



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

**Generate Scheme Code for Centrally  
Sponsored Schemes running in UT**

**User Manual Guide**

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## Table of Contents

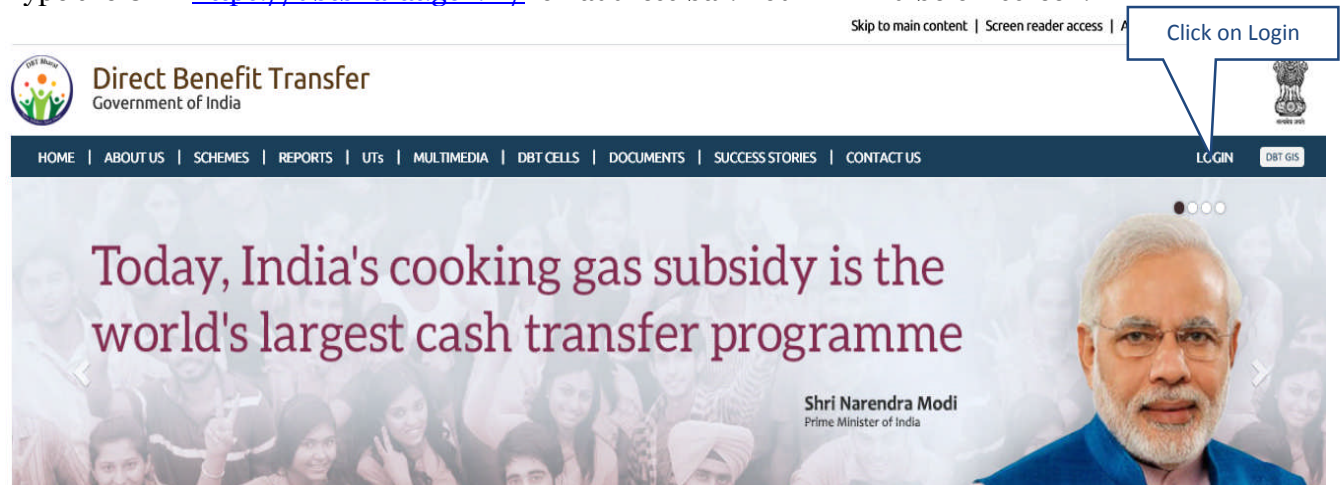
<b>1. INTRODUCTION .....</b>	<b>4</b>
<b>2. UT USER LOGIN .....</b>	<b>4</b>
<b>3. SCHEME CODE .....</b>	<b>5</b>
3.1    GENERATE SCHEME CODE TAB .....	5
3.2    GENERATE SCHEME CODE FOR CENTRAL SPONSORED SCHEMES .....	6
<b>4. NAME AND DESIGNATIONS OF OFFICERS OF DIRECT BENEFIT TRANSFER (DBT) .....</b>	<b>10</b>

## 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 Centrally Sponsored Schemes running in UT 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 Centrally Sponsored Schemes running in UT**.

## 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 includes fields for 'username', 'password', and 'Enter Verification Code.' (with a captcha image 'f92f5a'). A 'SIGN IN' button and a 'Forgot Password?' link are at the bottom. Annotations with arrows point to each field and 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 Tab

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

Generate Scheme Code Tab

Generate Scheme Code Export

#	SNo.	Scheme Code	Ministry	Scheme Type	Scheme Name	Location	District	Description	Updated	Status
No Record Found.										

Active Submit

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myGov मेरी सरकार

### 3.2 Generate Scheme Code for Central Sponsored Schemes

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

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For any technical assistance please call 011-23740715 (Monday to Friday, except holidays, 9AM to 5PM) or Email at feedback@dbtbharat.gov.in

Generate Scheme Code

Department\* Select Ministry/Dept.

Type Of Scheme\* Select Type of Scheme

Scheme Name\* Enter Scheme Name

Location\* CHANDIGARH

Select Associated Centrally Sponsored Scheme\* -Select centrally sponsored mir

Scheme Description\*

Manage UT Scheme

Manage UT Scheme Data

UT Report

My Success Story

Scheme Code

As depicted above a form will be opened. Enter the following details.

1. Department- Implementing department in UT for Centrally Sponsored Scheme.

2. Type of Scheme- From dropdown select 'Centrally Sponsored Scheme'

3. Scheme Name- Qualifying Scheme name could be same as that of the Central Government run CSS or as modified by the respective UT.

The screenshot shows the 'Generate Scheme Code' form. On the left is a sidebar with links: 'Manage UT Scheme', 'Manage UT Scheme Data', 'UT Report', 'My Success Story', and 'Scheme Code'. The form fields include: 'Department\*' (dropdown with '-Select Ministry--'), 'Type Of Scheme\*' (dropdown with 'Centrally Sponsored Scheme'), 'Scheme Name\*' (text input), 'Location\*' (text input with 'CHANDIGARH'), 'Scheme Description\*' (text area), and 'Select Associated Centrally Sponsored Scheme\*' (dropdown with 'D/o Financial Services / LIC'). A callout box with the text 'Select Associated Ministry/Dept.' points to the 'Type Of Scheme' dropdown.

As depicted above from the dropdown select the Ministry/Dept. of Central Govt. whose Centrally Sponsored Scheme is running in UT.

This screenshot is similar to the previous one but with a different callout. The 'Type Of Scheme' dropdown is still set to 'Centrally Sponsored Scheme'. The 'Select Associated Centrally Sponsored Scheme\*' dropdown now has 'AABY-CLAIMS' selected. A callout box with the text 'Select Associated Centrally Sponsored Scheme' points to this dropdown.

As depicted above from the dropdown select the name of Centrally Sponsored Scheme as given by Central Ministry/Department.

Manage UT Scheme Data
UT Report
My Success Story
Scheme Code

Department\*
--Select Ministry--

Type Of Scheme\*
Centrally Sponsored Scheme

Scheme Name\*

Location\*
CHANDIGARH

Scheme Description\*

Select Associated Centrally Sponsored Scheme\*
D/o Financial Services / LIC
AABY-CLAIMS

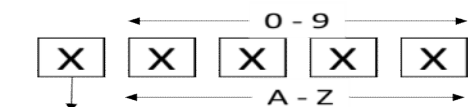
Captcha Code\*
b78856

Enter Verification Code.

Scheme Description

Enter Captcha Code

Enter Scheme Description, Captcha Code and press submit button. A code starting with ‘E’ will be generated for a Centrally Sponsored Scheme running in UT which will be tagged to a Centrally Sponsored Scheme of the Central Government, code of which starts with ‘B’.



#### Scheme Type

- A. Central Sector
- B. Centrally Sponsored
- C. State / UT Scheme
- D. District Scheme
- E. State / UT CSS

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



Manage UT Scheme

Manage UT Scheme Data

My Success Story

Scheme Code

UT Report

DBT Samiksha

Generate Scheme Code

[Help?](#)

Record has been Added Successfully.

Tagged Associated CSS Code of the Central Govt. starts with 'B'

New Scheme code starting with 'E' for UT CSS .

1 Record(s) Found.

#	SNo.	Scheme Code	Ministry	Scheme Type	Scheme Name	Location	District	Descr.	Associated Scheme Code	Updated	Status
		ESEBM	D/o Higher Education	Centrally Sponsored Scheme	Post - Matric Scholarship for SC student	DADRA & NAGAR HAVELI	NA	Post Matric Scholarship Scheme	BPASX	2016-10-13 11:19:09	Active

Active

As depicted above code starting with 'E' will be generated for a Centrally Sponsored Scheme running in UT which will be tagged to a Centrally Sponsored Scheme of the Central Government, code of which starts with 'B'.

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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)

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