

724-E/1/3687/UMID/P-22

Date: 04.06.2019

DRM Office,  
New DelhiNotice**Sub: Implementation of UMID (Unique Medical Identity Card) Scheme.****Ref: RBE Letter No.2018/Tran.cell/Health/Medical Card dated 08.06.18, 04.01.19 & 02.04.19.**

As you are aware, on 05.04.2019, CRB has launched UMID, a web and mobile based application to generate Medical Identity Card for employees, pensioners as a part of digital initiatives over Indian Railways. This Initiative aims to simplify access to health care services, eliminating the need for railways staff to carry the physical card/health book. With identification of the beneficiary done through computer database the unique medial card will enable access to medical facilities in any of the medical units across India. Railway Board has emphasized immediate implementation of UMID scheme overall zonal railways.

To facilitate this, a detailed exercise has to be carried out duly involving various departments and active participation of all employees/Pensioners. To begin with, the employees have to first register themselves at UMID portal, which is accessible in Mozilla Firefox and some selected web browsers.

**1. STEPS TO REGISTER IN UMID PORTAL:**

- Open your web browser and type **https://umid.digitalir.in.**
- In the homepage click **REGISTER HERE.**
- Choose the type of user (Employee/Pensioner).
- Enter the details i.e. 11 digit **Employee no.** (In DLI division it commences with 503(your PF no.), PAN no. and Date of Birth (DD/MM/YYYY).  
Then enter the mobile number 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 redirected to the UMID homepage. All employees / pensioners are requested to register themselves in the above manner by **15<sup>th</sup> June, 2019.**

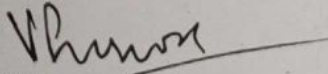
Once, you have register successfully as a user, the next step is to initiate application in the UMID portal. This is nothing but feeding the Bio-data and other details/supporting documents in UMID portal. To facilitate this, proper documents are required to be kept in readiness by all employees. Below is the brief procedure for initiation of application for reference.

**2. STEPS TO INITIATE APPLICATION:**

- Open your web browser and type **https://umid. Digitalir.in.**
- In the webpage click on LOGIN (Option no. 2) enter your employee number/PPO number depending upon the type of user.
- Once you login, click on UMID employee in the master dashboard. This will automatically be UMID pensioner for pensioner login.

- Now all the employee details as fetched from your I-PASS database will appear on the screen. Please go through the details and in case of any correction contact your concerned Bill clerk in Personnel Department.
- If all the details are correct on the left side in options, click on INITIATE APPLICATION (Option no. 2 in master dashboard).
- As a ready reckoner, the following is the check list for mandatory fields and document to be scanned in JPEG/PDF format for advance preparedness to initiate the application.
  - Passport size photograph of employee and all the dependents.
  - Signature of 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 certificate in case of son over 21 years.
  - Divorce decree in case of divorce daughter.
  - Marriage certificate and death certificate in case of widow daughter, if any.
  - Father's death certificate and bonafide student 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 the INITIATE APPLICATION button, you will be redirected to EMPLOYEE APPLICATION FORM where you have to feed all the requisite details like Aadhar 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 document (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, UMID ID cards will be generated for employee and each of the family members separately. The final stage is to print the medical ID card which will be done at personnel department.

Therefore, all the employees are advised to complete this procedure by **15<sup>th</sup> June, 2019** to enable the Personnel Department to proceed further. In case of any assistance employees shall contact their concerned welfare Inspector immediately.

  
(Vikas Purwar)  
ADRM/ADMN  
New Delhi

Copy to:-

1. All Officers & staff of DLI Division.
2. Divl. Secy/URMU, NRMU, SC-ST Association & OBC Association.
3. All employees DLI Division.
4. In-charge CWLI.