New Delhi, the 10th July, 2020.


Lately, the Ministry has been receiving letters mails from some RAs regarding delay in processing of online renewal cases. According to the RAs, they have submitted the online applications (PTs) with all necessary documents but the same are stuck because of some action pending on part of their jurisdictional PoEs, namely office inspection, PVRs or confirmation of bank guarantees. This is largely due to the restrictions imposed by various State Governments as a result of pandemic Covid-19, which has forced the PoE offices to work within the limitations of staff and movement.

2. The matter has been considered in the Ministry and it has been decided to consider approval of such renewal cases, applications being otherwise complete, where online PTs are stuck only for (i) PoE inspection; (ii) PVRs; and (iii) BG confirmation. All PoEs are, therefore, advised to forward all such cases, online PTs as well as hardcopies of documents, to the OE & PGE Division for consideration for regular renewal. The concerned PoEs will upload these deficient documents in the PTs as and when these requirements are complied with. In cases where any of these reports has anything adverse against the RA, those cases may be brought to the notice of the Ministry for further necessary action as deemed fit.

3. However, before forwarding such cases to OE & PGE Division, PoEs will obtain an undertaking (through mail) from the concerned RAs, on their letter heads, as per format attached, and upload the same in the concerned PTs.

4. The above process is to be followed initially in the cases where RCs have either already expired or are due to expire in the months of July-August, 2020. All PoEs are requested to take appropriate action on renewal cases covered under the above criteria.

5. This approves with the approval of the Competent Authority.

(Rajesh Sharma)
Deputy Secretary (OE.I)
Tele: 011 – 2419 7909

Copy to:

1. All PoEs.
2. PPS to JS (OE) & PGE.
3. Director (OE-III)/Director (OE-II)/US (OE-1A)/US (OE1B)/US (OE-II).
4. PMU/eMigrate.
UNDERTAKing

I ____________________________, proprietor/Managing Partner/MD of ____________________________, located at ____________________________,

do hereby declare that:

(i) The area of my office premises is 50 Sq. meters or more;

(ii) That there is nothing adverse against me in police records;

(iii) That the bank guarantees/extension submitted by me for renewal of my RC are all genuine.

2. In case any of the above information is found incorrect at any stage in future, my RC is liable to be cancelled and action, as deemed fit, can be taken against me and my agency.

Signature/Seal