

## **The rules, regulations, instructions, manuals and records held by the Ordnance Factories and used by its employees for discharging its functions**

In pursuance of the decision of the Union Cabinet on 16<sup>th</sup> June-2021 vide DDP OM No. 1(5)/2021/OF/DP(Plg-V)/04 the Govt. of India has decided to form a Directorate of Ordnance (Coordination & Services) (Directorate under the Department of Defence production (DDP) with effect from 1<sup>st</sup> Oct – 2021 (Appointed Date) as a replacement to the current Ordnance Factory Board (OFB) Head Quarter. This organisation has been empowered with a definitive set of Rules and regulations for discharging its various functions. Rules and Regulations are also available for dealing with the agencies with which our organisation interacts, to deal with its own employees, for proper utilisation of public resources. Although the list of such Rules, Regulations and instructions are very large in number, the following is the frequently used list:

(i) For contract workers, their wages are safeguarded by Minimum Wages Act, 1948. This Act provides for the lower limit for the wages which has to be ensured for the contract worker. CONTRACT LABOUR(R&A) Act lays down specific responsibility for the Principal Employer and various other social security measures like provident fund, employees State Insurance, etc. to be ensured for contract workers. Contract labour (R&A) Act, 1970, is the main instrument in ensuring non-exploitation of unorganized workers serving in our organisation under the contractors.

(ii) The organisation enters into various types of contracts for purchase of material/services, etc. Indian Contract Act provides the conditions which are essential for a valid and enforceable contract.

(iii) The employees of our organisation belong to Central Civil Service and their conduct is to be governed by Central Civil Service(Conduct) Rules, 1964. Provisions of this Rule ensure that the government servant discharges his duty with loyalty and devotion at all times and does nothing which is unbecoming of a Govt. servant. It also mentions about certain sanctions etc. which are to be taken for property transaction. Thus Conduct Rules ensures that Govt. servant conduct is impeccable at all times and the general public has faith in the Government machinery. Conduct Rule also lay down guidelines for how to deal with public representatives and how the govt. servant should conduct himself in public.

(iv) To maintain proper disciplined environment in our office we follow the provisions of Central Civil Services (Classification, Control & Appeal) Rules 1965. These rules are based on the principle of Natural justice and have elaborate provisions regarding disciplinary authority, suspension, enquiries, penalties, appeals, revision, etc.

(v) In financial matter, Rules laid down in GFR are applicable which lay down basic principles for decision regarding financial transaction. FRSR (Fundamental Rules & Supplementary Rules) are relevant in salary fixation, allowance, etc. For further guidance in financial matters, Financial Regulation is also referred to. Matter regarding travelling allowances is dealt by TR Rules.

(vi) SRO for various posts provide rules for the number of post sanctioned, recruitment/promotion eligibility, scale of pay, etc.

(vii) Pension matters are dealt by CCS(Pension) Rules, 2021. These rules provide for various kind of pensions like superannuation, family pension etc. In addition they deal with matter related to Voluntary Retirement, commutation of pension and various other retirement matters.

(viii) (a) DoO (C&S) is having a Procedure Manual listing various rules /regulations applicable to its functioning. The said Manual has been re-compiled and presently it contains chapters on :-

(a) Discipline and Conduct

- (i) Central Civil Services(Conduct) Rules
- (ii) Conduct Rules & Disciplinary Matters
- (iii) Concept of Security (Espionage, Subversion and Sabotage)
- (iv) Litigation Procedure

(b) Welfare Provision

- (i) Schools
- (ii) Health Care
- (iii) Sports
- (iv) Grievance handling

(c) Service Conditions

- (i) Recruitment/Appointment
- (ii) Recommendation of 7<sup>th</sup> CPC
- (iii) CCS(Revised) Rules 1997
- (iv) Seniority, Promotion & Careers Progression
- (v) CCS Leave Rules, 1972 (for GOs, NGOs & NIEs)
- (vi) Deputation & Transfer
- (vii) Performance Appraisal

(d) Acts & Regulations

- (i) Mustering Procedure
- (ii) Delegation of Financial Power
- (iii) Reservation in Service
- (iv) Official Language Policy

(e) General Matters

- (i) Cash Management
- (ii) Office Procedures & Documentation
- (iii) Human Resource Development
- (iv) Miscellaneous Chapter

(f) Entitlement

- (i) Advances & Loans
- (ii) TA & LTC
- (iii) Pensionary & Terminal Benefits
- (iv) Officers' Entitlements

**Page 05**

- Office work in our set ups are carried out according to ‘Office Procedure Manual’. This Manual contains details of Noting, drafting, filing system, etc. This ensures proper record keeping and monitoring of file movement.
- Detailed instructions are issued by DOP&T based on rules in the matters of recruitment, promotion, reservation etc.
- CVC instructions received from time to time are followed for ensuring transparency and impartiality in purchase matters.

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