



INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN: NEW DELHI

F. No. GAC-21-37/2013-CDN

Date the 10th Sept., 2013

ENDORSEMENT

Home Secretary, Government of India, New Delhi has issued D.O. No. IL/21022/58(97)/2013-FR.I dated 14.8.2013 regarding Submission of application for grant of prior permission for foreign hospitality in respect of Govt. servant and employees corporation or any other body owned or controlled by the Government on the online system. The above mentioned D.O is being uploaded on the ICAR Web-Site www.icar.org.in for information and further guidance.

(J.N. Bhagat)
Under Secretary (GAC)

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1. All Directors/Project Directors of all ICAR Institutes/National Research Centres/Project Coordinators/Coordinated Research Projects/Zonal Project Coordinators/Bureaux
2. Sr.PPS to DG, ICAR/PPS to Secretary, ICAR/PPS to FA (DARE).
3. Chairman ASRB/ND, NAIP/ Project Director(DKMA), Pusa, New Delhi.
4. ✓ Shri Hans Raj, ISO, (DIPA) KAB-I for putting in the ICAR Web-Site.
5. All officers/sections at ICAR Krishi Bhawan/KAB – I & II.
6. Secy. (Staff Side), CJSC, NRC on Meat, Chengicherla, Hyderabad -500039
7. Secy. (Staff Side), HJSC, ICAR, KAB-II, Pusa, New Delhi-110012
8. Guard file/Spare copies

-11

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

सचिव (सेक्रेटरी एवं सचिव (मा.क.अनु.प.) का कार्यालय
Secy. (DARE) & DG (ICAR)'s Office

आवृत्ति सं./Dy. No. 3408 R. 2013

दिनांक/Date. 30/8/2013

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.

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

मा.क.अनु.प. (मा.क.अनु.प.) का कार्यालय
(मा.क.अनु.प.) & Secy (ICAR)
आवृत्ति सं./Dy. No. 2420 R.
दिनांक/Date. 02/9/2013

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19/9/2013

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Deptt. of Agri. & F.F. (ARE)
Dy. No. 12/2013/Estt. Dated 6/9/13

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Admission
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[S.H.B.S.R.]

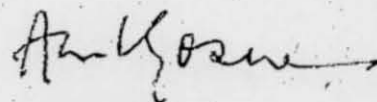
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5. The detailed instructions in this regard are enclosed for reference. The same are also available at www.fcraonline.nic.in.
6. Online submission of the applications for grant of prior permission for the grant of foreign hospitality in respect of 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)

Dr. S. Ayyappan
Secretary

Department of Agriculture Research & Education
107, Krishi Bhawan
New Delhi-110001

-31-

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	Modify/Cancel/Track Application	Status
<p>Click 'Apply Online' to fill new Application Form FC-1.</p> <p>Click 'Modify/Cancel/Track Application' to check/modify/track already filed applications and to take hard copy of filled application.</p> <p>Click 'Status' to check the status of application.</p> <p>Send duly signed and filled application along with relevant documents to the Ministry for further processing.</p>		

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

55

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

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.

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 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 Media / Department / Organization / Ministry office

9. You can Update your Application by entering temporary file no (s) if you can also take print out of your filed application by entering your permanent file no (s) and upload relevant document.

If Ministry has upload letter(s) after receiving your application, you can view after entering user details.

7

8