

No. 4/7/95-2Pol

HARYANA GOVERNMENT
CHIEF SECRETARY'S OFFICE
POLITICAL & PARLIAMENTARY AFFAIRS DEPARTMENT

To

Dated Chandigarh the 16th September, 2013.

1. All Additional Chief Secretaries to Government, Haryana.
2. All Principal Secretaries to Government, Haryana.
3. All the Administrative Secretaries to Government of Haryana.
4. All the Heads of Departments to Government of Haryana.
5. Commissioner/Ambala/ Hisar, Rohtak / Gurgaon Divisions.
6. All the Deputy Commissioners in the state of Haryana.
7. All Sub Divisional Officers (Civil) in Haryana.
8. All the MDs of Boards/Corporations/Public Undertaking of the State.

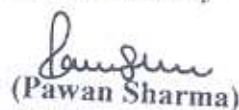
Subject:- Guide Lines regarding Visiting any country or territory outside India, (Permission of the Central Government.)

Sir.

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I am directed to refer to the Subject noted above and to enclose herewith a copy of D.O.No. II/21022/58 (97) /2013-FR.I datet. 14 August, 2013 received from Home Secretary Government of India, New Delhi. for strict compliance of the guidelines/directions given in the letter.

Yours faithfully


(Pawan Sharma)

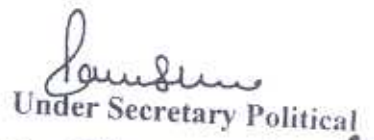
Under Secretary Political

Endst:-No. 4/7/95-2Pol

Dated Chandigarh the 16th September, 2013

A Copy each is forwarded to the following for information and necessary action.

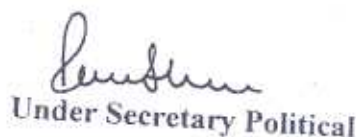
1. The Secretary to Hon'ble Speaker/Hon'ble Deputy Speaker, Haryana Vidhan Sabha for the information of Hon'ble Speaker and Deputy Speaker
2. All the Senior Special Secretaries/Senior Secretaries/Private Secretaries to Hon'ble Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretaries for the information of Hon'ble Chief Minister/Ministers/Ministers of State/Chief Parliamentary Secretaries.
3. All Senior Secretaries/Senior Secretaries/Private Secretaries to PSCM-I, PSCM-II, APSCM, DPSCM, Principal OSD/ CM, OSD/CM, OSD(Media) to CM for Information of PSCM, PSCM-I, APSCM, DPSCM, Principal OSD/ CM, OSD/CM, OSD(Media) to CM.


Under Secretary Political

Endst:- No. 4/7/95-2Pol

Dated Chandigarh the 16th September, 2013

A Copy is forwarded to Sh. Anil Goswami, Home Secretary Government of India North Block, New Delhi. w. r. to this D.O.No. II/21022/58 (97) /2013-FR.I dated. 14 August, 2013 for Information.


Under Secretary Political



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.

"Please visit our website at <http://mha.nic.in>"



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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)

Shri P.K. Chaudhery
Chief Secretary
Government of Haryana
Chandigarh (Haryana)

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">• 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 filled application.• 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.

FCRA Hospitality
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,
OFF 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 emergent medical aid situation, information to be given on plain paper to the Secretary, Ministry of Home Affairs at the address mentioned in FORM FC-2 within thirty days of such receipt of foreign hospitality.]

PERSONAL DETAILS

Name in full block letters: (25 characters)

Date of Birth: (DDMMYY format)

Name of father/husband: (25 characters)

Present Address: (Max. 150 characters and A-Z, a-z, 0-9 allowed)

Present Town/City: (Max. 50 characters and A-Z, a-z, 0-9 allowed)

Present State: (Max. 50 characters and A-Z, a-z, 0-9 allowed)

Present District: (Max. 50 characters and A-Z, a-z, 0-9 allowed)

Present Pin Code: (6 characters allowed)

Permanent Address: (Max. 150 characters and A-Z, a-z, 0-9 allowed)

Permanent Town/City: (Max. 50 characters and A-Z, a-z, 0-9 allowed)

Permanent State: (Max. 50 characters and A-Z, a-z, 0-9 allowed)

Permanent District: (Max. 50 characters and A-Z, a-z, 0-9 allowed)

Permanent Pin Code: (6 characters allowed)

Email: (Max. 100 characters and A-Z, a-z, 0-9 allowed)

Applicant Organization: (Max. 150 characters and A-Z, a-z, 0-9 allowed)

Applicant Designation: (Max. 100 characters and A-Z, a-z, 0-9 allowed)

Check Here if Present & permanent Addresses are same

☐ Yes ☐ No

PERMANENT ADDRESS

Permanent Address: (Max. 150 characters and A-Z, a-z, 0-9 allowed)

Permanent Town/City: (Max. 50 characters and A-Z, a-z, 0-9 allowed)

Permanent State: (Max. 50 characters and A-Z, a-z, 0-9 allowed)

Permanent District: (Max. 50 characters and A-Z, a-z, 0-9 allowed)

Permanent Pin Code: (6 characters allowed)

Email: (Max. 100 characters and A-Z, a-z, 0-9 allowed)

Applicant Organization: (Max. 150 characters and A-Z, a-z, 0-9 allowed)

Applicant Designation: (Max. 100 characters and A-Z, a-z, 0-9 allowed)

PASSPORT DETAILS

Passport No: (Max. 10 characters and A-Z, a-z, 0-9 allowed)

Date of Issue: (DDMMYY format)

Place of Issue: (Max. 50 characters and A-Z, a-z, 0-9 allowed)

Valid Upto: (DDMMYY format)

FORWARDING (O.M.) LETTER

Forwarding (O.M.) Letter No.: (Max. 50 characters and A-Z, a-z, 0-9 allowed)

Date of Letter: (DDMMYY format)

Name of Forwarding Officer: (Max. 50 characters and A-Z, a-z, 0-9 allowed)

Designation: (Max. 50 characters and A-Z, a-z, 0-9 allowed)

Office Address: (Max. 150 characters and A-Z, a-z, 0-9 allowed)

Town/City: (Max. 50 characters and A-Z, a-z, 0-9 allowed)

State: (Max. 50 characters and A-Z, a-z, 0-9 allowed)

District: (Max. 50 characters and A-Z, a-z, 0-9 allowed)

Pin Code: (6 characters allowed)

STATUS

Enter access Code:

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](#)

- 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**.

FCRA Hospitality

Apply Online Modification/Print Application Status

Names of Countries/places to be visited with duration of stay with duration :

Place: (Max. 100 characters & 2 as allow)

Country: Afghanistan

Visiting Purpose: (Max. 100 characters & 2 as allow)

Foreign Hospitality Accepted: ☒ Yes ☐ No

From Date: (DD/MM/YYYY format)

To Date: (DD/MM/YYYY format)

Enter access Code:

Access Code: **HA DF F**

Add Record

Sl.No	Place	Country	Visiting Purpose	Foreign Hospitality Accepted	From Date	To Date	Edit	Delete
1	evb	Afghanistan	bb	Yes	17/05/2012	20/05/2012	Edit	Delete

Save Details and Next Back

- In 3th 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**.

FCRA Hospitality

Apply Online Modification/Print Application Status

Personal/Organization

Type of host: ☒ Individual ☐ Organization ☐ Both Individual and Organization

5.1. If Individual Selected :

FCRA Hospitality

Apply Online Modification/Print Application Status

Personal/Organization

Type of host: ☒ Individual ☐ Organization ☐ Both Individual and Organization

Individual/Organization Details

Name: (Max. 100 characters & 2 as allow)

Present Address: (Max. 100 characters & 2 as allow)

Nationality: Afghanistan

Permanent Address: (Max. 100 characters & 2 as allow)

Profession: Agriculturist

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

Add Host

5.2 If organization Selected

FCRA Hospitality		Status
Apply Online	Modification/Print Application	
Expand (0) of host(s)		
Type of host	Individual <input checked="" type="radio"/> Organization <input type="radio"/> Both Individual and Organization <input type="radio"/>	
Host (0) - Organization (0) Details		
Organization Full Name	<input type="text"/> (Max 255 characters Allowed)	
Organization Complete Address	<input type="text"/> (Max 255 characters Allowed)	
Organization Country	Afghanistan	
Address of Head office	<input type="text"/> (Max 255 characters Allowed)	
Organization Aim	<input type="text"/> (Max 255 characters Allowed)	
Organization Object	<input type="text"/> (Max 255 characters Allowed)	
Whether foreign source extending hospitality is located in country other than actually to be proposed to be visited	Yes <input type="radio"/> No <input type="radio"/>	
<input type="button" value="Add Host Organization"/>		

5.3 If Both Individual and Organization Selected

FCRA Hospitality		Status
Apply Online	Modification/Print Application	
Expand (0) of host(s)		
Type of host	Individual <input type="radio"/> Organization <input checked="" type="radio"/> Both Individual and Organization <input type="radio"/>	
Host (0) - Individual (0) Details		
Name	<input type="text"/> (Max 255 characters Allowed)	
Present Address	<input type="text"/> (Max 255 characters Allowed)	
Nationality	Afghanistan	
Permanent Address	<input type="text"/> (Max 255 characters Allowed)	
Profession	Agriculturist	
Whether foreign source extending hospitality is located in country other than actually to be proposed to be visited	Yes <input type="radio"/> No <input type="radio"/>	
<input type="button" value="Add Host"/>		
Host (0) - Organization (0) Details		
Organization Full Name	<input type="text"/> (Max 255 characters Allowed)	
Organization Complete Address	<input type="text"/> (Max 255 characters Allowed)	
Organization Country	Afghanistan	
Address of Head office	<input type="text"/> (Max 255 characters Allowed)	
Organization Aim	<input type="text"/> (Max 255 characters Allowed)	
Organization Object	<input type="text"/> (Max 255 characters Allowed)	
Whether foreign source extending hospitality is located in country other than actually to be proposed to be visited	Yes <input type="radio"/> No <input type="radio"/>	
<input type="button" value="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.

ICRA Hospitality

Apply Online Medication/Print Application [Settings](#)

5.1.1 Office Bearers Details

NIC

Office Bearer Details

Name

Designation

Director

Gender

Female

Age

45

Add Office Bearer

Sr.No.	Name	Designation	Nationality	Delete
				Delete

5.1.2 Organization name and Office Bearers Details

Sr. No	Organization Name	Org. Complete Address	Office Bearer	Delete
			Name Designation Nationality	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.

6.Nature And Duration Of Foreign Hospitality

Nature and duration of Foreign Hospitality proposed by applicant

Nature of Hospitality

Duration of Hospitality

From Date

To Date

Whether Foreign Source Estimated

Enter access Code

Access Code

DF 3 NE

Add Record

Return and duration of Foreign Hospitality

7. Total Expenditure And Other Details

Approximate expenditure to be incurred on Hospitality

Any other information or statement which the applicant may like to furnish

AFGHANI

Amount in Rupees

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 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.

PRINT/MODIFY APPLICATION/PRINT LETTER(S)

• [Modify Application](#) [Print Application/Letter\(s\)/Upload/View Document](#)

Temporary File No:	<input type="text"/>	9 digits
Applicant Date of Birth:	<input type="text"/>	dd/mm/yyyy
Enter access Code :	<input type="text"/>	
Access Code :	TQ8 GT	
Modify Application		