



GOVERNMENT OF ANDHRA PRADESH

GVWV & VSWS DEPARTMENT

Auto Nagar, Vijayawada

Schemes Module

New Application Form

User Manual

April 2023

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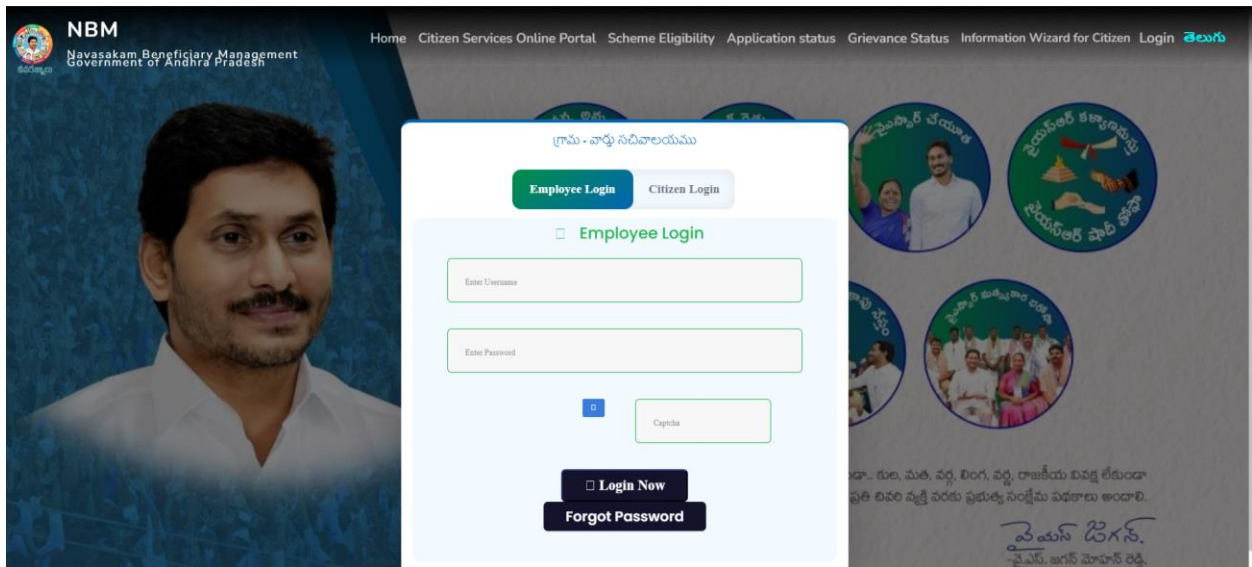
1. Introduction:

- 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.

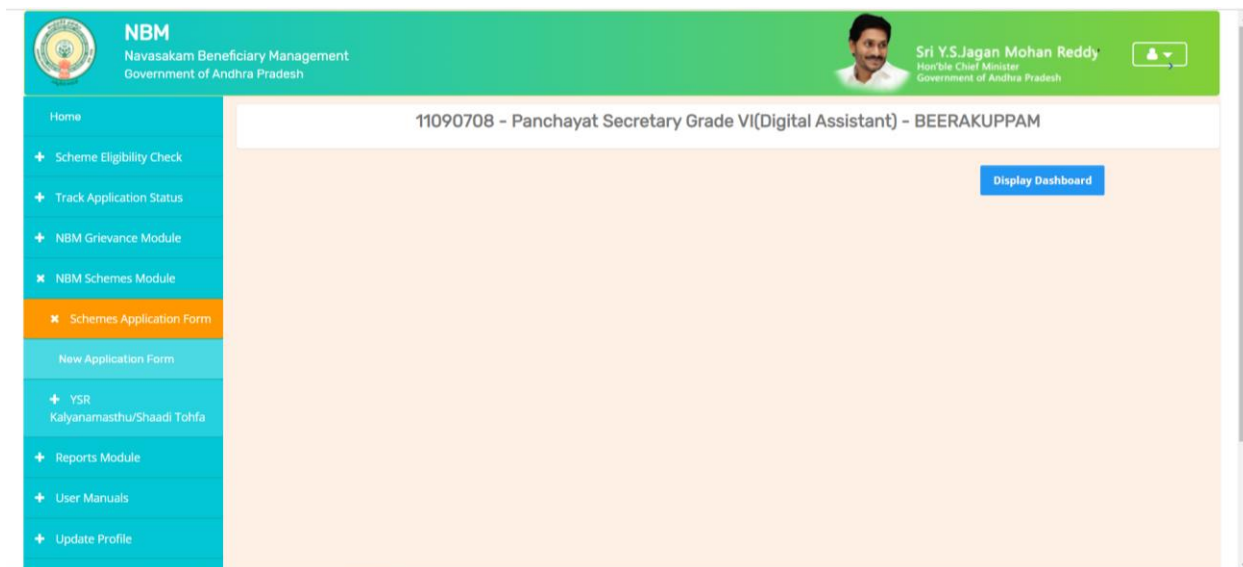
- Home
- Scheme Eligibility Check
- Track Application status
- NBM Grievance Module
- NBM Schemes Module
- Reports Module
- User Manuals
- Update Profile



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.

The screenshot shows the 'NBM Scheme Application Form' interface. The header includes the NBM logo, 'Navasakam Beneficiary Management Government of Andhra Pradesh', and the name of the Chief Minister, Sri Y.S. Jagan Mohan Reddy. A left sidebar contains navigation options like 'Home', 'Scheme Eligibility Check', 'Track Application Status', 'NBM Grievance Module', 'NBM Schemes Module', 'Schemes Application Form', 'New Application Form', 'YSR Kalyanamasthu/Shaaadi Tohfa', 'New Application Form', 'Reports Module', and 'User Manuals'. The main content area is titled 'Basic Details' and contains several input fields: 'Aadhaar Number' (text input), 'Gender' (dropdown), 'Qualification' (dropdown), 'Permanent Address' (Door No & Street Name, District, Mandal/Municipality, Pin Code), and 'Present Address' (checkbox for 'Same As Permanent Address', Door No & Street Name, District, Mandal/Municipality, Pin Code). A 'Select Scheme' dropdown is open, showing options like 'YSR Kapu Nestham', 'YSR Cheyutha', 'YSR Vahanamitra', 'YSR Nethanna Nestham', 'Jagananna Chedodu', and 'YSR EBC Nestham'. A 'Pre-Fill' button is visible next to the dropdown.

- 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.

The screenshot shows the 'Present Address' section of the application form. It includes a checkbox labeled 'Same As Permanent Address' which is checked. Below this are input fields for 'Door No & Street Name' (containing '22'), 'District' (dropdown menu showing 'ANANTHAPURAM'), 'Mandal/Municipality' (dropdown menu), and 'Village/Ward/Secretariat' (dropdown menu). There is also a 'Pin Code' input field containing '523002'. At the bottom of the section are two buttons: 'Clear' and 'Continue'. The footer of the page contains the copyright notice: '© 2022 - 2023. All Rights Reserved by GSWS Department Govt. of Andhra Pradesh.'

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.

The screenshot displays the 'YSR EBC Nestham' application form. On the left is a navigation menu with options like 'Scheme Eligibility Check', 'Track Application Status', and 'Update Profile'. The main form is divided into two sections: 'Family Details' and 'Bank Details'.

Name of the Citizen	Gender	Date Of Birth	Caste	Mobile Number	Wet Land(Acres)	Dry Land(Acres)	Property(SqR)	Vehicle(Y/N)	Govt
SHAIK FARDOK(4444)	MALE	01-Jan-1984		6360989348	0	0	0	0	0
SHEIK MOHAMMED RIZAU RAHEMAN(3864)	MALE	25-Jun-2017			0	0	0	0	0
SHAIK SUBAHAN(1955)	MALE	01-Jan-1953		6360989348	0	0	0	0	0
SHEK BEGAM BEE(2062)	FEMALE	01-Jan-1956		9989160318	0	0	0	0	0
SHIK RESHMA(7581)	FEMALE	01-Jan-1996		7676359999	0	0	0	0	0
SHEK RESHMA(7038)	FEMALE	01-Jan-1997		6360989348	0	0	0	0	0
SHAIK SHABEENA(6972)	FEMALE	05-Aug-1998			0	0	0	0	0

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

- In the 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.

The screenshot shows the 'Aadhaar Update History' form. It features a dropdown menu for 'How many times AGE updated:' with options from 0 to 10. Below this is a 'Caste Certificate Details' section with a search button and an 'Upload Certificate' button. A note at the bottom states: 'Note:-Please upload APseva Caste Certificate Only'.

- 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 option 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

The screenshot shows the 'NBM Scheme Application Form' for 'Jagananna Chedodu'. The 'Basic Details' section includes a 'Select Profession' dropdown menu with the following options: Tailor, --Select Scheme--, Washerman, Tailor, and Barber. The 'Family Details' section contains a table with the following data:

Name of the Citizen	Gender	Date Of Birth	Caste	Mobile Number	Wet Land(Acres)	Dry Land(Acres)	Property(Sqft)	Value
SHAIK FAROOK(4444)	MALE	01-Jan-1984		6360989348	0	0	0	0
SHEIK MOHAMMED RIZAUR RAHEMAN(3864)	MALE	25-Jun-2017			0	0	0	0
SHEK RESHMA(7038)	FEMALE	01-Jan-1997		6360989348	0	0	0	0

- 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.

The screenshot shows the 'Bank Details' section. It includes a table with the following data:

SHEK RESHMA(7038)	FEMALE	01-Jan-1997		6360989348	0	0	0	0
SHAIK SHABEENA(6972)	FEMALE	05-Aug-1998			0	0	0	0

Below the table is the 'Bank Details' form with the following fields:

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

- 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.

The screenshot shows the 'Caste Certificate Details' section. It includes a form for entering the 'Caste Certificate Number' (CGC221027022362) and a 'Search' button. Below the search button is a note: 'Note:-Please upload APseva Caste Certificate Only'. To the right is the 'Upload Certificate' section with a 'Document Upload*(Max Size 1 MB only PDF Allowed)' label and a 'Choose File' button. Below the upload section is a table with the following data:

Application Id	Caste UId	Application Type	Applicant Name	District	Mandal	Secretariat	Caste	SubCaste	Gender
CGC221027022362	848231637038	IntegratedCertificate	SHAIK SHAHEEDA	ANANTHAPUR	Anantapur	Ward-35	BC-E	Shaik	Female

- 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.

Application id	UID	Application Type	Applicant Name	District	Mandal	Secretariat	Income	Gender(Y/N)	Author
IC221027030093	848231637038	IncomeCertificate	SHAIK SHAHEEDA	ANANTHAPUR	Anantapur	Ward-35	55000.00	Female	Deput

- 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

The screenshot shows the 'NBM Scheme Application Form' for 'YSR Nethanna Nestham'. It is divided into two main sections: 'Family Details' and 'Bank Details'.

Family Details Table:

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

Bank Details Form:

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

A 'Search' button is located between the IFSC code and the Bank Name fields.

- 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.

The screenshot shows the 'Income Certificate Details' section. It includes a search form and a table of results.

Income Certificate Search Form:

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

Note:-Please upload APseva Income Certificate Only

Income Certificate Details Table:

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

- Select the Loom type from the dropdown.

The screenshot shows the 'Handloom details' form. The 'Select Loom Type' dropdown menu is open, displaying three options: '--Select--', 'Pit Loom' (which is highlighted in blue), and 'Frame Loom'. Other fields include 'Select Loom Ownership' (set to '--Select--'), 'Handloom Name', 'Handloom Weaver ID card No.', and 'Upload copy of Handloom Photo'.

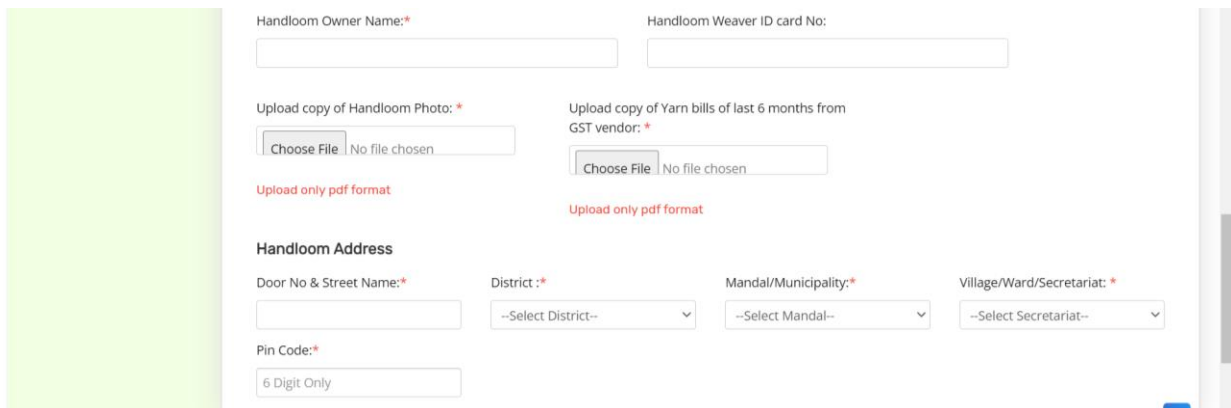
- If loom ownership is selected as “Working under Master Weaver” upload the following
 1. Yarn, wages, and production book entries signed by Master weaver
 2. Undertaking by Master Weaver/Accountant of PHWCS

The screenshot shows the 'Handloom details' form with 'Working Under Master Weaver' selected in the 'Select Loom Ownership' dropdown. The 'Handloom Type' is 'Frame Loom'. There are three upload fields: 'Upload copy of Handloom Photo', 'Upload copy of Yarn, wages, and production book entries signed by Master weaver', and 'Upload copy of Undertaking by Master Weaver/Accountant of PHWCS'. Each upload field has a 'Choose File' button and the text 'No file chosen'.

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

The screenshot shows the 'Handloom details' form with 'Individual' selected in the 'Select Loom Ownership' dropdown. The 'Handloom Type' is 'Frame Loom'. There are two upload fields: 'Upload copy of Handloom Photo' and 'Upload copy of Yarn bills of last 6 months from GST vendor'. Each upload field has a 'Choose File' button and the text 'No file chosen'.

- 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.



Handloom Owner Name:*

Handloom Weaver ID card No:

Upload copy of Handloom Photo: *

Choose File | No file chosen

Upload only pdf format

Upload copy of Yarn bills of last 6 months from GST vendor: *

Choose File | No file chosen

Upload only pdf format

Handloom Address

Door No & Street Name:*

District:*

Mandal/Municipality:*

Village/Ward/Secretariat: *

Pin Code:*

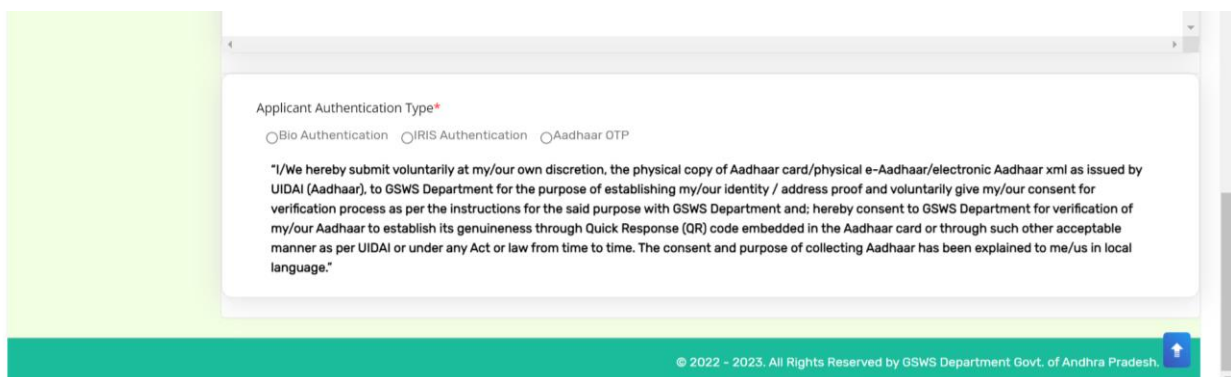
6 Digit Only

- 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.



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."

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- 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.

The screenshot shows the 'Applicant Authentication Type*' section with three radio buttons: 'Bio Authentication' (selected), 'IRIS Authentication', and 'Aadhaar OTP'. 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 is a 'Biometric Device*' dropdown menu with 'STARTEK' selected. A 'NOTE:' section contains two instructions: "1) Please use STARTEK Device only and install the tools(Windows certified RD Service and Support Tools) from <https://acpl.in.net/rdservice.html>" and "2) Please don't install Both BIOMETRIC and IRIS Drivers at a time." At the bottom is an orange 'Capture Biometric' button. The footer shows '© 2022 - 2023. All Rights Reserved by GSWS Department Govt. of Andhra Pradesh.'

- 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.

The screenshot shows the 'Applicant Authentication Type*' section with three radio buttons: 'Bio Authentication', 'IRIS Authentication' (selected), and 'Aadhaar OTP'. 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 is an 'IRIS Device*' dropdown menu with 'IriShield-USB-MK2120UL' selected. A 'NOTE:' section contains two instructions: "1) Please use IriShield Device only and install the tools(Windows certified RD Service and RDSservice extension packages) from [RDSservice DRIVERS & RDSservice extension packages](#)" and "2) Please don't install Both BIOMETRIC and IRIS Drivers at a time." At the bottom is an orange 'Capture IRIS' button. The footer shows '© 2022 - 2023. All Rights Reserved by GSWS Department Govt. of Andhra Pradesh.'

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

The screenshot shows the 'Applicant Authentication Type*' section with three radio buttons: 'Bio Authentication', 'IRIS Authentication', and 'Aadhaar OTP' (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." At the bottom is an orange 'Authenticate Using Aadhaar OTP' button. The footer shows 'All rights reserved.'

- After Successful OTP authentication, enter the OTP sent on mobile number tagged to

Aadhaar number and click on “Verify OTP and Submit Application”

Applicant Authentication Type*

Bio Authentication IRIS Authentication Aadhaar OTP

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

Authenticate Using Aadhaar OTP

Enter OTP from Aadhaar Registered Mobile No.*

22356

Verify OTP & Submit Application

All rights reserved.

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

Application ID : 092208181932465007 Submitted Successfully

OK

Authenticate Using Aadhaar OTP

Enter OTP from Aadhaar Registered Mobile No.*

22356

Verify OTP & Submit Application

Print Acknowledgement