

REGISTRATION AT DGR (OFFICERS)

1. **Brief.** Registration at Directorate General of Resettlement (DGR) is a one time process for the desirous Ex Servicemen, (Officers) who seek to utilize the facilities as extended by the Government for a second career option through DGR. Presently an Ex Serviceman (Officer) may register for the following schemes at DGR,

- (a) Placement Assistance/ COCO scheme,
- (b) Security Agency Scheme,
- (c) Management of CNG in NCR/Pune,
- (d) Ex Servicemen Coal Loading and Transportation Scheme.

2. **Proposal.** It has now been decided by the competent authority that with immediate effect, persons desirous of registering with DGR for availing the various schemes may forward the application form duly filled, signed and dated at the E-Mail id REGNDGR@DESW.GOV.IN. All efforts would be made to communicate the registration number at the earliest.

- (a) It is encouraged that the ESM should attach all documents as given in page 3 of Registration form, **(Copy of PPO, Retirement Order from the Cadre Controlling authority {eg. MS Branch for Army personnel} and ESM I Card are mandatorily to be attached while applying for registration)** at the initial stage itself. However in case other documents are not available then efforts should be made to make them available at the earliest opportunity. Lack of documents at the time of sponsorship stage (for any scheme) will result in the veteran losing out on his/her opportunity for consideration and appropriate seniority.

3. **Application Form.** The application form is available on DGR website (WWW.DGRINDIA.COM) under the tab of **download DGR forms**. The web link of the download DGR forms window is as below,

<http://www.dgrindia.com/downloadforms.html>

4. **General Guidelines for filling the form.** Veterans are requested to adhere to the following,

- (a) A neat and legible form is scanned and forwarded. The form should not be smudged, dark and incomplete. All entries must be in capital letters only.
- (b) Photographs pasted are in civil uniform and self attested.
- (c) Each page of the form and all documents are self attested.

- (d) Only those documents are required to be forwarded which have been mentioned in page 3 of the form.
- (e) For PPO only the Pensioners copy of PPO is accepted. Those who have been issued with E PPO are required to forward copy of E PPO only.
- (f) For Short Service Commissioned Officers, a copy of gratuity order is to be attached (as SSC Officers are not issued with a PPO).
- (g) Only one scheme can be applied for at a time.
- (h) Only one change of scheme is permitted, provided that no benefit has been accrued through the scheme earlier registered for.
- (j) Caution should be exercised in filling correct address in the registration form. As it is this address that DGR will communicate to, as and when required.
- (k) For instructions in filling up the form kindly refer to page 2 and 3 of the form.

5. Criteria of personnel seeking registration.

(a) For Placement Assistance (General Employment). Serving personnel due to retire within one year from the date of applying for registration may forward their application by e mail or through post to DGR. Copy of retirement order is to be attached.

(i) Officers seeking pre mature release/ pre mature separation from service, may apply to DGR for placement assistance once they are in receipt of Retirement order from the cadre controlling authority of their respective services.

(ii) Re Employed Officers may register at any stage of their Re Employment.

(b) Schemes other than placement assistance. For all other schemes as given in Para 1 (b) to (d), veterans can apply for registration post retirement only.

(c) Personnel who have attended Six Months management Course can only apply to DGR for any scheme, post one year of termination of course or date of retirement, whichever is later.

(d) Ex Servicemen status. All veterans who seek registration must be mandatorily covered under the definition of Ex Servicemen. For clarity on the matter, kindly check the link “Who is an Ex Serviceman”. The link is hosted prominently at home page of DGR website. Veterans are also requested to check the authority and detailed guidelines as given in the bottom of each

order in the link. The relevant Office Memorandums are also hosted at DGR website at the home page under the pane of **“Important Policies”**.

6. Query(ies) if any, is requested to be directed at REGNDGR@DESW.GOV.IN. Contact is at 011-26192353.