



Direct Benefit Transfer (DBT)

UTs Generate Scheme Code

User Manual Guide

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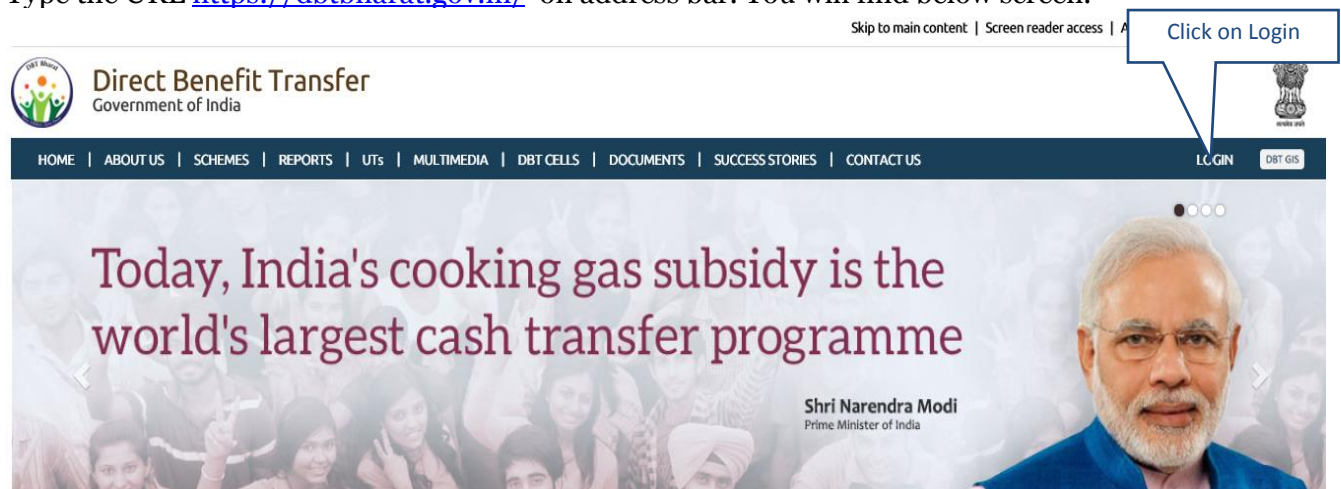
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1. Introduction

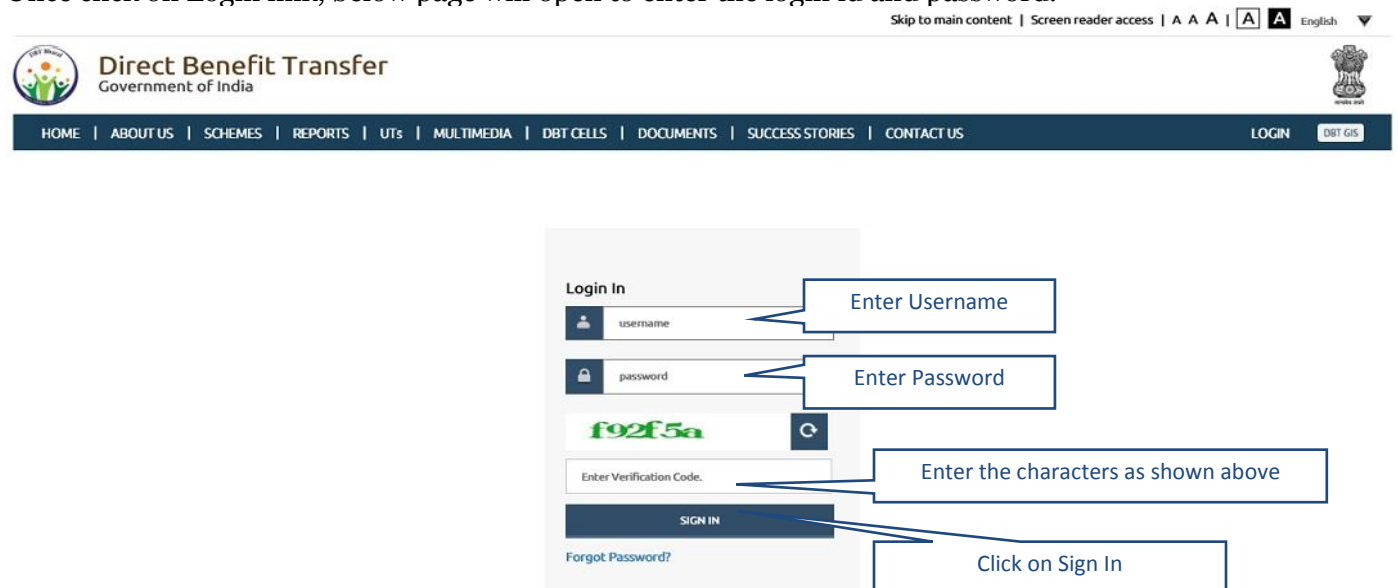
This document has been created for helping “**UTs DBT Cell**” coordinators to Login, operate, enter the schemes data (Central Sponsored, UT, Any other) and to Generate Scheme Code for UT Specific Schemes without any trouble. In this document we have provided step by step process (with screenshots) guiding UT User to execute functionalities to **Generate Scheme Code for UT Specific Schemes**.

2. UT User Login

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



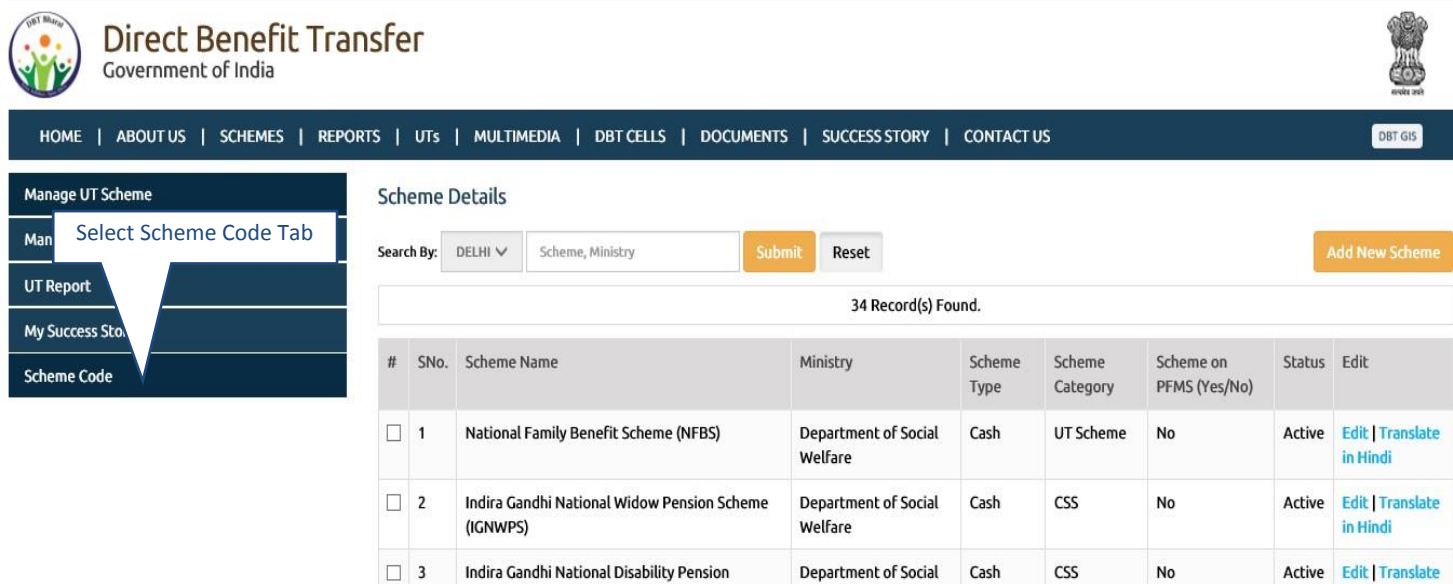
Once click on Login link, below page will open to enter the login id and password.



Enter “**Username**”, “**Password**”, “**Captcha**” and click on “**Sign In**” button.

3. Scheme Code

Just after user sign in he/she will reach on a page where there are different tabs on Left hand side. User can click on “**Scheme Code**” tab and the basic information for the tab is depicted below.



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DBT GIS

Manage UT Scheme

Man Select Scheme Code Tab

UT Report

My Success Sto.

Scheme Code

Scheme Details

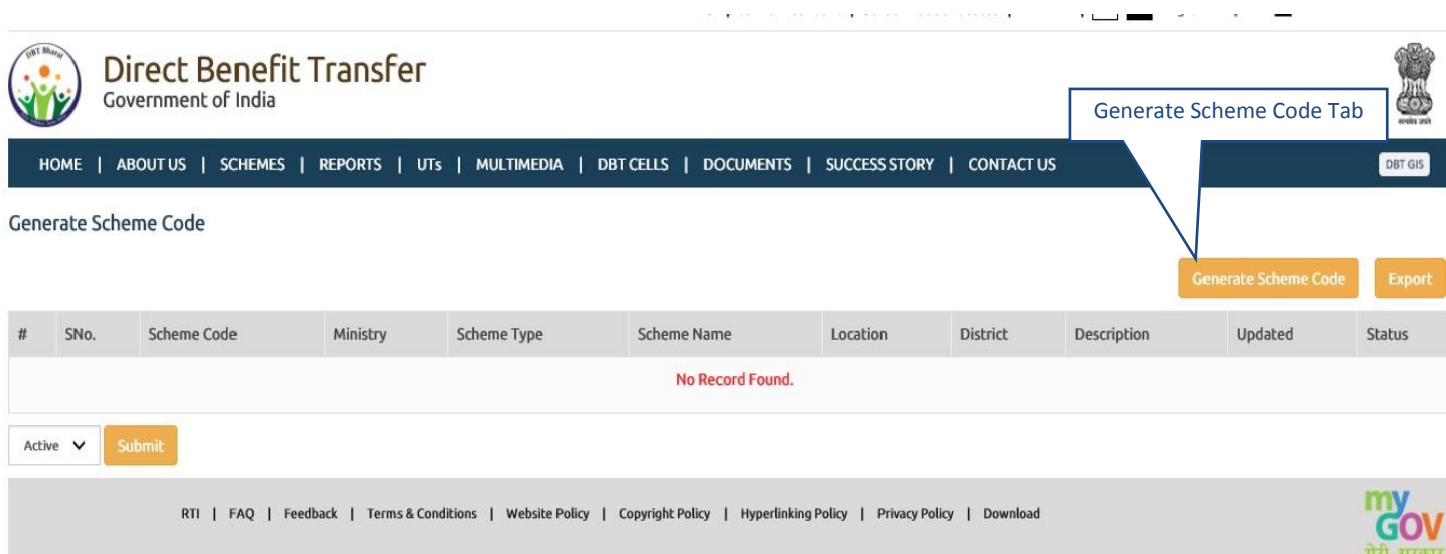
Search By: DELHI Scheme, Ministry Submit Reset Add New Scheme

34 Record(s) Found.

#	SNo.	Scheme Name	Ministry	Scheme Type	Scheme Category	Scheme on PFMS (Yes/No)	Status	Edit
<input type="checkbox"/>	1	National Family Benefit Scheme (NFBS)	Department of Social Welfare	Cash	UT Scheme	No	Active	Edit Translate in Hindi
<input type="checkbox"/>	2	Indira Gandhi National Widow Pension Scheme (IGNWPS)	Department of Social Welfare	Cash	CSS	No	Active	Edit Translate in Hindi
<input type="checkbox"/>	3	Indira Gandhi National Disability Pension	Department of Social	Cash	CSS	No	Active	Edit Translate

3.1 Generate Scheme Code

User after clicking on the “Scheme Code” tab will reach on a page where he/she can “**Generate Scheme Code**” by clicking on the tab.



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DBT GIS

Generate Scheme Code

Generate Scheme Code Tab

Generate Scheme Code Export

#	SNo.	Scheme Code	Ministry	Scheme Type	Scheme Name	Location	District	Description	Updated	Status
No Record Found.										

Active Submit

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Generate Scheme Code

Ministry* Select Ministry

Type Of Scheme* Select Type of Scheme

Scheme Name* Type Scheme Name

Location* Location will be updated Automatically

Scheme Description* Enter a short description of Scheme

Captcha Code* Enter Captcha Code

234684

Enter Verification Code

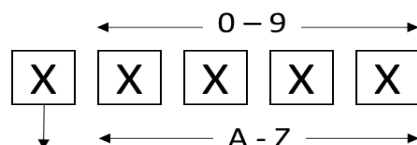
On clicking **“Generate Scheme Code”** button a form will be opened to enter the details for the scheme.

Please enter the following fields –

- Ministry Name.
- Type of Scheme.
- Scheme Name.
- Location will be updated automatically for the specific UT.
- Scheme Description- Short description of the Scheme.
- Captcha Code.

After entering details of all the mandatory fields press submit button a random alphanumeric code will be generated for the specific “UT Scheme”.

Code Generated will be Five (5) characters randomly generated Alpha-Numeric



Scheme Type

- Central Sector
- Centrally Sponsored
- State Scheme
- District Scheme

- System generated random scheme code
- First character to be between values A to D
- Balance four characters to be between 0 – 9 or A to Z
- Number is semantics-free

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 Ravi Ranjan

Under Secretary (DBT)
DBT Mission
Cabinet Secretariat,
4th Floor, Shivaji Stadium Annexe
Shaheed Bhagat Singh Marg,
New Delhi-110001
Phone No. - 23343860. Ext. 363

Shri Rajiv Ranjan Tiwari

Director (DBT)
DBT Mission
Cabinet Secretariat,
4th Floor, Shivaji Stadium Annexe
Shaheed Bhagat Singh Marg,
New Delhi-110001
Phone No. - 23343860. Ext. 319