GOVERNMENT OF ANDHRA PRADESH

GVWV & VSWS DEPARTMENT

Auto Nagar, Vijayawada

Schemes Module

New Application Form

User Manual

April 2023

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1. Introduction:

- A common application form has been made available in the DA logins. This application can be accessed throughout the year.

- The citizen can register the application for any scheme until the date of launch of the scheme, to be considered for that financial year.

- Schemes of the common application form are:

    1. YSR Cheyutha
    2. YSR Kapu Nestham
    3. YSR EBC Nestham
    4. YSR Chedodu
    5. YSR Nethanna Nestham
    6. YSR Vahanamitra

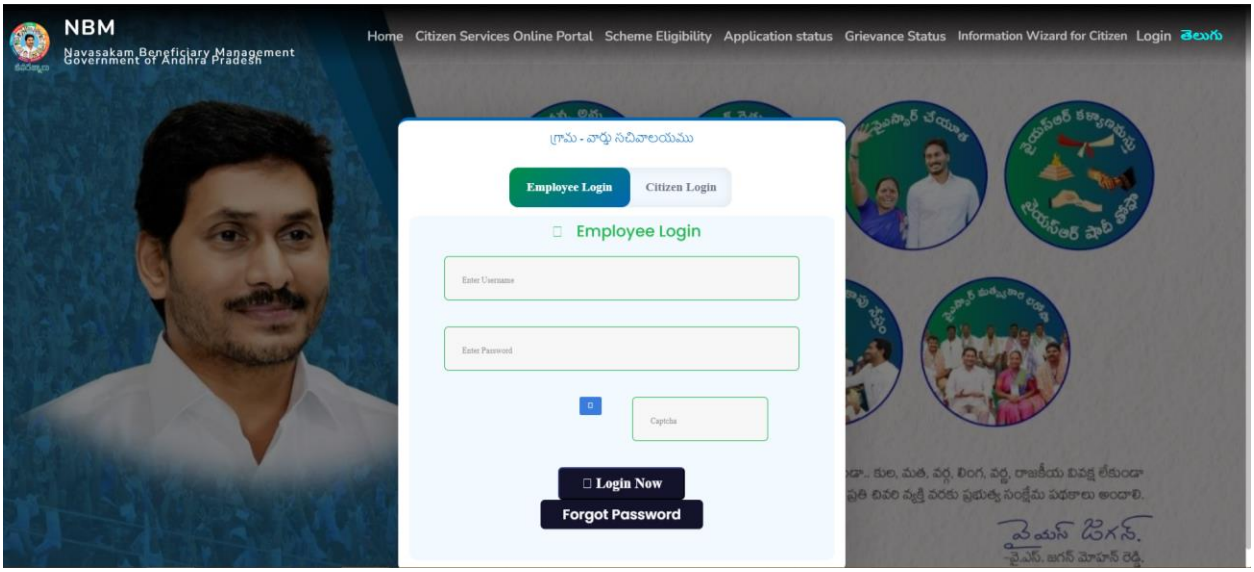
- Schemes that are not part of the common application form are:
    1. YSR Kalyanamasthu/Shaadi Thofa
    2. Jagananna Ammavodi
    3. YSR Matsyakara Bharosa

- The common application form consists of Basic Details which is common for all the schemes. Once the Basic details are filled in and the scheme is selected, scheme specific details are collected in the Scheme specific section.

2. Login Page: 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

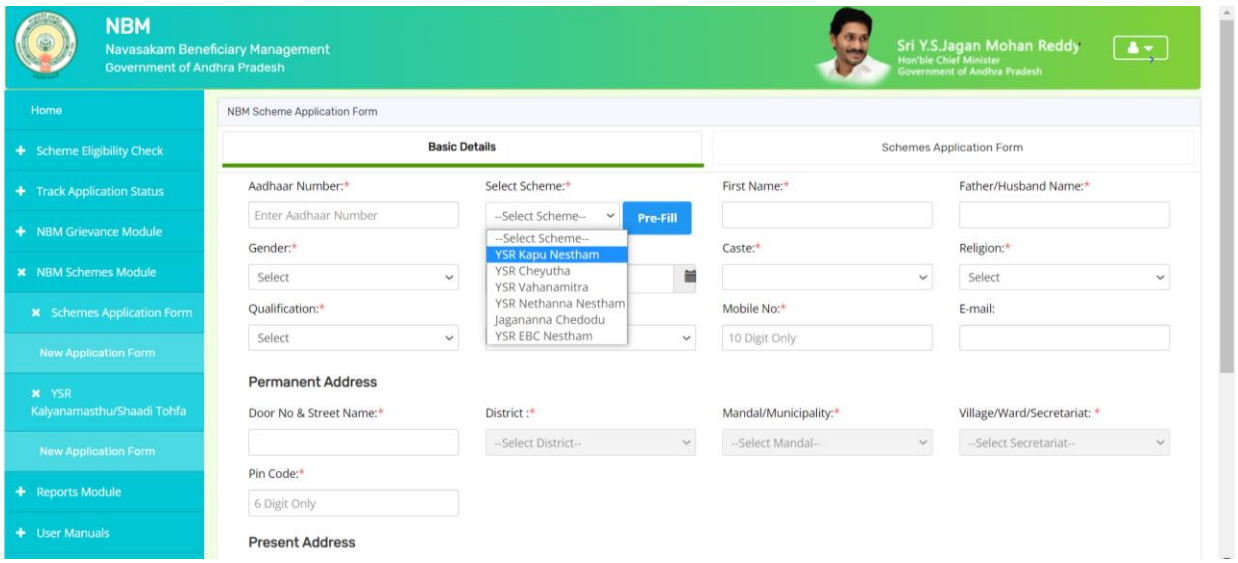
A common New Application form has been introduced for the following schemes:

1. YSR Vahanamitra
2. YSR Nethanna Nestham
3. Jagananna Chedodu
4. YSR Cheyutha
5. YSR EBC Nestham
6. YSR Kapu Nestham

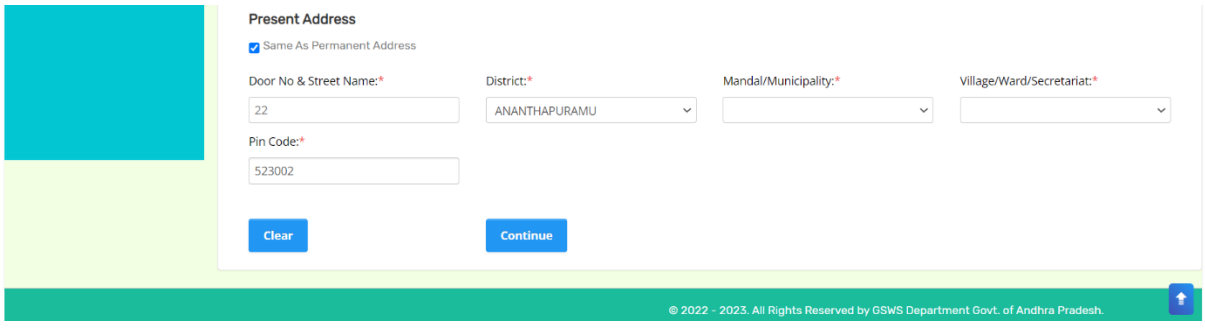
A separate Application form for YSR Kalyanamasthu/YSR Shaadi Tohfa is enabled as shown below.

3. New Application Form - Basic Details

- 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, enter Aadhaar number and select Scheme then click on prefill. Some fields are prefilled by Aadhaar. Some details are to be filled in manually. Click on “Continue” after filling Basic Details. After clicking on “Continue”, the scheme specific application form can be accessed. The Scheme specific application form is different for different schemes.

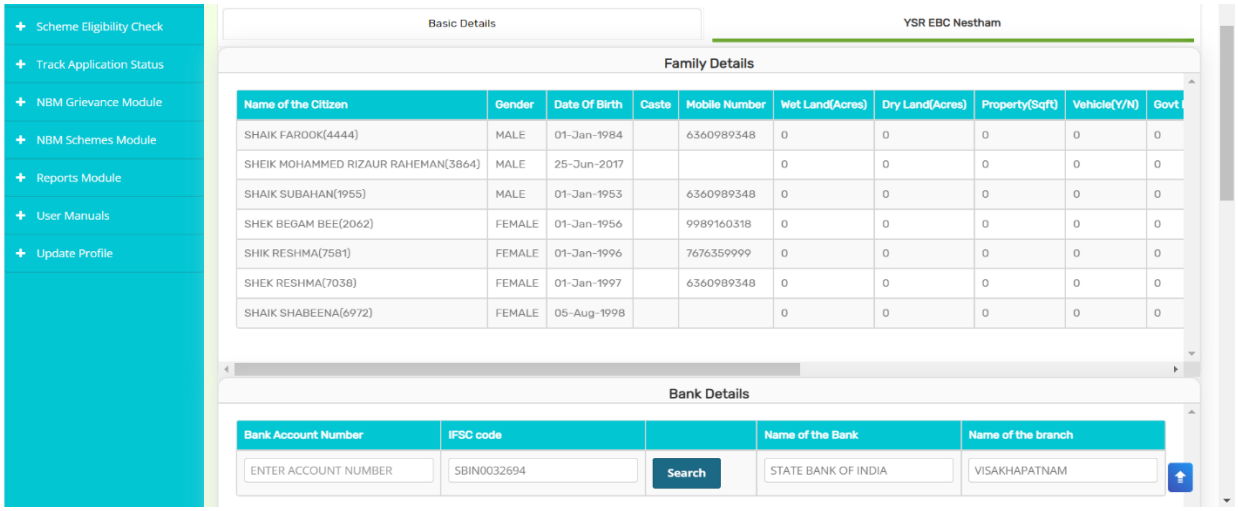


4. New Application Form – Scheme specific application form

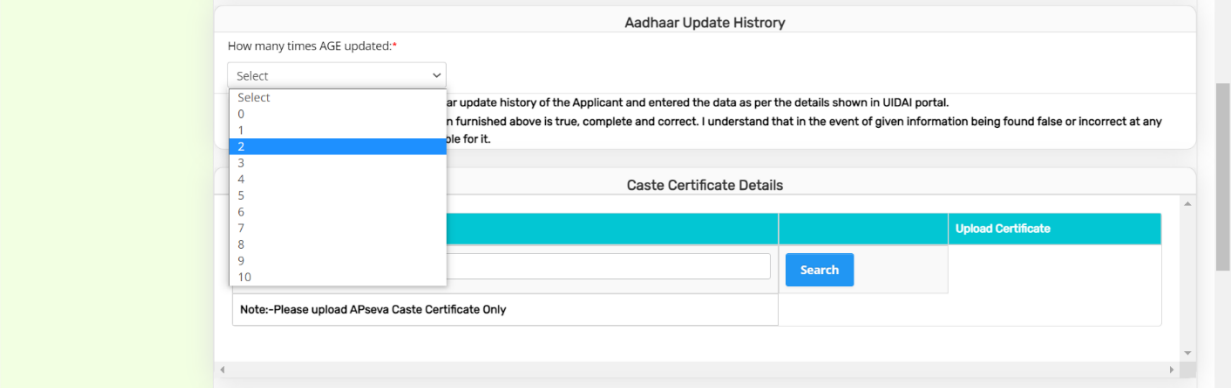
After clicking on "Continue", in the Basic Details page, the scheme specific application form can be accessed. The Scheme specific application form is different for each scheme.

3.1 YSR Cheyutha/YSR EBC Nestham/ YSR Kapu Nestham(Examples)

- 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.



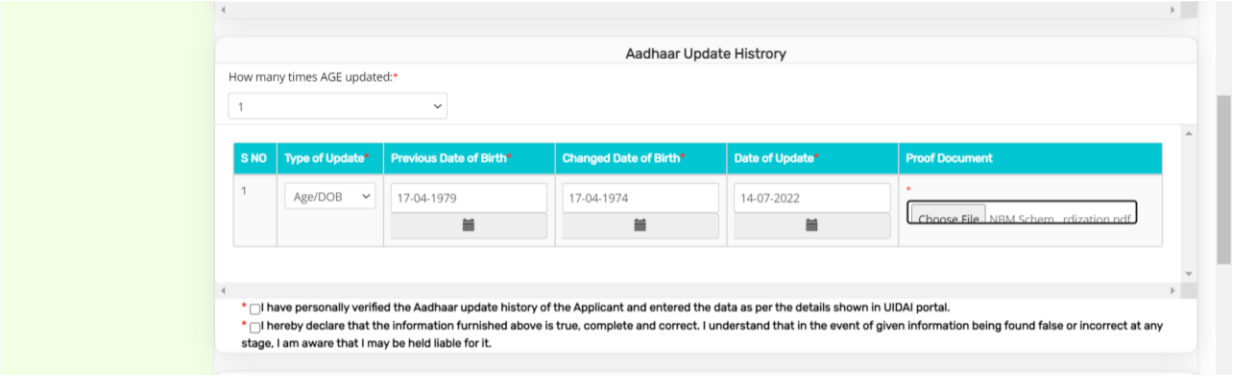
- In the Aadhaar Update history section the Aadhaar history update document can be downloaded from the UIDAI website https://resident.uidai.gov.in/aadhaar-updatehistory. Upon entering the Applicant UID, and entering the OTP received on Aadhaar linked mobile phone, the update history can be viewed and downloaded.
- Only the document that is downloaded by the DA/WEDs should be uploaded after verification.



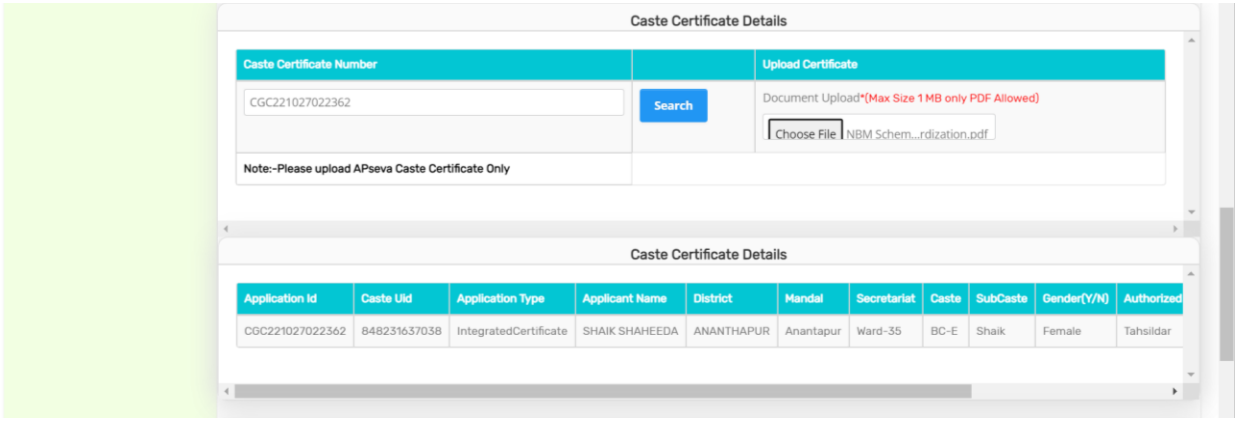
- As per document if there is no modification in age in Aadhar then select 0 times updated

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



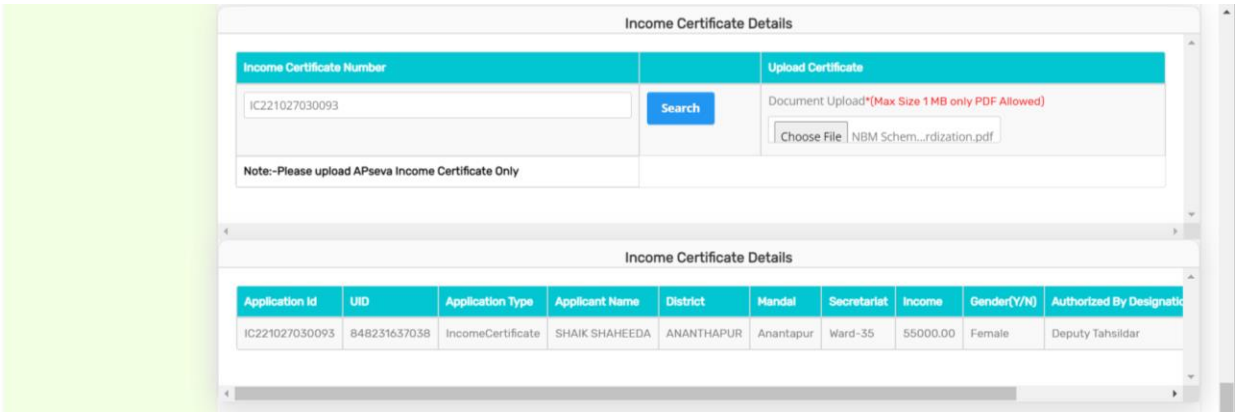
- In the Caste Certificate Details section, enter the caste certificate number and click on search. Only if the Caste certificate number and the applicant Aadhar matches, the Caste certificate details of the Applicant are fetched, and the upload document option is enabled.
- Upload relevant AP Seva certified caste certificate.



- 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 o ption is enabled.

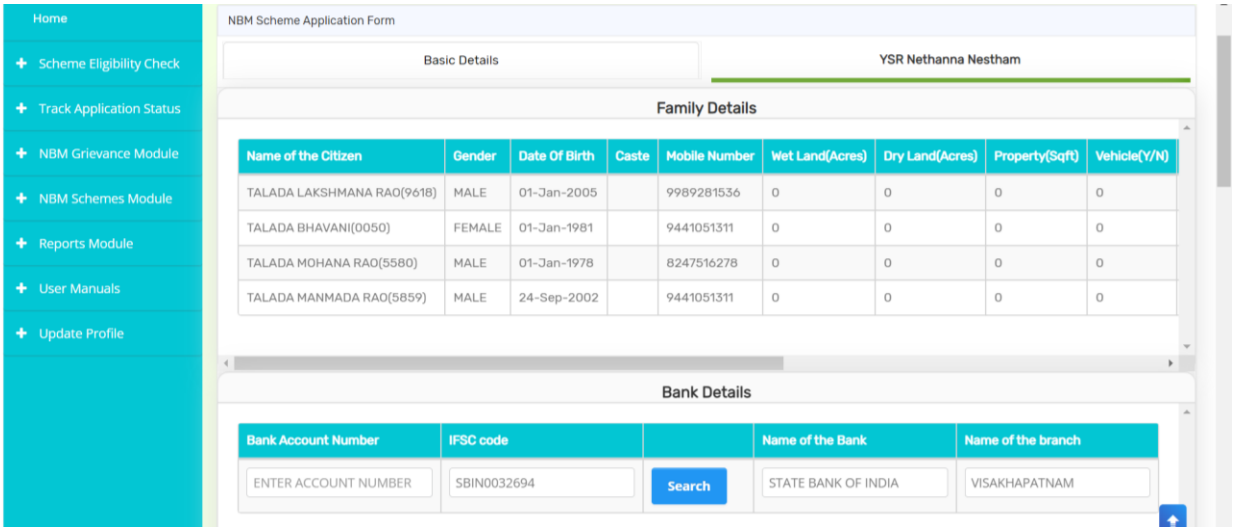
- Upload relevant AP Seva certified income certificate as shown below.



- Authenticate and submit application as mentioned in section 5.

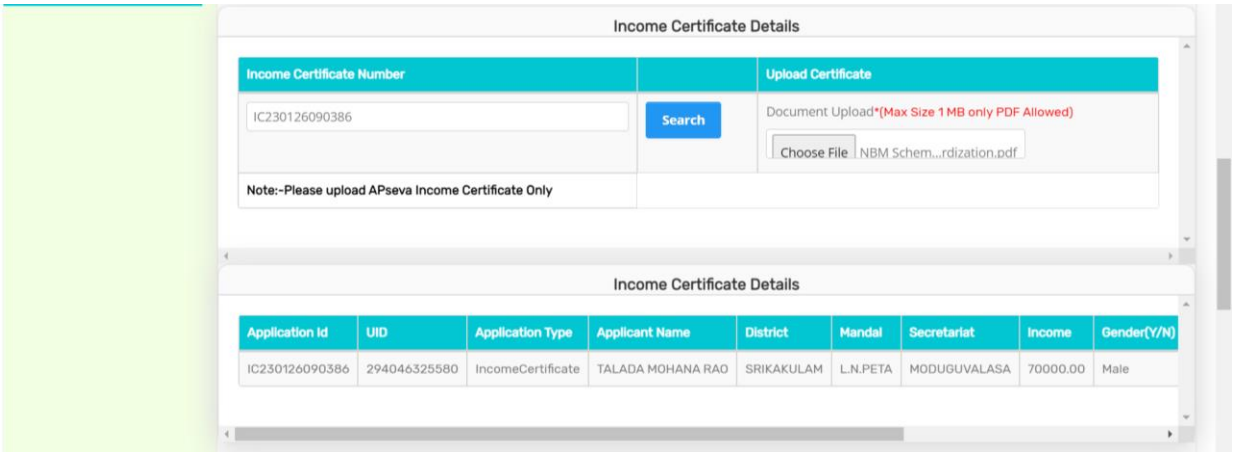
3.2 YSR Vahanamitra

- 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

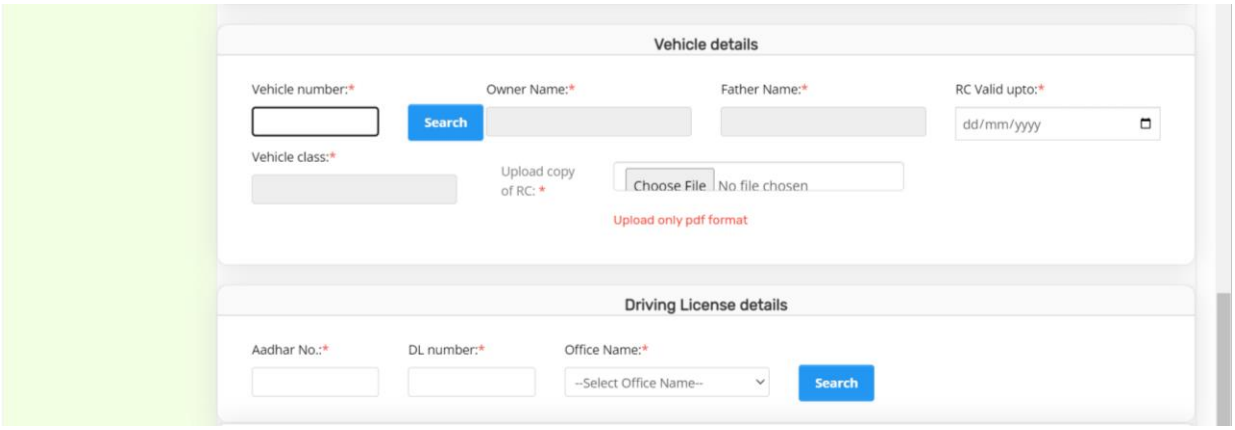


- In the Income Certificate Details section, enter the income certificate number and click on search. Only if the income certificate number and the applicant Aadhar match, the income certificate details of the Applicant are fetched, and the upload document option is enabled.

- Upload relevant AP Seva certified income certificate as shown below.



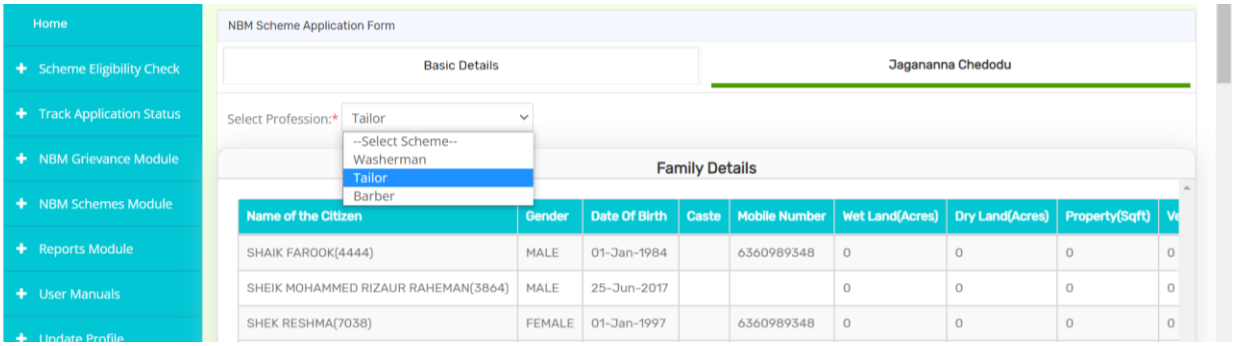
- In the Vehicle Details section, enter the vehicle number and click on Search.
- The details are validated. Upload the copy of Registration certificate.
- In the Driving License Details sections, enter Aadhaar number of family members who has the driving license.
- Enter the Driving License number and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



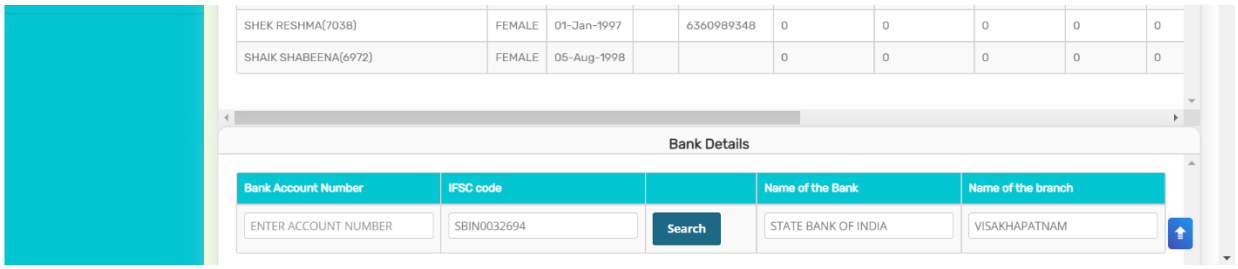
- Authenticate and submit application as mentioned in section 5.

3.3 Jagananna Chedodu

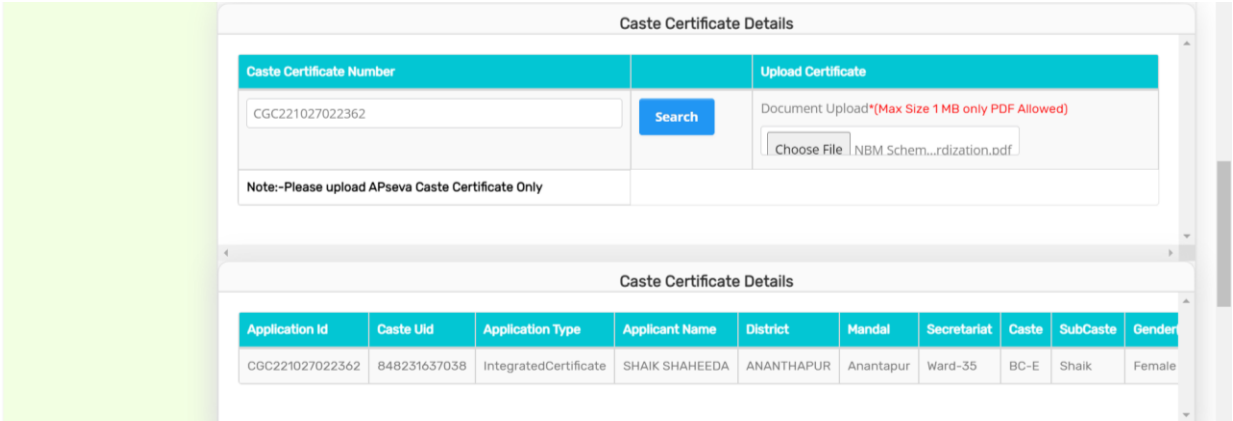
- Select the profession of the applicant from the following 3 options:
    1. Washerman
    2. Tailor
    3. Barber



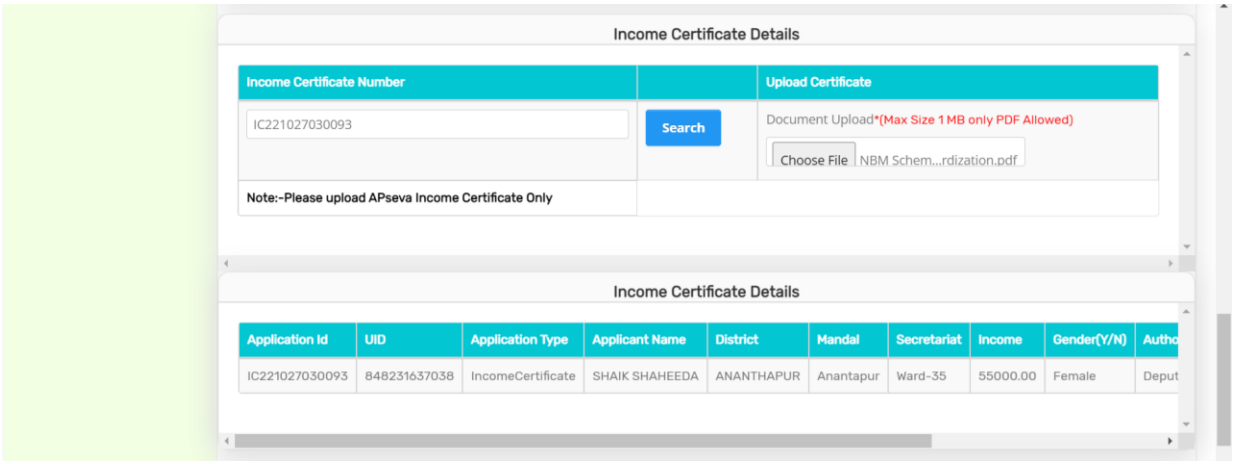
- In the Bank Details section, enter the Bank Account Number, IFSC Code and click on search. The IFSC Code will be validated, and the Bank and Branch name will be auto filled.



- In the Caste Certificate Details section, enter the caste certificate number and click on search. Only if the Caste certificate number and the applicant Aadhar matches, the Caste certificate details of the Applicant are fetched, and the upload document option is enabled.
- Upload relevant AP Seva certified caste certificate.



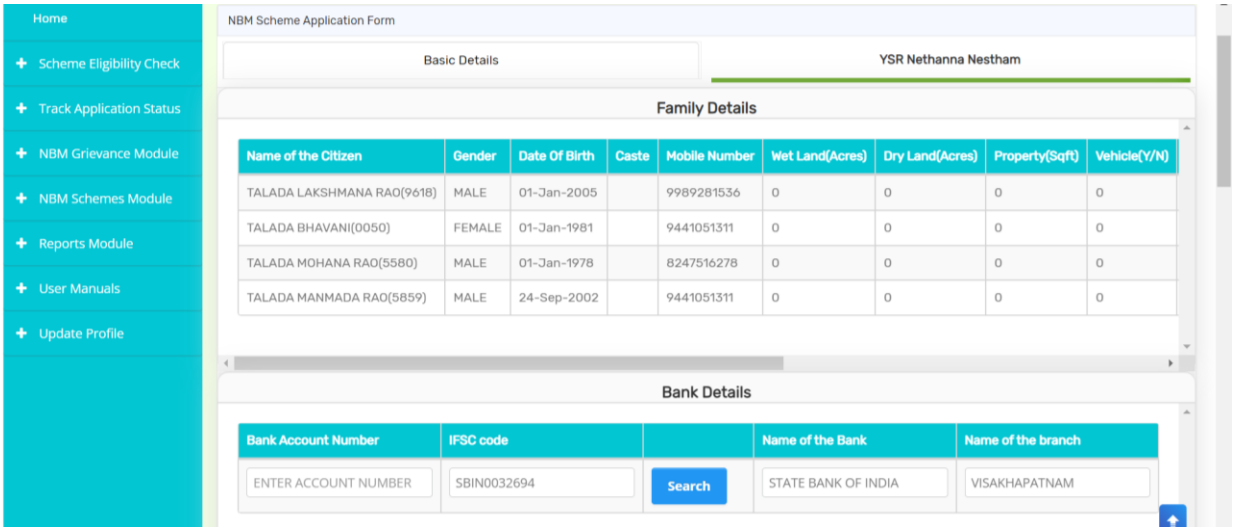
- In the Income Certificate Details section, enter the income certificate number and click on search. Only if the income certificate number and the applicant Aadhar match, the income certificate details of the Applicant are fetched, and the upload document option is enabled.
- Upload relevant AP Seva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



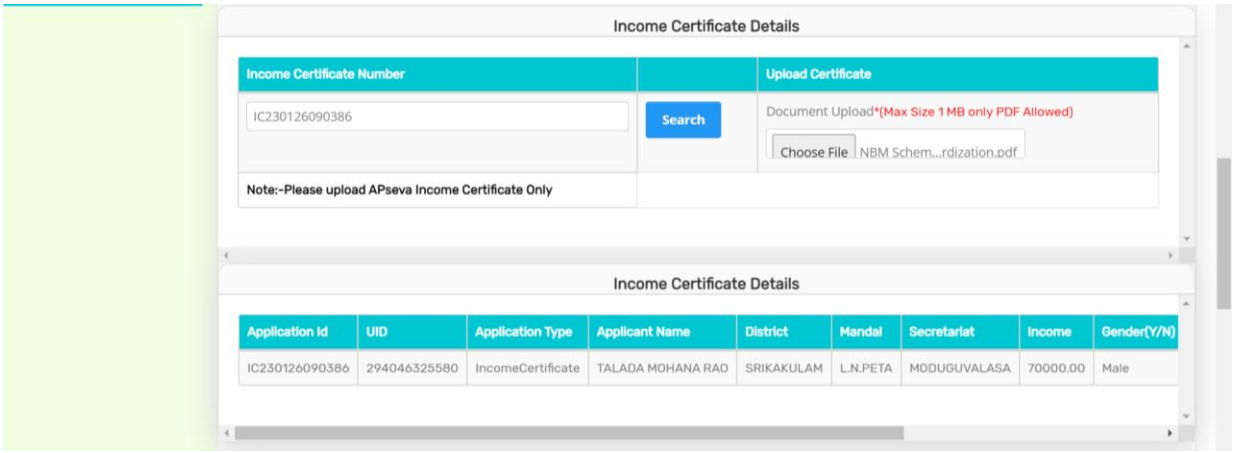
- In the Establishment Certificate Details section, enter the Establishment Registration number and click on search. Only if the Establishment Registration number and the applicant Aadhar match, the Establishment details of the Applicant are fetched, and the upload document option is enabled.
- Upload relevant AP Seva certified Establishment certificate as shown below.
- Authenticate and submit application as mentioned in section 5.

3.4 YSR Nethanna Nestham

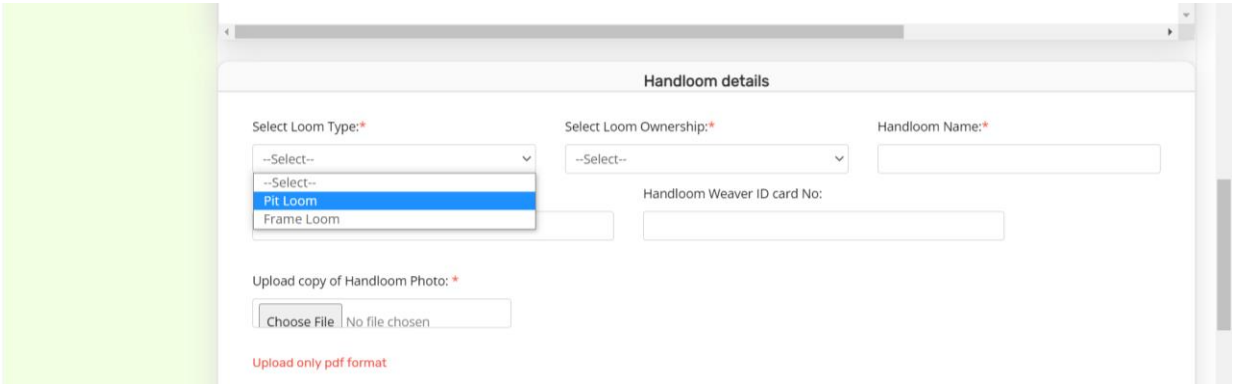
- The family details are visible as shown below where the six-step eligibility for all the members of household can be viewed.
- In the Bank Details section, enter the Bank Account Number, IFSC Code and click on search. The IFSC Code will be validated, and the Bank and Branch name will be auto filled



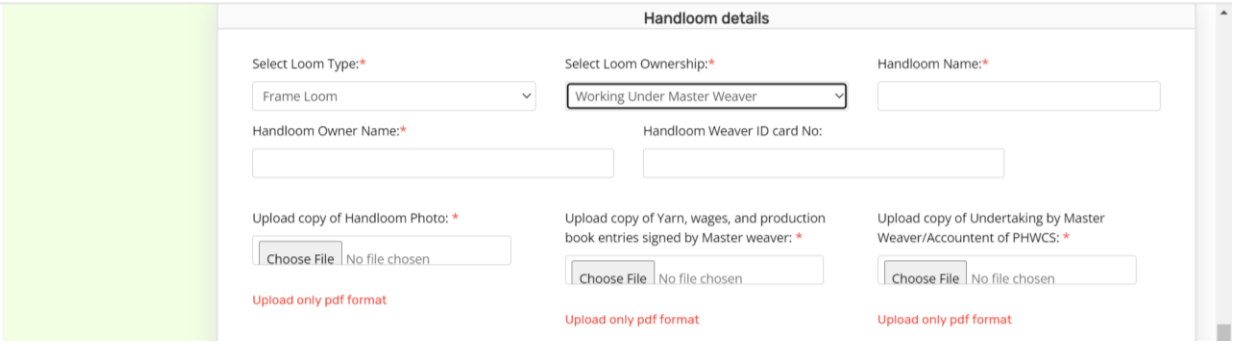
- In the Income Certificate Details section, enter the income certificate number and click on search. Only if the income certificate number and the applicant Aadhar are matched, then the income certificate details of the Applicant are fetched, and the upload document option is enabled.
- Upload relevant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



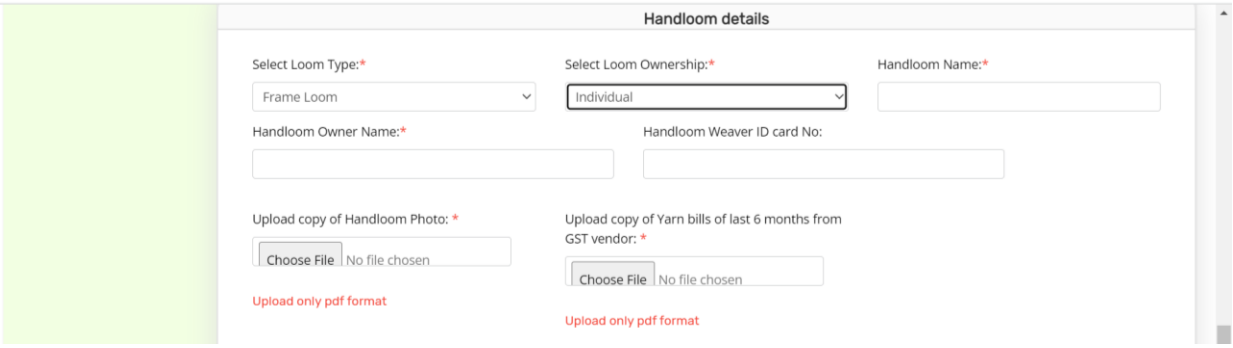
- Select the Loom type from the dropdown.



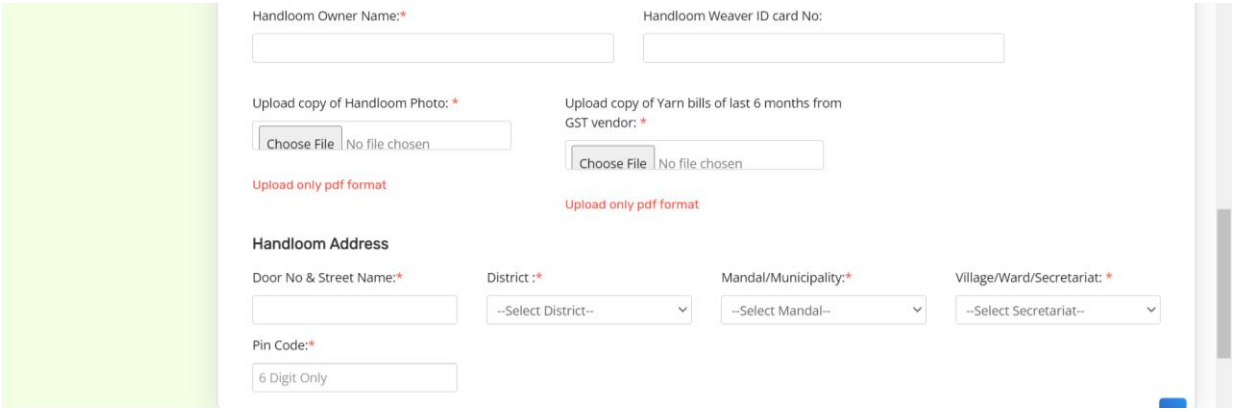
- If loom ownership is selected as "Working under Master Weaver" upload the following
  1. Yarn, wages, and production book entries signed by Master weaver
  2. Undertaking by Master Weaver/Accountant of PHWCS



- If Loom ownership is selected as "Individual" upload the following
  1. Yarn bills of last 6 months from GST vendor



- Enter the Handloom Weaver ID card number if available. Then, enter the address of the Location of the Loom.
- As the address of the applicant may not be the address of the Loom, upon submission the application is forwarded to the WEA/WWDS corresponding to the secretariat mentioned in Loom Address.

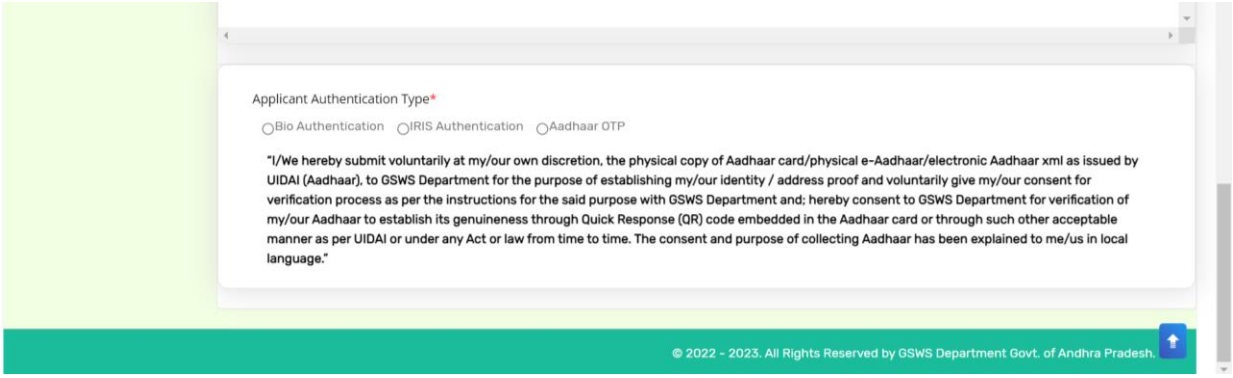


- Authenticate and submit application as mentioned in section 5

5. Applicant Authentication and Application Submission

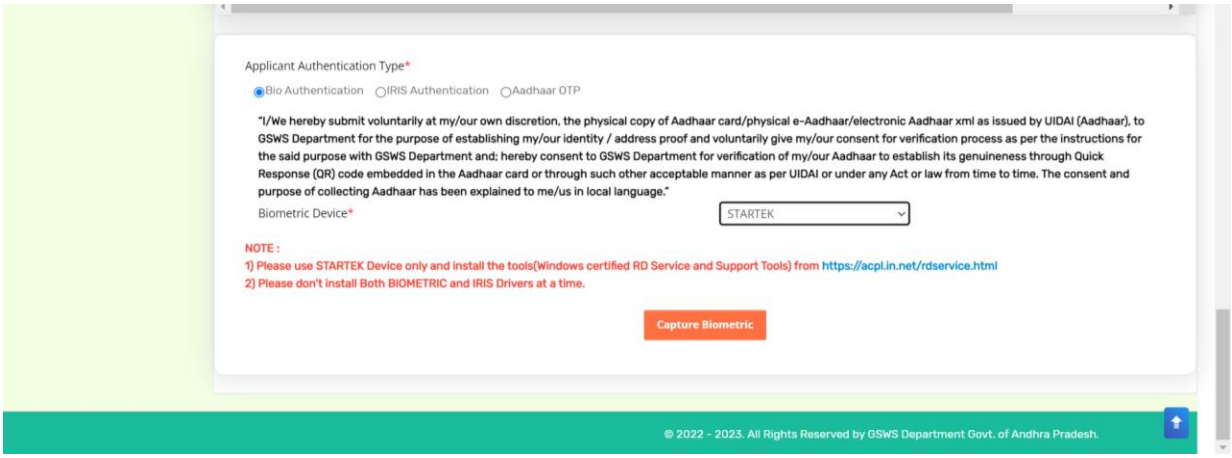
Applicant Authentication and Application Form submission process is common for all the schemes.

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

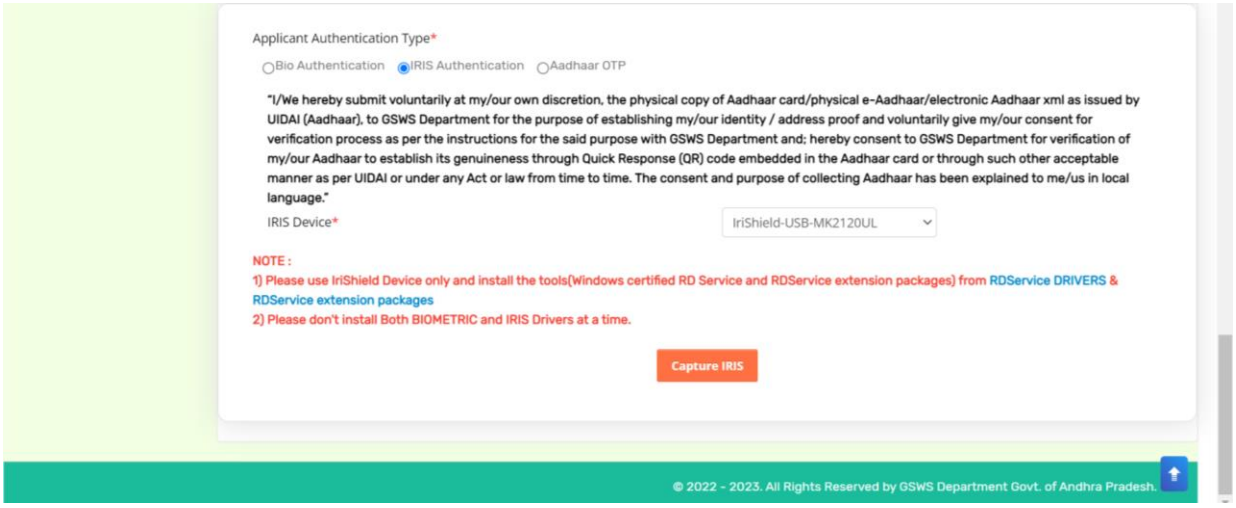


- If Bio Authentication is selected, Select the Biometric device from dropdown and click on

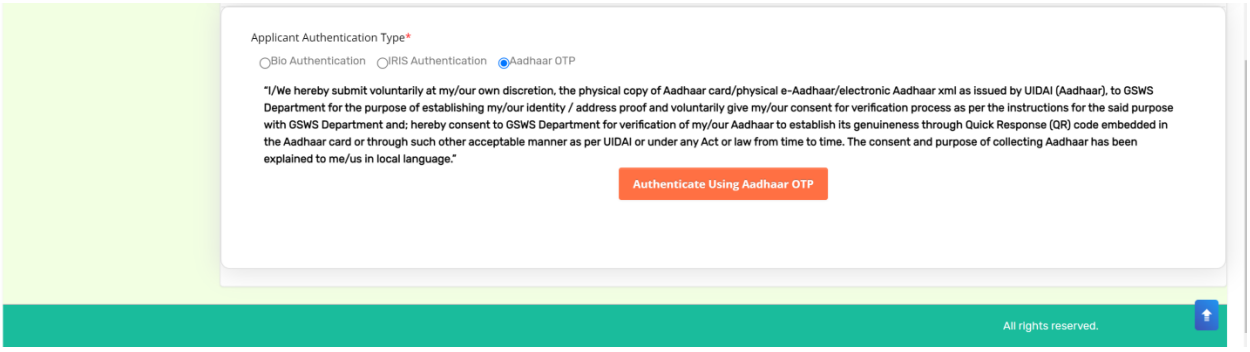
"Capture Biometric" button for eKYC authentication as shown in the image below.



- 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.

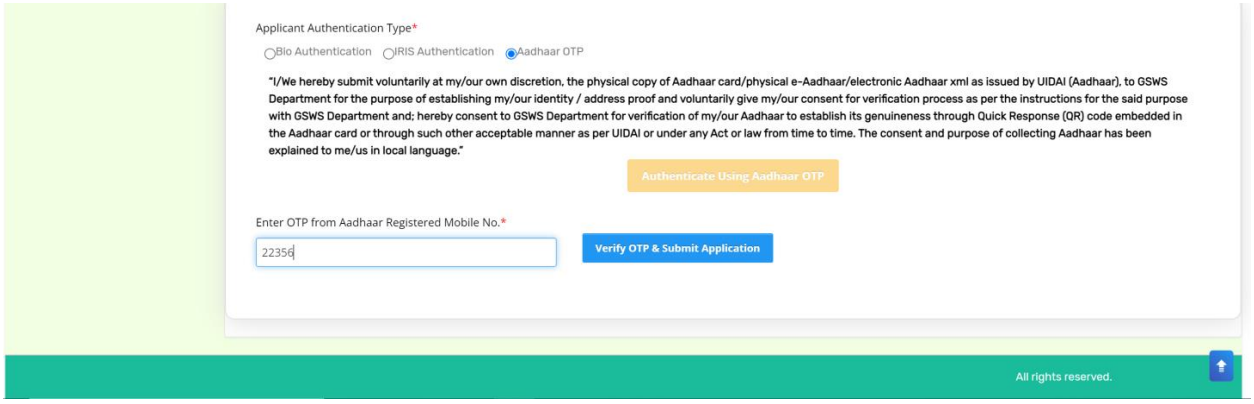
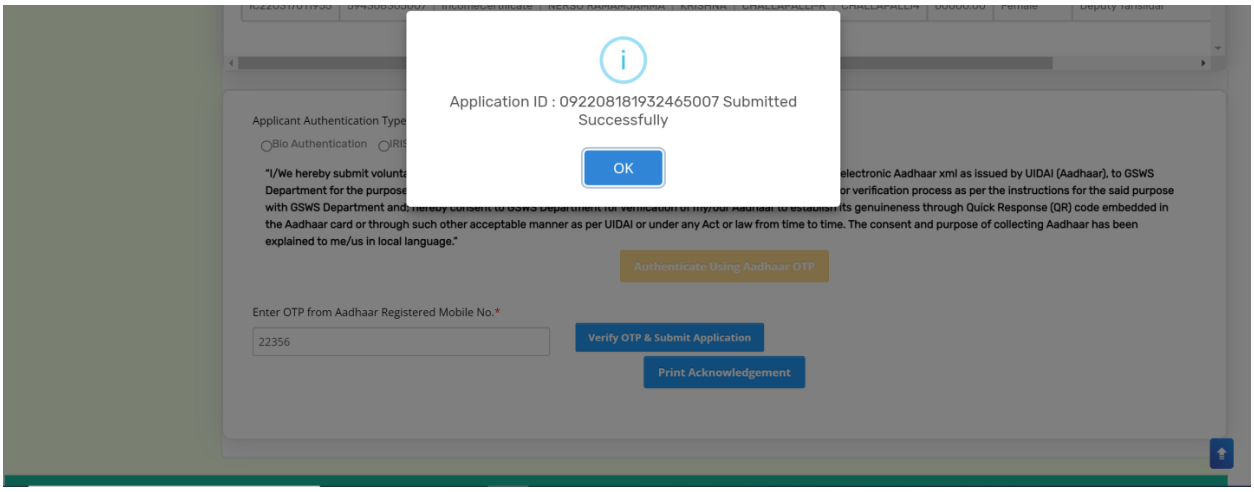


- Once Aadhaar OTP is selected, click on Authenticate using Aadhaar OTP Button.



- 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.