

1. **Shri Rajesh Sharma, Deputy Secretary, Overseas Employment (OE-IA & IB)**

Sl. No.	Item of work
	Following Work relating POE of Mumbai/ Delhi/ Chandigarh/Hyderabad/Kolkata/Jaipur/ Rae Bareli.
1	Fresh Registration of Recruiting Agents
2	Renewal of Registration Certificates.
3	Permits to Project Exporters/Foreign employers
4	Complaints against Registered RAs/correspondences regarding SCN/Mission/Complaints/Closure etc.
5	Suspension/cancellation of RCs /Forfeiture of Bank Guarantees.
6	Surrender of RC and Return of BGs on the request of RA.
7	Revocation of suspension/ cancellation of RCs.
8	Modification of Registration Certificate.
9	Court Cases/appeal Cases. (a) Cases filed with Appellate Authority. (b) Appeal against Appellate authority's order.
10	Parliament Matters/VIP References/RTI etc. to subject allotted
11	Prosecution sanction against RAs under Mumbai jurisdiction
12	Quarterly Hindi report/ Weekly inputs on PMO references/Court Cases for EAM meeting
13	Country specific orders (Nurses) for RAs under Mumbai jurisdiction

2. **Shri R.K. Singh, Director, Overseas Employment-II (OE-II)**

SL. No	Item of work
	Following Work relating POEs of Chennai/Cochin/ Trivandrum.
1	Fresh Registration of Recruiting Agents
2	Renewal of Registration Certificates.
3	Permits to Project Exporters/Foreign employers
4	Complaints against Registered RAs/correspondences regarding SCN/Mission/Complaints/Closure etc.
5	Suspension/cancellation of RCs /Forfeiture of Bank Guarantees.
6	Surrender of RC and Return of BGs on the request of RA.
7	Revocation of suspension/ cancellation of RCs.
8	Modification of Registration Certificate.
9	Court Cases/appeal Cases. (c) Cases filed with Appellate Authority. (d) Appeal against Appellate authority's order.
10	Complaints against Unregistered Recruiting Agents/ illegal agents..
11	Prosecution sanction against RAs under OE-II jurisdiction and all illegal agents
12	Matters relating to trafficking of migrants and Press Council of India matters
13	Matters related to coordination with the State Government, MHA, MHRD and Skill Development.
14	Administrative liaison with missions for rescue work of emigrants
15	Public Grievances in CPGRAMS/MADAD

16	Parliament Matters/VIP References/RTI etc to subject allotted
17	Country specific orders for RAs under OE-II jurisdiction

3. Shri Pramil Gupta, Director, Overseas Employment-III (OE-III)

SL. No	Item of work
1	E-Migrate Project
2	All matters pertaining to issue of Emigration Clearances.
3	Issue of notification relating to Emigration Act and Rules
4	All local administrative & budgetary matters related to PoE s and their staff (except recruitment)
5	Suspension of emigration due to disturbances in destination country.
6	Representation on JWG's of OE Division
7	Matters relating to Computerization and modernization of PoE Offices.
8	Officers weekly meeting-minutes/follow-up in OE Division
9	Policy matters in coordination with OIA-I Division
10	All matters relating to seafarers
11	Budget/Audit Para/RTI etc.
12	Inclusion/Deletion in Prior Approval Category(PAC)
13	Overall coordination on important policy issues in OE Division
14	Parliament matters relating to subject allotted
15	Website/FAQs/Citizen Charter
16	Emigration manual on various emigration related issues