



Government of India  
Ministry of Finance  
Department of Public Enterprises



User Manual  
for  
Administrative Ministry/Department  
Nodal Officer Login

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User Manual  
Version -01

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Prepared by  
NIC-DPE  
in  
coordination with  
Policy –I Division, DPE

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1. **Objective :**

To cater the incumbency positions of Board of Directors (CMD/MD, Functional, Govt. Nominee & Independent Directors of CPSEs), Department of Public Enterprises (DPE) in coordination with NIC Cell, DPE designed and developed a **web based online application named as Board of Directors System (DPEBOD)**. The objective of this application is to facilitate various stakeholders i.e. Administrative Ministries/Departments, Public Enterprises Selection Board (PESB), Department of Personnel & Training (DoPT), Department of Public Enterprises (DPE), Central Public Sector Enterprises(CPSE) Nodal Officers to have the first-hand status of the incumbency positions of CPSEs. The system is user friendly and the updation of incumbency position has been made simple for the officers of CPSEs.

2. **About DPEBOD**

- ❖ To access DPEBOD application and considering different roles, Administrative Ministry/Department, PESB, DPE & Nodal Officers of CPSEs **are provided with respective User name & Password.**
- ❖ This system will help in timely appointment of the Board of Directors as the Administrative Ministry/Department, PESB & DPE will be aware of the **latest & anticipated Vacancy position in CPSEs.**
- ❖ Each CPSE has to **nominate a Nodal Officer** who will be responsible to update the incumbency position of Board of CPSEs. The CPSEs are requested to nominate Nodal Officer for DPEBOD if they have not done earlier.
- ❖ The Nodal Officer of CPSEs are requested to **update the incumbency position by 7th of every month.** In case the Nodal Officer doesn't updates the incumbency position for one month in the web site, the matter will be pushed to the CEO/CMD of the CPSEs.
- ❖ **Administrative Ministry / Department can generate reports** for the latest & the anticipated Vacancy Position of Board of Directors of CPSEs which comes under their Ministry/Department.
- ❖ **Administrative Ministry/Department can generate Appointment Orders** for Board of Directors (Functional, Govt. Nominee & non-Official Directors appointed on the Boards of CPSEs).
- ❖ Administrative Ministry / Department have to do **Aadhar based e-sign** for generating appointment orders.
- ❖ PESB can see Ministry/CPSE-wise Vacancy Position of CMD/MDs & Functional Directors in CPSEs.
- ❖ DPE can generate Reports of the Incumbency Position of the Board of Directors of CPSEs.

### 3. Roles & Responsibilities assigned to individual users - DPEBOD

Roles and Responsibility		
DPE	CPSE	Administrative Ministry
<p><b>Senior Level</b></p> <ul style="list-style-type: none"> <li>Monitoring the DPEBOD system and instructs the Nodal Officer of DPE.</li> </ul> <p><b>Super Admin</b></p> <ul style="list-style-type: none"> <li>Creates User Credentials for Administrative Ministry, Departments under that Ministry, CPSE, Nodal Officer &amp; PESB.</li> <li>Manages and maintains DPEBOD database.</li> </ul> <p><b>Nodal Officer</b></p> <ul style="list-style-type: none"> <li>Ensuring the updation of DPEBOD by the Nodal Officers of CPSEs.</li> <li>Helps Nodal Officer in updating the records.</li> </ul>	<p><b>Nodal Officer</b></p> <ul style="list-style-type: none"> <li>Updates Incumbency Position of Board of Directors by 7<sup>th</sup> of Every Month.</li> <li>The Nodal Officer has to update the DPEBOD system whenever there is a change in Board of Directors.</li> <li>Even if there is 'No change' in present position, kindly click 'Submit' button by 7<sup>th</sup> of every month.</li> </ul>	<p><b>Nodal Officer</b></p> <ul style="list-style-type: none"> <li>Checks the updated Vacancy position of CPSEs Board of Directors.</li> <li>Generates Appointment Orders for Board of Directors (Functional, Govt. Nominee &amp; NODs).</li> </ul>
<b>PESB</b>		
<ul style="list-style-type: none"> <li>PESB can see Ministry/CPSE-wise Vacancy Position of CMD/MDs&amp; Functional Directors in CPSEs.</li> </ul>		

4 **Home page :**

Open the URL: <https://dpebod.gov.in/> from any browser or any internet connected device to access DPEBOD web site. Home page will appear as **SCR-1**.

**Department of Public Enterprises**  
Incumbency Position of Directors of CPSEs

"As the application was under maintenance since 14 Dec. 2021, it is requested to upc

Department of Public Enterprises (DPE) formulates policy guidelines on the Board structure of CPSEs. In pursuance of the public sector policy being followed since 1991 several measures have been taken by the Department of Public Enterprises to professionalize the Boards of public enterprises. The extant guidelines provide that outside professionals should be inducted on the Boards of CPSEs in the form of part-time non-official Directors and that the number of such Directors should be at least 1/3rd of the actual strength of the Board. In the case of listed CPSEs headed by executive Chairman, the number of non-official Directors (Independent Directors) should be at least half the strength of the Board. <<more..>>

**Disclaimer**

1. Persons have been included in the databank on the basis of the declarations made by them in their respective bio-data.
2. The proposals for appointment of non-official Directors on the Boards of CPSEs are initiated by the concerned administrative Ministries which can propose the names of eligible persons from their own sources and DPE databank is intended to help administrative Ministries in short-listing suitable names, in case the concerned Ministries so desire. Therefore, inclusion of name(s) in DPE databank does not imply that name(s) from the DPE databank would necessarily be considered for appointment as non-official Director on the Boards of CPSEs.

Home  
About Us  
Administrative Ministry / Department (Nodal Officer Login)  
PESB (Login)  
DPE (Login)  
CPSEs (Login)  
Contact Us

India.gov.in  
The national portal of India

As the Nation celebrates  
Azadi Ka Amrit Mahotsav  
Let us SING THE NATIONAL ANTHEM  
RashtraGaan.in

Website Content Managed by Department of Public Enterprises, Ministry of Finance, GOI  
Designed, Developed and Hosted by National Informatics Centre( NIC-DPE )

**SCR-1**

## 5. **Brief about each modules of DPEBOD:**

Basically, this web based application contain six modules as indicated below:

- (i) **My profile:** will capture Nodal Officer details dealing with concerned Ministry. It is a single time entry that concerned Ministry has to do. In case of change in the Nodal Officer, of course, new nodal officer detail is to be updated.
- (ii) **Appointment Order:** will facilitate capturing of complete details of appointed Director in Board of a CPSE by the concerned Ministry/Department, Ministry Official details who is signing the appointment order and details of Officials/Non-officials who will receive a copy of the Appointment order electronically (in email address) or physically (in hard copies) will be required to input for automatic generation of standard Appointment Orders with editable option.
- (iii) **Report :** A report module enables concerned Nodal officer to add custom filter conditions, to group and organize them and to get output with report parameters. The reporting module provides a flexible framework for defining and designing your report outputs, using what we call Report Renderers.
- (iv) **View online submitted applications for NODs databank:** Concerned Ministry can view the online submitted applications submitted by CPSEs under them on NODs databank.
- (v) **Change Password:**The benefits of changing password often cannot be underestimated. Passwords work like a key to important personal information entered through your login details in DPEBOD web site. Nodal Officer will be responsible for any maintenance in the data of CPSE under your Ministry/Departments as it is entered through your login details. Protecting your data starts with securing passwords. Passwords are your first line of defence against cyber-attack.  
Nodal Officer can change your password for security reasons. Time to time and adopting as a best practice, password with complex combinations need to be changed twice within a month or be changed when you make most of updation process in the application.
- (vi) **Logout:** It is an act through which you safely come out of the application after executing your tasks.

Let us now elaborate each modules including Login Panel details. After clicking Administrative Ministry/Department (Nodal Officer Login) (as indicated by Red Arrow) of **SCR-2**, following **SCR-3** with Login Panel will appear:

Home

About Us

Administrative Ministry / Department (Nodal Officer Login)

PESB (Login)

DPE (Login)

CPSEs (Login)

Contact Us

Department of Public Enterprises  
Incumbency Position of Directors of CPSEs

Department of Public Enterprises (DPE) formulates policy guidelines on the Board structure of CPSEs. In pursuance of the public sector policy being followed since 1991 several measures have been taken by the Department of Public Enterprises to professionalize the Boards of public enterprises. The extant guidelines provide that outside professionals should be inducted on the Boards of CPSEs in the form of part-time non-official Directors and that the number of such Directors should be at least 1/3rd of the actual strength of the Board. In the case of listed CPSEs headed by executive Chairman, the number of non-official Directors (Independent Directors) should be at least half the strength of the Board. <<more...>>

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Website Content Managed by Department of Public Enterprises, Ministry of Finance, GOI  
Designed, Developed and Hosted by National Informatics Centre (NIC-DPE)

**SCR-2**

Department of Public Enterprises  
Online Databank System

"As the application was under maintenance since

Username

Password

W Q M X B 9

Enter the above code here:

Can't read? Refresh Captcha

Login

Forgot your password? [Click here.](#)

**SCR-3**

Please enter Username, password, Captcha value (as indicated with red arrows) in **SCR-3**, a new **SCR-4** after validating your entered credentials will appear:



- My Profile**
- Appointment Order +
- Report +
- View online submitted applications for NODs Databank
- Change Password
- Log out

**My Profile**

Ministry Name : MINISTRY OF AGRICULTURE AND FARMERS WELFARE

Nodal officer Name :

Landline Number :

Mobile Number :

Email ID :

**Submit**

**SCR-4**



(i) **My Profile:**

Ministry Name -> Pre-filled Ministry Name will appear

Nodal Officer Name-> Please fill the Nodal Officer Name

Designation -> Please fill the Nodal Officer Designation

Landline number -> Please fill the Landline Number

Mobile number -> Please fill the Mobile Number.

Email ID -> Please fill the Email ID

As indicated in **SCR-4**, please do enter details.

To better differentiate among modules, colour coding in these modules have been done. Main purpose of colour coding is to separate and organize the modules in a better way. Working in a module by the custodian of the application is indicated by Green colour and the rest of the modules (which were non-active at that moment) are highlighted by Blue Colour.

In case of any change or in the renaming of Ministry name/Departments, it may please be brought in the notice of Department of Public Enterprises.

(ii) **Appointment order:**

You can generate Appointment Order (indicated by Red Arrow) of SCR-5.



**SCR-5**

Appointment Order Modules further contains two sub-modules (indicated with red arrow) with details given below:

◆ Generation of Appointment Order

On clicking Generation of Appointment Order of SCR-6, SCR-7 will appear.



**SCR-6**

### SCR-7

Here

Administrative Ministry -> Pre-filled Ministry name will appear

Name of the Department->Concerned Departments under that Ministry name will be listed in the combo box.

Post ->You can choose more than one post (Functional Director, Govt. Nominee Director, Non-Official Director) with check option in the check boxes as the case may be.

Order Date (dd/mm/yyyy) -> Order date in the form of dd/mm/yyyy to be entered.

File No. ->Concerned file no. on which appointment was approved to be entered.

OM No. -> Concerned OM no. to be entered.

OM Date (dd/mm/yyyy) -> OM date in the form of dd/mm/yyyy to be entered.

Address of the Ministry ->Address of the Ministry to be entered.

Name of the Division/Office -> Division concerned dealing with this Administrative Ministry is to be entered.

Name of CPSE -> CPSEs under that Administrative Ministry populated in the combo box.

Address of CPSE -> Address of CPSE to be entered.

Director Details -> Director name and his/her designation to be entered. You can add more Director names and his/her designation with the Add New button. Their names and designations can also be deleted by clicking Delete button.

Name of Signatory Authority->Name of the Signatory Authority signing the Appointment order to be entered.

Designation of Signatory Authority-> Designation of Signatory Authority signing the Appointment order to be entered.

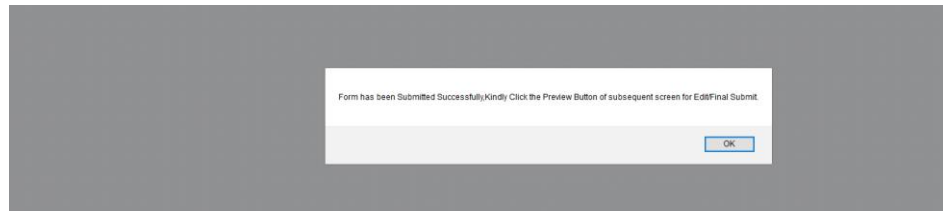
Ph.No-> Contact details of Signatory Authority signing the Appointment order to be entered.

Email -> Email address of Signatory Authority signing the Appointment order to be entered.

Copy for Information (header) to: Indicate to whom these appointment order will be delivered electronically (in email address) or physically. You can update/delete pre-filled data with your new addressee. You may add new details by clicking Add New button.

After entering all data as indicated above (SCR-7), click Save button. Following message will come “Form has been submitted Successfully.Kindly click on the preview button of subsequent screen for Edit/Final submit”( (SCR-8).

All entered data will be stored in the application. Best practices may be to have data in hand before entering in the form of the application so as to have better utilisation of bandwidth and prevent from issues arising of network failure.



**SCR-8**

Click Preview Button(indicated by red arrow in **SCR-9**). A new **SCR-10** will appear. Preview will allow you to visualize current/final data and correct possible errors easily before submitting in the application.

The screenshot shows a web browser window with the URL [https://dpebod.gov.in/APPOINTMENT\\_ORDER/APPOINTMENT\\_ORDER.aspx](https://dpebod.gov.in/APPOINTMENT_ORDER/APPOINTMENT_ORDER.aspx). The page title is 'MINISTRY OF AGRICULTURE AND FARMERS WELFARE'. The main heading is 'GENERATION OF APPOINTMENT ORDER'. The form includes sections for:
 

- Administrative Ministry: MINISTRY OF AGRICULTURE AND FARMERS WELFARE
- Name of the Department: D/O AGRICULTURE AND COOPERATION
- Post:  Functional Director,  Govt. Nominee Director,  Non-Official Director
- Order Date (DDMMYYYY): 03/02/2022
- File No.: F.No. U-14012/102021-PSU
- OM No.: OM No. 2/370214-EO
- OM Date: 03/02/2022
- Address of the Ministry: 314-(C),A-wing,3rd floor,Shaahi Bhawan,New Delhi
- Name of the Division / Office: Testing Division
- Name of the CPSE: NATIONAL SEEDS CORPN. LTD.
- Address of the CPSE: 1st Floor,house No 6 ,BhubarRoad,Uzbar,Guwahati
- Director Details: S. No. 1, SLM\*, Director Name: Shri AJAY KUMAR MITT, Director Designation: Independent Director
- Name of Signatory Authority: Sh. Romen Karat
- Designation of Signatory Authority: Director Planning (ME & PSU)
- Contact details of Signatory Authority: Ph. No. 0112456253, Email: jh@emil
- Copy for information to: A list of 5 entities with checkboxes for 'Copy for information to' and 'Email'.

 At the bottom of the form, there are buttons for 'New', 'Preview', and 'Add New'. A red arrow points to the 'Preview' button.

**SCR-9**

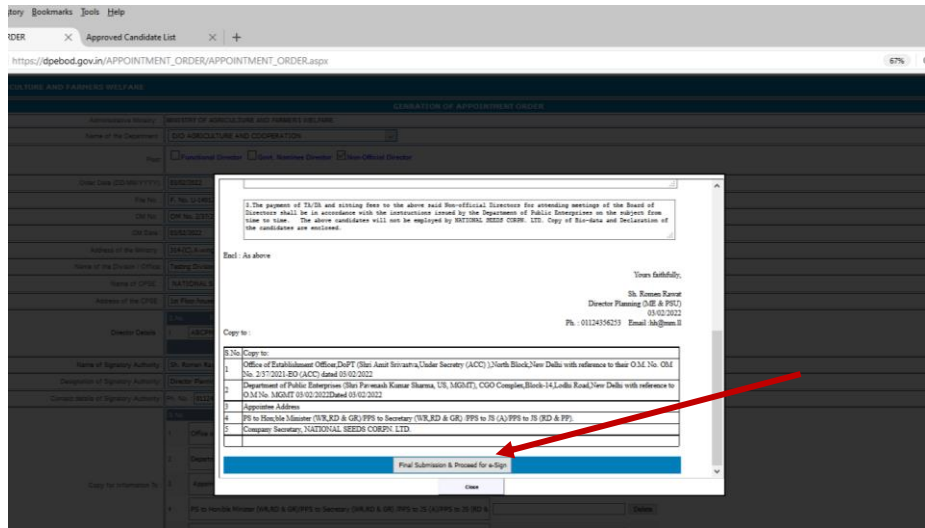
The screenshot shows a preview of a formal appointment order document. The document is titled 'MINISTRY OF AGRICULTURE AND FARMERS WELFARE' and 'D/O AGRICULTURE AND COOPERATION'. It includes the following text:
 

- File No.: F.No. U-14012/102021-PSU
- Government of India
- MINISTRY OF AGRICULTURE AND FARMERS WELFARE
- D/O AGRICULTURE AND COOPERATION
- PCU Section
- Testing Division
- Address: 314-(C),A-wing,3rd floor,Shaahi Bhawan,New Delhi
- Date: 03/02/2022
- To: The Chairman & Managing Director, NATIONAL SEEDS CORPN. LTD., 1st Floor,house No 6 ,BhubarRoad,Uzbar,Guwahati
- Subject: Appointment of Non-Official Director on the Board of NATIONAL SEEDS CORPN. LTD.
- Text: "I am directed to say that in exercise of the power conferred by Article 8(2) of the Articles of Association of NATIONAL SEEDS CORPN. LTD. and in pursuance of Department's Training Order No. No. No. 2/370214-EO dated 21/02/2022 the President is pleased to appoint the following candidate as Non-official Director on the Board of NATIONAL SEEDS CORPN. LTD. for a period of three years from the date of notification of their appointment, on such further orders, conditions etc. as may be deemed fit by the President, in accordance with the Articles of Association of the Company."
- Candidate Name: Shri AJAY KUMAR MITT
- Candidate Designation: Independent Director

 At the bottom of the document, there is a 'Close' button.

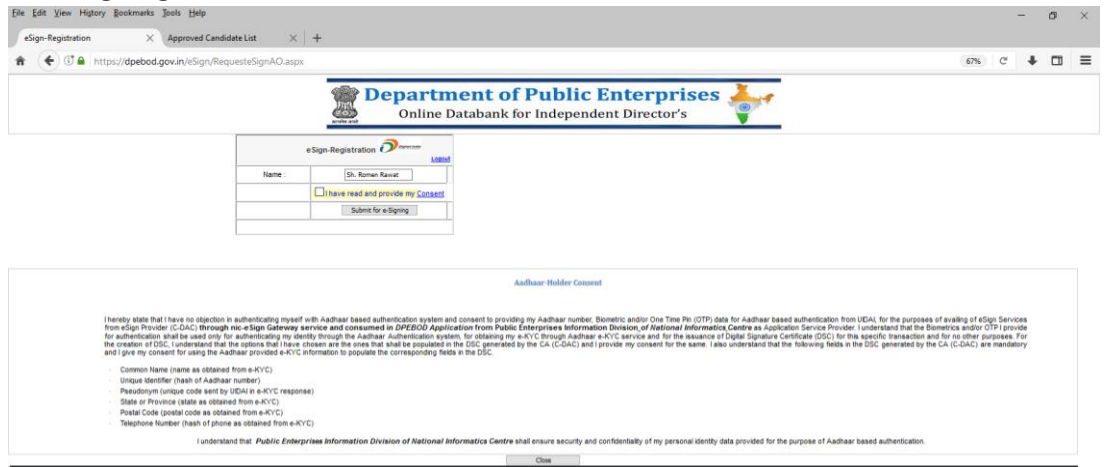
**SCR-10**

Contents given in the text boxes are editable e.g. Subject etc. (**SCR-10**). Data published other than this are generated through the data entered by the user and are not editable in this Appointment order. If you are sure and find data in the Appointment order is in order, scroll down and click on Final Submission & Proceed for e-sign button (shown as red arrow) in **SCR-11**. A new **SCR-12** will appear.



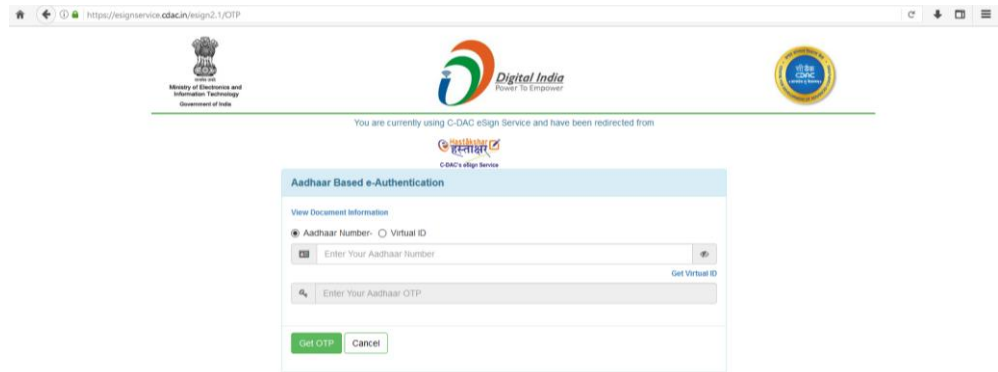
SCR-11

SCR-12 indicate the name of the beneficiary for which Appointment Order will be issued. Please check I have read and provide my Consent. Now click submit for e-signing button (SCR-12).



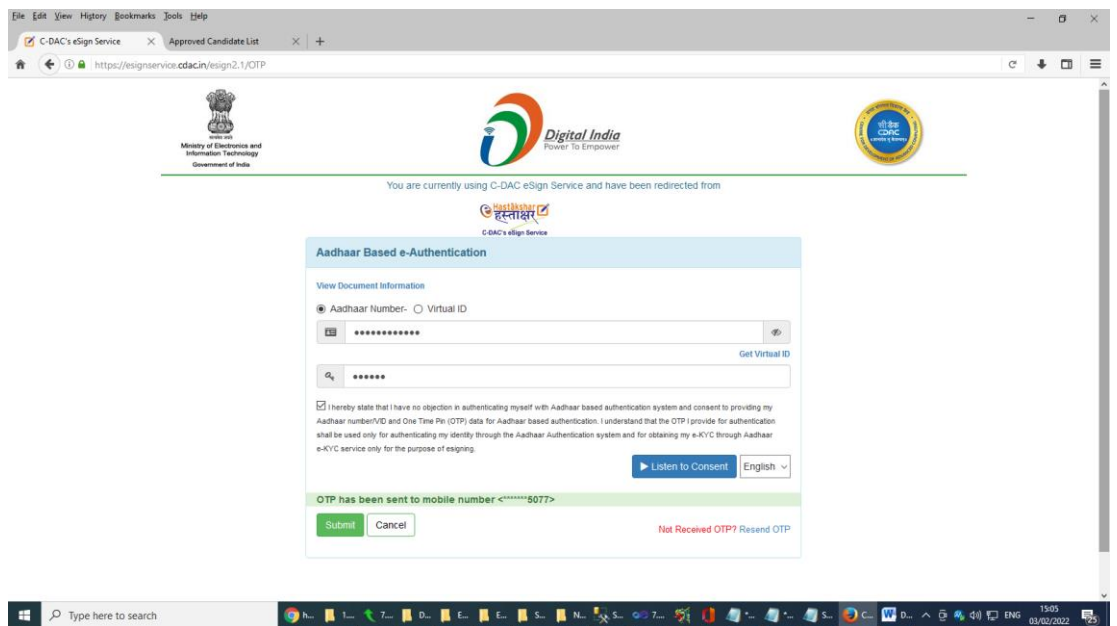
SCR-12

A new SCR-13 will appear.



### SCR-13

Enter your Aadhar Number/Virtual ID (**SCR-13**). Click on GET OTP. A OTP will come on registered mobile number which is linked with the Aadhar Number. Please enter the OTP, check the declaration part and click on Submit button. (**SCR-14**). Anew screen (**SCR-15**) will appear



### SCR-14

**Department of Public Enterprises**  
Incumbency Position of Directors of CPSEs

**Appointment Order Report in Printable Format**  
1. \* Ensure the pop-up windows option is not disable. Enabling this option will allow pop-ups.

[Back](#) [Logout](#)

S.No.	Appointment ID	Appointment Date	CPSE Name	FILE NO	OMNO.	OM DATE	POST	Appointment Order	Success/Failure
1	159550	03/02/2022	NATIONAL SEEDS CORPN. LTD.	F.No. U-14012/10 /2021-PSU	OM No. 2/37/2021-EO	03/02/2022	Non-Official Director	<a href="#">View / Download</a>	Success
2	406001	31/01/2022	NATIONAL SEEDS CORPN. LTD.	14012/10 /2021- PSU2/3	OM 022-EO	12/01/2022	Non-Official Director	<a href="#">Try Again</a>	Failure

### SCR-15

- ◆ View Appointment Order: After generating Appointment order, it is time to view/download digitally signed appointment order. It is possible by clicking View Appointment Order (shown with red arrow) of SCR-17, a new SCR-18 will appear

The screenshot shows the 'My Profile' page of the Department of Public Enterprises. The left sidebar contains a menu with the following items: My Profile, Appointment Order (highlighted), Generation of Appointment Order, View Appointment Order (indicated by a red arrow), Report, View online submitted applications for NODs Databank, Change Password, and Log out. The main content area is titled 'My Profile' and contains a form with the following fields: Ministry Name (MINISTRY OF AGRICULTURE AND FARMERS WELFARE), Nodal officer Name, Landline Number, Mobile Number, and Email ID. A 'Submit' button is located at the bottom right of the form.

### SCR-17

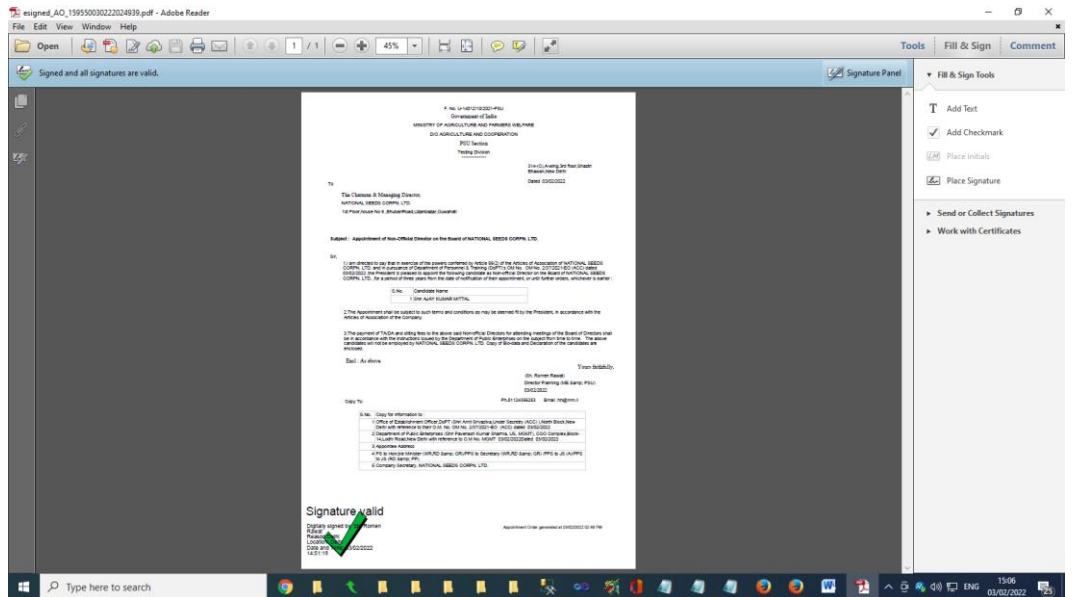
The screenshot shows the 'Appointment Order Report in Printable Format' page. It includes a warning message: "1. \* Ensure the pop-up windows option is not disable. Enabling this option will allow pop-ups." Below the message is a table with the following columns: S.No, Appointment ID, Appointment Date, CPSE Name, FILE NO, OMNO, OM DATE, POST, Appointment Order, and Success/Failure. The table contains two rows of data. A red arrow points to the 'Failure' status in the 'Success/Failure' column of the second row.

S.No	Appointment ID	Appointment Date	CPSE Name	FILE NO	OMNO	OM DATE	POST	Appointment Order	Success/Failure
1	159550	03/02/2022	NATIONAL SEEDS CORPN. LTD.	F.No. U-14012/10 /2021-PSU	OM No. 2/37/2021-EO	03/02/2022	Non-Official Director	<a href="#">View / Download</a>	Success
2	406001	31/01/2022	NATIONAL SEEDS CORPN. LTD.	14012/10 /2021-PSU2/3	OM 022-EO	12/01/2022	Non-Official Director	<a href="#">Try Again</a>	Failure

### SCR-18

You can check the status of the Appointment Orders generated in the Success/Failure column (SCR-18). Success in the Success/Failure column of SCR-18 indicate that Appointment order is e-signed successfully with synchronisation and handshaking between DPEBOD and e-signed server. Failure in the Success/Failure column of SCR-18 indicate that there was some issue in hand-shaking of DPEBOD and e-signed server for which concerned Ministry/Department need to try after some time and repeat the process again. On clicking View, make sure that pop-up windows are not disabled. Enabling this option will allow you to view the digitally signed Appointment Order in a pre-defined format with information provided/entered by concerned Administrative Ministry. Download option(in SCR-18) will serve the same purpose as View Option available in SCR-18. Generated appointment order is available as per SCR-19.





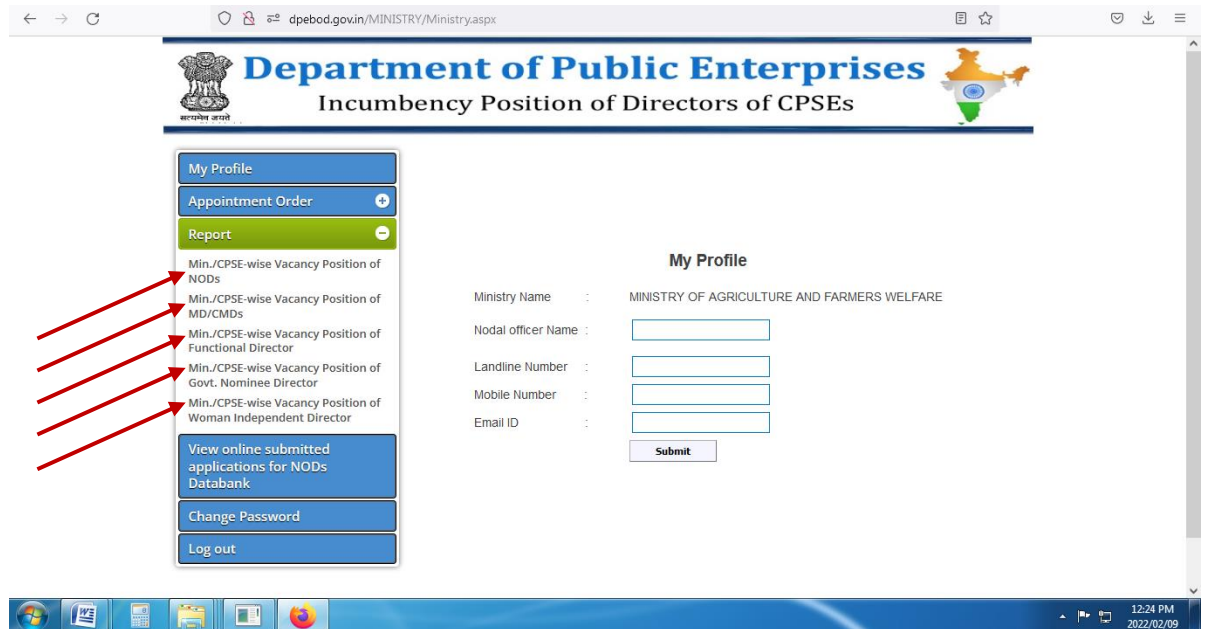
### SCR-19

To facilitate the user to go to previous web pages, two additional buttons viz. Back and Logout Button are provided in these web pages. Clicking Back button of respective web pages, will take you to your previous web page. Presently, Browser Back button is disabled for security reason. Clicking Logout button will enable concerned user to the DPEBOD home page(<https://dpebod.gov.in/>)

- iii) **Report:**  
On clicking Report (shown with red arrow) of **SCR-20**, **SCR-21** will appear which provide different types of reports:



### SCR-20



### SCR-21

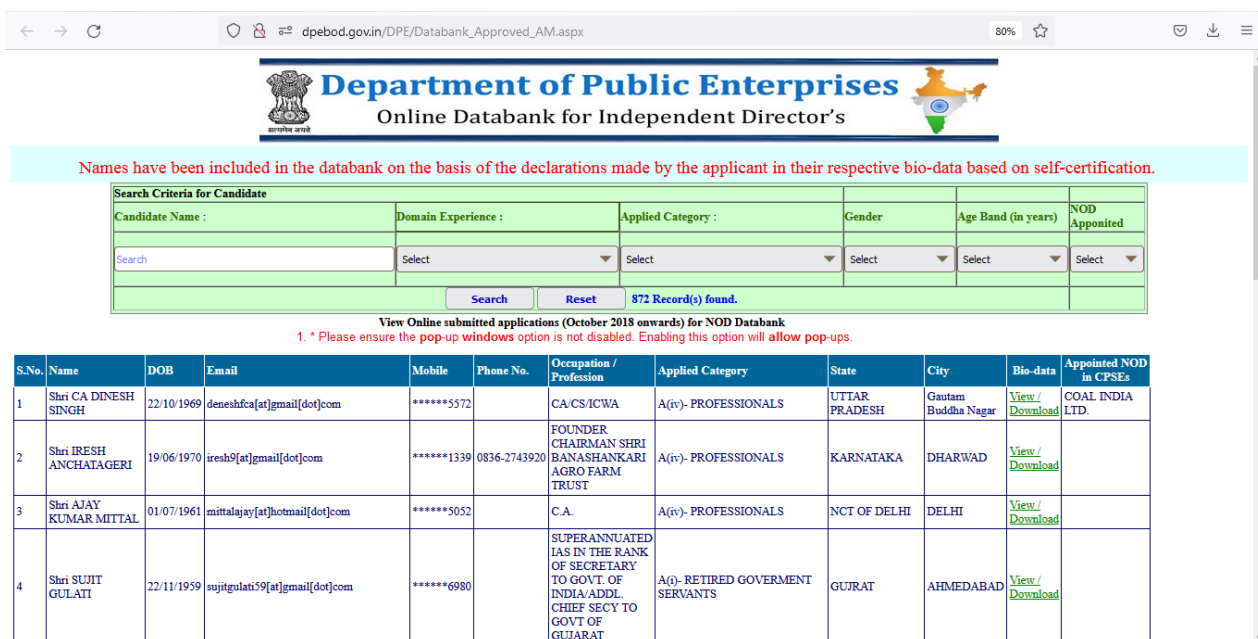
Based on selection made (shown with red arrows) of **SCR-21**, corresponding report with custom filter conditions (CPSE, Appointed Category, CPSE category, Listed, Schedule, Vacancy of NOD as on selected date) will appear.

(iv) View Online submitted applications for NODs Databank

On clicking View Online submitted applications for NODs Databank (shown with red arrow) of **SCR-22** (given below), a report containing list with caption “Online Databank for Independent Director’s” with parameters (Name, DOB, email, mobile [first 6 digits are masked and last four digits of mobile number visible], Phone No, Occupation/Profession, Applied Category, State, City, Biodata (facility to view/download), Appointed NOD in CPSEs) will be available (SCR-23). Concerned Ministry/Department can view this report for all CPSE’s under them only. Further, it is clarified that names in the databank have been included on the basis of the declarations made by the applicant in their respective bio-data based on self-certification.



**SCR-22**

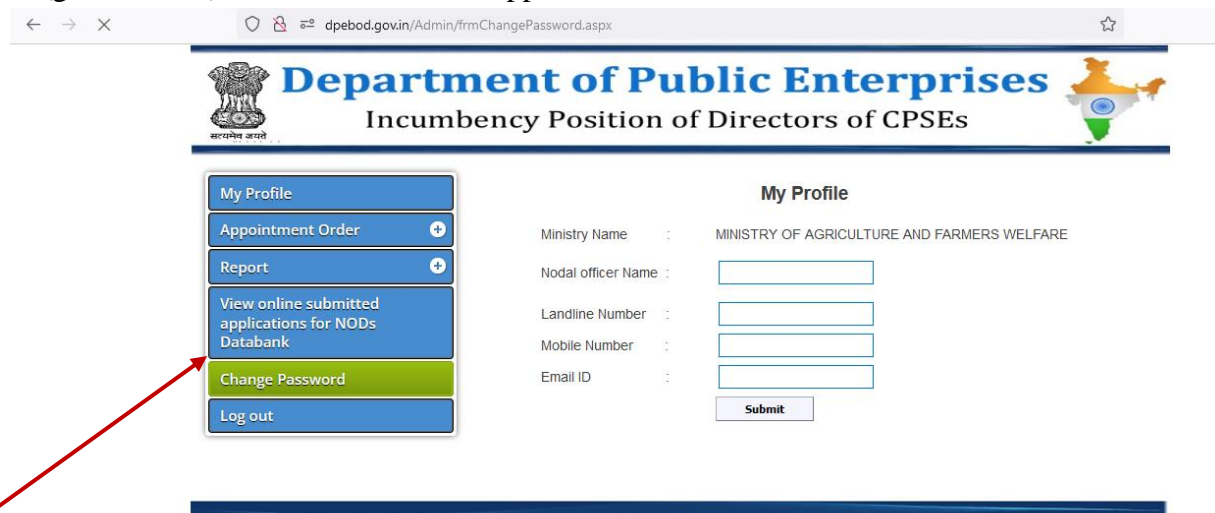


**SCR-23**

Concerned Nodal officer can add custom filter conditions within **SCR-23** and get output with that report parameters.

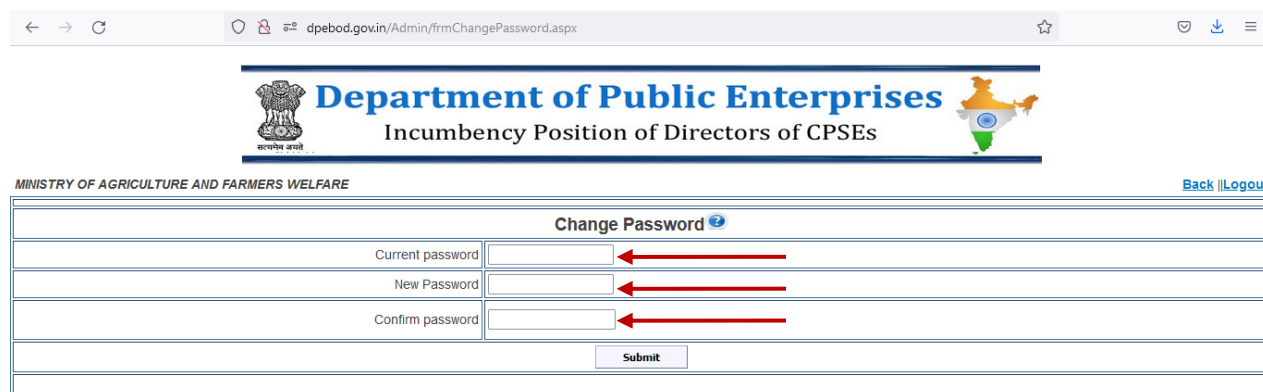
(v) **Change Password:**

In order to change your password, click Change Password,(shown with red arrow) of **SCR-24**(given below), a new **SCR-25** will appear:



The screenshot shows the 'My Profile' page of the Department of Public Enterprises. The page header includes the department's name and logo. The left sidebar contains a menu with options: My Profile, Appointment Order, Report, View online submitted applications for NODs Databank, Change Password (highlighted in green and pointed to by a red arrow), and Log out. The main content area displays the 'My Profile' details, including Ministry Name (MINISTRY OF AGRICULTURE AND FARMERS WELFARE), Nodal officer Name, Landline Number, Mobile Number, and Email ID, with corresponding input fields and a Submit button.

**SCR-24**



The screenshot shows the 'Change Password' form. The page header includes the department's name and logo. The form is titled 'Change Password' and is located under the 'MINISTRY OF AGRICULTURE AND FARMERS WELFARE' section. The form contains three input fields: Current password, New Password, and Confirm password, each with a red arrow pointing to it. A Submit button is located below the input fields. There are also 'Back' and 'Logout' links in the top right corner.

**SCR-25**

User need to type his/her current password in this password change form and has to validate the new password by typing it in New Password and Confirm Password. Once you change your password considering password policy (given below), a message “Password changed successfully” will appear on the screen.

**Change Password Policy:** Password length should be between 6 to 10 character length with the combination of alphabetic, numeric and non-alphanumeric characters. Also, there should be atleast one Upper Case, one lower character and one special character.

vi)Logout

In order to Logout, click Logout(shown with red arrow) of **SCR-26** (given below).

Department of Public Enterprises  
Incumbency Position of Directors of CPSEs

My Profile

Appointment Order +

Report +

View online submitted applications for NODs Databank

Change Password

Log out

My Profile

Ministry Name : MINISTRY OF AGRICULTURE AND FARMERS WELFARE

Nodal officer Name :

Landline Number :

Mobile Number :

Email ID :

Submit

### SCR-26

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### **Help desk:**

For any query or clarification, may please contact :

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