ONLINE TRAINING NOMINATION SYSTEM (OTNS)

URL - https://dpedbt.gov.in/otns
User Manual-Version 3.0

Developed by NIC-DPE (Public Enterprises Informatics Division)

Government of India
Ministry of Heavy Industries and Public Enterprises
Department of Public Enterprises
New Delhi
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Objective

The Online Training Nomination System (OTNS) is a web based online application developed for the Nomination process of various Training Programs conducted by DPE for the Beneficiaries of CPSEs/SLPEs. The objective of this application is to facilitate various stakeholders i.e. DBT Bharat Mission, DPE, CPSE/SLPE Nodal Officers and other employees who wants to participate in the nomination process for availing various training programs conducted by DPE. The system is very user friendly and the nomination process has been made very convenient for the officers of CPSEs/SLPEs.
About OTNS

1. Each CPSE/SLPE has to nominate a Nodal Officer who will be responsible to accept/reject the nominations received from its employees for a particular training program.
2. Nomination process for various programs under RDC scheme is announced by DPE. DPE will publish the training programs at the beginning of the financial year.
3. Users can apply for the training programs, after completing the ‘New User Registration Process’. It may be noted that only registered users can apply for the training program through this application.
4. During user registration process, applicants need to fill up all the particulars mentioned in the New User Registration form. This is a onetime activity.
5. During New User Registration OR applying for a particular training program (if already a registered user), the system will authenticate the applicant through AADHAAR based authentication process. Therefore, only those users who have a valid AADHAAR can apply for a said training program.
6. Beneficiaries can apply for maximum 2 unique training programs in a financial year.
7. Beneficiaries can’t apply for the same training program multiple times which he/she has already attended in that financial year.
8. Once applicants have submitted their nomination, it is the responsibility of the Nodal Officer of the respective CPSE/SLPE to approve the nomination.
9. If more nominations are received from a particular CPSE, the Nodal Officer has the authority to keep them either in waiting or reject.
10. It may be noted that the application permits only 2 nominations from a particular CPSE/SLPE for a given training program.
11. Nominations from applicants which are being forwarded by respective Nodal Officers will get a confirmation based upon the seat availability. Seats will be allotted only on a first-cum-first served basis. Therefore, applicants as well as Nodal Officers have to be very prompt in completing the nomination process, as soon as training programs are announced by DPE.
12. Email based Alerts will be generated by the online application and sent to the concerned persons.
13. Once an applicant’s nomination is confirmed (an email will be received by the application), the user will need to proceed to the training venue on the scheduled date.
# Roles & Responsibility - OTNS

<table>
<thead>
<tr>
<th>Roles and Responsibility</th>
<th>DPE</th>
<th>CPSE / SLPE</th>
<th>INSTITUTE/AGENCY</th>
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<tbody>
<tr>
<td><strong>Super Admin</strong></td>
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<tr>
<td>- Forward Nodal Officer’s detail of CPSEs/SLPEs to concern Admin for approval.</td>
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<td>- Manages and maintains OTNS database.</td>
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<tr>
<td><strong>ADMIN</strong></td>
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<tr>
<td>- Publishes and releases the Training Programs.</td>
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<td>- Verifies CPSE/SLPE nominated Nodal Officer and approves the same.</td>
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<tr>
<td>- Add transaction of beneficiaries for DBT portal.</td>
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<td><strong>Nodal Officer</strong></td>
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<td>- Nominates applicants for various training programs.</td>
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<td>- Can withdraw an approved nomination on the request of the applicant and can replace other beneficiaries on hold</td>
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<td><strong>Beneficiaries</strong></td>
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<tr>
<td>- Applicants of CPSEs/SLPES interested in applying various training programs announced by DPE.</td>
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<td><strong>Training Institute</strong></td>
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<tr>
<td>- Register the attendance of beneficiaries.</td>
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<tr>
<td>- Upload program Material, group photograph and feedback form.</td>
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OTNS APPLICATION FLOW DIAGRAM

Flow Diagram of Online Training Nomination System

DPE Administrator Role
- Add New Training Sessions
- Schedule Training (Add training Start Date, Close Date etc.)
- E-mail Training Circular to CPSEs

Training Institute Role
- Register the attendance of Beneficiaries
- System generated email forwarded to DPE Admin upon submission of training attendance

DPE Administrator Role
- For registered users
  - Apply/Withdraw for Training Program
  - Forward nominations received to concerned Training Institute
- Accept/Withdraw Nominations received
- Nodal Officer Verification by DPE Admin

For new users Only
- New User Registration (Aadhaar based Authentication)
- Nodal Officer to be Forwarded by DPE Super Admin

Nodal Officer Role
- Email intimation to Nodal Officer with Credentials
- Nodal Officer registered
- Yes
- No

Beneficiary Role
- Email intimation

Super Admin Role
- DPE Administrator Role
- DPE Administrator Role
- For registered users
- Forward nominations received to concerned Training Institute
- DPE Administrator Role
- For new users Only
- New User Registration (Aadhaar based Authentication)
- Apply/Withdraw for Training Program

(Fig.1)
Admin Menu

Admin Menu is accessible to DPE Administrator only. The DPE Admin can publish and schedule the training programs. The DPE Admin can also verify and approve the nodal officers of CPSE/SLPE by using this menu.

Admin Menu is as shown in Fig.2:

(Fig.2)
**Nodal Officer Menu**

These menus are accessed by CPSE/SLPE Nodal officer after logging into the system. The Nodal officer can approve/withdraw nominations for various training programs.

Nodal Officer Menu is as shown in **Fig.3** below:

(Fig.3)
Steps to Access OTNS

i) In order to access the application, please type the URL of the application [https://dpedbt.gov.in/otns](https://dpedbt.gov.in/otns)

ii) The login window for OTNS appears as shown in below Fig.4:

iii) At the bottom of the login page, there are links of New User Registration, Applying for Training, Withdrawal of Applied Training and User Manual.
iv) Type the Username in ‘User Name’ text box and enter the password in ‘Password’ text box. Then, enter the displayed Captcha in ‘Captcha’ box as shown in above Fig.4.

v) Click the button as shown in above Fig.4. On successful submission, user will get logged into the OTNS application and the OTNS Dashboard will be displayed, as shown in below Fig.5.

**Dashboard**

Dashboard represents the default starting page of OTNS application. It primarily shows the list of trainings announced, schedule of the trainings announced by DPE during a financial year, total number of users applied, total number of users nominated. The Dashboard also contains other details such as name of training, closing date of nomination, total seats available, seats vacant etc. for the trainings announced by DPE as shown in above Fig.5.

**Add New Training**
This menu is used for adding new training sessions into the OTNS module by the DPE Administrator as shown in Fig.6.
**Schedule Training**

As shown in Fig.7, training is scheduled in this section. DPE Administrator needs to enter the complete details which are provided in this form.

* - indicates that the data entry for this field is mandatory.

(Fig.7)

**Training Circular**
This section is basically used for sending e-mails by DPE Administrator to Nodal officers and applicants of CPSEs/SLPEs.

Here, DPE Administrator can also download scheduled training details in .csv, .xls or .pdf format and send a consolidated mail to all CPSEs/SLPEs for the announcement of Training Programs.

(Fig.8)

Note: -

I. For sending an individual circular, Admin has to click on button as shown in Fig.8 above. After that a new page as shown in below Fig.9 will open up with an interface for drafting and sending an e-mail. A draft message will be displayed by default which can be edited as per requirements by the Administrator before sending the same to the desired recipient. By default, the Admin needs to only enter the e-mail ids of the targeted CPSE user and then have to click on button for sending the mail.

II. For sending a consolidated e-mail to multiple users in a single shot, Admin has to click on button as shown in above
Fig. 8. After that a new page will be opened where Administrator needs to enter the complete details wherever required in the form as shown below Fig. 10.

Form for sending individual e-mail (Fig. 9)

Form for sending consolidated e-mail (Fig. 10)

Verification of Nodal Officer
Any time a new CPSE/SLPE nodal officer can be nominated. DPE Administrator will complete the verification of the nodal officer using this section.

Admin needs to click the ‘checked button’ ✔ under action tab as shown in Fig.11 and click on button for approval of Nodal Officer.

After verification, an e-mail will be sent to the concerned nodal officer with the login credentials.

For rejection of Nodal Officer, Admin needs to click on button and an e-mail will be sent to the concerned officer to upload the correct circular appointing as Nodal Officer for that CPSE.

(Fig.11)
Here, **DPE Admin** can see the list of approved Nodal Officers of CPSEs/SLPEs verified by DPE Admin as shown in **Fig.12** below.

(Fig.12)

**Pending Nodal Officers list**

Here, **DPE Admin** can see the list of nominations of Nodal Officers of CPSEs/SLPEs which has not been approved by DPE Admin as shown in **Fig.13** below.

(Fig.13)

**Add Venue**
This menu is used for adding the Training Venue details for every training program into the OTNS module by the DPE Administrator as shown in Fig. 14.

![Add Venue Menu](image1)

**Add Transaction**

This menu is used for submitting transaction details of beneficiaries (i.e. unique user id, transaction id etc.) by DPE Administrator into the DBT Bharat Portal as shown in Fig. 15. DPE Administrator has to validate the number of days attended by the beneficiary as per attendance report and approve the beneficiary by clicking **APPROVE** button.

![Add Transaction Menu](image2)

**Uploaded Documents Repository**
By using this menu, Admin can view and download the documents by uploaded by the Institutes/Agency, by selecting ‘Training Name’ as shown in Fig.16.

(Fig.16)

Report Section

In the ‘Report Section’, there are 2 tabs (Total Employees Applied for Training and Employees Nominated for Training).

1. Total Employees Applied for Training – In this section, DPE Admin can view list of all employees who have applied for various training programs along with their mobile number and email id as shown in below Fig.17.

2. Employees Nominated for Training – In this section, DPE Admin can view the list of all employees nominated for various training programs along with their mobile number and email id as shown in below Fig.18.
**Update Password**

By using this menu, DPE Admin can update the existing password as shown in **Fig. 19** below.

Administrator needs to enter the Old Password, New Password & Confirm Password which are provided and click on **Submit** button to update the existing password.

![Update Password](image)

**UPDATE PASSWORD (Fig. 19)**

**Logout**

By clicking this, user will be logged out from the OTNS application.
**Super Admin Role**

Super Admin needs to login into the OTNS system using credential as discussed above in Page 9.

On successful login, below page will be shown in **Fig.20**

![Super Admin](image)

Super Admin has to select the concern DPE Division Name from the drop-down list, which is below the ‘**Forward To**’ tab and then click on the ‘**Action**’ and the press the **Submit** button.

After this, the request will be forwarded to the concerned division as per the selection and the concerned administrator of that division will get an e-mail to approve the nodal officer of the respective CPSE/SLPE.
Nodal Officer Login Menu

The process as detailed above for DPE Admin will be the same for Nodal officer login also.

On successful login, the OTNS Dashboard for Nodal officer will be displayed as shown in Fig.21 below -

![Dashboard for Nodal officer (Fig.21)](image)

Here, you can see 5 Tabs i.e. **Dashboard, Employee Nomination, Withdraw Nomination, Update Password, Logout**. The 3 Tabs i.e. Dashboard, Update Password, Logout are common as explained in the case of DPE Admin.

The other 2 menus are explained as below:
**Employee Nomination**

This section facilitates the Nodal officer to ‘**Approve / Hold**’ the applicant’s nomination from his CPSE/SLPE for various training programs.

Nodal Officer first needs to select the training name from the combo box, then check the ‘checked button’ and finally click on **Approve** button as shown in **Fig.22** for employee nomination.

On every **Approval**, an e-mail will be sent to the concerned Applicant about his/her approval status.

![Employee Nomination Form](image)

**Withdraw Nomination**

Nodal Officer can withdraw the approved nomination as per the applicant’s request for a particular training program by using this menu.

Nodal officer needs to click and check the button as shown in below **Fig.23**, to withdraw nominations as per beneficiary’s withdraw request.

The Nodal Officer can also replace with any other applicants.
Nodal officer needs to click and check the button ✓ and click on button as shown in below Fig.24, to replace nominations.
**Beneficiary Role**

**New User Registration**

- For new user registration, the user has to get himself verified by submitting his/her, Gender, Date of Birth, Aadhaar number/Virtual ID as shown in Fig.25 below. As per policy the Aadhaar Number is not stored in the database or in any form.
- On successful verification, a success message will be shown as in Fig.26 otherwise failure message will be shown as in Fig.27.
- In case of success, click on **Proceed** button to proceed further.

(Fig.25)
Registration Form for New User (Fig.28)
In case of SLPE applicants, if any SLPE name is not there in the drop-down list, then user can add the name of the SLPE by selecting ‘CLICK HERE’ option provided in the menu as shown in Fig.29 below. It will open a new page, where a new SLPE name can be added to the OTNS database by filling up all the particulars requested in the form as shown in Fig.30

(N.B: Applicant needs to fill up the Nodal Officer’s details and also needs to upload the scan copy of the official circular confirming the appointment of Nodal officer on behalf of his/her CPSE/SLPE for OTNS application as shown in above Fig.30. It’s a one-time activity unless CPSE/SLPE desires to change it formally.)
N.B: - 

1. **SLPE Attachment** – A scan copy of a document duly signed by the SLPE authorized officer, confirming the valid SLPE registration status has to be uploaded through this option for authentication purposes.

2. **Circular for Appointing Nodal Officer** – A scan copy of the official circular confirming the appointment of Nodal officer for OTNS has to be uploaded through this option for authentication purposes.
**Successful Registration**

On successful registration of an applicant from a SLPE, a page as shown in below Fig.31 will be shown to the applicant.

![Successful Registration Page](image)

(Fig.31)

Once new user from an SLPE has completed his/her registration to OTNS successfully, he/she can proceed further for applying to a particular training session announced by DPE following the below process -

**N.B: -**

1. The applicant needs to be registered in the portal for the submission of his/her nomination (*one-time activity*).
2. The registered user has to submit again his/her name & Aadhaar Number/VID for verification.
3. Only after successful Aadhaar based verification, the beneficiary can proceed further to ‘**Applying for Training**’ as shown in below Fig.32 & Fig.33.
**Applying for Training**

After successful Aadhaar verification, ‘**Applying for Training**’ page will be shown. In that page all the field data are fetched from database except Training Name as shown in Fig.33.

Beneficiaries needs to select the training program and click on **Apply** button to applying for training program.

(Fig.32)

Once an applicant has submitted his nomination successfully, it is the responsibility of the Nodal officer of the CPSE/SLPE to approve/hold the candidate’s application.
Withdrawal from an already applied training program

By using this menu user can withdraw from training program in which he/ she is not nominated as there is limitations to apply for the training program.

After successful Aadhaar verification, ‘Withdrawal’ page will be shown. In that page all the field data are fetched from database except Training Name as shown in below Fig.35.

Beneficiaries needs to select the training program and click on Submit button to withdraw nomination from that particular training program.
Training Institute/Agency Role

i) In order to access the application, please type the following URL
https://dpedbt.gov.in/otns

ii) The login window for OTNS will appear as shown in below Fig.36:
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 as shown in above Fig.36.

iv) Then click on the button as shown in above Fig.36. On successful submission, user will get logged into the OTNS application and the OTNS Dashboard will be displayed, as shown in Fig.37.

**NOTE:** *DPE Administrator will share the login credentials through e-mail to the designated official of the training institute* so that the official can login to the system for submission of the attendance report.

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**DASHBOARD (Fig.37)**

**Dashboard**

Dashboard represents the default starting page of OTNS application. It primarily shows the list of trainings announced, attendance submission, download forms and list of training-wise participants. The Dashboard also contains other details such as name of training, closing date of nomination, total seats available, seats vacant etc. for the trainings announced by DPE as shown in above Fig.37.
**Attendance Submission**

For attendance submission, Institute / Agency has to select the training program, enter the exact **number of days attended** by each beneficiary. Then **upload the scan copy (in PDF format)** of attendance sheet signed by beneficiaries by clicking on (Only pdf files are allowed) as shown in **Fig.38**.

Please note that, **it is mandatory to upload the scanned copy of the attendance sheet** which is being duly signed by the beneficiaries attending the training program, **through this online module**.

Once this is done, the official has to click on **Submit** button, so that the attended list of beneficiaries will be submitted online to DPE Administrator for further process.

(Fig.38)
Download Forms

By using this menu, Agency can download formats for *Attendance Sheet, Group Photograph, Feedback Form and Program Schedule* as shown in Fig-39.
**Upload Documents Menu**

Here, Institute / Agency can upload the training related documents like Group Photograph, Feedback Form and Program Material.

Agency can upload multiple program material by clicking icon as shown in Fig:40.

(Fig.40)
**Update Password**

By using this menu, DPE Admin can update the existing password as shown in Fig.41 below.

Agency needs to enter the Old Password, New Password & Confirm Password which are provided and click on **Submit** button to update the existing password.

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**UPDATE PASSWORD (Fig.41)**

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**Logout**

By clicking this, user will be logged out from the OTNS application.
## Glossary

<table>
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<tr>
<th>Acronym</th>
<th>Description</th>
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<tr>
<td>OTNS</td>
<td>Online Training Nomination System</td>
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<tr>
<td>CPSE</td>
<td>Central Public Sector Enterprise</td>
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<tr>
<td>SLPE</td>
<td>State-Level Public Enterprise</td>
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<tr>
<td>Nodal Officer</td>
<td>To be nominated for each CPSE/SLPE</td>
</tr>
<tr>
<td>Beneficiary</td>
<td>Employee of CPSE/SLPE (Training Applicants)</td>
</tr>
<tr>
<td>RDC</td>
<td>Research and development consultancies on generic issues related to public sector enterprises</td>
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<tr>
<td>Aadhaar</td>
<td>Aadhaar a 12-digit unique identity number that can be obtained by residents of India, based on their biometric and demographic data.</td>
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<tr>
<td>VID</td>
<td>Virtual ID based on Aadhaar</td>
</tr>
<tr>
<td>Captcha</td>
<td>Completely Automated Public Turing test to tell Computers and Humans Apart</td>
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<tr>
<td>Dashboard</td>
<td>Dashboard is a user interface which organizes and presents information in a way that is easy to read</td>
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