



Government of Odisha

Department of Tourism

No. 9303 /TSM, dt - 04-10-2023

TCT-TSP-MISC-0051-2023

NOTIFICATION

EXPOSURE VISITS OF GOVERNMENT OF ODISHA DELEGATES/ REPRESENTATIVES TO SINGAPORE AND DUBAI OPERATIONAL GUIDELINES, 2023.

The Government of Odisha has launched a new scheme, namely, “**EXPOSURE VISITS OF GOVERNMENT OF ODISHA DELEGATES/ REPRESENTATIVES TO SINGAPORE AND DUBAI**” vide Tourism Department Resolution No. 9184/TSM, dt. 29/09/2023.

Through the said scheme, the Government of Odisha in the Department of Tourism intends to organise exposure visits to selected groups/delegates/representatives from the Departments of Mission Shakti; Skill Development and Technical Education; Women and Child Development; Sports and Youth Services; Health and Family Welfare; Panchayati Raj and Drinking Water; Housing and Urban Development; and any other such Department that Government of Odisha may decide from time to time; and other officers who do exceptional work or public representatives to Dubai (UAE) and Singapore through the direct international flights from Bhubaneswar, which has commenced from 15th May 2023.

The main objective of the scheme is to build the capacity of the delegates, giving an out-of-the-box learning platform through visiting institutes of eminence, organisations, and infrastructure projects of the two international cities, Dubai and Singapore, and also support the flights with sustainable passenger load since these direct flights are supported by the Government of Odisha.

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For smooth execution and operation of the scheme, the Government of Odisha is pleased to formulate the following guidelines:

1. Short title & Commencement

- i. These guidelines may be called as “**Dubai Singapore Exposure Visits Operational Guidelines, 2023**”.
- ii. These guidelines shall come into force on the date of the publication in the Odisha Gazette.

2. Definitions

In these guidelines, unless the context otherwise requires,

- i. "State" means the State of Odisha
- ii. "Government" means the Government of Odisha
- iii. "UAE" means the United Arab Emirates
- iv. "Singapore" means the Republic of Singapore

3. Scheme Details

- i. This scheme is about organising exposure trips of delegates nominated by various departments of the Government of Odisha to two cities Dubai and Singapore, through direct flights to these cities from Bhubaneswar. These direct flights are operated by M/s Indigo Airlines, with whom the Government of Odisha in the Department of Commerce and Transport has entered into an agreement to that effect.
- ii. The exposure visits under this scheme offer a unique opportunity for government officials / selected delegates/representatives of Odisha to build their capacity by gaining invaluable experience, expanding their knowledge, and fostering partnerships with international entities. The scheme as such contributes to the overall growth and development of the state in tourism and other fields.
- iii. Approximately 2662 delegates/ representatives will be benefited from 72 trips consisting of 37 members each (35 delegates plus 02 officers or support staff per trip) to Singapore and Dubai for a period of 31 Months (1st October 2023 to 31st May 2026 OR coterminous with the contract agreement between the

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Department of Commerce and Transport and Indigo Airlines, whichever is earlier).

- iv. The entire cost of the exposure trips under this scheme shall be borne by the Government of Odisha. The representatives or delegates who will be travelling under this scheme to Singapore / Dubai are not required to pay anything for the tours.
- v. The number of trips and delegates may vary depending upon the circumstances extraneous to the Government/ Department, or as may be decided by the Government from time to time.
- vi. The proposed scheme will be funded by the Department of Tourism, Government of Odisha.

4. Target Beneficiaries:

The target beneficiaries of the scheme are select groups, delegates, and representatives of the Government of Odisha. The following departments have been identified as potential beneficiaries:

- i. Representatives / Delegates from Departments of Mission Shakti; Skill Development and Technical Education; Women and Child Development; Sports and Youth Services; Health and Family Welfare; Panchayati Raj and Drinking Water; Housing and Urban Development; and any other departments as the Government of Odisha may decide from time to time.
- ii. The scheme may also include officers nominated by any department of the Government of Odisha who has demonstrated exceptional work and contributed in their respective fields, or any other public representatives as may be nominated by the Government of Odisha.

5. Eligibility

- i. The delegate should have completed 18 years of age on the date of travel;
- ii. The delegate should have the requisite physical fitness to undertake the journey, and should not be suffering from any communicable disease as of the date of travel;

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- iii. The delegate should be duly nominated by a Department of Government of Odisha.

6. Facilities for the Delegates under this scheme

- i. The delegates will be provided necessary support for obtaining their passports and visas.
- ii. The delegates will be provided insurance coverage and air tickets for these exposure trips.
- iii. Lodging and boarding at the destination will be provided to all delegates for the trip duration.
- iv. The delegates will be provided guided tours/ exposure visits at the destinations.
- v. A lumpsum allowance of 500 AED (United Arab Emirates Dirhams) and 190 SGD (Singapore Dollars) shall be given to each delegate for trips to Dubai and Singapore respectively.
- vi. Transportation to and from the native district HQ of the delegate to Bhubaneswar, and facilitation for departure and arrival at Biju Patnaik International Airport (BPIA), Bhubaneswar shall be provided.

7. Nomination Procedure

- i. Concerned Departments shall nominate delegates/ representatives, and share the list of nominated delegates along with necessary documents well in advance at least 02 (two) months prior to the travel (trip starting) date with the Department of Tourism / Odisha Tourism Development Corporation.
- ii. The prescribed format for the nomination of delegates is given in **Annexure I**.
- iii. Each delegate shall be eligible to avail the benefit of this scheme only once.

8. Role and Responsibilities of the Department of Tourism

- i. The Department of Tourism will be responsible for the overall supervision and implementation of the scheme through the Odisha Tourism Development Corporation (OTDC).
- ii. The Department of Tourism shall fund this scheme.

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- iii. The Department of Tourism shall issue a “travel advisory” to the delegates from time to time.
- iv. The DoT shall nominate two escort officers for each trip for overall coordination during the travel and at the destination countries.
- v. DoT shall prepare a travel plan for the tours every month depending upon the availability of tickets, accommodation and other logistical matters.
- vi. DoT shall form groups of delegates from the nominations received, and decide the destination city (that is, Singapore or Dubai) for each group.
- vii. The Department of Tourism may avail services of the Federation of Indian Chambers of Commerce and Industry (FICCI), the industry partner of the Department of Tourism for logistics and other related services in destination countries.

9. Role and Responsibilities of Odisha Tourism Development Corporation (OTDC)

- i. The OTDC shall be responsible for air ticket, visa approval, passport facilitation, hotel booking, local tours and exposure visits, facilitation for currency exchange, monitoring, and overall coordination of the entire scheme.
- ii. OTDC will arrange to receive the delegates at Panthanivas Bhubaneswar before departure for the respective destinations; arrange for their boarding and lodging, and other logistics so as to facilitate smooth departure and arrival to and from Biju Patnaik International Airport, Bhubaneswar.
- iii. OTDC will give a briefing to the delegates/ travel advisory about the tour and “do’s and do n’ts” before departure for the respective destinations.
- iv. The OTDC may empanel destination management companies (DMC) / tour operators/travel agents for logistics and other related services in destination countries. For this purpose, OTDC may also avail the services of FICCI, the industry partner of the Department of Tourism.
- v. The Department of Tourism or OTDC shall not be liable in case the passport or visa of any delegate is rejected by the concerned competent authorities, as these are beyond the control and jurisdiction of the Department of Tourism/ OTDC.

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10. Role and Responsibilities of Concerned Nominating Departments

- i. The concerned Departments shall be responsible for the nomination of delegates, sharing the list of nominated delegates along with necessary documents well in advance (at least 02 months prior to the travel date) with the Department of Tourism / OTDC, in accordance with the prescribed format given in Annexure I.
- ii. The concerned Department shall also be responsible for the transportation of delegates from their respective districts/blocks to Bhubaneswar and back.
- iii. The concerned departments shall nominate a delegate only once for the scheme.
- iv. The concerned Department shall also be responsible for the submission of feedback forms of the delegates nominated by them, in the prescribed format to the Department of Tourism. (Attached as **Annexure II** to this guideline)

11. Role and Responsibilities of the Delegates

- i. The delegates shall provide correct and true details and documents as may be required by the concerned nominating departments, the Department of Tourism, OTDC, passport authorities and the visa granting authorities.
- ii. The delegates will be required to report at Pantha Nivas Bhubaneswar by 11 AM on the day of the journey in case of the tour to Dubai; and one day in advance (by 8 PM on the previous day of the journey) in case of the journey to Singapore.
- iii. The delegates shall be personally responsible for abiding by the law of the country they will be travelling to under this scheme.
- iv. The delegates shall be personally responsible in case of theft of their belongings during the course of the trip.
- v. The delegates shall be personally responsible for abiding by the customs and immigration rules of India as well as UAE and Singapore, whichever may be applicable.
- vi. The delegates shall follow the travel advisory issued by the Department of Tourism in letter and spirit and conduct themselves during the course of the trip

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in a manner that will not tarnish the image of the State of Odisha in a foreign country.

12. Monitoring Committee

- i. A monitoring committee, “**Dubai Singapore Exposure Visit Monitoring Committee**” will be constituted at the Department of Tourism to monitor the scheme under the chairmanship of the Director, Tourism along with the following members:
 - a. Director Tourism
 - b. Joint Director Tourism
 - c. GM OTDC
 - d. DM Transport OTDC

ORDER

Ordered that the Resolution be published in the Odisha Gazette and copies thereof forwarded to the A.G., Odisha/ all Departments of Government/ all Heads of Departments/ All RDCs/ All Collectors/ All Tourist Officers for information.

By Order of Governor


Surendra Kumar

Additional Chief Secretary to Government





Annexure-I

Format for Nomination of Delegates for the Department of Tourism Scheme,
**“EXPOSURE VISITS OF GOVERNMENT OF ODISHA DELEGATES/
REPRESENTATIVES TO SINGAPORE AND DUBAI”**

1. Name of the Administrative Department:
2. Name of the Delegate:
3. Designation of the Delegate:

Document Checklist

(Please attach a true copy of all documents mentioned below)

Aadhar Card No:	
Passport Number: (if available)	
Passport Validity:	___/___/___
PAN Number if available:	
Passport Size Photograph:	Please provide 2 nos. passport size photograph of 3.5 cm X 4.5 cm size with white background and matt finish with minimum 80% face cover.
Whether availed the benefit of this scheme earlier	YES/ NO
Covid-19 Vaccination Status:	<input type="checkbox"/> Both Dose <input type="checkbox"/> Single Dose <input type="checkbox"/> Not Vaccinated
Whether suffering from any communicable disease:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Signature of the Delegate

NOMINATION - The above delegate is nominated to participate in the “EXPOSURE VISITS OF GOVERNMENT OF ODISHA DELEGATES/ REPRESENTATIVES TO SINGAPORE AND DUBAI” scheme of the Department of Tourism.

DATE: _____

SECRETARY/ Department of _____



Annexure II

Format for Visit Report of Delegates

1. **Name of the Delegate:**
2. **Name of the Administrative/ Nominating Department:**
3. **Designation of the Delegate:**
4. **Destination & Date of Visit:**
5. **Overall Experience:** Please rate your overall experience during the exposure visit (Excellent/ Very Good/ Good/ Fair/ Poor)
6. **Key Learnings:** Briefly describe the key learnings you acquired during the exposure visit. How do you anticipate applying these insights in your current role or Department?
7. **Relevance to Objectives:** How well did the exposure visit content align with the stated objectives? (Highly Aligned/ Moderately Aligned/ Somewhat Aligned/ Not Aligned)
8. **Learning Opportunities:** Were the learning opportunities presented during the exposure visit beneficial to your professional growth? Please provide specific examples.
9. **Interactions and Networking:** Describe any valuable interactions or networking opportunities you had during the visit. Did these interactions contribute to your understanding of the subject matter?
10. **Suggestions for Improvement:** How do you think the exposure visit could be further improved to enhance the learning experience?
11. **Duration and Schedule:** Was the duration of the exposure visit appropriate? Were the sessions well-paced and organized?



12. Overall Organization: How would you rate the overall organization and logistics of the exposure visit? (Excellent/ Very Good/ Good/ Fair/ Poor)

13. Additional Comments: Please share any additional comments, suggestions, or insights you gained that were not covered in the previous questions.

Signature of the Delegate

Contact No. _____

Date: ___/___/___

Memo No. 9304 / TSM, Bhubaneswar, dt. 04-10-23
Copy to Gazette Cell, Commerce & Transport (Commerce) Department, Odisha Secretariat, Bhubaneswar for information and necessary action.. They are requested to publish the Notification in the next issue of extraordinary Odisha Gazette and circulate the same to all concerned. 300 copies may be sent to this Department for reference.



Officer on Special Duty

Memo No. 9305 / TSM, Bhubaneswar, dt. 04-10-23
Copy to all Department of Government/ all Heads of Departments/ all RDCs/ all Collectors for information.



Officer on Special Duty

Memo No. 9306 / TSM, Bhubaneswar, dt. 04-10-23
Copy to MD, OTDC Ltd/ all Assistant Director, Tourism/ all Tourist Officers/ all Officers of Department of Tourism for information.



Officer on Special Duty

Memo No. 9307 / TSM, Bhubaneswar, dt. 04-10-23
Copy to Addl. Chief Secretary to Chief Minister, Odisha/ PS to Minister Tourism & Culture for kind information of Hon'ble Chief Minister and Hon'ble Minister.



Officer on Special Duty

Memo No. 9308 / TSM, Bhubaneswar, dt. 04-10-23
Copy forwarded to PS to Chief Secretary/ PS to Commissioner-cum-Secretary, Tourism/ PS to Director & Addl. Secy., Tourism for kind information of Chief Secretary/ Commissioner-cum-Secretary/ Director & Addl. Secretary.



Officer on Special Duty

Memo No. 9309 / TSM, Bhubaneswar, dt. 04-10-23
Copy to Heads of Portal Group, IT Centre, Odisha Secretariat/ Computer Cell of Tourism Department for information and necessary action. It is requested to upload the Notification in the website of Tourism Department for general Information.



Officer on Special Duty