दक्षिण मध्य रेलवे
## SOUTH CENTRAL RAILWAY
### VIJAYAWADA DIVISION

Divisional Office,
Personnel Branch,
Vijayawada,
Dt: 14.12.2023

No. SCR/P-BZA/210/Emp.ID/IT cell

**All Concerned/BZA Divn.**

**Sub: Issue of Employee's Identity card through Online for the staff of Vijayawada Division -Reg.**

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Keeping in view of considering many requests from the Officers as well as Staff of BZA Division for issuing of Employees' Identity Cards, *Vijayawada Division has first ever designed and introduced a WEB Portal* i.e. **www.bzaid.com** for issuing the **EMPLOYEES' IDENTITY CARDS** through **ONLINE**. Shri Narendra A. Patil, Divisional Railway Manager has inaugurated the said web portal for issuing the Employees Identity Cards to the Officers and entire staff of BZA Division.
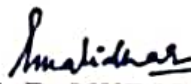
The web portal is available for applying the Serving Employees' Identity Card through Online by **www.bzaid.com**.

All the Officers and Staff of BZA Division are hereby advised to go through the website and login with their PF/Emp. No. and enter the OTP which will be received to their registered mobile number as per the MMS Database. After **"login"** to Web Portal, the basic details of the Employee i.e. Name, Designation, Pay Level, Section, Department have been automatically fetched from the MMS Database. The Employee has to upload the photo & signature and enter the required details i.e. Blood Group, Emergency Cell No., DOB, Address and family members details etc. The uploaded details of the Employee will be verified by the verifying authority and the same will be forwarded to Competent Authority for approval of issue of the Employees' Identity Card.

On approval of the Competent Authority, Employee Identity Card will be generated and communicated the same through text message to the registered mobile number of the Employee. Finally, the Employee has to **"login"** the web portal and download the Employee Identity Card.

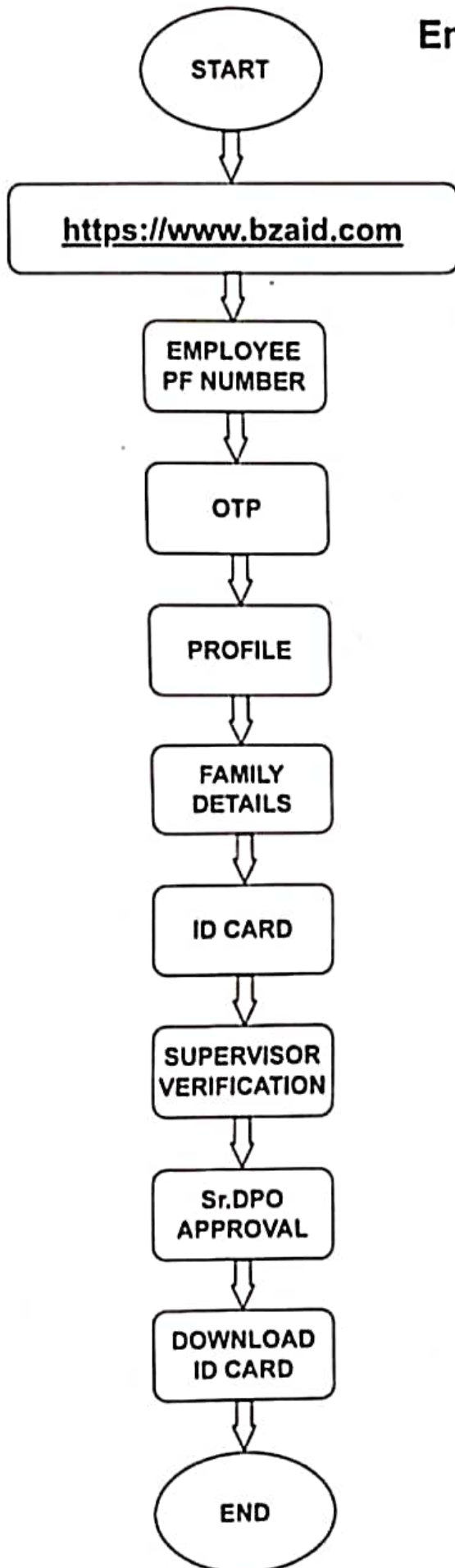The detailed flow chart for applying Employee's Identity Card is enclosed for the case of Employees of BZA Division.

Encl: As above

(M. B. MURALIDHAR, IRPS)
Sr.DPO/BZA

C/- PS/Gaz. to DRM for kind information of DRM/BZA please.
C/- ADRM/Infra & ADRM/OP/BZA for kind information please.
C/- All Officers and Staff of BZA Division for information please.
C/- DSs –SCRES, SCRMU, AISCSTREA & OBCREA/BZA.

# Employee Identity Card flow chart

```
        ┌─────────┐
        │  START  │
        └─────────┘
             │
             ▼
 ┌───────────────────────┐
 │ https://www.bzaid.com │
 └───────────────────────┘
             │
             ▼
     ┌───────────────┐           • Employee PF number
     │   EMPLOYEE    │
     │  PF NUMBER    │
     └───────────────┘
             │
             ▼
     ┌───────────────┐           • The OTP will be sent to the
     │     OTP       │             employee's registered mobile number
     └───────────────┘
             │
             ▼
     ┌───────────────┐           • Employee upload self photo and
     │   PROFILE     │             signature and fills related data
     └───────────────┘
             │
             ▼
     ┌───────────────┐           • Employee fills family details
     │   FAMILY      │
     │   DETAILS     │
     └───────────────┘
             │
             ▼
     ┌───────────────┐           • Employee can view the status of the
     │   ID CARD     │             ID card.
     └───────────────┘
             │
             ▼
     ┌───────────────┐           • After submission of ID Card
     │  SUPERVISOR   │             application will goes to concerned
     │ VERIFICATION  │             Supervisor
     └───────────────┘
             │
             ▼
     ┌───────────────┐           • Supervisor forwards to Sr.DPO for
     │    Sr.DPO     │             verification and approval
     │   APPROVAL    │
     └───────────────┘
             │
             ▼
     ┌───────────────┐           • Employee can view the status of the
     │  DOWNLOAD     │             ID card and finally download the ID.
     │   ID CARD     │
     └───────────────┘
             │
             ▼
        ┌─────────┐
        │   END   │
        └─────────┘
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14/12/2023