

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
FINANCE (REVENUE-II) DEPARTMENT  
4<sup>TH</sup> LEVEL, 'A WING' DELHI SECRETARIAT.  
I.P. ESTATE, NEW DELHI 110002

F.No 1 (2)/Fin/Misc./Rev-II/2010-11/PartFI-I/DSV/ 607


Dated: 03/04/2018

**CIRCULAR**

Please find OM dated 05.03.2018 on the subject "Adherence to Protocol for engagement with Multilateral Development Banks, Bilateral Agencies/Partners, and International Financial Institutions in India". Therefore, you are requested to taken an appropriate action at your end.

1. All Pr. Secretaries / Secretaries / Heads of Departments of GNCTD / Autonomous Bodies under Govt. of NCT of Delhi.
2. Asstt. Programmer, with the request to upload the same on Website of Finance Department and all the HODs of the departments are requested to upload the same from website of Finance Department (**No hardcopy of enclosure will be dispatched to any organisation/department**).

Encl: as above

  
(MANOJ KUMAR)  
DY. SECY-V -(FINANCE)

**No. 14/5/2000- FB II (Vol. IV)**  
**Government of India**  
**Ministry of Finance**  
**Department of Economic Affairs**

New Delhi, dated 05.03.2018

**OFFICE MEMORANDUM**

**Subject: Adherence to Protocol for engagement with Multilateral Development Banks, Bilateral Agencies/Partners, and International Financial Institutions in India**

\*\*\*\*\*

As per Government of India (Allocation of Business) Rules, 1961 Department of Economic Affairs (DEA) in the Ministry of Finance acts as nodal Department, *inter alia*, for all matters relating to:

- (i) Loans, credits and grants from foreign countries, special agencies, non-governmental foundations, agencies and voluntary bodies;
- (ii) Loans, credits and grants from multilateral agencies;
- (iii) Technical and Economic assistance received by India:
  - (a) The United Nations Technical Assistance Administration Programmes
  - (b) Ad-hoc offers of technical assistance from various foreign countries, special agencies, non-Government entities
  - (c) United Nations Office of Project Services
- (iv) Technical assistance received by India from or given to foreign governments, international institutions and organizations, except such as are relatable to subjects allocated to any other Department.

2. Accordingly, DEA functions as the political and administrative focal point in India for all engagements with and Multilateral agencies including Multilateral Development Banks (MDBs) such as the World Bank Group, Asian Development Bank (ADB), African Development Bank (AfDB), Asian Infrastructure Investment Bank (AIIB), and New Development Bank (NDB); Bilateral Agencies such as JICA, KfW, GIZ, AfD, EIB, DFID etc.; and International Financial Institutions such as International Fund for Agricultural Development (IFAD).

3. In order to ensure that the borrowings from MDBs/ Bilateral Agencies/IFIs are aligned with the developmental priorities and broad policy directions of the Government of India, it is imperative that all proposals from State Governments as well as Central Ministries/Departments - either for loans, technical assistance or advisory services - are routed through DEA, which, after careful scrutiny, are posed by DEA to the MDBs/ Bilateral Agencies/IFIs concerned. On the other hand, the MDBs/Bilateral Agencies/IFIs are also expected to engage with the States, Central Ministries/Departments, Constitutional bodies, and other institutions in India through the DEA. For this purpose, this Department has, from time to time, highlighted the need on part of the States/Central Ministries and Departments, and other institutions on the one hand, and MDBs, Bilateral Agencies, and IFIs on the other, to observe the established protocol in conduct of business with each other.

4. Of late, DEA has come across instances wherein a few States and Central Ministries have sent communications from the ministerial level to the President or CEO of MDBs/IFIs directly, bypassing DEA, and the MDB/IFI concerned has also not observed the propriety of responding to such references through the DEA. In certain cases, the level of correspondence between the two sides have been inappropriate. Instances have also come to light where Central Ministries/Departments have reached out to Executive Directors representing India at the MDBs without Informing Department of Economic Affairs. In some cases pertaining to project-specific nominations for training, Bilateral Agencies/MDBs etc. have deviated from the established practice.

5. As the nodal Department for dealing with matters pertaining to loans, credits and grants from MDBs, Bilateral Agencies, and IFIs in India, DEA considers it necessary to sensitize the stakeholders and reiterate the importance of adherence to propriety in conduct of business between State Governments, Central Ministries/Departments, and other institutions on the one hand, and MDBs, Bilateral Agencies, and IFIs on the other. To this end, the following instructions are conveyed/ reiterated:

**(i) Proposals for External Assistance (loans) from MDBs/Bilateral Agencies/IFIs**

All proposals for loans from MDBs/Bilateral Agencies/IFIs referred to above should be routed through DEA in accordance with the extant instructions and guidelines on the subject. In no case, they should be sent directly to the MDBs/Bilateral Agencies/IFIs. In case a State Government/Central Ministry intends to initiate a preliminary discussion around a concept note with a MDB/Bilateral Agency/IFI before submitting a loan proposal, it must send a prior intimation to DEA. The MDB/Bilateral Agency/IFI concerned must seek mission clearance from DEA for this purpose.

**(ii) Proposals for External Assistance (Technical Assistance/Advisory Services/Other Assistance) from MDBs/Bilateral Agencies/IFIs**

In a few instances, it has been observed that State Governments/Central Ministries engage with MDBs/Bilateral Agencies/IFIs directly on matters relating to technical assistance or advisory services, finalise the proposal informally without informing DEA, and thus present this Department with a *fait accompli* in such cases. All such proposals should be routed through DEA in accordance with the extant instructions and guidelines on the subject. In no case, they should be sent directly to the Bilateral Agency/MDB. DEA encourages State Governments, Central Ministries, and other institutions to enter into preliminary discussions on broad contours of technical assistance, advisory services or any other assistance. A prior intimation before such discussions must invariably be sent to DEA. Bilateral Agency/MDB/IFI concerned should seek mission clearance, sufficiently in advance, from DEA for this purpose in all cases where it is required in accordance with extant instructions.

**(iii) Level and Channel of Communication**

(a) Country Directors/Country Representatives of the MDBs/Bilateral Agencies/IFIs will refrain from addressing their communications to the Chief Minister/Ministers in a State Government, or Ministers in the Central Government. On matters pertaining to ongoing or pipeline projects funded by them, they should correspond with the Chief Secretary/Principal Secretaries in the State Government under intimation to DEA. Similarly, communications with a Central Ministry/Department may be addressed to Secretary/Joint Secretary or Director/Deputy Secretary under intimation to DEA. It would be the responsibility of the officers concerned to apprise the political functionaries in the concerned Governments in appropriate manner. All proposal for collaborative programmes as well as policy inputs related to the States and Central Ministries should only be routed through this Department.

(b) Project-specific communications may be addressed to the Project Director concerned with a copy endorsed to the Principal Secretary/Secretary in the department concerned, and under intimation to DEA.

(c) Central Ministries/Departments, State Governments, and other institutions are not expected to correspond directly with the President, Chief Executive Officer or other Senior Management officials of the MDBs/Bilateral Agencies/IFIs. In case, such a high ranking official is intended to be invited to participate in any function or event organized by the Ministry/Department or the State Government, DEA should be consulted before extending such invitation. In no case, Ministers of the Government of India or the State Governments should write a Demi-official or personal letter to such high ranking personnel.

(d) Central Ministries/Departments, State Governments, and other institutions should refrain from directly corresponding with Executive Directors representing India at the MDBs/IFIs, and route the request for any information/clarification/inputs through the DEA, which is the focal point for all communications with the Executive Directors. In case such a correspondence becomes necessary in view of the exceptional nature of work /exigency, DEA should be kept informed.

**(iv) Project related Training Programmes/Workshops organized by MDBs/Bilateral Agencies/IFIs**

(a) Country Offices of MDBs/Bilateral Agencies/IFIs should send invitations for project related training programmes/workshops to DEA, which in turn, would invite nominations from State Governments/Central Ministries/Other institutions concerned, as the case may be. Only upon receipt of nominations from DEA, MDBs/Bilateral Agencies/IFIs should reach out to the nominated officers for the purpose of completion of travel and other formalities.

(b) If the training programme/workshop is not related to an ongoing or pipeline project financed by an MDB/Bilateral Agency/IFI, and the invitee is not a Government functionary, the MDB/Bilateral Agency/IFI concerned may extend invitations directly in such cases under intimation to DEA.

**(v) Invitation to participate as a Resource Person/Speaker/Panellist in the events organized by MDBs/Bilateral Agencies/IFIs and vice versa**

(a) In cases where an MDB/Bilateral Agency/IFI seeks to invite a particular Government official/functionary as a resource person/speaker/panellist for an event organised by them in India or abroad, such invitations may be extended to the individual through DEA, and a copy may be endorsed to the individual for his/her information and to the State Government/Central Ministry/Institutions concerned.

(b) In case the proposed resource person/speaker/panellist is not a Government official/functionary, the invitation may be extended directly under intimation to DEA.

(c) Similarly, Ministries/Departments in Government of India or in the State Governments should invite Country Directors/Representatives of MDBs/Bilateral Agencies/IFIs for conferences/seminars/other events only through DEA.

**(vi) Request for meeting with Chief Ministers/Ministers in the States/Central Government and other meetings**

(a) All requests from MDBs/Bilateral Agencies/IFIs for meetings with Chief Ministers/Ministers in the States/Central Government, as the case may be, should be routed through DEA. MDBs/Bilateral Agencies/IFIs may appreciate the fact that such requests would be appropriately entertained by DEA based on Government's own established protocol.

(b) Requests for a meeting with Secretaries in the Government of India/Chief Secretaries in the State Governments and other Government functionaries should also be routed through DEA.

6. These guidelines may kindly be brought to the notice of all concerned, including subordinate offices/institutions of the Ministries/Departments, for strict compliance.

7. This issues with the approval of Secretary (EA).

  
(Rishikesh Singh)  
Director (MI)

Tel No: +91-11-23093542

e-mail: [rishikesh.singh74@nic.in](mailto:rishikesh.singh74@nic.in)

To

1. CEO, NITI Aayog
2. All Secretaries in Government of India
3. All Chief Secretaries in the States and Administrators in the Union Territories
4. Executive Director (India), World Bank
5. Executive Director (India), IMF
6. Executive Director (India), ADB
7. Country Director (India), World Bank
8. Country Director (INRM), ADB
9. Office of President, AfDB
10. Office of President, AIIB
11. Office of President, NDB
12. Country Representative (India), IFAD
13. Country Representative (India), IFC
14. Country Representatives of all Bilateral Agencies concerned
15. All Joint Secretaries in Department of Economic Affairs
16. All Directors/Deputy Secretaries in MI Division of DEA.