

Details of Records

1. A register of receipt of charges from emigrants recruited, in the form of an original acquittance roll containing the signature of each emigrant from whom the charge has been received. Each such register shall be with reference to a demand for recruitment. The register shall be maintained as permanent record: - Draw 13 column on Top write Name of Agency, Registration Certificate No, From _____ to _____.
 1. Sr.No
 2. Applicant Name & Full Address
 3. Passport No. Date & Place of Issue
 4. Name & Address of Next of Kin (nominee)
 5. Name & Full Address of Foreign Employer, Country
 6. Category
 7. Salary & Contract period
 8. PTA or Ticket No
 9. Visa Number, I.D. No of Sponsor, Date & Place of Issue
 10. Name of Insurance Company, Policy No Date & Place of Issue
 11. Emigration Clearance No Date & Place of Issue
 12. Service charges **(for copy of Receipt and Bill Book Please see attachment)**
 13. Signature/Thumb impression of Applicant
2. A register and records of the amount and pre-paid Ticket Advices along with their photo copies received from the employers, identified demand wise
3. A register containing details of expenses incurred on the recruitment of emigrants demand wise supported by the documents:-Like Visa endorsement Fees, Visa Mofa Fees, Visa Medical Mofa Fees, Emigration Fees, Insurance Policy charges, Advertisement Charges,etc.
4. Individual folders for each employer whose demands of labour, the holder of the certificate has processed, proposes to process or is processing:- Like POE Approval Letter called MLP ,along with Power of Attorney, Demand Letter, Specimen Agreement OR copies of Wakala
5. Bio-data of each emigrants recruited by the holder of the certificate along with following documents:-
 1. Passport Copy (First & Last Page)
 2. Visa Copy

3. Copy of Emigration Clearance granted by POE
4. Copy of ECNR endorsement Page (if already ECNR)
5. Copy of Employment Agreement duly signed by both the party or as Authenticated by the Protector of Emigrants.
6. Ticket Copy
7. Copy of Insurance policy.

6. Folder contain all documents relating to the recruitment of emigrants, including office copies of all advertisements issued, letters of interview and correspondence with the applicant, original award sheets leading to the selection names and address of persons involved in the selection process, copies of letters of appointments, trade- testing particulars.

7. A register of Visas received from the employers giving separate account of block and individual visas:- Register contain 5 column:-

1. MLP No
2. Name of Foreign Employer
3. Visa No
4. Quantity
5. Utilize
6. Balance

8. A Register of Claims for all compensations (including injury or death) :- Register contain 5 column

1. Name & Full Address of Emigrants
2. Emigration Number, Country of employment
3. Nature of compensation
4. Name & address of the recipients
5. Name & Address of the Employer

9. The Holder of certificate shall file a return statement every month in Form IV to the PGE New Delhi or POE by the 10th of the succeeding month. (See copy of form IV in attachment)

10. Folder :- Keep all copies of advertisement for recruitment of the emigrants.