



Direct Benefit Transfer (DBT)

Scheme Data Upload

User Manual Guide

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BOOKMARK NOT DEFINED.	

1. Manage Scheme Data

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

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

The screenshot shows the DBT portal interface. The header includes the DBT logo, 'Direct Benefit Transfer Government of India', and a navigation bar with links like HOME, ABOUT US, SCHEMES, etc. A sidebar on the left contains a menu with 'Manage Scheme Data' highlighted. The main content area shows a 'Scheme List' table with 76 records. The table has columns for #, Scheme Name, Type, and Ministry. For each scheme, there are three links: 'Manual Data Form', 'File Upload', and 'Manage Beneficiaries'. Callouts from the text above point to these links in the screenshot.


#	Scheme Name	Type	Ministry
1	PAHAL	Cash	M/o Petroleum & Natural Gas
2	MGNREGS	Cash	M/o Rural Development
3	NSAP (IGNOAPS, IGWPS & IGNDPS)	Cash	M/o Rural Development
4	Indira Gandhi Matritva Sahyog Yojana (IGMSY)	Cash	M/o Rural Development
5	National Scheme For Incentive For The Girl Child For Secondary	Cash	D/o School Education &

On Clicking “**Manage Scheme Data**” user can manage the data for entered schemes. First click on the specific Scheme 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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Government of India

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Users
Ministry
Manage Scheme
Manage UT Scheme
Manage Scheme Data
Manage UT Scheme Data
Content Management
Feedback

Scheme Name : PAHAL

Search by Month, Year

Search By:

0 Record(s) Found.

SNo.	No. of Transactions with adhaar seeded	Total fund transfer	Using Aadhaar Payment Bridge	Without Aadhaar Payment Bridge	Saving	Month	Financial Year	Action
No Record Found.								

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.

Users
Ministry
Manage Scheme
Manage UT Scheme
Manage Scheme Data
Manage UT Scheme Data
Content Management
Feedback
DBT Applicability Assessment
Multimedia
UT Multimedia
Audit Log
Roles
Success Story
Manage Total No. of Beneficiaries

Add Scheme Data

Scheme Name: Select Year

Year* Select Year

Month* Select Month

Total Fund transfer Total Fund Transferred for the month

Without Aadhaar Payment Bridge Fund transferred using APB

Total No. of Transaction Enter Total No. of Transaction

Captcha Code* Enter Savings for the given month

Enter Captcha

Submit Cancel

Click Submit button after fill all mandatory field .

Please enter following fields –

- 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 Scheme 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

Scheme Name : PAHAL

Select Month Select Year

Search By: Select Month Select Year submit Reset

File upload

5386 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
1	Andaman and Nicobar Islands	North and Middle Andamans	329	329	0	APB	30-04-2016

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.

Skip to main content | Screen reader access | A A A | A A English ▼ Welcome DBT Support

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DBT GIS

Scheme Name : PAHAL

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*

87426c


Enter the characters as shown above

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.

Skip to main content | Screen reader access | A A A | A A English | Welcome DBT Support

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Add Beneficiary Data

Users
Ministry
Manage Scheme
Manage UT Scheme
Manage Scheme Data
Manage UT Scheme Data
Content Management

Scheme Name:

Search By:

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	110238769	83894924	80472073	22489710	August	2016-2017	Edit

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

Add Beneficiary Data

Scheme Name:

Year*:


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*: 

Enter Verification Code:

Click Submit button after filling all mandatory field

Please enter following fields –

- a. Year
- b. Month
- c. 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.
- d. Total Number of Beneficiaries with Bank A/C **cumulative figure for the month**
- e. Total No. of Beneficiaries with Aadhaar Number **cumulative figure for the month**
- f. Total No. of Beneficiaries with Aadhaar seeded Bank A/C's **cumulative figure for the month**
- g. Captcha Code

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

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

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

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