A simple and offline system

A simple and offline system to allow the preparation of the list of beneficiaries at sub-district offices and the associated workflow to get the list validated, verified and sanctioned by designated offices.

Beneficiary List Formats

- State & Scheme Specific Formats for preparing the list of beneficiaries
- Rules for Validation of the Beneficiary List

Reports

- Verified Beneficiary Lists Proposed for Payment
- Verified Beneficiary Lists Recommended for Payment

Help / Downloads

- Download PDF file containing the Presentation

Read more...
Background

- GoI/State Govt are running several schemes for citizens.
- Most of the Schemes are being run without a proper work-flow-based system
- The names and other details of the beneficiaries are available only at the district/sub-district level
- Higher Offices (State/GoI) know only consolidated numbers.
Proposed System

- Will help the field offices (at district/sub-district level) to create an excel sheet consisting of the proposed list of beneficiaries for providing benefits under the scheme.
- The field offices will send the excel sheet to district offices, who in turn will forward the sheet to State for Payment.
- States may make the payment and/or may forward the list to GoI for sanction & payment.
Outcome

- A simple and offline system to allow the preparation of the list of beneficiaries at sub-district offices and the associated workflow to get the list validated, verified and sanctioned by designated offices.

- The names and other details of the beneficiaries are available at all levels and also in public domain.

- The beneficiary List can be prepared in a spreadsheet.
Application URL – http://dbtapp.gov.in

- Major Stake Holders
  - Govt. of India Ministries running various schemes
  - State Govt. Departments (tribal welfare, etc)
  - District Administration
  - District-level offices of various departments (tribal welfare, school, etc) involved in the implementation of the schemes
  - Public
Functions of different stakeholders

- **State Administrator (NIC State Coordinator)**
  - Identifies schemes operational in the State
  - Creates State-level Scheme Administrator for each of the identified scheme

- **State Scheme Administrator (State Govt. Department)**
  - Creates and freezes scheme-specific Excel template for the State
  - Verifies the list of beneficiaries forwarded by scheme verifiers at district level
  - Sends the list back to district/verifier for corrections
  - Forwards verified and **DIGITALLY SIGNED** list of beneficiaries to concerned ministry and/or Sponsor Bank for sanction and Disbursal
Functions of Different Stakeholders

- **District Administrator (DIO, NIC)**
  - Identifies schemes applicable in the district
  - Creates scheme-specific administrators

- **District Scheme-specific administrators (District level Department)**
  - Creates scheme-specific verifier (only one per district)
Functions of Different Stakeholders

- District Scheme-specific Verifier
  - Creates scheme-specific contributors (multiple)
  - Validates & Verifies the beneficiary list uploaded by the contributor
  - Sends back the list for correction to Contributor or
  - Finalizes the amount to be paid to each beneficiary (by State Govt. as well as Central govt.)
    - Digitally signs the list
    - Forwards the list to State Scheme Admin or CPSMS (and/or) Sponsor Bank
Functions of Different Stakeholders

- **District or Sub-district level scheme-specific contributor**
  - A contributor is always assigned to only one scheme
  - Downloads the excel sheet finalized by State Scheme Administrator
  - Enters beneficiary details
  - Uploads and forwards the excel sheet to Scheme Verifier
  - System validates uploaded excel sheet (against the logic specified by the excel finalized by State Scheme Administrator)
  - Downloads invalid excel sheets rejected by verifier
  - Re-uploads the corrected sheet
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><img src="image" alt="SystemFlow Diagram" /></td>
</tr>
<tr>
<td><strong>Start</strong></td>
<td>Finalize the format for scheme-specific Excel Sheet</td>
</tr>
<tr>
<td><strong>Handover of finalized</strong></td>
<td>Scheme-specific Excel Sheet to NIC</td>
</tr>
<tr>
<td><strong>Sanction and</strong></td>
<td>payment process</td>
</tr>
</tbody>
</table>

| State NIC                  | Create State Scheme Admin Account                   |
|                            | Upload of finalized scheme-specific Excel Sheet by NIC |

| State Govt.                | Nomination of officials to get Access details and DSC for application |

| State Scheme Admin         | State Scheme Administrator to finalize & freeze the format and make it available across the State |
|                            | Nomination of District Scheme Administrators at each district |
|                            | Endorse, Digitally Sign |

| District Scheme Admin      | Create User accounts for District Scheme Verifiers and Contributors |
|                            | Acquire DSC with technical guidance from NIC officials |
|                            | Verify the data entered by Contributors on the beneficiaries and sign the list digitally |

| District Scheme Verifier   | Download Scheme-Specific Excel Sheet, enter beneficiary data, upload and validate |

| Contributor                | Response |

| Contributor                | Response |

| Contributor                | Response |

| Contributor                | Response |
Illustrative Information flow

Domain Workflow Applications
- Janani Suraksha Yojana
- Minority Scholarships System
- NSAP

Ministry/Department

CPSMS

Verified Beneficiary List

DBT App

State Payment

Verified Beneficiary List

Forwarding–State Level

Verification–District Level

Initiation – Sub District Level

Beneficiary Name | Aadhaar No | Bank Detail | Amount | Transaction Details

Sponsor Bank for Centre

Sponsor Bank for State
A simple and offline system

A simple and offline system to allow the preparation of the list of beneficiaries at sub-district offices and the associated workflow to get the list validated, verified and sanctioned by designated offices.

Beneficiary List Formats

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Reports

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- Verified Beneficiary Lists Recommended for Payment

Help / Downloads

- Download PDF file containing the Presentation.
Upload Excel beneficiary Sheet

Upload List of Beneficiaries for Payment

Scheme: NATIONAL CHILD LABOUR PROJECT

Please Enter Your Office Reference/Register Number : *

Remarks : *

Please Select Excel file (.xls or .xlsx) containing List of Beneficiaries.*

Enter characters being displayed in above image (It is NOT Case Sensitive).

Upload Beneficiary List on Server

View beneficiary lists pending for validation
### Uploaded Data Pending for Validation

<table>
<thead>
<tr>
<th>SrNo</th>
<th>Transaction ID</th>
<th>Uploaded Date</th>
<th>Uploaded Time</th>
<th>Payment Status</th>
<th>Remarks</th>
<th>Number of Beneficiaries</th>
<th>Validation Status</th>
<th>Validate/Download Failed Files</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>244</td>
<td>11/04/2013</td>
<td>10:54:00</td>
<td>Payment Done. Just for Information</td>
<td>to verifier</td>
<td>21</td>
<td>PENDING with Contributor for Validation</td>
<td>![Question Mark]</td>
</tr>
<tr>
<td>2</td>
<td>243</td>
<td>11/04/2013</td>
<td>10:53:00</td>
<td>Payment Done. Just for Information</td>
<td>to verifier</td>
<td>2</td>
<td>PENDING with Contributor for Validation</td>
<td>![Question Mark]</td>
</tr>
</tbody>
</table>

### Beneficiary Lists Validated Successfully and Forwarded for Verification

<table>
<thead>
<tr>
<th>SrNo</th>
<th>Transaction ID</th>
<th>User Reference Number</th>
<th>Upload Date</th>
<th>Upload Time</th>
<th>Contributor Remarks</th>
<th>No. of Beneficiaries</th>
<th>Validation Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>242</td>
<td>labour_dbr3-Ref. No. T010</td>
<td>11/04/2013</td>
<td>10:51:00</td>
<td>to verifier</td>
<td>11</td>
<td>Beneficiary List VALIDATED SUCCESSFULLY</td>
</tr>
</tbody>
</table>
Verifier

**Verification**
- Enter Sancion Amount
- Verify Lists
- Print Verified Lists
- Lists Sent Back for Rechecking
- Lists Rejected by me
- Track Status

**Recheck**
- Process Lists Received for Recheck
- Lists Received for Rechecking
- Lists Rejected by Higher Offices

**CPSMS**
- Pending for Validation
- Validated List
- Failed List
- Paid List
### Sanction Amount

**District:** Angul Test  
**Scheme:** NATIONAL CHILD LABOUR PROJECT  

<table>
<thead>
<tr>
<th>S.No</th>
<th>TRA No</th>
<th>Details</th>
<th>Beneficiary Details</th>
<th>Register Amount</th>
</tr>
</thead>
</table>
| 1    | 242    | District: Angul Test  
Scheme: NATIONAL CHILD LABOUR PROJECT  
URN: T010[File nameavour.dbt3]  
Remarks: to verifier | Total Beneficiaries: 11 | Register Amount |
<table>
<thead>
<tr>
<th>S.No</th>
<th>TRA No.</th>
<th>URN</th>
<th>Name</th>
<th>Gender</th>
<th>Adhaar Card No</th>
<th>GOI Share (Amount in Rs.)</th>
<th>State Share (Amount in Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>242</td>
<td>T010</td>
<td>RAUNEESH</td>
<td>Female</td>
<td>3838915363637</td>
<td>1500</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>242</td>
<td>T010</td>
<td>AARTI DEVI</td>
<td>Female</td>
<td></td>
<td>1500</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>242</td>
<td>T010</td>
<td>Sushila</td>
<td>Female</td>
<td>859057868988</td>
<td>1500</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>242</td>
<td>T010</td>
<td>NEETU VERMA</td>
<td>Female</td>
<td>990477265347</td>
<td>1500</td>
<td>0</td>
</tr>
<tr>
<td>5</td>
<td>242</td>
<td>T010</td>
<td>SONI</td>
<td>Female</td>
<td>550550710596</td>
<td>1500</td>
<td>0</td>
</tr>
<tr>
<td>6</td>
<td>242</td>
<td>T010</td>
<td>KIRAN</td>
<td>Female</td>
<td>449083419377</td>
<td>1500</td>
<td>0</td>
</tr>
<tr>
<td>7</td>
<td>242</td>
<td>T010</td>
<td>RIZWANA KHATUN</td>
<td>Female</td>
<td>976327648444</td>
<td>1500</td>
<td>0</td>
</tr>
<tr>
<td>8</td>
<td>242</td>
<td>T010</td>
<td>SUSHILA</td>
<td>Female</td>
<td>706361764646</td>
<td>1500</td>
<td>0</td>
</tr>
<tr>
<td>9</td>
<td>242</td>
<td>T010</td>
<td>PRIYANKA RANJATAV</td>
<td>Female</td>
<td>34040776778</td>
<td>1500</td>
<td>0</td>
</tr>
<tr>
<td>10</td>
<td>242</td>
<td>T010</td>
<td>RUBY SHARMA</td>
<td>Female</td>
<td>764022528462</td>
<td>1500</td>
<td>0</td>
</tr>
<tr>
<td>11</td>
<td>242</td>
<td>T010</td>
<td>BEEN A</td>
<td>Female</td>
<td>524106512117</td>
<td>1500</td>
<td>0</td>
</tr>
<tr>
<td>S.No</td>
<td>TRA No</td>
<td>Beneficiary List Details</td>
<td>Beneficiary Details</td>
<td>Verify &amp; Send the beneficiary List to State Hq's</td>
<td>Reject Beneficiary List/Proposal</td>
<td>Send the List Back to Contributor for Recheck/Correction</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
<td>--------------------------</td>
<td>--------------------</td>
<td>-----------------------------------------------</td>
<td>--------------------------------</td>
<td>------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>242</td>
<td>District: Angul Test</td>
<td>Total Beneficiaries: 11</td>
<td>Verification Order Number:</td>
<td>Reason for Rejecting the Beneficiary List:</td>
<td>Reason/Suggestions for Correction:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Scheme: NATIONAL CHILD LABOUR PROJECT T010[File namelabour_db13]</td>
<td></td>
<td>Verification Order Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Remarks: to verifier</td>
<td></td>
<td>Verification Note Remarks:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please use Digital Certificate while verifying / forwarding beneficiary excel sheet. Please contact State NIC officials or District NIC Officials to know the procedure of obtaining Digital Certificate.
STATE SCHEME ADMIN
**Spreadsheet Approval**

- Approve List format proposed by Ministry

**Beneficiary List Management**

- Forward Lists for validation to CPSMS
- Forward Validated Lists for Payment to CPSMS
- Lists Forwarded to CPSMS
- Verification of Digital Signatures
- Lists sent back by me for Rechecking
- Lists rejected by me
- Track Status
### Forward Lists for Payment to CPSMS

**Help:** Please use Digital Certificate while verifying/forwarding beneficiary List. Please contact State NIC officials or District NIC Officials to know the procedure of obtaining Digital Certificate.

**District:** Angul Test

**Scheme:** NATIONAL CHILD LABOUR PROJECT

<table>
<thead>
<tr>
<th>S.No</th>
<th>TRA No</th>
<th>Order Details</th>
<th>Beneficiary Details</th>
<th>Digitally Sign &amp; Forward for Payment</th>
<th>Reject List</th>
<th>Send List Back for Recheck</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>241</td>
<td>District: Angul Test</td>
<td>Total Beneficiaries: 21</td>
<td>Digitally Sign and Forward for Payment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
State Scheme Admin (Forward Lists for Payment to CPSMS)

Officials to know the procedure of obtaining Digital Certificate.

TIONAL CHILD LABOUR PROJECT

Forward Lists for Payment to CPSMS

Help: Please use Digital Certificate while verifying / forwarding beneficiary List. Please contact State NIC officials or District NIC Officer for help.

<table>
<thead>
<tr>
<th>District: Angul Test</th>
<th>S.No</th>
<th>TRA No</th>
<th>Order Details</th>
<th>Beneficiary Details</th>
<th>Digitally Sign &amp; Forward for Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>241</td>
<td></td>
<td>District: Angul Test</td>
<td>Total Beneficiaries: 21</td>
</tr>
</tbody>
</table>

Contributor Remarks: to test

Digitally Sign and Forward for Payment
Digitally Sign Beneficiary List and Send for Payment

Requirements for digitally signing the list:
- Ensure that you are using any one of the latest browsers (updated)
- Ensure that the latest Java Runtime Environment (JRE) is installed on your computer. Please click this link for more information
- Ensure that your USB e-Token is inserted in the USB port.

Steps involved in signing your list:
1. Please click on button Prepare list for digital Signature
2. Once the list is prepared, click on button Digitally Sign Beneficiary List (will be displayed automatically once you complete step 1) and follow the on-screen instructions; make sure that the USB e-Token is inserted.
3. After successful signing process, please click on Send List for Payment (will be displayed automatically once you complete step 1 & 2) to upload the content to CPSMS.
4. If you are not able to Digitally Sign because of some browser incompatibility issues, please retry this same process in another browser preferably in either Mozilla Firefox or Google Chrome.

List Details

TRA No.: 241
District: Angul Test
URN: 0001
Contributor Remarks: to test

Download/View List:

Download/View List:

Scheme: NATIONAL CHILD LABOUR PROJECT
Total Beneficiaries: 21

Remarks/Instructions for payment:

Prepare list for digital Signature
Digitally Sign Beneficiary List and Send for Payment

TRA No.: 241

District: Angul Test
URN: 0001
Contributor Remarks: to test

Download/View List:

Scheme: NATIONAL CHILD LABOUR PROJECT
Total Beneficiaries: 21

Sign the list digitally
Microsoft Smart Card Provider
Please enter your PIN.

PIN

Click here for more information

OK  Cancel
The List has been Signed Successfully

OK
SUCCESS: The list has been digitally signed successfully.

SUCCESS: The digitally signed list has been successfully uploaded into the CPSMS System.

Forward another list  Upload a failed transmission  View already signed list
<table>
<thead>
<tr>
<th>A No</th>
<th>List Details</th>
<th>Beneficiary List</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>URN:[test]</td>
<td>2 Beneficiaries</td>
</tr>
<tr>
<td></td>
<td>URN:[0001]</td>
<td>21 Beneficiaries</td>
</tr>
</tbody>
</table>

Scheme: NATIONAL CHILD LABOUR PROJECT
Successfully validated the Digital Signature
Signed by: Pushpankhar
Sign Dated: 11/04/2013 11:12:00
Subject Alternative Name: RFC822
Name=chand.pushpankhar@nic.in
RETURN RESPONSE FROM CPSMS/MINISTRY
<table>
<thead>
<tr>
<th>TRA No</th>
<th>Order Details</th>
<th>Beneficiary Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>District: Angul Test</td>
<td>Total Beneficiaries: 4</td>
</tr>
<tr>
<td></td>
<td>Remarks: test</td>
<td>Proposed For Payment: 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rejected: 0</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>District: Angul Test</td>
<td>Total Beneficiaries: 2</td>
</tr>
<tr>
<td></td>
<td>Remarks: test</td>
<td>Proposed For Payment: 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rejected: 0</td>
</tr>
<tr>
<td>3</td>
<td>District: Angul Test</td>
<td>Total Beneficiaries: 4</td>
</tr>
<tr>
<td></td>
<td>Remarks: test to check re-forward</td>
<td>Proposed For Payment: 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rejected: 3</td>
</tr>
<tr>
<td>4</td>
<td>District: Angul Test</td>
<td>Total Beneficiaries: 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Proposed For Payment: 3</td>
</tr>
</tbody>
</table>
### Beneficiary List Verified By CPSMS

#### Scheme: Post Matric Scholarship for ST

<table>
<thead>
<tr>
<th>TRA No</th>
<th>Order Details</th>
<th>Beneficiary Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>218</td>
<td>District: Angul Test</td>
<td>Total Beneficiaries: 4</td>
</tr>
<tr>
<td></td>
<td>Remarks: to verifier</td>
<td>Proposed For Payment: 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rejected: 1</td>
</tr>
</tbody>
</table>

**Paid Beneficiary List**

**District:** Angul Test  
**Scheme:** Post Matric Scholarship for ST

<table>
<thead>
<tr>
<th>TRA No</th>
<th>Order Details</th>
<th>Beneficiary Details</th>
</tr>
</thead>
</table>

No details as per the desired criteria are available in the database or the desired information is not available/entered by the user.
THANKS