



India Optel Limited / इण्डिया ऑप्टेल लिमिटेड
A Govt. of India / भारत सरकार का उपक्रम
under Ministry of Defence / अंतर्गत रक्षा मंत्रालय
(CIN): U31909UR2021GOI012802

INFORMATION ON IOL IN ACCORDANCE WITH RIGHT TO INFORMATION (RTI) ACT 2005.

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I Particulars of the Organization, Functions and Duties

History

1. India Optel Limited (IOL), a fully owned Government of India, Enterprise, under Department of Defence Production, Ministry of Defence was incorporated in 2021, as a result of corporatization of erstwhile Ordnance Factory Board (OFB) to achieve self-reliance in the field of Optoelectronics solutions for Armed Forces, and Paramilitary Forces of Ministry of Home Affairs along with other customers.
2. It comprises of state of the art, three manufacturing units of erstwhile Ordnance Factory Board, with a rich experience in their respective area of businesses and one Training Institute (OFILDD), the manufacturing units are as under:
 - i. Opto-Electronics Factory, Dehradun (OLF) was established on the 4th April 1988 with technical collaboration from erstwhile USSR for production of hi-tech optical and Opto-Electronic instruments for tank T-72 and Infantry Combat Vehicle (ICV) BMP-II also known as SARATH. It is a leading systems integrator with state-of-the-art infrastructure, covering all aspects of mechanical, optical & electronic assemblies. It was created to fulfil the requirements of Indian Armed Forces in the field of complex Opto-Electronic devices and over a period of time it has developed a number of indigenous products and solutions for the Indian Armed Forces.
 - ii. Ordnance Factory, Dehradun popularly known as OF Dun was conceived in 1941, as a result of the decision to shift the Mathematical Instruments Office, from 15 Wood Street, Kolkata. The aim was to establish a factory that specialized in the production of military optical instruments. OF Dun was formally established during 1943 and is now a leading manufacturer of optical instruments and gears for Infantry Directorate of Indian army and paramilitary forces of MHA.
 - iii. Ordnance Factory, Chandigarh (OCFd), was established in 1963 in collaboration with M/s Sumitomo Electric Inc, Japan to cater to the communication needs of India's armed forces. OCFd has a core competency in manufacturing in the areas of communication cables, airfield lighting cables, top grade spring steel wires, cable harnesses for armoured vehicles, and optical devices for armoured vehicles.
3. India Optel Limited (IOL) has been entrusted with a responsibility to give renewed thrust to expand Electro-Optical solutions for "Atma Nirbhar" Bharat in line with Government of India's vision. In other words "**To become Eye of the Soldier**".

4. Basic Profile of the Company:

- a) FULLY OWNED CENTRAL GOVT. SCHEDULE 'B' COMPANY UNDER SECTION 2(45) OF THE COMPANIES ACT, 2013
- b) PAN: AAGC12642P
- c) TAN: MRTI03171A

A)	Authorized Share Capital:	Rs. 65000000000 (as on 01.08.2024)
B)	Paid Up Share Capital:	Rs. 59056106000 (as on 01.08.2024)

- d) No. of Production Units: 03
 - Opto Electronics Factory, Dehradun
 - Ordnance Factory Dehradun
 - Ordnance Factory Chandigarh
- e) No. of Training Institutes: 01
 - Ordnance Factory Institute of Learning, Dehradun
- f) Total Employee Strength: 2494 (as on 01/07/2024)
- g) Description of Units:

Constituent Units		Location	Products
1	Opto Electronics Factory, Raipur, Dehradun	Dehradun	Tank T-90 Sights (BHISHMA): Fire Control Syste 1A43, Thermal Imaging Sight "TI-ESSa" Anti Aircraft Sight PZU-7, Simulator Test Interrogation Kit, Commander's Sighting and Vision System PNK-4S, Driver Night Sight TVNE-4B M2, Muzzle Bore Sight 125, Commander Thermal Imager Cum Day Sight, Commander Sight TKN-4S Tank T-72 Sights (AJEYA): Commander Thermal Imager Cum Day Sight MK-II, Gunner's Sight TPD-K1, Commander's, Sight TKN-3, Driver Night Sight TVNE-4B M1, Muzzle Bore Sight 125 BMP-II/ICV Sights (SARATH): Gunner's Sight BPK-2-42, Commander's Sight TKN-3B, Driver Night Sight TVNE-1PA, Missile Sight 9SH-119M1, Anti Aircraft Sight 1P3-3, Driver Night Sight. MBT Arjun Sighs: Gunner Unity Window, Gunner Articulated Sight, Driver's Day Periscope (SIDE), Drivers Periscopes Day Sight (Central), Commander Day Episcope Assemble, Loader Day Periscope

2	Ordnance Factory Dehradun, Raipur, Dehradun	Dehradun	1. Observation Vision Devices: (i) Binocular 8 X 30. (ii) High Resolution BINO 2. Weapon Sights: (i) Telescopic Sight For 5.56 mm Rifle & LMG, (ii) Sights for Indian Field Gun etc. 3. Sights for Armoured Fighting Vehicles: (i) T-72,T-90,Periscopes (ii) MBT Arjun Sights including gunners articulate sights & driver's passive sights 4. Surveillance Devices: (i) Passive Night Vision Goggles (ii) Passive Night Vision Binocular (Light Weight). 5. Weapon Sight: (i) PNS for 5.56 Rifle LMG (ii) PNS For 84 mm CGRL
3	Ordnance Factory Chandigarh	Chandigarh	Optical Products: SE 2P, SE 1, SE 15, TNPA 65A, TNP 165A, TNPO 160, TNPO 168B, TNPO 170A, TNP 350B & TNPT 1 Cable Assembly: T 72 Tank Cables, T 90 Tank Cables, BMP Cable Assemblies & BLT Cable Assemblies Wire: Carrier Quad Cable (CQC), EN-43 Wires, MS Wires & SS Wires Research Products: Thermal Imaging Sights & Missile Guidance System
4	Ordnance Factories Institute of Learning Dehradun	Dehradun	Training Institutes

Vision & Mission

Vision

To become world-class enterprise in Opto-Electronics and communication business.

Mission

To create a Global presence in the field of Opto Electronics and other chosen areas of Business.

Objectives:

- To be a company completely focused in providing state-of-the-art products & solutions at competitive prices, satisfying customers need for quality, delivery, service and reliability.
- To generate profitable growth by leveraging internal resources.
- To be "Atma Nirbhar" by developing indigenous solutions.
- To give thrust on Innovation and Exports.

Values:

- ✓ Unwavering Integrity
- ✓ Holding oneself to Highest Standards
- ✓ Creativity and Innovation
- ✓ Customer Centric
- ✓ Ownership, Responsibility and Accountability
- ✓ Frugality - Accomplish more with less
- ✓ Uncompromising Quality
- ✓ Delivery of results in time Trust and Team Spirit Pride and Loyalty in the Company

Addresses of IOL Corporate Office and IOL Units:

Registered Corporate Headquarter

INDIA OPTEL LIMITED
RAIPUR, DEHRADUN - 248008
Phone No: 0135-2780427
Fax: 0135-2787305
Email: cmd@indiaoptel.in

Opto Electronics Factory

A Unit of IOL
Raipur, Dehradun
Uttarakhand (India)-248008
Phone No: 0135-2787101 – 103
Fax: 0135-2787181
Email: gm.olf@indiaoptel.in

Ordnance Factory Dehradun

A Unit of IOL
Raipur, Dehradun
Uttarakhand (India)-248008
Phone No: 0135-2787371/72/73
Fax: 0135-2787177
Email: gm.ofd@indiaoptel.in

Ordnance Factory Chandigarh

A Unit of IOL
Plot No. 183, Business & Industrial park – 1
Chandigarh – 160002
Phone No: 0172-2650481
Fax: 0172-2655369
Email: gm.ofcd@indiaoptel.in

OFIL Institute of Learning Dehradun

Raipur, Dehradun
Uttarakhand (India)
Phone No: 0135-2780427
Fax: 0135-2787305
Email: ofildd@indiaoptel.in

II Power and duties of IOL Offices and Employees:

The powers and duties of the officers and employees of the Company stems mainly from the provisions of the Companies Act 2013 and Memorandum of Association & Articles of Association of the Company. The officers and workmen of the Company carry out the business operations of the Company in line with the objectives specified in the Memorandum of Association of the Company.

While discharging duties and responsibilities, officers and workmen of the Company are complying with the applicable provisions of all applicable statutes and rules and regulations framed there under.

Note: As per the MOD directions, all the employees of erstwhile Ordnance Factory Board are on deemed deputation on terms of Foreign Service condition to **India Optel Limited**. Till they are absorbed in the Company, they are regulated by the existing Central Civil service rules and regulations.

- (a) **Director (Operations):** Director (Operations) is a member of the Board of Directors and reports to Chairman & Managing Director. He/She is responsible for overall Planning & Production, Strategic planning for expanding the business horizon of the company, Quality Assurance, Modernization, Project management, Indigenization and Marketing / PR/ Export. His/Her responsibilities would include ensuring effective and efficient implementation of production plans/operations, timely and cost-effective completion of the projects/contracts, upgradation of capabilities in the manufacturing divisions and modernization.
- (b) **Director (Finance):** Director (Finance) is a member of Board of Directors and reports to the Chairman and Managing Director. He/She is the overall in-charge of Finance and Accounts functions of the organization and is responsible for evolving and formulating related policies and their implementation including Financial Planning, budgeting, costing, financial control and preparation of financial statements in compliance with corporate norms and statutory requirements and IT/MIS related areas.
- (c) **Director (HR):** Director (HR) is a member of the Board of Directors and reports to Chairman and Managing Director. He/She is responsible for HR planning and organizing man power resources, HR policies, performance management, compensation management, succession planning, talent management, training, capability building, employee services, industrial relations, CSR, Security and Legal functions in the Organization.

Overall management of the Company rests with the Board of Directors of the Company, the highest decision making body within the Company.

The Board of Directors is accountable to the shareholders of the Company, which is the ultimate authority of a Company. Since 100% of the share capital is held by the Govt. Of India, IOL is a Government Company, therefore the Board of Directors of the Company is also accountable to Government of India.

As per the provisions of the Companies Act 2013, certain matters require the approval of the shareholders of the Company in General Meeting. Similarly in terms of the Articles of Association of the Company and guidelines of Department of Public Enterprises certain matters require the approval of the President of India.

The primary role of the Board is that of trusteeship to protect and optimize shareholder's value. The Board oversees the Company's strategic direction, reviews corporate performance, authorizes and monitors strategic decision, ensures regulatory compliance, and safeguards interests of shareholders. The Board ensures that the Company is managed in a manner that fulfils stakeholders' aspirations and societal expectations.

Delegation of Powers

Since India Optel Limited is a Government Company registered under the provisions of the Companies Act 2013, the powers and duties of its Directors and conduct of its business is regulated by the provisions of the Companies Act, the Memorandum of Association and Articles of Association of the Company and other enactments under various laws.

The powers have been delegated to the Chairman and Managing Director, Functional Directors, Chief General Managers, General Managers, Functional Heads and Department/Group Heads of the Company to empower them to discharge their duties & functions commensurate with the responsibilities. These powers are revised from time to time depending upon Organizational requirements and also as per Guidelines of the Department of Public Enterprises (DPE) & Administrative Ministry i.e. Department of Defence Production, Ministry of Defence. The delegation of financial powers has been implemented vide IOL Delegation of Financial Powers 2023.

While discharging the duties and responsibilities, employees are complying with the provisions of the Companies Act 2013 & other applicable statutes, rules, and regulations.

III **Procedure followed in the decision making process (Organisation Chart as on 31.07.2024)**

The decisions making process in the Company involves the following Channel:



Board of Directors responsible for providing leadership, strategic direction and oversight. The day-to-day management of the Company Units is entrusted with the Chief General Managers, General Managers, Officers /staffs of the Company. For effective discharge of its functions, the Board of Directors have delegated powers to the CMD/Functional Directors/ Chief General Managers/ General Managers / Functional Heads/ Department - Group Heads.

IV **Norms set by IOL for discharge of its functions**

HR Functions:

IOL is following Central Civil Service rules and regulations to discharge its functions in the domain of HR. In addition, various HR policies as per the needs of the company have also been framed for effectively discharging HR functions.

Finance and Accounts Functions:

IOL Delegation of Financial Powers 2023 is the base documents for functioning of finance and Accounts. In addition, various Accounting policies, standards & Manual & Audit Procedures also been framed.

Guidelines of Department of Public Enterprises

IOL being a Public Sector Enterprise follows the guidelines of Department of Public Enterprises and directives of Government of India issued from time to time.

Guidelines of Central Vigilance Commission

IOL being a Public Sector Enterprise follows the guidelines of Central Vigilance Commission.

Compliance with provisions of Statutes etc.

While discharging the respective functions, officers are required to comply with the provisions of all applicable Statutes and relevant Rules and Regulations.

Time-Limit for achieving the targets:

The Time-limit for achieving the targets is as per the requirement of the Company in conjunction with the timelines laid down in the applicable Statutes, Rules, and Regulations etc.

Process of Redressal of Grievance:

IOL has an internal Grievance Redressal Mechanism of Employees & is an internal process to address the grievances of employees.

Process for Redressal of complaints related to The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 –

The objective of this Act is to protect against sexual harassment of women at the workplace and for the prevention and redressal of complaints of sexual harassment. Sexual harassment in the workplace is a form of gender discrimination that violates a woman's fundamental right to equality and right to life and liberty, guaranteed under Articles 14, 15, and 21 of the Constitution of India.

IOL has formed an Internal Complaints committee mechanism at Corporate Headquarters & at each unit to address the grievances of women employees at work place.

V [Rules, regulations, instructions, manuals, and records for discharging its functions](#)

Matters pertaining to company affairs

- Memorandum of Association & Articles of Association.
- Department of Public Enterprises & Government Guidelines, including "Schedule B-Category " guidelines
- President of India Directives through Ministry of Defense issued from time to time
- DIPAM Guidelines on Capital Restructuring of Central Public Sector Enterprises (CPSEs)
- Decision of the shareholders in the General Meetings as contained in the minute's book.
- Decisions of the Board of Directors and Sub-Committees of the Board from time to time as contained in the minutes book.
- Code of Business Conduct and Ethics for Board Members and Key Managerial Personnel.
- Companies Act and Rules.
- Policy for Preservation and Archival of documents
- Corporate Social Responsibility Rules.
- ICSI guidelines on Secretarial Standards.

Matters pertaining to Finance & Accounts

- Significant Accounting policies.

HR Related matters

- All Government of India Rules and Regulations applicable to Central Government Employees.
- Pay and Pay Fixation
- Increment
- Dearness Allowance
- House Rent Allowance

- Transport Allowance & Conveyance Allowance, Travelling Allowance, Allowances on Deputation
- Children Educational Assistance, Incentives, Leave
- Leave Travel Concession (LTC)
- Govt. Residential Accommodation Facility
- Medical Facilities
- Provident Fund and Insurance
- House Building Advance
- Recruitment and Probation, Seniority & Promotion
- Reservation and Concessions
- Deputation and Foreign Service
- Forwarding of Applications for Employment Elsewhere
- Training
- Conduct of a Government Servant
- Actions on Conduct (of Government Servant)
- Suspension and Reinstatement
- Disciplinary Action and Appeal
- Lok Adalat & Central Administrative Tribunal (CAT)
- Petitions to the President
- Service Book
- Performance Assessment Reports
- Change of Name and Date of Birth
- Service Associations and JCM
- Resignation and Retirement
- Retirement Benefits
- Pension Payment Order
- Income Tax
- Right to Information Act, 2005-A Brief

Public Relations, Publicity

- Advertisement Policy/Guidelines. Certain general guidelines and Manuals are available on IOL website, where as some of the manuals/policies are available in the organization for internal use only.

VI [Statement of the categories of documents that are held by IOL or under its control](#)

Various categories of documents that are being held by the Company or under its control are given below:

Documents pertaining to incorporation

- Certificate of Incorporation along with Memorandum of Association & Articles of Association.

Documents pertaining to Board Meeting & General Meetings

- Agenda Papers of Board Meetings
- Minutes Book of meetings of the Board of Directors
- Agenda papers of Board sub-committees
- Minutes Book of meetings of Board sub-committees
- Notices and Minutes Book of General Meetings of the shareholders, etc.

Documents pertaining Accounts:

- Books of Accounts
- Annual Report
- Documents pertaining to payment of Income Tax, Tax Deducted at Sources, etc.
- Vouchers, etc.

Documents pertaining to Contracts, Commercial etc

- Technology Specifications and Quality Document.

Documents pertaining to establishment matters

- Documents containing the details of employees
- Various internal policies
- Rules & regulations pertaining establishment matters
- Annual Performance Appraisal Reports of employees.
- Service Rules

Documents pertaining to general administration

- Land and other property related documents- Corporate Headquarters

MOU

- MOUs with collaborators and partners Annual MoU with Gol.

VII Particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof

IOL is a Scheduled 'B' public sector company under the Department of Defence Production, Ministry of Defence, Government of India. It operates majorly in Defence and Strategic Sectors and its mandate is for design, development, manufacture and export of Opto Electronics Communication items and devices for the Armed forces and Home Land security agencies. The Policies formulated by the company relates to its internal management. All policies are formulated in compliance with the provisions of all applicable statutes, rules, regulations etc. and Government guidelines issued from time to time. Hence there is no arrangement for consultation with the members of the public prior to formulation of its policies.

The Company has a Public Grievance System. Designated Officers are available to deal with Public/Staff Grievances. Information pertaining to IOL and its products including policies, manuals, procedures, etc. is hosted on the website (www.iol.co.in) and is available to citizens for viewing and downloading. In addition, facility has been provided at IOL website for addressing queries / feedback from the public.

VIII Statement of the Boards, Councils, Committees and other Bodies consisting of two or more persons constituted as IOL's part or for the purpose of its advice, and as to whether meetings of those Boards, Councils, Committees and other Bodies are open to the Public, or the minutes of such meetings are accessible for public

Meetings of Board, Committees and other Bodies of IOL are not open to the Public,

The minutes of such meetings are not made accessible for public as the nature of business of IOL is that of a Strategic Defence Establishment.

IX DIRECTORY OF IOL's OFFICERS AND EMPLOYEES:

CORPORATE OFFICE

SN	Name of Officer (Shri)	Designation	Telephone
1	G.C. AGNIHOTRI	DIRECTOR/OPERATION & Holding Additional Charge of CMD	0135-2787101 Ext: 4003
2	TUSHAR TRIPATHI	DIRECTOR/FINANCE	0135-2787101 Ext: 4005
3	SATYABRATA MUKHERJEE	DIRECTOR/HUMAN RESOURCES	0135-2787101 Ext: 4004
4	RANDHIR KUMAR SINHA	GM/CP	0135-2787101 Ext: 4008
5	CHANDRABHAN SINGH THAKUR	GM/Tech & CTO	0135-2787101 Ext: 4011
6	RAJESH RAYPA	AGM /Maintenance	0135-2787101 Ext: 4016

SN	Name of Officer (Shri)	Designation	Telephone
7	SHAMBHU SHARMA	AGM/OPERATION	0135-2787101 Ext: 4010
8	DAVID GANGTE	AGM/PROCUREMENT	0135-2787101 Ext:3011
9	MUKESH KUMAR	DGM/FINANCE	0135-2787101 Ext: 4012
10	KARTIK PASRIJA	Sr. Manager/OPERATION	0135-2787101 Ext: 4014
11	SANGEETA MEENA	Sr. Manager/HUMAN RESOURCES	0135-2787101 Ext: 4017
12	NIKHILESH KUMAR	Manager/FINANCE	0135-2787101 Ext: 4012
13	V.S. CHOUDHARY	DIRECTOR/VIGILANCE	0135-2787101 Ext: 4015
14	MS. POOJA SHARMA	COMPANY SECRETARY	0135-2787107 Ext: 4033

UNITS:

OPTO ELECTRONICS FACTORY DEHRADUN

SN	Name of Officer (Shri)	Designation	Telephone
1	VIPUL KUMAR SINHA	CGM	0135-2787325

ORDNANCE FACTORY DEHRADUN

SN	Name of Officer (Shri)	Designation	Telephone
1	PANKAJ KUMAR GOYAL	CGM	0135-2787120

ORDNANCE FACTORY CHANDIGARH

SN	Name of Officer (Shri)	Designation	Telephone
1	DUSHIYANT KUMAR	CGM	0172-2655033

ORDNANCE FACTORY INSTITUTE OF LEARNNG, DEHRADUN

SN	Name of Officer (Shri)	Designation	Telephone
1	Shri Rajesh Raypa	Addl. General Manager	0135-2787101

NODAL OFFICERS

INDIA OPTEL LIMITED, CORPORATE OFFICE, RAIPUR, DEHRADUN, UTTARAKHAND, INDIA PIN – 248008

SL No.	Name	Designation	Telephone No.	Fax No.	Official e-mail ID
1	Shri Rajesh Raypa (SC/ST/OBC Liasion Officer)	Addl. General Manager	0135-2787101	0135-2787305	info@indiaoptel.in

ORDNANCE FACTORY DEHRADUN, RAIPUR, DEHRADUN, UTTARAKHAND, INDIA, PIN – 248008

SL No.	Name	Designation	Telephone No.	Fax No.	Official e-mail ID
1	Shri D.S. Rana (SC/ST/OBC Liasion Officer)	Dy. General Manager	0135-2787371	1352787177	ofdun@ord.gov.in

OPTO ELECTRONICS FACTORY, RAIPUR, DEHRADUN, UTTARAKHAND, INDIA, PIN – 248008

SL No.	Name	Designation	Telephone No.	Fax No.	Official e-mail ID
	Shri Amit Kumar (SC/ST/OBC Liasion Officer)	Dy. General Manager	941199361	0135-2787181	amitkumar2@ord.gov.in

ORDNANCE FACTORY CHANDIGARH, PLOT NO. 183, BUSINESS & INDUSTRIAL PARK-1, CHANDIGARH - 160002

SL No.	Name	Designation	Telephone No.	Fax No.	Official e-mail ID
	Smt. Seema Kamboj (OBC/SC Liaison Officer)	Dy. General Manager	0172-2671204	0172-2655369	seemakamboj@ord.gov.in
	Smt. Kanchan Mallick (ST Liaison Officer)	Addl. General Manager	0172-2671205	0172-2655369	kanchanmallick@ord.gov.in

INTERNAL COMPLAINTS COMMITTEE FOR PREVENTION, PROHIBITION AND REDRESSAL OF SEXUAL HARASSMENT AT WORK PLACE**OFFICE ADDRESS: IOL CORPORATE OFFICE**

S.NO	NAME	DESIGNATION	ROLE/POST
1	Smt. Urmi Shrivastava	General Manager	Presiding Officer
2	Sh. Kailash Singh Rawat	DGM	Member
3	Ms. Divya Gautam	Sr. Manager	Member
4	Ms. Sangeta Meena	Sr. Manager	Member

ORDNANCE FACTORY DEHRADUN, RAIPUR, DEHRADUN, UTTARAKHAND, INDIA, PIN – 248008

S.NO	NAME (S/Sh./Smt.)	DESIGNATION	ROLE/POST
1	Divya Gautam	Sr. Manager	Presiding Officer
2	Ramji Lal	Sr. Manager	Member
3	Suman Lata Nautiyal Bhandari	Junior Works Manager	Member
4	Archana Kumari	PGT/KV OFD	Member

OPTO ELECTRONICS FACTORY, RAIPUR, DEHRADUN, UTTARAKHAND, INDIA, PIN – 248008

S.NO	NAME (S/Sh./Smt.)	DESIGNATION	ROLE/POST
1	Urmi Shrivastava	General Manager	Presiding Officer
2	Shefali Tiwari	Senior Manager	Member
3	P.K. Maurya	Senior Manager	Member
4	Kumud Dhani	PRT/KV	Member

ORDNANCE FACTORY CHANDIGARH, PLOT NO. 183, BUSINESS & INDUSTRIAL PARK-1, CHANDIGARH – 160002

S.NO	NAME (S/Sh./Smt.)	DESIGNATION	ROLE/POST
1	Sharmishtha Koul Sharma	General Manager	Presiding Officer
2	Anubha Aggarwal	Addl. General Manager	Member
3	Seema Kamboj	Dy. General Manager	Member
4	Principal Kendriya Vidyalaya, Sector-29B Chandigarh	Principal	Member

**X Monthly remuneration received by each of IOL Officers and Employees, including the system of compensation as provided in its regulations:
EXISTING PAY SCALES:**

S.No	POST	PAY SCALE IN 7 TH CPC	PAY BAND (7 TH CPC)
1	Board of Directors	14 & 15	182200-224100
2	General Manager/Addl. General Manager and equivalent	14	144200-218200
3	Joint General Manager & equivalent	13	118500-214100
4	Deputy General Manager & equivalent	12	78800-209200
5	Works Manager & equivalent	11	67700-208700
6	Assistant Works Manager and Equivalent	10	56100-177500
7	Junior Works Manager Selection Grade	8	47600-151100
8	Junior Works Manager, PS and equivalent	7	44900-142400
9	Chargeman, Office Superintendent, Industrial Employee Master Craftsman, PA	6	35400- 112400
10	Supervisors, Industrial Employees Highly Skilled-I and equivalent	5	29200-92300
11	UDC/Steno & equivalent, Industrial employees Highly skilled II	4	25500-81100
12	LDC/ Staff Car Driver & equivalent , Industrial employees skilled	2	19900-63200
13	MTS, labourers, Durwans & equivalent,	1	18000-56900

XI The budget allocated to each of IOL agencies indicating the particulars of all plans, proposed expenditures and report on disbursement made

IOL prepares capital budget for investment decisions which are cleared by the Board. The projects / items figuring in the approved Budget allocations will be allowed to be committed during a given year. The performance against the same is monitored. The budget is also prepared for each of the Units of the Company. Sanctions are accorded for the projects / items with specific allocations for commitment and expenditure during a given year. The projections are made in advance prior to the commencement of the year.

XII The manner of execution of subsidy programmers, including the amounts allocated and the details of beneficiaries of such programmers

Not Applicable

XII Particulars of recipients of concessions, permits or authorizations granted by IOL

IOL does not grant any concession, permits or authorization.

XIV Details in respect of the information, available to or held by IOL, reduced in an electronic form.

Data related to business functions like materials management, stock, sales, finance and HR etc., are available in Electronic form. Access to this data has been provided on need basis to employees.

XV Particulars of facilities available to citizens for obtaining information, including the working hours of a Library or a reading room, if maintained for public use

IOL does not maintain a Public Library

XVI NAME, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS OF IOL UNITS

IOL REGISTERED CORPORATE HEADQUARTERS:

FIRST APPELLATE AUTHORITY (FAA)	PUBLIC INFORMATION OFFICER (PIO)
SMT. C S THAKUR, GENERAL MANAGER PHONE : +91-0135-2780427 FAX : +91-0135-2787305 EMAIL: gm.cto@indiaoptel.in	Ms. SANGEETA MEENA, WORKS MANAGER PHONE : +91-0135-2789514 FAX : +91-0135-2787305 EMAIL : div.hr@indiaoptel.in

UNITS:

OPTO ELECTRONICS FACTORY, DEHRADUN

APPELLATE AUTHORITY (AA)

SH. URMIL SHRIVASTAVA, GENERAL MANAGER
PHONE : +91-0135-2787101
FAX : +91-0135-2787181
EMAIL: olf@ord.gov.in

PUBLIC INFORMATION OFFICER (PIO)

SH. RAGHAV GUPTA, DEPUTY GENERAL MANAGER
PHONE : +0135-2787101
FAX : +91-0135-2787181
EMAIL: olf@ord.gov.in

ORDNANCE FACTORY DEHRADUN:

APPELLATE AUTHORITY (AA)

SH. VINKAL BANSAL, JT. GENERAL MANAGER
PHONE : +91-0135-2787371
FAX : +91-0135-2787177
EMAIL: ofdun@ord.gov.in

PUBLIC INFORMATION OFFICER (PIO)

DR. H S NEGI, WORKS MANAGER
PHONE : +0135-2787371
FAX : +91-0135-2787177
EMAIL: ofdun@ord.gov.in

ORDNANCE FACTORY CHANDIGARH:

APPELLATE AUTHORITY (AA)

SH. DUSHYANT KUMAR, GENERAL MANAGER
PHONE : +91-172-2655033
FAX : +91-0172-2655369
EMAIL: ocfc@ord.gov.in

PUBLIC INFORMATION OFFICER (PIO)

Smt. KANCHAN MALLICK, Addl. GENERAL MANAGER
PHONE : +0172-2655033
FAX : +91-0172-2655369
EMAIL: ocfc@ord.gov.in

XVII Such other information as may be prescribed & Form of accessibility of information manual / handbook

The information like Annual report, Annual returns, List of completed schemes/ programs/ projects, Success stories, List of schemes/programs/ projects underway, Manuals, Handbooks, Telephone Directory, etc. is available on website www.indiaoptel.in

XVIII Language in which Information Manual / Handbook is available

Information is available in Bilingual format on website www.indiaoptel.in

XIX Guidelines for Indian Government Websites (GIGW) is followed (released in February 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)

GIGW Guidelines followed in IOL Website

XX Information related to Procurement

It is available on website www.indiaoptel.in

XXI Public Private Partnership

If IOL enters a Public Private Partnership, then it will disclose all the information related to PPP contract/Concession agreement. This may include Details of Special Purpose Vehicle (SPV), if any, detailed project reports, concession agreements, operation, maintenance manuals and other documents generated as a part of the implementation of the PPP project, Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government, Information relating to outputs and outcomes, the process of the selection of the private sector party (concessionaire etc.) & All payment made under the PPP project. The documents under the ambit of the exemption from disclosure of information under Section 8(1)(d) and 8(1)(j) of the RTI Act would not be disclosed Suo Motu.

XXII TRANSFER POLICY AND ORDERS

Transfer / Job rotation are effected in the company from time to time based on functional requirement, individual interest etc. The transfer orders are internal document and notified internally. Since issuance of transfer orders dynamic and orders there no direct connect with general public interest the same are not made available here.

XXIII RTI APPLICATIONS OR FIRST APPEALS AND THEIR REPLIES

RTI applications which serve public interest, their replies shall be proactively disclosed including responses of First and Second Appellate Authority, if any, on IOL website www.indiaoptel.in

XXIV CAG & PAC PARAS

CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament, will be published on IOL website www.indiaoptel.in. However, CAG paras dealing with information about the issue of sovereignty, integrity, security, strategic, scientific or economic interests of the state and information covered under Section 8 of the RTI Act, would be exempt.

XXV DISCRETIONARY AND NON-DISCRETIONARY GRANTS

NOT APPLICABLE

XXVI TOURS UNDERTAKEN BY OFFICERS OF THE RANK, SAG & ABOVE

IOL is a fully owned Public Sector Company under the Ministry of Defence, Department of Defence Production. As IOL is into strategic Defence business, disclosing the details of the foreign and domestic official tours undertaken by the Chairman & Managing Director, Director(s), General Manager(s) and other senior Officers affects the business competitiveness of the Company. Hence the information is not disclosed herein.

OTHER USEFUL INFORMATION

PROCEDURE FOR SEEKING OF INFORMATION AND INSPECTION OF RECORDS UNDER THE RIGHT TO INFORMATION ACT' 2005 (HEREINAFTER 'ACT')

1. [Appointment of the Central Public Information Officer \(CPIO\):](#)
 - 1.1 Central Assistant Public Information Officer (CPIO) have been designated in IOL to receive the request for seeking information.
 - 1.2 Any Indian citizen who is seeking information, or inspection of records, under provisions of this Act, can file an application in Form-A or Form-B, as the case may be to the CPIO.
 - 1.3 Requester shall not make a request for information or inspection of records which are exempted from disclosure under sections 8 and 9 of the Act.
 - 1.4 Requester shall mention in application whether the information sought for concerns the life or liberty of a person
 - 1.5 The Reply shall be forwarded to requester either through post or courier, email at the address given in the application form.
 - 1.6 Request which are not addressed to CPIO or not specifying the exact information required shall not be responded.
2. [Recourse in case requester is not satisfied with response or lack of it from CPIO](#)
 - 2.1 In case the requester fails to get a response from the CPIO within stipulated time of the submission of application or is aggrieved by the response received within the prescribed period, he may prefer an appeal to the Appellate Authority within 30 days, for review. In case appeal is allowed, the information shall be supplied to the applicant by the Appellate Authority.

3. Time Schedule

CPIO will send the response to requester within the period as specified under the Act.

4. Applicable fee and payments:

- 4.1 Each application for seeking information/inspection of records shall be accompanied by an application fee of Rs. 10/- by way of DD / Bankers Cheque / Postal Orders payable to Accounts Officer, M/s. IOL, Dehradun/RESPECTIVE PLACE OF UNIT/STATE.
- 4.2 Fee for providing information/inspection of record will be as follows:
 - (a) Rs. 2/- for each page (in A-4 or A-3 size), created or copied
 - (b) Actual charge or cost price of a copy in larger size paper
 - (c) Actual cost or price for samples or models; and
 - (d) Inspection of records; No fee for first hour; A fee of Rs. 5/- for each subsequent hour or fraction thereof, thereafter;
 - (e) Rs. 50/- per diskette or floppy containing information;
 - (f) Information in printed form; price fixed for publication or Rs. 2/- per page of photocopy for extracts from the publication.
 - (g) Cost as determined by CPIO for furnishing information as per section 7(3)(a) of the Act.
- 4.3 Request shall be accepted only when it is related to CPIO under the Act and is accompanied by the requisite fee as specified above at 4.1 above.
- 4.4 Requester, upon getting notice from CPIO, shall deposit the additional fee / cost requested in connection with the processing of the request. The CPIO shall not be responsible for delays occurred on account of the late receipt of additional payments from the requester.
- 4.5 In case the mode of payment is through Demand Draft or Banker's Cheque, Indian Postal Orders the same shall be issued in favor of M/s. IOL, Dehradun.
- 4.6 Application along with the Demand Draft or Banker's cheque, Indian Postal Order shall be accepted by CPIO.
- 4.7 Requester shall not enclose any currency note(s) along with the application, delivered through post / courier. It is against provisions of the Act and also the rules governing postal services.
- 4.8 Requester shall not deposit fee in excess of what is prescribed. Any extra money deposited with the public authority could be claimed by the requester latest within 30 days from date of furnishing of reply by CPIO. In any case, such extra amount shall not be considered against any other request for information.
- 4.9 In case required, CPIO shall inform the requester about additional fee / cost to be deposited by him towards furnishing of information or inspection of records. Such additional fee shall be deposited by the requester, as applicable, promptly, prior to release of information/inspection of documents.
- 4.10 Requester who is below poverty line need not pay any fee. He will have to, however, show the ration card applicable to person below poverty line and submit a copy of same along with application. Such ration card must carry his name as recipient of benefits applicable to persons below poverty line.

INDIA OPTEL LIMITED
FORM – A APPLICATION
(Under Section 6(1) of the Right to Information Act, 2005)

Date:

To
Central Public Information Officer,
M/s IOL.

Dear Sir/Madam,

1. I am a citizen of India. Please furnish the following information to me at my address:
2. To the best of my knowledge. (The desired information does not relate to Section 8 & 9 of the Act which are exempted from disclosure.
3. Whether the information sought concerns the life and liberty of persons? (Yes/No)
4. Detail of fee paid:
 - 4.1 Mode: Cash/DD/Bankers Cheque No..... Date.....Amount.....
Drawn in favour of Accounts Officer, M/s IOL, Dehradun

Signature
Name.....
Address.....
Email.....

INDIA OPTEL LIMITED
FORM – B
APPLICATION FOR INSPECTION OF REORDS
(Under Section 6(1) of the Right to Information Act, 2005)

Date:

To
Central Public Information Officer,
M/s IOL, Dehradun

Dear Sir/Madam,

1. I am a citizen of India. Particulars of records to be inspected:
2. To the best of my knowledge. (The desired information does not relate to Section 8 & 9 of the Act which are exempted from disclosure.
3. Whether the information sought concerns the life and liberty of a person? (Yes/No)
4. Detail of fee paid :
 - 4.1 Mode : Cash/DD/Bankers Cheque No.....Date.....Amount.....
Drawn in favour of Accounts Officer,
 - 4.2 Ref: DD/ Bankers Cheque No..... Date.....
Drawn in favour of Accounts Officer, M/s. IOL, Dehradun.
 - 4.3 Receipt No..... Date.....
 - 4.4 Amount Rs..... Date.....

Signature.....
Name
Address

INDIA OPTEL LIMITED

FORM – C

APPEAL TO THE APPELLATE AUTHORITY IN IOL UNDER SECTION 19 OF THE RIGHT TO INFORMATION ACT, 2005

Date:

To
Central Public Information Officer,
M/s IOL, Dehradun

1. Date of submission of the request:
(copy of the request to be attached)
2. Registration number, if available with applicant.....
3. Date of reply, if any, received from Public Information Officer, (Copy of the reply to be attached)
4. Particulars of Public Information Officer:
Name:
Address:
5. Brief facts leading to appeal (Please tick any one)
a) No response received.....
b) Aggrieved by the response.....
6. Reasons, If any, for appeal being filed after prescribed period of 30 days from date of receipt of reply from the above Public Information Officer (in case of delay only)
7. The relief sought.....
8. Copies of Documents relied upon by the applicant
9. Particulars of the applicant/appellant.....

Signature.....

Name

Address