

**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.

