After Login To Apply First Declaration Application Follow this process.

**FIRST DECLARATION SUBMIT 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 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
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 Table](image1)

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.

![Submit Application](image2)

Click here to get Nominee Details

Click here to Submit Application

Click here to Submit Application And it will get submit
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.

- Provide full employee id to get Employee Details
- Click Here to Select and fill applicant details in Application Form
- Select Deducted Premium from Premium Dropdown
- Check Date of Risk if it is wrong then get it update
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:

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.
<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>Date of Appointment</th>
<th>Date of Retirement</th>
<th>Date of Maturity</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/03/1990</td>
<td>15/06/2013</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Premium Amount**: 1199100

**State Insurance & Provident Fund**

**Basic Pay on DOR**: 2000