

MINISTRY OF DEFENCE
DEPT OF DEFENCE PRODUCTION
PLANNING-V

SUBJECT: Structure, Role and responsibilities of the Directorate of Ordnance (Coordination & Services).

Please refer to MoD OM No. 1(5)/2021/OF/DP(Plg-V)/04 dated 24.09.2021 on 'Creation of Directorate of Ordnance (Coordination & Services)'.

2. In this regard, with the approval of the competent authority, the Structure, Role and responsibilities of the Directorate of Ordnance (Coordination & Services) (the Directorate) have been decided for implementation with immediate effect, as detailed in the succeeding paras.
3. The broad duties of the Directorate are as under:
 - (i) To manage OF Schools and OF Hospitals till such time the OF Hospitals and Schools are transferred to another Departments/Organisations.
 - (ii) To look after HR issues of the employees of erstwhile OFB during the transition phase (till the time the employees of erstwhile OFB continue to be Central Government employees).
 - (iii) Smooth transition to the 7 new Defence Companies.
4. The Directorate would be headed by an apex level officer, who has been designated as Director General Ordnance (Coordination & Services).
5. The Directorate would have the following Divisions:
 - (i) OF Hospitals & Schools
 - (ii) Gr A Gazetted Officers (other than those of Hospitals & Schools)
 - (iii) Gr B Officers (other than those of Hospitals & Schools)
 - (iv) NIEs & IEs (other than those of Hospitals & Schools)
 - (v) New Defence Companies
 - (vi) Budget & Asset Management of the Directorate
 - (vii) Administration & Coordination of the Directorate
 - (viii) IT
 - (ix) Field units
6. Each Division and each Field unit would be headed by one DDG/Sr. DDG level officer. The Directorate would also have Field Units to mainly cater to the HR issues of the employees of erstwhile OFB (largely Gr B & C) on deemed deputation to the new Defence Companies, such as promotion, disciplinary matters, etc. and establishment matters of OF schools & hospitals.

7. The following 7 Field units would be created:

Sr	Proposed Field unit	Factories and respective OF Schools and OF Hospitals
1	Jabalpur	VFJ
		GIF
		OF Khamaria
		GCF
		Katni
		Itarsi
	Total	6
2	Kanpur	OEFC
		FGK
		SAF
		OFC
		OPF
		OCF Shahjahanpur
	Total	7
3	Dehradun	OF Dun
		OLF
		OF Chandigarh
		OF Muradnagar
	Total	5
4	Kolkata (In the Directorate Kolkata Office)	GSF
		RFI
		MSF
		OF Dumdum
		OF Nalanda
	Total	6
5	Khadki	AFK
		HEF
		OF Dehuroad
		MTPF
	Total	5
6	Ambajhari	OF Ambajhari
		OF Bhandara
		OF Chanda
		OF Bhusawal
		OF Varangaon

	Total	5
		HVF
		EFA
		OCF Avadi
		OF Trichy
		HEPF Trichy
		OF Medak
		CFA
7	Total	7

8. Broad Role and Responsibilities of the top Management

8.1 Director General Ordnance (Coordination & Services)

- Head of the Directorate.
- Ensuring the overall functioning of the Directorate.

8.2 Additional Director General Ordnance (Coordination & Services)

- Assisting and supporting the Director General in the overall functioning of the Directorate.
- Guiding respective Division Heads on all related issues.

8.3 Division Heads (HAG/SAG level Officers, Sr. DDG/DDG)

8.3.1 Responsible for handling all the matters related to the Division, as mentioned in the following paras:

(i) OF Hospitals and Schools:

- All policy matters of OF Hospitals, including transfer & postings, RRs, Cadre related matters of all employees of OF Hospitals; promotions and disciplinary matters of Gr A Gazetted officers of OF Hospitals.
- All Policy matters of OF Schools, including transfer & postings; RRs, Cadre related matters of all employees of OF Schools; promotions and disciplinary matters of Gr A & Gr B Gazetted officers of OF Schools.

(ii) Group 'A' Gazetted Officers (other than those of Hospitals & Schools):

- All personnel matters of IOFS Officers, including promotions, deputations, RRs, Cadre related matters, processing Cadre clearance for inter-DPSU transfer, posting after completion of deputation, processing deputation cases, common/mandatory training, Disciplinary matters and litigations.

- All personnel matters of other Gr. A Officers, including promotions, litigations, RRs, Cadre related matters, processing Cadre clearance for inter-DPSU transfer, posting after completion of deputation, processing deputation cases and Disciplinary matters.
- Personnel & Service matters of the employees of the Directorate at New Delhi Office such as Leave, pay and allowances, temporary duty, maintenance of service records etc.
- All administrative matters of the Directorate at New Delhi Office.
- MP/VIP references.

(iii) **Group 'B' officers (Gazetted and Non-Gazetted, other than those of Hospitals & Schools):**

- All personnel matters of Gr. B Gazetted Officers and Non-Gazetted Officers, including promotions, litigations, RRs, Cadre related matters Cadre clearance for inter-New Defence Company transfer, posting after completion of deputation, processing deputation cases and Disciplinary matters of Gr B Gazetted Officers.

(iv) **NIEs & IEs (other than those of Hospitals & Schools):**

- All personnel related **policy** matters of NIE staff which were earlier being handled by OFB HQ., including inputs for litigations, RRs, Cadre related matters, Cadre clearance for inter- New Defence Company transfer, Appeal/Review cases in disciplinary matters.
- All personnel related **policy** matters of IEs which were earlier being handled by OFB HQ., including inputs for litigations, RRs, Cadre related matters, Cadre clearance for inter- New Defence Company transfer, Appeal/Review cases in disciplinary matters.
- Industrial Relations matters.
- Policy related litigations concerning NIEs/IES, litigations filed by Unions/Associations/Federations.

(v) **New Defence Companies**

- All operations related issues of the 7 New Defence Companies during the transition period, including:
 - Transfer of ToTs
 - Grandfathering of indents
 - Procurements requiring MoD approval
 - Licenses/Compliances etc. requiring MoD approval
 - MoUs between the New Defence Companies and Department of Public Enterprises (DPE) and their monitoring.

- All matters requiring support from MoD to handhold the New Defence Companies, including financial and non-financial interventions.
- Delegation of Financial and administrative powers to the New Defence Companies requiring MoD approval.
- Inputs for litigations (other than on Personnel matters) wherein UoI is a party.
- Litigations which were earlier being handled by OFB HQ, other than on Personnel matters.
- Foreign travel of Board level officers of the New Defence Companies.
- Board level appointments of the New Defence Companies.
- Misc. matters of the New Defence Companies requiring MoD intervention.
- Regular performance review of the New Defence Companies by MoD.

(vi) Budget and Asset management of the Directorate:

- Budget management of the Directorate, including allocation, monitoring and accounting of budget of the Directorate.
- Budget management for financial interventions required for the New Defence Companies.
- Outstanding Audit/Draft paras.
- Transfer of Assets & Liabilities to the Directorate including updation of records.
- Management of Directorate assets, including land.
- Dispute resolution among DPSUs related to usage of common assets.
- Asset monetisation of surplus land.

(vii) Administration & Coordination of the Directorate:

- All Administrative matters of the Directorate.
- Personnel & Service matters of the employees of the Directorate at Kolkata Office such as Leave, pay and allowances, temporary duty, maintenance of service records etc.
- Coordination matters amongst all the Divisions of the Directorate.
- Record keeping of the legacy documents.
- Parliament matters related to the Directorate and DPSUs.
- RTI matters.
- Public Grievances.
- Inputs for MP/VIP references.
- Rajbhasha related work.
- All miscellaneous matters of the Directorate.

(viii) **Information Technology:**

- To provide the required technical support to maintain the OFB COMNET centrally and also to maintain other IT packages being used by the units/the New Defence Companies/the Directorate.
- Cyber security related matters.

(ix) **Field Units:**

In respect of the OF Schools, OF Hospitals and OF units covered under the respective Field Unit:

- All administrative matters of OF Schools, including maintenance of assets, conservancy, infrastructure, etc.
- All administrative matters of OF Hospitals, including maintenance of assets, conservancy, infrastructure, medicines, equipment, etc.
- Maintenance of service records, pension, salary, and allowances, etc. of employees of OF Hospital & Schools.
- All litigations related to the Directorate, with inputs from the concerned Division of the Directorate.
- All promotion matters of employees of erstwhile OFB on deemed deputation to the New Defence Companies and employees of OF Schools & Hospitals, where DPC is being held at the Unit level.
- Getting service book audit of all employees of erstwhile OFB on deemed deputation to the New Defence Companies and employees of OF Schools & Hospitals.
- Processing pension documents of all employees of erstwhile OFB on deemed deputation to the New Defence Companies and employees of OF Schools & Hospitals.
- All disciplinary matters of Gr B & C employees of erstwhile OFB, i.e. Gr B & C OFB employees on deemed deputation to New DPSUs and Gr B & C employees of OF Schools & Hospitals (NG, NIEs & IEs).

9. The 'Gr A Gazetted' and 'New Defence Companies' division would be shifted from the Directorate Kolkata Office to the Directorate New Delhi Office.

10. To summarise, the Directorate would have the following composition:

- (i) 6 Divisions- OF Hospitals & Schools; Group-B officers; NIEs & IEs; Budget & Asset Management; Administration & Coordination and IT – **At Kolkata**
- (ii) 2 Divisions – Gr A Gazetted and New Defence Companies – **At New Delhi**
- (iii) 7 Field units – **at various places**, including 1 in the Directorate **Kolkata Office**

11. The CGDA staff (local accounts) would also be aligned/attached with each Field unit, in addition to Kolkata and New Delhi office of the Directorate, as matters like Service book audit, GPF advances/withdrawals, terminal benefits etc. of all the employees of erstwhile OFB on deemed deputation as well as those of OF schools/Hospitals would be settled at Field unit level. The Directorate would prepare a detailed SOP to deal with all such matters in consultation with CGDA/PCFA latest by 15.12.2021.

12. Indicative manpower strength and reporting structure

12.1 The Divisions at Kolkata and the Field units would report to DGO (C&S) through Addl DGO (C&S), while the Divisions at New Delhi would report to AS (DP) through JS (LS).

12.2 The following is the indicative strength of each division/unit of the Directorate:

A) Divisions at Kolkata

(i) OF Hospitals and Schools

	Indicative strength
Gr A (DDG)	1
Gr A (Dir/Jt Dir/Asst Dir)	3
Gr B Gazetted	2
NG & NIE	10
Total	16

(ii) Group B

	Indicative strength
Gr A (DDG)	1
Gr A (Dir/Jt Dir/Asst Dir)	2
Gr B Gazetted	10
NG & NIE	6
Total	19

(iii) **NIEs & IEs**

	Indicative strength
Gr A (DDG)	1
Gr A (Dir/Jt Dir/Asst Dir)	2
Gr B Gazetted	8
NG & NIE	10
Total	21

(iv) **Budget & Asset Management**

	Indicative strength
Gr A (DDG)	1
Gr A (Dir/Jt Dir/Asst Dir)	1
Gr B Gazetted	2
NG & NIE	4
Total	8

(iv) **Admin & Coord**

	Indicative strength
Gr A (DDG)	1
Gr A (Dir/Jt Dir/Asst Dir)	2
Gr B Gazetted	12
NG & NIE	30
Total	45

(v) IT

	Indicative strength
Gr A (DDG)	1
Gr A (Dir/Jt Dir/Asst Dir)	1
Gr B Gazetted	7
NG & NIE	2
Total	11

B) Divisions at New Delhi

(i) **Gr A Gazetted**

	Indicative strength
Gr A (DDG)	1
Gr A (Dir/Jt Dir/Asst Dir)	2
Gr B Gazetted	7
NG & NIE	8
Total	18

(ii) **New Defence Companies**

	Indicative strength
Gr A (DDG)	1
Gr A (Dir/Jt Dir/Asst Dir)	3
Gr B Gazetted	6
NG & NIE	7
Total	17

C) Field Units

Each Field Unit

	Indicative strength
Gr A (DDG)	$1 \times 7 = 7$
Gr A (Dir/Jt Dir/Asst Dir)	$1 \times 7 = 7$
Gr B Gazetted	$4 \times 7 = 28$
NG & NIE*	$20 \times 7 = 140$
Total	$26 \times 7 = 182$

* including staff to be posted to OF Schools/Hospitals for administrative work requirements

Note: The above mentioned indicative strength does not include:

- DGO (C&S), Addl DGO (C&S) and their Secretariat.
- Gr A & Gr B Gazetted Officers of the Directorate of New Delhi Office attached to various offices of DDP/MoD.
- Teachers, Doctors & para medical staff posted in OF Schools & Hospitals.

13. The manpower required for the Field units of the Directorate would be transferred from the nearby new Defence Companies to the Directorate for its respective Field units. The Directorate would submit a detailed proposal in this regard in consultation with the new Defence Companies for approval of DDP by **07.12.2021**.

14. The new Defence Companies would provide office space, housing, office equipment and logistic support for the field units. The new Defence Companies may charge the Directorate for this support as per the principles set out for sharing of common assets vide MoD ID No. 1(5)/2021/OF/DP (Plg-V)/01/Common Assets dated 01.10.2021. The following unit/Company has been identified to provide such support:

Sr	Field unit	Support to be provided by the unit, Company
1	Jabalpur	VFJ, AVANI
2	Kanpur	OFC, AWE India
3	Dehradun	OF Dun, IOL
4	Khadki	AFK, MIL
5	Ambajhari	OF Aj, YIL
6	Avadi	HVF, AVANI

15. Handing over of all the relevant documents to the respective new Defence Company by the Directorate Kolkata office may be completed by 07.12.2021 by the respective sections. The documents which are required to be preserved for posterity may be handed over to DDG (Admin & Coord) by the respective sections.

16. Distribution of administrative powers between the Directorate and the 7 new Defence Companies

16.1 The 7 new Defence Companies would have the administrative powers in respect of the employees of the erstwhile OFB transferred on deemed deputation to the new Defence Companies as indicated below:

Sr No.	Administrative matter	Powers
1.	Sanction of all kinds of leave	Full powers except for CMD
2.	Transfer/postings	Intra DPSU transfers – Full powers to the respective Board
		Inter DPSU transfers – the Board of the respective DPSU may request DDP for the same. DDP after examination, if deemed fit, would take necessary action. In general, inter-DPSU transfer of employees would be governed by the SOP placed at Annexure-I .
		Posting of Head of the Unit – Full Powers to the Board
3.	Performance appraisal	Full powers except Board level officers
4.	Foreign travel	Full powers except Board level officers

16.2 The DDP would continue to be Cadre Controlling Authority of all Group A employees of the erstwhile OFB and the Directorate of Ordnance (Coordination & Services) would be the Cadre Controlling Authority of all Group B & Group C employees of the erstwhile OFB. Accordingly, the DDP and the Directorate of Ordnance (Coordination & Services) would respectively deal with the matters related to Cadre review; Cadre clearance; deputation to Central/State Government Ministries / Departments/ organisations; promotions/ placement/ upgradation/ career progression; Disciplinary matters etc. in respect of all the employees of erstwhile OFB including those transferred on deemed deputation to the new Defence Companies.

16.3 The new Defence Companies shall exercise the said administrative powers in conformity with the relevant Rules and Govt. orders as are applicable to the Central

Govt. employees and also subject to directives from the Government, issued from time to time.

17. A Compliance Report regarding implementation of the aforesaid decisions/directives would be submitted to DDP by the Directorate by 15.12.2021.

18. This has the approval of the competent authority.

Sandeep Jain
30/11/21

(Sandeep Jain)
Director (P&C)

To

Director General Ordnance (Coordination & Services)

CMDs of the 7 new Defence Companies

MoD ID No. 1(5)/2021/OF/DP (Plg-V)/04/01 Dated 30th November, 2021

Copy to:

CGDA

Copy also to:

1. D (IOFS), DDP
2. D (Estt./NG), DDP

Standard Operating Procedure for transfer/posting of erstwhile OFB employees

Purpose

The purpose of this SOP is to facilitate smooth transfer of employees (Group A, B & C) of erstwhile OFB from one new Defence Company to another; from the Directorate of Ordnance (Coordination & Services) to the 7 new Defence Companies and vice-versa, based on the functional requirement and posting after completion of deputation to Central/State Govt. Departments/ Organisations.

A) Inter- new Defence Company transfers in respect of the 7 new Defence Companies

(i) Group A

- 1) The Board of the respective new Defence Company may send a written request to Directorate for the same, with details of such Group A employee(s) and due justification for transfer.
- 2) The request should also indicate whether a suitable replacement can be given to the new Defence Company from which the employee has been requested.
- 3) In case, there is already mutual consent between the two new Defence Companies for such transfer, the same may be specifically indicated.
- 4) In case mutual consent is not indicated in the request letter, the concerned division of the Directorate would seek comments from the new Defence Company from which the employee has been requested. The reply from the new Defence Company, with justification, should reach the Directorate within 7 days.
- 5) The concerned division of the Directorate would also simultaneously seek comments from the Director General Ordnance (Coordination & Services) (DGO(C&S)). The reply from the DGO (C&S) should reach the Directorate within 7 days, if any.
- 6) The complete proposal would be submitted by the concerned division of the Directorate to DDP.
- 7) DDP after examination, if deemed fit, would take necessary action for issuance of Cadre clearance.
- 8) Inter- new Defence Company transfer orders would be issued by the Directorate.

(ii) Group B (including Gazetted) and Group C employees

- 1) The Board of the respective new Defence Company may send a written request to the Directorate for the same, with details of such Gr B and Gr C employee(s) and due justification for transfer.

- 2) The request should also indicate whether a suitable replacement can be given to the new Defence Company from which the employee has been requested.
- 3) In case, there is already mutual consent between the two new Defence Companies for such transfer, the same may be specifically indicated.
- 4) In case mutual consent is not indicated in the request letter, the concerned division of the Directorate would seek comments from the new Defence Company from which the employee has been requested. The reply from the new Defence Company, with justification, should reach the Directorate within 7 days.
- 5) The Directorate after examination, if deemed fit, would take necessary action for issuance of Cadre clearance.
- 6) Inter- new Defence Company transfer orders would be issued by the Directorate.

B) Transfer from the Directorate to the 7 new Defence Companies

All Groups

- 1) In case the new Defence Company requires employee(s) posted in the Directorate, the Board of the respective new Defence Company may send a written request to the Directorate for the same, with details of such employee(s) and due justification for transfer.
- 2) The request **must** also indicate a suitable replacement that would be given to the Directorate.
- 9) The concerned division of the Directorate would seek comments from the DGO(C&S). The reply from the DGO (C&S) should reach the Directorate within 7 days, if any.
- 3) The complete proposal would be submitted by the concerned division of the Directorate to DDP.
- 4) DDP after examination, if deemed fit, would take necessary action for issuance of Cadre clearance.
- 5) All such Transfer orders would be issued by the Directorate.

C) Transfer from the new Defence Companies to the Directorate

All Groups

- 1) Any Gr A, B & C employee on deemed deputation to the 7 new Defence Companies can be transferred to the Directorate, as per the functional requirements of the Directorate.
- 2) However, for all such transfers to the Directorate, prior approval of DDP would be obtained by the Directorate.
- 3) All such transfer orders would be issued by the Directorate.

D) Posting after completion of deputation to Central/State Govt. Departments/ Organisations

All Groups

- 1) All employees on completion of deputation to Central/State Govt. Departments/ Organisations would report to the Directorate Kolkata/New Delhi Office.
- 2) Normally, the concerned division of the Directorate should initiate proposal for posting of such employees at least one month before completion of their deputation tenure.
- 3) The complete proposal would be submitted by the concerned division of the Directorate to DDP.
- 4) DDP after examination, as deemed fit, would take necessary action.
- 5) All such posting orders would be issued by the Directorate.

E) Overriding powers to DDP

- 1) Notwithstanding anything contained in this SOP, DDP would have the authority to give directions to the Directorate to order transfer/posting or to cancel transfer/posting of any employee of erstwhile OFB to or from one new Defence Company to another, from the new Defence Companies to the Directorate and vice-versa.