

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

Shastri Bhavan, New Delhi  
Dated the 09<sup>th</sup> 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<sup>th</sup> 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](http://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:-

- 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).

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. Hedao)  
Under Secretary to the Govt. of India  
Tel.No.23386151

All Officers/Sections in the Department of Fertilizers.

5/11/13

7

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 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](http://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.

प. अ. अ. अ. अ. अ.  
हिस  
03/9  
130541  
3/9  
D.S. (Actm)  
1/9/13  
CC002d

5. The detailed instructions in this regard are enclosed for reference. The same are also available at [www.fcraonline.nic.in](http://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 [ds-fcra@nic.in](mailto:ds-fcra@nic.in) and for any problems in filing online application an email may be sent to [clsharma@nic.in](mailto:clsharma@nic.in).

With regards,

Yours sincerely,



( Anil Goswami )

**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 HOSPITALITY

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

- Apply Online      Modification Print Application      FCRA Hospitality      Save
- Click 'Apply Online' to fill new application Form FC-2
  - Click 'Modification Print Application' to complete/modify the already filed application or to take hard copy of filed application.
  - Click 'Status' to monitor your submitted application status.
  - Send duly signed printed application along with relevant documents to the Ministry for further processing.

(5)

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

**FCRA Hospitality**

Modification Print Application

Form FC-12  
(See rule 701)

Status

1. The secretary of the Government of India,  
Ministry of Home Affairs,  
FCRA, West Bengal Division,  
2/1, INSGB Road,  
New Delhi-110001

Subject: Application for seeking preferential of the Central Government to accept foreign hospitality.  
[Note: For foreign hospitality provided in case of emergency medical aid, invitation, information to be given on plain paper in the prescribed, Ministry of Home Affairs at the address mentioned in DMATFC-3/Other city copy of form except of foreign hospitality.]

Name in full/Block letters: [XXXXXXXXXXXX] [XXXXXXXXXXXX]

Date of Birth: [DD/MM/YYYY format] [XXXXXXXXXXXX]

Name of Father/Husband: [XXXXXXXXXXXX] [XXXXXXXXXXXX]

Present Address: [XXXXXXXXXXXX] [XXXXXXXXXXXX]

Present Town/City: [XXXXXXXXXXXX] [XXXXXXXXXXXX]

Present State: [XXXXXXXXXXXX] [XXXXXXXXXXXX]

Present Pin Code: [XXXXXXXXXXXX] [XXXXXXXXXXXX]

Present Address: [XXXXXXXXXXXX] [XXXXXXXXXXXX]

Present Town/City: [XXXXXXXXXXXX] [XXXXXXXXXXXX]

Present State: [XXXXXXXXXXXX] [XXXXXXXXXXXX]

Present Pin Code: [XXXXXXXXXXXX] [XXXXXXXXXXXX]

Email: [XXXXXXXXXXXX] [XXXXXXXXXXXX]

Applicant Organization: [XXXXXXXXXXXX] [XXXXXXXXXXXX]

Applicant Designation: [XXXXXXXXXXXX] [XXXXXXXXXXXX]

Check Here if Present Address is same as your Present Address: [XXXXXXXXXXXX] [XXXXXXXXXXXX]

Check Here if Present Address is same as your Present Address: [XXXXXXXXXXXX] [XXXXXXXXXXXX]

Check Here if Present Address is same as your Present Address: [XXXXXXXXXXXX] [XXXXXXXXXXXX]

Check Here if Present Address is same as your Present Address: [XXXXXXXXXXXX] [XXXXXXXXXXXX]

Check Here if Present Address is same as your Present Address: [XXXXXXXXXXXX] [XXXXXXXXXXXX]

Present Address: [XXXXXXXXXXXX] [XXXXXXXXXXXX]

Present State: [XXXXXXXXXXXX] [XXXXXXXXXXXX]

Present Pin Code: [XXXXXXXXXXXX] [XXXXXXXXXXXX]

Applicant Organization: [XXXXXXXXXXXX] [XXXXXXXXXXXX]

Applicant Designation: [XXXXXXXXXXXX] [XXXXXXXXXXXX]

Passport No: [XXXXXXXXXXXX] [XXXXXXXXXXXX]

Date of Issue: [DD/MM/YYYY format] [XXXXXXXXXXXX]

Place of Issue: [XXXXXXXXXXXX] [XXXXXXXXXXXX]

Valid Till: [DD/MM/YYYY format] [XXXXXXXXXXXX]

Issuing Authority (USA) Letter, No: [XXXXXXXXXXXX] [XXXXXXXXXXXX]

Date of Entry: [DD/MM/YYYY format] [XXXXXXXXXXXX]

Name of Forwarding Officer: [XXXXXXXXXXXX] [XXXXXXXXXXXX]

Office Address: [XXXXXXXXXXXX] [XXXXXXXXXXXX]

Town/City: [XXXXXXXXXXXX] [XXXXXXXXXXXX]

State: [XXXXXXXXXXXX] [XXXXXXXXXXXX]

Enter access Code: [XXXXXXXXXXXX] [XXXXXXXXXXXX]

Access Code: **HVF4H**

Save Details and Next

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

(4)

- 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**.

Apply Online FCRA Hospitality

Medication Print Application

Place:

Country:

Visiting Purpose:

Foreign Hospitality Accepted:

From Date:

To Date:

Enter worker Code:

Access Code:

Job Industry:

Industry Sector:

Job Title:

Address:

Save Details and Next

- In 3<sup>th</sup> 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**.

5.1 If Individual Selected

Apply Online FCRA Hospitality

Medication Print Application

Type of host:  Individual  Organization  Both Individual and Organization

Save Details and Next

Apply Online FCRA Hospitality

Medication Print Application

Type of host:  Individual  Organization  Both Individual and Organization

Name:

Present Address:

Permanent Address:

Nationality:

Profession:

By Author foreign source attending compliance is treated in country where host activity is proposed as by state:

Save Details and Next

12

2

5.2 IF organization Selected

Apply Online  
Modification/Print Application  
FCRA Hospitalty  
Status

Type of Issue: Individual or Organization - Being Individual and Organization  
Organization Full Name: [Blank]  
Organization Complete Address: [Blank]  
Address of Head Office: [Blank]  
Organization Abb.: [Blank]

Applicant Name: [Blank]  
Applicant Address: [Blank]  
Applicant City: [Blank]  
Applicant State: [Blank]

Whether foreign source extending hospitality is needed in country other than country to be proposed to be visited: Yes or No  
Add Host Organization

5.3 If both Individual and Organization Selected

Apply Online  
Modification/Print Application  
FCRA Hospitalty  
Status

Type of Issue: Individual, Organization, or Both Individual and Organization  
Name: [Blank]  
Profession: [Blank]  
Present Address: [Blank]  
Residential Address: [Blank]

Whether foreign source extending hospitality is needed in country other than country to be proposed to be visited: Yes or No  
Add Host

Organization Full Name: [Blank]  
Organization Complete Address: [Blank]  
Address of Head Office: [Blank]  
Organization Abb.: [Blank]

Applicant Name: [Blank]  
Applicant Address: [Blank]  
Applicant City: [Blank]  
Applicant State: [Blank]

Whether foreign source extending hospitality is needed in country other than country to be proposed to be visited: Yes or No  
Add Host Organization

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

**ECKRA Hospitality**

Application Details: NHC

Office Bearers Details:

Name: [ ] Designation: [ ] Add Office Bearer: [ ]

S.No	Name	Designation	Delete
1	Shp	Director	[X]
		CCO Camps	[X]

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.

**Nature and duration of Foreign Hospitality proposed to be accepted**

Name of Donating Organization: [ ]

From Date: [ ] To Date: [ ]

Enter access Code: **DF3NB**

Buttons: Add Record, Save All, Back

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 relevant 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 Modal / 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

Buttons: 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.

**PRINT/MODIFY APPLICATION/PRINT LETTER(S)**

Temporary File No: [ ]

Applicant Date of Birth: [ ]

Access Code: **108GT**

Buttons: Modify Application, Print Application