



Direct Benefit Transfer (DBT)

Scheme Owner Data Upload

User Manual Guide

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1. Introduction

This document has been created for helping “**Scheme Owner**” to Login and operate without any trouble. In this document we have provided a step by step process (with screenshots) guiding Scheme Owners to execute functionalities.

2. Scheme Owner Login

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

Click on Login

Skip to main content | Screen reader access | A A A

English

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LOGIN DBT GIS

Today, India's cooking gas subsidy is the world's largest cash transfer programme

Shri Narendra Modi
Prime Minister of India

Total Direct Benefit Transfer (Cumulative) ₹ 1,30,862.14 Cr [More details](#)

TOTAL DIRECT BENEFIT TRANSFER
(FY 2016-17)
₹ 26,550.00 Cr+ [More details](#)

Total Direct Benefit Transfer:
MGNREGS : 18,379.69 Cr+
PAHAL : 4,314.14 Cr+

Jammu & Kashmir
Himachal Pradesh
Punjab
Chhattisgarh
Uttarakhand
Haryana

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

The screenshot shows the DBT login page with the following elements and annotations:

- Header:** "Direct Benefit Transfer Government of India" logo and navigation links (HOME, ABOUT US, SCHEMES, REPORTS, MULTIMEDIA, DBT CELLS, CIRCULARS, DOCUMENTS, EVENTS, CONTACT US). A "LOGIN" button is in the top right.
- Login Form:**
 - Username:** A text input field with the placeholder "username". An annotation points to it: "Enter Username".
 - Password:** A text input field with the placeholder "password". An annotation points to it: "Enter Password".
 - Captcha:** A box showing the characters "3d7e83". An annotation points to it: "Enter the charecters as shown above".
 - Verification Code:** A text input field with the placeholder "Enter Verification Code.".
 - SIGN IN:** A blue button. An annotation points to it: "Click on Sign In".
- Footer:** "© 2016 Designed, Developed and Maintained by the Direct Benefit Transfer Mission, Government of India." and "india.gov.in" logo.

Enter “**Username**”, “**Password**”, “**Captcha**” and click on “**sign in**” button. User will reach the below Scheme Owner screen (See screenshot below).

The screenshot shows the DBT Scheme List page with the following elements:

- Header:** "Direct Benefit Transfer Government of India" logo and navigation links. A "Welcome MGNREGS Administrator" message is in the top right.
- Scheme List:**
 - 1 Record(s) Found.
 - Table with 5 columns: #, Scheme Name, Type, Ministry, Action.
- Footer:** "© 2016 Designed, Developed and Maintained by the Direct Benefit Transfer Mission, Government of India." and "india.gov.in" logo.

#	Scheme Name	Type	Ministry	Action
1	MGNREGS	Cash	M/o Rural Development	Manual Data Form File upload

This is Scheme data management page. User has 2 approaches to upload the data on DBT Portal under the selected scheme.

1. **Manual Data Form** – This form will be used when **month wise incremental data** to be entered manually.
2. **File Upload** – This section will be used to upload **state wise/ district wise / block wise / panchayat wise / village wise or Beneficiary level transaction incremental data** in the predefined csv (comma seperated value) file on regular interval.

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Scheme List

1 Record(s) Found.

#	Scheme Name	Type	Ministry	Action
1	MGNREGS	Cash	M/o Rural Development	Manual Data Form File upload

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Click on File Upload to import data by CSV file.

Click on Manual data form to add data manually.

2.1 Manual Data Form

Once user will click on Manual data Form, User will able to see below page which has following features –

1. Search data month wise, year wise etc.
2. An option to Add Schemes Data Manually using the “Add Scheme Data” button.
3. User can edit the Schemes Data using the “Edit” Link.

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Scheme Name : MGNREGS

Search By:

0 Record(s) Found.

S. No.	No of beneficiaries	No of beneficiaries with aadhar	Total fund transfer	using aadhar bridge payment	Without aadhar bridge payment	Saving	Month	Financial Year	Action
1	2,94,42,208	99,05,265	5,53,72,00,000	71,64,00,000	4,82,08,00,000	0	April	2016-2017	Edit
2	2,94,42,208	99,05,265	4,24,25,11,400	34,48,03,500	3,89,77,07,900	0	May	2016-2017	Edit
3	2,94,42,208	1,09,29,537	7,37,84,50,000	1,00,43,94,400	6,37,40,55,600	0	June	2016-2017	Edit

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Search by Month, Year.

Add Scheme data manually.

Edit Scheme data.

2.1.1 Add Scheme Data Manually

Once User will click on Add Scheme Data button (option 2) on above screen, User will see below shown screen which has option to enter the scheme data month wise.

The screenshot shows the 'Add Scheme Data' form on the DBT portal. The form includes the following fields and annotations:

- Year:** A dropdown menu with the annotation "Select Year in combo box."
- Month:** A dropdown menu with the annotation "Select Month in combo box."
- Total Fund transferred:** A text input field with the annotation "Enter Total DBT Amount".
- Using Aadhar bridge payment:** A text input field with the annotation "Enter Using Aadhar Payment Bridge."
- Without Aadhar bridge payment:** A text input field with the annotation "Enter Without Aadhar Bridge Payment."
- Saving:** A text input field with the annotation "Enter Saving."
- Total No. of beneficiaries:** A text input field with the annotation "Enter Total No. of Beneficiaries".
- Seeded with Aadhar:** A text input field with the annotation "Enter Total No. of Beneficiaries data seeded Aadhar."
- Captcha Code:** A text input field with the annotation "Enter the characters as shown above."
- Submit/Cancel buttons:** A callout box with the annotation "Click Submit button after fill all mandatory field."

The form also includes a navigation bar at the top with links like HOME, ABOUT US, SCHEMES, REPORTS, MULTIMEDIA, DBT CELLS, CIRCULARS, DOCUMENTS, EVENTS, and CONTACT US. The footer contains copyright information and the India.gov.in logo.

Please enter following fields –


- Select the year and Month
- Total DBT Amount in selected month (Full figure)
- Total DBT using Aadhaar Payment Bridge (APB)
- Total DBT without APB
- Saving Amount (if any)
- Total No. of Transactions against which total DBT has been made
- Total No. of Transactions with Aadhaar Seeded

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

2.2 File Upload


If the Scheme has state wise, district wise, block wise, panchayat wise or village wise beneficiary transaction data to upload. DBT portal has defined format in which scheme data can be uploaded.

1. Data must be **incremental** on defined frequency.
2. **Location Code** used by Scheme should be mapped into DBT portal. This is one time manual activity, which needs to be done by Scheme and DBT mission before exchanging beneficiary level transaction data on DBT portal.



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Scheme Name : MGNREGS

Search by Month, Year.

Add Scheme data by Import

Search By:

Select Month

Select Year

Submit

Reset

4157 Record(s) Found.

File upload

S. No.	Name of State	Name of District	No. of beneficiaries Seeded with Aadhar	Total No. of beneficiaries	Total Amount Transferred	Fund Transferred	Transaction Date
1	ASSAM	BAKSA	0	177953	235731399	NON_APB	30-05-2016
2	ASSAM	BAKSA	0	49603	62413349	NON_APB	30-06-2016
3	ASSAM	BAKSA	0	55476	63898421	NON_APB	30-07-2016
4	ASSAM	BAKSA	0	123513	164633765	NON_APB	30-04-2016
5	ASSAM	BARPETA	0	13374	15809235	NON_APB	30-07-2016
6	ASSAM	BARPETA	0	152687	185452273	NON_APB	30-04-2016
7	ASSAM	BARPETA	0	90524	120376199	NON_APB	30-05-2016
8	ASSAM	BARPETA	0	25221	33920309	NON_APB	30-06-2016
9	ASSAM	BONGAIGAON	0	126174	132922050	NON_APB	30-05-2016
10	ASSAM	BONGAIGAON	0	9152	10204074	NON_APB	30-06-2016
11	ASSAM	BONGAIGAON	0	51348	55056146	NON_APB	30-04-2016
12	ASSAM	BONGAIGAON	0	37944	40734170	NON_APB	30-07-2016
13	ASSAM	CACHAR	0	47063	122111468	NON_APB	30-07-2016
14	ASSAM	CACHAR	0	20216	51946744	NON_APB	30-06-2016
15	ASSAM	CACHAR	0	53390	129758812	NON_APB	30-05-2016
16	ASSAM	CACHAR	0	79522	190704018	NON_APB	30-04-2016

2.2.1 Import CSV File Screen

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.

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Scheme Name : MGNREGS

Select CSV file:

Choose File | No file chosen

Choose CSV file.

Download CSV file format.

Upload a file separated by ",", allowed extensions: csv. For CSV file, please download the format [Click here](#)

Select Year:

Select Year

Captcha Code

53dded

Enter Verification Code

Enter the characters as shown above.

Submit | Cancel

Click Submit button after fill all mandatory field .

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Once submitted, uploaded data information will be reflected on homepage and report pages immediately.

2.3 Portal Navigation by Scheme Owner

Scheme Owner user can navigate again to Manage Scheme Data page via mouse over on Welcome <user name> -> Scheme List option, as shown below.

Select Scheme List

Skip to main content | Screen reader access | A A A | English | Welcome MGNREGS Administrator

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Once activity has been completed, Please logout via logout option shown below.

Select Logout

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<https://dbt.bharat.gov.in>

2.4 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

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