Direct Benefit Transfer (DBT)

Scheme Data Upload

User Manual Guide

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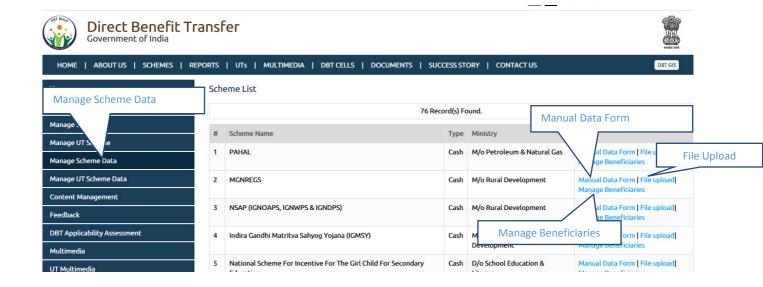
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1. Manage Scheme Data

Once the Scheme is added then user will click on **"Manage Scheme Data"** tab, to manage the data for a particular scheme (Beneficiaries data as well as transactional data) user will able to see below 3 links.
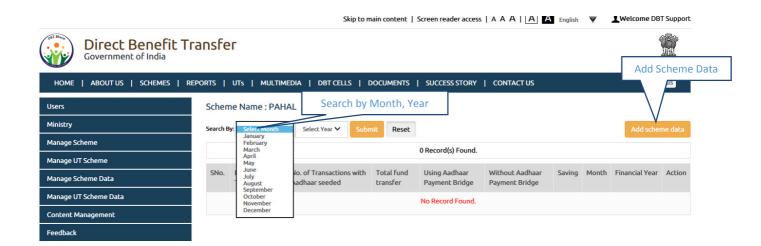1. Manual Data Form
2. File Upload
3. Manage Beneficiaries

On Clicking "**Manage Scheme Data**" user can manage the data for entered schemes. First click on the specific Scheme and submit then click on 3 links **"Manual Data Form" "File upload"** & **"Manage Beneficiaries".**
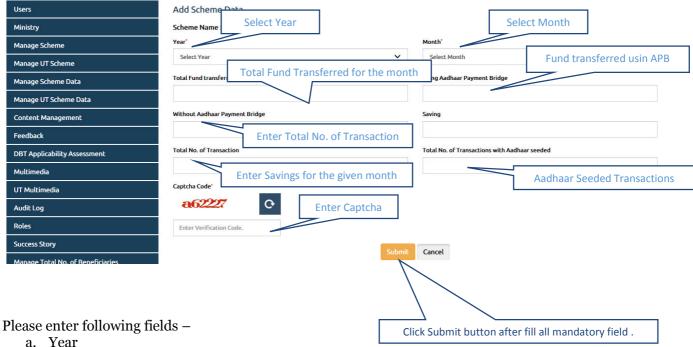
- **Manual Data Form:** This link will provide the transactional data fields that are to be entered.

- **File Upload:** This link has an option to upload a csv file.

- **Manage Beneficiaries:** This link will provide the Beneficiaries fields that are to be updated.

1.1 Manual Data Form

On clicking link **"Manual Data Form"** page will be displayed user has to Select Month and Year and press submit button for the specific month scheme data is to be entered and then click on "**Add scheme data**" tab.

"Add Scheme data" link will open a form depicted below for entering the Transactional details.
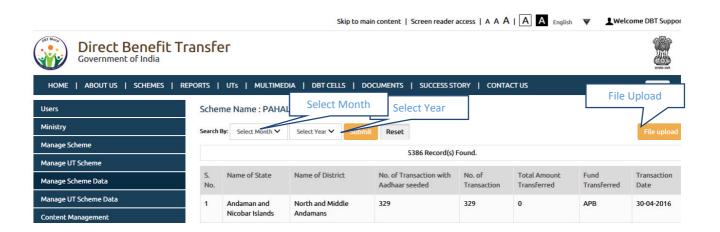
Please enter following fields –
   a. Year
   b. Month
   c. Total Fund transferred in the given month
   d. Total Fund transferred using Aadhaar Payment Bridge in the given month
   e. Total No. of transactions in the given month
   f. Total No. of transactions with Aadhaar seeded for the given month
   g. Savings if any for the month
   h. Captcha Code

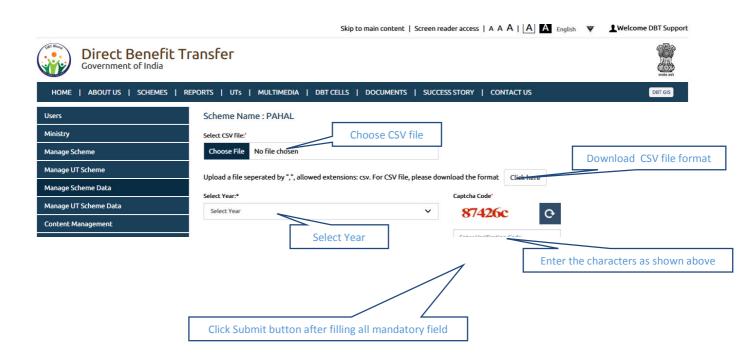Click on the Submit Button to see the updated information on Scheme Page.

Note: Transactional data to enter on this form will be for the given/selected month only.

1.2 File Upload

Once user will click on File Upload option, below screen will be shown. Select **"month"** and **"year"** and click on submit button and Click on "**File Upload**" tab.
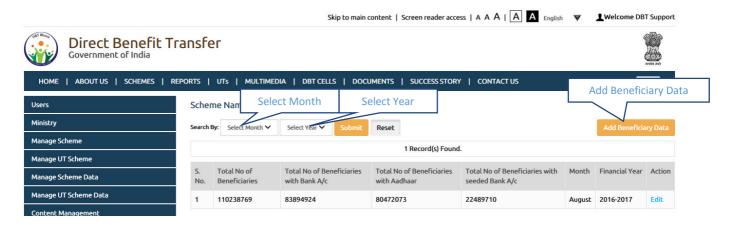
Once user will click on File Upload button on above screen, below screen will be shown to user. User can Import Scheme Data using a CSV file. The screen for implementing this functionality is depicted on the screen shown below.
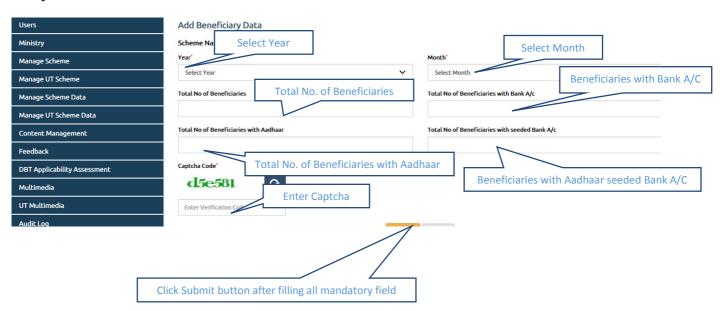
1.3 Add Beneficiary Data

Once user will click on Add Beneficiary Data link, below screen will be shown. Select **"month"** and **"year"** and click on submit button and Click on "**Submit**" tab and then click on **"Add Beneficiary"** tab.

"Add Beneficiary data" link will open a form depicted below for entering the Beneficiary details for the specific Scheme.

Please enter following fields –
  a. Year
  b. Month
  c. Total Number of Beneficiaries **cumulative figure for the month**

   a. **Cumulative Figure for the month :** For example if in August month Beneficiaries are 100 and user has to enter the details for the September month and If suppose in September month 10 more beneficiaries are added so for September month total count for beneficiary will be **110**: 100 of August month and 10 for September.

  d. Total Number of Beneficiaries with Bank A/C **cumulative figure for the month**
  e. Total No. of Beneficiaries with Aadhaar Number **cumulative figure for the month**
  f. Total No. of Beneficiaries with Aadhaar seeded Bank A/C's **cumulative figure for the month**
  g. Captcha Code

Click on submit button to see the updated information on Scheme Page

Note: Beneficiary data to be entered on this form will be cumulative figure for the given/selected month only.

2. Name and Designations of Officers of Direct Benefit Transfer (DBT)

To send any feedback, suggestion regarding DBT portal, please mail on
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