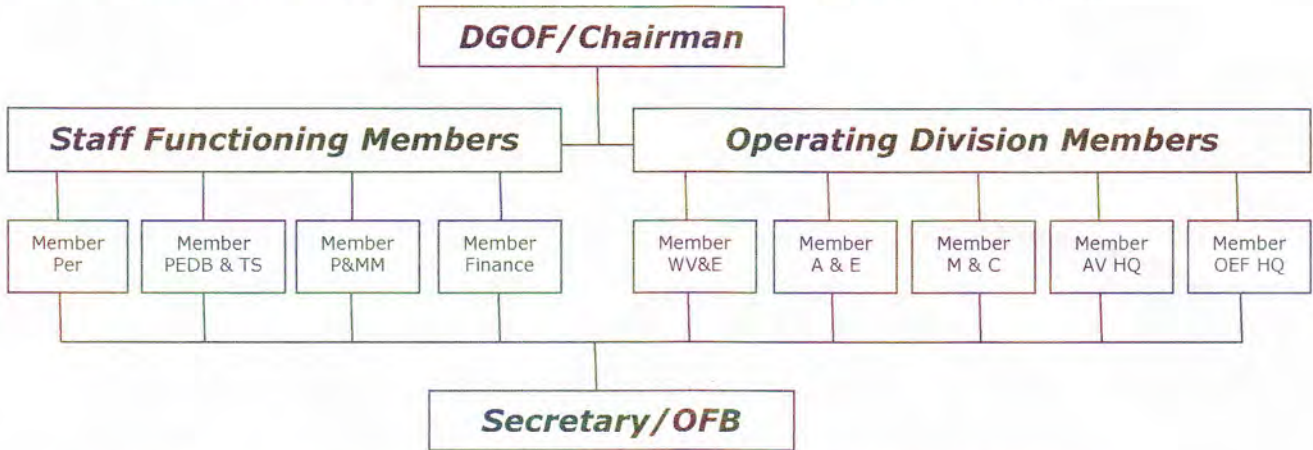


**Powers and duties of the Officers and Employees at OFB Headquarters :-**

OFB HQrs. is headed by DGOF & Chairman who is assisted by Members of the Board.



Under the RTI Act, each field unit headed by HOD is an independent Public Authority.

At OFB HQrs., Head of Office is Director/HQrs. whose powers and duties are as follows :-

SI No	NATURE OF CASES/DOCUMENTS	AUTHORITY
<b>A</b>	<b>Sanction of Special Casual Leave Group "B", "C" Group "C - MTS" Employees</b>	Relevant Govt. Order
(i)	For participation in sports event of National and International importance, mountaineering & cultural activities	Relevant Govt. Order
(ii)	For undergoing operation under the Family Planning Scheme including re-canalization	Relevant Govt. Order
(iii)	To cover transit time to join training in Territorial Army/Defence Reserve Auxiliary air Force & back.	Relevant Govt. Order
(iv)	For participation in District/Inter District tournament.	Relevant Govt. Order
(v)	To Govt. servants appointed as Internal Agents under Small Savings Scheme	Relevant Govt. Order
(vi)	For taking Hindi Examination (Probodh, Praveen & Pragya) under the scheme of Teaching Hindi to Central Govt. employees.	Relevant Govt. Order
<b>B</b>	<b>Sanction of Special Casual Leave</b>	
(i)	To office bearers/delegates of recognized associations for participation in activities of Associations.	Relevant Govt. Order
(ii)	To JCM Members for attending Staff Side Consultation at the request of Staff Side Leader	Relevant Govt. Order
(iii)	To office bearers/delegates of recognized Co-Operative Societies for various purpose	Relevant Govt. Order
<b>C</b>	(i) Donating blood to recognized Blood Bank on working days.	Relevant Govt. Order
	(ii) For Ex-serviceman appearing before Medical Re-survey Board and to go to Artificial Limb Centre for treatment etc.	Relevant Govt. Order

D	Sanction of House Building Advance to Gr. "B" Officers and Gr. "C" and Gr. "C – MTS" employees	GFRs & House Building Advance Rules
E	Sanction of advances for purchase of Motor Cycles/Scooters to Gr."B" Officers & Gr."C" including "Gr.C- MTS" employees.	GFR 191 and relevant Govt. Orders
F	Sanction of advances for special reasons and final withdrawal from G.P.F Account to Gr."B" Officers & Gr."C" & "MTS" employees	G.P.F Rules
G	Counter signature of Medical Claims as Controlling Officer in respect of officers up to the rank of Gr. 'B' Gazetted Officers.	Rules 3 & 9 of CS(MA) Rules
H	Counter Signature of T.A Bills as Controlling Officer in respect of officers up to the rank of Gr. B Gazetted Officers.	SR 191 & 192, Rule 3, 6 of Travel Regulations.
I	Act as Controlling Officer in respect of Gr."C" & MTS employees on the basis of movement orders approved/signed by Member/DDGs/Director/Joint Directors of the respective Divisions/Sections.	Rules 3 & 6, TRs and SRs
J	Sanction of travel by Railway longer route to Gr."C" & MTS employees.	Rules 40(A) and 3, CRs & SRs
J	Sanction of Conveyance allowance to blind and O.H. employees.	Rules 40(A) & 3
K	Grant of Cash/Lump sum award on passing prescribed Hindi Examination and passing Hindi Typing/Stenography test and Workshop Award.	Relevant Govt. Order

HOD at OFB HQrs., is DDG/HQrs. whose powers and duties are as follows :-

Formation	Specified Post in SAG Level	Authority under Rules	Statutory Rules
OFB HQrs. Office	DDG in charge of Administration of HQrs. Office	(i) Head of the Department	General Financial Rules, Delegation of Financial Power Rules, Civil Service Regulations, Supplementary Rules, Central Treasury Rules.
		(ii) Competent Authority	Supplementary Rules, General Financial Rules, Travel Regulations.

Chairman/DGOF's powers and duties under CCS(CCA) Rules are as follows :-

Serial Number (1)	Description of Service/Post (2)	Appointing Authority (3)	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule 11)	
			Authority (4)	Penalties (5)
1	For Group 'B' posts (A) (i) All Group 'B' (Gazetted) posts in the office of Director General Ordnance Factories	Director General, Ordnance Factories	Director General, Ordnance Factories	All

Further DGOF/Chairman exercises Administrative Control of all Field Units, their HODs and Members. Financial Power and Administrative Power of of DGOF/Chairman are available at (Page 1-18A) and (Page 51-95) of Financial and Administrative Powers of Ordnance Factory Board.

DHS heads Health Division.

CSO heads Security Division.

LWC posted from Ministry of Labour assists Head of Department in taking decisions on Industrial relations.