

RAIL WHEEL FACTORY

General Manager's Office,
(Personnel Department).
Yelahanka, Bangalore-64.

No. RWF/ME-18/313 (UMID)

Dated : 21.10.2019

C I R C U L A R

Sub:- Implementation of UMID (Unique Medical Identity Card) Scheme.

**Ref:- Railway Board's letter No. 2018/Trans.Cell/Medical Card dated
08.06.18 & 04.01.19.**

As you are aware, Railway Board has launched UMID, a web and mobile based application to generate Medical Identity Cards for employees, Pensioners as 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/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, detailed guidelines are issued to implement the scheme with participation of all employees/Pensioners.

(A) STEPS TO REGISTER IN UMID PORTAL:-

To begin with, the employees have to first register themselves at UMID portal, which is accessible in Mozilla Firefox and some selected web browsers.

- 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 RWF, it commences from 51400 + Employee No. for example: if the employee No. is 012345, it should be entered as 51400012345), 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.

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(B) All Employees/Pensioners are requested to register themselves in the above manner by **30.11.2019**.

(C) Once the employee/pensioner has 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.

(D) STEPS TO INITIATE APPLICATION.

- **Open the web browser and type <https://umid.digitalir.in>.**
- In the Web page, click on LOGIN (Option No. 2). Enter the Employee No/PPO Number depending upon the type of User.
- Once the user logs-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 the IPAS or other database will appear on the screen. Please go through the details and in case of any correction, contact MIS Center/CSWI.
- If all the details are correct, on the left side in options, click on **INITIATE APPLICATION** (Option No. 2 in the Master Dash Board).

(E) 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:-

- Passport size photograph of employee/pensioner and all the dependents.
- Signature of employee/pensioner.
- Old Medical ID card/existing health book of employee/pensioner. If this is not available, Pass/ PTO declaration duly certified by the Supervisor for employees or certified by Ch.OS/Settlement for pensioner.
- ID proof of all individual dependents.
- Bonafide student's certificate in case of son over 21 years of age.
- Divorce decree in case of dependent divorced daughter.
- Marriage Certificate and Death Certificate of her husband, in case of dependent Widowed daughter, if any.
- Father's death certificate and bonafide student's certificate for dependent Brother above 21 years.
- Father's death certificate in case of dependent Un-married Sister or dependent brother.
- Father's death certificate and divorce decree, in case of dependent Divorced Sister.


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- Father's death certificate, and Death certificate of husband, in case of dependent Widowed Sister.
- When the user clicks on the INITIATE APPLICATION button, the user will be re-directed to EMPLOYEE APPLICATION FORM where he/she will 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, the user will have to upload the necessary scanned documents (including scanned signature) in respective buttons.
- Once the user uploads 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 done at Personnel dept.

Therefore, all the employees/pensioners are advised to complete this procedure by **30.11.2019** to enable Personnel dept. to proceed further process of verification/ authentication.

In case of any assistance, employees shall contact Staff and Welfare Inspectors in the Personnel dept. on phone no.72624.


(H.K. MADHUSUDHANA),
Senior Personnel Officer-II,
for Principal Chief Personnel Officer

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All Officers/RWF/YNK.
All Staff of RWF/YNK.
Secy. to GM- for kind information of GM.
All India Retired Railway Employees Pensioners Association.
The Joint Secretary, Staff Council/RWF/YNK.
The General Secretaries, SC/ST/OBC Associations, RWF Zone/RWF/YNK.
All Notice Boards.