DBT Bharat Portal
Guidelines for sharing data through web-service and maintenance

All DBT implementing Ministry/ Departments submitting data* through web-services should ensure the following:

1. **Nomination of Nodal Point:** Ministries / Departments are required to nominate a nodal person (preferably from the Technical team) responsible for correct and timely execution/availability of web-services. The nodal person will also be responsible (on behalf of the Ministry/Department) to resolve issues in execution of web-services.

   The details of the nodal point (name, phone number and email) are required to be submitted in the Standard Operating Procedure (SOP) template for web-services. Ministry / Department may choose to appoint more than one person as Nodal point. Any change in the nodal point should be communicated timely to DBT Mission through a revised SOP document.

   All communication regarding web-services success / failures and data validations errors are shared with respective Nodal Person through email on a real time basis.

2. **Incorporating validations/checks in scheme MIS**: In an endeavour to improve quality of data reporting, certain basic but critical validations/checks have been enabled for reporting through web-service mode. These have already been shared with Ministries / Departments. These validations /checks should be incorporated in the scheme MIS to avoid web-service failure / rejection.

3. **Verification of data before submitting**: Ministries / Departments are responsible for reporting of complete and correct data on DBT Bharat portal. Hence, it is advisable that the data may be internally validated and verified prior to sharing with DBT Mission.

4. **Dealing with Web-service Rejection / Failure:** A system-generated email (from noreply@dbtbharat.gov.in) regarding web-service rejection along with the details of validation errors is sent to Ministry nodal person on a real-time basis. Ministries / Departments are required to correct the errors on priority and submit email request to re-pull the data through web-services.

5. **Accessibility & modifications**: It needs to be ensured that the server as well web service is accessible as per the scheduled date.

   Ministry/ Department should not change IP address (or port number) or put another node in between which makes the current configuration void.

   In exceptional circumstances when such activity needs to be undertaken, intimation may be sent in advance to your DBT Mission Nodal Officer and DBT Support Team (feedback@dbtbharat.gov.in). This may require the Ministry / Department to raise a fresh NIC FARPS ticket for Firewall whitelisting. DBT Mission may please be kept informed for any such activities.

6. **Verification of data after submitting**: Ministry/ Department Nodal officer from the DBT Cell or Program Division should regularly check the data in the DBT Bharat portal after every web-service execution. In case of any discrepancy, the same may be brought to the notice of DBT Mission and the data may be resubmitted after correction.

7. **Change in schedule for web-service:** Request for changing the web-service scheduled date and time, may be sent through an updated SOP template emailed to you DBT Nodal Officer (at DBT Mission) and DBT Bharat support team (Email: feedback@dbtbharat.gov.in). The revised schedule would be enabled after approval from DBT Mission.

Please contact your DBT Mission Nodal Officer and DBT Support team for any clarification or support (Reference URL for Nodal officer details: https://dbtbharat.gov.in/dbtcell/centrelist)

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Note: Guidelines are for reporting data for Section II to IV of Monthly Progress Report on DBT Bharat portal. The data for Section-I (General Information) and Section-V (Savings/Estimated Gains) need to be updated through manual mode.