

No.Z-11025/89/2016-OE-III
Government of India
Ministry of External Affairs

Akbar Bhavan, Chanakya Puri,
New Delhi, Dated 26th October, 2016.

CIRCULAR

Subject: Uploading of correct document in e-Migrate in appropriate link, with proper format to prevent the application from being sent back/rejected.

While processing applications of RAs on e-Migrate it has been found that while uploading requisite documents, for fresh Registration/Renewal in the e-Migrate website, the registered or prospective RAs are uploading requisite documents in wrong space/links provided for uploading the documents. For example, in the slot of IT Return, some other document like CA report is being uploaded, causing unnecessary delays in finding the correct documents by the processing officers and resulting in 'sending back' the applications online.

2. All concerned are, therefore, requested to upload their documents after scanning, in the proper space/link provided for that document only, to prevent the application being sent back or rejected, and to also cut-down on delays in online processing of applications.
3. Similarly, Processing Officers (PoEs and their executives) are also requested to follow the above guidelines for uploading any document while processing. In case of any difficulty related to the online applications, the e-Migrate helpdesk (helpdesk@emigrate.gov.in) may be contacted.
4. Uploading document in inappropriate slot may also result in the rejection of the application.
5. This issues with the approval of Protector General of Emigrants (PGE).


(B.R. Mahato)

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(बिक्काश आर. माहातो)
(BIKASH R. MAHATO)

असत सचिव
Under Secretary
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New Delhi

To

- i) All RAs.
- ii) All PoEs.
- iii) e-Migrate Website