

MOST IMMEDIATE

No. 25022/62/2010-F (CC)  
Government of India  
Ministry of Home Affairs  
(Foreigners Division)

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Jaisalmer House, 26 Mansingh Road  
New Delhi – 110 011, dated 16<sup>th</sup> August, 2010

OFFICE MEMORANDUM

Subject: Revised procedures for grant of visas to foreign participants coming to India for International Conference, Seminar, Workshop etc.

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The undersigned is directed to refer to this Ministry Office Memorandum No.428000/CC dated 15.7.2009 on the subject cited above and to say that procedure for grant of visa to the foreign nationals coming to India for attending International conference, seminar, workshop etc. has been reviewed and it has been decided that henceforth the following revised procedure would be adopted for the purpose of grant of Conference Visa.

2. Indian Missions are authorized to issue conference visas to delegates on production of an invitation to a conference/seminar/workshop being organized in India by a Ministry or Department of the Government of India; State Governments/UT Administrations; Public Sector Undertakings; Central Educational Institutions; Public funded Universities (list of such institutions are available on the website [www.education.nic.in](http://www.education.nic.in) and the websites of the University Grants commission and Association of Indian Universities); Organization owned and controlled by Government of India or any State Government/Union Territory; and United Nations or its Specialized Agencies. Missions will process the case for grant of visas and after satisfying themselves, grant visas to the participants of such events except in cases indicated in paras 5 (a) & (b) below.

3. If the conference/seminar/workshop is sponsored by an NGO, the Mission would scrutinize the background of the NGO and grant visa to the participants if the Nodal/Line Ministry concerned of the Central/ State Government has cleared/ approved the conference/seminar/workshop. If Mission concerned has any doubt about the background of the sponsoring NGO, the matter may be referred to MEA, MHA or the nodal/Line Ministry for verification of the background of the NGO concerned.

4. Missions shall carefully examine the subject of the conferences/seminars/workshops and Visa shall not be issued for events, which involve politically and/ or socially sensitive subjects.

5. Missions will be required to make a prior reference to MEA and MHA before granting conference visas to foreigners participating in conferences/ seminars/ workshops etc. in India in the following cases:-

- (a) Participants from Afghanistan, China, Iran, Pakistan, Iraq, Sudan, foreigners of Pakistani origin and Stateless persons; and
- (b) Participants of conferences/seminars/workshops who 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.

In the above cases, MEA will examine the proposal along with MHA and grant clearance within four weeks. Clearance will be conveyed to the Missions, nodal Ministry and organizers of the conference. In case a Mission needs clarifications about the organizers, it can also refer the case to the nodal Ministry, as well as MEA and MHA. In such cases, visas will be issued after the Mission receives requisite clarifications.

6. Following procedure shall be observed for seeking prior security clearance for the International conference/seminar/workshop (event) from the Ministry of Home Affairs:

(i) Only such events which from the stand point of the parameters requiring MHA's security clearance (as mentioned in para 5 above) should be forwarded by the Ministries/Departments of the Central Government, State Government, PSUs, NGOs etc. to the Ministry of Home Affairs (Foreigners Division) at least 30 days prior to the commencement of the event.

(ii) If the event includes participants from the countries for which prior 'security clearance' is required ( as mentioned in para 5 above) , details of the participants should be sent to MHA in the following format at least 30 days prior to the commencement of the event so as to enable adequate time to process the requisite security clearance.

Sl. No.	Name of applicant	Father's/ Husband's Name	Natio—nality	Date of Birth	Place of Birth	Pass—port Number	Date & Place of Issue	Date of Expiry	Address
1	2	3	4	5	6	7	8	9	10

(iii) No request shall be entertained directly from any private organizer – be it an NGO or private institution. It is the nodal Ministry which is entrusted with the responsibility to entertain the request from private organizers and to examine at their level as to whether the event requires prior security clearance from MHA, having regard to subject, location and nationality parameters listed above. If security clearance is required, the nodal ministry will forward the proposal to MHA for prior security clearance within the prescribed time frame (as indicated above).

7. All such proposals requiring clearance in terms of the above mentioned paras should be addressed to Section Officer (CC), MHA , Foreigners Division Jaisalmer House, 26, Mansingh Road, New Delhi – 110011.

8. When the event is cleared, the Ministry of Home Affairs would inform the Missions concerned accordingly and would authorise grant of visa in respect of specific individuals. Names of foreign participants would be communicated to the Missions. No visas would be authorised to any individual who has not been specifically mentioned in the communication from the Ministry of Home Affairs.

9. It may please be noted that in view of the revised procedure for grant of conference visa as explained above, clearance from the Ministry of Home Affairs for holding an event from security angle would be required only in respect of cases covered in para 5 above. No security clearance would be granted by MHA for any event which is not covered by para 5 above.

10. It is requested that the revised procedure as explained above may be circulated appropriately to all the Public Sector Undertakings, organizations owned and controlled by the Ministry/Department/ State Government/Union Territory and NGOs functioning under the Ministry/Department/ State Government/Union Territory for strict compliance.

11. The revised procedure as indicated above supercedes all other instructions on the subject issued from time to time.

PVS  
(P.V.Sivaraman)

Deputy Secretary to the Government of India

To

1. Secretaries of all Ministries/Departments of Government of India
2. Home Secretaries of all State Governments/Union Territories.
3. JS(Coord)/ JS(CPV), MEA
4. Joint Director, Bol