

Registration

CPSEs/SLPEs are requested to nominate a Nodal Officer who will be responsible for confirming nominations of the participants.

For Registration Nodal Officer may access following url:
https://dpedbt.gov.in/otns/nodal_officer_registration

Following page will be shown to Nodal Officer, in which Nodal Officer has to select CPSE/SLPE name, fill the basic details and upload the scan copy of the official circular confirming the appointment of Nodal officer as shown in **Fig.1**. It's a one-time activity unless CPSE/SLPE desires to change it formally.



The screenshot shows a web form titled "CPSE/SLPE Nodal Officer Registration". The form contains the following fields and elements:

- Company Type***: Radio buttons for "CPSE" and "SLPE". A green arrow points to the "SLPE" option.
- Nodal Officer's Name***: A text input field with a green arrow pointing to it.
- Nodal Officer's Designation***: A text input field with a green arrow pointing to it.
- Nodal Officer's Mobile No***: A text input field with a green arrow pointing to it.
- Nodal Officer's Email Id***: A text input field with a green arrow pointing to it.
- Attachment of Circular for Appointing Nodal Officer***: A file upload section with a "Choose file" button, the text "No file chosen", and a green arrow pointing to the button. Below this, it says "(only pdf files are allowed)".
- Register**: A blue button at the bottom right of the form.

Fig.1

Once it will be verified by DPE Coordinator, Nodal Officer will get a system generated email for confirming her/him as Nodal Officer with OTNS login credential.

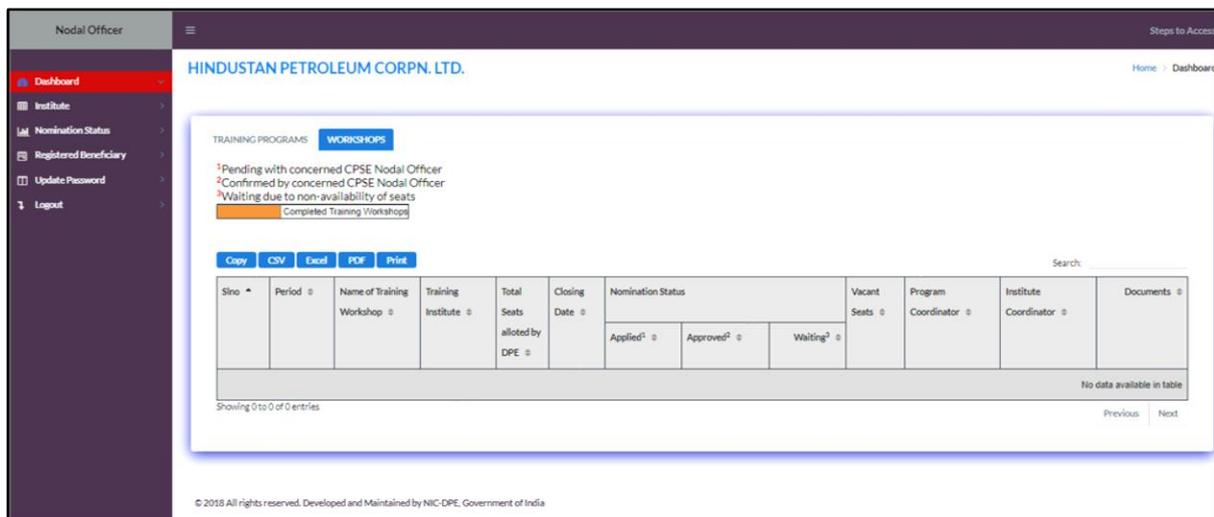
Login

- i) In order to access the application, Nodal Officer may access the URL of the application <https://dpedbt.gov.in/otns>
- ii) The login window for OTNS appears as shown in below **Fig.2**

The screenshot displays the OTNS login interface. At the top, the Department of Public Enterprises logo and name are visible. Below this, a green banner contains the text: "SCHEME OF RESEARCH, DEVELOPMENT AND CONSULTANCIES ON GENERIC ISSUES RELATED TO PUBLIC SECTOR ENTERPRISES". A descriptive paragraph follows: "The Online Training Nomination System (OTNS) is a web based system on the Nomination Process of various Training Programs conducted by DPE for the Beneficiaries of CPSEs/SLPEs." A navigation bar includes links for Home, Participant, CPSE/SLPE Nodal Officer Registration, and LMS Portal. The main content area is divided into two sections. On the left is the "Login" form, which includes a note: "* For Nodal Officers of CPSE/SLPE, Institute & DPE". The form has input fields for "User Name", "Password", and "Captcha" (displaying "jw5574"). Below the Captcha field is an "Enter Captcha:" field and a "click here to refresh Captcha." link. A "Sign in" button and a "Forgot Password?" link are also present. A green arrow points to the Captcha field. On the right is a box titled "Trainings announced by DPE during 2022-2023" with a "more" button. The footer contains technical support information: "Technical Support :011-24362672,support-otns-dpe[at]gov[dot]in" and "©2019 Designed, Developed and Maintained by NIC-DPE, Government of India." The NIC logo is also present.

Fig.2

- iii) Type the Username in ‘User Name’ text box and enter the password in ‘Password’ text box. Then, enter the displayed Captcha in ‘Captcha’_box and Click the  button as shown in above **Fig.2**. On successful login, Nodal Officer will get logged into the OTNS application and the Dashboard will be displayed in **Fig.3**.



DASHBOARD for Nodal officer (Fig.3)

Here, Nodal Officer can see 6 Tabs in the left side panel such as **Dashboard, Institute, Nomination Status, Registered Beneficiary, Update Password, Logout.**

Dashboard

Dashboard represents the default starting page of OTNS application. It primarily shows the details of scheduled training programs and workshops. It shows the **topic name, schedule date, institute name, total number of seats allocated by DPE, total number of participants applied, total number of participants nominated, total number of participants in waiting, coordinator details and documents uploaded related to that particular program** as shown in below **Fig.4**. Completed Programs are displayed in orange colour.

TRAINING PROGRAMS		WORKSHOPS											
¹ Pending with concerned CPSE Nodal Officer ² Confirmed by concerned CPSE Nodal Officer ³ Waiting due to non-availability of seats  Completed Training Programs													
Copy CSV Excel PDF Print Search:													
Sino	Period	Name of Training Program	Training Institute	Total Seats allotted by DPE	Closing Date	Nomination Status			Vacant Seats	Program Coordinator	Institute Coordinator	Documents	
						Applied ¹	Approved ²	Waiting ³					
1	July 11-12,2022	Two days Orientation programme for Independent Directors (IDs)	Indian Institute of Corporate Affairs	134	10/07/2022	0	127	0	7	NA	Dr Niraj Gupta--nirajgupta.ica@gmail.com	View	
2	July 14-15,2022	Two days Orientation programme for Independent Directors (IDs)	Indian Institute of Corporate Affairs	134	11/07/2022	0	125	0	9	NA	Dr Niraj Gupta--nirajgupta.ica@gmail.com	View	
3	July 16-17,2022	Two days Orientation programme for Independent Directors (IDs)	Indian Institute of Corporate Affairs	131	15/07/2022	0	125	0	6	NA	Dr Niraj Gupta--nirajgupta.ica@gmail.com	View	

Showing 1 to 3 of 3 entries Previous **1** Next

Fig.4

Institute

Institute menu contains the details of Institute Coordinator and Program Coordinator.

Nomination Status

This menu primarily shows the Nomination Status of Participants as describe below.

Confirmation Pending- Participants applied for training program and it is pending with Nodal Officer for confirmation

Nominated Participants- Participants applied for training program and it is confirmed by Nodal Officer.

Waiting Participants- Participants applied for training program and it is confirmed by Nodal Officer but due to unavailability of seats it is in waiting list.

Withdrawal Pending Participants- Participants applied for withdrawal from training program and it is pending with Program Coordinator.

Withdrawal Confirm Participants- Participants applied for withdrawal from training program and it is confirmed by Program Coordinator.

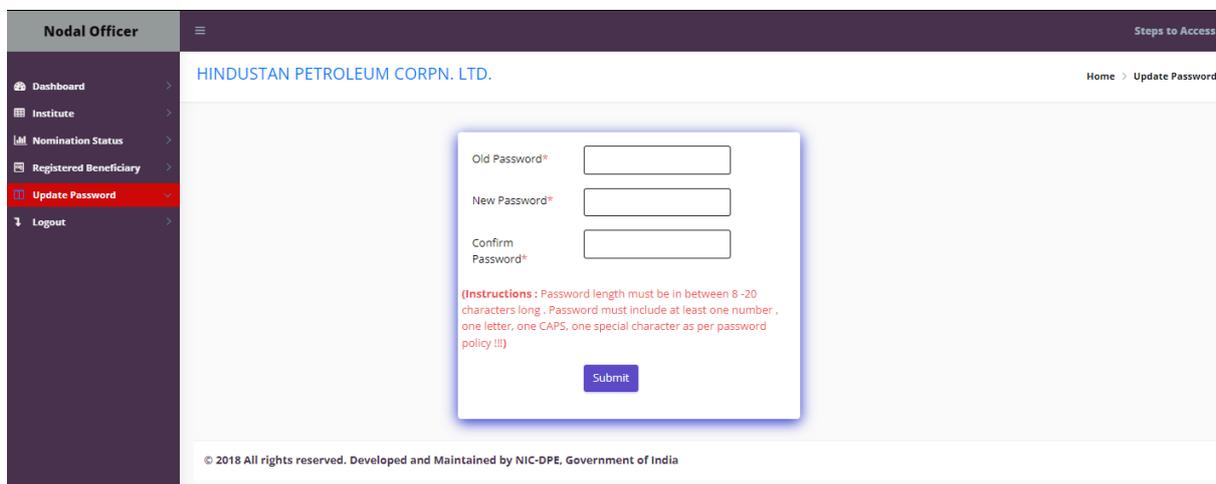
Registered Beneficiary

In this menu Nodal Officer can view all the registered beneficiaries details from their CPSE/SLPE.

Update Password

By using this menu, Institute Coordinator can update the existing password as shown in **Fig.5** below.

Nodal Officer may enter the Old Password, New Password & Confirm Password as per the instructions given and click on **Submit** button to update the existing password. Nodal Officer may refer the Password Policy given below.



The screenshot shows the 'Update Password' form within the Nodal Officer interface. The interface includes a dark sidebar with navigation options: Dashboard, Institute, Nomination Status, Registered Beneficiary, Update Password (highlighted in red), and Logout. The main content area displays the company name 'HINDUSTAN PETROLEUM CORPN. LTD.' and a breadcrumb trail 'Home > Update Password'. The form itself consists of three input fields: 'Old Password*', 'New Password*', and 'Confirm Password*'. Below the fields, there are instructions: '(Instructions : Password length must be in between 8 -20 characters long . Password must include at least one number , one letter, one CAPS, one special character as per password policy !!!)'. A blue 'Submit' button is located at the bottom of the form. The footer of the page reads '© 2018 All rights reserved. Developed and Maintained by NIC-DPE, Government of India'.

UPDATE PASSWORD (Fig.5)

Logout

By clicking this, Nodal Officer will be logged out from the OTNS application.