

**ORDNANCE FACTORY  
MEDICAL REGULATIONS  
(OFMR)**



**MINISTRY OF DEFENCE**  
**DEPARTMENT OF DEFENCE PRODUCTION**  
**NEW DELHI - 110 011**

No. 17 (3)/2006/D (FY.I)  
Government of India  
Ministry of Defence  
Dept. of Defence Production  
New Delhi, the 30<sup>th</sup> January, 2009

To  
The Chairman,  
Ordnance Factory Board,  
10A, S. K. Bose Road,  
Kolkata - 700 001

**Subject: Ordnance Factory Medical Regulations (OFMR)**

Sir,

The Medical & Healthcare establishment of the Ordnance and Ordnance Equipment Factories are governed by Factory Medical Regulations (FMR), which is a compilation of different Govt. orders and decisions taken from time to time. The issue of amendment of Factory Medical Regulations (FMR) governing the Medical establishment of the Ordnance Factories has been under consideration of the Govt. for some time. In supersession of the existing provisions of FMR as revised from time to time, I am directed to convey the sanction of the President for revision of Factory Medical Regulations (FMR) as Ordnance Factory Medical Regulations (OFMR), as given in continuation to this letter.

02. The Ordnance Factory Medical Regulations (OFMR) will be applicable to all the existing Ordnance and Ordnance Equipment Factories as well as factories/units to be established in future. Wherever, in the OFMR, it is mentioned that Ordnance Factory Board will decide/issue instructions/guidelines, it implies that the instructions/guidelines will have to be issued with the approval of the Ordnance Factory Board and such instructions/guidelines should be in conformity with the requirement of the Organization and keeping pace with the changing scenario.

03. These orders will take effect from the date of circulation of this letter by the Ordnance Factory Board.

04. The employees who are desirous of exercising fresh option for inclusion into OFMR or exclusion from OFMR may be allowed to do so within a period of three months from the date of circulation of this letter by the Ordnance Factory Board (Chapter-I, Para-3 (i & ii refer).

This issues with the concurrence of Ministry of Defence (Finance) vide their U. O. No. 981/IF/DP.I/2008 dated 25-9-2008.

Encl.: As above

Yours faithfully

-- sd --

(Kuldip Singh)  
Under Secretary to Government of India

Copy To:

The CGDA, New Delhi  
The Principal Controller of Accounts (Fys.), Kolkata  
The Principal Director of Audit, Kolkata  
Finance Division, OFB, Kolkata  
The Chief Internal Auditor (Fys.), Kolkata  
IF/DP.I, New Delhi  
Addl. DHS, OFB, Kolkata

Copy signed in ink to:

The Principal Controller of Accounts (Fys.), Kolkata

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## CHAPTER 1: PRELIMINARY

### 1. Title

These Regulations may be called the **Ordnance Factory Medical Regulations**

### 2. Application

These Regulations will govern

1. Occupational health services that will be provided to the civilian employees working in Ordnance and Ordnance Equipment Factories and their Allied Establishments
2. The health care of employees entitled for health care under the Regulations and their families
3. The Medical facilities that will be extended by the Ordnance Factory Hospitals and Clinics
4. Provisioning of Hospital stores, equipment, appliances and diet

### 3. (i) Definitions

- Health care

The term 'Health care' means

Provision of the following Medical services to eligible individuals as out-patients or in-patients, aimed at maintenance of health and prevention and management of illness, to such extent and in such manner provided for under relevant Rules and considered to be necessary by the attending Medical Officer:

- a) Medical consultation, advice and treatment by authorised health care professionals
- b) Health care measures aimed at maintenance of health and prevention of illness and injuries including immunisations against infectious diseases
- c) Investigations
- d) Medicines, surgical materials and appliances as are available in the Hospital and when not available by local purchase.

- e) Ambulance transport
- f) Accommodation, nursing and diet to inpatients

**(ii) Entitlement to healthcare under Ordnance Factory Medical Regulations**

- A. The civilian employees working in Ordnance and Ordnance Equipment Factories, their Allied Establishments residing within a radius of 8 Kilometres from the main gate of the Factory which is to be reckoned by normal route by road, and their families will be governed under Ordnance Factory Medical Regulations (OFMR) for the purpose of health care.
  
- B. Those civilian employees who are residing beyond a distance of 8 Kilometres from the main gate of the Factory and their families will be governed under Central Services (Medical Attendance) Rules, 1944 (CS (MA) Rules) for the purpose of health care. These employees will be governed under OFMR, instead of CS (MA) Rules for the purpose of health care, if they opt for the same. Such option should be exercised within a period of three months from the date of joining the Factory on transfer from other factories/ establishments or on fresh appointment or from the date of change of residence from within 8 km to beyond 8 km from the main gate of the Factory. The employee may review his/her option exercised as above after five years from the date of last option. Request for change of option under any circumstance other than those mentioned above, cannot be entertained.

‘Entitled employee’ means a civilian employee of Ordnance and Ordnance Equipment Factories and other establishments who are normally governed by OFMR for the purpose of health care.

- Family

The definition of ‘Family’ under OFMR will be the same as under Central Services (Medical Attendance) Rules, 1944 (CS (MA) Rules).

‘Entitled family member’ means a member of the family of an entitled employee who fulfils the conditions of ‘family’

- **Authorised Medical Attendant**

All Medical Officers of the Factory Hospitals and Health Clinics will be Authorised Medical Attendants for patients under their care.

- **Other definitions**

‘Hospital’ or ‘Factory Hospital’ unless otherwise specified means a Ordnance Factory Hospital

‘Clinic’ or ‘Health Clinic’ unless otherwise specified means a Factory Health Clinic or Estate Health Clinic of a Ordnance and Ordnance Equipment Factory

‘Factory’ means an Ordnance and Ordnance Equipment Factory

‘Treatment’ unless otherwise specified, means, treatments including outdoor, indoor, day care as well as Diagnostic services.

#### **4. Abbreviations**

“OFMR” means ‘Ordnance Factories Medical Regulations’

“CS (MA) Rules” means ‘Central Services (Medical Attendance) Rules, 1944 as amended from time to time’

“MO” means ‘Medical Officer’

#### **5. Nature of service**

Medical facilities provided by the Ordnance Factory Hospitals and Health Clinics will be free of cost unless stated otherwise.

## **CHAPTER II: OCCUPATIONAL HEALTH SERVICES**

All employees working in Ordnance and Ordnance Equipment Factories, their Allied Establishments will be entitled for occupational health services under OFMR including such services statutorily mandated under Factories Act, 1948 irrespective of the entitlement of the employee for healthcare under OFMR or otherwise.

Such occupational health services will be provided to them through Factory Health Clinics and Factory Hospitals attached to the Factory where the employee is working.

They will receive occupation related health care as per the provisions for health care to entitled employee under OFMR.

For illness and injuries related to their Factory occupation, apart from provisions under health care of entitled employees, the employee may also be referred to any private Hospital recognised under either CGHS or CS (MA) Rules for treatment, if the Medical Officer-in-charge of the Factory Hospital deems such referral to be essential in the best interest of the patient's health. Such referrals to private Hospitals outside the state will require the sanction of Director of Health Services, Ordnance Factory Board, on the recommendation of Medical Officer-in-charge of the Factory Hospital.

The charges for treatment of illness and injuries related to their Factory occupation will be borne by the Factory in full and will be paid, preferably, direct to the Hospital/diagnostic centre concerned, irrespective of restrictions under any other rule under which patient obtains treatment. However, charges of non-Medical nature will be borne by the employee.

## **CHAPTER III: HEALTH CARE OF ENTITLED EMPLOYEES AND THEIR ENTITLED FAMILY MEMBERS**

### **6. At Ordnance Factory Hospitals and Health Clinics**

Health care will be provided to entitled employee and entitled family members of the employee from Ordnance Factory Hospitals and Health Clinics of the Factory where the entitled employee is working.

### **7. When the required facilities are not available at Ordnance Factory Hospitals and Clinics**

Entitled employees and their entitled family members, when the required facilities for their health care are not available at Hospitals and clinics, will obtain such facilities under CS (MA) Rules on the advice of MO attending the patient. In such cases provisions/orders under CS (MA) Rules will be applicable to them.

The Medical Officer-in-charge of the Hospital, may, at his discretion refer the patient to any other Factory Hospital with requisite facilities for that particular treatment.

In addition, under the above circumstances, entitled employees will also have the choice to avail healthcare from nearest Service Hospital on payment of necessary charges.

### **8. For entitled employees during Leave or Temporary Duty**

During leave or temporary duty at an outstation, the employees will obtain health care from Factory Hospital/Health Clinics in the outstation. In case there is no Health Clinic/Factory Hospital in the outstation or where Health Clinic/Factory Hospital exists but is situated beyond 8 Kilometres from the place of stay of the employee at the outstation, CS (MA) Rules will be applicable to them, for obtaining healthcare at outstation.

### **9. For the entitled family members of the entitled employees not staying with the employee**

The family members of a entitled employee, who are staying at a place other than the duty station of the employee for whatsoever reason, either temporarily or permanently, and who fulfill the conditions for 'family' under CS (MA) Rules while staying at a place other than the duty station of the employee, will receive health care from Estate Health Clinic/Factory Hospital in the station. In case there is no Estate Health Clinic or Factory Hospital or where Estate Health Clinic/Factory Hospital exists but is situated beyond 8 Kilometres from the place of stay at outstation, CS (MA) Rules will be applicable to them, for obtaining healthcare at outstation.

### **10. In Emergent Conditions**

When treatment obtained by entitled employees and their entitled family members in case of Medical emergencies is not authorised under OFMR, CS (MA) Rules will be applicable to them for obtaining reimbursement of the expenses towards such emergency treatment.

### **11. Entitlement of employees for healthcare at Military Hospital**

Entitled employees working in Ordnance and Ordnance Equipment Factories, their Allied Establishments and apprentices undergoing training at the Ordnance and Ordnance Equipment Factories may be provided treatment/investigation facilities in Military Hospitals including out-door as well as in-door facilities, whenever necessary, at the discretion of the Commanding Officer (C.O.) of the Military Hospital, subject to availability of accommodation, in the following circumstances after being referred by the Factory Medical Authority:

1. Where there is no Hospital attached to Ordnance and Ordnance Equipment Factory
2. In circumstances where the particular treatment/investigation facility is not available at the Factory Hospital/Health Clinic

All civilian employees working in Ordnance and Ordnance Equipment Factories, their Allied Establishments will be provided the above facilities at Military Hospitals where the disease or accident is directly attributable to Factory occupation

No charges will be recovered from the individuals for the treatment provided as outpatients but Hospital stoppages at applicable rates will be recovered when admitted for treatment as in-patient.

Amount of expenditure incurred during treatment at Military Hospital or at a private recognised diagnostic centre for undergoing any test/investigation as per advice of doctors of Hospital will be admissible for reimbursement under CS (MA) Rules.

Hospital stoppages so paid will be admissible for reimbursement under CS (MA) Rules. 20% of the Hospital stoppages will be reckoned as diet charges.

## **12. Treatment of some specific diseases**

The entitled employees and their entitled family members will be given treatment for special diseases like Cancer, Diabetes, Poliomyelitis, Cerebral Palsy & Spastics, Tubercular Diseases (Indoor treatment), mental diseases, Leprosy, Thalassaemia Major etc. to the extent facilities are available at the Factory Hospital.

However, in case of non-availability of said treatment facility at the Factory Hospital, the concessions regarding treatment of the above mentioned category of diseases which are admissible under CS (MA) Rules, including provisions relating to the grant of travelling allowance in connection with Medical attendance and treatment will be applicable to them.

## **13. Facility of treatment under Indigenous System of Medicine**

Employees and entitled family members governed under OFMR, desiring to obtain health care under indigenous system of medicine, may be permitted to obtain the same as per CS (MA) Rules. Permission from the Medical

Officer-in-charge of the Ordnance Factory Hospital has to be obtained so that treatment for the same ailment is not taken simultaneously in more than one system of medicine.

#### **14. Provision of services of Specialist for Consultation**

The Medical Officer-in-charge of the Factory Hospital may call a local qualified Specialist Private Medical Practitioner or a Central/State Govt. Specialist Medical Officer to attend out-patients and in-patients in the Factory Hospital. The consultation fee for out-patient and in-patient consultation will be paid at the rate fixed by the Govt. for such purpose from time to time.

#### **15. To the family of the employees died during service period:**

Entitled family members of the deceased employee, who was governed under OFMR, will continue to receive health care under OFMR up to a period of three months from the date of death of the employee.

#### **16. Expenses relating to Purchase/Replacement/Repair/Adjustment of Artificial Appliances**

The purchase, replacement, repair or adjustment of artificial appliances for entitled employees and their entitled family members will be governed by the provisions of CS (MA) Rules for the same purpose.

#### **17. Entitlements for Journeys to obtain healthcare**

Entitlements of entitled employees and their entitled family members for their journeys to obtain health care, including non-Medical escorts/attendants, will be governed as per the provisions under CS (MA) Rules.

Medical attendants from Factory Hospital/Health Clinics may also be deputed on temporary duty, if Medical Officer-in-charge of the Factory Hospital certifies that it is essential for Medical attendant/s to accompany the patient in the interest of the patient's health.

The above provisions will also be applicable in case of patients, undertaking journey, on being referred outside the district/state, under OFMR.

## **CHAPTER IV: MEDICAL FACILITIES FOR PERSONNEL OTHER THAN ENTITLED EMPLOYEES AND THEIR ENTITLED FAMILY MEMBERS**

### **18. Civilian employees working in Ordnance and Ordnance Equipment Factories, their allied establishments who are governed under CS (MA) Rules**

Civilian employees working in Ordnance and Ordnance Equipment Factories, their Allied Establishments who are governed under CS (MA) Rules, may be given treatment from the Factory Hospital and Clinic as out patient for minor ailments while on duty. They may also be admitted to Factory Hospital as non-entitled patients for emergencies while on duty and other illness. Such admissions will be regulated in the same manner and subject to the same conditions as for other non-entitled personnel.

### **19. Employees of Ordnance Factory Board and other Ordnance Factory Board formations, Office of the Principal Controller of Accounts (Fys), Office of the Principal Director of Audit and Test Audit party**

Employees of Ordnance Factory Board and other Ordnance Factory Board formations, Office of the Principal Controller of Accounts (Fys), Office of the Principal Director of Audit and test audit party during their temporary duty to the Factory, may receive Medical treatment at Factory Hospital/Health Clinic irrespective of whether or not they are covered under CGHS or CS (MA) Rules, 1944 in their respective permanent duty station.

### **20. Personnel of Defence Security Corps and Service personnel attached To Ordnance Factories & Allied Establishments and their families**

Personnel of Defence Security Corps and service personnel who are working in or attached to Ordnance and Ordnance Equipment Factories, their Allied Establishments, and their dependant family members entitled for treatment in military Hospitals will be provided Medical facilities at Hospitals and Health Clinics to the extent available as for entitled employees.

In case of admission, Hospital stoppage charges will be levied as for entitled employees. If they cannot be treated in the Factory Hospital they may be transferred to the nearest Military Hospital or admitted to Civil

Hospital/private Hospital in accordance with the provisions of Regulations for Medical Services of Armed Forces.

Routine Medical examination will be carried out in Factory Hospitals but, Medical examination in relation to Medical boards, fitness to undergo a course or training programme, ACR and transfer to pension establishment will be carried out in a Military Hospital only.

### **21. Employees of Defence Accounts Department and Kendriya Vidyalaya Sangathan and their entitled family members**

The employees working under the Defence Accounts Department in offices attached to Ordnance and Ordnance Equipment Factories and Kendriya Vidyalaya Sangathan schools situated in Ordnance Factory estates and their entitled family members may be admitted to the Factory Hospitals as non-entitled patients. The admission will be regulated in the same manner and subject to the same conditions as for other non-entitled personnel. Hospital stoppage charges will be recovered at the prescribed rates direct from the employee, who will claim reimbursement as per Rules.

Those employees of the above establishments residing within a distance of 8 kilometers of the Factory main gate and their entitled family members are also entitled for out-patient health care from Factory Hospitals and Health Clinics.

### **22. Contract Labourers**

The labourers employed at the Factory by the contractors, may be given treatment in case of emergencies and minor ailments as out-patients as given to the non-entitled persons, at the Factory Hospital/ Health Clinics to the extent the facilities are available.

In case of injuries related to their work at the Factory, they will be entitled to free treatment at the Factory Hospital/Health Clinic to the extent facilities are available.

### **23. Apprentices**

The apprentices undergoing training at the Factory, during their training period, will be entitled for treatment as given to industrial employees, according to the provisions of the scheme for the training of Apprentices in Ordnance and Ordnance Equipment Factories under the Apprentices Act, 1961 as amended from time to time. For injuries arising out of and in the course of training as an apprentice, the apprentice will be entitled to healthcare as given to the employees in such conditions.

### **24. Admission of Non-entitled persons to Factory Hospitals**

Medical Officer-in-charge of the Factory Hospital may permit admission of non-entitled persons to the Hospital, subject to availability of beds and payment of the prescribed Hospital stoppages.

Medical facilities will be provided only to the extent available in the Hospital.

Charges of facilities availed from other sources in the absence of requisite facilities in the Factory Hospital, including purchase of drugs normally not available in the Hospital, will be borne by the patient

If the non-entitled person admitted to Factory Hospital as above is a non-entitled relative of an entitled employee, the Hospital stoppage charges will be borne by the employee. In the other cases, Hospital stoppage charges will be recovered direct from the non-entitled patient or the person on whom the patient is dependent.

## CHAPTER V: MISCELLANEOUS

### **25. Availability of Ambulance Vehicle**

The Factories will ensure round the clock availability of Ambulance Vehicles at the Hospitals and Health Clinics as per statutory requirement under the Factories Act as well as functional requirement of the Factory/Hospital.

### **26. Use of Ambulance Vehicle**

For entitled employee and their entitled family members:

- A. Whenever the patient's condition warrants provision of Ambulance Vehicle in the interest of the health of the patient, for journey to and/or from Factory Hospital or any Hospital/Diagnostic Centre authorised for the treatment of the patient, Ambulance Vehicle will be provided. Under the above circumstances, if the Ambulance Vehicle cannot be provided for any reason and a certificate to that effect is issued by MO attending the patient, Ambulance charges incurred would be reimbursed to the extent admissible under CS (MA) Rules.
- B. Movement of Ambulance Vehicle is not usually permitted outside the limits of the Station/City/Municipality. Such movement may be permitted in exceptional circumstances when the required facilities are not available in the station and there is no other suitable mode of transport that can transfer the patient to the destination Hospital with required facilities without endangering the life of the patient or aggravating the health of the patient. Such movement will be subject to the approval of the Medical Officer-in-charge of the Hospital.

For non-entitled patients:

- A. Whenever the condition of a non-entitled patient warrants provision of Ambulance Vehicle, in the interest of the health of the patient, for admission to a referral Hospital, within the limits of the station/City/Municipality Ambulance Vehicle may be provided free of cost.

B. In other circumstances, use of Ambulance Vehicle within the limits of the Station/City/Municipality can be provided to a non-entitled person subject to the availability of Ambulance Vehicle and approval of the Medical Officer-in-charge. Such use of Ambulance Vehicles should not be permitted compromising the availability of Ambulance Vehicle for the entitled patients. Ambulance Charges at the rate of Rs.8/- per kilometer should be recovered from the patient.

For Paramedical Personnel:

Paramedical personnel is permitted to use the Ambulance Vehicles for the purpose of attending emergent cases during off hours, for journey from their residence to Hospital and vice versa, when ordered by Medical Officer attending the patient.

**27. Hospital Stoppage Charges**

- A. Hospital stoppage charges will be recovered at prescribed rates in respect of patients treated in the Ordnance Factory Hospitals
- B. The recovery of Hospital stoppages will commence from the day following the date of admission to the Hospital and continue up to and including the date of discharge of the individual there from. In case the patient is discharged/transferred out on the day of admission, Hospital stoppage for one day will be recovered.
- C. Breast-fed babies admitted to Hospitals as patients for treatment will be charged Hospital stoppages at rates prescribed for children below 12 years. However, when a breast-fed baby, who can not be separated from the mother, has to be admitted along with the sick mother, for the latter's treatment only no Hospital stoppage charge will be recovered.
- D. Hospital stoppage charges will be recovered at the same rates irrespective of whether the patients consume Hospital diet or not.

E. In case of admission for accepting small family norms like Vasectomy/Tubectomy/IUCD and management of any post acceptance complications, as a part of National Health Programme, no Hospital stoppage will be recovered.

#### Rates of Hospital stoppage charges for entitled patients

- Gazetted Officers                      Rs.10/- per day
- Other employees                        Rs.5/- per day

1. Hospital stoppage charges for entitled adult members of the family or children aged 12 years or more will be same as above. The rate of Hospital stoppage will be half in case of children below the age of 12 years.
2. No Hospital stoppage charge will be recovered in the following circumstances:
  - a) When an employee remains on leave without pay during the period of his /her admission
  - b) If the patient is admitted to the Hospital for disease or accident which is directly attributable to his/her Factory occupation.

#### Rates of Hospital stoppage charges for non-entitled patients

1. Adults and children aged 12 or more: 3% of basic pay of the employee or the earning member of the family on whom the patient is dependant subject to a minimum of Rs.100/- per day.
2. 20% of the Hospital stoppages will reckoned as diet charges for the purpose of reimbursement.
3. Children below the age of 12 years:            50% of the above

#### **28.Revision of charges**

The recovery rates in respect of Hospital Stoppage, Ambulance Charges etc. shall be revised periodically, preferably each year, through a duly constituted Board of Officers including a Finance representative.

## **CHAPTER VI: HOSPITAL STORES, EQUIPMENT AND DIET**

### **1. Hospital stores and equipments etc.:**

The Hospitals and clinics (both Factory Health Clinic and Estate Health Clinic) are to be equipped as per the norms and scale of authorisation decided and finalised by the Ordnance Factory Board from time to time. Such norm and scale of authorisation will be subject to revision periodically, to enable the Hospitals/clinics cope up with the changing requirements.

The requisition, procurement, general procedure and responsibility connected with Hospital stores and equipment will be governed by the directives issued by Ordnance Factory Board from time to time.

### **2. Medical stores and equipments etc.:**

The Hospitals and clinics (both Factory Health Clinic and Estate Health Clinic) are authorised to procure their requirement of Medical stores & equipments including hygiene chemicals as per norms, scale of authorisation, arrangement and guidelines as decided and finalised by the Ordnance Factory Board from time to time. Such norm and scale of authorisation will be subject to revision periodically, to enable the Hospitals/clinics cope up with the changing requirements.

The requisition, procurement, general procedure and responsibility connected with Medical stores and equipments will be governed by the directives issued by Ordnance Factory Board from time to time.

### **3. Repair of instruments, equipments, appliances etc.:**

General procedure, authority and responsibility connected with repair of instruments, equipments, appliances etc. will be governed by the directives issued by Ordnance Factory Board from time to time.

#### **4. Procurement of instruments, equipments, appliances etc. not covered under the guidelines:**

The procedure to be followed for procurement of Instruments, Equipments, Appliances and other necessities for the Hospitals/ Clinics not covered under the guidelines, will be same as that being followed by the connected Factory to meet its requirement and will be governed by the directives issued by Ordnance Factory Board from time to time on the subject.

#### **5. Disposal of unserviceable stores and equipment etc.:**

The procedure, periodicity and responsibility connected with disposal of unserviceable stores, equipment etc. will be governed by the directives issued by Ordnance Factory Board from time to time.

#### **6. Local purchase of Hospital & Medical stores and equipment etc.:**

The requisition, procurement, general procedure, authority and responsibility connected with local purchase of items concerning the Hospital and Medical stores and equipment will be governed by the directives issued by Ordnance Factory Board from time to time.

#### **7. Provision of Hospital diet:**

The Hospitals are fully dieted Hospital and all persons who are entitled for admission will be provided with Hospital diets. Only persons admitted to Hospital are entitled to Hospital diets. These diets will be issued until the person is discharged.

The requisition, procurement, general procedure and responsibility connected with Hospital diet and ration stores will be governed by the directives issued by Ordnance Factory Board from time to time.

#### **8. Provision of Ambulance Vehicles and patient carrying Vehicles:**

The scale of authorisation of Ambulance Vehicles and any other patient carrying Vehicles, their specification, method of procurement, periodicity of replacement, authority and responsibility connected with repair and

maintenance etc. will be governed by the directives issued by Ordnance  
Factory Board from time to time.

-- sd --

(Kuldip Singh)