## ANIL GOSWAMI



गृह सचिव HOME SECRETARY भारत सरकार GOVERNMENT OF INDIA North Block,

New Delhi.

D.O. No. II/21022/58(97)/2013-FR.I

14 August, 2013

Dear Chief Secretary,

As per Section 6 of the Foreign Contribution (Regulation) Act (FCRA), 2010, no member of a Legislature or office bearer of a political party or Judge or Government servant or employee of any Corporation or any other body owned or controlled by the Government shall, while visiting any country or territory outside India, accept, except with the prior permission of the Central Government, any foreign hospitality.

- 2. Currently, the applications for grant of prior permission for accepting foreign hospitality have to be submitted in the form of hard copies along with the forwarding/recommendation letter of the concerned Ministry/Department, signed copy of the online FC-II form and the invitation letter from the host or the host country.
- 3. To streamline the procedure, it has been decided that applications in respect of Government servants and employees of Corporations or any other body owned or controlled by the Government shall be accepted on the online system only. The online system is at www.fcraonline.nic.in.
- 4. Therefore, along with filing the online application form (FC-2 Form), the following documents should be scanned and uploaded:

(i) Invitation letter from the host organization or country.

- (ii) Administrative clearance of the concerned Ministry or Department of the Government (clearly mentioning the date, venue and purpose of the visit along with nature of visit i.e. official or personal).
- (iii) The signed application Form (FC-2 form).

With the submission and uploading of these documents in the online system an acknowledgement would be generated and this will constitute a complete application.

- 5. The detailed instructions in this regard are enclosed for reference. The same are also available at <a href="www.fcraonline.nic.in">www.fcraonline.nic.in</a>.
- 6. Online submission of the applications for grant of prior permission for the grant of foreign hospitality in respect of Government servants and employees of Corporations or any other body owned or controlled by the Government will be optional up to 30.09.2013. From 01.10.2013, applications in hard copies will not be accepted.
- 7. Applications in respect of Members of Legislature or office bearers of political parties or Judges may be submitted online as per procedure outlined in para 3 above or in hard copy. Both forms of submission will continue to be accepted for the time being.
- 8. Any suggestions and queries may kindly be sent by e-mail to <u>ds-fcra@nic.in</u> and for any problems in filing online application an email may be sent to <u>clsharma@nic.in</u>.

With regards,

Yours sincerely,

( Anil Goswami )

To:

All Chief Secretaries of State Governments

MINISTRY OF HOME AFFAIRS GOVERNMENT OF INDIA

NATIONAL INFORMATICS CENTRE

# INSTRUCTION FOR FILING ONLINE FCRA HOSPITALITY

1. Select Online filing of FCRA Hospitality for apply FCRA hospitality. Before Filing online read the instruction manual.

FCRA Hospitality

Apply Online Modification Frint Application

- Click Apply Online to fill new application Form FC-1.

- Click Modification Frint Application Form FC-1.

- Click Status to monitor your submitted application status.

- Send duly signed printed application along with relevant documents to the Ministry for further processing.

2. After Click on Apply Online you have to file your details information. After that click on Save Details and Next .

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3. After click you will get a temporary file number. Note down this file no for later updation of application. Then click Click Here to Continue.

Temporary File Number Is: 000012012
Please note down Temporary file number for Later Modification of Application
Click Here to Continue

In 2nd page you have to file your visiting details. Add all the visiting place(s) by click Add Record
After that click Save Details and Next.

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5. In 3 page Add host(s) details .First you have to select host type. Individual, organization and
Both Individual organization All Individual host can be added by click Add Record.

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## 5.2 If organization Selected

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# 5.3 If Both Individual and Organization Selected

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6. If you selected organization or Both Individual and organization in previous Page you have to enter organization office bearers details by selecting organization.

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6.1. Here you have add nature and duration of hospitality by click Add Record. After that enter total expenditure on hospitality. Click on Save All to save all the details enter by you. After click View Application to view your application in pdf format.

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7. after that click on Final Submit to Ministry. After click this button you can't update your application.

View Application | Final submit to the Ministry

8. After Final Submit you will get a permanent file no. Note down that file no for print of application later. Click the Print Application for taking Hard copy of filed Application. You can also upload the Relavent document by clicking Upload/View Document button. Uploading of relevant document (s) is not mandatory.

### You may upload the following document

- (I) A Copy of Invitation Letter issued by Organizational /Individual providing foreign hospitality
- (II) A Copy of Recommendation letter issued by Nodal / Department / Organization / Ministry office

### File Number is : 6000012012

Please note down file number to take the hard copy of the application and for further communication

Upload/View Document Print Application

- 9. You can **Update** your Application by entering **temporary file no(9 digit)**. You can also take print out of your filed application by entering your **permanent file no(10 digit)** and upload relevant document.
- If Ministry has upload letter(s) after receiving your application, you can view after entering credentials.

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