

## PUBLIC ENTERPRISES SURVEY 2021-22

### USER MANUAL FOR FILLING UP THE FORMS IN THE INTEGRATED PORTAL OF PE SURVEY, MoU EVALUATION, MONTHLY CAPEX & CSR (FY 2022-23)

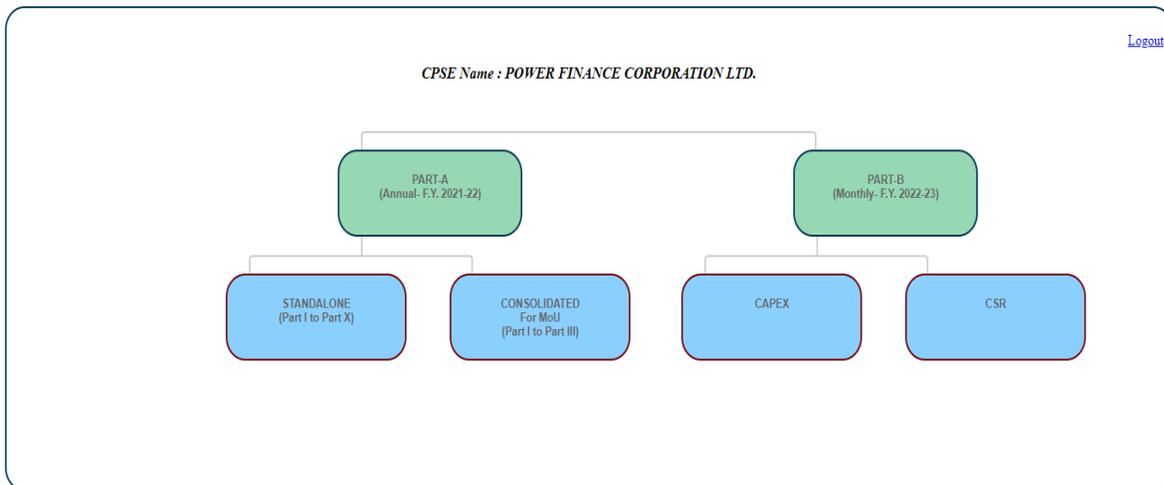
#### **Portal Login:**

To start the application, go to the website [pesurvey.nic.in](https://pesurvey.nic.in) > Select CPSE > Under Application Select "PE Survey 2021-22, MoU, CAPEX & CSR" then login with using your login id & password. After login following screen will appear:

<https://pesurvey.nic.in>



DEPARTMENT OF PUBLIC ENTERPRISES  
(Public Enterprises Survey)



*Note: This portal is an integrated portal meant for submission of annual data collection for PE Survey & MOU evaluation. Also, Monthly data collection formats are provided for "CAPEX" & "CSR". CPSEs are requested to submit these forms as per the instructions given.*

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**Contact Us :**

**For CAPEX [Monthly] & Consolidated [for MoU]**

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**For Annual PE-Survey**

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**For Software related & Technical matter, NIC-DPE to be contact.**

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NIC-DPE

### Important Note:

- *Part A pertains to Annual Data for F. Y. 2021-22 & Part B for Monthly Data for F. Y 2022-23.*
- *Part A consist of 2 parts i.e. Standalone & Consolidated. CPSE has to fill the data in Standalone first and then move on to consolidated data forms, if applicable. Consolidated data forms are for those CPSEs who are signing MoU with their Administrative Ministry.*
- *Part B is to be filled for expenditure towards CAPEX & CSR for F. Y. 2022-23.*
- *Fields marked with (\*) are to be filled mandatorily.*
- *The item Codes marked with Green Colour are newly added items in PE Survey forms, therefore previous year figures are not required to be filled*

1. **CPSE Company Profile: FORM- I** – Fill up all the required information in respective fields which are self-explanatory.
2. **CPSE Company Profile: FORM-2** – Information in S.No. 1.18 to 1.35 are auto populated from Form-1 and other required information's are to be filled in respective fields which are self-explanatory.
3. **For IND-AS applicable CPSEs**
  - a) **Part-I: Form-I (Balance Sheet Data)** – Pertains to Assets side of Balance Sheet and should match with the Audited Annual Accounts.
  - b) **Part-I: Form-II (Balance Sheet Data)** - Pertains to Liabilities side of Balance Sheet and should match with the Audited Annual Accounts.

4. **For Non IND-AS applicable CPSEs –**

- a) **Part-I: Form-I (Balance Sheet Data)** – Details regarding shareholders' funds, share application money pending allotment and total long term borrowings (secured) needs to be submitted.
- b) **Part-I: Form-II (Balance Sheet Data)** -Pertains to Long term borrowings (Unsecured) & Short Term Borrowings both Secured and Unsecured.
- c) **Part-I: Form-III (Balance Sheet Data)**- Pertains to Trade Payables, Other Current Liabilities, Short Term Provisions and Non-Current Assets.
- d) **Part-I: Form-IV (Balance Sheet Data)**- Deferred Tax Assets (Net), Long Term Loans and Advances, Other Non-Current Assets and Current Assets needs to be submitted.

**BELOW MENTIONED POINTS ARE COMMON TO ALL CPSEs, (both IND-AS & Non IND-AS)**

- 5. **Part-II: Form-I (Profit and Loss Accounts Data)** - Pertains to Profit & Loss A/c and should match with the Audited Annual Accounts.
- 6. **Part-III: Form-I (Other Financial Details)** – Details of Income earned & Expenditure incurred in foreign exchange (equivalent INR to be mentioned) (upto S.No.2.2.4) and Details of Other Income & Details of finance cost charged to Profit & Loss Accounts is required to be submitted.
- 7. **Part-III: Form-II (Other Financial Details)**- Details of receipt & payment from/ to Government and value of production & services.
- 8. **PART-IV Form -1: Information on Major Units** – Previous year submitted details has been auto-populated, which can be edited/modified/deleted through **Edit/Delete button**. Further, details are required to be submitted for new unit added during the year along with its employment & gross block details.
- 9. **Part IV-Form2:** The information regarding employment & gross block filled in this form is derived from the information filled in Form-1. Any change in data, if required, is to be made in Form-1 only, otherwise needs to be submitted as it is.
- 10. **Part-V (Salary & Wages):** Salary & Wages details at various levels component wise on CDA / IDA pattern needs to be submitted.
- 11. **Part-VI: Form-I (Employment and Social Overheads):** Details in respect of no. of employees engaged at different levels along with casual labours, contractual employees, apprentices needs to submit. Details regarding gender wise (Female & Male) casual labours / contractual workers / apprentices are new items; the information needs to be submitted for current year only. Also, details in respect of employees recruited, retired & separated during the year needs to be given.

12. **Part-VI: Form-II (Employment and Social Overheads):** Details regarding no. of employees joined, retired and opted VRS & funding of VRS. **Level wise details of executives are introduced as new items this year**, i.e., from E-0 to E-9 in IDA & CDA pattern is to be given separately. Also details for no. of employees getting leased accommodation and any amount outstanding towards employee payment including statutory dues are to be given in requisite format.

13. **Part-VI: Form-III (Employment and Social Overheads):** Details in respect of outstanding dues related to employees settled during the year, expenses incurred on social overheads for welfare of employees, employee wise details under various quotas, Board of Directors, Female employees, CSR expenditure(Also covering expenditure incurred in Aspirational Districts as well as State wise CSR expenditure), Contingent Liabilities and Commitments, Procurement during the year and No. of Employees covered under NPS needs to be submitted.

Details of Investment made in foreign projects and Credit Ratings of the CPSE by various credit rating agencies also need to be submitted.

14. **PART-VII: Skill / Trade training facilities of CPSEs** - Details regarding training facilities available with the CPSE & utilization of thereof are to be mentioned.

15. **PART-VII: PRODUCT / SERVICE DETAILS (main activities)-** Details regarding main product / service needs to be given keeping in view the previously provided information during 2020-21. Comparison of physical performance with previous year and its impact on profitability is to be mentioned. Reasons for increase / decrease in profitability due to change in production or services provided may also be mentioned.

16. **PART-VII: STRATEGIC ISSUES - Restructuring Plan:** Data is required to be filled only if the same is relevant, otherwise needs to be ignored.

17. **PART-VII: STRATEGIC ISSUES – New Initiatives** - Details regarding new initiatives taken up by the CPSE in different fields during the year with their brief description in respect of each field required to be submitted.

18. **PART-VII: OTHER INFORMATION-Budgetary Support During 2021-22**–Planned & Unplanned budgetary support provided by Govt. to the CPSE during the year may be mentioned, if any.

19. **PART-VII: Details of VRS optees** – Details of VRS opted category wise (**Executives & Supervisory employees and Workers**) needs to be submitted.

20. **PART-VII: Details of individual product category / Services** – Product wise details for the products being produced during the year that are having 5% or more contribution in turnover with previous year.
21. **PART-VII: LAND DETAILS** – Details of land as provided during 2020-21 by CPSE are auto populated in the system, in case of any change in land details, are to be taken care of i.e. only additions during the year are to be mention separately, also any change including deletion in the existing land are to be modified accordingly. Details regarding unused land, which is a new item from this year, may be filled taking due care.
22. **PART-VII: Information on Swachh Bharat Mission** - Fill up all the required information in respective field with respect to Swachh Bharat Mission. The information is required for Current & previous financial year.
23. **PART-VII: Information on Mega and Major Projects under Implementation (Costing Rs. 150 crore and above)**- Information with respect to ongoing projects as submitted in previous year is auto populated, and the same may be edited / deleted if required. Fresh entries to be made for new projects undertaken during the year. Time gap in original date of completion and anticipated date of completion needs to be given & reasons thereof may also be furnished. Reasons for early closure or delay in project, if any, may be given.
24. **PART-VIII (Asset Monetization)** – Information with respect to asset monetization plan, if any, during the year may be provided.
25. **PART-VIII (Contract Management)** - Information regarding the short term & long term contracts for value of Rs. 50 Lakh & above and contracts under dispute resolution needs to be submitted.
26. **PART-VIII: (JVs PART-A)** – Previous year submitted details w.r.t JV Name and its registered office country has been auto-populated, which can be edited/modified/deleted. User can also add new JV details if required. Further, certain new items has been newly added, such as CIN, PAN, Status of JV, Share of CPSE in JV profits etc which needs separate attention from the user end.
27. **PART-VIII: (JVs PART-B):** Information with regard to details of Promoters of Joint Ventures i.e. Central Govt. / State Govt. / CPSE / SLPE or private partner is to be submitted.

28. **For MoU Signing CPSEs only**

**Part IX: MoU Evaluation related information** – Information from S. No. 3.1 to 3.9 are required to be filled by Finance Sector CPSEs only, Share Capital related information and Import / Export information needs to be filled at S.No. 4 & 5 respectively.

a) **Part IX Form 2** - Information with regard to no. of products / services rendered (as per MoU) needs to be submitted.

29. **Part X: Reasons for variation** – The variations are derived with the previously provided information; reasons for variations are to be provided.

30. **Download & e-sign** – First of all the data provided is to be viewed / download and to be checked its correctness; thereafter the same should be verified & e-signed by the competent authority.

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**Consolidated (For MoU Purpose only) Forms**

**These forms are to be filled up based on the Consolidated Profit & Loss and Balance Sheet as per instructions of MoU Division of DPE. Consolidated data forms are for those CPSEs who are signing MoU with their Administrative Ministry.**

31. **CPSE Company Profile: FORM- I & FORM 2** – These forms are auto filled from the data filed by the CPSE in Standalone forms. However, if user wish to edit the company profile from here, same will be auto updated for Standalone forms, once editing is done in Consolidated parts.

32. **For IND-AS applicable CPSEs**

c) **Part-I: Form-I (Balance Sheet Data)** – Pertains to Consolidated assets side of Balance Sheet and should match with the Audited Annual Accounts.

d) **Part-I: Form-II (Balance Sheet Data)** - Pertains to consolidated liabilities side of Balance Sheet and should match with the Audited Annual Accounts. Two fields namely, FCCR and Non-controlling interest should be filed up with due caution.

33. **For Non IND-AS applicable CPSEs –**

e) **Part-I: Form-I (Balance Sheet Data)** – Details regarding shareholders' funds, share application money pending allotment and total long term borrowings (secured) needs to be submitted.

f) **Part-I: Form-II (Balance Sheet Data)** -Pertains to Long term borrowings (Unsecured) & Short Term Borrowings both Secured and Unsecured.

g) **Part-I: Form-III (Balance Sheet Data)**- Pertains to Trade Payables, Other Current Liabilities, Short Term Provisions and Non-Current Assets.

h) **Part-I: Form-IV (Balance Sheet Data)**- Deferred Tax Assets (Net), Long Term Loans and Advances, Other Non-Current Assets and Current Assets needs to be submitted.

**BELOW MENTIONED POINTS ARE COMMON TO ALL CPSEs, (both IND-AS & Non IND-AS)**

34. **Part-II: Form-I (Profit and Loss Accounts Data)** - Pertains to Consolidated Profit & Loss A/c and should match with the Audited Annual Accounts.
35. **Part-III: Form 1: MOU related information** - Information from S. No. 3.1 to 3.9 are required to be filled by Finance Sector CPSEs only. Other information's on CAPEX, Share capital, Export/Import, Value of production/Services, Procurement details and Research & development expenses required to be filed by all CPSEs filing consolidated data.
36. **Part III Form 2: Main Products/Generation/Transmission/Services:** Information with regard to no. of products / services rendered (as per MoU) needs to be submitted.