

RIGHT TO INFORMATION ACT, 2005

OBLIGATION OF PUBLIC AUTHORITY UNDER RTI ACT: 2005

Details to be furnished as per clause 4b of Chapter 2:

4b(i) The Particulars of its organization functions and its duties :

Ordnance Factory Bhusawal (OFBH) is a unit of Yantra India Limited under the Department of Defence Production, Ministry of Defence, Government of India.

Initially, OFBH started its production with 34 Gallon capacity barrels. Presently, OFBH is the largest producer of Ammunition Containers duly certified with QMS certification IS/ISO: 9001:2015 for quality management system. The Ammunition Boxes and Carriers are manufactured as per IA1169(N) Specification as prescribed by Director General of Quality Assurance. IA1169 (N) covers materials and operations relevant to production of Boxes and Carriers like pressing, forming, assembly, welding, marking, testing, rust proofing, painting and packing. Various types of Ammunition are supplied to Armed Forces of India duly packed in OFBH manufactured containers.

OFBH has also diversified into manufacturing of Pinaka Pods used for launch of Pinaka Rockets and Ammunition components such as Canister Assembly for 155 MM Illuminating Ammunition and Cassette container (Std. & Spl.). In addition, new products such as (a) Box 120 MM FSAPDS, (b) SPTA Boxes I, II, III & IV (c) Steel Unit Load for 155 MM Ammunition and (d) Sprocket Wheel have been identified for development at OFBH.

Duties of this unit are to supply primarily to defence sector. Ambitious diversification programs have been taken up to cater for the needs of Civil Market also. This is to keep OFBH prepared and tuned to the fast changing global economic scenario.

A. Name and Address of the Unit

Addressee	Executive Director
Address	Ordnance Factory Bhusawal, District – Jalgaon, Maharashtra – 425 203

B. Head of Unit

Shri Vineet Sharma, Executive Director

C. Vision and Mission

VISION

1. To equip our Armed Forces with modern "Defence and Battle Field Equipment"
2. To continuously modernize our production facilities.
3. To train and motivate personnel.
4. To equip ourselves with technologies through acquisition, synergy, and in-house Research and Development.
5. To continuously improve quality.
6. To improve operational efficiency and communications by extensive use of Information Technology.
7. To achieve highest level of customer satisfaction.

MISSION

1. The mission of Ordnance Factory Bhusawal is "Production of state of the Art Ammunition packaging and Battle Field Equipment."

4b(ii) Powers and duties of it's officers and employees :

Duties of it's officers are as follows :

(1) Duties of Executive Director:

1. Formulation & review of policies;
2. Establishing quality levels for business;
3. Ultimate responsibility of quality of all products;
4. Ultimate responsibility assuring profitability and growth;
5. Ultimate responsibility for implementation and maintenance of Quality Management System;
6. Ultimate responsibility for administration, welfare and security of the Factory;
7. Ultimate responsibility for ensuring availability of adequate resources;
8. Ultimate responsibility for up-gradation of skills of employees

(2) Duties of General Manager (Controlling Officer):

1. Setting Quality Goals for areas under their control;
2. Ensuring availability of resources;
3. Ensuring optimal utilization of available resources;
4. Overall responsibility of production management and quality of manufactured products.
5. Ensuring safe and hazard free working environment;
6. Ensuring profitability and growth;
7. Initiation and monitoring of corrective actions and prevent occurrence of any non-conformities relating to products processes and quality systems;
8. Review of Quality Management System effectiveness;
9. Identification of Training needs for Gazetted Officers.

(3) Duties of Jt. General Managers/Deputy General Managers (Group Officer):

1. Monitor resource utilization and provide feedback to the controlling officers;
2. To suggest corrective actions and follow up implementation;
3. Projection of resource requirements to Controlling Officers;
4. Identification of training needs of Non Gazetted Officers;
5. Review of Quality Management System for effectiveness;
6. Preparation & fixation of production programmes;
7. Ensuring quality of manufactured products as per customer requirements;
8. Designing of manufacturing methods;
9. To review technical details of contracts in liaison with GO/DO of other related sections/offices.
10. Propose upgradation of resources and technologies to Controlling Officers.
11. To review progress of activities to achieve the laid down targets.

(4) Duties of WM/AWM (Divisional Officer):

1. Execution of Planned Production activities;
2. Ensuring quality of manufactured products as per specification;
3. Ensuring availability of operation schedules, drawings and specifications at appropriate points of production;
4. Identification, documentation and segregation of non-conforming products in consultation with DO(QC);
5. Maintaining product identification and traceability at all stages of production;
6. Suggest designing of manufacturing methods, whenever required;
7. Ensure that plants and machinery are available for maintenance;
8. Ensure use of only calibrated process monitoring equipments;
9. Ensure that proper records are maintained at every stage of production;
10. Liaise with inspectorates for concessions on products with deviations;
11. Liaise with Quality Control Section for stage and final inspection;
12. Formulate guidelines for process approval and ensure proper process settings;

13. To take corrective measure and to prevent any non-conformities relating to process, products and quality system.

14. To progress the various activities towards achievement of laid down targets.

Duties of Technical & Non-Technical Ministerial staff governed by various SROs published for the purpose as under:

SL. NO.	NAME OF THE POST	SRO NO. & DATE
1	CHARGEMAN	SRO 13 E Dated 04-05-1989
2	1. Office Superintendent 2. UDC 3. LDC	SRO 43 Dated 24-06-2013
3	Multi Tasking Staff	SRO 57 Dated 19-07-2012
4	1. SUPERVISOR (STORE) 2. STOREKEEPER	SRO 109 Dated 04-12-2012
5	1. SUPERVISOR (NT/OTS) 2. TELEPHONE OPERATOR GRADE-II	SRO 30 Dated 14-07-2010 & SRO 58 Dated 19-07-2012
6	(FIRE FIGHTING STAFF) 1. LEADING FIREMAN 2. FIREMAN	SRO 32 Dated 04-05-2012
7	1. PA 2. STENOGRAPHER	SRO 76 Dated 26-11-2007
8	Fire Engine Driver (FED) 1. FED Spl 2. FED Gr-I 3. FED Gr-II 4. FED 'A'	SRO 108 Dated 06-09-2005
9	CIVILIAN MOTOR DRIVER	SRO 6 Dated 18-01-2005
10	PARA MEDICAL STAFFS	SRO 88 Dated 03-08-2005
11	1. STAFF NURSE 2. AMBULANCE DRIVER	SRO 36 Dated 24-03-2008
12	1. TRAINED GRADUATE TEACHER 2. HEAD MASTER (Primary) 3. TEACHER (Primary)	SRO 151 Dated 18-12-2006
13	1. DURWAN 2. JAMADAR DURWAN 3. SUBEDAR DURWAN	SRO 14 E Dated 04-05-1989

Duties of Industrial Employees are guided by DGOF specification for Trade Testing, 1967(as amended from time to time).

Powers of the officers are as per DFPR & GFR, Govt. of India.

4b(iii) Procedure followed in decision making process : The procedure followed in decision making process including channels of supervision and accountability are as per the above mentioned organization chart and the duties of the officers already laid down. However, certain decisions are also taken in the various forums like Weekly Production Review Meeting, Quarterly Central Safety Committee Meeting, Monthly Medical Welfare Meeting and Security Meeting.

4b(iv) Norms set for discharge of functions : For discharging of the functions of the unit, the norms set for different levels as indicated above against 4b(ii) are followed.

4b(v) Rules regulation, instructions, manuals and records or under control or used by its employees :

The operations are guided by:

1. DGOF Procedure Manual
2. Instructions issued by YIL HQ from time to time.
3. Instructions issued and rules promulgated by the Government of India, Ministry of Defence from time to time.

4b(vi) Categories of document : Various categories of documents held by this unit are : (a) Open (b) Restricted (c) Confidential & (d) Secret

4b(vii) Particulars of any arrangement for consultation with member of public for formulation of policy :

1. A Grievance Redressal Officer is available to address the grievances raised by public from time to time.
2. A mechanism or vendor meet provides for a consultative platform between vendors of O.F. Bhusawal and Factory Management.

4b(viii) A statement of the Advisory Board, Council and other bodies and as to whether meeting of those boards are open to public or the minutes of such meetings are accessible to public : Nil

4b(ix) Directory of officers & employees : To be uploaded in Downloads Section.

4b(x) Monthly remuneration received by each officer & employee:

S. No.	Post	Level	Pay Band
OFFICERS & STAFF			
1	EXECUTIVE DIRECTOR	15	182200-224100
2	GENERAL MANAGER	14	144200-218200
3	JOINT GENERAL MANAGER	13	123100-215900
4	DEPUTY GENERAL MANAGER	12	78800-209200
5	WORKS MANAGER	11	67700-208700
6	ASSISTANT WORKS MANAGER	10	56100-177500
7	JUNIOR WORKS MANAGER(SELECTION GRADE)	8	47600-151100
8	JUNIOR WORKS MANAGER	7	44900-142400
9	PRIVATE SECRETARY	7	44900-142400
10	CHARGEMAN	6	35400-112400
11	OFFICE SUPERINTENDENT	6	35400-112400
12	Civilian Motor Driver-SG	6	35400-112400

13	Civilian Motor Driver-I	5	29200-92300
14	FIRE ENGINE DRI-I	5	29200-92300
15	SUPERVISOR	5	29200-92300
16	UDC	4	25500-81100
17	FIRE EGNINE DRI-II	4	25500-81100
18	Civilian Motor Driver.Gr-II	4	25500-81100
19	LEADING FIREMAN	4	25500-81100
20	LDC	2	19900-63200
21	STORE KEEPER	2	19900-63200
22	Civilian Motor Driver-OG	2	19900-63200
23	COOK	2	19900-63200
24	Fireman	2	19900-63200
25	Jam.Durwan	1	18000-56900
26	Durwan	1	18000-56900
27	Female Searcher	1	18000-56900
28	Vendor	1	18000-56900
29	MTS	1	18000-56900
INDUSTRIAL EMPLOYEES			
1	MASTER CRAFTSMAN	6	35400-112400
2	HS-I	5	29200-92300
3	HS-II	4	25500-81100
4	SKILLED	2	19900-63200
5	SEMI-SKILLED	1	18000-56900

4b(xi) Budget allotted to each of its agency, indicating particular plan proposed expenditure and report of disbursement : Budgets (RE & FE) sanction and utilization for last year and up to 6 months of current year is under preparation and will be uploaded shortly.

4b(xii) Manner of execution of subsidiary programme : N.A.

4b(xiii) Particulars of recipients of concessions, permits or authorization granted : N.A.

4b(xiv) Information available in electronic form are :

- (a) Personnel Information System.
- (b) Material Management.
- (c) Production, Planning & Control Packages.

4b(xv) Particulars of facilities available to citizens for obtaining information : Any citizen of India may apply for information to the Public Information Officer as per RTI Act, 2005. Information other than those exempted by section 8 of RTI Act may be made available to the applicant subject to availability of information with Public Authority.

4b(xvi) Name, Designation of Public Information Officer : Shri Joydeep Paul Majumder, DGM/OFBH has been nominated as Public Information Officer and Shri Chhotelal Prajapati, WM/OFBH has been nominated as Asst. Public Information Officer.

4c. Publish all relevant facts while formulating the policy which affect public:
None

4d. Provide reasons for its administrative or quasi-judicial decision: Followed for our own employees and estate residents.

Public Information Officer	
Name	Shri Joydeep Paul Majumder
Designation	Deputy General Manager
Phone (O)	02582 – 222907, Ex-213
E-mail	jpmajumder@ord.gov.in

Assistant Public Information Officer	
Name	Shri C.L. Prajapati
Designation	Works Manager
Phone (O)	02582 – 222907 Extn. 231
Email	clprajapati1@ord.gov.in

1st Appellate Authority	
Name	Shri Vineet Sharma
Designation	Executive Director
Phone (O)	02582 – 222044
Email	ofbh@ord.gov.in

Grievance Officer	
Name	Shri C.L. Prajapati
Designation	Works Manager
Phone (O)	02582 – 222907 Extn. 231
Email	clprajapati1@ord.gov.in

Unit Vigilance Officer	
Name	Shri M. Ravindran
Designation	Junior Works Manager (SG)
Phone (O)	02582-222552, Extn. – 261
Email	mravindran@ord.gov.in

Estate Officer	
Name	Dr. Raghu Nandan Jha
Designation	Joint General Manager
Phone (O)	02582- 220548
Email	raghunandanjha@ord.gov.in

MODE OF PAYMENT OF FEE

Remittance of Fee: Rs.10 by way of cash against proper receipt or by Demand Draft or Banker's Cheque or Indian Postal order.

To be drawn in favour of	Ordnance Factory Bhusawal (A Unit of Yantra India Ltd.)
Payable at	Bhusawal

Composition of Internal Complaint Committee			
1.	Dr.(Ms.) T. Aswini,	SMO/O.F. Hospital, Bhusawal	Chairperson
2	Shri A J Shinde	JWM (SG)/OFBH	Member
3	Smt. M P Kulkarni	JWM/OFBH	Member
4.	Representative from N.G.O.		Member

GAZETTED OFFICERS				
SL No.	Per No.	Name (Smt/Shri)	Trade	Designation
GENERAL MANAGER				
1	991772	VINEET SHARMA	Admn	Executive Director
ADDL. GENERAL MANAGER				
1	991901	PRAKASH KUMAR QAZI	Elec	GM
JT.GENERAL MANAGER				
1	992106	DR. RAGHU NANDAN JHA	Met	Jt.GM
DEPUTY GENERAL MANAGER				
1	992432	TUSAR PANDEY	Mech	DGM
2	992343	A S GOGATE	Mech	DGM
3	992422	SURENDER SINGH	Mech	DGM
4	992509	DHIRENDRA KUMAR SINGH	Mech	DGM
5	992588	J P MAJUMDER	Civil	DGM
6	970203	GELLANKI RAVI KUMAR	Met	DGM
WORKS MANAGER				
1	918170	V V UKEY	Met	WM
2	838448	KIRAN P. BAWANE	Mech	WM
3	970254	C L PRAJAPATI	Elec	WM
ASSTT. WORKS MANAGER				
1	887949	SHYAMKISHOR BAKDE	Met	AWM

Ordnance Factory Bhusawal