



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

**UTs Generate Scheme Code**

**User Manual Guide**

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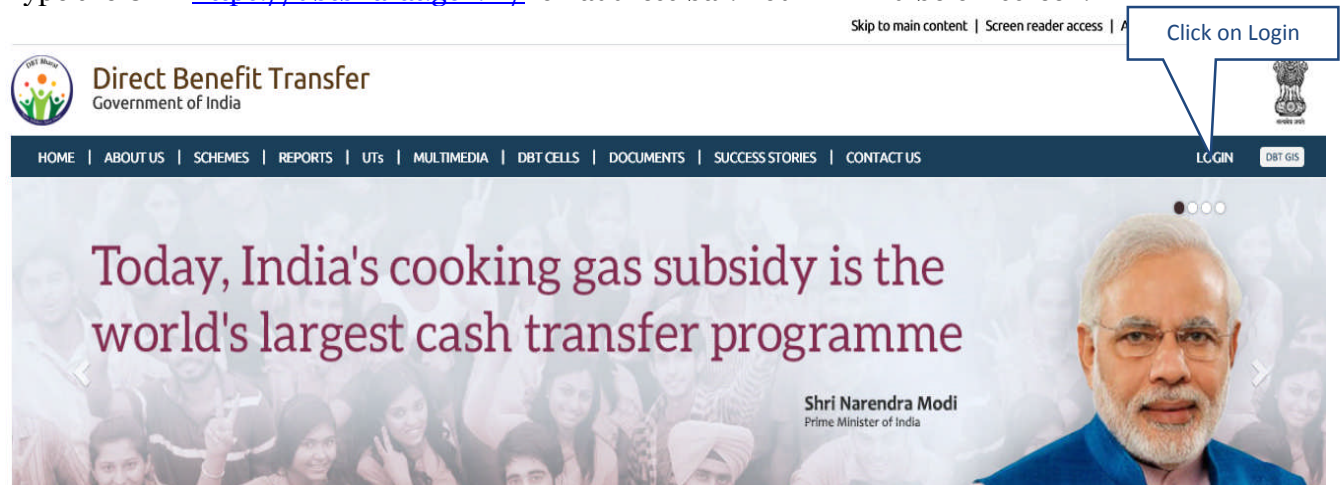
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## 1. Introduction

This document has been created for helping “**UTs DBT Cell**” coordinators to Login, operate, enter the schemes data (Central Sponsored, UT, Any other) and to Generate Scheme Code for UT Specific Schemes without any trouble. In this document we have provided step by step process (with screenshots) guiding UT User to execute functionalities to **Generate Scheme Code for UT Specific Schemes**.

## 2. UT User Login

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



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



The login form contains the following fields and buttons:

- username**: Input field with annotation "Enter Username".
- password**: Input field with annotation "Enter Password".
- Verification Code**: Input field showing "f92f5a" with annotation "Enter the characters as shown above".
- SIGN IN**: Button with annotation "Click on Sign In".
- Forgot Password?**: Link below the SIGN IN button.

Enter “Username”, “Password”, “Captcha” and click on “Sign In” button.

### 3. Scheme Code

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 “**Scheme Code**” tab and the basic information for the tab is depicted below.



Manage UT Scheme

Man Select Scheme Code Tab

UT Report

My Success Sto.

Scheme Code

#### Scheme Details


Search By: DELHI Scheme, Ministry Submit Reset Add New Scheme

34 Record(s) Found.

| #                        | SNo. | Scheme Name  | Ministry                     | Scheme Type | Scheme Category | Scheme on PFMS (Yes/No) | Status | Edit  |
|--------------------------|------|--|------------------------------|-------------|-----------------|-------------------------|--------|---|
| <input type="checkbox"/> | 1    | National Family Benefit Scheme (NFBS)                | Department of Social Welfare | Cash        | UT Scheme       | No                      | Active | <a href="#">Edit</a>   <a href="#">Translate in Hindi</a> |
| <input type="checkbox"/> | 2    | Indira Gandhi National Widow Pension Scheme (IGNWPS) | Department of Social Welfare | Cash        | CSS             | No                      | Active | <a href="#">Edit</a>   <a href="#">Translate in Hindi</a> |
| <input type="checkbox"/> | 3    | Indira Gandhi National Disability Pension            | Department of Social         | Cash        | CSS             | No                      | Active | <a href="#">Edit</a>   <a href="#">Translate</a>          |

### 3.1 Generate Scheme Code

User after clicking on the “Scheme Code” tab will reach on a page where he/she can “**Generate Scheme Code**” by clicking on the tab.

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Generate Scheme Code Tab


Generate Scheme Code Export

| #                | SN. | Scheme Code | Ministry | Scheme Type | Scheme Name | Location | District | Description | Updated | Status |
|------------------|-----|-------------|----------|-------------|-------------|----------|----------|-------------|---------|--------|
| No Record Found. |     |             |          |             |             |          |          |             |         |        |

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Generate Scheme Code

Select Ministry

Select Type of Scheme

Type Scheme Name

Location will be updated Automatically

Enter a short description of Scheme

Enter Captcha Code

234684

Enter Verification Code

On clicking “**Generate Scheme Code**” button a form will be opened to enter the details for the scheme.

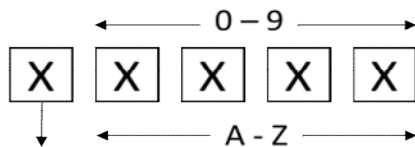
Please enter the following fields –

- Ministry Name.
- Type of Scheme.
- Scheme Name.

- 
- d. Location will be updated automatically for the specific UT.
  - e. Scheme Description- Short description of the Scheme.
  - f. Captcha Code.

After entering details of all the mandatory fields press submit button a random alphanumeric code will be generated for the specific “UT Scheme”.

**Code Generated will be Five (5) characters randomly generated Alpha-Numeric**



**Scheme Type**

- A. Central Sector
- B. Centrally Sponsored
- C. State Scheme
- D. District Scheme

- System generated random scheme code
- First character to be between values A to Z
- Balance four characters to be between 0 – 9 or A to Z
- Number is semantics-free

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

##### **Contact Persons are:**

##### **Shri Ravi Ranjan**

Under Secretary (DBT)  
DBT Mission  
Cabinet Secretariat,  
4th Floor, Shivaji Stadium Annexe  
Shaheed Bhagat Singh Marg,  
New Delhi-110001  
Phone No. - 23343860. Ext. 363

##### **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

##### **Ms. Shaivalini Sharma**

Young Professional  
DBT Mission  
Cabinet Secretariat,  
4th Floor, Shivaji Stadium Annexe  
Shaheed Bhagat Singh Marg,  
New Delhi-110001  
Phone No. - 23343860. Ext. 338