

**PROACTIVE DISCLOSURE UNDER SECTION 4 (1)(b) OF RIGHT INFORMATION ACT 2005**  
**Section 4(1)(b)(i)**

**Ordnance Factory, Muradnagar** is a metallurgical unit of Yantra India Limited, engaged in the production of Steel Castings to meet the requirement of Sister Ordnance Factories. It came into existence in 1943 as a transplantation project during Second World War.

OFM is a premium Steel casting unit of Yantra India Limited. It has the specialization in Alloy and Steel Castings- Armoured as well as Non-Armoured, Ammunition Hardware, Grey Iron Castings for Ammunition Hardware and Moulds and open die steel forgings for Hot die Steel and other tool steel.

1. A. Name and Address of the Unit

Addressee	Executive Director
Address 1	Ordnane Factory Muradnagar
Address 2	District - Ghaziabad
State	Uttar Pradesh
Pin	201206
Phone	01232 – 232200
Fax	01232 – 228550
Email	<a href="mailto:ofm.ofb@nic.in">ofm.ofb@nic.in</a>

1 B. Head of Unit

Shri Ajay Kumar Yerpude, Executive Director.

1 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.
8. To increase customer base in defence, non-defence and export markets and establish global presence.

**MISSION**

The mission of Ordnance Factory Muradnagar is "Production of state of the Art Battle Field Equipment."

**Section 4(1)(b)(ii)****Power & Duties of Officers & 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 Managers (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/Dy. General Manager (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 equipment's;
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.
15. Duties of Technical & Non-Technical Ministerial staff governed by various SROs published for the purpose as under:

<b>SL. NO.</b>	<b>NAME OF THE POST</b>	<b>SRO NO. &amp; DATE</b>
1	CHARGEMAN 1. Office Superintendent	SRO 23 E Dated 21-05-2024
2	2. UDC 3. LDC	SRO 43 Dated 24-06-2013
3	Multi Tasking Staff 1. SUPERVISOR (STORE)	SRO 57 Dated 19-07-2012
4	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
(FIRE FIGHTING STAFF)		
6	1. LEADING FIREMAN 2. FIREMAN	SRO 32 Dated 04-05-2012
7	1. PA 2. STENOGRAPHER	SRO 76 Dated 26-11-2007
Fire Engine Driver (FED)		
8	1. FED Spl. 2. FED Gr-I 3. FED Gr-II 4. FED 'A'	SRO 108 Dated 06-09-2005

9	CIVILIAN MOTOR DRIVER (STAFF CAR DRIVER)	SRO 6 Dated 18-01-2005
10	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.

**4(1)(b)(iii) Procedure followed in decision making process :** The procedure followed in decision making process including channels of supervision and accountability are as per the abovementioned 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, Unions and Association Meetings, Works Committee, YIL HQ IR Mechanism meeting, and Security Meeting etc.

**4(1)(b)(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.

**4(1)(b)(v) Rules regulation, instructions, manuals and records or under control or used by its employees :**

The operations are guided by:

- a. DGOF Procedure Manual
- b. DAD OM Part VI
- c. Instructions issued by YIL HQ from time to time.
- d. Instructions issued and rules promulgated by the Government of India, Ministry of Defence from time to time.

**4(1)(b)(vi) Categories of document : Various categories of documents held by this unit are :** (a) Open (b) Restricted (c) Confidential & (d) Secret

**4(1)(b)(vii) Particulars of any arrangement for consultation with member of public for formulation of policy :**

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

**4(1)(b)(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

**4(1)(b)(ix) Directory of officers & employees :** Data on 1st April, every year to be given updated: -

**Telephone Directory of OFM**

<b>उपयोगी सेवाओं संबंधी एवं अन्य महत्वपूर्ण नंबर</b>	
<b>अग्निशमन</b>	
मुख्य फायर स्टेशन	101
अनुभागाध्यक्ष/अग्निशमन	2266
<b>चिकित्सा सेवाएं</b>	
डॉक्टर डिसपेंसरी	2264
फैक्टरी डिसपेंसरी	2267/2280
डॉ० डी. एम. ओ, हॉस्पिटल	2271
एम.आई.रूम	102/2502/262024 (BSNL)
<b>सुरक्षा सेवाएं</b>	
ड्यूटी सुपरवाइज़र(फै.)	2516
मुख्य द्वार (फै.)	2248
<b>विद्युत आपूर्ति</b>	
एच.ओ.एस./ई एम.	2277 (Off.) 2703 (Resi.)
क.का.प्र. ई एम. इस्टेट,	2640 (Resi.)
इस्टेट विद्युत कार्यालय	2282
एम.आर.एस. सबस्टेशन	2281
क.का.प्र. एम.आर.एस.,	2554/9897640516
प्रभारी एम.आर.एस. कार्यालय	2281
एसएस- II	2279
ई एम लाइटिंग	2278
<b>जल आपूर्ति</b>	
जल आपूर्ति (फैक्टरी)	2521
जल आपूर्ति (साउथ)	2525
जल आपूर्ति (नॉर्थ)	2526
<b>आर्डरली ऑफिसर</b>	
	2276
<b>निरीक्षण भवन</b>	
	2581
<b>टेलीफोन एक्सचेंज</b>	
I/C क.का.प्र. टेलीफोन एक्सचेंज (नि.)	2640
I/C कार्यवेक्षक टेलीफोन एक्सचेंज (नि.)	2711
टेलीफोन शिकायत	198
टेलीफोन पूछताछ	197
प्रभारी/टेलीफोन एक्सचेंज (कार्यालय)	199
<b>एस ई सी सी एस</b>	
	121
<b>जे सी एम</b>	
	2611
<b>वर्क्स कमेटी</b>	
	2713
<b>लेबर यूनियन</b>	
	2612
<b>कर्मचारी यूनियन</b>	
	2613
<b>ए. कामगार संघ</b>	
	2615
<b>पुलिस स्टेशन</b>	
चौकी	2535
थाना	261122

**Name of Officers of O.F. Muradnagar, Designation and their contact numbers:**

<b>S. No.</b>	<b>Name of Officer (S/Shri)</b>	<b>Desig.</b>	<b>Internal Contact No.(Office)</b>	<b>Internal Contact No.(Home)</b>	<b>Outsider Contact No. (Office) 01232-</b>	<b>Outsider Contact No. (Home) 01232-</b>
1	AJAY KUMAR YERPUDE	ED	2200	2300	228717	228953
2	ARUNANGSHU PRAMANIK	GM	2218	--	225128	--
3	A.K. MISHRA	GM	2203	2303	228521	228523
4	ARUN KUMAR	JGM	2211	2311	228952	--
5	A K BHATI	JGM	2216	2316	228523	--
6	MAHESH CHAND BAIKWA	JGM	2215	--	--	--
7	SATYANDRA MEENA	DGM	2213	--	232213	--
8	NAVEET SHARMA	DGM	2221			
9	DEENBANDHU MEENA	DGM	2212			
10	KAJOD MAL SHARMA	DGM	2225	--	--	--
11	PRADEEP KUMAR	DGM	2241	2333	232241	232333
12	DINESH KUMAR MEENA	DGM	2235	2597	232235	232597
13	SUNIL KUMAR SINGH	DGM	2223	2718	232223	232718
14	RAVESH KAUL	DGM	2222	2322	232222	232322
15	VIJAY MITTAL	DGM	2233	2331	232233	232331
16	MEENA SAHAI	WM	2224	2495	232224	--
17	SHRUTI SHARMA	WM	2237	2327	232237	232327
18	ARVIND KUMAR	WM	2220	2320	232220	232320
19	NAVEEN KASHYAP	WM	2226	2326	232226	232326
20	M.K. MEENA	WM	2229	-	-	-
21	B.S. SANDHU	WM	2217	-	-	-

**4(1)(b)(x) Monthly remuneration received by each officer & employee :**

PAY LEVEL OF OFFICERS/EMPLOYEES OF ORDNANCE FACTORY MURADNAGAR are given below:-

SR. NO	NAME OF POST	PAY LEVEL AS PER 7 <sup>TH</sup> CPC	Pay Bend in Rs.
1	EXECUTIVE DIRECTOR	15	182200-224100
2	GENERAL MANAGER	14	144200-218200
3	JOINT GENERAL MANAGER	13	118500-214100
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)	08	47600-151100
8	JUNIOR WORKS MANAGER	07	44900-142400
9	CHARGEMAN & OS	06	35400-112400
10	CIVILIAN MOTOR DRIVER(SG)	06	35400-112400
11	FIRE ENGINE DRIVER(SG)	06	35400-112400
12	CIVILIAN MOTOR DRIVER(I)	05	29200-92300
13	CIVILIAN MOTOR DRIVER(II)	04	25500-81100
14	CIVILIAN MOTOR DRIVER(OG)	02	19900-63200
15	COOK	02	19900-63200
16	BEARER	01	18000-56900
17	DURWAN & FEMALE SEARCHER	01	18000-56900
18	SUPERVISOR	04	25500-81100
19	STENO	04	25500-81100
20	UPPER DIVISION CLERK	04	25500-81100
21	LEADING FIREMAN	03	21700-69100
22	STORE KEEPER	02	19900-63200
23	FIRE ENGINE DRIVER-A/FIREMAN	02	19900-63200
24	LOWER DIVISION CLERK	02	19900-63200
25	MASTER CRAFT MAN	06	35400-112400
26	HISH SKILLED-I	05	29200-92300
27	HIGH SKILLED-II	04	25500-81100
28	SKILLED	02	19900-63200
29	LABOURER/TRADESMAN(SSK)/MTS	01	18000-56900

**4(1)(b)(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 to be updated 6 monthly.

**4(1)(b)(xii) Manner of execution of subsidiary programme : N.A.**

**4(1)(b)(xiii) Particulars of recipients of concessions, permits or authorization granted : N.A.**

**4(1)(b)(xiv) Information available in electronic form are :**

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

**4(1)(b)(xv) Particulars of facilities available to citizens for obtaining information :**

Any citizen of India may apply for information to the General Manager or to Public Information Officer as per RTI Act, 2005. Information other than those exempted by section 8 of RTI Act may be made available.

**4(1)(b)(xvi) Name, Designation of Public Information Officer : -** Shri Satyandra Meena, DGM/OFM has been nominated as **Public Information Officer** and **Smt.Meena Sahai, WM/OFM** has been nominated as **Asst. Public Information Officer**.

**Public Information Officer & Estate Officer & Vigilance Officer & Transparency Officer**

Name	Shri Satyandra Meena
Designation	DGM
Phone (O)	9412223640, 41 Extn. 2213
Email	satyandraneena@ord.gov.in

**Assistant Public Information Officer**

Name	Smt Meena Sahai
Designation	WM
Phone (O)	9412223640, 41 Extn. 2224
Email	meenakumari@ord.gov.in

**1st Appellate Authority**

Name	Shri A.K. Mishra
Designation	GM
Phone (O)	01232-228521/01232-228550
Email	akmishra@nic.in

**Grievance Officer**

Name	Shri Pradeep Kumar
Designation	DGM
Phone (O)	01232-232241
Email	pradeepsheoran@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	Executive Director, Ordnance Factory Muradnagar (A Unit of Yantra India Ltd.)
Payable at	Muradnagar

**Composition of Internal Complaint Committee**

1	Smt. Meena Sahai	WM/OFM	Chairman
2	Smt. Rashmi Kumar	JWM/OFM	Member
3.	Smt.Saudamini Chaubey	JWM/OFM	Member
4	Smt. Mahima Tamta	Deep Shikha Kalyan Samity(WWA)	Member

**4(1)(c). Publish all relevant facts while formulating the policy which affect public:-**  
None

**4(1)(d). Provide reasons for its administrative or quasi-judicial decision:-** Followed for our own employees and estate residents.

**4(2).No. of employees against whom Disciplinary action has been proposed/taken:-**

No. of employees against whom disciplinary action has been

(i) Pending - 12 (as on 08.08.2024)

(ii) Finalised for Minor penalty or major penalty proceedings – 11 (From 01.04.2023 to 31.03.2024)

**Section-(26). Programmes to advance understanding of RTI (Section 26):-**

Educational programmes - Nil

Efforts to encourage public authority to participate in these programmes - Nil

Training of CPIO/APIO - Yes

(Smt. Meena Sahai, WM/OFM & APIO has successfully conducted training for RTI related executive development programme by Indian Institute of Secretariat Training and Development from 09.11.2022 to 11.11.2022 at venue Ramda Hotel Darjeeling)