Subject: Standard Operating Procedure for cases of Capacity Enhancement

After the roll out of registration as recruiting agent with a recruitment limit of 100 workers against a bank guarantee of Rs. 8.00 lakh vide this Ministry’s Notification No. G.S.R. 1505(E) dated the 12th December, 2017, the Registering Authority has been receiving several requests for enhancement of capacity in terms of para 3 (c) of the Notification. The Registering Authority has considered the matter and decided that such requests for capacity enhancements will be processed in the following manner:

i) All applications for capacity enhancement from 100 to 200, 300, 400 or 500 should be accompanied by a fee of Rs. 10000/-; and, Rs. 25000/- for capacity of 1000+ (as in the regular Rs. 50.00 lakh BG scheme).

ii) The existing date of validity of the RC will remain the same after enhancement of capacity;

iii) Application for enhancement of capacity need not be only in tranches of 100 but should be in multiples of 100, i.e. the recruiting agent can seek enhancement of capacity as per his requirement and financial capacity. One can apply for capacity enhancement from 100 to 200, 300, 400, 500 or even 1000+ in one go, subject to payment of fee as in (i) above.

iv) In all cases involving enhancement of deployment capacity, the applications will be considered only after all procedural requirements e.g. PVR, POE Inspection including premises related issues, Degree Verification (net worth also in case of 1000+) etc. are completed and found satisfactory. However, these verifications/inspection is required to be completed only once during one term of validity of RC i.e. five years.

v) In case an RA gets his deployment capacity enhanced upto 500 workers (i.e. against BG of Rs. 40.00 lakh), the next enhancement will be for 1000+ workers with a total BG of Rs. 50.00 lakh as in the regular scheme.

2. All interested recruiting agents are advised to follow the above process for early disposal of their cases.

This issues with the approval of AS (OE) and PGE.

(Bikash R Mahato)
Under Secretary to the Government of India

1. All the Recruiting Agents through eMigrate.
2. All the PoEs
3. TCS/PMG for eMigrate.