

Channel of Submission – Administration & Coordination Division

<i>S.NO</i>	<i>NATURE OF CASES</i>	<i>CHANNEL OF SUBMISSION</i>	<i>FINAL</i>	<i>CONSULTATION</i>	<i>REMARKS</i>
1	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.	US (NK)> DS (MRM)	JS (SKJ) (All levels except (GpA)/Secretary (PE) for GpA)		
2	Processing of proposals of postings & transfers / deputation of officers for training within the country and abroad	US (NK)> DS(MRM)	JS (SKJ) (All levels except Gp A)/Secretary (PE) for GpA)		
3	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.	ASO(NK)>US(NK)	JS(SKJ)		
4	Other miscellaneous employee-related matters such as sanction of leave, maintenance of service records, issue of retirement orders, etc.	ASO(AK)>US(NK)	JS (SKJ) (All levels except Gp A)/Secretary (PE) for (GpA)		
5	Vigilance matters including complaints and disciplinary cases of DPE	US(NK)>DS(MRM)	JS (SKJ) (All levels except Gp A)/Secretary (PE) for (GpA)		
6	Expenditure on conferences, entertainment, contingency, office supplies, etc.	US(NK)	DS(MRM)		
7	Procurement for the Department for running office	US(NK)	DS(MRM)		
8	Maintenance of GPF accounts and issue of annual GPF slips; calculation of income tax and issue of IT certificates	SO(IS)	DS(MRM)		

9	Disbursement of payments, reconciliation of accounts	SO(IS)	US(NA)		
10	Budget proposals, notes on demand for grants, coordination and consolidation of BE, RE and supplementary demands	SO(IS)> DS(MRM)>JS(SKJ)	Secretary (PE)		
11	Periodical reports and returns including e-Samiksha, monthly DO and miscellaneous works of DPE	ASO(SA)> DS(MRM)>JS(SKJ)	Secretary (PE)		
12	All matters requiring coordination of all divisions	US(NK)	DS(MRM)		
13	All Matters related to Sectoral Group of Secretaries	DS(MRM)>JS(SKJ)	Secretary (PE)		
14	All Parliamentary work of DPE including matters related to the Parliamentary committees	Parl. Asstt. > US(NK)	DS(MRM)		
15	All matters related to NIC	STD (NIC)	JS (SKJ)		
16	All matters related to OL	DD (OL) > DS(MRM)	JS (SKJ)		

Channel of Submission – MoU Division

S.NO.	NATURE OF CASES	CHANNEL OF SUBMISSION	FINAL	CONSULTATION	REMARKS
1	Monitoring of Capital expenditure of select CPSEs and its submission to PMO portal	SSO (Arun Kumar) > Dir (Amit Rastogi)	Principle Adviser (Pawan Kumar)		
2	Convening of IMC meetings for target setting and performance evaluation of CPSEs under MoU mechanism including coordination with various ministries / departments	SSO (Arun Kumar) > Dir (Amit Rastogi)	Principle Adviser (Pawan Kumar)		
3	Finalization of IMC meeting minutes	Dir (Amit Rastogi) > Principle Adviser (Pawan Kumar)> JS(SKJ)	Secretary (PE)		

4	Preparation of agenda of HPC Committee Meetings	Dir (Amit Rastogi > Adviser (Pawan Kumar)> JS(SKJ)	JS (SKJ)		
5	Updating of MoU Guidelines	Dir (Amit Rastogi > Principle Adviser (Pawan Kumar)> JS(SKJ)	Secretary (PE)		
6	Online portal of MoU Mechanism	DD (Shankar Lal) > Dir(Amit Rastogi)	JS(SKJ)		
7	Audit of MoU process (CAG and internal audit) & organization of Workshops on MoU	SSO (Arun Kumar) > Dir (Amit Rastogi)	JS(SKJ)	AS&FA	
8	Corporate Governance guidelines and compilation of compliance reports of CPSEs	DD (Shankar Lal) >Dir (Amit Rastogi)	Principle Adviser (Pawan Kumar)		
9	Inter-divisional communications/returns including RTI	DD (Shankar Lal)	Director (Amit Rastogi)		
10	Matters relating to VIP references & Parliament Questions, Parliamentary Committees	Dir (Amit Rastogi) > Principle Adviser (Pawan Kumar) > JS(SKJ)	Secretary (PE)		

Survey Division

S.NO	NATURE OF CASES	CHANNEL OF SUBMISSION	FINAL	CONSULTATION	REMARKS
1	Collection and scrutiny of data of CPSEs for PE Survey from Ministries / Departments	JD (Sujoy Mitra)	DDG (AKN)		
2	Updating Online application for PE Survey on DPE website	JD (Sujoy Mitra) > DDG (Ajith Kumar N)	SS (RKC)		
3	Coordination with divisions of DPE and ministries / departments / CPSEs for work related to first draft PE Survey	JD (Sujoy Mitra)	DDG (AKN)		
4	Preparation and approval of final draft and Printing of PE Survey Report	DDG (Ajith Kumar N) >SS(RKC)	Secretary (PE)		
5	Laying of PE Survey in Parliament	DDG (Ajith Kumar N)	SS (RKC)		

6	Preparation of comments on laying of CAG Report (Commercial) in Parliament	DDG (Ajith Kumar N) >SS(RKC)	Secretary (PE)		
7	Parliament Questions, assurances, VIP references and Parliamentary Committee matters pertaining to Survey division	JD (Sujoy Mitra) > DDG (Ajith Kumar N) > SS(RKC)	Secretary (PE)		
8	Review / Compilation / Publication of DPE Guidelines in coordination with all the divisions and update on DPE website	DDG (Ajith Kumar N)	SS(RKC)		

Channel of Submission – Wage Cell

<i>S.NO</i>	<i>NATURE OF CASES</i>	<i>CHANNEL OF SUBMISSION</i>	<i>FINAL</i>	<i>CONSULTATION</i>	<i>REMARKS</i>
1	Pay revision of board level executives, below board level executives and non-unionized supervisors & proposals relating to wage settlements of unionized employees.	SSO (Sanjoy Roy) > US (Samsul Haque) > JS (SKJ)	Secretary (PE)		
2	Quarterly DA orders for IDA and CDA pay-scale Employees of CPSEs	SSO (Sanjoy Roy) > US (Samsul Haque) > JS(SKJ)	Secretary (PE)		
3	Correspondence including court cases on wage policy matters (fixation of pay / HRA / CCA / gratuity etc.) from individuals /unions/ associations/ CPSEs/ Administrative Ministries/Depts, etc.	SSO (Sanjoy Roy) > US (Samsul Haque)	JS/Secretary (PE)		Depending upon matter under consideration
4	Dealing with correspondences of routine nature relating to grievances, complaints, representation from individuals/ unions/associations/court notices to the Administrative Ministries/Depts, etc.	SSO (Sanjoy Roy) > US (Samsul Haque)	JS (SKJ)		

5	Cabinet /CCEA Note/COS Note on wage revision and other subjects of wage cell	US (Samsul Haque) > JS (SKJ)	Secretary (PE)		
6	Parliament questions, assurances, motions, Parliamentary committee matters VIP references etc. relating to Wage Cell	US (Samsul Haque) > JS (SKJ)	Secretary (PE)		

Channel of Submission – Disinvestment Division

<i>S.NO</i>	<i>NATURE OF CASES</i>	<i>CHANNEL OF SUBMISSION</i>	<i>FINAL</i>	<i>CONSULTATION</i>	<i>REMARKS</i>
1	(i) Matters related to new PSE Policy activities in Non-strategic sector -Analysis of CPSES for closure/disinvestment and preparation of proposal for approval of competent authority (ii) Preparation of aforesaid proposals and obtaining of approval of competent authority (iii) Matters related to driving of closure process of CPSEs approved by CA.	DD (GS)>JD(BS) > SS(RKC) DD (SSR) > JD (BS)>SS(RKC) AD (AS) > Director (PKS) > SS(RKC)	Secretary (PE) Secretary (PE) Secretary (PE)		As per CPSEs allotted
2	Matters pertaining to Asset monetization and Special Purpose Vehicle for Land Monetization	DD(RK)> Dir (PKS)>SS(RKC)	Secretary (PE)		
3	Matters pertaining to formation of new CPSEs / JVs,	DD (RK)>Dir (PKS)	SS(RKC)		
4	Matters relating to CGD / IMG meetings on strategic and minority disinvestment coordinated by DIPAM	AD (AS)> JS (SKJ)	SS (RKC)/ Secretary (PE)		
5	Capital restructuring, investment of surplus funds and other similar references in coordination with DIPAM	AD(AS)> JS (SKJ)	SS (RKC)/ Secretary (PE)		
6	Parliament questions, assurances, motions, resolutions, VIP references etc. related to Disinvestment matters	DD (RK)/DD(SSR) > Director (PKS) > SS(RKC)	Secretary (PE)		

7	Cabinet/CCEA/COS Notes on above subjects	DD (RK)/DD(SSR) > Director (PKS) > SS(RKC)	Secretary (PE)		
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Policy – I Divisions

General Management Issues

Sl. No.	NATURE OF CASES	CHANNEL OF SUBMISSION	FINAL	CONSULTATION	REMARKS
1	(i) Reference on modal CDA Rules	AD(NV)>DD>DS	JS (AA)		
	(ii) CVC guidelines	--do--			
	(iii) Complaints against below board level	--do--			
	(iv) Reference from Ministries/Departments on DPE guidelines	--do--			
	(v) Complaints above board level	DD>DS>JS	Secretary		
2	(i) Periodic report on FR56(J)	ASO/AD>DD>DS	JS		
	(ii) AMRC D (Portal related matters)	AD>DD>DS	JS		
	<ul style="list-style-type: none"> ➤ Updation to be done by ASO ➤ Routine receipts to be initiated by AD(NV) ➤ Policy related matters on AMRC D 	DD/DS>JS	Secretary		
3	Employment & Reservation in CPSEs	DD>DS>JS	Secretary		

Management Related Issues

Sl. No.	NATURE OF CASES	CHANNEL OF SUBMISSION	FINAL
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1	(i) Creation of posts	DD>DS>JS	Secretary
	(ii) Exemption from immediate absorption	DD>DS>JS	Secretary
	(iii) Redesignation of the posts	AD(NV)>DS>JS	Secretary
	(iv) Categorisation	DS>JS	Secretary
	(v) Matters related to delegations of Power	DD(RP)>DS>JS	Secretary
	(vi) Annual Performance Approval	AD(KK)>DD/DS>JS	Secretary
2	(i) B.O.D. Portal Revamping, updation and related matters (AD & ASO would help)	DD(RP)>DS	JS/Secy
	(ii) Periodic monitoring	AD>DD>DS	JS
	(iii) Any important issues requiring approval of Secretary	DD>DS>JS	Secretary
3	Parliament Question Inputs to be provided by concerned AD & ASO	DD/DS>JS	Secy/Minister

Delegation of Power

Sl. No.	NATURE OF CASES	CHANNEL OF SUBMISSION	FINAL
(i)	Routine receipts/clarifications	AD(KK)>DD	DS/JS
(ii)	Important policy issues	DD/DS>JS	Secretary

Cabinet Notes Comment	DS>JS	Secretary	Minister
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Public Grievance

(i)	Routine	AD(NV)>DS	JS
(ii)	Involving changes in policy or requiring direction	DD>DS>JS	Secretary

Miscellaneous:

E-samiksha	AD(NV)>DD>DS	JS
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Monthly DO	AD(KK)>DD(RP)>DS	JS
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SCOPE, ICPE	AD(KK)>DS>JS	Secretary
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PESB matter	DD>DS>JS	Secretary
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VIP references	AD>DS>JS	Secretary
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RTI	Concerned CPIOs	
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Appeal	Concerned CPIOs	DS (Appellate Authority)
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Policy II Division

S.NO	NATURE OF CASES	CHANNEL OF SUBMISSION	FINAL	CONSULTATION	REMARKS
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1	Matters related to MSME Procurement under Public Procurement 2012 policy GeM procurement and TReDs by CPSEs	DD (KB) > JD(Dr.NA)> Adviser (AK)	Secretary (PE)		
2	Extension of Ministry of Finance guidelines on purchase preference policy, Atamnirbhar Bharat Programme etc.	DD (KB)	Adviser (AK)		
3	Comments on proposals of COS / ECOS / PIB / SFC / EFC Policy and Cabinet matters other than these specifically specified.	DD (KB) > Adviser (AK)	Secretary (PE)		
4	Formulation or modification of guidelines of CRR and RDC schemes	JD (Dr.NA)> Adviser (AK)	Secretary (PE)		
5	Selection of training partners / topics and financial approval for various trainings. Engagement of Interns, Programmers under RDC & CRR for OTNS related work	JD (Dr. NA)> Adviser (AK)	Secretary (PE)		
6	Conduction & Coordination of training activities / seminars /	AD(RK)>DD(KB)>JD(Dr.NA)	Adviser (AK)		

	conferences / workshops				
7	Administrative Matters related to DPE schemes and Processing bills related to Trainings	AD (RK) > JD (Dr.NA)	Adviser (AK)		
8	All matters relating to CSR.	DD(KB)>JD (Dr. NA)	Adviser (AK)		
9	Parliament Questions, assurances, VIP references and Parliamentary Committee matters pertaining to Policy II division other than (CSR).	JD (Dr.NA) > Adviser (AK)	Secretary (PE)		

Note: -

JS (SKJ): Joint Secretary, Shri Sanjay Kumar Jain

STD (NIC): Senior Technical Director (National Informatic Center)

US (NK): Under Secretary, Shri Naresh Kumar

DS (MRM): Deputy Secretary, Shri Muni Ram Mina

DD (OL): Deputy Director. Official Language

SO(IS): Section Officer (Shri Ishwar Sendre)

ASO(AK): Assistant Section Officer (Shri Ajay Kumar)

ASO(SA): Assistant section Officer (Shri Saurabh Agrahari)

Parl. Asstt.: Parliament Assistant

AS&FA: Additional Secretary & Financial Adviser

Dir: Director

DD: Deputy Director

SSO: Senior Statistical Officer

PE: Public Enterprises

JS: Joint Secretary

PE: Public Enterprises

DD (GS): Deputy Director (Shri Gorishankar)

JD(BS): Joint Director, Smt. Bharti Sahai

SS(RKC): Special Secretary, shri Rajesh Kumar Chaudhary

PKS: Pramod Kumar Saha

DD (SSR): Deputy Director, Shri Samba Siva Rao

DD (RK): Deputy Director, Shri Rohin Koppuravuri

AD (AS): Assistant Director, Smt. Anupma Sharma

DD (KB): Deputy Director, Kailash Bhandari

JD (Dr. NA): Joint Director, Doctor Nitin Agrawal

PE: Public Enterprises

AK: Shri Agrim Kaushal

AD(KK): Assistant Director (Shri Kranti Kumar)

DD(RP): Deputy Director (Shri Rajesh Puri)

AD(NV): Assistant Director (Shri Neeraj Verma)