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

Screen 1
Fill Organisation Details

**Enter Employer and Recruitment Details**

**Organisation Details**
- **Name Of Employer**: AI Balder Private Limited
- **Registration Number**: 123456789
- **Type of Business**: Manufacturing
- **Country**: AUSTRALIA
- **Date of Registration**: 01/06/2018
- **Type of organisation**: Individual

**Operational Office Details**
- **Address (Line 1)**: 10 Hill Road, New South Wale
- **City**: Sydney
- **Postal Pin/PO Box No**: 
- **Phone Number**: 121 - 2334 - 33445664667

**Authorized Signatory Details**
- **Name**: Asir Ahmad
- **Designation**: Director

**Registration no. given on the local Government approval letter issued in favour of employer for hiring Indian workers**

**Date of the local Government approval letter**

**Date Till local Government approval is Valid**

**Total number of workers permitted**

Screen 2
Fill the Recruitment Details

Enter Employer and Recruitment Details

Job Vacancies*: 10
Job Description*: Construction labour

Age Limit: No age limit

Gender Preference:
- Female
- Male
- No preference

Salary Amount/Salary Range:
- Min: 1500
- Max: 2500

Probation Period (in months): 12
Daily Working Hours: 9

Details of mode of settlement of disputes: As per contract signed with employer

Facilities provided by Employer in addition to monthly salary:
- Whether Overtime allowance is payable as per local labour laws? If Yes, Allowance value: Yes
- Whether free accommodation is provided? If No, Allowance value: Yes
- Whether free food is provided? If No, Allowance value in case food is included in consolidated salary: Yes
- Whether free Medical facility is provided? If Yes, Medical facility details: Yes
- Whether Insurance facility is provided? If Yes, Insurance details: Yes
- Whether Paid leave is provided? If Yes, Leave details: Yes
- Whether leave benefits are provided as per local labour law? Yes
- Whether To and fro airfare is Provided? Yes
- Whether Visa fee is provided? Yes
- Whether weekly offs is provided? Yes
- Whether Transportation facility is provided? Yes
- Any Other facility provided? If Yes, give details: Yes
- Have provision in regard to disposal or transportation of dead body of emigrants to India: Yes

Screen 3
Document Details tab – Upload Mandatory/Required Documents

Screen 4

Submit the form by clicking on "Submit" button

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

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.

<table>
<thead>
<tr>
<th>Details of Indian with ECR passport going to ECNR country for June 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Name(As On Passport)</strong></td>
</tr>
<tr>
<td>Date of Birth</td>
</tr>
<tr>
<td>Passport Number</td>
</tr>
<tr>
<td>Passport Expiry Date</td>
</tr>
<tr>
<td>Father's Name</td>
</tr>
<tr>
<td>Address Line 1</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Country of Employment</td>
</tr>
<tr>
<td>Employer Name</td>
</tr>
<tr>
<td>Trade(Job Role)</td>
</tr>
<tr>
<td>Monthly Wages</td>
</tr>
<tr>
<td>Amount Collected As Service Charges Including Service Tax(NR)</td>
</tr>
<tr>
<td>Period of Contract(Months)</td>
</tr>
<tr>
<td>Sourcing of the candidate</td>
</tr>
<tr>
<td>Recruitment center</td>
</tr>
<tr>
<td>Insurance Agency</td>
</tr>
<tr>
<td>Mobile number of the emigrant(Enter only 10 digit mobile number)</td>
</tr>
</tbody>
</table>

| Acknowledgement Number/Demand ID | AN723 |
| Acknowledgement Number/Demand ID | JBS17890 |
| Acknowledgement Number/Demand ID | 12 |
| Date of recruitment(Date of Offer/Appointment letter) | |
| Email ID of the Emigrant | |

**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.

Screen 8
On clicking on 'Save & Close' button it redirects to below screen.

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 Deployed section for which Recruited section has been filled.

Select Year, Month and Submit the form.
Select Passport Number from list.

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.

Screen 12

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