



**1<sup>st</sup> Financial Inclusion Global Initiative (FIGI)  
Symposium**

**29<sup>th</sup> November – 1<sup>st</sup> December 2017**

**Bengaluru, India**

**ADMINISTRATIVE CIRCULAR**

**Government of India**

**Ministry of Communications**



## 1. Introduction

The Government of India in partnership with the International Telecommunications Union (ITU) warmly welcomes the participants to the first Financial Inclusion Global Initiative (FIGI) Symposium to be held during 29th November – 1st December 2017 in Bengaluru, India. The Department of Telecommunications (DoT), Ministry of Communications as the host will be providing necessary coordination to facilitate delegates to participate in the meetings in an effective and efficient manner, and also enjoy their stay in Bengaluru, the capital of the Indian State of Karnataka.

This Administrative Circular provides logistical and other general information on the arrangements for the first Financial Inclusion Global Initiative (FIGI) Symposium in Bengaluru. Amendments and/or updates to this Circular will be made when necessary and will be circulated in time via emails. The Organizing Team wishes all the participants a most productive and memorable visit to the Republic of India during the upcoming meeting of the first Financial Inclusion Global Initiative (FIGI) Symposium.

## 2. Meeting Venue and Information

The Meeting of the first Financial Inclusion Global Initiative (FIGI) Symposium will take place in Bengaluru during 29th November – 1st December 2017 at JW Marriott Hotel, 4/1, Vittal Mallya Road, Bengaluru, India 560001.

<http://www.marriott.com/hotels/travel/blrjw-jw-marriott-hotel-bengaluru/>

## 3. Accommodation

It is requested that the delegates may block their accommodation directly with the hotel. Hotel reservations can be made by sending e-mail to Mr. Raj, Vikalp [Vikalp.Raj@marriott-hotels.com](mailto:Vikalp.Raj@marriott-hotels.com) (Mobile Number: +91-8884494061) with a copy to Ms. Priyanka Chhatja [Priyanka.Chhatja@marriott-hotels.com](mailto:Priyanka.Chhatja@marriott-hotels.com) (Mobile Number: +91-8884423452) and Mr. Ranjit Nalwa [Ranjit.Nalwa@marriott-hotels.com](mailto:Ranjit.Nalwa@marriott-hotels.com) (Mobile Number: +91-8884494149).

Please also find attached details regarding the list of other hotels that are near the venue which the delegates may consider for accommodation:

Name of the Hotel	Address	Website	Contact
Ritz Carlton	99 Residency Road Bangalore, Karnataka, 560 025 India	<a href="http://www.ritzcarlton.com/en/hotels/india/bangalore">http://www.ritzcarlton.com/en/hotels/india/bangalore</a>	+91-80-4914 8000
The Chancery	10/6, Lavelle Road, Shanthala Nagar, Ashok Nagar, Bengaluru, Karnataka 560001	<a href="http://www.chanceryhotels.com">http://www.chanceryhotels.com</a>	+91-80-4118 8888



## 4. Information for arriving participants

### Visas and Immigration Requirement:

Information on requirements for appropriate travel documents including visa is available at <http://www.mea.gov.in/more-links.htm>. For additional information on entry requirements, delegates are requested to contact the closest Indian Embassy / High Commission or Consulate and visit the Immigration web site <http://boi.gov.in/>. Participants may visit <https://indianvisaonline.gov.in/> for Visa Facility as applicable.

### Letter of invitation for visa application

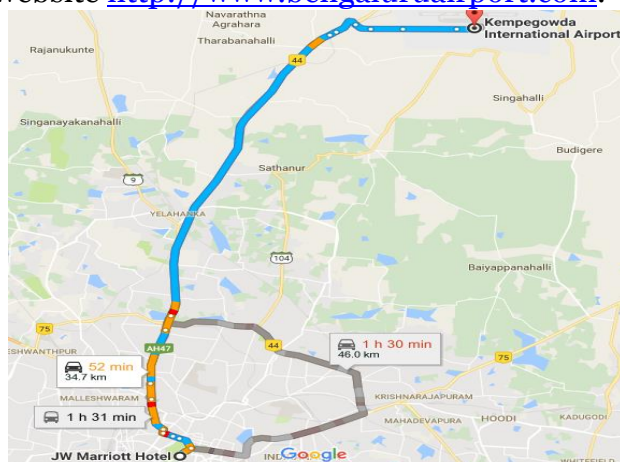
All requests for letter of invitation for visa purposes must be addressed to Mr Mayank Mrinal by e-mail: [mayank.mrinal@nic.in](mailto:mayank.mrinal@nic.in) with copy to ITU: [figi-symposium@itu.int](mailto:figi-symposium@itu.int), bearing the words “**Letter of support for visa**” as the subject and should be sent before the deadline of **30 October 2017**. **The email should also include as attachments the duly completed form (See Annex 1), specifying the name as written in the passport, date of birth, passport number, dates of issue and expiry of the passport of the individual(s) for whom the visa(s) is/are requested, scanned copy of the passport and a copy of the notification of confirmation of registration for the FIGI Symposium.**

### Baggage and items prohibited for carriage

Airlines operating in the territory of the Republic of India strictly regulate limits on the size and weight of baggage. For security reasons, some items and substances are forbidden for transport aboard passenger aircraft. Participants are advised to get information regarding the rules of air travel on the airline's website in this regard.

## 5. Bengaluru Airport (Kempegowda International Airport)

It takes around one hour to travel from Bengaluru International Airport to JW Marriott Hotel. Approximate driving distance between Bengaluru Airport and JW Marriott Hotel Bengaluru is 35 KMs or 21.7 miles. Travel time refers to the time taken if the distance is covered by a car. For more information, please visit the website <http://www.bengaluruairport.com>.



For those travelling via New Delhi may visit the website of Indira Gandhi International Airport for more information

<http://www.newdelhiairport.in/travel-ler.aspx>



## 6. Hospitality

All other participants may contact the airport information centre (<http://www.bengaluruairport.com/>) for personal transportation. However, after passing the immigration, at Kempegowda International Airport Bengaluru, there is an option of renting premium cars apart from airport taxis to reach JW Marriott Hotel. The local prepaid taxi fare from the airport to the hotel is approximately Rs INR 800-1000 [US\$1 = INR 65 approx.]. Travel time of about 1 hour.

## 7. Lunch and Dinner

The Department of Telecommunications is pleased to invite all the delegates to working lunch on all the days 29th November – 1st December 2017 and for Dinner and Official Welcome Dinner on 29th November and 30th November 2017 respectively.

## 8. Time zone

Indian Standard Time (IST) is the time observed throughout India, which is 5 hours 30 minutes ahead of Greenwich Mean Time (GMT/UTC + 5:30 hours).

## 9. Weather

Bengaluru has a tropical wet and dry climate bordering on a hot semi-arid climate. The temperature in Bangalore in November and December 2017 nuzzles at 18 degree to 22 degree with sporadic rainfall.

## 10. Voltage and power plug

The standard voltage in India is 230V/50Hz. The outlet has three round holes.



## 11. Medical Services

### Emergency Services

Emergency Services (24-hours):

Police: 100

Fire: 101

Ambulance: 102, 1099

## 12. Currency and Credit cards

The Indian currency is Indian Rupee. Coins come in the denomination of 1, 2, 5, 10 and notes in 5, 10, 20, 50, 100, 500 and 2000.

Banking hours in India are usually from 10:00 - 17:00, Monday through Friday. Exchange counters are available both at the airport and at Hotel. American Express, Diners Club, MasterCard and Visa are widely accepted.

## 13. Telephone calls

ISD Code for Indian phones is +91

Area code for Bengaluru (landlines) is 080

## 14. Smoking policy

Smoking is prohibited in public places in India. Some bars, restaurants, theatres, museums and other public places have designated areas for smoking.

## 15. Tipping

Generally, 50 or 100 Rupee tip is fine for waiters, cleaners etc. While dining out service charge is included in the bill. So tipping is not necessary. Otherwise 10% of the amount of the billing is normally expected or appreciated as tipping.

## 16. Tourist information

Vidhana Soudha, Bengaluru Palace, Tipu Sultan's Palace and Fort, Lalbagh Botanical Garden and Cubbon Park are some of the tourist attractions in the city. The Bengaluru palace was built in 1887 by Chamaraja Wodeyar and was inspired by England's Windsor Castle. Ulsoor Lake, spread over an area of 125 acres is another tourist hot spot. Boating and swimming are the main attractions of the lake.

**Vidhan Soudha**



**Bengaluru Palace**







## BANNERGHATTA NATIONAL PARK

For information regarding tourist attractions and restaurants in Bengaluru, please visit <http://www.karnatakaturism.org/Bengaluru/en/> for more information.

### 17. About Bengaluru

Bengaluru the capital of Karnataka and is also known as the Silicon Valley or IT capital of India.

It was earlier known as Bengaluru, which was derived from the word "Begur" and from a popular story suggests the name from "Bendakaluru" to Bengaluru. The present city was designed by Kempe Gowda in 1537, served under Vijayanagar Kings as the in-charge of Yelahanka. The city was renamed as Bengaluru in 2014 on the occasion of 59th Kannada Rajyotsava (1st November).

Bengaluru is located on the Deccan plateau in the south - east part of Karnataka. Bengaluru is the 5th largest city in India and 3rd most populous city. The city is popularly known as "The Silicon Valley of India" and is the nation's leading IT employer and exporter. Bengaluru has always seen a very diverse population, especially since modern times.

It is a multi-cultural city permeating class, religion and language. Even though it is a cosmopolitan city, Bengaluru holds on to its traditional features. There are a lot of festivals & events hosted in Bengaluru like Karaga, Kadalekaye Parishe, Bengaluru Habba, Lalbagh Flower Show and more.

Bengaluru is witnessing a tremendous growth in industry, trade and commerce leading to a rapid growth of the city and large scale urbanization. The population of Bengaluru city stands at around 9.0 million as per 2011 census records. This growth is due to several factors, such as good infrastructure facilities, availability of abundant technical manpower and skilled labour and sound scientific and industrial base, a salubrious climate, and in recent times due to the coming of age of Information Technology (IT) which, today is the prime driving force, fuelling the growth of Bengaluru city. While most of the infrastructure aspects such as energy supply, urban water supply and sewerage system, road, rail and air network, telecommunication systems etc. are reasonably met with in Bengaluru.

Bengaluru is also a centre of renowned colleges, academic institutions, important central government establishments, scientific and research institutes and organisations such as the Indian Institute of Science (IISc), Indian Institute of

Management (Bengaluru) (IIMB), and National Institute of Mental Health and Neurosciences (NIMHANS). Numerous public sector heavy industries, technology companies, aerospace, telecommunications, and defence organisations, such as Bharat Electronics Limited (BEL), Hindustan Aeronautics Limited (HAL), National Aerospace Laboratories (NAL), Bharat Heavy Electricals Limited (BHEL), Indian Space Research Organisation (ISRO), Infosys, and Wipro are headquartered in the city. A demographically diverse city, Bengaluru is a major economic and cultural hub and the second-fastest growing major metropolis in India. Bengaluru is listed fourth among the top 15 cities contributing to India's overall GDP. Moreover a lot of start-ups are coming up in Central Bengaluru, especially the Indira Nagar, Domlur and Ulsoor area.

## 18. Contact person details

For any further information you may require or if you need a personal invitation letter or official document for your visa application or any other support, please contact:

1. Mr. YGSC Kishore Babu, Director (International Relations), DoT  
Telephone: +91-11-23036753      Fax: +91-11-23372105  
Mobile: +91-9013130220      Email: [dirir2-dot@nic.in](mailto:dirir2-dot@nic.in)
2. Mr. Mayank Mrinal, ADG (International Relations), DoT  
Telephone: +91-11-23036352      Fax: +91-11-23372105  
Mobile: +91-9013134963      Email: [mayank.mrinal@nic.in](mailto:mayank.mrinal@nic.in)
3. Mr. D.L. Meena, ADG (International Relations), DoT  
Telephone: +91-11-23036352      Fax: +91-11-23372105  
Mobile: +91-9013138838      Email: [dl.meena83@nic.in](mailto:dl.meena83@nic.in)



**ANNEX 1**  
**LETTER OF INVITATION FOR VISA REQUEST**

**(Deadline for sending is 30 October 2017)**

*[Note: Visa approval might take time. Please send your request as soon as possible]*

Please use **CAPITAL** letters.

Surname & first name(s):	
Gender:	
Position:	
Organization:	
Address:	
Telephone:	
Fax:	
Nationality:	
Passport number:	
Date of issue:	
Place of issue:	
Date of expiry:	
Country & city where you will obtain the visa:	
Date of birth:	
Place of birth:	
Date of arrival:	
Date of departure:	

All requests for letter of invitation for visa purposes must be addressed to Mr Mayank Mrinal by e-mail: [mayank.mrinal@nic.in](mailto:mayank.mrinal@nic.in) with copy to ITU: [figi-symposium@itu.int](mailto:figi-symposium@itu.int), bearing the words “**Letter of support for visa**” as the subject and should be sent before the deadline of **30 October 2017**. **The email should also include as attachments the duly completed form above, specifying the name as written in the passport, date of birth, passport number, dates of issue and expiry of the passport of the individual(s) for whom the visa(s) is/are requested, scanned copy of the passport and a copy of the notification of confirmation of registration for the FIGI Symposia.**

