

Duties of Officers in DPE:

S.No.	Designation	Powers and Duties
1.	Secretary	Overall in charge of Department of Public Enterprises
2.	Additional Secretary	Board level Management issues, Categorization of CPSEs, Policy Planning Unit, revival, restructuring & closure of CPSEs, General Management, CRR Scheme, Establishment, General Administration, Parliament, Cash/ Budget, General Coordination & NIC, Official Language, Evaluation & monitoring of performance of CPSEs, Monitoring of capital projects and MoU
3.	Joint Secretary	Wage policy matters of CPSEs, Corporate Social Responsibility (CSR), all training programmes under RDC Scheme and CRR; matters related to SCOPE and ICPE, Benchmarking Global Standards identified for sectors in Public Enterprises Survey and preparing Sectoral Reports, specific cases of disinvestment pursued by DIPAM
4.	Adviser	Policy Planning Unit, revival, restructuring & closure of CPSEs, MoU relating to CPSEs under Department of Fertilizers, Department of Chemicals & Department of Pharmaceuticals, Representative for the Department in the Evaluation Committee and other IMG Meetings, Nodal Officer for LIMBS
5.	DDG(Survey)	Public Enterprises Survey
6.	Director(Management)	Board level Management issues, Categorization of CPSEs, Conferring "Ratna" status and Official Language.
7.	Director(Wage Cell)	Wage Policy
8.	Director (PP Division & (CSR)	Policy Planning Unit, CSR, SCOPE & ICPE matters
9.	Director(MoU)	Evaluation & monitoring for performance of CPSEs and Monitoring of Capital Projects.
10	Dy.Secretary (Administration & GM)	Establishment, General Administration, Parliament, Cash/Budget, General Coordination & NIC, Vigilance matter of DPE, General Management Division (Below Board level issues), SC/ST Cell, VRS and CRR Scheme.
11	Jt.Director (MoU)	Evaluation & monitoring for performance of CPSEs and Monitoring of Capital Projects.
12	Jt.Director (Survey)	Public Enterprises Survey.
13	Jt. Director (RDC Trg.)	Training under RDC Scheme, DBT Cell, Nodal Officer for RTI and Public Grievances
14	Under Secretary(Wage Cell)	Wage related matters.
15	Under Secretary(Admn.)	Establishment, General Administration, Cash & Budget, Parliament, Coordination, IT(Hardware, Software, Maintenance etc.), APIO.
16	Dy. Director(OL)	Translation work from English to Hindi vetting thereof, to acquaint the officers and staff of the Department with orders relating to official language Act, Government rules and workshops, Hindi Pakhwara.

- Under Secretary(Admn.) is nominated as Head of Office whose financial power is Rs. 2,000/- in recurring and Rs.5,000/- in non-recurring as prescribed in DFPR, 1978 for Heads of Offices in Central Govt. Ministries/ Departments.
- Dy.Secretary(Admn.) is nominated as Head of Department who has been delegated full powers in consultation with IFW in respect of Contingent and Miscellaneous expenditure as prescribed in DFPR, 1978 with added conditions and restrictions.