



# Direct Benefit Transfer (DBT)

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## DBT App V3.0

### *User Manual Manage Beneficiaries*

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# Contents

<b>1. DBT App .....</b>	<b>5</b>
Overview.....	5
Technology Used.....	6
Ownership .....	6
<b>2. DBT App functionality mapping with Roles .....</b>	<b>7</b>
<b>3. User Manual .....</b>	<b>12</b>
<b>1. Administrator Section .....</b>	<b>13</b>
1.1. Admin Login.....	13
1.2. Manage Beneficiaries.....	14
1.2.1. Add Beneficiary .....	15
1.2.2. File Upload .....	19
1.2.3. Export for Transaction.....	20
1.2.4. View/Edit Details of Beneficiary .....	20

## Figures

Figure 1 – Login Screen (Administrator).....	13
Figure 2 – Manage Beneficiaries.....	14
Figure 3 – Manage Beneficiaries Page .....	14
Figure 4 – Add Beneficiary Form.....	15
Figure 5 – Steps to follow after adding beneficiary .....	16
Figure 6 Aadhaar Validation Steps.....	17
Figure 7 – Beneficiaries List .....	18
Figure 8 – File Upload Page.....	19
Figure 9 – File Upload Screen.....	20
Figure 10 –Beneficiaries export for Transactions .....	20
Figure 11 – View/Edit Details of Beneficiaries .....	21
Figure 12 – Beneficiary detail Page.....	21



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# 1. DBT App

## Overview

The Purpose of this document is to provide an understanding of the DBT App and its features.

DBT App is a web based utility developed by DBT Mission to help Ministries/ Departments to on-board the DBT applicable schemes on the DBT platform.

DBT App utility is **an open source web based application** for managing information related to DBT applicable schemes, beneficiaries and their transactions electronically. This would provide real time reports to authorized user(s), wherein MIS system(s) is not available. This is a generic utility which can be used immediately by Ministries/ Departments to manage beneficiaries and transactions for DBT applicable schemes and to integrate it with DBT Bharat Portal.

**A Ministry / Department will have complete access to the utility which can be modified or enhanced by their own IT team / person as per the business requirement of Ministry / Department.**

DBT App has the following key features-

- Manage Ministry/Department – DBT App administrator has to enter the Ministry / Department name for which DBT App is used.
- Manage Roles – DBT App has different roles – Administrator, Ministry User, Scheme Owner and State User to configure users as per requirement.
- Manage Users – Administrator has the right to Add/ edit any user against the specified roles.
- Manage Scheme – To add and/or update the DBT Applicable schemes with basic information.
- Manage Beneficiary – To add, edit and delete beneficiary against the scheme.
  - Demographic Authentication through CIDR service of Aadhaar
  - NPCI mapper validation for bank account linked with Aadhaar
  - And to share information with PFMS system (if applicable)
- Manage Transactions (Benefit Transfer) – DBT App uses different modes to capture information
  - Payment Initiation for benefit transfer for Cash schemes and generate the PFMS payment file or Bank excel file.

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- Status update of transaction once received from PFMS response file or bank excel file.
    - Update transaction if payment / benefit transferred offline or some external system
  - MIS Report
  - Data Exchange framework to integrate with DBT Bharat Portal through web service or via predefined excel file.
  - Content Management
  - Audit Logs

## Technology Used

DBT App Utility is developed on open source technology using PHP and MySQL solution. MySQL is used as RDBMS which can be replaced at any other RDBMS database. Utility is developed using MVC architecture.

## Ownership

DBT Mission is providing an open source utility to kick start Ministries/ Departments for digitalizing the schemes. **After downloading from DBT Bharat Portal, the Ministry/ Department becomes an owner of this utility.**

Ministry/ Department has a complete source code to make any changes. As this utility is on open source, therefore with the help of an IT team, any modification, enhancement or integration with another system can be implemented.

## 2. DBT App functionality mapping with Roles

A quick snapshot of functionality mapping with DBT App roles -

Module	Functionality	Description	Roles in DBT App			
			Administrator	Ministry User	Scheme Owner	State User
Login	Login	To access the DBT App to assigned users	Yes	Yes	Yes	Yes
	Forgot Password	To reset password, system generated email will be received by User to assigned email id in DBT App.	Yes	Yes	Yes	Yes
	My Profile	To view and edit profile information	Yes	Yes	Yes	Yes
	Change Password	To change the password at any time	Yes	Yes	Yes	Yes
Manage Ministries/ Departments	Add Ministry / Department	While setting up the DBT App in Ministry / Department, this is primary step to define the Ministry / Department Name	Yes			
	Edit Ministry / Department	Edit the Ministry / Department Name	Yes			
	Active or Deactive Ministry / Department	To Deactive Ministry / Department from DBT App	Yes			
	Search Ministry / Department	Search functionality	Yes			

Module	Functionality	Description	Roles in DBT App			
			Administrator	Ministry User	Scheme Owner	State User
Manage User	Add new User	To add new user based on Role selected	Yes	Yes		
	Edit User Details	Edit User information	Yes	Yes		
	Active or Deactive User	Deactive or active user in DBT App	Yes	Yes		
	Add State User	Creation of State User id			Yes	
Assign Scheme to Scheme Owner	Assign Scheme	Assign scheme owner with scheme	Yes	Yes		
	Search Scheme Owner	Search functionality	Yes	Yes		
Assign scheme to State User	Assign Scheme	Assign scheme to State User			Yes	
Manage Scheme	Add new Scheme	Add a new scheme in Ministry/ Department	Yes	Yes		
	Edit Scheme	Edit information against scheme	Yes	Yes		
	Active or Deactive Scheme	Deactive or active scheme in DBT App	Yes	Yes		
	Search Scheme with scheme Name or Ministry Name	Search functionality	Yes	Yes		
Manage Beneficiaries	Add Beneficiary	Add beneficiary against the selected scheme	Yes	Yes	Yes	Yes
	Import Beneficiaries against Scheme	Bulk upload the beneficiaries using predefined csv file	Yes	Yes	Yes	Yes



Module	Functionality	Description	Roles in DBT App			
			Administrator	Ministry User	Scheme Owner	State User
	Edit Beneficiary Details	update Beneficiary information	Yes	Yes	Yes	Yes
	Demographic Authentication from Aadhaar Service	Demo Authentication through NIC AEAD	Yes	Yes	Yes	Yes
	NPCI Validation of Aadhaar with Bank Account	NPCI mapper validation for bank account linked with Aadhaar	Yes	Yes	Yes	Yes
	Beneficiary list for PFMS	Shared beneficiary file with PFMS	Yes	Yes	Yes	Yes
	Search Beneficiary by Name, Beneficiary Id etc	Search functionality	Yes	Yes	Yes	Yes
	Delete Beneficiary	Delete beneficiary from selected scheme	Yes	Yes	Yes	Yes
	Add Transaction for Bank processing	Payment Initiation for Sponsored Bank transactions	Yes	Yes	Yes	Yes
Manage Transaction	Manage Transaction against beneficiary		Yes	Yes	Yes	Yes
	Upload Bulk Transactions for beneficiaries		Yes	Yes	Yes	Yes
	Search by Date		Yes	Yes	Yes	Yes
	View Transaction against Beneficiary		Yes	Yes	Yes	Yes

Module	Functionality	Description	Roles in DBT App			
			Administrator	Ministry User	Scheme Owner	State User
Manage PFMS Transaction	Payment Initialization		Yes	Yes	Yes	Yes
	Generate Payment File for PFMS		Yes	Yes	Yes	Yes
	View Pending List for PFMS Reconciliation		Yes	Yes	Yes	Yes
	Import response file from PFMS for Reconciliation		Yes	Yes	Yes	Yes
	Export Beneficiary and transaction file		Yes	Yes	Yes	Yes
Manage Transaction through Bank	Export Transaction File for Bank Processing		Yes	Yes	Yes	Yes
	Update Transaction confirmation from Bank		Yes	Yes	Yes	Yes
	View Transaction Details		Yes	Yes	Yes	Yes
Scheme Report	Search Scheme wise Report		Yes	Yes	Yes	
	Export XML file of search Report		Yes	Yes	Yes	
	Export CSV file of search Report		Yes	Yes	Yes	

Module	Functionality	Description	Roles in DBT App			
			Administrator	Ministry User	Scheme Owner	State User
Content Management	Manage content for Screen reader Access		Yes			
	Manage content for Terms and Conditions		Yes			
	Manage content for Privacy Policy		Yes			
	Add new web content		Yes			
Web service Integration with DBT Bharat Portal	Web Service WSDL file		Yes	Yes		
	Renew Request id for re submission		Yes	Yes		
Audit Log	Log file having Action taken by, IP Address and Date & time		Yes	Yes		

# **3. User Manual**

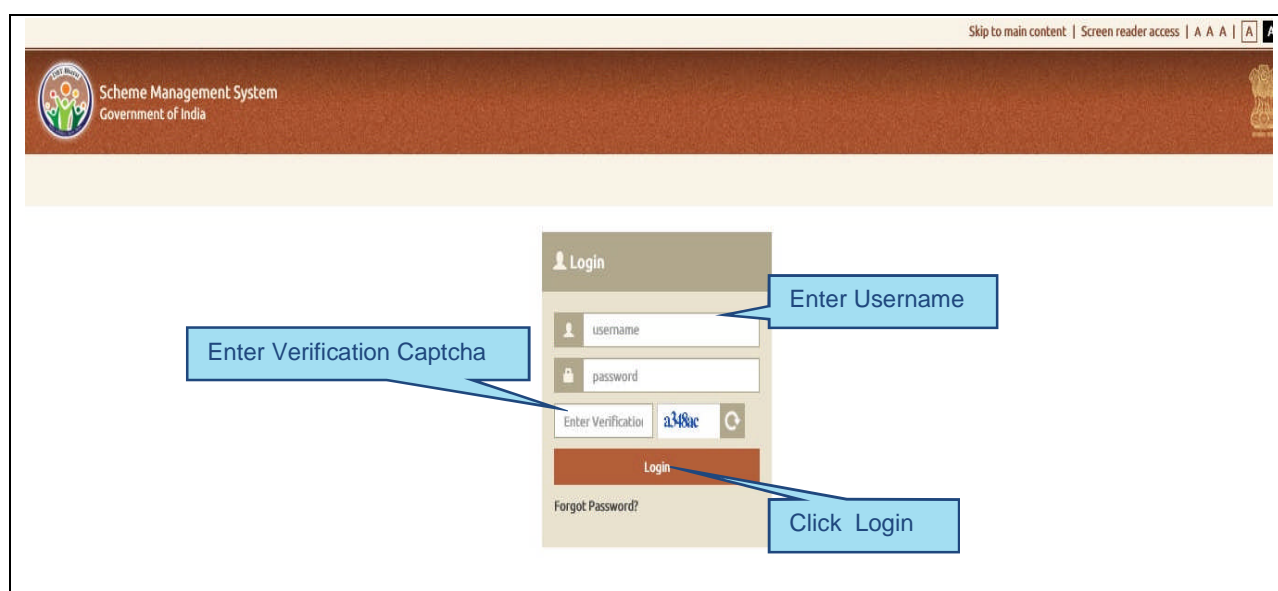
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This User Manual has been created for helping “Ministry/Departments” to operate DBT App in Ministry / Department environment and to exchange data with DBT Bharat Portal.

## 1. Administrator Section

### 1.1. Admin Login

Please enter the URL defined during Installation process (as instructed in Installation Guide) on address bar. User will be redirected to below screen to enter credential to login.



**Figure 1 – Login Screen (Administrator)**

Enter “**Username**”, “**Password**”, “**Captcha Code**” and click “Login” button. User will reach the below Manage User Screen (See screenshot below). Based on user privileges, top bar functionality will be shown.

Administrator user can manage different users for DBT App under defined roles such as Ministry User, Scheme Owner or State User.

## 1.2. Manage Beneficiaries

Manage Beneficiaries functionality is to manage beneficiary's personal information with location linked with Local Government Directory (LGD) against the scheme selected.

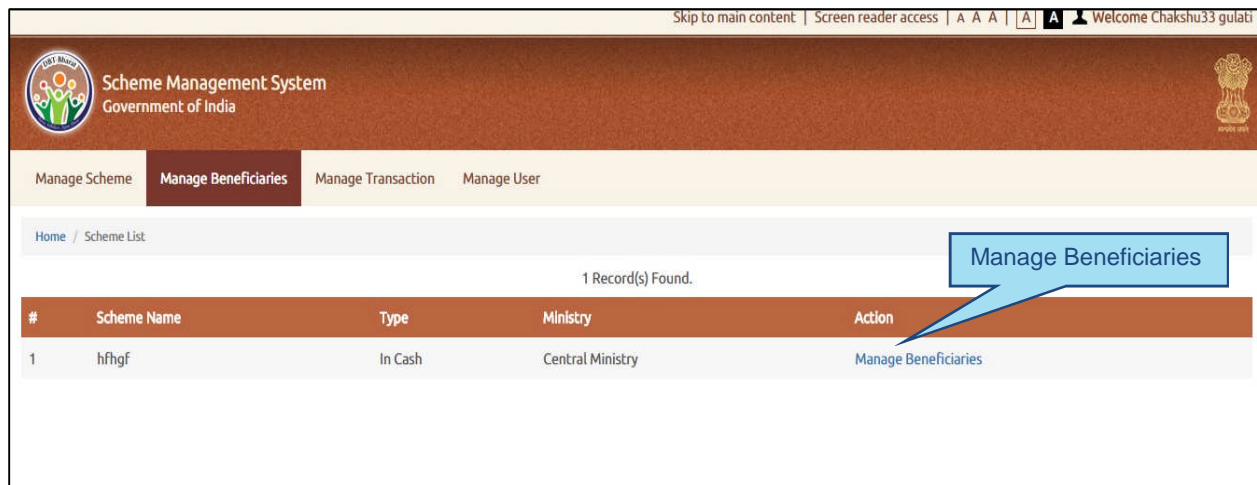


Figure 2 – Manage Beneficiaries

Once user will click “**Manage Beneficiaries**” link against the Scheme, User will be able to see below page which has following features- “**Export for Transaction**”, **Add Beneficiary** and **Import Beneficiaries**.

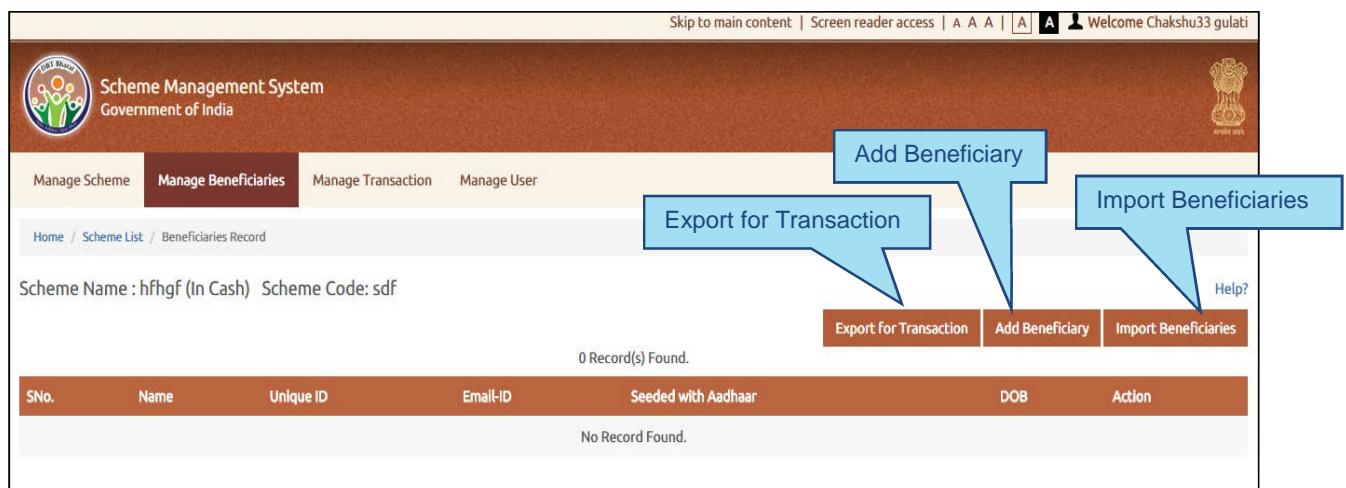


Figure 3 – Manage Beneficiaries Page

### 1.2.1. Add Beneficiary

Once clicked on Add Beneficiary button, a form will be open.

The screenshot shows a web form titled 'Add Beneficiary' with the following fields and callouts:

- Name\***: Callout 'Name of Beneficiary'
- DOB\***: Callout 'Date of Birth'
- Aadhaar Number**: Callout 'Aadhaar Number'
- Seeded with Aadhaar**: Callout 'Seeded with Aadhaar'
- Scheme Specific Unique Number**: Callout 'Scheme Specific Unique Number'
- Ration card number**: Callout 'Ration Card Number'
- State Name\***: Callout 'State Name'
- Block Name\***: Callout 'Block Name'
- Home Address\***: Callout 'Home Address'
- Captcha Code\***: Callout 'Enter Captcha Code'
- Email-ID\***: Callout 'Email ID'
- Gender\***: Callout 'Gender'
- Account Number\***: Callout 'A/C Number'
- Mobile Number\***: Callout 'Mobile Number'
- Scheme Specific Family Number**: Callout 'Scheme Specific Number'
- TIN Family number**: Callout 'TIN Family Number'
- District Name\***: Callout 'District Name'
- Village Name\***: Callout 'Village Name'
- Postal Code\***: Callout 'Postal Code'
- Submit**: Callout 'Submit'

**Figure 4 – Add Beneficiary Form**

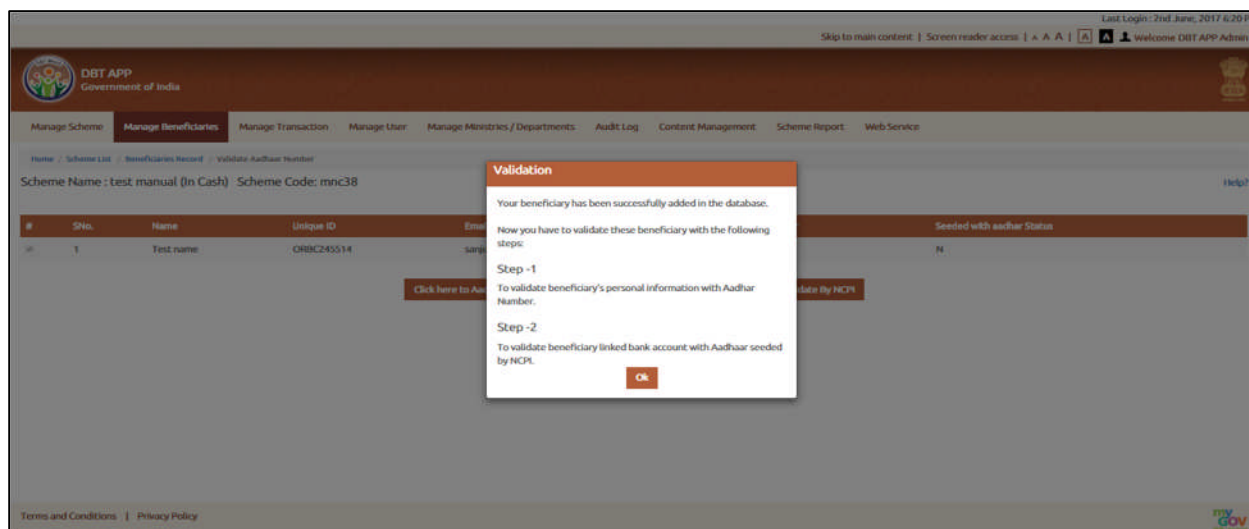
Please enter the following fields-

- I. Name- Enter name of the Beneficiary.
- II. Email ID- Enter the email ID.
- III. Date of Birth- Enter Date of Birth of the Beneficiary.
- IV. Gender- Select from dropdown Male/Female.
- V. Aadhaar Number- Enter Aadhaar Number.
- VI. Account Number- Enter Account Number of Beneficiary.
- VII. Seeded with Aadhaar- Select from dropdown Yes/No.
- VIII. Mobile Number- Enter Mobile Number of Beneficiary.
- IX. Scheme Specific Unique Number- Scheme specific unique number assigned by a scheme for an individual scheme like for example Job Card Number in MNREGA.

- 
- X. Scheme Specific Family Number- Scheme specific unique family number assigned by a scheme.
  - XI. Ration card Number- Enter Ration card number of Beneficiary.
  - XII. TIN Family Number-Enter TIN Family Number.
  - XIII. State Name- Select from dropdown State name.
  - XIV. District Name- Select District name.
  - XV. Block Name- Select Block name.
  - XVI. Village Name- Select Village name.
  - XVII. Home Address- Enter Home Address.
  - XVIII. Postal Code- Enter Postal Code.
  - XIX. Captcha Code- Enter captcha code.

Need to Enter captcha code shown on screen and click on Submit Button after filling all the Mandatory fields.

After successful addition of beneficiary, User can validate the beneficiary with UIDAI through demo authentication and can also check the bank account number seeded with Aadhaar is correct or not through National Payments Corporation of India (NPCI) mapper.



**Figure 5 – Steps to follow after adding beneficiary**

User has to validate these beneficiaries with the following steps:-



## Step -1

To validate beneficiaries, personal information with Aadhaar number through UIDAI using Demographic Authentication.

## Step -2

Validate beneficiary bank account seeded with Aadhaar through National Payment Corporation of India (NPCI) Mapper

As depicted below user has to follow these steps to validate Aadhaar number as well as bank account details seeded with Aadhaar.

The screenshot shows the DBT APP interface for the Government of India. The navigation bar includes links for Manage Scheme, Manage Beneficiaries, Manage Transaction, Manage User, Manage Ministries / Departments, Audit Log, Content Management, Scheme Report, and Web Service. The breadcrumb trail indicates the current path: Home / Scheme List / Beneficiaries Record / Validate Aadhaar Number. The page displays the Scheme Name: test manual (In Cash) and Scheme Code: mnc38. A table lists beneficiaries with columns for #, SNo., Name, Unique ID, Aadhaar Number, and a validation status. Two callouts highlight the 'Validation by UIDAI' and 'Validation by NPCI' buttons. The footer includes Terms and Conditions, Privacy Policy, and the myGov logo.

#	SNo.	Name	Unique ID	Aadhaar Number	Validation Status
1	1	Test name	ORBC245514	123456789231	N

Figure 6 Aadhaar Validation Steps

After validation process beneficiary will be listed in different tabs as depicted below.

The screenshot shows the DBT APP interface for Manage Beneficiaries. The 'All Beneficiary List' tab is active, displaying a table with 6 records. The table columns are: Name, Unique ID, Email ID, NPCI Status, UIDAI Status, and DOB. The records are as follows:

Name	Unique ID	Email ID	NPCI Status	UIDAI Status	DOB
upendra	RFAY0313	upendrarizgav@velocis.co.in	N	N	01/06/2017
test sanj	adj1812614	sanji@gstf.com	N	N	20/02/2017
beneficiary rahul	DACB598496	final@gmail.com	N	N	01/06/2017
rahul	UBIN003030	upendra.yadav@velocis.co.in	N	N	01/01/1970
rahul	UBIN080110	upendra.yadav@velocis.co.in	N	N	01/01/1970

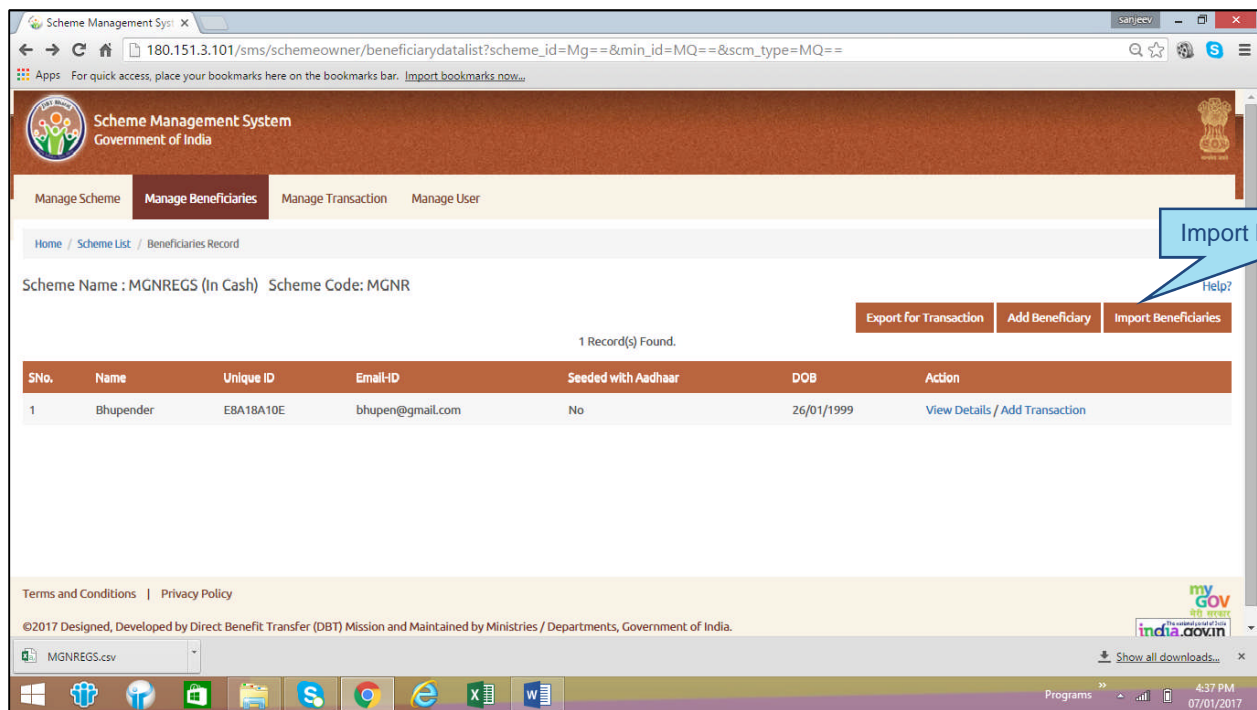
**Figure 7 – Beneficiaries List**

1. **All Beneficiary List:** All beneficiaries in selected scheme will be listed.
2. **NPCI and Aadhaar validated list:** All beneficiaries whose Aadhaar number are correct, validated through UIDAI as well as Aadhaar seeded with Bank A/C validated through NPCI Mapper will be listed in this tab.
3. **NPCI Validation failed list:** All beneficiaries whose validation failed from NPCI will be listed here.
4. **Aadhaar Validation failed list:** All beneficiaries whose validation failed from UIDAI will be listed here.

5. **Pending list for PFMS:** After validation from UIDAI and NPCI, If Ministry/Department want payments to be made through PFMS portal, for that scheme is to be uploaded on PFMS. The list of all beneficiaries is to be shared with PFMS and then PFMS will tag a 4 digit alpha numeric scheme code (PFMS Code) for a scheme.

### 1.2.2. File Upload

User can upload File for Beneficiaries in “csv” format through “**Import Beneficiaries**” tab.



**Figure 8 – File Upload Page**

On clicking “Import Beneficiaries” tab, a new page will open where user can upload a predefined csv file as depicted below.

The same process of Aadhaar and NPCI validation can be done through bulk uploading and Ministry/Department will get the response in bulk for all the Beneficiaries.

Skip to main content | Screen reader access | A A A | Welcome Ministry User

**Scheme Management System**  
Government of India

Manage Scheme | **Manage Beneficiaries** | Manage Transaction | Manage User

Home / Manage Beneficiaries

Scheme Name: MGNREGS (In-Cash) Scheme Code: MGNR

Select CSV File

**Choose CSV File** No file chosen

Allowed file format: CSV **Click here**

Captcha Code\*

Enter Captcha Code **Submit** **Cancel**

**Figure 9 – File Upload Screen**

### 1.2.3. Export for Transaction

All beneficiary list is visible on first tab and user can export a 'csv' file for transactions.

Last Login : 11th June, 2017 11:54 AM

Skip to main content | Screen reader access | A A A | Welcome DBT APP Admin

**DBT APP**  
Government of India

Manage Scheme | **Manage Beneficiaries** | Manage Transaction | Manage User | Manage Ministries / Departments | Audit Log | Content Management | Scheme Report | Web Service

Home / Scheme List / All Beneficiary List

Search: fffwerw

**All beneficiary list**

**Export for Transaction** **Add Beneficiary** **Import Beneficiaries**

**All Beneficiary List** NPCI and Aadhaar validated List NPCI Validation Failed List Aadhaar Validation Failed List List for PFMS

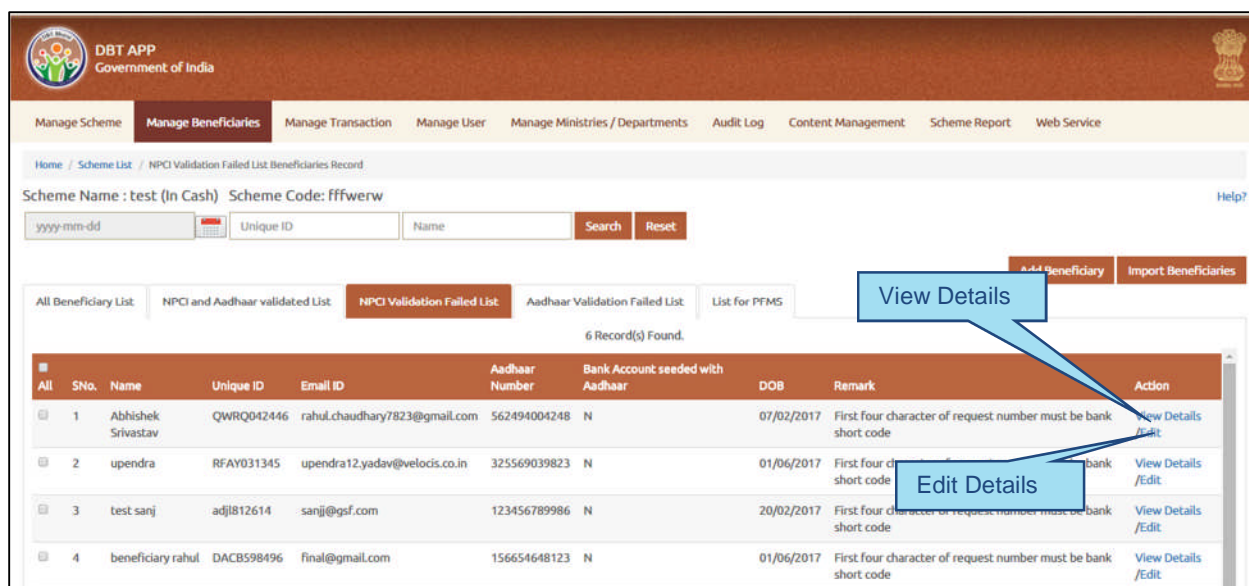
6 Record(s) Found.

SNo.	Name	Unique ID	Email ID	NPCI Status	UIDAI Status	DOB
1	Abhishek Srivastav	QWRQ042446	rahul.chaudhary7823@gmail.com	N	N	07/02/2017
2	upendra	RFAY031345	upendra12.yadav@velocis.co.in	N	N	01/06/2017
3	test sanj	adjl812614	sanji@gsf.com	N	N	20/02/2017
4	beneficiary rahul	DACB598496	final@gmail.com	N	N	01/06/2017

**Figure 10 –Beneficiaries export for Transactions**

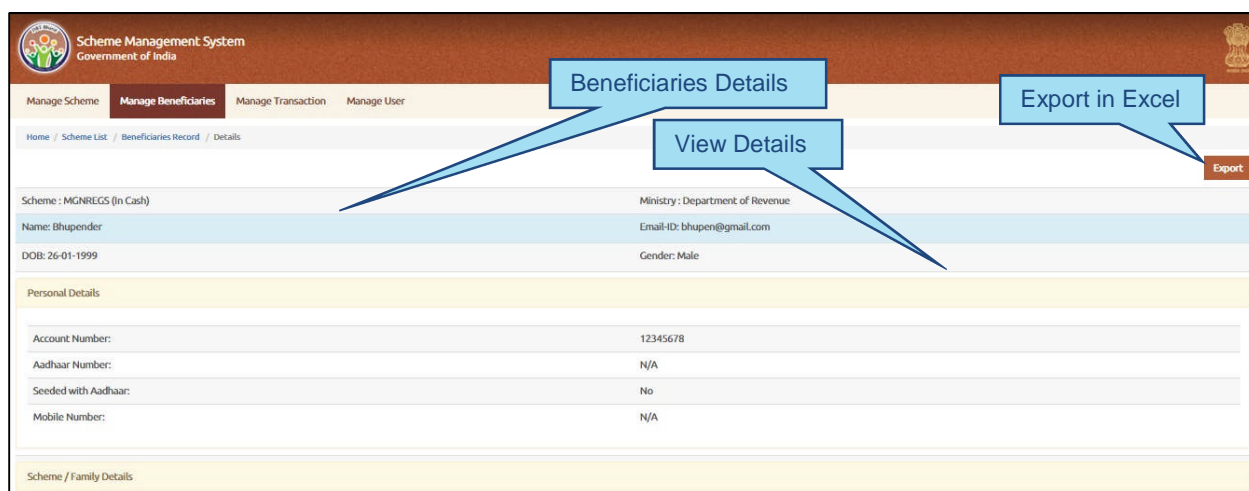
### 1.2.4. View/Edit Details of Beneficiary

User after adding Beneficiaries details for a particular Scheme can see details of the Beneficiaries after clicking on the link “**View Details**” or can edit details through “**Edit**” link for those Beneficiaries who’s Aadhaar validation failed or NPCI validation failed.



**Figure 11 – View/Edit Details of Beneficiaries**

On clicking “**View Details**” link, beneficiary information page will open where user can see all the details of the Beneficiary for a particular Scheme as depicted below. User can export it in an excel file format.



**Figure 12 – Beneficiary detail Page**

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