

Government of Odisha
Department of Tourism & Culture
(Tourism)

NOTIFICATION

No 6238 / TSM, Bhubaneswar, Dated 16.6 / 2017
T.TSP-II(C)-30/2017

Sub: Operational Guidelines for providing training 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 providing training cost subsidy prescribed under Para 8.1.12 of Odisha Tourism Policy 2016 the Government has been pleased to issue the following Operational Guidelines.


Principal Secretary to Govt.

Memo No 6239 / 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 6240 / 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 6241 / 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 6242 / 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 TRAINING COST SUBSIDY
UNDER TOURISM POLICY RESOLUTION 2016.**

(See Para 8.1.12 of TOURISM POLICY-2016)

1. **Short Title:** - Operational guidelines for providing Training Cost Subsidy under Tourism Policy Resolution, 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:-**

TRAINING COST SUBSIDY

a) For every person trained & newly recruited in tourism project, the training cost shall be reimbursed @ Rs.2000/- per employee provided such training is imparted within 3 years of the commercial operation.

6. **Eligibility:-** New tourism units satisfying definition and criteria prescribed in policy provisions for training cost subsidy shall be eligible for this subsidy. Expansion of an existing Tourism Unit and tourism properties developed on PPP mode shall not be eligible for training cost subsidy under this policy

6.1 However, defaulters of Banks / Development Financial Institutions / SIDBI / OSFC / IPICOL / Government and Government controlled agencies will be eligible for such incentives only after they clear the dues.

6.2 Industrial unit that has availed this incentive, Training Cost Subsidy in any manner under any other scheme of the State Govt. or the Central Govt. or any Financial Institution(s), it shall be eligible for the **differential** amount of benefit only.

6.3 The applicable incentive shall not be sanctioned & disbursed if the industrial unit is found closed / has gone out of production. It may be deferred and effected on satisfactory resumption of production.

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

7.1 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: -

- a. Eligible Industrial unit within 1 years of commencement of commercial operation shall file application in the prescribed form.
- b. 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 training 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.

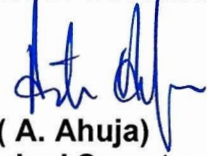
13. Procedure: -

- 13.1 Eligible tourism unit satisfying the eligibility shall file application in the prescribed form appended to this operational guideline at Annexure -'A' 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 Within 15 days as mentioned above, if felt necessary / required, the tourism unit may be checked by DoT authorised officer
 - 13.7 The Facilitation Cell shall examine the eligibility & recommend to SSWCC for sanction of Training Cost Subsidy
- 14. Sanction:** Sanction of eligible amount of assistance against training cost 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 to the Department of Tourism, Odisha during the period of incentives.
- 17.2 The Tourism Unit that had availed incentive Training 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 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
SANCTION & DISBURSEMENT OF TRAINING 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 Training 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 Training 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	Name of the Institution where training imparted (must be recognised by Department of Tourism for imparting training in hospitality sector)	:	
11	Period of Training	:	
12	Detail of Training	:	
Employees imparted training		(No.)	No.of days
			Total training cost in Rs.
Unskilled			
Semiskilled			
Skilled			
Supervisory			
Managerial			
Total			
13	Admissible claim as per clause 8.1.12 of Tourism Policy, 2016	:	
14	Bank Name & Account No.	:	
15	IFSC Code & MICR Code of Bank	:	

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 Training 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 Training 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.

ANNEXURE-B

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 training cost to recognised hospitality Management Institute
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

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 Training 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.
- 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 Training 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 Training 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 Training 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

TRAINING COST SUBSIDY UNDER TOURISM POLICY-2016

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

CERTIFICATE TO BE FURNISHED BY THE CONCERNED INSTITUTE.

(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 already paid Rs. _____ (in words) _____ towards training cost for training imparted to _____ no. of employees as per detailed below. The details of training imparted to the employees of _____ (name of tourism unit) are as below :

Name of the Employee	Period of Training with dates	Training Course	Fees paid

**Signature with seal
Head of the Training Institute**

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 Training Cost Subsidy on training imparted for the period ----- 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 training cost subsidy 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.

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 TRAINING COST
SUBSIDY 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-----.