



GOVERNMENT OF ANDHRA PRADESH
GVWV & VSWS DEPARTMENT
Vijayawada

User manual for YSR Cheyutha
2023-2024
Version 1

User Manual
August 2023

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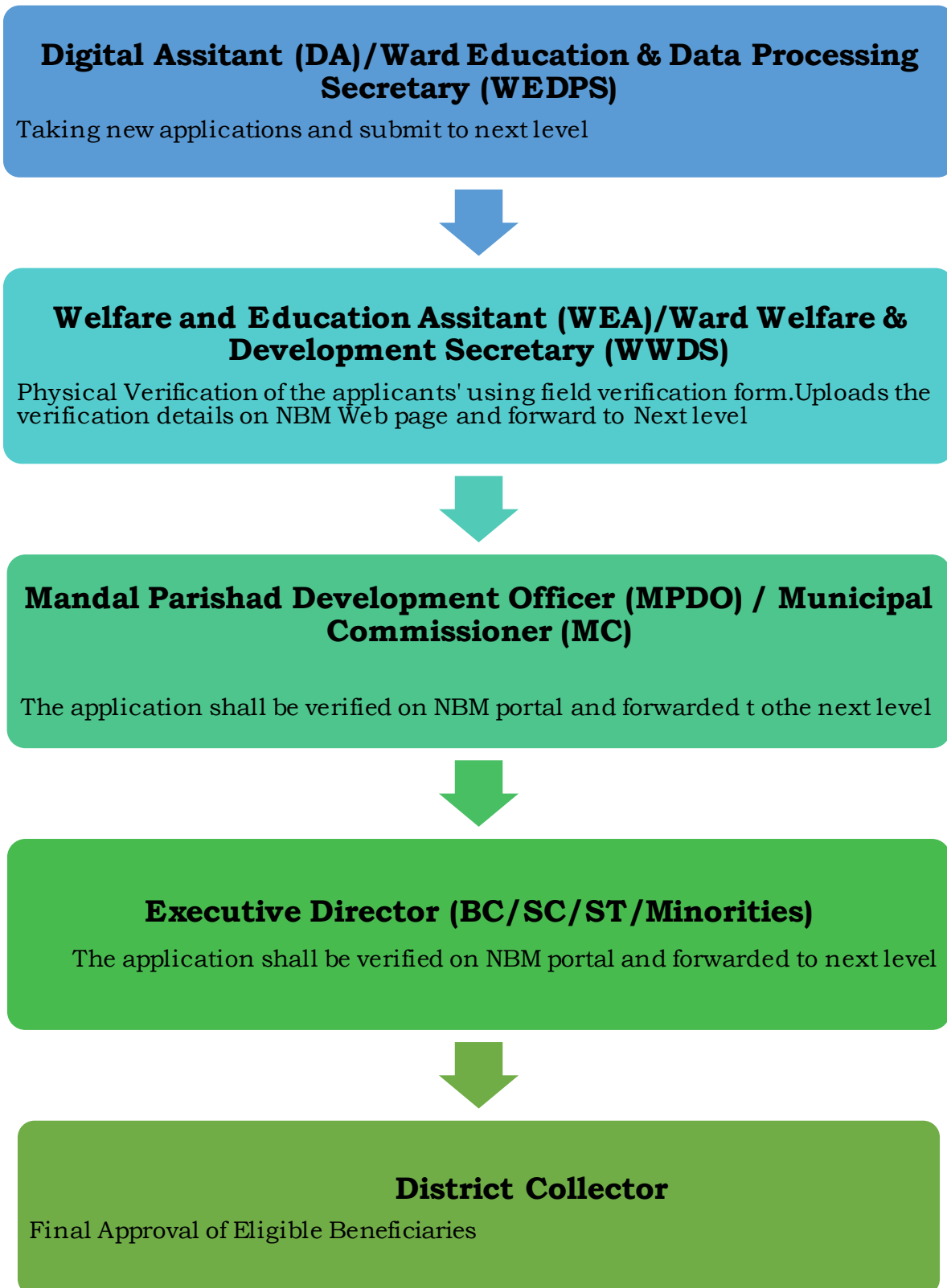
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1. Introduction

Please Note the following points:

- The Cheyutha Scheme aims on Providing financial assistance of Rs.75,000/-per member to the women of BC, SC, ST & Minority communities who are in the age group of 45 to 60 years (except the women beneficiaries already covered under YSR Pension kanuka – old age pensions, Kapu Nestham and EBC Nestham).
- The beneficiary should born between 13.08.1963 to 12.08.1978.
- The Aadhaar update history document must be generated by the DA/WEDS for the applicant prior to making Application on the NBM portal.
- Aadhaar history update document can be downloaded from the UIDAI website <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 and do not accept any document from the applicant.
- The WEA/WWDS must compulsorily visit the beneficiary household and shall upload the verification photo of WEA/WWDS along with beneficiary.
- All the Payments will be credited to the Aadhar linked Bank account of the beneficiary, the Beneficiary must link his bank account with Aadhar number and the Bank account / NPCI mapping should be active

2. Workflow



3. Applying for YSR Cheyutha 2023

To apply for YSR Cheyutha Scheme follow as mentioned below.

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

The screenshot displays the NBM (Navasakam Beneficiary Management) web portal interface. The header features the NBM logo and the name of the Hon'ble Chief Minister, Sri Y.S. Jagan Mohan Reddy. A left sidebar contains navigation options such as 'Scheme Eligibility Check', 'Track Application Status', 'NBM Grievance Module', 'NBM Schemes Module', 'YSR Kapu Nestham', 'YSR Cheyutha', 'New Application Form', 'YSR Vahana Mitra', 'YSR EBC Nestham', 'YSR Kalyanamasthu/YSR Shaadi Tohfa', and 'Reports Module'. The main content area is titled 'NBM / YSR Cheyutha / New Application Form' and is divided into two sections: 'Basic Details' and 'YSR Cheyutha New Application Form'. The 'Basic Details' section includes fields for Aadhaar Number, First Name, Father/Husband Name, Gender, Date of Birth, Caste, Religion, Qualification, Marital Status, and Mobile No. The 'YSR Cheyutha New Application Form' section includes fields for Permanent Address, including Door No & Street Name, District, Mandal/Municipality, Village/Ward/Secretariat, and Pin Code. A 'Pre-Fill' button is visible next to the Aadhaar Number field.

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

The DA/WEDs should download the Aadhaar update history by themselves personally and upload the same in the Aadhaar update history under proof document. Based on the applicant's Aadhaar Update History downloaded from UIDAI website, under the Aadhaar Update History section, select the number of times the date of birth in Aadhaar has been updated

If there is no modification in age in Aadhar then select 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 Aadhaar update history document shall be downloaded).

If there is a modification in age **once or more than once then enter the “Previous date of birth”, “Changed date of birth” and “Date of update” and upload the update Aadhaar update history document**

The screenshot shows the 'Aadhaar Update History' section of a form. A dropdown menu is open for the field 'How many times AGE updated?'. The dropdown options are 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, and 10. The number 3 is currently selected. Below the dropdown is a table with the following columns: 'of Birth', 'Changed Date of Birth', 'Date of Update', and 'Proof Document'. The table contains three rows, each with a date field and a 'Choose File' button. At the bottom of the form, there are two mandatory consent checkboxes:

- 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.

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

The screenshot shows the 'Aadhaar Update History' section of a form. The 'How many times Aadhaar updated?' field is set to 0. Below this is a table with the following columns: 'S NO', 'Enrollment Date', 'Present Date of Birth', and 'Proof Document'. The table contains one row with a date field and a 'Choose File' button. At the bottom of the form, there are two mandatory consent checkboxes:

- 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.

Below the consent boxes is the 'Caste Certificate Details' section, which includes a 'Caste Certificate Number' field, a 'Search' button, and an 'Upload Certificate' button. A note below the field states: 'Note:-Please upload APseva Caste Certificate Only'.

Then, enter the Caste certificate Number and click “search”. If Caste certificate does not match the applicant Aadhaar then the screen is as below

Aadhaar Update History

How many times Aadhaar updated:*

0

S NO	Enrollment Date	Present Date of Birth	Proof Document
1	dd/mm/yyyy	dd/mm/yyyy	Choose File No file chosen

I have personally verified the information provided in UIDAI portal.
 I hereby declare that the information provided is true and correct to the best of my knowledge and I am aware that I may be held liable for any discrepancy or error in the information provided. I am aware that if any discrepancy or error is found in the information provided, it may result in the suspension of my Aadhaar card and I may be required to provide further proof of my identity.

Applicant Aadhaar is not matched with Caste Certificate Aadhaar!

OK

Caste Certificate Number

CGC220404008189

Upload Certificate

Note:-Please upload APseva Caste Certificate Only

Income Certificate Details

Income Certificate Number

Enter Income Certificate Number

Search

Upload Certificate

Note:-Please upload APseva Income Certificate Only

After entering the caste certificate number, click on search. If the Caste certificate number and the applicant Aadhar is matched, the upload document option is enabled. The Caste certificate details of the Applicant are fetched. Upload relevant APSeva certified caste certificate.

S NO	Enrollment Date	Present Date of Birth	Proof Document
1	dd/mm/yyyy	dd/mm/yyyy	Choose File No file chosen

have personally verified the Aadhaar update history of the Applicant and entered the data as per the details shown in UIDAI portal.
 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: CGC220404008189
 Upload Certificate: Document Upload*(Max Size 1 MB only PDF Allowed) No file chosen

Note:-Please upload APseva Caste Certificate Only

Caste Certificate Details

Application Id	Caste Uid	Application Type	Applicant Name	District	Mandal	Secretariat	Caste	SubCaste	Gender(Y/N)	Authorized
CGC220404008189	594368365007	IntegratedCertificate	NERSU RAMAMJAMMA	KRISHNA	CHALLAPALLI-R	CHALLAPALLE	OC	Kapu	Female	Tahsilidar

Income Certificate Details

Income Certificate Number: Enter Income Certificate Number
 Upload Certificate: No file chosen

Now, enter income certificate number and click “search”. If the Aadhaar and the Income certificate do not match, then “Applicant Aadhar is not matched with Income Certificate Aadhar” then it is shown as below.

Caste Certificate Details

Caste Certificate Number: CGC220604026686
 Upload Certificate: Document Upload*(Max Size 1 MB only PDF Allowed) GO Ms.No 6...hevutha.pdf

Note:-Please upload APseva Caste Certificate Only

Caste Certificate Details

Application Id	Caste Uid	Application Type	Applicant Name	District	Mandal	Secretariat	Caste	SubCaste	Gender(Y/N)	Authorized By Designation
CGC220604026686	551123...						OC	Kapu	Female	Tahsilidar

Income Certificate Details

Income Certificate Number: IC220215002881
 Upload Certificate: No file chosen

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

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

Caste Certificate Details

Application Id	Caste Uid	Application Type	Applicant Name	District	Mandal	Secretariat	Caste	SubCaste	Gender(Y/N)	Authorized
CGC220404008189	594368365007	IntegratedCertificate	NERSU RAMAMJAMMA	KRISHNA	CHALLAPALLI-R	CHALLAPALLE	OC	Kapu	Female	Tahsildar

Income Certificate Details

Income Certificate Number		Upload Certificate
IC220317011955	Search	Document Upload*(Max Size 1 MB only PDF Allowed) <input type="button" value="Choose File"/> No file chosen
Note:-Please upload APseva Income Certificate Only		

Income Certificate Details

Application Id	UID	Application Type	Applicant Name	District	Mandal	Secretariat	Income	Gender(Y/N)	Authorized By Designation
IC220317011955	594368365007	IncomeCertificate	NERSU RAMAMJAMMA	KRISHNA	CHALLAPALLI-R	CHALLAPALLI4	60000.00	Female	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

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

Income Certificate Details

Income Certificate Number		Upload Certificate
IC220317011955	Search	Document Upload*(Max Size 1 MB only PDF Allowed) <input type="button" value="Choose File"/> No file chosen
Note:-Please upload APseva Income Certificate Only		

Income Certificate Details

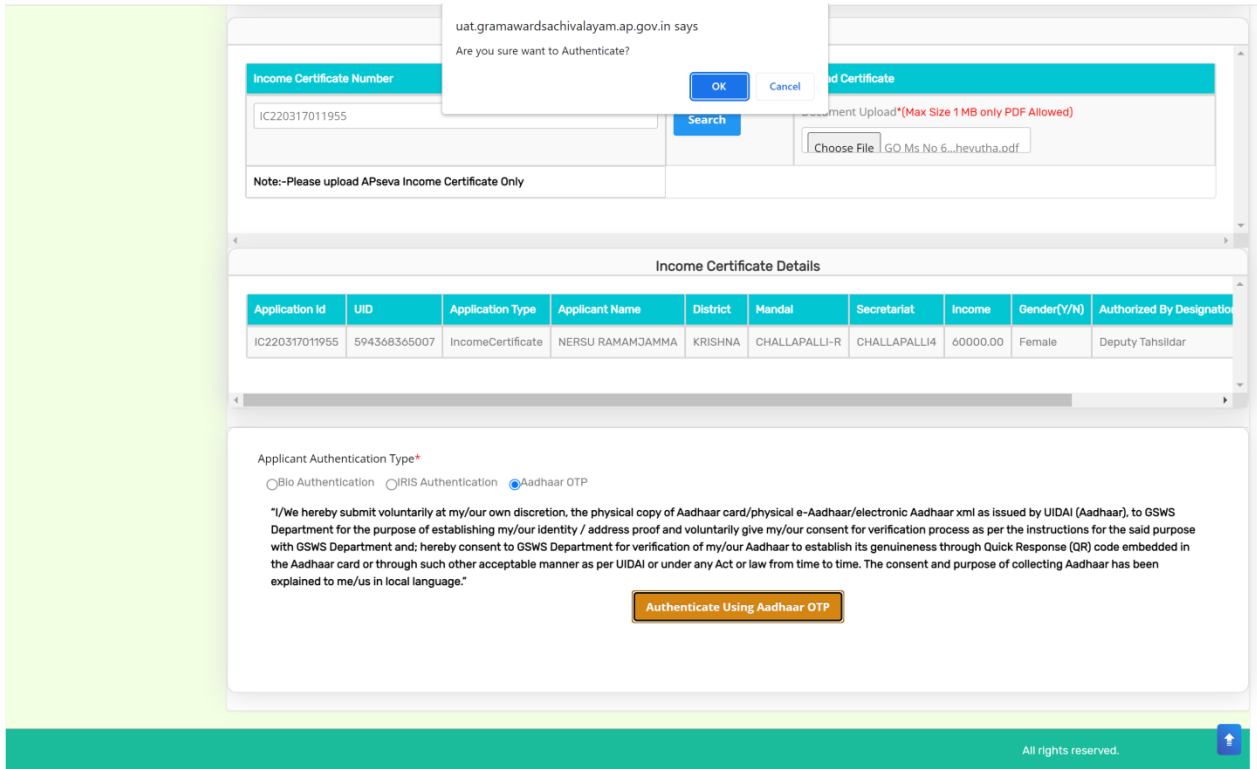
Application Id	UID	Application Type	Applicant Name	District	Mandal	Secretariat	Income	Gender(Y/N)	Authorized By Designation
IC220317011955	594368365007	IncomeCertificate	NERSU RAMAMJAMMA	KRISHNA	CHALLAPALLI-R	CHALLAPALLI4	60000.00	Female	Deputy Tahsildar

Applicant Authentication Type*

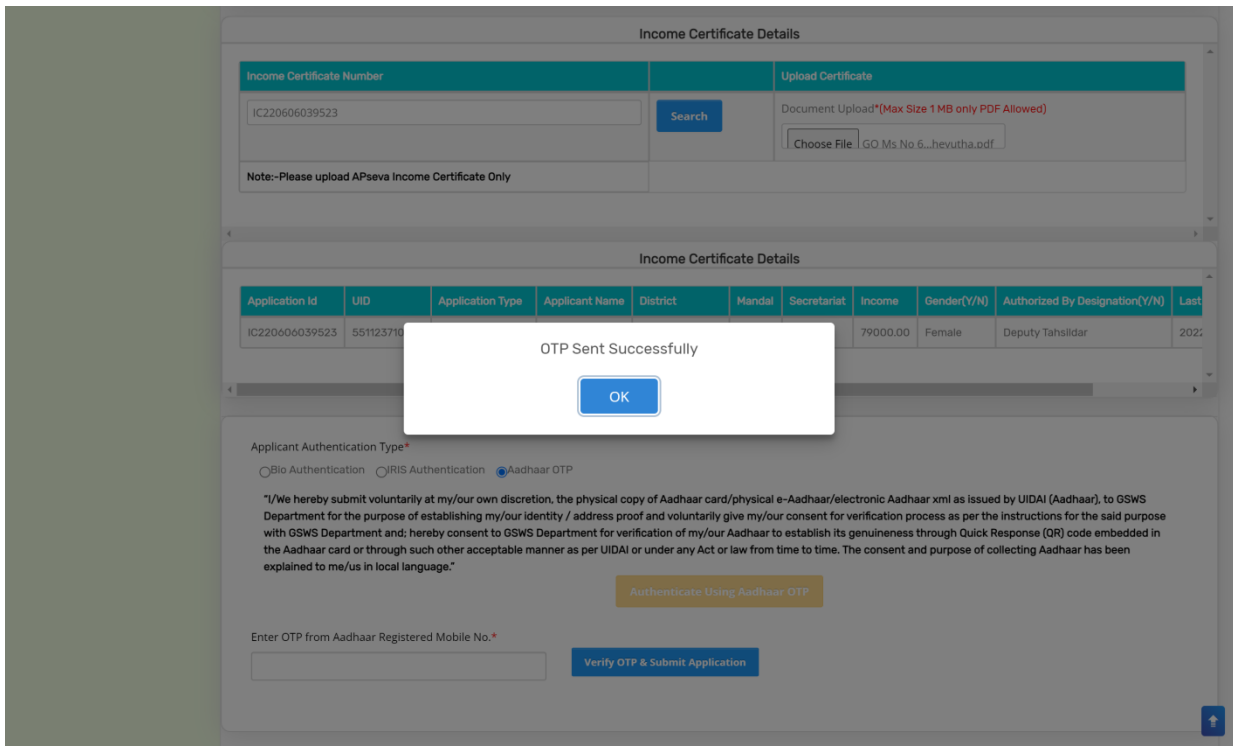
Bio Authentication
 IRIS Authentication
 Aadhaar OTP

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.

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



After Successful authentication, the following message will pop-up



Enter the OTP and click on the “Verify OTP and Submit Application” button to complete the application process.

Income Certificate Number: IC220317011955

Upload Certificate: Document Upload*(Max Size 1 MB only PDF Allowed)

Note:-Please upload APseva Income Certificate Only

Application Id	UID	Application Type	Applicant Name	District	Mandal	Secretariat	Income	Gender(V/N)	Authorized By Designation
IC220317011955	594368365007	IncomeCertificate	NERSU RAMAMJAMMA	KRISHNA	CHALLAPALLI-R	CHALLAPALLI4	60000.00	Female	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."

Authenticate Using Aadhaar OTP

Enter OTP from Aadhaar Registered Mobile No.*

22356

Verify OTP & Submit Application

All rights reserved.

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.

Income Certificate Number: IC220317011955

Upload Certificate: Document Upload*(Max Size 1 MB only PDF Allowed)

Note:-Please upload APseva Income Certificate Only

Application Id	UID	Application Type	Applicant Name	District	Mandal	Secretariat	Income	Gender(V/N)	Authorized By Designation
IC220317011955	594368365007	IncomeCertificate	NERSU RAMAMJAMMA	KRISHNA	CHALLAPALLI-R	CHALLAPALLI4	60000.00	Female	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."

Authenticate Using Aadhaar OTP

Enter OTP from Aadhaar Registered Mobile No.*

22356

Verify OTP & Submit Application

Print Acknowledgement

Application ID : 092208181932465007 Submitted Successfully

OK

All rights reserved.

Click on “Print acknowledgement”.

IC220317011955 Document Upload*(Max Size 1 MB only PDF Allowed)
Choose File | 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
IC220317011955	594368365007	IncomeCertificate	NERSU RAMAMJAMMA	KRISHNA	CHALLAPALLI-R	CHALLAPALLI4	60000.00	Female	Deputy Tahsildar

Applicant Authentication Type*

Bio Authentication RIS 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**

Print Acknowledgement

All rights reserved.

The following Acknowledgement is generated

Navasakam Beneficiary Management System

Print

Destination: Save as PDF

Pages: All

Pages per sheet: 1

Margins: Default

Options: Headers and footers, Background graphics

Save Cancel

వై ఎస్ ఆర్ నవశకం 2022-2023 నమోదు రసీదు

District Name: KANAKANA
Mandal/Municipality Name: KANAKANA (R)
Secretariat Name: NERLADIPY JUNCTION(R)
Secretariat Code: 2108850
Scheme Name: YSR Valara Mts
Applicant Name: NAGARAJU MANDAPALLI
Applied Date: 01/07/2022
Application Number: 10220317011955007

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

Type here to search | 33°C Mostly cloudy | 12:31 01-07-2022

4. Verification of the Application

4.1. Verification by WEA/WWDS

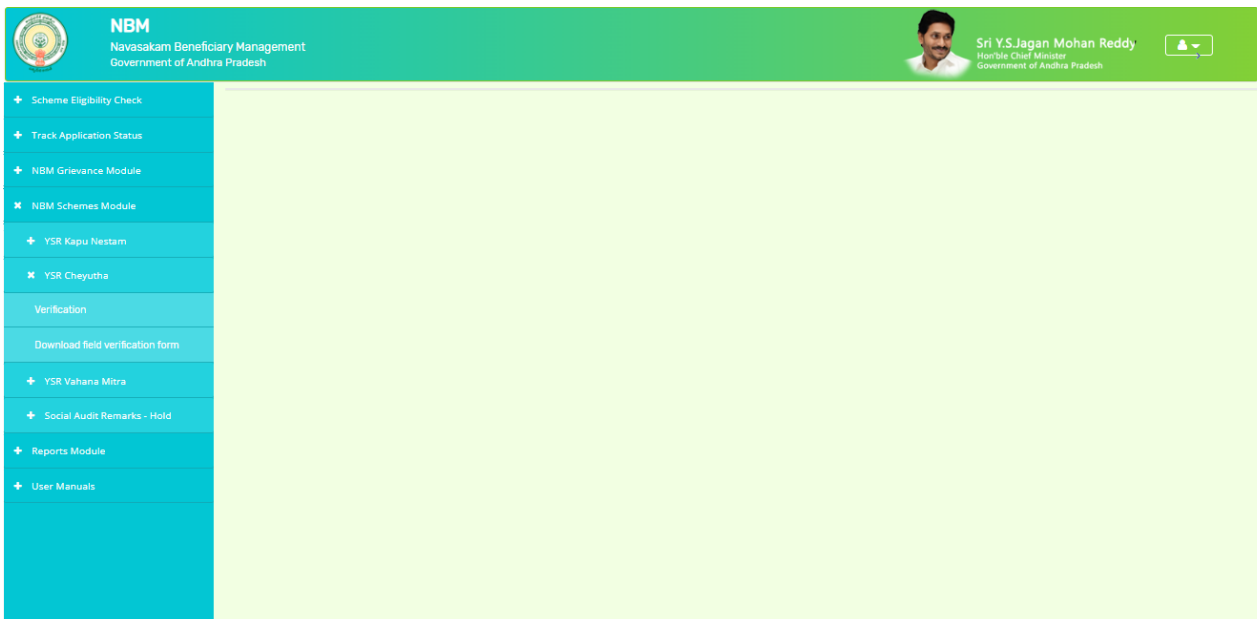
Login Page: NBM portal Login for WEA/WWDS

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 login to the NBM portal by WEA/WWDS, click on NBM Schemes Module, YSR Cheyutha button along with other schemes will be displayed. Click on “YSR Cheyutha” the following will be displayed

- Verification button
- Download field verification form as seen below.



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

గ్రామ - వార్డు సచివాలయము ఆంధ్రప్రదేశ్ ప్రభుత్వం			
YSR CHEYUTHA 2022-23 WEA/WWDS FIELD VERIFICATION FORM			
Secretariat Details			
Secretariat Name		Volunteer Name	
Secretariat Code		Cluster ID	
Applicant Basic Details			
Applicant ID		Aadhaar No	
Applicant Name		Spouse Name	
Date of Birth	Gender		Mobile No
Caste Details			
AP SEVA Caste Certificate No	Caste		Sub-Caste
S. No	Category	As per System Validation	As Per Field Verification
1	Family Income for a month	Rs. per month	Rs. Per month
2	Dry Land holding of family	Acres	Acres
3	Wet Land holding of Family	Acres	Acres
4	Four-wheeler in Family	Yes/No ::	Yes/No ::
5	Any person in the Family working in Central Govt/State Govt/PSU/Private etc with income more than Rs. 12000/-	Yes/No :: If Yes Name of the Organization ::	Yes/No :: If Yes Name of the Organization ::
6	Electricity consumption	Units	Units
7	Property in Municipal/Plinth area	In Sq Ft	In Sq Ft
8	Income Tax payee in family	Yes/No ::	Yes/No ::
9	Any Other Person in the family availed EBC Nosham/Kapu Nosham	Yes/No :: If Yes Aadhaar number ::	Yes/No :: If Yes Aadhaar number ::
Field Verification Details			
Name of the WEA/WWDS		Employee ID	
Time & Date of Inspection		Is applicant modified Age in Aadhaar	Yes/No
Verification status		Recommended/Not Recommended	
Remarks			
<p>I Solemnly state that the above -mentioned particulars are true to the best of my knowledge and belief and that 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.</p>			
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** and fill the form. Also, the WEA/WWDS shall take a **photo of the verification process along with applicant**. (Please ensure that time stamp, latitude and longitude are present on the photo). The WEA/WWDS must upload the Field verification form and field verification photo (both in PDF format) in his login. The photo may be taken in the **note cam app** to capture all the mentioned above details.

Click on “Verification” button to open the scheme applications dashboard as follows:

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: 279 PENDING: 279 COMPLETED: 0

Financial Year: 2023-2024 Search

Pending application to take action (WEA)

DETAILS

Excel Download

S.No	Application ID	Application Type	Citizen Name	Gender	Aadhaar No.	Scheme Type	Year	Mandal	Secretariat	Cluster ID	Action
1	[REDACTED]	OLD	BOKKA LAKSHMI	FEMALE	2196	YSR Cheyutha	2023	PENUMANTRA	MAMUDURU	10590269021	Verify
2	[REDACTED]	OLD	VEERAVALLI VENKATALAKSHMI	FEMALE	7499	YSR Cheyutha	2023	PENUMANTRA	MAMUDURU	10590269013	Verify

“Verify” button is present against each application as shown above. Once the verify button is clicked upon the following screens are 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: 092208201050440873

APPLICANT NAME: BORUSU MANI

SCHEME: YSR Cheyutha

DATE OF APPLICATION: 23-AUG-2022

GENDER: FEMALE

AADHAAR NUMBER: XXXX-XXXX-0873

SECRETARIAT NAME: KADIAPULANKA2

Certificate View

AADHAAR UPDATE DOCUMENT

GOVERNMENT OF ANDHRA PRADESH
HANDLOOMS AND TEXTILES DEPARTMENT

For: [REDACTED]

Dr.No. 305/2022-C, dt. 28.07.2023

Next

APPLICATION DETAILS

APPLICATION ID: 092208201050440873

APPLICANT NAME: BORUSU MANI

FATHER NAME: ramaa

SCHEME: YSR Cheyutha

PERMANENT DNO.	123456
PERMANENT DISTRICT	WEST GODAVARI
PERMANENT MANDAL	PENUMANTRA
PERMANENT SECRETARIAT	MAMUDURU
PERMANENT PINCODE	123456
CURRENT DNO	123
CURRENT DISTRICT	WEST GODAVARI
CURRENT MANDAL	PENUMANTRA
CURRENT SECRETARIAT	MAMUDURU
CURRENT PINCODE	123456

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
BOKKA PURNACHANDRARAO	MALE	01-Jan-1954	BC	9010148597	0	0	0	0	0	0
BOKKA KONDAMMA	FEMALE	01-Jan-1961	BC	9010148597	0	0	0	0	0	0

Aadhar Update History

Type Of Update	Previous Date Of Birth	Changed Date Of Birth	Date Of Update
Age	01-08-2022	02-08-2022	03-08-2022
Age	04-08-2022	05-08-2022	06-08-2022

Caste Certificate Details

Caste Certificate Number	Search	Upload Certificate
Enter Caste Certificate Number	<input type="button" value="Search"/>	<input type="button" value="Upload Certificate"/>
Note:-Please upload APseva Caste Certificate Only		

Income Certificate Details

Income Certificate Number	Search	Upload Certificate
Enter Income Certificate Number	<input type="button" value="Search"/>	<input type="button" value="Upload Certificate"/>
Note:-Please upload APseva Income Certificate Only		

Check List

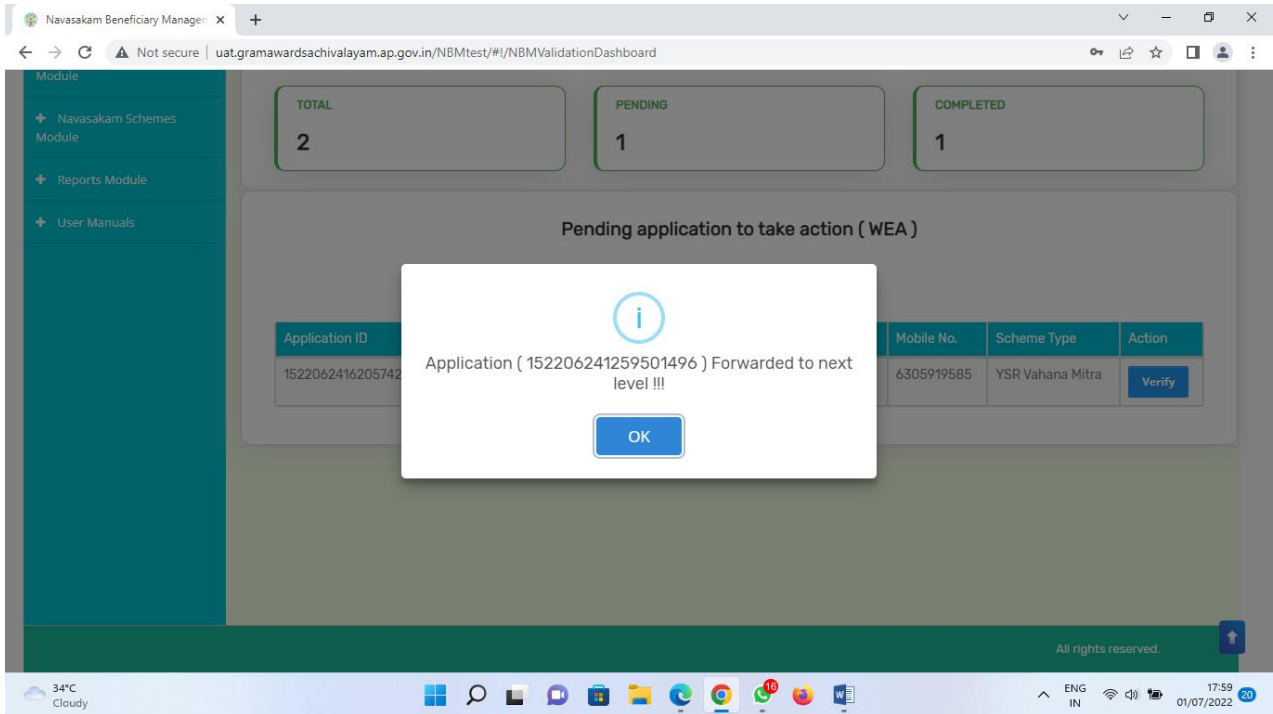
Recommended*	<input type="radio"/> Yes <input type="radio"/> No
Upload Field Verification Report Of WEA/WWDS*	<input type="button" value="Choose File"/> No file chosen
Upload Photo Of Field Verification By WEA/WWDS (PDF Only)	<input type="button" value="Choose File"/> No file chosen

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

WEA/WWDS must check all certificates (Integrated, Income and Aadhar update history) in certificate view before approving/rejecting the application.

Based on the verification of the details, click on yes/no in the recommend section as shown

above. Also upload the relevant document and then click on “Forward” button to complete the process. Then the application will be forwarded to MPDO/MC as shown below



4.2. Verification by MPDO/MC

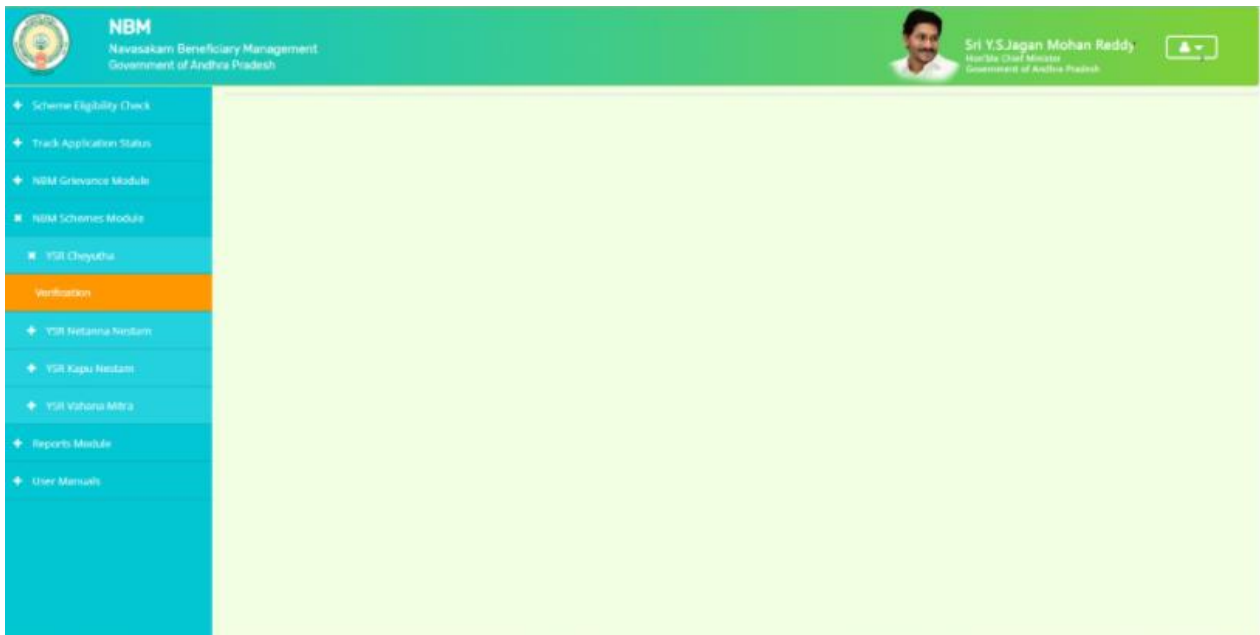
Login Page: NBM portal Login for MPDO/MC

Please click on the URL <https://gsws-nbm.ap.gov.in/NBM/#!/Login> to login into the NBM Portal. Enter the credentials to login to the NBM portal.

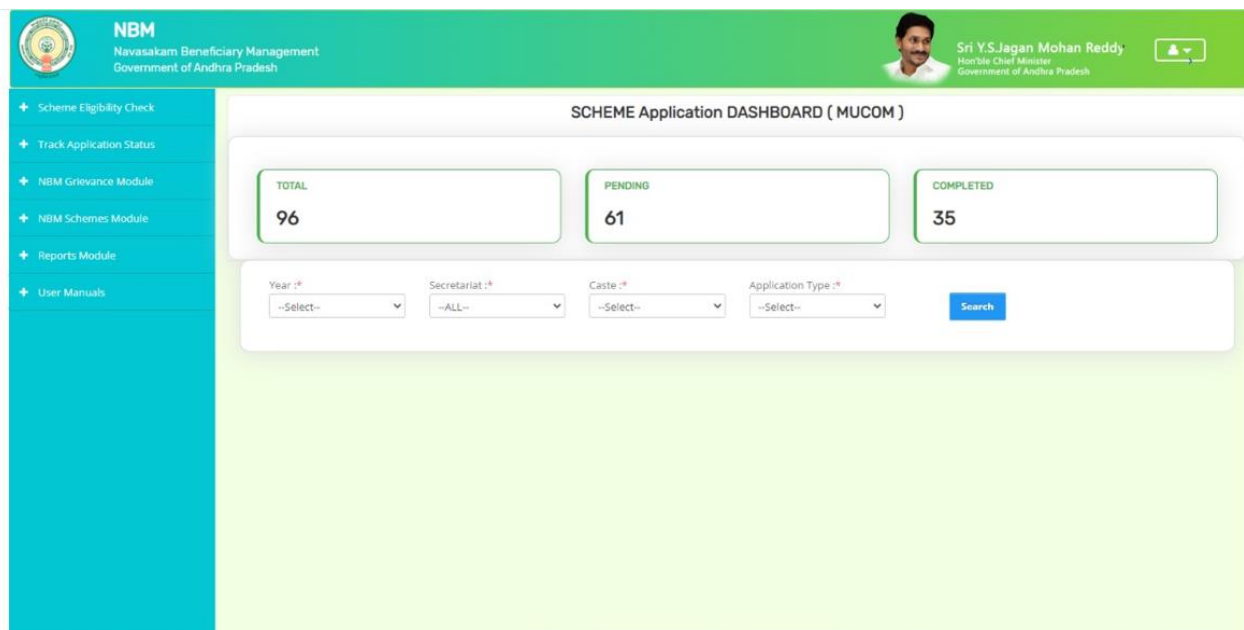
The MPDO/MC can use the username (combination of secretariat code and designation).

After login to the NBM portal by MPDO/MC, click on NBM Schemes Module, YSR Cheyutha button along with other schemes will be displayed. Click on “YSR Cheyutha” the following will be displayed

- Verification button



Click on “Verification” button to open the scheme applications dashboard as follows:



Drop down will be displayed for Year of the scheme, secretariat, caste, and application type. If the current financial year is selected, we get the current year applicants and by selecting the last year (2022-23) we get the old beneficiary data. Similarly, for the secretariat dropdown we can select an individual secretariat, or we can select ALL at once. Also, for caste we can select caste wise or in common ALL. The application type shall be Recommended or not Recommended. After making the selections click on Search button. Once the search button is clicked the following screen is displayed.

SCHEME Application DASHBOARD (MUCOM)

TOTAL: 96 PENDING: 61 COMPLETED: 35

Year: 2022-2023 Secretariat: VADDEVARISTREET Caste: ST Application Type: Recommended Search

Pending application to take action (MUCOM)

DETAILS

Application ID	Pending Date	Citizen Name	Gender	Aadhaar No.	Mobile No.	Scheme Type	Financial Year	Mandal	Secretariat	Action
<input checked="" type="checkbox"/> 082206251667534787	25-JUL-2022	PASUPULETI GOVINDAMMA	FEMALE	XXXX-XXXX-4787	9704797952	YSR Cheyutha	2022	GUDIVADA	VADDEVARISTREET	Verify
<input checked="" type="checkbox"/> 082206291016020517	09-JUL-2022	POLUSETTI SUDHA KUMARI	FEMALE	XXXX-XXXX-0517	9705754511	YSR Cheyutha	2022	GUDIVADA	VADDEVARISTREET	Verify

Approve

The MPDO/MC has the facility to verify applications individually or in a bulk mode.

For bulk approvals, the MPDO/MC can select the selection box against each application in bulk and click on forward and the following screen is displayed.

uat.gramawardsachivalayam.ap.gov.in says
FORWARDED SUCCESSFULLY

OK

⌛

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

+ NIM Grievance Module
 + NIM Schemes Module
 + Reports Module
 + User Manuals

TOTAL: 96 PENDING: 59 COMPLETED: 37

Year: 2022-2023 Secretariat: VADDEVARISTREET Caste: SC Application Type: Recommended Search

Pending application to take action (MUCOM)

DETAILS

Application ID	Pending Date	Citizen Name	Gender	Aadhaar No.	Mobile No.	Scheme Type	Financial Year	Mandal	Secretariat	Action
082206251223266486	21-JUL-2022	MURARI NARASIMHAM	MALE	X000-X000-6486	9010995141	YSR Cheyutha	2022	GUDIVADA	VADDEVARISTREET	Verify
082206281812451078	08-JUL-2022	NADIPENA RAMANAMMA	FEMALE	X000-X000-1078	9063557566	YSR Cheyutha	2022	GUDIVADA	VADDEVARISTREET	Verify
082206291126407533	08-JUL-2022	SAKIREDDY SATYAVATHI	FEMALE	X000-X000-7533	9618337534	YSR Cheyutha	2022	GUDIVADA	VADDEVARISTREET	Verify
082206281012486955	21-JUL-2022	SENNAMSETTI DHANALAKSHMI	FEMALE	X000-X000-6955	9959101160	YSR Cheyutha	2022	GUDIVADA	VADDEVARISTREET	Verify

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

+ Scheme Eligibility Check
 + Track Application Status
 + NIM Grievance Module
 + NIM Schemes Module
 + Reports Module
 + User Manuals

SCHEME Application VERIFICATION (MUCOM)

APPLICANT DETAILS

APPLICATION ID	082206251223266486
APPLICANT NAME	MURARI NARASIMHAM
SCHEME	YSR Cheyutha
DATE OF APPLICATION	21-JUL-2022
GENDER	MALE
AADHAAR NUMBER	X000-X000-6486
SECRETARIAT NAME	VADDEVARISTREET
WEA/WVDS REMARKS	BY MISTAKE VAMANA MITRA APPLICATION SUBMITTED UPLADING KAPUNESTAM CAST CERTIFICATE. BUT HE WAS INELIGIBLE SIR
WEA/WVDS RECOMMENDATION	No

Certificate View

WEA/WVDS PRIMARY FIELD VERIFICATION REPORT

YSR Representative Field Verification Form

Next

APPLICATION DETAILS

APPLICATION ID	082206251223266486
APPLICANT NAME	MURARI NARASIMHAM

MURARI ADHI LAKSHMAMMA	FEMALE	10-Apr-1985	SC	991268127	0	2.2	0	0	0	0	0	0
MURARI NARAYANA	MALE	03-Sep-2002	SC	991268127	0	0	0	0	0	0	0	0
MURARI LAKSHMI NARAYANA	MALE	28-Jun-2006	SC	991268127	0	0	0	0	0	0	0	0
MURARI NARASIMHAM	MALE	15-Jun-1976	SC	991268127	0	0	0	0	0	0	0	0
MURARI LAKSHMI DEVI	FEMALE	28-Jun-2004	SC	991268127	0	0	0	0	0	0	0	0
MURARI LAKSHMI KUMARI	FEMALE	25-Jun-2005	SC	991268127	0	0	0	0	0	0	0	0

Cast Certificate Details

Application Id	Application Type	Applicant Name	District	Mandal	Secretariat	Caste	SubCaste	Gender(V/N)	Authorized By Designation(V)
05C012059424357	IntegratedCertificate	MURARI NARASIMHAM	Sri Potti Srinavulu Nellore	Kondapuram	GARIMENAPENTA	SC	Mala	M	HRO

Check List

Recommendation* Yes No

Upload Verification Document No file chosen.

[Forward](#)

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Based on the verification of the details, click on yes/no in the recommend section as shown above. Also upload the relevant document and then click on “Forward” button to complete the process. Then the application will be forwarded to ED(BC/SC/ST/Minorities) as shown below

MURARI ADHI LAKSHMAMMA	FEMALE	10-Apr-1985	SC	991268127	0	2.2	0	0	0	0	0	0
MURARI NARAYANA	MALE	03-Sep-2002	SC	991268127	0	0	0	0	0	0	0	0
MURARI LAKSHMI NARAYANA	MALE	28-Jun-2006	SC	991268127	0	0	0	0	0	0	0	0
MURARI NARASIMHAM	MALE	15-Jun-1976	SC	991268127	0	0	0	0	0	0	0	0
MURARI LAKSHMI DEVI	FEMALE	28-Jun-2004	SC	991268127	0	0	0	0	0	0	0	0
MURARI LAKSHMI KUMARI	FEMALE	25-Jun-2005	SC	991268127	0	0	0	0	0	0	0	0

i

Application (082206251223266486) Forwarded to next level !!!

OK

Recommendation* Yes No

Upload Verification Document No file chosen.

[Forward](#)

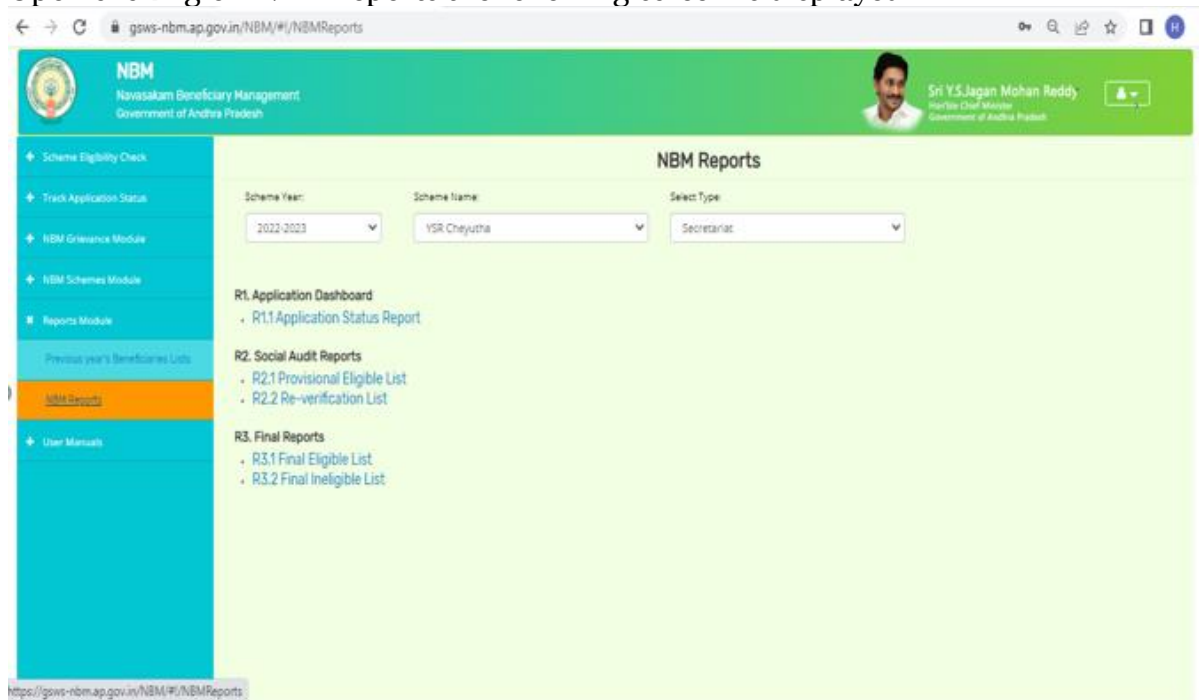
All rights reserved.

5. Application Status Report Dashboard:

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

- Previous Years' Beneficiaries List
- NBM reports.

Upon clicking on NBM reports the following screen is displayed



The screen has “scheme year” drop down select the year, select the YSR cheyutha from the scheme name drop down and the relevant type and click on the R1.1 Application status report. This report shows the number of applications received and their status as below:

Print

గ్రామ - వార్డు సచివాలయము
Government of Andhra Pradesh
Application Status Report - YSR Cheyutha

Excel Download

S.No	District	No of New Applications Received	Pending WEA/WEDS	Pending at HPDO/MC	Pending at District HOD Level				District Collector			No of Applications on Hold
					ED-BC	ED-SC	ED-ST	ED Minorities	Pending	Approved	Rejected	
1	KRISHNA	238	195	43	0	0	0	0	0	0	0	1
2	ANNAMAYYA	301	244	57	0	0	0	0	0	0	0	1
3	GUNTUR	316	265	51	0	0	0	0	0	0	0	3
4	SRI SATHYA SAI	370	337	33	0	0	0	0	0	0	0	2
5	TIRUPATI	328	265	63	0	0	0	0	0	0	0	1
6	KURNOOL	229	178	51	0	0	0	0	0	0	0	1
7	VISAKHAPATNAM	111	88	23	0	0	0	0	0	0	0	1
8	SRIKAKULAM	298	252	46	0	0	0	0	0	0	0	1
9	NANDYAL	210	171	39	0	0	0	0	0	0	0	1

This report can be printed or downloaded. The status can be drilled down from District to Secretariat level.