

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.

No.254/Transfer Policy/A/M
Govt of India
Ministry of Defence
Ordnance Factory Board
10-A,S.K.Bose Road
Kolkata 700 001.


Dated 07-03-2012.

To
The Senior General Managers/General Managers
All Ordnance and Ordnance Equipment Factories; and
All other Head of Units.

Sub:- **Transfer Policy for IOFHS.**

Enclosed please find herewith Transfer policy for IOFHS Officers duly approved by
the Competent Authority.

(Authority:- M of D I.D No. 13(3)/2011/D(FY.I) dated 27-02-2012).


Dr. S.K.Sachind
DDHS

For Director General Ordnance Factories.

Copy to:-
All Members, Addl. DGOF/AV and Addl. DGOF/OEF.