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All the Administrative Secretaries/ Head of Departments/Boards/Corporation, Chandigarh Administration. 23334

E 4 OCT 2013

Subject:- Acceptance of foreign hospitality under Foreign Contribution (Regulation) Act (FCRA) 2010-filing of online application in FC-2 form-regarding.

Sir/Madam,

I am directed to address you on the subject noted above and to enclose herewith a copy of D.O. letter No. II/21022/58(97)/2013-FR.I dated 14.08.2013 alongwith its enclosures received from the Home Secretary, Government of India, New Delhi which is self-explanatory, for necessary action and strict compliance.

Yours faithfully,

Superintendent Personnel, Chandigarh Administration.

Endst. No. 28/13/94-IH(7)-2013/

18000

ated: 110/13

A copy alongwith a copy of its enclosures is forwarded to all the Administrative Branches, Chandigarh Administration Secretariat for similar action.

Superintendent Personnel, Chandigarh Administration.

22

GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH (Hospital Building). Sector 32-B, Chandigarh-160030 (Ph: 0172-2665253-59, Fax: 0172-2609360)

22 OCT 2013

Endst. No. GMCH-E-IV-EA-1(24/3)-2013/

Dated, Chandigarh the,

A copy is forwarded to the Computer Programmer, GMCH, Chandigarh to Circulate and e-mail the same to the followings for information & necessary action: 1.

- 2.
- The HOD/MRD & IT Centre, GMCH-32, Chandigarh. 3.
- Incharge, Dept. of Pharmacy, GMCH-32, Chandigarh. 4.
- The Deputy Controller (F&A), GMCH-32, Chandigarh. 5.
- 6.
- The Assistant Registrar (Academic), GMC, Chandigarh. 7.
- The Assistant Controller (F&A)-I & II, GMCH-32, Chandigarh. 8.
- The Section Officer (Accounts) & Section Officer (Audit), GMCH, CHD. The S.O.-II, GMCH-32, Chandigarh.
- 9.
- The Nursing Superintendent, GMCH-32, Chandigarh. 10.
- The Chief Dietician, GMCH, Chandigarh. 1.1.
- All Office Superintendents, GMCH-32, Chandigarh. 12.
- The Law Officer/Legal Cell & RTI Cell, GMCH, Chandigarh. 13.
- The Acting Librarian, GMCH, Chandigarh. 14.
- The Computer Programmer, GMCH, Chandigarh. 15.
- In charge Communications, GMCH, Chandigarh.
- PA to DP/ADA/MS for kind information of the DP/ADA/MS. 16.

8hf 22.x.13 Superintendent (Est.-IV). ANIL GOSWAMI

Diary No. 1553 (

गृह सचिव HOME SECRETARY भारत सरकार GOVERNMENT OF INDIA

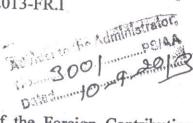
Dy. No 197 (401)

(1) North Block, New Delhi.

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

14 August, 2013

Dear Adviser



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.

- 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.
- 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.
- Therefore, along with filing the online application form (FC-2 Form), the following documents should be scanned and uploaded:
 - Invitation letter from the host organization or country.
 - Administrative clearance of the concerned Ministry or (ii) Department of the Government (clearly mentioning the date, venue and purpose of the visit along with nature of visit i.e. official or personal).
 - The signed application Form (FC-2 form). (iii)

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

- 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. <u>From 01.10.2013</u>, 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)

Shri K.K. Sharma, Adviser to the Administrator Union Territory of Chandigarh Chandigarh

MINISTRY OF HOME AFFAIRS GOVERNMENT OF INDIA

NATIONAL INFORMATICS CENTRE

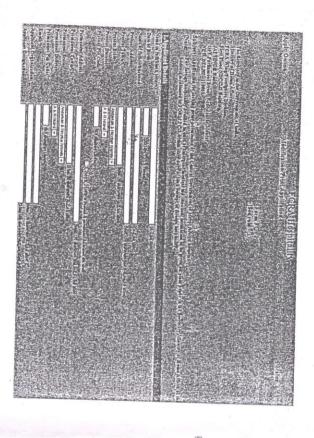
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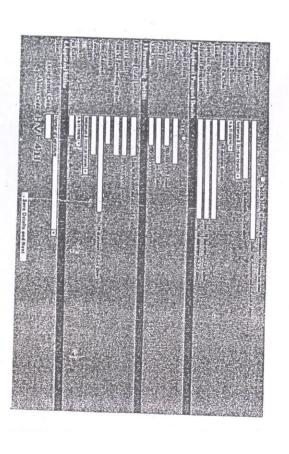
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 Select Online filing of FCRA Hospitality for apply FCRA hospitality. Before Filing online read the instruction manual.



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





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.



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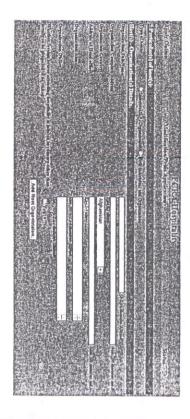
th page Add host(s) details. First you have to select host type: Individual, organization and Both Individual organization All Individual host can be added by click Add Record.

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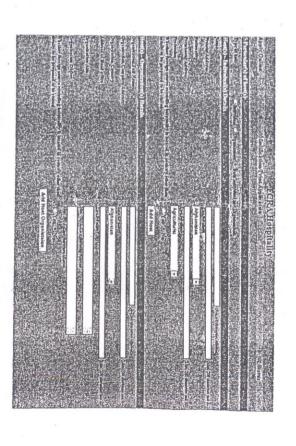
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5.2 If organization Selected



5.3 If Both Individual and Organization Selected



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



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
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

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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

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