

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



**OFFICERS'  
RECORD  
OFFICE**

Documentation is God's Medium

**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



**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.

**DIGITISED CALL CENTER**



**Contact Details**

<b>Col MP-5</b>	35475
<b>AAG MP-5B</b>	35485
<b>DAAG Grievances</b>	34309
<b>AAG (Pension)</b>	35488
(Retiring Officer Seminar & Documentation)	
<b>MP-5 (Helpdesk) (including SPARSH issues of Retd offrs)</b>	
▪ Call Centre	011 26757700
▪ Mob	8800352938 8130591669
▪ WhatsApp	8368051743
<b>OIC APACC</b>	9309781033 (Pune)
<b>OIC DPCC</b>	7393073973 (Prayagraj)

**Retired Officers Digital Records Archive (RODRA)**  
[www.rodra.gov.in](http://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**

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**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**

<b>Col MP-6</b>	34496
DAAG (Offr Records)	34821
<b>MP-6A</b> (Brig & above)	34821
<b>MP-6B</b> (Arty, Armd, AAD)	35482
<b>MP-6C</b> (Engrs, Sigs, Avn)	39556
<b>MP-6D</b> PARA, PUNJAB, GRENADIERS, MARATHA LI, RAJ RIF, RAJPUT, JAT, DOGRA, SIKH, SIKH LI, GARH RIF, MADRAS, KUMAON, ASSAM, NAGA, BIHAR	35481
<b>MP-6E</b> GUARDS, MECH INF, MAHAR, JAK RIF, JAK LI, LADAKH SCOUTS, GR, ASC APS, RVC, MF, AEC & APTC	35484
<b>MP-6F</b> 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



ADDITIONAL DIRECTORATE GENERAL MANPOWER PLANNING

**COMPREHENSIVE  
GUIDELINES FOR PENSION  
DOCUMENTATION**

MAY 2023

**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



ADDITIONAL DIRECTORATE GENERAL MANPOWER PLANNING

**'AFTER ME' FOLDER**

Last Known Date :-	
No.	Date
1.	
2.	
3.	
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10.	

DEC 2023



**'AFTER ME' FOLDER**

Last Known Date :-	
No.	Date
1.	
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DEC 2023