



GOVERNMENT OF ANDHRA PRADESH

GVWV & VSWS DEPARTMENT

Vijayawada

Jagananna Suraksha Scheme grievances new applications/verification module

User Manual

August 2023

TABLE OF CONTENTS

1. Introduction.....	5
2. Status updation of grievances.....	5
Appendix 1. YSR KAPU NESTHAM Application registration and verification	8
1. Introduction.....	8
2. Mandatory Validations	9
2.1. Application.....	9
2.2. Verification.....	9
3. Application Registration and Verification Workflow	10
4. New Application Registration for Kapu Nestham 2023-2023	11
4.1. NBM portal Login for DA/WEDPS.....	11
5. Application Verification for Kapu Nestham 2023-2024.....	19
5.1. NBM portal Login for WEA/WWDS.....	19
5.2. NBM Portal Login for MPDO/MC.....	24
5.3. NBM Portal Login for ED BC	27
6. NBM Reports	31
6.1. Application Dashboard.....	31
6.2. Download Social Audit and Final Report	32
Appendix 2. YSR Vahanamitra New Application registration and verification	34
1. Introduction:.....	34
2. Mandatory Validations	35
2.1. Application.....	35
2.2. Verification.....	35
3. Application Registration and Verification Workflow	36
4. New Application Registration for YSR Vahanamitra 2023-2024	37
4.1. NBM portal Login for DA/WEDPS.....	37
5. Application Verification for Vahanamitra 2023-2024	44
5.1. NBM portal Login for WEA/WWDS.....	44
5.2. NBM Portal Login for MPDO/MC.....	49
6. NBM Reports	53
6.1. Application Dashboard.....	53
Appendix 3. User manual for YSR Cheyutha	54
1. Introduction:.....	54

2.	Workflow.....	55
3.	Applying for YSR Cheyutha 2022.....	56
4.	Verification of the Application	64
4.1.	<i>Verification by WEA/WWDS.....</i>	<i>64</i>
4.2.	<i>Verification by MPDO/MC.....</i>	<i>68</i>
5.	Application Status Report Dashboard:	73
6.	Downloading the Lists and Social Audit.....	75
7.	Social Audit Remarks	76
7.1.	<i>Social Audit Remarks – Hold.....</i>	<i>76</i>
7.2.	<i>Social Audit Remarks – Unhold.....</i>	<i>78</i>
8.	Grievance Handling	81
8.1.	<i>Parameters for Scheme Grievances.....</i>	<i>81</i>
9.	Part II - BENEFICIARY OUTREACH APP.....	100
10.	Frequently Asked Questions.....	104
Appendix 4. Jagananna Chedodu Application Registration and Verification 106		
1.	Introduction:.....	106
2.	Mandatory Validations/Documents.....	106
3.	Eligibility criterion (profession wise)	107
4.	Application registration procedure	108
4.1.	<i>BoP App.....</i>	<i>108</i>
4.2.	<i>NBM Portal.....</i>	<i>108</i>
5.	Application Workflow	109
6.	Instructions for Application Registration in BOP App.....	110
7.	Instructions for Application Verification in NBM Portal.....	116
7.1.	<i>WEA/WWDS Login.....</i>	<i>116</i>
7.2.	<i>MPDO/MC Login.....</i>	<i>120</i>
7.3.	<i>ED BC Login.....</i>	<i>124</i>
Appendix 5. YSR EBC NESTHAM New Application registration and verification 128		
1.	Introduction:.....	128
2.	Mandatory Validations	128
3.	Application Registration and Verification Workflow	129
4.	New Application Registration for EBC Nestham 2022-2023	130
4.1.	<i>NBM portal Login for DA/WEDPS.....</i>	<i>130</i>
5.	New Application Verification for EBC Nestham 2022-2023.....	138

5.1.	<i>NBM portal Login for WEA/WWDS.....</i>	<i>138</i>
6.	NBM Portal Login for MPDO/MC	143
6.1.	<i>NBM Portal Login for ED BC</i>	<i>146</i>
7.	NBM Reports.....	150
7.1.	<i>Application Dashboard.....</i>	<i>150</i>
7.2.	<i>Download Social Audit and Final Reports.....</i>	<i>151</i>
Appendix 6. Instructions for Application Registration YSR Nethanna Nestham 153		
1.	Instructions for BOP App for YSR Nethanna Nestham	153
2.	Instructions for Application Verification in NBM Portal.....	164
2.1.	<i>WEA/WWDS Login.....</i>	<i>164</i>
2.2.	<i>MPDO/MC Login.....</i>	<i>168</i>
2.3.	<i>ADHT login</i>	<i>171</i>
Appendix 7. YSR Matsyakara Bharosa175		
1.	Introduction.....	175
2.	Mandatory validations for registration of applications	175
3.	Applying for YSR Matsyakara Bharosa 2023-2024.....	176
4.	Verification of Applications for YSR Matsyakara Bharosa	183
4.1.	<i>Verification by FDO.....</i>	<i>184</i>
4.2.	<i>Verification by ADF.....</i>	<i>186</i>
4.3.	<i>Verification by DFO.....</i>	<i>189</i>

1. Introduction

Government of Andhra Pradesh conducted Jagananna Suraksha programme from 1 July 2023 to 31 July 2023 for resolving issues in schemes and services.

GSWS department has enabled module for registering new applications for citizens who raised grievances in Jagananna Suraksha and are eligible as per six step eligibility criteria.

If beneficiary is eligible and applied grievance in suraksha then only functionary should apply through the common application form in the NBM portal/BOP App for following schemes.

S. No	Scheme name	Source of application
1	YSR Kapu Nestham	NBM common application form
2	YSR Cheyutha	NBM common application form
3	YSR Vahanmitra	NBM common application form
4	YSR Nethanna Nestham	BOP App- welfare assistant/WWDS login
5	Jagananna Chedodu	BOP App- welfare assistant/WWDS login
6	YSR EBC Nestham	NBM common application form
7	YSR Matsyakara Bharosa	Application form VA/FA (Fisheries Assistant) login

2. Status updation of grievances

After applying for schemes the WEA/WWDS has to update the status of the grievance in NBM portal. After log in into NBM portal the functionary has to click on NBM Grievance module.

- a) "NBM Grievance Module" has a list of three sub modules as follows,
- Spandana Grievance Dashboard
 - Spandana Grievance Approval
 - Jagananna Suraksha-Scheme Grievances Verification Module

List of beneficiaries who their grievances raised under Jagananna Suraksha scheme and eligible as per six step will be appeared by clicking on the Jagananna suraksha-scheme grievances verification module under NBM Grievance Module

NBM
Navasakam Beneficiary Management
Government of Andhra Pradesh

Sri Y.S.Jagan Mohan Reddy
Hon'ble Chief Minister
Government of Andhra Pradesh

Home

- Scheme Eligibility Check
- Track Application Status
- NBM Grievance Module
- Spandana Grievance Dashboard
- Spandana Grievance Approval
- Jagananna suraksha - Scheme grievances verification module
- NBM Schemes Module
- Reports Module
- User Manuals
- Update Profile

Jagananna suraksha- Scheme grievances verification module

Search here

No of records per page 5 50

S.No	Name of the beneficiary	UID(last four digits)	Household ID	Cluster ID	Mobile number	Scheme Name	Action
1	Mandyaguru Githa	XXXXXXXX2796	...0055644126	10390678008	8331054077	YSR Cheyutha	Edit
2	Mogasala Devi	XXXXXXXX6780	...8101612495	10390678020	7670933036	YSR Cheyutha	Edit
3	Mogasala Lakshmi	XXXXXXXX9578	...8101612495	10390678020	7670933036	YSR Cheyutha	Edit
4	Mogasala Aruna	XXXXXXXX4928	...8101612495	10390678020	7670933036	YSR Cheyutha	Edit
5	Mogasala Sathyanarayana	XXXXXXXX6807	...8101612495	10390678020	9441277360	YSR Cheyutha	Edit

Previous 1 Next

b) Against each beneficiary, under action column “Edit” option is will be there to select one in the three reasons (applied, not interested and not eligible) by the user based on the verification and then submit.

NBM
Navasakam Beneficiary Management
Government of Andhra Pradesh

Sri Y.S.Jagan Mohan Reddy
Hon'ble Chief Minister
Government of Andhra Pradesh

Home

- Scheme Eligibility Check
- Track Application Status
- NBM Grievance Module
- Spandana Grievance Dashboard
- Spandana Grievance Approval
- Jagananna suraksha - Scheme grievances verification module
- NBM Schemes Module
- Reports Module
- User Manuals
- Update Profile

Jagananna suraksha- Scheme grievances verification module

Search here

No of records per page 5 50

S.No	Name of the beneficiary	UID(last four digits)	Household ID	Cluster ID	Mobile number	Scheme Name	Reason	Action
1	Mandyaguru Githa	XXXXXXXX2796	...0055644126	10390678008	8331054077	YSR Cheyutha	-Select-	Cancel Submit
2	Mogasala Devi	XXXXXXXX6780	...8101612495	10390678020	7670933036	YSR Cheyutha	-Select-	
3	Mogasala Lakshmi	XXXXXXXX9578	...8101612495	10390678020	7670933036	YSR Cheyutha	Applied	
4	Mogasala Aruna	XXXXXXXX4928	...8101612495	10390678020	7670933036	YSR Cheyutha	Not interested	
5	Mogasala Sathyanarayana	XXXXXXXX6807	...8101612495	10390678020	9441277360	YSR Cheyutha	Not eligible	

Previous 1 Next

c) If any beneficiary is not eligible after due diligence, then new column remarks will be appeared with multiple options.

Under remarks, user can select the multiple options based on the verification then submit.

NBM Navasakam Beneficiary Management Government of Andhra Pradesh

Sri Y.S.Jagan Mohan Reddy Hon'ble Chief Minister Government of Andhra Pradesh

Home

- Scheme Eligibility Check
- Track Application Status
- NBM Grievance Module
- Spandana Grievance Dashboard
- Spandana Grievance Approval
- Jagananna suraksha- Scheme grievances verification module
- NBM Schemes Module
- Reports Module
- User Manuals
- Update Profile

Jagananna suraksha- Scheme grievances verification module

Search here

No of records per page 5 50

Beneficiary	UID(last four digits)	Household ID	Cluster ID	Mobile number	Scheme Name	Reason	Remarks	Action
	XXXXXXXX9578	...8101612495	10390678020	7670933036	YSR Cheyutha	Not eligib	Select option <input checked="" type="checkbox"/> Central Govt/Public Sector/Private Employee Present in household <input checked="" type="checkbox"/> Ineligible during Field Verification <input checked="" type="checkbox"/> Ineligible due to not having Proper Documents <input type="checkbox"/> Ineligible due to ...	Cancel Submit
	XXXXXXXX4928	...8101612495	10390678020	7670933036	YSR Cheyutha			
arayana	XXXXXXXX6807	...8101612495	10390678020	9441277360	YSR Cheyutha			

Previous 1 Next

d) Dialogue box shows updated successfully will be shown after submitting with the reason and remarks

NBM Navasakam Beneficiary Management Government of Andhra Pradesh

Sri Y.S.Jagan Mohan Reddy Hon'ble Chief Minister Government of Andhra Pradesh

Home

- Scheme Eligibility Check
- Track Application Status
- NBM Grievance Module
- Spandana Grievance Dashboard
- Spandana Grievance Approval
- Jagananna suraksha- Scheme grievances verification module
- NBM Schemes Module
- Reports Module
- User Manuals
- Update Profile

Jagananna suraksha- Scheme grievances verification module

UPDATED SUCCESSFULLY

OK

Appendix 1. YSR KAPU NESTHAM Application registration and verification

1. Introduction

- The YSR Kapu Nestham Scheme aims on Providing financial assistance of Rs. 45000/- for 3 years, an amount of Rs. 15000/- per year to the women of economically backward classes who are in the age group of 45 to 60 years (except the beneficiaries already covered under YSR EBC Nestham and YSR Cheyutha).
- The beneficiary should have been born between 01.08.1963 to 31.07.1978.
- The Aadhaar update history document must be generated by the DA/WEDPS for the applicant prior to making Application on the NBM portal.
- Aadhaar history update document can be downloaded from the UIDAI website <https://resident.uidai.gov.in/aadhaar-updatehistory>. Upon entering the Applicant UID, and entering the OTP received on Aadhaar linked mobile phone, the update history can be viewed and downloaded.
- Only the document that is downloaded by the DA/WEDPS should be uploaded after verification. Do not accept any document from the applicant.
- The WEA/WWDS must compulsorily visit the beneficiary household and shall upload the field verification form and photo of WEA/WWDS along with beneficiary.

2. Mandatory Validations

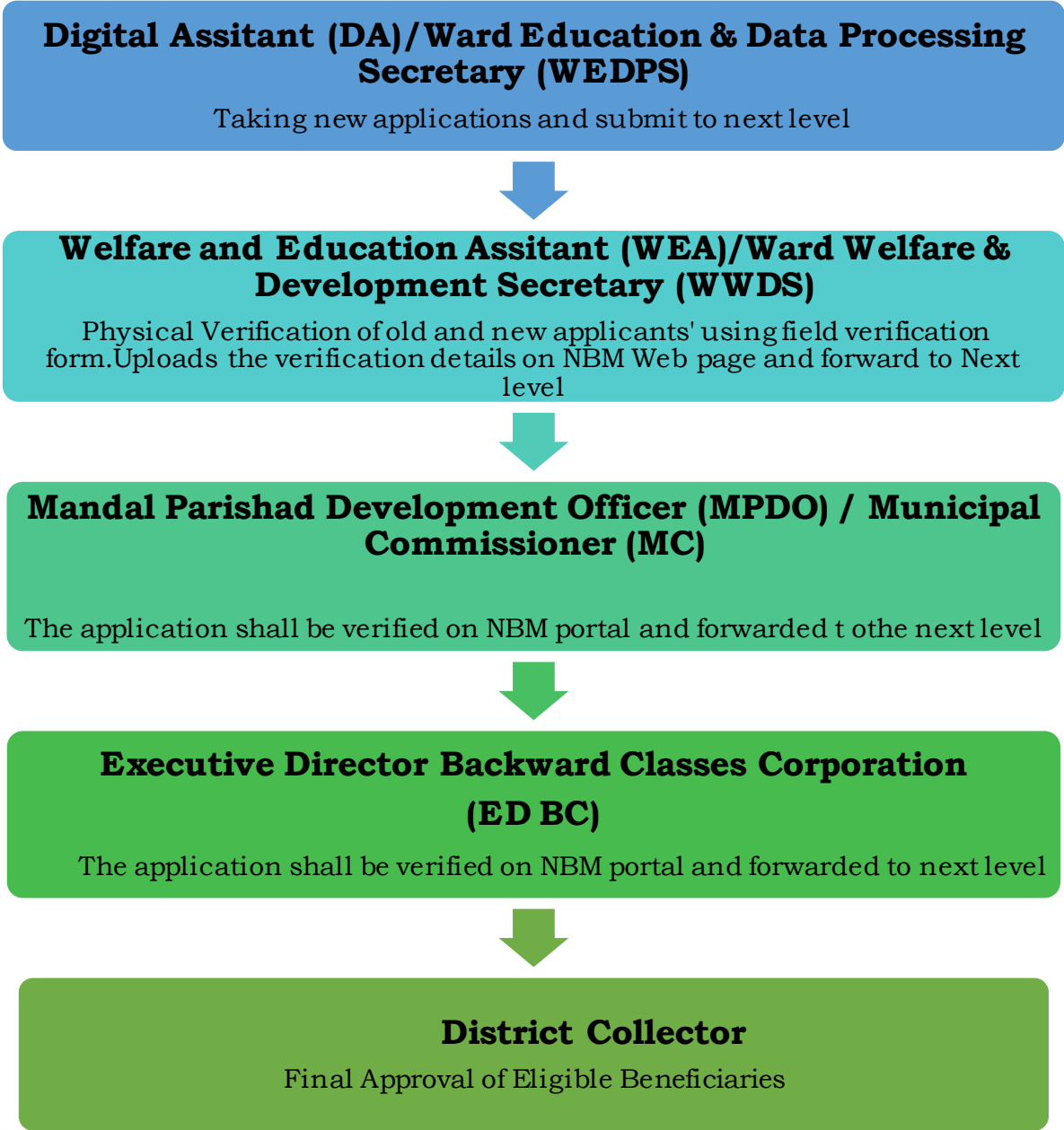
2.1. Application

- The Caste and Income certificates must be tagged with Applicant's Aadhaar number.
- The Aadhaar Update history document must be downloaded from UIDAI website and uploaded.
- Applicant's Bank details including the account number and IFSC code must

2.2. Verification

- The WEA/WWDS must complete field verification and upload the document to forward to next level
- The WEA/WWDS must upload a field verification photo with the applicant to forward to next level

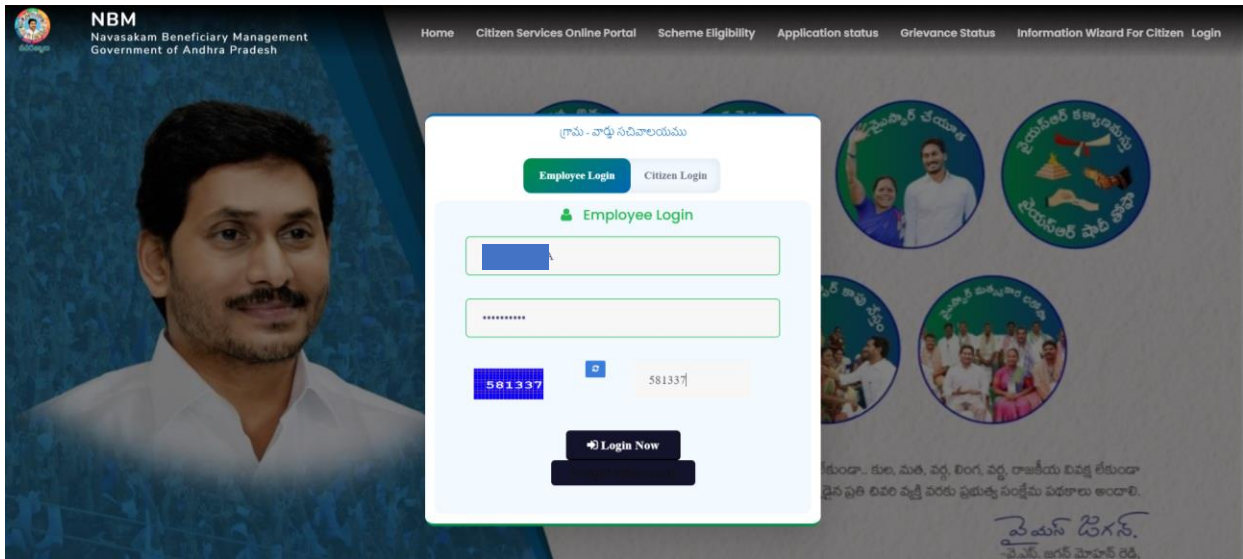
3. Application Registration and Verification Workflow



4. New Application Registration for Kapu Nestham 2023-2023

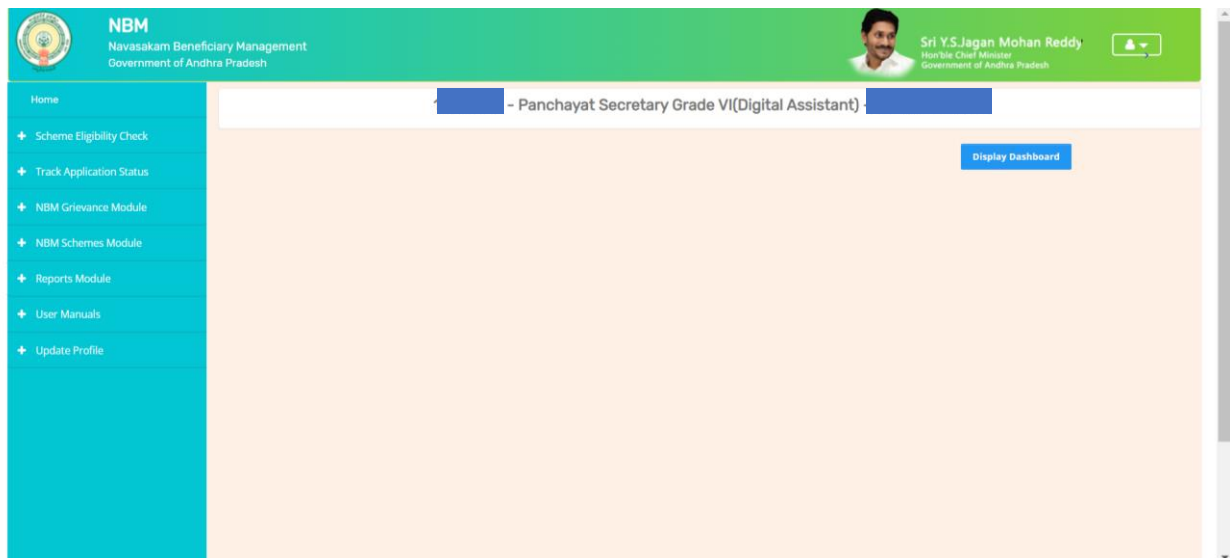
4.1. NBM portal Login for DA/WEDPS

Please click on the URL <https://gsws-nbm.ap.gov.in/NBM/#!/Login> to login into the NBM Portal. The following screen is displayed.

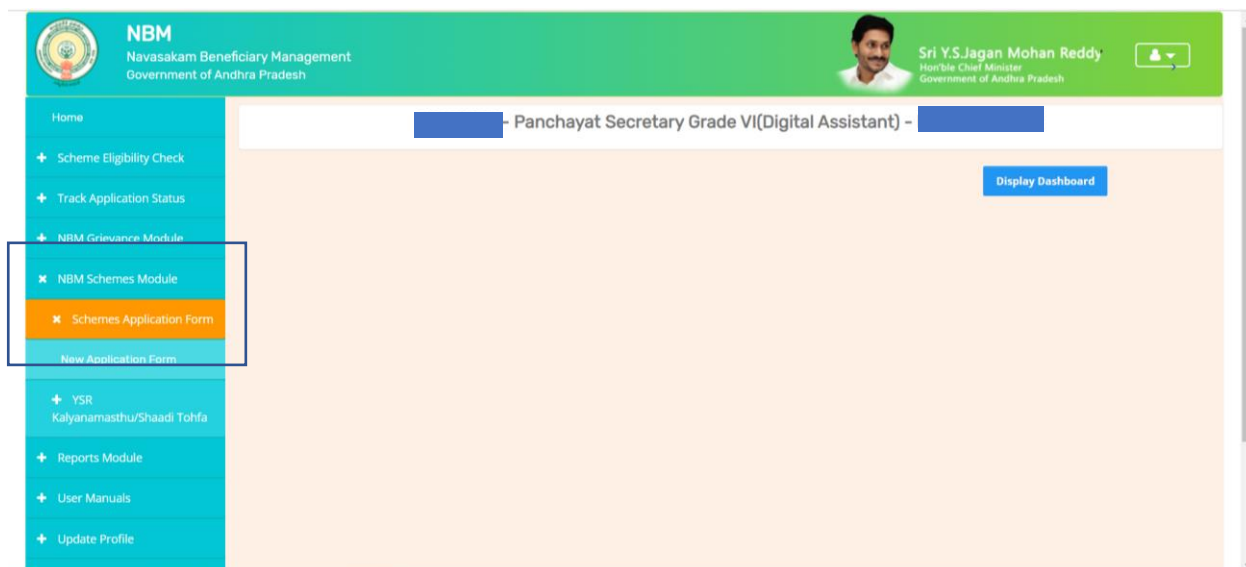


After logging in to the NBM portal, the left side menu bar displays the following options as shown in picture.

- Home
- Scheme Eligibility Check
- Track Application status
- NBM Grievance Module
- NBM Schemes Module
- Reports Module
- User Manuals
- Update Profile



- Select the “NBM Scheme Module” and click on “Schemes Application Form”
- from the left side bar. The following tabs will be displayed as shown in picture above.
- Schemes Application Form
- New Application Form



In the NBM Schemes Module, under “Schemes Application Form”, click on “New Application Form”. The Basic Details section of the Application can be viewed as shown below. From the “Select Scheme dropdown”, select the Scheme for which the new application is to be registered.

In the Basic Details form, after selecting Scheme and entering Aadhaar number click on prefill. Some fields are prefilled by Aadhaar. Some details are to be filled manually. Click on “Continue” after filling Basic Details. After clicking on “continue”, the scheme specific application form can be accessed.

After clicking on Continue, the family details are visible as shown below where the six-step eligibility for all the members of household can be viewed.

- In the Bank Details section, enter the Bank Account Number, IFSC Code and click on search. The IFSC Code will be validated, and the Bank and Branch name will be auto filled.

NBM Scheme Application Form

Basic Details YSR Kapu Nestham

Family Details

Name of the Citizen	Gender	Date Of Birth	Caste	Mobile Number	Wet Land(Acres)	Dry Land(Acres)	Property(Sqft)	Vehicle(Y/N)	Go
NAGABABU MANEPALLI(9227)	MALE	08-Jul-1988		9160338919	0	0	0	0	0

Bank Details

Bank Account Number	IFSC code	Name of the Bank	Name of the branch
<input type="text" value="ENTER ACCOUNT NUMBER"/>	<input type="text" value="ENTER IFSC CODE"/>	<input type="text" value="ENTER BANK NAME"/>	<input type="text" value="ENTER BRANCH NAME"/>

To enter the Aadhaar Update History details follow the steps below:

- The DA/WEDPS should themselves download the applicant's Aadhaar update history document from UIDAI Website.
- (Do not accept any Documents from Applicant)
- Based on the applicant's Aadhaar Update History document, under the Aadhaar Update History section, select the number of times the date of birth in Aadhaar has been updated.
- If there is no modification in age in the Aadhaar then select "0" from the "How many time age updated" dropdown and
 - enter the Enrolment date of Aadhar (the date on which Aadhaar applied)
 - enter the Date of Birth as mentioned on the Aadhaar
 - For "Proof of Document" upload the Aadhar Update history document
- If the applicant has updated her Date of Birth in the Aadhaar equal to or more than once, then
 - Select "Type of Update" as Age/DOB
 - Select "Previous Date of Birth" and the "Changed Date of birth" as shown in the Aadhaar update history document.
 - For each Age update, select the "Date of Update"
 - For "Proof of Document" upload the Aadhar Update history document
- Upon filling Aadhaar Update History, Check the two mandatory declaration boxes.

Aadhaar Update History

How many times AGE updated:*

S NO	Type of Update	Previous Date of Birth*	Changed Date of Birth*	Date of Update*	Proof Document
1	Age/DOB	01-09-1970	02-11-1971	11-06-2015	Choose File TestingCertificate.pdf

I have personally verified the Aadhaar update history of the Applicant and entered the data as per the details shown in UIDAI portal.
 I hereby declare that the information furnished above is true, complete and correct. I understand that in the event of given information being found false or incorrect at any stage, I am aware that I may be held liable for it.

Caste Certificate Details

Caste Certificate Number	Upload Certificate
<input type="text" value="Enter Caste Certificate Number"/> <input type="button" value="Search"/>	<input type="button" value="Choose File"/> TestingCertificate.pdf

Note:-Please upload APseva Caste Certificate Only

In the Caste Certificate Details section enter the applicant’s Caste certificate Number and click on “search”. Only those Caste certificates that are tagged to Aadhaar certified will be validated. If applicants Caste certificate and Aadhaar match, then the applicant’s caste details are fetched. Upload the scanned copy of Applicant’s Caste Certificate.

I have personally verified the Aadhaar update history of the Applicant and entered the data as per the details shown in UIDAI portal.
 I hereby declare that the information furnished above is true, complete and correct. I understand that in the event of given information being found false or incorrect at any stage, I am aware that I may be held liable for it.

Caste Certificate Details

Caste Certificate Number	Search	Upload Certificate
<input type="text" value="Enter Caste Certificate Number"/>	<input type="button" value="Search"/>	Document Upload*(Max Size 1 MB only PDF Allowed) <input type="button" value="Choose File"/> No file chosen

Note:-Please upload APseva Caste Certificate Only

Caste Certificate Details

Application Id	Application Type	Applicant Name	District	Mandal	Secretariat	Caste	SubCaste	Gender(Y/N)	Author
3	IntegratedCertificate		EAST GODAVARI	KADIAM-R	VEMAGIRI			Female	Tahs

Similarly, in the Income Certificate Details section enter the applicant’s Income certificate Number and click on “search”. Only those Income certificates that are tagged to Aadhaar certified will be validated. If applicants Income certificate and Aadhaar match, then the applicant’s income details are fetched. Upload the scanned copy of applicant’s Income certificate.

Income Certificate Details

Income Certificate Number		Upload Certificate
<input style="width: 90%;" type="text"/>	<input type="button" value="Search"/>	Document Upload(Max Size 1 MB only PDF Allowed) <input type="button" value="Choose File"/> TestineCertificate.pdf
Note:-Please upload APseva Income Certificate Only		

Income Certificate Details

Application Id	Application Type	Applicant Name	District	Mandal	Income	Secretariat	Gender(Y/N)	Authorized By Designation
[redacted]	IncomeCertificate	[redacted]	EAST GODAVARI	KADIAM-R	VEMAGIRI1	[redacted]	[redacted]	Deputy Tahsildar

Applicant Authentication Type*

Bio Authentication IRIS Authentication Aadhaar OTP

Select anyone of the authentication modes for performing eKYC Authentication of applicant.

Application Id	Application Type	Applicant Name	District	Mandal	Income	Secretariat	Gender(Y/N)	Authorized By Designation
[redacted]	IncomeCertificate	[redacted]	EAST GODAVARI	KADIAM-R	VEMAGIRI1	[redacted]	Female	Deputy Tahsildar

Applicant Authentication Type*

Bio Authentication IRIS Authentication Aadhaar OTP

"I/We hereby submit voluntarily at my/our own discretion, the physical copy of Aadhaar card/physical e-Aadhaar/electronic Aadhaar xml as issued by UIDAI (Aadhaar), to GSWS Department for the purpose of establishing my/our identity / address proof and voluntarily give my/our consent for verification process as per the instructions for the said purpose with GSWS Department and; hereby consent to GSWS Department for verification of my/our Aadhaar to establish its genuineness through Quick Response (QR) code embedded in the Aadhaar card or through such other acceptable manner as per UIDAI or under any Act or law from time to time. The consent and purpose of collecting Aadhaar has been explained to me/us in local language."

Enter OTP from Aadhaar Registered Mobile No.*

After successful completion of the following screen is displayed. Acknowledgment will pop-up as shown below, and beneficiary will receive a SMS on registered mobile.

The following Acknowledgement is generated

The screenshot displays a software interface with three main sections. On the left is a sidebar with a 'Managed bookmark' header and a list of fields: District Name, Mandal/Municipality Name, Secretariat Name, Secretariat Code, Scheme Name, Applicant Name, Applied Date, and Application Number. The central area shows a generated acknowledgement form with a header in Telugu: 'వై ఎస్ ఆర్ నవళకం 20...'. Below the header, there are labels for 'District Name', 'Mandal/Municipality Name', 'Secretariat Name', 'Secretariat Code', 'Scheme Name', 'Applicant Name', 'Applied Date', and 'Application Number', with a large blue rectangular redaction box covering the corresponding information. On the right is a print dialog box titled 'Print' with '1 page' indicated. It includes settings for 'Destination' (Save as PDF), 'Pages' (All), 'Pages per sheet' (1), and 'Margins' (Default). Under 'Options', 'Headers and footers' is checked, and 'Background graphics' is unchecked. 'Save' and 'Cancel' buttons are at the bottom.

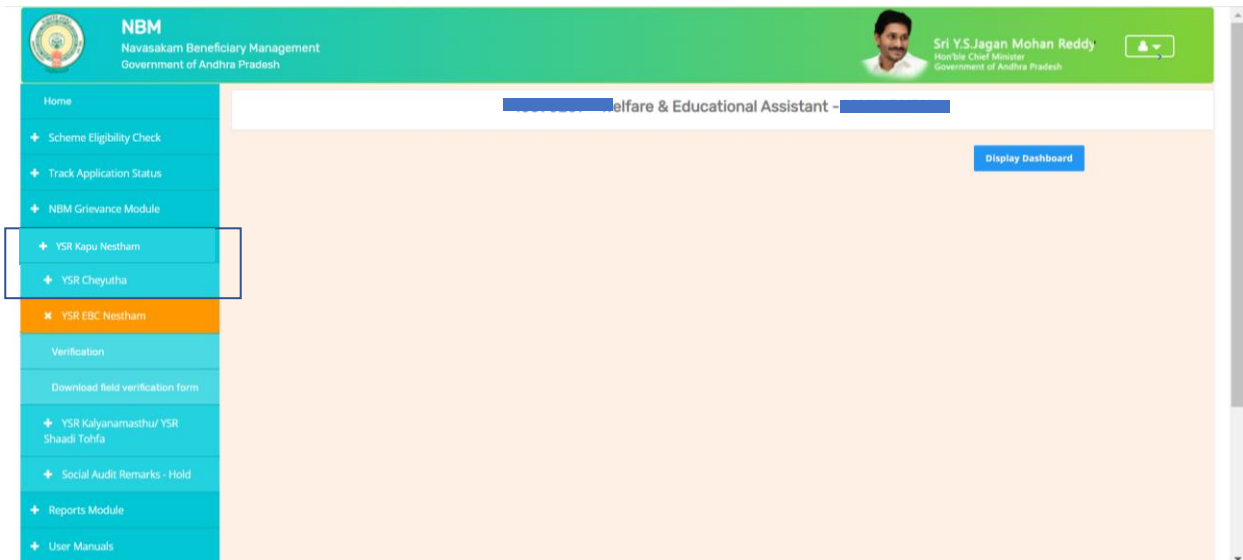
5. Application Verification for Kapu Nestham 2023-2024

5.1. NBM portal Login for 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 logging to the NBM portal by WEA/WWDS, click on NBM Schemes Module, YSR Kapu Nestham button along with other schemes will be displayed. Click on “YSR Kapu Nestham” the following will be displayed

Verification button as seen below.



The WEA/WWDS shall Click on download field verification form which looks as follows:



గ్రామ - వార్డు
కృషి సాధన కమిషన్



VCD KADU NESTHAM WEA / WWDS FIELD

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	Acres
Wet Land holding of Family	Acres	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

The WEA/WWDS should take the form and visit the concerned **applicants' household personally for verification**. Also, the WEA/WWDS shall take a **photo of the verification process along with applicant**. (Please ensure that time stamp, latitude and longitude are present on the photo). The WEA/WWDS must upload the Field verification form and field verification photo (both in PDF format) in his login. The photo may be taken in the **note cam app** to capture all the mentioned above details.

Under YSR Kapu Nestham, click on “Verification” button to open the scheme applications dashboard as follows:

The screenshot displays the NBM (Navasakam Beneficiary Management) dashboard for WEA. The header includes the NBM logo and the name of the Hon'ble Chief Minister, Sri Y.S. Jagan Mohan Reddy. The dashboard is titled "SCHEME Application DASHBOARD (WEA)" and features three summary cards: TOTAL (9), PENDING (6), and COMPLETED (3). Below these cards is a section for "Pending application to take action (WEA)" with a "DETAILS" table. The table lists four applications with columns for SNo, Application ID, Citizen Name, Gender, Aadhaar No, Scheme Type, Financial Year, Mandal, Secretariat, and Action. The "Verification" option in the left sidebar is highlighted in orange.

SNo	Application ID	Citizen Name	Gender	Aadhaar No	Scheme Type	Financial Year	Mandal	Secretariat	Action
1		V	FEMALE	9953	YSR EBC Nestham	2022	PENUMANTRA	MAMUDURU	Verify
2		V	FEMALE	3813	YSR EBC Nestham	2022	PENUMANTRA	MAMUDURU	Verify
3		K	FEMALE	5570	YSR EBC Nestham	2022	PENUMANTRA	MAMUDURU	Verify
4		DASTA VENKATA LAKSHMI	FEMALE	3711	YSR EBC Nestham	2021	PENUMANTRA	MAMUDURU	Verify

“Verify” button is present against each application as shown above. Once the verify button is clicked the following screens can be seen.

Income Certificate Details

Application Id	Application Type	Applicant Name	District	Mandal	Secretariat	Income	Gender(Y/N)	Authorized By Designation(Y/N)	Last Modified
	IncomeCertificate		EAST GODAVARI	KADIAM-R	VEMAGIRI	7	emale	Deputy Tahildar	2022-02-15 17:11:23

Check List

Recommended* Yes No

Upload Field Verification Report Of WEA/WWDS*

Upload Photo Of Field Verification By WEA/WWDS (PDF Only)*

Forward

All rights reserved.

The details of the applicant can be viewed. Upon conducting field verification, the WEA/WWDS can select “Yes” or “No” in the recommendation. If “No” is selected, select reason from the dropdown.

If “Others” is selected as reason, Remarks can be entered.

The field verification form and the Photo of WEA/WWDS with the applicant shall be uploaded.

Application Id	Application Type	Applicant Name	District	Mandal	Secretariat	Caste	SubCaste	Gender(Y/N)	Authorized By Designation(Y/N)	Last Modified
	IntegratedCertificate		EAST GODAVARI	KADIAM-R	VEMAGIRI	OC	Kapu	Female	Tahildar	2022-02-15 17:09:16

Recommended* Yes No

Reasons*

- Select Reason--
- Age more than 60 Years
- Age less than 45 Years
- Beneficiary is a Male
- Availed Other Schemes (YSR Kapu Nestham/YSR Cheyutha)
- Beneficiary is a Government Employee
- Beneficiary is an Employee and drawing salary more than 12000
- Household having Government Employee or drawing salary more than 12000
- Household having Average Consumption was more than 300 Units**
- Household having Income tax Payee
- Household having GST paying member
- Household having Dry land more than and equal to 10 Acres
- Household having Wet Land more than 3 acres
- Household having Dry Land and Wet Land more than 10 acres
- Household having Urban Property more than 1000sqft
- Household member having Four-Wheeler
- Other

Upload Field Verification Report Of WEA/WWDS*

Upload Photo Of Field Verification By WEA/WWDS (PDF Only)*

Forward

All rights reserved.

After making relevant Recommendation, uploading the documents, and clicking on “Forward” the following acknowledgment message pops up.

27		TATHAVARTHI PARVATHIMANI	FEMALE	1622	YSR EBC Nestham	2021	KADIAM	VEMAGIRI	Verify
28		SRIKAKOLLAPU MANGATAYARU	FEMALE	0875	YSR EBC Nestham	2021	KADIAM	VEMAGIRI	Verify
29		MANTHINA VENKATA NAGA SATYAVATHI	FEMALE	0797	YSR EBC Nestham	2021	KADIAM	VEMAGIRI	Verify
30		THATIKONDA VEERA KANIKA NARAYANA PADMAVATHI	FEMALE	7548	YSR EBC Nestham	2021	KADIAM	VEMAGIRI	Verify
31		GADI SARADA	FEMALE	8180	YSR EBC Nestham	2021	KADIAM	VEMAGIRI	Verify
32					YSR EBC Nestham	2021	KADIAM	VEMAGIRI	Verify
33					YSR EBC Nestham	2021	KADIAM	VEMAGIRI	Verify
34					YSR EBC Nestham	2021	KADIAM	VEMAGIRI	Verify
35					YSR EBC Nestham	2021	KADIAM	VEMAGIRI	Verify
36					YSR EBC Nestham	2021	KADIAM	VEMAGIRI	Verify
37		CHOPPERLA SURYA KUMARI	FEMALE	0268	YSR EBC Nestham	2021	KADIAM	VEMAGIRI	Verify
38		BONTHA LALITHA VANI	FEMALE	9157	YSR EBC Nestham	2021	KADIAM	VEMAGIRI	Verify

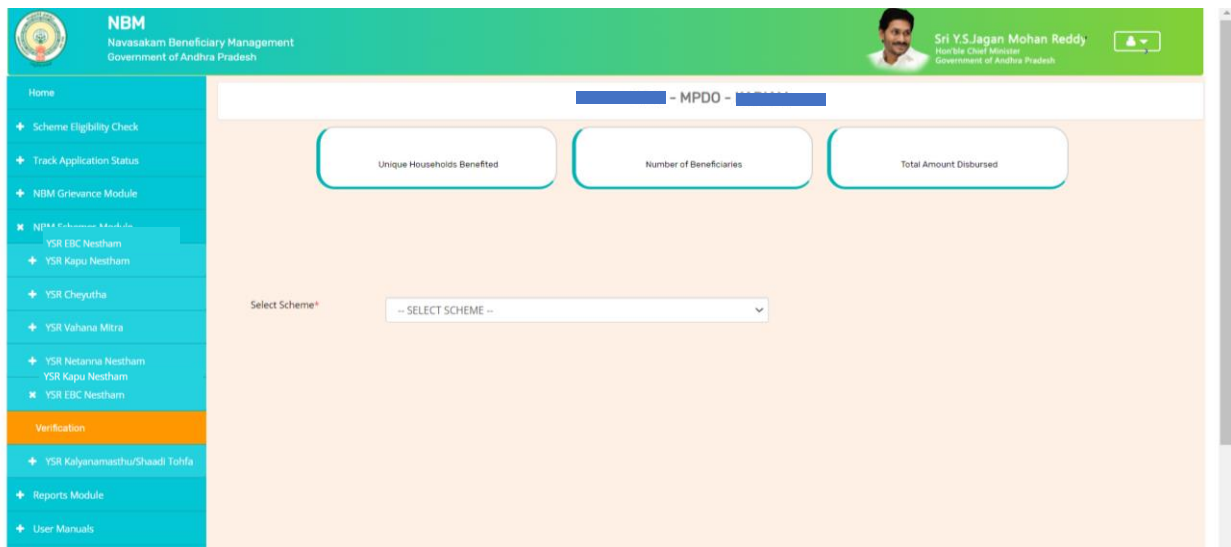

 Application (2211031337081486) Forwarded to next level !!!

5.2. NBM Portal Login for 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, YSR Kapu Nestham button along with other schemes will be displayed. Click on “YSR Kapu Nestham” the following will be displayed

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.



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

SCHEME Application DASHBOARD (MPDO)

TOTAL 1	PENDING 1	COMPLETED 0
-------------------	---------------------	-----------------------

Financial Year :* 2022-2023 Secretariat :* --ALL-- Application Type :* Recommended [Search](#)

Pending application to take action (MPDO)

DETAILS

Sno	Application ID	Citizen Name	Gender	Aadhaar No.	Scheme Type	Year	Mandal	Secretariat	Action
1			FEMALE	1486	YSR EBC Nestham	2022	KADIAM	VEMAGIRI1	Verify

[Approve](#)

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.

NBM
Navasakam Beneficiary Management
Government of Andhra Pradesh

Sri Y.S.Jagan Mohan Reddy
Hon'ble Chief Minister
Government of Andhra Pradesh

SCHEME Application VERIFICATION (MPDO)

Home

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

APPLICANT DETAILS

APPLICATION ID	
APPLICANT NAME	
SCHEME	YSR EBC Nestham
DATE OF APPLICATION	03-NOV-2022
GENDER	FEMALE
AADHAAR NUMBER	
SECRETARIAT NAME	VEMAGIRI1
WEA/WWDS RECOMMENDATION	Yes

Certificate View

WEA/WWDS PRIMARY FIELD VERIFICATION REPORT

Certificate

[Next](#)

APPLICATION DETAILS

APPLICATION ID	
APPLICANT NAME	
FATHER NAME	Sukhakar

MARITAL STATUS	Married
PERMANENT DNO.	523002
PERMANENT DISTRICT	EAST GODAVARI
PERMANENT MANDAL	KADIAM
PERMANENT SECRETARIAT	VEMAGIRI1
PERMANENT PINCODE	523002
CURRENT DNO	22
CURRENT DISTRICT	EAST GODAVARI
CURRENT MANDAL	KADIAM
CURRENT SECRETARIAT	VEMAGIRI1
CURRENT PINCODE	523002

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
BORUSU SATYA SALON KUMAR RAJU	MALE	01-Jan-2002	OC	9390010798	0	0	0	0	0	0	0
BORUSU SATYA VENI	FEMALE	13-Jan-1977	OC	9390010798	0	.95	0	0	0	0	0
BORUSU SATYA TRIMURTHULU RAJU	MALE	13-Jul-1969	OC	9390010798	0	0	0	0	0	0	475
BORUSU SATYA DEVID RAJU	MALE	04-Nov-2000	OC	9390010798	0	0	0	0	0	0	0

Bank Details			
Bank Account Number	IFSC code	Name of the Bank	Name of the branch
62292751100	SBIN0032694	STATE BANK OF INDIA	VISAKHAPATNAM

Caste Certificate Details										
Application Id	Application Type	Applicant Name	District	Mandal	Secretariat	Caste	SubCaste	Gender(Y/N)	Authorized By Designation(Y/N)	Last Modified
CGC220215003158	IntegratedCertificate	Borusu Satya Veni	EAST GODAVARI	KADIAM-R	VEMAGIRI	OC	Kapu	Female	Tahsildar	2022-02-15 17:09:16

Income Certificate Details										
Application Id	Application Type	Applicant Name	District	Mandal	Secretariat	Income	Gender(Y/N)	Authorized By Designation(Y/N)	Last Modified	
IC220215002881	IncomeCertificate	Borusu Satya Veni	EAST GODAVARI	KADIAM-R	VEMAGIRI	75000.00	Female	Deputy Tahsildar	2022-02-15 17:11:23	

Check List

Recommended* Yes No

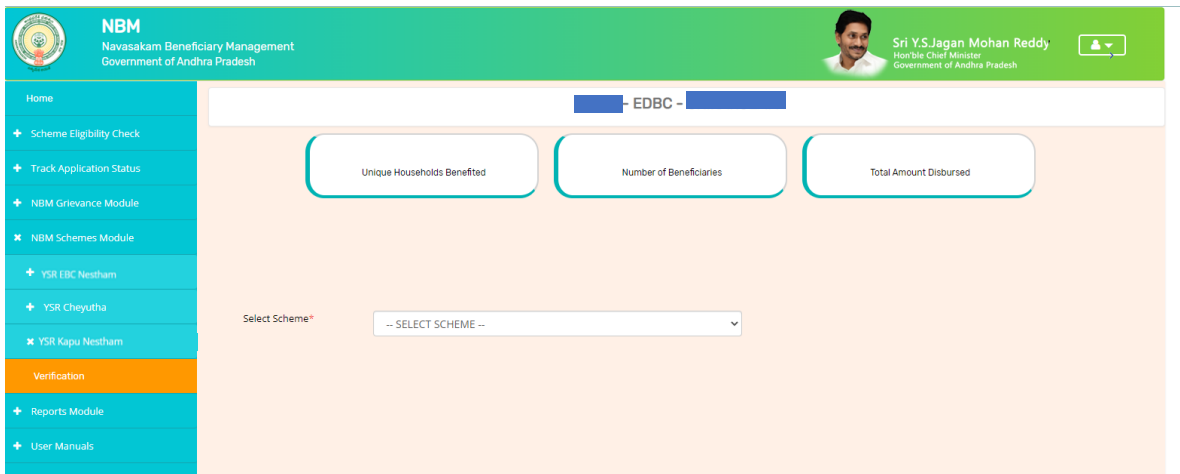
Upload Verification Document No file chosen

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”

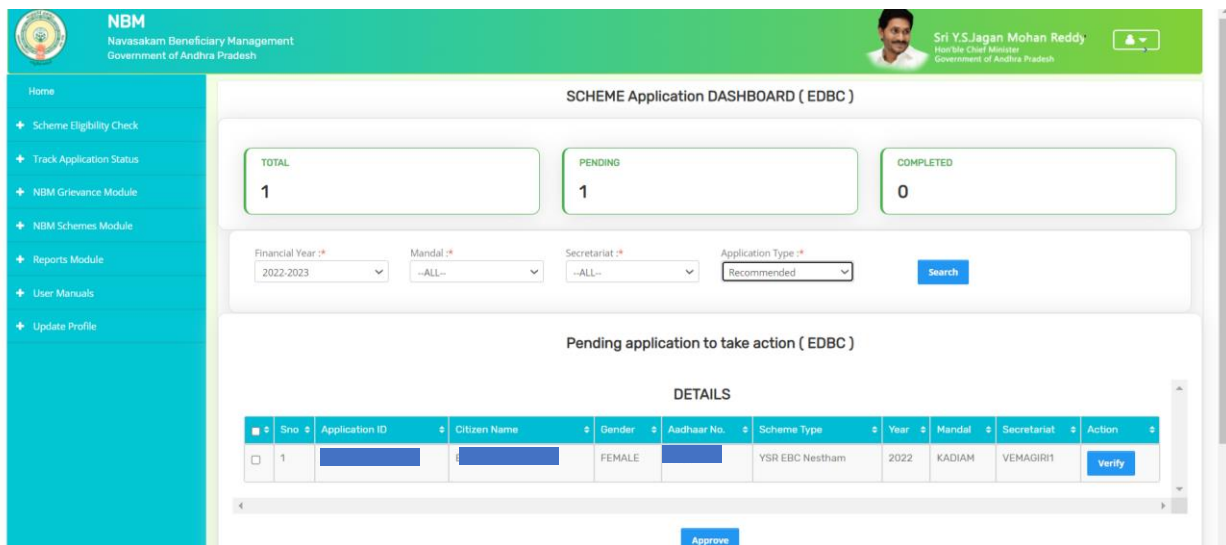
5.3. NBM Portal Login for ED BC

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, YSR Kapu Nestham button along with other schemes will be displayed. Click on “YSR Kapu Nestham” the following will be displayed



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.



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

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

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

SCHEME Application VERIFICATION (EDBC)

APPLICANT DETAILS	
APPLICATION ID	2211031337081486
APPLICANT NAME	BORUSU SATYA VENI
SCHEME	YSR EBC Nestham
DATE OF APPLICATION	03-NOV-2022
GENDER	FEMALE
AADHAAR NUMBER	XXXX-XXXX-1486
SECRETARIAT NAME	VEMAGIRI1
WEA/WvDS RECOMMENDATION	Yes
MPDO/MUCOM RECOMMENDED	Yes

Certificate View

WEA/WvDS PRIMERY FIELD VERIFICATION REPORT

Certificate

[Next](#)

APPLICATION DETAILS	
APPLICATION ID	2211031337081486
MARITAL STATUS	Married
PERMANENT DNO.	523002
PERMANENT DISTRICT	EAST GODAVARI
PERMANENT MANDAL	KADIAM
PERMANENT SECRETARIAT	VEMAGIRI1
PERMANENT PINCODE	523002
CURRENT DNO	22
CURRENT DISTRICT	EAST GODAVARI
CURRENT MANDAL	KADIAM
CURRENT SECRETARIAT	VEMAGIRI1
CURRENT PINCODE	523002

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]	U MALE	01-Jan-2002	OC	[Redacted]	0	0	0	0	0	0	0
[Redacted]	FEMALE	13-Jan-1977	OC	[Redacted]	0	.95	0	0	0	0	0
[Redacted]	U MALE	13-Jul-1969	OC	[Redacted]	0	0	0	0	0	0	475
[Redacted]	MALE	04-Nov-2000	OC	[Redacted]	0	0	0	0	0	0	0

Bank Details			
Bank Account Number	IFSC code	Name of the Bank	Name of the branch
62292751100	SBIN0032694	STATE BANK OF INDIA	VISAKHAPATNAM

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	[Redacted]	EAST GODAVARI	KADIAM-R	VEMAGIRI	OC	Kapu	Female	Tahsildar	2022-02-15 17:09:16

Income Certificate Details									
Application Id	Application Type	Applicant Name	District	Mandal	Secretariat	Wet Land(Acres)	Gender(Y/N)	Authorized By Designation(Y/N)	Last Modified
IC220215002881	IncomeCertificate	Borusu Satya Veni	EAST GODAVARI	KADIAM-R	VEMAGIRI1	75000.00	Female	Deputy Tahsildar	2022-02-15 17:11:23

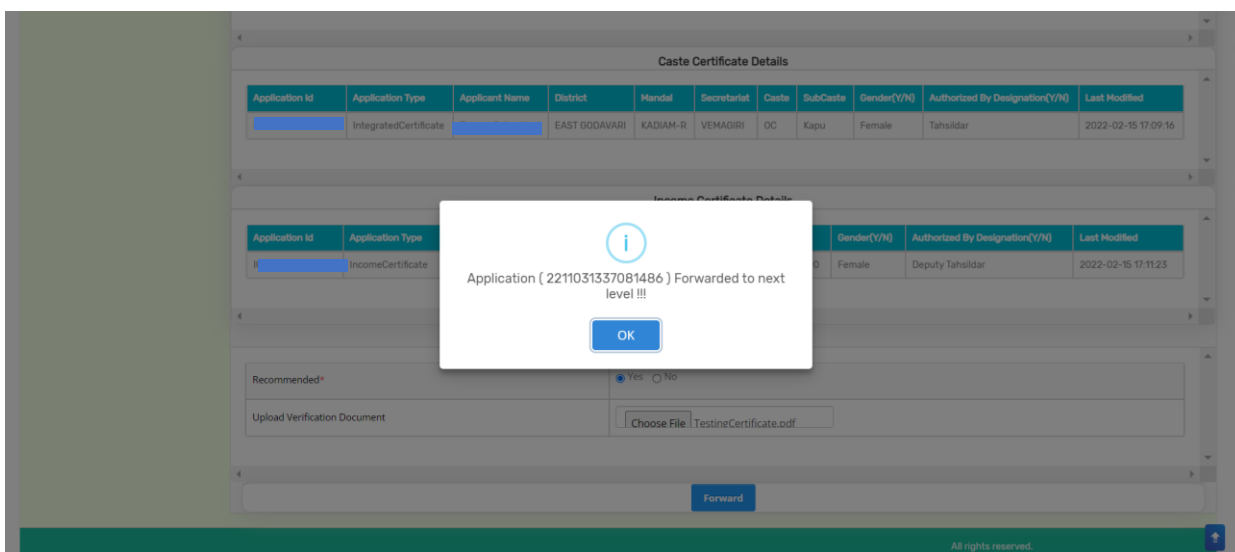
Check List

Recommended* Yes No

Upload Verification Document No file chosen

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”. After clicking on “Forward”, the following

message is displayed.



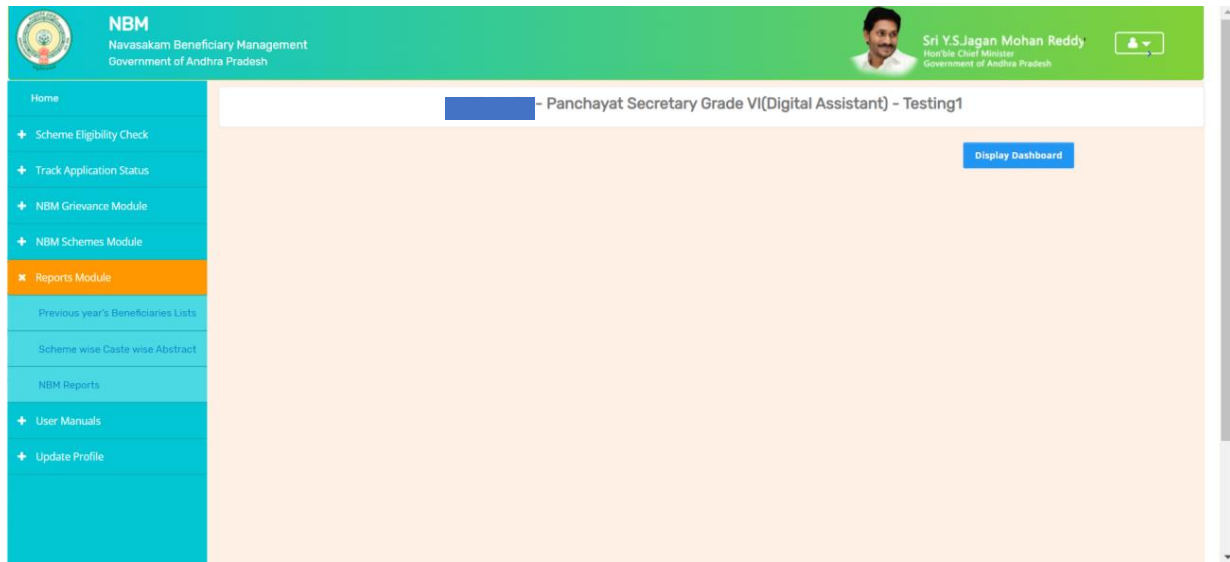
6. NBM Reports

6.1. Application Dashboard

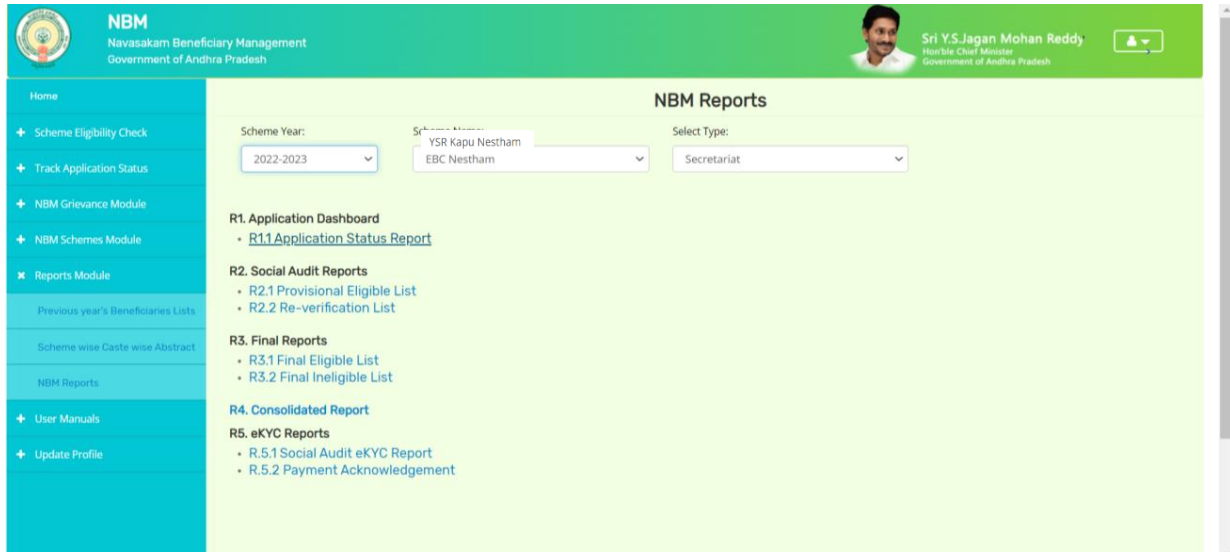
After logging in to the NBM portal, all the functionaries can find the reports module in the left side menu bar. Upon clicking on the Reports module link, the following are displayed.

- Previous Years' Beneficiaries List
- Scheme wise Caste wise abstract
- NBM Reports.

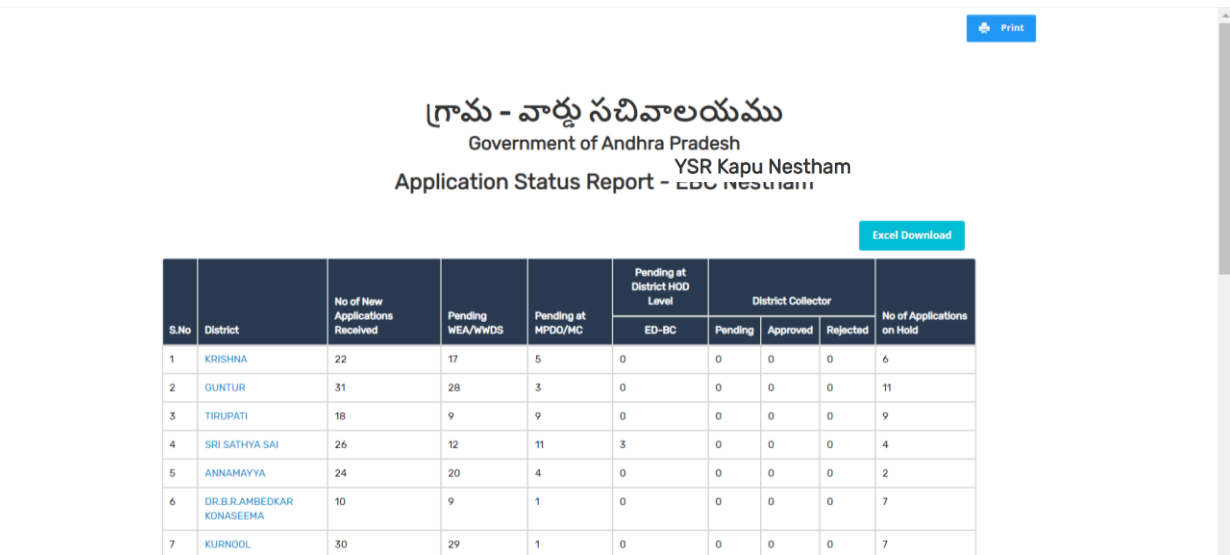
Upon clicking on “NBM Reports” the following screen is displayed



To view new application dashboard, select “Scheme Year” as 2022-2023, “Scheme Name” as Kapu Nestham and “Type” as Secretariat.



By clicking on the R1.1 Application status report the following report is shown. The status can be drilled down from District to Secretariat level. This report can be printed or downloaded.



6.2. Download Social Audit and Final Report

After logging in to the NBM portal, all the functionaries can find the reports module in the left side menu bar. Upon clicking on the Reports module link, the following are displayed.

- Previous Years’ Beneficiaries List
- Scheme wise Caste wise abstract
- NBM Reports.

Upon clicking on NBM reports the following screen is displayed. select “Scheme Year” as 2022-2023, “Scheme Name” as Kapu Nestham and “Type” as Secretariat.

NBM
Navasakam Beneficiary Management
Government of Andhra Pradesh

Sri Y.S. Jagan Mohan Reddy
Hon'ble Chief Minister
Government of Andhra Pradesh

NBM Reports

Scheme Year: 2022-2023 | Scheme Name: YSR Kapu Nestham | Select Type: Secretariat

- R1. Application Dashboard**
 - R1.1 Application Status Report
- R2. Social Audit Reports**
 - R2.1 Provisional Eligible List
 - R2.2 Re-verification List
- R3. Final Reports**
 - R3.1 Final Eligible List
 - R3.2 Final Ineligible List
- R4. Consolidated Report**
- R5. eKYC Reports**
 - R.5.1 Social Audit eKYC Report
 - R.5.2 Payment Acknowledgement

Click on “R 2.1 Provisional eligible List” and “R2.2 Re-verification List” to view the secretariat wise Social Audit reports. Download and print the reports and display in Secretariat.

Click on “R 3.1 Final Eligible List” and “R3.2 Final Ineligible List” to view the secretariat wise Social Audit reports. Download and print the reports and display in Secretariat.

Appendix 2. YSR Vahanamitra New Application registration and verification

1. Introduction:

- The YSR Vahanamitra Scheme aims on Providing financial assistance of Rs. 10000/- to owner of taxis and autos and Mobile Dispensing units (MDU).
- The vehicle should have registration valid till date 17.07.2023.
- Any one member in the current household should have a valid Driving license.
- The following categories old beneficiaries data pushed for field verification.
- Beneficiaries who own the same vehicle as per the previous year
- Beneficiaries who sold the last year registered vehicle and purchased new vehicle. (Only single vehicle beneficiaries)
- Beneficiaries who sold the last year registered vehicle and purchased multiple new vehicles, must submit new application form
- The WEA/WWDS must compulsorily visit the beneficiary household and shall upload the field verification form and photo of WEA/WWDS along with beneficiary.

2. Mandatory Validations

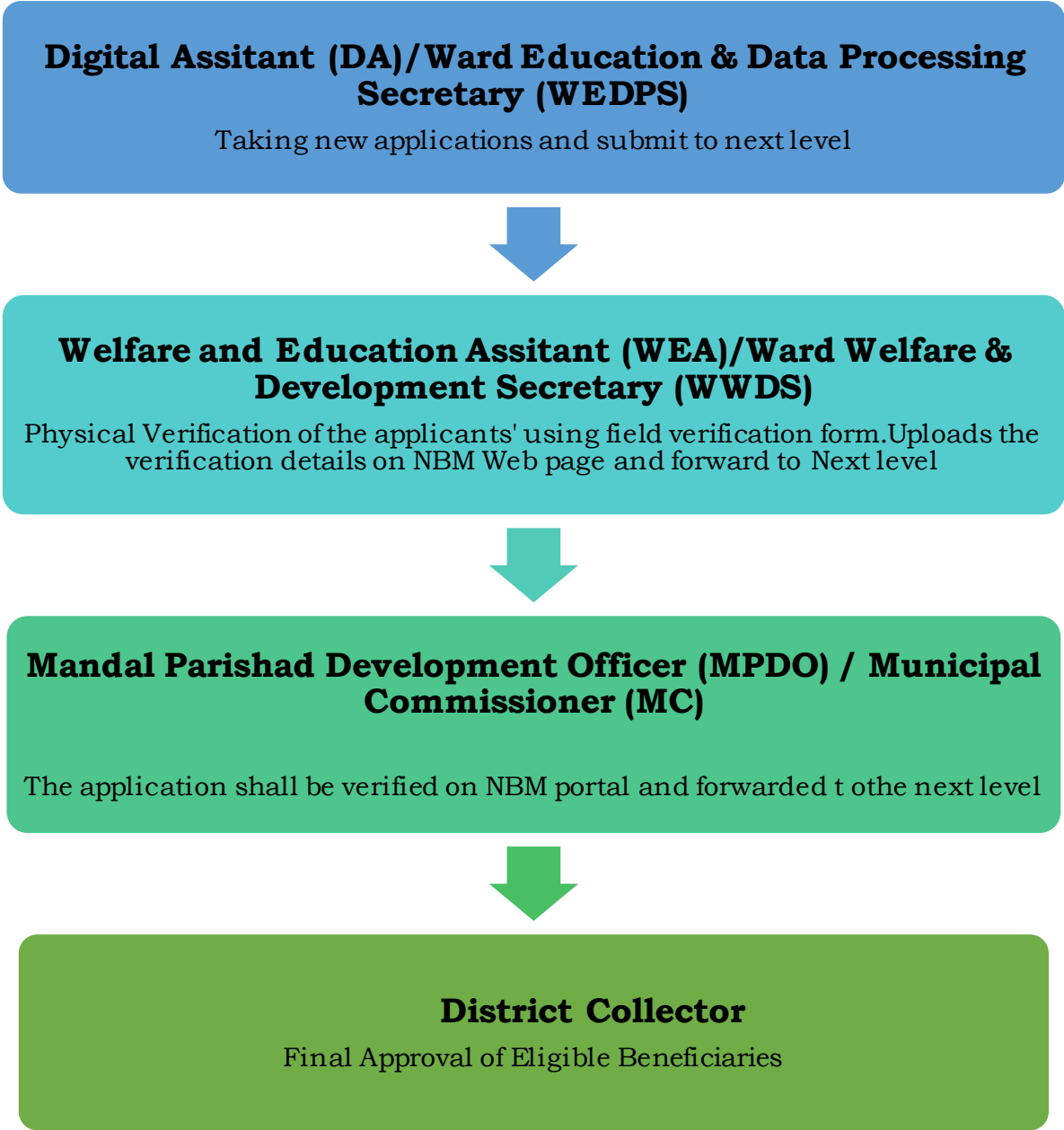
2.1. Application

- The Income certificate must be tagged with Applicant's Aadhaar number.
- Applicant's Bank details including the account number and IFSC code must

2.2. Verification

- The WEA/WWDS must complete field verification and upload the document to forward to next level
- The WEA/WWDS must upload a field verification photo with the applicant to forward to next level

3. Application Registration and Verification Workflow

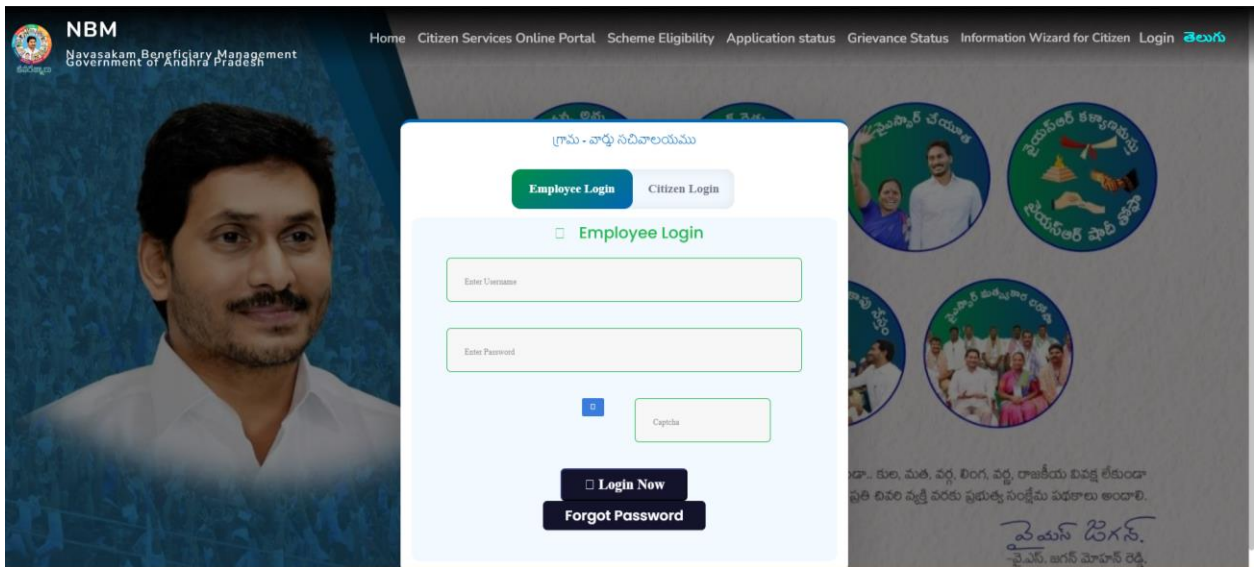


4. New Application Registration for YSR Vahanamitra 2023-2024

4.1. NBM portal Login for DA/WEDPS

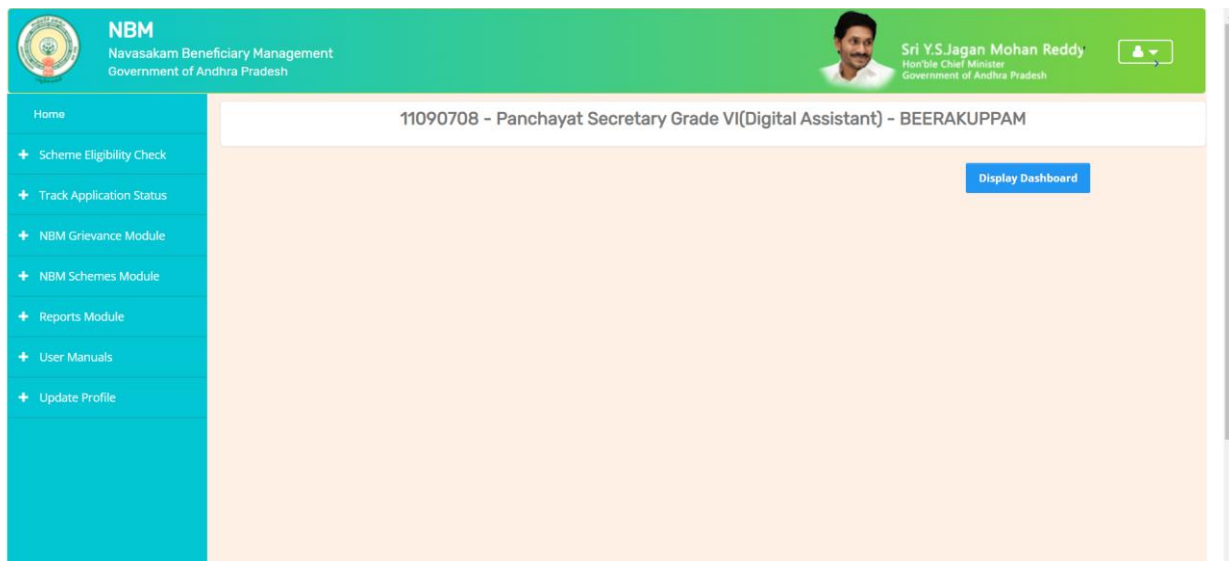
Please click on the URL <https://gsws-nbm.ap.gov.in/NBM/#!/Login> to login into the NBM Portal. The following screen is displayed. Enter the credentials to login to the NBM portal. The DA/WEDPS can use the username (combination of secretariat code and designation).

- For example, if the secretariat code is 12345678 and the designation which is DA for a DA/WEDPS, then the username would be 12345678-DA/12345678-WEDS. The password will be same as used for <https://gramawardsachivalayam.ap.gov.in/>



After logging in to the NBM portal, the left side menu bar displays the following options as shown in picture.

- Home
- Scheme Eligibility Check
- Track Application status
- NBM Grievance Module
- NBM Schemes Module
- Reports Module
- User Manuals
- Update Profile



Click on “New Application form” under “Schemes Application Form”



In the NBM Schemes Module, under “Schemes Application Form”, click on “New Application Form”. The Basic Details section of the Application can be viewed as shown below. From the “Select Scheme dropdown”, select the Scheme for which the new application is to be registered.

In the Basic Details form, after selecting YSR Vahanamitra and entering Aadhaar number click on prefill. Some fields are prefilled by Aadhaar. Some details are to be filled manually. Click on “Continue” after filling Basic Details.

- The family details are visible as shown below where the six-step eligibility for all the members of household can be viewed.
- In the Bank Details section, enter the Bank Account Number, IFSC Code and click on search. The IFSC Code will be validated, and the Bank and Branch name will be auto filled

Home | NBM Scheme Application Form

Basic Details | YSR Nethanna Nestham

Family Details

Name of the Citizen	Gender	Date Of Birth	Caste	Mobile Number	Wet Land(Acres)	Dry Land(Acres)	Property(Sqft)	Vehicle(Y/N)
TALADA LAKSHMANA RAO(9618)	MALE	01-Jan-2005		9989281536	0	0	0	0
TALADA BHAVANI(0050)	FEMALE	01-Jan-1981		9441051311	0	0	0	0
TALADA MOHANA RAO(5580)	MALE	01-Jan-1978		8247516278	0	0	0	0
TALADA MANMADA RAO(5859)	MALE	24-Sep-2002		9441051311	0	0	0	0

Bank Details

Bank Account Number	IFSC code	Name of the Bank	Name of the branch
<input type="text" value="ENTER ACCOUNT NUMBER"/>	<input type="text" value="SBIN0032694"/>	<input type="text" value="STATE BANK OF INDIA"/>	<input type="text" value="VISAKHAPATNAM"/>

- In the Income Certificate Details section, enter the income certificate number and click on search. Only if the income certificate number and the applicant Aadhar match, the income certificate details of the Applicant are fetched, and the upload document option is enabled.
- Upload relevant AP Seva certified income certificate as shown below.

Income Certificate Details

Income Certificate Number	Upload Certificate
<input type="text" value="IC230126090386"/>	<input type="button" value="Search"/> Document Upload*(Max Size 1 MB only PDF Allowed) <input type="button" value="Choose File"/> NBM Schem...rdization.pdf

Note:-Please upload APseva Income Certificate Only

Income Certificate Details

Application Id	UID	Application Type	Applicant Name	District	Mandal	Secretariat	Income	Gender(Y/N)
IC230126090386	294046325580	IncomeCertificate	TALADA MOHANA RAO	SRIKAKULAM	L.N.PETA	MODUGUVALASA	70000.00	Male

- In the Vehicle Details section, enter the vehicle number and click on Search.
- The details are validated. Upload the copy of Registration certificate.
- In the Driving License Details sections, enter Aadhaar number of family members who has the driving license.
- Enter the Driving License number and select the Office Name from the dropdown. Upon clicking search the driving license is validated.

The screenshot shows a web form with two main sections:

- Vehicle details:** Includes input fields for 'Vehicle number:*', 'Owner Name:*', 'Father Name:*', and 'RC Valid upto:*' (with a date picker). There is a 'Search' button. Below this is 'Vehicle class:*' and an 'Upload copy of RC: *' section with a 'Choose File' button and the text 'No file chosen'. A note below says 'Upload only pdf format'.
- Driving License details:** Includes input fields for 'Aadhar No.:', 'DL number:', and a dropdown for 'Office Name:'. There is a 'Search' button.

- After the details are filled and documents uploaded, select anyone of the authentication modes:
 - Bio Authentication
 - IRIS Authentication
 - Aadhaar OTP.

This screenshot shows the 'Applicant Authentication Type*' section. It contains three radio buttons: 'Bio Authentication', 'IRIS Authentication', and 'Aadhaar OTP'. Below the radio buttons is a consent text:

"I/We hereby submit voluntarily at my/our own discretion, the physical copy of Aadhaar card/physical e-Aadhaar/electronic Aadhaar xml as issued by UIDAI (Aadhaar), to GSWS Department for the purpose of establishing my/our identity / address proof and voluntarily give my/our consent for verification process as per the instructions for the said purpose with GSWS Department and; hereby consent to GSWS Department for verification of my/our Aadhaar to establish its genuineness through Quick Response (QR) code embedded in the Aadhaar card or through such other acceptable manner as per UIDAI or under any Act or law from time to time. The consent and purpose of collecting Aadhaar has been explained to me/us in local language."

 At the bottom right, there is a copyright notice: '© 2022 - 2023. All Rights Reserved by GSWS Department Govt. of Andhra Pradesh.' and a blue upward arrow icon.

- If Bio Authentication is selected, Select the Biometric device from dropdown and click on "Capture Biometric" button for eKYC authentication as shown in the image below.

This screenshot shows the 'Applicant Authentication Type*' section with 'Bio Authentication' selected. Below the radio buttons, the consent text is the same as in the previous screenshot. A 'Biometric Device*' dropdown menu is now visible, with 'STARTEK' selected. Below the dropdown is a 'NOTE' section:

NOTE :
 1) Please use STARTEK Device only and install the tools(Windows certified RD Service and Support Tools) from <https://acpl.in.net/rdservice.html>
 2) Please don't install Both BIOMETRIC and IRIS Drivers at a time.

 At the bottom center, there is an orange 'Capture Biometric' button. The same copyright notice and upward arrow icon are at the bottom right.

- If IRIS Authentication is selected, selected the IRIS device from dropdown and click on “Capture IRIS” button for eKYC authentication as shown in the image below.

Applicant Authentication Type*

Bio Authentication IRIS Authentication Aadhaar OTP

"I/We hereby submit voluntarily at my/our own discretion, the physical copy of Aadhaar card/physical e-Aadhaar/electronic Aadhaar xml as issued by UIDAI (Aadhaar), to GSWS Department for the purpose of establishing my/our identity / address proof and voluntarily give my/our consent for verification process as per the instructions for the said purpose with GSWS Department and; hereby consent to GSWS Department for verification of my/our Aadhaar to establish its genuineness through Quick Response (QR) code embedded in the Aadhaar card or through such other acceptable manner as per UIDAI or under any Act or law from time to time. The consent and purpose of collecting Aadhaar has been explained to me/us in local language."

IRIS Device*

NOTE :
 1) Please use IriShield Device only and install the tools(Windows certified RD Service and RDSservice extension packages) from RDSservice DRIVERS & RDSservice extension packages
 2) Please don't install Both BIOMETRIC and IRIS Drivers at a time.

Capture IRIS

© 2022 - 2023. All Rights Reserved by GSWS Department Govt. of Andhra Pradesh.

- Once Aadhaar OTP is selected, click on Authenticate using Aadhaar OTP Button.

Applicant Authentication Type*

Bio Authentication IRIS Authentication Aadhaar OTP

"I/We hereby submit voluntarily at my/our own discretion, the physical copy of Aadhaar card/physical e-Aadhaar/electronic Aadhaar xml as issued by UIDAI (Aadhaar), to GSWS Department for the purpose of establishing my/our identity / address proof and voluntarily give my/our consent for verification process as per the instructions for the said purpose with GSWS Department and; hereby consent to GSWS Department for verification of my/our Aadhaar to establish its genuineness through Quick Response (QR) code embedded in the Aadhaar card or through such other acceptable manner as per UIDAI or under any Act or law from time to time. The consent and purpose of collecting Aadhaar has been explained to me/us in local language."

Authenticate Using Aadhaar OTP

All rights reserved.

- After Successful OTP authentication, enter the OTP sent on mobile number tagged to Aadhaar number and click on “Verify OTP and Submit Application”

Applicant Authentication Type*

Bio Authentication IRIS Authentication Aadhaar OTP

"I/We hereby submit voluntarily at my/our own discretion, the physical copy of Aadhaar card/physical e-Aadhaar/electronic Aadhaar xml as issued by UIDAI (Aadhaar), to GSWS Department for the purpose of establishing my/our identity / address proof and voluntarily give my/our consent for verification process as per the instructions for the said purpose with GSWS Department and; hereby consent to GSWS Department for verification of my/our Aadhaar to establish its genuineness through Quick Response (QR) code embedded in the Aadhaar card or through such other acceptable manner as per UIDAI or under any Act or law from time to time. The consent and purpose of collecting Aadhaar has been explained to me/us in local language."

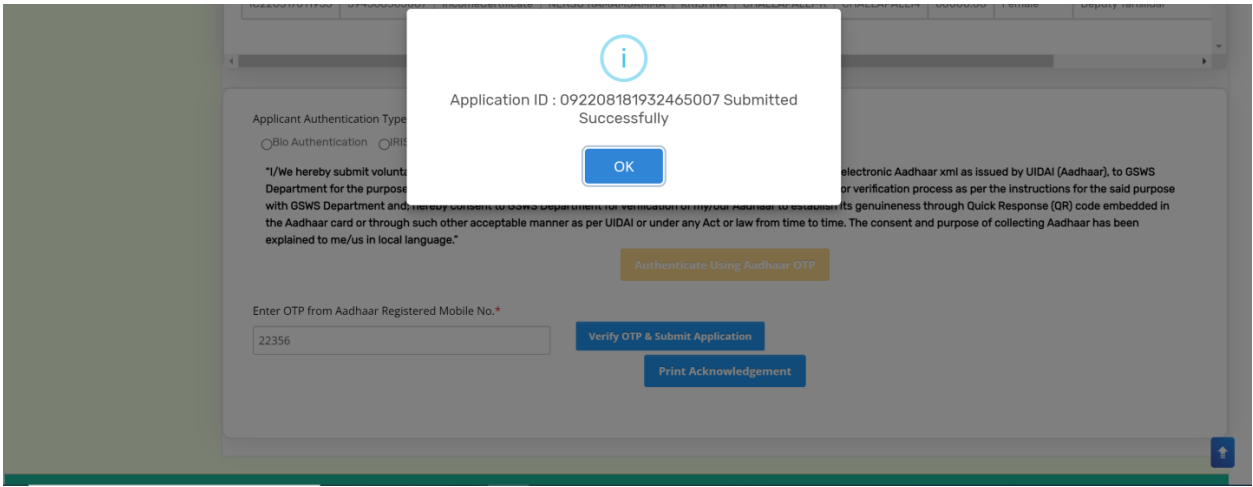
Authenticate Using Aadhaar OTP

Enter OTP from Aadhaar Registered Mobile No.*

Verify OTP & Submit Application

All rights reserved.

- The Application is submitted successfully as shown below.
- The Application can be printed by clicking on the “Print Acknowledgement” button as shown.



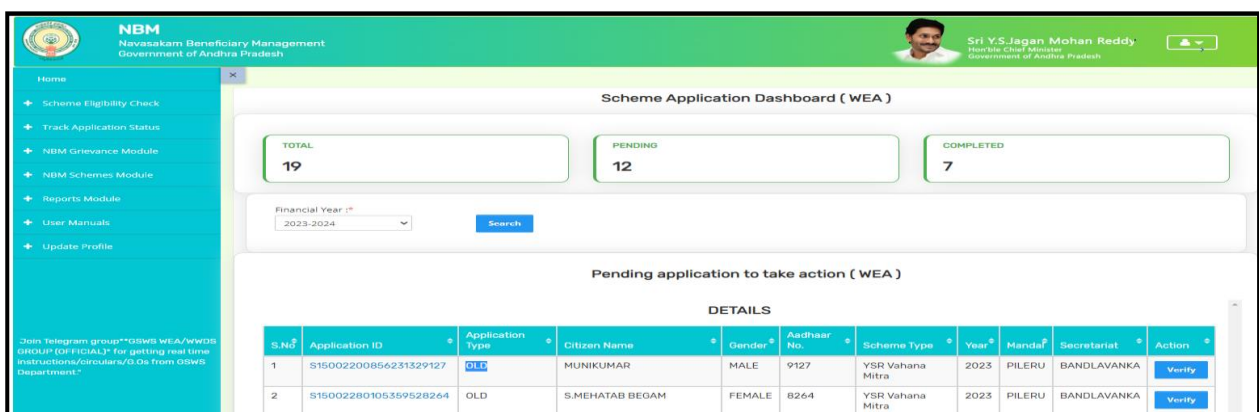
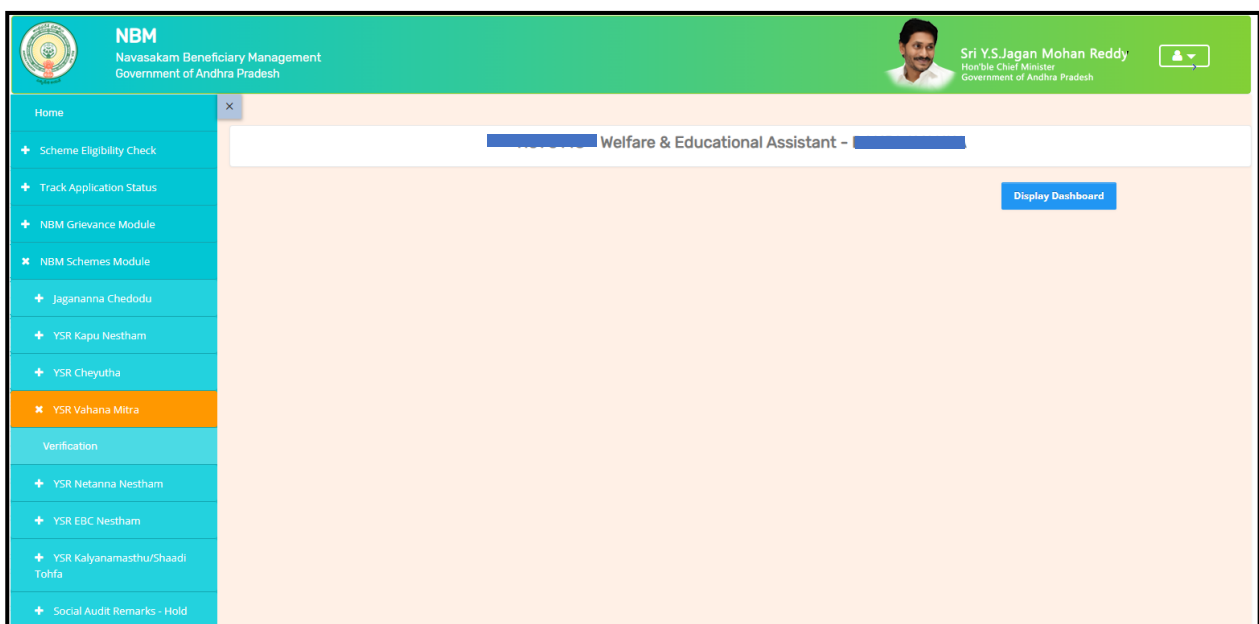
5. Application Verification for Vahanamitra 2023-2024

5.1. NBM portal Login for 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 logging to the NBM portal by WEA/WWDS, click on NBM Schemes Module, YSR Vahanamitra button along with other schemes will be displayed. Click on “YSR Vahanamitra” the following will be displayed

- Verification button
- Download field verification form as seen below.



The WEA/WWDS shall Click on download field verification form which looks as follows:



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

The WEA/WWDS should take the form and visit the concerned **applicants' household personally for verification**. Also, the WEA/WWDS shall take a **photo of the verification process along with applicant**. (Please ensure that time stamp, latitude and longitude are present on the photo). The WEA/WWDS must upload the Field verification form and field verification photo (both in PDF format) in his login. The photo may be taken in the **note cam app** to capture all the mentioned above details.

Under YSR Vahanamitra, click on "Verification" button to open the scheme applications dashboard as follows:

NBM
Navasakam Beneficiary Management
Government of Andhra Pradesh

Sri Y.S.Jagan Mohan Reddy
Hon'ble Chief Minister
Government of Andhra Pradesh

SCHEME Application DASHBOARD (WEA)

TOTAL: 9 PENDING: 6 COMPLETED: 3

Pending application to take action (WEA)

DETAILS

Sno	Application ID	Citizen Name	Gender	Aadhaar No	Scheme Type	Financial Year	Mandal	Secretariat	Action
1	[REDACTED]	V. [REDACTED]	FEMALE	9953	YSR EBC Nestham	2022	PENUMANTRA	MAMUDURU	Verify
2	[REDACTED]	V. [REDACTED] MANA	FEMALE	3813	YSR EBC Nestham	2022	PENUMANTRA	MAMUDURU	Verify
3	[REDACTED]	K. [REDACTED]	FEMALE	5570	YSR EBC Nestham	2022	PENUMANTRA	MAMUDURU	Verify
4	[REDACTED]11	D. [REDACTED] IMI	FEMALE	3711	YSR EBC Nestham	2021	PENUMANTRA	MAMUDURU	Verify

“Verify” button is present against each application as shown above. Once the verify button is clicked the following screens can be seen.

NBM
Navasakam Beneficiary Management
Government of Andhra Pradesh

Sri Y.S.Jagan Mohan Reddy
Hon'ble Chief Minister
Government of Andhra Pradesh

SCHEME Application VERIFICATION (WEA)

APPLICANT DETAILS

APPLICATION ID: [REDACTED]

APPLICANT NAME: [REDACTED]

SCHEME: YSR EBC Nestham

DATE OF APPLICATION: 03-NOV-2022

GENDER: FEMALE

AADHAAR NUMBER: X [REDACTED]

SECRETARIAT NAME: VEMAGIRI1

Certificate View

Cast Certificate

[REDACTED]

Next

APPLICATION DETAILS

APPLICATION ID: [REDACTED]

APPLICANT NAME: [REDACTED]

FATHER NAME: Subbayay

Join Telegram group: @GSWS_WEA/WHDS GROUP [OFFICIAL] for getting real time instructions/circulars/GOs from GSWS Department.

GENDE	FEMALE
MOBILE NUMBER	
EMAIL	
AADHAAR NUMBER	
DOB	13-Jan-1977
CASTE	Others
RELIGION	Jain
QUALIFICATION	MDS
MARITAL STATUS	Married
PERMANENT DNO.	
PERMANENT DISTRICT	EAST GODAVARI
PERMANENT MANDAL	KADIAM
PERMANENT SECRETARIAT	VEMAGIRI1
PERMANENT PINCODE	523002
CURRENT DNO	22
CURRENT DISTRICT	EAST GODAVARI
CURRENT MANDAL	KADIAM
CURRENT SECRETARIAT	VEMAGIRI1
CURRENT PINCODE	523002

Family Details

Name of the Citizen	Gender	Date Of Birth	Caste	Mobile Number	Wet Land(Acres)	Dry Land(Acres)	Property(Sqft)	Vehicle(V/N)	Govt Employee(V/N)	Income Tax(V/N)	Power(Units)
		10-Dec-2000			0	0	0	NO	NO	NO	0
		12-Jun-2001			0	0	0	NO	NO	NO	0
		01-Jan-1979			0	0	0	NO	NO	NO	0

Caste Certificate Details

Application Id	Application Type	Applicant Name	District	Mandal	Secretariat	Caste	SubCaste	Gender(V/N)	Authorized By Designation(V/N)	Last Modified
	IntegratedCertificate		ANNAMAYYA	Pileru	PILERU	OC	Patan	Male	Tahsildar	2023-07-18 20:56:12

Income Certificate Details

Application Id	Application Type	Applicant Name	District	Mandal	Secretariat	Income	Gender(V/N)	Authorized By Designation(V/N)	Last Modified
	IncomeCertificate		ANNAMAYYA	Pileru	PILERU	85000.00	Male	Deputy Tahsildar	2023-07-17 23:13:03

Vehicle Certificate Details

Vehicle Number	Owner Name	Father Name	RC Valid Upto	Vehicle Class
		S/O P Naseeb Khan		Auto Rickshaw

Vehicle Number	Owner Name	Father Name	RC Valid Upto	Vehicle Class
[REDACTED]	P Ashif Khan	S/O P Naseeb Khan	2 [REDACTED]	Auto Rickshaw

Driving Licence Certificate Details				
DL Number	DL Holder Name	Father Name	DL Valid Upto	Vehicle Class
A [REDACTED]	ASIF KHAN Ashif Khan	S/O P Naseeb Khan	09-Dec-40	MCWG, LMVNT

Check List

Recommended*	<input type="radio"/> Yes <input type="radio"/> No
Upload Field Verification Report Of WEA/WWDS*	<input type="button" value="Choose file"/> No file chosen
Upload Photo Of Field Verification By WEA/WWDS (PDF Only)*	<input type="button" value="Choose file"/> No file chosen

The details of the applicant can be viewed. Upon conducting field verification, the WEA/WWDS can select “Yes” or “No” in the recommendation. If “No” is selected, select reason from the dropdown.

If “Others” is selected as reason, Remarks can be entered.

The field verification form and the Photo of WEA/WWDS with the applicant shall be uploaded.

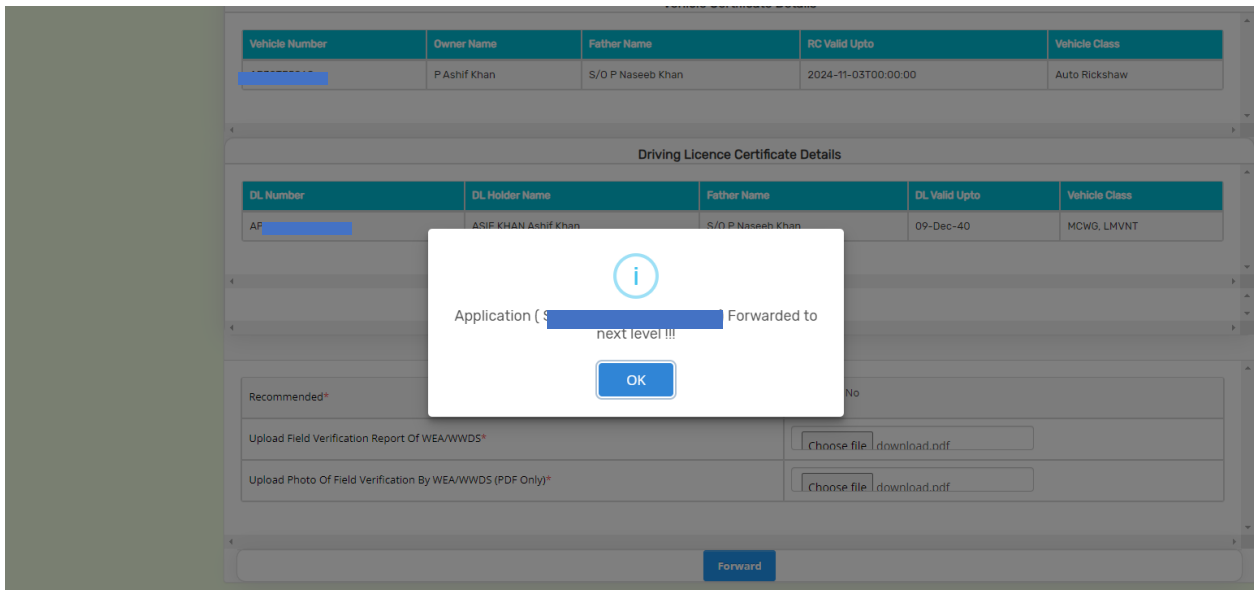
Vehicle Number	Owner Name	Father Name	RC Valid Upto	Vehicle Class
[REDACTED]	[REDACTED]	S/O P Naseeb Khan	2024-11-03T00:00:00	Auto Rickshaw

Driving Licence Certificate Details				
DL Number	DL Holder Name	Father Name	DL Valid Upto	Vehicle Class
[REDACTED]7	[REDACTED]an	S/O P Naseeb Khan	09-Dec-40	MCWG, LMVNT

Check List

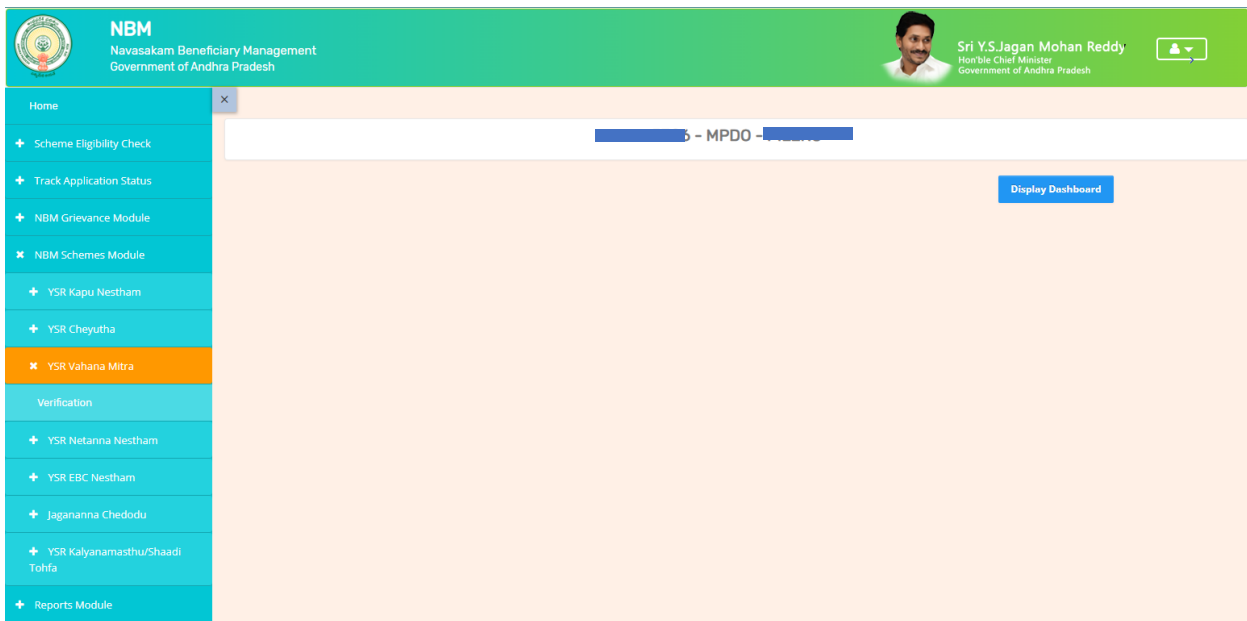
Recommended*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Upload Field Verification Report Of WEA/WWDS*	<input type="button" value="Choose file"/> download.pdf
Upload Photo Of Field Verification By WEA/WWDS (PDF Only)*	<input type="button" value="Choose file"/> download.pdf

After making relevant Recommendation, uploading the documents, and clicking on “Forward” the following acknowledgment message pops up.



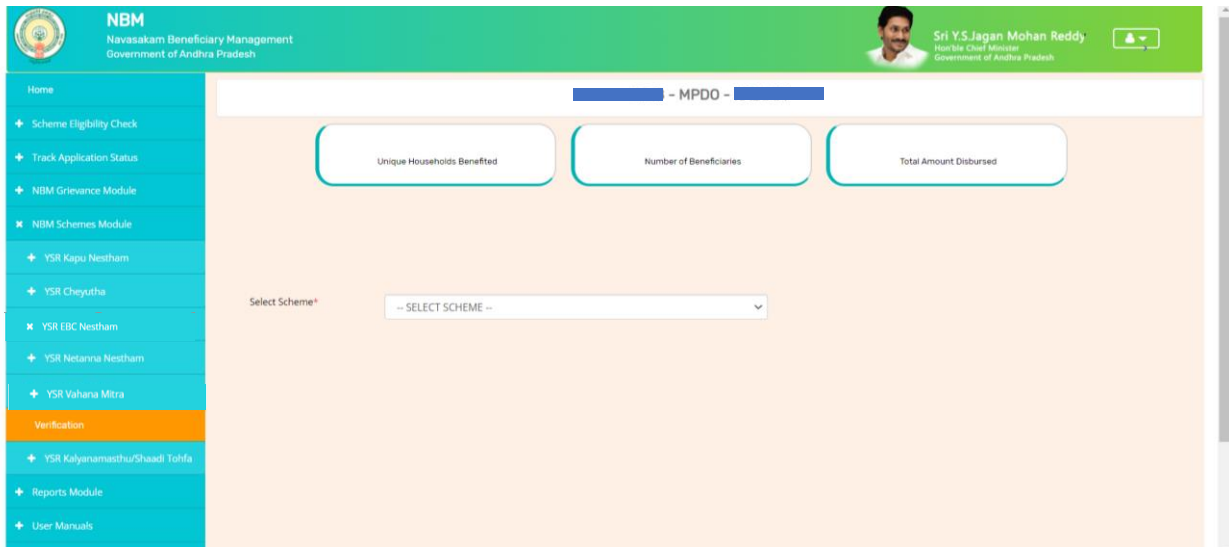
5.2. NBM Portal Login for MPDO/MC

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, YSR Vahanamitra button along with other schemes will be displayed. Click on “YSR Vahanamitra” the following will be displayed

- 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.

Financial Year :* 2023-2024 Secretariat :* --ALL-- Application Type :* Recommended Search

Pending application to take action (MPDO)

DETAILS

S.No	Application ID	Application Type	Citizen Name	Gender	Aadhaar No.	Scheme Type	Year	Mandal	Secretariat	Action
1	S10022707945460773	OLD	BALAJI	MALE	8442	YSR Vahana Mitra	2023	PILERU	BANGLAVANKA	Verify
2	S10022707945460773	NEW	M MAHESH	MALE	3241	YSR Vahana Mitra	2023	PILERU	BANGLAVANKA	Verify
3	S10022707945460773	NEW	MASTHAN	MALE	4672	YSR Vahana Mitra	2023	PILERU	BANGLAVANKA	Verify
4	S10022707945460773	NEW	P ASHIF KHAN	MALE	6421	YSR Vahana Mitra	2023	PILERU	BANGLAVANKA	Verify
5	S10022707945460773	OLD	SHAIK ALI BASHA	MALE	8991	YSR Vahana Mitra	2023	PILERU	BANGLAVANKA	Verify
6	S10022707945460773	OLD	YENUBOYINA SUBRAMANYAM	MALE	0775	YSR Vahana Mitra	2023	PILERU	BANGLAVANKA	Verify

Approve

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.

NBM
Navasakam Beneficiary Management
Government of Andhra Pradesh

Sri Y.S.Jagan Mohan Reddy
Hon'ble Chief Minister
Government of Andhra Pradesh

SCHEME Application VERIFICATION (MPDO)

APPLICANT DETAILS

APPLICATION ID	
APPLICANT NAME	
SCHEME	YSR EBC Nestham
DATE OF APPLICATION	03-NOV-2022
GENDER	FEMALE
AADHAAR NUMBER	
SECRETARIAT NAME	VEMAGIRI1
WEA/WWDS RECOMMENDATION	Yes

Certificate View

WEA/WWDS PRIMARY FIELD VERIFICATION REPORT

Certificate

[Next](#)

APPLICATION DETAILS

APPLICATION ID	
APPLICANT NAME	
FATHER NAME	Sukh...

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
BORUSU SATYA SALON KUMAR RAJU	MALE	01-Jan-2002	OC	9390010798	0	0	0	0	0	0	0
BORUSU SATYA VENI	FEMALE	13-Jan-1977	OC	9390010798	0	.95	0	0	0	0	0
BORUSU SATYA TRIMURTHULU RAJU	MALE	13-Jul-1969	OC	9390010798	0	0	0	0	0	0	475
BORUSU SATYA DEVID RAJU	MALE	04-Nov-2000	OC	9390010798	0	0	0	0	0	0	0

Bank Details

Bank Account Number	IFSC code	Name of the Bank	Name of the branch
62292751100	SBIN0032694	STATE BANK OF INDIA	VISAKHAPATNAM

Income Certificate Details

Application Id	Application Type	Applicant Name	District	Mandal	Secretariat	Income	Gender(Y/N)	Authorized By Designation(Y/N)	Last Modified
IC220215002981	IncomeCertificate	Borusu Satya Veni	EAST GODAVARI	KADIAM-R	VEMAGIRI1	75000.00	Female	Deputy Tahaldar	2022-02-15 17:11:23

Check List

Recommended* Yes No

Upload Verification Document No file chosen

Bulk approval has been provided for the old applicants only. For new applicants, Select

verify button and, in the Recommendation, select “Yes” or “No”. If No is selected, Upload verification documents if any and click on “Forward”

The screenshot displays a web application interface. A central notification dialog box is overlaid on a data table. The dialog box features a blue information icon (i) and the text: "Application (S15002200635108460979) Forwarded to next level !!!". Below the text is a blue "OK" button. The background table has the following structure:

Name of the Citizen	Gender	Property(SqFt)	Vehicle(Y/N)	Govt Employee(Y/N)	Income Tax(Y/N)	Power
BUKKE SIVASANKAR NAIK	MALE	0	NO	NO	NO	0
B ROHITH NAIK	MALE	0	NO	NO	NO	0
BUKKE DEVI	FEMALE	0	NO	NO	NO	0
B POORNIMA	FEMALE	0	NO	NO	NO	0

Below the table, there is a section titled "Vehicle Certificate Details" with the following data:

Vehicle Number	Owner Name	Father Name	RC Valid Upto	Vehicle Class
AP03TA7907	SIVA SANKAR NAIK	B BHEEMLA NAIK	2019-02-18T00:00:00	Auto Rickshaw

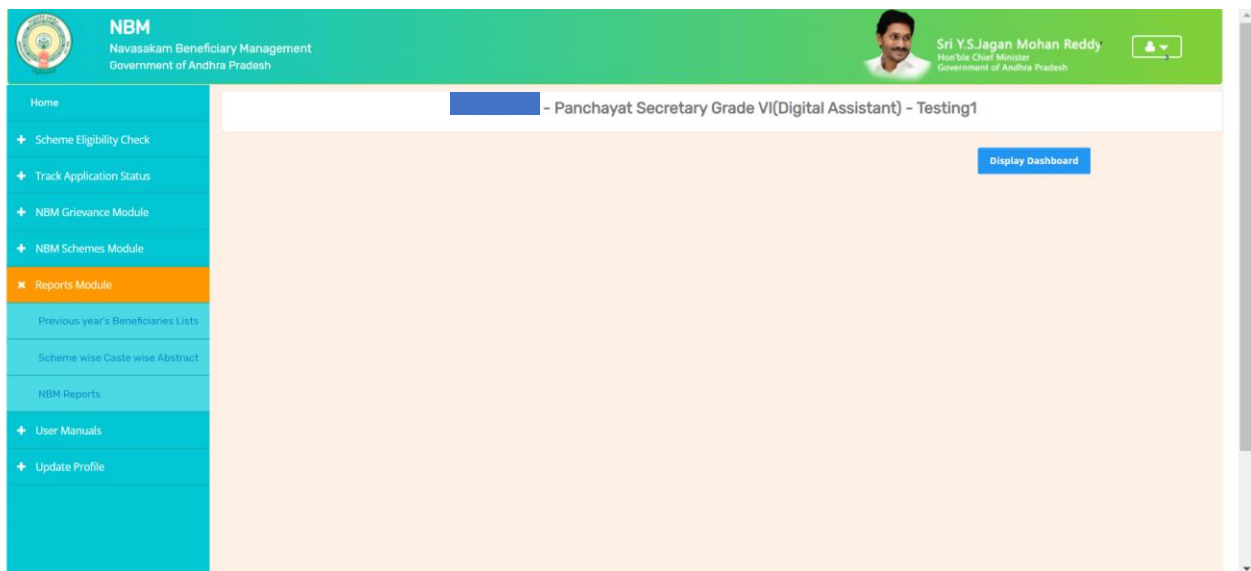
6. NBM Reports

6.1. Application Dashboard

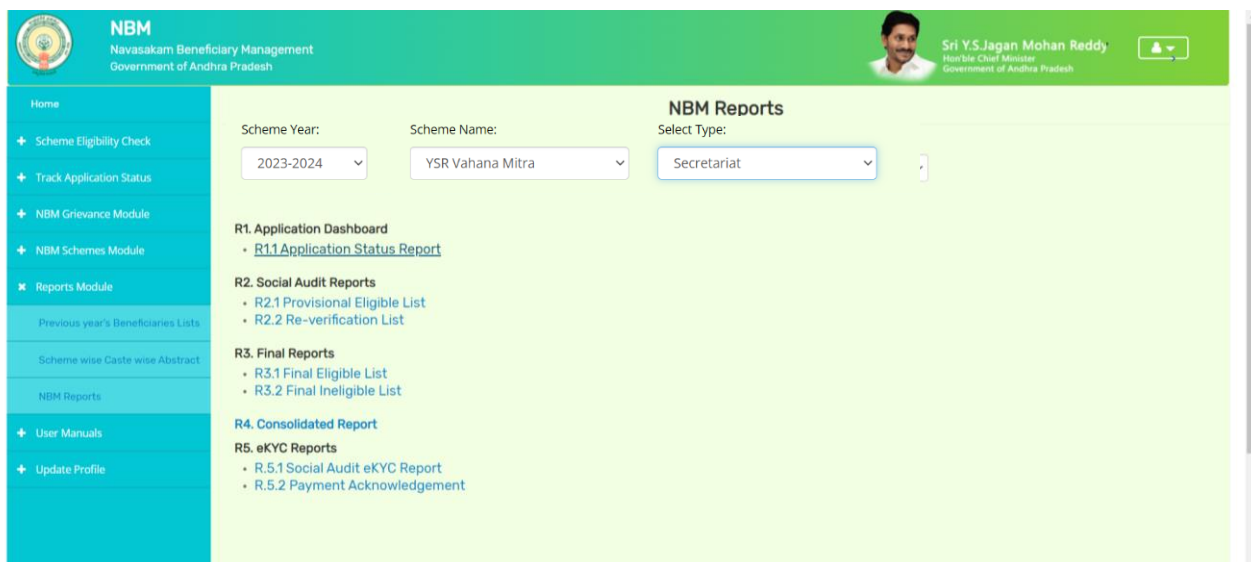
After logging in to the NBM portal, all the functionaries can find the reports module in the left side menu bar. Upon clicking on the Reports module link, the following are displayed.

- Previous Years' Beneficiaries List
- Scheme wise Caste wise abstract
- NBM Reports.

Upon clicking on “NBM Reports” the following screen is displayed



To view new application dashboard, select “Scheme Year” as 2023-2024, “Scheme Name” as Vahanamitra and “Type” as Secretariat.



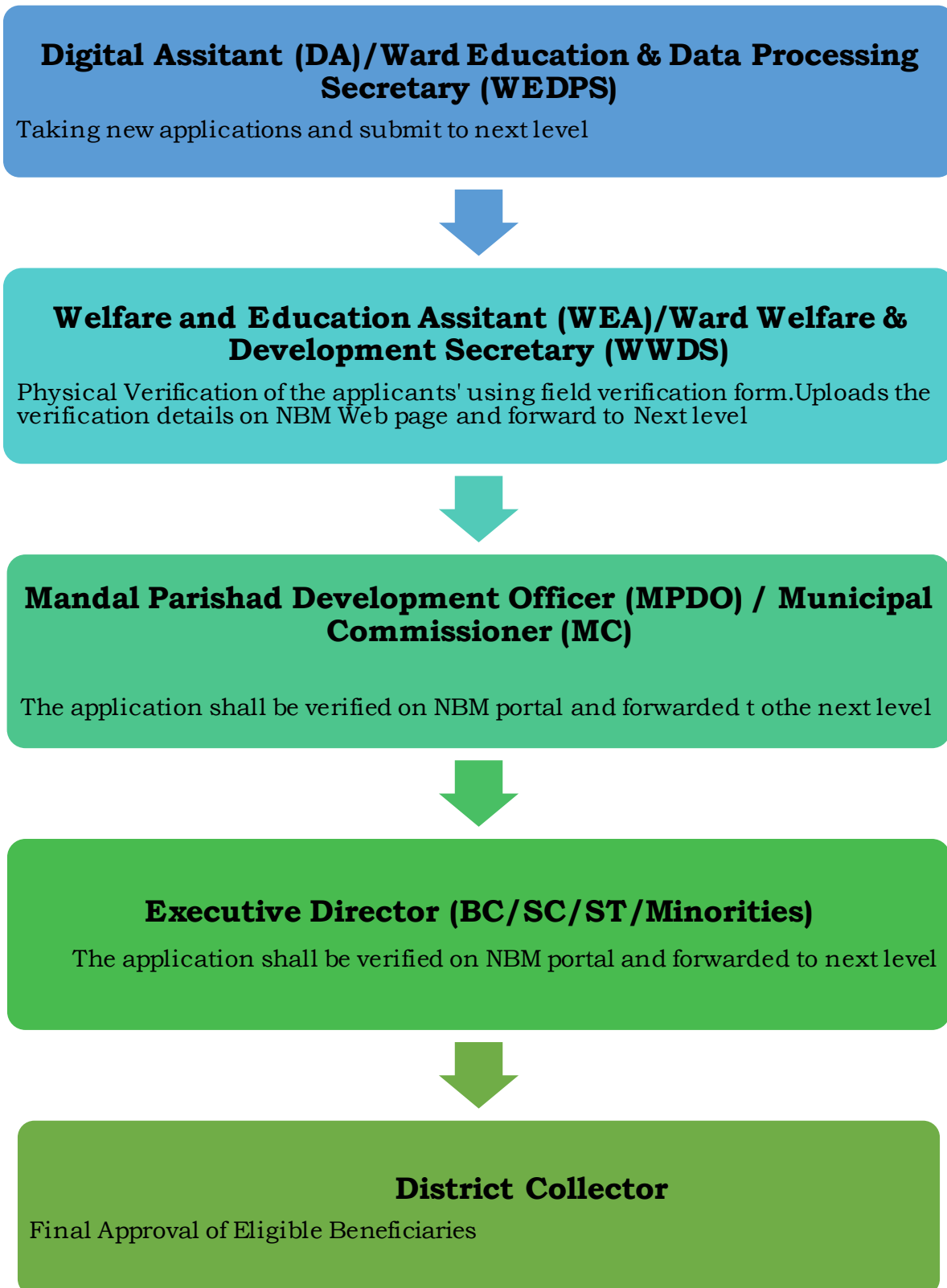
Appendix 3. User manual for YSR Cheyutha

1. Introduction:

Please Note the following points:

- The Cheyutha Scheme aims on Providing financial assistance of Rs.75,000/-per member to the women of BC, SC, ST & Minority communities who are in the age group of 45 to 60 years (except the women beneficiaries already covered under YSR Pension kanuka – old age pensions, Kapu Nestham and EBC Nestham).
- The beneficiary should born between 13.08.1963 to 12.08.1978.
- The Aadhaar update history document must be generated by the DA/WEDS for the applicant prior to making Application on the NBM portal.
- Aadhaar history update document can be downloaded from the UIDAI website <https://resident.uidai.gov.in/aadhaar-updatehistory>. Upon entering the Applicant UID, and entering the OTP received on Aadhaar linked mobile phone, the update history can be viewed and downloaded.
- Only the document that is downloaded by the DA/WEDS should be uploaded after verification and do not accept any document from the applicant.
- The WEA/WWDS must compulsorily visit the beneficiary household and shall upload the verification photo of WEA/WWDS along with beneficiary.
- All the Payments will be credited to the Aadhar linked Bank account of the beneficiary, the Beneficiary must link his bank account with Aadhar number and the Bank account / NPCI mapping should be active

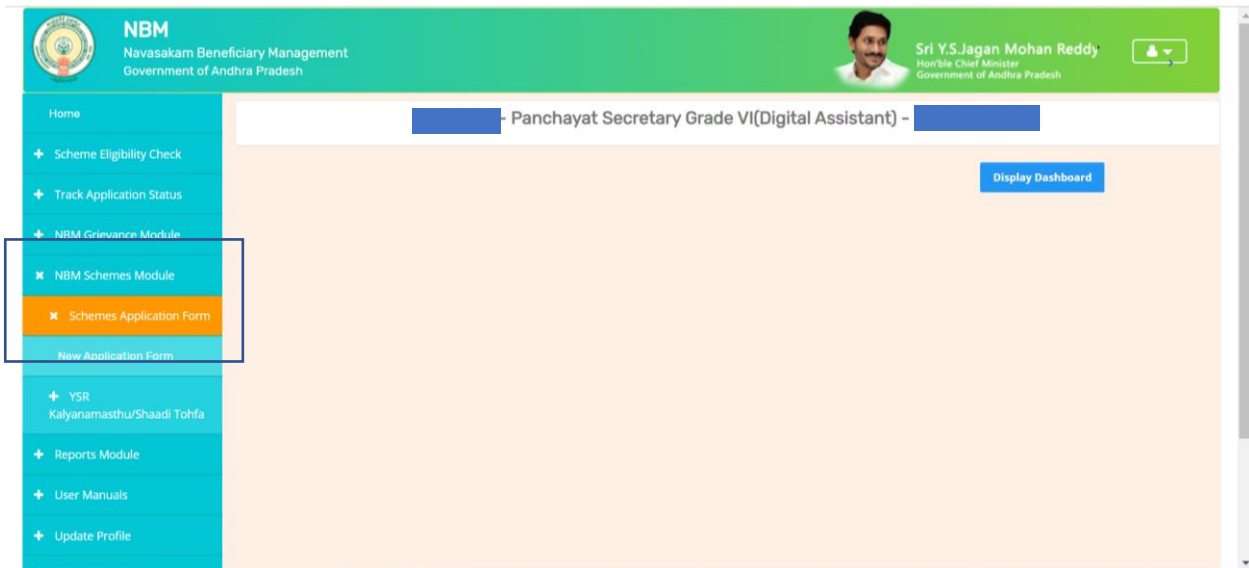
2. Workflow



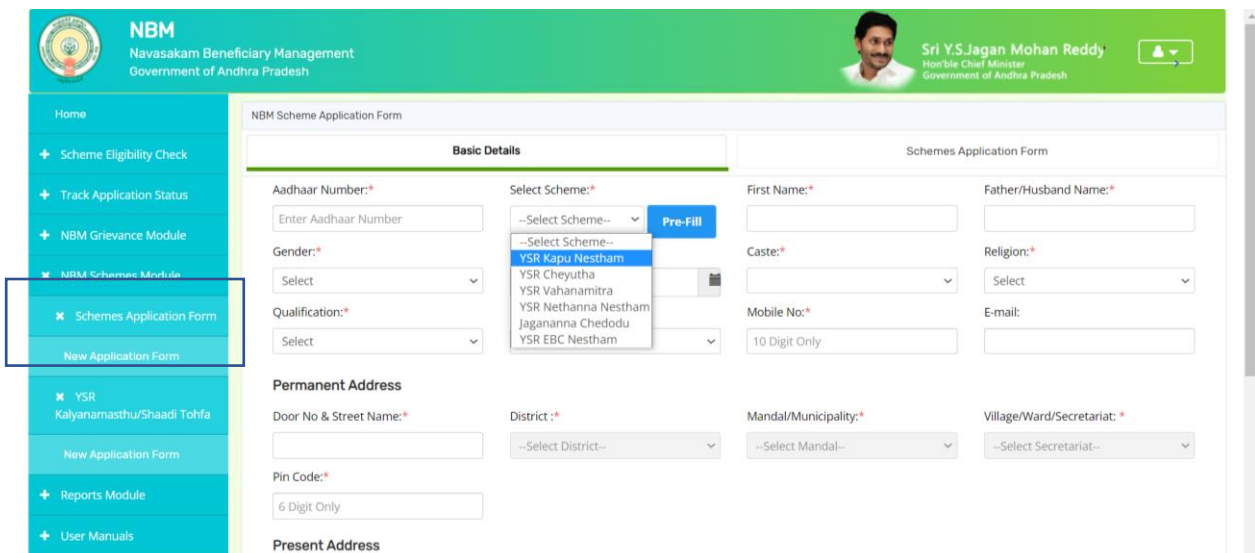
3. Applying for YSR Cheyutha 2022

To apply for YSR Cheyutha Scheme follow as mentioned below.

- After log in select the “NBM Scheme Module” and click on “Schemes Application Form”
- from the left side bar. The following tabs will be displayed as shown in picture above.
- Schemes Application Form
- New Application Form



In the NBM Schemes Module, under “Schemes Application Form”, click on “New Application Form”. The Basic Details section of the Application can be viewed as shown below. From the “Select Scheme dropdown”, select the YSR Cheyutha scheme.



The DA/WEDs should download the Aadhaar update history by themselves personally and upload the same in the Aadhaar update history under proof document. Based on the applicant's Aadhaar Update History downloaded from UIDAI website, under the Aadhaar Update History section, select the number of times the date of birth in Aadhaar has been updated

If there is no modification in age in Aadhaar then select 0 times updated and **enter the enrolment date of Aadhaar (the date on which Aadhaar applied), date of Birth and upload the Aadhaar Update history document** downloaded from UIDAI website. (In case of zero update also Aadhaar update history document shall be downloaded).

If there is a modification in age **once or more than once then enter the "Previous date of birth", "Changed date of birth" and "Date of update" and upload the update Aadhaar update history document**

Bank Details

Bank Account Number	IFSC code	Name of the Bank	Name of the branch
120404780000	0020406	Search	CB
			VJWAKDA

Aadhaar Update History

How many times AGE updated *

Select: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

of Birth	Changed Date of Birth	Date of Update *	Proof Document
dd/mm/yyyy	dd/mm/yyyy	dd/mm/yyyy	Choose File No file chosen
dd/mm/yyyy	dd/mm/yyyy	dd/mm/yyyy	Choose File No file chosen
dd/mm/yyyy	dd/mm/yyyy	dd/mm/yyyy	Choose File No file chosen

I have personally verified the Aadhaar update history of the Applicant and entered the data as per the details shown in UIDAI portal.

I hereby declare that the information furnished above is true, complete and correct. I understand that in the event of given information being found false or incorrect at any stage, I am aware that I may be held liable for it.

After uploading the Aadhaar update history document check the two mandatory consent boxes.

Bank Details

Bank Account Number	IFSC code		Name of the Bank	Name of the branch
<input type="text" value="ENTER ACCOUNT NUMBER"/>	<input type="text" value="ENTER IFSC CODE"/>	<input type="button" value="Search"/>	<input type="text" value="ENTER BANK NAME"/>	<input type="text" value="ENTER BRANCH NAME"/>

Aadhaar Update History

How many times Aadhaar updated:*

0

S NO	Enrollment Date	Present Date of Birth	Proof Document
1	<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="button" value="Choose File"/> No file chosen

I have personally verified the Aadhaar update history of the Applicant and entered the data as per the details shown in UIDAI portal.
 I hereby declare that the information furnished above is true, complete and correct. I understand that in the event of given information being found false or incorrect at any stage, I am aware that I may be held liable for it.

Caste Certificate Details

Caste Certificate Number	Upload Certificate
<input type="text" value="Enter Caste Certificate Number"/>	<input type="button" value="Search"/>
Note:-Please upload APseva Caste Certificate Only	

Then, enter the Caste certificate Number and click “search”. If Caste certificate does not match the applicant Aadhaar then the screen is as below

Aadhaar Update History

How many times Aadhaar updated:*

0

S NO	Enrollment Date	Present Date of Birth	Proof Document
1	<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="button" value="Choose File"/> No file chosen

I have personally verified the information furnished above in UIDAI portal.
 I hereby declare that the information furnished above is true, complete and correct. I understand that in the event of given information being found false or incorrect at any stage, I am aware that I may be held liable for it.

Caste Certificate Details

Caste Certificate Number	Upload Certificate
<input type="text" value="CGC220404008189"/>	<input type="button" value="Search"/>
Note:-Please upload APseva Caste Certificate Only	

Applicant Aadhar is not matched with Caste Certificate Aadhar!

Income Certificate Details

Income Certificate Number	Upload Certificate
<input type="text" value="Enter Income Certificate Number"/>	<input type="button" value="Search"/>
Note:-Please upload APseva Income Certificate Only	

After entering the caste certificate number, click on search. If the Caste certificate number and the applicant Aadhar is matched, the upload document option is enabled. The Caste certificate details of the Applicant are fetched. Upload relevant APSeva certified caste certificate.

S NO	Enrollment Date	Present Date of Birth	Proof Document
1	dd/mm/yyyy	dd/mm/yyyy	Choose File No file chosen

have personally verified the Aadhaar update history of the Applicant and entered the data as per the details shown in UIDAI portal.
 hereby declare that the information furnished above is true, complete and correct. I understand that in the event of given information being found false or incorrect at any stage, I am aware that I may be held liable for it.

Caste Certificate Details

Caste Certificate Number: CGC220404008189
 Upload Certificate: Document Upload*(Max Size 1 MB only PDF Allowed) No file chosen

Note:-Please upload APseva Caste Certificate Only

Caste Certificate Details

Application Id	Caste Uid	Application Type	Applicant Name	District	Mandal	Secretariat	Caste	SubCaste	Gender(Y/N)	Authorized
CGC220404008189	594368365007	IntegratedCertificate	NERSU RAMAMJAMMA	KRISHNA	CHALLAPALLI-R	CHALLAPALLE	OC	Kapu	Female	Tahsilidar

Income Certificate Details

Income Certificate Number: Enter Income Certificate Number
 Upload Certificate: No file chosen

Now, enter income certificate number and click “search”. If the Aadhaar and the Income certificate do not match, then “Applicant Aadhar is not matched with Income Certificate Aadhar” then it is shown as below.

Caste Certificate Details

Caste Certificate Number: CGC220604026686
 Upload Certificate: Document Upload*(Max Size 1 MB only PDF Allowed) GO Ms.No 6...hevutha.pdf

Note:-Please upload APseva Caste Certificate Only

Caste Certificate Details

Application Id	Caste Uid	Application Type	Applicant Name	District	Mandal	Secretariat	Caste	SubCaste	Gender(Y/N)	Authorized By Designation
CGC220604026686	551123...						OC	Kapu	Female	Tahsilidar

Income Certificate Details

Income Certificate Number: IC220215002881
 Upload Certificate: No file chosen

Applicant Authentication Type*
 Bio Authentication IRIS Authentication Aadhaar OTP

*I/We hereby submit voluntarily at my/our own discretion, the physical copy of Aadhaar card/physical e-Aadhaar/electronic Aadhaar xml as issued by UIDAI (Aadhaar), to GSWS Department for the purpose of establishing my/our identity / address proof and voluntarily give my/our consent for verification process as per the instructions for the said purpose with GSWS Department and; hereby consent to GSWS Department for verification of my/our Aadhaar to establish its genuineness through Quick Response (QR) code embedded in the Aadhaar card or through such other acceptable manner as per UIDAI or under any Act or law from time to time. The consent and purpose of collecting Aadhaar has been

If the Applicant Aadhaar and income certificate is matched, the applicant's income data is shown. Then upload the relevant APseva income certificate.

Caste Certificate Details

Application Id	Caste Uid	Application Type	Applicant Name	District	Mandal	Secretariat	Caste	SubCaste	Gender(Y/N)	Authorized
CGC220404008189	594368365007	IntegratedCertificate	NERSU RAMAMJAMMA	KRISHNA	CHALLAPALLI-R	CHALLAPALLE	OC	Kapu	Female	Tahsildar

Income Certificate Details

Income Certificate Number		Upload Certificate
IC220317011955	Search	Document Upload*(Max Size 1 MB only PDF Allowed) <input type="button" value="Choose File"/> No file chosen
Note:-Please upload APseva Income Certificate Only		

Income Certificate Details

Application Id	UID	Application Type	Applicant Name	District	Mandal	Secretariat	Income	Gender(Y/N)	Authorized By Designation
IC220317011955	594368365007	IncomeCertificate	NERSU RAMAMJAMMA	KRISHNA	CHALLAPALLI-R	CHALLAPALLI4	60000.00	Female	Deputy Tahsildar

Applicant Authentication Type*

Bio Authentication
 IRIS Authentication
 Aadhaar OTP

*I/We hereby submit voluntarily at my/our own discretion, the physical copy of Aadhaar card/physical e-Aadhaar/electronic Aadhaar xml as issued by UIDAI (Aadhaar), to GSWS Department for the purpose of establishing my/our identity / address proof and voluntarily give my/our consent for verification process as per the instructions for the said purpose with GSWS Department and; hereby consent to GSWS Department for verification of my/our Aadhaar to establish its genuineness through Quick Response (QR) code embedded in

After the details are filled and documents uploaded, select anyone of the authentication modes and click on “Capture Biometric” button for eKYC authentication.

Income Certificate Details

Income Certificate Number		Upload Certificate
IC220317011955	Search	Document Upload*(Max Size 1 MB only PDF Allowed) <input type="button" value="Choose File"/> No file chosen
Note:-Please upload APseva Income Certificate Only		

Income Certificate Details

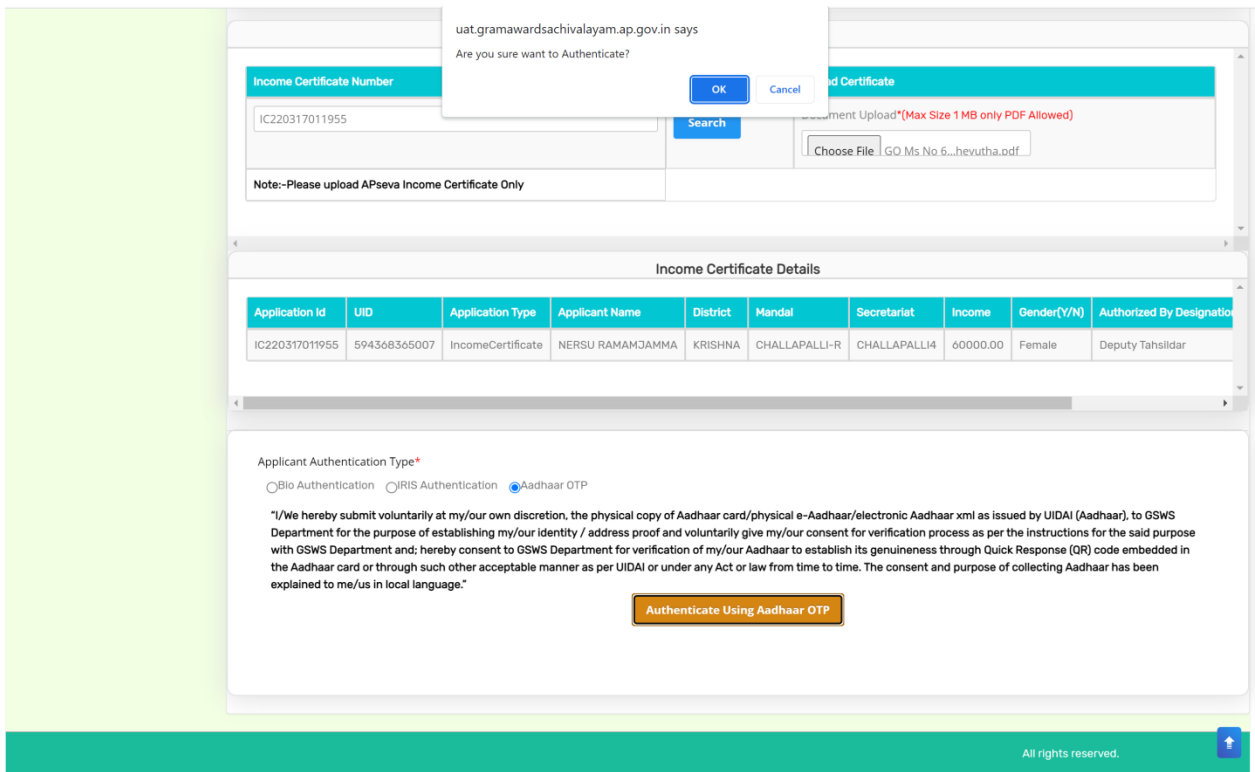
Application Id	UID	Application Type	Applicant Name	District	Mandal	Secretariat	Income	Gender(Y/N)	Authorized By Designation
IC220317011955	594368365007	IncomeCertificate	NERSU RAMAMJAMMA	KRISHNA	CHALLAPALLI-R	CHALLAPALLI4	60000.00	Female	Deputy Tahsildar

Applicant Authentication Type*

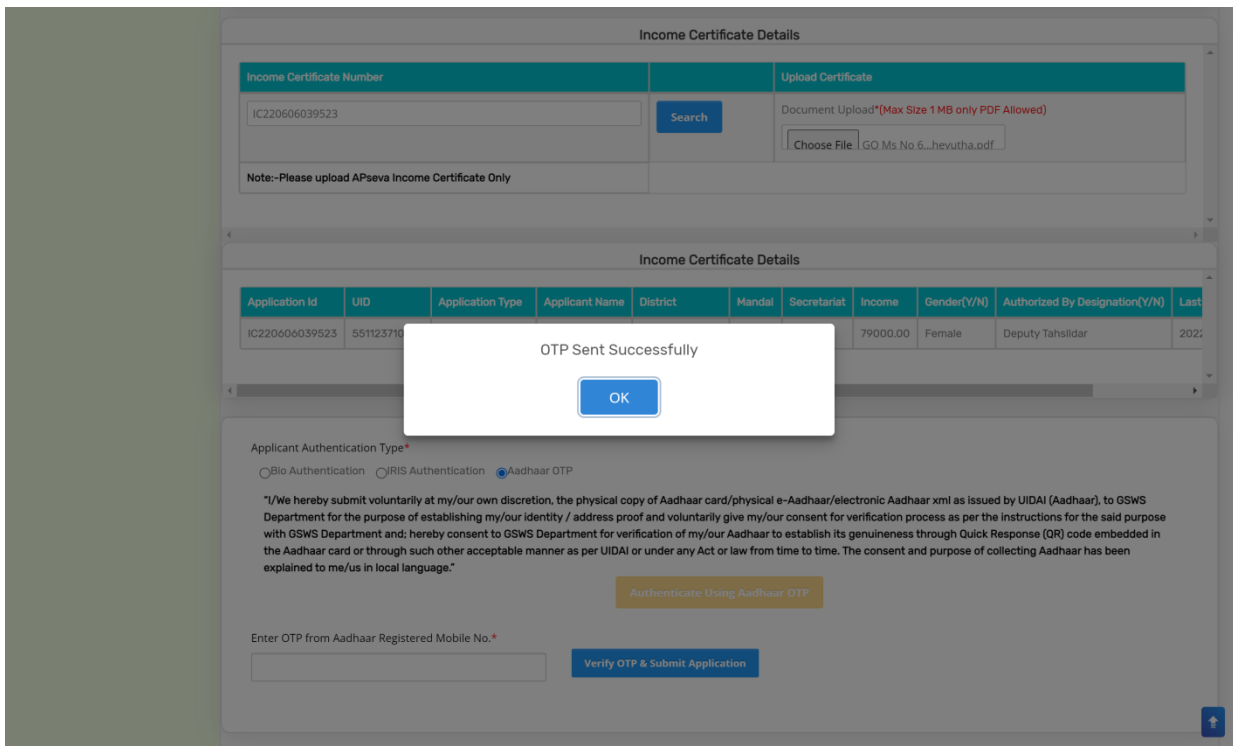
Bio Authentication
 IRIS Authentication
 Aadhaar OTP

I/We hereby submit voluntarily at my/our own discretion, the physical copy of Aadhaar card/physical e-Aadhaar/electronic Aadhaar xml as issued by UIDAI (Aadhaar), to GSWS Department for the purpose of establishing my/our identity / address proof and voluntarily give my/our consent for verification process as per the instructions for the said purpose with GSWS Department and; hereby consent to GSWS Department for verification of my/our Aadhaar to establish its genuineness through Quick Response (QR) code embedded in the Aadhaar card or through such other acceptable manner as per UIDAI or under any Act or law from time to time. The consent and purpose of collecting Aadhaar has been explained to me/us in local language.

Once OTP / biometric is captured, the system asks “Are you sure to Authenticate” as shown below.



After Successful authentication, the following message will pop-up



Enter the OTP and click on the “Verify OTP and Submit Application” button to complete the application process.

Income Certificate Number: IC220317011955

Upload Certificate: Document Upload*(Max Size 1 MB only PDF Allowed)

Note:-Please upload APseva Income Certificate Only

Application Id	UID	Application Type	Applicant Name	District	Mandal	Secretariat	Income	Gender(V/N)	Authorized By Designation
IC220317011955	594368365007	IncomeCertificate	NERSU RAMAMJAMMA	KRISHNA	CHALLAPALLI-R	CHALLAPALLI4	60000.00	Female	Deputy Tahsildar

Applicant Authentication Type*
 Bio Authentication IRIS Authentication Aadhaar OTP

Authenticate Using Aadhaar OTP

Enter OTP from Aadhaar Registered Mobile No.*
 22356

Verify OTP & Submit Application

After successful completion of the following screen is displayed. Acknowledgment will pop-up as shown below, and beneficiary will receive a SMS on registered mobile.

Application ID : 092208181932465007 Submitted Successfully

OK

Print Acknowledgement

Click on “Print acknowledgement”.

IC220317011955 Document Upload*(Max Size 1 MB only PDF Allowed)

GO.Ms.No.6...hevutha.pdf

Note:-Please upload APseva Income Certificate Only

Income Certificate Details

Application Id	UID	Application Type	Applicant Name	District	Mandal	Secretariat	Income	Gender(Y/N)	Authorized By Designation
IC220317011955	594368365007	IncomeCertificate	NERSU RAMAMJAMMA	KRISHNA	CHALLAPALLI-R	CHALLAPALLI4	60000.00	Female	Deputy Tahsildar

Applicant Authentication Type*

Bio Authentication IRIS Authentication Aadhaar OTP

"I/We hereby submit voluntarily at my/our own discretion, the physical copy of Aadhaar card/physical e-Aadhaar/electronic Aadhaar xml as issued by UIDAI (Aadhaar), to GSWS Department for the purpose of establishing my/our identity / address proof and voluntarily give my/our consent for verification process as per the instructions for the said purpose with GSWS Department and; hereby consent to GSWS Department for verification of my/our Aadhaar to establish its genuineness through Quick Response (QR) code embedded in the Aadhaar card or through such other acceptable manner as per UIDAI or under any Act or law from time to time. The consent and purpose of collecting Aadhaar has been explained to me/us in local language."

Enter OTP from Aadhaar Registered Mobile No.*

All rights reserved.

The following Acknowledgement is generated

వై ఎస్ ఆర్ నవశకం 2022-2023 నమోదు రసీదు

District Name: KRISHNA
Mandal/Municipality Name: NERVAJUR
Secretariat Name: NERVAJUR JUNCTION 01
Secretariat Code: 2188855
Scheme Name: VSR VAHANA MISS
Applicant Name: NERVAJUR JUNCTION
Applied Date: 01/07/2022
Application Number: 10220317011955

Print 1 page

Destination: Save as PDF

Pages: All

Pages per sheet: 1

Margins: Default

Options: Headers and footers, Background graphics

4. Verification of the Application

4.1. Verification by WEA/WWDS

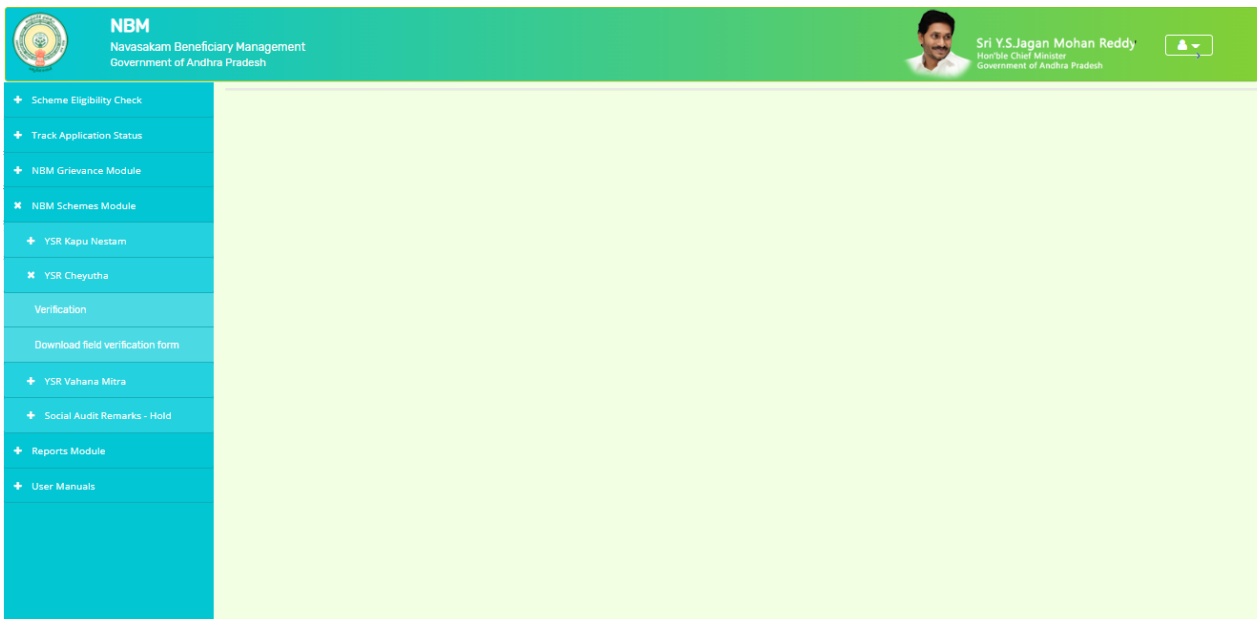
Login Page: NBM portal Login for WEA/WWDS

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, YSR Cheyutha button along with other schemes will be displayed. Click on “YSR Cheyutha” the following will be displayed

- Verification button
- Download field verification form as seen below.



The WEA/WWDS shall Click on download field verification form which looks as follows:


గ్రామ - వార్డు సచివాలయము
ఆంధ్రప్రదేశ్ ప్రభుత్వం


YSR CHEYUTHA 2022-23 WEA/WWDS FIELD VERIFICATION FORM

Secretariat Details			
Secretariat Name		Volunteer Name	
Secretariat Code		Cluster ID	
Applicant Basic Details			
Applicant ID		Aadhaar No	
Applicant Name		Spouse Name	
Date of Birth	Gender		Mobile No
Caste Details			
AP SEVA Caste Certificate No	Caste		Sub-Caste

S. No	Category	As per System Validation		As Per Field Verification	
		Rs.	per month	Rs.	Per month
1	Family Income for a month				
2	Dry Land holding of family		Acres		Acres
3	Wet Land holding of Family		Acres		Acres
4	Four-wheeler in Family	Yes/No ::		Yes/No ::	
5	Any person in the Family working in Central Govt/State Govt/PSU/Private etc with income more than Rs. 12000/-	Yes/No ::		Yes/No ::	
		If Yes Name of the Organization ::		If Yes Name of the Organization ::	
6	Electricity consumption		Units		Units
7	Property in Municipal/Plinth area		In Sq Ft		In Sq Ft
8	Income Tax payee in family	Yes/No ::		Yes/No ::	
9	Any Other Person in the family availed EBC Nosham/Kapu Nosham	Yes/No ::		Yes/No ::	
		If Yes Aadhaar number ::		If Yes Aadhaar number ::	

Field Verification Details			
Name of the WEA/WWDS		Employee ID	
Time & Date of Inspection		Is applicant modified Age in Aadhaar	Yes/No
Verification status		Recommended/Not Recommended	
Remarks			

I Solemnly state that the above -mentioned particulars are true to the best of my knowledge and belief and that 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

The WEA/WWDS should take the form and visit the concerned **applicants' household personally for verification** and fill the form. Also, the WEA/WWDS shall take a **photo of the verification process along with applicant**. (Please ensure that time stamp, latitude and longitude are present on the photo). The WEA/WWDS must upload the Field verification form and field verification photo (both in PDF format) in his login. The photo may be taken in the **note cam app** to capture all the mentioned above details.

Click on “Verification” button to open the scheme applications dashboard as follows:

The screenshot shows the 'SCHEME Application DASHBOARD (WEA)' interface. At the top, there are three summary boxes: 'TOTAL' with a value of 3, 'PENDING' with a value of 1, and 'COMPLETED' with a value of 2. Below this is a section titled 'Pending application to take action (WEA)' which contains a table of application details. The table has columns for Application ID, Pending Date, Citizen Name, Gender, Aadhaar No., Mobile No., Scheme Type, Financial Year, Mandal, Secretariat, and Action. A 'Verify' button is visible in the Action column for the first row.

Application ID	Pending Date	Citizen Name	Gender	Aadhaar No.	Mobile No.	Scheme Type	Financial Year	Mandal	Secretariat	Action
09220817119076953	17-AUG-2022	GUDISE GANGA BHAVANI	FEMALE	XXXX-XXXX-6953	9489984649	YSR Cheyutha	2022	KADIAM	VEGAGIRI	Verify

“Verify” button is present against each application as shown above. Once the verify button is clicked upon the following screens are seen.

The screenshot shows the 'SCHEME Application VERIFICATION (WEA)' interface. It is divided into two main sections: 'APPLICANT DETAILS' and 'Certificate View'. The 'APPLICANT DETAILS' section shows a form with the following information: APPLICATION ID: 092208201050440873, APPLICANT NAME: BORUSU MANI, SCHEME: YSR Cheyutha, DATE OF APPLICATION: 23-AUG-2022, GENDER: FEMALE, AADHAAR NUMBER: XXXX-XXXX-0873, and SECRETARIAT NAME: KADIAPULANKA2. The 'Certificate View' section displays an 'AADHAAR UPDATE DOCUMENT' with a blue circular stamp and a 'Next' button. Below this, there is another 'APPLICATION DETAILS' section with the following information: APPLICATION ID: 092208201050440873, APPLICANT NAME: BORUSU MANI, FATHER NAME: ramaa, and SCHEME: YSR Cheyutha.

PERMANENT DNO.	123456
PERMANENT DISTRICT	WEST GODAVARI
PERMANENT MANDAL	PENUMANTRA
PERMANENT SECRETARIAT	MAMUDURU
PERMANENT PINCODE	123456
CURRENT DNO	123
CURRENT DISTRICT	WEST GODAVARI
CURRENT MANDAL	PENUMANTRA
CURRENT SECRETARIAT	MAMUDURU
CURRENT PINCODE	123456

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
BOKKA PURNACHANDRARAO	MALE	01-Jan-1954	BC	9010148597	0	0	0	0	0	0
BOKKA KONDAMMA	FEMALE	01-Jan-1961	BC	9010148597	0	0	0	0	0	0

Aadhar Update History

Type Of Update	Previous Date Of Birth	Changed Date Of Birth	Date Of Update
Age	01-08-2022	02-08-2022	03-08-2022
Age	04-08-2022	05-08-2022	06-08-2022

Cast Certificate Details

Application Id	Application Type	Applicant Name	District	Mandal	Secretariat	Caste	SubCaste	Gender(Y/N)	Authorized By Designation(Y/N)	Last Modified
COC220315037259	IntegratedCertificate	GUDISE GANGA BHAVANI	EAST GODAVARI	KADIAM-R	VEMAGIRI	BC-B	Kapu	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
IC220315037417	IncomeCertificate	GUDISE GANGA BHAVANI	EAST GODAVARI	KADIAM-R	VEMAGIRI	72000.00	Female	Deputy Tahsildar	2022-03-15 16:42:12

Check List

Recommendation* Yes No

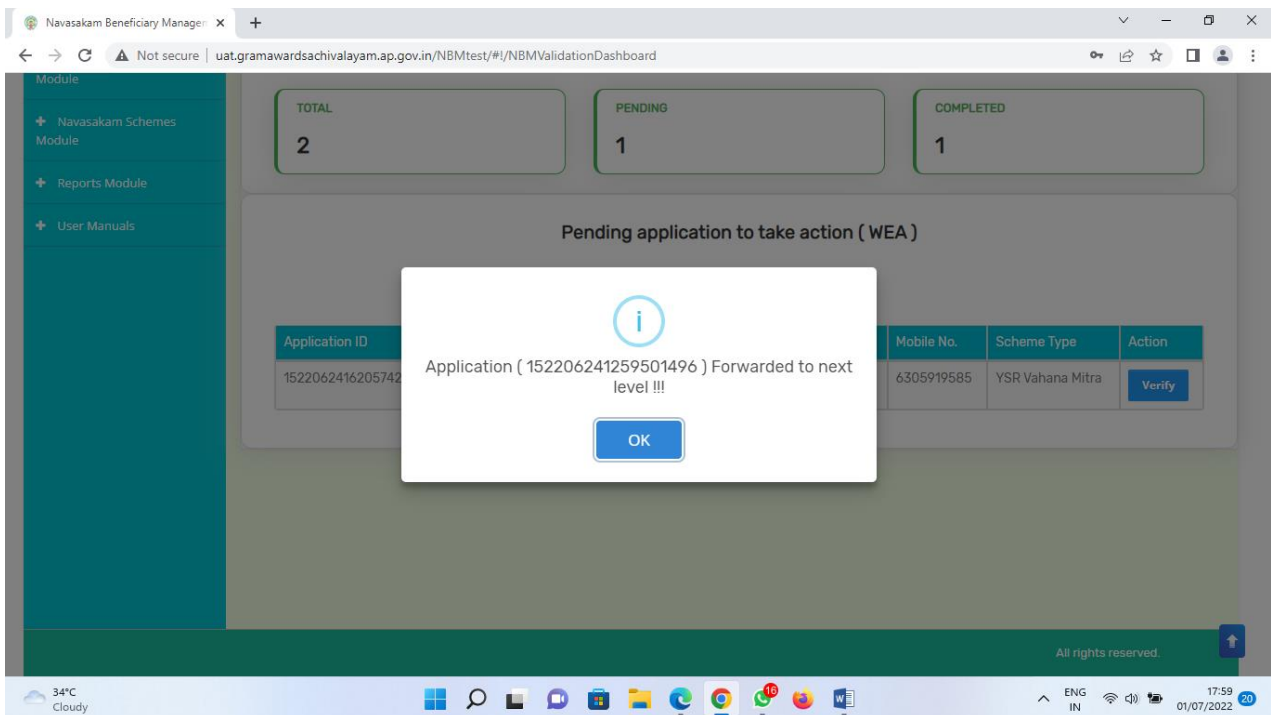
Upload Field Verification Report Of WEA/WWDS* No file chosen

Upload Photo Of Field Verification By WEA/WWDS (PDF Only)* No file chosen

All rights reserved.

WEA/WWDS must check all certificates (Integrated, Income and Aadhar update history) in certificate view before approving/rejecting the application.

Based on the verification of the details, click on yes/no in the recommend section as shown above. Also upload the relevant document and then click on “Forward” button to complete the process. Then the application will be forwarded to MPDO/MC as shown below



4.2. Verification by MPDO/MC

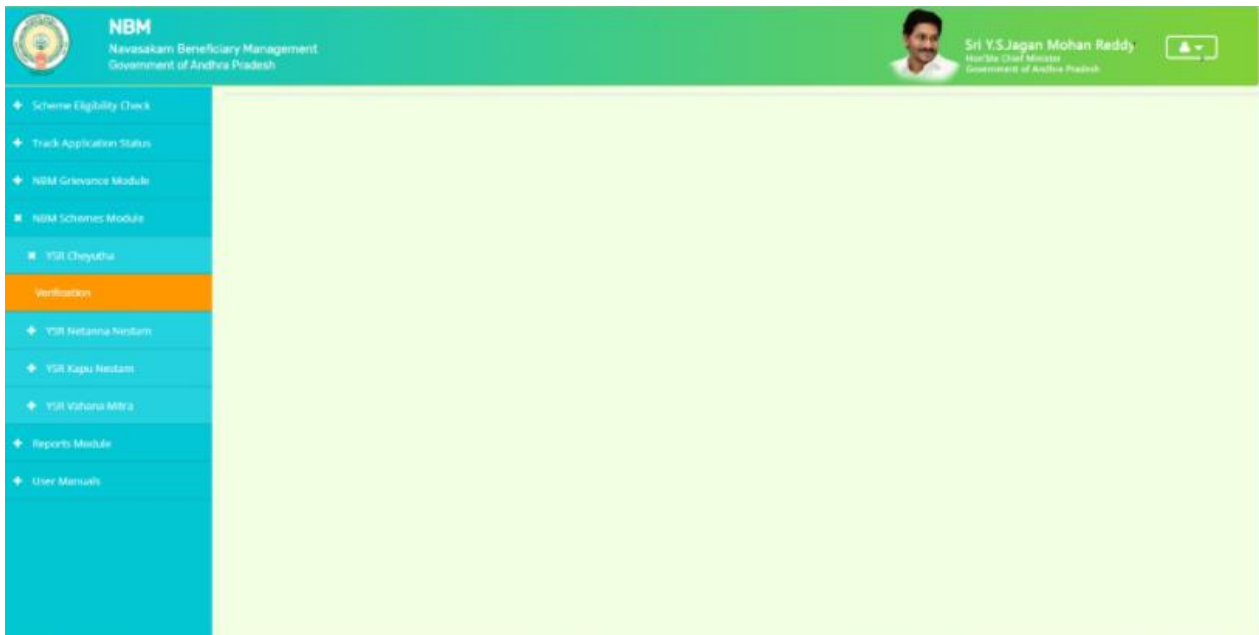
Login Page: NBM portal Login for MPDO/MC

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.

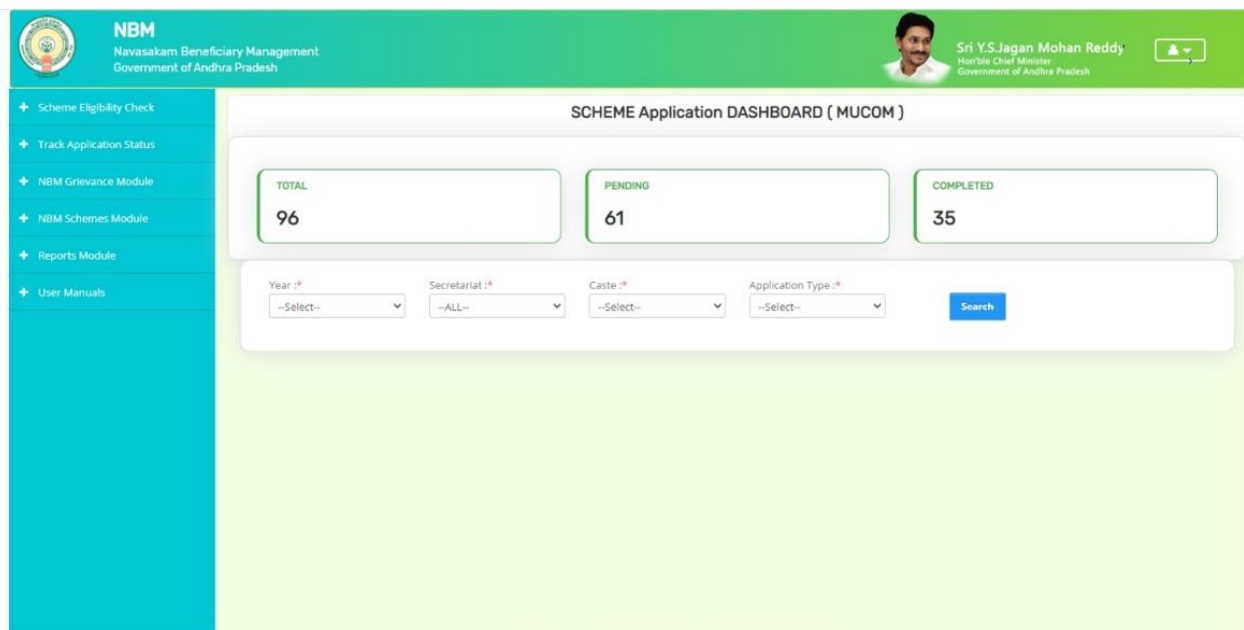
The MPDO/MC can use the username (combination of secretariat code and designation).

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

- Verification button



Click on “Verification” button to open the scheme applications dashboard as follows:



Drop down will be displayed for Year of the scheme, secretariat, caste, and application type. If the current financial year is selected, we get the current year applicants and by selecting the last year (2021-22) we get the old beneficiary data. Similarly, for the secretariat dropdown we can select an individual secretariat, or we can select ALL at once. Also, for caste we can select caste wise or in common ALL. The application type shall be Recommended or not Recommended. After making the selections click on Search button. Once the search button is clicked the following screen is displayed.

SCHEME Application DASHBOARD (MUCOM)

TOTAL: 96 PENDING: 61 COMPLETED: 35

Year: 2022-2023 Secretariat: VADDEVARISTREET Caste: ST Application Type: Recommended Search

Pending application to take action (MUCOM)

DETAILS

Application ID	Pending Date	Citizen Name	Gender	Aadhaar No.	Mobile No.	Scheme Type	Financial Year	Mandal	Secretariat	Action
<input checked="" type="checkbox"/> 082206251667534787	25-JUL-2022	PASUPULETI GOVINDAMMA	FEMALE	XXXX-XXXX-4787	9704797952	YSR Cheyutha	2022	GUDIVADA	VADDEVARISTREET	<input type="button" value="Verify"/>
<input checked="" type="checkbox"/> 082206291016020517	09-JUL-2022	POLUSETTI SUDHA KUMARI	FEMALE	XXXX-XXXX-0517	9705754511	YSR Cheyutha	2022	GUDIVADA	VADDEVARISTREET	<input type="button" value="Verify"/>

The MPDO/MC has the facility to verify applications individually or in a bulk mode.

For bulk approvals, the MPDO/MC can select the selection box against each application in bulk and click on forward and the following screen is displayed.

uat.gramawardsachivalayam.ap.gov.in says
FORWARDED SUCCESSFULLY

⌛

For individual verification, the MPDO/MC shall click on the verify button as shown below

+ NDM Grievance Module
 + NDM Schemes Module
 + Reports Module
 + User Manuals

TOTAL: 96 PENDING: 59 COMPLETED: 37

Year: 2022-2023 Secretariat: VADDEVARISTREET Caste: SC Application Type: Recommended Search

Pending application to take action (MUCOM)

DETAILS

Application ID	Pending Date	Citizen Name	Gender	Aadhaar No.	Mobile No.	Scheme Type	Financial Year	Mandal	Secretariat	Action
082206251223266486	21-JUL-2022	MURARI NARASIMHAM	MALE	X000-X000-6486	9010995141	YSR Cheyutha	2022	GUDIVADA	VADDEVARISTREET	Verify
082206281812451078	08-JUL-2022	NADIPENA RAMANAMMA	FEMALE	X000-X000-1078	9063557566	YSR Cheyutha	2022	GUDIVADA	VADDEVARISTREET	Verify
082206291126407533	08-JUL-2022	SAKIREDDY SATYAVATHI	FEMALE	X000-X000-7533	9618337534	YSR Cheyutha	2022	GUDIVADA	VADDEVARISTREET	Verify
082206281012486955	21-JUL-2022	SENNAMSETTI DHANALAKSHMI	FEMALE	X000-X000-6955	9959101160	YSR Cheyutha	2022	GUDIVADA	VADDEVARISTREET	Verify

“Verify” button is present against each application as shown above. Once the verify button is clicked upon the following screens are seen.

+ Scheme Eligibility Check
 + Track Application Status
 + NDM Grievance Module
 + NDM Schemes Module
 + Reports Module
 + User Manuals

SCHEME Application VERIFICATION (MUCOM)

APPLICANT DETAILS

APPLICATION ID	082206251223266486
APPLICANT NAME	MURARI NARASIMHAM
SCHEME	YSR Cheyutha
DATE OF APPLICATION	21-JUL-2022
GENDER	MALE
AADHAAR NUMBER	X000-X000-6486
SECRETARIAT NAME	VADDEVARISTREET
WEA/WVDS REMARKS	BY MISTAKE VAMANA MITRA APPLICATION SUBMITTED UPLADING KAPUNESTAM CAST CERTIFICATE. BUT HE WAS INELIGIBLE SIR
WEA/WVDS RECOMMENDATION	No

Certificate View

WEA/WVDS PRIMARY FIELD VERIFICATION REPORT

YSR Representative Field Verification Form

Next

APPLICATION DETAILS

APPLICATION ID	082206251223266486
APPLICANT NAME	MURARI NARASIMHAM

MURARI ADHI LAKSHMAMMA	FEMALE	10-Apr-1985	SC	991268127	0	2.2	0	0	0	0	0
MURARI NARAYANA	MALE	03-Sep-2002	SC	991268127	0	0	0	0	0	0	0
MURARI LAKSHMI NARAYANA	MALE	28-Jun-2006	SC	991268127	0	0	0	0	0	0	0
MURARI NARASIMHAM	MALE	15-Jun-1976	SC	991268127	0	0	0	0	0	0	0
MURARI LAKSHMI DEVI	FEMALE	28-Jun-2004	SC	991268127	0	0	0	0	0	0	0
MURARI LAKSHMI KUMARI	FEMALE	25-Jun-2005	SC	991268127	0	0	0	0	0	0	0

Cast Certificate Details										
Application Id	Application Type	Applicant Name	District	Mandal	Secretariat	Caste	SubCaste	Gender(V/N)	Authorized By	Designation(V)
05C012059424357	IntegratedCertificate	MURARI NARASIMHAM	Sri Potti Srinavulu Nellore	Kondapuram	GARIMENAPENTA	SC	Mala	M	HRO	

Check List

Recommendation* Yes No

Upload Verification Document No file chosen.

All rights reserved.

Based on the verification of the details, click on yes/no in the recommend section as shown above. Also upload the relevant document and then click on “Forward” button to complete the process. Then the application will be forwarded to ED(BC/SC/ST/Minorities) as shown below

MURARI ADHI LAKSHMAMMA	FEMALE	10-Apr-1985	SC	991268127	0	2.2	0	0	0	0	0
MURARI NARAYANA	MALE	03-Sep-2002	SC	991268127	0	0	0	0	0	0	0
MURARI LAKSHMI NARAYANA	MALE	28-Jun-2006	SC	991268127	0	0	0	0	0	0	0
MURARI NARASIMHAM	MALE	15-Jun-1976	SC	991268127	0	0	0	0	0	0	0
MURARI LAKSHMI DEVI	FEMALE	28-Jun-2004	SC	991268127	0	0	0	0	0	0	0
MURARI LAKSHMI KUMARI	FEMALE	25-Jun-2005	SC	991268127	0	0	0	0	0	0	0

Application Id	Application Type	Applicant Name	District	Mandal	Secretariat	Caste	SubCaste	Gender(V/N)	Authorized By	Designation(V)
05C012059424357	IntegratedCertificate	MURARI NARASIMHAM	Sri Potti Srinavulu Nellore	Kondapuram	GARIMENAPENTA	SC	Mala	M	HRO	

Application (082206251223266486) Forwarded to next level !!!

Recommendation* Yes No

Upload Verification Document No file chosen.

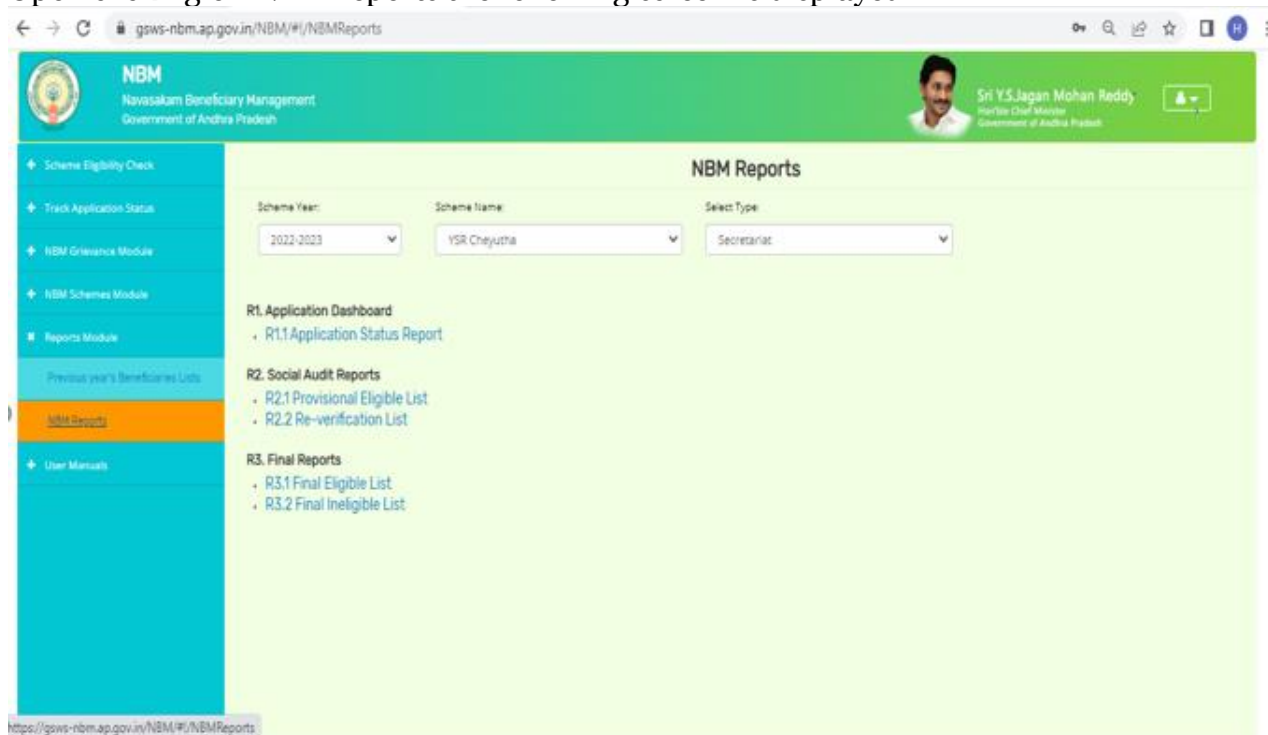
All rights reserved.

5. Application Status Report Dashboard:

After logging in to the NBM portal, the DA/WEDS can find the reports module in the left side menu bar. Upon clicking on the Reports module link, the following are displayed.

- Previous Years' Beneficiaries List
- NBM reports.

Upon clicking on NBM reports the following screen is displayed



The screen has “scheme year” drop down select the year, select the YSR cheyutha from the scheme name drop down and the relevant type and click on the R1.1 Application status report. This report shows the number of applications received and their status as below:

[Print](#)

గ్రామ - వార్డు సచివాలయము

Government of Andhra Pradesh

Application Status Report - YSR Cheyutha

[Excel Download](#)

S.No	District	No of New Applications Received	Pending WEA/WEDS	Pending at MPDO/MC	Pending at District HOD Level				District Collector			No of Applications on Hold
					ED-BC	ED-SC	ED-ST	ED Minorities	Pending	Approved	Rejected	
1	KRISHNA	238	195	43	0	0	0	0	0	0	0	1
2	ANNAMAYYA	301	244	57	0	0	0	0	0	0	0	1
3	GUNTUR	316	265	51	0	0	0	0	0	0	0	3
4	SRI SATHYA SAI	370	337	33	0	0	0	0	0	0	0	2
5	TIRUPATI	328	265	63	0	0	0	0	0	0	0	1
6	KURNOOL	229	178	51	0	0	0	0	0	0	0	1
7	VISAKHAPATNAM	111	88	23	0	0	0	0	0	0	0	1
8	SRIKAKULAM	298	252	46	0	0	0	0	0	0	0	1
9	NANTYALI	210	171	39	0	0	0	0	0	0	0	1

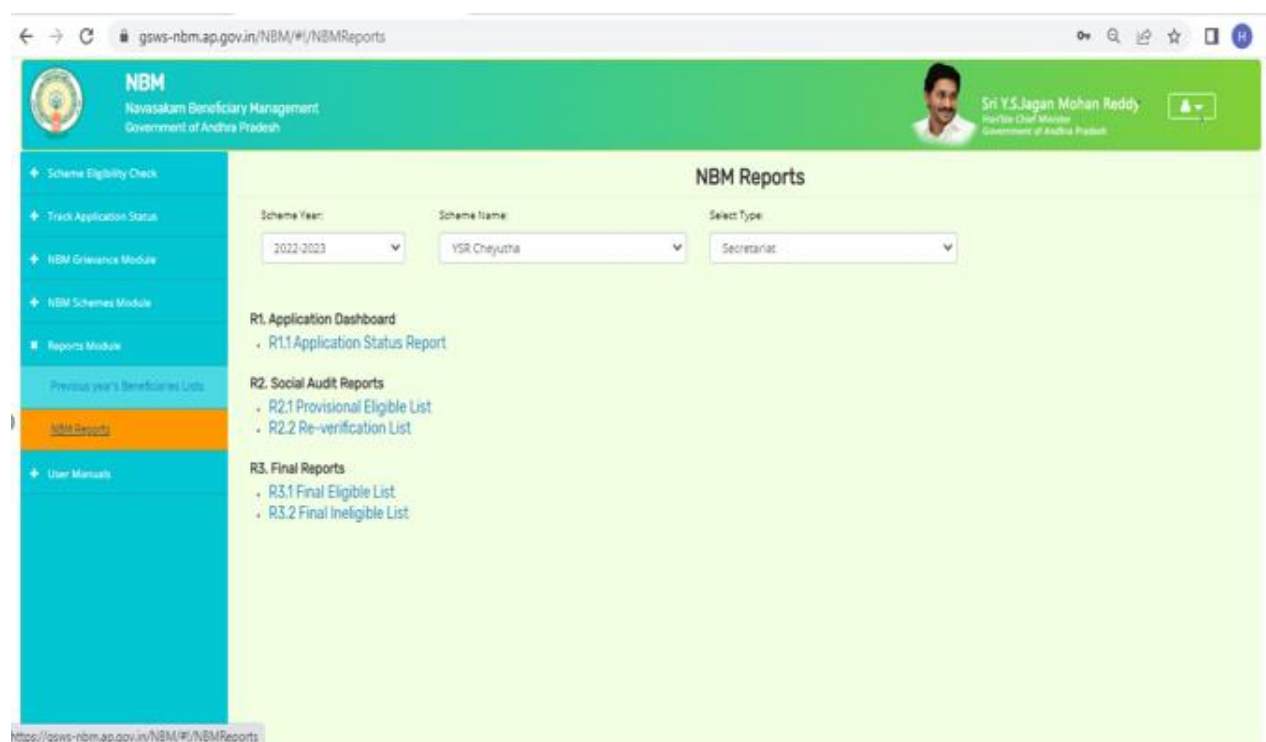
This report can be printed or downloaded. The status can be drilled down from District to Secretariat level.

6. Downloading the Lists and Social Audit

After logging in to the NBM portal, the DA/WEDS can find the reports module in the left side menu bar. Upon clicking on the Reports module link, the following are displayed.

- Previous Years' Beneficiaries List
- NBM reports.

Upon clicking on NBM reports the following screen is displayed



The DA/WEDs can select the Year, Scheme and type and based on the choice of selection the following list are generated and the DA/WEDs can take the printouts

- Application Dashboard
 - Application Status Report
- Social Audit Reports
 - Provisional Eligible List
 - Reverification List
- Final Reports
 - Final Eligible list
 - Final Ineligible List

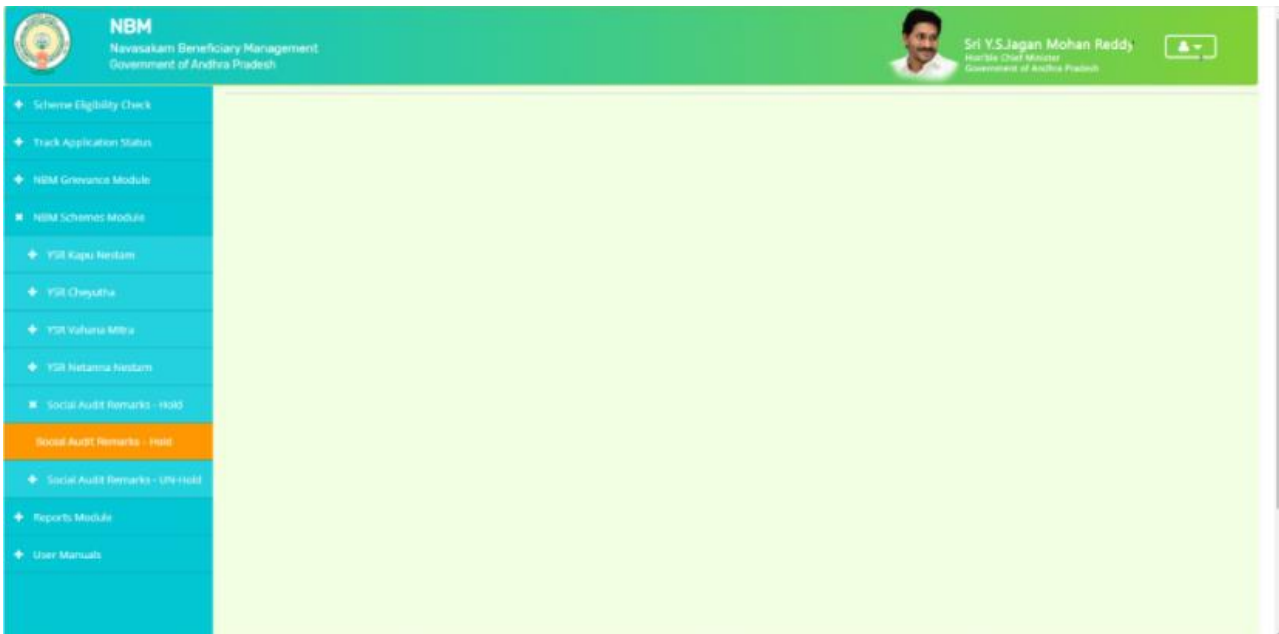
For downloading/printing the social audit list of old beneficiaries, the DA/WEA shall select the year 2021-22 and for social audit list of new beneficiaries select the year 2022-23.

7. Social Audit Remarks

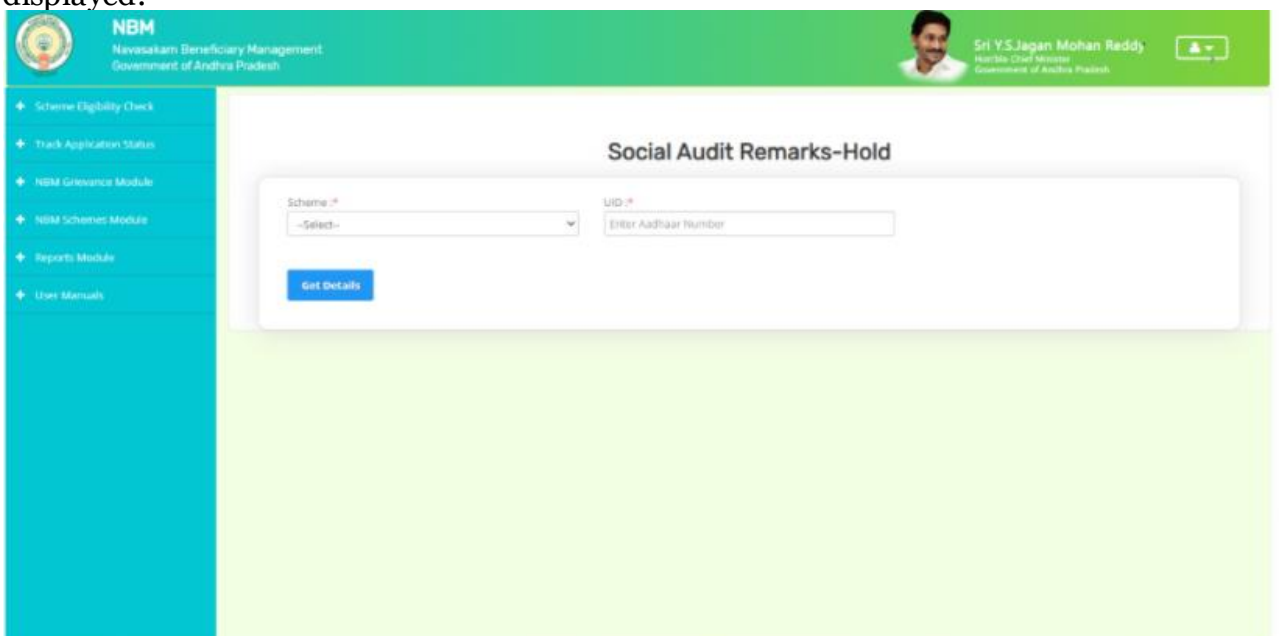
In the Social Audit Remarks, the Hold/Un-hold option is enabled to the Welfare Assistant login. Once the Welfare Assistant logs into the NBM Portal, the WA needs to click on Social Audit Remarks-Hold module as follows:

- Social Audit Remarks – Hold
- Social Audit Remarks – Unhold

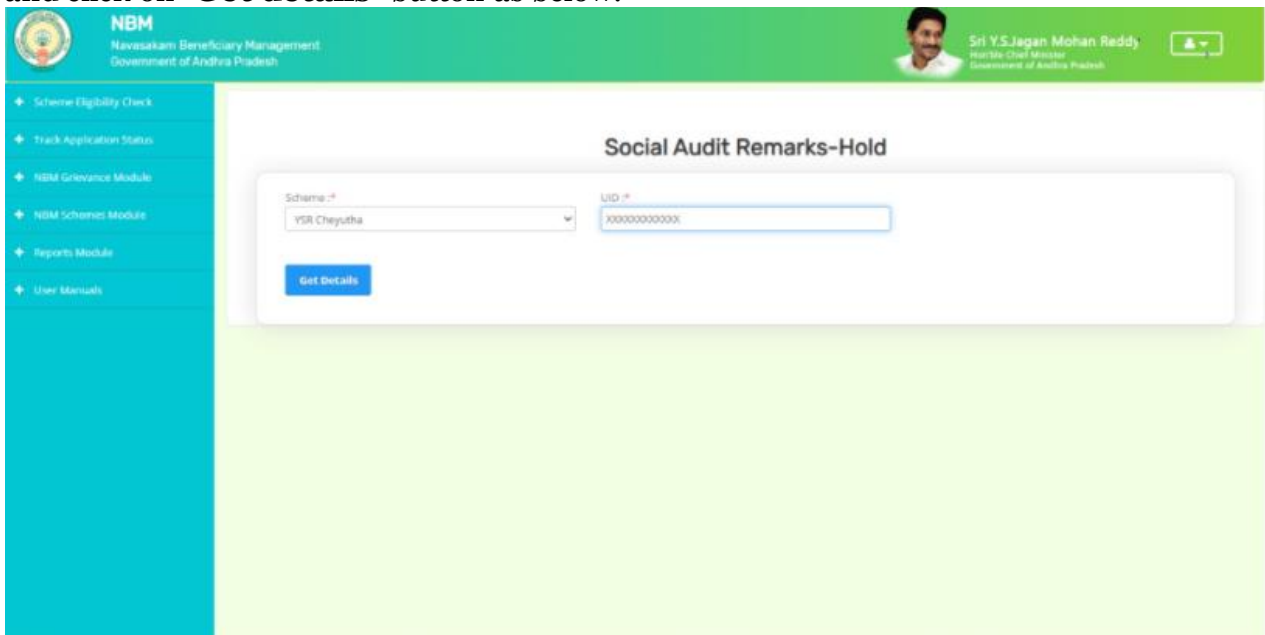
7.1. Social Audit Remarks – Hold



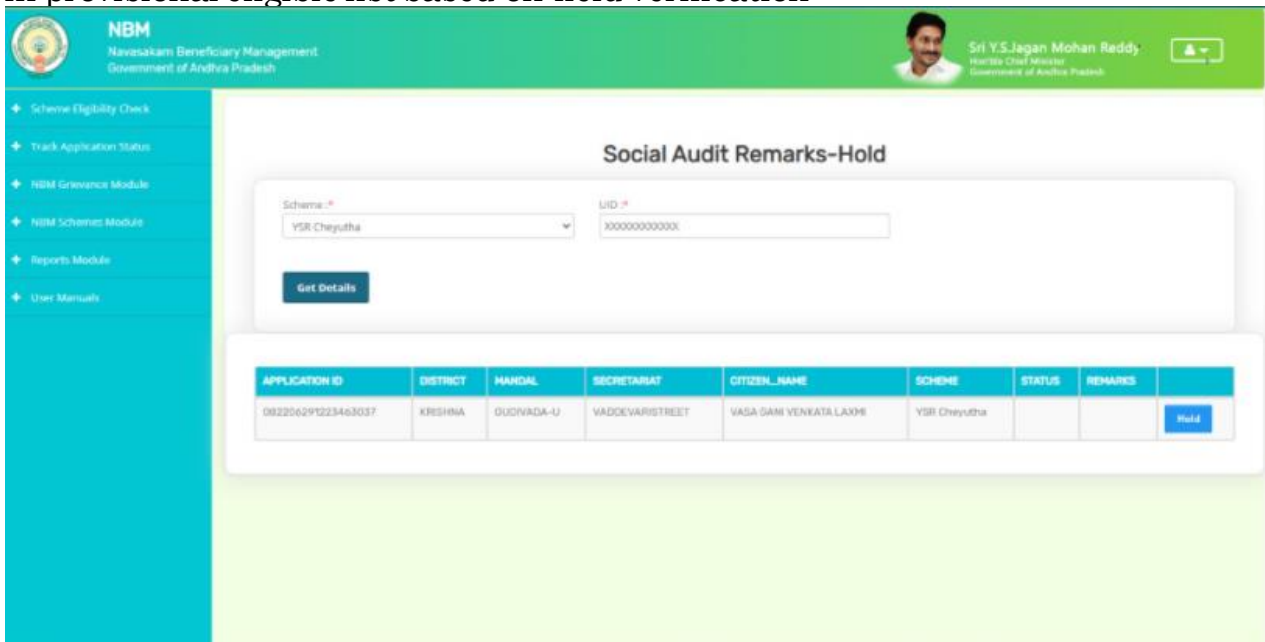
Once the Social Audit Remarks – Hold Option is clicked upon, the following screen is displayed:



The WA shall select the scheme from the dropdown list and enter the UID of the beneficiary and click on “**Get details**” button as below.



Then the Hold option is displayed as shown below against the application and the WA can click on the “**Hold**” button if the beneficiary is found to be ineligible present in provisional eligible list based on field verification



Upon clicking on the Hold option, the reason for hold option is displayed and the WEA shall Select the valid reason from the drop down as shown below:

Social Audit Remarks-Hold

Scheme: YSR Chayutha UID: XXXXXXXXXXXXXXX

Get Details

APPLICATION ID	DISTRICT	MANGAL	SECRETARIAT	CITIZEN_NAME	SCHEME	STATUS	REMARKS
082206091223465037	KRISHNA	GUDIVADA-U	VAIDDEVARISTREET	VASA DAM VENKATA LAXMI	YSR Chayutha		Hold

Remarks: Ineligible due to Age Submit

Now the application is put on hold and the pop is shown saying that “APPLICATION IS PUT ON HOLD”

7.2. Social Audit Remarks – Unhold

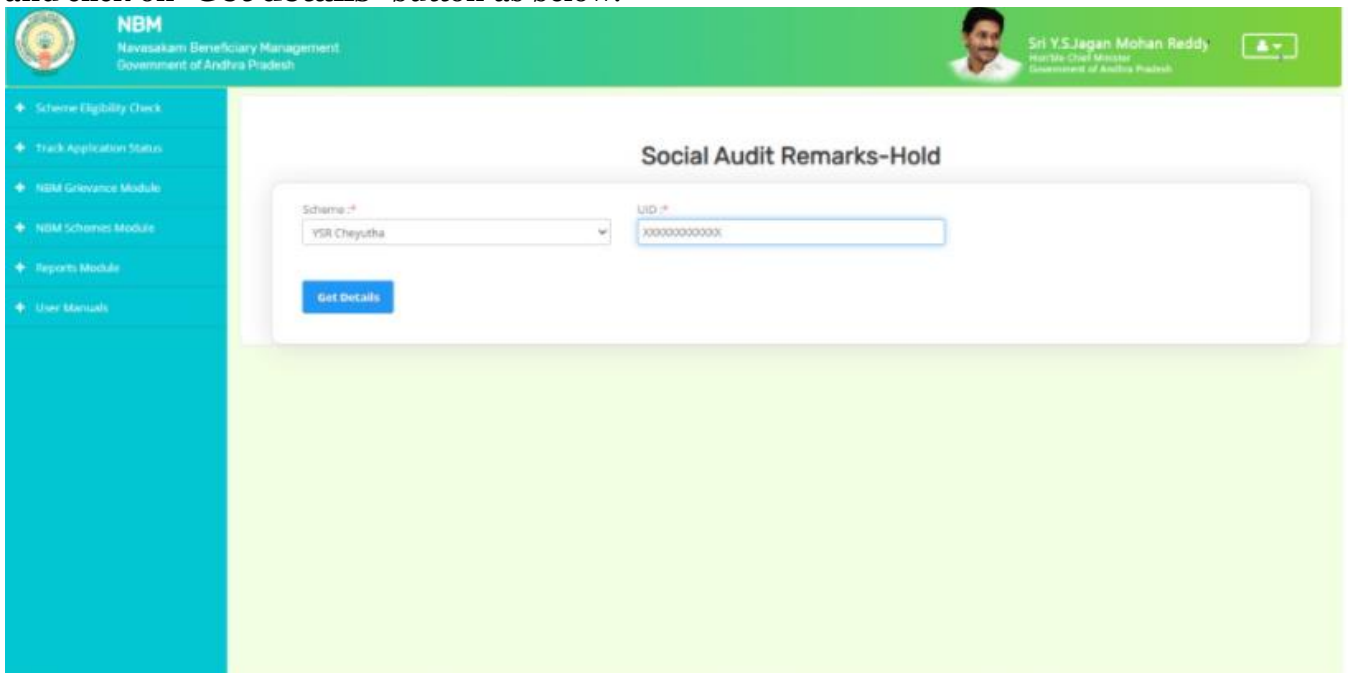
Once the Social Audit Remarks – unHold Option is clicked upon, the following screen is displayed

Social Audit Remarks-Hold

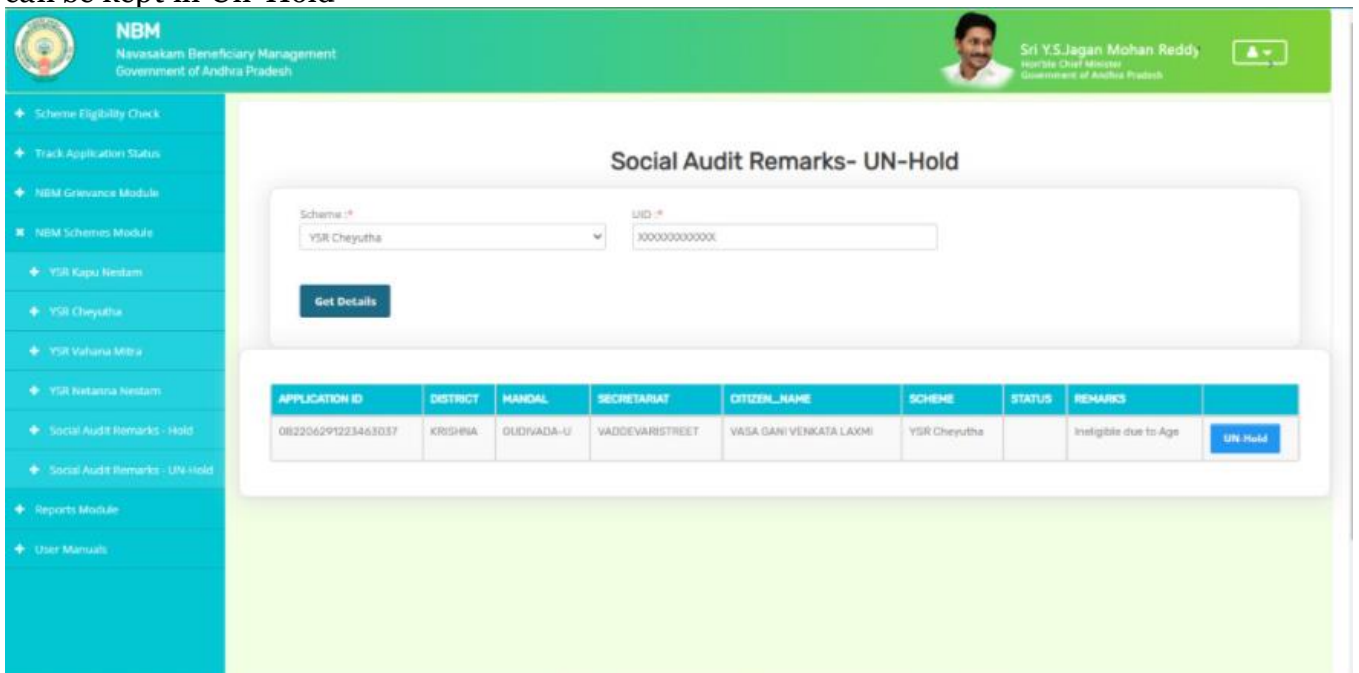
Scheme: -Select- UID: Enter Aadhaar Number

Get Details

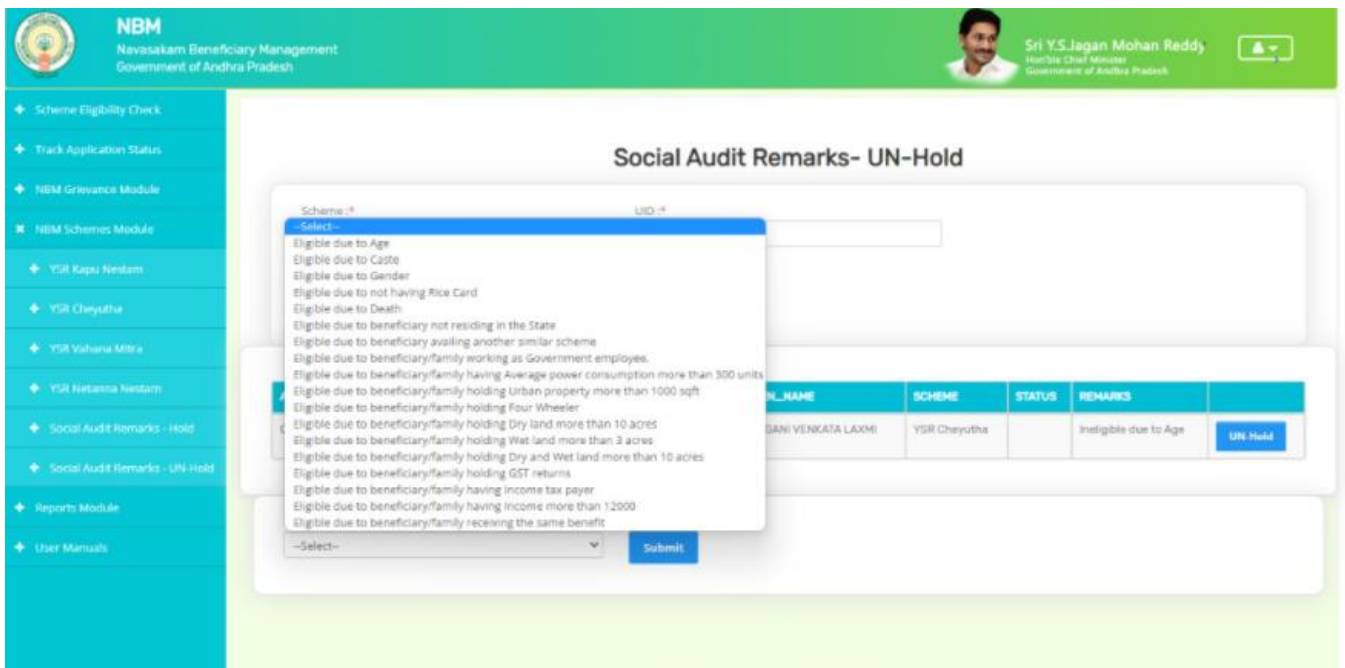
The WA shall select the scheme from the dropdown list and enter the UID of the beneficiary and click on “**Get details**” button as below.



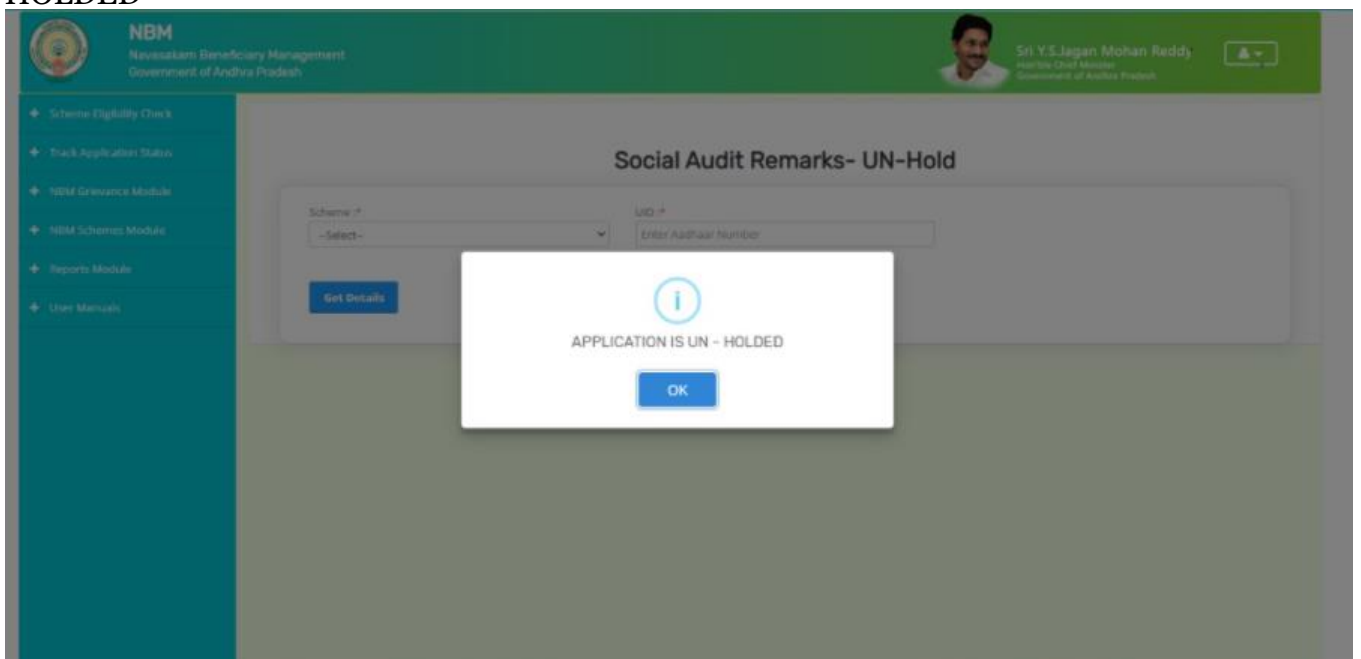
If the beneficiary is kept in Hold by mistake, Un-Hold option is displayed as shown below against the application and the WEA can click on the “**Un-Hold**” button and the beneficiary can be kept in Un-Hold



Upon clicking on the Un-Hold option, the reason for un-hold is displayed and the WEA shall Select the valid reason from the drop down as shown below:



Now the application is put on hold and the pop is shown saying that “APPLICATION IS UN HOLDED”



8. Grievance Handling

Any person who is in the Reverification / final ineligible list may raise a grievance at Village/Ward secretariat.

Every scheme will have a set of eligibility parameters. Each parameter for an applicant will be confirmed by the Government. The list of parameters on which eligibility of an applicant is determined are as follows

8.1. Parameters for Scheme Grievances

S. No	Parameter	Grievance under the Parameter ¹	Name of Department
1.	Landholding of the family	Land holding of the family should be less than 3.00 acres of wet (or) 10.00 acres of dry (or) 10.00 acres of both wet and dry land together OR The extent of land as prescribed by the respective departments	Revenue
2.	Property in municipal area	Family in municipal areas who owns house in less than 1000 sq. ft. site area	MAUD
3.	Electricity Consumption	Monthly electricity consumption of a family dwelling unit (own/rent) should be less than 300 units per month	Energy
4.	Four-wheeler	Family should not own a motorized four-wheeler (Taxi, Tractors, Autos are exempted)	Transport
5.	Caste	As per the respective scheme guidelines	Revenue
6.	Age	As per the respective scheme guidelines	UIDAI (Aadhaar)
7.	Gender	As per the respective scheme guidelines	UIDAI (Aadhaar)
8.	Income Tax	No family member should be an Income Tax Payee Or Annual Income less than Rs 5,00,000 for Dr. YSR Aarogyasri Card	Finance
9.	Government Employee / Government Pensioner	<ul style="list-style-type: none"> ▪ No family member should be a Government employee or Government Pensioner ▪ In rural areas, Family having income up to Rs. 10,000/- per month i.e., Rs.1.20 lakh per year and in urban areas up to Rs. 12,000/- per month i.e., Rs.1.44 lakh per year from all sources of income 	Finance

S. No	Parameter	Grievance under the Parameter ¹	Name of Department
10	GSTN	As per the respective scheme guidelines	Commercial Tax
11	Payment failure	If Beneficiaries did not receive Payment after the Payment disbursals, Citizen can raise a grievance under this Parameter	GSWS Department
12	Ineligible in Field verification	If Citizens became ineligible during field verification can raise a grievance	GSWS Department
13	Scheme based grievances (YSR Bima)	a. Claim documents submitted but amount not received b. Formation/Registration issues	GSWS Department

8.1.1. Creating Grievance and service request

After the DA / WEDS logs to the NBM portal the following screen is displayed where under 'Navasakam Grievance Module' tab shall get an option to raise a 'Create a Grievance' or raise a 'Create Grievance Service Request' as shown in below screen.

After clicking on 'Create Grievance' the DA / WEDS shall enter the Aadhaar Number and Scheme Type for the Ineligible Beneficiary and click on 'Get Details'



NBM GRIEVANCE APPLICATION

Note: Please enter aadhar number and select scheme to get the application status.

Aadhaar No.* Scheme Type* Select Year * [Get Details](#)

The system shall display 'Application Status' with eligibility/ineligibility remarks, Eligibility Calculator for the selected scheme and Family Details with respect to the eligibility criteria



NBM GRIEVANCE APPLICATION

Note: Please enter aadhar number and select scheme to get the application status.

Aadhaar No.* Scheme Type* Select Year * [Get Details](#)

Citizen Details

CITIZEN NAME	: Akula Subhasini	CITIZEN AADHAR	: xxxxxxxx6748	CITIZEN MOBILE	: XXXXXX8613
DISTRICT NAME	: TIRUPATI	MANDAL NAME	: BALAYAPALLI	SECRETARIAT	: ALIMILI(10990132)
CLUSTER NAME	: C8	VOLUNTEER NAME	: TEJASREE ALLAM	VOLUNTEER MOBILE	: 9492867834

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)	TurnOver(Y/N)	Power(Units)
AKULA BRAHMAIAH	MALE	02-05-1971	OC	9492868613	1.4	3.51	0	NO	NO	NO	NO	80 TI
AKULA SUBHASINI	FEMALE	01-01-1976	OC	9492868613	0	0	0	NO	NO	NO	NO	0 TI
AKULA KAVYA	FEMALE	23-12-1999	OC	9492868613	0	0	0	NO	NO	NO	NO	0 TI

Schemes Information received by the Family members from 2019

UID	Citizen Name	Scheme Name	Year	Disbursed Amount	Date of Payment	SB Account Number	Bank Name	Bank IFSC	Digital Acknowledgment Date
XXXX XXXX 1132	Akula Brahmaiah	Ryuthu Bharosa	2019	13500	2019	NA			
XXXX XXXX 1132	Akula Brahmaiah	Ryuthu Bharosa	2020	13500	2020	NA			
XXXX XXXX 1132	Akula Brahmaiah	Ryuthu Bharosa	2021	13500	2021	NA			
XXXX XXXX 6748	Akula Subhasini	Aasara	2019	0	2019	NA			
XXXX XXXX 6748	Akula Subhasini	Aasara	2020	7282	2020	NA			

Application Status

Note: Not applied for the selected scheme

CITIZEN NAME	:
FATHER NAME	:
AGE	:
GENDER	:
REFERENCE ID	:
SCHEME NAME	:
APPLICATION STATUS	:

Eligibility Calculator

Parameter Fields	As Per Records	Scheme Eligibility Calculator	Validation Status
Name	AKULA SUBHASINI	NA	
Age	46	0-100 Years	Satisfied
Gender	FEMALE	FEMALE	Satisfied
Caste	OC	OC ,BC ,ST ,SC	Satisfied
Income Tax	No one in the family is paying income tax	No Person in the family should pay income tax	Satisfied
Government Employee	No one in the family is a Government Employee	No Person in the family should be government employee	Satisfied
Dry Land (Acres)	3.51	Less than 10 Acres	Satisfied
Wet Land (Acres)	1.4	Less than 3 Acres	Satisfied
Energy (Units)	80	Less than 300 Units (6 Months Average)	Satisfied
Transport	No one in the family is having Four wheeler	No Person in the family should have four wheeler	Satisfied
Urban Property (Sq.ft)	0	Less than 1000 sq of built-up area	Satisfied

Urban Property (Sq.ft)	0	Less than 1000 sq of built-up area	Satisfied
GSTN	No one in the family is paying GST	No Person in the family should pay GST	Satisfied

Grievance Type*

-- SELECT GRIEVANCE TYPE --

Beneficiary Satisfied* Yes No

Beneficiary Mobile No.*

Please Enter Mobile number

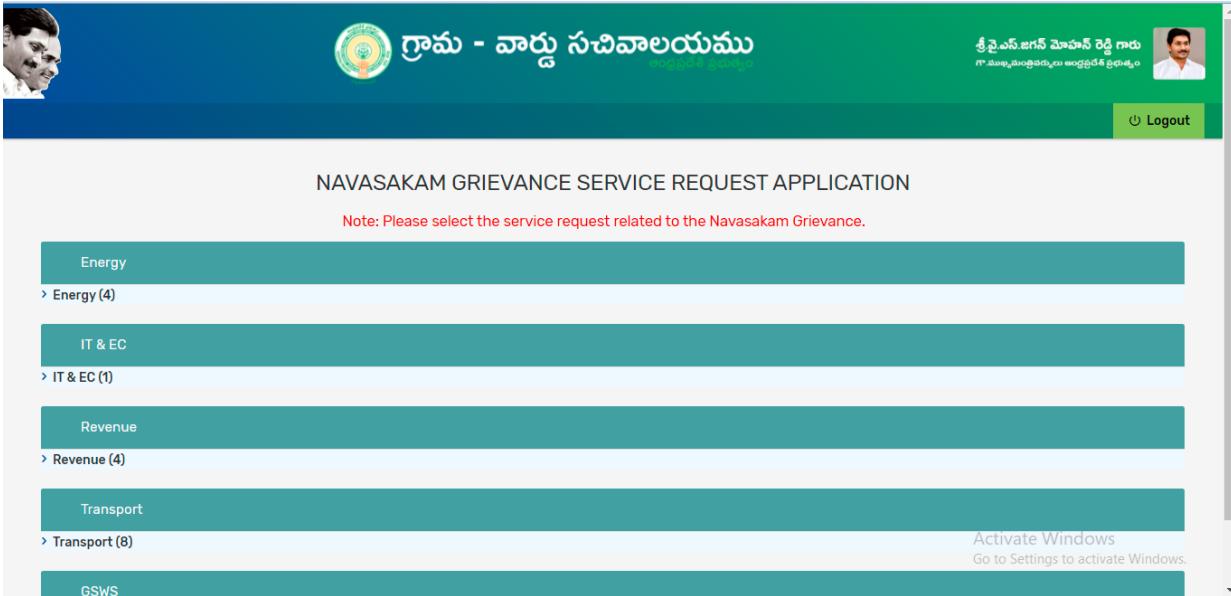
Beneficiary Aadhar Number*

Please Enter Beneficiary Aadhar number

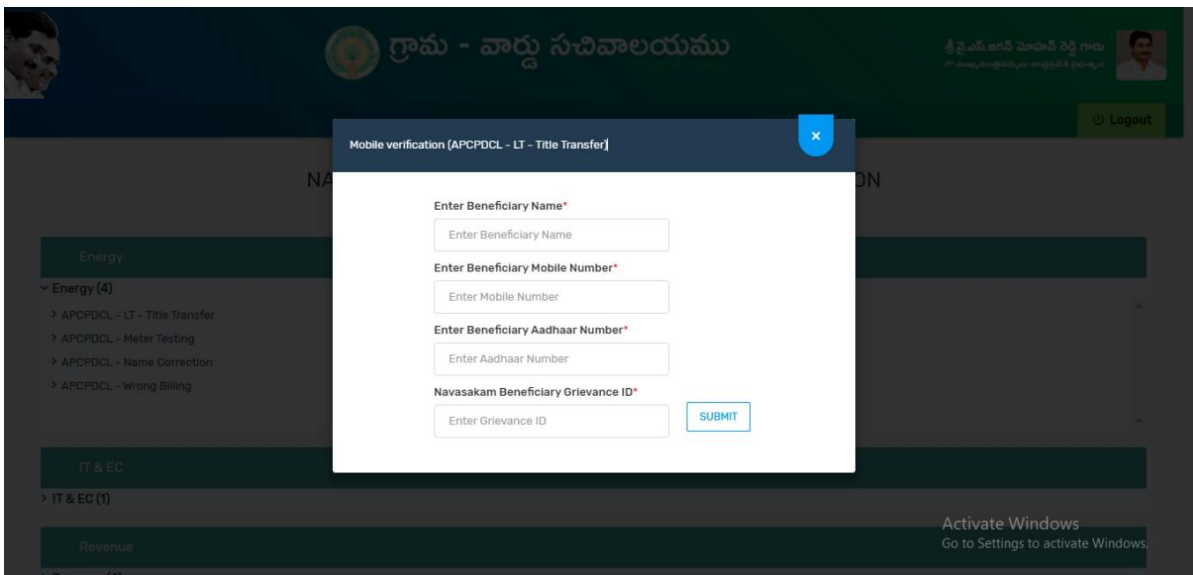
Submit Grievance

- Based on the ineligibility reason / criteria shown in the screen above, the
- DA / WEDS shall identify the nature of the grievance and the relevant 'Grievance Type' and further explain the same to the citizen to know whether they are satisfied or not and accordingly the DA / WEDS shall submit the grievance.
- A Grievance ID will be generated, and an acknowledgement will be given to the citizen. The Citizen shall duly note the grievance ID for future reference.
- In case the citizen is not satisfied with the nature of grievance, the DA / WEDS shall identify the relevant service request to be raised for a particular grievance and accordingly ask the citizen to get required documents to raise a grievance service request.

- The DA / WEDS shall login again in the GSWS web portal using their login credentials once the citizen is back to Secretariat with all the required documents to raise a grievance service request.
- The DA / WEDS shall raise a grievance service request by clicking on “Navasakam Beneficiary Management” tab and selecting “Create Grievance Service Request”
 - The DA/WEDS shall identify the service request to be raised based on the nature of the grievance and click on the service to raise a request



- The DA/WEDS shall mandatorily enter the grievance ID already generated and printed on acknowledgement receipt given to the citizen, along with their name, Aadhaar and mobile number and take further actions as per the screens to follow



- In case of WEA/WWDS login, he/she shall click on ‘Grievance Approval’ under ‘Navasakam Beneficiary Management’ tab in GSWS portal to take an action against the

grievance service request raised by the citizen.

8.1.2. Types of Grievances and their Workflows

Based on the scheme eligibility parameters listed above, the eligibility of an applicant shall be evaluated and accordingly the type of grievance shall be categorized as mentioned below:

8.1.2.1. Department Related Grievances

All grievances pertaining to a department specific service shall be taken for consideration under this category.

Request can be raised for the services mentioned as below:

Land Records

Mobile number and pattadhar Aadhar number seeding:

When a Citizen is found to be ineligible due to the system incorrectly reflecting land records mapped to his/her Aadhar like in the following cases:

- Buyer has land within limits, yet system shows no land is present
- System is showing more land than what beneficiary possess. Some other land also tagged with his/her Aadhar
- Beneficiary sold land and even after the buyer did mutation, system shows it in beneficiary name
- In the above cases,
 - The DA/WEDS should first raise a grievance in “Navasakam Beneficiary Management” against the Land as the Grievance Type and submit the Grievance. A grievance ID will be generated.
 - After raising a grievance, DA/WEDS should apply for the Service “Mobile number and pattadhar Aadhar number seeding” against that grievance ID under “Create Grievance Service Request” with the relevant documents. This service is directly available in the NBM portal.

*It is necessary to a Service Request along with raising a Grievance for the Data to be updated and to be eligible for the Scheme

- Once DA/WEDS fills the application form and applies for the service, it is forwarded to the VRO’s Webland Login and then to the Tahsildar Webland Login.
- Tahsildar approves/rejects based on the recommendations from VRO
- Once the Service Request is closed, then the status of the grievance will be updated, and the database will be updated

Mutation for transactions/Mutation for Corrections:

When a Citizen is found to be ineligible due to the system incorrectly reflecting land records mapped to his/her Aadhar like in the following cases:

- Beneficiary has already sold the land to another person and still not updated in the database

- In the above case,
 - The DA/WEDS should first raise a grievance in “Navasakam Beneficiary Management “against the Land as the Grievance Type and submit the Grievance. A grievance ID will be generated.

After raising a grievance, DA/WEDS should apply for the Service “Mutation for transactions/Mutation for Corrections” against that grievance ID under “Create Grievance Service Request” with the relevant documents. This service is directly available in GSWS portal.

*It is necessary to a Service Request along with raising a Grievance for the Data to be updated and to be eligible for the Scheme

- Once DA/WEDS fills the application form and applies for the service, it is forwarded to the VRO’s Webland Login, then to the MRO who approves/rejects based on the recommendations.
- Once the Service Request is closed, then the status of the grievance will be updated, and the database will be updated

Urban Property (MAUD)

When a Citizen is found to be ineligible due to the system incorrectly reflecting Urban Property mapped to his/her Aadhar like in the following cases:

- Sold the property to another person
- Never owned any property in urban area
- Showing excess property than what is owned by the person

In the above cases,

- The DA/WEDS should first raise a grievance in “Navasakam Beneficiary Management “against the Urban Property as the Grievance Type and submit the Grievance. A grievance ID will be generated.
- The MAUD’s Deseeding services for the wrongly seeded property are available in the Municipal Commissioner’s login of the ERP portal of MAUD department. The service is available in the “Other services” link in GSWS portal.

*It is necessary for the Citizen to apply for relevant service along with raising a grievance ID

- Once the Service Request is addressed by the MAUD Department, database will be reflected with the updated details

Energy

Title Transfer:

When a Citizen visits the Secretariat complaining about the following, then DA/WEDS may raise a request under this service.

- Electric meter mapped to his/her Aadhar is being used by the Tenants
- He/she has sold the property and Electric meter should be transferred to someone else

Aadhaar seeding and deseeding:

When a Citizen visits the Secretariat complaining about the following, then DA/WEDS may raise a request under this service

- Beneficiaries possess no electric meter yet system has electric meter tagged to him/her.
- Beneficiary Aadhar no. mapped to different meter

Name correction:

When a Citizen visits the Secretariat complaining that the Name displayed in the system is incorrect for the Meter mapped to his/her Aadhar, then DA/WEDS may raise a request under this service.

Wrong Billing:

When a Citizen visits the Secretariat complaining that he/she has consumed less units than reflecting in system, then a request for this Service shall be raised.

All the above services for Energy Department will have the same flow as below:

- The DA/WEDS should first raise a grievance in “Navasakam Beneficiary Management” against the Energy as the Grievance Type and submit the Grievance. A grievance ID will be generated.
- After raising a grievance, DA/WEDS should apply for the Service against that grievance ID with the relevant documents. This service is directly available in the NBM portal wherein the DA/WEDS shall select the District under Energy Department services and all the services available for that particular District will be displayed.

*It is necessary to a Service Request along with raising a Grievance for the Data to be updated

- Once DA fills the application form and applies for the service, it is forwarded to the AE Energy Department Login who verifies the details and approves/rejects
- Once the Service Request is closed, then the status of the grievance will be updated and the database will be updated

Transport

Registration - Transfer of ownership

When a Citizen is found to be ineligible due to the system incorrectly reflecting Vehicle mapped to his/her Aadhar like in the following cases:

- Beneficiary has sold vehicle yet reflecting in system
- Beneficiary converted his/her vehicle as taxi yet reflecting in system

In the above cases:

- The DA/WEDS should first raise a grievance in “Navasakam Beneficiary Management” against the Transport as the Grievance Type and submit the Grievance. A grievance ID will be generated.
- Transport services are directly available in the NBM portal. DA/WEDS should apply for

the Service “**Registration - Transfer of ownership**” against that grievance ID under “Create Grievance Service Request” with the relevant documents.

*It is necessary to raise a Service Request along with raising a Grievance for the Data to be updated

- Once DA fills the application form and applies for the service, it is forwarded to the RTO Department Login who verifies the details and approves/rejects
- Once the Service Request is closed, then the status of the grievance will be updated, and the database will be updated

Slot Booking for Registration – Alteration of Vehicle

When a Citizen found to be ineligible due to the system incorrectly reflecting Vehicle and Citizen wants to convert his/her vehicle to a Taxi, then

- The DA/WEDS should first raise a grievance in “Navasakam Beneficiary Management” against the Transport as the Grievance Type and submit the Grievance. A grievance ID will be generated.
- This service is directly available in the NBM portal. DA/WEDS should apply for the Service “**Registration - Alteration of Vehicle**” against that grievance ID with the relevant documents.

***It is necessary to raise a Service Request along with raising a Grievance for the Data to be updated**

- Once DA fills the application form and applies for the service, it is forwarded to the RTO Department Login who verifies the details and approves/rejects
- Once the Service Request is closed, then the status of the grievance will be updated, and the database will be updated

Registration – Vehicle stoppage revocation

When a Citizen found to be ineligible due to the Vehicle and Citizen’s vehicle got condensed but system is incorrectly reflecting the Vehicle on his/her Aadhar, then

- The DA/WEDS should first raise a grievance in “Navasakam Beneficiary Management” against the Transport as the Grievance Type and submit the Grievance. A grievance ID will be generated.
- This service is directly available in the NBM portal. DA/WEDS should apply for the Service “**Registration – Vehicle stoppage revocation**” against that grievance ID with the relevant documents.

***It is necessary to raise a Service Request along with raising a Grievance for the Data to be updated**

- Once DA fills the application form and applies for the service, it is forwarded to the RTO Department Login who verifies the details and approves/rejects

Once the Service Request is closed, then the status of the grievance will be updated, and the database will be updated

Caste

Integrated Caste certificate:

When a Citizen was found to be ineligible due to Caste and is not satisfied with the Caste reflected in the System, then

- The DA/WEDS should first apply for the Service “Integrated Caste Certificate” against that grievance ID under “Create Grievance Service Request” with the relevant documents. This service is directly available in the NBM.
- Once DA fills the application form and applies for the service, it is forwarded to the VRO, then to the RI, then to the Tahsildar who is the final approving authority except in case of notified and de-notified tribes where the application will further be forwarded to RDO who is the final approving authority.
- RDO/ Tahsildar approves/rejects based on the recommendations from Tahsildar and RI
- a grievance in “Navasakam Beneficiary Management” against the Caste as the Grievance Type and submit the Grievance along with caste certificate. A grievance ID will be generated.
- After raising a grievance, DA/WEDS should
- Once the Service Request is closed, the status of the grievance will be updated

Aadhaar Related Grievances

All grievances pertaining to Aadhaar based modification / update shall be taken for consideration under this category.

- Age
- Gender

If a Citizen was found to be ineligible due to Age/Gender data discrepancies,

- The DA / WEDS shall raise a Grievance Request and generate a Grievance ID for the applicant.
- The DA / WEDS shall request the applicant to apply for necessary changes at the Aadhaar service centre.
- The applicant shall raise a request for change / modification at the Aadhaar service centre and once the changes are confirmed by UIDAI (Aadhaar) the applicant shall give their eKYC either at the secretariat or to the volunteer to get the details updated at GSWS against the grievance.

Income Related Grievances

All grievances pertaining to Income based modification / update shall be taken for consideration under this category.

Income Tax

- If a Citizen was found to be ineligible due to system incorrectly reflecting as paying Income Tax, he/she may visit the Secretariat to raise a grievance.
- The DA / WEDS shall raise a Grievance Request and generate a Grievance ID for the applicant.
- The service request will be sent to the WEA / WWDS, who shall do an initial verification before forwarding the application to VRO.
- The VRO shall do a physical verification and send recommendation to the concerned MRO.
- The MRO shall do a verification based on the recommendation given by VRO.
- The RDO shall confirm / reject the Income Tax status of the applicant and recommends to the JOINT COLLECTOR.
- The JOINT COLLECTOR shall verify the RDOs' recommendation and approves the same. The service request once addressed by the JOINT COLLECTOR shall be closed. In case of any changes, GSWS Database will be updated.

Government Employee / Government Pensioner

- If a Citizen was found to be ineligible due to system incorrectly reflecting as a Government Employee, he/she may visit the Secretariat to raise a grievance.
- The DA / WEDS shall raise a Grievance Request and generate a Grievance ID for the applicant.
- The service request will be sent to the WEA / WWDS, who shall do an initial verification before forwarding the application to VRO. The VRO shall do a physical verification and send recommendation to the concerned MRO.
- The MRO shall do a verification based on the recommendation given by VRO.
- The RDO shall confirm / reject the Government Employee status of the applicant and recommends to the JOINT COLLECTOR.
- JOINT COLLECTOR shall verify the recommendation made by RDO and request APCFSS to verify the applicant's status.
- The service request once addressed by the APCFSS shall be closed. In case of any changes, GSWS Database will be updated.

GSTN

- If a Citizen was found to be ineligible due to system incorrectly reflecting GST payee, he/she may visit the Secretariat to raise a grievance.
- The DA /WEDS shall also request the applicant to raise a request at the central GST portal (if the applicant has not changed the details in the central GST portal).
- The DA / WEDS shall raise a request against the reason for rejection. The service request will be sent to the WEA / WWDS, who shall do an initial verification before forwarding the application to MPDO.
- MPDO shall verify the application forwarded by WEA / WWDS and forward with recommendation to JOINT COLLECTOR.
- JOINT COLLECTOR shall verify the recommendation made by MPDO and request DC (Commercial Tax) to verify the applicant's status. DC (Commercial Tax) shall verify the application in the internal portal of GST and shall confirm the same.
- JOINT COLLECTOR shall approve the recommendation made by DC (Commercial Tax). The recommendations are further sent to CFMS from GVWV&VSWs Department where the applicant details are updated as per recommendation of the JOINT COLLECTOR.

Payment Related Grievances

All grievances pertaining to payment failure shall be taken for consideration under this category.

After a Scheme has been launched, a citizen under eligible beneficiary list but did not receive Payment may visit the village / ward secretariat and raise a request for grievance. The DA / WEDS shall verify the Payment status in the link provided and find out the reason(s) for not receiving the Payment. If it is due to the NPCI Inactive/dormant status of the Bank Account of the Beneficiary, then the same should be informed to the Citizen to update the Bank details. If it is because of any other reasons, the grievance shall be recorded with the Head Office and Payment will be released as per the guidelines from the Government.

Ineligible in Field Verification

All grievances pertaining to beneficiaries who became ineligible during Field verification by the officers shall be taken for consideration under this category.

A citizen under ineligible beneficiary list found ineligible due to field verification, may visit the village / ward secretariat and raise a request for grievance to the DA / WEDS. The service request will be forwarded to the JOINT COLLECTOR. JC may approve or reject based on verification. If the Service request is rejected, Citizen will not receive any benefits. If the Service request is approved, Citizen will receive benefits during Bi-annual sanctions.

YSR Cheyutha Scheme specific Grievances

The possible scheme specific grievances for YSR Cheyutha will be

- Rejected due to availed other government schemes like EBC Nestham, Old Age

Pensions, Kapu Nestham.

For all the above type of issues, the DA/WEDS has to login in NBM grievance module and has to submit the grievance.

Energy (Units)	6	Less than 300 Units (6 Months Average)	Satisfied
Transport	No one in the family is having Four wheeler	No Person in the family should have four wheeler	Satisfied
Urban Property (Sq.ft)	0	Less than 1000 sq of built-up area	Satisfied
GSTN	No one in the family is paying GST	No Person in the family should pay GST	Satisfied

You are not Eligible for the scheme because of Age parameter(s)

Beneficiary Satisfied* Yes No

Beneficiary Mobile No.*
Please Enter Mobile number

Beneficiary Aadhar Number*
Please Enter Beneficiary Aadhar number

Submit Grievance

Updated Workflow for Grievance Redressal

S. No	Department Name	Service Name	Category	SLA (Days)	Description Service	Documents required
1.	Energy	APCPDCL - LT - Title Transfer	Non-MeeSeva	3	This Service is used for citizen who wants to transfer the meter from father (only if expired) to son	a. Signed Application, b. Property Documents, c. ID Proof, d. Current Bill
2.	Energy	APCPDCL - Meter Testing	Non-MeeSeva	7	This Service is used to know the Meter Working Status	a. Signed Application, b. ID Proof, c. Current Bill
3.	Energy	APCPDCL - Name Correction	Non-MeeSeva	7	This Service is used for citizen who wants to change his name or make corrections to it	a. Signed Application, b. Property Documents, c. ID Proof, d. Current Bill,
4.	Energy	APCPDCL - Wrong Billing	Non-MeeSeva	7	This Service is used to complain related to billing which was wrongly generated.	a. Signed Application, b. ID Proof, c. Current Bill
5.	Energy	APEPDCL - Meter Running Fast/Creeping	Non-MeeSeva	15	This Service is used to complain related to meter running fast	a. Signed Application, b. ID Proof, c. Current Bill,
6.	Energy	APEPDCL - Name Change	Non-MeeSeva / MeeSeva	7	This Service is used for citizen who wants to change his name	a. Signed Application, b. ID Proof, c. Current Bill, d. Address Proof

S. No	Department Name	Service Name	Category	SLA (Days)	Description Service	Documents required
7.	Energy	APEPDCL - Shifting of Service Different Premises	Non-MeeSeva	7	This Service is used for citizen who wants to shift electrical line which is premises of house to other premises	a. Signed Application, b. ID Proof, e. Current Bill,
8.	Energy	APEPDCL - Application for Consumer Complaints-Wrong Billing	MeeSeva	7	This Service is consisting of 3 types of complaints: 1. Billing Related Complaints 2. Meter Related Complaints Other Customer Services	a. Signed Application, b. ID Proof, c. Current Bill, c. Request Letter
9.	Energy	APSPDCL - Category Change	Non-MeeSeva	3	This Service is used for citizen who wants to change meter category from 2 to 1.	a. Signed Application, b. ID Proof, Current Bill.
10.	Energy	APSPDCL - Meter Testing	Non-MeeSeva	7	This Service is used to know the Meter Working Status	a. Signed Application, b. ID Proof, c. Current Bill.
11.	Energy	APSPDCL - Name Correction	Non-MeeSeva	7	This Service is used for citizen who wants to change/ correction of his name	a. Signed Application, b. ID Proof, c. Current Bill, c. Address Proof

S. No	Department Name	Service Name	Category	SLA (Days)	Description Service	Documents required
12.	Energy	APSPDCL - Wrong Billing	Non-MeeSeva	7	This Service is used to complain related to billing which was wrongly generated.	a. Signed Application, b. ID Proof, c. Current Bill, d. Request Letter
13.	Energy	APSPDCL - Shifting of Service	Non-MeeSeva	15	This Service is used for citizen who wants to shift his meter to other premises	a. Signed Application, b. ID Proof, c. Current Bill, d. Request Letter, d. Address Proof
14.	MAUD	Property Tax Transfer of Title	Non-MeeSeva	15	If there are transfer of ownership of the title, then this service is used	e.
15.	Revenue	Mutation for Transactions	Non-MeeSeva	30	Mutation means change of title from one person to another person in case of Purchase, Will, Gift and Partition. Agriculture Lands mutation will be applied	a. Application form b. Registered Documents c. Aadhar card/Other id and Address Proofs d. Passport photograph of the applicant e. Pattadar Passbook / ROR 1B copy / Adangal copies f. Signature of the applicant
16.	Revenue	Integrated Caste Certificate	MeeSeva	15	If the Caste / Sub-caste of a Citizen is wrongly mapped because of which they are not able to avail	a. MeeSeva Application Form b. Caste Certificate issued to the family members

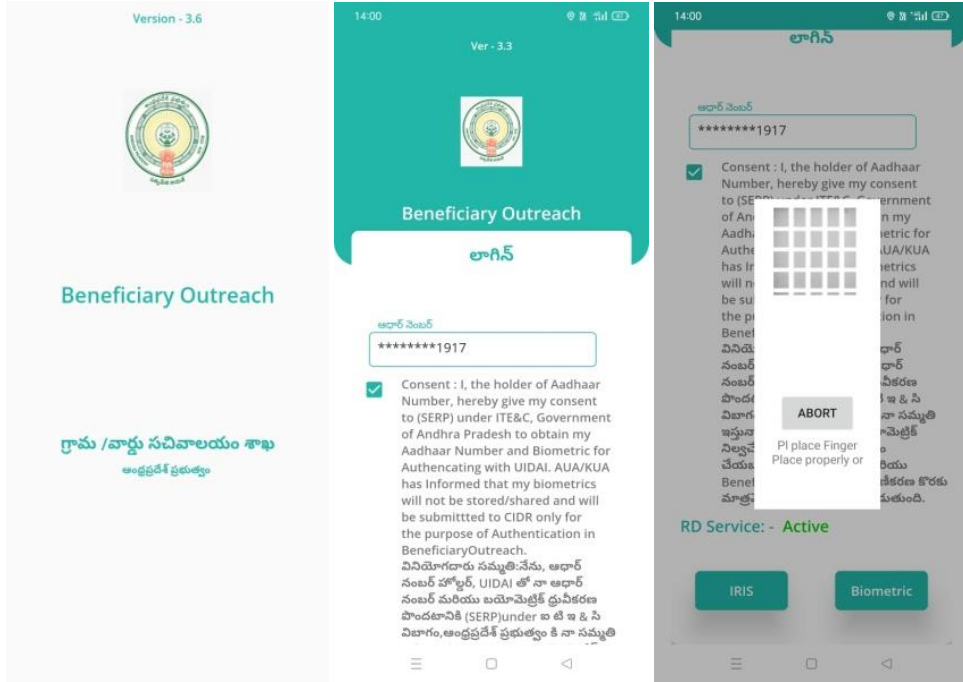
S. No	Department Name	Service Name	Category	SLA (Days)	Description Service	Documents required
					benefits of a particular scheme, then this service may be used to update the caste of the citizen	c. SSC marks memo or DOB extract or Transfer certificate d. 1 TO 10th study certificates or DOB certificates issued by Municipality/Gram Panchayat f. Ration Card/EPIC Card /AADHAR CARD f. Schedule I to IV
17.	Revenue	Pattadars Mobile No Seeding in Land Records	MeeSeva	3		
18.	Revenue	Mutation corrections for	Non-MeeSeva	30	For clerical level corrections in lands records, this service must be used.	a. Application form b. Aadhar card/Other id and Address Proofs Pattadar Passbook / ROR 1B copy / Adangal copies
19.	Transport	Licence Aadhar Seeding	Non-MeeSeva	3	Yes. Aadhar integration is required for any transaction.	a. Driving license copy c. Aadhar card copy
20.	Transport	Registration -Issue of NOC	Non-MeeSeva	3	If NOC is issued for any vehicle, then that particular vehicle will no longer exist in Andhra Pradesh rolls. So, this vehicle cannot be considered as owned by	a. NOC copy of the vehicle b. RC copy of the vehicle b. Aadhar card copy

S. No	Department Name	Service Name	Category	SLA (Days)	Description Service	Documents required
					the applicant.	
21	Transport	Registration-Change of Address	Non-MeeSeva	3	Though change of address done for the vehicle, vehicle stand registered in the name of the applicant. It shall be treated as the applicant is the owner of the vehicle.	a. RC copy of the vehicle c. Aadhar card copy
22	Transport	Registration-Transfer of ownership	Non-MeeSeva	3	If Transfer of ownership is done, then vehicle will be transferred from existing owner to a new owner. So, the vehicle should be removed from old owner Aadhar and mapped to new owner Aadhaar in RTGS.	a. RC copy of the vehicle b. Aadhar card copy
23	Transport	Registration Aadhaar Seeding	Non-MeeSeva	3	Yes. Aadhar integration is required for any transaction	a. RC copy of the vehicle b. Aadhar card copy
24	Transport	Registration-Hire Purchase Termination	Non-MeeSeva	3		b.

S. No	Department Name	Service Name	Category	SLA (Days)	Description Service	Documents required
25	Transport	Registration - Reassignment of Vehicle	Non-MeeSeva	3	In case of Reassignment, ownership will not change. But if non-transport vehicle (4 - wheeler) is reassigned as transport vehicle (Taxi), then he will get eligibilities to get benefit.	a. RC copy of the vehicle c. Aadhar card copy
26	Transport	Registration-vehicle stoppage Revocation	Non-MeeSeva	11		b.

9. Part II - BENEFICIARY OUTREACH APP

a) Secretariat Employee/Volunteer యొక్క ఆధార్ వెరిఫికేషన్ Authentication ద్వారా Beneficiary Outreach App Login అవ్వాలి.



b) Secretariat Employee /Volunteer Beneficiary Outreach App
 లాగిన్ అయిన తరువాత మీకు ఈ క్రింది విధంగా స్క్రీన్ గానిపిస్తుంది.

Home Screen :



వైఎస్ఆర్ ఛేయూత eKYC:

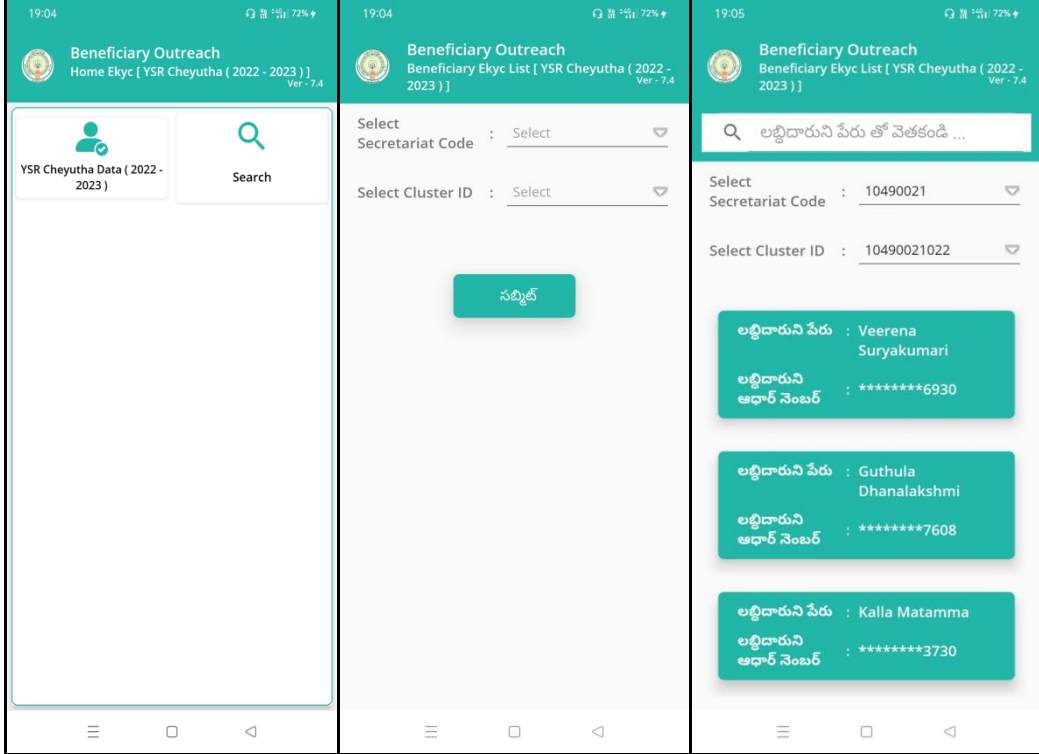
a) మీరు వైఎస్ఆర్ ఛేయూత మీ దక్కికే స్టేమీకు ఈ క్రింది విధముగా స్క్రీన్ గానిపిస్తుంది.

b) ఇక్కడ మీకు రెండు ఆప్షన్లు ఉంటాయి

a. YSR Cheyutha data (2022-23)

i. ఇక్కడ మీరు మీ యొక్క **Secretariat code** మరియు **Cluster Id** ని సెలెక్ట్ చేసుకుంటే **List** వస్తుంది.

ii. **List** లో మీకు సిటిజెన్స్, సిటిజెన్ **Aadhaar** వస్తాయి.



iii. మీరు **List** నిక్లెక్ చేసిన తరువాత మీకు చేయూతల అబ్బిదారుని వివరాలు ఉంటాయి , అక్కడ అతని యొక్క స్టేటస్ లో **live** లేదా **death** ఎంచుకోవాలి.

iv. **Live**
ఎంచుకున్న తరువాత అబ్బిదారుని తో పాటు వాలంటీర్/సెక్రటరీయట్ ఎంప్లాయ్మెంట్ లిస్టులో నిలబడిన అబ్బిదారుని **eKYC** చేసి **data** సబ్మిట్ చేయాలి.

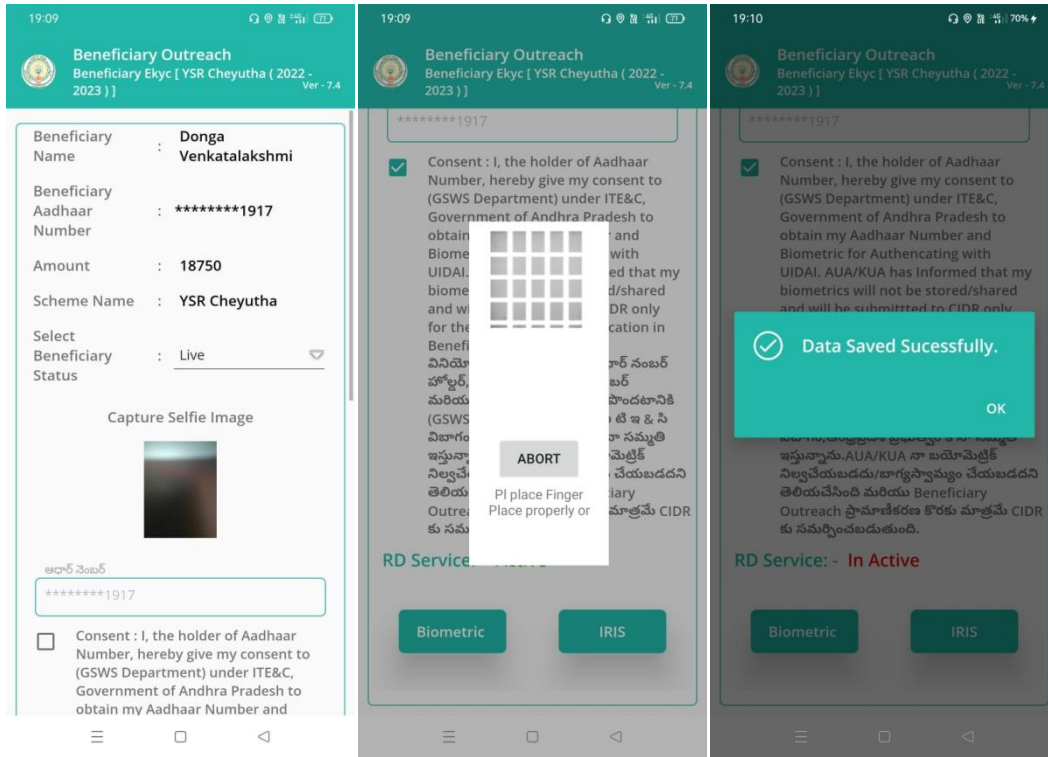
v. ఒకవేళ **Death**

ఆప్షన్ ఎంచుకున్నట్లైతే వాలంటీర్/సెక్రటరీయట్ ఎంప్లాయ్మెంట్ authentication తో డేటా సబ్మిట్ చేయాలి.

b. **Search** ఆప్షన్ :

i. మీకు అబ్బిదారుని ఆధార్ నెంబర్ లో లేదా పేరుతో **search** చేయవచ్చు.

ii. అబ్బిదారుని వివరాలు ఎంచుకున్న తర్వాత పై విధముగా- a(iii) నుండి v వరకు చెప్పినట్లుగా పూర్తి చేయాలి.



తరువాత Data saved Successfully అనివస్తుంది.

MIS Report:

Open the URL <https://egsws.ap.gov.in/> and click on

37. YSR Cheyutha (2022-23) eKYC dashboard to view the status of the completion.

10. Frequently Asked Questions

S. No	FAQ	CLARIFICATION
1	ఆశ వర్కర్స్/అంగన్వాడీ టీచర్స్/శానిటేషన్ వర్కర్స్/హోం గార్డ్స్/VRAs/RTC RETIRED FAMILYs వారు YSR చేయూత పథకం కు అర్హుల లేదా అనర్హుల SIR	Not Eligible
2	EKYC లేని వాళ్ళు అందరికీ కొత్తగా APPLY చేయాల SIR, మళ్ళీ పేర్లు ఏమైనా ADD అవుతాయి నా SIR (SOME OLD ELIGIBLE BENEFICIARYS MISSING SIR)	If any Beneficiary name not found in provisional eligible list / Reverification list, they need to apply fresh
3	O.C లో ముస్లింలు ఉన్నారు SIR, వారికి ఏ విధంగా proceed అవ్వాలి sir వాళ్ళకు cast certificate OC MUSLIM అనీ ఇస్తారు (but minorities sir)	All OC Minorities are eligible for YSR Cheyutha 2022-23 scheme
4	Cheyutha 2022-23 పథకానికి సంబంధించి Applicant యొక్క Eligible DOB గురించి తెలియజేయగలరు?	The Applicant should born between 13.08.1962 to 12.08.1977
5	YSR pension kanuka పథకం ద్వారా pension తీసుకుంటున్న వారు చేయూత పథకానికి Eligible / Ineligible? Eligible అయితే ST వారిలో కొంతమంది కి 50 Yrs కి OAP pension వస్తోంది? వీరు కూడా అర్హులు అవుతారా?	As per the Instructions from SERP, OAP pension holders are not eligible
6	లబ్ధిదారుల కుటుంబం నందు already చేదోడు / YSR నేతన్న నేస్తం / వాహన మిత్ర.. etc పథకాల నందు లబ్ధి పొందుతున్నారు. ఇటువంటి వారు చేయూత పథకానికి Eligible అవుతారా?	Eligible
7	EKYC కి enable అయిన / Provisional Eligible list నందు కొంతమంది Ineligible	Hold option is available for such cases in WEA/WWDS logins

S. No	FAQ	CLARIFICATION
	<p>వారు వున్నారు? అటువంటి వారిని ఏ విధంగా Ineligible చెయ్యాలి?</p>	
8	<p>Is field verification form to be downloaded for only new applicants or for even old beneficiaries</p>	<p>Field verification form is for both new and old beneficiaries. During field verification if old beneficiaries are found to be ineligible by the WEA/WWDS, they may be put on Hold.</p>

Appendix 4. Jagananna Chedodu Application Registration and Verification

1. Introduction:

- Jagananna Chedodu scheme aims to extend financial assistance of Rs.10,000/- to the Washermen, Barbers and Tailors who are economically backward.
- The beneficiaries can utilize the amount for purchasing equipment, tools, and other essentials for growing their work establishment and source of income.
- The following are the relevant timelines for rolling out YSR Jagananna Chedodu Scheme

2. Mandatory Validations/Documents

- Applicants should be between 21 to 60 years of age. (Cut off 31.12.2022)
- Selection of Profession
- Questionnaire (Establishment Location, Establishment age, Dependency on profession)
- A selfie with the applicant along with his/her establishment (geo tag and time stamp)
- The Income Certificate must be tagged to the applicant's Aadhaar number
- The Caste Certificate must be tagged to the applicant's Aadhaar number.
- Certificate of Registration of Establishment must be tagged to the applicant's Aadhaar number.
- The profession selected and the corresponding caste in the caste certificate uploaded must match.
- Applicant's eKYC

3. Eligibility criterion (profession wise)

Criterion		Barbers	Tailors	Washermen
1	Certificate of Registration of Establishment – Sec2(d) and 4(2)	Mandatory	Mandatory	Mandatory
2	Ownership	Must be Owner	Must be Owner	Must be Owner
3	Source of Livelihood	Source of livelihood	Source of livelihood	Source of livelihood
4	Location	Commercial Space	<ul style="list-style-type: none"> • Commercial Space • Residential Space 	<ul style="list-style-type: none"> • Commercial space • Residential space • Mobile Shop
5	Caste	Nayee Brahmins only	Any Caste	Rajakas only
6	Other schemes – 1.YSR Matsyakara Bharosa 2.YSR Vahanamitra 3.YSR Nethanna Nestham 4.YSR Cheyutha 5.YSR Kapu Nestham 6.YSR EBC Nestham	Applicant Should not avail	Applicant Should not avail	Applicant Should not avail
7	Six Step Criterion	Mandatory	Mandatory	Mandatory

4. Application registration procedure

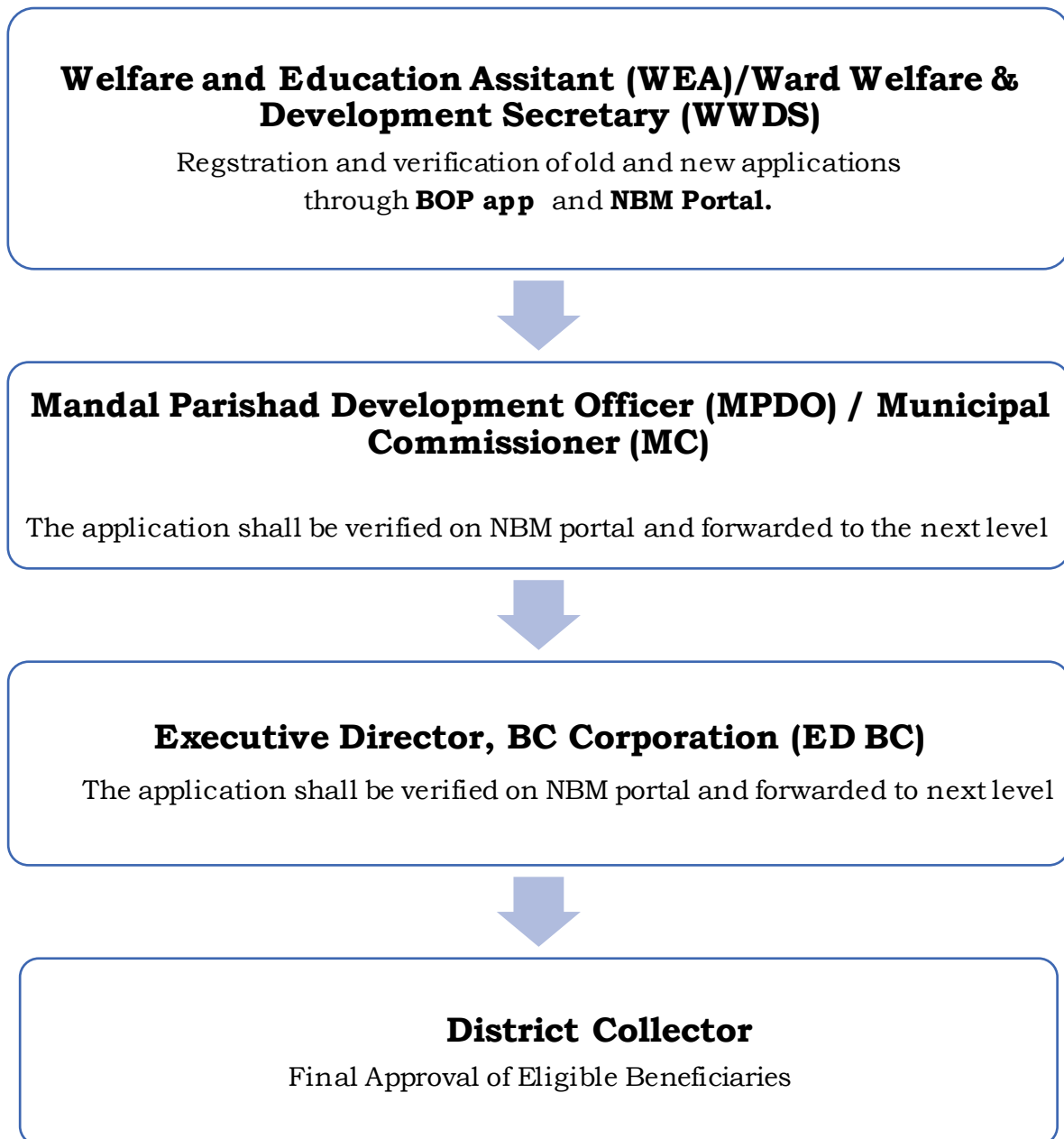
4.1. BoP App

- All the eligible grievances received under suraksha in provided in BOP log in.
- Search by Aadhaar option is provided. In case applicant's Aadhaar is found, his/her basic details will be pre-filled.
- In the BOP App, the WEA/WWDS captures the
 - applicant's profession
 - details regarding establishment (establishment Location, establishment age, Dependency on profession)
 - a selfie with the applicant along with his/her establishment (geo tag and time stamp)
 - biometric / OTP eKYC of applicant

4.2. NBM Portal

- Applicant data captured in the BoP app will be made available in the WEA/WWDS logins in the NBM Portal.
- In the Scheme verification dashboard, each application can be selected and viewed.
- For each application, the following certificates shall be validated
 - Income Certificate.
 - Caste Certificate.
 - Certificate of Registration of Establishment.

5. Application Workflow



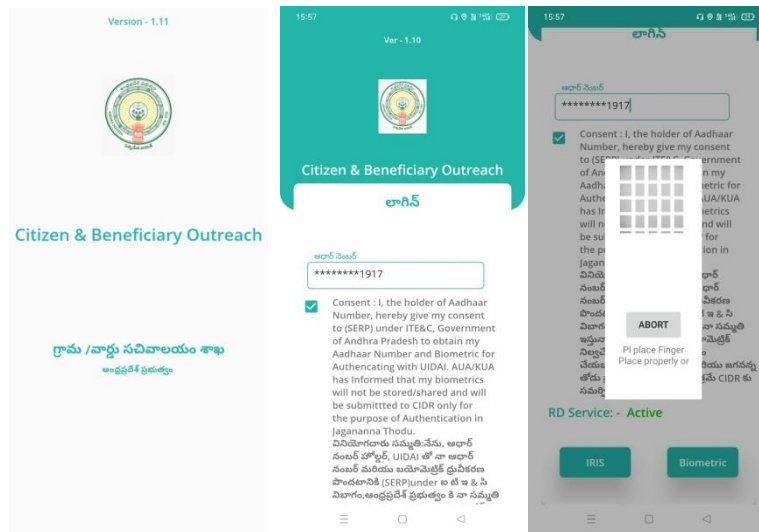
Note: Unlike other schemes the DA/WEDPS is not involved in application registration in this scheme.

The WEA/WWDS is responsible for registration of applications and verification.

6. Instructions for Application Registration in BOP App

NOTE: WEA/WWDS belonging to the secretariat where the applicant's shop is present is responsible for registering and verifying the application.

- Login to BOP app, by authenticating Aadhaar number of WEA/WWDS
WEA/WWDS యొక్క ఆధార్ నెంబర్ Authentication ద్వారా Beneficiary Outreach Program App Login అవ్వాలి.

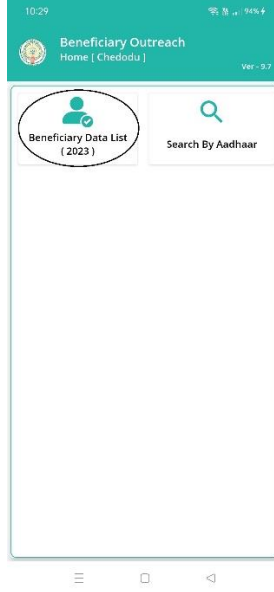


- After logging in the following screen can be seen. Click on “Chedhodu” module.
WEA/WWDS Beneficiary Out Reach Program App లాగిన్ అయిన తరువాత మీకు ఈ క్రింది విధంగా స్క్రీన్ కనిపిస్తుంది.

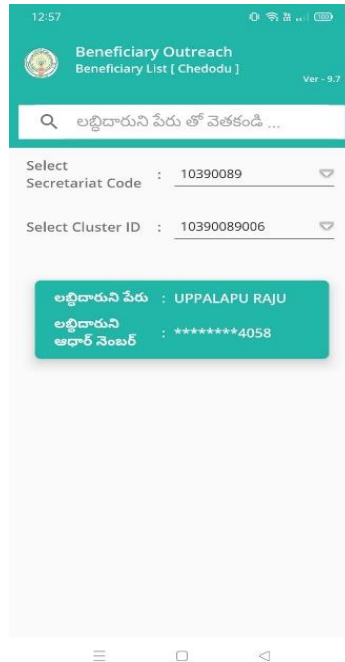


- Upon clicking the “Chedodu” module, the following screen is shown. Click on “Beneficiary Data List (2023)”.

Home Screen లో Chedodu మీద క్లిక్ చేస్తే మీకు ఈ క్రింది విధముగా స్క్రీన్ కనిపిస్తుంది.



- d. In “Beneficiary Data List (2023)” page, the WEA/WWDS can search for previous year beneficiary by name or select the secretariat code and cluster ID. The list of previous year beneficiaries in the respective secretariat and cluster code are shown. From the list select the applicant.

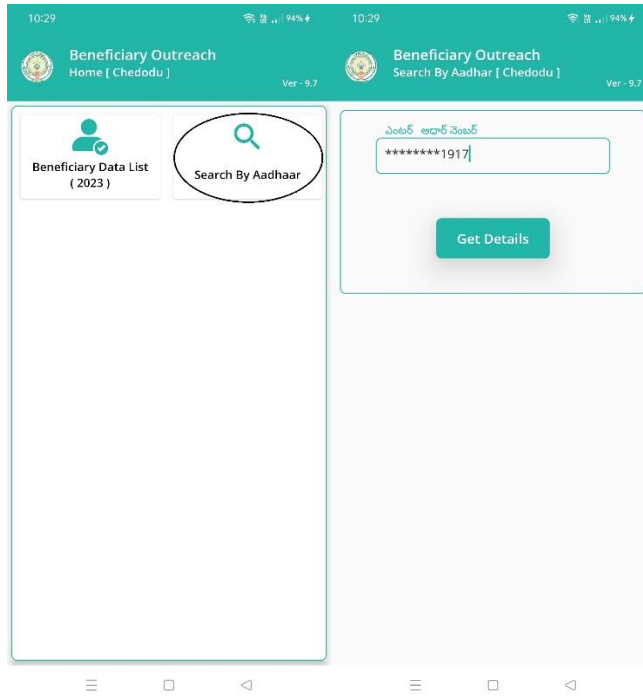


Home [Chedodu] లో **Beneficiary Data List (2023)** మీద క్లిక్ చేస్తే మీకు ఈ క్రింది విధముగా స్క్రీన్ కనిపిస్తుంది. ఇక్కడ మీరు మీ యొక్క Secretariat Code మరియు Cluster ID లను ఎంచుకుంటే, మీకు list వస్తుంది. List లో మీకు లభిదారుని పేరు, లభిదారుని

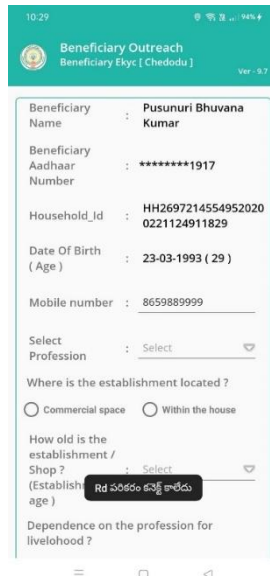
ఆధార్ నెంబర్ ఉంటాయి. List మీద click చేస్తే **Beneficiary Ekyc Details** స్క్రీన్ కనిపిస్తుంది.

- e. If the applicant is unavailable in the “Beneficiary Data List (2023)” page, the WEA/WWDS can select the “Search by Aadhaar” option.

Home [Chedodu] లో **Search by Aadhaar/New application** మీద క్లిక్ చేస్తే మీకు ఈ క్రింది విధముగా స్క్రీన్ కనిపిస్తుంది.



లబ్ధిదారుని ఆధార్ నెంబర్ ని ఎంటర్ చేసి **Get Details** మీద క్లిక్ చేస్తే మీకు **Beneficiary EKYC Details** స్క్రీన్ కనిపిస్తుంది.

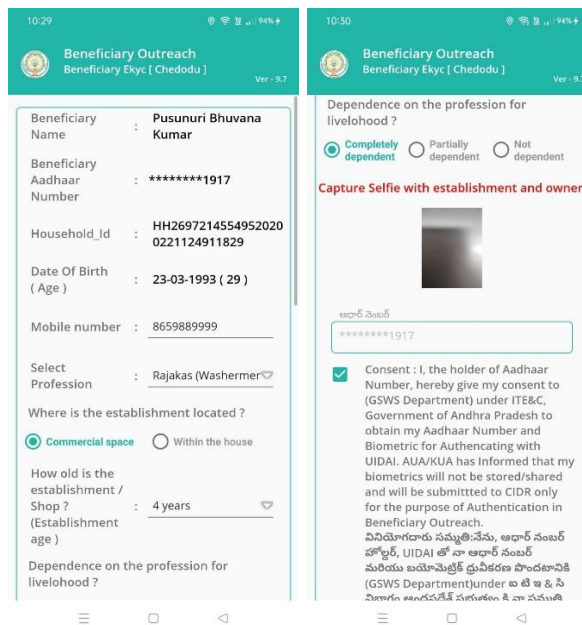


In the Beneficiary eKYC details - the Beneficiary name, UID, HHID, DOB and mobile number are provided.

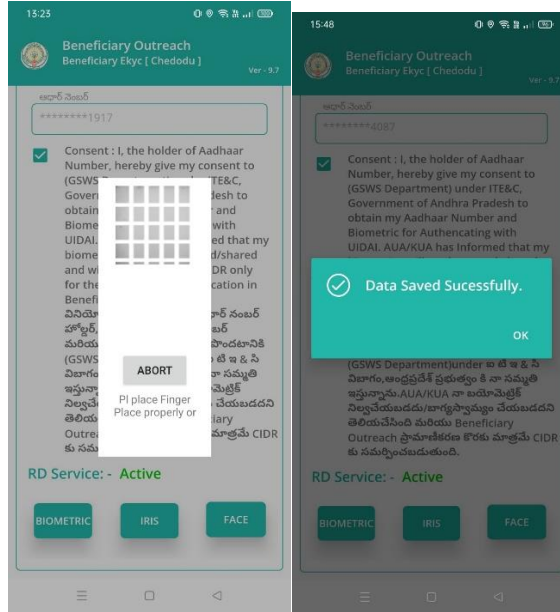
- Select the profession of the applicant.
- Select where the establishment is located (Commercial Space/Within the house)
- Select the Establishment age
- Select the dependence on the profession.
- Capture selfie with applicant clearly indicating the establishment.
- Take eKYC

Beneficiary EKYC Details స్కీన్ లో Beneficiary Name, Beneficiary Aadhaar Number, household_Id, Date of Birth (Age), Mobile Number Details ఉంటాయి.

- లబ్ధిదారుని Details లో లబ్ధిదారుని Profession ని Select చేసుకోవాలి.
- Establishment location ఎంచుకుని,
- establishment age ను select చేసుకోవాలి
- Profession dependence ఎంచుకుని,
- **Selfie photo తీసుకున్న తర్వాత లబ్ధిదారుని లో eKYC చేయాలి.**



- f. After doing the eKYC, the screen shows “Data saved successfully”.
 eKYC చేసిన తర్వాత Data Saved Successfully అని మెసేజ్ వస్తుంది.

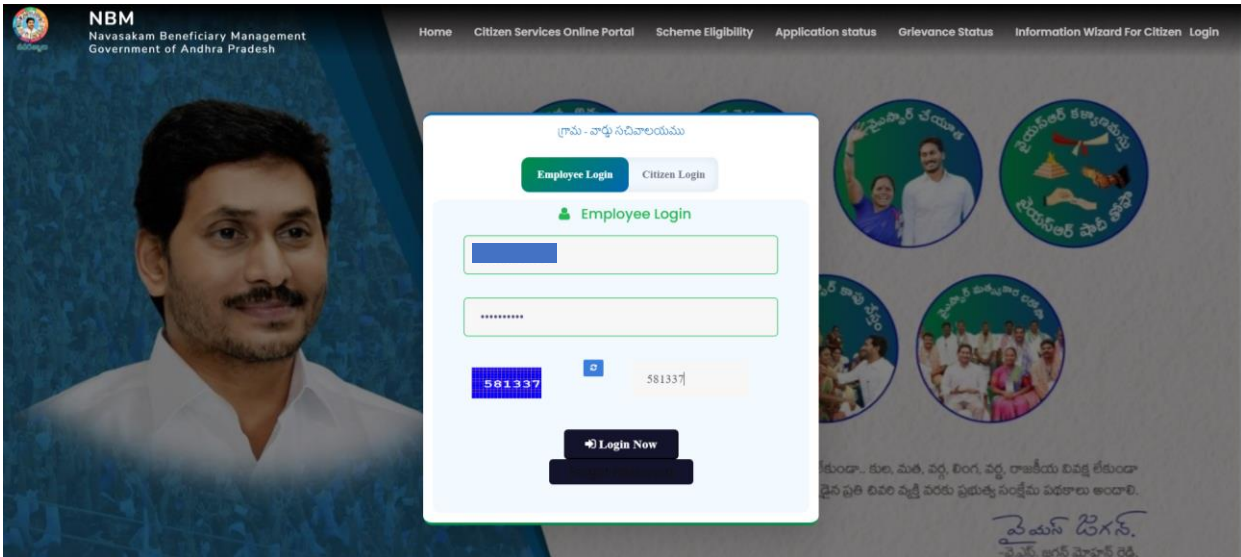


Note: After completion of registration and verification of Old/New applications in the BoP app, data will be pushed to WEA/WWDS logins of NBM portal for further action.

7. Instructions for Application Verification in NBM Portal

7.1. WEA/WWDS Login

- a) Please click on the URL <https://gsws-nbm.ap.gov.in/NBM/#!/Login> to login into the NBM Portal. The following screen is displayed.



- b) After logging in to the NBM portal, the left side menu bar displays the following options as shown in picture.
- Home
 - Scheme Eligibility Check
 - Track Application status
 - NBM Grievance Module
 - NBM Schemes Module
 - Reports Module
 - User Manuals
 - Update Profile



c) Select the “NBM Scheme Module” and click on “Jagananna Chedodu” from the left side bar. The following tabs will be displayed as shown in picture above.

- **Jagananna Chedodu Verification**



d) From the left side bar, under “Jagananna Chedodu”, click on “Verification” button to open the scheme applications dashboard as follows. Click on “Verify” option to take further action on each application.

NBM
Navasakam Beneficiary Management
Government of Andhra Pradesh

Sri Y.S.Jagan Mohan Reddy
Hon'ble Chief Minister
Government of Andhra Pradesh

SCHEME Application DASHBOARD (WWDS)

TOTAL: 1 PENDING: 1 COMPLETED: 0

Pending application to take action (WWDS)

DETAILS

Sn	Application ID	Citizen Name	Gender	Aadhaar No.	Scheme Type	Financial Year	Mandal	Secretariat	Action
1	S192301201109157701	Rajkumar	MALE	7701	Jagananna Chedodu	2022	ANANTAPUR	MARUTHINAGAR	Verify

e) Once the verify button is clicked the application details can be seen.

NBM
Navasakam Beneficiary Management
Government of Andhra Pradesh

Sri Y.S.Jagan Mohan Reddy
Hon'ble Chief Minister
Government of Andhra Pradesh

SCHEME Application VERIFICATION (WWDS)

APPLICANT DETAILS

APPLICATION ID	S192301201109157701
APPLICANT NAME	Rajkumar
SCHEME	Jagananna Chedodu
DATE OF APPLICATION	20-JAN-2023
GENDER	MALE
AADHAAR NUMBER	XXXX-XXXX-7701
SECRETARIAT NAME	MARUTHINAGAR

Certificate View

APPLICATION DETAILS

APPLICATION ID	S192301201109157701
APPLICANT NAME	Rajkumar
FATHER NAME	
SCHEME	Jagananna Chedodu
DATE OF APPLICATION	20-JAN-2023
GENDER	MALE
MOBILE NUMBER	
EMAIL	
AADHAAR NUMBER	XXXX-XXXX-7701
DOB	12-Jul-2021
CASTE	SC
RELIGION	
QUALIFICATION	
MARITAL STATUS	
PERMANENT DNO.	

sections

CURRENT DISTRICT	ANANTHAPURAMU
CURRENT MANDAL	ANANTAPUR
CURRENT SECRETARIAT	MARUTHINAGAR
CURRENT PINCODE	
PROFESSION	Tailors
ESTABLISHMENT PERIOD	1 Year
ESTABLISHMENT LOCATION	
ESTABLISHMENT DEPENDENCE	Not depended

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 Em
MANGAPOTI SUNITHA	FEMALE	01-Jan-1977			0	0	3302.49	NO	NO
MANGAPOTI HAREESWAR REDDY	MALE	27-Mar-2004			0	0	0	NO	NO
MANGAPOTI RAMAMOHAN REDDY	MALE	12-Apr-1972			0.71	0	0	NO	YES
MANGAPOTI HARICHANDANA	FEMALE	27-Mar-2004			0	0	0	NO	NO

g) In the Caste Certificate Details section enter the applicant's Caste certificate number and click on "search". Only those Caste certificates that are tagged to Aadhaar will be validated. If applicants Caste certificate and Aadhaar match, then the applicant's caste details are fetched. Upload the scanned copy of Applicant's Caste Certificate.

Caste Certificate Details

Caste Certificate Number		Upload Certificate
<input type="text"/>	<input type="button" value="Search"/>	Document Upload*(Max Size 1 MB only PDF Allowed) Choose File samole.odf

Caste Certificate Details

Application Id	Caste Uid	Application Type	Applicant Name	District	Mandal	Secretariat	Caste	SubCaste	Gender(Y/N)	Au
		IntegratedCertificate	SHAIK SHAHEEDA	ANANTHAPUR	Anantapur	Ward-35	BC-E	Shaik	Female	Ta

- h) In the Income Certificate Details section enter the applicant's Income certificate Number and click on "search". Only those Income certificates that are tagged to Aadhaar certified will be validated. If applicants Income certificate and Aadhaar match, then the applicant's income details are fetched. Upload the scanned copy of applicant's Income certificate.

Application Id	Application Type	Applicant Name	District	Mandal	Secretariat	Income	Gender(Y/N)	Authorized By Designation(Y/N)
[Redacted]	IncomeCertificate	SHAIK SHAHEEDA	ANANTHAPUR	Anantapur	Ward-35	55000.00	Female	Deputy Tahsildar

- i) In the Establishment Certificate Details section enter the applicant's Reference number as mentioned on the Establishment certificate Number and click on "search". Only those Establishment certificates that are tagged to Aadhaar certified will be validated. If applicants Establishment certificate and Aadhaar match, then the applicant's establishment details are fetched. Upload the scanned copy of applicant's Establishment certificate. After selection of Recommendation submit the application to forward to next level.

Number	Name	Address Type	Address
[Redacted]	KRISHNA HAIR STYLES SHOP	Present	Present, 3-2, THUMMALATHALUPURU, SYDAPURAM-R, SPSR NELLORE, 52444

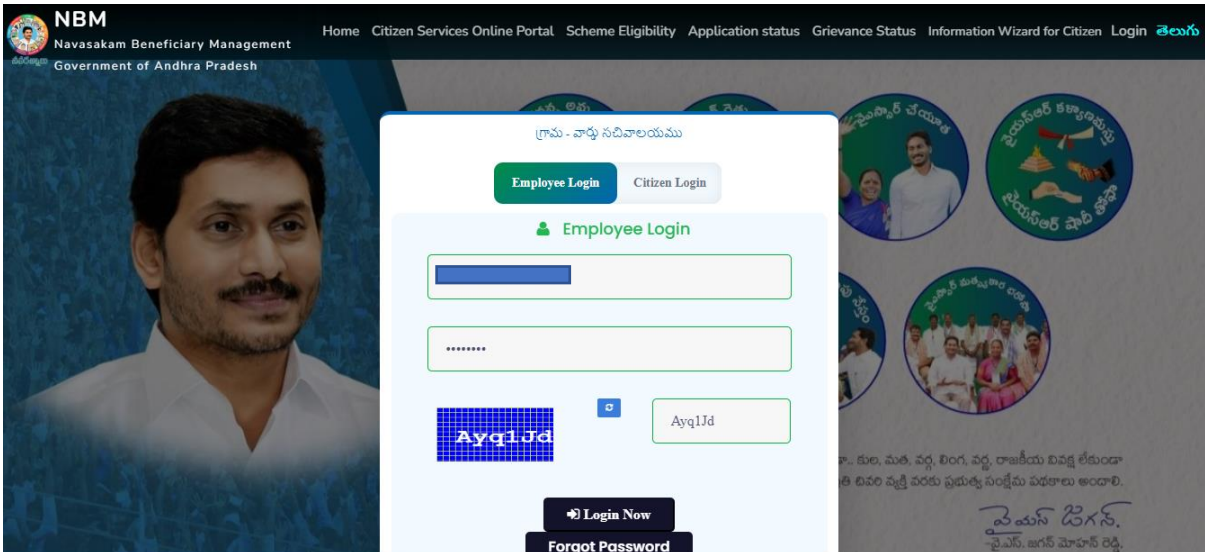
Check List

Recommended* Yes No

Upload Field Verification Report Of WEA/WWDS*

7.2. MPDO/MC Login

- a) 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).



b) After logging in to the NBM portal by MPDO/MC, click on NBM Schemes Module, Jagananna Chedodu button along with other schemes will be displayed. Click on “Jagananna Chedodu” the following will be displayed

- Verification



c) In the Scheme Application Dashboard page, select the “Financial year” as 2021-2022 (for previous year beneficiaries) and 2022-2023 (for new applications), “Application Type” and click “Search”. Applications can be filtered secretariat wise. Click on “Verify” button against each application.

The screenshot shows the 'SCHEME Application DASHBOARD (MUCOM)'. It features a 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 displays three summary boxes: 'TOTAL' with a value of 1, 'PENDING' with a value of 1, and 'COMPLETED' with a value of 0. Below these is a search filter section with dropdowns for 'Year' (set to 2022-2023), 'Secretariat' (set to --ALL--), and 'Application Type' (set to Recommended), accompanied by a 'Search' button. The section below is titled 'Pending application to take action (MUCOM)' and contains a table with the following data:

DETAILS										
	Sno	Application ID	Citizen Name	Gender	Aadhaar No.	Scheme Type	Financial Year	Mandal	Secretariat	Action
<input type="checkbox"/>	1	S192301201109157701	Rajkumar	MALE	7701	Jagananna Chedodu	2022	ANANTAPUR	MARUTHINAGAR	Verify

d) 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 Caste, Income and Establishment certificate document copies uploaded by the WEA/WWDS can be viewed under “Certificate View” as shown below.

The screenshot shows the 'SCHEME Application VERIFICATION (MUCOM)' page. It features the same sidebar as the dashboard. The main content area is divided into two sections: 'APPLICANT DETAILS' and 'Certificate View'. The 'APPLICANT DETAILS' section displays the following information:

APPLICATION ID	[Redacted]
APPLICANT NAME	[Redacted]
SCHEME	Jagananna Chedodu
DATE OF APPLICATION	23-JAN-2023
GENDER	MALE
AADHAAR NUMBER	[Redacted]
SECRETARIAT NAME	MARUTHINAGAR
WEA/WWDS RECOMMENDATION	Yes

The 'Certificate View' section is titled 'Cast Certificate' and displays a placeholder for a PDF file with the text 'A Simple PDF File' and a 'Next' button.

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 Em
MANGAPOTI SUNITHA	FEMALE				0	0	3302.49	NO	NO
MANGAPOTI HAREESWAR REDDY	MALE				0	0	0	NO	NO
MANGAPOTI RAMAMOHAN REDDY	MALE				0.71	0	0	NO	YES
MANGAPOTI HARICHANDANA	FEMALE				0	0	0	NO	NO

Caste Certificate Details									
Application Id	Application Type	Applicant Name	District	Mandal	Secretariat	Caste	SubCaste	Gender(Y/N)	Authorized By Design
	IntegratedCertificate	SHAIK SHAHEEDA	ANANTHAPUR	Anantapur	Ward-35	BC-E	Shaik	Female	Tahsildar

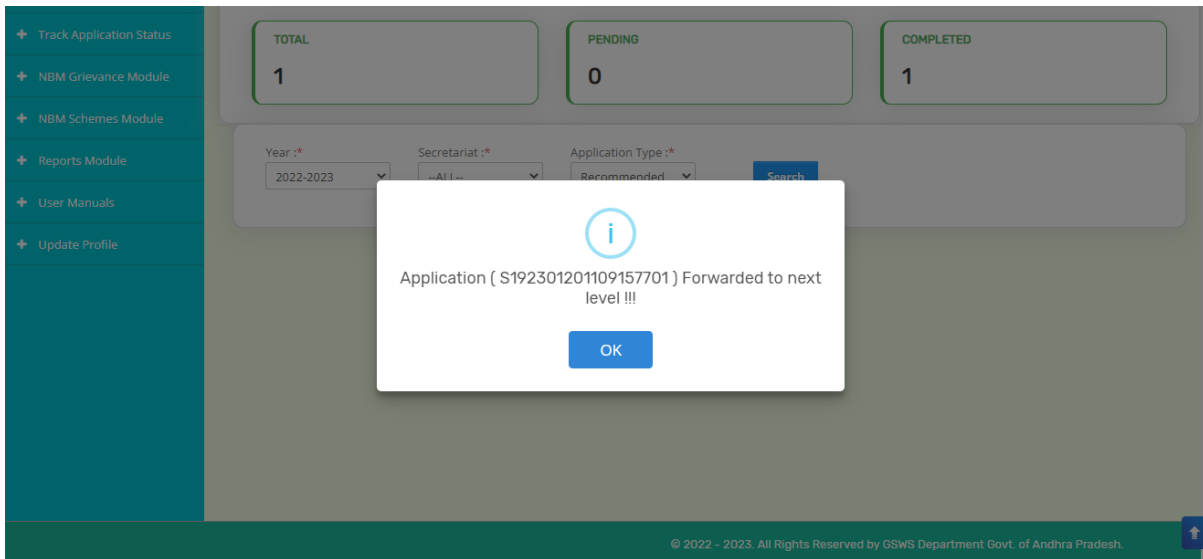
Income Certificate Details								
Application Id	Application Type	Applicant Name	District	Mandal	Secretariat	Income	Gender(Y/N)	Authorized By Designation(Y/N)
	IncomeCertificate	SHAIK SHAHEEDA	ANANTHAPUR	Anantapur	Ward-35	55000.00	Female	Deputy Tahsildar

e) In the Recommendation select “Yes” or “No”. If No is selected, enter the remarks and click on Forward.

Establishment Certificate Details			
Number	Name	Address Type	Address
	KRISHNA HAIR STYLES SHOP	Present	3-2,,THUMMALATHALUPURU,SYDAPURAM,SRI POTTI SRIRAMULU NELLORE,52440

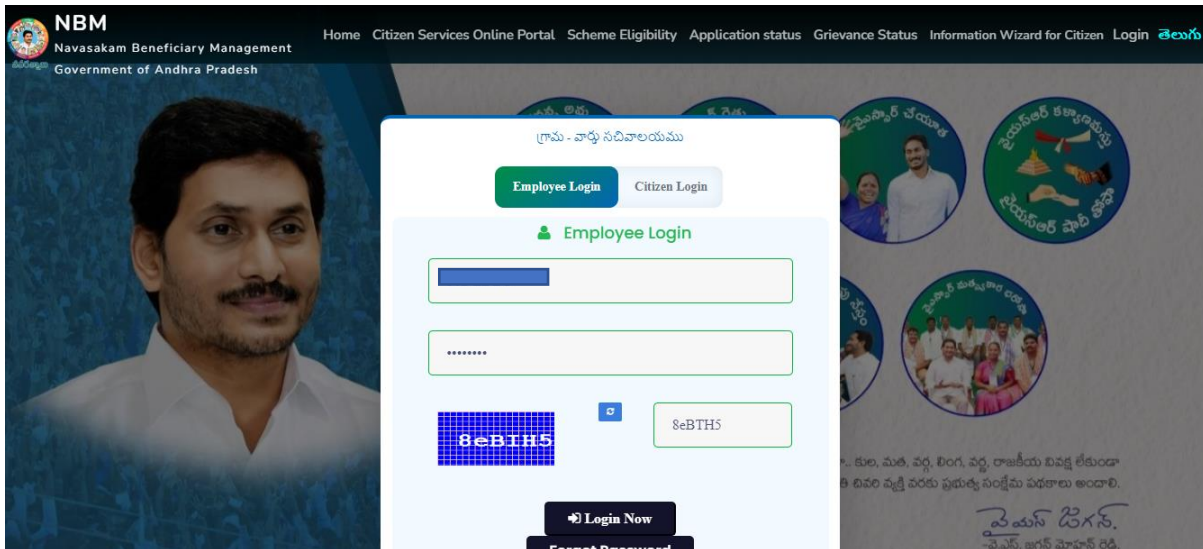
Check List	
Recommended*	<input type="radio"/> Yes <input type="radio"/> No
Upload Verification Document	<input type="button" value="Choose File"/> No file chosen

f) After clicking on Forward, the following pop-up message can be seen.



7.3. ED BC Login

a) 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).



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

The screenshot shows the NBM Scheme Application Dashboard (EDBC) interface. The top header includes the NBM logo, the text "Navasakam Beneficiary Management Government of Andhra Pradesh", and the profile of Sri Y.S. Jagan Mohan Reddy, Hon'ble Chief Minister, Government of Andhra Pradesh. The left sidebar contains navigation options: Home, Scheme Eligibility Check, Track Application Status, NBM Grievance Module, NBM Schemes Module (expanded), YSR Kapu Nestham, YSR Cheyutha, YSR EBC Nestham, Jagananna Chedodu, and Verification. The main dashboard area is titled "SCHEME Application DASHBOARD (EDBC)" and features three summary cards: TOTAL (1), PENDING (1), and COMPLETED (0). Below these cards are search filters for Year, Mandal, Secretariat, and Application Type, with a Search button.

c) In the Scheme Application Dashboard page, select the “Financial year” as 2021-2022 (for previous year beneficiaries) and 2022-2023 (for new applications), “Application Type” and click “Search”. Applications can be filtered Mandal and secretariat wise. Click on “Verify” button against each application.

The screenshot shows the NBM Scheme Application Dashboard (EDBC) after filtering. The search filters are set to Year: 2022-2023, Mandal: --ALL--, Secretariat: --ALL--, and Application Type: Recommended. The dashboard displays the same summary cards (TOTAL: 1, PENDING: 1, COMPLETED: 0). Below the search filters, a section titled "Pending application to take action (EDBC)" contains a table with the following details:

DETAILS									
SnO	Application ID	Citizen Name	Gender	Aadhaar No.	Scheme Type	Financial Year	Mandal	Secretariat	Action
1		Rajkumar	MALE	7701	Jagananna Chedodu	2022	ANANTAPUR	MARUTHINAGAR	Verify

d) 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 Caste, Income and Establishment certificate document copies uploaded by the WEA/WWDS can be viewed under “Certificate View” as shown below.


e) In the Recommendation select “Yes” or “No”. If No is selected, enter the remarks, and click on Forward.

f) After clicking on Forward, the following pop-up message can be seen.

+ Track Application Status
+ NBM Grievance Module
+ NBM Schemes Module
+ Reports Module
+ User Manuals
+ Update Profile

TOTAL	PENDING	COMPLETED
1	0	1

Year :* 2022-2023 Mandal :* --All-- Secretariat :* --All-- Application Type :* Recommended Search


Application (S192301201109157701) Forwarded to next level !!!

Appendix 5. YSR EBC NESTHAM New Application registration and verification

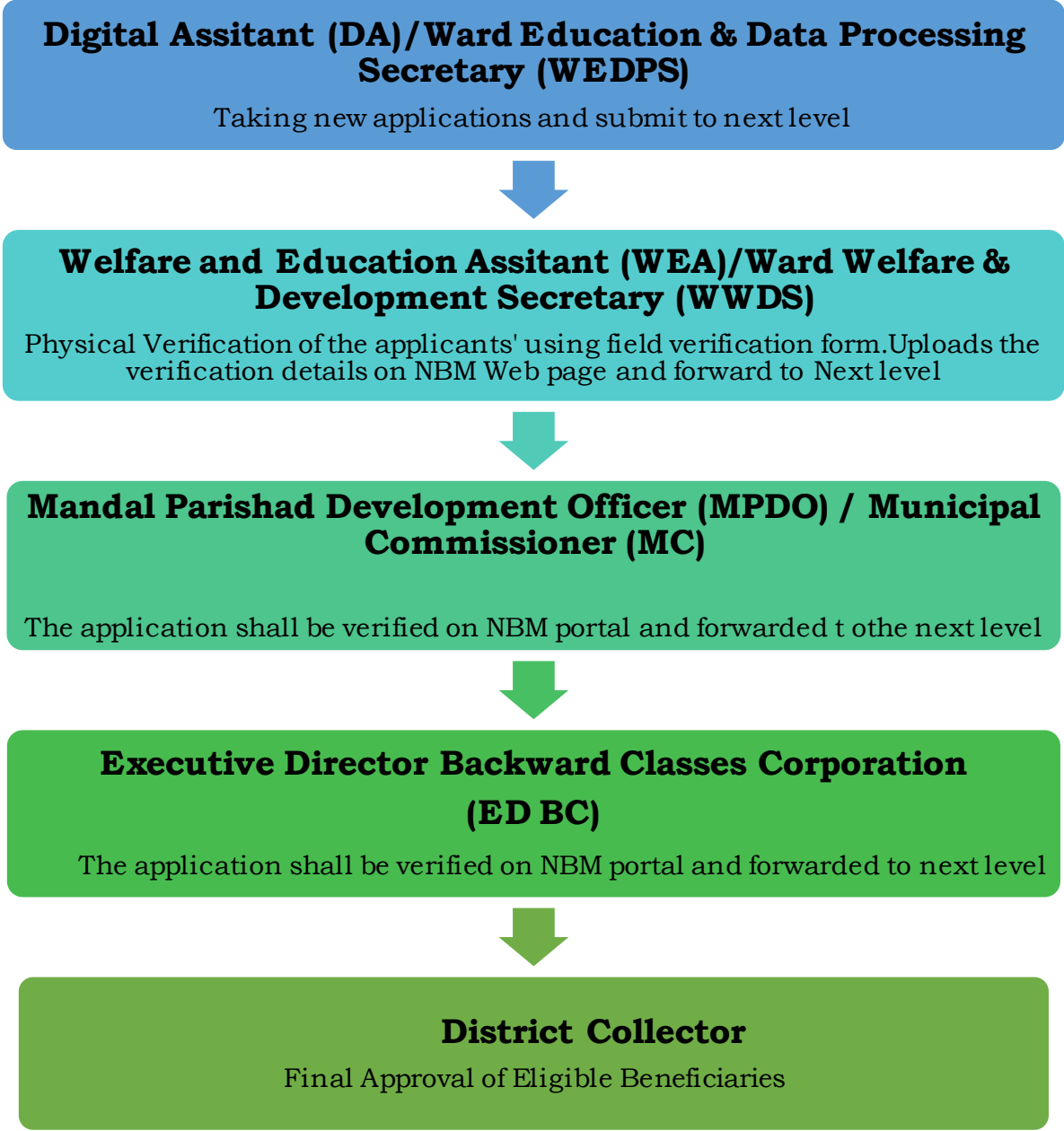
1. Introduction:

- The EBC Nestham Scheme aims on Providing financial assistance of Rs. 45000/- for 3 years, an amount of Rs. 15000/- per year to the women of economically backward classes who are in the age group of 45 to 60 years (except the beneficiaries already covered under YSR Kapu Nestham and YSR Cheyutha).
- The beneficiary should have been born between 01.11.1962 to 31.10.1977.
- The Aadhaar update history document must be generated by the DA/WEDPS for the applicant prior to making Application on the NBM portal.
- Aadhaar history update document can be downloaded from the UIDAI website <https://resident.uidai.gov.in/aadhaar-updatehistory>. Upon entering the Applicant UID, and entering the OTP received on Aadhaar linked mobile phone, the update history can be viewed and downloaded.
- Only the document that is downloaded by the DA/WEDPS should be uploaded after verification. Do not accept any document from the applicant.
- The WEA/WWDS must compulsorily visit the beneficiary household and shall upload the verification photo of WEA/WWDS along with beneficiary.
- All the Payments will be credited to the Aadhar linked Bank account of the beneficiary, the Beneficiary must link his bank account with Aadhar number and the Bank account / NPCI mapping should be active

2. Mandatory Validations

- The Caste and Income certificates must be tagged with Applicant's Aadhaar number.
- The Aadhaar Update history document must be downloaded from UIDAI website and uploaded.
- Applicant's Bank details including the account number and IFSC code must

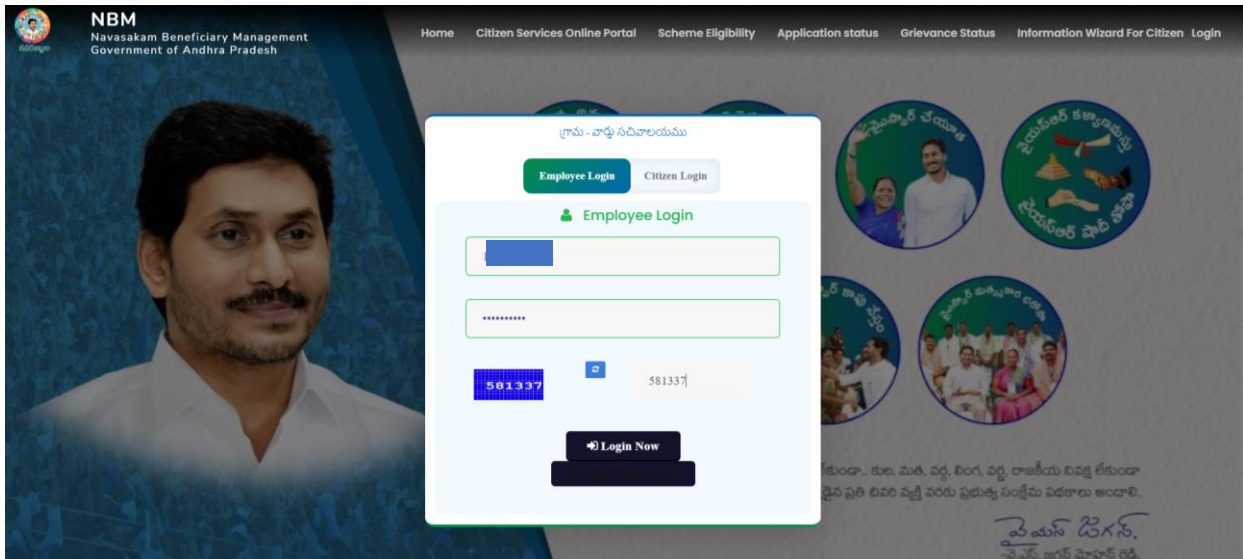
3. Application Registration and Verification Workflow



4. New Application Registration for EBC Nestham 2022-2023

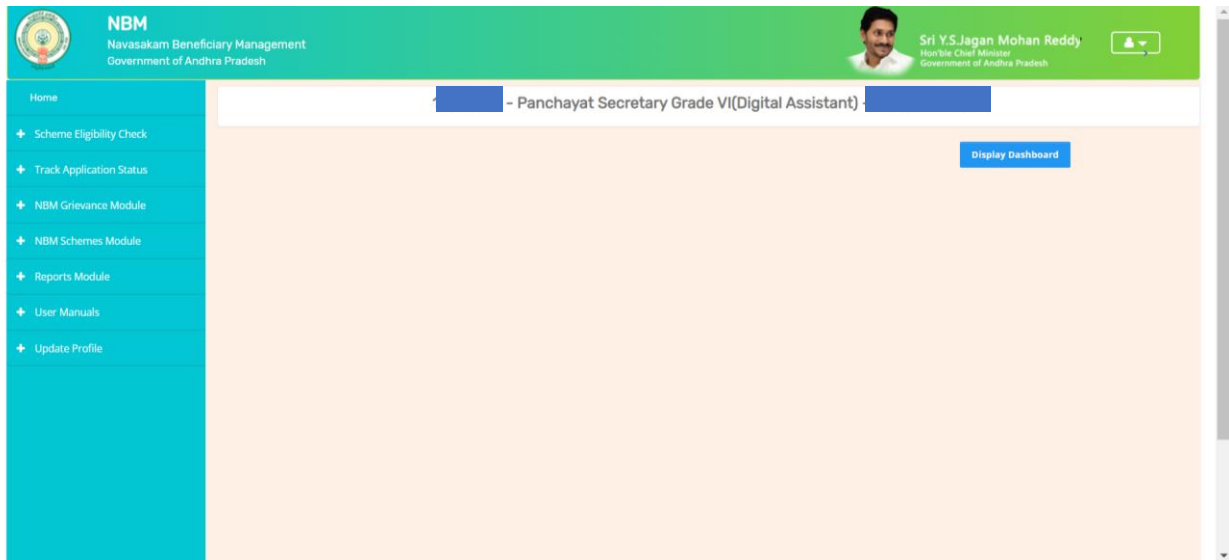
4.1. NBM portal Login for DA/WEDPS

Please click on the URL <https://gsws-nbm.ap.gov.in/NBM/#!/Login> to login into the NBM Portal. The following screen is displayed.



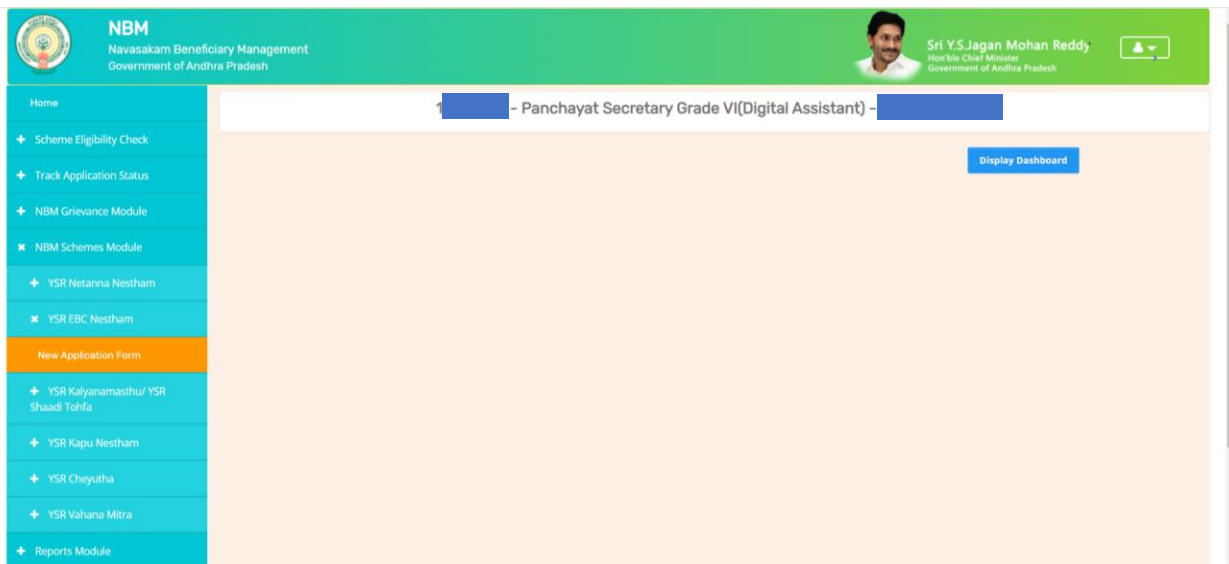
After logging in to the NBM portal, the left side menu bar displays the following options as shown in picture.

- Home
- Scheme Eligibility Check
- Track Application status
- NBM Grievance Module
- NBM Schemes Module
- Reports Module
- User Manuals
- Update Profile



Select the “NBM Scheme Module” and click on “YSR EBC Nestham” from the left side bar. The following tabs will be displayed as shown in picture above.

- YSR EBC Nestham
 - New Application Form



Click on the “New Application Form” in the left side bar then the application form is opened. Enter the Aadhaar Number in the Aadhaar text box and click on the “Prefill” button and the data which is available will be pre-filled and the other data should be entered. All the mandatory fields marked with asterisk should be filled before proceeding further.

Click on the “Continue” button to proceed further.

The screenshot displays the NBM (Navasakam Beneficiary Management) web application interface. The top header features the NBM logo and the text "Navasakam Beneficiary Management Government of Andhra Pradesh" on the left, and a profile picture of Sri Y.S. Jagan Mohan Reddy, Hon'ble Chief Minister, Government of Andhra Pradesh, on the right. A left sidebar contains 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 is titled "NBM / YSR EBC Nestham / New Application Form" and contains a "Basic Details" section. The "Basic Details" section is pre-filled with data from an Aadhaar scan. The fields are: Aadhaar Number (XXXXXXXXXX), First Name, Father/Husband Name, Gender (Female), Date of Birth, Caste (OC), Religion (Jain), Qualification (MSC), Marital Status (Married), Mobile No, and E-mail. Below these are sections for "Permanent Address" and "Present Address". The "Permanent Address" section includes Door No & Street Name, District (EAST GODAVARI), Mandal/Municipality (KADIAM (R)), Village/Ward/Secretariat (VEMAGIRI1), and Pin Code. The "Present Address" section includes a checked box for "Same As Permanent Address", Door No & Street Name, District (EAST GODAVARI), Mandal/Municipality (KADIAM (R)), Village/Ward/Secretariat (VEMAGIRI1), and Pin Code. At the bottom of the form are "Clear" and "Continue" buttons. The footer of the page contains the text "All rights reserved." and a small icon.

In the Bank Details section, enter the Account number and respective the IFSC code and click “Search”. The names of the bank and the branch associated with the IFSC code are fetched.

The screenshot displays a web application interface with a sidebar on the left containing navigation options: Track Application Status, NBM Grievance Module, NBM Schemes Module, Reports Module, User Manuals, and Update Profile. The main content area is divided into three sections:

- Family Details:** A table with columns: Name of the Citizen, Gender, Date Of Birth, Caste, Mobile Number, Wet Land(Acres), Dry Land(Acres), Property(Sqft), and Vehicle. It lists four family members with their respective details.
- Bank Details:** A form with fields for Bank Account Number (073010021001908), IFSC code (UBIN0532894), Name of the Bank (UNION BANK OF INDIA), and Name of the branch (VISAKHAPATNAM MAIN). A Search button is present.
- Aadhaar Update History:** A section with a dropdown menu labeled "How many times AGE updated:*" and an upward arrow button.

To enter the Aadhaar Update History details follow the steps below:

- The DA/WEDPS should themselves download the applicant’s Aadhaar update history document from UIDAI Website.

(Do not accept any Documents from Applicant)

- Based on the applicant’s Aadhaar Update History document, under the Aadhaar Update History section, select the number of times the date of birth in Aadhaar has been updated.
- If there is no modification in age in the Aadhaar then select “o” from the “How many time age updated” dropdown and
 - enter the Enrolment date of Aadhar (the date on which Aadhaar applied)
 - enter the Date of Birth as mentioned on the Aadhaar
 - For “Proof of Document” upload the Aadhar Update history document
- If the applicant has updated her Date of Birth in the Aadhaar equal to or more than once, then
 - Select “Type of Update” as Age/DOB
 - Select “Previous Date of Birth” and the “Changed Date of birth” as shown in the Aadhaar update history document.
 - For each Age update, select the “Date of Update”
 - For “Proof of Document” upload the Aadhar Update history document
- Upon filling Aadhaar Update History, Check the two mandatory declaration boxes.

Aadhaar Update History

How many times AGE updated:*

1

S NO	Type of Update	Previous Date of Birth*	Changed Date of Birth*	Date of Update*	Proof Document
1	Age/DOB	01-09-1970	02-11-1971	11-06-2015	Choose File TestingCertificate.pdf

I have personally verified the Aadhaar update history of the Applicant and entered the data as per the details shown in UIDAI portal.
 I hereby declare that the information furnished above is true, complete and correct. I understand that in the event of given information being found false or incorrect at any stage, I am aware that I may be held liable for it.

Caste Certificate Details

Caste Certificate Number	Upload Certificate
Enter Caste Certificate Number	<input type="button" value="Search"/>

Note:-Please upload APseva Caste Certificate Only

In the Caste Certificate Details section enter the applicant’s Caste certificate Number and click on “search”. Only those Caste certificates that are tagged to Aadhaar certified will be validated. If applicants Caste certificate and Aadhaar match, then the applicant’s caste details are fetched. Upload the scanned copy of Applicant’s Caste Certificate.

I have personally verified the Aadhaar update history of the Applicant and entered the data as per the details shown in UIDAI portal.
 I hereby declare that the information furnished above is true, complete and correct. I understand that in the event of given information being found false or incorrect at any stage, I am aware that I may be held liable for it.

Caste Certificate Details

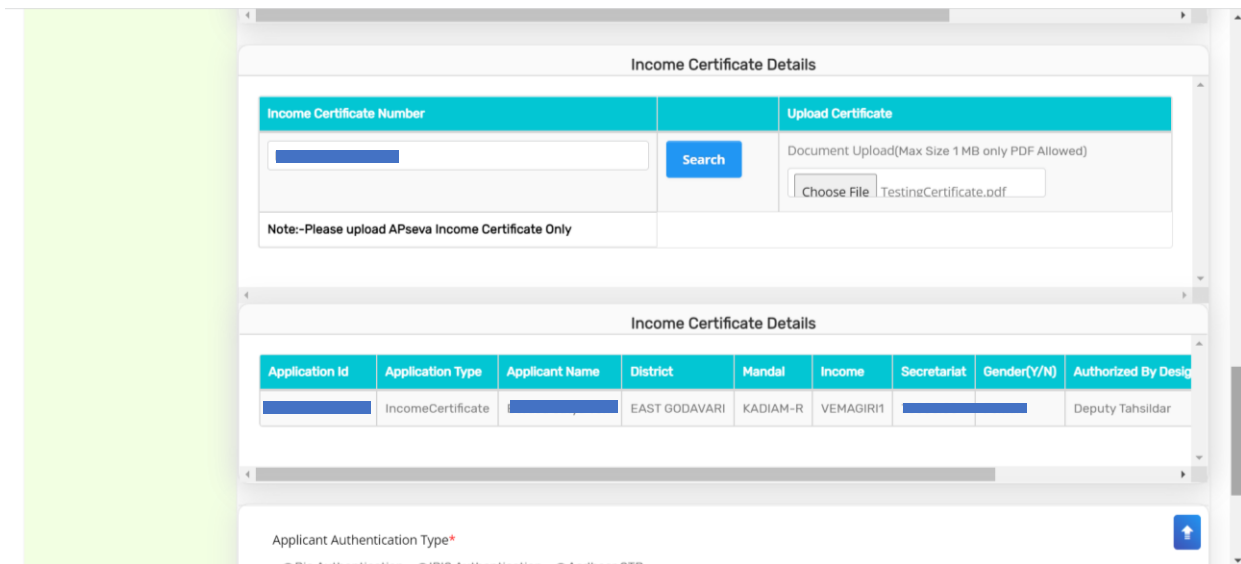
Caste Certificate Number	Upload Certificate
<input type="text"/>	<input type="button" value="Search"/>
Document Upload*(Max Size 1 MB only PDF Allowed) Choose File No file chosen	

Note:-Please upload APseva Caste Certificate Only

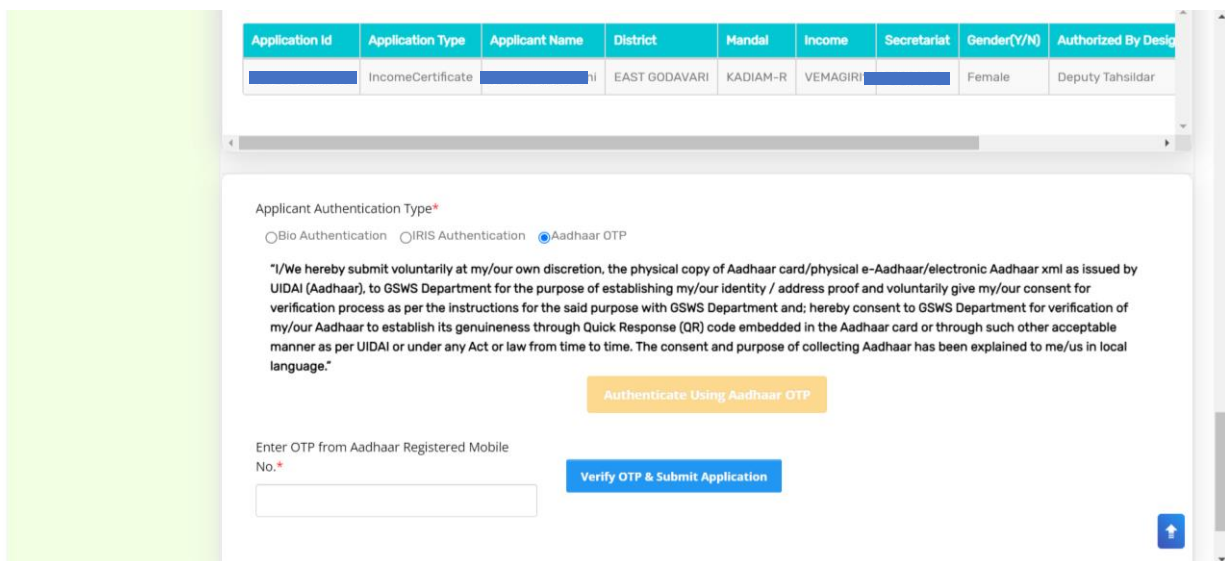
Caste Certificate Details

Application Id	Application Type	Applicant Name	District	Mandal	Secretariat	Caste	SubCaste	Gender(Y/N)	Author
	IntegratedCertificate		EAST GODAVARI	KADIAM-R	VEMAGIRI			Female	Tahs

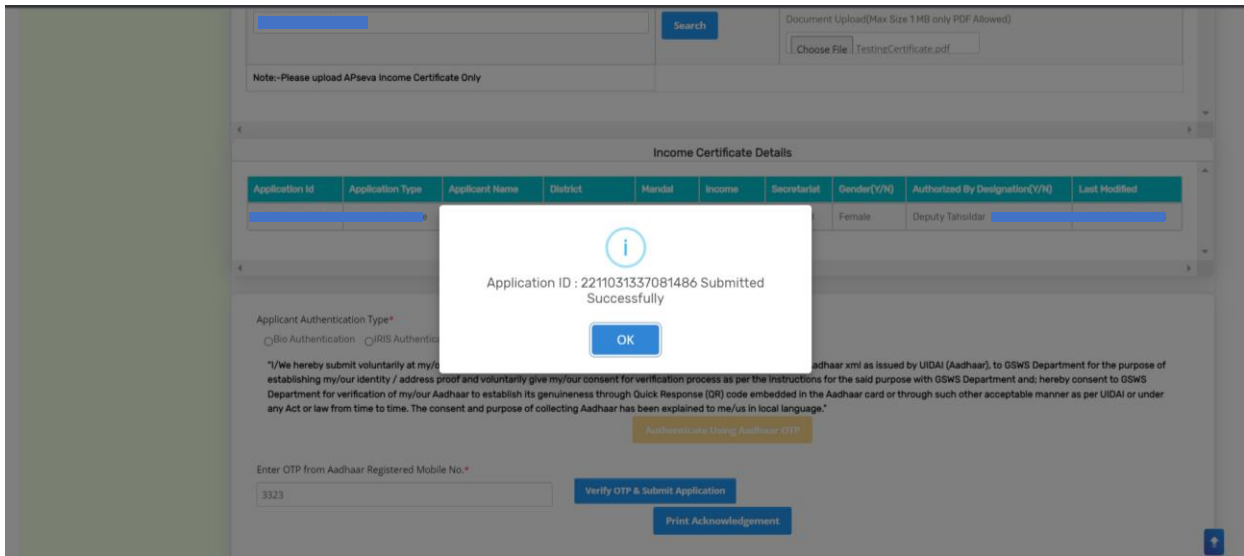
Similarly, in the Income Certificate Details section enter the applicant’s Income certificate Number and click on “search”. Only those Income certificates that are tagged to Aadhaar certified will be validated. If applicants Income certificate and Aadhaar match, then the applicant’s income details are fetched. Upload the scanned copy of applicant’s Income certificate.



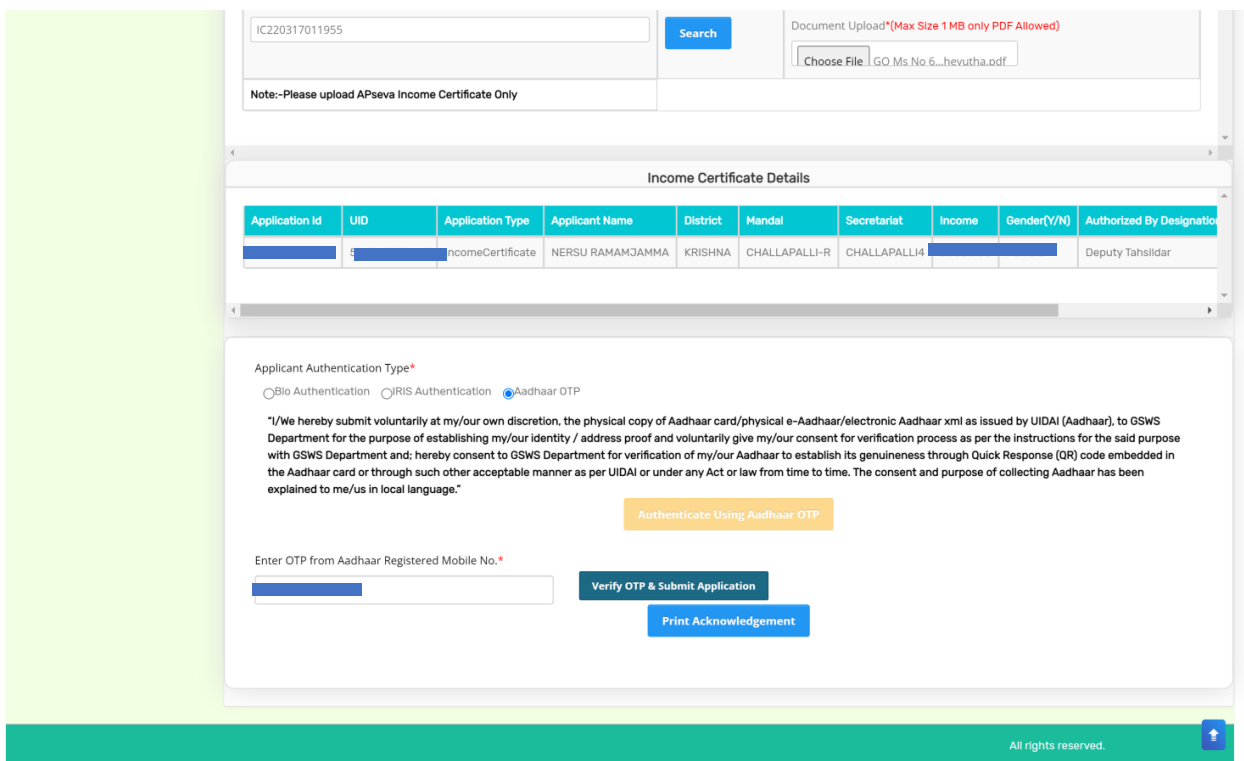
Select anyone of the authentication modes for performing eKYC Authentication of applicant.



After successful completion of the following screen is displayed. Acknowledgment will pop-up as shown below, and beneficiary will receive a SMS on registered mobile.



Click on “Print acknowledgement”.



The following Acknowledgement is generated

The screenshot displays a web application interface. On the left, a sidebar contains a 'Managed bookmark' icon and a list of fields: District Name, Mandal/Municipality Name, Secretariat Name, Secretariat Code, Scheme Name, Applicant Name, Applied Date, and Application Number. The main content area shows a receipt with a header logo and the title 'వై ఎస్ ఆర్ నవళకం 2022-2023 నమోదు చేసారు'. Below the title is a table of details:

District Name	EAST G
Mandal/Municipality Name	KACMAM
Secretariat Name	VEEMAG
Secretariat Code	1049028
Scheme Name	YSR DR
Applicant Name	RDARAO
Applied Date	09/11/20
Application Number	2211031

On the right, a 'Print' dialog is open, showing '1 page' and various settings: Destination (Save as PDF), Pages (All), Pages per sheet (1), Margins (Default), and Options (Headers and footers checked, Background graphics unchecked). 'Save' and 'Cancel' buttons are at the bottom.

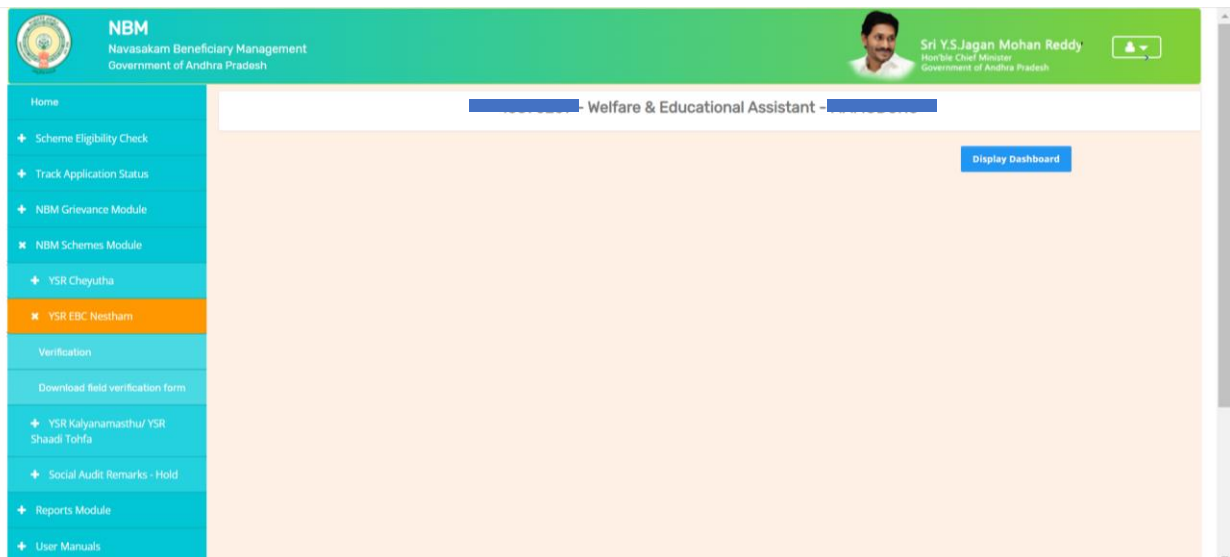
5. New Application Verification for EBC Nestham 2022-2023

5.1. NBM portal Login for 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 logging to the NBM portal by WEA/WWDS, click on NBM Schemes Module, YSR EBC Nestham button along with other schemes will be displayed. Click on “YSR EBC Nestham” the following will be displayed

- Verification button
- Download field verification form as seen below.



The WEA/WWDS shall Click on download field verification form which looks as follows:



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		Caste Certificate No.	
		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		Yes/No
	If Yes: Name of Organization		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

The WEA/WWDS should take the form and visit the concerned **applicants' household personally for verification**. Also, the WEA/WWDS shall take a **photo of the verification process along with applicant**. (Please ensure that time stamp, latitude and longitude are present on the photo). The WEA/WWDS must upload the Field verification form and field verification photo (both in PDF format) in his login. The photo may be taken in the **note cam app** to capture all the mentioned above details.

Under YSR EBC Nestham, click on “Verification” button to open the scheme applications dashboard as follows:

The screenshot displays the 'SCHEME Application DASHBOARD (WEA)' interface. At the top, it shows the NBM logo and the name of the Hon'ble Chief Minister, Sri Y.S. Jagan Mohan Reddy. The dashboard provides a summary of application statuses:

- TOTAL: 9
- PENDING: 6
- COMPLETED: 3

Below the summary, there is a section for 'Pending application to take action (WEA)' with a 'DETAILS' table. The table lists the following information for each application:

Sr#	Application ID	Citizen Name	Gender	Aadhaar No	Scheme Type	Financial Year	Mandal	Secretariat	Action
1	[REDACTED]	VI [REDACTED]	FEMALE	9953	YSR EBC Nestham	2022	PENUMANTRA	MAMUDURU	Verify
2	[REDACTED]	[REDACTED] MANA	FEMALE	3813	YSR EBC Nestham	2022	PENUMANTRA	MAMUDURU	Verify
3	[REDACTED]	KD [REDACTED]	FEMALE	5570	YSR EBC Nestham	2022	PENUMANTRA	MAMUDURU	Verify
4	[REDACTED] 711	DA [REDACTED] MI	FEMALE	3711	YSR EBC Nestham	2021	PENUMANTRA	MAMUDURU	Verify

“Verify” button is present against each application as shown above. Once the verify button is clicked the following screens can be seen.

The screenshot displays the 'SCHEME Application VERIFICATION (WEA)' interface. It is divided into two main sections:

- APPLICANT DETAILS:** A form showing the following information:
 - APPLICATION ID: [REDACTED]
 - APPLICANT NAME: [REDACTED]
 - SCHEME: YSR EBC Nestham
 - DATE OF APPLICATION: 03-NOV-2022
 - GENDER: FEMALE
 - AADHAAR NUMBER: [REDACTED]
 - SECRETARIAT NAME: VEMAGIRI1
- Certificate View:** A section for viewing the 'Cast Certificate', which is currently blank. A 'Next' button is visible at the bottom right of this section.

Below these sections, there is another 'APPLICATION DETAILS' section with the following information:

- APPLICATION ID: [REDACTED]
- APPLICANT NAME: [REDACTED]
- FATHER NAME: Subbayay

GENDER	FEMALE
MOBILE NUMBER	9390010798
EMAIL	
AADHAAR NUMBER	XXXX-XXXX-1486
DOB	13-Jan-1977
CASTE	Others
RELIGION	Jain
QUALIFICATION	MDS
MARITAL STATUS	Married
PERMANENT DNO.	523002
PERMANENT DISTRICT	EAST GODAVARI
PERMANENT MANDAL	KADIAM
PERMANENT SECRETARIAT	VEMAGIRI1
PERMANENT PINCODE	523002
CURRENT DNO	22
CURRENT DISTRICT	EAST GODAVARI
CURRENT MANDAL	KADIAM
CURRENT SECRETARIAT	VEMAGIRI1
CURRENT PINCODE	523002

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
	MALE	01-Jan-2002	OC		0	0	0	0	0	0	0
	FEMALE	13-Jan-1977	OC		0	.95	0	0	0	0	0
	MALE	13-Jul-1969	OC		0	0	0	0	0	0	475
	MALE	04-Nov-2000	OC		0	0	0	0	0	0	0

Bank Details

Bank Account Number	IFSC code	Name of the Bank	Name of the branch
	SBIN0032694	STATE BANK OF INDIA	VISAKHAPATNAM

Caste Certificate Details

Application Id	Application Type	Applicant Name	District	Mandal	Secretariat	Caste	Sub-Caste	Gender(Y/N)	Authorized By Designation(Y/N)	Last Modified
	IntegratedCertificate		EAST GODAVARI	KADIAM-R	VEMAGIRI	OC	Kapu	Female	Tahsildar	2022-02-15 17:09:16

Income Certificate Details

Application Id	Application Type	Applicant Name	District	Mandal	Secretariat	Income	Gender(Y/N)	Authorized By Designation(Y/N)	Last Modified
	IncomeCertificate		EAST GODAVARI	KADIAM-R	VEMAGIRI1		Female	Deputy Tahsildar	2022-02-15 17:11:23

Check List

Recommended* Yes No

Upload Field Verification Report Of WEA/WWDS*

Upload Photo Of Field Verification By WEA/WWDS (PDF Only)*

Forward

The details of the applicant can be viewed. Upon conducting field verification, the WEA/WWDS can select “Yes” or “No” in the recommendation. If “No” is selected, select reason from the dropdown.

If “Others” is selected as reason, Remarks can be entered.

The field verification form and the Photo of WEA/WWDS with the applicant shall be uploaded.

Application Id	Application Type	Applicant Name	District	Mandal	Secretariat	Caste	SubCaste	Gender(Y/N)	Authorized By Designation(Y/N)	Last Modified
	IntegratedCertificate		EAST GODAVARI	KADIAM-R	VEMAGIRI	OC	Kapu	Female	Tahsildar	2022-02-15 17:09:16

Application Id	Application Type	Applicant Name	District	Mandal
	IncomeCertificate		EAST GODAVARI	K

Recommended*

Reasons*

Upload Field Verification Report Of WEA/WWDS*

Upload Photo Of Field Verification By WEA/WWDS (PDF Only)*

Forward

After making relevant Recommendation, uploading the documents, and clicking on “Forward” the following acknowledgment message pops up.

27		TATHAVARTHI PARVATHIMANI	FEMALE	1622	YSR EBC Nestham	2021	KADIAM	VEMAGIRI	Verify
28		SRIKAKOLLAPU MANGATAYARU	FEMALE	0875	YSR EBC Nestham	2021	KADIAM	VEMAGIRI	Verify
29		MANTHINA VENKATA NAGA SATYAVATHI	FEMALE	0797	YSR EBC Nestham	2021	KADIAM	VEMAGIRI	Verify
30		THATIKONDA VEERA KANIKA NARAYANA PADMAVATHI	FEMALE	7548	YSR EBC Nestham	2021	KADIAM	VEMAGIRI	Verify
31		GADI SARADA	FEMALE	8180	YSR EBC Nestham	2021	KADIAM	VEMAGIRI	Verify
32					YSR EBC Nestham	2021	KADIAM	VEMAGIRI	Verify
33					YSR EBC Nestham	2021	KADIAM	VEMAGIRI	Verify
34					YSR EBC Nestham	2021	KADIAM	VEMAGIRI	Verify
35					YSR EBC Nestham	2021	KADIAM	VEMAGIRI	Verify
36					YSR EBC Nestham	2021	KADIAM	VEMAGIRI	Verify
37		CHOPPERLA SURYA KUMARI	FEMALE	0268	YSR EBC Nestham	2021	KADIAM	VEMAGIRI	Verify
38	S33108310827340939157	BONTHA LALITHA VANI	FEMALE	9157	YSR EBC Nestham	2021	KADIAM	VEMAGIRI	Verify

Application (2211031337081486) Forwarded to next level !!!

[OK](#)

6. NBM Portal Login for 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, YSR EBC Nestham button along with other schemes will be displayed. Click on “YSR EBC Nestham” the following will be displayed

- Verification

The screenshot shows the NBM Portal Home page. The header includes the NBM logo and the user profile of Sri Y.S.Jagan Mohan Reddy. The main content area features three summary cards for 'Unique Households Benefited', 'Number of Beneficiaries', and 'Total Amount Disbursed'. Below these is a 'Select Scheme*' dropdown menu. The left sidebar contains navigation options, with 'Verification' highlighted in orange.

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 NBM Portal Scheme Application Dashboard (MPDO). The dashboard displays summary cards for 'TOTAL' (1), 'PENDING' (1), and 'COMPLETED' (0). Below these are filters for 'Financial Year' (2022-2023), 'Secretariat' (--ALL--), and 'Application Type' (Recommended), with a 'Search' button. The main content area is titled 'Pending application to take action (MPDO)' and contains a table with columns: Sno, Application ID, Citizen Name, Gender, Aadhaar No., Scheme Type, Year, Mandal, Secretariat, and Action. The table has one row with a 'Verify' button. Below the table is an 'Approve' button.

Sno	Application ID	Citizen Name	Gender	Aadhaar No.	Scheme Type	Year	Mandal	Secretariat	Action
1			FEMALE	1486	YSR EBC Nestham	2022	KADIAM	VEMAGIRI	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.

NBM
Navasakam Beneficiary Management
Government of Andhra Pradesh

Sri Y.S.Jagan Mohan Reddy
Hon'ble Chief Minister
Government of Andhra Pradesh

SCHEME Application VERIFICATION (MPDO)

APPLICANT DETAILS

APPLICATION ID	[REDACTED]
APPLICANT NAME	[REDACTED]
SCHEME	YSR EBC Nestham
DATE OF APPLICATION	03-NOV-2022
GENDER	FEMALE
AADHAAR NUMBER	[REDACTED]
SECRETARIAT NAME	VEMAGIRI1
WEA/WwDS RECOMMENDATION	Yes

Certificate View

WEA/WWDS PRIMERY FIELD VERIFICATION REPORT

Certificate

[Next](#)

APPLICATION DETAILS

APPLICATION ID	[REDACTED]
APPLICANT NAME	[REDACTED]
FATHER NAME	Sukkaru

MARITAL STATUS	Married
PERMANENT DNO.	523002
PERMANENT DISTRICT	EAST GODAVARI
PERMANENT MANDAL	KADIAM
PERMANENT SECRETARIAT	VEMAGIRI1
PERMANENT PINCODE	523002
CURRENT DNO	22
CURRENT DISTRICT	EAST GODAVARI
CURRENT MANDAL	KADIAM
CURRENT SECRETARIAT	VEMAGIRI1
CURRENT PINCODE	523002

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
BORUSU SATYA SALON KUMAR RAJU	MALE	01-Jan-2002	OC	9390010798	0	0	0	0	0	0	0
BORUSU SATYA VENI	FEMALE	13-Jan-1977	OC	9390010798	0	.96	0	0	0	0	0
BORUSU SATYA TRIMURTHULU RAJU	MALE	13-Jul-1969	OC	9390010798	0	0	0	0	0	0	475
BORUSU SATYA DEVID RAJU	MALE	04-Nov-2000	OC	9390010798	0	0	0	0	0	0	0

Bank Details			
Bank Account Number	IFSC code	Name of the Bank	Name of the branch
62292751100	SBIN0032694	STATE BANK OF INDIA	VISAKHAPATNAM

Caste Certificate Details										
Application Id	Application Type	Applicant Name	District	Mandal	Secretariat	Caste	SubCaste	Gender(Y/N)	Authorized By Designation(Y/N)	Last Modified
CGC220215003158	IntegratedCertificate	Borusu Satya Veni	EAST GODAVARI	KADIAM-R	VEMAGIRI	OC	Kapu	Female	Tahsildar	2022-02-15 17:09:16

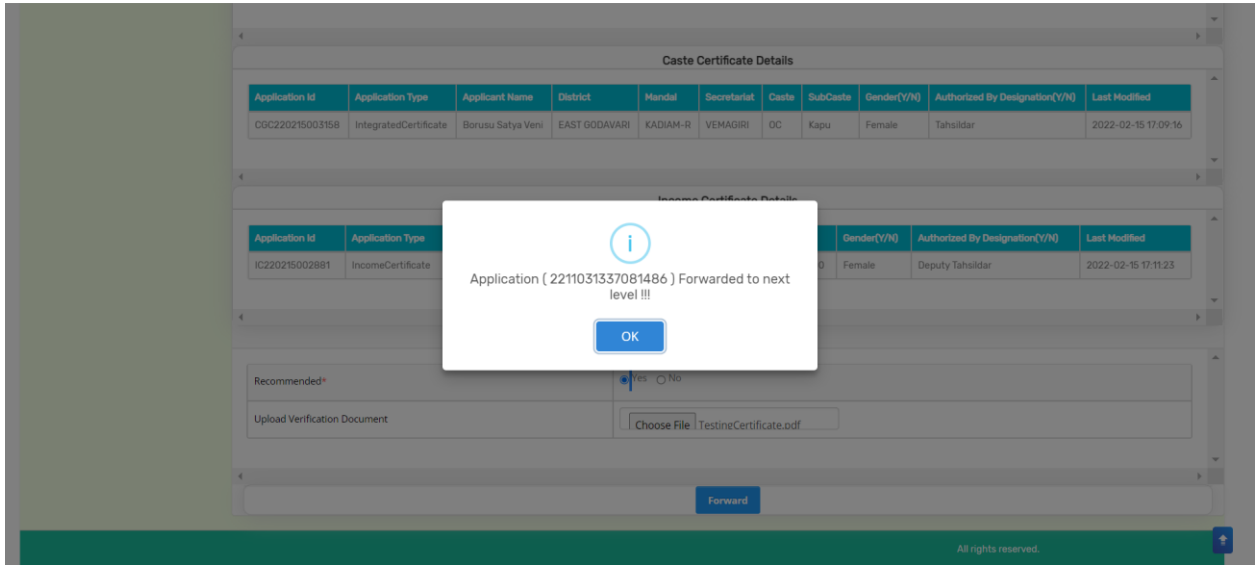
Income Certificate Details										
Application Id	Application Type	Applicant Name	District	Mandal	Secretariat	Income	Gender(Y/N)	Authorized By Designation(Y/N)	Last Modified	
IC220215002881	IncomeCertificate	Borusu Satya Veni	EAST GODAVARI	KADIAM-R	VEMAGIRI	75000.00	Female	Deputy Tahsildar	2022-02-15 17:11:23	

Check List

Recommended* Yes No

Upload Verification Document No file chosen

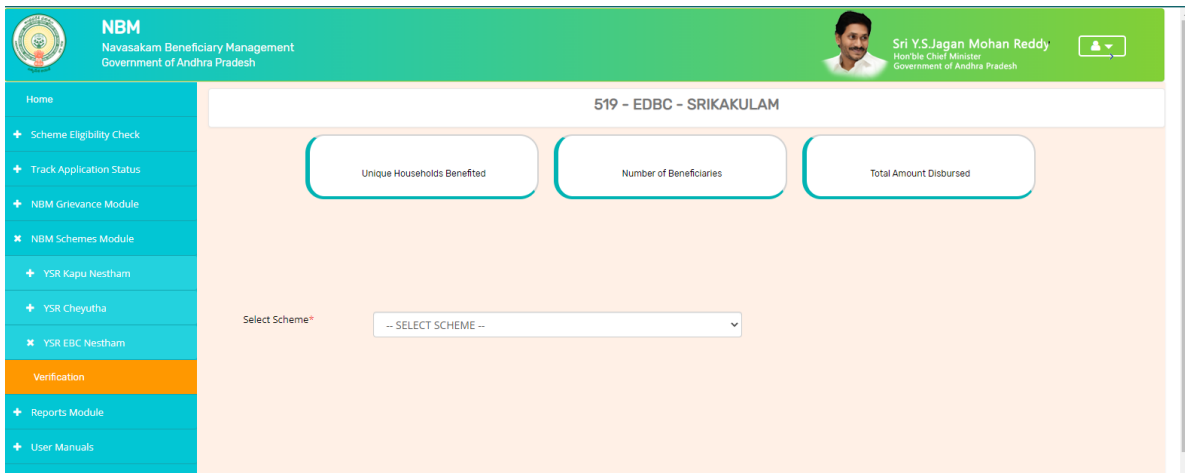
In the Recommendation select “Yes” or “No”. If No is selected, select the reason from the dropdown. If “Other” is selected as reason, user can enter remarks. Upload verification documents if any and click on “Forward”



6.1. NBM Portal Login for 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, YSR EBC Nestham button along with other schemes will be displayed. Click on “YSR EBC Nestham” the following will be displayed



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.

NBM
Navasakam Beneficiary Management
Government of Andhra Pradesh

Sri Y.S.Jagan Mohan Reddy
Hon'ble Chief Minister
Government of Andhra Pradesh

SCHEME Application DASHBOARD (EDBC)

TOTAL: 1 PENDING: 1 COMPLETED: 0

Financial Year: 2022-2023 Mandal: --ALL-- Secretariat: --ALL-- Application Type: Recommended [Search](#)

Pending application to take action (EDBC)

DETAILS

Sno	Application ID	Citizen Name	Gender	Aadhaar No.	Scheme Type	Year	Mandal	Secretariat	Action
1	2211031337081486	BORUSU SATYA VENI	FEMALE	1486	YSR EBC Nestham	2022	KADIAM	VEMAGIRI	Verify

[Approve](#)

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

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

NBM
Navasakam Beneficiary Management
Government of Andhra Pradesh

Sri Y.S.Jagan Mohan Reddy
Hon'ble Chief Minister
Government of Andhra Pradesh

SCHEME Application VERIFICATION (EDBC)

APPLICANT DETAILS

APPLICATION ID	2211031337081486
APPLICANT NAME	BORUSU SATYA VENI
SCHEME	YSR EBC Nestham
DATE OF APPLICATION	03-NOV-2022
GENDER	FEMALE
AADHAAR NUMBER	XXXX-XXXX-1486
SECRETARIAT NAME	VEMAGIRI
WEA/WWDS RECOMMENDATION	Yes
MPDO/MUCOM RECOMMENDED	Yes

Certificate View

WEA/WWDS PRIMARY FIELD VERIFICATION REPORT

Certificate

[Next](#)

APPLICATION DETAILS

APPLICATION ID	2211031337081486
----------------	------------------

MARITAL STATUS	Married
PERMANENT DNO.	523002
PERMANENT DISTRICT	EAST GODAVARI
PERMANENT MANDAL	KADIAM
PERMANENT SECRETARIAT	VEMAGIRI1
PERMANENT PINCODE	523002
CURRENT DNO	22
CURRENT DISTRICT	EAST GODAVARI
CURRENT MANDAL	KADIAM
CURRENT SECRETARIAT	VEMAGIRI1
CURRENT PINCODE	523002

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	01-Jan-2002	OC	[Redacted]	0	0	0	0	0	0	0
[Redacted]	FEMALE	13-Jan-1977	OC	[Redacted]	0	.95	0	0	0	0	0
[Redacted]	MALE	13-Jul-1969	OC	[Redacted]	0	0	0	0	0	0	475
[Redacted]	MALE	04-Nov-2000	OC	[Redacted]	0	0	0	0	0	0	0

Bank Details

Bank Account Number	IFSC code	Name of the Bank	Name of the branch
[Redacted]	SBIN0032694	STATE BANK OF INDIA	VISAKHAPATNAM

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	[Redacted]	EAST GODAVARI	KADIAM-R	VEMAGIRI	OC	Kapu	Female	Tahsildar	2022-02-15 17:09:16

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]	EAST GODAVARI	KADIAM-R	VEMAGIRI1	[Redacted]	Female	Deputy Tahsildar	2022-02-15 17:11:23

Check List

Recommended* Yes No

Upload Verification Document No file chosen

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

Caste Certificate Details

Application Id	Application Type	Applicant Name	District	Mandal	Secretariat	Caste	Sub-Caste	Gender(Y/N)	Authorized By Designation(Y/N)	Last Modified
	IntegratedCertificate		EAST GODAVARI	KADIAM-R	VEMAGIRI	OC	Kapu	Female	Tahildar	2022-02-15 17:09:16

Income Certificate Details

Application Id	Application Type	Gender(Y/N)	Authorized By Designation(Y/N)	Last Modified
	IncomeCertificate	Female	Deputy Tahildar	2022-02-15 17:11:23

Application (2211031337081486) Forwarded to next level !!!

OK

Recommended* Yes No

Upload Verification Document

Forward

All rights reserved.

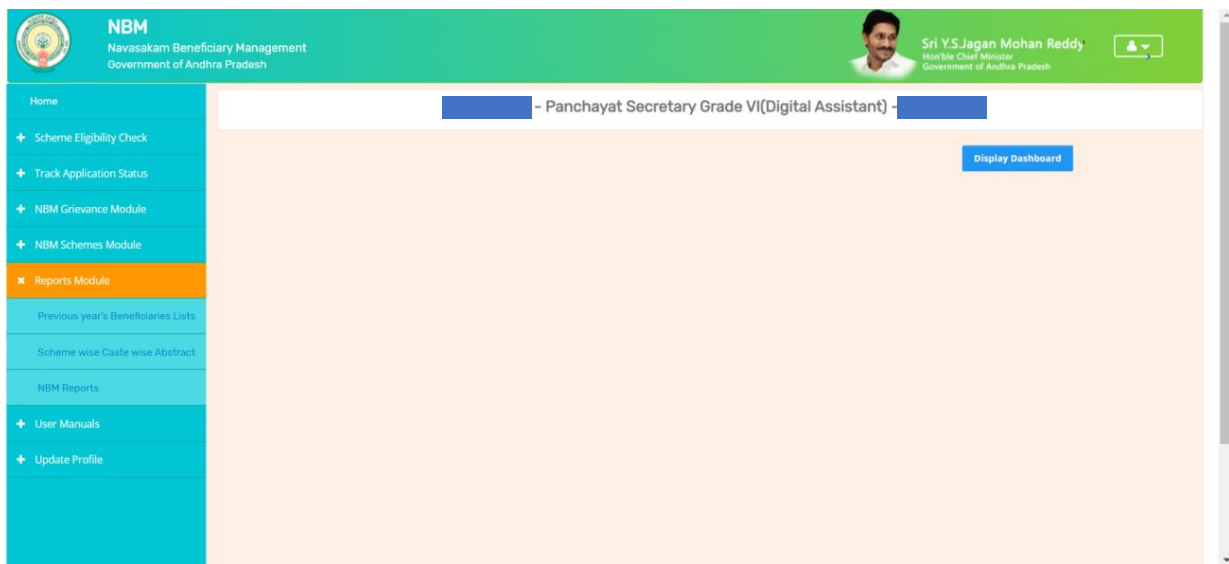
7. NBM Reports

7.1. Application Dashboard

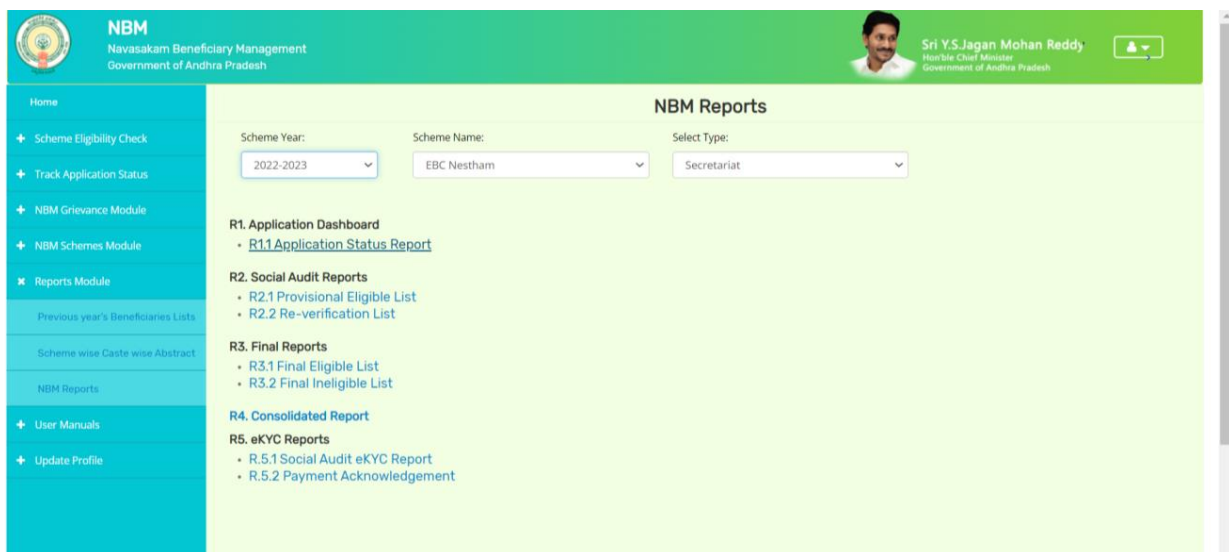
After logging in to the NBM portal, all the functionaries can find the reports module in the left side menu bar. Upon clicking on the Reports module link, the following are displayed.

- Previous Years' Beneficiaries List
- Scheme wise Caste wise abstract
- NBM Reports.

Upon clicking on “NBM Reports” the following screen is displayed



To view new application dashboard, select “Scheme Year” as 2022-2023, “Scheme Name” as EBC Nestham and “Type” as Secretariat.



By clicking on the R1.1 Application status report the following report is shown. The status can be drilled down from District to Secretariat level. This report can be printed or downloaded.

S.No	District	No of New Applications Received	Pending WEA/WWDS	Pending at MPDO/MC	Pending at District HOD Level	District Collector			No of Applications on Hold
					ED-BC	Pending	Approved	Rejected	
1	KRISHNA	22	17	5	0	0	0	0	6
2	GUNTUR	31	28	3	0	0	0	0	11
3	TIRUPATI	18	9	9	0	0	0	0	9
4	SRI SATHYA SAI	26	12	11	3	0	0	0	4
5	ANNAMA'YA	24	20	4	0	0	0	0	2
6	DR.B.R.AMBEDKAR KONASEEMA	10	9	1	0	0	0	0	7
7	KURNOOL	30	29	1	0	0	0	0	7

7.2. Download Social Audit and Final Reports

After logging in to the NBM portal, all the functionaries can find the reports module in the left side menu bar. Upon clicking on the Reports module link, the following are displayed.

- Previous Years' Beneficiaries List
- Scheme wise Caste wise abstract
- NBM Reports.

Upon clicking on NBM reports the following screen is displayed. select "Scheme Year" as 2022-2023, "Scheme Name" as EBC Nestham and "Type" as Secretariat.

Click on “R 2.1 Provisional eligible List” and “R2.2 Re-verification List” to view the secretariat wise Social Audit reports. Download and print the reports and display in Secretariat.

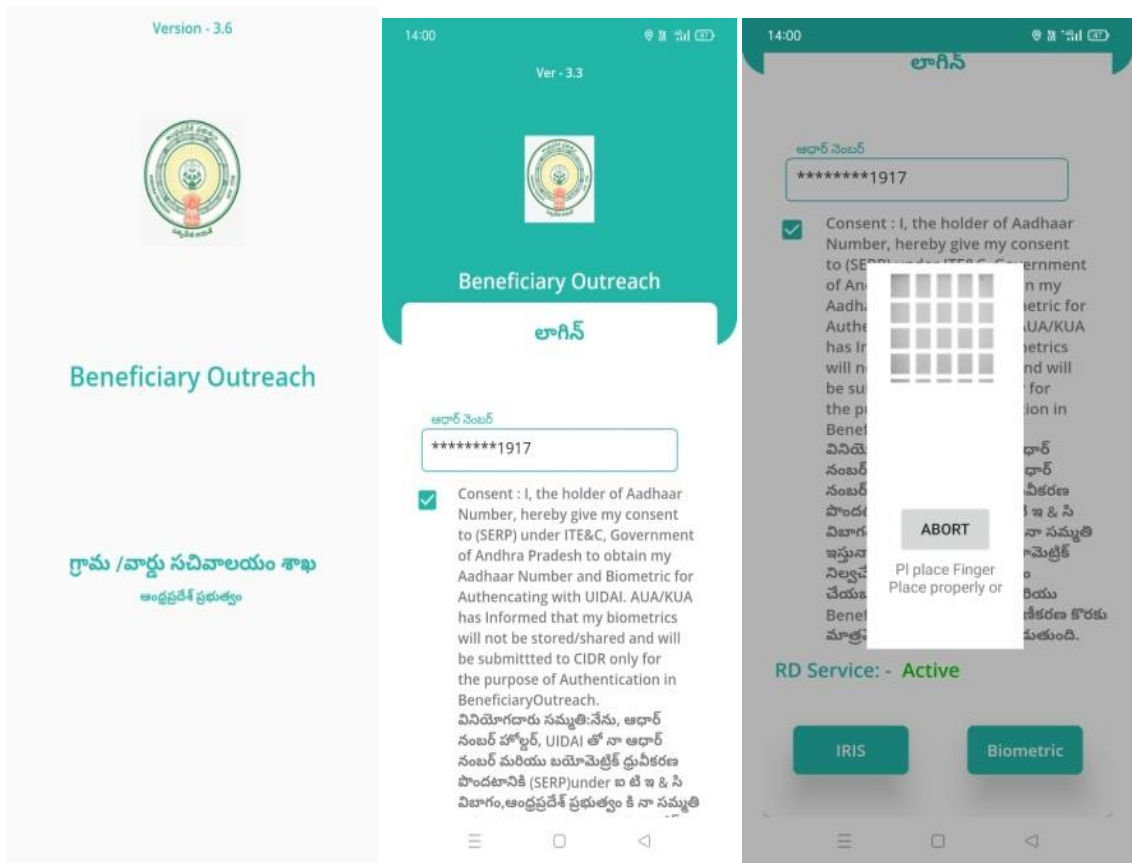
Click on “R 3.1 Final Eligible List” and “R3.2 Final Ineligible List” to view the secretariat wise Social Audit reports. Download and print the reports and display in Secretariat.

Appendix 6. Instructions for Application Registration YSR Nethanna Nestham

1. Instructions for BOP App for YSR Nethanna Nestham

అప్ లాగిన్ అవ్వడం:

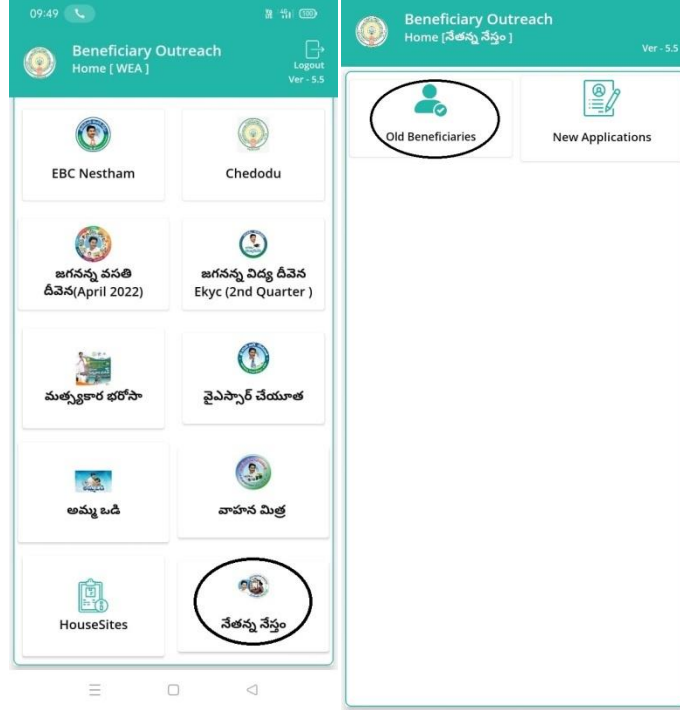
- a) Secretariat Employee యొక్క ఆధార్ నెంబర్ Authentication ద్వారా Beneficiary Outreach App Login అవ్వాలి.



- b) Secretariat Employee Beneficiary Outreach App లాగిన్ అయిన తరువాత మీకు ఈ క్రింది విధంగా స్క్రీన్ కనిపిస్తుంది.

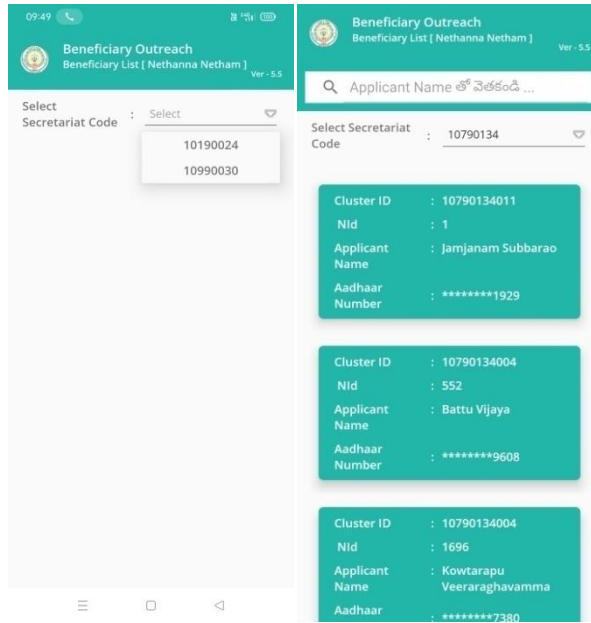
Home Screen :

నేతన్న నేస్తం :

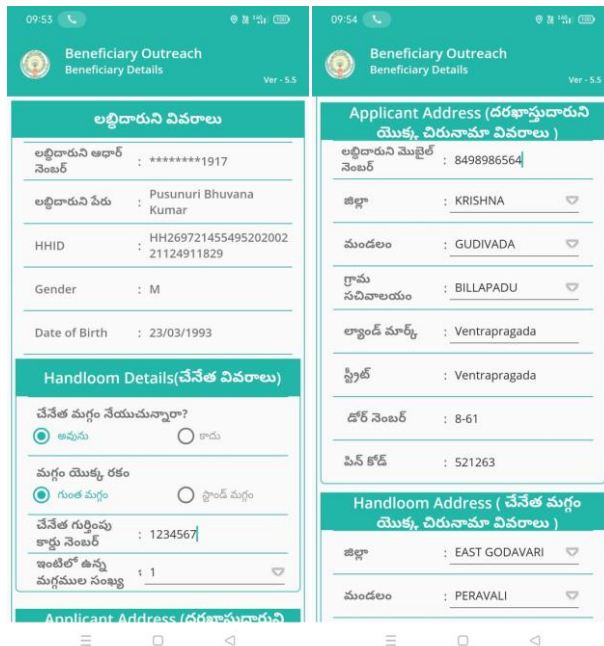


Old Beneficiaries:

- c) మీరు Old Beneficiaries మీద క్లిక్ చేస్తే మీకు ఈ క్రింది విధముగా స్క్రీన్ కనిపిస్తుంది.
- d) మీరు మీ యొక్క Secretariat code ని సెలెక్ట్ చేసుకుంటే List వస్తుంది.
- e) List లో మీకు Cluster ID, NId, Applicant Name, Aadhaar Number వస్తాయి.



- f) మీరు List ని క్లిక్ చేసిన తరువాత మీకు Beneficiary Details స్క్రీన్ కనిపిస్తుంది.
- g) Beneficiary Details స్క్రీన్ లో లబ్ధిదారుని వివరాలు, Handloom Details (చేనేత వివరాలు), Applicant Address (దరఖాస్తుదారుని యొక్క చిరునామా వివరాలు), Handloom Address (చేనేత మగ్గం యొక్క చిరునామా వివరాలు) ఉంటాయి.



- h) లబ్ధిదారుని వివరాలు లో లబ్ధిదారుని ఆధార్ నెంబర్, లబ్ధిదారుని పేరు, NID, HHID, Gender, Date Of Birth వస్తాయి.
- i) Handloom Details(చేనేత వివరాలు) లో చేనేత మగ్గం నేయుచున్నారా? అనే ప్రశ్న లో అవును/కాదు ఆప్షన్స్ కలవు, అవును అయితే అవును అని కాదు అయితే కాదు అని ఆప్షన్ క్లిక్ చేయండి.
- j) చేనేత మగ్గం నేయుచున్నారా? అనే ప్రశ్న లో కాదు క్లిక్ చేసినట్లు అయితే మీకు ఈ క్రింది విధంగా స్క్రీన్ కనిపిస్తుంది.

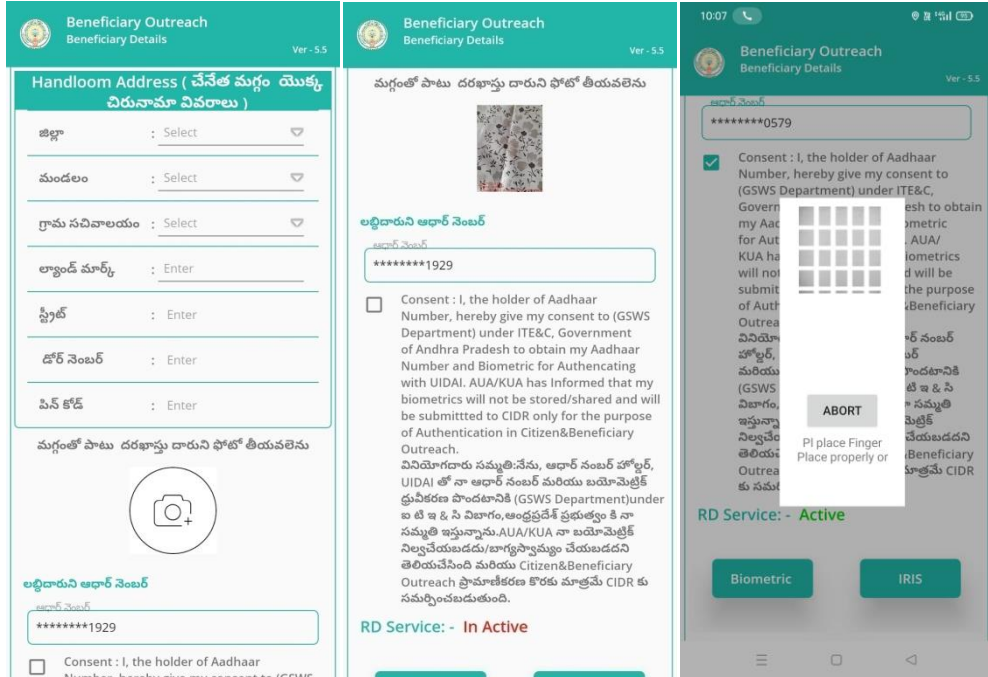
The screenshot shows a mobile application interface for 'Beneficiary Outreach'. The top bar is green with the text 'Beneficiary Outreach Beneficiary Details [Nethanna Netham] Ver - 5.5'. Below this, there is a section titled 'లబ్ధిదారుని వివరాలు' (Beneficiary Details) with the following information:

- అబ్ధిదారుని ఆధార్ నెంబర్ : +*****1917
- అబ్ధిదారుని పేరు : Pusunuri Bhuvana Kumar
- HHID : HH269721455495202002 : 21124911829
- Gender : M
- Date of Birth : 23/03/1993
- Select Beneficiary Status : Live (with a dropdown arrow)

Below this is a section titled 'Handloom Details(చేనేత వివరాలు)' (Handloom Details) with the question 'చేనేత మగ్గం నేయుచున్నారా?' (Are you weaving handloom?). There are two radio buttons: 'అవును' (Yes) and 'కాదు' (No). The 'కాదు' button is selected. At the bottom, there is a green 'Next' button.

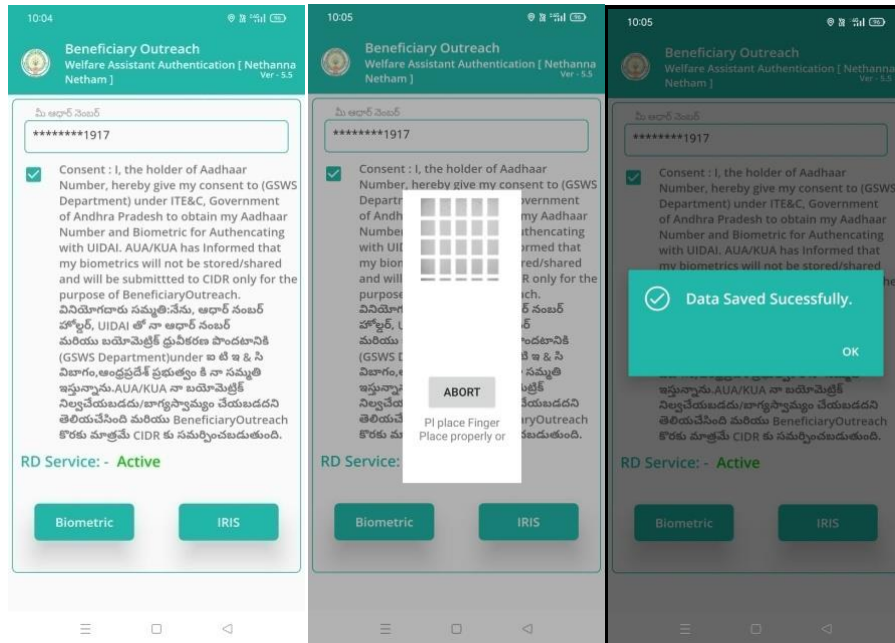
- k) చేనేత మగ్గం నేయుచున్నారా? అనే ప్రశ్న లో కాదు క్లిక్ చేసి Next బటన్ క్లిక్ చేసిన తర్వాత WEA/WWDS Authentication చేయవలసి ఉంటుంది.
- l) WEA/WWDS Authentication చేసిన తర్వాత Data Data Saved Successfully అని మెసేజ్ వస్తుంది.

- m) Handloom Details (చేనేత వివరాలు) లో చేనేత మగ్గం నేయుచున్నారా?, మగ్గం యొక్క రకం, చేనేత గుర్తింపు కార్డు నెంబర్, ఇంటిలో ఉన్న మగ్గముల సంఖ్య ఉంటాయి.
- n) చేనేత గుర్తింపు కార్డు నెంబర్, ఇంటిలో ఉన్న మగ్గముల సంఖ్య ని ఎంచుకోండి.
- o) Applicant Address (దరఖాస్తుదారుని యొక్క చిరునామా వివరాలు) లో లబ్ధిదారుని మొబైల్ నెంబర్, జిల్లా ,మండలం, ల్యాండ్ మార్క్, స్ట్రీట్, డోర్ నెంబర్, పిన్ కోడ్ ని ఎంటర్ చేయండి.
- p) Handloom Address (చేనేత మగ్గం యొక్క చిరునామా వివరాలు) లో జిల్లా ,మండలం, గ్రామ సచివాలయం, ల్యాండ్ మార్క్, స్ట్రీట్, డోర్ నెంబర్, పిన్ కోడ్ ని ఎంటర్ చేయండి.



- q) మగ్గంతో పాటు దరఖాస్తుదారుని photo తీయవలెను, photo తీసిన తర్వాత లబ్ధిదారుని ఆధార్ నెంబర్ తో Authentication చేయాలి.

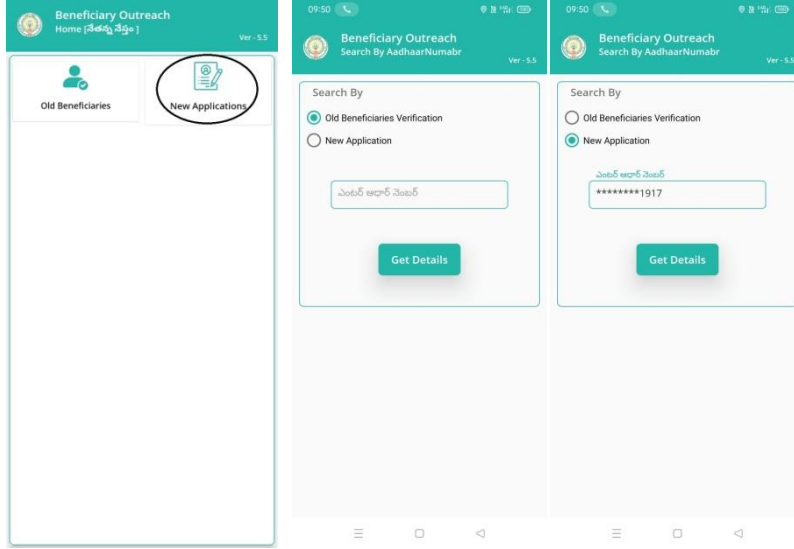
r) లబ్ధిదారుని ఆధార్ నెంబర్ తో Authentication చేసిన తర్వాత WEA/WWDS Authentication చేయవలసి ఉంటుంది.



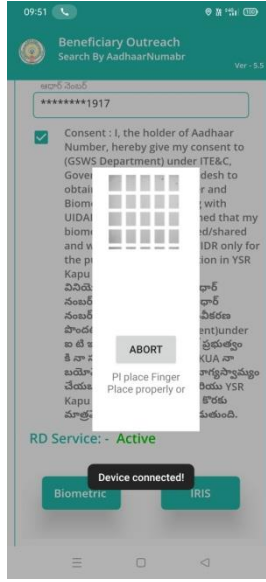
s) WEA/WWDS Authentication చేసిన తర్వాత Data Saved Successfully అని మెసేజ్ వస్తుంది.

New Application:

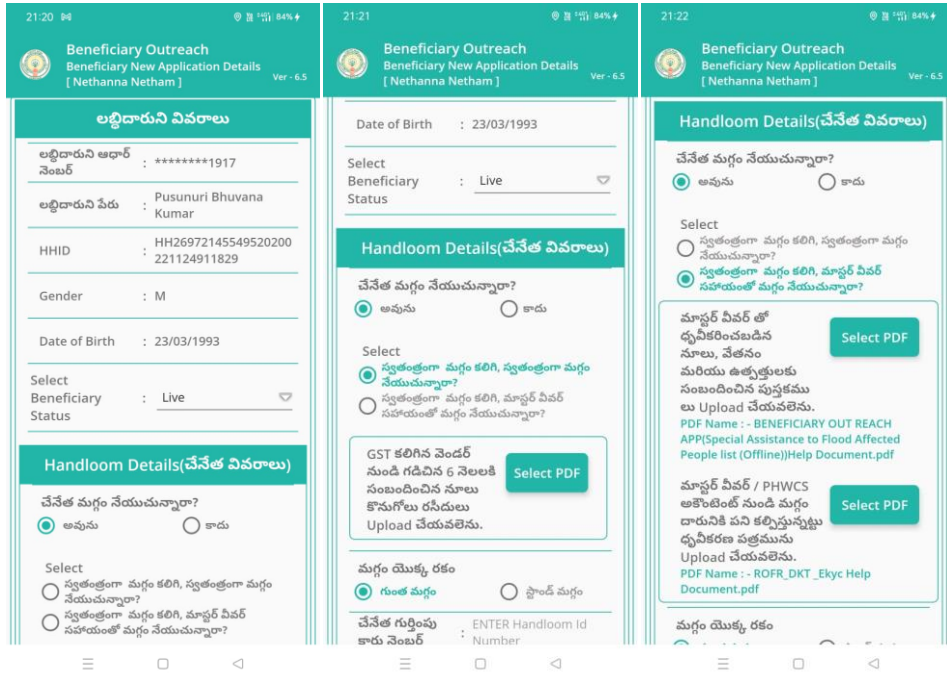
a) WEA/WWDS (New Application) మీద క్లిక్ చేస్తే మీకు ఈ క్రింది విధముగా స్క్రీన్ కనిపిస్తుంది.



- b) నేతన్న నేస్తం (New Application) లో Old Beneficiaries Verification, New Application ఉంటాయి.
- c) Old Beneficiaries Verification క్లిక్ చేసినట్లు అయితే Beneficiary Aadhaar Number ని ఎంటర్ చేసి Get Details మీద క్లిక్ చేస్తే మీకు Beneficiary Details స్క్రీన్ కనిపిస్తుంది.
- d) పైన ఉన్న Old Beneficiaries Module లో Option “e” నుంచి ఉన్న procedure ని follow అవ్వండి.
- e) New Application క్లిక్ చేసినట్లు అయితే Beneficiary Aadhaar Number ని ఎంటర్ చేసి ఎంటర్ చేసి Get Details మీద క్లిక్ చేస్తే Beneficiary Ekyc చేయాలి.



f) Beneficiary Ekyc చేసిన తర్వాత మీకు ఈ క్రింది విధంగా Beneficiary New Application Details స్క్రీన్ కనిపిస్తుంది.



g) Beneficiary New Application Details స్క్రీన్ లో లబ్ధిదారుని వివరాలు, Handloom Details (చేనేత వివరాలు), Applicant Address (దరఖాస్తుదారుని యొక్క

చిరునామా వివరాలు), Handloom Address (చేనేత మగ్గం యొక్క చిరునామా వివరాలు) మరియు మగ్గం తో పాటు దరఖాస్తుదారుని photo తీయాలి.

h) లబ్ధిదారుని వివరాలు లో లబ్ధిదారుని ఆధార్ నెంబర్, లబ్ధిదారుని పేరు, NID, HHID, Gender, Date Of Birth, select Beneficiary Status వస్తాయి.

i) select Beneficiary Status లో Live మరియు Death option లు ఉంటాయి.

j) మీరు Beneficiary Status లో Live ఆప్షన్ ఎంచుకుంటే Handloom Details, Applicant Address లకు సంబంధించిన వివరాలు ఇయవలసి వస్తుంది.

k) మీరు Beneficiary Status లో Death ఆప్షన్ ఎంచుకుంటే WEA/WWDS Authentication చేయవలసి వస్తుంది.

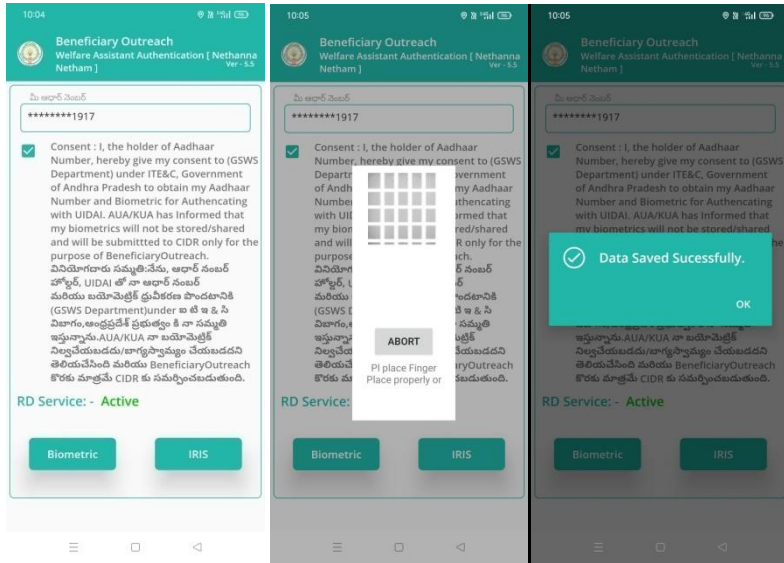
l) WEA/WWDS Authentication చేసిన తర్వాత Data Data Saved Successfully అని మెసేజ్ వస్తుంది.

m) Handloom Details(చేనేత వివరాలు) లో చేనేత మగ్గం నేయుచున్నారా? అనే ప్రశ్న లో అవును/కాదు ఆప్షన్స్ కలవు, అవును అయితే అవును అని కాదు అయితే కాదు అని ఆప్షన్ క్లిక్ చేయండి.

n) చేనేత మగ్గం నేయుచున్నారా? అనే ప్రశ్న లో అవును క్లిక్ చేసినట్లు అయితే మీకు ఈ క్రింది విధంగా స్క్రీన్ కనిపిస్తుంది.

- o) ఇక్కడ మీరు Select లో స్వతంత్రంగా మగ్గం కలిగి, స్వతంత్రంగా మగ్గం నేయుచున్నారా ? అన్నే ఆప్షన్ సెలెక్ట్ చేసుకుంటే, Gst కలిగిన వెండర్ నుండి గడిచిన 6 నెలలకి సంబందించిన నూలు కొనుగోలు రాసిదులు Upload చేయవలెను అన్నే ఆప్షన్ వస్తుంది అక్కడ select pdf లో వీటికి సంబందించిన pdf upload చేయాలి.
- p) మగ్గం యొక్క రకం, చేనేత గుర్తింపు కార్డు నెంబర్, ఇంటిలో ఉన్న మగ్గముల సంఖ్య ఉంటాయి.
- q) చేనేత గుర్తింపు కార్డు నెంబర్, ఇంటిలో ఉన్న మగ్గముల సంఖ్య ని ఎంచుకోండి.
- r) ఒక్క వెళ్ళ మీరు Select లో స్వతంత్రంగా మగ్గం కలిగి , మాస్టర్ వివర్ సహాయంతో మగ్గం నేయుచున్నారా? అన్నే ఆప్షన్ సెలెక్ట్ చేసుకుంటే, మాస్టర్ వివర్ తో ద్రువికరించబడిన నూలు, వేతనం మరియు ఉత్పత్తులకు సంబందించిన పుస్తకములు upload చేయాలి.
- s) మాస్టర్ వివర్ /PHWCS అకౌంటెంట్ నుండి మగ్గం దారునికి పని కల్పిస్తునట్లు ద్రువికరణ పత్రములు upload చేయాలి. అన్నే ఆప్షన్ వస్తుంది అక్కడ select pdf లో వీటికి సంబందించిన pdf upload చేయాలి.
- t) మగ్గం యొక్క రకం, చేనేత గుర్తింపు కార్డు నెంబర్, ఇంటిలో ఉన్న మగ్గముల సంఖ్య ఉంటాయి.

- u) చేనేత గుర్తింపు కార్డు నెంబర్, ఇంటిలో ఉన్న మగ్గముల సంఖ్య ని ఎంచుకోండి.
- v) Applicant Address (దరఖాస్తుదారుని యొక్క చిరునామా వివరాలు) లో లబ్ధిదారుని మొబైల్ నెంబర్, జిల్లా ,మండలం, ల్యాండ్ మార్క్, స్ట్రీట్, డోర్ నెంబర్, పిస్ కోడ్ ని ఎంటర్ చేయండి.
- w) మగ్గంతో పాటు దరఖాస్తుదారుని photo తీయవలెను, photo తీసిన తర్వాత లబ్ధిదారుని ఆధార్ నెంబర్ తో Authentication చేయాలి.
- x) లబ్ధిదారుని ఆధార్ నెంబర్ తో Authentication చేసిన తర్వాత WEA/WWDS Authentication చేయవలసి ఉంటుంది.
- y) చేనేత మగ్గం నేయుచున్నారా? అనే ప్రశ్న లో కాదు క్లిక్ చేసి Next బటన్ క్లిక్ చేసిన తర్వాత WEA/WWDS Authentication చేయవలసి ఉంటుంది.

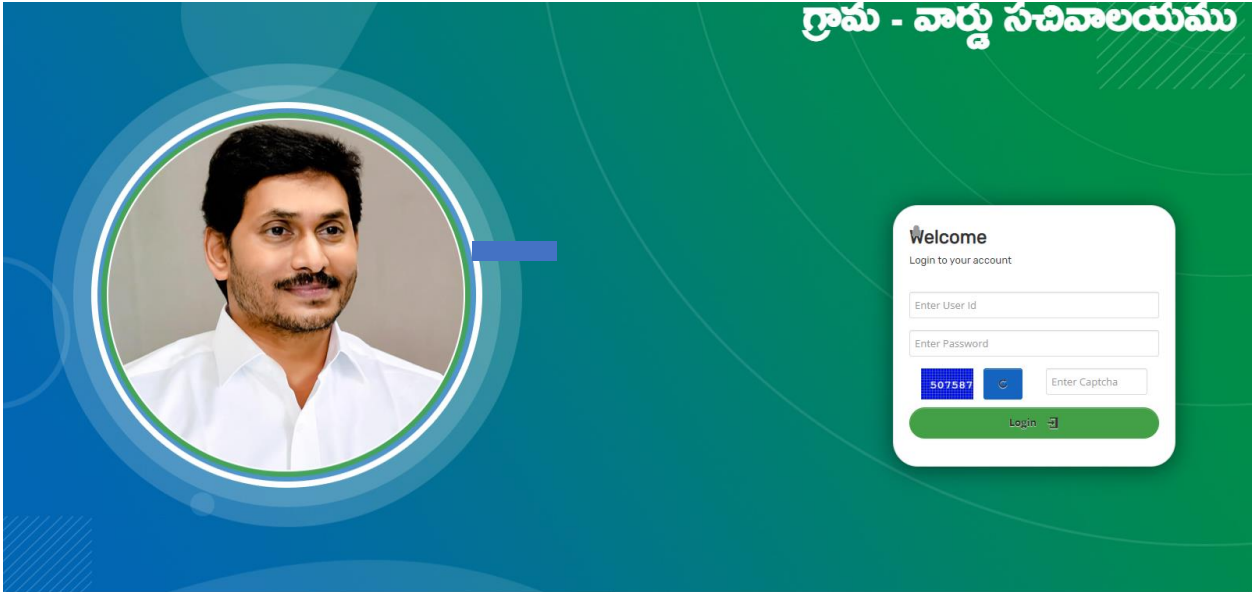


- z) WEA/WWDS Authentication చేసిన తర్వాత Data Data Saved Successfully అని మెసేజ్ వస్తుంది.

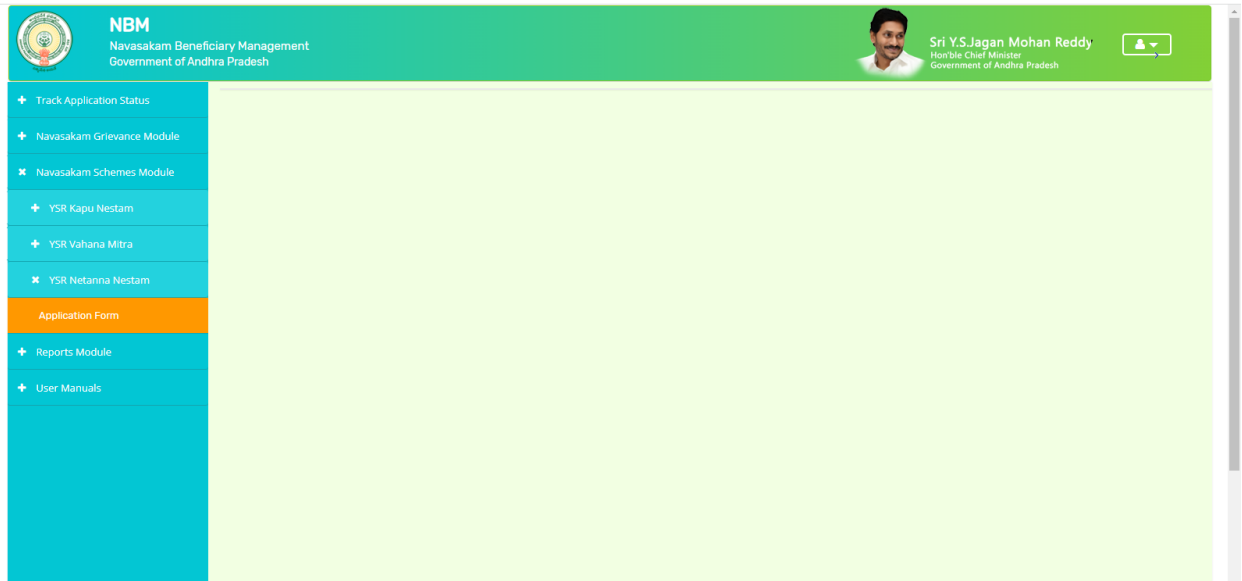
2. Instructions for Application Verification in NBM Portal

2.1. WEA/WWDS Login

a) The User (DA / WEA) can login with their credentials



b) After login functionary can select Navasakam scheme module then click on YSR Nethanna nestham. Users click on new Application form



c) User can see the new application form then enter the beneficiary Aadhaar No then click on Pre-fill button

NBM
Navasakam Beneficiary Management
Government of Andhra Pradesh

Sri Y.S.Jagan Mohan Reddy
Hon'ble Chief Minister
Government of Andhra Pradesh

YSR Netanna Nestam / Application Form

Basic Details

YSR Netanna Nestam Application Form

Aadhaar Number:* XXXXXXXXXX **Pre-Fill** First Name:* KULLI RAVIKUMAR Father/Husband Name:* SRINIVASARAO Gender:* Male

Date of Birth:* 05-02-1987 Caste:* BC-B Religion:* Hindu Qualification:* M.TECH

Marital Status:* Married Mobile No.*: 8897307090 E-mail:

Permanent Address

Door No & Street Name:* 1-198 District:* PALNADU Mandal/Municipality:* CHILAKALURIPET (R) Village/Ward/Secretariat:* MURIKIPUDI-1

Pin Code:* 522301

Present Address

Same As Permanent Address

Door No & Street Name:* 1-198 District:* PALNADU Mandal/Municipality:* CHILAKALURIPET (R) Village/Ward/Secretariat:* MURIKIPUDI-1

Pin Code:* 522301

d) Beneficiary details automatically open and user can enter present/ Permanent address of the beneficiary

Navasakam Beneficiary Management

uat.gramawardsachivalayam.ap.gov.in/NBMtest/#/ApplicationFormYSRNetannaNestham

Reports Module

User Manuals

YSR Netanna Nestam / Application Form

Basic Details

YSR Netanna Nestam Application Form

Aadhaar Number:* XXXXXXXXXX **Pre-Fill** First Name:* KULLI RAVIKUMAR Father/Husband Name:* SRINIVASARAO Gender:* Male

Date of Birth:* 05-02-1987 Caste:* BC-B Religion:* Hindu Qualification:* M.TECH

Marital Status:* Married Mobile No.*: 8897307090 E-mail:

Permanent Address

Door No & Street Name:* 1-198 District:* PALNADU Mandal/Municipality:* CHILAKALURIPET (R) Village/Ward/Secretariat:* MURIKIPUDI-1

Pin Code:* 522301

Present Address

Same As Permanent Address

Door No & Street Name:* 1-198 District:* PALNADU Mandal/Municipality:* CHILAKALURIPET (R) Village/Ward/Secretariat:* MURIKIPUDI-1

Pin Code:* 522301

Clear **Continue**

All rights reserved.

Then user can click on continue button and fill the mandatory fields (*)

e) Enter the handloom and owner names in handloom details section and upload the photos of handloom.

NBM / YSR Netanna Nestam / Application Form

Basic Details

YSR Netanna Nestam Application Form

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(Units)
KULLI RAVIKUMAR	MALE	05-Feb-1987	SC	8897307090	0	0	0	0	0	0	
KULLI SIRISHA	FEMALE	25-Jun-1995	SC	8897307090	0	0	0	0	0	0	

Handloom details

Handloom Name:*

Handloom Owner Name:*

Handloom Address:*

Upload copy of Handloom Photo: * No file chosen

Upload only pdf format

f) After filling the details user can select the Applicant authentication type (BIO/IRIS/Aadhar OTP)

uat.gramawardsachivalayam.ap.gov.in says

Are you sure want to Authenticate?

OK Cancel

Handloom details

Handloom Name:*

Handloom Owner Name:*

Handloom Address:*

Upload copy of Handloom Photo: * WhatsApp...12.36 PM.pdf

Upload only pdf format

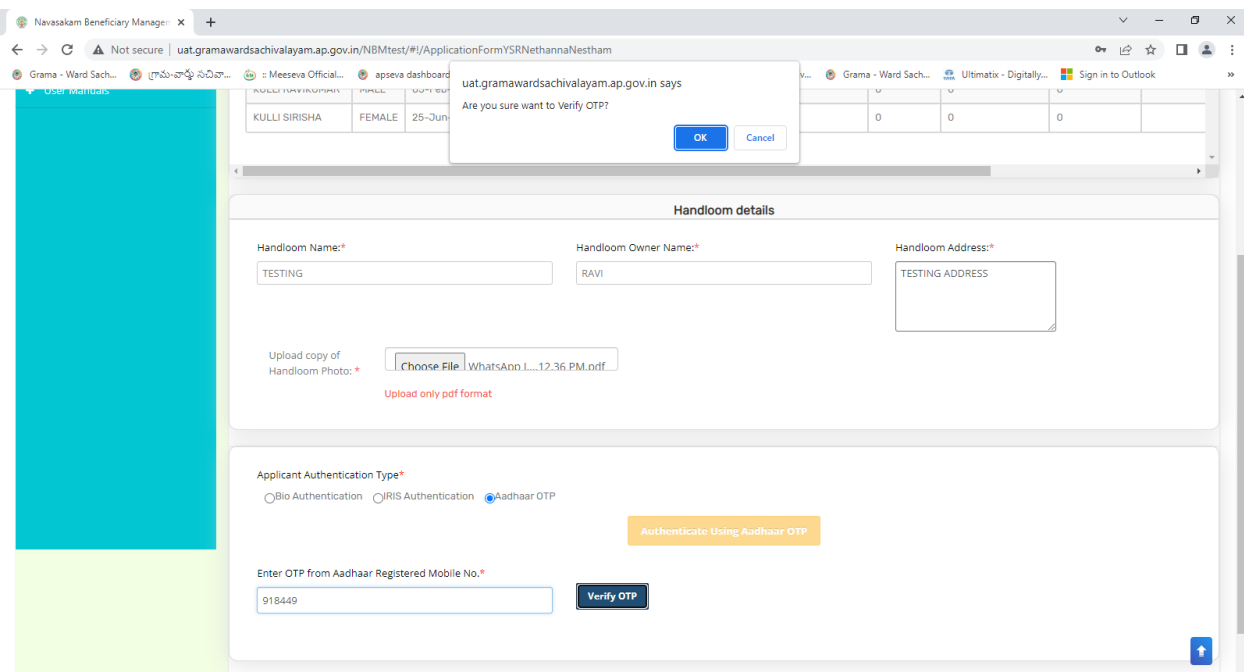
Applicant Authentication Type*

Bio Authentication IRIS Authentication Aadhaar OTP

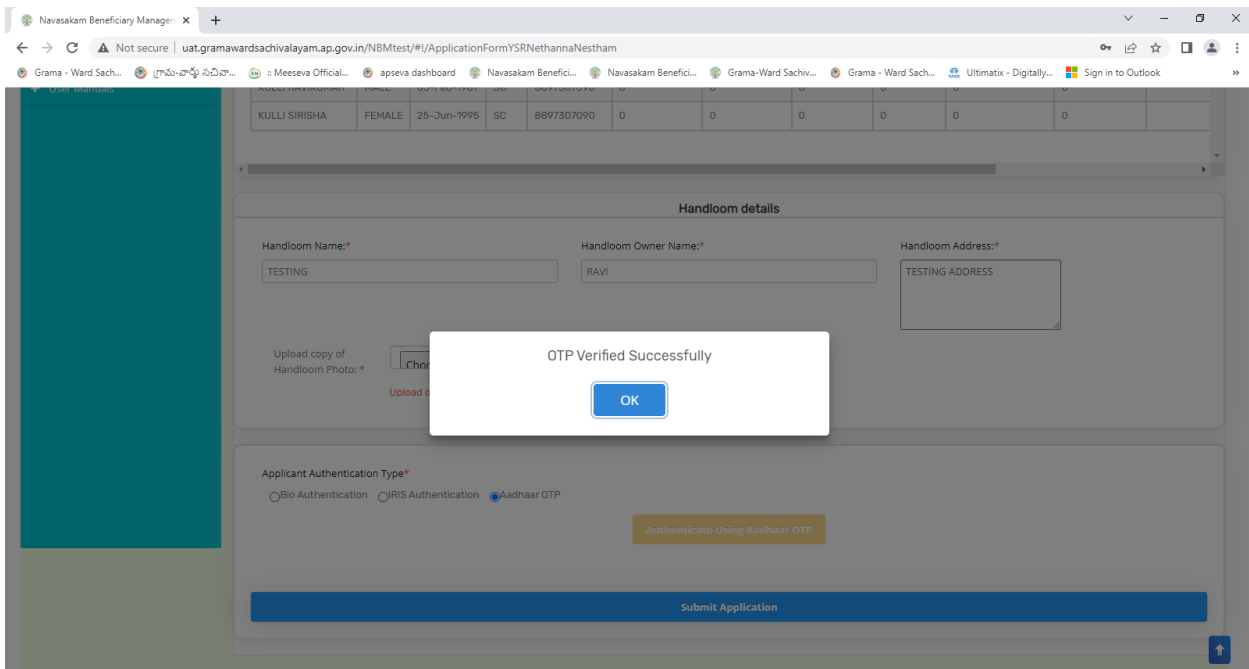
Authenticate Using Aadhaar OTP

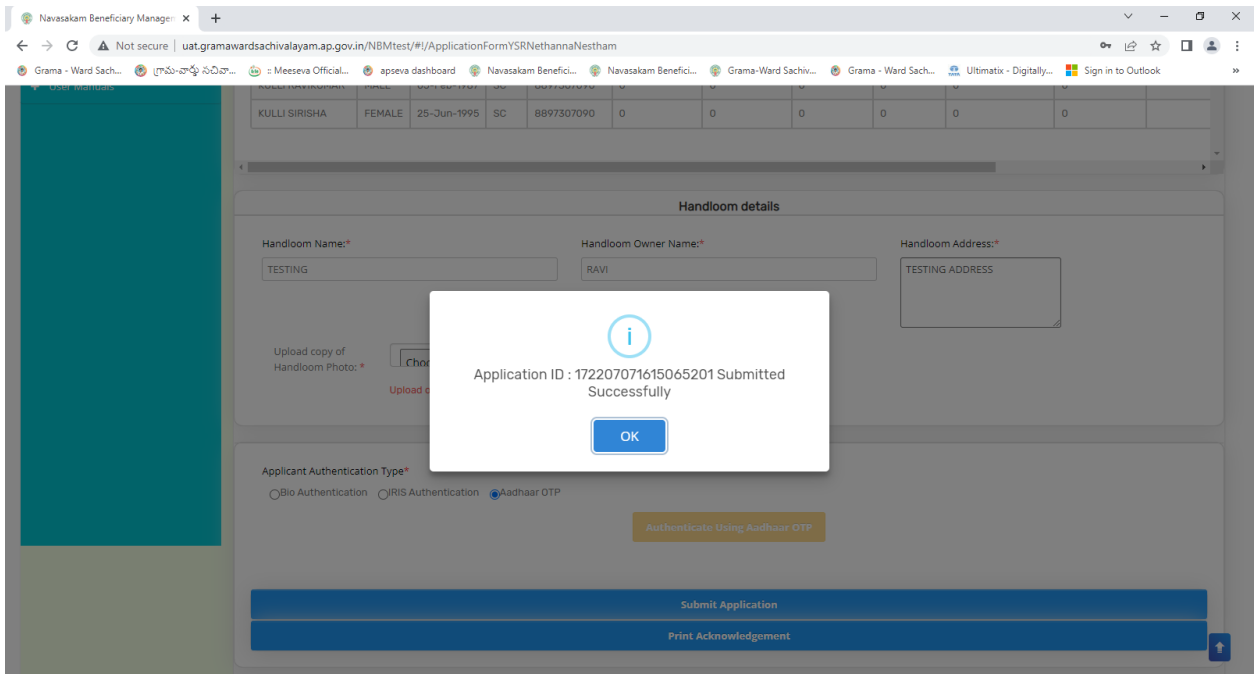
All rights reserved

g) Verify the application with preferred authentication and click ok.

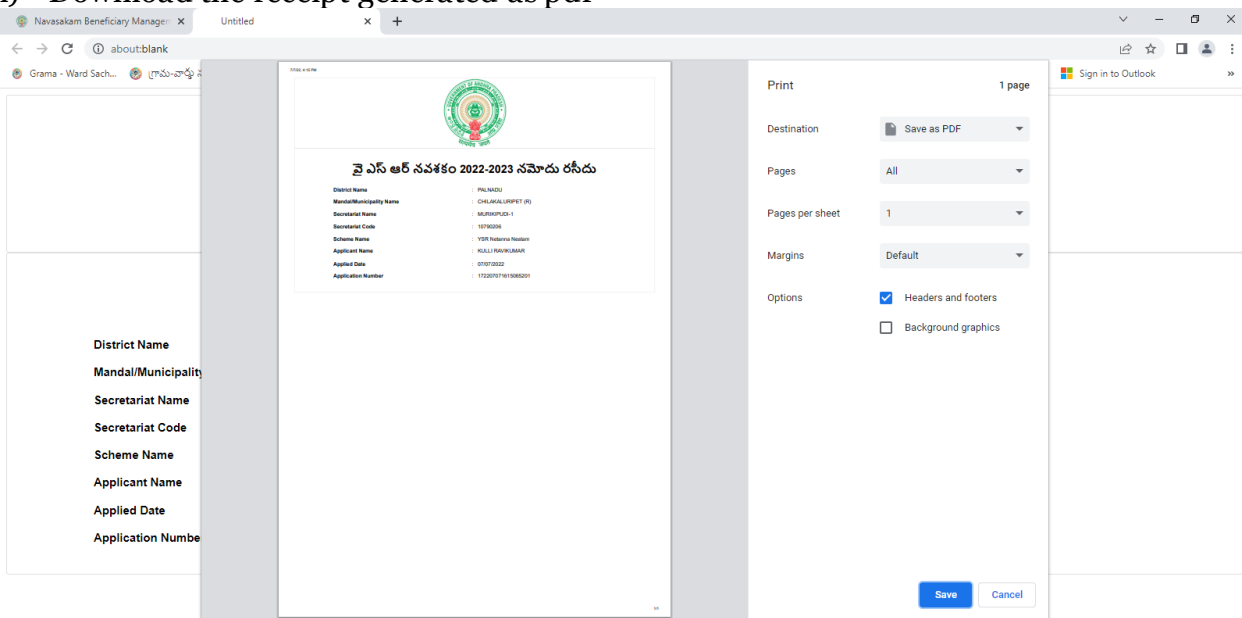


h) A dialogue box appears that shows successful verification



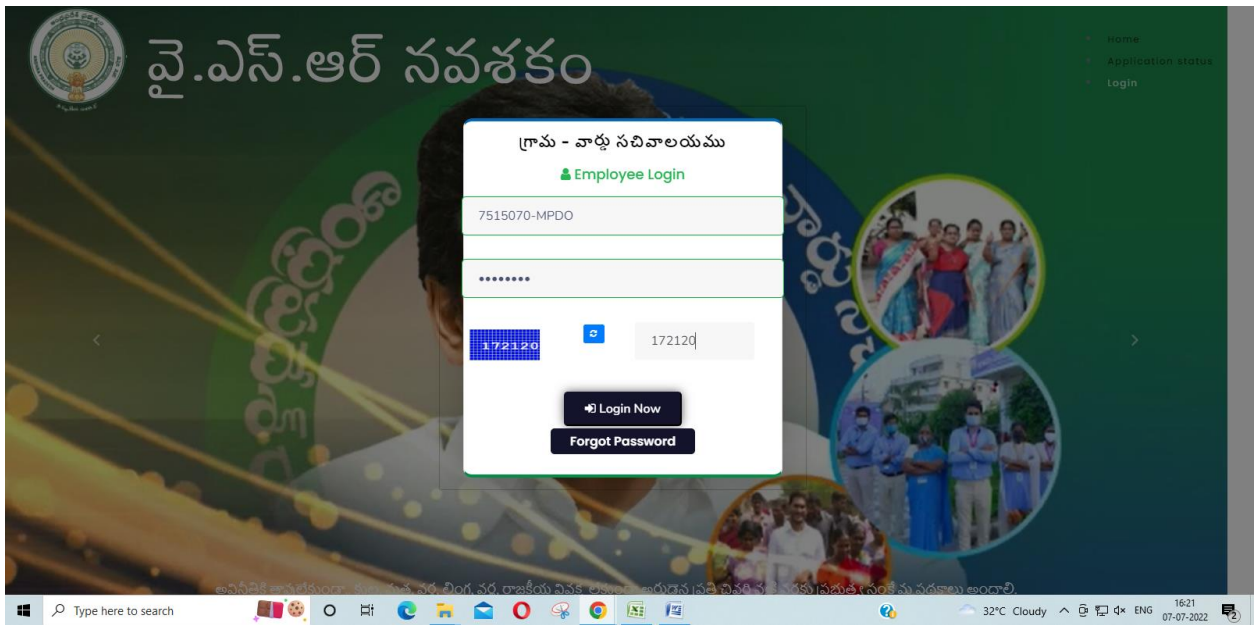


i) Download the receipt generated as pdf



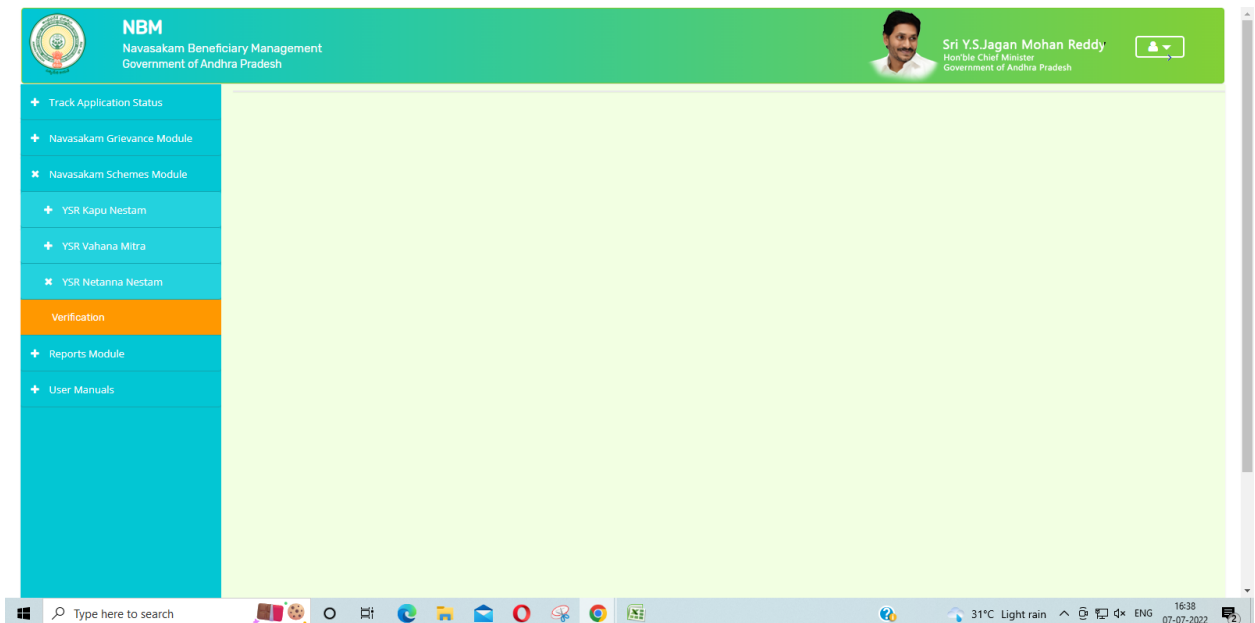
2.2. MPDO/MC Login

a) The MPDO/MC can login with their login credentials



b) After logging in to the NBM portal by MPDO/MC, click on NBM Schemes Module, YSR Nethanna nestam button along with other schemes will be displayed. Click on “YSR Nethanna nestam” the following will be displayed

- Verification



- c) In the Scheme Application Dashboard page, select the “Financial year” as 2021-2022 (for previous year beneficiaries) and 2022-2023 (for new applications), “Application Type” and click “Search”. Applications can be filtered secretariat wise. Click on “Verify” button against each application.
- d) Then, the Scheme application verification page corresponding to the application is opened as shown below. The Applicant and his/her family details are populated

NBM
Navasakam Beneficiary Management
Government of Andhra Pradesh

Sri Y.S.Jagan Mohan Reddy
Hon'ble Chief Minister
Government of Andhra Pradesh

SCHEME Application VERIFICATION (MPDO)

APPLICANT DETAILS

APPLICATION ID	[REDACTED]
APPLICANT NAME	[REDACTED]
SCHEME	YSR Netanna Nestam
DATE OF APPLICATION	07-JUL-2022
GENDER	MALE
AADHAAR NUMBER	[REDACTED]
SECRETARIAT NAME	MURIKIPUDI-1
WEA/WVDS RECOMMENDATION	Yes

Certificate View

[REDACTED]

APPLICATION DETAILS

APPLICATION ID	172207071615065201
APPLICANT NAME	KULLI RAVIKUMAR

- e) In the Recommendation select “Yes” or “No”. If No is selected, enter the remarks and click on Forward.

CURRENT DISTRICT: PALNADU
CURRENT MANDAL: CHILAKALURIPET
CURRENT SECRETARIAT: MURIKIPUDI-1
CURRENT PINCODE: 522301

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(Units)
[REDACTED]	MALE	05-Feb-1987	SC	[REDACTED]	0	0	0	0	0	0	0
[REDACTED]	FEMALE	25-Jun-1995	SC	[REDACTED]	0	0	0	0	0	0	0

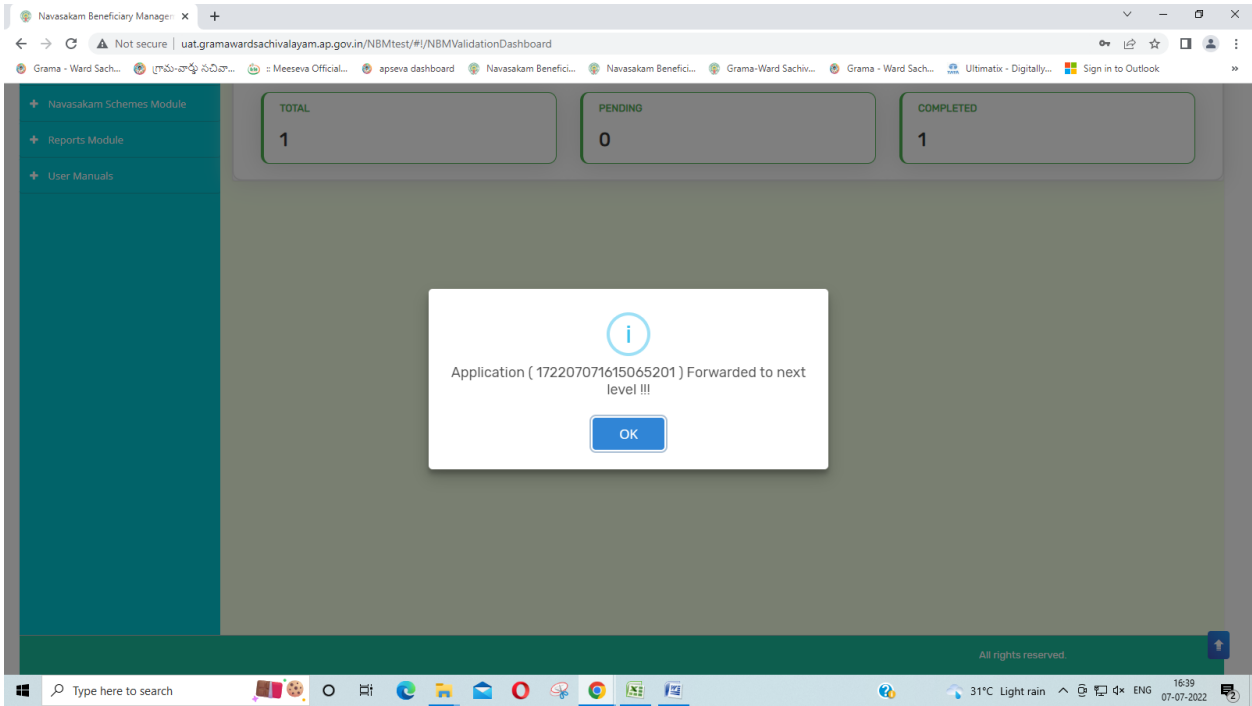
Check List

Recommendation* Yes No

Upload Verification Document No file chosen

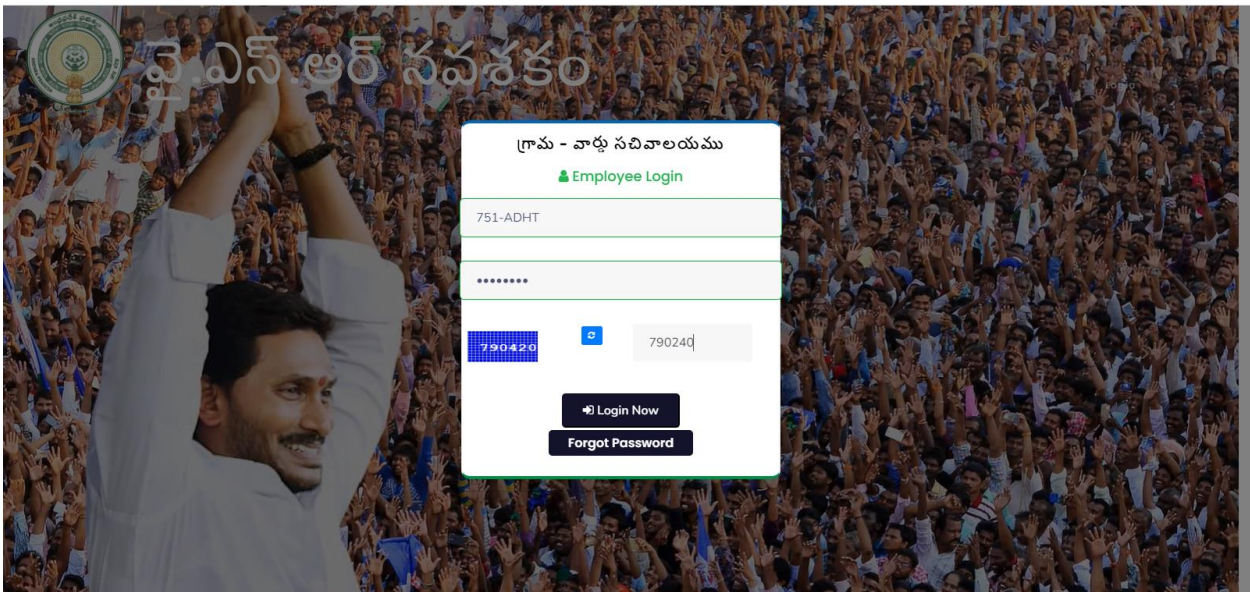
All rights reserved.

- f) After clicking on Forward, the following pop-up message can be seen.



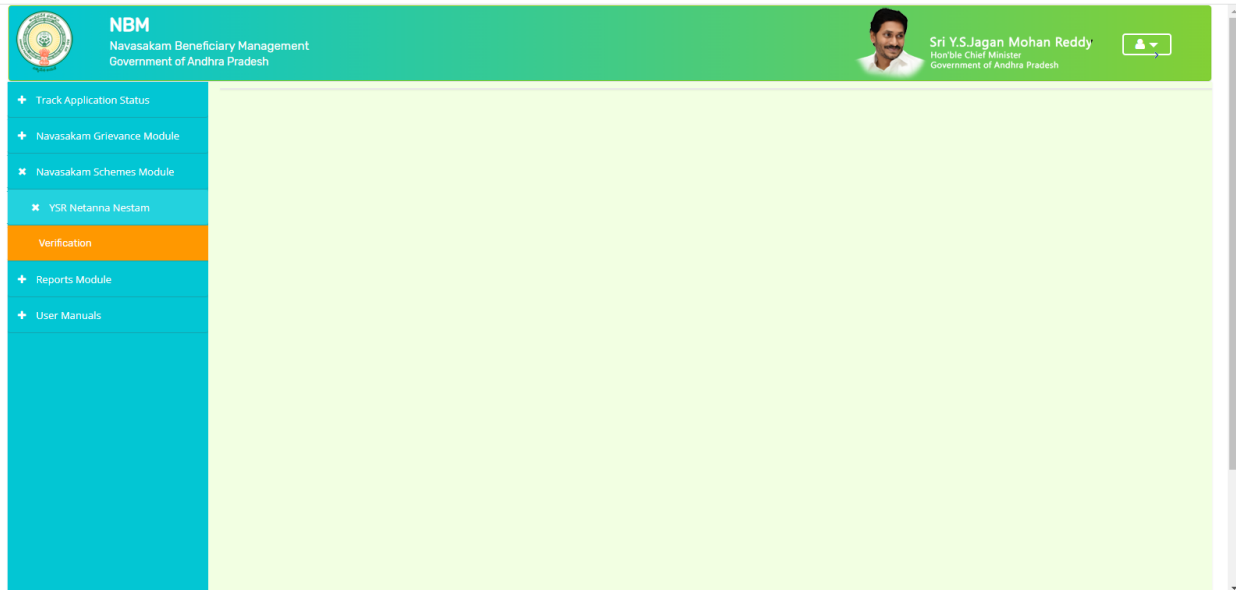
2.3. ADHT login

a) ADHT can login with their login credentials



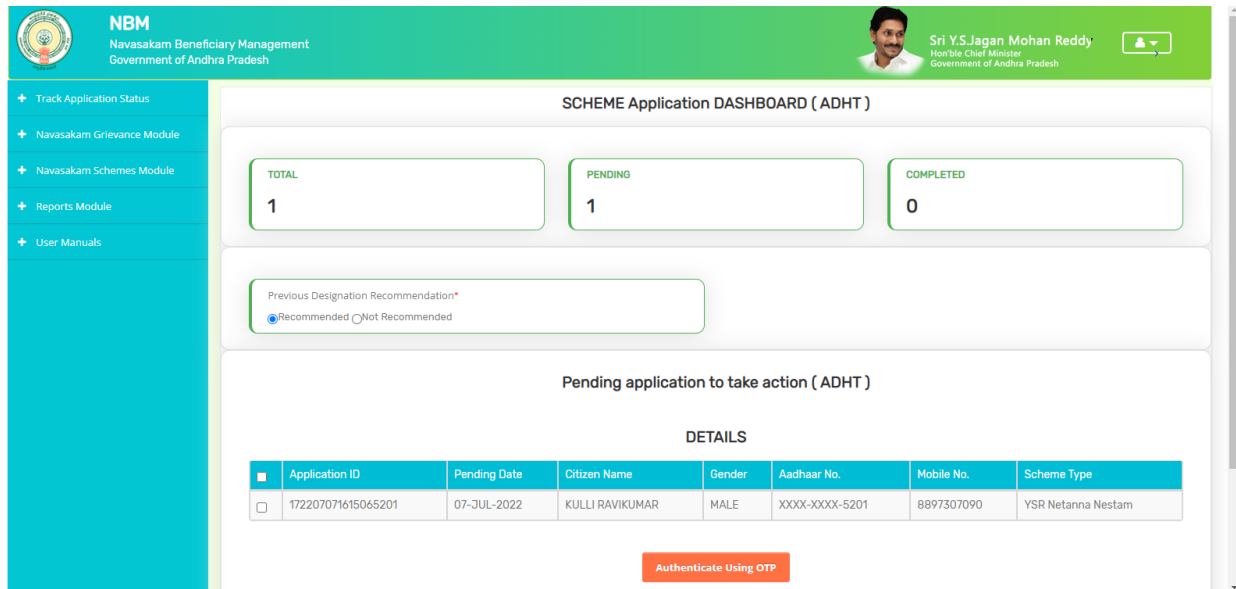
b) After logging in to the NBM portal ADHT, click on NBM Schemes Module, YSR Nethanna nestam button along with other schemes will be displayed. Click on “YSR Nethanna nestam” the following will be displayed

Verification

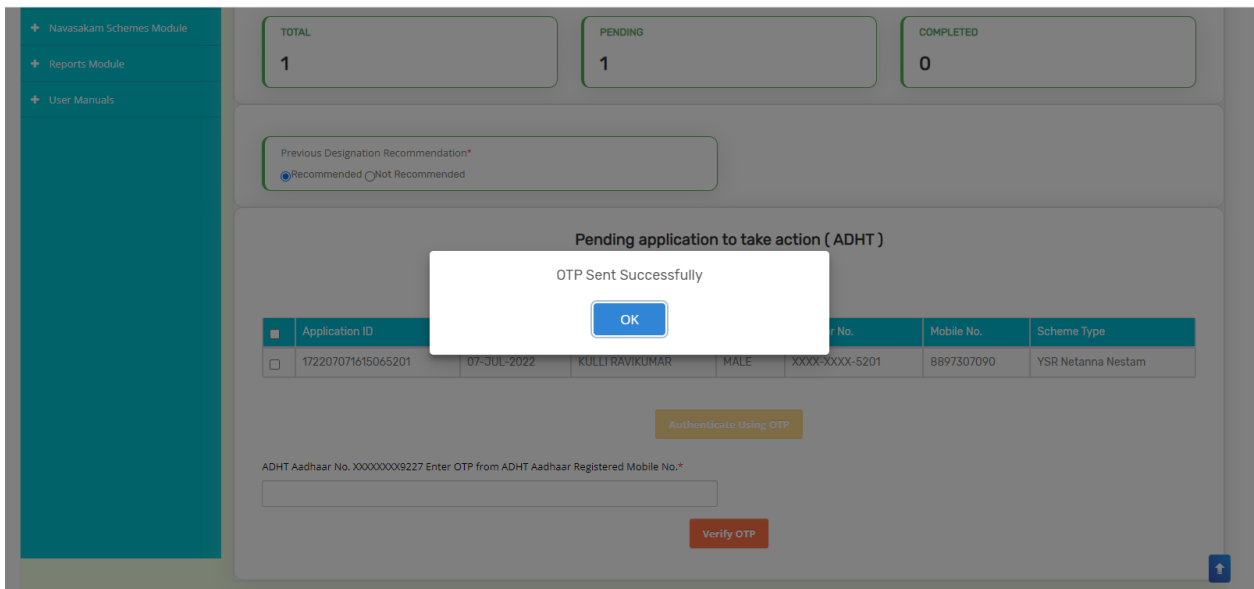


c) Number of pending applications with ADHT will be appeared in the dashboard and details of each applicant will be appear below.

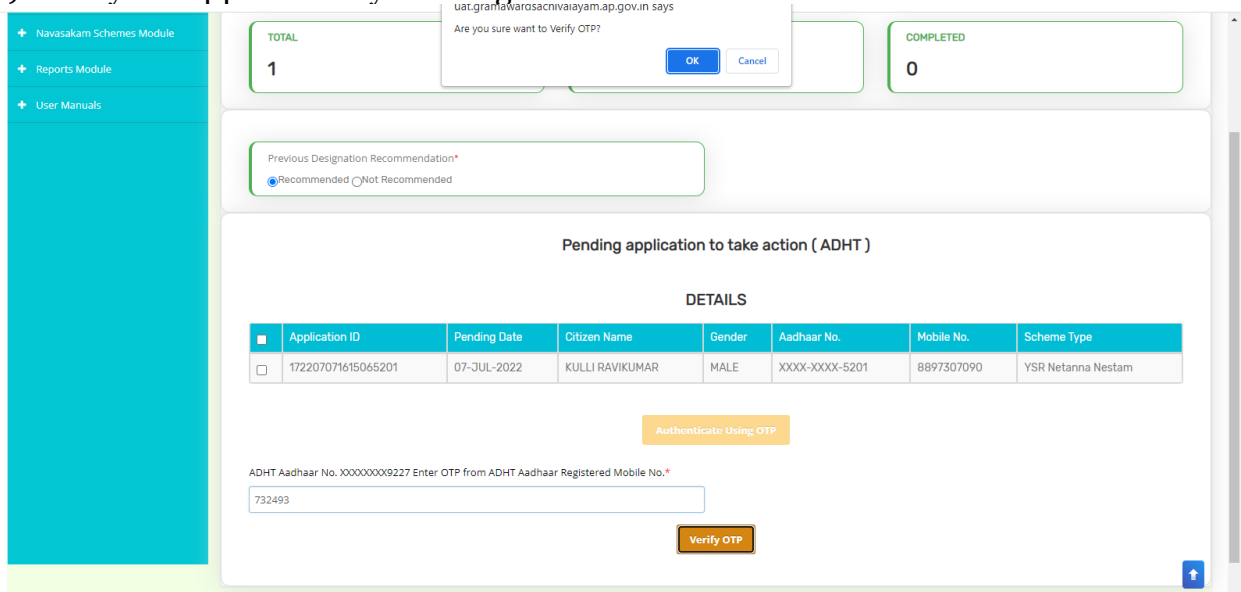
Select the application and click the “Authenticate using OTP” to verify the application.



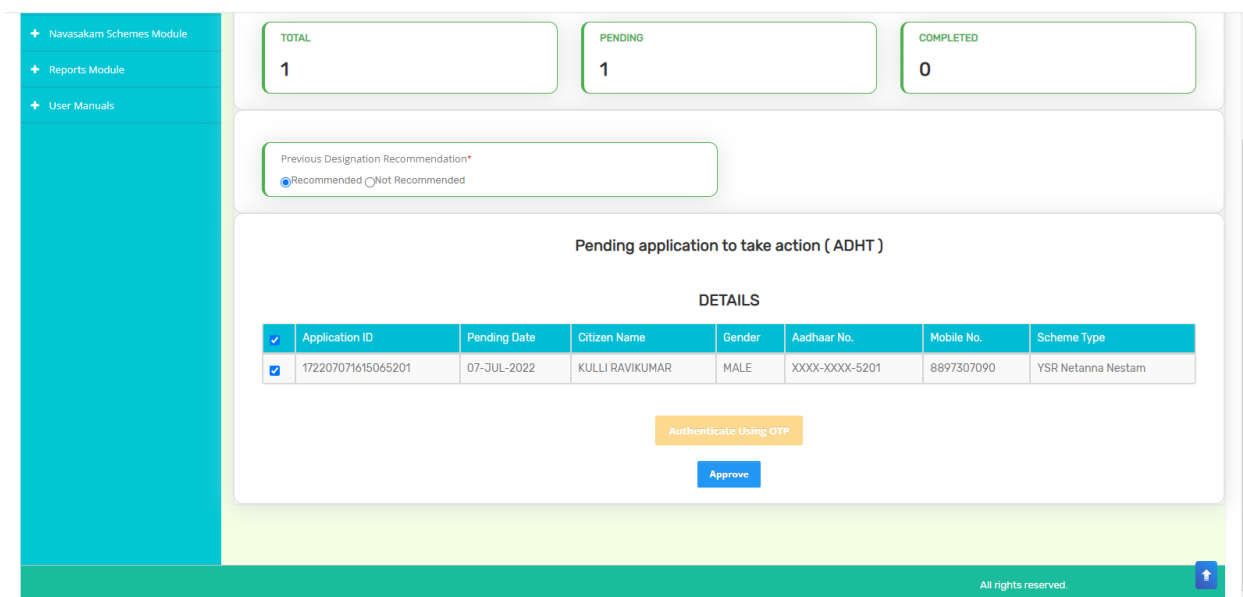
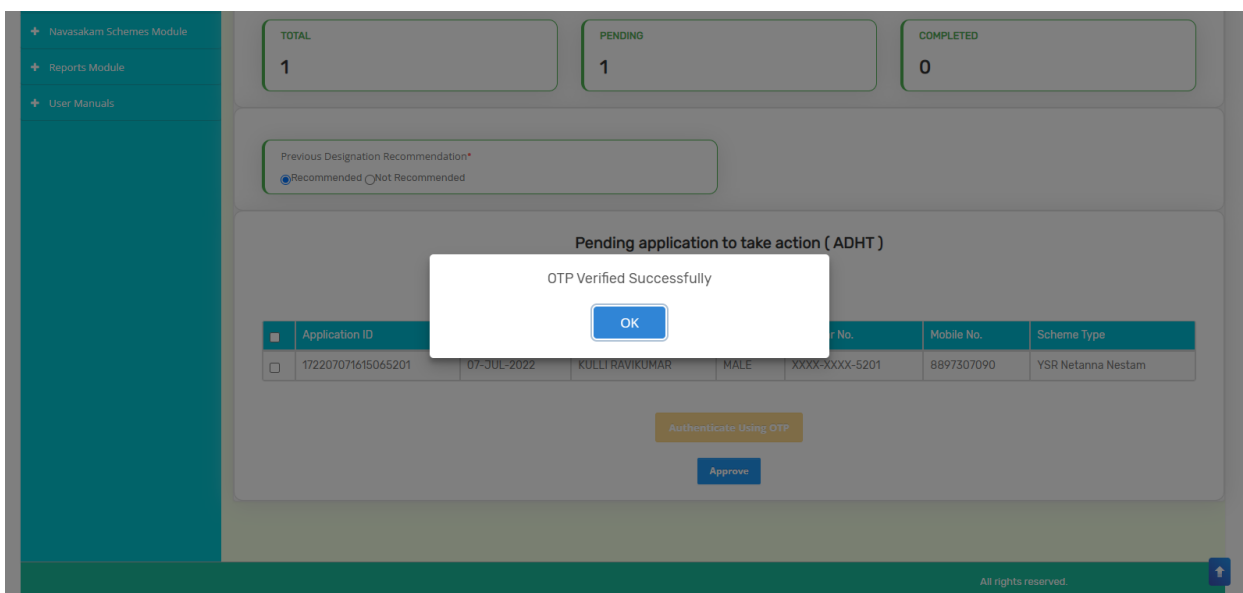
d) Dialogue box will appear showing that OTP was sent.



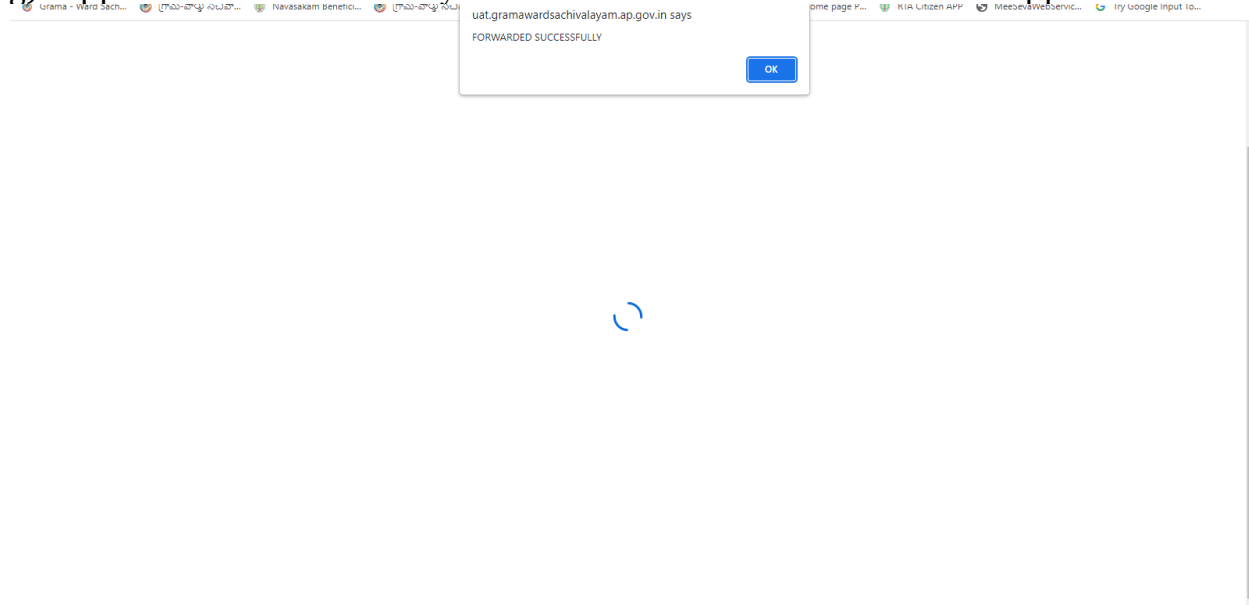
e) Verify the application by entering received OTP.



f) A dialogue box appears that shows successful verification



g) Application was successfully forwarded to the concern collector for approval.



Appendix 7. YSR Matsyakara Bharosa

1. Introduction

- The objective of the scheme is to provide financial assistance to all fishermen of motorsized, mechanized, and non-motorized boats for sustenance during ban/lean period of marine fishing as fishermen lose their livelihoods during ban period.
- The financial assistance is Rs 10,000/-.

S. No	Boat type	Length	Allowable	
1	Mechanized Boat	>18 m	10	Excluding boat owner
2	Mechanized Boat (MM)	<18 m	08	Excluding boat owner
3	All Motorized boat (MO)		06	
4	All Traditional/Non-Motorized Boats (NM)		03	Including boat owner

2. Mandatory validations for registration of applications

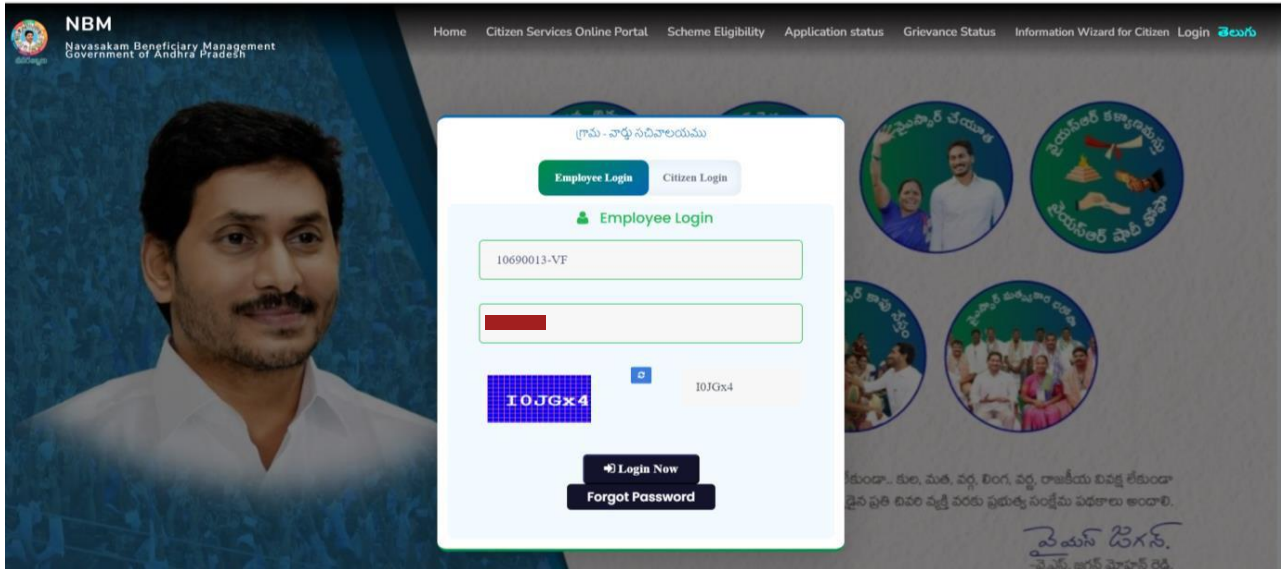
- Mechanized (MM), Motorized (MO), and Traditional and Non-motorized (NM) fishing crafts should be registered under MS Act 1958 on or before 14.10.2022.
- The fishing boat should not have any penalty under APFMR Act imposed on it during the financial year of 2022-2023.
- Owner can be a beneficiary in the case of NM or MO only.
- An owner can have multiple boats, but he can be a beneficiary in only one boat.
- A female owner can't be a beneficiary.
- The owner of MM boat can't be a beneficiary(crew) in any boats and vice versa.

- If the owner is not a beneficiary, one of his/her family members can be a beneficiary.
- Only one member of the Household can be a beneficiary.

3. Applying for YSR Matsyakara Bharosa 2023-2024

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

For example, if the FLC/secretariat code is 12345678 and the designation which is VF for a VFA, then the username would be 12345678-VF.



After logging in to the NBM portal, the left side menu bar displays the following options as shown in picture.

- Home
- Scheme Eligibility Check
- Track Application status
- NBM Grievance Module
- NBM Schemes Module
- Reports Module
- User Manuals
- Update Profile



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

[Redacted] - Veterinary/Fisheries Assistant - [Redacted]

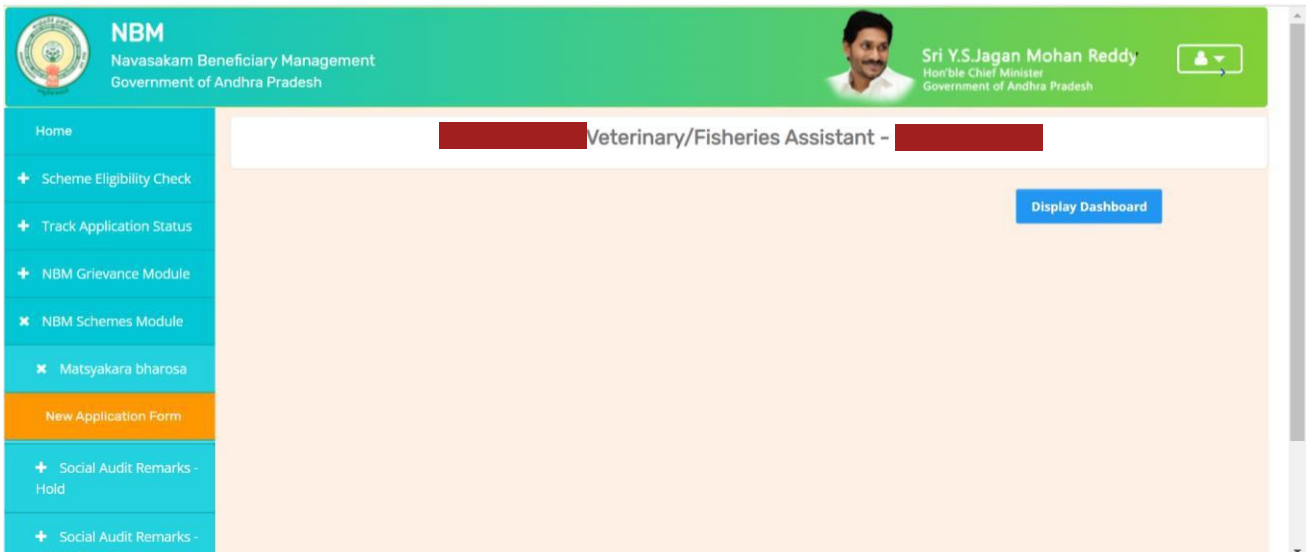
Display Dashboard

To apply for YSR Matsyakara Bharosa Scheme follow as mentioned below.

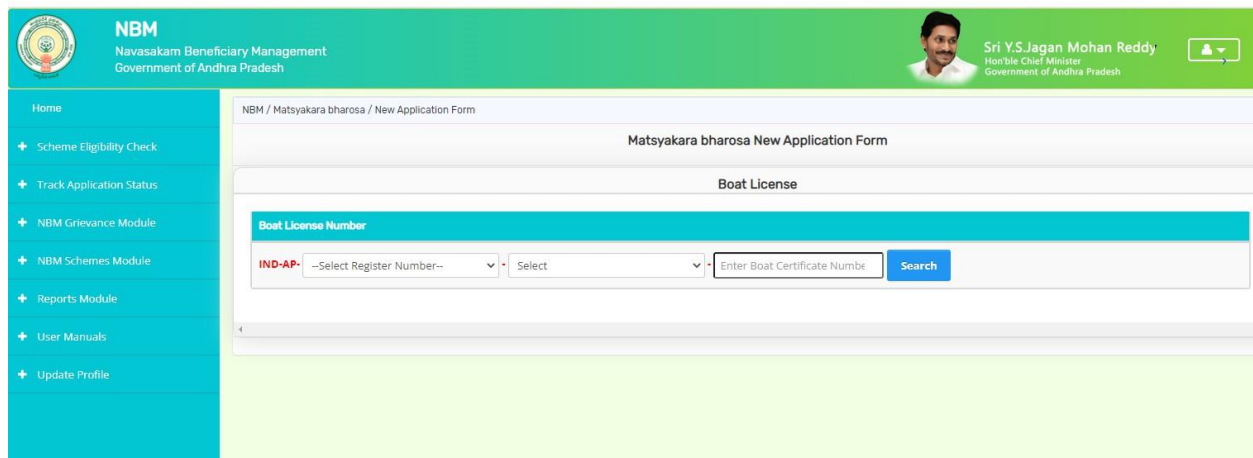
Select the “NBM Scheme Module” and click on “YSR Matsyakara Bharosa” from the left side bar.

The following tabs will be displayed as shown in picture below.

- YSR Matsyakara Bharosa
 - New Application Form



Click on the “New Application Form” in the left side bar, then the application form is opened as shown below.



Select the FLC Station from the dropdown. Select the Registrar Name, the Boat Type, enter the Boat

Number and click on Search.

The Boat is validated and the corresponding boat details are fetched and previewed as shown below.

The screenshot shows the 'Matsyakara Bharosa New Application Form' interface. The search criteria are: FLC Name: Gukaladindi, Registrar: K3 Registrar Avangadda, Boat Type: Motorized Boat, and Boat License Number: 1224. The search results table is as follows:

Status	Name of the owner	Address	Mobile	Boat Name	Registrar Name	Base of Operation	License Number	Registration Number	Date of Regist
Valid	SINGOTHU BABU	4-58 Pulgadda Avangadda Mandel		SINGOTHU BABU	Registral Avangadda	NAGAYA LANKA	AP-L157089/23	IND-AP-K3-MO-1224	21-03-2023

Below the search results, there is a form for 'Boat Details' with fields for Aadhaar Number, First Name, Gender, Date of Birth, Mobile No., District, Owner/Crew, and Father Name. The 'Owner/Crew' dropdown is set to 'OWNER'.

In case of Motorized (MO) or Non-Motorised boat (NM), the owner can be enrolled as crew member. In case of mechanized boat, enter the UID corresponding to the Owner in the Boat details section

For crew member details enter the UID and click on prefill. Enter the mobile number and Father

Name in case it is not prefilled or has changed.

The screenshot shows the 'Matsyakara Bharosa New Application Form' interface with the search criteria from the previous screenshot. The 'Boat Details' section is now populated with crew member information:

Aadhaar Number	First Name	Gender	Date of Birth	Mobile No.	District	Owner/Crew	Father Name
XXXXXXXXXX	M VENKATESWARLU(115)	MALE	18-04-1980	9848519232	KURNOOL	OWNER	

The 'Aadhaar Number' field has a 'Prefill' button next to it. At the bottom right, there is an 'Add Crew/Owner' button.

After entering the crew member UID, click on Applicant details button as shown below.

Boat Details

Status	Name of the owner	Address	Hulls	Boat Name	Registrar Name	Base of Operation	License Number	Registration Number	Date of Register
Valid	SINDOTHU BABU	4-5B Puligadda Avinigadda Mandal		SINDOTHU BABU	Registrar Avinigadda	NAGAYA LAMKA	AP-LN/7089/23	IND-AP-K5-MD-1224	25-03-2023

Gender	Date of Birth	Mobile No	District	Owner/Crew	Father Name	Applicant Details	Delete Row
MALE	18-06-1980	9848519232	KURNOOL	OWNER		Applicant Details	Delete

Add Crew/Owner

Submit

The Family details corresponding to the household of the member can be seen. Enter the Bank Account Number and the IFSC Code and click on search. The Name and Branch are automatically filled. Click on submit.

NOTE : Please submit crew/owner details

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
SHAIK VALI(4732)	MALE	01-Jan-1966		9848507298	0	0	0	0	0	0
SHAIK KARIMUN(0169)	FEMALE	01-Jan-1971		9848507298	0	0	0	0	0	0
SHAIK HUSSAIN BE(3110)	FEMALE	01-Jan-1983		7893050845	0	0	0	0	0	0
SHAIK KALESHA VALI(8498)	MALE	24-Feb-1991			0	0	0	0	0	0

Bank Certificate Details

Bank Account Number	IFSC code		Name of the Bank	Name of the branch
354356556756767676	SBIN0000811	Search	STATE BANK OF INDIA	AVANIGADDA

SUBMIT

Enter the details of all the crew member one after one.

Boat Details

License Issue Date	License Issue Expiry Date	Vessel Type	Hull Length	Hull Width	Hull Height	Gross Tonnage	Registered Tonnage	RC Status	LC Status	IN Registered Date	IN
26-03-2021	25-03-2024	non-motorised	8000	1500	1500	5		Issued	Issued	23-03-2021	IND

Applicant Number	First Name	Gender	Date of Birth	Mobile No	District	Owner/Crew	Father Name
	SHAIK VALI(4732)	MALE	01-01-1966	9848507298	BAPATLA	CREW	RAM
	MAHASOOB SUBHAN(6687)	MALE	01-04-1948	9441756528	VISAKHAPATNAM	CREW	SOJA

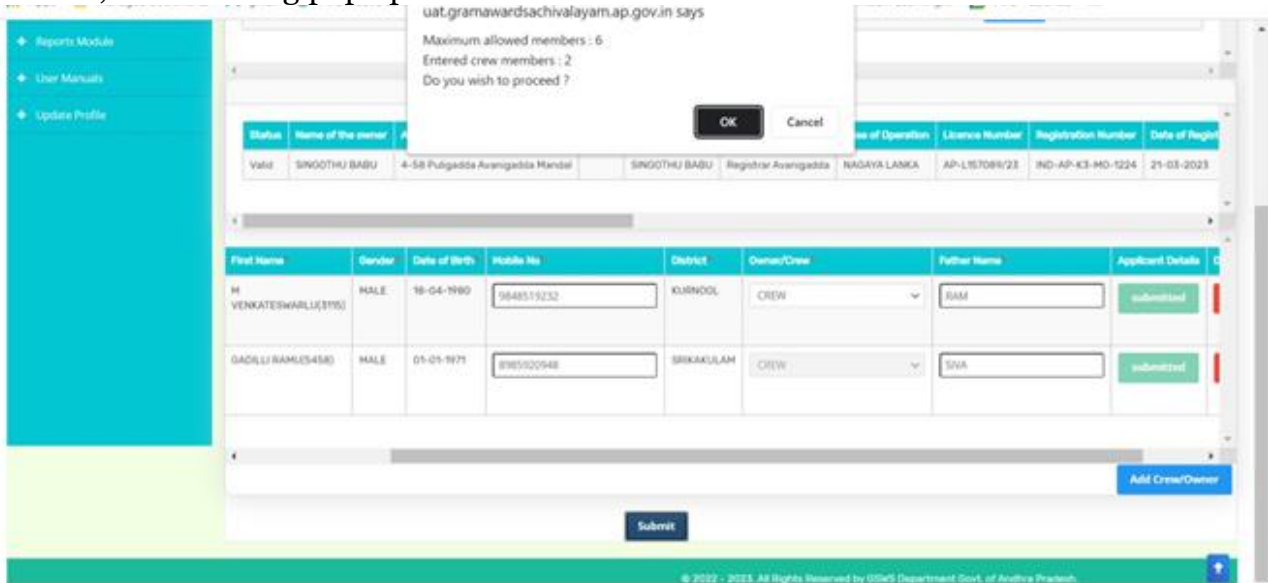
Add Crew/Owner

Submit

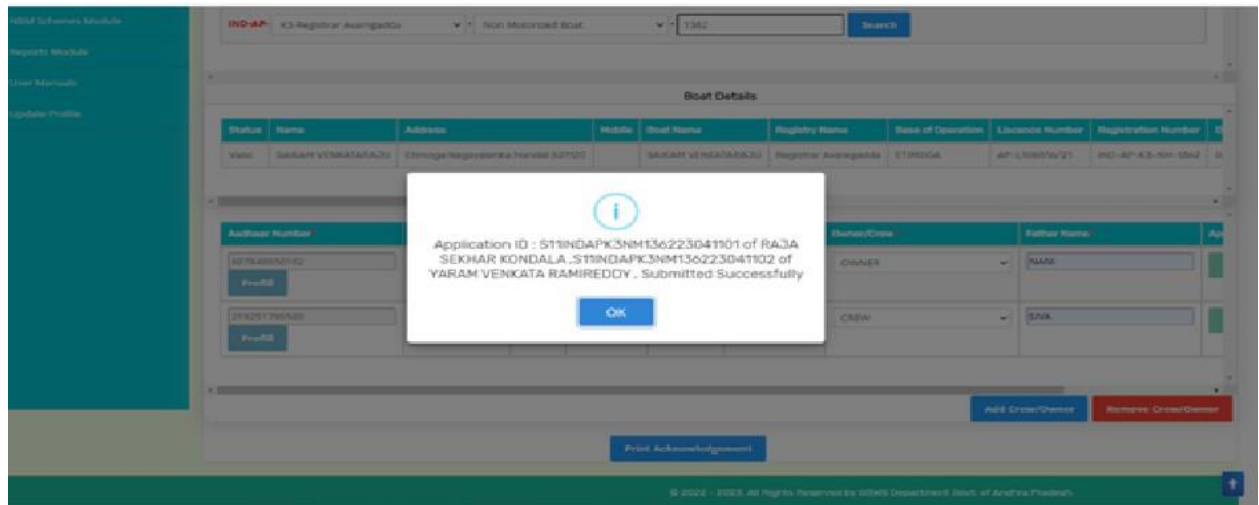
In case a wrong entry is made, click on delete button corresponding to member.



Once all the crew members are added, click on submit. In case the crew entered is less than allowed, the following pop up is shown.



The application is submitted and is forwarded to the FDO.



Once the application is submitted user can print the acknowledgement form as shown below.

Navasakam Beneficiary Management
2023-2024
Application Acknowledgement

Applicant ID : IND-AP-K3-NM-1329

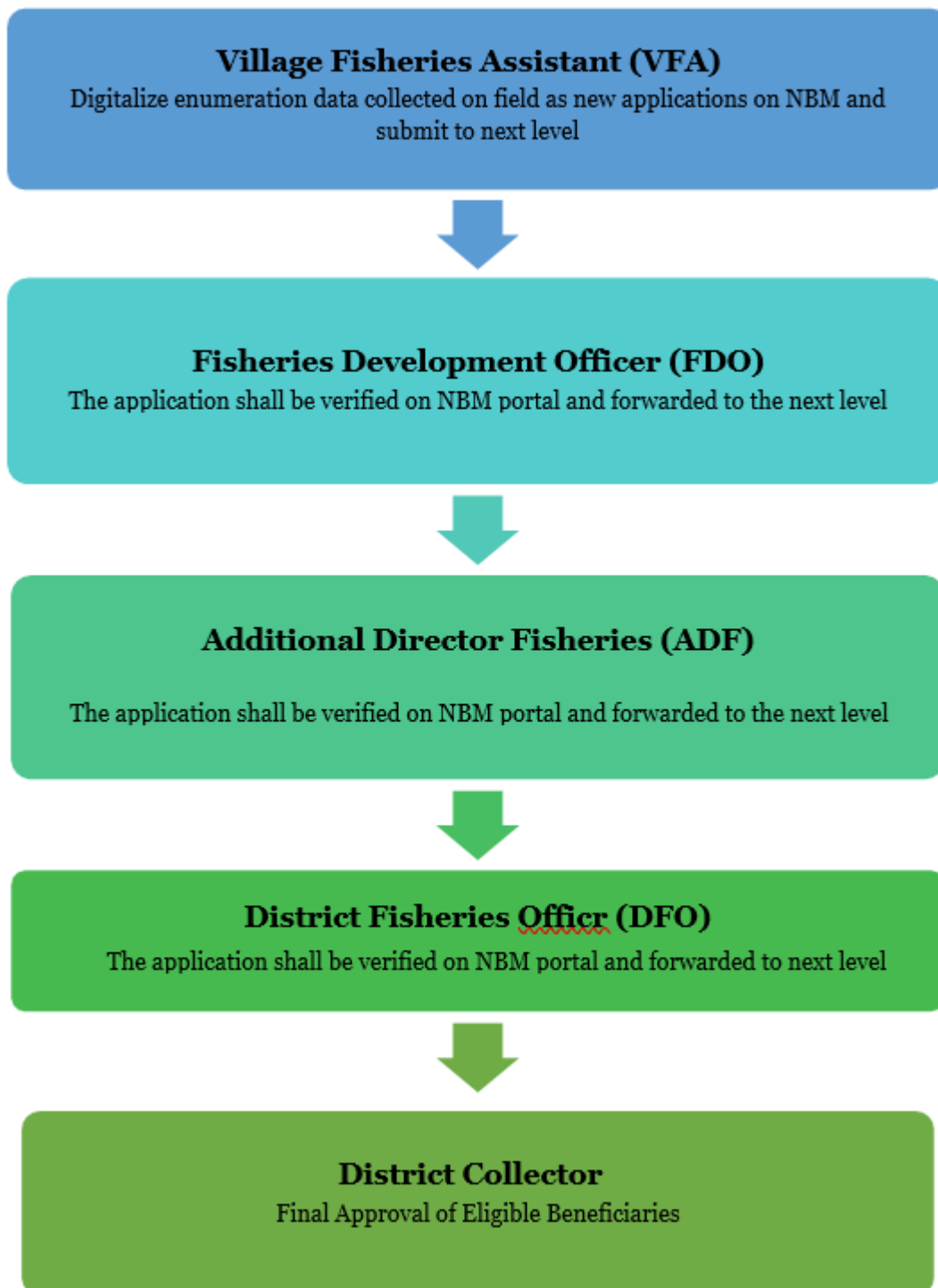
Application Date : 19/04/2023

Scheme Name : Matsyakara bharosa
District Name : KRISHNA
Mandal/Municipality Name : KRUTHIVENNU
Secretariat Name : NIDAMARRU2
Secretariat /FLC Code : 10690013
Boat Registration Number : IND-AP-K3-NM-1329
Boat Type : non-motorised

SNo	Aadhaar Number	Citizen Name	Crew Type
1	XXXX-XXXX-6687	MAHABOOB SUBHAN	CREW
2	XXXX-XXXX-4732	SHAIK VALI	CREW

To know Application status please visit: gsws-nbm.ap.gov.in/NBM/Home/Main | For Any Query Call us on: 1902
Asking Bribe? - Call ACB Toll-free number 14400 / ఎవరైనా అంచం అడిగినా, అవినీతికి వాల్చుడిన ACB టోల్-ఫ్రీ నంబర్ 14400 కు ఫిర్యాదు చేయండి.

4. Verification of Applications for YSR Matsyakara Bharosa

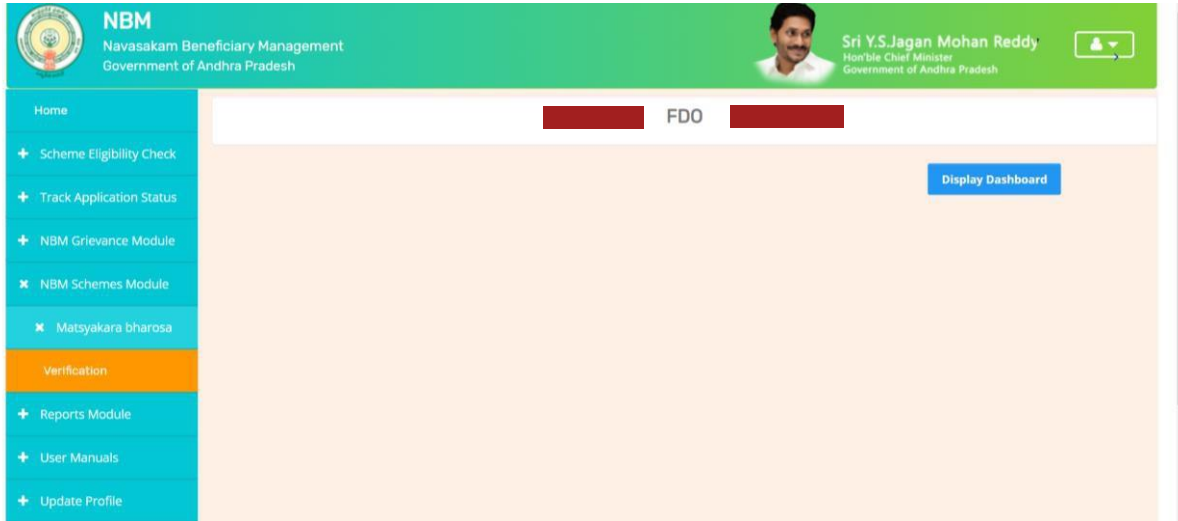


4.1.Verification by FDO

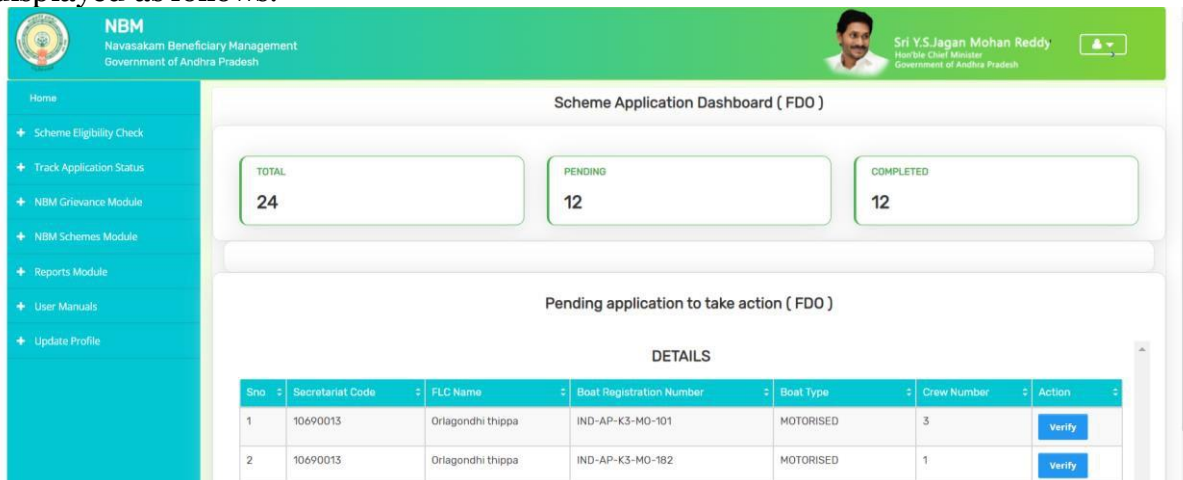
Please click on the URL <https://gsws-nbm.ap.gov.in/NBM/#!/Login> to login into the NBM Portal. Enter the credentials to login to the NBM portal.

After logging in to the NBM portal, click on NBM Schemes Module, YSR Matsyakara Bharosa button. Click on “YSR Matsyakara Bharosa” the following will be displayed

- Verification



When user clicks on “Verification” button the scheme verification dashboard will be displayed as follows:



Sno	Secretariat Code	FLC Name	Boat Registration Number	Boat Type	Crew Number	Action
1	10690013	Oriagondhi thippa	IND-AP-K3-M0-101	MOTORISED	3	Verify
2	10690013	Oriagondhi thippa	IND-AP-K3-M0-182	MOTORISED	1	Verify

“Verify” button is present against each of the boat wise application as shown above. Once the verify button is clicked, the following screen will be displayed.

The screenshot shows the NBM (Navasakam Beneficiary Management) dashboard for the Government of Andhra Pradesh. The dashboard is titled "Scheme Application Dashboard (FDO)". It features a 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 is divided into two sections: "BOAT DETAILS" and "CREW DETAILS".

BOAT DETAILS

Sno	Boat Registration Number	Vessel Type	Registry Name	Base of operation	License issue date	License expiry date	Boat Registration Date	Hull length	Hull w
1	IND-AP-K3-MO-1083		Registrar Avanigadda	NAGAYA LANKA	01-07-2022	30-06-2025	17-03-2023	11,000	1,500

CREW DETAILS

Sno	Application ID	UID	Name	Membership	Secretariat	Mandal	District	Mobile	Gen
1	S11INDAPK3M0108323041801	XXXX-XXXX-2781	RAPURI VASANTHA RAO(2781)	CREW	NIDAMARRU2	KRUTHIVENNU	KRISHNA	9505861200	MAI
2	S11INDAPK3M0108323041802	XXXX-XXXX-3021	YADLA RAMUDU(3021)	CREW	NIDAMARRU2	KRUTHIVENNU	KRISHNA	9848926665	MAI
3	S11INDAPK3M0108323041803	XXXX-XXXX-3722	GELLA PRAKASA RAO(3722)	CREW	NIDAMARRU2	KRUTHIVENNU	KRISHNA	7032563719	MAI

Each crew member should be marked as “Recommend” or “Not Recommend”. In case “Not Recommend” is selected, select the reason from the dropdown provided as shown.

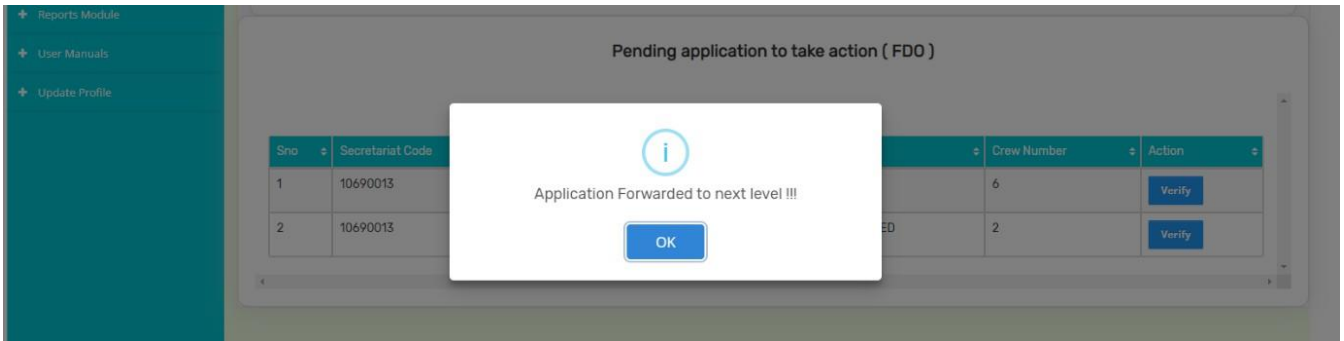
This screenshot shows the "CREW DETAILS" form in the NBM system. The form includes a table with columns for UID, Name, Membership, Secretariat, Mandal, District, Mobile, Gender, DOB, and Recommendation. A dropdown menu is open for the "Recommendation" column, showing options: "Yes", "No", and "--Select--". A list of reasons for "Not Recommend" is displayed below the dropdown:

- Household having Dry land more than and equal to 10 Acres
- Household having Wet Land more than 3 acres
- Household having Dry Land and Wet Land more than 10 acres
- Household having Urban Property more than 1000sqft
- Household member having Four-Wheeler
- Household Average consumption was more than 300 Units.
- Beneficiary is a Government Employee or Household having Government employee
- Household having income more than 12000
- Household having Outsource/Contract employee or drawing salary more than 12000
- Not in fishing activity
- Age less than 18 years
- Age more than 60 years
- Not Male
- Not having Rice Card
- Fishing ban violated boat

At the bottom of the form, there is a "Forward" button and a blue arrow icon.

Note that all the crew members pertaining to one boat shall be verified in one session.

Only if recommendation (Yes/No) is selected for all the crew members, the application can be forwarded to the next level. Once all the crew members are verified, click on Forward. The application is then forwarded to the next level.

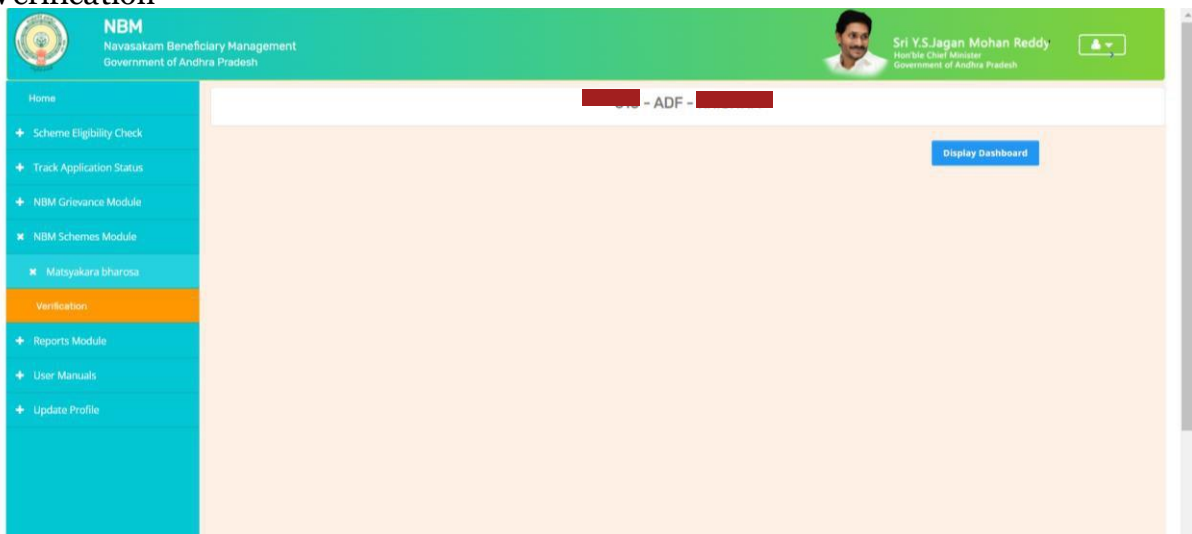


4.2. Verification by ADF

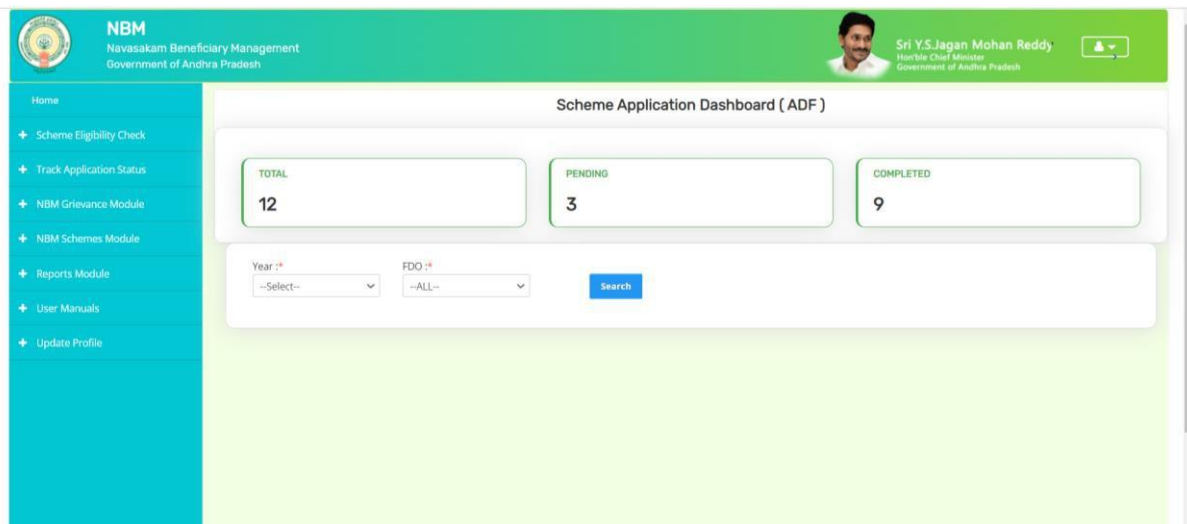
Please click on the URL <https://gsws-nbm.ap.gov.in/NBM/#!/Login> to login into the NBM Portal. Enter the credentials to login to the NBM portal.

After logging in to the NBM portal, click on NBM Schemes Module, YSR Matsyakara Bharosa button along with other schemes will be displayed. Click on “YSR Matsyakara Bharosa” the following will be displayed

- Verification

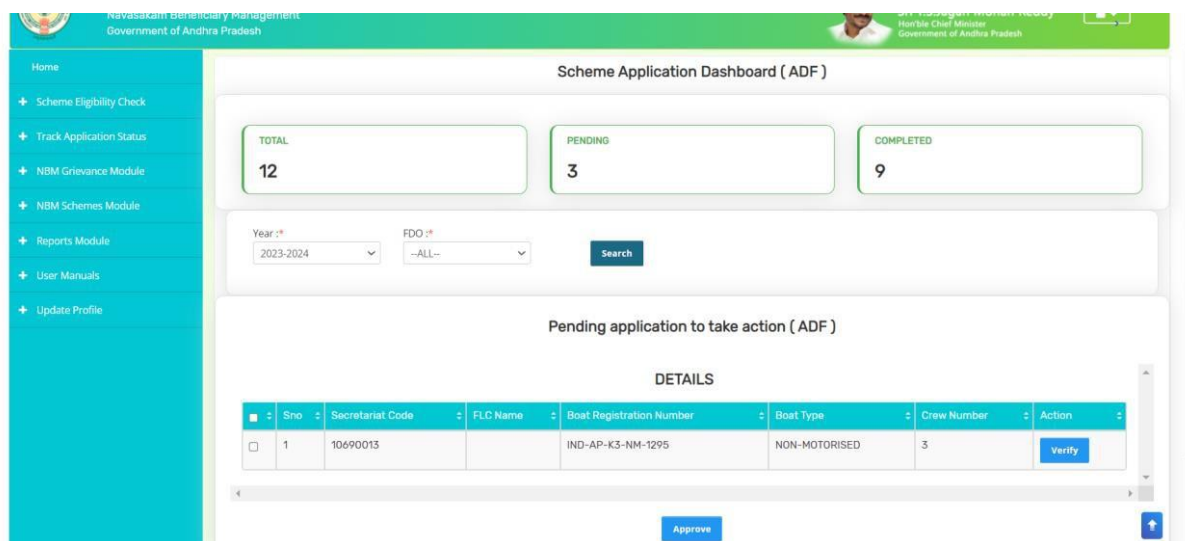


When user clicks on “Verification” button the scheme verification dashboard will be displayed as follows.



In the Scheme Application Dashboard page, select the financial year as 2023-2024 and select the FDO Code. (Select All or Specific code)

Bulk Forward option is provided for verification.



In case the recommendations for crew members in a particular boat is to be changed, user can select the application by clicking on “Verify”. The Application details page is opened as shown below.

BOAT DETAILS

Sno	Boat Registration Number	Vessel Type	Registry Name	Base of operations	License issue date	License expiry date	Boat Registration Date	Hull length	Hu
1	IND-AP-K2-MD-563		Registrar Machilipatnam	CAMPBELPET	01-07-2022	30-06-2025	05-02-2021	9,900	3,1

CREW DETAILS

Sno	Name	Membership	Secretariat	Mandal	District	Mobile	Gender	DOB	FDO Decision	Recommendation
35	YANDRAPU KISHORE(8655)	CREW	NIDAMARRU2	KRUTHIVENNU	KRISHNA	9703906212	MALE	24-Jul-1993	YES	--Select--
18	TAPPETA SUDHAKAR(7208)	OWNER	NIDAMARRU2	KRUTHIVENNU	KRISHNA	8019508854	MALE	10-Jun-1989	NO	--Select--
13	SURIKUCHI SURYA SUBRAHMANYAM(7	CREW	NIDAMARRU2	KRUTHIVENNU	KRISHNA	9912292324	MALE	01-Jan-1948	YES	--Select--
15	YAMALA GURUNADHA REDDY(0015)	CREW	NIDAMARRU2	KRUTHIVENNU	KRISHNA	9866312588	MALE	01-Dec-1953	YES	--Select--
26	YANDRAPU APPARAO(9896)	CREW	NIDAMARRU2	KRUTHIVENNU	KRISHNA	9703906212	MALE	27-Jun-1967	NO	--Select--

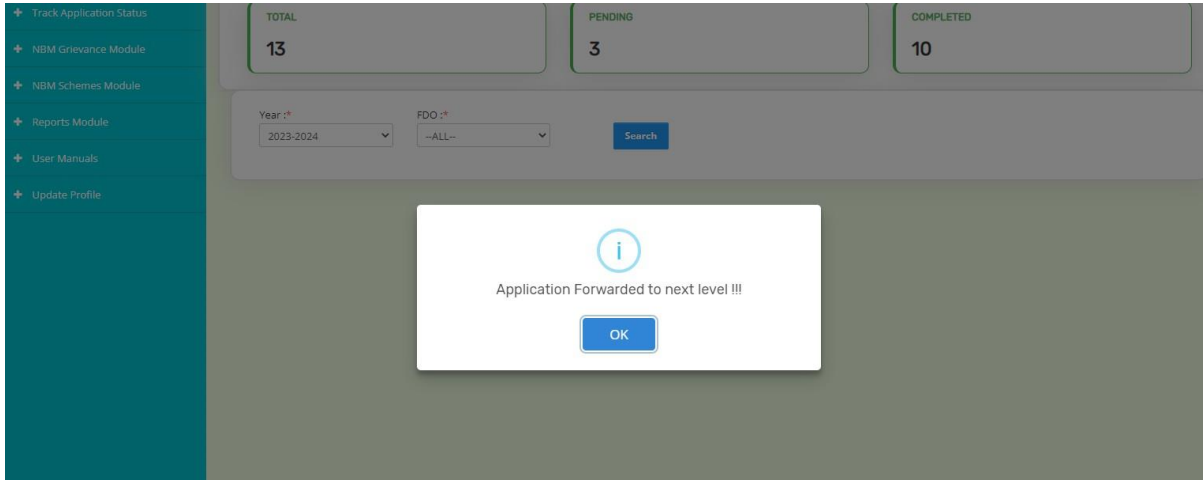
Each crew member should be marked as “Recommend” or “Not Recommend”. In case “Not Recommend” is selected, select the reason from the dropdown provided.

CREW DETAILS

Sno	Name	Membership	Secretariat	Mandal	District	Mobile	Gender	DOB	FDO Decision	Recommendation
35	YANDRAPU KISHORE(8655)	CREW	NIDAMARRU2	KRUTHIVENNU	KRISHNA	9703906212	MALE	24-Jul-1993	YES	Yes
18	TAPPETA SUDHAKAR(7208)	OWNER	NIDAMARRU2	KRUTHIVENNU	KRISHNA	8019508854	MALE	10-Jun-1989	NO	Yes
13	SURIKUCHI SURYA SUBRAHMANYAM(7	CREW	NIDAMARRU2	KRUTHIVENNU	KRISHNA	9912292324	MALE	01-Jan-1948	YES	No Household h
15	YAMALA GURUNADHA REDDY(0015)	CREW	NIDAMARRU2	KRUTHIVENNU	KRISHNA	9866312588	MALE	01-Dec-1953	YES	No Fishing ban v
26	YANDRAPU APPARAO(9896)	CREW	NIDAMARRU2	KRUTHIVENNU	KRISHNA	9703906212	MALE	27-Jun-1967	NO	Yes

[Forward](#)

Note that all the crew members pertaining to one boat shall be verified in one session. Only if recommendation is made for all the crew members, the application can be forwarded to the next level.

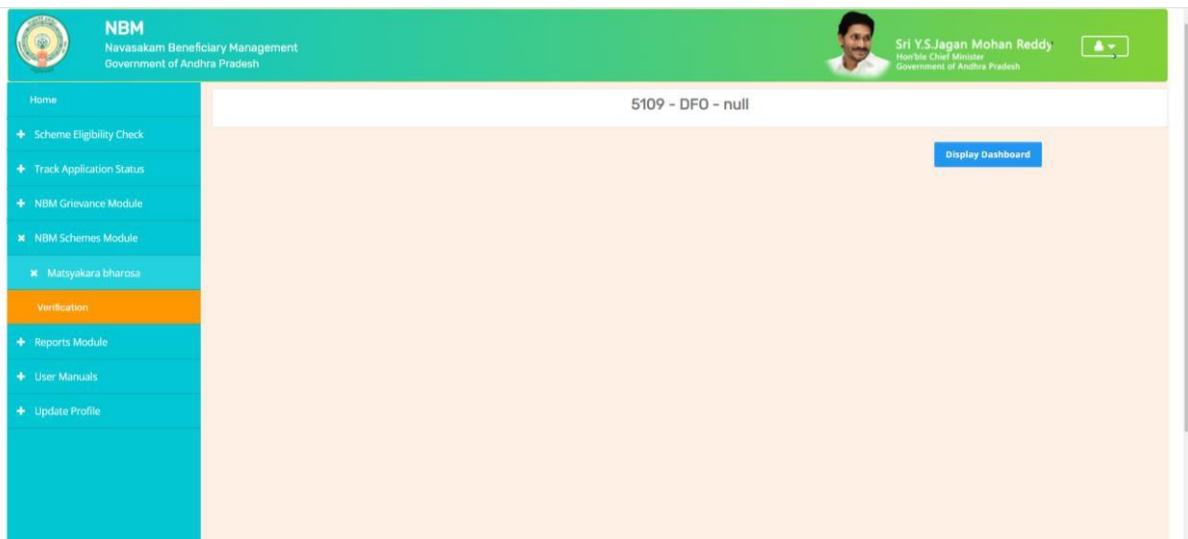


4.3. Verification by DFO

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.

After login to the NBM portal by DFO, click on NBM Schemes Module, YSR Matsyakara Bharosa button along with other schemes will be displayed. Click on “YSR Matsyakara Bharosa” the following will be displayed

Verification



Upon clicking “Verification”, “Scheme Application Dashboard” will be displayed as shown below. In the Scheme Application Dashboard page, select the financial year as 2023-2024, select the ADF Code and the FDO code. Bulk Forward option is provided.

The screenshot displays the 'Scheme Application Dashboard (DFO)' interface. It features a sidebar with navigation options like '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 31, 'PENDING' with 16, and 'COMPLETED' with 15. Below these are dropdown menus for 'Year' (set to 2023-2024), 'ADF' (set to --ALL--), and 'FDO' (set to --ALL--), along with a 'Search' button. A section titled 'Pending application to take action (DFO)' contains a table with the following data:

Sno	Secretariat Code	Boat Registration Number	Boat Type	Crew Number	Action
1	10690013	IND-AP-K2-M0-563	MOTORISED	5	Verify
2	10690013	IND-AP-K3-NM-1294	NON-MOTORISED	3	Verify
3	10690231	IND-AP-K3-M0-1149	MOTORISED	1	Verify
4	10690231	IND-AP-K3-M0-1081	MOTORISED	3	Verify

In case the recommendations for crew members in a particular boat is to be changed, user can select the “Verify” button against the application. Once the verify button is clicked up on the following screens will be displayed.

The screenshot shows two stacked screens. The top screen, 'BOAT DETAILS', contains a table with the following data:

Sno	Boat Registration Number	Vessel Type	Registry Name	Base of operation	License issue date	License expiry date	Boat Registration Date	Hull length	Hull width
1	IND-AP-K3-NM-1295		Registrar Avanigadda	ETIMOGA	26-03-2021	25-03-2024	01-03-2021	9.000	1.500

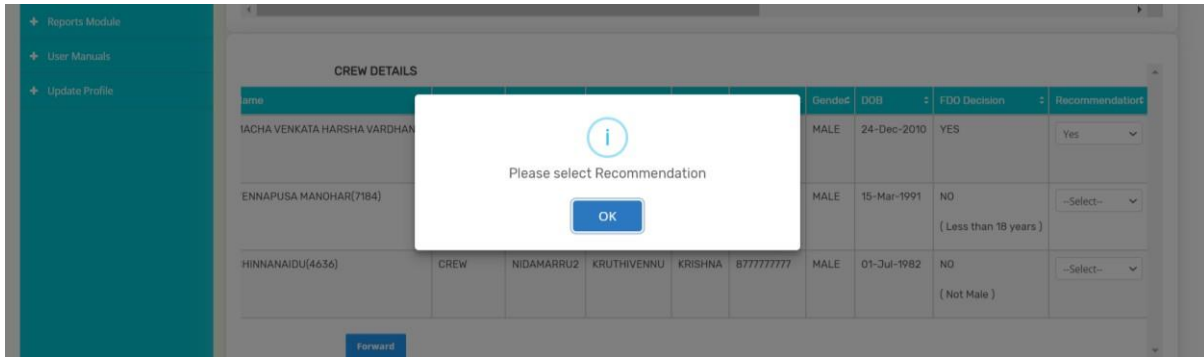
The bottom screen, 'CREW DETAILS', contains a table with the following data:

Name	Membership	Secretariat	Mandal	District	Mobile	Gender	DOB	FDO Decision	Recommendation
SHIVA VENKATA HARSHA VARDHAN(6)	CREW	NIDAMARRU2	KRUTHIVENNU	KRISHNA	9866147342	MALE	24-Dec-2010	YES	--Select--
INAPUSA MANOHAR(7184)	OWNER	NIDAMARRU2	KRUTHIVENNU	KRISHNA	9502248934	MALE	15-Mar-1991	NO (Less than 18 years)	--Select--
ANNANAIDU(4636)	CREW	NIDAMARRU2	KRUTHIVENNU	KRISHNA	877777777	MALE	01-Jul-1982	NO (Not Male)	--Select--

A 'Forward' button is located at the bottom of the 'CREW DETAILS' table.

User can check the FDO decision and make necessary recommendations to the crew members. In case “Not Recommend” is selected, user can select the reason from the dropdown provided. Note that all the crew members pertaining to one boat shall be verified in one session.

Only if recommendation is made for all the crew members, the application can be forwarded to the next level.



Once the recommendation is made for all crew members click on forward. The application is forwarded to the next level.

