

# **PRE DEPARTURE TRAINING MANUAL**

For Intending Emigrants

**KINGDOM OF SAUDI ARABIA (KSA)**

## Part – I

### GENERAL INFORMATION FOR OVERSEAS MIGRANTS

#### **Definition**

Emigration, in this context, means the departure of any person from India with a view to taking up any employment (whether or not under an agreement or other arrangements to take up such employment, with or without the assistance of a registered Recruiting Agent or employer) in any country or place outside India.

#### **The Present Situation**

Every year hundreds of thousands of Indians emigrate in search of job. The effect of economic liberalization in India is visible on labour migration too. One of the striking features of labour migration from India is that more than 90 percent of the total outflow is to the Middle East.

#### **The Emigration Act**

The Emigration Act, 1983, seeks to safeguard the interests and ensure the welfare of emigrants. Only the recruiting agents registered with the Ministry of Overseas Indian Affairs are eligible as per the Act to conduct the business of recruitment for overseas employment and they are required to obtain proper Registration Certificates (RC) from the Protector General of Emigrants.

The Ministry of Overseas Indian Affairs, administers the Emigration Act through the eight offices of Protector of Emigrants (POEs). The offices are located at Delhi, Mumbai, Kolkata, Chennai, Chandigarh, Cochin, Hyderabad and Thiruvananthapuram.

#### **Service Charge**

No recruiting agent shall collect from the worker the charges more than the equivalent of his wages for forty-five days as offered under the employment contract, subject to a maximum of twenty thousand rupees, in respect of the services provided and shall issue a receipt to that worker for the amount collected in this regard.

#### **Emigration Check Required (ECR) Category**

Categories of persons, whose passports have been endorsed as “Emigration Check Required” (ECR), if intending to travel to an ECR country (Listed on page 3) for employment purposes, are required to obtain emigration from the Protector of Emigrants (POEs) either directly or through the recruitment agents or through the employer concerned.

#### **Emigration Check Not Required (ECNR) Category**

Section 22 of the Emigration Act, 1983 provides that no citizen of India shall migrate unless he obtains authorization from the concerned POE in the prescribed manner and form. However, with a view to facilitating the movement of the workers, 13 categories of persons (listed later in this chapter) have been exempted from this requirement and have been placed under “Emigration Check Not Required” (ECNR) category. Such persons are not required to obtain any emigration clearance from the offices of POEs before seeking employment abroad.

### **Countries with ECR / ECNR status**

There are total of 175 countries (called as ECNR countries) do not require emigration clearance, whereas 17 countries are listed as emigration check required countries, they are listed below:

### **List of Countries for which Emigration Clearance is Required (ECR)**

1. Afghanistan
2. Bahrain
3. Indonesia
4. Iraq
5. Jordan
6. Kingdom of Saudi Arabia
7. Kuwait
8. Lebanon
9. Libya
10. Malaysia
11. Oman
12. Qatar
13. Sudan
14. Syria
15. Thailand
16. United Arab Emirates
17. Yemen

### **List of Persons/Categories of Workers in whose case Emigration Check is Not Required**

1. All holders of Diplomatic/ Official Passports
2. All Gazetted Government Servants
3. All Income-tax payers (including agricultural income tax payers) in their individual capacity
4. All professional degree holders, such as Doctors holding MBBS degrees or Degrees in Ayurveda or Homeopathy; Accredited journalists; Engineers; Chartered Accountants; Lecturers; Teachers; Scientists; Advocates etc.
5. Spouses and dependent children of category of persons listed from (2) to (4).
6. Persons holding class 10 qualification or higher degrees.
7. Seamen who are in possession of CDC or Sea Cadets, Desk Cadets (i) who have passed final examination of three year B.Sc. Nautical Sciences Courses at T S Chanakya, Mumbai; and (ii) who have undergone three months pre-sea training at any of the government approved Training Institutes such as T S Chanakya, T S Rehman, T S Jawahar, MTI (SCI) and NIPM, Chennai after

production of identity cards issued by the Shipping Master, Mumbai/ Kolkata/ Chennai

8. Persons holding permanent immigration visas, such as the visas of UK, USA and Australia.
9. Persons possessing two years' diploma from any institute recognized by the national Council for Vocational Training (NCVT) or State Council of Vocational Training (SCVT) or persons holding three years' diploma/equivalent degree from institutions like polytechnics recognized by Central/State Governments.
10. Nurses possessing qualifications recognized under the Indian Nursing Council Act, 1947.
11. All persons above the age of 50 years.
12. All persons who have been staying abroad for more than three years (the period of three years could be either in one stretch or broken) and spouses.
13. Children below 18 years of age.

### **Guidelines for Emigration Clearance**

The procedure for emigration clearance has been simplified. Emigration clearance to individuals/groups is granted on the same day on which the application is made at any of the offices of the Protector of Emigrants (POE).

### **Procedure for Emigration Clearance**

- 1) Emigration clearance will be made on the passport when the individual approaches either directly or through a registered Recruiting Agent or through the employer concerned.
- 2) In cases in which the profession indicated in visa does not tally with the profession indicated in the passport, an affidavit may be obtained from the Recruiting Agent/Employer concerned.
- 3) No clearance may be given for Iraq unless specifically authorized by Indian Embassy in Iraq.
- 4) No emigration clearance shall be granted for recruiting Indian nationals for any Foreign Employer placed in 'Prior Approval Category' (PAC)

### **Applying for Emigration Clearance**

The application for emigration clearance should be made in the prescribed form with prescribed particulars by the applicant directly or through a Recruiting Agent or through the employer concerned to the POE.

### **Documents required for Semi-Skilled Workers**

Semi-skilled individuals who seek emigration clearance directly from the Protectors of Emigrants (and not through Recruiting Agents) are required to produce the following documents in original for scrutiny and return:

- 1) Passport valid for a minimum period of six months with valid visa.

- 2) Employment contract from foreign employer duly attested by the Indian Mission.
- 3) Challan towards deposit of prescribed fee.
- 4) Valid Pravasi Bharatiya Bima Policy

#### **Documents required for Unskilled Workers**

Unskilled workers and women (not below 30 years of age) seeking employment abroad as housemaids/ domestic workers shall continue to furnish (in original) the following documents at the time of obtaining emigration clearance:

- 1) Passport valid for a minimum period of six months with valid Visa.
- 2) Work agreement from the foreign employer duly attested by the Indian Mission and signed by employer and employee or Permission letter from the concerned Indian Mission/ Post.
- 3) Challan towards deposit of prescribed fee.
- 4) Valid Pravasi Bharatiya Bima Policy
- 5) Approval of the Ministry, if the female worker is below 30 years of age.

#### **Documents required for Emigration Clearance (Through Project Exporter)**

1. Valid Passport (Valid for at least 6 months)
2. Valid visa in English language.
3. Permit issued by Ministry of Overseas Indian Affairs, with effective date of validity.
4. Valid Pravasi Bharatiya Bima Policy
5. Valid Bank Guarantee

The Protector of Emigrants (POE) shall, after satisfying themselves about the accuracy of the particulars mentioned in the application and in the other documents submitted along with the application, grants emigration clearance in the prescribed manner and form. In case there is any deficiency, the POE shall intimate the same by order in writing to the applicant or, as the case may be, the Recruiting Agent or employer, through whom the applications have been made about the deficiencies and require him to make good such deficiencies within such time as may be specified in the order or reject the application.

#### **Details of the Pravasi Bharatiya Bima Yojana (PBBY)**

- The Pravasi Bharatiya Bima Yojana (PBBY) was started in 2003. The PBBY was upgraded as the Pravasi Bharatiya Bima Yojana, 2006 to provide broader coverage to the emigrant workers.
- The scheme has been further modified in 2008. The emigrant workers get a minimum insurance cover of Rs. 10 lakhs (instead of Rs. 5 lakhs) and the policy will be for the period of employment contract, i.e. either 2 years or 3 years as the case may be. The reduced premium along with other benefits have been made effective from 01.04.08.

- A comparative statement of PBBY 2006 and PBBY 2008 is as under:

Item	PBBY 2006	PBBY 2008
Minimum sum for which insured under PBBY	Rs. 5.00 Lakhs	Rs. 10.00 Lakhs
Hospitalization (Medical Expenses) Covering injuries / sickness / ailment / diseases	Rs. 50,000/-	Rs. 75,000/-
Repatriation covers for medical unfit	Actual one-way economy class air fare	Actual one-way economy class air fare
Family Hospitalization in India	Rs. 25,000/-	Rs. 50,000/-
Maternity	Rs. 20,000/-	Rs. 25,000/-
Attendant	Actual one-way economy class air fare	Actual one-way economy class air fare
Legal Expenses	Rs. 25,000/-	Rs. 30,000/-
Actual Premium to be charged (without any hidden costs)	Rs. 475/- for the contract period	Rs. 275/-for 2 years policy period. Rs. 375/- for 3 years policy period.

**This policy is available from undernoted Insurance Companies:-**

1. Oriental Insurance Company Ltd.
2. United Insurance Company Ltd.
3. National Insurance Company Ltd.
4. ICICI Lombard.
5. Star Health & Allied Insurance Co. Ltd.
6. IFFCO Tokyo
7. Bajaj Allianz General Insurance Co. Ltd.
8. Reliance General Insurance Co. Ltd.

**Claim Procedure**

Insured worker is supposed to have the copy of PBBY insurance policy with him. Name of the nominee is so mentioned on the policy, in view of the eventuality of death of insured.

In the event of claim, insured worker/claimant has to lodge a claim under the policy, with the respective insurance company's office wherefrom the policy was issued, if not specifically provided by the insurance company otherwise. While doing so, claimant has to indicate the policy number and details of accident. In the event of death, nominee has to lodge the claim.

After intimation of reported claim, insurance company intimates the insured/claimant the details of documents required to settle the claim. After processing such requisite documents, claim amount is paid to the insured worker/claimant, as the case may be.

## **Do's and Don'ts**

In Saudi Arabia, under the local laws, one should always keep his/her Iquama with him/her. "Iquama" (identity cards) are issued by the Ministry of Interior. Labour cards are issued by the Ministry of Labour. Both Iquama and Labour cards are issued to all expatriates workers soon after they settle down on their jobs.

Saudi Arabia normally does not allow change in job sponsorship. Change of job/sponsorship is permitted only after two years of continuous work with the original employer/sponsor and with his written consent. Further, only a limited category of workers are allowed change of sponsorship.

- The emigrant workers must get their work contract prepared in both English and Arabic They should not part with their passports and copies of the work contracts.

**Note:** In Saudi Arabia work contract are prepared in Arabic only. Passports are kept by the Employer/Sponsor.

- Non-payment or delayed payment of wages or any other problem with the employer should be reported directly to the Ministry of Labour of Saudi Arabia. Under the Saudi Labour laws, Ministry of Labour is the only authorized authority to redress grievances of the expatriate workers excluding domestic workers, farm workers and fisherman. In case of difficulty, the matter to be brought to the notice of the Indian missions to seek their assistance.
- Workers are given gratuity equivalent to 21 days' wages for every completed year of service.

## **Verification of the genuineness of visa/an employment document**

The matter may be referred to the Embassy of India in Riyadh or the Consulate General of India in Jeddah if necessary, with full particulars of the sponsor company (Name, Address, Telephone and Fax No.) which issued the visa, along with Passport particulars.

## **Fate of Indian Nationals with 'Visit visa'**

Some companies may be bringing people on 'Visit Visa' to meet their urgent manpower requirements for short-term work. Under the appropriate Saudi Laws, companies are not permitted to bring workers on Visit visa. However, short term Business work visas are permitted for the skilled and highly specialized categories of workers. In case the employer needs them for further period; employer must arrange employment visa for such workers.

Visit visa is different from employment visa and it is not covered by the labour laws of Saudi Arabia . Thus, the holder of visit visa do not have right to work.

## **Employment Contract**

Indian workers are advised to obtain written work contract duly signed by the sponsor / employer company before their travel to Saudi Arabia.

## **Essential terms for a contract**

The contract should contain all-important terms of employment as per 15(2) of Emigration Rules.

- (i) Period of employment/place of employment;

- (ii) Wages and other conditions of service;
- (iii) Free food or food allowance provision;
- (iv) Free accommodation;
- (v) Provisions in regard to disposal/transportation of dead body of the emigrant worker in case of death;
- (vi) Working hours, overtime allowance, other working conditions, leave and social security benefits as per local labour laws;
- (vii) To-and-fro air-passage at the employers' cost; and
- (viii) Mode of settlement of disputes;

### **Obtaining copy of the contract while in India**

As per the instructions of the Government of India, recruitment agents are expected to provide a copy of employment contract to each worker before his/her departure. To safeguard his/her own interest, an individual worker has to demand from the recruitment agent a copy of the duly signed contract before departure. Complaints may be lodged against defaulting agencies with the nearest Protector of Emigrants.

### **Important Documents**

In addition to all the originals, copies of the following documents may be retained with the employee.

1. Employment contract,
2. Passport,
3. Visa and
4. Certificates of educational qualification

**NOTE:** In Saudi Arabia, sponsor/employer keep original passports and employment contracts with them. However, workers must keep copies of these documents with them.

### **Guidelines for those Emigrating through RAs**

- Be sure of your Recruiting Agent. Ask him to show his Registration Certificate issued by the Protector General of Emigrants, Govt. of India. Do not deal with him unless he is registered and the registration is valid. In case of doubt, check with any of the offices of the Protectors of Emigrants (POEs) or the Protector General of Emigrants (PGE).
- DO NOT deal with sub-agents as they are not permitted under the Emigration Act, 1983 and Rules.
- Ask the Recruiting Agent to show you the Demand Letter and Power of Attorney from the foreign employer.
- Also carefully go through the Employment Contract detailing the salary/wage levels and other service conditions.
- DO NOT pay the Agent anything other than the service charge more than the equivalent of his wages for forty-five days as offered in the employment contract, subject to a maximum of twenty thousand.
- Make payments preferably by Demand Draft or Cheque and obtain a receipt.



Complaints of overcharging or cheating can be lodged with the concerned POE or with the Protector General of Emigrants (PGE).

### **Check before Departure**

- Ensure that the validity your Passport is not less than six months. A valid Visa must be either stamped on or accompany your Passport. Always keep a photocopy of your Passport and Visa. It is advised that workers also keep a copy of their passport and visa with their family members in India prior to their departure.
- You must possess a copy of the Employment Contract signed by you and your foreign employer duly attested by the registered recruiting agent. A copy also be kept with the family members in India.
- Insist on a copy of Employment Contract in English duly authenticated by the recruiting agent. Also keep a copy of contact details and address of the recruiting agent.
- Open a Savings Bank N.R.E. Account in one of the Banks in India to enable you to send your remittances from abroad.
- Get familiar with the local labour laws, working and living conditions of Saudi Arabia. Keep with you complete address of the Indian Embassy in Riyadh and Consulate in Jeddah.

### **In the Country of your Employment**

- Obtain the Labour Card and IQUAMA (identity Card) as early as possible after arrival in Saudi Arabia.
- DO NOT part with your Passport and copy of Employment Contract signed by you in India.

**Note:** Passport is kept by the Employer/Sponsor in Saudi Arabia.

- DO NOT sign any other Employment Contract or any blank paper.

**Note:** In Saudi Arabia, a new work contract in Arabic only is signed with the worker after his arrival which is duly countersigned by the Ministry of Labour. This contract is treated as the valid document with regard to salary and all other terms related to employment. The contract signed in India between the worker and the employer has no legal sanctity under the Saudi Labour laws; the worker should ensure that the terms and conditions signed in the work contract after his arrival are not different from what he signed in India prior to his departure.

- DO NOT strike work or resort to agitations. These are illegal under Saudi Arabia's labour laws. You could be arrested, imprisoned and deported.

### **Customs Formalities**

- Personal baggage – Customs checking is VERY STRICT. Kindly co-operate with the Customs staff at the International Airport.
- Ensure that you do not carry any narcotics or alcoholic drinks. Alcohol is strictly prohibited. Its consumption is a serious offence attracting severe punishment or deportation.
- DO NOT accept any unchecked parcel from any one. If you have to take a parcel for someone, check thoroughly that it does not contain alcohol or narcotics or any other

forbidden material. Otherwise, it may land you in serious difficulties on arrival in Saudi Arabia.

### **Precautions**

- You must make and keep a photocopy of all the pages of your Passport. DO NOT lose your Passport or its photocopy. A copy of the passport also be kept with the family members in India.
- In case you misplace your Passport, inform the nearest Indian Mission immediately giving them details, i.e. Passport number, date and place of issue, your name and date of your entry in Saudi Arabia. You can give these details only if you keep a photocopy of your Passport.
- DO NOT lose your copy of Employment Contract. Make photocopies and keep them always with you and also ensure that a copy of your work contract remains with your family in India.
- You must have a full name, address, telephone/fax number of your foreign employer, before you leave India.
- If you have difficulty in locating your foreign employer, contact the nearest Indian Mission immediately.
- DO NOT accept temporary or permanent employment with another person or establishment other than the sponsoring Company/ establishment/ person. Employment with other than your original sponsor is strictly prohibited and attracts severe punishment.
- Before the Visa or Employment Contract expires, get them renewed. If you are returning to India for a short while during the tenure of your Employment Contract abroad, ensure that the validity period of Visa does not expire before you return to Saudi Arabia.
- Ensure also that your Passport is valid. Get it revalidated from the concerned Indian Mission abroad or from the Regional Passport Office (RPO) in India, at least two months before its expiry.

### **Embassy of India, Riyadh**

B-1, Diplomatic Quarter,  
P.B.No.94387,  
Riyadh-11693,  
Saudi  
Arabia.

Telephone : 00-966-1-4884144, 4884691, 4884692,  
4834254, 4884697, 4881982 (24 hour Help Line)  
Fax : 00-966-1-4884750 (Chancery)  
4804764 (Commercial)  
E-Mail : [ambassador@indianembassy.org.sa](mailto:ambassador@indianembassy.org.sa)  
(Ambassador's Office)  
[dcm@indianembassy.org.sa](mailto:dcm@indianembassy.org.sa)  
(DCM's Office);  
[consular@indianembassy.org.sa](mailto:consular@indianembassy.org.sa) (passport);  
[cw@indianembassy.org.sa](mailto:cw@indianembassy.org.sa) (Community Welfare);  
[www.indianembassy.org.sa](http://www.indianembassy.org.sa) (website)

### **Consulate General of India, Jeddah**

Bldg. of M/s Bughshan & Bros.  
Madinah Road, Near Al Mira Carpets  
P B No. 952 Jeddah 21421

Telephone : 00 966 2 6520104 / 112, 6517581  
Fax : 00 966 2 6533964  
Email : [cg @cgijeddah.org](mailto:cg_cgijeddah.org) (CG's Office)  
[welfare@cgijeddah.org](mailto:welfare@cgijeddah.org) (Welfare Section)  
[consular@cgijeddah.org](mailto:consular@cgijeddah.org) (Passport Section)

## Important Contacts

Ministry of Overseas Indian Affairs  
Government of India  
Akbar Bhavan, Chanakya Puri,  
New Delhi-110021

Telephone No 91-11-24197900  
Fax No: 91-11-24197919.  
Email: info@moia.nic.in

Shri Vayalar Ravi  
Minister  
Ministry of Overseas Indian Affairs

Ph. (O) 91-11-24676836 / 37 / 39  
Fax (O) 91-11-24197985  
Email: minister@moia.nic.in  
Ph (R) 91-11-23792148 / 49  
Fax (R) 91-11-23792142

Dr. A. Didar Singh  
Secretary,  
Ministry of Overseas Indian Affairs

Ph: 91-11-24674143 / 44  
Fax: 91-11-24674140  
Email : secretary@moia.nic.in

Shri Karan A. Singh  
Protector General of Emigrants  
Ministry of Overseas Indian Affairs

Ph: 91-11-26874250  
Fax: 91-11-24197984  
Email: pge@moia.nic.in

## List of Offices of Protector of Emigrants in India

1. Protector of Emigrants, New Delhi  
Jaisalmer House, Canteen Block,  
Mansigh Road, New Delhi 110001.  
Ph. 011 – 23382472  
Fax 011 – 23073908
2. Protector of Emigrants Bombay,  
Building E, Khira Nagar,  
S V Road, Santa Cruz (West), Mumbai, 400054.  
Ph. 022 – 26614393  
Fax: 022 – 26614353
3. Protector of Emigrants Thiruvananthapuram,  
Sugandh, 24/846 (1), Thycaud,  
Thiruvananthapuram – 695014.  
Ph. 0471 – 2741790
4. Protector of Emigrants Kochi,  
3<sup>rd</sup> Floor, Putherikal Building,  
Market Road, Kochi 682035.  
Ph. 0484 – 2360187
5. Protector of Emigrants, Chennai,  
TNHB, Ashok Nagar Shopping Complex (Annexe)  
Ashok Nagar, Chennai 600083,  
Ph. 044 – 24891337
6. Protector of Emigrants Chandigarh,  
Kendriya Sadan  
Fifth Block, Ground Floor,  
Sector 9A, Chandigarh - 160017.  
Ph. 0172 – 2741790

7. Protector of Emigrants Kolkata,  
Room No: 18, A–Wing,  
3rd Floor, M S O Building, D F Block,  
Salt Lake, Kolkata 700084.  
Ph. 033 – 23343407
8. Protector of Emigrants Hyderabad,  
Gruhkalpa, Ground Floor  
Opposite to Gandhi Bhawan,  
Nampally, Hyderabad.  
Ph: 040 - 24652557

#### **Information Available on the Website of MOIA**

- Revised emigration requirements
- Recruiting agents having suspended RC
- Online emigration clearance system
- List of Registered recruiting agents with valid RC at [poeonline.gov.in](http://poeonline.gov.in)
- Internal watch-list of recruiting agents
- Recruiting agents having cancelled RC
- Foreign employers on PAC
- Project Exporters at [poeonline.gov.in](http://poeonline.gov.in)
- Emigration Act, 1983
- Emigration Rules, 1983
- Pravsi Bharatiya Bima Yojana
- Redressal of Public Grievances Information on Recruiting Agents and Black Listed Foreign Employers
- Guidelines for recruiting agents/guidelines for prospective Emigrant workers.

#### **Consultation With Public**

PGE conducts the Public Hearings in the office of the Protector of Emigrants, Jaisalmer House, Canteen Block, Mansingh Road, New Delhi between 3.00 PM to 4.00 PM. on all Tuesdays where members of the public could come with their grievances/suggestions without any appointment.

#### **Information Under RTI Act**

For information (under the RTI Act, 2005) citizens may approach the Public Information Officer (RTI) of Ministry of Overseas Indian Affairs available from 10:00 hrs to 13:00 hrs on each day (except Monday and Friday). The information pertaining to MOIA is also available on the MOIA Website (<http://www.moia.gov.in>) in detail. Further, the citizens may also approach the PIO (RTI) using email addresses [dsfs@moia.nic.in](mailto:dsfs@moia.nic.in) & [dsemigration@moia.nic.in](mailto:dsemigration@moia.nic.in).

## Part – II

### SAUDI ARABIA

#### Location

Saudi Arabia is the largest state in the Arabian Peninsula, with the Red Sea and the Gulf of Aqaba on the West and the Persian Gulf on the East. The Kingdom occupies 80 percent of the Arabian Peninsula and includes the world's largest continuous sand desert known as the Empty Quarter. Saudi Arabia, with an area of 2.24 million sq. km, is the 14<sup>th</sup> largest country in the world. It has boundaries with Iraq (814 km); Jordan (782 km); Kuwait (222km); Oman (676 km); Qatar (60km); UAE (457 km) and Yemen (1458 km).

From the Western coastal region, the land rises from sea level to a peninsula-long mountain range, beyond which are plateaus. The South-west region has the greenest and the most attractive climate in the Kingdom. The East is rocky or sandy low-land that extends to the Gulf.

Extreme heat and drought are the main characteristics of the country in summer, when temperatures of over 50° Celsius are occasionally experienced, while during winter frost and even snow may occur in the interior and the mountain regions. Winter temperatures vary between 8 and 20 degrees C in Riyadh and interior cities, while they range from 19 degree C and 29° C in Jeddah, on the Red Sea coast, and other costal areas.

The annual rainfall is as low as 100 millimeters, though sudden downpours followed by flash floods is not uncommon. The rainfall season is normally between January and May.

#### History

Saudi Arabia has been the homeland of the Arabs. Islam took its birth here in the 7<sup>th</sup> century. Mecca and Medina, the two holiest cities in Islam, are located in Saudi Arabia. Saudi Arabia owes its present formation to King Abdul Aziz Al- Saud (1882-1953), who established the modern Kingdom in 1932. Since 1953, Saudi Arabia has been ruled by the sons of King Abdul Aziz. The present ruler of Saudi Arabia, King Abdullah, came to the throne in 2005.

#### Economy

Oil was discovered in 1936 and commercial production began after the World War II. Saudi Arabia is the world's major producer of oil and has the world's largest proven hydrocarbon reserves (25%). The petroleum sector accounts for about 75 percent of budget revenues and 90 percent of export earnings. About 40 percent of the GDP comes from the private sector. Saudi Arabia joined the WTO in 2005. In 2005, Saudi Arabia had a per capita income of US\$ 12,900.

The national currency is the Saudi Riyal (SR), which is made up of 100 halalah. The exchange rate is fixed at SR 3.74 per US dollar, which is roughly equal to Indian Rupees 12.

The main natural resources of the country are: petroleum, natural gas, iron ore, gold and copper. The country imports machinery, industrial equipment, foodstuffs, chemicals, motor vehicles and textiles.

Saudi Arabia has a population of 28 million. The major religion is Islam and the main language is Arabic, though English is widely spoken and understood.

## Foreign Labour

There are over 8 million expatriate workers in the country, mainly from South and South-east Asian countries. Indians are the largest expatriate community, numbering over two million. About 70% Indian expatriate workers fall under the blue collar category, while 20% are professional and 10% white collar non-professional. Other major expatriate communities are: Pakistan – 12.5 lakhs; Bangladesh -15 lakhs; Egypt-12.5 lakhs; Philippines -12 lakhs; Indonesia-10 lakhs; Sri Lanka -5 lakhs.

## Labour Laws

Labour laws apply to all expatriate workers in Saudi Arabia, except domestic servants, farm workers and fishermen. The Ministry of Labour has been entrusted with the responsibility of implementing the labour laws. Complaints can be lodged with the Ministry of Labour if an employer terminates a work contract without valid reason. The aggrieved party is entitled to an indemnity to be assessed by the competent commission based on the nature of work, period of service, the workman's age, the pay scale, family responsibilities, etc. Labour laws have provisions to safeguard the workers against fraud, abuse and arbitrary termination of contract or non-compliance with contractual obligations.

## Location of the Embassy

B-1 Diplomatic Quarter, PO Box 94387 in Diplomatic Quarter, Riyadh - 11693, Saudi Arabia, Riyadh 11693, Saudi Arabia  
Ph: 00-966-1-4884144, 4884691, 4884692, 4834254  
Fax :00-9661-4884750

The Consular/Passport and Welfare Wings are located on the Ground Floor of the Embassy building.

## Contact Details

Enquiries relating to Consular, Labour and Welfare services can be obtained from the following telephone numbers:-

General Enquiry	(966-1) 488 4144, 488 4691, 488 4692
24-hr Help-Line	(966-1) 488 4697, 488 1982
Attache (Consular)	(966-1) 488 4144 Ext. 104 (for passport matters)
Attaché (Visa)	(966-1) 488 4144 Ext. 112/205 (visa and attestation)
Attache (CW)	(966-1) 488 4144 Ext. 325
Fax No.	(966-1) 488 4183
E-mail	consular@indianembassy.org.sa (Consular/Passport services) cw@indianembassy.org.sa (For Labour and Welfare services)

## Working Hours for Consular Services (Saturday through Wednesday)

- 1 Submission of Passport applications / attestation of documents 8.45 AM to 11.30 AM
- 2 Submission of Passport applications / documents by authorised company representatives 11.30 AM to 12.00 NOON
- 3 Delivery of attested documents (normally on the day of submission) 3.30 PM to 5.00 PM

4	Delivery of Passports (on the day mentioned at the time of submission)	15.30 PM to 5.00 PM
5	Submission of Visa Applications	08.45 AM to 11.30 AM
6	Issue of Visa (normally on the day of submission)	4.00 PM to 4.30 PM

### **Sources**

Ray Jureidini (2003), *Migrant Workers and Xenophobia in the Middle East*, Geneva, United Nations Research Institute for Social Development.

International Labour Organisation (2006) [www.ilo.org](http://www.ilo.org)

Emigration and You- An Information Booklet, Protector General of Emigrants, Ministry of Labour, Government of India, 2004.

Wikipedia, The Free Encyclopedia. <http://en.wikipedia.org/wiki/oman>

[http://news.bbc.co.uk/1/hi/world/middle\\_east/countryprofiles](http://news.bbc.co.uk/1/hi/world/middle_east/countryprofiles).

[www.justlanded.com](http://www.justlanded.com)

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