

Direct Benefit Transfer (DBT)

UTs 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

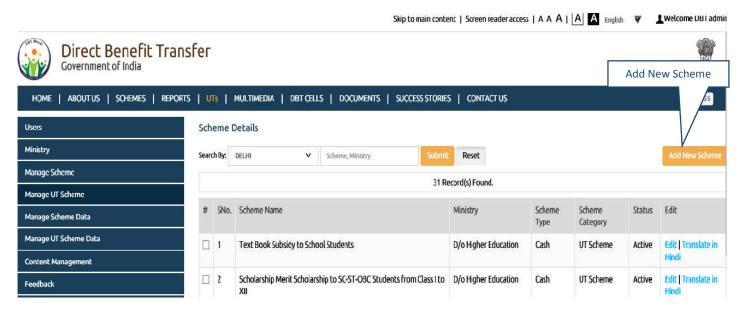
1. I	MANAGE UT SCHEME	٠.
1.1	ADD NEW SCHEME	٠.
	EDIT SCHEME	
	NAME AND DESIGNATIONS OF OFFICERS OF DIRECT RENEFIT TRANSFER (DRT)	,

1. Manage UT Scheme

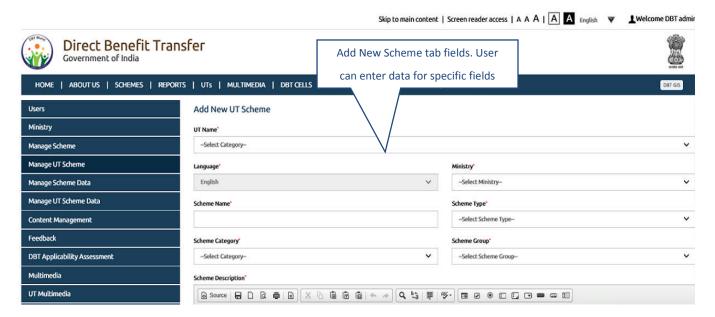
Just after user sign in he/she will reach on a page where there are different tabs on Left hand side. User can click on Manage UT Scheme Tab if he/she wants to edit existing scheme or to add new schemes with their basic information as depicted below.

1.1 Add New Scheme

User can add a New Scheme by clicking on "Add New Scheme" tab.



On clicking "Add New Scheme" button a form will be opened to enter the details for the scheme.



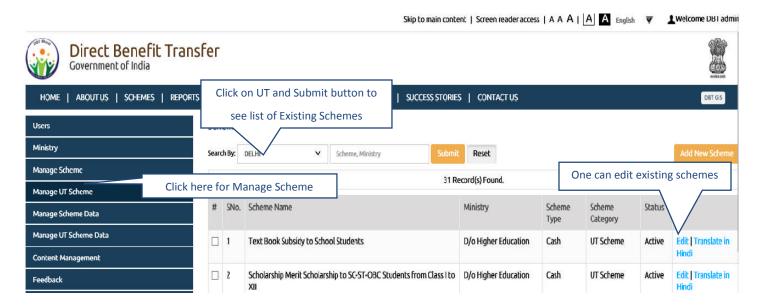
Please enter following fields –

- a. UT Name
- b. Ministry/Department from the given list of Ministries/Departments.
- c. Scheme Name
- d. Scheme Type- Cash/Kind/Others
- e. Scheme Category- UT Scheme or CSS Scheme
- f. Scheme Group
- g. Scheme Description

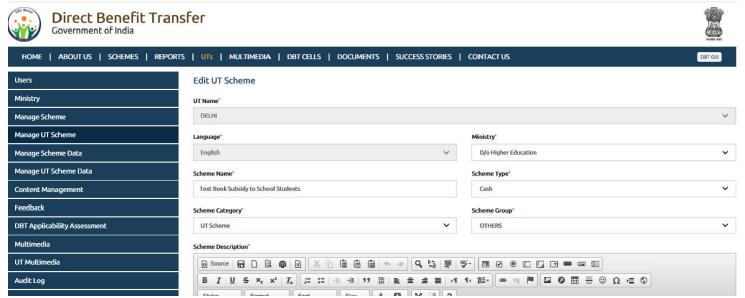
After entering details of all the mandatory fields press submit button. Likewise every time the process is followed for adding New Schemes.

1.2 Edit Scheme

After a Scheme is added user can edit it In "Mange UT Scheme" tab UT by clicking on "Edit" link.



On clicking "Edit" link, a form will be opened to enter the details.



Please enter following fields –

- a. UT Name
- b. Ministry/Department from the given list of Ministries/Departments.
- c. Scheme Name
- d. Scheme Type- Cash/Kind/Others
- e. Scheme Category- UT Scheme or CSS
- f. Scheme Group
- g. Scheme Description

After entering details of all the mandatory fields press submit button. Likewise every time the process is followed for editing already Entered Schemes.

2. 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 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

Ms. Shaivalini Sharma

Young Professional DBT Mission Cabinet Secretariat, 4th Floor, Shivaji Stadium Annexe Shaheed Bhagat Singh Marg, New Delhi-110001 Phone No. - 23343860. Ext. 338