

All concerned on Asansol Division

Sub: Implementation of UMID (Unique Medical Identity Card) Scheme
Ref: (i) RBE Letter No. 2018/Tran. Cell/Health/Medical Card dated
08/06/2018 & 04/01/2019
(ii) SC Railway's letter No. SCR/P/HQ/765/IT/UMID
dt.18/03/2019

Chairman, Railway Board has launched UMID (Uniform Medical Identity Card) Scheme, a web and mobile based application to generate Medical Identity Cards for employees and pensioners and dependent family members on 05/04/2019 as a part of digital initiatives over Indian Railways. This initiative aims to simplify access to health care services, eliminating the need for Railway staff to carry the physical card/ health book. UMID will generate smart medical identity cards with unique numbering scheme across all the units in Indian Railways so as to facilitate availing medical services from any other units by their unique identification and validation. Railway Board has emphasized immediate implementation of UMID Scheme over all Railway units.

The entire UMID implementation process has to be completed within 3 to 6 months time intimated vide letters as mentioned above. Exclusive usage of UMID cards and Biometric validation will be made compulsory from 01/10/2019.

To facilitate this, a detailed exercise has to be carried out duly involving various departments and active participation of all employees/pensioners. Detailed guidelines in the form of user manuals brochures, checklists, application formats, help-desk modalities, FAQs including educative videos in Hindi and English are available for download and reference in the home page of UMID portal at <https://umid/digitalir.in> and important references are enclosed herewith.

All the end users, i.e. all the existing Railway employees and retired Railway employees have to registered themselves in the portal. This is the first step towards generating the UMID card. Without the registration by the employees, no further process can be initiated by the divisional to enroll the employees in the scheme.

Step by step procedure for user registration:

1. STEPS TO REGISTER IN UMID PORTAL:

- Open web browser and type <https://umid/digitalir.in>.
- In the homepage, click register here.
- Choose the type of user (Employee/Pensioner).
- Enter the required details i.e. 11 digit employee No. (PF No.), PAN No. and date of birth in dd/mm/yyyy format.

- Then, enter the mobile no. and click on send OTP.
- Enter the OTP received on your mobile and set a password for your UMID account. This password shall have maximum of 8 digits, one special character and one digit. Re-enter the password and click on validate.
- Your user account will be created successfully and you will be re-directed to the UMID homepage.

All employees/pensioners are requested to register themselves in the above manner by 15th June/2019.

Once registered successfully as a user, the next step is to initiate application in the UMID portal. Users have to feed the bio-data and other details/supporting documents in the UMID portal. To facilitate this, proper documents are required to be kept in readiness by all employees.

2. STEPS TO INITIATE APPLICATION:

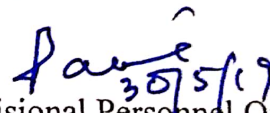
- Open web browser and type <https://umid.digitalir.in>
- In the web page, click on LOGIN (option no. 2), enter your employee no. / PPO Number depending upon the type of user.
- Once you log-in, click on UMID Employee in the master dash board. This will automatically be UMID pensioner for pensioner login.
- Now, all the employee details as fetched from IPAS database will appear on the screen. Please go through the details and in case of any correction, contact your respective Dealing Clerk in Personnel Department/Unit.
- If all the details are correct, on the left side in options, click on Initiate Application (Option No. 2) in Master dash board.
- As a ready reckoner, the following is the check list for mandatory fields and documents to be scanned in JPEG/pdf format for advanced preparedness to initiate the application:
 - Passport size photograph of employee and all the dependents.
 - Signature of the employee.
 - Old Medical ID card / existing health book of employee. If this is not available, Pass/PTO declaration duly certified by the supervisor.
 - ID proof of all individual dependents.
 - Father's death certificate in case of widow mother.
 - Bonafide student's certificate in case of son over 21 years.
 - Divorce decree in case of divorced daughter.
 - Marriage certificate & death certificate in case of widow daughter, if any.
 - Father's death certificate and bonafide student's certificate for brother above 21 years.
 - Father's death certificate in case of unmarried sister.
 - Father's death certificate and divorce decree, in case of divorced sister.
 - Father's death certificate, marriage certificate and death certificate in case of widow sister.

- When you click the INITIATE APPLICATION button, you will be re-directed to EMPLOYEE APPLICATION FORM where you have to feed all the requisite details like Aadhaar card, email-id, address, pin code, health unit opted for and click on PROCEED.
- Once these details are validated, you will have to upload the necessary scanned documents (including scanned signature) in respective buttons.
- Once you upload the documents, you can view and confirm the page to proceed further.
- Once this procedure for initiation of application is completed and approved by Establishment Officer, UMID ID cards will be generated for employee and each of the family members separately.
- The Medical Card can be downloaded and saved on mobile (or) print on paper / card (or) print only the QR code. Final printing of the Medical ID card will be arranged by Personnel Department.
- Any of the mechanisms used for downloading / printing Medical Card will help the employee / pensioner/dependent to show them in the Hospital counter or Kiosk for OPD generation.

Therefore, all the employees – existing and retired are advised to complete the online registration procedure by 15th June, 2019 to enable the Personnel Department to proceed further. In case of any assistance, employees shall contact their concerned Staff & Welfare Inspector immediately.

All the serving and retired Railway employees are also required to fill up the details of themselves and their family members in the enclosed format to enable the functional Admin. to cross check the same with the data provided by the employees at the time of user's registration & initiation of the applications in the Portal.

- DA: (1) Application form for serving Railway employees and their dependents.
(2) Application form for pensioners and their dependents.


for Sr. Divisional Personnel Officer
Eastern Railway/Asansol

Copy to: Ch. OS/Computer/Personnel Department – with the advice to upload this letter in the website of Asansol Division.



EASTERN RAILWAY /ASANSOL DIVISION

Form-1(A)

Application Form for Serving Railway Employee for Issue of Unique Medical ID Card

Instructions :

1. To initiate Employee Application process on the UMID portal, the Employee Form requires input for the following fields and most of the other employee data are already maintained in the backend data taken from IPAS. Check list of mandatory documents required for uploading on the portal is mentioned below separately for serving employee and his/her dependent family members.
2. Employee has to visit the website of UMID portal (digitalir.in/umid) to register and Log-in according to the guidelines given in User Manual for Employees.
3. This Application Form has two parts : **PART – A** :for serving Railway Employee and **Part – B** :for dependent family members. Download this form from Eastern Railway/asansol's website.

Paste here
Passport size
Photo

Part – A (Railway Employee)

1. Name of Serving Railway Employee :
2. Designation :
3. Controlling Officer/Place of posting :
4. Unit :
5. P F No. (11 digit alpha numeric code) :

--	--	--	--	--	--	--	--	--	--	--
6. PAN (10 digit Alpha Numeric code) :

--	--	--	--	--	--	--	--	--	--
7. Date of Birth (DD-MM-YYYY) :

--	--

 -

--	--

 -

--	--	--	--
8. Gender * : Male ☐ Female ☐
9. Blood Group * :
10. Aadhaar No. * :
11. Residential Address * :
12. Health Unit Opted * :
13. City * :
14. Pin Code * :
15. E-Mail ID :
16. Mobile No.* :

--	--	--	--	--	--	--	--	--	--

Enclose the following documents (Check list) :-

1. Passport size photograph of Employee
2. Old Medical ID Card or Pass Declaration attested by Supervisor
3. Signature of Employee
4. Official Identity Card of Railway Employee
5. Any other Documents (Optional)

Date :

Signature of Employee

Countersign by the controlling supervisor with seal and date

**EASTERN RAILWAY/ASANSOL DIVISION****Form-1(B)****Application Form for Serving Railway Employee for Issue of Unique Medical ID Card****Part – B (Dependent Family Member of Employee)**

1. Name of Employee & Designation..... 2. City

3. Residential Address 4.PIN Code 5. Health Unit Opted

SN	Name of Family Member	Date of Birth (DD-MM-YYYY)	Relation (Husband/ Wife/ Daughter/ Son/Mother/ Brother/ Sister/ Step mother/ Step Daughter/ Step Son/ Step Brother,/ Step Sister)	Marital Status (Unmarried/ Married/ Divorced/ Widow)	Dependency (Dependent/ Non- Dependent/ /Student)	Disability Status (NO/ Mentally Challenged/ Physically challenged- 100%)	Blood Group	Aadhar No.	PAN	Email ID	Mobile No.
1	2	3	4	5	6	7	8	9	10	11	12

Paste photograph of each family member in the following boxes in chronological order according to the names listed above .

SN.....

Paste
photograph
of family
member

SN.....

Paste
photograph
of family
member

SN.....

Paste
photograph
of family
member

SN.....

Paste
photograph
of family
member

SN.....

Paste
photograph
of family
member

* Please see overleaf check list of documents to be attached for each individual dependents.

Date :

Countersign by the controlling supervisor with office seal and date

Signature of Employee

CHECK LIST FOR SUBMISSION OF APPLICATION

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

- Photograph of Employee & all the dependents
- Signature of Employee
- Old Medical ID card of employee OR Pass/PTO declaration with Supervisor signature & Stamp
- ID proof of all individual dependents

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.



EASTERN RAILWAY/ASANSOL DIVISION
Application Form for Pensioner for Issue
of Unique Medical ID Card

Form-2(A)

Instructions :

1. To initiate Pensioner Application process on the UMID portal, the Pensioner Form requires input for the following fields and most of the other Pensioner data are already maintained in the backend data taken from IPAS. Check list of mandatory documents required for uploading on the portal is mentioned below separately for Pensioner and his/her dependent family members.
2. Pensioner has to visit the website of UMID portal (digitalir.in/umid) to register and Log-in according to the guidelines given in **User Manual for Pensioners**.
3. This Application Form has two parts : **PART – A** :for Pensioner and **Part – B** :for dependent family members. Download this from ER/Asansol's website.

Part – A (Pensioner)

1. Pensioner Type : ☐ Pensioner ☐ Family Pensioner ☐ Secondary Family Pensioner
2. Pensioner Scheme : ☐ RELHS with FMA ☐ RELHS without FMA ☐ RELHS not opted
3. Name of Pensioner : _____
4. Designation : _____
5. Department : _____
6. Station/Unit : _____
7. Date of Birth (DD-MM-YYYY) :

 -

 -
8. Date of Cessation (DD-MM-YYYY) :

 -

 -
9. Gender * : Male ☐ Female ☐
10. Blood Group * : _____
11. PAN (10 digit Alpha Numeric code) :
12. Aadhaar No. * : _____
13. Residential Address * : _____
14. Health Unit Opted * : _____
13. City * : _____
14. Pin Code * : _____
15. E-Mail ID : _____
16. Mobile No.* :

Enclose the following documents (Check list) :-

1. Passport size photograph of Pensioner
2. Old Medical ID Card of Pensioner
3. Signature of Pensioner
4. Identity Card of Pensioner
5. Any other Documents (Optional)

Paste here
Passport size
Photo

Signature of Pensioner

Date :



EASTERN RAILWAY/ASANSOL DIVISION
Application Form for Pensioner for Issue of Unique Medical ID Card

Form-2(B)

Part – B (Dependent Family Members of Pensioner)

1. Name of Pensioner & Designation..... 2. City

3. Residential Address 4.PIN Code 5. Health Unit Opted

SN	Name of Family Member	Date of Birth (DD-MM-YYYY)	Relation (Husband/ Wife/ Daughter/ Son/Mother/ Brother/ Sister/ Step mother/ Step Daughter/ Step Son/ Step Brother, Step Sister)	Marital Status (Unmarried/ Married/ Divorced/ Widow)	Dependency (Dependent/ Non- Dependent/ /Student)	Disability Status (NO/ Mentally Challenged/ Physically challenged- 100%)	Blood Group	Aadhar No.	PAN	Email ID	Mobile No.
1	2	3	4	5	6	7	8	9	10	11	12

Paste photograph of each family member in the following boxes in chronological order according to the names listed above .

SN.....

Paste
photograph
of family
member

SN.....

Paste
photograph
of family
member

SN.....

Paste
photograph
of family
member

SN.....

Paste
photograph
of family
member

SN.....

Paste
photograph
of family
member

* Please see overleaf check list of documents to be attached for each individual dependents.

Date :

Signature of Pensioner

CHECK LIST FOR SUBMISSION OF APPLICATION

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

- Photograph of PENSIONER & all the dependents
- Signature of PENSIONER
- Old Medical ID card of PENSIONER or RELHS document issued at the time of cessation.
- ID proof of all individual dependents

Relation with PENSIONER	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.