



**ARMOURED VEHICLES NIGAM LIMITED**

# **RIGHT TO INFORMATION**

**AVNL RTI PROACTIVE DISCLOSURE**

CIN-U35990TN2021GOI145504

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## I Particulars of the Organization, Functions and Duties

### History

**ARMoured VEHICLES NIGAM LIMITED(AVNL)** is one of the new DPSUs formed consequent to the decision of Government of India to convert Ordnance Factory Board into 07 fully owned Government Corporate Entities.

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. 01<sup>st</sup> October 2021. Its headquarters is at Avadi (Chennai).

3. Basic Profile of the Company:

A) Authorized Share Capital:	Rs. 14000 Crores	
B) Paid Up Share Capital:	Rs. 444.53 Crores	
C) Net Asset Value:	Rs. 11,803.36 Crores	
D) No. of Production Units:	05	(Heavy Vehicles Factory Avadi, Engine Factory Avadi, Ordnance Factory Medak, Vehicle Factory Jabalpur, Machine Tool Prototype Factory)
E) No. of Training Institutes:	03	(AVNL Institute of Learning Avadi AVNL Institute of Learning Medak AVNL Institute of Learning Ambarnath)
F) Total Employee Strength:	10928 (as on 01/02/2024)	
G) Turnover between 1 <sup>st</sup> April, 2023 and 31 <sup>st</sup> March 2024	Rs. 2569.26 Crores (Provisional)	

4. Description of Units:

Constituent units		Location	Products
1	Heavy Vehicle Factory (HVF) <i>founded in 1961</i>	Chennai	<ul style="list-style-type: none"><li>Main Battle Tanks (T-90, T-72 OH), BLT, T72 tank trawls</li></ul>
2	Engine Factory Avadi (EFA) <i>founded in 1987</i>	Chennai	<ul style="list-style-type: none"><li>Engine V92S2, engine V46.6, engine UTD-20, overhaul engine V46.6, overhaul engine UTD-20</li></ul>
3	Ordnance Factory Medak (OFMK) <i>founded in 1984</i>	Medak	<ul style="list-style-type: none"><li>BMP II Sarath, overhaul of BMP II, Armoured Engineer Reconnaissance Vehicle (AERV), armoured ambulance, CRN 91</li></ul>
4	Vehicle Factory Jabalpur (VFJ) <i>founded in 1969</i>	Jabalpur	<ul style="list-style-type: none"><li>MPV, Stallion, LPTA, 2 KL water bowser, assembly of ERA container</li></ul>

5	Machine Tool Prototype Factory (MTPF) <i>founded in 1953</i>	Ambernath	<ul style="list-style-type: none"> <li>Transmission gear unit, intermediate gear box, final reduction gear, drive unit, elevating mechanisms.</li> </ul>
6	<b>AVNL Institute of Learning</b>	Avadi	<ul style="list-style-type: none"> <li>Organise Training programs for Group B and C staff.</li> </ul>
7	<b>AVNL Institute of Learning</b>	Medak	<ul style="list-style-type: none"> <li>Organise Training programs for Group B and C staff.</li> </ul>
8	<b>AVNL Institute of Learning</b>	Ambernath	<ul style="list-style-type: none"> <li>Organise Training programs for Group B and C staff.</li> </ul>

5. AVNL has positioned itself as the “Force Behind the Forces” and is vital for the Defence of the Country and is amongst a few industries in the world having capabilities to produce state of the art Armoured Vehicles. AVNL is a fast growing Company, with a healthy Order Book Position and huge expansion plans. The company is poised to enter new avenues of manufacturing, covering a wide range, to strive to be a world class Armoured Vehicles Manufacturer and a trusted Global Brand for domestic and International Customers

### **Vision & Mission**

#### **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

#### **Addresses of AVNL Corporate Office, Units:**

<b>Corporate Office</b> M/s. Armoured vehicles Nigam Limited, Corporate Office, HVF Road, Avadi, Chennai, Tamilnadu INDIA PIN: 600 054 Ph No.044-26360050 Email: <a href="mailto:info@avn.co.in">info@avn.co.in</a>	Heavy Vehicles Factory A Unit of AVNL Avadi, Chennai, TamilNadu- 600054 Ph: 044-26843000 Fax: 044- 26841824 Email: <a href="mailto:hvf@ord.gov.in">hvf@ord.gov.in</a>	Engine Factory Avadi A Unit of AVNL Avadi, Chennai, TamilNadu - 600054 फोन : 044- 26385000 Fax: 044- 26840437 ईमेल : <a href="mailto:efa.ofb@nic.in">efa.ofb@nic.in</a>
Ordnance Factory Medak A Unit of AVNL Yeddumailaram (PO), Kandi (Mdl) Sangareddy (Dt) Telangana - 502205 Ph: 040-23283000 Fax: 040- 23292950 Email: <a href="mailto:ofpm.ofb@nic.in">ofpm.ofb@nic.in</a>	Vehicle Factory Jabalpur A Unit of AVNL Jabalpur, Madhya Pradesh - 428009 Ph: 0761-2330002 Fax: 0761- 2330436 & 0761-2330257 Email: <a href="mailto:vjf@ord.gov.in">vjf@ord.gov.in</a>	Machine Tool Prototype Factory A Unit of AVNL Ordnance Estate Ambernath, Maharashtra - 421502 Ph: 0251- 2613884/86/87 Fax: 0251- 2613065 Email: <a href="mailto:mpf@ord.gov.in">mpf@ord.gov.in</a>
<b>AVNL Institute of Learning</b> Chennai, TamilNadu- 600054 Ph: 044-26843000 Fax: 044-26841824 . E-Mail: <a href="mailto:iolavd@avn.co.in">iolavd@avn.co.in</a>	<b>AVNL Institute of Learning</b> Medak, Yeddumailaram (PO), Kandi (Mdl) Sangareddy (Dt) Telangana – 502205 Ph: 040-23283000 Fax: 040- 23292950 E-Mail: <a href="mailto:ofilmedak-ap@nic.in">ofilmedak-ap@nic.in</a>	<b>AVNL Institute of Learning</b> Ordnance Estate Ambernath, Maharashtra - 421502 Ph: 0251- 2613884/86/87 E-Mail: <a href="mailto:ofilam-mod@nic.in">ofilam-mod@nic.in</a>

## **II Powers and duties of AVNL Officers 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 statues 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 **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:

- (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 99.9% of the share capital is held by the Govt. Of India, AVNL 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 Armoured Vehicles Nigam 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 AVNL Delegation of Financial Powers 2021.

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)

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



Organization Chart as on 31.03.2024 (Annexure)

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 substantial powers to the CMD and also certain powers to Functional Directors/ Chief General Managers/ General Managers / Functional Heads/ Department - Group Heads.

### IV Norms set by AVNL for discharge of its functions

#### **HR Functions:**

AVNL is following 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 discharging HR functions.

#### **Finance and Accounts Functions:**

AVNL Delegation of Financial Powers 2021 is the base documents for functioning of finance and Accounts. In addition, various Accounting policies, standards & Manual & Audit Procedures 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 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:**

AVNL has a 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.

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

## **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:

- **Matters pertaining to company affairs**
  - Memorandum of Association & Articles of Association.
  - Department of Public Enterprises & Government Guidelines, including "Schedule A-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 minutes book.
  - Decisions of the Board of Directors and Sub-Committees of the Board from time to time as contained in the minutes book.
  - Insider Trading Policy
  - Code of Business Conduct and Ethics for Board Members and Key Managerial Personnel.
  - Companies Act and Rules.
  - Policy for Preservation and Archival of documents
  - Training Policy
  - Corporate Social Responsibility Rules.
  - Corporate Social Responsibility Policy
  - ICSI guidelines on Secretarial Standards.

- **Matters pertaining to Finance & Accounts**
  - Accounting policies.
  - Accounting standards.
  - Accounting Manual.
  - Audit Procedures
  
- **Matters pertaining to Works, Contract, Commercial, Procurement, etc.**
  - AVNL Procurement Manual 2021.
  - AVNL Civil Works Manual 2021
  
- **HR Related matters**
  - All Government of India Rules and Regulations applicable to Central Government Employees.
  - Conduct, Discipline & Appeal Rules
  - Standing Orders
  - Service Conditions
  - HR Manuals
  - Employee Handbook
  - Leave Rules
  - Medical Attendance and Treatment Rules
  - Post-Retirement Medical Schemes
  - Pension Schemes
  - Recruitment/Promotion Rules
  - Pay & Allowances
  - Employee Benefits & Facilities
  - Rules pertaining to Advances & Subsidies
  - Directives regarding recruitment & promotion of SC/STs
  - Directives regarding recruitment of OBCs, PWD, Ex-Servicemen, etc.
  - TA/DA Rules
  - Performance Appraisal
  - Incentive Schemes
  - Transfer Policy, etc.
  
  - **Public Relations, Publicity**
    - a) Advertisement Policy/Guidelines.

Certain general guidelines and Manuals are available on AVNL website, where as some of the manuals/policies are available in the organization for internal use only.
  
- **Transfer of Technology**
  - It is available on AVNL website [www.avnl.co.in](http://www.avnl.co.in)

## **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 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
  - Statement of Quarterly Financial Results
  - Annual Report (under preparation)
  - Documents pertaining to payment of Income Tax, Tax Deducted at Sources, etc.
  - Vouchers, etc.
  
- Documents pertaining to Contracts, Commercial etc.
  - AVNL Procurement Manual 2021
  - AVNL Civil Works Manual 2021
  - Technology Specifications and Quality Document.
  
- Documents pertaining to Plant Operations
  - Operations / Technical / Maintenance Documents / Manuals
  - Safety and Environment policy & correspondence, Manuals, documents
  - Correspondence related to production / operation
  
- 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.
  - Delegation of Powers 2021
  - Service Rules
  
- Documents pertaining to operation of CSR Policy
  - Policy/guidelines on CSR activities
  - Documents containing information regarding community development and welfare activities being carried out by the Company, etc.
  - MoUs for CSR activity.
  
- Documents pertaining to general administration
  - Land and other property related documents- Corporate Headquarters
  
- Documents pertaining to legal matters -
  - All documents related to disciplinary and court cases are available with Disciplinary Department (HR)
  - Advertising policies- Communications department
  
- Licenses – Corporate headquarters and concerned units
- 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**

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.

The Company has a Public Grievance System. Designated Officers are available to deal with Public/Staff

Grievances. Information pertaining to AVNL and its products including policies, manuals, procedures, etc. is

hosted on the website ([www.avnl.co.in](http://www.avnl.co.in)) and is available to citizens for viewing and downloading. In addition, facility has been provided at AVNL 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 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**

<b>S.No</b>	<b>Name</b>	<b>Designation</b>	<b>Telephone No.</b>	<b>Fax No.</b>	<b>Official e-mail ID</b>
1	Shri Sanjay Dwivedi	Chairman & Managing Director	044-26843003	044-2638 3653	cmd@avnI.co.in
2	Shri Ramachandran C	Director	044-26843304	044-2638 3653	fin@avnI.co.in
3	Shri Biswaranjan Pattanaik	Director	044- 26843308	044-2638 3653	hr@avnI.co.in
4	Shri Chandrasekaran M	ED	044-26843335	044-2638 3653	info@avnI.co.in
5	Shri Harekrishna Behera	GM	044-26843334	044-2638 3653	info@avnI.co.in
6	Shri L.V. Selvam	GM	044-26843314	044-2638 3653	info@avnI.co.in
7	Shri Srinivasan. G	GM	044-26843306	044-2638 3653	info@avnI.co.in
8	Shri Dat K Vijaya	GM	044-26843407	044-2638 3653	info@avnI.co.in
9	Shri Bolewar Babu	GM	044-26843301	044-2638 3653	info@avnI.co.in
10	Shri Krishna Kishore G	GM	044-26843309	044-2638 3653	info@avnI.co.in
11	Shri Surendra Kumar	GM	044-26843343	044-2638 3653	info@avnI.co.in
12	Shri Ranjan Kumar Bal	GM	044-26843302	044-2638 3653	info@avnI.co.in
13	Shri Gnanasekaran S	GM	044-26843305	044-2638 3653	info@avnI.co.in

**UNITS**  
**HEAVY VEHICLES FACTORY**

<b>S.No</b>	<b>Name</b>	<b>Designation</b>	<b>Telephone No.</b>	<b>Fax No.</b>	<b>Official e-mail ID</b>
1	Shri V.R.Rambhad	CGM	044-26840450	044-26841824	vrrambhad@ord.gov.in
2	Shri. M. Siva Kumar	GM	044- 26843062	044-26841824	moorthysivakumar@ord.gov.in
3	Shri. Arup Ratan Sit	GM	044-29567792	044-26841824	arsit@ord.gov.in
4	Shri J P Singh	GM	044-29567454	044-26841824	jpsingh.ofb@ofb.gov.in
5	Shri Siddique Sulaiman S	GM	044-29567499	044-26841824	sssulaiman.ofb@ofb.gov.in
6	Shri Indal Kumar Pankaj	GM	044-26843022	044-26841824	indalkumarpankaj@ord.gov.in
7	Shri Paidi Annajee Rao	GM	044-29567281	044-26841824	parao@ord.gov.in
8	Shri S.Kadirvel	GM	044-29567680	044-26841824	skadirvel.ofb@ofb.gov.in
9	Shri P.K.Gireesh Babu	GM	044-29567241	044-26841824	babupkgireesh@ord.gov.in

**ENGINE FACTORY AVADI**

<b>S.No</b>	<b>Name</b>	<b>Designation</b>	<b>Telephone No.</b>	<b>Fax No.</b>	<b>Official e-mail ID</b>
1	Shri Anurag Kumar Sharma	CGM	044 26841251 044 26841725	044-26840437	aksharma1@ord.gov.in
2	Shri Atul Khare	GM	044 26840120,	044-26840437	atulkhare@ord.gov.in

**ORDNANCE FACTORY MEDAK**

S.No	Name	Designation	Telephone No.	Fax No.	Official e-mail ID
1	Shri K Sudhakar	CGM	040-23283201	08455-239074	ksudhakar@ord.gov.in
2	Shri Shiva Shankar Prasad	GM	040-23283217	08455-239074	ssprasad.ofb@gov.in
3	Shri Praveen Kumar	GM	040-23283214	08455-239074	Praveenkumar.1966@avnl.co.in
4	Shri P.Satyanand Kumar	GM	040-23292921	08455-239074	psatyanandakumar@ord.gov.in
5	Shri P. Babji	GM	040-23292928	08455-239074	Patchillababji@ord.gov.in
6	Shri B.N.Ratna Prasad	GM	040-23293238	08455-239074	bnprasad@ord.gov.in
7	Shri G.Ramdas	GM	044-2329931	08455-239074	gangavathuramdass@ord.gov.in

**VEHICLE FACTORY JABALPUR**

S.No	Name	Designation	Telephone No.	Fax No.	Official e-mail ID
1	Shri Sanjeev Kumar Bhola	CGM	0761-2330002	0761-2330436	sk.bhola@gov.in
2	Shri Kamlesh Kumar	GM	0761-2792002	0761-2330436	kamleshkumar@ord.gov.in

**MACHINE TOOL PROTOTYPE FACTORY AMBERNATH**

S.No	Name	Designation	Telephone No.	Fax No.	Official e-mail ID
1	SHRI P.K.BUMMERKAR	CGM	0251-0612700	0251-2613065	pkbumerkar@ord.gov.in
2	SHRI S M SALVE	GM	0251-2612702	0251-2610065	smsalve@ord.gov.in
3	SHRI Jayant B Meshram	GM	0251-2612703	0251-2610065	jbmeshram@ord.gov.in
4	SHRI C R PATEL	GM	0251-2612705	0251-2610065	crpatel@ord.gov.in

**INSTITUTE OF LEARNING ,AVADI**

S.No	Name	Designation	Telephone No.	Fax No.	Official e-mail ID
1	SHRI.R.K.BAL	GM	044-26843004	044-26372389	rkbald@ord.gov.in

**INSTITUTE OF LEARNING ,MEDAK**

S.No	Name	Designation	Telephone No.	Fax No.	Official e-mail ID
1	SHRI RAJEEV MATHUR	CGM	040-23283801	040-23292930	rajivmathur@ord.gov.in

**INSTITUTE OF LEARNING ,AMBERNATH**

S.No	Name	Designation	Telephone No.	Fax No.	Official e-mail ID
1	SHRI.PRAVEEN KUMAR ARORA	CGM	0251-2613346	0251-2612835	ppkarora@ord.gov.in

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

S.No	Name	Designation	Telephone No.	Fax No.	Official e-mail ID
1	Shri Dhakshinamoorthy (SC/ST Liaison Officer)	JWM/T	044-26843331	044-2638 3653	cmd@avn.co.in
2	Shri G.Srinivasan Raghavan (OBC Liaison Officer)	JWM/T	044-26843323	044-2638 3653	cmd@avn.co.in

**HEAVY VEHICLES FACTORY, AVNL UNIT:AVADI, CHENNAI, TAMILNADU, INDIA PIN: 600 054**

S.No	Name	Designation	Telephone No.	Fax No.	Official e-mail ID
1	Shri Neeraj Kumar (OBC Liaison Officer)	Jt.General Manager	044-26843110	044-26841824	hvf@ord.gov.in
2	Shri G.Anand Kumar (SC/ST Liaison Officer)	Works Manager	044-29567970	044-26841824	hvf@ord.gov.in

**NODAL OFFICE ADDRESS: 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)	WM	044- 26845104	044-26840437	rambabukodru@ord.gov.in
2	Shri R.Vijayan (OBC Liaison Officer)	WM	044- 2638 5126,	044-26840437	vijayanr@ord.gov.in



**NODAL OFFICE ADDRESS: ORDNANCE FACTORY, MEDAK, YEDDUMAILARAM.**

S.No	Name	Designation	Telephone No.	Fax No.	Official e-mail ID
1	Shri CH Venunath (OBC Liaison Officer)	DGM	040-23283265	08455-239074	cherkurivenunath.ofb@ofb.gov.in

**NODAL OFFICE ADDRESS: MACHINE TOOLS PROTOTYPE FACTORY, AMBERNATH, MAHARASTRA**

S. No.	Name	Designation	Telephone No.	Fax No.	Official e-mail ID
1	Mohd Zuber (OBC/LO)	DGM	0251-2612712	0251-2613065	Mohdzuber@ord.gov.in
2	Naresh Kumar Singh (SC/ST Liaison Officer)	Works Manager	0251-2612713	0251-2613065	nksingh@ord.gov.in

**NODAL OFFICE ADDRESS: VEHICLE FACTORY, JABALPUR,**

S.No	Name	Designation	Telephone No.	Fax No.	Official e-mail ID
1	Shri A.K.Jharia (SC/ST Liaison officer)	Works Manager	0761-2792037	0761-2330436	ajaykumarjharia@ord.gov.in
2	Shri Anil Kumar Shushwaha (OBC Liaison Officer)	Works Managaer	0761-2792051	0761-2330436	anilkushwaha@ord.gov.in

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

**OFFICE ADDRESS : AVNL CORPORATE OFFICE**

S.No	Name	Designation	Role/Post
1	Dr.M.Uma	CMO	Presiding Officer
2	Smt. S. Premlatha Rajab Babu	PPS	Member
3	Smt. Jyothi Laxmi	Staff Officer	Member
4	Smt. Latha Mohan	Head Mistress, Balvikas School, HVF Estate	Member
5	Smt. Suja R	JWM	Member

**OFFICE ADDRESS: HEAVY VEHICLE FACTORY, AVADI**

S.No	Name	Designation	Role/Post
1	Dr.M.Uma	CMO	Presiding Officer
2	Smt. S. Shanthy	JWM(SG)	Member
3	Smt. K. Manikandan	JWM	Member
4	Smt. Latha Mohan	Head Mistress, Balvikas School, HVF Estate	Member

**OFFICE ADDRESS: ENGINE FACTORY, AVADI**

S.No	Name	Designation	Role/Post
1	Smt. Senthamarai Selvi	AWM	Presiding Officer
2	Smt D.Vanishree	AWM	Member
3	Smt.R.Sathya	JWM	Member
4	Smt.Vasanth K	Member/WWA	Member

**OFFICE ADDRESS: ORDNANCE FACTORY, MEDAK, YEDDUMAILARAM .**

S.No	Name	Designation	Role/Post
1	Smt. B. Ranga Bai,	Works Manager	Presiding Officer
2	Smt. Ch.Anuradha	JWM(SG/NT)	Member
3	Smt. P. Manooja Rani	Matron/ Hospital	Member
4	Smt. A. Sarala	Chargeman	Member

**INTERNAL COMPLAINTS COMMITTEE FOR PREVENTION, PROHIBITION AND REDRESSAL OF SEXUAL HARASSMENT AT WORK PLACE****OFFICE ADDRESS: VEHICLE FACTORY JABALPUR**

S.No	Name	Designation	Role/Post
1	Smt. Shobha Katheria	CMO	Presiding Officer
2	Shri Debanjan Bhattacharya	Jt.General Manager	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 PROTOPTYPE FACTORY AMBERNATH**

S.No	Name	Designation	Role/Post
1	Smt. Rojali Priyadarshini	Jt.GM	Presiding Officer
2	Smt. D. Chakravorty	DGM	Member
3	Shri Imran Khan	DGM	Member
4	Smt. Darshna Bhoir	JWM(SG)	Member

**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. The projections are made in advance prior to the commencement of the 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**

AVNL does not grant any concession, permits or authorization.

**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 a reading room, if maintained for public use**

AVNL does not maintain a Public Library.

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

## **RTI OFFICERS OF AVNL CORPORATE OFFICE**

Shri. Ranjan Kumar Bal  
First Appellate Authority  
General Manager  
(O) 044-26843302  
FAX-044-26383216  
Email: rkbal@ord.gov.in

Shri. M. Sakthivel Murugan  
Central public Information Officer  
Asst. Works Manager  
(O) 044-26843311  
Email: hr@avnl.co.in

Shri. Yallaji Prabhala  
Asst Public Information Officer  
Junior Works Manager  
(O) 044-26843338, FAX-044-26383653/26383894  
Email: yallajiprabhala.ofb@gov.in

Shri G. Srinivasan  
Transparency Officer  
Officiating GM/Finance  
(O) 044-26385440, FAX-044-26383653/26383894  
Email: srinivasang@avnl.co.in

## **RTI OFFICERS OF HVF UNIT**

Shri. M. Siva Kumar  
Appellate Authority  
General Manager  
(O) 044-26843062,  
Email: moorthysivakumar@ord.gov.in

Shri. B. Karunakaran Nair  
Central Public Information Officer  
Staff Officer  
(O) 044-26843045  
Email: karunakaran.so@avnl.co.in

## **RTI OFFICERS ENGINE FACTORY AVADI**

Shri. Anurag Kumar Sharma  
Appellate Authority  
Chief General Manager  
(O) 044-26841251  
Email: aksharma1@ord.gov.in

Shri. Atul Khare  
Public Information Officer  
General Manager  
(O) 044-26845102

Shri. Yogesh Kumar  
Assistant Public Information Officer  
Works Manager  
(O) 044- 26845117  
Email: yogesh.kumar49@gov.in

**RTI OFFICERS ORDNANCE FACTORY MEDAK**

Shri. Praveen Kumar Arora  
Appellate Authority  
General Manager/HR  
(O) 040-23283214, FAX-08455-239074.  
Email: praveenkumar.1966@avnI.co.in

Shri K.C Mohan  
Public Information Officer  
Dy.General Manager/HR  
(O) 040-23283224, FAX-08455-239074  
Email: kcmohan@ord.gov.in

**RTI OFFICERS VEHICLE FACTORY JABALPUR**

Shri. Kamlesh Kumar  
First Appellate Authority  
Chief General Manager  
(O) - 0761-2792002, FAX-0761-2330436  
Email: kamleshkumar@ord.gov.in

Smt. Shweta Johri Gupta  
Public Information Officer  
Works Manager  
(O) 0761-2792033, FAX-0761-2330436  
Email: shwetajohri@ord.gov.in

Shri Himanshu Shrivastava  
Asst. Public Information Officer  
Jr.Works Manager(SG)  
(O) 0761-2792002, FAX-0761-2330436  
Email: hshrivastava@ord.gov.in

**RTI OFFICERS MACHINE TOOLS PROTOTYPE FACTORY, AMBARNATH**

Shri. S. M. Salve  
First Appellant Authority  
General Manager  
(O) - 0251-2612702, FAX-0251-2613065  
Email: smsalve@ord.gov.in

Mrs. ROJALI PRIYADARSHINI,  
Asst. Public Information Officer  
Jt.General Manager  
(O) - 0251-2612706, FAX-0251-2613065  
Email: rpriyadarshini@ord.gov.in

**RTI OFFICERS AVNL INSTITUTE OF LEARNING, AMBERNATH**

Shri. PRAVEEN KUMAR ARORA,  
Appellate Authority  
Chief General Manager  
(O) - 0251-2613346,  
Email: ofilam-mod@nic.in

**RTI OFFICERS AVNL INSTITUTE OF LEARNING, AVADI**

Shri. R K BAL,  
Appellate Authority  
General Manager  
(O) - 044-26843004  
Email: iolavd@avnl.co.in

Shri. R SAVITHA  
Public Information Officer  
Junior Works Manager(SG)  
(O) - 044-26843367  
Email: iolavd@avnl.co.in

**RTI OFFICERS AVNL INSTITUTE OF LEARNING, MEDAK**

Shri. V. Gopinath  
Assistant Public Information Officer  
Junior Works Manager (SG)  
(O) - 044-26843367  
Email: ofilmedak-ap@nic.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.avnl.co.in](http://www.avnl.co.in)

**XVIII Language in which Information Manual / Handbook is available**

Information is available in Bilingual format on website [www.avnl.co.in](http://www.avnl.co.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 AVNL Website

**XX Information related to Procurement**

It is available on website [www.avnl.co.in](http://www.avnl.co.in)

**XXI Public Private Partnership**

If AVNL 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 policy & orders for all grades of employees is available on AVNL website, [www.avnl.co.in](http://www.avnl.co.in).

**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 AVNL website, [www.avnl.co.in](http://www.avnl.co.in).

**XXIV CAG & PAC PARAS**

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**XXV DISCRETIONARY AND NON-DISCRETIONARY GRANTS**

Not Applicable.

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

Foreign and domestic tour details is available for officers of the rank of SAG & above are available on website [www.avnl.co.in](http://www.avnl.co.in)

**OTHER USEFUL INFORMAITON**

**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 AVNL 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-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 forextracts 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,  
M/s. AVNL .

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: .....

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,  
M/s. AVNL.

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.....

.....

.....

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,  
AVNL.

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.....

.....

.....

