

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.

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).

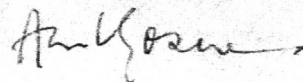
With the submission and uploading of these documents in the online system an acknowledgement would be generated and this will constitute a complete application.

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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 ds-fcra@nic.in and for any problems in filing online application an email may be sent to clsharma@nic.in.

With regards,

Yours sincerely,



(Anil Goswami)

To:

All Secretaries of Central Ministries/Departments

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

**The Secretary to the Government of India,
Ministry of Home Affairs,
FCRA Wing / Foreigners Division,
“NDCC-II Building”,
Jai Singh Road, OFF Parliament Street,
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 emergent 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.]

1. Name in full (block letters):
2. Date of Birth:
3. Name of father/husband:
4. Present address:
5. Permanent address:
6. Passport particulars (*if already in possession*):
7. Status: -
 - (a) Member of Legislature:
 - (b) Office bearer of a political party:
 - (c) Judge of Supreme Court/High Court:
 - (d) Government servant:
 - (e) Employee of a Company/Corporation:
 - (f) Any other person or class of persons not specified in section 6
8. Names of countries/places to be visited with duration of stay:
9. The countries and places where foreign hospitality is to be accepted:
10. Duration and purpose of visit to the country(s)/place(s) mentioned in Column 9 with specific dates:
11. Particulars of host(s): -
 - (a) If an individual, his personal particulars including name, present address, permanent address, nationality, profession:
 - (b) If an Organisation/Institution/Association/Trust/ Foundation/Trade Union etc., full particulars thereof including –
 - (i) Full name and complete address:
 - (ii) Address of Head office/Principal office:
 - (iii) Aims and Objects:
 - (iv) Particulars of important office bearers:

12. @Full particulars, as in Column 11(a) and (b) of the foreign source, in case the actual source extending the hospitality is located in a country other than actually proposed to be visited:

13. Nature and duration of foreign hospitality* proposed to be accepted with specific dates and with specific details:

14. Nature of connection/dealing with the host and/or foreign source extending the hospitality:

15. Approximate expenditure to be incurred on hospitality:

16. Any other information of significance which the applicant may like to furnish:

DECLARATION

I hereby declare that the above particulars furnished by me are true and correct.

Place:

Date:

Signature of the applicant
(Name, *in block letters*)

@ Delete if not applicable.