial operation of the project.

**6. Eligibility:** -

- a) A New Tourism Unit.
- b) Expansion of an existing Tourism Unit.
- c) The existing tourism properties to be developed on PPP mode shall also be eligible for fiscal incentives provided, the private partner fulfill the minimum development plan prescribed in the Lease-cum-Development Agreement and the property is further augmented through investment in fixed capital or capacity by at least 50% of the existing capacity + prescribed minimum development plan
- d) Any investor availing incentive under this policy shall not be eligible to avail any incentives under any such policy including IPR & vice versa.
- e) 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.

**8. Time frame for filing application & Procedure: -**

The eligible Tourism unit shall file Application in prescribed form for reimbursement of this subsidy within 1 year from the date of operationalization of Pollution Control Equipment.

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

**Tourism units** satisfying the eligibility shall file application in the prescribed form appended to this operational guideline at Annexure -'A' along with copies of all relevant documents as mentioned in the Checklist at Annexure -'B' and Undertaking prescribed at Annexure A-1 shall apply to Director Tourism along with .

**Copies of the documents as indicated in the checklist shall be self - attested by Proprietor / Managing Partner / Managing Director / Authorized Signatory.**

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

8.2 After receipt of the application from the authorised person of Department of Tourism 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 to State Pollution Control Board (SPCB) for certification of SPCB within 3 days from the date of receipt of application who has to furnishing the certificate on total Pollution Control Equipments in the format as at Annexure – D under intimation to the concerned unit.

8.3 The SPCB has to furnish the required certificate in prescribed format at Annexure- D within next 15 days to Director Tourism, Odisha.

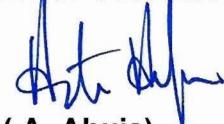
**9. Special Single Window Clearance Committee – SSWCC** shall be the competent authority to sanction claims of eligible Tourism Units.



10. The SSWCC shall go into merits of each case to decide whether the tourism unit qualifies for such reimbursement 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' 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 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 send a request letter to the concerned Institute to confirm that they have imparted the training.
  - 13.5 The concerned authority has to furnish the required certificate in prescribed format at Annexure- D within next 15 **days** to DoT.
  - 13.6 The Facilitation Cell shall examine the eligibility & recommend to SSWCC for sanction of Environmental Protection Infrastructure Subsidy.
14. **Sanction:** Sanction of eligible amount of assistance against EPIS 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 to the applicant unit within 30 days of determination of eligibility by the respective agencies in the format prescribed at Annexure – 'F'.
- 17. Recovery:** -The amount disbursed towards reimbursement of EPIS and or any part thereof shall be recoverable with penal interest of 18% per annum from the date from which the subsidy is availed.
- 17.1 If the information furnished is found to be false/ incorrect / misleading or mis-represented and there has been suppression of facts / materials or disbursed in excess of the amount actually admissible for whatsoever reason.
- 17.2 If the Tourism unit goes out of operation 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.
- 18. Miscellaneous:-**
- 18.1 Tourism Unit shall furnish its audited financial statements and other periodical statements of each financial year to the Director Tourism, Odisha during the period of incentives.
- 18.2 Any change in facts or circumstances affecting the eligibility of the unit shall be intimated immediately to the Director Tourism, Odisha by the unit.
- 19.** This has been concurred in by the 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 EPIS 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 \_\_\_\_\_

Dist. \_\_\_\_\_

(Location of the Tourism Unit)

To

The Director Tourism  
Govt. of Odisha,  
Bhubaneswar

Sub: Application for reimbursement of EPIS under TOURISM POLICY- 2016

Sir,

In accordance with the provisions laid down in Tourism Policy –2016 and its operational guidelines, the claim is submitted with following particulars.

1	Name of New Tourism Unit/ Expansion 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	Type of activity For hotel project star categorization from appropriate authority	:	
7	Date of commercial operation	:	
8	Employment generated		
9	Name of the Financial Institution/ Bank		
10	Investment in Pollution Control equipment	Estimated :	
		Actual :	



11	Certificate of consent to establish by SPCB		
12	Certificate of consent to operate by SPCB		
13	Date of first fixed capital investment i.e. investment in building / plant & machinery and balancing equipment etc. (specify the investment)		
14	Bank A/c.No. of Tourism Unit		
15	Name of Bank with IFSC & MICR Code		

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 / surrender the incentives or any part thereof availed with penal interest as decided by the authority-

- (i) If the information stated above 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.
- (ii) If any part of Plant & machinery/ Pollution Control Equipment is disposed of and not reported which affects the maximum limit of EPIS reimbursement during the period of incentives.

I hereby certify that this Tourism unit has not applied / availed the incentives claimed here 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 the Director Tourism, Odisha during the period of incentives

Copies of relevant documents in support of information / facts furnished above are enclosed herewith.

Signature of the Proprietor / Managing Partner /  
Managing Director / Authorised Signatory of

M/s -----

Place-

Date-



**UNDERTAKING**

(Strike out whichever is not applicable)

**From**

**M/s.** \_\_\_\_\_

**At/PO** \_\_\_\_\_

**Dist.** \_\_\_\_\_

I / We hereby undertake that claim of EPIS for Rs. \_\_\_\_\_ (in words)

\_\_\_\_\_

- i) I / We shall abide by the terms and conditions prescribed under the provisions of Tourism Policy, 2016 and its operational guidelines.
- iii) I / We shall repay the claim of EPIS 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.
- iv) This Tourism unit has not applied / availed EPIS 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 the Director Tourism, Odisha during the period of incentives

**Signature of the Proprietor / Managing Partner /  
Managing Director / Authorised Signatory of**

**M/s** \_\_\_\_\_

Date-

**Annexure A-2**

OFFICE OF THE STATE POLLUTION CONTROL BOARD, ODISHA,  
BHUBANESWAR

Letter no----- Date-----

(Strike out whichever is not applicable)

Certified that M / S \_\_\_\_\_ has installed  
Pollution Control Equipment of Rs \_\_\_\_\_ (in words) Rupees  
\_\_\_\_\_ as detailed below for EPIS and the plant is fully  
operational.

Sl. No	Effluent Treatment Plant / Sewage Treatment Plant	Amount (in Rs.)
1		
2		
3		
4		
5		
6		
Total amount in Rs.		

Signature of Member Secretary,  
State Pollution Control Board  
with seal & date.

**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- I / Entrepreneurs Memorandum- II
2	Power of Attorney / Board Resolution / Society Resolution, as applicable, while signing as Partner / Managing Director / Authorized person.
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	Appraisal & approval documents in support of E/M/D as <b>defined in TOURISM POLICY</b>
6	Approved DPR / Project Profile / Scheme –as the case may be for Original / E / M / D clearly specifying the list of Pollution Control Equipments used.
7	Document in support of date of first investment in fixed capital i.e. land / building / plant & machinery and balancing equipment in case of Original / E / M / D
8	Term loan sanction order of OSFC / Banks / FI ( Original / E/ M/ D)
9	<b>Undertaking in the format prescribed at Annexure A-1</b>
10	List of Pollution Control Equipments used.

OFFICE OF THE DIRECTOR TOURISM, GOVT.OF ODISHA

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

Acknowledgement

(Strike out whichever is not applicable)

To

Sri \_\_\_\_\_

M/s. \_\_\_\_\_

\_\_\_\_\_

Received the application for EPIS under the provisions of TOURISM POLICY

-2016 and its operational guidelines along with documents mentioned below from M/s

----- At/PO----- Dist. \_\_\_\_\_ on dt. ----- through post /  
person.

List of documents

- 1.
- 2.
- 3.

Signature of authorized officer of

Department of Tourism

with seal & date-----



(TO BE DISPATCHED TO THE APPLICANT)

**OFFICE OF THE DIRECTOR TOURISM, GOVT.OF ODISHA**

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

**Acknowledgement**

(Strike out whichever is not applicable)

To

Sri \_\_\_\_\_

M/s. \_\_\_\_\_

\_\_\_\_\_

Received the application for EPIS under the provisions of TOURISM POLICY –2016 and its operational guidelines along with documents mentioned below from M/s-----

----- At/PO-----

-Dist. \_\_\_\_\_ on dt. -----through post / person.

List of documents

- 1.
- 2.
- 3.

Signature of authorized officer of

Department of Tourism

with seal & date-----

**VALUATION OF COST OF PLANT & MACHINERY  
(STP & ETP)**

(Strike out whichever is not applicable)

1. We have verified the Plant & Machinery acquired by M/s -----  
----- located at----- bearing EM-II / IEM / I.L No----- Dt. -----  
and the valuation of Plant & machinery used for STP & ETP vis-à-vis estimate till  
commencement of commercial operation is given here under.

Sl	Items of STP & ETP	Original	
		As per estimate	Actual expenditure incurred
1			
2			
3			
4			
5			
6			
	<b>Total</b>		

Signature & designation of authorized officer of  
Department of Tourism

Date

**OFFICE OF THE DIRECTOR TOURISM, ODISHA**

(Strike out whichever is not applicable)

**Sanction Order**

Order No. \_\_\_\_\_ / Date: \_\_\_\_\_

Sanction is hereby accorded for twenty percent of the amount spent (subject to maximum of Rs.20.00 lakh on Environmental Protection Infrastructure for Rs. \_\_\_\_\_ In words (Rupees \_\_\_\_\_) in favour of M/s. \_\_\_\_\_ At: \_\_\_\_\_ PO: \_\_\_\_\_ Dist.: \_\_\_\_\_ under provisions of Para 8.1.11 of TOURISM POLICY, 2016

Director Tourism, Odisha

Memo No. \_\_\_\_\_ Dt. \_\_\_\_\_

Copy forwarded to Sri \_\_\_\_\_ Proprietor / Mg Partner / Mg Director / Authorized Signatory of M/s----- At: \_\_\_\_\_ PO \_\_\_\_\_ Dist.: \_\_\_\_\_ for information.

Director Tourism, Odisha

Memo No. \_\_\_\_\_ Dt. \_\_\_\_\_

Copy forwarded to Member Secretary, S.P.C.B \_\_\_\_\_ for information & necessary action.

Director Tourism, Odisha

**OFFICE OF THE DIRECTOR TOURISM, GOVT.OF ODISHA**

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

(Strike out whichever is not applicable)

To

Sri \_\_\_\_\_

M/s. \_\_\_\_\_

At \_\_\_\_\_

PO \_\_\_\_\_

Sub-Division \_\_\_\_\_

Dist. \_\_\_\_\_

(Location of the Tourism Unit)

Sir,

This is to inform that your application for sanction of EPIS filed on dt.\_\_\_\_\_ under TOURISM POLICY-2016 is rejected due to following reasons.

(Specify the reasons)

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

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