

INSTRUCTION MANUAL PUBLIC ENTERPRISES SURVEY 2024-25

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Portal Login

To start the application, go to the website <https://pesurvey.dpe.gov.in>. Then login to CPSE site using your login id & password selecting PE Survey. After login following screen will appear and Select “Public Enterprise Survey” to fill the Annual PE survey details.

The PE Survey portal 2024-25 is open for entries by CPSEs. Besides entries for 2024-25, the entries for 2023-24 are also required to updated/revised being previous year of 2024-25 as per accepted accounting practice.



General Instructions

A. CPSEs which are covered under MOU on Consolidated basis are required to submit data on:

- (i) Standalone basis (Parts I to VIII and Part X); and
- (ii) Consolidated basis (Parts I to III)

(Each subsidiary of such CPSEs are also required to submit data separately on Standalone basis (Parts I to VIII and Part X)

B. CPSEs which are covered under MoU on Standalone basis are required to submit data on:

- (i) Standalone basis (Parts I to X)

C. CPSEs which are not covered under MoU are required to submit data on:

- (i) Standalone basis (Parts I to VIII and Part X) only

Input Datasheets

Input datasheet in excel has been designed to include all the particulars separately for CPSEs following IndAS and Non-IndAS and Consolidated and Standalone. The **changes** in the input datasheet w.r.t 2023-24 have been marked as **"Yellow"** in the input datasheet.

Standalone Data is collected in the following Parts:

Form No	Content	Contents
Company Profile	Form I	Information regarding Top Management, Contacts of CMD, Nodal Officer, Dealing Officer
	Form II	CIN, PAN, Incorporation Date, Mission, Vision, Category, Reg Office address, Corporate Office Address, Listed etc.
	Subsidiaries CPSEs	Details of Subsidiaries (including foreign Subsidiaries)
Part I #	Balance Sheet	Non-Current Assets, Current Assets, Non-Current Liabilities, Current Liabilities, Paid Up capital, Reserves and Surplus.
Part II #	Profit and Loss Account	Revenue from Operations, Profit before tax, Detailed items of Expenditure
	Audit Qualifications	Text of Qualification of Independent Audit Report and amount involved (Rs. In Lakhs)
Part III	Other Financial Data	Foreign Exchange earned, Foreign Exchange incurred, Payment to Exchequer.
Part IV	Information on Units State-wise Fixed Assets and Employment	Unit-wise Gross Block, Number of Employees and Employee Benefit Expenses. The Unit-wise shall be summarized into State-wise.
Part V	Salary & Wages	Breakup of Salary and Wages in Basic, DA, HRA, allowances, PRP, Superannuation benefits etc. Category-wise.
Part VI	Employment & Social Overheads	Count of employees - Sanctioned, Vacancy, Present strength, Category, Women, EWS etc.
Part VII	Miscellaneous Information	<ul style="list-style-type: none">◦ Detail of CSR Activities◦ Skill / Trade training facilities of CPSEs◦ Product / Service Details (main activities)

		<ul style="list-style-type: none"> ◦ Budgetary Support during the year ◦ Details of VRS Optees ◦ Information on Mega and Major Projects under Implementation (Costing Rs. 500 crore and above)
Part VIII	Detail of Joint Venture	Details of JVs (Part A) Details of Promoters in JVs (Part B)
Part IX	MoU Evaluation related information	MOU Evaluation Related Information - Capex, Share Capital Related Information, Export/Import, Value of Production/Services Procurement – MSME, Gem, SC/ST, R&D, KFI For Fis
Part X	Reasons of Variation	Justification for Variation.

Part I and Part II are different for IND-AS and Non-IND-AS following CPSEs

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. In case of Foreign Subsidiary also add key value like Revenue, PAT, Employees
4. **For IND-AS applicable CPSEs**
 - a) **Part I: Balance sheet (Part I-Form I) Assets** – Pertains to Assets of Balance Sheet and should match with the Audited Annual Accounts.
 - b) **Part I: Balance sheet (Part I-Form II) Liabilities** - Pertains to Liabilities 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:** Text of the Audit Qualification 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, employee benefit expenses & 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). **(New Form is aligned with MCA CSR-2 form)**

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. 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 II)** – 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.
29. **For IND-AS applicable CPSEs**

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

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

For Non IND-AS applicable CPSEs –

- a) **Part I: Balance sheet (Part I-Form I)** – 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)** -Pertains to Long term borrowings (Unsecured) & ShortTerm Borrowings both Secured and Unsecured.

- c) **Part I: Balance sheet (Part I-Form III)** Pertains to Trade Payables, Other Current Liabilities, Short Term Provisions and Non-Current Assets.
- d) **Part I: Balance sheet (Part I-Form IV)** 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 – Form II):** 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.

Documents to be uploaded

The following documents are required to be uploaded along-with the submission of the Data

- a) Annual Financial Statement, in case of CPSE also declaring results in abridged format separately. (eg Q4 results as per SEBI Regulations) (upto 25MB)
- b) Annual Report or Integrated Annual report of the current year (upto 25MB)
- c) A Note on Research and Development expenditure (upto 25 MB)
- d) Business Responsibility and Sustainability Report (BRSR) / Environment, Social and Governance (ESG) Report, if disclosed. (in PDF upto 25MB)
- e) Detail of items of expenditure (in Excel worksheet upto 10MB) (Items of Expenditure explained in Notes to Accounts of Annual Report)
- f) Company Logo, if any (upto 5MB in JPEG/JPG format) (optional)

Common queries and resolution

- A. **Password lost:** Password can be reset using “password reset” option. The new password shall be sent to registered email-id of nodal officer. If the username is not available, you may email to psurvey@nic.in along-with the details. The new password shall be sent to the email id of the nodal officer.
- B. **Duplication of Unit-wise Data (Part IV):** The unit wise list from last year already appeared in the 2024-25. The user need not fill the data again for same unit, the information for existing unit may be updated and new unit, may also be added. There is also provision for overseas location. In the Part B, Statewise Summary shall be appear from Part IV, the user need to “**Confirm**” the same, otherwise system will not allow the submission.
- C. **Not able to submit the JV Data for CPSE having NIL JVs:** The CPSEs having NIL Joint Ventures need not submit form VIII. They may skip submission of Form VIII. If CPSE has JVs, the number of JV as per column 1.12 should match with the details of JVs in Form VIII.
- D. **Sanction strength has not been revised since long:** The latest available sanctioned strength may be entered in the Form VI
- E. **The previous year is not editable:** After login select the year 2023-24 (As previous Year) and fill the data for 2023-24 as previous year of 2024-25. Before submission of data for 2024-25, first submit data for the year 2023-24 even though it was submitted last year.
