

**Foreign Employment and Training Bureau  
SCO 1118-19, Sector 22B, Chandigarh**

<b>S.No.</b>	<b>FILE NAME</b>	<b>FILE NUMBER</b>
1	Irregular Migration	FETB/1001
2	Overseas Workers Resource Centre (OWRC)	FETB/1002
2A	OWRC- PIDB	FETB/1002A
3	Pre-Departure Training (PDT) - II	FETB/1003
3A	Grant under PDT (65.61 lakh)	FETB/1003A
3B	Utilization Certificate PDT scheme	FETB/1003B
3C	Balance Payment to Technical Board	FETB/1003C
4	Governing Body Meetings (PSCEG&T)	FETB/1004
5	Executive Committee Meetings (PSCEG&T)	FETB/1005
6	Cooption of Members (PSCEG&T)	FETB/1006
7	Bank Account (PSCEG&T)	FETB/1007
8	Meetings with Secretary/Joint Secretary MOIA	FETB/1008
9	Consultation Meetings MOIA	FETB/1009
10	Head of Missions Meetings MOIA	FETB/1010
11	Pravasi Bhartiya Divas (PBD)	FETB/1011
12	Computer Operator	FETB/1012
13	Drivers	FETB/1013
14	Connect Phone	FETB/1014
15	Traveling Expenses	FETB/1015
16	Loan to Directorate	FETB/1016
17	ACA Plan Scheme	FETB/1017
18	SDI Scheme	FETB/1018
19	Planning Dept Punjab – regarding	FETB/1019
20	Complaints etc.	FETB/1020
21	DEE Jalandhar correspondence	FETB/1021
22	MOU Punjab and Canada	FETB/1022
23	Edusat Lecture	FETB/1023
24	Monthly Report to H.O.	FETB/1024

25	Information Required in Directorate	FETB/1025
26	Meetings of Departmental Officers	FETB/1026
27	Problems in Foreign Countries	FETB/1027
28	Working Group Meetings	FETB/1028
29	RTI	FETB/1029
30	Bill Payment of bills (newspaper ad. Etc.)	FETB/1030
31	Sanction to purchase Office Equipment	FETB/1031
32	Procedure	FETB/1032
33	IT Assistant	FETB/1033
34	CA	FETB/1034
35	Recruiting Agent	FETB/1035
36	ਪ੍ਰਵਾਸ ਸਬੰਧੀ ਜਾਗਰੂਕਤਾ	FETB/1036

### **OBJECTIVES OF FOREIGN EMPLOYMENT & TRAINING BUREAU**

- To guide Youth of Punjab about the Legal ways of Emigration including the right kind of Recruiting Agents and things to be careful about in order to avoid duping by unscrupulous elements.
- To guide and facilitate skilled workers for job placements abroad.
- To market the skilled workers abroad mainly through Govt. to Govt. contact or as Recruiting Agent or through Empanelled Consultants or through Training Providers working as Recruiting Agents.
- To find job placements for the skilled workers who meet all requirement of skills, language ability and work experience.
- To guide students for various courses and diplomas to make them eligible for jobs abroad.
- To guide the Youth who are lacking in Education or Technical Skills or Vocational Skills or Language Skills as per Foreign Employers' requirements and guide them as to how they can acquire the desired skills.
- Exploring the potential of public private partnerships (PPP) in the working of FETB.

