Handbook

Online Training Nomination System

Manual For

Beneficiary/Executive/Participant

DEPARTMENT OF PUBLIC ENTERPRISES
MINISTRY OF FINANCE
GOVERNMENT OF INDIA

HELP MANUAL

For

Beneficiary/Executive/participant

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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. 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.

3.1. 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.

4. 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).

5. 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.

6. CPSE Nodal Officer

Every CPSE/SLPE shall appoint a Nodal Officer as Singled Point of Contact (SPOC) for all training related matters of DPE. He shall be the approving authority for confirming the nomination of all participants/beneficiary to the training programs/workshops under RDC scheme, subject to availability of seats.

7. Beneficiary/Participant

Any executive of CPSE/SLPE is eligible to participate to Training Programs or Workshop being organized by DPE under RDC scheme. The cost of training including residential arrangements, as may be applicable shall be born by DPE except, travel arrangement of the participant. Thus, any executive who has obtained the benefit of training shall become beneficiary/participant.

7.1. Participant Registration

The following is the process for an executive of CPSE/SLPE to participant in the training program/workshop organized by DPE under RDC Scheme.

1. Visit OTNS website: https://dpedbt.gov.in/otns/ and click 'Registration' tab under 'Participant' menu as shown in below figure:

Figure-1: OTNS Home Page

2. Please enter your title, name, date of birth and Aadhaar Number to register on OTNS. Also note, as per UIDAI guidelines, the Aadhaar Number is not stored in the database or in any form.

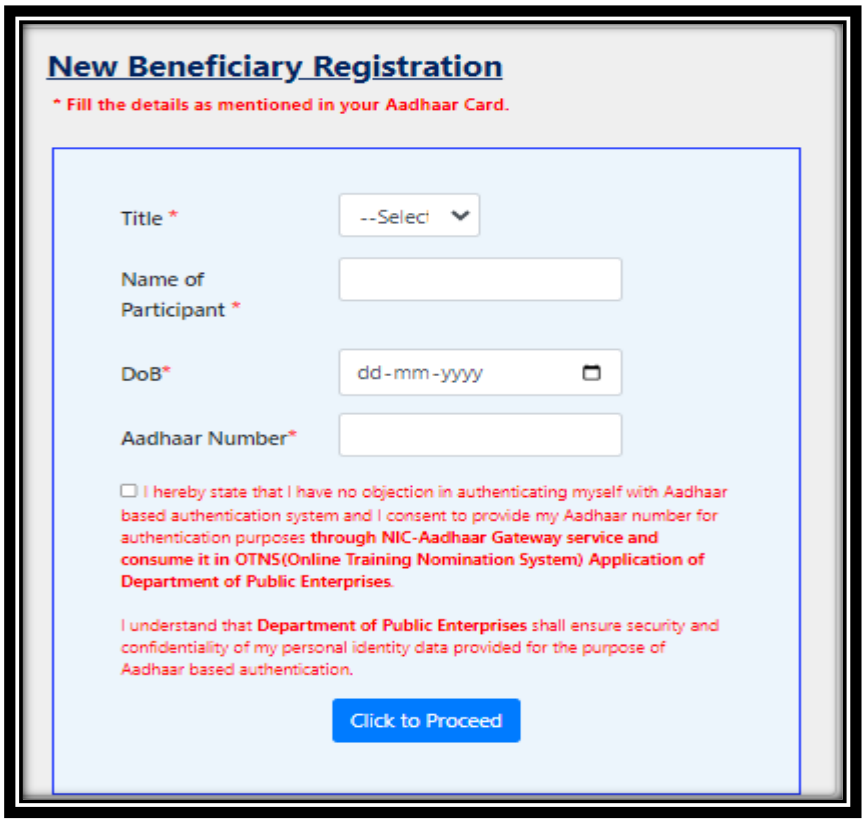

Figure-2: Aadhaar Authentication of Beneficiary

3. On successful verification, the following message shall be shown as per figure-3, otherwise failure message shall be shown as per Figure-4:

Figure-3: Aadhaar Authentication Success Page

Figure-4: Aadhaar Authentication Failed Page

4. Also, on successful verification, the participant shall be directed to click on Proceed button and submit details like his company name, designation, contact details, address, etc. as displayed in figure-5 to complete the registration process.

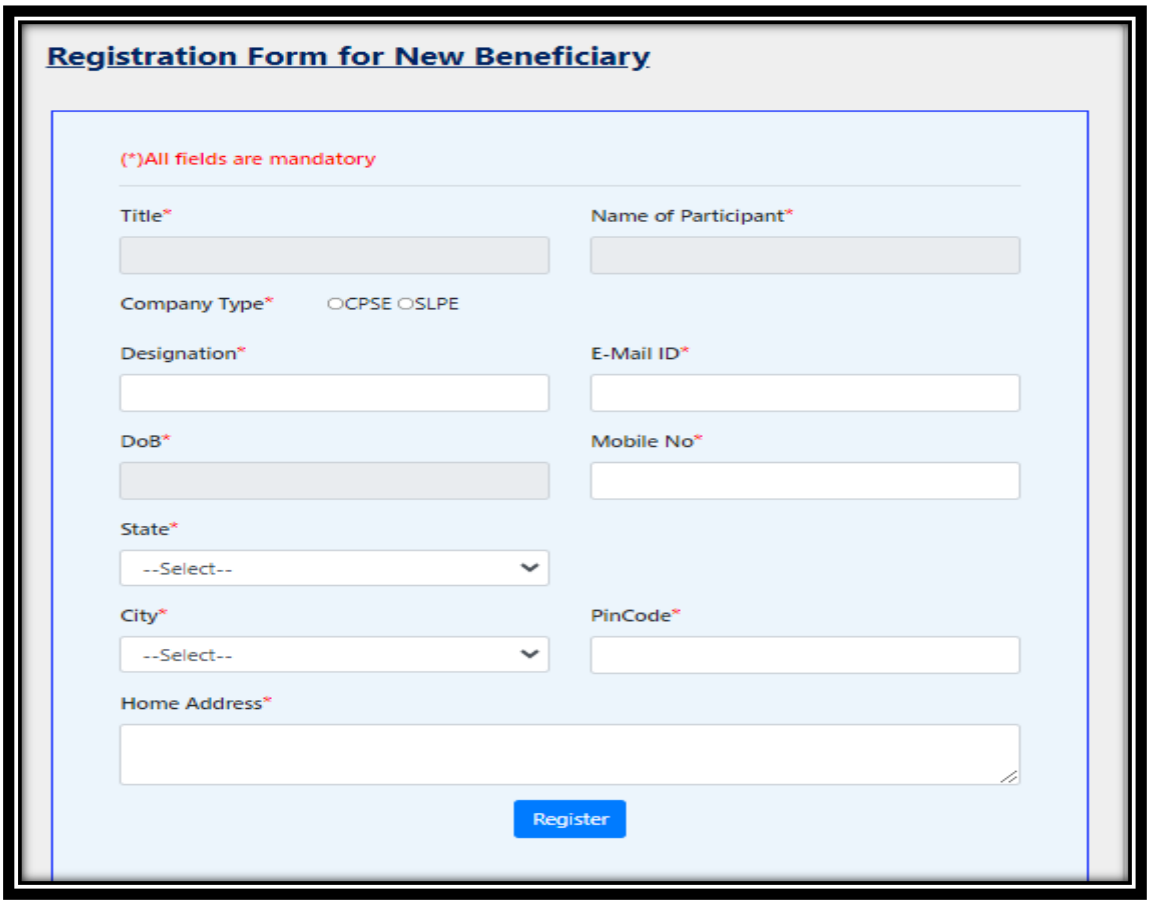

Figure-5: Registration Form

5. The success in registration shall be shown to the participant as per the following Figure-6:

Figure-6: Registration Success Page

6. After registration, the participant may login into OTNS system to apply for participation in training programs/ workshops.

7.2. Participant Login

The User/Participant may login into the system using following link https://dpedbt.gov.in/otns/beneficiary_login (Figure-7). The user shall be prompted to enter his registered mobile number and captcha to receive One Time Password (OTP) on the mobile number.

Fig.7: Beneficiary Login

After successful login to the OTNS, the participant shall reach its Dashboard as shown in Figure-8:

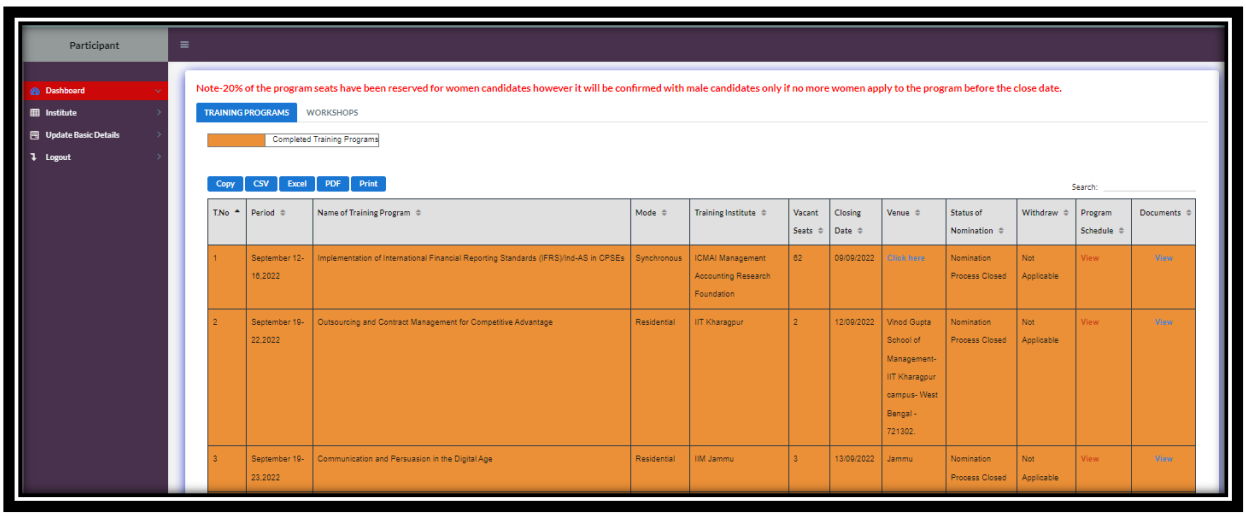

Figure-8: Beneficiary Dashboard of OTNS

The participant may use the following menu for participating in the training program or workshop organized under RDC scheme of DPE:

7.2.1 Home

The dashboard shall display the details of training program and workshop being organized like, the name of the program, period, venue of training, mode of training, program schedule, etc. Also, participant may use the hyperlinks under "Status of Nomination" and "Withdraw" to undertake following actions:

1. **Status of Nomination:** The participant may click hyperlink "Apply Here" under the said column to apply to the respective training program or workshop. Subsequently, the hyperlink shall change to "Applied" on receipt of nomination, then to "Confirmed" on approval by CPSE Nodal Officer whereas it may remain "Waiting", in case the seat is unavailable despite approval from the Nodal Officer.
2. **Withdraw**: The participant may click hyperlink "Apply Here" under the said column to apply to withdraw his nomination from the referred training program/workshop. On receipt of the request, the status may change to "Withdraw Pending" and subsequently on approval by Program Coordinator, it shall change to "Withdrawn".

7.2.2 Institute

The participant may click the said menu "Institute" to get details of Implementing Agencies i.e., Name of All Institutes, contact details of all

Institute Coordinators and Program Coordinators for each training program and workshop.

7.2.3 Update Basic Details

The Participant may use the menu "Update Basic Details" to update your contact details like, designation, email ID and mobile number as shown in Figure-9:

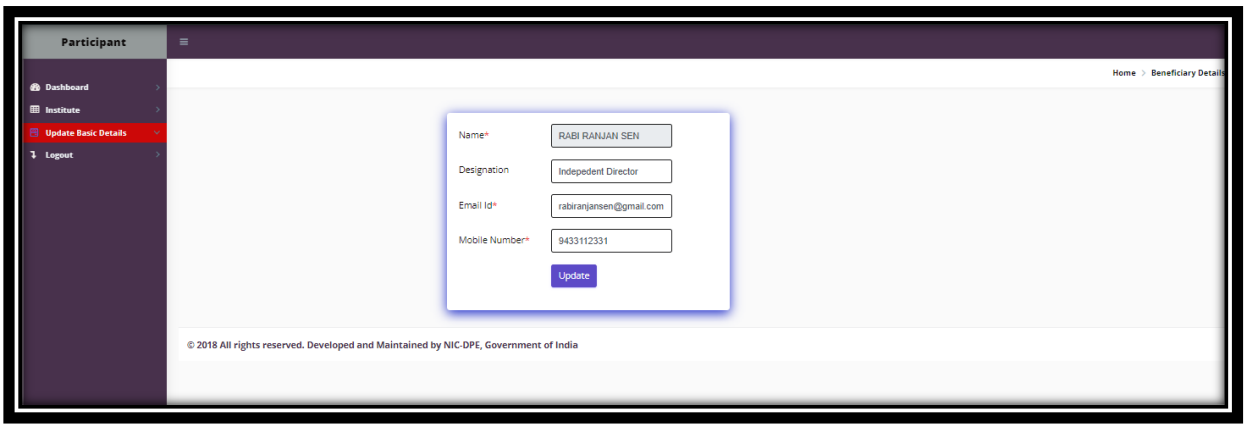

Figure-9: Update Contact Details of Beneficiary

7.2.4. Logout

The participant may log out from the OTNS application by using the menu "Logout".

8. Feedback Form

The Program Coordinator shall share the online feedback form (Figure-10) through an SMS on the registered mobile number of the participant on last day of the training program. It is mandatory for all participants to send us their feedback after completion of training program to get the digital certificate of completion of the program from OTNS. Please note, the link of Online Feedback form shall remain active for a day only.

TRAINING EVALUATION AND FEED BACK FORM

Note: We attach a great significance to your evaluation. This would help us to rigorously evaluate the course. Rest assured that your evaluation will be kept strictly confidential. You need not disclose your identity if you so wish although it may be more helpful if you do.

* Denotes Required Field

Training Name	Negotiatin Skills

PERSONAL INFORMATION

Name of the Participant*	-- Select --	Designation			
		Management Hierarchy Level*	Senior Management	Middle Management	Junior Management
			○	○	○
Name of the Organization*	Other	Contact No. Tel/Mobile			

PROGRAM FEEDBACK

S. No.	Item	Rating please				
1	To what extent is this program useful to you in your job or personal growth?	Very useful	Quite useful	Of limited use	Not at all useful	
		○	○	○	○	
2	How was the quality and utility of course material and lecture notes circulated?	Excellent	Very good	Good	Fair	Poor
		○	○	○	○	○
3	What was the level of learning outcome of this program	Create	Evaluate	Analyze	Understand	Remember
		○	○	○	○	○

4	Topics found most useful	By	Topics not found useful at all	By	Suggestion for new topics to be added
Add New Row	--Select--	--Select--	--Select--	--Select--	

FACULTY FEEDBACK

5	Evaluate the Faculty's/speaker's performance (write and tick your evaluation)*				
	Faculty's Name	Excellent	Very Good	Good	Satisfactory
	--Select--	○	○	○	○
Add New Row	--Select--	○	○	○	○

ACCOMODATION FEEDBACK

6	To what extent are you satisfied, if applicable	Fully	To a large extent	To a limited extent	Not at all	Remarks if any
(i)	Accommodation	○	○	○	○	○
(ii)	Quality & Variety of Food	○	○	○	○	○
(iii)	Staff Service & other facilities	○	○	○	○	○
(iv)	InstituteSupport/Administration	○	○	○	○	○

CONFERENCE ARRANGEMENT FEEDBACK

7	Quality of Audio-Visual aids*	Excellent	Very good	Good	Adequate	Poor
		○	○	○	○	○
8	Conference/ Training Hall Arrangements*	Fully	To a large extent	To a limited extent	Not at all	Remarks if any
9	Quality & Variety of Food/Snacks*	○	○	○	○	○
10	Staff Service & other facilities*	○	○	○	○	○
11	Institute Support/Administration*	○	○	○	○	○

OVERALL FEEDBACK

12	Your overall impression of the Course*	Excellent	Very Good	Good	Fair	Poor
		○	○	○	○	○
13	Please indicate the new learning and your take away from the program or any suggestion for improvement					

Submit

Figure-10: Feedback Form

9. Technical Support

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

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Handbook

Online Training Nomination System Manual for CPSEs/SLPEs Nodal Officer

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DEPARTMENT OF PUBLIC ENTERPRISES
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HELP MANUAL

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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:

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.

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7. Dashboard of Nodal Officer

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

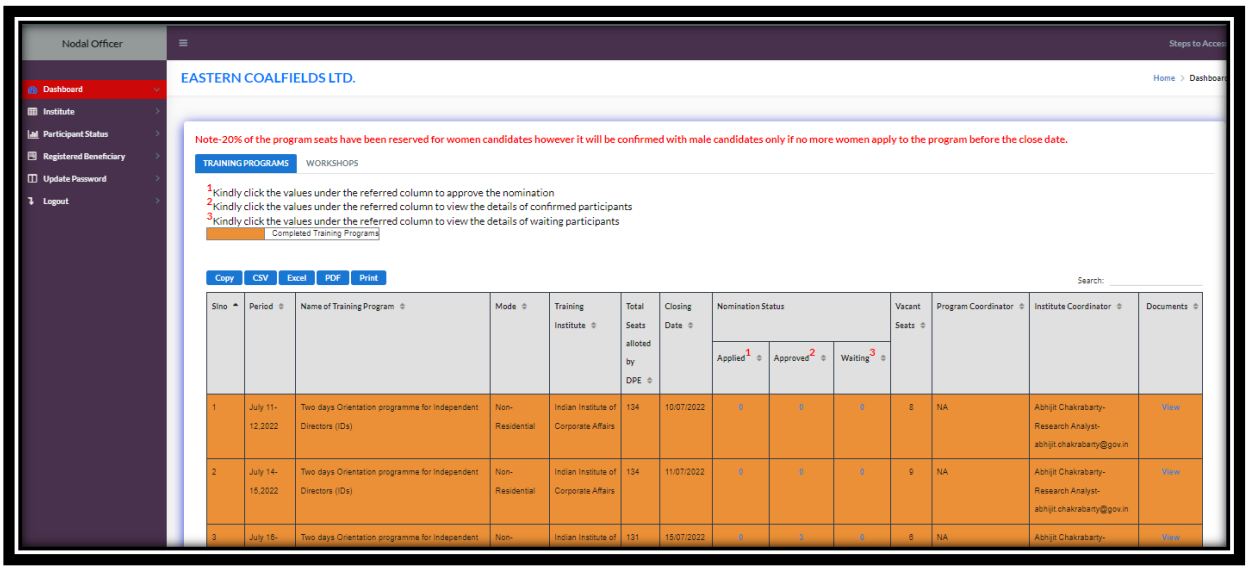

Figure-2 : Dashboard of Nodal Officer in OTNS

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:

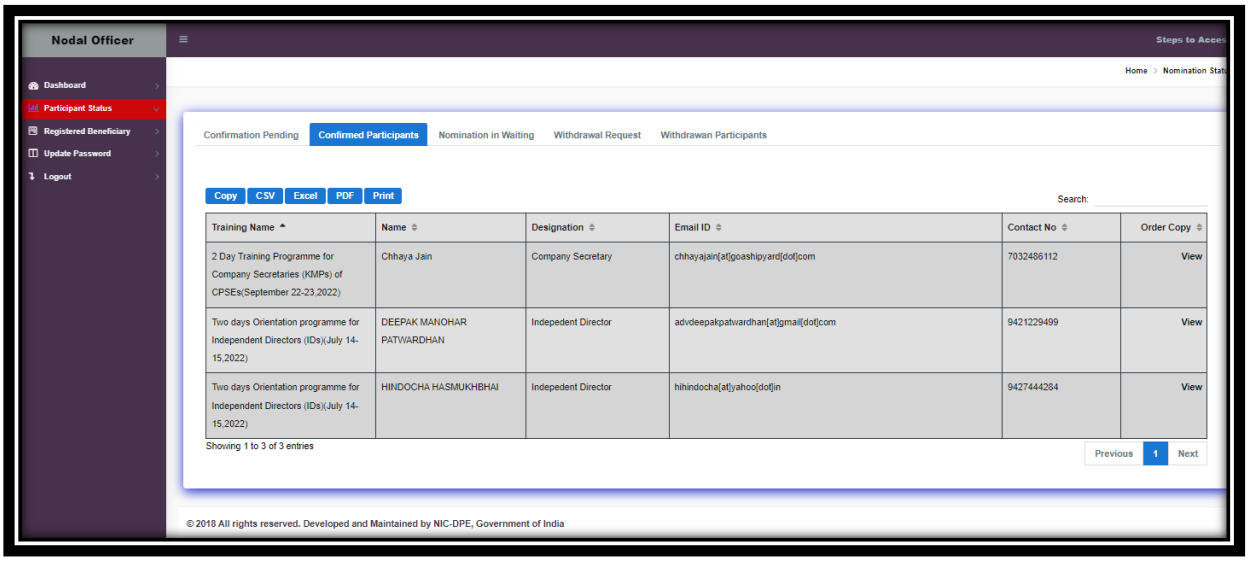

Figure-3: Participation Status

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:**

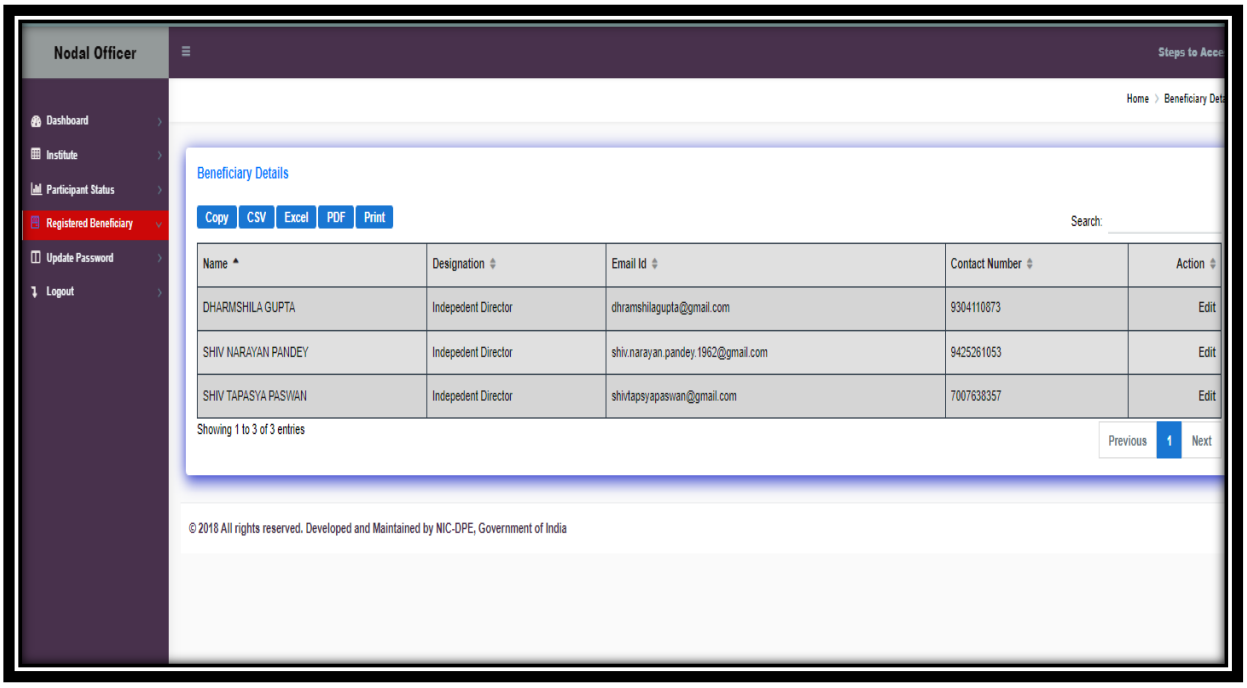

Figure-4 : Registered Beneficiaries

7.4. Update Password

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

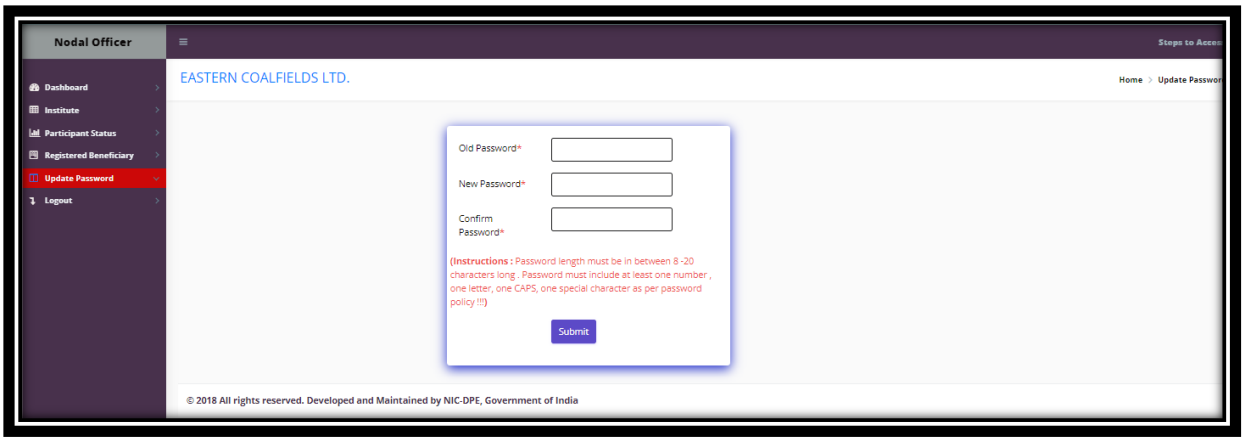

Figure-5: Update Password

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

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