

**ADMINISTRATIVE INSTRUCTIONS FOR JCOs/OR & EQUIVALENTS**  
**ATTENDING RESETTLEMENT TRAINING**

1. Service HQs must forward the Nominal Roll of personnel detailed on course to Training Director of DGR of DGR at least 30 days before the commencement of the course.
2. It is the responsibility of Service HQs to ensure that an individual detailed for a course meets the Eligibility Criteria, where applicable.
3. Personnel are NOT to plan any leave during the training period. However, in compassionate cases, casual leave may be availed with prior sanction of the unit where the individual is attached under recommendation from the Institute from where he is pursuing the course. The director of the Institute will forward leave application as per format attached. The leave will be admissible as under:-
  - (a) A maximum of three days leave during courses of up to three months duration.
  - (b) A maximum of five days leave for courses of more than three months and up to six months duration.
  - (c) A maximum of ten days leave for courses of more than six months duration.
4. All personnel are attached to the nearest Service Unit for their administration and discipline. Movement Orders will be addressed to the local Station HQs. Respective Service HQs will deal with all administrative problems in respect of personnel detailed on courses. Arrangements for boarding and lodging in respect of the service personnel detailed for the pre-release courses, will be the responsibility of respective Service HQs. In case any PBOR utilizes the boarding and lodging facilities provided by the training Institute, then they should be prepared to pay for the services, in accordance with the policy of the Institute.
5. Courses being conducted at Regt Centres will be monitored by officers of Regt Centres and a feedback forwarded to DGR, on completion of the course. On termination of the course, a nominal roll of the participants will be forwarded to AGs Branch (CW-5) for Army pers/DESA for Naval pers/JDPA(RC)/AFRO for Air Force pers.
6. Applicants should approach their respective Service HQ/designated Dte for their enquiries. The details of respective Dte along with telephone numbers are as under:-
  - (a) CW-5, AG's Branch, (IHQ of MoD(Army) - 23012662
  - (b) DESA, Naval HQ - 26880943
  - (c) JDPA(RC), Air HQ & AFRO - 23010231/Extn-7166, 23377166 & **AFRO** - 25687194/Extn 7767

## **GUIDELINES FOR STUDENTS**

7. No individual will absent himself from the course without leave duly sanctioned by the unit in which individual is attached with/parent unit. Necessary disciplinary action will be initiated against the defaulter.
8. Leave to serving Personnel will be sanctioned by the unit in which individual is attached with/parent unit.
9. Duration of the leave is limited to the number of days as given in Para 3 of Administrative instructions for JCOs/OR attending Resettlement Training of this booklet.
10. Personnel should not seek courses, conducted by Institutes located in close vicinity of their place of residence and treat the course duration as extended leave period, but consider courses which are beneficial to them, post-retirement.

## **GUIDELINES FOR THE INSTITUTES**

11. Institute will not grant any leave to the students but can give NOC as per guidelines in Para 3 of 'Administrative Instructions for Personnel attending Resettlement Training' of this booklet.
12. Institute will forward absentee report of their students to the Parent unit/unit in which individual is attached with, and respective DRZ.
13. Institute will e-mail details of all the students within one week in the attached format in excel sheet to Training Directorate and Employment Directorate of DGR at [dirtrg@gmail.com](mailto:dirtrg@gmail.com) or [dirdgrtrg@desw.gov.in](mailto:dirdgrtrg@desw.gov.in) and [dgrjdit@gmail.com](mailto:dgrjdit@gmail.com) or [dgrjdit@desw@desw.gov.in](mailto:dgrjdit@desw@desw.gov.in) respectively.
14. Institutes will strictly adhere to the leave rules given in Para 3 of Administrative instructions for JCOs/OR and equivalents attending Resettlement Training of this booklet. Any Personnel violating the leave rules will be denied course certificate.
15. The institute will ensure that a capsule on CV preparation is conducted during the course and the CVs of all candidates with offer letters/ placement record/ other remarks etc against each, as applicable, is sent in a CD along with the Bill.
15. Institutes to forward bills within 30 days on completion of the courses, to DGR.

