

**Guidelines for Preparation
of Policy Proposals....**

Government of Gujarat
Finance Department
G. R. No.GST-10-2016-945-GST cell
Sachivalaya, Gandhinagar
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Preamble:

Departments across the Government submit a number of Policy Proposals through Finance Department for approval of the State Government. In order to have a greater insight and clarity regarding these Policy Proposals and expedite the process of their approval, it was under consideration of the State Government to provide guidelines to the Departments for preparation of Policy proposals.

RESOLUTION:

After careful consideration, the State Government is pleased to issue the following guidelines based on which the draft for Policy Proposals may be prepared by the concerned departments:

A. Policy Statement:

Policy Statement may consist of the following:

- a clear vision,
- objectives,
- proposed policy measures along with timeline,
- responsibility of stakeholders,
- eligibility,
- implementation schedule and strategy with milestones,
- parameters for review and monitoring, and
- proposed outcomes.

B. Justification :

Justification for policy proposals may be submitted into following components:

(a) Background :

- Interventions in past and at present in this and related area in Gujarat or any other state / country should be provided.
- A brief analysis of impact of these interventions. In case of interventions outside Gujarat a brief on its applicability to Gujarat should be prepared. (Eg. SEZ may be very successful in China but not so in India.)

(b) Context :

- Vision of State Government, Central Government and international community in this regard should be stated.
- Norms / parameters / indices set up should be taken into account and applied to policy proposal.

(d) Gap analysis:

- Issues / challenges faced by this sector in Gujarat vis-à-vis other States / Country/ globally should be examined and linked to Policy measures.
- This being a very important component, a formal consultation with stakeholders assumes a great significance. The concerned department should hold formal consultation with stakeholders and experts and submit their comments / responses that are either included or excluded with brief reasons.
- The department may examine any good empirical evidence/ policy paper / research paper if available.

(e) Implication for other departments:

- Proposing department must examine financial implications and legal implications in every case.
- Financial implication should provide total outgo of public resources and expected future financial benefits to State/citizens.
- A broad business model bringing out these features will be helpful.
- Legal implications should examine whether any change in existing statutory framework is required: if yes then what are they and how its enforcement will be done.
- Implication for other departments such as Revenue should also be examined, and such other departments should be consulted wherever necessary.

All departments are hereby requested to follow the above guidelines while preparing the Policy proposals relating to their respective departments before submitting for approval to the State Government.

By order and in the name of Governor of Gujarat



(C. J. Meewan)
Joint Secretary (Tax)
Finance Department

Copy to: Additional Chief Secretary/Principal Secretary/Secretary- All the departments.