ORDER

Subject: Online Submission of Monthly Return by registered Recruiting Agents.

Some of the prominent RA Federations had been requesting that 'Monthly Return' should be allowed to be furnished ‘ON-LINE’ in this day & age of eGovernance and hard copy submission of Monthly Return to be discontinued. The request of the Federations has been considered in detail and the Competent Authority has approved the introduction of online submission of Monthly Return with effect from 1st February 2017.

2. Therefore, an online provision has been made for the registered Recruiting Agents (RAs) for filing Monthly Return online under their eMigrate login id on trial basis for 3 months, starting from 1st February 2017 to 30th April, 2017. During this period the RAs shall have to file the monthly return both online as well as submit the return in hard copy to the jurisdictional PoE offices. From 1st May, 2017 all RAs will be required to submit Monthly Return only through online mode mandatorily.

3. During the trial period, RAs can file the monthly return for previous month during all 30 days in the current month. However after the completion of trial period i.e. from 1st May, 2017, Monthly Return can only be submitted before 10th of the succeeding month.

4. Now onwards RAs who do not submit their monthly return online, may have their login ids deactivated in order to prevent the misuse of their login, which has been reported to this Ministry.

5. The detailed procedure and requirements to file the Monthly Return online is enclosed herewith.

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

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To,
1. All RAs through emigrate website.
2. All PoEs for necessary and compliance.
3. Members of Public
4. OWRC helpline.
5. Project Director, eMigrate Project, TCS.
Guidelines and Process for filing Monthly Return online

1. RA is required to login to eMigrate System using his User Id and Digital Signature Certificate (DSC).

2. Details of following types of emigrants are required to be provided by the RA in the Monthly Return-
   i) ECR/ECNR Passport Holders going to ECR Countries
   ii) ECR/ECNR Passport Holders going to ECNR Countries

3. Following are the steps for filing Monthly Return online-
   i) Add Employer and Recruitment details (in case of FE is from ECNR country)
   ii) Number of workers recruited for Overseas Employment
   iii) Number of workers travelled/deployed for Overseas Employment
   iv) List of complaint details
   v) Form IV (Items) Sr. No. 5-8
   vi) Generate Consolidated Report

4. Registration of Demand (in case of FE is from ECNR country)
   i) RA is required to first register the demand received from Foreign Employer (FE) from ECNR countries through: Monthly Return → Enter Employer and recruitment details. The RA shall register such demands within 3 days of receiving the same from the FE.

ii) RA fills the Name of Employer, Country and Company Registration number/ Sponsor No. / Personal Identification No. (in case of Individual Employer) and clicks ‘Validate’ button.

iii) RA then completes the form shown below. RA must ensure that the Registration No. mentioned is exactly what is allotted to the FE by his country. The RA shall also be required to upload the copy of Company Registration No. in support of the information being provided here. FE registered through this process shall be identified in the system by this Registration No.
iv) RA is required to provide the details of demand received from the FE and declare the terms and condition of the employment as per the form below.

v) RA is required to upload the following supporting documents -
   a. Specimen Employment Contract signed by FE and self-attested by RA (In English)
   b. Demand letter signed by FE and self-attested by the RA (In English)
   c. Power of Attorney given by FE to the RA and self-attested by RA (In English)
   d. Affidavit from RA (In English) stating that all details provided is correct
   e. Copy of the Company Registration No. / Sponsor No. / Personal Identification No. (in case of individuals) issued to FE by the country of the employment
   f. Copy of the Valid Approval from Local Govt. (i.e. country of employment) issued to the FE for hiring Indian worker
Important: In case any document mentioned at (e) and (f) above is not in English, RA must also upload the self-attested copy of English translation of the same.

vi) After successful submission of the demand details by RA, an acknowledgement number will be generated. RA is required to email this Acknowledgement No. to helpdesk@emigrate.gov.in. The details provided in the acknowledgement shall be verified for data entry errors, if any. Once it is verified, the acknowledgement no. can be used from drop down menu under ‘Acknowledgement Number’. The FE mentioned in the demand details shall be made available in the system for registering demand details by any of the RAs. Any FE from ECNR country can be added by the RAs only once, through this process. System shall identify/validate the FE by Company Registration Number/Personal Identification Number if already available in the system. Therefore it is of utmost importance that the RA provide the exact and correct Company Registration No. of the FE at the time of registering the demand. RAs found to be providing incorrect details shall be deactivated without any prior notice.

4 (B). In case of ECR countries the FE shall be required to register his demands online after registration through Indian Mission as per process already in practice. For demands received from Foreign Employers in ECNR countries, the RAs shall first require to register such demands.

5. Providing the details for emigrants recruited for Overseas Employment- RAs are required to provide the details of the emigrants recruited i.e. who have accepted the offer for overseas employment in writing but not yet deployed with the FE or the Emigration Clearance (EC) is not yet applied by the RA (in case the emigrant being ECR passport holder).
   i) RA to select any of the following options from Monthly Return → Number of workers recruited for Overseas Employment → Emigrant with ECR passport to ECR countries/ Emigrant with ECNR passport to ECR countries/ Emigrant with ECR passport to ECNR countries/ Emigrant with ECNR passport to ECNR countries (depending upon ECs obtained by RA).
SCENARIO 1: EMIGRANT WITH ECR PASSPORT TO ECR COUNTRIES

Number of workers Recruited for overseas employment

- Select Year
- Select Month

SCENARIO 2: EMIGRANT WITH ECNR PASSPORT TO ECR COUNTRIES/ EMIGRANT WITH ECR PASSPORT TO ECNR COUNTRIES/ EMIGRANT WITH ECNR PASSPORT TO ECNR COUNTRIES

a. RA to select the 'Month' and 'Year' for which Monthly Return is to be filed.

b. RA will provide the details of the emigrants recruited as per the format given below, after selecting the month and year.

c. The detail of each of emigrants recruited in the respective month can be added by the RA using 'Add to list' option and by clicking 'Save and Close'.
d. ‘Add to list’ option can be used at different instances as many times as RA wants to add the details of emigrants recruited as and when required but before the consolidated report is generated. Once consolidated report is generated, Monthly Return cannot be modified.

6. Providing the details for emigrants deployed for overseas employment- After RA provides the details of the workers ‘recruited’ as mentioned in para 5 above, the same shall be available for updating their deployment status using menu Monthly Return→ Number of workers deployed for Overseas Employment. RA can choose the passport No. from the dropdown and add more emigrants using ‘ADD TO LIST’ option and the ‘Save and Close’.

i) After RA selects the ‘Month’ and ‘Year’, RA can choose particular passport No. On choosing the passport number, the details of the emigrant which were filled under ‘Recruited’ section, shall be displayed. The RA shall also be required to update the ‘Job Designation on visa’ at this stage.

ii) The detail of each of emigrants deployed is required to be added by RA using ‘Add to list’ option and by clicking ‘Save and Close’.
iii) 'Add to list' option can be used at different instances as many times as RA wants to add the details of emigrants deployed as and when required but before the consolidated report is generated. Once the consolidated report is generated, Monthly Return cannot be modified.

7. **List of Complaint Details:** This step can be done only after completion of filling the details for workers recruited and deployed for all 4 categories for a particular month as mentioned in para 5 & 6 above. In view of that all complaints are handled online through eMigrate System by the concerned office, the RAs are also expected to log the complaint received to him directly from the emigrants in eMigrate online so that their redressal is monitored online. In view of this using the menu Monthly Return ➔ List of Complaint Details, RA is required to only declare that all the grievances received till that date (including the ones directly received from emigrant) against him are logged in eMigrate online either by RA himself or Ministry/OWRC.

8. **FORM IV ITEMS (Sr. No. 5-8)**

i) After completion of all activities mentioned in points 5, 6 and 7 above, RA shall be required to fill the Form IV details (Sr. No. 5-8) for the selected month using the Monthly Return ➔ Form IV ITEMS (SR. No. 5-8) as per the following screen:
9. **GENERATE CONSOLIDATED REPORT**

i) After the RA fills the Form IV details (Sr. No. 5-8), as explained in point 8 above, RA can generate the consolidated report of the monthly return for selected month. With this, the process of Monthly Return shall be completed.

ii) After the successful generation of 'Consolidated Return', a copy of the same shall be sent to the RA by email within 24 hours.