



## **Direct Benefit Transfer (DBT)**

**UTs Data Upload**

**User Manual Guide**

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## 1. Manage UT Scheme Data

Once the Scheme is added then user will click on “**Manage UT Scheme Data**” tab, to manage the data for a particular scheme (Beneficiaries data as well as transactional data) user will be able to see below 3 links.

1. Manual Data Form
2. File Upload
3. Manage Beneficiaries

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Manage UT Scheme Data

Manage UT Scheme

Manage Scheme Data

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UT Scheme List

Search By: DELHI Submit Reset

31 Record(s) Found.


#	Scheme Name	Type	Ministry	Action
1	Text Book Subsidy to School Students	Cash	D/o Higher Education	<a href="#">Manual Data Form</a>   <a href="#">File upload</a>   <a href="#">Manage Beneficiaries</a>
2	Scholarship Merit Scholarship to SC-ST-OBC Students from Class I to XII	Cash	D/o Higher Education	<a href="#">Manual Data Form</a>   <a href="#">File upload</a>   <a href="#">Manage Beneficiaries</a>
3	Reimbursement of Tuition Fee for SC-ST-OBC Students in Public Schools	Cash	D/o Higher Education	<a href="#">Manual Data Form</a>   <a href="#">File upload</a>   <a href="#">Manage Beneficiaries</a>
4	Merit Scholarship to College Professional Institution Students belonging to	Cash	D/o Higher Education	<a href="#">Manual Data Form</a>   <a href="#">File upload</a>   <a href="#">Manage Beneficiaries</a>

On Clicking “**Manage UT Scheme Data**” user can manage the data for entered schemes. First click on the specific UT and submit then click on 3 links “**Manual Data Form**” “**File upload**” & “**Manage Beneficiaries**”.

- **Manual Data Form:** This link will provide the transactional data fields that are to be entered.
- **File Upload:** This link has an option to upload a csv file.
- **Manage Beneficiaries:** This link will provide the Beneficiaries fields that are to be updated.

## 1.1 Manual Data Form

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**Add Scheme Data**

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Scheme Name : Text Book **Search by Month, Year**

Search By: **Select Month** Select Year **Submit** **Reset**

1 Record(s) Found.

SNo.	Month	No. of Transactions with Aadhaar seeded	Total fund transfer	Using Aadhaar Payment Bridge	Without Aadhaar Payment Bridge	Saving	Month	Financial Year	Action
1	August		7118.64	0	7118.64		August	2016-2017	<a href="#">Edit</a>

**Add scheme data**

On clicking link “**Manual Data Form**” page will be displayed user has to Select Month and Year and press submit button for the specific month scheme data is to be entered and then click on “**Add scheme data**” tab.

“**Add Scheme data**” link will open a form depicted below for entering the Transactional details for specific UT.



<b>Users</b>	<b>Add UT Scheme Data</b>
<b>Ministry</b>	Scheme Name : test scheme delhi
<b>Manage Scheme</b>	UT Name*
<b>Manage UT Scheme</b>	DELHI
<b>Manage Scheme Data</b>	Year*
<b>Manage UT Scheme Data</b>	Select Year
<b>Content Management</b>	Total Fund transferred
<b>Feedback</b>	Using Aadhaar Payment Bridge
<b>DBT Applicability Assessment</b>	Total No. of Transaction
<b>Multimedia</b>	Saving
<b>UT Multimedia</b>	Captcha Code*
<b>Audit Log</b>	Enter Verification Code.
<b>Roles</b>	
<b>Success Story</b>	

**Select Year**

**Select Month**

**Total Fund Transferred for the month**

**Fund transferred usin APB**

**Enter Total No. of Transaction**

**Aadhaar Seeded Transactions**

**Enter Savings for the given month**

**Enter Captcha**

**Click Submit button after fill all mandatory field .**

Please enter following fields –

- UT Name
- Year
- Month
- Total Fund transferred in the given month
- Total Fund transferred using Aadhaar Payment Bridge in the given month
- Total No. of transactions in the given month
- Total No. of transactions with Aadhaar seeded for the given month
- Savings if any for the month
- Captcha Code

Click on the Submit Button to see the updated information on UT Page.

**Note: Transactional data to enter on this form will be for the given/selected month only.**

## 1.2 File Upload

Once user will click on File Upload option, below screen will be shown. Select “**month**” and “**year**” and click on submit button and Click on “**File Upload**” tab.

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File Upload

File upload

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Manage UT Scheme

Manage Scheme Data

Manage UT Scheme Data

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Scheme Name :

Select Year

Select Month

Search By:

Select Month

Select Year

Submit

Reset

0 Record(s) Found.

S. No.	Name of State	Name of District	No. of Transaction with Aadhaar seeded	No. of Transaction	Total Amount Transferred	Fund Transferred	Transaction Date
No Record Found.							

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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Manage UT Scheme

Manage Scheme Data

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Scheme Name : test scheme delhi

Select CSV file:

Choose File

No file chosen

Choose CSV file

Upload a file seperated by ",", allowed extensions: csv. For CSV file, please download the format:

Click here

Download CSV file format

Select Year:

Select Year

Select Year

Captcha Code:

f34ec4

Enter the characters as shown above


Submit

Cancel

Click Submit button after filling all mandatory field

### 1.3 Add Beneficiary Data


Once user will click on Add Beneficiary Data link, below screen will be shown. Select “**month**” and “**year**” and click on submit button and Click on “**Submit**” tab and then click on “**Add Beneficiary**” tab.



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Manage UT Scheme Data

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Scheme Name

Select Month

Select Year

Search By:

Select Month

Select Year

Submit

Reset

1 Record(s) Found.

SN.	Total No of Beneficiaries	Total No of Beneficiaries with Bank A/c	Total No of Beneficiaries with Aadhaar	Total No of Beneficiaries with seeded Bank A/c	Month	Financial Year	Action
1	333	2	233	2	January	2016-2017	<a href="#">Edit</a>

Add Beneficiary Data

Add Beneficiary Data

“Add Beneficiary data” link will open a form depicted below for entering the Beneficiary details for the specific UT.

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Manage Total No. of Beneficiaries

Add Beneficiary Data

Scheme Name : test scheme delhi

UT Name\*

DELHI

Year\*

Select Year

Month\*

Select Month

Total No of Beneficiaries

Total No of Beneficiaries with Bank A/c

Total No of Beneficiaries with Aadhaar

Total No of Beneficiaries with seeded Bank A/c

Captcha Code\*

bb0836

Enter Verification Code

Submit

Cancel

Select Year

Select Month

Total No. of Beneficiaries

Beneficiaries with Bank A/C

Total No. of Beneficiaries with Aadhaar

Beneficiaries with Aadhaar seeded Bank A/C

Enter Captcha

Click Submit button after filling all mandatory field

Please enter following fields –

- UT Name
- Year



- 
- c. Month
  - d. Total Number of Beneficiaries **cumulative figure for the month**
    - a. **Cumulative Figure for the month** : For example if in August month Beneficiaries are 100 and user has to enter the details for the September month and If suppose in September month 10 more beneficiaries are added so for September month total count for beneficiary will be **110**: 100 of August month and 10 for September.
  - e. Total Number of Beneficiaries with Bank A/C **cumulative figure for the month**
  - f. Total No. of Beneficiaries with Aadhaar Number **cumulative figure for the month**
  - g. Total No. of Beneficiaries with Aadhaar seeded Bank A/C's **cumulative figure for the month**
  - h. Captcha Code

Click on submit button to see the updated information on UT Page

**Note: Beneficiary data to be entered on this form will be cumulative figure for the given/selected month only.**

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## **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](mailto:feedback@dbtbharat.gov.in)

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