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PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL**Department of Tourism****General Establishment Cell****Block- 'A', 3rd Floor, N. S. Building, 1, K.S. Roy Road, Kolkata - 700001****NOTIFICATION**

No. 377-TM/5T-19/2020

Date: 25.02.2021

Working Capital Support Scheme-Relief Scheme for the tourism industry in the wake of COVID-19 pandemic.

West Bengal, with its geographic diversity is uniquely positioned to emerge as a top all season tourist destination in the country. In the last few years, consistent improvements in infrastructure and services pertaining not only to tourism but *inter alia* road connectivity and law and order have enhanced the tourism potential of West Bengal. Tourism has evolved as one of the important drivers of growth of the state economy. The travel and tourism sector's total contribution to West Bengal GSDP including spillovers to other sectors is around 11% against a national average of 9.6%. This sector also contributes to significant employment opportunities. West Bengal has seen an exponential growth in domestic and international tourist arrivals in the state. There has been an increase of 73.10 % in international and domestic airlines touchdown in the state from 2012-13 to 2018-19. The State Government introduced the "West Bengal Home-stay Tourism Policy 2017" and the "West Bengal Tourism Incentive Scheme 2015" to promote investment in the tourism sector.

However, the COVID-19 pandemic has adversely affected the growing tourism and hospitality sector. The loss of travel and tourism in the peak summer months especially to North Bengal has crippled the stakeholders especially based out of North Bengal and across the state. It is expected that delay in the leisure traveler's sentiments for non essential travel may take more time to recover. Over 75% of the tourism industry is in small and medium category. Tourism stakeholders with no business and no income for last few months find it difficult to function without working capital assistance. It is felt that provision of loan scheme to support the tourism industry to mobilize working capital can help the industry afloat in wake of the serious losses due to Covid-19 global pandemic. It will help in management of cash flow and rebuilding the infrastructure to enable the small entrepreneurs to resume business as soon as the travel restrictions are lifted.

Accordingly, I am directed by the order of the Governor to say that the Governor is pleased to introduce the scheme "**PARYATAN SAHAYATA PRAKALPA**" (name is indicative) as a Relief Scheme for the Travel and Tourism sector in West Bengal.

1. **Objective:** The objective of the scheme is to provide need based working capital assistance to units functioning in travel and tourism sector affected by the Covid 19 outbreak.

2. **Validity of the scheme:**– 31.03.2022

3. **Applicability of the scheme:**–

All existing units/entrepreneurs in the following tourism and hospitality sector in West Bengal.

- a. Resorts & Hotels having valid star classification or approved non-star category according to guidelines issued by Ministry of Tourism, Government of India/ Department of Tourism, Government of West Bengal/ valid licence from the local administration (Copy of certificate to be enclosed)
- b. Transport Operators accredited with India Tourism with registered office in West Bengal (Copy of certificate to be enclosed)
- c. Tour operators/ Travel Agents (with registered office in West Bengal) having valid GST Registration (as tour operator/ travel agent) and have filed GST returns for the last two years (Copy of GST returns for the last two years to be enclosed)
- d. Tourist Boats/launches/cruise boats/ house boats having valid license from the Port Department (Copy of certificate to be enclosed)
- e. Home Stays registered with the Department of Tourism, Government of West Bengal (Copy of certificate to be enclosed)
- f. Low budget hotels and establishments such as Motels, Yatriniwas and Yatrika
- g. Way side facilities
- h. Convention centers

4. **Eligibility Criteria:**

Establishments as mentioned at Point 3 above fulfilling the following conditions can apply for the scheme.

- a. Establishments must be working in travel and tourism sector in West Bengal.
- b. New applicant of loan & existing borrowers.
- c. Proprietorship firms/ Partnership firms/ Ltd Companies etc.
- d. Should be in possession of valid trade license as per extant guidelines.
- e. Should be in possession of all statutory approvals for the functioning of the firm / unit.
- f. Should be GST registered wherever applicable.
- g. Any existing Loan should not be in SMA2 status or NPA as on 29.03.2020 with any MLIs.

Provided only one (01) establishment from the family will be eligible for this scheme.

In case of new applicants in the tourism and hospitality sector, the applications will be examined on eligibility as per project/financials submitted.

5. **Working Capital Support Scheme- Relief Scheme for the tourism industry in the wake of COVID-19 pandemic.**

"**PARYATAN SAHAYATA PRAKALPA**" (name is indicative) as a Relief Scheme for the Travel and Tourism sector is being proposed in all districts within West Bengal.

Considering the loans are related to service sector, the concerned working capital loans may be provided as under:

Types	Loan Amount	Details
Shishu	Up to Rs. 50,000	This stage caters to the needs of entrepreneurs who are yet to start their businesses or whose enterprises are at an early stage. Loan can be availed in the form of Cash Credit / Overdraft
Kishor	From Rs. 50,001- Rs. 5,00,000	This stage helps the business persons who have started their business but are in a need of funds to sustain it in the market. This segment is also for those entrepreneurs who need a larger sum of money than what Shishu loan offers for starting their businesses. Loan can be availed in the form of Cash Credit / Overdraft.
Tarun	From Rs. 5,00,001 - Rs. 10,00,000	This is the highest level of the scheme and an entrepreneur is eligible for a loan from Rs. 5 lakh and upto Rs. 10 lakh. These loans are meant for business owners who need to set up a large business or need funds to expand the enterprise. Loan can be availed in the form of Cash Credit / Overdraft

Loan interest subvention scheme:-

- a. Since it will be Working Capital Loan and not Term Loan there will be no requirement of repayment through fixed installment i.e. EMI payment by the borrowers.
- b. The current assets created out of the loan e.g. Stock-in-trade, Debtors, Bills Receivable, etc. will remain Hypothecated to the Banks.
- c. A margin of 25% on Stock-in-trade and 40% on Debtors, Bills Receivable, etc. has to be provided by the borrowers.
- d. A yearly Statement of accounts to be provided by the borrower certified by the lending Bank that the account is Standard as per IRAC norms and interest accrued in their respective Cash Credit / Overdraft A/c is paid in time.
- e. Upon receipt of the Certificate from Bank, WBTDCL will have to calculate the interest subvention to be allowed to the extent of 50% of the interest to be paid for the first year subject to maximum of 4% of the loan amount and remit the interest subsidy directly to the Bank for onwards credit of the same in the concerned beneficiary borrower's account.

6. Procedure:

- a. The scheme will be implemented by West Bengal Tourism Development Corporation Ltd under the Tourism Department, Government of West Bengal through Nationalised Banks, State Co-operative Banks, regional Banks and NBFCs (Not through microfinancing scheme).
- b. Applications will be received through the WBTDCL website.
- c. A committee under the MD, WBTDCL with a representative from the Department of Tourism will examine the projects. FA of the WBTDCL will be a member of the committee.
- d. Each such recommended application will be forwarded to the bank's branches in respective districts through the District Magistrate of the concerned district. The respective banks after sanction of the loan adhering to their existing sanction policy will inform the WBTDCL, Beneficiary and also the District Magistrate. Sanction of loan will be the sole discretion of the Bank.
- e. Total Loan amount under this scheme is limited to Rs 100 Crore. (Maximum 1000 units × Maximum loan amount of Rs 10.00 lakh each= Rs 100 Crore)
- f. The State Government in no case will act as "Guarantor" for the loan.

- g. After the sanction and loan disbursal, the bankers will keep a record of repayment of the loans. All such loans where repayments are regular, interest component of these loans will be calculated and forwarded to WBTDCL, once in every six months i.e. as on 1st July and 1st January. WBTDCL will pay the admissible interest of all such regular repaying loans to the respective bank for onward credit to the loan account of the beneficiary

7. Loan Tracking:

The loan tracking will be undertaken by the concerned Bank disbursing the Loan. The Lead Bank shall maintain a detailed statement of loan repayments on the basis of quarterly information furnished by the concerned Banks. A Nodal Officer will be appointed from the side of WBTDCL and one each from the Banks participating in the Scheme for coordination.

8. Repayment of loans:

The loans are to be repaid to the concerned Bank disbursing the loan as per its terms and conditions. The bank will submit consolidated statement (borrower wise) to the WBTDCL with their declaration with their repayment status of the loan. In case of any loan account turned to NPA, the beneficiary will not be allowed to receive the interest subvention from the government. However, on up gradation of the loan account to standard account within the tenure of loan, the borrower will be entitled to receive the interest subvention.

9. Appeals:

Appeals, if any, shall be filed before the Secretary/ Principal Secretary/ Additional Chief Secretary, Tourism Department, Government of West Bengal within a period of 15 days from the date of declining of the application by the concerned bank .

10. Recover % & Penalty:

- a. Any assistance under this scheme shall be liable to be refunded by the borrowers concerned with interest @ 14% p.a. from the date of receipt of the same, on account of obtaining the assistance by any misrepresentation, forgery or deception.
 - b. In case of default of repayment of the loan, the borrower will not be eligible for any interest subvention. The entire interest/penal interest will have to be borne by the borrower concerned.
 - c. The borrower shall not perform part/full repayment of the loan amount within twelve months of availing the loan, failing which will make the borrower ineligible for interest subvention from the WBTDCL.
11. Department of Tourism., Government of West Bengal reserves the right to modify the guidelines/terms and conditions from time to time as may be required during execution of the scheme.
12. This notification is issued with the concurrence of the Finance Department vide their unofficial no. Group I/2020-2021/0127 dated 02.01.2021.

By order of the Governor,

NANDINI CHAKRAVORTY
Principal Secretary to the Govt. of West Bengal



LOAN APPLICATION FORM 'PARYATAN SAHAYATA PRAKALPA' (WORKING CAPITAL SUPPORT SCHEME)
(To be submitted along with documents as per the check list)

A. For office Use:

Enterprise Name	Application Sl. No.	Name of the Branch	Category
			Shishu/Kishor/Tarun

B. Business Information:

Name of the Enterprise											
Constitution	<input checked="" type="checkbox"/>	Proprietary	Partnership	Pvt. Ltd.	Ltd. Company	Any Others (specify)					
Current Business Address	State				PIN Code						
	Business Premises				<input checked="" type="checkbox"/>	Rented	Owned				
Telephone No.				Mobile No.	+91						
E-mail:											
Business Activity	Existing										
	Proposed										
Date of Commencement (DD/MM/YYYY)											
Whether the Unit is Registered				<input checked="" type="checkbox"/>	Yes			No			
If Registered (Please mention: Registration no. And the Act under which registered)											
Registered office Address											
Skill Certified (1)				Self Skilled (2)				Unskilled (3)			
Social Category				<input checked="" type="checkbox"/>	SC	ST	OBC	Minority Community			
If Minority Community	<input checked="" type="checkbox"/>	Buddhists	Muslims	Christians	Sikhs	Jains	Zoroastrians				

C. Background Information of Proprietor/ Partners/ Directors:

S. No.	Name	Date of Birth	Sex	Residential Address with Mobile No.	Academic Qualification	Experience in the line of activity (Years)
1.						
2.						

S. No.	Id proof	Id proof no.	Address proof	Address proof no.	PAN Card/ DIN No.	Relationship with the officials/ Director of the bank if any
1.						
2.						

D. Names of Associate Concerns and Nature of Association:

Names of Associate Concern	Address of Associate Concern	Presently Banking with	Nature of Association Concern	Extent of Interest as a Prop /Partner/ Director or Just Investor in Associate Concern

E. Banking/Credit Facilities Existing: (In Rs.)

Type of Facilities	Presently Banking with	Lim it Aailed	Outstandi ng As on	Security lodged	Asset classification status
Savings Account		N . A.		N A	
Current Account		N A.		N A	
Cash Credit					
Term Loan					
LC/BG					
If banking with this bank, customer ID to be given here:					
It is certified that our unit has not availed any loan from any other Bank/ Financial Institution in the past and I/we am/ are not indebted to any other Bank/ Financial Institution other than those mentioned in column no. E above.					

F. Credit Facilities Proposed: (In Rs.)

Type of Facilities	Amount	Purpose for which Required	Details of Primary Security Offered (with approx. value to be mentioned)
Cash Credit			
Term Loan			
LC/BG			
Total			

G In case of Working Capital: Basis of Cash Credit Limit applied: (In Rs.)

Actual Sales		Projected						
FY-	FY-	Sales	Working Cycle in Months	Inventory	Debtors	Creditors	Promoter's Contribution	Limits

H. In case of Term loan requirements, the details of machinery/equipment may be given as under:

Type of machine /Equipment	Purpose for which required	Name of Supplier	Total Cost of Machine	Contribution being made by the promoters (Rs)	Loan Required (Rs)
Total					
Repayment period with Moratorium period requested for					

I. Past Performance/Future Estimates: (In Rs.)

Past Performance/Future Estimates (Actual performance for two previous years, estimates for current year and projections for next year to be provided for working capital facilities. However for term loan facilities projections to be provided till the proposed year of repayment of loan)				
	Past Year-II (Actual)	Past Year-I (Actual)	Present Year (Estimate)	Next Year (Projection)
Net Sales				
Net Profit				
Capital (Net Worth in case of Companies)				

J. Status Regarding Statutory Obligations:

Statutory Obligations	Whether Complied with (select Yes/No) If not applicable then select N . A.	Remarks (Any details in connection with the relevant obligation to be given)
1. Registration under Shops and Establishment Act		
2. Registration under MSME (Provisional /Final)		
3. Drug License		
4. Latest Sales Tax Return Filed		
5. Latest Income Tax Returns Filed		
6. Any other Statutory dues remaining outstanding		

K. Declaration:

I/We hereby certify that all information furnished by me/us is true, correct and complete. I/We have no borrowing arrangements for the unit except as indicated in the application form. There is/are no overdue/statutory dueowed by me/us. I/We shall furnish all other information that may be required by Bank in connection with my/our application . The information may also be exchanged by you with any agency you may deem fit. You, your representatives or Reserve Bank of India or Mudra Ltd., or any other agency as authorised by you, may at any time, inspect/ verify my/our assets, books of accounts etc. in our factory/business premises as given above. You may take appropriate safeguards/action for recovery of bank's dues.

Space for Photo	Space for Photo	Space for Photo
(Signatures of Proprietor/partner/director whose photo is affixed above)		

Date: _____

Place: _____

CHECK LIST: (The check list only indicative and not exhaustive and depending upon the local requirements different places addition could be made as per necessity)

- 1) Proof of identity-Self certified copy of Voter's ID card / Driving License / PAN Card / Aadhar Card/Passport.
- 2) Proof of Residence - Recent telephone bill, electricity bill, property tax receipt (not older than 2, months), Voter's ID card, Aadhar Card & Passport of Proprietor/Partners/Directors .
- 3) Proof of SC/ST/OBC/Minority.
- 4) Proof of Identity/Address of the Business Enterprise - Copies of relevant licenses/registration certificates/other documents pertaining to the ownership, identity and address of business unit.
- 5) Applicant should not be defaulter in any Bank/Financial institution.
- 6) Statement of accounts (for the last six months), from the existing banker, if any.
- 7) Last two years balance sheets of the units along with income tax/sales tax return etc. (Applicable for all cases from Rs.2 Lacs and above).
- 8) Projected balance sheets for one year in case of working capital limits and for the period of the loan in case of term loan (Applicable for all cases from Rs.2 Lacs and above).
- 9) Sales achieved during the current financial year up to the date of submission of application.
- 10) Project report (for the proposed project) containing details of technical & economic viability.
- 11) Memorandum and articles of association of the company/Partnership Deed of Partners etc.
- 12) In absence of third party guarantee, Asset & Liability statement from the borrower including Directors & Partners may be sought to know the net-worth.
- 13) Photos (two copies) of Proprietor/Partners' Directors.

Acknowledgement Slip for loan Application under Pradhan Mantri MUDRA Yojana

Office Copy:

Application (system generated/manual) Number		Date of Application	
Name of the Applicant(s)		Loan Amt. Requested for	
Signature of Applicant(s)		Signature of Branch official	



Acknowledgement Slip for loan Application under 'Parayatan Sahayata Prakashana'

Applicants Copy:

Application (system generated/manual) Number		Date of Application	
Name of the Applicant(s)		Loan Amt. Requested for	
Signature of Applicant(s)		Signature of Branch official	