



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

Life Insurance New Business

USER MANUAL FOR DDOs

Karnataka Government Insurance Department

Government of Karnataka

Prepared by

Centre for Smart Governance (CSG)

No. 2A, Hayes Road

Bengaluru - 560025

Karnataka Government Insurance Department Web Page:

- Open the web browser.
- Enter the URL (<http://49.206.243.82:92/>).

The screenshot displays the Karnataka Government Insurance Department (KGID) website. The header includes the KGID logo, the text "Karnataka Government Insurance Department" and "Government of Karnataka", and a language selection dropdown menu set to "Kannada". The navigation menu contains links for Home, Life Insurance, Motor Insurance, Group Insurance, Family Benefit, MIS & Admin, and Contact Us. The main content area features a banner for "Motor Insurance" with an image of a car and a motorcycle. Below the banner is a "Login" section with a "Login" link and an "Agency Login" button. The login form includes radio buttons for "Agency Login" (selected), "KGID Login", and "New Employee Login". It contains input fields for "Username" (placeholder: "Enter Username"), "Password" (placeholder: "Enter Password"), and "Captcha" (displaying "8183" and a refresh icon). A green "Login" button and a "Forgot Password?" link are also present. The footer contains links for About Us, Sitemap, Copyright Policy, Privacy Policy, Hyperlinking Policy, Security Policy, Terms and Conditions, Help, Screen Reader Access, and Guidelines. A copyright notice at the bottom states: "Content Owned and Maintained by : Karnataka Government Insurance Department, Government of Karnataka Copyright © 2021. All Rights Reserved."

LOGIN PAGE- DDO:

1. Select the “KGID Login” Tab.

Karnataka Government Insurance Department
Government of Karnataka

Home Life Insurance Motor Insurance Group Insurance Family Benefit MIS & Admin Contact Us

Family Insurance..

HOW TO CLAIM LIFE

Login > KGID Login

Life Insurance
Motor Insurance
Family Insurance
Group Insurance

Agency Login KGID Login New Employee Login

KGID Number

Mobile Number

Select the KGID Login Tab

About Us Sitemap Copyright Policy Privacy Policy Hyperlinking Policy Security Policy Terms and Conditions Help Screen Reader Access Guidelines

2. DDO has to enter his “KGID number” and then Mobile number is auto-populated.
3. Click on “Authenticate” Button to get the OTP.



The screenshot displays the Karnataka Government Insurance Department (KGID) website. The header includes the department name and navigation links for Home, Life Insurance, Motor Insurance, Group Insurance, Family Benefit, MIS & Admin, and Contact Us. A banner for Life Insurance is visible. The main content area features a login form with the following elements:

- Agency Login, KGID Login, and New Employee Login radio buttons.
- KGID Number input field containing 1123588.
- Mobile Number input field containing 70*****65.
- An Authenticate button.

Annotations with arrows point to these elements:

- "Enter the KGID number" points to the KGID Number input field.
- "Mobile number is auto-populated" points to the Mobile Number input field.
- "Click on Authenticate button to get the OTP" points to the Authenticate button.

The footer contains links for About Us, Sitemap, Copyright Policy, Privacy Policy, Hyperlinking Policy, Security Policy, Terms and Conditions, Help, Screen Reader Access, and Guidelines. A copyright notice at the bottom states: "Content Owned and Maintained by : Karnataka Government Insurance Department, Government of Karnataka. Copyright © 2021. All Rights Reserved."

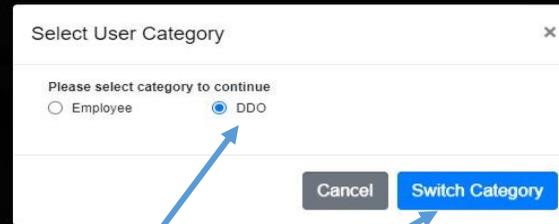
4. Enter the “OTP” and “Captcha” and click on **Login** button.

The screenshot displays the Karnataka Government Insurance Department (KGID) website. The header includes the KGID logo, contact information, and a navigation menu with options like Home, Life Insurance, Motor Insurance, Group Insurance, Family Benefit, MIS & Admin, and Contact Us. A banner for Life Insurance is visible. The main content area features a navigation tree on the left with categories: Life Insurance, Motor Insurance, Family Insurance, and Group Insurance. On the right, there is a login form with the following fields and options:

- Agency Login (unchecked), **KGID Login** (checked), New Employee Login (unchecked)
- KGID Number: 1123588
- Mobile Number: 70*****65
- Authenticate button
- OTP: Enter OTP
- Captcha: 5835 (with a refresh icon) and Enter Captcha button
- Login button

A blue callout box with arrows pointing to the OTP and Captcha fields contains the text: "Enter the OTP and Captcha and click on Login button". The footer of the website lists various policies and guidelines.

5. After clicking on Login button, the User Category webpage is displayed. Select the **DDO** option.
6. Click on **“Switch Category”**.



Select User Category

Please select category to continue

Employee DDO

Cancel Switch Category

In User Category, DDO has to select DDO option and click on Switch Category.

7. Select the “Upload Employee Details” Tab.

The screenshot displays the website for the Karnataka Government Insurance Department. At the top, there is a header with the department's name and logo. Below this is a navigation menu with several tabs: Home, Application for verification, Intimation Letter, Upload Employee Details, Cancellation Request, Motor Insurance, and Reports. The 'Upload Employee Details' tab is highlighted in blue. A blue arrow points from a text box below to this tab. The text box contains the instruction: 'Select the Upload Employee Details Tab.' The main content area of the page is currently blank, showing only the title 'Status of Applications'. At the bottom of the page, there is a footer with various links and copyright information.

Government of Karnataka
Karnataka Government Insurance Department

Home Application for verification Intimation Letter **Upload Employee Details** Cancellation Request Motor Insurance Reports

Home Home Designation : Assistant Director Department : KARNATAKA INFORMATION COMMISSION

Status of Applications

Select the Upload Employee Details Tab.

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8. Click on “Click here to Download” option to download the Master Data Excel Sheet of Employee details.
9. DDO Code, Dept. Code and the Place of posting are displayed.

Government of Karnataka
Karnataka Government Insurance Department

Home Application for verification Intimation Letter Upload Employee Details Cancellation Request Motor Insurance Reports

Designation : Assistant Director Department : KARNATAKA INFORMATION COMMISSION

Master Data Sheet To Upload "Employee Details"
Click Here to Download **Click on “Click here to Download”**

DDO Code : 120270
DEPT Code : 120270
Place Of Posting : Bengaluru

Upload Employee Details

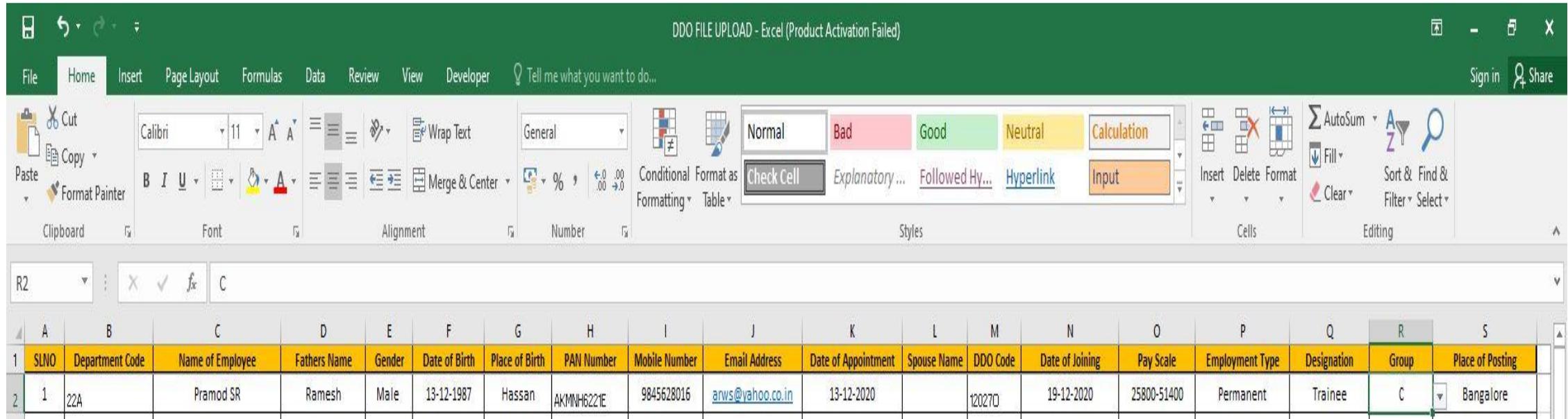
Select File To Upload No file chosen

Uploaded Employee Details

Show 10 entries Search:

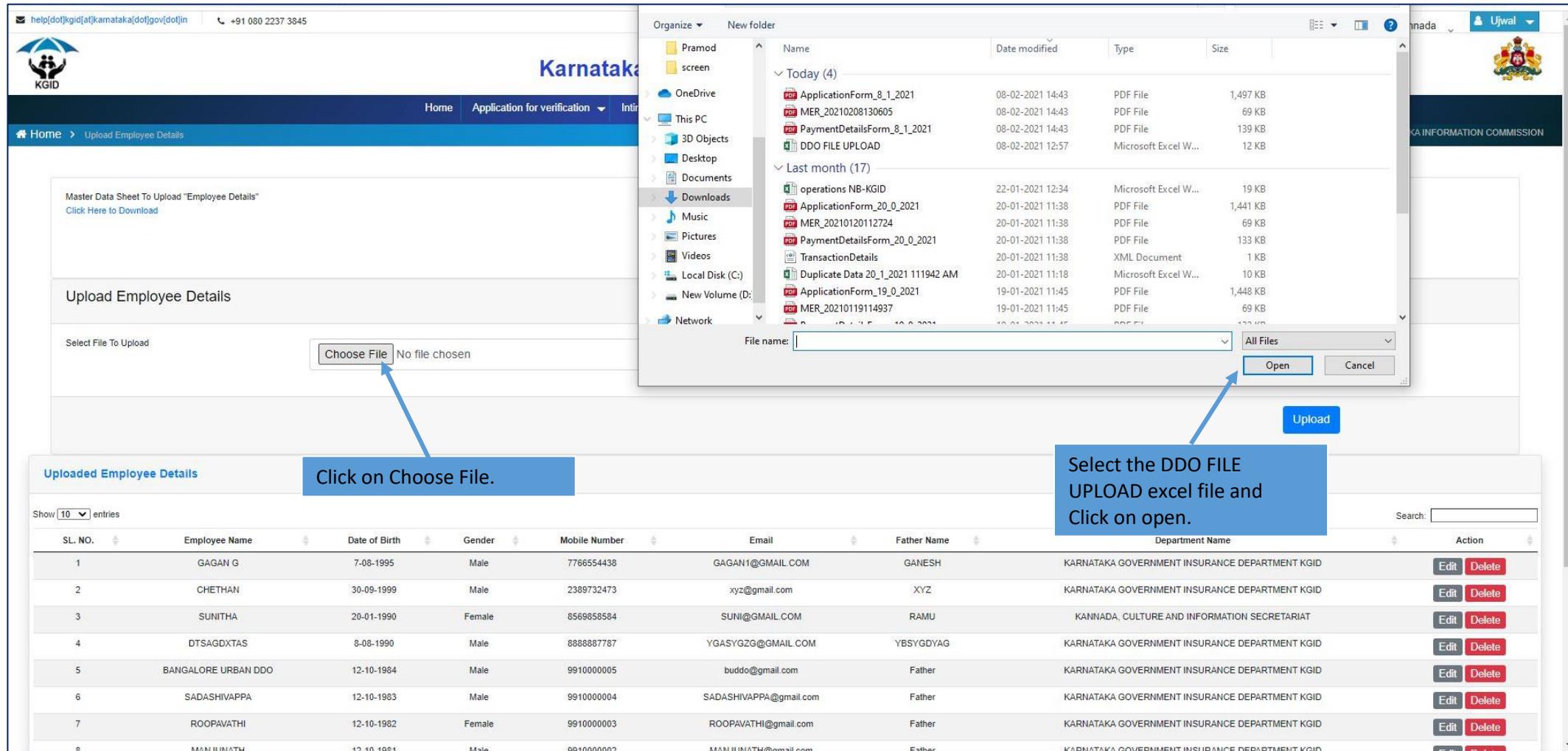
SL. NO.	Employee Name	Date of Birth	Gender	Mobile Number	Email	Father Name	Department Name	Action
1	Rocky	24-02-1990	Male	9987456321	salamrockybhai@gmail.com	Ramu	KANNADA, CULTURE AND INFORMATION SECRETARIAT	Edit Delete
2	Anjali4	17-05-2020	Female	9567841230	Anjali114@g.com		KANNADA, CULTURE AND INFORMATION SECRETARIAT	Edit Delete
3	Anjali3	14-02-1978	Female	9874563210	Anjali113@g.com	Akash	KANNADA, CULTURE AND INFORMATION SECRETARIAT	Edit Delete
4	Anjali2	15-02-1983	Female	9517534562	Anjali112@g.com	Arjun	KANNADA, CULTURE AND INFORMATION SECRETARIAT	Edit Delete
5	Anjali1	22-10-1992	Female	9685741201	Anjali111@g.com		KANNADA, CULTURE AND INFORMATION SECRETARIAT	Edit Delete
6	Arun4	17-05-2020	Male	8965742103	Arun114@g.com		KANNADA, CULTURE AND INFORMATION SECRETARIAT	Edit Delete

10. The downloaded file “DDO File Upload” excel sheet is displayed below. DDO has to fill in the details of the Employee (all fields are Mandatory).



1	SLNO	Department Code	Name of Employee	Fathers Name	Gender	Date of Birth	Place of Birth	PAN Number	Mobile Number	Email Address	Date of Appointment	Spouse Name	DDO Code	Date of Joining	Pay Scale	Employment Type	Designation	Group	Place of Posting
2	1	22A	Prmod SR	Ramesh	Male	13-12-1987	Hassan	AKMNH6221E	9845628016	arws@yahoo.co.in	13-12-2020		120270	19-12-2020	25800-51400	Permanent	Trainee	C	Bangalore

11. Click on Choose File, browse and select the “DDO FILE UPLOAD” excel file and click on open.



The screenshot shows the KGID portal interface. The main content area is titled "Upload Employee Details" and includes a "Choose File" button. A file explorer window is open, showing a list of files. The "DDO FILE UPLOAD" file is selected. A blue callout box points to the "Choose File" button, and another points to the "Open" button in the file explorer.

Click on Choose File.

Select the DDO FILE UPLOAD excel file and Click on open.

SL. NO.	Employee Name	Date of Birth	Gender	Mobile Number	Email	Father Name	Department Name	Action
1	GAGAN G	7-08-1995	Male	7766554438	GAGAN1@GMAIL.COM	GANESH	KARNATAKA GOVERNMENT INSURANCE DEPARTMENT KGID	Edit Delete
2	CHETHAN	30-09-1999	Male	2389732473	xyz@gmail.com	XYZ	KARNATAKA GOVERNMENT INSURANCE DEPARTMENT KGID	Edit Delete
3	SUNITHA	20-01-1990	Female	8569858584	SUNI@GMAIL.COM	RAMU	KANNADA, CULTURE AND INFORMATION SECRETARIAT	Edit Delete
4	DTSAGDXTAS	8-08-1990	Male	888887787	YGASYGZG@GMAIL.COM	YBSYGDYAG	KARNATAKA GOVERNMENT INSURANCE DEPARTMENT KGID	Edit Delete
5	BANGALORE URBAN DDO	12-10-1984	Male	9910000005	buddo@gmail.com	Father	KARNATAKA GOVERNMENT INSURANCE DEPARTMENT KGID	Edit Delete
6	SADASHIVAPPA	12-10-1983	Male	9910000004	SADASHIVAPPA@gmail.com	Father	KARNATAKA GOVERNMENT INSURANCE DEPARTMENT KGID	Edit Delete
7	ROOPAVATHI	12-10-1982	Female	9910000003	ROOPAVATHI@gmail.com	Father	KARNATAKA GOVERNMENT INSURANCE DEPARTMENT KGID	Edit Delete
8	MANJUNATH	12-10-1981	Male	9910000002	MANJUNATH@gmail.com	Father	KARNATAKA GOVERNMENT INSURANCE DEPARTMENT KGID	Edit Delete

12. After selecting the file click on “Upload button”.

help[dot]kgid[at]karnataka[dot]gov[dot]in | +91 080 2237 3845

Government of Karnataka
Karnataka Government Insurance Department

Home | Application for verification | Intimation Letter | **Upload Employee Details** | Cancellation Request | Motor Insurance | Reports

Designation : Assistant Director | Department : KARNATAKA INFORMATION COMMISSION

Master Data Sheet To Upload "Employee Details"
Click Here to Download

DDO Code : 120270
DEPT Code : 120270
Place Of Posting : Bengaluru

Upload Employee Details

Select File To Upload

Choose File DDO FILE UPLOAD.xlsx

After selecting the file, click on Upload button.

Upload

Uploaded Employee Details

Show 10 entries

SL. NO.	Employee Name	Date of Birth	Gender	Mobile Number	Email	Father Name	Department Name	Action
1	Rocky	24-02-1990	Male	9987456321	salamrockybhai@gmail.com	Ramu	KANNADA, CULTURE AND INFORMATION SECRETARIAT	Edit Delete
2	Anjali4	17-05-2020	Female	9567841230	Anjali114@g.com		KANNADA, CULTURE AND INFORMATION SECRETARIAT	Edit Delete
3	Anjali3	14-02-1978	Female	9874563210	Anjali113@g.com	Akash	KANNADA, CULTURE AND INFORMATION SECRETARIAT	Edit Delete
4	Anjali2	15-02-1983	Female	9517534562	Anjali112@g.com	Arjun	KANNADA, CULTURE AND INFORMATION SECRETARIAT	Edit Delete
5	Anjali1	22-10-1992	Female	9685741201	Anjali111@g.com		KANNADA, CULTURE AND INFORMATION SECRETARIAT	Edit Delete
6	Arun4	17-05-2020	Male	8965742103	Arun114@g.com		KANNADA, CULTURE AND INFORMATION SECRETARIAT	Edit Delete

13. In case of corrections, DDO can “Edit / Delete” the Employee details. After the upload of Employee details by DDO, a message is sent to his registered Mobile number / email id to start filing his application.

Government of Karnataka
Karnataka Government Insurance Department

Home Application for verification Intimation Letter Upload Employee Details Cancellation Request Motor Insurance Reports

Designation : Assistant Director Department : KARNATAKA INFORMATION COMMISSION

Master Data Sheet To Upload "Employee Details"
Click Here to Download

DDO Code : 120270
DEPT Code : 120270
Place Of Posting : Bengaluru

Upload Employee Details

Select File To Upload No file chosen

Uploaded Employee Details

Show 10 entries

SL. NO.	Employee Name	Date of Birth	Gender	Mobile Number	Email	Father Name	Department Name	Action
1	Pramod SR	13-12-1987	Male	8975641238	arws@yahoo.co.in	Ramesh	KANNADA, CULTURE AND INFORMATION SECRETARIAT	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2	Rocky	24-02-1990	Male	9987456321	salamrockybhai@gmail.com	Ramu	KANNADA, CULTURE AND INFORMATION SECRETARIAT	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
3	Anjali4	17-05-2020	Female	9567841230	Anjali114@g.com		KANNADA, CULTURE AND INFORMATION SECRETARIAT	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
4	Anjali3	14-02-1978	Female	9874563210	Anjali113@g.com	Akash	KANNADA, CULTURE AND INFORMATION SECRETARIAT	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
5	Anjali2	15-02-1983	Female	9517534562	Anjali112@g.com	Arjun	KANNADA, CULTURE AND INFORMATION SECRETARIAT	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
6	Anjali1	22-10-1992	Female	9685741201	Anjali111@g.com		KANNADA, CULTURE AND INFORMATION SECRETARIAT	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Search:

Click on EDIT button if any Corrections to be made

14. After Corrections/ Changes Click on Save Button.

Edit employee details

Name of employee <input type="text" value="Pramod SR"/>	Father's name <input type="text" value="Ramesh"/>	Spouse name <input type="text"/>
Gender <input type="text" value="Male"/>	Mobile number <input type="text" value="8956472365"/>	Email address <input type="text" value="retrit@gmail.com"/>
Date of birth <input type="text" value="01-01-1987"/>	Place of birth <input type="text" value="Hassan"/>	Department code <input type="text" value="12C"/>
DDO code <input type="text" value="120270"/>	Date of appointment <input type="text" value="01-12-2020"/>	PAN number <input type="text" value="TSEPH5632E"/>
Date of Joining Post <input type="text" value="13-12-2020"/>	Pay Scale Code <input type="text" value="30350.00-58250.00"/>	Permanent Temporary <input type="text" value="Permanent"/>
Designation <input type="text" value="Trainee"/>	Group <input type="text" value="C"/>	Place of Posting <input type="text" value="Hassan"/>

Is employee active?

Kannada Ujwal



Director Department : KARNATAKA INFORMATION COMMISSION

Upload

After Corrections Click on Save Button.

Save
Close

Show entries

SL. NO.	Employee Name	Date of Birth	Gender	Mobile Number	Email	Father Name	Department Name	Action
1	Pramod SR	1-01-1987	Male	8956472365	retrit@gmail.com	Ramesh	KARNATAKA GOVERNMENT INSURANCE DEPARTMENT KGID	Edit Delete
2	SANJU	21-01-1994	Male	6398745121	SANJU21@GMAIL.COM	RAJAPPA	KARNATAKA GOVERNMENT INSURANCE DEPARTMENT KGID	Edit Delete
3	GAGAN G	7-08-1995	Male	7766554438	GAGAN1@GMAIL.COM	GANESH	KARNATAKA GOVERNMENT INSURANCE DEPARTMENT KGID	Edit Delete
4	CHETHAN	30-09-1999	Male	2389732473	xyz@gmail.com	XYZ	KARNATAKA GOVERNMENT INSURANCE DEPARTMENT KGID	Edit Delete
5	SUNITHA	20-01-1990	Female	8569858584	SUNI@GMAIL.COM	RAMU	KANNADA, CULTURE AND INFORMATION SECRETARIAT	Edit Delete
6	DTSAGDXTAS	8-08-1990	Male	888887787	YGASYGZG@GMAIL.COM	YBSYGDYAG	KARNATAKA GOVERNMENT INSURANCE DEPARTMENT KGID	Edit Delete

Verification and Scrutiny of Employee Details

2. The dashboard displays a report of Processed Applications and the Pending Applications.
3. Applications submitted by employees for verification to DDO are displayed.
3. Click on **“View Application”** to open the application submitted by an employee.

Government of Karnataka
Karnataka Government Insurance Department

Home Application for verification Intimation Letter Upload Employee Details Cancellation Request Motor Insurance Reports

Home > NB Applications for verification NB Applications for verification Designation : Assistant Director Department : KARNATAKA INFORMATION COMMISSION

Submitted Application For Verification

Total Received Applications : 52

Name	Application Reference Number	District	Department	Priority	Status	Action
Employee 27	20210105122905	Bengaluru (Urban)	KANNADA, CULTURE AND INFORMATION SECRETARIAT	New Employee	Pending	View Application
Employee 30	20210105150426	Bengaluru (Urban)	KANNADA, CULTURE AND INFORMATION SECRETARIAT	New Employee	Pending	View Application
S1	20210109186143	Bengaluru (Urban)	KANNADA, CULTURE AND INFORMATION SECRETARIAT	New Employee	Pending	View Application
S221092	20210111110835	Bengaluru (Urban)	KANNADA, CULTURE AND INFORMATION SECRETARIAT	New Employee	Pending	View Application
Pranod SR	20210112132202	Bengaluru (Urban)	KANNADA, CULTURE AND INFORMATION SECRETARIAT	New Employee	Pending	View Application

Click on View Application

4. DDO has to verify the following details in the submitted Applications:

- * Basic & KGID Details
- * Family Details & Nominee Details
- * Personal Details
- * Payment Details
- * Medical Examination Report

The screenshot shows the 'DDO Verification' page on the Karnataka Government Insurance Department website. The page header includes the Government of Karnataka logo and the department name. The navigation menu contains links for Home, Application for verification, Intimation Letter, Upload Employee Details, Cancellation Request, Motor Insurance, and Reports. The user's designation is Assistant Director and the department is KARNATAKA INFORMATION COMMISSION.

The main content area is titled 'DDO Verification' and shows the employee name as Pramod SR and the application reference number as 20210208130605. The page is divided into four tabs: Workflow Details, Application Form (selected), Scrutiny, and Uploaded Documents. Under the 'Application Form' tab, there is a list of details to be verified:

- + View Basic & KGID Details
- + View Family Details & Nominee Details
- + View Personal Details
- + View Payment Details
- + View Medical Examination Report

A blue callout box with a bracket pointing to the list of details states: 'Each of the following details has to be verified by DDO.' At the bottom right of the content area, there are 'Previous' and 'Next' buttons.

The footer contains links for About Us, Sitemap, Copyright Policy, Privacy Policy, Hyperlinking Policy, Security Policy, Terms and Conditions, Help, Screen Reader Access, and Guidelines.

5. To verify the “Basic Details” & “KGID Details” tick the check box verify.

DDO Verification

Employee Name: Pramod SR | Application Reference Number: 20210208130605

Workflow Details | **Application Form** | Scrutiny | Uploaded Documents

[View Basic & KGID Details](#)

Basic Details

Proposer Name	:	Pramod SR	Spouse Name	:	
Present Working office	:	DISTRICT INSURANCE OFFICER, KARNATAKA GOVERNMENT INSURANCE DEPARTMENT, BANGALORE URBAN DISTRICT, BANGALORE	Residential Address	:	Hassan
Father Name	:	Ramesh	Date of Birth	:	01-01-1987
Place of Birth	:	Hassan	Gender	:	Male
Pincode	:	573201	Phone	:	8956472365
Joining Date of Government Service	:	13-12-2020	Permanent / Temporary	:	Permanent
Present Designation	:	Trainee	Present Pay Scale	:	30350.00 - 58250.00
Marital Status	:	Unmarried	Divorce / Remarried	:	N/A
Is spouse government employee?	:	No	Group	:	C
Are you an orphan?	:	No			

KGID Details

Employee Pay Scale : 30350.00 - 58250.00

KGID Premium Details

KGID Policy Number / Application Ref Number	Sanction Date	KGID Premium
20210208130605		2770
Total:		2770

Verify Click on Verify

7. To verify the “Personal Details” tick the check box **verify**.

+ View Family Details & Nominee Details

- View Personal Details

Personal Details

Is your health in good condition :	Yes	Height [cms] : 165	Weight [kgs] : 70
Are you married ? If so,	No		

Details about personal health

Health Details	Comments	Documents(if any)
On what occasion and for what diseases or injuries have you received medical advice, when and by whom?	No	
Has any relative (member of your family) living or dead, been affected with diabetes, Cancer, Gout, Consumption, epilepsy, Insanity, Apoplexy, Heart failure ? If so, give particulars.	No	
Have you lived in the same house or been associated in any way with a person suffering from consumption or any other infectious diseases within the last two years ? If so, give details.	No	
Have you ever suffered from diseases of the Brain or from Paralysis, Insanity, Epileptic or other fits, or any other nervous disorder ?	No	
Have you ever suffered from Sore-throat, Spitting of blood, Chronic Cough, Asthma, Bronchitis or other diseases of the Lungs ?	No	
Have you ever suffered from Dropsy or diseases of the Liver Kidney or Urinary Organs ?	No	
Have you ever vomited or passed blood or suffered from Diarrhoea, Dysentery or Stomach ache ? If so, since when, how often and how long each time ?	No	
Have you ever suffered from Rheumatic fever or chronic Rheumatism? If so, what joints were attacked? do you suffer from shortness of breath, giddiness or palpitation of heart? If so, since when how often and how long each time ?	No	
Have you ever passed blood, pus, sugar, or albumen in urine? How often do you get up at night to pass urine?	No	
Have you had any other illnesses considered by you to be important or not? If so, give details.	No	
Do you drink wine, spirits or malt liquors? Are you addicted to the use of any narcotic drugs like opium, cocaine, etc. If so, give particulars. Do you smoke tobacco? If so, to what extent ?	No	
[a] Have you remained absent from your work on grounds of health during the last 3 years? If so, state when, how long and or what ailments?	No	
[b] Were you medically advised to have a change of place for health reasons? If so, give reasons and state when and how long.	No	
Has any proposal on your life been previously made to official Branch or Life Insurance Corporation, or Postal Insurance, or Hyderabad state Life Insurance fund? If so, state.	No	

Verify

Click on Verify

8. To verify the “Payment Details” tick the check box **Verify**.

DDO Verification

Employee Name:Pramod SR | Application Reference Number:20210208130605

Workflow Details | **Application Form** | Scrutiny | Uploaded Documents

- + View Basic & KGID Details
- + View Family Details & Nominee Details
- + View Personal Details
- View Payment Details

Payment Details

Initial Amount :	1440	Payment Reference No :	4521027890
Purpose :	KGID Premium	Sub Purpose :	Initial Payment
DDO Code :	120270	HOA :	Revenue Head of Account
Date :	12-02-2020		

Verify Click on Verify

- + View Medical Examination Report

Previous Next

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9. To verify the “Medical Examination Report” tick the check box **Verify**. Click on **Next** to proceed further.

Physical Details

Proposer's Height [Cms] : 185	Proposer's Weight [Kgs] : 70
Proposer's Pulse Rate [No's/Min] : 64	Proposer's Breathing Rate [No's/MIN] : 72
Proposer's Blood Pressure : 72	Low / Diastolic : 72
HIGH Systolic : 72	Remarks : good

Other Details

Was Proposer Admitted To Hospital?	No
Has Proposer Met With an Accident?	No
Has Proposer Undergone Test Like Ecg, X-Ray, Laseray?	No
At Present Has Proposer Undergone Any Treatment?	No

Health Details

4) Is there any symptoms of having illness in chest, heart and lungs?	No
5) Is there any symptoms of disease in teeth,gums,tongue,ear,nose,Throat, eyes?	No
6) Does the Proposer have any deficiency or disability	No
Does the Proposer have Thyroid,Lymph node in joint, or have scars from surgery	No
7) Any indication of enlargement of Spleen or Liver	No
8) Is there any abnormality in any part of the Gastrointestinal track	No
9) Does proposer suffer from Hernia?	No
10) Is there any abnormalities found in the urinary tract	No
11) Does the proposer have any indication of having diseases or ailments with respect to the Nervous System	No
12) Does the proposer have any indication of having undergone a surgery	No
13) Does the proposer have any marks of which might have occurred accidentally,or done due to any other reason	No
14) Is there any important,adverse symptom in the very nature of the proposer's health	No
Does the Proposer have a good life cycle? If not, please give the specific reason	No

Doctor Details

<input checked="" type="radio"/> Within state doctor	<input type="radio"/> Other state doctor	Doctor Name :	DR MANJIA NAIK R
KMC Code :	49164	Designation :	SPECIALIST
Doctor KGID :	1794429		
Doctor Hospital Name :			

Click on Verify

Click on Next Button

Previous
Next

10. In Scrutiny DDO has to verify:

- *Whether applicant details are correct.
- *Whether applicant has paid initial deposit premium.
- *Whether applicant signed proposal form.
- *Whether doctor signed medical report form.
- *Whether load factor is correct.
- *Whether medical report is mandatory/ not mandatory.
- *Whether medical opinion required or not

11. Tick the check box “Verified”, if the above mentioned details are correct.

DDO Verification
Scrutiny

Employee Name: Pramod SR | Application Reference Number: 20210112132202

Workflow Details

- Verify Basic & KGID Details Verified
- Verify Family Details & Nominee Details Verified
- Verify Personal Details Verified
- Verify Payment Details Verified
- Verify Medical Examination Report Verified

Medical Leave Details

Medical Leave Start Date:

Number Of Leaves Available:

Supporting Document: PaymentDetailsForm_11_0_2021 (1).pdf

Is Medical Reimbursed? Yes No

Application Form

- Whether applicant details are correct. Verified
- Whether applicant has paid initial deposit premium. Verified
- Whether applicant signed proposal form. Verified
- Whether doctor signed medical report form. Verified
- Whether load factor is correct. Verified
- Whether medical report is mandatory/ not mandatory. Verified
- Whether medical opinion required or not. Verified

Medical Leave End Date:

Remarks:

Medical Reimbursed Document: PaymentDetailsForm_12_0_2021.pdf

Leave From	Leave To	Number Of Days	Remarks	Supporting Document (if any)	Reimbursement Document (if any)	Action
No data available in table						

Medical Leave:

Remarks:

Comment:

Forward to KGID Office

Tick the check box Verified

12. DDO can also update the **“Medical Leave Details”** of the employee along with the **Supporting document** (supporting document is not mandatory).
13. Upload a supporting document for **Medical Reimbursement**.
14. Click on **“Add”** Button.

DDO Verification

Employee Name: Pramod SR | Application Reference Number: 20210112132202

Workflow Details | Application Form | **Scrutiny**

Verified
 Verified
 Verified
 Verified
 Verified

Whether applicant details are correct. Verified
 Whether applicant has paid initial deposit premium. Verified
 Whether applicant signed proposal form. Verified
 Whether doctor signed medical report form. Verified
 Whether load factor is correct. Verified
 Whether medical report is mandatory/ not mandatory. Verified
 Whether medical opinion required or not. Verified

Medical Leave Details
 Medical Leave Start Date: 01-01-2021
 Medical Leave End Date: 06-01-2021
 Number Of Leaves Availed: 6
 Remarks:
 Supporting Document: PaymentDetailsForm_11_0_2021 (1).pdf
 Medical Reimbursed Document: PaymentDetailsForm_12_0_202

Yes No

Leave From	Leave To	Number Of Days	Remarks	Supporting Document (if any)	Reimbursement Document (if any)	Action
No data available in table						

Medical Leave:
 Remarks: No Correction Found
 Comment: No Correction Found

Forward to KGID Office

Enter the Medical leave taken by the Employee
 Click on choose file to upload Medical Reimbursed Document
 Click on ADD Button

15. Once the Medical Leave Details are updated, DDO can **Send back to Employee** for any corrections / clarifications by selecting the **“Remarks”** and providing a comment in **“Comment Box”**.

If no corrections are required, then the DDO can **forward to KGID office**.

DDO Verification

Employee Name: Pramod SR | Application Reference Number: 20210112132202

Workflow Details | **Application Form** | **Scrutiny**

Verify Basic & KGID Details Verified
 Verify Family Details & Nominee Details Verified
 Verify Personal Details Verified
 Verify Payment Details Verified
 Verify Medical Examination Report Verified

Whether applicant details are correct. Verified
 Whether applicant has paid initial deposit premium. Verified
 Whether applicant signed proposal form. Verified
 Whether doctor signed medical report form. Verified
 Whether load factor is correct. Verified
 Whether medical report is mandatory/ not mandatory. Verified
 Whether medical opinion required or not. Verified

Medical Leave Start Date: DD-MM-YYYY
 Medical Leave End Date: DD-MM-YYYY

Number Of Leaves Available:

Supporting Document: No file chosen

Is Medical Reimbursed? Yes No

Leave From	Leave To	Number Of Days	Remarks	Supporting Document (if any)	Reimbursement Document (if any)	Action
01-01-2021	06-01-2021	6		View Document	View Document	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Medical Leave: 6

Remarks:

Send Back to Employee
 Forward to KGID Office

Comment:

Click on Remarks (points to the Remarks dropdown menu)
Comment Box (points to the Comment text input field)

16. DDO can click on “Uploaded Documents” to View and Download the “Application Form” and “Medical Form”.

The screenshot displays the Karnataka Government Insurance Department (KGID) website interface. At the top, there is a header with the KGID logo, the text 'Government of Karnataka Karnataka Government Insurance Department', and a user profile 'Ujwal'. Below the header is a navigation menu with options: Home, Application for verification, Intimation Letter, Upload Employee Details, Cancellation Request, Motor Insurance, and Reports. A secondary navigation bar shows 'Home >' and user details: 'Designation : Assistant Director Department : KARNATAKA INFORMATION COMMISSION'. The main content area is titled 'DDO Verification' and shows 'Employee Name: Pramod SR | Application Reference Number: 20210208130605'. A tabbed interface is present with four tabs: 'Workflow Details', 'Application Form', 'Scrutiny', and 'Uploaded Documents'. The 'Uploaded Documents' tab is active and contains two document entries: 'Application Form' and 'Medical Form'. Each entry has a 'Click Here' link. Below these links are two blue callout boxes: 'Click to Download the Application Form' and 'Click to Download the Medical Form'. A 'Previous' button is also visible at the bottom right of the document list.