



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.

Click on Login

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LOGIN DBT 05

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](#)

Jammu & Kashmir
Himachal Pradesh
Punjab
Chandigarh
Uttarakhand
Haryana

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

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

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LOGIN DBT GIS

Login In

username

password

3d7e83

Enter Verification Code.

SIGN IN

Enter Username

Enter Password

Enter the characters as shown above

Click on Sign In

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india.gov.in

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)

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DBT GIS

Ministry DBT Assessment

Manage Scheme Data

DBT Cell- Activities & Timelines

SNo.	Activities	Timelines	Forms
1.	Listing out all Schemes being implemented by the Ministry and Identifying the Schemes that are applicable to be DBT on boarded ; and sharing the same with the DBT Mission	1st -31st August, 2016	Form I
2.	Necessary action to ensure Aadhaar based DBT disbursement for Schemes already on DBT	1st September- 31st December, 2016	Form II
3.	DBT onboarding exercise for all applicable schemes -		
	Step 1 Digitized beneficiary database (BD) BD Seeded with Aadhaar, Bank Account and Mobile number		
	Step 2 Beneficiary Bank Accounts seeded with Aadhaar		
	Step 3 PFMS Scheme onboarding		
	Step 4 Use of Aadhaar Payment Bridge (APB)		
	Step 5 Development of MIS portal for the schemes and integration with DBT Portal (www.dbtbharat.gov.in)	By 31st March, 2017	

Click on Manage Scheme data

User needs to click on **“Manage Scheme Data”** option at left side menu bar.

#	Scheme Name	Type	Ministry	Action
1	PAHAL	Cash	M/o Petroleum & Natural Gas	Manual Data Form File upload Manage Beneficiaries
2	MGNREGS	Cash	M/o Rural Development	Manual Data Form File upload Manage Beneficiaries
3	NSAP (IGNOAPS, IGNWPS & IGNDPS)	Cash	M/o Rural Development	Manual Data Form File upload Manage Beneficiaries

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.

Click on Manage Beneficiaries to update monthly data

Manage Scheme

Manage Scheme Data

Content Management

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DBT Applicability Assessment

Multimedia

#	Scheme Name	Type	Ministry	Action
1	PAHAL	Cash	M/o Petroleum & Natural Gas	Manual Data Form File upload Manage Beneficiaries
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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
- c. Add Beneficiaries Data

Users

Ministry

Manage Scheme

Manage Scheme Data

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Scheme Name : NSAP (IGNOAPS, IGWPS & IGNDPS)

Search By: Select Month Select Year Submit Reset Add Beneficiary Data

1 Record(s) Found.

S. No.	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	100000	30000	40000	000000	January	2016-2017	Edit

Link to Enter Beneficiaries Data (month wise)

Update any existing beneficiaries data of particular month

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

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Manage Scheme Data

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Audit Log

Roles

Success Story

Scheme Codification Utility

Manage Total No. of Beneficiaries

Add Beneficiary Data

Scheme Name : NSAP (IGNOAPS, IGWPS & IGNDPS)

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

Capitche Code*

Enter Verification Code

Submit
Cancel

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.

Skip to main content | Screen reader access | A A A | English | Welcome Shri M. L. ...

My Account
Administrator
Logout

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Get LPG and other government subsidies in your account


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

TOTAL DIRECT BENEFIT TRANSFER (FY 2016-17)
₹ 26,684.60 Cr+ More details
TOTAL NO. OF TRANSACTIONS

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

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

Click Logout




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Government of India

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

My Account
Scheme
Logout

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More details

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₹ 26,550.00 Cr+

More details



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https://dbtbharat.gov.in

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 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

Shri Ghanraj Singh Shekhawat

Director (DBT)

DBT Mission

Cabinet Secretariat,

4th Floor, Shivaji Stadium Annexe

Shaheed Bhagat Singh Marg,

New Delhi-110001

Phone No. - 23343860. Ext. 318