

**Proposed Course Curriculum for
IDAS Probationers at NADP, Ambajhari**

Sl No.	Topics
1	Overview of Ordnance Factories Organisation
2	Inter-linkages of OFB with Department of Defence Production and Supply, DRDO, DGQA and Services (ARMY, AIR FORCE, NAVY)
3	Linkage of Ordnance Factories / OFB with P C of A (Fys) Organisation and Branch Accounts Offices
4	Functions of Various Sections in Ordnance Factories and their responsibilities
5	Industrial payment Laws & Acts governing it for e.g., Factories Act, 1884 ; Payment of Wages Act, 1936 ; Workmen Compensation Act ; Workmen Bonus Act, 1993 ; Explosive Substances Act, 1908
5	e-administration, e-procurement, e-auction, e-payment, EARS (Electronic Attendance Recording System)
6	PPC Package
7	Delegation of Financial Powers to OFB/Factories
8	Budget and it's Monitoring and Cost Control in Ordnance Factories
9	Material procurement–Stores and planning, Material Management Manual– broad outline, Law of Carriage of Goods by Sea & Air, Relevant provisions of Sale of Goods Act, 1913. Arbitration and Conciliation Act 1996 including provisions relating to international arbitration
10	Inventory Management, Standard Estimates, Stock verification, Issue & Receipt of Stores.
11	Disposal – Stores and Plant & Machinery.
12	Pricing mechanism –Services, Civil trade, Export, IFDs, Make or buy decisions.
13	Security regulations in Ordnance Factories, Environmental & Pollution Laws.
14	Civil works and estate management in Ordnance Factories, Quarters and rent policies in Ordnance Factories.
15	Works Committee, JCM, ULMC, Local productivity council, Liaison meeting, Medical Services in Ordnance Factories.
16	Concepts of Total Productivity Management (TPM) and Total Quality Management (TQM) in Ordnance Factories.

Note:

The curriculum will include visit to shop floor & sections of Fys including the documents generated, their purpose and flow.