

Direct Benefit Transfer (DBT)

Scheme Owner Data Upload

User Manual Guide

COPYRIGHT NOTICE

This User Manual is copyrighted and all rights are reserved with the Direct Benefit Transfer (DBT) Mission. No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system, or translated into any language or computer language, in any form or by any means, electronic, mechanical, magnetic, optical, chemical, manual or otherwise, without the prior written permission of the Direct Benefit Transfer (DBT) Mission.

Table of Contents

1.	INT	FRODUCTION	4
2.	SCI	HEME OWNER LOGIN	4
:	2.1	Manual Data Form	6
:	2.2	FILE UPLOAD IF THE SCHEME HAS STATE WISE, DISTRICT WISE, BLOCK WISE, PANCHAYAT WISE OR VILLAGE W	ISE
]	BENEFI	ICIARY TRANSACTION DATA TO UPLOAD. DBT PORTAL HAS DEFINED FORMAT IN WHICH SCHEME DATA CAN BE	
1	UPLOA	DED,	7
	2.3	PORTAL NAVIGATION BY SCHEME OWNER	
	2.1	NAME AND DESIGNATIONS OF OFFICERS OF DIRECT BENEFIT TRANSFER (DBT)	11

1. Introduction

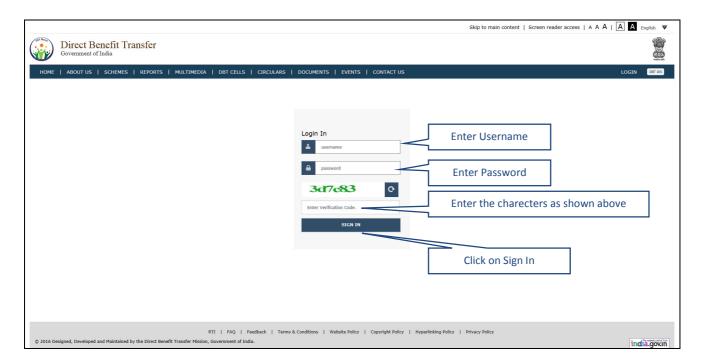
This document has been created for helping "**Scheme Owner**" to Login and operate without any trouble. In this document we are have provided a step by step process (with screenshots) guiding Scheme Owners to execute functionalities.

2. Scheme Owner Login

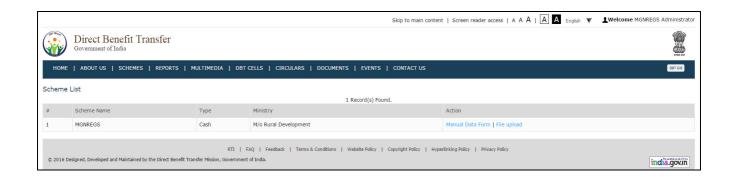
Type the URL https://dbtbharat.gov.in/ on address bar. You will find below screen.



Once click on Login link, below page will open to enter the login id and password.

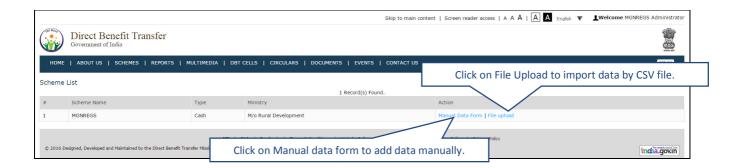


Enter "Username", "Password", "Captcha" and click on "sign in" button. User will reach the below Scheme Owner screen (See screenshot below).



This is Scheme data management page. User has 2 approaches to upload the data on DBT Portal under the selected scheme.

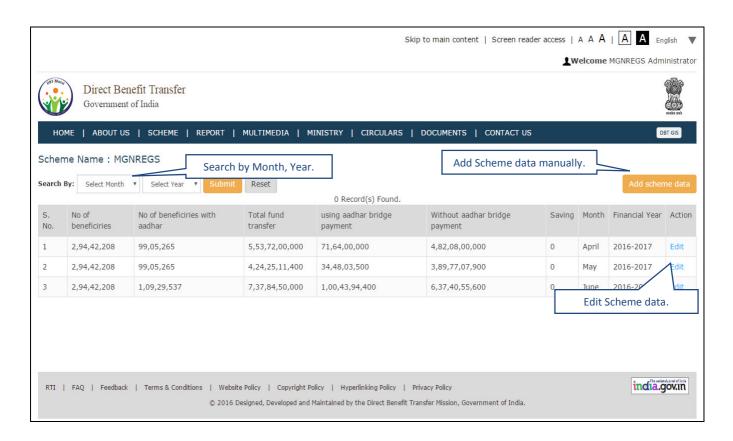
- 1. **Manual Data Form** This form will be used when **month wise incremental data** to be entered manually.
- File Upload This section will be used to upload state wise/district wise / block wise / panchayat wise / village wise or Beneficiary level transaction incremental data in the predefined csv (comma seperated value) file on regular interval.



2.1 Manual Data Form

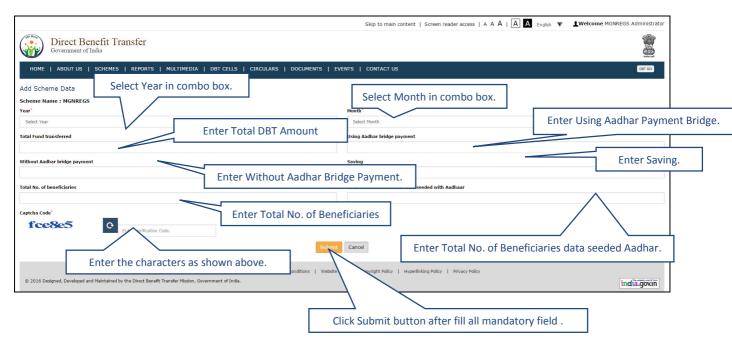
Once user will click on Manual data Form, User will able to see below page which has following features –

- 1. Search data month wise, year wise etc.
- 2. An option to Add Schemes Data Manually using the "Add Scheme Data" button.
- 3. User can edit the Schemes Data using the "Edit" Link.



2.1.1 Add Scheme Data Manually

Once User will click on Add Scheme Data button (option 2) on above screen, User will see below shown screen which has option to enter the scheme data month wise.



Please enter following fields -

- a. Select the year and Month
- b. Total DBT Amount in selected month (Full figure)
- c. Total DBT using Aadhaar Payment Bridge (APB)
- d. Total DBT without APB
- e. Saving Amount (if any)
- f. Total No. of Transactions against which total DBT has been made
- g. Total No. of Transactions with Aadhaar Seeded

Need to Enter the captcha code shown on screen and click on Submit Button.

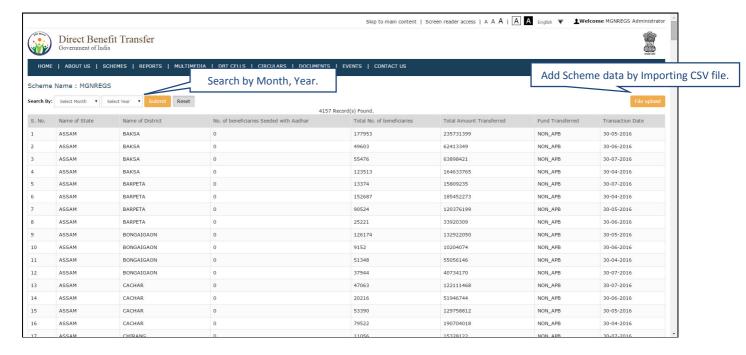
2.2 File Upload

If the Scheme has state wise, district wise, block wise, panchayat wise or village wise beneficiary transaction data to upload. DBT portal has defined format in which scheme data can be uploaded.

Note:

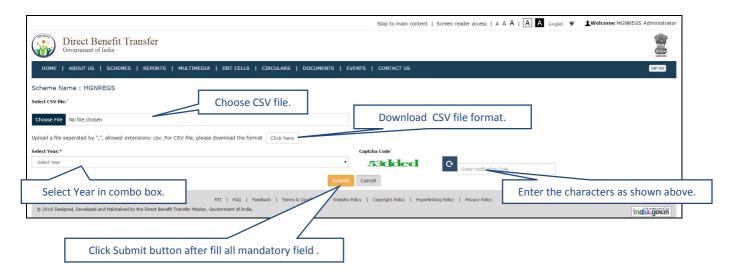
- 1. Data must be **incremental** on defined frequency.
- 2. **Location Code** used by Scheme should be mapped into DBT portal. This is one time manual activity, which needs to be done by Scheme and DBT mission before exchanging beneficiary level transaction data on DBT portal.

Once user will click on File Upload option, below screen will be shown.



2.2.1 Import CSV File Screen

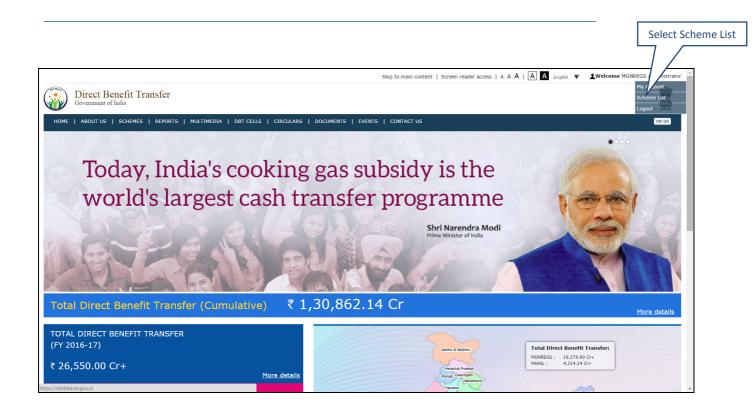
Once user will click on **File Upload button** on above screen, Below screen will be shown to user. User can Import Scheme Data using a CSV file. The screen for implementing this functionality is depicted on the screen shown below.



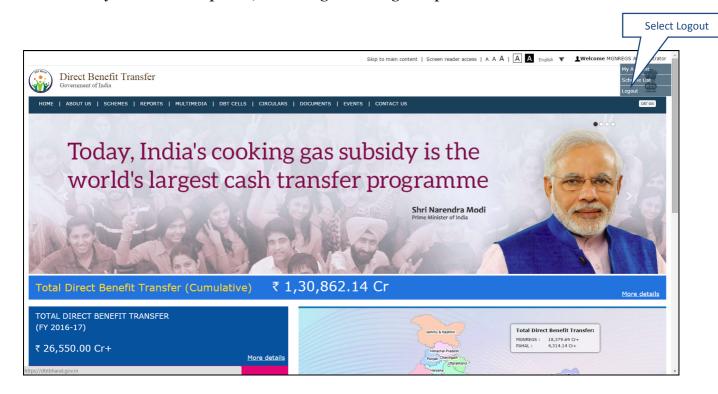
Once submitted, uploaded data information will be reflected on homepage and report pages immediately.

2.3 Portal Navigation by Scheme Owner

Scheme Owner user can navigate again to Manage Scheme Data page via mouse over on Welcome <user name> -> Scheme List option, as shown below.



Once activity has been completed, Please logout via logout option shown below.



2.4 Name and Designations of Officers of Direct Benefit Transfer (DBT)

To send any feedback, suggestion regarding DBT portal, please mail on feedback@dbtbharat.gov.in

Contact Persons are:

Shri Pravin Somra

Resource Person (DBT)
DBT Mission
Cabinet Secretariat,
4th Floor, Shivaji Stadium Annexe
Shaheed Bhagat Singh Marg,
New Delhi-110001
Phone No. - 23343860. Ext. 309

Shri Ghanraj Singh Shekhawat

Director (DBT)
DBT Mission
Cabinet Secretariat,
4th Floor, Shivaji Stadium Annexe
Shaheed Bhagat Singh Marg,
New Delhi-110001
Phone No. - 23343860. Ext. 318