



EMBASSY OF INDIA

**Indian Cultural Centre**

DOHA - QATAR

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**Summary of Guidelines concluded in the meeting held at Ashoka hall – ICC  
On 16<sup>th</sup> July 07 with all affiliated organizations Convened by  
HE the Ambassador and Patron of ICC**

1. Applications and all correspondences related to affiliated organizations is to be routed to the Embassy of India through designated Managing Committee member of ICC.
2. Upon affiliation, copy of constitution / summary of Aims and Objectives of the organization along with the list of members to be submitted to ICC.
3. Annual report & Audited statement of account of organizations is to be submitted immediately following AGM.
4. CCO / Asst CCO or any designated official from the Embassy of India/ICC is to oversee the proceedings of election of office bearers.
5. Updated list of office bearers and Managing Committee members to be submitted along with their names, contact numbers, fax numbers and email ids. Any change also is to be intimated at the earliest.
6. Each organization is to submit a yearly list of functions/ programmes to be conducted by it in advance to ICC. Independence day and Republic day of India shall be celebrated exclusively by ICC in association with Embassy.
7. The details of programme along with synopsis of any function being conducted by the affiliated Organization whether in ICC or at any other location is to be submitted to ICC.
8. No organization with religious or political agenda will be affiliated to ICC. No programme with bias to any particular religion is to be conducted in ICC. Affiliation to ICC doesn't give right to hold any religious or cultural function/ get together at any venue except those officially approved for the purpose by Government of Qatar. Even for cultural functions at any other venue we need prior approval of Government of Qatar.
9. Letter issued from Embassy for opening bank account is to be endorsed by Qatar Cultural Dept, as required by local authorities.
10. The affiliation status shall cease in the event of the following:
  - a) Failure to pay affiliation fee on time. The concerned bank will be advised to close the bank account without referring to the organization.
  - b) Involvement/ conducting of any activities prejudicial to the basic objectives or policies of ICC.
  - c) Voluntarily de-affiliation by the organization. On voluntarily ceasing affiliation, the same is to be notified to ICC for onward submission to the Embassy of India and the bank account is to be canceled and a copy of cancellation/clearance letter from Bank to be submitted for the record purpose of ICC and Indian Embassy.
11. Request letter to the Embassy for permission to conduct a program is to be submitted through ICC minimum 45 days prior to the event. Upon issuance of the letter by the Embassy to Ministry of Foreign Affairs, Qatar, a copy is to be given to the concerned organizations for follow up to be undertaken by the concerned organizations.

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12. Hiring of Ashoka hall or ICC Premises is only for meeting or cultural programme for which details are to be submitted to ICC well in advance. Prior permission is to be obtained from concerned local authorities for any functions to be conducted at ICC premises involving ticket sale and poster publicity.
13. ICC shall have the right to cancel the booking for any of ICC facilities for justifiable reasons.
14. No competitions such as painting / drawing are allowed at ICC complex except in Ashoka hall on the payment of a deposit amount and with an undertaking that the hirer is responsible to compensate ICC in full in case of any damage to the ICC properties during the course of holding of such an event.
15. No long term booking of any facilities at ICC complex shall be allowed.
16. Programme timing shall be restricted to ICC official timings. i.e. **Sunday to Thursday** 10 A.M. – 12 P.M. and 4 P.M. to 10 P.M, **Friday** 8.30 A.M. to 11 A.M. and 4 P.M to 9 P.M., **Saturday** 8.30 A.M. to 11.30 A.M. and 4 P.M. to 10 P.M.