

# Project Administration Instructions

PAI 6.04  
Revised July 2005  
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## LOAN MILESTONE EVENT DATES

### A. Introduction

1. Loan administration passes through various stages at which important actions are made and crucial events take place. These are referred to as loan milestone events (LMEs) and are based on the requirements of various loan regulations referred below.

### B. Objective of Loan Milestone Events

2. Recording LMEs serves three systems: the General Loans Accounting System (GLAS), Loan Financial Information System (LFIS), and Project Performance Report (PPR) System. LMEs recorded through LFIS are essential for implementation of the required business processes such as disbursement, suspension and cancellation of loans, preparing analysis needed for generating operations-related reports, managerial reports at various stages of project implementation, and preparing PPRs and the Annual Report on Loan and Technical Assistance Portfolio Performance. Details are in the LME input forms for public sector projects, programs, DFI and cofinanced loans. These forms are available in the Forms Management database in Lotus Notes (LNADBG1 server).

### C. Procedure

3. To avoid delay in processing of LMEs, the sector division/resident mission concerned should prepare an LME with date(s) duly filled in immediately after an event occurs, and send it to the Loan Administration Division (CTLA). CTLA verifies the information and inputs the dates in the corresponding mainframe application.

## References

- Ordinary Operations Loan Regulations* (Applicable to LIBOR-Based Loans Made from ADB's Ordinary Capital Resources) (dated 1 July 2001)
- Ordinary Operations Loan Regulations* (Applicable to Loans Made by the Bank from Its Ordinary Capital Resources) (dated 1 July 1986)
- Regulations of the Asian Development Fund* (15 April 1997)
- Special Operations Loan Regulations* (Applicable to Loans made by the Bank from Its Special Funds Resources) (dated 7 December 1982)