

**No. DPE-7(4)/2007-Fin**  
**Government of India**  
**Ministry of Heavy Industries & Public Enterprises**  
**Department of Public Enterprises**

\*\*\*\*\*

**Public Enterprise Bhawan**  
**Block No. 14, CGO Complex**  
**Lodhi Road, New Delhi- 110003**

**Date: 29.11.2018**

**OFFICE MEMORANDUM**

**Sub: MSME Support and Outreach Campaign- regarding**

The undersigned is directed to invite reference to this office OM of even number dated 22.11.2018 on the above subject, wherein it was requested to furnish the following information regarding Ease of Cash flow to MSEs through TReDS and Ease of Access to Markets to MSEs through GeM in the identified districts on weekly basis (Week I, II,..) to DPE:

- i) No. of CPSE registered on TreDS
- ii) No. of MSMEs of CPSEs registered on TreDS
- iii) Amount of bills uploaded on TreDS by sellers-MSME (INR in Lakhs)
- iv) Amount of bills approved on TreDS by buyers-CPSE (INR in Lakhs)
- v) Amount of bills discounted on TreDS (INR in Lakhs)
- vi) No. of CPSE's Registered on GeM
- vii) Amount of procurement by CPSEs on GeM from MSMEs (Rs in lakhs)

2. In this regard, it is informed that the data entry is to be done online on DPE portal. Please click on the link <https://pesurvey.nic.in> or you can also visit the site in DPE website under "Online Applications" and select 'MSME Support & Outreach Campaign'. You are requested to use the existing PE Survey login-id for logging into the MSME Support & Outreach Campaign. Important instructions for accessing this module are enclosed (Annex-I).

3. In case there is some query regarding data entry or any other software related issues, you are requested to contact Sh. U. K. Swamy, Technical Director (NIC) (Ph No. 011-24361483 and email: [uks@nic.in](mailto:uks@nic.in)). Henceforth, week-wise information regarding the above mentioned points is to be entered on this portal only. As the progress of MSME Outreach Programme is being reviewed regularly at the Cabinet Secretariat level, the information referred above may be given on priority

3. This issues with the approval of competent authority.

*Kalyani Mishra*

(Kalyani Mishra)  
Director  
Tel. 24362061

Encl.: As above

To  
CMDs of CPSEs

Copy also to:

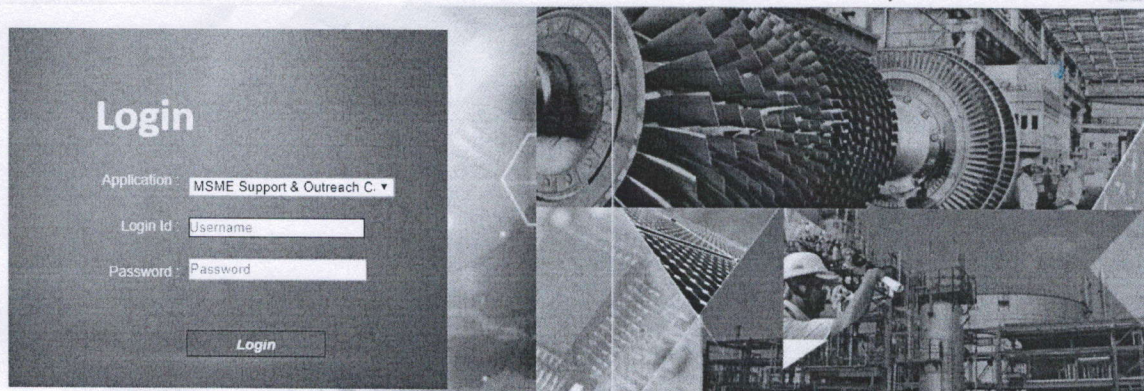
The Secretaries to the Administrative Ministries/Departments of CPSEs.



## Important Instructions for accessing MSME Support & Outreach Campaign module

1. Please click on the link <https://pesurvey.nic.in> or you can also visit the site in DPE website under "Online applications" and select 'MSME Support & Outreach Campaign' as shown below:

*Department of Public Enterprises*



2. Please use the existing PE Survey login-id for logging into the MSME Support & Outreach Campaign module.
3. The "Nodal Officer" responsible for submitting the requisite data needs to generate the new password for this application by using the **Default password** which has been sent to the respective CMDs by e-mail. The **Default password** can also be obtained by sending an e-mail request to [uks@nic.in](mailto:uks@nic.in).
4. **To change the default password**, the concerned officer for this application has to login into the system for the first time using the default password provided through e-mail. After logging into the application, the officer has to submit his **Name, Mobile Number and e-mail id** as specified in the form which will emerge on the screen as shown below:

← → ↻ https://pesurvey.nic.in/User/NodalOfficer.aspx

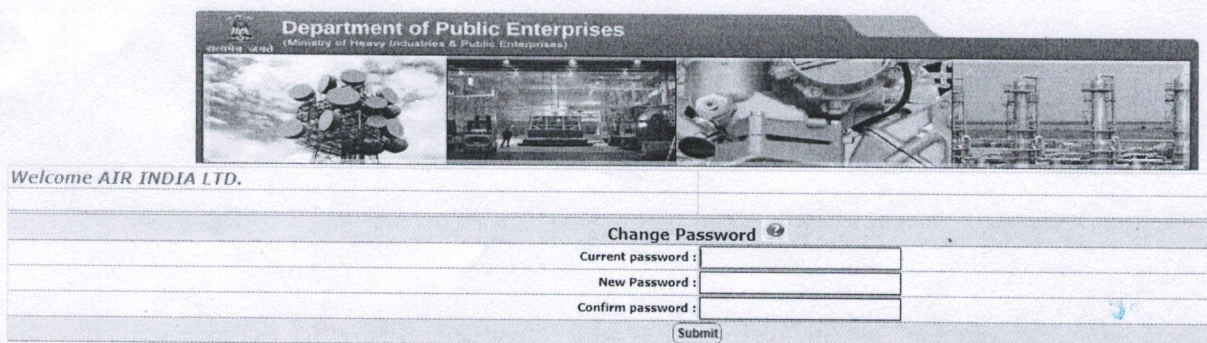
Micro, Small & Medium Enterprises -Nodal Officer Detail	
Nodal officer is required to generate password for the concerned application, OTP will be send to Nodal officer email	
Name :	<input type="text"/>
Mobile No. :	<input type="text"/>
Email id :	<input type="text"/>
<input type="button" value="Submit"/>	

5. On submission of the data of the officer, an OTP will be sent from the application (Sender e-mail id is webupdate-dpe@gov.in) to the email-id as entered by the officer in the form previously.
6. The officer has to submit the OTP to proceed for creation of new password as



shown in the below screen:

7.



The screenshot shows the header of the Department of Public Enterprises website. Below the header, there is a banner with the text "Welcome AIR INDIA LTD.". The main content area displays the "Change Password" form with the following fields:

- Current password :
- New Password :
- Confirm password :

A "Submit" button is located at the bottom right of the form.

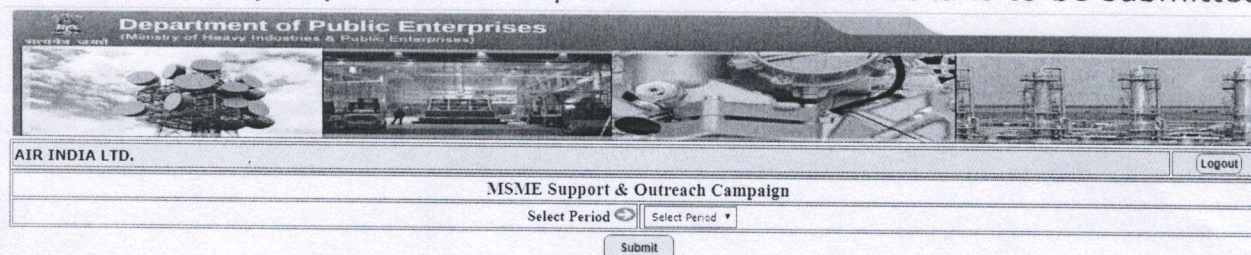
Kindly ensure that the new password entered complies to the Password Policy as provided below:

**Password Policy : Password length should be between 6 to 10 Character length with the combination of alphabetic, numeric and non-alphanumeric characters. Also there should be atleast one Upper Case, one lower char and one special char (special chars (\$,@,#,&) e.g. Survey#1234**

8. A confirmatory e-mail will be sent to the respective CMD containing the details of Nodal Officer for the concerned application along with an intimation regarding generation of new password.

### **Important Instruction to submit MSME Support & Outreach data**

After changing the password, please re-login to the system with the new password. You will get a screen as shown below. Please select the period (financial year) from the dropdown list for which data is to be submitted.



The screenshot shows the header of the Department of Public Enterprises website. Below the header, there is a banner with the text "AIR INDIA LTD.". The main content area displays the "MSME Support & Outreach Campaign" form with the following fields:

- Select Period (dropdown menu)
- Select Period (dropdown menu)

A "Submit" button is located at the bottom center of the form.

1. Next, you will be getting an online form in which you have to select the current week for which you need to submit the data for those seven days of the current week as shown below:



## Ease of Cash Flow

Name of the CPSE : AIR INDIA LTD.  
Name of the Ministry / Department : MINISTRY OF CIVIL AVIATION  
Month : November 2018  
Select Week : Week 4  
From 24 November 2018 to 30 November 2018

I-TReDS Portal

Whether CPSE is registered on TReDs ?

--Select--

2. Note : You can modify the data if any correction during that week but cannot modify after that week.
3. **Important Note: For the first time, kindly fill the cumulative data pertaining till that week.** From next time onwards, you have to enter the data pertaining to that particular week only.
4. The submitted data will be displayed in a tabular form below the submit button. You can check and modify if any corrections are required for the data submitted for the current week only.