



# Direct Benefit Transfer (DBT)

## User Manual

For

Data Reporting by Departments  
Through SSO

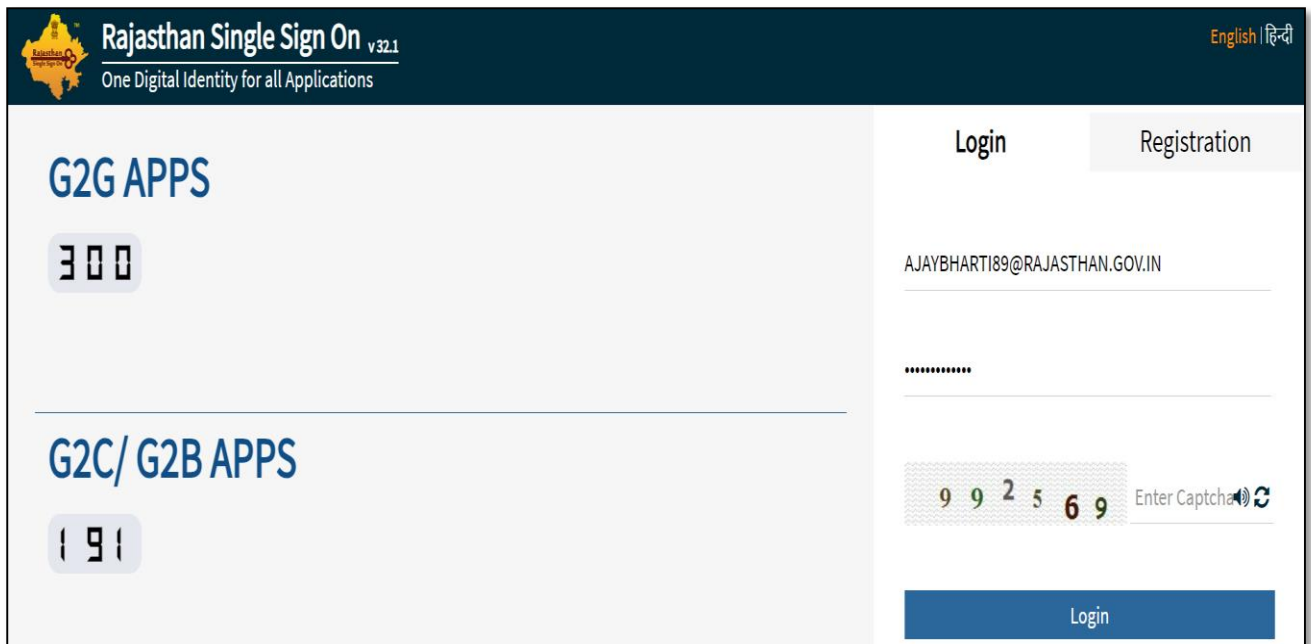
**For DBT Bharat Portal**

(for In-Kind Schemes)

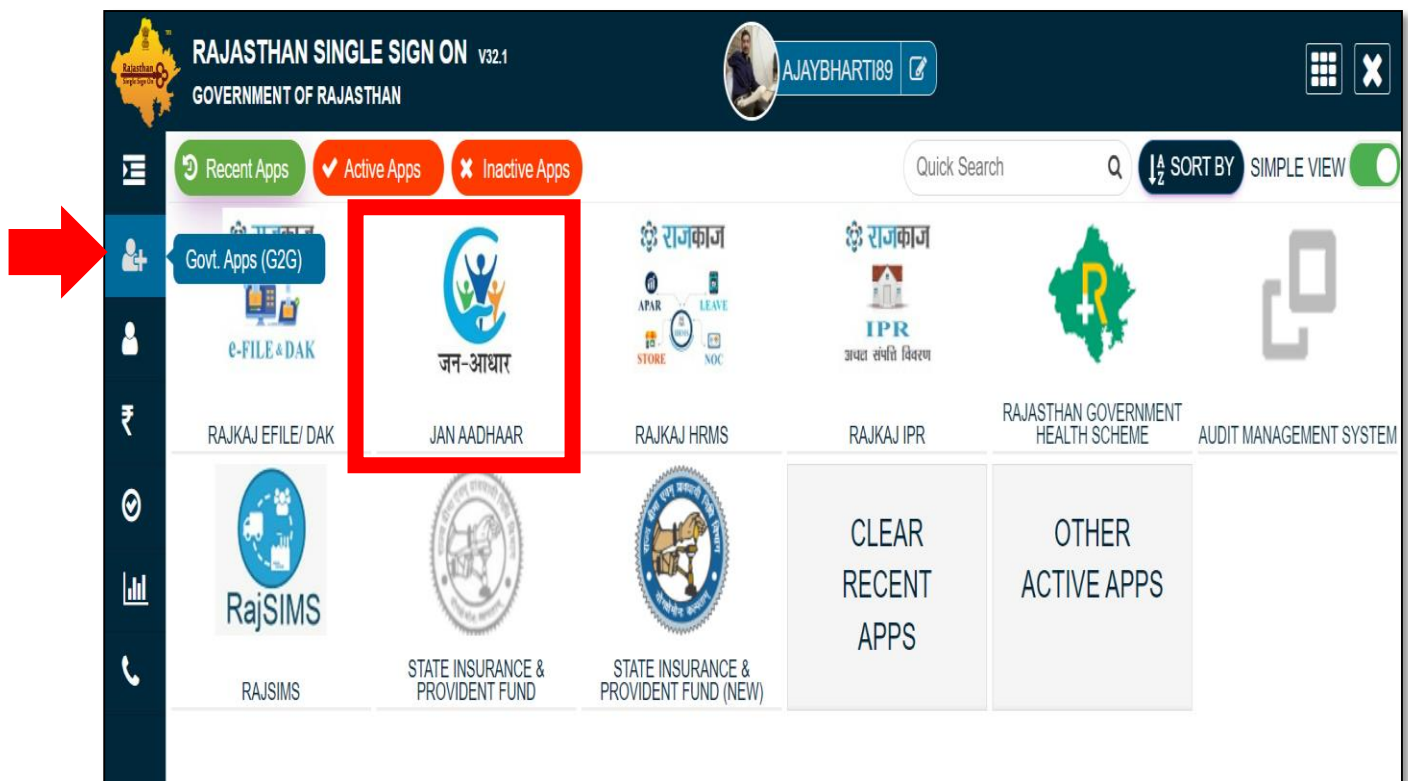
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**Rajasthan Jan Aadhaar Authority**

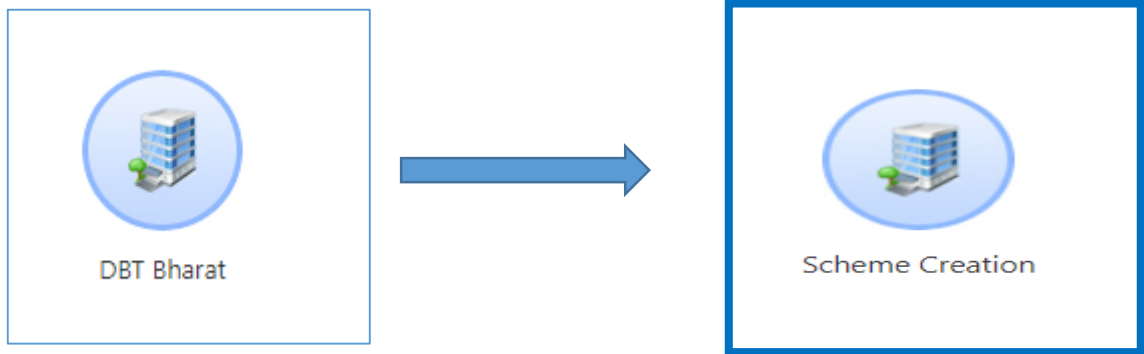
- A. **Open link <https://sso.rajasthan.gov.in/signin> and Login with the Nodal Officer's ID and password.**



- B. **Under the category of “Government Apps (G2G)”, click on the “JAN AADHAAR” icon.**



- C. The “Scheme Creation form” for all schemes (old or new) must be renewed every financial year. If you haven't created a scheme yet, click on the "Scheme Creation" icon.**



## Scheme Creation Form:

Schemes Creation
Go To Monthly Progress

Department\*
--Select Department Name

Scheme\*
Scheme Name

Benefit Type\*

Share of Fund (in %)\*
Share of Cent : Share of State

Financial Year\*
--Select Financial Year--

Central Fund Allocation for the State (for CSS Scheme)(in ₹)\*
Central Allocation For the State

State Normative Fund Allocation (for State Scheme) / State Share Fund Allocation (for CSS Scheme)(in ₹)\*
State Normative Allocation

Additional State contributed Fund Allocation by State to normative beneficiaries of CSS scheme (for CSS Scheme) (if any)(in ₹)\*
Additional State Allocation (if any)

Additional State Fund Allocation by State to additional beneficiaries supported by State (for CSS Scheme) (if any)(in ₹)\*
State Additional State Fund Alloc

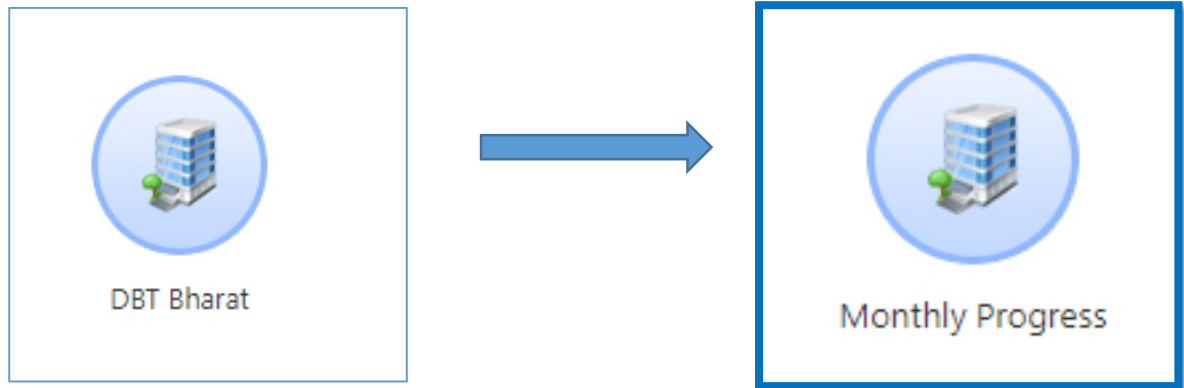
Total Fund Allocation (in Rs.)\*
Total Fund Allocation

Save
Reset

## Description of Input Parameters-

| S.No. | Parameter                                                                                                                             | Description                                                                                                                                  |
|-------|---------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| 1.    | Department                                                                                                                            | Department Name <i>(Auto fill)</i>                                                                                                           |
| 2.    | Scheme                                                                                                                                | Scheme Name <i>(Select from the Drop-down list)</i>                                                                                          |
| 3.    | Benefit Type                                                                                                                          | Cash/ In-Kind/ Composite <i>(Auto fill)</i>                                                                                                  |
| 4.    | Share of Fund (in %)                                                                                                                  | (Percentage Share of Central Fund) :<br>(Percentage Share of State Fund)                                                                     |
| 5.    | Financial Year                                                                                                                        | Financial Year <i>(Select from the Drop-down list)</i>                                                                                       |
| 6.    | Central Fund Allocation for the State (for CSS Scheme) (in ₹)                                                                         | Fund Allocation <b>by Central</b> (for CSS Scheme only)                                                                                      |
| 7.    | State Normative Fund Allocation (for State Scheme) /State Share Fund Allocation (for CSS Scheme) (in ₹)                               | Normative Fund Allocation <b>by State (for State Scheme)</b><br>or<br>Normative State Share Fund Allocation <b>by State (for CSS Scheme)</b> |
| 8.    | Additional State contributed Fund Allocation by State to <b>normative beneficiaries of CSS scheme</b> (for CSS Scheme) (if any)(in ₹) | Additional State contributed fund Allocation by State to <b>normative beneficiaries of CSS scheme</b> (if any)(in ₹)                         |
| 9.    | Additional State Fund Allocation by State to <b>additional beneficiaries supported by State</b> (for CSS Scheme) (if any)(in ₹)       | Additional Fund Allocation by State to <b>additional beneficiaries supported by State</b> <i>(in CSS Scheme)</i> (if any)(in ₹)              |
| 10.   | Total Fund Allocation (in ₹)                                                                                                          | Total Fund Allocation (in ₹) <b>(6+7+8+9)</b>                                                                                                |

**D. After Scheme Creation, click on the “DBT Bharat” icon and go further to the “Monthly Progress” icon.**



**Monthly Progress form has the following sections as-**

- 1) Scheme Progress
- 2) Beneficiary Details (should be “**Unique Cumulative**”)
- 3) Expenditure Incurred Details (“**Not Cumulative**” across months)
- 4) Expenditure Incurred Through Aadhaar Authenticated Transactions Details (“**Not Cumulative**” across months)
- 5) Transaction Details (“**Not Cumulative**” across months)
- 6) Savings Details (“**Not Cumulative**” across months)

## **1. Scheme Progress**

Scheme Progress -For Cash/In-Kind/Composite

Department Name\*

--Select Department No-- v

Scheme Name\*

Scheme Name v

Benefit Type\*

Year\*

--Select Year-- v

Month\*

--Select Month-- v

**Description of Input Parameters-**

| S. No. | Parameter       | Description                                         |
|--------|-----------------|-----------------------------------------------------|
| 1      | Department Name | Department Name <i>(Auto fill)</i>                  |
| 2      | Scheme Name     | Scheme Name <i>(Select from the Drop-down list)</i> |
| 3      | Benefit Type    | Cash/ In-Kind/ Composite <i>(Auto fill)</i>         |
| 4      | Year            | Financial Year                                      |
| 5      | Month           | Select Month of the Year <i>(April – March)</i>     |

**2. Beneficiary Details**

Beneficiary Details should be “**Unique Cumulative\*\***”.

**Beneficiary Details** (should be "Unique Cumulative") -For Cash/In-Kind/Composite scheme

|                                                                |                      |                                                                                                                 |                      |                                                                   |                      |
|----------------------------------------------------------------|----------------------|-----------------------------------------------------------------------------------------------------------------|----------------------|-------------------------------------------------------------------|----------------------|
| Number of Groups/Self-Help Groups (SHGs) [Wherever applicable] | <input type="text"/> | Number of beneficiaries covered from Normative State fund (for state scheme) / Central & State fund (for CSS) * | <input type="text"/> | Number of additional beneficiaries supported by State (for CSS) * | <input type="text"/> |
| Total No. of Beneficiaries *                                   | <input type="text"/> | No. of beneficiaries' records digitized *                                                                       | <input type="text"/> | No. of Aadhaar authenticated Beneficiaries *                      | <input type="text"/> |
| No. of Beneficiaries for whom Mobile Number is Captured *      | <input type="text"/> |                                                                                                                 |                      |                                                                   |                      |

**Description of Input Parameters-**

| S.No. | Parameter                                                      | Description                                                                                                                                    |
|-------|----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| 1     | Number of Groups/Self-Help Groups (SHGs) [Wherever applicable] | No. of Groups / SHGs who have benefited under the scheme [Wherever applicable] <b>(for State and CSS)</b> <i>(should be unique cumulative)</i> |

| S.No. | Parameter                                                                                                                      | Description                                                                                                                                                                                                                                                                           |
|-------|--------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2     | Number of beneficiaries covered from Normative State fund <b>(for State scheme)</b><br>/ Central & State fund <b>(for CSS)</b> | No. of beneficiaries as per normative State government fund allocation <b>(for State scheme)</b><br><br>or<br>No. of beneficiaries as per normative Central government and state government fund allocation under the scheme <b>(for CSS)</b><br><i>(should be unique cumulative)</i> |
| 3*    | Number of additional beneficiaries supported by State <i>(for CSS)</i>                                                         | No. of <b>additional</b> beneficiaries supported by State fund allocation under the scheme <b>(for CSS)</b><br><i>(should be unique cumulative)</i>                                                                                                                                   |
| 4     | Total No. of Beneficiaries                                                                                                     | Total number of beneficiaries in the scheme (sum of 2+3)<br><i>(should be unique cumulative)</i>                                                                                                                                                                                      |
| 5     | No. of beneficiaries' records digitized                                                                                        | Total number of beneficiaries' records digitized in scheme MIS<br><i>(should be unique cumulative)</i>                                                                                                                                                                                |
| 6*    | No. of Aadhaar authenticated Beneficiaries                                                                                     | Total number of Aadhaar authenticated beneficiaries in the scheme<br><i>(should be unique cumulative)</i>                                                                                                                                                                             |
| 7     | No. of Beneficiaries for whom Mobile Number is Captured                                                                        | Total number of beneficiaries in the scheme for whom mobile number is captured<br><i>(should be unique cumulative).</i>                                                                                                                                                               |

**3\* In the case of a CSS Scheme, the number of beneficiaries for whom 100% of funds are being transferred from the State Fund is to be reported here.**

Example: If the Center Government provides benefits to 100 citizens on a 50:50 (Center: state) ratio, but the state government wishes to give benefits to 150 citizens, then the additional beneficiaries will be 50, to whom 100% of state funds are transferred. This information of additional beneficiaries (50) is to be entered here.

**6\*** Aadhaar Authentication is a process where a unique Aadhaar number, along with other details, is verified electronically with UIDAI's Central Identities Data Repository (CIDR) through any one of the modes:

- i) e-KYC
- ii) Biometric (by facial features or fingerprints)
- iii) Demographic (by providing Aadhaar number and relevant demographic details)
- iv) OTP based
- v) Offline authentication using QR code or XML file.

This helps confirm identity online.

**If Aadhaar Authentication has been done through any one of the above-mentioned processes, it is to be reported here.**

### **\*\*Unique Cumulative-**

The concept of unique cumulative may be illustrated by means of an example.

Suppose, in April, 10 beneficiaries got the benefit under the scheme. Then April figure for number of unique cumulative beneficiaries is 10.

If, for example, in May, 30 beneficiaries have got the benefit of which 5 are such who have already received benefit in April and only 25 are new beneficiaries, then May figure for number of unique cumulative beneficiaries will be 35 (10 old from April + 25 new added in May).

In June, say, 40 beneficiaries have got the benefit of which 15 are those who had been covered in earlier months and 25 are new beneficiaries, then June figure for number of unique cumulative beneficiaries will be 60 (35 old from May + 25 new added in June).

**Formula:**

**Unique Cumulative Beneficiaries for Current Month =  
Unique Cumulative Beneficiaries in the previous month +  
New Beneficiaries\* added in the current month**

**\*"New beneficiaries" are the number of beneficiaries who have received benefits in the current month only and have not received benefits in previous months.**

### 3. Expenditure Incurred Details

Expenditure Incurred Details are “**not cumulative**” across months.

| Expenditure Incurred Details ("Not Cumulative" across months)- In-Kind Scheme                        |                      |                                                                                                                |                                                                                         |
|------------------------------------------------------------------------------------------------------|----------------------|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Central Share Expenditure Incurred (in Rs) *                                                         | <input type="text"/> | State Expenditure Incurred (State Scheme)/ Normative - State Share Expenditure Incurred (CSS Scheme) (in Rs) * | <input type="text"/>                                                                    |
|                                                                                                      |                      |                                                                                                                | Additional State Expenditure Incurred to normative beneficiaries of CSS scheme(in Rs) * |
|                                                                                                      |                      |                                                                                                                | <input type="text"/>                                                                    |
| State Expenditure Incurred for additional beneficiaries supported by State (in CSS Scheme) (in Rs) * | <input type="text"/> | Total Expenditure Incurred (in Rs)                                                                             | <input type="text"/>                                                                    |

#### Description of Input Parameters-

| S.No. | Parameter                                                                                                    | Description                                                                                                                                                                                                     |
|-------|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.    | Central Share Expenditure Incurred (in Rs)                                                                   | Expenditure incurred in a month from Central Share for CSS scheme in rupees<br>(not cumulative across months)                                                                                                   |
| 2.    | State Expenditure Incurred (State Scheme)/ Normative - State Share Expenditure Incurred (CSS Scheme) (in Rs) | Expenditure incurred in a month from the State in rupees (for State Scheme)<br>or<br>Normative-State Share Expenditure incurred in a month from the State in rupees (for CSS)<br>(not cumulative across months) |
| 3.    | Additional State Expenditure Incurred to normative beneficiaries of CSS scheme (in Rs)                       | Additional Expenditure incurred in a month from State to normative beneficiaries of CSS scheme in rupees<br>(not cumulative across months)                                                                      |

| S.No. | Parameter                                                                                                 | Description                                                                                                                                                                |
|-------|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.    | State Expenditure Incurred <b>for additional beneficiaries supported by State (in CSS Scheme)</b> (in Rs) | Expenditure incurred in a month by State <b>to additional beneficiaries (apart from normative beneficiaries of CSS scheme)</b> in rupees<br>(not cumulative across months) |
| 5.    | Total Expenditure Incurred (in Rs)                                                                        | Total Expenditure incurred in a month in rupees<br><b>Sum of (1+2+3+4)</b><br>(not cumulative across months)                                                               |

#### **4. Expenditure incurred through Aadhaar Authenticated Transactions Details**

Expenditure incurred through Aadhaar Authenticated Transactions Details are “**not cumulative**” across months.

Expenditure Incurred Through Aadhaar Authenticated Transactions ("Not Cumulative" across months)- In-Kind Scheme

|                                                                                                                                                |                      |                                                                                                                                                           |                      |                                                                                                                                     |                      |
|------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Central Share Expenditure Incurred through Aadhaar Authenticated Transactions (in Rs) *                                                        | <input type="text"/> | State Expenditure Incurred (State Scheme)/ Normative - State Share Expenditure Incurred (CSS Scheme) through Aadhaar Authenticated Transactions (in Rs) * | <input type="text"/> | Additional State Expenditure Incurred to normative beneficiaries of CSS scheme through Aadhaar Authenticated Transactions (in Rs) * | <input type="text"/> |
| State Expenditure Incurred for additional beneficiaries supported by State through Aadhaar Authenticated Transactions (in CSS Scheme)(in Rs) * | <input type="text"/> | Total Expenditure incurred through Aadhaar Authenticated Transactions (in Rs) *                                                                           | <input type="text"/> |                                                                                                                                     |                      |

## Description of Input Parameters-

| S.No. | Parameter                                                                                                                                                                 | Description                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.    | Central Share Expenditure Incurred through Aadhaar Authenticated Transactions (in Rs)                                                                                     | <b>Expenditure incurred in a month from Central Share</b> for CSS scheme through Aadhaar Authenticated Transactions <b>(through Biometric / Demographic / OTP / e-Sign)</b> in rupees<br><i>(not cumulative across months)</i>                                                                                                                                                                                                   |
| 2.    | State Expenditure Incurred ( <i>State Scheme</i> )/ Normative - State Share Expenditure Incurred ( <i>CSS Scheme</i> ) through Aadhaar authenticated Transactions (in Rs) | <b>Expenditure incurred in a month from the State</b> through Aadhaar Authenticated Transactions (through Biometric / Demographic / OTP / e-Sign) in rupees (for State Scheme)<br><br>or<br><b>Normative-State Share Expenditure incurred</b> in a month from the State through Aadhaar Authenticated Transactions (through Biometric / Demographic / OTP / e-Sign) in rupees (for CSS)<br><i>(not cumulative across months)</i> |
| 3.    | Additional State Expenditure Incurred <b>to normative beneficiaries of CSS scheme</b> through Aadhaar Authenticated Transactions (in Rs)                                  | <b>Additional Expenditure incurred</b> in a month from State <b>to normative beneficiaries</b> of CSS scheme through Aadhaar Authenticated Transactions (through Biometric / Demographic / OTP / e-Sign) in rupees<br><i>(not cumulative across months)</i>                                                                                                                                                                      |
| 4.    | State Expenditure Incurred <b>for additional beneficiaries supported by State</b> through Aadhaar Authenticated Transactions ( <i>in CSS Scheme</i> ) (in Rs)             | <b>Expenditure incurred</b> in a month by State <b>to additional beneficiaries (apart from normative beneficiaries of CSS scheme)</b> through Aadhaar Authenticated Transactions (through Biometric / Demographic / OTP / e-Sign) in rupees<br><i>(not cumulative across months)</i>                                                                                                                                             |

|    |                                                                               |                                                                                                                                                                                                      |
|----|-------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5. | Total Expenditure incurred through Aadhaar Authenticated Transactions (in Rs) | Total Expenditure incurred through Aadhaar Authenticated Transactions (through Biometric / Demographic / OTP / e-Sign) in rupees<br><b>Sum of (6+7+8+9)</b><br><i>(not cumulative across months)</i> |
|----|-------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## 5. Transaction Details

Transaction Details are “**not cumulative**” across months.

Transaction Details ("Not Cumulative" across months)-In-Kind Scheme

Unit of Measurement\* 
Quantity Transferred\* 
Total No. of Aadhaar Authenticated Transactions\*

### Description of Input Parameters-

| S. No. | Parameter                                       | Description                                                                                            |
|--------|-------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| 1.     | Unit of Measurement                             | Unit of Measurement<br><b>(number/kilogram/liter, quintal/metric ton/ any other unit)</b>              |
| 2.     | Quantity Transferred                            | <b>Number of units of In-kind product/service transferred to beneficiaries</b> in a month              |
| 3.     | Total No. of Aadhaar Authenticated Transactions | Total Number of Aadhaar authenticated Transactions in a month<br><i>(not cumulative across months)</i> |

## 6. Savings Details

Savings Details are “**not cumulative**” across months.

| Savings Details ("Not Cumulative" across months) - for Cash/In-Kind/Composite scheme |                      |                                                                     |                      |                                             |                      |
|--------------------------------------------------------------------------------------|----------------------|---------------------------------------------------------------------|----------------------|---------------------------------------------|----------------------|
| No. of Records De-Duplicated *                                                       | <input type="text"/> | Savings Due to Removal of Duplicate Beneficiaries (in Rs.) *        | <input type="text"/> | No. of Ghost / Fake Beneficiaries removed * | <input type="text"/> |
| Savings Due to Removal of Ghost / Fake Beneficiaries (in Rs.) *                      | <input type="text"/> | Other Savings Due to Process Improvement / Efficiency (in Rupees) * | <input type="text"/> | Total Savings Amount (in Rupees) *          | <input type="text"/> |

### Description of Input Parameters-

| S.No. | Parameter                                                         | Description                                                                                        |
|-------|-------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| 1*    | No. of Records De Duplicated                                      | Number of Records De Duplicated<br>(not cumulative across months)                                  |
| 2     | Savings Due to Removal of Duplicate Beneficiaries (in Rs.)        | Savings Due to Removal of Duplicate Beneficiaries (in Rupees)<br>(not cumulative across months)    |
| 3*    | No. of Ghost / Fake Beneficiaries removed                         | Number of Ghost / Fake Beneficiaries removed<br>(not cumulative across months)                     |
| 4     | Savings Due to Removal of Ghost / Fake Beneficiaries (in Rs.)     | Savings Due to Removal of Ghost / Fake Beneficiaries (in Rupees)<br>(not cumulative across months) |
| 5*    | Other Savings Due to Process Improvement / Efficiency (in Rupees) | Savings Due to Process Improvement / Efficiency (in Rs.)<br>(not cumulative across months)         |

|   |                                  |                                                                                                                                                                                         |
|---|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6 | Total Savings Amount (in Rupees) | Total Saving Amount (in Rs.) due to<br>Records De Duplicated/<br>Ghost or Fake Beneficiaries removed/<br>Process Improvement<br>Sum of (2+4+5)<br><i>(not cumulative across months)</i> |
|---|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- 1\* The number of identified duplicate beneficiaries removed due to deduplication using Aadhaar is to be reported.
- 3\* Ghost Beneficiaries- Beneficiaries who do not exist in reality (fictitious or non-existent individuals).  
Fake Beneficiaries- The beneficiaries who have been wrongly included in the beneficiary list despite not fulfilling the eligibility criteria.
- 5\* Savings due to process improvement/efficiency such as Online Applications, Online Payments, etc. (details of savings before and after adopting the online process), are to be reported.