

**Government of Rajasthan**  
**Office of the Principal Secretary to Government,**  
**Investment & NRIs, BIP, Rajasthan, Jaipur**

**Circular**

No.: BIP/EODB/2025/789

Dated: 10.1.2025

To streamline compliance efforts and reduce legal risks for businesses, regarding information on criminal provisions under various Acts including section/ rule applicable to them. A Compliance Dashboard has been implemented. This tool empowers businesses by providing easy access to essential information on necessary approvals, potential liabilities, and relevant penalties. By leveraging this dashboard, businesses can make informed decisions and ensure adherence to legal requirements

**1) All applicable compliances/ approvals/ licenses/ NOCs and units track record in timely adherence**

**Directive:** All relevant departments to ensure that all applicable compliances / approvals / licenses / NOCs and units track record should be in timely adherence and should be mapped to the Compliance Dashboard of the investors.

**2) Dashboard to highlight approaching or pendency in compliance like renewals, returns/ filings:** This dashboard aims to provide insights on upcoming / pending compliance activities like renewals or filings, thereby acting as an active reminder system. This aids businesses to prioritize their actions thereby avoiding non-compliance.

**Directive:** Adherence to each of the compliances will be given ratings/grading online based on their attainment of compliances within stipulated time through the matrix illustrated below.

For compliance score of 95% to 100% (Rating/Grade A+), For compliance score of 95% to 100% (Rating/Grade AAA), For compliance score of 90%to 94%(Rating/Grade AA), For compliance score of 80% to

79% (Rating/Grade B+), For compliance score of below 79% (Rating/Grade B).

- 3) Intimation trigger has been set at least 30 days prior to the due date for all compliances/ approvals/ licenses/ NOCs to businesses (Ref. Annexure 1 & Annexure 2). Further, Intimation trigger has also been set on expiry date for all compliances/ approvals/ licenses/ NOCs to businesses (Ref. Annexure 3 & Annexure 4)**

**Directive:** The respective departments should ensure that the system should be developed to send notifications at least 30 days prior to the due date for all clearances, approvals, renewals and NoCs. The system should send automated reminders, setting up a tracking mechanism for all due dates and facilitate auto generated, pre-scheduled notifications.

- 4) Dashboard to include area wise compliance details and the observations to include lapses and delays, if any**

**Directive:** This dashboard aims to provide insights on upcoming / pending compliance activities like renewals or filings, thereby acting as an active reminder system. This aids businesses to prioritize their actions thereby avoiding non-compliance.

This bears the approval of competent authority.



(Sourabh Swami)  
Addl. Commissioner  
(Investment & NRIs), BIP

Copy to: All ACS / Principal Secretary / Secretary to all concerned departments

***Annexure 1:***

**Sample format for trigger e-mail before 30 days from Rajnivesh**

Dear [Company Name],

Date:.....

This is to inform you that the approval granted to your company through RAJ NIVESH for Name of the Service vide Application / Certificate Number is set to expire within the next 30 days.

To ensure the continuity of your operations and to maintain compliance, we request that you initiate the renewal process as soon as possible. Noncompliance with the approval process may lead to penal actions. Please provide the necessary documentation and information to RAJ NIVESH to facilitate a smooth renewal.

If you have any questions or require further assistance, please feel free to contact [Department Contact Person's Name] at [Email Address] or [Phone Number].

We anticipate your prompt action to this matter.

***Annexure 2:***

**Sample format for trigger text message before 30 days from Rajnivesh**

"Dear [Company Name], your RAJ NIVESH approval (Certificate No. / Application Number) expires in 30 days (Expiry Date: [ Expiry Date]). Please renew through RAJ NIVESH portal to avoid penal actions. Contact Department Support [Department Phone Number] for further assistance."

**Annexure 3:**

**Sample format for trigger e-mail on expiry from Rajnivesh**

Dear [Company Name],

Date:.....

This is to inform you that the approval granted to your company through RAJ NIVESH for Name of the Service vide Application / Certificate Number has expired on \_ \_ \_ \_ \_.

To ensure the continuity of your operations and to maintain compliance, we request that you initiate the renewal process as soon as possible. Noncompliance with the approval process may lead to penal actions. Please provide the necessary documentation and information to RAJ NIVESH to facilitate a smooth renewal.

If you have any questions or require further assistance, please feel free to contact [Department Contact Person's Name] at [Email Address] or [Phone Number].

We anticipate your prompt action to this matter.



***Annexure 4:***

**Sample format for trigger text message on expiry from Rajnivesh**

"Dear [Company Name], your RAJ NIVESH approval [Certificate No. / Application Number] has expired on [Expiry Date]. Please renew through RAJ NIVESH portal to avoid penal actions. Contact Department Support [Department Phone Number] for further assistance."