

FIRST DECLARATION SUBMIT PROCESS

After Login To Apply First Declaration Application Follow this process.

The screenshot shows the Government of Rajasthan State Insurance & Provident Fund Department portal. The header includes the state emblem and the department name. The user is logged in as SURESH CHAND SAINI. The navigation menu on the left has 'First Declaration' highlighted. A callout box points to this menu item with the text 'Please Click Here to go at First Declaration Screen.' The main content area displays a 'GPF & SI Total' chart and a table of financial data.

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**.

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First Declaration

Application Date *: 14/04/2017 Employee ID *: RJAL199002000007

Employee Details

Employee Name *: SURESH CHAND SAINI Father or Husband Name *: PARMANAND Gender *: Male

Date of Birth *: 20/06/1962 Department *: STATE INSURANCE & PROVIDENT FUND

DDO *: DD SIPF JAIPUR CITY-II Ministerial Service Basic Pay on DOR *:

Premium Amount *: 1100 Sum Assured *: 456500

Date of Retirement *: 20/06/2022 Date of Risk *: 31/03/1991 Date of Maturity *: 01/04/2022

Age on next Birthday *: 29 Policy Number Issued by SIPF *:

Nominee Details

Application could not be submit without Nominee Details.

Show

Callouts:

- Select Deducted Premium from Premium Dropdown
- Check Date of Risk if it is wrong then contact to DDO and get it update
- If Nominee Details not showing and showing this message then click on show button

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

Family Details

S.No	Name	DOB	Relationship	Gender	Annual Income	GPF Nominee	GPF Share	SI Nomir
1	RAHUL	01/04/1991	SON	MALE	1200	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

Submit Close

Callout: After providing the Nominee details please click here to submit the nominee, make sure nominee SI Nominee Checkbox check and SI Share Should be equal to 100

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

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

Button and it will show as below:

The screenshot shows a web interface for viewing nominee details. At the top right, there is a red button labeled "Get Nominee Details". Below it is a table with the following data:

S.No	Name	Relationship	Gender	Date Of Birth	Age
1	RAHUL	SON	MALE	01/04/1991	26

Below the table, it says "Showing 1 to 1 of 1 entries". At the bottom right of the table area, there is a red button labeled "Submit".

Two callout boxes are present: one pointing to the "Get Nominee Details" button with the text "Click here to get Nominee Details", and another pointing to the "Submit" button with the text "Click here to Submit Application".

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.

The first screenshot shows a confirmation dialog box with the text "Are you sure want to submit First Declaration details" and "Cancel" and "OK" buttons. The background shows a form with fields for "DDO", "Premium Amount", "Date of Retirement", "Date of Risk", "Basic Pay on DOR", and "Date of Appointment".

The second screenshot shows a success dialog box with the text "Data Saved Successfully!" and "Cancel" and "OK" buttons. The background shows the same form with updated values: "Premium Amount" is 2650, "Sum Assured" is 1195150, and "Date of Appointment" is 15/09/2013.

A callout box points to the "OK" button in the first dialog with the text "Click here to Submit Application And it will get submit".

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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.

First Declaration

Application Date *: 14/04/2017

Employee ID *: RJP200017000183

Provide full employee id to get Employee Details

Select Employee

5 records per page

Select	Employee ID	Employee Name
<input type="radio"/>	RJP201317002548	MUKESH KUMAR YADAV

Showing 1 to 1 of 1 entries

Previous 1 Next

Close

Click Here to Select and fill applicant details in Application Form

First Declaration

Application Date *: 14/04/2017

Employee ID *: RJAL199002000007

Employee Details

Employee Name *: SURESH CHAND SAINI

Father or Husband Name *: PARMANAND

Gender *: Male

Date of Birth *: 20/06/1962

Department *: STATE INSURANCE & PROVIDENT FUND

DDO *: DD SIPF JAIPUR CITY-II

Ministerial Service

Basic Pay on DOR *

Premium Amount *: 1100

Sum Assured *: 456500

Select Deducted Premium from Premium Dropdown

Date of Retirement *: 20/06/2022

Date of Risk *: 31/03/1991

Date of Maturity *: 01/04/2022

Age on next Birthday *: 29

Policy Number Issued by SIPF *

Check Date of Risk if it is wrong then get it update

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If Nominee Details not showing and showing this message then Update Employee Nominee from Employee Screen

Nominee Details

Application could not be submit without Nominee 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** Button and it will show as below:

Nominee Details

10 records per page

Get Nominee Details

Search:

S.No	Name	Relationship	Gender	Date Of Birth	Age
1	RAHUL	SON	MALE	01/04/1991	26

Showing 1 to 1 of 1 entries

Previous 1 Next

Submit

Click here to get Nominee Details

Click here to Submit Application

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.

20/06/1962 MARRIED STATE INSURANCE & PROVIDENT FUND

DDO *:
DD SIPP JAIPUR CITY-II

Premium Amount *:
1100

Date of Retirement *:

Basic Pay on DOR *:
16850

Date of Appointment *:

Date of Risk *:

Are you sure want to submit First Declaration details

Cancel OK

Click here to Submit Application And it will get submit

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The image shows a web form for submitting a first declaration. A modal dialog box is open in the center, displaying the message "Data Saved Successfully!" with a close button (X) and two buttons: "Cancel" and "OK". The background form is partially obscured but contains the following fields:

11/02/1990	STATE INSURANCE & PROVIDENT FUND	
DDO *: DD SIPP JAIPUR CITY-II	Basic Pay on DOR *: 25000	
Premium Amount *: 2650	Sum Assured *: 1195150	Date of Appointment *: 15/09/2013
Date of Retirement *:	Date of Risk *:	Date of Maturity*: