दक्षिण पश्चिम रेलवे
SOUTH WESTERN RAILWAY

मंडल कार्यालय Divisional Office
कार्मिक विभाग Personnel Department
हुब्बल्लि Hubballi

No.H/P.721/UMID/Vol-1/19

दिनांक Date:04.05.2019

CIRCULAR

विषय Sub: Implementation of UMID (Unique Medical Identity Card) scheme.
संदर्भ Ref: RBE Letter No.2018/Tran.Cell/Health/Medical Card dated 8.06.18 & 4.06.19.
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As you are aware, on 5.04.2019, CRB has launched UMID, a web and mobile based application to generate Medical Identity Cards 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 railway staff to carry the physical card/health book. With identification of the beneficiary done through computer data base, the unique medical card will enable access to medical facilities in any of the medical units across India. Railway Board has emphasized immediate implementation of UMID scheme over all 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.**
    ➢ Chose the type of User (Employee/ Pensioner)
    ➢ Enter the required details i.e. **11 digit Employee No.**(In Hubballi division, it commences with 424{your PF No.}, **PAN No.** and **Date of Birth** (dd/mm/yyyy). 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, 1 special character and 1 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 **31ˢᵗ May, 2019**.

Once, you have registered 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 the 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:
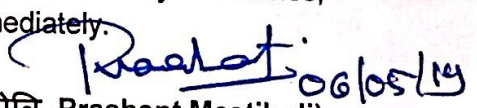
1

2. STEPS TO INITIATE APPLICATION:

- ➢ Open your 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 your IPAS database will appear on the screen. Please go through the details and in case of any correction, contact your respective 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 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 & 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'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 Un-married 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 re-directed 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 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, 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 **15th June, 2019** to enable the Personnel department to proceed further. In case of any assistance, employees shall contact their concerned Welfare Inspector immediately.

(प्रशांत मास्तीहोलि Prashant Mastiholi)
वरिष्ट मंडल कार्मिक अधिकारी/ Sr.Divisional Personnel Officer
द.प.रेलवे हुब्बल्लि /S.W.Railway Hubballi

C/- All Officers & Staff of UBL division.
All India Retired Railway Employees Pensioners Association.
DS/SWRMU, DS/AISCTREA, DS/AIOBC.

Unique Medical Identification System

Medical Services

Avail Medical Services through any one valid Identification particulars

1. Medical Card No.
2. QR Code
3. PF No.
4. PAN No.
5. Aadhaar No.
6. PPO No.
7. Registered Mobile No.

👉 Simple Authentication through Bio-metrics.

👉 Complete online process including revising the medical benificiary particulars.

Features

👉 Web & Mobile Application

👉 Apply from any place through internet

👉 Issue of Smart Cards for Employees, Pensioners and Dependents individually

👉 Easy and convenience in using Health Services at Railway Hospitals

👉 Auto-generation of OPD slips through Kiosks.

👉 Carrying physical card is not mandatory.

👉 Simple validation of beneficiary through any one of 7 valid Particulars.

📞 Help Desk @Email

for any assistance, the Co-ordinationg official or technical assistant can be contacted

e-mail: umid.helpdesk@gmail.com

INDIAN RAILWAYS

PERSONNEL DEPARTMENT

Unique Medical Identification System

Web Application & Mobile APP

उम्मीद

UMID
Unique Medical Identity Card

(Smart Health Card)

Issued by
Principal Chief Personnel Officer
South Central Railway
Secunderbad

Steps for Registration of Unique Medical Identification System

Access

- Web Application:
  www.digitalir.in/umid
  (Can be accessed through internet from any where)

UMID
Unique Medical Identity Card

- Mobile Application:
 UMID (Indian Railways)(Google Play Store)

Registration

- Choose Type of Beneficiary
  (Employee/Penisioner/Other)

- Identity Particulars (PAN, Date of Birth & PF No.)
- Mobile Number Registration

Initiate Application

- Login through OTP
- Initiate new application
- Fill-up details of self & family members
- Upload relevant documents & forward (as per check list)
- Verification IPAS / ARPAN Details
- If found OK, proceed for initiate application
- Check details fetched from existing database
- For incorrect details, please approach the Bill clerk in IPAS/ARPAN to rectify / update
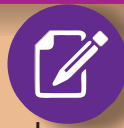
Download Medical ID card

- After approval download ID card to use in Hospitals
- Save ID card in Mobile through Mobile App
- Print ID card on plastic card
- Print only QR code (even on plain paper)

Avail Medical services in Railway Hospitals through 2 simple steps

- Enter any of the Registered Identity particulars
- Validate through Bio-metrics
- Automatic printing of OPD slip

Service Request can be raised online under help desk tab.

- Provide emailID if not registered (optional if registered)
- Enter subject of the request
- Describe the problem
- Submit & Note the reference number to track the status.

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/PDF format for advance 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, if not available, Pass/PTO declaration duly certified by supervisor
- ID proof of all individual dependents.

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

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Introduction / Brief of the Module

UMID (Ummeed) etymologically translates as 'Hope'. The module is envisioned as a hope for better service delivery to the medical beneficiaries in Indian Railways

1) UMID is a Web application which will generate smart Medical Identity Cards, with unique all India numbers and issued to the employee / pensioner as well as each dependent, individually & separately.

2) Web and Mobile application for e-validation of identity of Railway Medical beneficiaries.

3) Registration, Approval and Card Generation Process is done completely on electronic platform. This includes the continuous revision of beneficiary details dynamically.

4) End-to-end solution for Medical Identity with complete Rule integration with built-in validation.

5) Humanistic Technology & Good Governance elements combine to deliver Customer convenience and flawless Service.

6) Card-independent system: Biometric & QR code systems along with integrated database of Pan Indian Identity numbers (PF no./ PAN/Aadhar/PPO/Registered Mobile No. etc) to facilitate identification and validation without physical card also.

7) Universal Applicability and Scalability to use the same software for any number of units or for Indian Railways as a whole.

8) Continuous Validation mechanism for regular updation of beneficiaries with back-end process. Thereby the cards are updated automatically for downloading anytime by employees in their mobiles or computers. QR code & Medical ID card Numbers remain unchanged while the details get dynamically updated in the database.

9) Registration for change of Health Units across units is facilitated on online application.

10) Hospital-wise Registered users database will facilitate debits and credits initiation for Inter Hospital Administration.

11) Interfacing with Hospitals for automatic generation of OPD slips.

12) Interfacing with Referral Hospitals plausible for authentication through Biometrics.

13) Interfacing with Hospitals tied up under CTSE scheme is possible for authentication through Biometrics.

14) Dynamic updation of Level of entitlement of Hospital Wards for Medical beneficiaries in Railway empanelled Hospitals as per the Rly. Bd'slr.No. 2016/D-1/11/69/Hospital Recognition, dt.08.05.18.

15) Colour schemes of the card are adopted as per the Rly. Bd's lr. No. 2018//Trans.Cell /Health/Medical Card, dt. 04.01.2019to identify the beneficiary separately and apparently as employees (Blue – Blue strips); Pensioners (Green – Green Strips); Dependents (Blue/Green - Yellow strips).

16) The Numbering scheme is adopted to remain unique across all the units in Indian Railways so as to facilitate availing medical services from any other units by their unique identification and validation.

Access to Web site

Use the following URL to access to the web site for all the services related to Medical Identity Card

www.digitalir.in/umid/

This web site can be accessed through PCs & Mobiles' browsers having internet connection. It is not restricted to Rail Net connection.

The mobile users can access to the application from Google Play Store under the following logo (UMID – Indian Railways)

Indian Railways

B1: How EMPLOYEE can use CHECK-LIST for Advance Preparedness

- Download the BROCHURE/CHECK-LIST from UMID website
    - (digitalir.in/umid – MENU – GUIDELINES – BROCHURE /CHECK-LIST)

- View CHECK-LIST (Default View) when you click on INITIATE APPLICATION.
- Check-list Image(*)
- From the check-list you can see guidelines separately indicated for Self & Family Members.

- SELF
    - Normally 3 documents are required for uploading in Employee form. They are photograph, scanned Signature and old medical card. If old medical card is not available, then the Pass/PTO declaration form can be uploaded duly countersigned by Supervisor/Controlling Officer.

- FAMILY MEMBERS
    - Based on the Family composition and conditionalities attached with dependents, the DOCUMENTS REQUIRED will be different.
    - Uploading the required documents is compulsory.
    - Commonly applicable documents are Photograph, ID proof, proof of Relation etc.
    - Specific documents such as Disability Certificate, Divorce Deed, Marriage Certificate, Death certificate etc will be variable as indicated in the Check-list.

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**
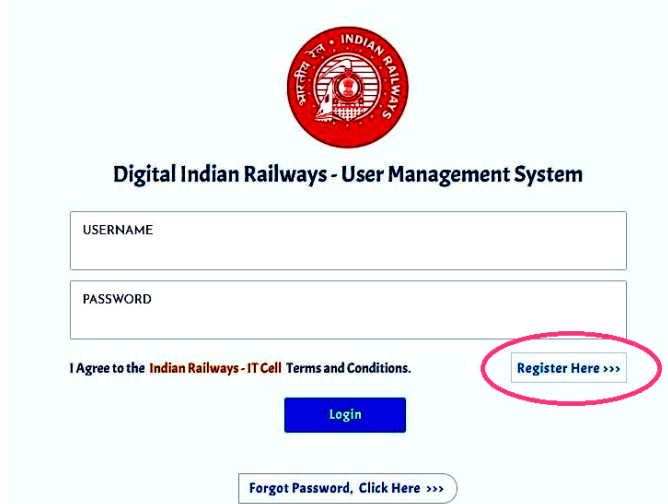- ➢ **ID proof of all individual dependents**

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.
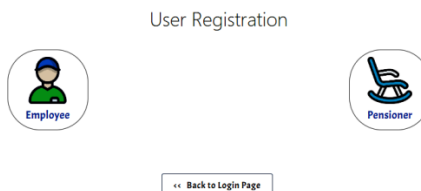
B2: Employee Registration Process

Steps involved:

1) Employee has to click on 'REGISTER' on Website Homepage: digitalir.in/umid (or) Go to the Log-in Page and click on 'REGISTER'
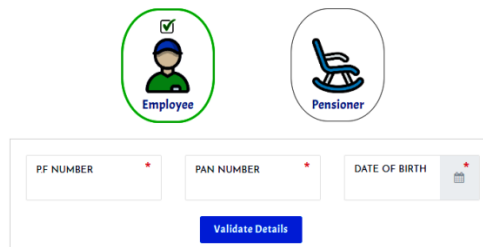

2) Employee has to Select Type of User as 'EMPLOYEE'

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.

P.F NUMBER *	PAN NUMBER *	DATE OF BIRTH *
24310024310	BBIBK5880B	14-06-1970

EMPLOYEE NAME *	MOBILE NUMBER *	
PRA KUMAR	9908200820	**Send OTP**

7) OTP will be sent on the provided mobile number which has to be fed to VERIFY OTP.

P.F NUMBER *	PAN NUMBER *	DATE OF BIRTH *
XXXXXX	XXXXXX	XXXXXX

EMPLOYEE NAME *	MOBILE NUMBER *	ENTER OTP *
XXXXXX	XXXXXX	62606

Verify OTP

Resend OTP in **24** Seconds

8) After confirmation of OTP, the system will prompt for SETTING PASSWORD.

P.F NUMBER *	PAN NUMBER *	DATE OF BIRTH *
XXXXXX	XXXXXX	XXXXXX

EMPLOYEE NAME *	MOBILE NUMBER *	ENTER OTP *
XXXXXX	XXXXXX	62602

ENTER PASSWORD *	CONFIRM PASSWORD *	
......	......	**Register**
Note: Min. Length 6 characters.	Matching	

9) Now the Employee is ready to LOG-IN with PF Number as User ID & Password as set in the Registration process.

B3: Employee Log-in & Dashboard

1) Employee has to go to the Log-in Page (digitalir.in/umid)
2) Enter the user credentials:
   a. PF Number as User ID
   b. Password as REGISTERED

3) Select User Role as **EMPLOYEE/ADMINISTRATOR** on top of the page. **(This step is required only if the Employee has been assigned with Admin rights).**
4) Click on the **UMID (Employee) Tab** on the Dashboard

5) Now the Side-bar **MENU** will be available for view on the left side.
6) You will find 4 items in the Menu for navigation:
   a. **DASHBOARD** (To view the employee Basic particulars fetched from backend database).
   b. **INITIATE APPLICATION** (To start the Application process).
   c. **MY APPLICATION STATUS** (To track the status of the application after it has been submitted).
   d. **VIEW/DOWNLOAD MEDICAL CARDS** (To view the cards after they are generated).
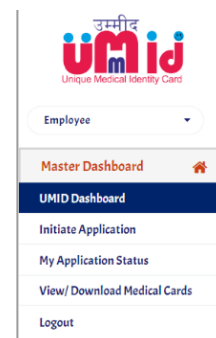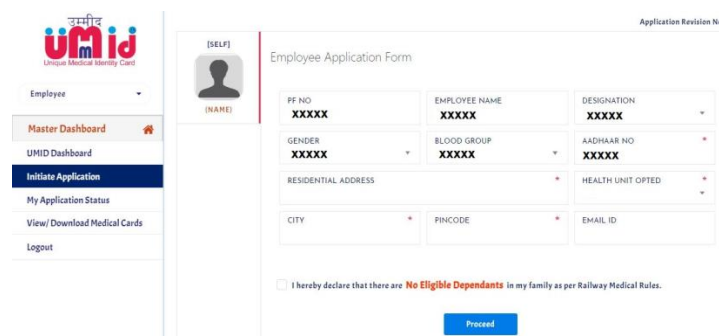
B4: Verification of Back-end Data (EMPLOYEE)

1) The user has to LOG-IN as EMPLOYEE
2) Go to the MENU on the Side-bar and click on DASHBAORD
3) BASIC DETAILS are displayed on the main page for verification.
4) If details are found correct, then PROCEED for INITIATING THE APPLICATION process.
5) In case of ERRORS, there are 2 REMEDIAL ACTIONS suggested:
   a. Approach BILL CLERK for RECTIFICATION in IPAS.
   b. Approach ADMIN to UPDATE in UMID.

B5: EMPLOYEE APPLICATION PROCESS

- **Employee has to LOG-IN in the UMID Portal;**
- **Go to the MENU bar and click on INITIATE APPLICATION.**
  (Application form will have 2 stages for SELF & FAMILY).

A) SELF Form: It is a simple form and it requires bare minimum fields since the most of the required information is already maintained in the backend data taken from IPAS.

1) The employee form requires input for 6 fields only. They are Gender, Blood Group, Aadhar number, Address, Hospital opted and email.
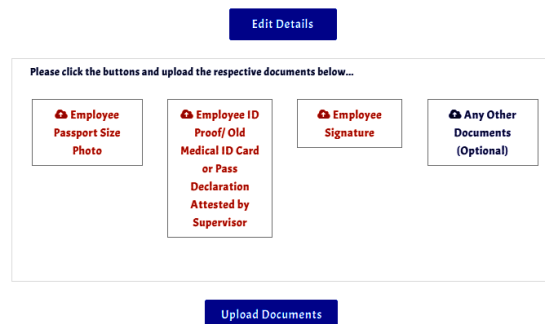
2) After entering these details, there is a declaration option if there are 'NO ELIGIBLE DEPENDENTS' in the Family. If yes, it will cut short the Family Form. If not, this declaration can be ignored.

3) By clicking on VALIDATE button, the details will be saved and employee can proceed to UPLOAD DOCUMENTS.
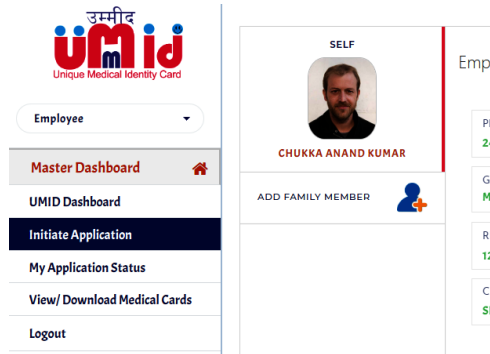
4) To UPLOAD DOCUMENTS the Employee has to select the files from Mobile or a PC. Normally 3 documents are required for uploading in Employee form. They are photograph, scanned Signature and old medical card. If old medical card is not available, then the Pass/PTO declaration form can be uploaded duly countersigned by Supervisor/Controlling Officer. In addition, any other relevant documents can be uploaded against ADDITIONAL DOCUMENT field.

5) The uploaded images can be CROPPED & COMPRESSED by double-click on the uploaded image thumbnails.

6) To confirm the completion of uploading of documents, employee can click on UPDATE DOCUMENTS. With this, the employee form is completed.
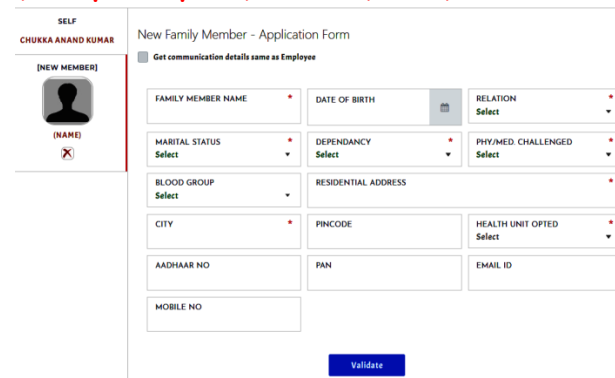
B) ADD FAMILY MEMBERS

1) **If you Click on ADD FAMILY MEMBER below the Employee tab, new form for family member will be displayed.**

2) **On top of the form, Check the box to fetch the Communication details, same as in Employee form.**

3) **Family Form will have 13 fields to be filled up. They are Name, Date of Birth, Relation, Marital Status, Dependency, Disability status, Blood Group, Address, Hospital opted, Aadhar, PAN, email and Mobile number.**

4) **Since there is no readily available database for family members, this information requires to be filled as a onetime measure. Although most of the information is not mandatory, the information if filled completely will help in extending more services in future for family members directly.**

5) **After entering the details, the employee can VALIDATE to save the particulars.**

6) **Based on the Family composition and conditionalities attached with dependents, the DOCUMENTS REQUIRED will be tagged by the system itself.**

7) **Uploading the indicated documents is compulsory. Commonly applicable documents are Photograph, ID proof, proof of Relation etc. Specific documents such as Disability Certificate, Divorse Deed etc will be variable as indicated in the Check-list.**

8) **By UPDATING THE DOCUMENTS, the family form gets saved. However, the same can be edited subsequently but before SUBMISSION of form. When EDIT details option is exercised, the employee has to fill the form again and documents are to be uploaded again because the REVERSE PROCESS LOGIC will be applicable.**

9) **Any number of Family members can be added along the same procedure.**

10) After adding all the family particulars successfully, the employee has to check the DECLARATION that the details are correct and the form can be SUBMITTED.

DECLARATION & SELECT REPORTING OFFICE/ SUPERVISOR

☑ I hereby declare that the above statements are true, and if found incorrect, I shall take full responsibilty and liable for action as per the prevalent guidelines. Further whenever the information furnished herein under goes change, I shall update them immediately and report the Administration.
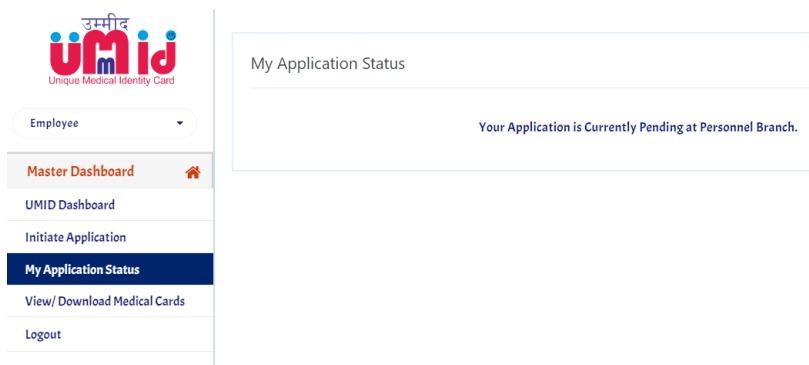
Preview   **Submit**

11) Now the form is submitted and the status of the application canbe tracked under 'MY APPLICATION STATUS' in the Menu.

B6: How to Track Employee Application Status

1) Login as Employee
2) Go to Menu side bar and click on MY APPLICATION STATUS.

Employee ▼

Master Dashboard 🏠
UMID Dashboard
Initiate Application
My Application Status
View/ Download Medical Cards
Logout

My Application Status
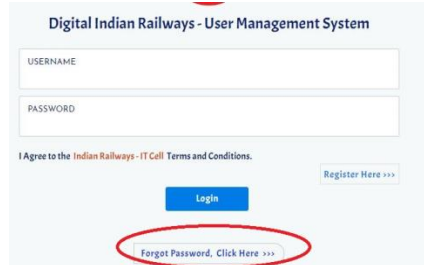
Your Application is Currently Pending at Personnel Branch.

3) Status of the application can be seen on the dashboard as to with which user the case is pending currently.
4) If there are any complaints on the status of the application, the employee can raise a SERVICE REQUEST to the UMID ADMIN.

B7: How to Download Medical Cards (EMPLOYEE)

1) Log-in as employee
2) Go to menu Sidebar and Click on VIEW/DOWNLOAD MEDICAL CARDS
3) All the medical cards of the eligible family members including employee will be displayed on the dashboard.
4) They can be saved in Mobile (or) Print on Paper/Card (or) Print only the QR Code.
5) Any of the mechanism will help the employee/dependent to show them in the Hospital counter or Kiosk for OPD slip generation.

B8: Employee – FORGOT PASSWORD Procedure

1) **Go to LOG-IN page of UMID**
2) **Click on FORGOT PASSWORD (at the bottom of the log-in box.)**

Digital Indian Railways - User Management System
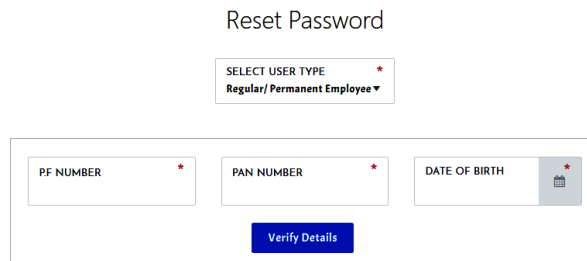
USERNAME

PASSWORD

I Agree to the Indian Railways - IT Cell Terms and Conditions.

Register Here >>>

Login

Forgot Password, Click Here >>>

3) **Select TYPE OF USER as EMPLOYEE**
4) **Enter VALIDATION Particulars:**
   a. **PF Number**
   b. **PAN**
   c. **Date of birth**
5) **Click on VALIDATE button**

Reset Password

SELECT USER TYPE *
Regular/ Permanent Employee ▼

P.F NUMBER *   PAN NUMBER *   DATE OF BIRTH *

Verify Details

6) **Display of NAME & MOBILE Number for confirmation.**
7) **Enter OTP and VERIFY**
8) **Set NEW PASSWORD and confirm by clicking on RESET.**
9) **Now the Employee can login with new credentials.**