User manual for filling Re-Entry form

1. First click on the State 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

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Government of Nepal Ministry of Labour and El Department of Fore Kathmandu, Nepal	mployment ign Employment	& Welcome xyz@xyz.com
Ø DASHBOARD	НОМЕ	A Home
	Name Ram Kumar	Status: Active
FINAL APPROVAL	Profile Click Here	
Employment Details	Profile	
Individual ReEntry Request		
	Final Approval	
PRINT https://feimadofe.gov.np/individual Re-Entry	Employment Detail	

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.

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۲	PROFILE	+ ADD N	EW	(Click Here				
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⊘	RE-ENTRY	1	X.Y.Z	Bahrain Bahrain	electrician	BD 220.00 BD 210.00	×	Approved	0
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⊘	LEGALIZATION								
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3. In the new page under the Individual Employment Detail Heading fill out the required details.

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Government of Nepal Ministry of Labour and Department of For Kathmandu, Nepal	Employment eign Employment			🚨 We	elcome xyz@xyz.com
	Individual Employmer	nt Detail			* Fields Are Mandatory
	Company Detail				
	Country *	Company *		Currency *	
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	Bahrain Facility Detail skil * Enter Skill Food	Voltamp Switchg Upload Skill Docume Upload Accommodation	nt	BD Salary * Enter Salary Daily Work Hour *	

- 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 Upload button and choose the required file in the new window and click 'Open'.

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Government of Nepal Ministry of Labour and Empl Department of Foreign Kathmandu, Nepal	oyment Employment		ů	Welcome xyz@xyz.com
	Other Facilities 1. Transportation No	2. Health Insurance	v	
	Visa Info Visa No. *	Visa Issued Date *	Visa Expire Date *	
	Enter Visa No Contract Period (In Yrs) * Enter the Contract Period	Select Date	Select Date	
	Required Documents *			

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Country 5	Compony *	1	Currency *	
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> ConeDrive - Person			Salary *	
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File name: Scan_20210109	All Files			
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Other Facilities				
1. Transportation	2. Health Insurance			
No	~ No	· v		

- 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'.

Government of Nepal Ministry of Labour and Empl Department of Foreigr Kathmandu, Nepal	oyment Employment		د xyz@xyz.com (۲)
	Visa Info Visa No.* Enter Visa No	Visa Issued Date * Select Date	Visa Expire Date *
	Contract Period (In Yrs) * Enter the Contract Period	Mar 2021 > Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13	
	Required Documents * Add Document	14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	
	Aggrement Form* ि देविंगक रोजगारको लागि मैंचे यस विभागमा मेंचे पेथ मरेको भिषा ,सम्झीत ऐनन कनून बमोविंग संहुला बुद्धाउला यससाथ संलग्न सम्पूर्ण कागनात तथा से अद्यादा X CANCEL	॥ एव ग्यारेन्टीएव दुतावासको एव आदि कागजातहरु म स्वयमले मगाएको हुँ कागज विएको व्यहोरा सोचो हो युट्टा ठारेर कानून वमोजिम सहुँता बुझाउँला ।	तहरुको वास्तविकता माथि म स्वयम् जवाफदेही हुनेक्नु । फरक छैन , फरक परे

- 5. Next upload your required documents in the 'Required Documents' heading.
 - First click the Add Document button.

frs) * 1 Period	Visa Issued Date * Select Date	Visa Expire Date * Select Date
at Period	Select Date	Select Date
at Period		
ents *		
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Click H	lere	
* तागि मैले यस विभागमा मेरो प्रेश गरेको भिषा ,सम्इ	शैला पत्र ग्यारेन्टीपत्र दुतावासको पत्र आदि कागजातहरु । लेखिएको व्यझेरा सांची झे थ्रुट्टा ठहरे कानून वमोजिम	रु म स्वयमते मगाएको हुँ कागजातहरुको वास्तविकता माथि म स्वयम् जवाफदेदी हुनेछु । फरक छैन , फरक परे म सहुँदन बुझादेता ।

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

isa No. *	Visa Issued Date *	Visa Expire Date *
Enter Visa No	Select Date	Select Date
ontract Period (In Yrs) *		
Enter the Contract Period		
equired Documents * Document Type: Select Document Type Select Document Type		 Click Here
Passport Visa Agreement Paper Embassy letter Old labor approval Arrival Stamp Departure Stamp Others		
	त्र गरेको भिषा ,सम्झोता पत्र ग्यारेन्टीपत्र दुतावासको पत्र आदि कागजातहरू म म्पूर्ण कागजात तथा तेखिएको व्यक्षोरा साँचो हो झुट्टा ठहरे कानून वमोजिम सहुँ	वयमले मगाएको हुँ कागजातहरूको वास्तविकता माथि म स्वयम् जवाफदेही हुनेखु । फरक छैन , फरक परे ता बुझाउँला ।

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

/isa No. *	Visa Issued Date *	Visa Expire Date *
Enter Visa No	Select Date	Select Date
Contract 💿 Open		×
Enter t ← → • ↑ → That PC → Pictures → Uplay		
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equire OneDrive - Person	#1.0210109 1. Click Here	Upload S
Videos 2. C	lick Here	
ggrem File name: Passport		्र आरल सर्वे तहरुको वास्तविकता मापि म स्वयम् जवाफदेही हुनेलु । फरक छैन , फरक परे
नन कानुन बमोजिम सहुला बुझाउला यससाथ संलग्न सम्पूर्ण कागजात तथा र	ताखएका व्यहारा सांची ही झुट्ठा ठहरे कानून वमाजिम सहुँला बुझाउँल	

- 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.

Aggrement Form*	
Click Here Click	
SUBMAT × CANCEL	

- 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	आबेदन पेश भएको अवस्था
Processed / Translated/ Verified	कार्यालयमा श्रम स्वीकृतिको प्रकृयामा रहेको अवस्था
Approved	श्रम स्वीकृति प्रदा भएको अवस्था
Rejected	आबेदन अस्वीकृत भएको वा थप कागजात वा बिबरण मागिएको अवस्था
Resubmited	कार्यालयबाट Rejected भइ पुन: दोहोर्याएर पेश भएको अवस्था

 After the submission has been approved go to the Details' tab.

tab below 'Employment

	Government of Nepal Ministry of Labour and Er Department of Forei Kathmandu, Nepal	nployment ign Employm	ent					🌡 xyz@xyz.com 🥥			
Ð		INDIVIDUA	NDIVIDUAL REENTRY REQUEST								
⊘		Individu	ual ReEntry Final /	Approval							
⊘	FINAL APPROVAL	¢ SN	◆ Individual	¢ Skill	♦ Status	Insurance	Cash Deposit	Actions			
⊘	RE-ENTRY	1	Ram Kumar	electrician	Approved	×	~	٥			
			\frown								
	Individual ReEntry Request		Click Here								
⊘	LEGALIZATION										
⊘	PRINT										

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.

INDIVIDU	AL REENTRY REQUE	EST			•	Individual ReEntry Request	
Individ	Individual ReEntry Final Approval						
♦ SN	◆ Individual	♦ Skill	♦ Status	Insurance	Cash Deposit	Actions	
1	Ram Kumar	electrician	Approved	×	~	٥	
2	Ram Kumar	electrician	N/A	×	×	o	

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

INDIVIDUAL REENTRY REQUEST				14	Individual ReEntry Request		
Individ	Individual ReEntry Final Approval						
\$ SN	♦ Individual	♦ Skill	♦ Status	Insurance	Cash Deposit	Actions	
1	Ram Kumar	electrician	Approved	~	×	٥	
2	Ram Kumar	electrician	N/A	~	~	٥	

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

	A Home
Cash Deposit	Actions
	Print Request Re-schedule View Log View Detail

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

al Appi	roval		
	Δ	Are you sure you want to send this file to DOFE?	Insurance
		Click Here	

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.

INDIVIDUAL REENTRY REQUEST	ndividual ReEntry Request
Branch Token Info	
Select the branch where you want to process your document: Select Branch	

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

INDIVIDUAL REENTRY REQUEST	Individual ReEntry Request
Branch Token Info	
Select the branch where you want to process your document: Select Branch Select Branch KATHMANDU BUTWAL JANAKFUR POKHARA SURKHET DHANGADHI BIRATNAGAR Online Branch	
Online Branch-Pokhara	

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 BUBMIT button.

INDIVIDUAL REENTRY REQUEST	Individual ReEntry Request
Branch Token Info Select the branch where you want to process your document: Online Branch	
2. Click Here	

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'.

		ndividual ReEntry Request
Branch Select the bran	Are you sure you want to submit?	
2021/03/26 [9 token remaining] SUBMIT X CANCEL		

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