



दक्षिण रेलवे/SOUTHERN RAILWAY
मंडल कार्यालय/Divisional Office
कार्मिक विभाग/Personnel Department
पालक्काड/PALGHAT . 678002.

UMID (Unique Medical Identification) CARD



<u>What is UMID ?</u>	UMID (Unique Medical Identification) is a Software for generating Smart Medical Cards for serving and Railway pensioners developed by SC Railways as per the direction of Railway Board through On line.
<u>Where to Register?</u>	https://umid.digitalir.in
<u>Who are the eligible members to register?</u>	All serving Railway employees/Pensioners/ Family Pensioners can apply individually.
<u>How to get the card?</u>	<ul style="list-style-type: none">• 1ST STEP -EMPLOYEE/PENSIONER/FAMILY PENSIONER.• 2ND STEP LOGIN – INITIATE APPLICATION• 3RD STEP UPLOAD REQUIRED DOCUMENTS• 4TH STEP DOWNLOAD UMID CARD



**1ST STEP –
EMPLOYEE/PENSIONER/FAMILY PENSIONER-
REGISTRATION**



Open Web Portal <https://umid.digitalir.in>



A) Choose Type of Beneficiary -Employee/Pensioner.



B) Fill the three Validation fields
1) PF Number
2) PAN (10 DIGIT)
3) Date of Birth in DD-MM-YYYY Format



Then Click on Validate details button



Now the NAME of employee with validated particulars will be displayed for confirmation



If details matched, employee to Register Mobile Number for OTP (ONE TIME Password)



Enter OTP Number & after confirmation , the system will Prompt for SETTING PASS WORD



SET THE PASS WORD



Now Employee/Pensioner Ready to login with PF Number as USER ID & Pass word set

II STEP

**EMPLOYEE/PENSIONER
LOG-IN & APPLICATION PROCESS**



**LOG-IN using USER ID (PF NO) &
PASS WORD**



**GO TO MENU BAR & CLICK ON
"INITIATE APPLICATION" BUTTON –
2 STAGES**
(1) "SELF FORM"
(2) ADD FAMILY MEMBERS



GO TO "SELF FORM"
**ENTER THE 6 FIELDS viz. GENDER,
BLOOD GROUP, AADHAR NO,
ADDRESS , HOSPITAL OPTED , e-MAIL**



**AFTER ENTERING ABOVE DETAILS,
ENTER DECLARATION OPTION IF
THERE ARE NO ELIGIBLE
DEPENDENTS.**



**CLICK VALIDATE BUTTON
DETAILS SAVED & PROCEED TO
UPLOAD DOCUMENTS**



**SELECT THE FILES FOR UPLOADING –
THREE MAIN DOCS i.e. Photograph,
Scanned Signature and Old Medical
Card. If Medical card not available then
Pass/PTO Declaration form duly
cop/undersigned by Supervisor.**



**PROVISION IS THERE FOR UPLOADING
ANY ADDITIONAL DOCUMENTS**



**TO CONFIRM COMPLETION OF
UPLOADING OF DOCUMENTS**

CLICK

UPDATE DOCUMENTS BUTTON



TIPS:

**Uploaded images can be cropped &
compressed by double-click on the
uploaded image**

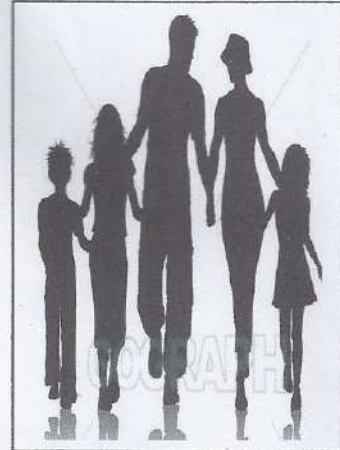
III STEP



ADD FAMILY MEMBERS



- CLICK ADD FAMILY MEMBER TAB
- 13 FIELDS TO BE FILLED UP
- CLICK VALIDATE BUTTON TO SAVE THE DATA
- UPLOAD THE RELEVANT DOCUMENTS WHICH IS COMPULSORY
- CLICK UPDATING THE DOCUMENTS BUTTON . DATA GET SAVED.
- SAME CAN BE EDITED BEFORE SUBMISSION
- ANY NUMBER OF FAMILY MEMBERS CAN BE ADDED



LASTLY, CHECK THE DECLARATION FOR CORRECTNESS



CLICK SUBMIT BUTTON



NOW FORM IS SUBMITTED



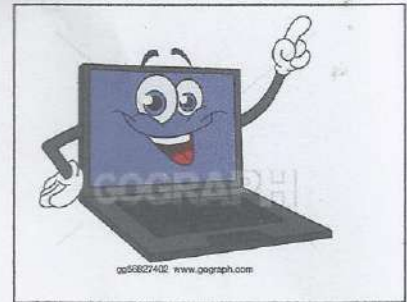
IV STEP
DOWNLOAD MEDICAL CARDS
(EMPLOYEE)



LOG- IN AS EMPLOYEE



GO TO MENU SIDE BAR
CLIK – VIEW/DOWNLOAD MEDICAL CARDS
ALL THE MEDICAL CARDS DISPLAYED
THEREIN
THEY CAN BE SAVED IN MOBILE OR PRINT
ON PAPER/CARD OR PRINT ONLY QR CODE





**CHECK LIST
KEEP READY THE
DOCUMENTS**

1. Scanned photograph of Employee/Pensioner & all dependents

2. Scanned Signature of Employee/ Pensioner/ Family Pensioner

1. Scanned copy of old medical ID Card of employee or Pass/PTO DECLARATION WITH Supervisor signature & Stamp

2. Scanned ID Proof of all Individuals

- **Scanned ID Proof of all Individuals**
- **Father's Death Certificate** in case of Widow mother. If not available a certificate to that effect attested by a Gazetted Officer.
- **Bonafide Student Certificate** in case of son over 21 years.
- **Divorce Decree** in case of Divorced Daughter.
- **Marriage Certificate & Death certificate of Spouse** of widow daughter , if any.
- **Father's Death Certificate and Bonafide Certificate** for Brother in case of dependant brother. .
- **Father's Death Certificate** in case of unmarried daughter.
- **Father's death Certificate and Divorce Decree**, in case of Divorced Sister.
- **Father's Death Certificate, Marriage Certificate & Death certificate** of husband in case of widowed sister.
- In case of physically /mentally challenged dependants, **Railway doctor Certified medical certificate** .