

GOVERNMENT OF INDIA  
MINISTRY OF ROAD TRANSPORT & HIGHWAYS  
(ESTABLISHMENT II (B) SECTION)

7366/CCR/13  
20/9/13

427 (50)

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No. A-12025/6/2013-E.II (B)

dated the, 19<sup>th</sup> September, 2013

To

The Chairman,  
National Highways Authority of India,  
G-5&6, Sector 10, Dwarka,  
New Delhi - 110075

M/A)  
cc: M(PPA)/M(P)/M(T) m.

**Sub:- Filing the online application form (FC-2 Form), for grant of prior permission for accepting foreign hospitality during foreign visits.**

Sir,

I am directed to forward herewith a copy of D.O. letter No. II/21022/58(97)/2013-FR.I dated 14<sup>th</sup> August, 2013 received from Home Secretary, North Block, New Delhi addressed to Secretary (RT&H) on the above subject for further necessary action at your end.

Enclosed : As above.

Yours faithfully,



(H.R. Meena)

Under Secretary to the Govt. of India  
Tel.No. 23739028

ANIL GOSWAMI



HOME SECRETARY  
भारत सरकार  
GOVERNMENT OF INDIA

North Block,  
New Delhi.

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

1062454/Secy  
10/19/13  
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](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.

Pl. give one copy to  
E. II Secy (B) Secy.

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

21/09/2013  
Dir (E)

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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](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 )

Shri Vijay Chhibber  
Secretary  
Ministry of Road Transport & Highways  
Transport Bhawan, Sansad Marg,  
New Delhi-110001