

GOVERNMENT OF ANDHRA PRADESH

GVWV & VSWS DEPARTMENT

Vijayawada

User manual for YSR Cheyutha 2023-2024

Version 1

User Manual August 2023

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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 <u>https://resident.uidai.gov.in/aadhaar-updatehistory</u>. 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 2023

To apply for YSR Cheyutha Scheme follow as mentioned below.

- After log in select the "NBM Scheme Module" and click on "YSR Cheyutha" from the left side bar.
- Click on the New Application Form under YSR Cheyutha for application form.

| NBM Navasakam Beni Government of Ar | eficiary Management ndhra Pradesh | | | Sri Y.S Honble Governm | Jagan Mohan Reddy |
|---|--------------------------------------|-----------------|---|------------------------------|-----------------------------|
| Home | × | | | | |
| + Scheme Eligibility Check | NBM / YSR Cheyutha / New Application | Form | | | |
| J. Task Application Status | Bas | sic Details | | YSR Cheyuti | na New Application Form |
| | Aadhaar Number:* | First Name:* | | Father/Husband Name:* | Gender:* |
| NBM Grievance Module | Enter Aadhaar Numł | | | | Select ~ |
| × NBM Schemes Module | Pre-Fill | | | | |
| + YSR Kapu Nestham | Date of Birth:* | Caste:* | | Religion:* | Qualification:* |
| ¥ VSR Chevutha | dd/mm/yyyy | Select | ~ | Select | ✓ Select ✓ |
| - Tok cheyddid | Marital Status:* | Mobile No:* | | E-mail: | |
| New Application Form | Select | ✓ 10 Digit Only | | | |
| + YSR Vahana Mitra | Permanent Address | | | | |
| + YSR EBC Nestham | Door No & Street Name:* | District :* | | Mandal/Municipality:* | Village/Ward/Secretariat: * |
| + YSR Kalvanamasthu/ | | Select District | ~ | Select Mandal | ✓Select Secretariat ✓ |
| YSR Shaadi Tohfa | Pin Code:* | | | | |
| Reports Module | 6 Digit Only | | | | |

Enter the Aadhar card number and click prefill to get the some of the basic details. Fill the blanks other than the prefill items and click continue to the new application form.

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 Aadhar then select o times updated and **enter the enrolment date of Aadhar (the date on which Aadhar applied), date of Birth and upload the Aadhar 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**

| | | Ban | k Detaits | |
|--|-----------|---|--------------------------|---|
| Berk Account Number | FSC code | | Name of the Bank | Name of the branch |
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| | | Aadhaar U | Ipdate Histrory | |
| w many times AGE updated." | | | | |
| elect. | ~ | | | |
| | of Birdy | Changed Data of Birth* | Date of Update* | Proof Decument |
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| 2 4 5 6 7 8 5 10 3 5 5act v | ation/yyy | dalimniyyyy dalimniyyy dalimniyyy dalimniyyy | | Crosse File No file chosen Crosse File No file chosen Crosse File No file chosen Crosse File No file chosen |

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

| | | | | Bank Details | | |
|---|--|-------------------------------------|--|--|--|---|
| Bank Acc | ount Number | IP | SC code | | Name of the Bank | Name of the branch |
| ENTER / | ACCOUNT NUMBER | | NTER IFSC CODE | Search | ENTER BANK NAME | ENTER BRANCH NAME |
| | | | | | | |
| | | | | | | |
| | | | | Aadhaar Update His | trory | |
| ow many | times Aadhaar updated | ·* | | | | |
| 0 | | | | | | |
| S NO | Enrollment Date* | | Present Date of | Birth* | Proof Document * | |
| 1 | dd/mm/yyyy | | dd/mm/yyyy | | Choose File No file | chosen |
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| | | Andh | | | | |
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| I have I here aware the | e personally verified the iby declare that the info. at I may be held liable fo | rmation fu rr it. | pdate history of the Applicant and a rnished above is true, complete and | entered the data as per th d correct. I understand th | e details shown in UIDAI portal. at in the event of given informat | tion being found false or incorrect at any sta |
| • _ hav • _ here aware the | e personally verified the by declare that the info at I may be held liable fo | rmation fu | pdate history of the Applicant and i rnished above is true, complete and | entered the data as per th d correct. I understand th | e details shown in UIDAI portal. at in the event of given informat | ion being found false or incorrect at any sta |
| □l hav □l here ware th | e personally verified the sby declare that the info at I may be held liable fo | nrmation fu | pdate history of the Applicant and in rnished above is true, complete and | entered the data as per th d correct. I understand th Caste Certificate De | e details shown in UIDAI portal. at in the event of given informat tails | ion being found false or incorrect at any sta |
| Caste Ce | e personally verified the aby declare that the info at I may be held liable fo rtificate Number | Pagnaar u prmation fu prit. | pdate history of the Applicant and i | entered the data as per th d correct. I understand th Caste Certificate De | e details shown in UIDAI portal. at in the event of given informat tails | ion being found faise or incorrect at any sta Upload Certificate |
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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 Histrory | | | |
| How many | times Aadhaar updated | :* | | | | |
| | | | | | | - |
| S NO | | | | | | |
| 1 | | | | Choose File No file chosen | | |
| | | i | i | | | |
| | | | | | | - |
| ∢ *⊡l hav | e personally verified th | | 0 | wn in UIDAI portal. | | > |
| * 🔤 l here aware th | eby declare that the inf at I may be held liable [.] | | (i) | t of given information bein | g found false or incorrect at any stage, I am | |
| | | Applicant Aadhar | is not matched with Caste Certificat | te | | |
| | | | Aadhar! | | | * |
| Caste Ce | rtificate Number | | ОК | | Upload Certificate | |
| | 404008189 | | | rch | | |
| Note:-Pl | ease upload APseva Cas | te Certificate Only | | | | |
| | | | | | | |
| • | | | | | | • |
| | | | Income Certificate Details | | | |
| Income (| Certificate Number | | | | Upload Certificate | |
| Enter Ir | | | | Search | | |
| | | | | | | |
| Note:-Pl | ease upload APseva Inco | ome 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 | Enroliment D | Date* | P | resent Date of Bi | lirth * | | Proof Doc | ument * | | | | |
|--------------------------------------|---|--|--|--|---------------------------------|--|--|--|-------------|------------------|-----------------------|-------------------------------|
| 1 | dd/mm/yyy | уу | | dd/mm/yyyy | Ħ | | Choose | File No file cho | sen | | | |
| • VI have • VI herel aware tha | personally veri by declare that t I may be held | rified the Aadhaa t the information d liable for it. | r update history of the furnished above is true | Applicant and ent e, complete and c | itered the da correct. I und | ata as per th derstand th | ne details shown in nat in the event of g | UIDAI portal. iven information t | being fou | und false or ir | ncorrect at any : | stage, I am |
| | | | | С | Caste Cert | ificate De | etails | | | | | |
| Caste Cer | tificate Number | ər | | | | | Upload Certificate | 9 | | | | |
| CGC2204 | 04008189 | | | | Search | | Document Uploa | d*(Max Size 1 MB | only PDF | Allowed) | | |
| Nata: Dia | | anua Canta Carti | Facto Only | | | | Choose File | lo file chosen | | | | |
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| Note:-Ple | ase upload APs | seva Caste Certif | ficate Only | с | Caste Cert | ificate De | Choose File | lo file chosen | | | | |
| Note:-Ple | n Id Ca | seva Caste Certif Caste Uid | ficate Only Application Type | C Applicant Nam | Caste Cert | ificate De District | Choose File | lo file chosen | Caste | SubCaste | Gender(Y/N) | Authorize |
| Note:-Ple | n Id C4 04008189 59 | seva Caste Certif | ficate Only Application Type IntegratedCertificate | C Applicant Nam NERSU RAMAM | Caste Certi ne I MJAMMA I | ificate De District KRISHNA | Choose File Mandal CHALLAPALLI-R | lo file chosen Secretariat CHALLAPALLE | Caste OC | SubCaste Kapu | Gender(Y/N) Female | Authorize |
| Note:-Ple Application | n Id Ca 04008189 59 | seva Caste Certif Caste Uid | ficate Only Application Type IntegratedCertificate | C Applicant Nam NERSU RAMAM | Caste Cert | ificate De District KRISHNA | Choose File N etails Mandal CHALLAPALLI-R | Secretariat CHALLAPALLE | Caste OC | SubCaste Kapu | Gender(Y/N) Female | Authoriza Tahsildar |
| Note:-Ple | n Id C | Seva Caste Certif Caste Uid 394368365007 | ficate Only Application Type IntegratedCertificate | C Applicant Nam NERSU RAMAM | Caste Cert | ificate De District KRISHNA | Choose File A | Secretariat CHALLAPALLE | Caste OC | SubCaste Kapu | Gender(Y/N) Female | Authorize Tahsildar |
| Note:-Ple Applicatic | n Id C | Seva Caste Certif | ficate Only Application Type IntegratedCertificate | C Applicant Nam NERSU RAMAM | Caste Certi ne MJAMMA i | ificate De District KRISHNA | etails | Secretariat CHALLAPALLE | Caste OC | SubCaste Kapu | Gender(Y/N) Female | Authorize Tahsildar |
| Application CGC2204 | n Id Ci 04008189 54 | seva Caste Certif Caste Uid 5943.083.05007 | ficate Only Application Type IntegratedCertificate | C Applicant Nam NERSU RAMAM | Caste Certi ne MJAMMA I | ificate De District KRISHNA | tails Mandal CHALLAPALLI-R etails | Secretariat CHALLAPALLE | Caste OC | SubCaste Kapu | Gender(Y/N) Female | Authorize |

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 De | taiis | | | | | |
|---|--|---|-----------------------|---------------------------------|---------------------------------------|---|-----|
| Caste Certificate Number | | Upload Certificate | | | | | |
| CGC220604026686 | Search | Document Upload*(| Max Size | 1 MB only PD | IF Allowed) | | |
| | | Choose File GO | Ms No 6. | .hevutha.pdf | | | |
| Note:-Please upload APseva Caste Certificate Only | | | | | | | |
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| | Caste Certificate De | tails | | | | | |
| | Caste Certificate De | cuito | | | | | • |
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| CGC220604026686 5511237 |) | DIAM | 00 | Кари | Female | Tahsildar | |
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| Applicant Aadhar is not match | ed with Income Cer | tificate | | | | | • |
| Adulta | 11 | | | | | | |
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| Applicant Authentication Type* | | | | | | | |
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| "I/We hereby submit voluntarily at my/our own discretion, the physical cop Department for the purpose of establishing my/our identity / address prov | y of Aadhaar card/physica of and voluntarily give my/ | al e-Aadhaar/electroni our consent for verific | c Aadhaa ation pro | ar xml as issu cess as per t | ed by UIDAI (Aad he instructions f | dhaar), to GSWS for the said purpose | |
| | , , , , , , , , , , , , , , , , , , , | | | por o | | | |

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

| Application Id Case Uid Application Type Applicant Name Dashet Manaal Secretariat Case Subcasts Gender(Y/N) Autorized By Design Control CGC2204040008189 594368365007 IntegratedCertificate NERSU RAMAMJAMMA KRISHNA CHALLAPALLE OC Kapu Female Tan CGC2204040008189 594368365007 IntegratedCertificate NERSU RAMAMJAMMA KRISHNA CHALLAPALLE OC Kapu Female Tan Income Certificate Number Upload Certificate Upload Certificate Document Upload*(Max Size 1 MB only PDF Allowed) Income Income | | | | | | | | | | 0.1.0.00 | |
|--|-----------------------|--------------------|-----------------------|------------------|-------------|----------------|-----------------|--------------|-------------|---------------|-----|
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| | IC220317011955 59 | 4368365007 Inco | omeCertificate NER | SU RAMAMJAMMA KR | SHNA CHA | LLAPALLI-R CH | ALLAPALLI4 | 60000.00 | Female | Deputy Tahsil | dar |
| | | | | | | | | | | | |

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

| | | | Inco | ome Certifio | cate Details | | | | |
|---|---|--|---|---|---|---|---|--|---|
| Income Certificate | Number | | | | Upload C | ertificate | | | |
| IC220317011955 | | | | Search | Documer | nt Upload*(Max Siz | e 1 MB only P | PDF Allowed) | |
| | | | | | Choos | e File No file chos | en | | |
| Note:-Please uploa | ad APseva Income Co | ertificate Only | | | | | | | |
| | | | | | | | | | |
| | | | Inco | ome Certifio | cate Details | | | | |
| Application Id | UID / | Application Type | Applicant Name | District | Mandal | Secretariat | Income | Gender(Y/N) | Authorized By Desig |
| IC220317011955 | 594368365007 | IncomeCertificate | NERSU RAMAMJAMMA | KRISHNA | CHALLAPALLI-R | CHALLAPALLI4 | 60000.00 | Female | Deputy Tahsildar |
| Applicant Authors | tication Tune* | _ | | | | | | | |
| Applicant Authent Bio Authentic 'I/We hereby su Department for with GSWS Dep the Aadhaar ca explained to mo | tication Type* ation OIRIS Auther Johnit Voluntarily at n of the purpose of esta artment and: hereby rd or through such o e/us in local languag | ntication @Aadh my/our own discret ablishing my/our idd y consent to GSWS ther acceptable m ge7 | aar OTP ion. the physical copy of A entity / address proof and Department for verificatic anner as per UIDAI or und | Aadhaar card, I voluntarily g on of my/our , ier any Act or | /physical e-Aadhaa ive my/our consent Aadhaar to establisi law from time to tim | r/electronic Aadha for verification pro its genuineness t ne. The consent an | ar xml as issu cess as per t hrough Quick d purpose of | ued by UIDAI (Aa the instructions < Response (QR) collecting Aadh | ndhaar), to GSWS for the said purpose code embedded in Jaar has been |
| Applicant Authent OBio Authentica 'I/We hereby su Department for with GSWS Dep the Aadhaar ca explained to me | tication Type* ation OIRIS Auther ubmit voluntarily at n the purpose of esta hartment and; hereby rd or through such o e/us in local languag | ntication Aadh my/our own discret blishing my/our idd y consent to GSWS other acceptable m Je." | aar OTP ion. the physical copy of A Department for verificatic anner as per UIDAI or und Authe | Aadhaar card, i voluntarily g on of my/our a er any Act or nticate Usin | /physical e-Aadhaa ive my/our consent Aadhaar to establisi law from time to tin g Aadhaar OTP | r/electronic Aadha for verification pro its genuineness t ne. The consent an | ar xml as issu cess as per t hrough Quick d purpose of | aed by UIDAI (Aa he instructions Response (DR) collecting Aadh | idhaar), to GSWS for the said purpose code embedded in laar has been |

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

| Income Certificate | e Number | uat.gramawards Are you sure want | achivalayam.ap.gov.in si to Authenticate? | ауз | Cancel | Certificate | | | |
|--|---|--|--|---|--|---|--|--|---|
| IC220317011955 | 5 | | | Search | Cho | ent Upload*(Max Si | e 1 MB only F | PDF Allowed) | |
| Note:-Please uplo | ad APseva Income | Certificate Only | | | | | | | |
| | | | Inco | me Certific | cate 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-I | CHALLAPALLI4 | 60000.00 | Female | Deputy Tahsildar |
| | | | | | | | | _ | ÷ |
| Applicant Auther Blo Authentile "I/We hereby s Department fo with GSWS Dep the Aadhaar cr explained to m | ntication Type* cation OIRIS Autti ubmit voluntarily a or the purpose of es partment and; here and or through sucl ne/us in local langu | nentication @Aadh t my/our own discred tablishing my/our id by consent to GSWS o consent to GSWS o ther acceptable m age." | aar OTP tion, the physical copy of A netity / address proof and Department for verificatio anner as per UIDAI or und Authee | adhaar card, voluntarily g n of my/our / ar any Act or nticate Usin | /physical e-Aadh ive my/our conse Aadhaar to establ law from time to g Aadhaar OTP | har/electronic Aadha ht for verification pr sh its genuineness ime. The consent ar | ar xml as issu ccess as per t through Quicl ad purpose of | ued by UIDAI (Aa the instructions k Response (QR) collecting Aadh | dhaar), to GSWS for the said purpose code embedded in aar has been |

After Successful authentication, the following message will pop-up

| | | | | Income Certi | ficate Details | | | | |
|-----------------------------------|---------------------------------------|---|--|---------------------------------------|--------------------------------------|--|--|---|------|
| Income Certificate | Number | | | | Uplo | oad Certificate | | | |
| | | | | Search | Docu | ument Upload*(Max | Size 1 MB only PC |)F Allowed) | |
| | | | | | Ch | hoose File GO Ms N | o 6hevutha.pd | £ | |
| Note:-Please uploa | id APseva Incom | e Certificate Only | | | | | | | |
| | | | | | | | | | * |
| | | | | Income Certi | ficate Details | | | | - |
| Application Id | UID | Application Type | Applicant Name | District | Mandal Sec | cretariat Income | Gender(Y/N) | Authorized By Designation(Y/N) | Last |
| IC220606039523 | 551123710 | | OTP Sent Succ | cessfully | | 79000.00 | Female | Deputy Tahsildar | 2021 |
| | | | | - | | | | | |
| | | | ОК | | | | | | |
| Applicant Authent | ication Type* | | | | | | | | |
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| "I/We hereby su Department for | bmit voluntarily the purpose of e | at my/our own discre stablishing my/our io | tion, the physical copy dentity / address proof | y of Aadhaar car f and voluntarily | rd/physical e-Aac give my/our con | dhaar/electronic Aad nsent for verification | haar xml as issue process as per th | ed by UIDAI (Aadhaar), to GSWS the instructions for the said purpose | |
| the Aadhaar ca | artment and; ner rd or through suc | by consent to GSWs ch other acceptable n | nanner as per UIDAI or | under any Act o | or law from time t | to time. The consent | and purpose of c | collecting Aadhaar has been | |
| | , us in local lang. | auge. | | | | | | | |
| Enter OTP from A | adhaar Registere | d Mobile No.* | | | | | | | |
| | | | Verify OTP | & Submit Applic | ation | | | | |
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Enter the OTP and click on the "Verify OTP and Submit Application" button to complete the application process.

| Image: Contract C | Income Certificate Number | | | | Upload C | ertificate | | | | |
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| Income Certificate Details Application Id UD Application Type Application Type Destrict Secretariat Income Cender(V/N) Authorized By Designed C220317011955 594368365007 IncomeCertificate NERSU RAMAMJAMMA KRISHNA CHALLAPALLI-R CHALLAPALLI-R Opposition Deputy Tabsildar | IC220317011955 | | | Search | Docume | nt Upload*(Max Siz | e 1 MB only F | PDF Allowed) | | |
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After successful completion of the following screen is displayed. Acknowledgment will popup as shown below, and beneficiary will receive a SMS on registered mobile.

| | Income Certificat | e Number | | | | | Upload Certificate | | | | |
|---|---|--|-------------------|------------------------------|--------------------------------|-------------------|---|--|--|---|------|
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| | | | | III. | come cerun | cate Det | ans | | | | * |
| | Application Id | | | Applicant Name | | | | Income | | Authorized By Designat | tion |
| | IC220317011955 | 594368365007 | IncomeCertIficate | NERSU RAMAMJAMM | A KRISHNA | CHALLA | PALLI-R CHALLAPALLI4 | 60000.00 | Female | Deputy Tahslidar | |
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| | Enter OTP from 22356 | Aadhaar Registere | d Mobile No.* | Verify OTP & | Submit Applica Print Acknow | tion /ledgemen | ıt | | | | |
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Click on "Print acknowledgement".

| Note:-Please uplo | oad APseva Income | e Certificate Only | | | | | | | |
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| 4 | | | Inco | me Certific | cate Details | | | | • |
| Application Id | UID | Application Type | Applicant Name | District | Mandal | Secretariat | Income | Gender(Y/N) | Authorized By Designation |
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The following Acknowledgement is generated

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4. Verification of the Application

4.1.Verification by WEA/WWDS

Login Page: NBM portal Login for WEA/WWDS

Please click on the URL <u>https://gsws-nbm.ap.gov.in/NBM/#!/Login</u> 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:

| riat Name riat Code ant Basic Deta | | | | | | |
|--|--|--|---|--|---|---|
| riat Code ant Basic Deta | | | | Volunteer Name | | |
| ant Basic Deta | - 58 | | | Cluster ID | | |
| | ails | | | | | |
| nt ID | | | | Aadhaar No | | |
| nt Name | | - | | Spouse Name | | |
| Birth | | Gend | er | | Mobile No | |
| Details | | Caste | | | Sub Caste | |
| ate No | | Canto | | | and cause | |
| | | | | | | |
| Cate | OARY | | | | | s Per |
| 1.310 | en y | | System | Validation | Field | Verification |
| Family Income | for a month | | Ra. | per month | Rs | Per month |
| Dry Land hold | ing of family | | | Acre | 8 | Acres |
| Wet Land hold | ine of Family | | | Acto | | Acre |
| Four other lar | n Family | | Ver/Ner | | Ver/Ner | |
| Tota-watcher i | 4 F 3 - 1' ' | | 1 60 7 60 | | 1 60 100 | |
| Central Govt/S | tate Govt/PSU/Private | | 1 00/200 11 | | 1 60/200 ::: | |
| etc with incom | e more than Rs. | | If Yes | | If Yes | |
| 12000/- | | | Name of the | | Name of the | |
| Electricity con | sumption | | Cognitization | Unit | N gan wan | Units |
| Property in Ma | nicipal/Plinth area | | | In Se F | | In So Ft |
| Income Tax pa | yee in family | | Yes/No :: | | Yes/No :: | |
| Any Other Per | son in the family | | Yes/No :: | | Yes/No :: | |
| availed EBC N | icstham/Kapu Nestham | | | | | |
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| Verification | Details | | | 10 | | |
| the | | | Employee | e ID | | |
| WDS | | | ls applica | at modified Are in | | |
| Date | | | Aadhaar | | | Yes/No |
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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:

| Nevasakam Benefic Government of Andh | ary Management a Pradesh |
|--|---|
| Home | × |
| + Scheme Eligibility Check | Scheme Application Dashboard (WEA) |
| + Track Application Status | |
| + NBM Grievance Module | TOTAL PENDING COMPLETED |
| + NBM Schemes Module | 279 0 |
| + Reports Module | EnseitVerst |
| + User Manuals | 2023-2024 V Search |
| + Update Profile | |
| | Pending application to take action (WEA) |
| | DETAILS |
| Join Telegram group**GSWS WEA/WWDS | Excel Download |
| GROUP (OFFICIAL)* for getting real time instructions/circulars/G.0s from GSWS Department.* | S.No ² Application ID ² Application Type Citizen Name ² Gender ² No. ² Type ² No. ² Year ² Mandal ² Secretariat ² Cluster ID ² Action ² |
| | 1 OLD BOKKA LAKSHMI FEMALE 2196 YSR 2023 PENUMANTRA MAMUDURU 10590269021 venty |
| | 2 OLD VEERAVALLI VERAVALLI VERAVALLI VERAVALLI VERAVATALAKSHMI PEMALE 7499 VSR Cheyutha 2023 PENUMANTRA MAMUDURU 10590269013 Venty |

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

| NBM Navasakam Benefic Government of Andh | iary Management ra Pradesh | | Sri Y.S.Jagan Mohan Reddy |
|---|-------------------------------|--------------------|---|
| Scheme Eligibility Check Track Application Status | | SCHEME Ap | plication VERIFICATION (WEA) |
| + NBM Grievance Module | APP | LICANT DETAILS | Certificate View |
| + NBM Schemes Module | APPLICATION ID | 092208201050440873 | AADHAAR UPDATE DOCUMENT |
| + Reports Module | APPLICANT NAME | BORUSU MANI | A |
| + User Manuals | SCHEME | YSR Cheyutha | GOVERNMET OF ANTERNATIADESH RANDAOMS AND TEXTILES DEPARTMENT |
| | DATE OF APPLICATION | 23-AUG-2022 | |
| | GENDER | FEMALE | 5er. Ro.No. 15922922-C., 49, 29, 07, 2023 |
| | AADHAAR NUMBER | XXXX-XXXX-0873 | Next |
| | SECRETARIAT NAME | KADIAPULANKA2 | |
| | | | APPLICATION DETAILS |
| | APPLICATION ID | | 092208201050440873 |
| | APPLICANT NAME | | BORUSU MANI |
| | FATHER NAME | | ramaa |
| | SCHEME | | YSR Cheyutha |

| PERMANENT DNO. | | | | | 1: | 23456 | | | | |
|-----------------------------------|--------------|-------------------|-------|---------------|--|-----------------------|----------------|------------------|--------------------|------|
| PERMANENT DISTRICT | | | | | W | EST GODAVARI | | | | |
| PERMANENT MANDAL | | | | | P | ENUMANTRA | | | | |
| PERMANENT SECRETARIAT | | | | | м | AMUDURU | | | | |
| PERMANENT PINCODE | | | | | 1: | 23456 | | | | |
| CURRENT DNO | | | | | 1: | 23 | | | | |
| CURRENT DISTRICT | | | | | W | EST GODAVARI | | | | |
| CURRENT MANDAL | | | | | Ρ | ENUMANTRA | | | | |
| CURRENT SECRETARIAT | | | | | м | AMUDURU | | | | |
| CURRENT PINCODE | | | | | 1: | 23456 | | | | |
| | | | | | 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) | Inco |
| BOKKA PURNACHANDRARAO | MALE | 01-Jan-1954 | BC | 9010148597 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | DO. | 0010149507 | | 0 | | 0 | 0 | 0 |
| BOKKA KONDAMMA | FEMALE | 01-Jan-1961 | BC | 9010146597 | 0 | 0 | 0 | 0 | Ŭ | |
| BOKKA KONDAMMA | FEMALE | 01-Jan-1961 | BC | 9010146397 | 0 | 0 | 0 | 0 | | |
| BOKKA KONDAMMA | FEMALE | 01-Jan-1961 | BC | 9010146597 | 0 | | 0 | 0 | 0 | |
| BOKKA KONDAMMA | FEMALE | 01-Jan-1961 | bc | 9010148597 | o har Update His | tory | 0 | | 0 | |
| BOKKA KONDAMMA | FEMALE | revious Date Of E | BC | Aad | 0 har Update His Changed | tory Date Of Birth | 0 | Date O | fUpdate | |
| BOKKA KONDAMMA Type Of Update Age | FEMALE Pi | revious Date Of E | Birth | Aad | 0 har Update His Changed 02-08-20 | tory Date Of Birth | 0 | Date 0 03-08- | f Update 2022 | |

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| (| iste Certificate Details | |
| Caste Certificate Number | Upload | Certificate |
| Enter Caste Certificate Number | Search | |
| Note:-Please upload APseva Caste Certificate Only | | |
| | | |
| 4 | | 1 |
| | ome Cartificate Dataile | |
| IP | bme Certificate Details | |
| Income Certificate Number | Upload | l Certificate |
| Enter Income Certificate Number | Search | |
| Note:-Please upload APseva Income Certificate Only | | |
| | | |
| 4 | | 1 |
| | Check List | |
| | | |
| Recommended* | Ores One | |
| | | |
| Upload Field Verification Report Of WEA/WWDS* | Choose File No file chosen | |

Search the caste and income certificate numbers in their respective section by which certificate details will be shown. And upload the scanned caste and income certificates under upload certificate in caste and income certificate detail sections.

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 <u>https://gsws-nbm.ap.gov.in/NBM/#!/Login</u> 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:

| | SCHEME Application DASHBOARD (MU | ICOM) |
|------------------------|--|-----------|
| | | |
| TOTAL | PENDING | COMPLETED |
| 96 | 61 | 35 |
| | | |
| Year :* Secretariat :* | Caste:* Application Type:* Caste:* Caste:* Application Type:* Select- Select- | ♥ Search |
| | | |
| | | |
| | | |
| | | |

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 (2022-23) 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.

| CARTALISCELLS | | | | | | | | | | | |
|---------------|----------------------|--------------|--|--|--|----------------------|-----------------------------------|---------------------------|---------------------------------|---------------------------------|--------|
| ince Midule | TOTAL | | | PENDIND | | | | 0 | HPLETED | | |
| nes Module | 96 | | | 61 | | | | 3 | 5 | | |
| - | | | | | | | | | | | |
| ate | Year 1* | Secretaria | 6.4 | Cantle :* | | Application | Type :+ | | - | | |
| | 2072-2023 | VADDEV | Pe | st nding ap | oplication | to take acti | ion (MUC(|) | Search | | |
| | 2022-2023 * | VADDEV | Pe | nding ap | oplication 1 | to take acti | ion (MUC(|) | Secure 19 | | |
| | 2012-2023 • | Pending e | Per Citizan Name | offing ap | pplication t DET | to take acti AILS | ion (MUC(Scheme Type | DM) Financial Year | Hendal 2 | Secretariat | Action |
| | 2 062206251667314787 | Pending Cate | Cetzen Name PSUPULETI DOVINDAMMA | st ording ap Gender ¹ FEMALE | Application 1 DE1 Apdthsar No. 5 XOCX- XOCX- XOCX-4757 | Calles | Scheme Type VSR Cheyuths | Financial Year 2022 | Mandal ³ GUDIVADA | Secretariut 4 VADDEVARSTREET | Action |

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 |
|--|
| |
| 2 |
| |
| |
| |

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

| dule | 1 | UTAL. | | | PENDING | | | | 0 | PLETED | | |
|------|----|---|--|--|---|---|--|--|--|---|---|----------------------------|
| Me . | 5 | 26 | | | 59 | | | | 37 | 7 | | |
| | - | | | | | | | | | | | |
| | Ye | r# | Secretaria | | Caste :* | | Application 1 | ipe.* | | Print Party | | |
| | 1 | 022-2023 | VADDEV | AUSTREET . | 3C | | Kecomme | 1080 | 2 | Search | | |
| | | | | Pe | nding app | lication f | to take actio | n (MUCC | (M | | | |
| | | | | | | | | | | | | |
| | | | | | | DET | AILS | | | | | |
| | | | | | | | | | | | | |
| | | Application ID | Pending : Date | Offizen Name | E Gender [®] | Aadhaar a | Mobile No. * | Scheme a | Financial Vesr | Mandal * | Secretariat | Action |
| | | Application ID | Pending Dete 25-JUL- 2022 | Otzen Name MURAR NARASIMHAM | Gender [®] MALE | Aadhaar No XXXX- XXX- 6486 | Mobile No. © 9010995541 | Scheme Type YSR Cheyutha | Financial Year 2022 | Mandal ⁸ GUDIVADA | Securiariat * VADDEVARSTREET | Action Virity |
| | 0 | Application ID | Pending Date 21-JUL- 2022 08-JUL- 2022 | Otizen Name MURAR NARASIMHAM NADIPENA RAMANAMMA | Gender [®] MALE FEMALE | Auchitat No. X00X- X00X- 6486 X00X- X00X- X00X- X00X- X00X- X00X- X00X- X00X- | Mobile No. * 9010995341 9063557566 | Scheme Type YSR Cheyutha YSR Cheyutha | Financial Viter 2022 2022 | Mandal ² GUDIVADA GUDIVADA | Secretariut ⁸ VADDEVARISTREET VADDEVARISTREET | Action Verily Verily |
| | 0 | Application 10 Application 10 C02200251223266486 C022006281512451078 C022006291126407533 | Pending = Date = 21-JUL- 2022 06-JUL- 2022 06-JUL- 2022 | Olizen Name MURAR NARASIMHAM NADIPENA RAMANAMMA SAKIREDOY SATYAWATHI | Gender [®] MALE FEMALE FEMALE | Aechael No. 200X- 200X- 5486 200X- 1078 200X- 1078 200X- 20X | Mobile No. 9010995541 9063557566 9618337534 | Scheme Type YSR Cheyutha Cheyutha YSR Cheyutha | Financial Voiar 2022 2022 2022 2022 | Mandal ⁴ GUDIVADA GUDIVADA GUDIVADA | Secretariot ⁴ VADDEVARISTREET VADDEVARISTREET VADDEVARISTREET | Action |

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

| anus | | |
|------------------------|---|--|
| ade | APPLICANT DETAILS | Certificate View |
| APPLICATIO | ID 082206251223266486 | WEA/WWOS PRIMERY FIELD VERIFICATION REPORT |
| APPLICANT | IAME MURARI NARASIMHAM | × |
| SCHEME | YSR Cheyotha | |
| DATE OF APPLICATION | 21-306-2022 | () () () () () () () () () () () () () (|
| GENDER | MALE | YSR Repanaztare Field Vertification Form |
| AADHAAR N | INSER XXXXX-6456 | |
| SECRETARIA | NAME VADDEVARISTREET | |
| WEA/WWD5 REMARKS | BY INSTAKE VAHANA MITRA APPLICATION SUBMITTED UPLOADING KAPUNESTAM CAST CERTIFICATE BUT HE WAS INELIGIBLE SIR | |
| WEA/WWDS RECOMMENT | No ATION | |
| | | APPLICATION DETAILS |
| APPLICATION ID | | 082206251223266486 |
| APPLICANT NAM | e | MURAPS NARADIMHAM |

| MURARI ADHI LAKSHMAMM/ | FEMALE | 10-Apr-1985 | SC | 9912681127 | 0 | 2.2 | | 0 | 0 | | 0 | 0 | 2 |
|------------------------|--------------------|--------------|----------|---------------------------------|-------------------------------------|--------------------------------------|----------|---------|-------|----------|-------------|----------|---------------|
| MURARI NARAYANA | MALE | 03-Sep-2002 | SC | 9912681127 | 0 | 0 | _ | 0 | 0 | | 0 | 0 | 2 |
| MURARI LAKSHMI NARAYAN | MALE | 28-Jun-2006 | SC | 9912681127 | 0 | 0 | | 0 | 0 | | 0 | 0 | 2 |
| MURARI NARASIMHAM | MALE | 15-Jun-1976 | SC | 9912681127 | 0 | 0 | | 0 | 0 | | a | 0 | 2 |
| MURARI LAKSHMI DEVI | FEMALE | 28-Jun-2004 | SC | 9912681127 | 0 | 0 | | 0 | 0 | | a | 0 | 1 |
| MURARI LAKSHMI KUMARI | FEMALE | 25-Jun-2005 | SC | 9912681127 | 0 | 0 | | 0 | 0 | | 0 | 0 | 0 |
| | | | | | | | | | | | | | |
| | | | | | Cast Certif | icate Details | | | | | | | |
| Application Id Apple | etion Type | Applicant Na | вте | District | | Handal | Secretar | iet | Ceste | SubCaste | Gender(Y/N) | Authoriz | ed Dy Designe |
| | | _ | | _ | | | | _ | _ | | | _ | |
| C6C012039424357 Integ | atedCertificati | MARARI NAP | RASIMHAM | Sri Potti Srira | imulu Nellore | Kondapuram | GARIMEN | APENTA | SC | Mala | м | MRO | |
| C3C012039424357 Integ | atedCertificat | MARARI NAR | RASIMHAM | Sri Potti Srira | imulu Nellore Cher | Kondapuram | GARIMEN | (APENTA | SC | Mala | м | MRO | |
| Recommendation* | ate dC entrinc at | e MARARI NAR | RASIMHAM | Sri Potti Srira | Cher | Kondapuram | GARIME | (APENTA | SC | Mala | м | MRO | |
| Recommendation* | it . | MARARI NAR | RASIMHAM | Sri Potti Srira Ves Cho | O No | Kondapuram :k List file chosen | GARIMEN | 4APENTA | SC | Mala | М | MRO | |
| Recommendation* | ete di Certificati | MARARI NAF | RASIMHAM | Ves | No No No No No | Kondapuram ck List file chosen | GARIMED | (APENTA | SC | Mala | М | MRO | |
| Recommendation* | it it | MARARI NAR | RASIMHAM | Sri Potti Srira | O No O No Dose File No For | Kondapuram ok List file chosen | GARIMED | | SC | Mala | м | MRO | |

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

| | FEMALE | | 10 | 801268 FLET | | 22 | | | | | | |
|---|---------|----------------|-------|---------------------------------|---------------|-------------|------------|-------|----------|-------------|------------------------|---|
| SEJEAR MARACANA | 10413 | 83-5ep-2002 | 50 | | | | | | | | | |
| HURBRICARSHIE NARADANA | HALE | 28-34-2008 | | 9912641127 | | | | | | | | |
| MURAN NURASING MAN | HALE | STR. OLD | 50. | WUSBILL? | | | | | | | | |
| HURAR LAKERING DEVI | FEDERLE | 20-3an-2004 | | | | | | | | | | |
| HURAT CARDINE KUNDE | FEMALE | | 80 | 8910687127 | | | | | | | | |
| Application Id Applicatio | 1 | | | () | | | arat. | Cento | SutCerts | Bender(V/N) | Authorized By Designed | - |
| | A | pplication ((| 06220 |)6251223266 level III ОК | 486) Forward | ied to next | -ENAPENTA | | Mala | × | 980 | |
| Recommendation* | A | pplication ((| 06220 | 06251223266 level III OK | 486) Forward | sed to next | ESAPENTE. | | Mala | H) | HRD. | |
| Reconstendation* | A | oplication ((| 08220 | loc251223266 level III OK | 0 112 | ded to next | enares ta | | Male | (H) | uno. | |
| Recommentation* Uproad Verification Document | 14 | pplication ((| 06220 | 06251223266 level !!! OK | 486) Forward | the to next | estares ta | | Nda | | jung | • |

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

| | | | رہی o Applicat | ఎ - వా Bovernmo ion Stat | ර් ent c tus | Exc | el Download | | | | | |
|------|----------------|--------------------------|----------------------|---------------------------------------|--------------------|-----------|-------------|------------------|---------|----------|----------|-------------------------|
| | District | No of New | | | Per | iding at | District | HOD Level | D | tor | No.of | |
| S.No | | Applications Received | Pending WEA/WWDS | Pending at MPDO/MC | ED- BC | ED- SC | ED- ST | ED Minorities | Pending | Approved | Rejected | Applications on Hold |
| 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 |
| в | SRIKAKULAM | 298 | 252 | 46 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 0 | ΝΑΝΟΥΛΙ | 210 | 171 | 30 | 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.