



Instruction No. 3502/2017/Per/Policy

	<b>ORDNANCE FACTORY BOARD</b> MINISTRY OF DEFENCE AYUDH BHAVAN 10-A, SHAHEED KHUDIRAM BOSE ROAD <u>KOLKATA-700 001</u>	 <b>OFB</b>
TEL : (033) 22485077-80		TELEFAX : (033) 22437822
No. 32/OT/Per/Policy		Dated : 24-03-2017

(Through OFB Comnet)

To,

The Sr. General Managers/General Managers/Head of Units of  
all Ordnance Factories / Units


Sub : Restriction of Overtime working - regarding.

Ref : OFB circular No.32/OT/Per/Policy dated 10/08/2016.

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The matter regarding detailment of employees in various OFs/Units has been reviewed at OFB. Now, it has been decided that, in addition to the existing guidelines for sanction of OT working as communicated vide circular indicated at Ref. above, there shall be no detailment of employees on overtime working on Sundays/Holidays except in respect of essential staffs related to maintenance, security, fire brigade etc. for the 1<sup>st</sup> Qtr. of next Financial Year i.e. from Apr'2017 to Jun'2017. For subsequent quarters, separate orders will be issued after review at OFB.

02. All OFs/Units are, therefore, requested to comply with the above decision of OFB positively while granting Overtime working to their employees w.e.f. 01/04/2017 to 30/06/2017.

  
[ Dr.(Smt.)Vani A Singh ]  
Director/Admin

For Director General, Ordnance Factories

Copy to :

1. All Members/OF Board
2. The Secretary/OFB
3. PPS to DGOF/Chairman, OFB
4. PC of A(Fys.), Kolkata
5. DDGs of all Operating Divisions
6. All JCM (OFB), Staff Side Members