

**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
	<b>Total</b>	<b>6</b>
2	Kanpur	OEFC
		FGK
		SAF
		OFC
		OPF
		OCF Shahjahanpur
	OF Korwa	
<b>Total</b>	<b>7</b>	
3	Dehradun	OF Dun
		OLF
		OF Chandigarh
		OF Muradnagar
	OEF Hazratpur	
<b>Total</b>	<b>5</b>	
4	Kolkata (In the Directorate Kolkata Office)	GSF
		RFI
		MSF
		OF Dumdum
		OF Nalanda
	OF Bolangir	
<b>Total</b>	<b>6</b>	
5	Khadki	AFK
		HEF
		OF Dehuroad
		MTPF
	OFA	
<b>Total</b>	<b>5</b>	
6	Ambajhari	OF Ambajhari
		OF Bhandara
		OF Chanda
		OF Bhusawal
		OF Varangaon

	<b>Total</b>	<b>5</b>
		HVF
		EFA
		OCF Avadi
		OF Trichy
		HEPF Trichy
		OF Medak
		CFA
<b>7</b>	<b>Total</b>	<b>7</b>

## 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