

Government of Odisha  
Department of Tourism & Culture  
(Tourism)

**NOTIFICATION**

No 5989 / TSM, Bhubaneswar, Dated 5-6 / 2017  
T.TSP-II(C)-30/2017


Sub: Operational Guidelines for Disbursement of Interest 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 Disbursement of Interest Subsidy prescribed under Para 8.1.3 of Odisha Tourism Policy, 2016 the Government has been pleased to issue the following Operational Guidelines.

  
Principal Secretary to Govt.


Memo No 5990 / TSM, Bhubaneswar, dtd 5-6-17

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 5991 / TSM, Bhubaneswar, dtd 5-6-17

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 5992 / TSM, Bhubaneswar, dtd 5-6-17

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

  
Director & Addl. Secretary to Govt.

Memo No 5993 / TSM, Bhubaneswar, dtd 5-6-17

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 FOR SANCTION & DISBURSEMENT OF INTEREST SUBSIDY**

**UNDER TOURISM POLICY-2016**

(See Para – 8.1.3 of TOURISM POLICY 2016)

1. **Short Title:** - Operational guidelines for Sanction& Disbursement of Interest Subsidy under provisions of para-8.1.3 of 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: -**

- a) New Tourism unit shall be entitled to interest subsidy for timely payment @ 5% per annum on term loan availed from Public Financial Institutions / Banks for a period of five years from the date of commencement of operation subject to a total maximum limit of Rs 1 Crore.

Units which are classified as a NPA at the time of making the application or at any time within 5 years from COD will not be eligible to avail such incentives.

- b) Provided further that the concerned promoter(s) would not have defaulted to OSFC /IPICOL /SIDBI /Banks /Public Financial Institutions /other Government agencies in connection with the unit for which the incentive is sought or for any other unit/ activity with which concerned promoter is directly or indirectly associated.
- c) Entitlement for interest subsidy shall be contingent on timely repayment of loan instalments along with interest.

**6. Eligibility:-** Tourism units satisfying definition and falling under –

- a) A New Tourism Unit.
- b) Expansion of an existing Tourism Unit and tourism properties developed on PPP mode shall not be eligible for Interest 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.

**6.1** The units as stated above at point 6.1, 6.2, 6.3, are eligible provided further that the concerned promoter(s) would not have defaulted to OSFC /IPICOL /SIDBI /Banks /Public Financial Institutions /other Government agencies in connection with the unit for which the incentive is sought or for any other unit/ activity with which concerned promoter is directly or indirectly associated and entitlement for interest subsidy shall be contingent on timely repayment of loan instalments along with interest.

**6.2** Tourism unit that has availed interest subsidy under any other scheme of the State Govt. or the Central Govt. or Govt. Agencies or any Financial Institution(s) shall be eligible for the differential amount of benefit only.

**6.3** Units which are classified as a NPA at the time of making the application or at any time within 5 years from COD will not be eligible to avail this incentives.

**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 & Procedure : -**

Eligible Tourism unit shall file its claim in the prescribed Application Form complete in all respect, **within one year** from the date of starting commercial



operation / **within one year** from the date of notification of this Rules and Operational guidelines, whichever is later. Application received after the due date/ incomplete in any respect shall be liable to be summarily rejected. The tourism units, whose commercial operation has started before the date of notification of the Tourism Policy, 2016 shall not be eligible in getting any interest subsidy.

**8.1 Special Single Window Clearance Committee (SSWCC)** – SSWCC shall be the competent authority to sanction interest subsidy claims of eligible Tourism Units.

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

**8.3** 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.

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

**Procedure: -**

**9.1** 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' before Director Tourism Odisha.

Application for sanction & disbursement of Interest Subsidy for the subsequent years, after 1<sup>st</sup> 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 shall be self-attested by Proprietor / Managing Partner / Managing Director / Authorized Signatory.

**9.2** On receipt of application, the acknowledgement as prescribed at Annexure-'C' shall be issued to the applicant duly signed by the Authorized Officer on the day of receipt. The Director Tourism may authorize any of his officers for the purpose

**9.3** After receipt of the application from the Tourism unit, Authorized Officer will check the eligibility concerning the claim and transmit one set of application with relevant documents indicating the date of commencement of commercial operation of the unit to the concerned Financial Institution / Bank within **3days** from the date of receipt of application for checking and furnishing the certification the format prescribed at Annexure –D on interest paid during the period of claim under intimation to the concerned unit. Where the tourism unit is financed with term loan by more than one Financial Institution / Bank, the photocopy of application with relevant documents certified by the Authorized Officer shall be transmitted to the concerned Financial Institution(s) / Bank (s).

**9.4** At the same time (within 3 days as mentioned above), Authorized Officer shall forward one set of application to the Director of Tourism, Odisha for processing under intimation to the concerned unit.

**9.5** The concerned financial institution(s) / Bank(s) has to furnish the required certificate in the prescribed format at Annexure- D within **15 days** from the date of forwarding the proposal by Authorized Officer to the Director Tourism under intimation to the concerned unit.

**9.6** Within 15 days as mentioned above, the working status & production continuity of the Tourism unit & admissibility of Interest Subsidy shall be checked by Tourism Facilitation Cell and recommend to the SSWCC for approval.

**9.7 Sanction:-** Sanction of interest subsidy shall be communicated by Director Tourism Odisha in the prescribed format as at Annexure- E.

## **10. Disbursement**

10.1 The disbursement of sanctioned amount of interest subsidy or part thereof shall be made by the Director Tourism within **5 days** of sanction **subject to availability of funds under the scheme** through the financing agency from which it has availed the term loan.

10.2 The disbursement may be deferred if the unit is found closed and may be effected on resumption of commercial operation.

**11.Rejection:-** In case of rejection of application, the reasons of rejection shall be communicated to the applicant unit within **25 days** of receipt of application from the claimant unit by the respective agencies in the format prescribed at Annexure-F

**12.Recovery-**The amount disbursed towards interest subsidy or any part thereof shall be recoverable forth with penal interest as decided by the authority on following events.

- a) If the information furnished is found to be false/ incorrect / misleading or misrepresented and there has been suppression of facts / materials or disbursed in excess of the amount actually admissible for whatsoever reason.
- b) If the Tourism unit goes out of commercial 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.

**13. Miscellaneous:-**

- 13.1 The Director Tourism Odisha and financier jointly may inspect the industrial unit, if felt necessary.
- 13.2 The 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.
- 13.3 The Tourism Unit that had availed interest subsidy will not be allowed to shift location of the industry without prior approval of Director Tourism Odisha.
- 13.4 **Time limit prescribed in this guidelines are of working days only.**

**14.** 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

XXXXXXXXXXXX



**Annexure-A**

**APPLICATION FOR SANCTION & DISBURSEMENT OF INTEREST 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 of Tourism,  
Government of Odisha.

Sub-Sanction & disbursement of Interest Subsidy under Tourism Policy 2016.

Sir,

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

	Category of the Unit	:	
	New Tourism Units	:	
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	Items / activity	:	
7	Direct employment generated	:	
8	Date of commencement of commercial operation	:	
		:	

9	Date of first fixed capital investment i.e. land / building / plant & machinery and balancing equipment.	:	
10	Total capital investment (Head-wise)	:	
	a		
	b		
	c		
	d		
	e		
11	Name of the Financial Institution (s) / Bank(s)	:	
12	Details of sanction of Term loan ( Date & Amount – FI / Bank wise)	:	
13	Details of term loan availed with amount, date - FI / Bank wise	:	
14	Details of Term loan repaid (financial year-wise) Attach separate Sheet FI / Bank wise	:	
	Principal	:	
	Interest	:	
15	Amount of interest paid on term loan from the date of commencement of commercial operation (Financial Year-wise) – to be certified by the FI / Banks	:	
16	Details of Interest subsidy sanctioned / availed so far with sanction order no & date (Financial Year-wise)	:	
17	Claim for interest subsidy (Specify the amount & period)	:	
18	Deferential amount of benefit claimed (Mention the details.	:	

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 interest 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 commercial 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.

I hereby certify that I / We / the concerned promoter(s) have not defaulted to OSFC / IPICOL / SIDBI / Banks / Public Financial Institutions / other Government agencies in connection with the unit for which the incentive is sought or for any other unit / activity in the state with which concerned promoter(s) is / are directly or indirectly associated.

I hereby certify that this Tourism unit has not been classified as a NPA at the time of making the application.

I hereby certify that this Tourism unit has not applied / applied / availed / not availed interest subsidy under any other scheme of the State Govt. or the Central Govt. or Govt. Agencies any Financial Institution(s).

I hereby certify that this Tourism unit has not been classified as a NPA.

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 self-attested and enclosed herewith.

Signature of Proprietor / Managing Partner/

Managing Director / Authorized Signatory

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

Place-

Date-

**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
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(s) in support of Single Window Clearance Committee for this incentive.
5	Document in support of date of first investment in fixed capital i.e. land / building / plant & machinery and balancing equipment.
6	Certificate on Date of Commencement of Commercial Operation of Tourism unit.
7	Term loan sanction order of Financial Institute (s) / Banks.
8	Documents in support of Interest Subsidy availed, if any. / interest paid / Guarantee fee paid under CGTMSE.
9	<b>Undertaking ( Annexure B1) ( In a separate sheet duly signed by the Proprietor / Managing Partner/ Managing Director / Authorized Signatory)</b>
10	<i>Valid statutory clearances including consent to operate issued by OSPCB &amp; star categorization certificate for the hotel projects.</i>

UNDERTAKING

(Strike out 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 interest subsidy or any part thereof with penal interest as decided by the authority-
  - (a) 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.
  - (b) If the Tourism unit goes out of commercial 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.
- iii) I / we the promoter(s) have not defaulted to OSFC / IPICOL / SIDBI / Banks / Public Financial Institutions / other Government agencies in connection with the unit for which the incentive is sought or for any other unit / activity in the state with which concerned promoter(s) is / are directly or indirectly associated.
- iv) This Tourism unit has not applied / availed interest subsidy under any other scheme of the State Govt. or the Central Govt. or any Financial Institution(s).
- v) This Tourism unit has not been classified as a NPA.

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 Proprietor / Managing Partner/

Managing Director / Authorized Signatory

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



Annexure -C

(FOR OFFICE USE)

OFFICE OF THE DIRECTOR TOURISM  
GOVERNMENT OF ODISHA

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

Acknowledgement

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

(Strike out whichever is not applicable)

To

Sri \_\_\_\_\_

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

\_\_\_\_\_

Received the application for ----- 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 /

with seal & date-----

(TO BE DISPATCHED TO THE APPLICANT)  
OFFICE OF THE DIRECTOR TOURISM  
GOVERNMENT OF ODISHA

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

Acknowledgement

(To be issued by authorized officer on the day of receipt)  
(Strike out whichever is not applicable)

To  
Sri \_\_\_\_\_  
M/s. \_\_\_\_\_  
\_\_\_\_\_

Received the application for -----  
-----  
-----  
-----  
-----  
-----  
-----

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 /  
  
with seal & date-----

**Annexure-D**

**INTEREST SUBSIDY UNDER TOURISM POLICY-2016**

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

**CERTIFICATE TO BE FURNISHED BY THE FINANCIAL INSTITUTION / BANK**

(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 sanctioned with term loan of Rs. \_\_\_\_\_(in words)

\_\_\_\_\_ for acquisition of fixed assets for the new project located at \_\_\_\_\_ Sub-Division \_\_\_\_\_ District \_\_\_\_\_. The term loan has been sanctioned on (Date)\_\_\_\_\_ @ annual interest of \_\_\_\_% and the disbursement of loan started with effect from dt.\_\_\_\_\_. (Mention sanction & disbursement with dates in tabular form if it is for more than one)

Further it is certified that the above unit has already paid Rs.\_\_\_\_\_ (in words) \_\_\_\_\_ towards interest due against the period of claim i. e. Dt \_\_\_\_ to Dt. \_\_\_\_\_ and the unit has not defaulted in payment of his dues as per sanctioned order.

The details of interest due and interest paid by the Tourism unit from the date of commencement of commercial operation -----are as below. (Does not include penal interest / interest on over dues)

	<b>Period</b>	<b>Interest due (Rs)</b>	<b>Interest paid(Rs)</b>
1	Date of commencement of commercial operation to end of the first financial year		
	2nd. financial year		
	3rd. financial year		
	4th. financial year		
	5th. financial year		
	1st. April of 6th. financial year to the end of completion of 5 years of operation		

Signature & Seal of the  
Financial Institution / Bank.



**Annexure-E**

**OFFICE OF THE DIRECTOR OF TOURISM ODISHA**

(Strike out whichever is not applicable)

**SANCTION ORDER**

Office order No. \_\_\_\_\_ dt. \_\_\_\_\_

Sanction is hereby accorded for payment of interest subsidy for the period-----  
----- (i.e starting from the date of commencement of commercial operation to the  
end of the first financial year / 2nd. financial year / 3rd. financial year / 4th. financial  
year / 5th. financial year / 1st. April of 6th financial year to the end of completion of 5  
years.

In favour of M/s. \_\_\_\_\_ Proprietor / Managing Partner / Managing Director /  
Authorized Signatory Sri \_\_\_\_\_ At / PO \_\_\_\_\_ Dist.

\_\_\_\_\_ ( Address of the Registered office of the unit) has been sanctioned with  
term loan of Rs. \_\_\_\_\_ (in words) \_\_\_\_\_ for  
acquisition of fixed assets for the new project located at

\_\_\_\_\_ Sub-Division \_\_\_\_\_ District \_\_\_\_\_ in  
accordance with the provisions laid down in Tourism Policy, 2016 and operational  
guidelines.

The captioned Tourism unit is treated at par with new Tourism unit and duly  
recommended by the SLSWCC / treated as new Tourism unit and the total amount  
sanctioned so far, does not exceed the limit \_\_\_\_\_ prescribed rate of interest  
subsidy i.e.5% under Tourism Policy,2016.

**Director Tourism Odisha**

Memo No. \_\_\_\_\_/TSM., dt. \_\_\_\_\_ / 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 the Financial  
Institutions / Bank for information and necessary action.

**Director Tourism Odisha**

Memo No. \_\_\_\_\_/dt. \_\_\_\_\_ / Copy forwarded to Principal Secretary  
Tourism, Government of Odisha for information.

**Director Tourism Odisha**

**ANNEXURE-'F'**

**OFFICE OF THE DIRECTOR TOURISM  
GOVERNMENT OF ODISHA**

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

(Strike out whichever is not applicable)

This is to inform that –

The application for sanction of Interest Subsidy made by M / S \_\_\_\_\_ bearing EM- Part-II / IEM / IL / Production Certificate 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 Odisha**

with seal & date-----.