

Government of Pakistan
Bureau of Emigration and Overseas Employment
Emigration Tower, 10 Mauve Area, G-8/1, Islamabad

No. BE-Ops(Pcy)45/2010

Islamabad, the 09 March, 2022

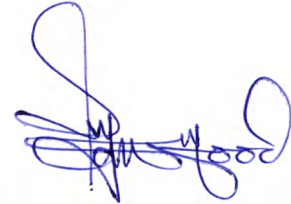
Subject: - **PROCEDURE FOR VERIFICATION OF MANPOWER DEMAND THROUGH PAKISTANI MISSIONS IN DIFFERENT COUNTRIES.**

The verification of manpower demands through the Pakistani Embassies in different countries is currently being done through a traditional way which takes such a long time that we are losing our due share in the foreign job opportunities. The foreign employers who usually have their projects with pre-defined time-line for completion and huge amount of money invested, do not wait for weeks and months consumed in confirmation of their demands, to start the recruitment process. They prefer issuance of manpower demands to such labour exporting countries whose process of export of manpower is simple, quick and fits their requirements. There is a dire and immediate need to break the traditional barriers and take measures for a smooth, timely, and simplified process of export of manpower to facilitate the foreign employers and OEPs.

2. The Director General, Bureau of Emigration and Overseas Employment after careful examination of the above-mentioned situation, has been pleased to regulate verification of manpower demand through the procedure attached herewith, with immediate effect. The existing verification requests shall also be re-routed through this procedure if no response is received till date of issuance of this letter.

3. This issues with the approval of the Director General.

Encl: a. a.



(Safdar Mehmood)
Deputy Director (Policy)
Tel: 051-9107261

✓ **Protectorates of Emigrants,**

Rawalpindi, Lahore, Multan, Dera Ghazi Khan, Sialkot, Peshawar, Malakand, Karachi, Quetta

Copy to:

- 1) PS to Secretary, Ministry of OP&HRD, Islamabad.
- 2) PS to Director General, B&OE Islamabad.
- 3) Deputy Secretary (Emigration), Ministry of OP&HRD Islamabad.
- 4) Director (IT), Director (Research & Coordination)/ Director (Admin), BE&OE, Islamabad.
- 5) Community Welfare Attaches Jeddah-I, Jeddah-II, Jeddah-III, Riyadh-I, Riyadh – II, Riyadh –III (Saudi Arabia), Abu Dhabi, Dubai-I, Dubai-II (UAE), Manama (Bahrain), Kuwait City (Kuwait), Doha-I (Qatar), Kuala Lumpur (Malaysia), Muscat (Oman), Manchester (UK), Seoul (South Korea), Milan (Italy), Barcelona (Spain), Athens (Greece), Baghdad (Iraq), New York (USA), Pretoria (South Africa), and Tokyo (Japan) with the request to send copies of the demand letters and power of attorneys when attested through email at operations@beoe.gov.pk or relevant Protector of Emigrants, soon after attestation for speedy grant of permissions to the OEPs.

- 6) Assistant Directors (Operations), BE&OE, Islamabad.
- 7) Chairman POEPA, Islamabad for information of OEPs.
- 8) D.E.O. (Operations), BE&OE, Islamabad for sharing in Policy section of the website and as news update.

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(Safdar Mehmood)
Deputy Director (Policy)

- 1 -

Procedure for Verification of Manpower Demands (09-03-2022).

The following procedure shall be taken for verification of manpower demands of OEPs with immediate effect:

- (1) There shall be no discrimination for verification of a demand merely on the basis of a traditional and non-traditional country. It is the satisfaction of the Protector of Emigrants based on the available documents to decide whether there is a need for verification of demand or otherwise. They are fully empowered to grant permissions against private sector demands and the approval of the Director General is not required when the demand is fit to process.
- (2) The OEP before submission of the documents to Protector of Emigrants therefore shall ensure that:
 - a) the demand documents and their attestations are genuine;
 - b) there is no tampering with documents; and
 - c) the jobs are available with the employer who is financially sound to accommodate the emigrants according to the terms and conditions of the jobs mentioned in the demand letter.
- (3) The CWA, on attestation of a manpower demand of an OEP, shall send an email of the demand documents to the Director (Operations), the Protector of Emigrants, and the OEP (if email address is available).
- (4) ***The term "CWA" referred to in this procedure shall also include any relevant officer of a Pakistani embassy/ consulate dealing with verification of demands.***
- (5) If the Protector of Emigrants receives attested demand documents through the official email of CWA and the OEP applies for permission, the permission shall be granted without waiting for receipt of original documents, on an undertaking of the OEP, if there is no deficiency or other point for verification from CWA.
- (6) If the Protector of Emigrants after scrutiny of a demand under Rule 19, is of the opinion that the OEP has fulfilled the requirements of this rule, but a specific aspect/ point of the demand needs verification/ clarification from Pakistan Mission, he shall take the following measures:
 - (a) The demand documents shall be referred to the CWA, directly through an email with a covering letter clearly stating the points for verification alongwith supporting documents;
 - (b) Protector of Emigrants shall ensure that documents required for verification are complete;
 - (c) Copy of the email shall also be sent to the Director (Operations) in the Bureau and the OEP;
 - (d) The covering letter shall specifically mention that if the verification report is not received within 15 days, the permission to the OEP shall be conditionally granted till receipt of the report to avoid losing of the demand;
 - (e) The practice of verification of financial soundness of foreign employers on the basis of their bank statements, financial audit reports etc. shall be discontinued as such employers do not provide these documents and we are losing the demands as compared to our competitors in the region;
 - (f) If the Protector of Emigrants is of the view that the financial soundness of the employer is necessary for a permission, the OEP shall give an undertaking that he shall be responsible for salary and other benefits of the job till the contract period;



- (g) The Protector of Emigrants shall remain telephonically in contact with CWAs for timely coordination;
 - (h) No amount shall be charged from the intending emigrants on a conditionally granted permission within 30 days of its referring to the CWA and in absence of a verification report. However, the OEP may charge the authorized amount after that, subject to return of the same to emigrants within 15 days of receipt of an adverse verification report.
- (7) There shall be no requirement to submit a verification request of Protector of Emigrants on a file in the Bureau to get approval of the Director General to refer it to the Pakistan Mission. On receipt of copy of email in the Bureau, the Director (Operations) shall take the following measures:
- (a) Forward the email of Protector of Emigrants to the CWA on the format of the text approved by the Director General, with copy to the Protector of Emigrants;
 - (b) If the CWA shares a report, it shall be immediately shared with the relevant Protector of Emigrants through email. There is no requirement for referring it with a covering letter.
 - (c) If the CWA raises a query, it shall also be immediately referred through email to Protector of Emigrants for reply with copy to the OEP.
 - (d) Specimen signatures of the attesting authorities shall be displayed and updated in the MIS for further assistance of the Protector of Emigrants in ascertaining the genuineness of a demand.
 - (e) On receipt of original verification report, the Assistant Director (Operations) shall refer the original verification report with a covering letter to the Protector of Emigrants and retain a copy of the report in relevant file. There is no requirement of approval of any authority to send this report to Protector of Emigrants.
- (8) If no response is received within 15 days, the Protector of Emigrants shall take the following measures:
- (a) Telephonically contact with CWA or issue reminder-I to him with copy to the PS to Director General and the OEP;
 - (b) Get an undertaking from the OEP that in case of any negative assessment by the CWA, the permission shall be cancelled and he shall be responsible for the consequences;
 - (c) A permission shall be granted to the OEP if he provided complete documents required for verification, with the above condition and the CWA shall be informed;
 - (d) If the report is not received within 15 days of reminder-I, the Protector of Emigrants shall issue reminder-II to the CWA with copy to the SPS to Secretary OP&HRD, PS to Director General, and the OEP.
 - (e) If the report is not received within 15 days of Reminder-II, Protector of Emigrants shall issue reminder-III with copy to SPS to Secretary MOFA, SPS to Secretary OP&HRD, PS Director General, and the OEP;
 - (f) If the report is not received within 15 days of reminder-III, and there is also no response from the CWA, the Protector of Emigrants may register the workers on surety of the OEP and send a letter to the CWA informing about registration with copy to SPS to Secretary MOFA, SPS to Secretary OP&HRD, and PS to Director General.

