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**DELHI JAL BOARD, GOVT. OF NCT OF DELHI  
OFFICE OF THE ASSISTANT COMMISSIONER (W)  
VARUNALAYA PHASE-II, KAROL BAGH, NEW DELHI-110005**

No. DJB/AC(W)/2013/ 129254

DATED:- 27.11.2013

The copy of under mentioned Circular issued by Services Department (Services-I, Branch), Govt. of NCT of Delhi, Delhi Secretariat, New Delhi is hereby endorsed for information and compliance by all concerned.

Sl. No.	Name of the Department	Circular No. Date	Subject
1.	Services Department (Services-I, Branch), Govt. of NCT of Delhi, Delhi Secretariat, New Delhi.	No. F-8/02/2011 /S.I/4647 Dated 29.10.2013.	Regarding grant of prior permission for accepting foreign hospitality to Government servants/ employees of Corporation etc.

Encl. as above

U  
27/11/2013  
(Y.K. Sharma)  
Assistant Commissioner(W)

All C.Es  
All Directors.  
All SEs/Jt. Dir. (Rev.)/(Vig.)/(F&A).  
All ACs/All EEs.  
All Dy. Dir. (Rev.)/(F&A)/Consultant (PR).  
All AOs/ZROs.  
All Accounts Officers/AAOs.

Copy to kind information to:-

1. Chief Executive Officer.
2. Member (A)/(F)/(WS)/(DR.)/Secretary/C.V.O./Addl. CEO.

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27/11/2013  
Assistant Commissioner(W)

Sanyal  
EE (EOP) 13/12

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GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT (SERVICES-I BRANCH)  
DELHI SECRETARIAT, 7<sup>TH</sup> LEVEL, 'B' WING,  
I.P. ESTATE, NEW DELHI - 110002.  
(http://services.delhigovt.nic.in)  
Tel:011 - 23392038.

No.F.8/02/2011/S.II. 4647

Dated: 29/10/13

To

All Principal Secretaries/Secretaries/HODs/  
Local/Autonomous Bodies/Public Undertakings,  
Govt. of NCT of Delhi,  
Delhi/New Delhi.

Sub: Regarding grant of prior permission for accepting foreign hospitality to  
Government servants/employees of Corporations etc.

Sir/Madam,

Please find enclosed a copy of D.O. No. II/21022/58(97)/2013-FR.I dated  
14<sup>th</sup> August, 2013 of Shri Anil Goswami, Home Secretary, Government of India,  
Ministry of Home Affairs, North Block, New Delhi conveying the decision of the  
Ministry to streamline the procedure for grant of prior permission for accepting  
foreign hospitality by Government servants/employees of Corporations etc.

This is for information and necessary action.

Yours faithfully,

*Kailash Chandra*  
(KAILASH CHANDRA)  
SECRETARY (SERVICES)

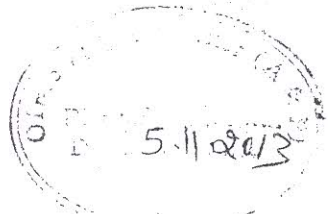
Encl: As above

No.F.8/02/2011/S.II.

Copy to:-

1. The Principal Secretary (Home), Govt. of NCT of Delhi with reference to Dy. Secretary (Home Police-II) letter No. F.11/4/01/2013/HP-II/7852/595 dated 12.10.2013.
2. The Director (Services), Govt. of India, Ministry of Home Affairs, North Block, New Delhi.

*Kailash Chandra*  
(KAILASH CHANDRA)  
SECRETARY (SERVICES)



04/11/13



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**ANIL GOSWAMI**  
05 SEP 2013  
D.O. No. II/21022/58(97)/2013-FRI



Ministry of Home Affairs  
Govt. of NCT of Delhi  
04 SEP 2013  
100/298/36284

HOME SECRETARY  
GOVERNMENT OF NCT OF DELHI  
North Block,  
New Delhi  
Office of the Pr. Secretary (Ministry of Home Affairs)  
14 August, 2013  
06  
-4425/A

Dear Chief Secretary,

7196/1487  
10/9/2013

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.

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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.

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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).

ASCH  
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4. Therefore, along with filing the online application form (FC-2 Form), the following documents should be scanned and uploaded:

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- (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.


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Sh. J. K...

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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 Deepak Mohan Spolia**  
Chief Secretary  
Government of NCT of Delhi  
Delhi Secretariat, IP Estate  
New Delhi.

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EXECUTIVE ENGINEER (EDP)  
DIARY No. ....3961.....  
DATE .....3/12/12.....