

# User Manual

## for

### Incumbency Positions Status Of CPSE

## PESB Nodal Officer Module

Version-01

February, 2022

<b>Department of Public Enterprises</b>	<b>National Informatics Centre NIC Cell-DPE</b>
<b>Ministry of Finance, CGO Complex, Lodi Road, New Delhi-110003</b>	<b>Ministry of Electronics and Information Technology, CGO Complex, Lodi Road, New Delhi-110003</b>

# Incumbency Positions status of CPSE PESB Nodal Officer Module

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## 1 About the Manual

### Audience

This manual is meant for Public Enterprises Selection Board (PESB) Nodal Officers who will only view the incumbency positions of CMD/MD/Functional Director of CPSEs. Based on the data entered by the CPSEs, the role of concerned Administrative Ministry and PESB under which that CPSE's become activated and finally role of PESB and Department of Public Enterprises(DPE) come into play. The purpose of this user manual is to guide PESB nodal officers is to understand major features, benefits and workflow of this web based application. This application is accessible from any PC having internet facility and is available 24x7 Online. To better differentiate among modules, colour coding in these modules have been done. Main purpose of colour coding is to separate and organise 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.

**Authorship** :This manual has been prepared by Department of Public Enterprises(DPE), Policy-I Division and NIC-DPE cell jointly.

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## 2. Objectives :

Web based Online application on Board of Directors System (DPEBOD) is a single window system to capture the incumbency positions of Board of Directors of CPSEs.(CMD/MD, Functional, Govt. Nominee & Independent Directors of CPSEs). Department of Public Enterprises (DPE) in coordination with NIC Cell, DPE designed and developed this web based application. The objective of this application is to facilitate various stakeholders i.e. Administrative Ministries/Departments, PESB, DoPT, Department of Public Enterprises (DPE), 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. 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, delays in the clearance process in CPSEs. It will also help and facilitate management in effective monitoring of incumbency positions.

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

To access DPEBOD application and considering different roles, Administrative Ministry/Department, PESB, DPE & Nodal Officers of CPSEs are provided respective User name & Password. Following Roles have been defined as per the responsibilities and functionalities of each user:

### (a) CPSE Nodal Officer

- ❖ 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.

(b) PESB Nodal Officer

PESB can see Ministry/CPSE-wise Vacancy Position of CMD/MDs & Functional Directors in CPSEs.

(c) Administrative Ministries/Departments

- ❖ **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

(d) Department of Public Enterprises

DPE can generate Reports of the Incumbency Position of the Board of Directors of CPSEs.

**Summarised roles and responsibilities for each user are tabulated below:**

## Roles and Responsibilities

<b>DPE</b>	<b>CPSE</b>	<b>Administrative Ministry</b>
<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 view Ministry/CPSE-wise Vacancy Position of CMD/MDs&amp; Functional Directors in CPSEs.</li> </ul>		

#### 4. Home page :

Type <https://dpebod.gov.in/> in the address bars of the web browser i.e. Google Chrome etc. and press Enter. A Home page of DPEBOD will appear as shown in 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 update status when..."

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.

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

Activate Windows  
Go to Settings to activate Windows

#### SCR-1: Home Page of DPEBOD

Home Page as indicated by SCR-1 contains following modules :

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

## **5. Brief about each modules of DPEBOD after successful login :**

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

5.1 Home: Redirects to custodian PESB web page

5.2 My profile: My profile contains personal information about that PESBs. The record includes Nodal Officer name, Landline Number, Mobile Number and Email ID. It is a single time entry that concerned PESB nodal officer has to do. In case of any change in the Nodal Officer details, of course, these need to be updated with the latest one and this facility is inbuilt in this module.

5.3 Min./CPSE-wise Vacancy Position of MD/CMDs: It is a report module which will enable PESB nodal officer to view Ministry/CPSE wise vacancy position of MD/CMDs as on date. Nodal officer can add custom filter conditions, group and organise them to get output with given input parameters also. Report Renderers feature also inbuilt with this module which provides flexible framework for designing and defining report parameters and thereby getting reports.

5.4 Min-wise Vacancy position of Functional Director: This module is a reporting mechanism enabling PESB nodal officer to view Ministry/CPSE wise vacancy position of Functional Director as on date. Nodal officer can add custom filter conditions, group and organise them to get output with given input parameters also. Report Renderers feature also inbuilt with this module which provides flexible framework for designing and defining report parameters and thereby getting reports.

5.5 Change Password: Password is a critical element in maintaining the security of any ICT system/service. It applies equally with DPEBOD application. The benefits of changing password can not be under estimated. Password work like a key to important personal information entered through your login details in DPEBOD site.

Nodal officer can change password for security reasons. Time to time and adopting as a best practice, password with complex combinations need to be changed twice a month.

5.6 Logout: It is an act through which you safely come out of the application after executing your tasks.



Login :To get login into the DPEBOD web site as PESB(Login), do the following:

te status where ever required and pending since than."

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.

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

## SCR-2

Login page of DPEBOD will appear as SCR-3.

Department of Public Enterprises  
Online Databank System

"As the application was under maintenance since"

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

Username  
Password

W Q M X B 9

Enter the above code here:

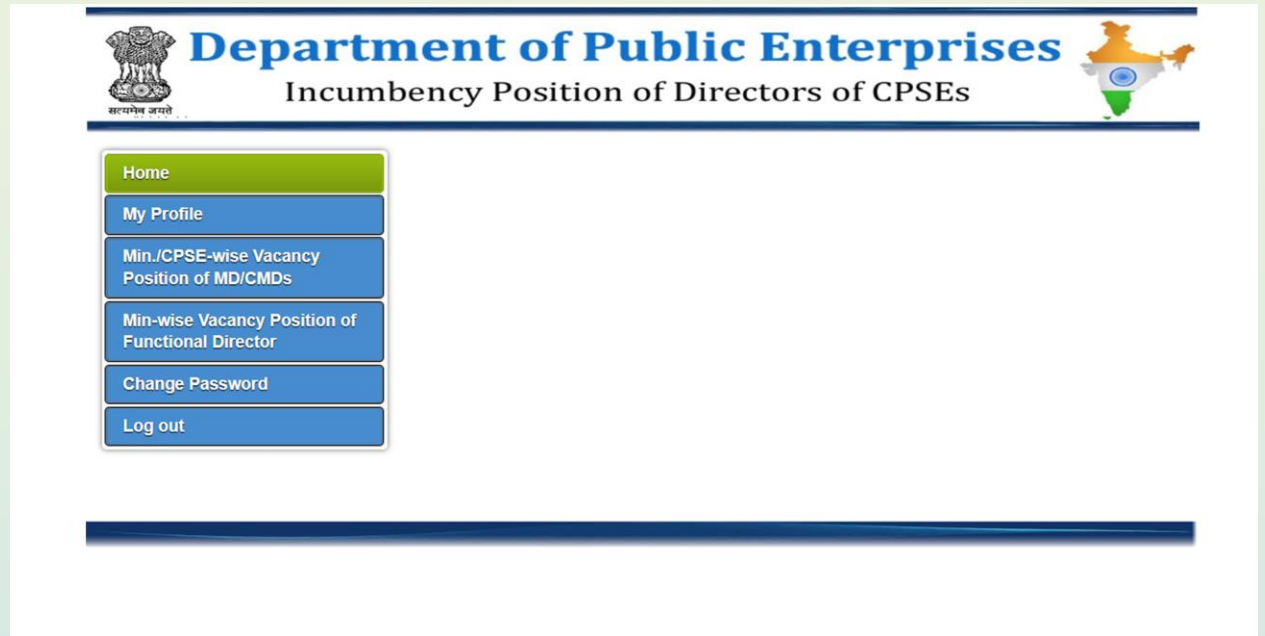
Can't read? Refresh CAPTCHA

Login

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

## Login page of DPEBOD, SCR-3

Please enter Username, password, Captcha value in **SCR-3**, Click Login Button (indication are made with red arrows). A new **SCR-4** after validating your entered credentials will appear:



Individual PSEBs web page : SCR-4

Modules wise description indicated below:

- (i) Home: Clicking Home will redirect to the respective PESB web page i.e. you will remain in your PESB web page.
- (ii) My Profile:
  - Organisation Name -> Pre-filled Organisation name will appear.
  - Nodal Officer Name-> Please fill the Nodal Officer Name
  - Landline number -> Please fill the Landline Number
  - Mobile number -> Please fill the Mobile Number.
  - Email ID -> Please fill the Email ID of Nodal Officer.

Organisation name is pre-filled. It is a single time entry that concerned PESB nodal officer has to do. In case of any change in the Nodal Officer details, of course, these need to be updated with the latest one.

To add/update My Profile details, click My Profile (indicated with red arrow) in SCR-5. A new SCR-6 will open.



# Department of Public Enterprises

## Incumbency Position of Directors of CPSEs



Home

My Profile

Min./CPSE-wise Vacancy  
Position of MD/CMDs

Min-wise Vacancy Position of  
Functional Director

Change Password

Log out

SCR-5



# Department of Public Enterprises

## Incumbency Position of Directors of CPSEs



Home

My Profile

Min./CPSE-wise Vacancy  
Position of MD/CMDs

Min-wise Vacancy Position of  
Functional Director

Change Password

Log out

### My Profile

Organization Name : DEPARTMENT OF PUBLIC ENTERPRISES (PESB)

Nodal officer Name :

Landline Number :

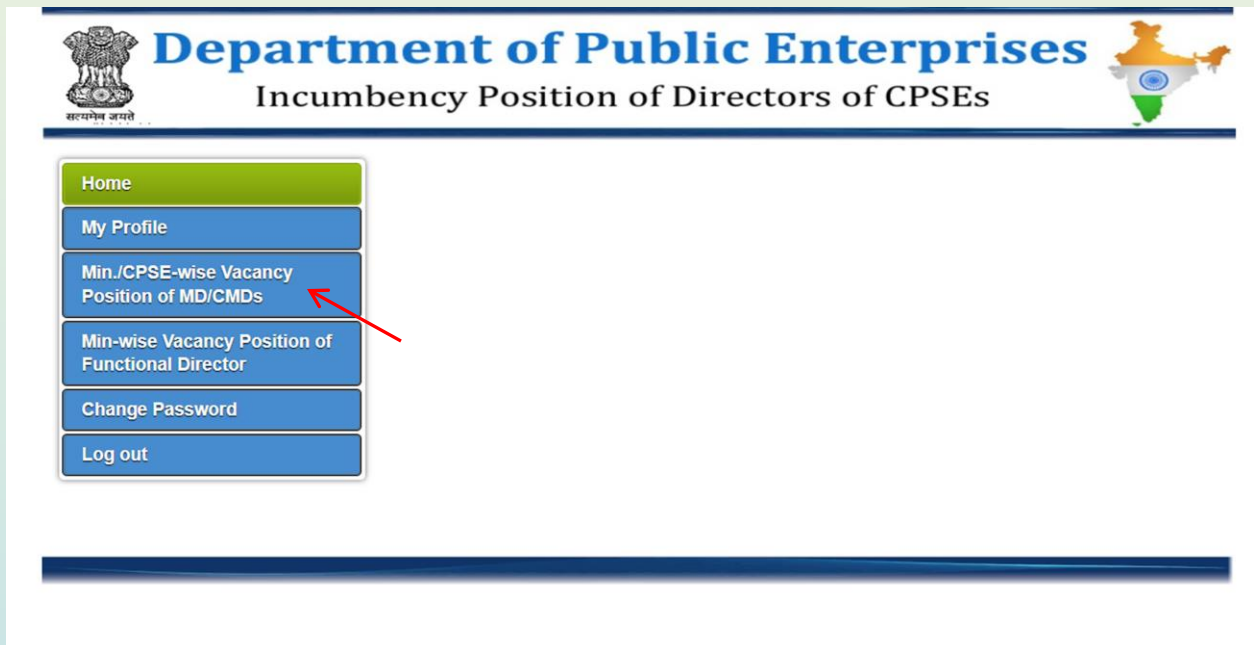
Mobile Number :

Email ID :

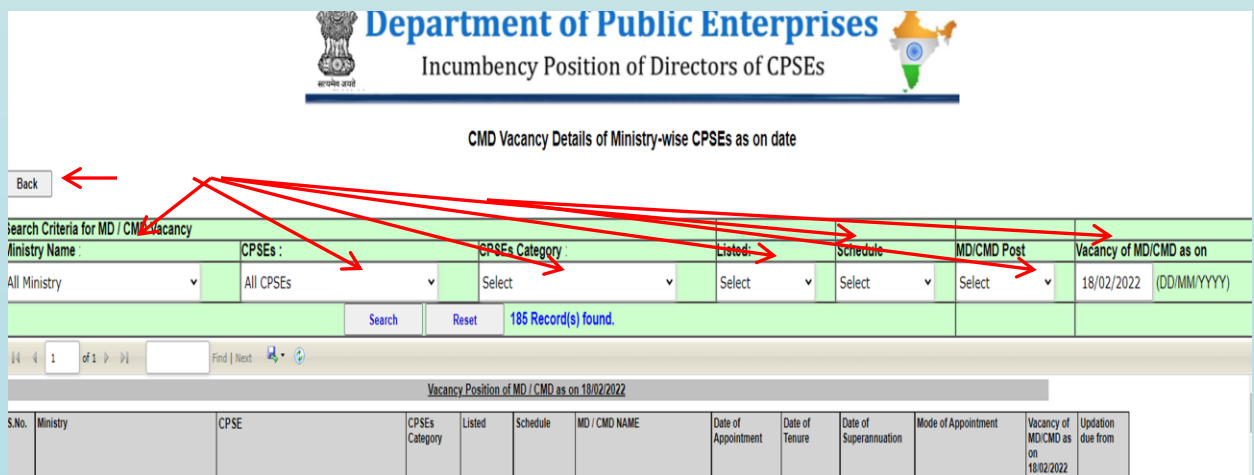
My Profile web page:SCR-6

(iii) Min./CPSE-wise Vacancy Position of MD/CMDs:

On clicking Min./CPSE-wise Vacancy Position of MD/CMDs of SCR-7 (indicated with red arrow), SCR-8 will appear showing complete list of MD/CMD Vacancy Details of Ministry-wise/CPSEs as on date.



SCR-7



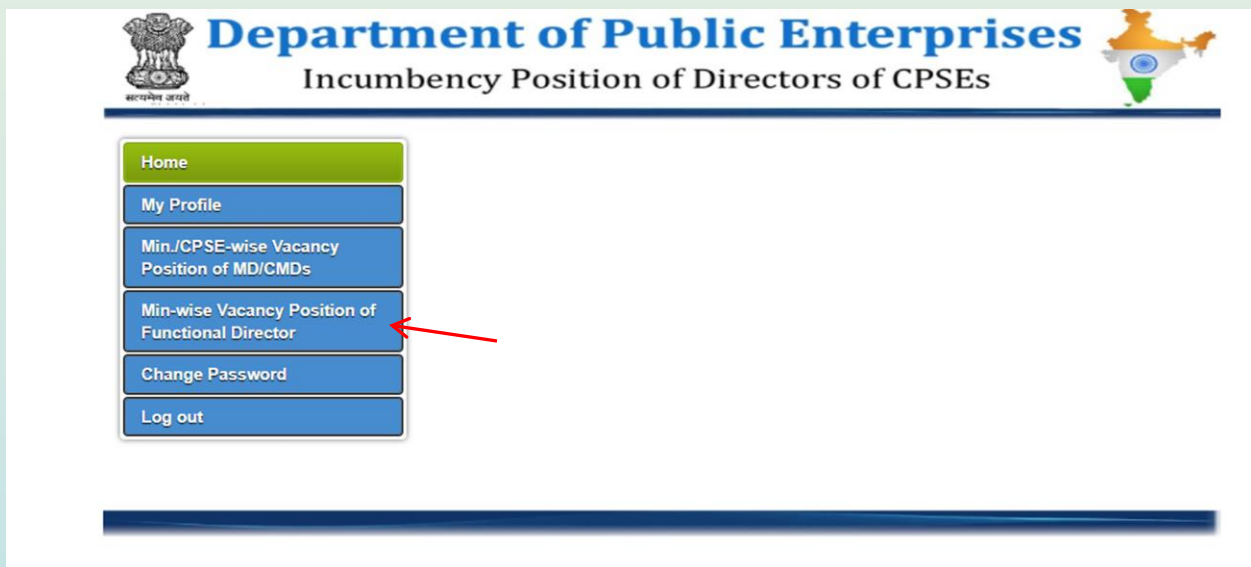
SCR-8

You can choose custom filter conditions-Shown with red arrows in SCR-8 (Ministry name, CPSE, CPSE category, Listed, Schedule, MD/CMD post, Vacancy of MD/CMD as on <any date>) to get desired reports based on selected filter conditions.

To facilitate the PESB nodal officer, Back button (shown with red arrow) also provided in SCR-8 to allow Nodal Officer to reach to previous web page (SCR-7).

(iv) Min./CPSE-wise Vacancy Position of Functional Director:

On clicking Min./CPSE-wise Vacancy Position of Functional Director of SCR-9 (indicated with red arrow), SCR-10 will appear showing complete list of Functional Director Vacancy Details of Ministry-wise/CPSEs as on date.



SCR-9

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

Functional Director incl. CMD/MD Vacancy Details of Ministry-wise CPSEs as on date

Back

Search Criteria for Functional Director Vacancy

Ministry Name	CPSEs :	CPSEs Category :	Listed :	Schedule :	Vacancy of Function Director as on
All Ministry	All CPSEs	Select	Select	Select	18/08/2022 (DDMMYYYY)

Search Reset 185 Record(s) found.

Vacancy Position of Functional Director incl. CMD/MD as on 18/02/2022

No.	Ministry	CPSE	CPSEs Category	Listed	Schedule	Sanctioned	Inposition	Vacancy	Vacancy of Functional Director as on	Updation due from
-----	----------	------	----------------	--------	----------	------------	------------	---------	--------------------------------------	-------------------

### SCR-10

You can choose custom filter conditions-Shown with red arrows in SCR-10 (Ministry name, CPSE, CPSE category, Listed, Schedule, Vacancy of Function Director as on <any date>) to get desired reports based on selected filter conditions.

To facilitate the PESB nodal officer, Back button (shown with red arrow) also provided in SCR-10 to allow Nodal Officer to reach to previous web page (SCR-9).

#### (v) **Change Password:**

In order to change your password, click Change Password (shown with red arrow) of SCR-11, a new SCR-12 will appear:

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

- Home
- My Profile
- Min./CPSE-wise Vacancy Position of MD/CMDs
- Min-wise Vacancy Position of Functional Director
- Change Password
- Log out

### SCR-12



← → ↻ dpebod.gov.in/Admin/frmChangePassword.aspx ☆

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

MINISTRY OF AGRICULTURE AND FARMERS WELFARE

**Change Password**

Current password

New Password

Confirm password

Submit

Back Logout

### SCR-13

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 at least one Upper Case, one lower character and one special character.

To facilitate the user to go to previous web pages, two additional buttons viz. Back and Logout are also provided in SCR-13. Clicking Back button of SCR-13 will take you to previous web pages(SCR-12). Presently, Back button in browser is disabled for security reason. Clicking Logout button will enable concerned user to reach to the DPEBOD home page(<https://dpebod.gov.in/>)

vi) Logout

In order to Logout (shown with red arrow), click Logout of SCR-14 (given below).



## Department of Public Enterprises

Incumbency Position of Directors of CPSEs



- Home
- My Profile
- Min./CPSE-wise Vacancy  
Position of MD/CMDs
- Min-wise Vacancy Position of  
Functional Director
- Change Password
- Log out



### SCR-14

Clicking Logout will take concerned user to the DPEBOD home page(<https://dpebod.gov.in/>).

#### **Help desk:**

For any query or clarification, may please contact :

Shri Ritesh Jain  
Policy-I Division  
Department of Public Enterprises,  
Ministry of Finance,  
Block No.14, CGO Complex, Lodi Road,  
New Delhi-110003

Telephone : 011-24366247, 24367792, Mobile :9811733730  
Technical Queries : 011-24361483  
Email : supportnod-dpe@gov.in