



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

**UTs Data Upload**

**User Manual Guide**

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## 1. Manage UT 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 UT 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.

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

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Manage Scheme Data

Manage UT Scheme Data

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#### Scheme Details


Search By: DELHI Scheme, Ministry [Submit](#) [Reset](#) [Add New Scheme](#)

31 Record(s) Found.

#	SNo.	Scheme Name	Ministry	Scheme Type	Scheme Category	Status	Edit
<input type="checkbox"/>	1	Text Book Subsidy to School Students	D/o Higher Education	Cash	UT Scheme	Active	<a href="#">Edit</a>   <a href="#">Translate in Hindi</a>
<input type="checkbox"/>	2	Scholarship Merit Scholarship to SC-ST-OBC Students from Class I to XII	D/o Higher Education	Cash	UT Scheme	Active	<a href="#">Edit</a>   <a href="#">Translate in Hindi</a>


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

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## Add New UT Scheme

**UT Name\***  
--Select Category--

**Language\***  
English

**Ministry\***  
--Select Ministry--

**Scheme Name\***

**Scheme Type\***  
--Select Scheme Type--

**Scheme Category\***  
--Select Category--

**Scheme Group\***  
--Select Scheme Group--

**Scheme Description\***  

Source

Add New Scheme tab fields. User can enter data for specific fields

Please enter following fields –


- a. UT Name
- b. Ministry/Department from the given list of Ministries/Departments.
- c. Scheme Name
- d. Scheme Type- Cash/Kind/Others
- e. Scheme Category- UT Scheme or CSS Scheme
- f. Scheme Group
- g. 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 UT Scheme**” tab UT by clicking on “**Edit**” link.

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Click on UT and Submit button to see list of Existing Schemes

Search By: DELHI Scheme, Ministry

Submit Reset

Add New Scheme


31 Record(s) Found.

#	SNo.	Scheme Name	Ministry	Scheme Type	Scheme Category	Status	
<input type="checkbox"/>	1	Text Book Subsidy to School Students	D/o Higher Education	Cash	UT Scheme	Active	<a href="#">Edit</a>   <a href="#">Translate in Hindi</a>
<input type="checkbox"/>	2	Scholarship Merit Scholarship to SC-ST-OBC Students from Class I to XII	D/o Higher Education	Cash	UT Scheme	Active	<a href="#">Edit</a>   <a href="#">Translate in Hindi</a>

Click here for Manage Scheme


One can edit existing schemes

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



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### Edit UT Scheme

**UT Name\***

DELHI

**Language\***

English

**Ministry\***

D/o Higher Education

**Scheme Name\***

Text Book Subsidy to School Students

**Scheme Type\***

Cash

**Scheme Category\***

UT Scheme

**Scheme Group\***

OTHERS

**Scheme Description\***

Source |

Please enter following fields –

- a. UT Name
- b. Ministry/Department from the given list of Ministries/Departments.
- c. Scheme Name
- d. Scheme Type- Cash/Kind/Others
- e. Scheme Category- UT Scheme or CSS
- f. Scheme Group
- g. 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.

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

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