

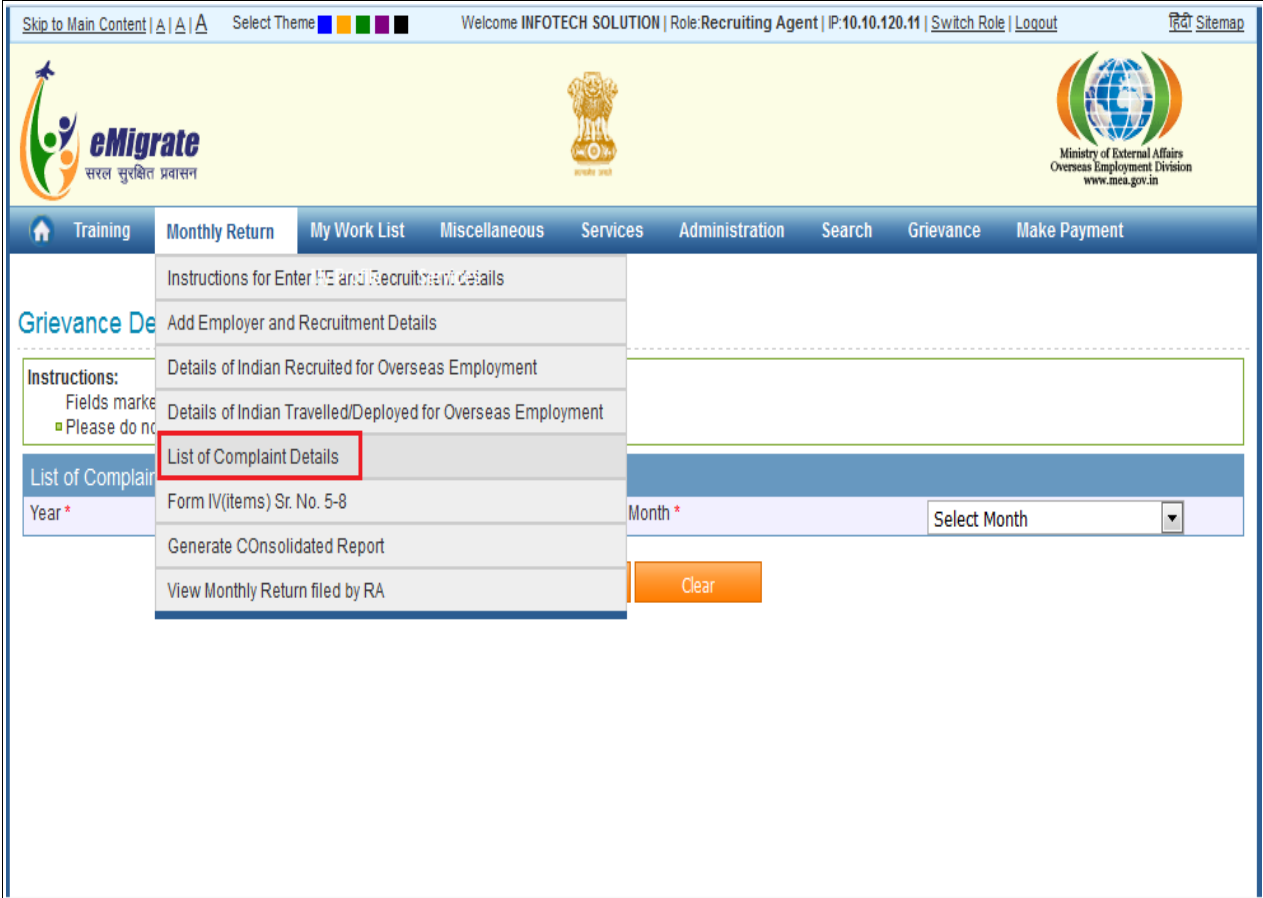
Steps to file Nil Monthly Return by RA

RA can file Nil Monthly report if he/she does not have any data for Recruited and deployed section in that month. Usually, Monthly return to be file by RA contains 3 sections- Recruited, Deployed and Other Details section. If RA wants to file Nil Monthly Report, only 1 section is mandatory which is Other Details section (List of Complainant Details and Form IV).

Below are the steps to file Nil Monthly Return:

1) List of Complainant Details

1.a. Click on the following link mentioned in the screen.




The screenshot displays the eMigrate portal interface. At the top, there is a navigation bar with the text "Skip to Main Content", "Select Theme", "Welcome INFOTECH SOLUTION | Role: Recruiting Agent | IP:10.10.120.11 | Switch Role | Logout", and a "हिंदी Sitemap" link. Below this is a header section with the eMigrate logo (सरल सुरक्षित प्रवासन), the Government of India emblem, and the Ministry of External Affairs Overseas Employment Division logo (www.mea.gov.in). A blue navigation menu contains links for Training, Monthly Return, My Work List, Miscellaneous, Services, Administration, Search, Grievance, and Make Payment. The "Monthly Return" menu is expanded, showing a list of options: "Instructions for Enter HE and Recruitment details", "Add Employer and Recruitment Details", "Details of Indian Recruited for Overseas Employment", "Details of Indian Travelled/Deployed for Overseas Employment", "List of Complaint Details" (highlighted with a red box), "Form IV(items) Sr. No. 5-8", "Generate CONSolidated Report", and "View Monthly Return filed by RA". To the right of the menu, there is a "Year *" field, a "Month *" dropdown menu with "Select Month" text, and a "Clear" button.

Screen -1

1.b. Select year and month then click on submit button.

Skip to Main Content | [A](#) | [A](#) | [A](#) | Select Theme  Welcome INFOTECH SOLUTION | Role: Recruiting Agent | IP: 10.10.120.11 | [Switch Role](#) | [Logout](#) हिंदी Sitemap



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Grievance Details


Instructions:
Fields marked with* are mandatory.
Please do not press F5 or Back button




List of Complaints received from Emigrants

Year *	<input type="text" value="2018"/>	▼	Month *	<input type="text" value="April"/>	▼
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Screen -2

- 1.c. All the grievance raised in the selected month against the logged in RA gets display. RA needs to accept the declaration by clicking the check box and then close it.

Skip to Main Content | A | A | A Select Theme  Welcome INFOTECH SOLUTION | Role: Recruiting Agent | IP: 10.10.120.11 | Switch Role | Logout हिंदी Sitemap

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[Training](#)
[Monthly Return](#)
[My Work List](#)
[Miscellaneous](#)
[Services](#)
[Administration](#)
[Search](#)
[Grievance](#)
[Make Payment](#)

Grievance Details

Instructions:
 Fields marked with* are mandatory.
 Please do not press F5 or Back button

Monthly Report						
Sr. No.	Grievance Number	Complaint Name	Type of Grievance	Grievance Description	Current Status	Passport Number
1	GR10088	dfsdfsdfsdfsdfsdfsdf	Emigrant missing	dfsdfsdfsdfsdfsdfsdf	Closed	B7834023
2	GR10089	hjasjdghjashjg hghjghj	Property Disputes	xcvxc dfsdfsdfs	Under Scrutiny By Grievance Cell	B0123654

Declaration

All complaints reported to me directly by emigrate or there representatives have been logged online on emigrate.

I accept this declaration

Close

2) FORM IV Details

2.a. Now navigate to FORM IV highlighted in below screen.

The screenshot shows a web application interface with a blue navigation bar at the top containing the following menu items: Training, Monthly Return, My Work List, Miscellaneous, Services, Administration, Search, Grievance, and Make Payment. Below the navigation bar, there is a section titled "Instructions:" with the following text: "Fields marked with* are mandatory." and "Please do not press F5 or Back button". Below the instructions, there are several menu items, each consisting of a blue header and a light blue body. The items are: "Details of Indian Recruited for Overseas Employment" with sub-items 1. Emigrant with ECR Passport to ECR Countries, 2. Emigrant with ECNR Passport to ECR Countries, 3. Emigrant with ECR Passport to ECNR Countries, and 4. Emigrant with ECNR Passport to ECNR Countries; "Details of Indian Deployed/Trave for Overseas Employment" with sub-items 1. Emigrant with ECR Passport to ECR Countries, 2. Emigrant with ECNR Passport to ECR Countries, 3. Emigrant with ECR Passport to ECNR Countries, and 4. Emigrant with ECNR Passport to ECNR Countries; "List of Complaint Details"; "Form IV items (5-8)" with the sub-item "Form IV (items) Sr. No. 5-8" highlighted in green; and "Generate Consolidated Report" with the sub-item "Consolidated Report".

Instructions:
Fields marked with* are mandatory.
Please do not press F5 or Back button

Details of Indian Recruited for Overseas Employment

1. Emigrant with ECR Passport to ECR Countries
2. Emigrant with ECNR Passport to ECR Countries
3. Emigrant with ECR Passport to ECNR Countries
4. Emigrant with ECNR Passport to ECNR Countries

Details of Indian Deployed/Trave for Overseas Employment

1. Emigrant with ECR Passport to ECR Countries
2. Emigrant with ECNR Passport to ECR Countries
3. Emigrant with ECR Passport to ECNR Countries
4. Emigrant with ECNR Passport to ECNR Countries

List of Complaint Details

List of Complaint Details


Form IV items (5-8)


Form IV (items) Sr. No. 5-8


Generate Consolidated Report


Consolidated Report

2.b. Select year and month then click on submit button.

Skip to Main Content | A | A | A | Select Theme  Welcome INFOTECH SOLUTION | Role: Recruiting Agent | IP: 10.10.120.11 | [Switch Role](#) | [Logout](#) [हिंदी](#) [Sitemap](#)

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Monthly Report

Instructions:
Fields marked with* are mandatory.
■ Please do not press F5 or Back button

Form IV (Items) Sr. No. 5-8

Year *	2018	▼	Month *	April	▼
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Screen -5

2.c. Fill all the Mandatory details in the form then click on save & close button.

Home Training Administration Report Miscellaneous My Work List Services Search Grievance Make Payment My Profile

Monthly Report

Instructions:
Fields marked with * are mandatory.
■ Please do not press F5 or Back button

Form IV (items) Sr. No. 5-8

1. Number of times website was updated during the month* on

2. Whether any employers on whose behalf recruitment is done has been blacklisted? * Yes No
If Yes, furnish following details:

Employer Name	Employer Email Id
<input type="text"/>	<input type="text"/>

3. Whether any action has been initiated under Section14 or Section24 of Emigration Act 1953? * Yes No
If Yes, furnish following details:
Status

4. Statutory dues including income-tax and service-tax has been paid in time?

5. Amount of Service Tax deposited

6. Amount of Income Tax deposited

7. Amount of Other Tax deposited

8. Foreign Exchange earned in the month


Screen -6




3) Generate Consolidate Report

3.a. Once all the details has been submitted then RA can generate consolidate report using menu option given below.

The screenshot displays a web application interface with a top navigation bar containing the following menu items: Training, Monthly Return, My Work List, Miscellaneous, Services, Administration, Search, Grievance, and Make Payment. The 'Monthly Return' menu is expanded, showing a list of options. The option 'Generate Consolidated Report' is highlighted with a red rectangular border. Below the navigation bar, the main content area is divided into several sections, each with a blue header and a light blue body. The sections are: 'Instructions for Enter FE and Recruitment details', 'Add Employer and Recruitment Details', 'Details of Indian Recruited for Overseas Employment', 'Details of Indian Travelled/Deployed for Overseas Employment', 'List of Complaint Details', 'Form IV(items) Sr. No. 5-8', 'Generate Consolidated Report', and 'View Monthly Return filed by RA'. The 'Generate Consolidated Report' section is currently selected, showing a list of links: '1. Emigrant with ECR Passport to ECR Countries', '2. Emigrant with ECNR Passport to ECR Countries', '3. Emigrant with ECR Passport to ECNR Countries', and '4. Emigrant with ECNR Passport to ECNR Countries'. Below this, there are sections for 'List of Complaint Details', 'Form IV items (5-8)', and 'Form IV (items) Sr. No. 5-8'. At the bottom, there is a section for 'Generate Consolidated Report' with a link to 'Consolidated Report'.

3.b. Select year and month then click on submit button.

Skip to Main Content | A | A | A | Select Theme  Welcome INFOTECH SOLUTION | Role: Recruiting Agent | IP: 10.10.120.11 | [Switch Role](#) | [Logout](#) [हिंदी](#) [Sitemap](#)

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RA Monthly Consolidated Report

Instructions:
Fields marked with* are mandatory.
■ Please do not press F5 or Back button

Consolidated Report

Year	2018	▼	Month *	April	▼
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Screen -8

- 3.c. Count of all the reports which RA have filled will display. Click on “Submit” button to generate consolidate report.

RA Monthly Consolidated Report

Instructions:
Fields marked with* are mandatory.
■ Please do not press F5 or Back button

Consolidated Report

Details of Indian Recruited for Overseas Employment	
1. Emigrant with ECR Passport to ECR Countries	0
2. Emigrant with ECNR Passport to ECR Countries	0
3. Emigrant with ECR Passport to ECNR Countries	0
4. Emigrant with ECNR Passport to ECNR Countries	0

Details of Indian Deployed for Overseas Employment	
1. Emigrant with ECR Passport to ECR Countries	0
2. Emigrant with ECNR Passport to ECR Countries	0
3. Emigrant with ECR Passport to ECNR Countries	0
4. Emigrant with ECNR Passport to ECNR Countries	0

List of Complaint Details	
List of Complaint Details	2

Other Details	
Form IV (Items) Sr. No. 5-8	1


Declaration


I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief. In case of any of the information submitted in the return is found to be false or untrue or misleading or misrepresenting, I am aware that I shall be held liable for it.


I confirm that the information provided above is fully correct. I am aware that in case any discrepancy is found I shall be liable for that.

3.d. Once RA submits monthly return, below screen gets display.

Skip to Main Content | Select Theme Welcome INFOTECH SOLUTION | Role: Recruiting Agent | IP: 10.10.120.11 | [Switch Role](#) | [Logout](#) [हिंदी](#) [Sitemap](#)

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Monthly Consolidated Report

Report Generated successfully, you will receive your report within 24 hours in your mail box.

[Home](#)

4) View Submit Monthly Return

Respective RA can view their submitted monthly return from the menu “Miscellaneous >> View Submit Monthly Return”. Refer below screen.

The screenshot displays the eMigrate web application interface. At the top, there is a navigation bar with the following elements: "Skip to Main Content | A | A | A Select Theme" (with color selection icons), "Welcome INFOTECH SOLUTION | Role: Recruiting Agent | IP: 10.10.120.11 | Switch Role | Logout", and a "हिंदी Sitemap" link. Below the navigation bar is a header section containing the eMigrate logo (with the tagline "सर्व सुरुक्ति प्रवाहण"), the State Emblem of India, and the logo of the Ministry of External Affairs, Overseas Employment Division (www.mea.gov.in). A main navigation menu is located below the header, with options: Home, Training, Monthly Return, My Work List, Miscellaneous, Services, Administration, Search, Grievance, and Make Payment. The "Miscellaneous" menu is currently open, showing a list of options: "common.global.ECrep: rti profile", "Apply For Nurse Designation", "Edit Rejected Passport Details", "Generate Interview Letter", "Generate payment Receipt", "Update Migrated Data", and "View Submit Monthly Return". The "View Submit Monthly Return" option is highlighted with a red rectangular border. On the left side of the main content area, the text "DashBoard Details" is visible.