

CHAPTER - 5

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

Ordnance Factory Board has its production units spread all over the country and is a governmental organisation. Being a strategic arm of the Government, it discharges the sovereign function of the state and is involved in arms and ammunition production. 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 and for ensuring timely and efficient production of vital items required by our armed forces, para-military units and other customers. Although the list of such Rules, Regulations and instructions are very large in number, the following is the frequently used list:

(i) Our factories are production units employing a large number of workers. Factories Acts 1948 provides in detail the facilities which are to be made available to the workers. Provisions of this Act also lays down provisions for providing safe working conditions for the workers. This act also takes care of regulations in working hours of industrial employees including payment to be made for overtime working. This Act also provides for inspection by factory inspectors for proper monitoring of the application of the provisions.

(ii) Payment of Wages Act 1936 lays down the schedule of payment, deductions which can be made from the salary of workers, etc.

Page 02

(iii) 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.

(iv) Industrial Relations are governed by ID Act, 1947. As per provisions laid out in this act Works Committee, etc. are constituted which lays down the foundation of workers participation in certain areas of decision making. However, in our organisation participative management is further strengthened by forums like Joint Consultative Machinery, Productivity Council, Safety Committees, etc.

(v) For any production unit, material plays a very important role. Raw and Semi-finished material are procured by our factories for converting them into finished products. In these transactions provision laid down in the Sales of Good Act provide the guidance.

(vi) 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.

(vii) To safeguard the environment we follow the law laid down by Pollution Control Act of the State Govt.. which lays down criteria for effluents/emission etc.

(viii) 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.

(ix) To maintain proper disciplined environment in our factories, offices, training centers, etc. 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.

(x) 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. Delegation of financial power is enlisted in DFPR. Regarding financial power of OFB /General Managers of factories under various heads separate delegation has been obtained from Govt. and compiled.

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

(xii) For quarter allotment in our factories estates, 'SRO 149/2004 for quarter allotment in Ordnance Factories and Ordnance Equipment Factories is valid.

(xiii) Pension matters are dealt by CCS(Pension) Rules, 1972. 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.

(xiv) (a) Ordnance Factories are 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) Labour Welfare
- (ii) Schools
- (iii) Health Care
- (iv) Sports
- (v) Grievance handling

(c) Service Conditions

- (i) Recruitment/Appointment
- (ii) Recommendation of 5th 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
- (viii) Industrial Establishment

(d) Acts & Regulations

- (i) Labour Legislation & Industrial Law
- (ii) Mustering Procedure
- (iii) Delegation of Financial Power
- (iv) Reservation in Service
- (v) Accidents & Compensation
- (vi) Official Language Policy

(e) General Matters

- (i) Industrial Relations & Unions & Associations
- (ii) Cash Management
- (iii) Estate Management
- (iv) Office Procedures & Documentation
- (v) Human Resource Development
- (vi) Miscellaneous Chapter

(g) Entitlement

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

Page 06

(b) 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.

(c) In the field of Material Procurement Defence Procurement Manual and Ordnance factory Board Purchase & Procurement Manual is available.

(d) For accounting of labour and material we follow our Store Accounting Procedure.

(e) For leasing and licensing of facilities in estates we have a Land Lease Policy, 1990 approved by the government. It provides for the method adopted/criteria to be followed for leasing out land for market, school, banks, etc.

(f) Detailed instructions are issued by DOP&T based on rules in the matters of recruitment, promotion, reservation etc.

(g) CVC instructions received from time to time are followed for ensuring transparency and impartiality in purchase matters.

(h) In construction of building and other facilities, the standard rates and estimates given in MES regulations are followed.

(i) In most of our units ISO 9001 systems are incorporated to ensure quality output, customer satisfaction and continued improvement in our methods. Work is carried out on the production shop floor as per the Standing instructions.
