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

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Akbar Bhavan, Chanakya Puri,
New Delhi Dated 24th December, 2016.

CIRCULAR

Subject: Common errors in Bank Guarantees and checklist for other documents required for fresh RC or renewal applications.

While processing applications for fresh RC or renewal etc. on e-Migrate. some common errors have been noted by this Ministry, which is causing unnecessary delays in processing the applications on time and on-line. A list of such common errors and requisite documents is enclosed for strict compliance by all PoEs and the existing/prospective RAs, before uploading requisite documents.

2. This issues with the approval of Protector General of Emigrants (PGE).

Encl: As above.

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To

i) All PoEs.
ii) All R.As.
iii) R.A. Associations.
iv) e-Migrate Website.
Check List for Bank Guarantee

The renewal of R.C. is done in the e-migrate online system. While processing, following shortcomings are observed in the bank guarantees received for renewal:

1. The Bank Guarantee (B.G.) is not in the standard format. The standard format can be seen in the Resources Tab of the e-migrate website.
2. Signatures of the Bank officers do not have bank stamp.
3. POE has not uploaded the confirmation of the Bank Guarantee from the Zonal office of the Bank. The confirmation of bank guarantee from the zonal office of the Bank is required and not from issuing Bank of the B.G.
4. The non-judicial stamp used for Bank Guarantee is of incorrect value (It should be of minimum value Rs.100/-).
5. The Bank Guarantee Confirmation letter does not have the stamp of Bank.
6. The signature name and addresses of two witnesses are not there on the Bank Guarantee, although the standard format of the BG requires that signature, names and addresses of two witnesses with addresses should be there on the Bank Guarantee.
7. The confirmation of Bank Guarantee is uploaded, but the confirmations of Bank Guarantee extensions are not uploaded. The confirmation of bank guarantee and bank guarantee extensions need to be uploaded.
8. The Bank Guarantee is not obtained from a scheduled commercial Bank.
9. The BG extension from the bank should be on Rs. 100 stamp paper.

Therefore, the POEs must ensure that they:

(a) Check before forwarding to the Ministry whether the Bank Guarantee is in standard format.
(b) POE should get the confirmation of the Bank Guarantee from the Zonal office of the Bank (and not from issuing Branch).
(c) The Bank Guarantee should be uploaded by POE, such that it is clearly visible and no portion of the Bank Guarantee should be cut so that when the Bank Guarantee is examined on-line in the Ministry, the complete original Bank Guarantee is available in the uploaded documents.
(d) The application for renewal of RC should not be forwarded unless all the above points are not taken care of, so that multiple times correction/delays in renewals/applications is avoided.

**Checklist for other documents for renewal**

(a) The PVR should be both for agency and the proprietor/MD/Managing Partner.
(b) Form II A along with copy of educational qualification.
(c) List showing the details of ECR and ECNR deployment (year-wise) in tabular form.
(d) Net worth certificate of Rs. 42 lakhs (liquid and fixed assets of Rs.20 lakhs each).
(e) Documents should be uploaded in single page per sheet in PDF format and not in multiple documents in a page.
(f) Documents should be uploaded in the correct link only, otherwise PGE has directed to ‘Send back’ or ‘Reject’ the application.
(g) The documents should be forwarded with *clear recommendation of PoE and mention about complaints/grievances* if any, pending at their end.
(h) All the documents should be *self-attested* only by R.A.
(i) The original documents should be uploaded which should be readily legible.