

Steps to follow while doing Raise Permit for Direct Recruitment by FE for selected country

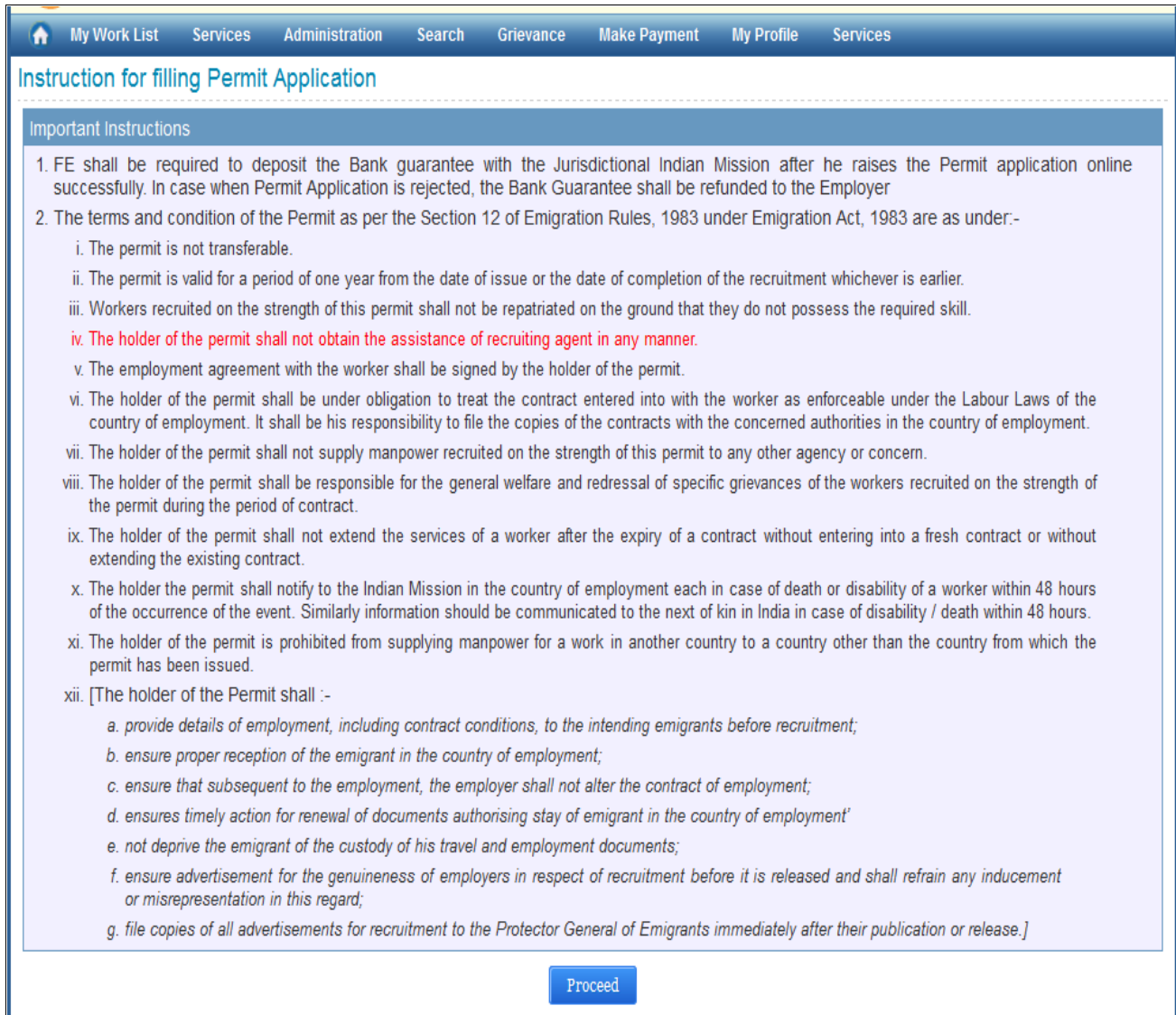
Step 1: Foreign Employer (FE) should be registered on eMigrate System and should have his/her Login Id and Password. FE logs into the eMigrate System and raises a permit by navigating to the path shown in screen-1.

SCREEN-1

The screenshot displays the eMigrate system interface. At the top, there is a navigation bar with links for 'Skip to Main Content', 'Select Theme', and user information: 'Welcome devesh | Role:Employer | IP:10.10.120.11 | Switch Role | Logout'. The eMigrate logo and the Ministry of External Affairs logo are also visible. Below the navigation bar, there is a menu with options: 'My Work List', 'Services', 'Administration', 'Search', 'Grievance', 'Make Payment', 'My Profile', and 'Services'. The 'Services' menu is expanded, showing a list of options: 'Direct Recruitment under Indian Mission Attestation', 'Intimation of Advertisement published by RA', 'Apply for Emigration Clearance', 'common.global.UpdtRaid', 'Track Application Status', 'Generate Individual Employment Contract', 'Raise Permit for Direct Recruitment by Foreign Employer' (highlighted with a red border), 'Resubmit Application', and 'Raise Demand'.

Step 2: After clicking on the menu, following page gets display. Read the instructions carefully and then proceed further.

SCREEN-2



The screenshot displays a web application interface with a navigation menu at the top containing: My Work List, Services, Administration, Search, Grievance, Make Payment, My Profile, and Services. Below the menu is a header for "Instruction for filling Permit Application". A section titled "Important Instructions" contains a list of 12 numbered items. Item 1 states that the FE must deposit a bank guarantee with the Jurisdictional Indian Mission. Item 2 lists conditions for the permit, including its non-transferability, validity period, and the requirement that the holder must not use recruiting agents. Item 12 lists specific duties for the permit holder, such as providing employment details to intending emigrants and ensuring proper reception in the country of employment. A blue "Proceed" button is located at the bottom center of the page.

My Work List Services Administration Search Grievance Make Payment My Profile Services

Instruction for filling Permit Application

Important Instructions

1. FE shall be required to deposit the Bank guarantee with the Jurisdictional Indian Mission after he raises the Permit application online successfully. In case when Permit Application is rejected, the Bank Guarantee shall be refunded to the Employer
2. The terms and condition of the Permit as per the Section 12 of Emigration Rules, 1983 under Emigration Act, 1983 are as under:-
 - i. The permit is not transferable.
 - ii. The permit is valid for a period of one year from the date of issue or the date of completion of the recruitment whichever is earlier.
 - iii. Workers recruited on the strength of this permit shall not be repatriated on the ground that they do not possess the required skill.
 - iv. **The holder of the permit shall not obtain the assistance of recruiting agent in any manner.**
 - v. The employment agreement with the worker shall be signed by the holder of the permit.
 - vi. The holder of the permit shall be under obligation to treat the contract entered into with the worker as enforceable under the Labour Laws of the country of employment. It shall be his responsibility to file the copies of the contracts with the concerned authorities in the country of employment.
 - vii. The holder of the permit shall not supply manpower recruited on the strength of this permit to any other agency or concern.
 - viii. The holder of the permit shall be responsible for the general welfare and redressal of specific grievances of the workers recruited on the strength of the permit during the period of contract.
 - ix. The holder of the permit shall not extend the services of a worker after the expiry of a contract without entering into a fresh contract or without extending the existing contract.
 - x. The holder the permit shall notify to the Indian Mission in the country of employment each in case of death or disability of a worker within 48 hours of the occurrence of the event. Similarly information should be communicated to the next of kin in India in case of disability / death within 48 hours.
 - xi. The holder of the permit is prohibited from supplying manpower for a work in another country to a country other than the country from which the permit has been issued.
 - xii. [The holder of the Permit shall :-
 - a. provide details of employment, including contract conditions, to the intending emigrants before recruitment;
 - b. ensure proper reception of the emigrant in the country of employment;
 - c. ensure that subsequent to the employment, the employer shall not alter the contract of employment;
 - d. ensures timely action for renewal of documents authorising stay of emigrant in the country of employment'
 - e. not deprive the emigrant of the custody of his travel and employment documents;
 - f. ensure advertisement for the genuineness of employers in respect of recruitment before it is released and shall refrain any inducement or misrepresentation in this regard;
 - g. file copies of all advertisements for recruitment to the Protector General of Emigrants immediately after their publication or release.]

Below form gets display after clicking on proceed button. Now Employer shall enter the details and add these details in the list.

SCREEN-3

Skip to Main Content | A | A | A
Select Theme ■ ■ ■ ■ ■
Welcome devesh | Role:Employer | IP:10.10.120.11 | [Switch Role](#) | [Logout](#)
हिंदी Sitemap





Home
My Work List
Services
Administration
Search
Grievance
Make Payment
My Profile
Services

Raise Permit for Direct Recruitment by Foreign Employer

Job Details

Other Details

List of Documents

Instructions:

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

Employer Details

| | | | |
|-------------------|-----------|----------------------|---------|
| Employer Email Id | FE5000667 | Employer Name | devesh |
| Country | KUWAIT | Type of Organization | Company |

Job Details

| | | | |
|-----------------------|---------------------------|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| Category * | Skilled | Experience Level * | Junior (1- 3 yrs.) |
| Job Role * | AC & Mechanic & II | Period of Employment (Months) * | 10 |
| Number of vacancies * | 50 | Job Description * | AC Mechanic required |
| Age Limit * | below 40 | Gender Preference * | <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> No preference |
| Currency * | KWD | Minimum Monthly Salary * | 3500 |
| Work-Timings * | From 09:00 AM To 07:00 PM | Details of mode of settlement of disputes | |
| Total working hours * | 10.00 | As per Employment contract signed with the Emigrant | |

Facilities provided by employer in addition to monthly salary

| | | |
|----------------------------------------------------------------------------------------------------------|--------|--------------------------|
| Whether Transportation facility is provided? * | Yes No | <input type="text"/> |
| Whether leave benefits are provided as per local labour law? * | Yes No | <input type="text"/> |
| Whether free food is provided? If No, Allowance Value(In case food is included in consolidated salary) * | Yes No | <input type="text"/> |
| Whether free Accomodation is provided? If No, Allowance value * | Yes No | <input type="text"/> KWD |
| Whether Overtime allowance is payable as per local labour laws? If Yes, Allowance value * | Yes No | <input type="text"/> KWD |
| Whether Visa fee is provided? * | Yes No | <input type="text"/> |
| Whether weekly off is provided? * | Yes No | <input type="text"/> |
| Whether To and fro airfare is Provided? * | Yes No | <input type="text"/> |
| Whether Insurance facility is provided? If Yes, Insurance details * | Yes No | <input type="text"/> |
| Whether free Medical facility is provided? If Yes, Medical facility details * | Yes No | <input type="text"/> |
| Whether Paid leave is provided? If Yes, Leave details * | Yes No | <input type="text"/> |
| Any Other facility provided? If Yes, give details * | Yes No | <input type="text"/> |

Have provision in regard to disposal or transportation of dead body of emigrants to India ? *

Clear
Add To List

List

| S No. | Category | Experience Level | Job Role | Number of vacancies | Job Description | Age Limit | Gender Preference | Salary Offered | Facility |
|-------|----------|--------------------|--------------------|---------------------|----------------------|-----------|-------------------|----------------|----------|
| 1 | Skilled | Junior (1- 3 yrs.) | AC & Mechanic & II | 50 | AC Mechanic required | below 40 | Male | 3500.0 KWD | |

Cancel
Save & Next

Details added in the list. Now FE can click on “Save & Next” button.

Step 3: Employer shall enter “Other Details” and click on “Save & Next” button.

SCREEN-4

Skip to Main Content | A | A | A | Select Theme | Welcome devesh | Role: Employer | IP: 10.10.120.11 | Switch Role | Logout | हिंदी | Sitemap

  
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Overseas Employment Division
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My Work List | Services | Administration | Search | Grievance | Make Payment | My Profile | Services

Other Details

Job Details | **Other Details** | List of Documents

Instructions:

- Fields marked with* are mandatory.
- Please select date from calendar
- Please do not press F5 or Back button

Details of Approval issued to the Employer by govt. of the country of employment for recruiting Indian emigrants

| | | | |
|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| Approval Number * | <input type="text" value="185"/> | Approval Expiry Date in the Approval issued to the Employer by the Govt. of the country of Employment for recruiting Indian emigrants * | <input type="text" value="06/08/2018"/> |
| Number of vacancies in the Approval issued to the Employer by the Govt. of the country of Employment for recruiting Indian emigrants * | <input type="text" value="20"/> | How does the applicant (Employer) proposes to carry out the recruitment* (Employer cannot seek the assistance of Recruiting Agent in any manner) | <input type="text" value="Already selected (For Govt. app)"/> |
| Permit Expiry Date as per eMigrate system (Employer has to complete the recruitment process with in this period) | <input type="text" value="05/02/2019"/> | Has the applicant arranged to obtain employment visa for the proposed number of emigrants * | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| If Yes, Basis of visa * | <input type="radio"/> Block <input checked="" type="radio"/> Individual | Visa Number | <input type="text" value="V14"/> |

Step 4: Employer shall upload the required documents and submits the form.

SCREEN-5

The screenshot shows the eMigrate web application interface. At the top, there is a header with navigation links: "Skip to Main Content", "Select Theme" (with color options), "Welcome devesh | Role:Employer | IP:10.10.120.11 | Switch Role | Logout", and "हिंदी Sitemap". Below the header is a banner 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 main navigation bar contains links: "My Work List", "Services", "Administration", "Search", "Grievance", "Make Payment", "My Profile", and "Services".

The main content area is titled "List of Document". It features three tabs: "Job Details", "Other Details", and "List of Documents". Below the tabs, there is an "Instructions" section with the following points:

- Fields marked with*are mandatory.
- Documents exceeding 4 MB size will truncate non mandatory documents.
- Please do not press F5 or Back button

Below the instructions, there is a "List of Documents" section with a table containing one entry:

| List of Documents | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| 1 Approval issued to the Employer by the Government of the country of Employment for recruiting Indian emigrants (Along with the certified English translation)* | <input type="button" value="Browse"/> |

At the bottom of the page, there are two buttons: "Previous" and "Submit".

Step 5: Following screen gets display once Employer submits the form.

SCREEN-6

Skip to Main Content | A | A | A Select Theme  Welcome devesh | Role:Employer | IP:10.10.120.11 | [Switch Role](#) | [Logout](#) हिंदी Sitemap

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[Home](#) [My Work List](#) [Services](#) [Administration](#) [Search](#) [Grievance](#) [Make Payment](#) [My Profile](#) [Services](#)

Permit submitted successfully

Your Application Reference Number (ARN) is **PT5003156**
use **ARN** for any further communication regarding your application.
You may view/download the demand approval certificate by clicking the PDF icon 

The details along with the Permit Application has been e-mailed to you
To proceed with Permit process please follow the instructions provided in the mail.
Please proceed to pay Rs. 2000 online for the fees for permit application (as required under Section 11(3) under Emigration rules 1983, under Emigration Act, 1983) through
Make Payment > Make Payment For Employer Permit >

Step 6: Now Employer can proceed for payment from the menu provided to him. For reference go through the below screen 7.

SCREEN-7

The screenshot displays the eMigrate portal interface. At the top, there is a navigation bar with links for 'Skip to Main Content', 'Select Theme' (with color options), 'Welcome devesh | Role:Employer | IP:10.10.120.11 | Switch Role | Logout', and a 'हिंदी Sitemap' link. Below this is a header section with the eMigrate logo on the left, the State Emblem of India in the center, and the Ministry of External Affairs Overseas Employment Division logo on the right. A blue navigation menu contains 'My Work List', 'Services', 'Administration', 'Search', 'Grievance', 'Make Payment', 'My Profile', and 'Services'. The 'Make Payment' menu is expanded, showing two options: 'Make Bulk Payment For EC' and 'Make Payment For Employer Permit', with the latter highlighted by a red border. The main content area on the left is titled 'DashBoard Details'.

NOTE: Payment of amount INR 2,000 is to be done for particular one request at a time.

Step 7: After successful payment, ARN routes to jurisdiction Indian Mission Executive(IME). Now IME log in and navigate to option mentioned in below screen 8 and click on it.

SCREEN-8

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 options (blue, orange, green, purple, black), "Welcome Suresh Singh | Role:Embassy/ Consulate Executive | IP:10.10.120.11 | Switch Role | Logout", and a "हिंदी Sitemap" link. Below the navigation bar, there are three logos: the eMigrate logo on the left, the State Emblem of India in the center, and the Ministry of External Affairs Overseas Employment Division logo on the right. A blue navigation menu contains the following items: Home, Training, Monthly Return, My Work List (highlighted), Miscellaneous, Initiate Action, Administration, Search, and Services. Under the "My Work List" menu, a dropdown list is visible with the following options: Claim ARN, Claim Grievance By ARN, Claim Work Item, Pending Work Item, and Status/Update. The main content area below the menu is titled "DashBoard Details".

Step 8: Here workitem gets display. Now click on the workitem.

SCREEN-9

Skip to Main Content | A | A | A | Select Theme [Color Swatches] | Welcome Suresh Singh | Role:Emba...Cons...Exec | IP:10.10.120.11 | Switch Role | Logout | हिंदी Sitemap

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Home Training Monthly Return My Work List Miscellaneous Initiate Action Administration Search Services

Workitem For Processing

Instructions:

- Work-item marked as **red** is/are urgent work-item
- Work-item marked as **blue** is/are re-assign work-item
- Please do not press F5 or Back button

| Process Names | Work Items(click on column heading to sort) | | |
|--------------------|---------------------------------------------|----------------|-----------------------|
| Raise Permit by FE | ARN | Applicant Name | Submission Date |
| | PT5003156 | devesh | 06 Aug, 2018 01:18 PM |

Step 9: IME enters the bank guarantee details, add it to the list and then forwards the ARN.

SCREEN-10

Home
Training
Monthly Return
My Work List
Miscellaneous
Initiate Action
Administration
Search
Services

Process Employer Permit

Instructions:
 Please fill all necessary fields.
 Documents exceeding 4 MB size will truncate non mandatory documents.
 Please do not press F5 or Back button
 Please do not press F5 or Back button

Process Employer Permit

| | | | |
|------------------------------|---------------------------------------------------------------|-----------------------------|---------------------------------|
| Application Reference Number | PT5003156 | Application Submission Date | 06/08/2018 01:18 PM |
| Employer Name | devesh | Employer Email Id | FE5000667 |
| Employer Address | KUWAIT | Employer Email | as@as.com |
| Employer Landline Number | -- | Employer Mobile Number | - |
| Bank Guarantee Received * | <input checked="" type="radio"/> Yes <input type="radio"/> No | Bank Guarantee Received | 06/08/2018 <input type="text"/> |

Documents

| | | | |
|----------------------|---------------------------------------|----------------------------|---------------------------------------------------------------------------------------------|
| Bank Guarantee * | <input type="button" value="Browse"/> | Sample.jpg | Document Uploaded Successfully. To remove click on <input type="button" value="Remove"/> |
| Optional Attachments | <input type="button" value="Browse"/> | | |

Bank Guarantee (As per Section 13 (2 A) of Emigration Rules, 1983 under Emigration Act 1983. to be deposited with jurisdictional Indian Mission)

| | | | |
|-----------------------------|---------------------------------|---------------------------------------------|---------------------------------|
| Bank Guarantee Number * | 63836452 | Bank Guarantee issued in favour of * | ABC |
| Name of Bank and Branch * | ICICI Sector 23 | Bank Guarantee Amount (In local currency) * | 100000 |
| Bank Guarantee Issue Date * | 06/08/2018 <input type="text"/> | Bank Guarantee Expiry Date * | 06/08/2020 <input type="text"/> |

Bank Guarantee (As per Section 13 (2 A) of Emigration Rules, 1983 under Emigration Act 1983. to be deposited with jurisdictional Indian Mission)

| Sr. No. | Bank Guarantee Number | Bank Guarantee issued in favour of | Name of Bank and Branch | Bank Guarantee Amount (In local currency) | Bank Guarantee Issue Date | Bank Guarantee Expiry Date |
|---------|-----------------------|------------------------------------|-------------------------|-------------------------------------------|---------------------------|----------------------------|
| | | | | | | |

Forward To

| | | | |
|--------|------------------------------|----------|--------|
| Office | Embassy/ Consulate Executive | Location | KUWAIT |
| Person | BKumar <input type="text"/> | | |

Remarks

| Remarks | Given On | Given by |
|---------|----------|----------|
| | | |

Remarks *

Step 10: Below screen gets display when work item is forwarded. Now log in with Jurisdiction Indian Mission Officer(IMO).

SCREEN-11

The screenshot displays the eMigrate web application interface. At the top, there is a navigation bar with the following elements: "Skip to Main Content", "Select Theme" (with color options), "Welcome Suresh Singh | Role:Emba...Cons...Exec | IP:10.10.120.11 | Switch Role | Logout", and "हिंदी Sitemap". 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", "Initiate Action", "Administration", "Search", and "Services". The main content area features a "Success Page" heading and a green message box stating "Workitem is forwarded to the next level".


Step 11: Once IMO log in, navigate to the path display in below screen 12.




SCREEN-12

The screenshot displays the oMigrate web application interface. At the top, there is a header bar with navigation links: "Skip to Main Content", "Select Theme" (with color options), "Welcome Ramesh Singh | Role:Embassy/ Consulate Officer | IP:10.10.120.11", "Switch Role", "Logout", and "हिंदी Sitemap". Below the header, there are three logos: the oMigrate logo on the left, the State Emblem of India in the center, and the Ministry of External Affairs Overseas Employment Division logo on the right. A blue navigation bar contains the following menu items: Home, Training, Monthly Return, My Work List, Miscellaneous, Initiate Action, Administration, Search, Mortal Remain, and Services. The "My Work List" menu is expanded, showing a list of options: Claim ARN, Claim Grievance By ARN, Claim Work Item (highlighted with a red border), Pending Work Item, and Status/Update. On the left side of the main content area, there is a "DashBoard Details" link.

Step 12: Here workitem gets display. Now click on the workitem.

SCREEN-13

Skip to Main Content | A | A | A Select Theme  Welcome Ramesh Singh | Role:Emba...Cons...Offi | IP:10.10.120.11 | Switch Role | Logout हिंदी Sitemap

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Home Training Monthly Return My Work List Miscellaneous Initiate Action Administration Search Mortal Remain Services

WorkItem For Processing

Instructions:

- Work-item marked as **red** is/are urgent work-item
- Work-item marked as **blue** is/are re-assign work-item
- Please do not press F5 or Back button

| Process Names | Work Items(click on column heading to sort) | | |
|--------------------|---------------------------------------------|----------------|-----------------------|
| Raise Permit by FE | ARN | Applicant Name | Submission Date |
| | PT5003156 | devesh | 06 Aug, 2018 01:18 PM |

Step 13: IMO forwards the ARN to next level.

SCREEN-14

Skip to Main Content | Select Theme | Welcome Ramesh Singh | Role:Emba...Cons...Offi | IP:10.10.120.11 | Switch Role | Logout | Sitemap

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Ministry of External Affairs
Overseas Employment Division
www.mea.gov.in

Training Monthly Return My Work List Miscellaneous Initiate Action Administration Search Mortal Remain Services

Process Employer Permit

Instructions:
Please fill all necessary fields.

- Documents exceeding 4 MB size will truncate non mandatory documents.
- Please do not press F5 or Back button

Process Employer Permit

| | | | |
|------------------------------|---------------------------------------------------------------|-----------------------------|---------------------|
| Application Reference Number | PT5003156 | Application Submission Date | 06/08/2018 01:18 PM |
| Employer Name | devesh | Employer Email Id | FE5000667 |
| Employer Address | KUWAIT | Employer Email | as@as.com |
| Employer Landline Number | -- | Employer Mobile Number | - |
| Bank Guarantee Received | <input checked="" type="radio"/> Yes <input type="radio"/> No | Bank Guarantee Recieved | 06/08/2018 |

Documents

Optional Attachments

Bank Guarantee (As per Section 13 (2 A) of Emigration Rules, 1983 under Emigration Act 1983. to be deposited with jurisdictional Indian Mission)

| Sr. No. | Bank Guarantee Number | Bank Guarantee issued in favour of | Name of Bank and Branch | Bank Guarantee Amount (In local currency) | Bank Guarantee Issue Date | Bank Guarantee Expiry Date |
|---------|-----------------------|------------------------------------|-------------------------|-------------------------------------------|---------------------------|----------------------------|
| 1 | 63836452 | ABC | ICICI Sector 23 | 100000.0 | 06/08/2018 | 06/08/2020 |

Forward To

Office: Embassy/ Consulate Officer Location: KUWAIT
 Person: SamSmith

Remarks

| Remarks | Given On | Given by |
|----------------------------------------------------------------|---------------------|--------------|
| Forwarding it after verification and checklist has been filled | 06/08/2018 01:40 PM | Suresh.Singh |

Remarks *

Step 14: Below screen gets display when work item is forwarded. Now log in with respective PGOE Executive

SCREEN-15

The screenshot displays the eMigrate web application interface. At the top, there is a navigation bar with links for "Skip to Main Content", "Select Theme" (with color options), "Welcome Ramesh Singh | Role:Emba...Cons...Offi | IP:10.10.120.11 | Switch Role | Logout", and "हिंदी Sitemap". 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 "Home", "Training", "Monthly Return", "My Work List", "Miscellaneous", "Initiate Action", "Administration", "Search", "Mortal Remain", and "Services". The main content area features a "Success Page" heading and a green message box stating "Workitem is forwarded to the next level".

Step 15: Once PGOE Executive log in, navigate to the path display in below screen 16.

SCREEN-16

The screenshot displays the eMigrate web application interface. At the top, there is a navigation bar with the following elements: "Skip to Main Content", "Select Theme" (with color options), "Welcome Mukesh Kumar | Role: PGOE Executive | IP: 10.10.120.11", "Switch Role", "Logout", and "हिंदी Sitemap". Below this is a header section with the eMigrate logo (slogan: सत्यं कुरुते प्रयाचन), the State Emblem of India, and the Ministry of External Affairs Overseas Employment Division logo (www.mea.gov.in). A blue navigation bar contains the following menu items: Home, Monthly Return, My Work List, Miscellaneous, Initiate Action, Administration, Search, and Services. The "My Work List" menu is expanded, showing a dropdown list with the following items: "New Receipts" (highlighted with a red box), "Pending Receipts", "Claim Grievance By ARN", and "Status/Update". The main content area below the navigation bar is mostly blank, with the text "DashBoard Details" visible on the left side.

Step 16: Once PGOE Executive log in, to view the work item he shall either directly click on the work item(highlighted) or click on the number of work item(highlighted) to get the workitem.

SCREEN-17

The screenshot displays the eMigrate web application interface. At the top, there is a navigation bar with links for 'Skip to Main Content', 'Select Theme', and user information: 'Welcome Mukesh Kumar | Role: PGOE Executive | IP: 10.10.120.11 | Switch Role | Logout'. The header includes the eMigrate logo, the Government of India emblem, and the Ministry of External Affairs logo. A secondary navigation bar contains menu items: 'Monthly Return', 'My Work List', 'Miscellaneous', 'Initiate Action', 'Administration', 'Search', and 'Services'. The main content area is titled 'DashBoard Details' and is divided into two sections: 'Worklist' and 'Messages'. The 'Worklist' section features a highlighted item 'My Worklist' with a red-bordered box containing the number '25'. The 'Messages' section contains three entries: 'Service level for PT5002879 is about to expire', 'Service level for PT5003156 is about to expire', and 'Service level for PT5003155 is about to expire'. The ID 'PT5003156' in the second message is also highlighted with a red box.

Step 17: PGOE Executive forwards the ARN to next level.

SCREEN-18

Process Employer Permit

Instructions:
 Please fill all necessary fields.
 ■ Documents exceeding 4 MB size will truncate non mandatory documents.
 ■ Please do not press F5 or Back button

Process Employer Permit

| | | | |
|------------------------------|---------------------------------------------------------------|-----------------------------|---------------------------------|
| Application Reference Number | PT5003156 | Application Submission Date | 06/08/2018 01:18 PM |
| Partner Name | devesh | Partner ID | FE5000667 |
| Employer Address | KUWAIT | Employer Email | as@as.com |
| Employer Landline Number | -- | Employer Mobile Number | - |
| Bank Guarantee Received | <input checked="" type="radio"/> Yes <input type="radio"/> No | Bank Guarantee Recieved | 06/08/2018 <input type="text"/> |

Documents

Optional Attachments Browse

Bank Guarantee (As per Section 13 (2 A) of Emigration Rules, 1983 under Emigration Act 1983. to be deposited with jurisdictional Indian Mission)

| Sr. No. | Bank Guarantee Number | Bank Guarantee issued in favour of | Name of Bank and Branch | Bank Guarantee Amount (In local currency) | Bank Guarantee Issue Date | Bank Guarantee Expiry Date |
|---------|-----------------------|------------------------------------|-------------------------|-------------------------------------------|---------------------------|----------------------------|
| 1 | 63836452 | ABC | ICICI Sector 23 | 100000.0 | 06/08/2018 | 06/08/2020 |

Forward To

| | | | |
|--------|--------------------------------------|----------|-------|
| Office | PGoE Executive | Location | INDIA |
| Person | <input type="text" value="JRDTATA"/> | | |

Forward

Remarks

| Remarks | Given On | Given by |
|----------------------------------------------------------------|---------------------|--------------|
| Forwarding it after verification and checklist has been filled | 06/08/2018 01:40 PM | Suresh.Singh |
| forwarding ARN to next level. | 06/08/2018 02:55 PM | Ramesh.Singh |

Remarks *

| | | | | | | | |
|---------------------------------------------------------------------------------------------------------------------|----------------|-----------|---------|-------------------------------------------------------------------------------------------------------------------|---------------------|---------------------|------|
| View Workitem History | View Documents | View Form | On Hold | Checklist | View Correspondence | Send Correspondence | Save |
| Cancel | | | | | | | |
| Send Back | | | | Forward | | | |

Step 18: Below screen gets display when work item is forwarded. Now log in with respective PGOE Officer.

SCREEN-19

The screenshot displays the eMigrate web application interface. At the top, there is a navigation bar with the following elements: "Skip to Main Content" with accessibility icons, "Select Theme" with color options, a user greeting "Welcome Mukesh Kumar | Role: PGoE Executive | IP: 10.10.120.11", and links for "Switch Role" and "Logout". On the right side of the header, there is a "हिंदी Sitemap" link. Below the navigation bar is a yellow banner containing the eMigrate logo (with the tagline "सरल सुरक्षित प्रवासन"), the State Emblem of India, and the logo of the Ministry of External Affairs, Overseas Employment Division (www.mea.gov.in). A blue navigation menu below the banner includes "Monthly Return", "My Work List", "Miscellaneous", "Initiate Action", "Administration", "Search", and "Services". The main content area features a "Success Page" heading and a green message box stating "Workitem is forwarded to the next level".

Step 19: Once PGOE Officer log in, navigate to the path display in below screen 20.

SCREEN-20

The screenshot displays the oMigrate web application interface. At the top, there is a navigation bar with the following elements: a home icon, 'Monthly Return', 'My Work List' (highlighted), 'Miscellaneous', 'Initiate Action', 'Administration', 'Search', and 'Services'. Below this, a dropdown menu is open under 'My Work List', showing four options: 'New Receipts' (highlighted with a red box), 'Pending Receipts', 'Claim Grievance By ARN', and 'Status/Update'. The page header includes the oMigrate logo, the Government of India emblem, and the Ministry of External Affairs Overseas Employment Division logo. The top navigation bar also contains utility links: 'Skip to Main Content', 'Select Theme' (with color options), 'Welcome Sanjay Kumar | Role: PGoE Officer | IP: 10.10.120.11 | Switch Role | Logout', and 'हिंदी Sitemap'.




Step 20: Once PGOE Officer log in, to view the work item he shall either directly click on the work item(highlighted) or click on the number of work item(highlighted) to get the work item

SCREEN-21

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 Sanjay Kumar | Role:PGoE Officer | 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 "समलक्षित प्रवासन"), the State Emblem of India, and the logo of the Ministry of External Affairs, Overseas Employment Division (www.mea.gov.in). A secondary navigation bar includes links for "Monthly Return", "My Work List", "Miscellaneous", "Initiate Action", "Administration", "Search", and "Services". The main content area is titled "DashBoard Details" and is divided into two sections: "Worklist" and "Messages". The "Worklist" section features a "My Worklist" button and a red-bordered box containing the number "32". The "Messages" section contains two messages: "Service level for PT5003156 is about to expire" and "Service level for PT5001281 is about to expire".

Step 21: PGOE Officer forwards the ARN to next level.
SCREEN-22

Skip to Main Content | A | A | A | Select Theme [Colorful] [Green] [Purple] [Black] Welcome Sanjay Kumar | Role: PGoE Officer | IP: 10.10.120.11 | Switch Role | Logout हिंदी Sitemap

  
 सरल सुरक्षित प्रवासन
 Ministry of External Affairs
 Overseas Employment Division
 www.mea.gov.in

Monthly Return My Work List Miscellaneous Initiate Action Administration Search Services

Process Employer Permit

Instructions:
 Please fill all necessary fields.
 Documents exceeding 4 MB size will truncate non mandatory documents.
 Please do not press F5 or Back button

Process Employer Permit

| | | | |
|------------------------------|---------------------------------------------------------------|-----------------------------|---------------------|
| Application Reference Number | PT5003156 | Application Submission Date | 06/08/2018 01:18 PM |
| Partner Name | devesh | Partner ID | FE5000667 |
| Employer Address | KUWAIT | Employer Email | as@as.com |
| Employer Landline Number | -- | Employer Mobile Number | - |
| Bank Guarantee Received | <input checked="" type="radio"/> Yes <input type="radio"/> No | Bank Guarantee Recieved | 06/08/2018 |

Documents

Optional Attachments

Bank Guarantee (As per Section 13 (2 A) of Emigration Rules, 1983 under Emigration Act 1983. to be deposited with jurisdictional Indian Mission)

| Sr. No. | Bank Guarantee Number | Bank Guarantee issued in favour of | Name of Bank and Branch | Bank Guarantee Amount (In local currency) | Bank Guarantee Issue Date | Bank Guarantee Expiry Date |
|---------|-----------------------|------------------------------------|-------------------------|-------------------------------------------|---------------------------|----------------------------|
| 1 | 63836452 | ABC | ICICI Sector 23 | 100000.0 | 06/08/2018 | 06/08/2020 |

Forward To

Office: PGoE Officer Location: INDIA
 Person: PgoOne

Remarks

| Remarks | Given On | Given by |
|----------------------------------------------------------------|---------------------|--------------|
| Forwarding it after verification and checklist has been filled | 06/08/2018 01:40 PM | Suresh.Singh |
| forwarding ARN to next level. | 06/08/2018 02:55 PM | Ramesh.Singh |
| Remarks * | | Mullesh.Kuma |

View Workitem History View Documents View Form On Hold Checklist View Correspondence Send Correspondence Save

Step 22: Once PGOE log in, navigate to the path display in below screen 23.


SCREEN-23




The screenshot displays the eMigrate portal interface. At the top, there is a navigation bar with links for 'Skip to Main Content', 'Select Theme', and user information: 'Welcome Rohan Kumar | Role: PGOE | IP: 10.10.120.11 | Switch Role | Logout'. The header area features the eMigrate logo on the left, the State Emblem of India in the center, and the Ministry of External Affairs logo on the right. Below the header is a blue navigation menu with options: 'Training', 'Monthly Return', 'My Work List', 'Miscellaneous', 'Initiate Action', 'Administration', 'Search', and 'Services'. The 'My Work List' menu is expanded, showing three items: 'Claim Grievance By ARN', 'My Workitems' (which is highlighted with a red border), and 'Status/Update'. On the left side of the main content area, there is a 'DashBoard Details' section.

Step 23: Once PGOE log in, to view the work item he shall either directly click on the work

item(highlighted) or click on the number of work item(highlighted) to get the work item

SCREEN-24

Skip to Main Content | A | A | A Select Theme  Welcome Rohan Kumar | Role:PGoE | IP:10.10.120.11 | [Switch Role](#) | [Logout](#) [हिंदी](#) | [Sitemap](#)



Ministry of External Affairs
Overseas Employment Division
www.mea.gov.in

[Home](#) [Training](#) [Monthly Return](#) [My Work List](#) [Miscellaneous](#) [Initiate Action](#) [Administration](#) [Search](#) [Services](#)

DashBoard Details




Messages

| | | |
|---------------------|-----------|-------------------------------------------------------|
| My Worklistt | 30 | Service level for PT5003156 is about to expire |
|---------------------|-----------|-------------------------------------------------------|

Step 24: PGOE approves the work item by entering comments.

SCREEN-25

Skip to Main Content | A | A | A
Select Theme ■ ■ ■ ■ ■
Welcome Rohan Kumar | Role: PGoE | IP: 10.10.120.11 | [Switch Role](#) | [Logout](#)
हिंदी Sitemap

Home
Training
Monthly Return
My Work List
Miscellaneous
Initiate Action
Administration
Search
Services

Process Employer Permit

Instructions:

- Please fill all necessary fields.
- Documents exceeding 4 MB size will truncate non mandatory documents.
- Please do not press F5 or Back button

Process Employer Permit

| | | | |
|------------------------------|---------------------------------------------------------------|-----------------------------|-----------------------------------------|
| Application Reference Number | PT5003156 | Application Submission Date | 06/08/2018 01:18 PM |
| Partner Name | devesh | Partner ID | FE5000667 |
| Employer Address | KUWAIT | Employer Email | as@as.com |
| Employer Landline Number | -- | Employer Mobile Number | - |
| Bank Guarantee Received | <input checked="" type="radio"/> Yes <input type="radio"/> No | Bank Guarantee Recieved | <input type="text" value="06/08/2018"/> |

Documents

Optional Attachments Browse

Bank Guarantee (As per Section 13 (2 A) of Emigration Rules, 1983 under Emigration Act 1983. to be deposited with jurisdictional Indian Mission)

| Sr. No. | Bank Guarantee Number | Bank Guarantee issued in favour of | Name of Bank and Branch | Bank Guarantee Amount (In local currency) | Bank Guarantee Issue Date | Bank Guarantee Expiry Date |
|---------|-----------------------|------------------------------------|-------------------------|-------------------------------------------|---------------------------|----------------------------|
| 1 | 63836452 | ABC | ICICI Sector 23 | 100000.0 | 06/08/2018 | 06/08/2020 |

Forward To

| | | | |
|--------|------|----------|-------|
| Office | PGoE | Location | INDIA |
| User | | | |

Remarks

| Remarks | Given On | Given by |
|----------------------------------------------------------------|---------------------|--------------|
| Forwarding it after verification and checklist has been filled | 06/08/2018 01:40 PM | Suresh.Singh |
| forwarding ARN to next level. | 06/08/2018 02:55 PM | Ramesh.Singh |
| Remarks * | | Mukesh.Kuma |

View Workitem History
View Documents
View Form
On Hold
Checklist
View Correspondence
Send Correspondence
Save

Cancel

Send Back
Reject
Approve

KEYPOINTS:

- * Once ARN gets approved, Permit ID gets generated.
- * Job ids gets generated on the basis of permit ID.
- * Employer can use these job ids for further process that is “Generate Individual Employment contract” and “Emigration Clearance”.