

S.No.	Designation	Powers and Duties
1.	Secretary	Overall in charge of Department of Public Enterprises
2.	Special Secretary	<p>All matters related to Monitoring of Capital expenditure of select CPSEs and its updation on PMO portal. Performance evaluation of CPSEs under MoU mechanism including coordination with various Ministries/departments. All HPC Committee Meetings and modifications/changes in MoU Guidelines. Online portal of MoU Mechanism. Audit of MoU process (CAG and internal audit). Corporate Governance guidelines and compilation of compliance reports of CPSEs.</p> <p>All matters related to Collection and scrutiny of data of CPSEs for PE Survey from Ministries/Departments. Updating Online application for PE Survey on DPE website. Coordination with Ministries/departments/CPSEs for work related to PE Survey. Preparation and printing of PE Survey Report. Laying of PE Survey and CAG Report (Commercial) in Parliament. Review/Compilation / Publication of DPE Guidelines in coordination with all other divisions and updation on DPE website.</p> <p>All matters related to Revival and Restructuring/ Closure/Sale/privatization of CPSEs in non-strategic sectors. Formation of new CPSEs/JVs, etc. Matters pertaining to Asset monetization and Special Purpose Vehicle for Land Monetization. Capital restructuring, investment of surplus funds and other similar references in coordination with DIPAM. Matters relating to CGD/IMG meetings on strategic and minority disinvestment. Cabinet/CCEA/COS Notes on above subjects</p>
3.	Joint Secretary	<p>All matters related to Ratna Scheme, Categorization of CPSEs and delegation of powers to CPSEs. Board of Directors of CPSEs creation/abolition /re-designation of Board level posts and below board level posts and exemption from rule of immediate absorption. Databank of IDs and proposals for selection and appointment of IDs on the Boards of CPSEs. Annual performance appraisal of Board functionaries of CPSEs (CPSE SPPAROW). Model CDA Rules, CVC guidelines and complaints against board and below board level executives. Submission of periodical reports of CPSEs in respect of issues like FR 56(j)/Training/AMRCD etc. to the concerned Ministry / dept. Employment and Reservations in CPSEs. SCOPE, ICPE & PESB matters. References from ministries/depts/Agencies on the DPE guidelines on above subjects.</p> <p>All matters related to Pay revision of board level executives, below board level executives and non-unionized supervisors & proposals relating to wage settlements of unionized employees. Quarterly DA orders for IDA and CDA pay-scale Employees of CPSEs. Correspondence including court cases on wage policy matters (fixation of pay/HRA/CCA/gratuity etc.) from individuals/unions/associations/CPSEs/Administrative Ministries / Depts, etc. Cabinet/CCEA Note on wage revision and other subjects of wage cell</p> <p>Establishment matters of officers and staff of DPE including</p>

		<p>appointment, joining time, creation/abolition of posts, framing and amendment of recruitment rules, extension of officers under CSS, service book updation and other miscellaneous matters. Processing of proposals of postings & transfers / deputation of officers for training within the country and abroad. Hiring of manpower/vehicles through outsource basis. Compensation and Benefits related matters such as fixation of pay, annual increment, GPF advance and withdrawals, conveyance allowances, LTC/ TA advance, loans and advances, grant of honorarium, etc. Other miscellaneous employee-related matters such as sanction of leave, maintenance of service records, issue of retirement orders, etc. Vigilance matters including complaints and disciplinary cases of DPE. Expenditure on conferences, entertainment, contingency, office supplies, etc. Procurement for the Department for running office. Maintenance of GPF accounts and issue of annual GPF slips; calculation of income tax and issue of IT certificates. Disbursement of payments, reconciliation of accounts. Budget proposals, notes on demand for grants, coordination and consolidation of BE, RE and supplementary demands. Periodical reports and returns including e-Samiksha, monthly DO and miscellaneous works of DPE All Parliamentary work of DPE including matters related to the Parliamentary committees. All matters requiring coordination of all divisions. All Matters related to Sectoral Group of Secretaries. Receipt/Issue of Dak</p>
4.	Principal Adviser (MoU Division)	<p>All matters related to Monitoring of Capital expenditure of select CPSEs and its updation on PMO portal. Performance evaluation of CPSEs under MoU mechanism including coordination with various Ministries/departments. All HPC Committee Meetings and modifications/changes in MoU Guidelines. Online portal of MoU Mechanism. Audit of MoU process (CAG and internal audit). Corporate Governance guidelines and compilation of compliance reports of CPSEs</p>
5.	Adviser (Policy Division-II)	<p>All matters related to MSME Procurement under Public Procurement 2012 policy and GeM procurement by CPSEs. Extension of Ministry of Finance guidelines on purchase preference policy, Atamnirbhar Bharat Programme etc. Comments on proposal of COS/ECOS/PIB/SFC/EFC Policy and cabinet meetings other than those related to disinvestment. Formulation or modification of guidelines of CRR and RDC schemes and Conduction & Coordination of trainings under the schemes. Selection of training partners/topics and financial approval for various trainings. Engagement of Interns, Programmers under RDC & CRR for OTNS related work. CSR spendings and policy framework thereto.</p>
6.	DDG(Survey)	<p>All matters related to Collection and scrutiny of data of CPSEs for PE Survey from Ministries/Departments. Updating Online application for PE Survey on DPE website. Coordination with Ministries/departments/CPSEs for work related to PE Survey. Preparation and printing of PE Survey Report. Laying of PE Survey and CAG Report (Commercial) in Parliament. Review/Compilation / Publication of DPE Guidelines in coordination with all other divisions and updation on DPE website</p>
7.	Director (Disinvestment)	<p>All matters related to Revival and Restructuring/ Closure/Sale/privatization of CPSEs in non-strategic sectors.</p>

		Formation of new CPSEs/JVs, etc. Matters pertaining to Asset monetization and Special Purpose Vehicle for Land Monetization. Capital restructuring, investment of surplus funds and other similar references in coordination with DIPAM. Matters relating to CGD/IMG meetings on strategic and minority disinvestment. Cabinet/CCEA/COS Notes on above subjects
8.	Director (MoU)	All matters related to Monitoring of Capital expenditure of select CPSEs and its updation on PMO portal. Performance evaluation of CPSEs under MoU mechanism including coordination with various Ministries/departments. All HPC Committee Meetings and modifications/changes in MoU Guidelines. Online portal of MoU Mechanism. Audit of MoU process (CAG and internal audit). Corporate Governance guidelines and compilation of compliance reports of CPSEs
9.	Dy. Secretary (Policy Division-I)	All matters related to Ratna Scheme, Categorization of CPSEs and delegation of powers to CPSEs. Board of Directors of CPSEs creation/abolition /re-designation of Board level posts and below board level posts and exemption from rule of immediate absorption. Databank of IDs and proposals for selection and appointment of IDs on the Boards of CPSEs. Annual performance appraisal of Board functionaries of CPSEs (CPSE SPPAROW). Model CDA Rules, CVC guidelines and complaints against board and below board level executives. Submission of periodical reports of CPSEs in respect of issues like FR 56(j)/Training/AMRCD etc. to the concerned Ministry / dept. Employment and Reservations in CPSEs. SCOPE, ICPE & PESB matters. References from ministries/depts/Agencies on the DPE guidelines on above subjects.
10.	Dy. Secretary (Administration & Wage Cell)	Establishment matters of officers and staff of DPE including appointment, joining time, creation/abolition of posts, framing and amendment of recruitment rules, extension of officers under CSS, service book updation and other miscellaneous matters. Processing of proposals of postings & transfers / deputation of officers for training within the country and abroad. Hiring of manpower/vehicles through outsource basis. Compensation and Benefits related matters such as fixation of pay, annual increment, GPF advance and withdrawals, conveyance allowances, LTC/ TA advance, loans and advances, grant of honorarium, etc. Other miscellaneous employee-related matters such as sanction of leave, maintenance of service records, issue of retirement orders, etc. Vigilance matters including complaints and disciplinary cases of DPE. Expenditure on conferences, entertainment, contingency, office supplies, etc. Procurement for the Department for running office. Maintenance of GPF accounts and issue of annual GPF slips; calculation of income tax and issue of IT certificates. Disbursement of payments, reconciliation of accounts. Budget proposals, notes on demand for grants, coordination and consolidation of BE, RE and supplementary demands. Periodical reports and returns including e-Samiksha, monthly DO and miscellaneous works of DPE All Parliamentary work of DPE including matters related to the Parliamentary committees. All matters requiring coordination of all divisions. All Matters related to Sectoral Group of Secretaries. Receipt/Issue of Dak.

		All matters related to Pay revision of board level executives, below board level executives and non-unionized supervisors & proposals relating to wage settlements of unionized employees. Quarterly DA orders for IDA and CDA pay-scale Employees of CPSEs. Correspondence including court cases on wage policy matters (fixation of pay/HRA/CCA/gratuity etc.) from individuals/unions/associations/CPSEs/Administrative Ministries / Depts, etc. Cabinet/CCEA Note on wage revision and other subjects of wage cell
11.	Jt. Director (Policy Division-II, RDC Trg)	All matters related to MSME Procurement under Public Procurement 2012 policy and GeM procurement by CPSEs. Extension of Ministry of Finance guidelines on purchase preference policy, Atamnirbhar Bharat Programme etc. Comments on proposal of COS/ECOS/PIB/SFC/EFC Policy and cabinet meetings other than those related to disinvestment. Formulation or modification of guidelines of CRR and RDC schemes and Conduction & Coordination of trainings under the schemes. Selection of training partners/topics and financial approval for various trainings. Engagement of Interns, Programmers under RDC & CRR for OTNS related work. CSR spendings and policy framework thereto. Training under RDC Scheme, DBT Cell, Nodal Officer for RTI
12.	Jt. Director (Survey)	All matters related to Collection and scrutiny of data of CPSEs for PE Survey from Ministries/Departments. Updating Online application for PE Survey on DPE website. Coordination with Ministries/departments/CPSEs for work related to PE Survey. Preparation and printing of PE Survey Report. Laying of PE Survey and CAG Report (Commercial) in Parliament. Review/Compilation / Publication of DPE Guidelines in coordination with all other divisions and updation on DPE website
13.	Jt. Director (Disinvestment)	All matters related to Revival and Restructuring/ Closure/Sale/privatization of CPSEs in non-strategic sectors. Formation of new CPSEs/JVs, etc. Matters pertaining to Asset monetization and Special Purpose Vehicle for Land Monetization. Capital restructuring, investment of surplus funds and other similar references in coordination with DIPAM. Matters relating to CGD/IMG meetings on strategic and minority disinvestment. Cabinet/CCEA/COS Notes on above subjects
14.	Under Secretary (Wage cell)	All matters related to Pay revision of board level executives, below board level executives and non-unionized supervisors & proposals relating to wage settlements of unionized employees. Quarterly DA orders for IDA and CDA pay-scale Employees of CPSEs. Correspondence including court cases on wage policy matters (fixation of pay/HRA/CCA/gratuity etc.) from individuals/unions/associations/CPSEs/Administrative Ministries / Depts, etc. Cabinet/CCEA Note on wage revision and other subjects of wage cell
15.	Under Secretary (Administration)	Establishment matters of officers and staff of DPE including appointment, joining time, creation/abolition of posts, framing and amendment of recruitment rules, extension of officers under CSS, service book updation and other miscellaneous matters. Processing of proposals of postings & transfers / deputation of officers for training within the country and abroad. Hiring of manpower/vehicles through

		<p>outsource basis. Compensation and Benefits related matters such as fixation of pay, annual increment, GPF advance and withdrawals, conveyance allowances, LTC/ TA advance, loans and advances, grant of honorarium, etc. Other miscellaneous employee-related matters such as sanction of leave, maintenance of service records, issue of retirement orders, etc. Vigilance matters including complaints and disciplinary cases of DPE. Expenditure on conferences, entertainment, contingency, office supplies, etc. Procurement for the Department for running office. Maintenance of GPF accounts and issue of annual GPF slips; calculation of income tax and issue of IT certificates. Disbursement of payments, reconciliation of accounts. Budget proposals, notes on demand for grants, coordination and consolidation of BE, RE and supplementary demands. Periodical reports and returns including e-Samiksha, monthly DO and miscellaneous works of DPE All Parliamentary work of DPE including matters related to the Parliamentary committees. All matters requiring coordination of all divisions. All Matters related to Sectoral Group of Secretaries. Receipt/Issue of Dak</p>
16.	Dy. Director (OL)	<p>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.</p>
17.	Dy. Director (MoU)	<p>All matters related to Monitoring of Capital expenditure of select CPSEs and its updation on PMO portal. Performance evaluation of CPSEs under MoU mechanism including coordination with various Ministries/departments. All HPC Committee Meetings and modifications/changes in MoU Guidelines. Online portal of MoU Mechanism. Audit of MoU process (CAG and internal audit). Corporate Governance guidelines and compilation of compliance reports of CPSEs</p>
18.	Dy. Director (Policy Division-II)	<p>All matters related to MSME Procurement under Public Procurement 2012 policy and GeM procurement by CPSEs. Extension of Ministry of Finance guidelines on purchase preference policy, Atamnirbhar Bharat Programme etc. Comments on proposal of COS/ECOS/PIB/SFC/EFC Policy and cabinet meetings other than those related to disinvestment. Formulation or modification of guidelines of CRR and RDC schemes and Conduction & Coordination of trainings under the schemes. Selection of training partners/topics and financial approval for various trainings. Engagement of Interns, Programmers under RDC & CRR for OTNS related work. CSR spendings and policy framework thereto.</p>
19.	Dy. Director (Policy Division-I)	<p>All matters related to Ratna Scheme, Categorization of CPSEs and delegation of powers to CPSEs. Board of Directors of CPSEs creation/abolition /re-designation of Board level posts and below board level posts and exemption from rule of immediate absorption. Databank of IDs and proposals for selection and appointment of IDs on the Boards of CPSEs. Annual performance appraisal of Board functionaries of CPSEs (CPSE SPPAROW). Model CDA Rules, CVC guidelines and complaints against board and below board level executives. Submission of periodical reports of CPSEs in respect of issues like FR 56(j)/Training/AMRCD etc. to the concerned Ministry / dept. Employment and Reservations in CPSEs. SCOPE, ICPE &</p>

		PESB matters. References from ministries/depts/Agencies on the DPE guidelines on above subjects.
20.	Dy. Director (Disinvestment)	All matters related to Revival and Restructuring/ Closure/Sale/privatization of CPSEs in non-strategic sectors. Formation of new CPSEs/JVs, etc. Matters pertaining to Asset monetization and Special Purpose Vehicle for Land Monetization. Capital restructuring, investment of surplus funds and other similar references in coordination with DIPAM. Matters relating to CGD/IMG meetings on strategic and minority disinvestment. Cabinet/CCEA/COS Notes on above subjects