Foreign Employer (FE) Rationalization

Under FE Rationalization scenario, Recruiting Agent (RA) will register individual foreign employers. Employers registered by RA will be present in his/her internal login and RA can raise demand for those FE registered by him/her.

Some points to remember:

- FE registered by RA, if already registered in emigrate system through Indian Mission shall not be allowed to be registered by RA. Employers registered under this scenario of FE Rationalization need to have unique identification numbers and any individual with duplicate identification number will not be allowed to get registered.
- Work item ARN generated for FE registrations and demands raised will be auto-approved.
- RA directly starts recruitment activity, no need to acknowledge demand.
- Under this scenario, only ECR emigrants can be recruited.
- For this scenario, there is no need to generate employment contract after filing of monthly return and RA can directly apply for Emigration Clearance (EC) after monthly return is done.
- Once registered, FE shall start showing in the dashboard of the RA. RA can Raise Demand from their login for FE’s registered by him/her, for domestic jobs only. Maximum 10 jobs can be created in this case for a particular individual FE in their life time.
- Within 60 days of EC, RA shall need to upload the employment contract registered with Government of country of employment by the employer. RAs not complying this shall be deactivated and Employment Contract uploaded by RAs shall be shown to the POE’s dash board for their verification.
- Employment Contract to be submitted for EC should be attested by jurisdictional Indian Mission.
Under FE Rationalization, RA performs below four steps:

**Step-1: FE Registration** - RA registers individual Foreign Employer (FE) using the functionality provided under Services → FE Registration by RA → FE Registration. These FE registered by him will be shown in RA internal login while raising demand.

**Step-2: Raise Demand by RA** - RA raises demand on the behalf of FE registered by him/her navigating to Services → FE Registration by RA → Raise Demand by RA. Only FE registered by him/her can be used to raise demand.

**Step-3: RA Monthly Return** - RA can fill monthly return for ECR passports only in this scenario of FE rationalization. RA fills monthly return using the functionality provided under Monthly Return → Details for Indian Recruited for Overseas employment → Emigrant with ECR passport to ECR countries.

**Step-4: RA Demand Dashboard** - After monthly return, those job id will be visible in RA Demand Dashboard through which EC can be applied. Employment contract attested by Indian mission can be uploaded once EC is approved. This contract can uploaded within 60 days of EC approval. RA not complying to this rule will be deactivated. This can be done using the functionality provided under Services → FE Registration by RA → RA Demand Dashboard.
1. **FE Registration:**

RA can register FE by navigating to Services → FE Registration by RA → FE Registration.

Employer registration form will be displayed as shown below. No duplicate individual employer will be allowed to get registered that is their identification number (Govt. issued photo id/passport no./FE Id in case of Saudi Arab as in Visa) will be unique.
RA fills the employer details in Employer registration form and click on 'Save and Next' to proceed.

RA uploads the necessary documents and click on 'Save and Next'.
Success page will be displayed to the user containing the FE ID assigned to the employer registered. ARN generated will be auto-approved. RA can proceed directly to raise demand.
2. **Raise Demand by RA**:  

Once registered, FE shall start showing in the dashboard of the RA. RA can Raise Demand from their login for FEs registered by him/her for domestic jobs only. **Maximum 10 jobs can be created in this case for a particular individual FE in their life time**

RA can raise demand by navigating to Services → FE Registration by RA → Raise Demand by RA.

RA can search for the **FE registered by him/her, on the behalf of whom demand is to be raised**, using the following search criteria:
RA selects the FE and clicks on 'Proceed'.

RA fills the demand form.
After adding demand to the list, user clicks on 'Save and Next'.

RA fills the required details.
RA uploads the required documents and clicks on 'submit'.

Success page will be displayed showing the demand details including demand ID and ARN assigned. **ARN generated will be auto-approved. RA can proceed to fill monthly return for ECR passport emigrants.**
3. RA Monthly Return:

Under this scenario, only ECR emigrants can be recruited. For this scenario, there is no need to generate employment contract after filing of monthly return and RA can directly apply for Emigration Clearance (EC) after monthly return is done.

RA fills the monthly return for the demand raised and job id assigned navigating to Monthly Return → Details of Indian Recruited for Overseas Employment → Emigrant with ECR passport to ECR countries.
### Emigrant with ECR Passport to ECR Country

**Instructions:**
- Fields marked with * are mandatory.
- All the jobs should be autosaved for duration of 30 days from the date of form filled.
- Please provide Job Role if you have it readily available
- Or click on Search button to search the desired Job ID
- Or click on Next if you want to select Job ID from the drop down options
- Please do not press F5 or Back button

#### Emigrant with ECR Passport to ECR Country

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job ID</td>
<td>3810050158</td>
</tr>
<tr>
<td>Passport Number</td>
<td></td>
</tr>
</tbody>
</table>

#### Details of Indian with ECR passport going to ECR country for December 2018

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name(As On Passport)</td>
<td>Aakash</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>15/01/1999</td>
</tr>
<tr>
<td>Place of Birth</td>
<td>Pune</td>
</tr>
<tr>
<td>Passport Number</td>
<td>P7841232</td>
</tr>
<tr>
<td>Passport Expired Date</td>
<td>15/01/2025</td>
</tr>
<tr>
<td>Father's Name</td>
<td>Raj Sharma</td>
</tr>
<tr>
<td>Address Line 1</td>
<td>2L, enclave road</td>
</tr>
<tr>
<td>State</td>
<td>PUNGB</td>
</tr>
<tr>
<td>City/Town/Village</td>
<td>mohali</td>
</tr>
<tr>
<td>Country of Employment</td>
<td>SAUDI ARABIA</td>
</tr>
<tr>
<td>Employer Name</td>
<td>Sarfaraz (qureshi)</td>
</tr>
<tr>
<td>Trade(Job Role)</td>
<td>Domestic Driver</td>
</tr>
<tr>
<td>Monthly Wages</td>
<td>15200 SAR</td>
</tr>
<tr>
<td>Acknowledgement Number/Demand ID</td>
<td>BM101447</td>
</tr>
<tr>
<td>Job ID</td>
<td>10859158</td>
</tr>
<tr>
<td>Acknowledgement Number/Demand ID</td>
<td>BM101447</td>
</tr>
<tr>
<td>Total Expenses Incurred By The Worker(NR)</td>
<td>789417</td>
</tr>
<tr>
<td>Date of recruitment/Date of Offer/Appointment letter</td>
<td></td>
</tr>
<tr>
<td>Email ID of the Emigrant</td>
<td></td>
</tr>
</tbody>
</table>
## Emigrant with ECR Passport to ECR Country

### Instructions:
- Fields marked with * are mandatory.
- All the job IDs should be autosaved for duration of 30 days from the date of form filled.
- Please provide Job Role if you have it already available.
- Or Click on Search button to search the desired Job ID.
- Or Click on Next if you want to select Job ID from the drop down options.
- Please do not press F5 or Back button.

<table>
<thead>
<tr>
<th>Passport Number</th>
<th>Name</th>
<th>Job Role</th>
<th>Country of Employment</th>
<th>Employer</th>
<th>Acknowledge No.</th>
<th>Job ID</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>P701222</td>
<td>Akash</td>
<td>Domestic Driver</td>
<td>SAUDI ARABIA</td>
<td>Samarthi</td>
<td>DM101407</td>
<td>JB1090158</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please click here if you have no other details to be added at the moment.

If you have more details to be added, please provide JOB ID and PP No., or simply click NEXT button below. (You should not click SAVE and CLOSE button above, in that case.)

**Job ID**

**Passport Number**

**Clear**  **Next**
4. RA Demand Dashboard:

After monthly return, those job id whose monthly return has been done will be visible in RA Demand Dashboard through which EC can be applied. There is no need to generate employment contract after filing of monthly return and RA can directly apply for Emigration Clearance (EC) after monthly return is done.

Employment contract attested by Indian mission can be uploaded once EC is approved. This contract can uploaded within 60 days of EC approval. RA not complying to this rule will be deactivated.

RA can access Demand dashboard by navigating to Services → FE Registration by RA → RA Demand Dashboard.
RA Demand dashboard is displayed as shown below and RA clicks on 'Apply for EC' corresponding to the job id whose EC is to be done provided that monthly return has been filled by RA for that job ID.

EC form will be displayed, user clicks on validate and clicks on 'Save and Next' to proceed.
User fills the mandatory details and clicks on 'Save and Next'.

---

**Emigrant Registration Form**

<table>
<thead>
<tr>
<th>Passport Details</th>
<th>Visa and Insurance Details</th>
<th>Personal Details</th>
<th>Travel Details</th>
<th>Contact Details</th>
<th>List of Documents</th>
</tr>
</thead>
</table>

**Visa Details**

- **19. Block/Visa Number**: [Input]
- **20. Visa Number**: 789456
- **21. Date of Issue**: 16/01/2019
- **22. Date of Expiry**: 15/01/2022
- **23. Place of Issue**: [Input]
- **24. Visa Type**: Employment/Work

**Insurance Details**

- **25. Policy Number**: 123456
- **26. Insurance Agency**: JFCO-TOKID GENERN.
- **27. Effective from**: 15/01/2019
- **29. Sum Assured (in lakhs)**: 100000

User fills the mandatory details and clicks on 'Next'.

---

**Personal Details**

- **30. Marital Status**: [Input]
- **31. Date of Birth**: [Input]
- **32. Education Qualification**: [Input]
- **33. Common label Name of Qualification**: [Input]

**Number of Dependents**

- **34. Spouse**: [Input]
- **35. Child**: [Input]
- **36. Total Number of Dependents**: [Input]
- **37. Parents**: [Input]
- **38. Siblings**: [Input]

**Bank Details**

- **39. Bank Name**: [Input]
- **40. Nominee Account Number**: [Input]

**Address**

- **41. Address Line 1**: [Input]
- **42. Address Line 2**: [Input]
- **43. City/Town/Village**: [Input]
- **44. District**: [Input]
- **45. State/UT**: [Input]
- **46. Country**: India

**Phone Number**

- **47. Landline Number (India)**: [Input]
- **48. Mobile Number (India)**: 7894569003

---
User fills the mandatory details and clicks on 'Next'.

User uploads the required documents.
User clicks on 'Save as draft' to proceed with EC registration.

ARN is generated for EC.

After receiving visa, apply for EC to be processed by PoE executive and PoE to accept or reject.
Upload employment contract attested by Indian Mission:

Within 60 days of EC, RA shall need to upload the employment contract registered with Government of country of employment by the employer. RAs not complying this shall be deactivated and Employment Contract uploaded by RAs shall be shown to the POE’s dashboard for their verification.

Employment Contract to be submitted for EC should be attested by jurisdictional Indian Mission.

Employment contract can be uploaded by RA once EC is approved. It can be done in demand dashboard using ‘Upload document’ link.
Using browse button, user can select the document and upload it. Click on 'Save and Next' to proceed.

Once contract is uploaded, success message will be displayed to the user.