

User Manual

NBM – Kapu Nestham 2022

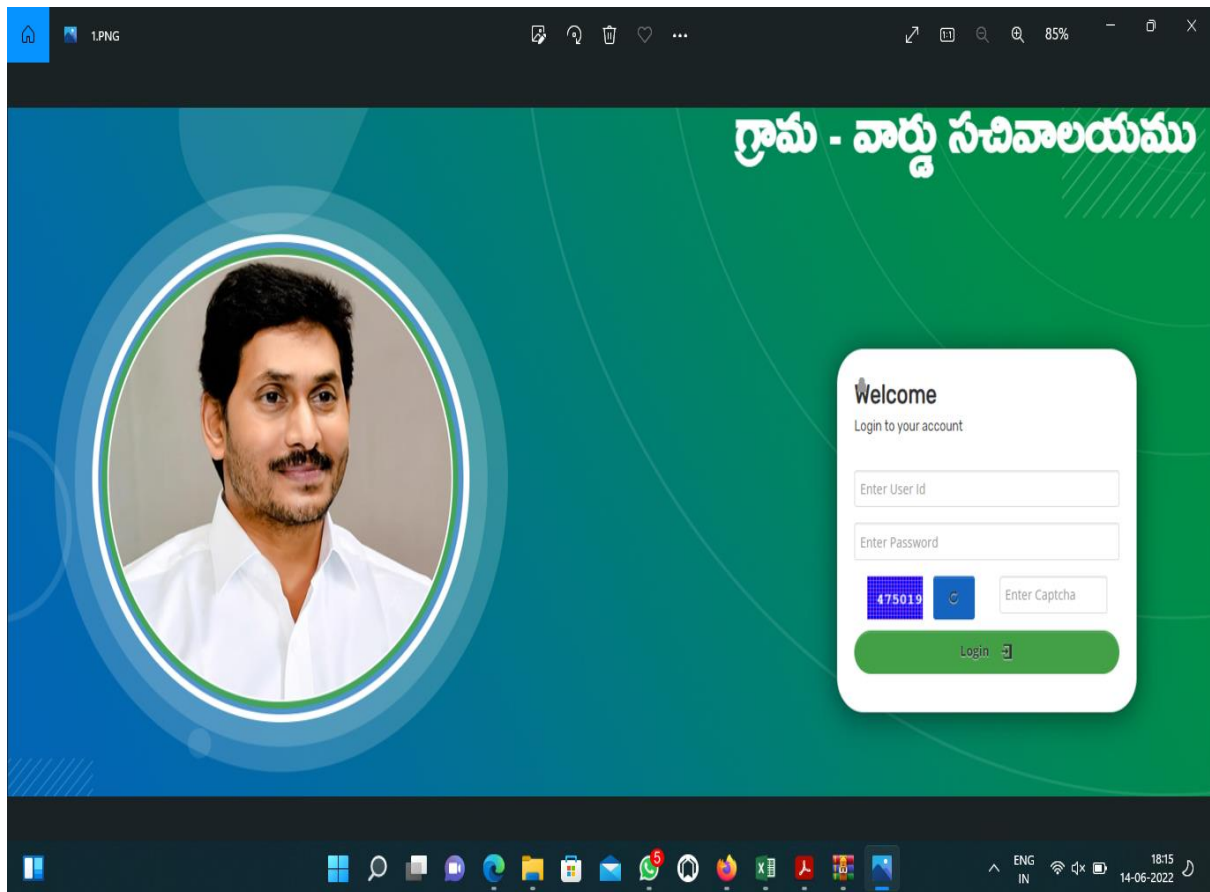
GSWS Department

Please Note following points:

- 1) Last year beneficiaries who are eligible for current year after 6 step validation, sent for eKYC through mobile app. (User manual attached)
- 2) Application form is enabled in both NBM portal and Mobile app for new beneficiaries. (User manual attached). Applications submitted through mobile app will be pushed to NBM portal for verification.
- 3) Last year beneficiary names who are not in the eKYC list shall apply newly.

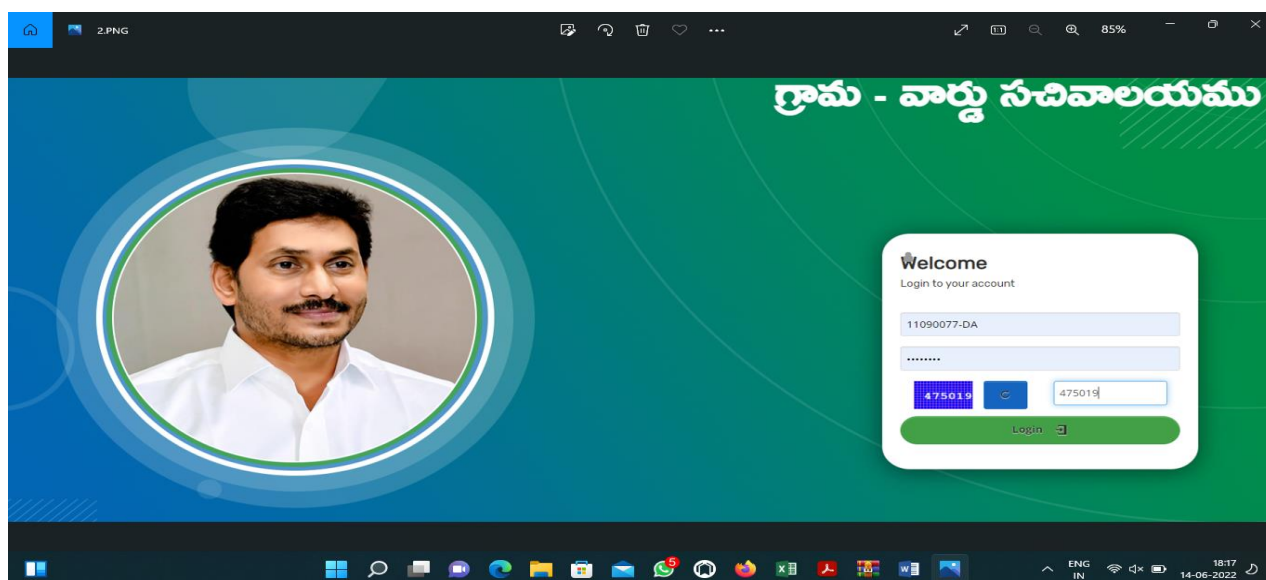
Login Page: NBM portal Login for DA/WEDS

Step 1: Please click on the URL <https://gsws-nbm.ap.gov.in> to login into the NBM Portal. The following screen is displayed.



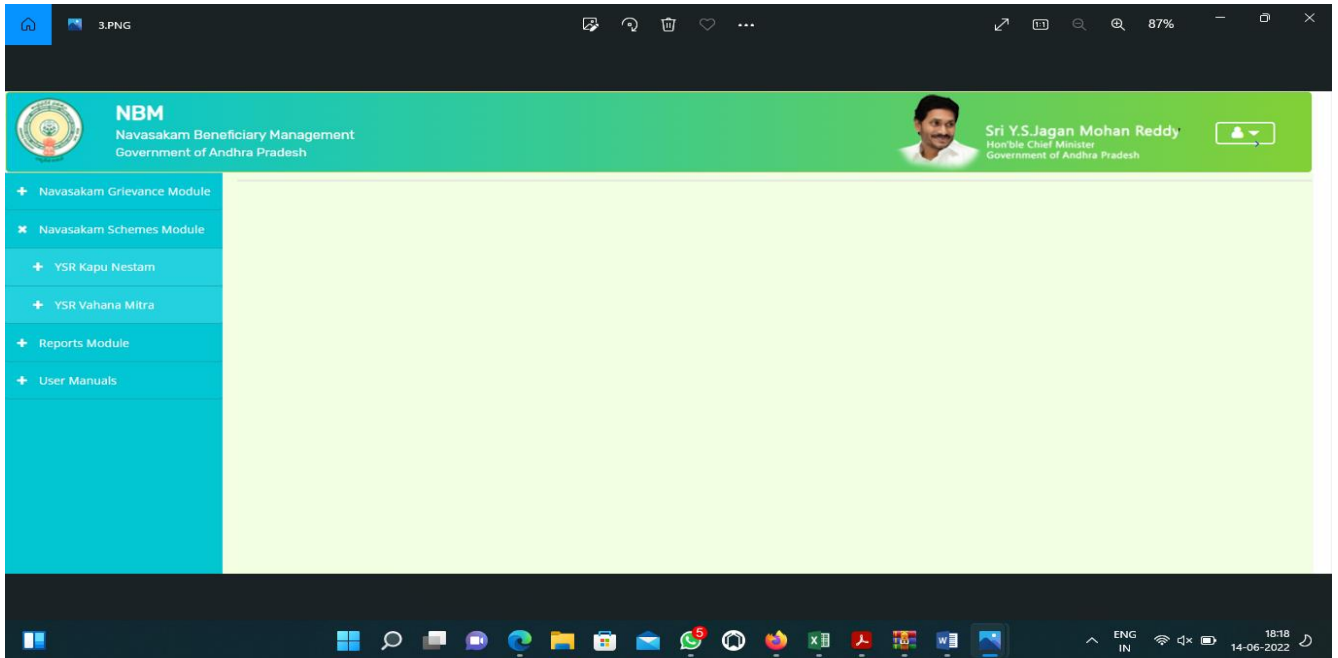
Step 2: Enter the credentials to login to the NBM portal. The DA/WEDS and WEA/WWDS can use the username (combination of secretariat code and designation). As in Picture 2

- For example, if the secretariat code is 10190084 and the designation which is DA for a DA/WEDS, then the username would be 10190084-DA/10190084-WEDS. The password will be same as used for <https://gramawardsachivalayam.ap.gov.in/>



Step 3: After login to the NBM portal, the left side menu bar displays the following options as shown in picture.

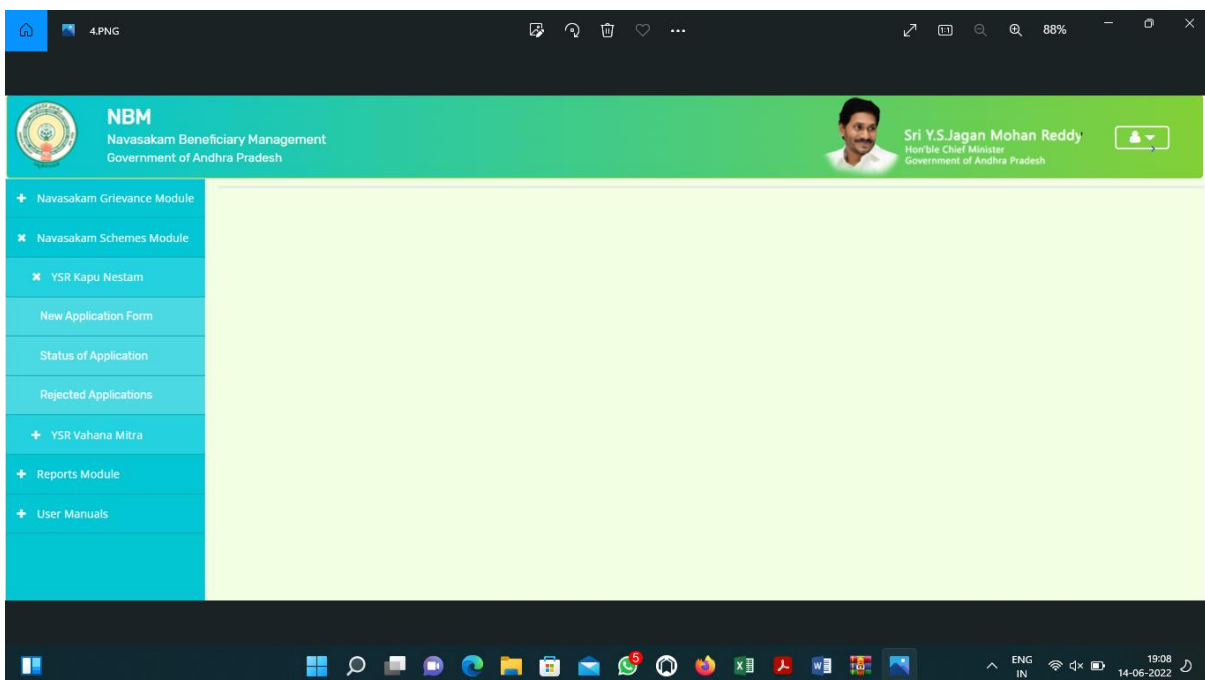
- Navasakam Grievance Module
- Navasakam Schemes Module
 - YSR Kapu Nestham
 - YSR Vahana Mitra
- Reports Module
- User Manuals



Step 4: To apply for Kapu Nestham Scheme follow as mentioned below.

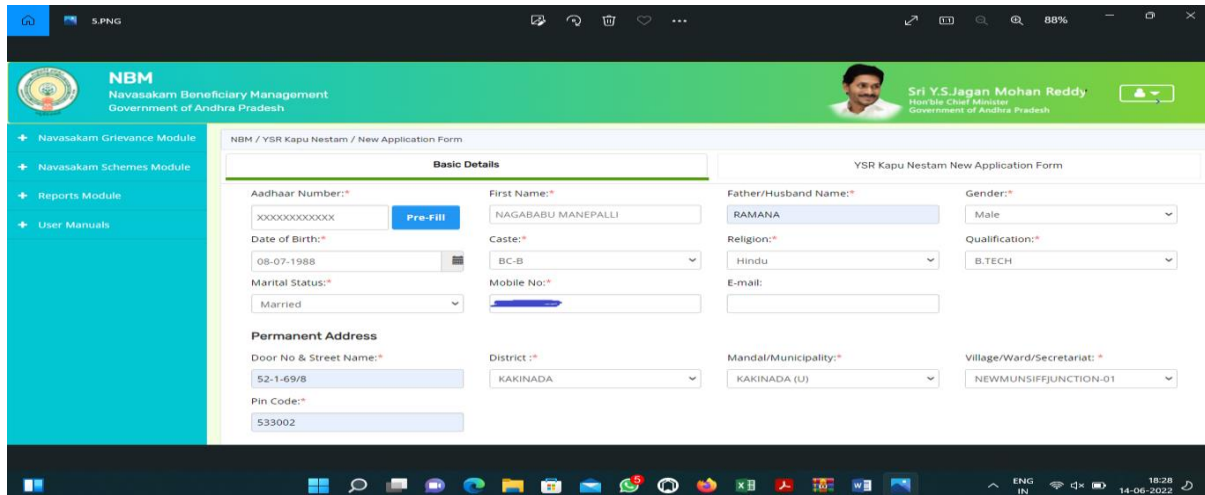
Click on Navasakam Schemes module then Select the scheme YSR Kapu Nestham from the left side bar. The following tabs will be displayed as shown in picture.

- YSR Kapu Nestham
 - New Application Form
 - Status of Application
 - Rejected Applications



Step 5: For new applications

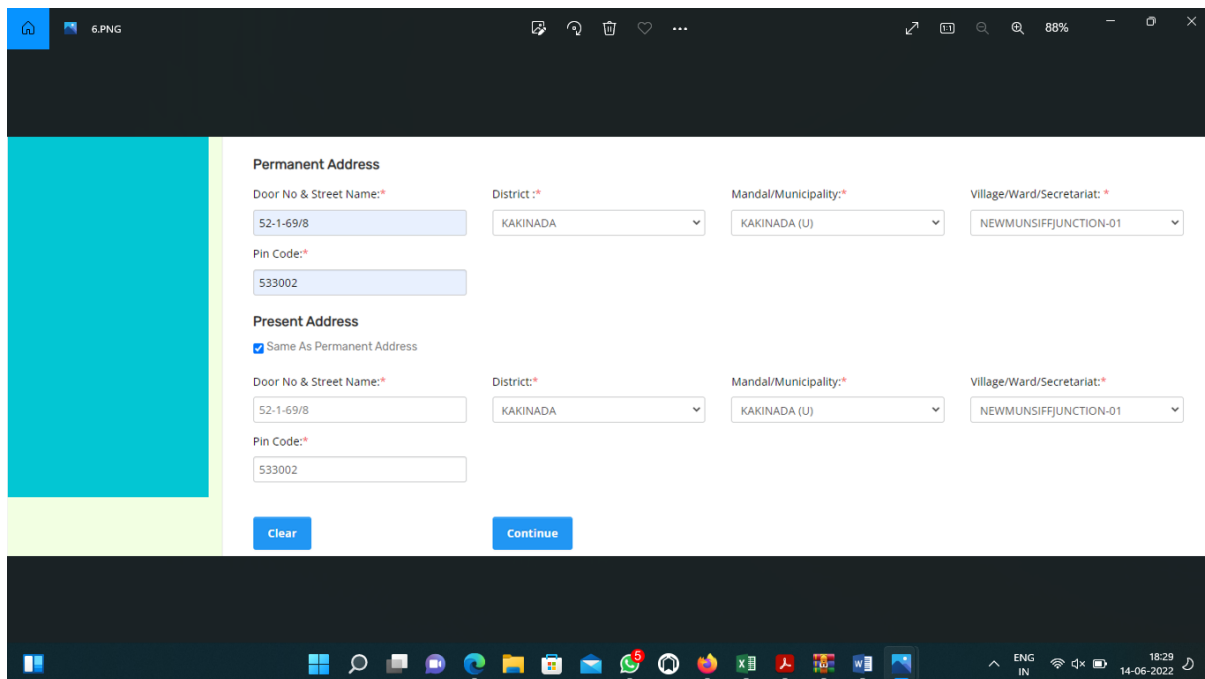
Click on the New application form link in the left side bar then the application form is opened. Enter the Aadhaar Number in the Aadhaar text box and click on the prefill button and the data which is available will be pre-filled and the other data should be entered. All the mandatory fields marked with asterisk should be filled before proceeding further.



The screenshot shows the 'Basic Details' section of the 'YSR Kapu Nestam New Application Form'. The form is pre-filled with data from an Aadhaar scan. The fields and their values are:

Field	Value
Aadhaar Number	XXXXXXXXXXXX
First Name	NAGABABU MANEPALLI
Father/Husband Name	RAMANA
Gender	Male
Date of Birth	08-07-1988
Caste	BC-B
Religion	Hindu
Qualification	B.TECH
Marital Status	Married
Mobile No	[Redacted]
E-mail	[Empty]
Door No & Street Name	52-1-69/8
District	KAKINADA
Mandal/Municipality	KAKINADA (U)
Village/Ward/Secretariat	NEWMUNSIFFJUNCTION-01
Pin Code	533002

Click on the **Continue** button to proceed further.



The screenshot shows the 'Permanent Address' and 'Present Address' sections of the 'YSR Kapu Nestam New Application Form'. The 'Permanent Address' section is pre-filled with the same data as in the previous screenshot. The 'Present Address' section has a checkbox for 'Same As Permanent Address' which is checked. The fields and their values are:

Field	Value
Door No & Street Name	52-1-69/8
District	KAKINADA
Mandal/Municipality	KAKINADA (U)
Village/Ward/Secretariat	NEWMUNSIFFJUNCTION-01
Pin Code	533002

Buttons: Clear, Continue

Then, the scheme related form will be opened and fill the scheme related required information and submit with Aadhaar Authentication as shown below screens.

NBM / YSR Kapu Nestam / New Application Form

Basic Details

YSR Kapu Nestam New Application Form

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)
NAGABABU MANEPALLI	MALE	08-Jul-1988	BC	9160338919	0	0	0	0	0
MANEPALLI RAJESWARI	FEMALE	01-Jan-1971	BC	9966097533	0	0	0	0	0
MANEPALLI VENKATA RAMANA	MALE	25-Oct-1960	BC	9966097533	0	0	1637.400024	0	0

Bank Details

Bank Account Number	IFSC code	Name of the Bank	Name of the branch
33523901687	SBIN0002729	STATE BANK OF INDIA	JAGANNAIKPUR

Bank Details

Bank Account Number	IFSC code	Name of the Bank	Name of the branch
33523901687	SBIN0002729	STATE BANK OF INDIA	JAGANNAIKPUR

Caste Certificate Details

Caste Certificate Number: CGC012246552529

Upload Certificate

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

Choose File | No file chosen

Cast Certificate Details

Application Id	Application Type	Applicant Name	District	Mandar	Secretariat	Caste	SubCaste	Gender(Y/N)	Authorized By
CGC012246552529	IntegratedCertificate	KUSULURU MURALIKRISHNA	Anantapur	ANANTAPUR	ANANTHAPURAM	OC	Balija	M	MRO

“Please note that Income certificate is not mandatory”. Select anyone of the authenticate mode and click on **“Capture Biometric”** button for eKYC authentication.

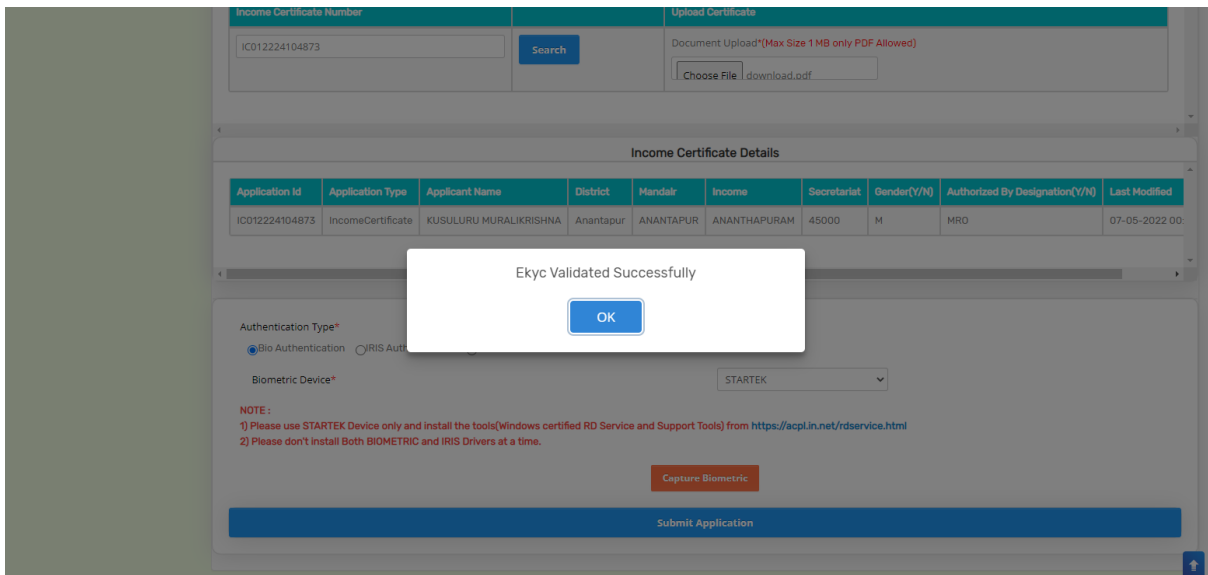
The screenshot shows a web application interface for Income Certificate management. It includes a search bar for the Income Certificate Number (IC012224104873) and an upload section for certificates (document size limit: 1 MB, PDF only). Below this is a table titled 'Income Certificate Details' with columns for Application Id, Application Type, Applicant Name, District, Mandair, Income, Secretariat, Gender, Authorized By Designation, and Last Modified. The authentication section offers 'Bio Authentication' (selected), 'IRIS Authentication', and 'Aadhaar OTP'. A 'Biometric Device' dropdown is set to 'STARTEK'. A 'Capture Biometric' button is at the bottom.

Application Id	Application Type	Applicant Name	District	Mandair	Income	Secretariat	Gender(Y/N)	Authorized By Designation(Y/N)	Last Modified
IC012224104873	IncomeCertificate	KUSULURU MURALIKRISHNA	Anantapur	ANANTAPUR	ANANTHAPURAM	45000	M	MRO	07-05-2022 00:

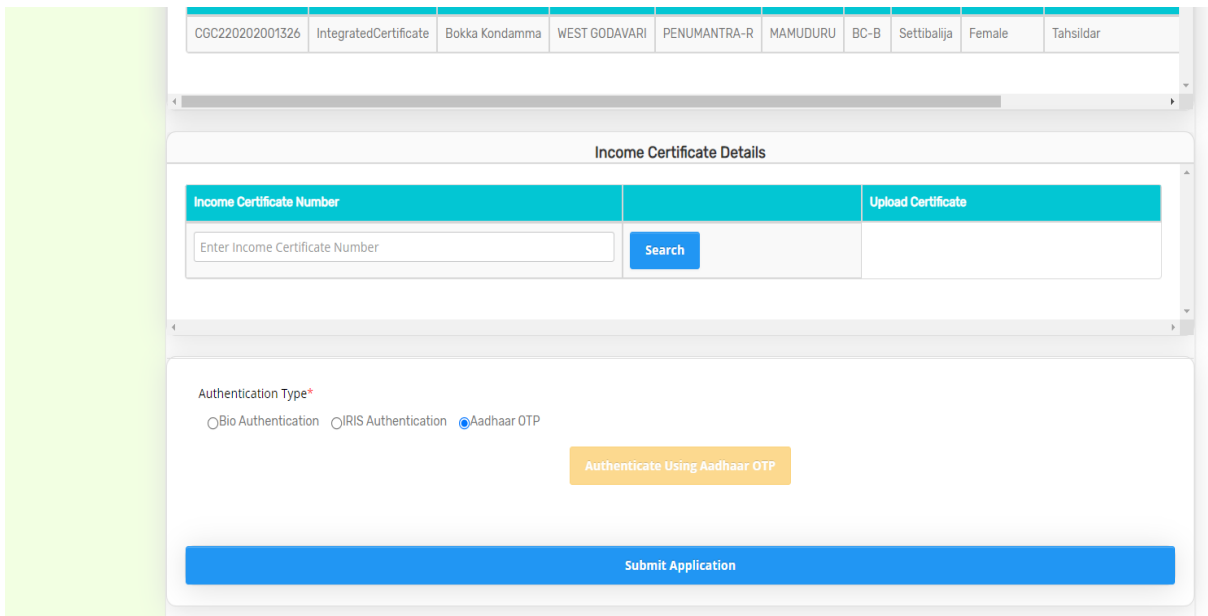
This screenshot shows the same application form as above, but with a modal dialog box overlaid in the center. The dialog box asks 'Are you sure want to Authenticate?' and has 'OK' and 'Cancel' buttons. The background form shows a search for IC220516011880 and a table of details for KABOTHU SUGUN STUBBS.

Application Id	Application Type	Applicant Name	District	Mandair	Income	Secretariat	Gender(Y/N)	Authorized By Designation(Y/N)	Last Modified
IC220516011880	IncomeCertificate	KABOTHU SUGUN STUBBS	GUNTUR	PONNUR-U	Ward-19	90000.00	Male	Deputy Tahsildar	2022-05-14

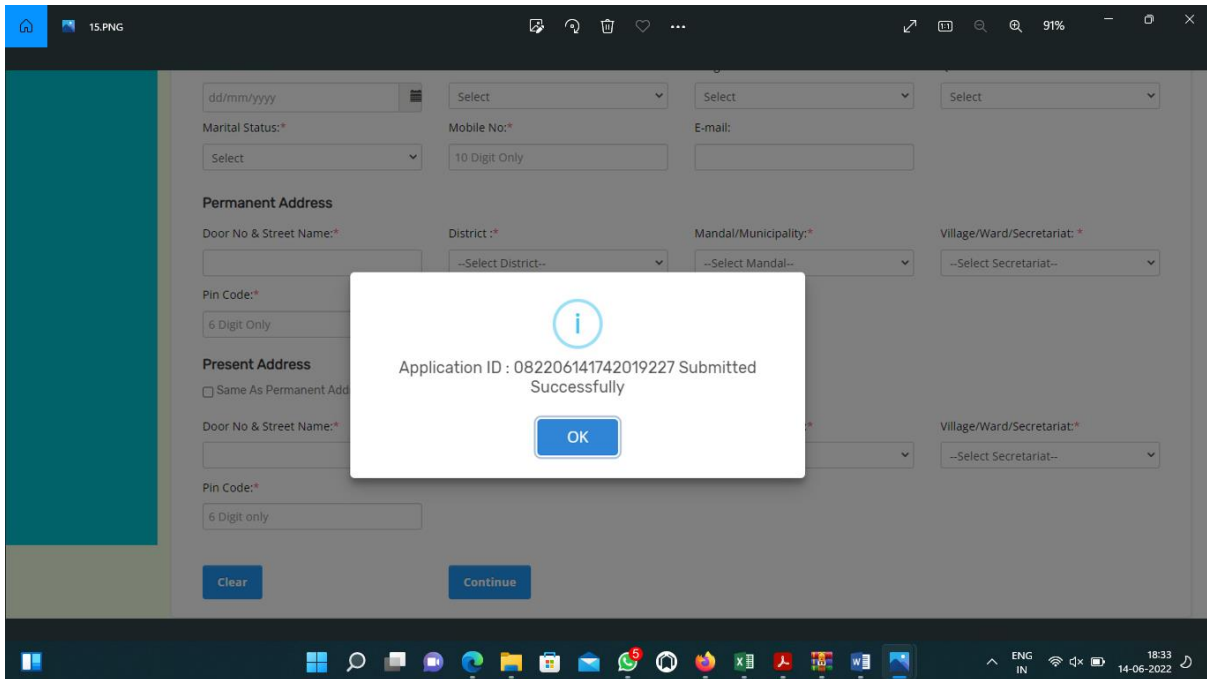
After Successful authentication, the following message will pop-up



Then, Click on **Submit Application** button to complete the application process.



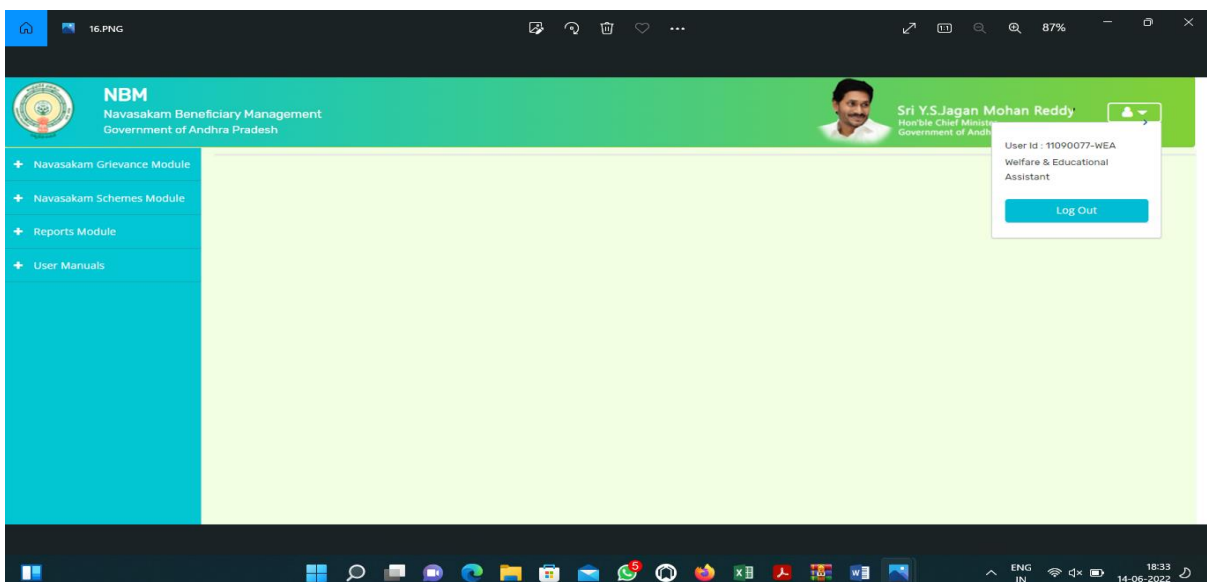
Acknowledgment will pop-up as shown below and beneficiary will receive a SMS on registered mobile.



Login Page: NBM portal login for WEA/WWDS

Please click on the URL <https://gsws-nbm.ap.gov.in> to login into the NBM Portal. The following screen is displayed. Enter the credentials to login to the NBM portal. The DA/WEDS and WEA/WWDS can use the username (combination of secretariat code and designation) as in Picture

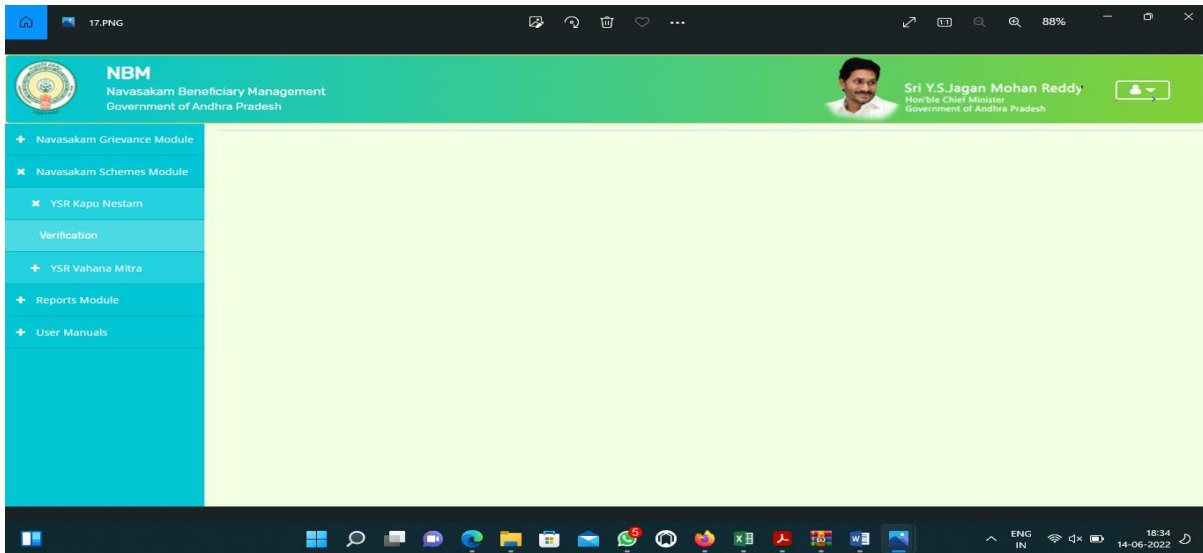
- In case of WEA/WWDS, the username would be 10190084-WEA/10190084-WWDS. The password will be same as used for <https://gramawardsachivalayam.ap.gov.in/>



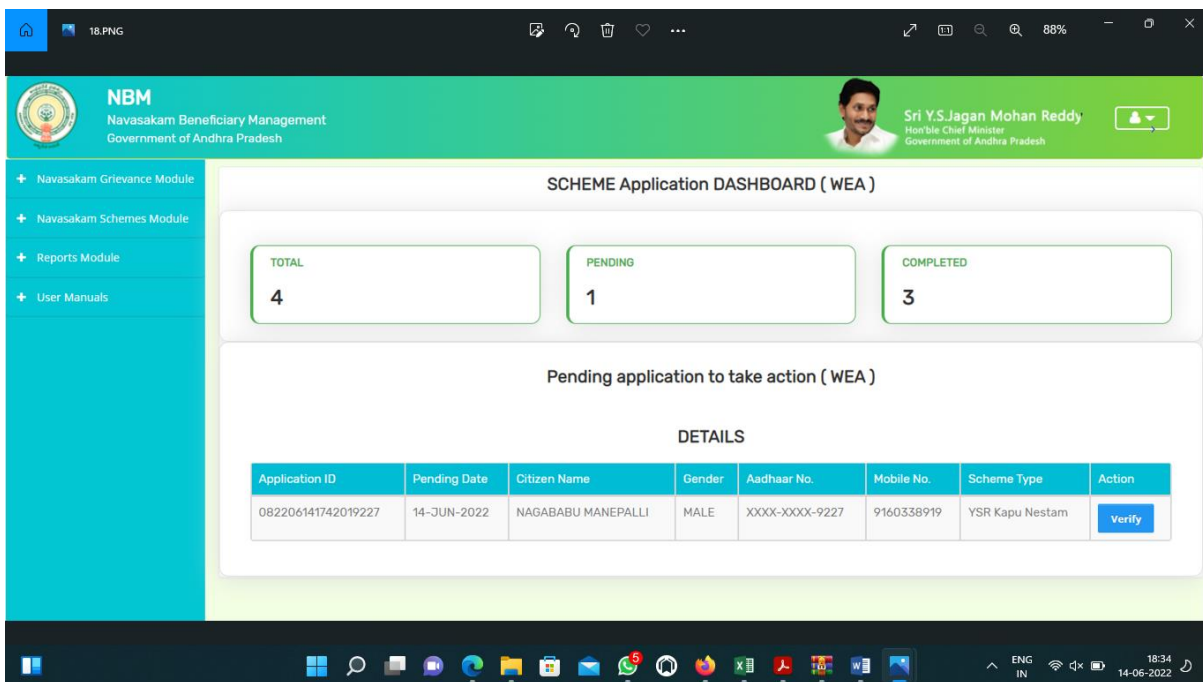
After login to the NBM portal, the left side menu bar displays the following options as shown in picture.

- Navasakam Grievance Module
- Navasakam Schemes Module
 - YSR Kapu Nestham
 - YSR Vahana Mitra
- Reports Module
- User Manuals

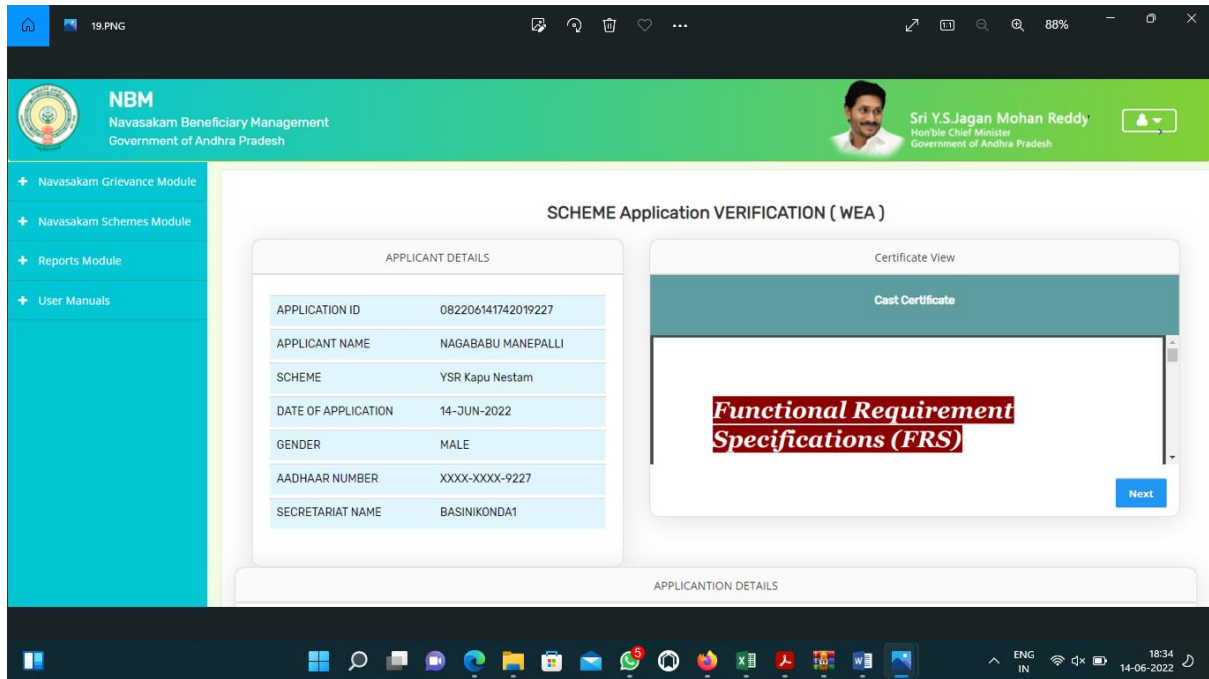
Click on Navasakam Schemes module then Select the **YSR kapu Nestham** then click on **Verification** button.

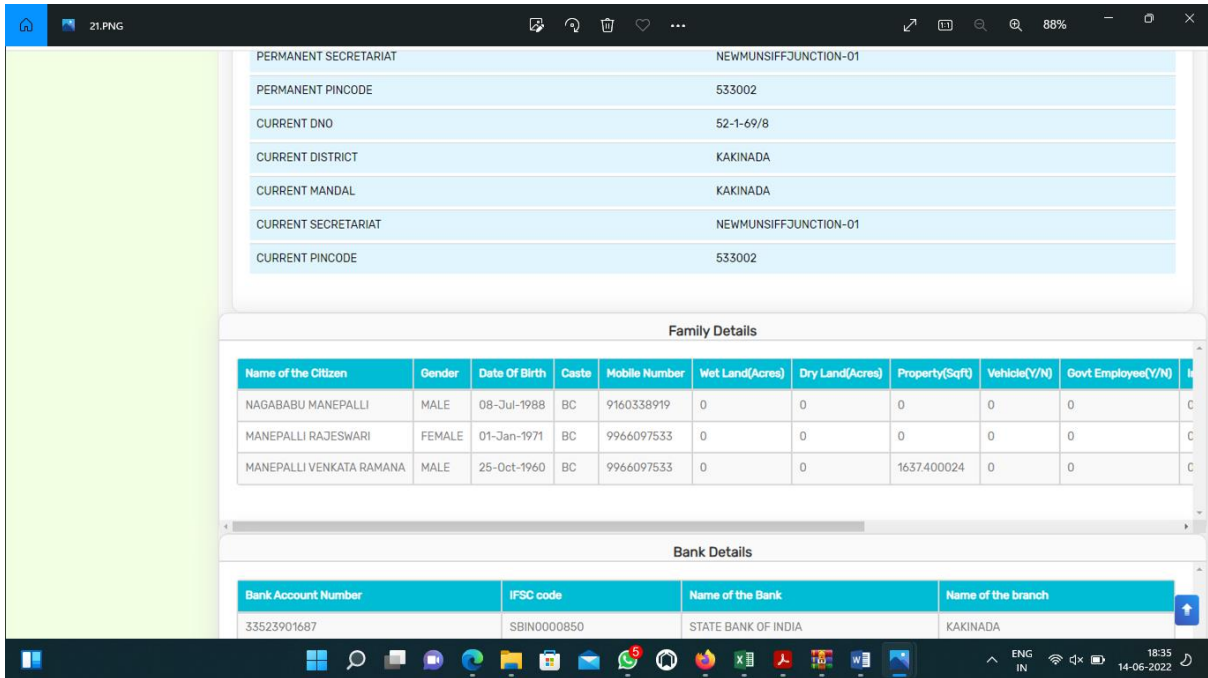


The scheme related dashboard and list of applications received is displayed as shown below.

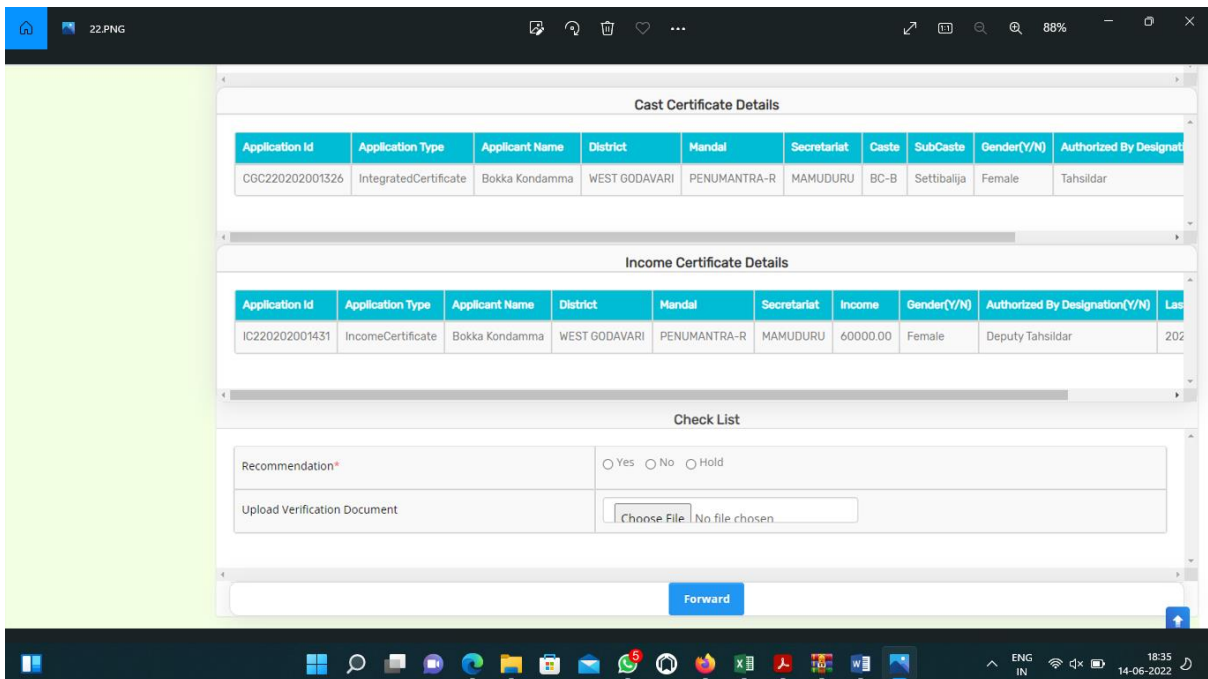


Click on **Verify** button to open the application form with details. View option for attached documents is provided on the right side of the screen.

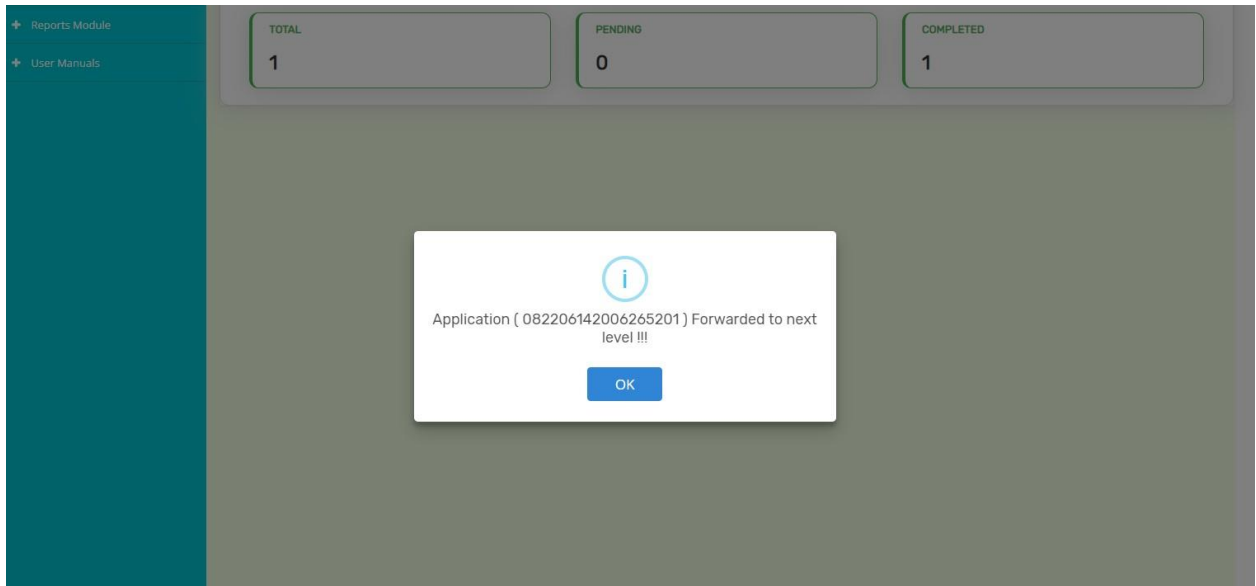




Based on the verification of the details, select the **Recommendation** button and click on **Forward** button to complete the process. **“Hold”** means kept pending for verification.



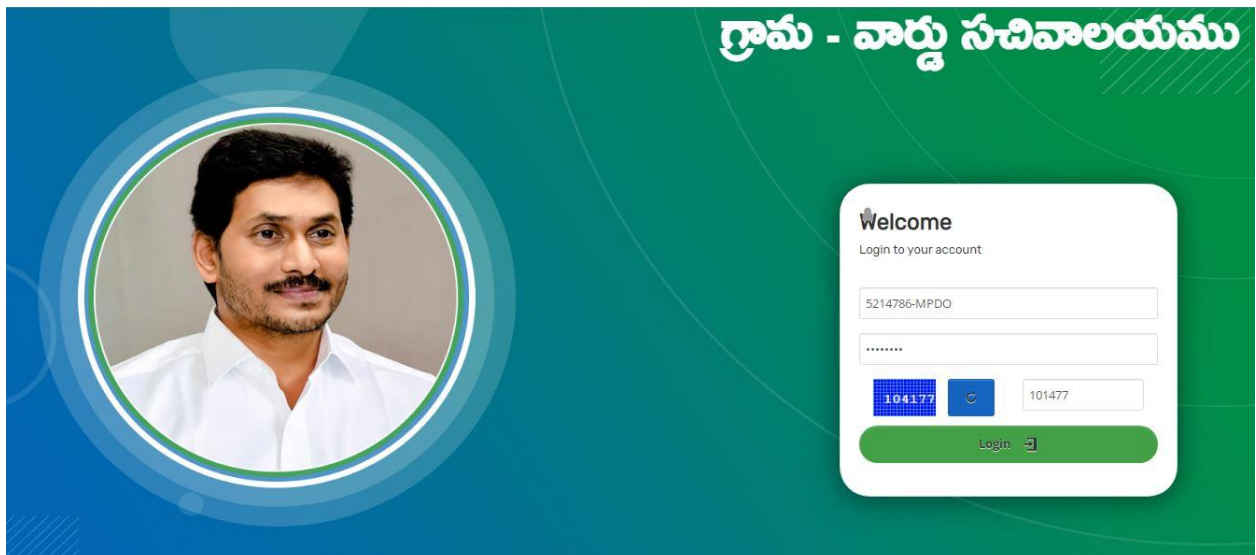
Application is forward to MPDO level.



Login Page: NBM portal login for MPDO

Please click on the URL <https://gsws-nbm.ap.gov.in> to login into the NBM Portal. The following screen is displayed.

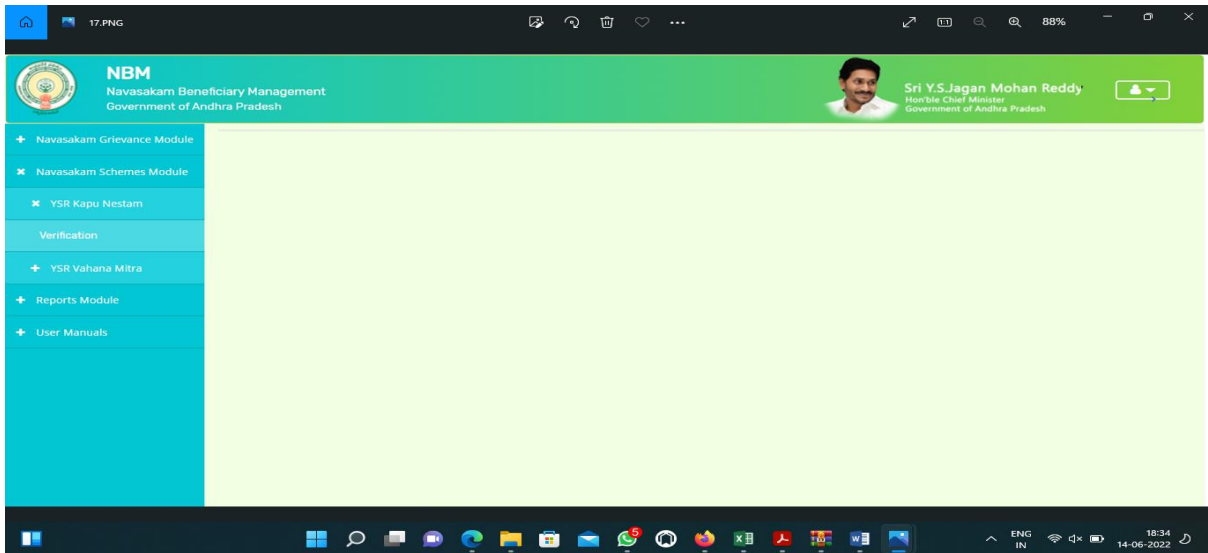
Enter the credentials to login to the NBM portal. The MPDO can use the username password will be same as used for <https://gramawardsachivalayam.ap.gov.in/>



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

- Navasakam Grievance Module
- Navasakam Schemes Module
 - YSR Kapu Nestham
 - YSR Vahana Mitra
- Reports Module
- User Manuals

Click on Navasakam Schemes module then Select the **YSR kapu Nestham** then click on **Verification** button.



The scheme related dashboard and list of applications received is displayed as shown below.

SCHEME Application DASHBOARD (MPDO)

TOTAL	PENDING	COMPLETED
1	1	0

Pending application to take action (MPDO)

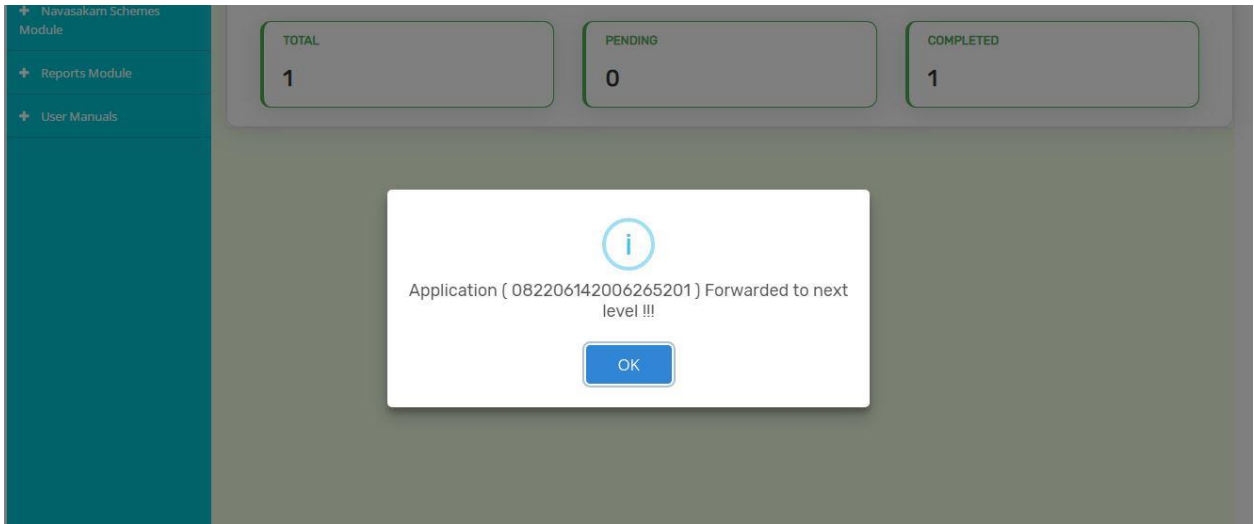
DETAILS

Application ID	Pending Date	Citizen Name	Gender	Aadhaar No.	Mobile No.	Scheme Type	Action
082206142006265201	14-JUN-2022	KULLI RAVIKUMAR	MALE	XXXX-XXXX-5201	8897307090	YSR Kapu Nestam	Verify

Click on **Verify** button to open the application form with details. View option for attached documents is provided on the right side of the screen.

Based on the verification of the details, select the **Recommendation** button and click on **Forward** button to complete the process. **“Hold”** means kept pending for verification.

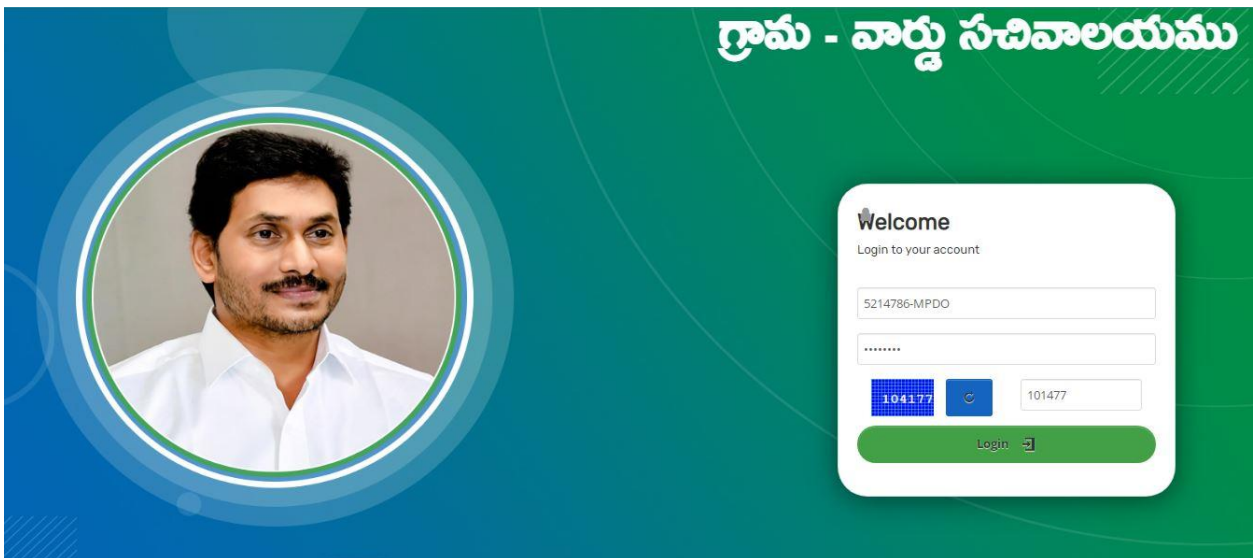
Application is forward to ED, BC Corporation level.



Login Page: NBM portal login for ED, BC Corporation.

Please click on the URL <https://gsws-nbm.ap.gov.in> to login into the NBM Portal. The following screen is displayed.

Enter the credentials to login to the NBM portal.

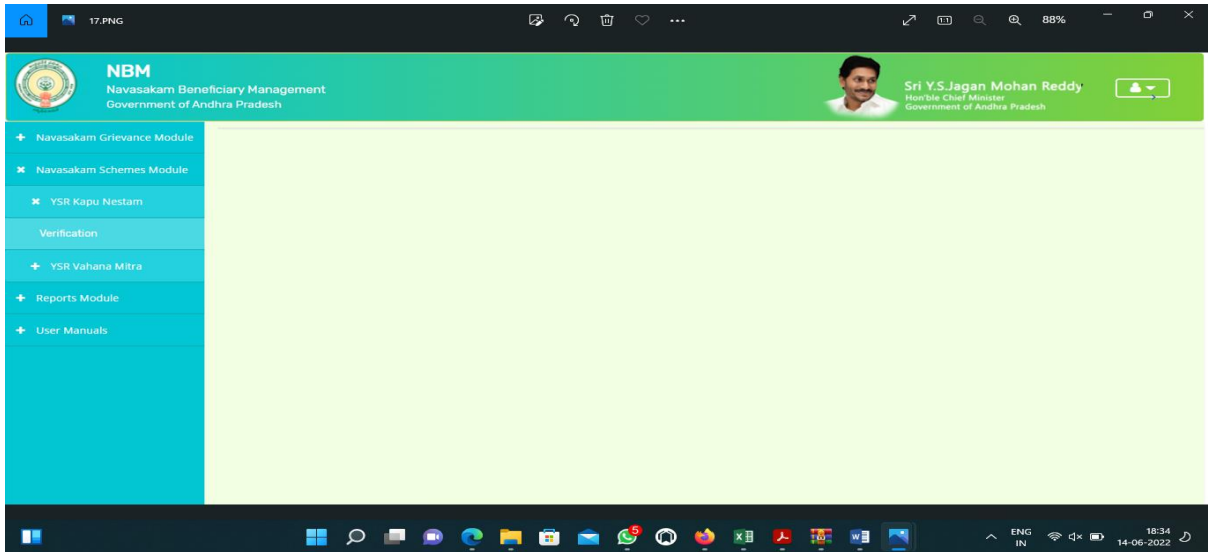


After login to the NBM portal, the left side menu bar displays the following options as shown in picture.

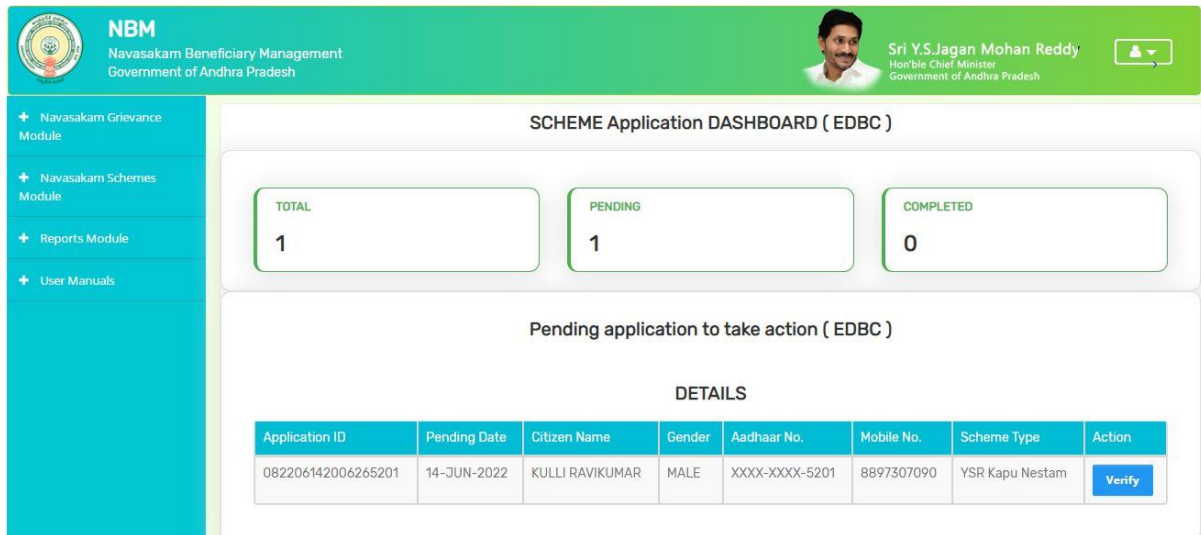
- Navasakam Grievance Module
- Navasakam Schemes Module
 - YSR Kapu Nestham
 - YSR Vahana Mitra

- Reports Module
- User Manuals

Click on Navasakam Schemes module then Select the **YSR kapu Nestham** then click on **Verification** button.



The scheme related dashboard and list of applications received is displayed as shown below.



Click on **Verify** button to open the application form with details. View option for attached documents is provided on the right side of the screen.

The screenshot shows the 'SCHEME Application VERIFICATION (EDBC)' interface. On the left is a navigation menu with options: Navasakam Grievance Module, Navasakam Schemes Module, Reports Module, and User Manuals. The main content area is divided into two sections:

- APPLICANT DETAILS:** A table with the following information:

APPLICATION ID	082206142006265201
APPLICANT NAME	KULLI RAVIKUMAR
SCHEME	YSR Kapu Nestam
DATE OF APPLICATION	14-JUN-2022
GENDER	MALE
AADHAAR NUMBER	XXXX-XXXX-5201
SECRETARIAT NAME	PEDASIRLAM
WEA/WWDS RECOMMENDATION	Yes
MPDO/MUCOM	Yes
- Certificate View:** A section titled 'Cast Certificate' with a large dark grey area and a 'Next' button at the bottom right.

Based on the verification of the details, select the **Recommendation** button and click on **Forward** button to complete the process. **“Hold”** means kept pending for verification.

The screenshot shows the 'Income Certificate Details' form. It includes a table with the following data:

Application Id	Application Type	Applicant Name	District	Mandal	Secretariat	Income	Gender(Y/N)	Authorized By Designation
IC220202001431	IncomeCertificate	Bokka Kondamma	WEST GODAVARI	PENUMANTRA-R	MAMUDURU	60000.00	Female	Deputy Tahsildar

Below the table is a 'Check List' section with the following fields:

- Recommendation*: Yes No
- Upload Verification Document: No file chosen

A 'Forward' button is located at the bottom right of the form.

The screenshot shows a dashboard with three status boxes:

- TOTAL:** 1
- PENDING:** 0
- COMPLETED:** 1

Below the dashboard is a white confirmation message box with a blue 'OK' button:

Application (082206142006265201) Forwarded to next level !!!

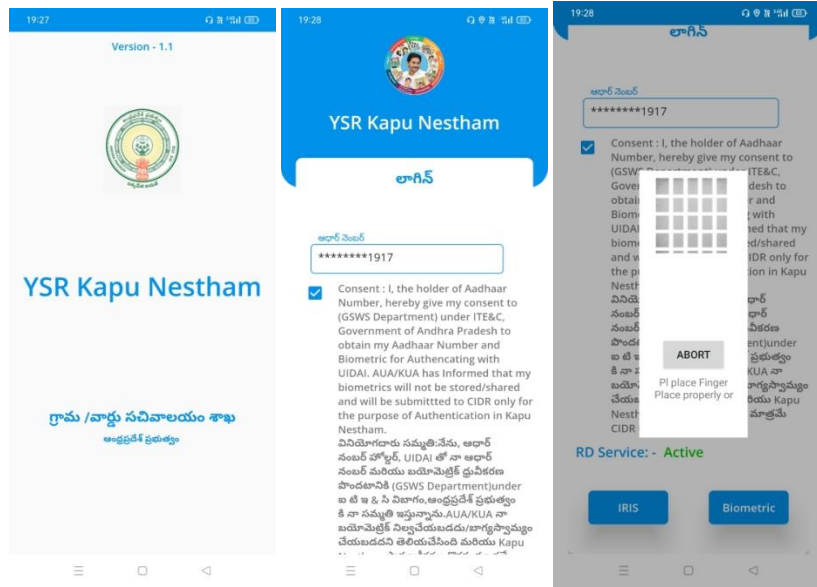
YSR Kapu Nestham- Mobile APP user manual

Download the app from the below link.

<http://3.108.10.238/APK/YSRKapuNestham.apk>

1. అప్ లాగిన్ అవ్వడం:

a) Secretariat Employee/Volunteer మీ యొక్క ఆధార్ నెంబర్ Authentication ద్వారా YSR Kapu Nestham App లో Login అవ్వాలి.



b) YSR Kapu Nestham App Login అయిన తర్వాత మీకు ఈ క్రింది విధంగా Home Screen కనిపిస్తుంది.



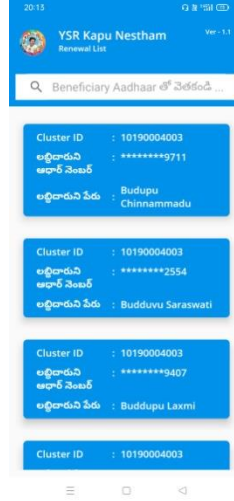
2) Home Screen :

a) హోమ్ స్క్రీన్ లో Old Beneficiaries verification & ekyc, New Application ఉంటాయి.

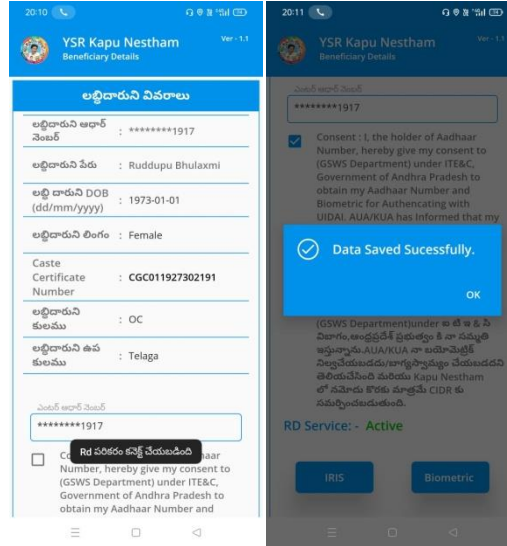
3) Old Beneficiaries Verification & Ekyc :

a) Old Beneficiaries verification ని క్లిక్ చేస్తే మీకు Renewal list వస్తుంది.

b) Renewal list లో మీకు లబ్ధిదారుని ఆధార్ నెంబర్, లబ్ధిదారుని పేరు , Cluster ID వస్తాయి.



c) Renewal list ని క్లిక్ చేసిన తరువాత మీకు Beneficiary Details Screen కనిపిస్తుంది.

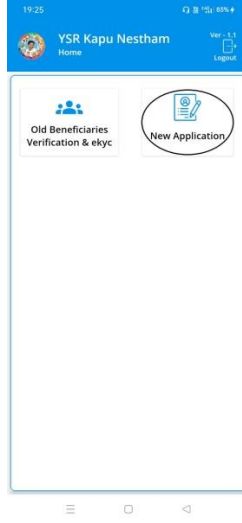


d) Beneficiary Details screen లో లబ్ధిదారుని ఆధార్ నెంబర్, లబ్ధిదారుని పేరు , లబ్ధిదారుని DOB, లబ్ధిదారుని పయస్సు, లబ్ధిదారుని లింగం, Caste Certificate Number , లబ్ధిదారుని కులం, ఉపకులం కనిపిస్తాయి.

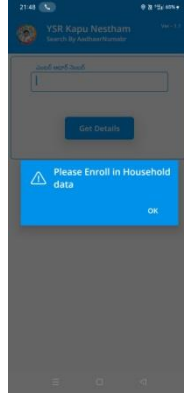
e) లబ్ధిదారుని ఆధార్ నెంబర్ తో Authentication చేసిన తర్వాత Data saved sucessfully అని మెసేజ్ వస్తుంది.

4) New Application :

a) New Application ని క్లిక్ చేస్తే మీకు ఈ క్రింది విధంగా స్క్రీన్ కనిపిస్తుంది.



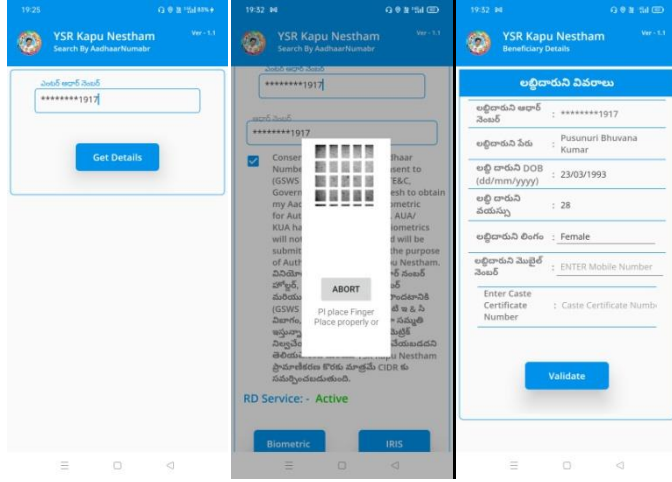
b) మీరు మీ యొక్క ఆధార్ నెంబర్ ని ఎంటర్ చేసి get Details బటన్ మీద క్లిక్ చేస్తే మీ యొక్క ఆధార్ నెంబర్ House Hold data లో లేకపోతే ఈ క్రింది విధముగా స్క్రీన్ కనిపిస్తుంది.



c) మీరు మీ యొక్క ఆధార్ నెంబర్ ని ఎంటర్ చేసి get Details బటన్ మీద క్లిక్ చేస్తే మీ యొక్క ఆధార్ నెంబర్ House Hold data లో ఉంటే Beneficiary Ekyc చేయాలి.

d) Beneficiary Ekyc చేసిన తర్వాత Beneficiary Details screen కనిపిస్తుంది.

e) Beneficiary Details screen లో లబ్ధిదారుని ఆధార్ నెంబర్, లబ్ధిదారుని పేరు , లబ్ధిదారుని DOB, లబ్ధిదారుని వయస్సు, లబ్ధిదారుని లింగం, లబ్ధిదారుని మొబైల్ నెంబర్, Enter Caste Certificate Number ని ఎంటర్ చేయాలి.



- f) Caste Certificate Number ని ఎంటర్ చేసి Validate బటన్ క్లిక్ చేసిన తర్వాత మీకు ఈ క్రింది విధంగా screen కనిపిస్తుంది.
- g) ఇక్కడ మీకు లబ్ధిదారుడు పేరు, లబ్ధిదారుని కులము, ఉపకులం కనిపిస్తాయి.
- h) Details అన్ని ఎంటర్ చేసి Data saved successfully అని మెసేజ్ వస్తుంది.

