

STANDARD OPERATING PROCEDURE
SPONSORSHIP OF EX-SERVICEMEN OFFICERS AND JCOs FOR
MANAGEMENT OF COMPANY OWNED COMPANY OPERATED
(COCO) RETAIL OUTLETS

General.

1. DGR is an attached office of Ministry of Defence mandated to ensure resettlement of ESM. DGR has a MoU/understanding with few Ministries to afford dedicated Resettlement schemes to ESM. One such avenue is offered by Ministry of P&NG through all the Oil Marketing Companies wherein Company Owned Company Operated (COCO) retail outlets of the Oil Marketing Companies like IOCL, HPCL and BPCL are offered to Defence candidates on a contract basis **for a period of three years for the permanent COCO outlets and one year for the temporary COCO outlets with provision of extending the contract period further by one more year (i.e. two years maximum put together)**. Until 2016, this scheme was open to only ESM Officers and the names were sponsored only by DGR, however, with the new guidelines, issued by Oil Marketing Companies in 2017, the JCO's of the three Armed Forces have also become eligible for this scheme and the names can be sponsored by ZSB/RSB also. Thus there is a requirement of involving the ZSB and RSB, KSB to ensure pan India registration of JCO's and ensure timely submission of names to oil companies. Thus, to ensure all stake holders operate on the same level of synergy there is a requirement to have a standard SOP on the subject.

Aim.

3. Aim of this SOP is to lay down the procedure for sponsorship of names of eligible Officers and JCOs to Oil Marketing Companies for Management of the COCO Outlets.

Eligibility.

4. **For Officers.** Desirous ESM Officers should meet the following criteria:-

- (a) Should be an ESM as per laid down definition.
- (b) Should be below 60 years of age at the time of sponsorship and be registered with DGR under General Employment scheme/RSB/ZSB as per their policy for providing employment.
- (c) Minimum 10th pass (Examination conducted by a recognized Board /School)
- (d) Should not have availed any other benefit from DGR/RSB/ZSB earlier.
- (e) Should be able to provide Bank guarantee as per Oil Company requirement at the time of selection.

5. **For JCOs.** Desirous ESM JCOs should meet the following criteria:-

- (a) Should be below 60 years of age at the time of sponsorship and be registered with RSB/ZSB.
- (b) Minimum 10th pass (Examination conducted by a recognized Board /School)
- (c) Should not have availed any other benefit from DGR/RSB/ZSB earlier.

(d) Should be able to provide bank guarantee as per Oil Company requirement.

(e) Havildar's (Hony Naib Subedar) & Equivalent ranks will not be eligible for the said scheme in accordance with paragraph 178(b) of Defence Services Regulations, Vol 1.

Disqualification.

6. As per Para 3 of the guidelines laid down vide "The Brochure for Selection of Service provider for COCOs 2017" by the Oil Marketing Companies.

Management of Scheme.

7. DGR will be the Nodal office to forward names of Officers and RSBs will be the Nodal Office to forward names of JCOs.

Procedure for Sponsorship.

8. **Officers.**

(a) Oil companies will forward their requisition by Email seeking nomination of Officers and JCOs to DGR (**diredgr@desw.gov.in** & **seopadgr@desw.gov.in**) and to the concerned State RSB where the Retail Outlet is located.

(b) On receipt of the requisition at DGR by SE Dte, the same will be hosted within two working days on the DGR official website through JD(IT), DGR seeking names of willing eligible officers.

(c) SE Dte, DGR will forward the requisition within three working days to Emp Dte, DGR seeking nominations of willing officers for the said Retail Outlet.

(d) All Officers Registered with DGR for general employment and interested in the scheme will forward their willingness by email to regndgr@desw.gov.in at least 10 days before the last date of receipt of names as specified in the Oil Company's requisition_.

(e) In cases, where an officer is not registered with DGR, however is willing to undertake the said employment opportunity, the name will be routed to Emp Dte, DGR through the Officer's own RSB/ZSB. It will be ensured by the state RSB/ZSB that names are required to be forwarded to the Emp Dte by Email (regndgr@desw.gov.in) at least 10 days before the last date of receipt of names as specified in the Oil Company's requisition.

(f) Emp Dte, DGR will scrutinize the names received against dual benefit and other eligibility criteria. A consolidated panel of the names received will be compiled and forwarded by Emp Dte, DGR to Self Emp Dte, DGR at least seven days before the last date of receipt of names as specified in the Oil Company's requisition.

(g) On receipt of the names Self Emp Dte, DGR will forward the same to the concerned Oil Company by Email followed by an Ink Signed Copy by Post.

Note. There is no embargo on the number of stations for which an officer can be sponsored ie if an individual officer wants his name to be sponsored for more than one Retail Outlet for which requisitions have been received Pan India, he would be considered for the same (However Oil Companies will ensure that only one outlet is allotted to one candidate).

