

**INDIAN COUNCIL OF MEDICAL RESEARCH**

No.18/11/2013-Admn-II

Dated:25.9.2013

**OFFICE MEMORANDUM**

Subject : Revised instructions for seeking FCRA clearance .

Please find enclosed herewith a D.O. letter No. II/21022/58(97)/2013-FR.I dated 14<sup>th</sup> August 2013 received from Home Secretary, Ministry of Home Affairs, Govt. of India, New Delhi for seeking ON-LINE FCRA clearance and for strict compliance of the revised instructions contained in the D.O. letter as referred to above.



(Bharat Bhushan)  
Administrative Officer  
for Director General

ANIL GOSWAMI



DG, ICMR OFFICE

DIARY NO.....

DATE:.....

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

ST. DDG (A), ICMR OFFICE  
DIARY NO. 1114  
DATE: 12/9/13

गृह सचिव  
HOME SECRETARY  
भारत सरकार  
GOVERNMENT OF INDIA  
North Block,  
New Delhi.

DG, ICMR OFFICE  
DIARY NO. 4610  
DATE: 4/9/13

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.

Dy. NO 4002 A-II

13/09/2013

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,

*Handwritten signature/initials*

DG, ICMR OFFICE  
DIARY NO. 4689  
DATE: 9/9/13

*Handwritten signature of Anil Goswami*

( Anil Goswami )

**Dr. Vishwa Mohan Katoch**  
**Secretary**  
Department of Health Research  
ICMR, V. Ramalingaswami Bhawan  
Ansari Nagar, New Delhi-110029

DG, ICMR OFFICE  
DIARY NO. 4610  
DATE: 9/9/13

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"><li>Click Apply Online to fill new application Form FC-1.</li><li>Click Modification/Print Application to complete already filed application or to have hard copy of filed application.</li><li>Click Status to monitor your submitted application status.</li><li>Send duly signed printed application along with relevant documents to the Ministry for further processing.</li></ul>		

- Apple-Online
- # FCRA/Hospitality

## Modification/Travel Application
- Status
- Application Under Review
- Form FC-1  
Section 7(1)
- To:
- The Secretary of the Government of India,
- Ministry of Home Affairs, Government of India,
- Plot Phase-3/CCCT Building,
- M-1/NCB Road,
- Opp. Parliament House, New Delhi-110001.
- New Delhi-110001
- Subject: Application for extension of the Central Government's travel foreign trip/extension.
- Note: For foreign trip/extension, the date of receipt of the application, extension to be given or travel paper to be issued, Ministry of Home Affairs will be the
- responsible authority. (FCRA, 1969 and 1967 and its respective amendments).
- Name in Passport/Identity:
- Date of Birth:
- Name of Father/Spouse:
- Present Address:
- Present Telephone:
- Present State:
- Present District:
- Present Pin Code:
- Present P.O. Code:
- Present Post Address:
- Present Post Office:
- Present District:
- Present Pin Code:
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- Present District:
- Present Pin Code:
- Present P.O. Code:
- Present State:

[illegible]

Temporary File Number is : 0001012012  
Please Note down Temporary File Number for later Modification of Application  
Click Here To Continue

- Apply Online
- Modification Your Application
- SEARCH Hospitality
- State
- 1 City  State  Zip
- 2 Department
- 3 Position
- 4 Date of Birth
- 5 Identification Number
- 6 Social Security Number
- 7 Telephone Number
- 8 E-mail Address
- 9 Password
- 10 Confirm Password
- 11 Save Details and Exit  Exit
- 12 First Name
- 13 Last Name
- 14 Middle Name
- 15 Date of Birth
- 16 Identification Number
- 17 Social Security Number
- 18 Telephone Number
- 19 E-mail Address
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- 259 Social Security Number
- 260 Telephone Number
- 261 E-mail Address

- PCRA Hospitality  
Modification/Prel Application  
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Salem, Oregon  
Type of ban

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### 5.2 If Organization Selected

Apply Online State

**FCRA Hospitality**

Modification/Initial Application

Organization Name  Organization Name

Type of Event  Individual / Organization / Both Individual and Organization

Organization End Date  Organization End Date

Organization Contact Address  Organization Contact Address

Organization Contact  Organization Contact

Address of Event Site  Address of Event Site

Organization Size  Organization Size

Organization Object  Organization Object

Whether/When were attending Hospitality is located in event site has  Yes / No

Activity is proposed to be held  Yes / No

Add Host Organization  Add Host Organization

### 5.3 If both Individual and Organization Selected

Apply Online State

**FCRA Hospitality**

Modification/Initial Application

Organization Name  Organization Name

Type of Event  Individual / Organization / Both Individual and Organization

Organization End Date  Organization End Date

Organization Contact Address  Organization Contact Address

Organization Contact  Organization Contact

Address of Event Site  Address of Event Site

Organization Size  Organization Size

Organization Object  Organization Object

Whether/When were attending Hospitality is located in event site has  Yes / No

Activity is proposed to be held  Yes / No

Add Host Organization  Add Host Organization

[illegible]

Name and duration of Foreign Residency proposed to be accepted	
Name	Mr. S.S. Narayan, IAS, IAS, IAS
Name of Country	India
Duration	10.10.2010 to 10.10.2010
From Date	10.10.2010
To Date	10.10.2010
Where Foreign Travel Expected	India
Enter Access Code	10.10.2010
Access Code	DF3NP
Add Record	

Name and duration of Foreign Residency

Applicable expenditure is to be incurred in	AF CHIN
Expenditure	AF CHIN
How other information of significance which the applicant may like to furnish	
IS. 10.10.2010	

Save All Back

[View Application](#) [I feel subject to the flattery](#)

**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

Upload/View Document    Print Application

PRINT/MODIFY APPLICATION/PRINT LETTER(S)

PRINT/MODIFY APPLICATION/PRINT LETTER(S)

\* Modify Application      Print Application/Letter(s)/Upload/View Document

Temporary File No :	00000000
Applicant Date of Birth :	03/07/1977
Enter access Code :	
Access Code :	1008GT
Modify Application :	