

MANUAL VIII

A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS 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

The Head of the Organization is the Chief Controller of Factories with its offices at Gwalior and New Delhi. The Chief Controller supervises and controls the two factories – one located at Ghazipur and the other at Neemuch. The opium factories undertake the work of receipt of opium from the fields, its storage and processing for export. The alkaloid works are engaged in processing raw opium into alkaloids of pharmacopoeia grades.

The overall supervision of the organization is vested with the Committee of management under the chairmanship of the Additional Secretary (R), Ministry of Finance, Department of Revenue.

Committee of Management is a high powered body set up by Govt. of India with effect from 1st March, 1970 with the powers of an Administrative Ministry to administer and supervise, Govt. Opium & alkaloid Works at Neemuch, M.P. and Ghazipur, U.P. Both these undertakings are engaged in the procurement of raw opium from farmer and extraction of various alkaloids for use by the pharmaceutical industry. These undertakings are also engaged in export of Indian Raw Opium and import of various alkaloids to meet the domestic demands of the pharmaceutical industry. The composition of the Committee is as under:-

1.	Special Secretary (Narcotics)/Additional Secretary, Govt. of India, In-charge of Govt. Opium and Alkaloids Factories	Chairman
2.	Joint Secretary (NCB/A)	Member
3.	Financial Adviser (Finance)	Member
4.	Narcotics Commissioner of India	Member
5.	Chief Controller, Govt. Opium & Alkaloids Factories	Member
6.	Director (Rev. Lab.), CRCL	Member
7.	Chief Engineer (NZ), CPWD	Member
8.	Director, DGS&D	Member

1. The decisions of the Committee are managerial and commercially sensitive not accessible to public and are executed through its Secretariat which functions as a link between CCF organization and the main Ministry. The Secretariat of the Committee has independent status and separate budget head for its functioning.
2. Further, the Secretariat of Committee of Management apart from

convening quarterly meetings of the Committee and taking subsequent follow up action on the decisions taken by it, also deals with various personnel and technical matters pertaining to the Undertakings, viz.:-

- Creation of posts and framing of recruitment rules for various posts in Govt. Opium Alkaloid Works (GOAWs) & Chief Controller of Factory's (CCF)'s organization
- Appointment, confirmation and promotion to Group 'A' in GOAWs & CCF Organization with the approval of DOP&T/UPSC.
- Modernization Administration and /up gradation of technology in GOAWs through Committee of Management.
- Replies to audit paras, Parliament Questions and VIP references pertaining to CCF organization.
- Monitoring production and export performance in GOAWs.
- Import of various Alkaloids through Technical Evaluation Committee constituted for this purpose and fixation of selling/import price of opium and various alkaloids to meet the demand of Indian Pharmaceutical Industry for life saving drugs.
- Processing of cases for purchases of stores and equipments required by the GOAWs for according Administrative/financial approval.
- Writing off of bad debts/stores.
- Correspondence and meetings with foreign buyers and their Govt. representatives.
- Demands and representations from Association/Unions of staff of the GOAWs.
- Labour matters like industrial disputes, workmen's compensation, bonus etc. of GOAWs.
- Court cases relating to GOAWs.
- Writing off of opium losses in the factories.
- Fixation of yearly production targets of the GOAWs.
- All miscellaneous matters of CCF organization/GOAWs

Besides the said Committee of Management, following other committees are in existence at the two GOAWs:

- A. Safety Committee.
- B. Canteen Committee.
- C. Works Committee.
- D. Labour Redressal Grievance Committee.

All these four Committees have representation from the labour as well as the management sides.

The key officials in the Ministry of Finance, Department of Revenue associated with matters concerning Government Opium and Alkaloid Factories are as follows:

Shri K. Mohandas

Additional Secretary (R)

Tel: 23092264

Shri Mukul Singhal

Joint Secretary (R)

Tel: 23094595

Shri P.V. Subba Rao

Director (NC)

Tel: 23092686

Shri Rohtash Singh

Under Secretary (NC)

Tel: 23095415

Shri S. Rajan

Secretary, Committee of
Management

Tel: 23094884