વંચાણમાં:– (૧) Asst.Director General (EDU) ICAR New Delhi ના પત્ર નંબર - F.NO.17(2) 2017 /EP&HS Dated 1/11/2018.

:: પરિપત્ર ::

Subject :-Uploading of information on Direct Benefit Transfer portal-regarding

આ યુનિવર્સિટીના તમામ કચેરીઓના વડાશ્રીઓને જણાવવાનું કે ICAR New Delhi દ્વારા આ યુનિવર્સિટીને જુદીજુદી યોજનાઓ જેવી કે ICAR Development, Student Ready (RAWE), JRF/SRF, Library Strengthening ,Experiential Learning Unit (ELU), National Talent Scholarship (NTS) યોજનાઓની ગ્રાન્ટ આ યુનિવર્સિટીને PFMS Portal મારફત ફાળવવામાં આવે છે, આ ગ્રાન્ટ અત્રેથી જુદી જુદી કચેરીઓને ખર્ચ કરવા માટે PFMS Portal મારફત ફાળવી આપવામાં આવે છે. ઉપરોક્ત યોજનાઓ પૈકી (૧) Student Ready (૨) JRF/SRF (૩) ELU (૪) NTS યોજનાઓ ભારત સરકાર દ્વારા DBT (Direct Benefit Transfer) યોજનામાં ગણેલ હોય,આ યોજનાઓના નાણાંનું ચૂકવણું PFMS પોર્ટલ દ્વારા સીધા લાભાર્થીના બેંક ખાતામાં કર્યા બાદ તેની એન્ટ્રી વંચાણે લીધા પત્રથી મળેલ સૂચના મુજબ ICAR ના DBT Portal માં ફરજિયાત કરવાની થાય છે (પત્ર નકલ સામેલ છે) આમ ઉપર મુજબની સૂચનાઓનો ચુસ્તપણે અમલ કરવા સર્વેને વિનંતી છે.

હિસાબ નિયામક

જા.નં.નકૃયુ/કોમ્પ્ટ/બી-૪/ ૭૬૦૦   તા . ૧૨/૧૧/૧૮

નકલ જય ભારત સાથ રવાના :-

(૧) આ યુનિવર્સિટીની તમામ કચેરીના વડાશ્રીઓ તરફ અમલ થવા સારું .

(૨) કુલસચિવશ્રી નકૃયુ , નવસારી.

(૩) સંસોધન નિયામકશ્રી, નકૃયુ , નવસારી.

(૪) માનનીય કુલપતિશ્રીના રહસ્ય સચિવશ્રી, નકૃયુ , નવસારી તરફ જાણ સારું.

F. No. 17(2)/2017/EP&HS   Dated: 1/11/2018

<u>Urgent</u>

Subject: Uploading of information on Direct Benefit Transfer portal - regarding.

Dear Sir/ Madam,

Kindly refer to our earlier email dated June13, 2018 and letter no. F.No.17-7/2016/A&P dated 8th June 2018 and reminder email dated Aug 20, 2018 regarding uploading of monthly progress report under Direct Benefit Transfer. As you are aware that the "Direct Benefit Transfer" is very important and the all beneficiary and benefits details (cash/ kind) have to be reported every month to the DBT Mission, Cabinet Secretariat. This is also being monitored at the high level on a regular basis.

Therefore, it is requested to make necessary arrangement to update the monthly progress report of all DBT compliant schemes (https://dbtdare.icar.gov.in/) of DARE/ICAR operating at your institute/university, as applicable. In case of any issues you may contact at support.dbtdare@icar.gov.in. The deadline for the updation of the scheme wise information is 5th of every month on the portal. The user guide is also attached herewith for your kind information.

This may be treated as high priority.

Thanking you,

Yours sincerely,

(P S Pandey)
Nodel Officer (DBT Cell)

Encl.: 1. List of DBT on boarded schemes
       2. User guide.

Distribution:
1. All Deputy Director General, ICAR, New Delhi.
2. All Vice Chancellors, CAUs/ SAUs/ CUwAF/ DUs.
3. All Assistant Director General, ICAR, New Delhi.
4. All Director's of ICAR institute.
5. PPS to Addl. Secretary (DARE) and Secretary, ICAR for information.
6. PPS to Addl. Secretary (DARE) and Financial Advisor, ICAR for information.
7. PPS to Secretary (DARE) and Director General, ICAR for information.

List of DARE/ICAR Schemes onboarded under Direct Benefit Transfer

S. No.	Scheme Code	Scheme Name	Benefit type
1	A8A18	AgEdn - IASRI scholarship for MSc and PhD	Cash
2	ASM63	AgEdn - ICAR Emeritus Professor	Cash
3	A8MN1	AgEdn - ICAR Emeritus Scientist	Cash
4	A4AF1	AgEdn - ICAR Junior Research Fellowship	Cash
5	AXDCI	AgEdn - ICAR National Professor And National Fellow	Cash
6	AB5OP	AgEdn - ICAR Senior Research Fellowship	Cash
7	AQ20K	AgEdn - India-Afghanistan Fellowship	Cash
8	AR4YI	AgEdn - India-Africa Fellowship	Cash
9	A7N6H	AgEdn - Merit Cum Means Scholarship	Cash
10	ALMOJ	AgEdn - National Talent Scholarship PG	Cash
11	AN084	AgEdn - National Talent Scholarship UG	Cash
12	A5IPK	AgEdn - Netaji Subhas ICAR International Fellowship	Cash
13	AY4IO	AgEdn - Post Matric Scholarship	Cash
14	AL11P	AgEdn - Student READY	Cash
15	AWU5S	Agriculture Extension	In Kind
16	A73NS	AS_IVRI_Institute Scholarship for M.V.Sc. And Ph.D.	Cash
17	AMVTA	AS_NDRI_Institute Scholarship For MSc And PhD	Cash
18	AYTEW	CS- IARI Scholarship	Cash
19	ATUOB	FS - CIFE - Institutional Fellowship	Cash
20	AR6F4	ICAR HQ NASF	Cash

1. **Introduction**

This document intends to guide the users of DBT DARE Portal to upload the beneficiary and corresponding transaction details related to DBT Schemes of DARE. For this purpose, step by step process (withscreenshots) is provided so that the users can follow these and perform their activities in the portal easily.

2. **Login**

Type the URL https://dbtdare.icar.gov.inon address bar then click on Login button given on the menu bar.

Click on "Login" button

Direct Benefit Transfer
DEPARTMENT OF AGRICULTURAL RESEARCH AND EDUCATION
INDIAN COUNCIL OF AGRICULTURAL RESEARCH

| Dashboard | Scheme | Login | Contact Us |

Apna Adhikar, Apne Dwar

TOTAL DIRECT BENEFIT TRANSFER
(FY 2017-18)
₹

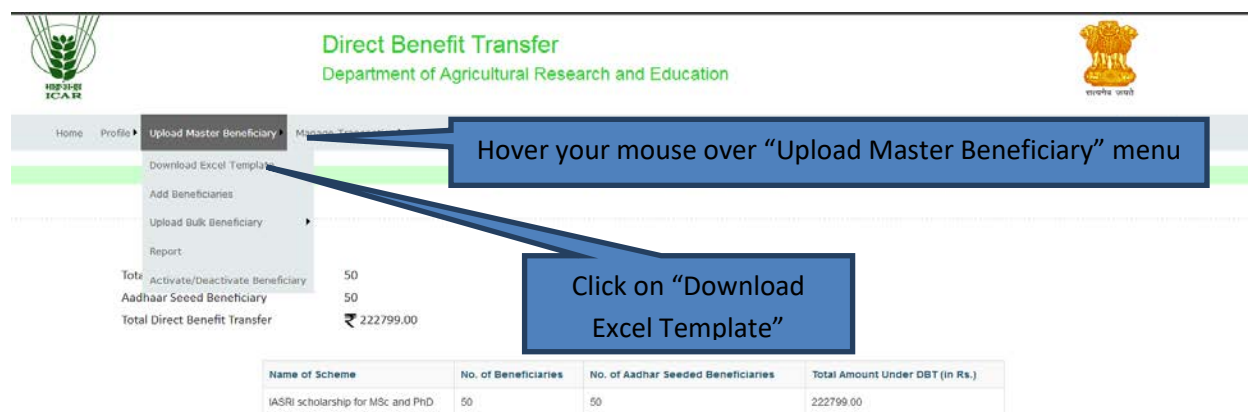TOTAL NUMBER OF BENEFICIARIES
(FY 2017-18)
0

Enter **"Username"**, **"Password"** and click **"Sign In"** button. After successful login user will be redirected to its Profile page (See screenshot below).

3. Upload Beneficiary

Data is to be filled in excel template in that particular format only. Excel file contains two sheets out of which only first sheet is required to be filled. After filling the data save the excel file (**Microsoft office 2010 onwards is supported for excel file creation)**

Home   Profile ▶   Upload Master Beneficiary ▶   Manage Transaction ▶   👤 IASRI   🔒 Logout

Instruction to Upload Beneficiary Details

Steps to Upload

1. Login using user id & password
2. Download the excel template. Data is to be filled in excel template in that particular format only. Excel file contains two sheets out of which only first sheet is
   file (Microsoft office 2010 onwards is supported for excel file creation).
   @icar.gov.in

Download excel template for Indian students

Download excel template for foreign students

Download excel template for emeritus Professor/Scientist

> Click on this link for uploading information ofIndian students

> Click this link for uploading information of studentsfrom countries other than India

> Click on this link for uploading information of emeritus professor/scientist.

After clicking on Download Excel Template, download the desired excel template.

After downloading the desired excel file, open that excel file and **remove the sample entry first.**

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Sno	Name	USID_ForStudentsOnly	Date_of_birth	Gender	Aadhaar	AadhaarSeeded	Mobile_no	EmailId	HomeAddress	StateName	DistrictName	Pincode
2	1	User_Test	I-17-AS-003-B-A-318	07-04-18	Male	2.6181E+11	Yes	9111111111	test@id.com	E-26,IndraPuri, Delhi	DELHI	Akola	110009
3													

> The second row is the sample data. Select the whole row and delete the data before inserting anything.

Please do not delete the first row of the excel file (i.e. Sno, Name etc.).

After entering the data successfully, go to the user profile page of the website and go to **Upload Master Beneficiary>>Upload Bulk Beneficiary**.

Home   Profile ▶   Upload Master Beneficiary ▶   Manage T

Download Excel Template

Add Beneficiaries

Upload Bulk Beneficiary   ▶

Report

Activate/Deactivate Beneficiary

nstitute   :

eme   :

> Hover your mouse on "Upload Master Beneficiary".

> Click on "Upload Bulk Beneficiary"

After selecting the desired menu, please select your **Institute** and **Scheme** and **browse** the excel file.

| Name of Institute | : | --Select-- | ▼ |
| Select Scheme | : | --Select-- | ▼ |

| Select Excel Sheet | : | Browse... | No file selected. |

Upload

Browse and click on "Upload" button to upload the excel file.

Select the desired scheme.

Select your institute from the dropdown menu.

After uploading the excel file users can view and edit the uploaded data (in case of any discrepancy) and then click on submit.

| Name of Institute | : | Indian Agricultural Statistics Research Institute,Delhi | ▼ |
| Select Scheme | : | IASRI scholarship for MSc and PhD | ▼ |

| Select Excel Sheet | : | Browse... | No file selected. |

Master_Ben_excel(1).xlsx

S No	Name	USID - Unique Student ID	Date of Birth(MM/DD /YYYY)	Gender	Aadhaar No.	Seeded with Aadhar	Mobile No	Email ID	Home Address	State of Student
1	User_Test	I-17-AS-003-B-A-318	04/07/2018	Male ▼	261810000000	Yes ▼	9562522252	test@id.com	E-26,IndraPuri, Delhi	DELHI
2	User_Test	I-17-AS-003-B-A-315	04/07/2018	Male ▼	101010101010	Yes ▼	9585215252	test@id.com	E-26,IndraPuri, Delhi	DELHI
3	User_Test	I-17-AS-003-B-A-316	04/07/2018	Male ▼	261000000081	Yes ▼	6979525696	test@id.com	E-26,IndraPuri, Delhi	DELHI

Submit

Click on submit after verifying the data

Name of Institute : **Indian Agricultural Statistics Research Institute,Delhi**   Name of Scheme : **AgEdn - Post Matric Scholarship**

These records are found duplicate and not uploaded

No Record Found

Details of uploaded beneficiaries can be seen here.

Submit

Records uploaded successfully

S No	USID	Name	DOB	Gender	Aadhaar	Mobile No	Email Id	Address	District Name	State	Pincode	Bank Account	IFSC	Seeded with aadhaar
1	I-17-AS-003-B-A-318	User_Test	4/7/2018	Male	261810000000	9562522252	test@id.com	E-26,IndraPuri, Delhi	Akola	DELHI	110009	456457892	SBIN0060168	Yes
2	I-17-AS-003-B-A-315	User_Test	4/7/2018	Male	101010101010	9585215252	test@id.com	E-26,IndraPuri, Delhi	Akola	DELHI	110009	456457892	SBIN0060168	Yes
3	I-17-AS-003-B-A-316	User_Test	4/7/2018	Male	261000000081	6979525696	test@id.com	E-26,IndraPuri, Delhi	Akola	DELHI	110009	456457892	SBIN0060168	Yes

Thesystem maintains the master Database of beneficiaries.Thus one need not create/upload details of same beneficiary multiple times. Duplication check has been made on Aadhaar(for Indian citizens), passport, USID.

- ## Viewing Uploaded Beneficiary Report

Home   Profile ▶   **Upload Master Beneficiary ▶**   Manage

Hover your mouse on "Upload Master Beneficiary".

Download Excel Template

Add Beneficiaries

Upload Bulk Beneficiary   ▶

Click on report

Report

nstitute   :

Activate/Deactivate Beneficiary

eme   :

Uploaded Beneficiary Report

Name of Institute   --Select--

Select Scheme   --Select--

Beneficiary Type   Indian Student

View Report

Select name of the institute.

Select name of the scheme.

Select beneficiary type.

Click on view report to see thealready uploaded beneficiary details.

Name of Institute	Indian Agricultural Statistics Research Institute,Delhi
Select Scheme	Agriculture Extension
Beneficiary Type	Indian Student

View Report

S No	USID	Name	Date of Birth	Gender	Aadhaar	Mobile No	email Id	Home Address	State Name	District Name	Pincode	Bank Account No	IFSC Code	Seeded with Aadhaar
1	I-17-AS-003-B-A-318	User_Test	4/7/2018	Male	261810000000	9562522252	test@id.com	E-26,IndraPuri, Delhi	DELHI	Akola	110009	456457892	SBIN0060168	Yes
2	I-17-AS-003-B-A-315	User_Test	4/7/2018	Male	101010101010	9585215252	test@id.com	E-26,IndraPuri, Delhi	DELHI	Akola	110009	456457892	SBIN0060168	Yes
3	I-17-AS-003-B-A-316	User_Test	4/7/2018	Male	261000000081	6979525696	test@id.com	E-26,IndraPuri, Delhi	DELHI	Akola	110009	456457892	SBIN0060168	Yes
4	I-17-AS-003-B-A-319	User_Test	4/7/2018	Male	101010101011	6979525696	test@id.com	E-26,IndraPuri, Delhi	DELHI	Akola	110009	456457892	SBIN0060168	Yes

Hover your mouse on "Manage Transaction".

- Managing Transaction

Home   Profile ▶   Upload Master Beneficiary ▶   Manage Transaction ▶

Add Trasaction

Transaction Report

Click on "Add Transaction"

After clicking on "Add Transaction" you can select the Name of College, Month, Financial Year and Scheme

Manage Transaction

Name of College :
--Select--
Select Financial Year

Month :
--Select--
Select Scheme

Select Financial Year :
--Select--
Select Financial Year

Select Scheme :
--Select--

Upload From Excel

After selecting Name of College, Month, Financial Year and Scheme click on "Submit"

Submit

After clicking "Submit" button you can view the uploaded data of beneficiaries.

S No	USID	Name	Date of Birth	Gender	Aadhaar	Mobile No	Address	State	Bank Account No	IFSC Code	Edit
1	I-17-AS-003-B-A-318	User_Test	4/7/2018 12:00:00 AM	Male	261810000000	9562522252	E-26,IndraPuri, Delhi	DELHI	456457892	SBIN0060168	Add Transation
2	I-17-AS-003-B-A-315	User_Test	4/7/2018 12:00:00 AM	Male	101010101010	9585215252	E-26,IndraPuri, Delhi	DELHI	456457892	SBIN0060	Add Transation
3	I-17-AS-003-B-A-316	User_Test	4/7/2018 12:00:00 AM	Male	261000000081	6979525696	E-26,IndraPuri, Delhi	DELHI	456457892	S	Add Transation
4	I-17-AS-003-B-A-319	User_Test	4/7/2018 12:00:00 AM	Male	101010101011	6979525696	E-26,IndraPuri, Delhi	DELHI	456457892		Add Transation

Click on "Add Transaction" to add details

After clicking on "Add Transaction" you will be redirected to the transaction insertion page.

Scheme Name:**Agriculture Extension**   Scheme Code:**AWU5S**

Beneficiary Name :
User_Test

Aadhaar No :
261810000000

Select "To Month" transaction

From Month :
--Select--

To Month :
--Select--

Select "From Month" transaction

Amount :

Enteramount of transaction

Transfer Method :
NEFT

Transation Date :
mm / dd / yyyy
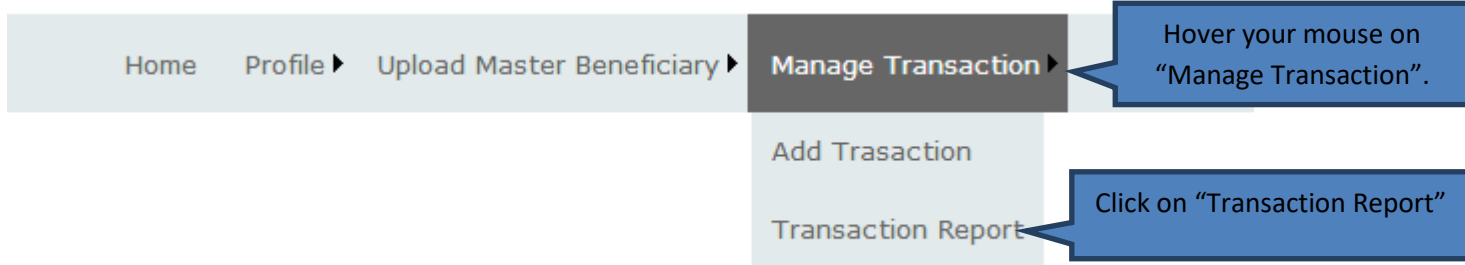
Select method of transaction

Submit

Enter the transaction date

After inserting the data click on submit button to enter the transaction details to the database.

To verify that you have successfully inserted the transaction, you can check it on "Transaction Report" menu.

Home   Profile ▶   Upload Master Beneficiary ▶   **Manage Transaction** ▶

Hover your mouse on "Manage Transaction".

Add Trasaction

Transaction Report

Click on "Transaction Report"

After clicking on "Transaction Report" enter Name of College,Month,Financial Year,Scheme and **Submit**.

View Transaction

Name of College :
--Select--

Month :
--Select--

Select Financial Year :
--Select--

Select Scheme :
--Select--

After selecting Name of College, Month, Financial Year and Scheme click on "Submit"

Submit

After clicking on "Submit" users can view the transaction reportbased on the selected parameters.