



Government of Pakistan
Federal Investigation Agency
Anti-Human Trafficking Circle, Rawalpindi

No. FIA/AHTC/SOP/2017/648-52

24 July 2017

Subject: **SOP – Raiding at OEP Offices for alleged Wrongdoings**

The attached SOP on the subject matter, as approved and signed by Director, FIA Islamabad, is hereby issued for observance and implementation by the relevant AHTC Circles of Islamabad and Rawalpindi.


(Ahmed A. Kafani)
Deputy Director

Cc: Director, FIA Islamabad
DD, AHTC Islamabad
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26/7/2017

**OFFICE OF THE DIRECTOR
FIA ISLAMABAD ZONE**

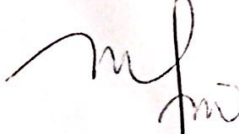
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SOP - RAIDING AT OEP OFFICES

The below mentioned standard operating procedure (SOP) will be followed by FIA while carrying out raids at OEP offices and its facilities or representative offices:

1. Raids at OEP offices or their facilities/ representatives, if warranted necessary, will only be conducted with written permission of the relevant Circle in charge, Deputy Director.
2. The raiding team will check the validity of the OEP license, address and staffers of approved by the Bureau of Emigration & Overseas Employment (BE&OE) and/or Protector of Emigrants (PE). The raiding team will also check the register of receipts issued for charges/ fee, and passports' register.
3. In the case of having a branch office by the OEP, the raiding team will check authorization issued by the OEP as well as by the BE&OE. The branch office can only process the passports held by its principal OEP. However, an OEP or its branch must not have multiple addresses or locations in a single city or district.
4. Complaints filed by emigrants from abroad (or returned) will be referred to the BE&OE, particularly matters of under payment of wages and salaries and/or deployment on odd jobs other than specified in the agreement. Likewise complaints of work-visa holder emigrants returned after six months of departure will also be referred to the PE.
5. Trade Test Centres will not conduct test and interviews of prospective emigrants for employment abroad and/or receive payments or hold passports on behalf of any OEP.
6. Only authorized persons designated by the OEP/Protector will submit and collect passports from the relevant offices, including PE, Drop Box, State Life, banks, airliners, travel agencies and courier services etc.



**(Dr. Mazhar ul Haq Kakakhel) PSP
Director, FIA Islamabad**