

**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](mailto:diredgr@desw.gov.in)** & **[seopadgr@desw.gov.in](mailto: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](mailto: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](mailto: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).***

9. **JCOs.**

(a) Oil companies will forward their requisition by Email seeking nomination of Officers and JCOs to the concerned state RSB where the Retail Outlet is located.

(b) On receipt of the requisition at RSB, the same will be forwarded to KSB and all RSBs in India by Email. KSB on it's part will have the same also hosted on it's official website for wider publicity.

(c) All RSBs in turn will forward the requisitions to their affiliated ZSBs seeking names of willing officers and JCOs within 12-15 working days of the receipt of requisition from the Oil company.

(d) On receipt of the names from ZSBs, the same will be compiled into two categories ie Officers and JCOs.

(e) Names of the officers duly compiled will be forwarded to Emp Dte, DGR as specified in Paragraph 8(e) above.

(f) Further names of JCOs duly scrutinized will be forwarded directly by the RSBs to the concerned Oil Company by Email as well as by post.

***Note. There is no embargo on the number of stations for which a JCO can be sponsored ie if an individual JCO 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 only one outlet is allotted to one Candidate.)***

**Period of Contract.**

10. The selected candidate will have to execute a standard agreement with the corporation and will be required to abide by the terms and conditions thereof.

(a) The agreement with the Service Provider for the permanent COCO outlets will be for a period of three years.

(b) The agreement with the Service Provider for the temporary COCO outlets will be initially for a period of one year with provision of extending the contract period further by one more year (i.e. two years maximum put together). However, extension of the contact would be solely at the discretion of the oil company.

(c) The Service Provider if after his appointment is issued an LOI for dealership or distributorship of any Oil Company; he shall have to resign from the contract of Service Provider by giving immediate (within 7 days) suitable notice to the Corporation for termination of contract within next 90 days. During the period of notice and working as Service Provider, Letter of Appointment (LOA) for dealership/distributorship should not be accepted nor should operation of dealership/distributorship be started.

**Remuneration.**

11. Remuneration will be based as per the Oil Company guidelines.

**Format for Submission of Panel by DGR/RSB.**

12. Attached as **Appx.** Name of Candidates found fit will be sponsored to consent agreed by RSB/DGR as per the request on as per format attached as Appx.

**Conclusion**

13. Any deviation from the laid down SOP needs explicit approval of DG(R).



  
(K S Kalsi)  
Col  
Dir(SE Dte)  
For DG(R)

**Distribution List:**

D(Res-1)/MoD

AGs Branch, COPs Branch & AOPs Branch

Kendriya Sainik Board

All Rajya Sainik Boards (Through KSB)

Oil Marketing Companies (IOCL, BPCL & HPCL)

DIAV, AWPO, INPA, DAV

**Internal**

DG Sect, DGR

Emp Dte, DGR