

RA Monthly Return for ECNR Country (Where Employer is not Registered in the eMigrate System)

- 1) First of all Recruiting Agent has to registered Employer in the system. To fill Employer details RA has to navigate to : RA Monthly Return >> Add Employer and Recruitment Details. RA fill the required details and Submit the form . After successful submission of form Monthly Return for ECNR country can be filled. Path is :: Monthly Return >> Add Employer and Recruitment Details

Fill the Employer Details

[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](#)



Ministry of External Affairs
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Enter Employer and Recruitment Details


Instructions:

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

Employer Details

Name Of Employer*	<input type="text" value="AI Baldar Private Limited"/>	Country*	<input type="text" value="AUSTRALIA"/>
Registration Number*	<input type="text" value="123456789"/>		

Fill Organisation Details





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Enter Employer and Recruitment Details

Organisation Details
Recruitment Details
Document Details

Instructions:

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

Organisation Details

Name Of Employer*	<input type="text" value="Al Baldar Private Limited"/>	Country*	<input type="text" value="AUSTRALIA"/>
Registration Number*	<input type="text" value="123456789"/>	Date of Registration*	<input type="text" value="01/06/2018"/>
Type of Business*	<input type="text" value="Manufacturing"/>	Type of organisation*	<input type="text" value="Individual"/>
Website URL	<input type="text"/>		

Operational Office Details

Address (Line 1)*	<input type="text" value="10 Hill Road, New South Wale"/>	Address (Line 2)	<input type="text"/>
City*	<input type="text" value="Sydeny"/>	Country	<input type="text" value="AUSTRALIA"/>
Postal Pin/PO Box No	<input type="text"/>	Email*	<input type="text" value="al.badar@gmail.com"/>
Phone Number*	<input type="text" value="121 - 2334 - 33445664667"/>	FAX Number	<input type="text" value="- -"/>

Authorized Signatory Details

Name*	<input type="text" value="Asir"/>	<input type="text" value="Ahmad"/>
Designation*	<input type="text" value="Director"/>	

Detail of local Government Approval issued to FE to hire indian workers.

Registration no. given on the local Government approval letter issued in favour of employer for hiring Indian workers	<input type="text"/>	Date of the local Government approval letter	<input type="text"/>
Date Till local Government approval is Valid	<input type="text"/>	Total number of workers permitted	<input type="text"/>

Fill the Recruitment Details

Enter Employer and Recruitment Details

Organisation Details
Recruitment Details
Document Details

Instructions:

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

Job Details

Job Vacancies*	<input type="text" value="10"/>	Age Limit	<input type="text" value="No age limit"/>
Job Description*	<input style="width: 100%;" type="text" value="Construction Labour"/> <small>Character(s) remaining:181</small>	Currency*	<input type="text" value="AUD"/>
Gender Preference	<input type="radio"/> Female <input type="radio"/> Male <input type="radio"/> No preference	Contract Period(in months)*	<input type="text" value="12"/>
Salary Amount/Salary Range*	Min. <input type="text" value="1500"/> Max. <input type="text" value="2500"/>	Daily Working Hours*	<input type="text" value="9"/>
Probation Period(in months)	<input type="text" value="."/>	Release of Advertisement is needed for recruitment*	<input checked="" type="radio"/> No <input type="radio"/> Yes
Details of mode of settlement of disputes*	<input type="text" value="As per contract signed with em"/>		

Facilities provided By Employer In addition to monthly salary

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

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

Reset
Previous
Save & Next

Document Details tab – Upload Mandatory/Required Documents

Instructions:

- Fields marked with*are mandatory.
- English translation of the document should also be uploaded along with the original document.
- In case any illegible or invalid document is uploaded at this stage, this application shall treated as invalid and RA shall penalised under Emigration Act 1983 and Emigration Rules 1983.
- Documents exceeding 4 MB size will truncate non mandatory documents.
- Please do not press F5 or Back button

List Of Documents			
Copy of Specimen Employment Contract*	<input type="button" value="Browse"/>	Contract.JPG	Document Uploaded Successfully. To remove click on <input type="button" value="Remove"/>
Demand Letter*	<input type="button" value="Browse"/>	DL.jpg	Document Uploaded Successfully. To remove click on <input type="button" value="Remove"/>
Power of Attorney*	<input type="button" value="Browse"/>	POA.jpg	Document Uploaded Successfully. To remove click on <input type="button" value="Remove"/>
Affidavit by Recruiting Agent(RA) stating that the detail entered by RA is correct*	<input type="button" value="Browse"/>	Affidavit.jpg	Document Uploaded Successfully. To remove click on <input type="button" value="Remove"/>
Copy of local Government Approval issued to FE for hiring Indian worker(Along with english translation if not in english)	<input type="button" value="Browse"/>		
C.R Copy of Employer*	<input type="button" value="Browse"/>	CR.JPG	Document Uploaded Successfully. To remove click on <input type="button" value="Remove"/>
Other Documents	<input type="button" value="Browse"/>		

Screen 4

Submit the form by clicking on "Submit" button

Employer Registration Successful

Your Application has successfully been submitted.
Your Acknowledgement Number is AN733

Screen 5

- 2) On Successful submission of form, Acknowledgement Number has been generated. After 48 hours from submission of form, System creates Employer & generates Job IDs in the back end . Once Job ID created , it start appearing in the list .

- 3) RA can fill the Monthly Return from menu : Details of Indian Recruited for Overseas Employment >> Emigrant with ECR passport to ECNR countries / Emigrant with ECNR passport to ECNR countries.

Select Year ,Month and Submit the form

Training Monthly Return My Work List Miscellaneous Services Administration Search Grievance Make Payment

Details of Indian with ECR passport going to ECNR country

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

Details of Indian with ECR passport going to ECNR country

Year * 2018 Month * June

Submit

Screen 6

Fill all the details of Emigrant . Select Country of Employment , Employer Name , Acknowledgement Number/Demand ID and Job ID . Click on 'Add To List' button to add list.

Details of Indian Recruited for Overseas Employment Details of Indian with ECR passport going to ECNR country

Instructions:

- Fields marked with* are mandatory.
- Please make sure that you are selecting the correct country. Selecting wrong country might give you an error.
- To continue entering the details of any more candidates recruited or to add the details of above candidate in your list, Please click 'Add to list'
- Please do not press F5 or Back button

Details of Indian with ECR passport going to ECNR country for June 2018

First Name(As On Passport) *	<input type="text" value="Akash"/>	Last Name(As On Passport)	<input type="text" value="Singh"/>
Date of Birth*	<input type="text" value="18/06/2000"/>	Gender *	<input type="text" value="Male"/>
Passport Number *	<input type="text" value="E2312345"/>	Passport Type	<input type="text" value="ECR"/>
Passport Expiry date*	<input type="text" value="31/05/2019"/>	Place of Passport Issue *	<input type="text" value="DELHI"/>
Father's Name *	<input type="text" value="Rakesh Singh"/>	Passport Issue Date*	<input type="text" value="02/01/2018"/>
Address Line 1 *	<input type="text" value="D55 ,South Delhi"/>	Address Line 2	<input type="text"/>
State *	<input type="text" value="DELHI"/>	District *	<input type="text" value="SOUTH DELHI"/>
City/Town/Village *	<input type="text" value="Delhi"/>	Postal/Pin Code*	<input type="text" value="110011"/>
Country of Employment *	<input type="text" value="AUSTRALIA"/>	Acknowledgement Number/ Demand ID *	<input type="text" value="AN733"/>
Employer Name *	<input type="text" value="Al Badar Private Limited"/>	Job ID *	<input type="text" value="JB517890"/>
Trade(Job Role) *	<input type="text" value="10"/>	Other Contractual Entitlement(actual amount incurred) *	<input type="text" value="12"/>
Monthly Wages *	<input type="text" value="2000"/>	Total Expenses Incurred By The Worker(INR)	<input type="text"/>
Amount Collected As Service Charges Including Service Tax(INR)	<input type="text"/>	Method of Selection	<input type="text" value="Method of selection"/>
Period of Contract(Months) *	<input type="text" value="12"/>	Date of recruitment(Date of Offer/Appointment letter)	<input type="text"/>
Sourcing of the candidate	<input type="text" value="Sourcing of the candidate"/>	Email ID of the Emigrant	<input type="text"/>
Recruitment center	<input type="text" value="Recruitment center"/>		
Insurance Agency	<input type="text" value="Insurance Agency"/>		
Mobile number of the emigrant(Enter only 10 digit mobile number)*	<input type="text" value="7845985564"/>		
Service Charge Payment Receipt No.	<input type="text"/>		

Passport	Name	Job Role	Country of Employment	Employer	Acknowledge No	Job Id	Edit	Delete

<Back
Add to List
Clear

Save & Close

Screen 7

Details get added in the list . User can Edit or Delete the Added list by using corresponding buttons. Click on 'Save & Close' to save the details.

Details of Indian Recruited for Overseas Employment Details of Indian with ECR passport going to ECNR country

Instructions:
 Fields marked with* are mandatory.
 ■ Please make sure that you are selecting the correct country. Selecting wrong country might give you an error.
 ■ To continue entering the details of any more candidates recruited or to add the details of above candidate in your list, Please click 'Add to list'
 ■ Please do not press F5 or Back button

Details of Indian with ECR passport going to ECNR country for June 2018

First Name(As On Passport) *	<input type="text"/>	Last Name(As On Passport)	<input type="text"/>
Date of Birth*	<input type="text"/>	Gender *	Gender <input type="text"/>
Passport Number *	<input type="text"/>	Passport Type	ECR
Passport Expiry date*	<input type="text"/>	Place of Passport Issue *	Select <input type="text"/>
Father's Name *	<input type="text"/>	Passport Issue Date*	<input type="text"/>
Address Line 1 *	<input type="text"/>	Address Line 2	<input type="text"/>
State *	State <input type="text"/>	District *	District <input type="text"/>
City/Town/Village *	<input type="text"/>	Postal/Pin Code*	<input type="text"/>
Country of Employment *	Country <input type="text"/>	Acknowledgement Number/ Demand ID *	Acknowledgement Number <input type="text"/>
Employer Name *	Employer Name <input type="text"/>	Job ID *	Job Id <input type="text"/>
Trade(Job Role) *	<input type="text"/>	Other Contractual Entitlement(actual amount incurred) *	<input type="text"/>
Monthly Wages *	<input type="text"/>	Total Expenses Incurred By The Worker(INR)	<input type="text"/>
Amount Collected As Service Charges Including Service Tax(INR)	<input type="text"/>	Method of Selection	Method of selection <input type="text"/>
Period of Contract(Months) *	Permanent <input type="text"/>	Date of recruitment(Date of Offer/Appointment letter)	<input type="text"/>
Sourcing of the candidate	Sourcing of the candidate <input type="text"/>	Email ID of the Emigrant	<input type="text"/>
Recruitment center	Recruitment center <input type="text"/>		
Insurance Agency	Insurance Agency <input type="text"/>		
Mobile number of the emigrant(Enter only 10 digit mobile number)*	<input type="text"/>		
Service Charge Payment Receipt No.	<input type="text"/>		

Passport	Name	Job Role	Country of Employment	Employer	Acknowledge No	Job Id	Edit	Delete
E2312345	Akash	Labour	AUSTRALIA	Al Badar Private Limited	AN733	JB517890		

On clicking on 'Save & Close' button it redirects to below screen.

eMigrate
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Home Training Monthly Return My Work List Miscellaneous Services Administration Search Grievance Make Payment

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](#)

Screen 9

- 4) RA can fill the Monthly Return for Deployed section from menu : Details of Indian Travelled/Deployed for Overseas Employment >> Emigrant with ECR passport to ECNR countries / Emigrant with ECNR passport to ECNR countries.

Note:- Only those list will displays in the Delpoyed section for which Recruited section has been filled.

Select Year ,Month and Submit the form.

Home Training Monthly Return My Work List Miscellaneous Services Administration Search Grievance Make Payment

Details of Indian Deployed for Overseas Employment

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

4. Emigrant with ECNR Passport to ECNR Countries

Year * 2018 Month * June

Submit

Screen 10

Select Passport Number from list .

Number of workers Travelled/Deployed for overseas employment

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

Monthly Report of Emigrant with ECR Passport to ECNR Country for June 2018

Passport Number	Passport Number	Selected Passport Number	
Name	Passport Number	Age (Years)	
Gender	B7080904	Trade(Job Role)	
Destination Country	E2312345	Employer Name	
Emigrants Address	J7363624	Emigrants State	
Emigrants District	C1234567	Period of Contract(Months)	
Monthly Wages	B5000590	Other Contractual Entitlement(actual amount incurred)	
Amount Collected As Service Charges Including Service Tax(INR)	G3723462	Total Expenses Incurred By The Worker(INR)	
Job Designation as on Visa	B6312363	Payment Receipt Number	
	B1234567		
	F2378472		
	G3485347		
	X1234567		
	B5003130		
	B2871783		
	J2384237		
	H3489583		
	B7234687		
	K1234567		
	A1234567		
	M3290848		

Passport Number Destination Country Employer Name Action

Save & Close

Screen 11

On selecting Passport Number all the details gets displayed. Click on 'Add To List' button to add list . Select 'Save & Close ' to Save the details.

Number of workers Travelled/Deployed for overseas employment

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

Monthly Report of Emigrant with ECR Passport to ECNR Country for June 2018

Passport Number	Passport Number	Selected Passport Number	E2312345
Name	Akash	Age (Years)	18
Gender	Male	Trade(Job Role)	Labour
Destination Country	AUSTRALIA	Employer Name	Al Badar Private Limited
Emigrants Address	D55 ,South Delhi	Emigrants State	DELHI
Emigrants District	SOUTH DELHI	Period of Contract(Months)	12
Monthly Wages	2000	Other Contractual Entitlement(actual amount incurred)	12
Amount Collected As Service Charges Including Service Tax(INR)		Total Expenses Incurred By The Worker(INR)	
Job Designation as on Visa	Labour	Payment Receipt Number	

Passport Number Name Destination Country Employer Name Action

Save & Close

Screen 12

Note:- Consolidated Report Can be generated by filling other details of RA Monthly Return.