

**File No. I-11011/40/2013**  
**Government of India**  
**Planning Commission**  
**(DBT Division)**

Yojana Bhawan, Sansad Marg,  
New Delhi-110001  
Dated: 12.4.2013

**OFFICE MEMORANDUM # 6**

**Subject: Direct Benefits Transfer - Application for facilitating implementation of Direct Benefit Transfer (DBT).**

National Informatics Centre (NIC) has developed a software application to facilitate implementation of Direct Benefit Transfer (DBT) by the Central Government Line Ministries. The same is available on <http://dbtapp.gov.in>.

2. This system will enable the field functionaries at the District/State level to upload, verify, and certify the list of beneficiaries and automatically forward the same to CPSMS for authorization of payment by the designated officers in the Central Line Ministries. NIC is issuing Digital Signature Certificates (DSCs) to the Officers nominated by the Line Ministries for this purpose. This software has been demonstrated to the Ministries which are participating in the DBT.
3. The system flow pertaining to this application is as under:
  - a) Ministry shall finalize the spreadsheet based format for each scheme to get the digitized list of beneficiaries from State/District whichever may be the case.
  - b) Ministry shall handover the format to NIC for uploading in <http://dbtapp.gov.in>.
  - c) Ministry shall intimate the respective Line/Nodal Department in State.
  - d) The concerned Line/Nodal Department in State shall nominate an official to approach NIC State Unit to get user-id/password and apply for DSC.
  - e) State Scheme Administrator shall view aggregated spreadsheet, finalize & freeze the format in <http://dbtapp.gov.in> so that the format can be downloaded within the State by field level functionaries of the scheme.
  - f) The concerned Line/Nodal Department in State shall nominate an official in each district to approach NIC District Centre user-id/password to perform the role of District Scheme Administrator.
  - g) District Scheme Administrator shall create accounts of District Scheme Verifier and Contributors.
  - h) District Scheme Verifier shall apply for DSC with the technical guidance of NIC officials.
  - i) Contributor will have the facility to download spreadsheet based format, enter the data, upload, validate and transmit the data file using the system.
  - j) District Scheme Verifier shall verify & digitally sign the list of beneficiaries, uploaded by the contributor, using the software so that the list becomes available to State Scheme Administrator.

- k) State Scheme Administrator shall endorse the beneficiary list, using DSC, being sent to Central Ministry.
- l) The Programme Division in the Ministry shall process the beneficiary list using CPSMS for payment.
- m) CPSMS to send the response back to <http://dbtapp.gov.in> which becomes visible to all concerned stakeholders.
- n) NIC is required to conduct training programme on the software for officials identified by State Government proposed to be using the system.
- o) The following checks are suggested for smooth operations of the system:
- <http://dbtapp.gov.in> is meant to be used by field functionaries involved in the implementation of a DBT scheme.
  - Ministry will use only CPSMS for processing sanction & payment and will not use directly <http://dbtapp.gov.in>
  - <http://dbtapp.gov.in> will act as a digitally signed beneficiary-list feeder to CPSMS and get back response.
  - The system will allow Contributor to leave amount field blank but ensure that verifier enters amount that is due to each beneficiary before it is sent further.
  - The system will check structural validity of Aadhaar number of each individual using Verhoeff Algorithms prescribed by UIDAI for the purpose.
  - The system will not allow transmission of blank record in the list being sent to higher levels.
  - The same official should not perform role of contributor and verifier

The flow chart laying out the system flow and status of demonstration and issuance of DSCs are enclosed as **Annexure I** and **II** respectively.

4. The Central Line Ministries/Departments may write to their counterpart Departments in the State Governments apprising them about the system and advise them to designate the officials at State and District level who will be authorized to work on <http://dbtapp.gov.in>. Also, the States may be advised to inform the officials who are designated as Verifiers at district level and State Scheme Administrators to apply for Digital Signature Certificate (DSC) to respective NIC State Unit and contact local NIC officials for training on <http://dbtapp.gov.in>.

5. Compliance to these instructions shall be completed by 30.04.2013.

6. This issues with the approval of Chairman, Executive Committee on Direct Benefits Transfer.

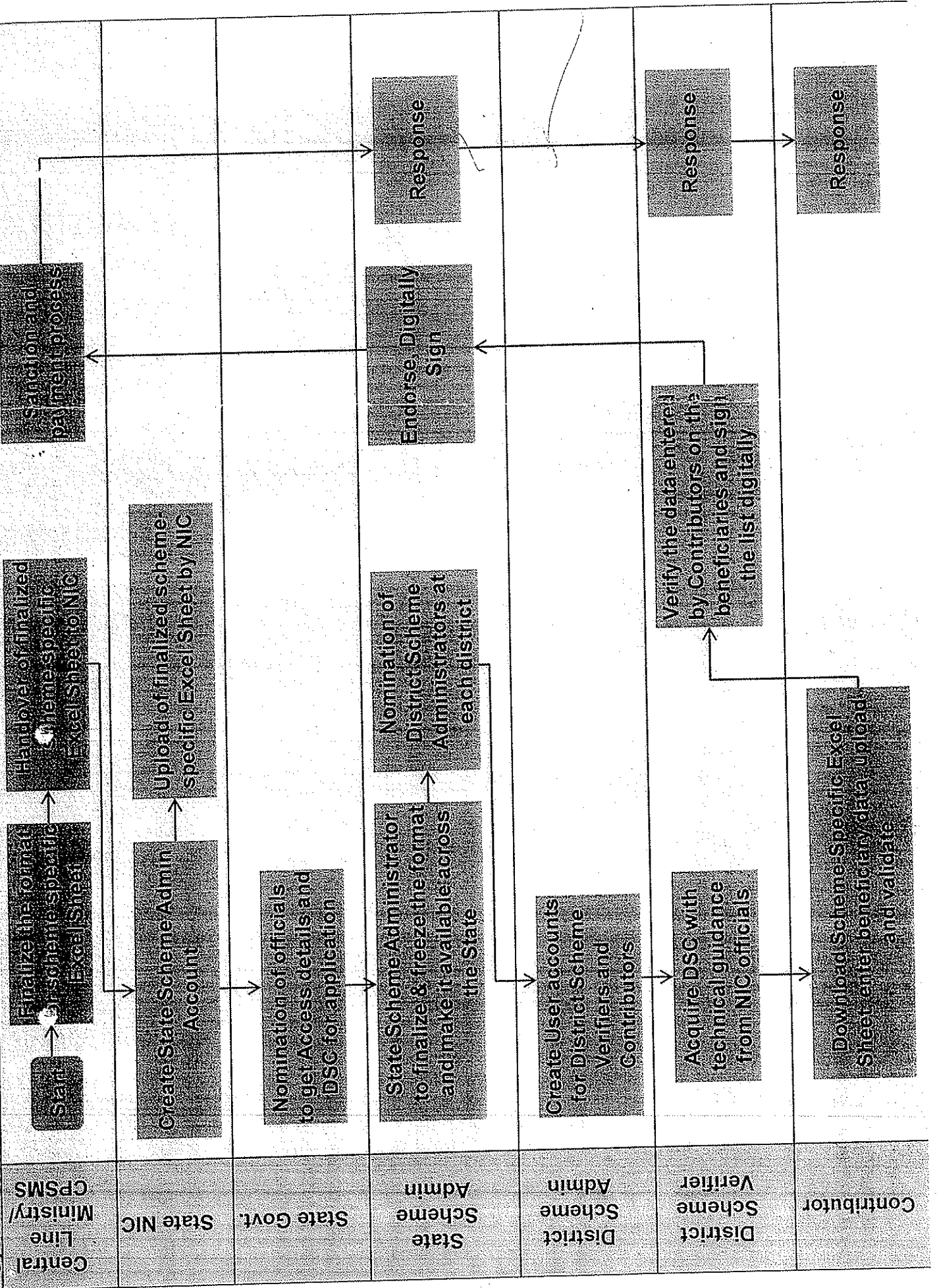
  
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Encl: As above

**To :**

1. Shri Ajit Seth, Cabinet Secretary, Rashtrapati Bhawan, New Delhi.
2. Shri Pulok Chatterji, Pr. Secretary to PM, South Block, New Delhi.
3. Shri R.S. Gujral, Secretary, D/o Expenditure, North Block, New Delhi.
4. Shri. Rajiv Takru, Secretary, Department of Financial Services, Ministry of Finance, New Delhi.
5. Shri. K. Desi Raju, Secretary, Ministry of Health and Family Welfare, Nirman Bhawan, New Delhi.
6. Shri Ashok Thakur, Secretary, Department of Higher Education, Shastri Bhawan, New Delhi.
7. Smt. Vibha Puri Das, Secretary, M/o Tribal Affairs, Shastri Bhawan, New Delhi.
8. Shri Sutanu Behuria, Secretary, M/o Minority Affairs, Paryavaran Bhawan, New Delhi.
9. Shri Mrityunjay Sarangi, Secretary, M/o Labour & Employment, Shram Shakti Bhawan, New Delhi.
10. Shri Prem Narain, Secretary, M/o Women & Child Development, Shastri Bhawan, New Delhi.
11. Shri S. Vijay Kumar, Secretary, M/o Rural Development, Krishi Bhawan, New Delhi.
12. Shri Anil Goswami, Secretary, Social Justice & Empowerment Shastri Bhawan, New Delhi.
13. Shri Rajarshi Bhattacharyan, Secretary, D/o School Education, Shastri Bhawan, New Delhi.
14. Shri Sudhir Kumar, Secretary, D/o Food & Public Distribution, Krishi Bhawan, New Delhi.
15. Shri Sudhir Mittal, Secretary, D/o Fertilizers, Shastri Bhawan, New Delhi.
16. Shri. Vivek Rae, Secretary, Ministry of Petroleum and Natural Gas, Shastri Bhawan, New Delhi.
17. Ms. P. Gopinath, Secretary, D/o Posts, Dak Bhawan, New Delhi.
18. Shri J. Satyanarayana, Secretary, D/o Electronics & IT, Electronic Niketan, CGO Complex, New Delhi.
19. Shri. V.S Madan, DG, UIDAI, Jeevan Bharti Building, New Delhi.

System Flow: <http://cbiapp.gov.in>



S.No.	Ministry/Department	Scheme Name	DBT App Status	Annexure II DSC Status
1	Ministry of Social Justice & Empowerment	Post Matric Scholarship for SC	Demo Given, Excel Sheet finalized	DSC Issued
2		Pre-Matric Scholarship for SC Students		
3		Pre-Matric Scholarship for children of those engaged in unclean operations		
4		Upgradation of merit of SC Students		
5		Post Matric Scholarship for OBCs		
6		Top class educations scheme		
7	Ministry of Human Resources Development, D/o Higher Education	Scholarship to Universities/ College Students	Demo Given, Finalized Excel Sheet awaited	DSC Issued (except for AICTE and UGC schemes where forms are awaited)
8		Fellowship Schemes of UGC		
9		Fellowship Schemes of AICTE		
10	Ministry of Human Resources Development, D/o School Education &	National Means cum Merit Scholarship	Demo Given twice, Finalized Excel Sheet	DSC Issued
11		National Incentive for the Girls Child for Secondary Education		
12		Post Matric Scholarship Scheme for ST Students		
13	Ministry of Tribal Affairs	Top Class Education Scheme	Already have full workflow based	DSC Issued
14		Rajiv Gandhi National Fellowship		
15	Ministry of Minority Affairs	Merit-cum-Means Scholarship	Demo Given, Finalized Excel Sheet awaited	One DSC issued; another form awaited
16		Matric Scholarship scheme		
17		Maulana Azad National Fellowship		
18	Ministry of Women & Child Development	Indira Gandhi Matritva Sahyog Yojana (IGMSY)	Demo Given, Finalized Excel Sheet awaited	One DSC issued; another form awaited
19		Dhanalakshmi Scheme		

20	Ministry of Health & Family Welfare	Janani Suraksha Yojana	Already have full workflow based application	DSC Issued
21		Scholarship to the Children of beedi workers	Demo Given twice, Finalized Excel Sheet awaited	DSC Issued
22		Housing Subsidy to beedi workers		
		Stipend to children in the special schools under the Child Labour Project		
23	Ministry of Labour & Employment	Stipend to trainees under the Scheme of Welfare of SC/ST job seekers through coaching, Guidance and Vocational Training		
24		Payment of stipend to trainees under the scheme of Skill Development in 34 Districts affected by Left Wing Extremism (LWE)		
25				