

Direct Benefit Transfer (DBT)

Scheme Data Upload by Ministry DBT Cell
User Manual Guide – Manage Beneficiaries Data

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1. Introduction

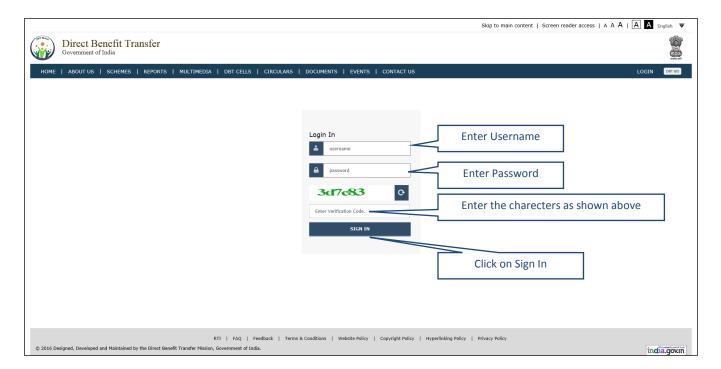
This document has been created for helping "Ministry DBT Cell" coordinators to Login and operate to upload or enter the scheme data without any trouble. In this document we are have provided a step by step process (with screenshots) guiding Ministry DBT Cell coordinators to execute functionalities to enter or update the beneficiaries data against the assigned schemes.

2. Ministry Users Login

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

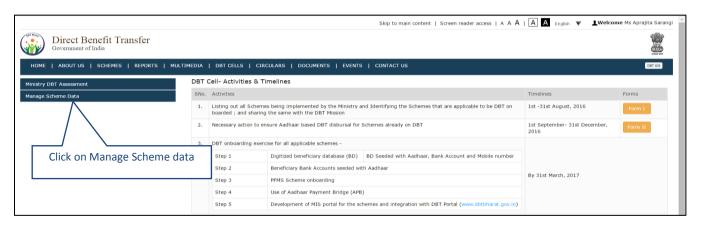


Once click on Login link, below page will open to enter the login id and password.



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

(It is snap shot of NGNREGS for reference only)



User needs to click on "Manage Scheme Data" option at left side menu bar.



This is Scheme data management page where user can update the beneficiaries details in a separate form.

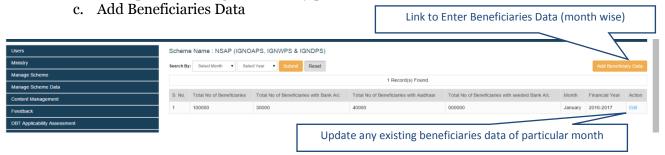
1. **Manage Beneficiaries** – This form will be used to enter **month wise Beneficiaries data** to be entered manually.



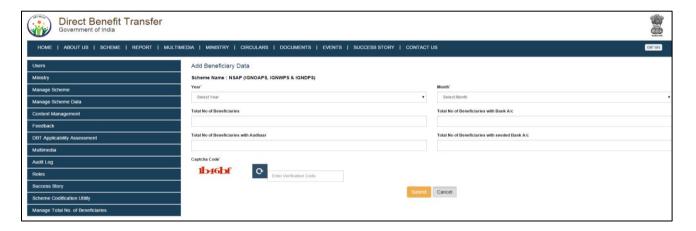
1.1. Manage Beneficiaries

Once user will click on Manual Beneficiaries link against the scheme, User will able to see below page which has following features –

- a. Listing of the month wise data entered
- b. Edit option to change data of any particular month



Once clicked on Add Beneficiaries Data button, a form will be opened to enter the details.



Please enter following fields –

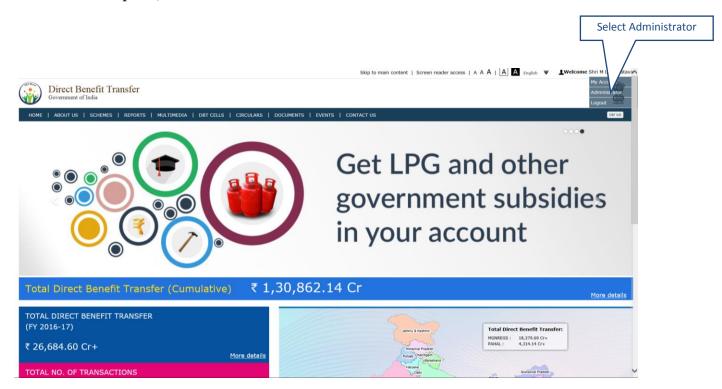
- a. Select the year
- b. Select Month
- c. Total No. of Beneficiaries (Full figure)
- d. Total No. of Beneficiaries with Bank A/C (APB)
- e. Total No. of Beneficiaries with Aadhaar
- f. Total No. of Beneficiaries with seeded Bank A/C

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

Updated information will be shown in listing page.

2. Portal Navigation

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.



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

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