

ADJUTANT GENERALS' BRANCH OFFICERS' RECORD OFFICE



Personal documentation plays a very important role in the career as well as post retirement life of officers. Correct and timely documentation has a direct impact on almost all facets of an individual.

Officers' Record Office (ORO) at RK Puram, West Block-III, under the aegis of Additional Directorate General of Manpower Planning, acts as a single point agency for all documentation needs of serving as well as retired officers and family pensioners.

MP-5 (VETERAN OFFICERS RECORD)

VETERANS HELP DESK



Facilities provided:-

- ECHS Verification Helpline
- SPARSH Helpline
- Demographic Validation
- Requests related to migration
- Digital Life Certification



DIGITISED CALL CENTER

Automated Grievance Redressal and Information Management (AGRIM)

- ORO has launched AGRIM to automate the processing of grievances/service requests & processing/resolution (incl online transmission) of the same with PCDA(O)/(P).
- Veteran offrs/NoK can register their grievances online on RODRA login. Grievances recd. through other modes like email, telephone calls, SMS, WhatsApp & vis etc., are also converged on the AGRIM sys. Veterans are kept informed through SMS on registration, process/obsn. and resolution of the grievance.

Contact Details

Col MP-5	35475
AAG MP-5B	35485
DAAG	34309
Grievances	
AAG (Pension) (Retiring Officer Seminar & Documentation)	35488
MP-5 (Helpdesk) (including SPARSH issues of Retd offrs)	
▪ Call Centre	011 26757700
▪ Mob	8800352938 8130591689
▪ WhatsApp	8368051743

OIC APACC 9309781033
(Pune)

OIC DPCC 7393073973
(Prayagraj)

Retired Officers Digital Records Archive (RODRA) (www.rodra.gov.in)

- Digital data repository of all veteran offrs records, acting as an interface between the veterans and ORO.
- Latest policies/advisories for veterans are regularly uploaded under 'What's New' tab.
- Facilities :-
 - ✓ Grievance Registration
 - ✓ DAK Status
 - ✓ AGRIM Regn & Status
 - ✓ Updating of Latest Corres Address
 - ✓ Prior Visit Intimation
 - ✓ Intimation of Pensioners Demise (by NoK)



E-mail


offr.record@gov.in
pensionoff.03401@gov.in

All Veterans/ NsOK should register on RODRA for prompt and easy resolution of grievances

**ADJUTANT GENERALS' BRANCH
OFFICERS' RECORD OFFICE**


MP-6 (SERVING OFFICERS RECORDS)

SERVING OFFICERS' RXN



A Rxn for serving offrs has been est at ORO for resolution of all grievances/ service requests with respect to docu of serving offrs.

Offrs vis Delhi are encouraged to vis the Serving offrs rxn and check their docu.



Contact Details

Col MP-6	34496
DAAG (Offr Records)	34821
MP-6A (Brig & above)	34821
MP-6B (Arty, Armd, AAD)	35482
MP-6C (Engrs, Sigs, Avn)	39556
MP-6D PARA, PUNJAB, GRENADIERS, MARATHA LI, RAJ RIF, RAJPUT, JAT, DOGRA, SIKH, SIKH LI, GARH RIF, MADRAS, KUMAON, ASSAM, NAGA, BIHAR	35481
MP-6E GUARDS, MECH INF, MAHAR, JAK RIF, JAK LI, LADAKH SCOUTS, GR, ASC APS, RVC, MF, AEC & APTC	35484
MP-6F AOC, EME, INT, JAG, PNR & Gen Service	35480
MP-6 (Rxn)	35483
MP-6 (Helpline) (Mobile No)	7082120960
Auto Cell (OASIS & Auto Projects)	22133 35486
SPARSH Cell (Documentation of officers proceeding on retirement)	34821


Officers Automated Structured Info Sys (OASIS)

- Implemented for auto of IA Offrs Records
- Provision of speedy, transparent & correct auto docu
- Provides for viewing of digital RoS & processing of PTOs
- Facilities :-
 - ✓ Issue of e-cert for edn priority
 - ✓ Pension document update
 - ✓ Updation of Property Returns
 - ✓ Interest cert by AGIF on Home Loans
 - ✓ **PCDA (O) Detls**
 - Pay slips of last 5 Yrs
 - Details of claims & PTO status
 - Form 16 & DSOP Statement (Last 5 yrs)

All Serving offrs should register on OASIS for seamless automated docu

ADJUTANT GENERAL'S BRANCH

ADDITIONAL DIRECTORATE GENERAL
MANPOWER PLANNING



**COMPREHENSIVE
GUIDELINES FOR PENSION
DOCUMENTATION**

MAY 2023

'AFTER ME' FOLDER

- Folder designed to equip NsOK with info, docu and templates.
- Immediate steps of NsOK on demise of soldier.
- Details on pension benefits & emoluments.
- Pers financial docu & related info.

GUIDELINES FOR PENSION DOCUMENTATION

- Compendium of policies.
- Detailed instr for filling of forms.
- Sample filled forms & Blank forms.
- Being fwd to Retiring Offrs.
- Soft copies available on RODRA & OASIS

ADJUTANT GENERAL'S BRANCH

ADDITIONAL DIRECTORATE GENERAL
MANPOWER PLANNING

'AFTER ME' FOLDER

Documentation by :

Sl. No.	Date
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DEC 2023