

User Manual

NBM – YSR Vahana Mitra 2022

GSWS Department

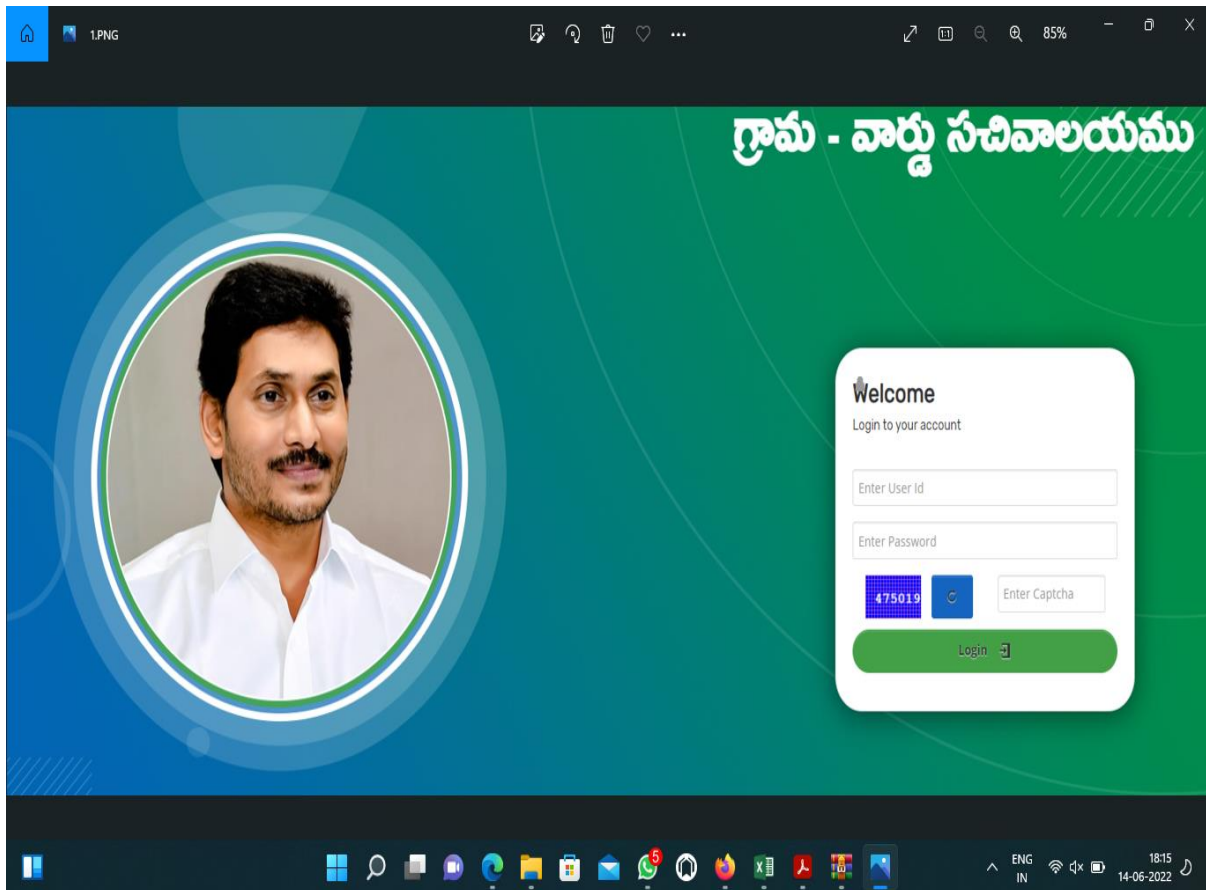
Version 1.0

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 NBM portal for new beneficiaries. (User manual attached).
- 3) Last year beneficiary names who are not in the eKYC list shall raise a grievance based on the remarks shown.

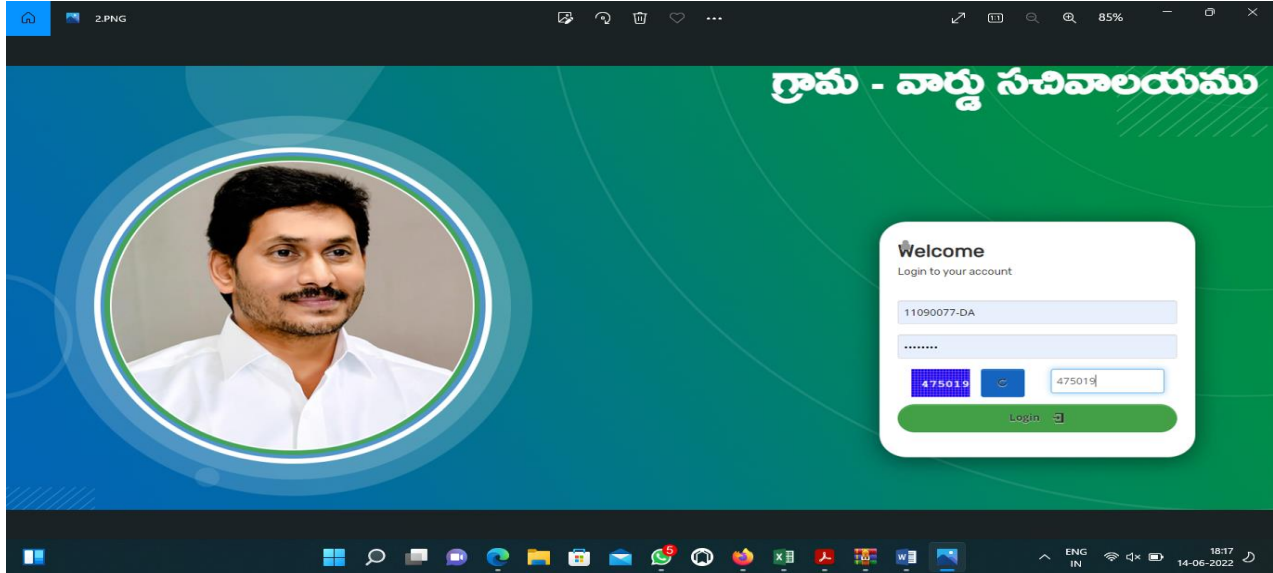
Login Page: NBM portal Login for DA/WEDS

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



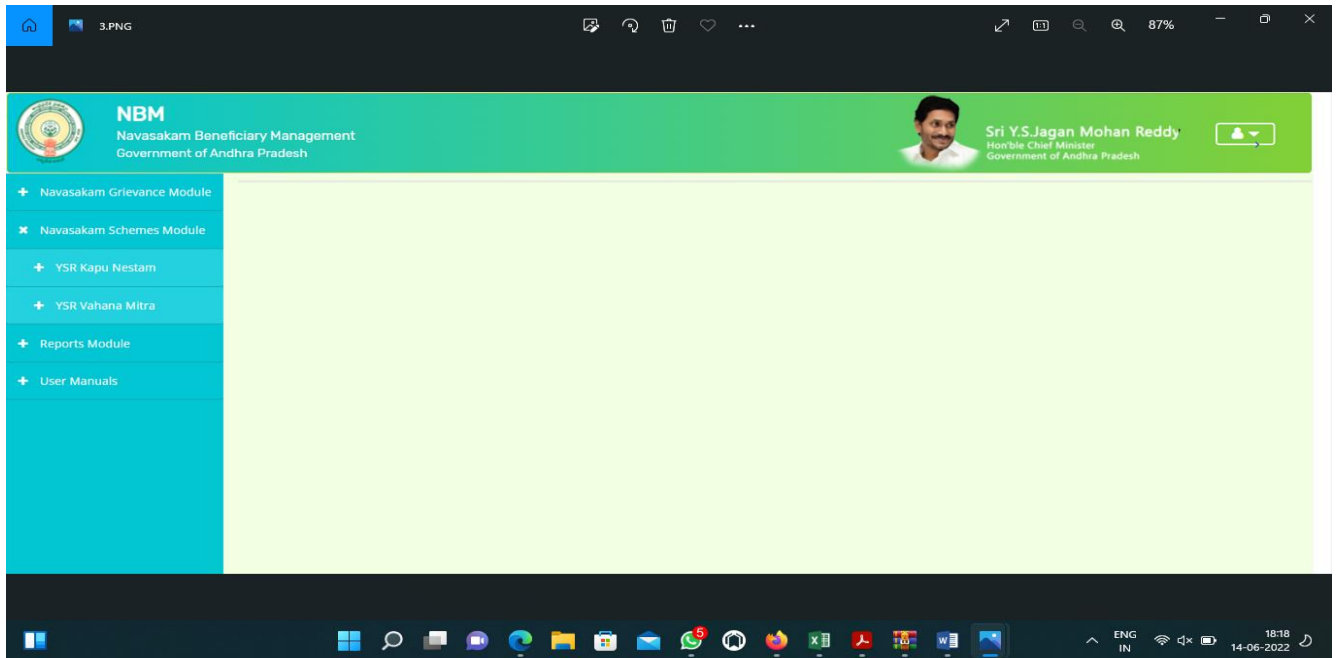
Step 2: Enter the credentials to login to the NBM portal. The DA/WEDS and WEA/WWDS can use the username (combination of secretariat code and designation). As in Picture 2

- 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.

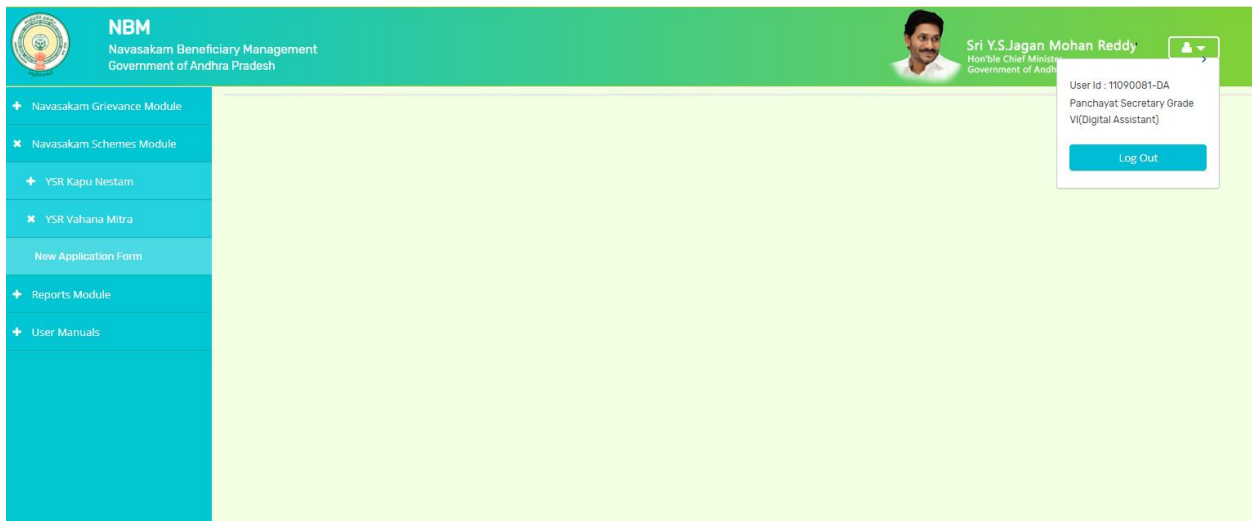
- Navasakam Grievance Module
- Navasakam Schemes Module
 - YSR Kapu Nestham
 - YSR Vahana Mitra
- Reports Module
- User Manuals



Step 4: To apply for YSR Vahana Mitra Scheme follow as mentioned below.

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

- YSR Vahana Mitra
 - New Application Form



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.

NBM / YSR Vahana Mitra / New Application Form

Basic Details

Aadhaar Number:* First Name:* Father/Husband Name:* Gender:*

Date of Birth:* Cast:* Religion:* Qualification:*

Marital Status:* Mobile No:* E-mail:

Permanent Address

Door No & Street Name:* District:* Mandal/Municipality:* Village/Ward/Secretariat:*

Pin Code:*

NBM / YSR Vahana Mitra / New Application Form

Basic Details

Aadhaar Number:* First Name:* Father/Husband Name:* Gender:*

Date of Birth:* Cast:* Religion:* Qualification:*

Marital Status:* Mobile No:* E-mail:

Permanent Address

Door No & Street Name:* District:* Mandal/Municipality:* Village/Ward/Secretariat:*

Pin Code:*

Present Address

Same As Permanent Address

Door No & Street Name:* District:* Mandal/Municipality:* Village/Ward/Secretariat:*

Pin Code:*

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

The screenshot shows the 'Basic Details' section of the 'YSR Vahana Mitra New Application Form'. The form includes the following fields:

- Asdhaar Number:** XXXXXXXXXX
- First Name:** SAKALA KANAKARAJU
- Father/Husband Name:** SRINIVASARAO
- Gender:** Male
- Date of Birth:** 01-12-1983
- Caste:** BC-B
- Religion:** Hindu
- Qualification:** B.TECH
- Marital Status:** Select
- Mobile No.:** 9490397636
- Email:**

Permanent Address:

- Door No & Street Name:** 1-198
- District:** KAKINADA
- Mandal/Municipality:** KAKINADA RURAL (R)
- Village/Ward/Secretariat:** GANGANAPALLI
- Pin Code:** 522301

Present Address:

- Same As Permanent Address
- Door No & Street Name:** 1-198
- District:** KAKINADA
- Mandal/Municipality:** KAKINADA RURAL (R)
- Village/Ward/Secretariat:** GANGANAPALLI
- Pin Code:** 522301

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.

The screenshot shows the 'Family Details' and 'Bank Details' sections of the 'YSR Vahana Mitra New Application Form'.

Family Details Table:

Name of the Citizen	Gender	Date Of Birth	Caste	Mobile Number	Wet Land(Acres)	Dry Land(Acres)	Property(Sqft)	Vehicle(V/N)	Govt Employee(V/N)	Income Tax(V/N)	Power
SAKALA KANAKARAJU	MALE	01-Dec-1983	OC	9490397636	0	0	0	Y	0	0	
KATAKAM SATYA SAILAJA	FEMALE	20-Nov-1988	OC	9491259110	0	0	0	0	Govt Employee	0	

Bank Details Form:

Bank Account Number	IFSC code	Name of the Bank	Name of the branch
ENTER ACCOUNT NUMBER	ENTER IFSC CODE	ENTER BANK NAME	ENTER BRANCH NAME

Buttons: Search

AP00520160000374 Search WILKINRAJUNA 30-11-2033 30-11-2022

Vehicle class:*
AUTO RICKSHAW

Upload copy of RC: * Choose File | rice_card.ndf
Upload only pdf format

Driving License details

Aadhar No.:* 265215436604 DL number:* AP00520160000374 Office Name:* RTA EAST GODAVARI-KAKINADA(AP005) Search

F>

DL holder First Name	DL holder Last Name	Father Name	Vehicle Class
S KANAKARAJU	SAKALA	KANAKACHINNA	MCWG, LMVNT

DL Valid upto:* 30-11-2033

Upload copy of DL: * Choose File | No file chosen
Upload only pdf format

Authentication Type*
 Bio Authentication IRIS Authentication Aadhaar OTP

Select any one of the authenticate mode and click on **“Capture Biometric”** button for eKYC authentication.

Are you sure want to Authenticate?
OK Cancel

Aadhar No.:* 265215436604 DL number:* AP00520160000374 Office Name:* RTA EAST GODAVARI-KAKINADA(AP005) Search

F>

DL holder First Name	DL holder Last Name	Father Name	Vehicle Class
S KANAKARAJU	SAKALA	KANAKACHINNA	MCWG, LMVNT

DL Valid upto:* 30-11-2033

Upload copy of DL: * Choose File | rice_card.ndf
Upload only pdf format

Authentication Type*
 Bio Authentication IRIS Authentication Aadhaar OTP

Authenticate Using Aadhaar OTP

- By Clicking the Aadhaar OTP Authenticate Using Aadhaar OTP new message will be displayed
- Are you sure want to authenticate then **OK** will be clicking

Are you sure want to Verify OTP?

OK Cancel

Aadhar No.:* 265215436604 DL number:* AP00520160000374 Office Name: RTA EAST GODAVARI-KAKINADA(AP005) Search

DL holder First Name	DL holder Last Name	Father Name	Vehicle Class
S KANAKARAJU	SAKALA	KANAKACHINNA	MCWG, LMVNT

DL Valid upto:* 30-11-2033

Upload copy of DL: Choose File .pdf.pdf

* Upload only pdf format

Authentication Type*
 Bio Authentication IRIS Authentication Aadhaar OTP

Authenticate Using Aadhaar OTP

Enter OTP from Aadhaar Registered Mobile No.:

305782 Verify OTP

Upload only pdf format

Driving License details

Aadhar No.:* 265215436604 DL number:* AP00520160000374 Office Name:* RTA EAST GODAVARI-KAKINADA(AP005) Search

F >

DL holder First Name	DL holder Last Name	Father Name	Vehicle Class
S KANAKARAJU	SAKALA	KANAKACHINNA	MCWG, LMVNT

DL Valid upto:* 30-11-2033

OTP Sent Successfully

OK

Authentication Type*
 Bio Authentication IRIS Authentication Aadhaar OTP

Authenticate Using Aadhaar OTP

Enter OTP from Aadhaar Registered Mobile No.:

Verify OTP

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

The screenshot shows a web form titled "Driving License details". It contains several input fields: "Aadhar No.:" with value "265215436604", "DL number:" with value "AP00520160000374", and "Office Name:" with a dropdown menu showing "RTA EAST GODAVARI-KAKINADA(AP005)". A "Search" button is next to the Office Name field. Below these is a table with the following data:

DL holder First Name	DL holder Last Name	Father Name	Vehicle Class
S KANAKARAJU	SAKALA	KANAKACHINNA	MCWG, LMVNT

Below the table, there is a "DL Valid upto:" field with value "30-11-2033" and an "Upload copy of DL:" section with a "Choose File" button and ".pdf.pdf" text. A red asterisk and the text "Upload only pdf format" are below the upload section. At the bottom, there is an "Authentication Type*" section with radio buttons for "Bio Authentication", "IRIS Authentication", and "Aadhaar OTP" (which is selected). A yellow button "Authenticate Using Aadhaar OTP" is below. At the very bottom, a large blue button "Submit Application" is highlighted with a red rectangle.

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

This screenshot shows the same "Driving License details" form as above, but with a white pop-up message box in the center. The message box contains an information icon (i in a circle), the text "Application ID : 082206161346536604 Submitted Successfully", and an "OK" button. The background form is dimmed. At the bottom of the form, the "Submit Application" and "Print Acknowledgement" buttons are visible.

- Click on Print Acknowledgement button. It generated acknowledgement copy as show below.



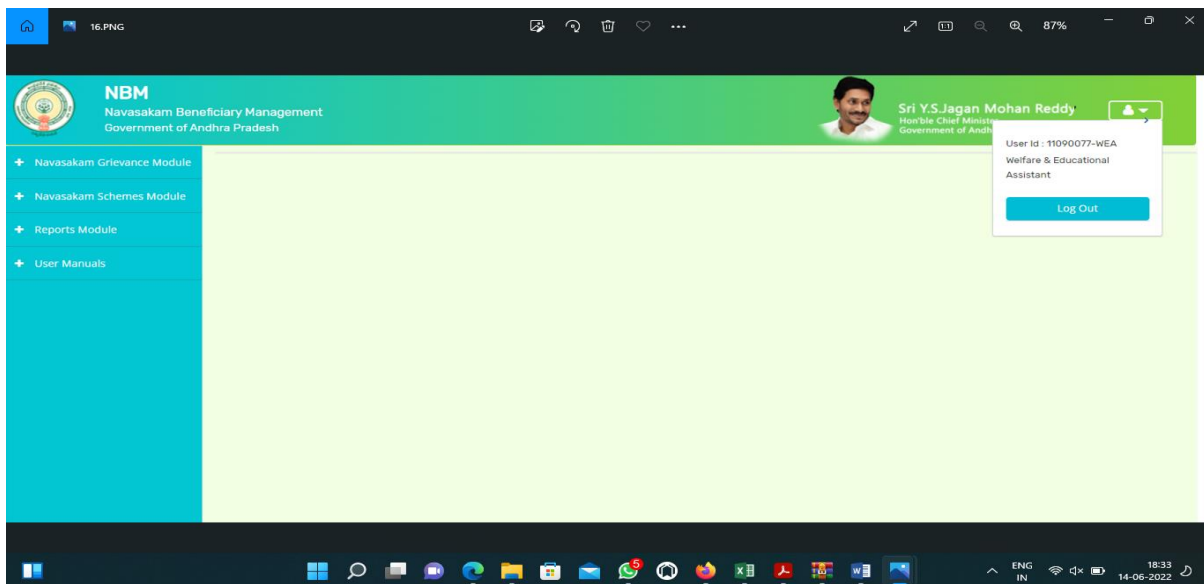
YSR Navasakam 2022-2023

District Name	: KAKINADA
Mandal/Municipality Name	: KAKINADA RURAL (R)
Secretariat Name	: GANGANAPALLI2
Secretariat Code	: 10490415
Scheme Name	: YSR Vahana Mitra
Applicant Name	: SAKALA KANAKARAJU
Applied Date	: "2022-06-16T08:16:53.832Z"
Application Number	: 082206161346536604

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

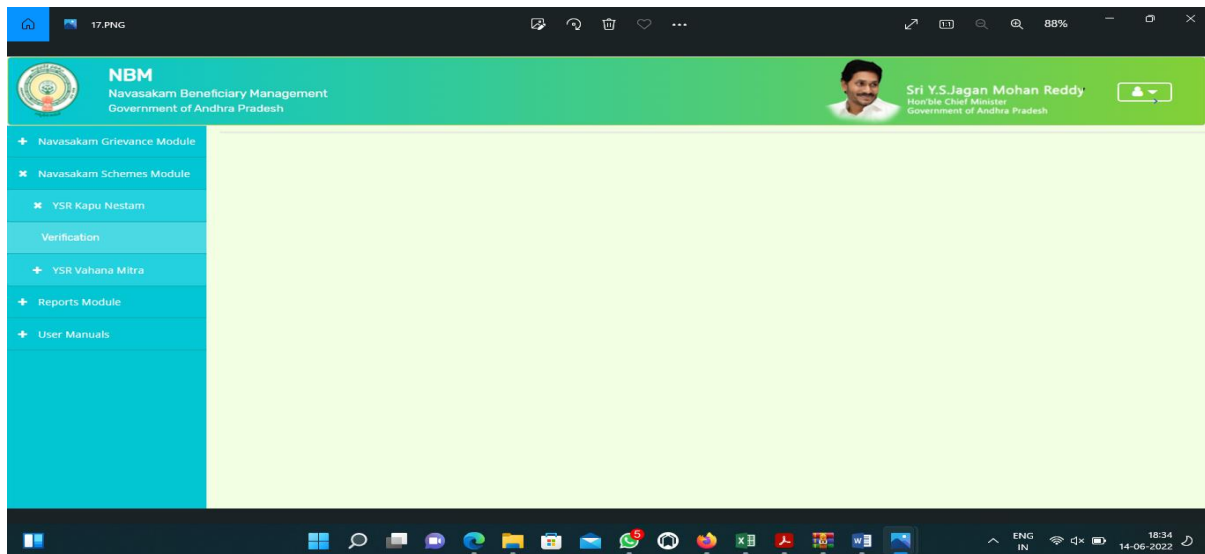
- In case of WEA/WWDS, the username would be 10190084-WEA/10190084-WWDS. The password will be same as used for <https://gramawardsachivalayam.ap.gov.in/>



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 Vahana Mitra** then click on **Verification** button.



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

The screenshot shows the 'SCHEME Application DASHBOARD (WEA)' interface. On the left is a navigation menu with options like 'Navasakam Grievance Module', 'Navasakam Schemes Module', 'YSR Kapu Nestam', 'YSR Vahana Mitra', 'Verification', 'Reports Module', and 'User Manuals'. The main dashboard area displays three summary boxes: 'TOTAL' with a value of 1, 'PENDING' with a value of 1, and 'COMPLETED' with a value of 0. Below this is a section titled 'Pending application to take action (WEA)' containing a table with the following details:

Application ID	Pending Date	Citizen Name	Gender	Aadhaar No.	Mobile No.	Scheme Type	Action
082206161346536604	16-JUN-2022	SAKALA KANAKARAJU	MALE	XXXX-XXXX-6604	9490397636	YSR Vahana Mitra	Verify

The 'Verify' button in the 'Action' column is highlighted with a red box. A user profile dropdown is visible in the top right corner, showing the user's name 'Sri Y.S.Jagan Mohan Reddy' and a 'Log Out' button.

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 (WEA)' form. It is divided into two main sections: 'APPLICANT DETAILS' and 'Certificate View'. The 'APPLICANT DETAILS' section contains the following information:

APPLICATION ID	082206161346536604
APPLICANT NAME	SAKALA KANAKARAJU
SCHEME	YSR Vahana Mitra
DATE OF APPLICATION	16-JUN-2022
GENDER	MALE
AADHAAR NUMBER	XXXX-XXXX-6604
SECRETARIAT NAME	GANGANAPALLI2

The 'Certificate View' section is currently blank, with a 'Next' button at the bottom right. Below the main form, there is a summary table of the application details:

APPLICATION ID	082206161346536604
APPLICANT NAME	SAKALA KANAKARAJU
FATHER NAME	srinivasarao
SCHEME	YSR Vahana Mitra
DATE OF APPLICATION	16-JUN-2022

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.

Vehicle Certificate Details				
Vehicle Number	Owner Name	Father Name	RC Valid Upto	Vehicle Class
AP05CZ6068	T SRIKANTH REDDY	S/O SIVA REDDY	0014-06-23T00:00:00	Motor Cab


Driving Licence Certificate Details				
DL Number	DL Holder Name	Father Name	DL Valid Upto	Vehicle Class
AP00520160000374	AP00520160000374	KANAKACHINNA	30-Nov-33	MCWG, LMVNT

Check List

Recommendation*	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Hold
Upload Verification Document	<input type="button" value="Choose File"/> No file chosen

Application is forward to MPDO/MC level.

TOTAL 1	PENDING 0	COMPLETED 1
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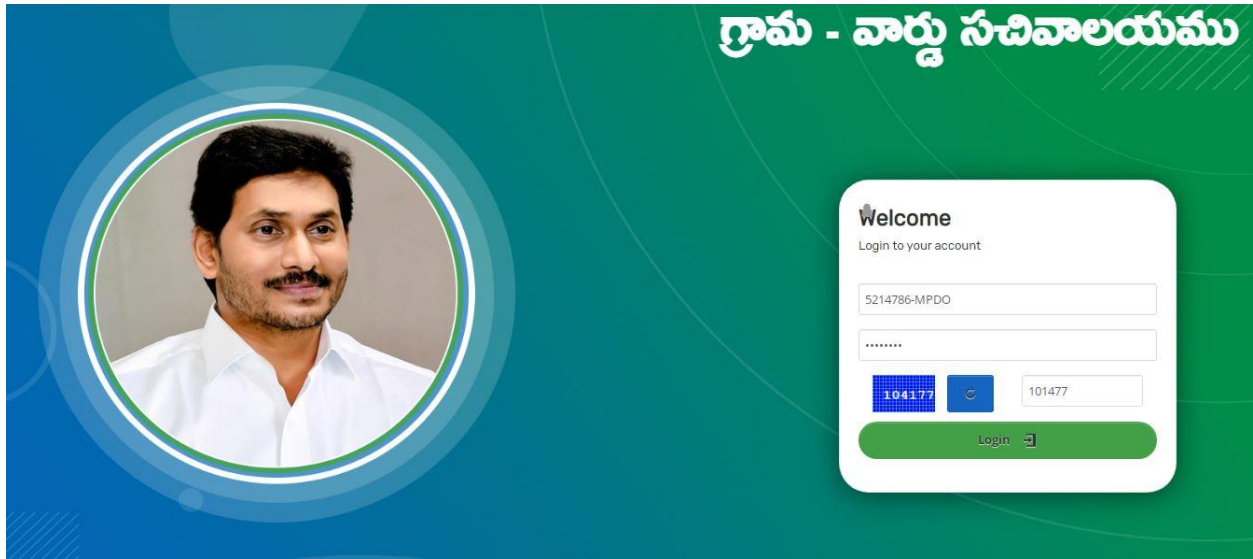


Application (082206161346536604) Forwarded to next level !!!

Login Page: NBM portal login for MPDO/MC

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

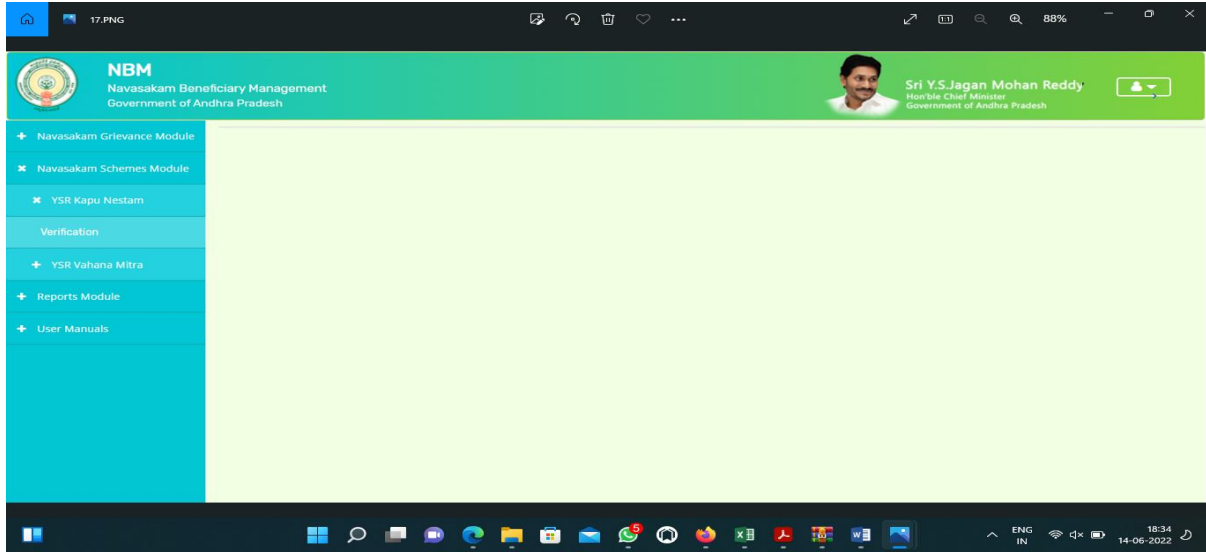
Enter the credentials to login to the NBM portal. The MPDO can use the username password will be same as used for <https://gramawardsachivalayam.ap.gov.in/>



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
- Reports Module
- User Manuals

Click on Navasakam Schemes module then Select the YSR Vahana Mitra 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
0822D06161346536604	16-JUN-2022	SAKALA KANAKARAJU	MALE	XXXX-XXXX-6604	9490397636	YSR Vahana Mitra	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.

SCHEME Application VERIFICATION (MPDO)

APPLICANT DETAILS	
APPLICATION ID	082206161346536604
APPLICANT NAME	SAKALA KANAKARAJU
SCHEME	YSR Vahana Mitra
DATE OF APPLICATION	16-JUN-2022
GENDER	MALE
AADHAAR NUMBER	XXXX-XXXX-6604
SECRETARIAT NAME	GANGANAPALLI2
WEA/WWDS RECOMMENDATION	Yes

Certificate View

WEA/WWDS PRIMERY FIELD VERIFICATION REPORT

Functional Requirement Specifications (FRS)

Next

APPLICANTION DETAILS	
APPLICATION ID	082206161346536604
APPLICANT NAME	SAKALA KANAKARAJU

APPLICANTION DETAILS	
APPLICATION ID	082206161346536604
APPLICANT NAME	SAKALA KANAKARAJU
FATHER NAME	srinivasarao
SCHEME	YSR Vahana Mitra
DATE OF APPLICATION	16-JUN-2022
GENDER	MALE
MOBILE NUMBER	9490397636
EMAIL	
AADHAAR NUMBER	XXXX-XXXX-6604
DOB	01-Dec-1983
CASTE	BC-E
RELIGION	Hindu
QUALIFIACION	B.TECH
MARITAL STATUS	Married
PERMANENT DNO.	522301
PERMANENT DISTRICT	KAKINADA
PERMANENT MANDAL	KAKINADA RURAL

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.**


Vehicle Certificate Details				
Vehicle Number	Owner Name	Father Name	RC Valid Upto	Vehicle Class
AP05CZ6068	T SRIKANTH REDDY	S/O SIVA REDDY	0014-06-23T00:00:00	Motor Cab

Driving Licence Certificate Details				
DL Number	DL Holder Name	Father Name	DL Valid Upto	Vehicle Class
AP00520160000374	AP00520160000374	KANAKACHINNA	30-Nov-33	MCWG, LMVNT

Check List

Recommendation*	<input type="radio"/> Yes <input type="radio"/> No
Upload Verification Document	<input type="button" value="Choose File"/> No file chosen

TOTAL 1	PENDING 0	COMPLETED 1
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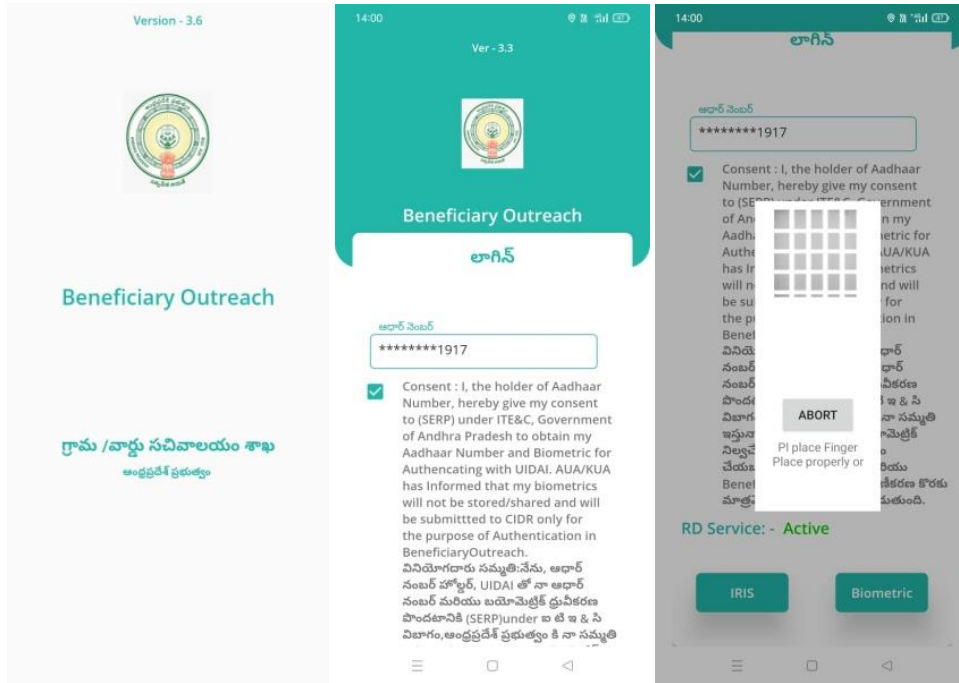
Application (082206161346536604) Forwarded to next level !!!

YSR Vahana Mitra eKYC- Mobile APP user manual

BENEFICIARY OUT REACH APP

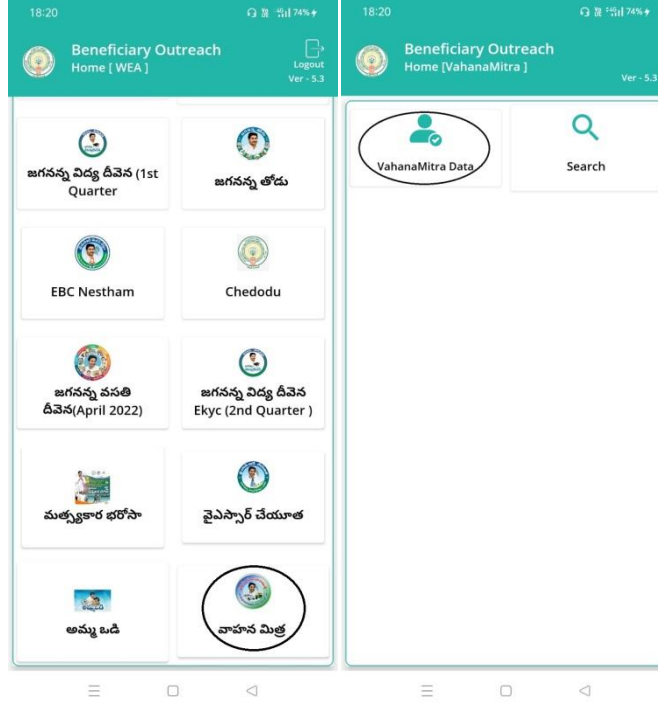
1. అప్ లాగిన్ అవ్వడం:

a) Secretariat Employee యొక్క ఆధార్ నెంబర్ Authentication ద్వారా Beneficiary OutReach App Login అవ్వాలి.



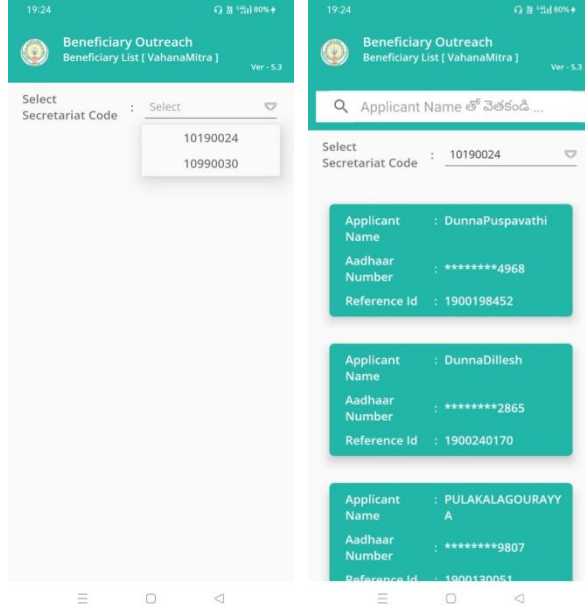
b) Secretariat Employee Beneficiary OutReach App లాగిన్ అయిన తరువాత మీకు ఈ క్రింది విధంగా స్క్రీన్ కనిపిస్తుంది.

2. Home Screen :



3. వాహన మిత్ర :

- a) మీరు VahanaMitra Data మీద క్లిక్ చేస్తే మీకు ఈ క్రింది విధముగా స్క్రీన్ కనిపిస్తుంది.
- b) మీరు మీ యొక్క Secretariat code ని సెలెక్ట్ చేసుకుంటే List వస్తుంది.
- c) List లో మీకు Applicant Number, Aadhaar Number, Reference Id వస్తాయి.

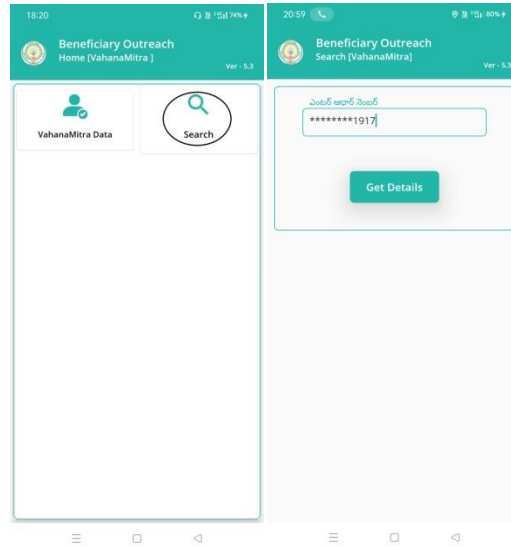


d) మీరు List ని క్లిక్ చేసిన తరువాత మీకు Beneficiary Details(Beneficiary Ekyc)

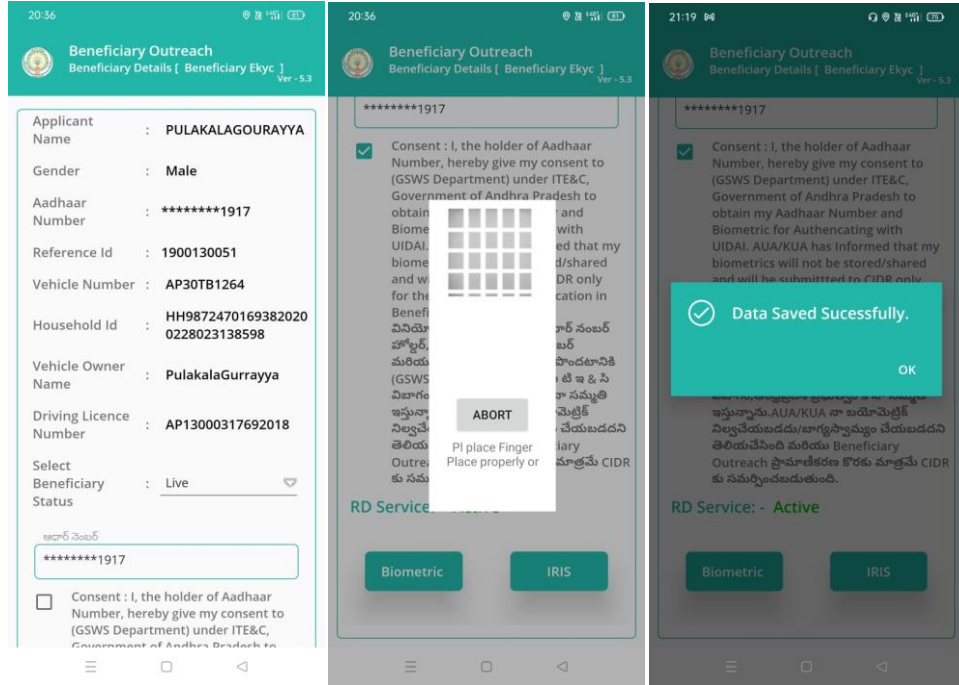
స్క్రీన్ కనిపిస్తుంది.

e) Secretariat Employee (Search) మీద క్లిక్ చేస్తే మీకు ఈ క్రింది విధముగా స్క్రీన్

కనిపిస్తుంది.

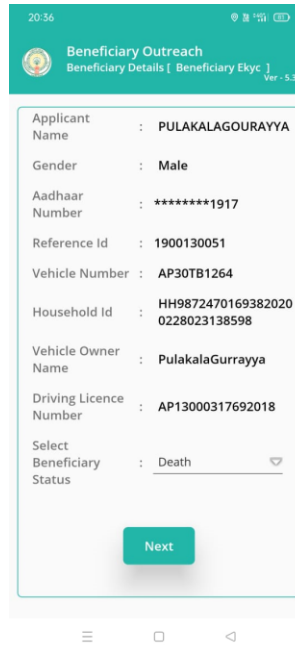


- f) **Vahana Mitra(Search)** లో Beneficiary Aadhaar Number ని ఎంటర్ చేసి **Get Details** మీద క్లిక్ చేస్తే మీకు **Beneficiary Details(Beneficiary Ekyc)** స్క్రీన్ కనిపిస్తుంది.
- g) **Beneficiary Details(Beneficiary Ekyc)** స్క్రీన్ లో Applicant Name, Gender, Aadhaar Number, Reference Id, Vehicle Number, Household Id, Vehicle Owner Name, Driving License Number, Select Beneficiary Status వస్తాయి.
- h) **Select Beneficiary Status** లో Live, Death ఆప్షన్స్ కలవు.

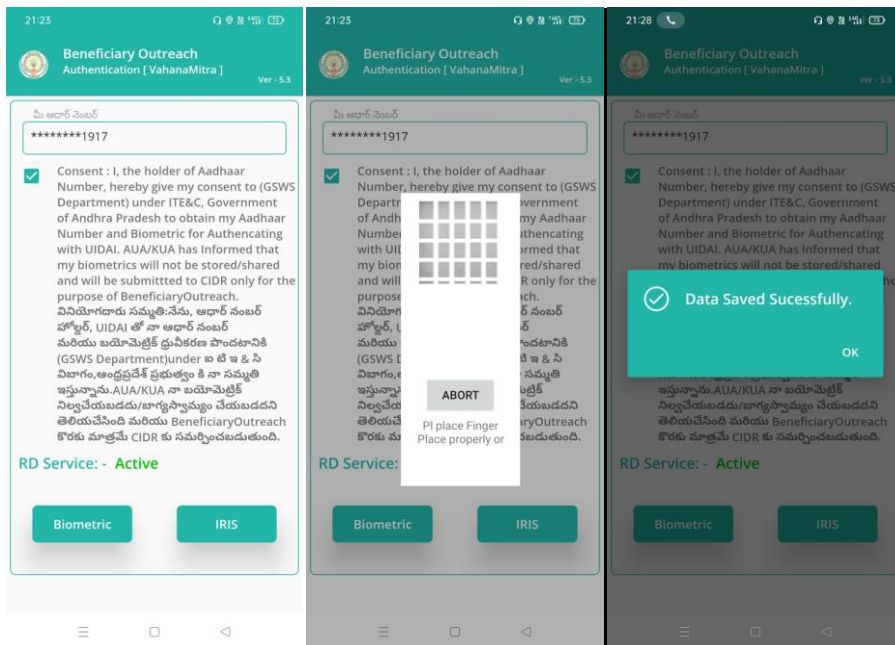


- i) **Select Beneficiary Status (Live)** ఎంచుకున్నట్లు అయితే Beneficiary యొక్క ఆధార్ నెంబర్ తో Beneficiary Authentication చేయాలి.
- j) Beneficiary Authentication చేసిన తర్వాత Data Saved Successfully అని మెసేజ్ వస్తుంది.

k) Select Beneficiary Status (Death) ఎంచుకున్నట్లు అయితే మీకు ఈ క్రింది విధంగా Screen కనిపిస్తుంది.



l) Select Beneficiary Status ని ఎంచుకున్న తర్వాత Secretariat Employee Authentication చేయవలసి ఉంటుంది.



m) ఇక్కడ ఇచ్చిన షరతులు ని accept చేసి Secretariat Employee Authentication చేయాలి.

n) Secretariat Employee Authentication చేసిన తర్వాత Data Saved Successfully అని మెసేజ్ వస్తుంది.