

**No. 93/OSD(Covid)/MEA/2021
Government of India
Ministry of External Affairs
(Covid Cell)**

27 April 2021

Subject: Standard Operating Procedure (SOP) for handling of consignment of donations/ gifts from abroad

For efficient handling offer of donations/ gifts by foreign governments, NGOs/ Associations, individuals/ companies in view of devastation caused by the second wave of Corona Virus in the country, a Standard Operating Procedure (SOP) is attached to be followed for despatch and receiving the consignments.


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To

1. All HOMs/HOP, Indian Missions abroad.
2. All Heads of Divisions, MEA
3. Secretary, Ministry of Home Affairs
4. Member Secretary, National Disaster Management
5. Secretary, Ministry of Health and Family Welfare
6. Secretary, Ministry of Civil Aviation
7. Chairman, CBEC, Ministry of Finance
8. Indian Red Cross Society, New Delhi

Ministry of External Affairs

Standard Operating Procedure (SOP) for handling of consignment of donations/ gifts from abroad

In the wake of devastation caused by the second wave of Corona Virus in the country, several foreign governments, NGOs/ Associations, individuals/ companies etc. have come forward to extend help to India in the form of donations/ gifts.

2. On receipt of such offer, Missions will inform the donor of our immediate requirement of items as advised by the Ministry of Health and Family Welfare (MoH&FW). Any offer, not in our immediate priority list, will be referred to MoH&FW for advise.
3. Missions will convey to the donor the Standard Operating Procedure (SOP) for despatch/ shipment. The consignee will be the Indian Red Cross Society (Address: Sansad Marg, 1 Red Cross Road, New Delhi – 110001, Tel ; +91 11 23711551). The donor will provide the required documentation in advance, before despatch, on email directorbloodbank@indianredcross.org (i) Airway Bill, (ii) Commercial Invoice, (iii) List of items – carton-wise, (iv) Donation/ gift certificate and (v) flight/ cargo details.
4. Where necessary, Indian Red Cross Society will enter into an agreement with the donor on the advise of MEA.
5. Officials of Indian Red Cross Society and Hindustan Latex Ltd (HLL) will liaise with the Customs for expeditious release of each consignment. MoH&FW will take possession of such consignment for further internal distribution.
6. For giving due publicity to such donations, the concerned Division Heads of MEA will receive consignments on arrival as per their convenience, depending on the size/ importance of the consignment. Alternatively, Division Head of MEA and Resident Head of the Mission of the donor country could meet at the Indian Red Cross Society for a photo op at a mutually convenient time.
7. As a gesture of gratitude, MEA will give wide publicity to such donations/ gifts by way of press release, tweet, facebook, announcements, etc.

27.04.2021