



GOVERNMENT OF ANDHRA PRADESH  
GVWV & VSWS DEPARTMENT  
AutoNagar, Vijayawada

# YSR KAPU NESTHAM

## Application registration and verification

User Manual  
July 2023

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## 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.
- Previous year eligible beneficiaries are not required to apply again.
- 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

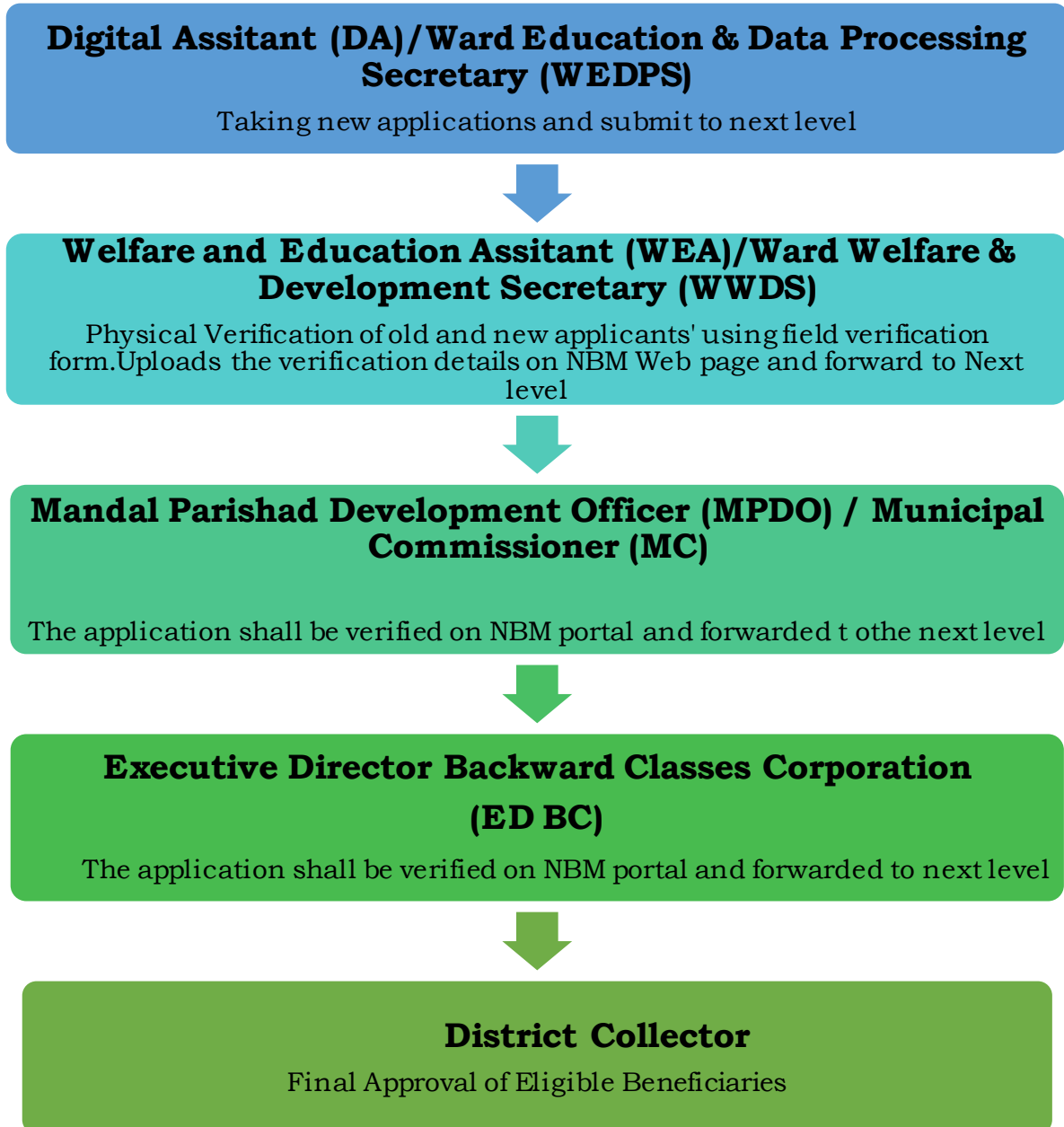
### 2.1 Application

- 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

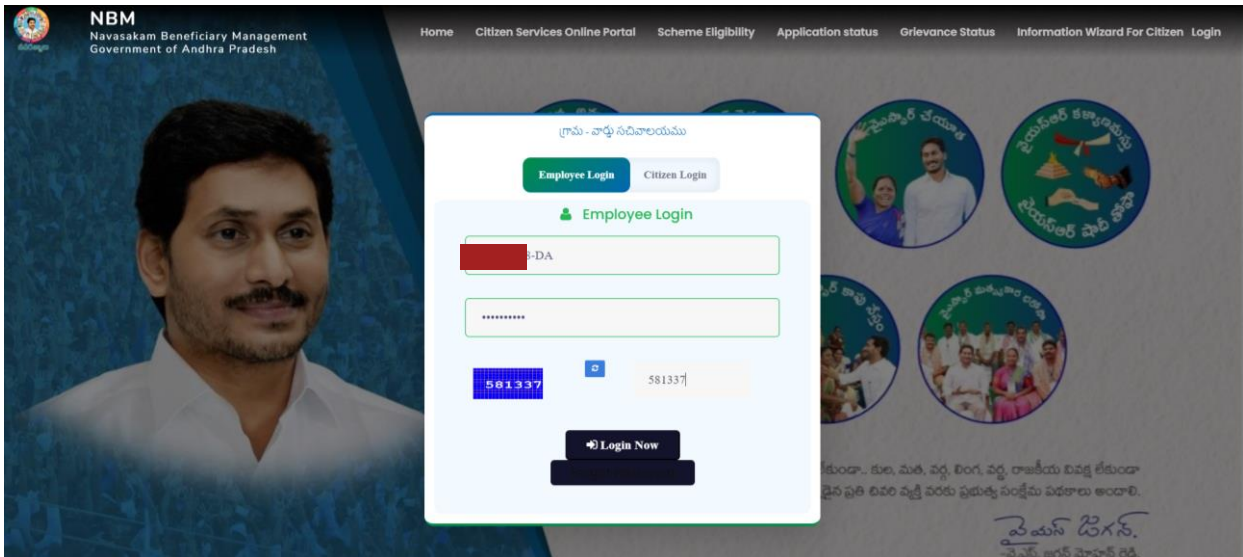
### 3. Application Registration and Verification Workflow



## 4. New Application Registration for Kapu Nestham 2023-2024

### 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.



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 pre-filled 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.

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

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 Enrollment 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.

The screenshot shows two forms. The top form is titled "Aadhaar Update History". It has a dropdown menu for "How many times AGE updated:" with the value "1". Below this is a table with columns: S NO, Type of Update, Previous Date of Birth, Changed Date of Birth, Date of Update, and Proof Document. The table contains one row with the following data: S NO: 1, Type of Update: Age/DOB, Previous Date of Birth: 01-09-1970, Changed Date of Birth: 02-11-1971, Date of Update: 11-06-2015, and Proof Document: Choose File | TestingCertificate.pdf. Below the table are two checkboxes with text: "I have personally verified the Aadhaar update history of the Applicant and entered the data as per the details shown in UIDAI portal." and "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." The bottom form is titled "Caste Certificate Details". It has a text input field for "Caste Certificate Number" with the placeholder "Enter Caste Certificate Number", a "Search" button, and an "Upload Certificate" button. A note at the bottom says "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"/>	<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
<input type="text"/>	IntegratedCertificate	<input type="text"/>	EAST GODAVARI	KADIAM-R	VEMAGIRI	<input type="text"/>	<input type="text"/>	Female	Tahsildar

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	Search	Upload Certificate
<input 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
<input type="text"/>	IncomeCertificate	<input type="text"/>	EAST GODAVARI	KADIAM-R	VEMAGIRI1	<input type="text"/>	<input type="text"/>	Deputy Tahsildar

Applicant Authentication Type\*

Biometric Authentication  
  QRIS Authentication  
  Aadhaar OTP

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

The screenshot shows a web application interface for eKYC authentication. At the top, there is a table with the following data:

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

Below the table, the 'Applicant Authentication Type\*' section has three radio buttons: 'Bio Authentication', 'IRIS Authentication', and 'Aadhaar OTP' (which is selected). Below this is a consent statement: "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." Below the consent statement is a yellow button labeled 'Authenticate Using Aadhaar OTP'. Underneath, there is a field for 'Enter OTP from Aadhaar Registered Mobile No.\*' with a redacted input box and a blue button labeled 'Verify OTP & Submit Application'. A blue arrow icon is visible in the bottom right corner.

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.

This screenshot shows the same eKYC interface as the previous one, but with a success pop-up message in the center. The pop-up has a blue information icon and contains the text: "Application ID : 2211031337081486 Submitted Successfully". Below the text is a blue button labeled 'OK'. The background interface is dimmed, showing the 'Income Certificate Details' table and the 'Authenticate Using Aadhaar OTP' section. The 'Verify OTP & Submit Application' button now has the number '3323' entered in the OTP field. A blue arrow icon is visible in the bottom right corner.

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

Application Id	UID	Application Type	Applicant Name	District	Mandal	Secretariat	Income	Gender(Y/N)	Authorized By Designation
		IncomeCertificate	NERSU RAMAMJAMMA	KRISHNA	CHALLAPALLI-R	CHALLAPALLI4			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.\*

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The following Acknowledgement is generated

Managed bookmark

- District Name
- Mandal/Municipality Name
- Secretariat Name
- Secretariat Code
- Scheme Name
- Applicant Name
- Applied Date
- Application Number



**వై ఎస్ ఆర్ నవళకం 2022-2023 నమోదు చేసేందు**

District Name  
Mandal/Municipality Name  
Secretariat Name  
Secretariat Code  
Scheme Name  
Applicant Name  
Applied Date  
Application Number

Print 1 page

Destination

Pages

Pages per sheet

Margins

Options

Headers and footers

Background graphics

Benefici...

## 5. Application Verification for Kapu Nestham 2023-2024

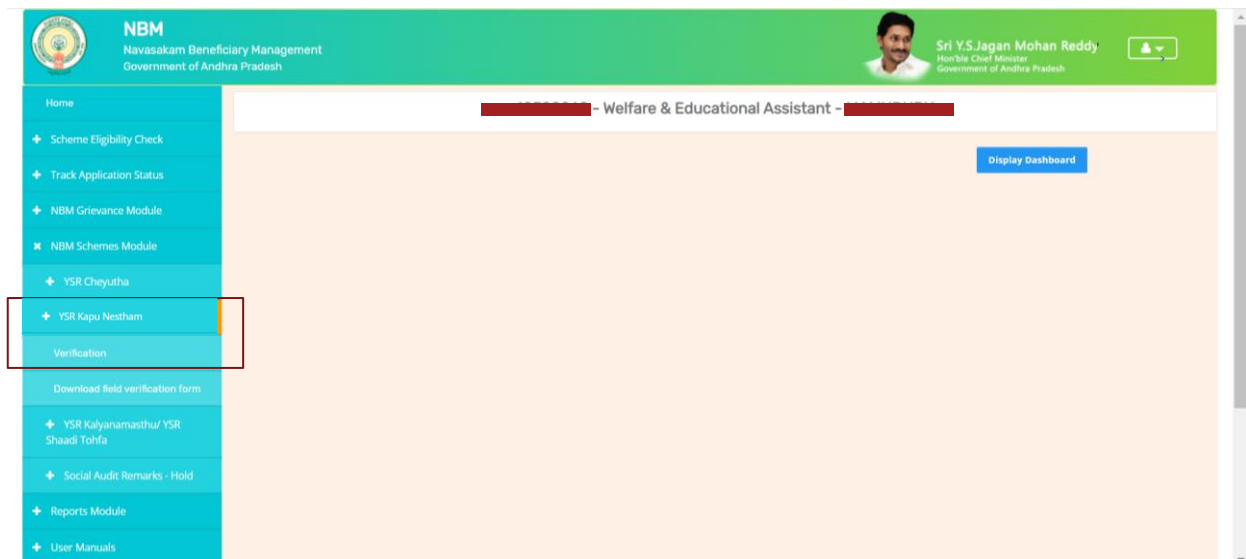
### 5.1 NBM portal Login for WEA/WWDS

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  
సచివాలయము



YSR KAPU NESTHAM - 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 Kapu Nestham, 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

Sr#	Application ID	Citizen Name	Gender	Aadhaar No	Scheme Type	Financial Year	Mandal	Secretariat	Action
1	[REDACTED]	[REDACTED] HMI	FEMALE	9953	YSR EBC Nestham	2022	PENUMANTRA	MAMUDURU	Verify
2	[REDACTED]	[REDACTED] RAMANA	FEMALE	3813	YSR EBC Nestham	2022	PENUMANTRA	MAMUDURU	Verify
3	[REDACTED]	[REDACTED] MI	FEMALE	5570	YSR EBC Nestham	2022	PENUMANTRA	MAMUDURU	Verify
4	[REDACTED] 73711	[REDACTED] KSHMI	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	VEMAQIRI1

#### Certificate View

Cast Certificate

[Next](#)

#### APPLICATION DETAILS

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

NAME OF APPLICANT	USHRA PAVAN
GENDER	FEMALE
MOBILE NUMBER	[REDACTED]
EMAIL	[REDACTED]
AADHAAR NUMBER	[REDACTED]
DOB	13-Jan-1977
CASTE	Others
RELIGION	Jain
QUALIFICATION	MDS
MARITAL STATUS	Married
PERMANENT DNO.	[REDACTED]
PERMANENT DISTRICT	EAST GODAVARI
PERMANENT MANDAL	KADIAM
PERMANENT SECRETARIAT	VEMAGIRI
PERMANENT PINCODE	523002
CURRENT DNO	22
CURRENT DISTRICT	EAST GODAVARI
CURRENT MANDAL	KADIAM
CURRENT SECRETARIAT	VEMAGIRI
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	VEMAGIRI	7	Female	Deputy Tahsildar	2022-02-15 17:11:23

**Check List**

Recommended\*  Yes  No

Upload Field Verification Report Of WEA/WWDS\*  TestineCertificate.pdf

Upload Photo Of Field Verification By WEA/WWDS (PDF Only)\*  TestineCertificate.pdf

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

Application Id	Application Type	Applicant Name	District	Mandal
[Redacted]	IncomeCertificate	[Redacted]	EAST GODAVARI	KADIAM-R

--Select Reason--  
 Age more than 60 Years  
 Age less than 45 Years  
 Beneficiary is a Male  
 Availled 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 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  
 --Select Reason--

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

Application ( 2211031337081486 ) Forwarded to next level !!!

OK

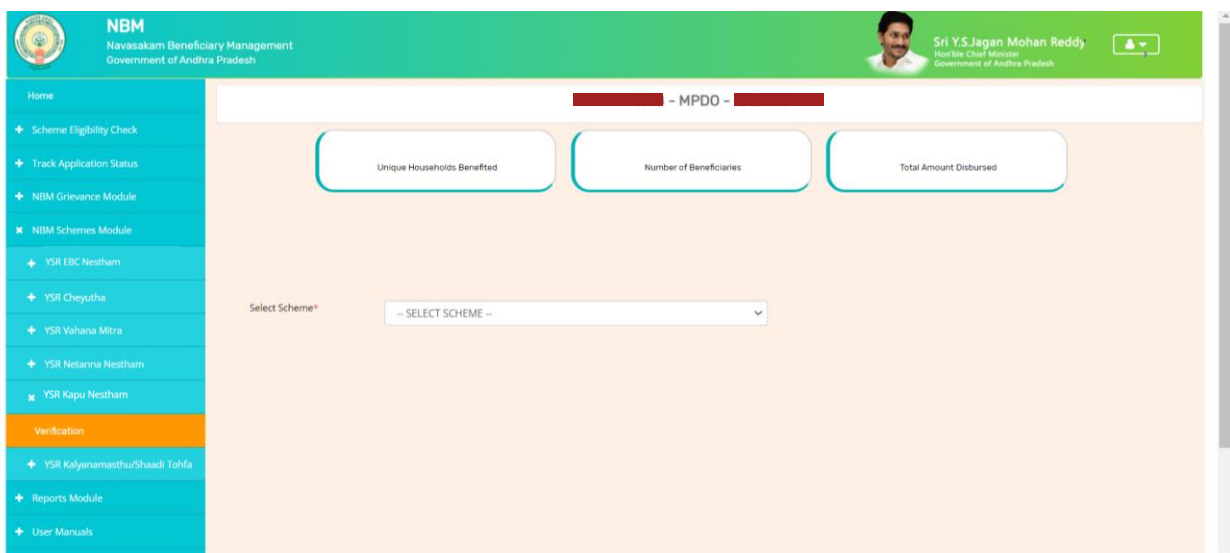


## 5.2 NBM Portal Login for MPDO/MC

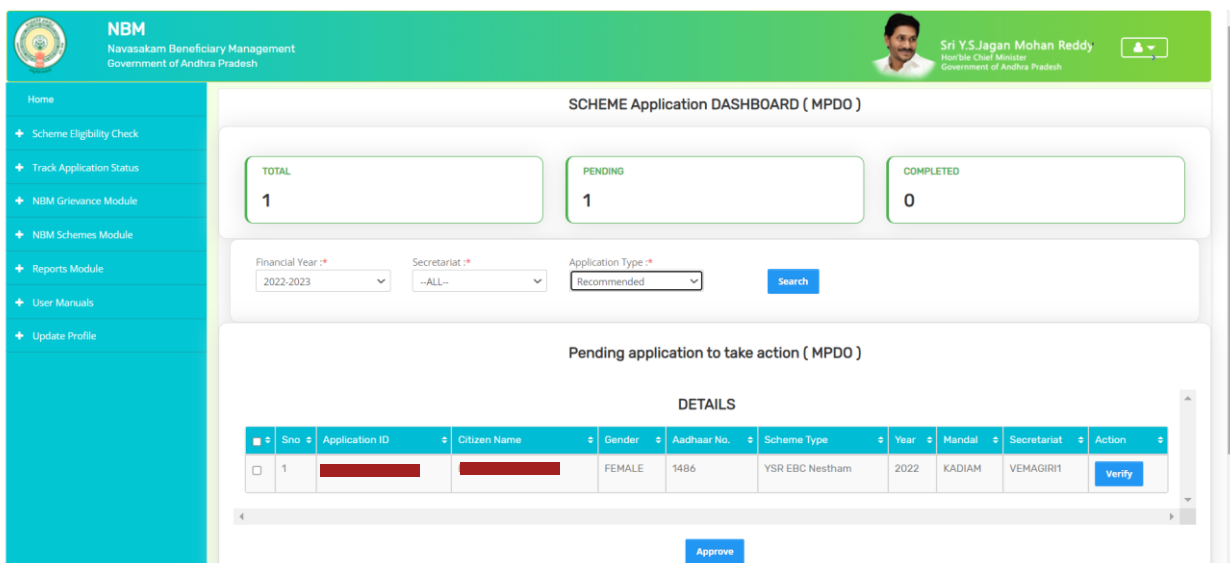
Please click on the URL <https://gsws-nbm.ap.gov.in/NBM/#!/Login> to login into the NBM Portal. Enter the credentials to login to the NBM portal. The MPDO/MC can use the username (combination of secretariat code and designation).

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.



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

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

### 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	[REDACTED]
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
6229275100	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

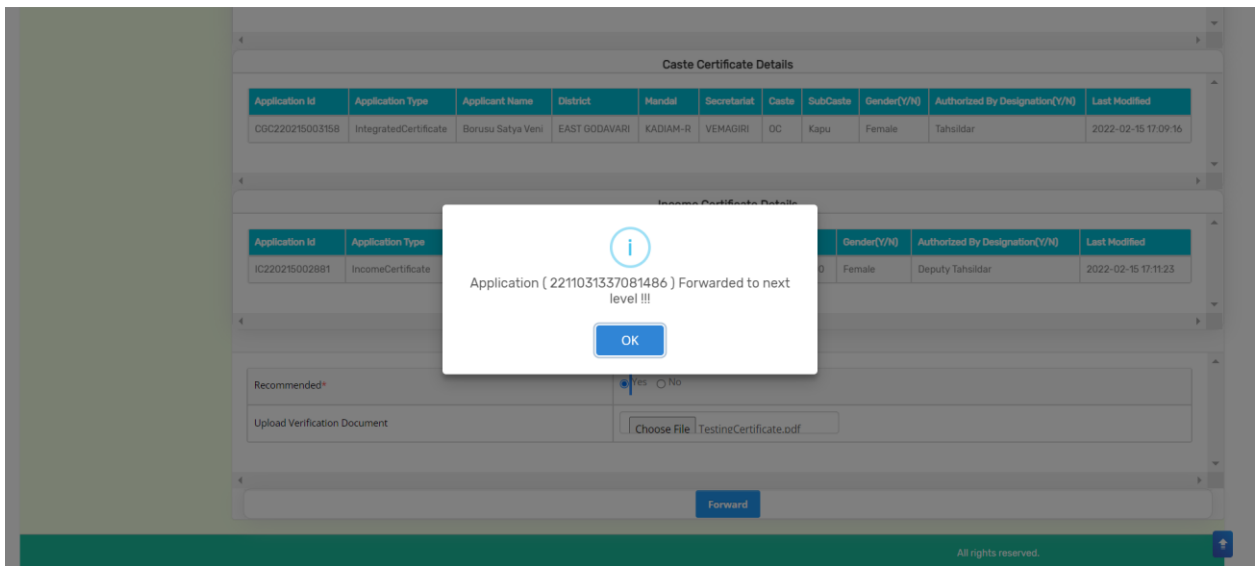
Application Id	Application Type	Applicant Name	District	Mandal	Secretariat	Income	Gender(Y/N)	Authorized By Designation(Y/N)	Last Modified
IC220215002881	IncomeCertificate	Borusu Satya Veni	EAST GODAVARI	KADIAM-R	VEMAGIRI1	75000.00	Female	Deputy Tahsildar	2022-02-15 17:11:23

Check List

Recommended\*  Yes  No

Upload Verification Document  No file chosen

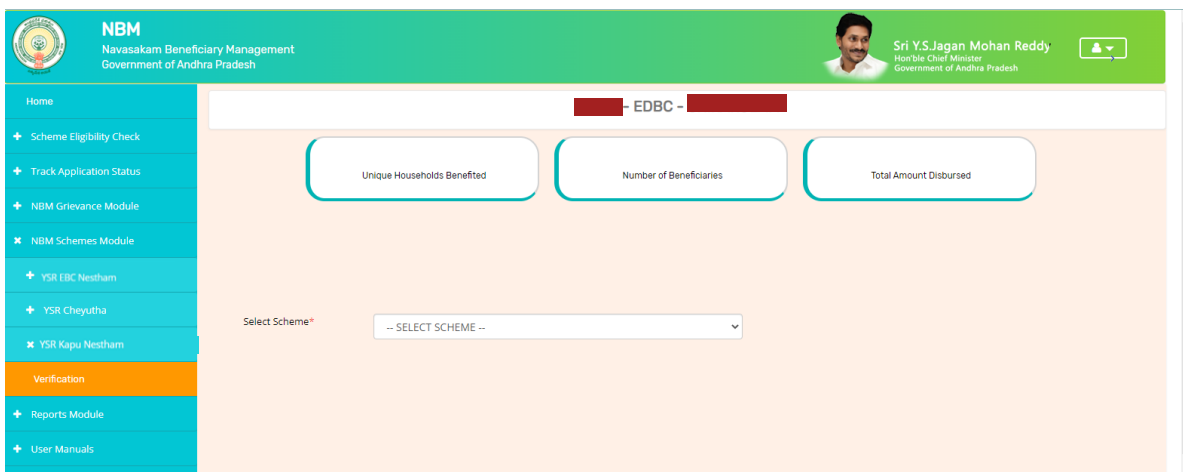
In the Recommendation select “Yes” or “No”. If No is selected, select the reason from the dropdown. If “Other” is selected as reason, user can enter remarks. Upload verification documents if any and click on “Forward”



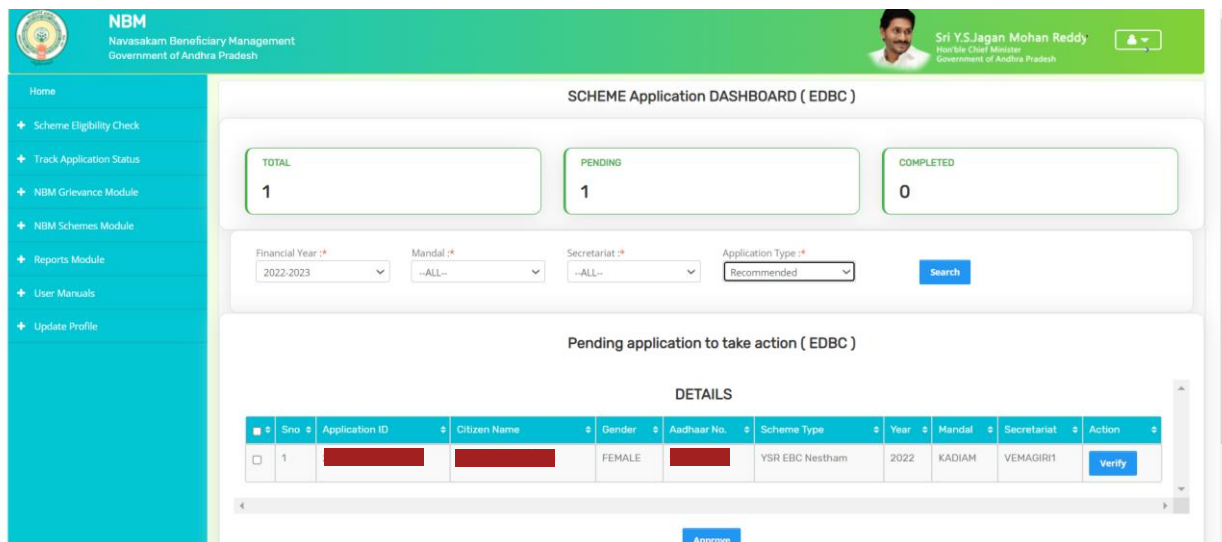
### 5.3 NBM Portal Login for ED BC

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

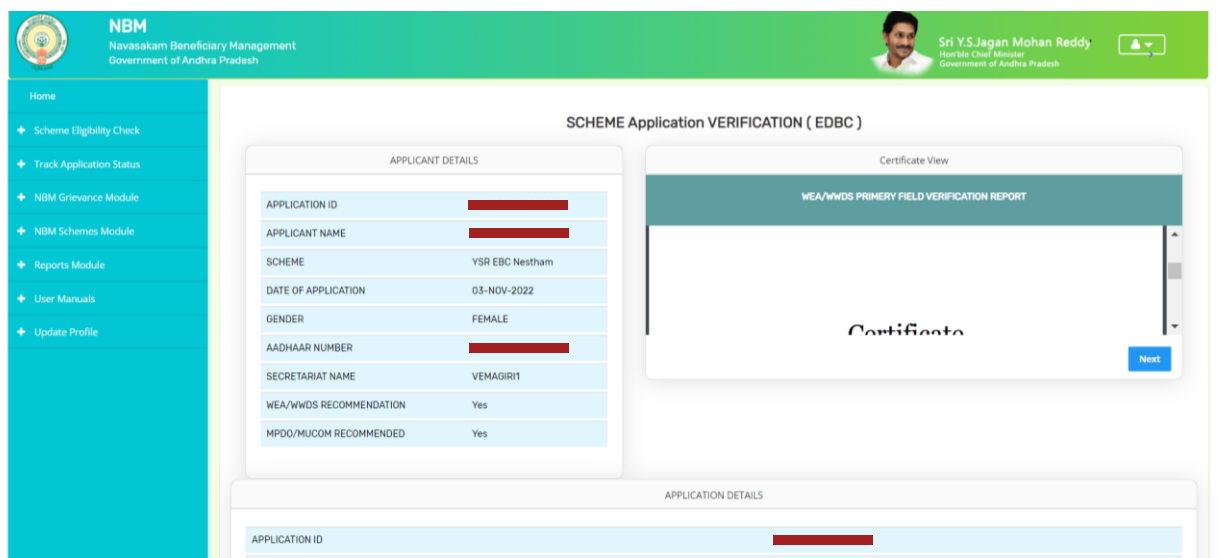


In the Scheme Application Dashboard page, select the “Financial year” as 2021-2022 and “Application Type” and click “Search”. Click on “Verify” button against each application.



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.



MARITAL STATUS	Married
PERMANENT DNO.	523002
PERMANENT DISTRICT	EAST GODAVARI
PERMANENT MANDAL	KADIAM
PERMANENT SECRETARIAT	VEMAGIRI
PERMANENT PINCODE	523002
CURRENT DNO	22
CURRENT DISTRICT	EAST GODAVARI
CURRENT MANDAL	KADIAM
CURRENT SECRETARIAT	VEMAGIRI
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	VEMAGIRI	[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	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	VEMAGIRI	[REDACTED]	Female	Deputy Tahsildar	2022-02-15 17:11:23

**Check List**

Recommended\*  Yes  No

Upload Verification Document  TestineCertificate.pdf

**Forward**

**i**

Application ( 2211031337081486 ) Forwarded to next level !!!

**OK**

All rights reserved.

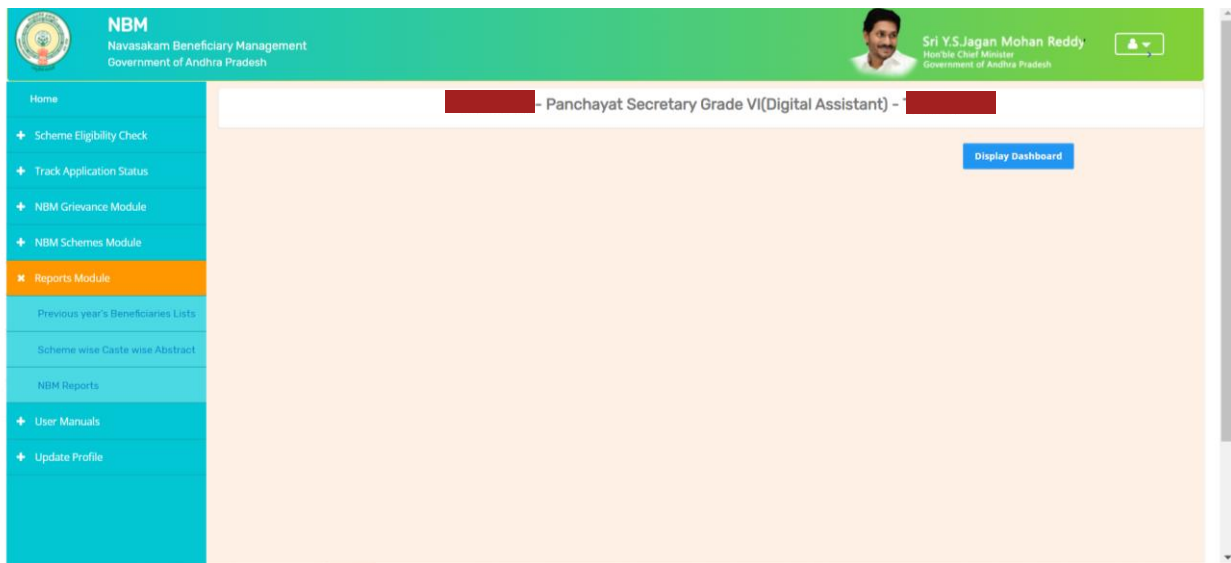
## 6. NBM Reports

### 6.1 Application Dashboard

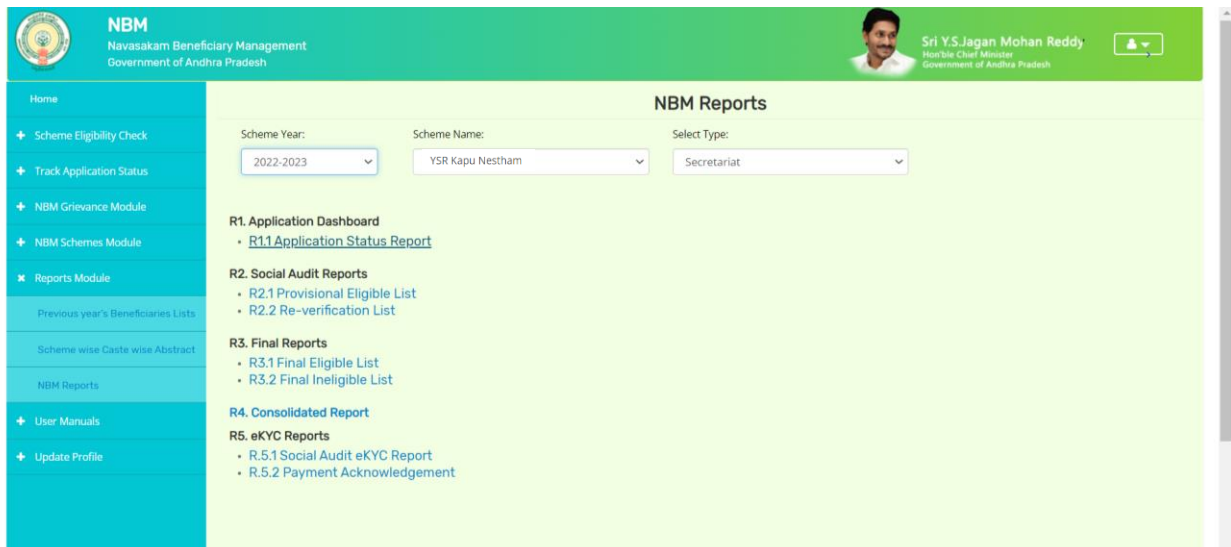
After logging in to the NBM portal, all the functionaries can find the reports module in the left side menu bar. Upon clicking on the Reports module link, the following are displayed.

- 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.

[Print](#)

**గ్రామ - వార్డు సచివాలయము**  
Government of Andhra Pradesh  
**Application Status Report - YSR Kapu Nestham**

[Excel Download](#)

S.No	District	No of New Applications Received	Pending WEA/WIDS	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	ANNAMAYYA	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

## 6.2 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 Kapu Nestham and "Type" as Secretariat.

The screenshot shows the NBM Reports page. At the top, there is a header with the NBM logo and the text "Navasakam Beneficiary Management Government of Andhra Pradesh". On the right, there is a profile picture of Sri Y.S. Jagan Mohan Reddy, Hon'ble Chief Minister, Government of Andhra Pradesh.

The main content area is titled "NBM Reports" and contains a filter box with three dropdown menus: "Scheme Year" (set to 2022-2023), "Scheme Name" (set to YSR Kapu Nestham), and "Select Type" (set to Secretariat). Below the filter box, there is a list of report categories:

- 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

The left sidebar contains a menu with the following items: Home, Scheme Eligibility Check, Track Application Status, NBM Grievance Module, NBM Schemes Module, Reports Module (expanded), Previous year's Beneficiaries Lists, Scheme wise Caste wise Abstract, NBM Reports, User Manuals, and Update Profile.

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.