

Public User Guide
For
Event Clearance System



National Informatics Centre
Department of Electronics & Information Technology
Ministry of Communications & Information Technology, New Delhi
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1 Introduction

Events Clearance System is a web based application which is used by an individual or organizations to register and apply for the event registration to obtain event clearance certificate from MHA. In general, the Event should be applied before 30 days. But in case of Prior Reference Category (PRC) countries participants i.e. Afghanistan, Iraq, Pakistan, Sudan, foreigners of Pakistani origin, Stateless persons, the Event should be applied before 60 days.

Applicant has to fill the event registration form which includes personal details, organizer details, event details and funding details along with required documents.

There is a provision to save the application partially (in case applicant need to leave in between), but once the application is submitted finally, there is no provision to modify the event details, applicant can only make the request to cancel the event and extend the date of the event.

Clearance certificate would be issued from MHA after verification.

2 General Instructions for Public

- ✚ The organizers who want to organize International/National Events, first get registered to get the User ID and Password.
- ✚ To get registered click on **Registration link on Home page or New user (Sign up) on Log in page.**
- ✚ Already registered user can login by using their User ID and Password to do the further communication about the events and get clearance from MHA.
- ✚ Password must have minimum 8 characters and combination of atleast 1 uppercase alphabet, 1 lowercase alphabet, 1 special character and 1 number.
- ✚ Forget Password in case of user forgetting there password user can drop a email to Demoforget-mha[at]gmail[dot]in .
- ✚ Read instructions and notes carefully, shown on each web screen of online application.
- ✚ Application for the Event should generally be made before 30 days of event. In case of Prior Reference Category (PRC) Countries Participants i.e Afghanistan, Iraq, Pakistan, Sudan, foreigners of Pakistani origin, Stateless persons, the Application should be made 60 days prior to the Event.
- ✚ Once application is finally submitted to MHA ,it can not be changed afterward. User can change only partialy filled application at later stage before final submission.

3 Getting Started

1. Click on any web browser (Internet Explorer, Google Chrome, Firefox Mozilla etc.) available on the computer.
2. On the address bar please type URL <https://conference.mha.gov.in/> and then press “ENTER” key from your keyboard.
3. Then, the following Home page (Ref figure 1.1) of “International Events/Conferences “ website will open.

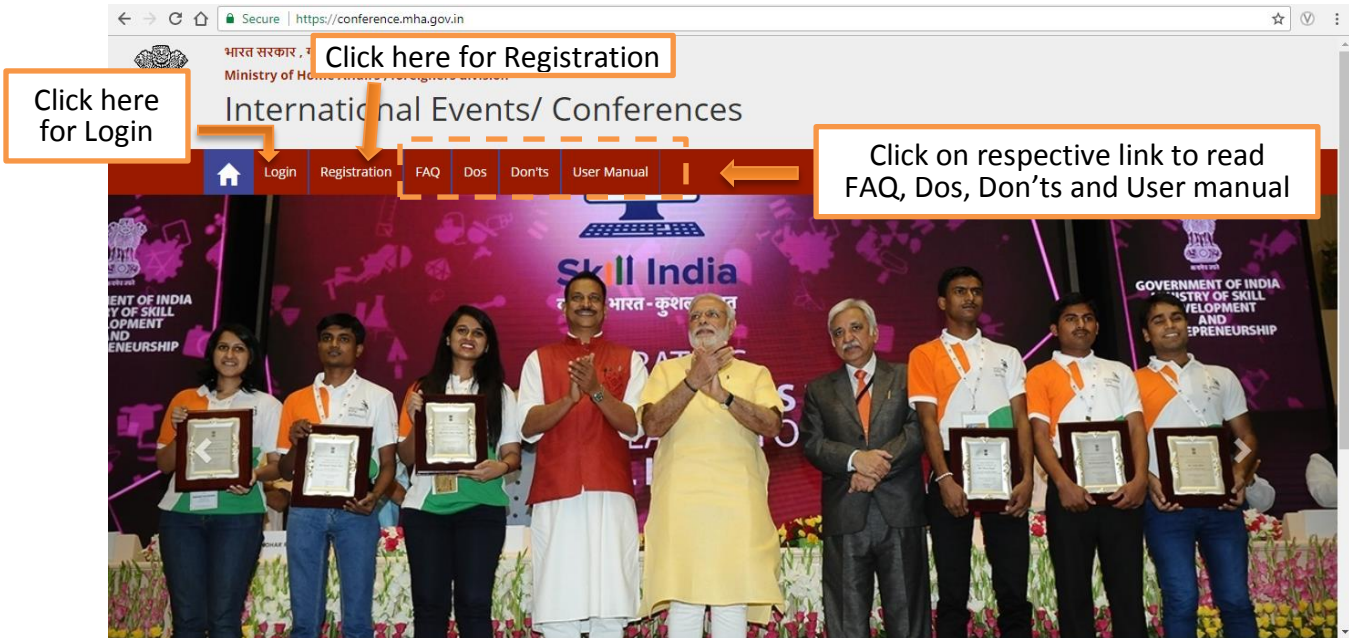


Figure 1.1

4. Click on Login tab that will directed you on the Log in page of “Event Clearance System”
5. Click on Registration tab that will be basically first step for obtaining Event Clearance Certificate.

4 User Registration

After clicking on the 'Registration' tab in previous screen (Fig 1.1), following screen will be displayed.

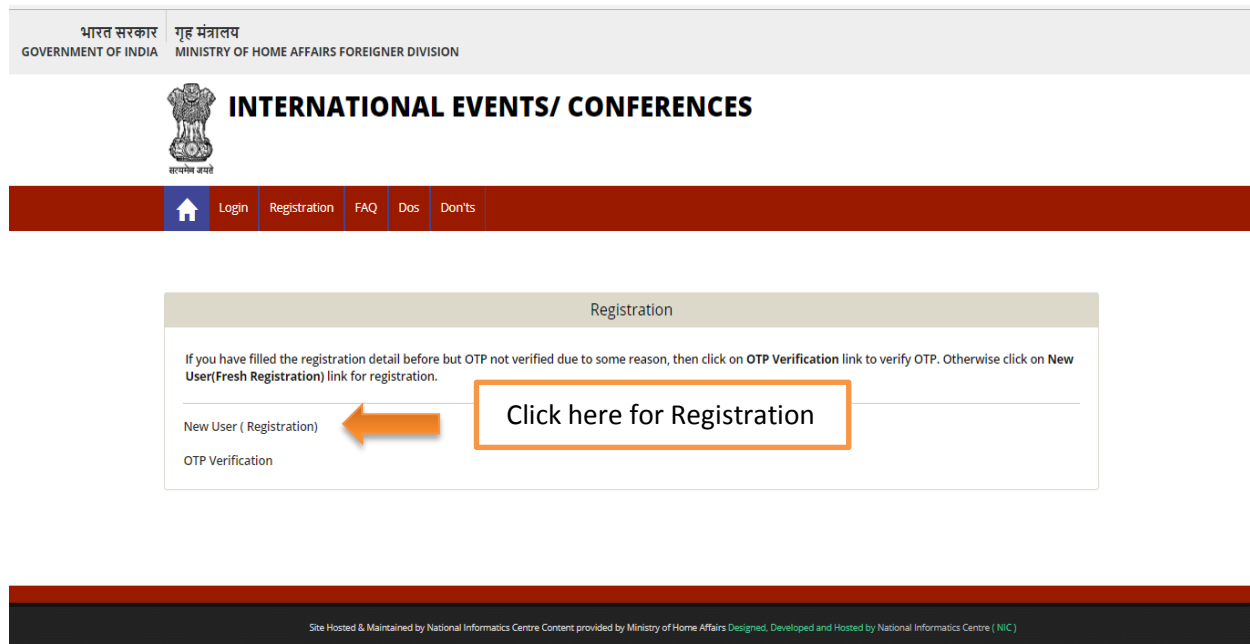
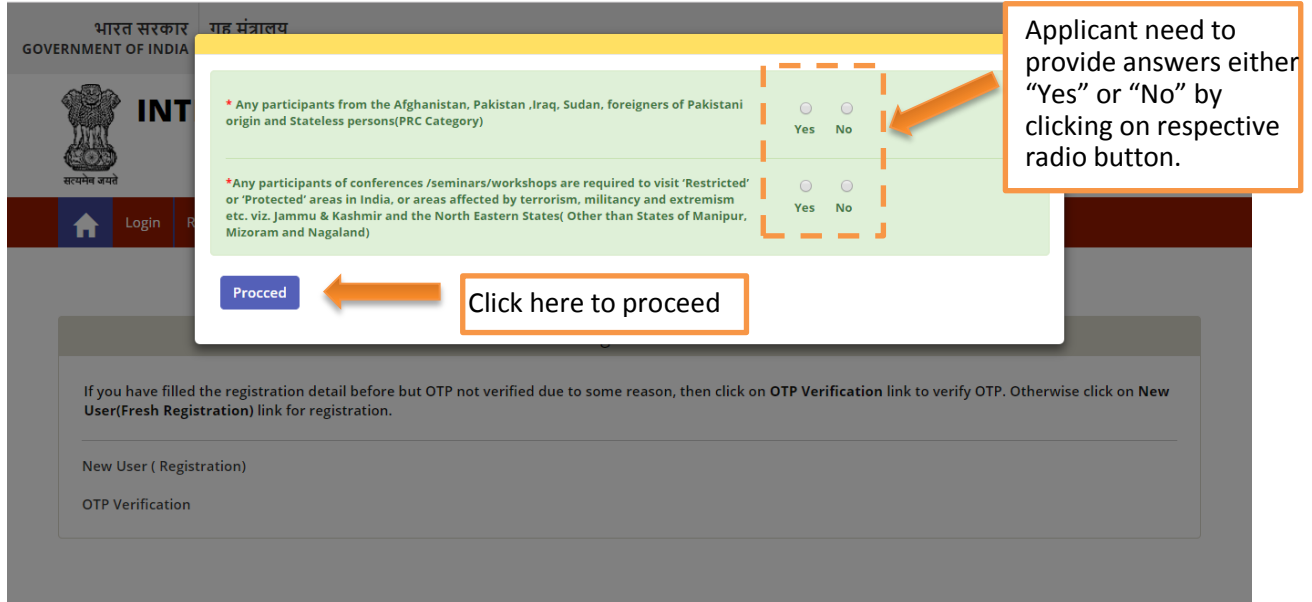


Figure 1.2

Steps:

1. Click on New User (Registration) link in above screen (Figure 1.2).
2. Registration Form for Organization and Individual will be same except organizer specific details.

After clicking on **New User (Registration)** link in previous screen, following window will be pop on the screen.



Note: Applicant must satisfy at least one condition given above by clicking on corresponding “Yes” radio button in order to proceed on registration form screen. In case applicant click on “No” Radio button and then click on **Proceed** button, a letter regarding eligibility of applicant will be displayed on the screen as shown below (Fig 1.4).

Figure 1.3

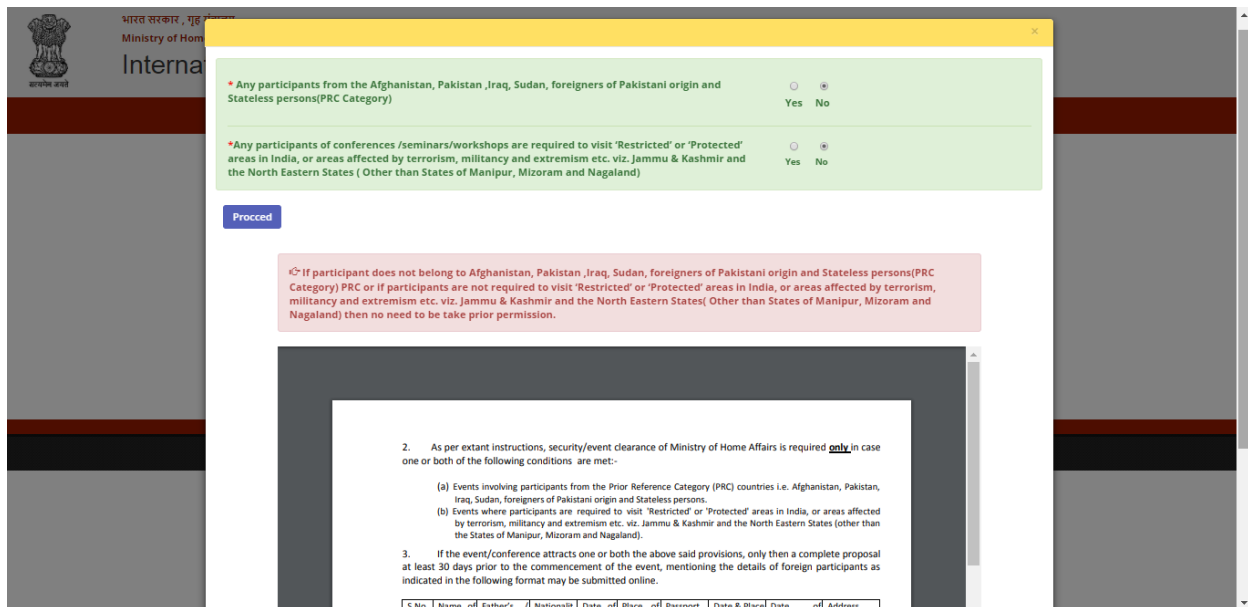


Figure 1.4

4.1 Registration Form (For Organization)

After clicking on **Proceed** button in previous screen, following screen of 'Registration Form' will be displayed. Now, fill up the registration form as given below

The screenshot shows the 'Registration Form' interface. At the top, there is a navigation bar with 'Login', 'Registration', 'FAQ', 'Dos', 'Don'ts', and 'User Manual'. Below the navigation bar, a message states: 'Your User Id Will be Activated After MHA Review . Thankyou !'. The form is divided into three sections: 'PERSONAL DETAIL', 'ORGANIZATION DETAIL', and 'CONTACT DETAIL'. The 'PERSONAL DETAIL' section includes fields for Organizer Type (a dropdown menu), User Id, Password, Confirm Password, Security Question, Security Answer, Sur Name, Given Name, Date of Birth, Select Gender, Nationality, and Designation. The 'ORGANIZATION DETAIL' section includes Name, Type (a dropdown menu), TIN Number, and Is Registered in India. The 'CONTACT DETAIL' section includes Country Code, Area Code, Phone Number, Email Id, Mobile Number, and Access Code. A green 'Submit' button is located at the bottom left. Callout boxes with arrows point to specific elements: 'Select Organizer type as "Organization"' points to the Organizer Type dropdown; 'Select Organization Type' points to the Organization Type dropdown; 'Fill the Registration Form and click on "Submit" button' points to the Submit button; 'Enter Access Code here' points to the Access Code field; and 'Press refresh button if "Access Code" is not clear' points to the refresh icon next to the Access Code field.

Figure 1.5

Steps:

1. User need to select Organizer type as "Organization" from the drop down button in the above screen under "Personal detail" sub section.
2. Fill up the requisite information in the form (i.e. Personal details, organization details, Contact Details etc.)
3. Enter Access Code as shown in the image.(Ref figure-1.5)
4. Once user filled the Registration Form on behalf of an organization, click on "Submit" button.
5. User Id and password will be approved and activated by MHA (Ministry of Home Affaire) that will be intimated to user on his/her provided email id.

4.2 Registration Form (For Individual)

An Individual who himself/herself is the organizer of event will fill up the Registration Form as shown in below screen.

The screenshot shows the 'Registration Form' interface. At the top, there is a navigation bar with links for Home, Login, Registration, FAQ, Dos, Don'ts, and User Manual. The form is titled 'Registration Form' and is divided into three main sections: 'PERSONAL DETAIL', 'INDIVIDUAL DETAIL', and 'CONTACT DETAIL'. In the 'PERSONAL DETAIL' section, the 'Organizer Type' dropdown is set to 'Individual'. Other fields include 'User Id', 'Password', 'Confirm Password', 'Security Question', 'Security Answer', 'Sur Name', 'Given Name', 'Date of Birth', 'Select Gender', 'Nationality', and 'Designation'. The 'INDIVIDUAL DETAIL' section includes 'Given Name', 'Sur Name', 'Select Gender', and 'PAN Number'. The 'CONTACT DETAIL' section includes 'Country Code', 'Area Code', 'Phone Number', 'Email Id', 'Mobile Number', and 'Enter Access Code'. A 'Submit' button is located at the bottom left of the form. A CAPTCHA image is visible on the right side of the form. Two callout boxes with orange borders and arrows point to the 'Organizer Type' dropdown and the 'Submit' button, respectively.

Figure 1.6

Steps:

1. User need to select Organizer type as **“Individual”** from the drop down button in the above screen under “Personal detail” sub section.
2. Fill up the requisite information in the form.
3. Enter Access Code as shown in the image.(Ref figure-1.6)
4. Once user filled the registration Form, click on “submit” button.
5. User Name and Password will be approved and activated by MHA (Ministry of Home Affaire) that will be intimated to user on his/her provided email id.

Note: Remember your ‘User id’ and ‘Password’ for future login on the Event Clearance System.

OTP Verification

User need to verify his registered email id through OTP verification facility. Once user click on OTP Verification link shown in Fig 1.2, following screen will be displayed (Fig 1.7). User will enter his user id, OTP and access code and click on **Confirm OTP** button in order to verify his registered email id provided at the time of filling user registration form.

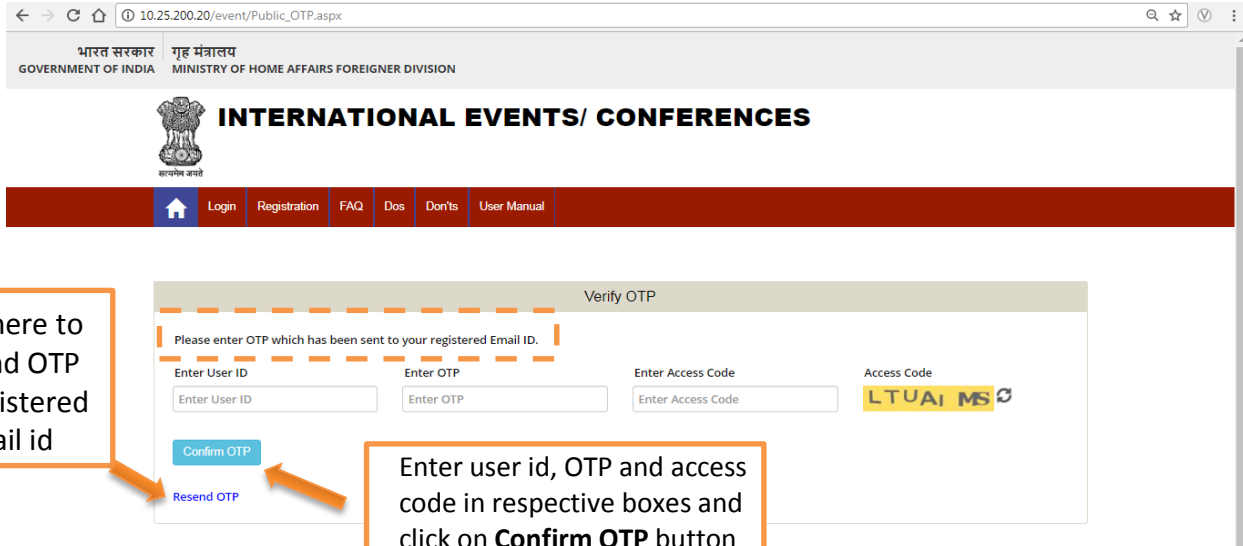


Figure 1.7

User will click on **Resend OTP** link in case he has not received OTP on his registered email id. After clicking on **Resend OTP** link a window will be pop up on the screen where he will be asked to enter his user id. After click on **Get OTP** button, user will receive OTP on his registered email id.

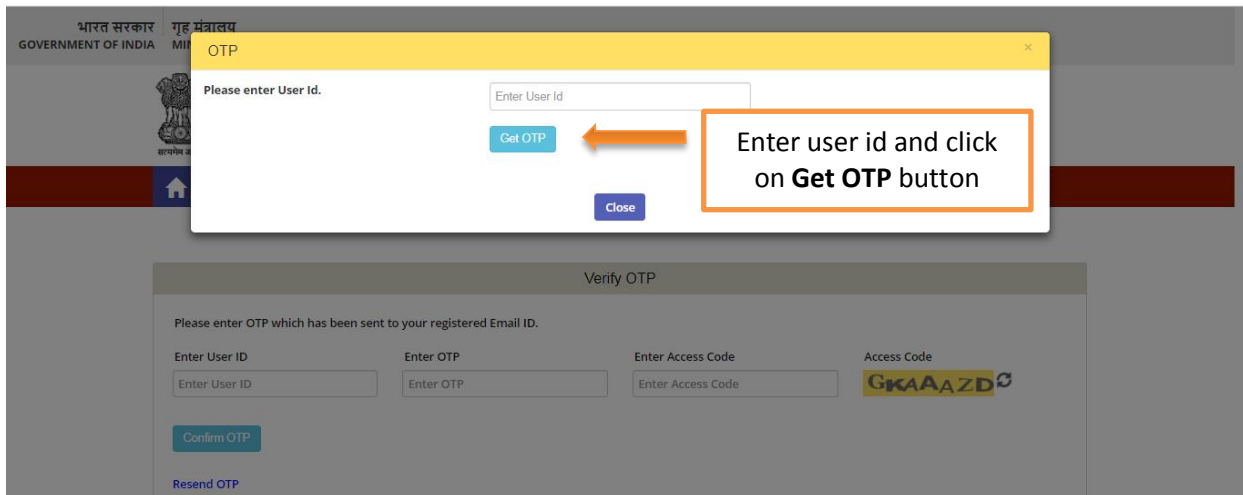


Figure 1.8

5 Log In

Registered user can login by using their User ID and Password to Apply Online communication about the events and get clearance from MHA.

The screenshot shows the login interface for the International Events/Conferences portal. At the top, it displays the Government of India logo and the Ministry of Home Affairs Foreigner Division. The main heading is "INTERNATIONAL EVENTS/ CONFERENCES". Below this is a navigation bar with links for Home, Login, Registration, FAQ, Dos, and Don'ts. The login form is titled "Please Login to Enter" and contains three input fields: "Enter User ID:", "Enter Password:", and "Enter Access Code:". The "Access Code" field is populated with "89XKF66" and has a refresh icon. A "Login" button is located below the fields, along with a link for "New User(Sign Up)!". To the right of the form is a green box with "Instructions To Use:" which explains the registration and login process. Annotations with orange boxes and arrows point to the "Access Code" field (labeled "Click here if 'Access Code' is not clear"), the "Login" button (labeled "Click here if not registered earlier"), and the "New User(Sign Up)!" link (labeled "Click here if not registered earlier"). A separate box at the bottom of the form area contains the text: "Enter user id, Password, Access code and then click on 'login' button."

Figure 1.9

Steps:

1. Read "Instruction To Use" carefully.
2. Click on "Login" tab given on the homepage of website(Ref figure 1.1)
3. Log in page will be open as show in above (Ref figure 1.9.)
4. Enter user name & password, provided while filling up the registration form.
5. Enter the Access Code as displayed on the Login form.
6. Click on "Login" button.

After successful Log in, following screen will be displayed.

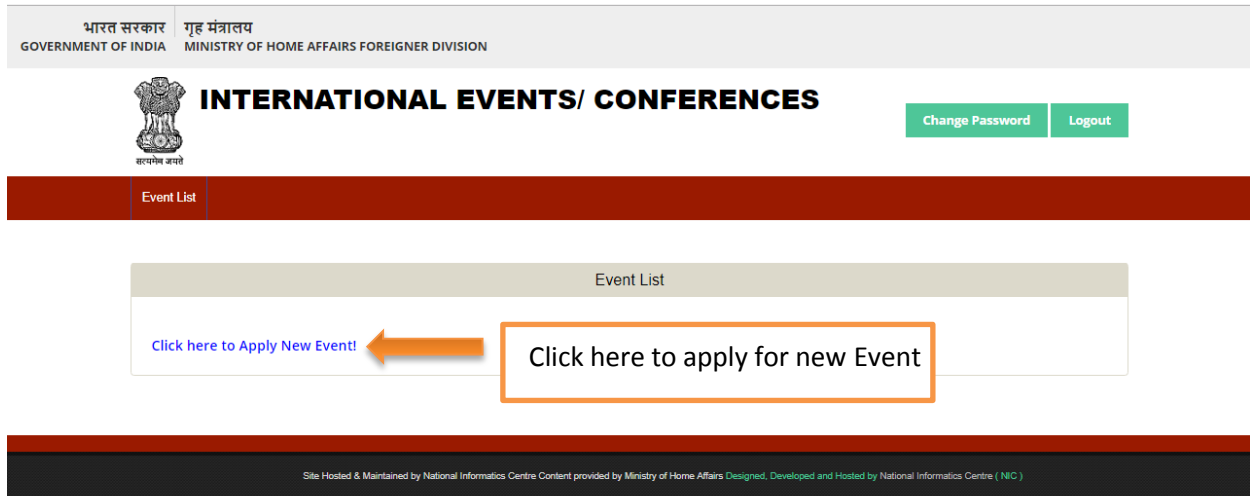
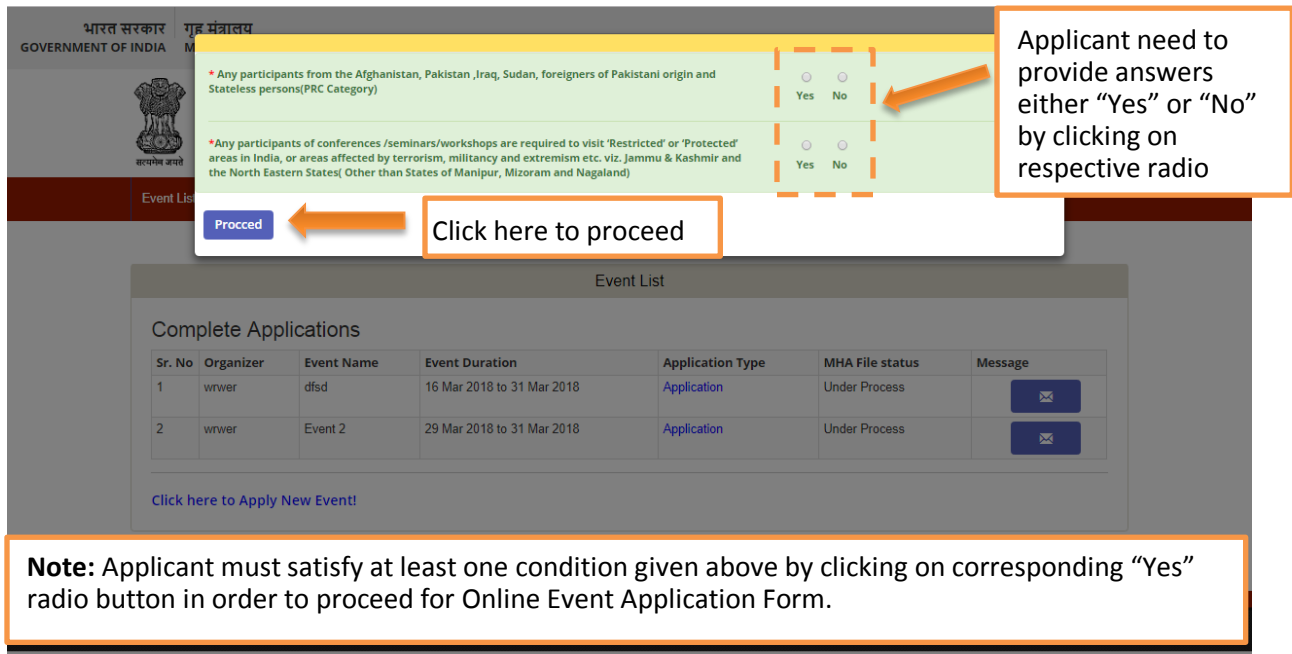


Figure 1.10

Once user/applicant click on “Click here to Apply New Event” link, a pop up window will be displayed on the screen.



Note: Applicant must satisfy at least one condition given above by clicking on corresponding “Yes” radio button in order to proceed for Online Event Application Form.

Figure 1.11

6 Online Application Form

Online Event Application Form is divided into 5 main sections.

1. Organizer Details
2. Event and participant List
3. Funding Details
4. Upload Documents
5. Submit application

Each section will be displayed on the screen under their respective tab.

6.1 Organizer Detail

The first tab after log in is “Organizer Details” as shown in below screen (ref. figure-1.6). User can update organizer’s address and contact details while filling online application for event registration.

Figure 1.12

Steps:

1. Fill up/update the requisite information fields under “Organizer Details” tab in above screen (ref figure-1.6).
2. Now, Click on “Update Data” button.
3. Message “Data has been saved successfully” will be displayed in case information is updated successfully.
4. Click on next button icon to go on next tab.

6.2 Event and Participant Details

After Clicking on next button in previous screen (Ref figure-1.12), below screen will be displayed under “Event and participant Details” tab as shown below (Ref. figure-1.13).

Event List Organizer Detail **Event & Participant Detail** Funding Detail Upload Documents Final Submit

Event Id : 23G000302018

Event Detail

EVENT DETAIL

NOTE : Application for the Event should generally be made before 30 days of Event . In case of Prior Reference Category(PRC) Countries Participants i.e Afghanistan, Iraq, Pakistan, Sudan, foreigners of Pakistani origin, Stateless persons, the Application should be made 60 days prior to the Event.

* Name
sports

* Subject
Sports

* Purpose
Sports game

* Nature
Sports Event

* Duration from
29/06/2018

* Duration to
03/07/2018

VENUE DETAIL

* Building Name
abc

* Building Owned by
Government

Locality
delhi

* City
delhi

* Country
India

* State
Delhi

* District
Delhi-I

* Pin / Zip code
111111

Country Code
+91

Area Code
Enter Area Code

Phone Number
Enter Phone Number

* Is Event Organized by applicant?
 Yes No

* Whether the event is proposed to be held in Restricted/Protected Area?
 Yes No

Approx. Indian Delegates
10

Approx. International Delegates
5

Update Data

Figure 1.13

Steps

1. Fill up the requisite information in the form under ‘Event Detail’
2. Specify nature of the event by selecting suitable entry from drop down list i.e.
 - ✓ Conference
 - ✓ Religious
 - ✓ Seminar
 - ✓ Sports Event
 - ✓ Workshop
3. Once all details of event and venue are filled in their respective fields, click on “Save” button.

Note: Application for the Event should generally be made before 30 days of Event. In case of Prior Reference Category (PRC) Countries Participants i.e. Afghanistan, Iraq, Pakistan, Sudan, foreigners of Pakistani origin, Stateless persons, the Application should be made 60 days prior to the Event.

6.3 Upload PRC/NON PRC Participant List

Participant list is of two types

- Prior Reference Category (PRC):** Participant from Afghanistan, Iraq, Pakistan, Sudan, foreigners of Pakistani origin and Stateless persons come under this category.

PRC list of participants will be uploaded by user in any nature of event.

- Non Prior Reference Category (Non PRC):** Participant of Countries other than PRC Countries comes under this category.

The image shows two screenshots of a web application interface. The top screenshot is titled 'Event Detail' and contains several form fields for event information. The bottom screenshot is titled 'Upload PRC/NON PRC Participant list' and includes a file upload section and a 'Go Next' button. Orange callout boxes with arrows point to specific elements in both screenshots.

Event Detail Form Fields:

- EVENT DETAIL:**
 - Name: International Seminar
 - Subject: International Seminar
 - Purpose: International Seminar
 - Nature: Sports Event
 - Duration from: 16/03/2018
 - Duration to: 22/03/2018
- VENUE DETAIL:**
 - Building Name: International Seminar
 - Building Owned by: Non-Government
 - Locality: International Seminar
 - City: International Seminar
 - Country: India
 - State: Nagaland
 - District: Tounsang
 - Pin / Zip code: 121212
 - Country Code: +91
 - Area Code: 211
 - Phone Number: 12121212
 - Is Event Organized by applicant? (Yes/No)
 - Whether the event is proposed to be held in Restricted/Protected Area? (Yes/No)
 - Approx. Indian Delegates: Enter Approx. Indian Delegates
 - Approx. International Delegates: Enter Approx. International Delegates

Upload PRC/NON PRC Participant list Form Fields:

- Is there any participant from Prior Reference Category (PRC) Countries i.e. Afghanistan, Iraq, Pakistan, Sudan, foreigners of Pakistani origin and Stateless persons? (Yes/No)
- Please Select the List Type: (Dropdown menu)
- Upload the Participant List: Choose File (No file chosen) | Maximum 2MB and only pdf file allowed | Upload
- Go Next button

Annotations:

- Click on "update" button to save any update under event details (points to the 'Update Data' button in the Event Detail form)
- Click here to download the Participant Sample list. (points to the 'Click here to download PRC/NON PRC Participant list Sample file' link)
- Select List type PRC/Non PRC (points to the 'Please Select the List Type' dropdown)
- Click on "yes" radio button in case participants from PRC Category (points to the 'Yes' radio button in the PRC question)
- Click here to upload PRC list (points to the 'Upload' button)
- Click here to go back (points to the left arrow button)
- Click here to go next (points to the 'Go Next' button)

Figure 1.14

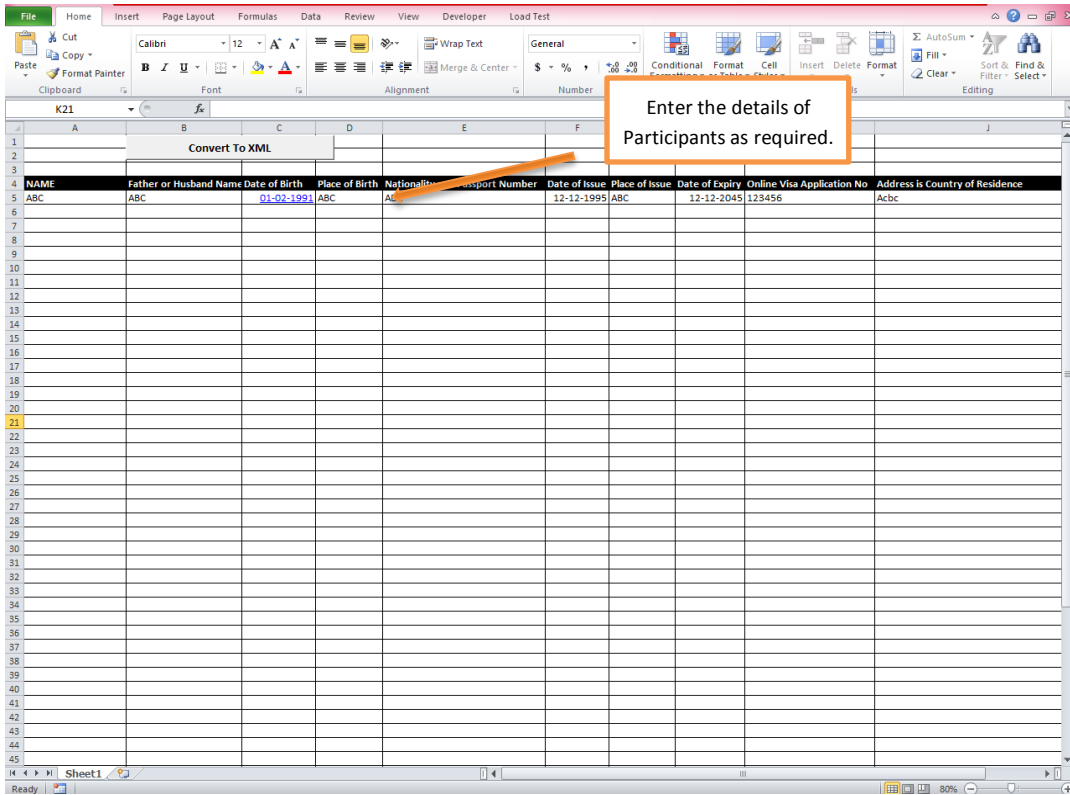


Figure 1.15

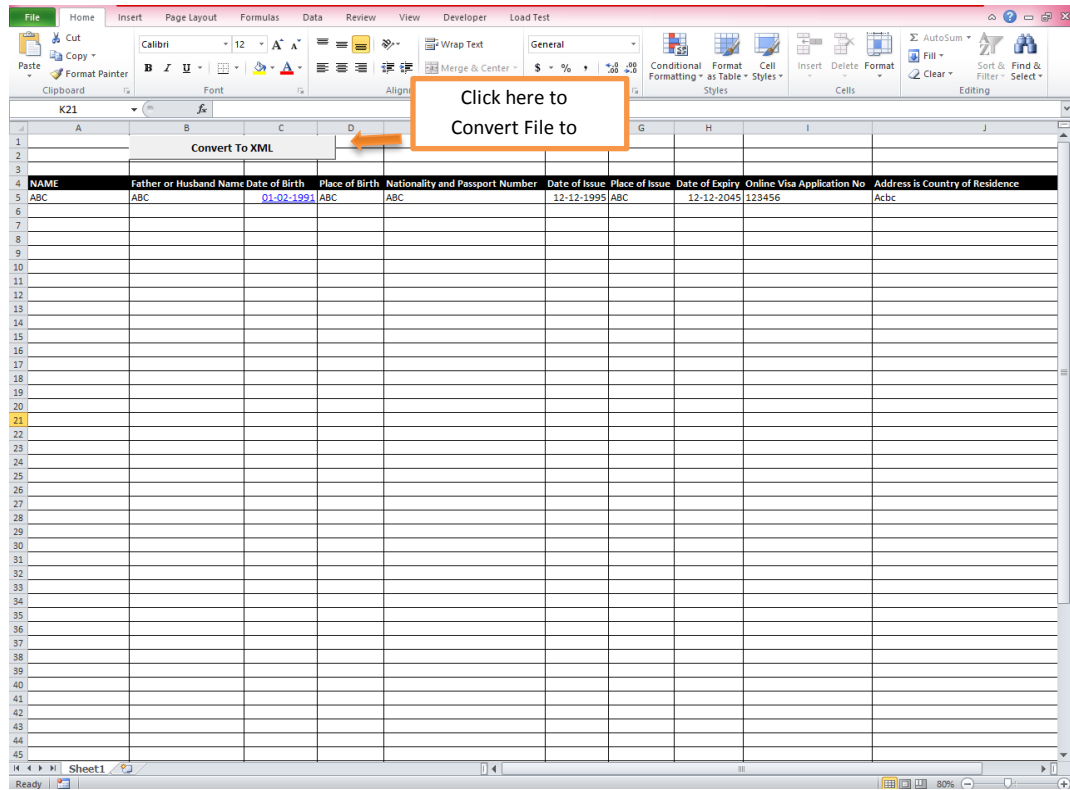


Figure 1.16

Steps

1. Select the List type (PRC/Non PRC).
2. Download the sample participant list.
3. Open the excel file and fill the participants details in the list (Fig. 1.15).
4. After filling the details as given in the Excel Sheet, Click in the above given button **Convert To XML** (Fig. 1.16).
5. The file will be saved on the user desktop location.
6. Click on **Choose file** button to browse PRC list of participants in Xml file format saved on the desktop.
7. Click on upload button to upload the selected list/ file.
8. Once PRC/Non PRC list is uploaded successfully, it will be displayed on the last sub section of screen. The screen is shown below.

Upload PRC Participant list

[Click here to download PRC Participant list Sample file](#)

*Is there any participant from Prior Reference Category(PRC) Countries i.e Afghanistan, Iraq, Pakistan, Sudan, foreigners of Pakistani origin and Stateless persons?

Yes No

* Please Select the List Type

--Select--

* Upload the Participant List No file chosen Maximum 2MB and only XML file allowed

Sl. No	List Type	View Document	Delete
1	PRC List	View Document	<input type="button" value="Delete"/>

Figure 1.17

9. Click on next button icon to go on next tab .

6.4 Funding Details

After clicking on **next** button in previous screen (Figure 1.17) new screen will be opened under Funding Details tab. User will enter details like funding type, funding source, name of organization, address etc.

INTERNATIONAL EVENTS/ CONFERENCES

Event List | Organizer Detail | Event & Participant Detail | **Funding Detail** | Upload Documents | Final Submit

Event Id : 23G000792017

Funding Detail

* Funding Type: --Select--
 * Funding Organization Type: --Select Organization Type--
 * Funding Source: --Select Funding Source--
 * Name of the Organization: Enter Name of the Organization

ADDRESS OF THE FUNDING ORGANIZATION

* Building Name: Enter Building Name
 * Locality: Enter Locality
 * City: Enter City Name

* Country: --Select Country--
 State: --Select State--
 District: --Select District--
 * Pin / Zip code: Enter Pin/Zip code

Upload Funding Authority Approval Document: Choose File | No file chosen
 (Maximum size allowed in PDF format only)

Save Data

Sl. No	Funding Organization Type	Funding Type	Funding Organization	Address	View Document	Delete
1	Non-Government	Fully	XYZ Ltd	Abc Building Delhi Delhi Delhi India- 110001	View Document	Delete

Figure 1.18

Funding type can be fully or partial. It is possible that multiple organizations (domestic/international) are funding for the same event. User can enter multiple funding organization here along with uploading of funding authority approval document of respective organization.

Steps

1. User will fill up the requisite information in the form.
2. User will upload the funding Authority Approval Document of respective organization.
3. Now, User will save the funding details by clicking on **Save Data** button
4. Records of each funding Organization for a particular event will be shown in the table on lower part of the screen.
5. Click on next button icon to go on next tab.

Note: In Case of Self-Funding (Funding Organization Type) the address details are not required.

6.5 Upload Documents

After clicking on next button in previous screen, user will be directed to Upload Document screen. Based on the nature of event, user will upload here the copy of the clearance/approval recommendation letter from ministry or any other government agencies. i.e

- MEA(Ministry of External Affairs) Political Clearance
- Other approval obtained from any government agency
- Approval letter from Ministry of Youth Affairs & Sports (Mandatory for sports event only)

भारत सरकार | गृह मंत्रालय
GOVERNMENT OF INDIA | MINISTRY OF HOME AFFAIRS FOREIGNER DIVISION

INTERNATIONAL EVENTS/ CONFERENCES Change Password Logout

Event List | Organizer Detail | Event & Participant Detail | Funding Detail | Upload Documents | Final Submit

Event Id : 09N000712017

Click here to select document for upload

Click here to select document for upload

Click here to select document for upload

Click here to upload document

Click here to remove uploaded document

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Figure 1.19

Steps:

1. Click on **“Choose File”** button in above screen (ref. figure-1.19) to browse and select letter/document from the system
2. Click on **“Upload”** button to upload the letter/document.
3. User can also remove the already uploaded file by clicking on **“Remove”** Button.
4. Click on next button icon to go to next screen.

6.6 Final Submit

After clicking on next button in previous screen, user will be directed to **Final Submit** tab screen. Screen is shown below:

Event ID: 09N00712017

Final Submit

Review the application and Click on the Final Submit button to complete the process.

ORGANIZER DETAIL

Organizer Type	Individual	Sur Name	Sharma
Given Name	Nam	Pass Number	FO049878D
Gender	Male	Building Name	abc
Organizer Address	123	City	Delhi
Locality	abc	State	Delhi
District	Delhi i	Pin/Zip Code	110001
Country	India	Email ID	hgh.com
Mobile Number	+91-989998998		
Phone Number	+91 011 98999898		

EVENT DETAIL

Name of Event	Sanskriti 16	Subject of Event	Sanskriti Event
Purpose of Event	adad		
Nature of Event	Sports Event	Is Event Organized by applicant	No

EVENT DURATION

Duration From	16 Nov 2017	Duration To	23 Nov 2017
---------------	-------------	-------------	-------------

VENUE DETAIL

Building Name	addfs	Building Owned By	Non-Government
Locality	adfsa	City	sadfa
District	Bellary	State	Karnataka
Country	India	Pin/Zip code	13121
Phone Number	+91 011 79797797		

Approx. Indian Delegates: 256 Approx. International Delegates: 56

Whether the event is proposed to be held in Restricted/Protected Area? No

Is there any participant from Prior Reference Category (PRC) Countries i.e. Afghanistan, Iraq, Pakistan, Sudan, Foreigners of Pakistan origin and Stateless persons? Yes

FUNDING DETAIL

Sl. No	Funding Organization Type	Funding Type	Funding Organization	Address	View Document
1	Government	Fully	adadadad		View Document

PARTICIPANT DETAIL

Sl. No	List Type	View Document
1	PRC List	View Document

UPLOADED DOCUMENTS

Sl. No	Document Name	Remarks	View Document
1	Approv. Letter from Ministry of Youth Affairs and Sports		View Document

DECLARATION AND UNDERTAKING

I hereby declare that the information furnished above is true and correct.

Final Submit

Note: Modifications are not allowed after clicking on Final Submit button.

Figure 1.20

Steps

1. User will review and verify the application content before final submission.
2. User will give self declaration and undertaking by clicking on check box.
3. Finally user will click on "Final Submit" button

Note: Once application is finally submitted to MHA, it can not be changed afterward. User can change only partially filled application at later stage before final submission.

7 Print Application

After final submission of application in previous screen, user is now able to print the application in below screen.

INTERNATIONAL EVENTS/ CONFERENCES [Change Password](#) [Logout](#)

Event List **Application Detail** **Message**

Your Application has been submitted successfully. Please note down the MHA File Number:MN00572017. Note - Hard copy / Printout need not to be sent to the MHA (Ministry of Home Affairs)

Final Submit

ORGANIZER DETAIL

Organizer Type	Individual	Sur Name	Sharma
Given Name	Nitin	Pin Number	9020087878
Gender	Male	Building Name	abc
Organizer Address	123	City	Delhi
Locality	abc	State	Delhi
District	Delhi-1	Pin/Zip Code	110001
Country	India	Email ID	h@h.com
Mobile Number	+91 9899988898		
Phone Number	+91 011 98999898		

EVENT DETAIL

Name of Event	Sanskriti 16	Subject of Event	Sanskriti Event
Purpose of Event	Jadid		
Nature of Event	Sports Event	Is Event Organized by applicant	No

EVENT DURATION

Duration From	16 Nov 2017	Duration To	23 Nov 2017
---------------	-------------	-------------	-------------

VENUE DETAIL

Building Name	Jadid	Building Owned By	Non-Government
Locality	Jadid	City	Jadid
District	Bellary	State	Karnataka
Country	India	Pin/Zip code	131221
Phone Number	+91 011 79797797		

Approx. Indian Delegates: 256 Approx. International Delegates: 56

Whether the event is proposed to be held in Restricted/Prohibited Area? No

Is there any participant from Prior Reference Category (PRC) countries i.e Afghanistan, Iraq, Pakistan, Sudan, foreigners of Pakistani origin and Stateless persons? Yes

FUNDING DETAIL

Sl. No	Funding Organization Type	Funding Type	Funding Organization	Address	View Document
1	Government	Full	88888888		View Document

PARTICIPANT DETAIL

Sl. No	List Type	View Document
1	PRC List	View Document

UPLOADED DOCUMENTS

Sl. No	Document Name	Remarks	View Document
1	Approv. Letter from Ministry of Youth Affairs and Sports		View Document

DECLARATION AND UNDERTAKING

[Print Application](#)

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Figure 1.21

Steps

1. Click on "Print Application" button to generate the application in the printable format.

After clicking on “Print Application” button in previous screen, application will be generated and displayed on screen in printable format as show in below screen

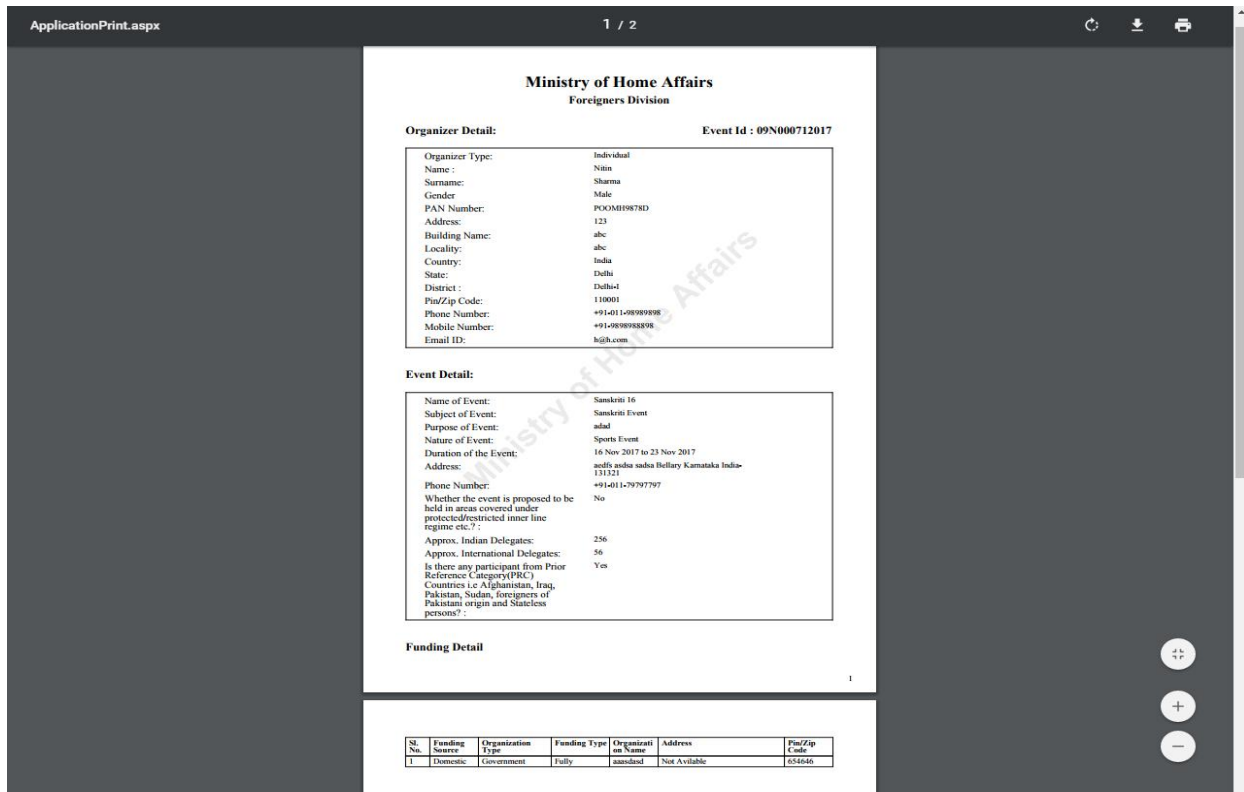


Figure 1.22

8 Event List

User can perform the following task under Event List

1. Check Event Application Status.
2. Complete the Partial filled application.
3. Apply for extension.
4. Communication with MHA(Through Message) for cancellation of Event or any other reason.
5. Apply for new Event.

INTERNATIONAL EVENTS/ CONFERENCES

Change Password Logout

Event List

Event List

Complete Applications

Sr. No	Organizer	Event Name	Event Duration	Application Type	MHA File status	Message
1	Nitin	asda	10 Nov 2017 to 30 Nov 2017	Application	Under Process	✉
2	Nitin	Sanskriti 16	16 Nov 2017 to 23 Nov 2017	Application	Under Process	✉
3	Nitin	New Event1	30 Dec 2017 to 30 Dec 2017	Cancellation	Under Process	✉

In-Complete Applications

Sr. No	Organizer	Event Name	Event Duration	Application status	Edit
1	Nitin Sharma	Sports Mela	31 Dec 2017 to 31 Dec 2017	In Complete	✎ Edit

[Click here to Apply New Event!](#)

Click here to apply for new Event

Click here for sending message to MHA

Click here to edit application

Figure 1.23

Steps:

1. User log into the Event Clearance System by his/her user name password.
2. Event list will be displayed immediate after log in.
3. MHA File status for all event applications will be displayed under “Complete Applications” table in above screen(Ref. figure 1.23)
4. User can also edit and complete his/her incomplete application by clicking on “edit” button under In-complete applications table.
5. Click on “[Click here to Apply New Event](#)” link shown at the bottom of the above screen.

9 Communication with MHA for Cancellation or any Other Reason

After clicking on **Message** button shown in previous screen ,below screen will be displayed(ref figure-1.24). Here user can communicate with MHA in case of Event Cancellation or any other reason for a perticular event. User can also raise request to MHA for the extension of event date in case there is any change.

Figure 1.24

Steps:

1. Select Message type as “Cancellation of Event” or “Other’ by clicking on “Message Type” Drop down button under “Compose/ Send Message” sub section of the screen(ref figure 1.24).
2. Enter Message/ Remark in the text box.
3. Click on “**Choose File**” button to browse and select the file(pdf) for upload.
4. Click on “**Send**” button
5. In case there is need to extend event date and duration, click on “Extend Date” link.

10 Extend Date of Event

After clicking on “Extend Date” link in previous screen, following screen will be displayed. From here user can send message to the MHA for the extension of event date/duration.

The screenshot displays the 'INTERNATIONAL EVENTS/ CONFERENCES' interface. At the top, it shows the Government of India logo and the Ministry of Home Affairs, Foreigner Division. The main navigation bar includes 'Event List', 'Application Detail', and 'Message'. The 'Message' section is active, showing a list of messages and a 'Compose/Send Message' form. The form contains the following fields and buttons:

- Event Duration from:** Date in dd/mm/yyyy format
- Event Duration to:** Date in dd/mm/yyyy format
- Remarks/Reason to Extend:** Text input field with placeholder 'Enter Remarks/Reason to Extend'
- Upload Document:** 'Choose File' button, 'No file chosen' text, and 'Maximum 2 MB Allowed in PDF Format' note.
- Buttons:** 'Send' (green) and 'Cancel' (red).

Annotations in the image include:

- 'Enter extended date of event' pointing to the 'Event Duration from' field.
- 'Click here to send message' pointing to the 'Send' button.
- 'Enter reason to extend' pointing to the 'Remarks/Reason to Extend' text box.
- 'Choose file to upload' pointing to the 'Choose File' button.

Figure 1.25

Steps:

1. Enter Event Duration (From date, to date).
2. Enter Remarks/messages to extend the Event date in the text box
3. Click on “Choose File” button to upload any supporting document.
4. Click on “Send” button to send the message, other wise click on “cancel” button.

11 Change Password

Once user log in to the application, “Change Password” button will be visible to him/her on top right corner of each screen (Ref figure 1.26).

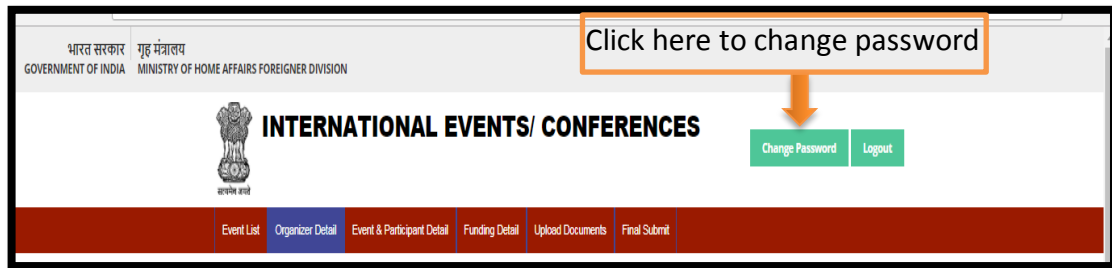


Figure 1.26

After clicking on “Change Password” , the following screen will be pop up on screen.

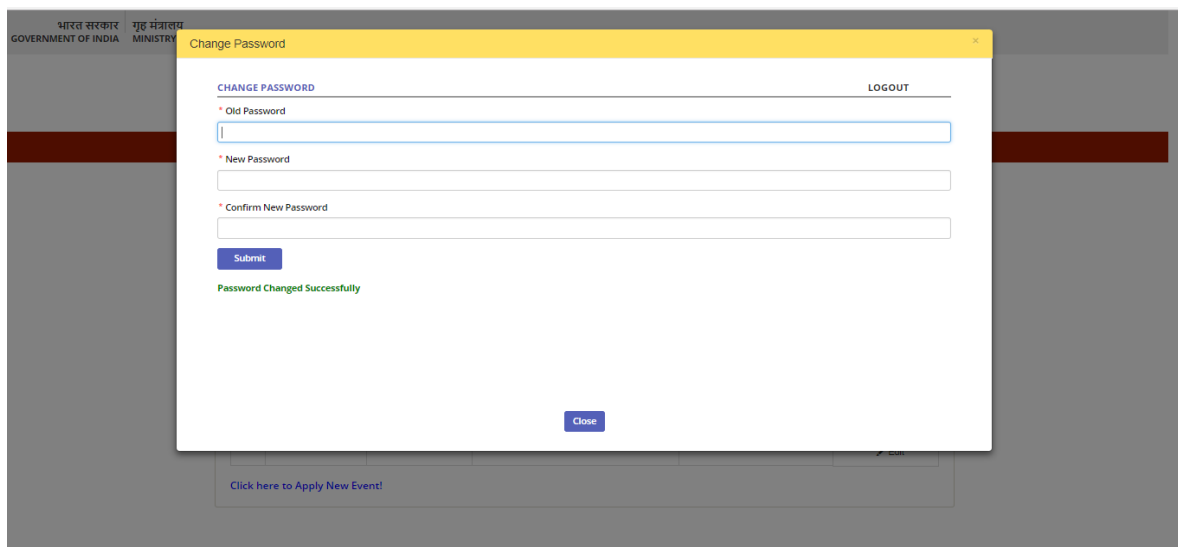


Figure 1.27

+ Steps:

1. Enter old Password, New Password and Confirm Password in respective text boxes.
2. Click on Submit button to change password
3. Password must have minimum 8 characters and combination of atleast 1 uppercase alphabet, 1 lowercase alphabet, 1 special character and 1 number.

12 Logout

“Logout” button will be visible to user on each screen of online event clearance system. User can click on **Logout** button on top right corner of each screen as show in below screen.

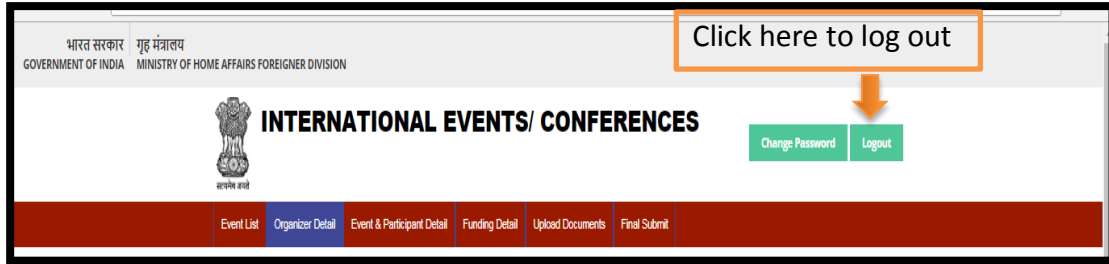


Figure 1.28

User will be exit from the Event Clearance System after clicking on **Logout** button following screen will be displayed to user.

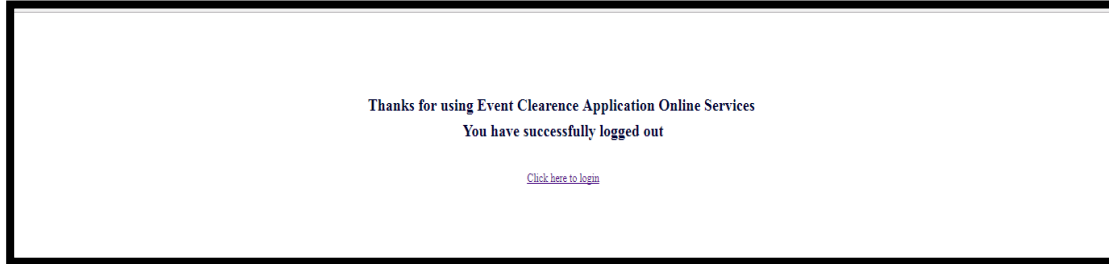


Figure 1.29