No.25011/11/2013-Coord.
Govt. of India
Ministry of Chemicals & Fertilizers
Department of Fertilizers

Shastri Bhavan, New Delhi Dated the 09th September, 2013

OFFICE MEMORADUM

Subject:- Guidelines of Ministry of Home Affairs for seeking permission for accepting foreign hospitality - Regarding.

The undersigned is directed to refer to D.O. Letter No.II/21022/59(97)/2013-FR.I, dated 14^{th} August, 2013 (copy enclosed) of Home Secretary regarding streamline the procedures of Ministry/Department for seeking permission for accepting foreign hospitality.

While submitting online application form (FC-2 Form) at www.fcraonline.nic.in for seeking permission for accepting foreign hospitality in lieu of in the form of hard copies alongwith the forwarding/recommendation letter of the concerned Ministry/Department, signed copy of the online FC-II form and invitation letter from the host or the host country, it has been mentioned in the referred D.O. Letter that the following documents should be scanned and uploaded and acknowledgement would be generated and this will constitute a complete application:-

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).

All Officers/Staff of the Department of Fertilizers are requested to strictly adhere the abovesaid provisions of the guidelines contained in the D.O. Letter of Home Secretary while seeking permission for accepting foreign hospitality.

Encls.:- 07 Pages

(B.S. Hedaoo)

Under Secretary to the Govt. of India

Tel.No.23386151

All Officers/Sections in the Department of Fertilizers.

ANIL GOSWAMI



गृह संचिव HOME SECRETARY भारत सरकार GOVERNMENT OF INDIA

North Block, New Delhi.

14 August, 2013

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

Dear 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.

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- 5. The detailed instructions in this regard are enclosed for reference. The same are also available at www.fcraonline.nic.in.
- 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)

An Kosin

Shri Sudhir Mittal Secretary Department of Fertilizers 217, A-Wing, Shastri Bhawan, New Delhi-110001.

MINISTRY OF HOME AFFAIRS GOVERNMENT OF INDIA

NATIONAL INFORMATICS CENTRE

INSTRUCTION FOR FILING ONLINE FCRA

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

FCRA. Hospitality
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- Click 'Apply Online' to fill new application Form FC-2
 Click 'Modification/Print Application Form FC-2
 Click 'Status' to monitor your submited application status.
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 Send duly signed printed application along with relevant documents to the Mansary for further processing.

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

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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

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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 / Winistry office

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Please note down file number to take the hard copy of the application and for further Upload/View Document Print Application communication

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