



सत्यमेव जयते

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Economic Adviser



भारत सरकार
GOVERNMENT OF INDIA
वित्त मंत्रालय
MINISTRY OF FINANCE
लोक उद्यम विभाग

DEPARTMENT OF PUBLIC ENTERPRISES
केन्द्रीय कार्यालय परिसर ब्लाक नं. 14, लोदी रोड
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D.O. No. PP-II-4/1/2022-DPE
1st August, 2022

Dear Chief Executive,

The Department of Public Enterprises (DPE) has taken the initiative to organize training programmes/workshops for the benefit of employees of Central Public Sector Enterprises (CPSEs) and State-Level Public Enterprises (SLPEs) in collaboration with leading professional institutes of the country. The details of training programmes/workshops proposed to be organized during the year 2022-23 are enclosed which may kindly be circulated to all employees of your company for ensuring wider participation.

2. There is no participation fees for these programmes as all expenses to be incurred on these programmes will be borne by DPE.

3. The employees of CPSEs can apply for these programmes through an online portal developed by DPE, i.e., 'Online Training Nomination System (OTNS)' which is available at <http://dpedbt.gov.in/otns/>. You are requested to direct the Nodal officer of your company to facilitate nominations of your employees in the above programmes so that not more than two employees are nominated in residential/non-residential programmes. It may be noted that no manual or offline nominations would be accepted. In case, Nodal officer has not been nominated from your company, a senior officer (preferably head of Training) may be nominated as Nodal officer for these programmes.

4. In case of any clarification, Dr. Nitin Aggrawal, Joint Director, DPE (Tel : 2436-0258, email : nitin.a@gov.in) may be contacted.

With regards,

Yours sincerely,

Encl : As stated


(Animesh Bharti)

To CMDs/MDs of all CPSEs

Calendar of Training Programmes for the year 2022-23

S. No.	Topic	Venue	Mode	Dates	Institute Name
1	implementation of International Financial Reporting Standards (IFRS)/Ind-AS in CPSEs	Online	Synchronous	Sep 12-16, 2022	ICMAI Management Accounting Research Foundation Promoted by The Institute of Cost Accountants of India, New Delhi
2	Outsourcing and Contract Management for Competitive Advantage	Kharagpur	Residential	Sep 19-22, 2022	Indian Institute of Technology, Kharagpur
3	New Labour Codes for employers and professionals of CPSEs/ SLPEs.	Kodaikanal	Residential	Sep 19-23, 2022	National Productivity Council, New Delhi
4	Strategic Marketing Management Experience Design and Technology Management Approach in Digital Era	Guwahati	Residential	Sep 19-23, 2022	Indian Institute of Technology, Guwahati
5	Communication and Persuasion in the Digital Age	Jammu	Residential	Sep 19-23, 2022	Indian Institute of Management, Jammu
6	Capital Market Reforms	Hyderabad	Residential	Sep 26-20, 2022	Administrative Staff Collage of India, Hyderabad
7	Project Planning and Monitoring	Hyderabad	Residential	Oct 10-14, 2022	Administrative Staff Collage of India, Hyderabad
8	Building Competencies for Personal Excellence	Shillong	Residential	Oct 17-21, 2022	Art of Living Foundation, Bengaluru
9	Effectiveness of Compliance Management focusing DPE Guidelines, Companies Act 2013 and SEBI regulation for better Governance and Responsible Business for New India	Imphal	Residential	Nov 07-11, 2022	Indian Institute of Corporate Affairs, New Delhi
10	Empowering Decision Making with Data Analytics	Amritsar	Residential	Nov 14-18, 2022	Indian Institute of Management, Amritsar
11	Industrial Artificial Intelligence in Industry 4.0	Guwahati	Residential	Nov 14-18, 2022	Indian Institute of Technology, Guwahati
12	Supply Chain Management	Kharagpur	Residential	Nov 14-18, 2022	Indian Institute of Technology, Kharagpur
13	Training Programme on Contract Management/Safeguards in tendering, public procurement and contracting with special focus to Public Procurement Policy for Micro and Small Enterprises (MSEs) vide Order, 2018 and public procurement (Preference to Make in India) order 2017	Puri	Residential	Nov 14-18, 2022	National Productivity Council, New Delhi
14	Strategic Leadership Program for Public Sector Enterprises	Vishakhapatnam	Residential	Nov 14-18, 2022	Indian Institute of Management, Visakhapatnam
15	Risk Management (Total/Enterprise)	Hyderabad	Residential	Nov 28-Dec 02, 2022	Administrative Staff Collage of India, Hyderabad

Calendar of Training Programmes for the year 2022-23

S. No.	Topic	Venue	Mode	Dates	Institute Name
16	Building Competencies for Personal Excellence	Gangtok	Residential	Dec 05-09, 2022	Art of Living Foundation, Bengaluru
17	Corporate Branding In Digital Era	Online	Synchronous	Dec 12-16, 2022	Indian Institute of Management, Visakhapatnam
18	Training Programme on Contract Management/Safeguards in tendering, public procurement and contracting with special focus to Public Procurement Policy for Micro and Small Enterprises (MSEs) vide Order, 2018 and public procurement (Preference to Make in India) order 2017	Puri	Residential	Jan 16-20, 2023	National Productivity Council, New Delhi
19	Building Competencies for Personal Excellence	Bangalore	Residential	Jan 30-Feb 03, 2023	Art of Living Foundation, Bengaluru
20	Ethics in Governance and Preventive Vigilance	Faridabad	Residential	Jan 30-Feb 03, 2023	Arun Jaitley National Institute of Financial Management, Faridabad
21	Training Programme Regulatory framework/guidelines for CSR activities by CPSEs, its challenges in implementation and sustainable reporting	Srinagar	Residential	Feb 06-03, 2023	National Productivity Council, New Delhi
22	Infrastructure Financing	Faridabad	Residential	Mar 20-24, 2023	Arun Jaitley National Institute of Financial Management, Faridabad

Calendar of Workshops for the year 2022-23

S. No.	Topic	Venue	Mode	Dates	Institute Name
1	Negotiatin Skills	Kharagpur	Residential	Aug 22-23, 2022	Indian Institute of Technology, Kharagpur
2	General/ Office Administration and HR related issues like RTI Act, Establishment Rules, Review under FR (56)j, Enquiry & Disciplinary Proceedings, Vigilance etc.	Online	Synchronous	Aug 23-25, 2022	National Productivity Council, New Delhi
3	Certificate Course in Insolvency and Bankruptcy Laws and Procedure	Manesar	Residential	Aug 29-30, 2022	Indian Institute of Corporate Affairs, New Delhi
4	Gender equality and Women empowerment	Delhi	Residential	Sep 14-16, 2022	Indian Institute of Public Administration, New Delhi
5	Leadership Development Programme for rofessionalizin below board level officials	Mumbai	Residential	Sep 14-16, 2022	Indian Institute of Corporate Affairs, New Delhi
6	Managing Stress and Health issues	Delhi	Synchronous	Oct 10-12, 2022	Indian Institute of Public Administration, New Delhi
7	Contract Management Safeguards to be taken in tendering, procurement and contracting in CPSEs	Delhi	Non-Residential	Oct 17-18, 2022	ICMAI Management Accounting Research Foundation Promoted by The Institute of Cost Accountants of India, New Delhi
8	Gender sensitization and women empowerment of CPSEs/ SLPEs	Online	Synchronous	Nov 09, 2022	National Productivity Council, New Delhi
9	Registration; E- Invoicing; Returns; TDS & GST TCS under GST Law and Advance Ruling under GST Law	Delhi	Non-Residential	Nov 14-15, 2022	ICMAI Management Accounting Research Foundation Promoted by The Institute of Cost Accountants of India, New Delhi
10	Introduction to intellectual property IP and managing firm IP	Indore	Residential	Nov 30, 2022	IIT Indore, Ahmedabad University and Centre for Technology, Innovation and Economic Research
12	Public Grievance Management and Citizen Centric Governance, development of Citizen Charter	Online	Synchronous	Dec 20-21, 2022	National Productivity Council, New Delhi
11	Two days Workshop on RTI Act, 2005	Faridabad	Residential	Jan 23-24, 2023	Arun Jaitley National Institute of Financial Management, Faridabad
13	General/ Office Administration and HR related issues like RTI Act, Establishment Rules, Review under FR (56)j, Enquiry & Disciplinary Proceedings, Vigilance etc.	Online	Synchronous	Mar 06-08, 2023	National Productivity Council, New Delhi

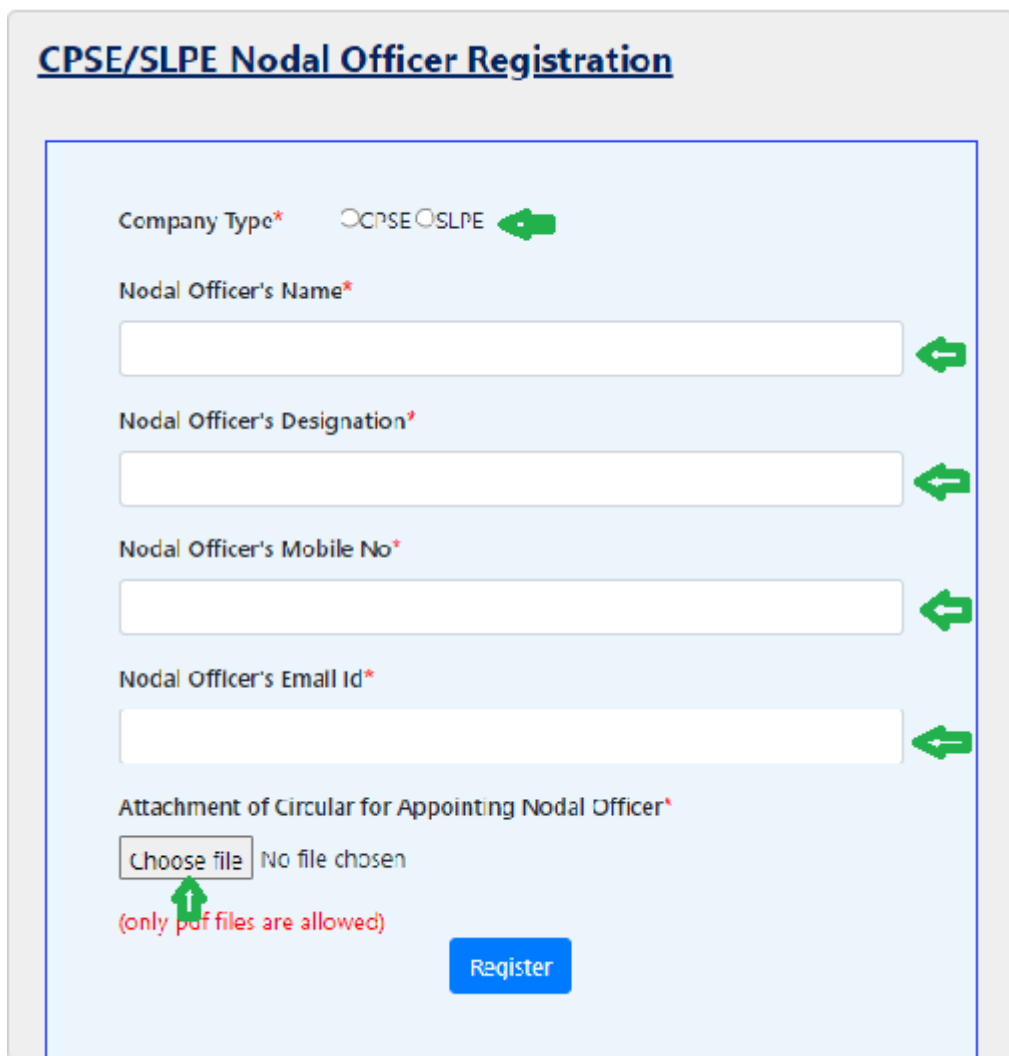
Nodal Officer Manual

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 displays 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://dpedb.gov.in/otns>
- ii) The login window for OTNS appears as shown in below **Fig.2**

The screenshot shows the OTNS login interface. At the top, there is a blue header with the Department of Public Enterprises logo and the text 'Department of Public Enterprises'. Below this is a green banner with the title 'SCHEME OF RESEARCH, DEVELOPMENT AND CONSULTANCIES ON GENERIC ISSUES RELATED TO PUBLIC SECTOR ENTERPRISES' and a description of the OTNS system. A navigation bar contains links for 'Home', 'Participant', 'CPSE/SLPE Nodal Officer Registration', and 'LMS Portal'. The main content area is divided into two sections: a 'Login' form on the left and a 'Trainings announced by DPE during 2022-2023' section on the right. The login form includes fields for 'User Name', 'Password', and 'Captcha', along with a 'Sign in' button and a 'Forgot Password?' link. A green arrow points to the 'Sign in' button. The footer contains technical support information and the NIC logo.

Fig.2

Sign in

Nodal Officer

HINDUSTAN PETROLEUM CORPN. LTD.

Steps to Access

Home > Dashboard

TRAINING PROGRAMS WORKSHOPS

¹Pending with concerned CPSE Nodal Officer
²Confirmed by concerned CPSE Nodal Officer
³Waiting due to non-availability of seats

Completed Training Workshops

Copy CSV Excel PDF Print

Sino	Period	Name of Training Workshop	Training Institute	Total Seats allotted by DPE	Closing Date	Nomination Status			Vacant Seats	Program Coordinator	Institute Coordinator	Documents
						Applied ¹	Approved ²	Waiting ³				
No data available in table												

Showing 0 to 0 of 0 entries

Previous Next


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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:												
Sno	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	126	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	126	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.

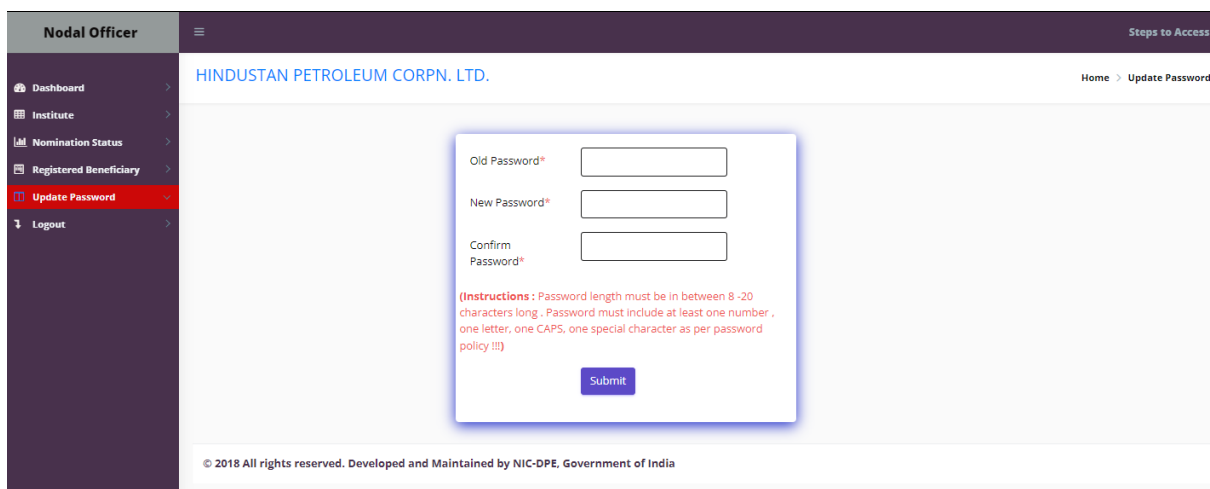
Registered Beneficiary

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.

Submit



The screenshot shows a web application interface for a Nodal Officer. The header includes the user's name 'Nodal Officer' and a 'Steps to Access' link. The main content area displays the organization name 'HINDUSTAN PETROLEUM CORPN. LTD.' and a breadcrumb trail 'Home > Update Password'. The central form contains three input fields: 'Old Password*', 'New Password*', and 'Confirm Password*'. Below the fields, a red instruction message states: '(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 'Submit' button is located at the bottom of the form. The footer contains the copyright notice: '© 2018 All rights reserved. Developed and Maintained by NIC-DPE, Government of India'. The left sidebar menu is visible, with 'Update Password' highlighted in red.

UPDATE PASSWORD (Fig.5)

Logout

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

Beneficiary Manual

Registration

- For Registration, participant may access the following link: <https://dpedbt.gov.in/otns/> and click on **Participant->Registration** tab.
- For new user registration, the participant has to get themselves verified by submitting his/her details such as Gender, Date of Birth, Aadhaar number/Virtual ID as shown in **Fig.1** below. As per policy, the Aadhaar Number is not stored in the database in any form.
- On successful verification, a success message will be shown as in **Fig.2** otherwise failure message will be shown as in **Fig.3**.

Proceed

- Participant may fill the basic details and submit the form as shown as in **Fig.4**
- It's a one-time activity.



The screenshot shows the 'Aadhaar Verification' form on the Department of Public Enterprises website. The form includes the following fields and elements:

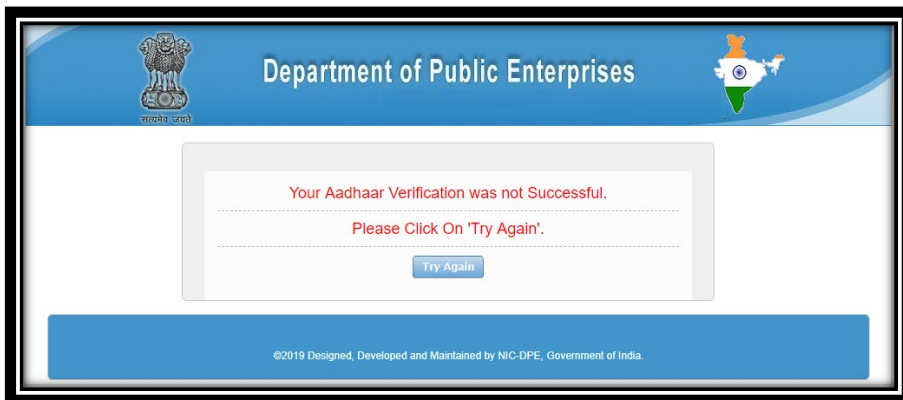
- Title ***: A dropdown menu with "--Select--" as the current selection.
- Name of Participant ***: A text input field.
- DoB ***: A date input field with the format "dd mm yyyy".
- Aadhaar Number / VID ***: A text input field.
- Captcha**: A CAPTCHA image showing the text "f ch16pg".
- Enter Captcha ***: A text input field for the CAPTCHA.
- Can't read the image? click [here](#) to refresh**: A link to refresh the CAPTCHA image.
- Consent text**: A checkbox with the text: "I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and I consent to provide my Aadhaar number for authentication purposes through NC Aadhaar Gateway service and consume it in OTNS(Online Training Nomination System) Application of Department of Public Enterprises."
- Disclaimer text**: "I understand that Department of Public Enterprises shall ensure security and confidentiality of my personal identity data provided for the purpose of Aadhaar based authentication"
- Click to Proceed**: A blue button at the bottom of the form.

At the bottom of the page, there is a footer: "©2019 Designed, Developed by National Informatics Center and Maintained by Department of Public Enterprises, Government of India."

(Fig.1)



(Fig.2)



(Fig.3)

The screenshot displays the "Trainee Registration Form for New User" on the Department of Public Enterprises website. The form includes a title "Trainee Registration Form for New User" and a note "(*) All fields are mandatory". The form fields are as follows:

Title* Mrs.	Name of Participant* Nivedita Das
Company Type* <input checked="" type="radio"/> CPSE <input type="radio"/> SLPE	
Designation* [Empty field]	E-Mail ID* [Empty field]
DoB* 1990-06-04	Mobile No* [Empty field]
State* --Select--	
City* --Select--	PinCode* [Empty field]
Home Address* [Empty text area]	

A blue "Register" button is located at the bottom of the form. The footer of the page contains the text: "©2019 Designed, Developed by National Informatics Center and Maintained by Department of Public Enterprises, Government of India."

Registration Form for New User (Fig.4)

Login

After successful registration, participant has to login into the system

- For Login, participant may access the following link: <https://dpedbt.gov.in/otns/> click on **Participant->Login** tab. Following page will be shown as in **Fig.5**.

Department of Public Enterprises

Online Training Nomination System

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.

Beneficiary Login

Company Type* OCPSE SLPE

Name* -- Select --

Captcha

Enter Captcha*

Can't read the image? click [here](#) to refresh.

Proceed

Technical Support :011-24362672,support-otns-dpe[at]gov[dot]in
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Fig.5

- Participant may select Company Type (CPSE/SLPE), select its name and click on **Proceed** button as shown as in **Fig.5**.
- An OTP will be sent to register mobile number, Participant has to enter the OTP to proceed further.
- On successful verification, it will be redirected to **Beneficiary Dashboard** Page as shown as in **Fig.6**.

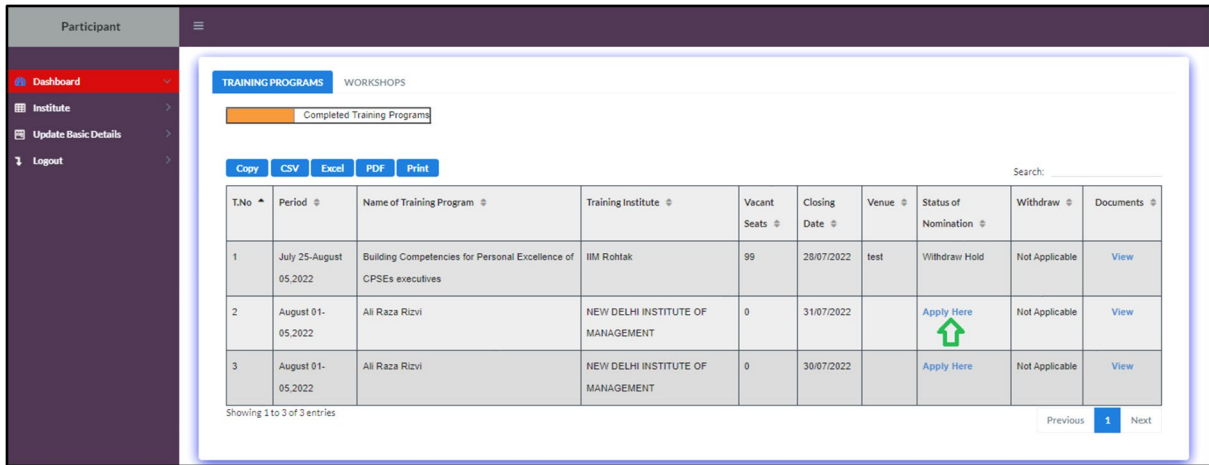


Fig.6

Here the Participant can see 4 Tabs i.e. **Dashboard, Institute, Update Basic Details and Logout** in the left side panel.

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, vacant seats, venue, status of nomination, withdraw and documents uploaded related to that particular program** as shown in below **Fig.6**. Completed Programs are displayed in orange colour.

Status of Nomination – If the participant is not applied for the training program, he/she can be applied by clicking the link as shown in **Fig.6**. It will be redirect to a different page as shown in **Fig.7**.

Contract Management / Safeguards to be taken in tendering, procurement and contracting

Name: Nibedita Das

Company Name: AGRINNOVATE INDIA LIMITED

Approval Copy*: No file chosen
(Only pdf files are allowed!!Plese do not put any special character like " in file name!!)

Nodal Officer's Name: NITESH KUMAR

Nodal Officer's Designation: Sr Programmer NIC

Fig.7

- Here Participant has to upload the approval copy in pdf format then click on **Apply** button.
- After Applying for the program, nomination status will be changed as **Applied**.
- Nomination Status will again change as **Nominated** after confirmation by nodal officer.
- If Participant wants to withdraw the nomination, then participant may use withdraw tab, where participant may give withdraw reason and apply for withdrawal as shown in **Fig.8**. Program Coordinator will approve the withdrawal request.

Building Competencies for Personal Excellence of CPSEs executives

Name: Nibedita Das

Company Name: AGRINNOVATE INDIA LIMITED

Withdraw Reason*:

Fig.8

Institute

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

Update Basic Details

By using this menu, participant may update his/her basic details like designation, mobile number and email id etc.

Logout

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