



सत्यमेव जयते

Government of India
Ministry of Commerce and Industry
Department for Promotion of Industry and Internal Trade

Reducing Compliance Burden *Plus* 2024

Implementation Guide for States/UTs

Contents

Introduction	3
Area 1: Registration and Renewal for installation of lift/escalator and related inspections	7
Area 2: NOC for tree felling from Tree Authority/ Appropriate Authority (prior to commencement of construction activities)	11
Area 3: Tree Transit Permission	16
Area 4: Temporary Electricity Connection	20
Investors’ Facilitation Center/ Investment Promotion Agency.....	20
Area 5: Obtaining Sewerage Connection.....	24
Area 6: Electrical Safety NOC for increase in load – approval.....	29
Annexure – I.....	31
Annexure - II	32
Act wise analysis and identification of compliances considering four-pillar of RCB.....	34
Area 1: - Identification of compliances and Reduction under Shops and Commercial Establishments Act	34
Area 2: - Identification of compliances and Reduction under Payment of Wages Act	39
Area 3: - Identification of compliances and Reduction under The Minimum Wages Act.....	44
Area 4: - Identification of compliances and Reduction under Co-operative Societies Act.....	49
Area 5: - Identification of compliances and Reduction under Society Registration Act	54
Area 6: - Identification of compliances and Reduction under The Mines and Minerals (Development and Regulation) Act	59
Area 7: - Identification of compliances and Reduction under Legal Metrology Act	64
Area 8: - Identification of compliances and Reduction under Municipal Corporation Act/Urban Local Bodies Act	69
Area 9: - Identification of compliances and Reduction under The Water (Prevention and control of pollution) Act	73
Area 10: - Identification of compliances and Reduction under Excise Act, 1965; State Excise Policy.....	78
Area 11: - Identification of compliances and Reduction under Registration Act	83
Area 12: - Identification of compliances and Reduction under Insecticides Act, 1968 and Insecticides Rules	88
Area 13: - Identification of compliances and Reduction under The Air (Prevention and Control Of Pollution) Act	93
Area 14: - Identification of compliances and Reduction under Registration under Plastic Waste Management Rules	98
Area 15: - Identification of compliances and Reduction under Drugs and Cosmetics Act....	103
Area 16: - Identification of compliances and Reduction under Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act	108

Area 17: - Identification of compliances and Reduction under Contract Labour (Regulation & Abolition) Act 113

Area 18: - Identification of compliances and Reduction under Inter State Migrant Workmen (RE&CS) Act 118

Area 19: - Identification of compliances and Reduction under State Electricity Acts..... 123

Area 20: - Identification of compliances and Reduction under The Micro, Small and Medium Enterprises Development Act..... 128

Area 21: - Identification of compliances and Reduction under The Maternity Benefit Act 133

Area 22: - Identification of compliances and Reduction under The Payment of Gratuity Act 138

Area 23: - Identification of compliances and Reduction under Boilers Act, 1923 and Boiler Regulations 142

4. Marking System for States Based on RCB Certificates 148

Annexure - I 149

Annexure - II 150

Annexure - III 151

Annexure - IV 152

Annexure - V 153

Introduction

The Business Reforms Action Plan (BRAP) exercise spearheaded by DPIIT since 2014 in coordination with States and Union Territories (UTs) has been instrumental in bringing a paradigm shift to the regulatory environment in the country through reforms.

The objective of the Action Plan is to layout a series of reforms targeted at increasing transparency and improving the efficiency and effectiveness of the regulatory framework and services for businesses in India.

BRAP, true to its nature of being a dynamic exercise has constantly evolved to internally include additional reforms, focus sectors and adoption of ICT towards providing quality and efficient services to businesses. It is thus, proposed to enhance the BRAP framework for 2024 edition through inclusion of next generation of reforms converging other key initiatives introduced by Government of India to grant impetus to ease of doing business in India such as Reducing Compliance Burden (RCB), Decriminalization and including elements of B-READY (upcoming World Bank initiative).

BRAP 2024 has 344 reforms, divided into two parts – Part A comprises of 57 Central ministry/ Departments related reforms covering 11 Central Ministries/ Departments while Part B comprises of 287 business centric reforms pertaining to State/ UTs.

The key highlights of Business Reforms Action Plan (BRAP) 2024 are provided below:

- **Part A (Central Ministries/ Departments):**
 - ▶ Integration of Central Ministries/Department to widen the scope of National Single Window System(NSWS)
 - ▶ Focus on smart Information dissemination & enhanced Transaction capabilities by Central portals
 - ▶ Action Plan covers reform areas for 11 Central Ministries/Department included for the 1st time
 - ▶ Adoption of PAN based Single Business ID
 - ▶ Compliance Scorecard
- **Part B (States/ UTs):**
 - ▶ Initial phase to cover 6 chapters from B- READY: Business Entry, Business Location Utility Services, Labour, Taxation, Dispute Resolution
 - ▶ Introduction of new reform Areas - Decriminalisation & Reducing Compliance Burden
 - ▶ Reforms modified to incorporate 3 pillars of B- READY
 - ▶ Focus on smart Information dissemination & enhanced transaction capabilities
 - ▶ Adoption of PAN based Single Business ID
 - ▶ Inclusion of approvals related to PM Gati Shakti
 - ▶ Compliance Dashboard

Central Ministries/ Departments and States/ UTs are required to implement the reforms, upload evidence and user data on the BRAP Portal (<https://eodb.dpiit.gov.in/>) as per the timelines mentioned in **Annexure - I**.

Further in 2020, the Government of India embarked on the first of its kind initiative to reduce burdensome compliances. The Regulatory Compliance Burden (RCB) for businesses and citizens includes revisiting laws from the lens of "trust-based governance" and decriminalization of minor offences.

DPIIT adopted a coordinated approach to closely interact, liaise, and monitor progress of reforms across all Central Ministries and States/UTs. Each Department and State/UT appointed a nodal officer for coordinating the exercise for reduction of compliance burden. Further, to streamline and accurately record all activities, DPIIT conceptualized and launched an online platform – Regulatory Compliance Portal (RCP) in 2021. The portal is accessible to all Ministries/Departments and States/UTs working towards reducing compliance burden. Major industry associations also have access to the portal and are encouraged to transmit the voice of industry and raise requests for reduction of burdensome compliances.

Due to the combined efforts of all stakeholders, over 52,000 burdensome compliances have been identified and more than 42,000 reduced till date.

Strategic Framework

As a next step, this guidebook serves as a comprehensive roadmap for the Reducing Compliance Burden (RCB) initiative, outlining key strategies to be implement for reducing burdensome compliances, and sets clear milestones to continue the transformation of governance in India. It covers the four fundamental pillars of compliance reduction, including the simplification of procedures/processes etc., elimination of outdated laws, full-scale digitization of processes, and decriminalization of minor offenses. This guidebook provides both a strategic framework and practical tools for analyzing existing regulations/rules/orders to foster a more efficient and business-friendly regulatory environment. It aims to help departments look at regulations holistically, ensuring that they meet the evolving needs of businesses and citizens while simplifying processes. The core principle is to evaluate each compliance requirement with an eye on efficiency, effectiveness, and relevance.

A. Instructions for uploading evidence on BRAP Portal (PART - A)

1. While submitting evidence of implementation of Online Systems, Central Ministries/ Departments are encouraged to provide the following (at least one of the following):
 - a. Links to uploaded videos of user walkthrough.
 - b. Screenshots to prove the functionality of the system.
 - c. User ID & Password to check the functionality of the system.
2. The URLs/ links submitted as evidence should direct to the exact link on the portal and not to the homepage of the portal.
3. Scanned copy of other relevant documents/ notifications/ government orders/ circulars in PDF format (only) clearly highlighting the reform and description in the beginning of the PDF.
4. In case multiple documents have to be included as evidence for a single reform, they must be combined into a single PDF document and uploaded on the BRAP Portal.
5. Central Ministries/ Departments are requested to check all the evidence (i.e., links and documents), before and after uploading, to make sure they are complete and functional.
6. Only fully operational ICT systems will be considered and systems in pilot phase will not be considered as implemented. **A reform will be considered implemented, only when the system is fully functional** and the same may be validated during evidence assessment by DPIIT.
7. Since each Reform will be evaluated individually, the evidence for one reform must not refer to evidence/ remarks submitted for any other reform.
8. Evidence should be submitted only in English (preferably) or Hindi. In case of usage of other languages, translation in either of the two languages should be provided.
9. The Implementation Guide has been provided by DPIIT to assist Central Ministries/ Departments in the implementation of the Action Plan for 2024.

B. Instructions for uploading evidence on BRAP Portal (PART - B)

1. Evidence of those reforms which are carried forward from BRAP 2022 and were approved as 'Yes' by DPIIT under BRAP 2022 will be retained on the BRAP Portal for the purpose of assessment under BRAP 2024. However, States/ UTs have the option to upload fresh evidence on the portal, incase deemed necessary.
2. If the evidence submitted previously under BRAP 2022 does not reflect the current status due to modifications in the regulatory regime in the State/ UT, new evidence must be submitted for evaluation.
3. If fresh evidence is uploaded against a carry forward reform which was approved as "Yes" under BRAP 2022 for the State/UT, it will undergo fresh assessment under BRAP 2024.
4. While submitting evidence of implementation of online systems, State Governments/UT Administrations are encouraged to provide the following (at least one of the following):
5. Links to uploaded videos of user walkthrough.
6. Screenshots to prove the functionality of the system.
7. User ID & Password to check the functionality of the system.

8. Scanned copy of other relevant documents/ notifications/ government orders/ circulars in PDF format (only) clearly highlighting the reform and description in the beginning of the PDF.
9. The URLs/ links submitted as evidence should direct to the exact link on the portal and not to the homepage of the portal.
10. In many instances, DPIIT has noted that the URLs/ links provided by States/ UTs as evidence did not work. Hence, all States/UTs are requested to check all the evidence (i.e., links and documents), before and after uploading, to make sure they are complete and functional.
11. Only fully operational ICT systems will be considered and systems in pilot phase will not be considered as implemented. **A reform will be considered implemented, only when the system is functional across the State.** The same may be validated during evidence assessment by DPIIT.
12. In case multiple documents have to be included as evidence for a single reform, they must be combined into a single PDF document and uploaded on the BRAP Portal.
13. Since each Reform will be evaluated individually, the evidence for one reform must not refer to evidence/ remarks submitted for any other reform.
14. Evidence should be submitted only in English (preferably) or Hindi. In case of usage of other languages, translation in either of the two languages should be provided.
15. The Implementation Guide has been provided by DPIIT to assist States/ UTs in the implementation of the Action Plan for 2024.

Area 1: Registration and Renewal for installation of lift/escalator and related inspections

Reform 288: Mandate through a legislation for the registration, renewal, and inspection of lift and escalator installations, covering all essential aspects of their operation and maintenance.

Reform 289: "States should establish an online system that ensures the following features without the need for a physical visit to the department:

- i. Submission of applications.
- ii. Payment of application fees.
- iii. Tracking the status of applications.
- iv. Downloading the final signed certificate.
- v. Third-party verification."

Reform 290: Ensure that information is available on website on all necessary components for availing a service, such as a comprehensive list of required documents, fees, procedures with stage-wise details, and the time for completion of each procedure/step

Reform 291: "Mandate time-bound service delivery through legislation such as:

1. The Right to Services Act or the Public Service Guarantee Act.
2. An equivalent act with punitive provisions and a grievance mechanism for instances when the stipulated timelines are not met."

Reform 292: "Design and implement an online wizard/ system with the following features/information:

-
- i. List of criminal provisions under various Acts including section/ rule
- ii. Descriptions of provision with trigger/ event point for incidence of liability for business and relevant sector
- iii. Type of offence and punishment"

Reform objective and associated Checklist for assessment

Reform objective	Checklist for assessment
<p>Reform 288:</p> <p>The objective of this reform is to ensure the safety and reliability of lift and escalator installations through standardized registration, renewal, and inspection processes governed by comprehensive legislation. It aims to establish clear guidelines and accountability for operators, enhancing public confidence in vertical transportation systems.</p>	<p>A copy of the legislation, such as an Act, Rules, or Regulations, pertaining to the registration, renewal, and inspection of lift and escalator installations, covering all essential aspects of their operation and maintenance.</p>
<p>Reform 289:</p> <ul style="list-style-type: none"> • The detailed fee and procedure covering all applicable steps, from application submission to application approval, are published on the portal. 	<ul style="list-style-type: none"> • Notification/G.O./copy of legislation mandating that all applications are submitted online with no requirement for the submission of a hard copy and no applications would be accepted offline. • URL of the online system.

<ul style="list-style-type: none"> • The procedure should clearly highlight the step-by-step movement of the application within the department. It may be supplemented with the standard operating procedure if available; in any case, the details should be explicitly published. • Applicants should be able to fill out, upload documents, submit the application form, and make payment online. • Processing and approval by each approving department/agency are done online, and not through an offline/manual process. • An online tracking system for application status is available. • SMS gateway and emails should be integrated with the single-window system so that the applicant receives notifications at critical stages of application processing – application submission, application approval or rejection at various stages, clarification sought by the department, and response submission by the applicant, etc. • Once approved, the user should be able to obtain the approval or registration certificate online through the portal. • Verification by a third party regarding the authenticity of the approval or registration granted by the competent authority is available. 	<ul style="list-style-type: none"> • Links to uploaded videos of user walkthroughs/screenshots of the online system highlighting the functionality of online submission of applications. • Links to uploaded videos of user walkthroughs/screenshots of the online system highlighting the functionality of online payment of fees. • Links to uploaded videos of user walkthroughs/screenshots of the online system highlighting the following system functionalities: <ul style="list-style-type: none"> ✓ Online tracking system of application status. ✓ SMS gateway and emails integrated with the online system. • Links to uploaded videos of user walkthroughs/screenshots of the online system highlighting the functionality to download the approval or registration certificate online through the portal. • Links to uploaded videos of user walkthroughs/screenshots of the online system highlighting the functionality of verification by a third party regarding the authenticity of the approval or registration certificate.
<p>Reform 290:</p> <ul style="list-style-type: none"> • The details of statutory fees and procedures covering all applicable steps from application submission to application approval are published on the portal. • The procedure should clearly highlight the step-by-step movement of the application within the department, along with timelines for the completion of each step/procedure. • It may be supplemented with the standard operating procedure if available; in any case, the details should be explicitly published. 	<ul style="list-style-type: none"> • URL of the online system. • Links to the uploaded video of the user walkthrough/screenshots of the online system to substantiate the availability of required information on the website. • Clearly highlight the portions that substantiate the implementation of all reform requirements in the uploaded screenshots.

<ul style="list-style-type: none"> • The intention is to allow users to access information relevant to their respective categories (i.e., Small, Medium, or Large), location (rural or urban), and investor type (whether Foreign or Domestic). • These divisions are to ensure that specific information, such as variance in fees or steps involved for different categories, location-wise, or investor type, is clearly displayed in the public domain. • Such a display will act as an aid for businesses looking to start or existing businesses that are looking to expand or diversify into new areas. 	
<p>Reform 291:</p> <ul style="list-style-type: none"> • The absence of clear timelines for the processing of license applications may delay the process. • States/UTs should ensure that timelines are mandated through a Right to Service Act/Public Service Guarantee Act or any equivalent act with punitive provisions and a grievance mechanism in case the stipulated timelines are not met. 	<ul style="list-style-type: none"> • A copy of the PSDG Act or any equivalent Act clearly highlighting the timeline for the processing of applications and decisions. • Highlight the provisions of the Act that specify the timeline for the particular service, punitive provisions, and grievance mechanism. • To substantiate the details of the grievance mechanism, an escalation matrix must be provided as evidence.
<p>Reform 292:</p> <ol style="list-style-type: none"> 1. Businesses often suffer from uncertainty regarding information on criminal provisions under various Acts including section/ rule applicable to them. In order to ensure that all this information is readily available to businesses, information wizard will act as an interactive tool that provide comprehensive information on descriptions of provision with trigger/ event point for incidence of liability for business and relevant sector and type of offence and punishment. 2. Provision to be provided on online wizard/ system where businesses can enter specific details (such as unit turnover, area of operation, number of workers and other relevant details) to obtain information regarding all criminal provisions under 	<ol style="list-style-type: none"> 1. URL of the online system 2. Links to uploaded video of user walkthrough/screenshots of the online system to substantiate the availability of required information on the website 3. Copy of Acts/Rules/ Notifications/ G.O./ Circular regarding the development of online systems providing the detail descriptions of provisions with trigger/ event point for incidence of liability for business and relevant sector

various Acts including section/ rule applicable to them.

3. The online wizard should provide descriptions of provisions with trigger/event points indicating the incidence of liability for businesses in the relevant sectors, as well as the type of offence and associated punishment. This includes designing an intuitive and user-friendly online wizard a comprehensive database that details offences, event and corresponding punishments.

4. A comprehensive list of all applicable Acts including section/ rule with criminal provisions applicable to businesses needs to be compiled and displayed online in public domain. It is paramount to ensure that the system operates smoothly and that the information it provides is accurate, up-to-date, and easily comprehensible for users

Area 2: NOC for tree felling from Tree Authority/ Appropriate Authority (prior to commencement of construction activities)

Reform 293: Ensure that information is available on website on all necessary components for availing a service such as comprehensive list of documents required, fee, procedure with stage wise details and time for completion of each procedure/ step, searchable based on risk category, size of firm, business location and Foreign/ Domestic investor

Reform 294: Mandate time-bound delivery through a legislation such as:

1. Right to Services Act / Public Service guarantee Act
2. Equivalent act with punitive provisions and grievance mechanism in case the stipulated timelines are not met

Reform 295: States to have an online system and ensure the following features without the requirement of physical visit to the department:

- i. Submission of application
- ii. Payment of application fee
- iii. Track status of application
- iv. Download the final signed certificate
- v. Third party verification

Reform 296: Mandate to Publish an online dashboard in public domain with following features:

- i. Clearly publish the data on number of applications received and granted, time taken, and fee incurred to grant approvals/certificate
- ii. Highlight that the dashboard is updated preferably on real time or updated regularly (daily/weekly/fortnightly/monthly). Date and time of modification may be mentioned.

Reform 297: Design and implement an online wizard/ system with the following features/information: -

- i. List of criminal provisions under various Acts including section/ rule
- ii. Descriptions of provision with trigger/ event point for incidence of liability for business and relevant sector
- iii. Type of offence and punishment"

Reform objective and associated Checklist for assessment

Reform objective	Checklist for assessment
<p>Reform 293:</p> <p>1. The detailed procedure covering all applicable steps, from application submission (online/offline, inspection etc.) to application approval, is published online on department's website. The procedure should clearly highlight the step by step movement of the application within the department. It may be supplemented with process maps if available; in any case, the details should be published explicitly and should not refer to Acts or rules.</p>	<ol style="list-style-type: none"> 1. URL of the Online System 2. Links to uploaded video of user walkthrough/screenshots of the online system to substantiate the availability of required information on the website 3. Clearly highlight the portions substantiating implementation of all reform requirements in the uploaded screenshots

<p>2. The intention is to allow users to access information that is relevant to their respective category (i.e., Small, Medium or Large), location rural or urban), investor type (whether Foreign or Domestic). These divisions are to ensure that specific information such as variance in fees or steps involved for different categories, location wise or investor type is clearly displayed in the public domain. Such display will act as an aid for businesses looking to start business or existing businesses who are looking to expand or diversify into newer areas</p> <p>3. ""Risk category"" refers to the classification of industry basis various parameters at State level such as provisions under pollution, labour amongst others. States/ UTs may define “Risk category” basis their own assessment as per the provisions of Rules/ Acts as may be applicable in the State/UT.</p>	
<p>Reform 294:</p> <p>1. The absence of clear timelines for processing of applications for license may delay the process.</p> <p>2. States/ UTs to ensure that timelines are mandated through a Right to Service Act/ Public Service Guarantee Act or any equivalent act with punitive provisions and grievance mechanism in case the stipulated timelines are not met.</p>	<p>1. Copy of PSDG Act/ any equivalent Act clearly highlighting the timeline for processing of application and decision</p> <p>2. Highlight the provisions of the Act which specify the timeline for the particular service, punitive provisions and grievance mechanism.</p> <p>3. In order to substantiate the details of grievance mechanism escalation matrix must be provided as evidence</p>
<p>Reform 295:</p> <p>1. The detailed fee and procedure covering all applicable steps, from application submission to application approval, is published on the portal. The procedure should clearly highlight the step-by-step movement of the application within the department. It may be supplemented with the standard operating procedure if available; in any case, the details should be published explicitly.</p>	<p>"1. Notification/ G.O./ copy of legislation mandating that all the applications are submitted online with no requirement for submissions of a hard copy and no applications would be accepted offline</p> <p>2. URL of the online system</p> <p>3. Links to uploaded video of user walkthrough/ screenshots of the online system highlighting the functionality of Online submission of application</p>

<p>2. Applicants should be able to fill up, upload documents, submit the application form and make payment online.</p> <p>3. Processing and approval by each approving department/ agency is done online, and not through an offline/manual process.</p> <p>4. Online tracking system of application status.</p> <p>5. SMS gateway and emails should be integrated with single window system, so that the applicant gets notifications at critical stages of application processing – application submission, application approval or rejection at various stages, clarification sought by department and response submission by applicant etc.</p> <p>6. Once approved, the user should obtain the approval or registration certificate online through the portal.</p> <p>7. Verification by third party about the authenticity of the approval or registration granted by competent authority</p>	<p>4. Links to uploaded video of user walkthrough/ screenshots of the online system highlighting the functionality of Online payment of fee</p> <p>5. Links to uploaded video of user walkthrough/ screenshots of the online system highlighting the following system functionalities:</p> <p>a. Online tracking system of application status.</p> <p>b. SMS gateway and emails integrated with online system</p> <p>6. Links to uploaded video of user walkthrough/ screenshots of the online system highlighting the functionality to download the approval or registration certificate online through the portal</p> <p>7. Links to uploaded video of user walkthrough/ screenshots of the online system highlighting the functionality of verification by third party about the authenticity of the approval or registration certificate</p>
<p>Reform 296:</p> <p>1. The essence of introducing dashboard related reforms has been to bring transparency in information dissemination and to help applicants know the minimum time in which their application will be approved by the Department. The dashboards developed by States and UTs have matured through successive BRAP editions and need to be evolved further. It has thus, been decided to provide legislative backing to the dashboards to ensure transparency and appropriate implementation.</p> <p>2. The Fee herein refers to the statutory fees paid by enterprise / applicant to government for accessing a particular service.</p> <p>3. The dashboard will give clear picture of how many applications are submitted and approvals made</p>	<p>1. URL of the online dashboard available in public domain</p> <p>2. Dashboard should be in the prescribed format as provided by DPIIT at Annexure - II</p> <p>3. Links to uploaded video of user walkthrough/ screenshots highlighting that the data in the online dashboard is updated regularly (daily/ weekly/ fortnightly/ monthly)</p> <p>4. Copy of Act/ Rules/ Notification/ GO illustrating the exact manner in which the process of Mandating the Dashboard has been complied with as per the reform requirement.</p> <p>5. Clearly highlight the portions substantiating implementation of all reform requirements in the uploaded screenshots and Copy of Act/ Rules/ Notification/ GO.</p>

<p>4. It should clearly mention the average time taken by the Department for completion of entire process of obtaining approval.</p> <p>5. It should clearly mention the "Average fee" taken by the Department for completion of entire process of obtaining approval.</p> <p>6. The dashboard should clearly display or have provision to display complete list of all associated fee corresponding to the particular service.</p> <p>7. The dashboard should be updated on real time basis or regularly (daily/ weekly/ fortnightly/ monthly) with the last updated date (along with time) being displayed on the portal</p> <p>8. A smart dashboard is envisaged to be developed by the States/UTs having utility to further drill down and display day-wise and application-wise details along with statutory fees paid by the User.</p>	
<p>Reform 297:</p> <p>1. Businesses often suffer from uncertainty regarding information on criminal provisions under various Acts including section/ rule applicable to them. In order to ensure that all this information is readily available to businesses, information wizard will act as an interactive tool that provide comprehensive information on descriptions of provision with trigger/ event point for incidence of liability for business and relevant sector and type of offence and punishment.</p> <p>2. Provision to be provided on online wizard/ system where businesses can enter specific details (such as unit turnover, area of operation, number of workers and other relevant details) to obtain information regarding all criminal provisions under various Acts including section/ rule applicable to them.</p> <p>3. The online wizard should provide descriptions of provisions with trigger/event points indicating the incidence of liability for businesses in the relevant sectors, as well as</p>	<p>1. URL of the online system</p> <p>2. Links to uploaded video of user walkthrough/screenshots of the online system to substantiate the availability of required information on the website</p> <p>3. Copy of Acts/Rules/ Notifications/ G.O./ Circular regarding the development of online systems providing the detail descriptions of provisions with trigger/ event point for incidence of liability for business and relevant sector</p>

the type of offence and associated punishment. This includes designing an intuitive and user-friendly online wizard a comprehensive database that details offences, event and corresponding punishments.

4. A comprehensive list of all applicable Acts including section/ rule with criminal provisions applicable to businesses needs to be compiled and displayed online in public domain. It is paramount to ensure that the system operates smoothly and that the information it provides is accurate, up-to-date, and easily comprehensible for users

Area 3: Tree Transit Permission

Reform 298: Ensure that information is available on website on all necessary components for availing a service such as comprehensive list of documents required, fee, procedure with stage wise details and time for completion of each procedure/ step, searchable based on risk category, size of firm, business location and Foreign/ Domestic investor

Reform 299: "Mandate time-bound delivery through a legislation such as:

1. Right to Services Act / Public Service guarantee Act
2. Equivalent act with punitive provisions and grievance mechanism in case the stipulated timelines are not met

Reform 300: States to have an online system and ensure the following features without the requirement of physical visit to the department:

- i. Submission of application
- ii. Payment of application fee
- iii. Track status of application
- iv. Download the final signed certificate
- v. Third party verification "

Reform 301: Mandate to Publish an online dashboard in public domain with following features:

- i. Clearly publish the data on number of applications received and granted, time taken, and fee incurred to grant approvals/certificate
- ii. Highlight that the dashboard is updated preferably on real time or updated regularly (daily/weekly/fortnightly/monthly). Date and time of modification may be mentioned."

Reform 302: Design and implement an online wizard/ system with the following features/information: -

- i. List of criminal provisions under various Acts including section/ rule
- ii. Descriptions of provision with trigger/ event point for incidence of liability for business and relevant sector
- iii. Type of offence and punishment

Reform objective and associated Checklist for assessment

Reform objective	Checklist for assessment
<p>Reform 298:</p> <p>1. The detailed procedure covering all applicable steps, from application submission (online/offline, inspection etc.) to application approval, is published online on department's website. The procedure should clearly highlight the step by step movement of the application within the department. It may be supplemented with process maps if available; in any case, the details should be published explicitly and should not refer to Acts or rules.</p> <p>2. The intention is to allow users to access information that is relevant to their respective</p>	<ol style="list-style-type: none"> 1. URL of the Online System 2. Links to uploaded video of user walkthrough/screenshots of the online system to substantiate the availability of required information on the website 3. Clearly highlight the portions substantiating implementation of all reform requirements in the uploaded screenshots

<p>category (i.e., Small, Medium or Large), location rural or urban), investor type (whether Foreign or Domestic). These divisions are to ensure that specific information such as variance in fees or steps involved for different categories, location wise or investor type is clearly displayed in the public domain. Such display will act as an aid for businesses looking to start business or existing businesses who are looking to expand or diversify into newer areas</p> <p>3. ""Risk category"" refers to the classification of industry basis various parameters at State level such as provisions under pollution, labour amongst others. States/ UTs may define “Risk category” basis their own assessment as per the provisions of Rules/ Acts as may be applicable in the State/UT.</p>	
<p>Reform 299:</p> <ol style="list-style-type: none"> 1. The absence of clear timelines for processing of applications for license may delay the process. 2. States/ UTs to ensure that timelines are mandated through a Right to Service Act/ Public Service Guarantee Act or any equivalent act with punitive provisions and grievance mechanism in case the stipulated timelines are not met. 	<ol style="list-style-type: none"> 1. Copy of PSDG Act/ any equivalent Act clearly highlighting the timeline for processing of application and decision 2. Highlight the provisions of the Act which specify the timeline for the particular service, punitive provisions and grievance mechanism. 3. In order to substantiate the details of grievance mechanism escalation matrix must be provided as evidence
<p>Reform 300:</p> <ol style="list-style-type: none"> 1. The detailed fee and procedure covering all applicable steps, from application submission to application approval, is published on the portal. The procedure should clearly highlight the step-by-step movement of the application within the department. It may be supplemented with the standard operating procedure if available; in any case, the details should be published explicitly. 2. Applicants should be able to fill up, upload documents, submit the application form and make payment online. 3. Processing and approval by each approving department/ agency is done online, and not through an offline/manual process. 4. Online tracking system of application status. 5. SMS gateway and emails should be integrated with single window system, so that the applicant gets notifications at critical stages of application processing – application submission, application approval or rejection at various stages, 	<ol style="list-style-type: none"> 1. Notification/ G.O./ copy of legislation mandating that all the applications are submitted online with no requirement for submissions of a hard copy and no applications would be accepted offline 2. URL of the online system 3. Links to uploaded video of user walkthrough/ screenshots of the online system highlighting the functionality of Online submission of application 4. Links to uploaded video of user walkthrough/ screenshots of the online system highlighting the functionality of Online payment of fee 5. Links to uploaded video of user walkthrough/ screenshots of the online system highlighting the following system functionalities: <ol style="list-style-type: none"> a. Online tracking system of application status. b. SMS gateway and emails integrated with online system 6. Links to uploaded video of user walkthrough/ screenshots of the online system highlighting the

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<p>clarification sought by department and response submission by applicant etc.</p> <p>6. Once approved, the user should obtain the approval or registration certificate online through the portal.</p> <p>7. Verification by third party about the authenticity of the approval or registration granted by competent authority</p>	<p>functionality to download the approval or registration certificate online through the portal</p> <p>7. Links to uploaded video of user walkthrough/ screenshots of the online system highlighting the functionality of verification by third party about the authenticity of the approval or registration certificate</p>
<p>Reform 301:</p> <p>1. The essence of introducing dashboard related reforms has been to bring transparency in information dissemination and to help applicants know the minimum time in which their application will be approved by the Department. The dashboards developed by States and UTs have matured through successive BRAP editions and need to be evolved further. It has thus, been decided to provide legislative backing to the dashboards to ensure transparency and appropriate implementation.</p> <p>2. The Fee herein refers to the statutory fees paid by enterprise / applicant to government for accessing a particular service.</p> <p>3. The dashboard will give clear picture of how many applications are submitted and approvals made</p> <p>4. It should clearly mention the average time taken by the Department for completion of entire process of obtaining approval.</p> <p>5. It should clearly mention the ""Average fee"" taken by the Department for completion of entire process of obtaining approval.</p> <p>6. The dashboard should clearly display or have provision to display complete list of all associated fee corresponding to the particular service.</p> <p>7. The dashboard should be updated on real time basis or regularly (daily/ weekly/ fortnightly/ monthly) with the last updated date (along with time) being displayed on the portal</p> <p>8. A smart dashboard is envisaged to be developed by the States/UTs having utility to further drill down and display day-wise and application-wise details along with statutory fees paid by the User.</p>	<p>1. URL of the online dashboard available in public domain</p> <p>2. Dashboard should be in the prescribed format as provided by DPIIT at Annexure - II</p> <p>3. Links to uploaded video of user walkthrough/ screenshots highlighting that the data in the online dashboard is updated regularly (daily/ weekly/ fortnightly/ monthly)</p> <p>4. Copy of Act/ Rules/ Notification/ GO illustrating the exact manner in which the process of Mandating the Dashboard has been complied with as per the reform requirement.</p> <p>5. Clearly highlight the portions substantiating implementation of all reform requirements in the uploaded screenshots and Copy of Act/ Rules/ Notification/ GO.</p>
<p>Reform 302:</p>	<p>1. URL of the online system</p>

1. Businesses often suffer from uncertainty regarding information on criminal provisions under various Acts including section/ rule applicable to them. In order to ensure that all this information is readily available to businesses, information wizard will act as an interactive tool that provide comprehensive information on descriptions of provision with trigger/ event point for incidence of liability for business and relevant sector and type of offence and punishment.

2. Provision to be provided on online wizard/ system where businesses can enter specific details (such as unit turnover, area of operation, number of workers and other relevant details) to obtain information regarding all criminal provisions under various Acts including section/ rule applicable to them.

3. The online wizard should provide descriptions of provisions with trigger/event points indicating the incidence of liability for businesses in the relevant sectors, as well as the type of offence and associated punishment. This includes designing an intuitive and user-friendly online wizard a comprehensive database that details offences, event and corresponding punishments.

4. A comprehensive list of all applicable Acts including section/ rule with criminal provisions applicable to businesses needs to be compiled and displayed online in public domain. It is paramount to ensure that the system operates smoothly and that the information it provides is accurate, up-to-date, and easily comprehensible for users

2. Links to uploaded video of user walkthrough/screenshots of the online system to substantiate the availability of required information on the website

3. Copy of Acts/Rules/ Notifications/ G.O./ Circular regarding the development of online systems providing the detail descriptions of provisions with trigger/ event point for incidence of liability for business and relevant sector

Area 4: Temporary Electricity Connection

Investors' Facilitation Center/ Investment Promotion Agency

Reform 303: States to have a system that allows online application submission, payment and tracking of status without the need for a physical touch point for document submission for:

- i. Obtaining Temporary electricity connection
- ii. Obtaining Drawing Approval from Electrical Inspectorate
- iii. Obtaining Power feasibility certificate or sanction of power supply and mandate that all applications are submitted online.

Reform 304: Ensure that information is available on website regarding the number of mandatory documents required for obtaining the temporary electricity connection:

- i. Proof of identity of the user
- ii. Proof of ownership/ occupancy (in case of owned/ leased premise)
- iii. Authorization document (in case of firm or company)

Reform 305: Ensure that information on effective tariffs is available online, and that customers are notified of a change in tariff ahead of the billing cycle

Reform 306: DISCOMS to notify customers of planned outages (maintenance and load shedding) for next 1 month in advance

Reform 307: Ensure that charged electrical connections (up to 150 KVA) is provided within Seven days (where no 'Right of Way' (RoW) is required) and in Fifteen days where RoW is required from concerned agencies

Reform 308: Mandate to Publish an online dashboard in public domain with following features:

- i. Clearly publish the data on number of applications received and granted, time taken, and fee incurred to grant approvals/ certificate
- ii. Highlight that the dashboard is updated preferably on real time or updated regularly (daily/ weekly/ fortnightly/ monthly). Date and time of information updation may be mentioned

Reform 309: Design an online system for e-payment of bills on the portal of the discoms

Reform 310: Mandate DISCOMS to design and publish an online dashboard in public domain to provide information on quality of electricity service supply division wise having following parameters and updated on real time basis:

- i. Average Hours of Steady supply voltage supplied to consumers per week
- ii. Number and hours of disruptions/ power cuts per week
- iii. Reason for power disruptions

Reform 311: Establish an Online Grievance Mechanism and define working procedures and escalation matrix (including service timelines, reverting to business etc.) for Grievance handling

- i. Mandate external electricity installation works typically carried out by a licensed professional/ company
- ii. Mandate the frequency of the following:
 - a. Inspection by contractor/ company that performed external installations
 - b. Issuance of certificate of compliance by contractor/ company
 - c. Check quality of external installation works by contractor/ company
- iii. Mandate the quality check or final inspection by a third party to ensure the quality and safety of external electricity installations
- i. Mandate internal electricity installation works typically carried out by a licensed professional/ company

- ii. Mandate the frequency of the following:
 - a. Inspection by contractor/company that performed internal installations
 - b. Issuance of certificate of compliance by contractor/company
 - c. Check quality of external installation works by contractor/company
- iii. Mandate the quality check or final inspection by a third party to ensure the quality and safety of internal electricity installations

- Reform 312:** Mandate qualification of third party carrying-out the electrical wiring installation works:
- a. Minimum number of years of experience
 - b. Education qualification (for example, university degree/ diploma/ certificate in the relevant field)
 - c. Pass a qualification exam

Reform objective and associated Checklist for assessment

Reform objective	Checklist for assessment
<p>Reform 303:</p> <p>An online application form can make applications for connections easier and, by enabling tracking of applications online, can also introduce transparency into the process. If connections are provided by private distribution companies, energy regulators can also use the system to obtain data and track performance in terms of the time it takes to obtain a temporary electricity connection. The online system should have provision for obtaining temporary electricity connection, drawing approval from electrical Inspectorate, Power feasibility certificate or sanction of power supply and mandate that all applications are submitted online</p>	<ul style="list-style-type: none"> • Notification/ G.O./ copy of legislation mandating that all the applications are submitted online with no requirement for submissions of a hard copy and no applications would be accepted offline • URL of the online system • Links to uploaded video of user walkthrough/ screenshots of the online system highlighting the functionality of Online submission of application • Links to uploaded video of user walkthrough/ screenshots of the online system highlighting the functionality of Online payment of fee
<p>Reform 304:</p> <p>A large number of documents are generally required to obtain an electricity connection for businesses to prove that the applicant is authorized to apply for the electricity connection. This can be streamlined significantly by requiring only documents mentioned in the reform.</p>	<p>Notification/ G.O./ copy of legislation through which the mandatory documents required for obtaining the electricity connection has been made limited to the documents as suggested in the reform</p>
<p>Reform 305:</p> <p>Transparency around tariffs is also important for customers, to enable them to forecast the cost of their energy consumption and deal effectively with future price increases. Publishing this information and notifying users of changes in tariffs (for businesses) ahead of time is a mandatory requirement.</p>	<p>Links to uploaded video of user walkthrough/ screenshots of the online system highlighting that information on effective tariffs are available online, and that customers are notified of a change in tariff ahead of the billing cycle</p>
<p>Reform 306:</p> <p>Data on past outages and planned outages is to be displayed on a portal so that the businesses can plan their work accordingly.</p>	<p>Links to uploaded video of user walkthrough/ screenshots highlighting that the Discoms notify customers of planned outages (maintenance and load shedding) for next 1 month in advance</p>

<p>Reform 307:</p> <p>The States/ UTs should endeavour to reduce the time required to provide the electricity connection (up to 150 KVA) within Seven days (where no 'Right of Way' (RoW) is required) and in Fifteen days where RoW is required (including 'Chief Electrical Inspectorate to Government' (CEIG) and 'Right of Way' (RoW) approval).</p>	<p>Notification/ G.O./ copy of legislation mandating that charged electrical connections (up to 150 KVA) is provided within Seven days (where no 'Right of Way' (RoW) is required) and in Fifteen days where RoW is required from concerned agencies</p>
<p>Reform 308:</p> <ul style="list-style-type: none"> • The essence of introducing dashboard related reforms has been to bring transparency in information dissemination and to help applicants know the minimum time in which their application will be approved by the Department. The dashboards developed by States and UTs have matured through successive BRAP editions and need to be evolved further. It has thus, been decided to provide legislative backing to the dashboards to ensure transparency and appropriate implementation. • The Fee herein refers to the statutory fees paid by enterprise / applicant to government for accessing a particular service. ▶ Dashboard should clearly mention the data on number of applications received and granted, time taken to grant approvals/certificate ▶ It should clearly mention the average time taken by the Department for completion of entire process of obtaining approval. ▶ It should clearly mention the "Average fee" taken by the Department for completion of entire process of obtaining approval. ▶ The dashboard should clearly display or have provision to display complete list of all associated fee corresponding to the particular service. ▶ The dashboard should be updated on real time basis or regularly (daily/ weekly/ fortnightly/ monthly) with the last updated date (along with time) being displayed on the portal. • A smart dashboard is envisaged to be developed by the States/UTs having utility to further drill down and display day-wise and application-wise details along with statutory fees paid by the User. 	<ul style="list-style-type: none"> • URL of the online dashboard available in public domain • Dashboard should be in the prescribed format as provided by DPIIT at Annexure - II • Links to uploaded video of user walkthrough/ screenshots highlighting that the data in the online dashboard is updated regularly (daily/ weekly/ fortnightly/ monthly) • Copy of Act/ Rules/ Notification/ GO illustrating the exact manner in which the process of Mandating the Dashboard has been complied with as per the reform requirement. • Clearly highlight the portions substantiating implementation of all reform requirements in the uploaded screenshots and Copy of Act/ Rules/ Notification/ GO.
<p>Reform 309:</p>	<p>Links to uploaded video of user walkthrough/ screenshots of the online system highlighting the functionality of e-payment of bills on the portal of</p>

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<p>There should be a facility for users to pay the electricity bill online.</p> <p>Note: While uploading evidence, States should ensure that the evidence is related to commercial/ industrial connection</p>	<p>the Discoms</p>
<p>Reform 310:</p> <p>The objective behind creating a dashboard in public domain to provide information on quality of electricity service is to bring in transparency to the users.</p>	<p>Notification/ G.O./ copy of legislation mandating DISCOMS to design dashboard to provide information on quality of electricity service supply division wise having following parameters and updated on real time basis</p>
<p>Reform 311:</p> <p>For effective redressal of grievances states need to develop an online grievance mechanism system with a detailed SOPs including escalation matrix and timelines</p>	<ul style="list-style-type: none"> • Notification/ G.O./ copy of legislation mandating working procedures and escalation matrix (including service timelines, reverting to business etc.) for Grievance handling • URL of the system • Links to uploaded video of user walkthrough/ screenshots of the online system highlighting the functionality of Online Grievance Mechanism
<p>Reform 312:</p> <p>Safety in electrical installations and connections needs to be of highest standards and any system must ensure that safety regulations are clear and unambiguous. mandating regulations relating to external installations alongside inspection procedures, issuance of certificates with clear specifications on regarding the necessary qualifications for the professionals undertaking such works have to be defined in law to ensure a fearless business environment</p>	<ul style="list-style-type: none"> • Notification/ G.O./ copy of legislation mandating external electricity installation works typically carried out by a licensed professional/ company • Notification/ G.O./ copy of legislation mandating frequency of Inspection by contractor/company that performed external installations, Issuance of certificate of compliance by contractor/company, check quality of external installation works by contractor/company and also the quality check or final inspection by a third party to ensure the quality and safety of external electricity installations

Area 5: Obtaining Sewerage Connection

Reform 313: States to have an online system and ensure the following features without the requirement of physical visit to the department:

- i. Submission of application
- ii. Payment of application fee
- iii. Track status of application
- iv. Third party verification

Reform 314: Display information on tariffs (in Rs. per Sq. mtr. of the plot area) and notify customers of change in tariff ahead of the billing cycle (for commercial and industrial users)

Reform 315: Develop an online system for e-payment of bills

Reform 316: Mandate time-bound delivery through a legislation such as:

- i. Right to Services Act / Public Service guarantee Act
- ii. Equivalent act with punitive provisions and grievance mechanism in case the stipulated timelines are not met

Reform 317: Mandate to Publish an online dashboard in public domain with following features:

- i. Clearly publish the data on number of applications received and granted, time taken, and fee incurred to grant approvals/certificate
- ii. Highlight that the dashboard is updated preferably on real time or updated regularly (daily/ weekly/ fortnightly/ monthly). Date and time of information updation may be mentioned

Reform 318: Mandate Sewerage Authority (Jal Board, PWD etc.) to notify customers of planned outages (maintenance and repair) for next 1 month in advance

Reform 319: Establish an Online Grievance Mechanism and define working procedures and escalation matrix (including service timelines, reverting to business etc.) for Grievance handling

Reform 320: i. Mandate external sewerage installation works typically carried out by a licensed professional/ company

- ii. Mandate the frequency of the following:
 - a. Inspection by contractor/company that performed external installations
 - b. Issuance of certificate of compliance by contractor/company
 - c. Check quality of external installation works by contractor/company
- iii. Mandate the quality check or final inspection by a third party to ensure the quality and safety of external water installations"

Reform 321: i. Mandate internal sewerage installation works typically carried out by a licensed professional/ company

- ii. Mandate the frequency of the following:
 - a. Inspection by contractor/company that performed internal installations
 - b. Issuance of certificate of compliance by contractor/company
 - c. Check quality of internal installation works by contractor/company
- iii. Mandate the quality check or final inspection by a third party to ensure the quality and safety of internal water installations"

Reform 322: Mandate qualification of third party carrying-out the sewerage installation works:

- i. Minimum number of years of experience

- ii. Education qualification (for example, university degree in the relevant field)
- iii. Pass a qualification exam

Reform objective and associated Checklist for assessment

Reform objective	Checklist for assessment
<p>Reform 313:</p> <ul style="list-style-type: none"> • The detailed fee and procedure covering all applicable steps, from application submission to application approval, is published on the portal. The procedure should clearly highlight the step-by-step movement of the application within the department. It may be supplemented with the standard operating procedure if available; in any case, the details should be published explicitly. • Applicants should be able to fill up, upload documents, submit the application form and make payment online. • Processing and approval by each approving department/ agency is done online, and not through an offline/manual process. • Online tracking system of application status. • SMS gateway and emails should be integrated with single window system, so that the applicant gets notifications at critical stages of application processing – application submission, application approval or rejection at various stages, clarification sought by department and response submission by applicant etc. • Once approved, the user should obtain the approval or registration certificate online through the portal. • Verification by third party about the authenticity of the approval or registration granted by competent authority 	<ul style="list-style-type: none"> • Notification/ G.O./ copy of legislation mandating that all the applications are submitted online with no requirement for submissions of a hard copy and no applications would be accepted offline • URL of the online system • Links to uploaded video of user walkthrough/ screenshots of the online system highlighting the functionality of Online submission of application • Links to uploaded video of user walkthrough/ screenshots of the online system highlighting the functionality of Online payment of fee • Links to uploaded video of user walkthrough/ screenshots of the online system highlighting the following system functionalities: <ul style="list-style-type: none"> ▶ Online tracking system of application status. ▶ SMS gateway and emails integrated with online system • Links to uploaded video of user walkthrough/ screenshots of the online system highlighting the functionality to download the approval or registration certificate online through the portal • Links to uploaded video of user walkthrough/ screenshots of the online system highlighting the functionality of verification by third party about the authenticity of the approval or registration certificate
<p>Reform 314:</p> <p>Transparency around tariffs is also important for domestic customers, to enable them to plan for future expansion and deal effectively with future price increases. Publishing this information and notifying users of changes in tariffs (for domestic consumers) ahead of time is a mandatory requirement.</p>	<p>Links to uploaded video of user walkthrough/ screenshots of the online system highlighting that information on effective tariffs are available online, and that customers are notified of a change in tariff ahead of the billing cycle</p>
<p>Reform 315:</p>	<p>Links to uploaded video of user walkthrough/</p>

<p>There should be a facility for users to pay the bill online.</p>	<p>screenshots of the online system highlighting the functionality of e-payment of bills on the portal</p>
<p>Reform 316:</p> <ul style="list-style-type: none"> • The absence of clear timelines for processing of applications for license may delay the process. • States/ UTs to ensure that timelines are mandated through a Right to Service Act/ Public Service Guarantee Act or any equivalent act with punitive provisions and grievance mechanism in case the stipulated timelines are not met. 	<ul style="list-style-type: none"> • Copy of PSDG Act/ any equivalent Act clearly highlighting the timeline for processing of application and decision • Highlight the provisions of the Act which specify the timeline for the particular service, punitive provisions and grievance mechanism. • In order to substantiate the details of grievance mechanism escalation matrix must be provided as evidence
<p>Reform 317:</p> <ul style="list-style-type: none"> • The essence of introducing dashboard related reforms has been to bring transparency in information dissemination and to help applicants know the minimum time in which their application will be approved by the Department. The dashboards developed by States and UTs have matured through successive BRAP editions and need to be evolved further. It has thus, been decided to provide legislative backing to the dashboards to ensure transparency and appropriate implementation. • The Fee herein refers to the statutory fees paid by enterprise/ applicant to government for accessing a particular service. <ul style="list-style-type: none"> ▶ Dashboard should clearly mention the data on number of applications received and granted, time taken to grant approvals/certificate ▶ It should clearly mention the average time taken by the Department for completion of entire process of obtaining approval. ▶ It should clearly mention the ""Average fee"" taken by the Department for completion of entire process of obtaining approval. ▶ The dashboard should clearly display or have provision to display complete list of all associated fee 	<ul style="list-style-type: none"> • URL of the online dashboard available in public domain • Dashboard should be in the prescribed format as provided by DPIIT at Annexure - II • Links to uploaded video of user walkthrough/ screenshots highlighting that the data in the online dashboard is updated regularly (daily/ weekly/ fortnightly/ monthly) • Copy of Act/ Rules/ Notification/ GO illustrating the exact manner in which the process of Mandating the Dashboard has been complied with as per the reform requirement. • Clearly highlight the portions substantiating implementation of all reform requirements in the uploaded screenshots and Copy of Act/ Rules/ Notification/ GO.

<p>corresponding to the particular service.</p> <ul style="list-style-type: none"> ▶ The dashboard should be updated on real time basis or regularly (daily/ weekly/ fortnightly/ monthly) with the last updated date (along with time) being displayed on the portal. <ul style="list-style-type: none"> • A smart dashboard is envisaged to be developed by the States/UTs having utility to further drill down and display day-wise and application-wise details along with statutory fees paid by the User. 	
<p>Reform 318: Data on past outages and planned outages is to be displayed on a portal so that the businesses can plan their work accordingly.</p>	<p>Links to uploaded video of user walkthrough/ screenshots highlighting that the Water Supply Authority notify customers of planned outages for next 1 month in advance</p>
<p>Reform 319: For effective redressal of grievances states need to develop an online grievance mechanism system with a detailed SOPs including escalation matrix and timelines</p>	<ul style="list-style-type: none"> • Notification/ G.O./ copy of legislation mandating working procedures and escalation matrix (including service timelines, reverting to business etc.) for Grievance handling • URL of the system • Links to uploaded video of user walkthrough/ screenshots of the online system highlighting the functionality of Online Grievance Mechanism
<p>Reform 320: Safety in sewerage installations and connections needs to be of highest standards and any system must ensure that safety regulations are clear and unambiguous. mandating regulations relating to external installations alongside inspection procedures, issuance of certificates with clear specifications on regarding the necessary qualifications for the professionals undertaking such works have to be defined in law to ensure a fearless business environment</p>	<ul style="list-style-type: none"> • Notification/ G.O./ copy of legislation mandating external sewerage installation works typically carried out by a licensed professional/ company • Notification/ G.O./ copy of legislation mandating frequency of Inspection by contractor/company that performed external installations, Issuance of certificate of compliance by contractor/company, check quality of external installation works by contractor/company and also the quality check or final inspection by a third party to ensure the quality and safety of external sewerage installations
<p>Reform 321: Safety in sewerage installations and connections needs to be of highest standards and any system must ensure that safety regulations are clear and unambiguous. mandating regulations</p>	<ul style="list-style-type: none"> • Notification/ G.O./ copy of legislation mandating Internal sewerage installation works typically carried out by a licensed professional/ company • Notification/ G.O./ copy of legislation

<p>relating to Internal installations alongside inspection procedures, issuance of certificates with clear specifications on regarding the necessary qualifications for the professionals undertaking such works have to be defined in law to ensure a fearless business environment</p>	<p>mandating frequency of Inspection by contractor/company that performed internal installations, Issuance of certificate of compliance by contractor/company, check quality of internal installation works by contractor/company and also the quality check or final inspection by a third party to ensure the quality and safety of internal sewerage installations</p>
<p>Reform 322: The objective of the reform is that a designated person needs to carry out sewerage installation works and that no person shall be designated to carry out such works without possessing a certificate of competency issued by an authority</p>	<p>Notification/ G.O./ copy of legislation mandating qualification of third party carrying-out the sewerage installation works covering Minimum number of years of experience, Education qualification (for example, university degree/ diploma/ certificate in the relevant field)</p>

Area 6: Electrical Safety NOC for increase in load – approval

Reform 323: Ensure that consumers are informed of any tariff changes due to an increase in electrical load. And the information is available online

Reform 324: Ensure that load increase requests are processed and approved within 7 days where no Right of Way (RoW) is required, and within 15 days where RoW is required.

Reform 325: Mandate to Publish an online dashboard in public domain with following features:

- i. Clearly publish the data on number of applications received and granted, time taken, and fee incurred to grant approvals/certificate
- ii. Highlight that the dashboard is updated preferably on real time or updated regularly (daily/weekly/fortnightly/monthly). Date and time of information updation may be mentioned

Reform 326: Design an online system for e-payment of bills on the portal of the discoms

Reform 327: Establish an Online Grievance Mechanism and define working procedures and escalation matrix (including service timelines, reverting to business etc.) for Grievance handling

Reform objective and associated Checklist for assessment

Reform objective	Checklist for assessment
<p>Reform 323:</p> <p>Ensure that consumers are informed of any tariff changes due to an increase in electrical load.</p>	<p>Links to uploaded video of user walkthrough/ screenshots of the online system highlighting that information on effective tariffs are available online, and that customers are notified of a change in tariff ahead of the billing cycle</p>
<p>Reform 324:</p> <p>Guarantee that approvals for load increase requests are processed within a specified timeframe.</p>	<p>Notification/ G.O./ copy of legislation mandating that charged electrical connections is provided within Seven days (where no 'Right of Way' (RoW) is required) and in Fifteen days where RoW is required from concerned agencies</p>
<p>Reform 325:</p> <p>The intention is to enhance transparency and accountability, mandate the publication of an online dashboard that displays the number of Electrical Safety NOC applications received for load increases, along with processing times and other key data points related to the approval process.</p>	<p>i. URL of the online dashboard available in public domain</p> <p>ii. Dashboard should be in the prescribed format as provided by DPIIT at Annexure - II</p> <p>Links to uploaded video of user walkthrough/ screenshots highlighting that the data in the online dashboard is updated regularly (daily/ weekly/ fortnightly/ monthly) Copy of Act/ Rules/ Notification/ GO illustrating the exact manner in which the process of Mandating the Dashboard has been complied with as per the reform requirement.</p>

	<p>iii. Clearly highlight the portions substantiating implementation of all reform requirements in the uploaded screenshots and Copy of Act/ Rules/ Notification/ GO.</p>
<p>Reform 326: An online e-payment system on DISCOMs' portals to facilitate seamless, secure, and efficient bill payments for consumers, A user convenience while ensuring timely payments and reducing administrative delays.</p>	<p>Links to uploaded video of user walkthrough/ screenshots of the online system highlighting the functionality of e-payment of bills on the portal of the Discom</p>
<p>Reform 327: Establish an online grievance mechanism for the Electrical Safety NOC approval process related to load increases, with clearly defined procedures, service timelines, and an escalation matrix to ensure efficient grievance handling and prompt resolution for businesses and consumers.</p>	<p>Notification/ G.O./ copy of legislation mandating working procedures and escalation matrix (including service timelines, reverting to business etc.) for Grievance handling</p> <p>i.URL of the system</p> <p>ii. Links to uploaded video of user walkthrough/ screenshots of the online system highlighting the functionality of Online Grievance Mechanism</p>

Annexure – I

BRAP 2024 - Important Timelines

Sl. No.	Activity	Details	Tentative Timeline
1	Action Plan	Release of Integrated BRAP 2024 Action Plan	31 st January, 2024
2	BRAP 2024 Implementation	Implementation Period	1 st February – 15 th October, 2024
3	Evidence submission	Uploading of evidence on DPIIT portal by Central Ministries/ Departments and States/UTs	1 st February – 15 th November, 2024
4	User data	Uploading of user data by States/UTs	16 th September – 15 th October, 2024
5	Assessment of BRAP 2024	Assessment of BRAP 2024 evidence	1 st October – 30 th November, 2024
6	User Survey	Period for feedback	1st December – 31st January, 2025
7	Assessment result	Report preparation & Release of final assessment result	February, 2025
User Data Period - 1st February – 15th October 2024			

Annexure - II

Format for Dashboards

A. Dashboard Format for Reform No. 24 (PART – B)

States/ UTs to publish all data regularly on their respective department's website as per the Dashboard Format provided below:

Particulars	Details
Time Limit prescribed as per the Public Service Guarantee Act	
Total Number of queries / grievances received	
Total Number of queries / grievances resolved	
Average time taken to resolve queries / grievances	
Median time taken to resolve queries / grievances	
Minimum time taken to resolve queries / grievances	
Maximum time taken to resolve queries / grievances	

B. Dashboard Format for all PART – A & B reforms

States/ UTs to publish all data regularly on their respective department's website as per the Dashboard Format provided below:

Particulars	Details
Time Limit prescribed as per the Public Service Guarantee Act	
Total Number of applications received	
Total Number of applications approved	
Average time taken to obtain registration/renewal	
Median time taken to obtain registration/renewal	
Minimum time taken to obtain registration/renewal	
Maximum time taken to obtain registration/renewal	
**“Average fee” taken by the Department for completion of entire process of obtaining approval/ certificate	

*States/ UTs to publish all application data regularly on their respective department's website as per the Dashboard Format for providing application wise breakup of Average fee of provided below through a separate utility:

Sl. No.	*Application No.	Application Date	Approval Date	Fee Details	Total Fee charged
				i. A charge.... ii. B charge... iii. iv. Z charge...	(A+B+..Z)

*Application No. – May be masked by the States/ UTs to avoid revealing identity of the applicants

C. Suggested Dashboard Format for Reform No. 176 - PART B

States/ UTs need to display data in the dashboard as per the format provided below for each DISCOM providing service in the State/ UT:

Name of DISCOM:				
Name of District	Name of Division (DISCOM)	Avg. hours of Steady supply voltage per week (from date & to date)	Number and hours of disruptions/ power cuts per week	Reason for power disruptions

Act wise analysis and identification of compliances considering four-pillar of RCB

Area 1: - Identification of compliances and Reduction under Shops and Commercial Establishments Act

Reform 1: -	Simplification - focuses on streamlining regulatory processes, forms, and documentation to make compliance easier for Citizens and Businesses.
Reform 2: -	Elimination of Redundancy - outdated or unnecessary regulations is crucial for reducing the compliance burden.
Reform 3: -	Digitization - is at the center of reducing manual processes and improving accessibility for both Government Departments, Businesses and Citizens.
Reform 4: -	Decriminalization - focuses on reducing the severity of punishments for technical/procedural errors and minor non-compliance.

Reform objective and associated Checklist for assessment

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Reform 1</p> <p>When reviewing Act and its related regulations/rules/orders/Notifications etc., departments should adopt the following approach to analyze:</p> <p>The first step in evaluating a regulation is to ask: Can the compliance processes stated in the regulation can be simplified?</p> <p>During the evaluation, the following points needs to be addressed with effective resolution: -</p> <p>Complexity of Forms/requirements:</p> <ul style="list-style-type: none"> • While reviewing the forms/requirements of any application made under the Act, make sure that the forms/requirements are not unnecessarily long or complex. • Do not ask the same information that are already filed during the time of registration and same will be auto filled, once provided. <p>Example: If a businessman is asked to provide its registration details like CIN, GSTN, IEC etc. multiple times across various</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through simplification shall also be uploaded in BRAP Portal as per annexure II.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>sections of a form, this can be simplified by asking once and pre-filling subsequent sections from registration.</p> <p>Timelines:</p> <ul style="list-style-type: none"> • There should be a justified timeline for delivery of any services under the Act/rules/regulations/orders/notifications. • Examine the timelines for processing requests, issuing orders, or renewing licenses/certifications. The timelines should be strictly adhered and any breach in timeline require justification with approvals of higher authority. • Is there any penalty for breaching timeline? <p>Grievance Mechanisms:</p> <ul style="list-style-type: none"> • Is there any grievance redressal mechanism exist? • How effective is the current grievance redressal process? • Is there a fixed timeline for resolution? • Is there any Assessment mechanism for reviewing the quality of resolution provided? <p>Query raised by Department-</p> <ul style="list-style-type: none"> • All the queries raised by the department should be supported with rationale. • The rationale behind the queries raised are to be reviewed periodically on sample basis. <p>As per the above-mentioned points, Department may simplify the procedures/processes through multiple ways including: -</p> <ul style="list-style-type: none"> • Reduction in form size, number of procedures, cost and time of any Certificate, Licenses & Permission, if possible. • Either abolish renewals, if possible or provide auto renewal facility to reduce time and cost of businesses. • Provide self-certification, if possible, otherwise third-party inspection or joint inspection option may be provided. • Unnecessary requirement of maintaining registers, records or display, filling producers to be reduced or removed. 	
<p>Reform 2</p> <p>Departments should examine whether a compliance requirement still serves a purpose or if it has become obsolete.</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Outdated Laws:</p> <ul style="list-style-type: none"> Review the laws governing the regulation. Is the law outdated, or has the need for the regulation changed? <p>Example: Certain compliance requirements from the 1980s may be irrelevant today. If a law was meant to regulate a technology or some aspects that is no longer in use, it should be eliminated.</p> <p>Document Relevance & Substituting Documents:</p> <ul style="list-style-type: none"> Are the documents requested in a compliance process necessary and relevant? Is there an alternative document that can replace multiple documents? 	<p>shall be uploaded in BRAP Portal as per annexure I.</p> <ul style="list-style-type: none"> Further certificate for compliances reduced through Eliminated Redundancy shall also be uploaded in BRAP Portal as per annexure III.
<p>Reform 3</p> <p>Digitization is essential for making the compliance process faster, more accessible, and more transparent. Evaluate the regulation to see if the process is fully or partially digitized.</p> <p>Infrastructure Analysis:</p> <ul style="list-style-type: none"> Is the process of all filings, applications, requirements are offline or online? If online, how user-friendly is the system? <p>Example: An online licensing platform should allow users to submit documents, track progress, and receive notifications. Departments should ensure the entire workflow is digitized from start to finish.</p> <p>Digital Grievance Redressal:</p> <ul style="list-style-type: none"> Does the department offer online grievance redressal mechanisms? If not, this should be implemented to ensure transparency and efficiency. <p>Example: An online portal should allow citizens to submit grievances and track their resolution in real time.</p> <p>Automated Renewals:</p> <ul style="list-style-type: none"> Explore the possibility of auto-renewals or elimination of renewal requirement for routine compliances. <p>Example: A business license that previously needed to be renewed annually with the submission of the same documents can be auto renewed if there are no changes in the business structure.</p>	<ul style="list-style-type: none"> State should upload the work done in RCB portal. A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. Further certificate for compliances reduced through Digitization shall also be uploaded in BRAP Portal as per annexure IV.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Some States has eliminated the requirement of autorenewal under Shop and Establishment Act. Similarly, Department examine the possibility of elimination of renewals in their States.</p>	
<p>Reform 4</p> <p>The goal of decriminalization is to reduce the severity of punishments for minor regulatory and procedural violations, thus minimizing the risk of litigation and legal proceedings that disproportionately affect businesses and citizens. The focus is on replacing criminal punishment, such as imprisonment and/or fine, with more proportionate responses like penalties, graded punishments. Decriminalization helps in building a more supportive regulatory environment that encourages compliance without imposing unnecessary legal burdens for minor offenses.</p> <p>Removal of Imprisonment/fine and Introduction of Penalty Mechanisms</p> <ul style="list-style-type: none"> • Imprisonment/fine for minor contraventions can lead to unnecessary litigation and strain judicial resources. Introduction of penalty-based system will discourage violations without causing undue harm to businesses or individuals. • Every Department should review all regulations that impose imprisonment/fine for technical non-compliance (e.g., late filings, missing documents, or minor errors) and replace them with monetary penalties or corrective warnings and also ensure that penalties are proportionate to the nature/gravity of the offense. <p>Example: A minor delay in the submission of a form should not lead to prosecution; a penalty for the same may be introduced instead of fine and imprisonment, which is creating burden on courts.</p> <p>Proportionate or graded punishments: Not all offenses are of equal gravity, and the punishment should reflect the nature and seriousness of the violation. For minor procedural defaults, the response should be milder, while more serious offenses may warrant higher punishments.</p> <p>Establish clear guidelines for graded punishments:</p> <ul style="list-style-type: none"> • Minor Violations: Warnings or small penalties. • Moderate Violations: Larger penalties with corrective action plans. 	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through Decriminalization shall also be uploaded in BRAP Portal as per annexure V.

Reform objective and point to be considered during analysis	Checklist for assessment
<ul style="list-style-type: none"> • Severe Violations: Imprisonment/Fines combined with the possibility of enhanced scrutiny or audits, cancellation of license etc. <p>Example: Missing a filing deadline by a day due to technical issues should not result in severe penalties. Departments should implement graded penalties for the same.</p> <p>Establish Adjudication and Appellate Mechanisms</p> <p>Establish a robust adjudication system to handle penalties for non-compliance, along with an appellate mechanism for businesses and individuals to contest decisions. Establishing an adjudication mechanism will ensure disputes are handled fairly and quickly without escalating into criminal matters.</p> <p>Example: For offenses like submission of false information, an adjudicating authority could decide whether it was intentional or accidental, applying penalties accordingly.</p> <p>some examples of Offenses generally to be considered for Decriminalization -</p> <p>General Contraventions: Remove imprisonment/fine and replaced with specified ranges of penalty according to the gravity of offences.</p> <p>Non-maintenance of Records/Registers: Decriminalize the non-maintenance of registers (like employee attendance, safety records) and replace with penalty, particularly when it does not lead to significant harm.</p> <p>Non-Filing of returns/forms/submissions: For businesses failing to file returns/forms/submissions, impose a penalty based on the number of days overdue, with the possibility to provide option of compounding.</p> <p>Obstructing Officers: Replace imprisonment with fines when there is minor resistance or non-cooperation with officers performing their duties.</p> <p>Contravention of Price-Control Orders: Implement graded penalties based on the impact of non-compliance, starting with warnings and escalating to higher penalties for significant violations.</p>	

Reform objective and point to be considered during analysis	Checklist for assessment
Submission of False Information: In cases where incorrect information is submitted unintentionally, impose small penalties and allow rectification within a defined timeframe.	

Area 2: - Identification of compliances and Reduction under Payment of Wages Act

Reform 5: - Simplification - focuses on streamlining regulatory processes, forms, and documentation to make compliance easier for Citizens and Businesses.
Reform 6: - Elimination of Redundancy - outdated or unnecessary regulations is crucial for reducing the compliance burden.
Reform 7: - Digitization - is at the center of reducing manual processes and improving accessibility for both Government Departments, Businesses and Citizens.
Reform 8: - Decriminalization - focuses on reducing the severity of punishments for procedural errors and minor non-compliance.

Reform objective and associated Checklist for assessment

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Reform 5</p> <p>When reviewing Act and its related regulations/rules/orders/Notifications etc., departments should adopt the following approach to analyze:</p> <p>The first step in evaluating a regulation is to ask: Can the compliance processes stated in the regulation can be simplified?</p> <p>During the evaluation, the following points needs to be addressed with effective resolution: -</p> <p>Complexity of Forms/requirements:</p> <ul style="list-style-type: none"> • While reviewing the forms/requirements of any application made under the Act, make sure that the forms/requirements are not unnecessarily long or complex. • Do not ask the same information that are already filed during the time of registration and same will be auto filled, once provided. <p>Example: If a businessman is asked to provide its registration details like CIN, GSTN, IEC etc. multiple times across various</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through simplification shall also be uploaded in BRAP Portal as per annexure II.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>sections of a form, this can be simplified by asking once and pre-filling subsequent sections from registration.</p> <p>Timelines:</p> <ul style="list-style-type: none"> • There should be a justified timeline for delivery of any services under the Act/rules/regulations/orders/notifications. • Examine the timelines for processing requests, issuing orders, or renewing licenses/certifications. The timelines should be strictly adhered and any breach in timeline require justification with approvals of higher authority. • Is there any penalty for breaching timeline? <p>Grievance Mechanisms:</p> <ul style="list-style-type: none"> • Is there any grievance redressal mechanism exist? • How effective is the current grievance redressal process? • Is there a fixed timeline for resolution? • Is there any Assessment mechanism for reviewing the quality of resolution provided? <p>Query raised by Department-</p> <ul style="list-style-type: none"> • All the queries raised by the department should be supported with rationale. • The rationale behind the queries raised are to be reviewed periodically on sample basis. <p>As per the above-mentioned points, Department may simplify the procedures/processes through multiple ways including: -</p> <ul style="list-style-type: none"> • Reduction in form size, number of procedures, cost and time of any Certificate, Licenses & Permission, if possible. • Either abolish renewals, if possible or provide auto renewal facility to reduce time and cost of businesses. • Provide self-certification, if possible, otherwise third-party inspection or joint inspection option may be provided. • Unnecessary requirement of maintaining registers, records or display, filling producers to be reduced or removed. 	
<p>Reform 6</p> <p>Departments should examine whether a compliance requirement still serves a purpose or if it has become obsolete.</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Outdated Laws:</p> <ul style="list-style-type: none"> Review the laws governing the regulation. Is the law outdated, or has the need for the regulation changed? <p>Example: Certain compliance requirements from the 1980s may be irrelevant today. If a law was meant to regulate a technology or some aspects that is no longer in use, it should be eliminated.</p> <p>Document Relevance & Substituting Documents:</p> <ul style="list-style-type: none"> Are the documents requested in a compliance process necessary and relevant? Is there an alternative document that can replace multiple documents? 	<p>shall be uploaded in BRAP Portal as per annexure I.</p> <ul style="list-style-type: none"> Further certificate for compliances reduced through Eliminated Redundancy shall also be uploaded in BRAP Portal as per annexure III.
<p>Reform 7</p> <p>Digitization is essential for making the compliance process faster, more accessible, and more transparent. Evaluate the regulation to see if the process is fully or partially digitized.</p> <p>Infrastructure Analysis:</p> <ul style="list-style-type: none"> Is the process of all filings, applications, requirements are offline or online? If online, how user-friendly is the system? <p>Example: An online licensing platform should allow users to submit documents, track progress, and receive notifications. Departments should ensure the entire workflow is digitized from start to finish.</p> <p>Digital Grievance Redressal:</p> <ul style="list-style-type: none"> Does the department offer online grievance redressal mechanisms? If not, this should be implemented to ensure transparency and efficiency. <p>Example: An online portal should allow citizens to submit grievances and track their resolution in real time.</p> <p>Automated Renewals:</p> <ul style="list-style-type: none"> Explore the possibility of auto-renewals or elimination of renewal requirement for routine compliances. <p>Example: A business license that previously needed to be renewed annually with the submission of the same documents can be auto renewed if there are no changes in the business structure.</p>	<ul style="list-style-type: none"> State should upload the work done in RCB portal. A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. Further certificate for compliances reduced through Digitization shall also be uploaded in BRAP Portal as per annexure IV.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Some States has eliminated the requirement of autorenewal under Shop and Establishment Act. Similarly, Department examine the possibility of elimination of renewals in their States.</p>	
<p>Reform 8</p> <p>The goal of decriminalization is to reduce the severity of punishments for minor regulatory and procedural violations, thus minimizing the risk of litigation and legal proceedings that disproportionately affect businesses and citizens. The focus is on replacing criminal punishment, such as imprisonment and/or fine, with more proportionate responses like penalties, graded punishments. Decriminalization helps in building a more supportive regulatory environment that encourages compliance without imposing unnecessary legal burdens for minor offenses.</p> <p>Removal of Imprisonment/fine and Introduction of Penalty Mechanisms</p> <ul style="list-style-type: none"> • Imprisonment/fine for minor contraventions can lead to unnecessary litigation and strain judicial resources. Introduction of penalty-based system will discourage violations without causing undue harm to businesses or individuals. • Every Department should review all regulations that impose imprisonment/fine for technical non-compliance (e.g., late filings, missing documents, or minor errors) and replace them with monetary penalties or corrective warnings and also ensure that penalties are proportionate to the nature/gravity of the offense. <p>Example: A minor delay in the submission of a form should not lead to prosecution; a penalty for the same may be introduced instead of fine and imprisonment, which is creating burden on courts.</p> <p>Proportionate or graded punishments: Not all offenses are of equal gravity, and the punishment should reflect the nature and seriousness of the violation. For minor procedural defaults, the response should be milder, while more serious offenses may warrant higher punishments.</p> <p>Establish clear guidelines for graded punishments:</p> <ul style="list-style-type: none"> • Minor Violations: Warnings or small penalties. • Moderate Violations: Larger penalties with corrective action plans. 	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through Decriminalization shall also be uploaded in BRAP Portal as per annexure V.

Reform objective and point to be considered during analysis	Checklist for assessment
<ul style="list-style-type: none"> • Severe Violations: Imprisonment/Fines combined with the possibility of enhanced scrutiny or audits, cancellation of license etc. <p>Example: Missing a filing deadline by a day due to technical issues should not result in severe penalties. Departments should implement graded penalties for the same.</p> <p>Establish Adjudication and Appellate Mechanisms</p> <p>Establish a robust adjudication system to handle penalties for non-compliance, along with an appellate mechanism for businesses and individuals to contest decisions. Establishing an adjudication mechanism will ensure disputes are handled fairly and quickly without escalating into criminal matters.</p> <p>Example: For offenses like submission of false information, an adjudicating authority could decide whether it was intentional or accidental, applying penalties accordingly.</p> <p>some examples of Offenses generally to be considered for Decriminalization -</p> <p>General Contraventions: Remove imprisonment/fine and replaced with specified ranges of penalty according to the gravity of offences.</p> <p>Non-maintenance of Records/Registers: Decriminalize the non-maintenance of registers (like employee attendance, safety records) and replace with penalty, particularly when it does not lead to significant harm.</p> <p>Non-Filing of returns/forms/submissions: For businesses failing to file returns/forms/submissions, impose a penalty based on the number of days overdue, with the possibility to provide option of compounding.</p> <p>Obstructing Officers: Replace imprisonment with fines when there is minor resistance or non-cooperation with officers performing their duties.</p> <p>Contravention of Price-Control Orders: Implement graded penalties based on the impact of non-compliance, starting with warnings and escalating to higher penalties for significant violations.</p>	

Reform objective and point to be considered during analysis	Checklist for assessment
Submission of False Information: In cases where incorrect information is submitted unintentionally, impose small penalties and allow rectification within a defined timeframe.	

Area 3: - Identification of compliances and Reduction under The Minimum Wages Act

Reform 9: - Simplification - focuses on streamlining regulatory processes, forms, and documentation to make compliance easier for Citizens and Businesses.
Reform 10: Elimination of Redundancy - outdated or unnecessary regulations is crucial for - reducing the compliance burden.
Reform 11: Digitization - is at the center of reducing manual processes and improving - accessibility for both Government Departments, Businesses and Citizens.
Reform 12: Decriminalization - focuses on reducing the severity of punishments for - procedural errors and minor non-compliance.

Reform objective and associated Checklist for assessment

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Reform 9</p> <p>When reviewing Act and its related regulations/rules/orders/Notifications etc., departments should adopt the following approach to analyze:</p> <p>The first step in evaluating a regulation is to ask: Can the compliance processes stated in the regulation can be simplified?</p> <p>During the evaluation, the following points needs to be addressed with effective resolution: -</p> <p>Complexity of Forms/requirements:</p> <ul style="list-style-type: none"> • While reviewing the forms/requirements of any application made under the Act, make sure that the forms/requirements are not unnecessarily long or complex. • Do not ask the same information that are already filed during the time of registration and same will be auto filled, once provided. <p>Example: If a businessman is asked to provide its registration details like CIN, GSTN, IEC etc. multiple times across various</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through simplification shall also be uploaded in BRAP Portal as per annexure II.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>sections of a form, this can be simplified by asking once and pre-filling subsequent sections from registration.</p> <p>Timelines:</p> <ul style="list-style-type: none"> • There should be a justified timeline for delivery of any services under the Act/rules/regulations/orders/notifications. • Examine the timelines for processing requests, issuing orders, or renewing licenses/certifications. The timelines should be strictly adhered and any breach in timeline require justification with approvals of higher authority. • Is there any penalty for breaching timeline? <p>Grievance Mechanisms:</p> <ul style="list-style-type: none"> • Is there any grievance redressal mechanism exist? • How effective is the current grievance redressal process? • Is there a fixed timeline for resolution? • Is there any Assessment mechanism for reviewing the quality of resolution provided? <p>Query raised by Department-</p> <ul style="list-style-type: none"> • All the queries raised by the department should be supported with rationale. • The rationale behind the queries raised are to be reviewed periodically on sample basis. <p>As per the above-mentioned points, Department may simplify the procedures/processes through multiple ways including: -</p> <ul style="list-style-type: none"> • Reduction in form size, number of procedures, cost and time of any Certificate, Licenses & Permission, if possible. • Either abolish renewals, if possible or provide auto renewal facility to reduce time and cost of businesses. • Provide self-certification, if possible, otherwise third-party inspection or joint inspection option may be provided. • Unnecessary requirement of maintaining registers, records or display, filling producers to be reduced or removed. 	
<p>Reform 10</p> <p>Departments should examine whether a compliance requirement still serves a purpose or if it has become obsolete.</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Outdated Laws:</p> <ul style="list-style-type: none"> Review the laws governing the regulation. Is the law outdated, or has the need for the regulation changed? <p>Example: Certain compliance requirements from the 1980s may be irrelevant today. If a law was meant to regulate a technology or some aspects that is no longer in use, it should be eliminated.</p> <p>Document Relevance & Substituting Documents:</p> <ul style="list-style-type: none"> Are the documents requested in a compliance process necessary and relevant? Is there an alternative document that can replace multiple documents? 	<p>shall be uploaded in BRAP Portal as per annexure I.</p> <ul style="list-style-type: none"> Further certificate for compliances reduced through Eliminated Redundancy shall also be uploaded in BRAP Portal as per annexure III.
<p>Reform 11</p> <p>Digitization is essential for making the compliance process faster, more accessible, and more transparent. Evaluate the regulation to see if the process is fully or partially digitized.</p> <p>Infrastructure Analysis:</p> <ul style="list-style-type: none"> Is the process of all filings, applications, requirements are offline or online? If online, how user-friendly is the system? <p>Example: An online licensing platform should allow users to submit documents, track progress, and receive notifications. Departments should ensure the entire workflow is digitized from start to finish.</p> <p>Digital Grievance Redressal:</p> <ul style="list-style-type: none"> Does the department offer online grievance redressal mechanisms? If not, this should be implemented to ensure transparency and efficiency. <p>Example: An online portal should allow citizens to submit grievances and track their resolution in real time.</p> <p>Automated Renewals:</p> <ul style="list-style-type: none"> Explore the possibility of auto-renewals or elimination of renewal requirement for routine compliances. <p>Example: A business license that previously needed to be renewed annually with the submission of the same documents can be auto renewed if there are no changes in the business structure.</p>	<ul style="list-style-type: none"> State should upload the work done in RCB portal. A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. Further certificate for compliances reduced through Digitization shall also be uploaded in BRAP Portal as per annexure IV.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Some States has eliminated the requirement of autorenewal under Shop and Establishment Act. Similarly, Department examine the possibility of elimination of renewals in their States.</p>	
<p>Reform 12</p> <p>The goal of decriminalization is to reduce the severity of punishments for minor regulatory and procedural violations, thus minimizing the risk of litigation and legal proceedings that disproportionately affect businesses and citizens. The focus is on replacing criminal punishment, such as imprisonment and/or fine, with more proportionate responses like penalties, graded punishments. Decriminalization helps in building a more supportive regulatory environment that encourages compliance without imposing unnecessary legal burdens for minor offenses.</p> <p>Removal of Imprisonment/fine and Introduction of Penalty Mechanisms</p> <ul style="list-style-type: none"> • Imprisonment/fine for minor contraventions can lead to unnecessary litigation and strain judicial resources. Introduction of penalty-based system will discourage violations without causing undue harm to businesses or individuals. • Every Department should review all regulations that impose imprisonment/fine for technical non-compliance (e.g., late filings, missing documents, or minor errors) and replace them with monetary penalties or corrective warnings and also ensure that penalties are proportionate to the nature/gravity of the offense. <p>Example: A minor delay in the submission of a form should not lead to prosecution; a penalty for the same may be introduced instead of fine and imprisonment, which is creating burden on courts.</p> <p>Proportionate or graded punishments: Not all offenses are of equal gravity, and the punishment should reflect the nature and seriousness of the violation. For minor procedural defaults, the response should be milder, while more serious offenses may warrant higher punishments.</p> <p>Establish clear guidelines for graded punishments:</p> <ul style="list-style-type: none"> • Minor Violations: Warnings or small penalties. • Moderate Violations: Larger penalties with corrective action plans. 	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through Decriminalization shall also be uploaded in BRAP Portal as per annexure V.

Reform objective and point to be considered during analysis	Checklist for assessment
<ul style="list-style-type: none"> • Severe Violations: Imprisonment/Fines combined with the possibility of enhanced scrutiny or audits, cancellation of license etc. <p>Example: Missing a filing deadline by a day due to technical issues should not result in severe penalties. Departments should implement graded penalties for the same.</p> <p>Establish Adjudication and Appellate Mechanisms</p> <p>Establish a robust adjudication system to handle penalties for non-compliance, along with an appellate mechanism for businesses and individuals to contest decisions. Establishing an adjudication mechanism will ensure disputes are handled fairly and quickly without escalating into criminal matters.</p> <p>Example: For offenses like submission of false information, an adjudicating authority could decide whether it was intentional or accidental, applying penalties accordingly.</p> <p>some examples of Offenses generally to be considered for Decriminalization -</p> <p>General Contraventions: Remove imprisonment/fine and replaced with specified ranges of penalty according to the gravity of offences.</p> <p>Non-maintenance of Records/Registers: Decriminalize the non-maintenance of registers (like employee attendance, safety records) and replace with penalty, particularly when it does not lead to significant harm.</p> <p>Non-Filing of returns/forms/submissions: For businesses failing to file returns/forms/submissions, impose a penalty based on the number of days overdue, with the possibility to provide option of compounding.</p> <p>Obstructing Officers: Replace imprisonment with fines when there is minor resistance or non-cooperation with officers performing their duties.</p> <p>Contravention of Price-Control Orders: Implement graded penalties based on the impact of non-compliance, starting with warnings and escalating to higher penalties for significant violations.</p>	

Reform objective and point to be considered during analysis	Checklist for assessment
Submission of False Information: In cases where incorrect information is submitted unintentionally, impose small penalties and allow rectification within a defined timeframe.	

Area 4: - Identification of compliances and Reduction under Co-operative Societies Act

Reform 13: Simplification - focuses on streamlining regulatory processes, forms, and documentation to make compliance easier for Citizens and Businesses.
Reform 14: Elimination of Redundancy - outdated or unnecessary regulations is crucial for reducing the compliance burden.
Reform 15: Digitization - is at the center of reducing manual processes and improving accessibility for both Government Departments, Businesses and Citizens.
Reform 16: Decriminalization - focuses on reducing the severity of punishments for procedural errors and minor non-compliance.

Reform objective and associated Checklist for assessment

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Reform 13</p> <p>When reviewing Act and its related regulations/rules/orders/Notifications etc., departments should adopt the following approach to analyze:</p> <p>The first step in evaluating a regulation is to ask: Can the compliance processes stated in the regulation can be simplified?</p> <p>During the evaluation, the following points needs to be addressed with effective resolution: -</p> <p>Complexity of Forms/requirements:</p> <ul style="list-style-type: none"> • While reviewing the forms/requirements of any application made under the Act, make sure that the forms/requirements are not unnecessarily long or complex. • Do not ask the same information that are already filed during the time of registration and same will be auto filled, once provided. 	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through simplification shall also be uploaded in BRAP Portal as per annexure II.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Example: If a businessman is asked to provide its registration details like CIN, GSTN, IEC etc. multiple times across various sections of a form, this can be simplified by asking once and pre-filling subsequent sections from registration.</p> <p>Timelines:</p> <ul style="list-style-type: none"> • There should be a justified timeline for delivery of any services under the Act/rules/regulations/orders/notifications. • Examine the timelines for processing requests, issuing orders, or renewing licenses/certifications. The timelines should be strictly adhered and any breach in timeline require justification with approvals of higher authority. • Is there any penalty for breaching timeline? <p>Grievance Mechanisms:</p> <ul style="list-style-type: none"> • Is there any grievance redressal mechanism exist? • How effective is the current grievance redressal process? • Is there a fixed timeline for resolution? • Is there any Assessment mechanism for reviewing the quality of resolution provided? <p>Query raised by Department-</p> <ul style="list-style-type: none"> • All the queries raised by the department should be supported with rationale. • The rationale behind the queries raised are to be reviewed periodically on sample basis. <p>As per the above-mentioned points, Department may simplify the procedures/processes through multiple ways including: -</p> <ul style="list-style-type: none"> • Reduction in form size, number of procedures, cost and time of any Certificate, Licenses & Permission, if possible. • Either abolish renewals, if possible or provide auto renewal facility to reduce time and cost of businesses. • Provide self-certification, if possible, otherwise third-party inspection or joint inspection option may be provided. • Unnecessary requirement of maintaining registers, records or display, filling producers to be reduced or removed. 	
<p>Reform 14</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Departments should examine whether a compliance requirement still serves a purpose or if it has become obsolete.</p> <p>Outdated Laws:</p> <ul style="list-style-type: none"> Review the laws governing the regulation. Is the law outdated, or has the need for the regulation changed? <p>Example: Certain compliance requirements from the 1980s may be irrelevant today. If a law was meant to regulate a technology or some aspects that is no longer in use, it should be eliminated.</p> <p>Document Relevance & Substituting Documents:</p> <ul style="list-style-type: none"> Are the documents requested in a compliance process necessary and relevant? Is there an alternative document that can replace multiple documents? 	<ul style="list-style-type: none"> A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. Further certificate for compliances reduced through Eliminated Redundancy shall also be uploaded in BRAP Portal as per annexure III.
<p>Reform 15</p> <p>Digitization is essential for making the compliance process faster, more accessible, and more transparent. Evaluate the regulation to see if the process is fully or partially digitized.</p> <p>Infrastructure Analysis:</p> <ul style="list-style-type: none"> Is the process of all filings, applications, requirements are offline or online? If online, how user-friendly is the system? <p>Example: An online licensing platform should allow users to submit documents, track progress, and receive notifications. Departments should ensure the entire workflow is digitized from start to finish.</p> <p>Digital Grievance Redressal:</p> <ul style="list-style-type: none"> Does the department offer online grievance redressal mechanisms? If not, this should be implemented to ensure transparency and efficiency. <p>Example: An online portal should allow citizens to submit grievances and track their resolution in real time.</p> <p>Automated Renewals:</p> <ul style="list-style-type: none"> Explore the possibility of auto-renewals or elimination of renewal requirement for routine compliances. <p>Example: A business license that previously needed to be renewed annually with the submission of the same documents can be auto renewed if there are no changes in the business structure.</p>	<ul style="list-style-type: none"> State should upload the work done in RCB portal. A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. Further certificate for compliances reduced through Digitization shall also be uploaded in BRAP Portal as per annexure IV.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Some States has eliminated the requirement of autorenewal under Shop and Establishment Act. Similarly, Department examine the possibility of elimination of renewals in their States.</p>	
<p>Reform 16</p> <p>The goal of decriminalization is to reduce the severity of punishments for minor regulatory and procedural violations, thus minimizing the risk of litigation and legal proceedings that disproportionately affect businesses and citizens. The focus is on replacing criminal punishment, such as imprisonment and/or fine, with more proportionate responses like penalties, graded punishments. Decriminalization helps in building a more supportive regulatory environment that encourages compliance without imposing unnecessary legal burdens for minor offenses.</p> <p>Removal of Imprisonment/fine and Introduction of Penalty Mechanisms</p> <ul style="list-style-type: none"> • Imprisonment/fine for minor contraventions can lead to unnecessary litigation and strain judicial resources. Introduction of penalty-based system will discourage violations without causing undue harm to businesses or individuals. • Every Department should review all regulations that impose imprisonment/fine for technical non-compliance (e.g., late filings, missing documents, or minor errors) and replace them with monetary penalties or corrective warnings and also ensure that penalties are proportionate to the nature/gravity of the offense. <p>Example: A minor delay in the submission of a form should not lead to prosecution; a penalty for the same may be introduced instead of fine and imprisonment, which is creating burden on courts.</p> <p>Proportionate or graded punishments:</p> <p>Not all offenses are of equal gravity, and the punishment should reflect the nature and seriousness of the violation. For minor procedural defaults, the response should be milder, while more serious offenses may warrant higher punishments.</p> <p>Establish clear guidelines for graded punishments:</p> <ul style="list-style-type: none"> • Minor Violations: Warnings or small penalties. • Moderate Violations: Larger penalties with corrective action plans. 	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through Decriminalization shall also be uploaded in BRAP Portal as per annexure V.

Reform objective and point to be considered during analysis	Checklist for assessment
<ul style="list-style-type: none"> • Severe Violations: Imprisonment/Fines combined with the possibility of enhanced scrutiny or audits, cancellation of license etc. <p>Example: Missing a filing deadline by a day due to technical issues should not result in severe penalties. Departments should implement graded penalties for the same.</p> <p>Establish Adjudication and Appellate Mechanisms</p> <p>Establish a robust adjudication system to handle penalties for non-compliance, along with an appellate mechanism for businesses and individuals to contest decisions. Establishing an adjudication mechanism will ensure disputes are handled fairly and quickly without escalating into criminal matters.</p> <p>Example: For offenses like submission of false information, an adjudicating authority could decide whether it was intentional or accidental, applying penalties accordingly.</p> <p>some examples of Offenses generally to be considered for Decriminalization -</p> <p>General Contraventions: Remove imprisonment/fine and replaced with specified ranges of penalty according to the gravity of offences.</p> <p>Non-maintenance of Records/Registers: Decriminalize the non-maintenance of registers (like employee attendance, safety records) and replace with penalty, particularly when it does not lead to significant harm.</p> <p>Non-Filing of returns/forms/submissions: For businesses failing to file returns/forms/submissions, impose a penalty based on the number of days overdue, with the possibility to provide option of compounding.</p> <p>Obstructing Officers: Replace imprisonment with fines when there is minor resistance or non-cooperation with officers performing their duties.</p> <p>Contravention of Price-Control Orders: Implement graded penalties based on the impact of non-compliance, starting with warnings and escalating to higher penalties for significant violations.</p>	

Reform objective and point to be considered during analysis	Checklist for assessment
Submission of False Information: In cases where incorrect information is submitted unintentionally, impose small penalties and allow rectification within a defined timeframe.	

Area 5: - Identification of compliances and Reduction under Society Registration Act

Reform 17: Simplification - focuses on streamlining regulatory processes, forms, and documentation to make compliance easier for Citizens and Businesses.
Reform 18: Elimination of Redundancy - outdated or unnecessary regulations is crucial for reducing the compliance burden.
Reform 19: Digitization - is at the center of reducing manual processes and improving accessibility for both Government Departments, Businesses and Citizens.
Reform 20: Decriminalization - focuses on reducing the severity of punishments for procedural errors and minor non-compliance.

Reform objective and associated Checklist for assessment

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Reform 17</p> <p>When reviewing Act and its related regulations/rules/orders/Notifications etc., departments should adopt the following approach to analyze:</p> <p>The first step in evaluating a regulation is to ask: Can the compliance processes stated in the regulation can be simplified?</p> <p>During the evaluation, the following points needs to be addressed with effective resolution: -</p> <p>Complexity of Forms/requirements:</p> <ul style="list-style-type: none"> • While reviewing the forms/requirements of any application made under the Act, make sure that the forms/requirements are not unnecessarily long or complex. • Do not ask the same information that are already filed during the time of registration and same will be auto filled, once provided. <p>Example: If a businessman is asked to provide its registration details like CIN, GSTN, IEC etc. multiple times across various</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through simplification shall also be uploaded in BRAP Portal as per annexure II.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>sections of a form, this can be simplified by asking once and pre-filling subsequent sections from registration.</p> <p>Timelines:</p> <ul style="list-style-type: none"> • There should be a justified timeline for delivery of any services under the Act/rules/regulations/orders/notifications. • Examine the timelines for processing requests, issuing orders, or renewing licenses/certifications. The timelines should be strictly adhered and any breach in timeline require justification with approvals of higher authority. • Is there any penalty for breaching timeline? <p>Grievance Mechanisms:</p> <ul style="list-style-type: none"> • Is there any grievance redressal mechanism exist? • How effective is the current grievance redressal process? • Is there a fixed timeline for resolution? • Is there any Assessment mechanism for reviewing the quality of resolution provided? <p>Query raised by Department-</p> <ul style="list-style-type: none"> • All the queries raised by the department should be supported with rationale. • The rationale behind the queries raised are to be reviewed periodically on sample basis. <p>As per the above-mentioned points, Department may simplify the procedures/processes through multiple ways including: -</p> <ul style="list-style-type: none"> • Reduction in form size, number of procedures, cost and time of any Certificate, Licenses & Permission, if possible. • Either abolish renewals, if possible or provide auto renewal facility to reduce time and cost of businesses. • Provide self-certification, if possible, otherwise third-party inspection or joint inspection option may be provided. • Unnecessary requirement of maintaining registers, records or display, filling producers to be reduced or removed. 	
<p>Reform 18</p> <p>Departments should examine whether a compliance requirement still serves a purpose or if it has become obsolete.</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Outdated Laws:</p> <ul style="list-style-type: none"> Review the laws governing the regulation. Is the law outdated, or has the need for the regulation changed? <p>Example: Certain compliance requirements from the 1980s may be irrelevant today. If a law was meant to regulate a technology or some aspects that is no longer in use, it should be eliminated.</p> <p>Document Relevance & Substituting Documents:</p> <ul style="list-style-type: none"> Are the documents requested in a compliance process necessary and relevant? Is there an alternative document that can replace multiple documents? 	<p>shall be uploaded in BRAP Portal as per annexure I.</p> <ul style="list-style-type: none"> Further certificate for compliances reduced through Eliminated Redundancy shall also be uploaded in BRAP Portal as per annexure III.
<p>Reform 19</p> <p>Digitization is essential for making the compliance process faster, more accessible, and more transparent. Evaluate the regulation to see if the process is fully or partially digitized.</p> <p>Infrastructure Analysis:</p> <ul style="list-style-type: none"> Is the process of all filings, applications, requirements are offline or online? If online, how user-friendly is the system? <p>Example: An online licensing platform should allow users to submit documents, track progress, and receive notifications. Departments should ensure the entire workflow is digitized from start to finish.</p> <p>Digital Grievance Redressal:</p> <ul style="list-style-type: none"> Does the department offer online grievance redressal mechanisms? If not, this should be implemented to ensure transparency and efficiency. <p>Example: An online portal should allow citizens to submit grievances and track their resolution in real time.</p> <p>Automated Renewals:</p> <ul style="list-style-type: none"> Explore the possibility of auto-renewals or elimination of renewal requirement for routine compliances. <p>Example: A business license that previously needed to be renewed annually with the submission of the same documents can be auto renewed if there are no changes in the business structure.</p>	<ul style="list-style-type: none"> State should upload the work done in RCB portal. A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. Further certificate for compliances reduced through Digitization shall also be uploaded in BRAP Portal as per annexure IV.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Some States has eliminated the requirement of autorenewal under Shop and Establishment Act. Similarly, Department examine the possibility of elimination of renewals in their States.</p>	
<p>Reform 20</p> <p>The goal of decriminalization is to reduce the severity of punishments for minor regulatory and procedural violations, thus minimizing the risk of litigation and legal proceedings that disproportionately affect businesses and citizens. The focus is on replacing criminal punishment, such as imprisonment and/or fine, with more proportionate responses like penalties, graded punishments. Decriminalization helps in building a more supportive regulatory environment that encourages compliance without imposing unnecessary legal burdens for minor offenses.</p> <p>Removal of Imprisonment/fine and Introduction of Penalty Mechanisms</p> <ul style="list-style-type: none"> • Imprisonment/fine for minor contraventions can lead to unnecessary litigation and strain judicial resources. Introduction of penalty-based system will discourage violations without causing undue harm to businesses or individuals. • Every Department should review all regulations that impose imprisonment/fine for technical non-compliance (e.g., late filings, missing documents, or minor errors) and replace them with monetary penalties or corrective warnings and also ensure that penalties are proportionate to the nature/gravity of the offense. <p>Example: A minor delay in the submission of a form should not lead to prosecution; a penalty for the same may be introduced instead of fine and imprisonment, which is creating burden on courts.</p> <p>Proportionate or graded punishments: Not all offenses are of equal gravity, and the punishment should reflect the nature and seriousness of the violation. For minor procedural defaults, the response should be milder, while more serious offenses may warrant higher punishments.</p> <p>Establish clear guidelines for graded punishments:</p> <ul style="list-style-type: none"> • Minor Violations: Warnings or small penalties. • Moderate Violations: Larger penalties with corrective action plans. 	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through Decriminalization shall also be uploaded in BRAP Portal as per annexure V.

Reform objective and point to be considered during analysis	Checklist for assessment
<ul style="list-style-type: none"> • Severe Violations: Imprisonment/Fines combined with the possibility of enhanced scrutiny or audits, cancellation of license etc. <p>Example: Missing a filing deadline by a day due to technical issues should not result in severe penalties. Departments should implement graded penalties for the same.</p> <p>Establish Adjudication and Appellate Mechanisms</p> <p>Establish a robust adjudication system to handle penalties for non-compliance, along with an appellate mechanism for businesses and individuals to contest decisions. Establishing an adjudication mechanism will ensure disputes are handled fairly and quickly without escalating into criminal matters.</p> <p>Example: For offenses like submission of false information, an adjudicating authority could decide whether it was intentional or accidental, applying penalties accordingly.</p> <p>some examples of Offenses generally to be considered for Decriminalization -</p> <p>General Contraventions: Remove imprisonment/fine and replaced with specified ranges of penalty according to the gravity of offences.</p> <p>Non-maintenance of Records/Registers: Decriminalize the non-maintenance of registers (like employee attendance, safety records) and replace with penalty, particularly when it does not lead to significant harm.</p> <p>Non-Filing of returns/forms/submissions: For businesses failing to file returns/forms/submissions, impose a penalty based on the number of days overdue, with the possibility to provide option of compounding.</p> <p>Obstructing Officers: Replace imprisonment with fines when there is minor resistance or non-cooperation with officers performing their duties.</p> <p>Contravention of Price-Control Orders: Implement graded penalties based on the impact of non-compliance, starting with warnings and escalating to higher penalties for significant violations.</p>	

Reform objective and point to be considered during analysis	Checklist for assessment
Submission of False Information: In cases where incorrect information is submitted unintentionally, impose small penalties and allow rectification within a defined timeframe.	

Area 6: - Identification of compliances and Reduction under The Mines and Minerals (Development and Regulation) Act

Reform 21: Simplification - focuses on streamlining regulatory processes, forms, and documentation to make compliance easier for Citizens and Businesses.
Reform 22: Elimination of Redundancy - outdated or unnecessary regulations is crucial for reducing the compliance burden.
Reform 23: Digitization - is at the center of reducing manual processes and improving accessibility for both Government Departments, Businesses and Citizens.
Reform 24: Decriminalization - focuses on reducing the severity of punishments for procedural errors and minor non-compliance.

Reform objective and associated Checklist for assessment

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Reform 21</p> <p>When reviewing Act and its related regulations/rules/orders/Notifications etc., departments should adopt the following approach to analyze:</p> <p>The first step in evaluating a regulation is to ask: Can the compliance processes stated in the regulation can be simplified?</p> <p>During the evaluation, the following points needs to be addressed with effective resolution: -</p> <p>Complexity of Forms/requirements:</p> <ul style="list-style-type: none"> • While reviewing the forms/requirements of any application made under the Act, make sure that the forms/requirements are not unnecessarily long or complex. • Do not ask the same information that are already filed during the time of registration and same will be auto filled, once provided. <p>Example: If a businessman is asked to provide its registration details like CIN, GSTN, IEC etc. multiple times across various sections of a form, this can be simplified by asking once and pre-filling subsequent sections from registration.</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through simplification shall also be uploaded in BRAP Portal as per annexure II.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Timelines:</p> <ul style="list-style-type: none"> • There should be a justified timeline for delivery of any services under the Act/rules/regulations/orders/notifications. • Examine the timelines for processing requests, issuing orders, or renewing licenses/certifications. The timelines should be strictly adhered and any breach in timeline require justification with approvals of higher authority. • Is there any penalty for breaching timeline? <p>Grievance Mechanisms:</p> <ul style="list-style-type: none"> • Is there any grievance redressal mechanism exist? • How effective is the current grievance redressal process? • Is there a fixed timeline for resolution? • Is there any Assessment mechanism for reviewing the quality of resolution provided? <p>Query raised by Department-</p> <ul style="list-style-type: none"> • All the queries raised by the department should be supported with rationale. • The rationale behind the queries raised are to be reviewed periodically on sample basis. <p>As per the above-mentioned points, Department may simplify the procedures/processes through multiple ways including: -</p> <ul style="list-style-type: none"> • Reduction in form size, number of procedures, cost and time of any Certificate, Licenses & Permission, if possible. • Either abolish renewals, if possible or provide auto renewal facility to reduce time and cost of businesses. • Provide self-certification, if possible, otherwise third-party inspection or joint inspection option may be provided. • Unnecessary requirement of maintaining registers, records or display, filling producers to be reduced or removed. 	
<p>Reform 22</p> <p>Departments should examine whether a compliance requirement still serves a purpose or if it has become obsolete.</p> <p>Outdated Laws:</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in

Reform objective and point to be considered during analysis	Checklist for assessment
<ul style="list-style-type: none"> Review the laws governing the regulation. Is the law outdated, or has the need for the regulation changed? <p>Example: Certain compliance requirements from the 1980s may be irrelevant today. If a law was meant to regulate a technology or some aspects that is no longer in use, it should be eliminated.</p> <p>Document Relevance & Substituting Documents:</p> <ul style="list-style-type: none"> Are the documents requested in a compliance process necessary and relevant? Is there an alternative document that can replace multiple documents? 	<p>BRAP Portal as per annexure I.</p> <ul style="list-style-type: none"> Further certificate for compliances reduced through Eliminated Redundancy shall also be uploaded in BRAP Portal as per annexure III.
<p>Reform 23</p> <p>Digitization is essential for making the compliance process faster, more accessible, and more transparent. Evaluate the regulation to see if the process is fully or partially digitized.</p> <p>Infrastructure Analysis:</p> <ul style="list-style-type: none"> Is the process of all filings, applications, requirements are offline or online? If online, how user-friendly is the system? <p>Example: An online licensing platform should allow users to submit documents, track progress, and receive notifications. Departments should ensure the entire workflow is digitized from start to finish.</p> <p>Digital Grievance Redressal:</p> <ul style="list-style-type: none"> Does the department offer online grievance redressal mechanisms? If not, this should be implemented to ensure transparency and efficiency. <p>Example: An online portal should allow citizens to submit grievances and track their resolution in real time.</p> <p>Automated Renewals:</p> <ul style="list-style-type: none"> Explore the possibility of auto-renewals or elimination of renewal requirement for routine compliances. <p>Example: A business license that previously needed to be renewed annually with the submission of the same documents can be auto renewed if there are no changes in the business structure.</p> <p>Some States has eliminated the requirement of autorenewal under Shop and Establishment Act. Similarly, Department examine the possibility of elimination of renewals in their States.</p>	<ul style="list-style-type: none"> State should upload the work done in RCB portal. A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. Further certificate for compliances reduced through Digitization shall also be uploaded in BRAP Portal as per annexure IV.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Reform 24</p> <p>The goal of decriminalization is to reduce the severity of punishments for minor regulatory and procedural violations, thus minimizing the risk of litigation and legal proceedings that disproportionately affect businesses and citizens. The focus is on replacing criminal punishment, such as imprisonment and/or fine, with more proportionate responses like penalties, graded punishments. Decriminalization helps in building a more supportive regulatory environment that encourages compliance without imposing unnecessary legal burdens for minor offenses.</p> <p>Removal of Imprisonment/fine and Introduction of Penalty Mechanisms</p> <ul style="list-style-type: none"> • Imprisonment/fine for minor contraventions can lead to unnecessary litigation and strain judicial resources. Introduction of penalty-based system will discourage violations without causing undue harm to businesses or individuals. • Every Department should review all regulations that impose imprisonment/fine for technical non-compliance (e.g., late filings, missing documents, or minor errors) and replace them with monetary penalties or corrective warnings and also ensure that penalties are proportionate to the nature/gravity of the offense. <p>Example: A minor delay in the submission of a form should not lead to prosecution; a penalty for the same may be introduced instead of fine and imprisonment, which is creating burden on courts.</p> <p>Proportionate or graded punishments: Not all offenses are of equal gravity, and the punishment should reflect the nature and seriousness of the violation. For minor procedural defaults, the response should be milder, while more serious offenses may warrant higher punishments.</p> <p>Establish clear guidelines for graded punishments:</p> <ul style="list-style-type: none"> • Minor Violations: Warnings or small penalties. • Moderate Violations: Larger penalties with corrective action plans. • Severe Violations: Imprisonment/Fines combined with the possibility of enhanced scrutiny or audits, cancellation of license etc. 	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through Decriminalization shall also be uploaded in BRAP Portal as per annexure V.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Example: Missing a filing deadline by a day due to technical issues should not result in severe penalties. Departments should implement graded penalties for the same.</p> <p>Establish Adjudication and Appellate Mechanisms</p> <p>Establish a robust adjudication system to handle penalties for non-compliance, along with an appellate mechanism for businesses and individuals to contest decisions. Establishing an adjudication mechanism will ensure disputes are handled fairly and quickly without escalating into criminal matters.</p> <p>Example: For offenses like submission of false information, an adjudicating authority could decide whether it was intentional or accidental, applying penalties accordingly.</p> <p>some examples of Offenses generally to be considered for Decriminalization -</p> <p>General Contraventions: Remove imprisonment/fine and replaced with specified ranges of penalty according to the gravity of offences.</p> <p>Non-maintenance of Records/Registers: Decriminalize the non-maintenance of registers (like employee attendance, safety records) and replace with penalty, particularly when it does not lead to significant harm.</p> <p>Non-Filing of returns/forms/submissions: For businesses failing to file returns/forms/submissions, impose a penalty based on the number of days overdue, with the possibility to provide option of compounding.</p> <p>Obstructing Officers: Replace imprisonment with fines when there is minor resistance or non-cooperation with officers performing their duties.</p> <p>Contravention of Price-Control Orders: Implement graded penalties based on the impact of non-compliance, starting with warnings and escalating to higher penalties for significant violations.</p> <p>Submission of False Information: In cases where incorrect information is submitted unintentionally, impose small penalties and allow rectification within a defined timeframe.</p>	

Area 7: - Identification of compliances and Reduction under Legal Metrology Act

Reform 25:	Simplification - focuses on streamlining regulatory processes, forms, and documentation to make compliance easier for Citizens and Businesses.
Reform 26:	Elimination of Redundancy - outdated or unnecessary regulations is crucial for reducing the compliance burden.
Reform 27:	Digitization - is at the center of reducing manual processes and improving accessibility for both Government Departments, Businesses and Citizens.
Reform 28:	Decriminalization - focuses on reducing the severity of punishments for procedural errors and minor non-compliance.

Reform objective and associated Checklist for assessment

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Reform 25</p> <p>When reviewing Act and its related regulations/rules/orders/Notifications etc., departments should adopt the following approach to analyze:</p> <p>The first step in evaluating a regulation is to ask: Can the compliance processes stated in the regulation can be simplified?</p> <p>During the evaluation, the following points needs to be addressed with effective resolution: -</p> <p>Complexity of Forms/requirements:</p> <ul style="list-style-type: none"> • While reviewing the forms/requirements of any application made under the Act, make sure that the forms/requirements are not unnecessarily long or complex. • Do not ask the same information that are already filed during the time of registration and same will be auto filled, once provided. <p>Example: If a businessman is asked to provide its registration details like CIN, GSTN, IEC etc. multiple times across various sections of a form, this can be simplified by asking once and pre-filling subsequent sections from registration.</p> <p>Timelines:</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through simplification shall also be uploaded in BRAP Portal as per annexure II.

Reform objective and point to be considered during analysis	Checklist for assessment
<ul style="list-style-type: none"> • There should be a justified timeline for delivery of any services under the Act/rules/regulations/orders/notifications. • Examine the timelines for processing requests, issuing orders, or renewing licenses/certifications. The timelines should be strictly adhered and any breach in timeline require justification with approvals of higher authority. • Is there any penalty for breaching timeline? <p>Grievance Mechanisms:</p> <ul style="list-style-type: none"> • Is there any grievance redressal mechanism exist? • How effective is the current grievance redressal process? • Is there a fixed timeline for resolution? • Is there any Assessment mechanism for reviewing the quality of resolution provided? <p>Query raised by Department-</p> <ul style="list-style-type: none"> • All the queries raised by the department should be supported with rationale. • The rationale behind the queries raised are to be reviewed periodically on sample basis. <p>As per the above-mentioned points, Department may simply the procedures/processes through multiple ways including: -</p> <ul style="list-style-type: none"> • Reduction in form size, number of procedures, cost and time of any Certificate, Licenses & Permission, if possible. • Either abolish renewals, if possible or provide auto renewal facility to reduce time and cost of businesses. • Provide self-certification, if possible, otherwise third-party inspection or joint inspection option may be provided. • Unnecessary requirement of maintaining registers, records or display, filling producers to be reduced or removed. 	
<p>Reform 26</p> <p>Departments should examine whether a compliance requirement still serves a purpose or if it has become obsolete.</p> <p>Outdated Laws:</p> <ul style="list-style-type: none"> • Review the laws governing the regulation. Is the law outdated, or has the need for the regulation changed? 	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Example: Certain compliance requirements from the 1980s may be irrelevant today. If a law was meant to regulate a technology or some aspects that is no longer in use, it should be eliminated.</p> <p>Document Relevance & Substituting Documents:</p> <ul style="list-style-type: none"> • Are the documents requested in a compliance process necessary and relevant? • Is there an alternative document that can replace multiple documents? 	<ul style="list-style-type: none"> • Further certificate for compliances reduced through Eliminated Redundancy shall also be uploaded in BRAP Portal as per annexure III.
<p>Reform 27</p> <p>Digitization is essential for making the compliance process faster, more accessible, and more transparent. Evaluate the regulation to see if the process is fully or partially digitized.</p> <p>Infrastructure Analysis:</p> <ul style="list-style-type: none"> • Is the process of all filings, applications, requirements are offline or online? • If online, how user-friendly is the system? <p>Example: An online licensing platform should allow users to submit documents, track progress, and receive notifications. Departments should ensure the entire workflow is digitized from start to finish.</p> <p>Digital Grievance Redressal:</p> <ul style="list-style-type: none"> • Does the department offer online grievance redressal mechanisms? If not, this should be implemented to ensure transparency and efficiency. <p>Example: An online portal should allow citizens to submit grievances and track their resolution in real time.</p> <p>Automated Renewals:</p> <ul style="list-style-type: none"> • Explore the possibility of auto-renewals or elimination of renewal requirement for routine compliances. <p>Example: A business license that previously needed to be renewed annually with the submission of the same documents can be auto renewed if there are no changes in the business structure.</p> <p>Some States has eliminated the requirement of autorenewal under Shop and Establishment Act. Similarly, Department examine the possibility of elimination of renewals in their States.</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through Digitization shall also be uploaded in BRAP Portal as per annexure IV.
<p>Reform 28</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>The goal of decriminalization is to reduce the severity of punishments for minor regulatory and procedural violations, thus minimizing the risk of litigation and legal proceedings that disproportionately affect businesses and citizens. The focus is on replacing criminal punishment, such as imprisonment and/or fine, with more proportionate responses like penalties, graded punishments. Decriminalization helps in building a more supportive regulatory environment that encourages compliance without imposing unnecessary legal burdens for minor offenses.</p> <p>Removal of Imprisonment/fine and Introduction of Penalty Mechanisms</p> <ul style="list-style-type: none"> • Imprisonment/fine for minor contraventions can lead to unnecessary litigation and strain judicial resources. Introduction of penalty-based system will discourage violations without causing undue harm to businesses or individuals. • Every Department should review all regulations that impose imprisonment/fine for technical non-compliance (e.g., late filings, missing documents, or minor errors) and replace them with monetary penalties or corrective warnings and also ensure that penalties are proportionate to the nature/gravity of the offense. <p>Example: A minor delay in the submission of a form should not lead to prosecution; a penalty for the same may be introduced instead of fine and imprisonment, which is creating burden on courts.</p> <p>Proportionate or graded punishments: Not all offenses are of equal gravity, and the punishment should reflect the nature and seriousness of the violation. For minor procedural defaults, the response should be milder, while more serious offenses may warrant higher punishments.</p> <p>Establish clear guidelines for graded punishments:</p> <ul style="list-style-type: none"> • Minor Violations: Warnings or small penalties. • Moderate Violations: Larger penalties with corrective action plans. • Severe Violations: Imprisonment/Fines combined with the possibility of enhanced scrutiny or audits, cancellation of license etc. <p>Example: Missing a filing deadline by a day due to technical issues should not result in severe penalties. Departments should implement graded penalties for the same.</p>	<ul style="list-style-type: none"> • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through Decriminalization shall also be uploaded in BRAP Portal as per annexure V.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Establish Adjudication and Appellate Mechanisms</p> <p>Establish a robust adjudication system to handle penalties for non-compliance, along with an appellate mechanism for businesses and individuals to contest decisions. Establishing an adjudication mechanism will ensure disputes are handled fairly and quickly without escalating into criminal matters.</p> <p>Example: For offenses like submission of false information, an adjudicating authority could decide whether it was intentional or accidental, applying penalties accordingly.</p> <p>some examples of Offenses generally to be considered for Decriminalization -</p> <p>General Contraventions: Remove imprisonment/fine and replaced with specified ranges of penalty according to the gravity of offences.</p> <p>Non-maintenance of Records/Registers: Decriminalize the non-maintenance of registers (like employee attendance, safety records) and replace with penalty, particularly when it does not lead to significant harm.</p> <p>Non-Filing of returns/forms/submissions: For businesses failing to file returns/forms/submissions, impose a penalty based on the number of days overdue, with the possibility to provide option of compounding.</p> <p>Obstructing Officers: Replace imprisonment with fines when there is minor resistance or non-cooperation with officers performing their duties.</p> <p>Contravention of Price-Control Orders: Implement graded penalties based on the impact of non-compliance, starting with warnings and escalating to higher penalties for significant violations.</p> <p>Submission of False Information: In cases where incorrect information is submitted unintentionally, impose small penalties and allow rectification within a defined timeframe.</p>	

Area 8: - Identification of compliances and Reduction under Municipal Corporation Act/Urban Local Bodies Act

Reform 29:	Simplification - focuses on streamlining regulatory processes, forms, and documentation to make compliance easier for Citizens and Businesses.
Reform 30:	Elimination of Redundancy - outdated or unnecessary regulations is crucial for reducing the compliance burden.
Reform 31:	Digitization - is at the center of reducing manual processes and improving accessibility for both Government Departments, Businesses and Citizens.
Reform 32:	Decriminalization - focuses on reducing the severity of punishments for procedural errors and minor non-compliance.

Reform objective and associated Checklist for assessment

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Reform 29</p> <p>When reviewing Act and its related regulations/rules/orders/Notifications etc., departments should adopt the following approach to analyze:</p> <p>The first step in evaluating a regulation is to ask: Can the compliance processes stated in the regulation can be simplified?</p> <p>During the evaluation, the following points needs to be addressed with effective resolution: -</p> <p>Complexity of Forms/requirements:</p> <ul style="list-style-type: none"> • While reviewing the forms/requirements of any application made under the Act, make sure that the forms/requirements are not unnecessarily long or complex. • Do not ask the same information that are already filed during the time of registration and same will be auto filled, once provided. <p>Example: If a businessman is asked to provide its registration details like CIN, GSTN, IEC etc. multiple times across various sections of a form, this can be simplified by asking once and pre-filling subsequent sections from registration.</p> <p>Timelines:</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through simplification shall also be uploaded in BRAP Portal as per annexure II.

Reform objective and point to be considered during analysis	Checklist for assessment
<ul style="list-style-type: none"> • There should be a justified timeline for delivery of any services under the Act/rules/regulations/orders/notifications. • Examine the timelines for processing requests, issuing orders, or renewing licenses/certifications. The timelines should be strictly adhered and any breach in timeline require justification with approvals of higher authority. • Is there any penalty for breaching timeline? <p>Grievance Mechanisms:</p> <ul style="list-style-type: none"> • Is there any grievance redressal mechanism exist? • How effective is the current grievance redressal process? • Is there a fixed timeline for resolution? • Is there any Assessment mechanism for reviewing the quality of resolution provided? <p>Query raised by Department-</p> <ul style="list-style-type: none"> • All the queries raised by the department should be supported with rationale. • The rationale behind the queries raised are to be reviewed periodically on sample basis. <p>As per the above-mentioned points, Department may simply the procedures/processes through multiple ways including: -</p> <ul style="list-style-type: none"> • Reduction in form size, number of procedures, cost and time of any Certificate, Licenses & Permission, if possible. • Either abolish renewals, if possible or provide auto renewal facility to reduce time and cost of businesses. • Provide self-certification, if possible, otherwise third-party inspection or joint inspection option may be provided. • Unnecessary requirement of maintaining registers, records or display, filling producers to be reduced or removed. 	
<p>Reform 30</p> <p>Departments should examine whether a compliance requirement still serves a purpose or if it has become obsolete.</p> <p>Outdated Laws:</p> <ul style="list-style-type: none"> • Review the laws governing the regulation. Is the law outdated, or has the need for the regulation changed? 	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Example: Certain compliance requirements from the 1980s may be irrelevant today. If a law was meant to regulate a technology or some aspects that is no longer in use, it should be eliminated.</p> <p>Document Relevance & Substituting Documents:</p> <ul style="list-style-type: none"> • Are the documents requested in a compliance process necessary and relevant? • Is there an alternative document that can replace multiple documents? 	<ul style="list-style-type: none"> • Further certificate for compliances reduced through Eliminated Redundancy shall also be uploaded in BRAP Portal as per annexure III.
<p>Reform 31</p> <p>Digitization is essential for making the compliance process faster, more accessible, and more transparent. Evaluate the regulation to see if the process is fully or partially digitized.</p> <p>Infrastructure Analysis:</p> <ul style="list-style-type: none"> • Is the process of all filings, applications, requirements are offline or online? • If online, how user-friendly is the system? <p>Example: An online licensing platform should allow users to submit documents, track progress, and receive notifications. Departments should ensure the entire workflow is digitized from start to finish.</p> <p>Digital Grievance Redressal:</p> <ul style="list-style-type: none"> • Does the department offer online grievance redressal mechanisms? If not, this should be implemented to ensure transparency and efficiency. <p>Example: An online portal should allow citizens to submit grievances and track their resolution in real time.</p> <p>Automated Renewals:</p> <ul style="list-style-type: none"> • Explore the possibility of auto-renewals or elimination of renewal requirement for routine compliances. <p>Example: A business license that previously needed to be renewed annually with the submission of the same documents can be auto renewed if there are no changes in the business structure.</p> <p>Some States has eliminated the requirement of autorenewal under Shop and Establishment Act. Similarly, Department examine the possibility of elimination of renewals in their States.</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through Digitization shall also be uploaded in BRAP Portal as per annexure IV.
<p>Reform 32</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>The goal of decriminalization is to reduce the severity of punishments for minor regulatory and procedural violations, thus minimizing the risk of litigation and legal proceedings that disproportionately affect businesses and citizens. The focus is on replacing criminal punishment, such as imprisonment and/or fine, with more proportionate responses like penalties, graded punishments. Decriminalization helps in building a more supportive regulatory environment that encourages compliance without imposing unnecessary legal burdens for minor offenses.</p> <p>Removal of Imprisonment/fine and Introduction of Penalty Mechanisms</p> <ul style="list-style-type: none"> • Imprisonment/fine for minor contraventions can lead to unnecessary litigation and strain judicial resources. Introduction of penalty-based system will discourage violations without causing undue harm to businesses or individuals. • Every Department should review all regulations that impose imprisonment/fine for technical non-compliance (e.g., late filings, missing documents, or minor errors) and replace them with monetary penalties or corrective warnings and also ensure that penalties are proportionate to the nature/gravity of the offense. <p>Example: A minor delay in the submission of a form should not lead to prosecution; a penalty for the same may be introduced instead of fine and imprisonment, which is creating burden on courts.</p> <p>Proportionate or graded punishments: Not all offenses are of equal gravity, and the punishment should reflect the nature and seriousness of the violation. For minor procedural defaults, the response should be milder, while more serious offenses may warrant higher punishments.</p> <p>Establish clear guidelines for graded punishments:</p> <ul style="list-style-type: none"> • Minor Violations: Warnings or small penalties. • Moderate Violations: Larger penalties with corrective action plans. • Severe Violations: Imprisonment/Fines combined with the possibility of enhanced scrutiny or audits, cancellation of license etc. <p>Example: Missing a filing deadline by a day due to technical issues should not result in severe penalties. Departments should implement graded penalties for the same.</p>	<ul style="list-style-type: none"> • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through Decriminalization shall also be uploaded in BRAP Portal as per annexure V.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Establish Adjudication and Appellate Mechanisms</p> <p>Establish a robust adjudication system to handle penalties for non-compliance, along with an appellate mechanism for businesses and individuals to contest decisions. Establishing an adjudication mechanism will ensure disputes are handled fairly and quickly without escalating into criminal matters.</p> <p>Example: For offenses like submission of false information, an adjudicating authority could decide whether it was intentional or accidental, applying penalties accordingly.</p> <p>some examples of Offenses generally to be considered for Decriminalization -</p> <p>General Contraventions: Remove imprisonment/fine and replaced with specified ranges of penalty according to the gravity of offences.</p> <p>Non-maintenance of Records/Registers: Decriminalize the non-maintenance of registers (like employee attendance, safety records) and replace with penalty, particularly when it does not lead to significant harm.</p> <p>Non-Filing of returns/forms/submissions: For businesses failing to file returns/forms/submissions, impose a penalty based on the number of days overdue, with the possibility to provide option of compounding.</p> <p>Obstructing Officers: Replace imprisonment with fines when there is minor resistance or non-cooperation with officers performing their duties.</p> <p>Contravention of Price-Control Orders: Implement graded penalties based on the impact of non-compliance, starting with warnings and escalating to higher penalties for significant violations.</p> <p>Submission of False Information: In cases where incorrect information is submitted unintentionally, impose small penalties and allow rectification within a defined timeframe.</p>	

Area 9: - Identification of compliances and Reduction under The Water (Prevention and control of pollution) Act

Reform 33: **Simplification** - focuses on streamlining regulatory processes, forms, and documentation to make compliance easier for Citizens and Businesses.

- Reform 34: **Elimination of Redundancy** - outdated or unnecessary regulations is crucial for reducing the compliance burden.
-
- Reform 35: **Digitization** - is at the center of reducing manual processes and improving accessibility for both Government Departments, Businesses and Citizens.
-
- Reform 36: **Decriminalization** - focuses on reducing the severity of punishments for procedural errors and minor non-compliance.
-

Reform objective and associated Checklist for assessment

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Reform 33</p> <p>When reviewing Act and its related regulations/rules/orders/Notifications etc., departments should adopt the following approach to analyze:</p> <p>The first step in evaluating a regulation is to ask: Can the compliance processes stated in the regulation can be simplified?</p> <p>During the evaluation, the following points needs to be addressed with effective resolution: -</p> <p>Complexity of Forms/requirements:</p> <ul style="list-style-type: none"> • While reviewing the forms/requirements of any application made under the Act, make sure that the forms/requirements are not unnecessarily long or complex. • Do not ask the same information that are already filed during the time of registration and same will be auto filled, once provided. <p>Example: If a businessman is asked to provide its registration details like CIN, GSTN, IEC etc. multiple times across various sections of a form, this can be simplified by asking once and pre-filling subsequent sections from registration.</p> <p>Timelines:</p> <ul style="list-style-type: none"> • There should be a justified timeline for delivery of any services under the Act/rules/regulations/orders/notifications. • Examine the timelines for processing requests, issuing orders, or renewing licenses/certifications. The timelines should be strictly adhered and any breach in 	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through simplification shall also be uploaded in BRAP Portal as per annexure II.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>timeline require justification with approvals of higher authority.</p> <ul style="list-style-type: none"> Is there any penalty for breaching timeline? <p>Grievance Mechanisms:</p> <ul style="list-style-type: none"> Is there any grievance redressal mechanism exist? How effective is the current grievance redressal process? Is there a fixed timeline for resolution? Is there any Assessment mechanism for reviewing the quality of resolution provided? <p>Query raised by Department-</p> <ul style="list-style-type: none"> All the queries raised by the department should be supported with rationale. The rationale behind the queries raised are to be reviewed periodically on sample basis. <p>As per the above-mentioned points, Department may simply the procedures/processes through multiple ways including: -</p> <ul style="list-style-type: none"> Reduction in form size, number of procedures, cost and time of any Certificate, Licenses & Permission, if possible. Either abolish renewals, if possible or provide auto renewal facility to reduce time and cost of businesses. Provide self-certification, if possible, otherwise third-party inspection or joint inspection option may be provided. Unnecessary requirement of maintaining registers, records or display, filling producers to be reduced or removed. 	
<p>Reform 34</p> <p>Departments should examine whether a compliance requirement still serves a purpose or if it has become obsolete.</p> <p>Outdated Laws:</p> <ul style="list-style-type: none"> Review the laws governing the regulation. Is the law outdated, or has the need for the regulation changed? <p>Example: Certain compliance requirements from the 1980s may be irrelevant today. If a law was meant to regulate a technology or some aspects that is no longer in use, it should be eliminated.</p> <p>Document Relevance & Substituting Documents:</p> <ul style="list-style-type: none"> Are the documents requested in a compliance process necessary and relevant? 	<ul style="list-style-type: none"> State should upload the work done in RCB portal. A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. Further certificate for compliances reduced through Eliminated Redundancy shall also be uploaded in BRAP Portal as per annexure III.

Reform objective and point to be considered during analysis	Checklist for assessment
<ul style="list-style-type: none"> Is there an alternative document that can replace multiple documents? 	
<p>Reform 35</p> <p>Digitization is essential for making the compliance process faster, more accessible, and more transparent. Evaluate the regulation to see if the process is fully or partially digitized.</p> <p>Infrastructure Analysis:</p> <ul style="list-style-type: none"> Is the process of all filings, applications, requirements are offline or online? If online, how user-friendly is the system? <p>Example: An online licensing platform should allow users to submit documents, track progress, and receive notifications. Departments should ensure the entire workflow is digitized from start to finish.</p> <p>Digital Grievance Redressal:</p> <ul style="list-style-type: none"> Does the department offer online grievance redressal mechanisms? If not, this should be implemented to ensure transparency and efficiency. <p>Example: An online portal should allow citizens to submit grievances and track their resolution in real time.</p> <p>Automated Renewals:</p> <ul style="list-style-type: none"> Explore the possibility of auto-renewals or elimination of renewal requirement for routine compliances. <p>Example: A business license that previously needed to be renewed annually with the submission of the same documents can be auto renewed if there are no changes in the business structure.</p> <p>Some States has eliminated the requirement of autorenewal under Shop and Establishment Act. Similarly, Department examine the possibility of elimination of renewals in their States.</p>	<ul style="list-style-type: none"> State should upload the work done in RCB portal. A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. Further certificate for compliances reduced through Digitization shall also be uploaded in BRAP Portal as per annexure IV.
<p>Reform 36</p> <p>The goal of decriminalization is to reduce the severity of punishments for minor regulatory and procedural violations, thus minimizing the risk of litigation and legal proceedings that disproportionately affect businesses and citizens. The focus is on replacing criminal punishment, such as imprisonment and/or fine, with more proportionate responses like penalties, graded punishments. Decriminalization helps in building a more</p>	<ul style="list-style-type: none"> State should upload the work done in RCB portal. A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>supportive regulatory environment that encourages compliance without imposing unnecessary legal burdens for minor offenses.</p> <p>Removal of Imprisonment/fine and Introduction of Penalty Mechanisms</p> <ul style="list-style-type: none"> • Imprisonment/fine for minor contraventions can lead to unnecessary litigation and strain judicial resources. Introduction of penalty-based system will discourage violations without causing undue harm to businesses or individuals. • Every Department should review all regulations that impose imprisonment/fine for technical non-compliance (e.g., late filings, missing documents, or minor errors) and replace them with monetary penalties or corrective warnings and also ensure that penalties are proportionate to the nature/gravity of the offense. <p>Example: A minor delay in the submission of a form should not lead to prosecution; a penalty for the same may be introduced instead of fine and imprisonment, which is creating burden on courts.</p> <p>Proportionate or graded punishments: Not all offenses are of equal gravity, and the punishment should reflect the nature and seriousness of the violation. For minor procedural defaults, the response should be milder, while more serious offenses may warrant higher punishments.</p> <p>Establish clear guidelines for graded punishments:</p> <ul style="list-style-type: none"> • Minor Violations: Warnings or small penalties. • Moderate Violations: Larger penalties with corrective action plans. • Severe Violations: Imprisonment/Fines combined with the possibility of enhanced scrutiny or audits, cancellation of license etc. <p>Example: Missing a filing deadline by a day due to technical issues should not result in severe penalties. Departments should implement graded penalties for the same.</p> <p>Establish Adjudication and Appellate Mechanisms</p> <p>Establish a robust adjudication system to handle penalties for non-compliance, along with an appellate mechanism for businesses and individuals to contest decisions. Establishing</p>	<ul style="list-style-type: none"> • Further certificate for compliances reduced through Decriminalization shall also be uploaded in BRAP Portal as per annexure V.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>an adjudication mechanism will ensure disputes are handled fairly and quickly without escalating into criminal matters.</p> <p>Example: For offenses like submission of false information, an adjudicating authority could decide whether it was intentional or accidental, applying penalties accordingly.</p> <p>some examples of Offenses generally to be considered for Decriminalization -</p> <p>General Contraventions: Remove imprisonment/fine and replaced with specified ranges of penalty according to the gravity of offences.</p> <p>Non-maintenance of Records/Registers: Decriminalize the non-maintenance of registers (like employee attendance, safety records) and replace with penalty, particularly when it does not lead to significant harm.</p> <p>Non-Filing of returns/forms/submissions: For businesses failing to file returns/forms/submissions, impose a penalty based on the number of days overdue, with the possibility to provide option of compounding.</p> <p>Obstructing Officers: Replace imprisonment with fines when there is minor resistance or non-cooperation with officers performing their duties.</p> <p>Contravention of Price-Control Orders: Implement graded penalties based on the impact of non-compliance, starting with warnings and escalating to higher penalties for significant violations.</p> <p>Submission of False Information: In cases where incorrect information is submitted unintentionally, impose small penalties and allow rectification within a defined timeframe.</p>	

Area 10: - Identification of compliances and Reduction under Excise Act, 1965; State Excise Policy

Reform 37:	Simplification - focuses on streamlining regulatory processes, forms, and documentation to make compliance easier for Citizens and Businesses.
-	
Reform 38:	Elimination of Redundancy - outdated or unnecessary regulations is crucial for reducing the compliance burden.
-	
Reform 39:	Digitization - is at the center of reducing manual processes and improving accessibility for both Government Departments, Businesses and Citizens.
-	

Reform 40: **Decriminalization** - focuses on reducing the severity of punishments for procedural errors and minor non-compliance.

Reform objective and associated Checklist for assessment

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Reform 37</p> <p>When reviewing Act and its related regulations/rules/orders/Notifications etc., departments should adopt the following approach to analyze:</p> <p>The first step in evaluating a regulation is to ask: Can the compliance processes stated in the regulation can be simplified?</p> <p>During the evaluation, the following points needs to be addressed with effective resolution: -</p> <p>Complexity of Forms/requirements:</p> <ul style="list-style-type: none"> • While reviewing the forms/requirements of any application made under the Act, make sure that the forms/requirements are not unnecessarily long or complex. • Do not ask the same information that are already filed during the time of registration and same will be auto filled, once provided. <p>Example: If a businessman is asked to provide its registration details like CIN, GSTN, IEC etc. multiple times across various sections of a form, this can be simplified by asking once and pre-filling subsequent sections from registration.</p> <p>Timelines:</p> <ul style="list-style-type: none"> • There should be a justified timeline for delivery of any services under the Act/rules/regulations/orders/notifications. • Examine the timelines for processing requests, issuing orders, or renewing licenses/certifications. The timelines should be strictly adhered and any breach in timeline require justification with approvals of higher authority. • Is there any penalty for breaching timeline? <p>Grievance Mechanisms:</p> <ul style="list-style-type: none"> • Is there any grievance redressal mechanism exist? 	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through simplification shall also be uploaded in BRAP Portal as per annexure II.

Reform objective and point to be considered during analysis	Checklist for assessment
<ul style="list-style-type: none"> • How effective is the current grievance redressal process? • Is there a fixed timeline for resolution? • Is there any Assessment mechanism for reviewing the quality of resolution provided? <p>Query raised by Department-</p> <ul style="list-style-type: none"> • All the queries raised by the department should be supported with rationale. • The rationale behind the queries raised are to be reviewed periodically on sample basis. <p>As per the above-mentioned points, Department may simplify the procedures/processes through multiple ways including: -</p> <ul style="list-style-type: none"> • Reduction in form size, number of procedures, cost and time of any Certificate, Licenses & Permission, if possible. • Either abolish renewals, if possible or provide auto renewal facility to reduce time and cost of businesses. • Provide self-certification, if possible, otherwise third-party inspection or joint inspection option may be provided. • Unnecessary requirement of maintaining registers, records or display, filling producers to be reduced or removed. 	
<p>Reform 38</p> <p>Departments should examine whether a compliance requirement still serves a purpose or if it has become obsolete.</p> <p>Outdated Laws:</p> <ul style="list-style-type: none"> • Review the laws governing the regulation. Is the law outdated, or has the need for the regulation changed? <p>Example: Certain compliance requirements from the 1980s may be irrelevant today. If a law was meant to regulate a technology or some aspects that is no longer in use, it should be eliminated.</p> <p>Document Relevance & Substituting Documents:</p> <ul style="list-style-type: none"> • Are the documents requested in a compliance process necessary and relevant? • Is there an alternative document that can replace multiple documents? 	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through Eliminated Redundancy shall also be uploaded in BRAP Portal as per annexure III.
<p>Reform 39</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Digitization is essential for making the compliance process faster, more accessible, and more transparent. Evaluate the regulation to see if the process is fully or partially digitized.</p> <p>Infrastructure Analysis:</p> <ul style="list-style-type: none"> • Is the process of all filings, applications, requirements are offline or online? • If online, how user-friendly is the system? <p>Example: An online licensing platform should allow users to submit documents, track progress, and receive notifications. Departments should ensure the entire workflow is digitized from start to finish.</p> <p>Digital Grievance Redressal:</p> <ul style="list-style-type: none"> • Does the department offer online grievance redressal mechanisms? If not, this should be implemented to ensure transparency and efficiency. <p>Example: An online portal should allow citizens to submit grievances and track their resolution in real time.</p> <p>Automated Renewals:</p> <ul style="list-style-type: none"> • Explore the possibility of auto-renewals or elimination of renewal requirement for routine compliances. <p>Example: A business license that previously needed to be renewed annually with the submission of the same documents can be auto renewed if there are no changes in the business structure.</p> <p>Some States has eliminated the requirement of autorenewal under Shop and Establishment Act. Similarly, Department examine the possibility of elimination of renewals in their States.</p>	<ul style="list-style-type: none"> • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through Digitization shall also be uploaded in BRAP Portal as per annexure IV.
<p>Reform 40</p> <p>The goal of decriminalization is to reduce the severity of punishments for minor regulatory and procedural violations, thus minimizing the risk of litigation and legal proceedings that disproportionately affect businesses and citizens. The focus is on replacing criminal punishment, such as imprisonment and/or fine, with more proportionate responses like penalties, graded punishments. Decriminalization helps in building a more supportive regulatory environment that encourages compliance without imposing unnecessary legal burdens for minor offenses.</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through Decriminalization shall

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Removal of Imprisonment/fine and Introduction of Penalty Mechanisms</p> <ul style="list-style-type: none"> • Imprisonment/fine for minor contraventions can lead to unnecessary litigation and strain judicial resources. Introduction of penalty-based system will discourage violations without causing undue harm to businesses or individuals. • Every Department should review all regulations that impose imprisonment/fine for technical non-compliance (e.g., late filings, missing documents, or minor errors) and replace them with monetary penalties or corrective warnings and also ensure that penalties are proportionate to the nature/gravity of the offense. <p>Example: A minor delay in the submission of a form should not lead to prosecution; a penalty for the same may be introduced instead of fine and imprisonment, which is creating burden on courts.</p> <p>Proportionate or graded punishments: Not all offenses are of equal gravity, and the punishment should reflect the nature and seriousness of the violation. For minor procedural defaults, the response should be milder, while more serious offenses may warrant higher punishments.</p> <p>Establish clear guidelines for graded punishments:</p> <ul style="list-style-type: none"> • Minor Violations: Warnings or small penalties. • Moderate Violations: Larger penalties with corrective action plans. • Severe Violations: Imprisonment/Fines combined with the possibility of enhanced scrutiny or audits, cancellation of license etc. <p>Example: Missing a filing deadline by a day due to technical issues should not result in severe penalties. Departments should implement graded penalties for the same.</p> <p>Establish Adjudication and Appellate Mechanisms</p> <p>Establish a robust adjudication system to handle penalties for non-compliance, along with an appellate mechanism for businesses and individuals to contest decisions. Establishing an adjudication mechanism will ensure disputes are handled fairly and quickly without escalating into criminal matters.</p>	<p>also be uploaded in BRAP Portal as per annexure V.</p>

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Example: For offenses like submission of false information, an adjudicating authority could decide whether it was intentional or accidental, applying penalties accordingly.</p> <p>some examples of Offenses generally to be considered for Decriminalization -</p> <p>General Contraventions: Remove imprisonment/fine and replaced with specified ranges of penalty according to the gravity of offences.</p> <p>Non-maintenance of Records/Registers: Decriminalize the non-maintenance of registers (like employee attendance, safety records) and replace with penalty, particularly when it does not lead to significant harm.</p> <p>Non-Filing of returns/forms/submissions: For businesses failing to file returns/forms/submissions, impose a penalty based on the number of days overdue, with the possibility to provide option of compounding.</p> <p>Obstructing Officers: Replace imprisonment with fines when there is minor resistance or non-cooperation with officers performing their duties.</p> <p>Contravention of Price-Control Orders: Implement graded penalties based on the impact of non-compliance, starting with warnings and escalating to higher penalties for significant violations.</p> <p>Submission of False Information: In cases where incorrect information is submitted unintentionally, impose small penalties and allow rectification within a defined timeframe.</p>	

Area 11: - Identification of compliances and Reduction under Registration Act

Reform 41: -	Simplification - focuses on streamlining regulatory processes, forms, and documentation to make compliance easier for Citizens and Businesses.
Reform 42: -	Elimination of Redundancy - outdated or unnecessary regulations is crucial for reducing the compliance burden.
Reform 43: -	Digitization - is at the center of reducing manual processes and improving accessibility for both Government Departments, Businesses and Citizens.
Reform 44: -	Decriminalization - focuses on reducing the severity of punishments for procedural errors and minor non-compliance.

Reform objective and associated Checklist for assessment

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Reform 41</p> <p>When reviewing Act and its related regulations/rules/orders/Notifications etc., departments should adopt the following approach to analyze:</p> <p>The first step in evaluating a regulation is to ask: Can the compliance processes stated in the regulation can be simplified?</p> <p>During the evaluation, the following points needs to be addressed with effective resolution: -</p> <p>Complexity of Forms/requirements:</p> <ul style="list-style-type: none"> • While reviewing the forms/requirements of any application made under the Act, make sure that the forms/requirements are not unnecessarily long or complex. • Do not ask the same information that are already filed during the time of registration and same will be auto filled, once provided. <p>Example: If a businessman is asked to provide its registration details like CIN, GSTN, IEC etc. multiple times across various sections of a form, this can be simplified by asking once and pre-filling subsequent sections from registration.</p> <p>Timelines:</p> <ul style="list-style-type: none"> • There should be a justified timeline for delivery of any services under the Act/rules/regulations/orders/notifications. • Examine the timelines for processing requests, issuing orders, or renewing licenses/certifications. The timelines should be strictly adhered and any breach in timeline require justification with approvals of higher authority. • Is there any penalty for breaching timeline? <p>Grievance Mechanisms:</p> <ul style="list-style-type: none"> • Is there any grievance redressal mechanism exist? • How effective is the current grievance redressal process? • Is there a fixed timeline for resolution? 	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through simplification shall also be uploaded in BRAP Portal as per annexure II.

Reform objective and point to be considered during analysis	Checklist for assessment
<ul style="list-style-type: none"> Is there any Assessment mechanism for reviewing the quality of resolution provided? <p>Query raised by Department-</p> <ul style="list-style-type: none"> All the queries raised by the department should be supported with rationale. The rationale behind the queries raised are to be reviewed periodically on sample basis. <p>As per the above-mentioned points, Department may simplify the procedures/processes through multiple ways including: -</p> <ul style="list-style-type: none"> Reduction in form size, number of procedures, cost and time of any Certificate, Licenses & Permission, if possible. Either abolish renewals, if possible or provide auto renewal facility to reduce time and cost of businesses. Provide self-certification, if possible, otherwise third-party inspection or joint inspection option may be provided. Unnecessary requirement of maintaining registers, records or display, filling producers to be reduced or removed. 	
<p>Reform 42</p> <p>Departments should examine whether a compliance requirement still serves a purpose or if it has become obsolete.</p> <p>Outdated Laws:</p> <ul style="list-style-type: none"> Review the laws governing the regulation. Is the law outdated, or has the need for the regulation changed? <p>Example: Certain compliance requirements from the 1980s may be irrelevant today. If a law was meant to regulate a technology or some aspects that is no longer in use, it should be eliminated.</p> <p>Document Relevance & Substituting Documents:</p> <ul style="list-style-type: none"> Are the documents requested in a compliance process necessary and relevant? Is there an alternative document that can replace multiple documents? 	<ul style="list-style-type: none"> State should upload the work done in RCB portal. A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. Further certificate for compliances reduced through Eliminated Redundancy shall also be uploaded in BRAP Portal as per annexure III.
<p>Reform 43</p> <p>Digitization is essential for making the compliance process faster, more accessible, and more transparent. Evaluate the regulation to see if the process is fully or partially digitized.</p> <p>Infrastructure Analysis:</p>	<ul style="list-style-type: none"> State should upload the work done in RCB portal. A Certificate for complete identification shall be uploaded in

Reform objective and point to be considered during analysis	Checklist for assessment
<ul style="list-style-type: none"> Is the process of all filings, applications, requirements are offline or online? If online, how user-friendly is the system? <p>Example: An online licensing platform should allow users to submit documents, track progress, and receive notifications. Departments should ensure the entire workflow is digitized from start to finish.</p> <p>Digital Grievance Redressal:</p> <ul style="list-style-type: none"> Does the department offer online grievance redressal mechanisms? If not, this should be implemented to ensure transparency and efficiency. <p>Example: An online portal should allow citizens to submit grievances and track their resolution in real time.</p> <p>Automated Renewals:</p> <ul style="list-style-type: none"> Explore the possibility of auto-renewals or elimination of renewal requirement for routine compliances. <p>Example: A business license that previously needed to be renewed annually with the submission of the same documents can be auto renewed if there are no changes in the business structure.</p> <p>Some States has eliminated the requirement of autorenewal under Shop and Establishment Act. Similarly, Department examine the possibility of elimination of renewals in their States.</p>	<p>BRAP Portal as per annexure I.</p> <ul style="list-style-type: none"> Further certificate for compliances reduced through Digitization shall also be uploaded in BRAP Portal as per annexure IV.
<p>Reform 44</p> <p>The goal of decriminalization is to reduce the severity of punishments for minor regulatory and procedural violations, thus minimizing the risk of litigation and legal proceedings that disproportionately affect businesses and citizens. The focus is on replacing criminal punishment, such as imprisonment and/or fine, with more proportionate responses like penalties, graded punishments. Decriminalization helps in building a more supportive regulatory environment that encourages compliance without imposing unnecessary legal burdens for minor offenses.</p> <p>Removal of Imprisonment/fine and Introduction of Penalty Mechanisms</p> <ul style="list-style-type: none"> Imprisonment/fine for minor contraventions can lead to unnecessary litigation and strain judicial resources. Introduction of penalty-based system will discourage 	<ul style="list-style-type: none"> State should upload the work done in RCB portal. A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. Further certificate for compliances reduced through Decriminalization shall also be uploaded in BRAP Portal as per annexure V.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>violations without causing undue harm to businesses or individuals.</p> <ul style="list-style-type: none"> • Every Department should review all regulations that impose imprisonment/fine for technical non-compliance (e.g., late filings, missing documents, or minor errors) and replace them with monetary penalties or corrective warnings and also ensure that penalties are proportionate to the nature/gravity of the offense. <p>Example: A minor delay in the submission of a form should not lead to prosecution; a penalty for the same may be introduced instead of fine and imprisonment, which is creating burden on courts.</p> <p>Proportionate or graded punishments: Not all offenses are of equal gravity, and the punishment should reflect the nature and seriousness of the violation. For minor procedural defaults, the response should be milder, while more serious offenses may warrant higher punishments.</p> <p>Establish clear guidelines for graded punishments:</p> <ul style="list-style-type: none"> • Minor Violations: Warnings or small penalties. • Moderate Violations: Larger penalties with corrective action plans. • Severe Violations: Imprisonment/Fines combined with the possibility of enhanced scrutiny or audits, cancellation of license etc. <p>Example: Missing a filing deadline by a day due to technical issues should not result in severe penalties. Departments should implement graded penalties for the same.</p> <p>Establish Adjudication and Appellate Mechanisms</p> <p>Establish a robust adjudication system to handle penalties for non-compliance, along with an appellate mechanism for businesses and individuals to contest decisions. Establishing an adjudication mechanism will ensure disputes are handled fairly and quickly without escalating into criminal matters.</p> <p>Example: For offenses like submission of false information, an adjudicating authority could decide whether it was intentional or accidental, applying penalties accordingly.</p> <p>some examples of Offenses generally to be considered for Decriminalization -</p>	

Reform objective and point to be considered during analysis	Checklist for assessment
<p>General Contraventions: Remove imprisonment/fine and replaced with specified ranges of penalty according to the gravity of offences.</p> <p>Non-maintenance of Records/Registers: Decriminalize the non-maintenance of registers (like employee attendance, safety records) and replace with penalty, particularly when it does not lead to significant harm.</p> <p>Non-Filing of returns/forms/submissions: For businesses failing to file returns/forms/submissions, impose a penalty based on the number of days overdue, with the possibility to provide option of compounding.</p> <p>Obstructing Officers: Replace imprisonment with fines when there is minor resistance or non-cooperation with officers performing their duties.</p> <p>Contravention of Price-Control Orders: Implement graded penalties based on the impact of non-compliance, starting with warnings and escalating to higher penalties for significant violations.</p> <p>Submission of False Information: In cases where incorrect information is submitted unintentionally, impose small penalties and allow rectification within a defined timeframe.</p>	

Area 12: - Identification of compliances and Reduction under Insecticides Act, 1968 and Insecticides Rules

Reform 45: -	Simplification - focuses on streamlining regulatory processes, forms, and documentation to make compliance easier for Citizens and Businesses.
Reform 46: -	Elimination of Redundancy - outdated or unnecessary regulations is crucial for reducing the compliance burden.
Reform 47: -	Digitization - is at the center of reducing manual processes and improving accessibility for both Government Departments, Businesses and Citizens.
Reform 48: -	Decriminalization - focuses on reducing the severity of punishments for procedural errors and minor non-compliance.

Reform objective and associated Checklist for assessment

Reform objective and point to be considered during analysis	Checklist for assessment
Reform 45	<ul style="list-style-type: none"> State should upload the work done in RCB portal.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>When reviewing Act and its related regulations/rules/orders/Notifications etc., departments should adopt the following approach to analyze:</p> <p>The first step in evaluating a regulation is to ask: Can the compliance processes stated in the regulation can be simplified?</p> <p>During the evaluation, the following points needs to be addressed with effective resolution: -</p> <p>Complexity of Forms/requirements:</p> <ul style="list-style-type: none"> • While reviewing the forms/requirements of any application made under the Act, make sure that the forms/requirements are not unnecessarily long or complex. • Do not ask the same information that are already filed during the time of registration and same will be auto filled, once provided. <p>Example: If a businessman is asked to provide its registration details like CIN, GSTN, IEC etc. multiple times across various sections of a form, this can be simplified by asking once and pre-filling subsequent sections from registration.</p> <p>Timelines:</p> <ul style="list-style-type: none"> • There should be a justified timeline for delivery of any services under the Act/rules/regulations/orders/notifications. • Examine the timelines for processing requests, issuing orders, or renewing licenses/certifications. The timelines should be strictly adhered and any breach in timeline require justification with approvals of higher authority. • Is there any penalty for breaching timeline? <p>Grievance Mechanisms:</p> <ul style="list-style-type: none"> • Is there any grievance redressal mechanism exist? • How effective is the current grievance redressal process? • Is there a fixed timeline for resolution? • Is there any Assessment mechanism for reviewing the quality of resolution provided? <p>Query raised by Department-</p>	<ul style="list-style-type: none"> • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through simplification shall also be uploaded in BRAP Portal as per annexure II.

Reform objective and point to be considered during analysis	Checklist for assessment
<ul style="list-style-type: none"> All the queries raised by the department should be supported with rationale. The rationale behind the queries raised are to be reviewed periodically on sample basis. <p>As per the above-mentioned points, Department may simply the procedures/processes through multiple ways including: -</p> <ul style="list-style-type: none"> Reduction in form size, number of procedures, cost and time of any Certificate, Licenses & Permission, if possible. Either abolish renewals, if possible or provide auto renewal facility to reduce time and cost of businesses. Provide self-certification, if possible, otherwise third-party inspection or joint inspection option may be provided. Unnecessary requirement of maintaining registers, records or display, filling producers to be reduced or removed. 	
<p>Reform 46</p> <p>Departments should examine whether a compliance requirement still serves a purpose or if it has become obsolete.</p> <p>Outdated Laws:</p> <ul style="list-style-type: none"> Review the laws governing the regulation. Is the law outdated, or has the need for the regulation changed? <p>Example: Certain compliance requirements from the 1980s may be irrelevant today. If a law was meant to regulate a technology or some aspects that is no longer in use, it should be eliminated.</p> <p>Document Relevance & Substituting Documents:</p> <ul style="list-style-type: none"> Are the documents requested in a compliance process necessary and relevant? Is there an alternative document that can replace multiple documents? 	<ul style="list-style-type: none"> State should upload the work done in RCB portal. A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. Further certificate for compliances reduced through Eliminated Redundancy shall also be uploaded in BRAP Portal as per annexure III.
<p>Reform 47</p> <p>Digitization is essential for making the compliance process faster, more accessible, and more transparent. Evaluate the regulation to see if the process is fully or partially digitized.</p> <p>Infrastructure Analysis:</p> <ul style="list-style-type: none"> Is the process of all filings, applications, requirements are offline or online? If online, how user-friendly is the system? 	<ul style="list-style-type: none"> State should upload the work done in RCB portal. A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Example: An online licensing platform should allow users to submit documents, track progress, and receive notifications. Departments should ensure the entire workflow is digitized from start to finish.</p> <p>Digital Grievance Redressal:</p> <ul style="list-style-type: none"> Does the department offer online grievance redressal mechanisms? If not, this should be implemented to ensure transparency and efficiency. <p>Example: An online portal should allow citizens to submit grievances and track their resolution in real time.</p> <p>Automated Renewals:</p> <ul style="list-style-type: none"> Explore the possibility of auto-renewals or elimination of renewal requirement for routine compliances. <p>Example: A business license that previously needed to be renewed annually with the submission of the same documents can be auto renewed if there are no changes in the business structure.</p> <p>Some States has eliminated the requirement of autorenewal under Shop and Establishment Act. Similarly, Department examine the possibility of elimination of renewals in their States.</p>	<ul style="list-style-type: none"> Further certificate for compliances reduced through Digitization shall also be uploaded in BRAP Portal as per annexure IV.
<p>Reform 48</p> <p>The goal of decriminalization is to reduce the severity of punishments for minor regulatory and procedural violations, thus minimizing the risk of litigation and legal proceedings that disproportionately affect businesses and citizens. The focus is on replacing criminal punishment, such as imprisonment and/or fine, with more proportionate responses like penalties, graded punishments. Decriminalization helps in building a more supportive regulatory environment that encourages compliance without imposing unnecessary legal burdens for minor offenses.</p> <p>Removal of Imprisonment/fine and Introduction of Penalty Mechanisms</p> <ul style="list-style-type: none"> Imprisonment/fine for minor contraventions can lead to unnecessary litigation and strain judicial resources. Introduction of penalty-based system will discourage violations without causing undue harm to businesses or individuals. Every Department should review all regulations that impose imprisonment/fine for technical non- 	<ul style="list-style-type: none"> State should upload the work done in RCB portal. A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. Further certificate for compliances reduced through Decriminalization shall also be uploaded in BRAP Portal as per annexure V.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>compliance (e.g., late filings, missing documents, or minor errors) and replace them with monetary penalties or corrective warnings and also ensure that penalties are proportionate to the nature/gravity of the offense.</p> <p>Example: A minor delay in the submission of a form should not lead to prosecution; a penalty for the same may be introduced instead of fine and imprisonment, which is creating burden on courts.</p> <p>Proportionate or graded punishments: Not all offenses are of equal gravity, and the punishment should reflect the nature and seriousness of the violation. For minor procedural defaults, the response should be milder, while more serious offenses may warrant higher punishments.</p> <p>Establish clear guidelines for graded punishments:</p> <ul style="list-style-type: none"> • Minor Violations: Warnings or small penalties. • Moderate Violations: Larger penalties with corrective action plans. • Severe Violations: Imprisonment/Fines combined with the possibility of enhanced scrutiny or audits, cancellation of license etc. <p>Example: Missing a filing deadline by a day due to technical issues should not result in severe penalties. Departments should implement graded penalties for the same.</p> <p>Establish Adjudication and Appellate Mechanisms</p> <p>Establish a robust adjudication system to handle penalties for non-compliance, along with an appellate mechanism for businesses and individuals to contest decisions. Establishing an adjudication mechanism will ensure disputes are handled fairly and quickly without escalating into criminal matters.</p> <p>Example: For offenses like submission of false information, an adjudicating authority could decide whether it was intentional or accidental, applying penalties accordingly.</p> <p>some examples of Offenses generally to be considered for Decriminalization -</p> <p>General Contraventions: Remove imprisonment/fine and replaced with specified ranges of penalty according to the gravity of offences.</p>	

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Non-maintenance of Records/Registers: Decriminalize the non-maintenance of registers (like employee attendance, safety records) and replace with penalty, particularly when it does not lead to significant harm.</p> <p>Non-Filing of returns/forms/submissions: For businesses failing to file returns/forms/submissions, impose a penalty based on the number of days overdue, with the possibility to provide option of compounding.</p> <p>Obstructing Officers: Replace imprisonment with fines when there is minor resistance or non-cooperation with officers performing their duties.</p> <p>Contravention of Price-Control Orders: Implement graded penalties based on the impact of non-compliance, starting with warnings and escalating to higher penalties for significant violations.</p> <p>Submission of False Information: In cases where incorrect information is submitted unintentionally, impose small penalties and allow rectification within a defined timeframe.</p>	

Area 13: - Identification of compliances and Reduction under The Air (Prevention and Control Of Pollution) Act

<p>Reform 49: Simplification - focuses on streamlining regulatory processes, forms, and documentation to make compliance easier for Citizens and Businesses.</p>
<p>Reform 50: Elimination of Redundancy - outdated or unnecessary regulations is crucial for reducing the compliance burden.</p>
<p>Reform 51: Digitization - is at the center of reducing manual processes and improving accessibility for both Government Departments, Businesses and Citizens.</p>
<p>Reform 52: Decriminalization - focuses on reducing the severity of punishments for procedural errors and minor non-compliance.</p>

Reform objective and associated Checklist for assessment

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Reform 49</p> <p>When reviewing Act and its related regulations/rules/orders/Notifications etc., departments should adopt the following approach to analyze:</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in

Reform objective and point to be considered during analysis	Checklist for assessment
<p>The first step in evaluating a regulation is to ask: Can the compliance processes stated in the regulation can be simplified?</p> <p>During the evaluation, the following points needs to be addressed with effective resolution: -</p> <p>Complexity of Forms/requirements:</p> <ul style="list-style-type: none"> • While reviewing the forms/requirements of any application made under the Act, make sure that the forms/requirements are not unnecessarily long or complex. • Do not ask the same information that are already filed during the time of registration and same will be auto filled, once provided. <p>Example: If a businessman is asked to provide its registration details like CIN, GSTN, IEC etc. multiple times across various sections of a form, this can be simplified by asking once and pre-filling subsequent sections from registration.</p> <p>Timelines:</p> <ul style="list-style-type: none"> • There should be a justified timeline for delivery of any services under the Act/rules/regulations/orders/notifications. • Examine the timelines for processing requests, issuing orders, or renewing licenses/certifications. The timelines should be strictly adhered and any breach in timeline require justification with approvals of higher authority. • Is there any penalty for breaching timeline? <p>Grievance Mechanisms:</p> <ul style="list-style-type: none"> • Is there any grievance redressal mechanism exist? • How effective is the current grievance redressal process? • Is there a fixed timeline for resolution? • Is there any Assessment mechanism for reviewing the quality of resolution provided? <p>Query raised by Department-</p> <ul style="list-style-type: none"> • All the queries raised by the department should be supported with rationale. • The rationale behind the queries raised are to be reviewed periodically on sample basis. 	<p>BRAP Portal as per annexure I.</p> <ul style="list-style-type: none"> • Further certificate for compliances reduced through simplification shall also be uploaded in BRAP Portal as per annexure II.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>As per the above-mentioned points, Department may simply the procedures/processes through multiple ways including: -</p> <ul style="list-style-type: none"> • Reduction in form size, number of procedures, cost and time of any Certificate, Licenses & Permission, if possible. • Either abolish renewals, if possible or provide auto renewal facility to reduce time and cost of businesses. • Provide self-certification, if possible, otherwise third-party inspection or joint inspection option may be provided. • Unnecessary requirement of maintaining registers, records or display, filling producers to be reduced or removed. 	
<p>Reform 50</p> <p>Departments should examine whether a compliance requirement still serves a purpose or if it has become obsolete.</p> <p>Outdated Laws:</p> <ul style="list-style-type: none"> • Review the laws governing the regulation. Is the law outdated, or has the need for the regulation changed? <p>Example: Certain compliance requirements from the 1980s may be irrelevant today. If a law was meant to regulate a technology or some aspects that is no longer in use, it should be eliminated.</p> <p>Document Relevance & Substituting Documents:</p> <ul style="list-style-type: none"> • Are the documents requested in a compliance process necessary and relevant? • Is there an alternative document that can replace multiple documents? 	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through Eliminated Redundancy shall also be uploaded in BRAP Portal as per annexure III.
<p>Reform 51</p> <p>Digitization is essential for making the compliance process faster, more accessible, and more transparent. Evaluate the regulation to see if the process is fully or partially digitized.</p> <p>Infrastructure Analysis:</p> <ul style="list-style-type: none"> • Is the process of all filings, applications, requirements are offline or online? • If online, how user-friendly is the system? <p>Example: An online licensing platform should allow users to submit documents, track progress, and receive notifications. Departments should ensure the entire workflow is digitized from start to finish.</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through Digitization shall also be uploaded in BRAP Portal as per annexure IV.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Digital Grievance Redressal:</p> <ul style="list-style-type: none"> Does the department offer online grievance redressal mechanisms? If not, this should be implemented to ensure transparency and efficiency. <p>Example: An online portal should allow citizens to submit grievances and track their resolution in real time.</p> <p>Automated Renewals:</p> <ul style="list-style-type: none"> Explore the possibility of auto-renewals or elimination of renewal requirement for routine compliances. <p>Example: A business license that previously needed to be renewed annually with the submission of the same documents can be auto renewed if there are no changes in the business structure.</p> <p>Some States has eliminated the requirement of autorenewal under Shop and Establishment Act. Similarly, Department examine the possibility of elimination of renewals in their States.</p>	
<p>Reform 52</p> <p>The goal of decriminalization is to reduce the severity of punishments for minor regulatory and procedural violations, thus minimizing the risk of litigation and legal proceedings that disproportionately affect businesses and citizens. The focus is on replacing criminal punishment, such as imprisonment and/or fine, with more proportionate responses like penalties, graded punishments. Decriminalization helps in building a more supportive regulatory environment that encourages compliance without imposing unnecessary legal burdens for minor offenses.</p> <p>Removal of Imprisonment/fine and Introduction of Penalty Mechanisms</p> <ul style="list-style-type: none"> Imprisonment/fine for minor contraventions can lead to unnecessary litigation and strain judicial resources. Introduction of penalty-based system will discourage violations without causing undue harm to businesses or individuals. Every Department should review all regulations that impose imprisonment/fine for technical non-compliance (e.g., late filings, missing documents, or minor errors) and replace them with monetary penalties or corrective warnings and also ensure that penalties are proportionate to the nature/gravity of the offense. 	<ul style="list-style-type: none"> State should upload the work done in RCB portal. A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. Further certificate for compliances reduced through Decriminalization shall also be uploaded in BRAP Portal as per annexure V.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Example: A minor delay in the submission of a form should not lead to prosecution; a penalty for the same may be introduced instead of fine and imprisonment, which is creating burden on courts.</p> <p>Proportionate or graded punishments: Not all offenses are of equal gravity, and the punishment should reflect the nature and seriousness of the violation. For minor procedural defaults, the response should be milder, while more serious offenses may warrant higher punishments.</p> <p>Establish clear guidelines for graded punishments:</p> <ul style="list-style-type: none"> • Minor Violations: Warnings or small penalties. • Moderate Violations: Larger penalties with corrective action plans. • Severe Violations: Imprisonment/Fines combined with the possibility of enhanced scrutiny or audits, cancellation of license etc. <p>Example: Missing a filing deadline by a day due to technical issues should not result in severe penalties. Departments should implement graded penalties for the same.</p> <p>Establish Adjudication and Appellate Mechanisms</p> <p>Establish a robust adjudication system to handle penalties for non-compliance, along with an appellate mechanism for businesses and individuals to contest decisions. Establishing an adjudication mechanism will ensure disputes are handled fairly and quickly without escalating into criminal matters.</p> <p>Example: For offenses like submission of false information, an adjudicating authority could decide whether it was intentional or accidental, applying penalties accordingly.</p> <p>some examples of Offenses generally to be considered for Decriminalization -</p> <p>General Contraventions: Remove imprisonment/fine and replaced with specified ranges of penalty according to the gravity of offences.</p> <p>Non-maintenance of Records/Registers: Decriminalize the non-maintenance of registers (like employee attendance, safety records) and replace with penalty, particularly when it does not lead to significant harm.</p>	

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Non-Filing of returns/forms/submissions: For businesses failing to file returns/forms/submissions, impose a penalty based on the number of days overdue, with the possibility to provide option of compounding.</p> <p>Obstructing Officers: Replace imprisonment with fines when there is minor resistance or non-cooperation with officers performing their duties.</p> <p>Contravention of Price-Control Orders: Implement graded penalties based on the impact of non-compliance, starting with warnings and escalating to higher penalties for significant violations.</p> <p>Submission of False Information: In cases where incorrect information is submitted unintentionally, impose small penalties and allow rectification within a defined timeframe.</p>	

Area 14: - Identification of compliances and Reduction under Registration under Plastic Waste Management Rules

Reform 53: -	Simplification - focuses on streamlining regulatory processes, forms, and documentation to make compliance easier for Citizens and Businesses.
Reform 54: -	Elimination of Redundancy - outdated or unnecessary regulations is crucial for reducing the compliance burden.
Reform 55: -	Digitization - is at the center of reducing manual processes and improving accessibility for both Government Departments, Businesses and Citizens.
Reform 56: -	Decriminalization - focuses on reducing the severity of punishments for procedural errors and minor non-compliance.

Reform objective and associated Checklist for assessment

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Reform 53</p> <p>When reviewing Act and its related regulations/rules/orders/Notifications etc., departments should adopt the following approach to analyze:</p> <p>The first step in evaluating a regulation is to ask: Can the compliance processes stated in the regulation can be simplified?</p> <p>During the evaluation, the following points needs to be addressed with effective resolution: -</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through simplification

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Complexity of Forms/requirements:</p> <ul style="list-style-type: none"> • While reviewing the forms/requirements of any application made under the Act, make sure that the forms/requirements are not unnecessarily long or complex. • Do not ask the same information that are already filed during the time of registration and same will be auto filled, once provided. <p>Example: If a businessman is asked to provide its registration details like CIN, GSTN, IEC etc. multiple times across various sections of a form, this can be simplified by asking once and pre-filling subsequent sections from registration.</p> <p>Timelines:</p> <ul style="list-style-type: none"> • There should be a justified timeline for delivery of any services under the Act/rules/regulations/orders/notifications. • Examine the timelines for processing requests, issuing orders, or renewing licenses/certifications. The timelines should be strictly adhered and any breach in timeline require justification with approvals of higher authority. • Is there any penalty for breaching timeline? <p>Grievance Mechanisms:</p> <ul style="list-style-type: none"> • Is there any grievance redressal mechanism exist? • How effective is the current grievance redressal process? • Is there a fixed timeline for resolution? • Is there any Assessment mechanism for reviewing the quality of resolution provided? <p>Query raised by Department-</p> <ul style="list-style-type: none"> • All the queries raised by the department should be supported with rationale. • The rationale behind the queries raised are to be reviewed periodically on sample basis. <p>As per the above-mentioned points, Department may simplify the procedures/processes through multiple ways including: -</p> <ul style="list-style-type: none"> • Reduction in form size, number of procedures, cost and time of any Certificate, Licenses & Permission, if possible. 	<p>shall also be uploaded in BRAP Portal as per annexure II.</p>

Reform objective and point to be considered during analysis	Checklist for assessment
<ul style="list-style-type: none"> • Either abolish renewals, if possible or provide auto renewal facility to reduce time and cost of businesses. • Provide self-certification, if possible, otherwise third-party inspection or joint inspection option may be provided. • Unnecessary requirement of maintaining registers, records or display, filling producers to be reduced or removed. 	
<p>Reform 54</p> <p>Departments should examine whether a compliance requirement still serves a purpose or if it has become obsolete.</p> <p>Outdated Laws:</p> <ul style="list-style-type: none"> • Review the laws governing the regulation. Is the law outdated, or has the need for the regulation changed? <p>Example: Certain compliance requirements from the 1980s may be irrelevant today. If a law was meant to regulate a technology or some aspects that is no longer in use, it should be eliminated.</p> <p>Document Relevance & Substituting Documents:</p> <ul style="list-style-type: none"> • Are the documents requested in a compliance process necessary and relevant? • Is there an alternative document that can replace multiple documents? 	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through Eliminated Redundancy shall also be uploaded in BRAP Portal as per annexure III.
<p>Reform 55</p> <p>Digitization is essential for making the compliance process faster, more accessible, and more transparent. Evaluate the regulation to see if the process is fully or partially digitized.</p> <p>Infrastructure Analysis:</p> <ul style="list-style-type: none"> • Is the process of all filings, applications, requirements are offline or online? • If online, how user-friendly is the system? <p>Example: An online licensing platform should allow users to submit documents, track progress, and receive notifications. Departments should ensure the entire workflow is digitized from start to finish.</p> <p>Digital Grievance Redressal:</p> <ul style="list-style-type: none"> • Does the department offer online grievance redressal mechanisms? If not, this should be implemented to ensure transparency and efficiency. 	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through Digitization shall also be uploaded in BRAP Portal as per annexure IV.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Example: An online portal should allow citizens to submit grievances and track their resolution in real time.</p> <p>Automated Renewals:</p> <ul style="list-style-type: none"> Explore the possibility of auto-renewals or elimination of renewal requirement for routine compliances. <p>Example: A business license that previously needed to be renewed annually with the submission of the same documents can be auto renewed if there are no changes in the business structure.</p> <p>Some States has eliminated the requirement of autorenewal under Shop and Establishment Act. Similarly, Department examine the possibility of elimination of renewals in their States.</p>	
<p>Reform 56</p> <p>The goal of decriminalization is to reduce the severity of punishments for minor regulatory and procedural violations, thus minimizing the risk of litigation and legal proceedings that disproportionately affect businesses and citizens. The focus is on replacing criminal punishment, such as imprisonment and/or fine, with more proportionate responses like penalties, graded punishments. Decriminalization helps in building a more supportive regulatory environment that encourages compliance without imposing unnecessary legal burdens for minor offenses.</p> <p>Removal of Imprisonment/fine and Introduction of Penalty Mechanisms</p> <ul style="list-style-type: none"> Imprisonment/fine for minor contraventions can lead to unnecessary litigation and strain judicial resources. Introduction of penalty-based system will discourage violations without causing undue harm to businesses or individuals. Every Department should review all regulations that impose imprisonment/fine for technical non-compliance (e.g., late filings, missing documents, or minor errors) and replace them with monetary penalties or corrective warnings and also ensure that penalties are proportionate to the nature/gravity of the offense. <p>Example: A minor delay in the submission of a form should not lead to prosecution; a penalty for the same may be introduced instead of fine and imprisonment, which is creating burden on courts.</p>	<ul style="list-style-type: none"> State should upload the work done in RCB portal. A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. Further certificate for compliances reduced through Decriminalization shall also be uploaded in BRAP Portal as per annexure V.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Proportionate or graded punishments: Not all offenses are of equal gravity, and the punishment should reflect the nature and seriousness of the violation. For minor procedural defaults, the response should be milder, while more serious offenses may warrant higher punishments.</p> <p>Establish clear guidelines for graded punishments:</p> <ul style="list-style-type: none"> • Minor Violations: Warnings or small penalties. • Moderate Violations: Larger penalties with corrective action plans. • Severe Violations: Imprisonment/Fines combined with the possibility of enhanced scrutiny or audits, cancellation of license etc. <p>Example: Missing a filing deadline by a day due to technical issues should not result in severe penalties. Departments should implement graded penalties for the same.</p> <p>Establish Adjudication and Appellate Mechanisms</p> <p>Establish a robust adjudication system to handle penalties for non-compliance, along with an appellate mechanism for businesses and individuals to contest decisions. Establishing an adjudication mechanism will ensure disputes are handled fairly and quickly without escalating into criminal matters.</p> <p>Example: For offenses like submission of false information, an adjudicating authority could decide whether it was intentional or accidental, applying penalties accordingly.</p> <p>some examples of Offenses generally to be considered for Decriminalization -</p> <p>General Contraventions: Remove imprisonment/fine and replaced with specified ranges of penalty according to the gravity of offences.</p> <p>Non-maintenance of Records/Registers: Decriminalize the non-maintenance of registers (like employee attendance, safety records) and replace with penalty, particularly when it does not lead to significant harm.</p> <p>Non-Filing of returns/forms/submissions: For businesses failing to file returns/forms/submissions, impose a penalty based on the number of days overdue, with the possibility to provide option of compounding.</p>	

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Obstructing Officers: Replace imprisonment with fines when there is minor resistance or non-cooperation with officers performing their duties.</p> <p>Contravention of Price-Control Orders: Implement graded penalties based on the impact of non-compliance, starting with warnings and escalating to higher penalties for significant violations.</p> <p>Submission of False Information: In cases where incorrect information is submitted unintentionally, impose small penalties and allow rectification within a defined timeframe.</p>	

Area 15: - Identification of compliances and Reduction under Drugs and Cosmetics Act

<p>Reform 57: Simplification - focuses on streamlining regulatory processes, forms, and documentation to make compliance easier for Citizens and Businesses.</p>
<p>Reform 58: Elimination of Redundancy - outdated or unnecessary regulations is crucial for reducing the compliance burden.</p>
<p>Reform 59: Digitization - is at the center of reducing manual processes and improving accessibility for both Government Departments, Businesses and Citizens.</p>
<p>Reform 60: Decriminalization - focuses on reducing the severity of punishments for procedural errors and minor non-compliance.</p>

Reform objective and associated Checklist for assessment

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Reform 57</p> <p>When reviewing Act and its related regulations/rules/orders/Notifications etc., departments should adopt the following approach to analyze:</p> <p>The first step in evaluating a regulation is to ask: Can the compliance processes stated in the regulation can be simplified?</p> <p>During the evaluation, the following points needs to be addressed with effective resolution: -</p> <p>Complexity of Forms/requirements:</p> <ul style="list-style-type: none"> • While reviewing the forms/requirements of any application made under the Act, make sure that the 	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through simplification shall also be uploaded in BRAP Portal as per annexure II.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>forms/requirements are not unnecessarily long or complex.</p> <ul style="list-style-type: none"> Do not ask the same information that are already filed during the time of registration and same will be auto filled, once provided. <p>Example: If a businessman is asked to provide its registration details like CIN, GSTN, IEC etc. multiple times across various sections of a form, this can be simplified by asking once and pre-filling subsequent sections from registration.</p> <p>Timelines:</p> <ul style="list-style-type: none"> There should be a justified timeline for delivery of any services under the Act/rules/regulations/orders/notifications. Examine the timelines for processing requests, issuing orders, or renewing licenses/certifications. The timelines should be strictly adhered and any breach in timeline require justification with approvals of higher authority. Is there any penalty for breaching timeline? <p>Grievance Mechanisms:</p> <ul style="list-style-type: none"> Is there any grievance redressal mechanism exist? How effective is the current grievance redressal process? Is there a fixed timeline for resolution? Is there any Assessment mechanism for reviewing the quality of resolution provided? <p>Query raised by Department-</p> <ul style="list-style-type: none"> All the queries raised by the department should be supported with rationale. The rationale behind the queries raised are to be reviewed periodically on sample basis. <p>As per the above-mentioned points, Department may simply the procedures/processes through multiple ways including: -</p> <ul style="list-style-type: none"> Reduction in form size, number of procedures, cost and time of any Certificate, Licenses & Permission, if possible. Either abolish renewals, if possible or provide auto renewal facility to reduce time and cost of businesses. Provide self-certification, if possible, otherwise third-party inspection or joint inspection option may be provided. 	

Reform objective and point to be considered during analysis	Checklist for assessment
<ul style="list-style-type: none"> Unnecessary requirement of maintaining registers, records or display, filling producers to be reduced or removed. 	
<p>Reform 58</p> <p>Departments should examine whether a compliance requirement still serves a purpose or if it has become obsolete.</p> <p>Outdated Laws:</p> <ul style="list-style-type: none"> Review the laws governing the regulation. Is the law outdated, or has the need for the regulation changed? <p>Example: Certain compliance requirements from the 1980s may be irrelevant today. If a law was meant to regulate a technology or some aspects that is no longer in use, it should be eliminated.</p> <p>Document Relevance & Substituting Documents:</p> <ul style="list-style-type: none"> Are the documents requested in a compliance process necessary and relevant? Is there an alternative document that can replace multiple documents? 	<ul style="list-style-type: none"> State should upload the work done in RCB portal. A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. Further certificate for compliances reduced through Eliminated Redundancy shall also be uploaded in BRAP Portal as per annexure III.
<p>Reform 59</p> <p>Digitization is essential for making the compliance process faster, more accessible, and more transparent. Evaluate the regulation to see if the process is fully or partially digitized.</p> <p>Infrastructure Analysis:</p> <ul style="list-style-type: none"> Is the process of all filings, applications, requirements are offline or online? If online, how user-friendly is the system? <p>Example: An online licensing platform should allow users to submit documents, track progress, and receive notifications. Departments should ensure the entire workflow is digitized from start to finish.</p> <p>Digital Grievance Redressal:</p> <ul style="list-style-type: none"> Does the department offer online grievance redressal mechanisms? If not, this should be implemented to ensure transparency and efficiency. <p>Example: An online portal should allow citizens to submit grievances and track their resolution in real time.</p> <p>Automated Renewals:</p> <ul style="list-style-type: none"> Explore the possibility of auto-renewals or elimination of renewal requirement for routine compliances. 	<ul style="list-style-type: none"> State should upload the work done in RCB portal. A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. Further certificate for compliances reduced through Digitization shall also be uploaded in BRAP Portal as per annexure IV.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Example: A business license that previously needed to be renewed annually with the submission of the same documents can be auto renewed if there are no changes in the business structure.</p> <p>Some States has eliminated the requirement of autorenewal under Shop and Establishment Act. Similarly, Department examine the possibility of elimination of renewals in their States.</p>	
<p>Reform 60</p> <p>The goal of decriminalization is to reduce the severity of punishments for minor regulatory and procedural violations, thus minimizing the risk of litigation and legal proceedings that disproportionately affect businesses and citizens. The focus is on replacing criminal punishment, such as imprisonment and/or fine, with more proportionate responses like penalties, graded punishments. Decriminalization helps in building a more supportive regulatory environment that encourages compliance without imposing unnecessary legal burdens for minor offenses.</p> <p>Removal of Imprisonment/fine and Introduction of Penalty Mechanisms</p> <ul style="list-style-type: none"> • Imprisonment/fine for minor contraventions can lead to unnecessary litigation and strain judicial resources. Introduction of penalty-based system will discourage violations without causing undue harm to businesses or individuals. • Every Department should review all regulations that impose imprisonment/fine for technical non-compliance (e.g., late filings, missing documents, or minor errors) and replace them with monetary penalties or corrective warnings and also ensure that penalties are proportionate to the nature/gravity of the offense. <p>Example: A minor delay in the submission of a form should not lead to prosecution; a penalty for the same may be introduced instead of fine and imprisonment, which is creating burden on courts.</p> <p>Proportionate or graded punishments:</p> <p>Not all offenses are of equal gravity, and the punishment should reflect the nature and seriousness of the violation. For minor procedural defaults, the response should be milder, while more serious offenses may warrant higher punishments.</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through Decriminalization shall also be uploaded in BRAP Portal as per annexure V.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Establish clear guidelines for graded punishments:</p> <ul style="list-style-type: none"> • Minor Violations: Warnings or small penalties. • Moderate Violations: Larger penalties with corrective action plans. • Severe Violations: Imprisonment/Fines combined with the possibility of enhanced scrutiny or audits, cancellation of license etc. <p>Example: Missing a filing deadline by a day due to technical issues should not result in severe penalties. Departments should implement graded penalties for the same.</p> <p>Establish Adjudication and Appellate Mechanisms</p> <p>Establish a robust adjudication system to handle penalties for non-compliance, along with an appellate mechanism for businesses and individuals to contest decisions. Establishing an adjudication mechanism will ensure disputes are handled fairly and quickly without escalating into criminal matters.</p> <p>Example: For offenses like submission of false information, an adjudicating authority could decide whether it was intentional or accidental, applying penalties accordingly.</p> <p>some examples of Offenses generally to be considered for Decriminalization -</p> <p>General Contraventions: Remove imprisonment/fine and replaced with specified ranges of penalty according to the gravity of offences.</p> <p>Non-maintenance of Records/Registers: Decriminalize the non-maintenance of registers (like employee attendance, safety records) and replace with penalty, particularly when it does not lead to significant harm.</p> <p>Non-Filing of returns/forms/submissions: For businesses failing to file returns/forms/submissions, impose a penalty based on the number of days overdue, with the possibility to provide option of compounding.</p> <p>Obstructing Officers: Replace imprisonment with fines when there is minor resistance or non-cooperation with officers performing their duties.</p> <p>Contravention of Price-Control Orders: Implement graded penalties based on the impact of non-compliance, starting with</p>	

Reform objective and point to be considered during analysis	Checklist for assessment
<p>warnings and escalating to higher penalties for significant violations.</p> <p>Submission of False Information: In cases where incorrect information is submitted unintentionally, impose small penalties and allow rectification within a defined timeframe.</p>	

Area 16: - Identification of compliances and Reduction under Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act

<p>Reform 61: Simplification - focuses on streamlining regulatory processes, forms, and documentation to make compliance easier for Citizens and Businesses.</p>
<p>Reform 62: Elimination of Redundancy - outdated or unnecessary regulations is crucial for reducing the compliance burden.</p>
<p>Reform 63: Digitization - is at the center of reducing manual processes and improving accessibility for both Government Departments, Businesses and Citizens.</p>
<p>Reform 64: Decriminalization - focuses on reducing the severity of punishments for procedural errors and minor non-compliance.</p>

Reform objective and associated Checklist for assessment

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Reform 61</p> <p>When reviewing Act and its related regulations/rules/orders/Notifications etc., departments should adopt the following approach to analyze:</p> <p>The first step in evaluating a regulation is to ask: Can the compliance processes stated in the regulation can be simplified?</p> <p>During the evaluation, the following points needs to be addressed with effective resolution: -</p> <p>Complexity of Forms/requirements:</p> <ul style="list-style-type: none"> • While reviewing the forms/requirements of any application made under the Act, make sure that the forms/requirements are not unnecessarily long or complex. • Do not ask the same information that are already filed during the time of registration and same will be auto filled, once provided. 	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through simplification shall also be uploaded in BRAP Portal as per annexure II.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Example: If a businessman is asked to provide its registration details like CIN, GSTN, IEC etc. multiple times across various sections of a form, this can be simplified by asking once and pre-filling subsequent sections from registration.</p> <p>Timelines:</p> <ul style="list-style-type: none"> • There should be a justified timeline for delivery of any services under the Act/rules/regulations/orders/notifications. • Examine the timelines for processing requests, issuing orders, or renewing licenses/certifications. The timelines should be strictly adhered and any breach in timeline require justification with approvals of higher authority. • Is there any penalty for breaching timeline? <p>Grievance Mechanisms:</p> <ul style="list-style-type: none"> • Is there any grievance redressal mechanism exist? • How effective is the current grievance redressal process? • Is there a fixed timeline for resolution? • Is there any Assessment mechanism for reviewing the quality of resolution provided? <p>Query raised by Department-</p> <ul style="list-style-type: none"> • All the queries raised by the department should be supported with rationale. • The rationale behind the queries raised are to be reviewed periodically on sample basis. <p>As per the above-mentioned points, Department may simplify the procedures/processes through multiple ways including: -</p> <ul style="list-style-type: none"> • Reduction in form size, number of procedures, cost and time of any Certificate, Licenses & Permission, if possible. • Either abolish renewals, if possible or provide auto renewal facility to reduce time and cost of businesses. • Provide self-certification, if possible, otherwise third-party inspection or joint inspection option may be provided. • Unnecessary requirement of maintaining registers, records or display, filling producers to be reduced or removed. 	

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Reform 62</p> <p>Departments should examine whether a compliance requirement still serves a purpose or if it has become obsolete.</p> <p>Outdated Laws:</p> <ul style="list-style-type: none"> Review the laws governing the regulation. Is the law outdated, or has the need for the regulation changed? <p>Example: Certain compliance requirements from the 1980s may be irrelevant today. If a law was meant to regulate a technology or some aspects that is no longer in use, it should be eliminated.</p> <p>Document Relevance & Substituting Documents:</p> <ul style="list-style-type: none"> Are the documents requested in a compliance process necessary and relevant? Is there an alternative document that can replace multiple documents? 	<ul style="list-style-type: none"> State should upload the work done in RCB portal. A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. Further certificate for compliances reduced through Eliminated Redundancy shall also be uploaded in BRAP Portal as per annexure III.
<p>Reform 63</p> <p>Digitization is essential for making the compliance process faster, more accessible, and more transparent. Evaluate the regulation to see if the process is fully or partially digitized.</p> <p>Infrastructure Analysis:</p> <ul style="list-style-type: none"> Is the process of all filings, applications, requirements are offline or online? If online, how user-friendly is the system? <p>Example: An online licensing platform should allow users to submit documents, track progress, and receive notifications. Departments should ensure the entire workflow is digitized from start to finish.</p> <p>Digital Grievance Redressal:</p> <ul style="list-style-type: none"> Does the department offer online grievance redressal mechanisms? If not, this should be implemented to ensure transparency and efficiency. <p>Example: An online portal should allow citizens to submit grievances and track their resolution in real time.</p> <p>Automated Renewals:</p> <ul style="list-style-type: none"> Explore the possibility of auto-renewals or elimination of renewal requirement for routine compliances. <p>Example: A business license that previously needed to be renewed annually with the submission of the same documents</p>	<ul style="list-style-type: none"> State should upload the work done in RCB portal. A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. Further certificate for compliances reduced through Digitization shall also be uploaded in BRAP Portal as per annexure IV.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>can be auto renewed if there are no changes in the business structure.</p> <p>Some States has eliminated the requirement of autorenewal under Shop and Establishment Act. Similarly, Department examine the possibility of elimination of renewals in their States.</p>	
<p>Reform 64</p> <p>The goal of decriminalization is to reduce the severity of punishments for minor regulatory and procedural violations, thus minimizing the risk of litigation and legal proceedings that disproportionately affect businesses and citizens. The focus is on replacing criminal punishment, such as imprisonment and/or fine, with more proportionate responses like penalties, graded punishments. Decriminalization helps in building a more supportive regulatory environment that encourages compliance without imposing unnecessary legal burdens for minor offenses.</p> <p>Removal of Imprisonment/fine and Introduction of Penalty Mechanisms</p> <ul style="list-style-type: none"> • Imprisonment/fine for minor contraventions can lead to unnecessary litigation and strain judicial resources. Introduction of penalty-based system will discourage violations without causing undue harm to businesses or individuals. • Every Department should review all regulations that impose imprisonment/fine for technical non-compliance (e.g., late filings, missing documents, or minor errors) and replace them with monetary penalties or corrective warnings and also ensure that penalties are proportionate to the nature/gravity of the offense. <p>Example: A minor delay in the submission of a form should not lead to prosecution; a penalty for the same may be introduced instead of fine and imprisonment, which is creating burden on courts.</p> <p>Proportionate or graded punishments: Not all offenses are of equal gravity, and the punishment should reflect the nature and seriousness of the violation. For minor procedural defaults, the response should be milder, while more serious offenses may warrant higher punishments.</p> <p>Establish clear guidelines for graded punishments:</p> <ul style="list-style-type: none"> • Minor Violations: Warnings or small penalties. 	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through Decriminalization shall also be uploaded in BRAP Portal as per annexure V.

Reform objective and point to be considered during analysis	Checklist for assessment
<ul style="list-style-type: none"> • Moderate Violations: Larger penalties with corrective action plans. • Severe Violations: Imprisonment/Fines combined with the possibility of enhanced scrutiny or audits, cancellation of license etc. <p>Example: Missing a filing deadline by a day due to technical issues should not result in severe penalties. Departments should implement graded penalties for the same.</p> <p>Establish Adjudication and Appellate Mechanisms</p> <p>Establish a robust adjudication system to handle penalties for non-compliance, along with an appellate mechanism for businesses and individuals to contest decisions. Establishing an adjudication mechanism will ensure disputes are handled fairly and quickly without escalating into criminal matters.</p> <p>Example: For offenses like submission of false information, an adjudicating authority could decide whether it was intentional or accidental, applying penalties accordingly.</p> <p>some examples of Offenses generally to be considered for Decriminalization -</p> <p>General Contraventions: Remove imprisonment/fine and replaced with specified ranges of penalty according to the gravity of offences.</p> <p>Non-maintenance of Records/Registers: Decriminalize the non-maintenance of registers (like employee attendance, safety records) and replace with penalty, particularly when it does not lead to significant harm.</p> <p>Non-Filing of returns/forms/submissions: For businesses failing to file returns/forms/submissions, impose a penalty based on the number of days overdue, with the possibility to provide option of compounding.</p> <p>Obstructing Officers: Replace imprisonment with fines when there is minor resistance or non-cooperation with officers performing their duties.</p> <p>Contravention of Price-Control Orders: Implement graded penalties based on the impact of non-compliance, starting with warnings and escalating to higher penalties for significant violations.</p>	

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Submission of False Information: In cases where incorrect information is submitted unintentionally, impose small penalties and allow rectification within a defined timeframe.</p>	

Area 17: - Identification of compliances and Reduction under Contract Labour (Regulation & Abolition) Act

<p>Reform 65: Simplification - focuses on streamlining regulatory processes, forms, and documentation to make compliance easier for Citizens and Businesses.</p>
<p>Reform 66: Elimination of Redundancy - outdated or unnecessary regulations is crucial for reducing the compliance burden.</p>
<p>Reform 67: Digitization - is at the center of reducing manual processes and improving accessibility for both Government Departments, Businesses and Citizens.</p>
<p>Reform 68: Decriminalization - focuses on reducing the severity of punishments for procedural errors and minor non-compliance.</p>

Reform objective and associated Checklist for assessment

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Reform 65</p> <p>When reviewing Act and its related regulations/rules/orders/Notifications etc., departments should adopt the following approach to analyze:</p> <p>The first step in evaluating a regulation is to ask: Can the compliance processes stated in the regulation can be simplified?</p> <p>During the evaluation, the following points needs to be addressed with effective resolution: -</p> <p>Complexity of Forms/requirements:</p> <ul style="list-style-type: none"> • While reviewing the forms/requirements of any application made under the Act, make sure that the forms/requirements are not unnecessarily long or complex. • Do not ask the same information that are already filed during the time of registration and same will be auto filled, once provided. <p>Example: If a businessman is asked to provide its registration details like CIN, GSTN, IEC etc. multiple times across various</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through simplification shall also be uploaded in BRAP Portal as per annexure II.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>sections of a form, this can be simplified by asking once and pre-filling subsequent sections from registration.</p> <p>Timelines:</p> <ul style="list-style-type: none"> • There should be a justified timeline for delivery of any services under the Act/rules/regulations/orders/notifications. • Examine the timelines for processing requests, issuing orders, or renewing licenses/certifications. The timelines should be strictly adhered and any breach in timeline require justification with approvals of higher authority. • Is there any penalty for breaching timeline? <p>Grievance Mechanisms:</p> <ul style="list-style-type: none"> • Is there any grievance redressal mechanism exist? • How effective is the current grievance redressal process? • Is there a fixed timeline for resolution? • Is there any Assessment mechanism for reviewing the quality of resolution provided? <p>Query raised by Department-</p> <ul style="list-style-type: none"> • All the queries raised by the department should be supported with rationale. • The rationale behind the queries raised are to be reviewed periodically on sample basis. <p>As per the above-mentioned points, Department may simplify the procedures/processes through multiple ways including: -</p> <ul style="list-style-type: none"> • Reduction in form size, number of procedures, cost and time of any Certificate, Licenses & Permission, if possible. • Either abolish renewals, if possible or provide auto renewal facility to reduce time and cost of businesses. • Provide self-certification, if possible, otherwise third-party inspection or joint inspection option may be provided. • Unnecessary requirement of maintaining registers, records or display, filling producers to be reduced or removed. 	
<p>Reform 66</p> <p>Departments should examine whether a compliance requirement still serves a purpose or if it has become obsolete.</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Outdated Laws:</p> <ul style="list-style-type: none"> Review the laws governing the regulation. Is the law outdated, or has the need for the regulation changed? <p>Example: Certain compliance requirements from the 1980s may be irrelevant today. If a law was meant to regulate a technology or some aspects that is no longer in use, it should be eliminated.</p> <p>Document Relevance & Substituting Documents:</p> <ul style="list-style-type: none"> Are the documents requested in a compliance process necessary and relevant? Is there an alternative document that can replace multiple documents? 	<p>shall be uploaded in BRAP Portal as per annexure I.</p> <ul style="list-style-type: none"> Further certificate for compliances reduced through Eliminated Redundancy shall also be uploaded in BRAP Portal as per annexure III.
<p>Reform 67</p> <p>Digitization is essential for making the compliance process faster, more accessible, and more transparent. Evaluate the regulation to see if the process is fully or partially digitized.</p> <p>Infrastructure Analysis:</p> <ul style="list-style-type: none"> Is the process of all filings, applications, requirements are offline or online? If online, how user-friendly is the system? <p>Example: An online licensing platform should allow users to submit documents, track progress, and receive notifications. Departments should ensure the entire workflow is digitized from start to finish.</p> <p>Digital Grievance Redressal:</p> <ul style="list-style-type: none"> Does the department offer online grievance redressal mechanisms? If not, this should be implemented to ensure transparency and efficiency. <p>Example: An online portal should allow citizens to submit grievances and track their resolution in real time.</p> <p>Automated Renewals:</p> <ul style="list-style-type: none"> Explore the possibility of auto-renewals or elimination of renewal requirement for routine compliances. <p>Example: A business license that previously needed to be renewed annually with the submission of the same documents can be auto renewed if there are no changes in the business structure.</p>	<ul style="list-style-type: none"> State should upload the work done in RCB portal. A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. Further certificate for compliances reduced through Digitization shall also be uploaded in BRAP Portal as per annexure IV.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Some States has eliminated the requirement of autorenewal under Shop and Establishment Act. Similarly, Department examine the possibility of elimination of renewals in their States.</p>	
<p>Reform 68</p> <p>The goal of decriminalization is to reduce the severity of punishments for minor regulatory and procedural violations, thus minimizing the risk of litigation and legal proceedings that disproportionately affect businesses and citizens. The focus is on replacing criminal punishment, such as imprisonment and/or fine, with more proportionate responses like penalties, graded punishments. Decriminalization helps in building a more supportive regulatory environment that encourages compliance without imposing unnecessary legal burdens for minor offenses.</p> <p>Removal of Imprisonment/fine and Introduction of Penalty Mechanisms</p> <ul style="list-style-type: none"> • Imprisonment/fine for minor contraventions can lead to unnecessary litigation and strain judicial resources. Introduction of penalty-based system will discourage violations without causing undue harm to businesses or individuals. • Every Department should review all regulations that impose imprisonment/fine for technical non-compliance (e.g., late filings, missing documents, or minor errors) and replace them with monetary penalties or corrective warnings and also ensure that penalties are proportionate to the nature/gravity of the offense. <p>Example: A minor delay in the submission of a form should not lead to prosecution; a penalty for the same may be introduced instead of fine and imprisonment, which is creating burden on courts.</p> <p>Proportionate or graded punishments: Not all offenses are of equal gravity, and the punishment should reflect the nature and seriousness of the violation. For minor procedural defaults, the response should be milder, while more serious offenses may warrant higher punishments.</p> <p>Establish clear guidelines for graded punishments:</p> <ul style="list-style-type: none"> • Minor Violations: Warnings or small penalties. • Moderate Violations: Larger penalties with corrective action plans. 	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through Decriminalization shall also be uploaded in BRAP Portal as per annexure V.

Reform objective and point to be considered during analysis	Checklist for assessment
<ul style="list-style-type: none"> • Severe Violations: Imprisonment/Fines combined with the possibility of enhanced scrutiny or audits, cancellation of license etc. <p>Example: Missing a filing deadline by a day due to technical issues should not result in severe penalties. Departments should implement graded penalties for the same.</p> <p>Establish Adjudication and Appellate Mechanisms</p> <p>Establish a robust adjudication system to handle penalties for non-compliance, along with an appellate mechanism for businesses and individuals to contest decisions. Establishing an adjudication mechanism will ensure disputes are handled fairly and quickly without escalating into criminal matters.</p> <p>Example: For offenses like submission of false information, an adjudicating authority could decide whether it was intentional or accidental, applying penalties accordingly.</p> <p>some examples of Offenses generally to be considered for Decriminalization -</p> <p>General Contraventions: Remove imprisonment/fine and replaced with specified ranges of penalty according to the gravity of offences.</p> <p>Non-maintenance of Records/Registers: Decriminalize the non-maintenance of registers (like employee attendance, safety records) and replace with penalty, particularly when it does not lead to significant harm.</p> <p>Non-Filing of returns/forms/submissions: For businesses failing to file returns/forms/submissions, impose a penalty based on the number of days overdue, with the possibility to provide option of compounding.</p> <p>Obstructing Officers: Replace imprisonment with fines when there is minor resistance or non-cooperation with officers performing their duties.</p> <p>Contravention of Price-Control Orders: Implement graded penalties based on the impact of non-compliance, starting with warnings and escalating to higher penalties for significant violations.</p>	

Reform objective and point to be considered during analysis	Checklist for assessment
Submission of False Information: In cases where incorrect information is submitted unintentionally, impose small penalties and allow rectification within a defined timeframe.	

Area 18: - Identification of compliances and Reduction under Inter State Migrant Workmen (RE&CS) Act

Reform 69: Simplification - focuses on streamlining regulatory processes, forms, and documentation to make compliance easier for Citizens and Businesses.
Reform 70: Elimination of Redundancy - outdated or unnecessary regulations is crucial for reducing the compliance burden.
Reform 71: Digitization - is at the center of reducing manual processes and improving accessibility for both Government Departments, Businesses and Citizens.
Reform 72: Decriminalization - focuses on reducing the severity of punishments for procedural errors and minor non-compliance.

Reform objective and associated Checklist for assessment

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Reform 69</p> <p>When reviewing Act and its related regulations/rules/orders/Notifications etc., departments should adopt the following approach to analyze:</p> <p>The first step in evaluating a regulation is to ask: Can the compliance processes stated in the regulation can be simplified?</p> <p>During the evaluation, the following points needs to be addressed with effective resolution: -</p> <p>Complexity of Forms/requirements:</p> <ul style="list-style-type: none"> • While reviewing the forms/requirements of any application made under the Act, make sure that the forms/requirements are not unnecessarily long or complex. • Do not ask the same information that are already filed during the time of registration and same will be auto filled, once provided. <p>Example: If a businessman is asked to provide its registration details like CIN, GSTN, IEC etc. multiple times across various sections of a form, this can be simplified by asking once and pre-filling subsequent sections from registration.</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through simplification shall also be uploaded in BRAP Portal as per annexure II.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Timelines:</p> <ul style="list-style-type: none"> • There should be a justified timeline for delivery of any services under the Act/rules/regulations/orders/notifications. • Examine the timelines for processing requests, issuing orders, or renewing licenses/certifications. The timelines should be strictly adhered and any breach in timeline require justification with approvals of higher authority. • Is there any penalty for breaching timeline? <p>Grievance Mechanisms:</p> <ul style="list-style-type: none"> • Is there any grievance redressal mechanism exist? • How effective is the current grievance redressal process? • Is there a fixed timeline for resolution? • Is there any Assessment mechanism for reviewing the quality of resolution provided? <p>Query raised by Department-</p> <ul style="list-style-type: none"> • All the queries raised by the department should be supported with rationale. • The rationale behind the queries raised are to be reviewed periodically on sample basis. <p>As per the above-mentioned points, Department may simplify the procedures/processes through multiple ways including: -</p> <ul style="list-style-type: none"> • Reduction in form size, number of procedures, cost and time of any Certificate, Licenses & Permission, if possible. • Either abolish renewals, if possible or provide auto renewal facility to reduce time and cost of businesses. • Provide self-certification, if possible, otherwise third-party inspection or joint inspection option may be provided. • Unnecessary requirement of maintaining registers, records or display, filling producers to be reduced or removed. 	
<p>Reform 70</p> <p>Departments should examine whether a compliance requirement still serves a purpose or if it has become obsolete.</p> <p>Outdated Laws:</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in

Reform objective and point to be considered during analysis	Checklist for assessment
<ul style="list-style-type: none"> Review the laws governing the regulation. Is the law outdated, or has the need for the regulation changed? <p>Example: Certain compliance requirements from the 1980s may be irrelevant today. If a law was meant to regulate a technology or some aspects that is no longer in use, it should be eliminated.</p> <p>Document Relevance & Substituting Documents:</p> <ul style="list-style-type: none"> Are the documents requested in a compliance process necessary and relevant? Is there an alternative document that can replace multiple documents? 	<p>BRAP Portal as per annexure I.</p> <ul style="list-style-type: none"> Further certificate for compliances reduced through Eliminated Redundancy shall also be uploaded in BRAP Portal as per annexure III.
<p>Reform 71</p> <p>Digitization is essential for making the compliance process faster, more accessible, and more transparent. Evaluate the regulation to see if the process is fully or partially digitized.</p> <p>Infrastructure Analysis:</p> <ul style="list-style-type: none"> Is the process of all filings, applications, requirements are offline or online? If online, how user-friendly is the system? <p>Example: An online licensing platform should allow users to submit documents, track progress, and receive notifications. Departments should ensure the entire workflow is digitized from start to finish.</p> <p>Digital Grievance Redressal:</p> <ul style="list-style-type: none"> Does the department offer online grievance redressal mechanisms? If not, this should be implemented to ensure transparency and efficiency. <p>Example: An online portal should allow citizens to submit grievances and track their resolution in real time.</p> <p>Automated Renewals:</p> <ul style="list-style-type: none"> Explore the possibility of auto-renewals or elimination of renewal requirement for routine compliances. <p>Example: A business license that previously needed to be renewed annually with the submission of the same documents can be auto renewed if there are no changes in the business structure.</p> <p>Some States has eliminated the requirement of autorenewal under Shop and Establishment Act. Similarly, Department examine the possibility of elimination of renewals in their States.</p>	<ul style="list-style-type: none"> State should upload the work done in RCB portal. A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. Further certificate for compliances reduced through Digitization shall also be uploaded in BRAP Portal as per annexure IV.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Reform 72</p> <p>The goal of decriminalization is to reduce the severity of punishments for minor regulatory and procedural violations, thus minimizing the risk of litigation and legal proceedings that disproportionately affect businesses and citizens. The focus is on replacing criminal punishment, such as imprisonment and/or fine, with more proportionate responses like penalties, graded punishments. Decriminalization helps in building a more supportive regulatory environment that encourages compliance without imposing unnecessary legal burdens for minor offenses.</p> <p>Removal of Imprisonment/fine and Introduction of Penalty Mechanisms</p> <ul style="list-style-type: none"> • Imprisonment/fine for minor contraventions can lead to unnecessary litigation and strain judicial resources. Introduction of penalty-based system will discourage violations without causing undue harm to businesses or individuals. • Every Department should review all regulations that impose imprisonment/fine for technical non-compliance (e.g., late filings, missing documents, or minor errors) and replace them with monetary penalties or corrective warnings and also ensure that penalties are proportionate to the nature/gravity of the offense. <p>Example: A minor delay in the submission of a form should not lead to prosecution; a penalty for the same may be introduced instead of fine and imprisonment, which is creating burden on courts.</p> <p>Proportionate or graded punishments: Not all offenses are of equal gravity, and the punishment should reflect the nature and seriousness of the violation. For minor procedural defaults, the response should be milder, while more serious offenses may warrant higher punishments.</p> <p>Establish clear guidelines for graded punishments:</p> <ul style="list-style-type: none"> • Minor Violations: Warnings or small penalties. • Moderate Violations: Larger penalties with corrective action plans. • Severe Violations: Imprisonment/Fines combined with the possibility of enhanced scrutiny or audits, cancellation of license etc. 	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through Decriminalization shall also be uploaded in BRAP Portal as per annexure V.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Example: Missing a filing deadline by a day due to technical issues should not result in severe penalties. Departments should implement graded penalties for the same.</p> <p>Establish Adjudication and Appellate Mechanisms</p> <p>Establish a robust adjudication system to handle penalties for non-compliance, along with an appellate mechanism for businesses and individuals to contest decisions. Establishing an adjudication mechanism will ensure disputes are handled fairly and quickly without escalating into criminal matters.</p> <p>Example: For offenses like submission of false information, an adjudicating authority could decide whether it was intentional or accidental, applying penalties accordingly.</p> <p>some examples of Offenses generally to be considered for Decriminalization -</p> <p>General Contraventions: Remove imprisonment/fine and replaced with specified ranges of penalty according to the gravity of offences.</p> <p>Non-maintenance of Records/Registers: Decriminalize the non-maintenance of registers (like employee attendance, safety records) and replace with penalty, particularly when it does not lead to significant harm.</p> <p>Non-Filing of returns/forms/submissions: For businesses failing to file returns/forms/submissions, impose a penalty based on the number of days overdue, with the possibility to provide option of compounding.</p> <p>Obstructing Officers: Replace imprisonment with fines when there is minor resistance or non-cooperation with officers performing their duties.</p> <p>Contravention of Price-Control Orders: Implement graded penalties based on the impact of non-compliance, starting with warnings and escalating to higher penalties for significant violations.</p> <p>Submission of False Information: In cases where incorrect information is submitted unintentionally, impose small penalties and allow rectification within a defined timeframe.</p>	

Area 19: - Identification of compliances and Reduction under State Electricity Acts

Reform 73:	Simplification - focuses on streamlining regulatory processes, forms, and documentation to make compliance easier for Citizens and Businesses.
Reform 74:	Elimination of Redundancy - outdated or unnecessary regulations is crucial for reducing the compliance burden.
Reform 75:	Digitization - is at the center of reducing manual processes and improving accessibility for both Government Departments, Businesses and Citizens.
Reform 76:	Decriminalization - focuses on reducing the severity of punishments for procedural errors and minor non-compliance.

Reform objective and associated Checklist for assessment

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Reform 73</p> <p>When reviewing Act and its related regulations/rules/orders/Notifications etc., departments should adopt the following approach to analyze:</p> <p>The first step in evaluating a regulation is to ask: Can the compliance processes stated in the regulation can be simplified?</p> <p>During the evaluation, the following points needs to be addressed with effective resolution: -</p> <p>Complexity of Forms/requirements:</p> <ul style="list-style-type: none"> • While reviewing the forms/requirements of any application made under the Act, make sure that the forms/requirements are not unnecessarily long or complex. • Do not ask the same information that are already filed during the time of registration and same will be auto filled, once provided. <p>Example: If a businessman is asked to provide its registration details like CIN, GSTN, IEC etc. multiple times across various sections of a form, this can be simplified by asking once and pre-filling subsequent sections from registration.</p> <p>Timelines:</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through simplification shall also be uploaded in BRAP Portal as per annexure II.

Reform objective and point to be considered during analysis	Checklist for assessment
<ul style="list-style-type: none"> • There should be a justified timeline for delivery of any services under the Act/rules/regulations/orders/notifications. • Examine the timelines for processing requests, issuing orders, or renewing licenses/certifications. The timelines should be strictly adhered and any breach in timeline require justification with approvals of higher authority. • Is there any penalty for breaching timeline? <p>Grievance Mechanisms:</p> <ul style="list-style-type: none"> • Is there any grievance redressal mechanism exist? • How effective is the current grievance redressal process? • Is there a fixed timeline for resolution? • Is there any Assessment mechanism for reviewing the quality of resolution provided? <p>Query raised by Department-</p> <ul style="list-style-type: none"> • All the queries raised by the department should be supported with rationale. • The rationale behind the queries raised are to be reviewed periodically on sample basis. <p>As per the above-mentioned points, Department may simply the procedures/processes through multiple ways including: -</p> <ul style="list-style-type: none"> • Reduction in form size, number of procedures, cost and time of any Certificate, Licenses & Permission, if possible. • Either abolish renewals, if possible or provide auto renewal facility to reduce time and cost of businesses. • Provide self-certification, if possible, otherwise third-party inspection or joint inspection option may be provided. • Unnecessary requirement of maintaining registers, records or display, filling producers to be reduced or removed. 	
<p>Reform 74</p> <p>Departments should examine whether a compliance requirement still serves a purpose or if it has become obsolete.</p> <p>Outdated Laws:</p> <ul style="list-style-type: none"> • Review the laws governing the regulation. Is the law outdated, or has the need for the regulation changed? 	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Example: Certain compliance requirements from the 1980s may be irrelevant today. If a law was meant to regulate a technology or some aspects that is no longer in use, it should be eliminated.</p> <p>Document Relevance & Substituting Documents:</p> <ul style="list-style-type: none"> • Are the documents requested in a compliance process necessary and relevant? • Is there an alternative document that can replace multiple documents? 	<ul style="list-style-type: none"> • Further certificate for compliances reduced through Eliminated Redundancy shall also be uploaded in BRAP Portal as per annexure III.
<p>Reform 75</p> <p>Digitization is essential for making the compliance process faster, more accessible, and more transparent. Evaluate the regulation to see if the process is fully or partially digitized.</p> <p>Infrastructure Analysis:</p> <ul style="list-style-type: none"> • Is the process of all filings, applications, requirements are offline or online? • If online, how user-friendly is the system? <p>Example: An online licensing platform should allow users to submit documents, track progress, and receive notifications. Departments should ensure the entire workflow is digitized from start to finish.</p> <p>Digital Grievance Redressal:</p> <ul style="list-style-type: none"> • Does the department offer online grievance redressal mechanisms? If not, this should be implemented to ensure transparency and efficiency. <p>Example: An online portal should allow citizens to submit grievances and track their resolution in real time.</p> <p>Automated Renewals:</p> <ul style="list-style-type: none"> • Explore the possibility of auto-renewals or elimination of renewal requirement for routine compliances. <p>Example: A business license that previously needed to be renewed annually with the submission of the same documents can be auto renewed if there are no changes in the business structure.</p> <p>Some States has eliminated the requirement of autorenewal under Shop and Establishment Act. Similarly, Department examine the possibility of elimination of renewals in their States.</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through Digitization shall also be uploaded in BRAP Portal as per annexure IV.
<p>Reform 76</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>The goal of decriminalization is to reduce the severity of punishments for minor regulatory and procedural violations, thus minimizing the risk of litigation and legal proceedings that disproportionately affect businesses and citizens. The focus is on replacing criminal punishment, such as imprisonment and/or fine, with more proportionate responses like penalties, graded punishments. Decriminalization helps in building a more supportive regulatory environment that encourages compliance without imposing unnecessary legal burdens for minor offenses.</p> <p>Removal of Imprisonment/fine and Introduction of Penalty Mechanisms</p> <ul style="list-style-type: none"> • Imprisonment/fine for minor contraventions can lead to unnecessary litigation and strain judicial resources. Introduction of penalty-based system will discourage violations without causing undue harm to businesses or individuals. • Every Department should review all regulations that impose imprisonment/fine for technical non-compliance (e.g., late filings, missing documents, or minor errors) and replace them with monetary penalties or corrective warnings and also ensure that penalties are proportionate to the nature/gravity of the offense. <p>Example: A minor delay in the submission of a form should not lead to prosecution; a penalty for the same may be introduced instead of fine and imprisonment, which is creating burden on courts.</p> <p>Proportionate or graded punishments: Not all offenses are of equal gravity, and the punishment should reflect the nature and seriousness of the violation. For minor procedural defaults, the response should be milder, while more serious offenses may warrant higher punishments.</p> <p>Establish clear guidelines for graded punishments:</p> <ul style="list-style-type: none"> • Minor Violations: Warnings or small penalties. • Moderate Violations: Larger penalties with corrective action plans. • Severe Violations: Imprisonment/Fines combined with the possibility of enhanced scrutiny or audits, cancellation of license etc. <p>Example: Missing a filing deadline by a day due to technical issues should not result in severe penalties. Departments should implement graded penalties for the same.</p>	<ul style="list-style-type: none"> • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through Decriminalization shall also be uploaded in BRAP Portal as per annexure V.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Establish Adjudication and Appellate Mechanisms</p> <p>Establish a robust adjudication system to handle penalties for non-compliance, along with an appellate mechanism for businesses and individuals to contest decisions. Establishing an adjudication mechanism will ensure disputes are handled fairly and quickly without escalating into criminal matters.</p> <p>Example: For offenses like submission of false information, an adjudicating authority could decide whether it was intentional or accidental, applying penalties accordingly.</p> <p>some examples of Offenses generally to be considered for Decriminalization -</p> <p>General Contraventions: Remove imprisonment/fine and replaced with specified ranges of penalty according to the gravity of offences.</p> <p>Non-maintenance of Records/Registers: Decriminalize the non-maintenance of registers (like employee attendance, safety records) and replace with penalty, particularly when it does not lead to significant harm.</p> <p>Non-Filing of returns/forms/submissions: For businesses failing to file returns/forms/submissions, impose a penalty based on the number of days overdue, with the possibility to provide option of compounding.</p> <p>Obstructing Officers: Replace imprisonment with fines when there is minor resistance or non-cooperation with officers performing their duties.</p> <p>Contravention of Price-Control Orders: Implement graded penalties based on the impact of non-compliance, starting with warnings and escalating to higher penalties for significant violations.</p> <p>Submission of False Information: In cases where incorrect information is submitted unintentionally, impose small penalties and allow rectification within a defined timeframe.</p>	

Area 20: - Identification of compliances and Reduction under The Micro, Small and Medium Enterprises Development Act

Reform 77:	Simplification - focuses on streamlining regulatory processes, forms, and documentation to make compliance easier for Citizens and Businesses.
Reform 78:	Elimination of Redundancy - outdated or unnecessary regulations is crucial for reducing the compliance burden.
Reform 79:	Digitization - is at the center of reducing manual processes and improving accessibility for both Government Departments, Businesses and Citizens.
Reform 80:	Decriminalization - focuses on reducing the severity of punishments for procedural errors and minor non-compliance.

Reform objective and associated Checklist for assessment

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Reform 77</p> <p>When reviewing Act and its related regulations/rules/orders/Notifications etc., departments should adopt the following approach to analyze:</p> <p>The first step in evaluating a regulation is to ask: Can the compliance processes stated in the regulation can be simplified?</p> <p>During the evaluation, the following points needs to be addressed with effective resolution: -</p> <p>Complexity of Forms/requirements:</p> <ul style="list-style-type: none"> • While reviewing the forms/requirements of any application made under the Act, make sure that the forms/requirements are not unnecessarily long or complex. • Do not ask the same information that are already filed during the time of registration and same will be auto filled, once provided. <p>Example: If a businessman is asked to provide its registration details like CIN, GSTN, IEC etc. multiple times across various sections of a form, this can be simplified by asking once and pre-filling subsequent sections from registration.</p> <p>Timelines:</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through simplification shall also be uploaded in BRAP Portal as per annexure II.

Reform objective and point to be considered during analysis	Checklist for assessment
<ul style="list-style-type: none"> • There should be a justified timeline for delivery of any services under the Act/rules/regulations/orders/notifications. • Examine the timelines for processing requests, issuing orders, or renewing licenses/certifications. The timelines should be strictly adhered and any breach in timeline require justification with approvals of higher authority. • Is there any penalty for breaching timeline? <p>Grievance Mechanisms:</p> <ul style="list-style-type: none"> • Is there any grievance redressal mechanism exist? • How effective is the current grievance redressal process? • Is there a fixed timeline for resolution? • Is there any Assessment mechanism for reviewing the quality of resolution provided? <p>Query raised by Department-</p> <ul style="list-style-type: none"> • All the queries raised by the department should be supported with rationale. • The rationale behind the queries raised are to be reviewed periodically on sample basis. <p>As per the above-mentioned points, Department may simply the procedures/processes through multiple ways including: -</p> <ul style="list-style-type: none"> • Reduction in form size, number of procedures, cost and time of any Certificate, Licenses & Permission, if possible. • Either abolish renewals, if possible or provide auto renewal facility to reduce time and cost of businesses. • Provide self-certification, if possible, otherwise third-party inspection or joint inspection option may be provided. • Unnecessary requirement of maintaining registers, records or display, filling producers to be reduced or removed. 	
<p>Reform 78</p> <p>Departments should examine whether a compliance requirement still serves a purpose or if it has become obsolete.</p> <p>Outdated Laws:</p> <ul style="list-style-type: none"> • Review the laws governing the regulation. Is the law outdated, or has the need for the regulation changed? 	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Example: Certain compliance requirements from the 1980s may be irrelevant today. If a law was meant to regulate a technology or some aspects that is no longer in use, it should be eliminated.</p> <p>Document Relevance & Substituting Documents:</p> <ul style="list-style-type: none"> • Are the documents requested in a compliance process necessary and relevant? • Is there an alternative document that can replace multiple documents? 	<ul style="list-style-type: none"> • Further certificate for compliances reduced through Eliminated Redundancy shall also be uploaded in BRAP Portal as per annexure III.
<p>Reform 79</p> <p>Digitization is essential for making the compliance process faster, more accessible, and more transparent. Evaluate the regulation to see if the process is fully or partially digitized.</p> <p>Infrastructure Analysis:</p> <ul style="list-style-type: none"> • Is the process of all filings, applications, requirements are offline or online? • If online, how user-friendly is the system? <p>Example: An online licensing platform should allow users to submit documents, track progress, and receive notifications. Departments should ensure the entire workflow is digitized from start to finish.</p> <p>Digital Grievance Redressal:</p> <ul style="list-style-type: none"> • Does the department offer online grievance redressal mechanisms? If not, this should be implemented to ensure transparency and efficiency. <p>Example: An online portal should allow citizens to submit grievances and track their resolution in real time.</p> <p>Automated Renewals:</p> <ul style="list-style-type: none"> • Explore the possibility of auto-renewals or elimination of renewal requirement for routine compliances. <p>Example: A business license that previously needed to be renewed annually with the submission of the same documents can be auto renewed if there are no changes in the business structure.</p> <p>Some States has eliminated the requirement of autorenewal under Shop and Establishment Act. Similarly, Department examine the possibility of elimination of renewals in their States.</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through Digitization shall also be uploaded in BRAP Portal as per annexure IV.
<p>Reform 80</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>The goal of decriminalization is to reduce the severity of punishments for minor regulatory and procedural violations, thus minimizing the risk of litigation and legal proceedings that disproportionately affect businesses and citizens. The focus is on replacing criminal punishment, such as imprisonment and/or fine, with more proportionate responses like penalties, graded punishments. Decriminalization helps in building a more supportive regulatory environment that encourages compliance without imposing unnecessary legal burdens for minor offenses.</p> <p>Removal of Imprisonment/fine and Introduction of Penalty Mechanisms</p> <ul style="list-style-type: none"> • Imprisonment/fine for minor contraventions can lead to unnecessary litigation and strain judicial resources. Introduction of penalty-based system will discourage violations without causing undue harm to businesses or individuals. • Every Department should review all regulations that impose imprisonment/fine for technical non-compliance (e.g., late filings, missing documents, or minor errors) and replace them with monetary penalties or corrective warnings and also ensure that penalties are proportionate to the nature/gravity of the offense. <p>Example: A minor delay in the submission of a form should not lead to prosecution; a penalty for the same may be introduced instead of fine and imprisonment, which is creating burden on courts.</p> <p>Proportionate or graded punishments: Not all offenses are of equal gravity, and the punishment should reflect the nature and seriousness of the violation. For minor procedural defaults, the response should be milder, while more serious offenses may warrant higher punishments.</p> <p>Establish clear guidelines for graded punishments:</p> <ul style="list-style-type: none"> • Minor Violations: Warnings or small penalties. • Moderate Violations: Larger penalties with corrective action plans. • Severe Violations: Imprisonment/Fines combined with the possibility of enhanced scrutiny or audits, cancellation of license etc. <p>Example: Missing a filing deadline by a day due to technical issues should not result in severe penalties. Departments should implement graded penalties for the same.</p>	<ul style="list-style-type: none"> • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through Decriminalization shall also be uploaded in BRAP Portal as per annexure V.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Establish Adjudication and Appellate Mechanisms</p> <p>Establish a robust adjudication system to handle penalties for non-compliance, along with an appellate mechanism for businesses and individuals to contest decisions. Establishing an adjudication mechanism will ensure disputes are handled fairly and quickly without escalating into criminal matters.</p> <p>Example: For offenses like submission of false information, an adjudicating authority could decide whether it was intentional or accidental, applying penalties accordingly.</p> <p>some examples of Offenses generally to be considered for Decriminalization -</p> <p>General Contraventions: Remove imprisonment/fine and replaced with specified ranges of penalty according to the gravity of offences.</p> <p>Non-maintenance of Records/Registers: Decriminalize the non-maintenance of registers (like employee attendance, safety records) and replace with penalty, particularly when it does not lead to significant harm.</p> <p>Non-Filing of returns/forms/submissions: For businesses failing to file returns/forms/submissions, impose a penalty based on the number of days overdue, with the possibility to provide option of compounding.</p> <p>Obstructing Officers: Replace imprisonment with fines when there is minor resistance or non-cooperation with officers performing their duties.</p> <p>Contravention of Price-Control Orders: Implement graded penalties based on the impact of non-compliance, starting with warnings and escalating to higher penalties for significant violations.</p> <p>Submission of False Information: In cases where incorrect information is submitted unintentionally, impose small penalties and allow rectification within a defined timeframe.</p>	

Area 21: - Identification of compliances and Reduction under The Maternity Benefit Act

Reform 81:	Simplification - focuses on streamlining regulatory processes, forms, and documentation to make compliance easier for Citizens and Businesses.
Reform 82:	Elimination of Redundancy - outdated or unnecessary regulations is crucial for reducing the compliance burden.
Reform 83:	Digitization - is at the center of reducing manual processes and improving accessibility for both Government Departments, Businesses and Citizens.
Reform 84:	Decriminalization - focuses on reducing the severity of punishments for procedural errors and minor non-compliance.

Reform objective and associated Checklist for assessment

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Reform 81</p> <p>When reviewing Act and its related regulations/rules/orders/Notifications etc., departments should adopt the following approach to analyze:</p> <p>The first step in evaluating a regulation is to ask: Can the compliance processes stated in the regulation can be simplified?</p> <p>During the evaluation, the following points needs to be addressed with effective resolution: -</p> <p>Complexity of Forms/requirements:</p> <ul style="list-style-type: none"> • While reviewing the forms/requirements of any application made under the Act, make sure that the forms/requirements are not unnecessarily long or complex. • Do not ask the same information that are already filed during the time of registration and same will be auto filled, once provided. <p>Example: If a businessman is asked to provide its registration details like CIN, GSTN, IEC etc. multiple times across various sections of a form, this can be simplified by asking once and pre-filling subsequent sections from registration.</p> <p>Timelines:</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through simplification shall also be uploaded in BRAP Portal as per annexure II.

Reform objective and point to be considered during analysis	Checklist for assessment
<ul style="list-style-type: none"> • There should be a justified timeline for delivery of any services under the Act/rules/regulations/orders/notifications. • Examine the timelines for processing requests, issuing orders, or renewing licenses/certifications. The timelines should be strictly adhered and any breach in timeline require justification with approvals of higher authority. • Is there any penalty for breaching timeline? <p>Grievance Mechanisms:</p> <ul style="list-style-type: none"> • Is there any grievance redressal mechanism exist? • How effective is the current grievance redressal process? • Is there a fixed timeline for resolution? • Is there any Assessment mechanism for reviewing the quality of resolution provided? <p>Query raised by Department-</p> <ul style="list-style-type: none"> • All the queries raised by the department should be supported with rationale. • The rationale behind the queries raised are to be reviewed periodically on sample basis. <p>As per the above-mentioned points, Department may simply the procedures/processes through multiple ways including: -</p> <ul style="list-style-type: none"> • Reduction in form size, number of procedures, cost and time of any Certificate, Licenses & Permission, if possible. • Either abolish renewals, if possible or provide auto renewal facility to reduce time and cost of businesses. • Provide self-certification, if possible, otherwise third-party inspection or joint inspection option may be provided. • Unnecessary requirement of maintaining registers, records or display, filling producers to be reduced or removed. 	
<p>Reform 82</p> <p>Departments should examine whether a compliance requirement still serves a purpose or if it has become obsolete.</p> <p>Outdated Laws:</p> <ul style="list-style-type: none"> • Review the laws governing the regulation. Is the law outdated, or has the need for the regulation changed? 	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Example: Certain compliance requirements from the 1980s may be irrelevant today. If a law was meant to regulate a technology or some aspects that is no longer in use, it should be eliminated.</p> <p>Document Relevance & Substituting Documents:</p> <ul style="list-style-type: none"> • Are the documents requested in a compliance process necessary and relevant? • Is there an alternative document that can replace multiple documents? 	<ul style="list-style-type: none"> • Further certificate for compliances reduced through Eliminated Redundancy shall also be uploaded in BRAP Portal as per annexure III.
<p>Reform 83</p> <p>Digitization is essential for making the compliance process faster, more accessible, and more transparent. Evaluate the regulation to see if the process is fully or partially digitized.</p> <p>Infrastructure Analysis:</p> <ul style="list-style-type: none"> • Is the process of all filings, applications, requirements are offline or online? • If online, how user-friendly is the system? <p>Example: An online licensing platform should allow users to submit documents, track progress, and receive notifications. Departments should ensure the entire workflow is digitized from start to finish.</p> <p>Digital Grievance Redressal:</p> <ul style="list-style-type: none"> • Does the department offer online grievance redressal mechanisms? If not, this should be implemented to ensure transparency and efficiency. <p>Example: An online portal should allow citizens to submit grievances and track their resolution in real time.</p> <p>Automated Renewals:</p> <ul style="list-style-type: none"> • Explore the possibility of auto-renewals or elimination of renewal requirement for routine compliances. <p>Example: A business license that previously needed to be renewed annually with the submission of the same documents can be auto renewed if there are no changes in the business structure.</p> <p>Some States has eliminated the requirement of autorenewal under Shop and Establishment Act. Similarly, Department examine the possibility of elimination of renewals in their States.</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through Digitization shall also be uploaded in BRAP Portal as per annexure IV.
<p>Reform 84</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>The goal of decriminalization is to reduce the severity of punishments for minor regulatory and procedural violations, thus minimizing the risk of litigation and legal proceedings that disproportionately affect businesses and citizens. The focus is on replacing criminal punishment, such as imprisonment and/or fine, with more proportionate responses like penalties, graded punishments. Decriminalization helps in building a more supportive regulatory environment that encourages compliance without imposing unnecessary legal burdens for minor offenses.</p> <p>Removal of Imprisonment/fine and Introduction of Penalty Mechanisms</p> <ul style="list-style-type: none"> • Imprisonment/fine for minor contraventions can lead to unnecessary litigation and strain judicial resources. Introduction of penalty-based system will discourage violations without causing undue harm to businesses or individuals. • Every Department should review all regulations that impose imprisonment/fine for technical non-compliance (e.g., late filings, missing documents, or minor errors) and replace them with monetary penalties or corrective warnings and also ensure that penalties are proportionate to the nature/gravity of the offense. <p>Example: A minor delay in the submission of a form should not lead to prosecution; a penalty for the same may be introduced instead of fine and imprisonment, which is creating burden on courts.</p> <p>Proportionate or graded punishments: Not all offenses are of equal gravity, and the punishment should reflect the nature and seriousness of the violation. For minor procedural defaults, the response should be milder, while more serious offenses may warrant higher punishments.</p> <p>Establish clear guidelines for graded punishments:</p> <ul style="list-style-type: none"> • Minor Violations: Warnings or small penalties. • Moderate Violations: Larger penalties with corrective action plans. • Severe Violations: Imprisonment/Fines combined with the possibility of enhanced scrutiny or audits, cancellation of license etc. <p>Example: Missing a filing deadline by a day due to technical issues should not result in severe penalties. Departments should implement graded penalties for the same.</p>	<ul style="list-style-type: none"> • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through Decriminalization shall also be uploaded in BRAP Portal as per annexure V.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Establish Adjudication and Appellate Mechanisms</p> <p>Establish a robust adjudication system to handle penalties for non-compliance, along with an appellate mechanism for businesses and individuals to contest decisions. Establishing an adjudication mechanism will ensure disputes are handled fairly and quickly without escalating into criminal matters.</p> <p>Example: For offenses like submission of false information, an adjudicating authority could decide whether it was intentional or accidental, applying penalties accordingly.</p> <p>some examples of Offenses generally to be considered for Decriminalization -</p> <p>General Contraventions: Remove imprisonment/fine and replaced with specified ranges of penalty according to the gravity of offences.</p> <p>Non-maintenance of Records/Registers: Decriminalize the non-maintenance of registers (like employee attendance, safety records) and replace with penalty, particularly when it does not lead to significant harm.</p> <p>Non-Filing of returns/forms/submissions: For businesses failing to file returns/forms/submissions, impose a penalty based on the number of days overdue, with the possibility to provide option of compounding.</p> <p>Obstructing Officers: Replace imprisonment with fines when there is minor resistance or non-cooperation with officers performing their duties.</p> <p>Contravention of Price-Control Orders: Implement graded penalties based on the impact of non-compliance, starting with warnings and escalating to higher penalties for significant violations.</p> <p>Submission of False Information: In cases where incorrect information is submitted unintentionally, impose small penalties and allow rectification within a defined timeframe.</p>	

Area 22: - Identification of compliances and Reduction under The Payment of Gratuity Act

Reform 85:	Simplification - focuses on streamlining regulatory processes, forms, and documentation to make compliance easier for Citizens and Businesses.
Reform 86:	Elimination of Redundancy - outdated or unnecessary regulations is crucial for reducing the compliance burden.
Reform 87:	Digitization - is at the center of reducing manual processes and improving accessibility for both Government Departments, Businesses and Citizens.
Reform 88:	Decriminalization - focuses on reducing the severity of punishments for procedural errors and minor non-compliance.

Reform objective and associated Checklist for assessment

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Reform 85</p> <p>When reviewing Act and its related regulations/rules/orders/Notifications etc., departments should adopt the following approach to analyze:</p> <p>The first step in evaluating a regulation is to ask: Can the compliance processes stated in the regulation can be simplified?</p> <p>During the evaluation, the following points needs to be addressed with effective resolution: -</p> <p>Complexity of Forms/requirements:</p> <ul style="list-style-type: none"> • While reviewing the forms/requirements of any application made under the Act, make sure that the forms/requirements are not unnecessarily long or complex. • Do not ask the same information that are already filed during the time of registration and same will be auto filled, once provided. <p>Example: If a businessman is asked to provide its registration details like CIN, GSTN, IEC etc. multiple times across various sections of a form, this can be simplified by asking once and pre-filling subsequent sections from registration.</p> <p>Timelines:</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through simplification shall also be uploaded in BRAP Portal as per annexure II.

Reform objective and point to be considered during analysis	Checklist for assessment
<ul style="list-style-type: none"> • There should be a justified timeline for delivery of any services under the Act/rules/regulations/orders/notifications. • Examine the timelines for processing requests, issuing orders, or renewing licenses/certifications. The timelines should be strictly adhered and any breach in timeline require justification with approvals of higher authority. • Is there any penalty for breaching timeline? <p>Grievance Mechanisms:</p> <ul style="list-style-type: none"> • Is there any grievance redressal mechanism exist? • How effective is the current grievance redressal process? • Is there a fixed timeline for resolution? • Is there any Assessment mechanism for reviewing the quality of resolution provided? <p>Query raised by Department-</p> <ul style="list-style-type: none"> • All the queries raised by the department should be supported with rationale. • The rationale behind the queries raised are to be reviewed periodically on sample basis. <p>As per the above-mentioned points, Department may simply the procedures/processes through multiple ways including: -</p> <ul style="list-style-type: none"> • Reduction in form size, number of procedures, cost and time of any Certificate, Licenses & Permission, if possible. • Either abolish renewals, if possible or provide auto renewal facility to reduce time and cost of businesses. • Provide self-certification, if possible, otherwise third-party inspection or joint inspection option may be provided. • Unnecessary requirement of maintaining registers, records or display, filling producers to be reduced or removed. 	
<p>Reform 86</p> <p>Departments should examine whether a compliance requirement still serves a purpose or if it has become obsolete.</p> <p>Outdated Laws:</p> <ul style="list-style-type: none"> • Review the laws governing the regulation. Is the law outdated, or has the need for the regulation changed? 	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Example: Certain compliance requirements from the 1980s may be irrelevant today. If a law was meant to regulate a technology or some aspects that is no longer in use, it should be eliminated.</p> <p>Document Relevance & Substituting Documents:</p> <ul style="list-style-type: none"> • Are the documents requested in a compliance process necessary and relevant? • Is there an alternative document that can replace multiple documents? 	<ul style="list-style-type: none"> • Further certificate for compliances reduced through Eliminated Redundancy shall also be uploaded in BRAP Portal as per annexure III.
<p>Reform 87</p> <p>Digitization is essential for making the compliance process faster, more accessible, and more transparent. Evaluate the regulation to see if the process is fully or partially digitized.</p> <p>Infrastructure Analysis:</p> <ul style="list-style-type: none"> • Is the process of all filings, applications, requirements are offline or online? • If online, how user-friendly is the system? <p>Example: An online licensing platform should allow users to submit documents, track progress, and receive notifications. Departments should ensure the entire workflow is digitized from start to finish.</p> <p>Digital Grievance Redressal:</p> <ul style="list-style-type: none"> • Does the department offer online grievance redressal mechanisms? If not, this should be implemented to ensure transparency and efficiency. <p>Example: An online portal should allow citizens to submit grievances and track their resolution in real time.</p> <p>Automated Renewals:</p> <ul style="list-style-type: none"> • Explore the possibility of auto-renewals or elimination of renewal requirement for routine compliances. <p>Example: A business license that previously needed to be renewed annually with the submission of the same documents can be auto renewed if there are no changes in the business structure.</p> <p>Some States has eliminated the requirement of autorenewal under Shop and Establishment Act. Similarly, Department examine the possibility of elimination of renewals in their States.</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through Digitization shall also be uploaded in BRAP Portal as per annexure IV.
<p>Reform 88</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>The goal of decriminalization is to reduce the severity of punishments for minor regulatory and procedural violations, thus minimizing the risk of litigation and legal proceedings that disproportionately affect businesses and citizens. The focus is on replacing criminal punishment, such as imprisonment and/or fine, with more proportionate responses like penalties, graded punishments. Decriminalization helps in building a more supportive regulatory environment that encourages compliance without imposing unnecessary legal burdens for minor offenses.</p> <p>Removal of Imprisonment/fine and Introduction of Penalty Mechanisms</p> <ul style="list-style-type: none"> • Imprisonment/fine for minor contraventions can lead to unnecessary litigation and strain judicial resources. Introduction of penalty-based system will discourage violations without causing undue harm to businesses or individuals. • Every Department should review all regulations that impose imprisonment/fine for technical non-compliance (e.g., late filings, missing documents, or minor errors) and replace them with monetary penalties or corrective warnings and also ensure that penalties are proportionate to the nature/gravity of the offense. <p>Example: A minor delay in the submission of a form should not lead to prosecution; a penalty for the same may be introduced instead of fine and imprisonment, which is creating burden on courts.</p> <p>Proportionate or graded punishments: Not all offenses are of equal gravity, and the punishment should reflect the nature and seriousness of the violation. For minor procedural defaults, the response should be milder, while more serious offenses may warrant higher punishments.</p> <p>Establish clear guidelines for graded punishments:</p> <ul style="list-style-type: none"> • Minor Violations: Warnings or small penalties. • Moderate Violations: Larger penalties with corrective action plans. • Severe Violations: Imprisonment/Fines combined with the possibility of enhanced scrutiny or audits, cancellation of license etc. <p>Example: Missing a filing deadline by a day due to technical issues should not result in severe penalties. Departments should implement graded penalties for the same.</p>	<ul style="list-style-type: none"> • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through Decriminalization shall also be uploaded in BRAP Portal as per annexure V.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Establish Adjudication and Appellate Mechanisms</p> <p>Establish a robust adjudication system to handle penalties for non-compliance, along with an appellate mechanism for businesses and individuals to contest decisions. Establishing an adjudication mechanism will ensure disputes are handled fairly and quickly without escalating into criminal matters.</p> <p>Example: For offenses like submission of false information, an adjudicating authority could decide whether it was intentional or accidental, applying penalties accordingly.</p> <p>some examples of Offenses generally to be considered for Decriminalization -</p> <p>General Contraventions: Remove imprisonment/fine and replaced with specified ranges of penalty according to the gravity of offences.</p> <p>Non-maintenance of Records/Registers: Decriminalize the non-maintenance of registers (like employee attendance, safety records) and replace with penalty, particularly when it does not lead to significant harm.</p> <p>Non-Filing of returns/forms/submissions: For businesses failing to file returns/forms/submissions, impose a penalty based on the number of days overdue, with the possibility to provide option of compounding.</p> <p>Obstructing Officers: Replace imprisonment with fines when there is minor resistance or non-cooperation with officers performing their duties.</p> <p>Contravention of Price-Control Orders: Implement graded penalties based on the impact of non-compliance, starting with warnings and escalating to higher penalties for significant violations.</p> <p>Submission of False Information: In cases where incorrect information is submitted unintentionally, impose small penalties and allow rectification within a defined timeframe.</p>	

Area 23: - Identification of compliances and Reduction under Boilers Act, 1923 and Boiler Regulations

Reform 89:	Simplification - focuses on streamlining regulatory processes, forms, and documentation to make compliance easier for Citizens and Businesses.
Reform 90:	Elimination of Redundancy - outdated or unnecessary regulations is crucial for reducing the compliance burden.
Reform 91:	Digitization - is at the center of reducing manual processes and improving accessibility for both Government Departments, Businesses and Citizens.
Reform 92:	Decriminalization - focuses on reducing the severity of punishments for procedural errors and minor non-compliance.

Reform objective and associated Checklist for assessment

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Reform 89</p> <p>When reviewing Act and its related regulations/rules/orders/Notifications etc., departments should adopt the following approach to analyze:</p> <p>The first step in evaluating a regulation is to ask: Can the compliance processes stated in the regulation can be simplified?</p> <p>During the evaluation, the following points needs to be addressed with effective resolution: -</p> <p>Complexity of Forms/requirements:</p> <ul style="list-style-type: none"> • While reviewing the forms/requirements of any application made under the Act, make sure that the forms/requirements are not unnecessarily long or complex. • Do not ask the same information that are already filed during the time of registration and same will be auto filled, once provided. <p>Example: If a businessman is asked to provide its registration details like CIN, GSTN, IEC etc. multiple times across various sections of a form, this can be simplified by asking once and pre-filling subsequent sections from registration.</p> <p>Timelines:</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through simplification shall also be uploaded in BRAP Portal as per annexure II.

Reform objective and point to be considered during analysis	Checklist for assessment
<ul style="list-style-type: none"> • There should be a justified timeline for delivery of any services under the Act/rules/regulations/orders/notifications. • Examine the timelines for processing requests, issuing orders, or renewing licenses/certifications. The timelines should be strictly adhered and any breach in timeline require justification with approvals of higher authority. • Is there any penalty for breaching timeline? <p>Grievance Mechanisms:</p> <ul style="list-style-type: none"> • Is there any grievance redressal mechanism exist? • How effective is the current grievance redressal process? • Is there a fixed timeline for resolution? • Is there any Assessment mechanism for reviewing the quality of resolution provided? <p>Query raised by Department-</p> <ul style="list-style-type: none"> • All the queries raised by the department should be supported with rationale. • The rationale behind the queries raised are to be reviewed periodically on sample basis. <p>As per the above-mentioned points, Department may simplify the procedures/processes through multiple ways including: -</p> <ul style="list-style-type: none"> • Reduction in form size, number of procedures, cost and time of any Certificate, Licenses & Permission, if possible. • Either abolish renewals, if possible or provide auto renewal facility to reduce time and cost of businesses. • Provide self-certification, if possible, otherwise third-party inspection or joint inspection option may be provided. • Unnecessary requirement of maintaining registers, records or display, filling producers to be reduced or removed. 	
<p>Reform 90</p> <p>Departments should examine whether a compliance requirement still serves a purpose or if it has become obsolete.</p> <p>Outdated Laws:</p> <ul style="list-style-type: none"> • Review the laws governing the regulation. Is the law outdated, or has the need for the regulation changed? 	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Example: Certain compliance requirements from the 1980s may be irrelevant today. If a law was meant to regulate a technology or some aspects that is no longer in use, it should be eliminated.</p> <p>Document Relevance & Substituting Documents:</p> <ul style="list-style-type: none"> • Are the documents requested in a compliance process necessary and relevant? • Is there an alternative document that can replace multiple documents? 	<ul style="list-style-type: none"> • Further certificate for compliances reduced through Eliminated Redundancy shall also be uploaded in BRAP Portal as per annexure III.
<p>Reform 91</p> <p>Digitization is essential for making the compliance process faster, more accessible, and more transparent. Evaluate the regulation to see if the process is fully or partially digitized.</p> <p>Infrastructure Analysis:</p> <ul style="list-style-type: none"> • Is the process of all filings, applications, requirements are offline or online? • If online, how user-friendly is the system? <p>Example: An online licensing platform should allow users to submit documents, track progress, and receive notifications. Departments should ensure the entire workflow is digitized from start to finish.</p> <p>Digital Grievance Redressal:</p> <ul style="list-style-type: none"> • Does the department offer online grievance redressal mechanisms? If not, this should be implemented to ensure transparency and efficiency. <p>Example: An online portal should allow citizens to submit grievances and track their resolution in real time.</p> <p>Automated Renewals:</p> <ul style="list-style-type: none"> • Explore the possibility of auto-renewals or elimination of renewal requirement for routine compliances. <p>Example: A business license that previously needed to be renewed annually with the submission of the same documents can be auto renewed if there are no changes in the business structure.</p> <p>Some States has eliminated the requirement of autorenewal under Shop and Establishment Act. Similarly, Department examine the possibility of elimination of renewals in their States.</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal. • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through Digitization shall also be uploaded in BRAP Portal as per annexure IV.
<p>Reform 92</p>	<ul style="list-style-type: none"> • State should upload the work done in RCB portal.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>The goal of decriminalization is to reduce the severity of punishments for minor regulatory and procedural violations, thus minimizing the risk of litigation and legal proceedings that disproportionately affect businesses and citizens. The focus is on replacing criminal punishment, such as imprisonment and/or fine, with more proportionate responses like penalties, graded punishments. Decriminalization helps in building a more supportive regulatory environment that encourages compliance without imposing unnecessary legal burdens for minor offenses.</p> <p>Removal of Imprisonment/fine and Introduction of Penalty Mechanisms</p> <ul style="list-style-type: none"> • Imprisonment/fine for minor contraventions can lead to unnecessary litigation and strain judicial resources. Introduction of penalty-based system will discourage violations without causing undue harm to businesses or individuals. • Every Department should review all regulations that impose imprisonment/fine for technical non-compliance (e.g., late filings, missing documents, or minor errors) and replace them with monetary penalties or corrective warnings and also ensure that penalties are proportionate to the nature/gravity of the offense. <p>Example: A minor delay in the submission of a form should not lead to prosecution; a penalty for the same may be introduced instead of fine and imprisonment, which is creating burden on courts.</p> <p>Proportionate or graded punishments: Not all offenses are of equal gravity, and the punishment should reflect the nature and seriousness of the violation. For minor procedural defaults, the response should be milder, while more serious offenses may warrant higher punishments.</p> <p>Establish clear guidelines for graded punishments:</p> <ul style="list-style-type: none"> • Minor Violations: Warnings or small penalties. • Moderate Violations: Larger penalties with corrective action plans. • Severe Violations: Imprisonment/Fines combined with the possibility of enhanced scrutiny or audits, cancellation of license etc. <p>Example: Missing a filing deadline by a day due to technical issues should not result in severe penalties. Departments should implement graded penalties for the same.</p>	<ul style="list-style-type: none"> • A Certificate for complete identification shall be uploaded in BRAP Portal as per annexure I. • Further certificate for compliances reduced through Decriminalization shall also be uploaded in BRAP Portal as per annexure V.

Reform objective and point to be considered during analysis	Checklist for assessment
<p>Establish Adjudication and Appellate Mechanisms</p> <p>Establish a robust adjudication system to handle penalties for non-compliance, along with an appellate mechanism for businesses and individuals to contest decisions. Establishing an adjudication mechanism will ensure disputes are handled fairly and quickly without escalating into criminal matters.</p> <p>Example: For offenses like submission of false information, an adjudicating authority could decide whether it was intentional or accidental, applying penalties accordingly.</p> <p>some examples of Offenses generally to be considered for Decriminalization -</p> <p>General Contraventions: Remove imprisonment/fine and replaced with specified ranges of penalty according to the gravity of offences.</p> <p>Non-maintenance of Records/Registers: Decriminalize the non-maintenance of registers (like employee attendance, safety records) and replace with penalty, particularly when it does not lead to significant harm.</p> <p>Non-Filing of returns/forms/submissions: For businesses failing to file returns/forms/submissions, impose a penalty based on the number of days overdue, with the possibility to provide option of compounding.</p> <p>Obstructing Officers: Replace imprisonment with fines when there is minor resistance or non-cooperation with officers performing their duties.</p> <p>Contravention of Price-Control Orders: Implement graded penalties based on the impact of non-compliance, starting with warnings and escalating to higher penalties for significant violations.</p> <p>Submission of False Information: In cases where incorrect information is submitted unintentionally, impose small penalties and allow rectification within a defined timeframe.</p>	

4. Marking System for States Based on RCB Certificates

To provide a standardized marking system for all States as per their compliance in each Act (across 23 Acts) under the Reducing Compliance Burden (RCB) initiative, we will follow the 5-point evaluation framework based on the certificates:

- Complete Identification (Annexure -I),
- Simplification (Annexure -II),
- Elimination of Redundancy (Annexure -III)
- Digitization (Annexure -IV), and
- Decriminalization of Minor Offenses (Annexure -V).

States will be awarded 1 mark for successfully completing the criteria under each certificate for every Act. The marking system for the Reducing Compliance Burden (RCB) evaluation will be based on the **percentage of completion** of each reform under the five key criteria: Identification, Simplification, Digitization, Elimination of Redundancy, and Decriminalization of Minor Offenses. Each criterion will have a maximum of 1 mark, with marks awarded proportionately based on the level of completion.

For each of the 23 Acts, states will be evaluated and awarded marks based on the percentage of completion for all five reform areas. Each Act can receive a maximum of 5 marks, with 1 mark for each reform area. The final score for each state will be determined by adding up the marks for each Act, calculated proportionately based on the level of completion in each reform area.

Below are **examples** of how the marks will be granted for completion for each reform area:

For example: If a state has identified 75% of the total compliances (including rules, orders, and notifications) under a particular Act, the state will be awarded 0.75 out of 1. Similarly for 50% identification, the state will receive 0.5 out of 1 and for 25% completion, 0.25 out of 1 will be awarded to State. This ensures that even partial progress in compliance identification is recognized proportionately. Similarly, the above mentioned proportionate marking system will be followed for the other 4 reforms also such as Simplification of Processes, Digitization of Compliance, Elimination of Redundancy and Decriminalization of Minor Offenses.

Annexure - I

Certificate 1: Identification of Compliance under _____ Act

State/UT Name - _____

Issued by: _____ (State/UT Department Name)

Date: DD/MM/YYYY

Task No.: _____

This is to certify that _____ (State/UT Name) has identified and reviewed ___% of relevant regulations, rules, orders, notifications, and schemes. All compliance requirements, policies, and procedures across various departments have been evaluated to ensure accuracy and completeness. The total identification of compliances related to _____ Act have been uploaded on RC Portal.

Annexure - II

Certificate II: Compliance reduction through Simplification under _____ Act

State/UT Name - _____

Issued by: _____ (State/UT Department Name)

Date: DD/MM/YYYY

Task No.: _____

Reform No.: _____

This is to certify that _____ (State/UT Name) has reviewed and simplified ___% of compliance/processes under the Acts, regulations, and orders. The State has reduced form complexity, streamlined procedures, established justified timelines, and implemented grievance mechanisms to ensure smooth service delivery and resolution within the framework of the regulation. The total simplified compliances related to _____ Act have been uploaded on RC Portal.

Annexure - III

Certificate III: Compliance reduction through elimination of redundancy under _____ Act

State/UT Name - _____

Issued by: _____ (State/UT Department Name)

Date: DD/MM/YYYY

Task No.: _____

Reform No.: _____

This is to certify that _____ (State/UT Name) has conducted a comprehensive review of outdated and redundant provisions, documents, and compliance requirements. The State has eliminated ___% unnecessary regulations and substituted multiple document requirements with relevant alternatives, ensuring that compliance processes are efficient and purposeful. The eliminated redundant compliances related to _____ Act have been uploaded on RC Portal.

Annexure - IV

Certificate IV: Compliance reduction through Digitization under _____ Act

State/UT Name - _____

Issued by: _____ (State/UT Department Name)

Date: DD/MM/YYYY

Task No.: _____

Reform No.: _____

This is to certify that _____ (State/UT Name) has successfully digitized ___% of compliance process, including online filing systems, automated renewals, and digital grievance redressal mechanisms. The State has integrated technology solutions, ensuring that all compliance procedures are user-friendly, transparent, and fully digitized where applicable. The compliance reduction through digitization related to the _____ Act have been uploaded on RC Portal.

Annexure - V

Certificate V: Compliance reduction through Decriminalization of Minor Offenses under _____ Act

State/UT Name - _____

Issued by: _____ (State/UT Department Name)

Date: DD/MM/YYYY

Task No.: _____

Reform No.: _____

This is to certify that _____ (State/UT Name) has reviewed and decriminalized ___% of minor procedural offenses within its regulatory framework. Imprisonment and fines for technical/procedural non-compliance have been replaced with proportional penalties, and a graded punishment system has been introduced to address violations based on severity. An adjudication and appellate mechanism have been established for fair and timely resolution. Decriminalized compliance related to the _____ Act have been uploaded on RC Portal.

-__

D. Suggested Dashboard Format for Compliance Dashboard

Name of the Organization: Industry scale: Micro/ Small/ Medium/ Large Type of business: Manufacturing/ Service/ Trading Compliance Dashboard for the Period: FY 2024 – 2025	Industry classification: Risk Category: Red/ Orange/ Green/ White (State may define category as per requirement) Organization Compliance Rating:
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Department	Compliance	Compliance Document (Download)	Act applicable	Rules applicable	Penal provision in case of non-compliance	Periodicity of Compliance	Compliance Start Date	Compliance end Date	Email/SMS/ Both trigger date*	Approval	Current Compliance Status
	**				Imprisonment of up to	Monthly/ Quarterly/ Half Yearly/ Annually					Yes/ No
	**				Penalty of						

* 30 days prior to compliance end date

**Can be populated from inspections checklist and other statutory requirements a per applicable act. Compliance status may originate from online inspection checklist.

Organization Compliance Rating: AAA

Rating/ Grade	Compliance Score
AAA	95% to 100%
AA	90% to 94%
B+	80% to 89%
B	Below 79%