

User Manual For Renewal Application

1. Login with Last year email_id and password and select Applicant Type as Renewal Applicant (No need to register again, To reset password go to Login →Forgot Password)(To know your last year email id go to e-sadan login screen-->Download-->List of Applicant of 2020 with email id and application number)
2. In Renewal Application --> Enter Last year seniority number (As mentioned in Red ink in Renewal Application screen or To find your seniority number go to e-sadan login screen-->Download— Seniority List 2020)
3. Personal Info --> Check the Last year data if any modification required Click on Modify Personal Information tab--> Enter Modified Data --> Finalize Personal Information (If No modification is required then go to Address Info)
4. Address Info --> Check the Last year data if any modification required Click on Modify Address Information tab--> Enter Modified Data --> Finalize Address Information (If No modification is required then go to Service Info)
5. Service Info --> Check the Last year data if any modification required Click on Modify Service Information tab--> Enter Modified Data --> Finalize Service Information (If No modification is required then go to Application Allotment/Status)
6. Click on Apply for Allotment and Field up the details
7. Submit Application
8. Go to -->Reports --> Select Latest Application number --> Click on Download and Print --> Print out the application and submit the DDO signed hard copy to Estate Office within 15 days of online submission.