



No. 5537 / TSM,

Bhubaneswar,

Dated 30.05.23

TCT-COOD-POLICY-0001-2022

**NOTIFICATION**


Sub: Operational Guidelines for incentive for air-conditioned coach used under contract carriage as tourist transport for Tourism Projects.

The Government has notified the Odisha Tourism Policy, 2022 vide Tourism Department Resolution No. 9197-TCT-RC-MISC-0008/2022, dated. 30<sup>th</sup> November, 2022. In order to operationalise the Policy, Government has been pleased to issue the following Operational Guidelines for incentive for air-conditioned coach used under contract carriage as tourist transport for Tourism Projects under the Odisha Tourism Policy, 2022.

  
Additional Chief Secretary, Tourism.

Memo No 5538 /TSM, Bhubaneswar Dt. 30-05-23

Copy forwarded to the OSD to the Chief Secretary, Odisha / PS to DC-cum-ACS/PS to Principal Secretary to Govt., Finance Department for kind information of Chief Secretary, Odisha / DC-cum-ACS / Principal Secretary to Govt. Finance Deptt. Respectively.

  
Additional Secretary to Govt.

Memo No 5539 /TSM, Bhubaneswar Dt. 30-05-23

Copy forwarded to the Sr. PS to ACS, Tourism / OSD to Director, Tourism / DEOs to Additional Secretaries, Tourism for kind information of ACS, Tourism / Director Tourism / Additional Secretaries, Tourism.

  
Additional Secretary to Govt.

Memo No 5540 /TSM, Bhubaneswar Dt. 30-05-23

Copy forwarded to the MD OTDC Ltd. / all ADTs / Tourist officers for information & necessary action.

  
Additional Secretary to Govt.


Memo No 5541 /TSM, Bhubaneswar Dt. 30-05-23

Copy forwarded to the Chairman / President, HRAO / TAAO / OTOA / IATO for information & necessary action.

  
Additional Secretary to Govt.

Memo No 5542 /TSM, Bhubaneswar Dt. 30-05-23

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

  
Additional Secretary to Govt.

## OPERATIONAL GUIDELINES

### **INCENTIVE FOR AIR-CONDITIONED COACH USED UNDER CONTRACT CARRIAGE AS TOURIST TRANSPORT UNDER ODISHA TOURISM POLICY 2022**

(Para 15.1.10 of ODISHA TOURISM POLICY 2022)

#### **1. SHORT TITLE:**

Operational guidelines for incentive for air-conditioned coach used for tourist transport under provisions of Para- 15.1.10 of Odisha Tourism Policy 2022

#### **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 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 Odisha Tourism Policy 2022.

#### **5. POLICY PROVISIONS:**

Para- 15.1.10 of Odisha Tourism Policy 2022

The State will facilitate the provision of adequate quality transport services for tourists. As such 75% exemption from registration charges and 50% concession from payment of permit charges shall be allowed for new air-conditioned coaches having minimum seating capacity of 25 seats, registered as contract carriage and operating in notified tourist circuits. The Department of Tourism shall notify the tourist circuits for the purpose from time to time.

#### **6. ELIGIBILITY:**

New Air-conditioned coach having minimum sitting capacity of 25, registered as contact carriage and operating in notified tourist circuit.

#### **7. TIME FRAME FOR FILING APPLICATION:**

Eligible Hotelier/ Tour Operator shall file application complete in all respect, within

one month from the date of purchase of air-conditioned coach to Department of Tourism.

Application in the prescribed form 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 concession/ exemption in registration charges and permit charges under this policy.

9. The SSWCC shall go into merits of each case to decide whether the transport facility qualifies for such concession under the frame work of Tourism Policy 2022.

10. The SSWCC shall discharge all other functions as may be necessary and subservient to recommend the concession to the transport authority.

#### **11. MEETINGS OF THE COMMITTEE:**

The SSWCC may meet monthly or as per requirement.

#### **12. PROCEDURE:**

12.1 Eligible Hotelier / Tour Operator claiming exemption from registration charges concession for payment of permit charges 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.

12.2 On receipt of application with copies of relevant documents as prescribed at Annexure- 'B' self-attested by Hotelier / Tour Operator / Authorized Signatory before the Director, Tourism, Govt. of Odisha.

12.3 After completion of examination, scrutiny of the proposal, the same shall be placed before Facilitation Cell.

12.4 The Facilitation Cell shall scrutinize the proposal & recommend to SSWCC. Once it is cleared by SSWCC, the recommendation of SSWCC shall be sent to State Transport Authority to allow concession in registration of vehicle and permit charges.

12.5 On receipt of application with copies of relevant documents, the acknowledgement as prescribed at Annexure- 'C' shall be dispatched to the applicant duly signed by the authorised person of DoT

12.6 One set of application, with recommendation of the committee with supporting. documents shall be forwarded to the Transport Registering

Authority of the concerned zone recommending exemption to be allowed on registration charges @ 75% & permit charges @ 50% with particulars in the prescribed form appended at Annexure-'D'.

12.7 On receipt of the recommendation from the committee, the Transport Registering Authority of the concerned zone shall issue concession letter relating to registration fees & permit charges to the concerned authority in the prescribed format appended at Annexure- 'E' within 7 days from the date of recommendation.

12.8 Transport Registering Authority concerned, shall keep accounts of exemption and intimate the same at the end of each financial year to the Director Tourism so as to keep record of quantum of benefit extended during the TOURISM POLICY 2022

### **13. REJECTION:**

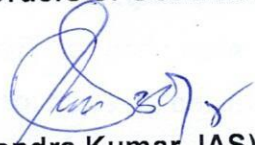
In case of rejection of application, the reasons of rejection shall be communicated to the applicant unit by the concerned authority as early as possible or within a maximum period of 60 days of receipt of application from the claimant unit in the format prescribed at Annexure 'F'.

### **14. MISCELLANEOUS:**

14.1 Department of Tourism shall notify the important tourist circuit from time to time.

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

By Orders of Governor

  
(Surendra Kumar, IAS)

Additional Chief Secretary, Tourism

Annexure- A

**APPLICATION FOR EXEMPTION/ CONCESSION ON PAYMENT OF  
REGISTRATION CHARGES & PERMIT CHARGES ON AIR-CONDITIONED  
COACH HAVING CONTRACT CARRIAGE**

(Para- 15.1.10 of TOURISM POLICY 2022)

(Strike out whichever is not applicable)

From:

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

At \_\_\_\_\_

PO \_\_\_\_\_

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

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

(Location of the Tourism Unit)

To

The Director Tourism

Govt. of Odisha,  
Bhubaneswar

Sub: Exemption from payment of Registration & permit charges of air-conditioned coach under the provisions of Tourism Policy 2022.

Sir,

In accordance with the provisions laid down in Tourism Policy 2022 and its operational guidelines notified by Transport Department, Govt. of Odisha the claim for exemption of Registration & permit charges of air-conditioned coach is submitted herewith for the eligible period with following particulars.

1	Name of the Applicant	
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	Date of purchase of vehicle	
6	Particulars of vehicle including seat capacity	
7	Name of the circuit wherein the vehicle is proposed to be piled	
8	Detail of purchase invoice	
9	Name of RTO office where proposed to be registered	
10	Bank A/c. No. of Tourism Unit	
11	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, 2022 and its operational guidelines.

I hereby undertake to furnish information, reports, periodical statements etc to the Director Tourism, Odisha/ Transport authorities as and when required.

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

Encl.

1.

2.

Date

-

Signature of the Proprietor / Managing Partner/ Managing Director /

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

Place-

**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	Profile of Agency
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 Act 1932 / Societies Registration Act- 1860 / Certificate of incorporation (Memorandum of association & Article of Association) under Company Act-1956
4	Invoice of purchase of air-conditioned vehicle
5	Undertaking to ply the vehicle in identified tourism circuit
6	Copy of R.C. Book
7	Copy of Audited Balance sheet & P/L Account of last three years

**Annexure –C**  
**(FOR OFFICE USE)**

**Department of Tourism**  
**Govt. of Odisha, Bhubaneswar**

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

**ACKNOWLEDGEMENT**

(Strike out whichever is not applicable)

To

Sri \_\_\_\_\_

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

\_\_\_\_\_

Received the application for exemption of registration & permit charges under the provisions of Tourism Policy-2022 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, Odisha  
with seal & date-----



Annexure –C

(TO BE DISPATCHED TO THE APPLICANT)

**Department of Tourism  
Govt. of Odisha, Bhubaneswar**

Letter No. \_\_\_\_\_ / Date \_\_\_\_\_

**ACKNOWLEDGEMENT**

(Strike out whichever is not applicable)

To

Sri \_\_\_\_\_

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

\_\_\_\_\_

Received the application for exemption of registration & permit charges under the provisions of Tourism Policy, 2022 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, Odisha

with seal & date-----

**Department of Tourism  
Govt. of Odisha, Bhubaneswar**

Letter No. \_\_\_\_\_ / Date \_\_\_\_\_

(Strike out whichever is not applicable)

To,

The State Transport Authority,  
\_\_\_\_\_

Sub: Recommendation for 75% exemption of registration & 50% exemption on permit charges under the provisions of TOURISM POLICY-2022

Sir,

In accordance with the Transport Department Notification No \_\_\_\_\_

Dated \_\_\_\_\_ & Letter No \_\_\_\_\_ dated \_\_\_\_\_, I

recommend that M/s \_\_\_\_\_, At

\_\_\_\_\_ P.O. \_\_\_\_\_ Dist.

\_\_\_\_\_ bearing Engine No. \_\_\_\_\_, Chesis No

\_\_\_\_\_, Invoice No. \_\_\_\_\_, Sitting capacity

\_\_\_\_\_ may be allowed 75% exemption of registration charges and 50%

exemption from permit charges subject to the condition that the vehicle is only plied

in the tourist circuit \_\_\_\_\_ and registered as contract carriage

vehicle. The details are given as below:

1	Name of the Proprietor	
2	Particulars of the Vehicle	
3	Date of Purchase	
4	Invoice Amount	
5	Seat Capacity	
6	Engine No. & Chesis No.	
7	Date of application received	
8	Recommendation of the Committee	

It is certified that the vehicle is entitled to avail 75% exemption of registration charges and 50% concession on permit charges under TOURISM POLICY -2022

Yours faithfully,

Director Tourism, Odisha

Encl. (One set of application with supporting documents)

Memo No. \_\_\_\_\_ / Date \_\_\_\_\_

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

Director Tourism, Odisha

**OFFICE OF THE TRANSPORT AUTHORITY**

Letter No. \_\_\_\_\_ / Date \_\_\_\_\_  
(Strike out whichever is not applicable)

From  
The State Transport Authority,

\_\_\_\_\_

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

At \_\_\_\_\_

PO \_\_\_\_\_

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

Sub: Sanction of 75% exemption of registration & 50% exemption on permit charges of air-conditioned vehicle under the provisions of TOURISM POLICY-2022

Sir,

In accordance with the Transport Department of Notification No \_\_\_\_\_ dated \_\_\_\_\_ & letter no \_\_\_\_\_ dated \_\_\_\_\_, 75% exemption is allowed on registration of air-conditioned vehicle bearing engine no.

\_\_\_\_\_, chesis no. \_\_\_\_\_ /

Registration No. \_\_\_\_\_ as per Tourism Policy 2022. Further, 50% exemption is allowed on permit charges as the vehicle no. \_\_\_\_\_ is plying in identified tourist circuit

Yours faithfully,

State Transport Authority

Memo No. \_\_\_\_\_ / Date \_\_\_\_\_

Copy forwarded to the Director Tourism, Odisha for information.

State Transport Authority

ANNEXURE- F

Department of Tourism  
Govt. of Odisha, Bhubaneswar

Letter No. \_\_\_\_\_ / Dt. \_\_\_\_\_

(Strike out whichever is not applicable)

To

Sri \_\_\_\_\_

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

At \_\_\_\_\_

P.O \_\_\_\_\_

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

This is to inform that-

The application for exemption of registration & permit charges of contract carriage vehicle No. \_\_\_\_\_ is rejected due to following reasons.

(Specify the reasons)

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

Director Tourism  
with seal & date \_\_\_\_\_