



Handbook

Online Training Nomination System Manual for CPSEs/SLPEs Nodal Officer

**DEPARTMENT OF PUBLIC ENTERPRISES
MINISTRY OF FINANCE
GOVERNMENT OF INDIA**

HELP MANUAL

For CPSEs/SLPEs Nodal Officer

Issued by: Policy-II Division on 14.08.2023

Document No.: DPE/Policy-II/OTNS/2023/02/Help Manual -2.0

© **Department of Public Enterprises,**

Block No. 14, C.G.O. Complex, Lodhi Road, New Delhi – 110 003

Table of Contents

Abbreviation.....	4
1. RDC Scheme.....	5
2. About OTNS	5
3. CPSE Nodal Officer	5
4. Rules for Participation.....	6
4.1. Exceptions to Rules of Participation.....	6
5. Program Implementation Agency.....	7
6. Nomination of the Participants.....	7
7. Dashboard of Nodal Officer.....	8
7.1. Home	8
7.2. Participation Status.....	9
7.3. Registered Beneficiaries	10
7.4. Update Password.....	10
7.5. Logout.....	11
8. Help & Support.....	11

Abbreviation

- (1). CPSEs : Central Public Sector Enterprises
- (2). DPE : Department of Public Enterprises
- (3). IC : Institute Coordinator
- (4). OTNS : Online Training and Nomination System
- (5). PC : Program Coordinator
- (6). PIA : Program Implementation Agency
- (7). RDC : Research, Development and Consultancy
- (8). SLPEs : State Level Public Enterprises
- (9). SPOC : Singled Point of Contact

1. RDC Scheme

Under Research, Development and Consultancy (RDC), a central sector scheme, the training programmes, seminars and workshops on the generic issues concerning Central Public Sector Enterprises (CPSEs) /State Level Public Sector Enterprises (SLPEs) are conducted for capacity building and skill development.

2. About OTNS

Online Training and Nomination System (OTNS) is a web-based application to facilitate online registration and nomination of executives of CPSEs/SLPEs who shall avail various training programs conducted by the Department of Public Enterprises.

3. CPSE Nodal Officer

CPSE/SLPE Nodal Officer shall self-register himself as Singled Point of Contact (SPOC) for all training related matters of DPE using the link: https://dpedbt.gov.in/otns/nodal_officer_registration. He shall upload his information like, name, designation, mobile no. and email ID along with the copy of his nomination by the concerned CPSE/SLPE as shown below:



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.
- Nodal Officer's Name***: A text input field.
- Nodal Officer's Designation***: A text input field.
- Nodal Officer's Mobile No***: A text input field.
- Nodal Officer's Email Id***: A text input field.
- Attachment of Circular for Appointing Nodal Officer***: A file upload section with a "Choose File" button, the text "No file chosen", and a note "(only pdf files are allowed)".
- Register**: A blue button at the bottom right of the form.

Figure-1: CPSE/SLPE Nodal Officer Registration

DPE Coordinator will approve the Nodal Officer, then Nodal Officer will get login credential in their registered email id.

4. Rules for Participation

- 1) Two nominations per CPSE/SLPE is allowed in a Residential/Non-residential/Synchronous program/workshop.
- 2) An executive of CPSE/SLPE is allowed to participate in not more than two training activities i.e. including program and workshop during a training year.
- 3) If the confirmed participant does not turn up in the scheduled training, then he/she shall be banned by DPE from participation in the upcoming programs for next 12 months. Any repetition of such action shall be reviewed seriously by DPE.
- 4) The withdrawal of confirmed nomination is allowed before 7 days of commencement of the program/workshop promptly.
- 5) The request for withdrawal of confirmed nomination within 7 days before commencement of the program shall be accepted only if replacement is provided by CPSE/SLPE Nodal Officer.
- 6) Also, if the withdrawal of confirmed nomination happens after commencement of the program without replacement, then DPE may debar CPSE/SLPE from sending nomination to the programs/workshops scheduled in the next 12 months.

4.1. Exceptions to Rules of Participation

- 1) There is no restriction on CPSE/SLPE to nominate in online training programs (asynchronous/hybrid mode). However, self-restrain may be exercised by CPSE/SLPE to optimally utilize this open provision to facilitate participation from maximum CPSEs/SLPEs

- 2) An executive is allowed to participate in more than two training activities subject to pressing need of CPSE/SLPE or availability of seats within last week before the commencement of the program. Such request shall be approved by Joint Director (Policy-II), DPE.

5. Program Implementation Agency

As per RDC Scheme, the common training programs shall be organized either in selected institutes or by them at selected places at the pan India level, against which States/UTs State Level Public Enterprises (SLPEs)/ Central Public Sector Enterprises (CPSEs)/Department of Public Enterprises (DPE) will be asked to nominate their officials to the training programs. These institutes may be known as Program Implementation Agency (PIA).

6. Nomination of the Participants

OTNS is a self-driven automated system that undertakes action/communication based on the triggers received from Participants, CPSE Nodal Officers, Program Coordinators, etc. as follows:

- 1) After registering at OTNS with Aadhaar-based credentials, the executive of CPSE/SLPE shall be able to apply for Training Program/ Workshop. Such requests for nomination shall remain on hold till approved by CPSE Nodal Officer and the applicant shall receive automated intimations by system generated email in their account.
- 2) After the approval by CPSE/SLPE Nodal Officer, the OTNS shall send an email confirming the nomination of the applicant/executive of the concerned CPSE/SLPE.
- 3) After the approval by CPSE/SLPE Nodal Officer, the nomination shall be put on the waiting list, if seats are not available. Meanwhile, if seats fall vacant after withdrawal due to any reason, the Program Coordinator may contact you to confirm your seat through OTNS.

- 4) Kindly note that 20% of the seats are reserved for women candidates to increase gender diversity, hence It may sometimes appear that despite some seats not occupied are still not available to applicants in male category. Such seats shall be filled from male candidates in the waiting list by the Program Coordinator after the close date, if seats remain unoccupied by women candidates.

7. Dashboard of Nodal Officer

The following is a sample dashboard of CPSE/SLPE Nodal Officer after they login to the OTNS System:

Note-20% of the program seats have been reserved for women candidates however it will be confirmed with male candidates only if no more women apply to the program before the close date.

Sino	Period	Name of Training Program	Mode	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)	Non-Residential	Indian Institute of Corporate Affairs	134	10/07/2022	3	0	3	0	NA	Abhijit Chakrabarty-Research Analyst-abhijit.chakrabarty@gov.in	View
2	July 14-15, 2022	Two days Orientation programme for Independent Directors (IDs)	Non-Residential	Indian Institute of Corporate Affairs	134	11/07/2022	3	0	3	0	NA	Abhijit Chakrabarty-Research Analyst-abhijit.chakrabarty@gov.in	View
3	July 15	Two days Orientation programme for Independent	Non-	Indian Institute of	131	15/07/2022	0	0	0	0	NA	Abhijit Chakrabarty-	View

Figure-2 : Dashboard of Nodal Officer in OTNS

On the left side is the menu of functions/features containing Dashboard, Participation Status, Registered Beneficiary, Update Password, Logout whereas in the Home, the information of training programs and participant shall be available for quick action by Nodal Officer.

7.1. Home

The Dashboard of Nodal Officer shall primarily show the details of training program and workshop like name of the program, Date, Venue, Program Coordinator details etc. The “Nomination Status” under the dashboard shall provide the following information:

- 1. Applied:** The Nodal Officer may click the number of nominations received under the column “Applied” to approve/reject the nomination of the officers.
- 2. Approved:** The Nodal Officer may view the number of confirmed nominations under the column “Approved” after his approval of the nominated officers.
- 3. Waiting:** The Nodal Officer may view the number of nominations under the column “Waiting” after his approval of the nominated officer, if seats are unavailable in the Training Program/ Workshop.

7.2. Participation Status

It is an alternative menu through which the Nodal Officer may view/track the status of all nominations from his CPSE/SLPE. A sample display is given by Figure-3:

Training Name *	Name	Designation	Email ID	Contact No	Order Copy
2 Day Training Programme for Company Secretaries (KMPs) of CPSEs(September 22-23,2022)	Chhaya Jain	Company Secretary	chhayajain[at]goashipyard[dot]com	7032486112	View
Two days Orientation programme for Independent Directors (IDs),July 14-15,2022)	DEEPAK MANOHAR PATWARDHAN	Independent Director	aovdeepakpatwardhan[at]gmail[dot]com	9421229499	View
Two days Orientation programme for Independent Directors (IDs),July 14-15,2022)	HINDOCHA HASMUKHBHAI	Independent Director	hhindocha[at]yahoo[dot]in	9427444284	View

Showing 1 to 3 of 3 entries

© 2018 All rights reserved. Developed and Maintained by NIC-DPE, Government of India

Figure-3: Participation Status

- 1. Confirmation Pending:** - The program-wise details of applied nominations from CPSE/SLPE executives pending for approval by Nodal Officer is available here.
- 2. Confirmed Participants:** - The program-wise details of confirmed nominations/participants are available here.
- 3. Nomination in Waiting:** - The program-wise details of participant whose nomination is pending due to unavailability of seats.

4. Withdrawal Request: - The program-wise details of confirmed participants who have submitted their request with reason for withdrawal from the training program/workshop.

5. Withdrawn Participants: - The program-wise details of confirmed participants whose withdrawal requests have been accepted after approval by Nodal Officer.

7.3. Registered Beneficiaries

Under this menu, the Nodal Officer may view/track the details of registered beneficiary of his CPSE/SLPE. He may update the contact details as shown in **Figure-4:**

Name *	Designation †	Email Id †	Contact Number †	Action †
DHARMSHILA GUPTA	Independent Director	dhramshilagupta@gmail.com	9304110873	Edit
SHIV NARAYAN PANDEY	Independent Director	shiv.narayan.pandey.1962@gmail.com	9425261053	Edit
SHIV TAPASYA PASWAN	Independent Director	shivtapsyapaswan@gmail.com	7007638357	Edit

Figure-4 : Registered Beneficiaries

7.4. Update Password

Under the menu, the Nodal Officer may change/reset the existing password as shown in **Figure-5:**

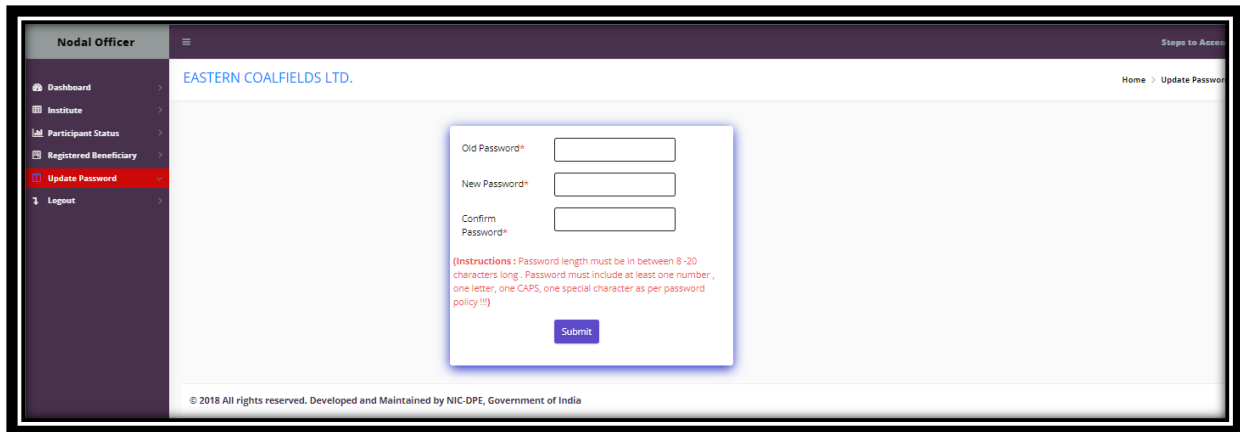


Figure-5: Update Password

7.5. Logout

The menu may be used to log out from the OTNS application.

8. Technical Support

Ms. Nibedita,
Database Administrator, NIC-DPE
Email: support-otns-dpe@gov.in
Phone: 011- 2436 0673
