

CHAPTER - 1

- 1.1. The success of any national programme for improving the image of the public service as an instrument of social good largely depends upon the efficient functioning of the Administration and by creating awareness among the public about the activities of the Department. This Hand Book will largely help the public to receive the above.
- 1.2. The objective /purpose of this Hand Book is with a view to throw light to various activities conducted by this Department on the benefit of public/Tourists.
- 1.3. The intent users are mostly General Public/Tourists.
- 1.4.
 - (i) *Chapter - 1* Introduction
 - (ii) *Chapter - 2* Particulars of Organization, Functions and Duties
 - (iii) *Chapter -3* Powers and Duties of Officers and Employees
 - (iv) *Chapter - 4* Rules, Regulations, Instructions, Manual and Records, for Discharging Functions
 - (v) *Chapter -5* Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.
 - (vi) *Chapter - 6* A statement of the categories of documents that are held by it or under its control
 - (vii) *Chapter - 7* A statement of Boards, Councils, Committees and Other Bodies constituted as its part.
 - (viii) *Chapter -8* The names, designations and other particulars of the Public Information Officers.
 - (ix) *Chapter - 9* Procedure followed in Decision Making Process.
 - (x) *Chapter - 10* Directory of Officers and Employee
 - (xi) *Chapter - 11* The Monthly Remuneration Received by each of its Officers and Employees, including the System of Compensation as provided in regulations.
 - (xii) *Chapter - 12* The Budget Allocated to each Agency.

- (xiii) *Chapter - 13* The Manner of Execution of Subsidy Programme
- (xiv) *Chapter - 14* Particulars of Recipients of Concessions, permits or authorization granted by it.

- (xv) *Chapter - 15* Norms set by it for the discharge of its functions
- (xvi) *Chapter - 16* Information available in an electronic form
- (xvii) *Chapter - 17* Particulars of the facilities available to citizens for obtaining information
- (xviii) *Chapter - 18* Other Useful Information

1.5. Does not arise.

1.6. Director (Tourism) - 2333590
40 Goubert Avenue - 2334575
Pondicherry - 1

1.7. This Department is not collecting any fee for providing information to the Public (Tourists). The Tourist Information Bureau is functioning all the seven days during Office hours and providing information to the visitors.

CHAPTER – 2 (Manual – 1)

Particulars of Organisation, Functions and Duties

In the early stages, the subject "Tourism" was functioning as a wing in the Department of Information, Publicity and Tourism. In the year 1986, a separate Directorate for Tourism was created. In the same year, the Pondicherry Tourism Development Corporation was also set up.

MISSION/VISION

Our mission is to promote sustainable tourism as a means of economic growth and social integration and to promote the image of Pondicherry as a Destination with a glorious past, a vibrant present and a bright future.

The vision for the tourism sector of U.T of Pondicherry is to develop tourism as a major source of employment and income/revenue generation with the active participation of the private sector and the local host communities and positive social change through development of tourism while preserving and protecting the environment and heritage.

OBJECTIVES

The main objectives of the Department is

1. Fully develop the tourism potential of U.T of Pondicherry in a planned and integrated manner.
2. Development of the tourism industry to increase employment opportunities.
3. Increase the arrival and stay of tourist at Pondicherry.
4. Top priority will be given to augment the infrastructure facilities for tourists.
5. Special efforts will be made to encourage private sector participation in a big way.
6. Restore and preserve the identity of white town areas as a window to its French ancestry with a blend of new products and events symbolising a French ambience.
7. Preservation/conservation of heritage buildings in the town.

8. Make tourism a "people's industry" in the U.T
9. Promote socio-economic development through tourism.

Main activities/functions

The Important activities of the Tourism Department is to promote tourism in the U.T. of Podicherry, (a) preparation and distribution of Publicity materials, (b) participation in Tourist Fairs in India and abroad, (c) conduct of various events and festivals (d) development of tourism activities through PTDC, (e) Development of quality infrastructure facilities (f) Attracting private sector participation in the tourism sector by granting various incentives (g) Development of quality man power in the field of hospitality.

Services provided by the Department

- This Department has set up tourist information centers in Pondicherry, Chennai and Karaikal for furnish information to the visiting tourists. Publicity materials like city map, traveler handbook, accommodation details, CDs etc. are distributed in the information centers and also in various fairs.
- Pondicherry Tourism Development Corporation is arranging various package tours including daily local site seeing tours to the tourists and local people. The Corporation is running Boat Houses, Restaurants in various tourist places to cater to the need of tourists.
- Pondicherry Road Transport Corporation is providing transport facilities connecting various cities in the out lying regions and in the neighboring States. It also meets the local demand.
- This Department is providing accommodation to the budget class tourists in Yatri Nivas, Govt. Tourist Homes in Pondicherry and Karaikal.

Public Participation/contribution

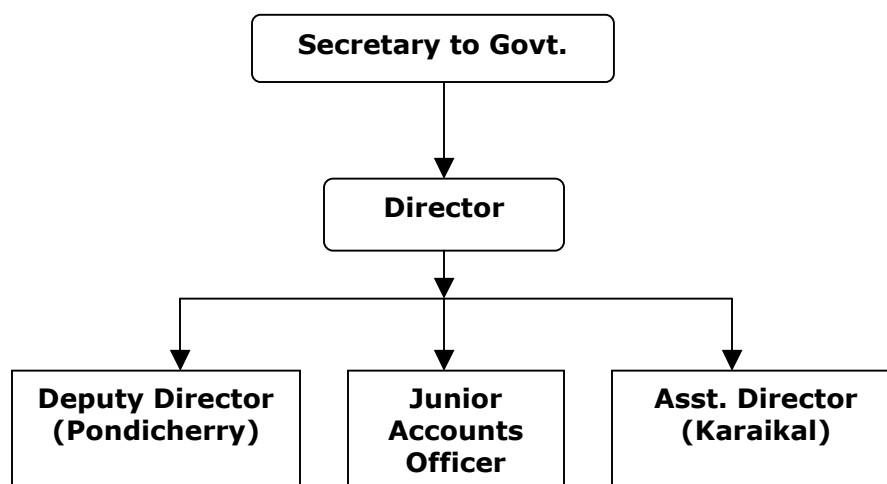
This Department is regularly conducting various festivals like International Yoga Festival, Food Festival, World Tourism Day, Shopping Festival, Air Show, Dance Festival, Karaikal Festival, Mahe Mahotsav, Yanam People's Festival, Vintage Car Rally, Heritage Festival and Heritage Walk.

Contact Address

Sl. No	Designation	Contact Address	Phone No.	Fax No
1	Secretary to Govt. (Tourism)	Chief Secretariat Pondicherry	0413 - 2334143	0413- 2334143
2	Director of Tourism	Directorate of Tourism No.40, Goubert Avenue, Pondicherry Pin Code: 605 001	0413 - 2333590 0413 - 2334575 0413 - 2227275	0413- 2333590
3	Deputy Director	- do -	0413 - 2334575 0413 - 2227275 0413 - 2336379	0413- 2333590
4	Asst. Director	Tourism Department (Branch Office) Kovilpathu, Karaikal	04368 - 222621 04368 - 222177	

Organization Structure

At the State Level, the Secretary to Government has been appointed as the governing person of the Department and a Directorate has been set up in the UT headquarters headed by the Director and at the regional level Assistant Director is heading the regional office at Karaikal. The diagram of the organizational structure is given below.



Working Hours

Morning Session : 8.45 a.m to 1.00 p.m
 Lunch Break : 1.00 p.m to 2.00 p.m
 Afternoon session : 2.00 p.m to 5.45 p.m

CHAPTER – 3 (Manual – 2)

Powers and Duties of Officers and Employees

Powers	Administrative	1. Secretary (Tourism) – Head of Department 2. Director (Tourism) – Head of Office
	Financial	1. Secretary (Tourism) – Head of Department 2. Director (Tourism) – Head of Office
	Others	
Duties		1. Secretary is the Head of Department 2. Director is the Head of Office 3. Deputy Director * Drawing and Disbursing Officer. 4. Assistant Director, Karaikal is the DDO of Govt. Tourist Home, Karaikal.

As per G.O.Ms.No.59/
2003/F3 dated 11.2.2003
of Finance Department,
Pondicherry.

CHAPTER – 4 (Manual 3)

Rules, Regulations, Instructions, Manual and Records for Discharging Functions.

This Department is developing infrastructures under the following Centrally Sponsored Schemes

- (i) Product/Infrastructure and Destination Development.
- (ii) Large Revenue Generating Projects.
- (iii) Development of Tourism Circuit.

These schemes are formulated exclusively for the Development Tourism in India. The Ministry of Tourism, Govt. of India is granting financial assistance to this U.T under the guidelines, instructions, delegation of powers in force from time to time to this Department for implementing the projects under the above three schemes. The Department follows all the Guidelines set forth by the Ministry of Tourism, Government of India for submitting the projects.

In all matters relating to purchase, receipt, expenditure etc., General Financial Rules are followed. Expenditure Sanctions are issued as per financial powers delegated to Head of Department/Secretaries. The cases exceeding the limit under the delegation of financial power, approval from the Finance Department is obtained.

CHAPTER—5 (Manual-4)

**PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR
CONSULTATION WITH OR REPRESENTATION BY, THE MEMBERS OF THE
PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR
IMPLEMENTATION THEREOF**

FORMULATION OF POLICY

- 5.1 There is no provision to seek consultation/
participation of public or its
representatives for formulation of policies.

CHAPTER—6 (Manual – 5)

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

6. 1.

Sl. No.	Category of the documents	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/under control of
1.	Office files	Pertaining to the various types of schemes	By obtaining application	Director/Secretary

CHAPTER – 7 (Manual 6)

A Statement of Boards, Council, Committees and other Bodies constituted as its part:

7.1:

1. Name and address of the Affiliated Body:

Pondicherry Tourism Development Corporation Limited
40, Goubert Avenue, Pondicherry 605 001

2. Type Affiliated Body:

Board

3. Brief Introduction of the Affiliated Body:

The Corporation was bifurcated from the erstwhile Pondicherry Tourism & Transport Development Corporation and registered as a new Tourism Corporation on 1.4.2005.

4. Role of the Affiliated Body

To promote tourism industry on commercial basis.

5. Structure and Member Composition:

Chairman

: A Political Member Or Secretary to
Govt. of Pondicherry(Tourism)

Board of Directors

:Managing Director of PTDC

Director of Tourism, Pondicherry

General Manager, PTDC.

6. Head of the Body

Chairman

7. Address of main office and its Branches:

Main Office: Pondicherry Tourism Development Corporation Limited
40, Goubert Avenue, Pondicherry 605 001

8. Frequency of Meetings:

Once in 3 months.

9.Can Public participate in the meetings?

No

10. Are minutes of the meetings prepared?

Yes

11. Are minutes of the meeting available to the public?

No

7.2:

1. Name and address of the Affiliated Body:

Pondicherry Institute of Hotel Management & Catering Technology,
Uppalam Road, Colas Nagar, Pondicherry 605 001.

2. Type Affiliated Body:
Board

3. Brief Introduction of the Affiliated Body:

The Institute was registered in October 1991 under Societies Act. The prime motto is to educate & train the students and produce them as skilled man power to Hospitality Industry.

4. Role of the Affiliated Body

To execute academic activities.

5. Structure and Member Composition:

Chairman

- Chief Secretary to Govt.of Pondicherry.

Member

- Secretary to Govt. of Pondicherry(Tourism)

- The Director, HMC Division, Ministry of
Tourism, Govt.of India, New Delhi

The Director(Studies), National Council for
Hotel Management & Catering, Govt. of
India, New Delhi.

Financial Controller, Ministry of Tourism,
Govt. of India, New Delhi

The Regional Director (South), Govt. of
India Tourist Office, Chennai.

The General Manager, Hotel Pondicherry
Ashok, Kalapet, Pondicherry.

The Director of Tourism, Pondicherry

The Managing Director, PTDC, Pondicherry

Director of Technical Education, Govt. of
TamilNadu, Chennai.

Member Technical Expert

- The Princiapl, Hotel Management &
Catering Technology, Kovalam,
Thiruvananthapuram

Member Secretary

- The Principal, Hotel Management &
Catering Technology

6. Head of the Body
Chairman

7. Address of main office and its Branches:
Main Office: Pondicherry Institute of Hotel Management & Catering
Technology, Uppalam Road, Colas Nagar, Pondicherry 605 001.

8. Frequency of Meetings: once in a year

9. Can Public participate in the meetings?

No

10. Are minutes of the meetings prepared?

Yes

11. Are minutes of the meeting available to the public?

No

CHAPTER – 8 (Manual – 7)
The names, designations and other particulars
of the Public Information Officers

Assistant Public Information Officers :

Sl. No.	Name	Designation	STD Code	Phone Number		Fax	E-mail	Address
				Office	Home			
1.	S.Mohandass	Deputy Director, Pondicherry	0413	2336379 2334575 2227276	2212255	-	-	No.40, Goubert Avenue, Pondicherry – 1.
2.	K.Dakshinamurthy	Assistant Director, Karaikal	04368	222177	225846	-	-	Govt.Tourist Home, Koilpattu, Karaikal.
3.	V.C.Vijayaram	Superintendent, Mahe	0490	2332222	-	-	-	O/o. the Regional Administrator, Mahe.
4.	P.Ramalingayya	Superintendent, Yanam	0884	2321243	-	-	-	O/o. the Regional Administrator, Yanam

Public Information Officers :

Sl. No.	Name	Designation	STD Code	Phone Number		Fax	E-mail	Address
				Office	Home			
1.	P.Gautham Reddy	Director (Tourism)	0413	2333590 2334575 2227276	2252002	2333590	tourism@pon.nic.in	No.40, Goubert Avenue, Pondicherry – 1.
2.	Krishna Kumar Singh	Regional Administrator, Mahe	0490	2332720	9447732720	2332960	-	O/o. the Regional Administrator, Mahe.
3.	L.Kumar	Regional Administrator, Yanam	0884	2321223	2321843 09440204797	2321843	-	O/o. the Regional Administrator, Yanam.

Department Appellate Authority :

Sl. No.	Name	Designation	STD Code	Phone Number		Fax	E-mail	Address
				Office	Home			
1.	A.Anbarasu, I.A.S.	Secretary (Tourism)	0413	2226147 2233294				Chief Secretariat, Pondicherry – 1.

CHAPTER 9 (Manual-8)

- 9.1 Action on receipts proposals will be so organized that it results in speedy and correct decision-making process. An Officer will himself initiate action on as many receipts as possible, keeping in view the priority requirements. Any proposal received by this Directorate will be decided on merit basis and depends upon its costings/budgets. The Head Office is the Director (Tourism). The Head of the Department is Secretary (Tourism). In General all matters will be sent to the approval/Information to the Secretary (Tourism). (As per Reference Chapter V of office manual) For important matters approval of Hon'ble Tourism Minister will be obtained.
- 9.2 & Number of levels at which a case is examined will be reduced to the minimum.
- 9.4 Least possible time will be taken for examination and disposal of cases. The documental procedure laid down is the Govt. Abstract G.O.M.S.No.59/2003/F3 Dt.11.2.2003. The different levels are Tourist Information Assistant, Managers, Deputy Director, Director (Tourism), Under Secretary (Tourism), Secretary (Tourism) for upto Rs. 6 Lakhs in each scheme and if exceeds it will go to Finance Department and then to the Hon'ble Chief Minister.
- 9.3. To Communicate the decision to the public by return of post/Press release/invitations (in case functions) and electronic media etc.
- 9.5 In matters requiring orders of the Minister, other than those-relating to policies & important cases, Secretary can submit files directly to the Minister (Tourism). Final authorities (i) Secretary (Tourism) (ii) Tourism Minister (iii) Hon'ble Chief Minister (iv) His Excellency the Lt. Governor.

Sl.No.	
Subject on which the decision is to be taken	Media Plan, Participation in Fairs festival, Major state & centrally sponsored schemes
Guideline/Director, if any	Guide lines in case of financial implication is required as per the General Financial Rules
Process of Execution	If the Financial implication is within Rs. 2.00 Lakhs the work will be executed on Quotation basis and if the amount exceeds the same will be on the basis of Tender publication in news papers. Further depending upon the nature of work, if will executed through specialized Govt. agencies like PWD, Electricity, Stationary & Printing, Information Technology Department etc.
Designation of the officers involving in decision making	Designation of the Officers (1) Secretary to Govt. (Tourism)-2334448 (2) Director Tourism - 2334575
Contact information of above mentioned officers	Designation of the Officers (1) Secretary to Govt. (Tourism)- 2334448 (2) Director Tourism - 2334575
If not satisfied by the decision, where and how to appeal.	Appeal through Hon'ble Tourism Minister by way of Re-presentation

CHAPTER – 10 (Manual –9)

Directory of Officers and Employee

Sl. No.	Name	Designation	STD Code	Phone Number		Fax	E-mail	Address
				Office	Home			
1.	A.Anbarasu, I.A.S.	Secretary (Tourism)	0413	2226147 2233294				Chief Secretariat, Pondicherry – 1.
2.	D. Dayanidhi	Under Secretary (Tourism)	0413	2336467 2233209	2280588			- do -
3.	P.Gautham Reddy	Director (Tourism)	0413	2333590 2334575 2227276	2252002	2333590	tourism@pon.nic.in	Directorate of Tourism, No.40, Goubert Avenue, Pondicherry – 1.
4.	S.Mohandass	Deputy Director, Pondicherry	0413	2336379 2334575 2227276	2212255	-	-	- do -
5.	N.Sriramulu	Junior Accounts Officer	0413	2334575 2227276	2235424	-	-	- do -
6.	S. Camalavally	Supdt.	0413	2334575	2246373			- do -
7.	M.J. Kalaindairaj	T.I.A		- do -	2251567			- do -
8.	S.T.Chidambaram	Manager		- do -	2354231			- do -
9.	S. Subramanian	Manager		- do -				- do -
10.	M. Lakshmiraman	Receptionist		- do -	2600394			- do -
11.	M.G. Ravi.	Receptionist		- do -				- do -
12.	V. Rajavel	Receptionist		- do -				- do -
13.	V.Sandirasagarin	Statistical Inspector		- do -	2237046			- do -

14	V.V. Rakesh,	U.D.C.	0413	2334575	2227283			Directorate of Tourism, No.40, Goubert Avenue, Pondicherry – 1.
15	G. Kandasamy	U.D.C.		- do -	2601167			- do -
16	P. Subramanian	StoreKeeper		- do -	2255232			- do -
17	K. Indira	Stenographer Grade-III		- do -	3111582			- do -
18	N. Karpagavalli	L.D.C.		- do -	--			- do
19	A. Jagadessan	L.D.C.		- do -				- do -
20	S.Thirunavukkarasu	L.D.C.		- do -	2205639			- do -
21	C. Anil Kumar	L.D.C.		- do -				- do -
22	S. Elumalai	Driver		- do -				
23	S. Sendilvel	Driver Grade-III		- do -				
24	M. Raja@ Pavadai	Room Attendant		- do -	2240008			- do -
25	D. Kothandapani	Peon		- do -				- do -
26	S. Saratha	Peon		- do -				- do -
27	R. Manivannan	Watchman		- do -				- do -
28	K.S. Kalivarathan	Watchman		- do -				- do -
29	A.B. Martin	Watchman		- do -	2280742			- do -
30	E. Jayaraman	Watchman		- do -				- do -
31	E. Arumugam	Watchman		- do -				- do -
32	M. Nagamani	Sanitary Assistant		- do -				- do -
33	S. Muthammal	Sanitary Assistant		- do -				- do -
34	S. Moorthy	Room Attendant		- do -				- do -

1.	D.Lakshmanan	Manager, Yatrinivas	0413	2203474	-	-	-	Govt. Yatrinivas, Kennedy Nagar, Pondicherry.
2	Sivakumar	Receptionist	-Do-	-Do-				- do -
3	M. Sambasivan	Seaman	-Do-	-Do-				- do -
4	S. Periyandi	Seaman	-Do-	-Do-				- do -
5	P. Kothandaraman	Room Attendant	-Do-	-Do-				- do -
6	V. Manisamy	Room Attendant	-Do-	-Do-				- do -
7	S.N.Syed Moideen	Room Attendant	-Do-	-Do-				- do -
8	T. Nallamuthu	Room Attendant	-Do-	-Do-				- do -
9	P. Muthu	Room Attendant	-Do-	-Do-				- do -
10	S. Ravi	Room Attendant	-Do-	-Do-				- do -
11	R. Gunasegaran	Room Attendant	-Do-	-Do-				- do -
12	R. Rajasegaran	Room Attendant	-Do-	-Do-				- do -
13	Kalaiyarassu	Room Attendant	-Do-	-Do-				- do -
14	V.Tamil Selvi	Sanitary Assistant	-Do-	-Do-				- do -
15	M. Veedavally	Sanitary Assistant	-Do-	-Do-				- do -
16	Sulochana @ Malliga	Sanitary Assistant	-Do-	-Do-				- do -
17	Devaki	Sanitary Assistant	-Do-	-Do-				- do -

1	L.Ezhumalai	Manager, Govt. Tourist Home, Uppalam, Pondicherry	0413	2358276 2358277 2358278	-	-	-	Govt. Tourist Home, Ambedkar Salai, Uppalam, Pondicherry
2	R. Rajagopalu	Receptionist	-Do-	-Do-				- do -
3	S. Pavadai	Junior Deck Hand	-Do-	-Do-				- do -
4	M. Gangadharan	Room Attendant	-Do-	-Do-				- do -
5	R. Selvarajan	Room Attendant	-Do-	-Do-				- do -
6	D. Settu	Room Attendant	-Do-	-Do-				- do -
7	N. Ramasamy	Room Attendant	-Do-	-Do-				- do -
8	R. Duraikannu	Room Attendant	-Do-	-Do-				- do -
9	V. Sandanasamy	Room Attendant	-Do-	-Do-				- do -
10	N. Adimoolam	Room Attendant	-Do-	-Do-				- do -
11	R. Durai	Room Attendant	-Do-	-Do-				- do -
12	N. Ethirajalu	Room Attendant	-Do-	-Do-				- do -
13	P. Mohan	Room Attendant	-Do-	-Do-				- do -
14	M. Sakthivel	Room Attendant	-Do-	-Do-				- do -
15	R. Govindaraju	Room Attendant	-Do-	-Do-				- do -

16	K. Anbalagan	Room Attendant	0413	2358276 2358277 2358278				Govt. Tourist Home, Ambedkar Salai, Uppalam, Pondicherry
17	K. Indirani	Sanitary Assistant	-Do-	-Do-				- do -
18	D. Raju	Watchman	-Do-	-Do-				- do -
19	Arputhamarie	Waitress	-Do-	-Do-				- do -
20	R. Girija	Waitress	-Do-	-Do-				- do -
21	K. Nagammal	Sanitary Assistant	-Do-	-Do-				- do -
22	R. Vanaja	Sanitary Assistant	-Do-	-Do-				- do -
23	M. Therasa	Sanitary Assistant	-Do-	-Do-				- do -

1.	K.Dakshinamurthy	Assistant Director, Karaikal	04368	222177	-	-	Govt. Tourist Home, Koilpattu, Karaikal. -
2	A.Balsubramanian	Receptionist	-Do-	-Do-			-Do-
3	M. Poubalane,	Receptionist	-Do-	-Do-			-Do-
4	S. Baskaran	Receptionist	-Do-	-Do-			-Do-
5.	S. Subramanian	Room Attendant	-Do-	-Do-			-Do-
6.	P. Tamilarasan	Room Attendant	-Do-	-Do-			-Do-
7.	S. Chidamabram	Room Attendant	-Do-	-Do-			-Do-
8	P. Velayutham	Peon	-Do-	-Do-			-Do-
9	S. Sebathiammal, @ Usha rani	Watchman	-Do-	-Do-			-Do-
10	S. Kobalo	Watchman	-Do-	-Do-			-Do-
11	J. Alexandar	Watchman	-Do-	-Do-			-Do-
12	S. Parthiban	Watchman	-Do-	-Do-			-Do-
13	S. Balakrishnan	Watchman	-Do-	-Do-			-Do-
14	R. Kannadasan	Watchman	-Do-	-Do-			-Do-
15	B. Sagunthala	Sanitary Assistant	-Do-	-Do-			-Do-
16	K.Gandhimathi	Sanitary Assistant	-Do-	-Do-			-Do-
17	A. Pugashandhi	Sanitary Assistant	-Do-	-Do-			-Do-
18	R. Susila	Sanitary Assistant	-Do-	-Do-			-Do-
19	M. Selvam	Sanitary Helper	-Do-	-Do-			-Do-
20	G. Vasugy	Assistant Cook	-Do-	-Do-			-Do-

1	K. Aravindakshan	Room Attendant		2332222			Regional Administrator Mahe.
2	K.M.Viswanathan	Room Attendant		"			- do -
3	K. Pradeep Kumar	Watchman		"			- do -
4	P. Chandri	Sanitary Assistant		"			- do -
5	R. Ravindran	Assistant Cook		"			- do -

1	Kanakala VenkataRao	Room Attendant		2321243			Regional Administrator, Yanam
2	S. Kousalya Ramudu	Room Attendant		"			- do -
3	V.V.Y. Satyanarayana	Watchman		"			- do -
4	Booka Suguna	Sanitary Assistant		"			- do -

Sl. No.	Name	Designation	Monthly remuneration		
(1)	(2)	(3)	(4)		
					Based on the Pay Scales and rules governing in force from time to time
1	Ankita Mishra, IAS	Director	15971	120	
2	S. Mohandass	Deputy Director	15079	120	-Do-
3	N. Sriramulu	Junior Accounts Officer	15327	120	-Do-
4	S. Camalavally	Superintendent GR.II	12961	120	-Do-
5	M.J. Kolandairaj	Tourist Information Assistant	12447	120	-Do-
6	L. Ezhumalai	Manager	8945	120	-Do-
7	V. Sandirassegarin	Statistical Inspector	10633	120	-Do-
8	P. Subramanian	Store Keeper	9886	120	-Do-
9	V.V. Rakesh	U.D.C	8292	120	-Do-
10	G. Kandasamy	U.D.C	9600	120	-Do-
11	K.Indira	Stenographer Gr.II	8106	120	-Do-
12	S.Elumalai	Driver (LMV) Gr.III	7257	65	-Do-
13	S. Sendilvel	Driver (LMV) Gr.III	6436	65	-Do-
14	N. Karpagavalli	L.D.C.	6471	65	-Do-
15	A. Jagadessan	L.D.C.	6051	65	-Do-
16	D. Kothandapani	Peon	6398	65	-Do-

				-:24:-		
17	S. Saradha	Peon	5745	65	-Do-	
18	K. Indirani	Sanitary Assistant	6268	65	-Do-	
19	S. Thirunavukkarasu	L.D.C.	6581	65	-Do-	
20	V.Munisamy	Room Attendant	6977	65	-Do-	
21	S.N. Syed Moidheen	Room Attendant	5409	35	-Do-	
22	S.T. Chidambaram	Manager	10214	120	-Do-	
23	S. Sivakumar	Receptionist	8479	120	-Do-	
24	S. Moorthy	Room Attendant	6136	65	-Do-	
25	M. Gangadharan	Room Attendant	6081	65	-Do-	
26	R. Selvarajan	Room Attendant	6361	65	-Do-	
27	D. Settu	Room Attendant	6081	65	-Do-	
28	N. Ramasamy	Room Attendant	6081	65	-Do-	
29	P. Kothandaraman	Room Attendant	5409	35	-Do-	
30	R. Duraicannu	Room Attendant	5464	35	-Do-	
31	V. Sandanasamy	Room Attendant	5521	35	-Do-	
32	N. Adimoolam	Room Attendant	5409	35	-Do-	
33	D. Raju	Watchman	5185	35	-Do-	
34	A. Bernadette Martin	Watchman	5185	35	-Do-	
35	K.S Kalivarathan	Watchman	5297	35	-Do-	

			-:25:-		
36	V. Tamilselvi	Sanitary Assistant	6398	65	-Do-
37	K. Geetha	Sanitary Assistant	5297	35	-Do-
38	Arputha Marie	Waitress	5633	35	-Do-
39	D. Lakshmanan	Manager	10447	120	-Do-
40	R. Rajagopalu	Receptionist	8534	120	-Do-
41	M.G. Ravi	Receptionist	8106	120	-Do-
42	M. Sambasivam	Seaman	7994	120	-Do-
43	T. Nallamuthu	Room Attendant	6361	65	-Do-
44	P. Muthu	Room Attendant	6501	65	-Do-
45	S. Ravi	Room Attendant	6416	65	-Do-
46	R. Gunasegaran	Room Attendant	6556	65	-Do-
47	R. Rajasegar	Room Attendant	6416	65	-Do-
48	R. Durai	Room Attendant	5521	35	-Do-
49	E. Jayaraman	Watchman	5185	35	-Do-
50	R. Guiridja	Waitress	5969	65	-Do-
51	P. Devaki	Sanitary Assistant	5297	35	-Do-

			-:26:-		
52	M. Theresa	Samotaru Assistant	5857	65	-Do-
53	I. Mohamed Farouk	Receptionist	8106	120	-Do-
54	S. Pavadai	Junio Deck Hand	8527	120	-Do-
55	G. Kalaiyarasu,	Room Attendant	6081	65	-Do-
56	N. Ethirajalou	Room Attendant	6416	65	-Do-
57	P. Mohan	Room Attendant	6081	65	-Do-
58	K. Anbalagan	Room Attendant	5409	35	-Do-
59	M. Sakthivel	Room Attendant	6081	65	-Do-
60	M. Raja @ Pavadai	Room Attendant	6922	65	-Do-
61	M. Nagamani	Sanitary Helper	5633	35	-Do-
62	S. Subramanian	Manager	9828	120	-Do-
63	M. Lakshmiraman	Receptionist	8106	120	-Do-
64	V. Rajavel	Receptionist	7919	120	-Do-
65	S. Periyandi	Seaman	8144	120	-Do-

				-:27:-		
66	R. Govindarasu	Room Attendant	6361		65	-Do-
67	M. Aiyana	Room Attendant	5409		35	-Do-
68	M. Veedavally	Sanitary Assistant	5633		35	-Do-
69	Anil Kumar . C	L.D.C.	5771		65	-Do-
70	R. Manivannan	Watchman	4970		35	-Do-
71	K. Nagammal	Sanitary Assistant	4867		35	-Do-
72	E. Arumugam Sulochanabai @	Watchman	4970		35	-Do-
73	Malliga	Sanitary Assistant	4867		35	-Do-
74	T. Vanaja	Sanitary Assistant	4867		35	-Do-
75	S. Muthammal,	Sanitary Assistant	4837		35	-Do-
75	V. Vasantha	Sanitary Assistant (DR)	4470	Nil		G.O.Ms.No.23/2005/F3, dated 12.04.2005 and G.O.Rt.No.96/Tour, dated 12.09.2005 of U.S (Tourism) G.O.Ms.No.23/2005/F3, dated 12.04.2005 and G.O.Rt.No.96/Tour, dated 12.09.2005 of U.S (Tourism)
75	V. Gobu	Gardener (DR)	4470	Nil		G.O.Ms.No.23/2005/F3, dated 12.04.2005 and G.O.Rt.83/TOURISM/US/2005, Dt.09.08.2005.
75	V.Veeravel	Watchman(DR)	4470	Nil		G.O.Ms.No.23/2005/F3, dated 12.04.2005 and G.O.Rt.90/TOURISM/US/2005, Dt.02.09.2005.
75	S.Chandra	Gardener (DR)	4470	Nil		
GRAND TOTAL			553916		5450	

Sl. No.	Name	Designation	Monthly remuneration	Compensation/Compensatory allowance	The procedure to determine the remuneration as given in the regulation
1	K.Dakshinamurthy		14680	Nil	based on the pay scales and rules governing in force from time to time.
2	A.Balsubramanian	Receptionist	9488	Nil	-Do-
3	M. Poubalane,	Receptionist	7622	Nil	-Do-
4	S. Baskaran	Receptionist	7622	Nil	-Do-
5.	S. Subramanian	Room Attendant	5521	Nil	-Do-
6.	P. Tamilarasan	Room Attendant	6136	Nil	-Do-
7.	S. Chidamabram	Room Attendant	6361	Nil	-Do-
8	P. Velayutham	Peon	6453	Nil	-Do-
9	S. Sebathiammal, @ Usha rani	Watchman	5409	Nil	-Do-
10	S. Kobale	Watchman	6584	Nil	-Do-
11	J. Alexandar	Watchman	5800	Nil	-Do-
12	S. Parthiban	Watchman	5297	Nil	-Do-
13	S. Balakrishnan	Watchman	5185	Nil	-Do-
14	R. Kannadasan	Watchman	5297	Nil	-Do-
15	B. Sagunthala	Sanitary Assistant	5745	Nil	-Do-
16	K.Gandhimathi	Sanitary Assistant	5745	Nil	-Do-
17	A. Pugashandhi	Sanitary Assistant	5521	Nil	-Do-
18	R. Susila	Sanitary Assistant	5297	Nil	-Do-
19	M. Selvam	Sanitary Helper	5297	Nil	-Do-
20	G. Vasugy	Assistant Cook	6081	Nil	-Do-

Sl. No.	Name	Designation	Monthly remuneration	Compensation/Compensatory allowance	The procedure to determine the remuneration as given in the regulation
1	K. Aravindakshan	Room Attendant	6129	Nil	Regional Administrator Mahe.
2	K.M.Viswanathan	Room Attendant	5371	Nil	- do -
3	K. Pradeep Kumar	Watchman	5522	Nil	- do -
4	P. Chandri	Sanitary Assistant	4837	Nil	- do -
5	R. Ravindran	Assistant Cook	5986	Nil	- do -

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1	Kanakala VenkataRao	Room Attendant	5409	Nil	Regional Administrator, Yanam
2	S. Kousalya Ramudu	Room Attendant	5409	Nil	- do -
3	V.V.Y. Satyanarayana	Watchman	5350	Nil	- do -
4	Booka Suguna	Sanitary Assistant	5745	Nil	- do -

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CHAPTER – 12 (Manual – 11)

The Budget Allocation to each Agency

(Particulars of all plans, proposed expenditure and report on disbursement made)

For Public Authorities responsible for developmental, construction, technical works

12.1 Please provide information about the details of the budget for different activities under different schemes in the given format

Year 2004-05

Sl. No.	Name of the Scheme/Head	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed	Amount released/disbursed (no. of installments)	Actual expenditure for the last year	Responsible officer for the quality and the complete execution of the work.
1.	Creation and Maintenance of Tourism Product	Development of Arikumadu, Art and Craft Village, Development of Water Sport Complex, Mahe Development of Kanaken Eri, Construction of Tourist complex at Karaikal Jetty at river Arassalar at Karaikal.	Continuing scheme		Rs.3.70 Lakhs	Rs.3.69 Lakhs	Rs.3.69 Lakhs	Director of Tourism
2.	Construction and Maintenance of Tourist Home Guest House and Yatrivas	Improvement of Tourist Home/Yatrivas, Construction of additional block at Govt. Tourist Home Yanam, Purchase of materials/ equipments for the maintenance of Govt. Tourist Homes/Yatrivas.	Continuing scheme		Rs.55.54 Lakhs	Rs.55.31 Lakhs	Rs.55.31Lakhs	- do -
3.	Share Capital Contribution to PT&TDC b) Joint Venture	Share capital Assistance to PT&TDC Acquiring of Pondicherry Distillery's land for the recreation centre	Continuing scheme		Rs.532.16 lakhs Rs.195.00 lakhs	Rs.532.16 lakhs Rs.195.00 lakhs	Rs.532.16lakhs Rs.195.00lakhs	

4.	Strengthening of Directorate	Provide of communication facilities, purchase of equipments such as computer, furniture, computerization of Tourism Data	Continuing scheme		Rs.8.75lakhs	Rs.8.73lakhs	Rs. .8.73lakhs	Director of Tourism
5.	Tourism Promotional Activities	Advertisement campaign made through Advertisement Agency in most of the leading newspapers/Magazine, Participation in various Travel and trade fairs in India and abroad, Celebration of Festival like Yoga festival, shopping festival Dance festival French festival etc. Errection of Hoardings, Signages Printing of pamphlet/Brochure in high standard, Preparing Multimedia CD-ROMS	Continuing scheme		Rs.184.53.lakhs	Rs.184.53lakhs	Rs.184.53lakhs	Director of Tourism
6.	Grant in aid to Pondicherry Institute of Hotel Management & Catering Technology	Grant in aid to Pondicherry Institute of Hotel Management & Catering Technology	Continuing scheme		Rs.109.54lakhs	Rs.109.54lakhs	Rs.109.54lakhs	Director of Tourism
7.	Grant of incentive to Tourism Industries	Grant of incentive to Tourism Industries such as investment subsidy, interest subsidy.	Continuing scheme		--	--	--	Director of Tourism

8.	Creation and Maintenance of Tourism Infrastructure	Setting up of Tourist information Centre at Mahabalipuram, Tourism Complex at chunnambar, construction of Govt. Guest House in the place of old dilapidated Tourist Home at Yanam	Continuing scheme		Rs.3.02lakhs	Rs.3.02lakhs	Rs.3.02lakhs	Director of Tourism
9.	Preservation of Heritage	Incentive for Heritage Houses, Flood light of Heritage buildings	Continuing scheme		Rs.0.65lakhs	Rs.0.65lakhs	Rs.0.65lakhs	Director of Tourism

For other Public Authority

Sl. No.	Head	Proposed budget	Sanctioned budget	Amount Released/disbursed (no.of installments)
1.	“5452—Capital outlay on Tourism 80-General 80/190— Investment in Public section under takings 80/190 (01)- Share Capital contribution to Pondicherry Tourism and Transport Development Corporation 80/190 (01) (01) Pondicherry Region 32 Contribution.	Rs.400.00 lakhs	Rs.532.16 lakhs	Rs.532.16 lakhs in 4 installments
2.	“3452—Tourism—80/104 (05)—Grant in aid to Pondicherry Institute of Hospitality Craft 80/104 (05) (01)— Pondicherry Region (31) Grant in aid PLAN”	Rs.100.00 lakghs	Rs.109.54 lakhs	Rs.109.54 lakhs in 2 installments

CHAPTER-13 (Manual 12)

13.1. The manner of Execution of Subsidy Programme:

1.Name of Programme/Scheme:

Granting financial incentives to tourism related projects

2. Duration of the Programme/Scheme

Unlimited.

3. Objectives of the programme/Scheme

To attract quality investment in hotel and tourism infrastructure, and with an objective of interalia, developing atleast 500 rooms in the 1 to 5 star hotel category and heritage hotels in the next 5 years, attracting a global hotel chain to Pondicherry, attracting investments in amusement parks, entertainment multiplexes, food courts, beach resorts, eco-tourism resorts, health spas convention centres, Arts & Craft Villages, Yacht Marinas,etc.

To preserve architectural heritage, encouraging the use of listed heritage properties as residential houses, hotel, pubs, boutiques and other similar uses as also economic value for heritage and to provide tourists an authentic experience of Pondicherry's cultural, spiritual and artistic values."

4.Physical and financial targets of the programme for the last year:

The scheme is introduced in April 2004. The benefits of the financial incentives will be given to the investors after two years from the date of commercial operation of the project. Beneficiary will be identified only after 2006. Therefore no physical targets could achieve in 2004-05 and 2005-06.

5. Eligibility of Beneficiary:

Open to all Citizens

6. Pre-requisites for the benefit:

The Applicant should produce the Project Report of the proposed tourism project along with the application duly filled in with details thereof, copies of documentary evidences of approval/clearances of the concerned Govt. Departments where ever necessary.

7. Procedure to avail the benefits of the programme

The beneficiary can avail financial incentive for one or more projects and the filled application may be submitted to the Director of Tourism.

8. Criteria for deciding eligibility:

Open.

9. Detail of the benefits given in the programme:

- Investment subsidy: 25% of the total investment subject to maximum of Rs.1 crore
- Interest subsidy: 5 % of rate interest subject to maximum of Rs.5 lakhs per year for 5 years
- Reimbursement of Town Planning Charges
- Reimbursement of Registration charges on land/building
 - Special incentives for tourism projects brought up in Heritage buildings for the following: Roof Repairs and façade improvements upto 70% of the cost of work upto a maximum of Rs.1.50 lakhs (per building)
 - Removal and alterations of existing unsympathetic changes as pointed by the Competent Authorities, upto 70% of the cost of work upto maximum of Rs.1 lakh (per building)
 - Rs. 5 lakhs for construction of additional lettable rooms

10. Procedure for the distribution of the subsidy:

As detailed in serial No. 7

11. Where to apply or whom to contact in the Office for applying:

Director of Tourism, 40, Goubert Avenue, Pondicherry-1.

12. Application Fee:

Free of cost

13. Other Fees:

Nil

14. Application Formats (Enclosed):

PROFORMA-I

**APPLICATION FOR DISBURSEMENT OF INCENTIVE UNDER THE
INTEREST SUBSIDY FOR TOURISM PROJECTS**

1. Name of the applicant :
2. Address for communication :
3. Name & address including R.S.No. of the Establishment. :
4. Category of tourism infrastructure (Please tick the category)
 - Hotel -1 star/2star/3 Star / 4 Star / 5 star
 - Heritage Hotel -
 - Amusement Park -
 - Entertainment Multiplex -
 - Food Court -
 - Beach Resort -
 - Eco-Tourism Resort -
 - Health Spa -
 - Convention Centre -
 - Arts & Crafts Village -
 - Yacht Marina -
 - Others -
5. Date of commencement of commercial operation :
 - A. Date of building approval from PPA(attach copy) :
 - B. Date of occupancy certificate from PPA(attach copy) :
6. Name of Financial Institution/Bank which has financed the project (copy of the project report to be enclosed) :
7. Details of loan availed from the Financial Institution/Bank(Sanction copy enclosed) :

8. Rate of interest charged(copy to be enclosed) :
9. Repayment schedule (from FI) :
(Details regarding the installments of Interest paid by the applicant until the date of commencement of operation)
10. Period for which the interest subsidy to be claimed (No due certificate from the Financial Institution/Bank should be enclosed) :

Signature of the applicant

AFFIDAVIT

The particulars furnished above are true and I hereby undertake to refund the entire subsidy with interest if the claim is found to be false subsequently.

Signature of the applicant

Place :
Date :

PROFORMA-II

**APPLICATION FOR DISBURSEMENT OF INCENTIVE UNDER THE
CAPITAL INVESTMENT FOR TOURISM PROJECTS**

1. Name of the applicant :

2. Address for communication :

3. Name & address including R.S.No. of the Establishment. :

4. Category of tourism infrastructure (Please tick the category)

Hotel	-	1 star/2star/3 Star / 4 Star / 5 Star
Heritage Hotel	-	
Amusement Park	-	
Entertainment Multiplex	-	
Food Court	-	
Beach Resort	-	
Eco-Tourism Resort	-	
Health Spa	-	
Convention Centre	-	
Arts & Crafts Village	-	
Yacht Marina	-	
Others	-	

5. Date of commencement of commercial operation :
A. Date of building approval from PPA(attach copy) :
B. Date of occupancy certificate from PPA(attach copy) :

6. Name of Financial Institution/Bank which has financed the project (copy of the project report) :

7. Estimate of project
- i) Cost of fixed assets :
 - ii) Cost of working capital :
- Total cost

8. Total fixed capital investment
- i) Extent of land :
 - ii) Cost of land :
 - iii) Extent of Building :
 - iv) Cost of building :
 - v) Extent of other assets :
 - vi) Cost of other assets :
- Total

9. Details of fixtures/equipments/cutleries & crockery's/linen/furniture/kitchen works etc. :
10. Details of loan availed from the Financial Institution/Bank(Sanction copy enclosed) :
11. Rate of interest charged(copy to be enclosed) :
12. The following certificates have to be appended :
- i) A certificate from Chartered Accountant M/S Certifying the extent of share capital subscribed and paid up value of fixed assets, if any, acquired and paid for as stated above.
 - ii) A copy of latest audited accounts of the unit is also enclosed herewith
 - iii) A Valuation Certificate furnished from Registered Engineer for Building.

13. I/We hereby agree that I/We shall forthwith repay the amount disbursed to me /us under this scheme, if the amount of 20 percent (maximum 20.00 lakhs) investment subsidy is found to have been disbursed in excess of the amount actually admissible for whatsoever reason. Further, I/We shall also be liable to pay interest at such rate as prescribed by Government from time to time on such amount and such other charges expenses which may be payable by me/us.

14. It is hereby further certified that I/We have not hitherto applied for or have received any amount by way of grant or subsidy in respect of the Hotel from any Schemes of State or Central Government or Govt. Undertakings.

15. I/We hereby agree that I/We shall forthwith be responsible for the whole amount of subsidy received in case of any changes in the partners or shareholders or Board of Directors.

Signature of the applicant

Place :
Date :

Name of signatory
For and on behalf of (Name of Hotel)

PROFORMA – III

**APPLICATION FOR REIMBURSEMENT OF TOWN PLANNING CHARGES FOR
TOURISM PROJECTS**

1. Name of the applicant :

2. Address for communication :

3. Name & address including R.S.No. of the Establishment. :

4. Category of tourism infrastructure (Please tick the category)
Hotel - 1 star/2star/3 Star / 4 Star / 5 Star
Heritage Hotel -
Amusement Park -
Entertainment Multiplex -
Food Court -
Beach Resort -
Eco-Tourism Resort -
Health Spa -
Convention Centre -
Arts & Crafts Village -
Yacht Marina -
Others -

5. Date of commencement of commercial operation :
A. Date of building approval from PPA(attach copy) :
B. Date of occupancy certificate from PPA(attach copy) :

6. Whether the Plan is approved by the PPA :
(please attach the documents)

7. Amount of TP Charges levied (attach the proof) :

Place :

Date :

Signature of the applicant

PROFORMA – IV

**APPLICATION FOR REIMBURSEMENT OF REGISTRATION CHARGES ON
LAND & BUILDING FOR TOURISM PROJECTS**

1. Name of the applicant :

2. Address for communication :

3. Name & address including R.S.No. of the Establishment. :

4. Category of tourism infrastructure (Please tick the category)
Hotel - 1 star/2star/3 Star / 4 Star / 5 Star
Heritage Hotel -
Amusement Park -
Entertainment Multiplex -
Food Court -
Beach Resort -
Eco-Tourism Resort -
Health Spa -
Convention Centre -
Arts & Crafts Village -
Yacht Marina -
Others -

5. Date of commencement of commercial operation :
A. Date of building approval from PPA(attach copy) :
B. Date of occupancy certificate from PPA(attach copy) :

6. Whether the asset is free from encumbrance :
(please attach the certificate given by the competent authority)

7. Whether the asset is legally owned by the applicant :
(please attach legal opinion of the Competent Authority)

Place :
Date :

Signature of the applicant

PROFORMA – V

**APPLICATION FOR DISBURSEMENT OF SPECIAL INCENTIVES FOR
HERITAGE HOTELS & BUILDINGS**

1. Name of the applicant :

9. Location of the Heritage Hotel (OR)
Residential address of the Heritage Building :

3. Address for communication :

4. Proof of ownership (attach legal opinion) :
5. Present use of the building (attach photos) :
6. Proposed use of the building :
7. Purpose for which incentive sought : 1)
2)
3)

9. Detailed estimate and drawings of the work
To be undertaken(attach copy of approval from
PPA in case of removal/ alterations /addition)
:

9. Financial assistance required/eligible :

Place :
Date :

Signature of the applicant

ANNEXURE – I

VALUATION OF THE PROJECT

Name of the Chartered Accountant(s) :

We hereby certify that M/s.....
(Name of the firm) have acquired the following for their project
.....
(name of the project or nature of the firm) at
.....
..... (Address).

Details of investment

9. LAND :

Date of Purchase	Value of Purchase

(B) BUILDING :

Date of completion of building or part there of (1)	Value as per Engineer's certificate (2)	Amount spent on upto (3)

© ELECTRICAL & FITTINGS :

Sl.No When installed.	Details of equipment	Name & Address of the supplier	Invoice Bill No.& date	Value
1	2	3	4	5

(D) FURNITURE & FIXTURES

Sl.No When fixed.	Details of item	Name & Address of the supplier	Invoice Bill No.& date	Value
1	2	3	4	5

(E) MISCELLANEOUS

Sl.No When fixed.	Details of item	Name & Address of the supplier	Invoice Bill No.& date	Value
1	2	3	4	5

We have checked the books of accounts of the unit, the invoice etc. and certify that the aforesaid information furnished above have been verified and found to be true. We also certify that all the aforesaid items have been paid and no credit is raised there against in the books of the unit.

Place :

CHARTERED ACCOUNTANTS

Date :

ANNEXURE – II

VALUATION CERTIFICATE IN RESPECT OF BUILDING

I hereby certify that as against the estimated cost of Rs.....
(Rupees) of the building
and Civil works for M/s..... for their proposed
project at
.....

The unit has so far completed the civil works as under :

- 1. Value of completed civil works as per the estimates : Rs.....
 - 2. Amount of Service/Labour charges paid to Contractor : Rs.....
 - 3. Amount of Consultant fees/designing charges paid to Architect : Rs.....
- Total -----

Place:

Signature of Engineer.

Date :

ANNEXURE-III

AGREEMENT

THIS DEED OF AGREEMENT made on this the day of
Two thousand four **BETWEEN**
..... hereinafter called
"THE BENEFICIARY" which expression shall include wherever the context
so admits, his successors and assigns, of the one part and the President of
India represented by, Director of Tourism,
Government of Pondicherry, hereinafter called "The Director" which
expression shall include wherever the context so admits, his successors in
office and assigns of the other part.

WHEREAS the Government of Pondicherry implements the Scheme of
Financial incentives and subsidies to individuals, entrepreneurs, tourism
infrastructure companies and hoteliers for investment in developing
infrastructures in tourism related projects like hotels, amusement parks,
entertainment multiplexes, food courts, beach resorts, eco-tourism resorts,
health spas/ wellness centers, convention centers, Art & Craft Villages, Yacht
Marinas etc.

AND WHEREAS the Beneficiary is one of those who has applied to the
Government for the grant of incentive/subsidy under the scheme in respect
of the project under the category of
(established at
.....).

AND WHEREAS the Government of Pondicherry had considered the
application of the Beneficiary and has decided
to sanction a sum not exceeding Rs..... (Rupees
.....) as Special
Incentive / Special Investment subsidy under the above scheme on the terms
and conditions contained in the sanction letter No..... dated
..... a copy of which duly attested by both the parties is attached
hereunto and is to be read as forming part and parcel of this Agreement.

NOW THEREFORE THIS DEED WITNESSETH AND IT IS HEREBY AGREED AND DECLARED AS FOLLOWS

In consideration of the decision taken by the Government of Pondicherry agreeing to grant to the Beneficiary an amount not exceeding Rs.....
(Rupees)
as subsidy, the Beneficiary hereby covenants with the Government as follows :

- (a) That the beneficiary shall utilize the Subsidy for the purpose for which it was granted, i.e for the creation of Fixed Assets or Working Capital and shall also furnish to the Director a Certificate of Utilisation of the Incentive / Subsidy for the purpose for which it was sanctioned, within a period of six months from the date of receipt of the full amount.
- (b) That the Beneficiary shall submit half-yearly Progress Reports to the Director about the on going/proposed activities of the firm and the proposed outcome of the project for a period of five (5) years.
- (c) That the Beneficiary shall furnish all the information and assistance as may be required by the Director or by any of the Officer or representative duly authroised by him.
- (d) That the Beneficiary after receiving a part or whole of the incentive or subsidy shall not without obtaining the prior written permission of the Director change the location of the project or any part of it.
- (e) That the Beneficiary shall refund the subsidy together with interest or other charges, if any, to the Government of Pondicherry, if it is proved to the satisfaction of the Director that the Beneficiary has violated any of the covenants mentioned herein or that the subsidy or incentive has been obtained by fraud or by misrepresentation as to an essential fact or by furnishing of false information or else the amount due will be recovered as arrears of land revenue under the Revenue Recovery Act.

9. I / We undertake that I / We will not divert the project to anything other than the one anticipated in the project for a minimum of 5 years from the date of receipt of subsidy / incentive. And in case of such diversion / conversion, I agree to repay the incentives / subsidies availed from the State Government within such period.

IN WITNESS WHEREOF the parties hereunto have signed this agreement on the date respectively mentioned against their signature.

BENEFICIARY

Witnesses :

1.

2.

Signed and executed
For and on behalf of the President of India
Director of Tourism,
Government of Pondicherry

Witnesses :

1.

2.

CHAPTER – 15 (Manual – 14)

Norms set by it for the discharge of its functions

The execution of various Tourism Promotional activities / Programmes are carried out according to the instructions by the GOI Government of Pondicherry from time to time.

CHAPTER – 14 (Manual – 13)

Particulars of Recipient of Concessions, permit or authorization granted by it

There is no Recipient of Concessions, permit or authorization granted by this Department to the public

CHAPTER – 16 (Manual 15)

Information available in an electronic form

- All the information for tourists and the incentives offered by the Department are provided in our website. The website can be viewed in the web address : www.tourism.pon.nic.in
- Information relating to tourist places, facilities etc. are provided in CD ROM format.
- Information for tourists has also been provided in the touch screen kiosk.
- Pictures on tourist places are displayed through Multi Image Display Unit (Photo Scroller). These units are installed in various important tourist places.
- Application Forms for availing various incentives, Statistical data on arrival of tourists are available in the Directorate.

CHAPTER – 17 (Manual 16)

Particulars of the facilities available to citizens for obtaining information.

This Department is providing following facilities for dissemination of information.

- Publication of Advertisements of tourist attractions, facilities available, various events in various newspapers, magazines of all India standard and tenders also published in newspapers.
- Information regarding Auctions, Tenders, Announcements, Calendar of Events etc are displayed in the Notice Board.
- All the information for tourists and the incentives offered by the Department are provided in our website.
- This Department is distributing tourist literature like City Map, Travelers' Handbook, Investment Brochure, Accommodation details and Calendar of festivals in printed format.
- This Department is regularly participating in various domestic and international fairs.