

परदेस में नौकरी पाओ, तो सुरक्षित जाओ, प्रशिक्षित जाओ



Important Information for Migrant Workers

(Handbook on Pre-Departure Orientation)



Migrant workers going abroad must read this Handbook



परदेस में आपका दोस्त, भारतीय दूतावास
Indian Embassy, Home away from Home

English Edition

Acknowledgements

The India Centre for Migration, under the guidance of the Overseas Indian Affairs – I Division and Overseas Employment & Protector General of Emigrants Division of the Ministry of External Affairs (MEA) has brought out this presentation which largely serves as a handbook on Pre-Departure Orientation (PDO) for migrant workers to promote safe, regular and orderly migration. This document aims at training prospective migrants regarding benefits of safe, regular and orderly migration, and welfare and protection measures of the Government of India. The Indian Missions & Posts in the Gulf Cooperation Council (GCC) Countries, the International Organization for Migration (IOM) & the International Labour Organization (ILO) have provided valuable inputs in preparation of this PDO handbook.

Design

M/s. Creative Voyage, New Delhi.

Disclaimer

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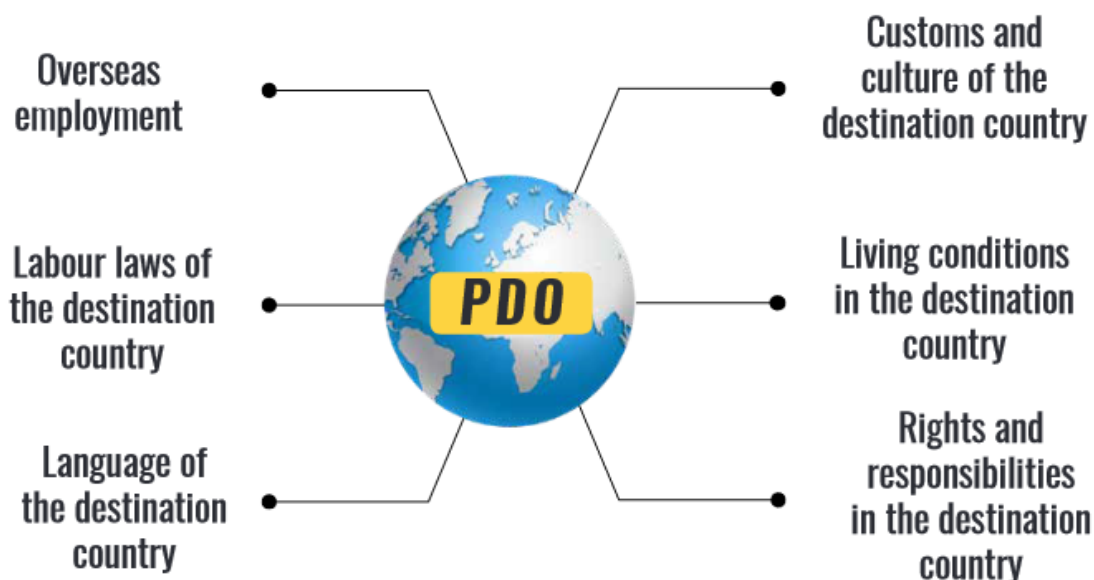
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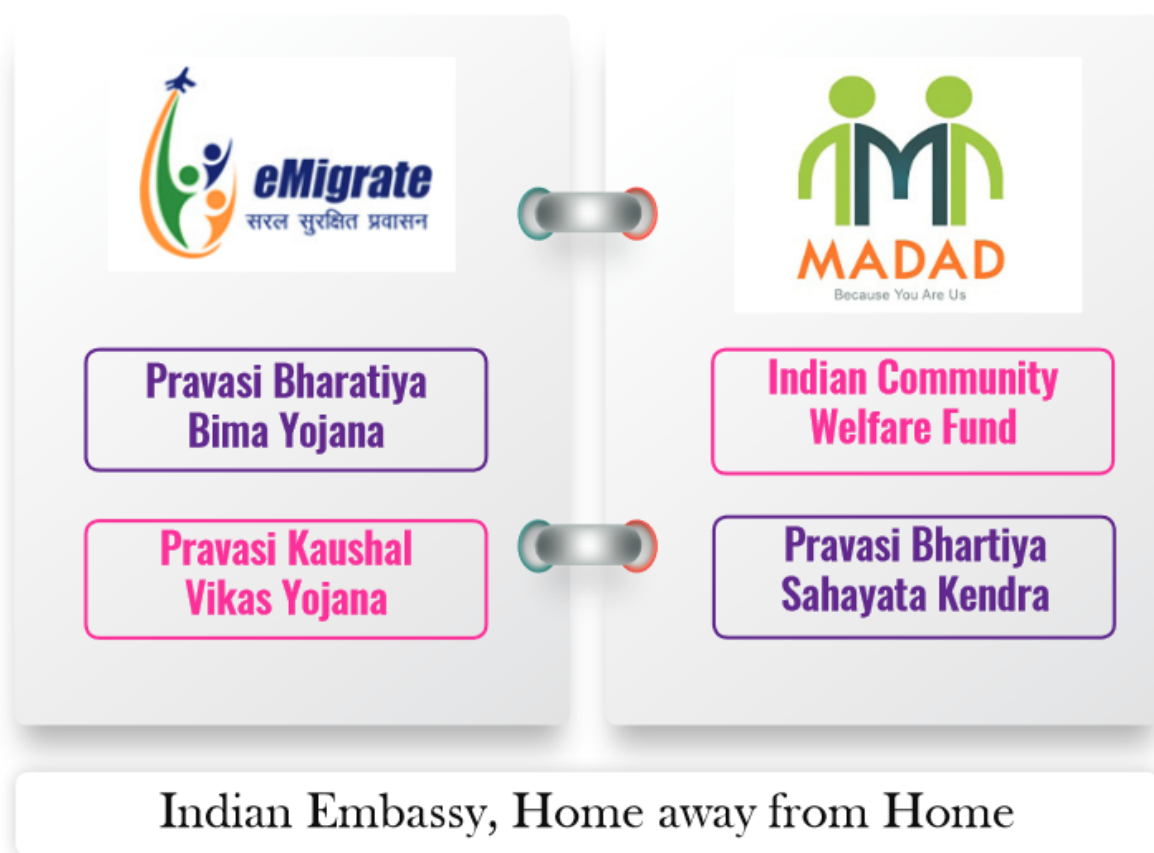
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Objectives of Pre-Departure Orientation (PDO)

Sensitizing migrant workers about



Welfare and Protection schemes of Government of India for migrant workers

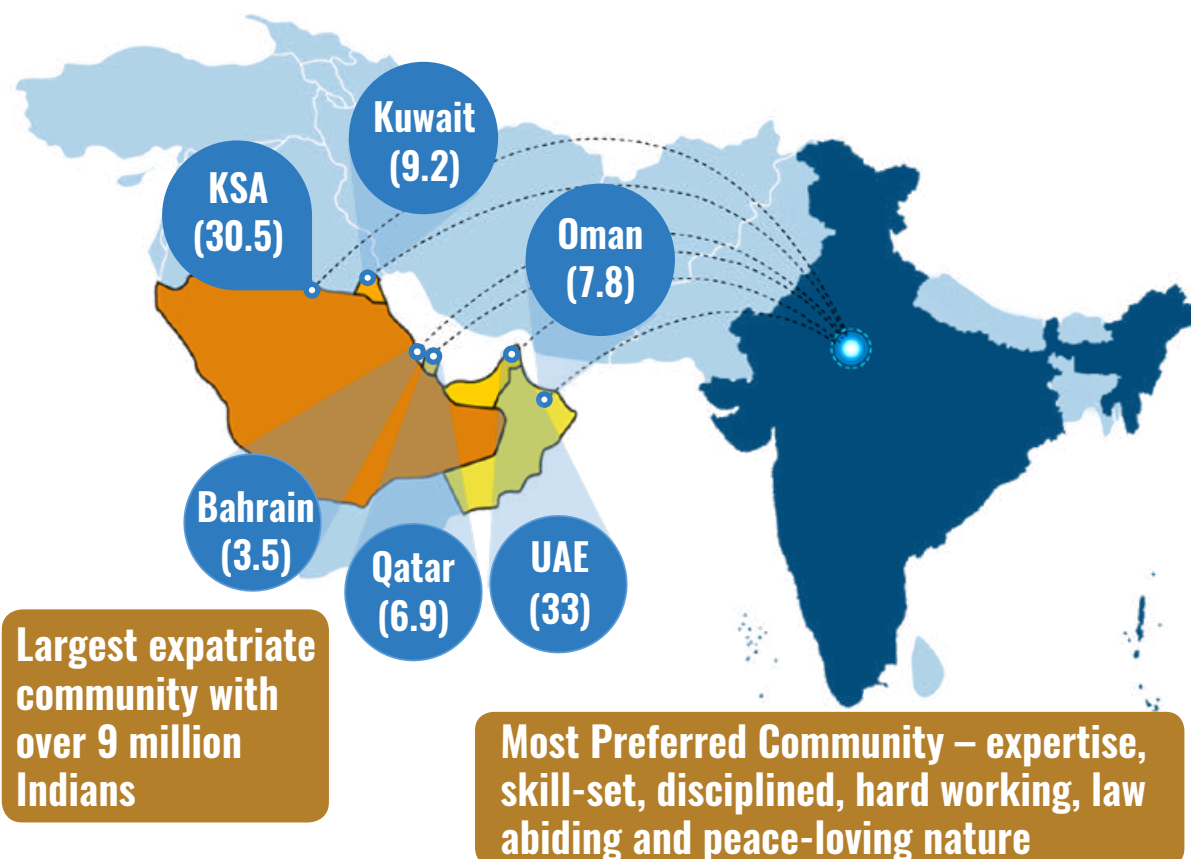


Overseas Indian Community

- » The size of Overseas Indian community is over 30 million (with around 13 million Non-Resident Indians (NRIs) and 17 million Persons of Indian Origin (PIOs).
- » Around 9 million Overseas Indians are in the GCC countries*. Other countries with significant overseas Indian presence are US, Malaysia, Myanmar, United Kingdom, Sri Lanka, South Africa, Canada, Mauritius, Singapore and Nepal.
- » Around 70% of Indian migrants in the GCC are blue-collared workers (low or semi-skilled workers).
- » Government of India has special schemes for their protection and welfare.
- » Visit www.mea.gov.in for updates on the list of countries where emigration is banned.

* Bahrain, Kuwait, Oman, Qatar, Saudi Arabia and UAE

Indian community in GCC (in lakhs)



Orderly and Regular Migration

Movement of a person from his or her usual place of residence to a new place of residence, which is in accordance with the laws and regulations governing 'Exit' with respect to country of origin, travel and transit and 'Entry' with respect to country of destination.

To Do

- ✔ Always migrate through Recruiting Agents (RA) registered on eMigrate.
- ✔ Details of Foreign Employer (FE) should be availed before leaving for the country of employment.
- ✔ Always travel with legal documents and on work visa.
- ✔ Read the employment contract before signing and keep a copy with you. It specifies your rights and responsibilities, salary, working conditions and other assured facilities by the foreign employer.
- ✔ Always keep in mind that you are governed by the laws of country of your employment. There may be restrictions on change of Employer during period of contract. Generally you cannot return without Exit Visa by Employer.
- ✔ Respect local laws, customs and traditions.
- ✔ You can avail benefits of skill enhancement through government's skill development programmes such as Pravasi Kaushal Vikas Yojana (PKVY) for better employment opportunities.

Not To Do

- ✘ Liable for prosecution in the country of employment/ India for offences committed.
- ✘ DO NOT indulge in strikes and protests in the destination country, you are liable to be jailed /deported.
- ✘ Human trafficking, drugs, alcohol, burglary, theft, pornography, obscene language are banned in the destination country. These are punishable by death/ life imprisonment.
- ✘ Never rely on verbal assurances; Insist on proper documentation.
- ✘ DO NOT change your employer/sponsor without authorization from local authority.

Benefits of Orderly and Regular Migration

- ✓ Safety, enhanced welfare and support.
- ✓ Government help can be availed.
- ✓ Can avail insurance under the Pravasi Bharatiya Bima Yojana (PBBY) – Rs.10 Lakhs.
- ✓ Help from Indian Missions/Posts and local authorities will be readily available, which includes bringing you back when in trouble.

Irregular/Illegal Migration

Movement of persons outside the regulatory norms of the sending, transit and receiving countries. From the perspective of 'Destination Countries' it is entry, stay or work in that country without necessary authorization or documents required under immigration regulations.

Problems due to Irregular/Illegal Migration

- ✓ Liable for prosecution both in country of employment / India for offences committed. The punishment can range from heavy fine to imprisonment and deportation.
- ✓ Illegal migrants are not recognised by sending, transiting and receiving countries. They are not entitled to the facilities which are available to the legal migrants. May be subjected to travel ban in Destination countries.
- ✓ Lack of awareness about the nature and terms of job, employer details, salary, working conditions and other benefits available to an expatriate worker.
- ✓ Possibility of being cheated/ exploited by illegal recruiters/employers in country of employment.
- ✓ Cannot avail welfare and protection measures.
- ✓ Possibility of being arrested/jail/loss of all savings, passport, other important documents etc.



Result of Irregular Migration



Emigration Act, 1983

(Provides legal framework for Overseas Employment related issues)

Recruiting Agent

Any person recruiting for Overseas Employment to ECR countries must be registered on eMigrate.

Modes of Recruitment

- Through registered Recruiting Agent (RA)
- Directly by Foreign Employer (FE) under Permit

Emigrants

Emigrants going abroad for specific works such as labour, household workers, drivers, technician, office staff, hotel staff, nurses etc., should travel only after Emigration Clearance.

Protector General of Emigrants (PGE) and Protectors of Emigrants (PoEs)

Protector General of Emigrants (PGE) and 10 Protector of Emigrants (PoEs) comes under this act. They monitor recruitment activities of RAs, illegal agents, processing of Emigration Clearance (EC) etc.

Emigration Clearance

The Bureau of Immigration (BoI) verifies the Emigration Clearance (EC) before permitting an emigrant worker in ECR category to travel abroad. The Ministry of External Affairs, through the Office of Protector General of Emigrants (PGE) & 10 field offices of Protectors of Emigrants (PoEs) grants Emigration Clearance (EC) before workers proceed for employment to 18 Emigration Check Required (ECR) countries.

Requirement Emigration Clearance

- ✔ ECR (Emigration Check Required) Passport holders and nurses.
- ✔ ECR Passport category is issued to an applicant who is not Matric/X Class Pass.

List of ECR Countries

- ✔ Emigration Clearance from POE is required before going to these countries for employment.
- ✔ Afghanistan, Bahrain, Indonesia, Iraq, Jordan, Kuwait, Libya, Malaysia, Oman, Qatar, Saudi Arab, South Sudan, Sudan, Syria, Lebanon, Thailand, United Arab Emirates (UAE) and Yemen.

Protector of Emigrants (PoE)

- ✔ Presently there are 10 Protector of Emigrants (PoE) offices in India. These offices are situated in New Delhi, Raebareli, Jaipur, Chandigarh, Kolkata, Mumbai, Hyderabad, Chennai, Thiruvananthapuram and Kochi.

(Information regarding these 10 PoE offices can be seen at Page No. 42)

Advantages of emigrating through Registered Recruitment Agents (RAs) & obtaining Emigration Clearance (EC)

Benefits of eMigrate

01	Important data of the emigrant is captured on-line – (eMigrate).
02	Credentials of Foreign Employer (FE) and Registered Recruitment Agents (RA) verified.
03	Employment Contract is generated on-line. Possibility of cheating / fraud is minimal.
04	It also ensures Insurance of emigrant (through PBBY) of Rs. 10 Lakh.
05	Government can take swift action against RA to redress grievances of emigrants in distress, by suspension / cancellation of Registration of RA.
06	RAs are duty bound to rescue workers in case of problem/distress/repatriation.

Note: Simplifying processes in the Migration cycle and improving their effectiveness is the vision and objective of eMigrate portal. Around 1600 Recruiting Agents and 1,50,000 Foreign Employers are registered on eMigrate portal. View their details on www.emigrate.gov.in

Challenges faced by Irregular Migrants

No support of Agent in case of any problem, wage dispute, unsatisfactory living conditions, health issues etc

Rescue from clutches of foreign employer is very difficult, as intervention by Indian Mission is not easy

Frequent complaints of overcharging

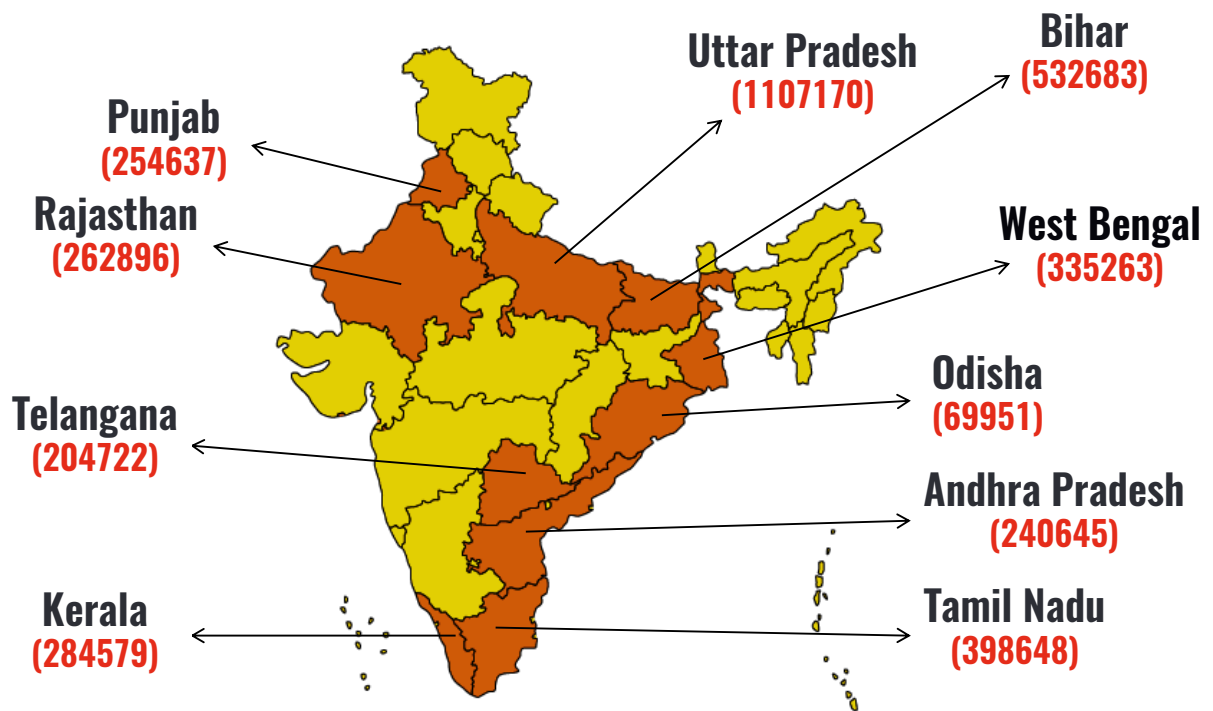
Very risky for emigrants due to illegal migration & can be caught and Offloaded or deported or put in Jail

Cheating/fraud/trafficking – with minimal chance of recovery of money paid by emigrants

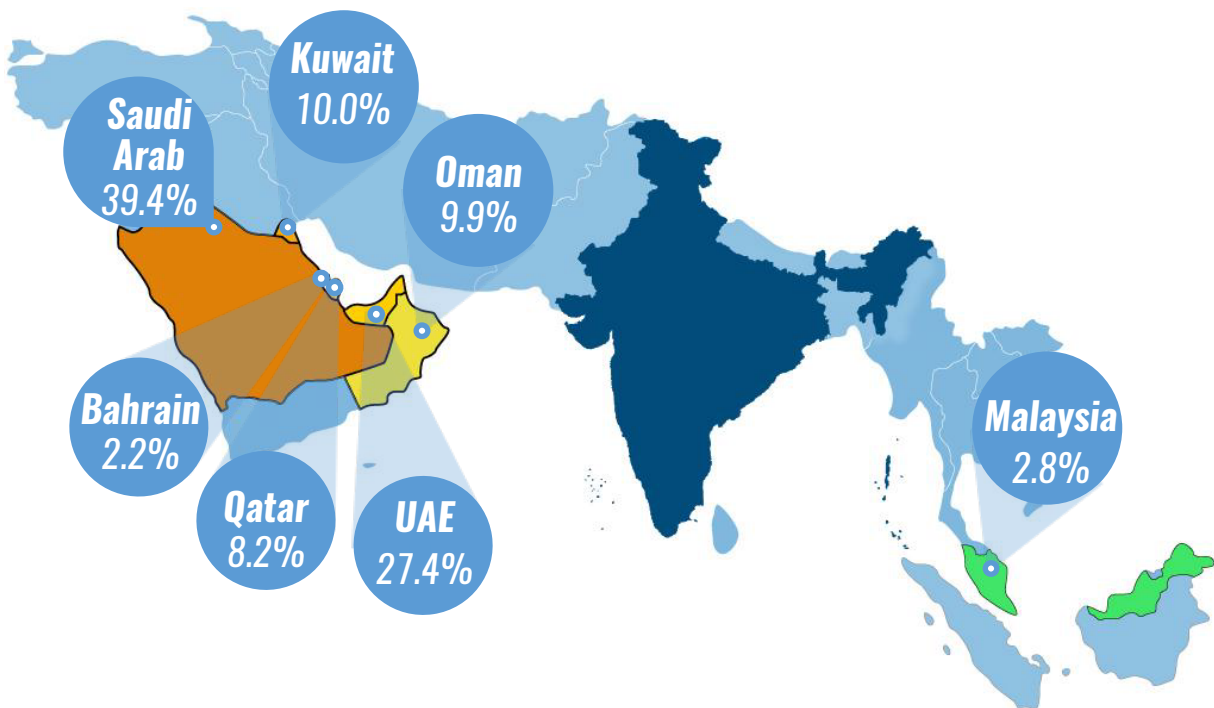
Only Law enforcing agencies / Police can catch the illegal agents – often difficult

Always travel through registered Recruiting Agent on eMigrate

Migration Trend From Top 10 Labour Sending States To ECR Countries (2012-2017)



Country-wise Emigration Clearances (2012-2017)



Pre-Departure Medical Examination for Expatriates

- » Before obtaining visa, It is mandatory to pass medical test from GCC recognized Medical Center's Association (GAMCA).
- » Visa shall not be processed in case of a negative report.
- » May have to face a ban for a certain period if the reports indicate infectious disease.
- » Medical test report is valid for 3 months for the visa to be stamped and medical reports are to be released no later than 3 days after examination.
- » Keep a copy of the medical test and receipt from the test centre.
- » Link to see list of Authorized GAMCA Centres:
<https://gcchmc.org/Gcc/Login.aspx>
- » Authorised GAMCA centers are situated in Mangalore, Ahmedabad, Bengaluru, Lucknow, Mumbai, Chennai, New Delhi, Hyderabad, Jaipur, Thiruvananthapuram, Trichy, Calicut, Manjeri, Tirur, Kochi, Goa and Kolkata.
- » Link to register for Medical Test
<https://gcchmc.org/gcc/RegisterForMedicalTest.aspx>
- » Link to check Medical Status:
<https://gcchmc.org/GCC/checkmystatus.aspx>

Safe Tips for Journey Abroad

Before you leave



- 01** Check if job designation on your visa matches with the job offered
- 02** Signed copy of employment contract
- 03** Always leave one copy of all documents at home
- 04** Follow the laws & rules every time
- 05** Ensure your Passport is valid for at least six months
- 06** Open bank account with any bank in India before departure
- 07** Do not carry any packets given by others. Decline firmly
- 08** Do not carry religious symbols, drugs, inflammable articles & other banned items

Safe Tips for Journey Abroad

Before you leave



Always carry helpline and contact numbers of Indian Embassy, MADAD, PBSK & eMigrate

09

Ensure you have contact numbers of your Recruiting Agent, Employer with you

10

Hand Baggage - You can carry with you inside the plane, not more than 7 Kg

11

Prepare a checklist of items to be packed both in check-in and hand luggage

12

Check items that are banned in international flights

13

Check-in-baggage goes into the plane's baggage compartment and can be more than one bag or suitcase (contact airline for baggage weight limit)

14

Keep your passport, visa and flight ticket ready at the entrance of the airport

15

Arrive at the airport at least three hours before departure

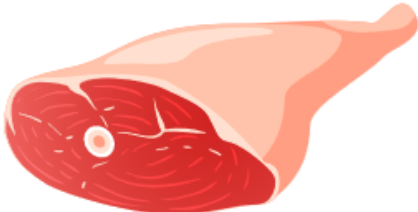
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Safe Tips for Journey Abroad

What to Pack



What Not to Pack


















Safe Tips for Journey Abroad



**ARRIVING INSIDE
THE AIRPORT**

You should report to the airport three hours before your flight is scheduled to leave











Safe Tips for Journey Abroad

				
Departure	Arrival	Fasten Seatbelt	Security Check	Restroom
				
Baggage Trolley	Waiting	Baggage	Exit	Information
				
No Dogs	No Smoking	No Weapons	Litter	Telephone

AIRPORT SIGNAGES



Departure Gates

				
Disability	Currency Exchange	Down Escalator	Up Escalator	Elevator
				
Canteen	Drinking Water	Custom Control	ATM	Currency Exchange

Safe Tips for Journey Abroad

A. Check in to get your boarding pass and go through immigration and security check



INSIDE THE AIRPORT

B. Go through immigration



C. Security check



Safe Tips for Journey Abroad

D. Sit down in the waiting area outside the departure gates



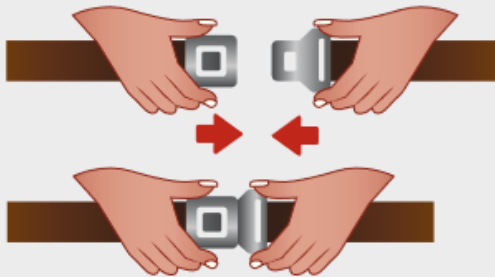
E. Boarding the plane



Safe Tips for Journey Abroad



A. Put your luggage in the overhead bin



B. Fasten your seat belt



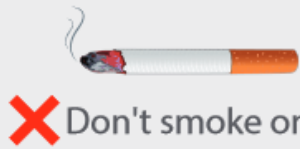
C. Switch off all electronic devices before take off and landing

INSIDE THE PLANE

D. Food and beverages will be served to you on the flight



Safe Tips for Journey Abroad



✗ Don't talk loudly



✗ Don't listen to music loudly



✗ Don't lean on the person next to you when sleeping



✗ Don't drink alcohol



WHILE ON AN AIRPLANE

✗ Don't put your feet on the seat or other people



Don't push your seat back, disturbing the passenger sitting behind



Safe Tips for Journey Abroad



A. The air hostess will give you an immigration form or an incoming passenger card (IPC) before you land at your destination

INCOMING PASSENGER CARD

Sample Incoming passenger card

PLEASE COMPLETE IN ENGLISH WITH A BLUE OR BLACK PEN

Family/surname

Given names

Passport number

Flight number or name of ship

Intended address in destination country:

State Yes No

Do you intend to live in the destination country for the next 12 months? Yes No

If you are NOT a citizen: Yes No

Do you have tuberculosis? Yes No

Do you have any criminal conviction/s? Yes No

DECLARATION
The information I have given is true, correct and complete. I understand failure to answer any questions may have serious consequences.



B. You need to fill up the Incoming Passenger Card (IPC) before landing

Safe Tips for Journey Abroad

A. Get your visa stamped and complete all necessary immigration formalities

**ONCE YOU
GET THERE**



B. Ensure you have all your belongings. Don't pick up things of someone else things. Please cooperate if security personnel want to check your baggage at the destination

Safe Tips for Journey Abroad

GREEN CHANNEL



RED CHANNEL

Each country in the Gulf has different limits for goods on which duty is levied. Check regulations for the destination country and the goods that you are allowed to bring in. Ensure that you walk through the correct channel on your way out of the airport.



Keep your passport with you at all times.
Wait for the person coming to pick you up at the arrival gate of the airport.

Safe Tips for Journey Abroad

✗ It is unacceptable to initiate shaking hands with an Arab woman



Social visits to Arab homes without an invitation should be avoided

CULTURE OF THE GULF COUNTRIES



Friendly gestures with Arab women should be avoided

