

## USER GUIDE FOR Reporting of Transactions received under FCRA by BANKS

### LOGIN:

Enter [http://fcraonline.nic.in/fc\\_login.aspx](http://fcraonline.nic.in/fc_login.aspx) into address bar of your browser; the following screen will be displayed.



गृह मंत्रालय, भारत सरकार  
Ministry of Home Affairs, Govt. of India

FCRA Online Services

User Login	
User name	<input type="text" value="pnb7194"/>
Password	<input type="password" value="....."/>
Access Code	<b>3 G Z J</b>
Enter Access Code	<input type="text" value="3GZJ"/>
Application For	FCRA Annual Returns <input type="button" value="v"/>
<input type="button" value="Sign In"/> <input type="button" value="Reset"/>	
<a href="#">Click here for creating User Name</a> <a href="#">Forgot Password ?</a>	

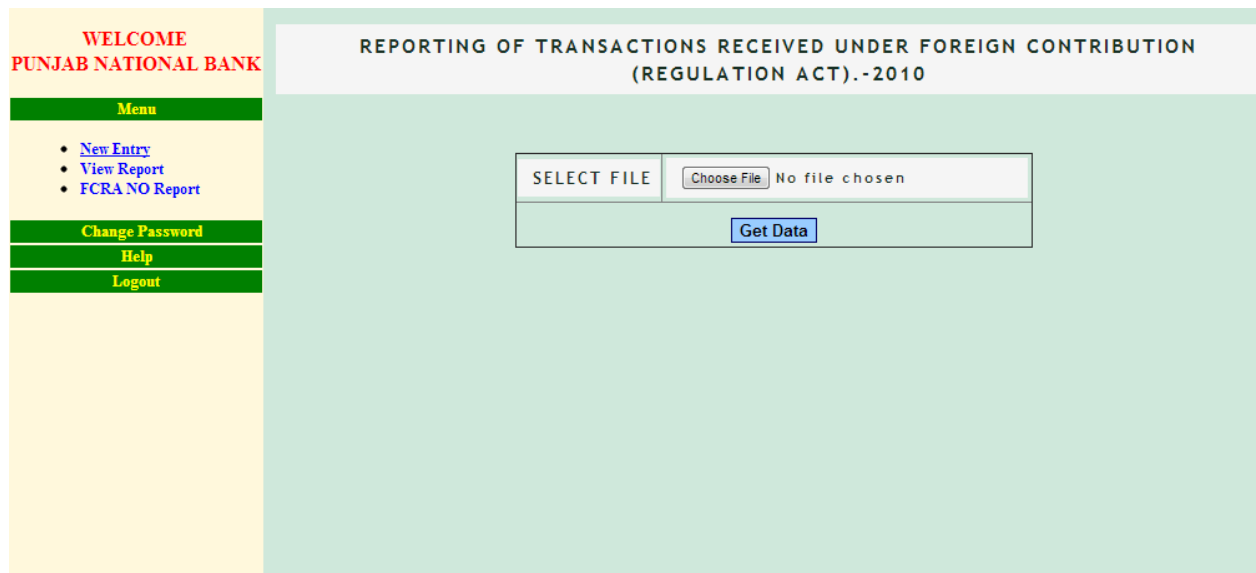
- Enter User Id, Password and Access code to login.
- After successful login the following screen will be displayed.



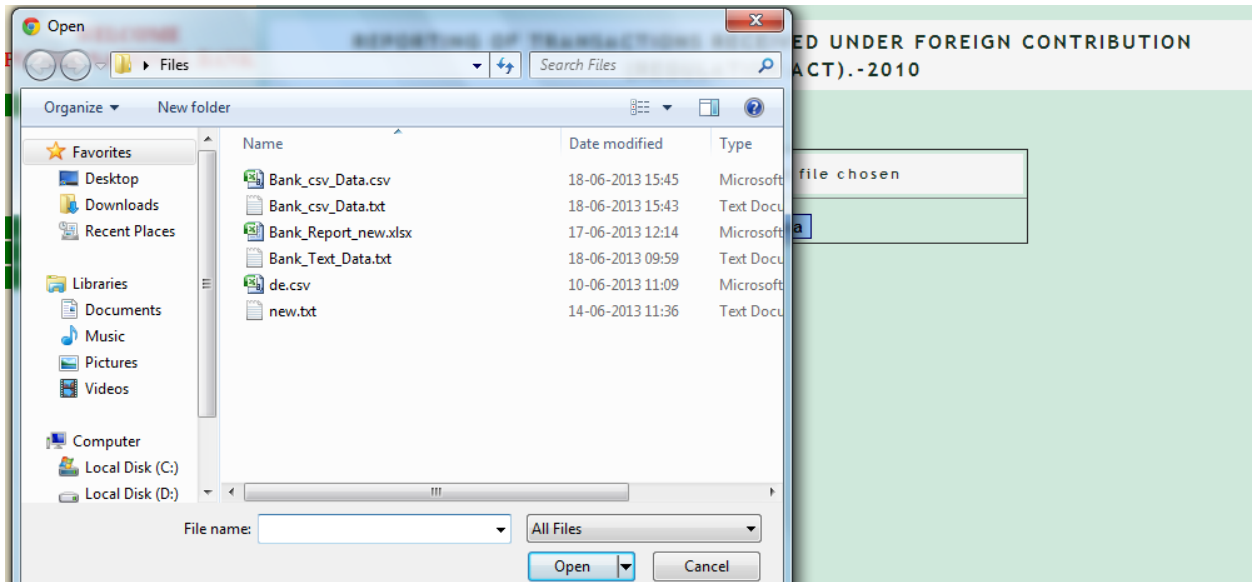
1. **NEW ENTRY:**

- After Clicking on **New Entry link** , the following screen will be displayed.

The screen is shown below:



- Click on choose file button to select the file for uploading.
- you can upload **TEXT(.txt)** , **CSV** and **EXCEL(xls)** file.



- After Choosing the file, click on [Get Data](#) button.
- The data in the file will be displayed as following.

REPORTING OF TRANSACTIONS RECEIVED UNDER FOREIGN CONTRIBUTION (REGULATION ACT).-2010

SELECT FILE  No file chosen

Name of Recipient	Address of Recipient	state	Name of Donor	Address of Donor	Donor Country	Account Number	Name of the Bank	Branch Name	Amount of foreign contribution(in foreign currency)	Currency Name	Amount of foreign contribution(in INR)	Date
Shri. Ravi Kumar	H.No-86,Prem Nagar,Karnal(Haryana)	Haryana	Mr.Ravi Kumar,	Palm extension-USA	USA	745001500015667	PNB	USA	5000	Dollar	250000	
Shri. Anil Kumar	Sec-35,Noida-201301	UP	Mr.Anil Kumar	786,Model Town,Mumbai	India	745001500018597	SBI	Noida	4000	Dollar	200000	
Shri. Gaurav Sinha	Udyog Vihar,New delhi	Delhi	Mr.Gaurav sinha	sec-13,D-Block,Bangalore	India	26164315678	HDFC Bank	Delhi	3000	Dollar	150000	

- Then Click on the [Import Data](#) button to upload your file.
- After uploading the file ,the following screen will be displayed.

**WELCOME**  
**PUNJAB NATIONAL BANK**

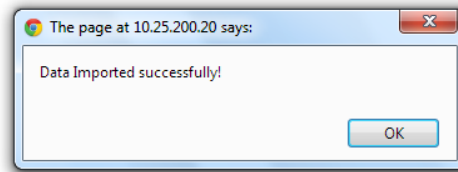
**Menu**

- [New Entry](#)
- [View Report](#)
- [FCRA NO Report](#)

**Change Password**

**Help**

**Logout**



- If you have uploaded the file and again you are trying to upload the same file or any other file(containing the same records), then it will be going to show the error(As Shown Below).

**REPORTING OF TRANSACTIONS RECEIVED UNDER FOREIGN CONTRIBUTION  
(REGULATION ACT).-2010**

SELECT FILE	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Get Data"/>	

**Duplicate record exist at row 1 in excel sheet**

- In Text File every field comes in [ ] i.e SQUARE BRACKETS.
- Following is the sample TEXT(.txt) file.

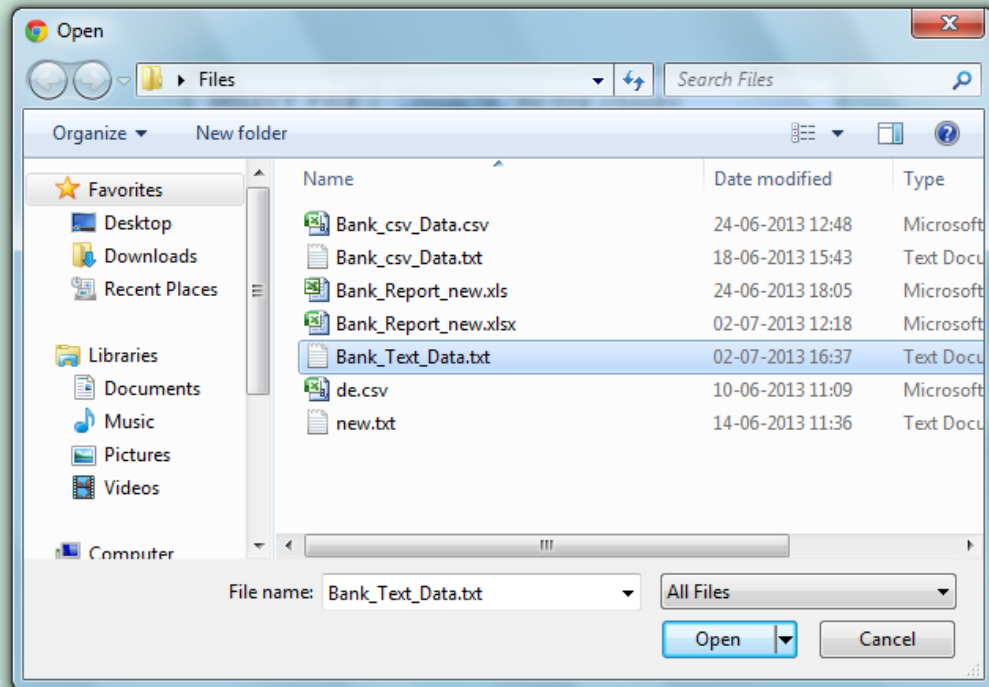
[231669255][Deepak vohra][H.No-86,Prem Nagar,Karnal(Haryana)][Haryana][Mr.Ravi Kumar][Palmextension-USA][USA][450027667667][PN  
[565767677][Anand kumar][Sec-35,Noida-201301][UP][Mr.Anil Kumar][786,Model Town,Mumbai][India][5766666788888][SBI  
[231665487][Anuj Kumar][Udyog Vihar,New delhi][Delhi][Mr.Gaurav sinha][sec-13,D-Block,Bangalore][India][26164315678][HC

- Now from our file we have removed the value from 2nd column of 1st row(AS Shown Below).

[231669255][ ][H.No-86,Prem Nagar,Karnal(Haryana)][Haryana][Mr.Ravi Kumar][Palmextension-USA][USA][450027667667][PN  
[565767677][Anand kumar][Sec-35,Noida-201301][UP][Mr.Anil Kumar][786,Model Town,Mumbai][India][5766666788888][SBI  
[231665487][Anuj Kumar][Udyog Vihar,New delhi][Delhi][Mr.Gaurav sinha][sec-13,D-Block,Bangalore][India][26164315678][HC

- And Now Try to Upload the File.

## REPORTING OF TRANSACTIONS RECEIVED UNDER FOREIGN CONTRIBUTION (REGULATION ACT). -2010



- It will be showing an Error.
- If you want to leave any field blank , then use NA.

REPORTING OF TRANSACTIONS RECEIVED UNDER FOREIGN CONTRIBUTION  
(REGULATION ACT).-2010

SELECT FILE	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Get Data"/>	

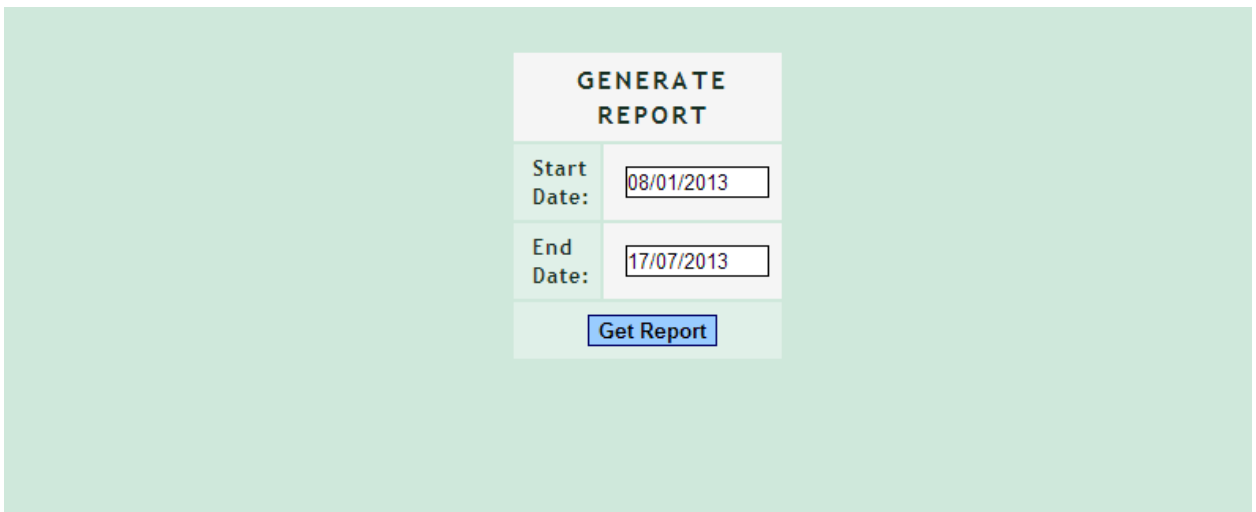
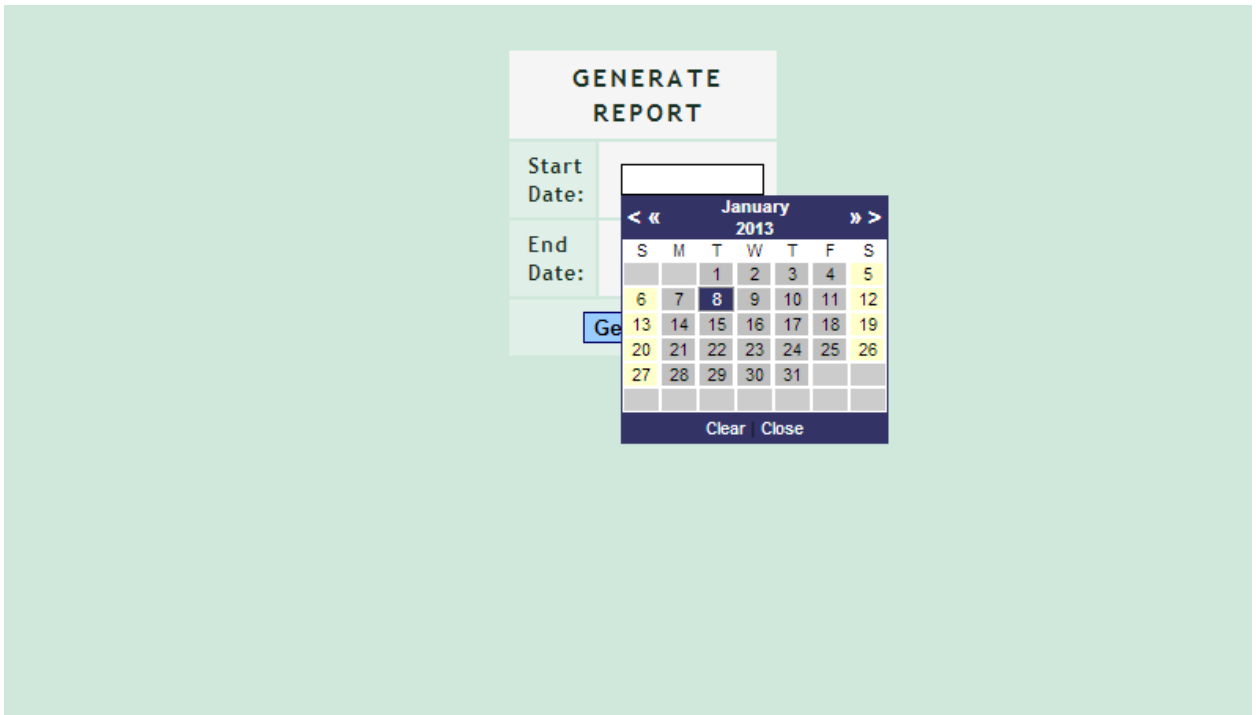
**Blank Values are not allowed at row 1. Use NA for blank field**

**2. VIEW REPORT:**

- After clicking on view report, the following screen will be displayed.
- Here you can get the list of all the files uploaded from the given dates.

<p>WELCOME PUNJAB NATIONAL BANK</p> <p>Menu</p> <ul style="list-style-type: none"><li>• <a href="#">New Entry</a></li><li>• <a href="#">View Report</a></li><li>• <a href="#">FCRA NO Report</a></li></ul> <p>Change Password</p> <p>Help</p> <p>Logout</p>	<p>GENERATE REPORT</p> <p>Start Date: <input type="text"/></p> <p>End Date: <input type="text"/></p> <p><input type="button" value="Get Report"/></p>
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- Now Select the start date and End date as shown below.



- After selecting dates, click on [Get Report](#) button.
- Records will be displayed as shown below.



GENERATE REPORT

Start Date: 08/01/2013

End Date: 17/07/2013

Get Report

FCRA Bank Report From 08/01/2013 To 17/07/2013

FCRA registration No	Recipient Name	Recipient Address	State	Donor Name	Donor Address	Donor Country	Account No	Bank Name	Branch Name	Amount in Foreign Currency	Currency Name	Amount (INR)
31669255	Deepak vohra	H.No-86,Prem Nagar,Karnal(Haryana)	Haryana	Mr.Ravi Kumar	Palmextension-USA	USA	450027667667	PNB	USA	5000	Dollar	250000
55767677	Anand kumar	Sec-35,Noida-201301	UP	Mr.Anil Kumar	786,Model Town,Mumbai	India	57666666788888	SBI	Noida	4,000.00	Dollar	200000

Generate PDF

- You can get PDF file of the list by clicking on the [Generate PDF](#) button.
- After clicking on [Generate PDF](#) button , the following screen will be displayed.

**WELCOME  
PUNJAB NATIONAL BANK**

**Menu**

- New Entry
- View Report
- FCRA NO Report

**Change Password**

**Help**

**Logout**

**GENERATE REPORT**

Start Date:

End Date:

**FCRA Bank Report From 08/01/2013 To 17/07/2013**

SI No.	FCRA Registration No	Recipient Name	Recipient Address	State	Donor Name	Donor Address	Donor Country	Account No	Bank Name	Branch Name	Amount in Foreign Currency	Currency Name	Amount (INR)
1	231669255	Deepak vohra	H.No-86,Prem Nagar,Karnal (Haryana)	Haryana	Mr.Ravi Kumar	Palmextension-USA	USA	450027667667	PNB	USA	5000	Dollar	250000
2	565767677	Anand kumar	Sec-35,Noida-201301	UP	Mr.Anil Kumar	786,Model Town,Mumbai	India	57666666788888	SBI	Noida	4,000.00	Dollar	200000

Do you want to open or save **report.pdf** (2.10 KB) from 10.25.200.20?

- Now you can view the PDF file by clicking on [open](#) button or you can save the PDF file.

FCRA Bank Report From 08/01/2013 To 17/07/2013

SI No.	FCRA Registration No	Recipient Name	Recipient Address	State	Donor Name	Donor Address	Donor Country	Account No	Bank Name	Branch Name	Amount in Foreign Currency	Currency Name	Amount (INR)	Receipt Date	Manner
1	231669255	Deepak vohra	H.No-86,Prem Nagar,Karnal (Haryana)	Haryana	Mr.Ravi Kumar	Palmextension-USA	USA	450027667667	PNB	USA	5000	Dollar	250000	12/05/2013	Cheque
2	565767677	Anand kumar	Sec-35,Noida-201301	UP	Mr.Anil Kumar	786,Model Town,Mumbai	India	57666666788888	SBI	Noida	4,000.00	Dollar	200000	11/05/2013	Cash

### 3. FCRA NO REPORT:

- After clicking on [FCRA NO REPORT](#) link, the following screen will displayed.
- Here you can search the details of a particular record by entering Registration Number of an Organization.

WELCOME  
PUNJAB NATIONAL BANK

Menu

- New Entry
- View Report
- FCRA NO Report

Change Password

Help

Logout

REGISTRATION/FCRA NO. WISE REPORT

Enter Registration No.

GetData

REGISTRATION/FCRA NO. WISE REPORT

Enter Registration No.

GetData

- After entering the Registration No, click on the [GetData](#) button.
- The Details will be displayed as below

WELCOME  
PUNJAB NATIONAL BANK

Menu

- New Entry
- View Report
- FCRA NO Report

Change Password

Help

Logout

REGISTRATION/FCRA NO. WISE REPORT

Enter Registration No.

[GetData](#)

SI No.	FCRA Registration No	Recipient Name	Recipient Address	State	Donor Name	Donor Address	Donor Country	Account No	Bank Name	Branch Name	Amount in Foreign Currency	Currency Name
1	565767677	Anand kumar	Sec-35,Noida-201301	UP	Mr.Anil Kumar	786,Model Town,Mumbai	India	57666666788888	SBI	Noida	4,000.00	Dollar