

Government of Odisha
Department of Tourism & Culture
(Tourism)

NOTIFICATION

No 6248 / TSM, Bhubaneswar, Dated 16.6 / 2017
T.TSP-II(C)-30/2017


Sub: Operational Guidelines for incentive for participation in Overseas Event 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 incentive for participation in Overseas Event prescribed under Para 8.1.14 of Odisha Tourism Policy 2016, the Government has been pleased to issue the following Operational Guidelines.


Principal Secretary to Govt.


Memo No 6249 / 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 6250 / 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 6251 / 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 6252 / 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

INCENTIVE FOR PARTICIPATION IN OVERSEAS TOURISM EVENT UNDER TOURISM POLICY 2016

[See Para 8.1.14 of TOURISM POLICY-2016]

1. **Short Title:** - Operational guidelines for incentive for participation in Overseas Event 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 here, shall have the same meaning as in Tourism Policy, 2016.

5. **Policy Provisions:-**

Para- 8.1.14 of Tourism Policy, 2016

DoT shall provide incentives to the tourism service provider of State for participating in overseas tourism events. The incentive shall be limited to 50% of the space rent actually paid and travel expenses incurred by the tourism service provider of the State subject to maximum of Rs.75,000/- for each event. Such concession shall be limited to two events in one financial year for any agency. The tourism service provider approved by Govt.of India, Ministry of Tourism fulfilling the eligibility criteria prescribed by Ministry shall be eligible to get additional reimbursement of travel expenses of 4 more additional events. The admissibility of travel expenses shall be as per the guideline of Ministry of Tourism, Government of India and the maximum ceiling shall be Rs.2.5 lakh per annum.

6. **Eligibility:** -

New & existing tourism stake-holders participating in overseas tourism events are eligible for getting reimbursement of 50% of travel expenses and space rent subject to maximum Rs.75,000/- per event and two events in a year.

7. **Time frame for filing application:** - Eligible tourism stake-holder shall file application complete in all respect as per the prescribed form **before two months** from the schedule date of event to Department of Tourism.

Application received late / incomplete in any respect shall be liable to be summarily rejected.

8. 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 incentive 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 claiming reimbursement of travel expenses only air fare in economy class in shortest possible route, hotel accommodation (not above 3-star) & space rent for participation in Overseas Tourism Event shall submit application in the prescribed form appended to this operational guideline at **Annexure --'A'** along with copies of all relevant documents shall be submitted to Department of Tourism. Local transport and F&B expenses will not be eligible for reimbursement.
 - 13.2 On receipt of application with copies of relevant documents, the acknowledgement as prescribed at **Annexure- 'B'** shall be dispatched to the applicant duly signed by the authorised person of DoT.
 - 13.3 The Facilitation Cell shall examine the eligibility & recommend for participation in the event.
 - 13.4 Facilitation Cell shall communicate the eligible agency to participate in the overseas event at least 30 days before the schedule date of event as per **Annexure-C**
 - 13.5 The eligible agency shall submit copy of the tickets in economy class & shortest possible route along with boarding pass, copy of the voucher for space rent & hotel accommodation paid (not above 3-star category for event days + one day pre/post event) if any in the prescribed form as per **Annexure-D** within 15 days of completion of event.

13.6 Facilitation Cell shall recommend SSWCC for settlement of claim.

14. Rejection: In case of **rejection** of application, the reasons of rejection shall be communicated to the applicant unit by the concerned authority as early as possible or within a maximum period of **30** days of receipt of application from the claimant unit in the format prescribed at **Annexure – 'E'**.

15. Miscellaneous:-

15.1 Department of Tourism shall notify the important tourism event from time to time.

15.2 Time limit prescribed in this guideline is of working days only.

15.3 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

Annexure - A

**Application Form for obtaining Prior Approval for Participation in
Trade Fair / Exhibition and Road Shows abroad Overseas**

1	Name of the Firm with full address	
2	Nature of Business	
3	Name of accreditation body, if any	
4	Name & Designation of the person proposed to participate in the Overseas Event.	
5	Certificate regarding approval of the Agency / Firm by the Department of Tourism	
6	Certificate of Revenue Earnings during the two preceding financial year duly certified by the Chartered Accountant	In INR In Foreign Exchange (If any)
7	Name of the Fair / Exhibition / Road show proposed to participate	
8	Proposed date of Departure from India	
9	Proposed date of Arrival in India	
10	Details of Financial Assistance availed during the current financial year.	

	i) Details of countries visited and exhibitions / Road shows participated	
	ii) Name of the Person	
	iii) Dates	
	iv) Amt. Received	

Place:

Date:

Signature

Designation with Stamp

Annexure –B
(FOR OFFICE USE)

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 participation in Overseas Tourism Events under 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 / Director Tourism
with seal & date-----

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 participation in Overseas Tourism Events under 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 / Director Tourism
with seal & date-----

Annexure –C

(TO BE DISPATCHED TO THE APPLICANT)

OFFICE OF THE DIRECTOR TOURISM, GOVT.OF ODISHA

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

Letter of Consent

(Strike out whichever is not applicable)

To

Sri _____

M/s. _____

Your application for participation in Overseas Tourism Events _____ scheduled to be held from _____ to _____ is hereby approved subject to clause no.8.1.14 under TOURISM POLICY–2016 and its operational guidelines

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

**Claim Form for sanction of incentive for Participation in overseas
Trade Fair / Exhibition and Road Shows**

1	Name of the Firm with full address	
2	Copy of the approval of DoT to participate in the event.	
3	Name of the Fair / Exhibition / Road show participated	
4	Name & Designation of the person participated in the Overseas Event.	
5	Date of Departure from India	
6	Date of Arrival in India	
7	Details of Financial Assistance availed earlier	
	v) Details of countries visited and exhibitions / Road shows participated	
	vi) Name of the Person	
	vii) Dates	
	viii) Amt. Received (with break-up of air fare, hotel accommodation & space rent	
8	Detail of expenditure incurred i) Air-Ticket in economy class & route.(copy of the ticket & boarding pass.	

	ii) Space rent in the exhibition (voucher of the rent paid)	
	iii) Accommodation charges (voucher of the room rent paid)	
	TOTAL	
9	Admissible claim (50% of the total travel expenses, space rent subject to a ceiling of Rs.75,000/- per event)	

Place:

Date:

Signature

Designation with Stamp

OFFICE OF THE DIRECTOR TOURISM, GOVT.OF ODISHA

NO DT.
(Strike out whichever is not applicable)

To

Sri _____

M/s _____,

At _____ P.O. _____

Dist. _____

This is to inform that –

The application for reimbursement of expenditure on participation in overseas tourism event _____ (name of the event) is rejected due to following reasons.

(Specify the reasons)

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

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