

## **CHAPTER - 4**

### **The norms set by the Ordnance Factories for the discharge of its Functions**

The declared mission of the Ordnance Factories is “production of state of the art battle field equipments”. With that in view, the Ordnance Factories manufacture such the products and equipments for customers which are safe, reliable, and operationally consistent under varying and extreme conditions of terrain and climate. With the large number of items being manufactured under the umbrella of OFB, it is necessary that strict vigil on the numbers and quality is kept. Besides, it is also important to keep the assets – both animate and inanimate in shape. Ordnance Factories have, therefore, set certain norms for discharge of its functions in different areas as below:

- (i) Production : Annual (Monitoring on monthly basis)
- (ii) Warrants (Prod) : Quarterly Issue/ Review on six monthly basis.
- (iii) Maintenance : Immediate (Monitoring on daily basis)
- (iv) Purchase : On six monthly basis for production and maintenance items  
On quarterly basis for indirect items
- (v) Stores material : Stores in hand should not exceed 180 days of requirement  
Finished Semi should not exceed 30 days of VOP  
WIP should not exceed 07 days of VOP
- (vi) Stock Verification : Once in a year for any item (*all items*)
- (vii) Stock Taking : Annual on 31<sup>st</sup> March of the year

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- (viii) Quality : Inspection on daily basis  
Surveillance on  
Quality Audit
- (viii) Recruitments : Annual
- (ix) Promotions : Annual (Effected on monthly basis)
- (x) Training : Group 'A' Officers  
Group 'B' Officers  
NGOs/NIEs  
IEs
- (xi) Modernisation of Assets and Production Facilities : Continuous on a five year roll-plan basis
- (xii) Welfare : JCM Meetings once in a month.

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