

**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](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).

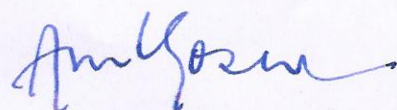
With the submission and uploading of these documents in the online system an acknowledgement would be generated and this will constitute a complete application.

-: 2 :-

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 )

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/Print Application	Status
<ul style="list-style-type: none"><li>• Click 'Apply Online' to fill new application Form FC-2.</li><li>• Click 'Modification/Print Application' to complete/modify the already filed application or to take hard copy of filled application.</li><li>• Click 'Status' to monitor your submitted application status.</li><li>• Send duly signed printed application along with relevant documents to the Ministry for further processing.</li></ul>		

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

**FCRA Hospitality**

Apply Online      Modification Print Application      Status

Form FC - 2  
[See rule 7(1)]

To:  
The Secretary to the Government of India,  
Ministry of Home Affairs,  
FCRA Wing Foreigners Division,  
First Floor NDCC-II Building,  
JAI SINGH Road,  
Opp Parliament Street, Near Jantar Mantar,  
NEW DELHI - 110001

Subject: Application for seeking prior permission of the Central Government to accept foreign hospitality.

[Note: For foreign hospitality availed in case of urgent medical aid situation, intimation to be given on plain paper to the Secretary, Ministry of Home Affairs at the address mentioned in FORM FC-2, within sixty days of such receipt of foreign hospitality.]

**Applicant's Details**

Name in full (block letters):  (A-Z,a-z,0-9)

Date of Birth:  (DDMMYY format)

Name of father/headband:  (A-Z,a-z)

Present Address:  (Max. 110 characters including A-Z,a-z,0-9)

Present Town/City:  (Max. 30 characters A-Z,a-z)

Present State:  (Andaman & Nicobar Islands)

Present District:  (A & H Island)

Present Pin Code:  (0-9 numbers allowed)

**Check Here if Present & permanent Address are same**

Permanent Address:  (Max. 110 characters including A-Z,a-z,0-9)

Permanent Town/City:  (Max. 30 characters A-Z,a-z)

Permanent State:  (Andaman & Nicobar Islands)

Permanent District:  (A & H Island)

Permanent Pin Code:  (0-9 numbers allowed)

Email:  (Max. 110 characters A-Z,a-z,0-9)

Applicant Organization:  (Max. 110 characters A-Z,a-z,0-9)

Applicant Designation:  (Max. 110 characters A-Z,a-z,0-9)

**Check Here if Present & permanent Address are same**

Permanent Address:  (Max. 110 characters including A-Z,a-z,0-9)

Permanent Town/City:  (Max. 30 characters A-Z,a-z)

Permanent State:  (Andaman & Nicobar Islands)

Permanent District:  (A & H Island)

Permanent Pin Code:  (0-9 numbers allowed)

Email:  (Max. 110 characters A-Z,a-z,0-9)

Applicant Organization:  (Max. 110 characters A-Z,a-z,0-9)

Applicant Designation:  (Max. 110 characters A-Z,a-z,0-9)

**Passport Details**

Yes  No

Passport No:

Date of Issue:  (DDMMYY format)

Place of Issue:  (A-Z,a-z)

Valid Upto:  (DDMMYY)

**Forwarding Officer Details**

Forwarding (U.S.) Letter No. 1:  (Max. 40 characters including A-Z,a-z,0-9)

Date of Letter:  (DDMMYY format)

Name of Forwarding Officer:

Designation:

Office Address:  (Max. 110 characters A-Z,a-z)

Town/City:

State:  (Andaman & Nicobar Islands)

District:  (A & H Island)

Pin Code:  (0-9 numbers allowed)

**Signature Details**

Status:  Member of Legislature

Enter access Code:

Access Code: **HVF 4 H**

[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 : 00012012  
Please note down Temporary file number for Later Modification of Application

[Click Here to Continue](#)



5.2 If organization Selected

FCRA Hospitality  
Apply Online Modification/Print Application Status

Type of host:  Individual  Organization  Both Individual and Organization

**Host(A) - Organization(A) Details**

Organization Full Name:  (A-Z, a-z, hyphen, space, allowed)

Organization Complete Address:  (Max. 200 characters and 4...)

Organization Country: Afghanistan

Address of Head office:  (Max. 200 characters and 4...)

Organization Aim:  (Max. 200 characters and 4...)

Organization Object:  (Max. 200 characters and 4...)

Whether foreign source extending hospitality is located in country other than actually to be proposed to be visited: Yes  No

Add Host Organization

5.3 If Both Individual and Organization Selected

FCRA Hospitality  
Apply Online Modification/Print Application Status

Type of host:  Individual  Organization  Both Individual and Organization

**Host(B) - Individual(B) Details**

Name:  (A-Z, a-z, hyphen, space, allowed)

Present Address:  (Max. 200 characters and 4...)

Nationality: Afghanistan

Permanent Address:  (Max. 200 characters and 4...)

Profession: Agriculturist

Whether foreign source extending hospitality is located in country other than actually to be proposed to be visited: Yes  No

Add Host

**Host(C) - Organization(C) Details**

Organization Full Name:  (A-Z, a-z, hyphen, space, allowed)

Organization Complete Address:  (Max. 200 characters and 4...)

Organization Country: Afghanistan

Address of Head office:  (Max. 200 characters and 4...)

Organization Aim:  (Max. 200 characters and 4...)

Organization Object:  (Max. 200 characters and 4...)

Whether foreign source extending hospitality is located in country other than actually to be proposed to be visited: Yes  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.

FCRA Hospitality

Apply Online      Modification/Print Application      Status

Select Organization:

Office bearers Details

Name:       Designation:       Nationality:

Sr.No.	Name	Designation	Nationality	Delete
1	Lip	Director	Angola	<input type="button" value="Delete"/>

Sr.No.	Organization Name	Office Complete Address	Office Bearer	Delete
1	NIC	CGO Complex	Name Designation Nationality Lip Director Angola	<input type="button" value="Delete"/>

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

Nature and duration of Foreign Hospitality proposed to be accepted

Nature:  Max. 50 characters and A-Z a-z 0-9

Nature of Dealing/Connection:  Max. 50 characters and A-Z a-z 0-9

From Date:  DDMMYYYY Format

To Date:  DDMMYYYY Format

Whether Foreign Source Extended:  Yes  No

Enter access Code:

Access Code: **DF3NP**

Nature and duration of Foreign Hospitality

Approximate expenditure to be incurred on hospitality:

Any other information of significance which the applicant may like to furnish:  Max. 200 characters and A-Z a-z 0-9

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

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

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.

PRINT/MODIFY APPLICATION/PRINT LETTER(S)

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Temporary File No:  9 digits

Applicant Date of Birth:  dd/mm/yyyy

Enter access Code:

Access Code: **IQ8GT**