



No. Z-11011/02/11011/2011/PGE-II  
भारत सरकार Government of India  
प्रवासी भारतीय कार्य मंत्रालय Ministry of Overseas Indian Affairs  
अकबर भवन, चानक्य पुरी, न.दिल्ली-110021 Akbar Bhawan, Chanakya Puri, New Delhi-110021

Dated: 24.8.2011

**All POEs**

**Subject: Applications for fresh registration, renewal of RCs, modifications in the RCs etc.-streamlining of procedure- reg.**

With reference to above, matter has been reviewed in the Ministry and from the point of view of facilitating the RAs/Applicants, under-noted procedure is being introduced for speedier disposal of such applications w.e.f. 1<sup>st</sup> Oct., 2011:-

1. All applications for fresh registration, renewal of RCs, modifications in the RCs etc. shall be required to be sent by e-mail at [rcapplication@moia.nic.in](mailto:rcapplication@moia.nic.in). This will be a centralized single point for receipt of all applications from anywhere in India.

Applicants shall be required to scan all the documents, complete in all respect, in the **pdf** format in one single file having 150 pixels resolution and; such **pdf** file shall be attached with the e-mail. Acknowledgement shall automatically be generated by the computer system, for printing by the applicant.

In case, more than one file or in any other format than **pdf**, are attached with emails, such e-mails shall be ignored. Any e-mail received at [rcapplication@moia.nic.in](mailto:rcapplication@moia.nic.in) pertaining to any other issues (including reminders) shall also be ignored.

2. Applicant/RA shall file the hard copy of the documents as e-mailed, with the POE concerned on the next working day along with the copy of proof, i.e. acknowledgement automatically generated by the computer system, of the same having been e-mailed at [rcapplication@moia.nic.in](mailto:rcapplication@moia.nic.in).

3. While e-mailing the documents as attachment, name of the 'business entity' (i.e. name of Company, Firm, Proprietary Concern, RC Number etc.) shall invariably be written in the Subject line of the e-mail.

4. PoEs shall detach and deposit the Demand Draft etc. in the government account immediately. Thereafter, duly processed set of documents in original, alongwith copy of deposit proof of Demand Draft, shall be forwarded by the POEs to the office of the PGE within one month from the date of receipt of application from the applicant/RA.

The POEs shall ensure that all applications/ documents filed in regional languages are translated in English and duly attested by Notary Public/ Gazetted Officer.

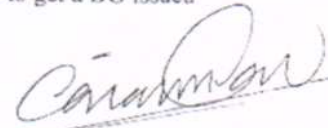
POEs must satisfy themselves that the application is complete as per the checklist before sending the proposal to the PGE, otherwise they will return the proposal to the applicant/RA stating reasons thereof clearly, under intimation to the PGE.

5. Office of the PGE shall download/forward, on daily basis, such e-mails received and shall forward the same to the sections concerned for their processing the same including examining whether any deficiencies are there. Thereafter, the section shall endeavor to convey the deficiencies to the POE and/or the applicants/RAs, as the case may be, through return e-mail within next 10 working days. All further submissions shall be made to the POEs, with intimation to the PGE. In turn, the POEs will upload the documents by email at [rcapplication@moia.nic.in](mailto:rcapplication@moia.nic.in) in one pdf file and send the same by post instantly.

6. Now on, no conditional renewal shall be granted on requests which shall be filed on 1<sup>st</sup> Oct.,2011 or later.

7. Bank Guarantees must be from the following:- namely, State Bank of India and its associate Banks, all Nationalized Banks/ Public Sector Banks/ IDBI or; of the reputed scheduled private banks which are listed at NSE/BSE subject to their promoters' share-holding, direct or indirect, does not exceed 10% of the total paid-up share capital. Onus of proof that such a bank is having less than 10% promoters' share-holding shall lie with the applicant who seeks to get a BG issued by such a bank.

This issues with the prior approval.



(KC Badhok)  
Director(ES)

Copy to:-

1. PS to the Hon'ble Minister of Overseas Indian Affairs.
2. Sr. PS to the Secretary, Minister of Overseas Indian Affairs.
- ✓ 3. The Protector General of Emigrants, MOIA.
4. The Joint Secretary (FS), MOIA.
5. PGE & Emigration Sections.
6. For Notice Boards of the POE offices.
7. All RA associations through POEs.
8. Website Manager, MOIA.