



Direct Benefit Transfer (DBT)

Scheme Data Upload

User Manual Guide

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1. Manage 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 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.

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Ministry
Manage Scheme
Manage UT Scheme
Manage Scheme Data
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Feedback

Scheme Details

Search By:

76 Record(s) Found.

#	SNo.	Scheme Name	Ministry	Scheme Type	Status	Edit
<input type="checkbox"/>	1	Rehabilitation Assistance	M/o Labour and Employment	Cash	Active	Edit Translate in Hindi
<input type="checkbox"/>	2	Interest subsidy on home loan upto max 1 lac	M/o Defence-Kendriya Sainik Board	Cash	Active	Edit Translate in Hindi

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

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Add New Scheme

Language*
English

Ministry*
--Select Ministry--

Scheme Name*

Scheme Type*
--Select Scheme Type--

Scheme Description*

Source

Please enter following fields –

- Ministry/Department from the given list of Ministries/Departments.
- Scheme Name
- Scheme Type- Cash/Kind/Others
- 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 Scheme**” tab by clicking on “**Edit**” link.

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DBT GIS

Scheme Details


Search By: Scheme, Ministry

76 Record(s) Found.


#	SNo.	Scheme Name	Ministry	Scheme Type	Status	
<input type="checkbox"/>	1	Rehabilitation Assistance	M/o Labour and Employment	Cash	Active	Edit Translate in Hindi

On clicking “**Edit**” link , a form will be opened to enter the details.

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 Content Management
 Feedback
 DBT Applicability Assessment
 Multimedia

Edit Scheme

Language*

Ministry*

Scheme Name*

Scheme Type*

Scheme Description*

Source | Copy | Paste | Undo | Redo | Bold | Italic | Underline | Text Color | Background Color | Bulleted List | Numbered List | Indent | Outdent | Link | Unlink | Table | Table of Contents | Spell Check | Help

Styles | Format | Font | Size | Color | Background Color | Table | Table of Contents | Spell Check | Help

Please enter following fields –

- a. Ministry/Department from the given list of Ministries/Departments.
- b. Scheme Name
- c. Scheme Type- Cash/Kind/Others
- d. 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

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