



जन आधार

Direct Benefit Transfer (DBT)

User Manual

For

Data Reporting by Departments

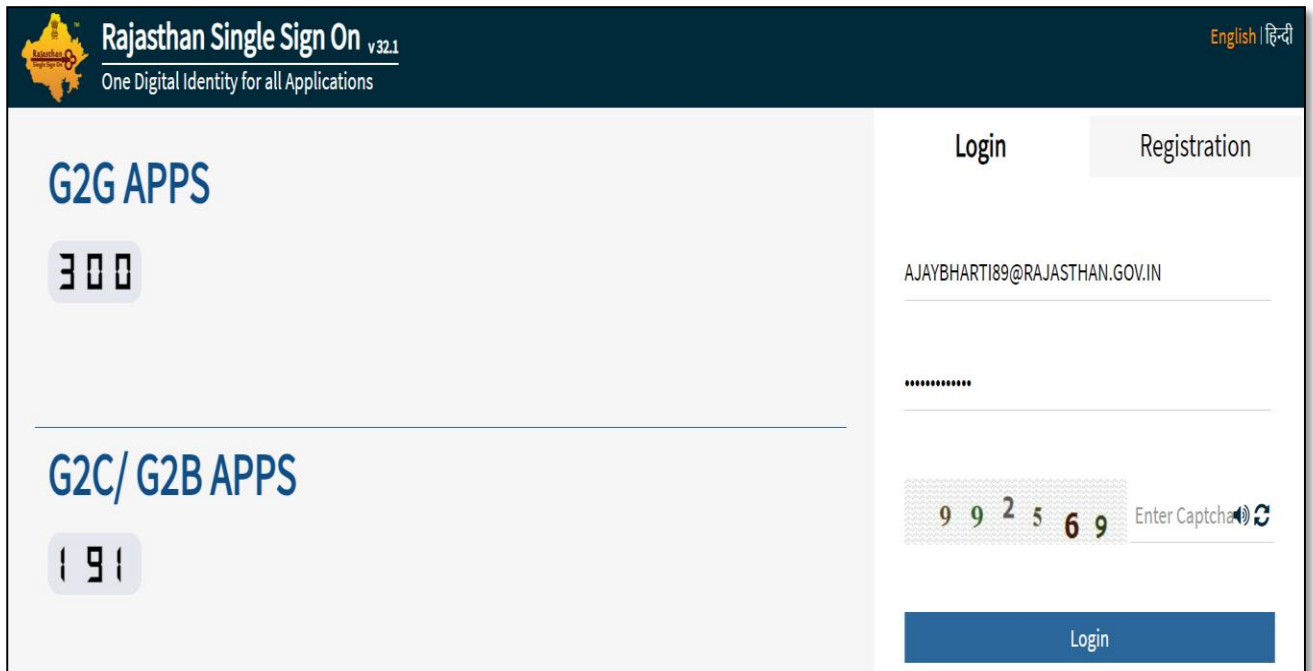
Through SSO

For DBT Bharat Portal

[for Composite (Both In-Cash and In-Kind Nature) Schemes]

Rajasthan Jan Aadhaar Authority

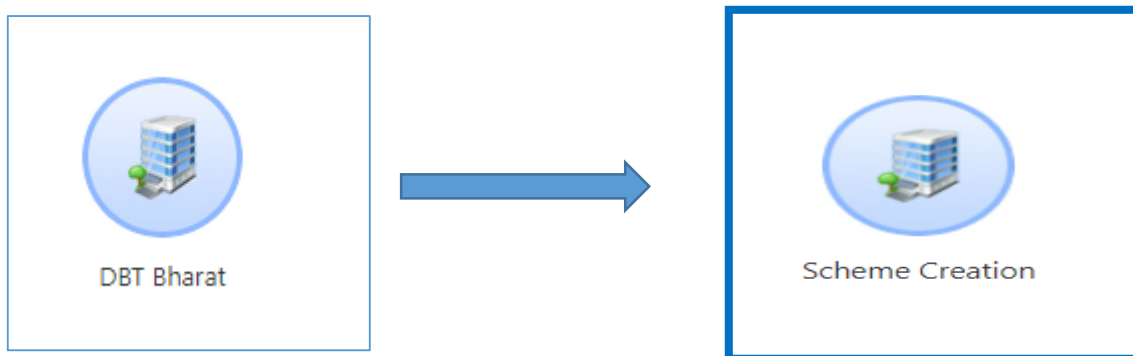
A. Open link <https://sso.rajasthan.gov.in/signin> and Login with the Nodal Officer's ID and password.



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

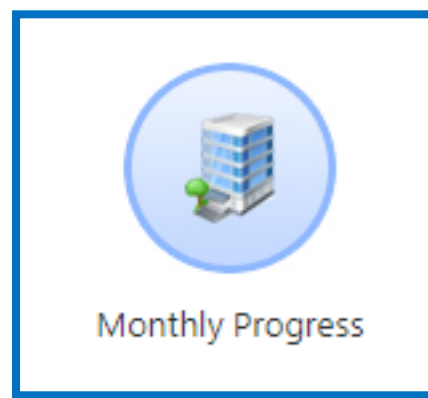
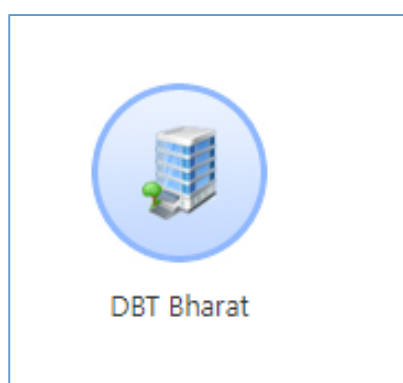
Department* <input type="text" value="--Select Department Name--"/>	Scheme* <input type="text" value="Scheme Name"/>	Benefit Type* <input type="text"/>	
Share of Fund (in %)* <input type="text" value="Share of Cent"/> : <input type="text" value="Share of State"/>	Financial Year* <input type="text" value="--Select Financial Year--"/>	Central Fund Allocation for the State (for CSS Scheme)(in ₹)* <input type="text" value="Central Allocation For the State"/>	
State Normative Fund Allocation (for State Scheme) / State Share Fund Allocation (for CSS Scheme)(in ₹)* <input type="text" value="State Normative Allocation"/>	Additional State contributed Fund Allocation by State to normative beneficiaries of CSS scheme (for CSS Scheme) (if any)(in ₹)* <input type="text" value="Additional State Allocation(if any)"/>	Additional State Fund Allocation by State to additional beneficiaries supported by State (for CSS Scheme) (if any)(in ₹)* <input type="text" value="State Additional State Fund Alloc"/>	
Total Fund Allocation (in Rs.)* <input type="text" value="Total Fund Allocation"/>	<input type="button" value="Save"/> <input type="button" value="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>

S.No.	Parameter	Description
4.	Share of Fund (in %)	(Percentage Share of Central Fund) : (Percentage Share of State Fund)
5.	Financial Year	Financial Year (Select from the Drop-down list)
6.	Central Fund Allocation for the State (for CSS Scheme) (in ₹)	Fund Allocation by Central (for CSS Scheme only)
7.	State Normative Fund Allocation (for State Scheme) /State Share Fund Allocation (for CSS Scheme) (in ₹)	Normative Fund Allocation by State (for State Scheme) or Normative State Share Fund Allocation by State (for CSS Scheme)
8.	Additional State contributed Fund Allocation by State to normative beneficiaries of CSS scheme (for CSS Scheme) (if any)(in ₹)	Additional State contributed fund Allocation by State to normative beneficiaries of CSS scheme (if any)(in ₹)
9.	Additional State Fund Allocation by State to additional beneficiaries supported by State (for CSS Scheme) (if any)(in ₹)	Additional Fund Allocation by State to additional beneficiaries supported by State (in CSS Scheme) (if any)(in ₹)
10.	Total Fund Allocation (in ₹)	Total Fund Allocation (in ₹) (6+7+8+9)

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 –for Cash/ In-Kind/ Composite Scheme
- 2) Beneficiary Details (should be “**Unique Cumulative**”)–for Cash/ In-Kind/ Composite Scheme
- 3) Fund Transfer Details (“**Not Cumulative**” across months)–for Cash/ Composite Scheme
- 4) Mode of Fund Transfer (“**Not Cumulative**” across months)–for Cash/ Composite Scheme
- 5) Transaction Details (“**Not Cumulative**” across months)–for Cash/ Composite Scheme
- 6) Expenditure Incurred Details (“**Not Cumulative**” across months) –for In-Kind/ Composite Scheme
- 7) Expenditure Incurred Through Aadhaar Authenticated Transactions Details (“**Not Cumulative**” across months)–for In-Kind/ Composite Scheme
- 8) Transaction Details (“**Not Cumulative**” across months)–for In-Kind/ Composite Scheme
- 9) Savings Details (“**Not Cumulative**” across months)–for Cash/ In-Kind/ Composite Scheme

1. Scheme Progress (for Cash/ In-Kind/ Composite scheme)

Description of Input Parameters-

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

2. Beneficiary Details (for Cash/ In-Kind/ Composite scheme)

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] (for State and CSS) <i>(should be unique cumulative)</i>
2	Number of beneficiaries covered from Normative State fund <i>(for State scheme)</i> / Central & State fund <i>(for CSS)</i>	No. of beneficiaries as per normative State government fund allocation (for State scheme) or No. of beneficiaries as per normative Central government and state government fund allocation under the scheme (for CSS) <i>(should be unique cumulative)</i>
3*	Number of additional beneficiaries supported by State <i>(for CSS)</i>	No. of additional beneficiaries supported by State fund allocation under the scheme (for CSS) <i>(should be unique cumulative)</i>
4	Total No. of Beneficiaries	Total number of beneficiaries in the scheme (sum of 2+3) <i>(should be unique cumulative)</i>
5	No. of beneficiaries' records digitized	Total number of beneficiaries' records digitized in scheme MIS <i>(should be unique cumulative)</i>

6*	No. of Aadhaar authenticated Beneficiaries	Total number of Aadhaar authenticated beneficiaries in the scheme <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 <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:

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

***"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. Fund Transfer Details- Cash / Composite Scheme

Fund Transfer Details are “**not cumulative**” across months.

Fund Transfer ("Not Cumulative" across month)- Cash Scheme

Central Share fund transferred (in Rs)*	<input style="width: 90%;" type="text"/>	State fund transferred (State Scheme) / State Share fund transferred (CSS Scheme) (in Rs)*	<input style="width: 90%;" type="text"/>	Additional State contributed fund transferred to normative beneficiaries of CSS scheme(in Rs)*	<input style="width: 90%;" type="text"/>
State fund transferred to additional beneficiaries supported by State (in CSS Scheme)(in Rs)*	<input style="width: 90%;" type="text"/>	Total Fund transferred (in Rs)*	<input style="width: 90%;" type="text"/>		

Description of Input Parameters:-

S. No.	Parameter	Description
1.	Central Share fund transferred (in Rs)	Fund transferred in a month from Central Share for CSS scheme in rupees (<i>not cumulative across months</i>)
2.	State fund transferred (<i>State Scheme</i>) / State Share fund transferred (<i>CSS Scheme</i>) (in Rs)	Fund transferred in a month from the State in rupees (for State Scheme) or Normative - State Share fund transferred in a month from the State in rupees (for CSS) (<i>not cumulative across months</i>)
3.	Additional State contributed fund transferred to normative beneficiaries of CSS scheme (in Rs)	Additional Fund transferred in a month from State to normative beneficiaries of CSS scheme in rupees (<i>not cumulative across months</i>)
4.	State fund transferred to additional beneficiaries supported by State (<i>in CSS Scheme</i>) (in Rs)	Fund transferred in a month by State to additional beneficiaries (apart from normative beneficiaries of CSS scheme) in rupees (<i>not cumulative across months</i>)

5.	Total Fund transferred (in Rs)	Total Fund transferred in a month in rupees. Sum of (1+2+3+4) <i>(not cumulative across months)</i>
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4. Mode of Fund Transfer: Cash / Composite Scheme

Mode of Fund Transfer Details are “**not cumulative**” across months.

Mode of Fund Transfer ("Not Cumulative" across month)- Cash Scheme

Central Share fund transferred in Electronic Mode (in Rs) *	<input style="width: 90%;" type="text"/>	State fund (State Scheme)/State Share fund (CSS Scheme) transferred in Electronic Mode (in Rs)	<input style="width: 90%;" type="text"/>	Additional State Contributed fund transferred to normative beneficiaries of CSS Scheme in Electronic Mode (in Rs)	<input style="width: 90%;" type="text"/>
State fund transferred to additional beneficiaries supported by State in Electronic Mode in CSS Scheme (in Rs)	<input style="width: 90%;" type="text"/>				
Fund transferred through Aadhaar Payments Bridge (APB) (in Rs)	<input style="width: 90%;" type="text"/>	Fund transferred through other modes (NEFT, RTGS) of electronic transfer (in Rs)	<input style="width: 90%;" type="text"/>	Total Fund transferred through Electronic Modes (APB, NEFT, RTGS) (in Rs)	<input style="width: 90%; background-color: #e0e0e0;" type="text"/>
Total Fund transferred through non-electronic modes (Cash, Cheque, DD, MO) (in Rs)	<input style="width: 90%;" type="text"/>				

Description of Input Parameters-

S. No.	Parameter	Description
1.	Central Share fund transferred in Electronic Mode (in Rs)	Fund transferred in a month from Central Share in Electronic Mode for CSS scheme in rupees <i>(not cumulative across months)</i>
2.	State fund (<i>State Scheme</i>)/ State Share fund (<i>CSS Scheme</i>) transferred in Electronic Mode (in Rs)	Fund transferred in a month from the State in Electronic Mode in rupees (for State Scheme) or Normative - State Share fund transferred in a month from the State in Electronic Mode in rupees (for CSS) <i>(not cumulative across months)</i>

3.	Additional State Contributed fund transferred to normative beneficiaries of CSS scheme in Electronic Mode (in Rs)	Additional Fund transferred in a month from State to normative beneficiaries of CSS scheme in Electronic Mode in rupees <i>(not cumulative across months)</i>
4.	State fund transferred to additional beneficiaries supported by State in Electronic Mode <i>(in CSS Scheme)</i> (in Rs)	Fund transferred in a month by State to additional beneficiaries (apart from normative beneficiaries of CSS scheme) in Electronic Mode in rupees <i>(not cumulative across months)</i>
5.	Fund transferred through Aadhaar Payments Bridge (APB) (in Rs)	Total fund transferred through Aadhaar Payments Bridge (APB) in rupees <i>(not cumulative across months)</i>
6.	Fund transferred through other modes (NEFT, RTGS) of electronic transfer (in Rs)	Total fund transferred through other modes of electronic transfer in rupees <i>(not cumulative across months)</i>
7.	Total Fund transferred through Electronic Modes (APB, NEFT, RTGS) (in Rs)	Total fund transferred through Electronic Modes in rupees Sum of (10+11) <i>(not cumulative across months)</i>
8.	Total Fund transferred through non-electronic modes (Cash, Cheque, DD, MO) (in Rs)	Total fund transferred through non-electronic Modes in a month in rupees <i>(not cumulative across months)</i>

5. Transaction Details -for Cash/Composite Scheme

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

Transaction Details ("Not Cumulative" across months)- For Cash Scheme

Number of transactions through Aadhaar Payments Bridge (APB) <input style="width: 100%;" type="text"/>	Number of transactions through other modes(NEFT, RTGS)of electronic transfer <input style="width: 100%;" type="text"/>	Total No. of Transactions through Electronic Modes(APB, NEFT, RTGS) * <input style="width: 100%;" type="text"/>
Total No. of Transactions through non - electronic modes(Cash, Cheque, DD, MO) * <input style="width: 100%;" type="text"/>		

Description of Input Parameters-

S.No.	Parameter	Description
1.	Number of transactions through Aadhaar Payments Bridge (APB)	Number of transactions through Aadhaar Payments Bridge (APB)
2.	Number of transactions through other modes (NEFT, RTGS) of electronic transfer	Number of transactions through other modes (NEFT, RTGS) of electronic transfer
3.	Total No. of Transactions through Electronic Modes (APB, NEFT, RTGS)	Total number of transactions through Electronic Modes (APB, NEFT, RTGS) of fund transfer Sum of (1+2)
4.	Total No. of Transactions through non-electronic modes (Cash, Cheque, DD, MO)	Total number of transactions through non-electronic modes (Cash, Cheque, DD, MO) of fund transfer

6. Expenditure Incurred Details –for In-Kind/Composite Scheme

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 style="width: 100%;" type="text"/>	State Expenditure Incurred (State Scheme)/ Normative - State Share Expenditure Incurred (CSS Scheme) (in Rs)* <input style="width: 100%;" type="text"/>	Additional State Expenditure Incurred to normative beneficiaries of CSS scheme(in Rs)* <input style="width: 100%;" type="text"/>
State Expenditure Incurred for additional beneficiaries supported by State (in CSS Scheme) (in Rs) <input style="width: 100%;" type="text"/>	Total Expenditure Incurred (in Rs) <input style="width: 100%; background-color: #cccccc;" 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 <i>(not cumulative across months)</i>
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) or Normative-State Share Expenditure incurred in a month from the State in rupees (for CSS) <i>(not cumulative across months)</i>
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 <i>(not cumulative across months)</i>
4.	State Expenditure Incurred for additional beneficiaries supported by State (in CSS Scheme) (in Rs)	Expenditure incurred in a month by State to additional beneficiaries (apart from normative beneficiaries of CSS scheme) in rupees <i>(not cumulative across months)</i>
5.	Total Expenditure Incurred (in Rs)	Total Expenditure incurred in a month in rupees Sum of (1+2+3+4) <i>(not cumulative across months)</i>

7. Expenditure incurred through Aadhaar Authenticated Transactions Details –for In-Kind / Composite Scheme

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 style="width: 100%;" type="text"/>	State Expenditure Incurred (State Scheme)/ Normative - State Share Expenditure Incurred (CSS Scheme) through Aadhaar Authenticated Transactions (in Rs) * <input style="width: 100%;" type="text"/>	Additional State Expenditure Incurred to normative beneficiaries of CSS scheme through Aadhaar Authenticated Transactions (in Rs) * <input style="width: 100%;" type="text"/>
State Expenditure Incurred for additional beneficiaries supported by State through Aadhaar Authenticated Transactions (in CSS Scheme)(in Rs) * <input style="width: 100%;" type="text"/>	Total Expenditure incurred through Aadhaar Authenticated Transactions (in Rs) * <input style="width: 100%; background-color: #cccccc;" type="text"/>	

Description of Input Parameters-

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

4.	State Expenditure Incurred for additional beneficiaries supported by State through Aadhaar Authenticated Transactions (<i>in CSS Scheme</i>) (in Rs)	Expenditure incurred in a month by State to additional beneficiaries (apart from normative beneficiaries of CSS scheme) through Aadhaar Authenticated Transactions (through Biometric / Demographic / OTP / e-Sign) in rupees (<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 Sum of (6+7+8+9) (<i>not cumulative across months</i>)

8. **Transaction Details -for In-Kind/Composite Scheme**

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

9. **Savings Details (for Cash/ In-Kind/ Composite scheme)**

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 style="width: 100%;" type="text"/>	Savings Due to Removal of Duplicate Beneficiaries (in Rs.)* <input style="width: 100%;" type="text"/>	No. of Ghost / Fake Beneficiaries removed* <input style="width: 100%;" type="text"/>
Savings Due to Removal of Ghost / Fake Beneficiaries (in Rs.)* <input style="width: 100%;" type="text"/>	Other Savings Due to Process Improvement / Efficiency (in Rupees)* <input style="width: 100%;" type="text"/>	Total Savings Amount (in Rupees)* <input style="width: 100%; background-color: #e0e0e0;" type="text"/>

Description of Input Parameters-

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

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