

**APPLICATION FOR RESETTLEMENT TRAINING COURSE SERIAL NO.---**

Application for (Course Nomenclature) .....

To be held at (Name of Institute(s)) .....

From ..... To .....

1. Service No ..... Rank ..... Name .....

2. Army/Air Force/Navy (Tick ( \ ) ) Unit/Fmn .....

3. Educational Qualification ..... Date of Birth .....

4. Date of Commission ..... Type of Commission ..... Arm/Branch .....

5. Date of Superannuation (for superannuating officers only) .....

6. Date of Release/PMR (As approved by MS Branch) .....

7. (a) For SSC Officers only

(i) Have you opted for PC? Yes/No

(ii) Was PC agreed to by Service HQ? Yes/No

(iii) Are you on Extension? Yes/No

(b) For WSES Officers (Women officers) only

(i) Are you on Final Release (after 14 yrs)? Yes/No

(ii) Are you on Extension? Yes/No

\*8. Preference of courses (**Only for 24 Week Management Courses**)

(1) .....

(2) .....

(3) .....

9. Have you already attended/applied for Courses through DGR Yes / No?

If Yes, details of course attended

(a) Course(s) No. .... Total No. of days .....

(b) Any additional courses also applied for (to DGR) concurrently .....

(c) Course Nomenclature .....

10. Address for correspondence (Official address for serving and residential address for retired officers) .....

\*\* Telephone (with STD Code) (i) Office ..... (ii) Residence .....

Mobile ..... E-mail .....

Date: ..... Signature .....

\* **2<sup>nd</sup> and 3<sup>rd</sup> option is subject to the course being of same duration as 1<sup>st</sup> option and commencing in the same quarter (Apr/Jul/Oct/Jan).**

\*\* **Telephone No. with STD Code, Mobile No. and E-mail address are mandatory.**

## CERTIFICATE FROM OFFICER

I hereby understand and certify that:-

- (a) I have read and understood all the rules and regulations governing the conduct of DGR sponsored courses. as given in Resettlement Training Brochure and policy/letters issued from DGR.
- (b) Facts and Information given above are correct and true.
- (c) I will notify DGR about all material changes subsequent to the information provided by me.
- (d) I have not undergone similar course earlier.
- (e) I am neither re-employed nor on any kind of leave including study leave.

Place:

Date:

Signature of the officer

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## CERTIFICATE FROM THE COMMANDING OFFICER / ZSB

I Certify that

- (a) The information provided by the officer is complete and correct to the best of my knowledge.
- (b) The officer will be made available to attend the course.
- (c) As per service records of the officer he/she has availed..... days T/D to undergo course/courses sponsored by DGR.

**For SSC Officers:-**

- (d) Officer being short service commissioned has not been granted permanent commission and is due for final release (including extension period) on .....

Seal/Stamp

Date:

Signature.....  
Name and Rank.....  
Appointment.....  
Unit.....

### Note :-

1. For serving officers application form in duplicate should be routed through Army HQ (concerned line MS & MS-15), Naval HQ(DESA), Air HQ(JDPO Placement Cell) as applicable.
2. For retired/released officers application form should be counter signed & routed through concerned **Zila Sainik Board / Rajya Sainik Board**. Attested copy of **PPO/Retirement/Release Order** is to be attached with the application.
3. **No advance copies/enclosures** other than those mentioned in the application form, are to be attached with the application. Bio-data/CVs, Degrees, Certificates etc are **NOT** required.