



Online Databank System for inclusion of name in DPE Databank for NODs

USER MANUAL

Introduction

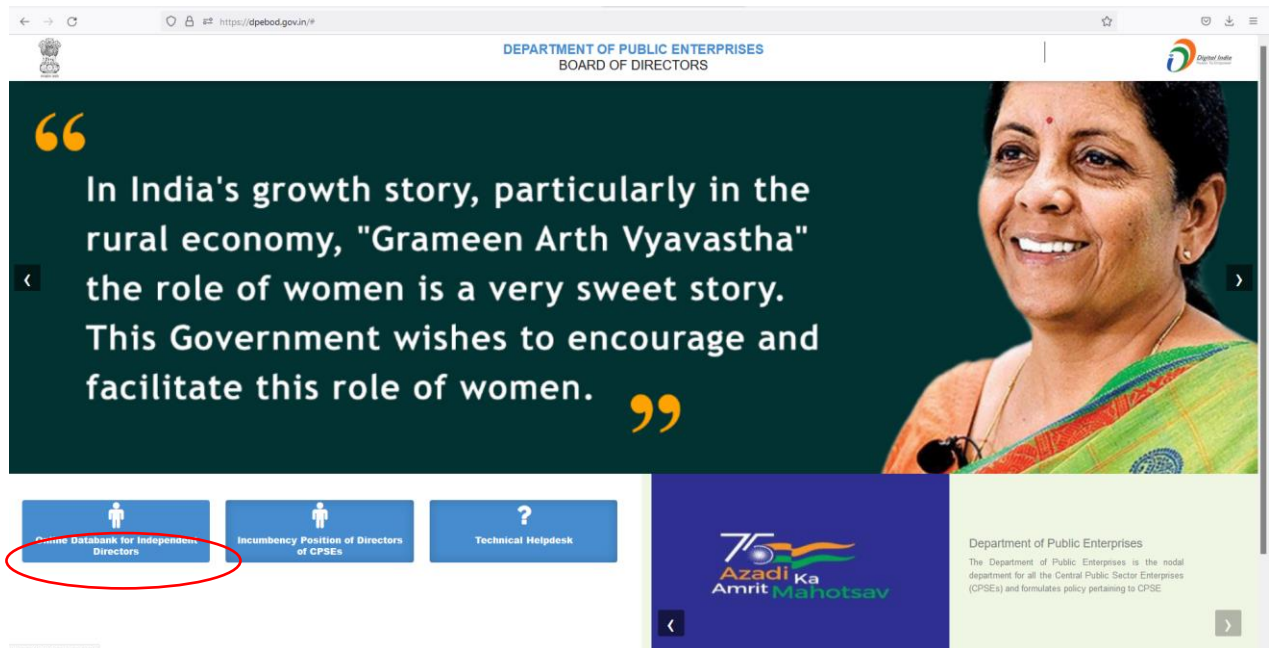
Department of Public Enterprises (DPE) formulates policy guidelines on the Board structure of CPSEs. In pursuance of the public sector policy being followed since 1991 several measures have been taken by the Department of Public Enterprises to professionalize the Boards of public enterprises. The extant 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.

Disclaimer

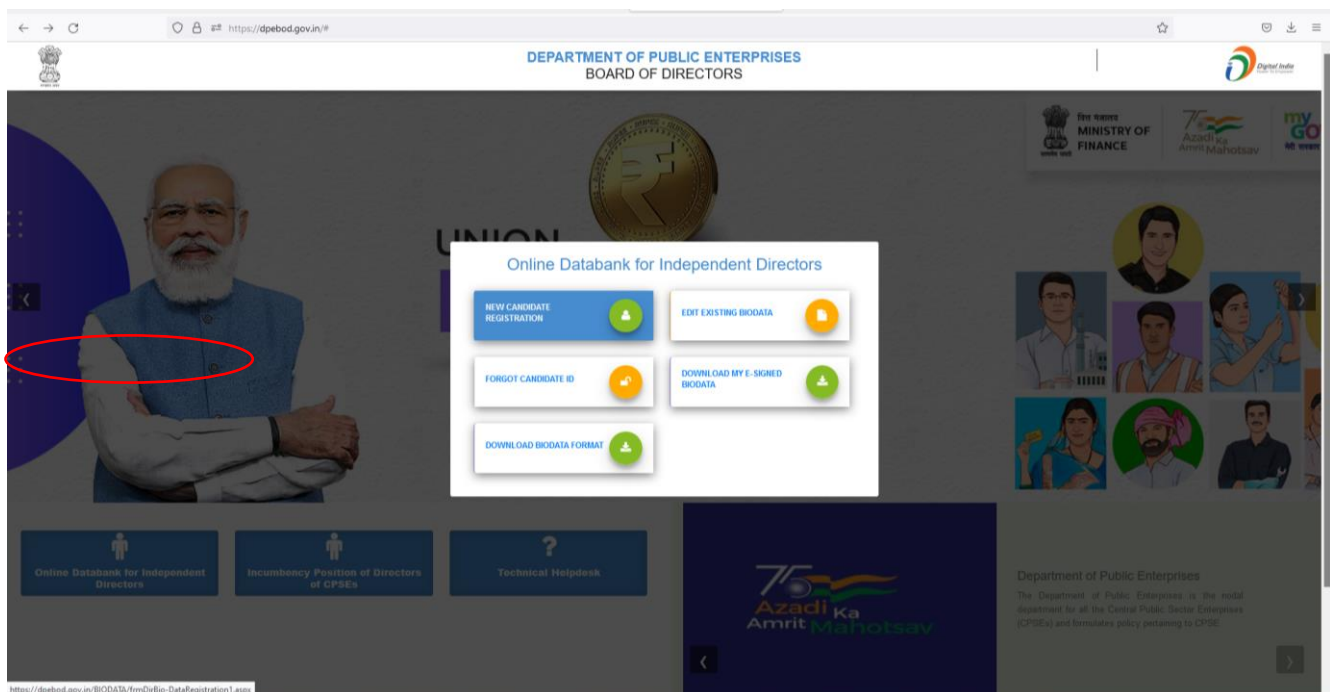
1. Persons have been included in the databank on the basis of the declarations made by them in their respective bio-data.
2. The proposals for appointment of non-official Directors on the Boards of CPSEs are initiated by the concerned administrative Ministries which can propose the names of eligible 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.

Instruction sheet for inclusion of name in DPE Databank

Visit <https://dpebod.gov.in> and click on the **Online Databank for Independent Directors**



2. Click on **New Candidate Registration** for online submission of bio-data for NOD databank.



3.Fill up basic information for candidate registration.On submission, Candidate Id will be generated and sent to the registered Email Id.

Registration of Bio-Data

[Back](#)
* Mandatory Field

1.Name *
Shri ▼

2.Director Identification Number (if available)

3.Income Tax PAN *

4(a). Gender* Male Female **4(b). Nationality ***

5(a).Fathers's Name *

5(b).Mother's Name *

5(c).Marital Status* Married Unmarried **5(d).Spouse Name**

6.Date of Birth *
DD MM YYYY (eligibility age 45 to 65 years)

7. Present Position : *

8(a).Present Address *

Pincode* City* State*


Landline Number ex.(0100-xxxxxxx)

8(b).Permanent Address * Tick if same as Present Address

Pincode* City* State*

8(c).Mobile Number*

8(d).Email *



2E°KXR

Enter the above code here:

[Can't read? Refresh Captcha](#)

Note: * All field are mandatory

[SAVE & NEXT](#)

If you forgot the Candidate Id, the same can be retrieved through 'Forgot CandidateId' option.

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 non-official Directors should be at least 1/3rd of the actual strength of the Board. In the case of listed CPSEs managed by executive Chairman, the number of non-official Directors (Independent Directors) should be at least half the strength of the Board. <<more.>>

Disclaimer

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4. Please fill up your information completely through the online application.

5. After submitting the complete bio-data (Part-I, Part II & Declaration), click on the button 'Final Submission & Proceed for e-Sign' fore-Signing. The user can save the filled information at each step by clicking on "Save as Draft".

Candidate ID : ~~0000~~ [Go to Previous Form](#) | [Exit](#)

9. Educational & Professional Qualification(Graduation onwards) : [Save As Draft](#)

S.No.	Course	Subjects	University/Institute	Year of Passing	
1					Delete
2					Delete
3					Delete
4					Delete
5					Delete

[Add New](#)

10. Work Experience : [Save As Draft](#)

S.No.	Organization/Institute	Post Held	From	To	Nature of Work/Area of Specialization	
1			17/05/1996	30/05/1999	Law	Delete
2			15/02/1999	20/05/2001	Sales	Delete

[Add New](#)

11. Whether SC/ST/OBC/Minorities/Women* :
 SC ST OBC Minorities Women None

12. Area of Specialization and number of years experience : [Save As Draft](#) (upload 1-2 pages giving details of exp. or type details of specialization in each row)

Upload Experience Details : (pdf only, max. file size is 5 MB) Choose File No file chosen [Attach](#) [View exp. details](#)

S.No.	Specialization	Details of Specialization (Maximum characters allowed in each row-500 words)	
1	Research		Delete
2	Sales		Delete
3	Management		Delete

[Add New](#)

13. Indicate how you fill the laid down criteria [Refer Annex](#) :
 (A)(i), (A)(ii), (A)(iii), (B), (C), (D), (E), (F)

14(a). Have any legal proceeding initiated or are pending against you* :
 Yes No

15(a). Have you been or designated partner in limited liability partnerships(LLP) : [Save As Draft](#)
 Yes No

16(a). Directorship held/presently being in companies(both CPSEs and Private) : [Save As Draft](#)
 Yes No

17. Declaration regarding consent and conflict of interest duly signed attached (Annex-2) : Yes No

OWAM&T

[back](#)

Candidate ID : [REDACTED]

Annex 2

DECLARATION

(For non-official Directors on the Boards of Central Public Sector Enterprises)

I [REDACTED] son of [REDACTED] and resident of [REDACTED]

hereby certify that I have not been disqualified to act as a Director under Section 164,165 or any other relevant sections of the Companies Act, 2013 and I fulfill the criteria laid down for appointment as non-official Director on the Boards of CPSEs by Department of Public Enterprises and meet the definition of 'independent director' as prescribed in Section 149 of the Companies Act, 2013.

2. I convey my willingness to be appointed as non-official Director on the Boards of CPSEs.

3. I also certify that there would be no conflict of interest on my appointment as non-official Director on the Board of any CPSE except for (name of CPSE or CPSEs).

4. I also certify that I am not facing any charge of, nor have ever been convicted for, any act of moral turpitude or economic offence.

5. I also hereby agree that the information submitted by me through this bio-data (except PAN Card details and Address) can be published in DPE website and I have no objection for the same.

Name : [REDACTED]
Designation/Occupation : [REDACTED]

Date : 07/09/2020

Witness :- 1) * Raj [REDACTED]
Witness :- 2) * Puri [REDACTED]

[Final Submission & Proceed for e-Sign or OTP Verification](#)

Step 6- Steps for E-Signing the Bio-Data

After submitting the complete Bio-Data in all respect (Part-I, Part II & Declaration), please proceed for Final Submission & e-Signing by clicking on the button 'Final Submission & Proceed for e-Sign or OTP validation'

Registration of Bio-Data

[Back](#)
* Mandatory Field

1. Name *
Shri [REDACTED]

2. Director Identification Number (if available)

3. Income Tax PAN *

4(a). Gender* Male Female 4(b). Nationality * [REDACTED]

5(a). Fathers's Name * [REDACTED]

5(b). Mother's Name * [REDACTED]

5(c). Marital Status* Married Unmarried 5(d). Spouse Name [REDACTED]

6. Date of Birth *
DD 01 MM 01 YYYY 1955 (eligibility age 45 to 65 years)

7. Present Position : *

8(a). Present Address *
Pincode* City* State*
Landline Number ex.(0xx-xxxxxxx)

8(b). Permanent Address * Tick if same as Present Address
Pincode* City* State*

8(c). Mobile Number* [REDACTED]

8(d). Email * [REDACTED]

Enter the above code here: [REDACTED]
[Can't read? Refresh Captcha](#)
Note: * All field are mandatory

[SAVE & NEXT](#)

Go to [Previous Form](#) | [Exit](#)

Candidate ID : ~~02020~~

9. Educational & Professional Qualification(Graduation onwards) * : [Save As Draft](#)

S.No.	Course	Subjects	University/Institute	Year of Passing	
1					Delete
2					Delete
3					Delete
4					Delete
5					Delete
					Add New

10. Work Experience * : [Save As Draft](#)

S.No.	Organization/Institute	Post Held	From	To	Nature of Work/Area of Specialization	
1			17/06/1996	30/06/1999	Law	Delete
2			15/02/1999	20/05/2001	Sales	Delete
						Add New

11. Whether SC/ST/OBC/Minorities/Women* :
SC ST OBC Minorities Women None

12. Area of Specialization and number of years experience * : [Save As Draft](#) (upload 1-2 pages giving details of exp. or type details of specialization in each row)

Upload Experience Details : (pdf only, max. file size is 5 MB) Choose File No file chosen Attach [View exp. details](#)

S.No.	Specialization	Details of Specialization (Maximum characters allowed in each row-500 words)	
1	Research		Delete
2	Sales		Delete
3	Management		Delete
			Add New

13. Indicate how you fill the laid down criteria [Refer Annex](#) * :
(A)(i), (A)(ii), (A)(iii), (B), (C), (D), (E), (F)

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 Yes No

15(a). Have you been or designated partner in limited liability partnerships(LLP) * : [Save As Draft](#)
 Yes No

16(a). Directorship held/presently being in companies(both CPSEs and Private) * : [Save As Draft](#)
 Yes No

17. Declaration regarding consent and conflict of interest duly signed attached (Annex-2) * : Yes No

Candidate ID : [REDACTED] [back](#)

Annex 2

DECLARATION
(For non-official Directors on the Boards of Central Public Sector Enterprises)

son of [REDACTED] and resident of [REDACTED]

hereby certify that I have not been disqualified to act as a Director under Section 164,165 or any other relevant sections of the Companies Act, 2013 and I fulfill the criteria laid down for appointment as non-official Director on the Boards of CPSEs by Department of Public Enterprises and meet the definition of 'independent director' as prescribed in Section 149 of the Companies Act, 2013.

2. I convey my willingness to be appointed as non-official Director on the Boards of CPSEs.

3. I also certify that there would be no conflict of interest on my appointment as non-official Director on the Board of any CPSE except for (name of CPSE or CPSEs).

4. I also certify that I am not facing any charge of, nor have ever been convicted for, any act of moral turpitude or economic offence.

5. I also hereby agree that the information submitted by me through this bio-data (except PAN Card details and Address) can be published in DPE website and I have no objection for the same.

Name : [REDACTED]
Designation/Occupation : [REDACTED]

Date : 07/09/2020

Witness :- 1) * Raj [REDACTED]

Witness :- 2) * Puri [REDACTED]

[Final Submission & Proceed for e-Sign or OTP Verification](#)

- Once you will Click on “Final Submission & Proceed for e-sign or OTP verification, the following below screen will be opened. Choose either Proceed for e-signing through Aadhar based authentication OR OTP Verification through Mobile Based OTP

[Logout](#)

:Candidate Verification:

Proceed for e-Signing through aadhar based authentication
 OR
 Proceed for OTP Verification through mobile OTP based authentication

If you will select Aadhar based authentication (Proceed for e-signing through Aadhar based Authentication) the following window will be opened

- Enter your name and give your consent by selecting the checkbox, A popup window will appear to click the button ‘Submit for e-Signing’.

Department of Public Enterprises
Online Databank System

eSign-Registration [Logout](#)

Name : [REDACTED]

Consent

[Submit for e-Signing](#)

- Enter your VID (Virtual ID of your Aadhar No.). In case VID is not created already then click on ‘Get Virtual ID’ and you will be redirected to the UIDAI website for VID creation. Upon submitting the required details (Aadhar no. & OTP) on UIDAI website and VID will be send to the Aadhar registered mobile number. Please keep the VID of your Aadhar no. in safe custody for future use. You can also proceed with Aadhaar No. in place of VID.



- Please enter your VID/Aadhaar No., Click on 'Submit' button, after successfully e-Signing you will be redirected back to the **DPEBOD application** where you can download the e-signed Bio-Data in PDF for your reference.

If you will select Authentication through Mobile OTP (Proceed for OTP verification through mobile based authentication) the following window will be opened

OTP-Verification		Logout
OTP has been sent to your registered mobile number.		
Name :	Mr. SATYAM	
OTP :		Resend OTP
Submit		

Please enter the OTP received on your Mobile number. Once you will enter the OTP and click on submit. Your information which you have submitted will be opened.

DECLARATION

(For non-official Directors on the Boards of Central Public Sector Enterprises)

I Mr. SATYAM son/daughter of dsqdfth and resident of ***** hereby certify that I have not been disqualified to act as a Director under Section 164, 165 or any other relevant sections of the Companies Act, 2013 and I fulfill the criteria laid down for appointment as non-official Director on the Boards of CPSEs by Department of Public Enterprises and meet the definition of 'independent director' as prescribed in Section 149 of the Companies Act, 2013.

2. I convey my willingness to be appointed as non-official Director on the Boards of CPSEs.

3. I also certify that there would be no conflict of interest on my appointment as non-official Director on the Board of any CPSE except for ONGC.

4. I also certify that I am not facing any charge of, nor have ever been convicted for, any act of moral turpitude or economic offence.

5. I also hereby agree that the information submitted by me through this bio-data (except PAN Card details and Address) can be published in DPE website and I have no objection for the same.

Name : Mr. SATYAM

Designation/Occupation :guoiuo

Dated the 07/09/2020

Witness :- 1)Raj

Witness :- 2)Puri

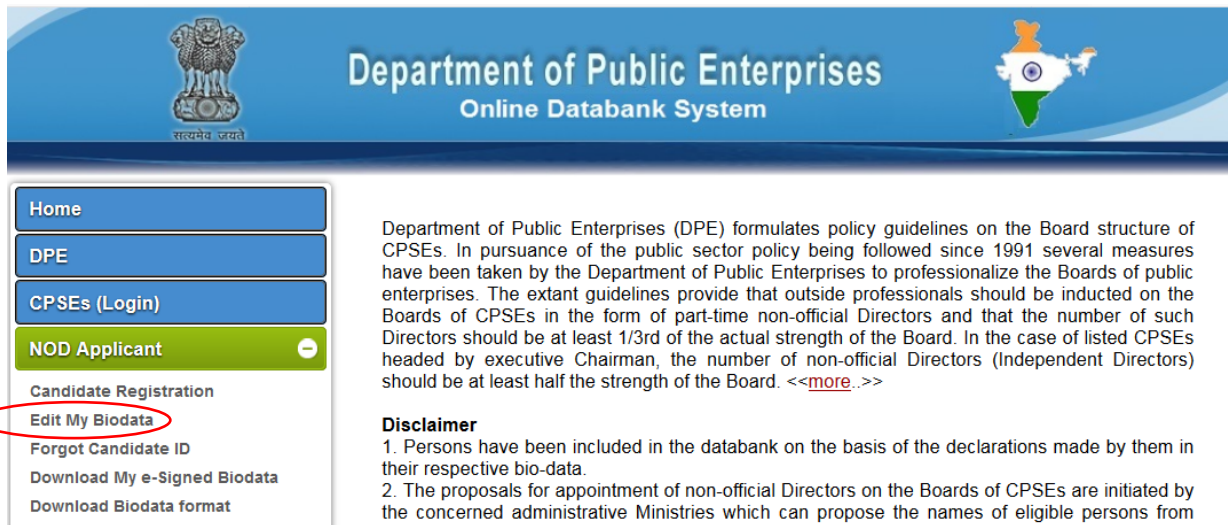
Note 1 : In case, you are not having Director Identification Number (DIN), you should immediately get the same in line with provisions of Sections 152 to 159 of the Companies Act, 2013 and furnish the updated bio-data to DPE.

Note 2 : In case there is any change in the above position, the revised and updated bio-data may be furnished to DPE within 15 days of such change.



Editing the Bio-Data

Step 1 : - Open website <https://www.dpebod.gov.in> . Click on NOD Applicant >Edit Candidate Registration



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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Step 2 : -

A new window will open

::: Edit Bio-Data :::

Enter Candidate Id :

Enter Candidate Id which was allotted to you at the time of Registration to edit your details. Once you will enter the Candidate Id, a pop up window will open. Kindly do the authentication (Date of Birth & Registered Mobile No.) and upon verification, the registration form will open with the already submitted information. You can easily edit and save the details.