



**Rajesh Kumar Chaudhry**  
**Joint Secretary**  
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भारत सरकार  
GOVERNMENT OF INDIA  
भारी उद्योग एवं लोक उद्यम मंत्रालय  
MINISTRY OF HEAVY INDUSTRIES & PUBLIC ENTERPRISES  
लोक उद्यम विभाग  
DEPARTMENT OF PUBLIC ENTERPRISES  
केन्द्रीय कार्यालय परिसर ब्लॉक नं. 14, लोदी रोड  
Kendriya Karyala Parisar, Block No. 14, Lodi Road  
नई दिल्ली/New Delhi-110003

**D.O. No. DPE-GM-01/0001/2015-GM-FTS-4857**

31<sup>st</sup> May, 2017.

Dear Chief Executive,

This has reference to the instructions issued by DPE from time to time regarding submission of information pertaining to periodical review of CPSEs employees on the lines of FR 56(j). Based on the revised format prescribed by DoPT, this Department has formulated a new input proforma (copy enclosed) for 2017-18 on which the information can be furnished online by CPSEs. This proforma can be accessed at DPE website <http://pesurvey.nic.in/cpses/Login/UserLogin.aspx> by using PE Survey login and password, already allocated to all the CPSEs. It is requested that the information for a respective month may be filled up in the revised format by 7<sup>th</sup> day of the subsequent month (e.g. the information pertaining to May 2017 may be uploaded by 7<sup>th</sup> June 2017). In case of any difficulty in uploading the information, the clarification can be obtained by sending an e-mail to [gen.mgm-dpe@nic.in](mailto:gen.mgm-dpe@nic.in) or by calling DPE, NIC unit at 011-24361483.

2. The progress of periodical review of the employees of different government agencies is regularly being reviewed by Cabinet Secretariat. As the next meeting on this subject is scheduled to be held on 12.06.2017 at Cabinet Secretariat, the requisite information in respect of your CPSE for April and May 2017 may be submitted positively by 7<sup>th</sup> June 2017.

With regards,

Yours sincerely,

  
(Rajesh Kumar Chaudhry)

To

**Chief Executive of all CPSEs through e-mail.**

**Copy to:** Secretary of Administrative Ministry/Department of CPSEs with a request to issue similar instructions to CMDs of their respective CPSEs to provide on-line information as referred above to DPE on monthly basis so that the same can be forwarded to DoPT/ Cabinet Secretariat.

Performa for furnishing monthly information on performance review and probity issues in CPSEs

Month / Year \*:

Brief Information

Name of CPSE:

1. Performance review done during the month	<input type="checkbox"/> Y/N	<input type="text"/> Remarks		
If Yes				
	<input type="text"/> Executive	<input type="text"/> Non-Executive	<input type="text"/> Total	<input type="text"/> Remarks
1.1 Number of employees reviewed	<input type="text"/>	<input type="text"/>	<input type="text"/>	
1.2 Found fit for retention	<input type="text"/>	<input type="text"/>	<input type="text"/>	
1.3 Found un-fit for retention	<input type="text"/>	<input type="text"/>	<input type="text"/>	
1.4 Retired prematurely	<input type="text"/>	<input type="text"/>	<input type="text"/>	
2. Identification of sensitive posts done in CPSE	<input type="checkbox"/> Y/N	<input type="text"/> Remarks		
If Yes				
	<input type="text"/> Executive	<input type="text"/> Non-Executive	<input type="text"/> Total	<input type="text"/> Remarks
2.1 No. of posts declared sensitive	<input type="text"/>	<input type="text"/>	<input type="text"/>	
2.2 No. of sensitive posts being occupied beyond three years by same person	<input type="text"/>	<input type="text"/>	<input type="text"/>	
3. Rotational Transfer Policy in place in CPSE	<input type="checkbox"/> Y/N	<input type="text"/> Remarks		
4. Whether process of interview has been dispensed with for non-executive level posts	<input type="checkbox"/> Y/N	<input type="text"/> Remarks		
	<input type="text"/> Executive	<input type="text"/> Non-Executive	<input type="text"/> Total	<input type="text"/> Remarks
5. Number of cases for sanction of prosecution	<input type="text"/>	<input type="text"/>	<input type="text"/>	
5.1 Number of cases of sanction of prosecution disposed of	<input type="text"/>	<input type="text"/>	<input type="text"/>	
5.2 Number of cases of sanction of prosecution pending	<input type="text"/>	<input type="text"/>	<input type="text"/>	
5.3 Number of cases of pending enquiries	<input type="text"/>	<input type="text"/>	<input type="text"/>	

\* Note : the previous month information will copy to next month for Sr. No. 2. to 5 for updation only.

Major penalty proceedings details case wise for item no. 5 as applicable \*

I. File No. / Case No. / Reference No.	<input type="text"/> Text
II. Date of forwarding of proposal to disciplinary authority	<input type="text"/> Date
III. Date of issue of charge memo	<input type="text"/> Date
IV. Date of appointment of IO / PO	<input type="text"/> Date
V. Date of IOs report	<input type="text"/> Date
VI. Date of providing IO report to CO	<input type="text"/> Date
VII. Date of tentative approval of Comp. auth. for imposing penalty	<input type="text"/> Date
VIII. Date of sending proposal to CVC / CVC 2 <sup>nd</sup> stage advice	<input type="text"/> Date
IX. Date of CO / 2 <sup>nd</sup> stage CVC advice	<input type="text"/> Date
X. Date of approval of competent authority for final approval	<input type="text"/> Date
XI. Date of submission of proposal to competent authority	<input type="text"/> Date
XII. Date of issue of final order	<input type="text"/> Date
XIII. Remarks	<input type="text"/> Text

Charged Officer details for this case can be entered after submitting of above details.

Charged Officer Details
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\* Note : the previous month information will copy to next month for Updation in respect of above proceedings.

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