



# Direct Benefit Transfer

Beneficiary List Management System



## A simple and offline system

A simple and offline system to allow the preparation of the list of beneficiaries at sub-district offices and the associated workflow to get the list validated, verified and sanctioned by designated offices.

[LOGIN](#)



### Beneficiary List Formats

- ❏ [State & Scheme Specific Formats for preparing the list of beneficiaries](#)
- ❏ [Rules for Validation of the Beneficiary List](#)

[Read more...](#)



### Help / Downloads

- ❏ [Download PDF file containing the Presentation.](#)

[Read more...](#)



### Reports

- ❏ [Verified Beneficiary Lists Proposed for Payment](#)
- ❏ [Verified Beneficiary Lists Recommended for Payment](#)

[Read more...](#)



# Background

- GoI/State Govt are running several schemes for citizens.
- Most of the Schemes are being run without a proper work-flow-based system
- The names and other details of the beneficiaries are available only at the district/sub-district level
- Higher Offices (State/GoI) know only consolidated numbers.



# Proposed System

- Will help the field offices (at district/sub-district level) to create an excel sheet consisting of the proposed list of beneficiaries for providing benefits under the scheme
- The field offices will send the excel sheet to district offices, who in turn will forward the sheet to State for Payment
- States may make the payment and/or may forward the list to GoI for sanction & payment



# Outcome

- A simple and offline system to allow the preparation of the list of beneficiaries at sub-district offices and the associated workflow to get the list validated, verified and sanctioned by designated offices.
- The names and other details of the beneficiaries are available at all levels and also in public domain.
- The beneficiary List can be prepared in a spreadsheet



Application Url – <http://dbtapp.gov.in>

## ■ Major Stake Holders

- Govt. of India Ministries running various schemes
- State Govt. Departments (tribal welfare, etc)
- District Administration
- District-level offices of various departments (tribal welfare, school, etc) involved in the implementation of the schemes
- Public



# Functions of different stakeholders

- State Administrator (NIC State Coordinator)
  - Identifies schemes operational in the State
  - Creates State-level Scheme Administrator for each of the identified scheme
- State Scheme Administrator (State Govt. Department)
  - Creates and freezes scheme-specific Excel template for the State
  - Verifies the list of beneficiaries forwarded by scheme verifiers at district level
  - Sends the list back to district/verifier for corrections
  - Forwards verified and **DIGITALLY SIGNED** list of beneficiaries to concerned ministry and/or Sponsor Bank for sanction and Disbursal



# Functions of Different Stakeholders

- District Administrator (DIO, NIC)
  - Identifies schemes applicable in the district
  - Creates scheme-specific administrators
  
- District Scheme-specific administrators (District level Department)
  - Creates scheme-specific verifier (only one per district)





# Functions of Different Stakeholders

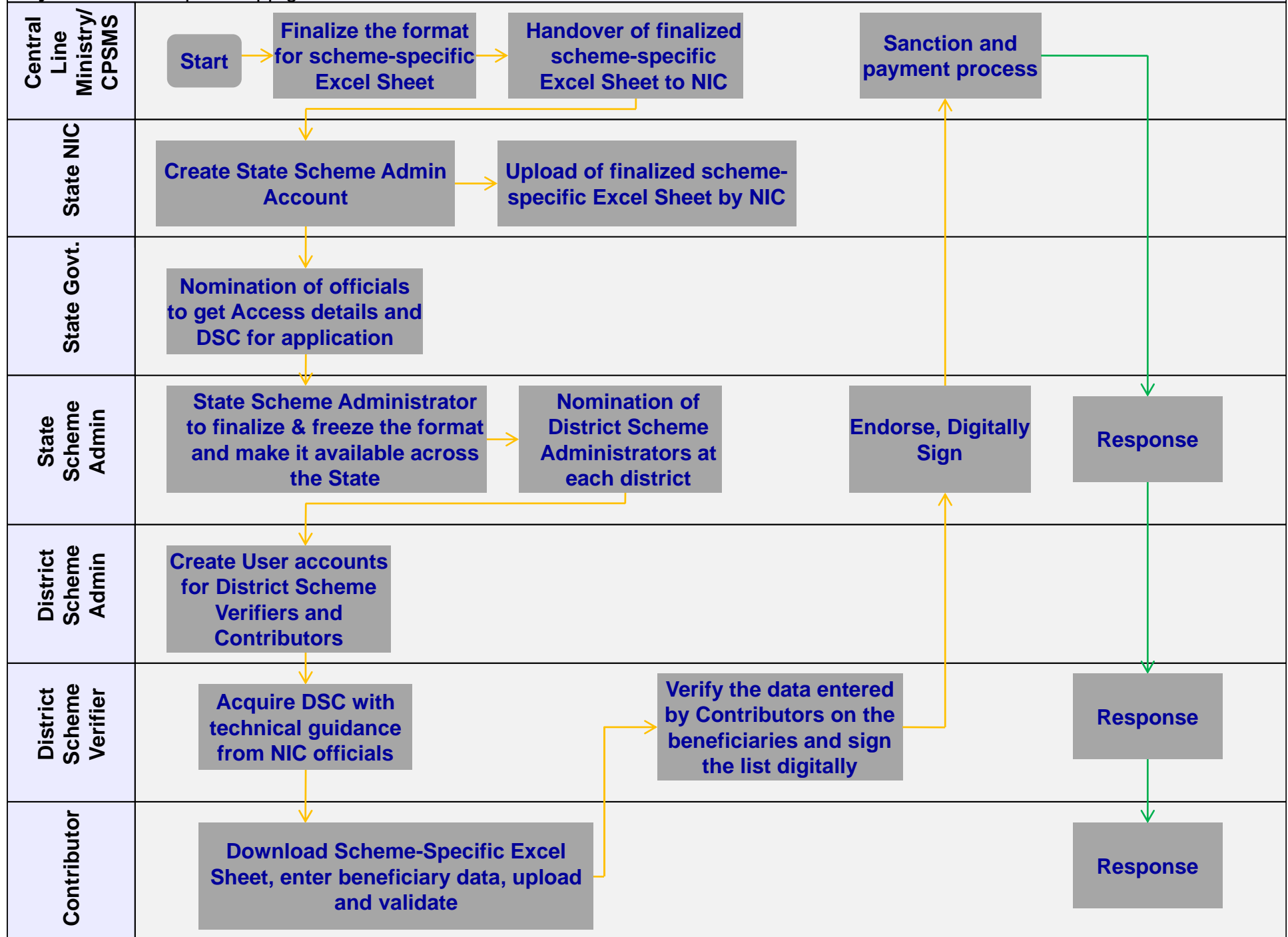
## ■ District Scheme-specific Verifier

- Creates scheme-specific contributors (multiple)
- Validates & Verifies the beneficiary list uploaded by the contributor
- Sends back the list for correction to Contributor or
- Finalizes the amount to be paid to each beneficiary (by State Govt. as well as Central govt.)
  - Digitally signs the list
  - Forwards the list to State Scheme Admin or CPSMS (and/or) Sponsor Bank

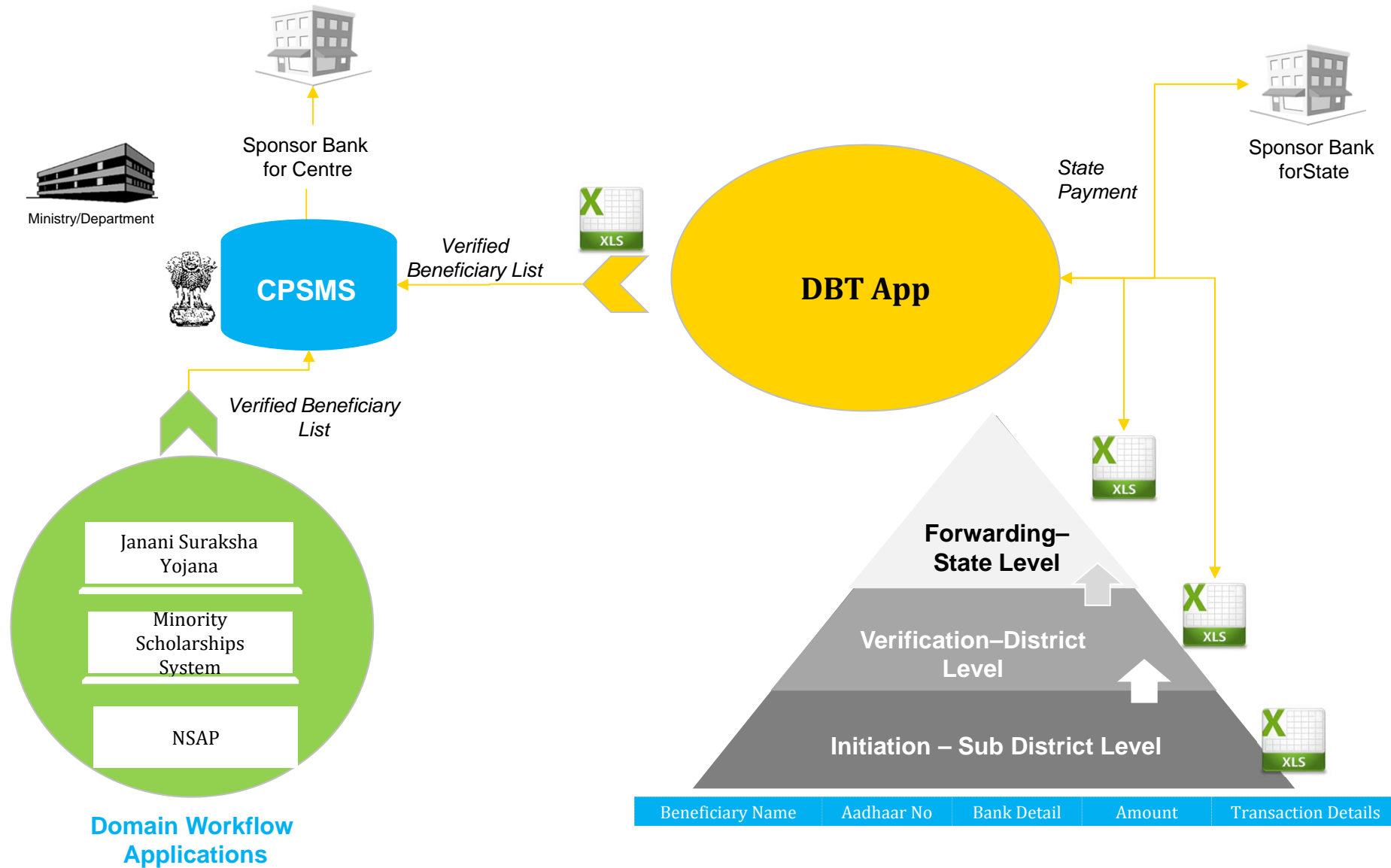


# Functions of Different Stakeholders

- District or Sub-district level scheme-specific contributor
  - A contributor is always assigned to only one scheme
  - Downloads the excel sheet finalized by State Scheme Administrator
  - Enters beneficiary details
  - Uploads and forwards the excel sheet to Scheme Verifier
  - System validates uploaded excel sheet (against the logic specified by the excel finalized by State Scheme Administrator)
  - Downloads invalid excel sheets rejected by verifier
  - Re-uploads the corrected sheet



# Illustrative Information flow





## A simple and offline system

A simple and offline system to allow the preparation of the list of beneficiaries at sub-district offices and the associated workflow to get the list validated, verified and sanctioned by designated offices.

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## Download

- ⌘ [Sample spreadsheet](#)
- ⌘ [Uploaded Lists](#)



## Upload

- ⌘ [Upload Lists](#)
- ⌘ [Track Status](#)



## Validate Lists

- ⌘ [Rules](#)
- ⌘ [Validate and Send for Verification](#)
- ⌘ [Failed Validation](#)
- ⌘ [Successfully Validated](#)



## Re-Upload Corrected List

- ⌘ [Validation Failed](#)
- ⌘ [Received for Re-check](#)



## CPSMS

- ⌘ [Pending for Validation](#)
- ⌘ [Validated List](#)
- ⌘ [Failed List](#)
- ⌘ [Paid List](#)

## Upload Excel beneficiary Sheet

### Upload List of Beneficiaries for Payment

Scheme: NATIONAL CHILD LABOUR PROJECT

Please Enter Your Office Reference/Register Number : \*

Remarks : \*

Please Select Excel file ( .xls or .xlsx) containing List of Beneficiaries. \*

Browse...



Enter characters being displayed in above image (It is NOT Case Sensitive).

**Upload Beneficiary List on Server**



[View beneficiary lists pending for validation](#)

## Validate and send for verification

Home Download Upload **Validate Lists** Re-Upload Corrected Lists CPSMS


Rules  
**Validate and Send for Verification**  
 Failed Validation  
 Successfully Validated

### Uploaded Data Pending for Validation

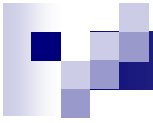
SrNo	Transaction ID	Uploaded Date	Uploaded Time	Payment Status	Remarks	Number of Beneficiaries	Validation Status	Validate/Download Failed Files
1	244	11/04/2013	10:54:00	Payment Done. Just for Information	to verifier	21	PENDING with Contributor for Validation	
2	243	11/04/2013	10:53:00	Payment Done. Just for Information	to verifier	2	PENDING with Contributor for Validation	

Home Download Upload **Validate Lists** Re-Upload Corrected Lists CPSMS

### Beneficiary Lists Validated Successfully and Forwarded for Verification

SrNo	Transaction ID	User Reference Number	Upload Date	Upload Time	Contributor Remarks	No. of Beneficiaries	Validation Status
1	242	File : labour_dbt3-Ref. No. T010	11/04/2013	10:51:00	to verifier	11 	Beneficiary List VALIDATED SUCCESSFULLY





# VERIFIER



## Verification

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- ⌘ [Enter Sanction Amount](#)
- ⌘ [Verify Lists](#)
- ⌘ [Print Verified Lists](#)
- ⌘ [Lists Sent Back for Rechecking](#)
- ⌘ [Lists Rejected by me](#)
- ⌘ [Track Status](#)



## Recheck

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- ⌘ [Process Lists Received for Recheck](#)
- ⌘ [Lists Received for Rechecking](#)
- ⌘ [Lists Rejected by Higher Offices](#)



## CPSMS

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- ⌘ [Pending for Validation](#)
- ⌘ [Validated List](#)
- ⌘ [Failed List](#)
- ⌘ [Paid List](#)



# Sanction Amount

Verification Recheck CPSMS

Enter Sanction Amount

District : **Angul Test**

Scheme : **NATIONAL CHILD LABOUR PROJECT**

S.No	TRA No	Details	Beneficiary Details	Register Amount
1	242 	District : Angul Test Scheme : NATIONAL CHILD LABOUR PROJECT URN : T010[File namelabour_dbt3] Remarks : to verifier	Total Beneficiaries : 11 	

## Sanction Amount Individual / Group

### Enter Sanction Amount

District : **Angul Test**

Scheme : **NATIONAL CHILD LABOUR PROJECT**

Back

S.No	TRA No.	URN	Name	Gender	Adhaar Card No	<input checked="" type="radio"/> Individual <input type="radio"/> Group	Save
1	242	T010	RAJNEESH	Female	383891533637	GOI Share (Amount in Rs.) : 1500	State Share (Amount in Rs.) : 0
2	242	T010	AARTI DEVI	Female		GOI Share (Amount in Rs.) : 1500	State Share (Amount in Rs.) : 0
3	242	T010	Sushila	Female	859857816988	GOI Share (Amount in Rs.) : 1500	State Share (Amount in Rs.) : 0
4	242	T010	NEETU VERMA	Female	990477265347	GOI Share (Amount in Rs.) : 1500	State Share (Amount in Rs.) : 0
5	242	T010	SONI	Female	550550710596	GOI Share (Amount in Rs.) : 1500	State Share (Amount in Rs.) : 0
6	242	T010	KIRAN	Female	448083419377	GOI Share (Amount in Rs.) : 1500	State Share (Amount in Rs.) : 0
7	242	T010	RIZWANA KHATUN	Female	976327648444	GOI Share (Amount in Rs.) : 1500	State Share (Amount in Rs.) : 0
8	242	T010	SUSHILA	Female	706361674646	GOI Share (Amount in Rs.) : 1500	State Share (Amount in Rs.) : 0
9	242	T010	PRIYANKA RANI JATAV	Female	340407776778	GOI Share (Amount in Rs.) : 1500	State Share (Amount in Rs.) : 0
10	242	T010	RUBY SHARMA	Female	764022528462	GOI Share (Amount in Rs.) : 1500	State Share (Amount in Rs.) : 0
11	242	T010	BEEN A	Female	524106312117	GOI Share (Amount in Rs.) : 1500	State Share (Amount in Rs.) : 0

# Verification Order

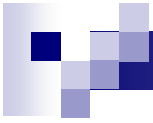
## Verify List

Please use Digital Certificate while verifying / forwarding beneficiary excel sheet. Please contact State NIC officials or District NIC Officials to know the procedure of obtaining Digital Certificate.

District : **Angul Test**

Scheme : **NATIONAL CHILD LABOUR PROJECT**

S.No	TRA No	Beneficiary List Details	Beneficiary Details	Verify & Send the beneficiary List to State Hqs	Reject Beneficiary List/Proposal	Send the List Back to Contributor for Recheck/Correction
1	242	District : Angul Test Scheme : NATIONAL CHILD LABOUR PROJECT URN : T010[File namelabour_dbt3] Remarks : to verifier	Total Beneficiaries : 11 	Verification Order Number : * <input type="text"/> Verification Order Date : * <input type="text"/> Verification Note/Remarks : * <input style="width: 100%;" type="text"/> <div style="text-align: center;"><input type="button" value="Verify"/></div>	Reason for Rejecting the Beneficiary List : * <input style="width: 100%;" type="text"/> <div style="text-align: center;"><input type="button" value="Reject"/></div>	Reason/Suggestions for Correction : * <input style="width: 100%;" type="text"/> <div style="text-align: center;"><input type="button" value="Recheck"/></div>



# STATE SCHEME ADMIN



### Spreadsheet Approval

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- ⌘ Approve List format proposed by Ministry



### Beneficiary List Management

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- ⌘ Forward Lists for validation to CPSMS
- ⌘ Forward Validated Lists for Payment to CPSMS
- ⌘ Lists Forwarded to CPSMS
- ⌘ Verification of Digital Signatures
- ⌘ Lists sent back by me for Rechecking
- ⌘ Lists rejected by me
- ⌘ Track Status





## State Scheme Admin (Forward Lists for Payment to CPSMS)

### Forward Lists for Payment to CPSMS

Help: Please use Digital Certificate while verifying / forwarding beneficiary List. Please contact State NIC officials or District NIC Officials to know the procedure of obtaining Digital Certificate.

District : Angul Test ▼

Scheme : NATIONAL CHILD LABOUR PROJECT

S.No	TRA No	Order Details	Beneficiary Details	Digitally Sign & Forward for Payment	Reject List	Send List Back for Recheck
1	241	District : Angul Test Contributor Remarks : to test	Total Beneficiaries : 21 		Reason <input type="text"/> 	Reason <input type="text"/> 



# State Scheme Admin (Forward Lists for Payment to CPSMS)

Spreadsheets Approval | Beneficiary List Management

## Forward Lists for Payment to CPSMS

Help: Please use Digital Certificate while verifying / forwarding beneficiary List. Please contact State NIC officials or District NIC Off

District: Angul Test

Scheme: NA

### ATIONAL CHILD LABOUR PROJECT

Reject List

Send List Back for Recheck

Reason

Reject

Reason

Recheck

S.No	TRA No	Order Details	Beneficiary Details	Digitally Sign & Forward for Payment
1	241	District : Angul Test Contributor Remarks : to test	Total Beneficiaries : 21	Digitally Sign and Forward for Payment

## Digitally Sign Beneficiary List and Send for Payment

### Digitally Sign Beneficiary List and Send for Payment

#### Requirements for digitally signing the list

- Ensure that you are using any one of the latest browsers(updated)
- Ensure that Latest Java Runtime Environment (JRE) is installed on your computer, Please click this link for more information
- Ensure that your USB e-Token is inserted in the USB port.

#### Steps involved in Signing your list

1. Please click on button **Prepare list for digital Signature**
2. Once the list is prepared click on button **Digitally Sign Beneficiary List** (will be displayed automatically once you complete step 1) and follow the on screen instructions, make sure that USB e-Token is inserted
3. After successful signing process please click on **Send List for Payment** (will be displayed automatically once you complete step 1 & 2) to upload the content to CPSMS
4. **If you are not able to Digitally Sign because of some browser incompatibility issues, Please retry this same process in another browser preferably in either Mozilla FireFox or Google Chrome**

#### List Details

TRA No. : 241  


District : Angul Test

URN : 0001

Contributor Remarks : to test

Download/View List : 

Scheme : NATIONAL CHILD LABOUR PROJECT

Total Beneficiaries : 21

Remarks/Instructions for payment

**Prepare list for digital Signature**



### Digitally Sign Beneficiary List and Send for Payment

Digitally Signing Help

TRA No. : 241  


District : Angul Test

URN : 0001

Contributor Remarks : to test

Download/View List : 

Scheme : NATIONAL CHILD LABOUR PROJECT

Total Beneficiaries : 21

Sign the list digitally





Government of India

# Direct Benefit Transfer Portal

NATIONAL CHILD LA

Needsheet Approval Beneficiary List Management

## Digitally Sign Beneficiary List and Send for Payment

Digitally Signing Help

TRA No. : 241

District : Angul Test

URN : 0001

Contributor Remarks : to test

Please select your Digital certificate

Select certificate : Pushpankar ( Issuer = NIC sub-CA for NIC 2011 & OU = Group A )

OK

Cancel

Sign the list digitally

Windows Security

### Microsoft Smart Card Provider

Please enter your PIN.

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PIN

[Click here for more information](#)

OK Cancel

Contributor Remarks : to test

OK Cancel



No. : 

Download/View List : 

istrict : Angul Test

Scheme : NATIONAL CHILD LABOUR PROJECT

IRN : 0001

Total Beneficiaries : 21

arks : to test





### Digital Signature and Upload Status

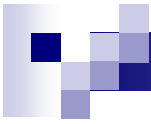
**SUCCESS: The list has been digitally signed successfully.**

**SUCCESS: The digitally signed list has been successfully uploaded into the CPSMS Se**

Forward another list

Upload a failed transmission

View already signed list



**Beneficiary List Management**

**Selected Beneficiary List**

Angul Test

Scheme : **NATIONAL CHILD LABOUR PROJECT**

Search

A No	List Details	Beneficiary List	Verify Digital Sign
	URN:[test]	2 Beneficiaries ↓	...
	URN:[0001]	21 Beneficiaries ↓	...



Digital Signature Validation Status



**Successfully validated the Digital Signature**

Signed by :Pushpankar

Sign Dated:11/04/2013 11:12:00

Subject Alternative Name:RFC822

Name=chand.pushpankar@nic.in





# **RETURN RESPONSE FROM CPSMS/MINISTRY**



### Download

- ⌘ [Sample spreadsheet](#)
- ⌘ [Uploaded Lists](#)



### Upload

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- ⌘ [Track Status](#)



### Validate Lists

- ⌘ [Rules](#)
- ⌘ [Validate and Send for Verification](#)
- ⌘ [Failed Validation](#)
- ⌘ [Successfully Validated](#)



### Re-Upload Corrected List

- ⌘ [Validation Failed](#)
- ⌘ [Received for Re-check](#)



### CPSMS

- ⌘ [Pending for Validation](#)
- ⌘ [Validated List](#)
- ⌘ [Failed List](#)
- ⌘ [Paid List](#)



Validate Lists Re-Upload Corrected Lists CPSMS

Beneficiary List Pending For Validation with CPSMS

District : Angul Test

Scheme : Post Matric Scholarship for ST

Show Records

	TRA No	Order Details	Beneficiary Details	
1	234 	District : Angul Test Remarks : test	Total Beneficiaries : 4 Proposed For Payment : 0 Rejected : 0	  
2	216 	District : Angul Test Remarks : test	Total Beneficiaries : 2 Proposed For Payment : 0 Rejected : 0	  
3	209 	District : Angul Test Remarks : test to check re-forward	Total Beneficiaries : 4 Proposed For Payment : 1 Rejected : 3	  
4	208 	District : Angul Test	Total Beneficiaries : 4 Proposed For Payment : 3	 







[Validate Lists](#) [Re-Upload Corrected Lists](#) [CPSMS](#)

### Beneficiary List Verified By CPSMS

Angul Test

Scheme : Post Matric Scholarship for ST

[Show Records](#)

TRA No	Order Details	Beneficiary Details
218 	District : Angul Test Remarks : to verifier	Total Beneficiaries : 4  Proposed For Payment : 3  Rejected : 1 



ad [Validate Lists](#) [Re-Upload Corrected Lists](#) [CPSMS](#)

### Paid Benificary List

District : **Angul Test**

Scheme : **Post Matric Scholarship for ST**

[Show Records](#)

TRA No	Order Details	Beneficiary Details
No details as per the desired criteria are available in the database or the desired information is not available/entered by the user.		

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**THANKS**