Public User Guide

For

Event Clearance System

National Informatics Centre

Department of Electronics & Information Technology

Ministry of Communications & Information Technology, New Delhi

(Version 1.2, April 2018)

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.
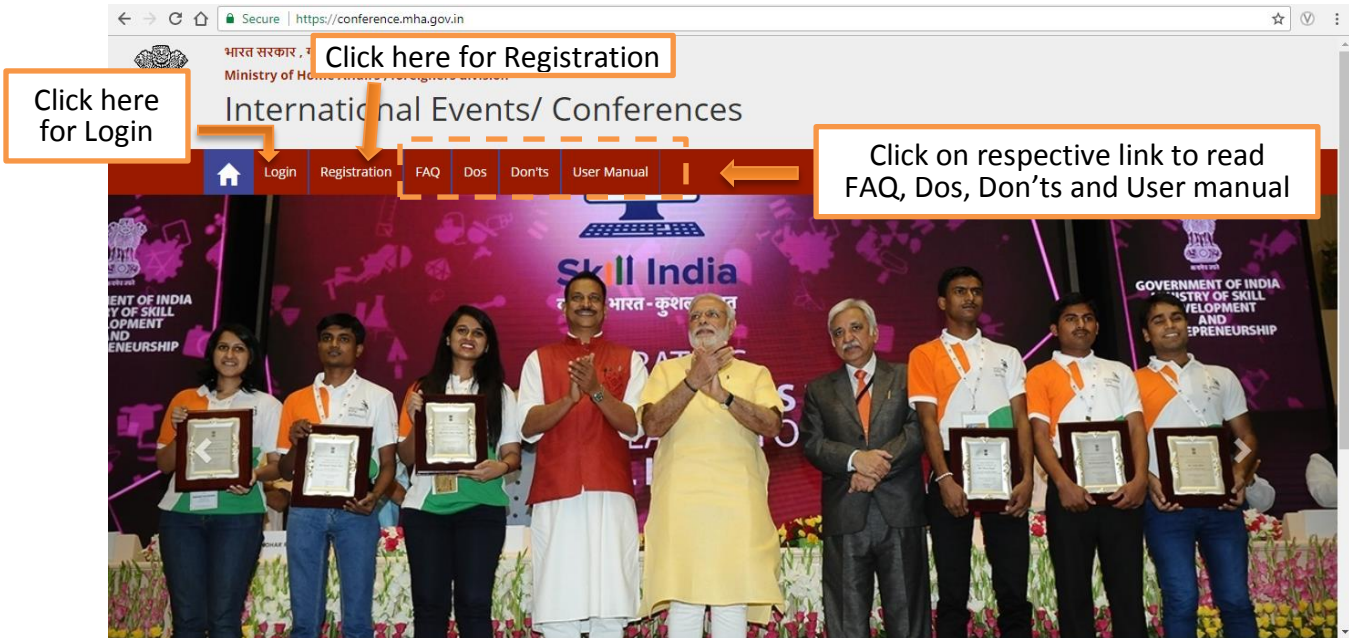3. Then, the following Home page (Ref figure 1.1) of "International Events/Conferences " website will open.

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.

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

INTERNATIONAL EVENTS/ CONFERENCES

Login Registration FAQ Dos Don'ts

Registration

If you have filled the registration detail before but OTP not verified due to some reason, then click on **OTP Verification** link to verify OTP. Otherwise click on **New User(Fresh Registration)** link for registration.

New User (Registration) ← Click here for Registration

OTP Verification

Site Hosted & Maintained by National Informatics Centre Content provided by Ministry of Home Affairs Designed, Developed and Hosted by National Informatics Centre (NIC)

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.

Figure 1.3
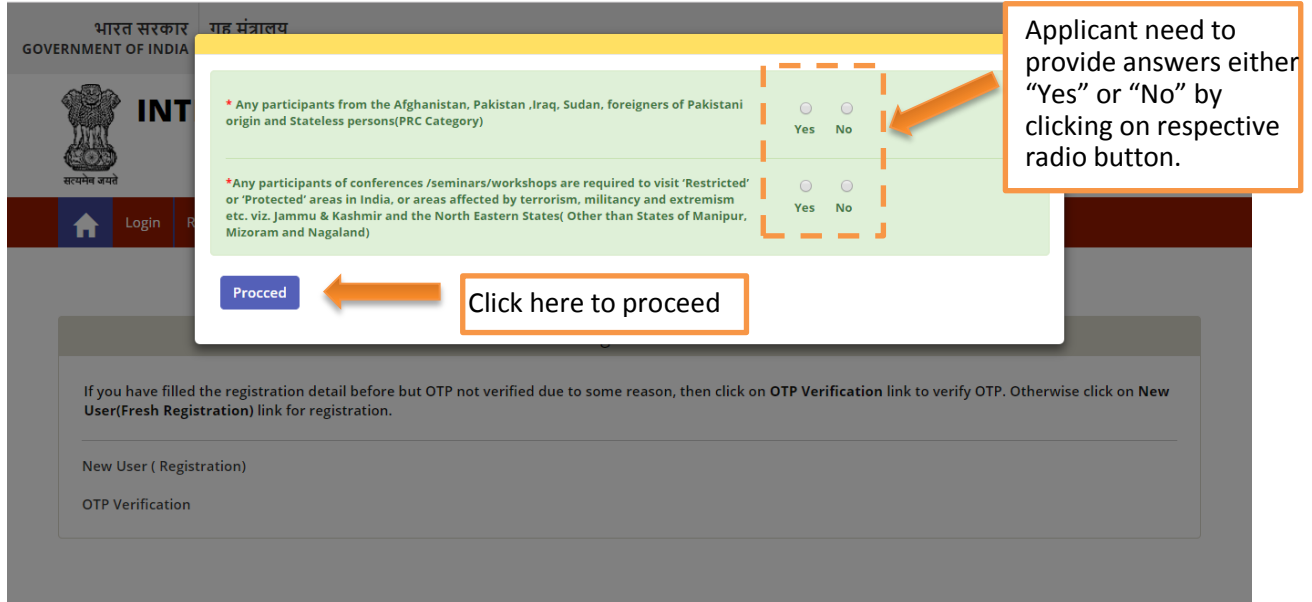
Note: Applicant must satisfy at least one condition given above by clicking on corresponding "Yes" radio button in order to proceed on registration form screen. In case applicant click on "No" Radio button and then click on **Proceed** button, a letter regarding eligibility of applicant will be displayed on the screen as shown below (Fig 1.4).
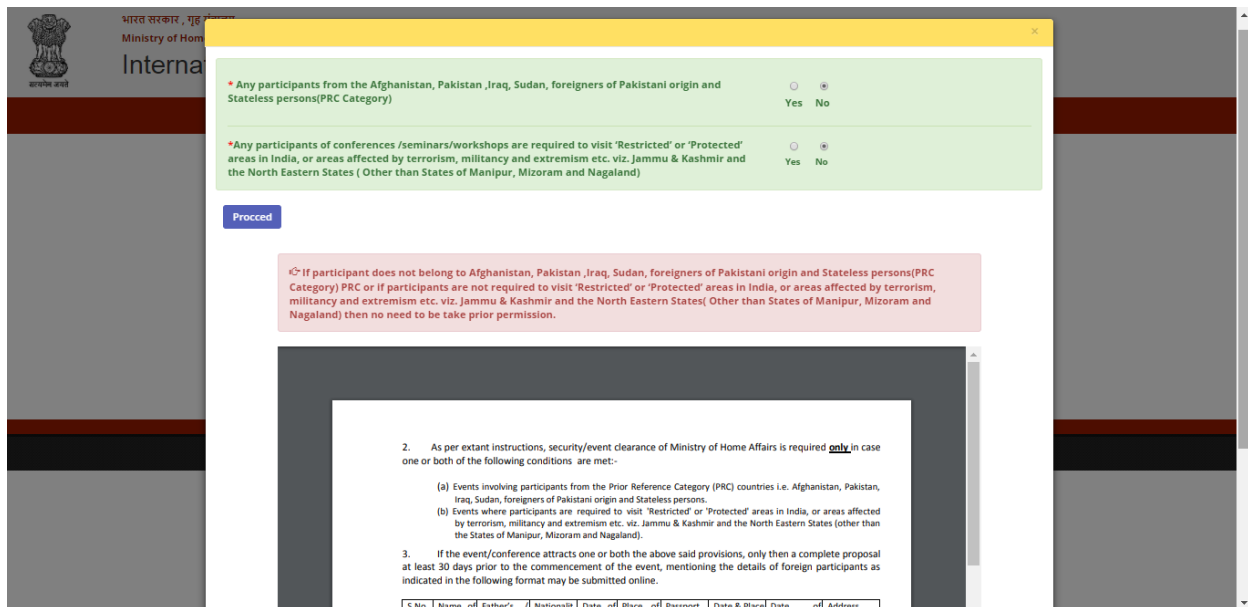
Figure 1.4

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

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.

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.
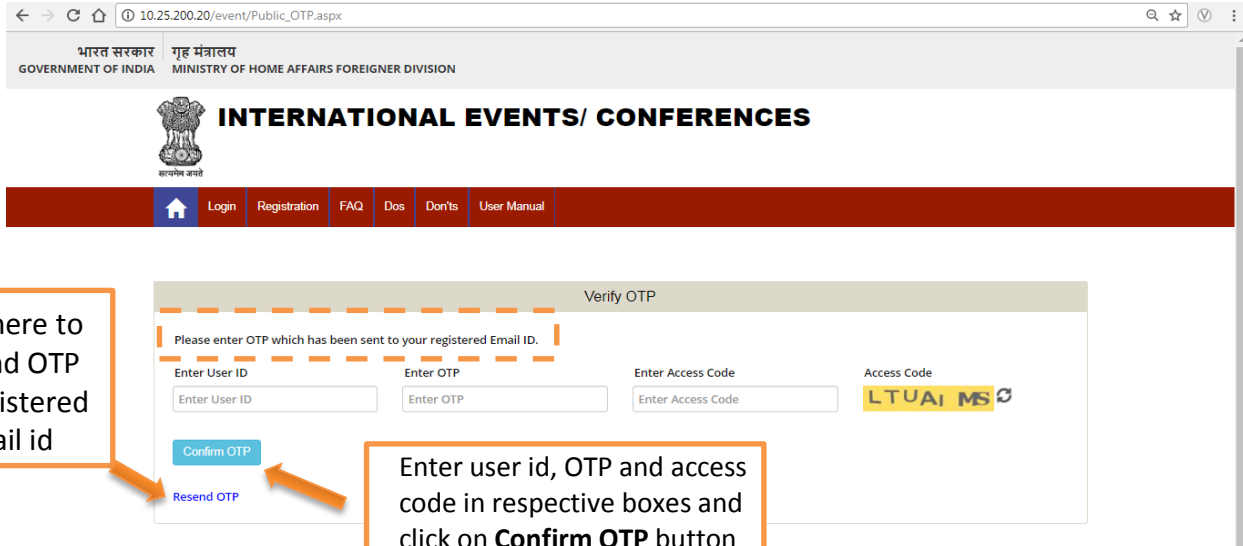
Figure 1.7

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.
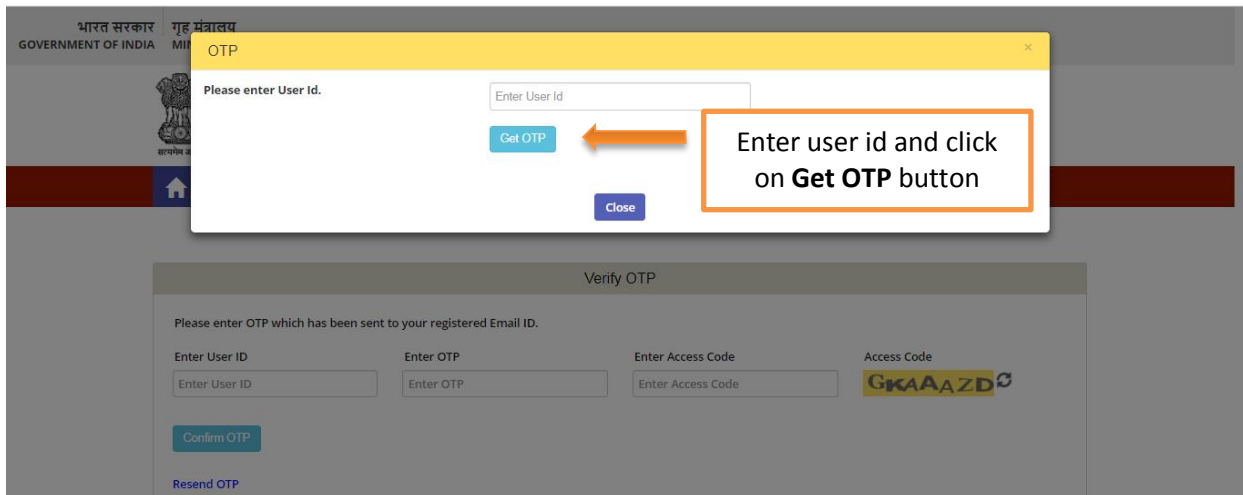
Figure 1.8

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.

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.
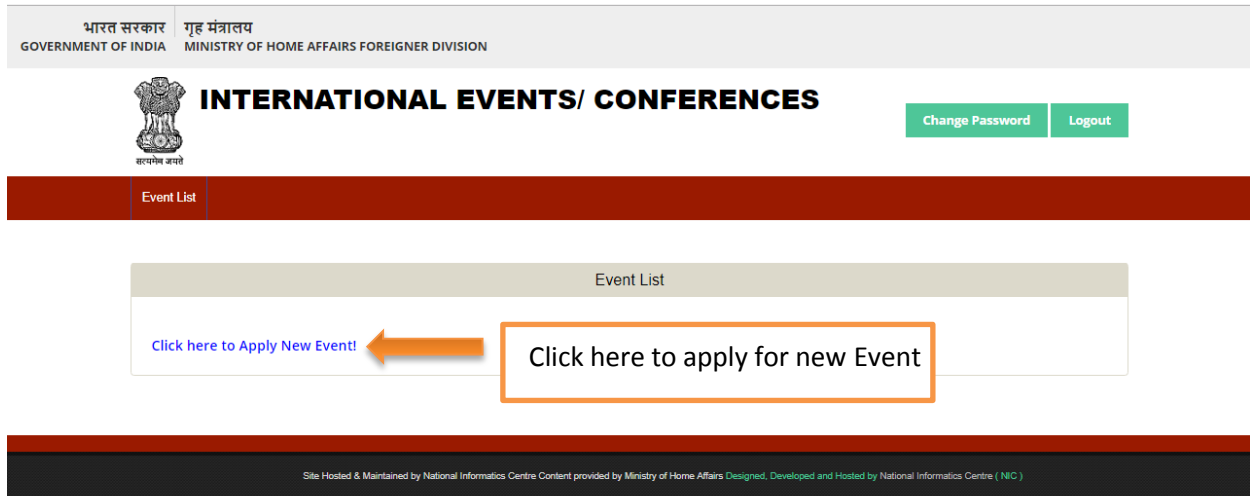
Figure 1.10

Once user/applicant click on "**Click here to Apply New Event"** link, a pop up window will be displayed on the screen.
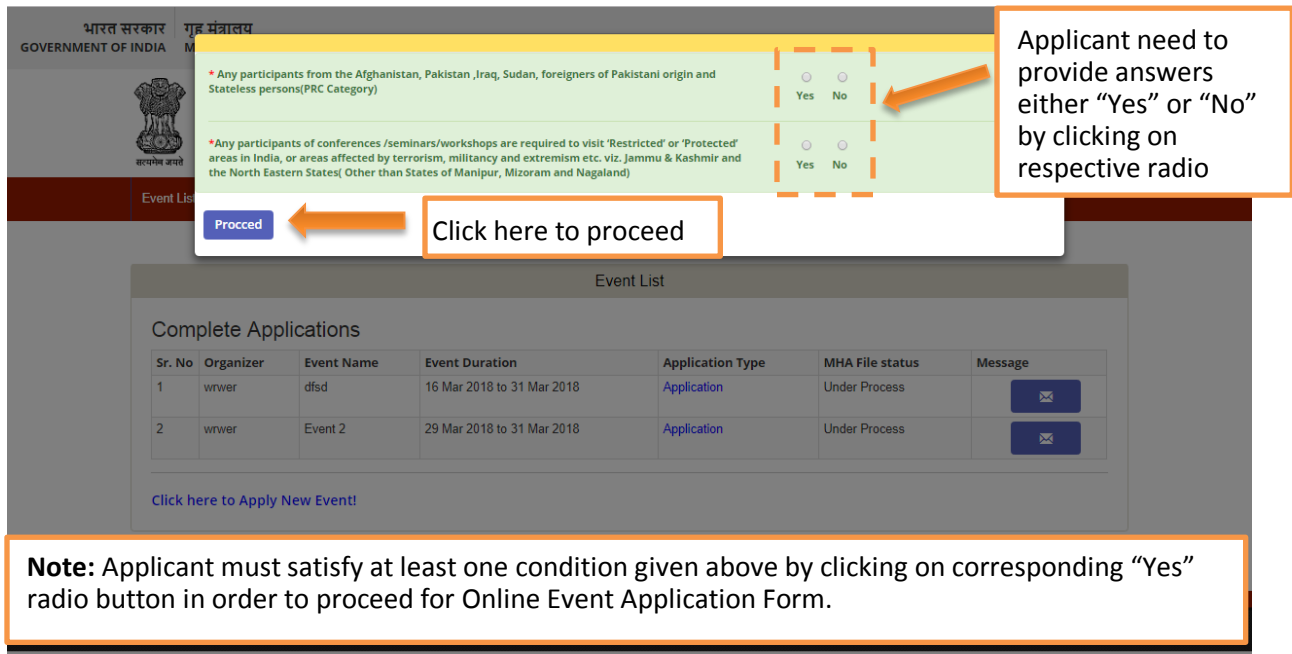
Figure 1.11

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).

Select nature of event by click on drop down button

Enter Event and venue details & Click on "Save" button

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.
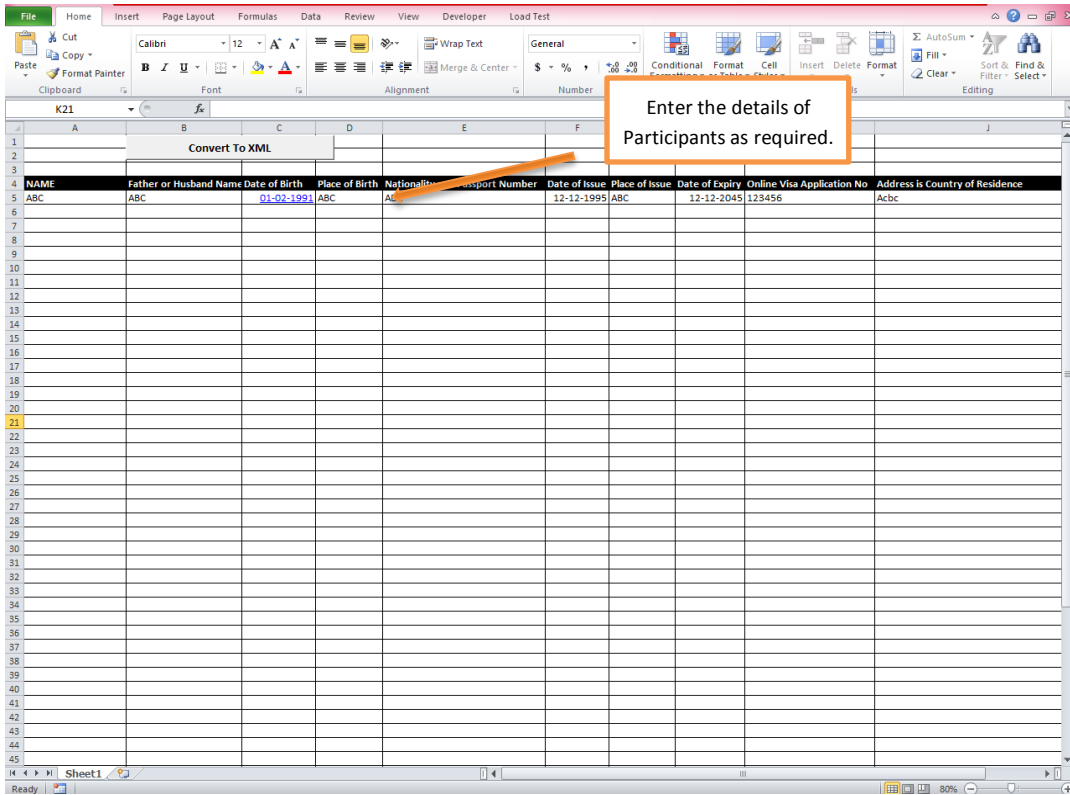
Figure 1.14

Figure 1.15
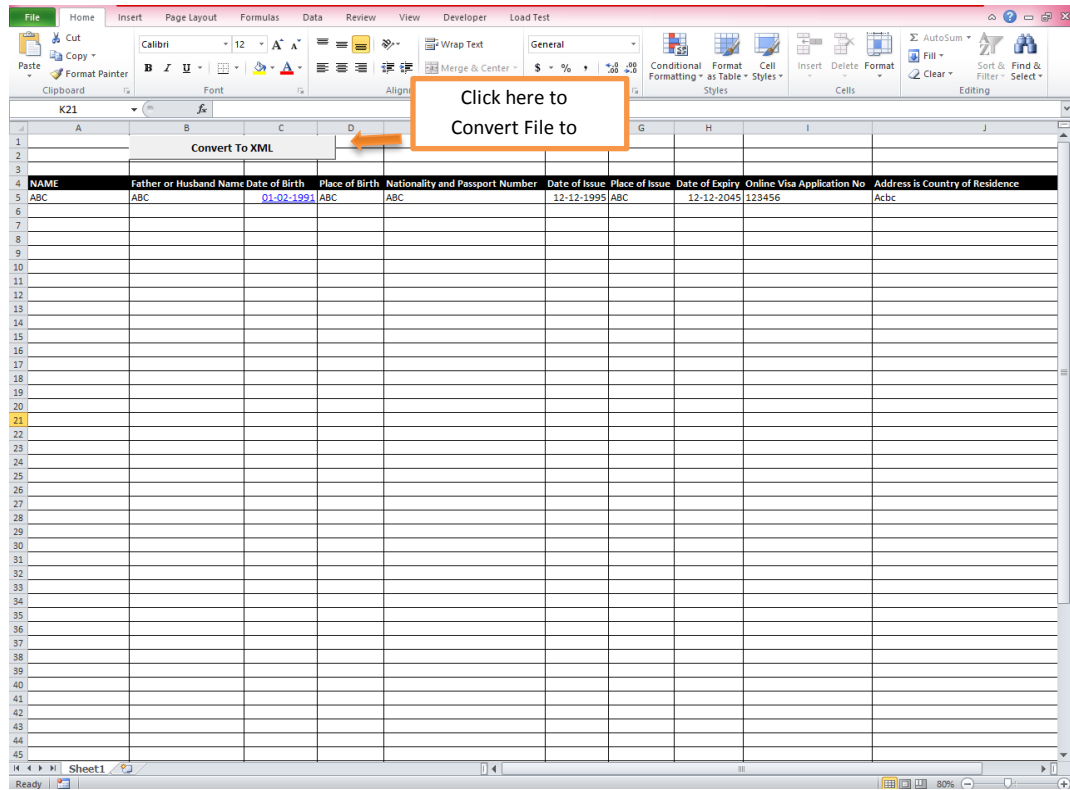
Figure 1.16

⊕ 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.

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.

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 recomedation 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)

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:

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 Submitt" button

Note: 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.

7   Print Application

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

Click on "print Application" button to generate the application in printable format

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
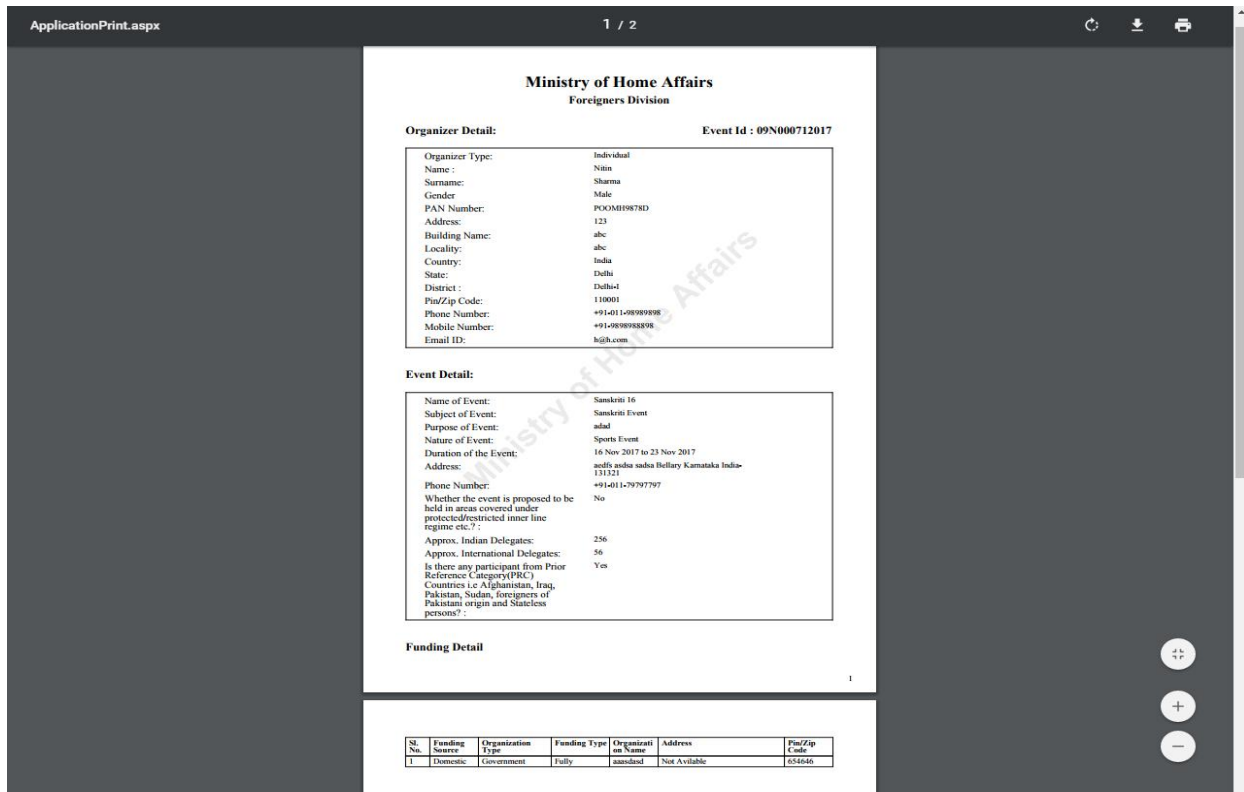

Figure 1.22

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 extenstion.
4. Communication with MHA(Through Message) for cancellation of Event or any other reason.
5. Apply for new Event.

Figure 1.23

🞧 **Steps:**

1. User log into the Event Clearance System by his/her user name password.
2. Event list will be displayed immideate 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.

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 clik 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).
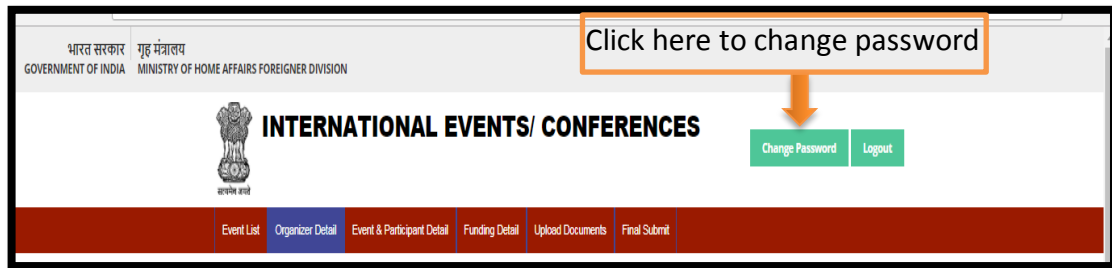

Figure 1.26

After clicking on "**Change Password**" , the following screen will be pop up on screen.
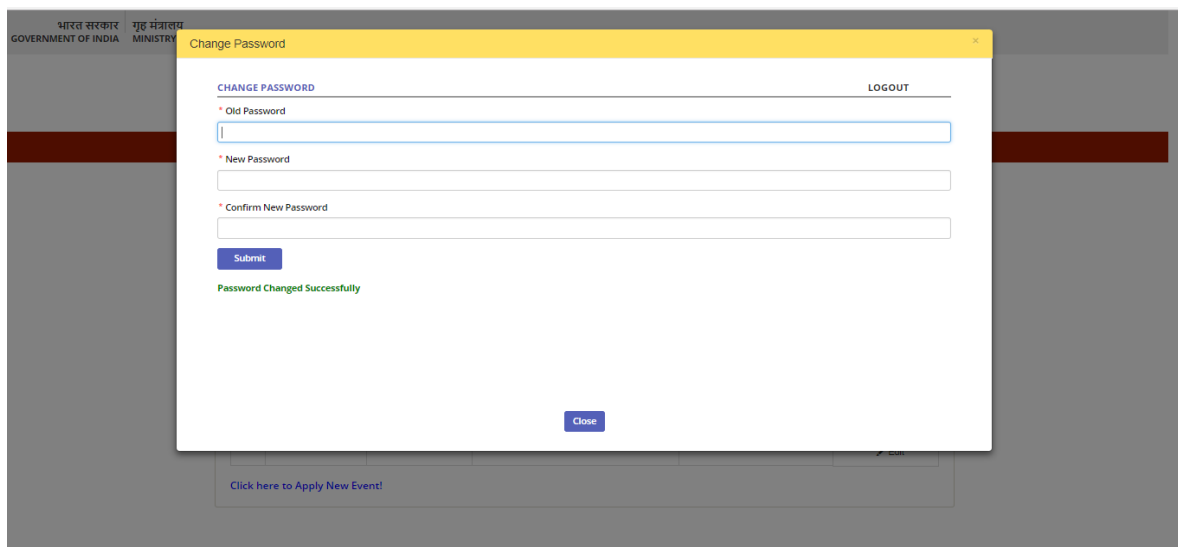

Figure 1.27

⊹ 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.
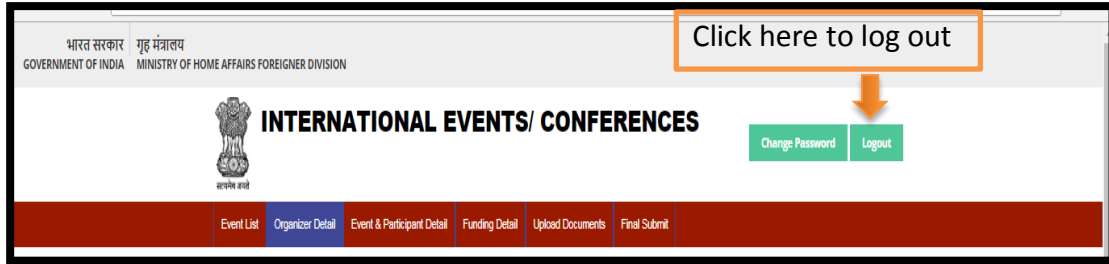

Figure 1.28

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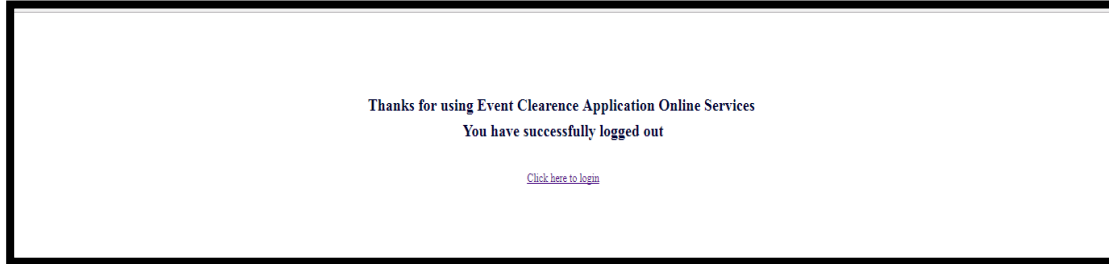

Figure 1.29