CIRCULAR

Subject: Timely submission of application for Emigration Clearances.

It is observed that Recruiting Agents (RAs) or even directly recruited emigrants while seeking Emigration Clearances (EC), apply for the EC when the visa is about to expire. Applying EC at the close of visa expiry, doesn’t seem to be justified, when the visas are usually valid for two or more months and also leaves insufficient time for the examination of all documents by the PoEs.

2. Verification of EC application is a time taking process because of the following-
   i) FE details in the visa are to be verified.
   ii) Sometimes prescribed employment contract are not uploaded by the applicant at the designated place.
   iii) Copy of passport or photograph or visa uploaded is not readable.
   iv) Incomplete/Incorrect address of the Emigrant.
   v) Incorrect mobile number.
   vi) Incorrect documents e.g. ‘RC Copy of the RA’ was uploaded in place of ‘Labour Quota Approval given to the FE’ etc.

3. The deficiencies pointed out in para 2 above are also resulting in the printing of Emigrant Id Card with incorrect particulars. As a result, sometimes Emigrant Id Cards are returned without being delivered to the emigrants.

4. It is therefore to be noted by the RAs, Emigrants and also by the Foreign Employers (FE) that the EC should be applied with at least 15 working days of visa validity remaining or preferably as soon as the visa is issued for the emigrant. Other formalities required for emigration including the Employment Contract to be completed before the visa is applied. Timely EC application would do away with the need to make repeated request for early EC processing in the name of visa expiry. Travel arrangements such as tickets etc. should also be booked only after the EC application is approved.

5. RAs, Emigrants and FEIs should also take due care of the deficiencies pointed in para 2 above at the time of raising demand or applying for EC to avoid the rejection of their EC application.

These issues with the approval of Joint Secretary and PGE

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Under Secretary to the Government of India
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Through emigrate website:
To,
1. All Protector of Emigrants.
2. All Recruiting Agents.
3. All Foreign Employers.
4. General Public/ Emigrants