



GOVERNMENT OF ANDHRA PRADESH
GVWV&VSWS DEPARTMENT
Auto Nagar, Vijayawada

EBC NESTHAM

Previous Year Beneficiaries Verification

User Manual
October 2022

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1. Introduction

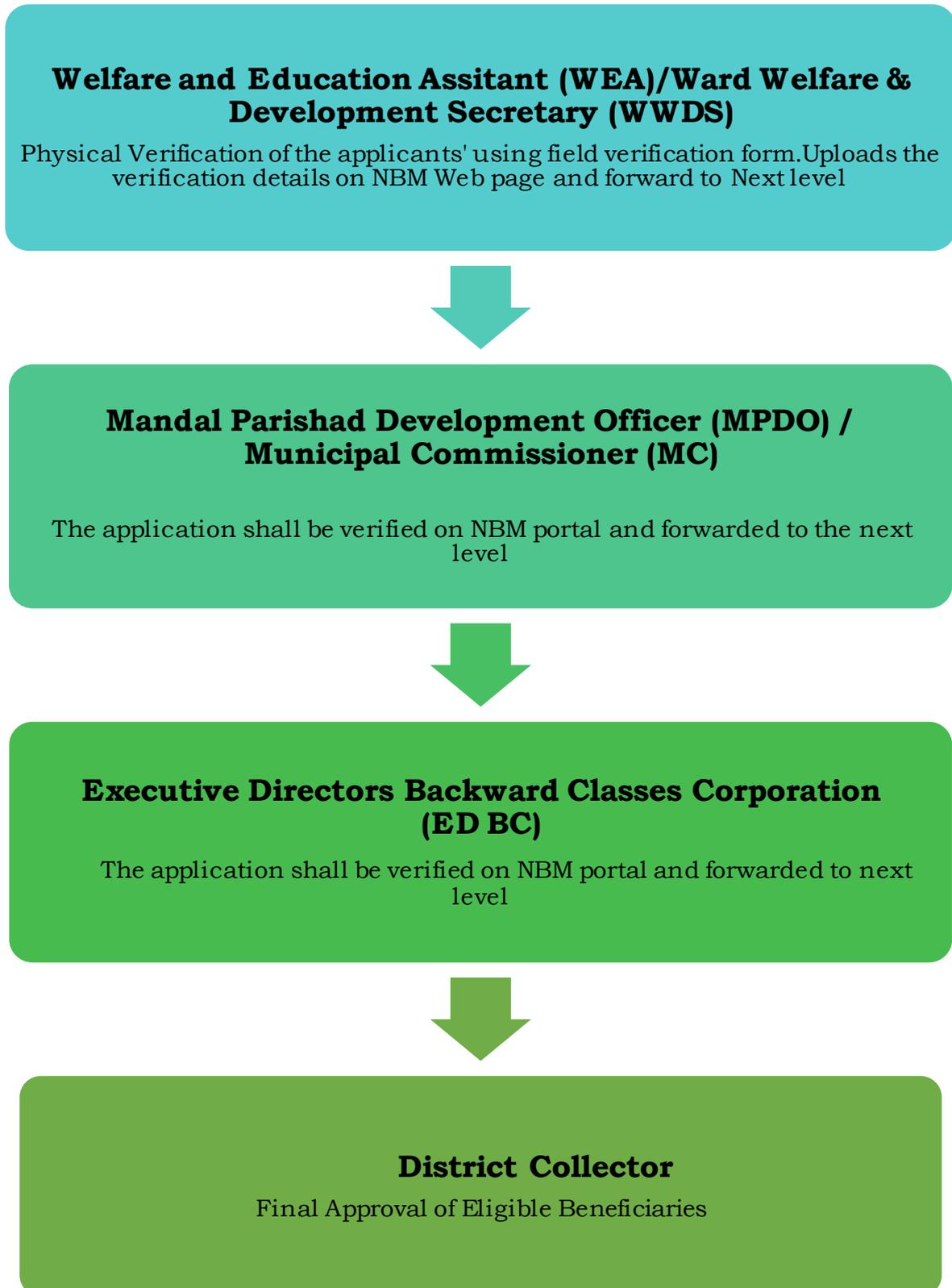
- The objective of the scheme is to provide financial empowerment to women aged between 45-60 years and belonging to backward communities other than SC/ST/BC/Minority.
- Eligible beneficiaries will receive a benefit of Rs15000/- per annum for a period of three consecutive years amounting to Rs 45000/-.

2. Mandatory Validations

- Income and Caste certificate should be Aadhaar linked. When WEA/WWDS visits the beneficiaries' household for field verification, he/she must verify and take a scanned copy of the Caste and Income certificate.
- WEA/WWDS must upload Field verification Form and Photo with beneficiary.
- If any ineligible beneficiaries (**Income Certificate & Caste certificate not available**) are found, mark them as **HOLD** in the Social Audit Hold provision.
- If any ineligible beneficiaries (**Income Certificate & Caste certificate available**) are found, mark them as **Not Recommended** in verification module.

3. Verification of Previous year Beneficiaries for EBC Nestham

The verification workflow is as follows:

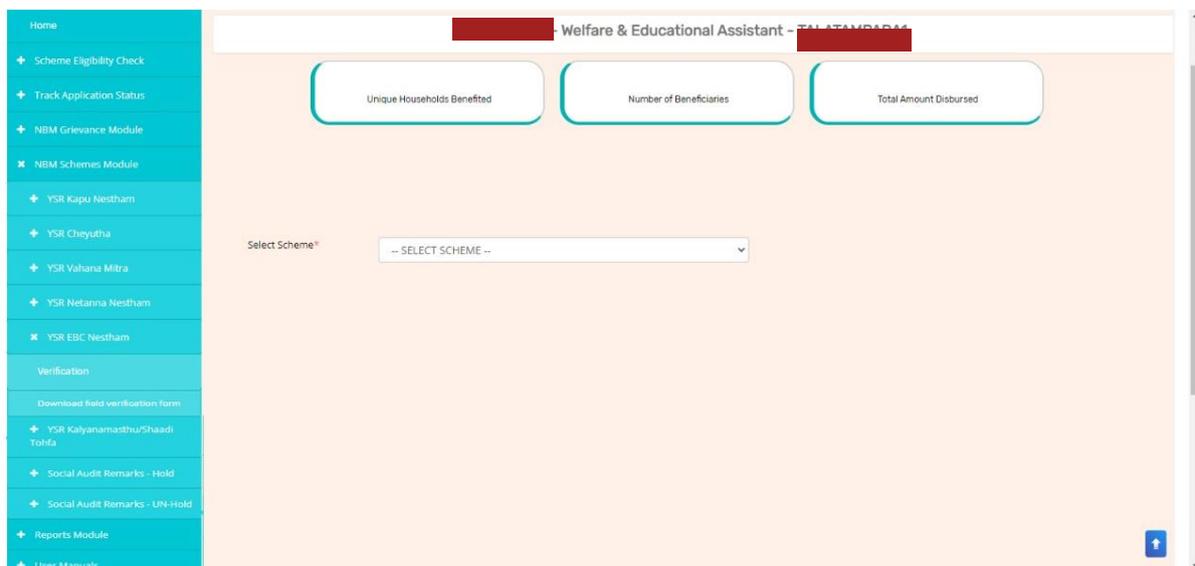


3.1 Verification by WEA/WWDS:

Please click on the URL <https://gsws-nbm.ap.gov.in/NBM/#!/Login> to login into the NBM Portal. Enter the credentials to login to the NBM portal.

The WEA/WWDS can use the username (combination of secretariat code and designation). After login to the NBM portal by WEA/WWDS, click on NBM Schemes Module, EBC Nestham button along with other schemes will be displayed. Click on “EBC Nestham” the following will be displayed

- Verification
- Download field verification form



Click on “Download field verification form” to download the field verification form which is as shown below:



గ్రామ - వార్డు
సచివాలయము



YSR EBC NESTHAM 2022-2023 WEA/WWDS FIELD VERIFICATION FORM

Secretariat Details			
Secretariat Name		Volunteer Name	
Secretariat Code		Cluster ID	
Application Basic Details			
Application ID		Application Date	
Name		Aadhaar No.	
Date of Birth		Gender	
Father Name/ Husband Name		Income Certificate No.	
		Caste Certificate No.	
Caste		Sub Caste	
Eligibility Criterion			
Category	As per System Validation	As per Field Verification	
Monthly Family Income	Rs	Rs	
Dry land holding of family	Acres	Acres	
Wet Land holding of Family	Acres	Acres	
Four-Wheeler in Family	Yes/No	Yes/No	
Any person in the Family working in Central/State Govt/PSU/Private etc. with income more than 12000/-	Yes/No If Yes: Name of Organization	Yes/No If Yes: Name of Organization	
Electricity consumption	Units	Units	
Urban property	In sq ft	In sq ft	
Income tax payee in family	Yes/No	Yes/No	
Availed Other Schemes Kapu Nestham / YSR Cheyutha			
Field Verifier Details			
WEA/WWDS Name		Employee ID	
Time and Date		Recommendation	
Remarks			

I solemnly swear that the above-mentioned particulars are true to the best of my knowledge and belief, and it conceals nothing and that no part of it is false. In case if found in future that the declaration given above is false, I am liable for prosecution.

Signature of the Applicant

Signature of the WEA/WWDS

After Logging in, in the left side menu bar, under “NBM Schemes Module”, select “EBC Nestham” and click on “Verification”.

In “Scheme Application Dashboard” page, click on “Verify” button against each application.

SNo	Application ID	Citizen Name	Gender	Aadhaar No.	Scheme Type	Financial Year	Mandal	Secretariat	Action
1			FEMALE		YSR EBC Nestham	2021	KANCHILI	TALATAMPARA1	Verify
2			FEMALE		YSR EBC Nestham	2021	KANCHILI	TALATAMPARA1	Verify
3			FEMALE		YSR EBC Nestham	2021	KANCHILI	TALATAMPARA1	Verify
4			FEMALE		YSR EBC Nestham	2021	KANCHILI	TALATAMPARA1	Verify
5			FEMALE		YSR EBC Nestham	2021	KANCHILI	TALATAMPARA1	Verify
6			FEMALE		YSR EBC Nestham	2021	KANCHILI	TALATAMPARA1	Verify

Then, the Scheme application verification page corresponding to the application is opened as shown below. The Applicant's family details are populated.

Home

- + Scheme Eligibility Check
- + Track Application Status
- + NBM Grievance Module
- + NBM Schemes Module
- + Reports Module
- + User Manuals
- + Update Profile

Join Telegram group**GSWS WEA /WIDS GROUP (OFFICIAL)* for getting real time instructions/circulars/O.Os from GSWS Department*

SCHEME Application VERIFICATION (WEA)

APPLICANT DETAILS

APPLICATION ID	[REDACTED]
APPLICANT NAME	[REDACTED]
SCHEME	YSR EBC Nestham
DATE OF APPLICATION	23-OCT-2022
GENDER	FEMALE
AADHAAR NUMBER	[REDACTED]
SECRETARIAT NAME	TALATAMPARA1

Certificate View

APPLICATION DETAILS

APPLICATION ID	[REDACTED]
APPLICANT NAME	[REDACTED]
FATHER NAME	
SCHEME	YSR EBC Nestham
DATE OF APPLICATION	23-OCT-2022
CURRENT DNO	
CURRENT DISTRICT	SRIKAKULAM
CURRENT MANDAL	KANCHILI
CURRENT SECRETARIAT	TALATAMPARA1
CURRENT PINCODE	

Family Details

Name of the Citizen	Gender	Date Of Birth	Caste	Mobile Number	Wet Land(Acres)	Dry Land(Acres)	Property(Sqft)	Vehicle(Y/N)	Govt Employee(Y/N)	Income Tax(Y/N)	Power
[REDACTED]	MALE		BC		0	0	0	0	0	0	0
[REDACTED]	FEMALE		BC		0	0	0	0	0	0	0
[REDACTED]	FEMALE	21-Sep-1975	BC		0	0	0	0	0	0	0

Enter the Caste certificate number and click “Search”. The system validates only those caste certificates which are tagged to Aadhaar number. Once caste certificate is validated, the Caste certificate details are fetched. Upload the scanned copy of applicant’s Caste certificate collected during field verification.

Caste Certificate Details

Caste Certificate Number: [Redacted] Search

Upload Certificate: Document Upload*(Max Size 1 MB only PDF Allowed)
Choose file | No file chosen.

Application Id	Caste Uid	Application Type	Applicant Name	District	Mandal	Secretariat	Caste	SubCaste	Gender(V/N)	Authorized By Designation
[Redacted]	[Redacted]	IntegratedCertificate	[Redacted]	SRIKAKULAM	MANDASA-R	BALIGAM	BC-A	Nayi-brahmin	Female	Tahsildar

Similarly, enter the Income certificate number and click “Search”. The system validates only those income certificates which are tagged to Aadhaar number. Once Income certificate is validated, the income certificate details are fetched. Upload the scanned copy of applicant’s income certificate.

Income Certificate Details

Income Certificate Number: [Redacted] Search

Upload Certificate: Document Upload*(Max Size 1 MB only PDF Allowed)
Choose file | iamuna.10th.pdf

Application Id	Application Type	Applicant Name	District	Mandal	Secretariat	Income	Gender(V/N)	Authorized By Designation(V/N)	Last Modified	
[Redacted]	IncomeCertificate	[Redacted]	NA	SRIKAKULAM	MANDASA-R	BALIGAM	45000.00	Female	Deputy Tahsildar	2022-03-10 13:01:17

Check List

Recommendation* Yes No

Upload Field Verification Report Of WEA/WWDS* Choose file | iamuna.10th.pdf

Upload Photo Of Field Verification By WEA/WWDS (PDF Only)* Choose file | iamuna.10th.pdf

Forward

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In the recommendation field, Select “Yes” or “No”. If No is selected, select the reason from the dropdown. If “Other” is selected as reason, user can enter remarks. Upload the duly filled Field Verification form and the Field verification photo and click on “Forward”.

The screenshot shows a web application interface for an Income Certificate. At the top, there is a search bar for the 'Income Certificate Number' (IC220310011872) and an 'Upload Certificate' section with a document upload field. Below this is a table titled 'Income Certificate Details' with the following data:

Application Id	Application Type	Applicant Name	District	Mandal	Secretariat	Income	Gender(Y/N)	Authorized By Designation(Y/N)	Last Modified
IC220310011872	IncomeCertificate	KONDAPALLI JAMUNA	SRIKAKULAM	MANDASA-R	BALIGAM	45000.00	Female	Deputy Tahsilidar	2022-03-10 13:01:17

Below the table is a 'Check List' section. The 'Recommendation*' field has radio buttons for 'Yes' (selected) and 'No'. There are two file upload fields: 'Upload Field Verification Report Of WEA/WWDS*' and 'Upload Photo Of Field Verification By WEA/WWDS (PDF Only)*', both with 'Choose file' buttons and the filename 'iamuna.10th.ndf'. A 'Forward' button is located at the bottom of the form.

After clicking on “Forward”, the following message is displayed.

The screenshot shows the same web application interface as above, but with a modal dialog box overlaid in the center. The dialog box contains an information icon (i) and the text: "Application (S33002140306356428911) Forwarded to next level !!!". Below the text is an 'OK' button. The background of the form is dimmed.

3.2 Verification by MPDO/MC

Please click on the URL <https://gsws-nbm.ap.gov.in/NBM/#!/Login> to login into the NBM Portal. Enter the credentials to login to the NBM portal.

The MPDO/MC can use the username (combination of secretariat code and designation).

After login to the NBM portal by MPDO/MC, click on NBM Schemes Module, EBC Nestham button along with other schemes will be displayed. Click on “EBC Nestham” the following will be displayed

- Verification

After Logging in, in the left side menu bar, under “NBM Schemes Module”, select “EBC Nestham” and click on “Verification”.

The screenshot shows the NBM portal interface. The header is green and contains the NBM logo, the text "Navasakam Beneficiary Management Government of Andhra Pradesh", and the user profile of Sri Y.S. Jagan Mohan Reddy, Honble Chief Minister, Government of Andhra Pradesh. The left sidebar is blue and contains a menu with the following items: Home, Scheme Eligibility Check, Track Application Status, NBM Grievance Module, NBM Schemes Module, YSR Kapu Nestham, YSR Cheyutha, YSR Vahana Mitra, YSR Netanna Nestham, YSR EBC Nestham, Verification (highlighted in orange), YSR Kalyanamasthu/Shaaadi Tohfa, Reports Module, and User Manuals. The main content area is white and displays a dashboard for "MPDO - K". It features three summary cards: "Unique Households Benefited", "Number of Beneficiaries", and "Total Amount Disbursed". Below these cards is a "Select Scheme*" dropdown menu with the option "-- SELECT SCHEME --".

In “Scheme Application Dashboard” page, select “Year” and “Application Type” and click on Search. Click on “Verify” button against each application.

The screenshot displays the 'SCHEME Application DASHBOARD (MPDO)'. On the left is a teal sidebar with navigation options: Home, Scheme Eligibility Check, Track Application Status, NBM Grievance Module, NBM Schemes Module, Reports Module, User Manuals, and Update Profile. The main content area shows three summary boxes: 'TOTAL' with a value of 3, 'PENDING' with a value of 3, and 'COMPLETED' with a value of 0. Below these are filters for 'Year' (2021-2022), 'Secretariat' (--ALL--), and 'Application Type' (Recommended), with a 'Search' button. A section titled 'Pending application to take action (MPDO)' contains a table with the following data:

Sl No	App ID	Citizen Name	Gender	Aadhaar No.	Scheme Type	Financial Year	Mandal	Secretariat	Action
1	[REDACTED]	LALITA RAWLO	FEMALE	[REDACTED]	YSR EBC Nestham	2021	KANCHILI	TALATAMPARA1	Verify
2	[REDACTED]	ROWLO PUNYAVATI	FEMALE	[REDACTED]	YSR EBC Nestham	2021	KANCHILI	TALATAMPARA1	Verify
3	[REDACTED]	ROWLO YASODHA	FEMALE	[REDACTED]	YSR EBC Nestham	2021	KANCHILI	TALATAMPARA1	Verify

At the bottom of the table area, there is an 'Approve' button.

Then, the Scheme application verification page corresponding to the application is opened as shown below. The Applicant and his/her family details are populated. The Field verification document uploaded by the WEA/WWDS can be viewed under “Certificate View” as shown below.

The screenshot shows the 'SCHEME Application VERIFICATION (MPDO)' page. The top header includes the NBM logo, 'Navasakam Beneficiary Management Government of Andhra Pradesh', and a profile for 'Sri YS Jagan Mohan Reddy, Hon'ble Chief Minister, Government of Andhra Pradesh'. The left sidebar is identical to the dashboard. The main content area is divided into two sections:

APPLICANT DETAILS

APPLICATION ID	[REDACTED]
APPLICANT NAME	[REDACTED]
SCHEME	YSR EBC Nestham
DATE OF APPLICATION	24-OCT-2022
GENDER	FEMALE
AADHAAR NUMBER	XXXX-XXXX-8149
SECRETARIAT NAME	TALATAMPARA1
WEA/WWDS RECOMMENDATION	Yes

Certificate View

WEA/WWDS PRIMERY FIELD VERIFICATION REPORT

The certificate image shows the text 'BOARD OF SECONDARY EDUCATION ANDHRA PRADESH' and a portrait of a person. A 'Next' button is located at the bottom right of the certificate view area.

Below the certificate view, there is another section titled 'APPLICATION DETAILS' with the following information:

APPLICATION ID	[REDACTED]
APPLICANT NAME	[REDACTED]

Family Details												
Name of the Citizen	Gender	Date Of Birth	Caste	Mobile Number	Wet Land(Acres)	Dry Land(Acres)	Property(Sqft)	Vehicle(Y/N)	Govt Employee(Y/N)	Income Tax(Y/N)	Power	
[REDACTED]	MALE		BC		0	0	0	0	0	0	0	
[REDACTED]	FEMALE		BC		0	0	0	0	0	0	0	
[REDACTED]	FEMALE	21-Sep-1975	BC		0	0	0	0	0	0	0	

Caste Certificate Details										
Application Id	Application Type	Applicant Name	District	Mandal	Secretariat	Caste	SubCaste	Gender(Y/N)	Authorized By Designation(Y/N)	Last Modified
[REDACTED]	IntegratedCertificate	K [REDACTED]	A SRIKAKULAM	MANDASA-R	BALIGAM	BC-A	Nayl-brahmin	Female	Tahsildar	2022-03-

Income Certificate Details										
Application Id	Application Type	Applicant Name	District	Mandal	Secretariat	Income	Gender(Y/N)	Authorized By Designation(Y/N)	Last Modified	
[REDACTED]	IncomeCertificate	[REDACTED]	A SRIKAKULAM	MANDASA-R	BALIGAM	45000.00	Female	Deputy Tahsildar	2022-03-10 13:01:17	

In the Recommendation select “Yes” or “No”. If No is selected, select the reason from the dropdown. If “Other” is selected as reason, user can enter remarks. Upload verification documents if any and click on “Forward”

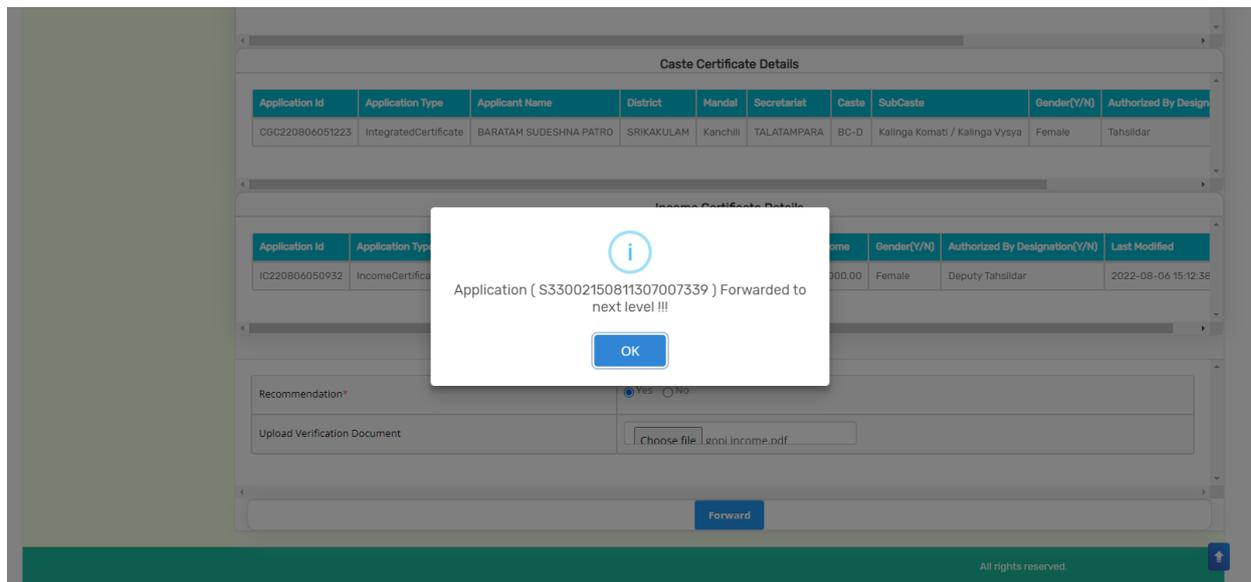
Caste Certificate Details										
Application Id	Application Type	Applicant Name	District	Mandal	Secretariat	Caste	SubCaste	Gender(Y/N)	Authorized By Designation(Y/N)	Last Modified
[REDACTED]	IntegratedCertificate	K [REDACTED]	A SRIKAKULAM	MANDASA-R	BALIGAM	BC-A	Nayl-brahmin	Female	Tahsildar	2022-03-

Income Certificate Details										
Application Id	Application Type	Applicant Name	District	Mandal	Secretariat	Income	Gender(Y/N)	Authorized By Designation(Y/N)	Last Modified	
[REDACTED]	IncomeCertificate	[REDACTED]	A SRIKAKULAM	MANDASA-R	BALIGAM	45000.00	Female	Deputy Tahsildar	2022-03-10 13:01:17	

Check List	
Recommendation*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Upload Verification Document	<input type="text" value="Choose file exam.10th.pdf"/>

Forward

After clicking on “Forward”, the following message is displayed.



3.3 Verification by ED BC

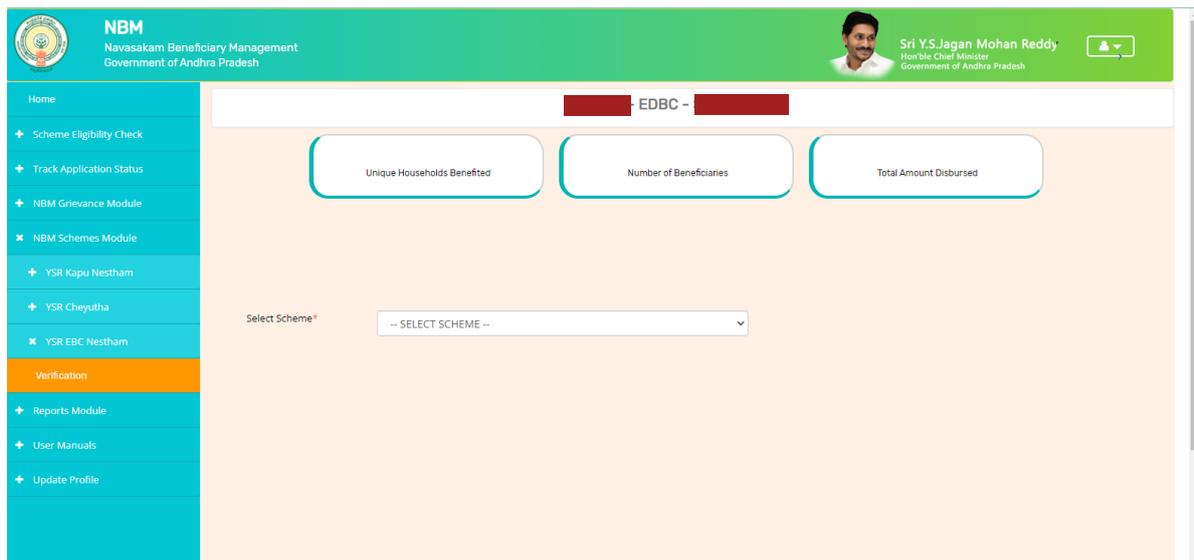
Please click on the URL <https://gsws-nbm.ap.gov.in/NBM/#!/Login> to login into the NBM Portal. Enter the credentials to login to the NBM portal.

The ED BC can use the username (combination of secretariat code and designation).

After login to the NBM portal by ED BC, click on NBM Schemes Module, EBC Nestham button along with other schemes will be displayed. Click on “EBC Nestham” the following will be displayed

- Verification

After Logging in, in the left side menu bar, under “NBM Schemes Module”, select “EBC Nestham” and click on “Verification”.



In the Scheme Application Dashboard page, select the “Financial year” as 2021-2022 and “Application Type” and click “Search”. Click on “Verify” button against each application.

The screenshot shows the 'SCHEME Application DASHBOARD (EDBC)' with the following search filters: Financial Year: 2021-2022, Mandal: --ALL--, Secretariat: --ALL--, Application Type: Recommended. The dashboard displays 3 total applications, 1 pending, and 2 completed. A table titled 'Pending application to take action (EDBC)' contains one entry:

Sno#	Application ID	Citizen Name	Gender	Aadhaar No.	Schema Type	Year	Mandal	Secretariat	Action
1	[REDACTED]	ROWLO PUNYAVATI	FEMALE	[REDACTED]	YSR EBC Nestham	2021	KANCHILI	TALATAMPARA1	Verify

Then, the Scheme application verification page corresponding to the application is opened as shown below. The Applicant and his/her family details are populated.

The Field verification document uploaded by the WEA/WWDS can be viewed under “Certificate View” as shown below.

The screenshot shows the 'SCHEME Application VERIFICATION (EDBC)' page. The 'APPLICANT DETAILS' section is populated with the following information:

APPLICATION ID	[REDACTED]
APPLICANT NAME	[REDACTED]
SCHEME	YSR EBC Nestham
DATE OF APPLICATION	26-OCT-2022
GENDER	FEMALE
AADHAAR NUMBER	XXXX-XXXX-8149
SECRETARIAT NAME	TALATAMPARA1
WEA/WWDS RECOMMENDATION	Yes
MPDO/MUCOM RECOMMENDED	Yes

The 'Certificate View' section displays a 'WEA/WWDS PRIMERY FIELD VERIFICATION REPORT' which includes a certificate from the 'BOARD OF SECONDARY EDUCATION ANDHRA PRADESH' and a photo of the applicant. A 'Next' button is visible at the bottom right of the certificate view.

CURRENT DISTRICT	SRIKAKULAM
CURRENT MANDAL	KANCHILI
CURRENT SECRETARIAT	TALATAMPARA1
CURRENT PINCODE	

Name of the Citizen	Gender	Date Of Birth	Caste	Mobile Number	Wet Land(Acres)	Dry Land(Acres)	Property(Sqft)	Vehicle(Y/N)	Govt Employee(Y/N)	Income Tax(Y/N)	Power
[REDACTED]	MALE		BC		0	0	0	0	0	0	0
	FEMALE		BC		0	0	0	0	0	0	0
	FEMALE	21-Sep-1975	BC		0	0	0	0	0	0	0

Application Id	Application Type	Applicant Name	District	Mandal	Secretariat	Caste	SubCaste	Gender(Y/N)	Authorized By Designation(Y/N)	Last Modified
[REDACTED]	IntegratedCertificate	KO [REDACTED]	SRIKAKULAM	MANDASA-R	BALIGAM	BC-A	Nayi-brahmin	Female	Tahsildar	2022-03-

In the Recommendation select “Yes” or “No”. If No is selected, select the reason from the dropdown. If “Other” is selected as reason, user can enter remarks. Upload verification documents if any and click on “Forward”

Application Id	Application Type	Applicant Name	District	Mandal	Secretariat	Caste	SubCaste	Gender(Y/N)	Authorized By Designation(Y/N)	Last Modified
[REDACTED]	IntegratedCertificate	[REDACTED]	SRIKAKULAM	MANDASA-R	BALIGAM	BC-A	Nayi-brahmin	Female	Tahsildar	2022-03-

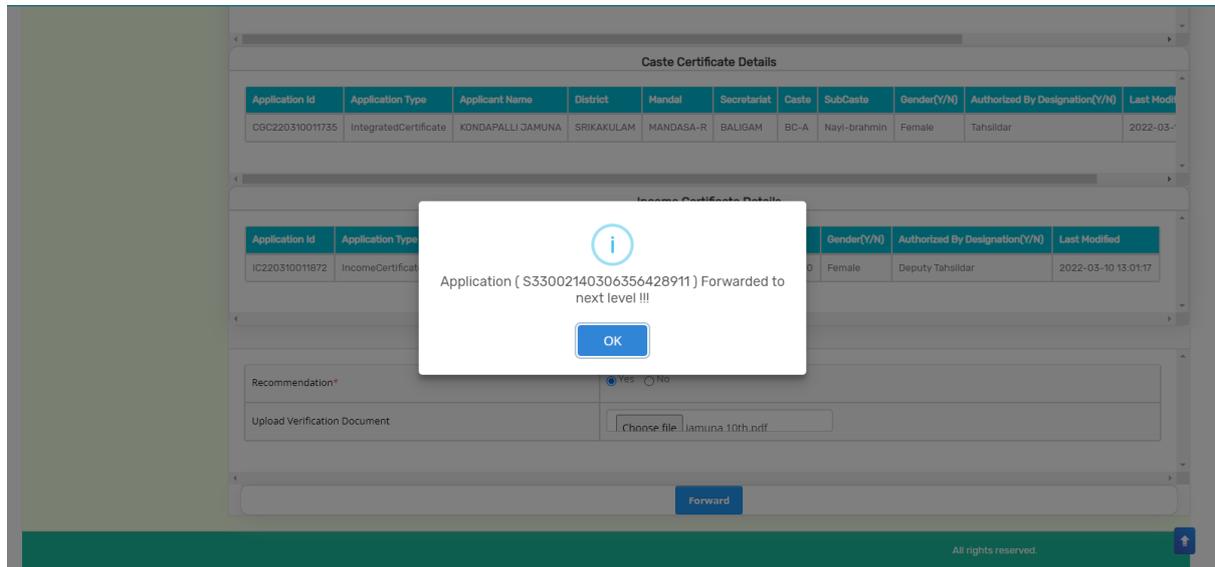
Application Id	Application Type	Applicant Name	District	Mandal	Secretariat	Income	Gender(Y/N)	Authorized By Designation(Y/N)	Last Modified
[REDACTED]	IncomeCertificate	[REDACTED]	SRIKAKULAM	MANDASA-R	BALIGAM	45000.00	Female	Deputy Tahsildar	2022-03-10 13:01:17

Recommendation*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Upload Verification Document	<input type="text" value="Choose file"/> lamuna.10th.pdf

Forward

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After clicking on “Forward”, the following message is displayed.



4. Frequently Asked Questions

Sl No	Question	Answer
1	వితంతు పింఛను తీసుకొనువారు ఈ పథకానికి అర్హుల?	అర్హులు
2	YSR చేయుత మరియు YSR కాపునేస్తం నందు లబ్ధి పొందిన వారు ఈ పథకానికి అర్హులు అవుతారా?	అర్హులు కాదు