ONLINE TRAINING NOMINATION SYSTEM (OTNS)

URL - https://dpedbt.gov.in/otns
User Manual-Version 4.0

Developed by NIC-DPE (Public Enterprises Informatics Division)
Table of Contents

Objective...................................................................................................................3
Functionality of the system..........................................................................................4
Roles and Responsibilities ...........................................................................................5
OTNS Flow Diagram ...................................................................................................6
Steps to access Diagram ..............................................................................................7
Admin Role..................................................................................................................8
DPE Coordinator Role...............................................................................................12
Monitoring User Role...............................................................................................25
Nodal Officer Role......................................................................................................30
Beneficiary Role.........................................................................................................38
Training Institute Role Role........................................................................................45
Glossary.......................................................................................................................52
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 such as DPE, CPSE/SLPE Nodal Officers & its employees who wants to participate in the nomination process for availing various training programs conducted by DPE, Training Institutes and DBT Bharat Mission. The system is user friendly and the nomination process has been made very much convenient for the officers of CPSEs/SLPEs.
Functionality of 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**’, if he/she is a new user. It may be noted that only registered users can only 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 verify the applicant through **AADHAAR based authentication** process. Therefore, only those users who have a valid AADHAAR with demographic details can apply for a said training program.
6. Beneficiaries can apply for maximum 2 unique training programs in a financial year with nomination approval copy of CPSE/SLPE.
7. Once Beneficiaries have submitted their nomination, it is the responsibility of the Nodal Officer of the respective CPSE/SLPE to approve or Reject the nomination.
8. Approved nomination can be withdrawn by the nodal officer of the concerned CPSE/SLPE.
9. The application permits **only 2 nominations** from a particular CPSE/SLPE for a given training program.
10. Seats will be allotted only on ‘**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 the training programs are announced by DPE.
11. **Email and SMS based Alerts** will be generated by the online application and sent to the concerned persons on every stage of action.
12. Once an applicant’s nomination is confirmed (an email will be received by the application), the user will need to proceed for the training on the scheduled date.

# Roles & Responsibility

<table>
<thead>
<tr>
<th>DPE</th>
<th>CPSE / SLPE</th>
<th>INSTITUTE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monitoring User</strong></td>
<td><strong>Nodal Officer</strong></td>
<td><strong>Institute Coordinator</strong></td>
</tr>
</tbody>
</table>
| • Can view Training wise Reports, documents uploaded by Institute, feedbacks submitted by beneficiaries, transaction data submitted to DBT Bharat and archive data. | • Approve the nominations of applicants for various training programs.  
• Can withdraw an approved nomination on the request of the applicant and can replace with other applied beneficiaries. | • Add/Modify Program Coordinator and assign training programs to Program Coordinator.  
• Can upload Program Schedule, Program Material, Group Photograph, Bills, Certificate etc. |

<table>
<thead>
<tr>
<th>ADMIN</th>
<th><strong>Beneficiaries</strong></th>
<th></th>
</tr>
</thead>
</table>
| • Upload Training Programs and assign to Training Coordinator.  
• Verify CPSE/SLPE nominated Nodal Officer and approve the same.  
• Approve and submit transaction data to DBT portal. | • Applicants of CPSEs/SLPEs interested in applying various training programs announced by DPE. | |

<table>
<thead>
<tr>
<th>Training Coordinator</th>
<th></th>
</tr>
</thead>
</table>
| • Schedule the Training Programs.  
• Add Institute Coordinator and Program Coordinator.  
• If required nominate beneficiaries, withdraw beneficiaries after close date.  
• Register the attendance of beneficiaries.  
• Upload transaction data in system. | |
OTNS APPLICATION FLOW DIAGRAM

OTNS PRE-TRAINING RDC DATA FLOW DIAGRAM (with E-mail & Sms Alert Trigger Points) (Diagram-1)

- DPE Admin upload the training programs and assign to Training Coordinator
- DPE Division Training Coordinator Schedule the training program
- Published on OTNS Portal (http://dpedbt.gov.in/otns/)
- CPSE/SLPE Beneficiaries
- New User?
  - No
  - Yes
- Beneficiary (Regarding nomination status)
- Seat Vacant?
  - No
  - Yes
- Before Close Date?
  - Yes
  - No
- After Close Date?
  - Yes
  - No
- Beneficiary will fill the details of Nodal Officer & submit
- Nodal Officer will verify the details of Nodal Officer & submit
- DPE Admin (For Nodal Officer Verification)
- CPSE/SLPE Nodal Officer (Regarding appointment as Nodal Officer)
- Nodal Officer Approve/Hold/Withdraw/Replace Nomination
- Beneficiaries apply for training
- Beneficiary will make sure online feedback forms will be submitted by all beneficiaries
- DPE Admin will verify the data submitted by DPE Division Training Coordinator and submit
- DBT Bharat will pull the transaction data monthly through a web-service
- DBT Bharat transaction data will be shown in DPE admin and DPE Division Training Coordinator login
- Agency Training Coordinator will upload the documents like attendance sheet, Group Photograph, Program Material, Bills, Utilisation Certificate, Complete Report through OTNS application
- DPE Division Training Coordinator will verify attendance received and upload the Sanction Order copy and enter the expenditure amount and payment date.
- DPE Division Training Coordinator will make sure online feedback forms will be submitted by all beneficiaries
- Feedback forms will be visible to DPE Admin & DPE Division Training Coordinator
- DPE Admin upload the training programs and assign to Training Coordinator
- DPE Division Training Coordinator Schedule the training program
- Published on OTNS Portal (http://dpedbt.gov.in/otns/)
- CPSE/SLPE Beneficiaries
- New User?
  - No
  - Yes
- Beneficiary (Regarding nomination status)
- Seat Vacant?
  - No
  - Yes
- Before Close Date?
  - Yes
  - No
- After Close Date?
  - Yes
  - No
- Beneficiary will fill the details of Nodal Officer & submit
- Nodal Officer will verify the details of Nodal Officer & submit
- DPE Admin (For Nodal Officer Verification)
- CPSE/SLPE Nodal Officer (Regarding appointment as Nodal Officer)
- Nodal Officer Approve/Hold/Withdraw/Replace Nomination
- Beneficiaries apply for training
- Beneficiary will make sure online feedback forms will be submitted by all beneficiaries
- DPE Admin will verify the data submitted by DPE Division Training Coordinator and submit
- DBT Bharat will pull the transaction data monthly through a web-service
- DBT Bharat transaction data will be shown in DPE admin and DPE Division Training Coordinator login
- Agency Training Coordinator will upload the documents like attendance sheet, Group Photograph, Program Material, Bills, Utilisation Certificate, Complete Report through OTNS application
- DPE Division Training Coordinator will verify attendance received and upload the Sanction Order copy and enter the expenditure amount and payment date.
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) in the browser.

ii) The login window for OTNS appears as shown in below Fig.2:

iii) At the top of the login page, there are links of New User Registration, Applying for Training, Applying for Withdrawal and User Manual.

![Login Window](image)

(Fig.2)

iv) Type the Username in ‘User Name’ text box and the password in ‘Password’ text box. Then, enter the displayed Captcha image in ‘Captcha’ box and Click the button as shown in above Fig.2. On successful submission, user will get logged into the OTNS application and the Dashboard will be displayed as shown in fig 4.
Admin Role

Admin Menu is accessible to DPE Administrator only. The DPE Admin can Upload Training Programs and assign to Training Coordinator division wise. The DPE Admin can also verify and approve the nodal officers of CPSE/SLPE and also approves transaction data submitted to DBT Portal.

Admin Menu is as shown in Fig.3:
Dashboard

Dashboard represents the default starting page of OTNS application. It primarily shows training-wise total number of participants applied, total number of participants nominated, total number of participants in waiting and total number of participants in hold. 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 below Fig.4.

![Dashboard](image-url)

(Fig.4)

Upload Training Programs

DPE Admin will upload the training programs in prescribed format as mentioned in below Fig.5.

Once training programs is uploaded in OTNS application, DPE Admin has to assign the training programs to division coordinators to schedule the training program.
A new CPSE/SLPE nodal officer can be nominated at any time. 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.6 and click on **APPROVE** 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 **REJECT** button and an e-mail will be sent to the concerned officer to upload the correct/valid circular appointing as Nodal Officer for that CPSE.
DBT Transaction Approval

This menu is used for submitting transaction details by DPE Admin into the DBT Bharat Portal as shown in Fig. 7.

DPE Admin has to validate the transaction details submitted by training coordinator so that data can be pushed to DBT Bharat through a web-service.
Training Coordinator Role

The DPE Training Coordinator can Schedule the Training Programs, Add Institute Coordinators and Program Coordinators. The DPE Training Coordinator can also nominate beneficiaries, withdraw beneficiaries after close date, register the attendance of beneficiaries and also upload transaction data in the system.

DPE Training Coordinator Menu is as shown in Fig.8:
<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dashboard</td>
<td>Summarized view of nomination data available</td>
</tr>
<tr>
<td>Schedule Training</td>
<td>For scheduling the training programs</td>
</tr>
<tr>
<td>Nominate Beneficiary</td>
<td>For nominating beneficiaries after close date</td>
</tr>
<tr>
<td>Training-wise Nominations</td>
<td>Training-wise Nomination detail</td>
</tr>
<tr>
<td>CPSE/SLPE Nodal Officer</td>
<td>Approved Nodal Officers detail</td>
</tr>
<tr>
<td>Attendance Approval</td>
<td>Verify the attendance submitted by Institute</td>
</tr>
<tr>
<td>DBT Transaction</td>
<td>For Uploading transaction related to documents</td>
</tr>
<tr>
<td>Program Schedule</td>
<td>For Viewing Program Schedule</td>
</tr>
<tr>
<td>Training-wise Reports</td>
<td>For Viewing Training-wise Reports</td>
</tr>
<tr>
<td>Email Content</td>
<td>For updating email contents sent to all users</td>
</tr>
<tr>
<td>Documents Repository</td>
<td>For showing documents uploaded by Institute</td>
</tr>
<tr>
<td>Data Submitted to DBT</td>
<td>Transaction data submitted to DBT Bharat</td>
</tr>
<tr>
<td>Institute</td>
<td>To add Institute Coordinator &amp; Program Coordinator</td>
</tr>
<tr>
<td>CPSE Feedback</td>
<td>Detailed Feedback Report and Feedback Analytics</td>
</tr>
<tr>
<td>Archive</td>
<td>For Archive Data</td>
</tr>
<tr>
<td>Update Password</td>
<td>For Changing password</td>
</tr>
<tr>
<td>Logout</td>
<td>For Logging out of OTNS</td>
</tr>
</tbody>
</table>

(Fig.8)
**Schedule Training**

As shown in Fig.9, training is scheduled in this section. DPE Administrator needs to enter the complete details in this form to schedule a training program.

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

![Schedule Training Program](image)

(Fig.9)

**Nominate Beneficiary**

Beneficiary Nomination -> Waiting Beneficiary

In this section DPE Coordinator has the authority to nominate the beneficiaries which are in waiting list as show in Fig.10
Beneficiary Nomination –> CPSE/SLPE Beneficiary

In this section DPE Coordinator has the authority to nominate the CPSE/SLPE beneficiaries and also DPE beneficiaries after the close date. DPE Coordinator will select the training program, CPSE/SLPE name, the beneficiary name and will upload the approval copy as show in Fig.11.
Beneficiary Nomination -> Withdraw Beneficiary

In this section DPE Coordinator has the authority to withdraw the name of beneficiaries after the close date as shown in Fig.12.

![Fig.12](image)

Beneficiary Nomination -> Withdraw Beneficiary

In this section DPE Coordinator will replace beneficiary after the close date.

DPE Coordinator will select training program name with withdraw beneficiary name as well as replaced beneficiary name and submit as shown in Fig.13.

![Fig.13](image)
**Attendance Approval**

This menu is used for approving attendance details submitted by Institute Coordinator.

DPE Coordinator has to validate the number of days attended by the beneficiary as per attendance report and approve the beneficiary by clicking button as shown in Fig.14.
**DBT Transaction**

This menu is used for submitting transaction details of beneficiaries by DPE Coordinator.

DPE Coordinator has to click on “Manage Data” training program wise as shown in Fig.15. Then a new page will be shown as shown in Fig.16.

DPE Coordinator will upload the sanction order, will enter the sanction amount, payment date, Remarks and click on submit button as shown in Fig.16.
Email Content

This menu is used for updating the email contents to be send to OTNS Users.

DPE Coordinator has to click on “Update” button as shown in Fig.17. Then a new page will be shown as shown in Fig.18, where DPE Coordinator can update the existing email contents.
Email Contents

<table>
<thead>
<tr>
<th>Sino</th>
<th>Purpose</th>
<th>Send to</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Schedule Training</td>
<td>DPE Training Coordinator</td>
<td>Active</td>
<td>Update</td>
</tr>
<tr>
<td>2</td>
<td>Program Schedule</td>
<td>DPE Admin &amp; Training Coordinator &amp; CPSE / ISLE Nodal Officer</td>
<td>Active</td>
<td>Update</td>
</tr>
<tr>
<td>3</td>
<td>DBT Transaction</td>
<td>DPE Admin</td>
<td>Active</td>
<td>Update</td>
</tr>
<tr>
<td>4</td>
<td>Nodal Officer Verify</td>
<td>DPE Training Coordinator</td>
<td>Active</td>
<td>Update</td>
</tr>
<tr>
<td>5</td>
<td>Documents Uploaded</td>
<td>DPE Training Coordinator</td>
<td>Active</td>
<td>Update</td>
</tr>
<tr>
<td>6</td>
<td>Attendance Submission</td>
<td>DPE Training Coordinator</td>
<td>Active</td>
<td>Update</td>
</tr>
<tr>
<td>7</td>
<td>Nodal Officer Reject</td>
<td>Nodal Officer of CPSE</td>
<td>Active</td>
<td>Update</td>
</tr>
</tbody>
</table>

(*) All Fields are Mandatory

Purpose: Schedule Training
Send To: DPE Training Coordinator
Subject: Regarding Announcement of the Training Programs on OTNS application

Dear Madam/Sir,
Training Programs has been added and assigned to divisions. Please login into OTNS application to schedule the Training Program. Regards,
OTNS System Administrator

Status: Active

Submit
**Institute**

This menu is used for adding Institute and Institute Coordinator for the assigned training program.

DPE Coordinator will enter the details of institute as shown in **Fig.19**.

For adding Institute Coordinator, DPE Coordinator will select the Institute name and enter the details as shown in **Fig.20**.

![Institute Form](image1.png)

**Fig.19**

![Institute Coordinator Form](image2.png)

**Fig.20**
**Monitoring User**

In the application, Monitoring User has the authority to view the Reports. DPE Admin and DPE Coordinator can also view these reports.

![DASHBOARD (Fig.21)](image)

**CPSE/SLPE Nodal Officer**

Here the list of Approved Nodal Officers of CPSEs/SLPEs who are verified by DPE Admin is available as shown in **Fig.22** below.

![Approved Nodal Office: Rejected Nodal Officer](image)
In this section, the list of Rejected Nodal Officers of CPSEs/SLPEs rejected by DPE Admin can be viewed as shown in Fig.23 below.

**Training-wise Nominations**

In this section Training-wise Nominations status details like Beneficiary Applied, Nominated, Beneficiary in Waiting List and Beneficiary Withdraw List will be available as shown in Fig.24 below.
Documents repository

By using this menu, DPE Users can view and download the documents uploaded by the Institute, by selecting appropriate ‘Topic’ as shown in Fig.25.

(Fig.25)

Training-wise Reports

In this section, Training Program wise reports like Total Beneficiaries Attended, Gender-wise Beneficiaries Attended and Sanctioned Amount for that training program can be viewed as shown in Fig.26.

(Fig.26)
**Program Schedule**

In this menu, DPE User can view Program Schedule added by Institute as shown in Fig.27.

(Fig.27)

**Data Submitted to DBT**

In this menu, DPE Users can view Transaction details available for DBT Bharat as shown in Fig.28.

(Fig.28)
**Beneficiary Feedback of CPSEs/SLPEs**

Beneficiary Feedbacks are collected online after completion of training programs. Once feedback forms are submitted successfully, DPE Users and Institute Coordinator can download the feedbacks preferably in excel format as shown in **Fig.29** and also can download feedback Analytics by clicking on “View Analytics” as shown in **Fig.30**.

(Fig.29)
TRAINING FEEDBACK EVALUATION REPORT

I. OVERVIEW

<table>
<thead>
<tr>
<th>No. of CPSEs/SLPEs</th>
<th>No. of Feedbacks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

II. MANAGERIAL PROFILE OF PARTICIPANTS

<table>
<thead>
<tr>
<th>Senior Management</th>
<th>Middle Management</th>
<th>Junior Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

III. PROGRAM FEEDBACK

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Item</th>
<th>Rating (no. of participants)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>a. Usefulness of the program</td>
<td>Very useful</td>
</tr>
<tr>
<td></td>
<td>b. Quality and utility of course material and lecture notes</td>
<td>Excellent</td>
</tr>
<tr>
<td></td>
<td>c. Level of learning outcome of the program</td>
<td>Create</td>
</tr>
<tr>
<td></td>
<td>d. Topics found most useful</td>
<td>Topic</td>
</tr>
<tr>
<td></td>
<td>e. Topics not found useful</td>
<td>Topic</td>
</tr>
<tr>
<td></td>
<td>f. New Topics Suggested</td>
<td>Topic</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IV. FACULTY FEEDBACK</th>
</tr>
</thead>
<tbody>
<tr>
<td>(in no. of participants)</td>
</tr>
<tr>
<td>S. No.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

(Fig. 30)
**Archive**

In this section, DPE User can view year wise Training Program details and related documents as shown in **Fig.31.**

![Training-wise Archive Report](image)

**Nodal Officer Login Menu**

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

On successful login, the OTNS Dashboard for Nodal officer will be displayed as shown in **Fig.32** below -
DASHBOARD for Nodal officer (Fig.32)

Here, you can see 5 Tabs i.e. Dashboard, Program Schedule, Employee Nomination, Withdraw Nomination, Update Password, Logout. The 3 Tabs i.e. Dashboard, Program Schedule, 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 / Reject’ 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.33 for employee nomination.

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

In case of seats unavailability, if Nodal Officer still approves the beneficiary then it will be in waiting list.

If seats will be available then DPE Coordinator will nominate the waiting list beneficiary.
Withdraw Nomination

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

Withdrawal is well in advance i.e. at least 7 days before the commencement of training. Nodal Officer has to give a replacement if withdrawal is within 7 days from the commencement of the training program.

Nodal officer needs to click and check the button as shown in below Fig.34, to withdraw nominations as per beneficiary’s withdrawing request.

If Withdrawal is within 7 days of commencement of training, then system will ask for replacement. Nodal officer needs to click and check the button and click on button as shown in below Fig.35, to replace nominations.
(Fig.34)

(Fig.35)
**Beneficiary Role**

**New User Registration**

- For new user registration, the user has to get themself verified by submitting his/her, Gender, Date of Birth, Aadhaar number/Virtual ID as shown in **Fig. 36** 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. 37** otherwise failure message will be shown as in **Fig. 38**.
- In case of success, click on **Proceed** button to proceed further.

![Aadhaar Verification Form](image)

*(Fig. 36)*
Registration Form for New User (Fig.39)
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.40.

In case of change in Nodal Officer Beneficiary has to verify the Nodal Officer’s detail and click on **Click Here** button to update the details as shown in Fig.41.

Beneficiary will fill the Nodal Officer’s details and also attach the office order and submit the form as shown in Fig.42.
Trainee Registration Form for New User

(*) All fields are mandatory

Title* Name of Participant*

Company Type* CPSE OSLPE

CPSE Name* BEML Ltd

Designation* E-Mail ID*

DoB* Mobile No*

State* --Select-- PinCode*

City* --Select--

Home Address*

Nodal Officer’s Name: SUJIT KUMAR Designation: DGM-HR
Mobile No: 7259279279 Email Id: kh1@bemi.co.in

In case Nodal Officer has been changed in your CPSE/SLPE Please Click Here to update.

(Fig. 41)
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.40 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.43
**ADD SLPE**

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 CPSE/SLPE, a page as shown in below Fig.44 will be shown to the applicant.

Once new user from an Beneficiary has completed his/her registration in OTNS successfully, he/she can proceed further for applying to a particular training session announced by DPE following the below mentioned 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, dob for verification.
3. Only after successful Aadhaar based verification, the beneficiary can proceed further to ‘Applying for Training’ as shown in below Fig.45 & Fig.45.
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.46.

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

(Fig.45)

Once an applicant has submitted his nomination successfully, it is the responsibility of the Nodal officer of the CPSE/SLPE to approve/reject the candidate’s application. If the Nodal officer is not approving or rejecting the nomination, it will be on hold.
Applying for Withdrawal

By using this menu beneficiary can apply for withdrawal from the training program in which beneficiary is already nominated.

After successful Aadhaar verification, ‘Withdrawal’ page will be shown as in Fig. 48 where beneficiary needs to select the Training Name for which he/she wants to withdraw the nomination.

Beneficiaries need to select the training program and click on submit button for withdrawal.

Once Beneficiary request submitted, it is the responsibility of the Nodal Officer of the concerned CPSE/SLPE to withdraw the beneficiary from that training program.
**Fig. 47**

Aadhaar Verification

- Name
- DOB
- Aadhaar Number / VID
- Gender
- Enter Captcha

I hereby declare that I have no objection in authenticating myself with Aadhaar based authentication system and consent to provide my Aadhaar number for all welfare purposes through NRC Aadhaar Generation service and consent in CTRs/Online Training Nomination System Application of Department of Public Enterprises.

I understand that the Department of Public Enterprises shall ensure security and confidentiality of any personal identify data provided for the purpose of Aadhaar based authentication.

**Fig. 48**

Withdrawal of Applying Training Program

- Name: Nibedita Das
- Company Name: ANUSHAKTI VIDEHUT NOGAM LTD.
- Mobile Number: 4545454576
- Email Id: dasnibedita2017@gmail.com
- Training Name: --- Select ---
Feedback Form

Beneficiaries need to fill up the feedback form shared by Program Coordinator after completion of training program.

Feedback Form link will be active on training start date and will be Inactive after training end date.

(Fig.49)
Training Institute Role

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

ii) The login window for OTNS will appear as shown in below **Fig.50**:
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.50.

iv) Then click on the button as shown in above Fig.50. On successful submission, user will get logged into the OTNS application and the OTNS Dashboard will be displayed, as shown in Fig.51.

NOTE: DPE Administrator will share the login credentials through e-mail to the designated officials of the training institute so that the officials can login to the system for submission of the attendance report, venue details, program coordinator details, program schedule, bills and certificate

![DASHBOARD (Fig.51)](image)

**Program Coordinator**

Institute Coordinator will add Program Coordinator details as shown in Fig.52

Once Institute Coordinator will add Program Coordinator, then Institute Coordinator will assign training program Role to Program Coordinator as shown in Fig.53

Then Program Coordinator will get an e-mail regarding login credential for OTNS application and Feedback Form Url which will be valid during training
program start date and end date. The Feedback Link has to be shared to the nominated beneficiaries of the program by the Program Coordinator.

All nominated beneficiaries for that particular training program will get an email containing Program Coordinator details.
**Add Venue**

This menu will be accessible to Institute Coordinator as well as Program Coordinator.

So Venue will be added here as shown in **Fig.54**, then all nominated beneficiaries for that particular training program will get an email about the venue details.

(Fig.54)

**Attendance Submission**

For attendance submission, Institute Coordinator 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.55**.

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 the submit button, so that the attended list of beneficiaries will be submitted online to DPE Administrator for further process.

(Fig.55)

**Download Forms**

By using this menu, Institute can download formats for *Attendance Sheet, Group Photograph, and Program Schedule* provided by DPE as shown in Fig-56.
Upload Documents Menu

Here, Institute Coordinator can upload the training related documents like Group Photograph, attendance sheet, Program Material, bills, certificate etc.

Institute Coordinator can select Document Type and upload selected document as shown in Fig: 57.

Nominations

By using this menu Institute Coordinator can download the nominated beneficiary details for further process.
Institute Coordinator will select the training program name, then beneficiary details will be shown as in Fig. 58. Institute Coordinator needs to click on the Excel button to download the beneficiary details.

(Fig. 58)

**Program Schedule**

By using this menu Institute Coordinator will add date wise training sessions for a particular training program.

Institute Coordinator will select the training program and date & Time (From, To), and Faculty Name as shown in Fig: 59.

*NOTE: Institute Coordinator will fill this form for Training date wise.*
By using this menu Institute Coordinator will submit program schedule to DPE. Once Program Sessions are added by Institute Coordinator, then Institute Coordinator will submit the Program Schedule by selecting training program as shown in Fig: 60.

After submitting Program Schedule by Institute Coordinator, an auto generated email will be sent to DPE Coordinator and Nodal Officer of CPSE/SLPE.
Update Password

By using this menu, Institute Coordinator can change the existing password as shown in Fig.61 below.

Institute Coordinator needs to enter the Old Password, New Password & Confirm Password which are provided and click on Submit button to change the existing password.

Logout

By clicking this, user will be logged out from the OTNS application.
<table>
<thead>
<tr>
<th><strong>Glossary</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OTNS</strong> -</td>
<td>Online Training Nomination System</td>
</tr>
<tr>
<td><strong>CPSE</strong> -</td>
<td>Central Public Sector Enterprise</td>
</tr>
<tr>
<td><strong>SLPE</strong> -</td>
<td>State-Level Public Enterprise</td>
</tr>
<tr>
<td><strong>Nodal Officer</strong></td>
<td>To be nominated for each CPSE/SLPE</td>
</tr>
<tr>
<td><strong>Beneficiary</strong></td>
<td>Employee of CPSE/SLPE (Training Applicants)</td>
</tr>
<tr>
<td><strong>RDC</strong></td>
<td>Research and Development Consultancies on generic issues related to public sector enterprises</td>
</tr>
<tr>
<td><strong>Aadhaar</strong></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>
</tr>
<tr>
<td><strong>VID</strong></td>
<td>Virtual ID based on Aadhaar</td>
</tr>
<tr>
<td><strong>Captcha</strong></td>
<td>Completely Automated Public Turing test to tell Computers and Humans Apart</td>
</tr>
<tr>
<td><strong>Dashboard</strong></td>
<td>Dashboard is a user interface which organizes and presents information in a way that is easy to read</td>
</tr>
</tbody>
</table>