



OMCAP – INFORMATION UNDER RTI ACT 2005

I) ORGANISATION

Overseas Manpower Company A.P Limited was incorporated under the Companies Act 1956 on 10-01-2006 as a Limited Company. This is an Andhra Pradesh Government owned Company setup with the sole aim of supplying Indian manpower to Employers/Establishments /Organizations in Foreign Countries. The Company is governed by a Board of Directors.

OMCAP is an ISO 9001-2008 certified company and has a 1000+ recruiting licence issued by PGE,MOIA. New Delhi

The Hon'ble Minister for Labour, Employment and Training Govt. of A.P. is the ex-officio Chairman of the Company. The Principal Secretary Department of LE&T & F Government of A.P. is the ex-officio Vice Chairman of the Company. The Commissioner, Employment and Training Government of A.P is the ex-officio Managing Director of the Company. The Commissioner of Technical Education, The Joint Secretary to Government Home Department, The Director of Medical Education, The Joint Secretary to Government Finance Department Government of A.P. and The Protector of Emigrants, Hyderabad are the six other Directors.

The number of Directors may be changed by the Government of A.P according to the Company's need.

1. FUNCTION:

The Company is functioning as Recruiting Agent, arranging VISA stamping as passport, conducting Orientation Training classes for Indian workers, Conducting induction course to Candidates leaving for employment in Malaysia are some of the other functions of the Company.

2. RECRUITMENT:

The Company registers the Candidates who seek Overseas Employment for which it issues printed application. On receipt of filled in application, experience, licence etc., are checked and their names are enrolled in a computerized Data Bank maintained by the Company. The Company canvasses overseas employment Vacancies through various sources. Once the demand for vacancy is received from an overseas employer, it is the duty of the Company to check the Creditability of the employer and the terms and the conditions of employment. If found satisfactory, the Company selects suitable candidates from the Data Bank and subjects their Candidature before employer for an interview. It supports the employer to conduct Trade test and personal interview in India and extend all Secretarial service to the employers to select the right type of Candidates suitable for the Vacancy.

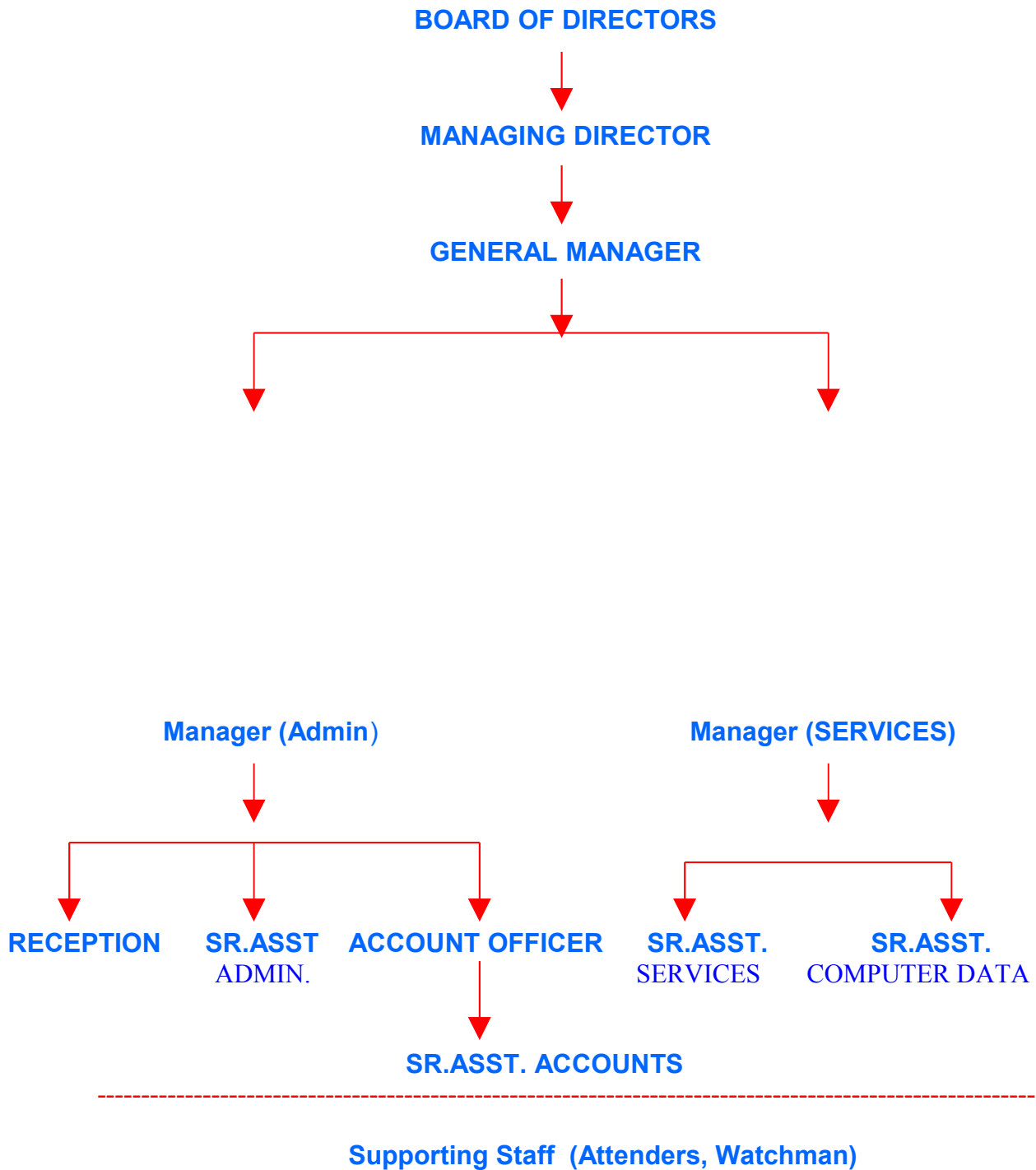


II) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES OFFICERS POWERS:

SNO	OFFICERS	POWERS AND DUTIES OF OFFICERS
		ADMINISTRATION FINANCIAL
1	CHAIRMAN	Presiding Board meeting, supervising transactions if necessary, Represents OMCAP in official meetings.
2	MANAGING DIRECTOR	Appointing authority to all posts of OMCAP .To sign cheques of OMCAP .To enter MOU with foreign/national placement agencies
3	GENERAL MANAGER	To assist Managing Director, operate daily business of OMCAP. To distribute official work among the staff, maintain overall supervision and discipline in the office .To communicate MD and BOD about the developments of OMCAP. Arrange interviews and selections.
4	MANAGER (SERVICES)	To assist MD and Manager, maintain up to date computerization of the registrants, issue call letters and arrange interviews, to see visa, air tickets works and attend the work directed by MD and Manager.
5	MANAGER (ADMIN & TRG)	To assist MD and Manager, administrate establishment and accounts section and training, to supervise daily financial transactions and attend the work directed by MD and Manager.
6	ACCOUNTS OFFICER	To record the daily financial transaction, maintain the account books and ledgers, to prepare statement of affairs in the supervision of AM (Admin), attend the work directed by MD and Manager
7	OTHER EMPLOYEES	Assist the officers, to discharge the duties assigned To maintain dignity and decorum of office and to Attend the office work.



ORGANISATION CHART OF OMCAP





III) THE PROCEDURE FOLLOWED IN ITS DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

The important decisions of the Company are taken by the Board of Directors, which meets normally once in three months. Certain major policy decisions taken by the Board are communicated to Government then and there and its approval thereon obtained. Besides as per Company Act 1956, Annual General Body meeting is convened for adopting accounts Directors Report and for declaration of dividend based on the profit earned by the Company during the financial year. The dividends are payable to Government since the Company is fully owned by Government.

IV) CHANNEL OF SUPERVISION

Managers are working under the control of Managing Director and General Manager and discharging the functions of the Company. The Assistants are routing their subject files through the concerned Manager to General Manager and Managing Director for taking decision. The Internal Auditors appointed by the Board, Statutory Auditors appointed by the Board, Statutory Auditors appointed by the Comptroller and Auditor General of India, and the officers from the offices of the Accountant General (Audit) are inspecting the accounts and performance of the Company and send report to Government and public Accounts Committee. The Suggestions made by the Accountant General (Audit) are placed before Board and implemented. The annual accounts in the Annual General Body Meeting are being placed on the table of Andhra Pradesh legislative Assembly through Government. Besides in every Board Meeting physical and financial Activities of the Company are reviewed.

V) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

1. REGISTRATION:

The norms adopted for registration of Candidates with the Company is that all candidates who wants to have abroad placement can register with the Company.



2. RENEWAL

The registrations with the Company will be valid for 5 years Counting from the Month of registration. Those who desire to continue their registration beyond this period should renew their registration. The renewal fee will be Rs.200/- for five years.

3. RECRUITMENT

The Company gets enquires from Overseas employers either directly or through Indian normally Embassies/Missions working abroad. The Employer normally prescribes the name of the post, number of Vacancies, Educational and experience qualification to be possessed by Candidates. Based on the employers indent the Company issues call letters to the eligible registered candidates to attend the selection process. All secretarial and clerical services are provided to the employer, VISA and AIRTICKETS are arranged for the candidates. Then the Candidates are advised to get their education and experience certificates attested and undergo medical examination. Once the selected candidates successfully completes medical examination and Certificate attestation process, their cases are taken up for VISA stamping/emigration process.

Finally the selected candidates are deployed to their place of Employment in foreign Country.

4. SERVICE CHARGE

After Completion of the selection every candidate should pay Rs.5000/- to Rs.10,000/- as prescribed in the Emigration Act, Govt of India or one months salary (whichever is greater) as service charge to the company.

5. AIR TICKETING

The Company arranges AIR TICKETS for selected candidates for abroad placement through approved travel agents.

VI) SOCIAL SECURITY SCHEME FOR NON-RESIDENT –TELUGUS

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The company is proposed to have collaboration with an Insurance Company to arrange with accident and health insurance coverage. The scheme is applicable to all Non-resident Telugus and recruits going for abroad to the employment through this company.

VII) TRAINING INITIATIVES

1. ORIENTATION CUM TRAINING PROGRAMME

The skilled workers going overseas (placed) and potential candidates are eligible for admission to the course. It is a free training programme sponsored by Ministry of Overseas Indian Affairs for duration of 7-14days of specialized trades like Electricians, Plumbers, Carpenters, Welders, Fitters, and Machine Operator Construction Security Drivers etc. During the course, the candidates are familiarized of foreign language customs, laws, employment terms and conditions and refresh their skills to meet the foreign employers standards. Material is also supplied during the training period. OMCAP enrolls candidates and sends them to the selected Govt ITI's, polytechnics And other institutes identified for this purpose.

2. WINNING EDGE

The programme is for working professionals, people in hunt for employment businessmen and women, students in final year .The duration of the course is 2 days held over a series of five trainings on Saturday and Sundays with an experienced soft skill trainer. The programme improves the attitude, communication skills, and goal setting etiquette with interview skill level of the people on different behavioral areas through various activities like role play, excercises, lecture etc .The cost of the training is Rs 600/- for unemployed and Rs1200/-for employed and course material is given on 2nd day of the programme with a certificate.

3. ENGLISH LANGUAGE PROFICIENCY

The course is intended for overseas job seekers, who want to equip themselves with the basic working knowledge of English in a systematic and organized manner. The course is of two levels—level 1-for slow learners and level 2 – for advanced learners with a fee of Rs1000/- only. The duration of the course is 20 days, 3hours a day where the candidates are taught about basic English grammer, greetings, how to converse in English to write etc through language games, group discussions, role plays etc. Course material is also provided to them.

4. MALAYSIAN INDUCTION COURSE

The general workers who are intending to go to MALAYSIA for employment are all eligible for admission to this course. The course fee is Rs. 3500/- per Candidate.



Course fee includes examination fee, Coaching fee and supply of study materials during the training period.

VIII) FORMULATION AND IMPLEMENTATION OF POLICY

The policies of the Company are formulated by the Board of Directors and got approved from the Government of A.P. and implemented.

Whenever needed, views of the public are heard for the growth of Company business. However, there are no mandatory rules to ensure the public participation in formulation and implementation on the business policies of this company.

IX) TRAVEL POLICY

1.OVERSEAS:

The Board of Directors/officials of OMCAP undertakes business promotion tours of overseas on obtaining permission from Govt. of A.P i.e. approval from screening committee, General administration Dept. A.P Govt.

2.WITHIN INDIA:

For business promotion tours within India, Managing Director is the authority to approve the tours.

BOARDS: COUNCILS AND COMMITTEES

MONTHLY RENUMERATIONS TO OFFICERS:

SNO	POST	SCALE OF PAY
1	MANAGING DIRECTOR	
2	GENERAL MANAGER	On deputation /other duty basis
3	MANAGER (2)	On deputation/other duty basis
4	ACCOUNTS OFFICER	On deputation/other duty basis
5	SENIOR ASSISTANTS	On deputation/out sourcing basis



6	OFFICE SUBORDINATES	On out sourcing basis
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X) STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

The following documents are maintained for the day-to-day business of the Company.

SNO	NAME OF THE DOCUMENT	PROCEDURE TO OBTAIN	HELD BY UNDER THE CONTROL OF
1	REGISTER OF MEMBERS	MD	MD
2	MINUTES OF THE BOD MEETING	MD	MD
3	MINUTES OF THE MEMBERS MEETING	MD	MD
4	REGISTER OF DIRECTOR	MD	MD
5	BOARD MEETING ATTENDANCE REGISTER	MD	MD
6	GENERAL BODY MEETING ATTENDANCE REGISTER	MD	MD
7	SHARE TRANSFER REGISTER	MD	MD

XI) REVENUE EXPECTATION

S.NO.	NAME OF THE BUDGET ESTIMATE DIVISION	2006-2007:	2007-2008:
1	REGISTRATIONS	23,53,500	28,24,200
2	RECRUITMENT	11,21,014	13,45,216
3	TRAINING	4,40,000	5,28,000
	TOTAL	39,14,514	46,97,416



XII) DETAILS OF THE INFORMATION AVAILABLE TO, OR HELD BY IT REDUCED IN AN ELECTRONIC FORM.

All information about the activities of the Company and details of overseas vacancies received and dealt by this Company are available in its Website address.

<http://www.omc.ap.gov.in>

XIII) THE PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZENS

Means, methods of facilitation available to the public which are adopted by the Company for dissemination of its activities.

1. OFFICE LIBRARY:	YES
2. DRAMA AND SHOWS:	NIL
3. THROUGH NEWS PAPER:	YES
4. NOTICE BOARD:	YES
5. PRINTED MATERIAL AVAILABLE:	YES
6. THROUGH WEBSITE PUBLICITY:	YES
7. OTHER MEANS OF ADVERTISING:	YES

XIV) THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:

STATE LEVEL



1. Public Information Officer: General Manager: Overseas Manpower Company A.P. Limited, Hyderabad
2. Assistant Public Information: Officer Manager (Services) Overseas Manpower Co.A.P.Ltd, Hyd
3. Appellate Authority: Managing Director: Overseas Manpower Company A.P. Ltd Hyd.

XV. Achievements of OMCAP as on 30-03-2010

I. Placements:

1126 candidates have been placed in various job categories covering Hong Kong, Gulf Countries. Placement process is in progress to fill another 165 vacancies. So far over 7100 candidates were provided interview opportunities by the foreign Employer delegates arranged in OMCAP .So far 900 foreign Employers are identified for placement promotion. The orders from the following employers are in process

- 1.AL-Futtaim Carillion Dubai & Oman
- 2.NCC International LLC Oman
- 3.EMRILL LLC, Dubai

6260 candidates have registered in OMCAP with different qualifications as given below

Below SSC	762
SSC/Intermediate	884
Degree	474
ITI/Diploma	1563
Professional & Exes (BE/MCA/MBA/PG)	598
Medical	136
Drivers	1469
Others like Security Guards etc.,	374
TOTAL	6260

II. Capacity building/Training



Training programmes are conducted in OMCAP with the funds available from Government of India as well as from Government of Andhra Pradesh in order to ensure the availability of skilled and competent work force to meet the international standards. Two major schemes are in operation.

Skill Up Gradation and Pre Departure Orientation Training Funded by MOIA (5,699 are trained)

Skill Development for Overseas jobs – Funded by Government of AP through RUS (418 candidates are trained)

III. Overseas Skill Testing Centre

Overseas Skill Testing Centre is opened in January 2010 in the premises of ITI Mallepally, to facilitate testing facilities during the selections by the foreign employers with the support from the employer Al Futtaim Carillion, Dubai,UAE. The skill testing facilities are utilized by delegates from Saudi Arabia, Dubai and Muscat for the trades of Electricians, Plumbers, Carpenters, Masons and Painters.

IV. Hospitality Training Centre:

A training centre for Housemaids/Housekeepers/House Governees is also opened during the month of March 2010 at the same ITI premises to facilitate training of housemaids aspiring for placements both locally and abroad. So far 120 House keepers/maids are trained by this centre.

V. Passport Facilitation Centre :

Steps are initiated to start passport facilitation centre with the help of Regional Passport Officer, Hyderabad at OMCAP for the benefit of overseas job aspirants.

VI. Migrant Resource Centre:

A Migrant Resource Centre was started functioning in the premises of OMCAP with assistance of International Organization for Migration (IOM), Ministry of Overseas Indian Affairs (MOIA), Government of Andhra Pradesh with Toll free No-155330 from anywhere in Andhra Pradesh. The basic objective of MRC is to disseminate the information on the legal, organized and humane migration, risks involve in the illegal migration and diversify the emigration base by informing intending emigrants about the various opportunities available in the member states of the European Union and the entry requirements for the same.

The achievements made so far by MRC Hyderabad include



- counseling and guidance given to 116 callers about overseas job opportunities, visa and emigration procedures, authenticity of foreign employers/ Recruiting Agents
- Redressal of grievances received relating to foreign employers(24)
- Redressal of grievances relating to Recruiting Agents (3)

In March 2010 a Helpdesk was started at Rajiv Gandhi International Airport, Hyderabad whereby information is obtained from the Oman Returnees (approximately over 5000). In order to facilitate the rehabilitation measures, the District Collectors of Karimnagar, Warangal, Adilabad, Nizamabad, Vishakapatnam & West Godavari districts (wherfrom large number of returnees belong) are addressed to initiate suitable training cum Employment measures.

VII. Other Achievements:

- Interactive Website (WWW.omc.ap.gov.in) is in operation. login facility is available for job seekers, Employers, Training providers, trainees and overseas workers.
- OMCAP is a ISO 9001-2008 certified company international standards in Overseas recruitments.
- OMCAP is actively coordinating with other Government Overseas Recruiting Agents (OMC, Tamilnadu, Norka Roots, Kerala, Hopas, Haryana to meet the requirements of overseas clients.It has plans to set up its offices in Delhi and Mumbai.
- The Ministry of Overseas Indian Affairs (MOIA) Government of India has requested OMCAP to organize a “Employers Meet” for Gulf and Malaysian employers and supporting it.
- OMCAP is a partner in the Indo-UAE-Philippines Project for setting up good standards in Overseas Recruitment and actively working on MOIA guidelines.

Managing Director