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

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in
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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**
Senior Level • Monitoring the DPEBOD system and instructs the Nodal Officer of DPE. **Super Admin** • Creates User Credentials for Administrative Ministry, Departments under that Ministry, CPSE, Nodal Officer & PESB. • Manages and maintains DPEBOD database. **Nodal Officer** • Ensuring the updation of DPEBOD by the Nodal Officers of CPSEs. • Helps Nodal Officer in updating the records.	**Nodal Officer** • Updates Incumbency Position of Board of Directors by 7th of Every Month. • The Nodal Officer has to update the DPEBOD system whenever there is a change in Board of Directors. • Even if there is 'No change' in present position, kindly click 'Submit' button by 7th of every month.	**Nodal Officer** • Checks the updated Vacancy position of CPSEs Board of Directors. • Generates Appointment Orders for Board of Directors (Functional,Govt. Nominee & NODs).

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

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**.

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 CPSESs 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:

SCR-2

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:

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-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 Ministryis 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.

Form has been Submitted Successfully,Kindly Click the Preview Button of subsequent screen for Edit/Final Submit.

OK
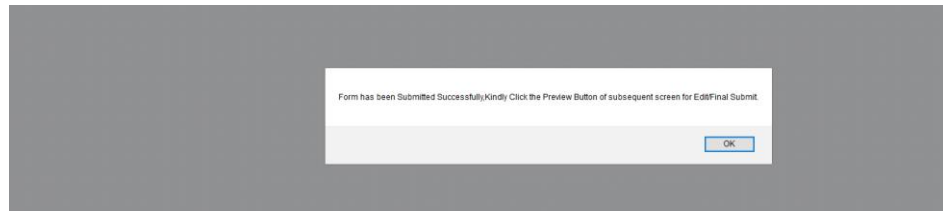
SCR-8

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.


SCR-9

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.
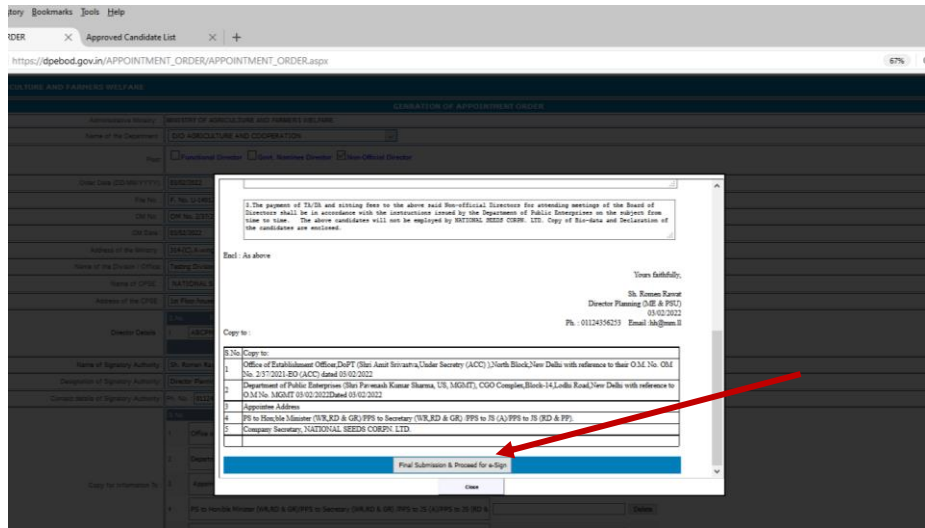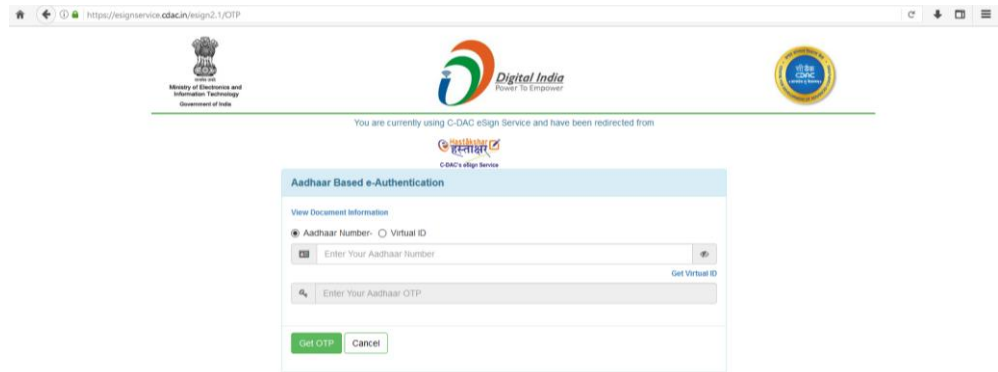
SCR-11

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**).
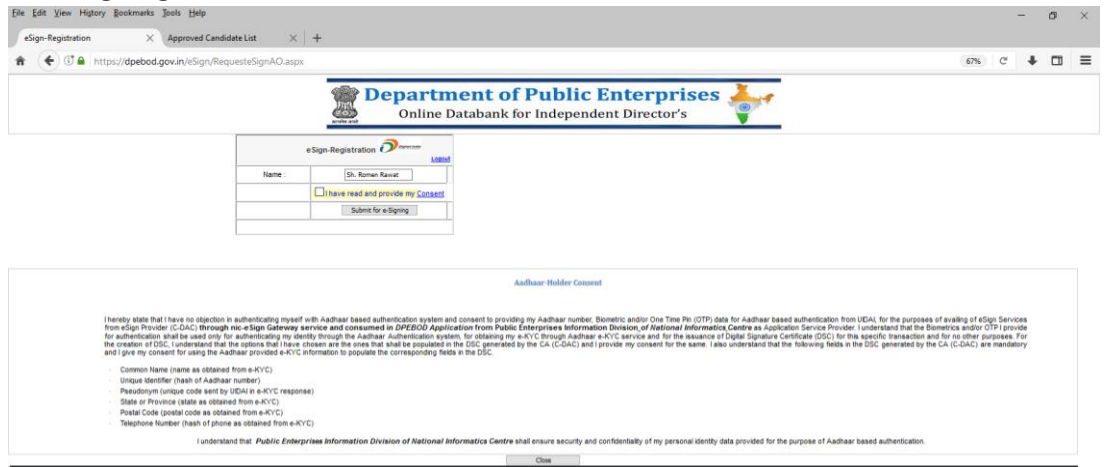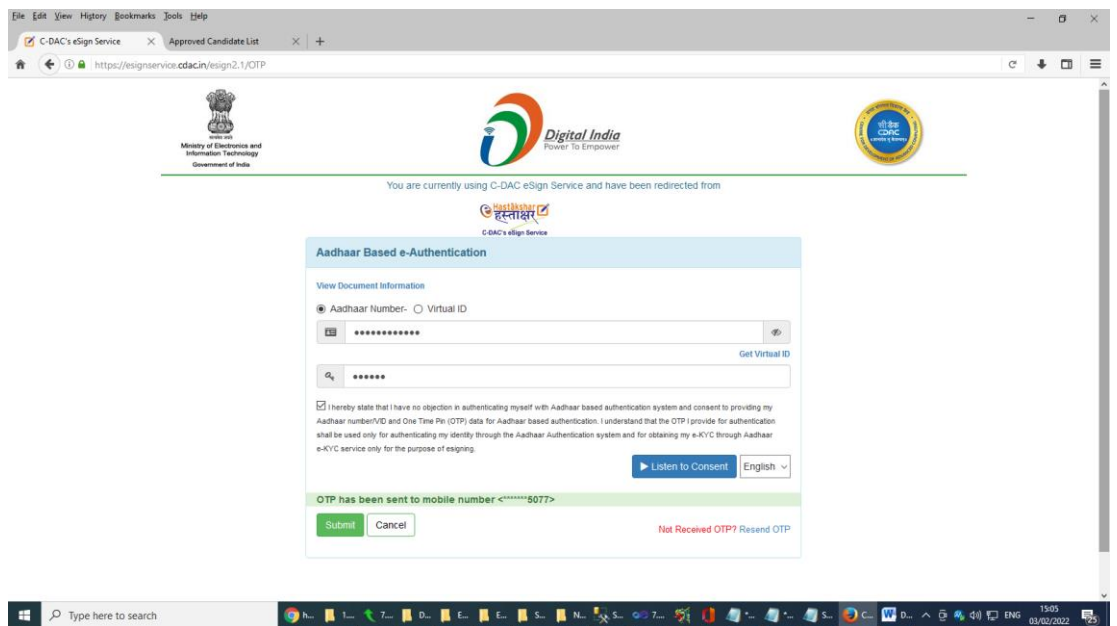

SCR-12

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

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

SCR-17

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**.
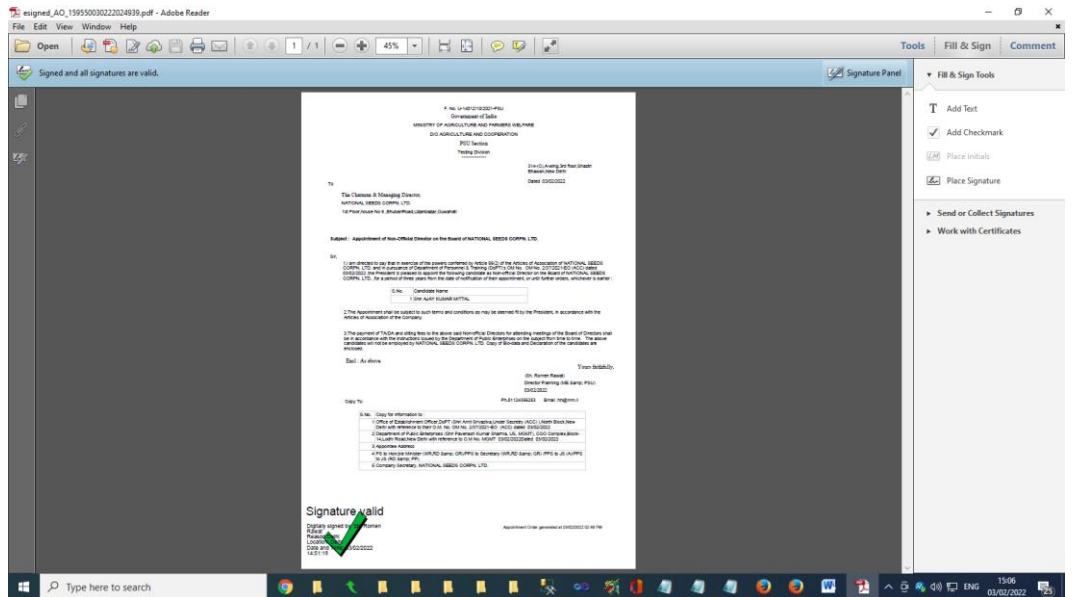
SCR-19

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
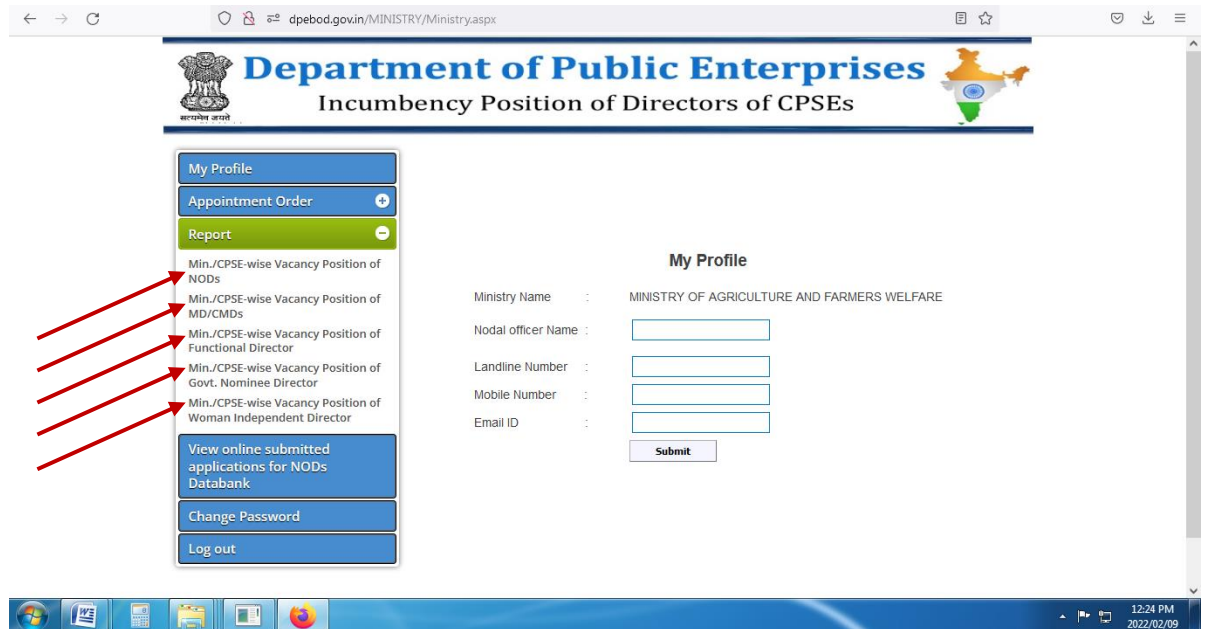
SCR-21

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.
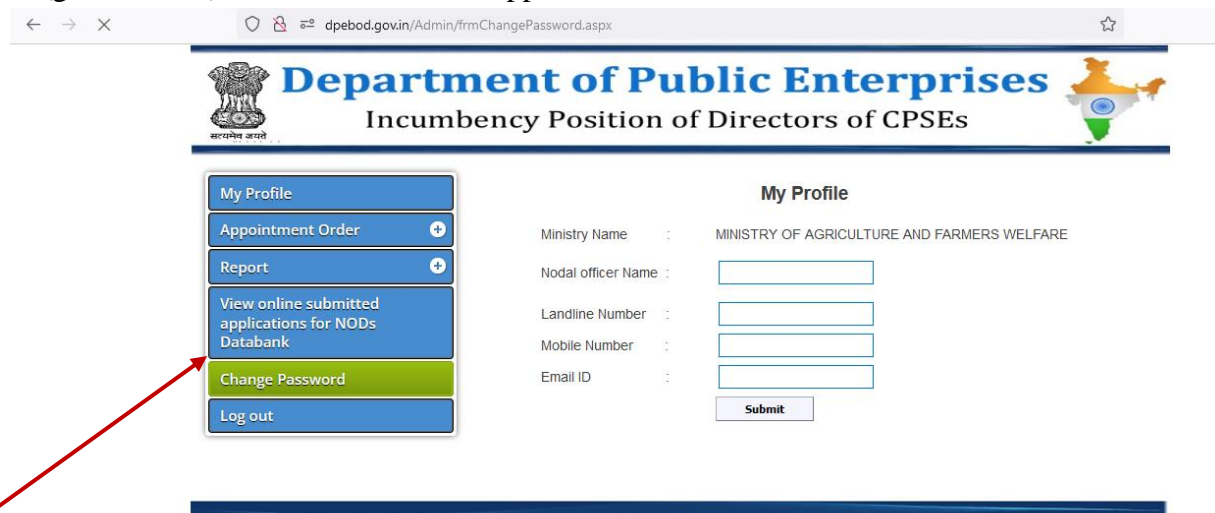

SCR-22
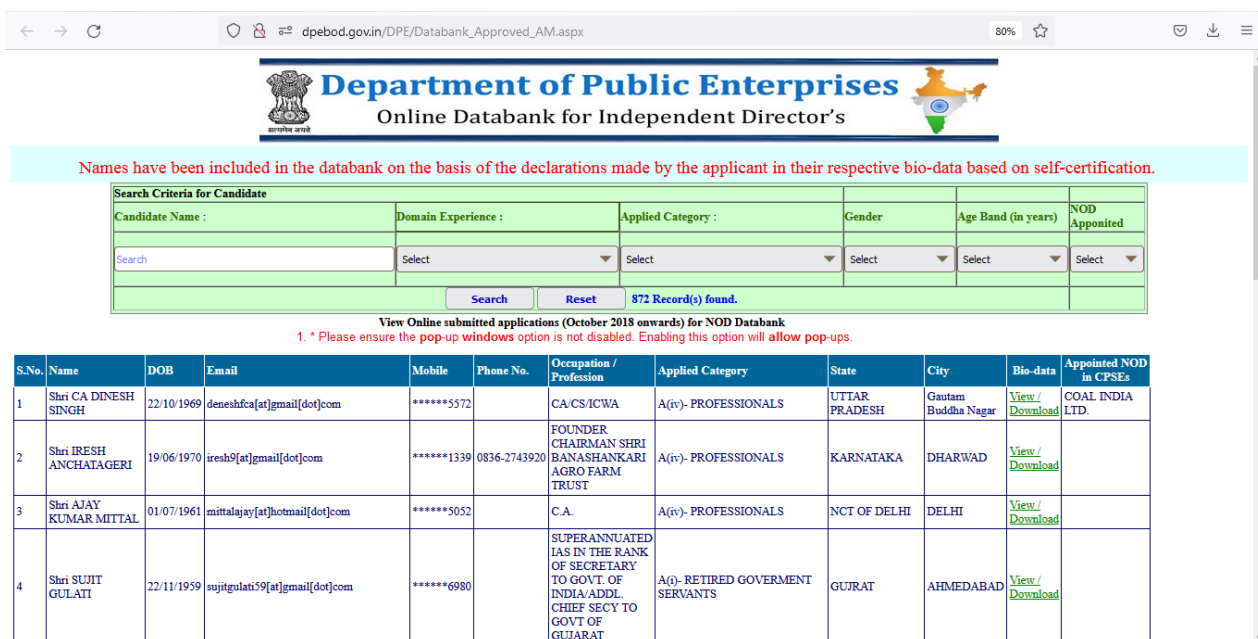
SCR-23

Concerned Nodal officer can add custom filter conditions within **SCR-23** and get output with that report parameters.
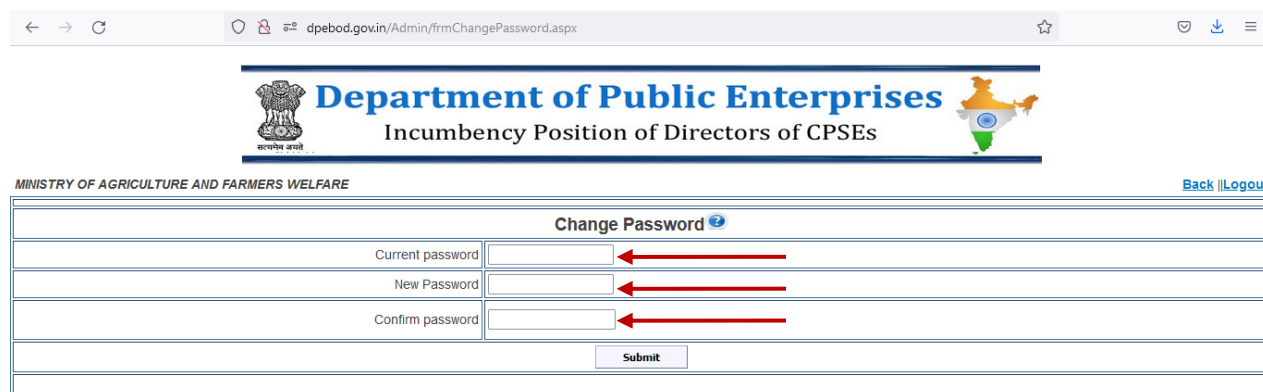
(v) **Change Password:**

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

SCR-24

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).

SCR-26

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

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