



(http://kgidonline.karnataka.gov.in)

**Motor Insurance – Fresh Vehicle TTR** 

USER MANUAL FOR DDO

Karnataka Government Insurance

**Department Government of Karnataka** 

Prepare by

**Centre for Smart Governance** 

Yeswanthpur, Bengaluru, Karnataka 560022

Karnataka Government Insurance Department Web Page:

- a) Open the web browser
- b)Enter the URL (<u>https://kgidonline.karnataka.gov.in</u>/)



#### LOGIN PAGE- DDO:

### 1. Select the "KGID Login" Tab

#### 2. DDO has to enter his "KGID number" and then Mobile number is auto-populated

#### **3.** Click on "Generate OTP" Button to get the OTP

080-22866754 / 080-22866755		
ಶ್ರೀ, ಬಸವರಾಜ ಬೂಮ್ಮಾಯಿ ಮಾನ್ಯ ಮುಖ್ಯಮಂತ್ರಿಗಳು ಕರ್ನಾಟಕ ಸರ್ಕಾರ	ಕರ್ನಾಟಕ ಸರ್ಕಾರ ವಿಮಾ ಇಲಾಖೆ ಕರ್ನಾಟಕ ಸರ್ಕಾರ	
<b>*</b> a	ಮುಖಪುಟ 💷 ಬಳಕದಾರರ ಕೈಪಿಡಿ ಮತ್ತು ಬಿಡಿಯೋ ತುಣುಕುಗಳು 🕻 ಸಹಾಯವಾಣಿ ಕೇಂದ್ರ	6.0
ि अल्ब अल्ब Enter the	e DDO	ಹೊಸ ವಿಮಾದಾರರ ಲಾಗಿನ್
KGID n Mobile num	number ಕಜಿಐಡಿ ಸಂಖ್ಯೆ 1637973 ಮೂಬೈಲ್ ಸಂಖ್ಯೆ 94*****35	
KGID Will fetch automatica	ಒನ್ ಟೈಮ್ ಹಾನ್ಯರ್ಜ್ ರಚಿಸಲು Generate OTP ಇಲ್ಲಿ ಕ್ರಿಕ್ ಮಾಡಿ	
	್ ವಿಮಾ ಜನೆ button to g	enerate OTP get the OTP
tillou tes, a ab	Trenerer Car	DUERNAME.

#### 4. Enter the "OTP" and "Captcha" and click on Login Button



# 5. After clicking on Login button, the User Category webpage is displayed. Select the DDO option6. Click on "Switch Category

E Constant Stream Stream	Select User Category Please select category to continue	×	
In User Category	Cancel Switch Calego	ory	
to select DDO click on Switch	o option and Category.		

#### 7. Select the "Motor insurance" Tab



8. Click on "Fresh application"- Click on "Proposal form" option to apply for fresh vehicle Motor Insurance.



# 9. The Basic details of the DDO is displayed

# 10.An option is provided to fill the email id and Pin code

### 11. Click on save and next Button to proceed further

	Reference Number : 20210923115227	r *
At Home	Application Form Upload Required Documents	
Application for verification	1. Proposer Details         2. Vehicle Details         3. Other Details         4. Previous History         5. IDV Details         6. Declaration	
🕼 KGID Alerts / Notifications 🗸		
🖵 Upload Employee Details 🛛 💿	Proposer's( Owner's) Full Name :     Email :       KARNATAKA STATE POLICE DEPARTMENT     dsadasd@fdsfcvo.ggf	
🕼 Motor Insurance 🗸 🗸	Address (Address where vehicle is normally kept and used ) : Pincode :	
🕼 Fresh Application 🗸	ADDITIONAL DIRECTOR GENERAL OF POLICE, STATE INTELLIGENCE WING, BENGALURU 242543	
Proposal Form	Telephone No : Occupation/Business :	
Make Payment	9480803435 DEPUTY SUPERINTENDENT OF POLICE	
Status of Application		
Payment Status		
🕼 Renewal 🗸 🗸	Previous Save Next	
Policy Cancellation Request		
🕼 Claims 🗸 🗸	After filling the proposal form,	
Ø Reports ✓	Content Owned and Maintained by : Kamataka Government Insurance Department, Government of Karnataka Button	

12. In "Vehicle Details" tab DDO should enter the chassis number and click on fetch details button.

13. After entering the chassis number vehicle details will be fetched automatically.

Welcome, K M SATISH	Reference Number : 20210	923115227						
# Home		Application Form				Upload	Required Documents	
Ø Application for verification ↓								
🕼 KGID Alerts / Notifications 🗸 🗸		2. Vehicle Details	3. Other states and st		5. IDV Details	6. Declarat	an	
Upload Employee Details •			Enter the chass	is nu	mber			
Gir Motor Insurance 🗸 🗸	Chassis No :							
🕼 Freeh Application 🗸 🗸			Fetch Details		Malain Calance Theory			
Proposal Form	Highstration No :				Select Category Type			~
Status of Application	Date of Registration :				Make of Vehicle : Select Make Of Vehicle	~	Type of Model/Body :	
Payment Status	Vehicle RTO :				Month of Manufacture :	•	Year of Manufacture :	
🕼 Reneval 🗸 🗸	- Select RTO			~	Select Month	~	- Select Year	~
Policy Cancellation Request	Engine No :				Vehicle Fuel Type :			
i) Le Claims 🗸	Carlos Carachi Ind	dar Béan			Select Fuel Type		Making Pole Trans.	v
Q? Reports v	diversity inc	Ang Diwir .			Select Vehicle Type	~	- Select Vehicle Sub Type	~
🖹 Raise an Issue	Cubic Capacity (CC	/KW:	Gross Vehicle Weight (kgs) :		Vehicle Category :			
			D		Select Vehicle Category			~
	Type of Cover :				Type of Vehicle :			
	- Select Type	af Cover		~	Select Vehicle Category			*
								Previous Save Next

### 14. If vehicle details are not fetched User enters all the vehicle details manually

	Application Form	Upload Required Documents						
Proposer Datalis	3. Other Datails	4. Pravious History	5. IDV Details	6. Declarat	an .			
Chassis No :								
3443GFGH54657657		Feich Details						
Registration No :			Vehicle Category Type :					
			Select Category Type			~		
Date of Registration :			Make of Vehicle :		Type of Modal/Body :			
			- Select Make Of Vehicle	~				
Vehicle RTO :			Month of Manufacture :		Year of Manufacture :			
- Select RTO		~	- Select Month	~	- Select Year -	~		
Engine No :			Vehicle Fuel Type :					
Seating Capacity Including Driver :			Vehicle Type :		Vehicle Sub Type :			
			- Select Vehicle Type	~	- Select Vehicle Sub Type-	~		
Duble Capacity (CC) / KW :	Gross Vehicle Weight (kgs) :		Vehicle Category :					
			Select Vehicle Category			~		
Type of Cover:			Type of Vehicle :					
- Select Type of Cover		~	- Select Vehicle Category -			~		

15. Click on save button then system will display alert message "Please ensure the entered chassis no. is correct" click on ok

Welcome, K: M SATISH	1. Proposer Details 2. W	ehicle Details 3, Oth	er Details 4. Previou	s History	5. IDV Details	6. Dec	laration				
ome da la		ALER	T.111		×						
solication for unification ( ). W	Chassis No :										
	ME4JF914ALG015520	Ple	Please ensure the entered chassis no, is correct.								
BID Alerts / Notifications 🐱	Registration No :			ок	CANCEL						
oad Employee Details 🔹	KA01JJ3074				TWO WHEELER(NT)			~			
	Date of Registration :				Vehicle :		Type of Model/Body :				
a insulaine	02-03-2020		Click on ok bu	tton	IDA MOTORCYCLE A	AND SCOOTER I 🗸	SCV110L2ID				
Fresh Application 🗸 🗸	Vehicle RTO :	Vehicle RTO :				wonth of Manufacture : Year of M					
Proposal Form	Bangalore Central RTO			~	January	~	2020	~			
Make Payment	Engine No :				Vehicle Fuel Type :						
Status of Application	JF91EG1015695			PETROL							
Payment Status	Seating Capacity Including Driver :			Vehicle Type :			Vehicle Sub Type :				
	2			Private 🗸 Two vi				~			
Hanewal	Cubic Capacity (CC) / KW :	Gross Vehicl	e Weight (kgs) :		Vehicle Category :						
licy Cancellation Request	110	283			Two wheeler(Private)			~			
Carrs *	Type of Cover :				Type of Vehicle :						
oorts 🛛 🗸	Package Policy			~	M-Cycle/Scooter			~			
iise an Issue											

# **17.** Click on next button to proceed further

Welcome, K M SATISH
# Home
Ger Application for verification ♀
R KGID Alerts / Notifications
🖵 Upload Employee Details 🛛 🔍
2 Motor Insurance v
🛛 🕼 Fresh Application 🗸 🗸
Proposal Form
Make Payment
Status of Application
Payment Status
<b>B</b> Arrowski
Le Kenewai 🗸 🗸
Policy Cancellation Request
≟La‴Claims ❤
2 Reports 🗸 🗸

Click on next button

18. In "other Details" tab on clicking of Yes / No, the displayed questionnaires need to be answered with the remarks and supporting documents (in case Yes)

19. Save details and click on Next button to proceed further



Click on "Save" and "Next" Button. 20. In "Previous history" tab on clicking of Yes / No, the displayed questionnaires need to be answered with the remarks and date (in case Yes)



# 21. In "IDV details" tab DDO should enter the Cost price as per invoice twice, and other additional fittings value22. Click on save button

	Application Form				Upload Required Documents				
* 1. Proposer Details				5. IDV Details	6. Declaration				
*									
	Vaahan Cost Price Rs.		96330						
	Cost Price as per Invoice Rs.		22000						
	Re-Enter Cost Price as per Invoice Rs.		22000	22000					
*	Non-electrical accessories fitted to the veh	icle Rs.							
	Electrical and electronic accessories fitted	to the vehicle Rs.							
	Side car (Two wheeler Trailer(Pvt cars)) R	5.							
	Value of CNG / LPG KIT Rs.								
•	Insured Declared Value Rs.		17600						
• · · · · · · · · · · · · · · · · · · ·									
~	Total Amo	ount Payable Rs.	1,1	71.00		View Premium Details			
*									
						Previous Save			
					Click on "Save" and	l "Next"			
					Button				

23. Click on "View premium details" button then, system displays the premium notice which consists of price break-ups and calculations.



24. Click on "I agree to the terms and condition mentioned above "and click on save button



25. Click on finish button "Are you sure you want to submit the proposal form" click on ok



#### 26. After clicking finish button proposal form will be download.



# 27. Upload the require documents and Click on finish button then "Document details saved successfully" click on ok.

Welcome. K M SATISH		INSURANCE	GROUP FAMILY BENEFIT SCHEME
🖶 Home	Reference Number : 20210923115227	Submit Changes ?	
Ø Application for verification ∨	Application Form	Document details saved successfully	Upload Required Documents
🕼 KGID Alerts / Notifications 🗸 🗸		OK CANCEL	
🖵 Upload Employee Details 🛛 🔍			
🕼 Motor Insurance 🛛 👻		Click on ok button	
🕼 Fresh Application 🗸 🗸			
Proposal Form	New Purchased Vehicle	Donated Vehicle / Used Vehicle	Salaad Vehice
Make Payment			
Status of Application	Sanction Letter from Government.	Choose File Print Application 12.pdf	
Payment Status	Textinuous	Choose File Print Application 122.pdf	
🖾 Renewal 🗸 🗸 🗸			
Policy Cencellation Request	Sale Certificate:	Choose File Print Application 12.pdf	
√ 02 Claims 🗸 🗸			
🕼 Reports			
Raise an Issue			Previous Nont Finish

28. Select payment preview tab and click on "proceed to payment" button

DDO can choose single/ multiple vehicles for payment of premium at one time

me, ATISH	Motor Insurance Applications List									
	Applicati	on Form			Payment Preview		Payment			
verification 👻				Payment	Preview Detai	Is				
vtifications 🗸	Show 10 V entries			i dymont i	Torion Dotai			Search:		
Details 🔹	Application Reference Number	Type of Cover	Registration no.	Chasis No.	Engine No.	Year of Manufacturer	Vehicle Model	Insurance Amount	Act	
~	20210923115227	Package Policy	KA16EP1269	MBLHAW011KHL09749	HA10ACKHL64568	2019	ZZJN0008078	1171	E	
	20210921144538	Package Policy	KA3689766	MAT445075LVB11688	275IDI07BZXS23668	2020	55239220000R	15141	Ę	
	20210916174217	Package Policy		MAT751120LFB02R53	497TC41BZX805558	2020	55075152000RXED3	57727	Ģ	
	20210908122031	Package Policy	KA32D7783	MBNAAACABKNM00311	NKM2BAJ0004	2019	265DIMKMBP	6604	, t	
	20210908121707	Package Policy	KA03AJ5803	MD2A45AY3LWK15863	AZYWLK97732	2020	MD2AALL0266003	7102	Î	
	20210906121147	Package Policy	KA33B1612	MBX0003ABVG482753	A7F1103852	2017	AAMN0082000BM00217	4003	C	
	20210908120643	Package Policy	KA09MF0194	MBJJB8EM801579802	2GDA398552	2020	INNPL02	8875		
	20210906115829	Package Policy	KA03AJ5692	MB1PAECD8KELE8792	KLEZ207901	2019	V2149136A	17222	Ţ	
	20210904182015	Package Policy	KA88M1717	MBJJB8EMX01578960~0220	2GDA395791	2020	INNPL01	21537	ļ	
	20210904181709	Liability Only Policy	KA02MC8991	MA3EVB11S01043551	F8BIN3989668	2008	MARUTI OMNI E MPI STD	21030	1	
							Total Payable Amount	1171.00		
				Procee	d To Payment			Previous 1 2 3	3 4	
				Click on j	proceed to pa	yment				

#### 29.In drop select your department Head of Account in which you are making payment

Note: (Incase Head of Account is not Mapped send mail to <u>kgidhelpdesk1@karnataka.gov.in</u> with details DDO K2 code, KGID No, Head of Account and Account type)

R HANDRASHEKHAR	Application Form	Payment Preview	Payment
1.00	turn Payment		
for verification	Statement of the statem		
etter •	Premium Amount		
	27065.00		
kyce Detais 🔹	Purpose		
rce v	Motor Insurance		
	Sub Purpose		
ipleation 👻	Premium Motor		
wal Form	DDO Code		
e Payment	275580		
us of Application	HOA		
Payment Status	- Select HOA -	×	
	- Select HOA - 2210-00-102-0-31-090-V	4	
	09/03/2022		
		Pay Through TTR	Click on pay
	Selec	ot HOA in	Through TTR
and the second second	dro	a non m	
		puown	
1.0050			

**30.** After completion of the Application, the details of Initial Deposit Payment details are displayed.

**31.** Click on Pay through K-II to make the payment.



# 32. Click on OK button. Print option is available to take a print out of the challan

Welcome,	• Y	60027, 1238 Mi							Print			1 page	<b>A A</b>
K M SATISH			KARNATAKA	GOVERNMENT IN MOTOR INSUE	SURANCE DEI LANCE	ARTMENT			Destination		Save as PDF	-	ಕನ್ನಡ
me		GSTRUNG: CHALLAN REF No./ BILL SANCTION ORDER NUMBE SANCTION ORDER DAT	REF No. KG2309210003 SO000008 23-Sep-2021	Gen R Q R	ention Date: 21-Sep-3 EMIFTER FFICE CODE: 115 EMIFTER AD	100 DITIONAL DIRECT	OR GENERAL	OF POLICE,	Pages	Al	t	•	
plication for verification	~	VOUCHER NUMBER	VN000008	À	DDRESS STA	TE INTELLIGENCE	WING, BENG	ALURU					
ID Alerts / Notifications	~	SJ. Proposal No., No. Policy No.	Chanis Net:	Engine No.	Vehicle fre Type flag	in / amount	CGSY	(print) 5657- 5%	Pages per sheet	1		•	EFIT SC
oad Employee Details	•	1 .202109211445	38 MAT445075LV811688	275iDi0782x523668	Vehicle NE	v 12415	62 1362.6	9 1362.69	Margins	De	fault	-	
r Insurance	•	Amount in Word Rupees	: Fifteen Thousand O	ne Hundred Forty (	Dne GR	AND 15141 DTAL	52 1362.6	1362.69	Options	$\checkmark$	Headers and footer	S	
orts	•						For Director				Background graphic	s	
se an Issue		2				Kernataka Goe	roment Insura	ce Department					TELLIGENCE V
													lupees)

#### **33.**Click on Wait till the payment accept



#### **34.**Click on Proceed for Payment



# 35.In-process tab it will reflect as "Success"

Motor Insurance Challan Payment Status         Pending At DDO Level       Approved at Treasury       Inprocess       Rejected         Sr NO       Challan Ref NO       Challan Amount       No Of Application       Sanction No       Sanction Date       KII File Uploded       KII Acknowledge       Challan Status         1       KG2712210003       35898       1       S000165       27-Dec-2021       Yes       Success
Pending At DDO Level     Approved at Treasury     Inprocess     Rejected       Sr NO     Challan Ref NO     Challan Amount     No Of Application     Sanction No     Sanction Date     KII File Uploded     KII Acknowledge     Challan Sta       1     KG2712210003     35898     1     S0000165     27-Dec-2021     Yes     Success
Sr NO       Challan Ref NO       Challan Amount       No Of Application       Sanction No       Sanction Date       KII File Uploded       KII Acknowledge       Challan Sta         1       KG2712210003       35898       1       SO000165       27-Dec-2021       Yes       Success
1 KG2712210003 35898 1 SO000165 27-Dec-2021 Yes success
Note: View the "Success" status

- Once KII Acknowledgement is "Success", the bill will be moved to KHAJANE Superintendent Login
- From superintendent login, Superintendent will move the bill to KII DDO login
- DDO will accepts the bill and forward to KHAJANE and there the payment process will continue

# **36.Once the payment is success and Department should check in status of Application to take bond In concerned login**

![](_page_28_Picture_1.jpeg)