

Government of Odisha  
Department of Tourism & Culture  
(Tourism)

**NOTIFICATION**

No. 5979 /TSM, Bhubaneswar  
T.TSP-II (C)-30/2017

Dated 5-6-17

Sub: **Operational Guidelines for functioning of Investor Facilitation Cell for Tourism Projects.**

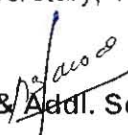
Government has notified the Odisha Tourism Policy 2016 vide Tourism Department Resolution No. 11487/TSM, Dt. 24.11.2016. In order to operationalise the Policy, Government has been pleased to issue the following Operational Guidelines for functioning of the Facilitation Cell for Tourism Projects under the Odisha Tourism Policy 2016.

  
Principal Secretary to Govt.

Memo No. 5980 / TSM,

Bhubaneswar, dt. 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 the 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. 5981 / TSM,

Bhubaneswar, dt. 5-6-17

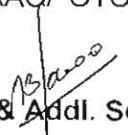
Copy forwarded to MD OTDC Ltd/ all Officers/ all Tourist Officers/ all Sections of Tourism Department for information.

  
Director & Addl. Secretary to Govt.

Memo No. 5982 / TSM,

Bhubaneswar, dt. 5-6-17

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

  
Director & Addl. Secretary to Govt.

Memo No. 5983 / TSM,

Bhubaneswar, dt. 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.

**GOVERNMENT OF ODISHA  
TOURISM DEPARTMENT**

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**OPERATIONAL GUIDELINES FOR FUNCTIONING OF  
INVESTOR FACILITATION CELL FOR TOURISM PROJECTS**

Government has notified the Tourism Policy, 2016[hereinafter referred to as the 'policy']. In order to operationalise the policy, operational guidelines are required to be issued. Now Government has been pleased to issue the following Operational Guidelines for the functioning of the Facilitation Cell for Tourism Projects under the Tourism Policy, 2016.

**1.0 Introduction**

The Government of Odisha has attached top priority to enhance the tourism growth and its contribution to the state GDP. One of the key reforms undertaken to improve the investment climate is to facilitate and guide the investors setting up tourism projects in the state. To strengthen the investor facilitation, the Government has constituted facilitation Cells at the State level and at Tourism Department level. The key objectives of the Facilitation Cells are to guide the investors, assess the project proposals and in time approval for establishment and operation of the tourism projects.

- 1.1 Tourism projects up to Rs.10 Cr. will be scrutinized by the Tourism Facilitation Cell constituted in the Tourism Department which shall function as facilitation cell for tourism projects up to Rs.10 Cr. This Cell will scrutinize the project proposals and provide secretarial assistance to the Special Single Window Clearance Committee (SSWCC) of the Tourism Department. This cell will be located in the office of Director Tourism, Paryatan Bhawan, Lewis Road, Bhubaneswar.
- 1.2 Tourism projects with estimated cost between Rs.10 and Rs.50Cr. will be scrutinized by the facilitation cell at IPICOL. For projects between Rs.10 Cr. – Rs.50 Cr., after scrutiny, the facilitation cell (IPICOL) will place it before the Special Single Window Clearance Committee.
- 1.3 For tourism projects with estimated cost above Rs.50 Cr., facilitation cell at IPICOL will scrutinize the project proposal and place the same before the State Level Single Window Clearance Authority (SLSWCA) and High Level Clearance Authority (HLCA) as applicable.
- 1.4 The Facilitation Cell will mentor and guide the entrepreneurs by meeting them on a fixed day of every month to provide guidance and advice on setting up tourism projects / expansion / approvals / grant of incentives etc.

## 2. Application Process

- 2.1. The investors in tourism projects desirous of availing benefits under the Tourism policy are required to apply online or offline in the prescribed Application form as per **Annexure-I** to these guidelines. However, for proposals above 50 Cr., only online application will be entertained.
- 2.2 While applying in Annexure-I, the investor must state clearly whether:
  - a) They want fiscal incentives under the Tourism Policy 2016;
  - b) They require Govt. land wholly or partially at the rates as decided by the land holding authority or have their own land.
  - c) Or they only require clearances from the concerned authorities through the Single window clearance mechanism.

## 3. Procedure to be followed by the Tourism Department Facilitation Cell

Upon receipt of the application, the facilitation cell of Tourism Department will follow the following procedure:

- 3.1. Preliminary scrutiny of application and checking whether the application is in prescribed format and requisite documents are provided
- 3.2. Issue receipt either electronically or manually in acknowledgement of the receipt of application, within 2 working days.
- 3.3. The Facilitation Cell will categorize the project proposals as follows:

**Category A** - Proposals that do not want any incentive under tourism policy 2016 including land, but only want single window clearances from different authorities

**Category B** - Projects requiring Govt. land & other fiscal incentives as per the Policy

**Category C** - Projects having own land only requiring fiscal incentives.
- 3.4. Project proposals above Rs.10 Cr. will be sent to facilitation cell at IPICOL for scrutiny.
- 3.5. Proposals below Rs.10 Cr., will be scrutinized in detail by Tourism Facilitation Cell. In the case of deficiency, if any, noticed during the scrutiny, the facilitation cell may ask for wanting/ additional documents/ information. Such additional information can be sought only once and within fifteen (15) days from the date of receipt of the Application. The applicant will furnish the additional information within fifteen (15) days to the convener of the Facilitation Cell.

- 3.6. In case, the Facilitation Cell refers any particular application to any Department(s), the concerned Department will convey its views within fifteen (15) days from the receipt of the proposal.

If no response is received from the Department/applicant within the timelines given above, the Facilitation Cell is authorized to process the application with available information and place it before the SSWCC for its decision.

- 3.7. Once the application is received in complete form, the applicable facilitation cell will undertake the following:
- a) Examine the project proposals in detail within a maximum period of 15 working days.
  - b) Will scrutinize the Projects in detail as per the format in Annexure-II after taking into consideration the credential of the promoters, their background, past experience in related sector etc. before recommending the project to SSWCC. Facilitation cell may call the applicant for clarification of any doubts if any.
  - c) In case Govt. land is required, the facilitation cell will examine layout plan of the project, project components with reference to the land requirement benchmarking at Para-4 of the operational guidelines for functioning of the facilitation cell, and make clear recommendation to SSWCC.
  - d) The project appraisal proposal Annexure-II will be signed by the members of facilitation cell confirming requisite quorum.

- 3.8 The Project Facilitation Cell at IPICOL will follow similar procedure in respect of Tourism projects above Rs.10 crore and will submit the proposal with their recommendation to SSWCC/ SLSWCA/ HLCA, as the case may be.

4. **Land Assessment for projects requiring Government land** : The Facilitation Cells will assess the land requirement for each project based on the project details, layout, furnished by the applicant with reference to prescribed norm if any for a particular project.

Since the major projects in tourism sector are hotel projects and availability of suitable land in strategic locations is scarce, a **benchmark** is laid down for recommending land, especially for hotel projects based on the **Hotel Development Cost Survey India** report. The indicative benchmark fixed is as below:

Type of Hotel (no.of Rooms) (Base Size)	Municipal Corporation area of Bhubaneswar,	Area in Acres	
		Identified Urban area under Tourism policy other than Bhubaneswar	Identified Rural area under Tourism policy
A	B	C	D
1 & 2 Star Hotel (25 rooms)	Not Allowed	0.65	1.00
3 & 4 Star Hotel (50 rooms)	1.00	2.00	3.00
5 Star & Deluxe (75 rooms)	2.20	4.40	6.50
Resorts (50 rooms)	Not Allowed	3.50	5.20

The land requirement may be increased/ decreased in proportion to number of rooms proposed in the project as compared to number of rooms in base size hotel, mentioned in Column A above.

In CRZ zone as there is height restriction and as there is ecological restriction, the benchmark may be increased by 1.5 times subject to availability of land.

**5. Procedure to be followed in Tourism Department Special Single Window Clearance Committee [SSWCC]**

a) **Project below Rs.10 Cr.** - The project appraisal as per the Annexure-II prepared by the Tourism Department Facilitation Cell will be placed by the Tourism Facilitation Cell before the SSWCC constituted vide order No.12500/TSM, dated 19.12.2013.

b) **Project between Rs.10 and Rs.50 Cr.**— The project appraisal and recommendation of the facilitation cell (IPICOL) will be placed by the Facilitation Cell (IPICOL) before the SSWCC.

5.1 The SSWCC will meet preferably every month on a fixed day to examine all such proposals received

5.2. The SSWCC may invite the applicant to clarify any doubts/ make presentation before the committee on the project if required

5.3. The SSWCC will examine the proposals put up by Facilitation cell of Tourism Department and IPICOL and take a decision accordingly. It may accept, reject or send back to the concerned facilitation cell for further examination / assessment / scrutiny.

5.4 The procedure prescribed for clearance of projects under Industrial Policy Resolution will apply to projects above Rs.50 crore to be processed by SLSWCA/ HLCA.

## **6. Procedure to be followed for projects requiring land**

For all projects requiring Govt. land, irrespective of the quantum of proposed investment, the following procedure will be followed:

- 6.1. The Facilitation Cell of Tourism Department/IPICOL will make a recommendation regarding the quantum of land required for the concerned project to the SSWCC /SLSWCA/ HLCA as the case may be.
- 6.2. The specific requirement of land as assessed by the Facilitation Cell of Tourism Department/IPICOL will be discussed in the SSWCC/ SWSLCA/ HLCA along with the overall project proposal, which will make a specific recommendation as to land requirement. The concerned land holding authority such as IDCO, Revenue, GA department and any other department holding the land may be called as special invitees for taking a decision on land allotment for a particular project, if required.
- 6.3. After approval of SSWCC / SLSWCA / HLCA, the same will be placed before the Land Recommendation Committee prescribed in Clause 7.2.1 of the Tourism Policy, 2016, headed by the Chief Secretary. The Committee will recommend land allotment from the Land Bank earmarked for tourism purpose. On receipt of the recommendation of the Land Recommendation Committee, the concerned authorities holding the land will initiate land allotment/ lease as per their own rules/ procedure.

## **7 Provisional Registration**

- 7.1. For projects not requiring Govt. land, provisional registration certificate as specified in clause 9.1 of the policy will be issued by the facilitation cell of Tourism Department within 7 days from the date of clearance/approval by the SSWCC/SLSWCA/HLCA.
- 7.2. For projects requiring Govt. land, provisional registration certificate as specified in clause 9.1 of the policy will be issued by the facilitation cell of Tourism Department within 15 days from the date of recommendation for allotment of land by the Land Recommendation Committee.

## **8 Facilitating Project Clearances**

- 8.1. After the project approval by the respective Single Window Clearance Authority, the respective Facilitation Cell will guide the project proponent in submission of Combined Application Form to facilitate projects clearances from the concerned Departments for establishment and operations of the tourism project.
- 8.2. The Facilitation Cell will endeavor to facilitate and follow up on the project approvals from the concerned Departments within the timelines prescribed in the Odisha Industrial Facilitation Act, 2005 / Odisha Right to Public Services Act, 2012.

## 8 Facilitating Project Clearances

- 8.1 After the project approval by the respective Single Window Clearance Authority, the respective Facilitation Cell will guide the project proponent in submission of Combined Application Form to facilitate projects clearances from the concerned Departments for establishment and operations of the tourism project.
- 8.2 The Facilitation Cell will endeavor to facilitate and follow up on the project approvals from the concerned Departments within the timelines prescribed in the Odisha Industrial Facilitation Act, 2005 / Odisha Right to Public Services Act, 2012.
- 8.3 The Facilitation Cell on getting clearances/ deemed clearances from respective authorities will follow up with the Tourism Department to accord formal clearance for the project.

N.B. : 'days' mentioned in the guidelines are 'working days' only.

By Orders of Governor

  
(Arti Ahuja) 25/5/18.

Principal Secretary, Tourism

## Tourism Project Application

1. Company Details		
A	Name of the Company	
B	Correspondence Address	Corporate Office Address
	Address Line 1:	Address Line 1:
	Address Line 2:	Address Line 2:
	Address Line 3:	Address Line 3:
	City:	City:
	PIN Code:	PIN Code:
	State:	State:
	Country:	Country:
	Phone Number:	Phone Number:
	Mobile Number:	Mobile Number:
	Fax Number:	Fax Number:
	Email ID:	Email ID:
C	Constitution of Company (PSU/Private Sector Undertaking/Co-operative/ Partnership/JV/ SPV/ Proprietorship / Others):	
D	Company Registration Details (Date, Place and Registration No.):	
E	CIN, if applicable:	
F	PAN:	
G	TIN/VAT, whatever is applicable:	
H	Number of employees in the company:	
2. Promoter Details		
A	Name of Promoter	
B	Position (Managing Director/CEO/Managing Partner/Other (please specify)	
C	Board of Directors	
D	Shareholding Pattern. Please attach the details	



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	Financial Detail	Last Three Years		
A	Annual Turnover			
B	Profit before Tax			
C	Net Worth			
D	Reserve and Surplus			
E	Share Capital			

4 **Detail of Existing Business (if any)**

A	Hotel Business	Name of the Hotel	Location	Star category	No. of Rooms & facilities
i.					
ii					
iii					

B	Other Tourism Business	Name of the Project	Location	Capacity, if any	Other detail
i.					
ii					
iii					

C	Other Non-Tourism Business	Name of the Project	Location	Capacity, if any	Other detail
i.					
ii					
iii					

5 **Present project proposal**

A	Hotel Project	Location	Star category	No. of Rooms & facilities	Built-up area

B	Other Tourism Projects	Name of the Project	Location	Capacity, if any	Other detail

6. **Proposed fixed capital investment**

A	Land	
B	Building	
C	Plant & Machinery	
D	Working Capital	
E	Others	
	<b>Total Project Cost</b>	

**7. Means of Finance**

A	Bank / Institutional Finance	
B	Equity Contribution	
C	FDI	
D	Subsidy / Grant	
E	Others	
	<b>Total</b>	

**8. Proposed Employment**

		Existing, if any	Proposed
A	Managerial		
B	Supervisory		
C	Skilled		
D	Un-skilled		
E	Others		
	<b>Total</b>		

**9. Land for the Project**

**a) Own Land**

A	Location of the Land (Area / District)	
B	Extent of Land ( in acres)	
C	Name of the title holder of the land	
D	The layout & plan of the project	
E	Statutory clearances taken, if any	

**b) Govt. Land, if required**

A	Prospective location of the Land (Area / District)	
B	Extent of Land required ( in acres)	
C	Whether specific land parcel has been identified & if so, the detail thereof	
D	The layout & plan of the project	
E	Statutory clearances taken, if any	

**10. Power requirement**

A	During construction phase (in KW) & source of power	
B	During operation phase (in KW) & source of power	
C	Expected date of requirement of power for construction phase	
D	Expected date of requirement of power for operation phase	

**11. Water requirement**

		Ground water	Surface water
A	During construction phase (in KLD) & source of water		
B	During operation phase (in KLD)		
C	Expected date of requirement of water for construction phase		
D	Expected date of requirement of water for operation phase		

**12 Waste water management (provide detail)**

- Fitment technology
- Quantum of recycling of waste water
- Management of hazardous waste, if any
- Solid waste management

**13 Proposed project schedule**

- Start of project construction (MM/DD/YY)
- Start of commercial operation (MM/DD/YY)

**Signature of the Applicant**

**Project Appraisal Proposal**  
**Assessment Format for Land and Utilities**

1	Name & type of the Project	
2	Registered Office & Administrative Office with contact details of the applicant	
3	Company / Promoters Details	
4	Proposed Location	
5	Nature of activities proposed	
6	Project Background	
7	Details of promoters and Management	<ul style="list-style-type: none"> <li>• Board of Directors</li> <li>• Senior Management Professionals</li> </ul>
8	Shareholding pattern, if any	

9

	Financial Detail	Last Three Years		
A	Annual Turnover			
B	Profit before Tax			
C	Net Worth			
D	Reserve and Surplus			
E	Share Capital			

10 **Detail of Existing Business (if any)**

A	For Hotel Business	Name of the Hotel	Location	Star category	No. of Rooms & facilities
i.					
ii					
iii					

B	For other Tourism Business	Name of the Project	Location	Capacity, if any	Other detail
i.					
ii					
iii					

C	For other Non-Tourism Business	Name of the Project	Location	Capacity, if any	Other detail
i.					
ii					
iii					

**11 Present project proposal**

A	For Hotel Project	Location	Star category	No.of Rooms & facilities	Built-up area	Project cost

B	For other Tourism Projects	Name of the Project	Location	Capacity, if any	Other detail	Project cost

**12. Proposed fixed capital investment**

A	Land	
B	Building	
C	Plant & Machinery	
D	Working Capital	
E	Others	
	<b>Total Project Cost</b>	

**13. Means of Finance**

A	Bank / Institutional Finance	
B	Equity Contribution	
C	FDI	
D	Subsidy / Grant	
E	Others	
	<b>Total</b>	

**14. Comfort Letter of Financial Institution**

**15. Financial viability of the project (based on the feasibility report)**

**16. Land, water & power requirement / assessment**

	As per Feasibility Report/ Project Report of the applicant	As assessed by Facilitation Cell based on norms available if any
Land in acres		
Water in MLD/ Cusecs		
Power in MW		

17. Expected impacts of the project

**For Hotel Projects**

Category of Hotel	
No. of Rooms	
Built up area	
Other facilities	
Total investment	
Direct Employment-Skilled/Unskilled	
Indirect employment	
Foreign exchange earnings	
Ancillary and downstream potential	

**For other Tourism Projects**

Total investment	
Capacity	
Direct Employment-Skilled/Unskilled	
Indirect employment, if approved	
Foreign exchange earnings	
Ancillary and downstream potential	

18	Environmental and social impacts	(As per the documents submitted by the proponent and assessment of the competent authority)
19	Implementation schedule/timeframe	
20	Markets/Segments and marketing arrangements, if any	

**Recommendation**

The application submitted by M/s. \_\_\_\_\_ is scrutinized and appraised. The proposed is in compliant with Tourism Policy and operational guideline. The land requirement of the project as assessed by the facilitation cell is \_\_\_\_\_. The Competent Authority may approve the project and allot land to the extent of \_\_\_\_\_ acres at (name of the location) in \_\_\_\_\_ subject to such terms & conditions as deemed fit.

**Principal Secretary, Tourism  
& Chairman, SSWCC**