



ARMOURED VEHICLES NIGAM LIMITED

The Force Behind The Forces

RTI

AVNL RTI PROACTIVE DISCLOSURE



PROACTIVE DISCLOSURE OF INFORMATION IN ACCORDANCE
WITH SECTION 4(1) (b) OF RIGHT TO INFORMATION (RTI) ACT 2005

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I PARTICULARS OF THE ORGANIZATION, FUNCTIONS AND DUTIES

History

1. **ARMoured VEHICLES NIGAM LIMITED (AVNL)(AVANI)** is one of the new DPSUs formed consequent to the decision of Government of India to convert Ordnance Factory Board (OFB) into 07 fully owned Government of India Enterprises.
2. AVNL has been registered with Ministry of Corporate Affairs on 14th August, 2021, under Company's Act of 2013. AVNL commenced its business from the 'Appointed Date' w.e.f.01st October 2021.

3. Basic Profile of the Company:

- a) Fully owned Central Govt. Schedule 'A' Company under Section 2(45) of the Companies Act, 2013
- b) Corporate Identity Number (CIN): U35990TN2021GOI145504
- c) PAN: AAVCA6456C
- d) TAN: CHEA31441E
- e) Registered Office Address: c/o Armoured Vehicles Headquarters, HVF Road, Bhaktavatsalapuram, Avadi, Chennai, Tamil Nadu- 600054, India
- f) Authorized Share Capital: Rs. 14000 Crores (as on 29.04.2022)
- g) Paid Up Share Capital: Rs. 444.53 Crores
- h) No. of Production Units: 05
 - Heavy Vehicles Factory Avadi (HVF),
 - Engine Factory Avadi (EFA),
 - Ordnance Factory Medak (OFMK),
 - Vehicle Factory Jabalpur (VFJ),
 - Machine Tool Prototype Factory (MTPF)
- i) No. of Training Institutes: 03
 - AVNL Institute of Learning Avadi (AVNL IOLAV)
 - AVNL Institute of Learning Medak (AVNL IOLMK)
 - AVNL Institute of Learning Ambarnath (AVNL IOLAM)
- j) Total Employee Strength: 11542 (as on 01/09/2022)
- k) Turnover between 1st October, 2021 and 31st March 2022 Rs. 2569.26 Crores (Provisional)

4. Description of Units:

1	Heavy Vehicle Factory(HVF) <i>Founded in 1961</i>	Chennai	Main Battle Tanks (T-90, T-72 OH), BLT, T-72 Tank trawls
2	Engine Factory Avadi (EFA) <i>Founded in 1987</i>	Chennai	Engine V92 S2, engine V46.6, engine UTD-20, overhaul engine V46.6, overhaul engine UTD-20
3	Ordnance Factory Medak (OFMK) <i>Founded in 1984</i>	Medak	BMP II Sarath, overhaul of BMP II, Armoured Engineer Reconnaissance Vehicle (AERV), armoured ambulance, CRN91



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4	Vehicle Factory Jabalpur (VFJ) <i>Founded in 1969</i>	Jabalpur	MPV, Stallion, LPTA, 2 KL water bowser, assembly of ERA container
5	Machine Tool Proto type Factory (MTPF) <i>Founded in 1953</i>	Ambarnath	Transmission gear unit, intermediate gear box, final reduction gear, drive unit, elevating mechanisms.
6	AVNL Institute of Learning (AVNL IOLAV)	Avadi	Organise Training programs for Group B and C staff.
7	AVNL Institute of Learning (AVNL IOLMK)	Medak	Organise Training programs for Group B and C staff.
8	AVNL Institute of Learning (AVNL IOLAM)	Ambarnath	Organise Training programs for Group B and C staff.

Vision

To strive to be a world class Armoured Vehicles Manufacturer and a trusted Global Brand for domestic and International Customers.

Mission

- ☛ To be a prominent patron of Atma Nirbhar Bharat Abhiyan and Make in India Initiative in the Defence Sector.
- ☛ To establish and retain leadership in domestic market as the most reliable and preferred partner of our Defence and Homeland Security agencies and develop the group into an international class defence conglomerate.
- ☛ To create and strengthen Brand AVANI by providing superior value for money and exceeding the expectation of all Stakeholders
- ☛ To be a system integrator of state-of-the-art technology and engineering solutions in the field of military mobility for our existing and potential customers.
- ☛ To be a learning organisation with global competencies, committed to creativity and innovation.

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



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Addresses of AVNL Corporate Office and AVNL Units:

CorporateOffice

M/s.Armoured vehicles Nigam Limited,
CorporateOffice,
HVF Road, Avadi,
Chennai,
Tamilnadu, INDIAPIN:600054
Ph No.044-26383601, 044-26384784
Email: info@avn.co.in

Heavy VehiclesFactory

A Unit of AVNL
Avadi, Chennai,
TamilNadu- 600054
Ph: 044-26843000
Fax: 044-26841824
Email: hvf@ord.gov.in

Engine Factory

Avadi
A Unit of AVNL
Avadi, Chennai,
TamilNadu – 600054
Ph : 044-26385000
Fax: 044-26840437
Email : efa.ofb@nic.in

Ordnance Factory Medak

A Unit of AVNL
Yeddumailaram (PO), Kandi (Mdl)
Sangareddy (Dt)
Telangana - 502205
Ph: 040-23283000 Fax: 040-23292950 Email: gm.ofmk@ord.gov.in

Vehicle Factory Jabalpur

A Unit of AVNL
Jabalpur, Madhya Pradesh - 428009
Ph: 0761-2330002 Fax: 0761-2330436 & 0761-2330257
Email: vfj@ord.gov.in

Machine Tool Prototype Factory,

A Unit of AVNL
Ordnance Estate
Ambarnath,
Maharashtra - 421502
Ph: 0251-2613884/86/87 Fax: 0251-2613065
Email: mpf@ord.gov.in

AVNL Institute of Learning

Chennai, TamilNadu- 600054
Ph: 044-26843000
Fax: 044-26841824.
E-Mail: iolavd@avn.co.in

AVNL Institute of Learning

Medak, Yeddumailaram (PO), Kandi (Mdl)
Sangareddy (Dt)
Telangana – 502205
Ph: 040-23283000 Fax: 040-23292950
E-Mail: ofilmadak-ap@nic.in

AVNL Institute of

Learning
Ordnance Estate
Ambarnath, Maharashtra - 421502
Ph: 0251- 2613884/86/87
E-Mail: ofilam-mod@nic.in

II POWERS AND DUTIES OF AVNL OFFICERS AND EMPLOYEES

The powers and duties of the officers and employees of the Company stem mainly from the provisions of the Companies Act 2013 and Memorandum of Association, Articles of Association of the Company and directives of the Government.

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

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

As per MOD letter No.ID No .PC-V to 1(5)/2021/OF/DP (Plg.V) dated 24/09/2021, AVNL has been incorporated as a scheduled 'A' DPSU and roles and responsibilities of the Board of Directors have also been defined as below:



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- (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, up gradation 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.

Delegation of Powers

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 AVNL Delegation of Financial Powers 2021.

III PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS (ORGANIZATION CHART)

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



Organization Chart as on 31.03.2022 - Ref: Annexure-B



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IV NORMS SET BY AVNL FOR DISCHARGE OF ITS FUNCTIONS

HR Functions:

AVNL follows Central Civil Service rules and regulations to discharge its functions in the domain of HR. In addition, various HR policies have also been framed for regulating HR functions.

Finance and Accounts Functions:

AVNL Delegation of Financial Powers 2021 is the basic document for functioning of finance and Accounts. In addition, various Accounting policies, standards & Manual & Audit Procedures have also been framed.

Procurement/IMM Function:

AVNL Procurement Manual 2021 has also been prepared.

Guidelines of Department of Public Enterprises

AVNL 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

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

Compliance with provisions of Statutes etc.

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

V RULES, REGULATIONS, INSTRUCTIONS, MANUALS, AND RECORDS FOR DISCHARGING ITS FUNCTIONS

Important Internal Rules, Regulations, Manuals and Records, which are used by the employees of the Company in discharge of their functions, are given below:

(a) Matters pertaining to company affairs

- ☛ Memorandum of Association & Articles of Association.
- ☛ Department of Public Enterprises & Government Guidelines.
- ☛ President of India Directives through Ministry of Defence issued from time to time
- ☛ 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.
- ☛ Corporate Social Responsibility Policy
- ☛ ICSI guidelines on Secretarial Standards.

(b) Matters pertaining to Finance & Accounts are followed in accordance with IndAS Standards

- ☛ Accounting policies.
- ☛ Accounting standards.
- ☛ Accounting Manual.
- ☛ Audit Procedures

(c) Matters pertaining to Works, Contract, Commercial, Procurement, etc

- ☛ AVNL Procurement Manual 2021.
- ☛ AVNL Civil Works Manual 2021

(d) HR Related matters

- ☛ All Government of India Rules and Regulations applicable to Central Government Employees.
- ☛ HR Policies



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VI STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY AVNL 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 Meetings & 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
 - ☛ Financial Statements
 - ☛ Annual Report (under preparation)
 - ☛ Documents pertaining to payment of Income Tax, Tax Deducted at Sources, etc.
- Documents pertaining to Contracts, Commercial etc
 - ☛ AVNL Procurement Manual 2021
 - ☛ AVNL Civil Works Manual 2021
- Documents pertaining to Plant Operations in AVNL Production Units
 - ☛ Operations / Technical / Maintenance Documents / Manuals
 - ☛ Safety and Environment, Manuals, documents
- Documents pertaining to establishment matters
 - ☛ Details of employees
 - ☛ Internal policies
 - ☛ Rules & regulations pertaining establishment matters
 - ☛ Annual Performance Appraisal Reports of employees.
 - ☛ Service Rules
- Documents pertaining to operation of CSR Policy
 - ☛ Policy / Guidelines on CSR activities
 - ☛ MoUs for CSR activity.
- Documents pertaining to general administration
 - ☛ Land and other property related documents are available with AVNL Units
- Documents pertaining to legal matters-
 - ☛ All documents related to court cases are available with AVNL Units
- MOU ☛ MOUs with collaborators and partners

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

AVNL is a Scheduled A 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 Armoured vehicles and other mobility solutions 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.



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VIII STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS AVNL'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 AVNL are not open to the Public,

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

IX DIRECTORY OF AVNL'S OFFICERS AND EMPLOYEES

CORPORATE OFFICE

S.No	Name	Designation	Telephone No.	Fax No.	Official e-mail ID
1	Shri. A.N. Srivastava	Chairman & Managing Director	044-26843003	044-2638 3653	cmd@avn.c.in
2	Shri Sanjay Dwivedi	Director	044-26843300	044-2638 3653	op@avn.co.in
3	Shri Ramachandran C	Director	044-26843304	044-2638 3653	fin@avn.co.in
4	Shri Biswaranjan Pattanaik	Director	044- 26843308	044-2638 3653	hr@avn.co.in
5	Shri Sanjai Wakhloo	GM	044-26843307	044-2638 3653	info@avn.co.in
6	Shri. Chandrasekaran. M	GM	044-26843335	044-2638 3653	info@avn.co.in
7	Shri Rambhad Vijay R	GM	044-26843301	044-2638 3653	info@avn.co.in
8	Shri Rajesh Kumar	GM	044-26843334	044-2638 3653	info@avn.co.in
9	Shri Srinivasan. G	GM	044-26843334	044-2638 3653	info@avn.co.in
10	Shri Sahadevan R	GM	044-26843302	044-2638 3653	info@avn.co.in
11	Shri. Srinivasan. R	GM	044-26843343	044-2638 3653	info@avn.co.in
12	Shri. Ranjan Kumar Bal	GM	044-26843348	044-2638 3653	info@avn.co.in
13	Shri. Gnanasekaran. S	GM	044-26843305	044-2638 3653	info@avn.co.in

UNITS:

ENGINE FACTORY AVADI

S.No	Name	Designation	Telephone No.	Fax No.	Official e-mail ID
1	Shri Rajeev Mathur,	CGM	044 2638 3601, 044 2638 3653	044-26840437	efagms@ord.gov.in
2	Shri Harekrishna Behera	GM/OPS	044 2638 3601, 044 2638 3653	044-26840437	efagms@ord.gov.in
3	Shri L.V. Selvam,	GM/HR & PLG	044 2638 3601, 044 2638 3653	044-26840437	efagms@ord.gov.in



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HEAVY VEHICLES FACTORY, AVADI

S.No	Name	Designation	Telephone No.	Fax No.	Official e-mail ID
1	Shri. Dinesh Singh	CGM	044-26843000	044-26841824	hvf@ord.gov.in
2	Shri. Bhola Sanjeev Kumar	GM	044-26843015	044-26840780	hvf@ord.gov.in
3	Shri. Arora Praveen Kumar	GM	044-26843000	044-26844940	hvf@ord.gov.in
4	Shri. Siva Kumar M	GM	044-26843062	044-26841169	hvf@ord.gov.in
5	Shri. Sit Arup Ratan	GM	044-26843030	044-26841189	hvf@ord.gov.in
6	Shri J P Singh	GM	044-26841100	044-26844931	hvf@ord.gov.in
7	Shri P Nagababu	GM	044-26843000	044-26844931	hvf@ord.gov.in
8	Shri. Kadirvel	GM	044-26843072	044-26844931	hvf@ord.gov.in
9	Shri. Atul Khare	GM	044-26843028	044-26844931	hvf@ord.gov.in
10	Shri. Gireesh Babu. P.K	GM	044-26843010	044-26844931	hvf@ord.gov.in

ORDNANCE FACTORY MEDAK

S.No	Name	Designation	Telephone No.	Fax No.	Official e-mail ID
1	Shri K Sudhakar	CGM	040-23283000	040-23292950	ofpm.ofb@nic.in
2	Shri S R Prabhakar	GM	040-23292924	040-23292950	ofpm.ofb@nic.in
3	Shri Raghupathi Chetty	GM	040-23292914	040-23292950	ofpm.ofb@nic.in
4	Shri Satyanand Kumar	GM	040-23292921	040-23292950	ofpm.ofb@nic.in
5	Shri Vineet Sharma	GM	040-23292915	040-23292950	ofpm.ofb@nic.in
6	Shri Anurag KumarSharma	GM	040-23292965	040-23292950	ofpm.ofb@nic.in
7	Shri P. Babji	GM	040-23292928	040-23292950	ofpm.ofb@nic.in
8	Shri B. N. Ratna Prasad	GM	040-23293238	040-23292950	ofpm.ofb@nic.in
9	Shri G. Ramdas	GM	040-23292931	040-23292950	ofpm.ofb@nic.in



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VEHICLE FACTORY JABALPUR

S.No	Name	Designation	Telephone No.	Fax No.	Official e-mail ID
1	Shri. Ashok Gupta	CGM	0761-2330002	0761-2330436	vfj.ofb@nic.in
2	Shri Rakesh Surya	GM	0761- 2331405	0761-2330436	vfj.ofb@nic.in
3	Shri Prem chandra	GM	0761-2331091	0761-2330436	vfj.ofb@nic.in
4	Shri Durgesh Nandan Verma	GM	0761-2333389	0761-2330436	vfj.ofb@nic.in
5	Shri Surendra Kumar	GM	0761-2334411	0761-2330436	vfj.ofb@nic.in
6	Shri A. K. Rai	GM	0761-2331457	0761-2330436	vfj.ofb@nic.in
7	Shri. Maurya Manoj Kumar	GM	0761-2330357	0761-2330436	vfj.ofb@nic.in

MACHINE TOOL PROTO TYPE FACTORY

S.No	Name	Designation	Telephone No.	Fax No.	Official e-mail ID
1	Shri Rajesh Agarwal	CGM	0251-2734769	0251-2613065	mpf@ord.gov.in
2	Shri P K Bummerkar	GM	0251-2613239,	0251-2613065	mpf@ord.gov.in
3	Shri S M Salve	GM	0251-2613881,	0251-2610065	mpf@ord.gov.in

NODAL OFFICERS**ARMOURED VEHICLES NIGAM LIMITED, CORPORATE OFFICE, AVADI, CHENNAI, TAMIL NADU PIN: 600 054**

S.No	Name	Designation	Telephone No.	Fax No.	Official e-mail ID
1	Shri Vijay Kumar Meena (SC/ST Liaison Officer)	Works Manager	044 - 26843316	044 - 26383653	vijaykumarmeena@ord.gov.in

HEAVY VEHICLES FACTORY, AVNL UNIT: AVADI, CHENNAI, TAMIL NADU, INDIA PIN: 600 054

S.No	Name	Designation	Telephone No.	Fax No.	Official e-mail ID
1	Shri C Siva Raj (SC/ST Liaison Officer)	Deputy General Manager	044-26843000	044-2684 1169	csivaraj@ord.gov.in

ENGINE FACTORY, AVNL UNIT: AVADI, CHENNAI, TAMILNADU, INDIA PIN: 600 054

S.No	Name	Designation	Telephone No.	Fax No.	Official e-mail ID
1	Shri K. Rambabu, (SC/ST Liaison Officer)	AWM	044- 2638 3601, 044- 2638 3653	044-26840437	efa.ofb@nic.in
2	Shri Yogesh Kumar, (OBC Liaison Officer)	WM	044- 2638 3601, 044- 2638 3653	044-26840437	efa.ofb@nic.in



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ORDNANCE FACTORY, MEDAK, YEDDUMAILARAM

S.No	Name	Designation	Telephone No.	Fax No.	Official e-mail ID
1	Shri G Ramdas (SC/ST Liaison Officer)	General Manager	9491176585	040-23292950	ganagavathuramdas@ord.gov.in

MACHINE TOOLS PROTOTYPE FACTORY, AMBERNATH, MAHARASTRA

S.No.	Name	Designation	Telephone No.	Fax No.	Official e-mail ID
1	Naresh Kumar Singh (SC/ST Liaison Officer)	Works Manager	0251-2613239	0251-2610065	mpf@ord.gov.in
2	Mohd. Zuber (OBC Liaison Officer)	Works Manager	0251-2613239	0251-2610065	mpf@ord.gov.in

VEHICLE FACTORY, JABALPUR

S.No	Name	Designation	Telephone No.	Fax No.	Official e-mail ID
1	Shri V.S. Chaudhary (SC/ST Liaison Officer)	Deputy General Manager	0761-2330002	0761-2330436	vschaudharyt1@ord.gov.in
2	Shri R Mohanta (OBC Liaison Officer)	Deputy General Manager	0761-2330002	0761-2330436	vschaudharyt1@ord.gov.in

INTERNAL COMPLAINTS COMMITTEE FOR PREVENTION, PROHIBITION AND REDRESSAL OF SEXUAL HARASSMENT AT WORK PLACE**HEAVY VEHICLE FACTORY, AVADI**

S.No	Name	Designation	Role/Post
1	Smt. S. Shanthi	JWM (SG)	Member
2	Smt. K. Manikandan	JWM	Member
3	Smt. Lalita Mohan	Head Mistress, Balvikas School, HVF Estate	Member



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ENGINEFACTORY, AVADI

S.No	Name	Designation	Role/Post
1	Smt. S.R Uma	JWM(SG)	Presiding Officer
2	Smt Mahalakshmi	JWM(T)/Safety	Member

ORDNANCE FACTORY, MEDAK, YEDDUMAILARAM

S.No	Name	Designation	Role/Post
1	Smt. B. Ranga Bai,	Works Manager	Presiding Officer
2	Smt. B. Jayalakshmi	AWM	Member
3	Smt. P. Manooja Rani	Matron/ Hospital	Member
4	Smt. A. Sarala	Chargeman	Member

VEHICLE FACTORY JABALPUR

S.No	Name	Designation	Role/Post
1	Smt. Shobha Katheria	CMO	Presiding Officer
2	Shri Debanjan Bhattacharya	DGM	Member
3	Ms. Shweta Johri	Works Manager	Member
4	Smt. Uma Swami	Vice Principal, KV	Third Party Member
5	Smt. Pooja Shrivastav	JWM	Member

MACHINE TOOL PROTOTYPE FACTORY

S. No	Name	Designation	Role/Post
1	Smt. Rojali Priyadarshini	Jt.GM	Presiding Officer
2	Smt. D. Chakravorty	WM	Member
3	Smt. K.M Chinchanekar	JWM(SG)	Member
4	Shri S.S Shetye	AWM	Member



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X MONTHLY REMUNERATION RECEIVED BY EACH OF AVNL OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS:

EXISTING PAY SCALES:

CATEGORY	Designation	Pay scale in 7th CPC	Minimum Pay	Maximum Pay
GR.A	SR.GENERAL MANAGER [NOW CGM]	LEVEL- 15	182200	224100
	ADDL.GENERAL MANAGER [NOW CGM/GM]	LEVEL- 14	144200	218200
	JT.GENERAL MANAGER [NOW OFFG.GM]	LEVEL- 13	123000	214100
	DY.GENERAL MANAGER	LEVEL- 12	78800	209200
	WORKS MANAGER	LEVEL- 11	67700	208700
	STAFF OFFICER	LEVEL- 11	67700	208700
	ASST.WORKS MANAGER	LEVEL- 10	56100	177500
	ASST. DIR [OL]	LEVEL- 10	56100	177500
GR.B (GO)	JUNIOR WORKS MANAGER(SG)/TECH	LEVEL- 8	47600	151100
	JUNIOR WORKS MANAGER(SG)/NT-OTS	LEVEL- 8	47600	151100
	JUNIOR WORKS MANAGER(SG)/NT-STORES	LEVEL- 8	47600	151100
	SR.PS	LEVEL- 8	47600	151100
	JUNIOR WORKS MANAGER/TECH	LEVEL- 7	44900	142400
	JUNIOR WORKS MANAGER/NT-OTS	LEVEL- 7	44900	142400
	JUNIOR WORKS MANAGER/ NT-STORES	LEVEL- 7	44900	142400
	PS	LEVEL- 7	44900	142400
GR.B (NGO)	CHARGEMAN-TECH	LEVEL- 6	35400	112400
	CHARGEMAN-NT-OTS	LEVEL- 6	35400	112400
	CHARGEMAN-NT-STORES	LEVEL- 6	35400	112400
	OFFICE SUPERINTENDENT	LEVEL- 6	35400	112400
	CMD-SG	LEVEL- 6	35400	112400
	FED-SG	LEVEL- 6	35400	112400
	SR. TRANSLATION OFFICER [OL]	LEVEL- 6	35400	112400
	JR. TRANSLATION OFFICER [OL]	LEVEL- 6	35400	112400
GR.B (NIE)	PA	LEVEL- 6	35400	112400
GR.C (NIE)	UPPER DIVISION CLERK	LEVEL- 4	25500	81100
	LOWER DIVISION CLERK	LEVEL- 2	19900	63200
	STENOGRAPHER	LEVEL- 4	25500	81100
	SUPERVISOR/NT	LEVEL- 4	25500	81100
	SUPERVISOR/NTS	LEVEL- 4	25500	81100
	STOREKEEPER	LEVEL- 2	19900	63200
	CMD GR.I	LEVEL- 5	29200	92300
	CMD GR.II	LEVEL- 4	25500	81100
	CMD ORD GR	LEVEL- 2	19900	63200
	FED GR.I	LEVEL- 5	29200	92300
	FED GR.II	LEVEL- 4	25500	81100
	FED GR.A	LEVEL- 2	19900	63200
	LEADING FIREMAN	LEVEL- 3	21700	69100
	FIREMAN	LEVEL- 2	19900	63200
	TELE OPTR GR.II	LEVEL- 2	19900	63200
	COOK	LEVEL- 2	19900	63200
	SUB.DURWAN	LEVEL- 1	18000	56900
	JEM.DURWAN	LEVEL- 1	18000	56900



XI THE BUDGET ALLOCATED TO EACH OF AVNL'S AGENCIES INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORT ON DISBURSEMENT MADE

AVNL 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.

XII THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES

Not Applicable

XIII PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY AVNL

Not Applicable

XIV DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY AVNL 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 ARE ADDING ROOM, IF MAINTAINED FOR PUBLIC USE

AVNL is in strategic Defence and Security Business. It does not maintain a Public Library.

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

AVNL CORPORATE OFFICE:

Shri. R. Sahadevan

First Appellate Authy

GM/CO & HR

(O) 044-26383801, 044-26843301, FAX-044-26383653/26383894

Email: sahaddevanr@avn1.co.in

Shri Rameshwar Meena

Central Public Information Officer

Jt. General Manager

(O) 044-26843309, FAX-044-26383653/26383894

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Shri. B.Jeeva

Asst Public Information Officer

Works Manager

(O) 044-26843347, FAX-044-26383653/26383894

Email: bjeeva@ord.gov.in

Shri G. Srinivasan

Transparency Officer

Officiating GM/Finance

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Email: srinivasang@avn1.co.in



**The Right
To Know**

HEAVY VEHICLES FACTORY (HVF)

Shri M.Sivakumar

Appellate Authority
General Manager/HR&STORES
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Email: hvf@ord.gov.in

Shri J P Singh

Alt. Appellate Authy
General Manager/ Operations-I
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Email: hvf@ord.gov.in

Shri P V Satheesh Babu

Public Information Officer
AWM/B&C
(O) 044-2684 3141
Email: hvf@ord.gov.in

Shri S.Kadirvel

Alt. Public Information Officer
Jt.General Manager/MM(OE)
(O) 044-2684 1306, (O) 044-2684 3072
Email: hvf@ord.gov.in

Shri V Rajendran

Asst. Public Information Officer
Junior Works Manager (SG)/RTI
(O) 044-2684 3240
Email: hvf@ord.gov.in

Shri Shantanu Mishra

Alt. Asst. Public Information Officer
Works Manager/PC-I
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ENGINE FACTORY AVADI (EFA)

Shri Rajeev Mathur

Appellate Authority
Chief General Manager
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Shri L V Selvam

Public Information Officer
General Manager
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ORDNANCE FACTORY MEDAK (OFMK)

Shri. Vineeth Sharma

Appellate Authority
Addl. General Manager
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**The Right
To Know**

Shri K.C Mohan

Public Information Officer

Works Manager

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Smt. B. Jayalakshmi

Asst.Public Information Officer

Asst. Works Manager

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VEHICLE FACTORY JABALPUR (VFJ)**Shri. Ashok Gupta**

First Appellate Authy

Chief General Manager

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Email: vfj@ord.gov.in

Shri Manoj Kumar Maurya

Public Information Officer

Jt. General Manager

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Shri Rameshwar Meena

Alt. Public Information Officer

Jt. General Manager

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Smt Shweta Johri

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Works Manager

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MACHINE TOOLS PROTOTYPE FACTORY (MTPF)**Shri. P.K. BUMMERKAR,**

Appellate Authy

Addl. General Manager

(O) - 0251-2613239, FAX-0251-2610065

Email: mpf@ord.gov.in

Shri. S. M. Salve

Public Information Officer

Additional General Manager

(O) - 0251-2613881, FAX-0251-2610065

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Mrs. ROJALI PRIYADARSHINI,

Asst. Public Information Officer

Dy. General Manager

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**The Right
To Know**

AVNL INSTITUTE OF LEARNING, AMBERNATH

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Shri. KULDEEP KUMAR LIKHANIA

Public Information Officer
Dy. General Manager
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Shri. ESTIYAK AHMAD,

Assistant Public Information Officer
Assistant Works Manager
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AVNL INSTITUTE OF LEARNING, AVADI

Shri. R SAHADEVAN,

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Shri. R SAVITHA

Public Information Officer
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Shri. R. MURUGAN,

Alternate Public Information Officer
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AVNL INSTITUTE OF LEARNING, MEDAK

Shri. V. Gopinath
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Junior Works Manager(SG)
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XVII OTHER INFORMATION AS MAY BE PRESCRIBED & FORM OF ACCESSIBILITY OF INFORMATION MANUAL / HAND BOOK

Maximum information about the Company is made available in the official website of AVNL at www.avn.co.in . A considerable portion of the Company's official documents are made available in electronic form. The Company's official documents, Manual/Codes & Policies are also available in printed format with the concerned Departments of Offices/Units.



**The Right
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XVIII LANGUAGE IN WHICH INFORMATION MANUAL / HANDBOOK IS AVAILABLE

The suo motu disclosure of the information under Section 4 (1) (b) of the RTI Act, is available in English.

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 AVNL Website

XX PUBLIC PRIVATE PARTNERSHIP

If and when AVNL enters into Public Private Partnership, it will disclose information related to PPP Contract/Concession agreement. However, 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.

XXI TRANSFER POLICY AND ORDERS

Transfer Policy – Ref: Annexure-A

XXII RTI APPLICATIONS OR FIRST APPEALS AND THEIR REPLIES:

No of RTI application received during 01.10.2021 to 31.03.2022	228
No of RTI application disposed of	209
Under process as on 01.04.2022	19

XXIII 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 AVNL website www.avnl.co.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.

XXIV DISCRETIONARY AND NON-DISCRETIONARY GRANTS

Not Applicable.

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

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



**The Right
To Know**

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

1. Appointment of the Central Public Information Officer (CPIO):

- 1.1 Central Assistant Public Information Officers (CPIO) have been designated in all AVNL units 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. These forms are available free of cost or the requester can take print of the same from the AVNL website <https://www.avnl.co.in> by himself or write the letter in the same format.
- 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. AVNL, AVADI / 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-3size), 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 sub sequent hour or fraction here of, 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 photo copy 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. AVNL, AVADI.
- 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.



ARMoured VEHICLES NIGAM LIMITED

FORM -A
APPLICATION
(Under Section 6(1) of the Right to Information Act, 2005)

Date:

To
Central Public Information Officer,
Unit (AVNL Corporate Office,
HVF, EFA, VFJ, OFMK, MTPF,
IOL Avadi, IOL Medak, IOL
Ambernath)

(Apply to the concerned unit)

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 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, M/s. AVNL, AVADI

Signature.....

Name.....

Address.....

.....

Email:.....



The Right
To Know

ARMoured VEHICLES NIGAM LIMITED

FORM -B
APPLICATION FOR INSPECTION OF RECORDS
(Under Section 6 (1) of the Right to Information Act, 2005)

Date:

To

Central Public Information Officer,
Unit (AVNL Corporate Office,
HVF, EFA, VFJ, OFMK, MTPF,
IOL Avadi, IOL Medak, IOL
Ambernath)

(Apply to the concerned unit)

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:

8.1 Mode: Cash / DD / Bankers Cheque No.....Date..... Amount.....
Drawn in favour of Accounts Officer, M/s. AVNL, AVADI

8.2 Ref: DD / Bankers Cheque No.....Date.....
Drawn in favour of Accounts Officer, M/s. AVNL, AVADI

8.3 Receipt No..... Date.....

8.4 Amount Rs..... Date.....

Signature.....

Name.....

Address.....

.....



The Right
To Know

ARMoured VEHICLES NIGAM LIMITED

FORM –C

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

Date:

To
The Appellate Authority,
Unit (AVNL Corporate Office,
HVF, EFA, VFJ, OFMK, MTPF,
IOL Avadi, IOL Medak, IOL
Ambernath)

(Apply to the concerned unit)

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.....

.....



**The Right
To Know**

THANK YOU



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