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**.

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

Select Deducted Premium from Premium Dropdown

Department *:
STATE INSURANCE & PROVIDENT FUND

DDO *:
DD SIPF JAIPUR CITY-II

Ministerial Service

Basic Pay on DOR *:

Premium Amount *:
1100

Sum Assured *:
456500

Check Date of Risk if it is wrong then contact to DDO and get it update

Date of Retirment *:
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 *:

If Nominee Details not showing and showing this message then click on show button

Nominee Details

Application could not be submit without Nominee Details.

Show

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	☐		☑

Submit

Close

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

20/06/20

Age on nex

29

Nominee D

Application could not be submit without Nominee Details.

Show

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

Click here to get Nominee Details

Get Nominee Details

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 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.

Are you sure want to submit First Declaration details

Cancel   OK

Click here to Submit Application And it will get submit

Data Saved Successfully!

Cancel   OK

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 *: RJJP200017000183

> Provide full employee id to get Employee Details

Select Employee

5 records per page   Search:

Select	Employee ID	Employee Name
	RJJP201317002548	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

Employee ID *: RJJP201317002548

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

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

Date of Retirment *: 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 *:

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:

Click here to get Nominee Details

Nominee Details

Get Nominee Details

10 ▼ records per page   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 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 *:   Basic Pay on DOR *:

DD SIPF JAIPUR CITY-II   Are you sure want to submit First Declaration details   ✕   16850

Premium Amount *:   Date of Appointment *:

1100   456500

                                        Cancel   Ok

Date of Retirment *:   Date of Risk *:

Click here to Submit Application And it will get submit

Date of Birth *:
11/02/1990

Marital Status *:

Department *:
STATE INSURANCE & PROVIDENT FUND

DDO *:
DD SIPF JAIPUR CITY-II

Data Saved Successfully!   ✕

Cancel   OK

Basic Pay on DOR *:
25000

Premium Amount *:
2650   ▾

Sum Assured *:
1195150

Date of Appointment *:
15/09/2013

👁

Date of Retirment *:

Date of Risk *:

Date of Maturity*: