No. 01(1)/Absorption Package-AWEIL/HR/2026 **Dated 01.07.2026**

Circular

Sub : Notification to all erstwhile OFB employees who are on Deemed Deputation at AWEIL, including those who are out on Deputation / lien to other departments from AWEIL units for exercising option for absorption.

Ref : MOD OM No. 1(5)/2023/OF/Absorption/DP(M&P) Pt.II Vol II dated 25.06.2026

MOD DDP (M&P) Division vide MOD ID No. 1(5)/2023/OF/Absorption/DP(M&P) Pt.II Vol II dated 25.06.2026 (Copy enclosed) has issued instruction for calling of option of absorption of employees of erstwhile OFB in 07 new DPSUs, who are on Deemed Deputation at New DPSUs

2. As per the instructions issued by MOD in the above mentioned OM the applicable timelines as per Rule -37 of CCS (pension) Rules, 2021 for exercising of option of permanent absorption in any of the 07 new DPSUs by the employees of erstwhile OFB are as under:

S.no.	Provision	Timeline
(1)	Notification of Rules and Regulations (Common Absorption Package) by each of the 07 new DPSUs.	01.07.2026
(2)	Seeking option from all the employees of erstwhile OFB (other than O.F. Schools & O.F. Hospitals) including employees on Deputation/lien to other Ministries/Department for absorption in 7 new DPSUs.	16.07.2026
(3)	Last date for exercising option including submission of ink signed copies to seek permanent absorption in any of the 07 new DPSUS or to continue in Government service.	15.10.2026 (by 17:00 hours)

3. In view of the above Common Absorption package and salient features of HR policies are being notified at Comnet 2.0 https://aweil.ayudh.net and AWEIL website (www.aweil.in)

Unit-Wise List of Nodal officers for the purpose of Absorption Process in AWEIL is appended below:

S.no.	Name of Unit	Name of Nodal officer	Designation
1	AWEILHQ	Anup Kumar Mukherjee	GM
2	FGK	Manoj Kumar Maurya	GM
3	GCF	Rahul Chaudhary	GM
4	GSF	Uddipan Mukherjee	JT. GM

5	OFC	Anuj Shekhar	JT. GM
6	OFPKR	Amitava Sabui	GM
7	OFT	Vijay Ganesan	GM
8	RFI & AWTM	Chandranan Kumar	DGM
9	SAF	Jyoti Trivedi	GM

4. Further circular / guidelines on the absorption shall be uploaded / circulated on the https://aweil.ayudh.net and www.aweil.in . All units shall further issue circular / FO for wider publication in bilingual (Hindi / English).

5. All units are advised to give wide publicity to the above instructions and ensure that whole contents are communicated to all employees for information.

6. Further instructions / guidelines regarding duties and responsibilities of Nodal officers, Controlling officers & Absorption cell are being notified separately.

(Manas Kaviraj)
Director/HR

Enclosure :
1) MOD OM No. 1(5)/2023/OF/Absorption/DP(M&P) Pt.II Vol II dated 25.06.2026
2) Common Absorption Package
3) Salient features of HR policies.
4) Option Form

Copy to :
1) MOD DDP (M&P) Division
2) CGM /FGK to upload the circular and enclosure on the AWEIL internet website.
3) All CMG's – To Disseminate this circular to all employees at their respective units including employees on lien/deputation to other departments

MINISTRY OF DEFENCE
DEPARTMENT OF DEFENCE PRODUCTION
MANAGEMENT AND POLICY DIVISION

Defence Office Complex,
Room No. 604, C-Block,
KG Marg, New Delhi

Sub: Calling of option of absorption of employees of erstwhile OFB in 07 new DPSUs.

1. **Introduction:**

1.1 The Cabinet in its meeting held on 16.06.2021 approved to convert Ordnance Factory Board (OFB) into 07 new Defence Public Sector Undertakings (DPSUs). Accordingly, the employees were transferred en-masse to the new DPSUs (on deemed deputation) as per extant rules i.e. Rule 37-A of the Central Civil Services (Pension) Rules 1972 (now Rule 37 of CCS Pension Rules 2021) and to the newly formed Directorate {Directorate of Ordnance (Coordination & Services)} under DDP w.e.f. 01.10.2021 initially for 02 years, which has been extended further with the approval of EGoM.

1.2 DDP vide OM No. 1(5)/2026/EGoM/Absorption/OF/DP(M&P) dated 15.06.2026 has conveyed the following approval of EGoM taken in its meeting dated 11.06.2026:

a) Common absorption package prepared by 07 new DPSUs to be offered to all employees (other than OF Schools and OF Hospitals) of erstwhile OFB.
b) All the employees of erstwhile Ordnance Factory Board (OFB) [other than O.F. Schools & O.F. Hospitals] including employees on deemed deputation to other Ministries/Departments shall be asked to exercise their option of absorption in 07 new DPSU(s).
c) Extension of transfer of all the employees of erstwhile OFB en masse to the 07 new DPSUs on terms of foreign service without any deputation allowance (deemed deputation) till retirement in respect of all those employees who do not opt for absorption in new DPSUs. Till such time the employees remain on deemed deputation to the new DPSUs, they shall continue to be subject to all the extant rules, regulations and orders as are applicable to the Central Government servants, including related to their pay scales, allowances, leave, medical facilities, career progression and other service conditions.
d) Similar extension of transfer of all the employees of Directorate of Ordnance (Coordination & Services) till retirement in respect of all those employees who do not opt for absorption in new DPSUs.

1.3 **Rule 37 of CCS (Pension) Rules, 2021 stipulates that:**

Sub Rule (2) – *"The public sector undertaking shall frame its rules and regulations within a time frame not exceeding five years.*
After such rules and regulations are framed by the public sector undertaking, all Government servants on deemed deputation shall be asked, within a period not exceeding three months from the date of notification of the rules and regulations by the public sector undertaking, to exercise their option to revert back to the Government or to seek permanent absorption in the public sector undertaking.
Such Government servants shall be asked to exercise this option within a period of three months from the date of the communication asking the Government servants to exercise the option."

Sub Rule (4) – *"In case, a Government servant does not exercise any option within the prescribed time limit, shall be deemed to have opted for permanent absorption in the public sector undertaking."*

1.4 Accordingly, the 07 new DPSUs have prepared the Common Absorption Package, which has been approved by EGoM on **11.06.2026**. The approved Common Absorption Package (**Annexure – I**) for exercising option for absorption in 07 new DPSUs by employees of erstwhile OFB (other than OF Schools & OF Hospitals) will be uploaded on the intranet of erstwhile OFB i.e. COMNET 2.0 for information of all employees. The aforesaid Common Absorption Package on COMNET 2.0 shall be adequate for the purpose of notice.

2. **Applicable Timelines as per Rule-37 of CCS (Pension) Rules, 2021 for exercising of option of permanent absorption in any of the 07 new DPSUs by employees of erstwhile OFB are as under:**

S. No.	Provision	Timeline
(1)	Notification of Rules and Regulations (Common Absorption Package) by each of the 07 new DPSUs.	01.07.2026
(2)	Seeking option from all the employees of erstwhile OFB (other than O.F. Schools & O.F. Hospitals) including employees on deputation/lien to other Ministries/Department for absorption in 7 new DPSUs.	16.07.2026
(3)	Last date for exercising option including submission of ink signed copies to seek permanent absorption in any of the 07 new DPSUs or to continue in Government service.	15.10.2026 **(by 1700 hrs)**

3. **Applicability of option for absorption:**

The option for absorption in 07 new DPSUs is called from all the employees of erstwhile OFB (excluding employees of OF Hospitals & OF Schools) i.e.

a) All the employees on deemed deputation in 07 new DPSUs.
b) All employees on deputation/lien to other Ministries/Departments including those on central deputation/non-CSS deputation etc.
c) All other employees on the strength of DoO(C&S) & not listed in (a) & (b) above (excluding employees of OF Schools & OF Hospitals).

Note: *The employees of OF Schools & OF Hospitals means those employees who are recruited & working solely for functioning of OF schools [i.e. Principal-I/II, PGT, TGT, HMP, PRT, LA] or OF Hospitals [i.e. all IOFHS officers, Nursing Staff, Paramedical Staff & Family Welfare Staff & MTS]*

Any other employees presently posted in OF Schools and OF Hospitals shall not be treated as employees of OF Schools and OF Hospitals.

4. **Dashboard for information & exercise of option:**

A dedicated portal has been developed on intranet i.e. COMNET 2.0 for the purpose of exercise of option by employees for permanent absorption in 07 new DPSUs or to continue in Government service. All the details related to the exercise of absorption will be available on this portal. For any issue that may arise in accessing the portal, employee may contact Sh. Tausif Ahmad, DD/TS, DoO(C&S) Kolkata on email id : tausifahmad@ord.gov.in, phone no. 033-22314323 and Sh. Kalyan Haldar, JWM(SG) DoO(C&S) Kolkata on email id : kalyanhaldar@ord.gov.in, phone no. 033-22483254 (Extn-687).

5. **Communication of Common Absorption Package & Option Form to the employees:**

a) Common Absorption Package will be notified by each of the 07 new DPSUs on Dashboard.
b) Simultaneous communication of offer of option of Common Absorption Package by each of the 07 new DPSUs to all the employees in the following manner:

- **Employees on deemed deputation to new DPSUs:** Option Form to be communicated by Director (HR) of 07 new DPSUs to the employees presently on deemed deputation to that new DPSU. Gr A & B (Gazetted) employees shall also have the option to opt for permanent absorption in remaining 06 DPSUs.
- **Employees on the strength of DoO (C&S):** Option Form to the employees on the strength of DoO(C&S) to be communicated by new DPSUs through DGO, DoO (C&S), Kolkata.
- **Employees on Deputation/Lien to other Ministries/Departments:** Option Form to the employees on deputation/lien to other Ministries/Departments etc to be communicated by new DPSUs in following manner i.e.
  -for Group A employees through DDG/ Group 'A' Division, DoO(C&S), New Delhi.
  -for Group B & Group C employees through DGO, DoO(C&S) Kolkata.

6. **Options available to the employees:**

a) **Group A & Group B (Gazetted) Employees:**

(i) To opt for permanent absorption in any of the 07 new DPSUs, in order of preference.

OR

(ii) To continue in Government Service.

In case an employee opts for absorption, it is necessary that the employee shall choose the name of new DPSUs in the order of preference given in the option form. It may be noted that it is mandatory to give at least one preference. If an employee does not want to give any preference of a particular DPSU, he/she should clearly choose NO in the order of preference.

Group A employees in SAG (Level-14) & above in CDA Pay Scale are allowed to give preference for absorption only in E-9 Level of IDA Pay Scale available in Schedule 'A' new DPSUs namely, AVNL, AWEIL, MIL & YIL.

b) **Group B (Non-Gazetted) & Group C Employees:**

(i) To opt for permanent absorption in a new DPSU as per following:

a. The employees currently posted on deemed deputation in 7 new DPSUs (excluding the employees mentioned in para (i) c below) shall opt for absorption only in that new DPSU.

b. The employees currently posted in DoO(C&S) (excluding the employees mentioned in para (i) c below) shall opt for absorption only in that DPSU where he/she was posted prior to posting in DoO (C&S).

c. The employees exclusively recruited against headquarter posts of Erstwhile OFB, irrespective of the present place of posting shall opt for any one of the 07 new DPSUs.

OR

(ii) To continue in Government Service.

7. **Manner of submission of option form by the employees:**

a) **Employees on deemed deputation to 07 new DPSUs & employees on the strength of DoO(C&S):** Employees on deemed deputation to 07 new DPSUs & employees on the strength of DoO(C&S) shall exercise their option through a dedicated portal on COMNET 2.0 and submit three (03) blue ink-signed copies of the computer generated Option Form from COMNET 2.0 to be countersigned from their respective Controlling Officer* for onward submission to designated Nodal Officer of the concerned unit.

b) **Employees on deputation/lien:** For employees on deputation/lien to other Ministries/Departments etc.; a soft copy of Option Form shall be sent through Email by Gr. A Division for Gr. A employees, for Gr. B & Gr. C employees by DoO(C&S) Kolkata. The employees shall submit the duly filled option form in the following manner:

- Group A employees shall fill the hard copy of the Option Form, obtain countersignature of their respective Controlling Officer* and submit a scanned copy of the ink-signed option form on email: ofgrpa@ord.gov.in. He/She shall also send 03 blue ink-signed copies to DDG, Group 'A' Division, DoO(C&S), New Delhi by Post.
- Group B employees shall fill the hard copy of the Option Form, obtain countersignature of their respective Controlling Officer* and submit a scanned copy of the ink-signed option form on email: ofgrpb@ord.gov.in. He/She shall also send 03 blue ink-signed copies to DDG/GB, DoO(C&S), Kolkata by Post.
- Group C employees shall fill the hard copy of the Option Form, obtain countersignature of their respective Controlling Officer* and submit a scanned copy of the ink-signed option form on email: ofgrpc@ord.gov.in. He/She shall also send 03 blue ink-signed copies to DDG/NII&D, DoO(C&S), Kolkata by Post.

Controlling Officer - Controlling Officer shall be an officer not below Group A in the reporting channel of the employee concerned.*

8. **Central Committee:**

A Central Committee of the 07 new DPSUs has been constituted by DDP for coordinating simultaneous offer of Common Absorption Package by 07 new DPSUs to all the employees, as notified by 07 new DPSUs. The Central Committee shall coordinate with DGO, DoO(C&S) for allocation of new DPSU against the options exercised by the employees opting for permanent absorption & for submitting the final list of allocation of absorbed employees to Management & Policy Division in DDP, MoD for final notification by the Administrative Ministry. Detailed Roles and Responsibilities of the Central Committee has been notified separately by the DDP vide OM No. 1(5)/2023/OF/Absorption/DP(M&P) Pt.II Vol. II dated 18.06.2026.

9. **The option once submitted shall be final and will not be allowed to be changed or withdrawn by the concerned employee at a later stage.**

10. **Deemed Permanent Absorption:**

As per Rule-37(4) of CCS (Pension) Rules, 2021, in case, a Government servant does not exercise any option within the prescribed time limit, he/she shall be **deemed to have opted for permanent absorption** in the public sector undertaking. The DGO, DoO(C&S) in coordination with Central Committee will accordingly allocate him/her any one DPSU based on the Objective Allocation Criteria.

Therefore, all employees are mandatorily required to exercise their option through the Option Form clearly indicating permanent absorption in any of the 07 new DPSUs or to continue in Government service.

11. **Date of Absorption:**

As per Rule-37(5) of Central Civil Services (Pension) Rules 2021 & Rule-15(3) of Central Civil Services (Implementation of National Pension System) Rules, 2021, the permanent absorption of the Government servants as employee of the new DPSU shall take effect from the date on which their option is accepted by the Government and through notification issued by Department of Defence Production. On and from the date of such acceptance, such employees shall cease to be Government servants and they shall be deemed to have retired from Government service.

12. **Nodal Officers:**

A Nodal Officer has been nominated for each unit/factory/HQ by the respective new DPSU/DoO(C&S) who will receive the Option Form counter-signed by Controlling Officer of the employee, endorse it in his/her service book and act as PROPER CHANNEL for forwarding the Option Form to the Nodal Head of the respective DPSU/DoO(C&S). Detailed Roles and Responsibilities of the Nodal Officer & Nodal Head has been notified separately by the DDP vide OM No. 1(5)/2023/OF/Absorption/DP(M&P) Pt.II Vol. II dated 18.06.2026. The list of unit-wise Nodal Officers is attached as **(Annexure – II)**.

13. Detailed FAQs regarding the exercise of option by employees shall be uploaded on COMNET 2.0.

14. Any difficulty in interpreting any clause of General Terms and Conditions (Common Absorption Package) enclosed with this letter would be deliberated upon by the DGO, DoO(C&S) in coordination with Central Committee and DGO, DoO(C&S) will take the final decision in consultation with DDP.

15. All concerned will take action in this matter expeditiously so that the absorption process is completed within prescribed timelines. A compliance report by Central Committee in this regard shall be submitted to DDP on regular basis.

16. This issues with the approval of Competent Authority.

AKMishra
25/06/2026

(Akhilesh K. Mishra)
Deputy Director General(M&P)
Tele.: 23073504

Encls. : As above

To,

1. **DGO, DoO(C&S), Kolkata**
2. **CMD of AVNL, AWEIL, GIL, IOL, MIL, TCL & YIL**
3. **DDG, Group A Division, DoO(C&S), New Delhi**
4. **Director (HR) of MIL, AWEIL, AVNL, YIL, IOL, GIL & TCL**
5. **Secretariat, Central Committee of 07 new DPSUs.**
6. **DDG/IT, DoO(C&S), Kolkata: For uploading on COMNET 2.0**

MOD ID No. 1(5)/2023/OF/Absorption/DP(M&P) Pt.II Vol. II dated 25.06.2026

Copy to:

1. **Secretary, Ministry of Home Affairs**
2. **Secretary, Ministry of Labour and Employment**
3. **Secretary, Department of Defence**
4. **Secretary, Department of Expenditure**
5. **Secretary, Department of Economic Affairs**
6. **Secretary, Department of Personnel and Training**
7. **Secretary, Department of Legal Affairs**

Copy for information to:

1. **PS to Hon'ble RM**
2. **PS to Hon'ble RRM**
3. **Sr. PPS to Sec (DP)**
4. **PPS to JS(LS)**

Common Terms of Absorption

(Terms of absorption for employees who opt for absorption in new DPSUs)

Applicability:

All the employees of erstwhile Ordnance Factory Board on deemed deputation in DPSU and employees on deputation including those on central deputation/non-CSS deputation, and all other employees on the strength of DoO(C&S) (excluding employees of OF Hospitals & Schools) shall be given option to opt for permanent absorption in 7 new DPSUs.

Terms of absorption:

1. **Seniority & Promotion**:

Seniority list after absorption will be prepared in following manner: -

a. Executive – Central Seniority (DPSU Level)
b. Non-Executive (All Categories) – Factory/Unit Level Seniority, Cadre/Stream Wise

Promotions will be as per Company Promotion Policy of each DPSU.

2. No lien of a Government servant shall be retained in the relieving department as contained in sub Rule-8 of Rule-36 of the CCS (Pension) Rules, 2021.

3. An absorbed employee shall be liable to be transferred to any factory/unit under the respective DPSU.

4. All employees of DPSU after absorption will be governed by the rules of the concerned DPSU.

5. Any other service conditions of optee employees, not covered in terms of absorption, shall not be changed to their disadvantage.

6. The effective date of absorption for employees shall be the date of absorption as notified by the Govt. of India.

7. Pay Scale & Allowances of Executive & Non-Executive: The Revised Pay Scales shall be adopted as per DPE guidelines contained in OM No. W-02/0028/2017-DPE(WC)-GL-XIII/17, dated 3rd August 2017 as amended from time to time. The proposed pay scales, for the employees who will be absorbed in the DPSU, are stipulated below:

PROPOSED PAY SCALES & FITMENT CHART (EXECUTIVE POSTS)				
PRE-ABSORPTION			**ON-ABSORPTION**	
Existing Designation/Pay Levels for Fitment	**Existing Pay Level**	**Existing Pay Scale**	**Grade**	**New Pay Scales**
Sr. General Manager & above/General Manager/ Additional General Manager/ L-14 & above ***(For Schedule 'A' DPSUs only)***	L-14 & above	144200-218200 182200 – 224100 & above	E9	150000 - 300000
Joint General Manager (SAG-NFU)/L-14 (NFU) & Joint General Manager/L-13	L-14 (NFU) & L-13	123100 - 215900	E-8	120000 - 280000
Deputy General Manager with More than 2 Years in the Grade /L-12	L-12	78800 - 209200	E-7	100000 - 260000
Deputy General Manager with More than 1 Year and Less than 2 Years in the Grade /L-12	L-12	78800 - 209200	E-6	90000 - 240000
Deputy General Manager with Less than 1 Year in the Grade /L-12	L-12	78800 - 209200	E-5	80000 - 220000
Works Manager, PPS, Staff Officer/ L-11 or higher pay levels	L-11	67700 - 208700	E-4	70000 - 200000
Assistant Works Manager, Assistant Director (OL) /L-10 & JWM(SG-NFU) / Sr.PS (NFU) /L-9 or higher pay levels	L-10 & L-9	56100 – 177500 (L-10) 53100-167800 (L-9)	E- 3	60000 - 180000
Junior Works Manager (SG), Sr.PS/ L-8 or higher pay levels	L-8	47600 - 151100	E-2	50000 - 160000
Junior Works Manager, Personal Secretary, Senior Translation Officer, ASO / L-7 or higher pay levels	L-7	44900 - 142400	E-1	40000 - 140000
Chargeman, Office Superintendent, Personal Assistant, Junior Translation Officer, Assistant (HQ) / L - 6 or higher pay levels	L-6	35400 - 112400	E-0	30000 - 120000

8. Non-Executives:

The proposed pay scales of new DPSUs for the Non-Executive cadres are given below:

NON-EXECUTIVE POSTS - TECHNICAL				
PRE-ABSORPTION			**ON-ABSORPTION**	
Existing Designation/Pay Levels for Fitment	**Existing Pay Level**	**Existing Pay Scale**	**Grade**	**New Pay Scales**
Master Craftsman/L-6 pay levels	L - 6	35400 - 112400	W-SG	30000 - 120000
Highly Skilled-I/L-5 pay levels with more than 05 years of holding the post	L-6 (MACP) & L - 5	35400 – 112400 (L-6) 29200 – 92300 (L-5)	W-9	29800 - 115000
Highly Skilled-I/L-5 pay levels with less than 05 years of holding the post	L - 5	29200 - 92300	W-8	29500 - 100000
Highly Skilled-II/L-4 and Higher pay levels with more than 04 years of holding the post	L-5(MACP) & L - 4	29200 – 92300 (L-5) 25500 – 81100 (L-4)	W-7	29200 - 95000
Highly Skilled-II/L-4 pay levels with less than 04 years of holding the post	L - 4	25500 - 81100	W-6	26000 - 90000
Skilled/L-2 and Higher pay levels with more than 09 years of holding the post	L-4 (MACP) & L - 2	25500 – 81100 (L-4) 19900 - 63200 (L-2)	W-5	25500 - 85000
Skilled/L-2 pay levels with more than 06 years but less than 09 years of holding the post	L - 2	19900 - 63200	W-4	23000 - 80000
Skilled/L-2 pay levels with more than 03 years but less than 06 years of holding the post	L - 2	19900 - 63200	W-3	22000 - 75000
Skilled L-2 Pay levels with less than or equal to 03 years of holding the post Semi-Skilled/L-2(MACP) with 10 Years or more in the Grade	L - 2	19900 – 63200	W-2	21000 - 70000
Semi-Skilled Labourers/L-1 pay levels	L - 1	18000 - 56900	W-1	20000 - 65000

NON-EXECUTIVE POSTS - NON-TECHNICAL				
PRE-ABSORPTION			ON-ABSORPTION	
Existing Designation/Pay Levels for Fitment	**Existing Pay Level**	**Existing Pay Scale**	**Grade**	**New Pay Scales**
FED-SG & CMD-SG/Sup-Gr.I/Canteen Supervisor/L-6	L - 6	35400 - 112400	A-SG	30000 - 120000
UDC/SUP(NT)/SUP(NTS)/STENO/Data Entry Operator/Sup-Gr.II/L-4 and higher pay levels with more than 09 years of holding the post. FED-I&CMD-I/ L-5 and higher pay levels with more than 05 years of holding the post as on date of absorption. Sr. Data Entry Optr/L-5, Sr. Cook/L-4 with more than 09 Years of holding the post.	L -5 & L -4	29200 – 92300(L-5) 25500-81100(L-4)	A-9	29800 - 115000
UDC/SUP(NT)/SUP(NTS)/STENO/Data Entry Operator / Sup-Gr.II/L-4 and higher pay levels with more than 06 years but less than 09 years of holding the post. FED-I&CMD-I/ L-5 and higher pay levels with less than 05 years of holding the post as on date of absorption. Sr. Cook/L-4 with more than 06 Years and less than 09 Years of holding the post.	L -5 & L -4	29200 – 92300(L-5) 25500-81100(L-4)	A-8	29500 - 100000
UDC/SUP(NT)/SUP(NTS)/STENO/Data Entry Operator / Sup-Gr.II/L-4 and higher pay levels with more than 03 years but less than 06 years of holding the post. FED-II&CMD-II/L-4 and higher pay levels with more than 05 years of holding the post as on date of absorption. Cook/L-2 and higher pay levels with more than 15 years of holding the post. Sr. Cook/L-4 with more than 03 Years and less than 06 Years of holding the post.	L – 4 & L - 2	25500-81100(L-4) 19900 – 63200(L-2)	A-7	29200 - 95000

NON-EXECUTIVE POSTS - NON-TECHNICAL				
PRE-ABSORPTION			ON-ABSORPTION	
Existing Designation/Pay Levels for Fitment	**Existing Pay Level**	**Existing Pay Scale**	**Grade**	**New Pay Scales**
UDC/SUP(NT)/SUP(NTS)/STENO/Data Entry Operator/ Sup-Gr.II/L-4 and higher pay levels with less than 03 years of holding the post. FED-II&CMD-II/ L-4 and higher pay levels with less than 05 years of holding the post as on date of absorption. Cook/ L-2 and higher pay levels with more than 12 years but less than 15 years of holding the post. Sr. Cook/L-4 with less than and 03 Years of holding the post.	L – 4 & L - 2	25500 – 81100 (L-4) 19900 – 63200 (L-2)	A-6	26000 - 90000
LDC/SK/Tele. Optr/Hindi Typist/ACCS/Supr-III/L-2 and higher pay levels with more than 09 years of holding the post. FED-A &CMD-OG/L-2 and higher pay levels with more than 09 years of holding the post. Leading Fireman/L-3 and higher pay levels with more than 05 years of holding the post. Cook/L-2 and higher pay levels with more than 09 years but less than 12 years of holding the post.	L - 3 & L - 2	21700 – 69100 (L-3) 19900 – 63200 (L-2)	A-5	25500 - 85000
LDC/SK/Tele. Optr/Hindi Typist/ACCS/Supr-III/ Cook/L-2 and higher pay levels with more than 06 years but less than 09 years of holding the post. FED-A &CMD-OG/ L-2 and higher pay levels with more than 06 years but less than 09 years of holding the post. Leading Fireman/L-3 and higher pay levels with less than 05 years of holding the post .	L - 3 & L - 2	21700 – 69100 (L-3) 19900 - 63200(L-2)	A-4	23000 - 80000

LDC/SK/Tele.Optr/Hindi Typist/ACCS/Supr-III/ Cook/L-2 and higher pay levels with more than 03 years but less than 06 years of holding the post. Subedar Durwan/L-1 is upgraded. FED-A & CMD-OG/ L-2 and higher pay levels with more than 03 years but less than 06 years of holding the post. Fireman/ L-2 and higher pay levels with more than 03 years of holding the post	L - 2 & L -1	19900 – 63200(L-2) 18000 – 56900(L-1)	A-3	22000 - 75000
LDC/SK/Tele.Optr/Hindi Typist/Asst. Cashier-cum-Supervisor/Supr-III/Cook/L-2 and higher pay levels with less than or equal to 03 years of holding the post. Jemadar Durwan/L-1 is upgraded. Fireman/FED-A & CMD-OG/L-2 and higher pay levels with less than or equal to 03 years of holding the post.	L - 2 & L -1	19900 – 63200(L-2) 18000 – 56900(L-1)	A-2	21000 - 70000
MTS, Daftary, Record Supplier, Durwan, Female Searcher, Jr./Sr. Gestener Operator, ZR Operator, Server/Bearer, Kitchen Assistant, Salesman(or) Vendor, Canteen Safaiwala, Dry Sweeper, Masalchi, Washerman, Lady Washer, Lab Attendant A&B, /L-1 pay level.	L -1	18000 - 56900	A-1	20000 - 65000

9. Revised Pay and Emoluments:

(i) Protection of Pay

Every absorbed employee shall be fitted into the corresponding new pay scale, such that the **revised Basic Pay Plus IDA** is not less than the **current Basic Pay Plus CDA**.

(ii) Safeguarding of Total Emoluments:

Every employee, to be fitted into the corresponding new pay scale, shall be assured that the revised Basic Pay+ IDA + HRA + Cafeteria Allowances is not less than the current Basic Pay+ CDA + HRA + Other Allowances, which is presently being drawn by the employees. During fixation of new pay cycle, if any employee receives total emoluments less than what is paid currently i.e., as per Central Government Pay (CDA scale), then the same shall be compensated by granting **Personal Pay** to meet the shortfall, to be adjusted in future pay.

The Personal Pay shall not count for any service matters like pay fixation on promotion, retirement benefits or any other allowances like HRA, cafeteria allowance etc. or any other purpose incidental to the service such as drawing of seniority for allotment of quarters etc.

The Personal Pay amount shall be reviewed annually or upon any structural revision for appropriate adjustment.

10. Increment:

- **Annual Increment**: At the rate of 3% of Revised Basic Pay (both Annual and Promotion increment) as per DPE guidelines.

- **Stagnation Increment**: As per DPE guidelines issued from time to time.

11. Dearness Allowance and House Rent Allowance:

As per DPE guidelines issued from time to time.

12. Other Allowances – Cafeteria approach:

As per DPE guidelines, the Board of Directors of the CPSEs would decide on the allowances and perks admissible to the different categories of employees, under the concept of 'Cafeteria Approach.' Further, Cafeteria allowance is subject to the paying capacity (affordability), profitability and sustainability of the concerned DPSU.

Initially, the DPSU shall offer 26 percent cafeteria allowance to all its employees, executives as well as non-executives. The cafeteria allowance shall be examined for revision from time to time in view of extant DPE guidelines and profitability of the DPSU.

13. Performance Related Pay (PRP):

The admissibility, quantum and procedure for determination of PRP, shall be regulated as per the guidelines contained in the DPE OM No. W-02/0028/2017-DPE (WC)-GL-XIII/17, dated 3rd August 2017 as amended from time to time.

14. Productivity based incentives scheme: As per DPSU policy

15. Superannuation Benefits: Reference DPE OM No. W-02/0028/2017-DPE(WC)-GL-XIII/17, dated 3rd August 2017:

As per the DPE OM(s), the superannuation benefits have the following components:

(i) Pension
(ii) Gratuity
(iii) Provident Fund
(iv) Post-Retirement Medical Benefits (PRMB).

DPE guidelines stipulate that CPSEs can contribute maximum up to 30% of Basic Pay Plus IDA for superannuation benefits.

The schemes with respect to pension and Post-Retirement Medical Benefits, would be subject to the factors like paying capacity (affordability) and sustainability of the DPSU.

All the absorbed employees of DPSUs shall be covered under National Pension System (NPS)/Unified Pension Scheme (UPS) as adopted by the DPSUs, for the period served in DPSU.

16. Pension & Gratuity:

The three categories of employees of erstwhile Ordnance Factory Board (OFB) are covered under:

(A) Old Pension Scheme (OPS) employees (Erstwhile Ordnance Factories Employees recruited before 1.1.2004).

(B) National Pension System (NPS) employees (Erstwhile Ordnance Factories Employees recruited after 1.1.2004):

(C) Employees who have opted for Unified Pension Scheme (UPS) within the stipulated date (Erstwhile Ordnance Factories Employees recruited after 1.1.2004)

Terminal Benefits for the service rendered in Central Government as on the date of absorption will be paid to the employees subject to the following provisions:

(A) For Old Pension Scheme (OPS) employees:

The conditions of payment of pensionary benefits to the above category, on absorption, shall be regulated in accordance with the Rule 37 of the CCS (Pension) Rules 2021. They shall be deemed to have retired from Government service from the date of such absorption.

Key provisions of the Rule 37 of CCS Pension Rules, 2021 are as follows:

a. **Sub rule (11):** Subject to the provisions of sub-rule (12) to sub-rule (17), the employees including temporary employees but excluding casual labourers, who opt for permanent absorption in the public sector undertaking shall, on and from the date of absorption, be governed by the rules and regulations or bye-laws of the public sector undertaking.

b. **Sub rule (12):** A Government servant who has been absorbed as an employee of a public sector undertaking shall be entitled to exercise option either, -

   (a) to receive pension or service gratuity, as the case may be, and retirement gratuity from the Government for the service rendered under the Central Government in accordance with rule 44 and rule 45; or

   (b) to count the service rendered under the Central Government in that public sector undertaking for pension and gratuity.

c. **Sub rule (15) (a):** On retirement from the public sector undertaking or on death of an absorbed employee who has exercised option under clause (b) of sub-rule (12), the amount of pension or family pension shall be calculated in the same manner as calculated in the case of a Central Government servant retiring or dying, on the same day.

Explanation. - The emoluments or average emoluments for this purpose shall be based on the pay drawn in the public sector undertaking as per Industrial Dearness Allowance pattern.
(15) (b): The pensionary benefits of such employee shall be drawn and paid in the manner specified in sub-rule (18) to sub-rule (26) of CCS Pension rule 2021.

d. **Sub rule (16):** In addition to pension or family pension, as the case may be, the employee who opts for pension on the basis of combined service shall also be eligible to dearness relief as per Industrial Dearness Allowance pattern.

e. **Sub rule (17):** If a Permanent Government servant absorbed in a public sector undertaking or a temporary Government servant, who has been confirmed in the public sector undertaking subsequent to his absorption therein, had exercised option under clause (b) of sub-rule (12), he shall be eligible to seek voluntary retirement after completing ten years of qualifying service with the Government and the public sector undertaking taken together, and such person shall be eligible for pensionary benefits on the basis of these rules.

f. **Sub rule (21) (a):** The Government shall discharge its pensionary liability in respect of employees who have exercised option under clause (b) of sub-rule (12) of the rule 37 of CCS Pension Rules 2021, by paying in lump sum as a one-time payment to the Pension Fund.

g. **Sub rule (23):** In respect of the employees who have exercised option under clause (b) of sub-rule (12), the public sector undertaking shall make pensionary contribution to the Pension Fund for the period of service to be rendered by the concerned employees under that undertaking at the rates as may be determined by the Board of Trustees so that the Pension Fund shall be self-supporting.

h. **Sub rule (24):** If, for any financial or operational reason, the Trust is unable to discharge its liabilities fully from the Pension Fund and the public sector undertaking is also not in a position to meet the shortfall, the Government, through the administrative Ministry for the public sector undertaking, shall be liable to meet such expenditure and such expenditure shall be debited to either the Fund or to the public sector undertaking.

i. **Sub rule (29)(C) :** Upon conversion of a Government Department into a public sector undertaking - The dismissal or removal from service of the public sector undertaking of any employee after his absorption in such undertaking for any subsequent misconduct shall lead to forfeiture of the retirement benefits for the service rendered under the Government also and in the event of his dismissal or removal or retrenchment the decisions of the undertaking shall be subject to review by the Ministry administratively concerned with the undertaking.

j. **Sub rule (30):** In case the Government disinvests its equity in any public sector undertaking to the extent of fifty-one per cent or more, it shall specify adequate safeguards for protecting the interest of the absorbed employees of such public sector undertaking.

k. **Sub rule (31):** The safeguards specified under sub-rule (30) shall include option for voluntary retirement or continued service in the undertaking or retirement benefits on terms applicable to Government employees or employees of the public sector undertaking as per option of the employees and assured payment of earned pensionary benefits with relaxation in period of qualifying service, as may be decided by the Government.

Pension and Gratuity: As per sub Rule-12 of Rule-37 of the CCS (Pension) Rules, 2021:

A Government servant who has been absorbed as an employee of the DPSU shall be entitled to exercise option either;

(i) To receive Pro-Rata Pension or service gratuity, as the case may be, and retirement gratuity from the Government for the service rendered under the Central Government in accordance with rule 44 and rule 45; or

(ii) To count the service rendered under the Central Government in that DPSU for Pension and gratuity.

Option once exercised shall be treated as FINAL and IRREVOCABLE.

Explanation I: Pensionary benefits including family pension and gratuity, for those employees who opt for (i) above, shall be paid from Consolidated Fund of India through Defence Pensions Grant, Ministry of Defence.

Explanation II: Pensionary benefits including family pension and gratuity, for those employees who opt for (ii) above, shall be paid out of the pension fund created by the Central Government in the form of a trust (Sub-rule 18 to Sub-rule 26 of Rule 37 of CCS Pension Rules 2021).

Note I. The receipt of pro-rata pension would not affect pay fixation after absorption. Payment of Dearness Relief on Government Pension after their absorption will be regulated by the GoI Rules and DOPT instructions.

Note II. The Old Pension Scheme (OPS) employees, who opt for (i) above, on absorption in the DPSU shall be covered under the National Pension System (NPS) as adopted by the DPSUs, for the period served in DPSU.

Note III. The Old Pension Scheme(OPS) employees, who opt for (i) above, payment of Gratuity for service rendered in the DPSU after absorption will be regulated as per DPE OM No. W-02/0036/2018-DPE(WC)-GL-XIX/18 dated 10th July 2018 subject to limit on maximum gratuity as per Central Civil Services (Payment of Gratuity under NPS) Rules 2021.

(B) National Pension System (NPS) employees:

Key provisions of the Rule 15 of CCS (INPS) Rules,2021 are as follows

a. **Sub rule (1):** A Subscriber who has been permitted to be absorbed in a service or post in or under a Corporation or Company wholly or substantially owned or controlled by the Central Government or a State Government or in or under a Body controlled or financed by the Central Government or a State Government, shall be deemed to have retired from service from the date of such absorption and shall be eligible to receive benefits under the National Pension System in accordance with the Pension Fund Regulatory and Development Authority (Exits and Withdrawals under National Pension System) Regulations, 2015 as admissible in the case of exit of Subscriber on superannuation: Provided that the Subscriber shall continue to subscribe to the National Pension System with the same Permanent Retirement Account Number in the new organisation if the same system exists in the new organisation and in that case he shall not receive any benefit under the National Pension System at the time of such absorption but shall receive benefits after exit from the new body or organisation, etc. where Subscriber has been absorbed : Provided further that where the employees of such autonomous or statutory body or public sector undertaking are not covered by the National Pension System, such subscriber may, at his option, continue to subscribe to the National Pension System with the same Permanent Retirement Account Number as a non-Government subscriber, in accordance with the regulations notified by the Authority.

b. **Sub rule (2):** The provisions under sub-rule (1) shall also apply to the Subscribers who, on conversion of the Government Department in which they were working, into a public sector undertaking or autonomous body controlled or financed by the Central Government, are absorbed in such public sector undertaking or autonomous body.

c. **Sub rule (3):** The provisions under sub-rule (1) shall also apply to the Subscribers who are permitted to be absorbed in joint sector undertakings, wholly under the joint control of Central Government and State Governments or Union territory Administrations or under the joint control of two or more State Governments or Union territory Administrations.

Pension: As per Government Orders for NPS.

They will be continued to be covered under NPS. National Pension System (NPS) shall be adopted by the Company. All the special provisions (current as well as future), as applicable to Central Government Employees under CCS (Implementation of NPS) Rules 2021 shall remain applicable after the absorption of such employees. Pension Fund Regulatory and Development Authority of India (PFRDA) has introduced 'Corporate NPS' model to enable corporates to offer NPS investment benefit to all employees.

Accordingly, in the event of death or discharge on the ground of disablement/invalidation, the employee can avail the benefits under

CCS(Pension) Rules or CCS(EoP) Rules. If the employees exercise this option, then the benefits under such rules shall be paid by the PSU and the Government contribution and returns thereon, in the accumulated Pension Corpus under NPS, shall be transferred to PSU Fund/Trust and the employee contribution with returns thereon shall be returned to the employee/nominee/legal heir in accordance with the provisions of CCS (implementation of National Pension System) Rules, 2021.

Gratuity:

(i) Employees shall have option either;

a) to receive the Gratuity for the service rendered under the Government at the time of absorption; or

b) to receive the Gratuity for the combined Service rendered in the Government and the DPSU on their Final retirement from DPSU in accordance with the Central Civil Services (Payment of Gratuity Under NPS) Rules 2021.

The one-time option shall be submitted to the DPSU within one year of notification of the terms of absorption.

(ii) To receive the retirement gratuity from the Government for the service rendered under the Central Government in accordance with Central Civil Services (Payment of Gratuity Under NPS) Rules 2021.

(iii) For service rendered in the DPSU after absorption, payment of Gratuity will be regulated as per DPE OM No. W-02/0036/2018-DPE (WC)-GL-XIX/18 dated 10^{th} July 2018 subject to limit on maximum gratuity as per Central Civil Services (Payment of Gratuity under NPS) Rules 2021.

(C) Employees who have opted for Unified Pension Scheme (UPS):

The conditions of payment of pensionary benefits to the above category, on absorption, shall be regulated in accordance with the Rule 16 of the CCS (Implementation of the Unified Pension Scheme under the National Pension System) Rules 2025.They shall be deemed to have retired from Government service from the date of such absorption.

17. Provident Fund:

OPS employees, at the time of absorption, will have the following two options for General Provident Fund:

(i) GPF balance along with interest of General Provident Fund Amount in the account of OPS employees shall be credited to the employee account on the date of absorption. In other words, OPS employees will have the option to withdraw the GPF amount with interest as applicable at the time of retirement from Central Government Service as per GPF Rules 1960 revised from time to time; or,

(ii) As per Sub-rule 29 of Rule 37 of CCS (Pension) Rules, 2021, i.e., the balance of provident fund standing at the credit of the absorbed employees on the date of their absorption in the DPSU shall, with the consent of such undertaking, be encashed and credited to the NPS account of the absorbed employees.

18. In-Service Medical Benefits Scheme:

To be offered by the DPSU in line with DPE guidelines. However, if an absorbed employee avails CGHS facility, he/she will not be eligible for company Medical Benefits simultaneously.

19. Post- Retirement Medical Benefits (PRMB):

There will be an option for absorbees to either opt for CGHS or the company Medical Benefit Scheme. Selection shall be limited to one option only. Only one change in option in the life time of an absorbee shall be allowed.

Contribution by the Company shall be restricted within the overall ceiling of 30% of (Revised Basic Pay + IDA) as mentioned in the clause no. 12 of DPE O.M. no. W-02/0028/2017-DPE (WC)-GL-XIII/17 dated 03rd August 2017. There shall be option for creation of a DPSU PRMB Fund and formation of a Trust to manage the Fund or alternatively Group Health Insurance Scheme may be adopted by the employees for this purpose.

Three percent of Revised Basic Pay Plus IDA shall be earmarked for PRMB within the overall ceiling of 30% which has initially been fixed at 21.81% of (Revised Basic Pay + IDA) for Superannuation Benefits for employees of 7 new DPSUs.

20. Group Insurance:

- The saving component of CGEGIS, due to the employee, will be paid to the employee on absorption, as per CGEGIS Rules.
- **For absorbed employees:** The Company shall engage Insurance Services, for providing further Group Insurance benefits to the absorbed employees.

21. Leave Salary:

Earned leave and half pay leave at the credit of the employees on the date of absorption shall stand transferred to the concerned DPSU in terms of sub Rule -29(b) of Rule 37 CCS (Pension) Rules, 2021.

22. Job Security:

As per Sub-Rule 29(c) & Sub-Rule 30 of Rule-37, CCS (Pension) Rules, 2021.

23. Service Rules/Policies:

Service Rules/Policies shall be governed by the broad guidelines issued by DPE and modelled on the lines of HR Rules/policies of *other* CPSEs/DPSUs.

24. Accommodation:

As per company rules, within DPE guidelines.

25. Industrial Relations Mechanism:

DPSU shall form Industrial Relations Mechanism as per the provisions of The Industrial Relations Code 2020 & The Industrial Relations (Central) Rules, 2026, as applicable and subsequent amendments thereon.

26. Compassionate Appointment:

DPSUs may consider their own policies for families in distress due to death in harness of their earning member.

27. Voluntary Retirement Scheme (VRS):

The Company may offer a VRS on the basis of DPE Consolidated guidelines on VRS dated 20th July 2018 and subsequent amendments thereon.

28. No adverse change in service conditions:

Any other service condition, not covered in the above terms of absorption, shall not be changed to disadvantage of absorbed employees.

29. All such government employees who opt for permanent absorption in new DPSUs, shall be deemed to have retired from Government service.

30. Periodicity:

The pay scales of the Executives and Non-Executives, perks, allowances covered under cafeteria concept, advances and other allowances not under Cafeteria concept are all co-terminus with the DPE Guidelines. The same shall be subject to review based on DPE guidelines, issued from time to time.

***

Note: The above provisions are only for the purpose of absorption of employees of erstwhile Ordnance Factory Board (OFB) to 7 new DPSUs as per approval of the Cabinet dated 16.06.2021 and future recruitment/promotion and other service matters in 7 new DPSUs will be as per HR policies of new DPSUs as per extant guidelines, unless otherwise specifically mentioned in this common terms of absorption.

List of Nodal Officers for the purpose of option of Absorption in 07 new DPSUs by the employees of erstwhile OFB:

DoO(C&S) and DFUs						
S.no.	**Name of Unit**	**Name of Nodal officer (Shri/Smt.)**	**Designation**	**Personal No.**	**Contact No.**	**Email ID**
1	DoO(C&S), Kolkata	S.N. Saha	Director	992276	8763681443	snsaha@ord.gov.in
2	DoO(C&S), New Delhi	Nivedita	DDG	991957	9582397114	nivedita@ord.gov.in
3	DFUDD	Nityesh Sharma	Joint Director	992688	9617898093	nityeshshram@ord.gov.in
4	DFUAV	Vigneshwaran C.	Joint Director	992621	9423757798	vigneshwaranc@ord.gov.in
5	DFUJBL	Subhas Kumar Pandit	Assistant Director	970325	7980563341	skpandit@ord.gov.in
6	DFUKN	Arijeet Mukherjee	Joint Director	992538	9432648320	arijeetmukherjee@ord.gov.in
7	DFUPN	Abhilash Deshmukh	Director	992427	9922677899	akdeshmukh@ord.gov.in
8	DFUKOL	Kousik Chakraborty	DDG	992108	9444707445	Kousikchakraborty@ord.gov.in
9	DFUAJ	Arpit Chugh	Joint Director	992654	9041424944	arpitchugh@ord.gov.in

NAME OF DPSU- AVNL						
S.no.	**Name of Unit**	**Name of Nodal officer (Shri/Smt.)**	**Designation**	**Personal No.**	**Contact No.**	**Email ID**
1	Heavy Vehicles Factory, Avadi (HVF)	HK Behera	CGM	991503	044-2684100/ 9477569373	hkbehera@avnl.co.in
2		DK MADAN	CGM	991707	044-26843001/ 9415213591	dk.madan@avnl.co.in
3	Ordnance Factory Medak (OFMK)	SS Prasad	CGM	991625	040-23283201/ 9425156067	ssprasad.avnl@avnl.co.in
4	Vehicle Factory, Jabalpur (VFJ)	Praveen Kumar	CGM	991673	0761-2792000/ 9811925357	praveenkumar.1966@avnl.co.in
5	Engine Factory, Avadi (EFA)	AK Sharma	CGM	991792	044-26841251/ 9491068228	anuragsharma@avnl.co.in
6	Machine Tool Prototype Factory, Ambernath (MTPF)	Atul Khare	CGM	991939	0251-2734769/ 9445956199	atulkhare@avnl.co.in
7	Institute of Learning Avadi (IOLAV)	DN Verma	CGM	991829	044-26843004/ 9981263009	durgeshverma@avnl.co.in
8	Institute of Learning Avadi (IOLAM)	Surendra Kumrat	CGM	991840	0251-2613346/ 9025221112	surendrakumar.avnl@avnl.co.in
9	Armoured Vehicles Nigam Ltd. Corporate Office,Avadi (AVNLCO)	SK Agrawal	CGM	991791	044-26843362/ 9599331438	skagrawal@ord.gov.in

NAME OF DPSU- AWEIL						
1	AWEILHQ	Anup Kumar Mukherjee	GM	992160	7010584601	gm-hr@aweil.in
2	FGK	Manoj Kumar Maurya	GM	991924	8004938160	mkmaurya@ord.gov.in
3	GCF	Rahul Chaudhary	GM	991916	9425805457	rahulchaudhary@ord.gov.in
4	GSF	Uddipan Mukherjee	JT. GM	992378	8902769009	uddipanmukherjee@ord.gov.in
5	OFC	Anuj Shekhar	JT. GM	992448	9452496553	anujshekhar@ord.gov.in

6	OFPKR	Amitava Sabui	GM	991656	8697310070	amitavasabui@ord.gov.in
7	OFT	Vijay Ganesan	GM	992169	9225101775	vijayganesan@ord.gov.in
8	RFI	Chandranan Kumar	DGM	992701	9540308438	chandranankumar@ord.gov.in
9	SAF	Jyoti Trivedi	GM	991870	8004939388	trivedi.jyoti@gov.in
NAME OF DPSU- GIL						
1	GILHQ	Chander Shekhar	CGM	991902	9415407268	chandershekhar@ord.gov.in
2	OPF	B.L. Meena	CGM	992092	8076232475	blmeena.ord@ord.gov.in
NAME OF DPSU- IOL						
1	Opto- Electronics Factory, Dehradun (OLF)	Harish Kumar	CGM	991686	9821618945	harishkumar1@ord.gov.in
2	Ordnance Factory (OFD)	C.S. Thakur	CGM	991995	8279739885	csthakur@ord.gov.in
3	Ordnance Factory Chandigarh (OFCd)	Dushyant Kumar	CGM	991441	9423959623	dushyantkumar@ord.gov.in
4	India Optel Limited Head-Quarter (IOLHQ) & Ordnance Factory Institute of Learning, Dehradun (OFIOLDD)	Urmi Shrivastava	CGM	991993	9811426390	urmishrivastava.ofb@gov.in
NAME OF DPSU- MIL						
1	AFK	Arjun Rajendra Thakur	CGM	991813	9423577550	arunthakur@ord.gov.in
2	CFA	Vikas Purwar	CGM	991787	9674285641	vikaspurwar@ord.gov.in
3	HEF	P.L. Bhisekar	CGM	991820	8007877575	plbhisekar@ord.gov.in
4	HEPF	Gyaneshwar Tyagi	CGM	991496	9096547770	gyaneshwartyagi@ord.gov.in
5	OFBA	Deepak Uddhavrao Deshmukh	CGM	991878	7588025237	dudeshmukh@ord.gov.in
6	OFBL	Patel Bibhuti Bhusan	CGM	991858	9868011909	Bibhuti.patel@nic.in
7	OFCH	Praveen Kumar Pandey	CGM	991722	9433309964	pkpandey@ord.gov.in
8	OFDR	Krishna Kumar Maurya	CGM	991790	9415213632	kkmaurya@ord.gov.in
9	OFI	Alok Kumar Agrawal	CGM	991644	9411979705	akagrawal@ord.gov.in
10	OFK	Shailesh Vagerwal	CGM	991770	9425310722	saileshvagerwal@ord.gov.in
11	OFN	Uday Kumar Sharma	CGM	991609	9431017395	uksharma@ord.gov.in
12	OFV	M.Z. Sarwar	CGM	991683	9415060692	mdzunnoonsarwar@ord.gov.in
13	MIL-COS	Lalit Kumar	Executive Director	991826	9009620433	lalitkumar@ord.gov.in
14	NADP	Jyoti Prakash Dash	Sr. Principal Director	991474	9011020050	jpdas@ord.gov.in
15	OFILKH	Anil Kumar Gupta	Principal Director	991782	8004924851	anilkumargupta@ord.gov.in
16	MIL-CO	Md. Shahir Farooqui	Joint Director	992507	8806357478	farooqui@munitionsindia.in
NAME OF DPSU- TCL						
1	OEF Kanpur	Dr. Anil Ranga	CGM	991807	9899781244	ranga.anil@gov.in
2	OCF Avadi	B.S.Reddy	CGM	991773	8617272947	bsreddy@ord.gov.in
3	OCF Shahjahanpur	S.S.Doiphode	CGM	991895	9565053444	ssdoiphode@ord.gov.in

4	OEF Hazratpur	D.Kuhan	CGM	991894	7897069391	oefhz@ord.gov.in
5	TCLHQ& TCLTAKanpur	Dr. S.R.K. Vidyarthi	GM/HR	991954	7985957367	gm.hr@troopcomfortslimited.co.in
NAME OF DPSU- YIL						
1	Metal & Steel Factory Ishapore (MSF)	Shri. Kundan Singh	Executive Director	991500	9868264014	Kundan.singh67@nic.in
2	Yantra Institue of Technology & Management (YITM)	Shri Shishir Khare	Executive Director	991658	7300501240	shishirkhare@ord.gov.in
3	Ordnance Factory Jabalpur (OFJ)	Shri Vineet Sharma	Executive Director	991772	8130708387	vineetsharma@ord.gov.in
4	Ordnance Factory Ambajhari (OFAJ)	Shri Ajay Kumar Yerpude	Executive Director	991721	7875157285	akyerpude@ord.gov.in
5	Ordnance Factory Dumdum (OFDC)	Shri Alok Kumar Choudhary	Executive Director	991769	9406713449	akchoudhary@ord.gov.in
6	Ordnance Factory Muradnagar (OFM)	Shri Kamlesh Kumar	Executive Director	991778	9616779639	Kamleshkumar@ord.gov.in
7	Ordnance Factory Bhusawal (OFBH)	Shri Niranjan Lal	Executive Director	991805	9425323982	niranjanlal@ord.gov.in
8	Ordnance Factory Katni(OFKAT)	Shri Niladri Biswas	Executive Director	991866	9903859306	niladribiswas@ord.gov.in
9	Ordnance Factory Ambarnath (OFA)	Balivada Venkata Rao	Executive Director	991863	9764756299	bvrao@ord.gov.in
10	Yantra India Ltd. Headquarter (YILHQ)	Smt. Seema Gupta	General Manager	991963	9599063851	seema.gupta75@gov.in

Annexure-A

Salient features of Common HR Rules of 7 new DPSUs

I. Title:

These regulations will be called salient features of common HR Rules of 7 new DPSUs.

II. Applicability:

All the employees of erstwhile Ordnance Factory Board on deemed deputation in DPSU as well as officers and employees on deputation including those on central deputation and non-CSS deputation, and all other employees on the strength of DoO(C&S) who opt to be absorbed in any of the 7 new DPSUs.

III. Salient features are mentioned in following Pages.

1.0 Pay Scale & Allowance

i. **Revised Basic Pay**

Every absorbed employee shall be fitted into the corresponding new pay scale, such that the **revised Basic Pay Plus IDA** is not less than the **current Basic Pay Plus CDA**.

ii. **Protection of Total Emoluments:**

Every employee, to be fitted into the corresponding new pay scale, shall be assured that the revised Basic Pay+ IDA + HRA + Cafeteria Allowances is not less than the current Basic Pay+ CDA + HRA + Other Allowances, which is presently being drawn by the employees.

iii. **Annual Increment**: At the rate of 3% of Revised Basic Pay (both Annual and Promotion increment) as per DPE guidelines.

iv. **Stagnation Increment**: As per DPE guidelines issued from time to time.

v. Dearness Allowance and House Rent Allowance:

As per DPE guidelines issued from time to time.

vi. **Other Allowances – Cafeteria approach:**

Under the cafeteria approach, initially, the DPSU shall offer 26 percent cafeteria allowance to all its employees, executives as well as non-executives. The cafeteria allowance shall be examined for revision from time to time in view of extant DPE guidelines and profitability of the DPSU.

vii. **Performance Related Pay (PRP):**

viii. The admissibility, quantum and procedure for determination of PRP, shall be regulated as per the guidelines contained in the DPE OM No. W-02/0028/2017-DPE (WC)-GL-XIII/17, dated 3rd August 2017 as amended from time to time.

2.0 Promotion Policy

1. **Standard Date of Promotion-** Every year on 1st January.
2. **Modes of Promotion:**
   i. **Time Bound Promotion:** The Promotions from within a cluster will be time Bound Promotion on completion of specified years of service. (eligibility period) in the lower Grade after fulfilling other required criteria.

   ii. **Vacancy Based Merit Selection:** All executives who meet the eligibility criteria of Qualification, PAR Marks, minimum service in the lower Grade and other stipulated conditions in the Rules would be called for Interview in the zone of consideration to assess their suitability for promotion.

   iii. **The Rapid Promotion Competitive Test (RPCT) From Non-Executive to E0**:

   Induction into the E0 grade will be carried out as follows:
   - 25% through Direct Recruitment (DR)
   - 50% through Promotion
   - 25% through Rapid Promotion Competitive Test (RPCT). If a RPCT vacancy remains unfilled, it is shall be carried forward to the next year's RPCT selection, if it remains unfilled again, it shall be diverted to the direct recruitment quota for the upcoming year.
3. The clusters for promotion in the Executive and Non-Executive cadres are as follows:-

Executives		Non-Executives	
Cluster	Grade (s)	Cluster	Grade (s)
A	E0	G	W0 / A0
	E1		W1 / A1 (Induction Level)
	E2		W2 / A2
	E3		W3 / A3
B	E4		W4 / A4
	E5		W5 / A5 (Induction Level)
C	E6		W6 / A6
D	E7		W7 / A7
E	E8		W8 / A8
F	E9		W9 / A9
			W(SG) / A(SG)

i) The residency period for intra cluster promotions within "cluster G" will be 3 years. For other clusters promotions the residency period will be determined by the respective Board of Directors of each DPSUs. The eligibility period will be 4 years for promotion within Cluster A and 3 years for promotion within Cluster B.

ii) Promotions within a cluster will be time-bound, whereas promotions involving a change of cluster will be subject to availability of vacancies and employee performance and completion of eligibility period of 3 years in the existing lower (i.e. pre-promotion) grade.

4. Promotion through Promotion Committee (PC)

i. A Promotion Committee(PC) shall assess the suitability for the promotion (up to E8) as per laid down criteria.

ii. Assessment Criteria for Executive shall be Average APAR Marks for preceding 3 years(85% weightage from E0 upto E2, 80% from E2 upto E4, 70%from E5 and above) and Interview (15% weightage from E0 upto E2, 20% from E2 upto E4, 30%from E5 and above). Minimum qualification criteria: 60% in interview and total marks.

5. Promotion through Rapid Promotion Competitive Test (RPCT)

RPCT								
Sr. No.	**Grade**	**Qualifying years of service**	**Nature of Promotion**	**Method of Selection**	**PAR Eligibility Criteria**	**Assessment Criteria**	**Selection Committee Composition**	**Competent Authority**
1	Non-executive to E0	4 years	Vacancy Based Merit Selection	PAR Marks	Executives should have obtained Average PAR Marks of '60' or above during the last 3 years	Marks scored in RPCT. -------- Minimum qualification criteria: 50% marks in RPCT.	Headed by: Executive not below E7/E8 grade (Post absorption there will be only one	CMD

						10% relaxation to SC/ST candidates.	executive of E-8 grade available in one unit of Schedule B DPSUs) Other Internal members: At least one member of E5/E6/E7 grade SC/ST representative to be invariably associated with the DPC even if there is no SC/ST candidate in the consideration zone Member / Secretary: Personnel from HR Dept.	

i. 25% of total sanctioned posts at E0 level will be filled through RPCT. If a RPCT vacancy remains unfilled, it is shall be carried forward to the next year's RPCT selection, if it remain unfilled again, it shall be diverted to the direct recruitment quota for the upcoming year.

6. Important Points

i. The directives of the Central Government/Company with regard to the reservation of posts in the matter of promotion, issued from time to time, will also be kept in view while effecting the promotions of the employees.

ii. Relaxation of 10% to SC/ST candidates in the minimum Qualifying Marks need to be applied in the Written Test (RPCT).

iii. For consideration of Executives for promotion to E7 and E8 grade, the Executive should possess at least five years experience in any areas namely Operations, HR, Finance, Marketing, R&D during last ten years. Moreover, the Executive should have obtained Average PAR marks of '80' or above out of 100 in preceding 5 years.

iv. The Meeting of the Promotion Committee for promotion of executives will be held once in a year.

7. Probation And Confirmation - For Executives, probation is prescribed for a period of one year upon promotion in each grade.

8. Zone of Consideration for vacancy based merit selection- As per GOI rules.

9. Modes of Promotion within the Non-Executive Cadre

i. **Time Bound Promotion (TBP) Basis:** The Promotions upto Grade W(SG)/A(SG) will be Time Bound Promotion on completion of specified years of service (eligibility period) in the lower Grade, without reference to vacancies, taking in account overall performance and subject to fulfilment of other prescribed terms & conditions.

From Scale	To Scale	Minimum Qualifying Service	Method of Promotion	Assessment Committee	Competent Authority
W1/A1	W2/A2	3	Time Bound Promotion subject to Average PAR Marks score of 60% (No trade / written test and / or interview, for promotion)	Chairman: Executive not below Grade-E3. Member: Three / Four Executive including SC/ST representative even if there is no SC/ST candidate in the consideration zone. Member / Secretary: Personnel from HR Dept.	Head of Unit i.e. Chief General Manager (CGM) / General Manager (GM) of Concerned Unit. Functional Head (HR) i.e CGM/ GM (HR) at DPSU HQ
W2/A2	W3/A3	3			
W3/A3	W4/A4	3			
W4/A4	W5/A5	3			
W5/A5	W6/A6	3			
W6/A6	W7/A7	3			
W7/A7	W8/A8	3			
W8/A8	W9/A9	3			
W9/A9	W (SG) /A (SG)	3			

ii. All Non-Executives who meet the qualifying PAR Marks, the required amount of qualifying service period in the lower grade, and other requirements outlined in this policy will be promoted to the next grade without reference to vacancies.

iii. Following will be criteria for consideration for Assessment Committee:

a) Non-Executives who have completed minimum qualifying service in the existing grade as on 1st January of the year of selection.

b) Non-Executives should have minimum eligible Average PAR Marks i.e. 60%, for the preceding three years.

c) Non-Executives should be clear from Disciplinary / Vigilance angle.

10. Modes of Promotion from Non-Executive to Executive Cadre: Promotion of Non-Executive to Executive Grade-E0 is affected under the following mode:

i. **Normal Promotions:** A Promotion Committee shall assess the suitability for the normal promotion to E0 grade as per laid down criteria.

ii. **Rapid Promotion Competitive Test (RPCT):** A circular will be issued to seek applications for RPCT from Non-Executives for accelerated promotion to E0 grade as per laid down criteria.

11. Through Normal Promotions

i. For promotion to E0 grade, a circular will be circulated to invite applications from individuals in W (SG)/ A (SG) grade who have completed the minimum qualifying service of 3 years in W (SG)/A (SG) Grade).

ii. The minimum qualifying service period, nature of promotion, method of selection, Performance Appraisal Report eligibility criteria, Promotion Committee composition and Competent Authority for confirmation through the PC method are prescribed in the table below.

iii. For promotion into E0 Grade, Non –Executive will be given an option in line with erstwhile OFB practice. Those who opt for executive cadre, method of selection will be based on performance reports of preceding 3 years. Those applicants who qualify, will be promoted in order of seniority against the sanctioned vacancies for E0 grade against Normal promotion, provided they fulfill other criteria

12. Rapid Promotion Competitive Test (RPCT)

RPCT								
Sl. No.	**Grade**	**Qualifying years of service**	**Nature of Promotion**	**Method of Selection**	**PAR Eligibility Criteria**	**Assessment Criteria**	**Promotion Committee Compositi**	**Competent Authority**

							on	
1	To E0	5 years in non-executive cadre	Vacancy Based Merit Selection	PAR Marks and Written Test	Non-Executives should have obtained Average PAR Marks of '60' or above during the last 3 years	Marks scored in RPCT. -------- Minimum qualification criteria: 50% marks in RPCT. 10% relaxation to SC/ST candidates	Headed by: Executive of E8 grade Other Internal members: At least one member of E6/E7 grade SC/ST representative to be invariably associated with the DPC even if there is no SC/ST candidate in the consideration zone Member / Secretary: Personnel from HR Dept.	*CMD*

f. *Following will be criteria for consideration for RPCT:*

a) Non-Executives must have completed minimum uninterrupted eligibility service as Non-Executives (in any grade), as on 1st January of the year of selection.

b) Non-Executives should have minimum eligible PAR score for the preceding three Years.

c) Non-Executives should be clear from Disciplinary / Vigilance angle.

d) Non-Executives should be at least a graduate in relevant discipline (for non-technical trade).

e) Non-Executives should have at least a diploma in engineering (for technical trades).

ii. The minimum qualifying score for written test is 50%. Relaxation of 10% to SC/ST candidates in the minimum Qualifying Marks need to be applied in the Written Test.

iii. A merit list will be prepared for Non-Executives who participated and qualified in the written test. Depending on the sanctioned number of vacancies under the RPCT for Grade E0, promotions would be made in order of merit.

iv. Non-Executive who was already considered for the previous year's / years' RPCT and was not considered fit for the previous year's / years' RPCT can also be considered, provided they qualify the criteria for consideration for RPCT.

v. 25% of total sanctioned posts at E0 level will be filled through RPCT. If a RPCT vacancy remains unfilled, it is shall be carried forward to the next year's RPCT selection, if it remains unfilled again, it shall be diverted to the direct recruitment quota for the upcoming year.

3.0 Pension, Gratuity and Post Superannuation Medical Policy

1. All permanently absorbed employees of erstwhile OFB, will be covered under the Corporate NPS scheme. All charges (as prescribed by PFRDA from time to time) incidental to the contribution mentioned under NPS scheme like opening of PRAN, monthly transaction to NPS account, POP charges etc. will be borne by concerned DPSU.

2. The contribution under the scheme shall be made to Tier-I NPS applicable for corporate sector. Employee's contribution to the pension plan shall be 10 % of the basic pay plus IDA and employer's contribution to the pension plan shall be 14% of basic pay plus IDA.

3. Retirement Gratuity and Death gratuity will also be given to the eligible employees. Gratuity rules will be governed by Payment of Gratuity Act,1972

4. Post superannuation medical benefits: Either medical insurance to employee and spouse or Medical facilities by company subject to deduction towards medical fund (if absorbee not availing CGHS facilities).

4.0 Medical Benefit Policy

1. In addition to (i) Government Hospitals, (ii) Authorised medical attendants, DPSU will engage with/empanel reputed private hospitals in units or outstations where DPSU Hospital (if any) does not exist or facilities for certain investigations / treatment do not exist in DPSU Hospitals / dispensaries (if any) to enable the employees and their dependents to avail of such treatment / facilities (if absorbee not availing CGHS facilities).

2. Authorised Medical Attendant means-

   (a) Any Doctor appointed by the company who is its own employee.

   (b) Any registered Medical Practitioners attached to Authorized/ Approved/ Empanelled Hospital.

   (c) Any Registered Medical Practitioner appointed by the company on either monthly retaining allowance or otherwise to attend on the employees of the company.

   (d) Any Medical Practitioner approved by the Central Govt. Employees Welfare Co-ordination Committee in any particular State /Area or locality for the Central Govt. employees.

3. CSMA Rules may be considered as guidance for admissibility of claims in the absence of any other guidelines by the Company/till such time empanelled *hospitals at mutually agreed/negotiated* rates are available.

4. There is no upper age limit for women undergoing IVF treatment procedure, provided the same is undertaken on the advice of the A.M.A./Specialist in the field."

5. Maximum time limit for preferring medical reimbursement claims shall be 3 months from the date of completion of treatment as indicated in the medical fitness certificate of the A.M.A./Competent medical authority.

6. Where there is no Authorized/ Approved/Empanelled Hospital or A.M.A. of the company at the station of the duty of the employee or the employee is not residing in the township or is on leave or on tour at another stations, he/she and members of the family may receive medical attendance and treatment from private registered (under concerned state medical council) medical practitioner of their choice at doctors consulting room or at the residence of the doctor or at his own residence depending upon nature of illness necessity and circumstances for outdoor treatment and incorporated in rule. However, the consultation fee etc. charged by the R.M.P. (Registered Medical Practitioner) will be reimbursed restricting to the ceilings prescribed under the CSMA Rules or to the nearest empanelled hospital rates approved by the company.

7. The dependents of employees who die while in Service can be extended medical facilities for an extended period of 3 months from the date of demise of the employee, if they approach DPSU, as was being utilized by them when the employee was in service, at the Company's cost. After that, the Post Superannuation Group Health Insurance Schemes or empanelled hospital facility in respect of Executives & Non-Executives, will be applicable without any minimum service requirement & subject to meeting other eligibility criteria under the respective Schemes.

8. The term 'family' means and includes:-

   (a) Husband/Wife including more than one wife (where personal law authorized so or prior approval of competent authority has been obtained to do so) judicially separated wife.

   (b) Parents and Stepmother/Stepfather.

   (c) In the case of adoption, only the adoptive and not the real parents.

   (d) If the adoptive father has more than one wife, the first wife only.

   (e) All employees have a choice to include either his/her parents or his/her parents-in-law; option exercised can be changed only once during service.

(f) Children including legally adopted children, stepchildren and children taken as wards subject to the following conditions:

Unmarried Son: Till he starts earning, or attains the age of **30 years,** whichever is earlier.
Daughter: Till she starts earning or gets married, whichever is earlier, irrespective of age-limit.

(g) No age-limit for son/daughter suffering from permanent disability of any kind (physical or mental).

(h) Widowed daughters and dependent divorced/separated daughters - irrespective of age-limit and wholly dependent upon the employee.

(i) Sisters including minor/unmarried/divorced/abandoned or separated from husband/widowed sisters- irrespective of age-limit and wholly dependent upon the employee.

(j) Minor brothers who are wholly dependent upon the employee.

(k) No age-limit for permanently disabled dependent brother who is wholly dependent upon the employee.

(l) Dependency. - The income limit for dependency of the family members (other than spouse) is Rs. 9,000/- per month plus the amount of Dearness Relief admissible on Rs. 9,000/-per month on the date of consideration of the claim or as amended by GOI from time to time. However, there is no such clause as dependency in respect of spouse.

5.0 Leave Rules

1. Provisions of Earned Leave (30 days in a year), Half Pay Leave (20 days in a year), Commuted Leave, Extra ordinary Leave, Leave Not Due, Maternity Leave, Paternity Leave, Child care Leave, WORK RELATED ILLNESS AND INJURY LEAVE (WRIIL), STUDY Leave etc. are in Leave rules which are not inferior to conditions prior to absorption of the employee.

2. **Leave:** Maternity Leave, Paternity Leave and CCL will be at par with the DPE guidelines. Employee shall be entitled to 12 days Casual Leave in a calendar year across all units of new DPSUs. For employees with disability additional 4 days as special casual leave for specific requirement relating to disability of the employee

3. **Leave Encashment:**

   3.1 On superannuation, VRS, Premature retirement & in the event of death while in service – Encashment of leave shall be subject to the condition that the number of days of earned leave and half pay leave to be encashed on superannuation does not exceed 300 days.

   3.2 During Service

   Encashment of EL is also allowed twice in a calendar year during service, subject to the following conditions:

   i) A minimum balance of 30 days EL must be maintained at credit.

   ii) Encashment is limited to 50% of the EL balance available on the last day of the preceding calendar year, after retaining the mandatory 30 days EL. However, the mandatory retention of 30 days of Earned Leave will not be applicable if the retirement date is within the 12-month period leading up to the retirement date.

   Example: If an employee has 250 days of EL balance as on 31st December 2024, they are eligible to encash EL as follows in the calendar year 2025:

   - (250 - 30) = 220 days
   - 50% of 220 = 110 days

   3.3 Encashment Benefits : The rate of encashment will be the Basic Pay + IDA drawn at the time of encashment.

4. **SABBATICAL LEAVE:** Sabbatical leave can be availed by an employee for different purpose such as pursuing further education, rejuvenation, personal needs. Sabbatical leave may range from minimum two months to maximum two years. There will be no service break due to the approved sabbatical leave. Sabbatical leave approval is subject to functional requirements. Employees are required to sign an agreement outlining their commitment to return to work for a minimum duration of six months after the sabbatical. It shall be subject to sanction by leave sanctioning authority. No ex-post facto approval shall be granted for sabbatical leave. During the sabbatical, employees are not considered actively employed by DPSU and will not receive regular salary payments and if any increment date comes during the sabbatical leave then the increment will only be granted and effective from the date of joining back the duties. If any promotion comes during the sabbatical leave then the promotion will be effective only from the date of joining back after return from the sabbatical leave. During the period of sabbatical leave, the employee will continue to retain company residential accommodation that was allotted to him/her.

5. **Benefits and Entitlements of Sabbatical leave:**

a. The employee retains their accrued leave benefits and other entitlements up to the start of the sabbatical.

b. The employee & their dependents will be eligible for medical benefits during the sabbatical leave.

6. **CHILD CARE LEAVE (CCL)**

a. A female employee and single male employee (including an unmarried or widower or divorcee employee) may be granted child care leave by an authority competent to grant leave for a maximum period of seven hundred and thirty days during entire service for taking care of two eldest surviving children, whether for rearing or for looking after any of their needs, such as education, sickness and the like.

6.0 Travelling/ Daily Allowance (TA/DA) Policy

1 TA DA entitlement:

Sl. No.	Grade	Accommodation Entitlement	Food Entitlement
01.	E-8 and E-9	₹ 10,000/- per day	Upto ₹2,000/-per day
02.	E5 to E7	₹ 7000/-per day	Upto ₹1600/-per day
03.	E3 to E4	₹ 5000/-per day	Upto ₹1200/-per day
04.	E0 to E2 (W±/SG), A/SG,	₹ 4000/-per day	Upto ₹1000/-per day
05.	Workmen/Support Staff	₹ 3000/-per day	Upto ₹800/-per day

2. Out of Pocket Expense: Rs. 500/-on certification basis by the competent authority

3. Entitlement on Transfer: The Transfer Grant shall be equivalent to One Months Basic Pay.

4. Entitlement on Local Tour & Local transfer: (i) 30 km from Headquarters/outside municipal limits, whichever is more. Entitlement: TA in addition to 50% of admissible DA (except Hotel charges).

(ii) In case of transfer to places of less than 30 km from the old location and for transfer within the same city, only one third of the transfer grant will be admissible in addition to the Baggage Allowance, Conveyance Allowance provided a change of family accommodation is actually involved.

7.0 Policy for Interest Bearing Advances

1. House Building Advance (HBA): The ceiling for House Building Advance (HBA) shall be ₹ 50 lakh or an amount equivalent to 50% of the employee's basic pay multiplied by the remaining years of service, whichever is lower.

The repayment tenure of HBA shall be 20 years or the remaining years of service whichever is less. The interest rate of HBA shall be fixed based on the yield of 10 years paper of Government Security (G-Sec) prevailing at the start of the Financial Year in which the advance is being sanctioned plus 0.5%. The interest rate shall be fixed based on the yield of the 10-year Government Security (G-Sec), which serves as a widely accepted benchmark for long-term interest rates in India. An additional spread of 0.5% shall be added to the 10-year G-Sec yield to determine the final rate of interest chargeable on the advance.

Example:
If the 10-year G-Sec yield is 7.0% at the start of the Financial Year in which the advance is being sanctioned, the applicable interest rate for the employee advance would be: 7.0% + 0.5% = 7.5% per annum.

2. Conveyance Advances : The four- wheeler advance entitlement shall be as detailed below:

Sl.No.	Grade	Entitlement
01.	E0-E3	₹ 12Lakh
02.	E4-E6	₹15Lakh
03.	E7 and above	₹ 20Lakh

Two-Wheeler Advance is entitled to Non-Executive (W & A grade scales) only.

The repayment for shall be 5 years and 10 years for Two-wheeler and Four-wheeler respectively. The interest rate of HBA shall be fixed according to the yield of 10 years paper of Government Security (G-Sec) prevailing at the start of the Financial Year in which the advance is being sanctioned plus 0.5%.

3. Computer/Laptop Advance: The ceiling amount for the advance shall be enhanced to ₹ 80,000/-. The Computer/Laptop Advance will be repayable in 60 EMIs. The interest rate on the interest-bearing advances shall be fixed based on the yield of 10 years paper of Government Security (G-Sec) prevailing at the start of the Financial Year in which the advance is being sanctioned plus 0.5%. The interest rate shall be fixed based on the yield of the 10-year Government Security (G-Sec), which serves as a widely accepted benchmark for long-term interest rates in India. An additional spread of 0.5% shall be added to the 10-year G-Sec yield to determine the final rate of interest chargeable on the advance.

Example:
If the 10-year G-Sec yield is 7.0% at the start of the Financial Year in which the advance is being sanctioned, the applicable interest rate for the employee advance would be:
7.0% + 0.5% = 7.5% per annum.

8.0 Conduct, Discipline and Appeal Rules

1. These Rules shall be in line with DPE guidelines on the matter.

2. Any act unbecoming of a company employee shall tantamount to misconduct as elaborated in the rules.

3. The *Disciplinary* Authority *and* Appellate Authority rests within the company. The Disciplinary Authority shall be same as the Appointing Authority. Disciplinary Authorities for various categories of employees:

    - Executives (E0 to E4): Director (HR)
    - Executives (E5 and above): Chairman & Managing Director (CMD)
    - Non-Executives and Unionised Workmen: Head of Units (Chief General Manager/E.D./Functional Heads.

4. Workmen (as per ID Act 1947) will be covered by Industrial Employment (Standing orders) Act, 1946.

5. Initiation and finalization of disciplinary action shall be in consonance with Principles of Natural Justice and laid down procedure.

9.0 Performance Management System (PMS)

1. A Performance Review Board (PRB) is proposed for Executives (from E0 to E7) in order to remove bias and normalize the scores obtained in appraisal. Since PRP is not applicable to Non-Executives as well as the promotions in Non-Executives are not merit based promotion, therefore to simplify the PMS process PRB is not introduced for Non-Executives. For writing the annual performance appraisal reports of top management incumbents (Executive at E8 & board level officers), DPE revised and consolidated guidelines vide O.M. No. 5(1)/2018-MGMT Dt. 09.10.2023 will be applicable.

2. The organization-wide performance standards are created and made measurable at this stage. All executives across the entire *organisation will* have Mutually Agreed Targets (MAT) set for them. The deliverables and weights for Individual key assigned tasks will be decided by the Reporting authority after consulting the executive reported upon for the entire year and a copy shall be sent to the concerned HR department/ nodal officer for record by 15th May of reporting year. The set Tasks would be recorded on the Mutually Agreed Target Setting Sheet.

3. Sparrow system will be used for E8 & above only.

4. **Grading of all executives:** As per DPE guidelines, Bell Curve approach is followed in grading the executives so that not more than 15% executives are graded as Outstanding/Excellent (PAR score of 90-100).

5. Annual appraisal through performance report for all Non-Executives (Workmen and other than workmen).

6. Overall grade Computation is based on Company MOU Score given by DPE, other key assigned tasks flowing from KPI {as per Mutually agreed target (MAT)} & Personal Attributes and Functional Competencies.

Grade	MOU	MAT score	Personal Attributes

	weightage	weightage	and Functional Competencies
CMD	75%	-	25%
E5 to Functional Director	50%	25%	25%
E3 & E4	-	75%	25%
E0 to E2	-	80%	20%

7. Cut-off date for Distribution of blank PAR form is 31st July in the year following the financial year for which PAR is written (i.e. 31st July, 2024 for reporting year 2023-24) and Maximum time (as per normal timeline) to end of entire PAR process is 31st December of the year in which the financial year ended with no recording of any remarks allowed thereafter/31st March of next year of financial year i.e. 31st March, 2025 for reporting year 2023-24 in case a representation is made against the score/rating.

8. Performance Appraisal System For Non-executives:

8.1 It is crucially important for the company to evaluate the performance of its employees at all levels. The efficacy of the persons, their development potential, training needs, and career aspirations are all evaluated by management based on this appraisal.

8.2 Salient Features of the system are as follows:

8.2.1 Quantitative evaluation of traits / performance.

8.2.2 Assessment by Reporting /Reviewing Authority/Accepting Authority.

8.2.3 Based on their performance during the assessment years, the Reporting Authority Reviewing Authority, Accepting Authority would evaluate the Workmen against the relevant Traits. When the Marks given out by the Reviewing Authority differ from those given out by the Reporting Authority, the Reviewing Authority will explain the reasons as per the Format.

8.3 Appraisal will be filled by the Reporting Authority as per prescribed format. Reviewing Authority and Accepting Authority will evaluate the non-executive against the relevant Traits.

8.4 Reporting Dates

Annual PARs of Non-executives are raised for the reporting year i.e. the financial year from 1st April to 31st March.

9. **Benchmarking of Grade:** As per DPE guidelines

Rating	Numerical Grades
Excellent/Outstanding	90 – 100
Very good	Less than 90 to 70
Good/Average	Less than 70 to 50
Fair	Less than 50 to 33
Poor	Less than 33 to 0

<u>Form for Exercising of Option for Absorption in 07 new DPSU</u>
<u>(For Group 'A' & Group 'B' Gazetted employees)</u>

To,
The Secretary to the Govt. of India
Department of Defence Production
Ministry of Defence
Kartavya Bhawan-2, New Delhi – 110001

(THROUGH PROPER CHANNEL)

Sub: Exercise of option for permanent absorption in new DPSUs/Continuation in Government service for Group 'A' & Group 'B' Gazetted employees.

Ref: DDP OM No. _____dated _____ for exercise of option/ continuation in Government Service for absorption.

Sir,

In accordance with the above DDP OM issued on the subject, it is stated that:

1. I have carefully read and understood the common terms and conditions of absorption notified by the 07 new DPSUs for permanent absorption in new DPSUs.
2. My particulars in PIS 2.0 on COMNET are correct and updated.
3. I hereby opt for permanent absorption in new DPSU in the following order of preference:

A)
i._____ ii._____ iii._____ iv.______

v.______ vi.______ vii.______

OR

B) I wish to continue in Government service [*Please Tick for the option at 3(B)*]

4. The willingness at Sl. No. 3 (A) is for the indicated DPSU(s) only. In an event the preferred DPSU(s) are not allocated, I wish to continue in Government service. **(applicable if employee exercise the option at Sl. No. 3(A) above)**

Place: ________
Date & time: _________

Yours faithfully

Signature………………..………
Name & Designation…..…………
Personal No……………………...
Present office/Deptt.……..………
Unit/DPSU/DoO(C&S)…………

(TO BE FILLED BY THE CONTROLLING OFFICER)

The above option form duly completed and signed by the above employee is forwarded for onward transmission through Proper Channel (Nodal Officer of the unit) for further necessary action. A copy of the form has been returned to the above employee as acknowledgement.

Date: _______

Signature………………….
Name……………............
Designation……………….
Personal No……………..
Present office/Deptt……...
Unit/DPSU/DoO(C&S)……

Form for Exercising of Option for Absorption in 07 new DPSU
(For Group 'B' Non-Gazetted & Group 'C' Employees)

To,
The Secretary to the Govt. of India
Department of Defence Production
Ministry of Defence
Kartavya Bhawan-2, New Delhi – 110001

(THROUGH PROPER CHANNEL)

Sub: Exercise of option for permanent absorption in new DPSUs/Continuation in Government service for Group 'B' Non-Gazetted & Group 'C' Employees.

Ref: DDP OM No. ___dated _ for exercise of option/ continuation in Government Service for absorption.

Sir,

In accordance with the above DDP OM issued on the subject, it is stated that:

1. I have carefully read and understood the common terms and conditions of absorption notified by the 07 new DPSUs for permanent absorption in new DPSUs.
2. My particulars in PIS 2.0 on COMNET are correct and updated.
3. I hereby opt for permanent absorption in new DPSU:

A) (*Name of DPSU):* __________

OR

B) I wish to continue in Government service. *Please Tick for the option at 3(B)*

4. The willingness at Sl. No. 3 (A) is for the indicated DPSU only. In an event the preferred DPSU is not allocated, I wish to continue in Government service. **(applicable if employee exercise the option at Sl. No. 3(A) above)**

Place: ________
Date & time: _________

Yours faithfully

Signature…………………..………
Name & Designation….…….…….
Personal No………….….……...
Present office/Deptt………..…….
Unit/DPSU/DoO(C&S)…………

(TO BE FILLED BY THE CONTROLLING OFFICER)

The above option form duly completed and signed by the above employee is forwarded for onward transmission through Proper Channel (Nodal Officer of the unit) for further necessary action. A copy of the form has been returned to the above employee as acknowledgement.

Date: _______

Signature………………….
Name……………..............
Designation……………….
Personal No………………
Present office/Deptt……...
Unit/DPSU/DoO(C&S)……