

MOST IMMEDIATE

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

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New Delhi, the 24<sup>th</sup> October, 2013

OFFICE MEMORANDUM

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

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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 31<sup>st</sup> 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](http://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](http://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



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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.

5. These instructions may also please be brought to the notice of all attached/ subordinate offices, Public Sector Undertakings etc. for strict compliance.

  
(V. Vumlunmang)

Joint Secretary to the Govt. of India

1. Secretaries of all Central Ministries/ Departments
2. Chief Secretaries/ Administrators of all State Governments/ UT Administrations
3. Deputy Governor, Reserve Bank of India
4. Joint Secretary (Coordn), M/ External Affairs
5. Joint Director, Bureau of Immigration

Copy also forwarded to:

Joint Secretary (PV) [Ms. Neena Malhotra], M/ External Affairs - with the request that the Indian Missions/ Posts may be advised to process the Conference Visa cases strictly as per the provisions contained in para 10.2 of the Visa Manual. They may please be informed that security clearance for holding an event from the Ministry of Home Affairs is required to be produced by the organizers only in respect of cases covered by para 10.3 of the Visa Manual.

  
(V. Vumlunmang)

Joint Secretary to the Govt. of India