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

GIS - USER MANUAL FOR DDOs

Karnataka Government Insurance Department

Government of Karnataka

Prepared by

Centre for Smart Governance (CSG)

No. 2A, Hayes Road

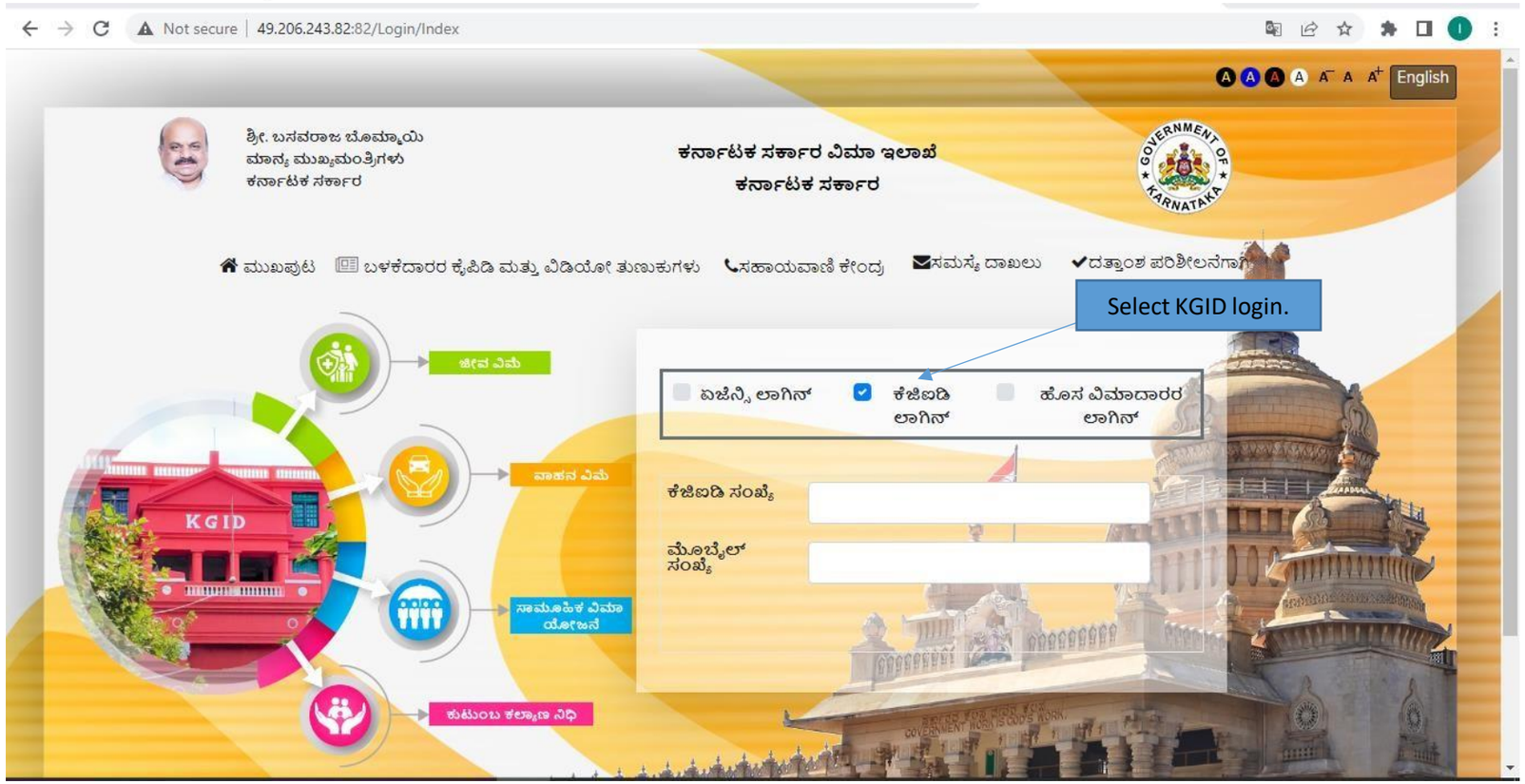
Bengaluru – 560025

UPLOAD OF NEW EMPLOYEE DETAILS IN DDO LOGIN

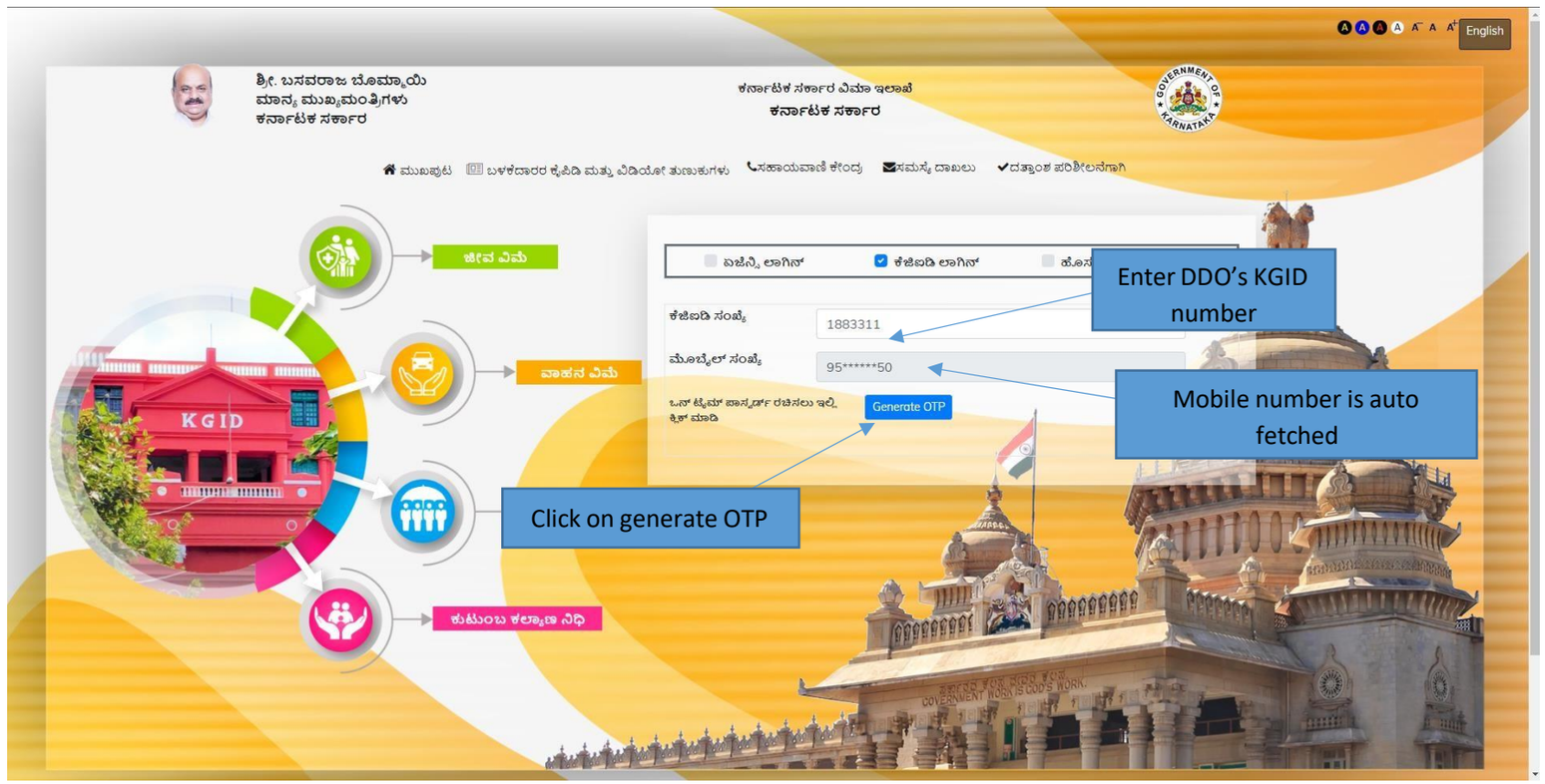
Karnataka Government Insurance Department Web

a) Enter the URL (https://kgid.karnataka.gov.in/)

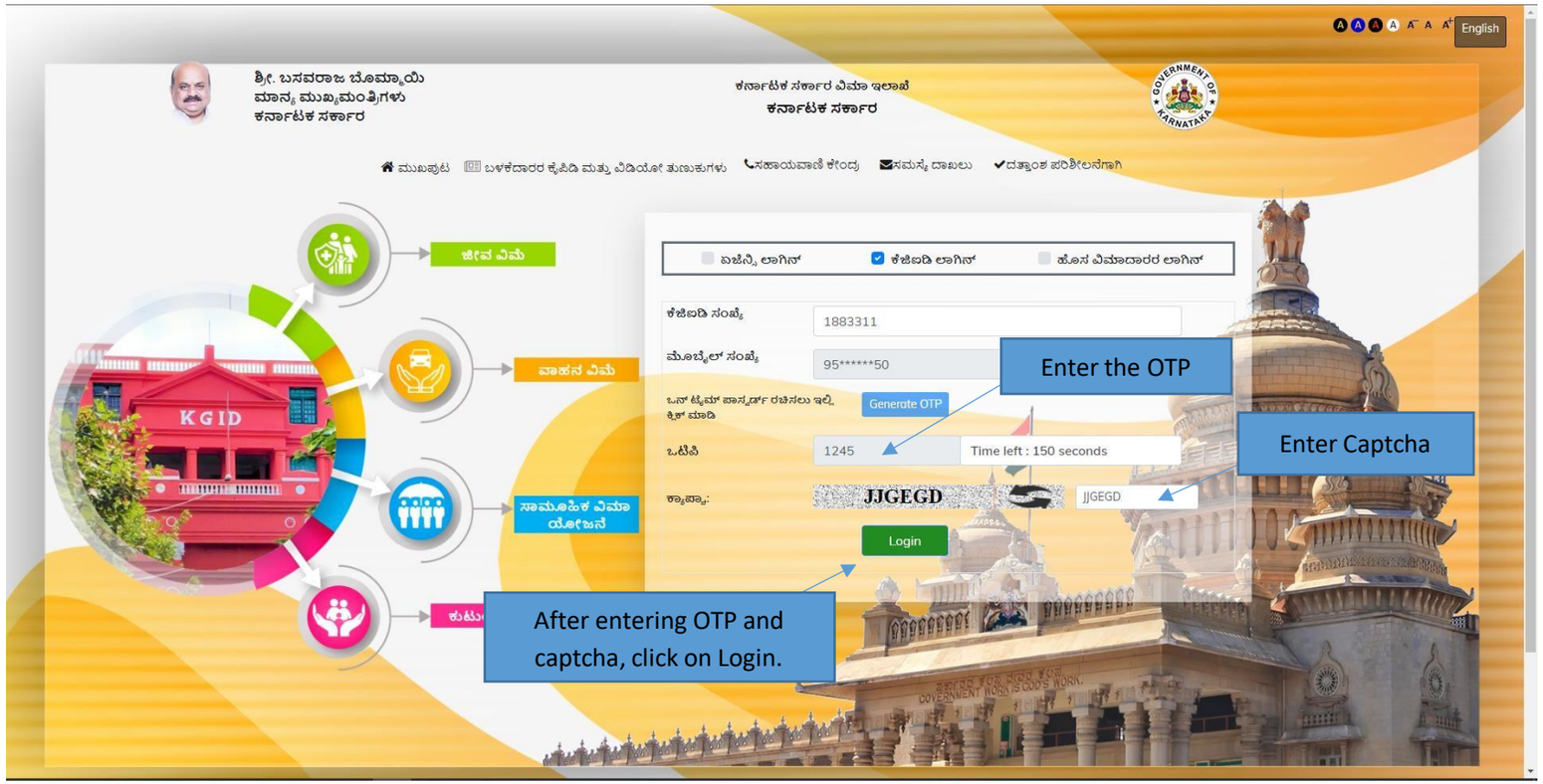
b) Select KGID Login tab.



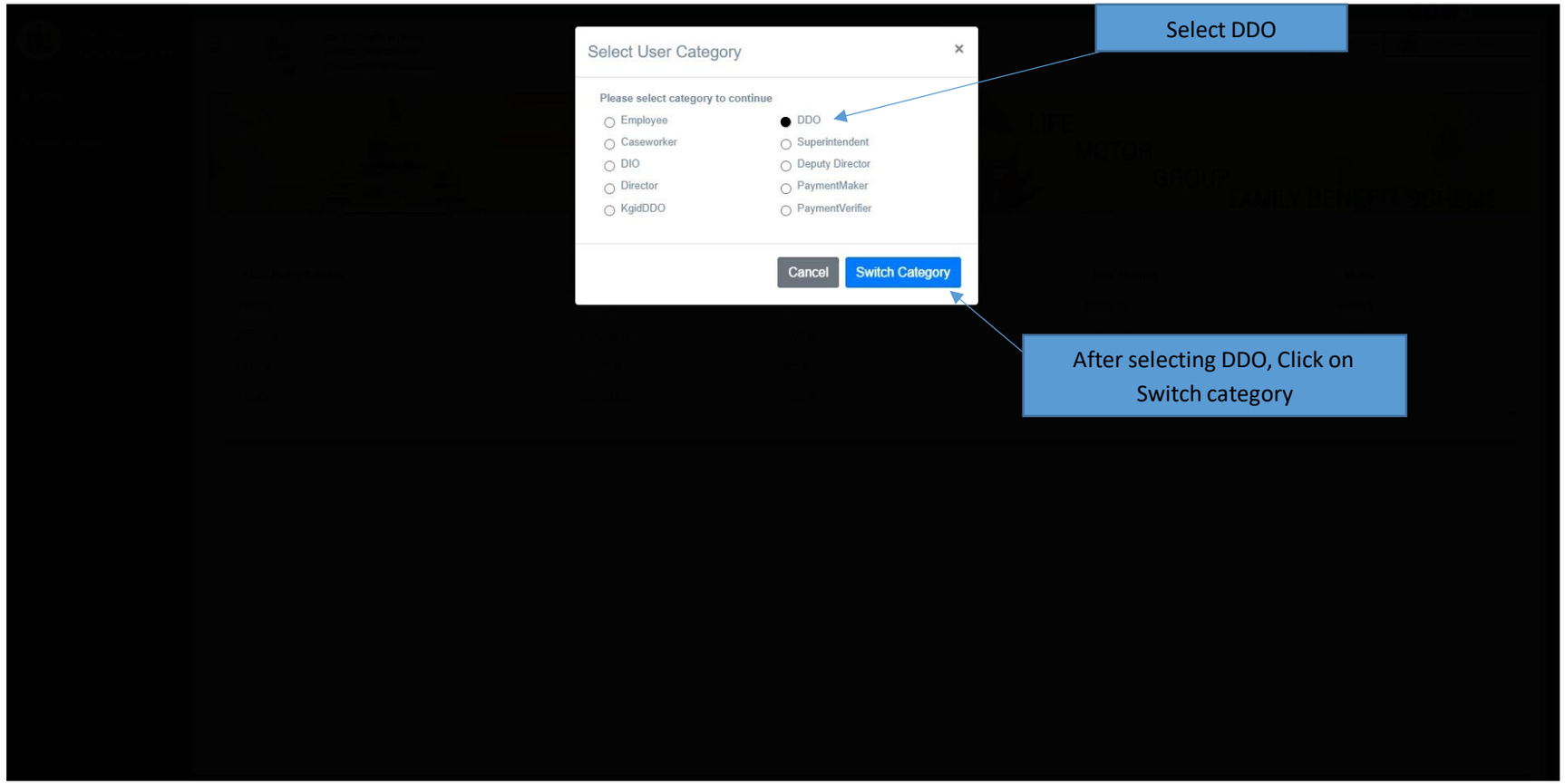
1. Select “KGID login” tab.
2. DDO has to enter his KGID number and then Mobile number is auto-fetched.
3. Click on Generate button to get OTP.



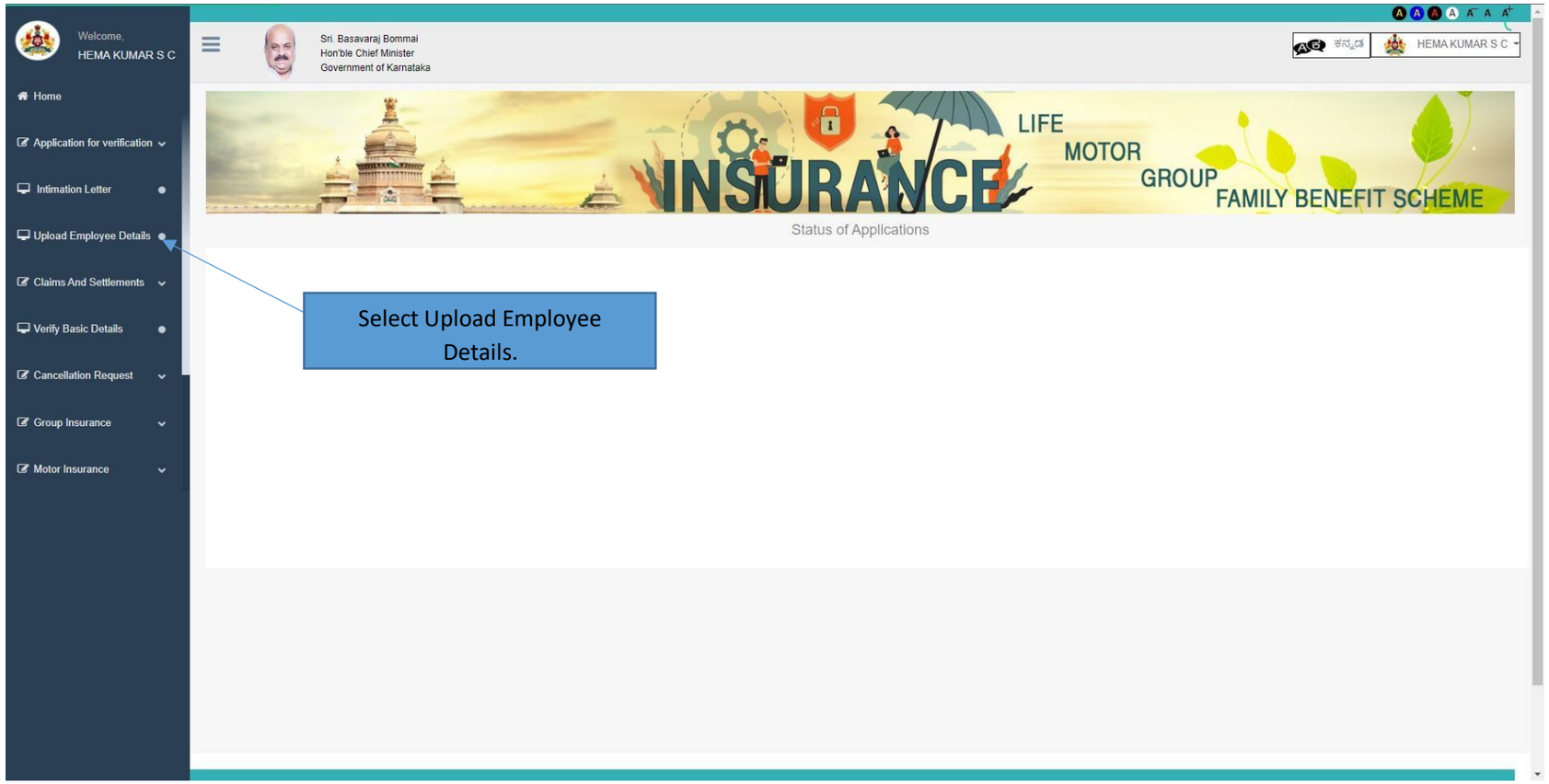
4. Enter the OTP generated to registered mobile number & Captcha and click on Login button.



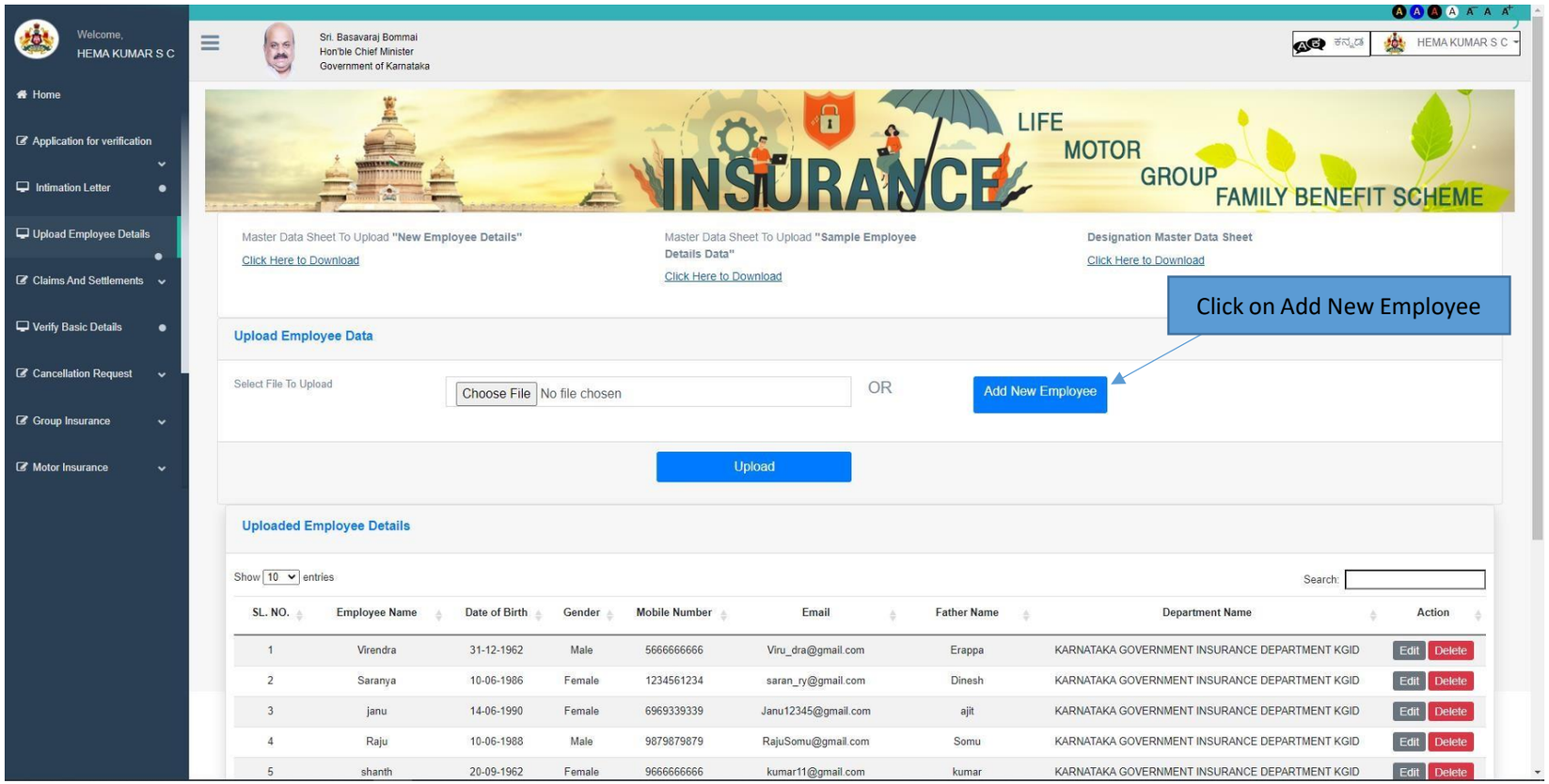
5. After clicking on Login button, the user category webpage is displayed. Select the DDO option.
6. Click on Switch category.



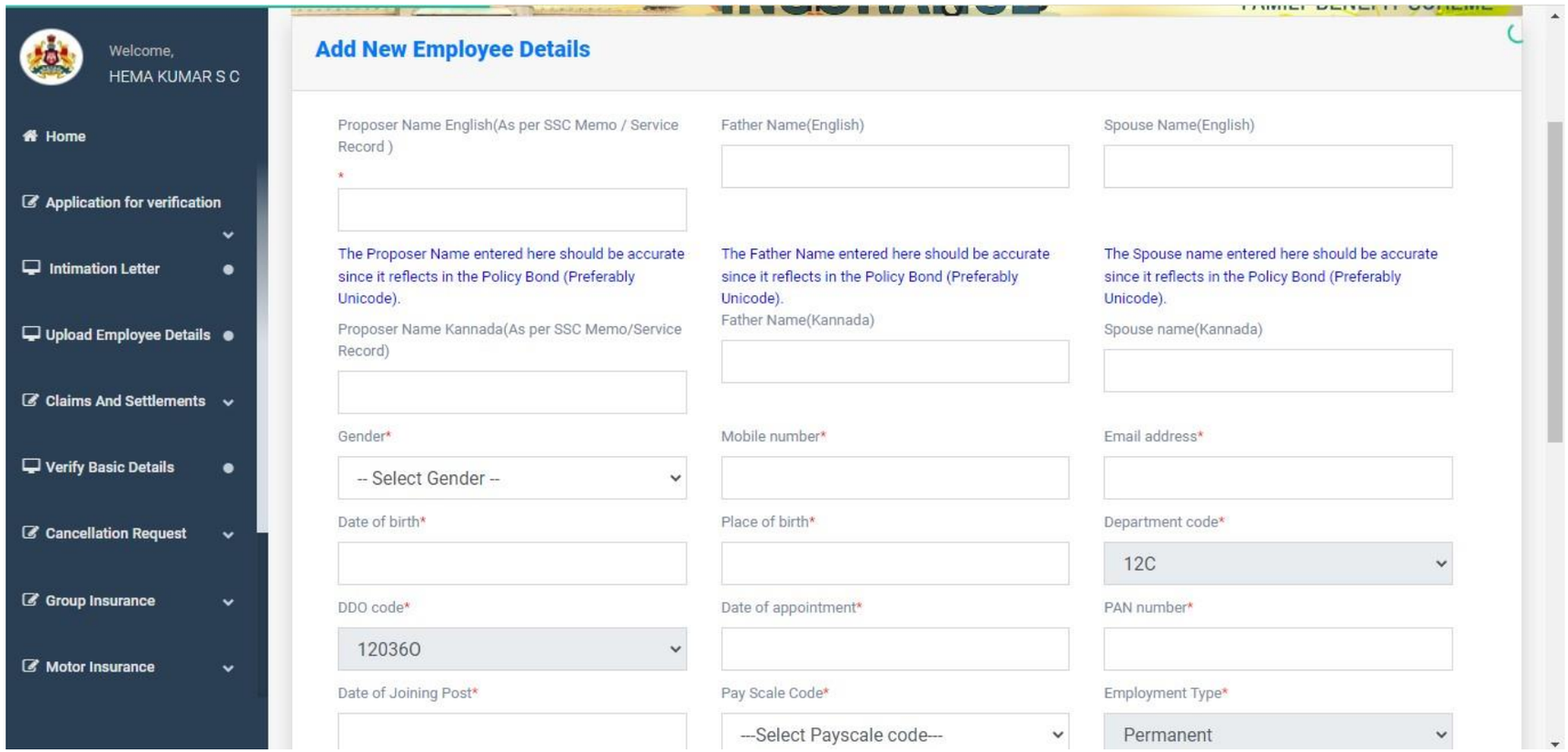
7. Select the Upload Employee details tab.



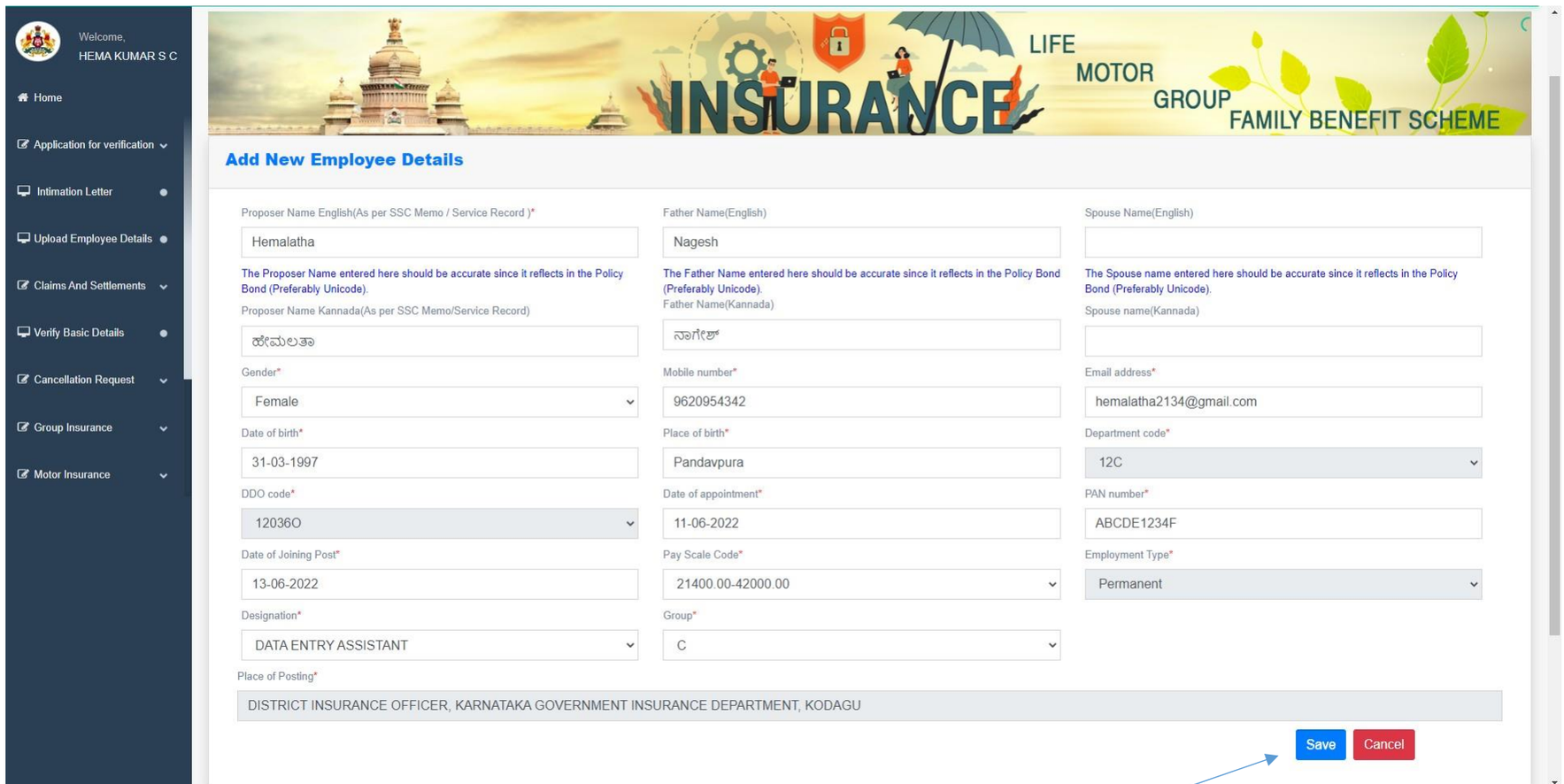
8. Click on Add New Employee.



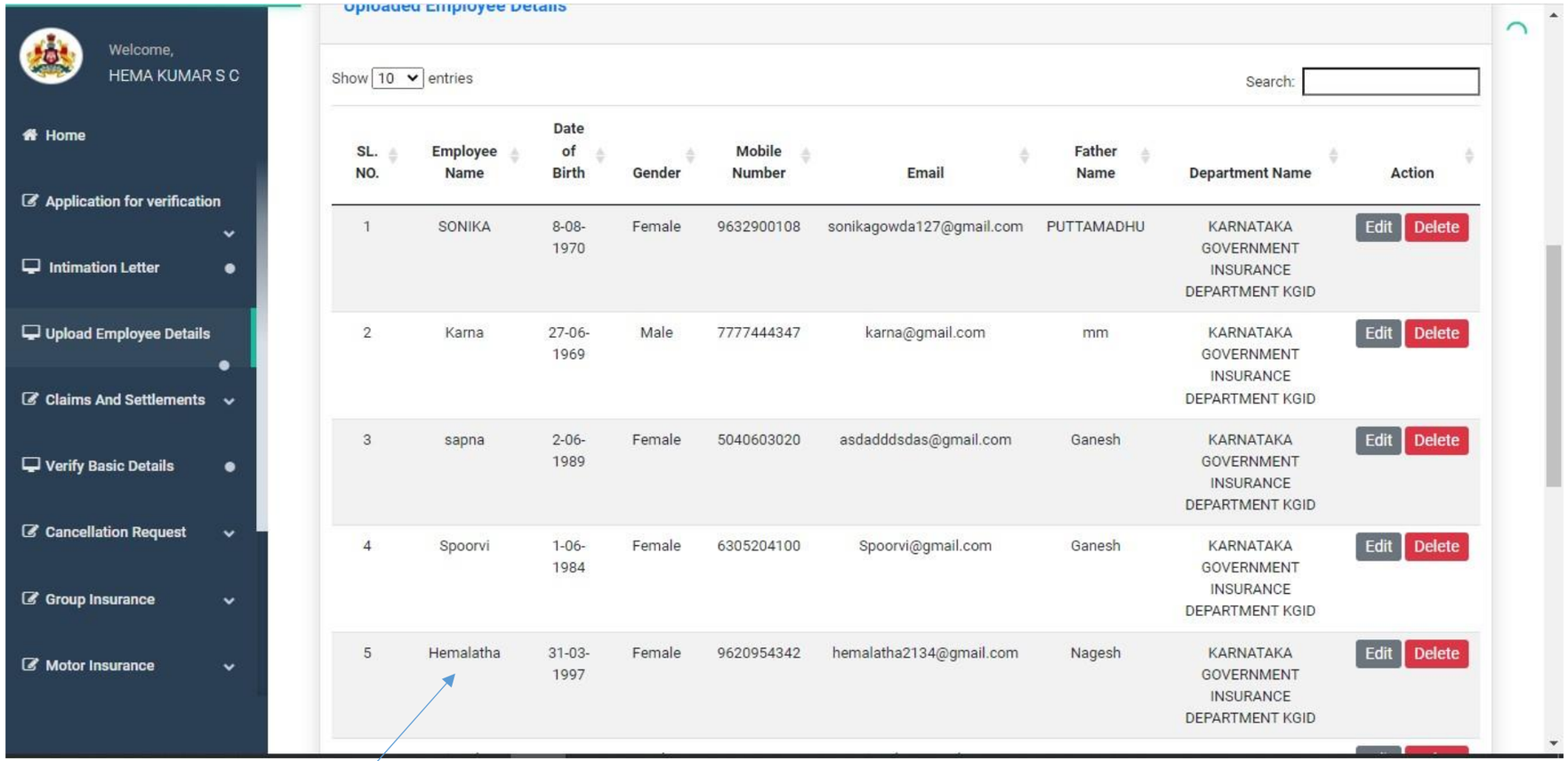
9. DDO Code, Department code, and the Place of posting are displayed.
10. DDO has to enter the Employee details (all fields are mandatory).



11. After Entering the Employee details, Click on save button.



12. After Entering Employee details, It will display in DDO Login page.



After Saving the Employee details, it will display on DDO Login.

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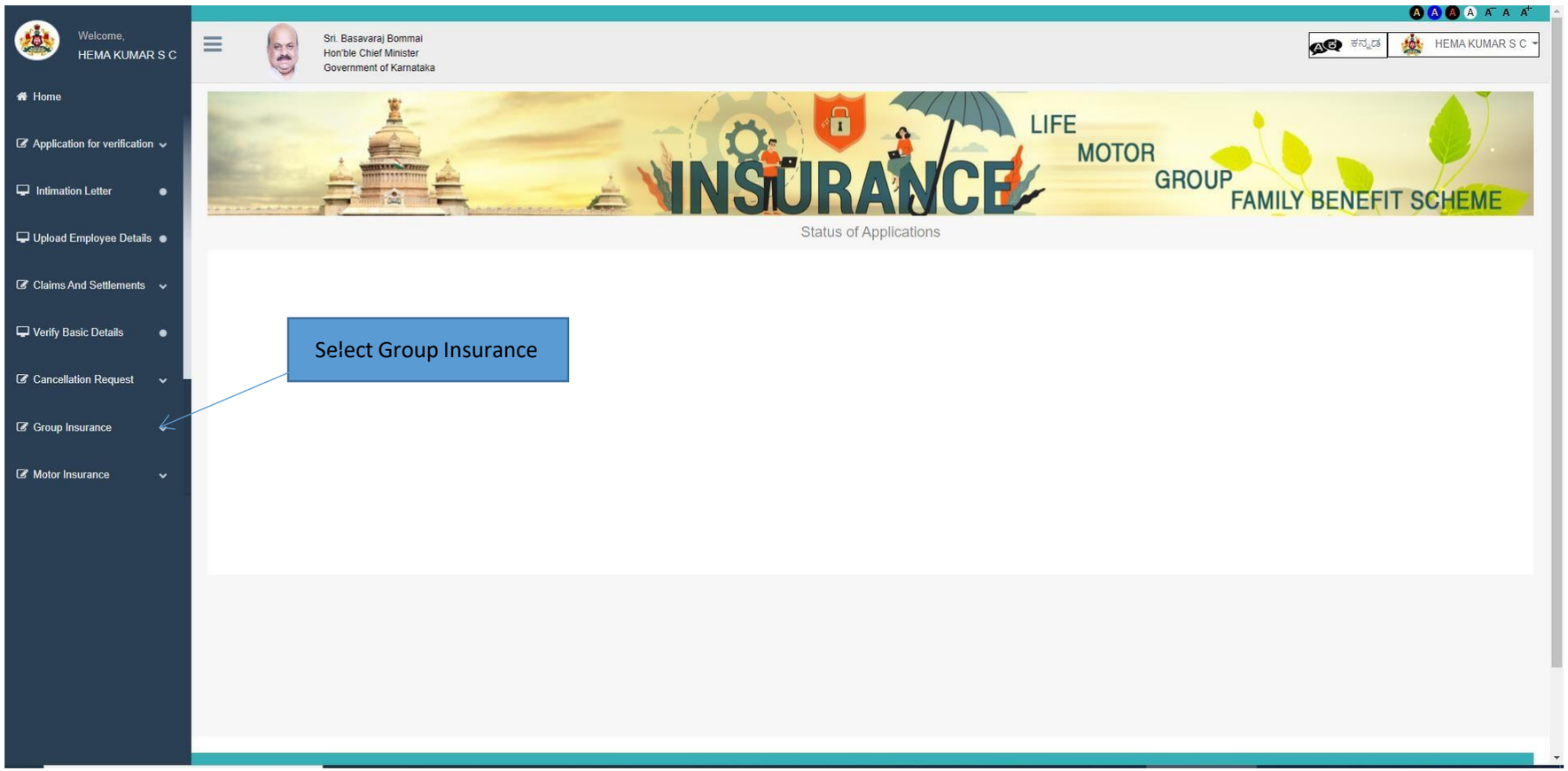
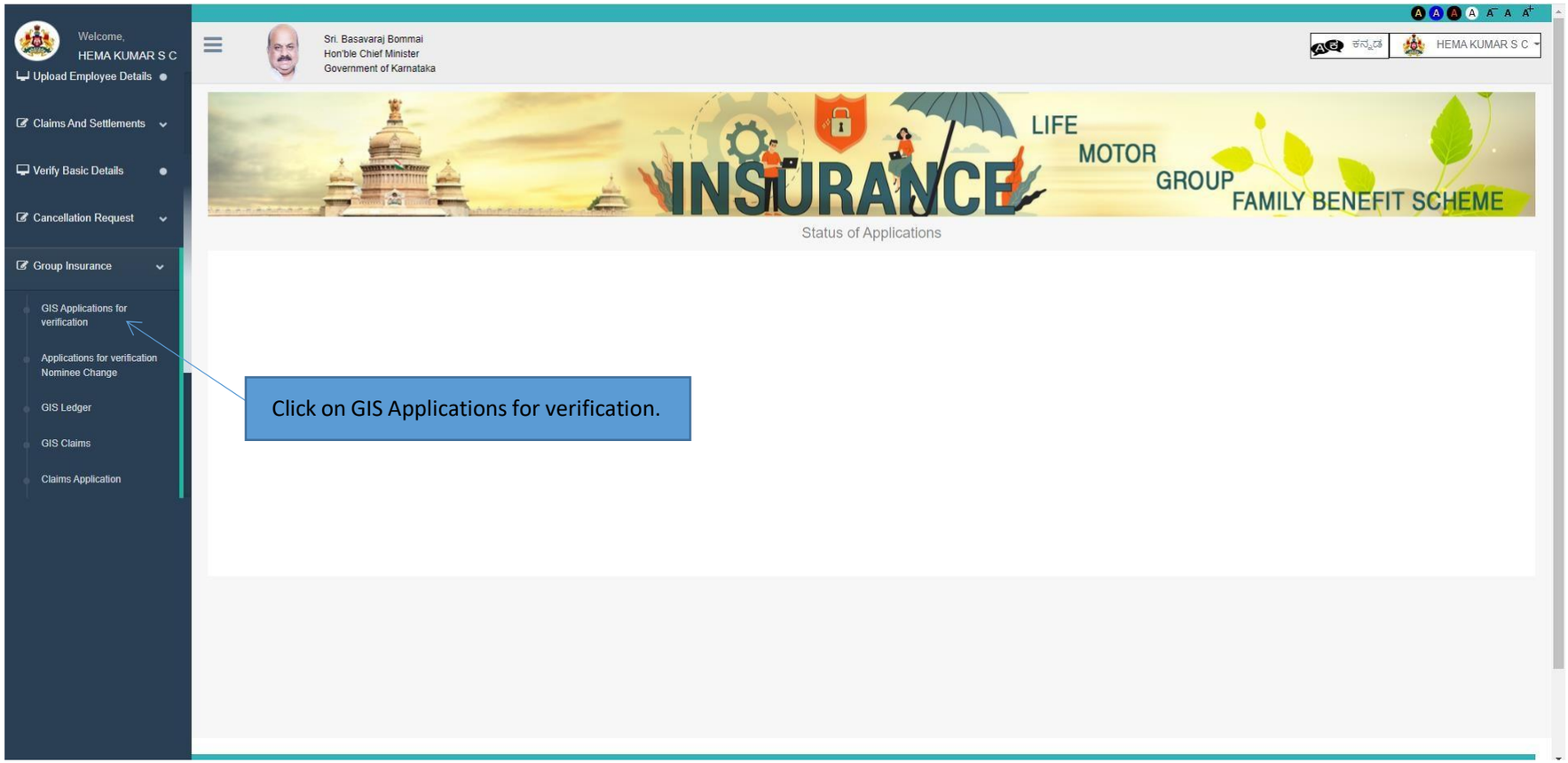
DDO- Verification and Scrutiny of GIS Employee Details.

After the New Employee who has joined the government service submits his/her GIS Application in their respective Employee login, the DDO has to verify the GIS Applications as per the following screens.

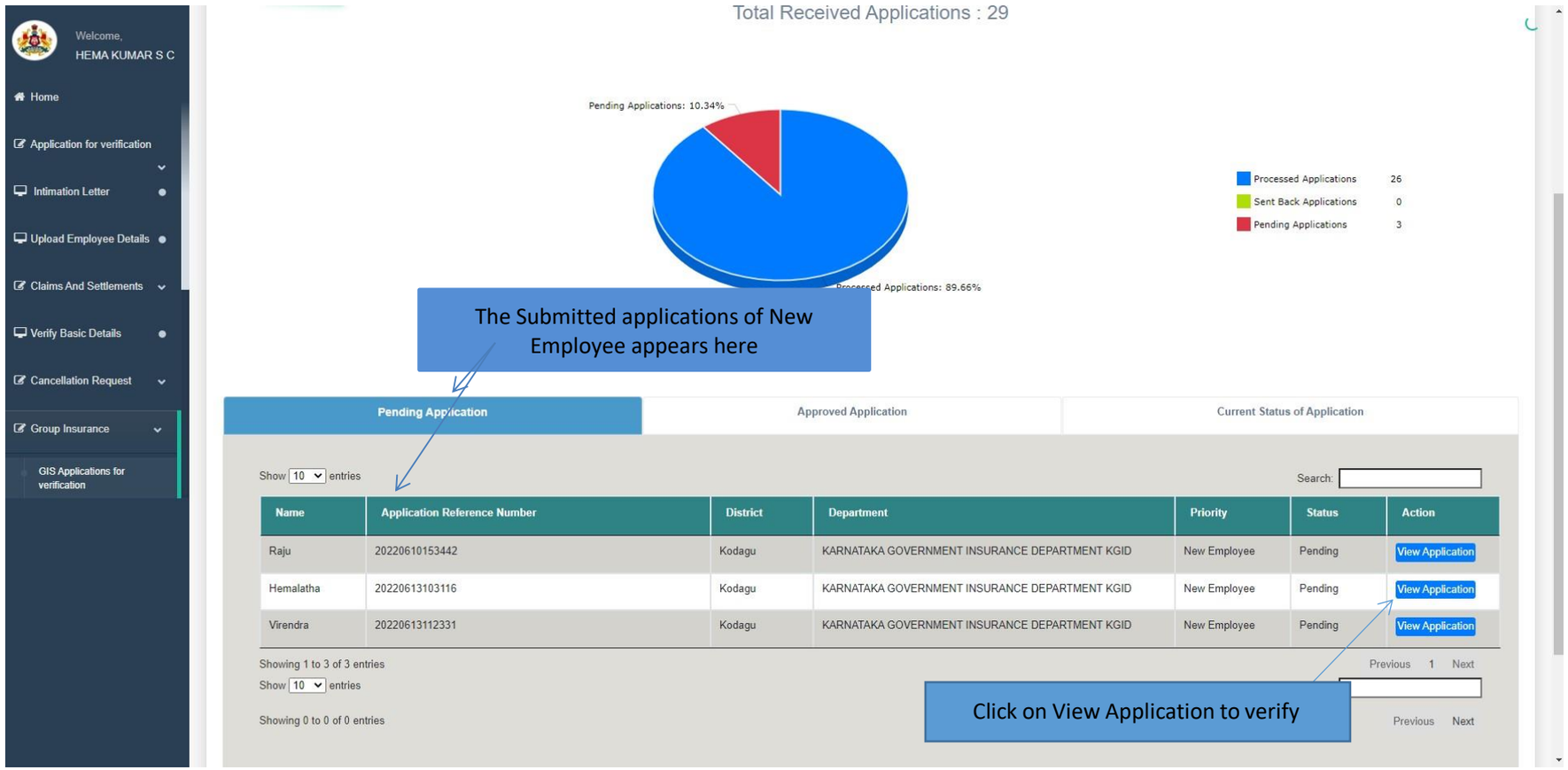
1. In DDO Login, Click on Group Insurance.



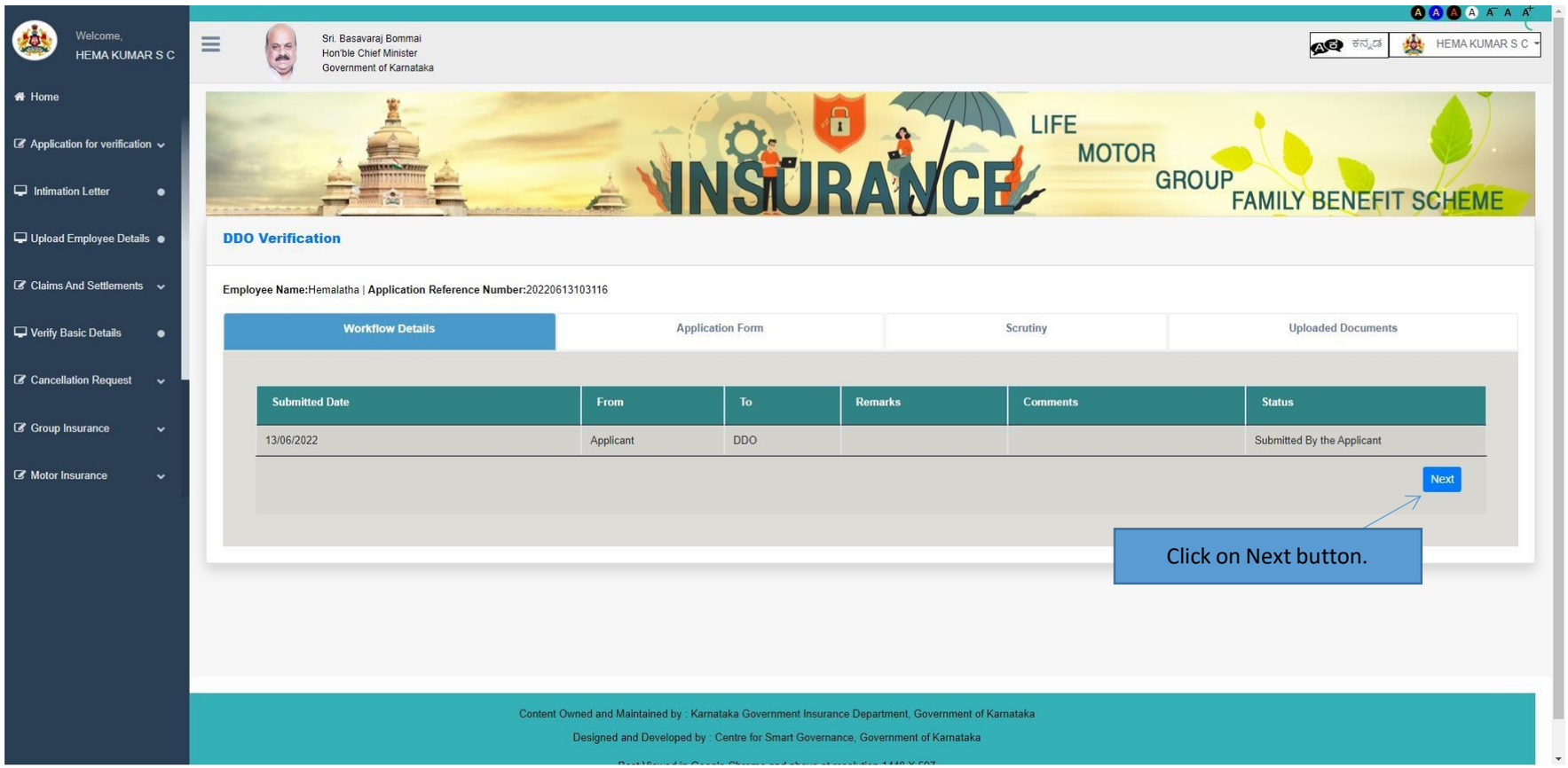
2. In Group Insurance, Select GIS Application for verification.



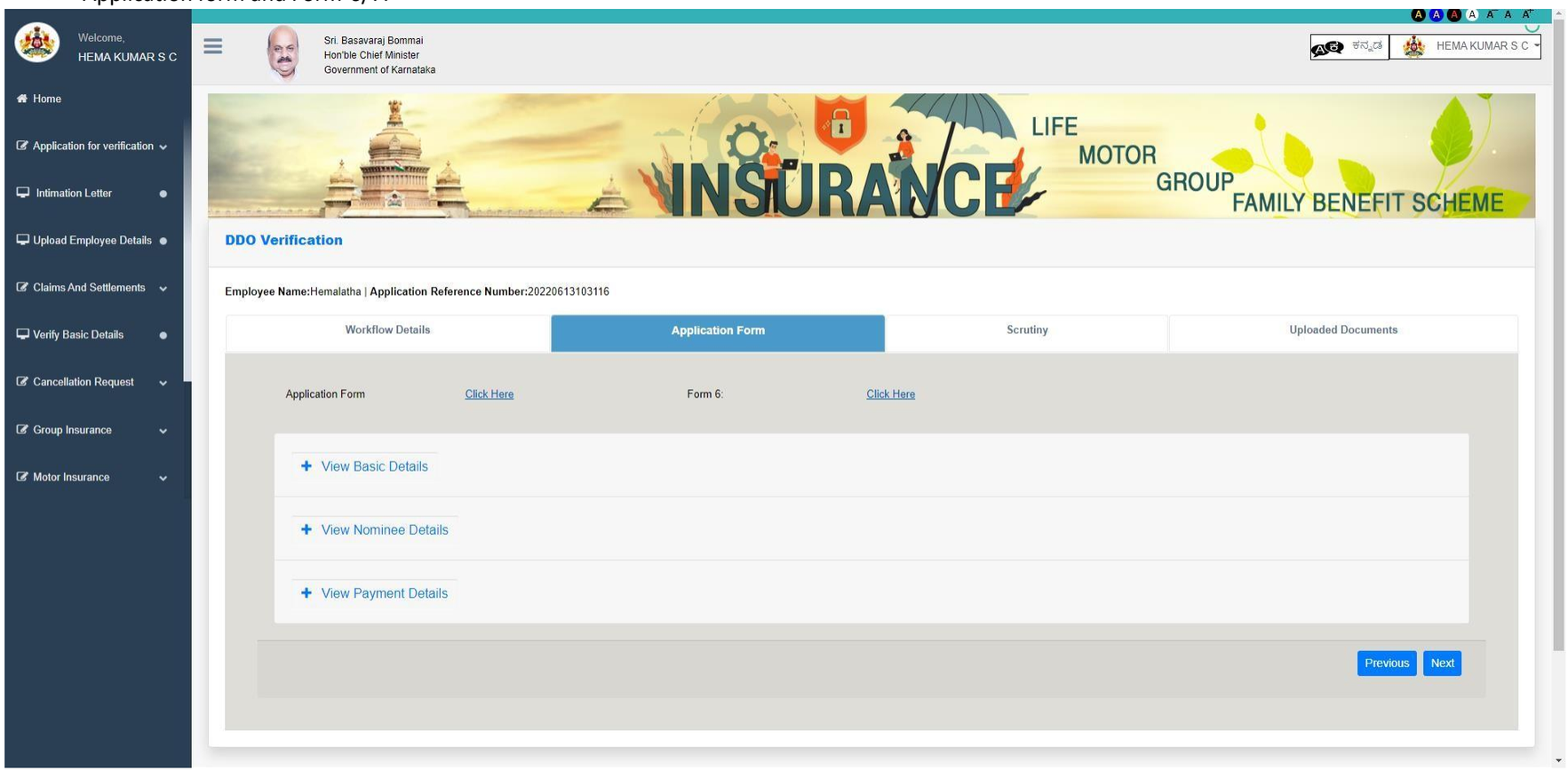
3. Select New Employee Application to verify.



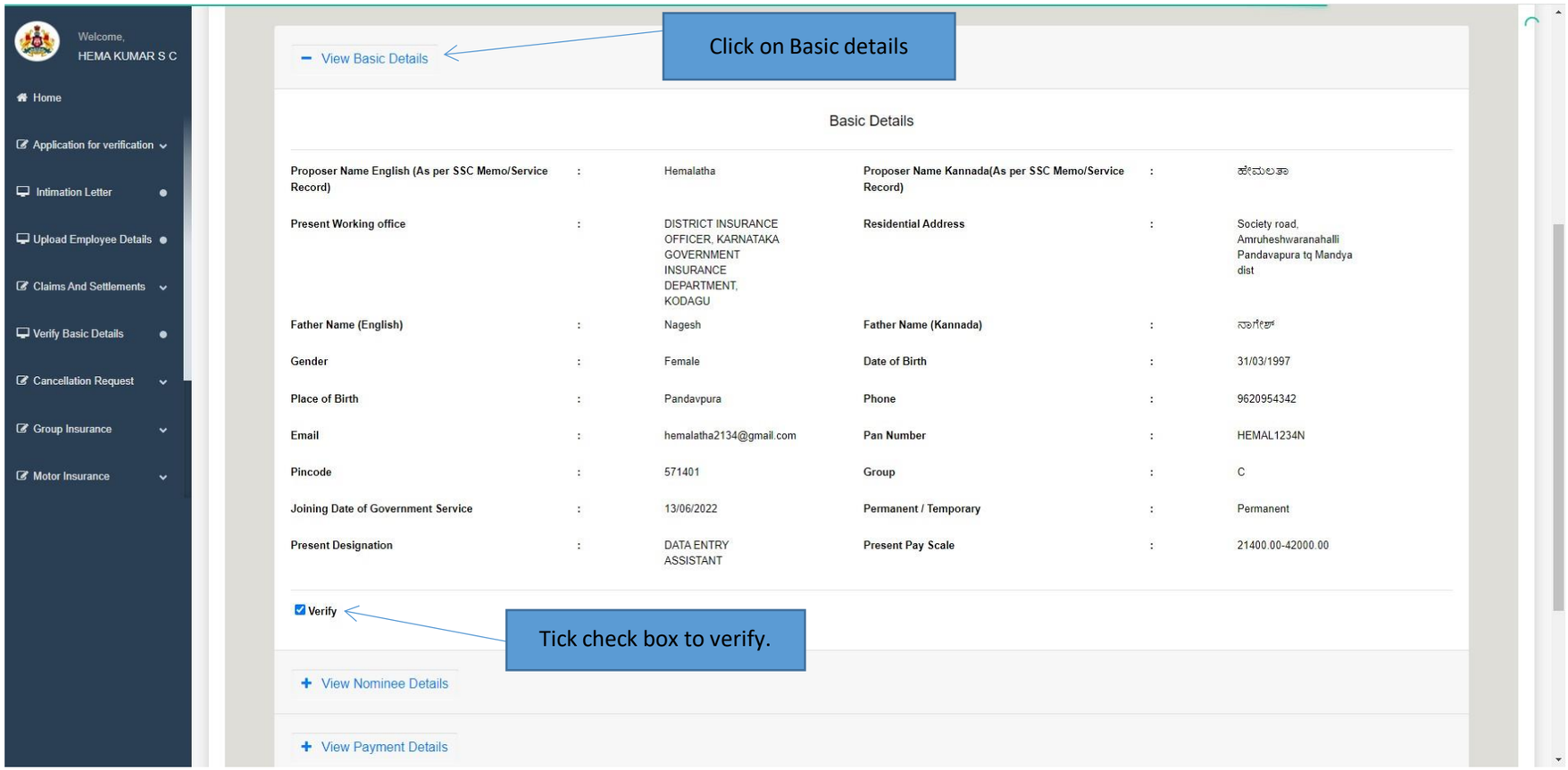
4. Click on Next to proceed further.



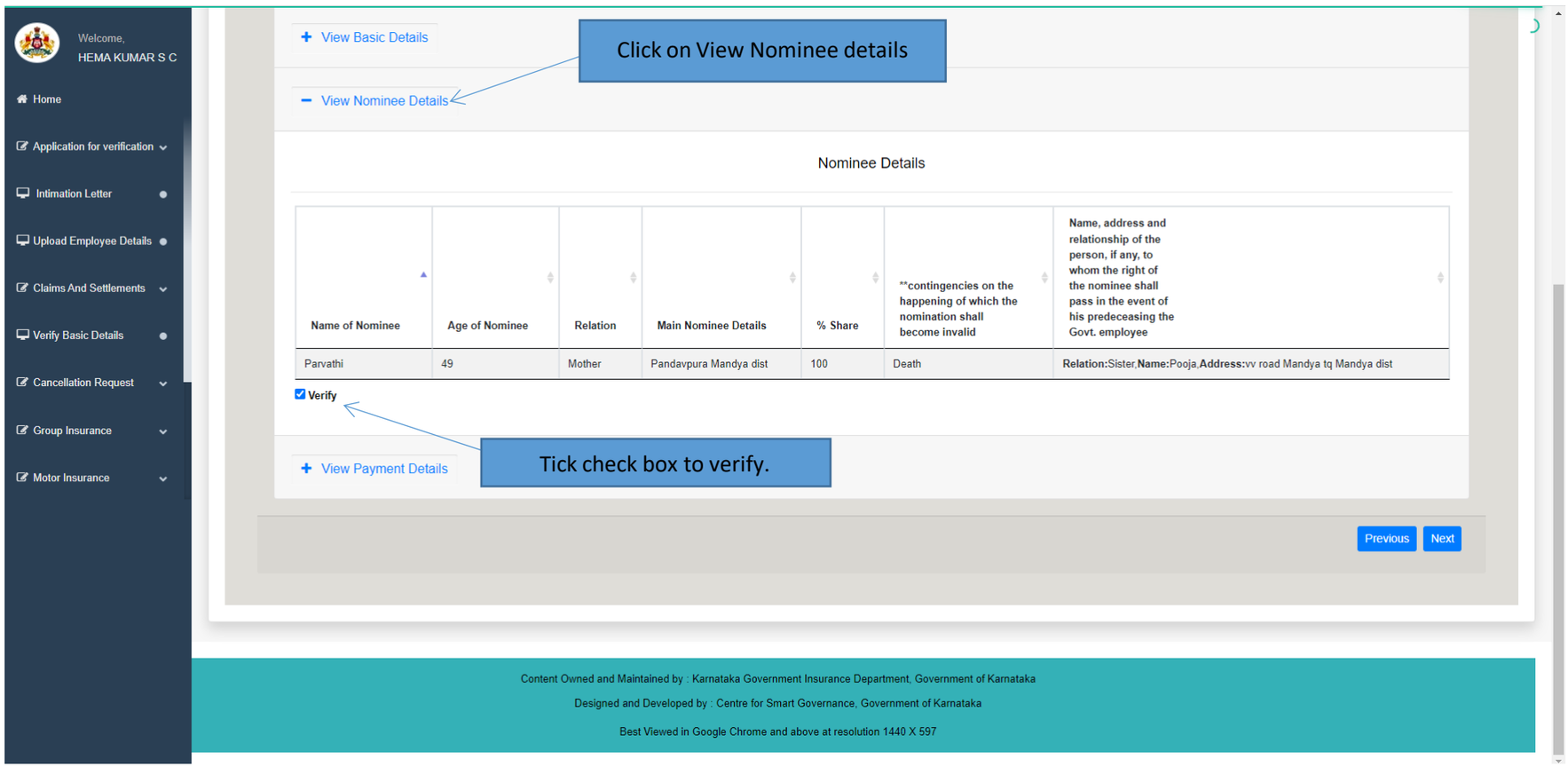
5. DDO has to verify the following details in the submitted Applications.
    - Basic Details.
    - Nominee Details.
    - Payment Details.
    - Application form and Form-6/7.



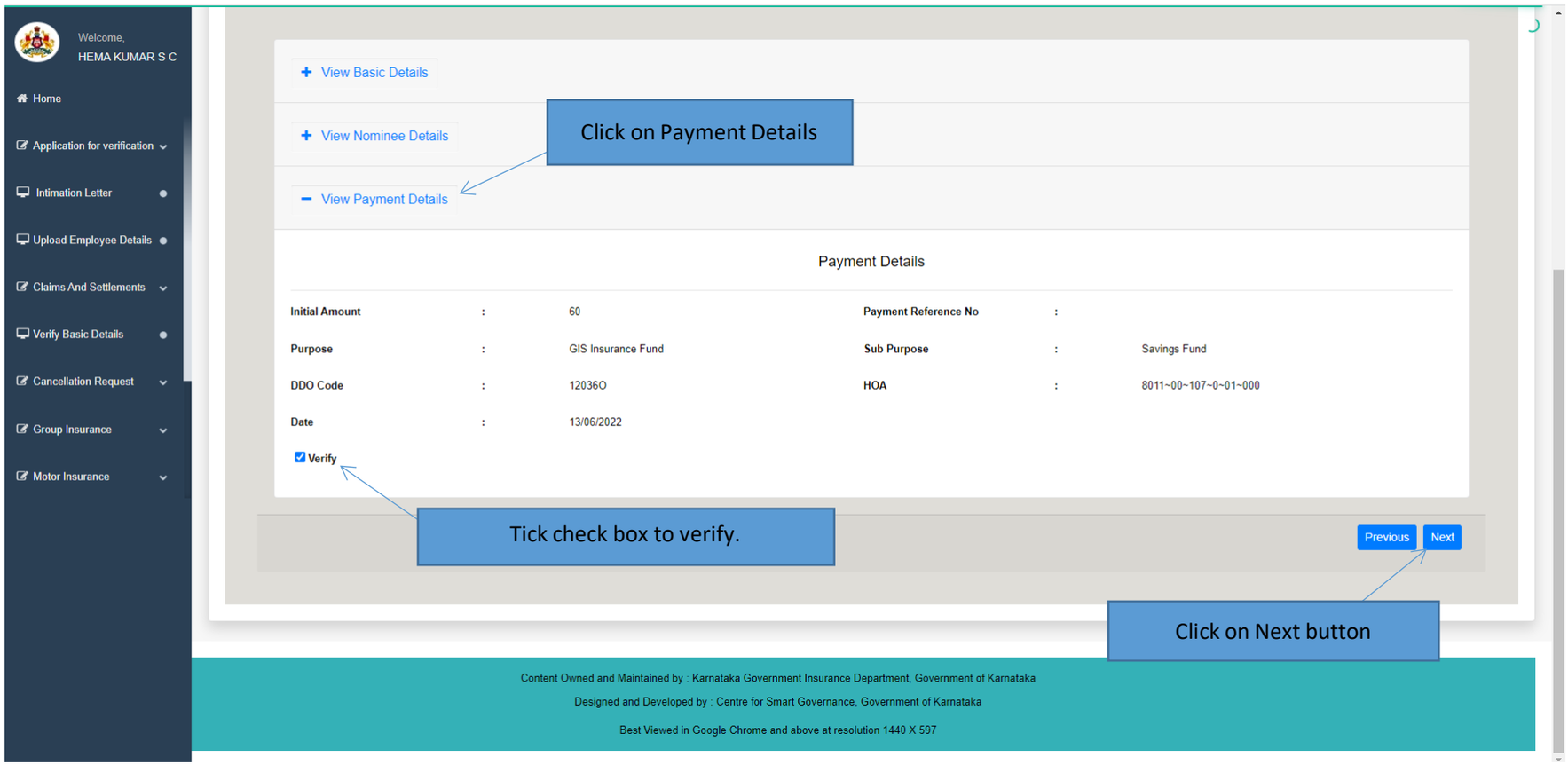
6. Click on **View Basic Details** to check Employee basic details.
7. To verify the basic details, tick the check box.



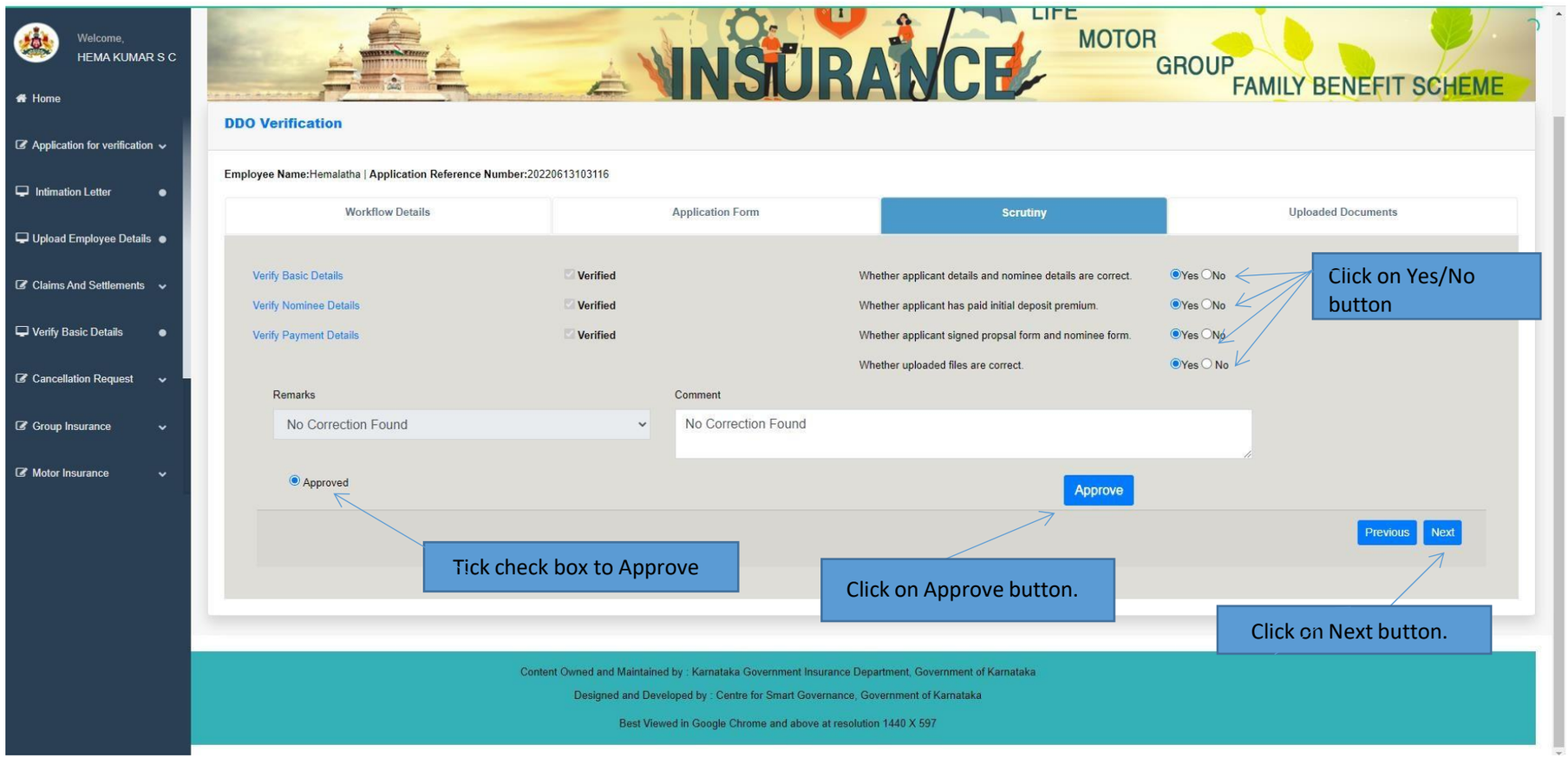
8. Click on **View Nominee Details** to check Employee nominee details.
9. To verify the Nominee details, tick the check box.



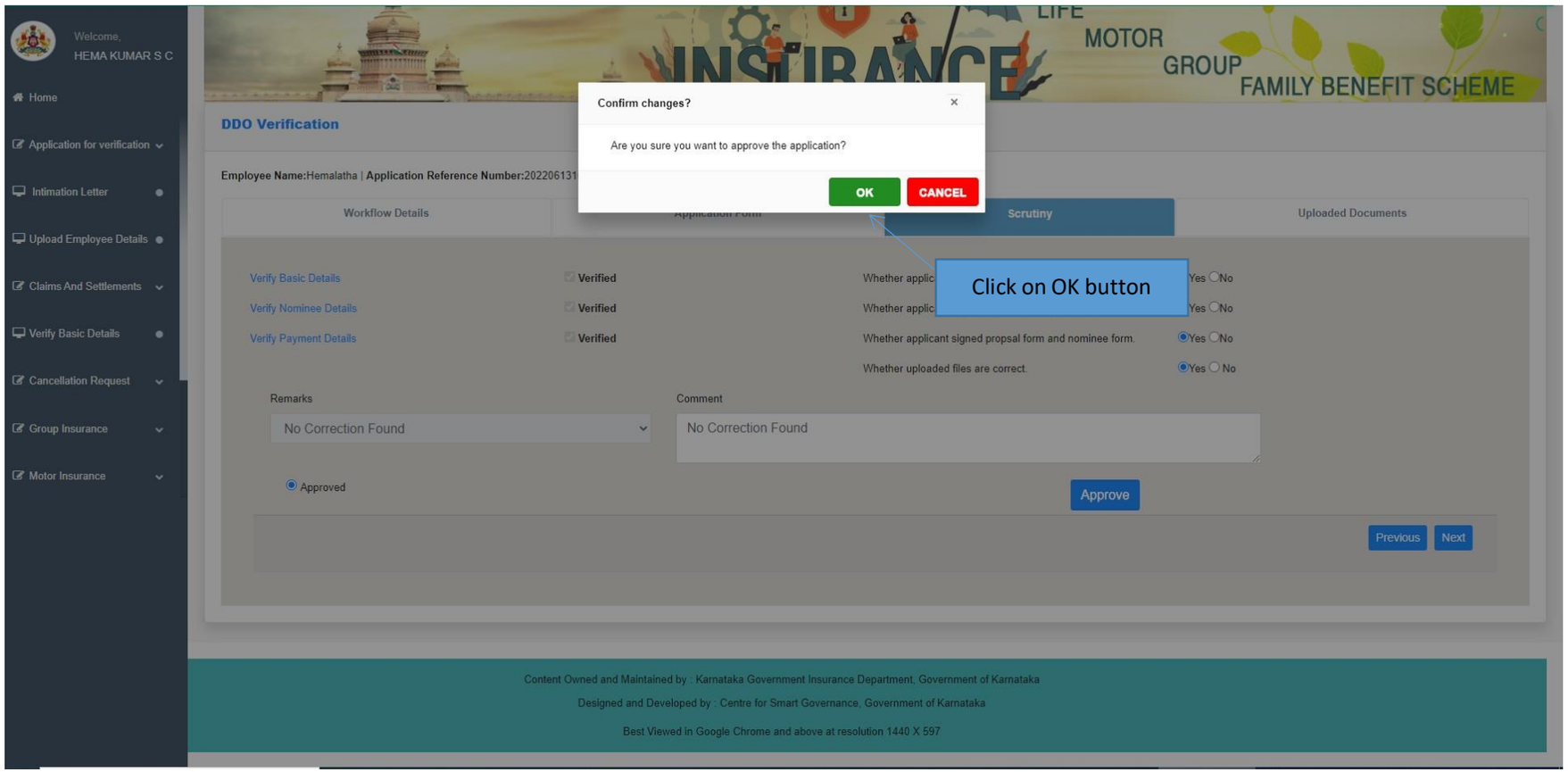
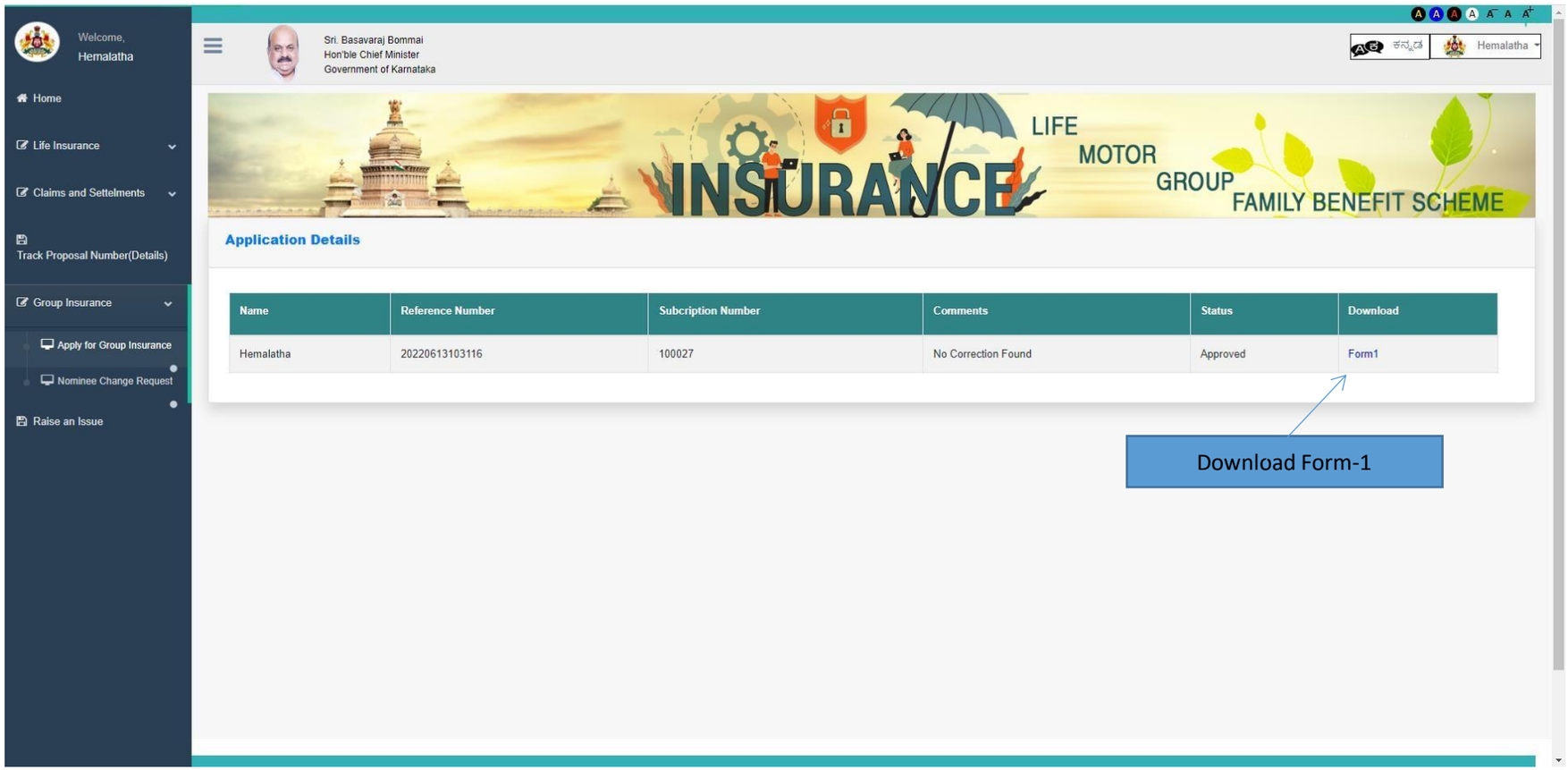
10. Click on **View Payment details** to check.
11. To verify the Payment details, tick the check box
12. Click on Next button to proceed further.



13. DDO has to verify Scrutiny.
14. Tick **'Yes'** if mentioned details are correct.
15. If mentioned details are incorrect, click on **'No'** button and click on **'send back to employee'** button(which will appear).
16. If no corrections are required, then the DDO can approve by clicking on Approve button.
17. Click on Next button.



18. Click on OK button to approve the Application.



19. After the Approval of Application by DDO, Employee will get **Form-1** in their login (New Employee Login).
20. If the GIS Application is sent back by the DDO, Employee has to edit the details as said by the DDO and resubmit it to DDO.