

COMPLETE INSTRUCTION MANUAL

PUBLIC ENTERPRISES SURVEY 2023-24

USER MANUAL FOR FILLING UP THE FORMS IN THE INTEGRATED PORTAL OF P.E. SURVEY, MoU EVALUATION, MONTHLY CAPEX & CSR

Portal Login:

To start the application, go to the website dpe.gov.in>online applications>PE Survey then login to CPSE site using your login id & password. After login following screen will appear and Select “Public Enterprise Survey” to fill the Annual PE survey details.

The screenshot displays the 'DPE Web Applications' portal. At the top, there is a header with the Government of India logo and the text 'केन्द्र उद्यम विभाग DEPARTMENT OF PUBLIC ENTERPRISES'. A navigation menu on the right shows 'IND-AS CPSE'. The main content area features a large banner with the G20 India 2023 logo and the motto 'वसुधैव कुटुम्बकम् ONE EARTH • ONE FAMILY • ONE FUTURE'. Below the banner, there are three main service tiles: 'PE-Survey' (Public Enterprise Survey), 'CSR' (Corporate Social Responsibility), and 'CAPEX' (Capital Expenditure). At the bottom, there is a section for 'AMRCD' (Statement of Disputes Referred for Resolution).

1. **Company Profile: (Company Profile Form- I)** – Fill up all the required information in respective fields which are self-explanatory.
2. **Company Profile: (Company Profile Form- II)** – Fill up all the required information in respective fields which are self-explanatory.
3. **Subsidiaries CPSEs**- List of Subsidiaries to be provided. CPSE has been given an option to select its subsidiary from the list of CPSEs available in Survey data base (prefilled data will be provided) and in case new Subsidiary to be added, then select "Others" and add complete details.
4. **For IND-AS applicable CPSEs**
 - a) **Part I: Balance sheet (Part I-Form I) Assets** – Pertains to Assets side of Balance Sheet and should match with the Audited Annual Accounts.
 - b) **Part I: Balance sheet (Part I-Form II) Liabilities** - Pertains to Liabilities side of Balance Sheet and should match with the Audited Annual Accounts.
5. **For Non-IND-AS applicable CPSEs –**
 - a) **Part-I: Balance sheet (Part I-Form I) Liabilities** – Details regarding shareholders' funds, share application money pending allotment and total long term borrowings (secured) needs to be submitted.
 - b) **Part-I: Balance sheet (Part I-Form II) Liabilities** -Pertains to Long term borrowings (Unsecured) & Short Term Borrowings both Secured and Unsecured.
 - c) **Part-I: Balance sheet (Part I-Form III) Assets & Liabilities**- Pertains to Trade Payables, Other Current Liabilities, Short Term Provisions and Non-Current Assets.
 - d) **Part-I: Balance sheet (Part I-Form IV) Assets** - 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

6. **Part II: P/L Account (Part-II Form-I)** - Pertains to Profit & Loss A/c and should match with the Audited Annual Accounts.
7. **Audit Qualifications:** Para No. and Amount involved to be provided, if applicable.

8. **Part III: Other Financial Data (Part-III Form I)** – 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 are required to be submitted.
9. **Part III: Other Financial Data (Part-III Form II)** - Details of receipt & payment from/to Government and value of production & services.
10. **Part IV: Information on Major Units (Part IV Form-I)** – 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.
11. **Part IV: State wise Fixed Asset and Employment (Part IV-Form II):** 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.
12. **Part-V: Salary & Wages (Part V Form I):** Salary & Wages details at various levels component wise on CDA / IDA pattern needs to be submitted.
13. **Part-VI: Employment and Social Overhead (Part VI Form I):** 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 & Transgender) casual labours / contractual workers / apprentices are also required to be provided. Also, details in respect of employees recruited, retired & separated during the year needs to be given.
14. **Part-VI: Employment and Social Overhead (Part VI Form II):** Details regarding no. of employees joined, retired and opted VRS & funding of VRS. **Level wise details of executives**, 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.
15. **Part-VI: Employment and Social Overhead (Part VI Form III):** 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, 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.

16. **Part VII – Details of CSR activities:** Details of CSR expenditure (Also covering expenditure incurred in Aspirational Districts as well as State wise CSR expenditure).
17. **PART-VII: Skill / Trade training facilities -** Details regarding training facilities available with the CPSE & utilization of thereof are to be mentioned.
18. **PART-VII: Product Details -** Details regarding main product/ service needs to be given keeping in view the previously provided information during 2021-22. 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.
19. **PART-VII: Other Information-Budgetary Support–**Planned & Unplanned budgetary support provided by Govt. to the CPSE during the year may be mentioned, if any.
20. **PART-VII: Details of VRS Optees –** Details of VRS opted category wise (**Executives & Supervisory employees and Workers**) needs to be submitted.
21. **PART-VII: Production Profile –** Product wise details for the products being produced during the year that are having 5% or more contribution in turnover with previous year.
22. **PART-VII: Information on Mega and Major Projects under Implementation (Costing Rs. 500 crore and above)-** Information with respect to ongoing projects as submitted in previous year is auto populated, 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, to be provided.
23. **PART-VIII: Part-A(Details of JVs) –** 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.
24. **PART-VIII: Part B (Details of Promoters):** 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.

25. **For MoU Signing CPSEs only**

a) **Part IX: MoU Evaluation Related information (Part IX Form I)** – Information on all the fields is mandatory. Further, Fields (if any) which are not applicable to CPSE must be filled as zero. For e.g. in case of no buyback of shares during the year, the same may be filled as zero.

b) **Part IX : Main Products/ Generation (Part IX Form II)** - Information with regard to no. of products / services rendered (as per MoU) needs to be submitted. It is pertinent to note that name of the entered product/service should match exactly with the name as per signed MoU.

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

27. **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.

Consolidated (For MoU Purpose only) Forms

These forms need to be filled by CPSEs which have signed MoU on consolidated basis for the subject year and are to be filled up based on the Consolidated Profit & Loss and Balance Sheet as per instructions of MoU Division.

28. **Company Profile: (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.

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

Part I: Balance sheet (Part I-Form 1) – Pertains to Consolidated assets side of Balance Sheet and should match with the Audited Annual Accounts.

30. **Part I: Balance sheet (Part I-Form 2)** - Pertains to consolidated liabilities side of Balance Sheet and should match with the Audited Annual Accounts

For Non IND-AS applicable CPSEs –

e) **Part I: Balance sheet (Part I-Form 1)** – Details regarding shareholders' funds, share application money pending allotment and total long term borrowings (secured) needs to be submitted.

f) **Part I: Balance sheet (Part I-Form 2)** -Pertains to Long term borrowings (Unsecured) & Short Term Borrowings both Secured and Unsecured.

g) **Part I: Balance sheet (Part I-Form 3)** Pertains to Trade Payables, Other Current Liabilities, Short Term Provisions and Non-Current Assets.

h) **Part I: Balance sheet (Part I-Form 4)** 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

31. **Part II: P/L Account (Part-II Form-I)** - Pertains to Consolidated Profit & Loss A/c and should match with the Audited Annual Accounts.

32. **Part-III: Other Financial data (Part III – Form I)** - Information on all the fields is mandatory. Further, Fields (if any) which are not applicable to CPSE must be filled as zero. For e.g. in case of no buyback of shares during the year, the same may be filled as zero.

33. **Part III: Product details (Part III – Form2):** Information with regard to no. of products / services rendered (as per MoU) needs to be submitted **as per signed MoU**. It is pertinent to note that name and unit thereof of the entered product/service should match exactly with signed MoU targets.