



**Yantra India Limited,
Government of India Undertaking,
Ministry of Defence,
Government of India**

Proactive Disclosure under RTI Act 2005 Section 4(1)(B).

Section 4 of the RTI Act, 2005 declares obligation on the part of the authorities. Therein, the clauses (b) of section 4(1) mandates disclosure of information. The details are as follows:

Section 4(1)(b) (i): the particulars of its organization, functions and duties;

ABOUT YANTRA INDIA LIMITED

Yantra India Limited (YIL) is established on 01.10.2021 as a Defence Public Sector Undertakings under Department of Defence Production, Ministry of Defence as 100% Government of India owned company. The Headquarter of Yantra India Limited is in Nagpur. Yantra India Limited has following units:

1. Ordnance Factory Ambajhari, Nagpur Maharashtra .
2. Metal and Steel Factory, Ishapore, Kolkata West Bengal.
3. Ordnance Factory Ambarnath, Thane Maharashtra .
4. Ordnance Factory Muradnagar U.P.
5. Ordnance Factory Bhusawal Maharashtra .
6. Ordnance Factory Dumdum West Bengal
7. Ordnance Factory Katni, Madhya Pradesh.
8. Grey Iron Foundry, Jabalpur Madhya Pradesh .
9. Yantra Institute of Technology & Management, Ambajhari Nagpur Maharashtra.

At apex level, Yantra India Limited is headed by Chairman & Managing Director and three Directors, i.e. Director/Operations, Director/HR and Director/Finance. The total strength of Yantra India Limited as on 1st June 2023 is **11026**. According to DDP OM No.(5)/2021-OF/DP(Plg-V)/02 dated 24.09.2021, the regular employees posted at YIL are on deemed deputation.

Allocation of Work:

Yantra India Limited is engaged in the business of manufacturing components and products for the use of Defence, Railways and other PSUs.

Section 4(1)(b)(ii): the powers and duties of its officers and employees;

The, duties of the Board of Directors are mentioned below:

CMD is responsible for efficient functioning of the DPSU so as the corporate objectives and performance parameters are achieved. CMD is responsible for leading the Board and focusing on the strategic matters, overseeing the Group's business and setting high governance standards.

Director (Operations) is responsible for overall Planning & Production, Strategic planning for expanding the business horizon of the company, Quality Assurance, Modernization, Project management and Indigenization. The responsibilities include ensuring effective and efficient implementation of production plans/operations, timely and cost-effective completion of the projects/contracts, venturing domains, up-gradation of capabilities in the manufacturing divisions and modernization.

Director (HR) is be responsible for HR planning and efficient allocation of manpower resources, Design HR policies, Succession planning, Talent management, Capability building, Employee services, Industrial relations, Security and Legal functions in the organization etc. Developing & executing plans for various HR matters such as compensation, safety of premises & people. Developing strategies for performance evaluation, staffing, training & development.

Director (Finance) is the overall in-charge of Finance and Accounts functions YIL and is responsible for developing and formulating related policies and their implementation including Financial Planning, Budgeting, Costing, Financial Control, Preparation of Financial statements, in compliance with corporate norms and statutory requirements.

General Manager: He is the administrative head of the unit at different location. He is responsible for efficient working of the unit and authorized to exercise all administrative and financial powers as adjoined upon as heads of the Department.

Additional General Manager: He/She assists the General Manager in the performance of his /her duties and responsibilities as HOD. He is the controlling Officer of various section such as Material Management, Finance, Production, HR management, Quality Control, etc and exercise all the administrative/ financial powers attached to the post.

Joint General Manager: He/She is the Group Officer of two or more section such as Material Management, Finance, Production, HR management, Quality Control, etc and exercise all the administrative/ financial powers attached to the post.

Deputy General Manager/Works Manager/Asst Works Manager: He/She is the Divisional Officer of sections such as Production shops, Material Management, Finance, HR management, Quality Control, etc and exercise all the administrative/ financial powers attached to the post.

Junior Works Manager(SG)/ Junior Works Manager: He/She is Section in-charge of the one of section such as Production shops, Material Management, Finance, HR management, Quality Control etc. and exercise all the administrative powers attached to the post.

Supporting Staff/NGO/NIEs: He /She is responsible to complete the task given by section in charge

in shop floor or in offices. He /She is responsible for organizing and maintaining information, analyzing data including budgetary expenditures and examines the personal claim of employees and prepares pay bills. They are performing a wide variety of duties such as preparing documents and reports, compiling records, and providing general duty, office support including security and safety of premises.

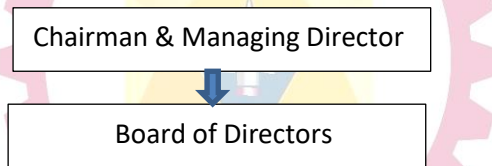
Industrial Employees: Duties of Industrial employees are guided by DGOF specification for Trade Testing, 1967 (as amended from time to time). He is involved in manufacturing or production of Item/Store, prepare goods for quality testing, maintenance & repairing work of Machine. He is responsible for comply the order of his supervisor/line in-charge in his respective work.

4(1) (b)(iii) the procedure followed in the decision making process, including channels of supervision and accountability;

The papers, documents and files in Yantra India Limited are handled at different levels of hierarchy. Supervision and Accountability are ensured by inter alia the processing of files, disposal of papers under consideration and appraisal.

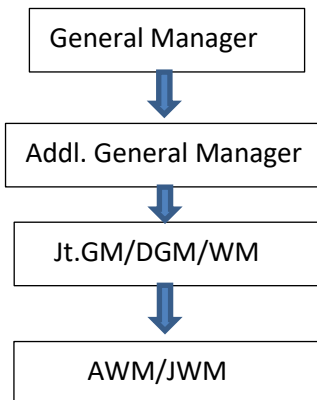
सशस्त्र सेनाओं का सशक्तिकरण

Overall Management of the Company rests with the Board of Directors, the apex decision making body within the Company. The Board oversees the Company’s strategic direction, reviews corporate performance, authorizes & monitors strategic decisions, ensures regulatory compliance and safeguards interests of shareholders. The Board ensures that the Company is managed in a manner that fulfills stakeholders’ aspirations and societal expectations. The channel at higher level consist



The day-to-day management of the various units is entrusted with the General Managers, who is supported by other executives and Staff posted at unit. Decision Making process at the units involves following channels.

EMPOWERING THE ARMED FORCES



4(1)(b)(iv) the norms set by it for the discharge of its functions;

YIL being a Defence Public Sector Enterprise follows the guidelines of Department of Public Enterprises, DDP ,CVC and directives of other statutory body of GoI, issued from time to time.

YIL is a Defence Public Sector Enterprise with manufacturing & supplying Ammunition/Ordnance hardware. Production of Ammunition/Ordnance hardware is done in accordance with standard specification/Drawings. The supply of Ammunition/Ordnance hardware are on nomination basis. Civil trade contracts are gained by tender participation. Timeline for supply of these Ammunition/Ordnance hardware are as per Contract terms.

4(1)(b)(v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

The functions in **Yantra India Limited** are handled and disposed of at different levels of hierarchy as per the submissions against points 4(1)(b)(ii), 4(1)(b)(iii) and 4(1)(b)(iv).

Important Internal Rules, Regulations, Manuals and Records, which are used by the employees of the Company in discharge of their functions, are given below:

1. YIL Procurement Manual
2. YIL Delegation of Financial Rules
3. Fundamental Rules
4. Supplementary Rules
5. General Financial Rules
6. Defence Procurement Manual
7. Instructions issued by the Department of Defence Production
8. Guidelines issued by the Department of Public Enterprises
9. Instructions issued by the Department of Administrative Reforms & Public Grievances by Govt. of India.
10. Indian Factory Act 1948.
11. Quarter Allotment Policy.
12. Medical attendance and Treatment Rules CSMA, OFMR
13. Pay and Allowance FR/SR CCS Revised Pay rule.
14. Transfer Policy
15. Safety Standing Instruction
16. ISO 9001/2015, QMS

4(1)(b)(vi)a statement of the categories of documents that are held by it or under its control;

Yantra India Limited maintains and handles various categories of documents like Files, Documents, Parliament Questions, Parliamentary Committees-related matters, Court Cases, RTI Applications, Service-related matters of employees, Grievances, Ministerial correspondence. These documents are dealt/custodian at different levels by three divisions of YIL HQ.

- a) Financial statements.
- b) YIL annual report
- c) Purchase Manual
- d) Delegation of Financial Power.
- e) Factory orders & Circulars
- f) Safety Standing Instructions

4(1) (b) (vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;

YIL is a Public Sector Company under the Ministry of Defence, Department of Defence Production and policies formulated by YIL relates to its internal management. The area of operations and services being provided by the company are not for the use of general public.

All its policies are formulated in compliance with the provisions of all applicable statutes, rules, regulations, etc.

The Company has a Public Grievance System as per DPAR Guideline. Information pertaining to YIL and its products including policies, manuals, procedures, etc. is hosted on the website (www.yantraindia.co.in) and is available to citizens for viewing and downloading.

4(1)(b)(viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

- सशस्त्र सेनाओं का सशक्तिकरण
1. **Board of Directors at YIL HQ.** Tenure is not limited. Its members changes as per retirement /transfer of officers.
 2. **Tender Purchase Committee-** As per Delegation of financial powers, for procurement cases dealing, TPC levels are created like TPC-1, TPC-II, TPC-III. Structure of TPC is already published in YIL Delegation of Financial Power & available on this site link. Tenure is not limited. Its members changes as per requirement/transfer of officers.
 3. **Works Committee:** It is set up at unit/factory level. In WC, the workers' representatives are to be elected for two years by the workmen of the enterprise, and equal number of members from management side are nominated by Head of Unit. Its tenure is of two years.
 4. **Safety and Welfare Committee:** The committee formed at Unit/Factory level consist of representatives from employees and management and is responsible for ensuring compliance with statutory provisions related to workplace safety & occupational health
 5. **Local Productive council /Plant Level Committee:** The plant council is formed at Unit/Factory level and presently functional at many PSUs as a means to address specific concerns at the shop or plant.
 6. **Internal Complaint committee** – Under the prevention of sexual harassment of women at workplace (prevention, prohibition and redressal) Act, 2013, unit level committee is formed in all YIL units for addressing these grievances. Its tenure is of three years
- EMPOWERING THE ARMED FORCES

The meetings and minutes of the meetings of the above committees are not open to public outside. However these are circulated inside the factory/office on COMNET.

4(1)(b)(ix) Telephone directory of YIL HQ Group A officers;

SN	Name of Officer (Shri)	Designation	Telephone
1.	Shishir Khare	GM/OPN	0712239-1008
2.	Sachin Jain	GM/OPN	0712239-1016
3.	Smt. Seema Gupta	GM/HR	0712239-1011
4.	Dhiraj Gupta	Dir/VO	0712239-1007
5.	Manish Malviya	Jt.GM/FIN	0712239-1026

6.	S. N. Ramanujam	Jt.GM/OPN	0712239-1027
7.	V. K. Gupta	DGM/FIN	0712239-1026
8.	P.D. Bhagat	DGM/OPN	0712239-1028
9.	Ankit Durkhure	DGM/FIN	0712239-1029
10.	Arijeet Mukherjee	DGM/HR	0712239-1036
11.	Shaubhendra Pipraiya	DGM/HR	0712239-1037
12.	Ugrasen Pradhan	WM/COS	0712239-1038
13.	Dr. R.K. Mathur	WM/OPN	0712239-1039
14.	Vinay D. Hajare	WM/CMD Sectt	0712239-1046
15.	R.R. Pande	WM/OPN	0712239-1047

4(1)(b)(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

SN	Post	Level	Pay Band(7 th CPC)
1	Board of Directors	15	182200-224100
2	General Manager/Addl. General Manager and equivalent	14	144200-218200
3	Joint General Manager & equivalent	13	118500-214100
4	Deputy General Manager & equivalent	12	78800-209200
5	Works Manager & equivalent	11	67700-208700
6	Assistant Works Manager and Equivalent	10	56100-177500
7	Junior Works Manager Selection Grade	8	47600-151100
8	Junior Works Manager, PS and equivalent	7	44900-142400
9	Chargeman, Office Superintendent, Industrial Employee Master Craftsman, PA	6	35400- 112400
10	Supervisors, Industrial Employees Highly Skilled-I and equivalent	5	29200-92300
11	UDC/Steno & equivalent, Industrial employees Highly skilled II	4	25500-81100
12	LDC/ Staff Car Driver & equivalent , Industrial employees skilled	2	19900-63200
13	MTS, labourers, Durwans & equivalent,	1	18000-56900

4(1)(b)(xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

The budgets of YIL are of following types:

- (i) Capital Budget
- (ii) Revenue Budget

Capital Budget:

Capital Budget is meant for planning commitments against various strategic facilities such as plant and machinery, civil works and other infrastructural facilities/services needed to achieve the performance objectives.

Revenue Budget:

This covers Revenue expenditure which is generally linked to level of activity.

Revenue Budget inter-relates the financial outlays with the financial targets and accomplishment, reinforcing the principle of accountability, with ultimate aim of effective overall utilization of the resources. This gets reflected in the Projected Profit & Loss Account and Projected Balance Sheet. These are supported by individual functional budgets such as Production Budget, Sales Budget Purchase Budget etc.

4(1)(b)(xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

Not applicable.

4(1)(b)(xiii) particulars of recipients of concessions, permits or authorizations granted by it;

YIL does not grant any concession, permits or authorization.

4(1)(b)(xiv) details in respect of the information, available to or held by it, reduced in an electronic form; --

1. Manuals like Delegation of Financial Power, Procurement manual etc.
2. Safety manuals, Standing Instruction.
3. Various orders like DO, TD order etc.
4. Circulars at Factory level.
5. Quarter Allotment policy.

4(1)(b)(xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

YIL does not maintain any public Library. However, information pertaining to YIL and its products including manuals, policy, order, etc is hosted on the website (www.yantraindia.co.in) and is available to citizens for viewing.

Grievance redressal mechanism is already set at each unit level for local level grievances and all grievances of employees are timely addressed by competent authority. YIL HQ is registered on Govt. of India CPGRAM portal from where aggrieved persons can raise grievance. All grievances received through this portal are addressed timely.

4(1)(b)(xvi) the names, designations and other particulars of the Public Information Officers;

The details of the Central Public Information Officers and Appellate Authorities of the Yantra India Limited HQ are given below:

SN	PIO/APIO	Name & Designation	Complete Postal Address	Phone/Fax/E-Mail	
1	First Appellate Authority:	Shri Sachin Jain (General Manager/ Operations)	Yantra India Limited Hq, O.F. Ambajhari estate, Nagpur Pin 440021	Office: E-mail ID:	0712-2391016 sachinjain.ofb@nic.in
2	Alternate Public Informaiton officer	Shri Ugrasen Pradhan, Works Manager	Yantra India Limited Hq, O.F. Ambajhari estate, Nagpur Pin 440021	Office: E-mail ID:	07104-246469 ugrasenpradhan@ord.gov.in
3	Public Information Officer	Shri Vinay Hajare, Works Manager	Yantra India Limited Hq, O.F. Ambajhari estate, Nagpur Pin 440021	Office: E-mail ID:	0712-2391046 vinayhajare.ofb@nic.in

सशस्त्र सेनाओं का सशक्तिकरण

The details of PIOs and First Appellate Authorities of eight units of YIL (Link)

Training Details - YIL HQ CPIO Shri Vinay D Hajare has done training on RTI Suo Motu Disclosure in Jan 2022 conducted by NADP.

Disciplinary cases Information -

- For year 2022-23, YIL has total 89 disciplinary cases (Major and Minor Penalties) finalized in eight Ordnance Factories under YIL.
- For year 2023-24, YIL has total 91 disciplinary cases (Major and Minor Penalties) are under process and 5 cases are finalized in eight Ordnance Factories under YIL.

Breakup of YIL total manpower as on 01-06-2023

Group A -	167 Nos.
Group B GO -	1037 Nos.
Group B NGO -	1150 Nos.
NIE(Group B)	66 Nos.
NIE(Group C)	1166 Nos.
IEs(Group B)	1679 Nos.
IEs(Group C)	5761 Nos.
Total –	11026 Nos.

Transfer Policy and Transfer Orders are uploaded on YIL website under RTI Suo Motu discloser.

4(1)(b)(xvii) such other information as may be prescribed and thereafter update these publications every year;

Sl. No.	Profile	Officer Name	Designation	Contact No.	Email
1	Director Vigilance	Shri Dhiraj Gupta	Director Vigilance	0712-239-1007	dir_vigyilhq@yantraindia.co.in
2	SC/ST Liaison Officer	Shri Pranil Bhagat,	DGM	0712-239-1028	pranilbhagat@ord.gov.in
3	CPGRAMS	Shri Arijeet Mukherjee,	DGM	0712-239-1036	arijeetmukherjee@ord.gov.in
4	Chairperson Internal Complaint	Ms. Goldy Babu,	DGM	0712-239-3216	goldybabu@ord.gov.in

4(3) - 3.3 - Dissemination of information widely and in such form and manner which is easily accessible to the public –

General information about the company already available on YIL Website.

Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]

Year 2022-23	RTI Application report for all 8 units of YIL and YIL HQ	
Quarter -I	RTI Application received	RTI Application replied
	191	171*
	RTI appeal received	RTI appeal replied
	18	17*
Quarter -II	RTI Application received	RTI Application replied
	159	137*
	RTI appeal received	RTI appeal replied
	9	9
Quarter -III	RTI Application received	RTI Application replied
	150	132*
	RTI appeal received	RTI appeal replied
	13	13
	RTI Application received	RTI Application replied
	132	111*
	RTI appeal received	RTI appeal replied
	8	8
	* Balance applications are replied in next quarter.	

Replies to questions asked in the parliament[Section 4(1)(d)(2).

YIL HQ replied total 27 parliamentary question during current year 2023 and 68 during last yr ie.2022.