

ESM (O)s FOR COCO OPERATORSHIP

1. This SOP lays down certain guidelines for sponsoring Ex- Servicemen Officers [ESM (O)] registered with Employment Directorate of DGR for job opportunities offered by Indian Oil Corporation Limited & Bharat Petroleum Corporation Limited for operating their Retail Outlets on Company Owned Company Operated basis (COCO).

General

2. Both Indian Oil Corporation Limited (IOCL) & Bharat Petroleum Corporation Limited (BPCL) have formulated policy guidelines for selection of service providers for operation of COCO (**ANNEXURES 'A' & 'B'**). Accordingly, DGR sponsors ESM (O)s for providing operating services to these oil corporations throughout the country.

3. Presently direct empanelment is not done for the Scheme. The candidature of all ESM (O)s registered for employment with the Employment Directorate are considered while considering the panel of names for forwarding to the concerned oil corporation.

Aim

4. Aim of this SOP is to lay down the procedure for sponsorship of panel of names for COCO Scheme.

Eligibility

5. Desirous ESM (O)s shall meet the following criteria: -

- (a) Commissioned officers (Army, Navy, Air Force).
- (b) Should be below 59 years of age at the time of registration.
- (c) Should be registered within 5 years of release/retirement from service with the Employment Directorate.
- (d) Should be resident of the particular State in which COCO facility is to be operated.
- (e) Should be able to provide bank guarantee as per OPA requirement.
- (f) Should not have availed any other benefit from DGR earlier.
- (g) Should be below 60 years of age at the time of consideration for sponsorship.

Requisition and Issue of Call Letters

6. On receipt of requisition from the concerned oil company, the dealing Joint Director (SE) will seek the panel from JD (EMP II) of the Employment Directorate indicating the State and the number of ESM (O)s required for sponsorship within three working days. JD (Emp II) will accord priority to provide such names of registered ESM(O) at the earliest but not later than three days of receipt of such requisition letter from JD(SE). On receipt of panel from JD (EMP II) the same will be circulated to PD (Emp), Dir (Trg) of DGR for internal clearance to ensure that the candidates in the panel have not availed any other facility from DGR. All concerned officers will ensure that the verification is carried out on priority and reply is forwarded within a week of receipt of the letter from the SE Directorate.

7. Subsequently, after vetting by other Directorates, a board consisting of the dealing JD (SE) along with one more JD (SE) will prepare the panel of candidates with remarks and put up for DG (R)'s approval. On approval by DG (R), the approved list of ESM (O)s will be forwarded to OPA concerned. Intimation in this regard will be forwarded to the concerned ESM (O) simultaneously. Interview and call letters will be sent by OPA to sponsored candidates intimating venue, time and date of interview.

Selection Procedure by OPA

8. The ESM (O) so sponsored by DGR will be interviewed by a committee of 3 officers of the concerned oil corporation. The interview committee will evaluate the candidates on the basis of documents submitted by the applicants' along with the application and performance during interaction/interview. Effort will be made by the JD (SE) to obtain the feed back from concerned OPA and the sponsored candidates. Results of any sponsorship will be displayed on the notice board.

Period of Contract

9. The period of contract is for a maximum of three years on a yearly renewable basis. During the contract period performance reviews of the service provider will be carried out as per the applicable provisions of the Oil Corporations.

Remuneration.

10. Remuneration consists of two components like Fixed Lumpsum amount and Incentive. Details are as appended below:

OPA	LUMPSUM	VOLUME	INCENTIVE
BPCL	Rs 25,000/pm	Beyond 250 KI	Rs100/-Per KI
IOCL	Rs 23,000/pm	Upto 100 KI	NIL
		Beyond 100KI to <176KI	Rs 60/-Per KI
		176 KI to 250 KI	Rs 80/-Per KI
		Beyond 250 KI	Rs 100/-Per KI

Conclusion

11. Any deviation from the laid down SOP needs explicit DG(R)'s approval.

Dated:

(Govind Singh)
Col
Dir (SE)
For Director General
(Resettlement)

Copy to: PD (Emp)

Dir (Trg)

Dir (SE)

DG's Secretariat File