

**APPENDIX-I***(Referred to in Paragraph 7.2.1.8)***List of Abbreviation****A**

AD	:	Air Defence
AGS	:	Automatic Grenade Launching System
AHSP	:	Authority Holding Sealed Particular
AMR	:	Anti-material Rifle
ATN	:	Action Taken Note

**B**

BE	:	Budget Estimate
BEL	:	Bharat Electronics Limited
BPC	:	Bulk Production Clearance

**C**

CKD	:	Complete Knocked Down
CQA	:	Controller of Quality Assurance
CQB	:	Close Quarter Battle

**D**

DGQA	:	Directorate General of Quality Assurance
DRDO	:	Defence Research and Development Organisation

**E**

ESR	:	Electro Slag Remelting
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**F**

FAB	:	Failure Analysis Board
FDI	:	Foreign Direct Investment
FGK	:	Field Gun Factory, Kanpur

**G**

GCF	:	Gun Carriage Factory, Jabalpur
GSF	:	Gun & Shell Factory, Cossipore
GSQR	:	General Staff Qualitative Requirement

**H**

HA	:	Hard Anodised
HEAT	:	High Explosive Anti-Tank

**I**

IE	:	Industrial Employee
IFD	:	Inter Factory Demand
INSAS	:	Indian Small Arms System

**J**

JVPC	:	Joint Venture Protective Carbine
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**L**

LAO	:	Local Accounts Office
LFG	:	Light Field Gun
LMG	:	Light Machine Gun
LTE	:	Limited Tender Enquiry
LTIPP	:	Long Term Integrated Perspective Plan

**M**

MAG	:	Machine Gun
MAO	:	Micro Arc Oxidation
MBT	:	Main Battle Tank
MHA	:	Ministry of Home Affairs
MPS	:	Material Planning Sheet
MRAR	:	Multi Role Assault Rifle

**O**

OEM	:	Original Equipment Manufacturer
OFT	:	Ordnance Factory, Trichy
OTE	:	Open Tender Enquiry

**P**

PCA (Fys.)	:	Principal Controller of Accounts (Factories)
PSU	:	Public Sector Undertaking
PYT	:	Pre-Yield Trial

**Q**

QA	:	Quality Assurance
QAG	:	Quality Audit Group
QC	:	Quality Control
QIN	:	Quality Improvement Note

**R**

RFI	:	Rifle Factory, Ishapore
RFP	:	Request for Proposal
RFR	:	Return for Rectification
RL	:	Rocket Launcher

**S**

SAF	:	Small Arms Factory, Kanpur
SHIS	:	Store Holder Inability Sheet
SKD	:	Semi-Knocked Down
SMH	:	Standard Man-Hour
SOP	:	Standard Operating Procedures
SQAE	:	Senior Quality Assurance Establishment
SRCG	:	Stabilized Remote Controlled Gun
STE	:	Single Tender Enquiry

**T**

TEC	:	Technical Evaluation Committee
ToT	:	Transfer of Technology
TPC	:	Tender Purchase Committee

**U**

UBGL	:	Under Barrel Grenade Launcher
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## APPENDIX-II

*(Referred to in Paragraph 7.2.1.8)*

### GLOSSARY OF TERMS

1.	Roll-on-Plan	Army's plan which projects the multi-year requirement indicating minimum essential requirement based on trends in wastage.
2.	Indent	Army's firm order placed on Board duly mentioning nomenclature of item, cost and delivery schedule.
3.	Advance Issue Voucher	Prepared by Factory to raise demands for payment from the Army w/o physical issue of the stores.
4.	Small Arms	Weapons with barrel bore diameter up to 12.7mm are categorised as Small Arms.
5.	Medium Calibre	Weapon with bore diameter above 12.7mm up to 51mm are categorised as Medium Calibre.
6.	High Calibre	Weapons with bore diameter above 51mm and up to 155mm are categorised as High Calibre.
7.	Quality Control	A section of the factory where first tier quality checks are done before submission to DGQA Authority.
8.	Quality Assurance	This is second tier quality checks carried out by SQA attached to each factory under DGQA.
9.	Returns for Rectification	The stores which are not accepted in the Quality Control inspection are categorised as Returned for Rectification (RFR).
10.	Fixed Overheads	Fixed charges which are invariably or do not vary to any appreciable extent with the load of the factory <i>e.g.</i> pay & allowance of staff, training, maintenance of roads, buildings <i>etc.</i>
11.	Variable Overheads	Represent the overhead charges that fluctuate in sympathy with the load of the factory. <i>e.g.</i> Cost of utilisation (electricity, water, steam) <i>etc.</i>
12.	SHIS	Document prepared by the Store holder to report his inability to supply a store when the stock has gone below a fixed limit, so that arrangements may be made for replenishment. It shows stock in hand, due, average consumption, inabilities in sight and requirements to meet liabilities.
13.	Tender Purchase Committee	For all purchases of stores more than ₹ 10 lakh, a TPC of appropriate level is formed to scrutinise the tender received and to recommend the name of vendor for supply of stores.
14.	AHSP	The establishment responsible for maintaining technical information, including drawings and specifications in respect of stores of their responsibility. The AHSP is also responsible for scrutiny of tenders against defence demands; laying down inspection criteria; drafting technical documents

		for introduction of stores; and guidance for procurement and production of stores by the industry.
15.	QIN	Issued by DGQA authority to factory management suggesting measures for quality improvement. This is based on inspection at control points in the production shop or at the time of inspection of final products.
16.	Alteration Committee	In 2008, the Ministry issued directions on the composition of the <i>alteration committee</i> with General Manager of the Factory and representatives from DGQA and users who would be responsible for identifying potential improvements in design, which may, <i>inter-alia</i> , be necessitated by investigation of quality defects.
17.	Shop Budget Committee	Each production shop of a Factory has a Shop Budget Committee comprising the Works Manager and the Local Accounts Officer which estimates the rate of apportionment of overheads, based on the actual in the previous year and on the estimates of direct labour in the current year.
18.	Price Fixation Committee	The committee consisting of Controller of Finance, Director of the Operating Divisions, Nominee of the factory management, Local Accounts Office and Jt. Controller of Finance. The issue price of the products is fixed by this committee at the beginning of the year.
19.	Quarterly Financial Review	Prepared by the Principal Controller of Accounts which provides Factory-level data on aggregate costs recorded in the relevant quarter, segregated across different elements of labour, materials and overheads along with comparative figures for the last quarter and the corresponding period in the previous year.
20	ESR	Electro Slag Remelting process is used to remelt and refine steels and various super-alloys, resulting in high quality ingots
21	Piece Work Profit	A labour (Piece worker) is entitled to set piece work profit when he produces more output than what authorised in the estimate.

<b>APPENDIX-III</b>
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*(Referred to in Paragraph 7.3.1.8)*

**List of Abbreviations**

**A**

A&E	:	Ammunition and Explosive
AFK	:	Ammunition Factory, Kirkee
APR	:	Annual Provision Review
ATN	:	Action Taken Note

**B**

BB	:	Base Bleed
BE	:	Budget Estimate
BMP	:	Bayavayika Machina Pekhoty (Russian Name for Infantry Combat Vehicle)
BSS	:	British Standard Specification
BT	:	Ballastite

**C**

CE	:	Composite Explosive
CFL	:	Chloro Fluorescence Lamp
CGDA	:	Controller General of Defence Accounts
CPE	:	Central Proof Establishments, Itarsi
COP	:	Cost of Production
CQA (ME)	:	Controller of Quality Assurance (Military Explosive)
CFA	:	Cordite Factory Aruvankadu
CFEES	:	Centre for Fire, Explosive and Environment Safety

**D**

DAVP	:	Directorate of Advertising and Visual Publicity
DENSAC	:	De-Nitration and Sulphuric Acid Concentration
DGQA	:	Directorate General of Quality Assurance
DGQAE	:	Directorate General of Quality Assurance Establishment
DGOF	:	Director General, Ordnance Factories
DNR	:	Di-Nitro Resorcinol
DNT	:	Di- Nitro Toluene

**E**

ERFB	:	Extended Range Fast Bore
ERF	:	Environment Relief Fund
ETP	:	Effluent Treatment Plant

**F**

FOH : Fixed Overhead  
FVC : Fixed Variable Charge

**H**

HEF : High Explosive Factory Kirkee  
HNS : Hexa Nitro Stilbene

**I**

IFD : Inter Factory Demand  
IFG : Indian Field Gun  
ISO : International Standardisation Organisation

**L**

LAO : Local Accounts Office  
LED : Light Emitting Diode  
LPR : Long Proof Range, Khamaria  
LTE : Limited Tender Enquiry  
LTPE : Low Temperature Plastic Explosive

**M**

M&C : Material and Components  
MHA : Ministry of Home Affairs  
MMPM : Material Management and Procurement Manual  
MOD : Ministry of Defence  
MOEF : Ministry of Environment and Forest  
MPS : Material Planning Sheet  
MSHIC : Manufacture, Storage and Import of Hazardous  
Chemical  
MT : Metric Tonne

**N**

NC : Nitro Cellulose or Normal Charge  
NG : Nitro Glycerine  
NGB : Nitro Glycerine Ballastite  
NIGU : Nitro Guanidine  
NO<sub>x</sub> : Nitrous Oxide  
NQDBMS : Networked Quality Data Base Management System

**O**

OFB : Ordnance Factory Board  
OFBa : Ordnance Factory, Bhandara  
OFI : Ordnance Factory, Itarsi  
OH : Overhead  
OTE : Open Tender Enquiry

**P**

PA	:	Performance Audit
PCA (Fys.)	:	Principal Controller of Accounts (Factories)
PCB	:	Pollution Control Board
PCC	:	Pollution Control Committee
PF	:	Pre-Fragmented
PFFC	:	Pre-Formed Fragmentation with Tungsten Cubes
PM	:	Procurement Manual
P&M	:	Plant and Machinery

**Q**

QA	:	Quality Assurance
QAG	:	Quality Audit Group
QC	:	Quality Control
QFR	:	Quality Financial Review

**R**

RCS	:	Regional Controller of Safety
RDX	:	Research and Development Explosive
RVC	:	Reducing Variable Charge

**S**

SHIS	:	Store Holder Inability Sheet
SMH	:	Standard Man-Hour
SOP	:	Standard Operating Procedures
SPCB	:	State Pollution Control Board
SQAE	:	Senior Quality Assurance Establishment

**T**

TE	:	Tender Enquiry
TEC	:	Tender Evaluation Committee
TNT	:	Tri Nitro Toluene
TPC	:	Tender Purchase Committee
TR	:	Ton of Refrigeration

**V**

VOH	:	Variable Overhead
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## APPENDIX-IV

*(Referred to in Paragraph 7.3.1.8)*

### GLOSSARY OF TERMS

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3.	Advance Issue Voucher	Prepared by Factory to raise demands for payment from the Army w/o physical issue of the stores.
4.	Quality Control	A section of the factory where first tier quality checks are done before submission to DGQA Authority.
5.	Quality Assurance	This is second tier quality checks carried out by SQAE attached to each factory under DGQA.
6.	Fixed Overheads	Fixed charges which are invariably or do not vary to any appreciable extent with the load of the factory <i>e.g.</i> pay & allowance of staff, training, maintenance of roads, buildings etc.
7.	Variable Overheads	Represent the overhead charges that fluctuate in sympathy with the load of the factory. <i>e.g.</i> Cost of utilisation (electricity, water, steam) etc.
8.	SHIS	Document prepared by the Store holder to report his inability to supply a store when the stock has gone below a fixed limit, so that arrangements may be made for replenishment. It shows stock in hand, due, average consumption, inabilities in sight and requirements to meet liabilities.
9.	Tender Purchase Committee	For all purchases of stores more than ₹ 10 lakh, a TPC of appropriate level is formed to scrutinise the tender received and to recommend the name of vendor for supply of stores.
10.	Shop Budget Committee	Each production shop of a Factory has a Shop Budget Committee comprising the Works Manager and the Local Accounts Officer which estimates the rate of apportionment of overheads, based on the actual in the previous year and on the estimates of direct labour in the current year.
11.	Quarterly Financial Review	Prepared by the Principal Controller of Accounts which provides Factory-level data on aggregate costs recorded in the relevant quarter,



		segregated across different elements of labour, materials and overheads along with comparative figures for the last quarter and the corresponding period in the previous year.
12	Piece Work Profit	A labour (Piece worker) is entitled to set piece work profit when he produces more output than what was authorised in the estimate.