



म्यूनिशंस इंडिया लिमिटेड **MUNITIONS INDIA LIMITED**

भारत सरकार का उद्यम
A GOVERNMENT OF INDIA ENTERPRISE
रक्षा मंत्रालय
MINISTRY OF DEFENCE

संगठनात्मक पुनर्गठन पर नियमावली
Manual on Organizational Restructuring

Preface

In a manpower intensive company like Munitions India Limited, HR plays a key role in shaping and maintaining healthy workplace culture. After change of structure of Ordnance Factories, defining roles and responsibilities of workforce is important aspect for success of organization.

In order to increase the efficiency and efficacy of Munitions India Limited, as a part of HR planning, Job description with reporting structure of each employee needs to be known.

It is imperative to optimally utilize Human Resources of an organization by creating a healthy work environment. The organizational restructuring manual is made after taking feedback from all units of Munition India limited in the field of Manpower rationalization, Optimum span of control, Reporting relationship & duplication of layers and role clarity.

Multiple sections are merged in order to avoid duplication of works and reduction in dependency on other sections. JWM(SG) is empowered as Divisional Officer in this new structure.

This restructuring of organisation is done uniformly across all the MIL units to have better coordination and streamlining of work.

I would like to congratulate all the people involved in organizational restructuring and exhort HR team to carry out similar innovative works more frequently in the days to come.

Shri Debashish Banerjee

Director/HR

Munitions India Limited

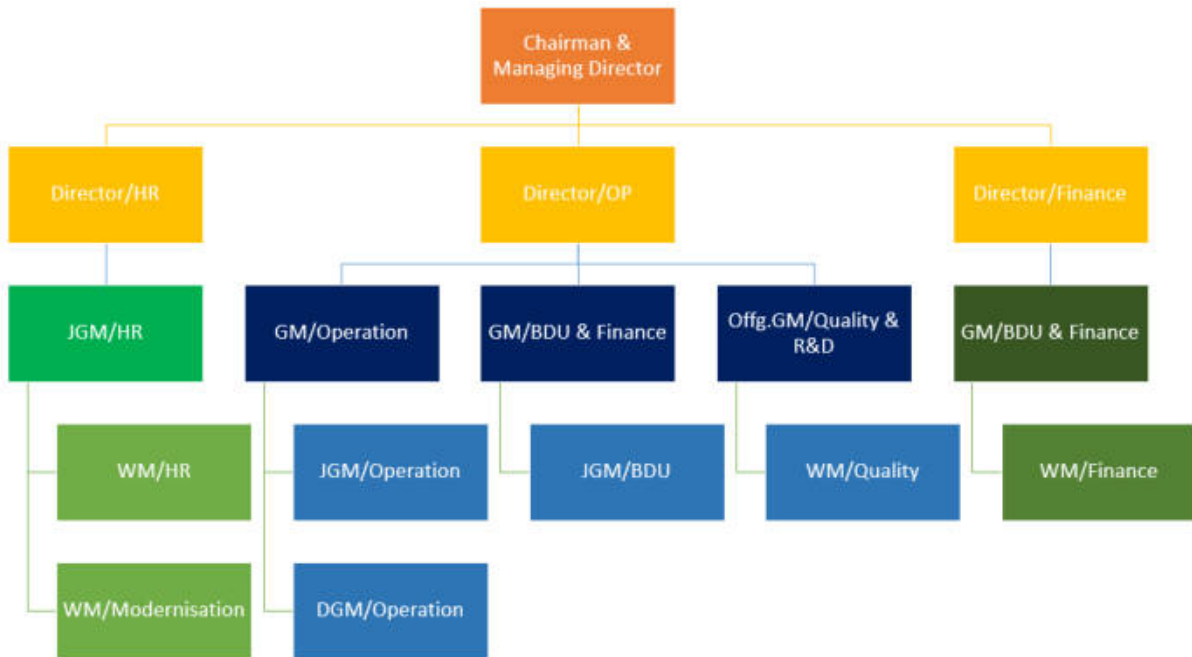
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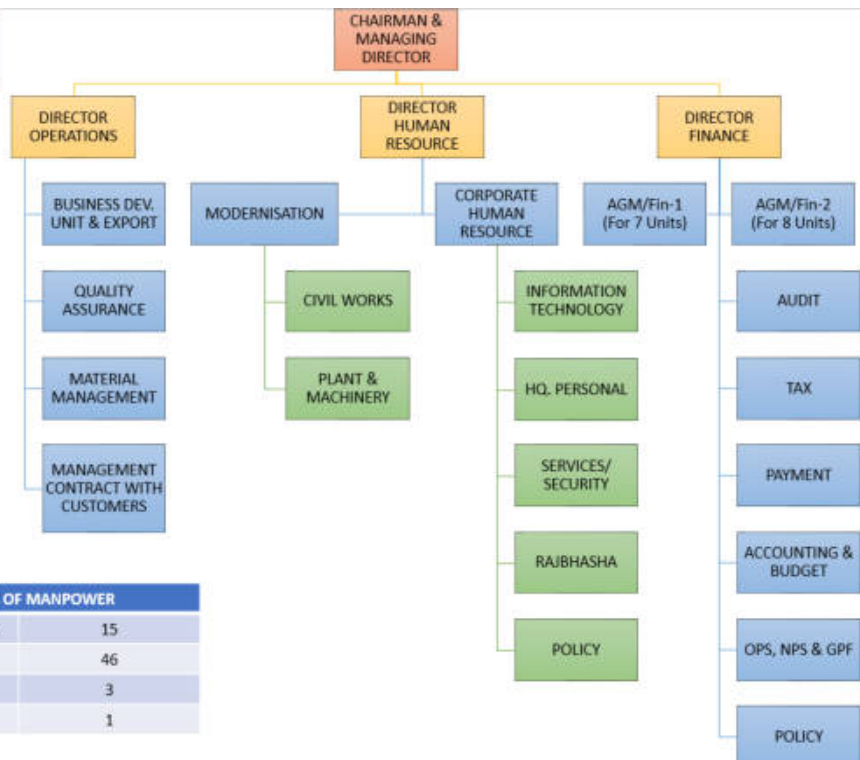
List of Sections

Sl. No.	Description of Section / Office
1.	Production Sections
2.	Planning & Business Development
2.1	Planning Office
2.2	Research & Development
2.3	BDU & Export
3.	Finance & Accounts
3.1	Bills Group
3.2	Cash Office
3.3	Labour Bureau
3.4	GST Cell
3.5	Works Office
4.	Human Resource
4.1	Personal (Other Than IEs Vertical)
4.2	Personal (IEs Vertical)
4.3	General Administration
4.4	Vigilance Office
5.	Provisioning & Inventory Control
5.1	PV (Direct) and MCO
5.2	PV (Indirect)
5.3	Stores
6.	Quality
6.1	Quality Control Process & QAP
6.2	Quality Audit
6.3	QC (Lab) and QC (T&G)
6.4	QC Proof & QC (Mat)
7.	Engineering Group
7.1	Engineering Office
7.2	Electrical Maintenance
7.3	Mechanical Maintenance
7.4	Estate Maintenance
7.5	Civil & Hygiene Section
7.6	Motor Transport
8.	Miscellaneous Sections
8.1	Safety
8.2	ITC
8.3	GMS
8.4	Security

ORGANOGRAM OF MUNITIONS INDIA CORPORATE OFFICE, PUNE



ORGANOGRAM – BUSINESS PROCESS OF MIL HQ.



SUMMARY OF MANPOWER	
GROUP-A OFFICERS	15
GROUP-B GO	46
GROUP-B NGO	3
GROUP-C NIEs	1

ORGANOGRAM OF FACTORIES (BASIC STRUCTURE TO BE FOLLOWED)



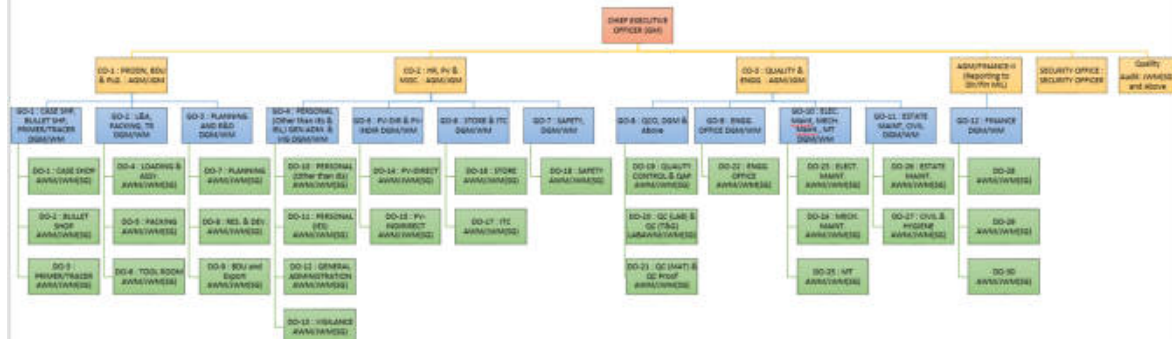
ORGANOGRAM CATEGORY - SMALL FACTORIES (Viz. OFV, OFDR & HEPF)



ORGANOGRAM

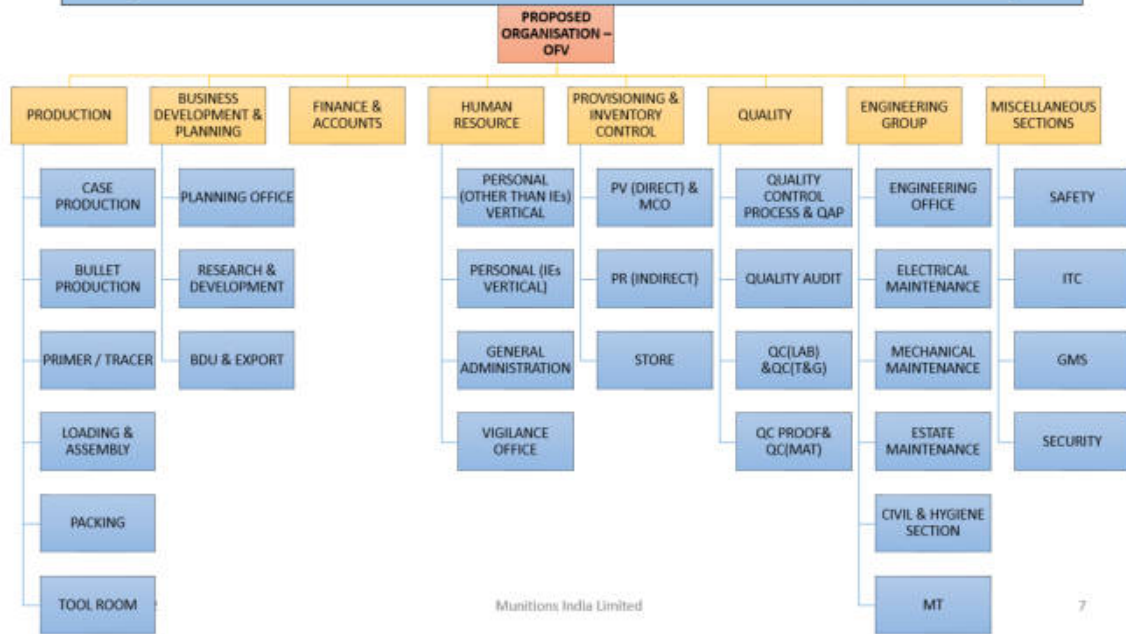
ORDNANCE FACTORY, VARANGAON

TO BE ORGANOGRAM OF ORDNANCE FACTORY, VARANGAON

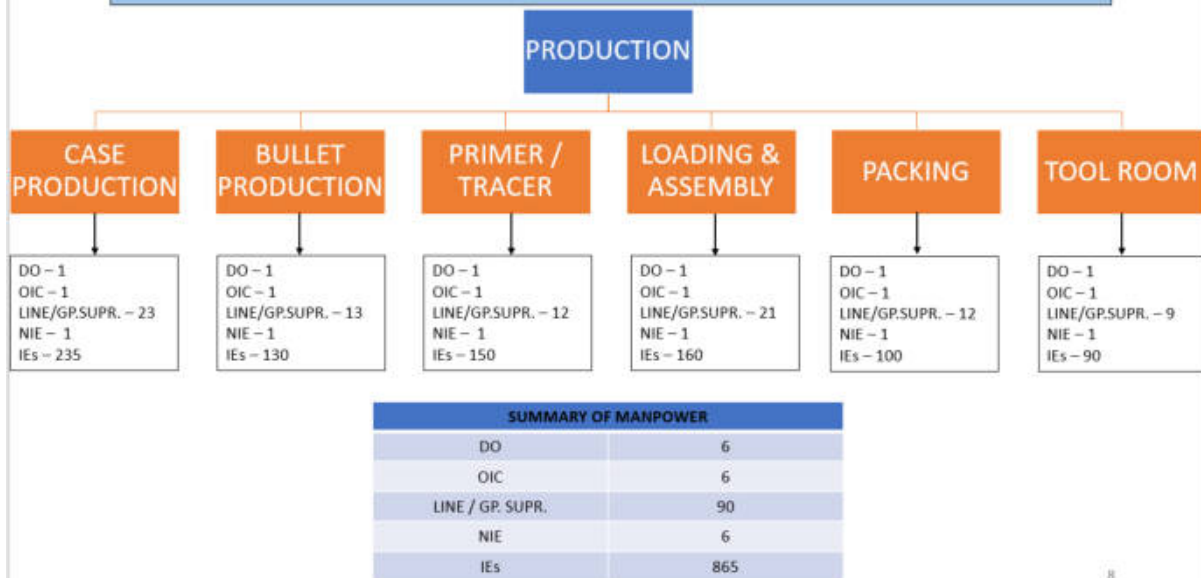


CHIEF EXECUTIVE OFFICER (SR.GM / GM)	- 1
CONTROLLING OFFICER (AGM / JGM)	- 3
GROUP OFFICER (DGM / WM)	- 12
FINANCE & ACCOUNTS (AWM / JWM(SG))	- 3
DIVISIONAL OFFICER (AWM / JWM(SG))	- 28

ORGANOGRAM : OPTIMIZATION OF SECTIONS : ORDNANCE FACTORY, VARANGAON



TO BE ORGANOGRAM OF ORDNANCE FACTORY, VARANGAON



TO BE ORGANOGRAM OF ORDNANCE FACTORY, VARANGAON

BUSINESS DEVELOPMENT & PLANNING

PLANNING OFFICE

DO - 1
OIC - 1
LINE/GP.SUPR. - 7
NIE - 2

RESEARCH & DEVELOPMENT

DO - 1
OIC - 1
LINE/GP.SUPR. - 5
NIE - 0

BDU & EXPORT

DO - 1
OIC - 1
LINE/GP.SUPR. - 2
NIE - 0

SUMMARY OF MANPOWER

DO	3
OIC	3
LINE / GP. SUPR.	14
NIE	2

TO BE ORGANOGRAM OF ORDNANCE FACTORY, VARANGAON

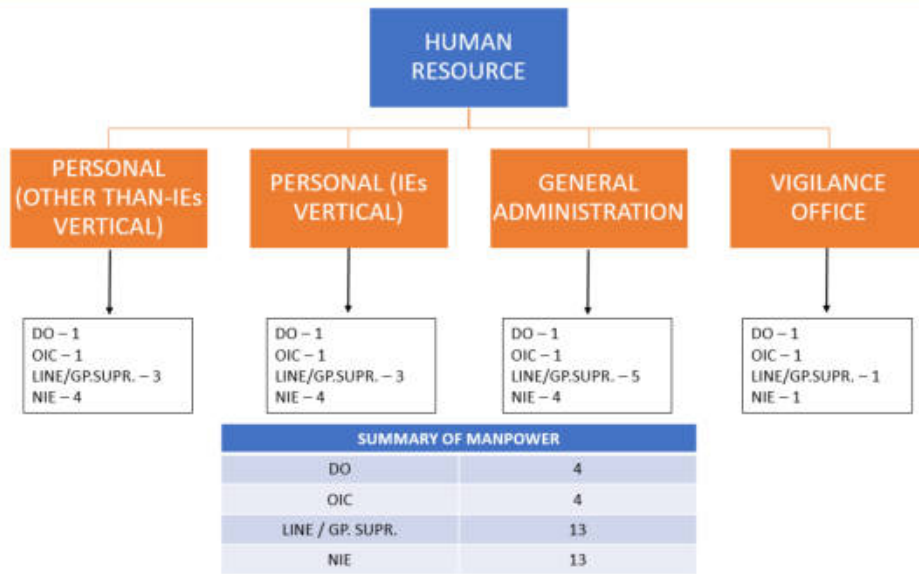
FINANCE & ACCOUNTS

DO - 3
OIC - 3
LINE/GP.SUPR. - 10
NIE - 7

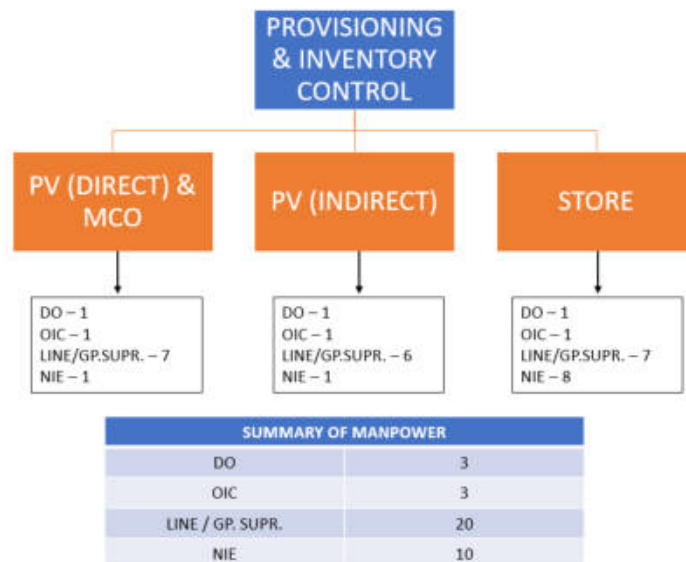
SUMMARY OF MANPOWER

DO	3
OIC	3
LINE / GP. SUPR.	10
NIE	7

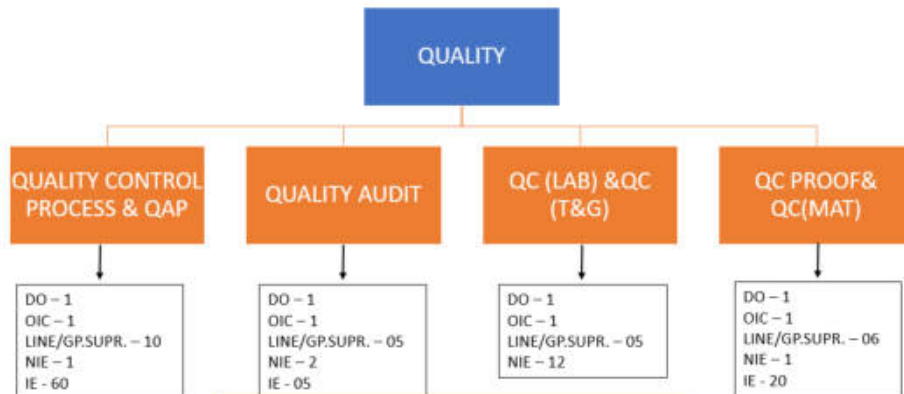
TO BE ORGANOGRAM OF ORDNANCE FACTORY, VARANGAON



TO BE ORGANOGRAM OF ORDNANCE FACTORY, VARANGAON

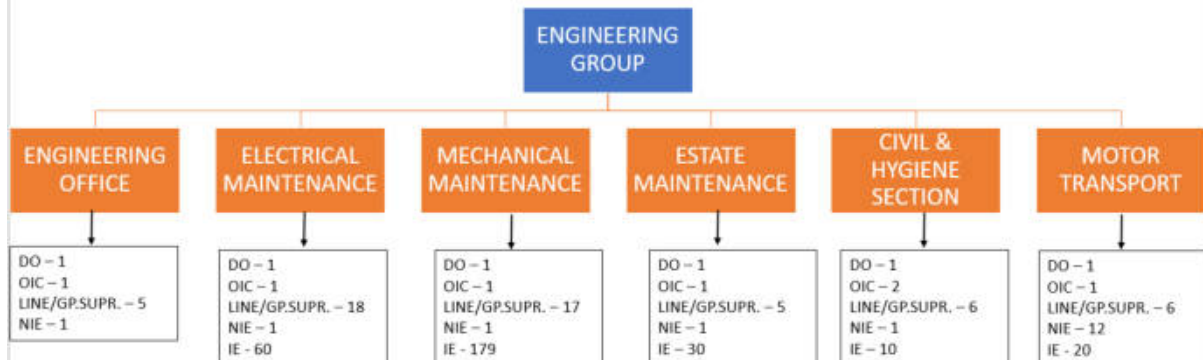


TO BE ORGANOGRAM OF ORDNANCE FACTORY, VARANGAON



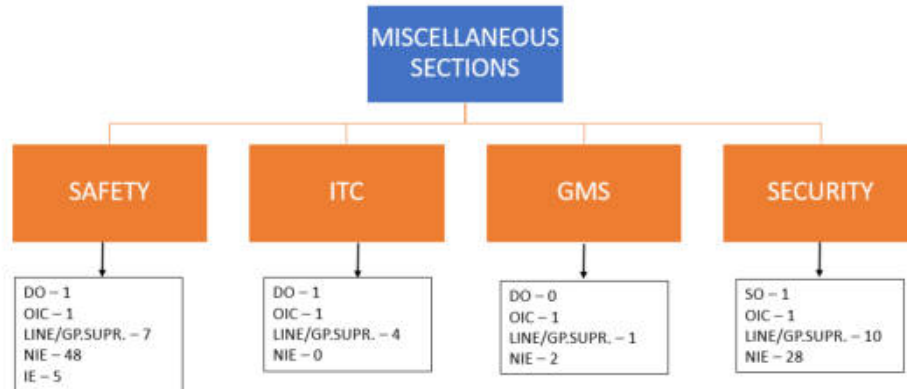
SUMMARY OF MANPOWER	
DO	4
OIC	4
LINE / GP. SUPR.	26
NIE	16
IEs	85

TO BE ORGANOGRAM OF ORDNANCE FACTORY, VARANGAON



SUMMARY OF MANPOWER	
DO	6
OIC	7
LINE / GP. SUPR.	57
NIE	17
IEs	299

TO BE ORGANOGRAM OF ORDNANCE FACTORY, VARANGAON



SUMMARY OF MANPOWER	
DO / SO	3
OIC	4
LINE / GP. SUPR.	22
NIE	78
IEs	05

STRENGTH POSITION : O.F.VARANGAON

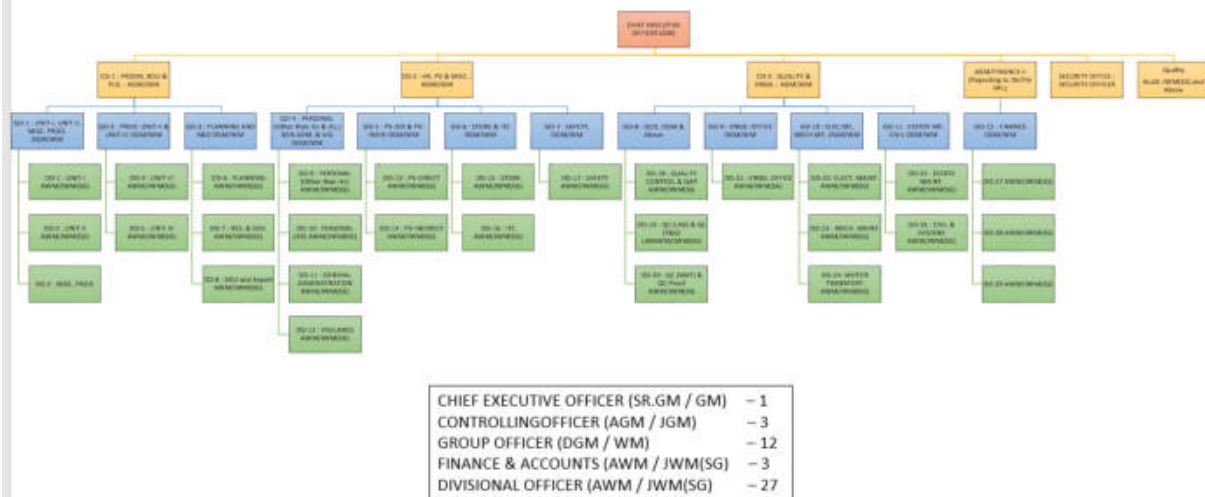
Sl.	Category of Employee	Current Strength	Planned Strength
1	Industrial Employees	1269	1269
2	Other than Industrial Employees	554	483
	Total	1823	1752



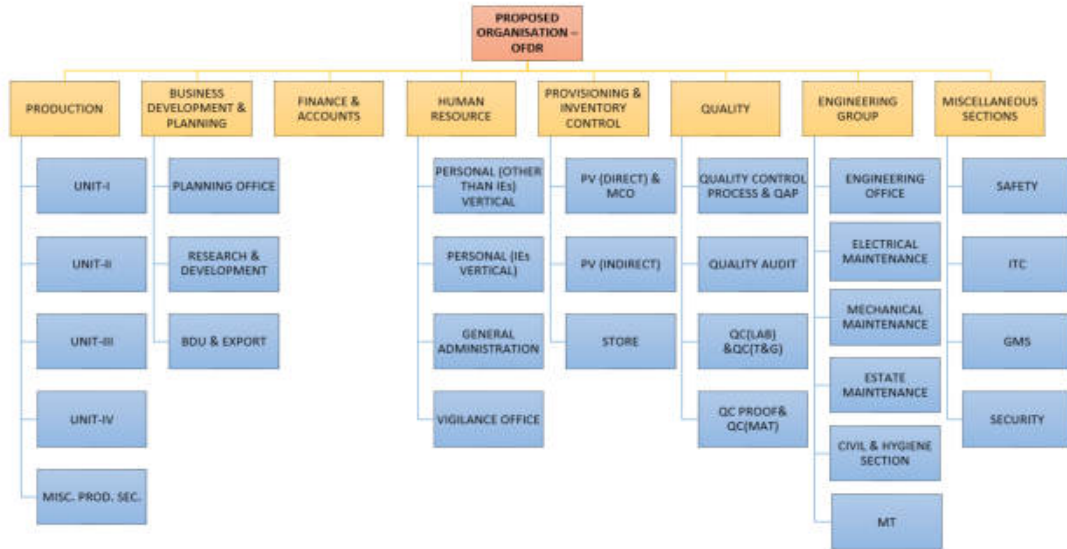
ORGANOGRAM

ORDNANCE FACTORY, DEHUROAD

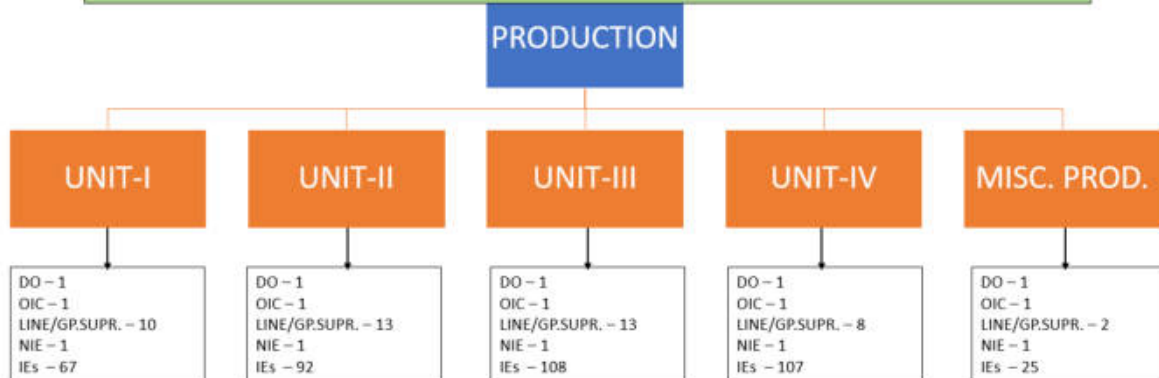
TO BE ORGANOGRAM OF ORDNANCE FACTORY, DEHUROAD



ORGANOGRAM : OPTIMIZATION OF SECTIONS : ORDNANCE FACTORY, DEHUROAD



TO BE ORGANOGRAM OF ORDNANCE FACTORY, DEHUROAD

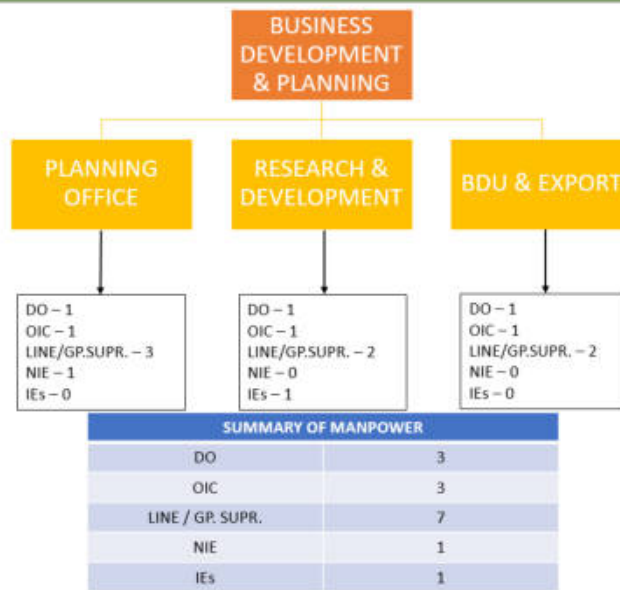


SUMMARY OF MANPOWER

DO	5
OIC	5
LINE / GP. SUPR.	46
NIE	5
IEs	399

20

TO BE ORGANOGRAM OF ORDNANCE FACTORY, DEHUROAD



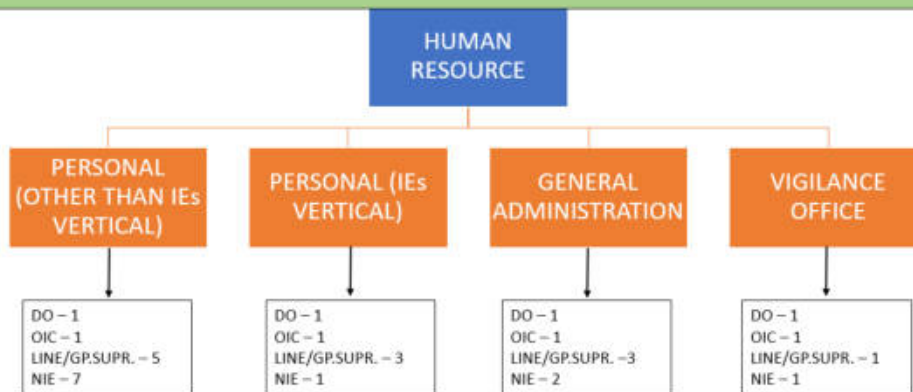
TO BE ORGANOGRAM OF ORDNANCE FACTORY, DEHUROAD

FINANCE & ACCOUNTS

DO - 3
 OIC - 3
 LINE/GP.SUPR. - 7
 NIE - 6

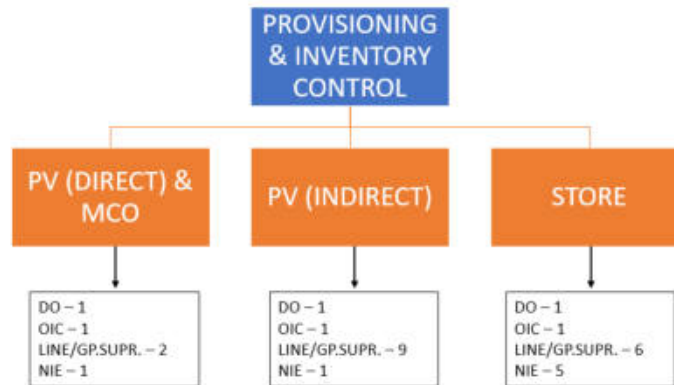
SUMMARY OF MANPOWER	
DO	3
OIC	3
LINE / GP. SUPR.	7
NIE	6

TO BE ORGANOGRAM OF ORDNANCE FACTORY, DEHUROAD



SUMMARY OF MANPOWER	
DO	4
OIC	4
LINE / GP. SUPR.	12
NIE	11

TO BE ORGANOGRAM OF ORDNANCE FACTORY, DEHUROAD



SUMMARY OF MANPOWER	
DO	3
OIC	3
LINE / GP. SUPR.	17
NIE	7

TO BE ORGANOGRAM OF ORDNANCE FACTORY, DEHUROAD

QUALITY

QUALITY CONTROL PROCESS & QAP

DO - 1
OIC - 1
LINE/GP.SUPR. - 06
NIE - 1
IE - 20

QUALITY AUDIT

DO - 1
OIC - 1
LINE/GP.SUPR. - 02
NIE - 0
IE - 5

QC (LAB) & QC (T&G)

DO - 1
OIC - 1
LINE/GP.SUPR. - 04
NIE - 0
IE - 05

QC PROOF & QC (MAT)

DO - 1
OIC - 1
LINE/GP.SUPR. - 05
NIE - 0
IE - 10

SUMMARY OF MANPOWER

DO	04
OIC	04
LINE / GP. SUPR.	17
NIE	1
IEs	40

TO BE ORGANOGRAM OF ORDNANCE FACTORY, DEHUROAD

ENGINEERING GROUP

ENGINEERING OFFICE

DO - 1
OIC - 1
LINE/GP.SUPR. - 3
NIE - 1

ELECTRICAL MAINTENANCE

DO - 1
OIC - 1
LINE/GP.SUPR. - 8
NIE - 1
IE - 28

MECHANICAL MAINTENANCE

DO - 1
OIC - 1
LINE/GP.SUPR. - 8
NIE - 1
IE - 61

ESTATE MAINTENANCE

DO - 1
OIC - 1
LINE/GP.SUPR. - 4
NIE - 1
IE - 14

CIVIL & HYGIENE SECTION

DO - 1
OIC - 1
LINE/GP.SUPR. - 0
NIE - 0

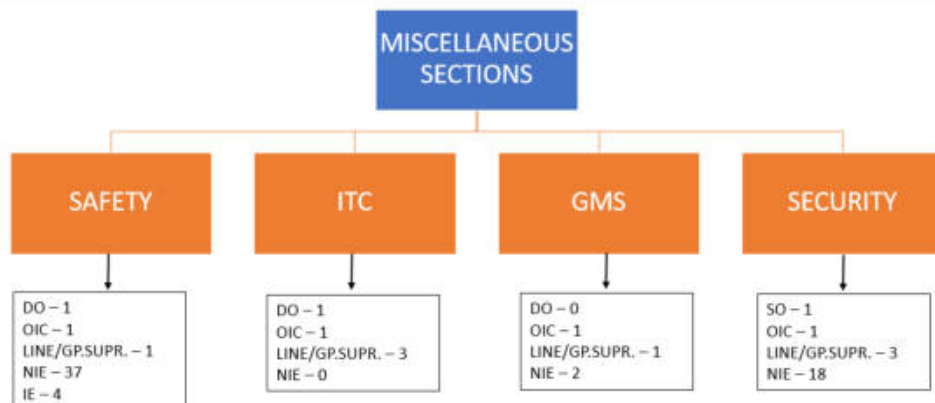
MOTOR TRANSPORT

DO - 1
OIC - 1
LINE/GP.SUPR. - 2
NIE - 4
IE - 7

SUMMARY OF MANPOWER

DO	6
OIC	6
LINE / GP. SUPR.	25
NIE	8
IEs	110

TO BE ORGANOGRAM OF ORDNANCE FACTORY, DEHUROAD



SUMMARY OF MANPOWER	
DO / SO	3
OIC	4
LINE / GP. SUPR.	08
NIE	57
IEs	04

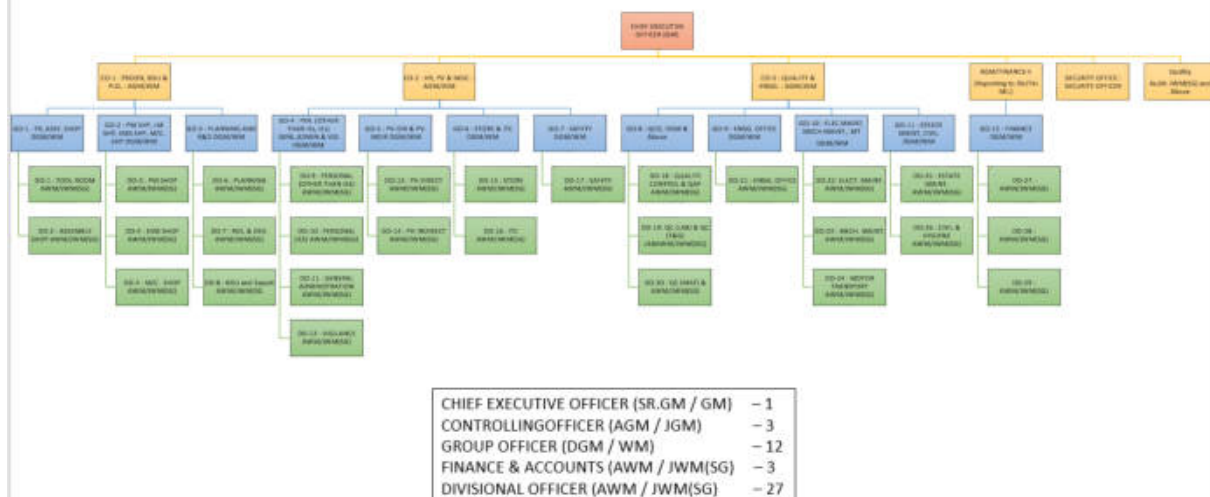
STRENGTH POSITION : O.F. DEHUROAD

Sl.	Category of Employee	Current Strength	Planned Strength
1	Industrial Employees	554	554
2	Other than Industrial Employees	307	314
	Total	861	868

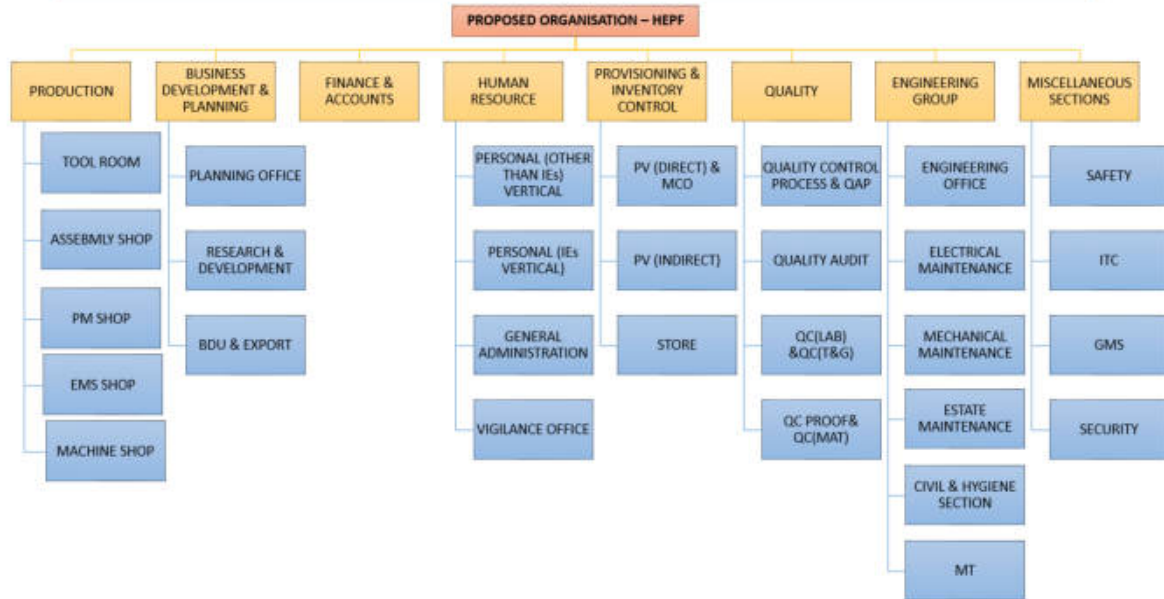


HIGH ENERGY PROJECTILE FACTORY, TIRUCHIRAPPALLI

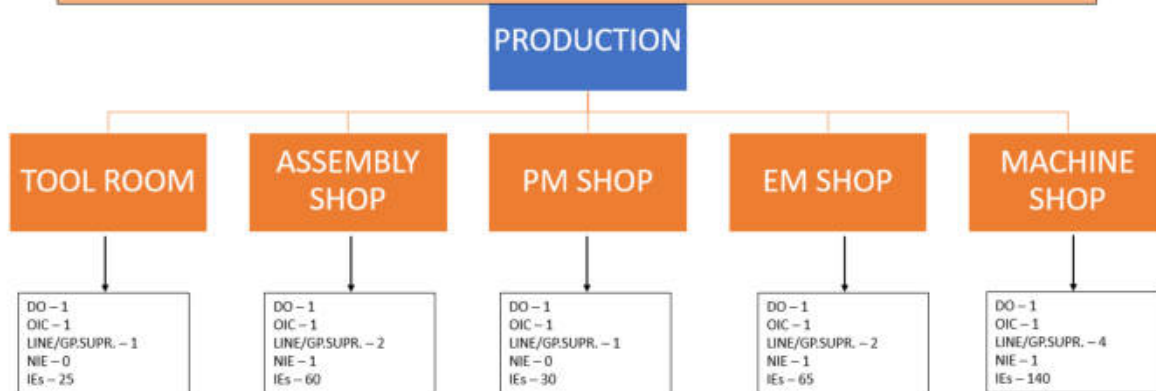
TO BE ORGANOGRAM OF HIGH ENERGY PROJECTILE FACTORY, TIRUCHIRAPPALLI



ORGANOGRAM : OPTIMIZATION OF SECTIONS : HIGH ENERGY PROJECTILE FACTORY, TIRUCHIRAPPALLI



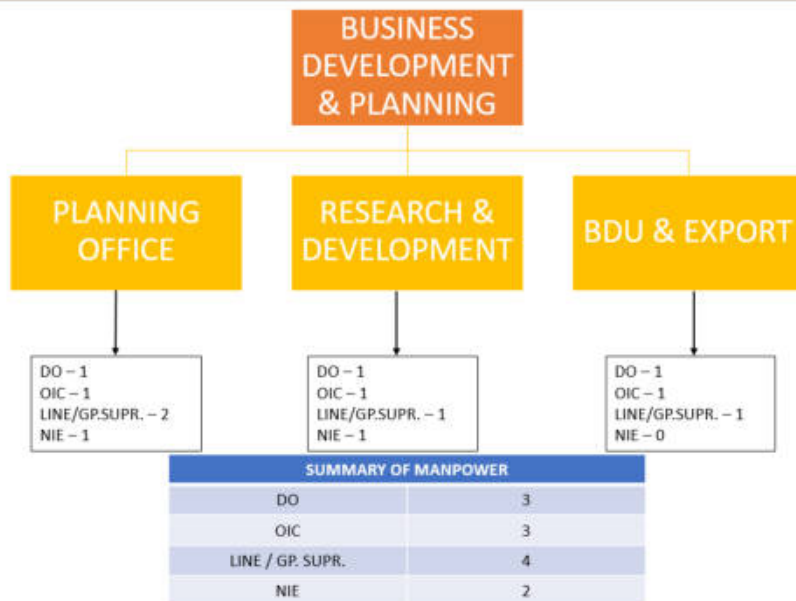
TO BE ORGANOGRAM OF HIGH ENERGY PROJECTILE FACTORY, TIRUCHIRAPPALLI



SUMMARY OF MANPOWER	
DO	5
OIC	5
LINE / GP. SUPR.	10
NIE	3
IEs	320

32

TO BE ORGANOGRAM OF HIGH ENERGY PROJECTILE FACTORY, TIRUCHIRAPPALLI



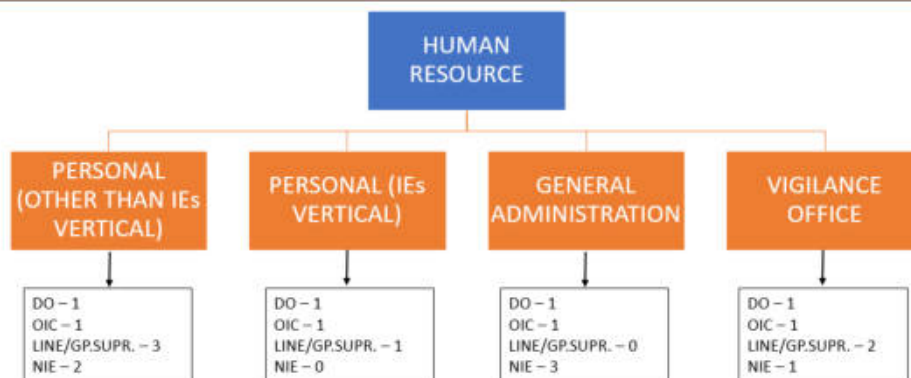
TO BE ORGANOGRAM OF HIGH ENERGY PROJECTILE FACTORY, TIRUCHIRAPPALLI

FINANCE & ACCOUNTS

DO - 3
 OIC - 3
 LINE/GP.SUPR. - 4
 NIE - 5

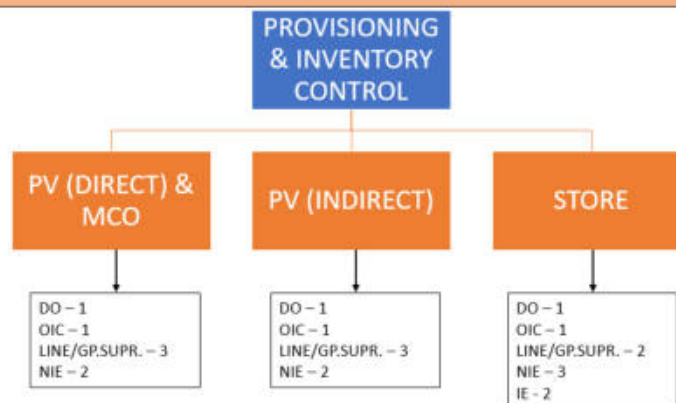
SUMMARY OF MANPOWER	
DO	3
OIC	3
LINE / GP. SUPR.	4
NIE	5

TO BE ORGANOGRAM OF HIGH ENERGY PROJECTILE FACTORY, TIRUCHIRAPPALLI



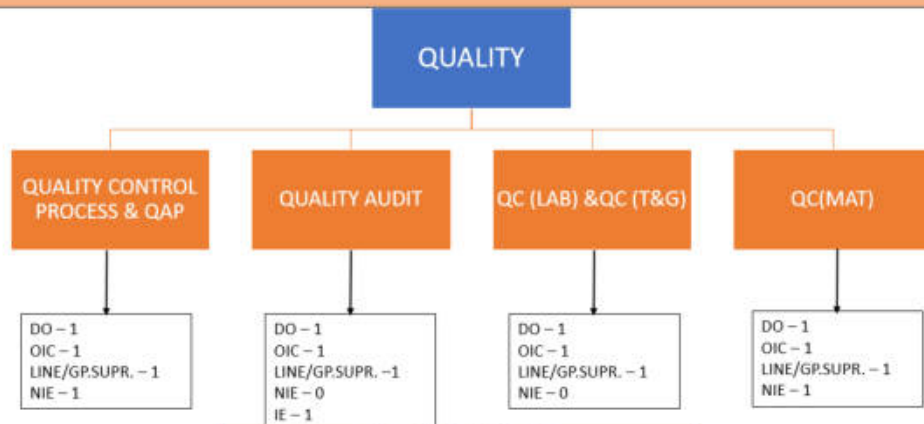
SUMMARY OF MANPOWER	
DO	4
OIC	4
LINE / GP. SUPR.	6
NIE	6

TO BE ORGANOGRAM OF HIGH ENERGY PROJECTILE FACTORY, TIRUCHIRAPPALLI



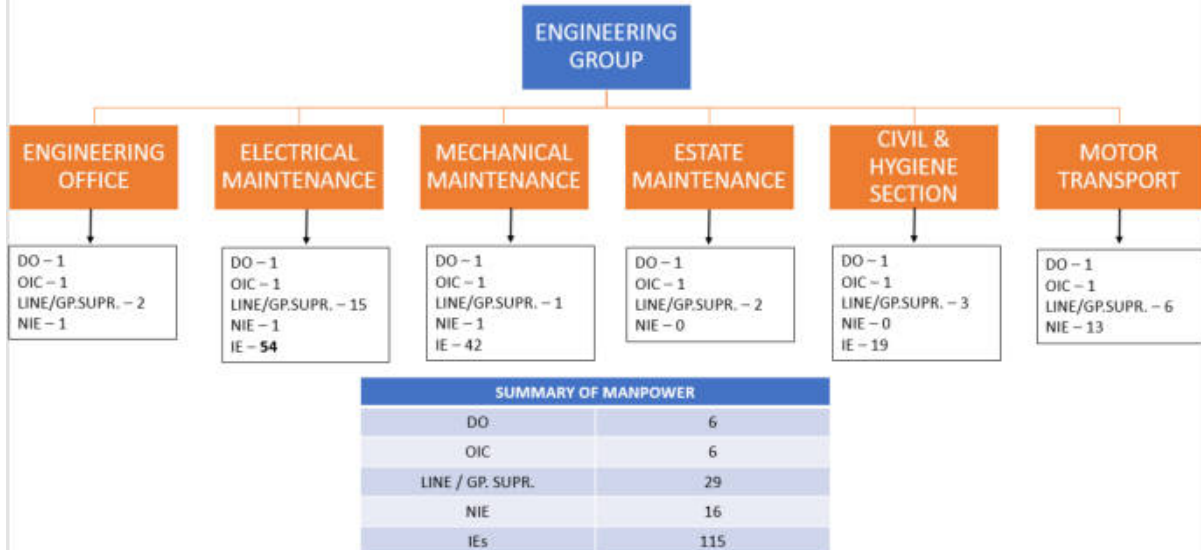
SUMMARY OF MANPOWER	
DO	3
OIC	3
LINE / GP. SUPR.	8
NIE	7
IEs	2

TO BE ORGANOGRAM OF HIGH ENERGY PROJECTILE FACTORY, TIRUCHIRAPPALLI



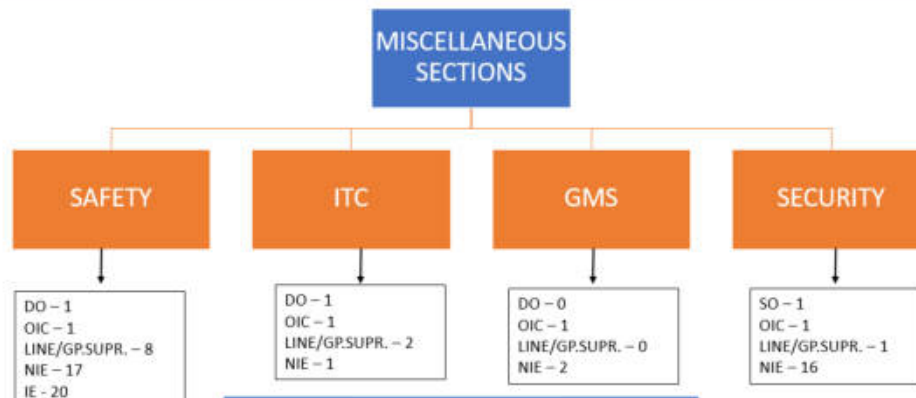
SUMMARY OF MANPOWER	
DO	4
OIC	4
LINE / GP. SUPR.	4
NIE	2
IE	1

TO BE ORGANOGRAM OF HIGH ENERGY PROJECTILE FACTORY, TIRUCHIRAPPALLI



SUMMARY OF MANPOWER	
DO	6
OIC	6
LINE / GP. SUPR.	29
NIE	16
IEs	115

TO BE ORGANOGRAM OF HIGH ENERGY PROJECTILE FACTORY, TIRUCHIRAPPALLI



SUMMARY OF MANPOWER	
DO / SO	3
OIC	4
LINE / GP. SUPR.	11
NIE	36
IEs	20

STRENGTH POSITION : HEPF

Sl.	Category of Employee	Current Strength	Planned Strength
1	Industrial Employees	458	458
2	Other than Industrial Employees	269	232
	Total	727	690



ORGANOGRAM

CATEGORY - LARGE FACTORIES

(Viz. OFK, AFK, OFCH & OFBOL)

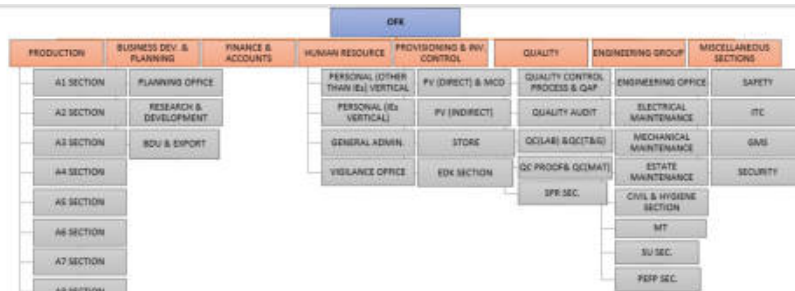


ORGANOGRAM

ORDNANCE FACTORY, KHAMARIA

TO BE ORGANOGRAM OF ORDNANCE FACTORY, KHAMARIA





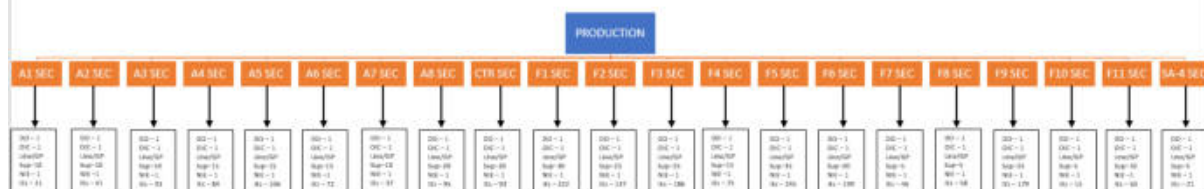
ORGANOGRAM : OPTIMIZATION OF SECTIONS : ORDNANCE FACTORY, KHAMARIA

15th March 2022

Munitions India Limited

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TO BE ORGANOGRAM OF ORDNANCE FACTORY, KHAMARIA

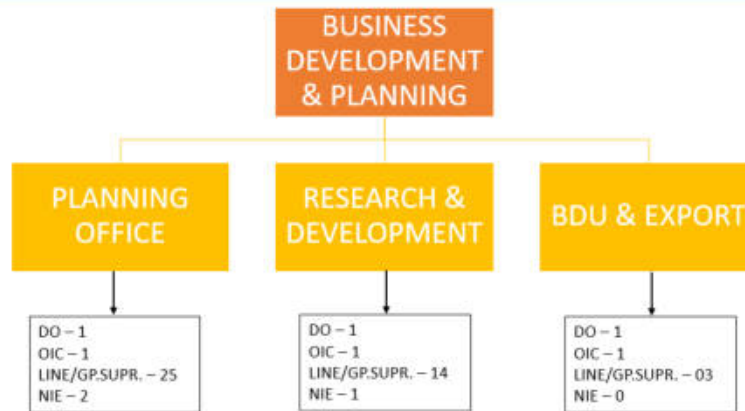


SUMMARY OF MANPOWER

DO	21
OIC	21
LINE / GP. SUPR.	330
NIE	21
IEs	2028

45

TO BE ORGANOGRAM OF ORDNANCE FACTORY, KHAMARIA



SUMMARY OF MANPOWER	
DO	3
OIC	3
LINE / GP. SUPR.	42
NIE	3

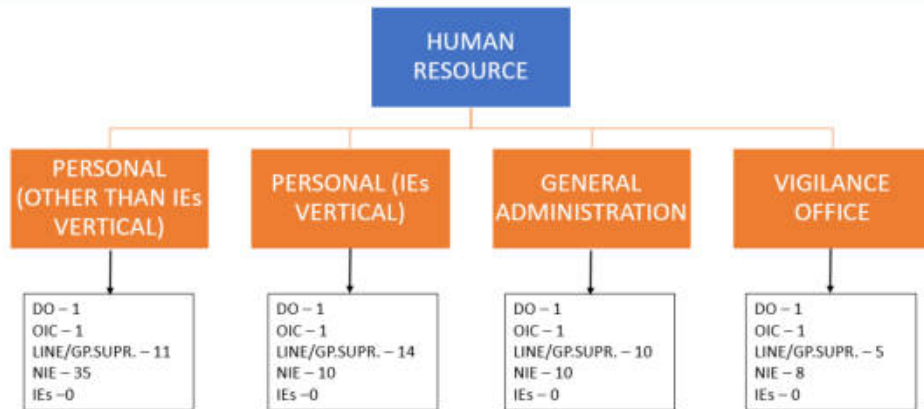
TO BE ORGANOGRAM OF ORDNANCE FACTORY, KHAMARIA

FINANCE & ACCOUNTS

DO - 3
OIC - 3
LINE/GP.SUPR. - 15
NIE - 25
IEs - 0

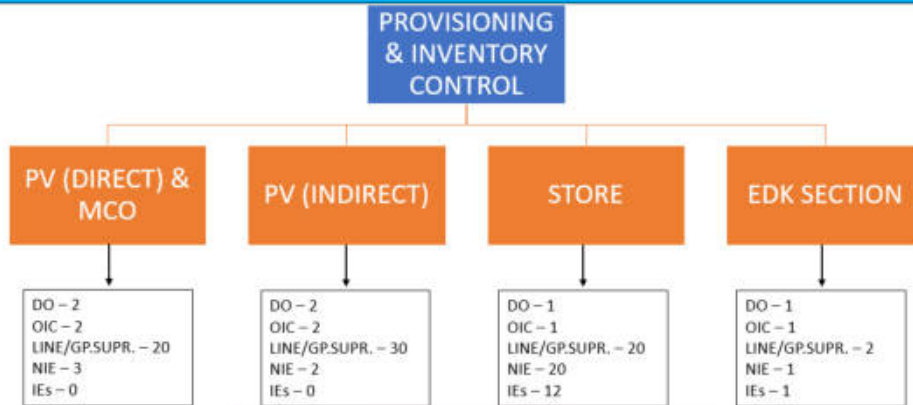
SUMMARY OF MANPOWER	
DO	3
OIC	3
LINE / GP. SUPR.	16
NIE	25
IEs	0

TO BE ORGANOGRAM OF ORDNANCE FACTORY, KHAMARIA



SUMMARY OF MANPOWER	
DO	4
OIC	4
LINE / GP. SUPR.	40
NIE	63
IEs	0

TO BE ORGANOGRAM OF ORDNANCE FACTORY, KHAMARIA



SUMMARY OF MANPOWER	
DO	6
OIC	6
LINE / GP. SUPR.	72
NIE	26
IEs	13

TO BE ORGANOGRAM OF ORDNANCE FACTORY, KHAMARIA

QUALITY

QUALITY CONTROL PROCESS & QAP

DO - 1
OIC - 1
LINE/GP.SUPR. - 60
NIE - 1
IEs - 169

QUALITY AUDIT

DO - 1
OIC - 1
LINE/GP.SUPR. - 4
NIE - 1
IEs - 2

QC(LAB) & QC(T&G)

DO - 1
OIC - 1
LINE/GP.SUPR. - 20
NIE - 1
IEs - 50

QC PROOF& QC(MAT)

DO - 1
OIC - 1
LINE/GP.SUPR. - 20
NIE - 1
IEs - 50

SPR SECTION

DO - 1
OIC - 1
LINE/GP.SUPR. - 10
NIE - 1
IEs - 8

SUMMARY OF MANPOWER

DO	5
OIC	5
LINE / GP. SUPR.	114
NIE	5
IEs	279

TO BE ORGANOGRAM OF ORDNANCE FACTORY, KHAMARIA

ENGINEERING GROUP

ENGINEERING OFFICE

DO - 1
OIC - 1
LINE/GP.SUPR. - 9
NIE - 1
IEs - 0

ELECTRICAL MAINTENANCE

DO - 1
OIC - 1
LINE/GP.SUPR. - 45
NIE - 3
IEs - 109

MECHANICAL MAINTENANCE

DO - 1
OIC - 1
LINE/GP.SUPR. - 28
NIE - 1
IEs - 121

ESTATE MAINTENANCE

DO - 1
OIC - 1
LINE/GP.SUPR. - 11
NIE - 2
IEs - 28

CIVIL & HYGIENE SECTION

DO - 1
OIC - 1
LINE/GP.SUPR. - 20
NIE - 2
IEs - 58

MOTOR TRANSPORT

DO - 1
OIC - 1
LINE/GP.SUPR. - 12
NIE - 18
IEs - 37

SU SECTION

DO - 1
OIC - 1
LINE/GP.SUPR. - 16
NIE - 2
IEs - 96

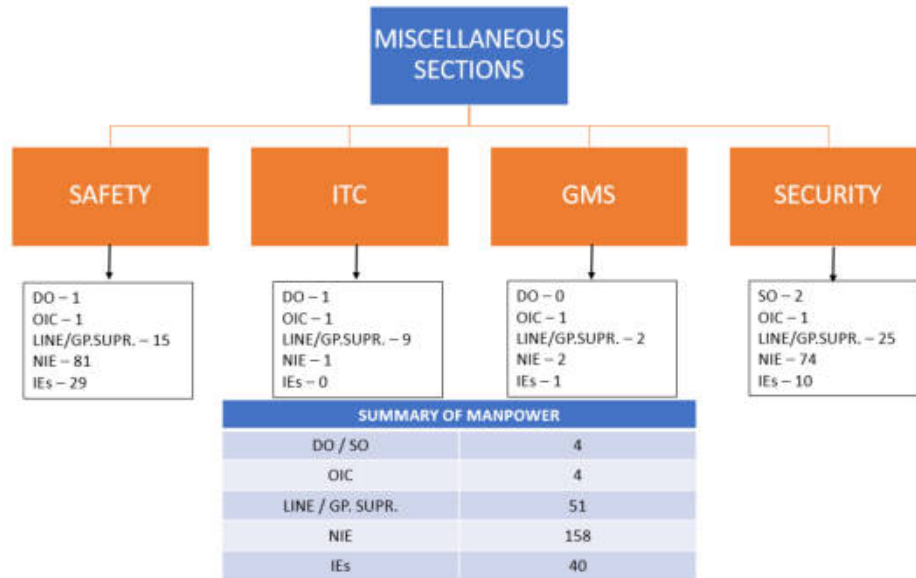
PEFP SECTION

DO - 1
OIC - 1
LINE/GP.SUPR. - 14
NIE - 1
IEs - 59

SUMMARY OF MANPOWER

DO	8
OIC	8
LINE / GP. SUPR.	155
NIE	30
IEs	568

TO BE ORGANOGRAM OF ORDNANCE FACTORY, KHAMARIA



STRENGTH POSITION : OFK

Sl.	Category of Employee	Current Strength	Planned Strength
1	Industrial Employees	2928	2928
2	Other than Industrial Employees	1446	1290
	Total	4374	4218



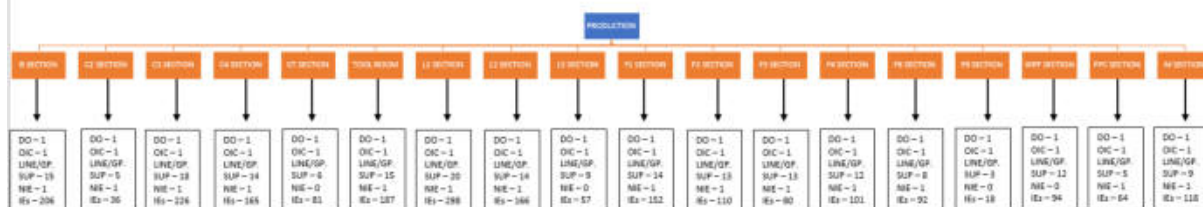
The organizational chart for the Department of Health and Human Services is structured as follows:

- Secretary**
 - Deputy Secretary**
 - Chief of Staff**
 - Office of the Chief of Staff
 - Chief Financial Officer**
 - Office of the Chief Financial Officer
 - Chief Information Officer**
 - Office of the Chief Information Officer
 - Chief Legal Officer**
 - Office of the Chief Legal Officer
 - Chief Medical Officer**
 - Office of the Chief Medical Officer
 - Chief Operating Officer**
 - Office of the Chief Operating Officer
 - Chief Policy Officer**
 - Office of the Chief Policy Officer
 - Chief Public Health Officer**
 - Office of the Chief Public Health Officer
 - Chief Quality Officer**
 - Office of the Chief Quality Officer
 - Chief Safety Officer**
 - Office of the Chief Safety Officer
 - Chief Security Officer**
 - Office of the Chief Security Officer
 - Chief Technology Officer**
 - Office of the Chief Technology Officer
 - Chief Training Officer**
 - Office of the Chief Training Officer
 - Chief Communications Officer**
 - Office of the Chief Communications Officer
 - Chief Diversity Officer**
 - Office of the Chief Diversity Officer
 - Chief Ethics Officer**
 - Office of the Chief Ethics Officer
 - Chief Compliance Officer**
 - Office of the Chief Compliance Officer
 - Chief Risk Officer**
 - Office of the Chief Risk Officer
 - Chief Sustainability Officer**
 - Office of the Chief Sustainability Officer
 - Chief Innovation Officer**
 - Office of the Chief Innovation Officer
 - Chief Research Officer**
 - Office of the Chief Research Officer
 - Chief Development Officer**
 - Office of the Chief Development Officer
 - Chief International Affairs Officer**
 - Office of the Chief International Affairs Officer
 - Chief Global Health Officer**
 - Office of the Chief Global Health Officer
 - Chief Human Resources Officer**
 - Office of the Chief Human Resources Officer
 - Chief Procurement Officer**
 - Office of the Chief Procurement Officer
 - Chief Information Security Officer**
 - Office of the Chief Information Security Officer
 - Chief Privacy Officer**
 - Office of the Chief Privacy Officer
 - Chief Accessibility Officer**
 - Office of the Chief Accessibility Officer
 - Chief Environmental Officer**
 - Office of the Chief Environmental Officer
 - Chief Energy Officer**
 - Office of the Chief Energy Officer
 - Chief Transportation Officer**
 - Office of the Chief Transportation Officer
 - Chief Infrastructure Officer**
 - Office of the Chief Infrastructure Officer
 - Chief Facilities Officer**
 - Office of the Chief Facilities Officer
 - Chief Information Management Officer**
 - Office of the Chief Information Management Officer
 - Chief Information Systems Officer**
 - Office of the Chief Information Systems Officer
 - Chief Information Technology Officer**
 - Office of the Chief Information Technology Officer
 - Chief Information Services Officer**
 - Office of the Chief Information Services Officer
 - Chief Information Security Officer**
 - Office of the Chief Information Security Officer
 - Chief Privacy Officer**
 - Office of the Chief Privacy Officer
 - Chief Accessibility Officer**
 - Office of the Chief Accessibility Officer
 - Chief Environmental Officer**
 - Office of the Chief Environmental Officer
 - Chief Energy Officer**
 - Office of the Chief Energy Officer
 - Chief Transportation Officer**
 - Office of the Chief Transportation Officer
 - Chief Infrastructure Officer**
 - Office of the Chief Infrastructure Officer
 - Chief Facilities Officer**
 - Office of the Chief Facilities Officer
 - Chief Information Management Officer**
 - Office of the Chief Information Management Officer
 - Chief Information Systems Officer**
 - Office of the Chief Information Systems Officer
 - Chief Information Technology Officer**
 - Office of the Chief Information Technology Officer
 - Chief Information Services Officer**
 - Office of the Chief Information Services Officer

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TO BE ORANOGRAM OF AMMUNITION FACTORY, KHADKI



SUMMARY OF MANPOWER	
DO	18
OIC	18
LINE / GP. SUPR.	205
NIE	14
IEs	2251

TO BE ORGANOGRAM OF AMMUNITION FACTORY, KHADKI



SUMMARY OF MANPOWER	
DO	3
OIC	3
LINE / GP. SUPR.	23
NIE	3

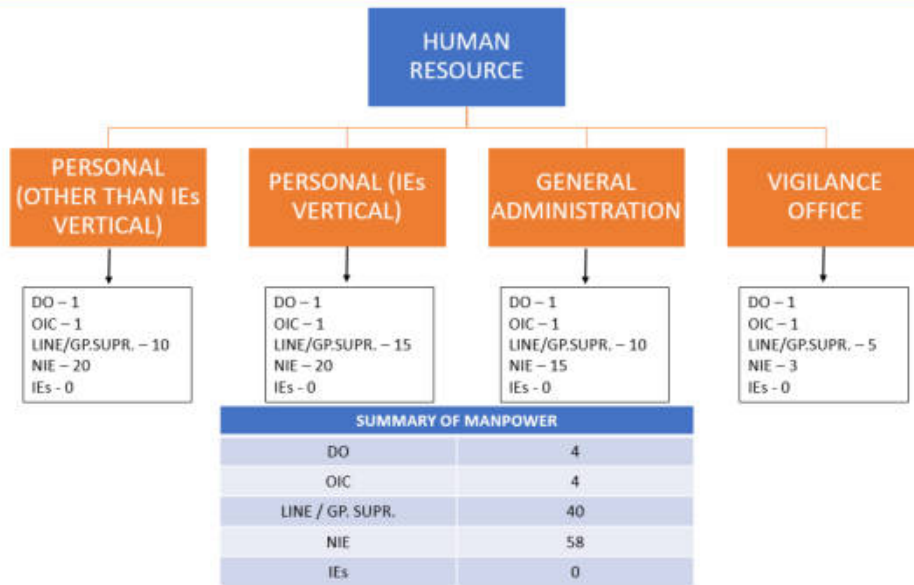
TO BE ORGANOGRAM OF AMMUNITION FACTORY, KHADKI

FINANCE & ACCOUNTS

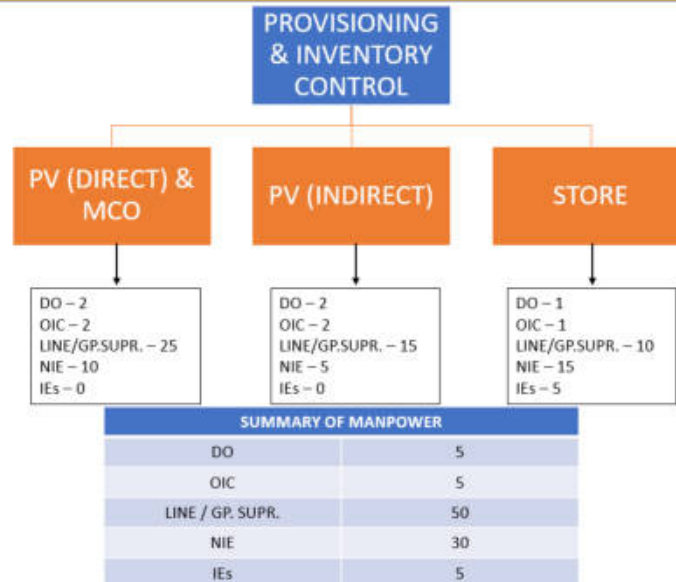
DO - 3
OIC - 3
LINE/GP.SUPR. - 20
NIE - 15

SUMMARY OF MANPOWER	
DO	3
OIC	3
LINE / GP. SUPR.	20
NIE	15

TO BE ORGANOGRAM OF AMMUNITION FACTORY, KHADKI



TO BE ORGANOGRAM OF AMMUNITION FACTORY, KHADKI



TO BE ORGANOGRAM OF AMMUNITION FACTORY, KHADKI

QUALITY

QUALITY CONTROL PROCESS & QAP

DO - 1
OIC - 1
LINE/GP.SUPR. - 25
NIE - 1
IEs - 102

QUALITY AUDIT

DO - 1
OIC - 1
LINE/GP.SUPR. - 2
NIE - 1
IEs - 4

QC(LAB) & QC(T&G)

DO - 1
OIC - 1
LINE/GP.SUPR. - 10
NIE - 1
IEs - 50

QC PROOF & QC(MAT)

DO - 1
OIC - 1
LINE/GP.SUPR. - 15
NIE - 1
IEs - 50

SUMMARY OF MANPOWER

DO	4
OIC	4
LINE / GP. SUPR.	52
NIE	4
IEs	206

TO BE ORGANOGRAM OF AMMUNITION FACTORY, KHADKI

ENGINEERING GROUP

ENGINEERING OFFICE

DO - 1
OIC - 1
LINE/GP.SUPR. - 10
NIE - 1
IEs - 0

ELECTRICAL MAINTENANCE

DO - 1
OIC - 1
LINE/GP.SUPR. - 30
NIE - 2
IEs - 112

MECHANICAL MAINTENANCE

DO - 1
OIC - 1
LINE/GP.SUPR. - 30
NIE - 3
IEs - 316

ESTATE MAINTENANCE

DO - 1
OIC - 1
LINE/GP.SUPR. - 5
NIE - 1
IEs - 24

CIVIL & HYGIENE SECTION

DO - 1
OIC - 1
LINE/GP.SUPR. - 15
NIE - 3
IEs - 50

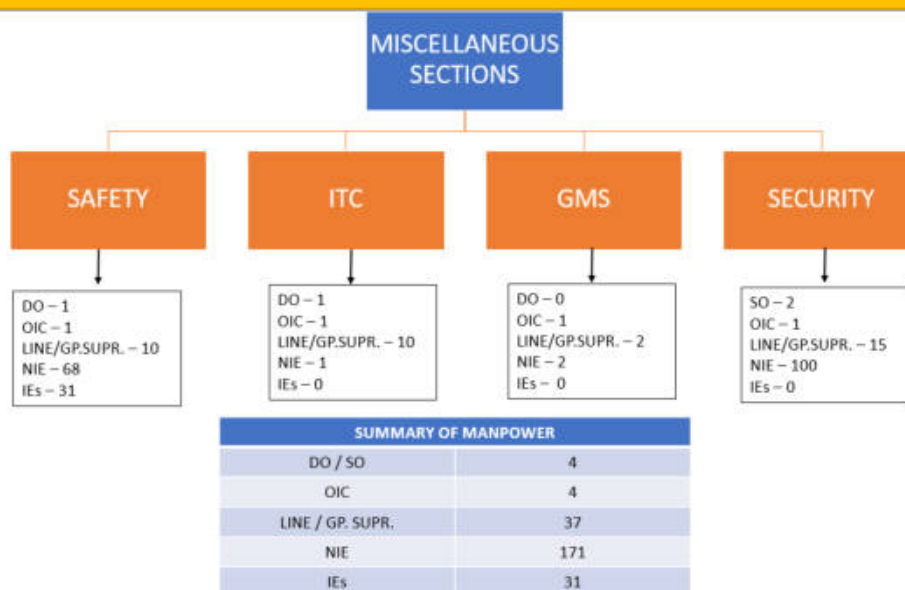
MOTOR TRANSPORT

DO - 1
OIC - 1
LINE/GP.SUPR. - 5
NIE - 7
IEs - 23

SUMMARY OF MANPOWER

DO	6
OIC	6
LINE / GP. SUPR.	95
NIE	17
IEs	525

TO BE ORGANOGRAM OF AMMUNITION FACTORY, KHADKI



STRENGTH POSITION : AFK

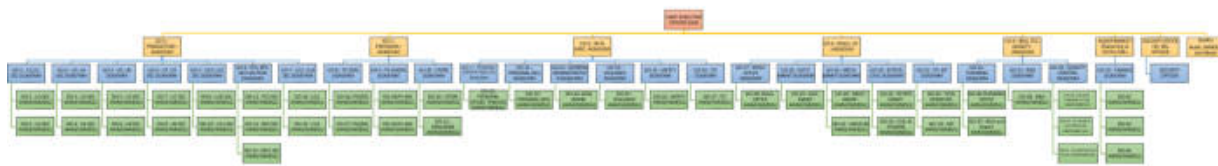
Sl.	Category of Employee	Current Strength	Planned Strength
1	Industrial Employees	3054	3054
2	Other than Industrial Employees	1102	959
	Total	4156	4013



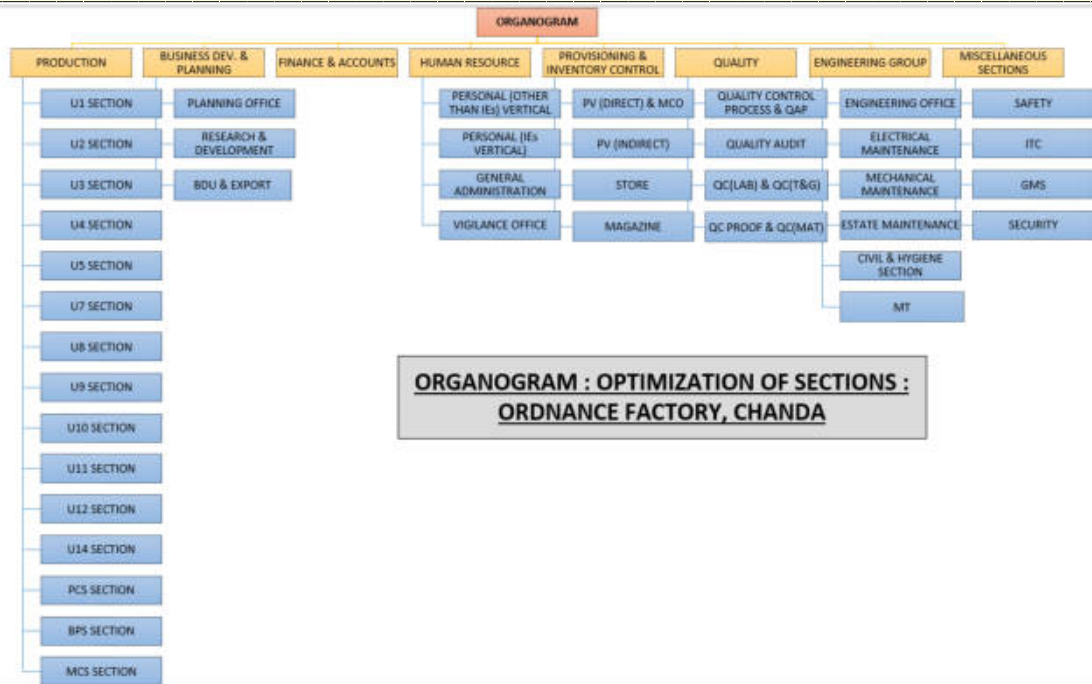
ORGANOGRAM

ORDNANCE FACTORY, CHANDA

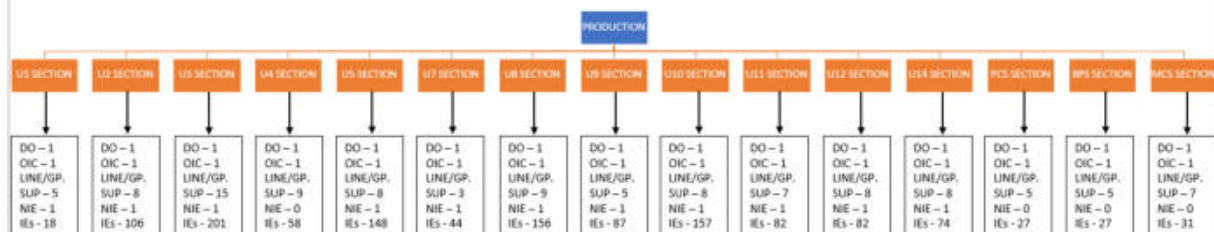
TO BE ORGANOGRAM OF ORDNANCE FACTORY, CHANDA



CHIEF EXECUTIVE OFFICER (SR.GM / GM)	– 1
CONTROLLING OFFICER (AGM / JGM)	– 5
GROUP OFFICER (DGM / WM)	– 25
FINANCE & ACCOUNTS (AWM / JWM(SG))	– 3
DIVISIONAL OFFICER (AWM / JWM(SG))	– 42



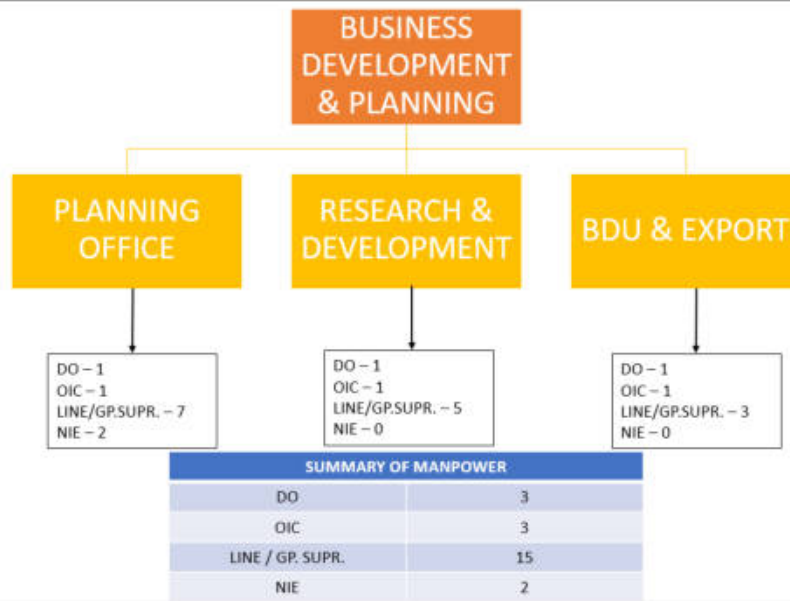
TO BE ORGANOGRAM OF ORDNANCE FACTORY, CHANDA



SUMMARY OF MANPOWER	
DO	15
OIC	15
LINE / GP. SUPR.	110
NIE	11
IEs	1298

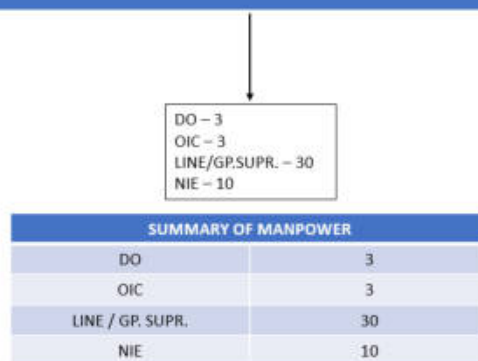
69

TO BE ORGANOGRAM OF ORDNANCE FACTORY, CHANDA

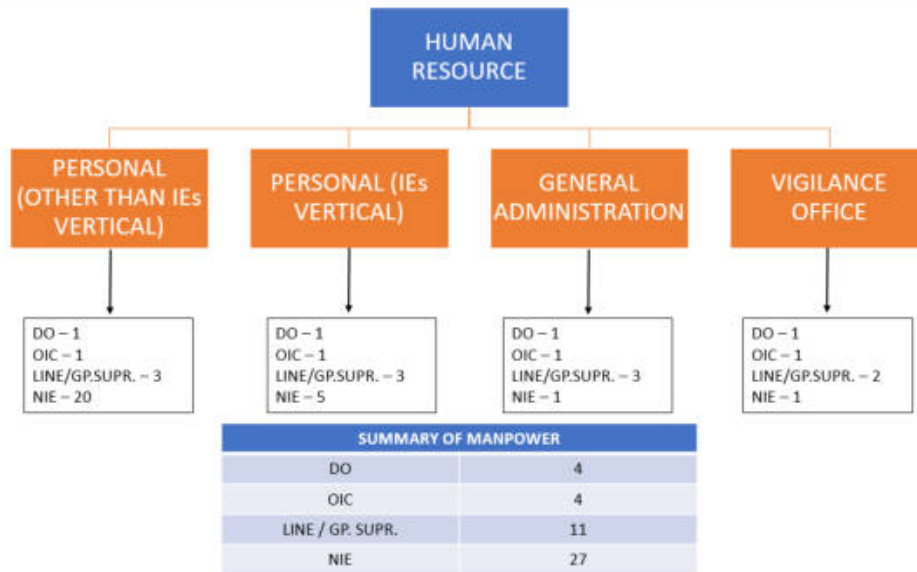


TO BE ORGANOGRAM OF ORDNANCE FACTORY, CHANDA

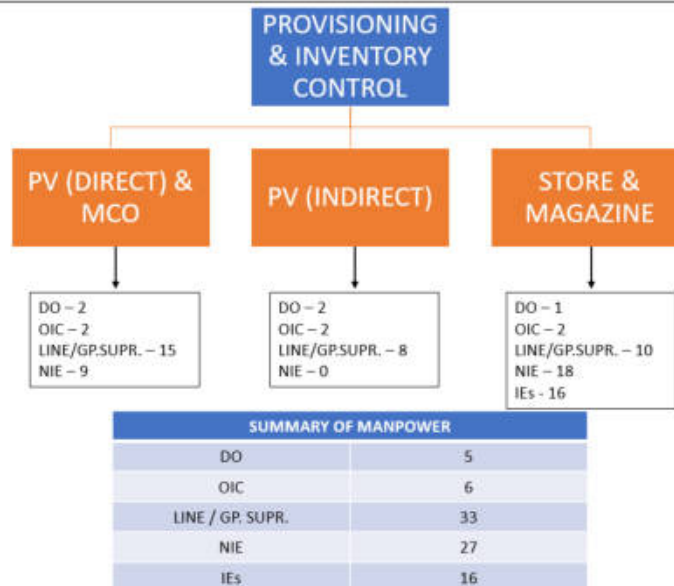
FINANCE & ACCOUNTS



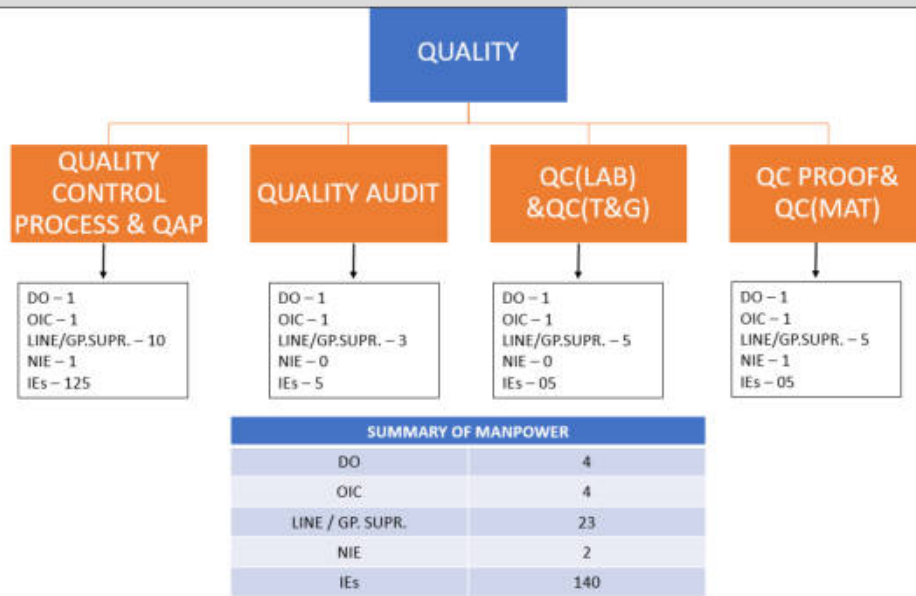
TO BE ORGANOGRAM OF ORDNANCE FACTORY, CHANDA



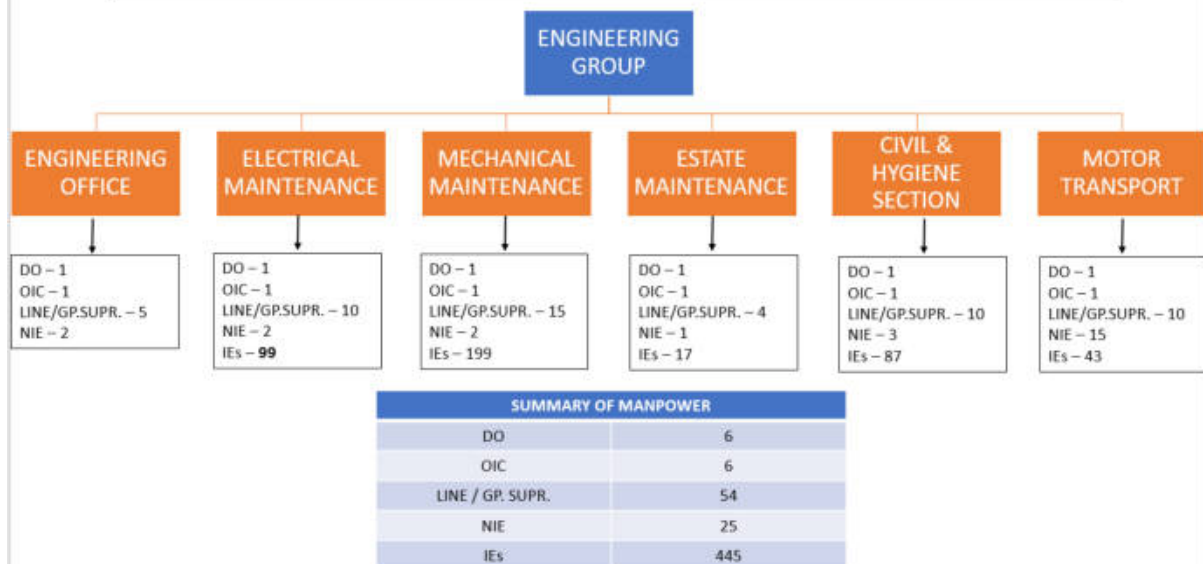
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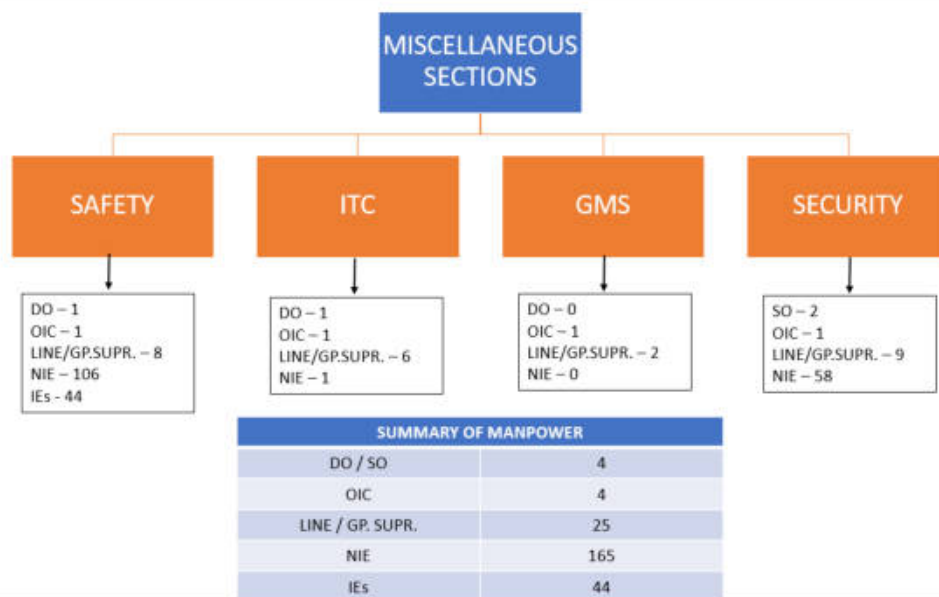
TO BE ORGANOGRAM OF ORDNANCE FACTORY, CHANDA



TO BE ORGANOGRAM OF ORDNANCE FACTORY, CHANDA



TO BE ORGANOGRAM OF ORDNANCE FACTORY, CHANDA

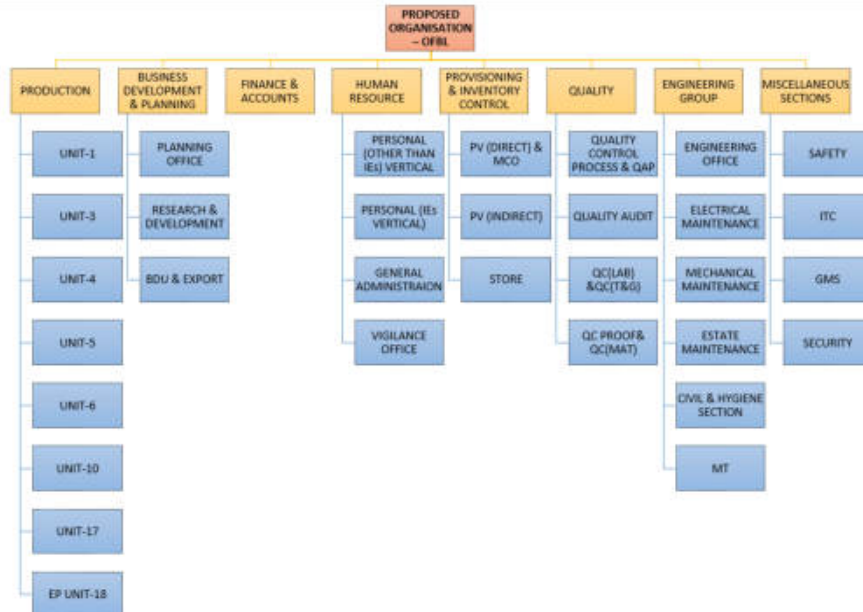


STRENGTH POSITION : OFCH

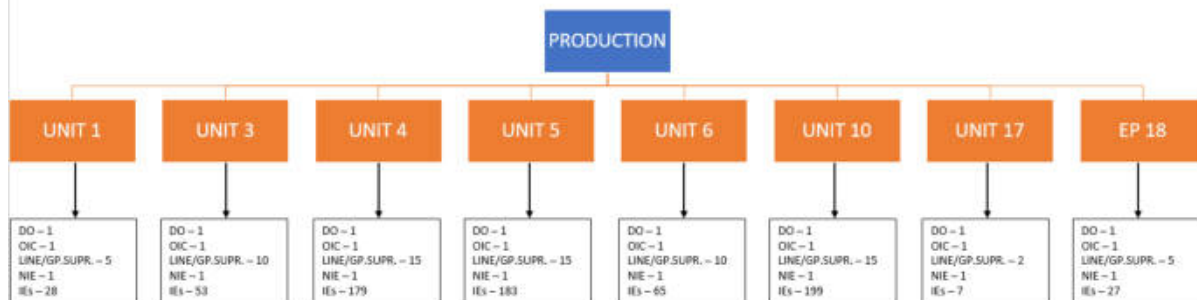
Sl.	Category of Employee	Current Strength	Planned Strength
1	Industrial Employees	1943	1943
2	Other than Industrial Employees	774	690
	Total	2717	2633



ORGANOGRAM : OPTIMIZATION OF SECTIONS : ORDNANCE FACTORY, BOLANGIR



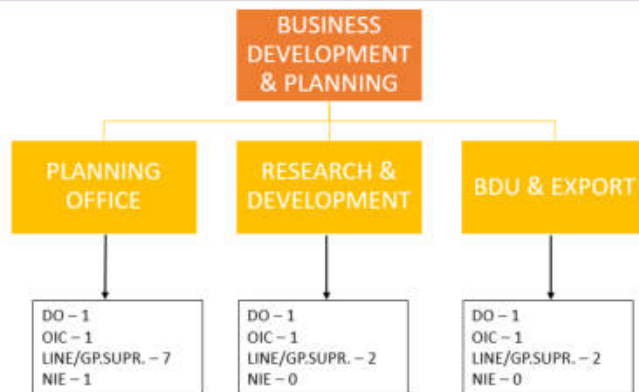
TO BE ORGANOGRAM OF ORDNANCE FACTORY, BOLANGIR



SUMMARY OF MANPOWER	
DO	8
OIC	8
LINE / GP. SUPR.	77
NIE	8
IEs	741

83

TO BE ORGANOGRAM OF ORDNANCE FACTORY, BOLANGIR



SUMMARY OF MANPOWER	
DO	3
OIC	3
LINE / GP. SUPR.	11
NIE	1

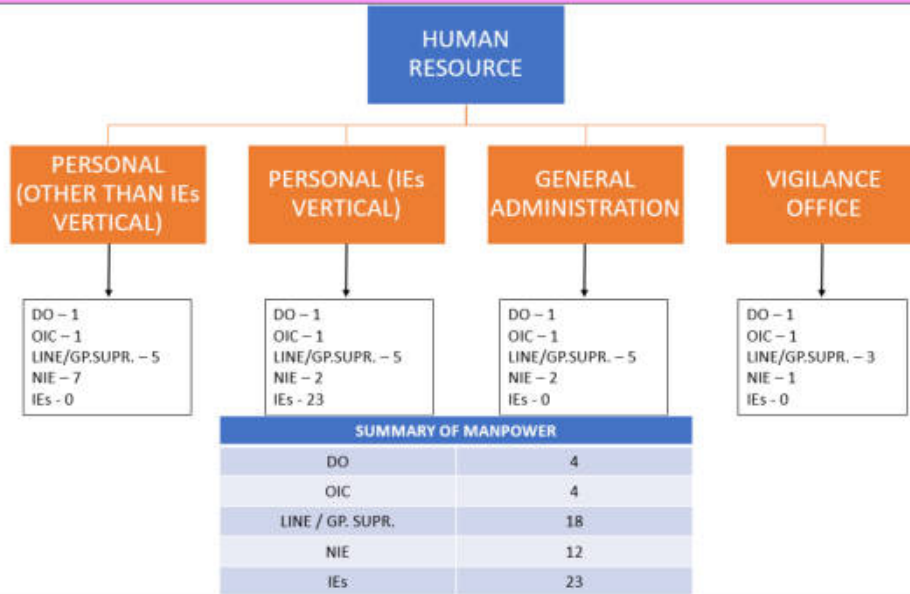
TO BE ORGANOGRAM OF ORDNANCE FACTORY, BOLANGIR

FINANCE & ACCOUNTS

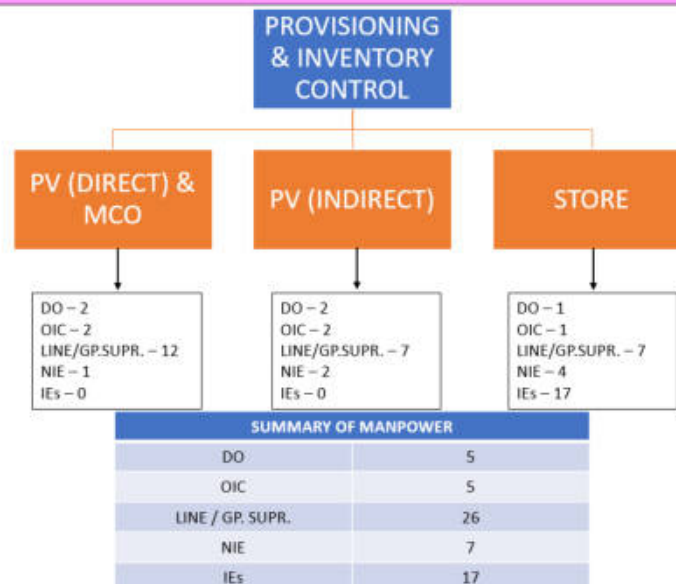
DO - 3
OIC - 3
LINE/GP.SUPR. - 15
NIE - 8

SUMMARY OF MANPOWER	
DO	3
OIC	3
LINE / GP. SUPR.	15
NIE	8

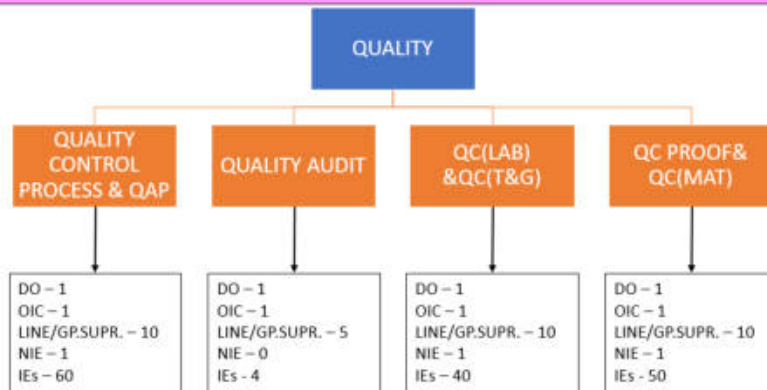
TO BE ORGANOGRAM OF ORDNANCE FACTORY, BOLANGIR



TO BE ORGANOGRAM OF ORDNANCE FACTORY, BOLANGIR

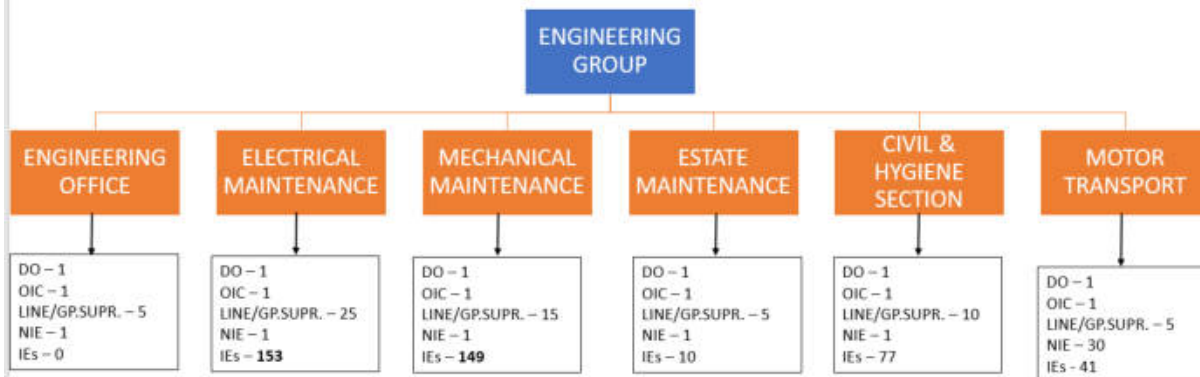


TO BE ORGANOGRAM OF ORDNANCE FACTORY, BOLANGIR



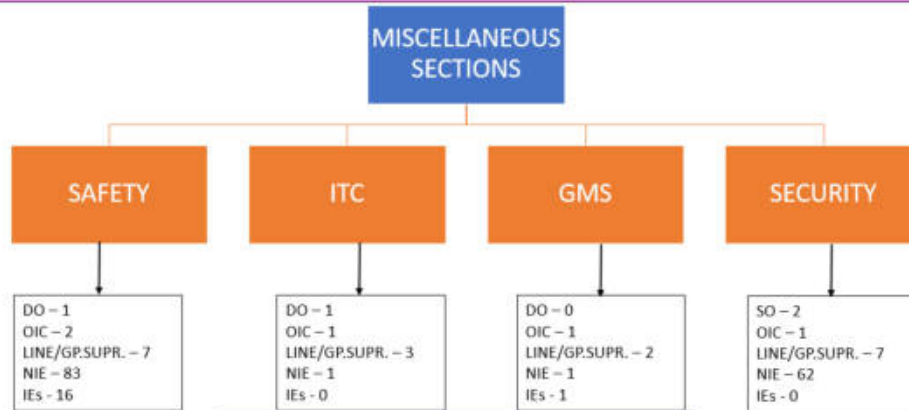
SUMMARY OF MANPOWER	
DO	4
OIC	4
LINE / GP. SUPR.	35
NIE	3
IEs	154

TO BE ORGANOGRAM OF ORDNANCE FACTORY, BOLANGIR



SUMMARY OF MANPOWER	
DO	6
OIC	6
LINE / GP. SUPR.	65
NIE	35
IEs	430

TO BE ORGANOGRAM OF ORDNANCE FACTORY, BOLANGIR



SUMMARY OF MANPOWER	
DO / SO	4
OIC	5
LINE / GP. SUPR.	23
NIE	178
IEs	58

STRENGTH POSITION : OFBOL

Sl.	Category of Employee	Current Strength	Planned Strength
1	Industrial Employees	1394	1394
2	Other than Industrial Employees	688	628
	Total	2082	2022



ORGANOGRAM

CATEGORY - EXPLOSIVE FACTORIES (LARGE)

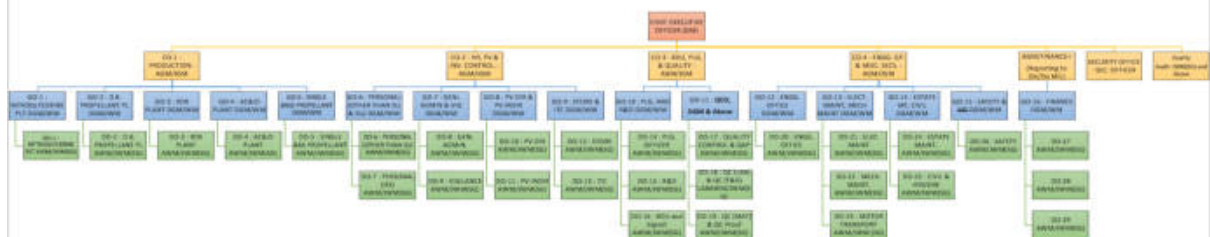
(Viz. OFBA & OFI)



ORGANOGRAM

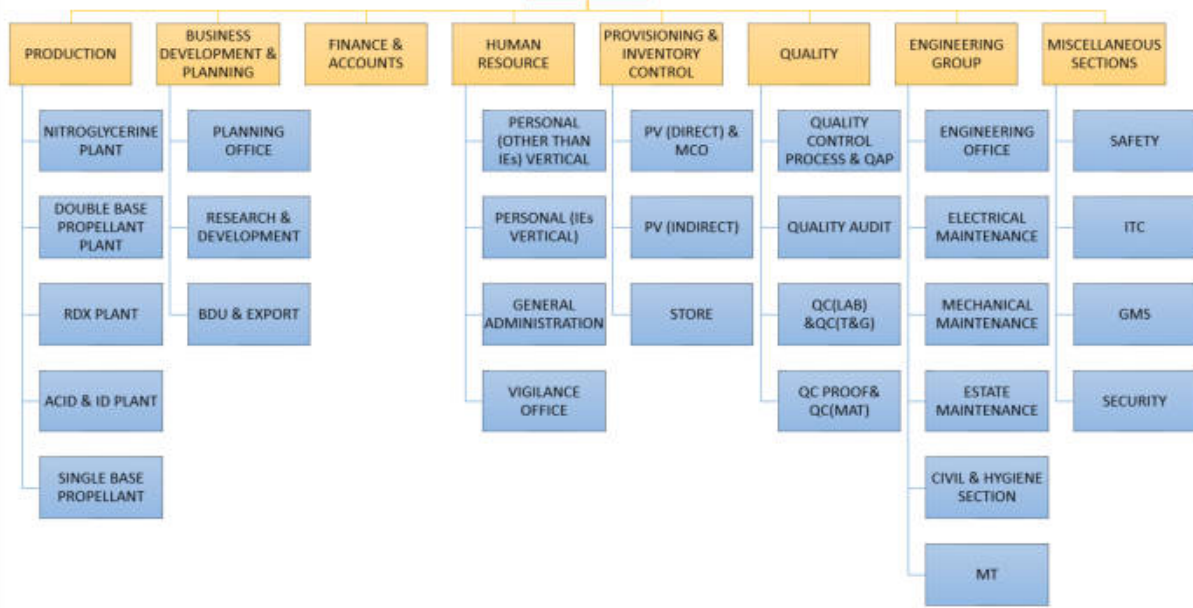
ORDNANCE FACTORY, BHANDARA

TO BE ORGANOGRAM OF ORDNANCE FACTORY, BHANDARA

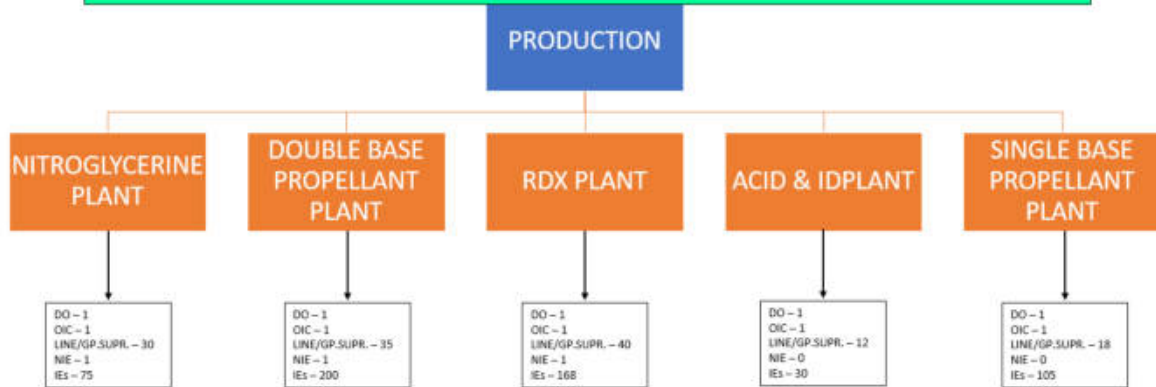


CHIEF EXECUTIVE OFFICER (SR.GM / GM)	– 1
CONTROLLING OFFICER (AGM / JGM)	– 4
GROUP OFFICER (DGM / WM)	– 16
FINANCE & ACCOUNTS (AWM / JWM(SG))	– 3
DIVISIONAL OFFICER (AWM / JWM(SG))	– 27

ORGANOGRAM : OPTIMIZATION OF SECTIONS : ORDNANCE FACTORY, BHANDARA



TO BE ORGANOGRAM OF ORDNANCE FACTORY, BHANDARA

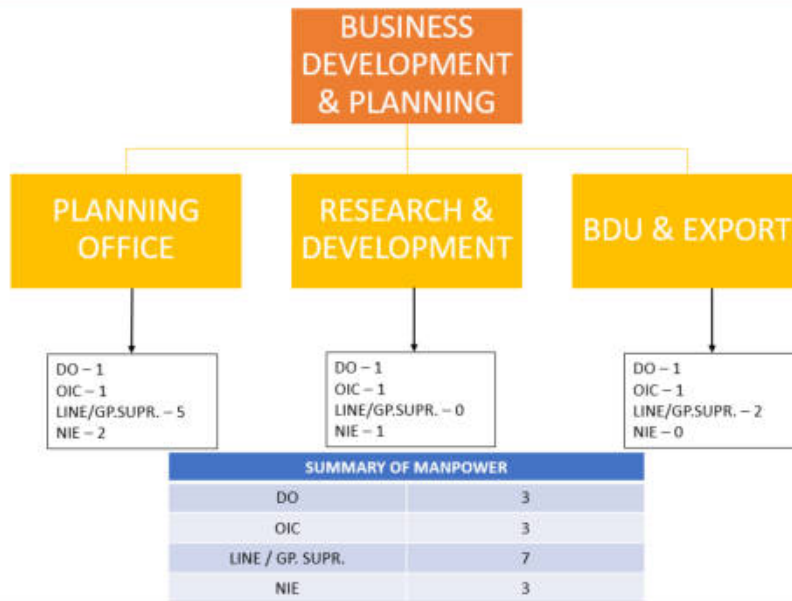


SUMMARY OF MANPOWER

DO	5
OIC	5
LINE / GP. SUPR.	135
NIE	3
IEs	578

94

TO BE ORGANOGRAM OF ORDNANCE FACTORY, BHANDARA



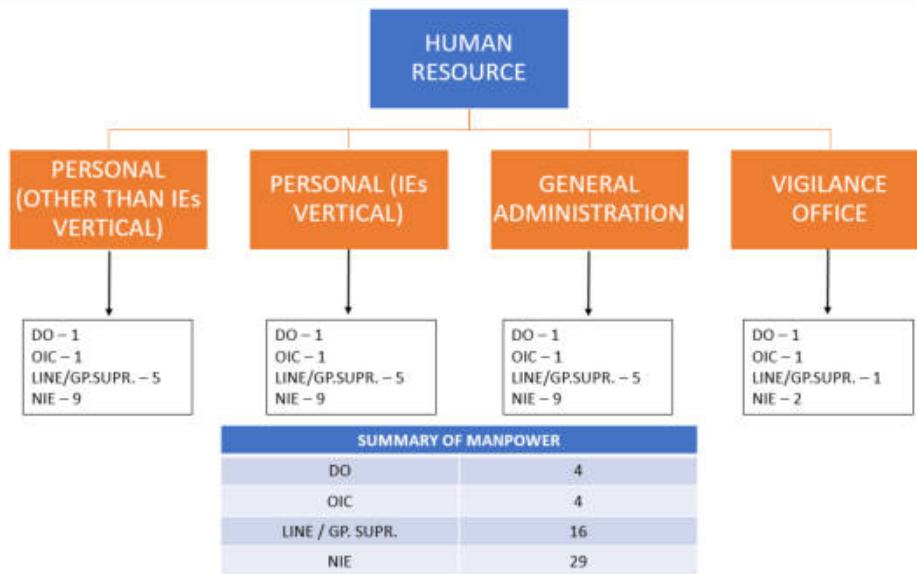
TO BE ORGANOGRAM OF ORDNANCE FACTORY, BHANDARA

FINANCE & ACCOUNTS

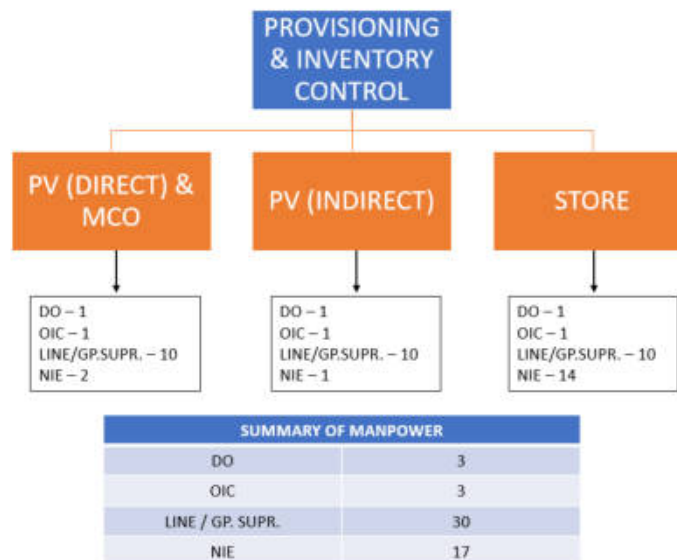
DO - 3
 OIC - 3
 LINE/GP.SUPR. - 20
 NIE - 15

SUMMARY OF MANPOWER	
DO	3
OIC	3
LINE / GP. SUPR.	20
NIE	15

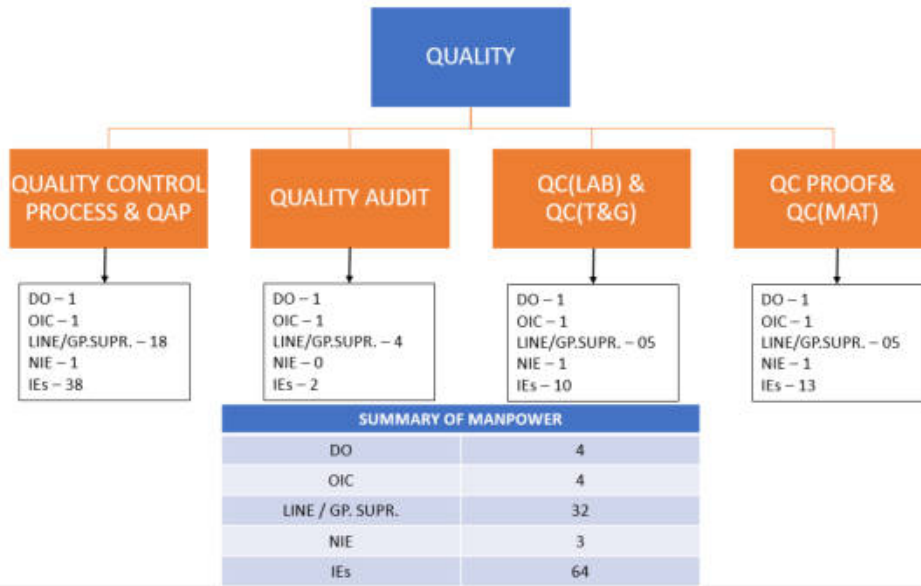
TO BE ORGANOGRAM OF ORDNANCE FACTORY, BHANDARA



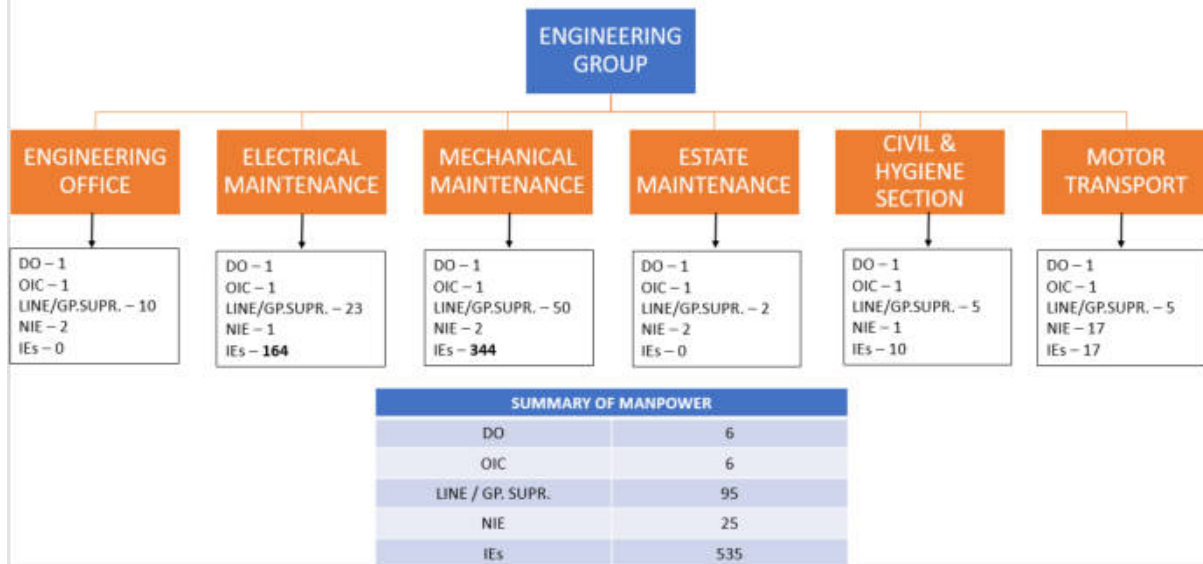
TO BE ORGANOGRAM OF ORDNANCE FACTORY, BHANDARA



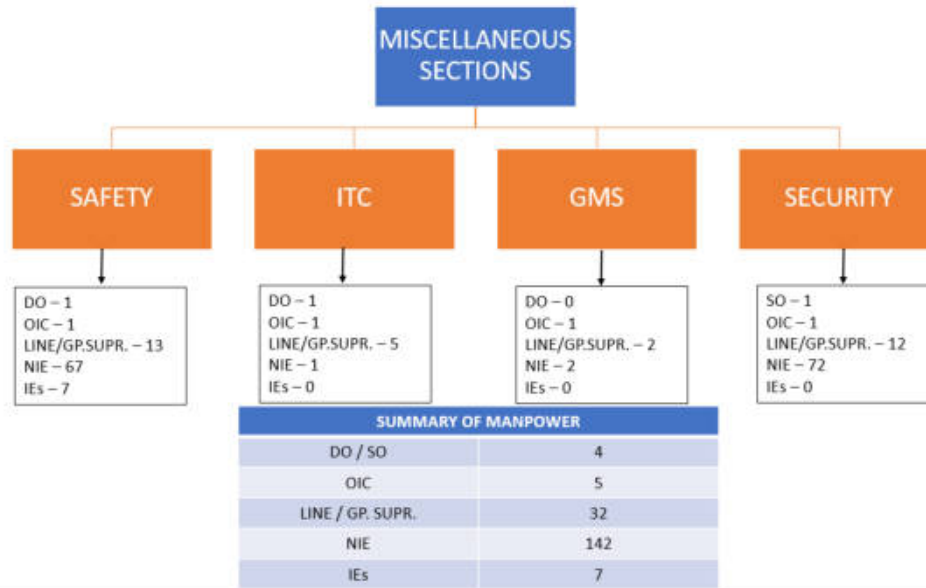
TO BE ORGANOGRAM OF ORDNANCE FACTORY, BHANDARA



TO BE ORGANOGRAM OF ORDNANCE FACTORY, BHANDARA



TO BE ORGANOGRAM OF ORDNANCE FACTORY, BHANDARA



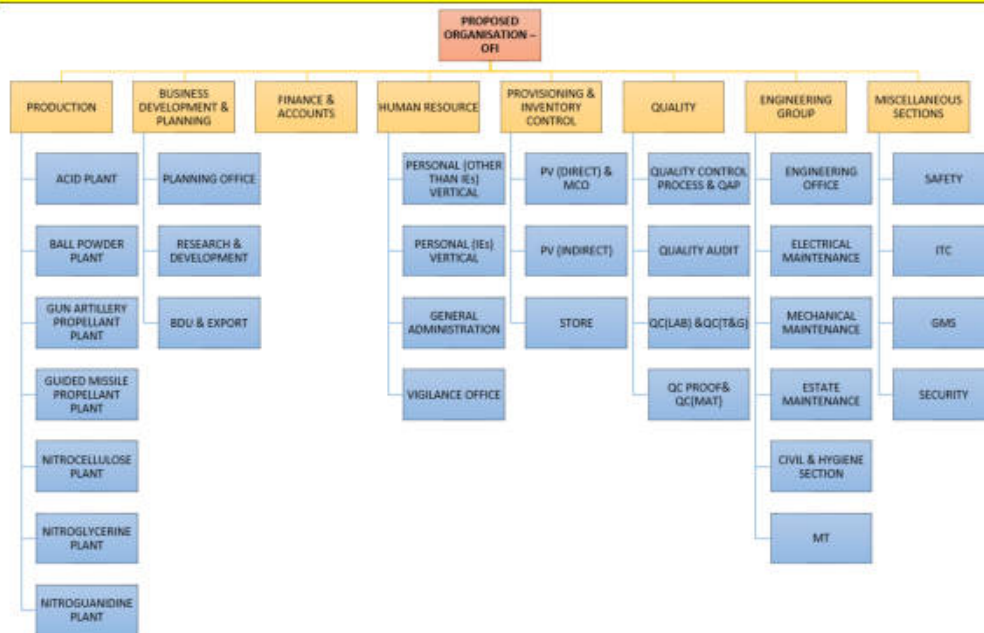
STRENGTH POSITION : OFBA

Sl.	Category of Employee	Current Strength	Planned Strength
1	Industrial Employees	1187	1187
2	Other than Industrial Employees	883	690
	Total	2070	1877

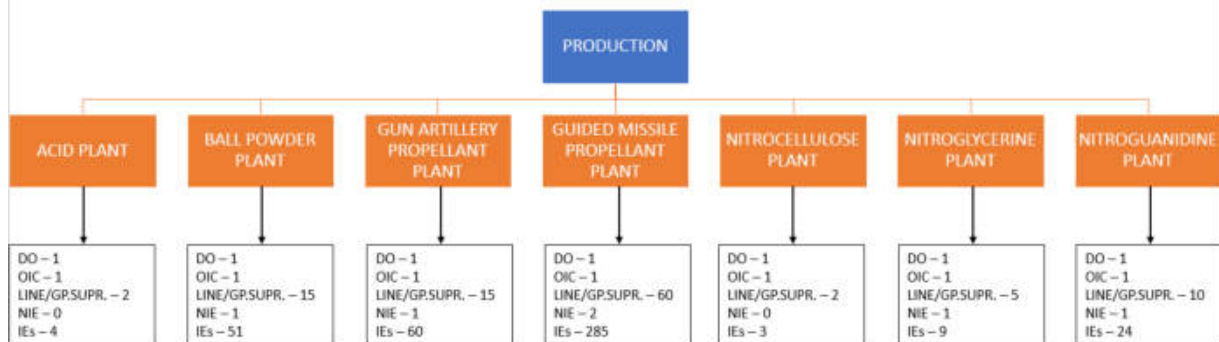
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ORGANOGRAM : OPTIMIZATION OF SECTIONS : ORDNANCE FACTORY, ITARSI



TO BE ORGANOGRAM OF ORDNANCE FACTORY, ITARSI

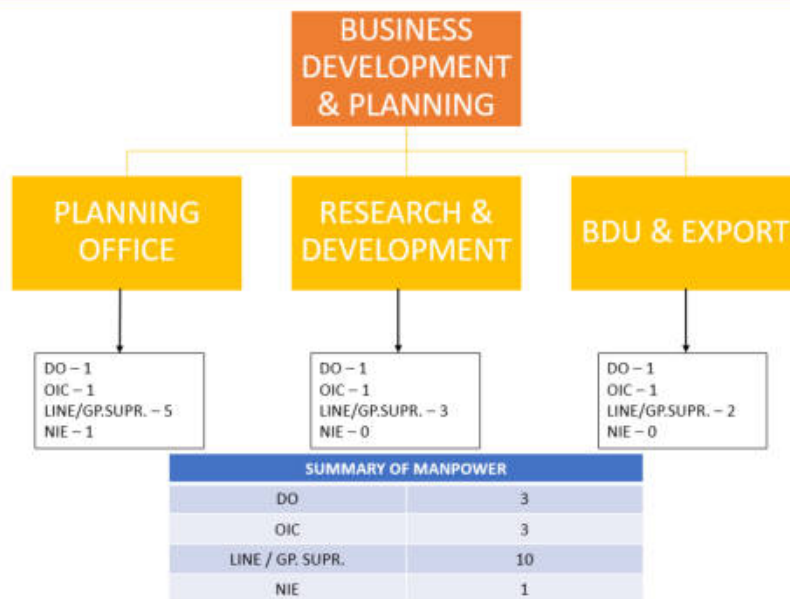


SUMMARY OF MANPOWER

Category	Manpower
DO	7
OIC	7
LINE / GP. SUPR.	109
NIE	6
IEs	436

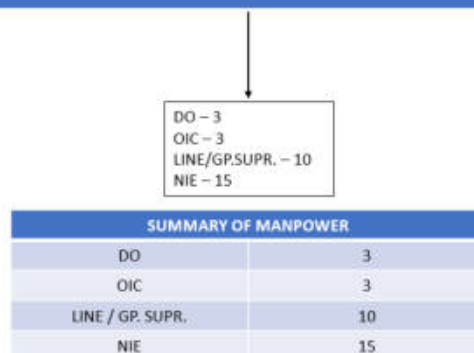
106

TO BE ORGANOGRAM OF ORDNANCE FACTORY, ITARSI

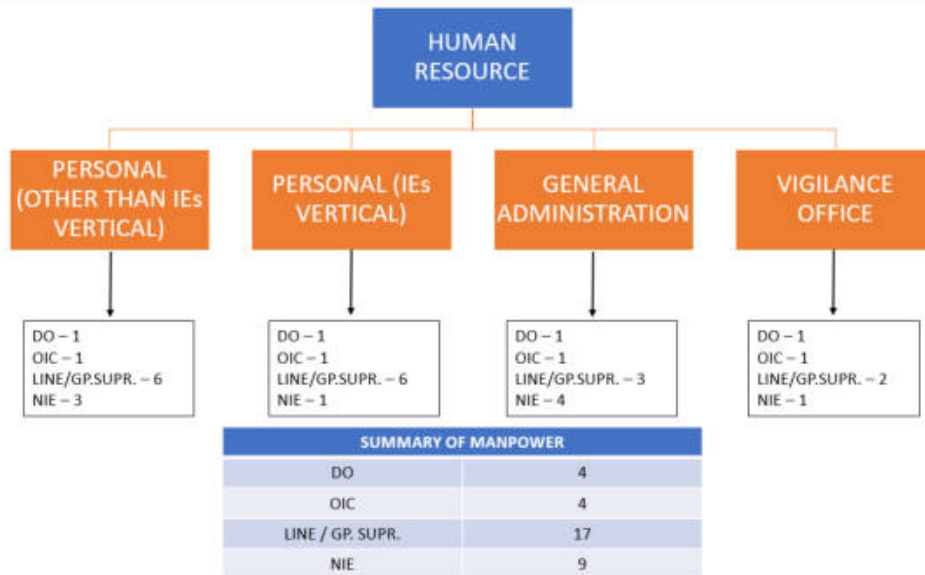


TO BE ORGANOGRAM OF ORDNANCE FACTORY, ITARSI

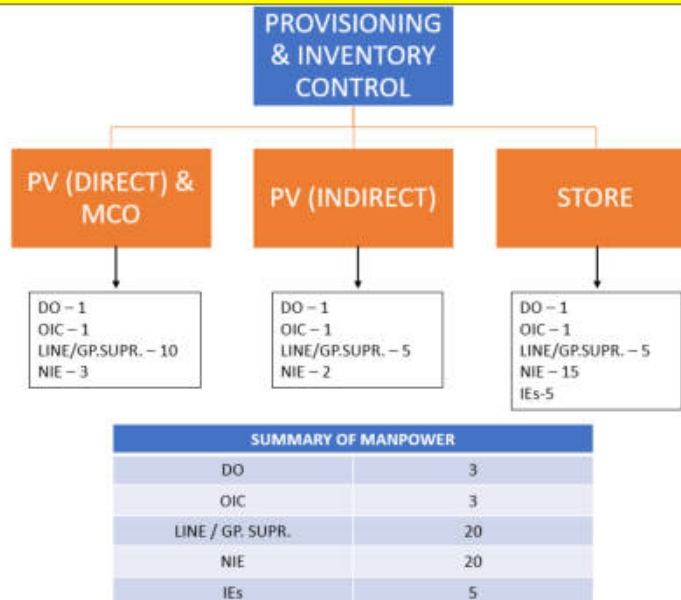
FINANCE & ACCOUNTS



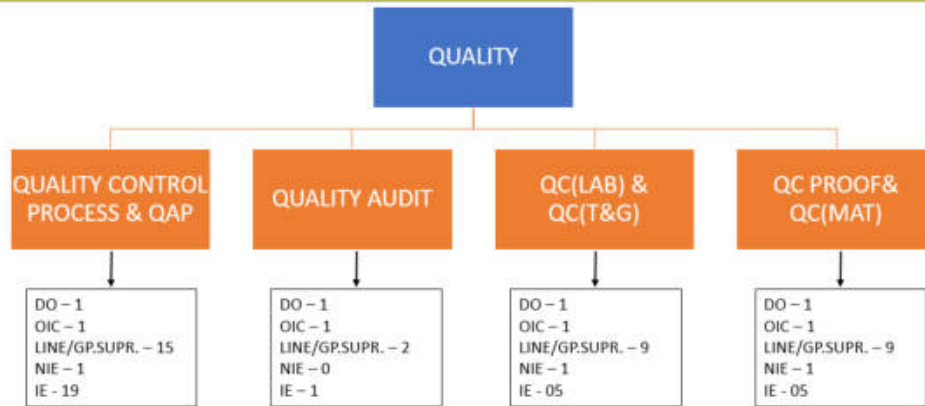
TO BE ORGANOGRAM OF ORDNANCE FACTORY, ITARSI



TO BE ORGANOGRAM OF ORDNANCE FACTORY, ITARSI

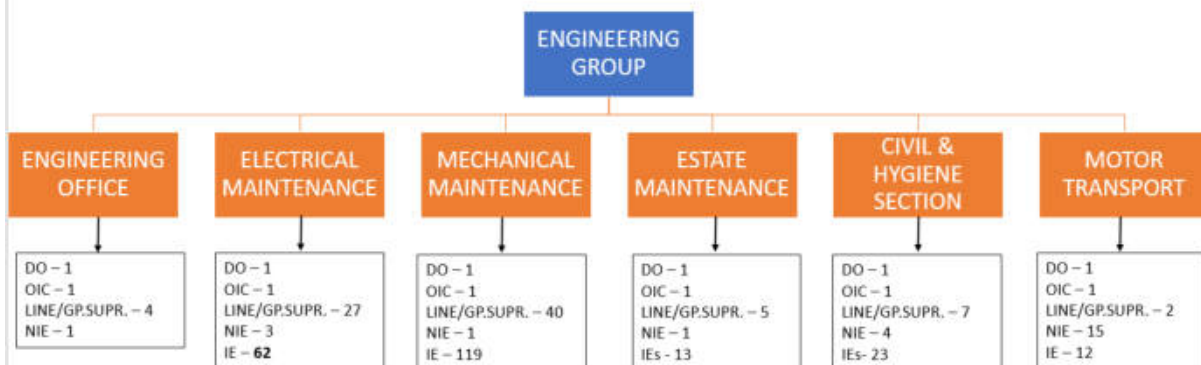


TO BE ORGANOGRAM OF ORDNANCE FACTORY, ITARSI



SUMMARY OF MANPOWER	
DO	4
OIC	4
LINE / GP. SUPR.	35
NIE	3
IEs	30

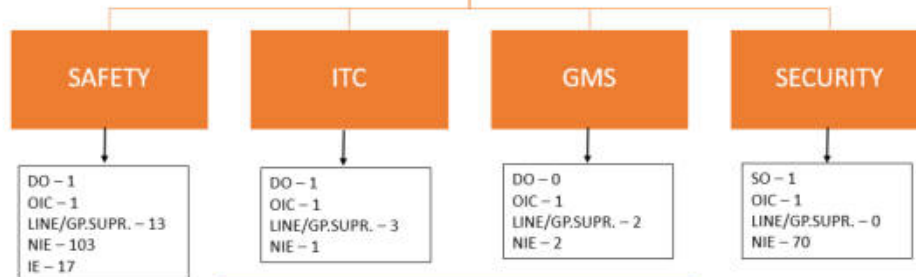
TO BE ORGANOGRAM OF ORDNANCE FACTORY, ITARSI



SUMMARY OF MANPOWER	
DO	6
OIC	6
LINE / GP. SUPR.	85
NIE	25
IEs	229

TO BE ORGANOGRAM OF ORDNANCE FACTORY, ITARSI

MISCELLANEOUS SECTIONS



SUMMARY OF MANPOWER

DO / SO	3
OIC	4
LINE / GP. SUPR.	18
NIE	176
IEs	17

STRENGTH POSITION : OFI

Sl.	Category of Employee	Current Strength	Planned Strength
1	Industrial Employees	717	717
2	Other than Industrial Employees	740	647
	Total	1457	1364



ORGANOGRAM

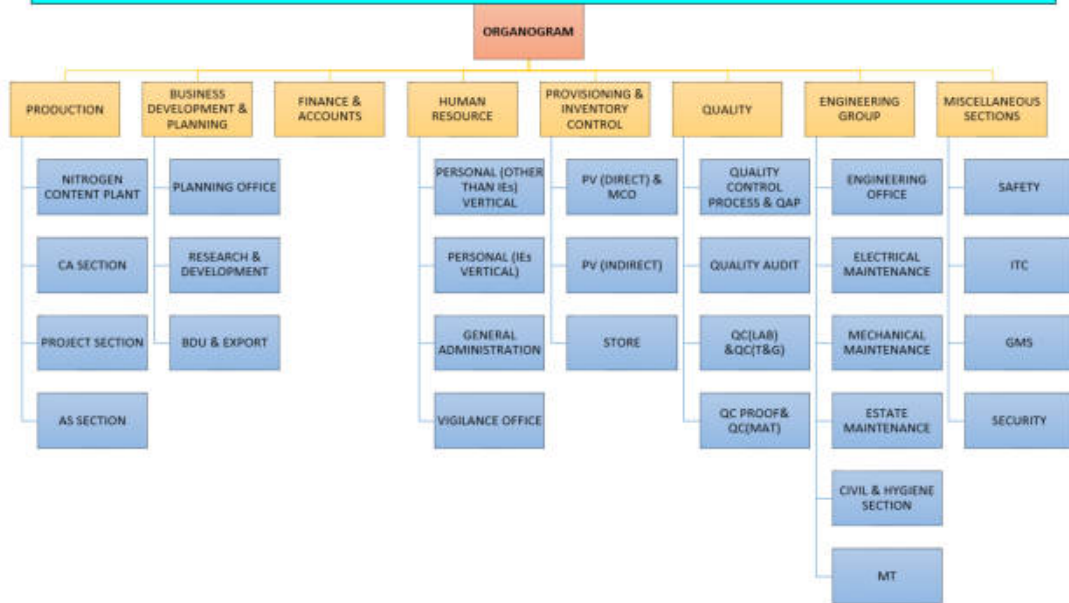
CATEGORY - EXPLOSIVE FACTORIES (SMALL)

(Viz. OFN, HEF & CFA)

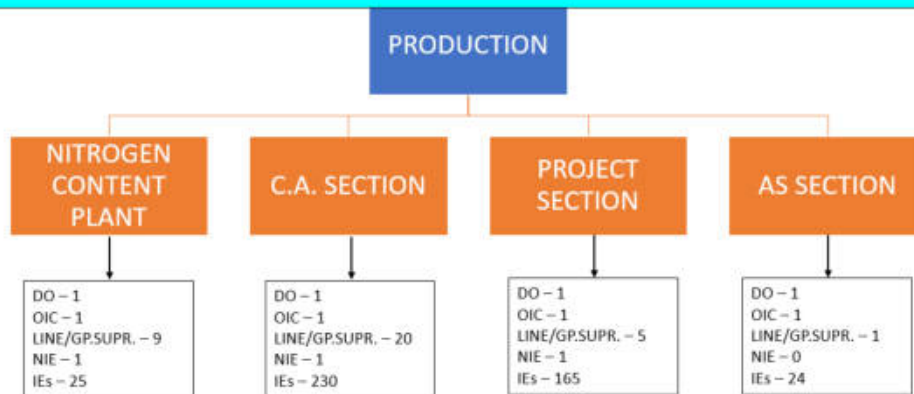


CHIEF EXECUTIVE OFFICER (SR.GM / GM)	- 1
CONTROLLING OFFICER (AGM / JGM)	- 3
GROUP OFFICER (DGM / WM)	- 12
FINANCE & ACCOUNTS (AWM / JWM(SG))	- 3
DIVISIONAL OFFICER (AWM / JWM(SG))	- 26

ORGANOGRAM : OPTIMIZATION OF SECTIONS : ORDNANCE FACTORY, NALANDA



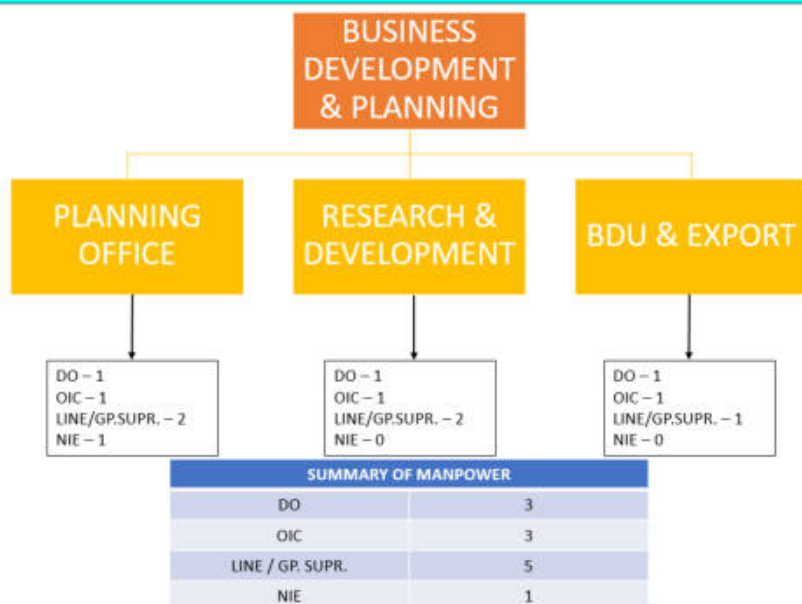
TO BE ORGANOGRAM OF ORDNANCE FACTORY, NALANDA



SUMMARY OF MANPOWER	
DO	4
OIC	4
LINE / GP. SUPR.	35
NIE	3
IEs	444

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TO BE ORGANOGRAM OF ORDNANCE FACTORY, NALANDA



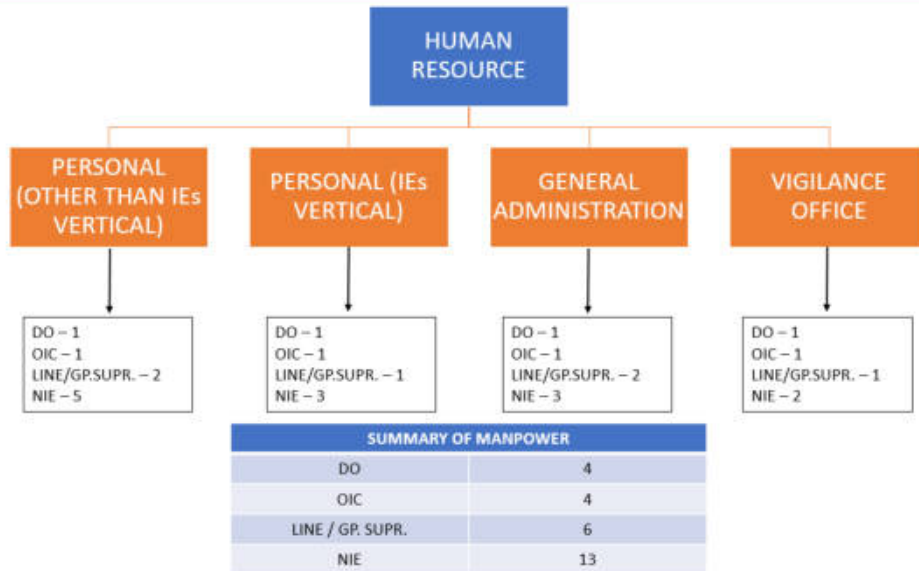
TO BE ORGANOGRAM OF ORDNANCE FACTORY, NALANDA

FINANCE & ACCOUNTS

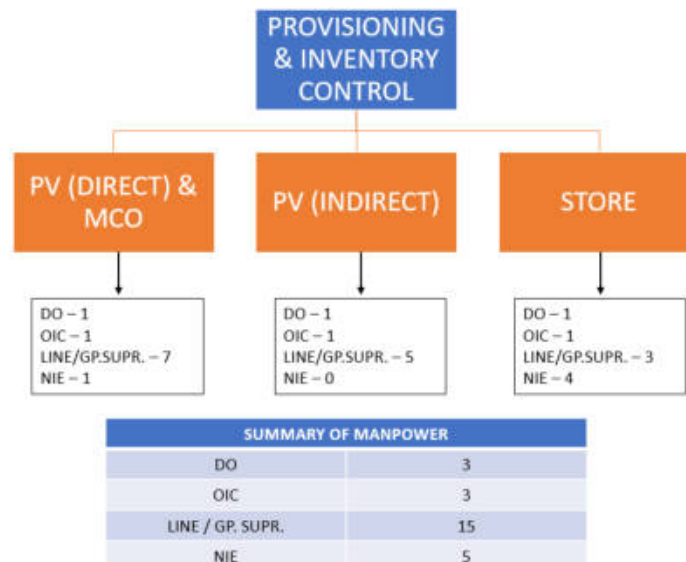
DO – 3
 OIC – 3
 LINE/GP.SUPR. – 15
 NIE – 7

SUMMARY OF MANPOWER	
DO	3
OIC	3
LINE / GP. SUPR.	15
NIE	7

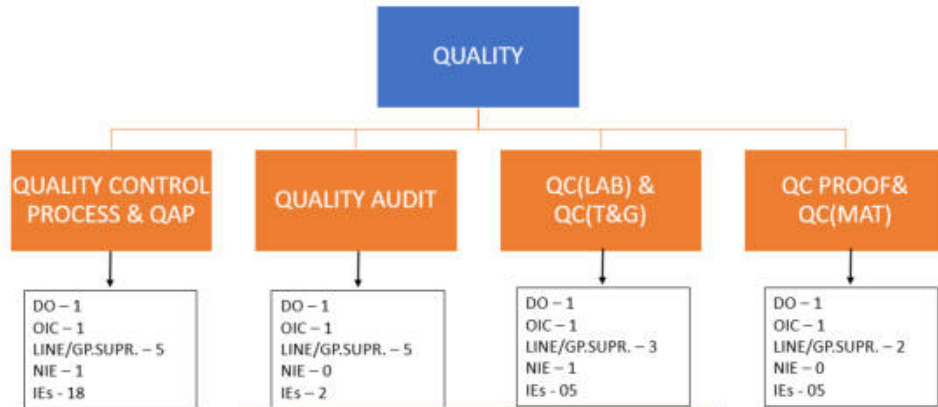
TO BE ORGANOGRAM OF ORDNANCE FACTORY, NALANDA



TO BE ORGANOGRAM OF ORDNANCE FACTORY, NALANDA



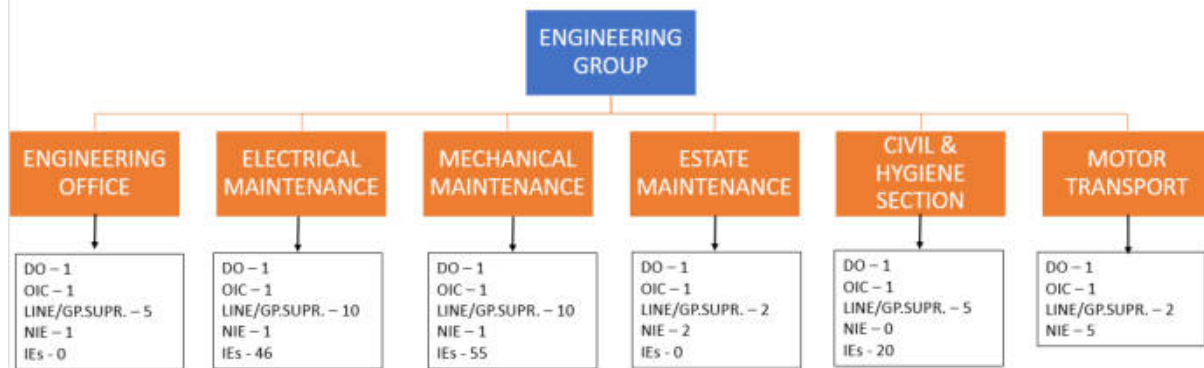
TO BE ORGANOGRAM OF ORDNANCE FACTORY, NALANDA



SUMMARY OF MANPOWER

DO	4
OIC	4
LINE / GP. SUPR.	15
NIE	2
IEs	30

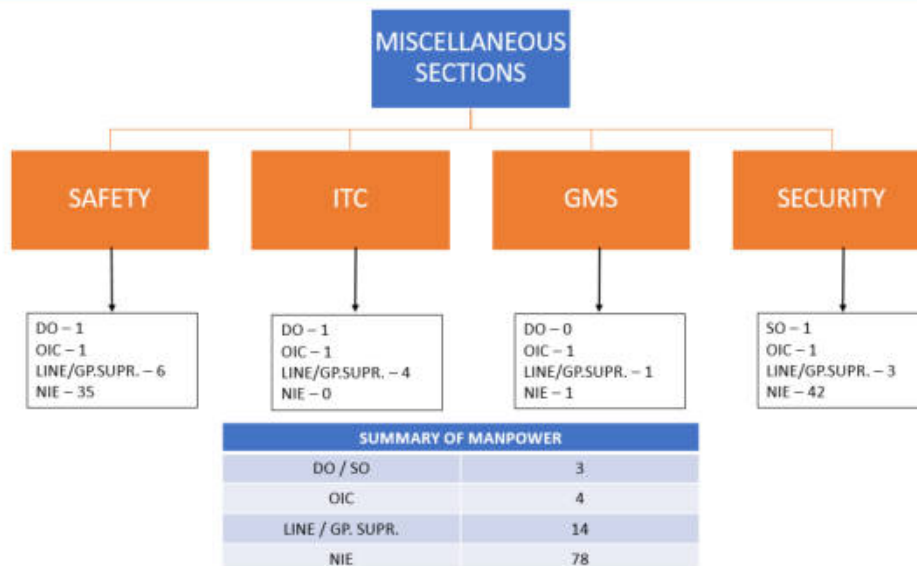
TO BE ORGANOGRAM OF ORDNANCE FACTORY, NALANDA



SUMMARY OF MANPOWER

DO	6
OIC	6
LINE / GP. SUPR.	34
NIE	10
IEs	126

TO BE ORGANOGRAM OF ORDNANCE FACTORY, NALANDA



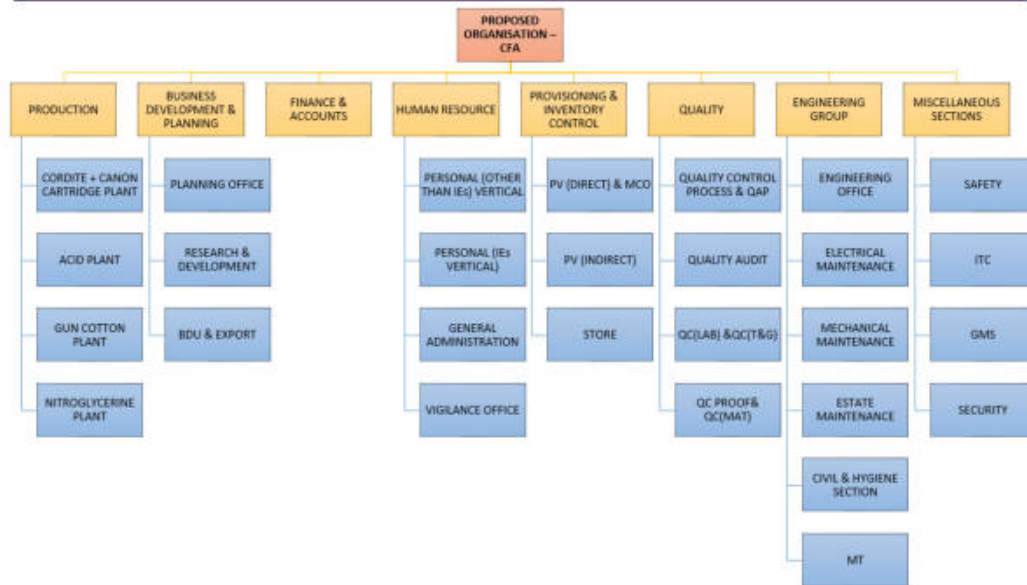
STRENGTH POSITION : OFN

Sl.	Category of Employee	Current Strength	Planned Strength
1	Industrial Employees	266	600
2	Other than Industrial Employees	276	335
	Total	542	935

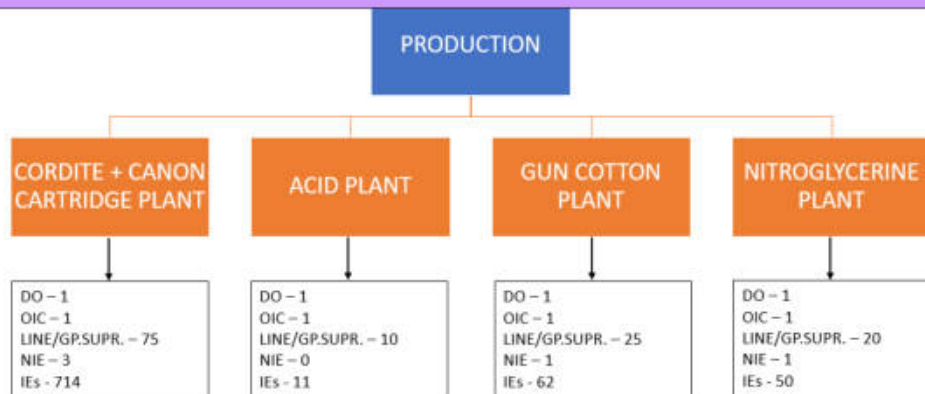
Planned strength is higher than Current strength because two new plants are under commissioning, which will require extra manpower.

[illegible]

ORGANOGRAM : OPTIMIZATION OF SECTIONS : CORDITE FACTORY, ARUVANKARU



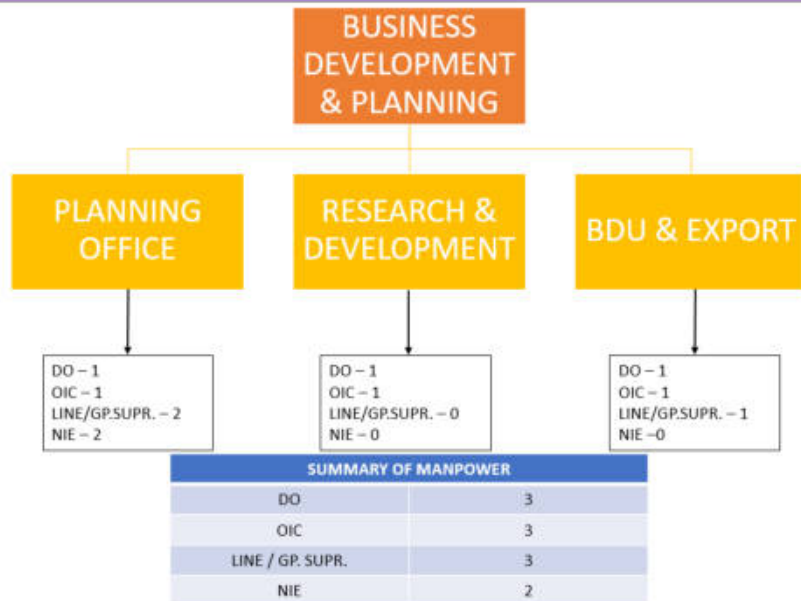
TO BE ORGANOGRAM OF CORDITE FACTORY, ARUVANKARU



SUMMARY OF MANPOWER	
DO	4
OIC	4
LINE / GP. SUPR.	130
NIE	5
IEs	837

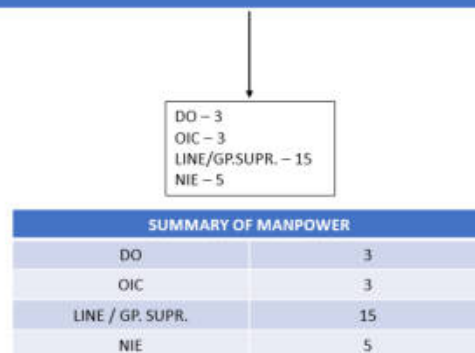
131

TO BE ORGANOGRAM OF CORDITE FACTORY, ARUVANKARU

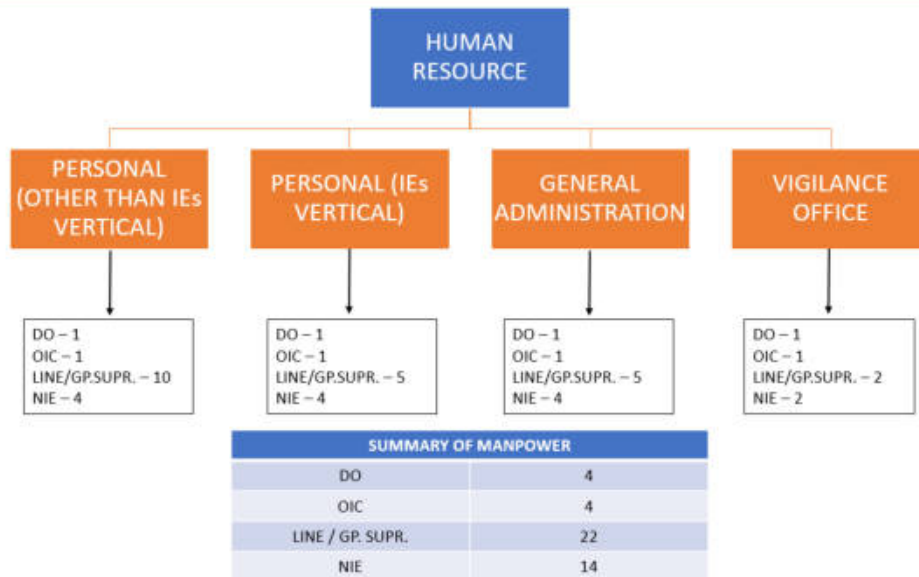


TO BE ORGANOGRAM OF CORDITE FACTORY, ARUVANKARU

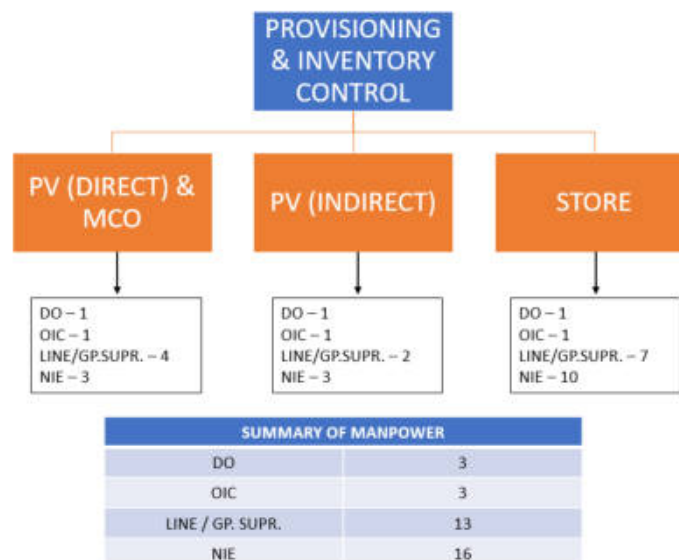
FINANCE & ACCOUNTS



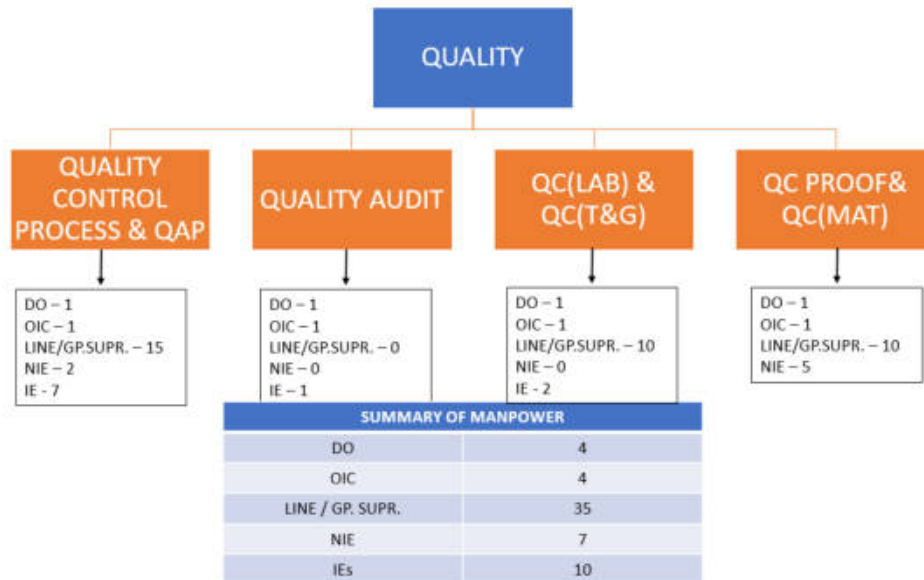
TO BE ORGANOGRAM OF CORDITE FACTORY, ARUVANKARU



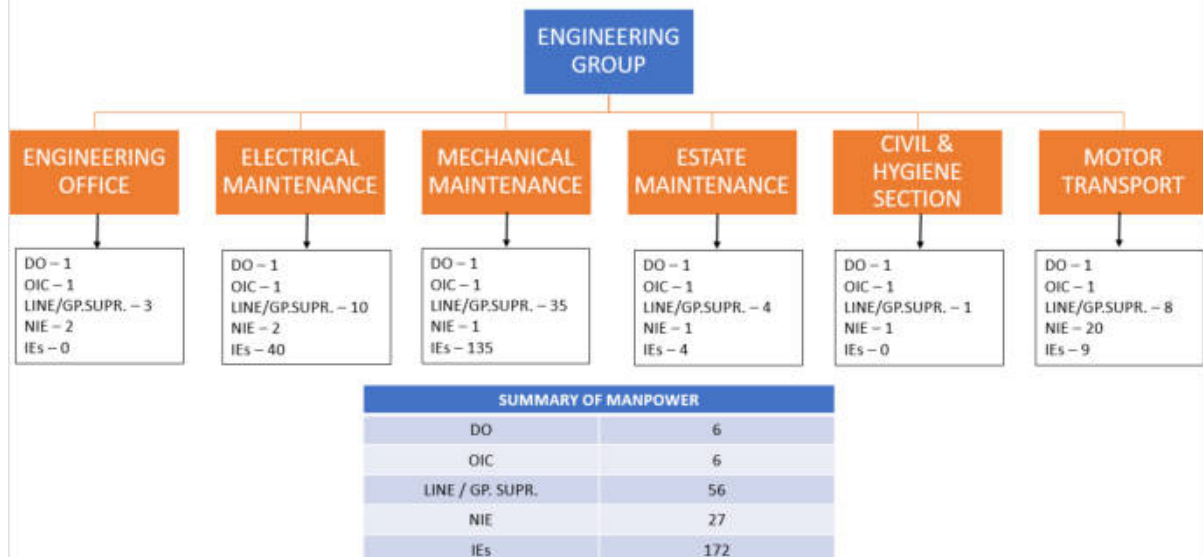
TO BE ORGANOGRAM OF CORDITE FACTORY, ARUVANKARU



TO BE ORGANOGRAM OF CORDITE FACTORY, ARUVANKARU

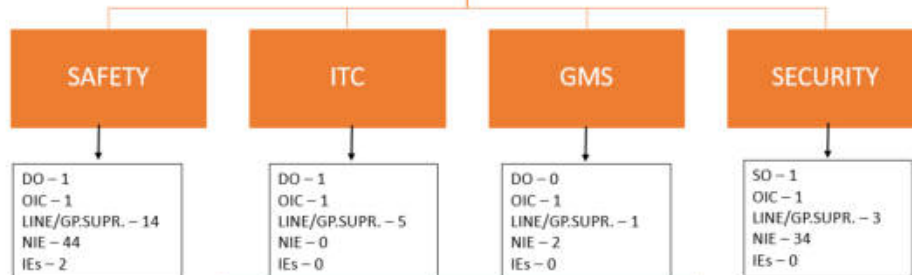


TO BE ORGANOGRAM OF CORDITE FACTORY, ARUVANKARU



TO BE ORGANOGRAM OF CORDITE FACTORY, ARUVANKARU

MISCELLANEOUS SECTIONS



SUMMARY OF MANPOWER

DO / SO	3
OIC	4
LINE / GP. SUPR.	23
NIE	80
IEs	02

STRENGTH POSITION : CFA

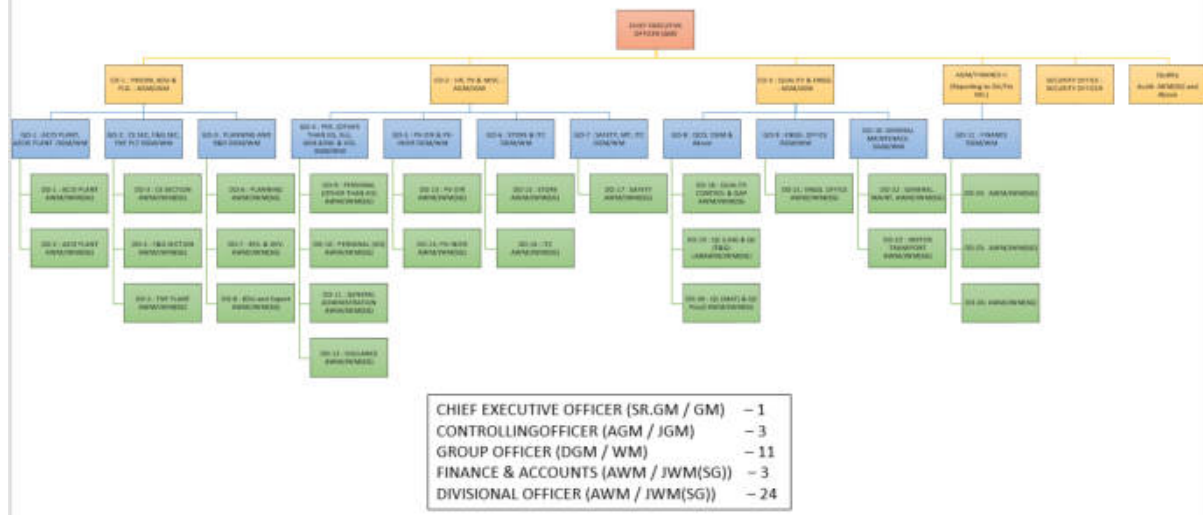
Sl.	Category of Employee	Current Strength	Planned Strength
1	Industrial Employees	1037	1037
2	Other than Industrial Employees	591	530
	Total	1628	1567



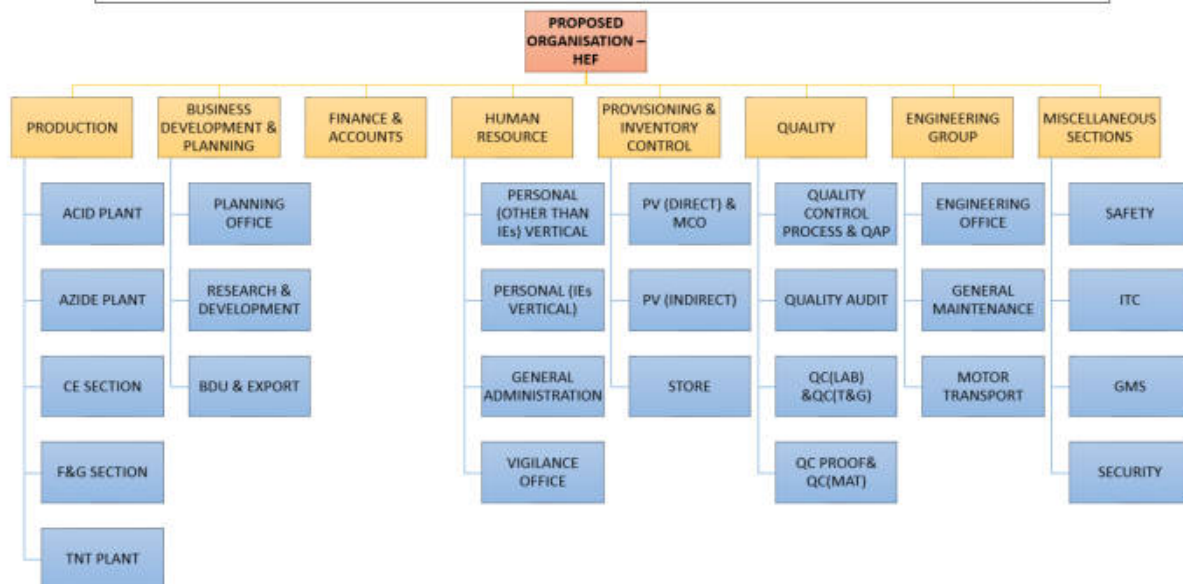
ORGANOGRAM

HIGH EXPLOSIVE FACTORY, KHADKI

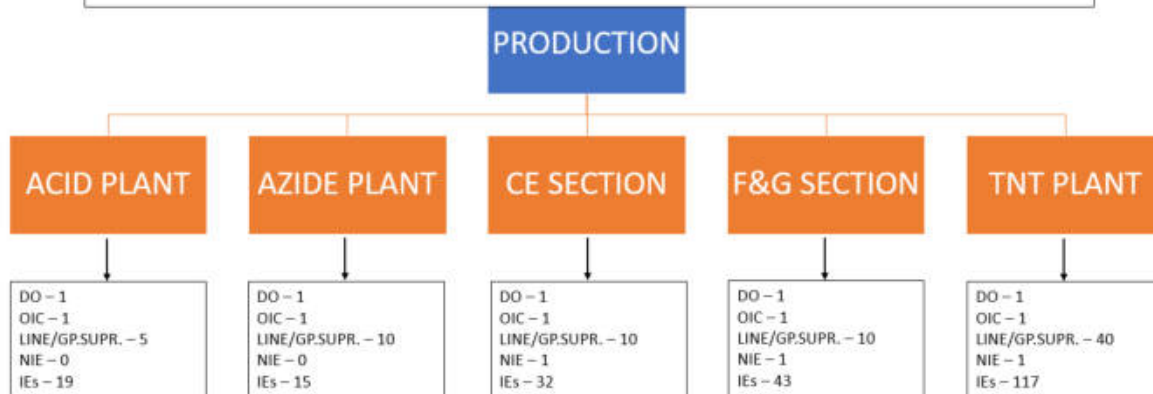
TO BE ORGANOGRAM OF HIGH EXPLOSIVE FACTORY, KHADKI



ORGANOGRAM : OPTIMIZATION OF SECTIONS : HIGH EXPLOSIVE FACTORY, KHADKI



TO BE ORGANOGRAM OF HIGH EXPLOSIVE FACTORY, KHADKI

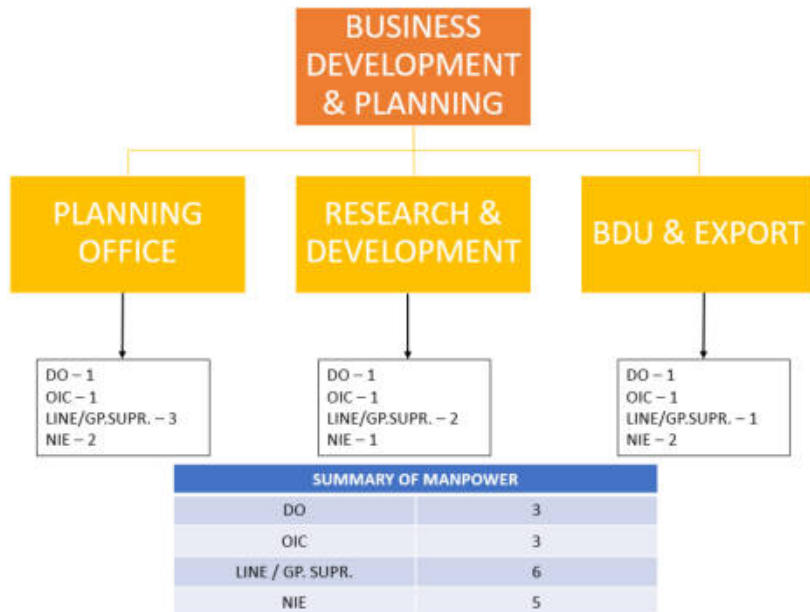


SUMMARY OF MANPOWER

DO	5
OIC	5
LINE / GP. SUPR.	75
NIE	3
IEs	226

143

TO BE ORGANOGRAM OF HIGH EXPLOSIVE FACTORY, KHADKI



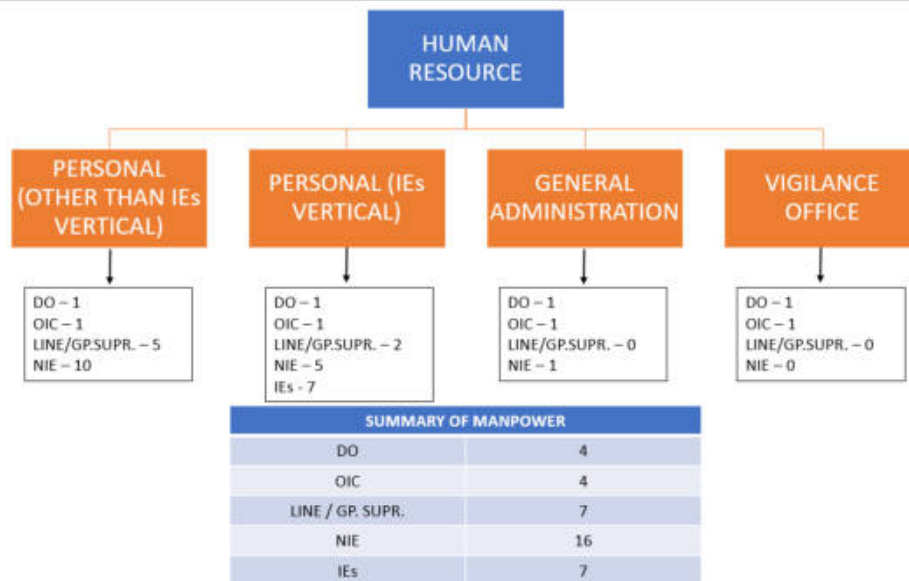
TO BE ORGANOGRAM OF HIGH EXPLOSIVE FACTORY, KHADKI

FINANCE & ACCOUNTS

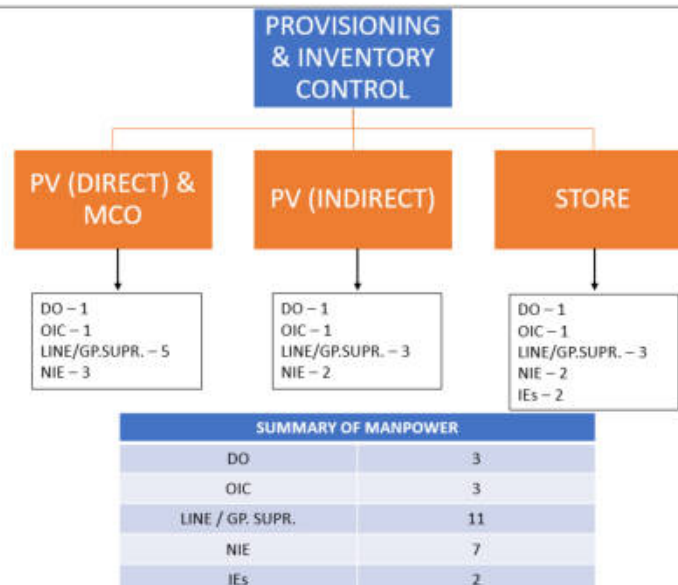
DO - 3
 OIC - 3
 LINE/GP.SUPR. - 10
 NIE - 5
 IEs - 0

SUMMARY OF MANPOWER	
DO	3
OIC	3
LINE / GP. SUPR.	10
NIE	5
IEs	0

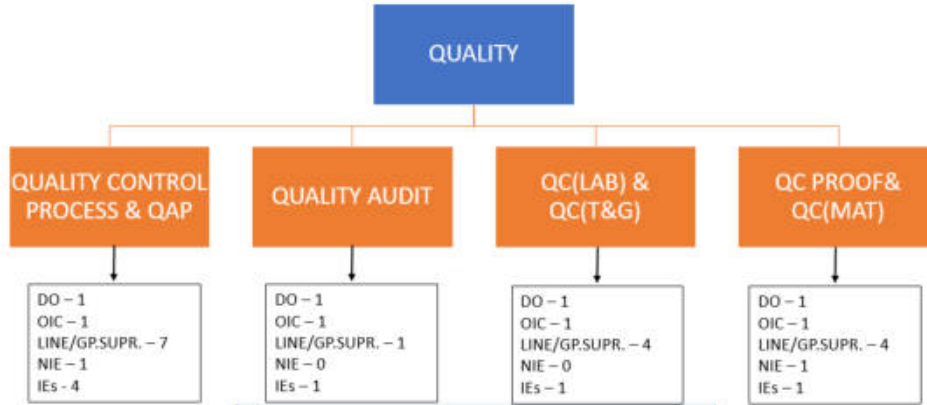
TO BE ORGANOGRAM OF HIGH EXPLOSIVE FACTORY, KHADKI



TO BE ORGANOGRAM OF HIGH EXPLOSIVE FACTORY, KHADKI

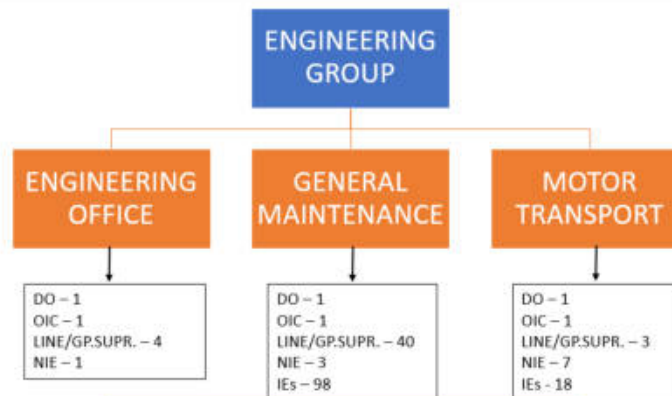


TO BE ORGANOGRAM OF HIGH EXPLOSIVE FACTORY, KHADKI



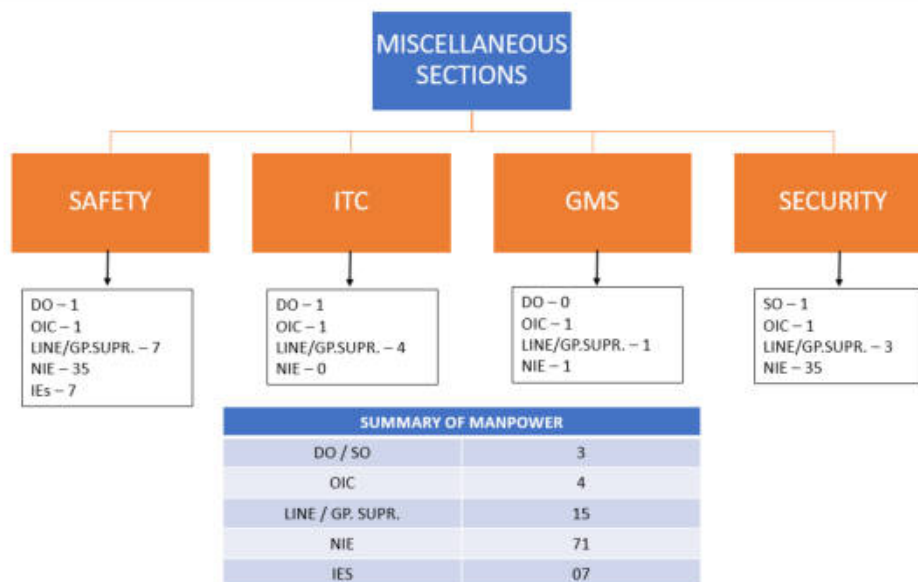
SUMMARY OF MANPOWER	
DO	3
OIC	3
LINE / GP. SUPR.	16
NIE	2
IEs	7

TO BE ORGANOGRAM OF HIGH EXPLOSIVE FACTORY, KHADKI



SUMMARY OF MANPOWER	
DO	3
OIC	3
LINE / GP. SUPR.	47
NIE	11
IEs	116

TO BE ORGANOGRAM OF HIGH EXPLOSIVE FACTORY, KHADKI



STRENGTH POSITION : HEF

Sl.	Category of Employee	Current Strength	Planned Strength
1	Industrial Employees	365	365
2	Other than Industrial Employees	446	378
	Total	811	743

Charter of Duties

Sl. No.	Description of Section / Office	Charter of Duties
1.	Production Section	• Ensure timely completion of intended product & liaising with Planning Office for timely despatch • Ensuring availability of required raw material for production Section. • Procurement action and further necessary follow-up for Direct & Indirect items required for production Section. • Liaison with Planning Office for Warrant requisitions as per production program. Initiation of requisitions for Production and Quarterly Warrants as per requirement. • Initiating necessary Demand / Return Notes, DA / RD Notes, I-Notes and Piece Work Cards for completion of Warrants. • Liaisoning with Tool Room for on time availability of in-house and trade tools. Follow up with PV/MCO for Direct and Indirect items required for production sections. • Liaison with Planning Section for revisions in Material & Labour Estimates. • Preparation of Quality Plans of concerned process, for all Products under production in the Section. • Ensuring Quality in the Products throughout the Process leading to Quality of Final Product in line with specified requirements. • Ensuring Maintenance of all Quality Records as required by the Quality System. • Establishment and Maintenance of Process Control at all stages of Production as per laid down procedure. • Ensuring availability of all System Documents, Product Documents, Quality Plans etc. at all appropriate places, as per Document Control Procedure. • Ensuring Timely Calibration of all Inspection Measuring and Test Equipment and Maintenance of Calibration Records. • Ensuring proper Identification, Evaluation and Disposal of Non-Conforming Products.

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| | <ul style="list-style-type: none"> • Carry out Investigation, Analysis of Non-Conformities and initiate suitable Corrective Action and Preventive Action. • Ensuring Product Identification and Traceability at all stages as identified by laid down Procedures. • Ensuring proper Handling and Storage of all In-Process and Final Products. • Ensuring Timely Corrective Action on all NCRs arising out of system Audits (Internal & External). • Preparation of QCC for Inspection, Acceptance & Proof of various production items. • Liaison with Safety Section for monthly inspection of Fire Fighting Equipment, Fire Hose Pipe, Hose Box, Fire Bucket, Fire Disc & maintain its records. • Liaison with Electrical Section for arrangement of periodical Earth Testing & Lightning Protective Testing on Shop Floor. • Proof of Trial Components & Filled Ammunition. • Submission of safety audit compliance report as and when required. • Ensuring proper documents as per IS-ISO standards. • Conducting TPM and 5s activities. • Liaison with Proof Agencies like CPE/PXE Range for proof of Finished Stores. • Conduction and Submission of monthly Safety Audit & compliance report of safety audit level I, II & III as & when required. • To look after Section's general administration. • Initiation of Up-gradation of Plant and Machinery • Association in R&D activities • Activities for Energy conservation, • Timely reply and settlement of various Audit and safety queries. • Initiation of investigation for loss due to rejection within two week of identification of loss. • Liaison with Maintenance Section for compliance of preventive maintenance of P&M as per schedule. • Liaoning with Maintenance and Tool room section for availability of spares and tools respectively. • Follow up of the procurement action till receipt of the material. • Proper maintenance of records of Inventory and machinery. |
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		• Ensuring that Safety Equipment are placed wherever necessary in the production buildings as per safety requirements. • Association in R&D activities for product improvement, process improvement and development of new product. • Taking initiatives for In-House automation for process improvement. • Conduction of Shop Level Productivity Council Meeting and Safety Meeting under the chairmanship of DO/HOS. • Upkeep of shop floor.
2.	Planning & Business Development	
2.1	Planning Office	Planning: • R & E, Planning and Progress and Works Office. • Preparation and nodal section for up keeping of the production estimates of the factory. • Preparation of Format-II for all the stores of the factory. • Cost analysis and Pricing of various Ammunition and components in association with F&A and MIL HQ. • Monitoring, review of the labour rates, overheads, direct expenses (utility etc;) of the factory. • Review of the estimates of all the stores periodically. • Conducting / Liasoning for various meetings related to Production & Planning at factory/MIL HQ/ Ministry level. • Liasoning with production sections for timely receipt of production data and related information, issues related data. • Liasoning with security office, stores section, Safety section, Inspection office, production section, and Motor transport section for issue of the stores against deemed contract/agreement. • Uploading of various reports timely in comnet for reconciliation at MIL HQ. • Liasoning with MCO for uploading of the yearly Material requirement plan, maintain/feeding of the orders master in system etc. • Planning and monitoring progress of production for all stores. • Ensuring availability of stock for all direct material for, monitoring all input component materials related to (Deemed Contract)/ (Deemed

agreement), updating progress with Sister Factories within MIL and factories with other DPSUs for the stores and coordination with MCO and PV for provisioning of material from trade against S.O. / Sister factories against Deemed agreements/contracts for all the items belonging to production stores.

- To work out requirement of proof stock components for various stores as per annual target and monitor same in weekly production meeting.
- Planning of yearly dispatch plan and execution of the same by communicating monthly programme of despatch consignee wise for the stores, arranging release of necessary warrants, corresponding voucher by inspectors etc.
- Updating of status of production, proof passed, awaiting proof details on day to day basis.
- Maintaining status of Deemed agreements/Deemed contracts for receipts as well as issues on daily basis for MIL as buyer & seller.
- Liason with audit authorities as per statutory requirements and subsequent reply to audit queries timely in consultation with user sections. Maintaining the proper record for AP/DP/FSC/LTAR/Audit memo/OLs etc.
- Conducting quarterly LPC meeting with union and associations and monthly ULMC meeting for review of F&A section and other related matters.
- Planning of production in line with the directives issued to maintain the piece work and over time. Obtaining the necessary approvals from MIL hq for OT sanctions.
- Civil trade issue: Liasoning with stores section, BDU and consignors for various issues viz proforma invoices, issues, production planning's since it belongs to direct issues, confirmation of receipt of money.
- Monitoring and Liasoning with QC/IO/Production section for settlement of Customer complaints of stores pertaining to Consumers in time bound manner.
- Preparation & Issue of Proforma Invoices for various customers as per deemed agreement/contract/civil trade & export orders.
- Coordination with Depots and arrangement of ALO for dispatch of army stores.

		• Liason and co-ordination with Air HQ, Navy HQ for dispatches of Air force and Naval stores. • Issue, monitoring and maintenance of direct and indirect warrants of factory. i.e. monthly programme of despatch consignee wise in association with production and stores and arranging release of necessary warrants • Monitoring of management ratios of the factory for effective running of the factory. • Conduction of BOE for rejected products and preparation of loss statement of such cases. • To monitor proof range liaison by Production Sections, Inspection office, QCM and safety section to ensure inclusion of same in Weekly Production Meeting. • Updating of Data related to production and issue of finished ammunition to various depots/establishments • Maintaining status of deemed agreements/deemed contracts in line with production targets and liaison with intra MIL units and inter DPSUS. • Updating of status of production & coordinating with production sections for early despatch of proof samples and DGQA authorities. • Liaisoning with ITC section for maintaining PPC system. • Maintenance of Production and Issue statement, Production Issue vouchers and I-Notes through PPC system, store/warrant-wise.
2.2	Research & Development	• Monitoring Progress of various projects for development. • Preparation of new Project proposals. Preparation of various R&D reports. • Managing Drawing Office. • Manufacture of prototype, arrangement of various proof trails, co-coordinating other agencies like AHSP, Quality Assurance establishment, DRDO establishments like ARDE, HEMRL, IIT; & Users. • Preparation of Specifications for new development of items. • Liasoning with various production sections and vendors for R&D related work and organizing meetings. • Planning and progressing of Budget, preparation of various reports related to R&D. • Estimate preparation, pricing of estimate,

		allotment of fund and monitoring the expenditure related to R&D activities. . • Liaisoning with Finance & Accounts for vetting of expenditure of Development cost related to R&D projects.. • Preparation & Progress of IRD projects which include issue of warrant, to get manufactured from concerned section, proof trails. Preparation of proposal for revised fund & PDC. • Preparation & Progress of Indigenisation Projects (Make-II, Make-I, Make-III) and monitoring through meetings with various agencies like Vendors, MIL, DDP etc. Arrangement of proof trials associated with same. Extending technical support in Indigenisation activities. (Preparation & Issue of EO], Evaluation of responses of EOI, Project Sanction Order, Development & Evaluation of Prototype etc.) • Project Closing reports preparation along with project cost vetting through Finance & Accounts. • Preparation Drawing of product/ prototype/ tools/ gauges/ fixtures/ Spare parts/ Civil Drgs. and other requirements of Factory. • To maintain, Store & Issue Drawings with proper records. • To carry out various amendments in drawings as per requirement of concerned sections • All Intellectual Property Related activities.
2.3	BDU & Export	• Exploring the opportunities for sale of stores produced by the factory. • Submission of tender documents after due approval from competent authority as required by MIL HQ. • Monitoring of e-MROs received against sale of store from Civil Trade / Export. • Despatch clearance for issue of Civil Trade authorities and export. • Confirmation of submission of taxes for all the sales pertaining to civil trade / exports in line with statutory requirements. • To explore the market within the country as well as outside the country for business expansion. • MOU with Vendors getting inland as well as exports orders to widen product as well as customer base. • Registration in various portals. Participation in various tenders/RFP etc.

3. Finance & Accounts

BILL GROUP :

Regular Pay Bill, Supplementary Pay Bill, Arrear Bills, Pension and Terminal Benefits, CEA Bills, TA/DA Advance, TA/DA Final Bills, Medical Advance and Final Bills, Permanent Transfer Bills, LTC, Income Tax issues, FORM-16, Filing of Returns, NPS issues, Deduction of professional taxes, News Paper Bills, Office Bag Claims, Salary Certificate, Issue of LPC, Contingent Bills, GPF etc. of other than IEs. An AUDIT GROUP should be formed within F&A section for better transparency and accountability which will pre-audit the bills independently before getting them passed.

CASH OFFICE :

Maintenance of Cash Book, Imprest Fund, Collection of money in cash, Cheque payment, Liaison with Bank, E-MRO, Maintenance of Strong room, Maintenance of Ledger Book etc. As each unit of MIL is maintaining a single Bank account in SBI and no further transaction is being carried out by units in GM Public Fund. Hence, the role of Cash Office to be ceased. Merger of cash office with F&A will help F&A section to have control over Bank related activities and facilitate bank reconciliation with punching medium.

LABOUR BUREAU :

Pay Roll and Mustering, Pension and Terminal Benefits, CEA Bills, TA/DA Advance, TA/DA Final Bills, Medical Advance and Final Bills, Permanent Transfer Bills, LTC, Income Tax issues, FORM-16, Filing of Returns, NPS issues, Salary Certificate, Issue of LPC, GPF, Cash Purchase etc. of I.E.s. The AUDIT GROUP will pre-audit the bills independently before getting them passed.

GST CELL :

Timely Filing of various GST returns, such as GSTR-1, GSTR-3B etc. Record keeper of Tax invoices, Settlement of any audit objection from GST Dept, verification of ITC filed by Firm before payment, Correspondences with GST Consultant etc. This will improve transparency and accountability.

		WORKS OFFICE : Preparation of Warrant & Work order, Budget projection & budget monitoring, Preparation of Outturn Voucher (O-Voucher), Pricing work, audit related activities etc. Now fund projection and fund monitoring is to be done by F& A section therefore it will be prudent to merge the group of works office with F&A section. It will eliminate duplicity of work and enhance efficiency.
4.	Human Resource	
4.1	Personal (Other Than IEs Vertical)	• Activities other than billing portion of Establishment, Pension Cell (for Gp.A. Gp.B GO, NGO and NIE) • All activities pertaining to proper maintenance, upkeep of Service books including its movements. • Timely implementation of pay reduction/ restoration /other penalties, if any, and endorsing the same in the Service books. • Regular updating of personnel & official data & records in the Service Books including in PIS. • Timely auditing/vetting of SBs, including qualifying service, replies to audit objections, if any. • Record / data regarding periodical inspection of the Service books by the individual concerned as per schedule to be maintained. • Forwarding of Service Books to Finance & Accounts for Pay Fixation on grant of promotion / MACP, LTC, etc. • Digitization and Scanning of all the Service Books and proper maintenance of soft copy. • Issue of Last Pay certificate, No Demand Certificate, Vigilance & Discipline Clearance, Outstanding Dues, etc., in case of Inter Factory Transfer, Deputation, Technical Resignation & vetted through Finance & Accounts. • Maintenance of PIS Database Management. • Conducting of LDCE Examinations. • Preparation / maintenance of Reservation Rosters Register for SC/ST/OBC/EWS/PWD/EX-SM for DR and SC/ST/PWD for Promotion as per extant rules / regulations & vetting of the same from liaison officer. • All work related to SC/ST Cell. • Promotion (DPC)/ ACP/ MACP, Probation/ Permanency Confirmation, i/r/o GOs, NGOs &

NIEs.

- Annual Vacancy Distribution & Maintenance of vacancy register. Maintenance of Vacancy Distribution register/roster.
- Convening SPC & effecting Inter Sectional Transfers.
- NOC for Higher Studies for GOs, NGOs & NIEs.
- Hiring of Contractual NIEs.
- FR-56 Review of cases for GOs, NGOs and NIEs in consultation with Vigilance Office.
- Seniority of GOs/NGOs/NIEs. Publication of Annual Seniority List of GOs & NGO. Preparation & Publications of NIEs Annual Seniority List.
- Inter DPSU & Intra DPSU Inter Factory Transfer Cases for all JWMs/NGOs/NIEs.
- Preparation and forwarding of comments on Works Committee, Unions / Associations Agenda Points.
- Preparation & Submission of all types of Pension / Family Pension Cases (i/r/o all eligible dependents).
- Creation of Monthly Data Base for Retiring Employees, Last Pay certificate, No Demand Certificate, Retirement Amount, Vigilance Disciplinary Clearance, Outstanding Dues, Superannuation Notice, Obituary FO, etc.
- Liaisoning with F&A, Field Unit, DoO, etc. for timely processing the pension cases.
- Forwarding of Pension cases to PCDA, Allahabad for issue of PPO.
- NPS related work, filling up of New Pension Forms of Newly recruited employees, issue of PRAN Kit, forwarding of NPS amendment form S-2 & NPS exit forms i.e. on retirement, etc.
- Timely implementation of Govt. instructions/orders on administrative matter, CVO / CVC guidelines, etc.
- Preparation and publication of FOs, Online Circulars.
- Preparation and forwarding of various reports / returns viz. Strength reports, Annual Administrative reports, etc.
- Preparation of Orderly Officer / Duty Officer Roster.
- Duty Allocation / Posting i/r/o GOs, NGOs and NIEs.
- Monitoring and processing of DPC & MACP cases in consultation with Vigilance Office.

		• Forwarding of Service Books to Finance & Accounts for Pay Fixation on grant of promotion / MACP, LTC, etc. • Implementation of CVO/CVC guidelines. • Liaisoning with F&A, Field Unit, etc. for timely processing the pension cases. • Liaisoning with F&A, Field Unit, DOO, HQ etc for service matters. • Preparation & Submission of all types of Pension / Family Pension Cases. • Preparation and submission of Family Pension Cases in r/o Unmarried / Widow / Divorced daughter, Scrutiny of documents, Verification by Civil authorities and Factory authorities. • Maintaining proper registers & records i/r/o movement of service books. • Ensuring Timely submission/ forwarding of all reports and returns. • Coordination of Duty Allocation of Group A Officers. • Conducting of DR / LDCE Exams.
4.2	Personal (IEs Vertical)	• Other than billing portion of Labour Bureau, Pension cell (IEs), Labour Welfare office. • All activities pertaining to proper maintenance, upkeep of Service books, including its movements. • Issue of Last Pay certificate vetted through Finance and Accounts, No Demand Certificate, Vigilance & Disciplinary Clearance, Outstanding Dues, etc., in case of Inter Factory Transfer, Deputation, Technical Resignation. • Timely implementation of pay reduction/restoration /other penalties, if any, and endorsing the same in the Service books. • Regular updating of personnel & official data & records in the Service Books including in PIS. • Timely auditing/vetting of SBs, including qualifying service, replies to audit objections, if any. • Record / data regarding periodical inspection of the Service books by the individual concerned as per schedule to be maintained. • Forwarding of Service Books to Finance & Accounts for Pay Fixation on grant of promotion / MACP, LTC, etc. • Scanning of all the Service Books and proper maintenance of soft copy. • Preparation & Submission of all types of Pension

/ Family Pension Cases (i/r/o all eligible dependents).

- Creation of Monthly Data Base for Retiring Employees, Last Pay certificate, No Demand Certificate, Retirement Amount, V&C Clearance, Outstanding Dues, Superannuation Notice, Obituary FO, etc.
- Liaisoning with F&A, Field Unit, etc. for timely processing the pension cases.
- Liaisoning with F&A, Field Unit, DOO, HQ etc for service matters.
- Forwarding of Pension cases to PCDA, Allahabad for issue of PPO.
- NPS related work, filling up of New Pension Forms of Newly recruited employees, issue of PRAN Kit, forwarding of NPS amendment form S-2 & NPS exit forms i.e. on retirement, etc.
- Maintenance of PIS Database Management.
- Conducting of LDCE Examinations.
- All recruitment related activities.
- Preparation / maintenance of Reservation Rosters Register for SC/ST/OBC/EWS/PWD/EX-SM for DR (Trade and Grade -wise) and SC/ST/PWD for Promotion as per extant rules / regulations & vetting of the same from liaison officer and other related work of SC/ST Cell.
- Detailment / Posting of Industrial Employees.
- Promotion (DPC & Trade Test)/ACP/MACP, Probation/Permanency Confirmation, i/r/o IEs.
- Publication of Trade / Grade Wise Annual Seniority List of IEs. Preparation & Publications Dovetailed Seniority List of HS-I & MCM for promotion to Ch/man (Tech).
- Inter DPSU & Intra DPSU Inter Factory Transfer Cases for all IEs.
- NOC for Higher Studies for Industrial Employees.
- Calculation of Vacancies for compassionate appointment and compilation & forwarding of Compassionate Appointment applications to Compassionate Appointment Committee (CAC).
- FR-56 Review of cases for IEs in consultation with Vigilance Office.
- Preparation and forwarding of comments on Works Committee, Unions / Associations Agenda Points.
- Maintaining updated data (PIS) i/r/o promotion, transfer, suspension, SOS etc., Existing and Sanctioned Strength, Vacancy position of all

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| | <p>trades / grades for effecting timely promotions.</p> <ul style="list-style-type: none"> • Timely implementation of Govt. instructions/orders on administrative matter, CVO / CVC guidelines, etc. • Preparation and publication of FOs, Online Circulars. • Preparation and forwarding of various reports / returns viz. Strength reports, Annual Administrative reports, etc. • Coordination for retirement function. • Proper management of all activities related to Unions & Associations, and Works Committee. • Conduction of Works Committee Election, Dual Membership verification of Service Associations & Membership verification of Registered Unions. [lo] • Verification of family nominations, tangible/non tangible assets of dependent members for granting family pension and Compassionate Appointment. • Coordination for retirement function. • Maintaining proper registers & records i/r/o movement of service books. • Preparation and submission of Family Pension Cases in r/o Unmarried / Widow / Divorced daughter, Scrutiny of documents, Verification by Civil authorities and Factory authorities. • Ensuring Timely submission/ forwarding of all reports. • Implementation of CVO / CVC guidelines • Conducting of DR Exams. • Maintain Reservation Rosters i/r/o all the IEs pertaining to SC/ST/OBC etc., category (Trade and Grade-wise) duly vetted by the Liaison Officer. • Annual Vacancy Distribution & Maintenance of vacancy register. • Monitoring and processing of DPC & MACP cases in consultation with Vigilance Office. • Preparation of Annual Seniority list. (Trade and Grade-wise) in respect of all the IEs All activities w.r.t. promotion to the eligible IEs well in time. • Conduction of Trade Tests well in advance for DPC / Promotion, as per the vacancies in respective and trades/grades. • Monitor /Co-ordinate the activities of Medical Grp, LTC& TA/DA Grp. Co-ordinate the activities of Fire & Safety / First Aid Team. Labour Welfare Fund, Re-imbursement on Medical Expenditure |
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		(RME) & Prolonged Sickness & Accident Relief Fund.
4.3	General Administration	Activities related to Central Registry, HRD, FTI, Rajbhasha, Industrial Canteen, Public Relation, RTI, CPGRAM, PRO and CSR Activities. Central Registry : • Inward Dak Marking, Postal Complaint, Online Entering of Inward Daks, Franking Of Outgoing Daks, Distribution of Dak, etc. • Keeping of Records of all Incoming / Outgoing Daks. • Organise factory functions viz. Republic Day, Independence day, MIL Raising Day, Women's Day, Qaumi Ekta Saptah, Sadbhavna Diwas, Retirement functions etc. Rajbhasha : • वैज्ञानिक, प्रशासनिक एवं तकनीकी दस्तावेजों का अंग्रेजी से हिंदी एवं विलोमतः अनुवाद एवं पुनरीक्षण कार्य । • वार्षिक पत्रिका एवं त्रैमासिक समाचार पत्र का संपादन कार्य । • राजभाषा संबंधी सरकारी आदेशों तथा नीतियों का अनुपालन सुनिश्चित करना । • रा.का.स.की बैठकों का आयोजन एवं लिए गए निर्णयों का कार्यान्वयन । • विविध रिपोर्ट- तिमाही प्रगति रिपोर्ट, अर्धवार्षिक, वार्षिक रिपोर्ट, नराकास की अर्धवार्षिक रिपोर्ट, प्रतिवर्ष राजभाषा सम्मेलन से संबंधित रिपोर्ट, संसदीय समिति आदि से संबंधित रिपोर्ट एवं निरीक्षण प्रश्नावली रिपोर्ट भरने से संबंधित आदि कार्य । • विभिन्न समारोह - हिंदी दिवस/हिंदी पखवाड़ा , राजभाषा सम्मेलन आदि के आयोजन से संबंधित कार्य । • विभिन्न प्रोत्साहन योजनाओं से संबंधित कार्य। • राजभाषा नीति अनुपालन में सुचना व प्रद्योगिकी का पययोग। • हिंदी शिक्षा योजनाओं से सम्बंधित कार्य । • हिंदी कार्यशाला। Industrial Canteen : • Procurement Provisioning of LPG/PNG, Maintenance and safety of Inventory of Industrial Canteen. • Material Management, Audit of ledger of stores. • Preparation of all types of snacks, meals and food

formulas.

Human Resource Development / Factory Training Institute:

- Administration, planning and execution of all HRD / FTI related activities.
- Co-ordination for engagement of TAs & Stipendiary Apprentices.
- Work related to training imparted to Apprentices like Deployment for On Job Training and Trade Practical, conducting theory classes, checking work diaries, Conduction of practical and Engg. Drawing. Papers & uploading of marks, All activities for All India Trade Test of TAs, Tools and machineries, etc.
- All training related activities for all category of employees and trade apprentices.
- Uploading of day wise TA attendance in portal
- Claiming re-imbursement of stipend of NAPS and NATS, Receipt and despatch of DAK, Maintain issue and receipt of HRD Library Books to and from apprentices
- Liaisoning with RDAT & BOAT.
- All engagement activities for Engagement of TAs & Stipendiary Apprentices, Formation of Committees, Roster, and keeping records of PVR, Medical etc.
- Placement of Trade Apprentices & Stipendiary Apprentices
- Submission of Reports of Apprenticeship Training as per MoD Guidelines.
- Preparation, Extension & Termination of Contract Agreement of TAs & Stipendiary Apprentices
- In House Training of Factory Employees.
- Preparation of Annual Training calendar.
- Arranging faculties/Publishing circulars.
- Inviting participants for the courses according to areas of work (like employees from Admin Division for courses related to Admin, IEs from production sections for courses related to Production, etc.).
- Payment of Honorarium to Faculties as per norms.
- Obtaining expenditure sanctions.
- Obtaining Efficacy Feedback.
- Preparation of various Employee Training Reports.

- Arranging training of Group A officers at NADP that includes publishing circulars, approval through Noting, correspondence with NADP regarding details of participants, arranging webinar. if the course is online and ensure smooth conduction of webinar, generating and issue of DFOs after approval if the course is offline / physical, etc
- Arranging factory familiarization training to officers.
- Arranging various external training of/at DIAT for M.Tech., CLI for ADIS, CATII, CFEES, RGNIPPM, CDAC Hyderabad, Directorate of standardization, VVGNI IIM/IITs that includes approval through Noting, publishing circulars, approval for nominations received, forwarding nominations to DoO / MIL HQ for further approval, obtaining financial concurrence and fund thereof, preparation and issue DFOs after approval if the course is offline or arrange for webinar if the course is online
- Arranging training of GR B GOs, NGOs, NIEs and IEs at OFILs that includes publishing circulars, approval through Noting, correspondence with OFILs regarding details of participants, arranging webinar if the course is online and ensure smooth conduction of webinar, generating and issue of DFOs after approval if the course is offline / physical, etc.
- Arranging internship training to ward of employees
- Obtaining feedbacks, training efficacy of all training / participants from their DO/GO.

Public Relation Office (PRO) & Corporate Social Responsibility Office (CSR):

PRO related activities as well as CSR related activities will be carried out by this office.

Recruitment Cell :

- All types of recruitment including compassionate appointment to be done by Recruitment Cell with consultation and liaisoning with Personnel (Non IEs Vertical) and Personnel (IEs Vertical) Sections. Vacancy calculations to be done by Personnel (Non IEs Vertical) for GOs, NGOs and NIEs and Personnel (IEs Vertical) for Industrial

		Employees. Further recruitment process will be carried out by Recruitment Cell. Grievance Cell: • Reply to RTI, CPGRAMS, replies to parliamentary questions, reply to union/association questions, etc. to be done by Grievance Cell.
4.4	Vigilance Office	• Activities related to Vigilance & Confidential and Discipline Section • Board of Inquiries and Court of Inquiries. • Annual Immovable Property Returns by Officers (AIPR) i/r/o Group-A (GOs), Group-B (GOs & NGOs), NIEs & IEs. • APARs in respect of Group-A (GOs) (SPARROW), Group-B (GOs & NGOs) & NIEs. • Processing Disciplinary Cases, Appeals, Revision Petition, Vigilance Clearance of GOs, Staff and IEs. • Vigilance Office shall furnish the Vigilance Clearance & APAR gradings required for DPC/MACP. Legal Cell: • A Separate Legal Cell to be formed and Officers/Staff having preferably legal background (LLB/LLM Qualification) to be posted to this Cell. They will deal with all the litigation / legal matters / cases pertaining to the factory other than service matters. • This will include all types of Litigation / Legal Cases related to litigation cases related to procurement, taxation, customs, VAT & GST, arbitrations, MSME Council, etc. to be centrally monitored by Legal Cell. • Liaisoning and expediting the court cases related with service matters and disciplinary cases to be dealt by Field Units.
5.	Provisioning & Inventory Control	
5.1	PV (Direct) and MCO	• Preparation of SOP for procurement of direct material through GeM portal such as uploading or availability of specification, drawings of direct items to be procured. • Preparation of briefs and minutes of relevant TPC at every stage of procurement decision.

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| | <ul style="list-style-type: none"> • Initiating procurement action from MP sheet to placement of Supply order on GeM portal through e-bidding/Reverse Auction, custom bid and direct purchase by comparison or through e-Proc or LPC etc. • Post supply order activities such as expediting material, DP extension if any, Bill preparation and updation in GeM portal and e-Proc portal as applicable. • Compilation of procurement data required by different agencies in respect of GeM, e-Proc or other modes of procurements, procurement from MSME firms, procurement from SC/ST MSME firms, foreign procurement etc. • Preparation of TE documents and publication in CPPP portal for tenders floated outside GeM with GeM non-availability report. • Safe custody of EMD and PSD and their release as per decision of relevant TPC and within time frame as mentioned in relevant procurement manuals. • Liaisoning with relevant agencies of procurement such as user, quality, F&A etc for expeditiously finalising of the cases. • Maintaining data of arbitration cases of procurement and their status. • Monitoring and ensuring availability of all input component other than IFD (Deemed Agreement). • Raising of MP Sheet of all Direct items and SHIS for indirect items & MR items considering stock, WIP, dues in coordination with store P&P and user. • Opening of New Ledger Folio for all items and services to be procured, • Maintenance of Stock Pile register. • Maintenance of Inventory data of items such as moving, slow moving and non-moving. Deciding course of action for slow and non-moving items • Complete Procurement action for Direct materials for End Products. • Initiate procurement action for Direct Material based on requisitions & inventory reports. • Analysis of Material requisitions, existing stock level, Orders in place & projecting further procurement action. • Preparation of Vendor Selection List. • Generating & Uploading E-Tenders (GeM/E-PROC/CPPP etc.) |
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		• Preparation of Comparative Statements of Tenders. • Placement, Progress Tracking & Monitoring of Purchase Orders. • Monitoring material receipt progress. • Preparation & processing of materials Bills against placed orders. • Liaising with F&A and Purchase Committees (TPC) & Audit compliance.
5.2	PV (Indirect)	• Responsible for Procurement of indirect materials, services (hiring of manpower/ vehicles etc) through GeM portal. • Preparation of briefs and minutes of relevant TPC at every stage of procurement decision. • Initiating procurement action from SHIS to placement of Supply order on GeM portal through e-bidding/Reverse Auction, custom bid and direct purchase by comparison or through e-Proc or LPC etc. • Post supply order activities such as expediting material, DP extension if any, Bill preparation and updation in GeM portal and e-Proc portal as applicable. • Compilation of procurement data required by different agencies in respect of GeM, e-Proc or other modes of procurements, procurement from MSME firms, procurement from SC/ST MSME firms, foreign procurement etc. • Preparation of TE documents and publication in CPPP portal for tenders floated outside GeM with GeM non-availability report • Safe custody of EMD and PSD instruments and their release as per decision of relevant TPC and within time frame as mentioned in relevant procurement manuals. • Liaisoning with relevant agencies of procurement of expeditiously finalising of cases. • Compliance of relevant guidelines of CLC, labour laws in the procurement of services of manpower hiring. • Procurement of services of hired PSG from DGR empanelled agencies. • Maintaining data of arbitration cases of procurement and their status. • PSD Monitoring of Labour Contracts.
5.3	Stores	• Monitoring of Material Inward, Disposal and issue of Material to various sections as well as issue to sister factory, and other consignees.

Accounting of all the material received, rejection intimation, material handling & manpower for unloading of received material. Discrepancies reporting in Deemed Contracts/Agreement. Accounting & Vetting of receipt documents against SO, CP & Deemed Contract / Agreement.

- Proper coordination, managing and supervising all input materials received from vendors, dispatch of the finished stores to various depot, scrap disposal through e-auction, etc.
- Issue of finished ammunition to various Depot and Sister Factories.
- Booking of Proof Sample, Collection & Issue of Material, Vouchers, Gate pass, etc.
- Receipt of Material, Preparation of MIS, Offer material for Inspection, Dispatch voucher to F&A and PV, etc.
- Correspondence with firms/suppliers regarding rejected material and disposal of the same.
- Correspondence with Sister Factories regarding Deemed Contract/Agreement.
- Storage of Diesel and issue to MT vehicles and Sister Factory Vehicles.
- Up-Keep of all types of Magazines.
- Storage of Explosives at Magazine as per the GSD.
- Preservation of items in the godowns and housekeeping of the godowns.
- Monitoring Stores in Transit
- Monitoring MIS of all items older than 30 days in the weekly production meeting.
- Receipt of Material, Preparation of MIS, Offer material for Inspection, RV, CRV, Dispatch voucher to F&A and PV, etc.
- Initiating Procurement action & follow up for Transport Contracts.
- Liasoning with embarkation/CHA for custom clearance for Ex-import consignments.
- Liasoning with Shipping lines/ Shipping Agents/DGFT for timely issue of delivery orders.
- Initiation of BOE for shelf life expired and rejected materials and making of loss statements for store loss.
- Initiation of BOE for demurrage cases ex-import.

Disposal Group:

- Collecting & consolidating scrap material reports from store-keepers for accumulation of scrap.

		• Initiate & supervise disposal action for Ferrous, Non-Ferrous, Unserviceable/ Surplus Scrap Items, waste & surplus stores based on inventory status reports. • Initiating, tracking & concluding yearly Rate/Running Contracts for waste generated in production section. • Arranging & coordinating process of e-auctions through MSTC. • Getting nominations & liaising with Reserve Price Committee, F&A • Overseeing issue of material to successful bidders & Issue Tax Invoices, TCS Certificates & other relevant documents. • Submission of VAT & TCS. Filing of monthly tax returns. • Projection of Budget reports, Reports submission to CVC, Pollution Control Boards & ISO Audit. <i>Railway Siding (Where functional)</i> • Placing indents on railways for dispatch to buyers' locations as per P&P directives. • Processing & Clearance of Transport/Demurrage Charges Bills for Railway Wagons. • Supervising Attendance & processing Bill Payment of Railway Siding Staff & Labours. • Supervising Maintenance of Railway track inside factory by Railways. • Liaising with Engineering Group of Fy. & Railway Authorities regarding maintenance of tracks, demurrage waiver & pending payments.
6.	Quality	
6.1	Quality Control Process (QCP) and Quality Assurance & Planning (QA&P)	Quality Control Process : • In-process inspection as per Quality Plan, specification & drawing • QCC preparation & offering item to QA & P with recommendation to accept or otherwise. • Uploading of relevant test/inspection documents/ data in NQDBMS • Implementation, execution and monitoring of NQDBMS • Liasoning with various QA. • Documentation, preservation of relevant reports and records • Verification of actual rejection before UAR authorisation • Analysis of quality control test results, including

		SPC/SQC techniques and provide feedback to all concerned groups • Monitor performance of quality control systems to ensure effectiveness and efficiency • Assist Internal / External auditors related to quality matters i) Implementation of Industry 4.0 for quality Quality Assurance & Planning (QA&P) : • Final acceptance inspection for component and store issued to all consignee (includes both internal and external consignee). • Selection of proof samples and sentencing of lot/ batch as per relevant specification (wherever applicable) and all standard cell activities etc. • Nodal section for NQDBMS • Uploading of relevant proof test reports and inspection documents in NQDBMS • Vetting of technical specification of direct material during SHIS and supply order. • Vendor Registration for direct materials. • ISO certification activities. • Custodian for all the specifications, drawings and other classified documents, etc. • Certification of ISO, EMS, ENMS, OHSAS etc. • Technical co-ordination with AHSP w.r.t quality issues.
6.2	Quality Audit	• Quality audit of critical input material • Quality audit of identified critical operations to ensure the process is as per process schedule • Audit of quality documents viz. Quality Plans /Quality Assurance Plans, ATPs etc. to ensure correctness & updated status • Audit of gauges/instruments/sensors to check calibration status, condition and overall suitability to use in production • To verify implementation of remedial measures suggested • Audit of manpower traceability and accountability data entry in NQDBMS • To carry out repeat tests/checks for frequently failed components/end products h) Audit any quality function
6.3	QC (Lab) and QC (T&G)	QC (Lab) : • Chemical, metallurgical, mechanical testing etc. as per relevant specifications.

		• Compilation of test results and preparation of reports for evaluation • Uploading of inspection/ test data in NQDBMS, wherever applicable • Maintaining / obtaining NABL accreditation for all test QC (Tool & Gauges) : • Provisioning and custody of all gauges and their records • Calibration and disposal of all gauges & test Instruments / equipment. • Uploading calibration certificates in NQDBMS and maintain records • Inspection of tools and issue of accepted tools for production purpose • Critical examination of various components as per requirement
6.4	QC Proof & QC (Mat)	QC (Proof) : Wherever proof is factory responsibility, including Export, Civil Trade etc, following activities are to be performed by: • Planning of weapons, equipment and proof stock items. • Conduction of Proof of components and end stores, forwarding results to QA&P • Modification / upgradation of proof facilities • Maintenance of weapons & its records • Disposal of unused old weapons f) Any other duties assigned by QCO QC (Mat) : Input material inspection : • Carry out inspection of all incoming material received from Trade/ Intra-factories of MIL or other DPSUs etc. as per relevant specification & Sentencing of Material. • Correspondences with the supplier in case of failure / discrepancies with intimation to MM division • Uploading of MIS and test reports etc. in NQDBMS portal
7.	Engineering Group	
7.1	Engineering Office	• Procurement of Plant & Machineries (i.e. Preparation of Demand, Preparation PFC,

		tendering of cases, Conducting TEC, TPC Meetings, placement of supply orders, expediting & coordination with firms for supply and installation of machines etc. • Issue of TE through GeM, preparation of Brief & minutes, correspondence with firms, making demands, ensure validity of EMD, BG. • Liaisoning with concerned section for conduction of PDI. • Ensuring site readiness for erection & commission in advance of delivery. • Ensuring of disposal of condemned P&M. • Reply of audit memos. • Processing of cases related to Civil Works (i.e. Scrutiny of Demand Estimate and get concurrence from Accounts, Preparation Admin Approval, Preparation Technical Sanction. • Preparation of tender documents, uploading of tenders in CPP Portal, Drafting of TEC & TPC, placement of supply orders, expediting & coordination with firms for completion of Civil Works) and preparation of bills, maintain of land Records/document, liaison and co-ordination with other agencies (MES/CPWD/ DEO). • Maintaining land records and related correspondence • Monitoring of various project for installation of new P&M and production facilities. • Execution of contract for water & electricity. Payment of Water & Electricity Bills and liaisoning with agencies for the same.
7.2	Electrical Maintenance	• Electrical Maintenance (Factory) and Electrical Maintenance (Estate). • Electrical maintenance of HT/LT overhead lines, all transformers, all substations of Factory and Estate. • Maintenance of various production plant, electric motors, preparation of SWODs, demand notes. • Meter Reading of Factory and Estate area and up keeping of records of the same. • Projecting material requirement, timely procurement action, approval, CST recommendation, purchasing through GeM, liaisoning with PV and Vendors, etc. • Follow up of the procurement action till receipt of the material. • Preparation of electric duty statement for

		different production plants, commercial complex, connected paper work for accounts. • Calibration of all electrical & electronic instruments, maintaining all record pertaining to calibration, liasoning with outside agencies for repairing of electrical & electronics instruments / gadgets, operating maintaining of PA system. • Procurement of electrical/electronic spares, etc. • Planning of material and critical spares. • Instrument maintenance of telephone exchange both for factory and estate areas. • Motor rewinding, overhauling/ assembly and testing, repairing of electrical appliances, battery maintenance and charging, etc. • Maintenance of substation, transformer, underground cable, LT/HT switchgear, new installation wiring, LP, static earthing testing, IR/ER testing, rectification of safety points, estimation of new electrical proposal, maintaining of electrical capital item inventory, etc. • Telephone Exchange Operations with 24x7 operator coverage. • Procurement & Maintenance of CCTV camera, TV, DVR, NVR, & fire alarm system for sensitive offices of factory. • Electric Meter reading of all factory quarters and amenity buildings and subsequent bill processing, payment /recovery, meter rectification, etc. liaisoning with electricity board authorities. • Maintenance of street light inside factory area, proof range, perimeter, bastions, boiler, compressors, etc. • <u>Electrical, electronic and instrumentation maintenance of P&M.</u> • Electrical maintenance of all quarters in estate area, amenity building, substation, transformer HT/LT line, DG set, street light, etc. • Energy Conservation & Documentation of ISO. • Implementing Energy Conservation Projects inside factory & Estate area. • <u>Conducting Internal energy audit and electrical safety audit.</u> • Correspondence with external agencies about energy conservation <u>and electrical safety.</u>
7.3	Mechanical Maintenance	• Strict following of preventive maintenance of P&M as per procedure and schedule in coordination with Sections.

		• Proper monitoring of breakdown complaints and keeping records of the same. • Timely planning, initiating and provisioning of P&M spares, consumables, tools, etc. required for mechanical maintenance. Planning of material and critical spares. • Follow up of the procurement action till receipt of the material. • Preparing specifications for spares required for maintenance of plant and machinery. • Proper maintenance of records of Inventory and machinery. • Overall repairs and maintenance of P&M, and up keeping of records of the same, etc. • Managing of refrigeration maintenance, compressor units, chilling units, etc. • Managing and maintenance of Boiler house. • Operation and maintenance of AC plants and Compressor house. • Managing Mechanical workshop. • Planning of Spare procurement. • Repair and maintenance of river water lines and firefighting lines, valves, pipes, hydrant pumps and other equipment required for water supply plants including Water supply to machines in production sections.
7.4	Estate Maintenance	• Y&E(Estate) and CW(Estate). • Quarter Allotment to employees, Handing-over and taking-over of quarters, Retention & Eviction, Estate Visit, Maintenance of Guest House, Overall maintenance, sanitation, cleaning/conservancy (grass cutting, Tree Trimming, sewer line, etc.) of estate area. • Maintaining complaint register and attending the complaints. • Handing-over and taking-over of quarters. • Maintenance of records of various types of quarters & their allotment. Roster for SC/ST. • Maintenance of estate area for cleaning and sanitation. • Preparation of various documents for Land /Lease for preparation of various documentation regarding licensing of land, Extension of Land Lease, auction of shops, etc. in estate area. • Collection of licence fee, electricity charges from all quarter occupants i.e. serving, transferred, retired employees, employees of allied establishments, etc.

- Carrying out anti encroachment drive.
- Arrangement of official functions inside in Estate premises.
- Maintenance of drainage system and sewage line & attending complaints of it.
- Maintenance of stadiums, community halls, clubs, etc.
- Tree cutting, grass cutting etc.
- Work related to grant and extension of Land lease
- Shops lease related work viz. tender, auction and agreement preparation
- Eviction correspondence for land and shops
- Preparation of quarterly report on afforestation, encroachment.
- Mediating the dispute of estate residents with the assistance of Security section.
- Inspection of quarters on regular intervals.
- Surprise checking of quarters on regular intervals with security section.
- Disposal of waste and related correspondence related to waste disposal activities.
- Arboriculture activities in the estate.
- Beautification of gardens in estate area.
- Maintenance of recreation club etc.
- Maintaining quarter allotment roaster for SC/STs
- Grant of HRA and related jobs
- Maintaining record of qtrs. in registers and online system.
- Preparation of monthly rent bills of qtrs. allotted to Factory employees and allied establishment employees
- Maintenance of recovery schedule/register.
- Qtr. Eviction for unauthorised/sublet occupation
- Initiation of labour contracts, preparation of scope of work, monthly Job Completion Certificate(JCC), discrepancy in supplied material if any along with correspondence with contractors if any discrepancy in supplied materials and other as per terms and conditions of contract labourers
- Maintenance of eviction unauthorised occupancy register
- Issue of No-dues certificates i/r/o regarding contracts, transfer, pension, superannuation, resignation etc.
- Issue of quarter vacation certificate on request of employees
- Maintenance of 'Demand' and 'Estate' fund

		registers • Encroachment correspondence and conduction of monthly anti-encroachment drive • Civil Maintenance of Quarter and Amenity Buildings. • Monitoring various civil works inside the estate. • Preparation of estimates for various civil contracts for the estate. • Maintenance of ETP and STP outside factory. • Duties regarding liaisoning with State Government (voter list, Census, Booth level officer, etc.). • Preparation requisition of Labour Contract Detailment of Contract Labours.
7.5	Civil & Hygiene Section	• Y&E(Factory), Civil Works(Factory) and Water Supply. • Monitoring & execution of all routine complaints generated from factory, Magazine & safety zone area. • Monitoring material management, floating, generating requisitions of different items required for day to day civil, water supply & Y&E works and maintain records of the resister, Labour & material booking, warrant correspondence etc. • Monitoring various civil works and maintenance of the sections inside factory area. • Detailment of Contract Labours (for inside factory and magazine area). • Supervision & maintenance of raw water pumping station at natural resources, water rising main, water treatment plant, underground water sump, fresh water pumping station, water rising main up to ESR, water distribution network system up to end user of water supply, co-ordination to Fire Brigade section during emergency fire call to un interrupted water supply for factory and estate. • Maintenance of all Pumps & motors, water line & its accessories from raw water pumping station up to end users in factory and estate with the help of ME & EE Section. • Timely procurement of plant and machineries for Civil, Water supply & Y&E works. • Tree pruning, grass cutting, sanitation and conservancy for inside factory and within apron fencing along factory perimeter wall. • Maintenance of WTP, ETP and STP inside factory. • Preparation of estimates for various civil contracts for the factory & Magazine.

		• Maintenance of buildings, roads, culverts, fencing, compound wall, storm water drain etc. in the factory, magazine.
7.6	Motor Transport	• Preventive, Predictive, Periodical maintenance of all vehicles. Action plan for Breakdown of vehicle on site. • Transport arrangement for proof samples/Final dispatch, Upkeep of Vehicle following the all statutory rule of Motor Vehicle act. • Proper documentation of MT vehicles & RTO related work- Fitness of vehicles, Road Tax, Green Tax, Pollution Certificate, Insurance and Fastag, GPS tracking for all explosive vans. • Hiring of vehicles along with drivers, hiring of drivers, Hiring of contact labours/technicians, AMC for MT vehicles. • Annual Audit of all the inventory/machinery items, Vehicles, spare parts, etc. • Proper documentation for condemnation of out-dated/absolute items on regular interval with due return note and Audit related documentation. • Documentation of Log book, Mileage card & maintaining of records regarding consumption of Petrol, Diesel, Lubricants, Battery, Spare Parts, etc. placement of requisite warrant/Demand Notes as per requirement of the Section. • Proper distribution of vehicles as per local/outstation requirements. • Annual budget of MT Section.
8.	Miscellaneous Sections	
8.1	Safety	• Activities related to DB & Safety, Fire Brigade and ETP. • Perform visits to production sections for finding out any deviations & reporting. Point of Attention (PFA) to be raised daily and records to be maintained by the safety visitors. • Safety Audit Level -1 to be carried out by all Safety Officers on weekly basis and its record to be maintained. Radiography Safety Officer should visit X-Ray buildings once in every month and its record to be maintained. • GSD's preparation, re-affirmation & amendments should be done on high priority basis and ensure that all GSDs should be revalidated/reaffirmed. Central Safety Committee Meetings & Safety Audit Review Meetings should be conducted on monthly basis. Its Agenda & Minutes to be

display before and after meetings.

- Consent to Operate and establish should be obtained from respective state PCB for Environment clearances, ETP & STP, Hazardous Waste Management, Perform the Liaoning with state PCBs & Production units for ETP/STP environmental issues.
- All reports and returns in connection with state PCB should be properly maintained by Safety section.
- Maintenance of Effluent Treatment Plant in association with production /maintenance section.
- Factories to ensure about the proper Planning & Procurement of PPEs, and Safety Equipment's, its, Improvement & Promotion of Safety must be encourage at every level.
- Near misses, incident and accident should be reported on priority to MILCOS. Accident Prevention measures to be taken at every shop floor. Before the start of work, safety talk to be done by the supervisor.
- Self-Audit safety report with proforma should be submitted by HOS of all Production sections to Safety section once in every two months.
- Safety Audit & Inspection, GSD Revalidations, Emergency Preparedness. Safety Manual, Disaster Control Plans and Fire Order should be updated and maintained as per existing rule.
- Display of Flex Boards (Safety) to all sensitive places.
- Entry into explosive area by factory employees, visitors and contractors, are regulated by issue of DB (Danger Building) Token / DB pass. DB Attendant posted at DB check-post at the entry point check employees and visitors to prevent entry of prohibited articles. Similarly vehicles and materials are also checked.
- Waste Explosives should be disposed on daily basis and its record to be maintained. Unserviceable Ammunitions should be disposed/demolished only with approved SI/GSD.
- Jobs like Working at height, excavation work, confined space work & hot work must be carried out only with valid SI/Permission from Safety section and concerned section.
- Safety section must ensure that contract worker

must wear proper PPEs while working at height, Excavation work, Confined space work and Hot Work.

- To design training programs to provide safety environment awareness education.
- To Initiate and organize OHS training of employees and managers
- To verify all tools and equipment's are adequate and safe for use and it will be calibrated as per schedule.
- Advise and instruct on various safety-related topics (workplace monitoring, vibration, air monitoring, noise levels, use of machinery etc.).
- To conduct/review job hazard analysis, Plant safety inspection.
- All Machines, cranes, hoists, lifts and OT cranes are periodically inspected, tested and records to be maintained.
- DO'S and DON'TS and safety check list for daily work must be strictly followed.
- Sweepings of waste explosives in the buildings must be in authorized place and no accumulation of the same in the building is allowed. It should be disposed off on daily basis.
- All work in the explosive buildings must be carried out as per SI/GSD.
- Electrical light fittings, equipment's, static earthings, lightings protector etc. are as per STEC Regulations and are in good condition. IR, LP and static earthing are tested as per schedule.
- Repairs to plant and machinery and explosive buildings are carried out after cleaning them & ensuring that they are free from explosives and duly passed out by safety staff in prescribed form.
- SI/GSDs are read and explained in regional language to the employees and record should be maintained on weekly basis.
- Man limit in the explosive buildings must be as per authority only.
- To carry out work in terms of decision taken by Shop level Safety Committee and Central Safety Committee.
- To ensure overall safety in factory and Estate.
- Fire Brigade: Keeping of fire crew and fire tender updated. Fire Training to apprentice & worker of establishment, plan and implementation of various fire programme.

		• Monitoring of daily works related to firefighting & appliances, fire equipment, training program for employees. • Liasoning with MT Section for Fire Appliances. • Liasoning with Maintenance Sec. for maintenance & repair of hydrant & SWT. • Periodical Inspection, Maintaining and up keeping of Fire Fighting Equipment's viz Fire Disc, Fire Buckets (Sand / Water) Fire Extinguishers (All type), Fire Hydrants, Fire Hose Boxes, and Static Water Tanks of all sections inside the Factory, Central Magazine, Other Magazine, Proof Range & outside the Factory. • Liasoning with MILCOS Pune, CEFFS New Delhi and other safety agency • Housekeeping and maintenance of burning ground should be carried out once in every week. • Initiation and maintaining records of Periodical Medical Examination of employees.
8.2	ITC	• Maintenance of IT hardware, Servers, VMware, IBM Informix RDBMS, Firewall UTM, Anti-Virus, Domain Controller, System Administration of SuSe Linux and Informix. • Maintenance of COMNET 2.0/Internet, Networking (Fiber Optic Cables & CAT5/CAT6 Cables) in assistance with Electrical Maintenance Section /Telephone Exchange. • Procurement of IT Hardware/Software and consumables etc., condemnation of IT Hardware/OS/Software/Consumables. • All IT services to entire unit/factory. Development & Maintenance of PPC package. IT Inventory Distribution & maintenance of records. • Implementation of Enterprise Resource Planning (ERP). • E-Waste disposal and management as per the Govt. Norms. • Software development & maintenance all modules of E-Admin and Payroll Package (IEs, NGOs & GOs) like Pay fixation, Form-16, IT, TADA, Supplementary bills, Increment, PLB, Arrears, DA, GPF Withdrawal, Quarter Allotment etc. Preparation of Annual Requisitions Plan (ARP) for procurement of IT Items, EARS System Website development and maintenance. • Maintenance & Development of NQDBMS, Wage, Costing & inventory packages. • Maintenance of Management Information System

		& Personnel Information System. • Implementation of Cyber Security in factory & estate area and conduction of IT Security Audit, Preparation of Policies, SOP, Manual and Procedures.
8.3	GMS	• Caters for program, arrangement of meeting, VIP visit or any other as per GM direction. Planning and scheduling meetings and appointments / events. • Maintaining all official documents/registers/files of the Secretariat. • Timely submission of APARs of GP.A Officers, Coordination on VVIP/VIP visits, Scheduling Meetings, Handling of Confidential matters. • Execution of directives of GM – from time to time.
8.4	Security	• Taking care of factory as well as estate security. Deployment of security persons, interaction with IB and Chief Security officer, MIL HQ. • Monitor, Liason & Control all the activity of Security within Factory and Estate area. Preparation of Daily Security Report. • Monitoring of Visitors Room, Visitors Passes, CCTV operations, Opening/Closing of Gate, mustering In/Out, Quick reporting on theft and causality of Factory & Estate premises, Duty passes In/Out, Material & Vehicle In/Out, Surveillance of Factory In/Out, perimeter and Factory Estate premises, and preparation of daily duty report / Logbook. • Preparing visitor passes for private contractors/Labours and Foreigners Visitors. Monitoring of Vehicle passes to all Officers, Staff and IEs. Temporary Identity Passes and PVR related work in r/o all private Labourers/persons. • Settlement of all the Security Audit Objections. Monitoring/Liaisoning of material In/Out, Scrap material out and Material Gate Pass through IGP/Cash purchase. Posting of Security Persons to different guard posts throughout the Factory and Estate area. • Lodging of FIR and related correspondence related to pilferage, theft and any untoward incident occurred inside Factory area if any by orderly officer of the Day with the assistance of OIC/Security Office and OIC of Concerned Section. • Conduct of search.

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| | <ul style="list-style-type: none">• Conduct of security audit within the factory & estate on specific instruction from GM.• Assist safety in Disaster Management and during conduct of fire Drills.• Liaison and coordination with local military authorities and local police authorities for internal security and law & order situation.• Taking care of factory as well as estate security. Deployment of security persons, interaction with IB, Chief Security officer and local authorities for statutory requirements. |
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Any other points which is not included in the above charter of duties but the section is currently looking after, will continue to do the same.

Policy for Empowering of JWM (SG) & JWM and Restructuring of the Organization Structure in MIL Group of Factories.

There are 12 Ordnance Factories in Munitions India Limited. One of the HR Challenge amongst these factories is level of knowledge & skills. There is also high attrition due to deputation to other departments and retirement. There is a need to bridge the gap between HR requirement and HR inventory. Thus, to overcome the constraints and to accomplish the future challenges, the framework of policy for empowering of JWM (SG) & JWM in the organization structure in MIL group of factories has been analyzed and formulated.

1. Objective:

Empowering of JWM(SG) and JWM in the Organization Structure in MIL Group of Factories.

2. Purpose:

JWM(SG) & JWM are a vital element of Human Resources. They are directly involved in the various production and non-production activities and have developed practical expertise in their field of work/operations. The expertise skills of JWM(SG) & JWM are very crucial in MIL group of factories which deal with various chemicals, explosive manufacturing, ammunition fillings etc. which are very sensitive & critical operations.

The JWMs in MIL units work in managerial capacity in the following areas:

- (a) Production Area (chemicals, explosive manufacturing & ammunition filling) and its quality control. – JWM - Chemical
- (b) Component production and its quality control, Machine Maintenance, Boilers, etc. – JWM – Mech.
- (c) Civil maintenance – JWM – Civil.

- (d) Non Production Area (Non-Technical) – Admin, Material Management, Finance & Accounts, Planning, ITC etc. – JWM – NT/Stores/IT.

Thus, based on the organizational goals & targets of MIL, there is a need for gainful utilization of existing JWM inventory, to meet the HR requirements and also to remove the anomalies in working of JWMs and newly created JWM(SG).

3. Background:

There is no further induction of AWM in IOFS Cadre, who are generally posted as Divisional Officer, for last two years. The existing AWMs will also get promoted to WM in next two years. To fulfill the vacuum created, JWM(SG) are to be posted as Divisional Officers (DO) in the 12 factories under MIL.

4. The following functional restructuring of JWM(SG) as Divisional Officers be implemented:

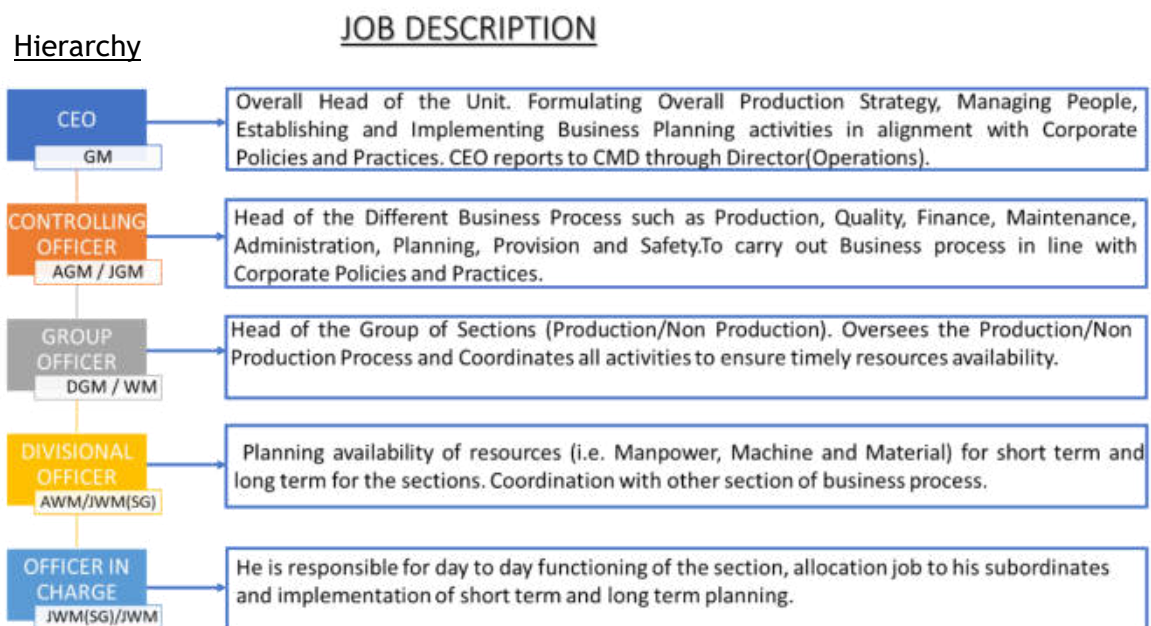
I. Restructuring of JWM(SG)/JWM:

1. JWM(SG) to be posted as Divisional Officers (DO).
2. Divisional Officer (i.e. JWM/SG) shall control one or more sections headed by Office In-charge (JMW/JMW(SG)) based on situation to be decided by respective GM.
3. The Divisional Officer Shall report to Controlling Officer (Jt.GM/AGM) through Group Officers (DGM/WM).
4. The factory organogram set-up to be restructured to have minimum reporting channels.
5. The JWM(SG) shall be posted as Divisional Officer (DO) in their respective area/trade/experience based on the functional requirement of the factory to be decided by respective GM.

6. The JWM(SG) to be posted as Divisional Officer shall be selected on the basis of merit, suitability, seniority & qualification. Being Graduate will be desirable criteria.
7. The respective General Managers of the factory shall clearly define the duties & responsibilities, role etc. of Divisional Officer (DO) in order to bring professionalism and accountability.
8. While allocating duties, care should be taken to ensure that a senior JWM(SG)/JWM does not report to his junior.

II. Process for restructuring of JWM(SG)/JWM as Divisional Officers (DO):

1. The respective General Managers of the factory, based on the functional requirement i.e. number of sections after merging and assigned production targets shall decide the number of as Divisional Officer required.
2. AWM and JWM(SG) [to be Selected by selection process] only shall be posted as Divisional Officer (DO). WM & DGM will be functioning as Group Officers (GO) and Jt.GM & AGM will be functioning as Controlling Officers (CO). The job roles of DO, GO, CO & CEO will be as under:



3. After identifying the posts of Divisional Officers, applications shall be invited by the factory management from eligible JWM(SG).
4. While inviting application all the requisite/crucial information shall be obtained such as Dt. of Appt., Dt. of Birth, Dt. of Retirement, Educational Qualification, Experience, Core area of work/experience, Willingness of the officer and any other information as deemed fit.
5. On receipt of applications, the criteria for selection should be applied. For example:
 - (i) Desirable qualification for Non-Technical groups shall be preferably Graduation/Post Graduation in the relevant field. Experience in relevant field will be given weightage.
 - (ii) Desirable qualification for Technical Groups (Production / Maintenance) shall be preferably BE/B Tech in the relevant field. Experience in relevant field will be given weightage.
 - (iii) Minimum essential experience in the respective field. (To be decided by GM)
 - (iv) Additional qualification in the relevant field shall be given additional weightage.
6. Based on capability, suitability of candidate & weightage a merit list shall be prepared with a scale of 1 to 10.
7. Interview board shall be constituted consisting AGM as Chairman and Jt.GM/DGM as members for evaluation of JWM(SG) to Divisional Officer (DO).
8. The JWM(SG) who are left out after posting of Divisional Officer, may be posted as Head of Section and they will be called Officer-In-Charges (OIC).
9. While allocating duties, care should be taken to ensure that a senior JWM(SG)/JWM does not report to his junior.

III. Job Description of Divisional Officer:

1. The Divisional Officer (JWM(SG)) to control one or more Sections and report to Group Officer (DGM/WM) to be decided by respective GM.
2. The job description of the Divisional Officer (JWM/SG) should be pre-defined by the respective General Managers of the factory, in conformation to the functional requirement of the section where he is posted.
3. The General Managers should have an objective oriented job description for the Divisional Officer (JWM/SG), based on achievement of targets and savings done etc., so that the annual appraisal can be assessed objectively.

IV. Delegation of Powers:

1. Power, authority & control goes hand-in-hand therefore, proper authority and delegation should be given to Divisional Officers, by the respective General Manager of the factories.
2. All kind of Leave Sanctioning of JWM/NG/NIE/IE (as admissible) to be given/delegated to Divisional Officers as follows:

JWM/JWM (SG)	NG	NIE	IE
Upto 15 Days	11 to 30 Days	16 to 30 Days	16 to 30 Days

3. Inter-group transfer of JWM & Staff working under him as group in-charge should be delegated to Divisional Officers.

V. Performance assessment and reporting hierarchy:

1. The annual performance assessment of Divisional Officers shall be assessed objectively.
2. The Divisional Officers shall do the annual assessment of Officer-In-Charge posted under him.

3. Performance shall be assessed based on the timely compliance/completion of assigned work/targets, achievements etc. in their respective areas.

VI. Authority for Posting Divisional Officers:

The General Manager of the respective factories are the sole authority for posting of JWM(SG) as Divisional Officers based on the functional requirement of the factory.

5. The following functional restructuring of JWM/JWM(SG) as Head of Section to be called as Officer-In-Charge is to be implemented:

I. Restructuring of JWM(SG)/JWM as Head of Section/Officer-In-Charge:

1. The JWM/JWM(SG) other than those selected as Divisional Officer, shall be posted as Head of Section and they will be called Officer-In-Charges (OIC).
2. JWM/JWM(SG) posted as Officer-In-Charges (OIC) shall look after a functional area/section with his team of JWM/NG/NIE/IEs.
3. The Officer-In-Charges (OIC) should directly report to their respective Divisional Officers (DO).
4. The JWM/JWM(SG) to be posted as Officer-In-Charge shall be selected on the basis of qualification, merit & seniority.
5. The respective Divisional Officers shall clearly define the duties & responsibilities, role etc. of Officer-In-Charge in order to bring professionalism and accountability.

II. Process for restructuring of JWM(SG)/JWM as Head of Section/Officer-In-Charge:

1. Based on the merging of sections and newly formed sections, the respective General Managers of the factory, based on the functional requirement and assigned production targets shall decide the number of Officer-In-Charge required.

2. General Managers shall post JWM(SG)/JWM as officer incharge based on their Experience, Knowledge, qualification, trade, capability, suitability & seniority of candidate. For Technical groups (Production/Quality etc.) Diploma & for Non-technical groups Graduation shall be desirable qualification.
3. While allocating duties, care should be taken to ensure that a senior JWM(SG)/JWM does not report to his junior.

III. Job Description of Officer-In-Charge:

1. Each Section shall be headed by JWM/JWM(SG) to be called as Officer-In-Charge (OIC).
2. The Officer-In-Charge will be responsible for day to day functioning of the section, allocation of job to his subordinated and implementation of short term and long term planning.
3. The job description of the Officer-In-Charge (OIC) should be pre-defined by the respective DO/GO/CO of the factory, in conformation to the functional requirement of the Section where he is posted.
4. Officer-In-Charge (OIC) will head a Section which will include JWM/NG/NIE/IE under them. All files and correspondence will be generated under their signature and shall be responsible for their authenticity and completeness. They will also be responsible for all compliances and timely submission of the reports etc. for their respective sections.
5. The Officer-in-Charges will closely monitor the work of their team of JWM/NG/NIE/IE under them and get the work timely completed

IV. Delegation of Powers:

1. JWM/JWM(SG) posted as Officer-In-Charge will have full powers regarding allocation of duties of staff (JWM/NG/NIE/IE) under him.

- Officer-In-Charge to be given/delegated leave sanctioning authority of JWM/NG/NIE/IE (as admissible) working under them as below.

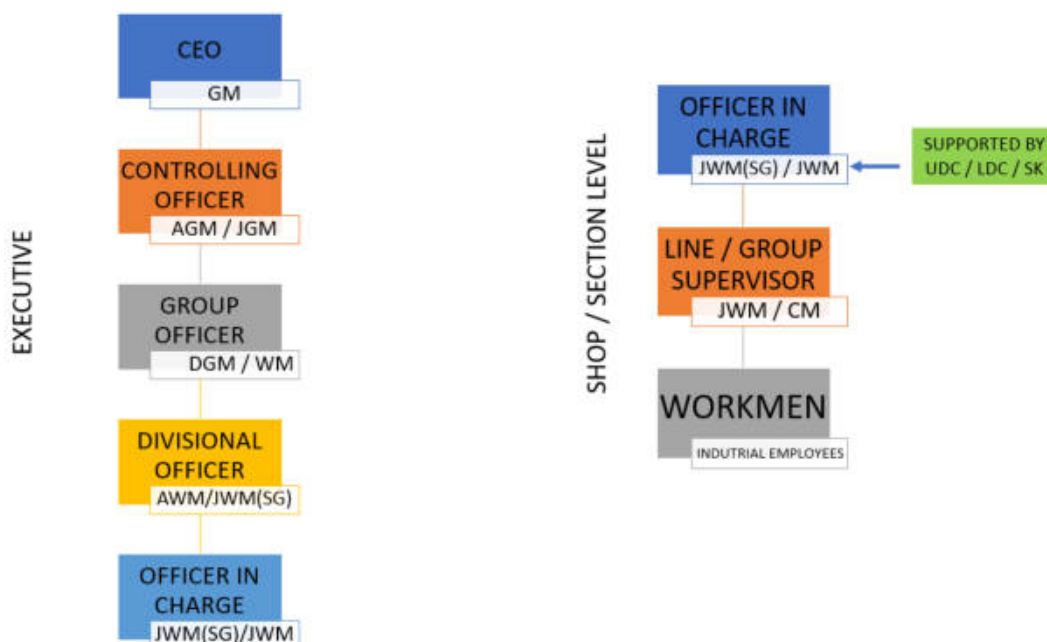
JWM/JWM(SG)	NG	NIE	IE
NIL	Upto 10 Days	Upto 15 Days	Upto 15 Days

V. Annual Performance Assessment:

- The annual performance assessment of Officer-In-Charge shall be assessed objectively by Divisional Officer.
- The annual performance assessment of JWM/NG/NIE of the sections will be assessed by respective Officer-In-Charge.
- Reporting hierarchy: The Officer-In-Charge will report to Divisional Officer directly.

VI. Organizational Structure:

The JWMs other than those selected as Divisional Officers as well as Officer-In-Charge be posted as Line / Group Supervisor along with Chargeman. The Organizational Structure will be as follows: -



The journey begins.....