

IMPORTANT INSTRUCTIONS FOR PE SURVEY 2020-21

1. Any CPSE **providing data for the first time** for PE Survey 20-21 is **not required to provide comparative data** for preceding period.
2. Previous year data is required to be **updated** only in respect of those CPSEs who have provided **provisional data** for PE survey 19-20 **or by those CPSE's who have migrated financial statements from AS to Ind AS** .
However, above CPSE's have to **send mail to [psurvey\[at\]nic\[dot\]in](mailto:psurvey[at]nic[dot]in) for opening up** the data sheet for entry of 2019-20.
3. CPSE's do not need to provide data for preceding period for new line items added in PE Survey 2020-21.
4. Previous **(last year) User ID and password are valid**.
5. To Change 'Password', nodal officer of the concerned application (i.e. PE Survey, Charity, CSR, Periodical Review under 56j, CRR & Misc. Information) is required to provide his/her credentials.
 - 5.1. OTP will be sent to the provided email-id (Nodal officer) for generation of new password.
 - 5.2. Confirmation email will also be sent to the CMD having details of Nodal officer of concerned application generated the new password.
6. In case of 'Forgot 'Password'', first select the application i.e. PE Survey and then give the login id. An OTP will be sent to the email id of nodal officer of PE Survey 2019-20 for generating new password.
7. PE Survey datasheet is now divided in "**Eight Parts**".
8. Submission of data in the **Company Profile is mandatory** for proceeding into other parts.
9. Company Profile/Land details/JV details is **auto populated** with **information submitted in PE Survey 2019-20**. Nodal officer is requested to **verify and update the data**.
10. Financial figures are in Rupees in Lakhs. **Figure in decimal is NOT PERMITTED**.
11. A Login Account "**get Locked**" if user attempted **five consecutive failed login**.
12. Browser Back Navigation Button is disabled. Please **use application provided "Back Button"**.
13. In case of **No/NIL information** for a particular, **either fill 'Zero' or "Nil"** as applicable depends upon the nature of the entry.
14. Press '**Submit**' Button to '**save data**'.
15. In Part-7, the upto 1000 character information can be provided for the text portion.
16. Special characters like & - @ # \$! % ^ - * ~ { } [] () are not allowed.
17. Data is editable until the submission of 'Confirming data Completion'.
18. Use 'Confirming Data Completion (Part I to Part VI) with Submit for e-Signing, Confirm Data (Part VII) with e-sign & Confirm Data VIII' button/link for final submission. **During e-sign a pop up will appearing asking for reason in variation in financial performance of CPSE due to any reason (including Covid 19 pandemic, if any)**
19. No update/edit allowed after 'Confirmation'
20. For any technical assistance, call NIC-DPE at 011- 24361483 or e-mail at [psurvey\[at\]nic\[dot\]in](mailto:psurvey[at]nic[dot]in)
