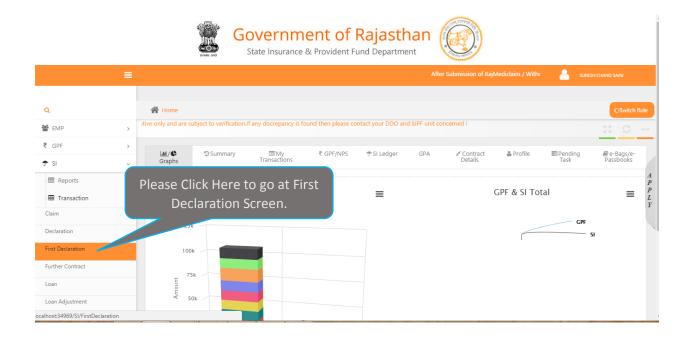
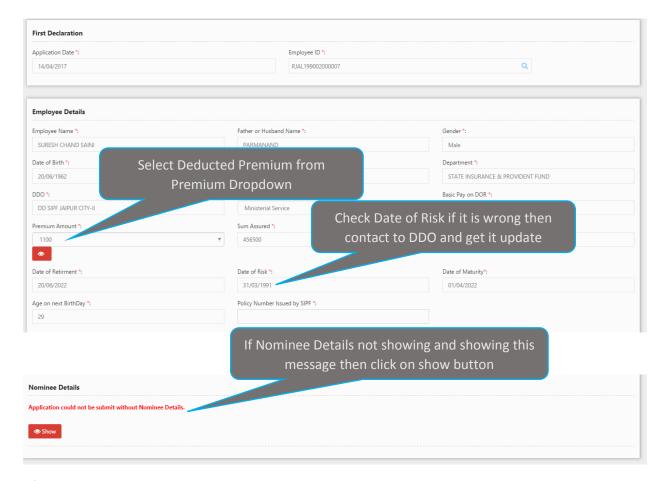
After Login To Apply First Declaration Application Follow this process.



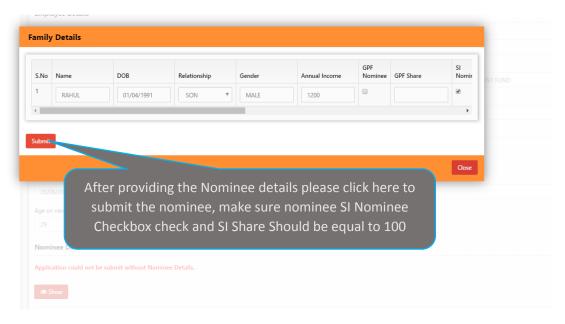
First Declaration Form can apply by Two Types of users, first is direct by **employee** and second id apply thought the **DDO**.

EMPLOYEE Submit Process:-

Before Apply the First Declaration Application, please confirm that Employee details have Updated with right details like Employment Status is permanent and SI Activation Date Should be first April of financial year. To Confirm it Go at the First Declaration Screen. If your Data is not showing at the application form then contact to your **DDO** and ask him to **update your details**.

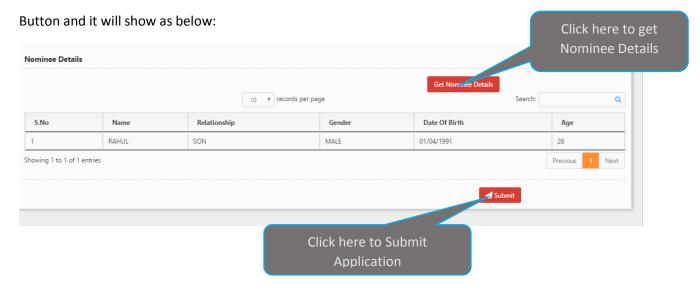


After click on show button a pop-up will open where employee can update their SI Nominee Details with Bank Details as Shown Below.

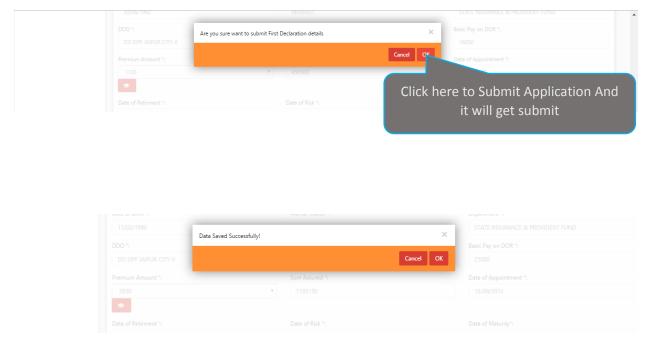


After Nominee Submit Application form will refresh with Employee All details. Please Select

Premium and if Employee want to see their Nominee Details then click on Get Nominee Details



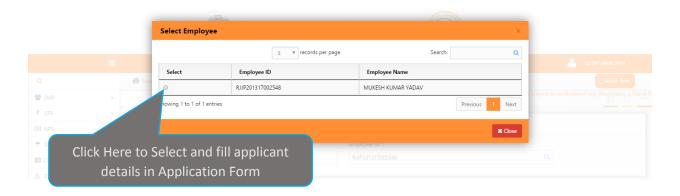
After Click on Submit button, a message Screen will appear click Ok button to submit application and it will submit with Success Message and it will go for Further Approval to Next Stage.

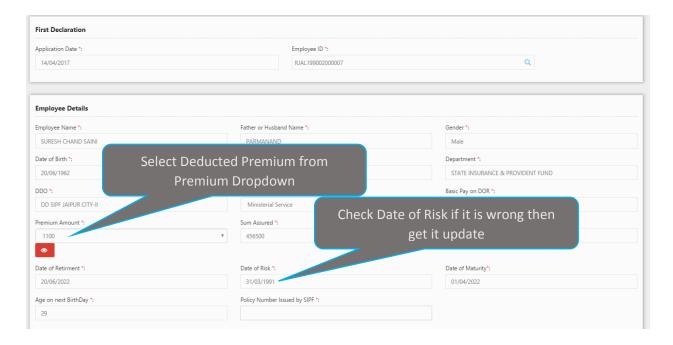


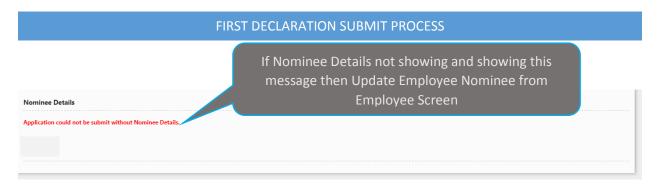
DDO Submit Process:-

Before Apply the First Declaration Application, please confirm that Employee details have Updated with right details like Employment Status is permanent and SI Activation Date Should be first April of financial year. To Search employee Provide Employee ID in respected area. After providing the employee id a popup will show there employee details showing. Select the radio button to get fill the form and follow the process as detailed below.





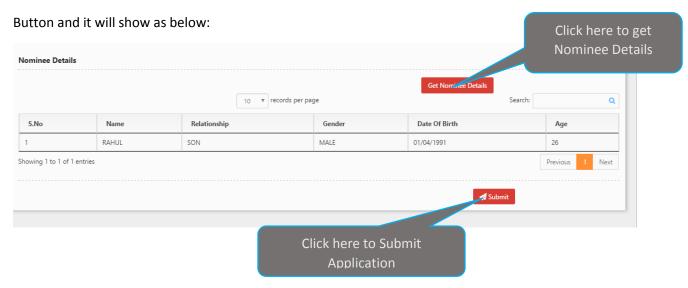




After click on show button a pop-up will open where employee can update their SI Nominee Details with Bank Details as Shown Below.

After Nominee Submit Application form will refresh with Employee All details. Please Select

Premium and if Employee want to see their Nominee Details then click on Get Nominee Details



After Click on Submit button, a message Screen will appear click Ok button to submit application and it will submit with Success Message and it will go for Further Approval to Next Stage.



