

Central Railway

No-SUR/P/ /UMID

ALL CONCERNED

Office of the
Divisional Railway Manager,
Personnel Branch,
Date -25/04/2019

Sub:-Registration modalities of UMID (Uniq Medical Identification)Medical card

Ref:-1) Railway Board's L.No. 2018/Trans Cell/Health/Medical Card dt. 04/01/2019
2) Dy CPO/Co-Ord/SCR L.NO.SCR/P/HQ/765/IT/UMID dt 18/03/2019.

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As per the Railway Board's mandate, SCR has developed UMID application for generation of Smart Medical Cards for all the units in Indian Railways. With this module, the Employee, Pensioner and all the eligible dependants can be issued with the split medical cards. Application for issue of cards should be submitted online only on this module by the serving employees and pensioners. After necessary verification and approval by the administrator, the smart cards will be generated online for printing. Railway Board has issued instructions to complete the above exercise within 3 months.

In this regard, one supervisor from each department will co-ordinate the online submission of application by employees with assistance from sectional Staff & Welfare Inspector.

(A) The procedure for registration is as under,

- 1) Employee has to click on 'REGISTER' on Website Homepage: digitalir.in/umid and click on 'REGISTER'.
- 2) Employee has to Select Type of User as 'EMPLOYEE'
- 3) Now three Validation fields will be displayed for input:
 - a. PF Number (It has to be 11 digit Alphanumeric code);
 - b. PAN (It has to be 10 digit Alpha Numeric code);
 - c. Date of Birth (It has to be in DD-MM-YYYY format)
- 4) After entering the particulars, the employee has to click on 'VALIDATE Details' button
- 5) Now the NAME of the employee associated with the validated particulars will be displayed for confirmation.
- 6) If details are matched, employee can proceed to Register MOBILE NUMBER
- 7) OTP will be sent on the provided mobile number which has to be fed to VERIFY OTP.
- 8) After confirmation of OTP, the system will prompt for SETTING PASSWORD.
- 9) Now the Employee is ready to LOG-IN with PF Number as User ID & Password.

(B) Employee shall be ready with following documents before online submission-

As a ready reckoner the following is the check list for mandatory fields. Documents to be scanned in JPG format for advanced preparedness to initiate the application in a full-fledged manner.

I) SELF -

- 1) Photograph of Employee & all the dependents
- 2) Signature of Employee
- 3) Old Medical ID card of employee OR Pass/PTO declaration with Supervisor signature & Stamp
- 4) ID proof of all individual dependents (as mentioned in below table)



II) FAMILY MEMBERS- : Based on the Family composition and conditionalities attached with dependents, the DOCUMENTS REQUIRED will be different.

Relation with employee	Marital Status	Documents Required
Mother	Widow	Father Death Certificate
Step-mother	Widow	Father Death Certificate
Son	Unmarried	If student above 21 yrs, Bonafide Certificate
Daughter	Divorced	Divorced Degree
Daughter	Widow	Marriage Certificate & Death certificate of her husband
Step-son	Unmarried	If student above 21 yrs, Bonafide Certificate
Step-daughter	Divorced	Divorced Degree
Step-daughter	Widow	Marriage Certificate & Death certificate of her husband
Brother	Unmarried	Father Death Certificate and If student above 21 yrs, Bonafide Certificate
Step-brother	Unmarried	Father Death Certificate and If student above 21 yrs, Bonafide Certificate
Sister	Unmarried	Father Death Certificate
Sister	Divorced	Father Death Certificate and Divorced Degree
Sister	Widow	Father Death Certificate, Marriage Certificate & Death certificate of her husband
Step-sister	Unmarried	Father Death Certificate
Step-sister	Divorced	Father Death Certificate and Divorced Degree
Step-sister	Widow	Father Death Certificate, Marriage Certificate & Death certificate of her husband

In case of Physically / Mentally challenged dependents – Railway Doctor Certified Medical certificate to be uploaded.

All the employees are requested to complete the online submission of UMID at an earliest so that issuing of UMID card will be done in stipulated time.

Hindi version will follow shortly.

 25/4/19.

C/- DRM - For information please

C/- ADRM - For information please

C/- Divisional Secretary NRMU, CRMS, AISCSTREA, AIOBCREA - For information & wide publicity pl.

C/- Sectional S&WI – For inf. & necessary action

C/- All Ch OS/OS (P/Bills) – Bill clerks will maintain updated position of employees online form Submission.