



**(<https://kgidonline.karnataka.gov.in>)**

**GIS - USER MANUAL FOR DDOs**  
**Karnataka Government Insurance Department**

Government of Karnataka

Prepared by  
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## **UPLOAD OF NEW EMPLOYEE DETAILS IN DDO LOGIN**

## Karnataka Government Insurance Department Web

- Enter the URL (<https://kgid.karnataka.gov.in/>)
- Select KGID Login tab.

The screenshot shows the KGID website interface. At the top, there is a header with the Government of Karnataka logo and the text "ಕರ್ನಾಟಕ ಸರ್ಕಾರ ವಿಮಾ ಇಲಾಖೆ" and "ಕರ್ನಾಟಕ ಸರ್ಕಾರ". Below the header, there is a navigation menu with icons for Home, User Profile, Services, News, and Contact. The main content area features a large circular graphic with four segments: "ಜೀವ ವಿಮೆ" (Life Insurance), "ವಾಹನ ವಿಮೆ" (Motor Insurance), "ಸಾಮೂಹಿಕ ವಿಮಾ ಯೋಜನೆ" (Group Insurance Scheme), and "ಕುಟುಂಬ ಕಲ್ಯಾಣ ನಿಧಿ" (Family Welfare Fund). A blue box labeled "Select KGID login." points to the "ಕೆಜಿಐಡಿ ಲಾಗಿನ್" (KGID Login) option, which is selected with a checked checkbox. Below the login options, there are input fields for "ಕೆಜಿಐಡಿ ಸಂಖ್ಯೆ" (KGID Number) and "ಮೊಬೈಲ್ ಸಂಖ್ಯೆ" (Mobile Number).

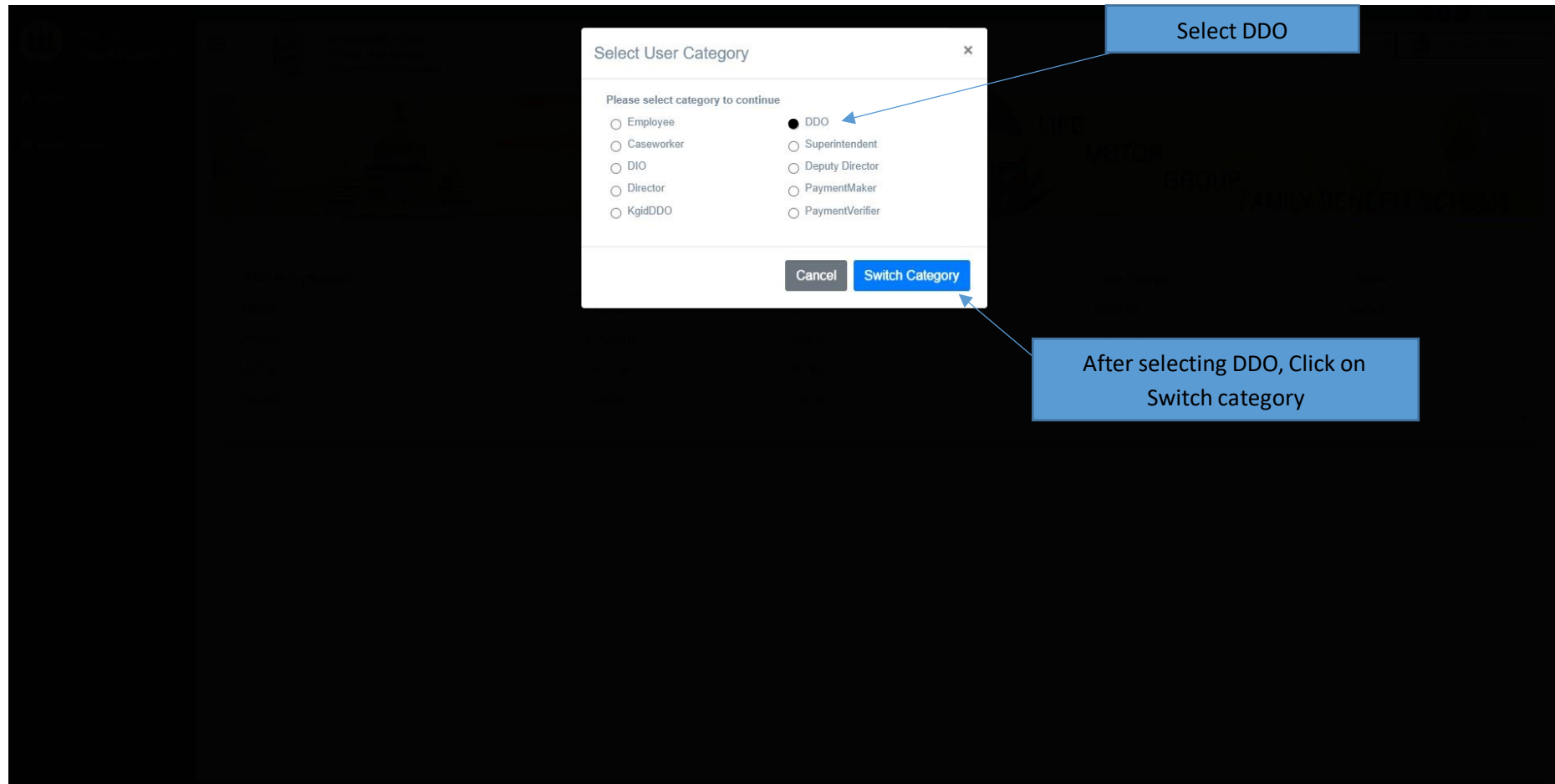
1. Select “KGID login” tab.
2. DDO has to enter his KGID number and then Mobile number is auto-fetched.
3. Click on Generate button to get OTP.

The screenshot displays the KGID login page. On the left, a circular menu highlights the 'KGID login' tab. The main form area includes a header with the user's name and title, a language selector set to 'English', and a navigation bar with icons for home, profile, and other services. The login form has three input fields: 'KGID number' (containing 1883311), 'Mobile number' (containing 95\*\*\*\*\*50), and a 'Generate OTP' button. Annotations with blue boxes point to these fields: 'Enter DDO's KGID number' points to the KGID field, 'Mobile number is auto fetched' points to the mobile number field, and 'Click on generate OTP' points to the button. A circular menu on the left contains icons for 'ಜೀವ ವಿಮೆ', 'ವಾಹನ ವಿಮೆ', 'ಕುಟುಂಬ ಕಲ್ಯಾಣ ನಿಧಿ', and 'ಜೀವ ವಿಮೆ'.

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

The screenshot shows the login interface of the Government of Karnataka's KGIID portal. The header includes the user's name, 'ಶ್ರೀ. ಬಸವರಾಜ ದೊಮ್ಮಾಯಿ ಮಾನ್ಯ ಮುಖ್ಯಮಂತ್ರಿಗಳ ಕರ್ನಾಟಕ ಸರ್ಕಾರ', and the Government of Karnataka logo. A navigation menu is visible below the header. The main content area features a circular menu with icons for 'ಜೀವ ವಿಮೆ', 'ವಾಹನ ವಿಮೆ', 'ಸಾಮೂಹಿಕ ವಿಮಾ ಯೋಜನೆ', and 'ಕುಟುಂಬ'. The login form is the central focus, with fields for 'ಕೆಜಿಐಡಿ ಸಂಖ್ಯೆ' (1883311), 'ಮೊಬೈಲ್ ಸಂಖ್ಯೆ' (95\*\*\*\*\*50), and 'ಒಟಿಪಿ' (1245). A 'Generate OTP' button is present, and a 'Time left : 150 seconds' timer is shown. A captcha image with the text 'JJGEGD' is displayed, with an 'Enter Captcha' annotation. A blue box with the text 'Enter the OTP' points to the OTP input field. A green 'Login' button is at the bottom of the form, with a blue box containing the text 'After entering OTP and captcha, click on Login.' pointing to it.

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.

Welcome,  
HEMA KUMAR S C

Sri. Basavaraj Bommai  
Hon'ble Chief Minister  
Government of Karnataka

HEMA KUMAR S C

- Home
- Application for verification
- Intimation Letter
- Upload Employee Details**
- Claims And Settlements
- Verify Basic Details
- Cancellation Request
- Group Insurance
- Motor Insurance

**INSURANCE**  
LIFE MOTOR GROUP  
FAMILY BENEFIT SCHEME

Status of Applications

Select Upload Employee Details.

8. Click on Add New Employee.

The screenshot shows the user interface of the Insurance Group Family Benefit Scheme portal. At the top, there is a header with the user's name, HEMA KUMAR S C, and the Government of Karnataka logo. Below the header is a banner for the insurance scheme. The main content area includes three download links for master data sheets: "New Employee Details", "Sample Employee Details Data", and "Designation Master Data Sheet". Below these links is the "Upload Employee Data" section, which contains a file upload field with a "Choose File" button and an "Add New Employee" button. A blue callout box with an arrow points to the "Add New Employee" button, with the text "Click on Add New Employee". Below the upload section is a table titled "Uploaded Employee Details" showing a list of employees with columns for SL. NO., Employee Name, Date of Birth, Gender, Mobile Number, Email, Father Name, Department Name, and Action. The table contains five rows of employee data.

Master Data Sheet To Upload "New Employee Details"  
[Click Here to Download](#)

Master Data Sheet To Upload "Sample Employee Details Data"  
[Click Here to Download](#)

Designation Master Data Sheet  
[Click Here to Download](#)

**Upload Employee Data**

Select File To Upload  No file chosen OR

**Uploaded Employee Details**

Show  entries Search:

SL. NO.	Employee Name	Date of Birth	Gender	Mobile Number	Email	Father Name	Department Name	Action
1	Virendra	31-12-1962	Male	5666666666	Viru_dra@gmail.com	Erappa	KARNATAKA GOVERNMENT INSURANCE DEPARTMENT KGID	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2	Saranya	10-06-1986	Female	1234561234	saran_ry@gmail.com	Dinesh	KARNATAKA GOVERNMENT INSURANCE DEPARTMENT KGID	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
3	janu	14-06-1990	Female	6969339339	Janu12345@gmail.com	ajit	KARNATAKA GOVERNMENT INSURANCE DEPARTMENT KGID	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
4	Raju	10-06-1988	Male	9879879879	RajuSomu@gmail.com	Somu	KARNATAKA GOVERNMENT INSURANCE DEPARTMENT KGID	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
5	shanth	20-09-1962	Female	9666666666	kumar11@gmail.com	kumar	KARNATAKA GOVERNMENT INSURANCE DEPARTMENT KGID	<input type="button" value="Edit"/> <input type="button" value="Delete"/>



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

Welcome,  
HEMA KUMAR S C

- Home
- Application for verification
- Intimation Letter
- Upload Employee Details
- Claims And Settlements
- Verify Basic Details
- Cancellation Request
- Group Insurance
- Motor Insurance

### Add New Employee Details

<p>Proposer Name English(As per SSC Memo / Service Record )</p> <p>*</p> <input type="text"/> <p>The Proposer Name entered here should be accurate since it reflects in the Policy Bond (Preferably Unicode).</p> <p>Proposer Name Kannada(As per SSC Memo/Service Record)</p> <input type="text"/> <p>Gender*</p> <p>-- Select Gender --</p> <p>Date of birth*</p> <input type="text"/> <p>DDO code*</p> <p>120360</p> <p>Date of Joining Post*</p> <input type="text"/>	<p>Father Name(English)</p> <input type="text"/> <p>The Father Name entered here should be accurate since it reflects in the Policy Bond (Preferably Unicode).</p> <p>Father Name(Kannada)</p> <input type="text"/> <p>Mobile number*</p> <input type="text"/> <p>Place of birth*</p> <input type="text"/> <p>Date of appointment*</p> <input type="text"/> <p>Pay Scale Code*</p> <p>--Select Payscale code--</p>	<p>Spouse Name(English)</p> <input type="text"/> <p>The Spouse name entered here should be accurate since it reflects in the Policy Bond (Preferably Unicode).</p> <p>Spouse name(Kannada)</p> <input type="text"/> <p>Email address*</p> <input type="text"/> <p>Department code*</p> <p>12C</p> <p>PAN number*</p> <input type="text"/> <p>Employment Type*</p> <p>Permanent</p>
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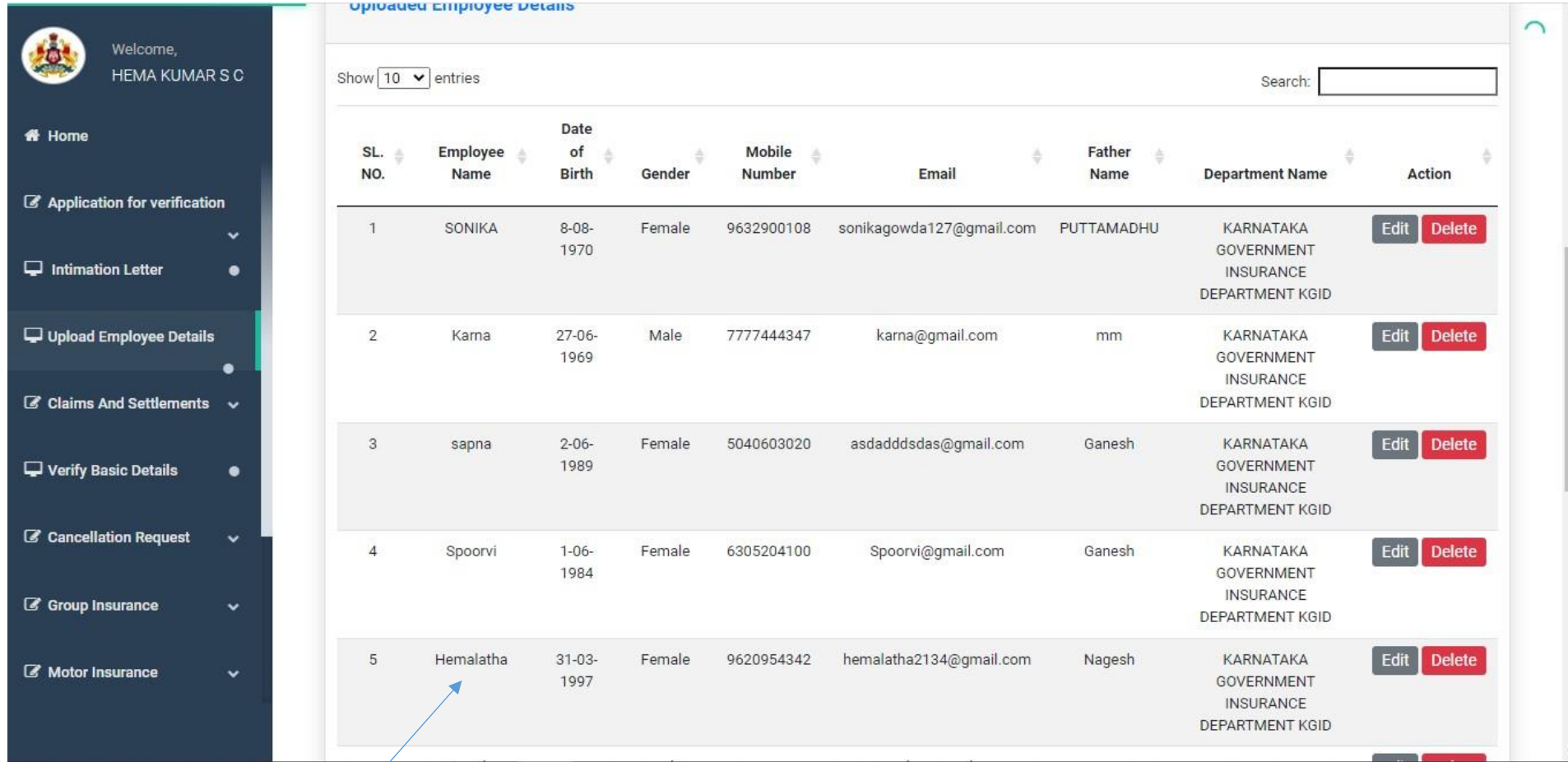
11. After Entering the Employee details, Click on save button.

**Add New Employee Details**

Proposer Name English(As per SSC Memo / Service Record )*	Father Name(English)	Spouse Name(English)
<input type="text" value="Hemalatha"/>	<input type="text" value="Nagesh"/>	<input type="text"/>
<small>The Proposer Name entered here should be accurate since it reflects in the Policy Bond (Preferably Unicode).</small>	<small>The Father Name entered here should be accurate since it reflects in the Policy Bond (Preferably Unicode).</small>	<small>The Spouse name entered here should be accurate since it reflects in the Policy Bond (Preferably Unicode).</small>
Proposer Name Kannada(As per SSC Memo/Service Record)	Father Name(Kannada)	Spouse name(Kannada)
<input type="text" value="ಹೇಮಲತಾ"/>	<input type="text" value="ನಾಗೇಶ್"/>	<input type="text"/>
Gender*	Mobile number*	Email address*
<input type="text" value="Female"/>	<input type="text" value="9620954342"/>	<input type="text" value="hemalatha2134@gmail.com"/>
Date of birth*	Place of birth*	Department code*
<input type="text" value="31-03-1997"/>	<input type="text" value="Pandavpura"/>	<input type="text" value="12C"/>
DDO code*	Date of appointment*	PAN number*
<input type="text" value="12036O"/>	<input type="text" value="11-06-2022"/>	<input type="text" value="ABCDE1234F"/>
Date of Joining Post*	Pay Scale Code*	Employment Type*
<input type="text" value="13-06-2022"/>	<input type="text" value="21400.00-42000.00"/>	<input type="text" value="Permanent"/>
Designation*	Group*	
<input type="text" value="DATA ENTRY ASSISTANT"/>	<input type="text" value="C"/>	
Place of Posting*		
<input type="text" value="DISTRICT INSURANCE OFFICER, KARNATAKA GOVERNMENT INSURANCE DEPARTMENT, KODAGU"/>		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

After entering employee details,  
click on save button.

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



Uploaded Employee Details

Show  entries Search:

SL. NO.	Employee Name	Date of Birth	Gender	Mobile Number	Email	Father Name	Department Name	Action
1	SONIKA	8-08-1970	Female	9632900108	sonikagowda127@gmail.com	PUTTAMADHU	KARNATAKA GOVERNMENT INSURANCE DEPARTMENT KGID	<a href="#">Edit</a> <a href="#">Delete</a>
2	Karna	27-06-1969	Male	7777444347	karna@gmail.com	mm	KARNATAKA GOVERNMENT INSURANCE DEPARTMENT KGID	<a href="#">Edit</a> <a href="#">Delete</a>
3	sapna	2-06-1989	Female	5040603020	asdadddsdas@gmail.com	Ganesh	KARNATAKA GOVERNMENT INSURANCE DEPARTMENT KGID	<a href="#">Edit</a> <a href="#">Delete</a>
4	Spoorvi	1-06-1984	Female	6305204100	Spoorvi@gmail.com	Ganesh	KARNATAKA GOVERNMENT INSURANCE DEPARTMENT KGID	<a href="#">Edit</a> <a href="#">Delete</a>
5	Hemalatha	31-03-1997	Female	9620954342	hemalatha2134@gmail.com	Nagesh	KARNATAKA GOVERNMENT INSURANCE DEPARTMENT KGID	<a href="#">Edit</a> <a href="#">Delete</a>

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

## **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.

Welcome,  
HEMA KUMAR S C

Sri. Basavaraj Bommai  
Hon'ble Chief Minister  
Government of Karnataka

ಕರ್ನಾಟಕ  
HEMA KUMAR S C

Home

Application for verification

Intimation Letter

Upload Employee Details

Claims And Settlements

Verify Basic Details

Cancellation Request

Group Insurance

Motor Insurance

INSURANCE

LIFE MOTOR GROUP

FAMILY BENEFIT SCHEME

Status of Applications

Select Group Insurance

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


The screenshot displays the user interface of the Group Insurance portal. The top navigation bar includes the user's name, HEMA KUMAR S C, and the profile of Sri. Basavaraj Bommai, Hon'ble Chief Minister, Government of Karnataka. The main header features a banner for 'INSURANCE' with sub-categories: LIFE, MOTOR, GROUP, and FAMILY BENEFIT SCHEME. Below the banner, the text 'Status of Applications' is visible. On the left, a dark sidebar menu lists various options: Upload Employee Details, Claims And Settlements, Verify Basic Details, Cancellation Request, and Group Insurance. Under the 'Group Insurance' section, the following options are listed: GIS Applications for verification, Applications for verification Nominee Change, GIS Ledger, GIS Claims, and Claims Application. A blue callout box with the text 'Click on GIS Applications for verification.' has an arrow pointing to the 'GIS Applications for verification' menu item.

### 3. Select New Employee Application to verify.

Welcome,  
HEMA KUMAR S C

- Home
- Application for verification
- Intimation Letter
- Upload Employee Details
- Claims And Settlements
- Verify Basic Details
- Cancellation Request
- Group Insurance
- GIS Applications for verification

Total Received Applications : 29



Processed Applications	26
Sent Back Applications	0
Pending Applications	3

The Submitted applications of New Employee appears here

Pending Application

Approved Application

Current Status of Application

Show 10 entries

Search:

Name	Application Reference Number	District	Department	Priority	Status	Action
Raju	20220610153442	Kodagu	KARNATAKA GOVERNMENT INSURANCE DEPARTMENT KGID	New Employee	Pending	<a href="#">View Application</a>
Hemalatha	20220613103116	Kodagu	KARNATAKA GOVERNMENT INSURANCE DEPARTMENT KGID	New Employee	Pending	<a href="#">View Application</a>
Virendra	20220613112331	Kodagu	KARNATAKA GOVERNMENT INSURANCE DEPARTMENT KGID	New Employee	Pending	<a href="#">View Application</a>

Showing 1 to 3 of 3 entries

Show 10 entries

Showing 0 to 0 of 0 entries

Previous 1 Next

Click on View Application to verify

4. Click on Next to proceed further.

Welcome,  
HEMA KUMAR S C

Sri. Basavaraj Bommai  
Hon'ble Chief Minister  
Government of Karnataka

HEMA KUMAR S C

# INSURANCE

LIFE MOTOR GROUP FAMILY BENEFIT SCHEME

## DDO Verification

Employee Name:Hemalatha | Application Reference Number:20220613103116

Workflow Details		Application Form		Scrutiny		Uploaded Documents	
Submitted Date	From	To	Remarks	Comments	Status		
13/06/2022	Applicant	DDO			Submitted By the Applicant		

Next

Click on Next button.

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5. DDO has to verify the following details in the submitted Applications.

- Basic Details.
- Nominee Details.
- Payment Details.
- Application form and Form-6/7.

The screenshot shows a web application interface for DDO Verification. The header includes a welcome message for HEMA KUMAR S C and the name of the Hon'ble Chief Minister, Sri. Basavaraj Bommai, Government of Karnataka. A navigation menu on the left lists various options like Home, Application for verification, Intimation Letter, Upload Employee Details, Claims And Settlements, Verify Basic Details, Cancellation Request, Group Insurance, and Motor Insurance. The main content area features a banner for the 'INSURANCE LIFE MOTOR GROUP FAMILY BENEFIT SCHEME' and a 'DDO Verification' section. This section displays the employee name 'Hemalatha' and application reference number '20220613103116'. Below this, there are tabs for 'Workflow Details', 'Application Form', 'Scrutiny', and 'Uploaded Documents'. The 'Application Form' tab is active, showing links for 'Application Form' and 'Form 6'. Three expandable sections are visible: '+ View Basic Details', '+ View Nominee Details', and '+ View Payment Details'. At the bottom right, there are 'Previous' and 'Next' navigation buttons.

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

Welcome,  
HEMA KUMAR S C

- Home
- Application for verification
- Intimation Letter
- Upload Employee Details
- Claims And Settlements
- Verify Basic Details
- Cancellation Request
- Group Insurance
- Motor Insurance

[View Basic Details](#)

### Basic Details

Proposer Name English (As per SSC Memo/Service Record)	: Hemalatha	Proposer Name Kannada(As per SSC Memo/Service Record)	: ಹೇಮಲತಾ
Present Working office	: DISTRICT INSURANCE OFFICER, KARNATAKA GOVERNMENT INSURANCE DEPARTMENT, KODAGU	Residential Address	: Society road, Amruheshwaranahalli Pandavapura tq Mandya dist
Father Name (English)	: Nagesh	Father Name (Kannada)	: ನಾಗೇಶ್
Gender	: Female	Date of Birth	: 31/03/1997
Place of Birth	: Pandavpura	Phone	: 9620954342
Email	: hemalatha2134@gmail.com	Pan Number	: HEMAL1234N
Pincode	: 571401	Group	: C
Joining Date of Government Service	: 13/06/2022	Permanent / Temporary	: Permanent
Present Designation	: DATA ENTRY ASSISTANT	Present Pay Scale	: 21400.00-42000.00

Verify

[+ View Nominee Details](#)

[+ View Payment Details](#)

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

Welcome,  
HEMA KUMAR S C

- Home
- Application for verification
- Intimation Letter
- Upload Employee Details
- Claims And Settlements
- Verify Basic Details
- Cancellation Request
- Group Insurance
- Motor Insurance

+ View Basic Details

Click on View Nominee details

- View Nominee Details
←

Nominee Details

Name of Nominee	Age of Nominee	Relation	Main Nominee Details	% Share	**contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the Govt. employee
Parvathi	49	Mother	Pandavpura Mandya dist	100	Death	Relation:Sister.Name:Pooja.Address:vv road Mandya tq Mandya dist

Verify

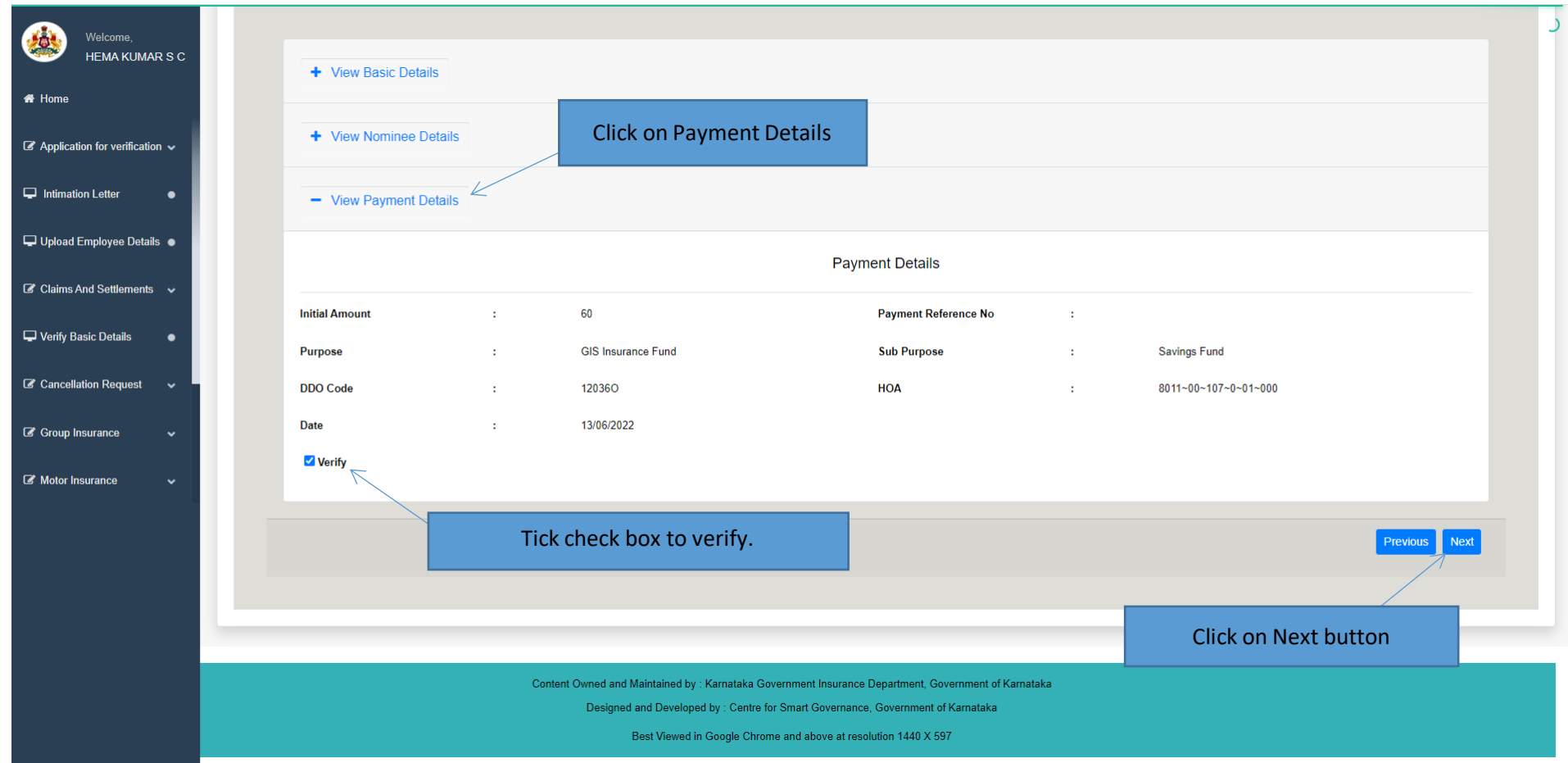
Tick check box to verify.

+ View Payment Details

Previous Next

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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.



The screenshot displays a web application interface for a user named HEMA KUMAR S C. The left sidebar contains a navigation menu with options like Home, Application for verification, Intimation Letter, Upload Employee Details, Claims And Settlements, Verify Basic Details, Cancellation Request, Group Insurance, and Motor Insurance. The main content area shows a 'Payment Details' section with a table of information and a 'Verify' checkbox. Blue callout boxes with arrows point to the 'View Payment Details' link, the 'Verify' checkbox, and the 'Next' button. The footer contains copyright and development information.

Welcome,  
HEMA KUMAR S C

- Home
- Application for verification
- Intimation Letter
- Upload Employee Details
- Claims And Settlements
- Verify Basic Details
- Cancellation Request
- Group Insurance
- Motor Insurance

+ View Basic Details

+ View Nominee Details

- View Payment Details

Payment Details

Initial Amount	:	60	Payment Reference No	:	
Purpose	:	GIS Insurance Fund	Sub Purpose	:	Savings Fund
DDO Code	:	120360	HOA	:	8011-00-107-0-01-000
Date	:	13/06/2022			

Verify

Previous Next

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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.

Welcome, HEMA KUMAR S C

Home

- Application for verification
- Intimation Letter
- Upload Employee Details
- Claims And Settlements
- Verify Basic Details
- Cancellation Request
- Group Insurance
- Motor Insurance

### DDO Verification

Employee Name:Hemalatha | Application Reference Number:20220613103116

Workflow Details	Application Form	Scrutiny	Uploaded Documents
Verify Basic Details	<input checked="" type="checkbox"/> Verified	Whether applicant details and nominee details are correct. <input type="radio"/> Yes <input type="radio"/> No	
Verify Nominee Details	<input checked="" type="checkbox"/> Verified	Whether applicant has paid initial deposit premium. <input type="radio"/> Yes <input type="radio"/> No	
Verify Payment Details	<input checked="" type="checkbox"/> Verified	Whether applicant signed proposal form and nominee form. <input type="radio"/> Yes <input type="radio"/> No	
		Whether uploaded files are correct. <input type="radio"/> Yes <input type="radio"/> No	

Remarks: No Correction Found

Comment: No Correction Found

Approved  Not Approved

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18. Click on OK button to approve the Application.

The screenshot displays a web application interface for 'DDO Verification'. A modal dialog box titled 'Confirm changes?' is centered on the screen, asking 'Are you sure you want to approve the application?' with 'OK' and 'CANCEL' buttons. A blue callout box with the text 'Click on OK button' points to the 'OK' button. The background page shows a sidebar with navigation options like 'Home', 'Application for verification', and 'Verify Basic Details'. The main content area includes a header for 'INSURANCE MOTOR GROUP FAMILY BENEFIT SCHEME' and a verification form with sections for 'Verify Basic Details', 'Verify Nominee Details', and 'Verify Payment Details'. The form contains several 'Verified' status indicators and radio buttons for 'Yes' and 'No' for various questions. At the bottom of the form, there are 'Remarks' and 'Comment' fields, both containing 'No Correction Found', and an 'Approve' button. The footer of the page contains copyright information for the Karnataka Government Insurance Department and the Centre for Smart Governance.

- 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.

Application Details

Name	Reference Number	Subscription Number	Comments	Status	Download
Hemalatha	20220613103116	100027	No Correction Found	Approved	Form1

Download Form-1

