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No. 17/21/06-2Pol
Government of Haryana
Chief Secretary's Office
(Political Branch)

Dated Chandigarh the 16th September, 2009

To

- i) All the Financial Commissioners & Principal Secretaries to Government Haryana,
- ii) All the Commissioners and Secretaries to Government Haryana,
- iii) All the Divisional Commissioners in Haryana,
- iv) All Heads of Departments in Haryana and
- v) All Deputy Commissioners in Haryana.

Subject:- Channels of communications between the Government of India and State Governments on the one hand and foreign Governments or their mission in India, Heads of Indian Diplomatic Missions and Posts abroad and international Organizations on the other.

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Madam/Sir,

I am directed to invite your attention to the State Government letter of even no., dated 17/7/2006 and dated 10-10-2007, vide which the guidelines on channels of communications between the Government of India and State Governments on the one hand and foreign governments or their Missions in India, Heads of Indian Diplomatic Missions and Posts abroad and international organizations on the other, issued by the Government of India, Ministry of External Affairs, were circulated for strict adherence.

2. Now the Government of India, Ministry of External Affairs (Coordination Division) has issued revised guidelines vide their D.O. letter No. AA/551/8/2005 dated 9-6-2009. The Cabinet Secretary, Government of India, New Delhi vide his D.O. letter No. 191/2/3/2003-TS, dated 10-8-2009 has desired that the above revised guidelines be brought to the attention of the Hon'ble Chief Minister, all Ministers and other officials.

3. Accordingly, a copy of each of the above instructions/letters of Government of India are sent herewith with the request to bring these instructions to the notice of all concerned for strict adherence.

Enclosures: As referred to above.

Yours faithfully,

Suresh Kumar
(Suresh Kumar)

Under Secretary, Political.

Endst. No. 17/21/2006-2Pol,

Dated, Chandigarh the 16th September, 2009

A copy alongwith its enclosures is forwarded to the Senior Secretaries/ Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State for information and necessary action.

2. A copy is forwarded to Sh. K.M.Chandrasekhar, Cabinet Secretary to Government of India, New Delhi w.r.t. his letter No. 191/2/3/2003-TS, dated 10-8-2009 for information.

Suresh Kumar
(Suresh Kumar)
Under Secretary, Political.

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16/9/09

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Copy of D.O. letter No. 191/2/3/2003-TS, dated 10.08.2009 from Sh. K.M. Chandrashekhar, Cabinet Secretary, Government of India to Sh. Dharam Vir, Chief Secretary to Government, Haryana.

Dear Chief Secretary,

The existing guidelines on the channels of communications between the Government of India and State Governments on the one hand and foreign Governments or their Mission in India, Heads of Indian Diplomatic Missions and Posts abroad and International Organisations on the other, were evolved in 1985. Over the years, with the evolution of India's international profile and our economy, our interaction with foreign governments and their diplomatic missions in India, international organisations have considerably intensified due to a variety of reasons. To facilitate a coordinated approach to promote our national interests and foreign policy objectives, Ministry of External Affairs (MEA) has formulated revised guidelines on the above subject after appropriately incorporating suggestions received from various Ministries/Departments. A copy of the revised guidelines is enclosed.

2. The revised guidelines may please be brought to the attention of the Hon'ble Chief Minister, all Ministers and other officials.

No. AA/551/8/2005
Ministry of External Affairs
(Coordination Division)

New Delhi, 9th June, 2009

REVISED GUIDELINES ON CHANNEL OF COMMUNICATION BETWEEN THE GOVERNMENT OF INDIA AND STATE GOVERNMENTS ON THE HAND AND FOREIGN OVERNMENTS OR THEIR MISSIONS IN INDIA, HEADS OF INDIAN DIPLOMATIC MISSIONS AND POSTS ABROAD AND INTERNATIONAL ORGANISATIONS ON THE OTHER.

I. CHANNEL OF COMMUNICATION BETWEEN THE GOVERNMENT OF INDIA AND FOREIGN FOVERNMENTS

1. All communications with the Governments of countries where India is represented and which involve negotiations or questions of policy, as well as communications of a kind which though they do not raise or involve such questions, but lead to them, should be made only through the Ministry of External Affairs (MEA), which shall decide the form and manner in which they shall be made subject to the following exceptions:

a) Ministry of Finance: Ministry of Finance may deal directly with the concerned foreign governments/international organisations without routing through MEA on the following issues with the stipulation that major policy issues political/strategic repercussions would be pursued in consultation with MEA:

- * Negotiating loans from multilateral/regional financial institutions like World Bank, IMF, IDA, ADB, AFBD, etc;
- * Processing of bilateral cooperation assistance, both loans and grants except in regard to proposals for such assistance to neighbouring countries. Initial processing of bilateral assistance to other countries also will need to be done by MEA or in consultation with MEA;
- * Matters relating to foreign investment in India and Indian investment abroad;
- * Matters relating to external commercial borrowing/external debt;
- * Purely economic issues with external financial ramifications without political overtones; and
- * Management of foreign exchange resources.

b) Department of Commerce: The Department of Commerce under the Ministry of Commerce and Industry may deal directly with the foreign governments/international organisations concerned, without routing through MEA, as listed below, with the stipulation that (i) policy issues having political/strategic repercussions would be pursued in consultation with MEA and India Missions abroad would be kept informed of these interaction:

- * Multilateral trade negotiations in the World Trade Organisation (WTO);
- * Communication with trade negotiators of other member countries of WTO;
- * Communication with trade/foreign/industry/other ministries concerned of member countries of the WTO on matters of multilateral trade policy;
- * Communication with foreign governments on matters of regional and bilateral trade policy; and

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* Communication with representatives of foreign diplomatic missions in India on matters of multilateral, regional or bilateral trade policy.

c) Ministry of Defence: Ministry of Defence may correspond with the Foreign Government/their diplomatic Missions in India on technical and logistical details after the agreements on main/principal issues have been signed with the approval of MEA. MEA should be kept informed of discussions on these technical matters on a regular basis.

d) Planning Commission: Planning Commission may deal directly with the foreign governments/international organisations subject to the provision that it will consult MEA beforehand on those issues, which impinge on India's external relations, foreign policy and high level visits.

Communications which do not fall in the above category may be addressed directly to the Representatives of the Government of India in the country concerned for favour of onward transmission or communication and a copy sent simultaneously to the Ministry of External Affairs.

2. No communication, of whatever nature, to the Government of a foreign country, where India has no locally established Mission or is not represented through an Indian Mission in another country shall be addressed directly by any Government authority, except by the Ministry of External Affairs.

3. Save the exceptions outlined in paragraph I (1) above, Ministries of the Government of India, other than the Ministry of External Affairs, shall not communicate directly with the representatives of foreign countries in India, though they (the representatives) may be furnished with copies of the relevant correspondence, or informed that certain communications have been made to their Governments through the normal channels.

4. Direct correspondence between technical officers in the attached and subordinate offices of various Ministries of the Government of India with their counterparts, or with non-official technical organisations in foreign countries on a purely technical matter is permissible; provided that copies of all such correspondence are simultaneously endorsed to the Ministry of External Affairs and to the Representative of India in the country concerned. If such correspondence on scientific matters requires exchange of specimens, such an exchange may also be made; provided that full details are provided simultaneously to the Ministry of External Affairs and the Representative of India in the country concerned.

Scientific information of a restricted nature or concerning "sensitive" matter shall not be conveyed to any non-official technical organisation in a foreign country or such offices. Whenever there is any doubt it, the Ministry concerned shall first be consulted.

II. CHANNEL OF COMMUNICATION WITH INDIAN MISSION ABROAD

1. Correspondence on matters involving or which might in future involve negotiations or questions on foreign policy shall be carried on only by the Ministry of External Affairs with the Head of the Indian Mission abroad. Correspondence on technical questions which do not and are not likely to lead to negotiations or raise foreign policy issues may be carried on between the appropriate Ministry of the Government of India and the technical officer entrusted with the work by that Ministry in the Indian Mission concerned or the Head of the Mission where there is no such technical officer, provided that the Ministry of External Affairs is kept fully informed unless it concerns purely routine matters.

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There shall be no correspondence on matters of non-technical nature between the Ministries of the Government of India other than the Ministry of External Affairs and the India Mission abroad without prior consultation and correspondence of the Ministry of External Affairs. Before such matters are processed by the India Mission with the local authorities, they should ensure from the Ministry of External Affairs that there is no objection to the implementation of any particular proposal.

The following are the exceptions:

a) Ministry of Home Affairs and the Central Bureau of Investigation (CBI) may directly send outbound Letter Rogatories (LRs) issued by India courts to the concerned Indian Missions abroad under intimation to the Ministry of External Affairs. Similarly, inbound LRs received by our Mission from host governments can be sent directly to MHA for execution under to MEA. However, inbound LRs sent by foreign diplomatic missions based in India will continue to be received by the Ministry of External Affairs.

b) The Department of Commerce under the Ministry of Commerce and Industry may correspondence with the Permanent Mission of India to the WTO technical and non-technical matters related to multilateral trade negotiations in the WTO and with India Missions in other countries on matters of multilateral, regional or bilateral trade policy. This is with the stipulation that (i) policy issues having political/strategic repercussions would be pursued in consultation with MEA and (ii) MEA would be kept informed of these interactions, unless they are of a purely routine nature.

c) Ministry Overseas Indian Affairs may correspondence directly with the Indian Missions/Posts abroad on all matters relating to engaging with the overseas Indian community, overseas employment of Indian workers, overseas Indian marriages etc. Ministry of External Affairs (Consular Division) would, however, be kept informed and consulted on important policy related matters.

2. All Correspondence in regard to officers of other Ministries working in the Indian Mission abroad on administrative matters which involve modification of basic principles or raise general issues of wider application such as terms of deputation abroad, period of tenure approved mode of travel, conferment of diplomatic rank, determination of inter-se seniority, etc., should invariably be addressed by the Missions to Joint Secretary (Administration) in the Ministry of External Affairs. The Mission will, however, continue to correspondence directly with other Ministries concerned in regard to routine personal matters such as posting, leave etc.

3. Correspondence between the Government of India and Delegations or Special Missions may be addressed directly to, or by the Ministry of the Government of India concerned, to the delegation or the Head of the Special Mission, provided that copies of it are simultaneously endorsed to the Ministry of External Affairs and to the Head of the India Mission in country concerned.

4. Official letters and telegrams to the Head of an Indian Mission abroad, unless of a technical or routine nature, shall be drafted by the Ministry primarily concerned and sent to the Ministry of External Affairs for concurrence and issue. Where the Ministry of External Affairs is primarily concerned, they shall obtain the agreement of other concerned Ministries of the Government of India before sending such communications.

III. CHANNEL OF COMMUNICATION BETWEEN THE GOVERNMENT OF INDIA AND FOREIGN DIPLOMATIC MISSIONS IN NEW DELHI

(In this section the phrase 'Foreign Diplomatic Mission' also include representatives of UNICEF, WHO, ILO, UNESCO, UNDP, FAO etc.)

1. Ministry of Overseas Indian Affairs may correspondence with Foreign Diplomatic Mission in India on routine matters relating to overseas employment of India workers, overseas Indian marriages, etc. keeping MEA informed. MEA should however, be consulted on all policy related matters which could have a bearing on bilateral relations. However, direct correspondence with foreign governments, if any, should be routed through the Ministry of External Affairs/Indian Missions abroad.

2. Similarly, Ministry of Home Affairs may, in consultation with MEA and the concerned India Mission abroad, after the Agreement on Transfer of Sentenced Persons with foreign governments is concluded and ratified through the Ministry of External Affairs communicate directly with diplomatic missions of foreign governments in India to operationalise the actual transfer of prisoners.

3. Save the exceptions outlined in paragraphs I (1) and III (1 & 2) above, all official communications between the Government of India and the Foreign Diplomatic Missions in India shall be addressed to and by the Ministry of External Affairs.

Provided however that the nodal Ministries/Departments will continue to correspondence directly with the concerned UN agency office in India except for cases involving fresh policy initiative which have inter-sector or inter-UN agency implications and subject to the condition that copies of such communications should be endorsed to the Ministry of External Affairs as a practice unless it concerns purely routine matters.

4. Informal correspondence or discussions on routine or technical matters, which do not involve negotiations or questions of policy, may be carried on direct by other Ministries of the Government of India with representatives of Foreign Diplomatic Missions in India. Ministries should decide whether copies of such informal communications should be endorsed to the Ministry of External Affairs or not.

When Foreign Diplomatic Missions in India get in touch with an officer of the other Ministries on initially unimportant matters, but which might subsequently develop into more important questions, it is essential that the Ministry of External Affairs should be informed of the matter at the earliest possible stage.

All Ministries should adopt the practice of recording the substance of conversations, other than purely routine, with representatives of Foreign Missions, and of endorsed a copy thereof or the minutes of the meeting held to the Ministry of External Affairs immediately. These should include a record of the minutes of discussions held between official/non-official

Delegations sponsored by foreign governments and their Missions and Ministries/Departments of the Government of India and concerned Public Sector Undertakings. Copies of such minutes should be sent to the Ministry of External Affairs.

5. Intimation of intended negotiations or discussions in India between any Ministry of the Government of India and Representatives of Foreign Mission should be invariably sent in sufficient time to the Ministry of External Affairs which decide whether it would be represented and at what level.

6. When communications which ought to be addressed to the Ministry of External Affairs are addressed by Foreign Diplomatic Missions direct to other Ministries, the latter should consult the Ministry of External Affairs at the earliest opportunity and the reply should either be sent to the Ministry of External Affairs or by the Ministry concerned who should add a polite request that such communication should, in future, be addressed to the Ministry of External Affairs.

7. All matters relating to the negotiation and conclusion of treaties, agreements, exchange of notes, etc. between the Government of India and foreign Governments including the finalisations of the texts, signatures and ratifications of such treaties etc. shall be dealt with in consultation with the Ministry of External Affairs.

8. There may be direct correspondence between foreign diplomatic mission (including their Trade Agent etc.) and various Ministries of the Government of India including their attached and subordinate offices for the collection of technical and purely factual data of a non-confidential nature. These attached and subordinate offices should, however, invariably take the advice of the administrative Ministry about the nature of implication of a particular enquiry. The administrative Ministry shall consult the Ministry of External Affairs when necessary.

9. Frequent enquiries are received in the various Ministries of the Government of India from Foreign Trade Commissioners about the production and manufacture in India of certain products or in regard to development schemes, details of which might have to be kept secret for reasons of security. Every care must, therefore, be taken to ensure that no information is supplied, however, innocuous it may seem, which is likely to concern or affect security. Where, however, the information is published and available to the general public, there is no objection to its being furnished to Foreign Trade Commissioners. When in doubt, Ministries and attached and subordinate offices concerned should consult the Intelligence Bureau (Ministry of Home Affairs) who will, if necessary, take advice of the Director of Military Intelligence and/or the Ministry of External Affairs.

10. Officers of the Government of India should not call at foreign diplomatic Missions in India. It is foreign Missions which are accredited to the Government of India and not vice-versa. It is, therefore, incumbent on representatives of those Missions to come and see officers of the Government of India and not for the officers of the Government of India to go to foreign Missions.

11. Any request from a foreign diplomatic Mission for messages on particular occasions e.g. for various anniversaries, should be forwarded to the Ministry of External Affairs.

12. All invitations from foreign Governments/Organisations to individuals/organisations in India must be routed through the Ministry of External Affairs. In order to enable the Indian Missions abroad to have timely intimation of the intended visits of Ministers or VIPs, it is essential that official communications regarding such visits should be handled by the Ministry of External Affairs. Subsequent telegraphic messages notifying alteration of programme from the visitors in transit may, however, be sent direct to the Missions concerned by other Ministries under intimation to Ministry of External Affairs.

13. Foreign Diplomatic Missions including consulates are authorised to correspond direct with local police authorities for verification of antecedents of their staff and persons seeking employment in their missions.

IV. CHANNEL OF COMMUNICATION BETWEEN STATE GOVERNMENTS AND (A) FOREIGN DIPLOMATIC MISSIONS IN INDIA; (B) INDIAN MISSIONS ABROAD; AND (C) FOREIGN GOVERNMENTS;

A. Between State Governments and Foreign Diplomatic Missions in India:

1. All official communications with Foreign Diplomatic Missions in India should normally be addressed to and by the Ministry of External Affairs. Should any communication be addressed by a foreign Mission direct to a State government, including invitations to Ministries, senior Government Officials, etc. to visit abroad, the latter should consult the Ministry of External Affairs at the earliest opportunity. A reply will be sent by the Ministry of External Affairs who may, alternatively, ask the state government to send a reply adding a polite request that such communications should, in future, be addressed to the Ministry of External Affairs.

2. There is objection to direct correspondence between the Consuls General, Consuls and Trade Representatives of Foreign Governments and the Deputy High Commissioners of Commonwealth countries in India on the one hand, and State Governments on the other on routine matters such as a request for factual information of a non-confidential nature on technical subjects. When in doubt, the advice of the Ministry of External Affairs should invariably be obtained. If security considerations arise, the Ministry of Home Affairs and/or the Ministry of External Affairs should be consulted.

3. Correspondence, which relates to a matter involving, directly or indirectly, a question of policy or one, which, though not initially, may eventually raise a policy should be made only through the Ministry of External Affairs.

4. The Registrars General of Births, Deaths and Marriages of States in India may forward directly to the foreign Missions concerned, certificates of births, deaths and marriages, in respect of foreign nationals.

B. Between State Governments and Indian Missions in foreign countries

1. There may be direct correspondence between State Governments and the Indian Missions abroad on routine matters provided copies of such correspondence are endorsed to the Ministry of External Affairs as well as to the Administrative Ministry concerned.

The following types of cases belong to this category:

- i) Enquiries relating to births, deaths, residential addresses, antecedents, whereabouts and welfare on Indian nationals residing abroad or in India;
- ii) Verification of statements that may have been made by certain applicants for securing Indian or foreign travel documents;
- iii) Verification of the services of ex-employees of foreign governments, their medical examinations, etc. and vice-versa; and
- iv) Petitions and complaints from Indian nationals asking for miscellaneous kinds of assistance either from a Mission abroad or State Government in India.

Correspondence on the following shall continue to be channelled through the Ministry of External Affairs:

(i) Transmission of judicial documents. Once, however, the documents have been transmitted, all further correspondence in the matter may take place between the State Government concerned, and the Indian Missions abroad, copies of correspondence being sent to the Ministry of External Affairs for information.

(ii) Subordinate offices of the State Government are not authorised to correspond with the Indian Missions.

Exceptions:

i. Between a licensing authority and Indian Missions abroad—Licensing authorities in India authorised to issue Indian Arms Act and the Rules framed thereunder, may enter into direct correspondence with the concerned Indian Missions abroad in connection with the renewal of a licence granted by the latter; copies of the communications made should, however, be simultaneously endorsed to the Ministry of External Affairs.

ii. Between Directors of Public Instruction/Education and Indian Missions—Directors of Public Instructions/Directors of Education or other officers holding equivalent posts in the States, may correspond direct with Indian Missions abroad in reply to the latter's request for verification of the educational qualifications and service rendered by teachers who were initially employed in India;

iii. Between the Registrars General of Births, Deaths and Marriages and Indian Missions – When and Indian Mission or posts abroad is approached by an Indian citizen for a copy of a certificate of birth, death or marriage, the Mission may enter into direct correspondence with the Registrar General of Births, Deaths and Marriages of the State Government concerned. The Mission or Post should also recover, on behalf of the Registrar General the requisite fee for the issue of such a certificate. The head of account to which such a fee is to be credited shall be indicated by the Registrar General; and

iv. When a foreign Government approaches and India Mission for the grant of an emergency certificate to a person of Indian origin to enable that Government to deport such person to India for violating local laws, the Mission, unless specific orders to the contrary exist, should contact the district authorities in India directly and satisfy itself that the person concerned is an Indian Citizen in accordance with the Constitution of India or/and the Citizenship Act, 1955, and in accordance with such executive instructions as the Government of India may have issued may issue in future in regard to citizenship. Copies of all such correspondence should simultaneously be endorsed to the Ministry of External Affairs. (If a Mission/Post abroad considers that a particular deportation has political implications, or if there is large-scale deportation of India nationals, it should obtain the prior orders of the Government of India from the Ministry of External Affairs, before issuing emergency certificate to or agreeing to the deportation of the persons concerned.)

C. Between State Government and Foreign Governments

State Governments should not correspond directly with foreign Governments. Normally, such communications are not acted upon by the foreign Governments concerned, but are made over by them to the appropriate Indian authority. The proper channel of communication with foreign governments is the Government of India in the Ministry of External Affairs and the Indian Diplomatic Mission/Post in the country concerned, or, where there is no Indian representative, channel deemed appropriate by the Ministry of External Affairs.

Indian Courts responsible for enforcing foreign maintenance orders may correspond directly with foreign courts in routine matters relating to such maintenance orders, and in the remittance of payment due under them.

V. CHANNEL OF COMMUNICATION BETWEEN CENTRAL/STATE GOVERNMENTS AND PRIVATE INDIVIDUAL/ORGANISATIONS ABROAD

Ministries of the Government of India, their attached and subordinate offices, State Government and other Governmental organisations in India may, in the transaction of day-to-day business correspond directly with appropriate individuals, non-official organisations in foreign countries, provided that copies of all such correspondence are endorsed to the diplomatic or consular representatives concerned and to the Ministry of External Affairs so as to keep them fully informed and to enable them to provide any further information or advice that may be sought by such organisations, as well as to make them directly aware of the relations between such organisations and Indian authorities. Ministry of Overseas Indian Affairs may also directly communicate with overseas Indians and their organisations/associations on matters falling within its mandate provided the bonafides of local organisations are checked from Indian Missions/Posts concerned.

The term Governmental organisations also include Committees, District Boards, bodies of Port Commissioners or other authorities legally entitled to or entrusted by the Government with the control or the management of Municipal or a local Fund.

VI. BETWEEN LOCAL BODIES AND FOREIGN GOVERNMENT

Local bodies should be advised by the State Governments that when they receive a communication from abroad, including invitations to visit abroad, they should refer it to the state government, along with the proposed reply for instructions. If the matter under correspondence is of a routine and non-political character and the communication is not from a

foreign government authority, the State Government may authorise the local bodies to send a reply direct. If, however, a political issue is raised, or it appears that the correspondence may have important or embarrassing implications, the advice of the Government of India in the Ministry of External Affairs should be sought.

VII. CHANNEL OF COMMUNICATION BETWEEN THE GOVERNMENT OF INDIA AND U.N. AND ITS SPECIALISED AGENCIES AND OTHER INTERNATIONAL GOVERNMENTAL ORGANISATIONS

Ministry of External Affairs is the nodal Ministry for correspondence with the UNO and all its specialised agencies. All correspondence with the United Nations and its specialised agencies, regional economic commissions, international organisations and other inter-Governmental organisations, should normally be conducted only by the Ministry of External Affairs either directly or through the Permanent Missions of India to the United Nations at New York and Geneva. To enable the Ministry of External Affairs and, where necessary, the Permanent Missions of India at New York/Geneva to maintain their records properly, two spare copies of each such communication should invariably be attached to the original when sent to the Ministry of External Affairs for onward transmission.

Correspondence on routine matters may, however, be addressed to the specialised agencies/and subsidiary organs of the United Nations direct, by the various Ministries concerned, provided that copies are simultaneously endorsed to the Ministry of External Affairs and where necessary to the Permanent Missions of India at New York/Geneva.

VIII. MISCELLANEOUS

1. The Indian Mission in the country concerned should be kept fully informed about important orders or contracts being placed or negotiated direct with foreign firms or industries by Ministries of the Government of India or other Governmental authorities. Failure to do so place the Indian Missions concerned in an awkward position when enquiries are made from them in regard to such matters and they have no information on the subject.

2. **Invitations to foreigners to visit India** – No invitation should be sent by a Government, Semi-Government institution, or local body in India to official or non-official delegations from foreign countries to visit India, without consulting the Ministry of External Affairs as well as the Ministry of Home Affairs.

3. **Indian Delegations visiting Foreign countries** – A Government organisation intending to send a delegation abroad should be advised that an invitation to send a delegation to visit a foreign country should not be accepted without the knowledge and consent of the Ministry of External Affairs. If the Ministry of External Affairs is not kept in the picture, it may be possible for it to render facilities in the matter of passports etc. or other necessary assistance to the delegations. If any facilities in a foreign country are required by visitors/visiting delegations from India, the Ministry of External Affairs should be approached immediately for the purpose. No direct approach in the matter should be made to foreign mission in India. When there is no time to do so, Indian Missions abroad may be approached direct, copy of the request being simultaneously endorsed to the Ministry of External Affairs. Communications of this kind should indicate clearly what specific facilities are required. If the

visit is one in which the Government of India is directly concerned, it should be specified whether

- (a) transport arrangements are required at the time of arrival and during the visit;
- (b) hotel accommodation is required. If so, the status and pay as well as full details of the accompanying families, etc. should be given; and
- (c) any payments have to be made by the Mission abroad. If so, the requisite sanctions should be forwarded as early as possible and positively on arrival of the delegation. As such sanctions should be specific in regard to expenditure to be covered e.g. compensatory allowances, the party's entitlement of railway or airfares, daily allowance, etc. and whether any salaries or other allowances are to be paid in foreign currencies.

Indian Missions/Posts abroad are placed in an awkward position if Indian visitors for whom they are asked to make appointment and hotel reservations, and secure other facilities without adequate notice, either fail to turn up, or so late that it upsets all their previously arranged programmes. This apart from affecting the reputation of the Mission concerned, and seriously impairing its capacity in future to make the best arrangements for Indian visitors, generally affects Indian prestige as a whole in the country concerned. Therefore, Indian visitors, should strictly adhere to the programme drawn up for them and if, for unavoidable reasons, they are compelled to alter it, they endeavour to give notice of their inability to do so and make appropriate apologies to all the concerned as early possible. Therefore, visitors should strictly adhere to the programme drawn for them and if, for unavoidable reasons, they are unable to do so, they intimate to all the parties concerned well in advance on the necessity and reasons for the change.

Requests for facilities for the inspection of and visits to Governmental or private institutions abroad should be made to the Indian Missions in the countries concerned well in advance, so that whenever it is practicable, full information about their programme may be supplied to them before they leave India, or at an early date before they arrive in the country to be visited.

It is the duty of the Indian Mission abroad to look after the interests of Indian nationals in foreign countries and render assistance in matters such as accommodation, visas, etc. To enable them to discharge this responsibility, Indian visitors should keep the Missions fully informed of their itinerary well in advance, and failing that, get into direct touch with the Missions immediately on their arrival, and also keep the Missions informed of their subsequent movements.

It is advisable for a visiting Indian delegation, official as well as non-official, to be briefed by the Head of the Indian Missions or by the concerned officer in the Mission, as may be appropriate or practicable, before negotiations with local authorities are started.

When Indian Missions are asked to reserve accommodation for visiting delegations on official business, they shall do their best to obtain the most suitable accommodation available at the authorised rates fixed for such purposes by the Government of India.

The accommodation so engaged will be the accommodation officially provided by the Government for the delegation. If, for any reasons, such accommodation is not availed of and consequently some in fructuous charges have to be incurred for the cancellation of the reservation made, such expenditure shall be debited to the account of the authority under whose direction the accommodation was originally engaged. Officer's visitor's foreign countries on tours sponsored by the Government should be requests to accept the accommodation that the Indian Missions are able to provide for them. Our Missions abroad are under no obligation and are not equipped to meet any demands on them arrange hotel accommodation or arrange tours for Indian nationals going abroad on private business and such demands should be strictly discouraged.

4. Public bodies and private persons – Indian Missions abroad are occasionally approached direct by public bodies in India about proposed exhibitions, sports tournaments, etc. to be brought to the notice of local Governments and other organisations in foreign countries. They are also asked by such bodies to collect information or other materials required by them for some purpose or the other. It is not feasible to direct private persons or public bodies in India to route all other requests to Indian Missions through the Ministry of External Affairs. The question whether and, if so, to what extent such requests should be complied with, is left to the discretion of the Head of the Mission to deal with on its merits. The Mission may politely refuse such requests of private individuals or public bodies ask them to apply through the Government of India if it thinks that they are unsuitable or not worthwhile complying with.

5. Indian Students and Missions abroad – Indian students applying for educational or practical training abroad from India shall not, as a rule, correspond directly with the Indian Mission concerned. They should apply through the Indian University last attended by them or through the Ministry of Human Resource Development, or of Labour according to whether they are private students, or are already employed in some concern in India. The Ministry of Labour will scrutinize applications for training facilities to the level of Foreman and Ministry of Human Resources Development for practical training above this level. Indian students already abroad may carry on direct correspondence with the Mission concerned, and copies of such correspondence need not necessarily be sent to the Government of India.

6. Requests for the recovery of loans from private Indian students, as well as requests for the reception for the students returning to India on ground of health should not be addressed to the Ministry of Human Resources Development, if the student concerned is studying/undergoing practical training on his own or under the auspices of the State Government. All such correspondence should be addressed direct to the State Government concerned.

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