

No. Z.11025/121/2014-Emig.  
Government of India  
Ministry of Overseas Indian Affairs  
(Office of the Protector General of Emigrants)  
(Emigration Section)

Akbar Bhawan, Satya Marg,  
Chankyapuri, New Delhi-110 021

Dated: 13 October, 2014

To  
All POEs

Subject- Monthly Report on the key functions of the office of Protector General of Emigrants for review of Secretary/Ministry-supply of information

All Protectors of Emigrants have been instructed earlier vide **letter No. Z-11025/71/2006-Emig. dated 2<sup>nd</sup> March, 2007** to submit Monthly Report on the key functions of the office of Protector General of Emigrants in the prescribed format for review of Secretary/Ministry-supply of information.

2. The Monthly report format has been further modified to accommodate certain aspects for the better monitoring of the functioning of POE Offices.
3. All POEs are hereby instructed to furnish report on the monthly basis for the previous month by 7<sup>th</sup> of the succeeding month, positively by forwarding email on [soemigration@moia.nic.in](mailto:soemigration@moia.nic.in) and hard copy of the same should also be submitted.

This is issues with the approval of Protector General of Emigrants.

Yours faithfully,

  
(S. A. Khan)  
US(ES-II)

**(REVISED)**

**MONTHLY REPORT**

*[Report for the previous month to be submitted to Secretary by 7<sup>th</sup> positively]*

**Report for the month ending :**

**A. REGISTRATION OF RECRUITING AGENTS**

**No. of cases**

Opening balance	Received during the month(s)	Total	Disposed		Balance	Pending for	
			Cleared	Rejected finally/closed		More than 3 (3-6) months	More than 6 months

Whether the first in and first out principle has been followed in all the cases, if not, the No. of cases cleared out of turn with reasons therefore.

Note:- The applications are dealt with on the principle of first in & first out both at the initial stage as well as receipt of complete applications.

**B. RENEWAL OF REGISTRATION CERTIFICATES**

**No. of cases**

Opening balance	Received during the month(s)	Total	Disposed		Balance	Pending for	
			Cleared	Rejected finally/closed		More than 3 (3-6) months	More than 6 months

Note: The receipts are dealt on first in and first out principle.

**C. PERMITS TO EMPLOYERS (including Project Exporters)**

Opening balance	No. of request received (country wise)	No. of requests disposed (country-wise)	Balance	Pending for	
				More than 3 (3-6) months	More than 6 months

**D. EMIGRATION CLEARANCE ISSUED BY POES**

ECR				Remarks
Group	Individual	Unskilled	DSW	Whether attestation of Mission confirmed

**E. BULK EMPLOYMENT CLEARANCE BY POES**

No. of requests received (POE-wise)	No. of employees required to be cleared	No. of requests cleared	Balance	
			More than one month	More than 2 months

**F. SECURITY STICKERS**

Opening balance	Received during the month(s)	Sent to other POEs	Total	Disposed		Balance
				Issued	Rejected	

**G. PBBY POLICY**

No. of EC Issued	Name of Insurance company	No. of Policies Received	No. of PBBY verified online
Total			

**H. COMPLIANCE OF MINISTRY'S INSTRUCTIONS ISSUED VIDE LETTER NO. Z-11025/197/2009-EMIG. DATED 27 MAY, 2009 AND LETTER NO. Z-11025/97/2014-EMIG. DATED 27 MARCH, 2014 REGARDING CBI'S INSTRUCTIONS ETC.**

I.

No. of EC accorded	No. of documents verified	No. of RAs	% of verification (Minimum 5 to 10% and it should be a representative sample)

**J. ANY OTHER ISSUE**

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