

SECRET  
CIRCULAR

No. 25022/105/06-F.IV  
Ministry of Home Affairs  
Foreigners Division  
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To

1. The Secretaries of Ministries/Departments  
Government of India.

2. Chief Secretaries of States/UTs.

Jaisalmer House, New Delhi- 110 011

Dated: 18<sup>th</sup> January, 2007

Subject: Clarification on the guidelines for holding international  
conferences/seminars/workshops.

Sir

The undersigned is directed to enclose herewith a copy of MHA's guidelines dated 1<sup>st</sup> Sept, 2000 for security clearance related to the holding of international conferences/seminars/workshops etc in India. This Ministry has observed that a large number of references are being received from Central Government Ministries/Departments, State Governments and NGOs which do not require prior security clearance from MHA under the extant guidelines.

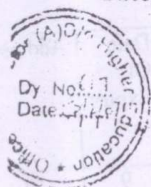
2. To reiterate the instructions regarding prior clearance of MHA for granting 'Conference Visa' to the participants by Indian Missions/posts abroad and to further streamline the procedures in this regard, these instructions are being issued. The salient points for due consideration in this circular are as under:

Category : International conference /seminar /workshop- (hereinafter also referred to as event) which will require prior security clearance from MHA .

Subject parameter :

- Any event on political, semi-political, communal, religious or human rights.
- The subject matter has a bearing on external relations/national security.

(Note: Any subject other than these subjects will not require prior security clearance of MHA)



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- ii) **Location parameter :** Any event proposed to be held in Restricted Area/Protected Area/Inner Line Permit area, irrespective of the subject matter will require prior security clearance of MHA.
- iii) **Nationality parameter :** If the event whose subject does not require approval of MHA as defined in (i) above and the location of the event does not fall into RAF/PAP/ILP area as mentioned in (ii) above but if the event is to be attended by the nationals from any of the five countries viz. Afghanistan, Bangladesh, China, Pakistan or Sri Lanka, the **Departments/Ministries/organizers will be required to take prior 'security clearance' of MHA for such nationals in a manner as explained in subsequent paras.**

Procedure for obtaining clearance

3. Following procedure will be observed for seeking prior security clearance for the International conference /seminar/workshop(event) from MHA:

- Only such events which from the stand point of subject or location parameter require MHA's security clearance (as explained in para 2 (i) & (ii) above) should be forwarded by the Central Government/State Government/PSUs/NGOs to MHA **at least 6 weeks prior to the commencement of the event.**
- If the event includes participants from the five identified countries for which prior 'security clearance' is required, as has been mentioned in para 2 (iii) above, details in the following format should be sent to MHA **at least 6 weeks prior to the commencement of the event**, so as to enable this Ministry to process the requisite security clearance in time.

Sl No.	Name of participants	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

• 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 such 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 thereafter forward the proposal to MHA for prior security clearance within the prescribed time frame.

• All such proposals requiring clearance in terms of Subject and Location parameters for holding conference/seminar/workshop should be addressed to S.O.(F.IV), Jaisalmer House, 26, Mansingh Road, New Delhi - 110011. Proposals which do not require approval for holding the conference/seminar/workshop in terms of subject and location parameter but require prior security clearance with respect to participation from the five identified countries as mentioned above can be sent to Under Secretary (FP), Jaisalmer House, 26, Mansingh Road, New Delhi - 110011, who will refer them to the concerned territorial Sections in the Foreigners Division dealing with security clearance.

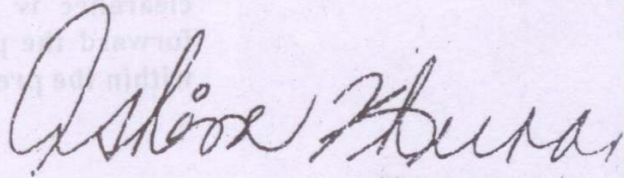
4. All Ministries/Departments and the State Governments are requested to carefully follow the revised guidelines for security clearance for holding international conferences/seminars/workshops issued vide this Ministry's O.M. No.25022/40/97/F.IV dated the 1<sup>st</sup> September 2000 read with these clarifications and **inform all concerned dealing with such matters** to ensure strict compliance of the instructions related to

- (i) Need for obtaining prior security clearance from MHA for the event.
- (ii) Minimum time frame required for providing requisite security clearance, and

(iii) Forward the proposals only after obtaining full details and prescribed format, wherever applicable

Encl: As above

Yours sincerely



(Ashim Khurana)

Joint Secretary (Foreigners)

Copy to :-

All Indian Missions/Posts abroad for information and necessary action.