

Duties of Officers in DPE.

S. No.	Designation	Duties and Responsibilities
I.	Secretary	Overall in-charge of Department of Public Enterprise.
II.	Additional Secretary (Wage Cell & Management)	Wage Policy of CPSEs, EDP, ICPE, CSR, matters relating to SCOPE, Management Division (Board Level), Official language (Hindi) & RTI appeals. Any other work specially entrusted by Secretary (PE).
III.	Joint Secretary (Administration & GM Division)	Establishment, General Administration, Budget, Coordination, Parliamentary, VRS, CRR, SC/ST Cell, General Management (below Board level) including CDA Rules, case file related to PMA, matters relating to NIC/IT & RTI appeals. Any other work specially entrusted by Secretary (PE).
IV.	Adviser (Survey)	Public Enterprises Survey, including Survey of SLPEs, Publications, Monitoring of Plan Schemes/Funds, Training of SLP executives, CVO, Nodal Officer (RTI Appeal) & RTI Appeals. Any other work specially entrusted by Secretary (PE).
V.	Adviser (Policy Planning & MoU)	All matters relating to Policy Planning Unit, MoU Division & RTI Appeals. Any other work specially entrusted by Secretary (PE).
VI.	JS & Arbitrator (PMA)	Permanent Machinery of Arbitration. Any other work specially entrusted by Secretary (PE).
VII.	Director (Administration)	Establishment, General Administration, Cash & Budget, Coordination and NIC/IT (Hardware, Software, maintenance etc.), Parliament & RTI related matters
VIII.	Director (GM) Assisted by Deputy Director (GM)	CRR, VRS, SC/ST Cell, General Management (below Board Level) including CDA Rules, Official Language (Hindi) case files related to PMA, RTI related matters.
IX.	Director (Policy Planning) Assisted by Deputy Director (P.P Unit)	Policy Planning Unit, Nodal Officer (RTI) & RTI (CPIO).
X.	Director (MoU) Assisted by Deputy Director (MoU)	MoU Division & RTI related matters of MoU
XI.	Director (Wage Cell)	Wage Policy of CPSEs, EDP, ICPE, CSR, Matter relating to Scope, RTI & PGGRAM – Nodal Officer
XII.	Director (Survey)	Public Enterprises Survey including Survey of SLPEs, Publications, COD, Monitoring of Plan Schemes/Funds, Training of SLP executives & RTI

XIII.	Director (Management) Assisted by Deputy Director (Mangt.)	Management Division (Board Level), & RTI, related matters of Management Division
XIV.	Under Secretary (Wage Cell)	Wage related matters
XV.	Under Secretary (Administration) Assisted by SO(Admn)/SO (Cash)	APIO (Coordinating DPE, Establishment, General Administration Cash & Budget, Parliament Coordination, IT (Hardware, Software, maintenance etc.)
XVI.	Dy. Director (OL) Assisted by Assist. 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.