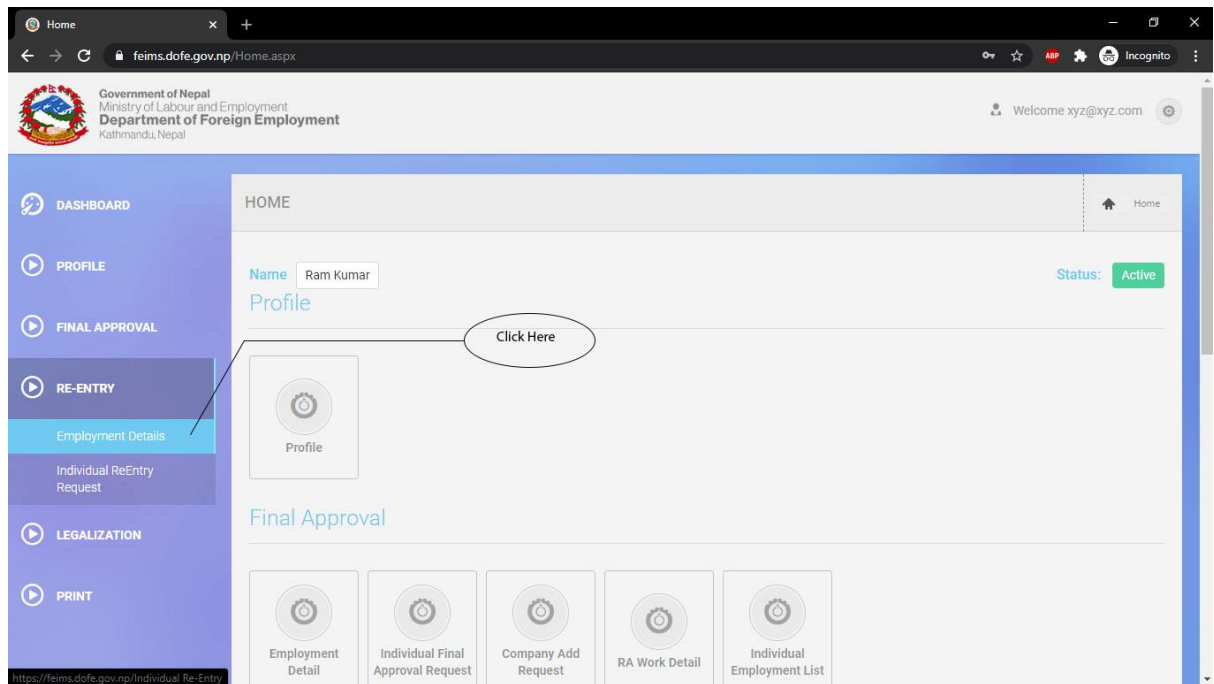
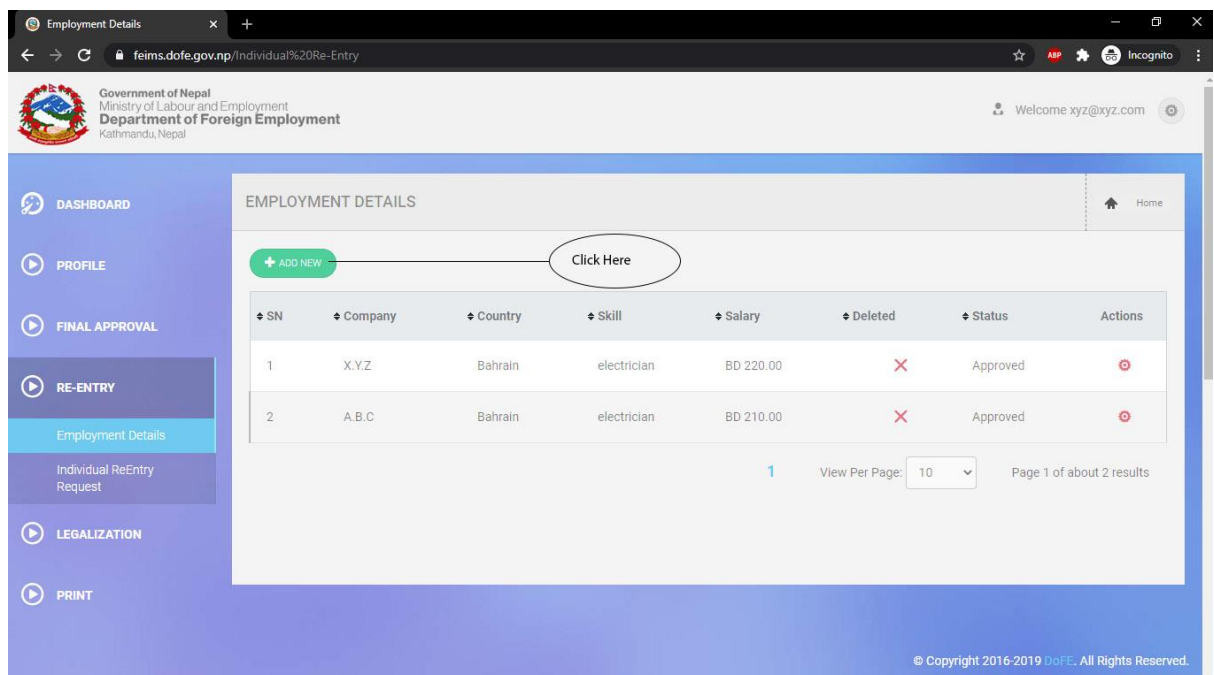


User manual for filling Re-Entry form


1. First click on the **RE-ENTRY** tab on the left part of the web page and you will get two drop down menus click the first one that says **Employment Details**

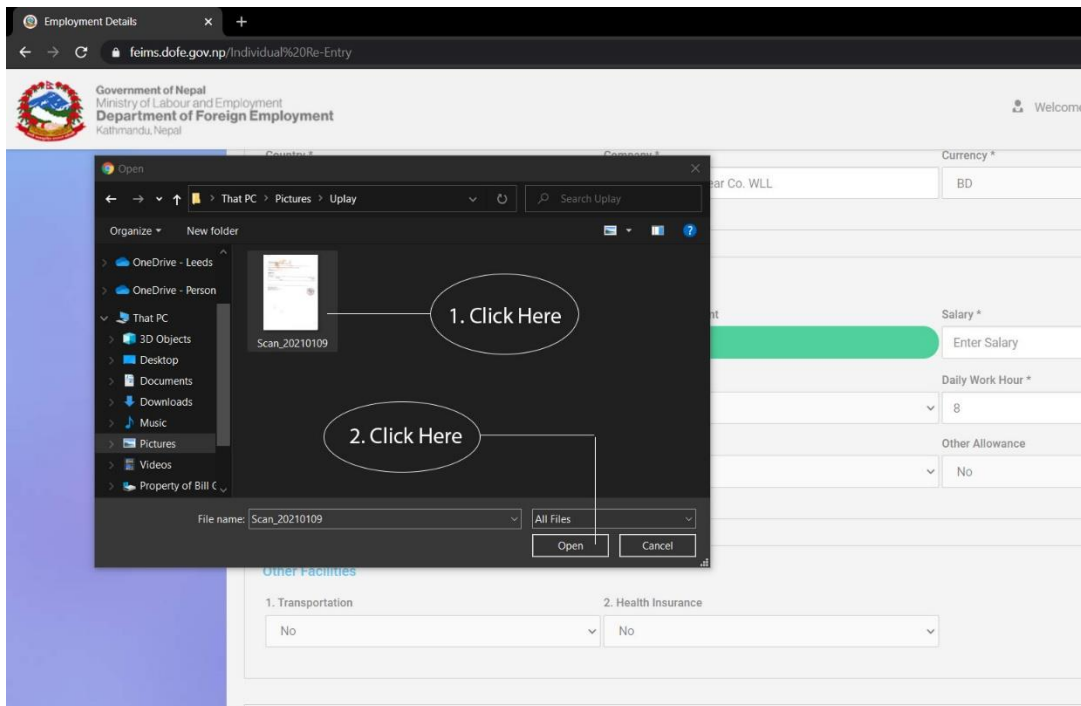


2. Then a new page will open with a list containing your Employment details. To add a new detail, click on the **+ ADD NEW** button.



3. In the new page under the Individual Employment Detail Heading fill out the required details.

- In the country text field of 'Company Detail' subheading, the country where Re-Entry is being applied for is shown, this field cannot be changed in this particular form.
- In the 'Company' text field the name of company can be left as it and if the company being applied for is new then the name can be written there.
- The currency can be chosen from the drop-down menu.
- The drop-down menu in 'Facility Detail' heading "Food, Accommodation, Daily Work Hour, Daily Workday, Overtime and Allowance" can be chosen between 'Yes' if applicable and 'no' if not applicable. This input is given as per the agreement or Contract between client and company.
- To upload your skill document, click the  button and choose the required file in the new window and click 'Open'.

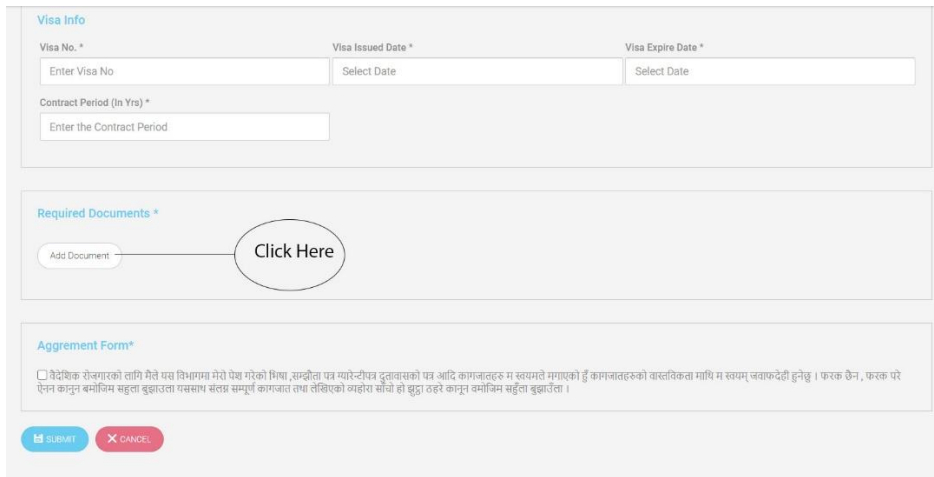


- In the Other Facilities heading, similar to Company Detail the menu box “Transportation and Health Insurance” can be chosen between ‘Yes’ if applicable and ‘no’ if not applicable.

4. Next in the Visa Info heading enter the Visa number in the Enter Visa No. text field the visa issued date in the date picker menu, the expiry date in the next date picker menu under ‘Visa Expire Date’. Lastly type the contract period duration in years in the text field ‘Enter the Contract Period’.

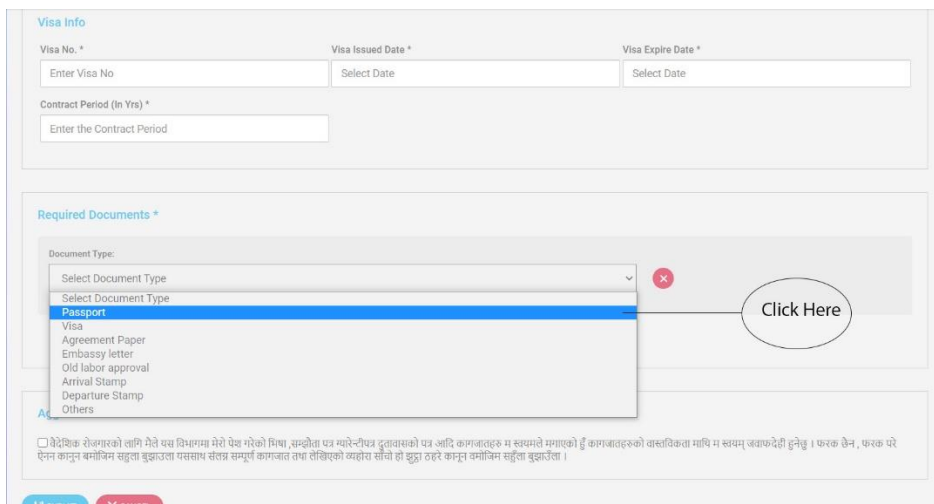
5. Next upload your required documents in the 'Required Documents' heading.

- First click the  button.



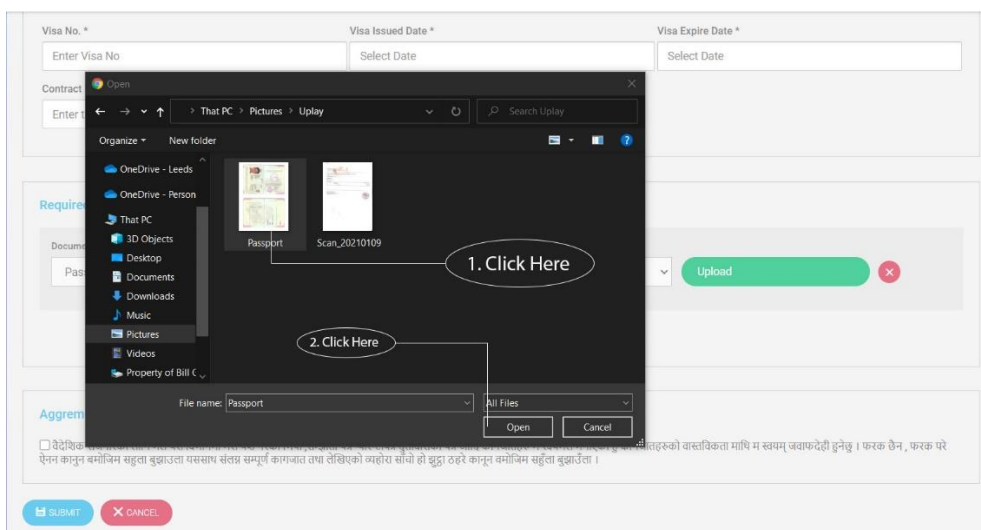
The screenshot shows the 'Visa Info' form with fields for 'Enter Visa No', 'Select Date' (for Visa Issued Date), and 'Select Date' (for Visa Expire Date). Below these is a 'Contract Period (In Yrs)' field. The 'Required Documents' section has an 'Add Document' button circled in red, with a callout bubble pointing to it that says 'Click Here'. Below this is an 'Agreement Form' section with a checkbox and some text, and 'SUBMIT' and 'CANCEL' buttons at the bottom.

- Then in the dropdown menu click the 'Passport' menu item to upload your passport scan document.



This screenshot shows the 'Required Documents' dropdown menu open. The 'Passport' option is highlighted in blue. A callout bubble points to the dropdown menu with the text 'Click Here'. The rest of the form is visible in the background, including the 'Visa Info' and 'Agreement Form' sections.

- Then in the new window click the required document you want to upload according to the menu item then click open.



The screenshot shows the 'Visa Info' form with a file explorer window open over it. The file explorer is displaying the 'Pictures' folder, and the 'Passport' file is selected. A callout bubble points to the 'Passport' file with the text '1. Click Here'. Another callout bubble points to the 'Open' button at the bottom of the file explorer with the text '2. Click Here'. The 'Upload' button in the background form is also visible.

- After that click on **Upload** button to upload your document.
 - To add another document, click the **Add Document** button again and select another item from the drop-down menu. Follow the same process as above to upload other documents such as Visa, Agreement Paper, Old labour approval, Arrival Stamp, Departure Stamp and Others.
6. Read the 'Agreement Form' carefully and to accept click the check box.

7. After verifying everything press the **SUBMIT** button.
8. The newly created details will be shown in the 'Employment Details' page. Here you can check the progress of the submission. You can check the status column to see whether your submission has been approved or not. The Status column will show different messages to give you more information on the submission.

Submitted	आवेदन पेश भएको अवस्था
Processed / Translated/ Verified	कार्यालयमा श्रम स्वीकृतिको प्रकृत्यामा रहेको अवस्था
Approved	श्रम स्वीकृति प्रदा भएको अवस्था
Rejected	आवेदन अस्वीकृत भएको वा थप कागजात वा बिबरण मागिएको अवस्था
Resubmitted	कार्यालयबाट Rejected भइ पुनः दोहोर्याएर पेश भएको अवस्था

9. After the submission has been approved go to the **Individual ReEntry Request** tab below 'Employment Details' tab.

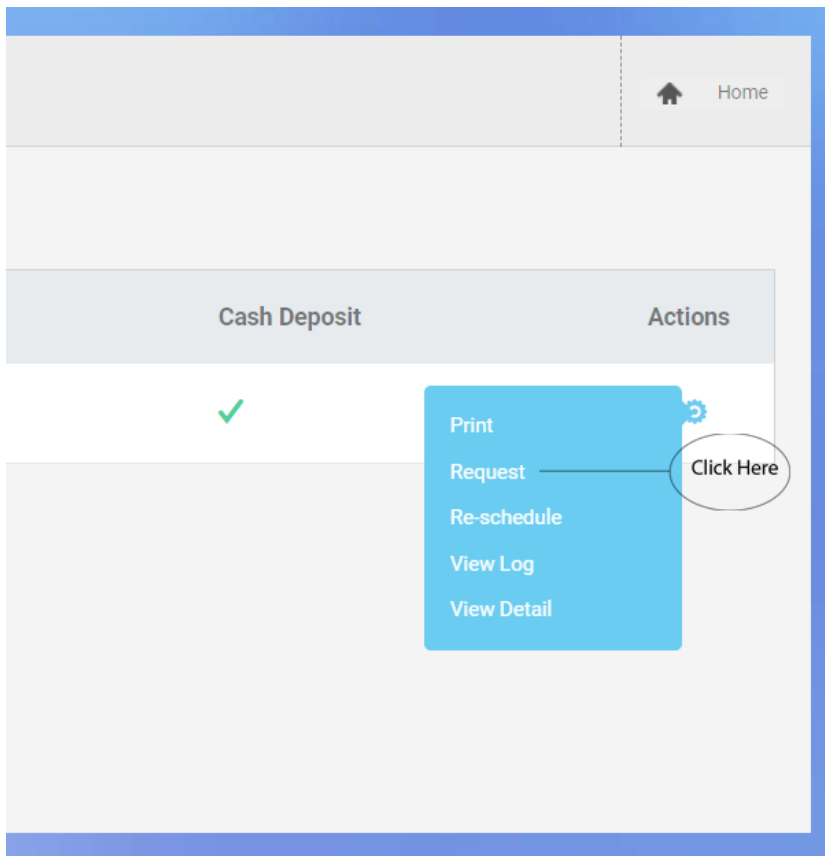
10. In the 'Individual Re-Entry Request' tab in the 'Individual ReEntry Final Approval' heading you will find your ReEntry final approval. Now before sending this file to DOFE you will have to make 'Insurance Payment' and 'Cash Deposit' otherwise the form cannot be submitted. As shown in the figure below the insurance payment and cash deposit has not been done so 'X' mark is shown.

◆ SN	◆ Individual	◆ Skill	◆ Status	Insurance	Cash Deposit	Actions
1	Ram Kumar	electrician	Approved	✗	✓	⚙️
2	Ram Kumar	electrician	N/A	✗	✗	⚙️

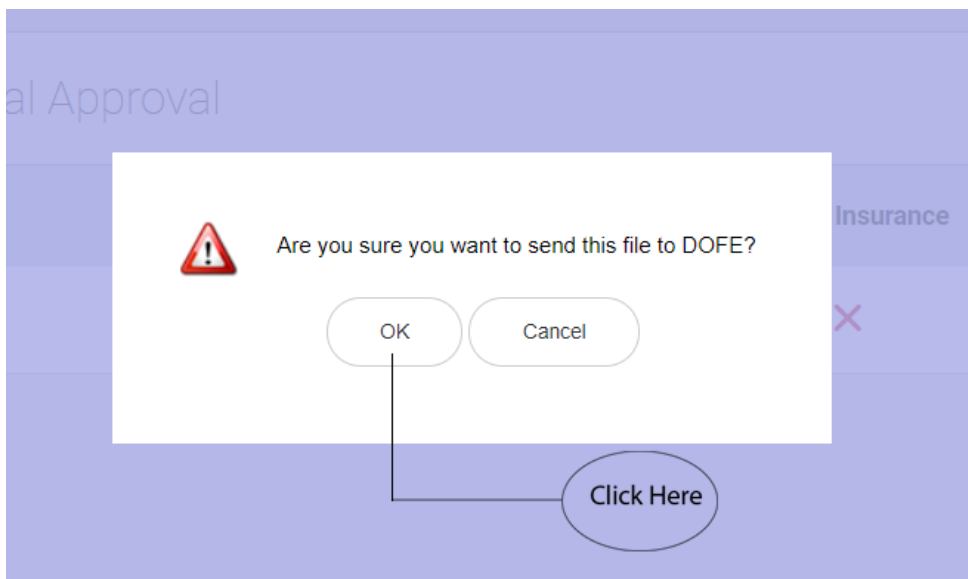
11. After each payment is done ✓ mark will be shown below the 'Insurance' and 'Cash Deposit' column.

◆ SN	◆ Individual	◆ Skill	◆ Status	Insurance	Cash Deposit	Actions
1	Ram Kumar	electrician	Approved	✓	✗	⚙️
2	Ram Kumar	electrician	N/A	✓	✓	⚙️

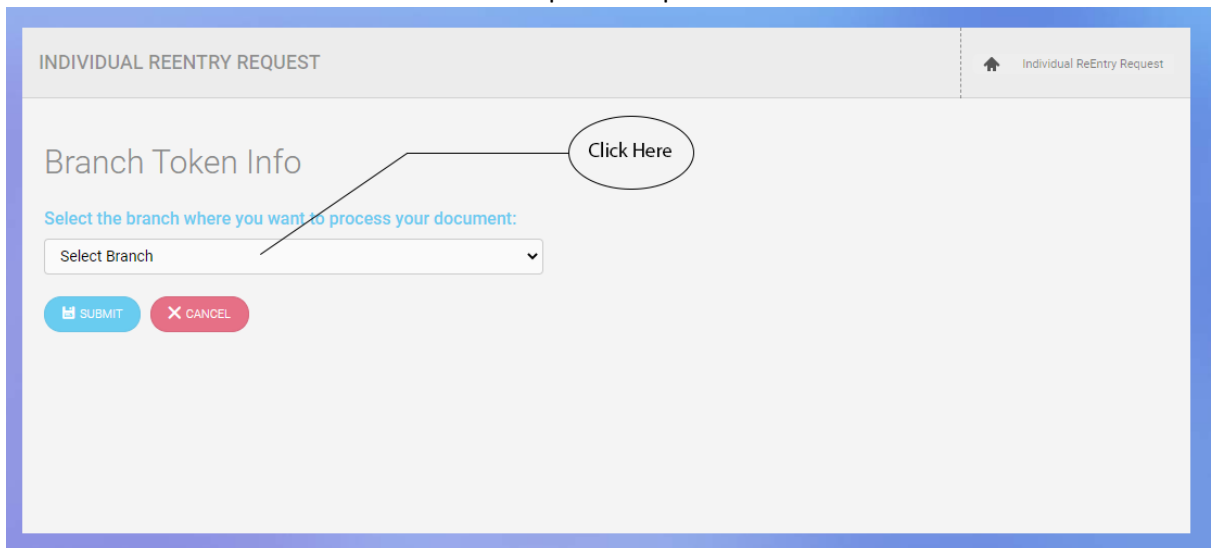
12. If there is tick mark ✓ next to both Insurance and Cash Deposit, then press the gear icon ⚙️ You will get a drop-down menu, there click the 'Request' menu item.



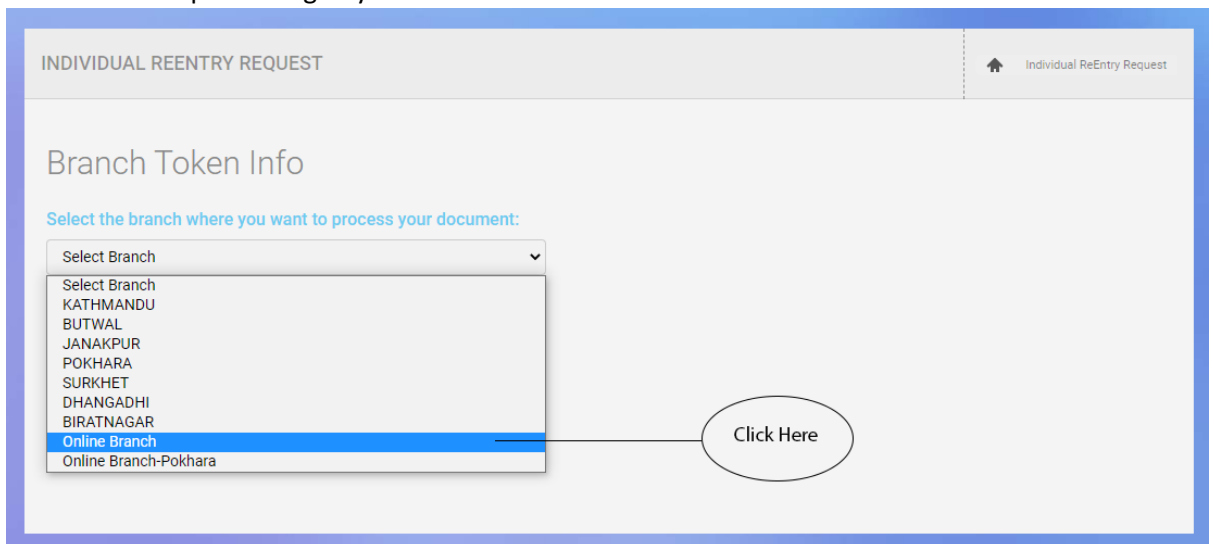
13. Finally, you will get a popup box asking to send the file to DOFE. Select 'OK' to send.




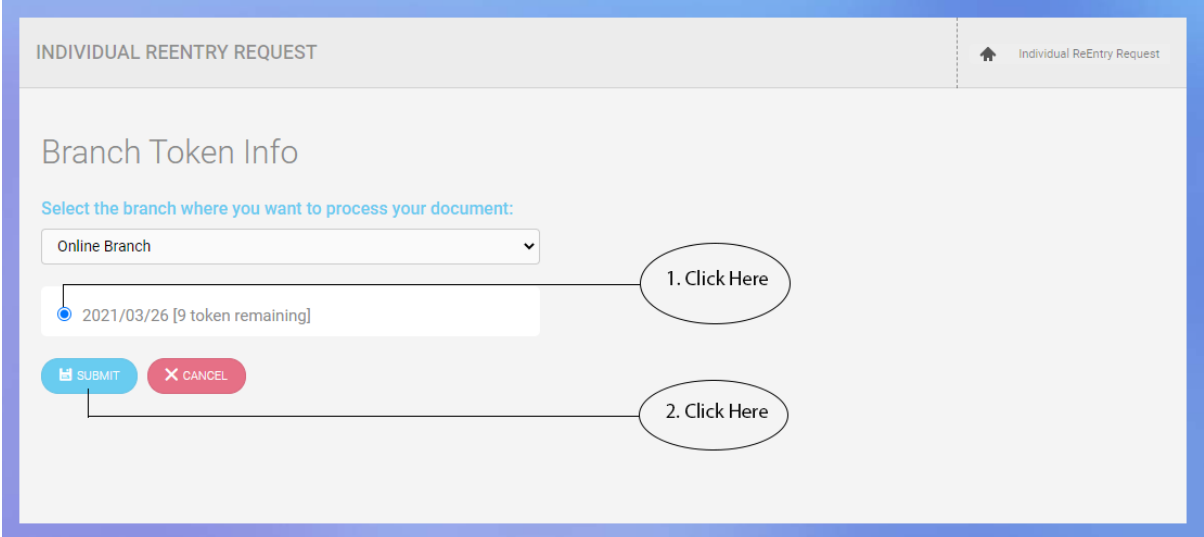
14. Now you will be taken to a new window where you will select a branch for processing and allocate a token. Click the 'Select Branch' to open a drop-down menu.



15. Now for online processing of your documents click the 'Online Branch' menu.

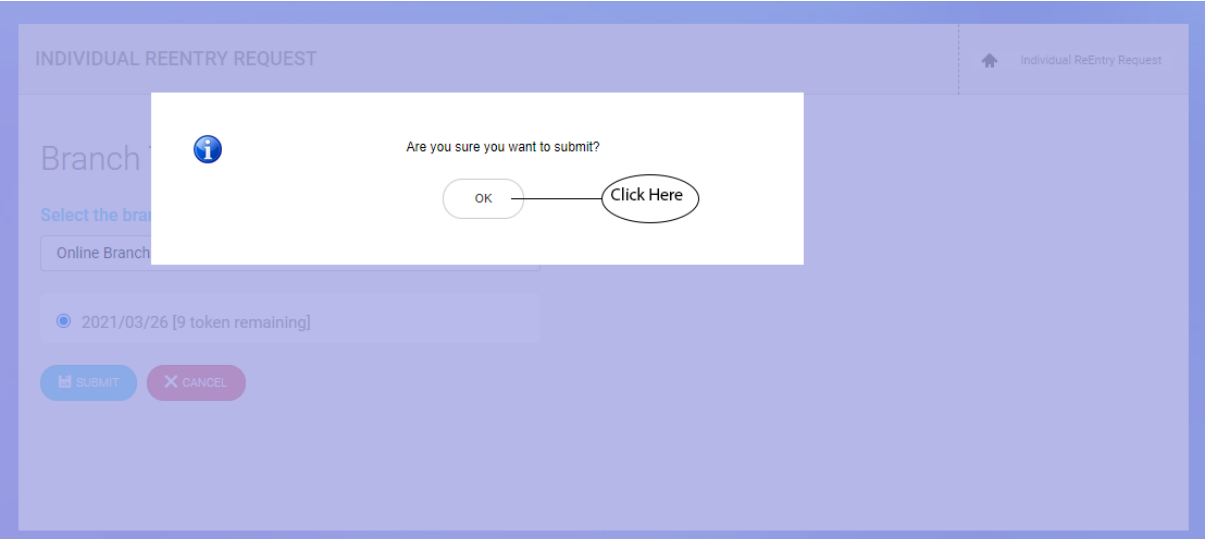


16. After selecting below, you will get the date of token and number of available tokens left. Pick a suitable date and check if tokens are available or not, if yes, then Click on  button.



The screenshot shows the 'INDIVIDUAL REENTRY REQUEST' page. The main heading is 'Branch Token Info'. Below it, there is a prompt: 'Select the branch where you want to process your document:'. A dropdown menu is set to 'Online Branch'. Below the dropdown, a date and token count are displayed: '2021/03/26 [9 token remaining]'. At the bottom, there are two buttons: a blue 'SUBMIT' button and a red 'CANCEL' button. Two callouts are present: '1. Click Here' points to the date and token information, and '2. Click Here' points to the 'SUBMIT' button.

17. After clicking 'Submit' you will get a message to either continue with the submission and send it to DOFE or cancel. If everything that was uploaded and entered checks out then click 'OK'.



The screenshot shows a confirmation dialog box overlaid on the form. The dialog box has a white background and a blue information icon on the left. The text inside the dialog box reads: 'Are you sure you want to submit?'. Below the text, there are two buttons: a white 'OK' button and a white 'Cancel' button. A callout 'Click Here' points to the 'OK' button.

After this process is complete then you have successfully completed your submission for Re-Entry and allocated a token.