

MOST IMMEDIATE

CL
No 25022/97/2013-F.I
Government of India
Ministry of Home Affairs
(Foreigners Division)

New Delhi, the 24th October, 2013

OFFICE MEMORANDUM

Subject : Instructions relating to grant of Conference Visa to foreign participants attending international conferences/ seminars/ workshops

The undersigned is directed to say that detailed instructions relating to grant of Conference Visa to foreign participants (attending international conferences/ seminars/ workshops) have been incorporated in Chapter 10 of the revised Visa Manual (updated up to 31st July, 2011), which was circulated by this Ministry to all Ministries/ Departments, etc. in August, 2011. Salient features of these instructions are also placed in the website of the Ministry of Home Affairs www.mha.nic.in under Citizens Services – Foreigners Division – Frequently Asked Questions – FAQs relating to Conference Visa.

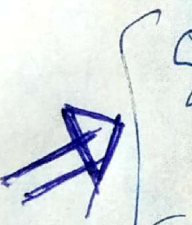
2. It has been noticed that various Ministries/ Departments etc. are referring all cases of international conferences/ seminars/ workshops to the Ministry of Home Affairs (Foreigners Division) for granting security clearance for holding the event. In this context, it is brought to the notice of all Ministries/ Departments, etc. that as per extant instructions, security clearance from the Ministry of Home Affairs for organizing an international conference/ seminar/ workshop by a Ministry / Department of the Government of India, State Governments/ UT Administrations, Public Sector Undertakings, Central Educational Institutions, Public Funded Universities (list of such institutions is available on the website www.education.nic.in and the websites of the University Grants Commission and the Association of Indian Universities), Reserve Bank of India & public sector banks, an organization owned & controlled by the Government of India or any State Government / UT and United Nations or its Specialized

Agencies, is required to be obtained only in respect of the following types of cases:-

- (a) Where there are participants from the Prior Reference Category (PRC) countries i.e. Afghanistan, China, Iran, Pakistan, Iraq, Sudan, foreigners of Pakistani origin and Stateless persons; and/ or
- (b) Where participants are required to visit 'Restricted' or 'Protected' areas in India, or areas affected by terrorism, militancy and extremism etc. viz. Jammu & Kashmir and the North Eastern States (other than the States of Manipur, Mizoram and Nagaland).

3. All Ministries/ Departments etc. are once again requested to ensure that **only such events**, which, from the stand point of parameters as mentioned in para 2 (a) & (b) above require security clearance of the Ministry of Home Affairs, are referred to the Ministry of Home Affairs (Foreigners Division) **at least 30 days prior to the commencement of the event**, along with complete details of the participants from the PRC countries in the following format:-

S.No.	Name of the applicant	Father's / Husband's name	Nationality	Date of Birth	Place of Birth	Passport number	Date & Place of issue	Date of Expiry	Address
1	2	3	4	5	6	7	8	9	10

 In all other cases, the Indian Missions/ Posts are authorized to issue Conference visas to the delegates on production of an invitation to a conference/ seminar/ workshop and no security clearance from the Ministry of Home Affairs for holding the event is necessary.

4. It is also requested that participants from the PRC countries where the online visa system has been introduced under the IVFRT (Immigration, Visa and Foreigners Registration & Tracking) Project, may be advised to apply for visa at the Indian Mission/ Post concerned 'on line'. While submitting the proposals for security clearance to the Ministry of Home Affairs (Foreigners Division), the Unique ID (File no.) of the visa applications in respect of participants from such PRC countries must invariably be furnished along with the application.