

USER MANUAL (2025)

DBT, Aadhaar Seeding, Scholarship Eligibility & Portal Usage Guide

1. Introduction

This manual helps students understand:

- How to enable their bank account for **Direct Benefit Transfer (DBT)**
- How to link (seed) Aadhaar with bank
- What documents are required
- Eligibility for **Post-Matric Scholarships**
- How to use our portal for verification
- How to fix common problems

This guide applies to college/university students using this website for DBT verification and scholarship support.

2. What is DBT (Direct Benefit Transfer)?

DBT is a system where government benefits (scholarship, subsidies, stipends) are transferred **directly** to the student's bank account.

To receive DBT, your bank account must be:

- ✓ Aadhaar-linked
- ✓ NPCI-mapped (DBT-enabled)
- ✓ Active and KYC-updated

3. Why DBT-Enabled Account Is Important

- Ensures **direct credit** of scholarships
- Reduces chances of failure and delays
- Prevents fraud and mispayments
- Helps verify the correct student-bank identity

4. Documents Required for DBT Enablement

Students must keep the following ready:

A. Mandatory Documents

1. **Aadhaar Card** (updated name/DOB)

2. **Bank Passbook** / Account number
3. **Mobile number linked to Aadhaar**
4. **Bank-consent form** (for Aadhaar seeding)
5. **College ID card** / Admission proof

B. Optional / Case-Specific

- Caste certificate (for scholarship categories)
- Income certificate
- Previous year marksheet
- Domicile certificate
- Fee receipt
- Disability certificate (if applicable)

5. How to Make Your Bank Account DBT-Enabled (Aadhaar Seeding Process)

✓ Step 1: Visit your Bank Branch or CSC

Carry:

- Aadhaar card
- Bank passbook
- A photocopy of Aadhaar

✓ Step 2: Fill the Aadhaar Seeding Form

You must provide:

- Name
- Aadhaar Number
- Bank Account Number
- Written consent ("Yes, I allow Aadhaar seeding")

✓ Step 3: Bank Verifies and Uploads to NPCI

Your bank uploads the Aadhaar details to the **NPCI Mapper (BASE)**.

✓ Step 4: DBT Activation

Within **24–72 hours**, your account appears as:

 **DBT-Enabled**

or

 **Not DBT-Enabled** (if issues)

6. How to Check DBT Status

Students can check using:

A. NPCI / Bank BASE request

Via our portal's DBT Status Checker.

B. UIDAI Portal

Check Aadhaar-bank link status.

C. Contact Your Bank

Ask them to confirm if:

- Aadhaar is seeded
- Account is mapped in NPCI

7. Common DBT Problems & Solutions

Problem	Cause	Solution
DBT not received	Aadhaar not mapped	Submit seeding form again
Name mismatch	Different spelling in bank/Aadhaar	Correct Aadhaar or bank KYC
Account inactive	No transactions for 6+ months	Deposit any small amount
Scholarship rejected	Wrong bank details	Update details on portal
Payment failed	Bank not NPCI-enabled	Change bank or update mapping

8. Post-Matric Scholarship Eligibility (2025)

Eligibility as per NSP and state scholarship guidelines:

8.1 General Eligibility

- ✓ Must belong to a recognized caste / category (SC/ST/OBC/EWS/Minority depending on scheme)
- ✓ Must be enrolled in **Class 11 to Post-Graduation / Diploma / ITI**
- ✓ Must have **passed previous class**
- ✓ Must NOT be taking another central scholarship of same type

8.2 Academic Eligibility

The student must be studying in:

- Class 11 & 12
- Technical courses (Engineering, Nursing, ITI, Polytechnic)
- UG courses (BA/BSc/BCom/BCA/BBA/etc.)
- PG courses (MA/MSc/MCom/MTech/etc.)
- Professional courses (MBBS, BDS, Law)

8.3 Income Criteria (Typical Ranges for 2025)

May vary by state/central scheme

- **SC/ST Post-Matric:** Family income \leq ₹2.5 lakh/year
- **OBC Post-Matric:** \leq ₹1.5 lakh/year
- **Minority Scholarship:** \leq ₹2 lakh/year
- **EWS Scholarship:** \leq ₹8 lakh/year

8.4 Documents Required for Post-Matric Scholarship

- Aadhaar card
- Income certificate
- Caste certificate
- Bank passbook
- Admission receipt
- Previous marksheet
- Bonafide certificate
- Photo & signature

9. Student Workflow on the Website

✓ Step 1: Awareness Section

Watch information videos

Read guidelines

Take DBT Awareness Quiz


✓ Step 2: Self Verification

Enter:

- Name
- Bank

- Last 4 digits of account
- Upload Aadhaar seeding proof (optional)

System returns:

 DBT Enabled

 Not DBT Enabled

✓ **Step 3: Scholarship Readiness Check**

System checks:

- DBT enabled?
- Documents complete?
- Income/caste certificates valid?
- NSP eligibility status

✓ **Step 4: Download Required Forms**

- Aadhaar seeding form
- Bank declaration form
- Scholarship checklist

✓ **Step 5: Track Awareness & Camps**

Students can check local awareness camps organized by:

- Their institution
- Gram Panchayat

10. Student Rights

You have the right to:

- ✓ Choose which bank receives DBT
- ✓ Get confirmation after Aadhaar seeding
- ✓ Raise a grievance if payment fails
- ✓ Request de-seeding and re-mapping
- ✓ Ask your bank for NPCI status

11. Student Responsibilities

You must:

- Provide correct Aadhaar details
- Keep bank account active

- Update KYC regularly
- Submit only true documents
- Maintain only one active DBT bank account

12. Student Registration Guide (For Your Website)

To use our portal, students must register with:

Mandatory Information

Field	Requirement
Full Name	As per Aadhaar
Mobile Number	Must be Aadhaar-linked
Email ID	For notices (optional but recommended)
Aadhaar Number	Masked (XXXX XXXX 1234)
Bank Name	As per passbook
Last 4 digits of Account Number	For verification
Institution Name	Select from dropdown
Category	SC/ST/OBC/EWS/General
Scholarship Type	Post-Matric / Pre-Matric / Others

Documents to Upload

- Aadhaar seeding receipt (optional)
- Bank passbook first page
- Caste certificate (if applicable)
- Income certificate
- Previous class marksheet