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No. 1025/HR/BOD/TP/2022

Dated: 19/10/2022

The General Managers/Heads of Units,  
GIF, MSF, OFA, OFAJ, OFBH, OFDC, OFKAT, OFM, RMC, YITM

Sub: Transfer Policy Version 1.0

Ref: MoD ID No. 1(5)/2021/OF/DP (Plg-V)/04/01 Dated 30-11-2021

During the 7<sup>th</sup> Meeting of the Board of Directors, which was held on 14-06-2022, inter alia following resolution against the *Employee Transfer Policy in YIL* was passed:


"RESOLVED THAT Board of Directors of the Company be and hereby approve the *Employee Transfer Policy as placed before the meeting.*"

"RESOLVED FURTHER THAT Director (HR) Shri Gurudutta Ray of the Company be and is hereby severally authorized to do all such acts, deeds and things as may be necessary or incidental to give full effect to above resolution."

Against the above conspectus, please find enclosed herewith the 1<sup>st</sup> Version of the Transfer Policy of YIL, which is in respect of Gr. 'A', Gr. 'B' and Gr. 'C' employees. The Policy has been prepared to ensure execution of the mandate of the Para 16.1 of the MoD ID under Ref.

Further, the provisions against transfers beyond YIL Units have also been incorporated and same are as per the Standard Operating Procedure, which is attached with the MoD ID under Ref.

This is submitted for information and compliance please.

  
( Arjeet Mukherjee )  
Works Manager /HR  
YIL HQ

Copy to: -

- i) PS to CMD YIL
- ii) All Directors /BoD YIL
- iii) All GMs /HoU - OFAJ/OFA/OFBH/OFM/MSF/OFDC/GIF/OFKAT/YITM
- iv) NDCD
- v) DoO (C&S): Per Policy



## TRANSFER POLICY

### 1. OBJECTIVE

Yantra India Limited (YIL) commenced its business with effect from 01/10/2021. In this regard, cognizance shall be taken of Office Memorandum (OM) No. 1(5)/2021/OF/DP (Plg-V)/01 dated 24<sup>th</sup> September 2021, issued by the Department of Defence Production, Ministry of Defence, Government of India.

This policy intends to aid YIL in its attempt to establish a uniform policy for transfer of employees to achieve excellence in the domain of manufacturing Military Grade Components and Ancillary Products.

The objectives of the transfer policy are following:

- Optimum utilization of employees.
- Harnessing expertise and knowledge of the employees.
- Identification of sensitive posts and fixation of maximum time limit for which the concerned employee can hold such posts.
- Accommodating transfers on spouse grounds and emergent personal reasons.
- Scrutiny of Temporal Dimensions: Duration at one station, including hard station.

### 2. SCOPE

The policy shall be applicable to all the employees of Government of India, who are on deemed deputation to YIL.

### 3. GROUNDS OF TRANSFER:

#### 3.1 Transfer on administrative ground:

Transfer on administrative ground may be ordered on the basis of any of the following points:

- i) Cases of integrity / corruption;
- ii) Cases referred by the Office of CVO or Vigilance Wing;
- iii) Cases of indiscipline reported by the Factories;
- iv) Cases of poor performance, sabotaging behaviour, jeopardising official work, spoiling the work culture etc. Such cases shall be duly recommended by the GMs and decision shall be taken by the Staff Posting Committee (SPC) consisting of the Board of Directors of YIL (CMD is part of BoD).

The transfers, of nature as mentioned above, shall be considered on case-to-case basis.



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### 3.2 Transfer on functional grounds:

- i) The duration of normal tenures for all the categories of officers are mentioned in relevant paragraphs. However, same is summarised below:

Group 'A'			Group 'B' (JWM SG/JWM/Sr. PS/PS) and Non- Gazetted Officers	
Technical Officers	Non-Technical Officers	Promoted to the post from lower grades	Existing grade	Promoted to the post from lower grades
05-09 years	05 years	15 years	10 years	20 years

- ii) On completion of normal tenure as shown above, the transfers shall be effected, except for the officers, who are required to be retained in the factory on extreme functional ground and for which the General Managers shall be required to justify the retention.
- iii) Generally, the officers who have less than 3 years of service shall not be considered for transfer. For reckoning this period of 3 years, 1st April of the year shall be considered as the cut-off date.

### 3.3 Transfer on Compassionate ground:

- i) Transfer of an officer shall be ordered/ withheld in case request is made on the ground that the officer himself or any of his/her dependent family members (as per service records) is suffering from terminal ailment;
- ii) In case of request of officer in respect of transfer on the ground of posting of husband and wife at the same station, presence of physically/mentally challenged family members, etc. (as per service records) extant instructions of Govt. of India shall be applicable.
- iii) No request for reasons other than those stated against 3.3 (i) and (ii), from any officer for transfer shall be considered unless the officer completes tenure of 4 years in the Factory/Unit of posting.
- iv) The requests for transfer other than the reasons mentioned against points 3.3 (i) and (ii) above shall be considered by determining the relative merit on point score system. The point score system is as follows:

Sl. No.	Grounds	Point Score
A	Illness, other than terminal ailments as mentioned against 3.3 (i), of the employees or dependent family members on the recommendation of the CMO In-charge of the Factory/Unit hospital or the CMO of Govt. Hospital under whose jurisdiction the family is residing.	15
B	Final settlement at native place during last 3 years of service	15
C	(i) Continuous stay at present station, which is a hard station, for more than 5 years but less than 10 years.	10
	(ii) Continuous stay at present station which is a hard station, for more than 10 years.	20
	(iii) Continuous stay at present station which is not a hard station, for more than 10 years.	10
D	Children's Education (IX - XII standard)	10
E	Settlement of daughter's marriage	15
F	Looking after parents	05



**Notes:**

- i. The total of point score indicated above shall determine the ranking of the applicants for consideration of transfer.
- ii. In case the score point is same for more than one applicant, the older applicant shall be given priority.
- iii. There shall be no cut off point for deciding the transfer cases. Rather it shall be decided based on the vacancies available in the Factory/Unit, which is requested by the applicant. The requests of applicants, which could not be accommodated due to lack of vacancies in the requested Factory/Unit, shall be treated as disposed. However, such applicants can make fresh requests during the next cycle.

**3.4 Rotational Transfer: Sensitive Posts**

Sensitive posts shall be earmarked based on letters of DoO (erstwhile OFB). Further, no employee shall hold a sensitive post for more than 3 years. Exemption in respect of Gazetted Officers shall be sought from YIL HQ. However, for Non-Gazetted Officers, IEs and NIEs; the Sr. GM/GM may extend such tenures, in specific cases, up to 1 year. Reason for granting exemption shall be recorded on file.

**DEPLOYMENT OF GROUP 'A' OFFICERS IN ORDNANCE FACTORIES/UNITS UNDER YIL**

The Ordnance Factories/Units under YIL, manufacture a wide range of military hardware. These diversified, sophisticated and specialized products demand conglomeration of wide spectrum of technologies covering engineering, metallurgy, chemical engineering etc. Importantly, the expertise required for production and development of such fool-proof products demand inputs not only from established texts but also from the experience gained by the concerned officers/staff. Further, the gainful utilization of such expertise is essential in ensuring survival and growth of the organization. Moreover, deployment of any officer/staff requires identification of his/her core competence. In ordnance factories/units under YIL, the required core competencies are:

1. Small Arms Ammunition
2. Medium And Large Caliber Ammunition, Mortars
3. Composites
4. Metallurgy
5. Engineering Components
6. Administration And HRD (Training)
7. General Management

Thus, the policy for deployment of Group 'A' officers/YIL is as follows:

- i. Technical officers of JAG level and below shall have minimum tenure of 5 and maximum tenure of 9 years in a factory/unit, while functioning in his/her domain of core competence, but same shall remain contingent on exigencies and administrative grounds. Further, the domain in which the officer has worked for most duration shall be considered his/her core competence. Notwithstanding the "most duration" clause, it shall always be attempted, to begin with, the officer is allocated the domain, which is in alignment with his/her background. For the new entrants, at the



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end of the training, YIL HQ shall determine the core competence of each of the new officers. Same shall be based on the individual performance of the concerned officer during the training and the requirement of the ordnance factories/units under YIL.

- ii. Officers, recruited through the Civil Services Examination, shall be developed primarily for managing administration, material management, human resources development and finance & marketing. Owing to general nature of these functions, officers from non-technical stream shall have maximum tenure of 5 years in an ordnance factory/unit.
- iii. Tenure at a hard station shall normally be restricted to 5 years. After completion of tenure at hard station, the officer shall be transferred to a soft station or to an ordnance factory/unit of his/her choice within YIL group of factories or YIL HQ. Same shall remain contingent on exigencies and administrative grounds.
- iv. The hard stations under YIL are: OF BHUSAWAL and OF KATNI. Importantly, the transfers to hard stations shall be decided on merit and in this regard, assistance of PIS/Database may also be taken. This, inter alia for e.g., would help in estimating distance from the hometown.
- v. SAG and above level officers will however have shorter tenure in a unit as per work requirement.
- vi. For YIL, the SPC consisting of the Board of Directors of YIL shall decide on the posting of the officers. Further, the letter issued vide MoD ID No. 1(5)/2021/OF/DP (Plg-V)/04/01 dated 30/11/2021 issued by the Directorate of Ordnance (Coordination & Services) shall be followed for transfer/posting of any other kind.
- vii. There shall be a separate policy for posting of the General Managers (GMs) in the ordnance factories under YIL. However, same shall not disagree with the principles enshrined herein.
- viii. Posting of husband and wife at the same station shall be considered as per the extant rules of the Government of India.
- ix. Departure from the transfer policy may be made for an officer suffering either from terminal disease or if he/she is amidst a situation, which demands compassionate outlook.
- x. Authority to decide on Transfer / Retention on administrative grounds / exigencies / compassionate grounds shall remain with the SPC consisting of the Board of Directors of YIL. However, the decisions / reasons shall be recorded on file. Request of an officer, for retention at a station, may be accepted and decided based on the merit of the case.
- xi. Adequate exposure at JAG/SAG level for the officers who are likely to become GM: a) Technical officers shall be exposed to the domain of Administration. b) Non-technical officers shall be exposed to the domain of Planning and Production.
- xii. Additionally, Officers likely to hold the posts of GMs and above shall be exposed to the domain of corporate functioning at YIL HQ.
- xiii. To ensure exposure to the functioning of Ministry of Defence, and Ministries in general, the officers shall be encouraged to apply for deputation.
- xiv. If a JAG level officer gets promoted to the post of SAG level officer, then the maximum cumulative tenure of such an officer at the concerned unit shall be 7 years. In case of fresh posting, maximum tenure of a SAG level officer at the concerned unit shall be 3 to 5 years.
- xv. Cumulative tenure of an Officer, at the same station, shall not exceed 12 years.



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- xvi. No Officer shall be posted back to the same station within 03 years of his/her transfer from the same station.

### **DEPLOYMENT OF GROUP 'B' GAZETTED AND NON-GAZETTED OFFICERS IN ORDNANCE FACTORIES/UNITS UNDER YIL**

#### **1. Objectives:**

- i) To promote core competencies and domain knowledge among Gr-B Officers while meeting administrative requirements of transfer & posting;
- ii) To enable exposure to new areas of work and ensure development of second and third line of experts, as part of succession planning;
- iii) To accommodate genuine problems and difficulties of the Group-B officers in a transparent and objective manner;
- iv) To balance the trade-wise strength of Group-B Officers in the Factories/Units to the extent possible, vis-a-vis the sanctioned strength.
- v) Normally, the tenure of JWM/Sr. PS/PS in a Factory/Unit in the existing grade shall be for 10 years after which they shall be considered for transfer on functional grounds.
- vi) Normally, in the case of officers promoted to JWM/Sr. PS/PS from lower grades, the total continuous tenure in the factory/unit shall be 20 years after which they shall be considered for transfer on functional grounds.
- vii) The transfer on completion of tenure as referred at 3.2 (i) & 3.2 (ii) shall be considered except for the officers who are required to be retained in the factory on extreme functional requirement for which Sr.GM/GM/HOU has to justify the retention on functional grounds.
- viii) JWMS promoted to the grade through LDCE shall be transferred out of the Factory/Unit at the time of their promotion, except the cases where retention is required on extreme functional ground for which Sr.GM/GM/HOU has to justify the retention on functional grounds.
- ix) The officers left with less than 5 years of service shall not be considered for transfer on functional grounds. For reckoning the period of 5 years, 1st April of the year shall be considered as the date for determining same.
- x) Core competencies of the Group 'B' GO and NGO cadre shall be developed and harnessed. However, following points shall be taken into cognizance against the officers who are likely to get promoted to the Group 'A' cadre:
  - A) For Technical officers-exposure in the domain of administration will be given.
  - B) Non-technical officers- exposure in the domain of planning and production will be given.

- 2. Competent Authority:** The SPC consisting of the Board of Directors of YIL shall decide on the posting of the officers.



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## DEPLOYMENT OF INDUSTRIAL AND NON-INDUSTRIAL EMPLOYEES

### 1. TRANSFER

The Industrial Employees and Non-Industrial Employees can be transferred permanently on the following grounds: -

- (A) Compassionate grounds, i.e., on individual's own request.
- (B) Public interest.

#### 1.(A). TRANSFER ON COMPASSIONATE GROUNDS ON INDIVIDUAL'S OWN REQUEST

The requests of industrial employees for transfer on compassionate grounds (as per the points matrix: 3.3 (iv)) shall be considered by the Sr. General Managers /General Managers of the factories and it shall be ensured that such transfer is effected only when both the sister factories agree to such transfer. Sr. GM/GM of the accepting factory may consider transfer on compassionate grounds considering the industrial profile, implication of such transfer on the factory etc. pertaining to cases posting of husband and wife at the same station and appeals in respect of Persons with Benchmark Disabilities (PWBD) may be prioritised in terms of the existing DOPT Orders. Also, the transfer cases in respect of single working lady may be considered on priority. The concerned individual may submit formal application for inter factory transfer on compassionate grounds to the Sr. GM / GM of the factory. The Sr. GM / GM, as per the guidelines mentioned in paragraphs 3.3 and the conditions made above, may forward to the sister factory with service details and disciplinary/ vigilance case status of the concerned employee for consideration subject to the following conditions: -

- i) No TA/DA, joining time etc. shall be admissible to the concerned employees.
- ii) No Employee should be considered for inter factory transfer on compassionate grounds while on probation.
- iii) After joining on transfer on compassionate grounds to any factory, an employee can be considered for transfer again to any other factory only on extreme emergency cases, which inter alia will be inclusive of posting at same station on spouse ground.

#### Transfers on compassionate grounds shall satisfy following conditions: -

- (a) The concerned employee must be placed below all the employees appointed in the said post (trade/grade) on the date of transfer to the new factory in the seniority list of the post. An undertaking in this regard must be taken from the concerned employees before considering such transfer.
- (b) Transfer can also be made on reversion to lower grade in individual's own interest under FR 15(a) if Sr. GM/GM of the sister factory desires for the same. In case of reversion, the concerned employee must be placed below all the employees appointed in the said post (trade/grade) on the date of transfer to new factory in the seniority list of the post (i.e., lower grade in which being reverted). An undertaking in this regard must be taken from the concerned employee before considering such transfer. While considering such transfer on reversion, no Industrial Employee should be reverted to lower than Skilled Grade. Transfer on reversion to Semi-skilled grade is totally inappropriate as the appointment in Semi-skilled Grade for Tradesman is made against the vacancy of Skilled Grade and Semi-



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skilled grade is the training period of the IEs appointed against Skilled grade (Tradesman). In the cases of reversion, pay fixation of the concerned employee may be done in terms of DOPT OM No. 1211/2016-Estt (Pay-I) dated 31.03.2017 and the same may be incorporated in the undertaking to be submitted by the employee before such transfers are effected.

- (c) Further, in cases of mutual transfer on compassionate grounds in individuals' own interest when two employees working in two different factories in the same trade & grade and desires to exchange position, then this may be allowed subject to the following conditions: -
- i) If both the employees belong to the Semi-skilled/Skilled grade, they must be placed below all the employees appointed in the concerned post (trade/grade) on the date of transfer to new factory in the seniority list of the post. An undertaking in this regard must be taken from the concerned employees before considering such transfer.
  - ii) If both the employees belong to higher than Skilled grade i.e., HS Gr.-II, HS Gr.-I/MCM, the persons concerned would retain their seniority or seniority of persons with whom they are exchanging place, whichever is lower. Seniority is to be determined in terms of the date of holding the post (trade/grade). An undertaking in this regard must be taken from the concerned employees before considering such transfer.
  - iii) In the cases where the employee seeks transfer from one Ordnance Factory to another on compassionate ground, he/she may be directed to submit an undertaking regarding willingness to join the new factory as the Junior most employee in the concerned grade. In respect of mutual transfers, the concerned employees shall retain their respective seniorities or the seniority of the employee with whom position is being exchanged, whichever is lower. However, such transfers shall occur only after the competent authorities of both the factories concur and necessary undertaking are obtained from the employees. This principle shall be applicable for Non-Industrial Employees as well.

During all types of transfers on compassionate grounds, in general, the trade of the concerned employee may not be changed. However, change of trade (i.e. re-designation) can be permitted only in case of no functional requirement of the parent trade or non-availability of vacancy in the parent trade in the receiving factory subject to passing of relevant trade test after due training in the new trade which belongs to the same group of multi-skilled trades as applicable for stream-wise promotion to CM(Tech) in terms of DOO (erstwhile OFB) Circular No. 01/CR/CM/A/I dated 30.08.2005 & No. 01/CR/CM/12/A/I/50 dated 15.02.2011 or in the trades of other groups in case of possessing of NAC/NTC issued by NCVT in the relevant trade as per SRO. The trade test shall be arranged by the parent factory.

#### **1(B). TRANSFER IN PUBLIC INTEREST**

In cases of transfer in public interest from one factory to other factory, TA/DA, joining time etc. will be admissible as per existing Govt. Rules. Seniority in such cases is protected.

#### **Re-deployment of manpower:**

In case of re-deployment of manpower, a large number of Industrial and Non-Industrial Employees of a factory can be transferred to other sister factories in public interest. In such cases the concerned employees may be re-designated to other trades if the same are



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required by the receiving factories on functional grounds. Re-designation can be done subject to passing of relevant trade test after due training in the new trade which belongs to the same group of multi- skilled trades as applicable for stream-wise promotion to CM(Tech) in terms of DOO (erstwhile OFB) Circular No. 01/CR/CM/A/I dated 30.08.2005 & No. 01/CR/CM/12/A/I/50 dated 15.02.2011 or in the trades of other groups in case of possessing of NAC/NTC issued by NCVT in the relevant trade as per SRO. Otherwise, the employee has to appear for examination and to obtain requisite certificate from National Skill Development Corporation (NSDC) under Ministry of Skill Development and Entrepreneurship for which action has to be taken by the concerned factories. Till obtaining the requisite certificate, the re-deployed employee will be allowed to remain in the parent trade in the new factory while he/she can be put on work of the new trade on passing the relevant trade test. Having obtained the requisite certificate, the individual can be re-designated to the new trade in the receiving factory. In case of re-deployment of IEs, the employees may be transferred WITH POST and sanctioned strength of higher & lower grades of the relevant trades may also be transferred to the receiving factory so that the inter-grade ratio of the trades may not be disturbed in both the factories. If the stagnation in promotion of the employees arises at donor factory due to transfer of huge number of posts to the receiving factory, YIL HQ may provide additional posts to the said donor factory on temporary basis after examining the merit of the case.

## **2. EFFECT OF TRANSFER IN DECIDING ELIGIBILITY PERIOD FOR NEXT PROMOTION, FINANCIAL UP-GRADATION UNDER MACP AND LDCE**

The seniority of an employee will be reckoned from the date of joining of the new factory in case of transfer on compassionate grounds (except mutual transfer in the grades of HS-II, HS-I/MCM) and the seniority of an employee is protected (i.e., no loss of seniority) in case of transfer in public interest. However, in both the cases, residency period in the existing trade & grade for purpose of promotion to the next higher grade in respect of an employee must be decided counting his/her regular services of the same trade & grade rendered at the parent factory. In case of changing of trade (i.e., re-designation) during transfer, residency period rendered in the previous trade should not be counted for the purpose of promotion to next higher grade in the re-designated trade except transfer in public interest (including re- deployment). The regular service rendered at the parent factory should also be computed while deciding eligibility period for LDCE or financial up-gradation under MACP.

## **3. AUTHORITY OF ISSUING TRANSFER ORDER**

Upon fulfilment of the conditions, mentioned above, the Sr. GM/GM shall intimate YIL HQ about such inter-factory transfers. Further, upon approval of Dir/HR YIL HQ, Sr. GM/GM shall publish the transfer order.

## **4. POWER TO RELAX**

The Board of Directors YIL is the Competent Authority to relax any of the provisions of Intra YIL transfer policy, however, in extremely exigent circumstances with reasons to be recorded in writing.



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## TRANSFER POLICY: CASES BEYOND YIL UNITS

Cognizance shall be taken of the policy, which is based on the MoD ID No. 1(5)/2021/OF/DP(Plg-V)/04/02 Dated 17<sup>th</sup> December 2021 & DoO (C&S) letter No. 700/Inter DPSU-DOO transfer/IT dt. 17/01/2022

**Procedure for transfer/posting of erstwhile OFB employees:** These cases shall be processed through the DoO Portal.

### **Purpose**

The Purpose of this SOP is to facilitate smooth transfer of employees (Group A, B & C) of erstwhile OFB from one new Defence Company to another; from the Directorate of Ordnance (Coordination & Services) to the 7 new Defence Companies and vice-versa, based on the functional requirement and also posting after completion of deputation to Central/State Govt. Departments/Organisations.

### **A) Inter-new Defence Company transfers in respect of the 7 new Defence Companies**

#### **(i) Group A**

- 1) Upon in principal recommendation of the Board of Directors of the respective new Defence Company, the DPSU seeking transfer may send a written request to Directorate of Ordnance for the same, with details of such Group 'A' employee(s) and due justification for transfer.
- 2) The request should also indicate whether a suitable replacement can be provided to the new Defence Company, which requested posting of the employee.
- 3) In case, there is already mutual consent between the two new Defence Companies for such transfer, the same may be specifically indicated.
- 4) In case mutual consent is not indicated in the request letter, the concerned division of the Directorate of Ordnance would seek comments from the new Defence Company from which the employee has been requested. The reply from the new Defence Company, with justification, should reach the Directorate of Ordnance within 7 days, if any.
- 5) The concerned division of the Directorate of Ordnance would also simultaneously seek comments from the Director General Ordnance (Coordination & Services)
- 6) (DGO(C&S)). The reply from the DGO(C&S) should reach the Directorate of Ordnance within 7 days, if any.
- 7) The complete proposal would be submitted by the concerned division of the Directorate of Ordnance to DDP.
- 8) DDP after examination, if deemed fit, would take necessary action for issuance of cadre clearance.
- 9) Inter-new Defence Company transfer orders would be issued by the Directorate of Ordnance.



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**(ii) Group B (Including Gazetted) & Group C employees**

- 1) The Board of the respective new Defence Company may send a written request to the Directorate of Ordnance for the same, with details of such Gr B and Gr C employee(s) and due justification for transfer.
- 2) The request should also indicate whether a suitable replacement can be provided to the new Defence Company, which requested posting of the employee.
- 3) In case, there is already mutual consent between the two Defence Companies for such transfer, the same shall be specifically indicated.
- 4) In case mutual consent is not indicated in the request letter, the concerned division of the Directorate of Ordnance would seek comments from the new Defence Company, with justification, should reach the Directorate of Ordnance within 7 days.
- 5) The Directorate of Ordnance after examination, if deemed fit, would take necessary action for issuance of Cadre Clearance.
- 6) Inter-new Defence Company transfer orders would be issued by the Directorate of Ordnance.

**B) Transfer from the Directorate of Ordnance to the 7 new Defence Companies****All Groups**

- 1) In case the new Defence Company requires employee(s) posted in the Directorate of Ordnance, the Board of the respective new Defence Company may send a written request to the Directorate of Ordnance for the same, with details of such employee(s) and due justification for transfer.
- 2) The request must also indicate a suitable replacement that would be provided to the Directorate of Ordnance.
- 3) The concerned division of the Directorate of Ordnance would seek comments from the DGO(C&S), reply from the DGO(C&S) should reach the Directorate of Ordnance within 7 days, if any.
- 4) The complete proposal would be submitted by the concerned division of the Directorate of Ordnance to DDP.
- 5) DDP after examination, if deemed fit, would take necessary action for issuance of Cadre clearance.
- 6) All such Transfer orders would be issued by the Directorate of Ordnance.

**C) Transfer from the new Defence Companies to the Directorate of Ordnance****All Groups**

- 1) All Gr A, B & C employee on deemed deputation to the 7 new Defence Companies can be transferred to the Directorate of Ordnance, as per the functional requirements of the Directorate of Ordnance.
- 2) However, for all such transfers to the Directorate of Ordnance, prior approval of DDP would be obtained by the Directorate of Ordnance.
- 3) All such transfer orders would be issued by the Directorate of Ordnance.



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**D) Posting after completion of deputation to Central/State Govt. Departments /Organisations.**

**All Groups**

- 1) All employees on completion of deputation to Central/State Govt. Departments /Organisations would report to the Directorate of Ordnance Kolkata/New Delhi Office.
- 2) Normally, the concerned division of the Directorate of Ordnance should initiate proposal for the posting of such employees at least one month before completion of their deputation tenure.
- 3) The complete proposal would be submitted by the concerned division of the Directorate of Ordnance to DDP.
- 4) DDP after examination, as deemed fit, would take necessary action
- 5) All such transfer orders would be issued by the Directorate of Ordnance.

**E) Overriding powers to DDP**

Notwithstanding anything contained in this SOP, DDP would have the authority to give directions to the Directorate of Ordnance to Order transfer/posting or to cancel transfer/posting of any employee of erstwhile OFB to or from one new Defence Company to another, from the new Defence Companies to the Directorate of Ordnance and vice-versa.



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