

No.A-49011/1/2012-Estt.IV/543  
Central Water Commission  
Establishment-IV Section

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R. No.303, Sewa Bhawan  
R.K. Puram, New Delhi-66

Dt. 17.09.2014.

**Office Memorandum**

Sub.: Regarding process of selection and appointment of non-official Directors on the Board of Central Public Sectors Enterprises (CPSEs).

A copy of MoWR Office Memorandum No. 3/2/2014-PSU/889, dt. 8.9.2014 on the subject mentioned above is enclosed with the request that names and bio data in prescribed format of the eligible and willing persons may be sent to DPE and may also be emailed to [mgmt-dpe@nic.in](mailto:mgmt-dpe@nic.in).

Encl.: As above.



( K.K. Sapra )

Under Secretary, CWC  
Ph. 26107577

Copy to :-

1. All units of CWC.
2. All Chief Engineers, CWC
3. All Superintending Engineer, CWC

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No. 3/2/2014-PSU / 889  
Government of India  
Ministry of Water Resources, RD & GR  
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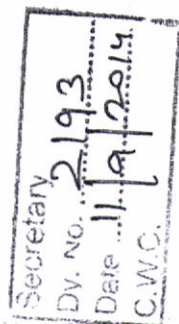
9.9.2014  
CB (HRM)  
10.09.14

Shram Shakti Bhawan, Rafi Marg,  
New Delhi dated 8.9.2014

Office Memorandum

Sub: Regarding process of selection and appointment of non-official Directors on the Board of Central Public Sectors Enterprises (CPSEs).

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The undersigned is directed to forward a copy of DPE's D.O. letter No. 9(17)/2009-GM dated 29.8.2014 alongwith its enclosures on the subject mentioned above.

It is requested to send the names and bio data of persons who fulfill the laid down criteria and are willing to be considered for appointment as non-official Director on the Board of CPSEs, for inclusion of their name(s) in this Databank. The names and bio-data in prescribed format of the eligible and willing persons may be sent to DPE latest by 10<sup>th</sup> September, 2014 and may also be emailed to mgmt-dpe@nic.in.

Encl: as above

(Shashi Pal)

Under Secretary to the Govt. of India  
Tele. No. 23716928

Copy to:-

1. All Wing Heads of Ministry of Water Resources, RD & GR.
2. All Heads of organizations under the Ministry of Water Resources.

11/9/14  
Sh. Singh

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कुसुमजीत सिन्हा, आई.ए.एस.  
सचिव  
KUSUMJIT SIDHU, I.A.S.  
SECRETARY



भारत सरकार  
लोक उद्यम विभाग  
भारी उद्योग एवं लोक उद्यम मंत्रालय  
GOVERNMENT OF INDIA  
DEPARTMENT OF PUBLIC ENTERPRISES  
MINISTRY OF HEAVY INDUSTRIES & PUBLIC ENTERPRISES



D.O. No. 9(17)/2009-GM  
August 29, 2014

Dear Secretary,

The Department of Public Enterprises (DPE) coordinates the process of selection and appointment of non-official Directors on the Boards of Central Public Sector Enterprises (CPSEs). In this regard, DPE maintains a data bank of persons who can be considered for appointment as non-official Directors on the Boards of CPSEs. The details of data bank are available on DPE website ([http://dpe.nic.in/important\\_links/databank\\_on\\_independent\\_director](http://dpe.nic.in/important_links/databank_on_independent_director)). This data bank is also referred to by administrative Ministries/Departments while preparing the proposals for appointment of non-official Directors on the Boards of CPSEs under their administrative control.

2. The recently enacted Companies Act, 2013 and the rules notified thereunder have enhanced the role & responsibilities of non-official Directors and provide that an independent director shall possess appropriate skills, experience and knowledge in one or more fields of finance, law, management, sales, marketing, administration, research, corporate governance, technical operations or other disciplines related to the company's operations.

3. I would be grateful if you could send us the names and bio-data of persons who fulfill the laid down criteria (copy enclosed) and are willing to be considered for appointment as non-official Directors on the Boards of CPSEs, for inclusion of their name(s) in this Databank. The names and bio-data in prescribed format (copy enclosed) of the eligible and willing persons may be sent to this Department at the earliest and latest by 15<sup>th</sup> September, 2014 and may also be emailed to [mgmt-dpe@nic.in](mailto:mgmt-dpe@nic.in).

With regards,

Yours sincerely,

*Kusumjit Sidhu*  
(Kusumjit Sidhu) 29/8/14

Encl. As stated

To  
All Secretaries to the Government of India (as per list).

लोक उद्योग भवन, ब्लॉक 14, सी.जी.ओ. कॉम्प्लेक्स, लोधी रोड, नई दिल्ली-110003

गायरी नं. 7.24... दिनांक 29/8/14  
पत्रिका विवरण एवं दस्तावेज अनुभाग  
असल संश्लेषण मंत्रालय

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Disseminated  
all wings of ministry  
and organizations concerned

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29/8/14



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Format of Bio-data in respect of persons desirous of inclusion in DPE databank

1. Name and surname (in full) \_\_\_\_\_
2. Director Identification Number (refer Note 1) \_\_\_\_\_
3. Income Tax PAN : \_\_\_\_\_
4. Gender \_\_\_\_\_ 4. Nationality \_\_\_\_\_
5. Father's name and mother's name and Spouse's name (if married)  
\_\_\_\_\_
6. Date of Birth \_\_\_\_\_
7. Present Position/Occupation \_\_\_\_\_
8. Full address (present and permanent) with PIN code, Phone number, Mobile Number, E-Mail address)  
\_\_\_\_\_  
\_\_\_\_\_
9. Educational & Professional Qualification (Graduation onwards)

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

10. Work Experience

S.No.	Organization/ Institute	Post Held	Period (From - To)	Nature of Work/Area of Specialization

11. Whether SC/ST/OBC/Minorities/Women \_\_\_\_\_  
(if yes, indicate the relevant category)

12. Area of Specialization (Finance, Law, Management, Sales, Marketing, Administration, Research, Corporate Governance, Technical Operations or any other) \_\_\_\_\_

13. Indicate how you fulfill the laid down criteria (Refer Annex) \_\_\_\_\_

14. (a) Have any legal proceedings initiated or are pending against you : Yes/No  
 (b) If Yes, please furnish the details \_\_\_\_\_

15. (a) Have you been or are designated partner in limited liability partnerships (LLP) : Yes/No

(b) If yes, please furnish the following details

Name of LLP	Nature of industry	Duration (with dates)
1.		
2.		
3.		

16. Directorship held/presently being in companies (both CPSEs and Private)

Name of company	Nature of industry	Nature of directorship	Duration (with dates)
1.			
2.			
3.			

(Signature)

Date \_\_\_\_\_

Name \_\_\_\_\_

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.

**Criteria for selection/appointment of non-official Directors on the Boards of CPSEs as laid down by the Government**

**(A) Criteria of Experience**

- (i) Retired Government officials with a minimum of 10 years experience at Joint Secretary level or above.
- (ii) Persons who have retired as CMD/CEOs of CPSEs and Functional Directors of the Schedule 'A' CPSEs. The ex-Chief Executives and ex-Functional Directors of the CPSEs will not be considered for appointment as non-official Director on the Board of the CPSE from which they retire. Serving Chief Executives/Directors of CPSEs will not be eligible to be considered for appointment as non-official Directors on the Boards of any CPSEs.
- (iii) Academicians/Directors of Institutes/Heads of Department and Professors having more than 10 years teaching or research experience in the relevant domain e.g. management, finance, marketing, technology, human resources, or law.
- (iv) Professionals of repute having more than 15 years of relevant domain experience in fields relevant to the company's area of operation.
- (v) Former CEOs of private companies if the company is (a) listed on the Stock Exchanges or (b) unlisted but profit making and having an annual turnover of at least Rs 250 crore.
- (vi) Persons of eminence with proven track record from Industry, Business or Agriculture or Management.

**(B) Criteria of Educational Qualification**

Minimum graduate degree from a recognized university.

**(C) Criteria of Age**

The age band should be between 45-65 years (minimum/maximum limit)

This could, however, be relaxed for eminent professionals, for reasons to be recorded, being limited to 70 years.