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Munitions India Limited

RIGHT TO
INFORMATION ACT

म्यूनिशंस इंडिया लिमिटेड

Proactive Disclosure

under RTI Act 2005

For The Financial Year 2024-25



**Proactive Disclosure Of Information : Compliance Under Section 4
And Other Sections Of Right To Information Act 2005**

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1.0 Organisation and Function :-

1.1 Particulars of its Organization, Functions & Duties [Section 4(1)(b)(i)] :-

- i. The Cabinet Committee on Security (CCS) in its meeting held on 29/07/2020 approved to convert Ordnance Factory Board (OFB), an Attached Office of Ministry of Defence into one or more than one 100% Government owned corporate entities registered under the Companies Act 2013. The Cabinet meeting held on 16/06/2021; approved to convert the production units of OFB into 07 DPSU's with 41 units.
- ii. Munitions India Limited (MIL) is one of the 07 recently formed Defence Public Sector Undertakings, located in the historic city of Pune. MIL has been registered with Ministry of Corporate Affairs on 14th August 2021 under Company's Act of 2013. MIL commenced its business from the "Appointed Date" viz. 1st October 2021.
- iii. MIL, the India's biggest manufacturer and market leader is engaged in Production, Testing Research & Development and Marketing of comprehensive range of ammunition & explosives for Army, Navy, Air Force, Para-Military Forces and Police Forces.
- iv. Munitions India Limited has its corporate office at Pune with 12 Production Units and 3 Non-production units, located in the States of Maharashtra, Madhya Pradesh, Odisha, Tamilnadu and Bihar.

1.1.1 Name and Address of the Organization :

Name of the Organization	Munitions India Limited
Registered Office Address	Ammunition Factory, Khadki, Pune – 411 003, Maharashtra.
Corporate Office Address	2 nd Floor, Nyati Unitree, Nagar Road, Yerawada, Pune – 411 006, Maharashtra.
Date of Incorporation	17 th August, 2021
Date of Commencement of Business	01 st October, 2021
Paid up Share Capital	Rs.35645.36 Crore
Authorised Share Capital	Rs.42000.00 Crore
Net Asset Value as on 31.03.2025	Rs.8,619.40 Crore
Total Employees Strength as on 01.04.2025	21154 Nos.
PAN No.	AAOCM8781H
TAN No.	PNEM33613G
Corporate Identity No. (CIN)	U29190PN2021GOI203505
Website	https://munitionsindia.in
E-mail	mil-pune@munitionsindia.in hr-mil@munitionsindia.in



1.1.2 Head of the Organization :

- ✚ **Shri Prakash Agarwala, Director/Finance & Chief Financial Officer, with Additional Charge of Chairman and Managing Director.**
- ✚ Shri Prakash Agarwala is a graduate in Mechanical Engineering from NIT Kurukshetra & MBA from IIM, Kolkata.
- ✚ He is an IOFS officer of 1990 batch. After completion of his training at NADP, Ambajhari, Nagpur, he joined at erstwhile Ordnance Factory Board (OFB) in 1992, where a new division of Marketing & Export was being set up.
- ✚ He has a vast experience of Marketing, Export and International Cooperation during his long stint at erstwhile OFB.
- ✚ He was decorated with the prestigious “Ayudh Bhushan” Award also during this period.
- ✚ He has also worked in the areas of Material Management, Production Planning, Quality Control etc. at the factory level at Ordnance Equipment Factory, Kanpur and thereafter at OEF Headquarters, Kanpur.
- ✚ He served at erstwhile OFB, Kolkata again as Deputy Director General of Marketing & Export for three years till 2021 before joining the newly created DPSU, Munitions India Limited (MIL) at Pune, as General Manager, Business Development & Finance.
- ✚ He has a wide international exposure having visited various countries for Defence Export promotion and International cooperation.
- ✚ He took over as Director/Finance at MIL on 16th June, 2022. He is also the Chief Finance Officer (CFO) of MIL.
- ✚ He took over as Additional Charge of Director/Operations at MIL from 1st March, 2024 to 7th November, 2024.
- ✚ He took over as Additional Charge of Chairman and Managing Director at MIL on 1st December, 2024.



1.1.3 Vision, Mission and Key objectives :

- **Vision :**

- To provide competitive edge to the Armed Forces by equipping them with modern and quality battlefield ammunition.

- **Mission :**

- To be a prominent patron of Atma Nirbhar Bharat Abhiyan and Make in India Initiative in Ammunition sector.
- To establish and retain leadership in domestic market as the most reliable and preferred partner of our defence and homeland security agencies and develop the group into an international class ammunition manufacturing.
- To create and strengthen Brand MIL by providing superior value for money and meeting the expectations of stakeholders.
- To be a learning organization with global competencies, committed to creativity and innovation.

- **Key objectives :**

- To provide competitive edge to the Armed Forces by equipping them with modern and quality battlefield ammunition.
- To boost Intellectual Property Culture and to promote creation of Intellectual Property in the Defence production sector, in line with the national policy on IPR to encourage and assist the Defence Public Sector Undertakings (DPSUs), Defence establishments and their creative/ innovative officials towards IPR regime.
- To increase broad and versatile production base with multi-technology capabilities.
- To increase State-of-the-Art manufacturing facilities in Small Arms Ammunition, Artillery Ammunition and Explosives.
- Product Innovation & Development : Continuously innovate and develop Small Arms, Artillery, and Explosive products to meet the evolving needs of defence sector.
- Quality Assurance : Ensure strict adherence to quality standards and regulations.



- **Cost Efficiency and Optimization :** Strive to optimize manufacturing processes to reduce production costs while maintaining high quality standards.
- **Capacity Expansion and Modernization :** Continuously evaluate and expand manufacturing capabilities to meet growing demand and technological advancement and invest in modernization to meet futuristic demand.
- **R&D :** Allocate resources to R&D efforts, aimed at developing new technologies, materials, and manufacturing processes to enhance the performance and capabilities of products.
- **Supply Chain Management :** Optimize procurement processes and implementing risk management strategies to mitigate supply chain disruptions.
- **Export Promotion & Market Expansion :** Explore opportunities to expand into international markets by promoting products to foreign military organizations. Participating in trade shows, forging partnerships with foreign companies and complying with export regulations.
- **Training and Skill Development :** Training programs to enhance the skills and capabilities of employees involved in manufacturing, quality control, research and other areas, ensuring a highly skilled workforce capable of meeting the organization's objectives.
- **Environmental Sustainability & Safety :** Implement eco-friendly practices and environmentally sustainable manufacturing practices, ensuring compliance with safety aspects to prevent accidents or incidents in the manufacturing facilities.
- **Customer Satisfaction and Support :** Focusing on the needs of customers by providing responsive customer support, timely delivery of products and effective after sales service. Building long term relationships with customers for sustaining business growth and reputation.

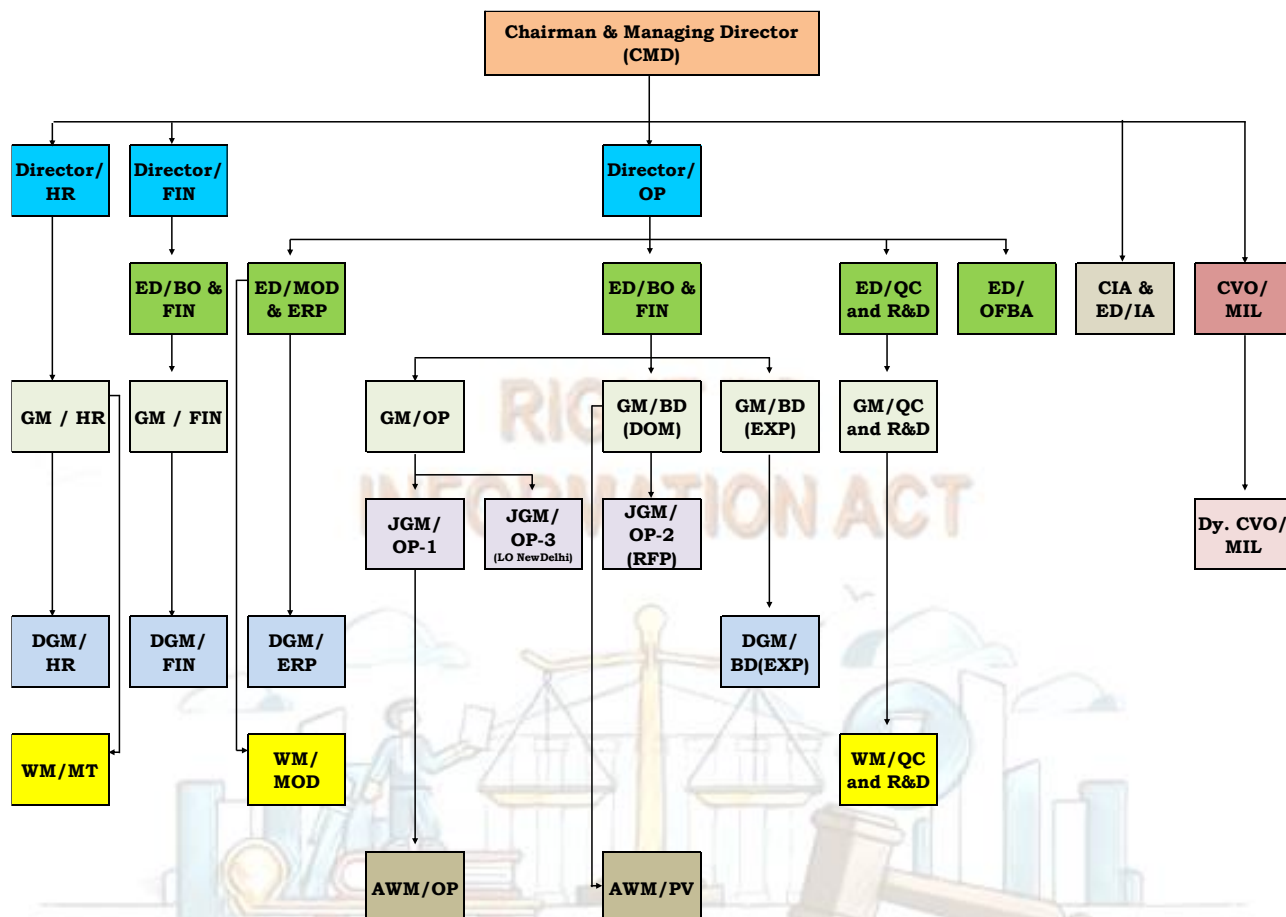
1.1.4 Function and Duties :

The Officers, Staff and Workmen of the Company carries out their functions and duties as specified in Manual on Organisational Restructuring. While discharging duties and responsibilities, all employees are to comply with the provisions of statutory rules and regulations framed therein.



1.1.5 Organization Chart :

Organogram of Munitions India Limited Corporate Office, Pune (as on 1st March 2025)



1.1.6 Any other details – the genesis, inception, formation of the department and the HoDs from time to time as well as the committees / commissions constituted from time to time have been dealt.

The Cabinet Committee on Security (CCS) in its meeting held on 29/07/2020 approved to convert Ordnance Factory Board (OFB), an Attached Office of Ministry of Defence into one or more than one 100% Government owned corporate entities registered under the Companies Act 2013. The Cabinet meeting held on 16/06/2021; approved to convert the production units of OFB into 07 DPSU's with 41 units.

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Presently, MIL has :-

- (a) 12 Production Units manufacturing comprehensive range of Ammunition & Explosives and
- (b) 3 Non-Production Units located across the Country. The Corporate Office of the Company is located at Pune.

(a) Production Units :

1. Ammunition Factory Khadki (AFK):



AFK, located in the city of Pune, came into being on 16th December 1869 as a Small Arms manufacturing unit of the British Government. Regular production of ammunition cartridge using gun powder commenced in 1872. In 1886, manufacture of Cartg. 0.303" was established using cordite (made from nitrocellulose and nitroglycerine paste) propellant. In 1914 there was an expansion of manufacturing facilities at AFK & different types of primary explosives.

2. Cordite Factory Aruvankadu (CFA):



CFA, located in the hilly region of Nilgiris, Tamil Nadu was established in the year 1904. CFA possessed the necessary advantages of good climatic condition suitable for propellant manufacture, own reservoir for water supply and Madras Regimental Centre which is located about 5 KM for the security. CFA is the pioneer in the manufacture of quality propellants for different type of Ammunitions including 105mm, 120mm, 130mm, 155mm, Propellant for naval ammunition.



3. High Explosive Factory Khadki (HEF)



HEF was planned as a separate unit in the Pre-World War-II years, 1935-40 for manufacture of high explosives. Its foundation stone was laid on January 11th, 1940 at Western bank of Mula river at a site where the "Battle of Khadki" was fought between the valiant Marathas and British army in 1817. Major production at HEF started during 1942-44. Since its inception, it has been playing a major role in defence preparedness of our country. HEF Produce High Energy Materials, TNT, Liquid Propellants.

4. High Energy Projectile Factory (HEPF):



HEPF [formerly Heavy Alloy Penetrator Project (HAPP)], is a premier organization manufacturing anti-tank kinetic energy projectiles.

During early 1980s DRDO established this integrated manufacturing facility ammunition. This ammunition is a nightmare for the enemy and has got the capability to destabilize the enemies Battle Tank by sheer Kinetic energy. Besides kinetic energy projectiles, HEPF is also engaged in the manufacture of various Tungsten Alloy based components. The factory is located in a rural setting and is about 21 KM away from Tiruchirappalli Railway station and 17 Km away from the Airport.



5. Ordnance Factory Bhandara (OFBA):



OFBA is situated in the District Bhandara in the State of Maharashtra on Kolkata-Mumbai National Highway at 18 kms west of Bhandara township and 55 kms east of Nagpur City. The factory is a pioneer in Explosive and Chemical Group of Factories. It is considered as mother of all propellant factories as it produces a large variety of propellants. It has multi- dimensional product-matrix ranging from Acids to High Explosives and various propellants with highest quality standards. The testing facilities in its well-equipped laboratories have been accredited by NABL.

6. Ordnance Factory Badmal, Bolangir (OFBL):



OFBL was set up in the State of Orissa with state-of-the-art technology from M/s Day and Zimermann, USA, M/s Josef Meissner, Germany, M/s HAKO, Switzerland and M/s KINTEX, Bulgaria. Late Prime Minister Smt. Indira Gandhi laid the foundation stone of this Factory on October 29th 1984. The vision of setting up a huge ammunition factory dedicated to manufacture of medium and heavy calibre ammunition has brought this backward region of KBK belt of Orissa to lime light. The project sanction came in 1989. The Factory is situated in the Bolangir district of Orissa with a spread of 12,200 acres encompassing hills & hillocks of historical Gandhamardan Range and flanked by two tributary rivers, the LANTH and the TEL, of the Mahanadi River System.



7. Ordnance Factory Chanda, Chandrapur (OFCH):



The Ordnance Factory Chanda Project was sanctioned in the year 1964 and the initial production commenced in 1970.

The factory was designed as medium and high calibre ammunition manufacturing unit with the necessary auxiliaries for producing the explosives and non-explosive components.

OFCH is situated 135 KM from Nagpur due south and 28 KM from Chandrapur due north.

8. Ordnance Factory Dehuroad (OFDR):



Services had indicated that Night Warfare will become pre-dominant in future and as such, Production of various Pyrotechnic Ammunition items for Night Warfare had to be established in India to achieve the much-needed self-sufficiency in this vital field. The necessity for the establishment of this new factory was considered during the Defence Ministry Production and Supply Committee meeting and the project was sanctioned by the Government in Jan 1977. The factory is engaged in the manufacture of various kinds of Pyrotechnic ammunition. It is the only factory in the country producing this kind of ammunition. Since the materials used here are very sensitive and have high energy content, the safety of production processes is very critical.



9. Ordnance Factory Itarsi (OFI):



After reviewing requirements of Propellant for high caliber ammunitions via-a-vis then capacities available in 1969-70 in Chemical Ordnance Factories, a new propellant factory was considered necessary and OFI was set up. OFI manufacture Double, Triple and Ball Powder base Propellant Under Integrated Guided Missile Development Program (UIGMDP) of DRDO. The IS/ISO-9001:2015, 14001:2015 certified Factory's production activities range from making propellants of Gun Ammunitions, Ball Powder for small arm ammunitions and Picrite, intermediaries.

Safety & Human Resource Development are the basic & vital concerns of the factory. Research & Development are the areas of its endeavour.

10. Ordnance Factory Khamaria (OFK):



OFK was set up in the year 1943 during World War-II as one of the Eastern Group Projects to meet the requirements of Ammunition for Allied Forces. After Independence, the product range of the Factory was diversified to meet the operational requirements of different Services and Para Military Forces. During Chinese War in 1962 and Pakistan Wars in 1965 and 1971, the Factory was further expanded to meet the new demands of Army, Air Force and Navy. At present this is the biggest ammunition factory in the country. The present production activity of the Factory is a combination of Hardware Component Manufacturing, Explosive Filling and Ammunition Assembly.



11. Ordnance Factory Nalanda (OFN):



Ordnance Factory Nalanda, a new upcoming project at Rajgir in district Nalanda of Bihar. The project was sanctioned on 29.11.2001 with an aim for establishing modern technology in the field of propellant manufacture of Bi-Modular propellant with a moderately vast area of approximately 3000 Acres.

12. Ordnance Factory Varangaon (OFV):



OFV was established in 1964 immediately after Chinese aggression mainly for undertaking the manufacture of 7.62mm ammunition to replace 0.303" cartridges which acts the primary ammunition of Indian Army till then. The production started in the year 1965 with the plant & machines received under U.S. aid. After development of Indian National Small Arms System (INSAS) by ARDE, DRDO. Today OFV produces varieties of Small Arms Ammunition.



(b) Non-Production Units :

MIL comprises of 3 Non-Production Units which are as follows:

1. Ordnance Factories Institute of Learning, Khamaria (OFILKH):



OFILKH was established as Regional Training Institute, Khamaria (RTI, KH) on 1st April, 1996 and subsequently renamed as OFILKH, Jabalpur, for imparting training to and undertaking developmental activities in respect of Group B and C employees. This institute has the expertise to impart training in the field of chemicals and explosives. Apart from the above, induction training for newly recruited Chargeman (chemist) is also conducted by this institute on manufacture of chemicals, explosives, ammunition components, different types of ammunitions and related safety aspects etc.

2. National Academy of Defence Production (NADP):



NADP is the premier training Institute, with the mandate to impart both induction and in-service training to Indian Ordnance Factories Service (IOFS) and Indian Ordnance Factories Health Service (IOFHS) officers. Set up as Ordnance Factories Staff College (OFSC) in the year 1978 for providing institutionalized training to the fresh entrants and in-service Officers of IOFS; it was rechristened as National Academy of Defence Production (NADP) in the year 2003. With the motto 'Vidya Amritam' (Knowledge Eternal), the Academy is committed to the philosophy of 'Excellence through Learning'. The Academy has evolved over the years to meet the fast-changing needs of the organization and to equip its Officers with adequate techno-managerial skills.

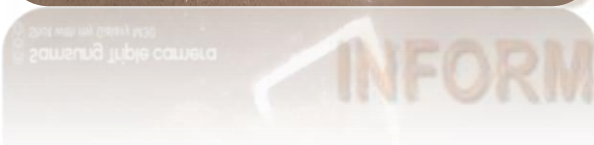


3. Munitions India Limited-Controllarate of Safety (MIL-COS)



The safety in explosive production is of paramount importance and no slackness in the same can be accepted. Accordingly, MIL-COS was established on 02/03/2001 for monitoring matters concerning:

- Explosive Safety
- Electrical Safety
- Industrial Safety
- Environmental Safety
- Explosive & Hazardous Waste Management





1.2 Powers and Duties of its Officers and Employees [Section 4(1)(b)(ii)] :-

1.2.1 Powers and Duties of Officers (Administrative, Financial and Judicial) :

MIL Board of Directors comprises of 5 Members, which includes Chairman & Managing Director, Director (Human Resource), Director (Finance), Director (Operations) and one nominated by Government of India. Their role in MIL along with photographs are placed on MIL's official website.

Designation	Duties and Powers
Chairman and Managing Director	The Chairman & Managing Director is the Chief Executive of the Corporation and accountable to the Board of Directors and Government. He is responsible for the efficient functioning of the Company for achieving its corporate objectives and performance parameters.
Director, Human Resource	Director/HR is a member of Board of Directors and reports of Chairman and Managing Director. He is responsible for HR planning, organizing manpower resources, HR Policies, performance management, compensation management, succession planning, talent management, training, capability building, employee services, Industrial relations, CSR, Security and Legal functions, total administration of corporate office, Modernisation and Project Management, PR, ITC and Cyber Security. Disciplinary and Vigilance, Coordination with Company Secretary. The Company Secretary will report to CMD through Director/HR.
Director, Operations	Director/Operation is a member of the Board of Directors and reports to Chairman & Managing Director. He is responsible for overall Planning & Production, strategic planning for expanding the business horizon (Business Development Unit), Quality Assurance and indigenization. Production performance, inter factory coordination, conformance to deemed contracts, supply chain management, R&D and procurement.
Director, Finance	Director/Finance is a member of the Board of Directors and reports to Chairman & Managing Director. He is the overall in-charge of Finance and Accounts functions of the organisation and is responsible for evolving and formulating related policies and their implementation including Financial Planning, budgeting, costing, financial control, preparation of financial statements in compliance with corporate norms and statutory requirements, Asset management, Risk Management.



Designation	Duties and Powers
Government Director	Appointed as a Government Nominee Director on the Board of Company. Presently, he is working as Joint Secretary (Land Systems) in Department of Defence Production, Ministry of Defence, Govt. of India.
Government Director	Appointed as a Government Nominee Director on the Board of Company. Presently, he is working as Additional Secretary in Department of Defence Production, Ministry of Defence, Govt. of India.
General Manager Modernization	Responsible for modernisation and project work of MIL Gp. Of Factories. This will include all Capital P&M and Civil Work cases, MT and Security. He will report to Director/HR
General Manager HR	Responsible for HR Planning, Organising manpower resources, HR Policies, Performance Management, Compensation Management, Succession Planning, Talent Management Training, Capability Building, Employee Services, Industrial Relation, Security & Legal Function, CSR, Total Administration of Corporate Office, Housekeeping, Resource Management, Cafeteria Management, Reception Management, PR Functions, ITC & Cyber Security, management of Service Details, Movement (TD), Leave etc. for HQ Employees. He will report to Director/HR.
General Manager Operations	Responsible for monitoring and progress of production activities, customer interaction and customer complaints of all Factories under MIL. He will report to Director/Operation.
General Manager Quality	Responsible for monitoring Quality Control and Quality Assurance Activities of all the factories. R&D activities being carried out in Factories, liaison with Inspectorates, Controllerates and AHSP. He will report to Director/Operation.
General Manger Export	Responsible for all activities related to Export. of Business Development Units of MIL..
General Manager BDU	Responsible for Business Development Units of MIL..
CVO	In-charge of Vigilance Department in MIL.

1.2.2 Powers and Duties of Other Employees :

The duties & responsibilities (Charter of Duties) of the officers and employees are well defined at all levels in the **Manual on Organisation Restructuring**.



1.2.3 Rules / Orders which powers and duty are derived and :

The powers have been delegated to the Chairman and Managing Director, Whole-time Directors, Sr. General Managers, General Managers, Controlling Heads and Group Heads of the Company empowers them to discharge their duties & functions commensurate with the responsibilities. These powers are revised from time to time depending upon Organizational requirements and also as per Guidelines of the Department of Public Enterprises (DPE) & Administrative Ministry i.e. Department of Defence Production, Ministry of Defence. The prevailing Delegation of Financial Powers Revision No.2 : 08.08.2022 is in act.

1.2.4 Exercised :

- ✚ Guidelines/Norms/Orders/Procedures issued from time to time by the Govt. of India.
- ✚ Administrative Procedures are as per the CCS Conduct Rules.

1.2.5 Work Allocation :

Munitions India Limited (MIL) is a Public Sector Undertaking under the Department of Defence Production, Ministry of Defence, Govt. of India. The powers of Company Officials are well defined at all levels in the organization. Duties are assigned to its Officers and Workmen from time to time which are in line with the objectives of the Company. The powers and duties of employees of the Company are derived from the job descriptions, manuals, terms & conditions of appointments and delegation of powers enunciated by the Company. While discharging the duties and responsibilities, employees are complying with the provisions of the Companies Act 2013 & other applicable statutes, rules and regulations.



1.3 Procedure followed in decision making process [Section 4(1)(b)(iii)] :

1.3.1 Process of decision making identify key decision-making points.

The decision-making process in the Company involves the following channel:



Overall Management of the Company rests with the Board of Directors, the highest decision-making body within the Company. The Board of Directors is accountable to the shareholders of the Company, who are real owners of a Company. MIL being a Public Sector Enterprise, the Board of Directors of the Company are also accountable to the Government of India.

The primary role of the Board is that of trusteeship to protect and enhance shareholders' value. The Board oversees the Company's strategic direction, reviews corporate performance, authorizes & monitors strategic decisions, ensures regulatory compliance and safeguards interests of shareholders. The Board ensures that the Company is managed in a manner that fulfils stakeholders' aspirations and societal expectations.

The day-to-day management of the Company is entrusted with the Chairman & Managing Director (CMD), who is supported by Functional Directors, General Manager, other Officers and Staff of the Company. The Board of Directors have also set up several Committees with specific functions and powers like Committee of Directors, Audit Committee; Nomination and Remuneration Committee; CSR Committee.

For effective discharge of its functions, the Board of Directors have delegated substantial powers to the CMD, Functional Directors / General Managers of factories / units, subject to such conditions which are consistent with the need of prompt, effective and efficient discharge of responsibilities entrusted to such a Director / Officer.



1.3.2 Final decision-making authority.

The Board of Directors of MIL is the highest decision-making body and ultimate authority within the Company. The Board of Directors of MIL is accountable to the shareholders of the Company. MIL being a Defence Public Sector Undertaking (DSPU) under the Ministry of Defence, the Board of Directors of the Company is also accountable to Government of India.

1.3.3 Related provisions, acts, rules etc.

The Powers are sub-delegated to various approving authorities are clearly spelled out in MIL's "Delegation of Powers" document. The process and procedures laid down in the applicable Statutes, Rules, Regulations and Government Policies including the Companies Act, 2013 and other applicable statutory regulations.

1.3.4 Time limit for taking a decision, if any.

Time limit for taking decisions is as per extant Rules / Orders of GoI. Time limit for taking decisions varies from each request received from all the sections. The routine matters received from different sections are of time-bound nature and disposed off within given time limit. MIL used to take a decision at the earliest possible.

If a representation is received from the public, the response will be given as early as possible. If a decision could not be given within the stipulated period, an interim reply as and when applicable informing the status of his/her representation will be sent to him/her immediately.

1.3.5 Channel of supervision and accountability.

CMD is accountable to the Board of Directors. Functional Directors / General Managers are accountable to CMD. The Company undertakes all the business-related decisions in timely manner.



1.4 Norms for discharge of functions [Section 4(1)(b)(iv)] :

1.4.1 Nature of functions / services offered :

The Company has well defined procedures and guidelines for discharge of various functions.

1.4.2 Norms / standards for functions / service delivery :

The Company has well defined norms / standards for discharge of various functions / service delivery. These are highlighted below:

1) Structured Policies and Guidelines

MIL is having well-structured policies and guidelines governing major activities of the Company. While discharging the functions, the officers follow these laid down policies and guidelines.

2) Manuals

Munitions India Limited (MIL) is a newly formed DPSU, which commenced its operations w.e.f. 1st October 2021 after restructuring of erstwhile OFB. At present, HR Manual and Policies are under finalisation including recruitment procedures. All employees are on deemed deputation to MIL and all policies, rules & regulations of erstwhile OFB are being followed.

3) Guidelines of Department of Public Enterprises

MIL being a Public Sector Enterprise follows the guidelines of Department of Public Enterprises and directives of Government of India issued from time to time.

4) Guidelines of Central Vigilance Commission

MIL being a Public Sector Enterprise follows the guidelines of Central Vigilance Commission.

5) Compliance of provisions of Statutes, etc.

While discharging the respective functions, officers are required to comply with the provisions of all applicable Statutes and relevant Rules & Regulations.



1.4.3 Process by which these services can be accessed :

The services being provided by MIL are not available to general public due to the nature of business.

1.4.4 Time limit for achieving the targets :

The time limit for achieving the targets are set as per the requirement of the Company in conjunction with the timelines laid down in the applicable Statutes, Rules and Regulations etc.

1.4.5 Process of redress of grievances

CPGRAMS – MIL was onboarded in PGPORTAL in May 2023 for expeditious redressal grievances. MP/VIP references – Grievances received through MPs/VIPs are replied/redressed with 3 working days in majority of cases.

Other grievances are redressed/replied within 30 days time. GMs of factories / units are holding Monthly Grievance Meeting where the aggrieved can personally meet the Chief General Manager for resolution.





1.5 Rules, Regulations, Instructions Manual and Records for discharging functions [Section 4(1)(b)(v)] :-

1.5.1 Title and nature of the record / manual / instruction :

“Manual on Organizational Restructuring”, wherein the functioning of sections, roles and responsibilities of the employees are defined.

1.5.2 List of Rules, regulations, instructions manuals and records :

Important Internal Rules, Regulations, Manuals and Records, which are used by the employees of the Company in discharge of their functions, are given below:

A. Matters pertaining to Company affairs :

- a) Memorandum & Articles of Association
- b) Department of Public Enterprises Guidelines
- c) Decisions of shareholders in the General Meetings as contained in the minutes book
- d) Decisions of the Board of Directors and Sub-Committees of the Board from time to time as contained in the minutes book
- e) Codes of business Conduct & Ethics for Board Members and Senior Management
- f) Corporate Social Responsibility Policy

B. Matters pertaining to Finance & Accounts :

- a) Accounting Policies as part of Financial Statements.
- b) Indian Accounting Standards.
- c) MIL Delegation of Financial Powers 2024, w.e.f. 05.03.2025.

C. Matters pertaining to Works, Contract, Commercial, Procurement, etc. :

a) Purchase Manual :

- i) MIL-Stores Purchase Manual 2023.
- ii) Manual for Procurement of Plant & Machinery in MIL Group of Factories / Units : MILPM-2023.

b) Works Policy :

Standard Operating Procedure for Civil Works in in MIL Group of Factories / Units : MIL SOP-2023.

Manuals / Works Policy can be viewed/downloaded from the website of MIL viz. <https://munitionsindia.in>.



D. Establishment matters pertaining to MIL employees :

Munitions India Limited (MIL) is a newly formed DPSU, which commenced its operations w.e.f. 1st October 2021 after restructuring of erstwhile OFB. At present, all employees of erstwhile OFB are on deemed deputation to MIL and all policies and rules and regulations of erstwhile OFB are being followed. MIL has prepared various HR Manuals and Policies for those employees who will get absorbed in MIL.

E. Plant Operations :

- a) Operations/ Technical / Maintenance Documents/Manuals
- b) Safety and Environment documents
- c) Correspondence related to production/operation

F. Human Resources Development & Community Development :

- a) Training : NADP and OFILKH is rendering Training to all MIL Officials and NADP also giving training to candidates for outside candidates.
- b) All MIL units are conducting different trade / courses of Industrial Training Institute (ITI) under the Director General of Training (DGT) comes under Ministry of Skill Development and Entrepreneurship.
- c) Each factory/unit is having an independent training centre to train its employees on regular intervals as per their specific requirements.

G. Public Relations, Publicity

Advertisement Policy/Guidelines : Certain general guidelines and Manuals are available on MIL website, where as some of the manuals/policies are available in the organization for internal use only.



1.5.3 Acts / Rules manuals etc. :

- DDP, MoD vide Letter No. 1(5)/2021/OF/DP(Plg-V)/02 dtd.24.09.2022 has given clear directives that all the employees of erstwhile Ordnance Factory Board (Group A, B & C) belonging to the production units and non-production units transferred en masse to the New DPSUs on terms of foreign service without any deputation allowance.
- The New DPSUs required to frame rules and regulations related to service conditions. Till such time, the employees will remain on deemed deputation to the New DPSU and will continue to all extant rules, regulations and orders as are applicable to the Central Government servants, including related to their pay scales, allowances, leave, medical facilities, career progression and other service conditions.
- Hence, the status-quo is to be maintained with regard to service conditions of the erstwhile OFB employees who are on deemed deputation to MIL.
- MIL's rules and regulations related to service conditions will be applicable to those employees, who gets absorbed in MIL.

1.5.4 Transfer Policy and Transfer Orders :

Transfers / Job Rotations are affected in the Company from time to time based on Organizational requirements, Individual requests etc. The transfer orders are internal documents of the company and are notified internally as and when such transfers take place. In addition, the Transfer Orders are publicized in the intranet portal of the company and the intranet portal is accessible to all its employees. Since the issuance of transfer orders is dynamic & the orders have no direct connection with general public interest, the same are not made available here.



1.6 Categories of documents held by the authority under its control [Section 4(1)(b)(vi)] :-

1.6.1 Categories of documents :

A. Documents pertaining to incorporation :

- Memorandum & Articles of association.

B. Documents pertaining to Board Meeting & General Meetings

- Agenda Papers of Board Meetings
- Minutes Book of meetings of the Board of Directors
- Agenda papers of Board sub-committees
- Minutes Book meetings of Board sub-committees
- Notice and Minutes Book of General Meetings of the shareholders etc.

C. Documents pertaining Accounts

- Annual Report : 2021-22 (English) (Hindi)
- Annual Report : 2022-23 (English) (Hindi)
- Annual Report : 2023-24 (English) (Hindi)

Annual Reports can be viewed / downloaded from the website of MIL viz. <https://munitionsindia.in>.

D. Documents pertaining to Contracts, Commercial etc.

- Purchase Manual (Operation & Modernization)
- SOP for Civil Works (Modernization)

E. Documents pertaining to Plant Operations

- Operations/Technical/ Maintenance Documents/ Manuals.
- Safety and Environment documents.
- Correspondence related to production / operation.

F. Documents pertaining to projects

- MoUs / Contracts / Agreements.
- Detailed Project Report/Feasibility report (as applicable) of projects implemented & those under implementation.
- Documents relating to clearance and approval of Competent Authorities.



G. Documents pertaining to Establishment matter

- Documents containing the details of employees.
- Various internal policies.
- Rules & regulations pertaining establishment matters.
- Performance Appraisal Reports of employees.
- Delegation of Powers.

H. Documents pertaining to operation of Community Development and other welfare scheme

- Policy/guidelines on Community Development & Welfare activities.
- Policy/ guidelines for scholarship for SC/ST students.
- Documents containing information regarding community development & welfare activities being carried out by the Company etc.
- Corporate Social Responsibility Scheme.
- Documents pertaining to general administration.
- Land and other property related documents.

I. Documents pertaining to legal matters

- ✚ All documents relating to court cases of Corporate Centre.
- ✚ Correspondence relating to nomination of Estate officers for various projects / offices.

J. Agreements

- ✚ Annual MoU with GoI.

K. Licenses

- Concerned Departments of Factories / Units.

Note : MIL is a DPSU under the Ministry of Defence, Department of Defence Production. MIL is into defence strategic business and disclosing the certain details/information with regard to MoUs, Contracts, Agreements, Project/Feasibility Report etc., affects the business competitiveness of the Company. Hence, the details of such information are not disclosed herein.

1.6.2 Custodian of Documents / Categories :

Custodian of documents and Licenses etc. are held by Concerned Departments of Factories / Units.



1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] :-

1.7.1 Name of Boards, Council, Committee etc. :

The Company is managed on sound professional and ethical lines for the optimal benefit of all the stakeholders' viz. shareholders, employees, customers and the community at large. MIL complies with the statutory requirements of the principles of Corporate Governance i.e. constitution of Board and Audit Committee, disclosure under Companies Act, compliance of Accounting Standards etc.

1.7.2 Composition :

Shri Prakash Agarwala, Director/Finance & CFO, with Additional Charge of Chairman and Managing Director.

- Shri Prakash Agarwala is a graduate in Mechanical Engineering from NIT Kurukshetra & MBA from IIM, Kolkata. He is an IOFS officer of 1990 batch.
- After completion of his training at NADP, Ambajhari, Nagpur, he joined at erstwhile Ordnance Factory Board (OFB) in 1992, where a new division of Marketing & Export was being set up.
- He has a vast experience of Marketing, Export and International Cooperation during his long stint at erstwhile OFB. He was decorated with the prestigious "Ayudh Bhushan" Award also during this period.
- He has also worked in the areas of Material Management, Production Planning, Quality Control etc. at the factory level at Ordnance Equipment Factory, Kanpur and thereafter at OEF Headquarters, Kanpur.
- He served at erstwhile OFB, Kolkata again as Deputy Director General of Marketing & Export for three years till 2021 before joining the newly created DPSU, Munitions India Limited (MIL) at Pune, as General Manager, Business Development & Finance.
- He has a wide international exposure having visited around 20 countries for Defence Export Promotion and International Cooperation.
- Shri Prakash Agarwala took over as Director/Finance at MIL on 16th June, 2022. He is also the Chief Finance Officer (CFO) of MIL.
- Shri Prakash Agarwala took over as Additional Charge of Director/Operations at MIL from 1st March 2024 to 7th November 2024.
- Shri Prakash Agarwala, Director/Finance & CFO, took over as Additional Charge of Chairman & Managing Director at MIL CMD on 01.12.2024.



✚ **Shri Rakesh Ojha, Director/Operations.**

- Shri Rakesh Ojha is a Mechanical Engineer with Post Graduate qualification in M.Sc. (Gun System Design) from DCMT, Cranfield University, United Kingdom. He joined Indian Ordnance Factories Services in the year 1997.
- During a career spanning more than 27 years, Shri Rakesh Ojha had worked in Defence Industry on broad spectrum of portfolios such as Production, Planning, Research and Development, to name a few.
- He acquired skills and know-how in Artillery Ammunition manufacturing, Production of Small Arms Ammunition and Weapon Systems.
- He is a alumni of ISB. He was a student of AMPOS-2024.
- Shri Rakesh Ojha worked as Chief General Manager of Ordnance Factory Varangaon from February 2024 to November 2024. This factory is engaged in production of 5.56mm & 7.62mm Small Arms Ammunition. During this period, the factory achieved 100% committed target.
- Shri Rakesh Ojha, took over as the Director/Operations of Munitions India Limited, Pune, a Defence Public Sector Enterprise on 8th November 2024.
- Shri Rakesh Ojha, also took over the Additional Charge of Director/HR with effect from 1st December 2024.

✚ **Shri Nandkishor Prabhakar Naik, Director/Human Resources.**

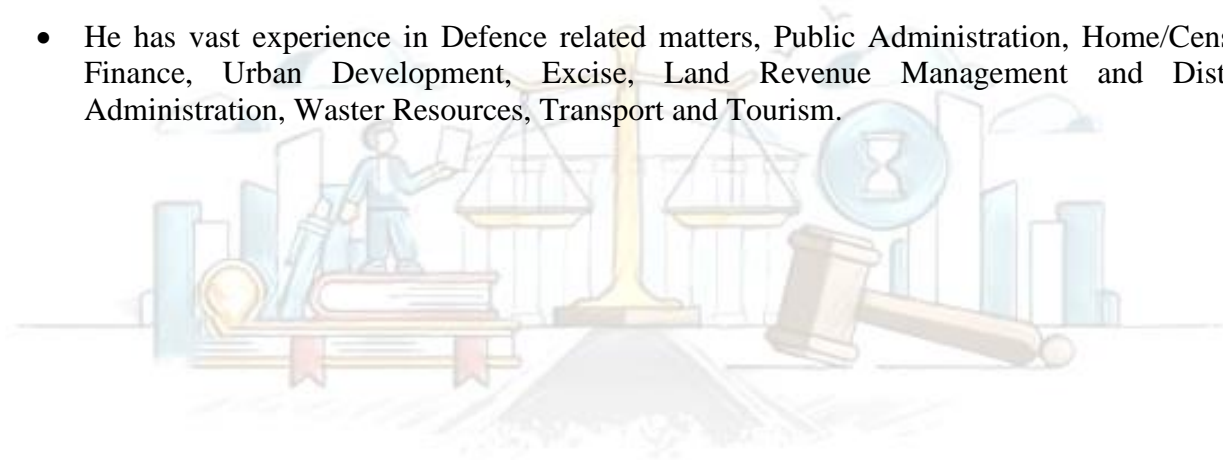
- Shri Nandkishor Prabhakar Naik is a seasoned professional with a rich and diverse background in Civil Engineering, Human Resources, and Management.
- He is a graduate in Civil Engineering and holds a Bachelor of Laws (LLB), a Certification in Human Resource Management from XLRI Jamshedpur, and a Diploma in Management.
- A distinguished officer of the 1995 batch of the Indian Ordnance Factories Service (IOFS), Shri Naik brings over 29 years of experience in public service.
- Throughout his career, Shri Naik has made valuable contributions in a variety of fields, including Human Resources, Production, Planning, Procurement, and Civil Maintenance.
- His leadership and expertise have been instrumental in driving operational efficiencies and fostering workforce resilience within diverse organizational settings.
- Notably, Shri Naik served as Chief General Manager at CFA, where he played a crucial role in optimizing operations and improving overall performance.



- On 5th February 2025, Shri Naik assumed the position of Director (HR) at Munitions India Limited, a premier Defence Public Enterprise. His appointment comes at a critical moment for the organization, with his wealth of experience and strategic vision positioned to enhance operational efficiency, strengthen workforce capabilities, and navigate challenges with resilience.
- Shri Naik's leadership is key to the on-going growth and success of Munitions India Limited as it continues to contribute to the national defence sector.

+ Shri Amit Satija, IAS, Joint Secretary (DDP), Government Nominee Director

- Shri Amit Satija is an IAS Officer of 2008 batch from AGMUT cadre who is currently posted as Joint Secretary in the Ministry of Defence in the Department of Defence Production.
- Prior to joining the Government of India, he has served at various positions in different States and UTs in the country including Delhi, Goa, Andaman Nicobar Islands and Lakshadweep Islands.
- Shri Amit Satija is a graduate in Economics and has done Masters of Management Studies from Jamnalal Bajaj Institute of Management Studies, Mumbai before joining IAS.
- He has vast experience in Defence related matters, Public Administration, Home/Census, Finance, Urban Development, Excise, Land Revenue Management and District Administration, Waster Resources, Transport and Tourism.





1.7.3 Dates from which constituted :

MIL has been registered with Ministry of Corporate Affairs on 14th August 2021 under Company's Act of 2013. MIL commenced its business from the "Appointed Date" viz. 1st October 2021.

1.7.4 Term / Tenure :

The term and tenure of Board of Directors and Statutory Committees is as per the applicable statutes / rules and based on the tenure of the appointment of Directors (Internal & External Directors).

1.7.5 Powers and Functions :

Board Meeting :

- ✚ The Board and its Sub-Committees viz. Audit Committee, Nomination and Remuneration Committee, CSR Committee, Investment cum Borrowing Committee, Capital Expenditure Committee and Committee of Directors for deciding approval of New Policies, MOUs, Changes in Policies and MOUs meet periodically to discuss and approve various proposals and to review and monitor the performance of the Company in various areas.
- ✚ The Committees provide guidance and directions for sustained growth, diversification and firming up the future plans of the Company.
- ✚ The Powers and Functions of the Board of Directors and the Statutory Committees is as per the applicable statutes/rules.

1.7.6 Whether their meetings are open to the public ?

MIL is a DPSU under the Ministry of Defence, Department of Defence Production. MIL is into defence strategic business, disclosing the details of Meeting of Board, Committees and other Bodies are not open to the public, or the minutes of such meetings are not made accessible for public as the nature of business of MIL is that of a Strategic Defence Establishment. Hence the information is not disclosed herein.

1.7.7 Whether the minutes of the meetings are open to the public ?

MIL is a DPSU under the Ministry of Defence, Department of Defence Production. MIL is into defence strategic business, disclosing the details of Minutes of Board Meetings are not made accessible for public as the nature of business of MIL is that of a Strategic Defence Establishment. Hence the information is not disclosed herein.

1.7.8 Place where the minutes if open to the public are available ?

MIL is a DPSU under the Ministry of Defence, Department of Defence Production. MIL is into defence strategic business, disclosing the details of Minutes of Board Meetings are not made accessible for public as the nature of business of MIL is that of a Strategic Defence Establishment. Hence the information is not disclosed herein.



1.8 Directory of Officers and Employees [Section 4(1)(b)(ix)] :

1.8.1 Name and Designation :

1.8.2 Telephone, Fax and Email ID (as on 31.03.2025) :

Sr. No	Name Of Officers (MIL Corporate Office, Pune)	Designation	Telephone (Reception)	E-Mail
1	PRAKASH AGARWALA	CMD	020-67080400	cmdmil@munitionsindia.in
2	RAKESH OJHA	DIRECTOR	020-67080400	directorop@munitionsindia.in
3	NANDKISHOR P NAIK	DIRECTOR	020-67080400	directorhr@munitionsindia.in
4	AJAY KUMAR SINGH	ED	020-67080400	ajaykumarsingh@munitionsindia.in
5	ASHOK KUMAR	ED	020-67080400	ashok.kumar@munitionsindia.in
6	SUNIL SAPRE	ED	020-67080400	sunilsapre@munitionsindia.in
7	ANUJ KISHORE PRASAD	ED	07184-275165	akprasad@ord.gov.in
7	VISHWAKARMA K L	GM	020-67080400	klvishwakarma@munitionsindia.in
8	ANIL KUMAR B R	GM	020-67080400	anilkumar@munitionsindia.in
9	AVINASH TARHAWADKAR	GM	020-67080400	avinashtarhawadkar@munitionsindia.in
10	KUMAR VAIBHAV GAUR	GM	020-67080400	kvgaur@munitionsindia.in
11	MEENA K C	GM	020-67080400	kcmeena@munitionsindia.in
12	VIJAYKUMAR GHADGE	GM	020-67080400	vijaykumarghadge@munitionsindia.in
13	RENJITH RAJ	Jt.GM	020-67080400	renjithraj@munitionsindia.in
14	PRASHANT SINGH	Jt.GM	020-67080400	prashantsingh@munitionsindia.in
15	PANKAJ KANDALKAR	Jt.GM	020-67080400	pankajkandalkar@munitionsindia.in
16	HARSH GULATI	JT.GM	020-67080400	harshgulati@munitionsindia.in
17	SAURABH MISHRA	DGM	020-67080400	saurabhmishra@munitionsindia.in
18	Md. SHAHIR FAROOQUI	DGM	020-67080400	farooqui@munitionsindia.in
19	SHIALYA GARG	DGM	020-67080400	shailyagarg@munitionsindia.in
20	NITIN JAIN	DGM	020-67080400	nitin.jain@munitionsindia.in
21	COL. S. GANESH	CSO	020-67080400	csomil@munitionsindia.in
22	ASHISH KUMAR AGRAWAL	DGM	020-67080400	ashish.agrawal@munitionsindia.in
23	BASANTA KUMAR MISHRA	DGM	020-67080400	bkmishra@munitionsindia.in
24	YOGESH WAGH	AWM	020-67080400	yogeshwagh@munitionsindia.in
25	VIKAS RAMTEKE	AWM	020-67080400	vikas.ramteke@munitionsindia.in
26	E.J.PAUL	CS	020-67080400	esmico@munitionsindia.in

Sr. No	Name Of Officers (Prod. & Non-Prod. Units)	Designation & Factory/Unit	Telephone (Reception)	E-Mail
A]	Production Units			
1	SANJAY HAZARI	CGM, Ammunition Factory Khadki	020-25810850	afk@ord.gov.in
2	VIKAS PURWAR	CGM, Cordite Factory Aruvankadu	0423-2231151	cfa@ord.gov.in
3	GYANESHWAR TYAGI	CGM, HEPF Tiruchirapalli	0431-2581801	gm-happ@ord.gov.in
4	V B KURIL	CGM, High Explosive Factory	020-25817165	hef@ord.gov.in
5	DEEPAK DESHMUKH	CGM, Ordnance Factory Bhandara	07184-275224	ofba@ord.gov.in
6	PRADEEP KUMAR DASH	CGM, Ordnance Factory Bolangir	06655-295751	gm_ofbol@ord.gov.in
7	P K PANDEY	CGM, Ordnance Factory Chanda	07175-265040	ofch@ord.gov.in
8	G K CHOUDHARY	CGM, Ordnance Factory Dehu Road	020-27671784	ofdr.ofb@nic.in
9	ALOK KUMAR AGRAWAL	CGM, Ordnance Factory Itarasi	07572-268535	ofi.ofb@nic.in
10	SHAILESH VAGERWAL	CGM, Ordnance Factory Khamaria	0761-2337403	ofk.ofb@nic.in
11	A K GUPTA	CGM, Ordnance Factory Nalanda	06612-257100	gm-ofn-bih@nic.in
12	M Z SARWAR	CGM, Ordnance Factory Varangaon	02582-277811	ofv.ofb@nic.in
B]	Non-Production Units			
	LALIT KUMAR	CGM, MILCOS	020-25819257	rcspune@ord.gov.in
	J P DASH	CGM, NADP Ambajhari	07104-222723	nadp@ord.gov.in
	UDAY KUMAR SHARMA	CGM, OFIL Khamaria	0761-2742901	pdofilkh@ord.gov.in



1.9 Monthly Remuneration received by Officers & Employees including system of compensation [Section 4(1)(b)(x)] :-

1.9.1 List of Employees with Gross Monthly Remuneration :

All employees are on deemed deputation to MIL which are from erstwhile OFB. All types of payments viz. Salary, Wages, Gross Monthly Remuneration, Compensation etc. are made as per 7th Pay Commission CDA Rules to all employees.

Those Employees who are appointed on or after 1st October 2021, are the employees of MIL. All types of payments viz. Salary, Wages, Gross Monthly Remuneration, Compensation etc. are made as per 3rd PRC IDA Rules and DPE Guidelines.

MIL is a DPSU under the Ministry of Defence, Department of Defence Production. MIL operates within the realm of defence strategic business, where divulging specific details or information pertaining to the list of employees and their gross monthly remuneration could potentially compromise the confidentiality and security of our workforce.

1.9.2 System of compensation as provided in its regulations :

All employees are on deemed deputation to MIL which are from erstwhile OFB. All types of payments viz. Salary, Wages, Gross Monthly Remuneration, Compensation etc. are made as per 7th Pay Commission CDA Rules to all employees.

MIL is a DPSU under the Ministry of Defence, Department of Defence Production. MIL operates within the realm of defence strategic business, where divulging specific details or information pertaining to the list of employees and their gross monthly remuneration could potentially compromise the confidentiality and security of our workforce.



1.10 Name, Designation and other particulars of Public Information Officers [Section 4(1)(b)(xvi)] :-

1.10.1 Name and Designation of the Public Information Officer (PIO), Assistant Public Information (s) Officer and Appellate Authority :

1.10.2 Address, Telephone Numbers & Email ID of each designated official :

List of Officers : Transparency Officer [TO], Nodal Officer [NO], First Appellate Authority [FAA], Central Public Information Officer [CPIO], Central Assistant Public Information Officer [CAPIO], Assistant Public Information Officer [APIO], Alternate Assistant Public Information Officer [AAPIO] Appointed under the RTI Act 2005 :-

Sl. No	Factory / Unit	Name & Desgn. (S/Shri / Smt.)	Appointment (FAA, CPIO, CAPIO, PIO, APIO, AAPIO, TO & NO)	Jurisdiction	Date from which holding Charge	Address	Contact Details			
							STD Code	Office	Fax	Email
1	AFK	Shri Sanjay Hazari CGM	FAA	AFK	30.09.2022	AFK	20	25810850	25813205	sanjayhazari@ord.gov.in
		Shri M A Khandare JGM	CPIO		15.02.2025		20	25813926		manmohankhandare@ord.gov.in
		Shri Krishna Kumar Maurya GM	CAPIO		15.02.2025		20	25819431		kkmaurya@ord.gov.in
		Shri Nishith Dwivedi JGM	APIO		19.10.2024		20	25821202		nishithdwivedi@ord.gov.in
		Shri T G Londhe JGM	AAPIO		10.11.2021		20	25819374		tgldndhe@ord.gov.in
		Shri S D Shivanikar JGM	TO		18.04.2022		20	25814418		sachinshivanikar@ord.gov.in
2	CFA	S.S. Salathia, CGM	FAA	CFA	12.10.2024	CFA	423	2244303		sssalathia@ord.gov.in
		D. Rajeev, JGM	CPIO		30.07.2024		423	2244311		rajeevdamodaran@ord.gov.in
		T.L.V.S.Sankar, DGM	ACPIO		30.07.2024		423	2244312		tlvssankar.ofb@ofb.gov.in
3	HEF	Smt Sweety Rai	FAA	HEF	12.02.2025	HEF	020	25814463	020-25813204	sweetyrai@ord.gov.in
		Shri P K Samal	CPIO		01.02.2025		020	25322215		pkamal@munitionsindia.in
		Shri Ujjwal Kant	APIO		06.08.2024		020	25818545		ujjwalkant@ord.gov.in
		Smt Sweety Rai	TO		01.11.2024		020	25814463		sweetyrai@ord.gov.in
4	HEPF	Satyakam, GM	FAA	HEPF	06.01.2025	HEPF	0431	2584625	2581891	saytakamofbol@ord.gov.in
		Shailesh R Patil, JGM	PIO		06.01.2025		0431	2584627		srpatil@ord.gov.in
5	OFBA	S.C.Patil, GM	FAA	OFBa	14.02.2025	OFBA	07184	262403	275242	scpatil@ord.gov.in
		R.K.Yadav, JGM	PIO		21.09.2024		07184	262414		rkyadav.ofb@ofb.gov.in
		S.S.Dhapade, JWM(SG)	APIO		21.09.2024		07184	262466		rkyadav.ofb@ofb.gov.in
6	OFBOL	P.L.Bhisekar, GM	FAA, TO	OFBL	18.05.2023	OFBOL	06655	252087	250561	plbhisekar@ord.gov.in
		Ram Kumar, JGM	Alt. FAA & TO		05.11.2024		06655	252014		ramkumar@ord.gov.in
		Prabhasa Bhoi, JGM	PIO		03.10.2019		06655	252027		prabhasabhoi@ord.gov.in
		Dibyajyoti Sethi, WM	APIO		02.01.2024		06655	252026		dibyajyotisethi@ord.gov.in
		P.K.Sharma, JWM	AAPIO		02.01.2024		06655	252049		pradyumnaps72@gmail.com



Sl. No	Factory / Unit	Name & Desgn. (S/Shri / Smt.)	Appointment (FAA, CPIO, CAPIO, PIO, APIO, AAPIO, TO & NO)	Jurisdiction	Date from which holding Charge	Address	Contact Details			
							STD Code	Office	Fax	Email
7	OFCH	Anand Singh, JGM	FAA	OFCH	03.10.2024	OFCH	07175	261005	254043	anandsingh.ofb@nic.in
		G. D. Malvi, WM	APIO		08.07.2023		07175	261031		mgdnyaneshwar@ord.gov.in
		Vivek M Wasnik, WM	APIO		10.06.2024		07175	261033		vivekwasnik@ord.gov.in
8	OFDR	Utapal Srivastav	FAA	OFDR	02.02.2024	OFDR	0-20	27167204	27671616	utpalshrivastav@ord.gov.in
		Akhilesh Kumar	CPIO		26.05.2022		0-20	27167210		Akhileshkumar@ord.gov.in
		Amit K Rawat	APIO		08.09.2018		0-20	27167219		amitrawat@ord.gov.in
9	OFI	V K Bhartiya	FAA	OFI	19.11.2024	OFI	07572	268586	268563	ashishsharma@ord.gov.in
		G.K.Pal	CPIO		01.04.2022		07572	268564		gkpal@ord.gov.in
		A.K. Meena	ACPIO		05.08.2022		07572	268844		anilmeena@ord.gov.in
10	OFK	R.K.Gupta, GM	FAA	OFK	13.01.2024	OFK	761	2742405		rk Gupta@ord.gov.in
		Avinash Shankar, WM	PIO		27.09.2023		761	2742436		avinashshankar@ord.gov.in
		S.K.Gajbhiye, JWM-SG	APIO		15.06.2023		761	2742451		skgajbhiye@ord.gov.in
		Shivam Gupta, WM	TO		29.04.2023		761	2743219		shivamgupta@ord.gov.in
		Avinash Shankar, WM	NO		27.09.2023		761	2742436		avinashshankar@ord.gov.in
11	OFN	Anil Kumar Gupta	FAA	OFN	22.02.2024	OFN	6112	257121/122/123	257102	gm-ofn-bih@nic.in
		Indra Bhanu Gupta	CPIO		18.08.2025		6112			indrabhanugupta@ord.gov.in
		Rohit Kumar Mishra	TO		10.01.2024		6112			rohitkumarmishra@ord.gov.in
12	OFV	M, Z. Sarwar CGM	FAA	OFV	11.11.2024	OFV	02582	277811	277822	mdzunnoonsarwar@ord.gov.in
		Mahesh Jayant Shinde JGM	CPIO		27.12.2022		02582	295825		mjshinde@ord.gov.in
		S.S. Pawale APIO	APIO		07.05.2024		02582			sambhajipawale@prd.gov.in
13	NADP	Mohan Agrawal, Dgm	FAA	NADP	31.05.2023	NADP	07104	222329	07104 222740	mohanagrwal@ord.gov.in
		Rajarshi Dey, DGM	CPIO		31.05.2023		07104	222859		rajarshidey@ord.gov.in
		Rajarshi Dey, DGM	TO		20.07.2023		07104	222859		rajarshidey@ord.gov.in
		G B Pawar, JWM	NO		27.12.2017		07104	222734		admin.nadp@munitionsindia.in
14	OFILKH	Shri. U.K. Sharma CGM	FAA	OFILKH	06.03.2025	OFILKH	0761	2742901	0761 2337717	ofilkhamaria@ord.gov.in
		S. K. Singh, Jt.GM	CPIO		01.04.2022		0761	2742903		subodhsingh@ord.gov.in
		Lalit Kumar, JWM(SG)	CAPIO		16.11.2023		0761	2742908		lalitkumar1@ord.gov.in
15	MIL-COS	U.K. Sharma CGM	FAA	MIL-COS	01.12.2024	MIL-COS	20	25922297	NIL	uksharma.ofb@gov.in
		L.Meena, DGM	CPIO		02.07.2022		20	25922099		lokeshmeena@ord.gov.in
16	MIL-CO	Avinash Tarhawadkar, GM	FAA	MIL CO	20.12.2021	MIL CO	020	67080 413		avinashtarhawadkar@munitionsindia.in
		Md. Shahir Farooqui, DGM	CPIO		20.12.2021		020	67080 418		farooqui@munitionsindia.in



1.11 No. of Employees against whom Disciplinary Action has been proposed / taken [Section 4(2)] :-

1.11.1 No. of employees against whom Disciplinary action has been Pending for Minor Penalty or Major Penalty (Pl. refer table given below).

1.11.2 No. of employees against whom Disciplinary action has been Finalised for Minor Penalty or Major Penalty (Pl. refer table given below).

Sl. No.	Factory / Unit	Quarter-1 (April to June 2024)		Quarter-2 (July to Sept 2024)		Quarter-3 (Oct. to Dec. 2024)		Quarter-4 (Jan. to March 2025)	
		No. of Employees against whom Disciplinary Action was taken and Punishment imposed for the period 1.4.2024 to 30.6.2024	No. of Employees against whom Disciplinary Action is pending as on 30.6.2024	No. of Employees against whom Disciplinary Action was taken and Punishment imposed for the period 1.7.2024 to 30.9.2024	No. of Employees against whom Disciplinary Action is pending as on 30.9.2024	No. of Employees against whom Disciplinary Action was taken and Punishment imposed for the period 1.10.2024 to 31.12.2024	No. of Employees against whom Disciplinary Action is pending as on 31.12.2024	No. of Employees against whom Disciplinary Action was taken and Punishment imposed for the period 1.1.2025 to 31.3.2025	No. of Employees against whom Disciplinary Action is pending as on 31.3.2025
1	AFK	0	0	0	0	0	0	0	0
2	CFA	0	0	0	0	0	0	0	0
3	HEF	0	5	0	5	0	4	0	5
4	HEPF	2	3	0	2	0	2	0	2
5	OFBA	17	25	9	19	4	15	2	13
6	OFBOL	0	0	0	0	0	0	0	0
7	OFCH	0	16	0	18	0	16	0	24
8	OFDR	0	0	0	0	0	0	0	0
9	OFI	2	5	0	12	2	16	0	0
10	OFK	0	0	0	0	0	0	0	0
11	OFN	0	9	1	9	0	8	0	8
12	OFV	0	14	5	13	1	20	0	8
13	NADP	0	0	0	0	0	0	0	0
14	OFILKH	0	0	0	0	0	0	0	0
15	MILCOS	0	0	0	0	0	0	0	0
16	MIL-HQ	0	1	0	1	0	1	0	2
Total		21	78	15	79	7	82	2	62



1.12 Programmes to advance understanding of RTI [Section 26) :-

1.12.1 Educational Programmes :

Training Programme / Workshops are arranged to apprise on RTI Act and to have up-dated knowledge, at regular intervals.

1.12.2 Efforts to encourage Public Authority to participate in these programmes :

All CPIOs and Support Staff are encouraged to participate in the Training Programme / Workshops to enhance their professional skills in the field of RTI matter and their participation is also monitored.

1.12.3 Training of CPIO / APIO :

Sl. No.	Program / Session Details	Date	No. of Participants
1.	HEF : RTI Act 2025	17/05/2024	15
2.	OFILKH : 1 session of 1 hr. 15 mts. on the subject RTI Act 2005 was incorporated in the courses : (i) Reorientation course for chargeman (promotee) (ii) Induction Course for CM(LDCE) (iii) Reorientation Course for Chargeman (Promotee)	08/04/2024 to 19/04/2024 06/05/2024 to 17/05/2024 03/06/2024 to 14/06/2024	37 18 24
3.	OFILKH : 1 session of 1 hr. 15 mts. on the subject RTI Act 2005 was incorporated in the courses : (i) Reorientation course for chargeman (promotee) (ii) Reorientation course for chargeman (promotee)	15/07/2024 to 26/07/2024 02/09/2024 to 13/09/2024	24 20
4.	OFILKH : 1 session of 1 hr. 15 mts. on the subject RTI Act 2005 was incorporated in the courses : (i) Reorientation course for chargeman (promotee)	14/10/2024 to 25/10/2024	12
5.	OFILKH : RTI Act 2005 & Good Governance	24/02/2025 to 26/02/2025	27

1.12.4 Update & Publish Guidelines on RTI by the Public Authorities concerned :

The information related to RTI and any other information etc. are uploaded / updated on regular intervals.



1.13 Transfer Policy & Transfer Orders [F No. 1/6/2011 – IR dt.15.4.2013] :

1.13.1 Transfer Policy & Transfer Orders :

- i. Transfers / Job Rotations are effected in the Company from time to time based on Organizational requirements, Individual requests etc. The transfer orders are internal documents and are notified internally as and when such transfers take place.
- ii. The Transfer Orders are publicized in the intranet portal of the Company & the intranet portal is accessible to all its employees.
- iii. Since the issuance of transfer orders is dynamic and the orders have no direct connect with general public interest, the same are not made available here.

Note : MIL is a DPSU under the Ministry of Defence, Department of Defence Production. MIL operates within the realm of defence strategic business, where divulging specific details or information pertaining to the Transfer Policy / Orders could potentially compromise the confidentiality and security of our workforce.





2.0 Budget and Programme * :-

2.1 Budget allocated to each agency including all plans, proposed expenditure & reports on disbursements made etc. [Section 4(1)(b)(xi)] :

2.1.1 Total Budget for the Public Authority :

The budget exercise in MIL covers the following type of Budget:

- i) Capital Budget
- ii) Revenue Expenditure Budget

i) Capital Budget

Capital budget is used for the Modernization of Plant and Machinery for Capacity build up and setting up of production line for New Products. Capital Budget covers the list of all major equipment/ works to ensure that the activities are focused and the implementation is monitored towards the desired object.

ii) Revenue Expenditure Budget

Revenue Expenditure Budget which is generally linked to level of activity. This is represented in the production plan of the Company. Revenue Expenditure Budget inter-relates the financial outlays with the financial targets and accomplishment, reinforcing the principle of accountability, with ultimate aim of effective overall utilization of the scarce resources. This gets reflected in the Profit & Loss Account and Balance Sheet. These are supported by individual functional budgets such as Store Budget, Employees Benefits Expenses and Sales Budget etc. Expenditure on capital & Revenue outlays is available in the Annual Report.

2.1.2 Budget for each agency and plan & programmes :

*

2.1.3 Proposed expenditures :

*

2.1.4 Revised budget for each agency, if any :

*

2.1.5 Report on disbursement made and place where the related reports are available :

*

* The information about **Budget & Programme** can be viewed / downloaded from the website of MIL viz. <https://munitionsindia.in>.



2.2 Foreign and Domestic Tours [F.No. 1/8/2012 – IR dt.11.9.2012] :

2.2.1 Budget :

MIL is having its own Manual containing the Travelling Allowances / Daily Allowances (TA / DA – Both Domestic Tours/Travel and Foreign Tours/Travel) Rule. For Foreign Tours, MIL is having its own SOP and for Domestic Tours, SOP of erstwhile OFB is followed. For confidentiality purpose, this document/information is not disclosed herein/uploaded on the website of MIL.

2.2.2 Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit.

MIL is a DPSU under the Ministry of Defence, Department of Defence Production. MIL operates within the realm of defence strategic business, where divulging specific details or information pertaining to the details of the foreign and domestic official tours undertaken by the key executives, could potentially compromise the confidentiality and security of our workforce. Hence, the information is not disclosed herein.

2.2.3 Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.

Notice/tender enquires, and corrigenda if any thereon	Details of the bids awarded comprising the names of the suppliers of goods/ services being procured	The works contracts concluded – in any such combination of the above	The rate/ rates and the total amount at which such procurement or works contract is to be executed
*	*	*	*
*	*	*	*
*	*	*	*

* Information related to procurement is available in CPP and GEM Portal.



2.3 Manner of Execution of subsidy programme [Section 4(i)(b)(xii)] :

2.3.1 Name of the Programme of Activity :

As such, MIL does not have any subsidy schemes/programmes for public. Some of MIL's operating divisions are located in remote rural areas, which are socio-economically backward and deficient in the basic civic amenities. MIL, as responsible corporate citizen has been addressing the issue of community development in the neighbourhood areas of its stations, which had been impacted due to establishment of the project. MIL is also conscious about the need for socio-economic development of SC/ST community, the under privileged and needy segments in the neighbouring areas. MIL has taken initiative in the field of Health, Education, Environment & Community Development etc.

A. Health:

The Ordnance Factories Hospitals (OFH) co-located with MIL Units are under direct control of Directorate of Ordnance (Coordination & Services), Kolkata through their respective Defence Field Units. However, these OFHs are entrusted to carry out various Social and Community Development works / activities in the health sector, on regular basis. Some of the initiatives are indicate hereunder:

- Family Planning in O.F.Hospitals.
- Immunization Programmes for babies in O.F.Hospitals.
- Pulse Polio Immunisation Programmes in O.F.Hospitals.
- Free Health checkup for Ladies and Children in O.F.Hospitals.
- Blood Donation camps in O.F.Hospitals.

B. Education:

- Educational facilities to large number of children residing in nearby areas in located in MIL Campus schools.
- MIL runs MIL-WWA Schools viz. Ankur Vidya Mandir.
- There are Ordnance Factories Schools located in some of the MIL units, which are under the direct control of DoO(C&S) Kolkata through their respective Defence Field Units.
- Further, there are Kendriya Vidyalayas in the Estate Premises of MIL Units.

C. Environment:

Factories / Units of MIL are accredited with ISO-14001 environmental management system. To sustain this initiative, following are put in place at Production Divisions:

- Sewerage Treatment Plants & Effluent Treatment Plants etc.
- Efforts towards ecological improvements through afforestation.
- Exhibiting awareness posters / hoardings at strategic locations both in factory and township areas to spread message on maintaining the ecological balance.



D. Other Community Development Initiatives:

MIL has adopted various social welfare measures for the development of adjoining villages and backward areas surrounding its Factories / units. The main activities undertaken are in the areas of:

- a) Provision of drinking water
- b) Provision of roads
- c) Permission to collect Fodder Grass and Fire Wood from Townships
- d) Provision of treated sewerage water for agriculture purposes
- e) Provision of street lights at certain places
- f) Provision of Bus shelter
- g) Organising sports activities/tournaments

E. Human Rights

MIL supports and respects the protection of national policy on Human Rights and there is no discrimination based on caste, creed, religion, region or gender in its policies. MIL follows the principle of equal opportunity to all employees.

F. CSR:

The company has been consistently involved in CSR activities contributing to the society.

2.3.2 Objective of the Programme :

The objective of CSR programme is to contribute to sustainable development by addressing social, environmental, and economic challenges while simultaneously creating value for stakeholders and society at large. Thus, MIL aims to create sustainable value for society while aligning the business operations with principles of social responsibility and ethical conduct.

2.3.3 Procedure to avail benefits :

MIL, at the beginning of financial year invite the proposal for the projects under CSR from factories/units under its control for benefit of the people in surrounding area, keeping in mind the predefined themes. The people of nearby area, Students, Patients, Women, underprivileged individuals in the society, thus availed the benefits under CSR. However some CSR registered NGOs, Institutes, Organization, Schools etc. also approach the MIL for undertaking the CSR programme which are also considered by MIL subject to feasibility to run the programme under CSR.



2.3.4 Duration of the Programme / Scheme :

Duration of all CSR programme undertaken by MIL, is restricted to 01 year. However, CSR programmes are extended in exceptional cases in terms of statutory provisions in this regard.

2.3.5 Physical and Financial Targets of the Programme :

- ❖ Financial Target under CSR for year 2024-25 is : Rs. 702.94 Lakh
- ❖ Physical Target under CSR for Year 2024-25 is : Undertaken total 87 CSR Projects on following areas :-
 - + Providing nutrition food to TB patients at Pune, Jalgaon, Nalanda etc. and nutrition diet to girls, poor children, old age people of orphanage at Itarsi, Aruvankadu.
 - + Donating Medical equipment to the Govt. Hospital for the benefit of needy patients at Bhandara, Khamaria, Nalanda, Pune, Trichy, Nagpur.
 - + Projects for Drinking Water facility at small villages of Nagpur, Bolangir, Itarsi, Pune etc.
 - + Project for repairing, installing toilets, urinal facilities for school boys and girls at Bhandara, Bolangir and Pune.
 - + Projects on rain water harvesting under 'Jan sanchay Jan Bhagidari' Scheme at Pune, Bhandara, Bolangir, Chandrapur, Itarsi, Khamria, Nalanda.
 - + Projects for welfare of poor / destitute, needy women, Children of the society in Pune, Khamaria, Nalanda etc.
 - + Projects to promote the education and sport among the students by providing educational aids, school uniforms and sport equipment etc. at Khamaria, Chandrapur, Bolangir, Itarsi, Nalanda.
 - + Project by conducting of Medical Camp for poor needy people of the society at Pune, Varangaon, Nalanda.
 - + Project of donation of Water Cooler, Water purifiers, Study tables, plastic Chairs for destitute, special abled children at Chandrapur, Nagpur, Pune.

2.3.6 Nature / Scale of Subsidy / Amount allotted :

Total Amount allotted under CSR for year 2024-25 is Rs. 702.64 Lakh.



2.3.7 Eligibility Criteria for grant of subsidy :

Eligibility Criteria for allotment of amount for CSR project :-

- (i) Amount allocated for CSR project must be incurred as an expenditure by a way of actual procurement of items/services and not transfer the fund to any beneficiary/organization.
- (ii) The proposal of project must be on need based.
- (iii) The beneficiaries of the CSR Project should be underprivileged people of nearby area/society.
- (iv) Amount allotted for project cannot be diverted to another project.
- (v) Project should be based on the predefined themes by the Govt. of India.
- (vi) The project implementing agency should be registered under CSR.
- (vii) Post monitoring system wherever applicable should be developed by implementing agency.

2.3.8 Details of beneficiaries of subsidy programme (number, profile etc.) :

Target beneficiary under CSR Project for year 2024-25 are Students, Lactating Mothers, Women, Old people of various old-age homes, under-privileged children orphanages, TB patients and other patients of the Govt. Hospitals, Children as well as persons with disabilities and Poor people of the nearby society.

Note : The information about CSR Activities can be viewed / downloaded from the website of MIL viz. <https://munitionsindia.in>.



2.4 Discretionary and non-discretionary grants [F No.1/6/2011 – IR dt.15.04.2013] :-

2.4.1 Discretionary and non-discretionary grants / allocations to State Govt. / NGOs / other institutions :

MIL has not made any Discretionary and Non-discretionary grants to other organizations.

2.4.2 Annual Accounts of all legal entities who are provided grants by Public Authorities :

Not Applicable.

2.5 Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1)(b)(xiii)] :-

2.5.1 Concessions, permits or authorizations granted by public authority :

MIL does not grant any concession, permits or authorization.

2.5.2 For each concession, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations

Not applicable.



2.6 CAG & PAC paras [F No.1/6/2011 – IR dt.15.04.2013] :-

2.6.1 CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.

S.No	Paras of C&AG Report	Subject
1	Audit Para 3.2 C&AG Report No.10 of 2024	Irregular production of Akash Sustained grain Propellant leading to blockage of Rs.5.40 Crore. Action taken.
2	Audit Para (AP-3.3)	Loss of 14.45 Crore due to deterioration of Shells at Ordnance Factory Badmal.
3	RDP-1/OF/2022-23	Loss of 4.25 Crore due to delay in raising of quality claim to the foreign firm for replacement of the defective lot of SCCC (Lot No.20/18) by OFCH.
4	Draft Paragraph DP-01/2022-23/ (03/2022-23	Deemed Contracts concluded by Ordnance Echelons post corporatization of Ordnance Factories.
5	Audit Para-6.2 for the report of No. 6 of C&AG Report No.6 of 2023 (Background Note)	Idle investment of Rs.77.11 Crore upon indigenous development of Arming Devices.
6	Background Note for AP-3.5	Loss of Rs.62.10 Crore on replacement of defective ammunition to Army by Ordnance Factory Badmal.
7	RDP-4/OF/2021-22	Extra expenditure of Rs.7.18 Crore incurred on free replacement of Detonator 36M 4 Sec. delay.
8	Audit Para No.2.4, 4.3, 5.1, 5.2.1 & 5.3.3 of C&AG Performance Audit Report No.19 of 2015.	Ammunition Management in Army.
9	Revised Draft Para No.RDP-4 of 2021-22.	Extra expenditure of Rs.8.18 Crore on free replacement of Detonator 36M 4 Sec. delay.

Queries / Information asked in these Paras and CAG Reports were replied.



3.0 Publicity Band Public Interface :-

3.1 Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)] [F No.1/6/2011 – IR dtd.15.04.2013] :

MIL is a Public Sector Company under the Ministry of Defence, Department of Defence Production and policies formulated by MIL relate to its internal management. The area of operations and services being provided by the company are not applicable to general public. Hence, there is no arrangement for consultation with the members of the Public prior to formulation of its internal policies. All its policies are formulated in compliance with the provisions of all applicable statutes, rules, regulations, etc. The Company has a Public Grievance System. Designated Officers are available to deal with Public/Staff Grievances.

Information pertaining to MIL and its products including policies, manuals, procedures, etc. is hosted on the website (<https://munitionsindia.in>) and is available to citizens for viewing and downloading. In addition, facility has been provided at MIL website for addressing queries / feedback from the public.

Further, MIL holds Annual General Meeting every year with its stake holders where they can express their views and suggestions on the company.

3.1.1 Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens :

Relevant Acts, Rules, which are normally accessed by citizens are available in public domain. Forms and other documents are made available to citizens through our website.

3.1.2 Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors, (c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants :

MIL is a commercial company, which does not directly provide any utility services to the members of the public at large. As such, no formal arrangement is in place for consultation with or representation by, the members of public in relation to the formulation of policy or implementation thereof.

3.1.3 Public - Private Partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any :

#



3.1.4 Public - Private Partnerships (PPP)- Detailed Project Reports (DPRs) :

#

3.1.5 Public - Private Partnerships (PPP)- Concession agreements :

#

3.1.6 Public - Private Partnerships (PPP) - Operation & maintenance manuals:

#

3.1.7 Public - Private Partnerships (PPP) - Other documents generated as part of the implementation of the PPP :

#

3.1.8 Public - Private Partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government :

#

3.1.9 Public - Private Partnerships (PPP) -Information relating to outputs and outcomes :

#

3.1.10 Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.) :

#

3.1.11 Public - Private Partnerships (PPP) - All payment made under the PPP project :

#

Note (with regard to Point No.3.1.3 to 3.1.11) :

MIL is a DPSU under the Ministry of Defence, Department of Defence Production. MIL operates within the realm of defence strategic business, where divulging specific details or information pertaining to PPP, SPV, DPR, Concession Agreements, other documents generated, information relating to fees, tolls or other kind of revenues, process of selection of private sector party, payments made under PPP etc., could potentially compromise the confidentiality and security of our workforce. Hence, the information is not disclosed herein.



3.2 Are the details of policies / decisions, which affect public, informed to them [Section 4(1)(c)] :-

3.2.1 Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year :

Not applicable.

MIL is a DPSU under the Ministry of Defence, Department of Defence Production. MIL operates within the realm of defence strategic business, where divulging specific details or information pertaining to Publish relevant facts while formulating important policies or announcing decisions etc., could potentially compromise the confidentiality and security of our workforce. Hence, the information is not disclosed herein.

3.2.2 Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process :

Not applicable.

3.2.3 Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the arrangement for consultation before formulation of policy :

Not applicable.

3.3 Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)] :-

3.3.1 Use of the most effective means of communication – Internet (website):

General information about the company already available on MIL Website.



3.4 Form of accessibility of information Manual / Handbook [Section 4(1)(b):-

3.4.1 Information manual/handbook available in Electronic format :

The information such as Annual Reports, Manuals, Handbooks, Telephone Directory, etc. is available in both electronic and printed format, with the concerned Departments of Offices / Units.

3.4.2 Information manual/handbook available in Printed format :

The information such as Annual Reports, Manuals, Handbooks, Telephone Directory, etc. is available in both electronic and printed format, with the concerned Departments of Offices / Units.

3.5 Whether information manual/handbook available free of cost or not [Section 4(1)(b)] :

3.5.1 List of materials available free of cost :

The Company's Certain Official documents, Manuals & General Policy documents are available in electronic form. The same can be accessed and downloaded from MIL's website <https://munitionsindia.in>

3.5.2 List of materials available at a reasonable cost of the medium :

The Company's Certain Official documents, Manuals & General Policy documents are available in electronic form. The same can be accessed and downloaded from MIL's website <https://munitionsindia.in>



4.0 E-Governance :

4.1 Language in which Information Manual/Handbook Available [F No.1/6/2011 – IR dtd.15.04.2013] :-

4.1.1 English :

Information is available in English.

4.1.2 Vernacular / Local Language :

The suo motu disclosure of the certain information under Section 4(1)(b) of the RTI Act, is available in Hindi and English. The Annual Reports are also available in Hindi and English language.

4.2 When was the Information Manual/Handbook last updated [F No.1/6/2011 – IR dtd.15.04.2013] :-

4.2.1 Last date of Annual updation :

The new MIL manual for P&M procurement and SOP for Civil Works were approved on 29/12/2023 by Board of Directors of MIL and the same is being implemented.

4.3 Information available in electronic form [Section 4(1)(b)(xiv)] :-

4.3.1 Details of information available in electronic form :

The information such as Annual Reports, Manuals, Handbooks, Telephone Directory, etc is available in electronic format. The same can be accessed and downloaded from MIL website <https://munitionsindia.in>

4.3.2 Name/Title of the document/record/other information :

Annual Reports, Manuals, Handbooks, Telephone Directory, etc.

4.3.3 Location where available :

The information can be accessed and downloaded from MIL website <https://munitionsindia.in>



4.4 Particulars of facilities available to citizen for obtaining information, including the working hours of a library or reading room, if maintained for public use [Section 4(1)(b)(xv)] :-

4.4.1 Name & Location of the faculty :

MIL does not maintain any Public Library. However, information pertaining to MIL and its products including policies, manuals, procedures, etc is hosted on the website (<https://munitionsindia.in>) and is available to citizens for viewing and downloading.

4.4.2 Details of information made available :

Certain information can be viewed, accessed and downloaded by citizens MIL website <https://munitionsindia.in>

4.4.3 Working hours of the facility :

Not applicable.

4.4.4 Contact person & contact details (Phone, Fax, Email) :

Not applicable.

4.5 Such Other information as may be prescribed under [Section 4(1)(b)(xvii)] :-

4.5.1 Grievance Redressal Mechanism :

Grievance Redressal Mechanism is available in each factory/unit under MIL. Employees having any grievance(s), can address their issues to nominated Grievance Officers / Nodal Officers. An application is been forwarded by the grievance employee. After receipt of the application, necessary comments are taken from concern section or the individual for justification. Then both the parties are called for verification and clarification regarding the complaint. After doing this, the case is put up to the competent authority for further discussion depending upon the merit of justification. All Grievances at local level are redressed periodically during the Grievance Meeting held under the chair of Chief General Manager of factory/unit.



4.5.2 Details of applications received under RTI and information provided :

RTI Applications and Appeals : Receipt And Disposals **Receipt and Disposal of RTI Applications and Appeals**

Sl. No.	Particulars	Received	Disposed
[1]	From 1.10.2021 to 31.03.2022		
i.	RTI Applications	357	357
ii.	RTI Appeals	93	93
[2]	From 1.04.2022 to 31.03.2023		
i.	RTI Applications	784	784
ii.	RTI Appeals	117	117
[3]	From 1.04.2023 to 31.03.2024		
i.	RTI Applications	762	636
ii.	RTI Appeals	89	67
[4]	From 1.04.2024 to 31.03.2025		
i.	RTI Applications	818	656
ii.	RTI Appeals	100	89

Note : Received & Disposed figure includes RTI applications / Appeals carried forward from previous year.

4.5.3 List of Completed Schemes / Projects / Programs :

- PINAKA Rocket: Completed.
- 30 mm BMP-II Ammunition: Completed
- 125mm AMK-339 FSAPDS (MANGO): Under Final implementation stage.

4.5.4 List of Schemes / Projects / Programs underway :

- OFN Project: Under implementation.
- OFBA Propellant project: Under implementation.

4.5.5 Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract :

Information above threshold value is available on CPP and GEM Portal.

4.5.6 Annual Report :-

- Annual Report : 2021-22 (English) (Hindi)
- Annual Report : 2022-23 (English) (Hindi)
- Annual Report : 2023-24 (English) (Hindi)

The above Annual Reports can be viewed/downloaded from the website of MIL viz.
<https://munitionsindia.in>.



4.5.7 Frequently Asked Questions (FAQs) :

1. What is RTI Act ?

RTI stands for Right to Information. The "Right to Information Act, 2005" came into force on the 12th October, 2005 (Section 1 [1]), providing a machinery or a process to exercise the fundamental right to information.

2. Who is entitled to seek information under the RTI ?

Only a Citizen of India can seek information. A non-citizen cannot.

3. Does the RTI Act have All India Jurisdiction ?

Yes, the Act extends to the whole of India. (Section 1 [2]).

4. Who is excluded under RTI?

Act does not apply to certain organisations specified in the Second Schedule viz. Intelligence Bureau, Research and Analysis Wing of the Cabinet Secretariat, Directorate of Revenue Intelligence, Central Economic Intelligence Bureau, Directorate of Enforcement, Narcotics Control Bureau, Aviation Research Centre of the Cabinet Secretariat, Special Frontier Force of the Cabinet Secretariat, Border Security Force, Central Reserve Police Force, Indo-Tibetan Border Police, Central Industrial Security Force, National Security Guards, Assam Rifles, Sashtra Seema Bhal, Directorate General of Income-tax (Investigation), National Technical Research Organisation, Financial Intelligence Unit, India, Special Protection Group, Defence Research and Development Organisation, Boarder Road Development Board, National Security Council Secretariat, Central Bureau of Investigation Agency, National Intelligence Grid and Strategic Forces Command.

5. What is meant by “information” under the RTI Act ?

Information means any material in any form including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force. (Sub-Section (f) of Section 2)



6. What are the citizen's rights to seek information?

It includes the right to :

- a) Inspect works, documents, records.
- b) Take notes, extracts or certified copies of documents or records.
- c) Take certified samples of material.
- d) Obtain information in form of printouts, diskettes, floppies, tapes, video cassettes or any other electronic mode or through printouts. (Sub-Section (j) (i) to (iv) of Section 2)

7. Who will provide the information under RTI Act 2005?

Public Information Officer (PIO) of the specific public authority will provide the information. (Sub-Section (3) of Section 5)

8. What does a "Public Authority" mean?

It means any authority or body or institution of self- government established or constituted:

- a) by any other law made by Parliament;
- b) by any other law made by State Legislature;
- c) by notification issued or order made by the appropriate Government and includes any :-
 - i. body owned, controlled or substantially financed.
 - ii. non-Government organization substantially financed directly or indirectly by the appropriate Government. (Section 2(h))

9. What are the obligations of public authority?

It shall publish :-

- a) the particulars of its organization, functions and duties;
- b) the powers and duties of its officers and employees;
- c) the procedure followed in its decision-making process, including channels of supervision and accountability;
- d) the norms set by it for the discharge of its functions;
- e) the rules, regulations, instructions, manuals and records used by its employees for discharging its functions;
- f) a statement of the categories of the documents held by it or under its control;
- g) the particulars of any arrangement that exists for consultation with, or representation by the members of the public, in relation to the formulation of policy or implementation thereof;



- h) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted by it. Additionally, information as to whether the meetings of these are open to the public, or the minutes of such meetings are accessible to the public;
- i) a directory of its officers and employees;
- j) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
- k) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- l) the manner of execution of subsidy programmes, including the amounts allocated and the details and beneficiaries of such programmes;
- m) particulars of recipients of concessions, permits or authorizations granted by it;
- n) details of the information available to, or held by it, reduced in an electronic form;
- o) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
- p) the names, designations and other particulars of the Public Information Officers. (Sub-Section (1) (b) of Section 4)

10. What is the manner of publication ?

It is done through various means of communication including internet. It is available in English/ Hindi language. It will be available free or at such a cost based on the nature of information.

11. What information is not open to disclosure?

- a) Information, disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interests of the State, relation with foreign State or lead to incitement of an offence.
- b) Information which has been expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court.
- c) Information, the disclosure of which would cause a breach of privilege of Parliament or the State Legislature.
- d) Information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party, unless the Competent Authority is satisfied that larger public interest warrants the disclosure of such information.
- e) Information available to a person in his fiduciary relationship, unless the Competent Authority is satisfied that the larger public interest warrants the disclosure of such information.
- f) Information received in confidence from foreign Government.
- g) Information, the disclosure of which would endanger the life or physical safety of any person or identify the source of information or assistance given in confidence for law enforcement or security purposes.
- h) Information which would impede the process of investigation or apprehension or prosecution of offenders.



- i) Cabinet papers including record of deliberations of the Council of Ministers, Cabinet papers including record of deliberations of the Council of Ministers, Secretaries and other officers.
- j) Information which relates to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual.
- k) Notwithstanding any of the exemptions listed above, a public authority may allow access to information, if public interest in disclosure outweighs the harm to the protected interests. (Section 8[1])

12. Is partial disclosure allowed?

Yes. Only that part of the record which does not contain any information which is exempt from disclosure and which can reasonably be severed from any part that contains exempt information, may be provided.

13. How to apply for information ?

The citizen has to apply in writing or through electronic means via <https://rtionline.gov.in/index.php> in English or Hindi or in the official Language of the area, to PIO, specifying the particulars of the information sought for.

14. Where do I submit the application for information ?

- a. One or more officers in every Public Authority have been made "Public Information Officers" (PIO). Request to information need to be submitted to the concerned PIO of the Public Authority.
- b. The PIO's are responsible for collecting information requested by the applicants and providing to the RTI applicants. Also, several officers have been appointed as Assistant Public Information Officers (APIOs). Their job is only to accept applications from the public and forward it to the right PIO. (Sub-Section (3) of Section 5)

15. How can one who is deaf/blind apply?

Where the applicant is deaf, blind, or otherwise impaired, the public authority is supposed to provide assistance to enable access to the information, including providing such assistance as may be appropriate for the inspection. (Sub-Section (4) of Section (7))



16. Is there an “application form” to be filled?

For Central Government Departments, there is no form. One can apply in writing on a plain sheet of paper like an ordinary application or through electronics means in English or Hindi or in the official language. However, many states and some ministries and departments have prescribed formats. If so, prescribed format need to be used. (Sub-Section (1) of Section 6)

17. Should the applicant give reasons for seeking any information?

Applicant is not required to give any reasons or additional information other than your contact details (i.e., Name, Address, etc.). (Sub-Section (2) of Section 6).

18. Is there any fee for filing RTI petition?

Yes, there is an “application fee”. For Central Government Departments, it is Rs.10. However, different states have different fees. For getting copies of the information sought, one has to pay charges for the copies. One has to deposit those fees, and the period intervening between the dispatch of the said intimation and payment of fees shall be excluded for the purpose of calculating the period of thirty days. One has to pay additional cost as per the details below :-

- i. Rs.2/- per page (A4 & A3 Size) created or copied.
- ii. Actual charge or cost price of a copy in larger size paper;
- iii. For inspection of records, no fee for the first hour; and a fee of rupees five for each subsequent hour (or fraction thereof). (Section 7, Section 3 of Regulation of fee & Cost rules 2005)
- iv. Information in printed form; price fixed for publication or Rs.2/- per page of photocopy for extracts from the publication.

19. How can one send his/her application fee?

Every state has a different mode of payment for application fee. Generally, you can deposit your application fee via:

- In person by paying cash [Receipt must be taken]
- Demand Draft
- Indian Postal Order
- Money orders (only in some states)
- Affixing Court fee Stamp (only in some states)
- Banker’s cheque

(Sub-Section (5) of Section 7 / Section 3 of Regulation of fee & Cost rules 2005)



20. Is there any exemption from paying application fee?

No fees will be charged from people living below the poverty line, provided a copy of the certificate issued by the appropriate Government in this regard is submitted along with the application. (Sub-Section (5) of Section 7 & Para 6 of Note below Section 7).

21. Who are the Public Information Officers (PIOs) ?

PIOs are officers designated by the Public Authorities in all administrative Units or Offices under it to provide information to any citizen requesting for information under the Act. Any officer, whose assistance has been sought by the PIO for the proper discharge of his or her duties, shall render all assistance and for the purpose of contraventions of the provisions of this Act, such other officer shall be treated as a PIO.

22. Where can one find the concerned PIO ?

A list of PIOs / APIOs for all Central and State departments / Ministries is available online at www.rti.gov.in. A list of PIOs/APIOs of MIL is available under **RTI tab** of MIL website. (Sub-Section (2) of Section 5).

23. Can the PIO refuse to accept RTI application?

No. The PIO cannot refuse to accept a RTI application for information under "any circumstances". Even if the information does not pertain to his / her department/jurisdiction, she / he has to accept it. If the application does not pertain to that PIO, he would have to transfer it to the right PIO within 5 days. It shall be the duty of the Central Information Commission or State Information Commission, as the case may be, to receive and inquire into a complaint from any person. (Sub-Section (3) of Section 6).

24. What are the duties of PIO, In case of rejection of RTI application

1. PIO shall deal with requests from persons seeking information and where the request cannot be made in writing, to render reasonable assistance to the person to reduce the same in writing.
2. If the information requested for is held by or its subject matter is closely connected with the function of another public authority, the PIO shall transfer, within 5 days, the request to that other public authority and inform the applicant immediately.
3. PIO may seek the assistance of any other officer for the proper discharge of his/her duties.



4. PIO, on receipt of a request, shall as expeditiously as possible, and in any case within 30 days of the receipt of the request, either provide the information on payment AS ON 01.06.2023 of such fee as may be prescribed or reject the request for any of the reasons specified in S.8 or S.9.
5. Where the information requested for concerns the life or liberty of a person, the same shall be provided within forty-eight hours of the receipt of the request.
6. If the PIO fails to give decision on the request within the period specified, he shall be deemed to have refused the request.
7. Where a request has been rejected, the PIO shall communicate to the requester :-
 - (i) The reasons for such rejection,
 - (ii) The period within which an appeal against such rejection may be preferred, and
 - (iii) The particulars of the Appellate Authority.
8. PIO shall provide information in the form in which it is sought unless it would disproportionately divert the resources of the Public Authority or would be detrimental to the safety or preservation of the record in question.
9. If allowing partial access, the PIO shall give a notice to the applicant, informing:-
 - (i) That only part of the record requested, after severance of the record containing information which is exempt from disclosure, is being provided;
 - (ii) The reasons for the decision, including any findings on any material question of fact, referring to the material on which those findings were based;
 - (iii) The name and designation of the person giving the decision;
 - (iv) The details of the fees calculated by him or her and the amount of fee which the applicant is required to deposit; and
 - (v) His or her rights with respect to review of the decision regarding non-disclosure of part of the information, the amount of fee charged or the form of access provided.
 - (vi) If information sought has been supplied by third party or is treated as confidential by that third party, the PIO shall give a written notice to the third party within 5 days from the receipt of the request and take its representation into consideration.
 - (vii) Third party must be given a chance to make a representation before the PIO within 10 days from the date of receipt of such notice.



25. What could be the ground for rejection?

- a) If it is covered by exemption from disclosure.
- b) If it infringes copyright of any person other than the State.

The PIO can deny information in some cases/matters. The various exemptions from disclosure of information are listed in Section 8 of the RTI Act, 2005.

If the sought information is in public interest, then the exemptions enumerated in Section 8 of the RTI Act, 2005 can also be disclosed. (Section 8)

26. What if PIO fails to give the information?

If a PIO fails to furnish the information asked for under the Act, every PIO will be liable for fine of Rs. 250 per day up to a maximum of Rs. 25,000/- for:-

- a) Not accepting an application
- b) Delaying information release without reasonable cause
- c) Malafidely denying information
- d) Knowingly giving incomplete, incorrect, misleading information
- e) Destroying information that has been requested and
- f) Obstructing furnishing of information in any manner

The Information Commission can also recommend disciplinary action against the concerned PIO, under the Service Rules applicable to him/her. (Sub-Section (1) of Section 20)

27. What are the time limits specified in the RTI Act?

For matters involving "Life and Liberty"	Within 48 Hours from receipt of application.
For Public Information Officer to reply to application	30 days from date of receipt of application
For Public Information Officer to transfer to another PA under Sec 6(3)	5 days from date of receipt of application
For Public Information Officer to issue notice to 3rd Party	5 days from date of receipt of Application
For 3rd Party to make a representation to Public Information Officer	10 days from receipt of notice from Public Information Officer
For Public Information Officer to reply to application if 3rd Party involved	40 days from date of receipt of application
For applicant to make First Appeal	30 days from date of receipt of Public Information Officer's reply or from date when reply was to be received



For First Appellate Authority to pass an order	30 days from receipt of First Appeal OR Maximum 45 days, if reasons for delay are given in writing
For applicant to make Second Appeal before CIC / State Information Commission	90 days from receipt of First Appeal orders or from the date when orders were to be received
For CIC / State Information Commission to decide Second Appeal	No time limit specified

(Section 7)

The Central/State Public Information Officer may invite third party to make a submission in writing or oral to take a decision whether the information should be disclosed. (Sub-Section (n) of Section 2)

28. Handling of complaints under RTI ACT?

Section 18 of the act empowers Central Information Commission [CIC] and also State Information Commissions [SICs] to enquire into complaints against Public Authority, Public Information Officer [Public Information Officer] and First Appellate Authority [First Appellate Authority]. The section has provided for enquiring and taking corrective steps by the respective commissions in respect of majority of problems that the applicant/appellant may face in getting information to which he is entitled to under this Act. (Sub-Section (1) Section 18)

29. Who are the Appellate Authorities?

In case a person fails to get a response from the PIO within the prescribed period or is aggrieved by the response received, or misuse of Section 8 of the Act, then he/she can file an appeal within 30 days with an officer superior in rank to the PIO (First Appellate Authority). (Section 19[1])

- First Appeal: First appeal to the officer senior in rank to the PIO in the concerned Public Authority within 30 days from the expiry of the prescribed time limit or from the receipt of the decision (delay may be condoned by the Appellate Authority if sufficient cause is shown).
- Second Appeal: Second appeal to the Central Information Commission or the State Information Commission as the case may be, within 90 days of the date on which the decision was given or should have been made by the First Appellate Authority (delay may be condoned by the Commission if sufficient cause is shown).
- Third Party appeal against PIO's decision must be filed within 30 days before first Appellate Authority; and, within 90 days of the decision on the first appeal, before the appropriate Information Commission which is the Second Appellate Authority.
- Burden of proving that denial of Information was justified lies with the PIO.
- First Appeal shall be disposed of within 30 days from the date of its receipt. Period extendable by 15 days if necessary. (Section 19)



30. What is the Jurisdiction of Courts?

Lower Courts are barred from entertaining suits or applications against any order made under this Act. (S.23) However, the writ jurisdiction of the Supreme Court and High Courts under Articles 32 and 225 of the Constitution remains unaffected.

31. What is the role of Central / State Governments?

- a) Develop educational programmes for the public especially disadvantaged communities on RTI.
- b) Encourage Public Authorities to participate in the development and organization of such programmes.
- c) Promote timely dissemination of accurate information to the public.
- d) Train officers and develop training materials.
- e) Compile and disseminate a User Guide for the public in the respective official language.
- f) Publish names, designation postal addresses and contact details of PIOs and other information such as notices regarding fees to be paid, remedies available in law if request is rejected etc. (Section 26)

32. Who has the Rule making power?

Central Government, State Governments and the Competent Authority as defined in S.2(e) are vested with powers to make rules to carry out the provisions of the Right to Information Act, 2005. (Section 27 & 28)

33. Who has the power to deal with the difficulties while implementing this act?

If any difficulty arises in giving effect to the provisions in the Act, the Central Government may, by Order published in the Official Gazette, make provisions necessary/expedient for removing the difficulty. (Section 30).

34. How does one who cannot write apply?

In case one cannot make request in writing, the PIO is supposed to render all reasonable assistance to the person making the request orally to reduce the same in writing. (Sub-Section (1) of Section 6)



4.5.8 Any other information such as (a) Citizen's Charter (b) Result Framework Document [RFD] (c) Six monthly reports on the (d) Performance against the benchmarks set in the Citizen's Charter :

a. Citizen's Charter

Not applicable.

b. Result Framework Document [RFD]

Not applicable.

c. Six monthly reports on the

Not applicable.

d. Performance against the benchmarks set in the Citizen's Charter :

Not applicable.

4.6 Receipt & Disposal of RTI Applications & Appeals [F No.1/6/2011-IR dt. 15.04.2013] :

4.6.1 Details of Applications Received and Disposed :

Sl. No.	Particulars	Received	Disposed
1.	RTI Applications (From 01.10.2021 to 31.03.2022)	357	357
2.	RTI Applications (From 01.04.2022 to 31.03.2023)	784	784
3.	RTI Applications (From 01.04.2023 to 31.03.2024)	762	636
4.	RTI Applications (From 01.04.2024 to 31.03.2025)	818	656

4.6.2 Details of Appeals received and orders issued :

Sl. No.	Particulars	Received	Disposed
1.	RTI Appeals (From 01.10.2021 to 31.03.2022)	93	93
2.	RTI Appeals (From 01.04.2022 to 31.03.2023)	117	117
3.	RTI Appeals (From 01.04.2023 to 31.03.2024)	89	67
4.	RTI Appeals (From 01.04.2024 to 31.03.2025)	100	89

Note : Received & Disposed figure includes RTI applications / Appeals carried forward from previous year.

4.7 Replies to Questions asked in the Parliament [Section 4(1)(d)(2)] :

4.7.1 Details of Questions asked and replies given :

To safeguard the confidentiality and security of the information, the replies to questions asked in the Parliament are not made publicly available (viz. not uploaded to the Public Domain).



RIGHT TO INFORMATION

1. What is the existing mechanism in your establishment to deal with RTI? Whether a separate RTI Cell is functional in your Organization? If yes, furnish details of the structure, mandate and functioning thereof. If no, reasons there for.

All factories / units of the Company have appointed CPIOs, CAPIOs, APIOs, PIOs and First Appellate Authorities to handle RTI Applications. Apart from the above, Corporate Office has appointed Transparency Officer & Nodal Officer also. Separate RTI Cells are functioning in the Company. The Structure of the Cells are as follows:

Corporate Level

PUBLIC AUTHORITY

FIRST APPEALATE AUTHORITY

CENTRAL PUBLIC INFORMATION OFFICER

ASSISTANT PUBLIC INFORMATION OFFICER

Factory / Unit Level

FIRST APPEALATE AUTHORITY

CENTRAL PUBLIC INFORMATION OFFICER

ASSISTANT PUBLIC INFORMATION OFFICER

2. What is the percentage / number of Appeals of RTI Applications in the last three years? Give justifications thereof.

Year-wise RTI Applications and Appeals received were as follows:

Year	No. of RTI Applications	No. of Appeals	% of Appeals to RTI Applications
01.10.2021 to 31.03.2022	357	93	26.05
01.04.2022 to 31.03.2023	784	117	14.92
01.04.2023 to 31.03.2024	762	89	11.67
01.04.2024 to 31.03.2025	818	656	12.22

3. Please specify the details with regard to proactive disclosure on the guidelines issued by DoPT. To what extent the Organization was able to comply therewith and also explain the difficulties in doing so.

Proactive disclosures as per DOPT Guidelines and are as per Section 4(1) (b) of the RTI Act-2005 are made by Munitions India Limited in its website <https://munitionsindia.in>. Information on the website is updated periodically. The Organization has been able to comply with the directives given on proactive disclosures. No difficulties are faced by the Organization in respect of proactive disclosures.



4. **Whether the Organization has ever reviewed the RTI mechanism in the Organization with a view to assess the efficiency of its functioning, whether proactive disclosure resulted in reduction in the number of RTI applications, if so, the details of steps taken with regard to the speedier collection and supply of the information.**

Munitions India Limited (MIL) is a newly formed DPSU, which commenced its operations w.e.f. 1st October 2021 after restructuring of erstwhile OFB. For the first time, MIL is doing Proactive disclosures.

5. **Please comment on the need regarding the number of first appeals and second appeals against the CPIO decisions.**

Generally, appeals are pertaining to information which falls under Section 8(1) of the Act; personal information; and clarifications, grievances & complaints which do not fall under the purview of the RTI Act. Correct knowledge on RTI among the general public as to information which cannot be sought under the Act could reduce the number of 1st Appeals and 2nd Appeals.

6. **Whether the Organization feels that the workload of the Organization has increased owing to handling of RTI Applications.**

No.

7. **Please comment if there have been systemic improvements in the Organization and its impact *vis-à-vis* RTI applications.**

No Policy & Rules have been changed in the Organisation on account of RTI Applications. However, various Manuals and SOPs are being updated from time to time.

8. **Whether there have been any occasion that resulted in penalty on CPIO. If yes, cite nature of the case.**

No.

9. **Whether the CPIO in the Organization have adequately been trained / equipped to handle the responsibility. If not, reasons thereof and constrains, if any.**

PIOs in the Organisation have been adequately trained. No constraints are faced in providing the information sought.



5.0 Information as may be prescribed :

5.1 Such other information as may be prescribed [F No.1/2/2016 – IR dt. 17.08.2016, F No.1/6/2011 dt. 15.04.2013] :

5.1.1 Name & Details of :

(a) Current CPIOs & FAAs :

Please refer to Point No. 1.10.2 of this report.

(b) Earlier CPIOs & FAAs from 01.01.2015 :

MIL is a newly formed DPSU, which commenced its operations w.e.f. 1st October 2021 after restructuring of erstwhile OFB. Hence, information is available w.e.f. 1st October 2021 only, which is reproduced below :-

✚ Financial Year : 2022-23 (1st October 2021 onwards) :-

Sl	Fy / Unit	Name & Desgn. (S/Shri / Smt.)	TO, NO, FAA, CPIO, CAPIO, PIO, APIO, AAPIO appointed under the RTI Act 2005	Jurisdiction	Date from which holding Charge	Address	STD Code	Email
1	AFK	Sanjay Hazari, GM	FAA	Ammunition Factory, Khadki, Pune	30-09-2022	Ammunition Factory, Khadki, Pune	20	sanjayhazari@ord.gov.in
		Krishna Kumar Maurya, AGM	CPIO		07-12-2021		20	kkmaurya@ord.gov.in
		R.R. Gupta, JGM	APIO		01-11-2021		20	rrgupta@ord.gov.in
		Vijaykumar D. Ghadge, JGM	APIO		25-02-2021		20	vijaykumarghadge@ord.gov.in
		T.G. Londhe, JGM	AAPIO		10-11-2021		20	tgldndhe@ord.gov.in
		S.D. Shivanikar, JGM	TO		18-04-2022		20	sachinshivanikar@ord.gov.in
2	CFA	D. Mallik, AGM	AA	Cordite Factory Aruvankadu	01-05-2022	Cordite Factory Aruvankadu	423	debabratamallik@ord.gov.in
		T.L.V.S. Sankar, DGM	CPIO & TO		10-05-2022		423	tlvssankar.ofb@ofb.gov.in
		Vinay Mishra, WM	ACPIO		01-04-2022		423	vinaymishra.ofb@ofb.gov.in
3	HEF	S.D. Gurav, AGM	FAA	High Explosive Factory Khadki, Pune	10-11-2021	High Explosive Factory Khadki, Pune	20	suhasgurav@ord.gov.in
		R.S. Boid, JGM	TO & NO		10-12-2021		20	rsboid@ord.gov.in
		Ujjwal Kant, DGM	CPIO		10-11-2021		20	ujjwalkant@ord.gov.in
		K.S. Bairwa, WM	APIO		02-12-2021		20	kuldeepbairwa@ord.gov.in
4	HEPF	S.A.N. Murthy, AGM	FAA	High Energy Projectile Factory, Tiruchirapalli	07-06-2023	High Energy Projectile Factory, Tiruchirapalli	431	sanmurthy@ord.gov.in
		Sreenivasa Rao Bodala, JGM	TO & PIO		07-06-2023		431	bodalasreenivas@ord.gov.in



5	OFBA	A.K. Prasad, AGM	TO & FAA	Ordnance Factory, Bhandara	03-05-2023	Ordnance Factory, Bhandara	7184	akprasad@ord.gov.in
		Yatish Kumar, DGM	CPIO		29-11-2021		7184	yatishkumar.ofb@ord.gov.in
		Jaigopal Singh, JWM(SG)	APIO		06-08-2022		7184	jaigopalsingh@ord.gov.in
6	OFBL	P.L. Bhisekar, AGM	TO & FAA	Ordnance Factory, Bolangir, Badmal	18-05-2023	Ordnance Factory, Bolangir, Badmal	6655	plbhisekar@ord.gov.in
		Prabhasa Bhoi, DGM	CPIO		03-10-2019			prabhasabhoi@ord.gov.in
7	OFCH	Mishminder Sharma, JGM	TO & FAA	Ordnance Factory, Chanda	20-05-2023	Ordnance Factory, Chanda	7185	mishmindersharm.ofb@ofb.gov.in
		A.J. Ekka, DGM	NO & CPIO		24-08-2022		7185	abhayekka@ord.gov.in
		Vikas Gupta, DGM	APIO		05-11-2022		7185	vikasgupta@ord.gov.in
8	OFDR	N.P. Naik, AGM	TO, FAA & NO	Ordnance Factory, Dehuroad	18-06-2021	Ordnance Factory, Dehuroad	20	nprnaik@ord.gov.in
		Akhilesh Kumar, JGM	CPIO		26-05-2022		20	akhileshkumar1@ord.gov.in
		Utapal Srivastav, JGM	APIO		26-05-2022		20	utpalshrivastav@ord.gov.in
9	OFI	A.K. Prasad, AGM	FAA	Ordnance Factory, Itarsi	01-04-2022	Ordnance Factory, Itarsi	7572	ofi@ord.gov.in
		Ashish Sharma, JGM	TO				7572	ashishsharma@ord.gov.in
		G.K. Pal, DGM	CPIO		05-08-2022		7572	ofi@ord.gov.in
		A.K. Meena, DGM	APIO		05-08-2022		7572	ofi@ord.gov.in
10	OFK	Shivam Gupta, AWM	TO	Ordnance Factory, Khamaria	29-04-2022	Ordnance Factory, Khamaria	761	shivamgupta@ord.gov.in
		Rajendra K. Kumhar, DGM	NO		06-05-2023		761	rajendrakumhar@ord.gov.in
11	OFN	N.K. Aggarwal, GM	FAA	Ordnance Factory, Nalanda	11-05-2023	Ordnance Factory, Nalanda	6112	gm-ofn-bih@nic.in
		A.K. Sharma, AGM	TO		28-11-2022		6112	anjanisharma.ofb@ofb.gov.in
		U.K. Sharma, AGM	NO & CPIO		17-12-2021		6112	uksharma@ord.gov.in
		L.M. Xaxa, AD	APIO		17-12-2021		6112	lmxaxa.ofb@ofb.gov.in
12	OFV	Ajay Kumar Singh, GM	FAA	Ordnance Factory, Varangaon	06-05-2023	Ordnance Factory, Varangaon		ajaykumarsingh@ord.gov.in
		Anil Kumar Gupta, AGM	CPIO		24-12-2021			anilkumargupta@ord.gov.in
		Mahesh J Shinde	APIO		27-12-2022			mjshinde@ord.gov.in
13	NADP	Rajarshi Dey, DGM	TO	NADP Ambajhari	08-06-2023	NADP Ambajhari	7104	rajarshidey@ord.gov.in
		G.B. Pawar, JWM	NO		21-12-2017		7104	gbpawar@ord.gov.in
		Mohan Agrawal, DGM	AA		31-05-2023		7104	mohanagrawal@ord.gov.in
		Rajarshi Dey, DGM	CPIO		31-05-2023		7104	rajarshidey@ord.gov.in
14	OFIL-KH	Mohd. Junoon Sarwar, GM	FAA	OFIL Khamaria	19-05-2023	OFIL Khamaria	761	ofilkhamaria@ord.gov.in
		Subodh Kumar Singh, DGM	TO, NO & CPIO		12-06-2023		761	subodhsingh@ord.gov.in
		V.D. Dhole, WM	APIO		01-04-2022		761	vddhole@ord.gov.in
15	MIL-COS	Smt. J.V. Thakur, AGM	FAA & TO	MIL Controllarate of Safety, Pune	28-12-2021	MIL Controllarate of Safety, Pune		vjthakur@ord.gov.in
		A.N. Ghonge, JGM	CPIO & NO		28-12-2021			anghonge@ord.gov.in
		Lokesh Meena, DGM	APIO		02-07-2022			lokmeel63@gmail.com
16	MIL HQ	Avinash Tarhawadkar, GM	FAA	Munitions India Limited, Pune	20-12-2021	Munitions India Limited	20	avinashtarhawadkar@munitionsindia.in
		Md. Shahir Farooqui, DGM	CPIO		20-12-2021		20	farooqui@munitionsindia.in



Financial Year : 2023-24 :-

Sl. No	Factory / Unit	Name & Desgn. (S/Shri / Smt.)	Appointment (FAA, CPIO, CAPIO, PIO, APIO, AAPIO, TO & NO)	Jurisdiction	Date from which holding Charge	Address	Contact Details			
							STD Code	Office	Fax	Email
1	AFK	Sanjay Hazari	FAA	AFK	30.09.2022	AFK, Pune:3	20	25810850	25813205	sanjayhazari@ord.gov.in
		Krishna Kumar Maurya	CPIO		07.12.2021		20	25819431		kkmaurya@ord.gov.in
		R R Gupta	CAPIO		01.11.2021		20	25813799		rrgupta@ord.gov.in
		Vijaykumar D. Ghadge	APIO		25.02.2021		20	25818290		vijaykumarghadge@ord.gov.in
		T G Londhe	AAPIO		10.11.2021		20	25819374		tgldndhe@ord.gov.in
		S D Shivanikar	TO		18.04.2022		20	25814418		sachinshivanikar@ord.gov.in
2	CFA	D.MALLIK, AGM	Appellate Authority	CFA	01-05-2022	CFA	423	2230663	NIL	debabratamallik@ord.gov.in
		T.L.V.SANKAR, DGM	CPIO		10-05-2022		423	2234051	NA	tlvssankar.ofb@ofb.gov.in
		VINAY MISHRA, WM	ACPIO & TO		01-04-2022		423	2244326	NA	vinaymishra.ofb@ord.gov.in
3	HEF	Dr S P Saxena	FAA	HEF	30.08.2023	HEF	20	25814081	25813204	spxsaxena@ord.gov.in
		UJJWAL KANT	CPIO		10.11.2021		20	25818545	25813204	ujjwalkant@ord.gov.in
		A K GUHA	ALTERNATE PIO		30.08.2023		20	25822504	25813204	ateevkumarguha@ord.gov.in
		R S BOID	TO		10.12.2021		20	25820069	25813204	rsboid@ord.gov.in
4	HEPF	S.A.N. MURTHY, AGM	FAA	HEPF	22-06-2023	HEPF	431	2584623	2581891	sanmurthy@ord.gov.in
		SATYAKAM, AGM	PIO		22-06-2023		431	2584625	2581891	saytakamofbol@ord.gov.in
5	OFBA	A.K. PRASAD, AGM	FAA	OFBA	03.05.2023	OFBA	7184	262405	275242	akprasad@ord.gov.in
		YATISH KUMAR, DGM	PIO		29.11.2021		7184	262422	275242	yatishkumar.ofb@ord.gov.in
		V.K. PATHAK, APIO	APIO		31.07.2023		7184	262466	275242	vkpathak@ord.gov.in
		Amrit Raj, JWM(SG)	AAPIO		31.07.2023		7184	262464	275242	amritraj@ord.gov.in
6	OFBOL	P.L.Bhisekar, GM	FAA & TO	OFBOL	18-05-2023	O.F. BADMAL	6655	252087	250561	plbhisekar@ord.gov.in
		A.R.Thakur, GM	Alt. FAA & TO		18-05-2023		6655	252012	250561	plbhisekar@ord.gov.in
		Prabhasa Bhoi, DGM	PIO		03-10-2019		6655	252027	250561	prabhasabhoi@ord.gov.in
		Rahul Pali, WM	Alt. PIO		03-10-2019		6655	252031	250561	rahulpali@ord.gov.in
		Dibyajyoti Sethi, WM	APIO		02-01-2024		6655	252026	250561	dibyajyotisethi@ord.gov.in
		P.K.Sharma, JWM/NT	AAPIO		02-01-2024		6655	252049	250561	pradyumnaps72@gmail.com



7	OFCH	Mishminder Sharma, Jt.GM	First Appellate Authority & Transparency Officer	OFCH	20.05.2023	OFCH	7175	261012	254043	mishmindersharma.ofb@ofb.gov.in
		G. D. Malvi, WM	Public Information Officer	OFCH	18.01.2024		7175	261031	254043	mgdnyaneshwar@ord.gov.in
		Faisal Javaid	Assistant Public Information Officer	OFCH	18.01.2024		7175	261034	254043	faisaljavaid@ord.gov.in
8	OFDR	UTAPPAAL SHRIVASTAV	FAA	OFDR	02-02-2024	OFDR	0-20	27167204	27671616	utpalshrivastav@ord.gov.in
		AKHILESH KUMAR	CPIO	OFDR	26-05-2022		0-20	27167210	27671616	Akhileshkumar@ord.gov.in
		AMIT K RAWAT	APIO	OFDR	08-09-2018		0-20	27167219	27671616	amitrawat@ord.gov.in
9	OFI	Ashish Sharma	FAA	OFI	05-01-2023	OFI	7572	268586	268563	ashishsharma@ord.gov.in
		G.K.Pal	CPIO	OFI	01-04-2022		7572	268564	268563	gkpal@ord.gov.in
		A.K. Meena	ACPIO	OFI	05-08-2022		7572	268844	268563	anilmeena@ord.gov.in
10	OFK	R.K.GUPTA, AGM	FAA	OFK	13-01-2024	OFK	761	2742405	--	rk Gupta@ord.gov.in
		AVINASH SHANKAR, WM	PIO	OFK	27-09-2023		761	2742436	--	avinashshankar@ord.gov.in
		S.K.GAJBHIYE, JWM-SG (DO/SKG)	APIO	OFK	15-06-2023		761	2742451	--	skgajbhiye@ord.gov.in
		SHIVAM GUPTA, WM	TRANSPARENCY OFFICER	OFK	29-04-2023		761	2743219	--	shivamgupta@ord.gov.in
		AVINASH SHANKAR, WM	NODAL OFFICER	OFK	27-09-2023		761	2742436	--	avinashshankar@ord.gov.in
11	OFN	A.K.Gupta/CGM	FAA	OFN	22-02-2024	OFN	6112	257121/122/123	257102	gm-ofn-bih@nic.in
		ROHIT KUMAR MISHRA	CPIO	OFN	01-11-2023		6112	257121/122/123	257102	rohitkumarmishra@ord.gov.in
		S.C.YADAV	TO	OFN	01-11-2023		6112	257121/122/123	257102	subhashyadav@ord.gov.in
		L.M.Xaxa	PIO	OFN	30-03-2024		6112	257121/122/123	257102	lmxaxa.ofb@ofb.gov.in
12	OFV	Rakesh Ojha	Chief General Manager (FAA)	OFV	08.02.2024	OFV	02582	277811	277822	rakeshojha@ord.gov.in
		Mahesh Jayant Shinde	Jt. General Manager (CPIO)		27.12.2022		02582	295825	277822	mishinde@ord.gov.in
		A.K.Kushwaha	Jt. General Manager (APIO)		24.02.2024		02582	299608	277822	ashutoshkushwaha@ord.gov.in
13	NADP	Mohan Agrawal, DGM	FAA	NADP	31.05.2023	NADP, Ambajhari, Nagpur	440021	07104-222329	07104-222740	mohanagrawal@ord.gov.in
		Rajarshi Dey, DGM	CPIO		31.05.2023		440021	07104-222859	07104-222740	rajarshidey@ord.gov.in
		Rajarshi Dey, DGM	TO		20.07.2023		440021	07104-222859	07104-222740	rajarshidey@ord.gov.in
		G B Pawar, JWM	NO		27.12.2017		440021	07104-222734	07104-222740	admin.nadp@munitionsindia.in



14	OFILKH	M. Z. SARWAR	FAA	OFILKH	19-05-2023	OFIL Khamaria Jabalpur	761	27420901	7612337717	ofilkhamaria@ord.gov.in
		S. K. Singh	CPIO		01.04.2022		761	2742903	7612337717	subodhsingh@ord.gov.in
		Lalit Kumar	CAPIO				761	2742908	7612337717	lalitkumar1@ord.gov.in
15	MIL-COS	P C Nanda, CGM	FAA	MIL-COS	08.05.2023	MIL-COS	20	25819257		pcnanda.ofb@ofb.gov.in
		Smt. J.V.Thakur, GM	CPIO		28.12.2021		20	25810967		vjthakur@ord.gov.in
		A.N.Ghonge, Jt.GM	APIO		28.12.2021		20	29705623		anghonge@ord.gov.in
16	MIL-CO	Avinash Tarhawadkar, GM	FAA	MIL CO	20-12-2021	MIL CO	20	67080413		avinashtarhawadkar@munitionsindia.in
		Md. Shahir Farooqui, DGM	CPIO		20-12-2021		20	67080418		farooqui@munitionsindia.in

5.1.2 Details of Third Party Audit of Voluntary Disclosure :

(a) Date of Audit carried out : October 2024

(b) Report of the Audit carried out : November 2024

5.1.3 Appointment of Nodal Officers not below the rank of Joint Secretary/Additional HoD :

(a) Date of Appointment : 20.12.2021

(b) Name & Designation of the Officers : Shri Md. Shahir Farooqui
Deputy General Manager, CPIO

5.1.4 Consultancy Committee of key stake holders for advice on suo motu disclosure :

(a) Dates from which constituted : --

(b) Name & Designation of the Officers : --

5.1.5 Committee of PIOs / FAAs with rich experience in RTI to identify frequently sought information under RTI :

(a) Dates from which constituted : 20.12.2021

(b) Name & Designation of Officers : Shri Avinash Tarhawadkar
General Manager, FAA

Shri Md. Shahir Farooqui
Deputy General Manager, CPIO



6.0 Information Disclosed on own initiative :

6.1 Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information :

6.1.1 Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information :

Large amount of information is already placed on MIL website. Besides this, a MIS Portal has been installed to file a RTI Application and Appeals from 2021 onwards.

MIL is a DPSU under the Ministry of Defence, Department of Defence Production. MIL operates within the realm of defence strategic business, where divulging specific details or information which may affect the MILs strategies and business etc., and which could potentially compromise the confidentiality and security of our workforce, is not published on the website.

6.2 Guidelines for Indian Government Websites (GIGW) is followed (released in February 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. of India) :

6.2.1 Whether STQC certification obtained and its validity :

Certification not obtained as STQC provides certification for specific domain like gov.in, nic.in, etc. as per their policy. Hence, it is not applicable.

6.2.2 Does the website show the certificate on the Website?

Guidelines for Indian Government Websites (GIGW) followed in MIL Website (<https://munitionsindia.in>). Website is audited by Standardisation Testing and Quality Certification (STQC).



म्यूनिशन्स इंडिया लिमिटेड / Munitions India Limited

प्रपत्र – क (Form – A)

आवेदन / Application

(सूचना अधिकार अधिनियम, २००५ की धारा ६ (१) के अधीन /

Under Section 6(1) of the Right to Information Act 2005

दिनांक / Date : _____

सेवा में / To

जन सूचना अधिकारी / Public Information Officer

म्यूनिशन्स इंडिया लिमिटेड / Munitions India Limited

महोदय / महोदया

Dear Sir / Madam

1. मैं भारतीय नागरिक हूँ। कृपया मुझे निचे दिए गए पते पर निम्नलिखित सूचना दे।

I am a citizen of India. Please furnish the following information to me at my address :

2. मेरी जानकारी के अनुसार, उपर्युक्त वांछित सूचना, अधिनियम की धारा ८ एवं ९, जिन्हें प्रकट नहीं करना है, से सम्बन्ध नहीं है।

To the best of my knowledge, the above desired information does not relate to Section 8 & 9 of the Act, which are exempted from disclosure.

3. क्या मांगी गई सूचना व्यक्ति के जीवन या उसकी व्यक्तिगत स्वतंत्रता से सम्बन्धित है ? [है / नहीं है]

Whether the information sought concerns the life and liberty of a person ? [Yes / No] (Please tick any one)

4. शुल्क का विवरण / Details of the fee paid :

4.1 माध्यम - नकद / डिमांड ड्राफ्ट / बैंकर्स चेक सं. _____ दिनांक _____ राशि _____

Mode : Cash / DD / Bankers Cheque No. _____ Date _____ Amount _____

(आवेदक के हस्ताक्षर)

(Signature of Applicant)

नाम / Name : _____

पता / Address : _____

ई-मेल / E-mail : _____



म्यूनिशन्स इंडिया लिमिटेड / Munitions India Limited

प्रपत्र - ख (Form – B)

रिकार्ड देखने के लिए आवेदन / Application for Inspection of Records

(सूचना अधिकार अधिनियम, २००५ की धारा ६ (१) के अधीन /

Under Section 6(1) of the Right to Information Act 2005

दिनांक / Date : _____

सेवा में / To

जन सूचना अधिकारी / Public Information Officer

म्यूनिशन्स इंडिया लिमिटेड / Munitions India Limited

महोदय / महोदया

Dear Sir / Madam

1. मैं भारतीय नागरिक हूँ। देखे जाने वाले रिकार्ड का विवरण।

I am a citizen of India. Particulars of Records to be inspected :

2. मेरी जानकारी के अनुसार, उपर्युक्त वांछित सूचना, अधिनियम की धारा ८ एवं ९, जिन्हें प्रकट नहीं करना है, से सम्बंध नहीं है।

To the best of my knowledge, the above desired information does not relate to Section 8 & 9 of the Act, which are exempted from disclosure.

3. क्या मांगी गई सूचना व्यक्ति के जीवन या उसकी व्यक्तिगत स्वतंत्रता से सम्बंधित है ? [है / नहीं है]

Whether the information sought concerns the life and liberty of a person ? [Yes / No] (Please tick any one)

4. शुल्क का विवरण / Details of the fee paid :

4.1 माध्यम - नकद / डिमांड ड्राफ्ट / बैंकर्स चेक सं. _____ दिनांक _____ राशि _____

Mode : Cash / DD / Bankers Cheque No. _____ Date _____ Amount _____

4.2 संदर्भ- डिमांड ड्राफ्ट / बैंकर्स चेक संख्या _____ तिथि _____

Ref : DD / Bankers Cheque No. _____ Date _____

4.3 रसीद सं. _____ दिनांक _____ Receipt No. _____ Date _____

4.4 राशि, रु. _____ Amount Rs. _____

(आवेदक के हस्ताक्षर)

(Signature of Applicant)

नाम / Name : _____

पता / Address : _____

ई-मेल / E-mail : _____



म्यूनिशन्स इंडिया लिमिटेड / Munitions India Limited

प्रपत्र – ग (Form – C)

एम् आई एल में अपीलीय प्राधिकारी से अपील / Appeal to the Appellate Authority in MIL

(सूचना अधिकार अधिनियम, २००५ की धरा ६ (१) के अधीन /

Under Section 6(1) of the Right to Information Act 2005

दिनांक / Date : _____

सेवा में / To

अपीलीय अधिकारी / The Appellate Authority

म्यूनिशन्स इंडिया लिमिटेड, _____ प्रभाग / कामप्लेक्स /

Munitions India Limited _____ Division / Complex

1. आवेदन प्रस्तुत करने का दिनांक (आवेदन की प्रति संलग्न करें) :
Date of submission of the request (copy of the request to be attached) :
2. पंजीकरण संख्या, यदि आवेदक के पास उपलब्ध है तो :
Registration number, if available with applicant :
3. जन सूचना अधिकारी से प्राप्त उत्तर, यदि हो तो, की तिथि (उत्तर की प्रति संलग्न करें) :
Date of reply, if any, received from Public Information Officer (Copy of the reply to be attached)
4. जन सूचना अधिकारी का विवरण /
Particulars of Public Information Officer
5. अपील से संबंधित संक्षिप्त तथ्य (कृपया किसी एक को टिक करें)
Brief facts leading to appeal (Please tick any one)
क) उत्तर प्राप्त नहीं हुआ a) No response received
ख) उत्तर से खिन्न b) Aggrieved by the response
6. उपर्युक्त जन सूचना अधिकारी से उत्तर प्राप्त होने की तिथि से ३० की निर्धारित अवधि के पश्चात अपील फाइनल करने के कारण, यदि हो तो (यदि देरी हुई तो):
Reasons, if any, for appeal being filed after prescribed period of 30 days from date of receipt of reply from the above Public Information Officer (in case of delay only)
7. मांगी गई राहत / The relief sought :
8. उन दस्तावेजों की प्रतियां जिनके आधार पर आवेदक ने अपील की
Copies of Documents relied upon by the applicant
9. आवेदक / अपीलकर्ता का विवरण
Particulars of the applicant / appellant

नाम / Name : _____

पता / Address : _____

हस्ताक्षर : _____

Signature : _____

नाम : _____

Name : _____

पता : _____

Address : _____