



OVERSEAS EMPLOYMENT & PROTECTOR GENERAL OF EMIGRANTS', DIVISION

Sl.No.	Description of Services	Officer responsible (designation for providing service Landline/Email)	No. of working days within which services to be provided	Documents required.
1.	Issue of Eligibility Letter to the Applicant Under Section 11(2)(b) of the Emigration Act, 1983	Protector General of Emigrants. Phone: 011-2687 4250 Fax: 011 2419 7984 Email: pge@mea.gov.in Application may be submitted online on the email rcapplication@mea.gov.in and routed through the Office of the concerned Protector of Emigrants	30 WORKING DAYS from the date of receipt of complete documentation (The number of days specified to provide services is subject to availability of documents complete in all respect. Time limit is not inclusive of time consumed, if any additional information required for the submission of rectified/deficient documents)	Application should be submitted online on the email rcapplication@mea.gov.in and routed through the Office of the concerned Protector of Emigrants, along with following documents: 1. Form- I duly signed and stamped by the applicant. 2. Demand Draft of Rs.25,000/- in favour of PAO, MEA, New Delhi as processing fee for the application under Rule 7(2) of the Emigration Act 1983. 3. The Passport-Size photographs of Proprietor/Managing Partner/Managing Director of the Proprietorship/ Firm/ Company self-attested. 4. Statement showing the Name/Age and Residential address of Proprietor/All Partners/All directors of the along with designation and business activities undertaken during the last five years. 5. Specimen signature of the Proprietor/Managing Partner/Managing Director self-attested 6. Copy of the applicant's Bachelor Degree or two years Diploma or equivalent from a recognized university or institute as per rule 7(2)(i) of the Emigration Act 1983 duly verified by University/Institute concerned. 7. A statement showing the Assets and Liabilities of the proprietor, if the applicant is sole proprietor, and of the managing partners or the managing director if the applicant is a firm or a company as the case may be duly verified by a chartered accountant having a certificate of practice under the Chartered Accountants Act, 1949 (38 of 1949),

				<p>showing the financial soundness of the applicant, under Rule 7(2)(ii).</p> <p>8.</p> <p>(a) Resolution taken by all the partners authorizing one of the partners to act as Managing Partner and to sign papers on behalf of the firm</p> <p>(b) Copy of partnership deed (which must provide for recruitment of workers for overseas employment) registered with the authority concerned</p> <p>(c) True extracts from the Registrar of Firm in support of registration of the partnership deed</p> <p>(d) A copy of the Balance Sheet as at the close of the previous financial year.</p> <p>(e) A copy of PAN Card of the agency/firm/company and Prop/Managing Director/Managing Partner/Directors/Partners.</p> <p>(f) Copies of Income tax returns of last 3 years under Rule 7(2)(iii) in respect of Proprietor, Firm, Managing Partner, Managing Director, Company</p> <p>9. An affidavit in Form-II executed by the applicant before a Magistrate or Notary under Rule 7(2)(iv) of the Emigration Act 1983.</p> <p>10. Form- IV (Affidavit) duly signed and sworn in before Metropolitan/Judicial Magistrate on each page in respect of all the partners / directors.</p> <p>11. In case of office premises owned by the applicant; Copy of ownership deed/proof duly attested by Notary/Magistrate</p> <p>Or</p> <p>In case where the office premises are on lease or on hire</p> <p>(a) Copy of lease deed/agreement duly attested by Magistrate. It is required to be for a period of 3 years or at least for one year with a provision of extension,</p> <p>(b) Latest rent receipt in original with revenue stamp, and;</p> <p>(c) Blue Print of the lay-out plan of the office premises duly signed and stamped (with registration number) by Government approved Architect and countersigned by the applicant. The dimensions of the rooms and total carpet area must clearly be indicated.</p> <p>12. No Objection Certificate (in Form.III) from the</p>
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				<p>owner of office premises duly sworn in before Metropolitan/Judicial Magistrate.</p> <p>13. Copy of Certificate under the Shops and Commercial Establishments Act, self-attested.</p> <p>14. Valuation report of assets/investments etc. duly signed and stamped by a Government approved valuer (with registration number) along with documentary proof against fixed assets/investment/liquid assets/liabilities.</p> <p>15. Net worth Certificate from a registered CA certifying Financial strength Bench Mark of Rs.42 lakh (Fixed Assets Rs.22 lakh plus Liquid Assets Rs.20 lakh) satisfied by the proprietor, partnership firm or the private limited company providing following:</p> <ul style="list-style-type: none"> (a) Immovable Assets (b) Liquid Assets (c) Liability (d) Net worth <p>16. Copy of latest Land Line telephone bill of the Office premises self-attested.</p> <p>17. Trade Testing Certificate (in original) from a Trade Test Centre duly approved by the Central or State Governments and must be signed and stamped by the Director of the Centre indicating the items /skill being tested at the centre and photographs thereof</p> <p>18. Experience in recruitment of manpower for Overseas Employment</p> <ul style="list-style-type: none"> (a) Names of countries where the applicant proposes to concentrate (b) Number of workers proposed to be deployed annually (c) Plans for market development <p>19. Police Verification Report in respect of both the office premises of the applicant agency and the residence of the Proprietor/Managing Partner/Managing Director/Partners of Firm/ Company</p> <p>20. Inspection Report of office premises of the applicant agency by the concerned Protector of Emigrants.</p>
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2.	Issue of Registration Certificate to the Applicant Under Section 11(4) of the Emigration Act, 1983	Protector General of Emigrants. Phone: 011-2687 4250 Fax: 011-2419 7984 Email:- pge@mea.gov.in	15 WORKING DAYS from the date of receipt of complete documentation (The number of days specified to provide services is subject to availability of documents complete in all respect. Time limit is not inclusive of time consumed, if any additional information required for the submission of rectified/deficient documents)	(i) Security in the form of Bank Guarantee for Rs.50,00,000/- (Rupees Fifty Lakhs only) valid for 8 years excluding a claim period of six months, from any Nationalized Bank or Scheduled Commercial Bank within one month from the date of issue of Eligibility Letter for taking further action in the matter as enumerated under Rule 8 of the Emigration Rules 1983. (ii) Confirmation of Bank Guarantee to its genuineness from concerned issuing Bank and Regional Office of the issuing Bank.
3.	Issue of Permits to the Project Exporter and Foreign Employer for overseas employment Under Section 17 of the Emigration Act, 1983	Protector General of Emigrants. Phone: 011-2687 4250 Fax: 011-2419 7984 Email:- pge@mea.gov.in Application may be submitted online on the email rcapplication@mea.gov.in and routed through the Office of the concerned Protector of Emigrants	30 WORKING DAYS from the date of receipt of complete documentation (The number of days specified to provide services is subject to availability of documents complete in all respect. Time limit is not inclusive of time consumed, if any additional information required for the submission of rectified/deficient documents)	1. Demand Draft of Rs. 2000/- in favour of Pay & Accounts Officer, Ministry of External Affairs, New Delhi 2. Application in Form – VII for a permit for recruitment of Indian workers under Rule 11 (2) of the Emigration Act, 1983 3. Memorandum of Association company having one of the objectives to recruit the manpower for overseas employment abroad. 4. Memorandum and Articles of Association of the company 5. Contract Agreement between the Project Exporter and Foreign Employer duly verified by the Embassy of India in concerned country (in case Libya, Kuwait Afghanistan and Malaysia). 6. Detail of the salary structure duly (as per the Minimum wages applicable in the concerned country) 7. Security agreement from the Banker to the company giving in principle approval for pursuing the execution of the above contract for deployment of workers. (being obtained and to be sent later) 8. Model of employment contract/Period of contract still valid under "Clause 2-Length of Agreement unless terminated as per Clause 10 of the agreement

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4.	Granting of Emigration Clearances Under Section 22 of the Emigration Act, 1983- Through Recruiting Agent (RA) And Granting of Emigration Clearances individual	Protector of Emigrants Application may be submitted online on www.emigrate.gov.in and submitted in the Office of the concerned Protector of Emigrants	Email & phone	1 Working Day (The number of days specified to provide services is subject to availability of documents complete in all respect. Time limit is not inclusive of time consumed, if any additional information required for the submission of rectified/deficient documents)	Bank Challan of Rs.200 per emigrant Documents Required For Granting Emigration Clearance (ECNR) To Individual((Semi)skilled) Documents I. Passport (Valid at least for six months) II. Valid employment visa (In English language) III. Contract duly signed by foreign employer IV. Valid Pravasi Bhartiya Bima Policy 2006 V. Affidavit from candidate declaring genuineness of documents Documents Required For Granting ECR Clearance To Individual (Un-skilled) Documents I. Passport (Valid at least for six months) II. Valid employment Visa III. Original contract duly signed by foreign employer (Its attestation by concerned Indian Mission will also be required from Indian Mission.) IV. Valid Pravasi Bhartiya Bima Policy 2006 V. Approval of the Ministry, if candidates is a female aged 30 years or less. Documents Required For Granting Emigration Clearance To (Semi)skilled Candidates Through RA
(i)		DELHI	poedelhi@mea.gov.in 011-23382472/ 23073908 Fax: 011-23382472		
		MUMBAI	poemumbai@mea.gov.in 022-26614393, 26614252, 26608800 Fax: 022-26614393		
		CHENNAI	poechennai2@mea.gov.in 044-24891337, 24745610 Fax: 044-24891337		
		THIRUVANANTHAPURAM	poetvm@mea.gov.in 0471-2324835, 2336625, 2336626 Fax: 0471-2324835		
		COCHIN	poecochoin@mea.gov.in 0484-2360187,		
		HYDERABAD	poehyd@mea.gov.in 040-24652557		
		CHANDIGARH	poechd@mea.gov.in 0172-2741790		

		KOLKATA	poekol@mea.gov.in 033-23343		Documents
		JAIPUR	poejaipur@mea.gov.in 0141-2771528, 2771529		(i) Passport(Valid at least for six months) (ii) Valid required visa (iii) Affidavit from RA (iv) Demand letter from foreign employer (v) Power of Attorney from foreign employer to RA (vi) Specimen Work Agreement (vii) Valid Pravasi Bhartiya Bima Policy 2006 (viii) Approval of the Ministry, if candidates is a female aged 30 years or less.
		RAEBARELI	poerbl@mea.gov.in 0535-2211122, 2211123		Documents
					Documents Required For Granting ECR Clearance To Un-skilled Persons Through RA
					Documents
					i. Passport(Valid at least for six months) ii. Valid required visa (In English language) iii. Affidavit from RA iv. Demand letter from foreign employer duly attested by Indian Mission v. Power of Attorney from foreign employer to RA duly attested by Indian Mission vi. Specimen Work agreement duly attested by Indian Mission vii. Valid Pravasi Bhartiya Bima Policy 2006 viii. Approval of the Ministry, if a candidate is a female aged 30 years or less.

- The number of days specified to provide services is subject to availability of documents complete in all respect. Time limit is not inclusive of time consumed in any addition information required for the submission of rectified/deficient documents.

Complaint against Illegal Agents/Registered Recruiting Agents

On receipt of complaint/grievance against Agents (both Registered & those who are not registered) with the Ministry of External Affairs:

- Victim or family members can also register this grievance in 6 Indian languages (Hindi, Punjabi, Tamil, Telugu, Malayalam & Bengali) and English on Toll Free Number 1800-11-3090 to the Overseas Workers Resource Centre (OWRC) – both against Registered Recruiting Agents or illegal Agents.
- Victim or any of his family member can also register grievance on MADAD Portal of the Ministry of External Affairs [madad.gov.in](https://portal2.madad.gov.in) or at following link: <https://portal2.madad.gov.in/AppConsular/welcomeLink>. This is a user friendly Portal where once the complaint is lodged, it is automatically transferred to the concerned Indian Mission/Post and status of its redressal is reflected on Track Grievance. The Mobile Number registered on the Portal gets an SMS-based response as and when the status changes.
- The complaint/grievance received in the Ministry of External Affairs is also forwarded to concerned Mission/Post for taking up with the Foreign Employer/Sponsor for resolving the complaint.
- The received complaint/grievance is also forwarded to the concerned State/Union Territory Government and Police authorities requesting them to take appropriate action against the Illegal Agent. Complainant is also encouraged to file an FIR and to follow it up.
- Police authorities, after investigating the case and preparing it for prosecution, seek approval from Protector General of Emigrants, Ministry of External Affairs, for prosecuting the accused in the appropriate Court of Law under Section 27 of the Emigration Act, 1983. Request for such Prosecution Sanctions are processed and Prosecution Sanctions are issued on priority by the Office of Protector General of Emigrants.
- In 2016, 42 Prosecution Sanctions under the Emigration Act, 1983 was granted to the CBI/State Police Departments by the Protector General of Emigrants. In addition, 262 cases against illegal Agents were referred to different State Governments.
