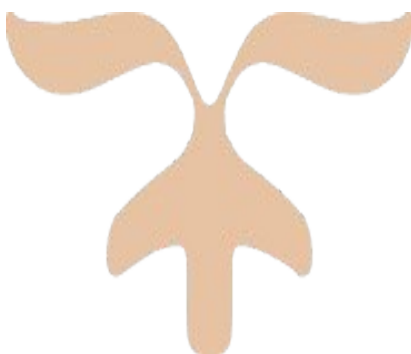


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## User Manual on Data Uploading Mechanism into DBT DARE Portal

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Designed and Developed by:

IASRI, New Delhi

**Dr. Soumen Pal**  
Scientist

**Dr. Alka Arora**  
Principal Scientist

**Dr. Sudeep Marwaha**  
Head (A) & Professor

ICAR, New Delhi

**Dr. P. S. Pandey**  
ADG (EP&HS) &  
Nodal Officer, DBT Cell (DARE/ICAR)

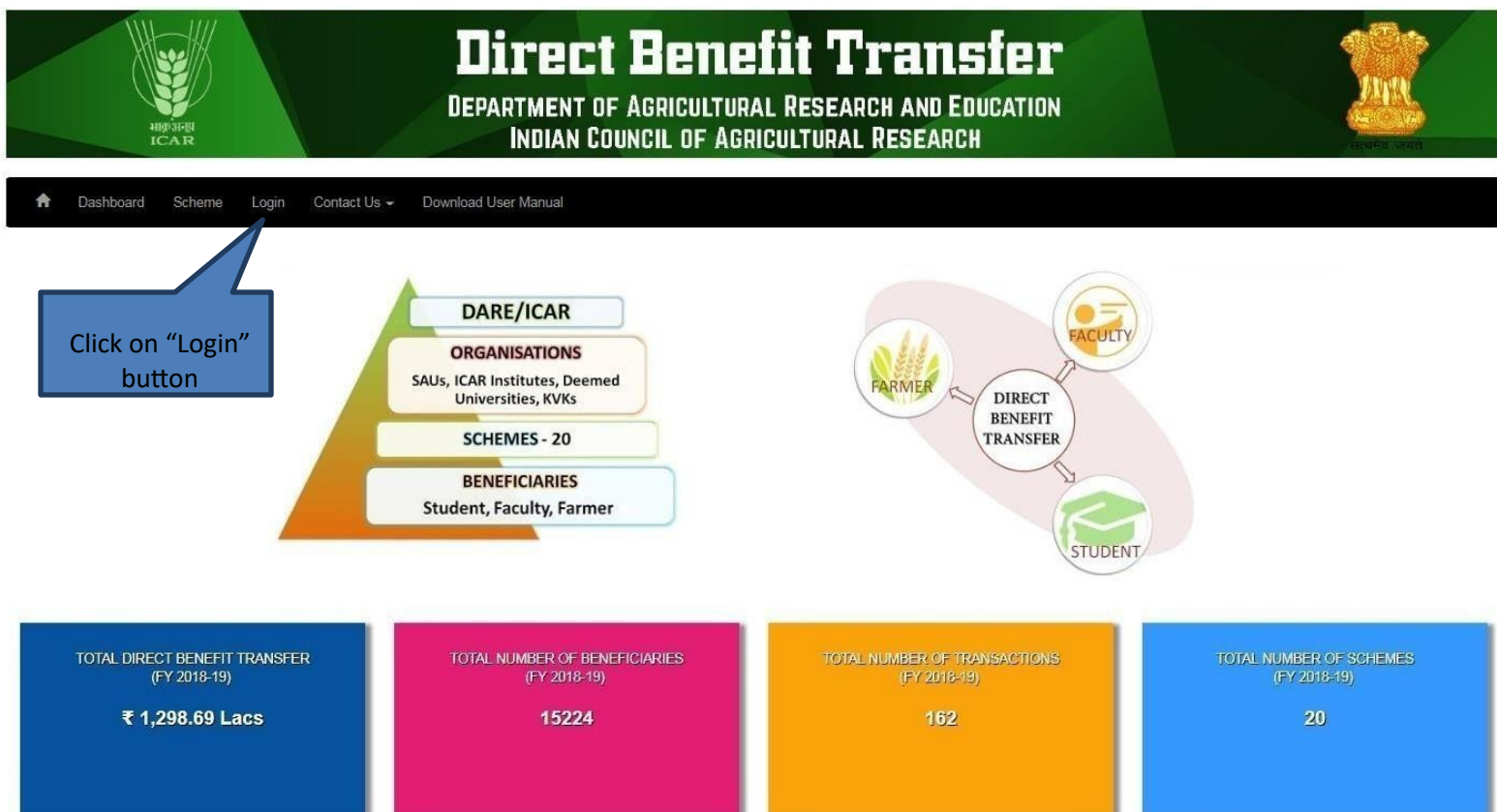
**Dr. Nidhi Verma**  
Principal Scientist

## 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 (with screenshots) 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.in> on address bar then click on Login button given on the menu bar.



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

Dashboard Scheme Login Contact Us Download User Manual

Click on "Login" button

**DARE/ICAR**  
**ORGANISATIONS**  
SAUs, ICAR Institutes, Deemed Universities, KVKs  
**SCHEMES - 20**  
**BENEFICIARIES**  
Student, Faculty, Farmer

**FARMER** **DIRECT BENEFIT TRANSFER** **FACULTY**  
**STUDENT**

Metric	Value (FY 2018-19)
TOTAL DIRECT BENEFIT TRANSFER	₹ 1,298.69 Lacs
TOTAL NUMBER OF BENEFICIARIES	15224
TOTAL NUMBER OF TRANSACTIONS	162
TOTAL NUMBER OF SCHEMES	20

### Login

Username

Password

Enter Username

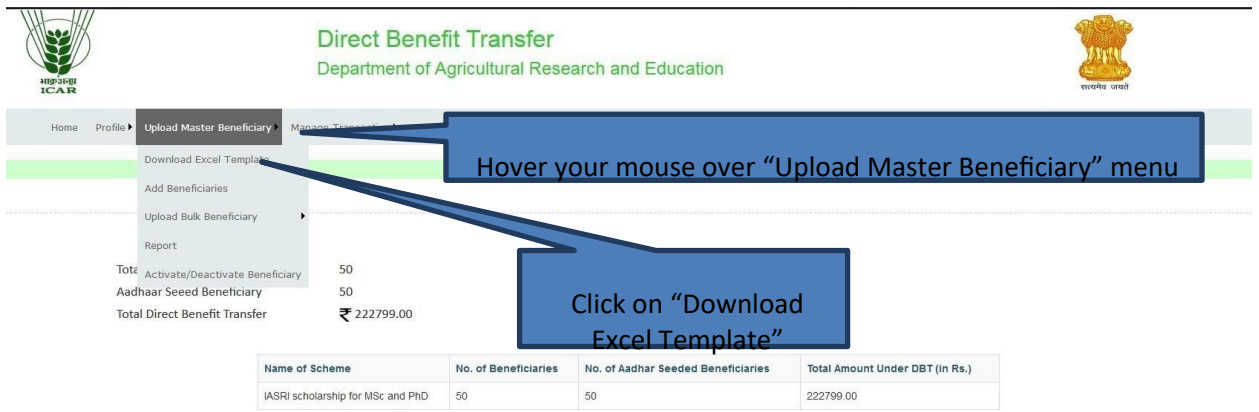
Enter Password

After entering Username & Password click on Sign In

For better view and usability use Chrome, Mozilla, Microsoft Edge

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



Direct Benefit Transfer  
Department of Agricultural Research and Education

सत्यमेव जयते

Home   Profile   **Upload Master Beneficiary**   Manage Beneficiary

- Download Excel Template
- Add Beneficiaries
- Upload Bulk Beneficiary
- Report

Totl Activate/Deactivate Beneficiary   50  
Aadhaar Seeded Beneficiary   50  
Total Direct Benefit Transfer   ₹ 222799.00

Hover your mouse over “Upload Master Beneficiary” menu

Click on “Download Excel Template”

Name of Scheme	No. of Beneficiaries	No. of Aadhar Seeded Beneficiaries	Total Amount Under DBT (In Rs.)
IASRI scholarship for MSc and PhD	50	50	222799.00

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**)



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 for Indian students (Microsoft office 2010 onwards is supported for excel file creation).  
@icar.gov.in

Click this link for uploading information of students from countries other than India

Download excel template for Indian students

Click on this link for uploading information of Indian students

Download excel template for foreign students

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

Download excel template for 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 Transaction

Hover your mouse on "Upload Master Beneficiary".

Download Excel Template

Add Beneficiaries

Upload Bulk Beneficiary

Report

Activate/Deactivate Beneficiary

Click on "Upload Bulk Beneficiary"

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

### Upload Bulk Beneficiary Indian Student

Name of Institute : --Select--  
Select Scheme : --Select--

Select Excel Sheet :  No file selected.

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

Select the desired dropdown scheme.

Select your institut from the

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

### Upload Bulk Beneficiary Indian Student

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

Select Excel Sheet :  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

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-316	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	9565215252	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

The system 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

Report

Click on report

Activate/Deactivate Beneficiary

nstitute

:

eme

:

Uploaded Beneficiary Report

Name of Institute:

Select Scheme:

Beneficiary Type:

Select name of the institute.

Select name of the scheme.

Select beneficiary type.

Click on view report to see the already uploaded beneficiary details.

Name of Institute:

Select Scheme:

Beneficiary Type:

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	9962522252	test@ed.com	E-26,Indrapur, Delhi	DELH	Akola	110009	456457892	SBH00060168	Yes
2	I-17-AS-003-B-A-315	User_Test	4/7/2018	Male	101010101010	9585215252	test@ed.com	E-26,Indrapur, Delhi	DELH	Akola	110009	456457892	SBH00060168	Yes
3	I-17-AS-003-B-A-316	User_Test	4/7/2018	Male	261000000001	6979525696	test@ed.com	E-26,Indrapur, Delhi	DELH	Akola	110009	456457892	SBH00060168	Yes
4	I-17-AS-003-B-A-319	User_Test	4/7/2018	Male	101010101011	6979525696	test@ed.com	E-26,Indrapur, Delhi	DELH	Akola	110009	456457892	SBH00060168	Yes

## Managing Transaction

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

Add Transaction

Transaction Report

Hover your mouse on "Manage Transaction".

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 Financial Year :

Month :

Select Scheme :

[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	<a href="#">Add Transaction</a>
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	SBIN0060168	<a href="#">Add Transaction</a>
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	SBIN0060168	<a href="#">Add Transaction</a>
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	SBIN0060168	<a href="#">Add Transaction</a>

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: **AWU55**

Beneficiary Name :

From Month :

Amount :

Transaction Date :

Select “From Month” transaction

Enter amount of transaction

Enter the transaction date

Aadhaar No :

To Month :

Transfer Method :

Select “To Month” transaction

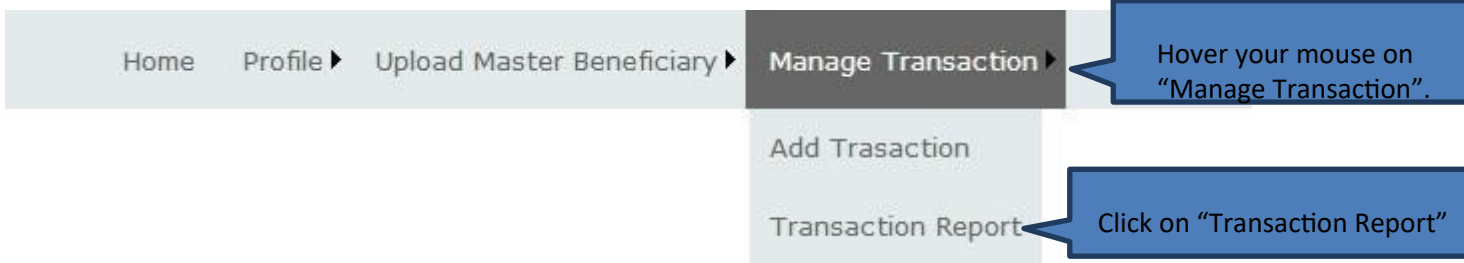
Select method of transaction

Submit

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.



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

View Transaction

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

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

Submit

After clicking on “Submit” users can view the transaction report based on the selected parameters.