

Duties of Officers in DPE:

S.No.	Designation	Duties and Responsibilities
1.	Secretary	Overall in-charge of Department of Public Enterprise.
2.	Additional Secretary	Board level Management issues, Categorization of CPSEs, Conferring "Ratna" status, CSR and SCOPE.
3.	Joint Secretary (Administration, PP Division & GM Division)	Policy Planning Unit, Revival restructuring & closure of CPSEs, General Management, Establishment, General Administration, Parliament, Cash/Budget and General Coordination & NIC and CSR.
4.	Adviser(MoU)	Evaluation & monitoring for performance of CPSEs, Monitoring of capital projects and MoU Division
5.	Adviser (Wage Cell)	Work relating to Wage Cell, MoU work 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, Appellate Authority for RTI Cell, DPE.
6.	DDG(Survey)	Public Enterprises Survey
7.	Director(Administration)	Establishment, General Administration, Parliament, Cash/Budget, General Coordination & NIC, Vigilance matter of DPE, CSR, SCOPE and ICPE matters.
8.	Director (GM)	General Management Division (Below Board level issues), SC/ST Cell, VRS and CRR Scheme.
9.	Director(Wage Cell)	Wage Policy
10.	Director(PP Division)	Policy Planning Unit, RTI (CPIO)
11.	Director (Survey)	Public Enterprises Survey, Capacity building of CPSEs, Trainings under RDC Scheme, DBT Cell Administrative Mechanism for CPSEs Dispute Resolution & AMRCD and Nodal Officer for Public Grievances.
12.	Director (MoU)	Evaluation & monitoring for performance of CPSEs and Monitoring of Capital Projects.
13.	Director (Management)	Board level Management issues, Categorization of CPSEs, Conferring "Ratna" status and Official Language.
14.	Under Secretary (Wage Cell)	Wage related matters.
15.	Under Secretary (Administration)	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/-
- Director (Admn.) is nominated as Head of Department whose financial power is full power.