

No. A-42011/13/2021-Admn.
Government of India
Ministry of Finance
Department of Public Enterprises

Block No.14, CGO Complex,
Lodi Road, New Delhi – 110003
Dated: 22nd July, 2025

Office Memorandum

Subject: Channel of submission and final disposal of cases in Department of Public Enterprises– reg.

The undersigned is directed to refer O.M. No. T-11/2/2024-ARC-DARPG dated 26.05.2025 regarding displaying of Channel of Submission on inter-ministerial e-Office dashboard (Noticeboard) as per e-office Analytics Guidelines and to forward the duly approved Channel of Submission (including soft copy) in respect of Department of Public Enterprises, Ministry of Finance. The same has been uploaded on e-Office noticeboard.

Pawan Dahiya
(Pawan Dahiya)
Section Officer (Admn.)
Tel. 011-2436 2883

Encl: as above

To

Department of Administrative Reforms & Public Grievances
[Kind attn.- Sh. Hari K. Bhatt, Deputy Secretary (ARC)]
6TH Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi.
e-mail: harik.bhatt@nic.in

Copy to:

1. IT-Cell, DPE for displaying on e-office notice board.
2. RTI-Cell
3. Co-ordination Division, DPE – for e-Samiksha Dashboard.

Channel of Submission – Policy Division

S. No	Nature of Cases	Channel of Submission	Final	Consultation	Remarks
Management Related Issues:					
1.	Creation/abolition of Posts	AD→Dir→JS	Secretary		
2.	Exemption from Immediate Absorption	AD→Dir→JS	Secretary		
3.	Redesignation of the posts	AD→Dir→JS	Secretary		
4.	Categorisation of CPSEs	AD→Dir→JS	Secretary/ F.M		
5.	Matters related to delegations of Power	AD→Dir→JS	Secretary/ F.M		
6.	Any important issues requiring approval of secretary	AD→Dir→JS	Secretary		
7.	Parliament Question Inputs to be provided by concerned AD & ASO	AD→Dir→JS	Secy/ Minister		
Delegation of Power:					
8.	Routine receipts/clarifications	ASO→AD→Dir	JS		
9.	Important policy issues	AD→Dir→JS	Secretary		
10.	Cabinet Notes Comment	Dir→JS→ Secretary	Minister		
Public Grievance:					
11.	Routine	ASO→AD→Dir	JS		
12.	Involving changes in policy or requiring direction	AD→Dir→JS	Secretary		
Miscellaneous:					
13.	E-samiksha	ASO→AD→Dir	JS		
14.	Monthly DO	ASO→AD→Dir	JS		
15.	SCOPE, ICPE	AD→Dir→JS	Secretary		
16.	PESB matter	AD→Dir→JS	Secretary		
17.	VIP reference	AD→Dir→JS	Secretary		
18.	RTI	Concerned CPIOs			
19.	Appeal	Concerned CPIOs	Dir (Appellate Authority)		

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Channel of Submission: **MoU Division**

S. No.	Type of Cases	INITIATING THE PROPOSAL	SECOND LEVEL	THIRD LEVEL	FINAL APPROVAL
1.	MoU Framework				
i	Guidelines and amendment therein	Dir (MoU)	JS(MoU)		Secretary(PE)
ii	Agenda for IMC meeting (including draft MoU)	ASO/SO/AD(MoU)	Dir(MoU)	JS(MoU)	Secretary(PE)
iii	Coordination with other ministers/ departments/ CPSEs	ASO/SO/AD(MoU)	Dir(MoU)		JS(MoU)
iv	Finalization of minutes of IMC meeting	ASO/SO/AD(MoU)	Dir(MoU)	JS(MoU)	Secretary(PE)
v	Evaluation of the MoUs	ASO/SO/AD(MoU)	Dir(MoU)	JS(MoU)	Secretary(PE)
	Agenda note for HPC meeting	Dir(MoU)	JS(MoU)		Secretary(PE)
vi	Representation on MoU finalization/ evaluation received directly from a CPSE	ASO/SO/AD(MoU)	Dir(MoU)		JS(MoU)
vii	Representation on MoU finalization/ evaluation received from/ through administrative ministry/ department	ASO/SO/AD(MoU)	Dir(MoU)	JS(MoU)	Secretary(PE)
viii	Matters related to the MoU dashboard or any other web portal	ASO/SO/AD(MoU)	Dir(MoU)		JS(MoU)

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2.	Corporate Governance guidelines				
i	Guidelines and amendment therein	Dir(MoU)	JS(MoU)		
ii	Clarifications on guidelines	ASO/SO/AD(MoU)	Dir(MoU)		JS(MoU)
iii	Compilation of compliance reports	ASO/SO/AD(MoU)	Dir(MoU)		JS(MoU)
3.	All type of policy matters for subject matters related to MoU Division	ASO/SO/AD(MoU)	Dir(MoU)	JS(MoU)	Secretary(PE)
4.	Matters relating to VIP references and Parliamentary Questions	Dir(MoU)	JS(MoU)	Secretary(PE)	MoS (F)/ FM
5.	Matters relating to Parliamentary Committee	ASO/SO/AD(MoU)	Dir(MoU)	JS(MoU)	Secretary(PE)
6.	Audit of MoU process (CAG and Internal Audit)	ASO/SO/AD(MoU)	Dir(MoU)		JS(MoU)
7.	Organization of Workshops on subject matters of MoU division	ASO/SO/AD(MoU)	Dir(MoU)	JS(MoU)	Secretary(PE)
8.	Inter-divisional communications	ASO/SO/AD(MoU)			Dir(MoU)

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Channel of Submission-General Management and capacity Building Division

S. No	Nature of Cases	Channel of Submission	Final	Consultation	Remarks
1	Pay revision of board level executives, below board level executives and non-unionized supervisors & proposals relating to wage settlements of unionized employees.	SSO→DS→E A	Secretary		
2	Quarterly DA orders for IDA and CDA pay-scale Employees of CPSEs	SSO→DS→E A	Secretary		
3	Correspondence including court cases on wage policy/matter (fixation of pay/HRA/CCA/Gratuity etc.) from individuals/ Unions/ associations/CPSEs/Administrative Ministries/ Dept. etc.	SSO→DS	EA		
4	Dealing with correspondences of routine nature relating to grievances. Complaints, representation from individuals/Unions/associations/ CPSEs/Administrative Ministries/Dept. etc.	SSO→DS	EA		
5	Cabinet /CCEA Note/COS note on wage revision and other subjects of wage cell	DS→EA	Secretary		
6	Parliament question, assurances, motions, Parliamentary committee matters VIP references etc. relating to Wage Cell	DS→EA	Secretary		
7	Reference on modal CDA Rules	DD→DS	EA		
8	CVC guidelines	DD→DS→ EA	Secretary		
9	Complaints against below board level	DD→DS	EA		
10.	Periodic report on FR 56(J)	AD	EA		
11.	AMRCD (Portal related matters)	SSO→DD→E A	Secretary		
12.	Employment & Reservation in CPSEs	DD→EA	Secretary		

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13	Annual Performance Approval	DD→DS→ EA	Secretary		
14	Formulation or modification of guidelines of RDCR	AD→DD→EA	Secretary		
15	Selection of training partners/topics and financial approval for various trainings. Engagement of Interns, Programmers under RDCR for OTNS related work	AD→DD→EA	Secretary		
16	Conduction & Coordination of training activities/ seminars/ Conferences/workshops	AD→DD	EA		
18	Administrative Matters related to DPE scheme and processing bills related to Trainings	AD→DD	EA		
19	All Matters relating to CSR	DD→JS(A)	Secretary		
20	Parliament Questions, assurances, VIP references and Parliamentary Committee matters pertaining to Policy-II division other than (CSR)	DD→EA	Secretary		

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Channel of Submission – Survey Division

S No.	Nature of cases	Channel of submission	Final	Consultation	Remarks
1.	Collection and scrutiny of data of CPSEs for PE Survey from Ministries/Department;	AD→JD	DDG		
2.	Updating online application for PE Survey on DPE website;	AD→JD	DDG		
3.	Coordination with divisions of DPE and Ministries/ Departments/ CPSEs for work to PE Survey;	SSO→AD→JD	DDG		
4.	Preparation and approval of final draft and printing of PE Survey Report;	JD→DDG	Secretary		
5.	Laying of PE Survey Report in Parliament	AD→JD→DDG	Secretary		
6.	Laying of CAG Report (Commercial) in Parliament	AD→JD→DDG	Secretary		
7.	Monitoring of Capital Expenditure of Select CPSEs and its updation on PMO Portal;	AD→JD	DDG		
8.	Monitoring of C&AG paras of CPSEs through monitoring cell, DPE	SSO/AD→JD	DDG		
9.	Coordination with O/o CGA, O/o C&AG, DoE and other stakeholders for the proposed APMS like portal for CPSEs	JD→DDG	Secretary		
10.	Parliament Question, assurance, VIP references and Parliamentary Committee matters pertaining to Survey division	JD→DDG	Secretary		

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Channel of Submission-Disinvestment, Closure & Asset Monetization

No	NATURE OF CASES	CHANNEL OF SUBMISSION	FINAL	CONSULTATION	REMARKS
1.	<p>i. Matters related to new PSE Policy activities in non-strategic sector- Analysis of CPSEs for closure/disinvestment and preparation of proposal for authority.</p> <p>ii. Preparation of aforesaid proposals and obtaining of approval of competent authority.</p> <p>iii. Matters related to driving of closure process of CPSEs approved by CA.</p>	<p>AD→Dir→Pr. Adv.</p> <p>-As above-</p> <p>SSO/AD→Dir→Pr. Adv.</p>	<p>Secretary</p> <p>Secretary</p> <p>Secretary</p>		
2.	Matters relating to CGD/IMG meeting on strategic and minority disinvestment coordinated by DIPAM	AD→Dir	Pr. Adviser/ Secretary		
3.	Capital restructuring, investment of surplus funds and other similar references in coordination with DIPAM	-As above-	Pr. Adviser/ Secretary		
4.	Parliament question, assurances, motions, VIP references etc. related to Disinvestment matters.	AD→Dir.→Pr. Adv.	Secretary		
5.	Cabinet/CCEA/COS Notes on above subjects.	AD→Dir→Pr. Adv.	Secretary		
6.	Other Miscellaneous works (E-Samiksha, Monthly DO, etc.)	SSO→AD→Dir	Pr. Adv.		

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Channel of Submission in respect of Administration, Cash, Co-ordination and Parliament

[# A=Administration; B=Budget; C=Cash; Coord=Coordination; Parl.=Parliament]

S. No	Nature of Cases	Channel of Submission	Final	Consultation	Remarks
1	Establishment matters of officers and staff of DPE including appointment, joining time, creation/abolition of posts, framing and amendment recruitment rules extension of officers under CSS, service book updation and other miscellaneous matters.	US(A)→DS/Dir (A)	JS (A & Coord.)		
2	Processing of proposals of postings & transfers /deputation of officers for training within the country and abroad	US(A)→DS/Dir (A)	JS (A)		
3	Compensation and Benefits related matters such as fixation of pay, annual increment, GPF advance and withdrawals, conveyance allowances, LTC/TA advance, loans and advances, grant of honorarium, etc..	ASO (C)→ US (C)	JS (A & Coord.)		
4	Other miscellaneous employee-related matters. such as sanction of leave, maintenance of service records, issue of retirement orders, etc.	ASO(A)→ US (A)			
5	Vigilance matters including complaints and disciplinary cases of DPE	US(A)→DS/Dir (A)			
6	Expenditure on conferences, entertainment, contingency, office supplies, etc.	US (A)	DS/Dir (A)		
7	Procurement for the Department for running office	US (A)	DS/Dir (A)		
8	Maintenance of GPF accounts and issue of annual GPF slips; calculation of income tax and issue of IT certificates	SO(C)	DS/Dir (C)		
9	Disbursement of payments, reconciliation of accounts	SO (B)	US (C)		
10	Budget proposals, notes on demand for grants,	SO(B)→DS/Dir (C) → JS(A)	Secretary, DPE		

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	coordination and consolidation of BE, RE and demands supplementary				
11	Periodical reports and returns including e-Samiksha, monthly DO and miscellaneous works of DPE	ASO(Coord.)→DS/Dir(Coord)→JS(A&Coord.)	Secretary, DPE		
12	All matters coordination of all divisions	US (Coord.)	DS/Dir (Coord.)		
13	All Matters related to Sectoral Group of Secretaries	DS/ Dir → JS (A&Coord.)			
14	All Parliamentary work of DPE including matters related to the Parliamentary committees	US (Parl.)	DS/Dir (Parl.)		
15	All matters related to NIC	STD(NIC)	JS (A)		
16	All matters related to OL	AD/DD(OL)→ DS/Dir (A)	JS(A)		
17	All matters relating to CSR.	AD/DD → JD/ DS	JS (A)		

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