

Odisha Tourism  
Paryatan Bhawan, Lewis Road  
Bhubaneswar-751014  
Fax No.+91 674 2430887  
E-mail: info@odishatourism.gov.in



ଓଡ଼ିଶା ସରକାର  
ପର୍ଯ୍ୟଟନ ବିଭାଗ

Government of Odisha  
Tourism Department



ଓଡ଼ିଶା ପର୍ଯ୍ୟଟନ  
ପର୍ଯ୍ୟଟନ ଭବନ, ଲୁଇସ ରୋଡ୍,  
ଭୁବନେଶ୍ୱର-୭୫୧୦୧୪

No. 8434 / TSM,  
TCT-RC-MISC-0008-2022

Bhubaneswar,

Dated 03-06-26

### NOTIFICATION

**Sub: Operational Guidelines for Grant of Incentives to MICE Industry and Destination Weddings**

The Government has notified the Odisha Tourism (Amendment) Policy, 2026 vide Tourism Department Resolution No. 2154-TCT-RC-MISC-0008-2022, dated. 19th January, 2026. In order to operationalise the Policy, Government has been pleased to issue the following Operational Guidelines for Grant of Incentives to MICE Industry and Destination Weddings in view of the Odisha Tourism (Amendment) Policy, 2026.

### ORDER

Ordered that the Notification be published in the Extraordinary issue of the Odisha Gazette for general information and copies thereof be forwarded to all Departments of Government / Principal A.G. (Audit) / Principal A.G. (A & E), Odisha, Bhubaneswar.

By Order of the Governor

(BALWANT SINGH, IAS)

Commissioner-cum-Secretary to Government

Memo No 8435 /TSM, Bhubaneswar

Dt. 03-06-26

Copy forwarded to PS to Hon'ble Deputy Chief Minister, Odisha, Women & Child Development / Mission Shakti / Tourism Department for kind information of Hon'ble Deputy Chief Minister, Odisha.

Joint Secretary to Govt.

Memo No 8436 /TSM, Bhubaneswar

Dt. 03-06-26

Copy forwarded to the PS 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.

Joint Secretary to Govt.

Memo No 8437 /TSM, Bhubaneswar

Dt. 03-06-26

Copy forwarded to the PS to Commissioner-cum-Secretary, Tourism / Sr. PPS to Director, Tourism / DEOs to Additional Secretaries, Tourism for kind information of Commissioner-cum-Secretary Tourism/Director Tourism / Additional Secretaries, Tourism.

Joint Secretary to Govt.

**Memo No 8438 /TSM, Bhubaneswar**

**Dt. 03-06-26**

Copy forwarded to the MD, IDCO / MD, IPICOL / MD, OTDC Ltd. for kind information & necessary action.

**Joint Secretary to Govt.**

**Memo No 8439 /TSM, Bhubaneswar**

**Dt. 03-06-26**

Copy forwarded to the All District Collectors / DD (T)s/ all ADTs/TDOs/ TDO (I/C)s for information & necessary action.

**Joint Secretary to Govt.**

**Memo No 8440 /TSM, Bhubaneswar**

**Dt. 03-06-26**

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

**Joint Secretary to Govt.**

**Memo No 8441 /TSM, Bhubaneswar**

**Dt. 03-06-26**

Copy forwarded to Heads of Portal Group, IT Centre, Lok Seva Bhavan / Computer Cell of Tourism Department for information & necessary action. They are requested to upload the Notification in website of Tourism Department for general information.

**Joint Secretary to Govt.**

**Memo No 8442 /TSM, Bhubaneswar**

**Dt. 03-06-26**

Copy forwarded to the Gazette Cell, Lok Seva Bhawan, C/o- Commerce & Transport Department (Commerce), Bhubaneswar with a request to publish this notification in the next issue of the Odisha Extraordinary Gazette and supply 100 (Hundred) copies of the same to this Department for record.

**Joint Secretary to Govt.**

**OPERATIONAL GUIDELINES  
FOR GRANT OF INCENTIVES TO MICE INDUSTRY AND DESTINATION  
WEDDINGS**

(Refer Clause 15.1.2 of Odisha Tourism (Amendment) Policy, 2026)

**1. SHORT TITLE**

These guidelines shall be called Operational Guidelines for Grant of Incentives to the MICE Industry and Destination Weddings under the Odisha Tourism (Amendment) Policy, 2026.

**2. EXTENT**

These Operational Guidelines shall extend to the entire State of Odisha.

**3. COMMENCEMENT**

It shall come into force from the date of Notification of Odisha Tourism (Amendment) Policy, 2026.

**4. TERMS AND EXPRESSIONS**

Terms and expressions used in these Operational Guidelines but not specifically defined herein shall have the same meaning as assigned to them under the Odisha Tourism (Amendment) Policy, 2026.

**5. DEFINITIONS**

**5.1 MICE**

MICE refers to Meetings, Incentives, Conferences and Exhibitions, including large-scale corporate events, conferences, exhibitions and similar events organised in the State of Odisha.

**5.2 MICE Organiser**

MICE Organiser means Event Managers, Destination Management Companies (DMCs), Tour Operators, Hotels, Client/ owner themselves or any other entity organising event authorised by the client.

**5.3 Destination Wedding**

Destination Wedding refers to a wedding event organised in Odisha where both families (Bride and Bridegroom) are not permanent residents or ordinary residents of the State of Odisha, and the wedding is conducted inside the state of Odisha.

**5.4 Eligible accommodation unit**

Eligible accommodation unit means any classified as 3-Star or above category recognised by the Ministry of Tourism (MoT), Government of India, and any other unit listed by Department of Tourism (DoT), Government of Odisha for which department will prepare detailed guidelines with Government approval.

**6. ELIGIBILITY**

The following entities shall be eligible to apply for incentives under these guidelines:

- Event Managers
- Destination Management Companies (DMCs)
- Tour Operators
- Hotel Owners
- Wedding Planners
- Client/ owner themselves
- or any other entity organising event authorised by the client.

#### **Conditions**

- a) Events must be organised in in the state of Odisha with availing required no. of accommodation as per Para 7 & 8 in 3 Star and above category tourism units as per Para 5.4.
- b) Incentive shall be claimed only once per event.

#### **7. INCENTIVES FOR MICE EVENTS**

The Department of Tourism shall provide incentives to Event Managers, Destination Management Companies (DMCs), Tour Operators, Hotel Owners, Wedding Planners, Client/ owner themselves organising event authorised by the client who organise large-scale events such as conferences, exhibitions and similar events in Odisha as approved by DoT from time to time.

**Lean / Off Season:** The following incentives shall be applicable for the events only during the Lean / Off Season (i.e., 1<sup>st</sup> April to 30<sup>th</sup> September):

- a) An incentive of INR 1,000 per room per day shall be provided.
- b) Minimum 100 rooms per day must be booked in 3-Star or above hotels recognised by MoT / DoT.
- c) At least 50% of the room occupants per day must be participants from outside the State of Odisha.

The incentive shall be restricted to rooms occupied by participants or guests from outside the State of Odisha.

#### **8. INCENTIVES FOR DESTINATION WEDDINGS**

The Department of Tourism shall provide incentives for Destination Weddings organised in Odisha.

**Lean / Off Season:** The following incentives shall apply only during the Lean / Off Season (i.e., 1<sup>st</sup> April to 30<sup>th</sup> September):

- a) An incentive of INR 1,000 per room per day shall be provided.
- b) Minimum 50 rooms per day must be booked in 3-Star or above hotels recognised by MoT / DoT.

The incentive shall be restricted to rooms occupied by participants or guests from outside the State of Odisha.

#### **9. APPLICATION PROCEDURE**

- a) The applicant entities shall submit an application to the Director, Department of

Tourism in the prescribed format provided in Annexure-I, along with relevant details and supporting documents, at least one month before commencement of the event.

- b) Application received after the stipulated time prescribed will be considered by DoT on case to case basis.
- c) The application shall be scrutinised by the IFC of the Department of Tourism, and an acknowledgment of receipt of application will be issued within 3 working days in the format given at Annexure-II with condition that subject to approval of DoT and fulfilment of the terms and condition of the Odisha Tourism (Amendment) Policy, 2026 and its guidelines.

#### **10. POST EVENT CLAIM SUBMISSION**

After successful completion of the event, the applicant shall submit a claim for reimbursement in the format prescribed in Annexure-III, along with supporting documents including:

- Hotel room booking records
- Participant or guest details
- Event photographs and documentation
- Invoices and proof of payments
- Any other documents as required by the Department.

Claims shall ordinarily be submitted within 90 days from the completion of the event, unless otherwise permitted by the Department of Tourism.

#### **11. APPROVAL MECHANISM**

- a. Applications and claims submitted under these Operational Guidelines shall be verified from the authorised person of the hotel.
- b. Facilitation Cell of the Department of Tourism will finally examine the claim along with the preliminary scrutiny reports prepared by IFS and the reverification reports received from the hotel and recommend for necessary approval and sanction of the incentive by appropriate authority of DoT.
- c. The incentive amount shall be released after necessary sanction by appropriate authority of DoT.

#### **12. REJECTION**

In case of rejection of an application or claim, the reasons for rejection shall be communicated to the applicant within 30 days from the date of receipt of the claim application.

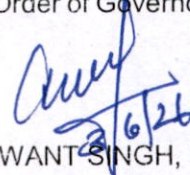
#### **13. MISCELLANEOUS**

- a. The Department of Tourism may undertake physical verification of events wherever deemed necessary by authorising OTDC/ TDO concerned.
- b. Submission of false or misleading information shall result in rejection of the claim, cancellation of incentives and recovery of funds already disbursed, in accordance with applicable Government rules.
- c. Department of Tourism may further modify these guidelines with the approval of the

Government for smooth implementation of the tourism policy as and when required.

- d. Department of Tourism is the competent authority to clarify doubts if any arises in future on any of the provisions etc. with regards to these guidelines and the clarifications given by the Tourism department in this regard will be final and binding.
- e. The financial implications in implementation of these guidelines may be met out of the existing budgetary provisions of Department of Tourism.

By Order of Governor



(BALWANT SINGH, IAS)

Commissioner cum Secretary, Tourism

**ANNEXURE – I: Application Form for organisation of event (MICE / Destination Wedding ) in state of Odisha under OTP**

(To be submitted to the Department of Tourism prior to organisation of the event)

**1. Details of Applicant**

Sl. No.	Particulars	Details
1	Name of Applicant / Organisation	
2	Type of Entity (Event Manager / DMC / Tour Operator / Hotel / Wedding Planner / Other)	
3	Registered Address	
4	Name of Authorised Representative <i>(Please attach authorisation letter)</i>	
5	Designation	
6	Contact Number	
7	Email Address	
8	GST Number (if applicable)	
9	PAN Number	

**2. Event Details**

Sl. No.	Particulars	Details
1	Name of Event	
2	Type of Event (MICE / Destination Wedding)  <i>(Attach event details/ wedding invite)</i>	
3	Proposed Dates of Event	
4	Duration of Event (No. of days)	
5	Venue Name	
6	Location of Venue	
7	Name of the Hotel/ Accommodation unit <i>(Please attach booking details)</i>	

**3. Bride/ Bridegroom details (Only in case of Destination Wedding)**

Sl.	Name of	Details
1	Name and address of Bride <i>(Attach ID Proof)</i>	
2	Name and address of Bridegroom <i>(Attach ID Proof)</i>	

#### 4. Participant Details

Sl. No.	Particulars	Details
1	Estimated Number of Participants	
2	Estimated Number of Participants from Outside Odisha	
3	Estimated Number of Rooms to be occupied by	

#### 4. Event Description

Brief description of the event (in 100 words):

#### 5. Declaration

I/We hereby declare that:

1. The information provided in this application is true and correct.
2. The event shall comply with all applicable Government rules and regulations.
3. Incentive under this scheme shall be claimed only once for the event.

Please attach necessary documents as applicable above.

Signature of Applicant:

Name:

Designation:

Date:

**ANNEXURE – II: Acknowledgement**

**Department of Tourism**

**Govt. of Odisha**

No. \_\_\_\_\_/

Date \_\_\_\_\_

**Acknowledgement**

(Strike out whichever is not applicable)

Received the application for MICE Event / Destination Wedding Claim under the provisions of Odisha Tourism (Amendment) Policy, 2026 and its operational guidelines along with documents mentioned below from M/s \_\_\_\_\_, At/PO \_\_\_\_\_, Dist. \_\_\_\_\_, on dt. \_\_\_\_\_ through post / person. Please mention the issue number & date for future reference and communication.

Sanction and release of incentive for the MICE Event / Destination Wedding is subject to approval of DoT post event and fulfilment of the terms and condition of the Odisha Tourism (Amendment) Policy, 2026 and its guidelines.

**List of documents**

- 1.
- 2.
- 3.

Signature of Director, Tourism / Authorized officer

### ANNEXURE – III: Claim Form for Reimbursement of Incentives

(To be submitted after completion of the event)

#### 1. Applicant Details

Sl. No.	Particulars	Details
1	Acknowledgement No.	

#### 2. Event Details

Sl. No.	Particulars	Details
1	Name of Event	
2	Type of Event (MICE / Destination Wedding)	
3	Venue Name	
4	Location	
5	Dates of Event	
6	Duration of Event	

#### 3. Room Occupancy Details

Date	Hotel Name	Total Rooms Booked	Rooms Occupied by Participants from Outside Odisha

#### 4. Incentive Calculation

Particulars	Details
Total Rooms Eligible for Incentive	
Number of Days	
Incentive Rate (INR 1000 per room per day)	
Total Incentive Claimed	

#### 5. Bank Details for Reimbursement

Particulars	Details
Name of Bank	
Account Number	
IFSC Code	
Account Holder Name	

#### 6. Declaration

I/ We hereby certify that:

- The information furnished in this claim is true and correct.
- Incentive for this event has not been claimed earlier by any other entity.

- All supporting documents submitted are authentic and verifiable.

Signature of Applicant:

Name:

Designation:

Date:

**List of Supporting Documents to be attached**

The following documents shall be submitted along with the claim form:

1. Copy of acknowledgment letter issued by the Department of Tourism.
2. Hotel room booking records.
3. Participant or guest list indicating place of residence.
4. Invoices raised by the hotel for rooms and banquet facilities.
5. Proof of payment made to the hotel.
6. Photographs or documentation of the event.
7. Any other documents as may be required by the Department of Tourism.