GOVERNMENT OF ANDHRA PRADESH
GVWV & VSWS DEPARTMENT
AutoNagar, Vijayawada

YSR Vahanamitra
New Application registration and verification

User Manual
July 2023

Table of Contents

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.
- Previous year eligible beneficiaries are not required to apply again.
- The following categories old beneficiaries data pushed for field verification.
    a. Beneficiaries who owns the same vehicle as per the previous year
    b. 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 and vehicle.
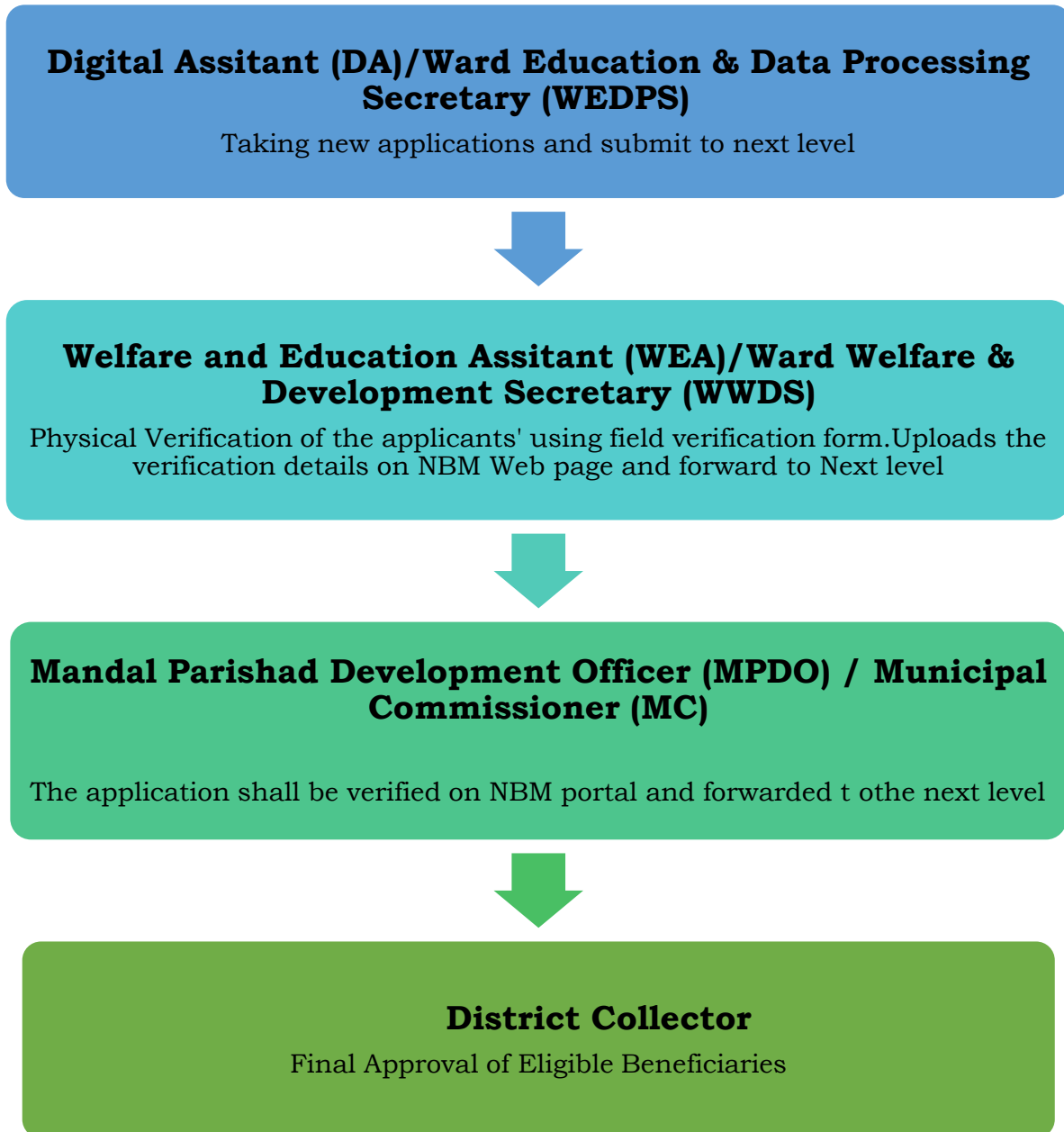
2. Mandatory Validations

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 and vehicle to forward to next level

3. Application Registration and Verification Workflow

Digital Assitant (DA)/Ward Education & Data Processing Secretary (WEDPS)

Taking new applications and submit to next level

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Welfare and Education Assitant (WEA)/Ward Welfare & Development Secretary (WWDS)

Physical Verification of the applicants' using field verification form.Uploads the verification details on NBM Web page and forward to Next level

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Mandal Parishad Development Officer (MPDO) / Municipal Commissioner (MC)

The application shall be verified on NBM portal and forwarded t othe next level

↓

District Collector

Final Approval of Eligible Beneficiaries

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/
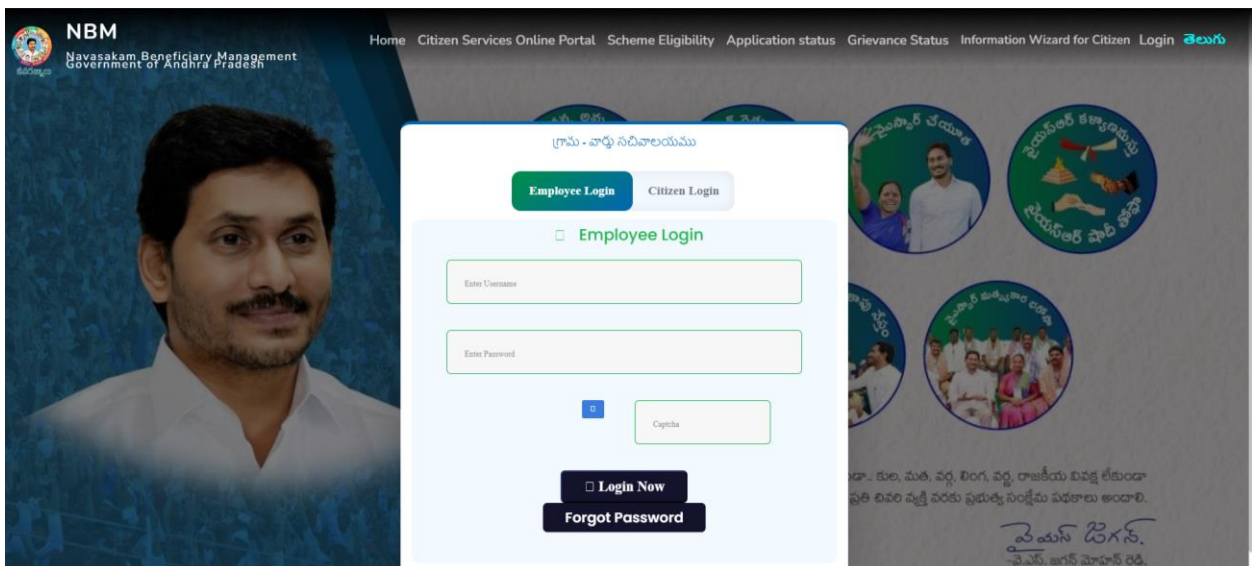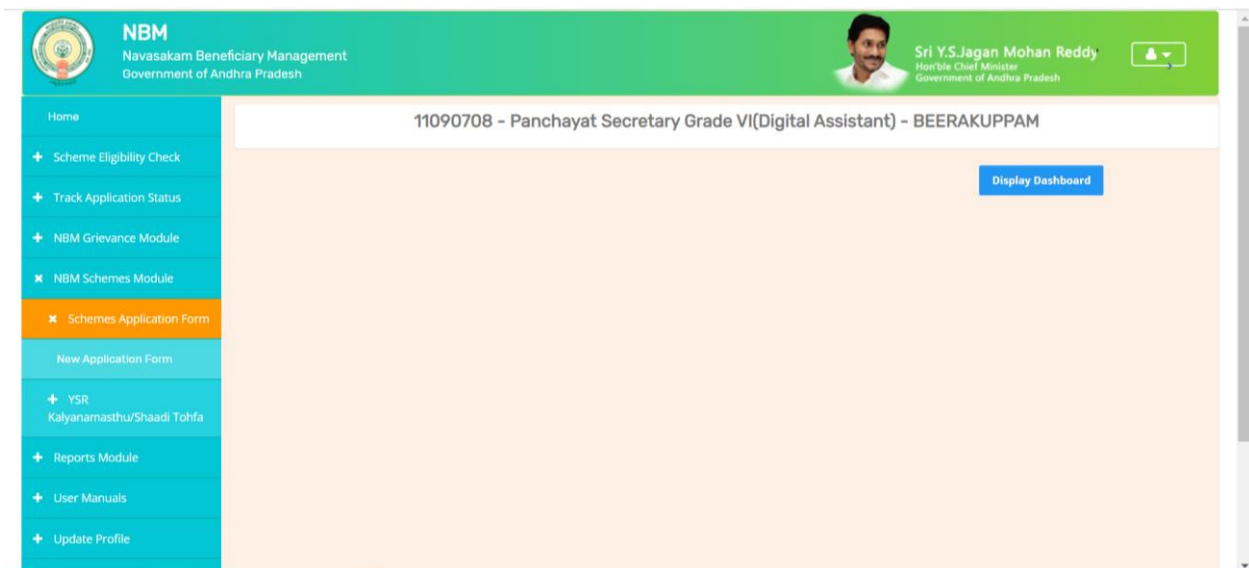

After logging in to the NBM portal, the left side menu bar displays the following options as shown in picture.

- 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 Vahanamaitra 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

- 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.

- 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.

- After the details are filled and documents uploaded, select anyone of the authentication modes:
  1. Bio Authentication
  2. IRIS Authentication
  3. Aadhaar OTP.
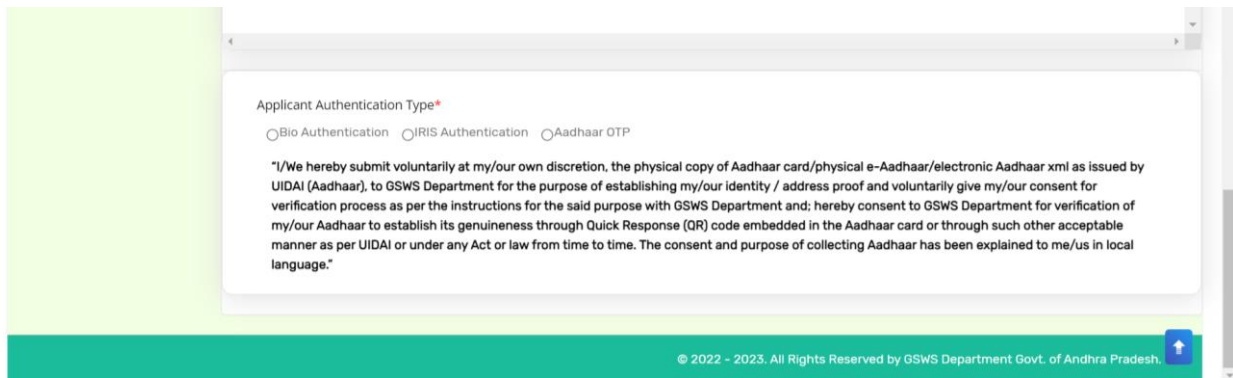
- If Bio Authentication is selected, Select the Biometric device from dropdown and click on "Capture Biometric" button for eKYC authentication as shown in the image below.
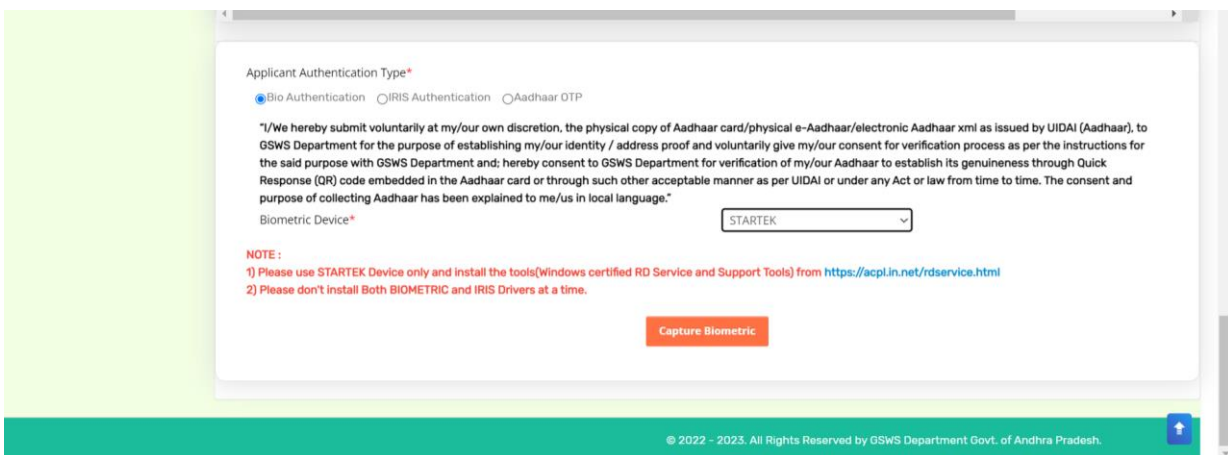
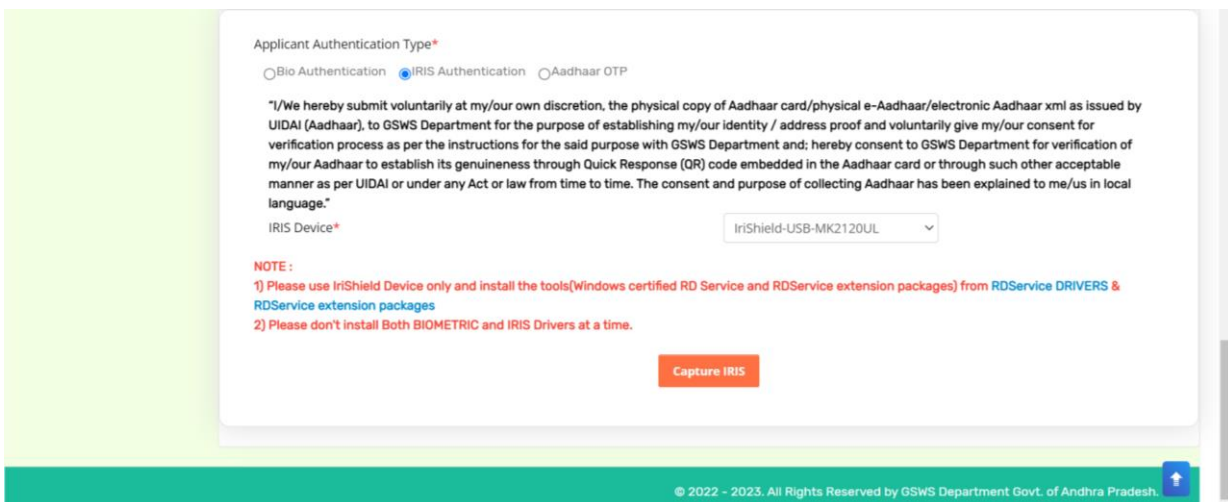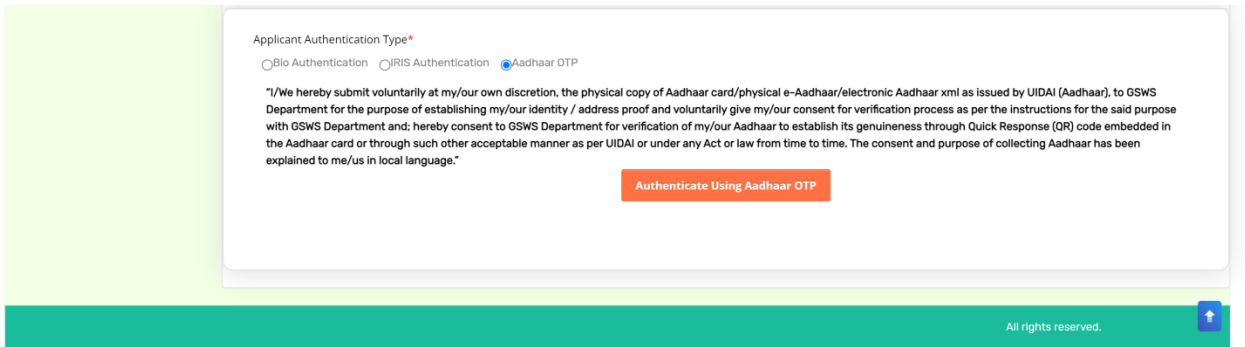- If IRIS Authentication is selected, selected the IRIS device from dropdown and click on "Capture IRIS" button for eKYC authentication as shown in the image below.

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

- After Successful OTP authentication, enter the OTP sent on mobile number tagged to Aadhaar number and click on "Verify OTP and Submit Application"
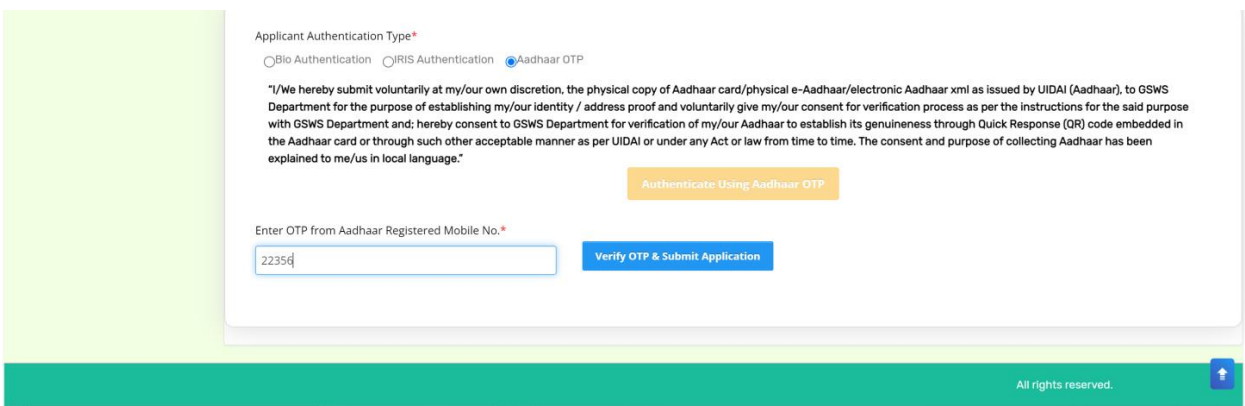
- The Application is submitted successfully as shown below.
- The Application can be printed by clicking on the "Print Acknowledgement" button as shown.

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).
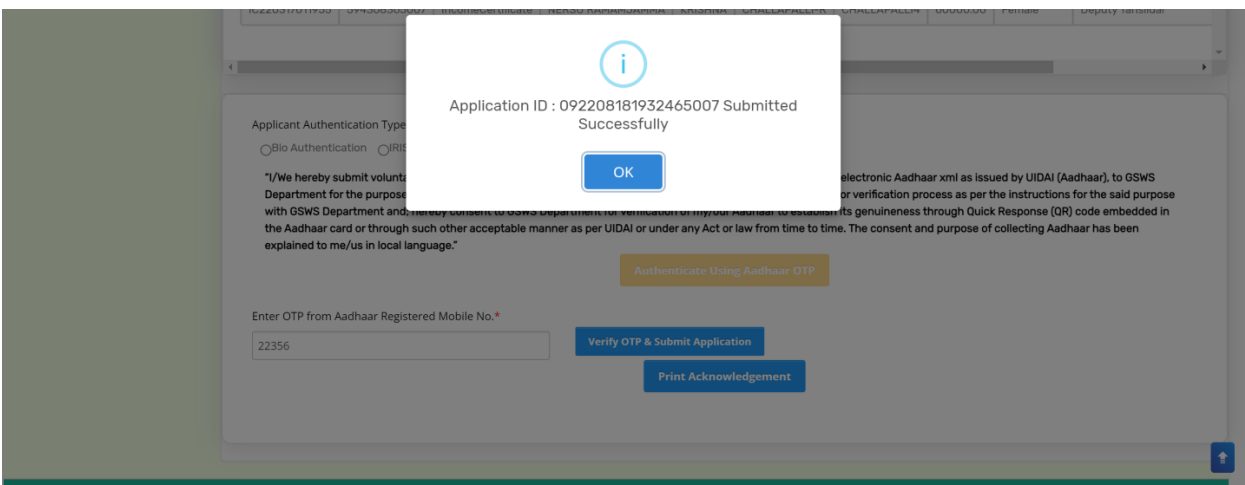
After logging to the NBM portal by WEA/WWDS, click on NBM Schemes Module, YSR Vahanamitra button along with other schemes will be displayed. Click on "YSR Vahanamitra" the following will be displayed

- o   Verification button
- o   Download field verification form

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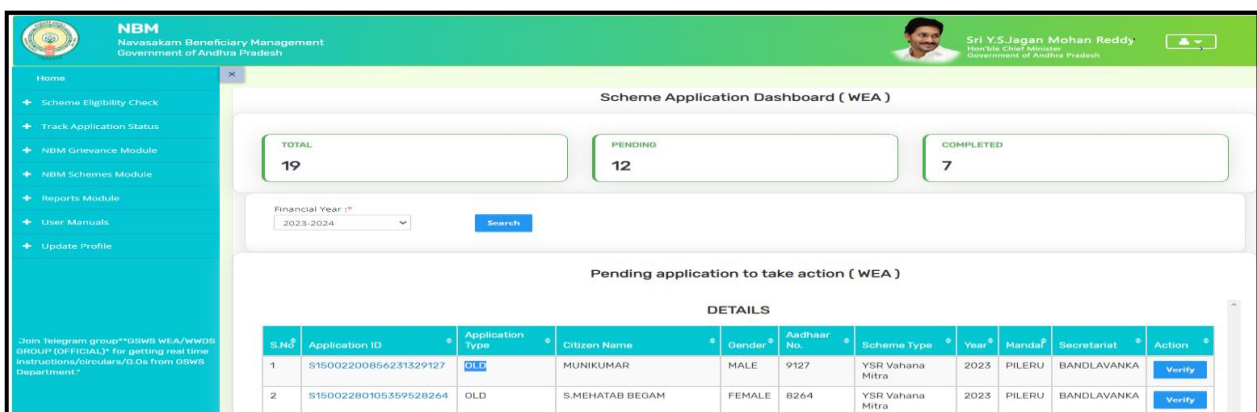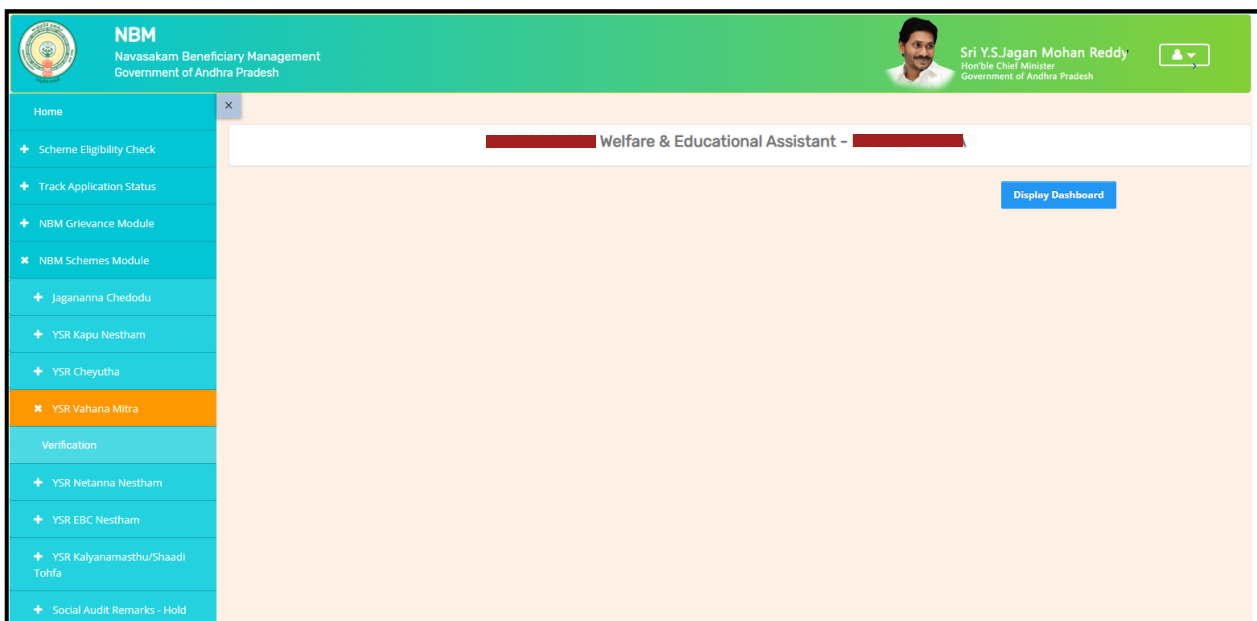
The WEA/WWDS shall Click on download field verification form which looks as follows:

గ్రామ – వార్డు
సచివాలయము

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 and Vehicle**. (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:

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

DATE OF APPLICATION	03-NOV-2022
GENDER	FEMALE
MOBILE NUMBER	████████
EMAIL	
AADHAAR NUMBER	████████
DOB	13-Jan-1977
CASTE	Others
RELIGION	Jain
QUALIFIACTION	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(Y/N)	Govt Employee(Y/N)	Income Tax(Y/N)	Power(Units)
████████		10-Dec-2000		████████	0	0	0	NO	NO	NO	0
████████		12-Jun-2001	7████	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(Y/N)	Authorized By Designation(Y/N)	Last Modified
████████7	IntegratedCertificate	P███████	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(Y/N)	Authorized By Designation(Y/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 Certificate Details

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

Driving Licence Certificate Details

DL Number	DL Holder Name	Father Name	DL Valid Upto	Vehicle Class
A███████	ASIF KHAN Ashif Khan	S/O P Naseeb Khan	09-Dec-40	MCWG, LMVNT

Check List

Recommended*	◯ Yes ◯ No
Upload Field Verification Report Of WEA/WWDS*	Choose file No file chosen
Upload Photo Of Field Verification By WEA/WWDS (PDF Only)*	Choose file No file chosen

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 and vehicle shall be uploaded.

After making relevant Recommendation, uploading the documents, and clicking on "Forward" the following acknowledgment message pops up.
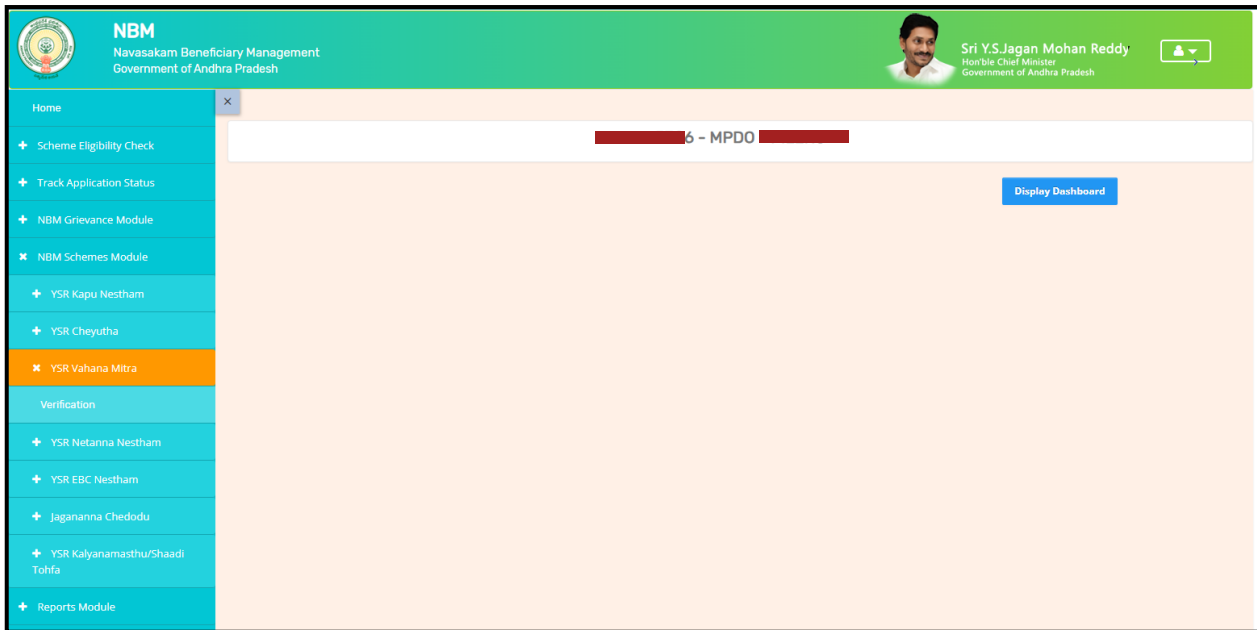
5.2   NBM Portal Login for MPDO/MC

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
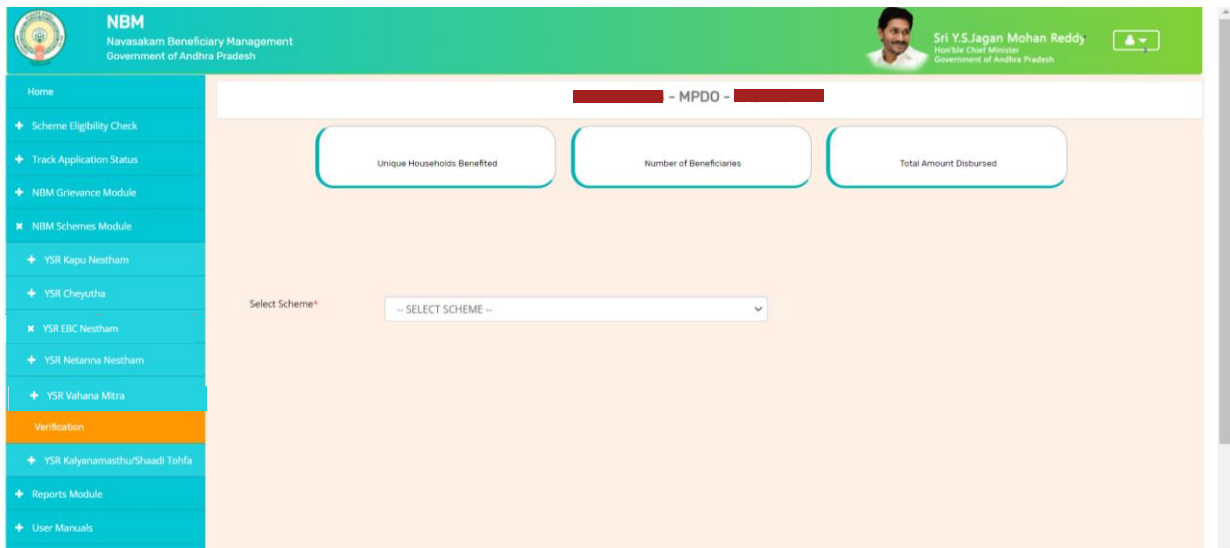
- o   Verification

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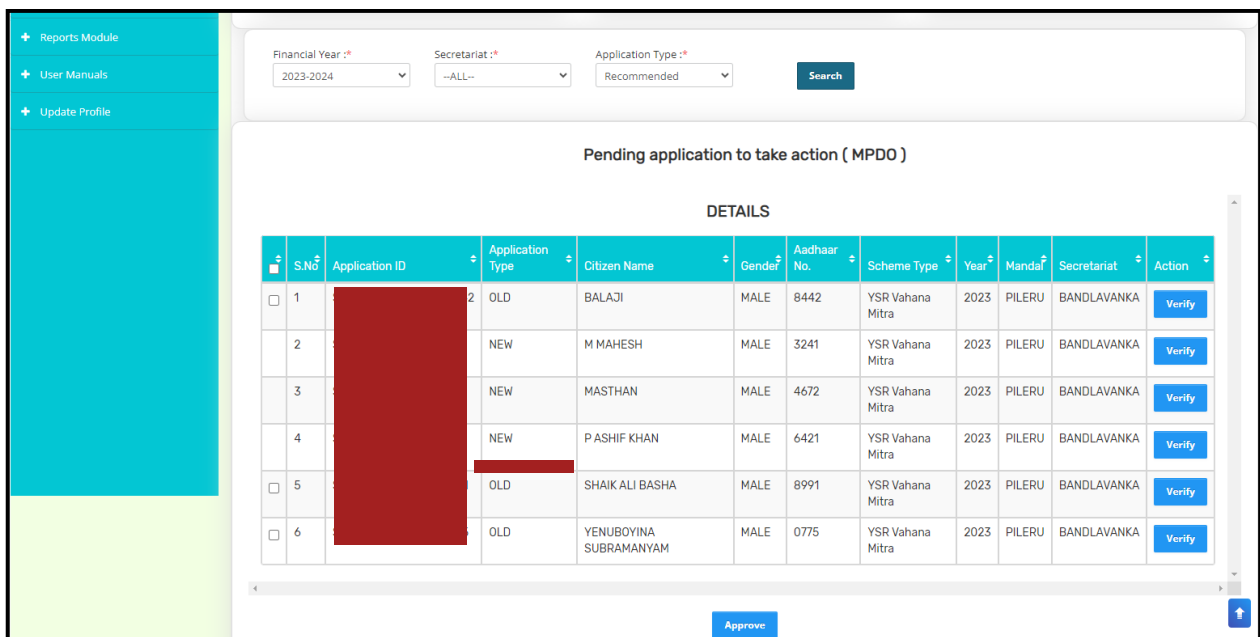
Then, the Scheme application verification page corresponding to the application is opened as shown below. The Applicant and his/her family details are populated.

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

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

Certificate View

WEA/WWDS PRIMERY FIELD VERIFICATION REPORT

Certificate

Next

APPLICATION DETAILS

APPLICATION ID	
APPLICANT NAME	
FATHER NAME	Subhayau
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

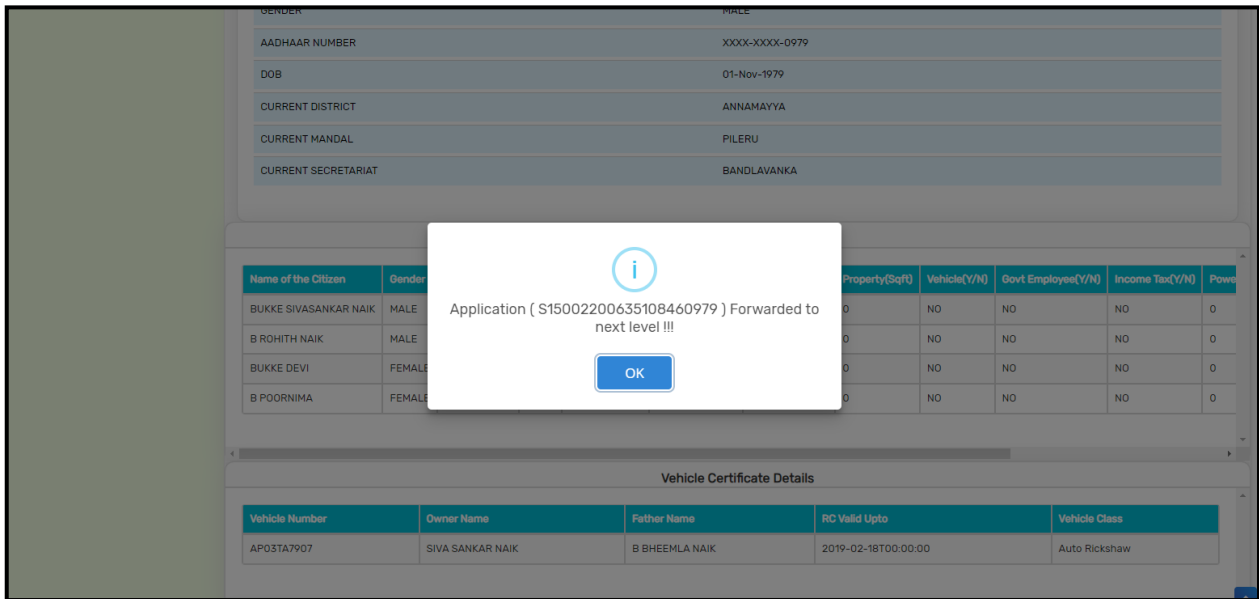| Bank Account Number	IFSC code	Name of the Bank	Name of the branch
62292751100	SBIN0032694	STATE BANK OF INDIA	VISAKHAPATNAM

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	Choose File 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 table visible behind the popup shows:

Name of the Citizen	Gender	...	Property(Sqft)	Vehicle(Y/N)	Govt Employee(Y/N)	Income Tax(Y/N)	Powe...
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

Vehicle Certificate Details

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
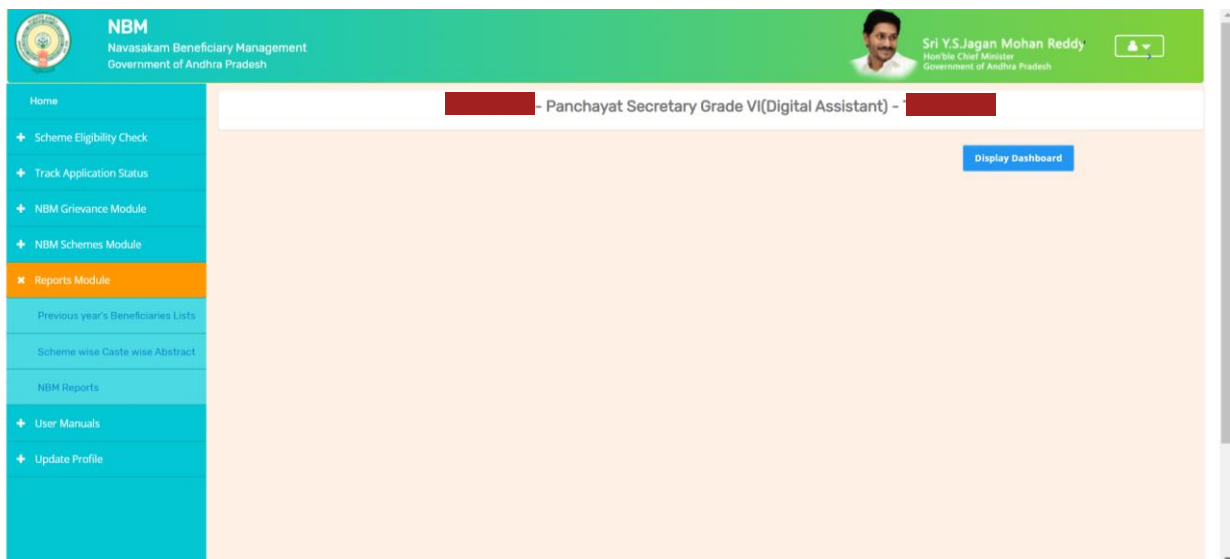
To view new application dashboard, select "Scheme Year" as 2023-2024, "Scheme Name" as

Vahanamitra and "Type" as Secretariat.