

No. 9/10/2014-IC  
Government of India  
Ministry of Corporate Affairs

031441

14/1/15

5<sup>th</sup> Floor, 'A' Wing, Shastri Bhawan,  
New Delhi, Dated 13 January, 2015

To,

1. The Registrar, CAT
2. The Secretary, CCI
3. The DG & CEO, IICA
4. The Director, SFIO
5. The Secretary, ICAI/ICSI/ICoAI

**Sub:- Guidelines for processing cases of India-specific and regional studies conducted by Multilateral development Banks.- Reg.**

Sir,

With reference to the subject mentioned above, a copy of Department of Economic Affairs, Ministry of Finance OM No. 07/04/2014-FB-V dated 01.01.2015 inter-alia circulating guidelines for processing cases of India-specific and regional studies conducted by Multilateral Development Banks is enclosed for future compliance.

Encl: As above.

*G.V. Subbaiah*  
(G.V. Subbaiah)

Under Secretary to the Govt. of India  
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+TS/112  
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No.07/04/2014-FB-V  
Government of India  
Ministry of Finance  
[Department of Economic Affairs]

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New Delhi, dated: 1<sup>st</sup> January, 2015

OFFICE MEMORANDUM

Sub: Guidelines for processing cases of India-specific and regional studies  
Conducted by Multilateral development Banks

Multilateral Development Banks like World Bank, Asian Development Bank, International Fund for Agricultural Development (IFAD), International Finance Corporation (IFC) etc. conduct India-specific bilateral and regional studies covering one or more countries from time to time on various subjects / sectors. At present such studies are processed in terms of the Standard protocol issued vide DEA Office Memorandum No. 03/01/2013-FB VII dated February 4, 2013.

2. The extant protocol has been revised with the approval of Finance Secretary, with an objective to ensure time-bound and structured consultation/ engagement with sectoral-line ministries at each stage from concept stage to preparation of the final report. The revised protocol, which will be applicable both to India-specific and regional studies conducted by MDBs, is attached. The revised protocol, inter alia, stipulates that concerned line Ministry/ Department will nominate a nodal officer, not below the level of Director/Deputy Secretary, for intra-departmental co-ordination and to act as a focal point to deal with all references on the subject. The opinion of line Ministries will also be sought specifically on the desirability to undertake such studies. The revised protocol also stipulates clear timelines within which all agencies involved are expected to respond.

3. All Ministries/ Departments of Government of India are requested to take note the revised protocol.



(Bhaskar Dasgupta)

Director

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1. Secretary,  
Ministry of Home Affairs,  
North Block, New Delhi-110001
  2. Foreign Secretary,  
Ministry of External Affairs,  
South Block, New Delhi-110001
  3. All other Ministries/Departments of Govt. of India as per the list.
  4. India's Executive Director in the World Bank [Kind Attn: Shri S.C. Garg]
  5. Mr. Rajesh Khullar, Joint Secretary (BC), DEA, North Block, New Delhi
  6. Dr. Usha Titus, Joint Secretary (MR), DEA, North Block, New Delhi

**CC:**

- I. Director (AB)/Director (SBS)/Director (AS)/DS (BP) - **It is requested that the protocol may be shared with MDBs such as ADB, IFC, AfDB etc.**
- II. All Under Secretaries in MI Division.
- III. All Sections in MI Division

Copy also for information –

- i) Sr. PPS to AS(EA)
- ii) PPS to JS (MI)

GUIDELINES FOR PROCESSING CASES OF INDIA-SPECIFIC AND REGIONAL STUDIES CONDUCTED BY MULTILATERAL DEVELOPMENT BANKS

Multilateral Development Banks (MDBs) like World Bank, Asian Development Bank, IFAD and IFC etc. conduct India-specific bilateral and regional studies covering one or more neighboring countries from time to time on various subjects / sectors. Standard protocol for dealing with such studies was issued vide Office Memorandum No. 03/01/2013-FB VII dated February 4, 2013. Now, with the approval of the Finance Secretary, it has been decided to revise the protocol for India-specific and regional studies conducted by the MDBs, except for the studies having separate protocol of their own. The revised protocol will be as below:-

1. Specific approval of Government of India will be required for both India - specific and regional studies covering India conducted by the MDBs.
2. Although there could be some variations depending on the context / subject of study, the broad protocol will be as under:-

**2.1. Concept Stage**

- The concerned MDB will send a concept note and Terms of Reference (TOR) for the proposed study to the DEA at the inception stage. The concept note will include objective, origin / motivation of the study, envisaged benefits, funding source, proposed data sources to be used in the study, etc. It will also clearly state whether any primary survey is proposed to be undertaken, and if so where.
- DEA will refer the concept note and TOR to sectoral line Ministries / Departments within one week of receiving the same from the MDB.
- Each line Ministry will nominate a nodal officer, not below the level of Director/ Deputy Secretary, for intra-Departmental co-ordination and as a focal point to deal with all references on the subject within one week of receiving the reference from the DEA.
- Line Ministries / Departments will send their comments within 3 weeks of receiving the document from the DEA. Their comments will include desirability/ relevance of the study in Indian context (i.e., whether the study should at all be undertaken), methodology or any other suggestion to further improve the outcome of the study.



- In case of regional studies involving neighboring countries, comments of Ministry of External Affairs will be sought from political angle. MEA will furnish their comments within three weeks of receiving the reference from the DEA.
- Comments of Ministry of Home Affairs (MHA) would be sought in cases where security angle is involved. The comments of MHA will be mandatory if the study involves field work or interaction in border areas or the subject matter of the study has direct connection with the internal and external security aspects. MHA is also expected to respond within three weeks.
- In cases, where the comments are not received within the stipulated time or there is any objection or difference of opinion amongst line Ministries / Departments on the proposed study, DEA will convene a meeting in which the concerned MDB would be asked to make a detailed presentation about the study. The representatives of the concerned line Ministry or any other Ministry, as the case may be, would also be invited. Clearance would be issued based on the discussion and the decision reached in the meeting.
- If even after the consultations and discussions in the meeting, there is no convergence of views, the final decision would be taken by the DEA based on the facts and the relevance of the study in the Indian context.

## **2.2. Preparation of the Draft Report**

- The Study will be undertaken by the MDB after clearance of Government of India is received.
- MDB team will interact with the nodal officers of all sectoral line Ministries during preparation of the draft report. The nodal officer will facilitate further interaction within his/her Ministry/ Department with MDB representatives, if required. In particular the data source proposed to be used will be discussed with the line Ministries.
- Wherever Indian Government data sources for a particular description / attribute is available, MDBs are expected to use the same.
- The feedback of sectoral line Ministries will be appropriately reflected in the draft Report.
- DEA will facilitate interactions of the MDB with sectoral line ministries, if required.



### 2.3. After Preparation of the Draft Report and before dissemination

- The draft report will be shared with the DEA at least 10 weeks before the planned dissemination of the Report.
- Following timelines shall be applicable for processing the draft report:-

Activity	Timelines
Sharing of the draft report with sectoral line Ministries (and also MEA in case of regional studies) by the DEA.	Within 1 week from the receipt of the draft report from the MDB.
Comments of Sectoral line Ministries.	Within 3 weeks from the date of receipt of the draft report from DEA.
Presentation to be organized by the DEA with line Ministries and MDB, if required. (This will be done in case of objection to the findings in the report or in case of difference of opinion amongst sectoral line Ministries)	Within two weeks of receiving comments from line ministries.

- The remaining window of 4 weeks is meant to enable the MDB to examine the comments of sectoral line Ministries on draft report and their incorporation in the final report.
- Final dissemination of the report will be only after approval of Government of India.
- In case of regional studies covering countries other than India, the India-part of the Report will not be disseminated/ released in any country without specific approval of the Government of India.
- All Regional reports / study by the MDB will carry a disclaimer on the following line: The study reflects the views of the World Bank/ADB (as the case may be) and does not necessarily reflect the views of the Governments of the countries covered by the study. The findings of the study would, thus, not be binding on the countries covered by the study.
- In case of India-specific studies, the same would be worded as "the study reflects the views of the World Bank/ADB (as the case may be) and does not necessarily reflect the views of the Government of India and the findings of the study are not binding on the Government of India.

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S.No	Name	S.no	Name
15	Secretary D/O Industrial Policy & Promotion Ministry of Commerce & Industry Udyog Bhawan, New Delhi- 110001	22	Secretary (East) Ministry of External Affairs, South Block, New delhi
16	Secretary D/O Chemicals and Petro Chemicals Ministry of Chemicals and Fertilizers A-Wing Shastri Bhawan, Dr Rajendra Prasad Road, New Delhi- 110001	23	Secretary Ministry of Textiles Udyog Bhawan, Dr Maulana Azad Road, New Delhi-110001
17 ✓	Secretary Ministry of Corporate Affairs A-Wing Shastri Bhawan, New Delhi- 110001	24	Secretary Ministry of Drinking Water & Sanitation 9 <sup>th</sup> floor, Paryawarn Bhawan CGO Complex, Lodhi Road, New Delhi-110001
18	Foreign Secretary Ministry of External Affairs South Block, New Delhi-110001	25	Secretary Ministry of Tourism Transport Bhawan, Sansad Marg, New Delhi-110001
19	Secretary Ministry of Culture C-Wing Shastri Bhawan, New Delhi-110001	26	Secretary Ministry of Food Processing Industries Panchsheel Bhawan, August Kranti Marg, New Delhi-110001
20	Secretary Department of Health Research 3, Red Cross Road, New delhi	27	Secretary (REV) D/O Revenue Ministry of Finance, North Block South Block, New Delhi-110001
21	Secretary Ministry of Defence, South Block, New Delhi	28	Secretary (EXP)/ Finance Secretary D/O Expenditure, Ministry of Finance, North Block, New Delhi-110003