सत्यमेव जयते

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI

COMPENDIUM OF GUIDELINES, INSTRUCTIONS AND CIRCULARS ON REGISTRATION OF BIRTHS & DEATHS

DIRECTORATE OF ECONOMICS & STATISTICS

&

OFFICE OF THE CHIEF REGISTRAR (BIRTHS & DEATHS)

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PREFACE

The Civil Registration System i.e. the registration of births and deaths in the country is mandatory and it is done as per the provisions made in the Registration of Births & Deaths (RBD) Act, 1969. To ensure the execution of the said act and to provide other guidance etc. for strengthening of Civil Registration System in the country, the nodal department at central government level is the Office of Registrar General, India. At State level, the office of Chief Registrar (Births & Deaths) deals with the Civil Registration System in the respective state. The registration of births and deaths in Delhi is being done by the concerned local body for their jurisdictional area. There are three local bodies in Delhi viz. MCD (erstwhile North/South/East DMC), DCB and NDMC are executing the provisions of RBD Act, 1969 and Delhi Registration of Births & Deaths (DRBD) Rules, 1999.

Over the years the Office of Registrar General, India has issued many guidelines, orders, instructions, clarifications etc. on various aspect, especially in respect of issues concerning registration of births & deaths, Correction of name & date of birth of child in birth record, Clarification regarding registration of death of a missing person, Registration of birth of children taken on adoption, Issuance of birth certificate of child born through surrogacy etc. There has been a demand for compiling the plethora of orders issued on various subjects, from time to time. For the reference and guidance of the Civil Registration functionaries, a handy compendium was felt to be the need of the day. All efforts have been made to make the compendium user-friendly.

The compendium is being made available on the website of the DES. Thus, not only those functionaries responsible for births & deaths registration and implementation of rules, but general public would have access to the various orders, instructions, clarifications etc. on the Civil Registration System. It is expected that this would also facilitate the functionaries involved in registration of vital events in the different local Bodies as most of the information would be available in public domain in an easily accessible and understandable form.

It is also hoped that the compendium would meet the expectations of the end users. Suggestions, if any, for improvement of the coverage and contents in the future publication of this Handbook, are welcome.

Delhi
February, 2023

(V.S. RAWAT, IAS)
Director (DES) &
CHIEF REGISTRAR (Births & Deaths)

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Registration of Births and Deaths Act, 1969

(Act No. 18 of 1969)

(As on the Ist February 1993)

PREFACE TO THE FIRST EDITION

This is a diglot edition of the Registration of Births and Deaths Act, 1969, as on the 1st November, 1970, containing the authoritative Hindi text thereof along its English text. The Hindi text of the Act was published in the Gazette of India, Extraordinary, Part II, section 1A, No. 53, Vol. V, dated 27th December, 1969 on pages 565 to 578.

This Hindi text was prepared by the Official Language (Legislative) Commission and it was published under the authority of the President under section 5(1) of the Official Languages Act, 1963, and on such publication, it became the authoritative text of that Act in Hindi.

NEW DELHI,
1st, NOVEMBER 1970.
Government of India.

N.D.P. NAMBOODIRIPAD,
Joint Secretary to the

PREFACE TO THE THIRD EDITION

As all the copies of the first diglot edition of the Registration of Births and Deaths Act, 1969 (18 of 1969) have been sold the third edition is being published, incorporating the amendments made in it till 1st February, 1993. The present edition also gives legislative history of the Act.

NEW DELHI,
1st, FEBRUARY, 1993.
India.

K.L. MOHANPURIA,
Secretary to the Government of

THE REGISTRATION OF BIRTHS AND DEATHS ACT, 1969

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PRELIMINARY

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THE REGISTRATION OF BIRTHS AND DEATHS ACT, 1969

(ACT NO. 18 OF 1969)

[31ST May, 1969]

An Act to provide for the regulation of registration of births and deaths and for matters connected therewith.

Be it enacted by Parliament in the Twentieth Year of the Republic of India as follows:-

CHAPTER I

PRELIMINARY

Short title, extent and commencement.	1. 1. (1) This Act may be called the Registration of Births and Deaths Act,1969. 2. 2. (2) It extends to the whole of India. 3. 3. (3) It shall come into force in a State on such date as the Central Government may, by notification in the Official Gazette, appoint: Provided that different dates may be appointed for different parts of a State.	
Definitions and interpretation.	2. (1) In this Act, unless the context otherwise requires,- (a) (a) "birth" means live-birth or still-birth; (b) (b) "death" means the permanent disappearance of all evidence of life at any time after live-birth has taken place; (c) (c) "foetal death" means absence of all evidence of life prior to the complete expulsion or extraction from its mother of a product of conception irrespective of the duration of pregnancy; (d) (d) "live-birth" means the complete expulsion or extraction from its mother of a product of conception, irrespective of the duration of pregnancy, which after such expulsion or extraction, breathes or shows any other evidence of life, and each product of such birth is considered live-born; (e) (e) "prescribed" means prescribed by rules made under this Act; (f) (f) "State Government", in relation to a Union territory, means the Administrator thereof; (g) (g) "Still-birth" means foetal death where a product of conception has attained at least the prescribed period of gestation.	

	(2) Any reference in this Act to any law which is not in force in any area shall, in relation to that area, be construed as a reference to the corresponding law, if any , in force in that area.	
	CHAPTER II	
	REGISTRATION-ESTABLISHMENT	
Registrar-General, India.	3. (1) The Central Government may, by notification in the Official Gazette, appoint a person to be known as the Registrar-General, India. (2) (2) The Central Government may also appoint such other officers with such designations as it thinks fit for the purpose of discharging, under the superintendence and direction of the Registrar-General, such functions of the Registrar-General under this Act as he may, from time to time, authorise them to discharge. (3) (3) The Registrar-General may issue general directions regarding registration of births and deaths in the territories to which this Act extends, and shall take steps to co-ordinate and unify the activities of Chief Registrars in the matter of registration of births and deaths and submit to the Central Government an annual report on the working of this Act in the said territories.	
Chief Registrar	4. 4. (1) The State Government may, by notification in the Official Gazette, appoint a Chief Registrar for the State. (2) (2) The State Government may also appoint such other officers with such designations as it thinks fit for the purpose of discharging, under the superintendence and direction of the Chief Registrar, such of his functions as he may, from time to time, authorise them to discharge. (3) (3) The Chief Registrar shall be the chief executive authority in the State for carrying into execution the provisions of this Act and the rules and orders made thereunder subject to the directions, if any, given by the State Government. (4) (4) The Chief Registrar shall take steps, by the issue of suitable instructions or otherwise, to co-ordinate, unify and supervise the work of registration in the State for securing an efficient system of registration and shall prepare and submit to the State Government, in such manner and at such intervals as may be prescribed, a report on the working of this Act in the State alongwith the statistical report referred to in sub-section (2) of section 19.	
Registration	5. The State Government may, by notification in the	

divisions.	Official Gazette, divide the territory within the State into such registration divisions as it may think fit and prescribe different rules for different registration divisions.	
District Registrar	6. (1) The State Government may appoint a District Registrar for each revenue district and such number of Additional District Registrars as it thinks fit who shall, subject to the general control and direction of the District Registrar, discharge such functions of the District Registrar as the District Registrar may, from time to time, authorise them to discharge. (2) The District Registrar shall superintend , subject to the direction of the Chief Registrar, the Registration of births and deaths in the district and shall be responsible for carrying into execution in the district the provisions of this Act and the orders of the Chief Registrar issued from time to time for the purposes of this Act.	
Registrars	7. 7. (1) The State Government may appoint a Registrar for each local area comprising the area within the jurisdiction of a municipality,panchayat or other local authority or any other area or a combination of any two or more of them: Provided that the State Government may appoint in the case of a municipality, panchayat or other local authority, any officer or other employee thereof as a Registrar. (2) (2) Every Registrar shall, without fee or reward, enter in the register maintained for the purpose all information given to him under section 8 or section 9 and shall also take steps to inform himself carefully of every birth and of every death which takes place in his jurisdiction and to ascertain and register the particulars required to be registered. (3) (3) Every Registrar shall have an office in the local area for which he is appointed. (4) (4) Every Registrar shall attend his office for the purpose of registering births and deaths on such days and at such hours as the Chief Registrar may direct and shall cause to be placed in some conspicuous place on or near the outer door of the office of the Registrar a board bearing, in the local language, his name with the addition of Registrar of Births and Deaths for the local area for which he is appointed, and the days and hours of his attendance. (5) (5) The Registrar may, with the prior approval of the Chief Registrar, appoint Sub-Registrars and assign to them any or all of his powers and duties in relation to specified areas within his jurisdiction.	
	CHAPTER III	
	REGISTRATION OF BIRTHS AND DEATHS	

Persons required to register births and deaths.	8. 8. (1) It shall be the duty of the persons specified below to give or cause to be given, either orally or in writing, according to the best of their knowledge and belief, within such time as may be prescribed, information to the Registrar of the several particulars required to be entered in the forms prescribed by the State Government under sub-section (1) of section 16,- (a) (a) in respect of births and deaths in a house, whether residential or non-residential, not being any place referred to in clauses (b) to (e), the head of the house or, in case more than one household live in the house, the head of the house-hold, the head being the person,who is so recognised by the house or the house-hold, and if he is not present in the house at any time during the period within which the birth or death has to be reported, the nearest relative of the head present in the house, and in the absence of any such person, the oldest adult male person present therein during the said period; (b) (b) in respect of births and deaths in a hospital, health centre, maternity or nursing home or other like institution, the medical officer in charge or any person authorised by him in this behalf. (c) (c) In respect of births and deaths in a jail, the jailors in charge; (d) (d) In respect of births and deaths in a choultry, chattram, hostel, dharmasala, boarding-house, lodging-house, tavern, barrack, toddy shop or place of public resort, the person in charge thereof; (e) (e) In respect of any new-born child or dead body found deserted in a public place, the headman or other corresponding officer of the village in the case of a village and the officer in charge of the local police station elsewhere: Provided that any person who finds such child or dead body, or in whose charge such child or dead body may be placed, shall notify such fact to the headman or officer aforesaid; (f) (f) in any other place, such person as may be prescribed. (2) Notwithstanding anything contained in sub-section (1), the State Government, having regard to the conditions obtaining in a registration division, may by order require that for such period as may be specified in the order, any person specified by the State Government by designation in this behalf, shall give or cause to be given information regarding births and deaths in a house referred to in clause (a) of sub-section (1) instead of the	

	persons specified in that clause.	
Special provision regarding births and deaths in a plantation.	9. 9. In the case of births and deaths in a plantation, the superintendent of the plantation shall give or cause to be given to the Registrar the information referred to in section 8: Provided that the persons referred to in clauses (a) to (f) of sub-section (1) of section 8 shall furnish the necessary particulars to the superintendent of the plantation. Explanation- In this section, the expression "plantation" means any land not less than four hectares in extent which is being prepared for the production of, or actually produces, tea, coffee, pepper, rubber, cardamom, cinchona or such other products as the State Government may, by notification in the Official Gazette, specify and the expression " superintendent of the plantation" means the person having the charge or supervision of the labourers and work in the plantation, whether called a manager, superintendent or by any other name.	
Duty of certain persons to notify births and deaths and to certify cause of death	10.10. (1) It shall be the duty of – (i) the midwife or any other medical or health attendant at a birth or death, (ii) the keeper or the owner of a place set apart for the disposal of dead bodies or any person required by a local authority to be present at such place, or (iii) (iii) any other person whom the State Government may specify in this behalf by his designation, to notify every birth or death or both at which he or she attended or was present, or which occurred in such areas as may be prescribed, to the Registrar within such time and in such manner as may be prescribed. (2) (2) In any area, the State Government, having regard to the facilities available therein in this behalf, may require that a certificate as to the cause of death shall be obtained by the Registrar from such person and in such form as may be prescribed. (3) (3) Where the State Government has required under sub-section(2) that a certificate as to the cause of death shall be obtained, in the event of the death of any person who, during the last illness, was attended by a medical practitioner, the medical practitioner shall, after the death of that person, forthwith, issue without charging any fee, to the person required under this Act to give information concerning the death, a certificate in the prescribed form stating to the best of his knowledge and belief the cause of death; and the certificate shall be received and delivered by such	

	person to the Registrar at the time of giving information concerning the death as required by this Act.	
Information to sign the register.	11. Every person who has orally given to the Registrar any information required under this Act shall write in the register maintained in this behalf, his name, description and place of abode, and, if he cannot write, shall put his thumb mark in the register against his name, description and place of abode, the particulars being in such a case entered by the Registrar.	
Extracts of registration entries to be given to informant.	12. The Registrar shall, as soon as the registration of a birth or death has been completed, give, free of charge, to the person who gives information under section 8 or section 9 an extract of the prescribed particulars under his hand from the register relating to such birth or death.	
Delayed registration of births and deaths.	13. 13. (1) Any birth or death of which information is given to the Registrar after the expiry of the period specified therefor,but within thirty days of its occurrence, shall be registered on payment of such late fee as may be prescribed. (2) (2) Any birth or death of which delayed information is given to the Registrar after thirty days but within one year of its occurrence shall be registered only with the written permission of the prescribed authority and on payment of the prescribed fee and the production of an affidavit made before a notary public or any other officer authorised in this behalf by the State Government. (3) (3) Any birth or death which has not been registered within one year of its occurrence, shall be registered only on an order made by a magistrate of the first class or a Presidency Magistrate after verifying the correctness of the birth or death and on payment of the prescribed fee. (4) (4) The provisions of this section shall be without prejudice to any action that may be taken against a person for failure on his part to register any birth or death within the time specified therefor and any such birth or death may be registered during the pendency of any such action.	
Registration of name of child.	14. Where the birth of any child has been registered without a name, the parent or guardian of such child shall within the prescribed period give information regarding the name of the child to the registrar either orally or in writing and thereupon the Registrar shall enter such a name in the register and initial and date the entry.	
Correction or cancellation of entry in the register of	15. If it is proved to the satisfaction of the Registrar that any entry of a birth or death in any register kept by him under this Act is erroneous in form or substance, or has been fraudulently or improperly made, he may, subject to	

births and deaths.	such rules as may be made by the State Government with respect to the conditions on which and the circumstances in which such entries may be corrected or cancelled, correct the error or cancel the entry by suitable entry in the margin, without any alteration of the original entry, and shall sign the marginal entry and add thereto the date of the correction or cancellation.	
	CHAPTER IV	
	MAINTENANCE OF RECORDS AND STATISTICS	
Registrars to keep registers in the prescribed form.	16. 16. (1) Every registrar shall keep in the prescribed form a register of births and deaths for the registration area or any part thereof in relation to which he exercise jurisdiction. (2) The Chief Registrar shall cause to be printed and supplied a sufficient number of register books for making entries of births and deaths according to such forms and instructions as may, from time to time, be prescribed; and a copy of such forms in the local language shall be posted in some conspicuous place on or near the outer door of the office of every Registrar.	
Search of births and deaths register.	17. 17. (1) Subject to any rules made in this behalf by the State Government, including rules relating to the payment of fees and postal charges, any person may- (a) (a) cause a search to be made by the Registrar for any entry in a register ot births and deaths; and (b) (b) obtain an extract from such register relating to any birth or death; Provided that no extract relating to any death, issued to any person, shall disclose the particulars regarding the cause of death as entered in the register. (2) All extracts given under this section shall be certified by the Registrar or any other officer authorised by the State Government to give such extracts as provided in section 76 of the Indian Evidence Act, 1872, and shall be admissible in evidence for the purpose of proving the birth or death to which the entry relates.	
Inspection of registration offices.	18. 18. The registration offices shall be inspected and the registers kept therein shall be examined in such manner and by such authority as may be specified by the District Registrar.	
Registrars to send periodical returns to the Chief Registrar for compilation.	19. 19. (1) Every Registrar shall send to the Chief Registrar or to any officer specified by him , at such intervals and in such form as many be prescribed, a return regarding the entries of births and deaths in the register kept by such Registrar. (2) The Chief Registrar shall cause the information in the returns furnished by the Registrars to be compiled and	

	shall publish for the information of the public a statistical report on the registered births and deaths during the year at such intervals and in such form as may be prescribed.	
	CHAPTER V	
	MISCELLANEOUS	
Special provision as to registration of births and deaths of citizens outside India.	20. (1) The Registrar-General shall, subject to such rules as may be made by the Central Government in this behalf, cause to be registered information as to births and deaths of citizens of India outside India received by him under the rules relating to the registration of such citizens at Indian Consulates made under the Citizensship Act, 1955, and every such registration shall also be deemed to have been duly made under this Act. (2) In the case of any child born outside India in respect of whom information has not been received as provided in sub-section (1), if the parents of the child return to India with a view to settling therein, they may , at any time within sixty days from the date of arrival of the child in India, get the birth of the child registered under this Act in the same manner as if the child was born in India and the provisions of section 13 shall apply to the birth of such child after the expiry of the period of sixty days aforesaid.	
Power of Registrar to obtain information regarding birth or death.	21. The Registrar may either orally or in writing require any person to furnish any information within his knowledge in connection with a birth or death in the locality within which such person resides and that person shall be bound to comply with such requisition.	
Power to give direction.	22. The Central Government may give such directions to any State Government as may appear to be necessary for carrying into execution in the State any of the provisions of this Act or of any rule or order made thereunder.	
Penalties	23. 23. (1) Any person who- (a) (a) fails without reasonable cause to give any information which it is his duty to give under any of the provisions of sections 8 and 9 : or (b) (b) gives or causes to be given, for the purpose of being inserted in any register of births and deaths , any information which he knows or believes to be false regarding any of the particulars required to be known and registered : or (c) (c) refuses to write his name, description and place of abode or to put his thumb mark in the register as required by section 11, shall be punishable with fine which may extend to fifty rupees.	

	(2) (2) Any Registrar or Sub-Registrar who neglects or refuses, without reasonable cause, to register any birth or deaths occuring in his jurisdiction or to submit any returns as required by sub-section (1) of section 19 shall be punishable with fine which may extend to fifty rupees. (3) (3) Any medical practitioner who neglects or refuses to issue a certificate under sub-section (3) of section 10 and any person who neglects or refuses to deliver such certificates shall be punishable with fine which may extend to fifty rupees. (4) (4) Any person who, without reasonable cause, contravenes any provision of this Act for the contravention of which no penalty is provided for in the section shall be punishable with fine which may extend to ten rupees. (5) (5) Notwithstanding anything contained in the Code of Criminal Procedure, 1898, an offence under this section shall be tried summarily by a magistrate.	5 of 1898
Power to compound offences.	24. 24. (1) Subject to such conditions as may be prescribed, any officer authorised by the Chief Registrar by a general or special order in this behalf may, either before or after the institution of criminal. Proceedings under this Act, accept from the person who has committed or is reasonably suspected of having committed an offence under this Act, by way of composition of such offence a sum of money not exceeding fifty rupees. (2) O the payment of such sum of money, such person shall be discharged and no further proceedings shall be taken against him in respect of such offence.	
Sanction for prosecution.	25. No prosecution for an offence punishable under this Act shall be instituted except by an officer authorised by the Chief Registrar by general or special order in this behalf.	
Registrar and Sub-Registrar to be deemed public servants.	26. All Registrars and Sub-Registrars shall, while acting or purporting to act in pursuance of the provisions of this Act or any rule or order made thereunder be deemed to be public servants within the meaning of section 21 of the Indian Penal Code.	45 of 1860
Delegation of powers.	27. The State Government may, by notification in the Official Gazette, direct that any power exercisable by it under this Act (except the power to make rules under section 30) or the rules made thereunder shall, subject to such conditions, if any, as may be specified in the direction, be exercisable also by such officer or authority subordinate to the State Government as may be specified in the direction.	
Protection of action taken in	28. 28. (1) No suit, prosecution or other legal proceeding shall lie against the Government, the	

good faith.	Registrar-General, any Registrar, or any person exercising any power or performing any duty under this Act for anything which is in good faith done or intended to be done in pursuance of this Act or any rule or order made thereunder. (2) No suit or other legal proceeding shall lie against the Government for any damage caused or likely to be caused by anything which is in good faith done or intended to be done in pursuance of this Act or any rule or order made thereunder.	
Act not to be in derogation of Act. 6 of 1886.	29. 29. Nothing in this Act shall be constred to be in derogation of the provisions of the Births, Deaths and Marriages Registration Act, 1886.	
Power to make rules.	30. 30. (1) The State Government may, with the approval of the Central Government, by notification in the Official Gazette, make rules to carry out the purposes of this Act. (2) (2) In particular, and without prejudice to the generality of the foregoing provision, such rules may provide for- (a) (a) the forms of registers of births and deaths required to be kept under this Act: (b) (b) the period within which and the form and the manner in which information should be given to the Registrar under section 8; (c) (c) the period within which and the manner in which births and deaths shall be notified under sub-section (1) of section 10; (d) (d) the person from whom and the form in which a certificate as to cause of death shall be obtained; (e) (e) the particulars of which extract may be given under section 12. (f) (f) the authority which may grant permission for registration of a birth or death under sub-section (2) of section 13; (g) (g) the fees payable for registration made under section 13; (h) (h) the submission of reports by the Chief Registrar under sub-section (4) of section 4; (i) (i) the search of birth and death registers and the fees payable for such search and for the grant of extracts from the registers; (j) (j) the forms in which and the intervals at which the returns and the statistical report under section 19 shall be furnished and published; (k) (k) the custody, production and transfer of the registers and other records kept by Registrars; (l) (l) the correction of errors and the cancellation of entries in the register of births and deaths; (m) (m) any other matter which has to be , or may be,	

	prescribed.	
Repeal and saving.	31. 31. (1) Subject to the provisions of section 29, as from the coming into force of this Act in any State or part thereof, so much of any law in force therein as relates to the matters covered by this Act shall stand repealed in such State or part, as the case may be. (2) Notwithstanding such repeal, anything done or any action taken(including any instruction or direction issued, any regulation or rule or order made) under any such law shall, in so far such thing or action is not inconsistent with the provisions of this Act, be deemed to have been done or taken under the provisions aforesaid, as if they were in force when such thing was done or such action was taken, and shall continue in force accordingly until superseded by anything done or any action taken under this Act.	
Power to remove diffculty.	32. 32. If any diffculty arises in giving effect in a State to the provisions of this Act in their application to any area, the State Government may, with the approval of the Central Government, by order make such p[rovisions or give such directions not inconsistent with the provisions of this Act as appears to the State Government to be necessary or expedient for removing the difficulty: Provided that no order shall be made under this section in relation to any area in a State after the expiration of two years from the date on which this Act comes into force in that area.	
	ENFORCEMENT OF ACT	
1.	This Act came into force in the following areas w.e.f. 1-4-1970; vide Notification No. G.S.R. 514, dated 21-3-1970, Gazeette of India, Extraordinary, Pt. II, Sec.3(I), p.377 :- (1) (1) The whole State of Assam except :- (i) the district of United Khasi & Jaintia Hills excluding the areas comprised within the limits of :- (a) (a) Municipality of Shillong; (b) (b) Cantonment of Shillong; (ii) (ii) the entire district of Garo Hills; (iii) (iii) the entire district of United Mikir and North Cachar Hill; (iv) (iv) the entire district of Mizo Hills. (2) (2) The whole of the State of West Bengal except:- (i) the area comprised within the limits of the Corporation of Calcutta; (ii) (ii) the area comprised within the limits of Howrah Municipality; (iii) (iii) Fort William; and	

	(iv) (iv) The area comprised within the limits of the cantonments of Barrackpore, Lebong and Jalapahar.	
2.	The Act came into force in the whole of the following States and Union territories w.e.f. 1-4-1970; vide Notification No. G.S.R. 461, dated 7-3-1970, Gazette of India, Pt. II, Sec.3(I), p.966 :-	
	STATES	
	1. Andhra Pradesh 2. Bihar 3. Gujarat 4. Haryana Rajasthan 5. Kerala Nadu 6. Madhya Pradesh Pradesh 7. Maharashtra 8. Mysore 9. Orissa 10. Punjab 11. 12. Tamil 13. Uttar	
	UNION TERRITORIES	
	1. Chandigarh Himachal Pradesh 2. Dadra and Nagar Haveli Laccadive,Minicoy and Amindivi Islands. 3. 4.	
3.	The Act came into force in the whole of the Union territory of Delhi w.e.f. 1-7-70; vide Notification No. G.S.R. 973, dated 26-6-1970, Gazette of India. Extraordinary, Pt.II,Sec.3(I),p.585.	
4.	The Act came into force in the following areas in the States of Jammu and Kashmir w.e.f. 1-10-1970; vide Notification No. G.S.R. 1718, dated 22-9-1970, Gazette of India, Extraordinary, Pt.II,Sec.3(I),p.727 ;- 1. 1. The area comprised within the jurisdiction of the police station of Ramnagar in Udhampur district. 2. 2. The area comprised within the jurisdiction of the police station of Kupwara in Baramulla district. 3. 3. The area comprised within the limits of Municipalities of Jammu and Srinagar. 4. 4. The area comprised within the limits of Town Area Committees of Anantnag, Kathua and Leh.	
5.	The Act was extended to the State of Sikkim w.e.f. 13-9-76 vide Notification No.S.O.3465, dated 21-9-76.	

(TO BE PUBLISHED IN PART- IV OF THE DELHI GAZETTE: EXTRAORDINARY)

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
(PLANNING DEPARTMENT)
DIRECTORATE OF ECONOMICS & STATISTICS
AND
OFFICE OF THE CHIEF REGISTRAR OF BIRTHS & DEATHS
ROOM NO.148, OLD SECRETARIAT, DELHI – 110054.

No. F5/VS/DES/99/11771-978 Dated 31-12-1999

NOTIFICATION

No. F5/VS/DES/99- In exercise of the powers conferred by section 30 of the Registration of Births and Deaths Act, 1969,(18 of 1969), the Lt. Governor of the National Capital Territory of Delhi, with the approval of the Central Government, hereby makes the following rules, namely:-

1. **Short title, extent and commencement:-**

   (1) These rules may be called the Delhi Registration of Births and Deaths Rules, 1999.
   (2) They extend to the whole of the National Capital Territory of Delhi.
   (3) They shall come into force with effect from the 1st day of January,2000.
   (4) These rules shall replace the Delhi Registration of Births and Deaths Rules, 1970 and all subsequent amendments there of notified from time to time.

2. **Definitions:-** In these rules , unless the context otherwise requires,-

   (a) "Act" means the Registration of Births and Deaths Act, 1969 (18 of 1969) ;
   (b) "Form" means a Form appended to these rules; and
   (c) "Section" means a section of the Act.

3 **Period of gestation-** The period of gestation for the purposes of clause (g) of sub- section (1) of section 2 shall be twenty- eight weeks.

4. **Submission of report under section 4(4)** – The report under sub-section (4) of section 4 shall be prepared in the prescribed format

appended to these Rules and shall be submitted along with the statistical report referred to in sub- section (2) of section 19, to the State Government by the Chief Registrar for every year by the 31st July of the year following the year to which the report relates.

5. **Form, etc, for giving information of births and deaths,-**

(1) The information required to be given to the Registrar under section 8 or section 9, as the case may be, shall be in Form Nos. 1, 2 and 3 for the Registration of a birth, death and still birth respectively, hereinafter to be collectively called the reporting forms. Information if given orally, shall be entered by the Registrar in the appropriate reporting forms and the signature/ thumb impression of the informant obtained.

(2) The part of the reporting forms containing legal information shall be called the " Legal Part" and the part containing statistical information shall be called the ' Statistical Part'.

(3) The information referred to in sub- rule (1) shall be given within twenty one days from the date of birth, death and still birth.

6. **Birth or death in a vehicle.-** (1) in respect of a birth or death in a moving vehicle, the person in charge of the vehicle shall give or cause to be given the information under sub- section (1) of section 8 at the first place of halt.

Explanation;- For the purpose of this rule the term " Vehicle" means conveyance of any kind used on land, air or water and includes an aircraft, a boat, a ship, a railway carriage, a motor- car, a motor- cycle, a cart, a tonga and a rickshaw.

(2) In the case of deaths (not falling under clauses (a) to (e) of sub-section (1) of section 8 in which an inquest is held), the officer who conducts the inquest shall give or cause to be given the information under sub- section (1) of section 8.

7. **Form of certificate under section 10 (3);-** The certificate as to the cause of death required under sub- section (3) of section 10 shall be issued in Form No. 4 or 4A and the Registrar shall, after making necessary entries in the register of deaths, forward all such certificates to the Chief Registrar or the officer specified by him in

this behalf by the 10th of the month immediately following the month to which the certificates relate.

8. **Extracts of registration entries to be given under section 12.-** (1) The extracts of particulars from the register relating to births or deaths to be given to an informant under section 12 shall be in Form No. 5 or Form No. 6 as the case may be.

(2) In the case of domiciliary events of births and deaths referred to in clause (a) of sub- section (1) of section 8 which are reported direct to the Registrar of Births and Deaths, the head of the house or household as the case may be, or, in his absence, the nearest relative of the head present in the house may collect the extracts of birth or death from the Registrar within thirty days of its reporting.

(3) In the case of domiciliary events of births and deaths referred to in clause (a) of sub- section (1) of section 8 which are reported by persons specified by the State Government under sub- section (2) of the said section, the person so specified shall transmit the extracts received from the Registrar of Births and Deaths to the concerned head of the house or household as the case may be, or, in his absence, the nearest relative of the head present in the house within thirty days of its issue by the Registrar.

(4) In the case of institutional events of births and deaths referred to in clauses (b) to (e) of sub-section (1) of section 8, the nearest relative of the new born or deceased may collect the extract from the officer or person in charge of the institution concerned within thirty days of the occurrence of the event of birth or death.

(5) If the extract of birth or death is not collected by the concerned person as referred to in sub-rules (2) to (4) within the period stipulated therein, the Registrar or the officer or person in charge of the concerned institution as referred to in sub-rule (4) shall transmit the same to the concerned family by post within fifteen days of the expiry of the aforesaid period

9. **Authority for delayed registration and fee payable therefore;-** (1) Any birth or death of which information is given to the Registrar after the expiry of the period specified in rule 5, but within thirty days of its occurrence, shall be registered on payment of a late fee of rupee two.

(2) Any birth or death of which information is given to the Registrar after thirty days but within one year of its occurrence, shall be registered only with the written permission of the officer prescribed in this behalf and on payment of a late fee of rupees five.

(3) Any birth or death which has not been registered within one year of its occurrence, shall be registered only on an order of a Magistrate of the first class or a Presidency Magistrate and on payment of a late fee of rupees ten.

10. **Period for the purpose of section 14.-** (1) Where the birth of any child had been registered without a name, the parent or guardian of such child shall, within twelve months from the date of the registration of the birth of the child, give information regarding the name of the child to the Registrar either orally or in writing.

Provided that if the information is given after the aforesaid period of twelve months but within a period of fifteen years, which shall be reckoned:-

(i) In the case where the registration had been made prior to the date of the commencement of these Rules, from such date, or

(ii) In the case where the registration is made after the date of the commencement of these Rules, of such registration, subject to the provisions of sub section (4) of section 23,

the Registrar shall-

(a) If the register is in his possession forthwith enter the name in the relevant column of the concerned Form in the birth register on payment of a late fee of rupees five,

(b) If the register is not in his possession and if the information is given orally, make a report giving necessary particulars, and, if the information is given in writing, forward the same to the officer specified by the State Government in this behalf for making the necessary entry on payment of a late fee of rupees five.

(2) The parent or the guardian, as the case may be, shall also present to the Registrar the copy of the extract given to him under section 12 or a certified extract issued to him under section 17 and

on such presentation the Registrar shall make the necessary endorsement relating to the name of the child or take action as laid down in clause (b) of the proviso to sub-rule (1).

11. Correction or cancellation of entry in the register of births and deaths-

(1) If it is reported to the Registrar that a clerical or formal error has been made in the register or if such error is otherwise noticed by him and if the register is in his possession, the Registrar shall enquire into the matter and if he is satisfied that any such error has been made, he shall correct the error (by correcting or canceling the entry) as provided in section 15 and shall send an extract of the entry showing the error and how it has been corrected to the State Government or the officer specified by it in this behalf.

(2) In the case referred to in sub-rule (1) if the register is not in his possession, the Registrar shall make a report to the State Government or the officer specified by it in this behalf and call for the relevant register and after enquiring into the matter, If he is satisfied that any such error has been made, make the necessary correction.

(3) Any such correction as mentioned in sub-rule (2) shall be countersigned by the State Government or the officer specified by it in this behalf when the register is received from the Registrar.

(4) If any person asserts that any entry in the register of births and deaths is erroneous in substance the Registrar may correct the entry in the manner prescribed under section 15 upon production by that person a declaration setting forth the nature of the error and true of the case made by two credible persons having knowledge of the true facts of the case.

(5) Notwithstanding anything contained in sub-rule (1) and sub-rule (4) the Registrar shall make report of any correction of the kind referred to therein giving necessary details to the State Government or the officer specified in this behalf.

(6) If it is proved to the satisfaction of the Registrar that any entry in the register of births and deaths has been fraudulently or improperly made, he shall make a report giving necessary details to the officer authorized by the Chief Registrar by general or special

order in this behalf under section 25 and on hearing from him take necessary action in the matter.

(7) In every case in which an entry is corrected or cancelled under this rule, intimation thereof should be sent to the permanent address of the person who has given information under section 8 or section

12. **Form of register under section 16-** The legal part of the Forms No. 1, 2 and 3 shall constitute the birth register, death register and still birth register (Form Nos. 7, 8 and 9) respectively.

13. **Fees and postal charges payable under section 17.**—(1) The fees payable for a search to be made, an extract or a non-availability certificate to be issued under section 17, shall be as follow:--

	Re
(a) Search for a single entry in the first year for which the search is made.	2.00(two rupees)
(b) for every additional year for which the search is continued,	2.00(two rupees)
(c) for granting extract relating to each birth or death.	5.00(five rupees)
(d) for granting non-availability certificate of birth or death.	2.00(two rupees)

(2) Any such extract in regard to a birth or death shall be issued by the Registrar or the officer authorized by the State Govt. in this behalf in Form No. 5 or as the case may be , in Form No. 6 and shall be certified in the manner provided for in section 76 of the Indian Evidence Act, 1872 (1 of 1872).

(3) If any particular event of birth or death is not found registered the Registrar shall issue a non- availability certificate in Form No. 10.

(4) Any such extract or non- availability certificate may be furnished to the person asking for it or sent to him by post on payment of the postal charges therefor.

14. Interval and Forms of periodical returns under section 19 (1).-

(1) Every Registrar of local bodies. Namely, the Municipal Corporation of Delhi, the New Delhi Municipal Council and the Delhi Cantonment Board shall, after completing the process of registration, send all the Statistical Parts of the reporting Forms relating o each month along with a Summary Monthly Report in Form No. 11 for births Form No. 12 for deaths and Form No. 13 for still births to the Chief Registrar or the officer specified by him on or before the 5th of the following month.

(2) The officer so specified shall forward all such statistical parts of the reporting forms received by him to the Chief Registrar not later than the 10th of the month.

15. Statistical report under section 19(2).- The statistical report under sub-section (2) of section 19 shall contain the tables in the prescribed formats appended to these rules and shall be compiled for each year before the 31st July of the year immediately following and shall be published as soon as may be thereafter but in any case not later than five months from that date.

16. Conditions for compounding offences:- (1) Any offence punishable under section 23 may, either before or after the institution of criminal proceedings under this Act, be compounded by an officer authorized by the Chief Registrar by a general or special order in this behalf, if the officer so authorized is satisfied that the offences was committed through inadvertence or oversight or for the first time.

(2) Any such offence may be compounded on payment of such sum, not exceeding rupees fifty for offences under sub-section (1), (2) and (3) and rupees ten for offences under sub-section (4) of section 23 as the said officer may think fit.

17. **Registers and other records under section 30(2) (k) :-** (1) The birth register, death register and still birth register shall be records of permanent importance and shall not be destroyed.

(2) The court orders and orders of the specified authorities granting permission for delayed registration received under section 13 by the Registrar, shall form an integral part of the birth register, death register and still birth register and shall not be destroyed.

(3) The certificate as to the cause of death furnished under sub-section (3) of the section 10 shall be retained for a period of at least five years by the Chief Registrar or the officer specified by him in this behalf.

(4) Every birth register, death register and still birth register shall be retained by the Registrar in his office for a period of twelve months after the end of the calendar year to which it relates and such register shall thereafter be transferred for safe custody to such officer as may be specified by the State Government in this behalf.

By order and in the name of the Lt. Governor of the National Capital Territory of Delhi.

(Vivek Rae)
Secretary (Plg).

TO BE PUBLISHED IN PART-IV OF THE DELHI GAZETTE: (EXTRA ORDINARY)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF ECONOMICS & STATISTICS
&
OFFICE OF CHIEF REGISTRAR (BIRTHS & DEATHS)
ROOM NO.148, OLD SECRETARIAT, DELHI - 110 054

No.F.12/VS/DES/2001/ 5702-6549 Dated: 02-07-2003

NOTIFICATION

No.F.12/VS/DES/2001/...In exercise of the powers conferred under section 10(2) of the Registration of Births & Deaths Act, 1969 (18 of 1969), the Lieutenant Governor of the National Capital Territory of Delhi is pleased to make it compulsory to issue Medical Certificate of Cause of Death (in prescribed Form No. 4 enclosed) for the following medical institutions with immediate effect:

(1) All Hospitals managed by Government/Local Bodies/Autonomous Bodies (including specialized hospitals) of rural and urban areas of National Capital Territory of Delhi.

(2) All Hospitals/Nursing Homes managed by private organizations & societies of rural and urban areas of National Capital Territory of Delhi.

These institutions will present Medical Certification of Cause of Death in Form No.4 to the concerned Registrar of Births and Deaths at the time of giving information of death as required under the Act.

By Order and in the name
of Lt. Governor of NCT of Delhi

(SATISH CHANDRA)
PR. SECRETARY (PLG.)

Dated: 02-07-2003

No.F.12/VS/DES/2001/ 5700-6549

Copy forwarded to:

1. The Secretary (GAD), Govt. of NCT of Delhi with one spare copy with the request that the notification may be published in Extraordinary Delhi Gazette.
2. Director, Dte. of Information & Publicity, Government of NCT of Delhi, Old Sectt., Delhi – 110 054 (in duplicate)
3. Registrar General of India, M/o Home Affairs, 2 A, Man Singh Road, New Delhi – 110 001.
4. All Additional Chief Registrars of Births & Deaths, National Capital Territory of Delhi
5. All Registrars of Births & Deaths, National Capital Territory of Delhi
6. All Sub Registrars of Births & Deaths, National Capital Territory of Delhi (Through respective Registrar).
7. Secretary, Law, Justice and Legislative Affairs, Govt. of N.C.T. of Delhi.
8. Secretary to L.G., NCT of Delhi.
9. All Pr. Secretaries/Secretaries/Heads of Departments, Govt. of NCT of Delhi.

(SATISH CHANDRA)
PR. SECRETARY (PLANNING)

(PLANNING DEPARTMENT)
(Directorate of Economics & Statistics)

and

Office of Chief Registrar of Births & Deaths)

NOTIFICATION

Delhi, the 22nd June, 2000

S. No. F..5/VS/DES/2000/9199-409.- In exercise of the power conferred by section 30 of the Registration of Births and Deaths Act, 1969 (18 of 1969), the Lt. Governor of the National Capital Territory of Delhi, with the approval of the Central Government, hereby makes the following rules to amend the Delhi Registration of Births and Deaths Rules, 1999 , namely:-

RULES

1. Short title, extent and commencement:
   (i) These rules may be called the Delhi Registration of Births and Deaths (Amendment) Rules, 2000.
   (ii) They extend to the whole of the National Capital Territory of Delhi
   (iii) They shall come into force at once.

2. Amendment of Form No. 2:-In Delhi Registration of Births & Deaths Rules, 1999 (hereinafter referred to as the "Principal Rules"), in Form No.2, (relating to Death Report), after the entry at Sr. No. 2, the following entries shall be inserted namely:-

"2A. Name of Father/Husband of deceased"

3. Amendment of Form No.6. – In the Principal Rules , in Form No.6 (relating to Death Certificate), after the entry titled "Name" and before the entry titled "Sex", the following entry shall be inserted, namely:-

"Name of Father/Husband of deceased"

By Order and in the name of
the Lt. Governor of the
National Capital Territory of Delhi

VIVEK RAE, Secy.

रजिस्ट्री सं. डी.एल.—33002/99

भारत सरकार
GOVERNMENT OF INDIA

REGISTERED No.

दिल्ली राजपत्र
Delhi Gazette

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भाग IV
PART IV

राष्ट्रीय राजधानी राज्य क्षेत्र, दिल्ली सरकार
GOVERNMENT OF THE NATIONAL CAPITAL TERRITORY OF DELHI

अर्थ एवं सांख्यिकी निदेशालय तथा मुख्य पंजीयक जन्म एवं मृत्यु कार्यालय

अधिसूचना

दिल्ली, 1 अक्तूबर, 2001

सं. एफ. 5 जीवनांक/आसनि/2001/11632—11656.—आदेश सं.-7 (116)/69-चि. व जन. स्वा. (1), दिनांक 11 अगस्त, 1970 को निरस्त करते हुए तथा जन्म एवं मृत्यु पंजीकरण अधिनियम, 1969 (1969 का 18) की धारा 4 की उपधारा (1) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए दिल्ली राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार के उप-राज्यपाल, निदेशक, अर्थ एवं सांख्यिकी निदेशालय, राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार को सम्पूर्ण राष्ट्रीय राजधानी क्षेत्र, दिल्ली में इस अधिनियम के प्रयोजनों के लिए मुख्य पंजीयक के रूप में सहर्ष नियुक्त करते हैं।

राष्ट्रीय राजधानी क्षेत्र, दिल्ली सरकार के
उपराज्यपाल के आदेश से तथा उनके नाम पर,

राहुल खुल्लर, सचिव (योजना)

DIRECTORATE OF ECONOMICS AND STATISTICS AND OFFICE OF CHIEF REGISTRAR (BIRTHS & DEATHS)

NOTIFICATION

Delhi, the 1st October, 2001

No. F 5/VS/DES/2001/11632—11656.—In supersession of Order No. F. 7 (116)/69-M &PH (i) dated 11th August, 1970 and in exercise of the powers conferred by sub-section (1) of section 4 of the Registration of Births & Deaths Act, 1969 (18 of 1969), the Lieutenant Governor of National Capital Territory of Delhi is pleased to appoint the Director, Dte. of Economics & Statistics, Govt. of NCT of Delhi as Chief Registrar for the purpose of this Act for the whole of the National Capital Territory of Delhi.

By order and in the name of the
Lt. Governor of NCT of Delhi

RAHUL KHULLAR, Secy. (Planning)

3093 DG/2001

(TO BE PUBLISHED IN THE PART- IV OF THE DELHI GAZETTE- EXTRA ORDINARY) 126

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
(PLANNING DEPARTMENT)
DIRECTORATE OF ECONOMICS & STATISTICS,
AND
OFFICE OF THE CHIEF REGISTRAR (BIRTHS & DEATHS)
ROOM NO.148, OLD SECRETARIAT, DELHI – 110054.

No.F.13(1) VS/DES-2006 /824-44 Dated: 14 FEB 2007

NOTIFICATION

No. F.13(1) VS/DES 2006 –In exercise of the powers conferred by section 30 read with clause (f) of sub-section 1 of section 2 of the Registration of Births and Deaths Act, 1969(18 of 1969), the Lt. Governor of the National Capital Territory of Delhi , with the approval of the Central Government , hereby makes the following rules further to amend the Delhi Registration of Births and Deaths Rules, 1999, namely :-

RULES

1. Short title, extent and commencement :-
   (1) These rules may be called the Delhi Registration of Births and Deaths (Amendment) Rules , 2006.
   (2) They shall extend to the whole of the National Capital Territory of Delhi .
   (3) They shall be deemed to come into force with immediate effect.

2. (1) Amendment of Form No. 1- In the Delhi Registration of Births and Deaths Rules 1999. (hereinafter referred to as the " Principal Rules, ") in Form No. 1, after entry 5, the following entries shall be inserted, namely :--

" 5 A- Permanent Address of Parents;
5 B- Address of Parents at the time of birth of child."

(2) Amendment of Form No. 2– In the principal Rules, in Form No 2, after entry 2(A), the following entries shall be inserted , namely :--

" 2 B- Name of mother of deceased;
2 C- Permanent Address of deceased ;
2 D- Address of Deceased at the time of Death;"

(3)Amendment of form No. 5- In the principal Rules, for form No.5 , the following form shall be substituted, namely :--

Form-5

क्रम संख्या
No

Emblem of CRS Logo

राष्ट्रीय राजधानी क्षेत्र,दिल्ली सरकार
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
स्थानीय निकाय का नाम
Name of local body.....

Emblem of local body

जन्म - प्रमाण पत्र
BIRTH CERTIFICATE

(जन्म एवं मृत्यु रजिस्ट्रीकरण अधिनियम, 1969 की धारा 12(1) तथा दिल्ली जन्म एवं मृत्यु रजिस्ट्रीकरण नियम,1999 के नियम 8(2) के अधीन जारी किया गया)

125

(Issued under Section 12/17 of the Registration of Births and Deaths Act, 1969 and Rule 8/13 of the Delhi Registration of Births and Deaths Rules,1999)

यह प्रमाणित किया जाता है कि निम्नलिखित सूचना जन्म के मूल लेख से ली गई है जो कि
(स्थानीय क्षेत्र)..... तहसील.....
जिला..... राज्य..... के रजिस्टर में उल्लिखित है

This is to certify that the following information has been taken from the original record of birth which is the register for (local area /local body) ..... of tahsil/block ..... of District ..... of State/Union territory .....

नाम / Name : ..... लिंग / Sex .....
जन्म तिथि / Date of Birth ..... जन्म स्थान / Place of Birth .....
माता का नाम / Name of Mother .....
पिता का नाम / Name of Father .....

बच्चे के जन्म के समय माता पिता का पता / Address of parents at the time of Birth of the child

माता पिता का स्थायी पता / Permanent address of parents:

पजीकरण संख्या /Registration No: पंजीकरण दिनांक / Date of Registration
टिप्पणी / Remarks (if any).....
जारी करने की तिथि/Date of issue :.....

प्राधिकारी के हस्ताक्षर/Signature of the issuing authority
प्राधिकारी का पता / Address of the issuing authority

मोहर / Seal

" प्रत्येक जन्म एवं मृत्यु का पंजीकरण सुनिश्चित करें। / Ensure registration of every birth and death "

(4) Amendment of Form No. 6. In the Principal Rules , for form No. 6 the following form shall be substituted namely:

फा.....
No

Form-6

Emblem of CRS Logo

राष्ट्रीय राजधानी क्षेत्र,दिल्ली सरकार
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
स्थानीय निकाय का नाम
Name of local body.....

Emblem of local body

मृत्यु - प्रमाण पत्र
DEATH CERTIFICATE

(जन्म मृत्यु रजिस्ट्रीकरण अधिनियम, 1969 की धारा 12/17 तथा दिल्ली जन्म / मृत्यु रजिस्ट्रीकरण नियम, 1999 के नियम 8/13 के अन्तर्गत जारी किए गया)

(Issued under Section 12/17 of the Registration of Births and Deaths Act, 1969 and Rule 8/13 of the Delhi Registration of Births and Deaths Rules1999)

यह प्रमाणित किया जाता है कि निम्नलिखित सूचना मृत्यु के मूल लेख से ली गई है जो कि
(स्थानीय क्षेत्र)..... तहसील.....
जिला..... राज्य..... के रजिस्टर में उल्लिखित है।

This is to certify that the following information has been taken from the original record of death which is the register for (local area/local body) ..... of tahsil/block ..... of District ..... of State/Union territory .....

(दिल्ली राजपत्र के भाग –4 मे प्रकाशित किया जाए : असाधारण) 123[C—

राष्ट्रीय राजधानी क्षेत्र, दिल्ली सरकार
(योजना विभाग)
अर्थ एवं सांख्यिकी निदेशालय तथा मुख्य पंजीकार जन्म एवं मृत्यु कार्यालय,
कमरा सख्या–148,पुराना सचिवालय, दिल्ली–110054

सं0 एफ13(1)/जीवनांक/असनि/2006/1324-44 दिनांक 14 FEB 2007

अधिसूचना

सं0 एफ.13(1)/जीवनांक/असनि/2006 : जन्म और मृत्यु रजिस्ट्रीकरण अधिनियम 1969 (1969 का 18) की धारा 30 के साथ धारा(2) के उपधारा 1(ध) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए दिल्ली राष्ट्रीय राजधानी क्षेत्र, दिल्ली सरकार के उपराज्यपाल केन्द्रीय सरकार के अनुमोदन से निम्नलिखित संशोधन करते है, अर्थात:–

नियम

1– संक्षिप्त नाम, विस्तार और प्रारम्भ:– (1) ये नियम दिल्ली जन्म और मृत्यु रजिस्ट्रीकरण (संशोधन) नियम 2006 कहलायेंगे ।
(2) ये नियम समस्त दिल्ली राष्ट्रीय राजधानी क्षेत्र पर लागू होंगे ।
(3) ये नियम तुरन्त प्रभावी होंगे ।

2– (1) फार्म संख्या –1 का संशोधन–दिल्ली जन्म और मृत्यु रजिस्ट्रीकरण नियम, 1999 , (इसके पश्चात् मुख्य नियमावली के रूप में सदर्भित) फार्म संख्या –1 मे निम्न प्रविष्टि, प्रविष्टि 5 के बाद लिखी जायेगी , अर्थात –

"6 (अ) –माता–पिता का स्थाई पता;
5 (ब) –बच्चे के जन्म के समय माता–पिता का पता ; "

(2)– फार्म सं0 –2 का संशोधन– मुख्य नियमावली मे, फार्म स0–2 मे निम्न प्रविष्टि, प्रविष्टि 2 (अ) के बाद लिखी जायेगी । अर्थात:–

"2 (ब)– मृतक की माता का नाम;
2 (स) –मृतक का स्थायी पता;
2 (द)– मृत्यु के समय मृतक का पता; "

(3)– फार्म सं0 –5 का संशोधन– मुख्य नियमावली मे, फार्म स0–5, निम्न फार्म से प्रतिस्थापित होगा अर्थात्:–

सं0.....
No.

Form-5

Emblem of CRS Logo

राष्ट्रीय राजधानी क्षेत्र,दिल्ली सरकार
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
स्थानीय निकाय का नाम
Name of local body.....

Emblem of local body

जन्म - प्रमाण पत्र
BIRTH CERTIFICATE

(जन्म मृत्यु रजिस्ट्रीकरण अधिनियम, 1969 की धारा 12/17 तथा दिल्ली जन्म / मृत्यु रजिस्ट्रीकरण नियम,1999 के नियम 8/13 के अर्न्तगत जारी किया गया)

नाम / Name ..... लिंग / Sex .....

मृत्यु की तिथि / Date of Death ..... मृत्यु का स्थान / Place of Death

माता का नाम / Name of Mother.....

पिता / पति का नाम / Name of Father / Husband.....

मृतक का मृत्यु के समय का पता / Address of the deceased at time of death

मृतक का स्थायी पता / Permanent address of deceased

पंजीकरण संख्या /Registration No: ..... पंजीकरण दिनांक / Date of Registration

टिप्पणी / Remarks (if any).....

जारी करने की तिथि/Date of issue ..... प्राधिकारी के हस्ताक्षर/Signature of the issuing authority

प्राधिकारी का पता / Address of the issuing authority

मोहर / Seal

" प्रत्येक जन्म एवं मृत्यु का पंजीकरण सुनिश्चित करें / Ensure registration of every birth and death."

By order and in the name of
The Lt. Governor of the National Capital Territory of Delhi

(V.V. BHAT)
PR.SECRETARY(PLG)

No.F.13(1)/VS/DES/2006/ 1324-44 Dated: 14 FEB 2007

Copy forwarded to :---

1. Director, Dte. of Information & Publicity, Govt. of N.C.T. of Delhi, Old Sectt, Delhi-54 (in duplicate)
2. Dy. Registrar General of India, M/o Home Affairs, West Block No. 1, R.K. Puram, New Delhi-66 with reference to his letter No.6 /3/2003-VS/(C.R.S) dt. 6-10-2006
3. All Addl. Chief Registrars of Births & Deaths, NCT of Delhi.
4. All Registrars of Births & Deaths, National Capital Territory of Delhi.
5. All Sub- Registrars of Births & Deaths, NCT of Delhi (through respective Registrars).
6. Law Department , Govt. of N.C.T. of Delhi
7. Dy. Secretary (GAD) Govt. of N.C.T. of Delhi , 2nd Level , A-Wing, Delhi Secretariat, I. P. Estate, New Delhi. (in duplicate) for publication in the extra ordinary issue of the Delhi Gazette.

(V.V. BHAT)
PR. SECRETARY (PLG.)

(Issued under Section 12/17 of the Registration of Births and Deaths Act, 1969 and Rule 8/13 of the Delhi Registration of Births and Deaths Rules,1999)

यह प्रमाणित किया जाता है कि निम्नलिखित सूचना जन्म के मूल लेख से ली गई है जो कि
(स्थानीय क्षेत्र)..... तहसील.....
जिला.....राज्य..... के रजिस्टर में उल्लिखित है

This is to certify that the following information has been taken from the original record of birth which is the register for (local area /local body)..... of tahsil/block .....of District.....of State/Union territory.....

नाम / Name :.....लिंग / Sex.....
जन्म तिथि / Date of Birth .....जन्म स्थान / Place of Birth.....
माता का नाम / Name of Mother.....
पिता का नाम / Name of Father.....

बच्चे के जन्म के समय माता पिता का पता /
Address of parents at the time of Birth of the child :

माता पिता का स्थायी पता /
Permanent address of parents:

पंजीकरण संख्या /Registration No: ..... पंजीकरण दिनांक / Date of Registration .....
टिप्पणी / Remarks (if any).....
जारी करने की तिथि/Date of issue :.....प्राधिकारी के हस्ताक्षर/Signature of the issuing authority
प्राधिकारी का पता / Address of the issuing authority

मोहर / Seal

" प्रत्येक जन्म एवं मृत्यु का पंजीकरण सुनिश्चित करें " / Ensure registration of every birth and death."

(4)– फार्म सं0 –6 का संशोधन– मुख्य नियमावली में, फार्म सं0–6, निम्न फार्म से प्रतिस्थापित होगा : अर्थात् –

सं0.....
No.....

Form-6

Emblem of CRS Logo

राष्ट्रीय राजधानी क्षेत्र,दिल्ली सरकार
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
स्थानीय निकाय का नाम
Name of local body.....

Emblem of local body

मृत्यु - प्रमाण पत्र
DEATH CERTIFICATE

(जन्म मृत्यु रजिस्ट्रीकरण अधिनियम, 1969 की धारा 12/17 तथा दिल्ली जन्म / मृत्यु रजिस्ट्रीकरण नियम, 1999 के नियम 8/13 के अन्तर्गत जारी किया गया)

(Issued under Section 12/17 of the Registration of Births and Deaths Act, 1969 and Rule 8/13 of the Delhi Registration of Births and Deaths Rules1999)

यह प्रमाणित किया जाता है कि निम्नलिखित सूचना मृत्यु के मूल लेख से ली गई है जो कि
(स्थानीय क्षेत्र).....तहसील.....
जिला.....राज्य.....के रजिस्टर में उल्लिखित है।

This is to certify that the following information has been taken from the original record of death which is the register for (local area/local body)..... of tahsil/block .....of District.....of State/Union territory.....

नाम / Name :..... लिंग / Sex .....

मृत्यु की तिथि / Date of Death ..... मृत्यु का स्थान / Place of Death. 12-1|C

माता का नाम / Name of Mother.....

पिता / पति का नाम / Name of Father / Husband.....

मृतक का मृत्यु के समय का पता / Address of the deceased at time of death :

मृतक का स्थायी पता / Permanent address of deceased

पंजीकरण संख्या /Registration No:..... पंजीकरण दिनांक / Date of Registration.....

टिप्पणी / Remarks (if any).....

जारी करने की तिथि/Date of issue :..... प्राधिकारी के हस्ताक्षर/Signature of the issuing authority

प्राधिकारी का पता / Address of the issuing authority

मोहर / Seal

" प्रत्येक जन्म एवं मृत्यु का पंजीकरण सुनिश्चित करें । / Ensure registration of every birth and death."

राष्ट्रीय राजधानी क्षेत्र, दिल्ली सरकार
के उपराज्यपाल के आदेश से तथा
उनके नाम पर

(वी वी भट्ट)
प्रधान सचिव (योजना)

सं0 एफ 13(1)/जीवनांक/असनि/2006 1334-44 दिनांक 19 FEB 2007

प्रति प्रेषित की जाती है :

1- निदेशक, सूचना एवं प्रचार निदेशालय, राष्ट्रीय राजधानी क्षेत्र, दिल्ली सरकार , पुराना सचिवालय, 54 (दो प्रतियों)

2- भारत के उप महारजिस्ट्रार, गृह मंत्रालय, मंदिरमार्ग थाना, 1, आर के पुरम, नई दिल्ली-110066 पत्र संख्या 6/3/2003-टी एस (सिविल रजिस्ट्रेशन सिस्टम) दिनांक 5/10/2006 के संदर्भ में ।

3- सभी अतिरिक्त मुख्य रजिस्ट्रार जन्म एवं मृत्यु, राष्ट्रीय राजधानी क्षेत्र, दिल्ली ।

4- सभी रजिस्ट्रार, जन्म एवं मृत्यु राष्ट्रीय राजधानी क्षेत्र, दिल्ली ।

5- सभी उप- रजिस्ट्रार जन्म एवं मृत्यु राष्ट्रीय राजधानी क्षेत्र, दिल्ली (संबंधित रजिस्ट्रार, द्वारा) ।

6- विधि विभाग, राष्ट्रीय राजधानी क्षेत्र, दिल्ली सरकार।

7- उप-सचिव(सामान्य प्रशासन विभाग) राष्ट्रीय राजधानी क्षेत्र, दिल्ली सरकार द्वितीय तल, ए विंग, (दो प्रतिलिपियों) दिल्ली राजपत्र के असाधारण संस्करण में प्रकाशनार्थ ।

(वी. वी. भट्ट)
प्रधान सचिव (योजना)

रजिस्ट्री सं. डी.एल.-33002/99

भारत सरकार
GOVERNMENT OF INDIA

REGISTERED No. D.L.—33002/99

दिल्ली राजपत्र
Delhi Gazette

असाधारण
EXTRAORDINARY
प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

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No. 104] DELHI, FRIDAY, JUNE 15, 2012/JYAISTHA 25, 1934 [N.C.T.D. No. 63

भाग—IV
PART—IV
राष्ट्रीय राजधानी राज्य क्षेत्र दिल्ली सरकार
GOVERNMENT OF THE NATIONAL CAPITAL TERRITORY OF DELHI

अर्थ एवं सांख्यिकी निदेशालय एवं मुख्य पंजीकार (जन्म व मृत्यु)

अधिसूचना

दिल्ली, 15 जून, 2012

सं. फा. 13(2)/जी.शा./अ.स.नि./2012/3225.—जन्म व मृत्यु पंजीकरण अधिनियम, 1969 (1969 का अधिनियम सं. 18) की धारा 4 की उप-धारा (2) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, माननीय उपराज्यपाल राष्ट्रीय राजधानी क्षेत्र दिल्ली, निम्नलिखित अधिकारियों को मुख्य पंजीकार के पर्यवेक्षण व निर्देशन के अधीन उनके ऐसे कार्यों को सम्पन्न करने के लिए जो कि वह इस अधिनियम के प्रयोजन के लिए समय-समय पर सम्पन्न करने के लिए उन्हें प्राधिकृत करें, सहर्ष नियुक्त करते हैं :—

निगम का नाम	नामोदिष्ट अधिकारी	सिविल पंजीकरण प्रणाली के अंतर्गत नामोदिष्ट अधिकारी
दक्षिण दिल्ली नगर निगम	निगम स्वास्थ्य अधिकारी प्रभारी अधिकारी, जीवनांक	अतिरिक्त मुख्य पंजीकार सहायक मुख्य पंजीकार
उत्तरी दिल्ली नगर निगम	निगम स्वास्थ्य अधिकारी प्रभारी अधिकारी, जीवनांक	अतिरिक्त मुख्य पंजीकार सहायक मुख्य पंजीकार
पूर्वी दिल्ली नगर निगम	निगम स्वास्थ्य अधिकारी प्रभारी अधिकारी, जीवनांक	अतिरिक्त मुख्य पंजीकार सहायक मुख्य पंजीकार

राष्ट्रीय राजधानी क्षेत्र दिल्ली के उपराज्यपाल
के आदेश व उनके नाम से,

डी. एम. सपोलिया, प्रधान सचिव (योजना)

2163 DG/2012

DIRECTORATE OF ECONOMICS AND STATISTICS AND OFFICE OF THE CHIEF REGISTRAR (BIRTHS AND DEATHS)

NOTIFICATION

Delhi, the 15th June, 2012

No. F. 13(2)/VS/DES/2012/3225.—In exercise of the powers conferred by sub-section (2) of Section 4 of the Registration of Births and Deaths Act, 1969 (Act No. 18 of 1969), the Hon'ble Lieutenant Governor, Delhi is pleased to appoint the following officers as Additional Chief Registrar and Assistant Chief Registrar, for purpose of discharging under the superintendence and directions of the Chief Registrar, such of his functions as he may, from time to time authorise them to discharge for the purpose of the said Act :—

Name of Corporation	Designated Officer	Designation under Civil Registration System
South Delhi M. C.	Municipal Health Officer Office Incharge Vital Statistics	Additional Chief Registrar Assistant Chief Registrar
North Delhi M. C.	Municipal Health Officer Office Incharge Vital Statistics	Additional Chief Registrar Assistant Chief Registrar
East Delhi M. C.	Municipal Health Officer Office Incharge Vital Statistics	Additional Chief Registrar Assistant Chief Registrar

By Order and in the Name of the Lt. Governor of the National Capital Territory of Delhi,

D. M. SPOLIA, Pr. Secy.(Plg.)

रजिस्ट्री सं. डी.एल.-33002/99 भारत सरकार GOVERNMENT OF INDIA REGISTERED No. D.L.-33002/99

दिल्ली राजपत्र
Delhi Gazette

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PUBLISHED BY AUTHORITY

सं. 168] दिल्ली, सोमवार, अक्तूबर 8, 2012/आश्विन 16, 1934 [रा.रा.रा.क्षे.दि. सं. 157
No. 168] DELHI, MONDAY, OCTOBER 8, 2012/ASVINA 16, 1934 [N.C.T.D. No. 157

भाग—IV

PART—IV

राष्ट्रीय राजधानी राज्य क्षेत्र दिल्ली सरकार

GOVERNMENT OF THE NATIONAL CAPITAL TERRITORY OF DELHI

अर्थ एवं सांख्यिकी निदेशालय

एवं

मुख्य पंजीकार (जन्म व मृत्यु)

अधिसूचना

दिल्ली, 8 अक्तूबर, 2012

फा. सं. 13(1)/जी.शा./अ.स.नि./2006/5986.—जन्म और मृत्यु पंजीकरण अधिनियम, 1969 (1969 का 18) की धारा 30 की उप-धारा (1) के साथ धारा 2 की उप-धारा (1) के प्रावधान (च) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, राष्ट्रीय राजधानी क्षेत्र दिल्ली के माननीय उपराज्यपाल केन्द्रीय सरकार के अनुमोदन से दिल्ली जन्म और मृत्यु पंजीकरण नियम, 1999 में संशोधन करते हुए निम्न नियम बनाते हैं, अर्थात् :—

1. संक्षिप्त नाम, विस्तार और प्रारम्भ.—(1) ये नियम दिल्ली जन्म व मृत्यु पंजीकरण (संशोधन) नियम, 2012 कहलाएंगे ।

(2) ये नियम पूर्ण राष्ट्रीय राजधानी क्षेत्र दिल्ली पर लागू होंगे ।

(3) ये नियम तुरन्त प्रभाव से लागू होंगे ।

2. नियम 5 का संशोधन.—दिल्ली जन्म और मृत्यु पंजीकरण नियम, 1999 (इसके पश्चात् 'मुख्य नियमावली' के रूप में संदर्भित) नियम 5 के उप-नियम (1) को निम्न से प्रतिस्थापित किया जाएगा :—

"5. जन्म और मृत्यु की सूचना देने के लिए फार्म आदि :—

(1) रजिस्ट्रार को यथास्थिति, धारा 8 या धारा 9 के अधीन दी जाने वाली अपेक्षित सूचना जन्म, दत्तक बच्चे का जन्म, मृत्यु और मृत जन्म के पंजीकरण के लिए क्रमशः प्रपत्र सं. 1, 1-क, 2 और 3, जिन्हें इससे आगे सामूहिक रूप में प्रतिवेदन प्रपत्र (रिपोर्टिंग फार्म) कहा जाएगा, में दी जाएगी । यदि सूचना मौखिक रूप में दी जाती है, तो रजिस्ट्रार द्वारा उपयुक्त प्रतिवेदन प्रपत्रों में उसकी प्रविष्टि की जाएगी और सूचनादाता के हस्ताक्षर कराए जाएंगे । अंगूठे का निशान लगवाया जाएगा ।"

3. नए जन्म प्रतिवेदन प्रपत्र (1-क) का शामिल होना.—

मुख्य नियमावली में, निम्न प्रपत्र, प्रपत्र सं. 1-क-दत्तक बच्चे का जन्म सूचना प्रपत्र शामिल किया जाएगा ।

"राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार

प्रपत्र सं. 1–क दत्तक बच्चे का जन्म सूचना प्रपत्र

विधिक सूचना

इस भाग को जन्म रजिस्टर में जोड़ा जाए

सूचक द्वारा भरे जाने के लिए

1* जन्म तिथि (यदि ज्ञात हो, जन्म की वास्तविक तारीख लिखें) (अन्यथा मजिस्ट्रेट द्वारा निर्धारित तिथि लिखें)

2* लिंग : ("पुरूष अथवा स्त्री दर्ज करें, संक्षिप्त रूप न लिखें)

3. बच्चे का नाम : (यदि दत्तक ग्रहण पर नाम बदला गया हो, तो नया नाम लिखें)

4* माता का नाम : (यदि ज्ञात हों)

5* पिता का नाम : (यदि ज्ञात हों)

6. दत्तक–ग्रहण विलेख/आदेश की तिथि और संख्या :

7. दत्तक ग्राही माता का नाम :

8. दत्तक ग्राही पिता का नाम :

9. दत्तक–ग्रहण विलेख में दर्ज दत्तक ग्राही माता–पिता का पता :

10. दत्तक ग्राही माता–पिता का स्थाई पता :

11* जन्म स्थान

12. दत्तकग्रहण यदि एजेंसी के माध्यम से हुआ हो तो दत्तकग्रहण एजेंसी का स्थान और पता लिखें

13. सूचक का नाम और पता:

(1से 18 तक सभी कालम पूरे करने के बाद, सूचक, तारीख सहित यहां हस्ताक्षर करेंगे)

*जैसा मूल जन्म प्रमाणपत्र में उल्लिखित है ।

तिथि : सूचक के हस्ताक्षर अथवा बाएं अगूठे का निशान

इस भाग को अलग कर दिया जाए और सांख्यिकीय संसाधन के लिए भेजा जाए (पहले से पंजीकृत जन्म के मामले में इसे न भरा जाए)

राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार

प्रपत्र सं. 1–क

दत्तक बच्चे का जन्म सूचना प्रपत्र

सांख्यिकी सूचना

नियम 5 देखें

इस भाग को अलग कर दिया जाएं और सांख्यिकीय संसाधन के लिए भेजा जाए

सूचक द्वारा भरे जाने के लिए

14. दत्तक ग्राही पिता का धर्म : (नीचे उपयुक्त प्रविष्टि पर निशान लगाएं) 1. हिंदू 2. मुस्लिम 3. इसाई 4. अन्य धर्म : (धर्म का नाम लिखें)

15. दत्तक ग्राही पिता की शिक्षा का स्तर : (शिक्षा के पूरे किए गए स्तर की प्रविष्टि करें । उदाहरण के लिए – यदि कक्षा VII तक पढाई की है, लेकिन केवल कक्षा VI पास की है, तो कक्षा VI लिखें)

16. दत्तक ग्राही माता की शिक्षा का स्तर : (शिक्षा के पूरे किए गए स्तर की प्रविष्टि करें । उदाहरण के लिए – यदि कक्षा VII तक पढाई की है, लेकिन केवल कक्षा VI पास की है, तो कक्षा VI लिखें)

17. दत्तक ग्राही पिता का व्यवसाय : (यदि कोई व्यवसाय न हो तो 'शून्य' लिखें)

18. दत्तक ग्राही माता का व्यवसाय : (यदि कोई व्यवसाय न हो तो 'शून्य' लिखें)

(भरे जाने वाले कालम समाप्त हो गए हैं । अब बाई और हस्ताक्षर करें)

रजिस्ट्रार द्वारा भरे जाने के लिए

पंजीकरण संख्या.: पंजीकरण तिथि:

पंजीकरण यूनिट:

शहर/गांव: जिला:

टिप्पणी: (यदि कोई हो)

रजिस्ट्रार का नाम और हस्ताक्षर

रजिस्ट्रार द्वारा भरे जाने के लिए

नाम कोड सं.

जिला:

तहसील:

शहर/गांव

पंजीकरण यूनिट

पंजीकरण संख्या.: पंजीकरण तिथि:

जन्म तिथि:

लिंग : 1. पुरूष 2. स्त्री

जन्म स्थान:

रजिस्ट्रार का नाम और हस्ताक्षर"

राष्ट्रीय राजधानी क्षेत्र दिल्ली के उपराज्यपाल
के आदेश से तथा उनके नाम पर,
दी. मो. स्पोलिया, प्रधान सचिव (योजना)

DIRECTORATE OF ECONOMICS AND STATISTICS

AND

OFFICE OF THE CHIEF REGISTRAR (BIRTHS & DEATHS)

NOTIFICATION

Delhi, the 8th October, 2012

F. No. 13(1)/VS/DES/2006/5986.—In exercise of the powers conferred by sub-section (1) of Section 30 read with clasue (f) of sub-section (1) of Section 2 of the Registration of Births and Deaths Act, 1969 (18 of 1969), the Hon'ble Lieutenant Governor of the National Capital Territory of Delhi, with the approval of the Central Government, hereby makes the following rules further to amend the Delhi Registration of Births and Deaths Rules, 1999, namely :—

1. **Short titles, extent and commencement** . – (1) These rules may be called the Delhi Registration of Births and Deaths (Amendment) Rules, 2012.

(2) They shall extend to the whole of the National Capital Territory of Delhi.

(3) They shall come into force with immediate effect.

(2) **Amendment of Rule 5.** - In the Delhi Registration of Births and Deaths Rules, 1999 (hereinafter referred to as the "Principal Rules") for sub-rule (1) of rule 5, the following shall be substituted, namely : -

5. Form, etc. for giving information of births and deaths. –

"(1) The information required to be given to the Registrar under section 8 or section 9, as the case may be, shall be in form Nos. 1, 1-A, 2 and 3 for the registration of a birth, birth of an adopted child, death and still birth respectively, hereinafter to be collectively called the reporting forms. Information if given orally shall be entered by the Registrar in the appropriate reporting forms and the signature / thumb impression of the informant obtained."

3. **Insertion of New Birth Reporting Form (1-A)**. - In the principal Rules, the following Form, Form No. 1-A – Birth Report for Adopted Child shall be inserted, namely :-

"GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI

FORM NO. 1-A BIRTH REPORT FOR ADOPTED CHILD

Legal Information

This part to be added to the Birth Register

To be filled by the informant

1* Date of Birth (If known, write exact date of birth). (Otherwise record the date of birth as ascertained by the Magistrate)

2* Sex : (Enter "male" or "female"; do not use abbreviation)

3. Name of the Child: (If name is changed on adoption, write new name)

4* Name of mother: (if known)

5* Name of father: (if known)

6. Date and number of adoption deed/order

7. Name of the adoptive mother:

8. Name of the adoptive father:

9. Address of adoptive parents as recorded in Adoption deed.

10. Permanent address of adoptive parents:

11* Place of birth

12. If adoption through agency write the place & address of the Adoption Agency.

13. Informant's name and address: (After completing all columns 1 to 18 informant will put date and signature here :)

* As contained in the original birth certificate.

Date: Signature or left thumb mark of the informant

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI

BIRTH REPORT FOR ADOPTED CHILD **Form No 1-A**

Statistical information **See Rule 5**

This part to be detached and sent for statistical processing

To be detached and sent for statistical processing (Not to be filled for birth already registered)

To be filled by the informant

14. Religion of the adoptive Father : (Tick the appropriate entry below)
1. Hindu 2. Muslim 3. Christian
4. Any other religioin : (write name of the religion)

15. Adoptive father's level of education:
(Enter the completed level of Education e.g. if studied upto Class VII but passed only class VI, write class VI)

16. Adoptive mother's level of education:
(Enter the completed level of Education e.g. if studied upto Class VII but passed only class VI, write class VI)

17. Adoptive father's occupation:
(If no occupation write 'Nil')

18. Adoptive mother's occupation:
(if no occupation write 'Nil')

(Columns to be filled are over. Now put signature at left)

To be filled by the Registrar

Registration No.:
Registration Unit:
Town/Village:
Remarks: (if any)

Registration Date:

District:

Name and Signature of the Registrar

To be filled by the Registrar

Name. Code no.
District:
Tahsil:
Town/village:
Registration Unit:

Registration no.: Registration Date:
Date of Birth :
Sex : 1. Male 2. Female
Place of Birth:

Name and Signature of the Registrar"

By Order and in the Name of the Lt. Governor of the National Capital Territory of Delhi,

D. M. SPOLIA, Pr. Secy. (Plg.)

रजिस्ट्री सं. डी.एल.–33002/99 भारत सरकार REGISTERED No. D.L.—33002/99
GOVERNMENT OF INDIA

दिल्ली राजपत्र
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सं. 96] दिल्ली, शुक्रवार, जुलाई 25, 2014/श्रावण 3, 1936 [रा.रा.रा.क्षे.दि. सं. 68
No. 96] DELHI, FRIDAY, JULY 25, 2014/SHRAVANA 3, 1936 [N.C.T.D. No. 68

भाग—IV
PART—IV

राष्ट्रीय राजधानी राज्य क्षेत्र दिल्ली सरकार
GOVERNMENT OF THE NATIONAL CAPITAL TERRITORY OF DELHI

अर्थ एवं सांख्यिकी निदेशालय

एवं

कार्यालय मुख्य पंजीकार (जन्म एवं मृत्यु)

अधिसूचनाएं

दिल्ली, 25 जुलाई, 2014

पत्र क्रमांक–एफ.13(3)वी.एस./डी.ई.एस./2014/7596–7637:–जन्म एंव मृत्यु अधिनियम, 1969 की धारा 10 के द्वारा प्रदत्त शक्तियों का प्रयोग करते हुये एवं रिट पिटिशन (सिविल) संख्या–37/2009 के संदर्भ में माननीय उच्च न्यायालय द्वारा दिनांक 20.09.2010 में पारित आदेश के क्रम में उपराज्यपाल, राष्ट्रीय राजधानी क्षेत्र, दिल्ली द्वारा निम्नलिखित श्रेणी के व्यक्तियों को जन्म एवं मृत्यु की घटनाओं हेतु सूचनादाता घोषित करते है :

आशा कार्यकर्मी, ए.एन.एम., दाई, आंगनबाड़ी कार्यकर्मी राजकीय विद्यालयों के प्रधानाध्यापक, शमशान/कब्रिस्तान के केयरटेकर/इंचार्ज ।

3019 DG/2014

DIRECTORATE OF ECONOMICS AND STATISTICS

AND

OFFICE OF THE CHIEF REGISTRAR (BIRTHS AND DEATHS)

NOTIFICATIONS

Delhi, the 25th July, 2014

No. F. 13(3)/VS/DES/2014/7596-7637.—In exercise of the powers conferred under Section 10 of th Registration of Births and Deaths Act, 1969 and in pursuance of order dated 20.09.2010 passed by the Hon'ble Suprem Court of India, in W.P. (C) No. 37/2009, the Lieutenant Governor of National Capital Territory of Delhi is pleased t notify the following classes of persons as notifiers/informants for Registration of Births and Deaths:

Accredited Social Health Activist (ASHAs), Auxiliary Nursing Midwives (ANM), Dais, Anganwari Worker Head Masters of Government Schools, Caretaker/Incharge of Creamation Grounds/Burial Grounds.

सं. एफ 13 (1)/जी.शा./अ.स.नि./2006/7638–89.– जन्म और मृत्यु पंजीकरण अधिनियम, 1969 (1969 का 18 की धारा 30 की उप–धारा (1) के साथ धारा 2 की उप–धारा (1) के प्रावधान (च) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए राष्ट्रीय राजधानी क्षेत्र दिल्ली के उपराज्यपाल केन्द्रीय सरकार के अनुमोदन से दिल्ली जन्म और मृत्यु पंजीकरण नियम, 1999 संशोधन करते हुए निम्न नियम बनाते हैं, अर्थात् :–

1. **संक्षिप्त नाम, विस्तार और प्रारम्भ.**– (1) ये नियम दिल्ली जन्म व मृत्यु पंजीकरण (संशोधन) नियम, 2014 कहलायेंगे ।

(2) ये नियम तुरन्त प्रभाव से लागू होंगे ।

2. **नियम 5 के अन्तर्गत प्रपत्र संख्या 2 (मृत्यु प्रतिवेदन से सम्बन्धित) का संशोधन.**– दिल्ली जन्म और मृत्यु पंजीकर नियम, 1999 के नियमों में संदर्भित प्रपत्र संख्या 2 को निम्नलिखित से प्रतिस्थापित किया जायेगा :–

"प्रपत्र संख्या 2"

प्रपत्र सं. 2 मृत्युप्रतिवेदन

विधिक सूचनाएं

यह भाग मृत्यु रजिस्टर के साथ जोड़ा जाये

सूचना देने वाले द्वारा भरा जाएगा

मृत्यु की तिथि : मृत्यु का सही दिवस, माह एवं वर्ष अंकित करें जैसे –1–2000

मृतक का नाम :
(पूर्ण जैसे सामान्यतः लिखा जाता है)

मृतक का लिंग :
(पुलिंग या स्त्रीलिंग लिखें, संक्षिप्त में नहीं)

माता का नाम :

पिता का नाम:
पति/पत्नी का नाम :

मृतक की आयु : (यदि मृतक की आयु 1 वर्ष से अधिक हो तो आयु पूर्ण व वर्षों में दें, यदि मृतक की आयु 1 वर्ष से कम हो तो पूर्ण महीनों में दे एवं यदि आयु 1 माह से कम हो तो पूर्ण दिवसों में दें तथा यदि आयु 1 दिन से कम हो तो पूर्ण घंटों में दें)

मृत्यु के समय मृतक का पता :

मृतक का स्थाई पता :

मृत्यु का स्थान : निम्न 1, 2 व 3 में से एक पर सही का निशान लगाये तथा अस्पताल/संस्थान का नाम/मकान एवं जहां मृत्यु हुई हो उसका पता)

1. अस्पताल/संस्था नाम :
2. घर पता :
3. अन्य स्थान

सूचनादाता का नाम :

पता :

(जब स्तम्भ 1 से 21 तक पूरे भर जाएं तब सूचना देने वाला यहां हस्ताक्षर व तारीख करेगा)

दिनांक : सूचना देने वाले के हस्ताक्षर या बाएं हाथ के अंगूठे का निशान

इसे अलग करके सांख्यिकी प्रसंस्करण के लिए भेजा जाए

मृत्यु प्रतिवेदन

सांख्यिकी सूचनाएं

इसे अलग करके सांख्यिकी प्रसंस्करण के लिए भेजा जाए

सूचनादाता द्वारा भरा जाएगा

11. ग्राम या शहर, जहां मृतक का निवास हो (मृतक जहां सामान्यतः रहता हो, क्योंकि मृत्यु की जगह भिन्न हो सकती है, वहां के पते की प्रविष्टि आवश्यक नहीं) :
क. शहर/ग्राम का नाम :
ख. क्या शहर है अथवा ग्राम है (सही का निशान लगाएं)
1. शहर 2. ग्राम
ग. जनपद का नाम :
घ. राज्य का नाम :

धर्म (सही का निशान लगाएं)

12. 1. हिंदू 2. मुस्लिम 3. इसाई
4. अन्य धर्म : (धर्म का नाम लिखें)

13. मृतक का व्यवसाय :
(यदि कोई व्यवसाय नहीं हो तो शून्य लिखें)

14. मृत्यु से पूर्व प्राप्त चिकित्सा का प्रकार :
(सही का निशान लगाएं)
1. संस्थागत
2. संस्थागत के अलावा अन्य चिकित्सा
3. कोई चिकित्सा प्राप्त नहीं की

सूचनादाता द्वारा भरा जाएगा

15. क्या मृत्यु का कारण चिकित्सीय रूप से प्रमाणित किया गया :
(सही का निशान लगाएं)
1. हां 2. नहीं

16. बीमारी का नाम या मृत्यु का वास्तविक कारण :
(सभी मृत्यु के लिए चाहे चिकित्सीय रूप से प्रमाणित हो अथवा नहीं)

17. स्त्री मृत्यु की दशा में क्या मृत्यु गर्भावस्था में, प्रसूति के समय या गर्भावस्था के समाप्त होने के बाद 6 सप्ताह के भीतर हुई
(सही का निशान लगाएं)
1. हां 2. नहीं

18. यदि धूम्रपान का आदी था तो कितने वर्षों से :

19. यदि किसी भी रूप में तम्बाकू चबाने का आदी था तो कितने वर्षों से :

20. यदि सुपारी (पान मसाला को सम्मिलित करते हुए) चबाने का आदी था तो कितने वर्षों से :

21. यदि एल्कोहल पीने का आदी था तो कितने वर्षों से :

(सभी कालम भरने के बाद बायीं और हस्ताक्षर करें)

(नियम 6 देखें) मुख्य प्रशासन प्राप्त

पंजीकार द्वारा भरा जाये

नीकरण संख्या पंजीकरण तिथि
नीकरण यूनिट जिला
हर/गांव विवरण (यदि कोई)

जीकार का नाम और हस्ताक्षर एवं मोहर

पंजीकार द्वारा भरा जाये

नाम कोड संख्या
जिला
तहसील
शहर/गांव
पंजीकरण यूनिट

पंजीकरण संख्या पंजीकरण तिथि
मृत्यु की तिथि लिंग 1. पुलिंग 2. स्त्रीलिंग
आयु वर्ष महीने दिन घंटे
मृत्यु स्थान 1. अस्पताल/संस्था 2. घर 3. अन्य स्थान

पंजीकार का नाम और हस्ताक्षर एवं मोहर

जारी–3 पर

3. **नियम 8 के अन्तर्गत प्रपत्र संख्या 6 (मृत्यु प्रमाणपत्र से सम्बन्धित) का संशोधन.**– मु दिल्ली जन्म और मृत्यु पंजीकरण नियम, 1999 के नियमों में संदर्भित प्रपत्र संख्या 6 को निम्नलिखित से प्रतिस्थापित किया जायेगा :–

"प्रपत्र संख्या 6"

"संख्या .....

राज्य सरकार / स्थानीय निकाय का प्रतीक चिन्ह

राष्ट्रीय राजधानी क्षेत्र, दिल्ली सरकार
प्रमाणपत्र जारी करने वाले स्थानीय निकाय का नाम .....

प्रपत्र संख्या 6

मृत्यु प्रमाण–पत्र

(जन्म मृत्यु रजिस्ट्रीकरण अधिनियम, 1969 की धारा 12/17 तथा दिल्ली जन्म मृत्यु रजिस्ट्रीकरण नियम 1999 के नियम 8/13 के अंतर्गत जारी किया गया)

यह प्रमाणित किया जाता है कि निम्नलिखित सूचना मृत्यु के मूल लेख से ली गई है जो कि स्थानीय क्षेत्र तहसील ..... जिला ..... राज्य ..... के रजिस्टर में उल्लिखित हैं ।

नाम: ..... लिंग .....
मृत्यु की तिथि ..... मृत्यु का स्थान .....
माता का नाम .....
पिता का नाम .....
पति/पत्नी का नाम .....
मृतक का मृत्यु के समय का पता/ मृतक का स्थायी पता
....
....
....

पंजीकरण संख्या: ..... पंजीकरण दिनांक .....
टिप्पणी .....
जारी करने की तिथि: ..... प्राधिकारी के हस्ताक्षर
प्राधिकारी का पता
मोहर

"प्रत्येक जन्म एवं मृत्यु का पंजीकरण सुनिश्चित करें"

राष्ट्रीय राजधानी क्षेत्र दिल्ली के उपराज्यपाल
के आदेश से तथा उनके नाम पर,

डा. एम. एम. कुट्टी, प्रधान सचिव (योजना)

No. F. 13(1)/VS/DES/2006/7638-69.—In exercise of the powers conferred by sub-section (1) of section 30 read with clause (f) of sub-section (1) of section (2) of the Registration of Births and Deaths Act, 1969 (18 of 1969), the Lieutenant Governor of the National Capital Territory of Delhi, with the approval of the Central Government, hereby makes the following rules to further amend the Delhi Registration of Births and Deaths Rules, 1999, namely:—

1. Short titles, extent and commencement.—(1) These rules may be called the Delhi Registration of Births and Deaths (Amendment) Rules, 2014.

(2) They shall come into force with immediate effect.

2 Amendment of Form No. 2 (relating to Death Report) under rule 5 :— In the Delhi Registration of Births and Deaths Rules, 1999 (hereinafter referred to as the "Principal Rules") for the Form No. 2 appended to the Rules, the following shall be substituted, namely:—

"Form No. 2"

Form No.2
(See rule 5)

DEATH REPORT FORM

RM NO. 2 DEATH REPORT

Legal information

This part to be added to the Death Register

To be filled by the informant

1. Date of Death : (Enter the exact day, month and year the death took place e.g. 1-1-2000)

   Name of the Deceased :
   (Full name as usually written)

2. Sex of the deceased :
   (Enter "male" or "female"; do not use abbreviation)

3. Name of Mother:

4. Name of Father

5. Name of husband/wife

6. Age of the deceased: (if the deceased was over 1 year of age, give age in completed years. If the deceased was below 1 year of age, give age in months, and if below 1 month give age in completed number of days, and if below one day, in hours)

7. Address of the deceased at the time of death:

8. Permanent address of the deceased

9. Place of death: (Tick the appropriate entry 1, 2 or 3 below and give the name of the Hospital/ Institution or the address of the house where the death took place. If other place, give location)

   1.Hospital/ Institution — Name :

   2.House — Address :

   3.Other Place

10 Informant's name :

Address :

(After completing all columns 1 to 21, informant will put date and signature here.)

Date : Signature or left thumb mark of the informant

To be filled by the Registrar

Registration No Registration Date :

Registration Unit :

Town/Village :District

Remarks . (if any)

Name and Signature of the Registrar

To be detached and sent for statistical processing

FORM No. 2

DEATH REPORT

Statistical information

This part to be detached and sent for statistical processing

FORM NO. 2

To be filled by the informant

11. Town or Village of Residence of the deceased: (Place where the deceased actually lived. This can be different from the place where the death occurred. The house address is not required to be entered.)

   a) Name of Town/Village :

   Is it a town or village :(Tick the appropriate entry below)

   1. Town 2. Village

   c) Name of District :

   d) Name of State :

12. Religion : (Tick the appropriate entry below)

   1.Hindu 2.Muslim 3. Christian

   4. Any other religion: (write the name of the religion)

13. Occupation of the deceased :
   (If no occupation write 'Nil')

14. Type of medical attention received before death: (Tick the appropriate entry below)

   1. Institutional

   2. Medical attention other than institution

   3. No medical attention

To be filled by the informant

15. Was the cause of death medically certified?: (Tick the appropriate entry below)

   1.Yes 2. No

16. Name of Disease or Actual Cause of Death : (For all deaths irrespective of whether medically certified or not)

17. In case this is a female death, did the death occur while pregnant, at the time of delivery or within 6 weeks after the end of pregnancy: (Tick the appropriate entry below)

   1.Yes 2. No

18. If used to habitually smoke -
   for how many years?

19. If used to habitually chew tobacco in any form -
   for how many years?

20. If used to habitually chew arecanut in any form (including pan masala) -
   for how many years?

21. If used to habitually drink alcohol -
   for how many years?

(Columns to be filled are over. Now put signature at left)

Name Code No.

District :

Tahsil :

Town/Village :

Registration Unit :

To be filled by the Registrar

Registration No : Registration Date :

Date of Death : Sex : 1.Male 2.Female

Age : Years/months/days/hours

Place of Death : 1.Hospital/Institution 2.House 3. Other Place

Name and Signature of the Registrar

Amendment of Form No. 6 (relating to Death Certificate) under rule 8 - In the Principal Rules, for the Form No. 6 appended to the rules, the following shall be substituted, namely:—

" Form No.6"

FORM

" No. .....

State Govt./ Local Body Emblem

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
Name of local body issuing certificate----------

DEATH CERTIFICATE

(Issued under Section 12/17 of the Registration of Births and Deaths Act, 1969 and Rule 8/13 of the Delhi Registration of Births and Deaths Rules, 1999.

This is to certify that the following information has been taken from the original record of birth which is the register for (local area/local body) ..... of tahsil/block ..... of District ..... of State/Union territory .....

Name: .....Sex .....

Date of Death..... /Place of Death .....

Name of Mother .....

Name of Father .....

Name of Husband/Wife.....

Address of deceased at the time of death :
.....
.....
.....

Permanent address of the deceased:
.....
.....
.....

Registration No :..... Date of Registration.....

Remarks (if any).....
Date of issue:.....

Signature of the issuing authority.....
Address of the issuing authority.....

Seal

Ensure registration of every birth and death."

By Order and in the Name of the Lt. Governor of the National Capital Territory of Delhi,
Dr. M.M.KUTTY, Pr. Secy. (Plg.)

समाज कल्याण विभाग
(सामाजिक सुरक्षा अनुभाग)
अधिसूचना
दिल्ली, 25 जुलाई, 2014

सं.फा. 30(70)/एमटीसी/डीडी(एसएस)/डीएसडब्ल्यू/2009–10/पार्ट फा.–II/7486–7545.—माता–पिता एवं वरिष्ठ नागरिक भरण–पोषण एवं कल्याण अधिनियम, 2007 की धारा 7 की उपधारा (1), 15 की उपधारा (1) तथा दिल्ली माता–पिता एवं वरिष्ठ नागरिक भरण–पोषण एवं कल्याण नियमावली, 2009 के नियम 3 द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए तथा पूर्ववर्ती अधिसूचना संख्या फा. 30(70)/एम.टी.सी./डी.डी(एस. एस)/डीएसडब्ल्यू/2009–10/पार्ट फा./14710–14741 दिनांक 19/12/2013, के अधिक्रमण में, उन कार्यों को छोड़ कर जो इस अधिक्रमण से पहले किये गये थे या किये जाने का संकल्प किया गया है, राष्ट्रीय राजधानी क्षेत्र दिल्ली के उपराज्यपाल, एतद्द्वारा राष्ट्रीय राजधानी क्षेत्र दिल्ली के लिये उक्त अधिनियम के अन्तर्गत माता–पिता एवं वरिष्ठ नागरिकों के संबंध में ऐसे भरण–पोषण न्यायाधिकरण तथा अपीलीय न्यायाधिकरण को प्रदत्त शक्तियों के प्रयोग तथा कर्त्तव्यों के निर्वहन के लिये निम्नलिखित भरण–पोषण न्यायाधिकरण एवं अपीलीय न्यायाधिकरण में निम्नलिखित व्यक्तियों का गैर सरकारी सदस्य के पद पर सहर्ष चयन करते हैं:–

रजिस्ट्री सं. डी.एल.-33002/99 भारत सरकार REGISTERED No. D.L.-33002/99
GOVERNMENT OF INDIA

दिल्ली राजपत्र
Delhi Gazette

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EXTRAORDINARY
प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

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No. 159] DELHI, MONDAY, DECEMBER 8, 2014/AGRAHAYANA 17, 1936 [N.C.T.D. No. 156

भाग—IV
PART—IV

राष्ट्रीय राजधानी राज्य क्षेत्र दिल्ली सरकार
GOVERNMENT OF THE NATIONAL CAPITAL TERRITORY OF DELHI

अर्थ एवं सांख्यिकी निदेशालय
एवं
मुख्य पंजीकार (जन्म व मृत्यु)
अधिसूचना
दिल्ली, 8 दिसम्बर, 2014

सं. एफ.13(1)/जी.शा./अ.स.नि./2006/9742–78.–जन्म और मृत्यु पंजीकरण अधिनियम, 1969 (1969 का 18) की धारा 30 की उप–धारा (1) के साथ धारा 2 की उप–धारा (1) के प्रावधान (च) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, राष्ट्रीय राजधानी क्षेत्र दिल्ली के उपराज्यपाल केन्द्रीय सरकार के अनुमोदन से दिल्ली जन्म और मृत्यु पंजीकरण नियम, 1999 में संशोधन करते हुए निम्न नियम बनाते हैं, अर्थात् :–

1. **संक्षिप्त नाम, विस्तार और प्रारम्भ.**– (1) ये नियम दिल्ली जन्म व मृत्यु पंजीकरण (संशोधन) नियम, 2014 कहलायेंगे ।

(2) नियम 5(1) में संशोधन तुरन्त प्रभाव से लागू होगा ।

(3) नियम 10(1) में संशोधन 01 जनवरी 2015 से लागू होगा ।

2. नियम 5 के अन्तर्गत प्रपत्र–1, प्रपत्र–2 एवं प्रपत्र–3 में संशोधन.–प्रपत्र–1 (जन्म प्रतिवेदन), प्रपत्र–2 (मृत्यु प्रतिवेदन) एवं प्रपत्र–3 (मृत जन्म प्रतिवेदन) में दिल्ली जन्म और मृत्यु पंजीकरण नियम, 1999 (इसके पश्चात् 'मुख्य नियमावली' के रूप में संदर्भित) के नियम 5 के अन्तर्गत सन्दर्भित प्रपत्र संख्या–1, प्रपत्र संख्या–2 एवं प्रपत्र संख्या–3 को निम्नलिखित से प्रतिस्थापित किया जायेगा :–

4848 DG/2014

प्रपत्र सं. 1 जन्म प्रतिवेदन

विधिक सूचनाएं

यह भाग जन्म रजिस्टर के साथ जोड़ा जावे

सूचना देने वाले द्वारा भरा जाएगा

1. जन्म तिथि : (बच्चा पैदा होने का सही दिन, माह एवं वर्ष लिखें जैसे 1-1-2000)
2. लिंग :
(पुल्लिंग या स्त्रीलिंग लिखें, संक्षिप्त में नहीं)
3. बच्चे का नाम (यदि कोई हो):
(यदि न हो तो खाली छोड़े)
4. पिता का नाम:
(पूर्ण जैसे सामान्यतः लिखा जाता है)

पिता का यू0आई0डी0 संख्या (यदि कोई हो)

5. माता का नाम:
(पूर्ण जैसे सामान्यतः लिखा जाता है)
माता का यू0आई0डी0 संख्या (यदि कोई हो)
6. बच्चे के जन्म के समय माता पिता का पता :
7. स्थाई पता :
8. जन्म का स्थान : निम्न 1, 2 व 3 में से एक पर सही का निशान लगाये तथा अस्पताल/संस्थान का नाम/मकान एवं जहां जन्म हुआ हो उसका पता)
   1. अस्पताल/संस्था नाम :
   2. घर पता :
   3. अन्य स्थान
9. सूचनादाता का नाम :
पता :

(जब खाना 1 से 22 तक पूरे भर जाएं तब सूचना देने वाला यहां हस्ताक्षर व तारीख भरेगा)

दिनांक : सूचना देने वाले के हस्ताक्षर या बाएं हाथ के अंगूठे का निशान

पंजीकार द्वारा भरा जाये

पंजीकरण संख्या पंजीकरण तिथि
पंजीकरण यूनिट जिला
शहर/गांव

पंजीकार का नाम और हस्ताक्षर एवं मोहर

जन्म प्रतिवेदन
सांख्यिकी सूचनाएं

प्रपत्र सं. 1

इसे अलग करके सांख्यिकी प्रसंस्करण के लिए भेजा जाए

सूचनादाता द्वारा भरा जाएगा

10. माता के निवास का शहर या गांव: (स्थान, जहां माता प्रायःरहती है। यह उस स्थान से भिन्न हो सकता है,जहाँ जन्म हुआ हो। घर का पता लिखा जाना आवश्यक नहीं है) :

क. शहर/ग्राम का नाम :

ख. क्या शहर है अथवा ग्राम है (सही का निशान लगाएं)
1. शहर 2. ग्राम

ग. जिले का नाम :

घ. राज्य का नाम :

11. परिवार का धर्म (निम्न में से किसी एक पर सही का निशान लगाएं)
1. हिंदू 2. मुस्लिम 3. इसाई
4. अन्य धर्म : (धर्म का नाम लिखें)

12. पिता की शिक्षा का स्तर :
(शिक्षा का पूर्ण स्तर लिखे जैसें– यदि सातवीं कक्षा तक अध्ययन किया हो लेकिन केवल कक्षा 6 उत्तीर्ण की हो तो केवल कक्षा 6 ही लिखें।)

13. माता की शिक्षा का स्तर :
(शिक्षा का पूर्ण स्तर लिखे जैसें– यदि सातवीं कक्षा तक अध्ययन किया हो लेकिन केवल कक्षा 6 उत्तीर्ण की हो तो केवल कक्षा 6 ही लिखें।)

14. पिता का व्यवसाय :
(यदि कोई व्यवसाय न हो तो नही लिखें)

15. माता का व्यवसाय :
(यदि कोई व्यवसाय न हो तो नहीं लिखें)

सूचनादाता द्वारा भरा जाएगा

16. माता की आयु (पूर्ण वर्षों में) विवाह के समय :
(यदि एक से अधिक बार विवाह हुआ हो तो प्रथम विवाह के समय की आयु लिखी जाय।)
17. माता की आयु (पूर्ण वर्षों में) इस जन्म के समय :
18. इस बच्चे सहित माता के जीवित पैदा हुये बच्चों की संख्या: जीवित पैदा हुये बच्चो की संख्या में पहले विवाह (यदि कोई हो) के बच्चो की संख्या भी सम्मिलित करें।
19. बच्चे के जन्म के समय सहायक: (निम्न में से किसी एक पर सही का निशान लगायें)
   1. संस्थागत – सरकारी
   2. संस्थागत – निजी या गैर सरकारी
   3. डॉक्टर, नर्स या प्रशिक्षित सहायक
   4. जन्म के समय परम्परागत सहायक
   5. रिश्तेदार या अन्य
20. जन्म का तरीका (निम्न में से किसी एक पर सही का निशान लगायें)
   1. प्राकृतिक
   2. ऑपरेशन द्वारा
   3. फोरसैप्स या वैक्यूम
21. जन्म के समय वजन (कि0ग्रा0) (यदि उपलब्ध हो)
22. गर्भधारण की अवधि: (सप्ताह में)

(सभी कालम भरने के बाद बायीं और हस्ताक्षर करें)

पंजीकार द्वारा भरा जाये

नाम
जिला
तहसील
शहर/गांव
पंजीकरण यूनिट

कोड संख्या

पंजीकरण संख्या पंजीकरण तिथि
जन्म की तिथि लिंग 1. पुल्लिंग 2. स्त्रीलिंग
जन्म स्थान 1. अस्पताल/संस्था 2 घर 3 अन्य स्थान

पंजीकार का नाम और हस्ताक्षर एवं मोहर

प्रपत्र सं. 2

मृत्यु प्रतिवेदन

विधिक सूचनाएं

यह भाग मृत्यु रजिस्टर के साथ जोड़ा जाये

सूचना देने वाले द्वारा भरा जाएगा

1. मृत्यु की तिथि : ;मृत्यु का सही दिवस, माह एवं वर्ष अंकित करें जैसे 1-1-2000

2. मृतक का नाम :
(पूर्ण जैसे सामान्यतः लिखा जाता है)

मृतक का यू0आई0डी0 संख्या (यदि कोई हो)

3. मृतक का लिंग :
(पुलिंग या स्त्रीलिंग लिखें, संक्षिप्त में नहीं)

4. माता का नाम :

माता का यू0आई0डी0 संख्या (यदि कोई हो)

5. पिता का नाम:

पिता का यू0आई0डी0 संख्या (यदि कोई हो)

5अ पति/पत्नी का नाम :

पति/पत्नी का यू0आई0डी0 संख्या (यदि कोई हो)

6. मृतक की आयु : (यदि मृतक की आयु 1 वर्ष से अधिक हो तो आयु पूर्ण वर्षों में दें, यदि मृतक की आयु 1 वर्ष से कम हो तो पूर्ण महीनों में दे एवं यदि आयु 1 माह से कम हो तो पूर्ण दिवसों में दें तथा यदि आयु 1 दिन से कम हो तो पूर्ण घंटों में दें)

7. मृत्यु के समय मृतक का पता :

8. मृतक का स्थाई पता :

9. मृत्यु का स्थान : निम्न 1, 2 व 3 में से एक पर सही का निशान लगाये तथा अस्पताल/संस्थान का नाम/मकान एवं जहां मृत्यु हुई हो उसका पता)
1. अस्पताल/संस्था नाम :
2. घर पता :
3. अन्य स्थान

10. सूचनादाता का नाम :
पता :

(जब स्तम्भ 1 से 21 तक पूरे भर जाएं तब सूचना देने वाला यहां हस्ताक्षर व तारीख करेगा)

दिनांक : सूचना देने वाले के हस्ताक्षर या बाएं हाथ के अंगूठे का निशान

इसे अलग करके सांख्यिकी प्रसंस्करण के लिए भेजा जाए

मृत्यु प्रतिवेदन

सांख्यिकी सूचनाएं

इसे अलग करके सांख्यिकी प्रसंस्करण के लिए भेजा जाए

सूचनादाता द्वारा भरा जाएगा

11. ग्राम या शहर, जहां मृतक का निवास हो (मृतक जहां सामान्यतः रहता हो, यद्यपि कि मृत्यु की जगह भिन्न हो सकती है, वहां का पते की प्रविष्टि आवश्यक नहीं)

क. शहर/ग्राम का नाम :
ख. क्या शहर है अथवा ग्राम है (सही का निशान लगाए)
1. शहर 2. ग्राम
ग. जनपद का नाम :
घ. राज्य का नाम :

12. धर्म (सही का निशान लगाएं)
1. हिंदू 2. मुस्लिम 3. इसाई
4. अन्य धर्म : (धर्म का नाम लिखें)

13. मृतक का व्यवसाय :
(यदि कोई व्यवसाय नहीं हो तो शून्य लिखें)

14. मृत्यु से पूर्व प्राप्त चिकित्सा का प्रकार :
(सही का निशान लगाएं)

1. संस्थागत
2. संस्थागत के अलावा अन्य चिकित्सा
3. कोई चिकित्सा प्राप्त नहीं की

सूचनादाता द्वारा भरा जाएगा

15. क्या मृत्यु का कारण चिकित्सीय रूप से प्रमाणित किया गया :
(सही का निशान लगाएं)
1. हाँ 2. नहीं

16. बीमारी का नाम या मृत्यु का वास्तविक कारण
(सभी मृत्यु के लिए चाहे चिकित्सीय रूप से प्रमाणित हो अथवा नहीं)

17. स्त्री मृत्यु की दशा में क्या मृत्यु गर्भावस्था में, प्रसूति के समय या गर्भावस्था के समाप्त होने के बाद 6 सप्ताह के भीतर हुई
(सही का निशान लगाएं)

1. हाँ 2 नहीं

19. यदि धूम्रपान का आदी था तो कितने वर्षों से :

19. यदि किसी भी रूप में तम्बाकू चबाने का आदी था तो कितने वर्षों से :

20. यदि सुपारी (पान मसाला को सम्मिलित करते हुए) चबाने का आदी था तो कितने वर्षों से :

21. यदि एल्कोहल पीने का आदी था तं कितने वर्षों से :

(सभी कालम भरने के बाद बायीं ओर हस्ताक्षर करें)

पंजीकार द्वारा भरा जाये

जीकरण संख्या पंजीकरण तिथि
जीकरण यूनिट जिला
हर/गांव विवरण (यदि कोई)

जीकार का नाम और हस्ताक्षर एवं मोहर

नाम कोड संख्या

जिला
तहसील
शहर/गांव
पंजीकरण यूनिट

पंजीकार द्वारा भरा जाये

पंजीकरण संख्या पंजीकरण तिथि
मृत्यु की तिथि लिंग 1. पुल्लिंग 2. स्त्रीलिंग
आयु वर्ष महीने दिन घंटे
मृत्यु स्थान 1. अस्पताल/संस्था 2. घर 3. अन्य स्थान

पंजीकार का नाम और हस्ताक्षर एवं मोहर

(नियम 9 देखें) मृत जन्म प्रतिवेदन

प्रपत्र सं. 3 मृत जन्म प्रतिवेदन

विधिक सूचनाएं

यह भाग मृत जन्म रजिस्टर के साथ जोड़ा जाये

सूचना देने वाले द्वारा भरा जाएगा

1. जन्म तिथि : (बच्चा पैदा होने का सही दिन, माह एवं वर्ष लिखे जैसे 1–1–2000)

2. लिंग :
(पुल्लिंग या स्त्रीलिंग लिखें, संक्षिप्त में नहीं)

3. पिता का नाम:
(पूर्ण जैसे सामान्यतः लिखा जाता है)

पिता का यू0आई0डी0 संख्या (यदि कोई हो)

4. माता का नाम:
(पूर्ण जैसे सामान्यतः लिखा जाता है)

माता का यू0आई0डी0 संख्या (यदि कोई हो)

5. जन्म का स्थान : निम्न 1, 2 व 3 में से एक पर सही का निशान लगाये तथा अस्पताल/संस्थान का नाम/मकान एवं जहां जन्म हुआ हो उसका पता

1. अस्पताल/संस्था नाम :
2. घर पता :
3. अन्य स्थान

6. सूचनादाता का नाम :
पता :

(जब स्तम्भ 1 से 12 तक पूरे भर जाएं तब सूचना देने वाला यहां हस्ताक्षर व तारीख भरेगा)

दिनांक : सूचना देने वाले के हस्ताक्षर या बाएं हाथ के अंगूठे का निशान

इसे अलग करके सांख्यिकी प्रसंस्करण के लिए भेजा जाए

मृत जन्म प्रतिवेदन

सांख्यिकी सूचनाएं

इसे अलग करके सांख्यिकी प्रसंस्करण के लिए भेजा जाए

प्रपत्र सं. 3

जुड़वां बच्चों के जन्म होने पर प्रत्येक बच्चे के लिये अलग प्रपत्र भरें और जुड़वां जन्म या अधिक आदि नीचे बायें बॉक्स के विवरण वाले कॉलम में लिखें, जैसी भी स्थिति हो।

सूचनादाता द्वारा भरा जाएगा *सूचनादाता द्वारा भरा जाएगा*

7. माता के निवास का शहर या गांव: (स्थान, जहां माता रहती है। यह उस स्थान से भिन्न हो सकता है,जहाँ जन्म हुआ हो। घर का पता लिखा जाना आवश्यक नहीं है) :

अ. शहर/ग्राम का नाम :

ब. क्या शहर है अथवा ग्राम है (सही का निशान लगाएं)
1. शहर 2. ग्राम

स. जिले का नाम :

द. राज्य का नाम :

8. माता की आयु (पूर्ण वर्षों में) जन्म के समय :

9. माता की शिक्षा का स्तर :
(शिक्षा का पूर्ण स्तर लिखे जैसे– यदि सातवीं कक्षा तक अध्ययन किया हो लेकिन केवल कक्षा 6 उत्तीर्ण की हो तो केवल कक्षा 6 ही लिखें।)

10. बच्चे के जन्म के समय सहायक: (निम्न में से किसी एक पर सही का निशान लगायें)

1. संस्थागत – सरकारी
2. संस्थागत – निजी या गैर सरकारी
3. डॉक्टर, नर्स या प्रशिक्षित सहायक
4. जन्म के समय परम्परागत सहायक
5. रिश्तेदार या अन्य

11. गर्भधारण की अवधि: (सप्ताह में)

12. भ्रूण की मृत्यु का कारण: (यदि पता हो)

(सभी कालम भरने के बाद हायीं और हस्ताक्षर करें)

पंजीकार द्वारा भरा जाये

पंजीकरण संख्या पंजीकरण तिथि
पंजीकरण यूनिट जिला
शहर/गांव
पंजीकार का नाम और हस्ताक्षर एवं मोहर

पंजीकार द्वारा भरा जाये

नाम
जिला
तहसील
शहर/गांव
पंजीकरण यूनिट

कोड संख्या

पंजीकरण संख्या पंजीकरण तिथि
जन्म की तिथि
लिंग 1. पुल्लिंग 2. स्त्रीलिंग
जन्म का स्थान 1. अस्पताल/संस्था 2. घर 3. अन्य स्थान

पंजीकार का नाम और हस्ताक्षर एवं मोहर

3 नियम 10 के अन्तर्गत संशोधन—मुख्य नियमावली में नियम 10 के उप–नियम (1) को निम्नलिखित से प्रतिस्थापित किया जायेगा :–

"10 रजिस्टर में नाम शामिल करने हेतु अवधि.– (1) जहाँ किसी बालक का जन्म किसी नाम के बिना रजिस्ट्रीकृत किया गया है वहाँ ऐसे बालक के माता–पिता या संरक्षक बालक के नाम के सम्बन्ध में इत्तला मौखिक या लिखित रूप में रजिस्ट्रार को बालक के जन्म के रजिस्ट्रीकरण की तारीख से बारह मास के भीतर देगा।

परन्तु यदि ऐसी कोई सूचना बारह मास की अवधि के पश्चात लेकिन बीस वर्ष की अवधि के भीतर दी जाती है तो उसकी गणना निम्न रूप में की जायेगी :–

(i) ऐसे मामले जहाँ रजिस्ट्रीकरण, दिल्ली जन्म और मृत्यु पंजीकरण नियम, 1999 के लागू होने की तारीख से पूर्व किया गया है तो 1 जनवरी, 2015 से अग्रिम पाँच वर्ष की अवधि मान्य होगी । ऐसे मामले जहाँ रजिस्ट्रीकरण की तिथि से 15 वर्ष की अवधि अभी तक पूर्ण नही हुई है उन्हें 15 वर्ष की अवधि तक सुविधा दी जा सकेगी अथवा

(ii) ऐसे मामले जहाँ रजिस्ट्रीकरण, दिल्ली जन्म और मृत्यु पंजीकरण नियम (संशोधित), 2014 के लागू होने के बाद किया गया है ऐसे रजिस्ट्रीकरण की तारीख से 15 वर्ष की अवधि तक, धारा 23 की उप–धारा 4 के उपबंधो के अधीन, तो रजिस्ट्रार :

(क) यदि रजिस्टर उनके कब्जे में है तो पाँच रूपये की विलम्ब शुल्क फीस दिये जाने पर सम्बन्धित फार्म के सुसंगत खाने में जन्म रजिस्टर में नाम दर्ज करेगा।

(ख) यदि रजिस्टर उनके कब्जे में नहीं है और यदि इत्तला मौखिक रूप में दी गयी है तो आवश्यक विभिष्टयाँ देते हुए एक रिपोर्ट तैयार करेगा और यदि इत्तला लिखित रूप में दी गयी है तो ऐसी इत्तला पाँच रूपये की विलम्ब फीस दिये जाने पर आवश्यक प्रविष्टि करने के लिये, राज्य सरकार द्वारा इस निमित्त विनिर्दिष्ट अधिकारी को अग्रेशित करेगा।"

राष्ट्रीय राजधानी क्षेत्र दिल्ली के उपराज्यपाल
के आदेश से तथा उनके नाम पर,
डॉ. एम. एम. कुट्टी, प्रमुख सचिव (योजना)

DIRECTORATE OF ECONOMICS AND STATISTICS

AND

OFFICE OF THE CHIEF REGISTRAR (BIRTHS AND DEATHS)

NOTIFICATION

Delhi, the 8th December, 2014

No. F. 13(1)/VS/DES/2006/9742-78.—In exercise of the powers conferred by sub-section (1) of section 30 read with clause (f) of sub-section (1) of section 2 of the Registration of Births and Deaths Act, 1969 (18 of 1969), the Lieutenant Governor of the National Capital Territory of Delhi, with the approval of the Central Government, hereby makes the following rules to further amend the Delhi Registration of Births and Deaths Rules, 1999, namely:—

1. Short titles, extent and commencement.—(1)These rules may be called the Delhi Registration of Births and Deaths (Amendment) Rules, 2014.

(2) The amendment in Rule 5(1) shall come into force with immediate effect.

(3) The amendment in Rule 10(1) shall come into force with effect from 1st day of January, 2015.

2. Amendment of Forms No.1, 2 and 3 under rule 5.— For Form No. 1 (Birth Report), Form No. 2 (Death Report) and Form No. 3 (Still Birth Report) under rule 5 of the Delhi Registration of Births and Deaths Rules, 1999 (hereinafter referred to as the "Principal Rules") appended to the rules, the following shall be substituted, namely:—

L848 DG/14-2

"FORM NO.1 **BIRTH REPORT**

Legal information

This part is to be added to the Birth Register

To be filled by the informant

1. Date of Birth : (Enter the exact day, month and year the child was born e.g.1-1-2000)
2. Sex: (Enter "Male", or "Female") (Do not use abbreviation)
3. Name of the child, if any: (If not named, leave blank)
4. Name of the father: (Full name as usually written) UID No. of Father (if any)

5. Name of the Mother: (Full name as usually written) UID No. of Mother (if any)

6. Address of parents at the time of Birth of the child
7. Permanent Address of parents
8. **Place of birth :** (Tick the appropriate entry 1, 2 or 3 below and give the name of the Hospital/Institution or the address of the house where the birth took place. If other place, give below.)

   1.Hospital/ Institution Name & Address:

   2.House Address:

   3 Others:
9. **Informant's name :** Address :

(After completing all columns 1 to 22, informant will put date and signature here:)

Date **Signature or left thumb mark of the informant**

BIRTH REPORT

Statistical information

This part is to be detached and sent for statistical processing

To be filled by the informant

10. **Town or Village of Residence of the mother :** (Place where the mother usually lives . This can be different from the place where the delivery occured. The house address is not required to be entered.)

    a) Name of Town/Village :

    b) Is it a town or village : (Tick the appropriate entry below)

    1. Town 2. Village

    c) Name of District :

    d) Name of State :

11. Religion of the Family : (Tick the appropriate entry below)
    1.Hindu 2.Muslim 3. Christian
    4.Any other religion :(write name of the religion)
12. **Father's level of education :** (Enter the completed level of education e.g.if studied upto class VII but passed only class VI, write class VI)
13. **Mother's level of education :** (Enter the completed level of education e.g.if studied upto class VII but passed only class VI, write class VI)
14. **Father's occupation :** (if no occupation write 'Nil')
15. **Mother's occupation :** (if no occupation write 'Nil')

In the case of multiple births, fill in a separate form for each child and write' Twin birth' or 'Triple birth' etc., as the case may be, in the remarks column in the box below left

FORM No.1

To be filled by the informant

16. Age of the mother (in completed years) at the time of marriage: (If married more than once, age at first marriage may be entered)
17. Age of the mother (in completed years) at the time of this birth :
18. **Number of children born alive to the mother so far including this child :** (Number of children born alive to include also those from earlier marriage(s), if any)
19. **Type of attention at delivery :** (Tick the appropriate entry below)

    1. Institutional - Government
    2. Institutional - Private or Non- Government
    3. Doctor, Nurse or Trained midwife
    4. Traditional Birth Attendant
    5. Relatives or others
20. Method of Delivery :(Tick the appropriate entry below)
    1. Natural
    2.Caesarean
    3.Forceps/Vacuum
21. Birth Weight (in kgs.) (if available):
22. Duration of pregnancy (in weeks):

(Columns to be filled are over. Now put signature at left)

BIRTH REPORT FORM

FORM No. 1

(See Rule 5)

To be filled by the Registrar

Registration No. : Registration Date :

Registration Unit :

Town/Village : District :

Remarks : (if any)

Name and Signature of the Registrar

To be filled by the Registrar

Name Code No

District:

Tahsil:

Town/Village:

Registration Unit :

To be filled by the Registrar

Registration No : Registration Date :

Date of Birth :

Sex 1. Male 2. Female

Place of Birth 1. Hospital/Institution 2. House 3. Other Place

Name and Signature of the Registrar

FORM No.2

FORM NO.2 **DEATH REPORT**

Legal information

This part is to be added to the Death Register

	To be filled by the informant
1.	Date of Death : (Enter the exact day, month and year the death took place e.g.1-1-2000)
2.	**Name of the Deceased :** (Full name as usually written) UID No. of deceased (if any)
3	Sex of deceased : (Enter "Male", or " Female") (Do not use abbreviation)
4.	Name of the Mother: UID No. of Mother (if any)
5.	Name of the Father: UID No. of Father (if any)
5a.	Name of husband/wife UID No. of husband/wife (if any)
6.	**Age of the deceased:** (if the deceased was over 1 year of age, give age in completed years. If the deceased was below 1 year of age, give age in months and if below 1 month give age in completed number of days, and if below one day, in hours)
7.	Address of the deceased at the time of death
8.	Permanent Address of the deceased
9.	**Place of death :** (Tick the appropriate entry1, 2 or 3 below and give the name of the Hospital/Institution or the address of the house where the death took place. If other place, give location) **1.Hospital/ Institution Name & Address: 2.House Address: 3. Others**
10.	**Informant's name :** Address :
	(After completing all columns 1 to 21, Informant will put date and signature here:) Date **Signature or left thumb mark of the informant**

DEATH REPORT

Statistical information

This part is to be detached and sent for statistical processing

	To be filled by the informant
11.	**Town or Village of Residence of the deceased :** (Place where the deceased actually lived. This can be different from the place where the death occured. The house address is not required to be entered.) a) Name of Town/Village : b) Is it a town or village : (Tick the appropriate entry below) 1. Town 2. Village c) Name of District : d) Name of State :
12.	Religion : (Tick the appropriate entry below) 1.Hindu 2.Muslim 3. Christian 4.Any other religion :(write name of the religion)
13.	**Occupation of the deceased : (if no occupation of write 'Nil')**
14.	**Type of medical attention received before death:** (Tick the appropriate entry below) 1. Institutional 2. Medical attention other than institution 3. No medical attention

FORM No.2

	To be filled by the informant
15.	**Was the cause of death medically certified ?:** (Tick the appropriate entry below) 1. Yes 2. No
16	**Name of Disease or Actual Cause of Death :** (For all deaths irrespective of whether medically certified or not)
17	**In case this is a female death: did the death occur while pregnant, at the time of delivery or within 6 weeks after the end of pregnancy:** (Tick the appropriate entry below) 1. Yes 2. No
18.	**If used to habitually smoke- for how many years ?**
19	**If used to habitually chew tobacco in in any form for how many years ?**
20.	**If used to habitually chew arecanut in any form (including pan masala)- for how many years ?**
21	**If used to habitually drink alcohol- for how many years ?**
	(Columns to be filled are over. Now put signature at left)

DEATH REPORT FORM

FORM No. 2

(See Rule 5)

To be filled by the Registrar		To be filled by the Registrar	To be filled by the Registrar
Registration No :	Registration Date	Name Code No	Registration No : Registration Date
Registration Unit :		District	Date of Death
Town/Village :	District :	Tahsil	Sex 1. Male 2. Female
		Town/Village	Age year/months/days/hours
Remarks : (if any)		Registration Unit	Place of Death 1. Hospital/Institution 2. House 3. Other Place
Name and Signature of the Registrar			Name and Signature of the Registrar

15

FORM NO.3 STILL BIRTH REPORT

Legal information

This part is to be added to the still Birth Register

To be filled by the informant

1. Date of Birth : (Enter the exact day, month and year e.g.1-1-2000)
2. Sex: (Enter "Male", or "Female")
   (Do not use abbreviation)
3. Name of the father:
   (Full name as usually written)
   UID No. of Father (if any)

4. Name of the Mother:
   (Full name as usually written)
   UID No. of Mother (if any)

5. **Place of birth :** (Tick the appropriate entry below and give the name of the Hospital/Institution or the address of the house where the birth took place. If other place, give location)

   1.Hospital/Institution Name &
   Address:
   2.House Address:
   3. Others

6. **Informant's name :**
   Address :

(After completing all columns 1 to 12, informant will put date and signature here:)

Date **Signature or left thumb mark of the informant**

STILL BIRTH REPORT

Statistical information

This part is to be detached and sent for statistical processing

In the case of multiple births, fill in a separate form for each child and write 'Twin birth' or 'Triple birth' etc. as the case may be, in the remarks column in the box below left.

FORM No.3

To be filled by the informant

7. **Town or Village of Residence of the mother :** (Place where the mother usually lives . This can be different from the place where the delivery occured. The house address is not required to be entered.)
   a) Name of Town/Village :
   b) Is it a town or village : (Tick the appropriate entry below)
   1. Town 2. Village
   c) Name of District :
   d) Name of State :

8 Age of mother (in completed years)
at the time of this birth :

9. Mother's level of education :
(Enter the completed level of education e.g.if studied upto class VII but passed only class VI, write class VI)

10. **Type of attention at delivery : (Tick the appropriate entry below)**
   1. Institutional - Government
   2. Intitutional - Private or Non- Government
   3. Doctor, Nurse or Trained midwife
   4. Traditional Birth Attendant
   5. Relatives or others
11. **Duration of pregnancy : (in weeks)**
12. **Causes of foetal death : (if known)**

(Columns to be filled are over. Now put signature at left)

STILL BIRTH REPORT FORM

FORM No. 3
(See Rule 5)

To be filled by the Registrar

Registration No. : Registration Date :

Registration Unit :

Town/Village : District :

Remarks : (if any)

Name and Signature of the Registrar

To be filled by the Registrar

Name Code No.
District:
Tahsil:
Town/Village:
Registration Unit :

Registration No.
Registration Date :
Date of Birth :
Sex : 1. Male 2. Female
Place of Birth : 1. Hospital/Institution 2. House 3. Other Place

Name and Signature of the Registrar

3. Amendment in rule 10.- In the "Principal Rules" for sub-rule (1) of rule 10, the following shall be substituted, namely :-

"10. Period for addition of name in the register.- (1) Where the birth of any child had been registered without a name, the parent or guardian of such child shall, within twelve months from the date of registration of the birth of child, give information regarding the name of child to the Registrar either orally or in writing :

Provided that if the information is given after the aforesaid period of twelve months but within a period of twenty years, which shall be reckoned-

(i) In case where the registration had been made prior to the 1st day of January, 2000; further five years period with effect from the 1st day of January, 2015 shall be given. In respect of those cases, where 15 years period from the date of registration has not yet been completed, they shall be allowed to avail the 15 years period, or

(ii) In case where the registration is made after the date of commencement of the Delhi Registration of Births and Deaths (Amendment) Rules 2014 the period of 15 years from the date of such registration, subject to the provisions of sub-section (4) of section 23, the Registrar shall-

a. if the register is in Registrar's possession forthwith enter the name in the relevant column of the concerned form in the birth register on payment of a late fee of rupees five,

b. if the register is not in Registrar's possession and if the information is given orally, make a report giving necessary particulars, and if the information is given in writing, forward the same to the officer specified by the State Government in this behalf for making the necessary entry on payment of a late fee of rupees five."

By Order and in the Name of the Lt. Governor of the
National Capital Territory of Delhi,
Dr. M.M. KUTTY, Pr. Secy. (Plg.)

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रजिस्ट्री सं. डी.एल.-33002/99 भारत सरकार GOVERNMENT OF INDIA REGISTERED No. D.L.—33002/99

दिल्ली राजपत्र
Delhi Gazette

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भाग—IV
PART—IV
राष्ट्रीय राजधानी राज्य क्षेत्र, दिल्ली सरकार
GOVERNMENT OF THE NATIONAL CAPITAL TERRITORY OF DELHI

अर्थ एवं सांख्यिकी निदेशालय
एवं
मुख्य पंजीकार (जन्म एवं मृत्यु)
अधिसूचना

दिल्ली, 16 अक्तूबर, 2015

सं. फा. 02(60)/वी.एस./डी.ई.एस./2015/6521-6556.—जन्म एवं मृत्यु पंजीकरण अधिनियम, 1969 की धारा 13 की उप-धारा (3) व धारा 2 की उप-धारा (1) के प्रावधान (च) तथा दिल्ली जन्म एवं मृत्यु पंजीकरण अधिनियम, 1999 के नियम 9 के उप नियम (3) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए तथा भारत के महापंजीकार कार्यालय, गृह मंत्रालय भारत सरकार के 30 अप्रैल, 2015 के पत्र के अनुपालन में राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार द्वारा किशोर न्याय बोर्ड के प्रधान मजिस्ट्रेट तथा बाल कल्याण समिति के अध्यक्ष को उन किशोरों के विलम्बित जन्म पंजीकरण के संबंध में जिनकी आयु को इनके द्वारा सत्यापित किया गया है, राष्ट्रीय राजधानी क्षेत्र दिल्ली में जन्म आदेश जारी करने के लिये प्राधिकृत किया जाता है ।

राष्ट्रीय राजधानी क्षेत्र दिल्ली के उपराज्यपाल
के आदेश से तथा उनके नाम पर,
राजेंद्र कुमार, प्रधान सचिव (योजना)

DIRECTORATE OF ECONOMICS & STATISTICS
AND
OFFICE OF THE CHIEF REGISTRAR (BIRTHS & DEATHS)
NOTIFICATION

Delhi, the 16th October, 2015

No. F. 2(60)/VS/DES/2015/6521-6556.— In exercise of the powers conferred by the sub- section (3) of section 13 read with clause (f) of sub-section (1) of section 2 of the Registration of Birth and Death Act, 1969 and sub-rule (3) of rule 9 of the Delhi Registration of Birth and Death Rules, 1999 amd read with letter dated 30th April, 2015

issued by the Government of India, Ministry of Home Affairs in the office of Registrar General India, the Government of National Capital Territory of Delhi hereby authorize to the Principal Magistrate of Juvenile Justice Board (JJB)'s/ Chairperson of Child Welfare Committee, to issue birth order in respect of delayed birth registration of Juveniles whose age verification is done by them, in the National Capital Territory of Delhi.

By Order and in the Name of the Lt. Governor
of the National Capital Territory of Delhi,

RAJENDRA KUMAR, Pr. Secy.(Plg.)

गृह (पुलिस-2) विभाग

अधिसूचना

दिल्ली, 16 अक्तूबर, 2015

सं. फा. 2/1/88/गृह पुलिस-2/8718.—चूंकि राष्ट्रीय राजधानी क्षेत्र दिल्ली के उपराज्यपाल इस बात से संतुष्ट हैं कि ऐसा करना आवश्यक है :

इसलिये, राष्ट्रीय सुरक्षा अधिनियम 1980 की धारा 2 के खण्ड (ई) के साथ पठित धारा 3 की उपधारा (3) के द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए राष्ट्रीय राजधानी क्षेत्र दिल्ली के उपराज्यपाल यह निर्देश देते हैं कि दिल्ली पुलिस आयुक्त भी 19-10-15 से 18-01-16 तक की अवधि के दौरान उक्त अधिनियम की धारा 3 की उपधारा (2) की शक्तियों का प्रयोग निरोध प्राधिकारी के रूप में कर सकते हैं ।

राष्ट्रीय राजधानी क्षेत्र दिल्ली के उपराज्यपाल
के आदेश से तथा उनके नाम पर,
आशीष कुमार, उप सचिव (गृह)

HOME (POLICE-II) DEPARTMENT

NOTIFICATION

Delhi, the 16th October, 2015

No. F. 2/1/88-HP-II/8718.— Whereas the Lt. Governor of the National Capital Territory of Delhi is satisfied that it is necessary to do so;

Now, therefore, in exercise of the powers conferred by the sub- section (3) of section 3, read with clause (e) of Section 2 of the National Security Act, 1980, the Lt. Governor of the National Capital Territory of Delhi is pleased to direct that during the period 19-10-2015 to 18-1-2016 the Commissioner of Police, Delhi may also exercise the powers of detaining authority under sub section (2) of the section 3 of the aforesaid Act.

By Order and in the Name of the Lt. Governor
of National Capital Territory of Delhi,

ASHISH KUMAR, Dy. Secy (Home)

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रजिस्ट्री सं. डी.एल.-33002/99 भारत सरकार REGISTERED No. D.L.-33002/99
GOVERNMENT OF INDIA

दिल्ली राजपत्र
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No. 35] DELHI, WEDNESDAY, MARCH 2, 2016/PHALGUNA 12, 1937 [N.C.T.D. No. 217]

भाग—IV
PART—IV
राष्ट्रीय राजधानी राज्य क्षेत्र दिल्ली सरकार
GOVERNMENT OF THE NATIONAL CAPITAL TERRITORY OF DELHI

अर्थ एवं सांख्यिकी निदेशालय

एवं

मुख्य पंजीकार (जन्म व मृत्यु)

अधिसूचना

दिल्ली, 2 मार्च, 2016

सं. एफ.13(1)/जी.शा./अ.रा.नि./2006/एमआई/422-428.—जन्म और मृत्यु पंजीकरण अधिनियम, 1969 (1969 का 18) की धारा 30 की उप–धारा (1) के साथ धारा 2 की उप–धारा (1) के प्रावधान (च) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, राष्ट्रीय राजधानी क्षेत्र दिल्ली के उपराज्यपाल केन्द्रीय सरकार के अनुमोदन से दिल्ली जन्म और मृत्यु पंजीकरण नियम, 1999 में संशोधन करते हुए निम्न नियम बनाते हैं, अर्थात् :–

1. **संक्षिप्त नाम, विस्तार और प्रारम्भ.**–(1) ये नियम दिल्ली जन्म व मृत्यु पंजीकरण (संशोधन) नियम, 2016 कहलायेंगे।

(2) ये संशोधन शासकीय राजपत्र में प्रकाशित होने की तिथि से लागू होगा।

2. **प्रपत्र–1, प्रपत्र–2 एवं प्रपत्र–3 में संशोधन.**–दिल्ली जन्म और मृत्यु पंजीकरण नियम, 1999 (इसके पश्चात मुख्य नियमावली के रूप में सन्दर्भित) :–

(क) मुख्य नियमावली के अंतर्गत संदर्भित प्रपत्र–1 के क्रमांक 2 में निम्नलिखित प्रतिष्टियां प्रतिस्थापित की जाएंगी, अर्थात्:–

"2. लिंग: (पुल्लिंग/स्त्रीलिंग/ट्रांसजेंडर लिखें) (संक्षिप्त में नहीं)"

(ख) मुख्य नियमावली के अंतर्गत संदर्भित प्रपत्र–2 के क्रमांक 3 में निम्नलिखित प्रविष्टियां प्रतिस्थापित की जाएंगी, अर्थात्:–

"3. मृतक का लिंग: (पुल्लिंग/स्त्रीलिंग/ट्रांसजेंडर लिखें) (संक्षिप्त में नहीं)"

(ग) मुख्य नियमावली के अंतर्गत संदर्भित प्रपत्र–3 के क्रमांक 2 में निम्नलिखित प्रविष्टियां प्रतिस्थापित की जाएंगी, अर्थात्:–

"2. लिंग: (पुल्लिंग / स्त्रीलिंग / ट्रांसजेंडर लिखें) (संक्षिप्त में नहीं)"

राष्ट्रीय राजधानी क्षेत्र दिल्ली के उपराज्यपाल
के आदेश से तथा उनके नाम पर,
एस. एन. सहाय, प्रमुख शचिव (योजना)

DIRECTORATE OF ECONOMICS AND STATISTICS
AND
OFFICE OF THE CHIEF REGISTRAR (BIRTHS AND DEATHS)
NOTIFICATION

Delhi, the 2nd March, 2016

No. F. 13(1)/VS/DES/2006/MI 422-428.—In exercise of the powers conferred by sub-section (1) of section 30 read with clause (f) of sub-section (1) of section 2 of the Registration of Births and Deaths Act, 1969 (18 of 1969), the Lieutenant Governor of the National Capital Territory of Delhi, with the approval of the Central Government, hereby makes the following rules to further amend the Delhi Registration of Births and Deaths Rules, 1999, namely:—

1. **Short titles, extent and commencement.**—(1) These rules may be called the Delhi Registration of Births and Deaths (Amendment) Rules, 2016.

(2) They shall come into force on the date of notification in the Official Gazette.

2. **Amendment of Forms No.1, 2 and 3.—In the Delhi Registration of Births and Deaths Rules, 1999 (hereinafter referred to as the Principal Rules) ,-**

(a) In Form No. 1 appended to the Principal Rules, for entries at serial No. 2, the following entries shall be substituted, namely :-

"2. Sex : (Enter Male/Female/Transgender) (Do not use abbreviation)"

(b) In Form No. 2 appended to the Principal Rules, for entries at serial No. 3, the following entries shall be substituted, namely :-

"3. Sex of Deceased : (Enter Male/Female/Transgender) (Do not use abbreviation)"

(c) In Form No. 3 appended to the Principal Rules, for entries at serial No. 2, the following entries shall be substituted, namely :-

"2. Sex : (Enter Male/Female/Transgender) (Do not use abbreviation)"

By Order and in the Name of the Lt. Governor of the
National Capital Territory of Delhi,
S. N. SAHAI, Pr. Secy. (Plg.)

वित्त (राजस्व–1) विभाग
अधिसूचना

दिल्ली, 2 मार्च, 2016

सं. फा. 10(5)/वित्त (राज.–1)/2014–15/डीएस–VI/69.—दिल्ली आबकारी अधिनियम, 2009 (2010 का दिल्ली अधिनियम 10) की धारा 5 द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए राष्ट्रीय राजधानी क्षेत्र दिल्ली के उपराज्यपाल, श्री के. पी. सिंह, तदर्थ दानिक्स अधिकारी को पूर्वोक्त अधिनियम के अन्तर्गत यथाविनिर्दिष्ट कर्तव्यों के निष्पादन के प्रयोजन हेतु, कार्यभार ग्रहण करने की तिथि से उनके पद पर बने रहने तक सहायक आयुक्त (आबकारी) के रूप में नियुक्त करते हैं।

(TO BE PUBLISHED IN THE DELHI GAZETTE PART IV EXTRAORDINARY)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF ECONOMICS & STATISTICS
AND
OFFICE OF THE CHIEF REGISTRAR (BIRTHS & DEATHS)

Dated: 09/07/2021

NOTIFICATION

No. F. 4(18)/VS/DES/2020/. ১৫২০ - In exercise of the powers conferred by sub-section (1) of section 30 read with clause (f) of sub-section (1) of section 2 of the Registration of Births and Deaths Act, 1969 (18 of 1969), the Lieutenant Governor of the National Capital Territory of Delhi, with the approval of the Central Government, hereby makes the following rules to further amend the Delhi Registration of Births and Deaths Rules, 1999, namely:-

1. (i) These rules may be called the Delhi Registration of Births and Deaths (Amendment) Rules, 2021.

(ii) These rules shall come into force on the date of their publication in the Official Gazette.

2. The Delhi Registration of Births and Deaths Rules, 1999, thereinafter called the principal rule.

3. Rule 10: Period for the purpose of Section 14 - (1) Where the birth of any child had been registered without a name, the parent or guardian of such child shall, within twelve months from the date of registration of the birth of child, give information regarding the name of child to the Registrar either orally or in writing.

Provided that if the information is given after the aforesaid period of twelve months, which shall be reckoned as under :-

For clause (i) and (ii) of sub-rule-1 of rule 10 of the Delhi Registration of Births and Deaths Rules, 1999, the following shall be substituted, namely:-

(i) (a) In case where the registration had been made prior to the date of commencement of the principal rule, further five years period from the date of commencement of this rule (i.e. Registration of Births & Deaths (Amendment) Rules, 2021) shall be given. Or

(b) In case where the registration had been made after the date of commencement of the principal rule and fifteen years period from date of registration has already been lapsed, they shall also be given five years period from the date of commencement of this rule (i.e. Registration of Births & Deaths (Amendment) Rules, 2021). In respect of those cases, where fifteen years period from the date of registration has not yet been lapsed, they shall be allowed to avail the fifteen years period. Or

(ii) In case where the registration is made after the date of commencement of the Registration of Births & Deaths (Amendment) Rules, 2021, the period of fifteen years from the date of such registration, subject to the provisions of sub-section (4) of section 23.

Contd..

the Registrar shall-

(a) If the register is in his possession forthwith enter the name in the relevant column of the concerned form in the birth register on payment of a late fee of rupees five.

(b) If the register is not in his possession and if the information is given orally, make a report giving necessary particulars, and if the information is given in writing, forward the same to the officer specified by the State Government in this behalf for making the necessary entry on payment of a late fee of rupees five.

By Order and in the name of the Lt. Governor of the National **Capital Territory** of Delhi

(DR. A.C. **VERMA**)
Pr. Secretary (Plg.)

Dated: 09/07/2021

(दिल्ली राजपत्र असाधारण भाग 4 में प्रकाशनार्थ)
राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार
अर्थ एवं सांख्यिकी निदेशालय
एवं
मुख्य पंजीकार (जन्म व मृत्यु)

दिनांक : 09/07/2021

अधिसूचना

सं0.एफ.4(18)/जी0शा0/अ.स.नि./2020/1020 –जन्म और मृत्यु पंजीकरण अधिनियम, 1969 (1969 का 18) की धारा 30 की उप–धारा (1) के साथ धारा 2 की उप–धारा (1) के प्रावधान (च) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, राष्ट्रीय राजधानी क्षेत्र दिल्ली के उपराज्यपाल केन्द्रीय सरकार के अनुमोदन से दिल्ली जन्म और मृत्यु पंजीकरण नियम, 1999 में संशोधन करते हुए निम्न नियम बनाते हैं, अर्थात् :–

1. (i) इन नियमों को दिल्ली जन्म व मृत्यु पंजीकरण (संशोधन) नियमावली, 2021 कहा जाएगा।

(ii) ये नियम सरकारी राजपत्र में उनके प्रकाशन की तिथि से लागू होंगे।

2. दिल्ली जन्म एवं मृत्यु पंजीकरण नियमावली 1999 को इस प्रलेख में आगे प्रधान/प्रमुख नियम कहा जाएगा।

3. नियम 10: धारा 14 के प्रयोजन के लिए अवधि – (1) जहां किसी शिशु के जन्म का पंजीकरण बिना नाम के किया गया हो वहां ऐसे शिशु के माता पिता या संरक्षक रजिस्ट्रार को शिशु के नाम के सबंध में मौखिक या लिखित सूचना शिशु के जन्म के पंजीकरण के बारह माह के भीतर देगा :

परंतु यदि ऐसी कोई सूचना बारह माह के पश्चात दी जाती हो तो उसकी गणना निम्न रुप में की जाएगी:-

दिल्ली जन्म और मृत्यु पंजीकरण नियम, 1999, के नियम 10 के उप–नियम –1 के खंड (i) एवं (ii) को निम्नलिखित रुप से प्रतिस्थापित किया जाएगा, नामतः-

(i) क). ऐसे मामले में जहां पंजीकरण प्रधान / प्रमुख नियम के लागू होने की तारीख से पूर्व किया गया हो, इस नियम (अर्थात जन्म एवं मृत्यु पंजीकरण (संशोधन) नियमावली, 2021) के लागू होने की तारीख से और पांच साल की अवधि दी जाएगी। या

ख). ऐसे मामले में जहां पंजीकरण प्रधान / प्रमुख नियम के लागू होने की तारीख के बाद किया गया हो और पंजीकरण की तारीख से पंद्रह साल की अवधि पहले ही समाप्त हो चुकी है , उन्हें भी इस नियम (अर्थात जन्म एवं मृत्यु पंजीकरण (संशोधन) नियमावली, 2021) के लागू होने की तारीख से पांच साल की अवधि दी जाएगी। उन मामलों में, जहां पंजीकरण की तारीख से पंद्रह साल की अवधि अभी तक समाप्त नहीं हुई है, उन्हें पंद्रह साल की अवधि का लाभ उठाने के लिए अनुमति दी जाएगी। या

(ii) ऐसे मामले में जहां पंजीकरण जन्म एवं मृत्यु (संशोधन) पंजीकरण नियमावली 2021, के लागू होने की तारीख के बाद किया गया हो, वहां पंजीकरण की तारीख से पंद्रह साल की अवधि, बशर्ते कि धारा –23 की उपधारा (4) के उपबंधों के अध्यधीन,

–जारी–

रजिस्ट्रार करेगा-

(क) यदि रजिस्टर उनके कब्जे में हो तो 5/- रुपए (पांच रुपए) विलम्ब फीस के भुगतान पर संबंधित जन्म रजिस्टर के संबद्ध फार्म के सुसंगत स्तम्भ मे नाम दर्ज करेगा।

(ख) यदि रजिस्टर उनके कब्जे में नही हो और यदि सूचना मौखिक रुप में दी गई हो तो आवश्यक विशिष्टियां देते हुए एक रिपोर्ट देगा और यदि सूचना लिखित रुप में दी गई हो तो उसे 5/- रुपए (पांच रुपए) विलम्ब फीस के भुगतान पर आवश्यक प्रविष्टि करने के लिए राज्य सरकार द्वारा इस निमित्त विनिर्दिष्ट पदाधिकारी को अग्रेषित कर देगा।

राष्ट्रीय राजधानी क्षेत्र दिल्ली के उपराज्यपाल
के आदेश से तथा उनके नाम पर,

(डॉ ए. सी. वर्मा)

प्रमुख सचिव (योजना),

दिनांक : 09/07/2021

No. 01/12/2014– VS (CRS)
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
V.S. Division, West Block –I, R.K. Puram, New Delhi – 110066
Tele-fax: 26100678 E-mail: rgi.rgi@nic.indrg-crs.rgi@nic.insandhya.singh@nic.in

Dated– 04-08-2017

NOTIFICATION

Subject: Requirement of Aadhaar number for Registration of Death of an Individual.

The registration of births and deaths are being done under the provisions of Registration of Births and Deaths (RBD) Act, 1969 and the corresponding Rules made thereunder by the State Governments. The office of the RGI is the central authority to coordinate and unify the activities of Chief Registrar of birth and deaths of States/UT's in respect of registration of births and deaths. The extract/certificate of birth and death are issued by the registering authority notified by the State/UT Governments under section 12 and 17 of the RBD Act, 1969. These are issued on the basis of entries collected through birth and death reporting forms prescribed by the State Government.

2. The use of Aadhaar for the applicants of Death Certificate will result in ensuring accuracy of the details provided by the relatives/ dependents / acquaintances of the deceased (hereinafter referred to as the Applicant). It will provide an effective method to prevent identity fraud. It will also help in recording the identity of the deceased person. Further, it will obviate the need for producing multiple documents to prove the identity of the deceased person.

3. The provisions of the Aadhaar Act and Regulations framed there under the Act have come into effect from 14th September 2016 and notifications to this effect have been published in the Official Gazette. Section 57 of the Aadhaar Act 2016 permits the use of Aadhaar number for establishing the identity of an individual for any purpose pursuant to any law or any contract to this effect.

4. Accordingly, Registrar General India, Ministry of Home Affairs in exercise of powers conferred under Section 3(3) of the Registration of Birth and Death Act, 1969, hereby, directs the concerned department in the respective State/UT responsible for registration of birth and death that the Aadhaar number will be required for the purpose of establishing the identity of the deceased for the purpose of Death registration w.e.f 1st October, 2017 in the following manner:

4.1 An Applicant applying for death certificate is required to provide Aadhaar number or Enrolment ID Number (EID) of the deceased and other details as sought in the application for death certificate for the purpose of establishing the identity of the deceased.

4.2 An Applicant who is not aware of the Aadhaar number or Enrolment ID Number (EID) of the deceased will be required to provide a certificate that the deceased person does not possess Aadhaar number to the best of his/her knowledge and it should be duly informed and also prescribed that any false declaration given by the applicant in this regard will be treated as an offence as per the provisions of the Aadhaar Act, 2016 and also Registration of Birth and Death Act, 1969.

4.3 Applicant's Aadhaar number shall also be collected along with the Aadhaar number of the spouse or parents.

5. The concerned department in the respective State/UT responsible for registration of birth and death are directed to ensure compliance by the concerned registration authorities and send a confirmation to this effect by 1st September 2017.

6. The above provisions shall come into effect immediately for residents of all states except J&K, Assam & Meghalaya for which a date will be notified separately.

(SAILESH)
Registrar General, India

To

The Chief Secretaries/Administrators of all States/UT's

सं/No.6/4/2002-VS(CRS)-Genl.

भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS
भारत के महारजिस्ट्रार का कार्यालय
OFFICE OF THE REGISTRAR GENERAL, INDIA
V.S. Division, West Block –I, R.K. Puram, New Delhi – 110066

तार : जनगणना / REGGENLIND Tele-fax : 6100678 E-mail – *rgsrs@ndb.vsnl.net.in*

दिनांक
dated the October २५, 2002

Circular No.3/2002

It has been observed that there is some confusion about to whom the certificate of cause of death is to be issued by the Medical Practitioners and who will submit such certificates to the registrars. In this connection, it may be clarified that under the provisions of Section 10(3) of the Registration of Births and Deaths Act,1969, the certificate of cause of death has to be issued by the Medical Practitioners to the informants responsible for reporting the events of births and deaths under section 8 or 9 of the Act who in turn will deliver the same to the registrar alongwith the death report form.

Further, it has been observed that in most of the cases of institutional deaths, the cause of death certificates and the related report forms are sent to the Registrars independently. Also in some cases the cause of death column in the death report form is left blank even when it is mentioned in cause of death certificate. As cause of death certificate is detached for independent processing, it is necessary to ensure that the underlying cause of death recorded in cause of death certificate is also noted in the death report form. Similarly it has been noted that all the causes of death given in the cause of death certificates are reproduced together in the death report from making it difficult to identify the exact underlying cause of death after the forms are separated. This results in inconsistent data on cause of death in areas where MCCD is in operation.

It is requested to kindly take note of the above points and inform all concerned to take appropriate precaution in this regard as suggested above. Please acknowledge the receipt of this circular.

J.K.Banthia
Registrar General, India

Copy to: 1. All Chief Registrars of Births and Deaths
2. All DCOs & JRGs

सं.6/4/02-जीवनांक (सी.आर.एस.)-सामान्य

भारत के महारजिस्ट्रार का कार्यालय

OFFICE OF THE REGISTRAR GENERAL,INDIA

भारत सरकार, गृह मंत्रालय

(Government of India,Ministry of Home Affairs)

जीवनांक प्रभाग, वैस्ट ब्लाक-1, रामकृष्णपुरम, नई दिल्ली-110066

दिनांक २६ अक्तूबर, 2002

परिपत्र संख्या 3/2002

यह देखा गया है कि चिकित्सकों द्वारा मृत्यु के कारण का प्रमाणपत्र किस व्यक्ति को जारी किया जाएगा तथा ऐसे प्रमाणपत्रों को कौन रजिस्ट्रारों को देगा, इस संबंध में कुछ भ्रांतियां व्याप्त है । इस संबंध में यह स्पष्ट किया जाता है कि जन्म एवं मृत्यु रजिस्ट्रीकरण अधिनियम, 1969 की धारा 10 (3) के प्रावधानों के अधीन, चिकित्सकों द्वारा मृत्यु के कारण का प्रमाणपत्र इस अधिनियम की धारा 8 अथवा 9 के अन्तर्गत जन्म एवं मृत्यु की सूचना देने के लिए उत्तरदायी सूचनादाता को जारी किया जाएगा जो मृत्यु रिपोर्ट फार्म के साथ इसे रजिस्ट्रार को देगा ।

इसके अलावा यह देखा गया है कि संस्थागत मृत्युओं के ज्यादातर मामलों में मृत्यु के कारण का प्रमाणपत्र और संबंधित रिपोर्ट फार्म रजिस्ट्रार को अलग से भेजे जाते हैं । साथ ही कुछ मामलों में मृत्यु के कारण के प्रमाणपत्र में मृत्यु का कारण उल्लेख होने के बावजूद भी मृत्यु रिपोर्ट फार्म में मृत्यु के कारण के कालम को खाली छोड़ दिया जाता है । चूंकि मृत्यु के कारण के प्रमाणपत्र को स्वतंत्र रुप से डाटा प्रोसेसिंग के लिए मृत्यु रिपोर्ट फार्म से अलग कर लिया जाता है अतः यह सुनिश्चित करना आवश्यक है कि मृत्यु के कारण के प्रमाणपत्र में दिए गए मृत्यु के कारण को मृत्यु रिपोर्ट फार्म में भी दर्ज किया जाए । इसी प्रकार यह भी देखा गया है कि मृत्यु के कारण के प्रमाणपत्र में दर्ज मृत्यु के सभी कारणों को एक साथ मृत्यु रिपोर्ट फार्म में दर्ज कर दिया जाता है जिसके कारण फार्मों को अलग करने के पश्चात् मृत्यु के वास्तविक कारण की पहचान करना कठिन हो जाता है । इस कारण से जिन क्षेत्रों में मृत्यु के कारण का चिकित्सीय प्रमाणीकरण योजना लागू है वहां पर मृत्यु के कारण संबंधी आंकड़े त्रुटिपूर्ण हो सकते हैं ।

अनुरोध है कि उपर्युक्त बिन्दुओं पर ध्यान दिया जाए और इस संबंध में उपर्युक्त बताए गए सुझावों के अनुसार उपयुक्त सावधानी बरतने हेतु सभी संबंधित अधिकारियों को सूचित किया जाए । कृपया इस परिपत्र की पावती सूचना भेज दें ।

(जयंत कुमार बांठिया)
भारत के महारजिस्ट्रार

प्रतिलिपि प्रेषितः-

1. सभी मुख्य रजिस्ट्रार, जन्म एवं मृत्यु
2. सभी निदेशक, जनगणना कार्य और संयुक्त महारजिस्ट्रार

सं0/No. 6/4/98-VS(CRS)
भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS
भारत के महारजिस्ट्रार का कार्यालय
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तार : जनगणना / REGGENLIND Tele-fax : 6100678 E-mail – *rgsrs@ndb.vsnl.net.in*

दिनांक 28.11.2002
dated the

ORDER

The Directors of Census Operations have been notified as Joint Registrar Generals and the Joint/Deputy Directors have been notified as Assistant Registrar General under the Registration of Births & Deaths Act, 1969 to discharge such functions as the Registrar General, India may authorize them to discharge from time to time. It has been decided that the following functions may be looked after by the Joint Registrar General/Assistant Registrar General in charge of the Directorate of Census Operations of the state under the overall guidance and control of the Registrar General, India. The other officials of the Directorate would assist the JRG/ARG in carrying out these activities under their supervision.

1. Monitoring of implementation of various provisions of the RBD Act, 1969
2. Coordination with the state government on behalf of the RGI.
3. The designations and functions of the registration functionaries across the states are not uniform in all states. To avoid confusion, standardization of the designations and corresponding functions are required across the states. This aspect will be looked into by the Joint Registrar Generals for taking up with the state government for appropriate action wherever necessary.
4. Publicity for birth and death registration at the local level
5. Providing assistance to Chief Registrars for training of officials and inspections.
6. Modernization of registration system in the state by way of computerization etc. including preservation of civil registration records.
7. Compilation of quarterly reports at state levels and monthly reports for million plus cities/corporations/state capitals.
8. Monthly meetings with Chief Registrars
9. Biannual meeting of all districts and quarterly meetings of all cities in coordination with the Chief Registrars.

The Joint Registrar Generals should submit a monthly report on the activities undertaken by them to the Registrar General, India by 10th of every month beginning November 2002.

Jayant Kumar Banthia 28/11/02
(J.K. Banthia)
Registrar General, India

To

Joint Registrar Generals & Directors of Census Operations of all states

Copy to the Chief Registrars of all states, with the request to coordinate the work with DCO and JRG to improve the system.

भारत के महारजिस्ट्रार का कार्यालय
OFFICE OF THE REGISTRAR GENERAL,INDIA
भारत सरकार, गृह मंत्रालय
(Government of India,Ministry of Home Affairs)
जीवनांक प्रभाग, वैस्ट ब्लाक-1, रामकृष्णपुरम, नई दिल्ली-110066

सं. 6/4/98-जीवनांक(सि.र.प्र.) दिनांक : 28 नवम्बर, 2002

आदेश

जन्म और मृत्यु रजिस्ट्रीकरण अधिनियम, 1969 के अन्तर्गत जनगणना कार्य निदेशकों को संयुक्त महारजिस्ट्रार और संयुक्त/उप निदेशकों को सहायक महारजिस्ट्रार के रूप में उन कर्तव्यों के निर्वहन के लिए अधिसूचित किया गया है जिन कर्तव्यों के लिए भारत के महारजिस्ट्रार द्वारा उन्हें समय-समय पर प्राधिकृत किया गया हो । यह निर्णय लिया गया है कि राज्य के जनगणना कार्य निदेशालय के प्रभारी संयुक्त महारजिस्ट्रार/सहायक महारजिस्ट्रार द्वारा भारत के महारजिस्ट्रार के समग्र मार्गनिदेशन और नियंत्रण में निम्नलिखित कर्तव्यों का निर्वहन किया जाएगा । निदेशालय के अन्य अधिकारियों/कर्मचारियों द्वारा संयुक्त महारजिस्ट्रार/सहायक महारजिस्ट्रार को उनके पर्यवेक्षण के अधीन इन कार्यकलापों के निष्पादन में सहयोग प्रदान किया जाएगा ।

1. जन्म और मृत्यु रजिस्ट्रीकरण अधिनियम, 1969 के विभिन्न प्रावधानों के क्रियान्वयन का अनुवीक्षण (मानिटरिंग) करना ।

2. भारत के महारजिस्ट्रार की ओर से राज्य सरकार के साथ समन्वय स्थापित करना ।

3. सभी राज्यों में राज्य के रजिस्ट्रीकरण कार्यकर्ताओं के पदनाम और कार्य एक समान नहीं हैं । किसी भ्रांति को दूर करने के लिए राज्यों में रजिस्ट्रीकरण कार्यकर्ताओं के पदनाम और तदनुरूपी कार्यों को एक समान बनाए जाने की आवश्यकता है । संयुक्त महारजिस्ट्रारों द्वारा इन पहलुओं पर विचार कर जहां भी आवश्यक हो उपयुक्त कार्रवाई हेतु राज्य सरकार से सम्पर्क किया जाएगा।

4. स्थानीय स्तर पर जन्म और मृत्यु के पंजीकरण का प्रचार करना ।

5. कर्मचारियों के प्रशिक्षण और निरीक्षण के लिए मुख्य रजिस्ट्रारों को सहायता प्रदान करना ।

6. सिविल रजिस्ट्रीकरण के रिकार्डों को सुरक्षित रखने के साथ-साथ रजिस्ट्रीकरण का कम्प्यूटरीकरण करके राज्य में रजिस्ट्रीकरण की प्रणाली को आधुनिक बनाना ।

7. राज्य स्तर की तिमाही रिपोर्टों और दस लाख से अधिक जनसंख्या वाले शहरों/निगमों/राज्य की राजधानी की मासिक रिपोर्टों को संकलित करना ।

No./No. 4/1(1)/2002-VS(CRS-WS)
भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS
भारत के महारजिस्ट्रार का कार्यालय
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दिनांक
dated the March 12 , 2003

CIRCULAR No. 2/2003

Sub: Monitoring Sex Ratio at Birth -- Action to be taken

The 2001 Census results have indicated that the sex ratio of children in the age group 0-6 years have deteriorated over the last decade. Apart from the deterioration in the areas where it was unfavorable to the females, more and more areas have shown sex ratios that are unfavorable to females. The major reason for this deterioration is the socio-cultural preference for the male child, which has contributed to female foeticide. The use of modern equipments for pre-natal sex determination appears to have also contributed to this process. The ban on use of such equipments for carrying out female foeticides should have a positive impact on the situation.

The country cannot wait for the next census due only in 2011 to know the impact of the measures taken to arrest the deterioration in female sex ratio. It is necessary to continuously monitor the sex ratio of the children born on a continuous and regular basis. This monitoring has to take place at national, state, district and sub-district levels so that the areas that require action can be identified. The only source for getting continuous information on sex ratio of children born is the Civil Registration System that provides for compulsory registration of all births and deaths. Though the registration may not be 100 per cent and there could be gender bias in reporting the births for registration, the sex ratio based on registered events as a time series, still provides enough indications on the trends in sex ratio at birth. The medical institutions are required to report births occurring therein direct to the Registrar of Births and Deaths. It is unlikely that admissions in a hospital/maternity home for delivery of the child are influenced by the sex of the unborn, except where it has already been pre-determined. Since the registration of births occurring in medical institutions cannot suffer from sex-selective registration sex ratio of births that occur

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OFFICE OF THE REGISTRAR GENERAL, INDIA
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(Government of India, Ministry of Home Affairs)
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सं. 4/1(1)/2002 - जीवनांक (सी आर एस - डब्लू एस) दिनांक : 12 मार्च, 2003

परिपत्र सं. 2/2003

विषय : जन्म के समय लिंग अनुपात की मानिटरिंग - की जाने वाली कार्यवाही ।

2001 की जनगणना के परिणामों से पता चलता है कि पिछले दशक के दौरान 0-6 वर्ष के शायु समूह के बच्चों के लिंग अनुपात में काफी कमी आई है । जिन क्षेत्रों में यह कमी पहले से ही स्त्रियों के लिए प्रतिकूल थी उसके अतिरिक्त बहुत से क्षेत्र स्त्रियों के लिए प्रतिकूल लिंग अनुपात को दर्शाते हैं । इस गिरावट का मुख्य कारण लड़के के लिए एक सामाजिक-सांस्कृतिक चाहत है जिसके लिए लड़की भ्रूण हत्या होती है । इस प्रक्रिया में, प्रसव पूर्व लिंग का पता लगाने के लिए आधुनिक उपस्करों का उपयोग भी उत्तरदायी है । लड़की भ्रूण का पता लगाने वाले ऐसे उपस्करों के उपयोग पर प्रतिबन्ध लगाना भी ऐसी स्थिति के लिए एक सही कदम है ।

हमारा देश केवल स्त्रियों की संख्या के अनुपात में आई गिरावट पर काबू पाने के लिए किए गए उपायों को जानने के लिए वर्ष 2011 में की जाने वाली आगामी जनगणना के लिए इंतजार नहीं कर सकता । लगातार और नियमित तौर पर पैदा होने वाले बच्चों के लिंग अनुपात को लगातार मानिटर करना जरूरी है । यह मानिटरिंग राष्ट्रीय, राज्य, जिला और उप-जिला स्तरों पर की जाती है ताकि जिन क्षेत्रों में कार्यवाही की जानी अपेक्षित है उनका पता लगाया जा सके । पैदा हुए बच्चों के लिंग अनुपात के बारे में निरन्तर जानकारी प्राप्त करने का एकमात्र स्रोत सिविल रजिस्ट्रीकरण प्रणाली है जिसके अन्तर्गत सभी जन्मों और मृत्युओं का रजिस्ट्रीकरण अनिवार्य है । हो सकता है कि रजिस्ट्रीकरण शत-प्रतिशत न हुआ हो और रजिस्ट्रीकरण के लिए रिपोर्ट किए गए जन्मों में लिंग भेदभाव किया गया हो फिर भी समयानुसार रजिस्टर की गई घटनाओं पर आधारित लिंग अनुपात, जन्म के समय स्त्री/पुरुष अनुपात की प्रवृत्तियों के बारे में काफी संकेत बताते हैं । चिकित्सा संस्थानों के लिए, वहां पर हुए जन्मों की रिपोर्ट सीधे जन्मों और मृत्युओं के रजिस्ट्रार को करनी अपेक्षित है । यह तो संभव नहीं है कि बच्चों के प्रसव के लिए एक अस्पताल/प्रसूति गृह में प्रवेश पाना अजन्मे बच्चे के लिंगानुसार प्रभावित हो, केवल उसे छोड़कर जहां पर पहले से ही (लिंग) निर्धारित हो । चूंकि, चिकित्सा संस्थानों में होने वाले जन्मों के रजिस्ट्रेशन में लिंग सम्बन्धी कोई भेदभाव नहीं किया जा सकता अतः ऐसी परिस्थितियों में चिकित्सा संस्थानों में होने वाले जन्मों का स्त्री/पुरुष अनुपात यथासंभव स्त्री/पुरुष अनुपात की वास्तविक स्थिति को दर्शाने का एक उत्तम संकेतक होगा ।

जन्म के समय स्त्री/पुरुष अनुपात को मानिटर करने की आवश्यकता पर, नई दिल्ली में 3-4 जनवरी, 2003 के दौरान आयोजित जन्मों और मृत्युओं के मुख्य रजिस्ट्रारों के राष्ट्रीय सम्मेलन में विस्तार से चर्चा की गई थी । यह निर्णय लिया गया था कि रजिस्टर किए गए जन्मों का स्त्री/पुरुष अनुपात जिला और उप-जिला स्तर पर

in medical institutions would be a good pointer towards capturing as real a situation of sex ratio as is possible in the given circumstances.

The need to monitor the sex ratio at birth was discussed in detail in the National Conference of the Chief Registrars of Births and Deaths held during 3-4 January, 2003 at New Delhi. It was decided that the sex ratio of registered births should be compiled every month at the district and sub-district level and provided to the district authorities -- District Collector, Chief Executive Officer of Zila Parishad, District Medical and Health Officer, District Planning/Statistical Officer, etc., and the State Chief Registrar. The Chief Registrar's Office should compile this information for all districts of the State and provide it to the Chief Secretary, Secretaries in charge of Health, Family Welfare, Women & Child Development, etc and other concerned agencies including the Director Census Operations and this office. It would be useful if the figures can be accompanied by graphic representations indicating the trends and regional variations at least once in a quarter.

This decision be implemented immediately and system of collecting information on births by gender every month in the enclosed format at sub-district and higher levels may be put in place. Efforts may be made to collect the information for the months of January and February 2003 latest by 25th of March 2003. Thereafter all district Registrars may compile the information for their areas and submit it to the concerned by 15th of the succeeding month. The Chief Registrar may submit the information for the State by 20th of the month to the concerned departments and to this office under intimation to the Joint Registrar General and Director of Census Operations.

(J. K. Banthia) 17/3/03
Registrar General, India

To

All Chief Registrars of Births and Deaths (10 copies)

Copy with compliments for information to

1. Chief Secretaries of all States
2. Secretary Health and Family Welfare of all States
3. Secretary in charge of Women and Child Development of all States
4. Secretary Planning of all States
5. Joint Registrar General and Director Census Operations of all States
6. All District Magistrates
7. All Chief Executive Officers of Zila Parishads
8. All Civil Surgeons
9. All District Medical/Health Officers
10. All District Women and Child Officers
11. P.S. to RGI

प्रत्येक माह में संकलित किया जाना चाहिए और जिला प्राधिकारियों - जिला कलैक्टर, जिला परिषद का मुख्य कार्यकारी अधिकारी, जिला चिकित्सा और स्वास्थ्य अधिकारी, जिला योजना/सांख्यिकीय अधिकारी आदि तथा राज्य के मुख्य रजिस्ट्रार को उपलब्ध कराया जाना चाहिए । मुख्य रजिस्ट्रार के कार्यालय को इस जानकारी को राज्य के सभी जिलों के लिए संकलित करना चाहिए तथा इसे मुख्य सचिव, स्वास्थ्य, परिवार कल्याण, महिला और बाल विकास आदि के प्रभारी सचिवों और इस कार्यालय के निदेशक, जनगणना कार्य सहित अन्य सम्बन्धित एजेन्सियों को उपलब्ध कराना चाहिए । यदि स्त्री/पुरुष अनुपात की प्रवृत्तियों और क्षेत्रीय भिन्नताओं को तिमाही में कम से कम एक बार आंकड़ों के साथ-साथ ग्राफिक चित्रों में भी बनाया जाए तो यह अति उपयोगी होगा ।

इस निर्णय को शीघ्र कार्यान्वित किया जाना है और प्रत्येक माह संलग्न फोरमेट में लिंग के अनुसार जन्मों के बारे में जानकारी एकत्रित करने की प्रणाली को उप जिला तथा उच्च स्तरों पर यथावत बनाए रखा जाए । जनवरी और फरवरी, 2003 माह के लिए जल्द से जल्द 25 मार्च, 2003 तक जानकारी एकत्रित करने के लिए प्रयास किए जाएं । तत्पश्चात सभी जिला रजिस्ट्रार अपने-अपने क्षेत्रों की जानकारी को संकलित करें और अगले माह की 15 तारीख तक सम्बन्धित अधिकारियों को इसे प्रस्तुत कर दें । मुख्य रजिस्ट्रार राज्य के लिए जानकारी सम्बन्धित विभागों और इस कार्यालय को अगले माह की 20 तारीख तक प्रस्तुत कर दें तथा इसकी सूचना संयुक्त महारजिस्ट्रार एवं निदेशक, जनगणना कार्य को भी दे दें ।

12/3/03

(जयन्त कुमार बांठिया)
भारत के महारजिस्ट्रार

सेवा में

जन्मों और मृत्युओं के सभी मुख्य रजिस्ट्रार (10 प्रतियां) ।

प्रतिलिपि टिप्पणियों सहित निम्नलिखित को सूचनार्थ प्रेषित :-

1. सभी राज्यों के मुख्य सचिव ।
2. सभी राज्यों के सचिव, स्वास्थ्य एवं परिवार कल्याण ।
3. सभी राज्यों के प्रभारी सचिव, महिला एवं बाल विकास ।
4. सभी राज्यों के सचिव, प्लानिंग ।
5. संयुक्त महारजिस्ट्रार एवं सभी राज्यों के निदेशक, जनगणना कार्य ।
6. सभी जिला मेजिस्ट्रेट ।
7. जिला परिषदों के सभी मुख्य कार्यकारी अधिकारी ।
8. सभी सिविल सर्जन ।
9. सभी जिला चिकित्सा/स्वास्थ्य अधिकारी ।
10. सभी जिला अधिकारी महिला एवं बाल ।
11. भारत के महारजिस्ट्रार के निजी सचिव ।

सं0/No. .6/3/2003-VS(CRS)CS

भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय

MINISTRY OF HOME AFFAIRS

भारत के महारजिस्ट्रार का कार्यालय

OFFICE OF THE REGISTRAR GENERAL, INDIA

V.S. Division, West Block –I, R.K. Puram, New Delhi – 110066

तार : जनगणना / REGGENLIND Tele-fax : 26100678 E-mail – *rgsrs@ndb.vsnl.net.in*

दिनांक

dated the July 30, 2003

Sub : Clarification on Infant Deaths and Maternal Deaths.

It has been noticed while inspecting the registration units of births and deaths in different part of the country that in several places, the terms "Infant Deaths" and "Maternal Deaths" are being misunderstood by some of the Registrars, while forwarding the 'Summary Monthly Report of Deaths' in Form No. 12 alongwith the statistical part of Death Reporting Form. It has been observed that deaths up to the age of five years are treated as infant deaths in many cases. While in case of maternal deaths most of the female deaths are shown under this column, irrespective of the age of the deceased.

In this connection it is requested that clear cut instructions may be issued to all the District Registrars/Registrars of your state that 'Deaths of children less than one year old' only be counted as Infant deaths. In case of Maternal Death the following may be noted.

The death of a mother during pregnancy or labour or within 42 days (six weeks) after delivery/termination of pregnancy which are known to be definitely caused by conditions arising out of pregnancy and child birth shall only be included as maternal death.

It is therefore, requested that specific instructions may be issued to the Registrars/District Registrars to check the entries while forwarding form No. 12 along with statistical part of the Reporting Forms therefore accurate data on these indicators may be obtained. It may be noted that once this compilation have been done it is very difficult to check the quality of data and hence all efforts are to be made to ensure the quality at the basic level at child's compilation are done.

The action taken in this regard may be informed to this office.

(K. Narayanan Unni)
Deputy Registrar General

To :

All Chief Registrars of Births & Deaths

Copy for information.

To all DCOs and JRGs.

भारत के महारजिस्ट्रार का कार्यालय
OFFICE OF THE REGISTRAR GENERAL, INDIA
गृह मंत्रालय, भारत सरकार
Ministry of Home Affairs, Government of India
2-ए मानसिंह रोड, नई दिल्ली - 110011
2-A, Mansingh Road, New Delhi - 110 011.
दूरभाष Phone : 011-2338 3761, ई-मेल e-mail : orgindia@vsnl.net

No.6/11/2003-VS(CRS) 28th October, 2003

Circular No. 5

Subject:- Registration of births and deaths in all government hospitals and Primary Health Centres etc.

On the suggestions made by this office in 1999 several states have opened registration centers in some of the large hospitals in the state. This has helped in prompt registration of the events that take place in the hospitals and also the issue of certificates under Section 12 immediately after registration. The question of streamlining registration and issue of certificates to make the system user friendly has been under consideration of this office. It is felt that with growing proportion of institutional events it is necessary to provide for their prompt registration. Issue of certificates to the concerned families immediately after the event would also help them in getting such certificates as well as give them an opportunity to note any mistakes that may have gone into the registration records at an early date. This would save them from the difficulties that they may face in getting the records corrected at a later date.



One of the options that this office has considered to improve registration process of institutional events is to provide for sub-registrars of births and deaths in more institutions. This can be achieved by appointing an official from the medical institution as a sub-registrar for the local area who would report to the registrar. It can be provided that such sub-registrars would keep the registration records only for a period that may be specified. This would ensure that all the records for a registration area would be together in the Office of the Registrar of Births and Deaths after the specified period. Requirement of any certificate thereafter would have to be attended to by the Registrar only.

The above arrangement would require appointment of a sub-registrar with certain powers. The registrars have the power to appoint sub-registrars with the approval of the Chief Registrar. The powers that may be delegated to such sub-registrars may be restricted to registration of the event, corrections in the name of clerical errors that may be brought to their notice during the period in which the records are with them and issue of certificates during the same period.



"the child shall be registered immediately after birth and shall have the right on birth to a name, the right to acquire a nationality and as far as possible, a right to know and be cared for by his or her parents"
- *United Nations convention on Child Rights, 1989*

also turn over for some important provisions of the Registration of Births and Deaths Act, 1969

"जन्म के तुरंत बाद बच्चे का पंजीकरण होना है और जन्म से नाम का अधिकार, नागरिकता प्राप्त करने का अधिकार और जहां तक संभव हो अपने माता/पिता के बारे में जानकारी एवं उनके द्वारा पाल-पोषण का अधिकार होगा"।

बच्चों के अधिकार पर संयुक्त राष्ट्र कन्वेंशन 1989

जन्म तथा मृत्यु अधिनियम, 1969 के लिए कृपया पीछे पृष्ठ को भी देखें।

REGISTRATION OF BIRTHS AND DEATHS ACT, 1969

The Registration of Births and Deaths Act has made reporting and registration of births and deaths compulsory. Some of the important provisions of the Act are given below.

Reporting of Births and Deaths:

Births and deaths are to be reported to the Registrar of Births and Deaths appointed by the State Government, for registration. **Births and Deaths are registered only at the place of occurrence.** The person responsible for reporting events for registration depends on the place of occurrence of the event, as shown below.

Place of occurrence	*Person responsible for reporting (informant)*
House	Head of the household or in his absence, his nearest relative or an adult male person
Hospital, nursing home, maternity home, health centre, etc..	Medical Officer in charge or any person authorized by him in his behalf
Jail	Jailor in charge
Hostel, choultry, chattram, dharamshala, boarding house, lodging house, etc.	Person in charge
New born baby or dead body found in a public place	Village headman or corresponding officer in village and police station in charge in other areas

How to report?

All vital events, i.e., live births, still births and deaths are to be reported in the forms prescribed by the State Government. These are Form 1 – Birth Report , Form 2 – Death Report and Form 3 – Still Birth Report.

The information has to be given under the signature/thumb impression of the informant. Name of the Child, if not reported at the time of registration can be reported later on

When to report?

All events are to be reported within 21 days of its occurrence. Events reported later than 21 days can be registered on completion of certain formalities as below.

When reported	Formalities to be completed
After 21 days but within 30 days of occurrence	Payment of the prescribed late fee
After 30 days but within one year of occurrence	An affidavit made before a notary public or the officer prescribed by the State Government on this behalf, payment of late fee and permission of the prescribed authority
After one year of occurrence	Order of a first class magistrate and payment of late fee.

Certificates: On registration of an event reported within 21 days a certificate is issued **free of charges.** Additional certificates can be obtained on payment of a nominal fee

It is suggested to all the Chief Registrars throughout the country that such sub-registrars be appointed in all district hospitals, Primary Health Centres, and also large maternity hospitals in the state which are run by the Government. Similar arrangements may also be made in case of large hospitals under the Railways, Cantonments, etc. It may be ensured that the sub-registrars appointed in these hospitals report to the concerned registrars of the local area for all purposes. This would ensure that the registrars in the local area have information about the registration processes handled by these sub-registrars. These new offices need to display their new status of sub-registrar of births and deaths prominently. The Chief Registrars are requested to take necessary action in this regard and report compliance to this office within one month.

3/11

(J.K. Banthia)
Registrar General and
Census Commissioner, India

To

Chief Registrars of Births and Deaths
of all States and Union territories.

Copy to:

1. Principal Secretary/Secretary (Health) of Governments of Andhra Pradesh, Assam, Gujarat, Haryana, Himachal Pradesh, Jammu & Kashmir, Maharashtra, Manipur, Meghalaya, Orissa, Punjab, Sikkim, Tamil Nadu, Tripura, Uttar Pradesh, Uttaranchal, West Bengal, A. & N. Islands, Chandigarh, Lakshadweep.
2. Principal Secretary/Secretary (Planning and Statistics), of Governments Of Arunachal Pradesh, Bihar, Chattisgarh, Goa, Jaharkhand, Karnataka, Madhya Pradesh, Rajasthan and Delhi.
3. Administrator, Dadra & Nagar Havoli.
4. Secretary, Local Administration Department, Pondicherry.
5. Administrator, Daman & Diu
6. Development Commissioner (CR), Nagaland
7. Secretary Local Administration, Kerala.
8. Director of Economics & Statistics, Mizoram
9. All Joint Registrar Generals & Directors of Census Operations.

No. 1/10/2004 – VS (CRS)
भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS
भारत के महारजिस्ट्रार का कार्यालय
जनगणना प्रभाग
OFFICE OF THE REGISTRAR GENERAL, INDIA
V.S. Division, West Block –I, R.K. Puram, New Delhi – 110066
/ REGGENLIND T[illegible] 26100678 E-mail – drgcrs@sify.com

Dated: 31st January 2007

CIRCULAR

Sub. Registration of Births & Deaths – Issuance of Non-availability Certificates.

Under the provision of Section 17 of the Registration of Births and Deaths Act, 1969 and corresponding Rule 13(3) framed under this Section, a non-availability certificate in Form no. 10 is required to be issued. Non-availability certificate is required to be issued when any particular event of birth or death is not found registered. In most of the States, it is mandatory for producing the Non-availability certificate while applying for registration of birth/death after the expiry of normal reporting period i.e. for delayed registration cases

2. In order that persons don't take undue advantage of this provision and get the non-availability certificate by giving wrong information about registration of his/her birth/death or by changing the date of occurrence of birth or death to get the second birth/death certificate or even by producing fake documents/evidence, it is essential that a procedure is put in place for issuance of non-availability certificate. The issuing authority i.e. Registrar of Births and Deaths should be informed to insist on the applicant for producing documentary evidence to prove the place of residence, place of birth, etc. A copy of any of the documents like ration card, school admission record, school secondary mark sheet, etc should be admissible as a proof. The Registrar should be authorized to make an enquiry regarding the genuineness of the reason for applying non-availability certificate before issuing the desired

[illegible] In case the applicant is unable to produce any of these as evidence, the certificate should be issued only after police verification.

3 This direction is issued under Section 3(3) of RBD Act, 1969. The State Government may take action and issue necessary direction in this regard to all the district registrars and local registrars of births and deaths for compliance. The action taken in this regard may kindly be intimated to this office.

Yours faithfully,

(D K Sen)
Additional Secretary and
Registrar General, India

To: - The All Chief Registrars of Births and Deaths for necessary action

Copy to: - The JDCO/DDCO of all Directorates of Census Operations.

Sl. No. 1 (I)

सं./No. 1/7/2011 – VS (CRS)
भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS
भारत के महारजिस्ट्रार का कार्यालय
जीवनगिरि प्रांगण, पश्चिमी खण्ड-I, रामकृष्ण पुरम्, नई दिल्ली - 110066
OFFICE OF THE REGISTRAR GENERAL, INDIA
V.S. Division, West Block –I, R.K. Puram, New Delhi – 110066
तार: जनगणना / REGGENIND Tele-fax: 26100678 E-mail – drg-crs.rgi@censusindia.gov.in

Dated – 21-12-2012

C I R C U L A R

Sub: Issue of extract to the informant under Section 12 of the Registration of Birth and Death Act (RBD), 1969.

You are aware that Section 12 of the RBD Act 1969 and the corresponding Rules framed thereunder stipulates the Registrar to give free of charge an extract of the prescribed particulars from the register of births and deaths to the informant under section 8 or 9 of the Act as soon as the registration has been completed. Further, rule 8 (5) framed under this section, allows the Registrar to send the extract to the informant by post if the same has not been collected.

2. Despite the above provisions, it has been noticed that extract of births and deaths are neither being delivered to the informant nor being sent through post by the Registrars. Although, necessary instructions in this regard have been issued, the same are not abide by the Registrar and the extracts are lying with the Registrars.

3. In this connection, your attention is also invited to the recommendation no. 5.1 and 4 of National Conference of Chief Registrar of Births and Deaths of 2007 and 2009 respectively, wherein certain corrective measures were suggested for improving the delivery of extract/ certificate to the concerned. In this regard, you are therefore requested to direct the concerned Registrars to ensure the delivery of extract of birth or death to the informant immediately after registration. The following directions may be issued to the concerned registration authority:

i. Registrar may be asked to register the event immediately after receiving the information under section 8 or 9 of the Act and deliver the extract to

the informant on the same day. If the said information is reported through the notifiers e.g. Aanganwadi Workers, ASHA's, ANM's or others, it should be ensured to deliver the extract/certificate to the concerned household through them.

ii. Recently, registration centers are opened in big hospitals and other PHC's/CHC's centers in most of the States/ UTs. In such cases, it will be the duty of the Registrar of birth and death of that center to deliver the extract / certificate to the mother of the new born child before her discharge from the medical institution, in case of Institutional deliveries. Whereas, in case of death, the Registrar of birth and death should ensure to deliver the extract/certificate of death before hand over the dead body to the relatives.

iii. However, in case of such institutions, where registration center does not exists like private hospitals, Nursing homes etc. the person authorized to send the report of birth and death to the concern Registrar should also obtain a self addressed stamped envelope at the time of filling up the reporting form from the informant and forward it to the concerned Registrar along with the reporting form for registration. The Registrar, after registering the event of birth or death may utilize the self addressed stamped envelope for dispatch of the extract/certificate to the household concerned.

You are therefore requested to issue the above necessary directions to the concerned registration functionaries for strict compliance. A copy of the direction issued in this regard may also be sent to this office.

(P. A. Mini)
Deputy Registrar General (CRS)

To,
The Chief Registrar / Addl. Chief Registrar of Births and Deaths,
All States / Union Territories

हिंदी रूपांतर

भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS
भारत के महारजिस्ट्रार का कार्यालय
OFFICE OF THE REGISTRAR GENERAL, INDIA
वी.एस.डिवीजन, पश्चिमी खण्ड-I, आर.के. पुरम, नई दिल्ली-110066
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सं. 1/7/2011-जीवनांक (सीआरएस) दिनांक 21.2.2013

परिपत्र

विषय : जन्म मृत्यु रजिस्ट्रीकरण अधिनियम (आरबीडी), 1969 की धारा 12 के अंतर्गत सूचना देने वाले को सार जारी करना ।

~~आप~~ जानते हैं कि जन्म मृत्यु रजिस्ट्रीकरण अधिनियम, 1969 की धारा 12 तथा उसके अंतर्गत बनाए गए नियमों में यह निर्धारित किया गया है कि रजिस्ट्रीकरण का कार्य पूरा होते ही रजिस्ट्रार इस अधिनियम की धारा 8 अथवा 9 के अंतर्गत सूचना देने वाले को जन्म और मृत्यु के रजिस्टर से निर्धारित विवरणों का सार निःशुल्क रूप से उपलब्ध कराएगा । इसके अतिरिक्त, इस धारा के अंतर्गत बनाए गए नियम 8 (5), रजिस्ट्रार को इस बात की अनुमति देता है कि यदि सार सूचना देने वाले द्वारा प्राप्त न किया गया हो तो इसे डाक द्वारा भेज दिया जाए ।

2. उपर्युक्त प्रावधान के बावजूद यह बात नोट की गई कि रजिस्ट्रारों द्वारा सूचना देने वाले को जन्म और मृत्यु का सार न तो दिया जा रहा है और न ही इसे डाक के माध्यम से भेजा जा रहा है । हालांकि इस संबंध में आवश्यक निदेश जारी किए जा चुके हैं फिर भी रजिस्ट्रारों द्वारा इनका पालन नहीं किया जा रहा है तथा सार रजिस्ट्रारों के पास ही पड़े रहते हैं ।

3. इस संबंध में आपका ध्यान जन्म और मृत्यु के मुख्य रजिस्ट्रारों के राष्ट्रीय सम्मेलन 2007 तथा 2009 की सिफारिश सं. क्रमश: 5.1 और 4 की ओर भी आकर्षित किया जाता है जिसमें कि संबंधित व्यक्ति को सार/प्रमाणपत्र देने की स्थिति में सुधार के लिए कुछ विशेष सुधारात्मक उपाय सुझाए गए थे । अत: इस संबंध में आपसे अनुरोध किया जाता है कि आप संबंधित रजिस्ट्रारों को रजिस्ट्रीकरण के ठीक बाद सूचना देने वाले को जन्म अथवा मृत्यु का सार देना सुनिश्चित करने का निदेश दें । संबंधित रजिस्ट्रीकरण प्राधिकारी को निम्नलिखित निर्देश जारी किए जाएं:

i. रजिस्ट्रारों से इस अधिनियम की धारा 8 अथवा 9 के अंतर्गत जानकारी प्राप्त होने के तत्काल बाद घटना का रजिस्ट्रीकरण करने तथा सूचना देने वाले को उसी दिन सार देने को

कहा जाए । यदि उक्त जानकारी की सूचना अधिसूचित करने वालों अर्थात् आंगनवाड़ी कार्यकर्ताओं,(AWWs) आशा,(ASHAs) एएनएम (ANMs) अथवा अन्य के माध्यम से मिलती है तो यह सुनिश्चित किया जाना चाहिए कि संबंधित परिवारों को उन्हीं के माध्यम से सार/प्रमाणपत्र दिए जाएं ।

ii. हाल ही में अधिकांश राज्यों/संघ राज्य क्षेत्रों में बड़े अस्पतालों तथा अन्य प्राथमिक स्वास्थ्य केन्द्रों/सामुदायिक स्वास्थ्य केन्द्रों में रजिस्ट्रीकरण केन्द्र खोले गए हैं । ऐसे मामलों में संस्थागत प्रसवों की स्थिति में नवजात शिशु की माता को, चिकित्सा संस्था से छुट्टी दिए जाने के पूर्व सार/प्रमाणपत्र देने का उत्तरदायित्व उस केन्द्र के रजिस्ट्रार, जन्म और मृत्यु का होगा। जबकि मृत्यु के मामले में रजिस्ट्रार, जन्म और मृत्यु द्वारा संबंधियों को शव सौंपने से पहले सार/प्रमाणपत्र देना सुनिश्चित करना चाहिए ।

iii. तथापि, ऐसी संस्थाओं, जहां रजिस्ट्रीकरण केन्द्र नहीं हैं जैसे कि निजी अस्पताल, नर्सिंग होम इत्यादि, ऐसे मामले में संबंधित रजिस्ट्रार को जन्म और मृत्यु की रिपोर्ट भेजने के लिए प्राधिकृत व्यक्ति द्वारा सूचना देने वाले से सूचना प्रपत्र भरवाते समय एक अपना पता लिखा हुआ तथा डाक टिकट लगा लिफाफा भी ले लेना चाहिए और रजिस्ट्रीकरण के लिए सूचना प्रपत्र संबंधित रजिस्ट्रार के पास भेजते समय इसे भी भेज देना चाहिए । जन्म और मृत्यु की घटना का रजिस्ट्रीकरण करने के पश्चात् रजिस्ट्रार संबंधित परिवार को यह सार/प्रमाणपत्र भेजने के लिए उनका पता लिखा एवं डाक टिकट लगा लिफाफे का प्रयोग कर सकता है ।

अतः आपसे अनुरोध किया जाता है कि उपर्युक्त आवश्यक निर्देशों को संबंधित रजिस्ट्रीकरण कार्यकर्ताओं को कड़ाई से अनुपालन के लिए जारी करें । इस संबंध में जारी किए गए निर्देशों की एक प्रति इस कार्यालय को भी भेजें ।

पी.ए.मिनी

(पी.ए.मिनी)
उप महारजिस्ट्रार (सीआरएस)

सेवा में,
मुख्य रजिस्ट्रार/अपर मुख्य रजिस्ट्रार जन्म और मृत्यु,
सभी राज्य/संघ राज्य क्षेत्र ।

प्रत्येक जन्म एवं मृत्यु का पंजीकरण सुनिश्चित करें
"Ensure Registration of Every Birth and Death"

हिंदी रूपांतर

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सं. 1/7/2011-जीवनांक (सीआरएस) दिनांक 21.2.2013

परिपत्र

विषय : जन्म मृत्यु रजिस्ट्रीकरण अधिनियम (आरबीडी), 1969 की धारा 23 के अंतर्गत शास्तियां ।

आप जानते हैं कि जन्म मृत्यु रजिस्ट्रीकरण अधिनियम, 1969 की धारा 23(1) से लेकर 23(5) तक के अंतर्गत संस्थाओं, रजिस्ट्रार/उप-रजिस्ट्रारों, चिकित्सा व्यवसायिकों तथा व्यक्तियों पर शास्तियां लगाने की प्रक्रिया का निर्धारण किया गया है । धारा 23 के प्रावधान को नीचे उद्धृत किया जाता है:-

23 शास्तियां - (1) कोई व्यक्ति जो -

(क) धारा 8 और 9 के किन्हीं उपबंधों के अधीन ऐसी इत्तिला, जिसे देना उसका कर्तव्य है, देने में युक्तियुक्त कारण के बिना असफल रहेगा; अथवा

(ख) जन्म और मृत्यु के किसी रजिस्टर में लिख जाने के प्रयोजन से कोई ऐसी इत्तिला देगा या दिलवाएगा जिसे वह जानता है या विश्वास करता है कि वह उन विशिष्टियों में से किसी के बारे में मिथ्या है जिन्हें जानना और जिनका रजिस्ट्रीकृत किया जाना अपेक्षित है, अथवा

(ग) धारा 11 द्वारा अपेक्षित रूप से रजिस्टर में अपना नाम, वर्णन और निवास-स्थान लिखने या अपना अंगुष्ठ चिन्ह लगाने से इन्कार करेगा, वह जुर्माने से, जो पचास रुपए तक का हो सकेगा, दण्डनीय होगा ।

(2) कोई रजिस्ट्रार या उपरजिस्ट्रार जो अपनी अधिकारिता में होने वाले किसी जन्म या मृत्यु के रजिस्ट्रीकरण में या धारा 19 की उपधारा (1) द्वारा अपेक्षित विवरणियां भेजने में उपेक्षा या उससे इन्कार युक्तियुक्त कारण के बिना करेगा वह जुर्माने से जो पचास रुपए तक का हो सकेगा, दण्डनीय होगा ।

(3) कोई चिकित्सा व्यवसायी, जो धारा 10 की उपधारा (3) के अधीन प्रमाण पत्र देने में उपेक्षा या उससे इन्कार करेगा और कोई व्यक्ति जो ऐसा प्रमाण पत्र परिदत्त करने में उपेक्षा या उससे इन्कार करेगा वह जुर्माने से, जो पचास रुपए तक का हो सकेगा, दण्डनीय होगा ।

प्रत्येक जन्म एवं मृत्यु का पंजीकरण सुनिश्चित करें
"Ensure Registration of Every Birth and Death"

(4) कोई व्यक्ति, जो इस अधिनियम के किसी ऐसे उपबंध का, युक्तियुक्त कारण के बिना, उल्लंघन करेगा, जिसके उल्लंघन के लिए इस धारा में कसी शास्ति का उपबंध नहीं है, वह जुर्माने से, जो दस रुपए तक का हो सकेगा, दण्डनीय होगा ।

(5) दण्ड प्रक्रिया संहिता 1898 (1898 का 5) में किसी बात के होते हुए भी, इस धारा के अधीन अपराध का विचारण मजिस्ट्रेट द्वारा संक्षेपत: किया जाएगा ।

हालांकि इस अधिनियम में उपर्युक्त प्रावधान विद्यमान हैं फिर भी यह देखा गया है कि अधिकांश राज्य/संघ राज्य क्षेत्र इसका उल्लंघन करने वाली संस्थाओं, चिकित्सा व्यवसायिकों अथवा किन्हीं व्यक्तियों पर कोई शास्तियां नहीं लगाते हैं । यहां तक कि ऐसे किसी भी रजिस्ट्रार अथवा उप-रजिस्टारों पर भी कोई शास्तियां नहीं लगाई जाती हैं जोकि इस अधिनियम की धारा 19 (1) तथा उसके अंतर्गत बनाए गए संगत नियमों 14 (1) और (2) के तहत यथा अपेक्षित अपने अधिकार क्षेत्र में होने वाली घटनाओं का रजिस्ट्रीकरण करने की अनदेखी करते हैं अथवा मना करते हैं अथवा मासिक विवरणियों के प्रस्तुत करने में विलम्ब करते हैं या असफल रहते हैं । राज्य सरकारों द्वारा प्रस्तुत वार्षिक रिपोर्टों के अनुसार राजस्थान, केरल, पंजाब और महाराष्ट्र राज्य प्रभावशाली ढंग से ऐसी शास्तियां लगा रहे हैं । अन्य राज्य इस खण्ड के प्रावधानों को कार्यान्वयन नहीं कर रहे हैं तथा उन्होंने ऐसी चूक करने वाली संस्थाओं पर भी कोई शास्तियां नहीं लगाई हैं ।

उपर्युक्त को ध्यान में रखते हुए आपसे जन्म और मृत्यु का रजिस्ट्रीकरण अधिनियम की धारा 23 और 24 तथा उनके अंतर्गत बनाए गए संगत नियम 16 के प्रावधान के प्रभावी कार्यान्वयन के लिए सभी जिला प्राधिकारियों को आवश्यक निदेश जारी करने का अनुरोध किया जाता है । यह भी अनुरोध किया जाता है कि जन्म और मृत्यु का रजिस्ट्रीकरण अधिनियम की कार्यप्रणाली संबंधी वार्षिक रिपोर्ट में ऐसी शास्तियां लगाने संबंधी विवरणों तथा रजिस्ट्रार द्वारा रिपोर्टों को समय से प्रस्तुत करना सुनिश्चित करने पर जोर दिया जाए । इस संबंध में संबंधित प्राधिकारियों को जारी किए गए निदेशों की एक प्रति इस कार्यालय को भी भेजी जाए ।

पी. ए. मिनी

(पी.ए.मिनी)
उप महारजिस्ट्रार (सीआरएस)

सेवा में,
मुख्य रजिस्ट्रार/अपर/उप मुख्य रजिस्ट्रार जन्म और मृत्यु ।

प्रत्येक जन्म एवं मृत्यु का पंजीकरण सुनिश्चित करें
"Ensure Registration of Every Birth and Death"

SP-110/(E)

सं./No. 1/7/2011 – VS (CRS)
भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS
भारत के महारजिस्ट्रार का कार्यालय
जीवनांक प्रभाग, पश्चिमी खण्ड-1, रामकृष्ण पुरम्, नई दिल्ली - 110066
OFFICE OF THE REGISTRAR GENERAL, INDIA
V.S. Division, West Block –I, R.K. Puram, New Delhi – 110066
Tele-fax: 26104012 E-mail – drg-crs.rgi@censusindia.gov.in

Dated: 21-12-2012

C I R C U L A R

Sub: Penalties under Section 23 of the Registration of Births and Deaths (RBD) Act 1969.

You are aware that procedure of imposing Penalties on Institutions, Registrar / Sub-Registrars, Medical practitioners and on the individuals are prescribed under Section 23(1) to 23(5) of the Registration of Births and Deaths Act, 1969. The provision of Section 23 is reproduced below: -

Section 23 — (1) any person who—

(a) fails without reasonable cause to give any information which it is his duty to give under any of the provisions of sections 8 and 9; or

(b) gives or causes to be given, for the purpose of being inserted in any register of births and deaths, any information which he knows or believes to be false regarding any of the particulars required to be known and registered; or

(c) refuses to write his name, description and place of abode or to put his thumb mark in the register as required by section 11, shall be punishable with fine which may extend to fifty rupees.

(2) Any Registrar or Sub-Registrar who neglects or refuses, without reasonable cause, to register any birth or death occurring in his jurisdiction or to submit any returns as required by sub-section (1) of section 19 shall be punishable with fine which may extend to fifty rupees.

(3) Any medical practitioner who neglects or refuses to issue a certificate under sub-section (3) of section 10 and any person who neglects or refuses to deliver such certificate shall be punishable with fine which may extend to fifty rupees.

(4) Any person who, without reasonable cause, contravenes any provision of this Act for the contravention of which no penalty is provided for in this section shall be punishable with fine which may extend to ten rupees.

(5) Notwithstanding anything contained in the Code of Criminal Procedure, 1898 (5 of 1898), an offence under this section shall be tried summarily by a Magistrate.

Although the above provisions exists in the Act but it has been observed that most of the States/UTs do not impose any penalties on defaulting Institutions, Medical Practitioners or any individuals. Even the Penalties are not imposed on any Registrar or sub Registrar who neglects or refuses to register the events occurring in her/his jurisdiction or delay or fail in submitting the monthly returns as required under Section 19(1) of the Act and corresponding rules14 (1) & (2) framed thereunder . As per the Annual Reports submitted by the State Governments, the State of Rajasthan, Kerala, Punjab and Maharashtra are imposing such penalties effectively. The other states are not implementing the provision of this section and not imposed any penalties even on the defaulting Institutions.

In view of the above, you are requested to issue necessary directions to all District Authorities to take steps for effective implementation of the provision of Section 23 & 24 of the RBD Act and the corresponding rule 16 framed thereunder. It is also requested to lay emphasis on the details on imposing such penalties in the Annual Report on working of the RBD Act and to ensure the timely submission of reports by the Registrar. A copy of the direction issued in this regard to the concerned authorities may also be sent to this office.

(P. A. Mini)
Deputy Registrar General, (CRS)

To

All the Chief Registrar / Addl. / Deputy Chief Registrar of Births and Deaths

सं./No. 1/1/2014- VS (MCCD)/3143 - 3210
भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS
भारत के महारजिस्ट्रार का कार्यालय
OFFICE OF THE REGISTRAR GENERAL, INDIA
जीवनांक प्रभाग, पश्चिमी खण्ड-1, रामकृष्ण पुरम्, नई दिल्ली - 110066
V.S. Division, West Block –I, R.K. Puram, New Delhi – 110066
Tel- 26177330, Fax: 26104012, E-mail – *rkgautamiss.rgi@censusindia.gov.in*

Dated 28.08.2014

CIRCULAR

Subject: Extending the scheme of Medical Certification of Cause of Death (MCCD) to all Medical Institutions-regarding.

The Scheme of Medical Certification of Cause of Death (MCCD) falling under the legal ambit of Registration of Births & Deaths (RBD) Act, 1969 is aimed at providing the cause-specific mortality profile across different age groups at the State and National levels. As of now, the scheme is restricted to major hospitals and hospitals attached to medical colleges located mostly in urban areas. Moreover, the coverage of the scheme is also not uniform across the States/UTs. Consequently, the data on cause specific mortality generated under the scheme suffers on account of reliability, representativeness and comparability over the period of time. The present coverage to medically certified deaths to the total registered deaths is 20.2 percent and only 14.3 percent against the total estimated deaths.

2. In order to effect improvements in the scheme on above counts, it has been decided to extend the coverage of the scheme to all medical institutions in the country, i.e. Government, Private and non-profit making medical institutions. This would go a long way in bridging the data gap on cause-specific mortality profile in the country which is of immense importance to the public health planners, administrators, epidemiologists, medical professionals and researchers.

3. The Chief Registrars of Births & Deaths are requested to issue necessary direction under Section 4(4) of the RBD Act, 1969 for inclusion of all medical institutions in their respective States/UTs and ensure complete coverage. In order to operationalize the directive, the following steps are required to be taken on priority:

(i) Coordination with the Medical Institutions to be notified for inclusion under the MCCD scheme for sending the data in Form 4 (Hospital Deaths) to

the concerned Registrar on a timely basis for its onward transmission to the Chief Registrar of Births & Deaths.

(ii) Prepare an up-to-date list of Government, Private and non-profit making medical institutions covered under the Scheme and obtain a monthly return on deaths from each of them.

(iii) Undertake periodic Inspections to monitor the quality of the MCCD data. In case of Institutional Death Reporting Form (Form No. 2) should be cross-checked with Form No. 4.

4. These directions are issued under Section 3(3) of the Registration of Births and Deaths (RBD) Act, 1969 and the compliance in the form of an Action Taken Report be furnished to this office.

Yours faithfully,

(R.K. Gautam)
Deputy Registrar General

To,

Chief Registrars of births & Deaths (as per list attached)

BY SPEED POST

Ahead
Shri Asit Pal
Please discuss
MOHFW (SAATH) & MS
19/3/12

NO. 1/1/2011-VS(MCCD)
भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS
भारत के महारजिस्ट्रार का कार्यालय
OFFICE OF THE REGISTRAR GENERAL, INDIA
जीवनांक प्रभाग, पश्चिमी खण्ड-1, रामकृष्ण पुरम्, नई दिल्ली - 110066
V.S. Division, West Block –I, R.K. Puram, New Delhi – 110066
दूरभाष-फैक्स/*Tele-fax.No.23383761/26104012* E-mail – *rgi.rgi@censusindia.gov.in*

Date: 9th March, 2012

CIRCULAR

Subject: **Extending the scheme of Medical Certification of Cause of Death (MCCD) to all Medical Institutions – regarding.**

Madam/ Sir,

As you are aware, the Scheme of Medical Certification of Cause of Death (MCCD) falling under the legal ambit of Registration of Births & Deaths (RBD) Act, 1969 is aimed at providing the cause-specific mortality profile across different age groups at the State and National levels. As of now, the scheme is restricted to major hospitals and hospitals attached to medical colleges located mostly in urban areas. Moreover, the coverage of the scheme is also not uniform across the States/ UTs. Consequently, the data on cause specific mortality generated under the scheme suffers on account of reliability, representativeness and comparability over the period of time. The present coverage of medically certified deaths to the total registered deaths is 17 percent and only 8 percent against the total estimated deaths.

2. In order to effect improvements in the scheme on above counts, it has been decided to extend the coverage of the scheme to all medical institutions in the country, i.e., Government, private and non-profit making institutions. This would go a long way in bridging the data gap on cause-specific mortality profile in the country which is of immense importance to the public health planners, administrators, epidemiologists, medical professionals and researchers.

3. The Chief Registrars of Births & Deaths are requested to issue necessary directions under Section 4(4) of the RBD Act, 1969 for inclusion of all medical institutions in their respective States / UTs and ensure complete coverage. In order to operationalize the directive, the following steps are required to be taken on priority:

...2/-

(i) Coordination with the Medical Institutions to be notified for inclusion under the MCCD Scheme for sending the data in Form 4 (Hospital Deaths) to the concerned Registrar on a timely basis for its onward transmission to the Chief Registrar of Births & Deaths.

(ii) Prepare an up-to-date list of hospitals covered under the Scheme and obtain a monthly return on deaths from each of them.

(iii) Undertake periodic Inspections to monitor the quality of the MCCD data. In case of Institutional Deaths, the Death Reporting Form (Form No. 2) should be cross-checked with Form No.4.

4. These directions are issued under Section 3(3) of the Registration of Births and Deaths (RBD) Act 1969 and the compliance in the form of an Action Taken Report be furnished to this office.

Yours faithfully,

(Dr. C. Chandramouli)
Registrar General, India

To

All Chief Registrars of Births & Deaths.

No. 1/12 /2014 – VS (CRS)
भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS
भारत के महारजिस्ट्रार का कार्यालय
जीवनांक प्रभाग, पश्चिमी खण्ड-1, रामकृष्ण पुरम्, नई दिल्ली - 110066
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V.S. Division, West Block –I, R.K. Puram, New Delhi – 110066
E-mail – drg-crs.rgi@censusindia.gov.in, rkgautamiss.rgi@nic.in , ajayk.rgi@censusindia.gov.in
Tele-fax: 26104012

Dated - 27/10/2014

To

All Chief Registrar of Births and Deaths and

Sub: Verification of details furnished in the birth and death Reporting forms.

Sir,

You are aware that birth or death certificates are issued on the basis of information collected through birth or death reporting forms. It has been observed that in case of institutional events, the information provided by the institution has various mistakes/ errors such as wrong name and surname of the Child or deceased or parents, wrong address etc. and later on these errors came for corrections on the plea that wrong information has been provided by the hospital.

2 Further, in order to implement the Uniform CRS Software for online and offline registration of births and deaths and to link the Civil Registration System (CRS) with National Population Register (NPR) through this software, it is desirable that the particulars collected through the reporting forms should be accurate and correct so that chances of corrections / errors can be minimized. In order to avoid these errors, it has been decided to collect the initials / counter signature of the nearest relative of the mother (who delivering the baby) in case of birth and obtain the counter signature of the nearest relative of the deceased in case of death. They should be asked to check the details given in the birth and death reporting forms before putting the counter signature. It is also clarified that the informant will remain the Institution, in case of Institutional events.

3. In view of the above, you are requested to issue the above directions to all concerned registration authorities so that chances of corrections/errors can be minimized. This office may be appraised about the action taken in this regard.

Yours faithfully

S/d

(P.A. Mini)
Deputy Registrar General, CRS

No. 1/12/2014 – VS (CRS) New Delhi Dated 27-10-2014

Copy forwarded to the Director/ Joint Director /Deputy Director of all Directorate of Census Operations with the request to take up the matter with the Chief Registrar.

S/d
(Ajay Khanna)
Deputy Director (CRS)

Speed post

No. 1/12 /2014 – VS (CRS)
भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS
भारत के महारजिस्ट्रार का कार्यालय
जीवनांक प्रभाग, पश्चिमी खण्ड-1, रामकृष्ण पुरम्, नई दिल्ली – 110066
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E-mail – drg-crs.rgi@censusindia.gov.in, rkgautamiss.rgi@nic.in , ajayk.rgi@censusindia.gov.in
Tele-fax: 26104012

Dated: 29. 12 .2014

To

All Chief Registrar of Births and Deaths and

Sub: Precautions in entering the name in birth record as per the provision of Section 14 of the RBD Act, 1969.

Sir,

You are aware that Section 14 of the Registration of Births and Deaths (RBD) Act, 1969 allows the registration of name of child in the birth record in respect of those cases where the birth is registered without a name. It has been observed that at the time of entering the name in the birth record, no safeguard is taken, which create problems later on when requests for change or corrections in name is received by the Registrar.

2. You are already aware that change of name is not allowed under the RBD Act however corrections are allowed in case an entry is found erroneous in form or substance or has been fraudulently or improperly made. In this connection, you are requested to issue necessary guidelines / directions to the registration authorities to follow certain safeguards while request for addition of name has been received from the applicant. The following directions may be issued to the concern registration functionaries :

- If name of the new born is not finalized Nick name or pat name (e.g. Munna, Munni, Gudia, Pappu, Pappi, baby of ..... etc.) at the time of registration of birth of the child should not be written.

- In case of non-finalization of name of the child at the time of registration of birth of new born, the birth certificate should be issued without name by putting --- (dash) against the column of name of child.
- Prescribe Procedure
  - Name of child can be entered in the birth record without late fee up to 12 months from the date of registration.
  - Relaxation of 15 years period from the date of registration has been given in the respective Rules for addition of name of child in the birth record with a late fee.
- Once the name of child is entered in the birth certificate, it cannot be changed. They should be asked to enter the name when it is finalized.
- While accepting the request for entering the name of child in the birth record, the name of child should be written in capital letters, so that chances of spelling mistake can be minimize.
- If name is added at a later date i.e. when the child is studying in the school, copy of school certificate/ record should be obtained/ given at the time of registration of name. It should be verified from the school record.
- An undertaking (self-declaration) from the parents of the child may be given /taken at the time of registration of name of child that name will not be changed in future.

3. In view of the above, you are requested to issue the above directions to all concerned registration authorities and direct them to paste it at the suitable place of the registrations unit to facilitate the general public so that proper name is entered in the birth record and chances of corrections/errors can be minimized. This office may be appraised about the action taken in this regard.

Yours faithfully

(R. K. Gautam)
Deputy Registrar General

Speed Post

No. 11/2/2014 – VS (CRS)

भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय / MINISTRY OF HOME AFFAIRS
भारत के महारजिस्ट्रार का कार्यालय
जीवनांक प्रभाग, पश्चिमी खण्ड-1, रामकृष्ण पुरम, नई दिल्ली - 110066
OFFICE OF THE REGISTRAR GENERAL, INDIA
V.S. Division, West Block –I, R.K. Puram, New Delhi – 110066
Tele-fax: 26104012 E-mail – drg-crs.rgi@censusindia.gov.in

Dated: 25-03-2015,

To

All Chief Registrar of Births & Deaths and

Sub: Irregularities and corrupt practices in registration of birth and death and issuance of certificates thereof.

Sir,

As you are aware that registration of births and deaths are being done under the provisions of Registration of Births and Deaths (RBD) Act, 1969 and the corresponding Rules & order made thereunder. As per the provisions of Section 7 and 21 of the RBD Act, every birth (including still birth) and death are required to be registered by the concern registering authority which was occurred in his jurisdiction. Further, under the provision of Section 12 of the said Act, Registrar is required to issue the relevant extract /certificate from the birth /death registers to the informant as soon as registration is complete.

2. You may be agreed that despite the mandatory provisions of registration and issuance of extract / certificate under the Act, it has been observed that public is facing problem in registering an event of birth and death and obtaining the desired birth/ death certificate. This office has received several complaints/ representations in respect of corrupt practices being followed in many states in the system of registration of births and deaths. It has also been noticed that for getting birth or death certificates, bribes are paid to the registration functionaries. The complaints regarding these corrupt practices have been reached up to the Prime Minister's Office and PMO has taken it very seriously.

3. In order to streamline the successful and citizen friendly civil registration system, you are requested to take concrete efforts and make suitable steps to

प्रत्येक जन्म एवम् मृत्यु का पंजीकरण सुनिश्चित करें/
"Ensure Registration of Every Birth and Death"

prevent the bribery under the existing system of registration of births and deaths and in issuance of extract/ certificates. So that general public will not suffer in obtaining birth / death certificate within the stipulated time limit.
The State Governments are required to take the following essential steps:

i. To take strict disciplinary action against the person involved in any corrupt practice in the work of registration of birth and death and issuance of certificate to the public. The option of legal proceedings should also be considered.
ii. A transparent system on registration of birth and death should be placed, wherein time limit should be prescribed for registration (including delayed registration) and issuance of birth/ death certificates.
iii. A transfer policy has to be evolved particularly for those who are involved in public dealing in respect of registration of birth and death work. Any such person should not be allowed on a same seat for more than 3 years.
iv. The penalties as prescribed under Section 23 (2) of the RBD Act should be imposed on any Registrar or Sub- Registrar who neglects or refuses, without any reasonable cause to register any birth or death occurring in his/ her jurisdiction or not to submit any prescribed monthly return.

4. You are requested to take necessary steps in this regard on priority basis. This office may be appraised about the action taken in the matter, a copy of the direction issued in this regard to the registration authorities may be sent to this office.

Yours faithfully,

(P.A. Mini)
Deputy Registrar General (CRS)

सं.11/2/2014-वीएस-(सीआरएस)
भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS
भारत के महारजिस्ट्रार का कार्यालय
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V.S. Division, West Block-1, R.K.Puram, New Delhi-110066
दूरभाष-26104012 ई-मेल-drg-crs.rgi@censusindia.gov.in

दिनांक: 25.03.2015

सेवा में,

सभी मुख्य रजिस्ट्रार, जन्म एवं मृत्यु

विषय: जन्म और मृत्यु का पंजीकरण तथा उसका प्रमाण पत्र जारी करने में व्याप्त अनियमितताएं एवं भ्रष्ट तरीके अपनाना ।

महोदय,

जैसाकि आप जानते हैं जन्म और मृत्यु का पंजीकरण, जन्म-मृत्यु रजिस्ट्रीकरण (आरबीडी) अधिनियम, 1969 तथा उसके अन्तर्गत बनाए गए नियमों तथा किए गए आदेशों के प्रावधानों के अन्तर्गत किया जाता है । आरबीडी अधिनियम की धारा 7 और 21 के प्रावधानों के अनुसार संबंधित रजिस्ट्रीकरण प्राधिकारी द्वारा ऐसे सभी जन्म (मृत जन्म सहित) और मृत्यु का पंजीकरण किया जाना अपेक्षित है जोकि उसके क्षेत्राधिकार में हुए हों । इसके अतिरिक्त उक्त अधिनियम की धारा 12 के प्रावधान के अन्तर्गत पंजीकरण का कार्य संपन्न होते ही रजिस्ट्रार द्वारा सूचनादाता को जन्म/मृत्यु रजिस्टरों से संबंधित उद्धरण/प्रमाणपत्र जारी किया जाना भी अपेक्षित है ।

2. आप इस बात से सहमत होंगे कि इस अधिनियम के अन्तर्गत पंजीकरण तथा उद्धरण/प्रमाणपत्र जारी करने संबंधी अनिवार्य प्रावधानों के बावजूद भी यह देखा गया है कि जन्म और मृत्यु के पंजीकरण में तथा वांछित जन्म/मृत्यु प्रमाणपत्र प्राप्त करने में जनता को समस्या का सामना करना पड़ता है । इस कार्यालय को जन्म और मृत्यु के पंजीकरण तन्त्र में व्याप्त भ्रष्टाचार के संबध में अनेक शिकायतें/ अभ्यावेदन अनेक राज्यों से प्राप्त हुए हैं । यह भी देखा गया है कि जन्म और मृत्यु के प्रमाणपत्र प्राप्त

करने के लिए रजिस्ट्रेशन कार्यकर्ताओं को घूस दी जा रही है । भ्रष्टाचार की ये शिकायतें प्रधान मंत्री कार्यालय तक पहुंची हैं और प्रधान मंत्री कार्यालय ने इसको बहुत गंभीरतापूर्वक लिया है ।

3. सफल और नागरिक अनुकूल सिविल रजिस्ट्रीकरण प्रणाली को दोष रहित बनाने के लिए आपसे जन्म और मृत्यु के रजिस्ट्रीकरण तथा उद्धरण/प्रमाणपत्र जारी करने के वर्तमान तन्त्र के अन्तर्गत व्याप्त घूसखोरी को रोकने के लिए ठोस प्रयास करने तथा उपयुक्त कार्रवाई करने का अनुरोध किया जाता है । ताकि आम जनता को निर्धारित समय सीमा के भीतर जन्म/मृत्यु प्रमाणपत्र प्राप्त करने में कठिनाइयों का सामना न करना पड़े । राज्य सरकारों से यह अनुरोध है कि इस दिशा में निम्न कदम उठाए जाएं :-

i. जन्म और मृत्यु के पंजीकरण अथवा जनता को प्रमाणपत्र जारी करने के संबध में किसी भी प्रकार के भ्रष्टाचार में संलिप्त व्यक्ति के विरूद्ध कठोर अनुशासनिक कार्रवाई करना । कानूनी कार्यवाही के विकल्प पर भी विचार किया जाना चाहिए ।
ii. जन्म और मृत्यु के पंजीकरण संबंधी एक पारदर्शी प्रणाली स्थापित की जानी चाहिए जिसमें पंजीकरण (विलम्बित पंजीकरण सहित) करने और जन्म/मृत्यु प्रमाणपत्रों को जारी करने के संबंधमें समय सीमा निर्धारित की जानी चाहिए ।
iii. एक स्थानांतरण नीति तैयार की जानी चाहिए, विशेष रूप से ऐसे कर्मियों के लिए जोकि जन्म और मृत्यु के पंजीकरण संबंधी कार्य में प्रत्यक्ष रूप से जनता से जुड़े हैं । ऐसे किसी भी व्यक्ति को किसी पद पर एक ही स्थान पर 3 वर्ष से अधिक समय तक रहने की अनुमति नहीं होनी चाहिए ।
iv. अपने क्षेत्राधिकार में होने वाले किसी भी जन्म अथवा मृत्यु का बिना किसी उचित कारण के पंजीकरण करने की अनदेखी करने अथवा मना करने वाले अथवा निर्धारित मासिक विवरणी प्रस्तुत न करने वाले किसी भी रजिस्ट्रार अथवा उप-रजिस्ट्रार पर आरबीडी अधिनियम की धारा 23(2) के अन्तर्गत निर्धारित शास्तियां लगाई जानी चाहिए ।

4. इस संबंध में आपसे प्राथमिकता के आधार पर आवश्यक कार्रवाई करने का अनुरोध किया जाता है । इस मामले में की गई कार्रवाई से इस कार्यालय को अवगत कराया जाए, इस संबंध में रजिस्ट्रीकरण प्राधिकारियों को जारी किए गए अनुदेशों की एक प्रति इस कार्यालय को भेजी जाए ।

भवदीया,

(पी.ए.मिनी)
उप महारजिस्ट्रार (सीआरएस)

डॉ० च० चन्द्रमौलि
Dr. C. CHANDRAMOULI

भारत के महारजिस्ट्रार एवं जनगणना आयुक्त
गृह मंत्रालय
भारत सरकार

Registrar General & Census Commissioner, India
Ministry of Home Affairs
Government of India

No. 1/12/2014-VS(CRS)

27th July, 2015

CIRCULAR

Subject: Acceptance of the birth/death certificates issued through CRS application-reg.

The registration of births and deaths in India is being done under the provisions of the Registration of Births and Deaths Act, 1969 and corresponding rules made thereunder. The office of Registrar General of India has developed uniform software for Registration of Births and Deaths and issuance of certificates registered through the system. After implementing this software, the birth and death certificates are being issued through this software under the provisions of Section 12/17 of the RBD Act, 1969.

2. The certificates issued through the software which is accessible at 'crsorgi.gov.in' have unique registration number to each registered event across the country. These certificates are enabled with quick response (QR) code and the authenticity of the certificate can be verified from the website **'crsorgi.gov.in'**. These certificates of birth and death are legally valid document and may be considered as authentic proof for all Government as well as Non-Government purposes. The process of generation of birth/death certificate through the application is as under:

"The events reported by the informants are being registered by the registrars using their user id & password and after approval of the registrar, the certificates are being generated electronically and either manual or digital or facsimile signature of the issuing authority appears on the certificates. This certificate is being generated after checking the correctness of the records. The certificates thus generated will be made available in the public portal of the O/o RGI."

3. All concerned departments of Central Governments and State Governments are requested to ensure that the certificates issued by the Registrars/Sub- Registrars through the application are accepted, and not to insist for original certificates carrying manual signature of the issuing authority. All heads of Departments may bring this to the notice of their sub-offices for compliance.

4. This Circular is being issued in exercise of powers conferred under Section 3 of the Registration of Births and Deaths Act, 1969, to enable the general public to get the certificates free of cost from their own home.

(C. Chandramouli)
Registrar General, India

2011

2-A, Mansingh Road, New Delhi-110011; Phone : (91) (11) 23383781; Fax : (91) (11) 23383145
e-mail : rgi.rgi@nic.in website : www.censusindia.gov.in

No. 1/12/2014-VS(CRS) 27th July, 2015

To

Secretaries of Ministry of External Affairs, Department of Financial Services, Election Commission of India, GOI
All the Chief/Dy. Chief/ Addl. Chief Registrars of Births and Deaths
All the Directorate of Census Operations
All the District Registrars of Births & Deaths
All the District Magistrates/Collectors/Deputy Commissioners
All the Heads of Life Insurance Companies (Public/Private Sector life Insurance Companies)
Chairperson/Director, Central Board of Secondary Education
All Chief Passport Officers
All Regional Transport Officers
Official website of ORGI

Forwarded/By Order

27/7/15

(R. K. Gautam)
Deputy Registrar General

हिन्दी रूपान्तर

डॉ. च. चन्द्रमौलि
Dr. C. CHANDRAMOULI

भारत के महारजिस्ट्रार एवं जनगणना आयुक्त
गृह मंत्रालय
भारत सरकार
Registrar General & Census Commissioner, India
Ministry of Home Affairs
Government of India

संख्या 1/12/2014-वीएस (सीआरएस)

27 जुलाई, 2015

परिपत्र

विषय: सीआरएस एप्लिकेशन के माध्यम से जारी जन्म/मृत्यु प्रमाण पत्रों की स्वीकृति के संबंध में।

भारत में जन्म एवं मृत्यु का पंजीकरण जन्म एवं मृत्यु रजिस्ट्रीकरण अधिनियम 1969 के प्रावधानों और उसके तहत बनाए गए समवर्ती नियमों के अंतर्गत किया जाता है। भारत के महारजिस्ट्रार के कार्यालय ने जन्म एवं मृत्यु पंजीकरण के लिए एवं इस प्रणाली के अंतर्गत प्रमाणपत्र जारी करने हेतु एकरूप सॉफ्टवेयर विकसित किया है। इस सॉफ्टवेयर के लागू होने के बाद आर.बी.डी. अधिनियम, 1969 की धारा 12/17 के प्रावधानों के तहत जन्म एवं मृत्यु प्रमाणपत्र इस सॉफ्टवेयर के माध्यम से जारी किए जा रहे हैं।

2. देशभर में पंजीकृत प्रत्येक घटना को विशिष्ट पंजीकरण संख्या देते हुए इस सॉफ्टवेयर के माध्यम से प्रमाणपत्र जारी किए जाते हैं जोकि 'crsorgi.gov.in' पर उपलब्ध हैं। इन प्रमाणपत्रों में क्विक रेसपॉंस (क्यू आर) कोड सक्रिय हैं और प्रमाणपत्र की प्रामाणिकता की जांच वेबसाइट- 'crsorgi.gov.in' से की जा सकती है। ये जन्म एवं मृत्यु प्रमाणपत्र कानूनी रूप से वैध दस्तावेज है और इन्हें सभी सरकारी तथा गैर सरकारी प्रयोजनों के लिए प्रामाणिक प्रमाण माना जा सकता है। एप्लिकेशन द्वारा जन्म/मृत्यु प्रमाण पत्र के सृजन की प्रक्रिया निम्नलिखित है:

"सूचना देने वालों द्वारा सूचित घटनाओं को रजिस्ट्रारों द्वारा अपने यूजर आईडी एवं पासवर्ड का उपयोग कर पंजीकृत किया जाता है और रजिस्ट्रार के अनुमोदन के बाद इलैक्ट्रॉनिक रूप से प्रमाण-पत्र तैयार किए जाते हैं, इन प्रमाण पत्रों पर जारी करने वाले प्राधिकारी के हाथ से किए गए अथवा डिजिटल अथवा फैसिमाइल हस्ताक्षर दर्शित होते हैं। यह प्रमाणपत्र रिकार्डों की यथार्थता की जांच के बाद तैयार किए जाते हैं। इस प्रकार तैयार प्रमाणपत्रों को भारत के महारजिस्ट्रार के कार्यालय के सार्वजनिक पोर्टल पर उपलब्ध कराया जाएगा।"

3. केन्द्र सरकार और राज्य सरकार के सभी संबंधित विभागों से यह अनुरोध किया गया है कि रजिस्ट्रारों/उप-रजिस्ट्रारों द्वारा एप्लिकेशन के माध्यम से जारी प्रमाण-पत्रों को स्वीकृत करना सुनिश्चित करें और जारी करने वाले प्राधिकरण के हाथ से हस्ताक्षरित मूल प्रमाणपत्र प्रस्तुत करने पर बल न दें। सभी विभागों के प्रधान इसके अनुपालन हेतु इसे अपने उप-कार्यालयों के संज्ञान में लाएं।

4. यह परिपत्र जन्म एवं मृत्यु रजिस्ट्रीकरण अधिनियम 1969 की धारा 3 के अंतर्गत प्रदत्त शक्तियों का उपयोग करते हुए जारी किया जा रहा है ताकि सामान्य जन अपने घरों से ही ये प्रमाण पत्र निःशुल्क प्राप्त कर सकें।

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(च. चन्द्रमौलि)
भारत के महारजिस्ट्रार

संख्या 1/12/2014-वीएस (सीआरएस) 27 जुलाई, 2015

सेवा में

विदेश मंत्रालय, वित्त सेवा प्रभाग, भारत निर्वाचन आयोग, भारत सरकार के सचिव
सभी प्रमुख/उप-प्रमुख/जन्म एवं मृत्यु के अपर मुख्य रजिस्ट्रार
सभी जनगणना कार्य निदेशालय
जन्म एवं मृत्यु के सभी जिला रजिस्ट्रार
सभी जिला मैजिस्ट्रेट/आयुक्त/उपायुक्त
जीवन बीमा कम्पनियों के सभी प्रमुख (सार्वजनिक/निजी क्षेत्र जीवन बीमा कम्पनियों)
अध्यक्ष/निदेशक, केन्द्रीय माध्यमिक शिक्षा बोर्ड
सभी मुख्य पासपोर्ट अधिकारी
सभी क्षेत्रीय परिवहन अधिकारी
ओआरजीआई की आधिकारिक वेबसाइट

आपेक्षित/आज्ञा से

(आर.के.गौतम)
उप महारजिस्ट्रार

भारत सरकार / Government of India
गृह मंत्रालय / Ministry of Home Affairs
भारत के महारजिस्ट्रार एवं जनगणना आयुक्त का कार्यालय
Office of Registrar General & Census Commissioner, India
2ए, मानसिंह रोड / 2A, Mansingh Road
नई दिल्ली / New Delhi-110011

No. 1/12/2014-VS (CRS) 31st July, 2015

CIRCULAR

Sub: Utility of birth and death certificates -reg.

Sir/Madam,

The registration of births and deaths are being done under the provisions of Registration of Births and Deaths (RBD) Act, 1969 and the corresponding Rules made thereunder. This office is the Central authority to coordinate and unify the activities of Chief Registrar of births and deaths of States. Recently, India has set itself an ambitious 'Vision 2020' to universalize the registration of birth and deaths by the year 2020. In order to achieve this vision, this office has taken many initiatives.

2. Even after more than 46 years since the birth and death registration was made compulsory under the RBD Act, India is still lagging behind with about 16 and 30 percent birth and death being unregistered. Ideally, birth certificate is the first official document in one's life and death certificate is the proof of the end of one's life. The entries in birth and death registers are public documents and are admissible as evidence under section 35 of the Indian Evidence Act, 1872. These entries are conclusive evidence of the fact of birth or death, as the case may be. Based upon these entries, the extract /certificate of birth and death are issued under the provision of section 12 and 17 of the RBD Act, 1969 and shall be admissible as evidence for the purpose of proving the birth or death to which the entry relates. The certificate issued under the said Act is the legal document.

3. This office expect that the services given to the public by your office should be linked with availability of birth and death certificates depending upon the case which will enhance the utility of birth and death certificates. As a result, the national level of registration of births and deaths will automatically move towards universal level registration.

4. Therefore, the concerned authorities may be directed to link with availability of birth and deaths certificates for getting various Government benefits services from your department like:

- Maternity benefit scheme and Janani Suraksha Yojna (JSY)
- Inclusion of column in immunization cards that either the birth has been registered or not
- School admission
- Inclusion of name of child in Ration card/Family Register
- Entry in Government and Non-Government service and maintenance of service book
- Inclusion of name in electoral roll/employment exchange,
- Issue of Passport/Driving license,
- AADHAAR/NPR registration

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- Marriage and divorce/separation registration,
- Deletion of name from Ration card/Family Register
- For the settlement of issues of inheritance,
- For the settlement of insurance claims,
- For the settlement of family pension,

5. You are requested to initiate concrete efforts to increase the uses of birth and death certificates with various services/ schemes implemented by the State Governments. This office may be appraised of the efforts mak in this regard.

(C. Chandramouli)
Additional Secretary and
Registrar General & Census Commissioner, India

To,

1. The Secretaries of Ministry of External Affairs, Department of Financial Services, Election Commission of India, GOI
2. All Chief/Dy. Chief/ Addl. Chief Registrars of Births and Deaths.
3. All the Heads of Life Insurance Companies (Public/Private Sector life Insurance Companies)
4. All Chief Passport Officers
5. All State Transport Authorities
6. Official website of ORGI

Forwarded/By Order

(R. K. Gautam)
Deputy Registrar General

2

हिन्दी अनुवाद

भारत सरकार/Government of India
गृह मंत्रालय/Ministry of Home Affairs
भारत के महारजिस्ट्रार का कार्यालय
OFFICE OF THE REGISTRAR GENERAL, INDIA
2/ए, मानसिंह रोड, नई दिल्ली – 110011
2/A, Man Singh Road New Delhi – 110011

सं.1/12/2014-तीएस-(सीआरएस)

दिनांक: 31 जुलाई, 2015

परिपत्र

विषय: जन्म और मृत्यु प्रमाणपत्रों की उपयोगिता के संबंध में ।

महोदय/महोदया,

जन्म और मृत्यु का पंजीकरण, जन्म और मृत्यु रजिस्ट्रीकरण (आरबीडी) अधिनियम, 1969 के प्रावधानों तथा उनके अन्तर्गत बनाए गए संगत नियमों के तहत किया जाता है । यह कार्यालय राज्यों के मुख्य रजिस्ट्रार, जन्म और मृत्यु, के कार्याकलापों के समन्वय और एकीकरण के संबंध में केन्द्रीय प्राधिकरण है । वर्ष 2020 तक जन्म और मृत्यु के पंजीकरण को सर्वव्यापी बनाने के लिए भारत ने अभी हाल ही में महत्वाकांक्षी 'विजन 2020' की घोषणा की है । उक्त लक्ष्य की प्राप्ति के लिए इस कार्यालय ने अनेक पहल की हैं ।

2. जन्म मृत्यु रजिस्ट्रीकरण अधिनियम के अन्तर्गत जन्म और मृत्यु के पंजीकरण को अनिवार्य किए जाने के 46 वर्षों के पश्चात भी भारत आज इस क्षेत्र में पिछड़ा हुआ है और जन्म और मृत्यु के संबंध में लगभग 16 और 30 प्रतिशत मामलों का पंजीकरण नहीं हो रहा है । आदर्श रूप से देखा जाए तो जन्म प्रमाणपत्र किसी व्यक्ति के जीवन का पहला आधिकारिक दस्तावेज होता है और मृत्यु प्रमाण पत्र किसी का जीवन समाप्त होने का प्रमाणपत्र होता है । जन्म और मृत्यु रजिस्टर की प्रविष्टियां सार्वजनिक दस्तावेज होती हैं तथा भारतीय साक्ष्य अधिनियम, 1872 की धारा, 35 के अन्तर्गत साक्ष्य के रूप में स्वीकार्य हैं । ये प्रविष्टियां जन्म अथवा मृत्यु, जैसा भी मामला हो, के संदर्भ में निष्कर्षी (अंतिम) साक्ष्य होती हैं । इन प्रविष्टियों के आधार पर आरबीडी अधिनियम, 1969 की धारा 12 और 17 के प्रावधानों के अन्तर्गत जन्म और मृत्यु संबंधी उद्धरण/प्रमाणपत्र जारी किए जाते हैं तथा ये उस प्रविष्टि से संबंधित व्यक्ति के जन्म अथवा मृत्यु को प्रमाणित करने के प्रयोजन से साक्ष्य के रूप में स्वीकार्य होंगे । उक्त अधिनियम के अन्तर्गत जारी प्रमाणपत्र विधिक दस्तावेज होता है ।

3. यह कार्यालय अपेक्षा करता है कि आपके कार्यालय द्वारा जनता को उपलब्ध करवाई जा रही सेवाओं को जन्म और मृत्यु प्रमाणपत्रों की उपलब्धता से जोड़ा जाना चाहिए जिससे जन्म और मृत्यु प्रमाणपत्रों की उपयोगिता बढ़ेगी । इसके परिणामस्वरूप जन्म और मृत्यु के पंजीकरण का राष्ट्रीय स्तर स्वतः ही संपूर्ण पंजीकरण की ओर बढ़ेगा ।

4. इसलिए संबंधित प्राधिकारियों को उनके द्वारा दी जाने वाली निम्न सरकारी लाभकारी सेवाओं को जन्म और मृत्यु प्रमाणपत्रों की उपलब्धता से जोड़ने के लिए निदेश दिए जाएं:

- मातृत्व लाभ योजनाएं और जननी सुरक्षा योजना (जेएसवाई),
- टीकाकरण कार्डों में जन्म का पंजीकरण हुआ है अथवा नहीं, को दर्शाने वाले कालम को शामिल करना,
- स्कूल में प्रवेश,
- राशनकार्ड/परिवार रजिस्टर में बच्चे का नाम शामिल करना,
- सरकारी और गैर सरकारी सेवा में प्रविष्टि और सेवा पुस्तिका का रखरखाव,
- मतदाता सूची/रोजगार कार्यालय में नाम शामिल करना,
- पासपोर्ट/ड्राइविंग लाइसेंस जारी करना,
- आधार/एनपीआर पंजीकरण,
- विवाह और तलाक/संबंध विच्छेद पंजीकरण,
- राशनकार्ड/परिवार रजिस्टर से नाम हटाना,
- उत्तराधिकार के मुद्दों के निपटान के संबंध में,
- बीमा दावों के निपटान के संबंध में,
- पारिवारिक पेंशन के निपटान के संबंध में,

5. आपसे अनुरोध किया जाता है कि राज्य सरकारों द्वारा कार्यान्वित की जा रही विभिन्न सेवाओं/स्कीमों के संबंध में जन्म और मृत्यु प्रमाणपत्रों के प्रयोग को बढ़ाने के लिए ठोस प्रयास प्रारम्भ करें । इस संबंध में किए गए प्रयासों की जानकारी इस कार्यालय को भी दी जाए ।

ह०
(च.चन्द्रमौलि)
अपर सचिव तथा
भारत के महारजिस्ट्रार एवं जनगणना आयुक्त

सेवा में,

1. विदेश मंत्रालय, वित्तीय सेवाएं विभाग, भारत निर्वाचन आयोग, भारत सरकार के सचिव ।
2. सभी मुख्य/उप मुख्य/अपर मुख्य रजिस्ट्रार, जन्म और मृत्यु ।
3. सभी जीवन बीमा कंपनियों के प्रमुख (सार्वजनिक/निजी क्षेत्र की जीवन बीमा कंपनियां) ।
4. सभी मुख्य पासपोर्ट अधिकारी ।
5. सभी राज्य परिवहन प्राधिकरण ।
6. भारत के महारजिस्ट्रार के कार्यालय की आधिकारिक वेबसाइट ।

आदेशित/आज्ञा से
(आर.के.गौतम)
उप महारजिस्ट्रार

सं./No. 1/12/2014- VS (CRS)
भारतसरकार
GOVERNMENT OF INDIA
गृहमंत्रालय
MINISTRY OF HOME AFFAIRS
भारत के महारजिस्ट्रार का कार्यालय
OFFICE OF THE REGISTRAR GENERAL, INDIA
जीवनांक प्रभाग, पश्चिमी खण्ड-1, रामकृष्णपुरम्, नईदिल्ली - 110066
V.S. Division, West Block -I, R.K. Puram, New Delhi – 110066
Tel- 26177330, Fax: 26104012, E-mail – *rkgautamiss.rgi@nic.in*

Dated: 31-07-2015

CIRCULAR

Sub: Opening of Registration unit/center in Government Hospitals.

Reference has been made to the inspections undertaken by the team of officers from this office wherein it has come to the notice that in many States Non-Government Hospitals are also functioning as the registration units under Civil Registration System which is not correct and is the violation of provisions under Section 26 of the RBD Act, 1969 wherein it is mentioned that '***Registrars and Sub-Registrars to be deemed public servants' within the meaning of Indian Penal Code*** i.e. only public servant could be appointed as Registrar or Sub Registrar, any employee of private hospital or Nursing home is not authorized to work as Registrar or Sub registrar and could not be permitted to register any birth / death event and issue the certificates thereof. In this connection, provision of section 26 of the RBD Act is reproduced below for your reference:

Section 26. Registrars and Sub-Registrars to be deemed public servants—*All Registrars and Sub-Registrars shall, while acting or purporting to act in pursuance of the provisions of this Act or any rule or order made thereunder be deemed to be public servants within the meaning of section 21 of the Indian Penal Code (45 of 1860).*

2. In view of the above, you are requested to review the status of institutional registration units and take immediate action if any Private hospital is functioning as registration unit, their order should be immediately withdrawn and direct the in-charge of the said hospital to report all the events occurred in their premises to the concerned Registrar in whose jurisdictional area the hospital/nursing home situated. It is also suggested that all the records for which certificates have already been issued by the said hospital administration must be taken under custody of the concerned registrar and fresh certificates to the general public must be issued to avoid any difficulty to the public in future. The compliance/status report in this regard may be sent to this office on priority basis.

(R.K.Gautam)
Deputy Registrar General

To
1. The Chief Registrar of Births &Deaths of all States/UTs
2. The Directorate of Census operations with the request to take up the matter with the Chief Registrar.

प्रत्येक जन्म एवम् मृत्यु का पंजीकरण सुनिश्चित करें/
"Ensure Registration of Every Birth and Death"

हिन्दी अनुवाद

सं.1/12/2014-वीएस-(सीआरएस).

भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय

MINISTRY OF HOME AFFAIRS

भारत के महारजिस्ट्रार का कार्यालय

जीवनांक प्रभाग, पश्चिमी खंड-1, आर.के.पुरम, नई दिल्ली - 110066

OFFICE OF THE REGISTRAR GENERAL, INDIA

V.S. Division, West Block-1, R.K.Puram, New Delhi-110066

दूरभाष-26177330, फैक्स: 26104012, ई-मेल-drg-cis.rgi@censusindia.gov.in

दिनांक: 31.07.2015

परिपत्र

विषय: सरकारी हस्पतालों में पंजीकरण इकाई/केन्द्र खोलना ।

इस कार्यालय के अधिकारियों की टीम द्वारा किए गए निरीक्षणों के दौरान पाया गया है कि अनेक राज्यों में गैर-सरकारी हस्पताल भी नागरिक पंजीकरण प्रणाली के अन्तर्गत पंजीकरण इकाईयों के रूप में कार्य कर रहे हैं जो कि उचित नहीं है और जन्म मृत्यु रजिस्ट्रीकरण अधिनियम, 1969 की धारा 26 के प्रावधानों का उल्लंघन है, जिसमें कि यह उल्लेख किया गया है कि **भारतीय दंड संहिता के अर्थ में रजिस्ट्रार और उप रजिस्ट्रार लोक सेवक माने गए है** अर्थात केवल लोक सेवक को ही रजिस्ट्रार अथवा उप रजिस्ट्रार नियुक्त किया जा सकता है, निजी हस्पताल अथवा नार्सिंग होम का कोई कर्मचारी रजिस्ट्रार अथवा उप रजिस्ट्रार के रूप में कार्य करने के लिए अधिकृत नहीं किया गया हैं और उसे किसी जन्म/मृत्यु की घटना को पंजीकृत करने और उसके पश्चात प्रमाणपत्र जारी करने की अनुमति नहीं दी जा सकती। इस संबंध में, आरबीडी अधिनियम की धारा 26 का प्रावधान सुलभ संदर्भ के लिए पुन: नीचे दिये जा रहे है ।

धारा 26. रजिस्ट्रार और उप रजिस्ट्रार लोक सेवक माने जाएंगे- *सभी रजिस्ट्रार और उप रजिस्ट्रार, जब वे इस अधिनियम अथवा इसके अन्तर्गत बनाए गए किसी नियम अथवा आदेश के अनुसरण में कार्य कर रहे हों अथवा कार्य करने तात्पर्यित हों भारतीय दंड संहिता (1860 का 45) की धारा 21 के अर्थ में लोक सेवक समझे जाएंगे ।*

2. उपर्युक्त के दृष्टिगत, आपसे अनुरोध है कि आप संस्थागत पंजीकरण इकाईयों की स्थिति की समीक्षा करें और यदि कोई निजी हस्पताल पंजीकरण इकाई के रूप में कार्य कर रहा है तो उनके आदेश तत्काल वापस लें और उक्त हस्पताल के प्रभारी को निदेश दें कि उनके परिसरों में होने वाली सभी घटनाओं की रिपोर्ट संबंधित रजिस्ट्रार को दें जिसके आधिकारिक क्षेत्र में हस्पताल/नार्सिंग होम स्थित है । यह भी सुझाव दिया जाता है कि सभी रिकार्ड, जिसके लिए उक्त हस्पताल पहले से प्रमाणपत्र जारी कर चुके हैं, संबंधित रजिस्ट्रार की अभिरक्षा में लिए जांए और जन-सामान्य को नए प्रमाणपत्र जारी कर दिए जांए ताकि जनता को भविष्य में कोई कठिनाई न आए । इस संबंध में अनुपालन/स्थिति रिपोर्ट प्राथमिकता के आधार पर इस कार्यालय को भेजें ।

(आर.के.गौतम)
उप महारजिस्ट्रार

सेवा में

1. सभी राज्य/संघराज्य क्षेत्र के मुख्य रजिस्ट्रार, जन्म एवं मृत्यु ।
2. जनगणना कार्य निदेशालयों को इस अनुरोध के साथ कि इस मामले को मुख्य रजिस्ट्रारों के समक्ष उठाएं ।

सं. 1/12/2014-जीवनांक (सीआरएस) / 890-1011

भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS
भारत के महारजिस्ट्रार का कार्यालय
OFFICE OF THE REGISTRAR GENERAL, INDIA
वी.एस.डिवीजन, पश्चिमी खण्ड-I, आर.के. पुरम, नई दिल्ली-110066
V.S. Division, West Block –I, R.K. Puram, New Delhi – 110066
टेली/फैक्स सं. /Tele-fax No.26104012 E-mail – drg-grs.raj@censusindia.gov.in

दिनांक 01.12.2015

परिपत्र

विषय : चिकित्सा संस्थानों द्वारा जारी किए जा रहे जन्म-मृत्यु प्रमाण पत्र के संबंध में स्पष्टीकरण ।

जैसा कि आपको विदित है कि जन्म मृत्यु रजिस्ट्रीकरण अधिनियम, 1969 की धारा 8 (1) (ख) के अंतर्गत यह स्पष्ट उल्लेख है कि जन्म मृत्यु की ऐसी घटनाएं जो कि सरकारी चिकित्सालय (यदि पंजीकरण इकाई नहीं है), निजी चिकित्सालय एवं नर्सिंग होम आदि में हुई हों, उनकी सूचना संबंधित रजिस्ट्रार (जन्म-मृत्यु) को देने का दायित्व उस चिकित्सा संस्थान के इंचार्ज का होता है । सूचना देने हेतु उन चिकित्सा संस्थानों को जन्म, मृत जन्म एवं मृत्यु की सूचना प्रपत्र दिए जाते हैं जिसमें वांछित सूचना भरकर रजिस्ट्रार (जन्म-मृत्यु) को पंजीकरण (रजिस्ट्रीकरण) हेतु ससमय दी जानी होती है । उक्त घटना के पंजीकरण के पश्चात रजिस्ट्रार/उपरजिस्ट्रार (जन्म-मृत्यु) द्वारा जन्म अथवा मृत्यु प्रमाण पत्र निर्धारित प्रपत्र संख्या क्रमशः 5 व 6 में जारी किया जाता है ।

2. इस संदर्भ में पाया ऐसा देखा जा रहा है कि कई चिकित्सा संस्थान विशेषकर निजी चिकित्सा संस्थान ससमय उनके संस्थान में घटित होने वाली जन्म-मृत्यु की घटना को रजिस्ट्रार (जन्म-मृत्यु) को रिपोर्ट नहीं करते हैं एवं संबंधित परिवार को अस्पताल छोड़ते समय एक अनौपचारिक प्रमाण पत्र जिस पर जन्म अथवा मृत्यु प्रमाण पत्र लिखा होता है, जारी कर देते हैं जो कि कानूनी रूप से वैध प्रमाण पत्र नहीं होता है, तथा संबंधित व्यक्ति इसे ही विधिक जन्म-मृत्यु प्रमाण पत्र मान लेता है । जनता औपचारिक जन्म मृत्यु प्रमाण पत्र जो कि रजिस्ट्रार द्वारा जारी किया जाता है, उसे निर्धारित समय सीमा में एकत्र नहीं कर पाती, जिससे कुछ वर्षों उपरान्त उन्हें उस प्रमाण पत्र को प्राप्त करने में अत्यधिक कठिनाईयों का सामना करना पड़ता है ।

3. ऐसी परिस्थितियों को देखते हुए यह निर्णय लिया गया है कि चिकित्सा संस्थानों विशेषकर निजी संस्थानों को इस तरह के आदेश जारी किए जाए कि उनके परिसीमन में घटित हुए समस्त जन्म एवं मृत्यु की घटना की सूचना संबंधित रजिस्ट्रार (जन्म-मृत्यु) को ससमय भेजना सुनिश्चित करें एवं ऐसा कोई प्रमाण पत्र जनता को जारी न करें जिस पर "जन्म या मृत्यु प्रमाण पत्र" अंकित हो तथा सुनिश्चित

प्रत्येक जन्म एवं मृत्यु का पंजीकरण सुनिश्चित करें ।
"Ensure Registration of Every Birth and Death"

o/c

स्थिति उत्पन्न हो । अपितु उन्हें एक ऐसी स्लिप जारी करे जिसमें जन्म मृत्यु की घटना के बारे में दर्शाया गया हो (Declaration of birth/death report) । इस संबंध में आपका ध्यान जन्म मृत्यु रजिस्ट्रीकरण अधिनियम, 1969 के प्रावधानों की ओर आकर्षित किया जाता है जहां कि जन्म अथवा मृत्यु प्रमाण जारी करने का अधिकार केवल रजिस्ट्रार/उपरजिस्ट्रार (जन्म-मृत्यु) को दिया गया है जो कि निर्धारित प्रपत्र में अधिनियम की धारा 12 व 17 में जारी किए जाते हैं ।

4. उपरोक्त संदर्भ में आपसे अनुरोध है कि आम नागरिक को जन्म एवं मृत्यु प्रमाण पत्र के लिए संबंधित रजिस्ट्रार से संपर्क करने के लिए कहें । इस संबंध में यह निर्देश जारी किया जाए कि "प्रत्येक निजी चिकित्सीय संस्थान एवं सरकारी संस्थान (जो पंजीकरण इकाई नहीं है) अपने सूचना पट्ट (Notice Board) पर यह सूचना मुद्रित कराए कि इस संस्थान < संस्थान का नाम > में घटित होने वाले समस्त जन्म व मृत्यु की घटना की सूचना रजिस्ट्रार (जन्म-मृत्यु) कार्यालय < पंजीकरण इकाई का नाम > को भेज दी गई है" तथा आप सभी से यह अनुरोध किया जाता है कि रजिस्ट्रार (जन्म-मृत्यु) कार्यालय से जन्म/मृत्यु प्रमाण पत्र प्राप्त करने की कृपा करें ।

5. इस कार्यालय को इस दिशा में उठाए गए कदमों से शीघ्र ही अवगत कराएं ।

(आर.के.गौतम)
उप महारजिस्ट्रार

सेवा में,

1. अपर महानिदेशक (सांख्यिकी), स्वास्थ्य एवं परिवार कल्याण मंत्रालय, निर्माण भवन, नई दिल्ली-110011
2. मुख्य रजिस्ट्रार (जन्म-मृत्यु) को इस अनुरोध के साथ कि अपने राज्य के समस्त चिकित्सा संस्थानों में इसका अनुपालन सुनिश्चित कराएं ।
3. महानिदेशक/निदेशक, चिकित्सा एवं स्वास्थ्य सेवाएं को इस अनुरोध के साथ कि सभी सरकारी/प्राइवेट अस्पतालों में इसका अनुपालन सुनिश्चित करवाने का कष्ट करें ।
4. समस्त जिला रजिस्ट्रार (जन्म-मृत्यु) सह जिलाधिकारी को इस अनुरोध के साथ कि सभी चिकित्सालयों में उपरोक्त परिपत्र का अनुपालन करवाने का श्रम करें ।
5. संयुक्त/उप निदेशक, जनगणना कार्य निदेशालय

O/C

English Version

No. 1/12/2014- VS (CRS)
भारत सरकार
Government of India
गृह मंत्रालय
Ministry of Home Affairs
भारत के महारजिस्ट्रार का कार्यालय
Office of the Registrar General, India
वी.एस.डिवीजन, पश्चिमी खंड-1, आर.के.पुरम., नई दिल्ली-110066
Tele Fax: 26104012 Email-drq-crs.rgi@censusindia.gov.in Dated 24-02-2016

Subject: Explanation regarding birth-death certificate being issued by the Medical Institutions.

As you are aware that it is clearly mentioned under section 8(1)(b) of RBD Act, 1969, all the incidents of birth and deaths that have taken place in the Govt. hospitals (if registration unit is not there), private hospital and nursing home etc., it is the responsibility of the medical institution's in charge to inform about them to the concerned Registrar (birth & death). These medical institutions are felicitated with the prescribed birth, still birth and death reporting forms, through which required information for registration must be send to the Registrar (birth-death) within time. After registering the event, Registrar/Sub registrar (birth-death) issues birth or death certificate in prescribed form no. 5 & 6 respectively.

2. In this context it is usually seen that many medical institutions specially private Institutions do not report the birth-death event occurred in their Institute, to the Registrar (birth & death) and an informal certificate bearing birth and death certificate, is issued to the concerned family, while leaving the hospital which is not a legal certificate, whereas the concerned person assumes it as legal birth or death certificate. In view of this, the public could not get the formal birth-death certificate issued under the RBD Act by the Registrar in the prescribed time limit. Consequently they have to face lot of difficulties to get the certificate after few years.

3. Keeping in view the circumstances, it has been decided that medical institutions, specially the private one's be directed in such a manner so that they must ensure to provide the desired information of birth, still birth and death occurred under their area, to the concerned Registrar of birth & death within time and they must not issue any such certificate to the public that bears "birth or death certificate" printed on it, which create inconvenience to the public. However, they may issue a slip that shows the incidence of birth-death (i.e. Declaration of birth/death report). In this connection, your attention is invited to the provisions of section 12 and 17 of the Registration of Birth-Death (RBD) Act 1969 through which birth and death certificates are issued in the prescribed formats.

प्रत्येक जन्म एवम् मृत्यु का पंजीकरण सुनिश्चित करें/
"Ensure Registration of Every Birth and Death"

4. In view of the above context, you are requested to inform the general public to contact the concerned Registrar for birth-death certificate. In this regard, instructions should be issued for "each private medical institution and govt. institution (which is not a registration unit) to print a notice that this institution <name of the institution > has sent the information of all birth and death events to the Registrar (births/deaths) office <name of the registration unit> and all are requested to collect the birth/death certificate from the office of the concerned Registrar of birth and death.

5. This office may be appraised about the steps taken in this regard.

(R.K.Gautam)
Deputy Registrar General

Copy to :

1. Addl. Director General (Statistics), Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi-110011.
2. Chief Registrar (birth-death) with the request to ensure its compliance in all the medical institutions of their State.
3. Director Generals/Directors, Medical & Health Services with request to ensure its compliance in all the Govt./Private hospitals.
4. All District Registrars (birth-death) with the request to implement the above circular in all the hospitals.
5. JDCO/DDCO, All DCOs.

प्रत्येक जन्म एवम् मृत्यु का पंजीकरण सुनिश्चित करें/
"Ensure Registration of Every Birth and Death"

Government of India
Ministry of Home Affairs
Office of the Registrar General of India
2-A Man Singh Road, New Delhi

No. 2/6/2017-VS(CRS) Dated 3rd November, 2017

Circular

Subject: Monitoring Vital Rates – Action to be taken

The Civil Registration System (CRS) in India is governed by the Registration of Births and Deaths (RBD) Act 1969. The Registrar General, India (RGI) at central level coordinates and unifies the activities of registration throughout the country. The implementation of the statute is vested with the State Governments who have appointed Chief Registrar of births and deaths for this purpose. Births and deaths statistics are key variables in national policy formulation and play a critical role in population dynamics. These vital statistics are invaluable for planning, monitoring and evaluating various programmes related to primary health care, family planning, maternal and child health, education and public housing etc.

2. In accordance with the RBD Act, every Local Registrar sends a monthly report along with statistical part of the reporting forms to the District Registrar who compiles district-wise information and sends it to the Chief Registrar in accordance with the mechanism as may have been prescribed in each State/UT. Significantly a large number of States and UTs have now completely computerised the framework of birth and death registration in their respective States/UTs and MIS report gets generated from the system. There are few States where the birth and death registration is partially computerised, and few States where the level of computerisation is low and still follows a manual system of birth/death registration and reporting framework through forms.

3. It is now proposed to calculate some of the Vital Rates through data of CRS in all States and UTs both at the district and at the State level beginning the 2018 (1st January,2018 to 31st December, 2018). These indicators are Infant Mortality Rate (IMR), Under-five Mortality Rate, Still Birth Rate and Sex ratio at Birth. The vital rates generated through CRS are exact and real data certified by registering authority and therefore, legally admissible. These vital rates will prevail over any other estimates that may be done for proxy purposes due to lack of data. The Chief Registrar of the respective State will ensure that month-wise data is compiled by the District Registrar for each district and a copy of the same is also sent to the Director of Census Operation for the purposes of record. The States and UTs who have achieved 100% computerisation will be able to generate this data from their existing architecture.

4. The States using the manual registration need to ensure that the registration data is sent timely and accurately from the registration unit to the office of the District Registrar and subsequently to the Chief Registrar to

facilitate calculation of the vital indicators. Some changes in the reporting formats have accordingly been made by this office summarised as under:-

(I) Methodology of calculating vital indicators at District / State / UT Level (Annexure 1).
(II) Roles and responsibilities of Registration Functionaries and DCO (Annexure 2).
(III) Summary Monthly Report (forms 11, 12 and 13) to be sent by the Local Registrar to the District Registrar (Annexure 3).
(IV) The Report format for compilation of births and deaths in each district month-wise to be sent by the District Registrar to the Chief Registrar of the State with a copy to the Director of Census Operations (DCO) of ORGI (Annexure 4).
(V) The Report format for compilation of births and deaths in the state by the Chief Registrar of the State (Annexure 5).

With regards,

(Sailesh)
Registrar General , India

To

The Chief Secretary / Administrator
All States / Union Territories

No. 2/6/2017-VS(CRS) Dated: 03.11.2017

Copy for information and further necessary action to:

The Chief Registrar (Births and Deaths),

All States / Union Territories

(Manoj Kumar)
Dy. Registrar General (CRS)
manojISS9.rgi@nic.in

Annexure 1

Methodology of Calculating Vital Indicators at District / State / UT Level

The CRS data recorded by the Registration Units in the preceding month need to be submitted by the District Registrar to the Chief Registrar by 10th of every month.

The method of calculating the vital indicators annually is given as under:

$$\text{Sex Ratio at Birth (SRB)} = \frac{\text{Number of female births registered during the year}}{\text{Number of male births registered during the year}} \times 1000$$

$$\text{Infant Mortality Rate (IMR)} = \frac{\text{Number of infant deaths during the year}}{\text{Number of live births during the year}} \times 1000$$

Under-five Mortality Rate = The under-five mortality is the probability ($_5q_0$) that a child born in a specific year or time period will die before reaching the age of five, subject to current age specific mortality rates. It is expressed as a rate per 1,000 live births.

$$\text{Still Birth Rate (SBR)} = \frac{\text{Number of still births during the year}}{\text{Number of live births \& } \textit{still births during the year}} \times 1000$$

Annexure 2

Roles and responsibilities of Registration Functionaries and DCO

Step 1: Registrar should ensure accuracy and completeness of Form 1, 2 and 3 and send the statistical part of these forms to the District Registrar by 5th of every month.

Step 2: Registrar shall fill form11, 12 and13 and send to District Registrar by 5th of every month. The revised forms have been attached in **Annexure 3.**

Step 3: District Registrar shallcompile the data from forms 11, 12 and 13 as per the format in**Annexure 4** and send to Chief Registrar and State Directorate of Census Operations (DCO) by 10th of every month.

Step 4: The DCO and Chief Registrarshall compile district-wise data and prepare the monthly reports as per the format in **Annexure 5**and send it to ORGI by 15th of every month.

Annexure 3

FORM No. 11 *(See Rule 14)*
SUMMARY MONTHLY REPORT OF BIRTHS

1. Report for the Month of: _____ Year_____
2. District:
3. Town/ Village:
4. Registration Unit:
5. Details of Births Registered during the month:

Male	Female	Total 1 + 2
1	2	3

*Total should be equal to the number of statistical part of Birth Report Forms (Form No.1) attached with this monthly report.

Signature & Name
of the Registrar

Dated:
Submitted to the District Registrar

FORM No. 12 *(See Rule 14)*

SUMMARY MONTHLY REPORT OF DEATHS

1. Report for the Month of: _____ Year_____
2. District:
3. Town/ Village:
4. Registration Unit:
5. Details of Deaths Registered during the month:

Deaths (Including all Infant & Child Deaths)			**Infant Deaths (Age less than 1 year)**			**Child Deaths (Age 1 year or more but less than 5 years)**		
Male	**Female**	**Total (1 + 2)**	**Male**	**Female**	**Total (4 + 5)**	**Male**	**Female**	**Total (7 + 8)**
1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**

*Total should be equal to the number of statistical part of Death Report Forms (Form No.2) attached with this monthly report.

Signature & Name
of the Registrar

Dated:
Submitted to the District Registrar

FORM No. 13 *(See Rule 14)*

SUMMARY MONTHLY REPORT OF STILL BIRTHS

1. Report for the Month of: _____ Year_____
2. District:
3. Town/ Village:
4. Registration Unit:
5. Details of Still Births Registered during the month:

Male	Female	Total (1 + 2)
1	2	3

*Total should be equal to the number of statistical part of Still Birth Report Forms (Form No.3) attached with this monthly report.

Signature & Name
of the Registrar

Dated:
Submitted to the District Registrar

Annexure 4

Registered Births, Deaths, Infant Deaths and Still Births district/month-wise information of States/UTs

State: **District:** **Month:** **Year:**

Rural/Urban	No. of Registration Units (RUs)	No. of RUs who have submitted monthly return	Level of Reporting (%) (3 / 2 *100)	No. of Registered Births			No. of Registered Deaths			No. of Infant Deaths (Less than 1 year)			No. of Child Deaths (Age 1 Year or More but Less than 5 years)			No. of Registered Still Births		
				Male	Female	Total (5 + 6)	Male	Female	Total (8 + 9)	Male	Female	Total (11 + 12)	Male	Female	Total (14 + 15)	Male	Female	Total (17 + 18)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Rural																		
Urban																		
Total																		

Annexure 5

Registered Births, Deaths, Infant Deaths and Still Births district/month-wise information of States/UTs

State: **Month:** **Year:**

District Name	Rural/Urban	No. of Registration Units (RUs)	No. of RUs who have submitted monthly return	Level of Reporting (%) (4 / 3 *100)	No. of Registered Births			No. of Registered Deaths			No. of Infant Deaths (Less than 1 year)			No. of Child Deaths (Age 1 year or more but Less than 5 years)			No. of Registered Still Births		
					Male	Female	Total (6 + 7)	Male	Female	Total (9+ 10)	Male	Female	Total (12 + 13)	Male	Female	Total (15 + 16)	Male	Female	Total (18 + 19)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
District 1	Rural																		
	Urban																		
	Total																		
District 2	Rural																		
	Urban																		
	Total																		
District n	Rural																		
	Urban																		
	Total																		
State Rural																			
State Urban																			
State Total																			

F.No. 1/12/2018 VS (CRS)

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE REGISTRAR GENERAL, INDIA

V.S. Division, West Block –I, R.K. Puram, New Delhi-110066

E-mail: drg[dash]crs[dot]rgi[at]nic[dot]in

Dated 28th July, 2021

To,

The Chief Registrars of all States/UTs

Subject: Advisory regarding registration of births and deaths.

Sir/Madam,

You may be aware that registration of births and deaths in the country is being done under the provisions of Registration of Births and Deaths (RBD) Act, 1969 and corresponding State rules. The events of births, still births and deaths are registered at the place of occurrence of the event i.e. where the event took place.

2. The Registrar General, India (RGI) at central level coordinates and unifies the activities of registration throughout the country. The contemporary system is State governed and implementation of the statute is vested with the State Governments, which appoints Chief Registrar as the chief executive authority at State level for this purpose. At district level, the District Registrar of births and deaths is responsible for carrying into execution the provision of RBD Act and Rules in respective district and at the local area level, the Registrar has the responsibility to register the event by entering the information related to births and deaths occurred in his/her area of jurisdiction and issue the birth and death certificate from relevant registration records to the informant.

3. A few State Governments have reported issuance of fake birth and death certificates including misuse of User/Login ID and password created in the existing portal/software developed for online registration of birth and death, by unauthorized persons. This has resulted into registration of criminal cases in some instances by the concerned registration authorities.

4. To avoid misuse of online portal User/Login IDs, the details of active users (State/District/Registration Units/Hospitals etc), may be checked, verified and updated on regular basis in the database preferably every month. If any user is found inactive (i.e. at present not using the portal/software but user/login Id was generated), it may be immediately removed from the database of respective portal/software. It is also requested to issue instructions to all users not to share password, periodically change the password and to update the credentials on portal.

5. It may be ensured that the birth and death certificates are issued as per the provisions of the RBD Act, 1969 and rules framed thereunder. In case of misuse of User/login ID and password of any user or fake registration, the Chief Registrar should take appropriate legal action, required under the law.

6. As the head of the registration system, the Chief Registrar is responsible for organizational and operational aspects of the Act for effective functioning of the registration system in the State. It is, therefore, requested that the legal provisions of the RBD Act, 1969 and procedures laid down under the rules for registration along with the above instructions may be brought to the notice of all registration authorities for compliance.

Yours faithfully,

(Sandhya Singh)
Deputy Registrar General (CRS)

Copy to:

(i) The Chief Secretaries of all States/UT's for information and necessary action.

(ii) The Directors of all DCOs for follow up.

F.No. 1/12/2018 VS (CRS)
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE REGISTRAR GENERAL, INDIA
V.S. Division, West Block –I, R.K. Puram, New Delhi-110066
E-mail: drg-crs.rgi@nic.in

Dated 24th Dec., 2021

To,

The Chief Registrars of all States/UTs

Subject: Advisory regarding registration of births and deaths.

Sir/Madam,

Please refer to this office letter of even number dated 28th July 2021 (copy attached) vide which an advisory was issued to all states/UTs for taking precautionary measures in registration of births and deaths in order to avoid misuse of online portal credentials i.e. User ID and password. In said advisory, the State governments and Administrators were requested to issue necessary instructions to all the registration authorities, not to share password with any person, periodically change the password and update the credentials in the existing portal/ software developed for online registration of birth and deaths. The said advisory was followed by a reminder dated 29th September, 2021 and in this context, a Press Note was also issued in October, 2021.

2. In spite of aforesaid instructions, it has come to the notice of this office that some unauthorized persons, by misusing Login ID/ Passwords, have issued fake birth/death certificates in few cases through online portal/website. Also, few instances have been reported that existing portal/software developed for online registration of birth and death has come under phishing attacks. Thus, fake portal/websites have been designed with the aim to steal and misuse User/Login ID and password for issuance of fake birth and death certificates. Consequently, some criminal cases have been registered by the concerned registration authorities.

3. In view of the above, it is requested that any such matter, if reported or otherwise, may be taken up with the concerned authority to conduct a proper inquiry and take appropriate action required under the law. ORGI would provide assistance in the said inquiry, if required.

4. In this respect, all registration authorities may be directed to exercise due diligence while accessing the existing portal/software and ensure that they enter the complete and correct Uniform Resource Locator (URL) of the website/portal. Further, as reiterated in the past, login credentials of the active users (State/District/Registration Units/Hospitals etc) may be checked, verified and updated on regular basis. You are also requested to sensitize general public, at large, about the URL of the official website of births & deaths registration through necessary publicity measures. The general instructions for handling of login ID and password along with Dos and Don'ts for the users of Portal/website is attached as Annexure-A for compliance.

Yours faithfully,

Encl: As above.

(Sanjeev Kumar)
Addl. Registrar General (CRS)

Copy to:

(i) The Chief Secretaries of all States/UTs for information and necessary action.

(ii) The Directors of all DCOs to follow up with the concerned Chief Registrar. Further, the Annexure-A is to be translated in local language and to be given to Chief Registrars for further circulation among the Registration Authorities.

(A. K Pandey)
Joint Director (CRS)

General Instructions
FOR HANDLING OF USER/LOGIN ID AND PASSWORD IN PORTAL/WEBSITE

ORGI CRS portal (https://crsorgi.gov.in) is highly secure with CAPTCHA challenge response to prevent and handle the robotic cyber-attacks as well as page authenticity is highly encrypted and private. Accordingly, the existing portal/website developed for online registration of births and deaths in states/UTs must be run under Secure Socket Layer (SSL). The two factor authentication must be set for Users of the portal/websites.

Safe custody and safe methodology for User/Login ID activation is the primary requirement to deal with IT security threats so there is a need of Standard Operating Procedure (SOP) for secure custody and handling of User/Login ID in Portal/website as well as security of email ID and mobile number linked with portal user's Profile. This document contains the SOP guidelines along with DO's and DON'Ts for the users of Portal/website developed for online registration of births and deaths.

For USERS: Registrar/Institutions/Data Entry Operator

1. Login id and password to be kept strictly confidential and should not be written on any document.
2. Email id and Mobile number registered in user's profile must be certified in records before use.
3. Email-id and mobile number as given in profile must remain in use and activated.
4. Only registered email id and Mobile number may be used for official communications while contacting user administrator.
5. Prefer ink signed letter in email message if email is regarding activation of email id and reset of password.
6. Compromise of portal id/password, profile email id and issue of fake B&D certificates must be reported by ink signed letter to the concerned authority for immediate action like deactivation of user id without fail as well as matter should be reported to the nearest police station/cyber-crime cell through proper channel.

For USERS: Chief Registrar and District Registrar

1. Login id and password to be kept strictly confidential and should not be written on any document.
2. Email id and mobile number registered in user profile must be certified in records before use.
3. Prefer to use only official email id (@gov.in) in profile.
4. Email-id and mobile number as given in profile must remain in use and activated.
5. Only registered email id may be used for official communications while contacting user administrator at State level/ORGI. Prefer ink signed communications.
6. Compromise of portal id/Password, profile email id and mobile number and issue of fake B&D certificates must be reported by ink signed letter to the concerned authority for immediate action like deactivation of user id without fail as well as matter should be reported to the nearest police station/cyber-crime cell through proper channel.

DO'S

1. Keeping built-in windows defender firewall always ON is a good practice to secure your PC even if third-party Antivirus is installed. It will ensure double safety of your PC.
2. Always lock your PC with Win+L key even on short TEA break.
3. Always logout from the Portal when your task is completed.
4. Authorized PC can only be used by Operator and Registration authority even working in Office environment.
5. User Profile of all the Operators/Registrars/Informants may be verified from time to time. Specially verify the registered email ID and Mobile number for authenticity.
6. Email ID as mentioned in the profile of Registrars and Operators must be authenticated and certified to ensure the security of the login IDs.
7. Password to be changed periodically and log to be maintained but password should not be mentioned in the log book etc.
8. Please make your user ID, Password strong and long.
9. Use Alpha-Numeric, Special Character etc to create password for your user ID.
10. After transfer, make sure to reset your user ID's password as per the prescribed procedure.
11. Before login into portal, kindly confirm the complete and correct URL. Any other similar looking website must be reported to police as well as to Chief Registrar and Cyber Crime Cell.

DON'Ts

1. Do not store your Password in the browser. If it is saved by mistake please remove/Clear password entry from the Browser's settings.
2. Never use Anonymous/unauthenticated third Party browser. Use Standard browsers like Internet Explorer, Chrome, and Firefox only.
3. Do not logon to Portal from Public Computer/Cyber café, own mobile device even if you are an authorized user.
4. Please don't install remote access software like Remote Desktop, Team viewer, Any-desk etc. on your Office PC.
5. No password disclosure in the email communication to be made by Registrars and Operators while communicating with admin users.
6. Do not keep your password in your mobile, nor take a photo of it.
7. Do not share password with anyone.
8. Do not open attachments of unknown email in your PCs.
9. Don't login or click any similar looking link/website.

****

तार : 'जनगणना'
Telegram : "REGGENLIND"
e-mail : rgcrs@rgi.satyam.net.in

117/C&VE

1/C

सं0/NO.1/12/87-VS(Cord.-HP)

भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS/GRIH MANTRALAYA
भारत के महारजिस्ट्रार का कार्यालय
OFFICE OF THE REGISTRAR GENERAL, INDIA
जीवनांक प्रभाग, पश्चिमी खण्ड I, रामकृष्णपुरम्
VITAL STATISTICS DIVISION, WEST BLOCK 1, R.K. PURAM,

नई दिल्ली, दिनांक_____
New Delhi, the September 7, 2000

To

Chief Registrar of Births & Deaths
(H.Q.) and Director,
Bureau of Economics & Statistics,
National Capital Territory of Delhi,
Old Secretariat, Room No. 148,
DELHI - 110054.

Sub : Clarification regarding registration of death of a missing person.

Sir,

The Office of the Registrar General, India has been receiving a number of letters from Chief Registrar's Office of the various states, seeking clarifications regarding registration of death of missing persons presumed and declared to be dead by the court of law on expiry of a period of seven years from the date of their missing. In case of registration of these persons it is not clear as to how the date and place of death of missing persons will be determined. The matter was referred to the Ministry of Law & Justice and the relevant portion of its advice is given below.

Section 107 and 108 of the Evidence Act, 1872 deals with burden of proof and presumption as to whether the person is dead or alive. The Honorable Supreme Court in Jayalakshmi Ammal vs R. Gopala Pathar AIR 1995 S.C., 999 has held that there is no presumption under Section 108 that the person died on a particular date or on expiry of seven years. Ordinarily, a person unheard of for the statutory period shall be presumed to be dead on expiry of seven years and not earlier.

So far as the determination of the date and place of death of a person who is missing for more than seven years is concerned is a question of fact and may be determined by the competent court/authority on the basis of oral and documentary evidence produced before him in this regard. Since the RBD Act and Rules are silent on the question of determination of date and place of death of a missing person, the date determined by the Court in a declaratory suit, as may be filed for this purpose can be relied upon.

Yours faithfully,

(Nand Lal)
Senior Research Officer

सं./No. 8/4/2011- VS (CRS)
भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS
भारत के महारजिस्ट्रार का कार्यालय
जीवनांक प्रभाग, पश्चिमी खण्ड-1, रामकृष्ण पुरम्, नई दिल्ली - 110066
OFFICE OF THE REGISTRAR GENERAL, INDIA
V.S. Division, West Block –I, R.K. Puram, New Delhi – 110066
Tele-fax: 26104012 E-mail – drg-crs.raj@censusindia.gov.in

Dated - 29th December, 2011

To

The Chief Registrar of Births and Deaths
All States/UTS

Sub: Clarification regarding determination of place and date of death of a missing person.

Sir,

Please refer to this office letter no. 1/12/87 – VS (Cord - HP) dated 07.09.2000 which was issued in respect of determination of place and date of death of a missing person, wherein, It was specified that under Section 108 of Indian Evidence Act 1872, a person who is unheard for more than seven years is presumed to be dead and said section does not speak about the date and place of death. the date and place of death of a missing person has to be determined by the competent Court / authority on the basis of oral and documentary evidence produced before the Court. However, now a days, it has came to the notice of this office through various State Governments that the respective Courts are not mentioning the date and place of death of a missing person in its order which create problem in registration of death of the missing person.

2. In view of the above, this issue has been referred to the Union Ministry of Law & justice for their advice. The Ministry has adviced that –

> *The earliest date to which the* ***death can be presumed can only be the date when the suit or claim of that right is filed as*** *has been held in the matter of Jeshankar vs Bai Divali, reported in (1920) 22 Bom Lr 771. The issue has been made more clear on the point of date of death in the matter reported in AIR 1945 Madras 440 Bhagat vs. LIC, Madras wherein it was observed that in the absence of probable motive of foul play or accident one has to speculate as to the cause of his disappearance, and it could not be presumed that he was dead, on the date of his disappearance and in the absence of proof that he was alive the only conclusion possible is that he was at the time the question arose (date of plaint).*

In view of the foregoing when the provisions of Section 13(3) of the Act are specific that registration will be on the basis of court order, an entry be made in the relevant record on the basis of court order only and as has been held by the courts the date of death may be mentioned on which plaintiff approached to the Court.

3 In view of the above, you are therefore requested to circulate the contents of this letter to all the district and local level registration authorities to enable them to register the death of a missing person. This office may also be appraised about the action taken in this regard along with the copy of instructions issued to the registration functionaries.

Yours faithfully

(P.A. Mini)
Deputy Registrar General (CRS)

हिन्दी रूपान्तर

सं.8/4/2011-वीएस-सीआरएस

भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय

MINISTRY OF HOME AFFAIRS

भारत के महारजिस्ट्रार का कार्यालय

जीवनांक प्रभाग,पश्चिमी खंड-1, आर.के.पुरम, नई दिल्ली - 110066

OFFICE OF THE REGISTRAR GENERAL, INDIA

V.S. Division, West Block-1, R.K.Puram, New Delhi-110066

दूरभाष-26104012,ई-मेल-drg-crs.rgi@censusindia.gov.in

दिनांक: 29 दिसम्बर, 2011

सेवा में,

मुख्य रजिस्ट्रार, (जन्म-मृत्यु)
सभी राज्य/संघ राज्य क्षेत्र

विषय: किसी गुमशुदा व्यक्ति की मृत्यु के स्थान और तारीख के निर्धारण के संबंध में स्पष्टीकरण ।

महोदय,

कृपया इस कार्यालय के दिनांक 07.09.2000 के पत्र सं.1/12/87-वीएस (कोर्ड-एचपी) का संदर्भ लें जो कि किसी गुमशुदा व्यक्ति की मृत्यु के स्थान और तारीख के निर्धारण के संबंध में जारी किया गया था जिसमें यह विनिर्दिष्ट किया गया था कि भारतीय साक्ष्य अधिनियम, 1872 की धारा 108 के अन्तर्गत कोई ऐसा व्यक्ति जिसके संबंध में सात वर्ष से अधिक समय से कोई जानकारी नहीं मिली हो उसे मृत मान लिया जाता है, उक्त धारा मृत्यु की तारीख और स्थान के विषय में कुछ नहीं कहती है, किसी गुमशुदा व्यक्ति की मृत्यु की तारीख और स्थान का निर्धारण न्यायालय के समक्ष प्रस्तुत मौखिक एवं दस्तावेजी साक्ष्य के आधार पर सक्षम न्यायालय/प्राधिकरण द्वारा निर्धारित किया जाना होता है । तथापि, विभिन्न राज्य सरकारों के माध्यम से इस कार्यालय को पता चला है कि आजकल संबंधित न्यायालय अपने आदेश में किसी गुमशुदा व्यक्ति की मृत्यु की तारीख और स्थान का उल्लेख नहीं कर रहे हैं जिससे गुमशुदा व्यक्ति की मृत्यु के पंजीकरण में समस्या उत्पन्न होती है ।

2. उपर्युक्त को ध्यान में रखते हुए इस मुद्दे को केन्द्रीय विधि एवं न्याय मंत्रालय के पास उनकी सलाह के लिए भेजा गया था । मंत्रालय ने सलाह दी है कि -

जैसा कि (1920) 22 बॉम् एलआर 771 में सूचित जैशंकर बनाम बाई दिवाली के मामले में निर्णय किया गया है **वह प्रारंभिक तारीख जिसे मृत्यु की तारीख माना जा सकता है केवल वही तारीख हो सकती है जिस तारीख को अधिकार संबंधी वाद अथवा दावा दायर किया गया हो ।** एआईआर 1945 मद्रास 440 में सूचित भगत बनाम एल आई सी, मद्रास मामले में मृत्यु की तारीख के बिन्दु पर इस मामले को और भी अधिक स्पष्ट किया गया है जिसमें यह टिप्पणी की गई थी कि षडयंत्र के संभाव्य उद्देश्य के अभाव अथवा दुर्घटना का मामला न होने पर किसी की गुमशुदगी के कारण का अनुमान ही लगाया जा सकता है और यह नहीं माना जा सकता है कि अपनी गुमशुदगी की तारीख को वह मर चुका था और उसके जीवित होने के प्रमाण के अभाव में केवल यही एक निष्कर्ष संभव है कि प्रश्न उठने के समय (वाद की तारीख) वह मर चुका था ।

उपर्युक्त को ध्यान में रखते हुए जब इस अधिनियम की धारा 13(3) के प्रावधान इस बात पर विशेष बल देते हैं कि पंजीकरण न्यायालय के आदेश के आधार पर होगा, संबंधित रिकार्ड में केवल न्यायालय के आदेश के आधार पर ही प्रविष्टि की जाए और जैसा कि न्यायालयों ने निर्धारित किया है कि उस तारीख को मृत्यु की तारीख कहा जाए जिस तारीख को वादी ने न्यायालय की शरण ली थी ।

3. अतः उपर्युक्त को ध्यान में रखते हुए आपसे इस पत्र की विषयवस्तु को सभी जिला एवं स्थानीय स्तर के पंजीकरण प्राधिकरणों को परिचालित करने का अनुरोध किया जाता है ताकि वे गुमशुदा व्यक्तियों की मृत्यु का पंजीकरण कर सकें । इस संबंध में की गई कार्रवाई से इस कार्यालय को भी अवगत करवाया जाए साथ ही पंजीकरण पदधारियों को जारी किए गए अनुदेशों की एक प्रति भी भेजी जाए ।

भवदीया,

पी.ए.मिनी

(पी.ए.मिनी)
उप महारजिस्ट्रार (सीआरएस)

Speed Post

सं./ No 8/4/2011- VS (CRS))
भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS
भारत के महारजिस्ट्रार का कार्यालय
OFFICE OF THE REGISTRAR GENERAL, INDIA
जीवनांक प्रभाग, पश्चिमी खण्ड-1, रामकृष्ण पुरम, नई दिल्ली - 110066
V.S. Division, West Block –I, R.K. Puram, New Delhi – 110066
दूरभाष-फैक्स/Tele-fax.No.26104012 E-mail – drg-crs.rgi@censusindia.gov.in

Dated 26-09-2012

To

All Chief Registrar of Births and Deaths

Sub: Clarification regarding determination of place of death of a missing person.

Sir,

Please refer to this office letter of even number dated 29th December, 2011 vide which a clarification was issued on determination of date of death of missing person in such cases where date of death is not mentioned in court order.

2. In response to above clarification, few State Governments have raised certain query on determination of place of death in such situation, where Court has not mentioned the place of death in its order. In view of the above, this office has again referred the matter to Union Law Ministry for their advice. The Ministry has advised that:

When provisions of Section 13(3) of the RBD Act, 1969 provide for registration of death in such cases by the competent court orders only and when 'date of death' may be mentioned as the date when plaintiff approached the court, it appears to be prudent that ***'place of death' may be that place where plaintiff approached the court.*** *In case of ambiguity, suitable clarifications may be sought from the Court itself.*

3. This letter is issued in continuation of this office letter of even number dated 29th December, 2011 with a request to circulate the contents of this letter to all the district and local level registration authorities to enable them to register the death of a missing person. This office may also be appraised about the action taken in this regard alongwith the copy of instruction issued in this regard.

Yours faithfully
S/d
(P.A. Mini)
Deputy Registrar General (CRS)

हिन्दी रूपान्तर

सं. 8/4/2011-जीवनांक(सि.र.प्र.)

भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS
भारत के महारजिस्ट्रार का कार्यालय
OFFICE OF THE REGISTRAR GENERAL, INDIA
जीवनांक प्रभाग, पश्चिमी खंड-1, आर.के.पुरम, नई दिल्ली-110066
V.S.DIVISION, WEST BLOCK-1, R.K.PURAM, NEW DELHI-110066
दूरभाष-फैक्स/Tele-fex.No. 26104012 E-mail - dre.crs.rgi@censusindia.gov.in

दिनांक: 22.10. 2012

सेवा में

सभी मुख्य रजिस्ट्रार, जन्म एवं मृत्यु

विषय : गुमशुदा व्यक्ति के मृत्यु के स्थान के निर्धारण संबंधी स्पष्टीकरण ।

महोदय,

कृपया इस कार्यालय के समसंख्यक पत्र दिनांक 29 दिसम्बर, 2011 का अवलोकन करें जिसके द्वारा गुमशुदा व्यक्ति के मामले में न्यायालय के आदेश में मृत्यु की तारीख का उल्लेख न होने की स्थिति में मृत्यु की तारीख के निर्धारण के संबंध में स्पष्टीकरण जारी किया गया था ।

2. इस स्पष्टीकरण के प्रत्युत्तर में कुछ राज्य सरकारों ने न्यायालय के आदेश में मृत्यु के स्थान का उल्लेख न होने की स्थिति में मृत्यु के स्थान के निर्धारण के संबंध में कतिपय जानकारी मांगी थी । उपर्युक्त के आलोक में इस कार्यालय द्वारा इस मामले को परामर्श के लिए पुन: केन्द्रीय विधि मंत्रालय को भेजा गया । मंत्रालय ने परामर्श दिया कि :

'जन्म एवं मृत्यु रजिस्ट्रीकरण अधिनियम, 1969 की धारा 13(3) में प्रावधान है कि ऐसे मामलों में मृत्यु का रजिस्ट्रीकरण केवल सक्षम न्यायालय के आदेश द्वारा ही किया जाएगा और 'मृत्यु की तारीख' वह होगी जिस तारीख को वादी न्यायालय में गया तो ऐसे में यह उपयुक्त होगा कि 'मृत्यु का स्थान' वह स्थान हो सकता है जहां वादी न्यायालय में गया । अस्पष्टता के मामले में न्यायालय से ही उपयुक्त स्पष्टीकरण प्राप्त किया जा सकता है ।"

3. यह पत्र इस कार्यालय के दिनांक 29 दिसम्बर, 2011 के समसंख्यक पत्र के अनुक्रम में इस अनुरोध के साथ जारी किया जा रहा है कि इस पत्र के विषय से सभी जिला और स्थानीय स्तर के रजिस्ट्रीकरण प्राधिकारियों को अवगत करा दें ताकि वे गुम हुए व्यक्ति की मृत्यु दर्ज कर सकें । इस संबंध में की गई कार्रवाई से एवम् इस संबंध में जारी किए गए अनुदेश की प्रति से इस कार्यालय को अवगत कराएं ।

भवदीय,

(अजय खन्ना)
उप निदेशक (सी.आर.एस.)

सं. 8/4/2011-जीवनांक(सि.र.प्र.)

हिन्दी रूपान्तर

भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS
भारत के महारजिस्ट्रार का कार्यालय
OFFICE OF THE REGISTRAR GENERAL, INDIA
जीवनांक प्रभाग, पश्चिमी खंड-1, आर.के.पुरम, नई दिल्ली-110066
V.S.DIVISION, WEST BLOCK-1, R.K.PURAM, NEW DELHI-110066
दूरभाष-फैक्स/Tele-fex.No. 26104012 E-mail - drg.crs.rgi@censusindia.gov.in

Received
Diary No. 3422-IDES
Date 30-X-2012

दिनांक: 22.10. 2012

सेवा में

सभी मुख्य रजिस्ट्रार, जन्म एवं मृत्यु

विषय : गुमशुदा व्यक्ति के मृत्यु के स्थान के निर्धारण संबंधी स्पष्टीकरण ।

महोदय,

कृपया इस कार्यालय के समसंख्यक पत्र दिनांक 29 दिसम्बर, 2011 का अवलोकन करें जिसके द्वारा गुमशुदा व्यक्ति के मामले में न्यायालय के आदेश में मृत्यु की तारीख का उल्लेख न होने की स्थिति में मृत्यु की तारीख के निर्धारण के संबंध में स्पष्टीकरण जारी किया गया था ।

2. इस स्पष्टीकरण के प्रत्युतर में कुछ राज्य सरकारों ने न्यायालय के आदेश में मृत्यु के स्थान का उल्लेख न होने की स्थिति में मृत्यु के स्थान के निर्धारण के संबंध में कतिपय जानकारी मांगी थी । उपर्युक्त के आलोक में इस कार्यालय द्वारा इस मामले को परामर्श के लिए पुन: केन्द्रीय विधि मंत्रालय को भेजा गया । मंत्रालय ने परामर्श दिया कि :

जन्म एवं मृत्यु रजिस्ट्रीकरण अधिनियम, 1969 की धारा 13(3) में प्रावधान है कि ऐसे मामलों में मृत्यु का रजिस्ट्रीकरण केवल सक्षम न्यायालय के आदेश द्वारा ही किया जाएगा और 'मृत्यु की तारीख' वह होगी जिस तारीख को वादी न्यायालय में गया तो ऐसे में यह उपयुक्त होगा कि 'मृत्यु का स्थान' वह स्थान हो सकता है जहां वादी न्यायालय में गया । अस्पष्टता के मामले में न्यायालय से ही उपयुक्त स्पष्टीकरण प्राप्त किया जा सकता है ।

3. यह पत्र इस कार्यालय के दिनांक 29 दिसम्बर, 2011 के समसंख्यक पत्र के अनुक्रम में इस अनुरोध के साथ जारी किया जा रहा है कि इस पत्र के विषय से सभी जिला और स्थानीय स्तर के रजिस्ट्रीकरण प्राधिकारियों को अवगत करा दें ताकि वे गुम हुए व्यक्ति की मृत्यु दर्ज कर सकें । इस संबंध में की गई कार्रवाई से एवम् इस संबंध में जारी किए गए अनुदेश की प्रति से इस कार्यालय को अवगत कराएं ।

भवदीय,
अ० खन्ना
(अजय खन्ना)
उप निदेशक (सी.आर.एस.)

Speed Post

No. 1/12/2014 – VS (CRS)
भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS
भारत के महारजिस्ट्रार का कार्यालय
जीवनांक प्रभाग, पश्चिमी खण्ड-1, रामकृष्ण पुरम्, नई दिल्ली - 110066
OFFICE OF THE REGISTRAR GENERAL, INDIA
V.S. Division, West Block –I, R.K. Puram, New Delhi – 110066
Tele-fax: 26104012 E-mail – drg-crs.rgi@censusindia.gov.in,

Dated: 12-09-2014

CIRCULAR

Sub: Procedure for Registration of Death of Missing persons in Natural Calamities affected areas in Jammu & Kashmir.

The Ministry of Home vide its D.O. letter no. 11012/5/2014-K-I dated 10.9.2014, has requested the Registrar General and Census Commissioner, India to formulate a standard procedure for issuing death certificate after due inquiry in case of the missing persons of Jammu & Kashmir and other States in J & K floods. Accordingly, the following procedure is communicated for necessary action by the concerned Chief Registrars of Births and Deaths.

2. As per the provision of Section 7(2) of the Registration of Births and Deaths (RBD) Act, 1969, the registration of birth and death has to take place at the place of occurrence of the event. In normal circumstances, the death is registered only on the reports from persons mentioned in section 8 of the RBD Act, 1969. However, in extraordinary cases like the one in Jammu & Kashmir, reports from public servants after due enquiry can be made use of for registering the deaths.

3. As regards persons whose dead body has been found, it is needless to state that the normal process of issuing Death Certificates should be followed.

4. In case of missing persons, who in all likelihood have died but the dead body is not traceable, all reasonable efforts should be made to determine that the person has in all likelihood died in the natural calamity that occurred in Jammu & Kashmir. The following process of enquiry may be followed in this regard:

Process

The missing persons can be divided into the following categories:

i. Permanent residents of the flood affected villages and permanent residents of the nearby villages of Jammu & Kashmir who were present in the flood affected villages during the catastrophe.
ii. Residents of other districts of Jammu & Kashmir who were present in the flood affected villages during the catastrophe.
iii. Tourists from other States who were present in the flood affected villages during the catastrophe.

Process to be followed in the case of permanent residents of the flood affected villages and permanent residents of the nearby villages of Jammu & Kashmir who were present in the flood affected villages during the catastrophe.

1. A FIR/Missing Person Report should be filed by close relatives or next of kin at the place of residence of the person who is missing and presumed dead.

2. The FIR/Missing Person Report should be referred to the concerned Police Station under whose jurisdiction the person went missing. Notarised Affidavit regarding 'missing' should be filed by next of kin and should be kept as a permanent record.

3. The FIR/Missing Person Report should then be forwarded to the designated officer (Tahsildar/SDM) of the concerned area in Jammu & Kashmir along with report of Police Station and supporting documents for identification like ration card, family register, bank passbook etc.

4. The designated Officer should conduct a detailed enquiry regarding the missing person.

5. Based on the enquiry as detailed above the designated officer of Jammu & Kashmir should issue a speaking order regarding the provisional presumption of death.

6. The Designated Officer should then cause publication of the list of missing persons provisionally presumed dead in the Newspaper, Government Gazette in Hindi and English and also host the same on the Government Website for the purpose of obtaining Claims and Objections.

7. Claims and Objections should be received within 30 days

8. If no claim or objection is received within the time period, the Designated Officer should issue the Death Certificate.

9. The death certificate should be made available free of cost to the next of kin. The death certificate should also be sent to the Police Station where the FIR/Missing Person Report was filed.

10. In case of Claims and Objections, an appeal would lie with the Officer immediately superior to the Designated Officer (to be nominated by the State Government). After dealing with the appeal, speaking Orders should be sent to the Designated Officer who would then take appropriate action to issue the death certificate or deny it.

Process to be followed in case of residents of other districts of Jammu & Kashmir who were present in the flood affected villages during the catastrophe

1. 'FIR/Missing Person Report' should be filed by close relatives or next of kin at the place of residence in the originating district.

2. If FIR/Missing Person Report has already been filed in calamity affected areas of Jammu & Kashmir, the designated officer should forward the same to the designated Officer/SHO of the police station at the place of usual residence in the district of origin of the missing person, for local enquiry at their end.

3. Notarised Affidavit regarding 'missing' to be filed by next of kin and to be kept as a permanent record.

4. The enquiring officer in the originating district should conduct enquiry to establish the following facts:
   a) That the family members or relatives or friends of the person concerned had filed FIR/Missing Person Report well in time (before 30th September, 2014). If it is beyond, this time limit, the reasons for approaching the police late should be enquired.
   b) That the person concerned had travelled to the affected areas of Jammu & Kashmir before 4th September 2014.
   c) That the person has been missing after his departure for affected district.
   d) The enquiry report should be sent to the concerned Designated Officer at the affected areas of Jammu & Kashmir.

5. Based on the enquiry report of the officer in the originating district, the Designated Officer in affected areas of Jammu & Kashmir should further enquire into the fact of disappearance of the persons concerned, by looking into the database of missing persons maintained by the missing persons cell at Jammu and Srinagar by the State Government. He should also take into account all available information including the Statements of witnesses if any and last call data and other relevant data from mobile phone service providers to arrive at a conclusion regarding the death of the person. All available evidences may be taken into consideration before concluding whether the person has died or not. This may include police reports, enquiries from relief camps and affidavit submitted by the close relatives/next of kin etc.

6. Based on the enquiry as detailed above the designated officer of affected areas may issue a speaking order regarding the provisional presumption of death. This order should be communicated to the Designated Officer in the Originating district.

7. On receipt of such Order, the Designated Officer in the originating district should cause publication of the list of missing persons presumed dead in the Newspaper, Government Gazette in Hindi and English and also host the same on the Government Website for the purpose of Claims and Objections.

8. Claims and Objections may be received within 30 days

9. If no claim or objection is received within the time period, the Designated Officer in the originating district should send a report to the designated Officer in affected areas of Jammu & Kashmir.

10. Based on this report, the Designated Officer in affected areas of Jammu & Kashmir should issue the Death Certificate.

11. The death certificate should be made available free of cost to the next of kin. The death certificate should also be sent to the Police Station where the FIR/Missing Person Report was filed and to the designated officer in the originating district.

12. In case of Claims and Objections, an appeal would lie with the Officer immediately superior to the Designated Officer (to be nominated by the State Government). After dealing with the appeal, speaking Orders should be sent to the Designated Officer in affected areas of Jammu & Kashmir, who would then take appropriate action to issue the death certificate or deny it.

Process to be followed in case of Tourists from other States who were present in the flood affected villages during the catastrophe.

1. FIR/Missing Person Report', to be filed by close relatives or next of kin at the place of residence in the originating State.

2. If FIR/Missing Person Report have already been filed in Jammu & Kashmir, the designated officer of Jammu & Kashmir should forward the same to the designated Officer/SHO of the police station at the place of usual residence in the State of origin of the missing person, for local enquiry at their end.

3. Notarised Affidavit regarding 'missing' to be filed by next of kin and to be kept as a permanent record.

4. The enquiring officer in the originating State should conduct enquiry to establish the following facts:

    a) That the family members or relatives or friends of the person concerned had filed FIR/Missing Person's Report well in time (before 30th September, 2014). If it is beyond, this time limit, the reasons for approaching the police late should be enquired.
    b) That the person concerned had travelled to Jammu & Kashmir before 4th September, 2014.
    c) That the person has been missing after his departure for Jammu & Kashmir. For arriving at his conclusion, the enquiry officer should also verify with reference to the database maintained for this purpose by the Resident Commissioner of the originating State Government at New Delhi or the authorised officers of the State Government who had camped at Jammu and Srinagar during September 2014 to conduct enquiries on missing persons from their States.
    d) The enquiry report should be sent to the concerned Designated Officer at Jammu & Kashmir.

5. Based on the enquiry report of the officer in the originating State, the Designated Officer in Jammu & Kashmir should further enquire into the fact of disappearance of the persons concerned, by looking into the database of missing persons maintained by the missing persons cell at Jammu and Srinagar by the State Government. He should also take into account all available information including the Statements of witnesses if any and last call data and other relevant data from mobile phone service providers to arrive at a conclusion regarding the death of the person. All available evidences may be taken into consideration before concluding whether the person has died or not. This may include police

reports, enquiries from relief camps and affidavit submitted by the close relatives/next of kin etc.

6. Based on the enquiry as detailed above the designated officer of Jammu & Kashmir may issue a speaking order regarding the provisional presumption of death. This order should be communicated to the Designated Officer in the Originating State.

7. On receipt of such Order, the Designated Officer in the originating State should cause publication of the list of missing persons presumed dead in the Newspaper, Government Gazette in the local language of the State and English and also host the same on the Government Website for the purpose of Claims and Objections.

8. Claims and Objections may be received within 30 days

9. If no claim or objection is received within the time period, the Designated Officer in the originating State should send a report to the designated Officer in Jammu & Kashmir.

10. Based on this report, the Designated Officer in Jammu & Kashmir should issue the Death Certificate.

11. The death certificate should be made available free of cost to the next of kin. The death certificate should also be sent to the Police Station where the FIR/Missing Person Report was filed and to the designated officer in the Originating State.

12. In case of Claims and Objections, an appeal would lie with the Officer immediately superior to the Designated Officer (to be nominated by the originating State Government). After dealing with the appeal, speaking Orders should be sent to the Designated Officer in Jammu & Kashmir, who would then take appropriate action to issue the death certificate or deny it.

5. For enabling this process the designated Officer (Tahsildar/SDM) in Jammu & Kashmir may be declared as a Registrar of Death under Section 7(1) of the Registration of Births and Deaths (RBD) Act, 1969. In all the above cases, registration of death may be done at the place of occurrence of death/presumed death in accordance with provision made under Section 7(2) of RBD Act.

12/9/14

(P. A. Mini)
Deputy Registrar General

To,
The Chief Registrars of concerned States

Speed post

F.No. 1/2/ (Uttarakhand)/2011-VS-CRS
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE REGISTRAR GENRAL, INDIA
V.S. Division, West Block-1, R.K.Puram, New Delhi-110066
Email Id: drg-crs.rgi@nic.in dated: 21-02-2021

CIRCULAR

Subject: Procedure for Registration of Death of Missing persons in the affected areas of Uttarakhand in Natural Calamity occurred on 7th February 2021.

In August, 2013, during floods in Uttarakhand, on the directions of the Inter-Ministerial Group (IMG) constituted under the Cabinet Secretary, this office had issued Standard Operating Procedure (SOP) vide circular dated 16th August, 2013 for registration of death of missing persons in the affected areas of Uttarakhand in natural calamity occurred on 16th June, 2013. The State Government of Uttarakhand has now requested the Registrar General and Census Commissioner, India to formulate a SOP for issuing death certificate after due inquiry in case of the missing persons of Uttarakhand and other States due to Natural Calamities occurred on 07th February, 2021. Accordingly, on lines of the aforesaid circular, the following procedure is communicated for necessary action by the concerned Chief Registrars of Births and Deaths.

2. As per the provision of Section 7(2) of the Registration of Births and Deaths (RBD) Act, 1969, the registration of birth and death has to take place at the place of occurrence of the event. In normal circumstances, the death is registered only on the reports from persons mentioned in section 8 of the RBD Act, 1969. However, in extraordinary cases like the one in Uttarakhand, reports from public servants after due enquiry can be made use of for registering the deaths.

3. As regards persons whose dead body has been found, it is needless to state that the normal process of issuing Death Certificates should be followed.

4. In case of missing persons, who in all likelihood have died but the dead body is not traceable, all reasonable efforts should be made to determine that the person has in all likelihood died in the natural calamity that occurred in Uttarakhand.

The following process of enquiry may be followed in this regard:

Process

The missing persons can be divided into the following categories:

I. Permanent residents of the affected areas and permanent residents of the nearby areas of Uttarakhand who were present in the affected areas during the catastrophe.

II. Residents of other districts of Uttarakhand who were present in the affected areas during the catastrophe.

III. Tourists/persons from other States who were present in the affected areas during the catastrophe.

Process to be followed in the case of permanent residents of the affected areas and permanent residents of the nearby areas of Uttarakhand who were present in the affected areas during the catastrophe.

i. A FIR/Missing Person Report should be filed by close relatives or next of kin at the place of residence of the person who is missing and presumed dead.

ii. The FIR/Missing Person Report should be referred to the concerned Police Station under whose jurisdiction the person went missing. Notarized Affidavit regarding 'missing' should be filed by next to kin and should be kept as a permanent record.

iii. The FIR/Missing Person Report should then be forwarded to the designated officer (Pargana Adhikari/SDM) of the affected area of Uttarakhand along with report of Police Station and supporting documents for identification like ration card, family register, bank passbook etc.

iv. The designated officer should conduct a detailed enquiry regarding the missing person.

v. Based on the enquiry as detailed above the designated officer of Uttarakhand should issue a speaking order regarding the provisional presumption of death.

vi. The designated officer should then cause publication of the list of missing persons provisionally presumed dead in the Newspaper, Government Gazette in Hindi and English and also host the same on the Government Website for the purpose of obtaining Claims and Objections.

vii. Claims and Objections should be received within 30 days.

viii. If no claim or objection is received within the time period, the designated officer should issue the Death Certificate.

ix. The death certificate should be made available free of cost to the next of kin. The death certificate should also be sent to the Police Station where the FIR/Missing Person Report was filed.

x. In case of Claims and Objections, an appeal would lie with the Officer (District Magistrate/Deputy Commissioner/District Collector of the State of Uttarakhand) immediately superior to the designated officer. After dealing with the appeal, speaking orders should be sent to the designated officer who would then take appropriate action to issue the death certificate or deny it.

Process to be followed in case of residents of other districts of Uttarakhand who were present in the affected areas during the catastrophe

i. 'FIR/Missing Person Report' should be filed by close relatives or next of kin at the place of residence in the originating district.

ii. If FIR/Missing Person Report has already been filed in calamity affected areas of Uttarakhand, the designated officer (Pargana Adhikari/SDM) of the affected area of Uttarakhand, should forward the same to the designated officer (Pargana Adhikari/SDM)/SHO of the police station at the place of usual residence in the district of origin of the missing person, for local enquiry at their end.

iii. Notarized Affidavit regarding 'missing' to be filed by next of kin and to be kept as a permanent record.

iv. The enquiring officer in the originating district should conduct enquiry to establish the following facts:

   a. That the family members or relatives or friends of the person concerned had filed FIR/Missing Person Report well in time (within 15 days of the occurrence of the natural calamity). If it is beyond, this time limit, the reasons for approaching the police late should be enquired.
   b. That the person concerned had travelled/staying to/in the affected areas of Uttarakhand on or before 07th February, 2021.
   c. That the person has been missing after his departure for affected district of Uttarakhand.

d. The enquiry report should be sent to the concerned designated officer at the affected areas of Uttarakhand.

v. Based on the enquiry report of the officer in the originating district, the designated officer in affected areas of Uttarakhand should further enquire in to the fact of disappearance of the persons concerned, by looking into the data base of missing persons maintained by the missing persons cell at Dehradun by the State Government. He should also take into account all available information including the Statements of witnesses if any and last call data and other relevant data from mobile phone service providers to arrive at a conclusion regarding the death of the person. All available evidences may be taken into consideration before concluding whether the person has died or not. This may include police reports, enquiries from relief camps and affidavit submitted by the close relatives/next of kin etc.

vi. Based on the enquiry as detailed above the designated officer of affected areas may issue a speaking order regarding the provisional presumption of death. This order should be communicated to the designated officer in originating district.

vii. On receipt of such Order, the designated officer in the originating district should cause publication of the list of missing persons presumed dead in the Newspaper, Government Gazette in Hindi and English and also host the same on the Government Website for the purpose of Claims and Objections.

viii. Claims and Objections may be received within 30 days.

ix. If no claim or objection is received within the time period, the designated officer in the originating district should send a report to the designated officer in affected areas of Uttarakhand.

x. Based on this report, the designated officer in affected areas of Uttarakhand should issue the Death Certificate.

xi. The death certificate should be made available free of cost to the next of kin. The death certificate should also be sent to the Police Station where the FIR/Missing Person Report was filed and to the designated officer in the originating district.

xii. In case of Claims and Objections, an appeal would lie with the officer (District Magistrate/Deputy Commissioner/District Collector of the originating district of

Uttarakhand) immediately superior to the designated officer. After dealing with the appeal, speaking orders should be sent to the designated officer in affected areas of Uttarakhand, who would then take appropriate action to issue the death certificate or deny it.

Process to be followed in case of Tourists/persons from other States who were present in the affected areas during the catastrophe.

i. FIR/Missing Person Report, to be filed by close relatives or next of kin at the place of residence in the originating State.

ii. If FIR/Missing Person Report have already been filed in Uttarakhand, the designated officer (Pargana Adhikari/SDM) of Uttarakhand should forward the same to the designated officer (Pargana Adhikari/SDM)/SHO of the police station at the place of usual residence in the State of origin of the missing person for local enquiry at their end.

iii. Notarized Affidavit regarding 'missing 'to be filed by next of kin and to be kept as a permanent record.

iv. The enquiring officer in the originating State should conduct enquiry to establish the following facts:

   a. That the family members or relatives or friends of the person concerned had filed FIR/Missing Person's Report well in time (within 15 days of the occurrence of the natural calamity). If it is beyond, this time limit, the reasons for approaching the police late should be enquired.

   b. That the person concerned had travelled/staying to/in Uttarakhand on or before 07th February, 2021.

   c. That the person has been missing after his departure for Uttarakhand. For arriving at his conclusion, the enquiry officer should also verify with reference to the data base maintained for this purpose by the Resident Commissioner of the originating State Government at New Delhi or the authorized officers of the State Government to conduct enquiries on missing persons from their States.

   d. The enquiry report should be sent to the concerned designated officer at Uttarakhand.

v. Based on the enquiry report of the officer in the originating State, the designated officer in Uttarakhand should further enquire into the fact of disappearance of the persons concerned, by looking into the data base of missing persons maintained by the missing persons cell at Dehradun by the State Government. He should also take into account all available information including the Statements of witnesses if any and last call data and other relevant data from mobile phone service providers to arrive at a conclusion regarding the death of the person. All available evidences maybe taken into consideration before concluding whether the person has died or not. This may include police reports, enquiries from relief camps and affidavit submitted by the close relatives/next of kin etc.

vi. Based on the enquiry as detailed above the designated officer of Uttarakhand may issue a speaking order regarding the provisional presumption of death. This order should be communicated to the designated officer in the Originating State.

vii. On receipt to such Order, the designated officer in the originating State should cause publication of the list of missing persons presumed dead in the Newspaper Government Gazette in the local language of the State and English and host the same on the Government Website for the purpose of Claims and Objections.

viii. Claims and Objections may be received within 30 days.

ix. If no claim or objection is received within the time period, the designated officer in the originating State should send a report to the designated officer in Uttarakhand.

x. Based on this report the designated officer in Uttarakhand should issue the Death Certificate.

xi. The death certificate should be made available free of cost to the next of kin. The death certificate should also be sent to the Police Station where the FIR/Missing Person Report was filed and to the designated officer in the Originating State.

xii. In case of Claims and Objections, an appeal would lie with the Officer (District Magistrate/Deputy Commissioner/District Collector of the originating State) immediately superior to the designated officer. After dealing with the appeal,

speaking orders should be sent to the designated officer in Uttarakhand, who would then take appropriate action to issue the death certificate or deny it.

5. For enabling this process the designated officer (Pargana Adhikari/ SDM) in Uttarakhand may be declared as a Registrar of Death under Section 7(1) of the Registration of Births and Deaths (RBD) Act,1969. In all the above cases, registration of death maybe done at the place of occurrence of death in accordance with provision made under Section 7(2) of RBD Act.

(Sandhya Singh)
Deputy Registrar General

To,
The Chief Registrar of Births & Deaths of all States/UTs

स्पीड पोस्ट

फ.सं.1/2/(उत्तराखंड)/2011-वीएस-सीआरएस)

भारत सरकार

गृह मंत्रालय

भारत के महारजिस्ट्रार का कार्यालय

जीवनांक प्रभाग, पश्चिमी खंड -1, आर.के.पुरम, नई दिल्ली – 110066

ईमेल: drg-crs.rgi@nic.in दिनांक: 21-02-2021

परिपत्र

विषय: उत्तराखंड में दिनांक 7 फरवरी, 2021 को घटित प्राकृतिक आपदा से प्रभावित इलाकों में लापता व्यक्तियों की मृत्यु के पंजीकरण संबंधी प्रक्रिया।

अगस्त, 2013 में उत्तराखंड में बाढ़ के दौरान कैबिनेट सचिव के अधीन गठित अंतर-मंत्रालयी समूह (आईएमजी) के निर्देश पर इस कार्यालय ने 16 जून, 2013 को आई प्राकृतिक आपदा में उत्तराखंड के प्रभावित क्षेत्रों में लापता लोगों की मौत के पंजीकरण के लिए दिनांक 16 अगस्त, 2013 को परिपत्र के माध्यम से मानक संचालन प्रक्रिया (एसओपी) जारी की थी। उत्तराखंड राज्य सरकार ने 07 फरवरी, 2021 को घटित प्राकृतिक आपदा के कारण उत्तराखंड और अन्य राज्यों के लापता व्यक्तियों के मामले में उचित जांच के बाद मृत्यु प्रमाण पत्र जारी करने के लिए एक मानक प्रक्रिया वर्तमान में तैयार करने के लिए भारत के महारजिस्ट्रार एवं जनगणना आयुक्त से अनुरोध किया है। तदनुसार, उक्त परिपत्र की तर्ज़ पर, संबंधित जन्म एवं मृत्यु के मुख्य रजिस्ट्रार द्वारा आवश्यक कार्रवाई के लिए निम्नलिखित प्रक्रिया को सूचित/प्रेषित किया जाता है।

2. जन्म और मृत्यु रजिस्ट्रीकरण (आरबीडी) अधिनियम, 1969 की धारा 7 (2) के प्रावधान के अनुसार, जन्म और मृत्यु का पंजीकरण जन्म और मृत्यु होने के स्थान पर किया जाना है। सामान्य परिस्थितियों में मृत्यु का रजिस्ट्रीकरण आरबीडी अधिनियम, 1969 की धारा 8 में उल्लिखित व्यक्तियों से रिपोर्ट प्राप्त होने पर ही किया जाता है। तथापि, उत्तराखंड जैसे असाधारण मामलों में लोक सेवकों से प्राप्त रिपोर्टों को यथोचित जांच के पश्चात मृत्यु के रजिस्ट्रीकरण के लिए प्रयोग में लाया जा सकता है।

3. जहां तक उन व्यक्तियों का संबंध है जिनके मृत शरीर प्राप्त हुए हैं, उनके मृत्यु प्रमाणपत्र जारी करने की सामान्य प्रक्रिया का ही अनुसरण किया जाना चाहिए।

4. ऐसे लापता व्यक्तियों, जिनकी मृत्यु की पूर्ण संभावना है किन्तु मृत शरीर नहीं मिल पा रहा है, उनके उत्तराखंड में आई प्राकृतिक आपदा में मृत होने की संभावना के निर्धारण के लिए सभी युक्तिसंगत प्रयास किए जाने चाहिए। इस संबंध में जांच- पड़ताल की निम्नलिखित प्रक्रिया का अनुसरण किया जाए:

प्रक्रिया

लापता व्यक्तियों को निम्नलिखित श्रेणियों में विभाजित किया जा सकता है:

I. प्रभावित क्षेत्रों के स्थायी निवासी और उत्तराखंड के आस-पास के क्षेत्रों के स्थायी निवासी जो इस त्रासदी के दौरान प्रभावित क्षेत्रों में मौजूद थे।

II. उत्तराखंड के अन्य जिलों के निवासी जो इस त्रासदी के दौरान प्रभावित क्षेत्रों में मौजूद थे।

III. अन्य राज्यों के पर्यटक / लोग जो इस त्रासदी के दौरान प्रभावित क्षेत्रों में उपस्थित थे।

प्रभावित क्षेत्रों के स्थायी निवासियों और उत्तराखंड के आस-पास के क्षेत्रों के स्थायी निवासियों जो इस त्रासदी के दौरान प्रभावित क्षेत्रों में मौजूद थे, के मामले में अनुसरित की जाने वाली प्रक्रिया :

i. लापता और मृत मान लिए गए व्यक्ति के निवास के स्थान पर उसके सगे संबंधियों अथवा निकटतम संबंधियों द्वारा प्रथम सूचना रिपोर्ट/लापता व्यक्ति रिपोर्ट दर्ज कराई जानी चाहिए।

ii. यह प्रथम सूचना रिपोर्ट/लापता व्यक्ति रिपोर्ट संबंधित पुलिस थाने को भेजी जानी चाहिए जिसके क्षेत्राधिकार में वह व्यक्ति लापता हुआ था। 'गुमशुदगी' के संबंध में निकटतम संबंधी द्वारा नोटरीकृत शपथपत्र फाइल कराया जाना चाहिए और इसे स्थाई रिकार्ड के रूप में रखा जाना चाहिए।

iii. इसके पश्चात प्रथम सूचना रिपोर्ट/लापता व्यक्ति रिपोर्ट, पुलिस थानेकी रिपोर्ट और राशन कार्ड, परिवार रजिस्टर, बैंक पासबुक इत्यादि जैसे पहचान संबंधी सहायक दस्तावेजों सहित उत्तराखंड के प्रभावित क्षेत्र के नामोद्दिष्ट अधिकारी (परगना अधिकारी/एसडीएम) को भेजी जानी चाहिए।

iv. नामोद्दिष्ट अधिकारी को लापता व्यक्ति के संबंध में विस्तृत जांच-पड़ताल करनी चाहिए।

v. ऊपर उल्लिखित जांच-पड़ताल के आधार पर उत्तराखंड के नामोद्दिष्ट अधिकारी को मृत्यु के अनन्तिम अनुमान के संबंध में एक व्याख्यात्मक आदेश जारी करना चाहिए।

vi. इसके पश्चात नामोद्दिष्ट अधिकारी को अनन्तिम रूप से मृत मान लिए गए लापता व्यक्तियों की सूची को दावे और आपत्तियां प्राप्त करने के प्रयोजन से अंग्रेजी और हिंदी में समाचार पत्रों, सरकारी राजपत्र में प्रकाशित करवाना चाहिए तथा इसे सरकारी वेबसाइट पर भी डालना चाहिए।

vii. दावे और आपत्तियां 30 दिन के भीतर प्राप्त हो जानी चाहिए।

viii. यदि निश्चित अवधि के भीतर कोई दावा अथवा आपत्ति नहीं प्राप्त होती है तो नामोद्दिष्ट अधिकारी द्वारा मृत्यु प्रमाणपत्र जारी कर दिया जाना चाहिए।

ix. यह मृत्यु प्रमाणपत्र निकटतम सम्बन्धी को निःशुल्क रूप से उपलब्ध करवाया जाना चाहिए। यह मृत्यु प्रमाणपत्र उस पुलिस थाने को भी भेजा जाना चाहिए जहां प्रथम सूचना रिपोर्ट/लापता व्यक्ति रिपोर्ट दर्ज करवाई गई थी।

x. दावों और आपत्तियों के मामले में नामोद्दिष्ट अधिकारी के तात्कालिक वरिष्ठ अधिकारी (उत्तराखंड राज्य के जिला मजिस्ट्रेट / उपायुक्त / जिला कलेक्टर) के पास एक अपील की जाएगी। अपील पर कार्रवाई के पश्चात, नामोद्दिष्ट अधिकारी को व्याख्यात्मक आदेश भेजे जाने चाहिए जिसके आधार पर वह मृत्यु प्रमाणपत्र जारी करने अथवा इसे अस्वीकार करने के लिए उचित कार्रवाई करेगा।

उत्तराखंड के अन्य जिलों के निवासियों के मामले में जो इस त्रासदी के दौरान प्रभावित क्षेत्रों में मौजूद थे, के मामले में अनुसरित की जाने वाली प्रक्रिया :

i. **मूल जिले में निवास के स्थान पर सगे संबंधी अथवा निकटतम संबंधी द्वारा 'प्रथम सूचना रिपोर्ट/लापता व्यक्ति रिपोर्ट' फाइल की जानी चाहिए।**

ii. **यदि उत्तराखंड के आपदा प्रभावित क्षेत्रों में प्रथम सूचना रिपोर्ट/लापता व्यक्ति रिपोर्ट पहले से फाइल की जा चुकी है, तो उत्तराखंड के प्रभावित क्षेत्र के नामोद्दिष्ट अधिकारी (परगना अधिकारी/एसडीएम) को इसे लापता व्यक्ति के मूल जिले में उसके सामान्य निवास के स्थान पर नामोद्दिष्ट अधिकारी (परगना अधिकारी/एसडीएम)/थाना प्रभारी को स्थानीय स्तर पर जांच के लिए अग्रेषित करनी चाहिए।**

iii. **'लापता' के संबंध में निकटतम संबंधी द्वारा नोटरीकृत शपथ-पत्र फाइल किया जाना चाहिए और उसे स्थायी रिकार्ड के रूप रखा जाए।**

iv. **निम्नलिखित तथ्यों को सिद्ध करने के लिए जांच अधिकारी को मूल जिले में जांच-पड़ताल करनी चाहिए:**

   क. **यह कि संबंधित व्यक्ति के परिवार के सदस्यों अथवा संबंधियों अथवा मित्रों ने प्रथम सूचना रिपोर्ट/लापता व्यक्ति रिपोर्ट ठीक समय पर (प्राकृतिक आपदा की घटना के 15 दिनों के भीतर) फाइल की है। यदि यह इस समय सीमा के बाद की गई है तो पुलिस के पास देरी से जाने के कारणों की जांच-पड़ताल की जानी चाहिए।**

   ख. यह कि संबंधित व्यक्ति उत्तराखंड के प्रभावित क्षेत्रों में 07 फरवरी, 2021 से पहले या उस समय रह रहा था/यात्रा की थी।

ग. यह कि व्यक्ति प्रभावित जिले के लिए प्रस्थान करने के बाद लापता हुआ है।

घ. जांच रिपोर्ट उत्तराखंड के प्रभावित क्षेत्रों के संबंधित नामोद्दिष्ट अधिकारी को भेजी जानी चाहिए।

v. मूल जिले में अधिकारी की जांच रिपोर्ट के आधार पर, उत्तराखंड के प्रभावित क्षेत्रों के नामोद्दिष्ट अधिकारी, राज्य सरकार द्वारा देहरादून में लापता व्यक्ति प्रकोष्ठ द्वारा अनुरक्षित लापता व्यक्तियों के डाटाबेस को देखकर संबंधित व्यक्तियों के गायब होने के तथ्य की अनुवर्ती रूप से जांच-पड़ताल करनी चाहिए। उसे व्यक्ति के मृत्यु के संबंध में किसी निष्कर्ष पर पहुंचने के लिए मोबाइल फोन सेवा प्रदाताओं से प्राप्त अन्य संगत डाटा, अन्तिम कॉल डाटा और यदि कोई गवाह है तो उसके बयान सहित सभी उपलब्ध सूचना को भी ध्यान में रखना चाहिए। व्यक्ति की मृत्यु हो चुकी है या नहीं, इस निष्कर्ष पर पहुंचने से पहले सभी उपलब्ध सबूतों पर विचार किया जाना चाहिए। इसमें पुलिस रिपोर्ट, राहत शिविरों में की गई जांच-पड़ताल और सगे संबंधियों/निकटतम संबंधियों इत्यादि द्वारा प्रस्तुत शपथ-पत्र को शामिल किया जाएगा।

vi. उपर्युक्त उल्लिखित जांच के आधार पर प्रभावित क्षेत्रों का नामोद्दिष्ट अधिकारी मृत्यु की अनंतिम संभावना के संबंध में व्याख्यात्मक आदेश जारी करेगा। इस आदेश को मूल जिले के नामोद्दिष्ट अधिकारी को संप्रेषित किया जाना चाहिए।

vii. ऐसे आदेश की प्राप्ति पर, मूल जिले के नामोद्दिष्ट अधिकारी द्वारा मृत मान लिए गए लापता व्यक्तियों की सूची को समाचार पत्र, सरकारी राजपत्र में हिंदी और अंग्रेजी में प्रकाशित करवाना चाहिए और दावों तथा आपत्तियों के प्रयोजन से उसे सरकारी वेबसाइट पर भी डाल देना चाहिए।

viii. दावे और आपत्तियां 30 दिनों के अंदर प्राप्त हो जानी चाहिए।

ix. यदि समयावधि के भीतर कोई दावे और आपत्तियां प्राप्त नहीं होती हैं तो मूल जिले के नामोद्दिष्ट अधिकारी को उत्तराखंड के प्रभावित क्षेत्रों के नामोद्दिष्ट अधिकारी को एक रिपोर्ट भेजनी चाहिए।

x. इस रिपोर्ट के आधार पर उत्तराखंड के प्रभावित क्षेत्रों के नामोद्दिष्ट अधिकारी द्वारा मृत्यु प्रमाणपत्र जारी किया जाना चाहिए।

xi. यह मृत्यु प्रमाणपत्र निकटतम संबंधी को निःशुल्क उपलब्ध कराया जाना चाहिए। मृत्यु प्रमाणपत्र उस थाने को जिसमें प्रथम सूचना रिपोर्ट/लापता व्यक्ति रिपोर्ट फाइल की गई है और मूल जिले में नामोद्दिष्ट अधिकारी को भी भेजा जाना चाहिए।

xii. दावों और आपत्तियों के मामले में, नामोद्दिष्ट अधिकारी के तात्कालिक रूप से वरिष्ठ अधिकारी (उत्तराखंड के मूल जिले के जिला मजिस्ट्रेट / उपायुक्त / जिला कलेक्टर) के पास अपील की जाएगी। अपील पर कार्रवाई के पश्चात उत्तराखंड के प्रभावित क्षेत्रों के नामोद्दिष्ट अधिकारी को व्याख्यात्मक आदेश भेजे जाने चाहिए ताकि इसके पश्चात वह मृत्यु प्रमाणपत्र जारी करने अथवा अस्वीकार करने के लिए उचित कार्रवाई करेगा।

पर्यटकों / अन्य राज्यों के लोगों के मामले में जो इस त्रासदी के दौरान प्रभावित क्षेत्रों में मौजूद थे, के मामले में अनुसरित की जाने वाली प्रक्रिया :

i. मूल राज्य में निवास के स्थान पर सगे संबंधी अथवा निकटतम संबंधी द्वारा प्रथम सूचना रिपोर्ट/लापता व्यक्ति रिपोर्ट फाइल की जानी चाहिए।

ii. यदि प्रथम सूचना रिपोर्ट/लापता व्यक्ति रिपोर्ट पहले ही उत्तराखंड में फाइल की जा चुकी है, तो उत्तराखंड के प्रभावित क्षेत्र के नामोद्दिष्ट अधिकारी (परगना अधिकारी/एसडीएम) उसे लापता व्यक्ति के मूल राज्य में सामान्य निवास के स्थान पर नामोद्दिष्ट अधिकारी (परगना अधिकारी/एसडीएम)/थाने के थाना प्रभारी को स्थानीय जांच के लिए भेज देना चाहिए।

iii. 'लापता' के संबंध में निकटतम संबंधी द्वारी नोटरीकृत शपथ-पत्र फाइल किया जाना चाहिए और उसे स्थायी रिकार्ड के रूप में रखा जाए।

iv. मूल राज्य के जांच अधिकारी को निम्नलिखित तथ्यों को सिद्ध करने के लिए जांच करनी चाहिए:

(क) यह कि परिवार के सदस्यों अथवा संबंधियों अथवा मित्रों ने संबंधित व्यक्ति की प्रथम सूचना रिपोर्ट/लापता व्यक्ति रिपोर्ट ठीक समय पर (प्राकृतिक आपदा की घटना के 15 दिनों के भीतर) फाइल की है। यदि यह इस समय सीमा के बाद फाइल की गई है तो पुलिस के पास देरी से जाने के कारणों की जांच की जानी चाहिए।

(ख) यह कि संबंधित व्यक्ति उत्तराखंड के प्रभावित क्षेत्रों में 07 फरवरी, 2021 से पहले या उस समय रह रहा था/यात्रा की थी।

(ग) उत्तराखंड के लिए रवाना होने के बाद व्यक्ति लापता है इस संबंध में कोई निष्कर्ष निकालने के लिए जांच अधिकारी को उनके राज्य से लापता होने वाले व्यक्तियों कि जांच करने के लिए राज्य सरकार के प्राधिकृत अधिकारियों से संपर्क करे अथवा नई दिल्ली में मूल राज्य सरकार के रेजिडेंट कमिश्नर द्वारा इस प्रयोजनार्थ रखे गए डाटाबेस से जांच करे।

(घ) जांच रिपोर्ट उत्तराखंड में संबंधित नामोद्दिष्ट अधिकारी को भेजी जानी चाहिए।

v. उत्तराखंड में नामोद्दिष्ट अधिकारी द्वारा मूल राज्य के अधिकारी द्वारा प्रस्तुत जांच रिपोर्ट के आधार पर संबंधित व्यक्तियों के लापता होने के बारे में आगे का जांच कार्य राज्य सरकार द्वारा देहरादून में बनाए गए लापता व्यक्ति प्रकोष्ठ द्वारा अनुरक्षित लापता लोगों के डाटाबेस में देखकर किया जाना चाहिए। व्यक्ति की मृत्यु के बारे में किसी निष्कर्ष पर पहुंचने के लिए नामोद्दिष्ट अधिकारी को प्रत्यक्षदर्शी के बयान, यदि कोई हो, और मोबाइल सर्विस प्रदाता से व्यक्ति की अंतिम कॉल और मोबाइल से संबंधित अन्य संगत डाटा सहित उपलब्ध समस्त जानकारी का उपयोग करना चाहिए। व्यक्ति की मृत्यु हो चुकी है या नहीं इस बात का निर्णय करने के लिए सभी उपलब्ध प्रमाणों पर विचार करना चाहिए। इसमें पुलिस रिपोर्ट, राहत शिविरों से पूछताछ और सगे संबंधियों/निकटतम संबंधियों इत्यादि द्वारा प्रस्तुत शपथ-पत्र शामिल हो सकते हैं।

vi. उपर्युक्त विस्तृत जांच के आधार पर उत्तराखंड का नामोद्दिष्ट अधिकारी अस्थायी रूप से मृत माने जाने के संबंध में व्याख्यात्मक आदेश जारी कर सकता है। इस आदेश को मूल राज्य के नामोद्दिष्ट अधिकारी को भेजा जाना चाहिए।

vii. इस आदेश की प्राप्ति पर संबंधित राज्य के नामोद्दिष्ट अधिकारी को मृत मान लिए गए लापता व्यक्तियों की सूची राज्य की स्थानीय भाषा एवं अंग्रेजी में समाचार पत्रों, सरकारी राजपत्र में प्रकाशित करवाना चाहिए और इस सूची को दावों अथवा आपत्तियों के प्रयोजन से सरकारी वेबसाइट में भी डाल देना चाहिए।

viii. दावे और आपत्तियां 30 दिन के भीतर प्राप्त हो जानी चाहिए।

ix. यदि निर्धारित समयावधि के भीतर कोई दावा या आपत्ति प्राप्त नहीं होती है तो संबंधित राज्य के नामोद्दिष्ट अधिकारी द्वारा एक रिपोर्ट उत्तराखंड के नामोद्दिष्ट अधिकारी को भेज दी जानी चाहिए।

x. इस रिपोर्ट के आधार पर उत्तराखंड के पदनामित अधिकारी द्वारा मृत्यु प्रमाणपत्र जारी किया जाना चाहिए।

xi. निकटतम संबंधियों को मृत्यु प्रमाणपत्र निःशुल्क रूप से उपलब्ध कराया जाना चाहिए। मृत्यु प्रमाणपत्र उस पुलिस थाने, जहां एफआईआर/लापता व्यक्ति रिपोर्ट दर्ज करायी गई थी और संबंधित राज्य के नामोद्दिष्ट अधिकारी को भी भेजा जाना चाहिए।

xii. दावों और आपत्तियों की स्थिति में, पदनामित अधिकारी से तात्कालिक रूप से अधिकारी (मूल राज्य के जिला मजिस्ट्रेट / उपायुक्त / जिला कलेक्टर) के पास एक अपील की जाएगी। अपील पर कार्रवाई करने के बाद उत्तराखंड के नामोद्दिष्ट अधिकारी को व्याख्यात्मक आदेश भेजा जाना होगा जोकि

इसके पश्चात मृत्यु होने का प्रमाणपत्र जारी करने अथवा इसे अस्वीकार करने के संबंध में उचित कार्रवाई करेगा।

5. इस प्रक्रिया को लागू करने के लिए उत्तराखंड के नामोद्दिष्ट अधिकारी (परगना अधिकारी/एसडीएम) को जन्म एवं मृत्यु रजिस्ट्रीकरण (आरबीडी) अधिनियम, 1969 की धारा 7(1) के अंतर्गत मृत्यु रजिस्ट्रार घोषित किया जाएगा। उपर्युक्त सभी मामलों में मृत्यु का रजिस्ट्रीकरण आरबीडी अधिनियम की धारा 7(2) के प्रावधान के अनुसार मृत्यु होने के स्थान पर किया जाए।

(संध्या सिंह)
उप महारजिस्ट्रार

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जन्म एवं मृत्यु के सभी मुख्य रजिस्ट्रार

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Dated 16-08-2013

CIRCULAR

Sub: Procedure for Registration of Death of Missing persons in Natural Calamities affected areas in Uttarakhand.

The Inter Ministerial Group (IMG) on Uttarakhand headed by the Cabinet Secretary in its meeting held on 2.08.2013, has requested the Registrar General and Census Commissioner, India to formulate a standard procedure for issuing death certificate after due inquiry in case of the missing persons of Uttarakhand and other States. Accordingly, the following procedure is communicated for necessary action by the concerned Chief Registrars of Births and Deaths.

2. As per the provision of Section 7(2) of the Registration of Births and Deaths (RBD) Act, 1969, the registration of birth and death has to take place at the place of occurrence of the event. In normal circumstances, the death is registered only on the reports from persons mentioned in section 8 of the RBD Act, 1969. However, in extraordinary cases like the one in Uttarakhand, reports from public servants after due enquiry can be made use of for registering the deaths.

3. As regards persons whose dead body has been found, it is needless to state that the normal process of issuing Death Certificates should be followed.

4. In case of missing persons, who in all likelihood have died but the dead body is not traceable, all reasonable efforts should be made to determine that the person has in all likelihood died in the natural calamity that occurred in Uttarakhand. The following process of enquiry may be followed in this regard:

Process

The missing persons can be divided into the following categories:

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C29 Non-1

(i) Permanent residents of the flood affected villages and permanent residents of the nearby villages of Uttarakhand who were present in the flood affected villages during the catastrophe.

(ii) Residents of other districts of Uttarakhand who were present in the flood affected villages during the catastrophe.

(iii) Tourists from other States who were present in the flood affected villages during the catastrophe.

Process to be followed in the case of permanent residents of the flood affected villages and permanent residents of the nearby villages of Uttarakhand who were present in the flood affected villages during the catastrophe.

1. A FIR/Missing Person Report should be filed by close relatives or next of kin at the place of residence of the person who is missing and presumed dead.
2. The FIR/Missing Person Report should be referred to the concerned Police Station under whose jurisdiction the person went missing. Notarised Affidavit regarding 'missing' should be filed by next of kin and should be kept as a permanent record.
3. The FIR/Missing Person Report should then be forwarded to the designated officer (Pargana Adhikari/SDM) of the concerned area in Uttarakhand along with report of Police Station and supporting documents for identification like ration card, family register, bank passbook etc.
4. The designated Officer should conduct a detailed enquiry regarding the missing person.
5. Based on the enquiry as detailed above the designated officer of Uttarakhand should issue a speaking order regarding the provisional presumption of death.
6. The Designated Officer should then cause publication of the list of missing persons provisionally presumed dead in the Newspaper, Government Gazette in Hindi and English and also host the same on the Government Website for the purpose of obtaining Claims and Objections.
7. Claims and Objections should be received within 30 days
8. If no claim or objection is received within the time period, the Designated Officer should issue the Death Certificate.
9. The death certificate should be made available free of cost to the next of kin. The death certificate should also be sent to the Police Station where the FIR/Missing Person Report was filed.
10. In case of Claims and Objections, an appeal would lie with the Officer immediately superior to the Designated Officer (to be nominated by the

State Government). After dealing with the appeal, speaking Orders should be sent to the Designated Officer who would then take appropriate action to issue the death certificate or deny it.

Process to be followed in case of residents of other districts of Uttarakhand who were present in the flood affected villages during the catastrophe

1. 'FIR/Missing Person Report' should be filed by close relatives or next of kin at the place of residence in the originating district.
2. If FIR/Missing Person Report has already been filed in calamity affected areas of Uttarakhand, the designated officer should forward the same to the designated Officer/SHO of the police station at the place of usual residence in the district of origin of the missing person, for local enquiry at their end.
3. Notarised Affidavit regarding 'missing' to be filed by next of kin and to be kept as a permanent record.
4. The enquiring officer in the originating district should conduct enquiry to establish the following facts:

a) That the family members or relatives or friends of the person concerned had filed FIR/Missing Person Report well in time (before 30th June, 2013). If it is beyond, this time limit, the reasons for approaching the police late should be enquired.
b) That the person concerned had travelled to the affected areas of Uttarakhand before 16th June, 2013.
c) That the person has been missing after his departure for affected district.
d) The enquiry report should be sent to the concerned Designated Officer at the affected areas of Uttarakhand.

5. Based on the enquiry report of the officer in the originating district, the Designated Officer in affected areas of Uttarakhand should further enquire into the fact of disappearance of the persons concerned, by looking into the database of missing persons maintained by the missing persons cell at Dehradun by the State Government. He should also take into account all available information including the Statements of witnesses if any and last call data and other relevant data from mobile phone service providers to arrive at a conclusion regarding the death of the person. All available evidences may be taken into consideration before concluding whether the person has died or not. This may include police reports, enquiries from relief camps and affidavit submitted by the close relatives/next of kin etc.
6. Based on the enquiry as detailed above the designated officer of affected areas may issue a speaking order regarding the provisional presumption

of death. This order should be communicated to the Designated Officer in the Originating district.

7. On receipt of such Order, the Designated Officer in the originating district should cause publication of the list of missing persons presumed dead in the Newspaper, Government Gazette in Hindi and English and also host the same on the Government Website for the purpose of Claims and Objections.
8. Claims and Objections may be received within 30 days
9. If no claim or objection is received within the time period, the Designated Officer in the originating district should send a report to the designated Officer in affected areas of Uttarakhand.
10. Based on this report, the Designated Officer in affected areas of Uttarakhand should issue the Death Certificate.
11. The death certificate should be made available free of cost to the next of kin. The death certificate should also be sent to the Police Station where the FIR/Missing Person Report was filed and to the designated officer in the originating district.
12. In case of Claims and Objections, an appeal would lie with the Officer immediately superior to the Designated Officer (to be nominated by the State Government). After dealing with the appeal, speaking Orders should be sent to the Designated Officer in affected areas of Uttarakhand, who would then take appropriate action to issue the death certificate or deny it.

Process to be followed in case of Tourists from other States who were present in the flood affected villages during the catastrophe.

1. FIR/Missing Person Report', to be filed by close relatives or next of kin at the place of residence in the originating State.
2. If FIR/Missing Person Report have already been filed in Uttarakhand, the designated officer of Uttrakhand should forward the same to the designated Officer/SHO of the police station at the place of usual residence in the State of origin of the missing person, for local enquiry at their end.
3. Notarised Affidavit regarding 'missing' to be filed by next of kin and to be kept as a permanent record.
4. The enquiring officer in the originating State should conduct enquiry to establish the following facts:

a) That the family members or relatives or friends of the person concerned had filed FIR/Missing Person's Report well in time (before 30th June, 2013). If it is beyond, this time limit, the reasons for approaching the police late should be enquired.

b) That the person concerned had travelled to Uttarakhand before 16th June, 2013.

c) That the person has been missing after his departure for Uttarakhand. For arriving at his conclusion, the enquiry officer should also verify with reference to the database maintained for this purpose by the Resident Commissioner of the originating State Government at New Delhi or the authorised officers of the State Government who had camped at Dehradun during June 2013 to conduct enquiries on missing persons from their States.

d) The enquiry report should be sent to the concerned Designated Officer at Uttarakhand.

5. Based on the enquiry report of the officer in the originating State, the Designated Officer in Uttarakhand should further enquire into the fact of disappearance of the persons concerned, by looking into the database of missing persons maintained by the missing persons cell at Dehradun by the State Government. He should also take into account all available information including the Statements of witnesses if any and last call data and other relevant data from mobile phone service providers to arrive at a conclusion regarding the death of the person. All available evidences may be taken into consideration before concluding whether the person has died or not. This may include police reports, enquiries from relief camps and affidavit submitted by the close relatives/next of kin etc.
6. Based on the enquiry as detailed above the designated officer of Uttarakhand may issue a speaking order regarding the provisional presumption of death. This order should be communicated to the Designated Officer in the Originating State.
7. On receipt of such Order, the Designated Officer in the originating State should cause publication of the list of missing persons presumed dead in the Newspaper, Government Gazette in the local language of the State and English and also host the same on the Government Website for the purpose of Claims and Objections.
8. Claims and Objections may be received within 30 days
9. If no claim or objection is received within the time period, the Designated Officer in the originating State should send a report to the designated Officer in Uttarakhand.
10. Based on this report, the Designated Officer in Uttarakhand should issue the Death Certificate.
11. The death certificate should be made available free of cost to the next of kin. The death certificate should also be sent to the Police Station where the FIR/Missing Person Report was filed and to the designated officer in the Originating State.
12. In case of Claims and Objections, an appeal would lie with the Officer immediately superior to the Designated Officer (to be nominated by the originating State Government). After dealing with the appeal, speaking

Orders should be sent to the Designated Officer in Uttarakhand, who would then take appropriate action to issue the death certificate or deny it.

4. For enabling this process the designated Officer (Pargana Adhikari/SDM) in Uttarakhand may be declared as a Registrar of Death under Section 7(1) of the Registration of Births and Deaths (RBD) Act, 1969. In all the above cases, registration of death may be done at the place of occurrence of death/presumed death in accordance with provision made under Section 7(2) of RBD Act.

(P. A. Mini)
Deputy Registrar General

To,

The All Chief Registrar of Births & Deaths and
(Except North Eastern States)



रजीस्टर्ड पोस्ट

हिंदी रूपांतर

सं.1/2/(उत्तराखंड)/2011-वीएस-सीआरएस)

भारत सरकार

गृह मंत्रालय

भारत के महारजिस्ट्रार का कार्यालय

जीवनांक प्रभाग, पश्चिमी खण्ड-1, आर.के.पुरम,

नई दिल्ली – 110066

दूरभाष-फैक्स: 26104012 E-mail-drg-crs.rgi@censusindia.gov.in

दिनांक: 06-09-2013

परिपत्र

विषय: उत्तराखंड के प्राकृतिक आपदा प्रभावित क्षेत्रों मे लापता व्यक्तियों की मृत्यु के रजिस्ट्रीकरण संबंधी प्रक्रिया ।

मंत्रिमंडल सचिव की अध्यक्षता वाले उत्तराखंड संबंधी अंतर मंत्रालयी समूह (आईएमजी) ने 02.08.2013 को आयोजित अपनी बैठक में भारत के महारजिस्ट्रार एवं जनगणना आयुक्त से उत्तराखंड तथा अन्य राज्यों के लापता व्यक्तियों के मामले में यथोचित जांच-पड़ताल करने के पश्चात मृत्यु प्रमाणपत्र जारी करने के संबंध में एक सामक प्रक्रिया तैयार करने का अनुरोध किया है । तदनुसार, जन्म-मृत्यु से संबंधित मुख्य रजिस्ट्रारों द्वारा आवश्यक कार्रवाई के लिए निम्नलिखित प्रक्रिया सूचित की जा रही है ।

2. जन्म और मृत्यु रजिस्ट्रीकरण (आरबीडी) अधिनियम, 1969 की धारा 7(2) के प्रावधान के अनुसार जन्म और मृत्यु का रजिस्ट्रीकरण जन्म और मृत्यु के होने के स्थान पर ही किया जाता है । सामान्य परिस्थितियों में मृत्यु का रजिस्ट्रीकरण, जन्म और मृत्यु रजिस्ट्रीकरण अधिनियम, 1969 की धारा 8 में उल्लिखित व्यक्तियों से रिपोर्ट प्राप्त होने पर ही किया जाता है । तथापि, उत्तराखंड जैसे असाधारण मामलों में लोक सेवकों से प्राप्त रिपोर्टों को यथोचित जांच के पश्चात मृत्यु के रजिस्ट्रीकरण के लिए प्रयोग में लाया जा सकता है ।

3. जहां तक उन व्यक्तियों का संबंध है जिनके मृत शरीर प्राप्त हुए हैं, उनके लिए यह कहना आवश्यक नहीं है कि मृत्यु प्रमाणपत्र जारी करने की सामान्य प्रक्रिया का ही अनुसरण किया जाए ।

4. ऐसे लापता व्यक्तियों, जिनकी मृत्यु की पूर्ण संभावना है किन्तु मृत शरीर नहीं मिल पा रहा है, उनके उत्तराखंड में आई प्राकृतिक आपदा में मृत होने की संभावना के निर्धारण के लिए सभी युक्तिसंगत प्रयास किए जाने चाहिए । इस संबंध में जांच- पड़ताल की निम्नलिखित प्रक्रिया का अनुसरण किया जाए:

प्रत्येक जन्म एवं मृत्यु का पंजीकरण सुनिश्चित करें ।
"Ensure Registration of Every Birth and Death"

प्रक्रिया

लापता व्यक्तियों को निम्नलिखित श्रेणियों में बांटा जा सकता है:

(i) इस त्रासदी के दौरान बाढ़ प्रभावित गांवों में मौजूद बाढ़ प्रभावित गांवों के स्थाई निवासी तथा उत्तराखंड के आस-पास के गांवों के स्थाई निवासी ।

(ii) इस त्रासदी के दौरान बाढ़ प्रभावित गांवों में मौजूद उत्तराखंड के अन्य जिलों के निवासी ।

(iii) इस त्रासदी के दौरान बाढ़ प्रभावित गांवों में मौजूद अन्य राज्यों के पर्यटक ।

इस त्रासदी के समय बाढ़ प्रभावित गांवों में मौजूद बाढ़ प्रभावित गांवों के स्थाई निवासियों तथा उत्तराखंड के आस-पास के गांवों के स्थाई निवासियों के मामले में अनुसरित की जाने वाले प्रक्रिया ।

1. लापता और मृत मान लिए गए व्यक्ति के निवास के स्थान पर उसके सगे संबंधियों अथवा निकटतम संबंधियों द्वारा प्रथम सूचना रिपोर्ट/लापता व्यक्ति रिपोर्ट दर्ज कराई जानी चाहिए ।
2. यह प्रथम सूचना रिपोर्ट/लापता व्यक्ति रिपोर्ट संबंधित पुलिस थाने को भेजी जानी चाहिए जिसके क्षेत्राधिकार में वह व्यक्ति लापता हुआ था । 'गुमशुदगी' के संबंध में निकटतम संबंधी द्वारा नोटरीकृत शपथपत्र फाइल कराया जाना चाहिए और इसे स्थाई रिकार्ड के रूप में रखा जाना चाहिए ।
3. प्रथम सूचना रिपोर्ट/लापता व्यक्ति रिपोर्ट, पुलिस थाने की रिपोर्ट और पहचान संबंधी अन्य सहायक दस्तावेजों जैसे राशन कार्ड, परिवार रजिस्टर, बैंक पासबुक इत्यादि उत्तराखंड में संबंधित क्षेत्र के नामोद्दिष्ट अधिकारी (परगना अधिकारी/एसडीएम) को भेजी जानी चाहिए ।
4. नामोद्दिष्ट अधिकारी को लापता व्यक्ति के संबंध में विस्तृत जांच-पड़ताल करनी चाहिए ।
5. ऊपर उल्लिखित जांच-पड़ताल के आधार पर उत्तराखंड के नामोद्दिष्ट अधिकारी को मृत्यु के अनन्तिम अनुमान के संबंध में एक व्याख्यात्मक आदेश जारी करना चाहिए ।
6. इसके पश्चात नामोद्दिष्ट अधिकारी को अनन्तिम रूप से मृत मान लिए गए लापता व्यक्तियों की सूची को दावे और आपत्तियां प्राप्त करने के प्रयोजन से अंग्रेजी और हिंदी समाचार पत्रों एवं सरकारी राजपत्र में प्रकाशित करवाना चाहिए तथा इसे सरकारी वेबसाइट पर भी डालना चाहिए।
7. दावे और आपत्तियां 30 दिन के भीतर प्राप्त हो जानी चाहिए ।
8. यदि निश्चित अवधि के भीतर कोई दावा अथवा आपत्ति प्राप्त नहीं होती है तो नामोद्दिष्ट अधिकारी द्वारा मृत्यु प्रमाणपत्र जारी कर दिया जाना चाहिए ।
9. यह मृत्यु प्रमाणपत्र निकटतम सम्बन्धी को निःशुल्क रूप से उपलब्ध करवाया जाना चाहिए । यह मृत्यु प्रमाणपत्र उस पुलिस थाने को भी भेजा जाना चाहिए जहां प्रथम सूचना रिपोर्ट/लापता व्यक्ति रिपोर्ट दर्ज करवाई गई थी ।

10. दावों और आपत्तियों के मामले में नामोद्दिष्ट अधिकारी के तात्कालिक वरिष्ठ अधिकारी (जिसे राज्य सरकार द्वारा नामित किया जाना है) के पास एक अपील की जाएगी । अपील पर कार्रवाई के पश्चात, नामोद्दिष्ट अधिकारी को व्याख्यात्मक आदेश भेजे जाने चाहिए जिसके आधार पर वह मृत्यु प्रमाणपत्र जारी करने अथवा इसे अस्वीकार करने के लिए उचित कार्रवाई करेगा ।

त्रासदी के दौरान बाढ़ प्रभावित गांवों में मौजूद उत्तराखंड के अन्य जिलों के निवासियों के मामले में अपनाई जाने वाली प्रक्रिया

1. मूल जिले में निवास के स्थान पर सगे संबंधी अथवा निकटतम संबंधी द्वारा 'प्रथम सूचना रिपोर्ट/लापता व्यक्ति रिपोर्ट' दर्ज की जानी चाहिए ।
2. यदि उत्तराखंड के आपदा प्रभावित क्षेत्रों में प्रथम सूचना रिपोर्ट/लापता व्यक्ति रिपोर्ट पहले से दर्ज की जा चुकी है, तो नामोद्दिष्ट अधिकारी को इसे लापता व्यक्ति के मूल जिले में उसके सामान्य निवास के स्थान पर नामोद्दिष्ट अधिकारी/थाना प्रभारी को स्थानीय स्तर पर जांच के लिए अग्रेषित करनी चाहिए ।
3. 'लापता' के संबंध में निकटतम संबंधी द्वारा नोटरीकृत शपथ-पत्र फाइल किया जाना चाहिए और उसे स्थायी रिकार्ड के रूप रखा जाना चाहिए ।
4. मूल जिले के जांच अधिकारी को निम्नलिखित तथ्यों को सिद्ध करने के लिए जांच पड़ताल करनी चाहिए -

(क) कि संबंधित व्यक्ति के परिवार के सदस्यों अथवा संबंधियों अथवा मित्रों ने प्रथम सूचना रिपोर्ट/लापता व्यक्ति रिपोर्ट ठीक समय (30 जून, 2013 से पहले) पर दर्ज की है । यदि यह इस समय सीमा के बाद की गई है तो पुलिस के पास देरी से जाने के कारणों की जांच-पड़ताल की जानी चाहिए ।

(ख) कि संबंधित व्यक्ति 16 जून, 2013 से पहले उत्तराखंड के प्रभावित क्षेत्रों में गया था ।

(ग) कि व्यक्ति प्रभावित जिले के लिए प्रस्थान करने के बाद लापता हुआ है ।

(घ) जांच रिपोर्ट उत्तराखंड के प्रभावित क्षेत्रों के संबंधित नामोद्दिष्ट अधिकारी को भेजी जानी चाहिए।

5. मूल जिले में अधिकारी की जांच रिपोर्ट के आधार पर, उत्तराखंड के प्रभावित क्षेत्रों के नामोद्दिष्ट अधिकारी को राज्य सरकार द्वारा देहरादून में लापता व्यक्ति प्रकोष्ठ द्वारा अनुरक्षित लापता व्यक्तियों के डाटाबेस को देखकर संबंधित व्यक्तियों के गायब होने के तथ्य की अनुवर्ती रूप से जांच-पड़ताल करनी चाहिए । उसे व्यक्ति के मृत्यु के संबंध में किसी निष्कर्ष पर पहुंचने के लिए मोबाइल फोन सेवा प्रदाताओं से प्राप्त, अन्तिम कॉल डाटा और अन्य संगत डाटा एवं यदि कोई गवाह है तो उसके बयान सहित सभी उपलब्ध सूचना को भी ध्यान में रखना चाहिए । व्यक्ति की मृत्यु हो चुकी है या नहीं, इस निष्कर्ष पर पहुंचने से पहले सभी उपलब्ध सबूतों पर विचार किया जाना चाहिए । इसमें पुलिस रिपोर्ट, राहत शिविरों में की गई जांच-पड़ताल और सगे संबंधियों/निकटतम संबंधियों इत्यादि द्वारा प्रस्तुत शपथ-पत्र को शामिल किया जाना चाहिए ।

6. उपर्युक्त उल्लिखित जांच के आधार पर प्रभावित क्षेत्रों का नामोद्दिष्ट अधिकारी मृत्यु की अनंतिम संभावना के संबंध में व्याख्यात्मक आदेश जारी करेगा । इस आदेश को मूल जिले के नामोद्दिष्ट अधिकारी को संप्रेषित किया जाना चाहिए ।

7. ऐसे आदेश की प्राप्ति पर, मूल जिले के नामोद्दिष्ट अधिकारी द्वारा मृत मान लिए गए लापता व्यक्तियों की सूची को हिंदी और अंग्रेजी समाचार पत्र एवं सरकारी राजपत्र में प्रकाशित करवाना चाहिए और दावों तथा आपत्तियों के प्रयोजन से उसे सरकारी वेबसाइट पर भी डाल देना चाहिए ।

8. दावे और आपत्तियां 30 दिनों के अंदर प्राप्त हो जानी चाहिए ।

9. यदि समयावधि के भीतर कोई दावे और आपत्तियां प्राप्त नहीं होती हैं तो मूल जिले के नामोद्दिष्ट अधिकारी को उत्तराखंड के प्रभावित क्षेत्रों के नामोद्दिष्ट अधिकारी को एक रिपोर्ट भेजनी चाहिए ।

10. इस रिपोर्ट के आधार पर उत्तराखंड के प्रभावित क्षेत्रों के नामोद्दिष्ट अधिकारी द्वारा मृत्यु प्रमाणपत्र जारी किया जाना चाहिए ।

11. यह मृत्यु प्रमाणपत्र निकटतम संबंधी को निःशुल्क उपलब्ध कराया जाना चाहिए । मृत्यु प्रमाणपत्र उस थाने को जिसमें प्रथम सूचना रिपोर्ट/लापता व्यक्ति रिपोर्ट दर्ज की गई है और मूल जिले में नामोद्दिष्ट अधिकारी को भी भेजा जाना चाहिए ।

12. दावों और आपत्तियों के मामले में, नामोद्दिष्ट अधिकारी (जिसे राज्य सरकार द्वारा नामित किया जाना है) के तात्कालिक रूप से वरिष्ठ अधिकारी के पास अपील की जाएगी । अपील पर कार्रवाई के पश्चात उत्तराखंड के प्रभावित क्षेत्रों के नामोद्दिष्ट अधिकारी को व्याख्यात्मक आदेश भेजे जाने चाहिए ताकि इसके पश्चात वह मृत्यु प्रमाणपत्र जारी करने अथवा अस्वीकार करने के लिए उचित कार्रवाई करेगा ।

बासदी के दौरान बाढ़ प्रभावित क्षेत्रों में उपस्थित अन्य राज्यों के पर्यटकों के मामले में अपनाई जाने वाली प्रक्रिया ।

1. मूल राज्य में निवास के स्थान पर सगे संबंधी अथवा निकटतम संबंधी द्वारा प्रथम सूचना रिपोर्ट/लापता व्यक्ति रिपोर्ट दर्ज की जानी चाहिए ।

2. यदि प्रथम सूचना रिपोर्ट/लापता व्यक्ति रिपोर्ट पहले ही उत्तराखंड में दर्ज की जा चुकी है तो उसे लापता व्यक्ति के मूल राज्य में सामान्य निवास के स्थान पर नामोद्दिष्ट अधिकारी/थाने के थाना प्रभारी को स्थानीय जांच के लिए भेज देना चाहिए ।

3. 'लापता' के संबंध में निकटतम संबंधी द्वारा नोटरीकृत शपथ-पत्र फाइल किया जाना चाहिए और उसे स्थायी रिकार्ड के रूप में रखा जाना चाहिए ।

4. मूल राज्य के जांच अधिकारी को निम्नलिखित तथ्यों को सिद्ध करने के लिए जांच करनी चाहिए:

(क) कि परिवार के सदस्यों अथवा संबंधियों अथवा मित्रों ने संबंधित व्यक्ति की प्रथम सूचना रिपोर्ट/लापता व्यक्ति रिपोर्ट ठीक समय (30 जून, 2013 से पहले) पर दर्ज की है । यदि यह इस समय सीमा के बाद दर्ज की गई है तो पुलिस के पास देरी से जाने के कारणों की जांच की जानी चाहिए ।

(ख) कि संबंधित व्यक्ति 16 जून, 2013 से पहले उत्तराखंड के प्रभावित क्षेत्रों की यात्रा पर गया था ।

(ग) उत्तराखंड के लिए रवाना होने के बाद व्यक्ति लापता है इस संबंध में कोई निष्कर्ष निकालने के लिए जांच अधिकारी को चाहिए कि वह नई दिल्ली में मूल राज्य सरकार के रेजिडेंट कमिश्नर द्वारा इस प्रयोजनार्थ रखे गए डाटाबेस से जांच करे अथवा राज्य सरकार के उन प्राधिकृत अधिकारियों से संपर्क करे जिन्होंने उनके राज्यों के लापता लोगों के बारे में पूछताछ करने के लिए देहरादून में जून, 2013 के दौरान कैंप लगाया था ।

(घ) जांच रिपोर्ट उत्तराखंड में संबंधित नामोद्दिष्ट अधिकारी को भेजी जानी चाहिए ।

5. उत्तराखंड में नामोद्दिष्ट अधिकारी द्वारा मूल राज्य के अधिकारी द्वारा प्रस्तुत जांच रिपोर्ट के आधार पर संबंधित व्यक्तियों के लापता होने के बारे में आगे का जांच कार्य राज्य सरकार द्वारा देहरादून में बनाए गए लापता व्यक्ति प्रकोष्ठ द्वारा अनुरक्षित लापता लोगों के डाटाबेस में देखकर किया जाना चाहिए । व्यक्ति की मृत्यु के बारे में किसी निष्कर्ष पर पहुंचने के लिए नामोद्दिष्ट अधिकारी को प्रत्यक्षदर्शी के बयान, यदि कोई हो, और मोबाइल सर्विस प्रदाता से व्यक्ति की अंतिम कॉल और मोबाइल से संबंधित अन्य संगत डाटा सहित उपलब्ध समस्त जानकारी का उपयोग करना चाहिए । व्यक्ति की मृत्यु हो चुकी है या नहीं इस बात का निर्णय करने के लिए सभी उपलब्ध प्रमाणों पर विचार करना चाहिए । इसमें पुलिस रिपोर्ट, राहत शिविरों से पूछताछ और सगे संबंधियों/निकटतम संबंधियों इत्यादि द्वारा प्रस्तुत शपथ-पत्र शामिल हो सकते हैं ।

6. उपर्युक्त विस्तृत जांच के आधार पर उत्तराखंड का नामोद्दिष्ट अधिकारी अस्थायी रूप से मृत माने जाने के संबंध में व्याख्यात्मक आदेश जारी कर सकता है । इस आदेश को मूल राज्य के नामोद्दिष्ट अधिकारी को भेजा जाना चाहिए ।

7. इस आदेश की प्राप्ति पर संबंधित राज्य के नामोद्दिष्ट अधिकारी को मृत मान लिए गए लापता व्यक्तियों की सूची राज्य की स्थानीय भाषा एवं अंग्रेजी में समाचार पत्रों, सरकारी राजपत्र में प्रकाशित करवाना चाहिए और इस सूची को दावों अथवा आपत्तियों के प्रयोजन से सरकारी वेबसाइट में भी डाल देना चाहिए ।

8. दावे और आपत्तियां 30 दिन के भीतर प्राप्त हो जानी चाहिए ।

9. यदि निर्धारित समयावधि के भीतर कोई दावा या आपत्ति प्राप्त नहीं होती है तो संबंधित राज्य के नामोद्दिष्ट अधिकारी द्वारा एक रिपोर्ट उत्तराखंड के नामोद्दिष्ट अधिकारी को भेज दी जानी चाहिए ।

10. इस रिपोर्ट के आधार पर उत्तराखंड के पदनामित अधिकारी द्वारा मृत्यु प्रमाणपत्र जारी किया जाना चाहिए ।

11. निकटतम संबंधियों को मृत्यु प्रमाणपत्र निःशुल्क रूप से उपलब्ध कराया जाना चाहिए । मृत्यु प्रमाणपत्र उस पुलिस थाने, जहां एफआईआर/लापता व्यक्ति रिपोर्ट दर्ज करायी गई थी और संबंधित राज्य के नामोद्दिष्ट अधिकारी को भी भेजा जाना चाहिए ।

12. दावों और आपत्तियों की स्थिति में, पदनामित अधिकारी से तात्कालिक रूप से अधिकारी (जिसे संबंधित राज्य सरकार द्वारा नामित किया जाना है) के पास एक अपील की जाएगी । अपील पर कार्रवाई करने के बाद उत्तराखंड के नामोद्दिष्ट अधिकारी को व्याख्यात्मक आदेश भेजा जाना होगा जोकि इसके पश्चात मृत्यु होने का प्रमाणपत्र जारी करने अथवा इसे अस्वीकार करने के संबंध में उचित कार्रवाई करेगा ।

4. इस प्रक्रिया को लागू करने के लिए उत्तराखंड के नामोद्दिष्ट अधिकारी (परगना अधिकारी/एसडीएम) को जन्म एवं मृत्यु रजिस्ट्रीकरण (आरबीडी) अधिनियम, 1969 की धारा 7(1) के अंतर्गत मृत्यु रजिस्ट्रार घोषित किया जाएगा । उपर्युक्त सभी मामलों में मृत्यु का रजिस्ट्रीकरण आरबीडी अधिनियम की धारा 7(2) के प्रावधान के अनुसार मृत्यु होने के स्थान/मृत मान लिए जाने वाले स्थान पर किया जाए ।

पी.ए. मिनी
6/9/13

(पी.ए.मिनी)
उप महारजिस्ट्रार (सीआरएस)

सेवा में,
मुख्य रजिस्ट्रार, जन्म और मृत्यु

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127/C 4TC 40/C

सं0/NO.1/2/88-VS(Cord.)

भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS/GRIH MANTRALAYA
भारत के महारजिस्ट्रार का कार्यालय
OFFICE OF THE REGISTRAR GENERAL, INDIA
जीवनांक प्रभाग, पश्चिमी खण्ड 1, रामकृष्णपुरम्
VITAL STATISTICS DIVISION, WEST BLOCK 1, R.K. PURAM,

नई दिल्ली, दिनांक
New Delhi, the July 14, 1999

To

Chief Registrar of Births & Deaths
(H.Q.) and Director,
Bureau of Economics & Statistics,
National Capital Territory of Delhi,
Old Secretariat, Room No. 148,
DELHI - 110054.

Sub : Registration of birth of children taken on adoption.

Sir,

The matter relating to registration and issuance of birth certificates with the name of adoptive parents in respect of children taken on adoption has been under consideration of this office for quite some time now. This problem was being increasingly posed from different quarters and was beginning to assume greater dimensions. The Supreme Court in its judgement dated 14.8.91 in the CMP No. 5704 and 8842 of 1990 in the Writ Petition No.1171 of 1982 – L.K. Pandey vs Union of India had also clearly recognized the need for issuing birth certificate to adopted children showing the name of the adoptive parents.

2. In pursuance to the Supreme Court judgements during 1984 to 1986 in the Writ Petition mentioned above, the Govt. of India in July, 1989 issued certain guidelines to facilitate the implementation of the norms, principles and procedures relating to adoption of children. Subsequent to a number of clarifactory judgements on the same case delivered by the Supreme Court between 1989 to 1991, the Govt. constituted a Task Force under the Chairmanship of Justice (Retd.) P.N. Bhagawati former Chief Justice of India to revise the earlier guideline. The report of the Task Force which was submitted in August, 1993 has been accepted by the Govt. and a Revised Guidelines for Adoption of Indian Children has been issued for information,

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which inter-alia includes a set of specific procedures for registration of births of adopted children and issuance of birth certificate thereof. The salient features of the guidelines are given below:

i) An application is to be made by the agency to the local Magistrate alongwith any other relevant material in form of an affidavit made by responsible person belonging to the agency.

ii) The Magistrate is to pass an order approving the particulars to be entered in the birth certificate and same is to be issued by the registrar of the area where the child was found.

iii) The Chief Medical Officer of the district is to be involved in ascertaining the age and the Magistrate would ordinarily act on the certificate granted by him.

iv) Normally, the process should be initiated before the adoption is finalised, so that the particulars of adoptive parents are available for inclusion in the certificate.

v) If the child has attained three years of age and adoption has not been finalised, the agency is to obtain a birth certificate, if found necessary, after informing the court in the form of an affidavit giving the following details :

(a) that to the best of its knowledge the child has attained the age of three years;

(b) that his/her adoption has not been finalised and is likely to take some time or may never be finalised in all probability;

(c) that a certificate is required for educational/medical/legal purposes or any other reasonable purpose which may be specified; and

(d) that person/persons would stand in as local parents to the child (this person/these persons should be a responsible person/responsible persons belonging to the placement agency) till such time as he/she attains majority, or is adopted, whichever is earlier.

vi) A second birth certificate is to be issued after adoption to provide for a change in name/names of the child and the adoptive parent/parents after obtaining an order to that effect from the court which had passed order for issuing the original birth certificate.

3. It has been decided to accept in full the procedure as laid down in the above mentioned guidelines. The only area that needs further amplification in the procedures, relates to the ascertainment of age of the child. Although, under the guidelines, the CMO is to be involved in ascertainment of age and Magistrate is to act on the certificate granted by the CMO, it would be necessary to decide on the exact date of birth as mere mention of age in completed years or even years and months would not be sufficient. Therefore, on the certificate granted by the CMO, the Magistrate should also arrive at a date of birth of the child while approving and ordering the other particulars to be entered in the certificate.

Birth Certificate

4.18 Every child must have a birth certificate. For issuing a birth certificate in respect of an abandoned or destitute child, the registration of whose birth is not available, the agency concerned must make an application to the local Magistrate alongwith any other material which the agency considers relevant in the form of an affidavit made by a responsible person belonging to the agency. The local magistrate will then pass an order approving the particulars to be entered in the birth certificate and on the basis of the magisterial order, the requisite certificate will be issued by the local birth certificate issuing authority of the city/town/area where the child has been found. The Chief Medical Officer of the district may be involved in the enquiry for ascertaining age. The Magistrate would ordinarily act on the certificate granted by the Chief Medical Officer. This process would be initiated only after the adoption is finalised, so that the particulars of the adoptive parents are available for inclusion in the certificate. In case the child has attained the age of three, and the adoption has still not been finalised, the agency may obtain a birth certificate, if it is found necessary, after informing the court in the form of an affidavit :

(a) that to the best of its knowledge the child has attained the age of three years;

(b) that his/her adoption has not been finalised and is likely to take some time or may never be finalised in all probability;

(c) that a certificate is required for educational/medical/legal purposes or any other reasonable purpose which may be specified; and

(d) that person/persons would stand in as local parents to the child (this person/these persons should be a responsible person/responsible persons belonging to the placement agency) till such time as he/she attains majority, or is adopted, whichever is earlier.

In such cases a second birth certificate may be issued after adoption to provide for a change in the name/names of the child and the adoptive parent/parents after obtaining an order to that effect from the court which had passed order for issuing the original birth certificate.

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DIRECTORATE OF ... AND ... DEATHS)

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4. It may, however, be noted that the said guidelines pertain to only those children who are sponsored for adoption by the orphanages, child welfare agencies and other like agencies. There are large number of adoptions that take place outside these institutional arrangements, for example children taken on adoption from relatives or friends. It has been decided to extend the benefit to such children also. As formal adoptions of such nature are prevalent mostly in urban areas, it is more than likely that births of these children would have been registered and birth certificates issued. In such cases, it would be sufficient if the Magistrate having jurisdiction over the area passes an order approving the particulars of the adoptive parents to be entered/altered in the birth register/certificate and also pass an order for issuing a second birth certificate. If in case, the birth has not been registered the Magistrate passing the order has to determine the exact date of birth, which he can do on the basis of relevant proof or declaration from the natural parents and in their absence, on the basis of the certificate granted by the Chief Medical Officer.

5. The Registrar, as he does in case of other court order, has to make an entry in the 'remarks' column giving details of the court order (including date) while entering or correcting as per the particulars approved by the Magistrate.

6. If the birth is being registered after the normal reporting period all the procedures laid down under Section 13 of the RBD Act, 1969 have to be strictly followed.

7. You are now requested to bring this to the notice of all the registration functionaries down the hierarchy right upto the level of the local registrar. This may also be circulated to all agencies in your state that sponsor adoption of children. It has also to be ensured that the local Magistrates who would be passing the orders in this regard are made aware of the procedure laid down under the guidelines through appropriate channels.

A copy of the instruction issued in this regard may be forwarded to this office by 7.8.99.

Yours faithfully,

(R.G. Mitra)
Deputy Registrar General.

Special Leave

NO. 1/7/2011-VS(CRS)
भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS
भारत के महारजिस्ट्रार का कार्यालय
OFFICE OF THE REGISTRAR GENERAL, INDIA
जीवनांक प्रभाग, पश्चिमी खण्ड-1, रामकृष्ण पुरम्, नई दिल्ली - 110066
V.S. Division, West Block –I, R.K. Puram, New Delhi – 110066
दूरभाष-फैक्स/Tele-fax.No.23383761/26104012 E-mail – rgi.rgi@censusindia.gov.in

Dated 12.03.2012

CIRCULAR

Subject: Procedure for making/changing entries in the birth record for children taken on adoption - Issue of guidelines.

As you are aware, the registration of births and deaths is done under the ambit of Registration of Births and Deaths, (RBD) Act, 1969. The issue relating to registration of birth of children taken on adoption hitherto is being dealt with on the basis of guidelines issued by the Office of the Registrar General, India, in 1999. In order to add objectivity to the entire process and also to keep abreast with the changes that have taken place, an emergent need was felt to re-visit the subject. As a part of this process, it has been decided to introduce a new birth reporting form (1A) namely "Birth Report for adopted child" on the pattern of the existing birth reporting form. The new form also comprise two parts namely Legal and Statistical part. The said form will be applicable both for the adoptions taking place through institution or otherwise. The procedure to be adopted while making entries / changes in the birth record of children taken on adoption is described below.

1. Children taken on adoption through Institutions

In the adoptions taking place through institutions, the details of the parents may or may not be known and the birth of the child may or may not be registered. The procedure for both the cases, i.e., the birth already registered and not yet registered is dealt separately.

i. Birth not registered and name(s) of parents known

(a) In case the birth of the adopted child has not been registered, the 'place where the adoption agency is located' shall be treated as the 'place of birth' of the child. In the event of the date of birth of the child being not known, the same as determined by the CMO or any duly licensed Physician and as reflected in the adoption order/deed issued by the local Magistrate shall be recorded as the date of birth of the child in birth reporting form. Besides the date of birth, the name(s) of adoptive parent(s) and address of adoptive parent(s) as contained in

the adoption order/deed along with the number and date of the order shall be entered in the birth reporting form. The name(s) of parents shall also be entered in birth reporting form.

(b) The concerned Registrar of the area where the adoption agency is located shall register the birth on the basis of adoption deed and duly filled-in birth reporting form, and issue the birth certificate with the name(s) of adoptive parent(s).

ii. Birth not registered and name(s) of parents not known

(a) In case the birth of the adopted child has not been registered, the `place where the adoption agency is located' shall be treated as the `place of birth' of the child. In the event of the date of birth of the child being not known, the same as determined by the CMO or any duly licensed Physician and as reflected in the adoption order/deed issued by the local Magistrate shall be recorded as the date of birth of the child in birth reporting form. Besides the date of birth, the name(s) of adoptive parent(s) and address of adoptive parent(s) as contained in the adoption order/deed along with the number and date of the order shall be entered in the birth reporting form. The column for name(s) of parents shall remain blank in birth reporting form.

(b) The concerned Registrar of the area where the adoption agency is located shall register the birth on the basis of adoption deed and duly filled-in birth reporting form, and issue the birth certificate with the name(s) of adoptive parent(s).

iii. Birth registered

(a) A birth shall be treated as registered only when supported by the original birth certificate or a copy thereof. The place of birth and the date of birth as mentioned in the original birth certificate will not undergo any change and shall remain as it is. However, on the basis of details contained in adoption order/ deed, requisite changes will be made in the name of child, name of adoptive parent(s) and address of adoptive parent(s) by the Registrar where the birth was originally registered.

(b) In order to facilitate the entire process, the Registrar in whose jurisdiction the adoption agency is located shall send the duly filled birth reporting form along with the adoption order/deed and the copy of the original birth certificate to the Registrar where the birth was originally registered. The Registrar shall also make a request to effect changes in the name of child, name of adoptive parent(s) and address of adoptive parent(s) in the birth records and send the revised birth certificate to him/her for being provided to the adoptive parent(s).

2. **Children taken on adoption outside Institutions—**

Apart from adoptions taking place through institutions, a number of children are adopted by relatives / acquaintances. In this case also, the birth of child may or may not be registered. The procedure for both the cases, i.e., the birth already registered and not yet registered, is described as under:

i. Birth not registered and name(s) of parents known

(a) In case the birth of the adopted child has not been registered, the `place where the adoption took place shall be treated as the `place of birth' of the child. In the event of the date of birth of the child being not known, the same as determined by the CMO or any duly licensed Physician and as reflected in the adoption order/deed issued by the local Magistrate shall be recorded as the date of birth of the child in birth reporting form. Besides the date of birth, the name(s) of adoptive parent(s) and address of adoptive parent(s) as contained in the adoption order/deed along with the number and date of the order shall be entered in the birth reporting form. The name(s) of parents shall also be entered in birth reporting form.

(b) The concerned Registrar of the area where the adoption has taken place shall register the birth on the basis of adoption deed and duly filled-in birth reporting form, and issue the birth certificate with the name(s) of adoptive parent(s).

ii. Birth not registered and name(s) of parents not known

(a) In case the birth of the adopted child has not been registered, the `place where the adoption took place shall be treated as the `place of birth' of the child. In the event of the date of birth of the child being not known, the same as determined by the CMO or any duly licensed Physician and as reflected in the adoption order/deed issued by the local Magistrate shall be recorded as the date of birth of the child in birth reporting form. Besides the date of birth, the name(s) of adoptive parent(s) and address of adoptive parent(s) as contained in the adoption order/deed along with the number and date of the order shall be entered in the birth reporting form. The column for name(s) of parents shall remain blank in birth reporting form.

(b) The concerned Registrar of the area where the adoption has taken place shall register the birth on the basis of adoption deed and duly filled-in birth reporting form, and issue the birth certificate with the name(s) of adoptive parent(s).

iii. Birth registered

(a) A birth shall be treated as registered only when supported by the original birth certificate or a copy thereof. The place of birth and the date of birth as mentioned in the original birth certificate will not undergo any change and shall

remain as it is. However, on the basis of details contained in adoption order/ deed, requisite changes will be made in the name of child, name of adoptive parent(s) and address of adoptive parent(s) by the Registrar where the birth was originally registered.

(b) If the adoption order is issued from a place other than the place where birth is actually registered, the adoptive parents will approach the Registrar in whose jurisdiction adoption order is issued. The Registrar shall send the duly filled birth reporting form along with the adoption order/deed and the copy of the original birth certificate to the Registrar where the birth was originally registered. The Registrar shall also make a request to effect changes in the name of child, name of adoptive parent(s) and address of adoptive parent(s) in the birth records and send the revised birth certificate to him/her for being provided to the adoptive parent(s).

3. The following points may also be taken care of while making entries in the birth reporting form / changes in the birth record.

(a) The term 'adoptive parents' or 'adopted child' shall not be used in the birth certificate. The name of adoptive parents shall appear as `parents' (father and mother of the child) in the birth certificate. The 'address of adoptive parents' shall be recorded as the `address of parents at the time of birth of the child' in the birth certificate.

(b) In case of births that have already been registered, the Registrar shall make suitable entries with regard to the changes made in the Remarks column of the Birth Register.

(c) The Legal part of the birth reporting form shall be treated as the birth register (form No.7). The Statistical part shall be detached and sent for compilation to the prescribed authority along with Summary Monthly Report of Births (form No.11).

(d) The provisions relating to delayed registration as prescribed under Section 13 of the RBD Act, 1969 shall not be applicable in these cases as judicial resolution in the form of adoption deed /order has already been issued by the Magistrate.

4. Form1-A shall form part of the respective State Rules and the necessary permission of the Central Government to amend Rule 5 (1) is hereby granted under Section 30(1) of the RBD Act, 1969. The existing Rule 5(1) under Section 8 shall be replaced with the following:

*'5(1). **Form, etc. for giving information of births and deaths**--(1) The information required to be given to the Registrar under section 8 or section 9, as the case*

*may be, shall be in Form Nos. 1, **1-A**, 2 and 3 for the Registration of a birth, **birth of an adopted child**, death and still birth respectively, hereinafter to be collectively called the reporting forms. Information if given orally shall be entered by the Registrar in the appropriate reporting forms and the signature/thumb impression of the informant obtained.'*

5. These directions are issued under Section 3(3) of the Registration of Births and Deaths (RBD) Act, 1969. These guidelines will repeal the previous guidelines and shall come into force with immediate effect.

6. You are requested to implement these guidelines by amending the aforesaid Rule for incorporating the new form in the system. You are also requested to issue necessary directions to all the registration functionaries down the hierarchy right up to the level of the local Registrar of Births and Deaths for strict compliance. A copy of the notification of the amended rule along with the copy of the directions issued to the concerned authorities may also be forwarded to this office for record.

(Dr. C. Chandramouli)
Registrar General, India

Encl: Birth Reporting form for adopted child (1-A)

To

The Chief Registrars/ Additional/ Deputy Chief Registrars of Births and Deaths of all States and UTs.

FORM NO.1-A BIRTH REPORT FOR ADOPTED CHILD

Legal information

This part to be added to the Birth Register

To be filled by the informant

1* Date of Birth (If known write exact date of birth)
(Otherwise record the date of birth as ascertained by the Magistrate)

2* Sex : (Enter "male" or "female"
do not use abbreviation

3. Name of the child :
(If name is changed on adoption write new name)

4* Name of the mother :
(If Known)

5* Name of the father
(If Known)

6 Date and number of adoption deed/ order

7 Name of the adoptive mother :

8 Name of the adoptive father:

9 Address of adoptive parents as recorded in Adoption deed

10 Permanent address of adoptive parents

11* Place of birth

12 If adoption through agency write the place & address Of the Adoption agency

13. **Informant's name and address :**
(After completing all columns 1 to 13 informant will put date and signature here)

***As contained in the original birth certificate**

Date: Signature or left thumb mark of the informant

To be filled by the Registrar

Registration No
Registration Unit
Town/Village
Remarks : (If any)

Registration Date
District

Name and Signature of the Registrar

To be detached and sent for statistical processing (Not to be filled for birth already registered)

BIRTH REPORT FOR ADOPTED CHILD

FORM NO. 1 - A

Statistical information

This part to be detached and sent for statistical processing

To be filled by the informant

14. **Religion of the adoptive Father :** (Tick the appropriate one by below)

15 **Adoptive father's level of education :**
(Enter the completed level of education e.g. if studied upto class VII but passed only class VI, write class VI

16. **Adoptive mother's level of education :**
(Enter the completed level of education e.g. if studied upto class VII but passed only class VI, write class VI)

17. **Adoptive father's occupation :**
(If no occupation write 'Nil')

18. **Adoptive mother's occupation :**
(If no occupation write 'Nil')

Columns to be filled are over. Now put signature at left)

To be filled by the Registrar

Name
District
Taluk
Town/Village
Registration Unit

Code No

Registration No
Date of Birth
Sex : 1 Male 2 Female
Place of Birth

Registration Date

Name and Signature of the Registrar

FORM No. 1-A
(See rule 5)

सं./No. 1/7/2011-जीवनांक(सी.आर.एस.)
भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS
भारत के महारजिस्ट्रार का कार्यालय
जीवनांक प्रभाग, पश्चिमी खण्ड-1, रामकृष्ण पुरम्, नई दिल्ली - 110066
OFFICE OF THE REGISTRAR GENERAL, INDIA
V.S. Division, West Block –I, R.K. Puram, New Delhi – 110066
Tele-fax: 26104012 E-mail – drg-crs.rgi@censusindia.gov.in

दिनांक -- 12-3-2012

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परिपत्र

विषय :-गोद लिए गए बच्चों के जन्म रिकार्ड में प्रविष्टि करने/परिवर्तन करने की प्रक्रिया के संबंध में दिशा-निर्देश जारी करना ।

जैसा कि आपको विदित ही है कि जन्म और मृत्यु का रजिस्ट्रीकरण, जन्म और मृत्यु रजिस्ट्रीकरण, अधिनियम, 1969 की परिधि के अंतर्गत किया जाता है । अब तक गोद लिए गए बच्चों के जन्म के रजिस्ट्रीकरण के मुद्दे पर 1999 में भारत के महारजिस्ट्रार के कार्यालय द्वारा जारी किए गए दिशानिर्देशों के आधार पर कार्रवाई की जा रही है । सम्पूर्ण प्रक्रिया के साथ विषयनिष्ठता को जोड़ने और किए गए परिवर्तनों के साथ समानता बनाए रखने के उद्देश्य के लिए इस विषय पर पुन: ध्यान देने की आकस्मिक आवश्यकता महसूस की गई है । इस प्रक्रिया के एक भाग के रूप में मौजूदा जन्म सूचना प्रपत्र के पैटर्न पर नया जन्म सूचना प्रपत्र (1क) नामत: 'गोद लिए गए बच्चे के लिए जन्म रिपोर्ट' लागू करने का निर्णय लिया गया है । नए प्रपत्र में दो भाग नामत: विधिक और सांख्यिकीय भाग भी शामिल हैं । उपर्युक्त प्रपत्र संस्थान अथवा अन्यथा दोनों के माध्यम से गोद लेने के लिए लागू होगा । गोद लिए गए बच्चों के जन्म रिकार्ड में प्रविष्टि करने/परिवर्तन करने के लिए अपनाई जाने वाली प्रक्रिया का ब्यौरा नीचे दिया गया है ।

1. संस्थानों के माध्यम से गोद लिए गए बच्चे

संस्थानों के माध्यम से गोद लेने के संबंध में हो सकता है कि अभिभावकों के ब्यौरों का पता हो अथवा न हो और बच्चे के जन्म का रजिस्ट्रीकरण हुआ हो अथवा न हुआ हो । दोनों मामलों अर्थात् जन्म का रजिस्ट्रीकरण हो चुका हो अथवा न हो । दोनों मामलों अर्थात् जन्म का रजिस्ट्रीकरण हो चुका हो अथवा अभी तक न किया गया हो, दोनों की प्रक्रिया अलग होगी ।

(i) जन्म का रजिस्ट्रीकरण नहीं किया गया हो तथा अभिभावक का नाम मालूम हो :

(क) यदि गोद लिए गए बच्चे के जन्म का रजिस्ट्रीकरण नहीं किया गया है तो उस मामले में जिस स्थान पर दत्तक ग्रहण एजेंसी स्थित है उसी स्थान को बच्चे का 'जन्म स्थान' माना जाएगा । बच्चे की जन्म तिथि का पता न होने की स्थिति में सी.एम.ओ. अथवा किसी विधिवत लाइसेंसशुदा फिजीशियन द्वारा निर्धारित और स्थानीय मजिस्ट्रेट द्वारा जारी दत्तक आदेश/विलेख में बताई गई तिथि को जन्म सूचना प्रपत्र में बच्चे की जन्म तिथि के रूप में दर्ज किया जाएगा । जन्म तिथि के अलावा, दत्तक अभिभावक का नाम तथा दत्तक अभिभावक का पता जैसा कि दत्तक आदेश/विलेख में अंतर्विष्ट है, के आदेश की संख्या और तारीख सहित जन्म सूचना प्रपत्र में दर्ज किया जाएगा । जन्म सूचना प्रपत्र में अभिभावक का नाम भी दर्ज किया जाएगा ।

(ख) उस क्षेत्र का संबंधित रजिस्ट्रार जहां दत्तक एजेंसी स्थित है, दत्तक विलेख तथा विधिवत भरे हुए जन्म सूचना प्रपत्र के आधार पर जन्म दर्ज करेगा और दत्तक अभिभावक के नाम सहित जन्म प्रमाणपत्र जारी करेगा ।

(ii) **जन्म का रजिस्ट्रीकरण नहीं किया गया हो तथा अभिभावक का नाम मालूम नहीं हो**

(क) यदि गोद लिए गए बच्चे के जन्म का रजिस्ट्रीकरण नहीं किया गया है तो उस मामले में जिस स्थान पर दत्तक ग्रहण एजेंसी स्थित है उसी स्थान को बच्चे का 'जन्म स्थान' माना जाएगा । बच्चे की जन्म तिथि का पता न होने की स्थिति में सी.एम.ओ. अथवा किसी विधिवत लाइसेंसशुदा फिजीशियन द्वारा निर्धारित और स्थानीय मजिस्ट्रेट द्वारा जारी दत्तक आदेश/विलेख में बताई गई तिथि को जन्म सूचना प्रपत्र में बच्चे की जन्म तिथि के रूप में दर्ज किया जाएगा । जन्म तिथि के अलावा, दत्तक अभिभावक का नाम तथा दत्तक अभिभावक का पता जैसा कि दत्तक आदेश/विलेख में अंतर्विष्ट है, को आदेश की संख्या और तारीख सहित जन्म सूचना प्रपत्र में दर्ज किया जाएगा । जन्म सूचना प्रपत्र में अभिभावक के नाम से संबंधित कालम खाली रहेगा ।

(ख) उस क्षेत्र का संबंधित रजिस्ट्रार जहां दत्तक एजेंसी स्थित है, दत्तक विलेख तथा विधिवत भरे हुए जन्म सूचना प्रपत्र के आधार पर जन्म दर्ज करेगा और दत्तक अभिभावक के नाम सहित जन्म प्रमाणपत्र जारी करेगा ।

(iii) **जन्म का रजिस्ट्रीकरण किया गया हो**

(क) जन्म को रजिस्ट्रीकृत केवल तभी माना जाएगा जब मूल जन्म प्रमाणपत्र या उसकी प्रति संलग्न की गई हो । मूल जन्म प्रमाणपत्र में यथा उल्लेखित जन्म स्थान और जन्म तिथि में कोई परिवर्तन नहीं होगा तथा उसमें दी गई जानकारी वही रहेगी । तथापि दत्तक आदेश/विलेख में विहित ब्योरों के आधार पर उस रजिस्ट्रार द्वारा जहां जन्म का मूल रूप में रजिस्ट्रीकरण हुआ है, बच्चे के नाम, दत्तक अभिभावक के नाम और दत्तक अभिभावक के पते में अपेक्षित परिवर्तन किया जाएगा ।

(ख) सम्पूर्ण प्रक्रिया को सुलभ बनाने के उद्देश्य से रजिस्ट्रार जिसके क्षेत्राधिकार में दत्तक एजेंसी स्थित है, विधिवत भरा हुआ जन्म सूचना प्रपत्र दत्तक आदेश/विलेख सहित तथा मूल जन्म प्रमाणपत्र की प्रति उस रजिस्ट्रार को भेजेगा जहां जन्म का मूल रूप में रजिस्ट्रीकरण किया गया हो । रजिस्ट्रार जन्म के रिकार्डों में बच्चे के नाम, दत्तक अभिभावक के नाम तथा दत्तक अभिभावक के पते में परिवर्तन करने का भी अनुरोध करेगा तथा दत्तक अभिभावक को उपलब्ध कराए जाने के लिए संशोधित जन्म प्रमाणपत्र उसे भेजेगा ।

2. **संस्थाओं से बाहर गोद लिए गए बच्चे**

संस्थाओं के माध्यम से गोद लिए जाने के अतिरिक्त अनेक बच्चों को संबंधियों/परिचितों द्वारा गोद लिया जाता है । ऐसे मामले में भी यह हो सकता है कि बच्चे का जन्म रजिस्ट्रीकृत हो अथवा न हो । इन दोनों ही मामलों अर्थात् जन्म का रजिस्ट्रीकरण पहले ही हो चुका है अथवा रजिस्ट्रीकरण अभी नहीं हुआ है, उसकी संपूर्ण प्रक्रिया का विवरण नीचे दिया गया है :

(i) **जन्म का रजिस्ट्रीकरण नहीं किया गया है तथा अभिभावक का नाम मालूम है –**

(क) यदि गोद लिए गए बच्चे के जन्म का रजिस्ट्रीकरण नहीं किया गया है तो उस मामले में जिस स्थान पर दत्तक ग्रहण किया गया है उसी स्थान को बच्चे का 'जन्म स्थान' माना जाएगा । बच्चे की जन्म तिथि का पता न होने की स्थिति में सी.एम.ओ. अथवा किसी विधिवत लाइसेंसशुदा फिजीशियन द्वारा निर्धारित और स्थानीय मजिस्ट्रेट द्वारा जारी दत्तक आदेश/विलेख में बताई गई तिथि को जन्म सूचना प्रपत्र में बच्चे की जन्म तिथि के रूप में दर्ज किया जाएगा । जन्म तिथि के अलावा, दत्तक अभिभावक का नाम तथा दत्तक अभिभावक का पता जैसा कि दत्तक आदेश/विलेख में अंतर्विष्ट हैं, के आदेश की संख्या और तारीख सहित जन्म सूचना प्रपत्र में दर्ज किया जाएगा । जन्म सूचना प्रपत्र में अभिभावक का नाम भी दर्ज किया जाएगा ।

(ख) उस क्षेत्र का संबंधित रजिस्ट्रार जहां दत्तक ग्रहण किया गया है, दत्तक विलेख तथा विधिवत भरे हुए जन्म सूचना प्रपत्र के आधार पर जन्म दर्ज करेगा और दत्तक अभिभावक के नाम सहित जन्म प्रमाणपत्र जारी करेगा ।

(ii) **जन्म का रजिस्ट्रीकरण नहीं किया गया हो तथा अभिभावक का नाम मालूम नहीं हो**

(क) यदि गोद लिए गए बच्चे के जन्म का रजिस्ट्रीकरण नही किया गया है तो उस मामले में जिस स्थान पर दत्तक ग्रहण किया गया है उसी स्थान को बच्चे का 'जन्म स्थान' माना जाएगा । बच्चे की जन्म तिथि का पता न होने की स्थिति में सी.एम.ओ. अथवा किसी विधिवत लाइसेंसशुदा फिजीशियन द्वारा निर्धारित और स्थानीय मजिस्ट्रेट द्वारा जारी दत्तक आदेश/विलेख में बताई गई तिथि को जन्म सूचना प्रपत्र में बच्चे की जन्म तिथि के रूप में दर्ज किया जाएगा । जन्म तिथि के अलावा, दत्तक अभिभावक का नाम तथा दत्तक अभिभावक का पता जैसा कि दत्तक आदेश/विलेख में अंतर्विष्ट है, के आदेश की संख्या और तारीख सहित जन्म सूचना प्रपत्र में दर्ज किया जाएगा । जन्म सूचना प्रपत्र में अभिभावक के नाम के लिए निर्धारित कालम को खाली रखा जाएगा ।

(ख) उस क्षेत्र का संबंधित रजिस्ट्रार जहां दत्तक ग्रहण किया गया है, दत्तक विलेख तथा विधिवत भरे हुए जन्म सूचना प्रपत्र के आधार पर जन्म दर्ज करेगा और दत्तक अभिभावक के नाम सहित जन्म प्रमाणपत्र जारी करेगा ।

(iii) **जन्म का रजिस्ट्रीकरण किया गया हो –**

(क) जन्म को रजिस्ट्रीकृत केवल तभी माना जाएगा जब मूल जन्म प्रमाणपत्र या उसकी प्रति संलग्न की गई हो । मूल जन्म प्रमाणपत्र में यथा उल्लेखित जन्म स्थान और जन्म तिथि में कोई परिवर्तन नहीं होगा तथा उसमें दी गई जानकारी वही रहेगी । तथापि दत्तक आदेश/विलेख में विहित ब्योरों के आधार पर उस रजिस्ट्रार द्वारा जहां जन्म का मूल रूप में रजिस्ट्रीकरण हुआ है, बच्चे के नाम, दत्तक अभिभावक के नाम और दत्तक अभिभावक के पते में अपेक्षित परिवर्तन किया जाएगा ।

(ख) यदि दत्तक आदेश किसी ऐसे स्थान से जारी किया जाता है जो कि उस स्थान से भिन्न है जहां जन्म का वास्तविक रूप से रजिस्ट्रीकरण किया गया है, तो दत्तक अभिभावक उस रजिस्ट्रार से सम्पर्क करेंगे जिसके अधिकार क्षेत्र में दत्तक आदेश जारी किया गया है । वह रजिस्ट्रार दत्तक आदेश/विलेख और मूल जन्म प्रमाणपत्र की प्रति सहित विधिवत भरे गए जन्म सूचना प्रपत्र को उस रजिस्ट्रार के पास भेजेगा जहां जन्म का मूल रूप से रजिस्ट्रीकरण किया गया था । रजिस्ट्रार जन्म संबंधी रिकार्डों में बच्चे के नाम, दत्तक अभिभावक के नाम और दत्तक अभिभावक के पते में परिवर्तन करने का अनुरोध करेगा तथा दत्तक अभिभावक को उपलब्ध कराए जाने के लिए संशोधित जन्म प्रमाणपत्र उसे भेजेगा ।

3. जन्म सूचना प्रपत्र में प्रविष्टियां/जन्म रिकार्ड में परिवर्तन करते समय निम्नलिखित बातों का ध्यान रखा जाना चाहिए ।

(क) 'दत्तक अभिभावक' अथवा 'दत्तक बच्चा' शब्द का प्रयोग जन्म प्रमाणपत्र में नहीं किया जाएगा । जन्म प्रमाणपत्र में दत्तक अभिभावक का नाम 'अभिभावक' (बच्चे के पिता और माता) के रूप में होना चाहिए । जन्म प्रमाणपत्र में 'दत्तक अभिभावक का पता' 'बच्चे के जन्म के समय अभिभावक का पता' के रूप में रिकार्ड किया जाएगा ।

(ख) पहले ही रजिस्ट्रीकरण किए जा चुके जन्मों के मामले में रजिस्ट्रार किए गए परिवर्तनों को ध्यान में रखते हुए जन्म रजिस्टर के अभ्युक्ति कालम में उपयुक्त प्रविष्टियां करेगा ।

(ग) जन्म सूचना प्रपत्र के विधिक हिस्से को जन्म रजिस्टर (फार्म सं. 7) माना जाएगा । सांख्यिकी हिस्से को अलग कर लिया जाएगा और जन्म संबंधी मासिक रिपोर्ट सार (फार्म सं. 11) सहित संकलन के लिए इसे निर्धारित प्राधिकारी के पास भेजा जाएगा ।

(घ) जन्म और मृत्यु रजिस्ट्रीकरण अधिनियम, 1969 की धारा 13 के अंतर्गत निर्धारित किए गए प्रावधान अनुसार विलम्बित रजिस्ट्रीकरण से संबंधित प्रावधान इन मामलों पर लागू नहीं होंगे क्योंकि मजिस्ट्रेट द्वारा दत्तक विलेख/आदेश के रूप में न्यायिक संकल्प पहले ही जारी किया जा चुका है ।

4. फार्म 1-ए संबंधित राज्य नियमावली का हिस्सा होगा तथा नियम 5(1) को संशोधित करने के लिए जन्म और मृत्यु रजिस्ट्रीकरण अधिनियम, 1969 की धारा 30(1) के अंतर्गत एतद्द्वारा केंद्र सरकार की आवश्यक अनुमति प्रदान की जाती है । धारा 8 के अंतर्गत मौजूदा नियम 5(1) को निम्न से प्रतिस्थापित किया जाएगा :

5(1) जन्म और मृत्यु की सूचना देने के लिए फार्म आदि .....

रजिस्ट्रार को यथास्थिति, धारा 8 या धारा 9 के अधीन दी जाने वाली अपेक्षित सूचना जन्म, **दत्तक बच्चे का जन्म**, मृत्यु और मृत जन्म के पंजीकरण के लिए, क्रमश: प्रपत्र सं. 1, **1-क**, 2 और 3, जिन्हें इससे आगे सामूहिक रूप में प्रतिवेदन प्रपत्र (रिपोर्टिंग फार्म) कहा जाएगा, में दी जाएगी । यदि सूचना मौखिक रूप में दी जाती है, तो रजिस्ट्रार द्वारा उपयुक्त प्रतिवेदन प्रपत्रों में उसकी प्रविष्टि की जाएगी और सूचनादाता के हस्ताक्षर कराए जाएंगे/अंगूठे का निशान लगवाया जाएगा ।

5. ये निर्देश जन्म और मृत्यु पंजीकरण (आर.बी.डी.) अधिनियम, 1969 की धारा 3(3) के तहत जारी किए रहे हैं । ये दिशा निर्देश पूर्ववर्ती दिशानिर्देशों को निरस्त करेंगे और तत्काल प्रभाव से प्रभावी होंगी ।

6. आपसे अनुरोध है कि इस प्रणाली में नए प्रपत्र को समाहित करने के लिए उपर्युक्त नियम में संशोधन कर इन दिशा निर्देशों को कार्यान्वित करें । आपसे यह भी अनुरोध है कि इनके सख्त अनुपालन के लिए सभी पंजीकरण अधिकारियों को निम्नतम स्तर के स्थानीय पंजीयक, (जन्म और मृत्यु) के स्तर के पदानुक्रम तक आवश्यक निर्देश जारी करें । संशोधित नियम की अधिसूचना की एक प्रति के साथ ही प्राधिकारियों को जारी निर्देशों की प्रति इस कार्यालय को भी रिकार्ड के लिए भेजी जाए ।

ह.
(डा. च.चन्द्रमौलि)
भारत के महारजिस्ट्रार

अनुलग्नक : दत्तक बच्चे का जन्म सूचना प्रपत्र (1-क)

सेवा में,

सभी राज्यों और संघ राज्यक्षेत्रों के मुख्य रजिस्ट्रार/अपर/उप मुख्य रजिस्ट्रार (जन्म और मृत्यु) ।

सं./No. 1/7/2011-जीवनांक(सी.आर.एस.) **दिनाँक – 17-4-2012**

उपरोक्त परिपत्र का हिंदी रूपांतर सभी राज्यों और संघ राज्यक्षेत्रों के मुख्य रजिस्ट्रार/अपर/उप मुख्य रजिस्ट्रार (जन्म और मृत्यु) को आवश्यक कार्रवाई हेतु प्रेषित ।

(पी.ए.मिनी)
उप महारजिस्ट्रार (सी.आर.एस.)

2781C

Speed Post

No. 1/7/2011- VS -CRS/ 3046

भारत सरकार/
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गृह मंत्रालय/ MINISTRY OF HOME AFFAIRS
भारत के महारजिस्ट्रार का कार्यालय
OFFICE OF THE REGISTRAR GENERAL, INDIA
जीवनांक प्रभाग, पश्चिमी खण्ड-1, रामकृष्ण पुरम, नई दिल्ली - 110066
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Received
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Date 28/8/14

Dated 25-08-2014

To

All Chief Registrar of Births & Deaths

Sub: Procedure for making/ changing entries in birth record of Children taken on adoption.

Sir,

Please refer this office circular of even number dated 12th March, 2012 issued regarding framing the procedure for making/ changing entries in birth record of children taken on adoption and issue of birth certificate to them.

2. In this connection, this is to inform you that in the above referred circular, production of adoption order / adoption deed is mentioned for making/ changing entries in the birth record, it has now been came to the notice of this office that adoption order / deed (the / slash between them) is making confusion within the registration authorities regarding submission of adoption order and deed for issue of birth certificate for the children taken on adoption.

3. It is clarified that adoption order as well as adoption deed both are required for making/ changing entries in the birth record of children taken on adoption and issue of birth certificate to them. In this connection, your attention is also invited to the guidelines issued by the Ministry of Women & Child Development on Governing the Adoption of Children, 2011 wherein Section 82 relates with "Birth Certificate issuing Authority" under which Section 82 (2) specifically mentioned that adoption order and adoption deed both are required for issuance of birth certificate in case of children taken on adoption.

4. In view of the above facts, you are requested to communicate the contents of this letter to all the registration authorities for compliance.

Yours faithfully

(P. A. Mini)
Deputy Registrar General (CRS)

28/8

AD(S)

प्रत्येक जन्म एवम् मृत्यु का पंजीकरण सुनिश्चित करें/
"Ensure Registration of Every Birth and Death"

No. 1/7/2011- VS –CRS, New Delhi Dated 21-08-2014

Copy forwarded to the concerned DCO's for information and necessary action.

(P. A. Mini)
Deputy Registrar General (CRS)

Speed Post

No. 1/7/2011- VS -CRS

भारत सरकार/

GOVERNMENT OF INDIA

गृह मंत्रालय/

MINISTRY OF HOME AFFAIRS

भारत के महारजिस्ट्रार का कार्यालय

OFFICE OF THE REGISTRAR GENERAL, INDIA

जीवनांक प्रभाग, पश्चिमी खण्ड-1, रामकृष्ण पुरम्, नई दिल्ली - 110066

V.S. Division, West Block –I, R.K. Puram, New Delhi – 110066

Tele-fax: 26104012 E-mail – drg-crs.rgi@censusindia.gov.in

Dated: 15-05-2015

To

All Chief Registrar of Births & Deaths

Sub: Clarification on making/ changing entries in birth record of Children taken on adoption.

Sir,

Please refer this office letter of even number dated 12th March, 2012 vide which instructions were issued on framing the procedure for making/ changing entries in birth record of children taken on adoption. Later on, taken into consideration the 2011 CARA guidelines, a clarification was issued by this office letter of even number dated 25th August, 2014 through which submission of adoption deed and adoption order (both) has been made mandatory for registration of birth of children taken on adoption and issue of birth certificate to them.

2. In response to the aforesaid clarification, this office has received certain queries on submission of adoption order and adoption deed in respect of non-institutional adoptions. In this regard, it has been quoted that non institutional adoptions are taken place under the provision of 'Hindu Adoption and Maintenance (HAMA) Act, 1956" and under Section 16 of this Act; the need for production of adoption deed i.e document registered under any law and signed by both parties is sufficient . In this regard, the authenticity of the adoption deed would have to be checked only with the criteria prescribed under the HAMA Act.

3. In order to address the difficulties in producing the adoption order by general public in case of adoption within relatives/ acquaintances, the matter has been reviewed and also *discussed* with the Central Adoption Resource Authority (CARA) of Ministry of Women & Child Development. Accordingly, **it has been decided that for in country non-institutional adoptions took place within relations or acquaintances, registered adoption deed is enough, there would be no need to produce adoption order of a court for such cases.**

4. However, before registering or making corrections in the birth record, the correctness of the adoption deed should be verified by the Registrar of births and deaths and if adoption deed is found to be valid duly registered before the Sub Registrar authorized by the State Government, the concern Registrar should make necessary changes in the birth record on the

basis of the information given in the adoption deed and insert the name of adoptive parents and child and issue the birth certificate of the adopted child. *Further, it is also clarified that in case of non-institutional event, if a adopted child is more than one year old and his/ her birth is not-found registered earlier then as per the prescribed procedure of section 13 (3) of the Registration of Births and Deaths (RBD) Act 1969 an order of local Magistrate under the Delayed registration provision should also be obtained before registering the said event.*

5. In view of the above facts and taken into consideration the difficulties faced by the public in getting the birth certificate of adopted children, you are requested to direct the aforesaid contents to the concerned authorities and direct them to issue the birth certificate of adopted children on priority basis and ensure that desired birth certificate should be issued within 7 to 10 days from the date of submission of documents by the adoptive parents to the concerned Registrar. This office may be appraised about the action taken in this regard.

Yours faithfully

S/d
(P. A. Mini)
Deputy Registrar General (CRS)

No. 1/7/2011- VS –CRS, New Delhi, Dated 15-05- 2015

Copy forwarded to the concerned DCO's for information and necessary action.

S/d
(P. A. Mini)
Deputy Registrar General (CRS)

हिंदी रूपांतर
स्पीड पोस्ट

सं.1/7/2011 - वीएस - (सीआरएस)

भारत सरकार
Government of India
गृह मंत्रालय
Ministry Of Home Affairs
भारत के महारजिस्ट्रार का कार्यालय
Office Of The Registrar General, India
जीवनांक प्रभाग, पश्चिमी खंड-1, आर.के.पुरम, नई दिल्ली- 110066
V.S. Division, West Block-I, R.K. Puram, New Delhi-110066
टेली.-फैक्स:26104012 Tele.-Fax:26104012 drg-crs.rgi@censusindia.gov.in

दिनांक: 15.05.2015

सेवा में,

सभी मुख्य रजिस्ट्रार, जन्म एवं मृत्यु।

विषय: दत्तक-ग्रहण किए गए बच्चों के जन्म रिकार्ड में प्रविष्टि/परिवर्तन करने विषयक स्पष्टीकरण।

महोदय,

कृपया इस कार्यालय के दिनांक 12 मार्च, 2012 के समसंख्यक पत्र का संदर्भ लें जिसके द्वारा दत्तक किए गए बच्चों के जन्म रिकार्ड में प्रविष्टि करने/परिवर्तन करने से संबंधित कार्यप्रणाली तैयार करने के लिए अनुदेश जारी किए गए थे। बाद में, 2011 के केन्द्रीय दत्तक ग्रहण संचालन प्राधिकरण (कारा) (CARA) के दिशा-निर्देशों पर विचार करते हुए, इस कार्यालय ने दिनांक 25 अगस्त, 2014 के समसंख्यक पत्र द्वारा एक स्पष्टीकरण जारी किया गया था जिसके द्वारा गोद लिए गए बच्चों के जन्म के पंजीकरण और उन्हें जन्म प्रमाणपत्र जारी करने के लिए दत्तक-ग्रहण विलेख और दत्तक-ग्रहण आदेश (दोनों) का प्रस्तुत करना अनिवार्य कर दिया गया था ।

2 उपर्युक्त स्पष्टीकरण की प्रतिक्रिया में, गैर-संस्थागत दत्तक-ग्रहण के संबंध में दत्तक-ग्रहण आदेश और दत्तक-ग्रहण विलेख प्रस्तुत करने के संबंध में कुछ प्रश्न/शंकाएं इस कार्यालय में प्राप्त हुई थी । इस संबंध में, यह उद्धृत किया जाना है कि गैर-संस्थागत दत्तक-ग्रहण "हिन्दू दत्तक-ग्रहण और भरण-पोषण (एचएएमए) (HAMA) अधिनियम, 1956" के प्रावधान के अंतर्गत किए जाते हैं और इस अधिनियम की धारा 16 के अंतर्गत; केवल दत्तक-ग्रहण विलेख अर्थात किसी कानून के अंतर्गत पंजीकृत और दोनों पक्षकारों द्वारा हस्ताक्षरित दस्तावेज प्रस्तुत करना ही पर्याप्त है। इस संबंध में, दत्तक-ग्रहण विलेख की प्रामाणिकता की जांच केवल एचएएमए अधिनियम के अंतर्गत निर्धारित मानदण्डों के आधार पर ही करनी पड़ेगी।

3. संबंधियों/परिचितों में दत्तक लेने के मामले में, सामान्य जनता द्वारा दत्तक-ग्रहण आदेश प्रस्तुत करने में आ रही कठिनाईयों को दूर करने के लिए इस मामले की समीक्षा की गई तथा महिला और बाल विकास मंत्रालय के केन्द्रीय दत्तक-ग्रहण संसाधन प्राधिकरण (कारा) के साथ विचार-विमर्श भी किया गया है । तदनुसार, **यह निर्णय लिया गया है कि देश के अन्दर संबंधियों अथवा परिचितों में से गैर-संस्थागत दत्तक-ग्रहण के लिए पंजीकृत दत्तक-ग्रहण (Adoption deed) विलेख पर्याप्त है । ऐसे मामलों के लिए किसी न्यायालय के दत्तक ग्रहण आदेश प्रस्तुत करने की आवश्यकता नहीं होगी ।**

4. फिर भी, जन्म रिकार्ड में शुद्धियां करने अथवा पंजीकृत करने से पहले, दत्तक-ग्रहण विलेख की सत्यता जन्म और मृत्यु रजिस्ट्रार द्वारा सत्यापित की जानी चाहिए और यदि राज्य सरकार द्वारा प्राधिकृत उप रजिस्ट्रार के समक्ष विधिवत पंजीकृत दत्तक-ग्रहण विलेख वैध पाया जाता है तो संबंधित रजिस्ट्रार को दत्तक-ग्रहण विलेख में दी गई सूचना के आधार पर जन्म रिकार्ड में आवश्यक परिवर्तन करने चाहिए और दत्तक माता-पिता और बच्चे का नाम दर्ज करके दत्तक बच्चे का जन्म प्रमाण पत्र जारी करना चाहिए । *इससे आगे, यह भी स्पष्ट किया गया है कि गैर-संस्थागत घटना के मामले में, यदि दत्तक बच्चे की आयु एक वर्ष से अधिक है और उसका जन्म पहले से पंजीकृत नहीं पाया गया है तब जन्म और मृत्यु पंजीकरण (आरबीडी) अधिनियम,1969 की धारा 13(3) की निर्धारित प्रक्रिया के अनुसार विलंबित पंजीकरण प्रावधान के अंतर्गत स्थानीय मजिस्ट्रेट का आदेश भी उक्त घटना के पंजीकरण से पहले प्राप्त कर लेना चाहिए ।*

5. उपर्युक्त तथ्यों को ध्यान में रखते हुए और दत्तक बच्चों के जन्म प्रमाणपत्र प्राप्त करने में सामान्य जनता के सामने आने वाली कठिनाईयों के मद्देनजर आपसे अनुरोध है कि उपर्युक्त विषयवस्तु को संबंधित अधिकारियों को भेजें और उन्हें निदेश दें कि दत्तक बच्चों के जन्म प्रमाणपत्र प्राथमिकता के आधार पर जारी करें और सुनिश्चित करें कि दत्तक माता-पिता द्वारा संबंधित रजिस्ट्रार को दस्तावेज के प्रस्तुत करने की तारीख से 7 से 10 दिनों के अन्दर वांछित जन्म प्रमाणपत्र जारी कर दिया जाए । इस संबंध में की गई कार्रवाई से इस कार्यालय को अवगत करवाएं ।

भवदीया

(पी.ए.मिनी)
उप महारजिस्ट्रार (सीआरएस)

प्रति प्रेषित:- संबंधित जनगणना कार्य निदेशालयों को सूचनार्थ और आवश्यक कार्रवाई के लिए ।

(पी.ए.मिनी)
उप महारजिस्ट्रार (सीआरएस)

Speed Post

No. 1/7/2011-VS-CRS

भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय / MINISTRY OF HOME AFFAIRS

भारत के महारजिस्ट्रार का कार्यालय

जीवनांक प्रभाग, पश्चिमी खण्ड-1, रामकृष्ण पुरम, नई दिल्ली - 110066

OFFICE OF THE REGISTRAR GENERAL, INDIA

V.S. Division, West Block –I, R.K. Puram, New Delhi – 110066Tele-fax: 26104012

E-mail – drg-crs.rgi@censusindia.gov. in Dated: 24-02-2016

To,

The Chief Registrar of births and deaths of
all States and UTs

Sub: Clarification on mentioning the place of birth in birth certificate in respect of adopted child through Institutions.

Sir,

This has come to the notice of this office that birth certificate issued for the children taken on adoption through institutions, contains the name of institution as the place of birth of the child in the birth certificate in majority of the cases. This is against the spirit of the confidentiality to be maintained for adoption records. By showing the name of adoption agency as the place of birth of the child, it becomes clear that birth certificate is of an adopted child.

2. In this connection, your attention is also invited to this office letter of even number dated 12th March, 2012 wherein it is clearly mentioned at Para 1 (i) that the "the place where the adoption agency is located " shall be treated as the place of birth of the child. It does not mean that name of adoption agency to be written as place of birth. Further, it is also clarified at Para 3 (a) of that letter, the term adoptive parent or adopted child should not be reflected in the birth certificate. It means that adoptive parents name shall be written against the name of father and mother of the child in the birth certificate i.e. as the biological parents.

3. Taken into consideration the above points, it is clarified that in case of adoption through institutions where the place of birth of the child is not known, **the adoption agency's name should not be mentioned as the place of birth of the said child. In such cases, the "Name of City/ place" where the agency is situated shall be written as the place of birth of the child.** Such births will be registered by the Registrar of that area where the adoption agency is situated. The said birth will be registered on the basis of adoption order and adoption deed and on the basis of particulars filled in form No. 1A.

4. In this connection, you are requested to circulate the above instructions to all registration functionaries in the State so that proper birth certificate of adopted child would be issued without any confusion.

Yours faithfully

(P.A. Mini)

Deputy Registrar General (CRS)

प्रत्येक जन्म एवम् मृत्यु का पंजीकरण सुनिश्चित करें/

"Ensure Registration of Every Birth and Death"

EH-671578/7/2/18

193-C

Speed Post

No. 1/7/2011- VS -CRS/3/

भारत सरकार/
GOVERNMENT OF INDIA
गृह मंत्रालय/
MINISTRY OF HOME AFFAIRS
भारत के महारजिस्ट्रार का कार्यालय
OFFICE OF THE REGISTRAR GENERAL, INDIA
जीवनांक प्रभाग, नागरिक पंजीयन योजना, 2-ए, मानसिंह रोड, नई दिल्ली – 110011
V.S. Division, Civil Registration System, 2-A, Mansingh Road, New Delhi – 110011

E-mail – drg-crs.rgi@nic.in manojISS9.rgi@nic.in Dated: 31-01-2018

CIRCULAR

To
All Chief Registrar of Births & Deaths

Subject: Clarification on making/ changing entries in birth record of Children taken on adoption through institutions – adoption agencies.

Sir,

Please refer this office letter of even number dated 12th March, 2012 and 25th August, 2014 vide which instructions were issued regarding registration procedure on making/ changing entries in birth record of children taken on adoption. These instructions were issued taken into consideration the 2011 guidelines of Central Adoption Resource Authority (CARA) under which submission of adoption deed and adoption order (both) were made mandatory for registration of birth and issue of birth certificate of children taken on adoption.

2. You may be aware that through the aforesaid directions, adoption order and adoption deed both were made mandatory for registration of birth of adopted children whether through adoption agencies (institutional) or non-institutional adoptions. Later on during 2015, a clarification was issued by this office on 15th May, 2015 through which the system of production of adoption order of a court in case of non-institutional adoptions has been discontinued in the light of the provisions of 'Hindu Adoption and Maintenance (HAMA) Act, 1956 and registered adoption deed has been made mandatory for such registration".

7/2/18 DD(V.V.)

4212

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3. Now in respect of adoptions made through institutions i.e. adoption agencies, the Ministry of Women & Child Development has revised its guidelines and notified the same in Gazette Notification dated 04-01-2017 as **'Adoption Regulations 2017'** wherein removes the clause of production of adoption deed for institutional adoptions and mentioned at section 36 of the new notification that production of adoption order of the Court is sufficient for registration of birth of child adopted through adoption agencies.

4. In order to address the difficulties in producing the adoption deed by general public in case of adoption through institutions (adoption agencies), the matter has been reviewed and accordingly, it has been decided not to insist the public for production of adoption deed for registration of birth of adopted child and register the birth event or make necessary correction/ change on the basis of adoption order of the court and issue the birth certificate of the adopted child.

5. In view of the above facts, you are requested to direct the aforesaid contents to the concerned registration authorities in the State and direct them to issue the birth certificate of adopted children on priority basis with the name of adoptive parents as parents. This office may be appraised about the action taken in this regard.

Yours faithfully

(Manoj Kumar)
Deputy Registrar General (CRS)

Copy forwarded to:- The concerned DCO's for information and necessary action.

(Manoj Kumar)
Deputy Registrar General (CRS)

Speed Post

No. 1/12/2014 – VS (CRS)
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE REGISTRAR GENERAL, INDIA
V.S. Division, West Block –I, R.K. Puram, New Delhi – 110066
Tele-fax: 26104012 E-mail – drg-crs.rgi@censusindia.gov.in,

Dated: 07-11-2014

CIRCULAR

Sub: Inclusion of the column of UID number in Birth/ Death and Still birth reporting form and implementation of CRS Software.

As you are aware, Civil Registration System (CRS) Software has been developed for registration of birth and death, generation of certificates, various statistical reports and for linkage with National Population Register (NPR). To make every event registration unique, all the registration units have been coded with unique id as per the office circular number No. 9-1/2009-VS (CRS) dt 5.09.2012. The events so registered would bear a unique registration number in a specified format, for example, for birth "B-YYYY-State code-registration unit code-registration number". The States were instructed to use the CRS software throughout the state vide this office D.O. No. 2/17/2013-VS (CRS) dated 19.9.2014(Copy enclosed).

2. To achieve linkage between the CRS and NPR/Aadhaar, Unique Identification (UID) number being the person's authentication information need to be collected in birth and death reporting forms also. The UID number of the parents in case of birth and still birth, UID number of deceased, parents of the deceased and spouse (if deceased is married) need to be filled in birth and death reporting form. UID number so collected would be used for linking birth and death events occurring in a family to NPR database through the CRS Software. Necessary directions for inclusion of UID number in Birth/ Death and Still birth reporting form as legal requirement for issue of birth and death certificates and linkage with UID /NPR database has been issued to States vide this office letter even no dated 28.10.2014 (Copy enclosed).

3. In view of the above, you are requested to revise the birth, death and still birth reporting forms and include a column of UID number of father and mother (parents) in these forms. In addition to that UID number of the deceased and spouse (if deceased is married) should also be collected in death reporting form. The specimen of the revised reporting forms is also attached for ready reference.

4. You are requested to initiate the action to amend the relevant Rule and ensure the inclusion of aforesaid column in form number 1, 2 and 3. In this connection, necessary permission as required under Section 30(1) of the RBD Act, 1969 is granted to amend the respective forms. Necessary steps in this regard may kindly be taken on priority basis.

5. Further it is also clarified that in order to implement the CRS software effectively in the State/ UT, it is advisable to collect the UID number of the parents and others in the existing reporting form itself till the forms are revised. This office may be appraised about the action taken in the matter.

Yours faithfully

(C.Chandramouli)
Registrar General, India

Encl. Revised reporting forms

To

The Chief Registrar of Births and Deaths
(Except Odisha, West Bengal, Tamil Nadu, Chandigarh, Delhi, Daman & Diu, Dadra & Nagar Haveli, Lakshadweep, Andaman & Nicobar Islands, Puducherry)

No. 1/12/2014 – VS (CRS) New Delhi Dated 07-11-2014

Copy forwarded to the concerned DCO with the request to take up the matter with the Chief Registrar.

(P.A.Mini)
Deputy Registrar General (CRS)

FORM NO.1 **BIRTH REPORT**

Legal Information

This part to be added to the Birth Register

BIRTH REPORT

Statistical Information

This part to be detached and sent for statistical processing

In the case of multiple births, fill in a separate form for each child and write 'Twin birth' or 'Triple birth' etc., as the case may be, in the remarks column in the box below left.

FORM NO.1

To be filled by the Informant

1. Date of Birth : (Enter the exact day, month and year the child was born e.g. 1-1-2000)
2. Sex : (Enter 'Male, or ' Female") do not use abbreviation)
3. Name of the child, if any : (If not named, leave blank)
4. Name of the father : (Full name as usually written) UID No of Father (if any)

   Name of the mother : (Full name as usually written)
5. UID No of Mother (if nay)
6. Address of parents at the time of Birth of the Child
7. Permanent address of parents:
8. Place of birth : (Tick the appropriate entry 1 or 2 below and give the name of the Hospital/Institution or the address of the house where the birth took place)

   1.Hospital/ Institution Name & Address:

   2.House Address :

   3. Others:
9. Informant's name :

   Address :

(After completing all columns 1 to 22, informant will put date and signature here :)

Date: Signature or left thumb mark of the Informant

To be filled by the Registrar

Registration No. : Registration Date :

Registration Unit :

Town/Village : District :

Remarks : (If any)

Name and Signature of the Registrar

To be detached and sent for statistical processing

To be filled by the Informant

10. Town or Village of Residence of the mother : (Place where the mother usually lives. This can be different from the place where the delivery occurred. The house address is not required to be entered.)

    a) Name of Town/Village :

    b) Is it a town or village : (Tick the appropriate entry below)

    1. Town 2. Village

    c) Name of District :

    d) Name of State :
11. Religion of the Family : (Tick the appropriate entry below)

    1.Hindu 2. Muslim 3.Christian

    4. Any other religion :(write name of the religion)
12. Father's level of education : (Enter the completed level of education e.g. if studied upto class VII but passed only class VI, write class VI)
13. Mother's level of education : (Enter the completed level of education e.g. if studied upto class VII but passed only class VI, write class VI)
14. Father's occupation : (If no occupation write 'Nil')
15. Mother's occupation : (If no occupation write 'Nil')

To be filled by the Informant

16. Age of the mother (in completed years) at the time of marriage : (If married more than once, age at first marriage may be entered)
17. Age of the mother (in completed years) at the time of this birth :
18. Number of children born alive to the mother so far including this child : (Number of children born alive to include also those from earlier marriage(s), if any)
19. Type of attention at delivery : (Tick the appropriate entry below)
    1. Institutional – Government
    2. Institutional– Private or Non-Government
    3. Doctor, Nurse or Trained midwife
    4. Traditional Birth Attendant
    5. Relatives or others
20. Method of Delivery : (Tick the appropriate entry below)
    1. Natural
    2. Caesarean
    3. Forceps/Vacuum
21. Birth Weight (in kgs.) (if available) :
22. Duration of pregnancy (in weeks) :

(Columns to be filled are over. Now put signature at left)

To be filled by the Registrar

Name	Code No.
District :	
Tahsil :	
Town/Village :	
Registration Unit :	

Registration No. : Registration Date :

Date of Birth :

Sex : 1.Male 2.Female

Place of Birth : 1.Hospital/Institution 2.House

Name and Signature of the Registrar

FORM No. 1
(See Rule 5)

FORM NO.2 DEATH REPORT

DEATH REPORT

FORM NO.2

Legal information

This part to be added to the Death Register

To be filled by the informant

1. Date of Death : (Enter the exact day, month and year the death took place e.g. 1-1-2000)
2. Name of the Deceased : (Full name as usually written)

   UID No of deceased (if any)
3. Sex of the deceased : : (Enter 'Male, or ' Female') do not use abbreviation)
4. Name of Mother:

   UID No of Mother (if any)
5. Name of Father

   UID No of Father(if any)

5a Name of husband/wife

   UID No of husband/wife (if any)
6. Age of the deceased: (if the deceased was over 1 year of age, give age in completed years. If the deceased was below 1 year of age, give age in months, and if below 1 month give age in completed number of days, and if below one day, in hours)
7. Address of the deceased at the time of death:
8. Permanent address of the deceased:
9. Place of death: (Tick the appropriate entry 1, 2 or 3 below and give the name of the Hospital/ Institution or the address of the house where the death took place, if other place, give location)

   1.Hospital/ Institution Name & Address :

   2.House Address :

   3.Others:
10. Informant's name :

    Address :

(After completing all columns 1 to 21, informant will put date and signature here:)

Date : Signature or left thumb mark of the informant

To be filled by the Registrar

Registration No. : Registration Date :

Registration Unit :

Town/Village : District :

Remarks : (if any)

Name and Signature of the Registrar

To be detached and sent for statistical processing

Statistical Information

This part to be detached and sent for statistical processing

To be filled by the informant

11. Town or Village of Residence of the deceased: (Place where the deceased actually lived. This can be different from the place where the death occurred. The house address is not required to be entered.)

    a) Name of Town/Village :

    b) Is it a town or village :(Tick the appropriate entry below)

    1. Town 2. Village

    c) Name of District :

    d) Name of State :

12 Religion : (Tick the appropriate entry below)

1.Hindu 2. Muslim 3.Christian

4. Any other religion: (write the name of the religion)

13. Occupation of the deceased : (If no occupation write 'Nil')

14. Type of medical attention received before death: (Tick the appropriate entry below)

    1. Institutional

    2. Medical attention other than institution

    3. No medical attention

To be filled by the informant

15. Was the cause of death medically certified?: (Tick the appropriate entry below)

    1.Yes 2. No

16. Name of Disease or Actual Cause of Death : (For all deaths irrespective of whether medically certified or not)

17. In case this is a female death, did the death occur while pregnant, at the time of delivery or within 6 weeks after the end of pregnancy: (Tick the appropriate entry below)

    1.Yes 2. No

18. If used to habitually smoke - for how many years?

19. If used to habitually chew tobacco in any form - for how many years?

20. If used to habitually chew arecanut in any form (including pan masala) - for how many years?

21. If used to habitually drink alcohol - for how many years?

(Columns to be filled are over. Now put signature at left)

Name

District :

Tahsil :

Town/Village :

Registration Unit :

To be filled by the Registrar

Code No.

Registration No. : Registration Date :

Date of Death : Sex : 1.Male 2.Female

Age : Years/months/days/hours

Place of Death: 1.Hospital/Institution 2.House 3. Other Place

Name and Signature of the Registrar

FORM No.2 (See Rule 5) DEATH REPORT FORM

195

FORM NO.3 **STILL BIRTH REPORT**

Legal Information

This part to be added to the Still Birth Register

To be filled by the informant

1. Date of Birth : (Enter the exact day, month and year e.g.1-1-2000)
2. Sex : (Enter 'Male ,or ' Female') (Do not use abbreviation)
3. Name of the father : (Full name as usually written) UID No. of father (if any)
4. Name of the mother : (Full name as usually written) UID No of mother (if any)
5. Place of birth : (Tick the appropriate entry below and give the name of the Hospital/institution or the address of the house where the birth took place)

   1.Hospital/ Institution Name & Address:

   2.House Address :

   3.Others:
6. Informant's name :

   Address :

(After completing all columns 1 to 12, informant will put date and signature here:)

Date Signature or left thumb mark of the Informant

To be filled by the Registrar

Registration No. : Registration Date :

Registration Unit :

Town/Village : District :

Remarks : (if any)

Name and Signature of the Registrar

To be detached and sent for statistical processing

STILL BIRTH REPORT

In the case of multiple births, fill in a separate form for each child and write 'Twin birth' or 'Triple birth' etc., as the case may be, in the remarks column in the box below left.

FORM NO.3

Statistical Information

This part to be detached and sent for statistical processing

To be filled by the informant

7. Town or Village of Residence of the mother : (Place where the mother usually lives. This can be different from the place where the delivery occurred. The house address is not required to be entered.)

   a) Name of Town/Village :

   b) Is it a town or village : (Tick the appropriate entry below)

   1. Town 2. Village

   c) Name of District :

   d) Name of State :
8. Age of the mother (in completed years) at the time of this birth :
9. Mother's level of education : (Enter the completed level of education e.g. if studied upto class VII but passed only class VI, write class VI)
10. Type of attention at delivery : (Tick the appropriate entry below)
    6. Institutional – Government
    7. Institutional – Private or Non-Government
    8. Doctor, Nurse or Trained midwife
    9. Traditional Birth Attendant
    10. Relatives or others
11. Duration of pregnancy: (in weeks)
12. Cause of foetal death : (if known)

(Columns to be filled are over. Now put signature at left)

Name

District :

Tahsil :

Town/Village :

Registration Unit :

To be filled by the Registrar

Code No. | Registration No. :

Registration Date :

Date of Birth :

Sex : 1.Male 2.Female

Place of Birth : 1.Hospital/Institution 2.House

Name and Signature of the Registrar

FORM No. 3
(See Rule 5)
STILL BIRTH REPORT FORM

196

SPEED POST

E-mail

No. 01/12/2014- VS (CRS)

भारतसरकार

GOVERNMENT OF INDIA

गृहमंत्रालय

MINISTRY OF HOME AFFAIRS

भारत के महारजिस्ट्रार का कार्यालय

जीवनांकप्रभाग, पश्चिमी खण्ड-1, रामकृष्णपुरम्, नईदिल्ली - 110066

OFFICE OF THE REGISTRAR GENERAL, INDIA

V.S. Division, West Block -I, R.K. Puram, New Delhi – 110066

Tele-fax: 26177330 E-mail: dlg-crs.rgi@nic.in manoj1559.rgi@nic.in Dated– 03-05-2017

CIRCULAR

Sub: Non-display of Aadhaar/UID numbers in birth and death certificates i.e. in form no.5 and 6 respectively.

Your attention is invited to this office letter number 1/12/2014-VS (CRS) dated 20-01-2015 vide which instructions were issued for inclusion of column of Aadhaar/UID number of parents in birth certificate and UID number of deceased, parents of deceased and spouse (if deceased is married) in death certificate i.e. in form no.5 and 6 respectively.

2. It is clarified that Aadhaar/UID numbers can be used as an optional document for the purposes of seeking the identity of the parents and need not be considered a mandatory requirement. Further, Aadhaar/UID number, if obtained, should have the consent of the concerned person for the aforesaid purposes. It is also clarified that all other documents for the purposes of identity being used by the State Governments are also valid and the State Governments being the implementing agency in respect of birth and death, may follow the rules framed by them and also the provisions of the IT Act and Aadhaar Act, 2016. Wherever the State Governments are prescribing the use of Aadhaar/UID number, it is their responsibility to ensure that there is no display of Aadhaar/UID number in any form, impacting the individual's privacy which is a punishable offense under the Aadhaar Act, 2016. It shall be the sole responsibility of the State Government to take necessary measures in this regard.

3. It is also to inform that in view of the above facts, the Aadhaar/UID number has now not been displayed in the birth and death certificates generated through the centralized CRS online birth/death portal i.e. www.crsorgi.gov.in. Taken into consideration the aforesaid facts, you are requested to take necessary steps in the matter on priority basis and ensure that Aadhaar/UID number should not be displayed in the respective birth and death certificates. This office may be appraised of the action taken in this regard.

(Manoj Kumar)
Deputy Registrar General (CRS)

To

The Chief Registrar of Births and Deaths of all States/UT's.

प्रत्येक जन्म एवम् मृत्यु का पंजीकरण सुनिश्चित करें/
"Ensure Registration of Every Birth and Death"

NO 1/12/ 2014-VS (CRS)
भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS
भारत के महारजिस्ट्रार का कार्यालय
OFFICE OF THE REGISTRAR GENERAL, INDIA
जीवनांक प्रभाग, पश्चिमी खण्ड-1, रामकृष्ण पुरम्, नई दिल्ली - 110066
V.S. Division, West Block –I, R.K. Puram, New De Tele-fax.No.26100678
E-mail -drg-crs.rgi@nic.in sandhya.singh@nic.in dijain.rgi@nic.in

Speed Post

Dated: 05-09-2017
08

CLARIFICATION / INTERPRETATION

Subject: - Requirement of Aadhaar number for Registration of Death of an Individual-regarding.

This has reference to this office Notification No. 1/12/2014-VS-CRS dated 04-08-2017 on the above subject which was written to the State Government/UT Administration providing for the use of Aadhaar number in the registration of death w.e.f 1st October, 2017.

2. In view of the feedbacks received from various quarters and to avoid any inconvenience to the general public, it is to state that the interpretation of the above said notification may be considered as follows:-

*"The notification prescribes that the applicant may provide Aadhaar number or Enrolment ID number of the deceased, if available, and other details as sought in the application for the Death registration/certificate. In case Aadhaar number of the deceased is not available, it will be sufficient to get a declaration to that effect from the applicant. Similarly, the applicant may also provide his own Aadhaar number and Aadhaar numbers of spouse and parents, if they are available, for establishing their identities. **The requirement of Aadhaar number, therefore, is not mandatory**"*

3. Taken into consideration the above interpretation in respect of the said Notification dated 04-08-2017, you are requested to issue necessary instructions/clarification to the concerned Departments accordingly with a copy of the same to this office.

4. This issues with the approval of the competent authority.

Yours faithfully

8/9/17

(Anil Sam)
Joint Secretary and Additional Registrar General of India

To
The Chief Secretaries/Administrators of all States/UT's

प्रत्येक जन्म एवम् मृत्यु का पंजीकरण सुनिश्चित करें/
"Ensure Registration of Every Birth and Death"

F. NO 1/12/2018-VS (CRS)/

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भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS
भारत के महारजिस्ट्रार का कार्यालय
OFFICE OF THE REGISTRAR GENERAL, INDIA
जीवनांक प्रभाग, पश्चिमी खण्ड-1, राम कृष्ण पुरम, नई दिल्ली - 110066
V.S. Division, West Block –I, R.K. Puram, New Delhi – 110066
E-mail: rgi.rgi@nic.in, drg-crs.rgi@nic.in, sandhya.singh@nic.in Dated: 03-04-2019

CIRCULAR

Subject: Use of Aadhaar number as an Identity proof in the registration of births and deaths - regarding.

Your attention is invited to the judgment dated 26-09-2018 of the Hon'ble Supreme Court of India made in Writ Petition (Civil) No. 494 of 2012 titled Justice K.S. Puttaswamy (Retd.) & Anr vs Union of India and Others. While upholding the constitutional validity of Aadhaar Act, 2016, the said Court has read down Section 57 of the aforesaid Act. For the purpose of use of Aadhaar authentication under Section under Section 57, the portion of Section 57 of the Aadhaar Act which enables body corporate and individual to seek authentication was held to be unconstitutional by the Hon'ble Supreme Court.

2. As you are aware that the registration of births and deaths in the country are being done under the provisions of Registration of Births and Deaths (RBD) Act, 1969 and there is no provision in the RBD Act which permits the use of Aadhaar for establishing the identity of an individual for the purpose of registration of birth and death. There being no law framed for such use of Aadhaar, section 57 is not attracted, therefore, the requirement of Aadhaar for registration of births and deaths is not mandatory.

3. In light of the above judgement of Hon'ble Supreme Court in respect to Aadhaar and to avoid any inconvenience to the general public, you are requested to take the deemed appropriate action in this regard and clarify all the local registering authorities that the applicant may provide the physical copy of Aadhaar number or Enrolment ID number for establishing the identity of an individual for the purpose of registration of birth and death on voluntary basis as one of the acceptable document. However, it may be ensured that the first eight digits of the Aadhaar number are masked with black ink. In no case Aadhaar number be stored in the database or printed on any document. Only the last four digits of the Aadhaar Number may be printed or stored, if needed. Therefore, the use of Aadhaar number for the purpose of registration of birth and death need not be considered as mandatory requirement. This office may be apprised about the action taken in this regard.

(Sandhya Singh)
Deputy Registrar General (VS)

To,

The Chief Registrar of births and deaths of all States/UT's.

प्रत्येक जन्म एवम् मृत्यु का पंजीकरण सुनिश्चित करें/
"Ensure Registration of Every Birth and Death"

F. NO 1/12/2018-VS (CRS) Dated: 03-04-2019

Copy forwarded to the concerned DCO's for information and necessary action.

(Sandhya Singh)
Deputy Registrar General (VS)

प्रत्येक जन्म एवम् मृत्यु का पंजीकरण सुनिश्चित करें/
"Ensure Registration of Every Birth and Death"

सं0/No. 1/3/97-VS(CRS-Delhi)
भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS
भारत के महारजिस्ट्रार का कार्यालय
OFFICE OF THE REGISTRAR GENERAL, INDIA
V.S. Division, West Block –I, R.K. Puram, New Delhi – 110066

दूर : अभियांत्रिकी / REGGENLIND Tele-fax : 26100678 E-mail – *rgcrs@vsnl.net*

दिनांक/*dated the November 14, 2003*

To

The Chief Registrar of Births & Deaths and
Director, Bureau of Economics & Statistics,
Delhi

Sub: Inclusion of aliases in the names in birth/death register.

Sir,

A question on whether aliases could be included in the names in death register has arisen in the case of the registration of death of Smt. Manjula N. Sharma who also had names Manjula Negi Sharma and Manjula Negi in various records. Similarly her husband also has the name Swamy Sadachari Sai Baba Omji, SS Sai Baba Omji, SSSB Omji and C.B. Anand Sharma. It appears that there is some doubt about whether these aliases can be included in the death registers. It may be noted that the question of including alias in the birth/death register has been clarified with the Law Ministry and was circulated by this office to the Chief Registrars sometime back. The clarifications issued in this regard are enclosed.

It is clear that the Law Ministry has permitted inclusion of alias in the name. If one person has more than one alias it automatically becomes aliasof the same person and hence these should also be allowed to be included in the register. It may further be noted that if some person has multiple number of names/aliases then inclusion of all such names/aliases makes it possible to uniquely identify the person and hence it is important from that aspect also. It is requested that the request of the applicant mentioned above may be considered in the light of the clarifications of the Law Ministry and explanation given above.

Yours faithfully,

(K. Narayanan Unni)
Deputy Registrar General

4 17/11/03

WDES 21.11.03

4379/DES 17/11/03

AD(VS) 19/11/03.

RO(VS)

418/VS 20.11

Clarification Regarding Adding of Names in Birth/Death with the Word 'Alias'

Query: Whether 'alias' in the name of a newborn child or a deceased could be written in the birth or death register at the time of registration?

Clarification: 'Alias' in the name of a new born or a deceased person could be written in the birth or death register at the time of registration of the event as reported by the informant.

Query: Whether 'alias' in the name of a person can be added subsequently in the register of births and deaths after the event has already been registered?

Clarification: Such addition of 'alias' in the name could be made in the births and deaths register subject to the satisfaction of the Registrar that the relevant entry was improperly made and upon production of satisfactory evidence by the party concerned.

193/ SPEED POST

सत्यमेव जयते

No 11/2/2014 – VS (CRS)/3365

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GOVERNMENT OF INDIA

गृह मंत्रालय

MINISTRY OF HOME AFFAIRS

भारत के महारजिस्ट्रार का कार्यालय

जीवनांक प्रभाग, पश्चिमी खण्ड-1, रामकृष्ण पुरम्, नई दिल्ली - 110066

OFFICE OF THE REGISTRAR GENERAL, INDIA

V.S. Division, West Block –I, R.K. Puram, New Delhi – 110066

Tele-fax: 26104012, E-mail – *drg-crs.rgi@censusindia.gov. in*

Received
Diary No. 4481 ...../DES
Date.....12/09/2014

Dated : 03-09- 2014

To,

The Chief Registrar of Births & Deaths and
and Director,of Economics & Statistics,
National Capital Territory of Delhi,
III Floor, B wing, Vikas Bhawan-II,
Upper Bela Road, Near Metcalf House,
DELHI - 110054

Sub: Clarification / advice regarding alias in mother's name. .

Sir,

Please refer to your office letter number F.2 (40) /VS/DES/ /2013 / 8281-82 dated 21-08-2014 vide which clarification / advice has been sought on putting alias in mother's name in the birth record of 2003.

2. In this connection, this is to inform you that as per the clarification given by the Law Ministry, entries in birth and death registers are public documents and are admissible as evidence under section 35 of the Indian Evidence Act. 1872. However, these entries are only conclusive evidence of the fact of birth or death only e.g. date and place of birth or death as the case may be. Other particulars as to which the registering officer concerned can have no personal knowledge or no means of checking cannot be treated conclusive evidence.

3. It is also clarified that the birth certificate shows the particulars of the year in which the child was born, in the instant case, the female child was born on 2nd March, 2003 therefore the birth certificate will reflects the particulars of the year 2003 when the mother's name was Cherry Garg. Hence, putting Alias in such case is not feasible. In support of changed name, mother can show the other related documents.

Yours faithfully

3.9.2014

(Ajay Khanna)
Deputy Director (CRS)

AD(VS) 11/9

प्रत्येक जन्म एवम् मृत्यु का पंजीकरण सुनिश्चित करें/
"Ensure Registration of Every Birth and Death"

सं0/No. 1/27/ 2002-VS (CRS)-Chandigarh
भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS
भारत के महारजिस्ट्रार का कार्यालय
OFFICE OF THE REGISTRAR GENERAL, INDIA
V.S. Division, West Block –I, R.K. Puram, New Delhi – 110066
तार : जनगणना /REGGENLAND Tele-fax : 26100678 E-mail – *rgsrs@ndb.vsnl.net.in*

dated the July 30, 2003

Circular No.3/2003

Sub: Correction of errors in Birth and Death Registers

The Section 15 of the Registration of Births and Deaths Act, 1969 provides for correction of entries of a Birth or Death in the respective registers if these are found erroneous in form or substance, or been fraudulently or improperly made. The state rules made under this Act for this purpose provide detailed procedures for making correction of such errors.

The Rules provides that in case of clerical or formal errors such as spellings of names etc., noticed by the Registrars or otherwise brought to their notice, the Registrar would enquire into the matter and after being satisfied of the errors, make the necessary corrections. Thus it may be construed that such types of errors could be corrected upon production of adequate documentary proof in support of the claim.

In case of errors in substance, the rules provides that the Registrar may correct such entries upon production by the concerned person a declaration setting forth the nature of the errors and true facts of the case made by two credible persons having knowledge of the facts of the case. Thus such types of errors may be corrected upon taking an affidavit from the concerned person setting forth the nature of errors along with documentary proof in support and declaration of two credible persons having knowledge of the facts of the case. However, there is a need to have a check on the Registrars in exercising their discretionary powers in this regard in order to minimize the harassment of the public and also to control the misadventures of Registrars in carrying out such correction. Therefore, it is suggested that in case of errors in substance also, the Registrar will make a report setting forth the nature of the errors along with the documents mentioned above to the officer authorized by the Chief Registrar by general or special orders in this behalf and on hearing from him take appropriate action as it has been provided under the respective state rules corresponding to rule 11(6) of the Model Registration of Births and Deaths Rules, 1999 circulated by this office in case of fraudulent or improper entries.

If any entry in the birth/death register have been made improperly or fraudulently, the rules provides that the Registrar will make a report giving necessary details to the officer authorized by the Chief Registrar by general or special orders in this behalf under Section 25 and on hearing from him take necessary action in the matter. In case of entries made

Enquire Registration Acts & Rules Birth and Death

fraudulently or improperly in violation of any provision of the Act or the state rules, such entries can be cancelled and penal action under Section 23 of the Act may be taken against persons found guilty.

It has been observed that many a time these provisions are not being followed by the concerned officials either due to ignorance of the procedures or due to many other reasons. Non-compliance of these provisions put the public in undue and unnecessary harassment. Therefore, it must be ensured that the provisions of the Act and the rules made there under are properly implemented in the states.

It is requested that the legal provisions and procedures laid down under the rules for correction of errors may be brought to the notice of all Registrars for their proper compliance. In case of Municipal Corporations, Municipalities, Panchayats etc. from where employees have been appointed as Registrars, Administrative Heads of the concerned local bodies may also be informed of these provisions, so that they can ensure proper implementation.

Jayant Kumar 1/8/2003
J.K. Banthia
Registrar General, India

To:

All Chief Registrars of Births and Deaths

Copy to:1 All DCOs &JRGs
2. Addl./Dy. Chief Registrars of Births and Deaths, Jammu & Kashmir, Maharashtra, Mizoram and West Begnal

Speed Post

No 1/12/2014-VS (CRS)

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GOVERNMENT OF INDIA

गृह मंत्रालय /

MINISTRY OF HOME AFFAIRS

भारत के महारजिस्ट्रार का कार्यालय

जीवनांक प्रभाग, पश्चिमी खण्ड-1, रामकृष्ण पुरम्, नई दिल्ली - 110066

OFFICE OF THE REGISTRAR GENERAL, INDIA

V.S. Division, West Block -I, R.K. Puram, New Delhi – 110066

Tele-fax:.26104012 E-mail – *drg-crs.rgi@censusindia.gov.in* rkgautamiss.rgi@nic.in

Dated: 30-06- 2015

To,

All Chief Registrar of births and deaths

Sub: Correction in name and date of birth of the child in birth record -clarification sought.

Sir,

This office has received requests from many States regarding procedure to be followed in respect of change in name and date of birth of the child in birth record. As you are aware that based on the clarification given by the Union Law Ministry in the past (which was published in the Handbook on Civil Registration) change of name is not allowed in the registration record. However, in respect of change in name, the Ministry of Law has allowed to put 'alias' between both names. This procedure is followed in many States.

2. Taken into consideration the request received from various quarters through Court Orders or individual applications , it is observed that errors in name in birth record occurs due to negligent recording by hospital authorities or by the informant in birth reporting forms. Applications for correction in name are filed by the individuals when the birth certificates are to be produced for school admission, issue of passport etc.
Considering the requirements of birth certificate with correct names, it has been decided that the request of change in name may be considered by the Registrar, if he/ she is satisfied with the authenticity of the documents submitted by the applicant, the Registrar is authorized to consider the request of change in name. As far as possible, the concern Registrar may use the term 'alias' in respect of change in name and prefer to write both names in the birth certificate after making necessary entry in the remarks column of birth register. In case 'alias' is not acceptable to the applicant, then necessary changes in the

name may be done upon the satisfaction of the registrar on the authenticity of the documents furnished by the applicant. After making changes, necessary entry should be made in the remarks column of the birth register and mention the date of correction and both names in the remarks column of birth register.

3. So far as correction in date of birth is concerned, it is clarified that the entries made in the birth and death registers are admissible as evidence under section 35 of the Indian Evidence Act. 1872 and these entries are conclusive evidence of the fact of birth or death, as the case may be. In view of the above fact, correction in date of birth is not to be allowed unless it is proved to the satisfaction of the Registrar that a fraudulent entry regarding date of birth was made at the time of reporting/ registering the event.

4. You are requested to issue the necessary guidelines to the concerned registration authorities for compliance. However, Registrars should be asked not to encourage the practice of change in name and date of birth in the birth record. It should be done as a last resort.

Yours faithfully

(R. K. Gautam)
Deputy Registrar General

प्रत्येक जन्म एवम् मृत्यु का पंजीकरण सुनिश्चित करें/
"Ensure Registration of Every Birth and Death"

सं.1/12/2014-वीएस-(सीआरएस)
भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS
भारत के महारजिस्ट्रार का कार्यालय
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दिनांक: 30.06.2015

सेवा में,

सभी मुख्य रजिस्ट्रार, जन्म एवं मृत्यु ।

विषय: जन्म रिकार्ड में बच्चे के नाम और जन्मतिथि में शुद्धि करने के लिए मांगा गया स्पष्टीकरण ।

महोदय,

इस कार्यालय में जन्म रिकार्ड में बच्चे के नाम और जन्मतिथि में परिवर्तन के संबंध में अपनाई जाने वाली प्रक्रिया के बारे में कई राज्यों से अनुरोध प्राप्त हुए हैं । जैसाकि आपको ज्ञात है कि विगत में संघीय विधि मंत्रालय द्वारा दिए गए स्पष्टीकरण के आधार पर (जो नागरिक पंजीकरण की पुस्तिका में प्रकाशित किया गया था) रजिस्ट्रेशन रिकार्ड में नाम के परिवर्तन की अनुमति नहीं है । फिर भी, नाम में परिवर्तन के संबंध में, विधि मंत्रालय ने दोनों नामों के बीच 'उर्फ' लगाने की अनुमति दे रखी है । यह प्रक्रिया काफी राज्यों में अपनाई गई है ।

2. इस संबंध में न्यायालय आदेशों अथवा वैयक्तिक आवेदनों के माध्यम से विभिन्न भागों से प्राप्त अनुरोध पर विचार करते हुए, यह देखने में आया है कि जन्म रिकार्ड में नाम में गलतियां, हस्पतालों के अधिकारियों द्वारा अथवा सूचक द्वारा जन्म रिपोर्टिंग फार्म में लापरवाही से दर्ज करने के कारण होती हैं । नाम में शुद्धियों के आवदेन व्यक्तियों द्वारा तब ही प्रस्तुत किए जाते हैं जब विद्यालय में प्रवेश लेने, पासपोर्ट जारी करने इत्यादि के लिए जन्म प्रमाण पत्र प्रस्तुत करने होते हैं । सही नामों के साथ

जन्म प्रमाणपत्रों की मांगों पर विचार करते हुए, यह निर्णय लिया गया है कि नाम में परिवर्तन के अनुरोध पर रजिस्ट्रार द्वारा विचार किया जा सकता है यदि रजिस्ट्रार आवेदक द्वारा प्रस्तुत किए गए दस्तावेजों की प्रामाणिकता से संतुष्ट हो जाता/जाती है तो वह नाम में परिवर्तन के अनुरोध पर विचार करने के लिए अधिकृत है । जहाँ तक सम्भव हो, संबंधित रजिस्ट्रार नाम में परिवर्तन के संबंध में 'उर्फ' शब्द का प्रयोग करे और जन्म रजिस्टर के टिप्पणी कॉलम में आवश्यक प्रविष्टि करने के पश्चात जन्म प्रमाणपत्र में दोनों नामों को लिखने को अधिमान दे । यदि आवेदक को 'उर्फ' स्वीकार्य न हो तो नाम में आवश्यक परिवर्तन आवेदक द्वारा प्रस्तुत किए गए दस्तावेजों की प्रामाणिकता पर रजिस्ट्रार की संतुष्टि पर किया जा सकता है । उक्त परिवर्तन करने के पश्चात, जन्म रजिस्टर के टिप्पणी कॉलम में आवश्यक प्रविष्टि दर्ज की जानी चाहिए और जन्म रजिस्टर के टिप्पणी कॉलम में शुद्धि की तिथि और दोनों नामों का उल्लेख करें ।

3. जहाँ तक जन्मतिथि में शुद्धि का संबंध है । यह स्पष्ट किया जाता है कि जन्म और मृत्यु रजिस्टरों में प्रविष्टियां भारतीय साक्ष्य अधिनियम, 1872 की धारा 35 के अन्तर्गत साक्ष्य के रूप में स्वीकार्य है और ये प्रविष्टियां जन्म अथवा मृत्यु जो भी हो, के तथ्य का निर्णायक साक्ष्य है । उपर्युक्त तथ्य को मद्देनजर रखते हुए, जन्मतिथि में शुद्धि की अनुमति नहीं होनी चाहिए, जब तक कि रजिस्ट्रार इस बात से संतुष्ट नहीं हो जाता हैं कि जन्म तिथि में घटना की रिपोर्टिंग/रजिस्ट्रीकरण के समय, पर एक कपटपूर्ण प्रविष्टि की गई थी ।

4. आप से अनुरोध है कि संबंधित पंजीकरण अधिकारियों को अनुपालन के लिए आवश्यक दिशा-निर्देश जारी करें । इसी के साथ ही, रजिस्ट्रारों को जन्म रिकार्ड में नाम और जन्मतिथि में परिवर्तन की प्रथा को प्रोत्साहित न करने की हिदायत दी जानी चाहिए तथा इसे अन्तिम आश्रय के रूप में किया जाना चाहिए ।

भवदीय,

(आर.के.गौतम)
उप महारजिस्ट्रार

No 11/2/2011 – VS (CRS)/2655 Speed Post

भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS
भारत के महारजिस्ट्रार का कार्यालय
जीवनांक प्रभाग, पश्चिमी खण्ड-1, रामकृष्ण पुरम्, नई दिल्ली - 66
OFFICE OF THE REGISTRAR GENERAL, INDIA
V.S. Division, West Block –I, R.K. Puram, New Delhi – 110066

Received
Diary No.2869/DES
Date 18/7/14

Tele-fax: 26104012 E-mail – drg-crs.rgi@censusindia.gov.in ajayk.rgi@nic.in

Dated 16-07-2014

To

The Chief Registrar of Births & Deaths
and Director, Economics & Statistics,
National Capital Territory of Delhi,
III Floor, B wing, Vikas Bhawan-II,
Upper Bela Road, Near Metcalf House,
DELHI - 110054

Sub: Clarification regarding death registration where place of death is not ascertained.

Sir,

Please refer to your letter no. F2(40) /VS/DES/2013/6843 dated 30th June, 2014 vide which two cases has been referred for clarification. In this connection, it is clarified that:

i. In the first case , where the body of a resident of West Sagar Pur, New Delhi was found at Sahibabad (UP) on roadside on 9th April 2014 in a vehicle and declared brought dead by Deen Dayal Upadhyay Hospital, Delhi. The FIR was also lodged in Maya Puri police station and cremation was also took place in manglapuri cremation ground. As the case is referred as of kidnapping and murder and it is expected that the death was probably took place between Karol Bagh and Sahibabad. In view of the above facts, it is suggested that local Registrar of west Zone Delhi (where the post mortem was done and FIR was filed) may be directed to register the case and issue the death certificate. The police report and post mortem report can be retained as the primary document. Registrar may be directed to make necessary entry in the remarks column of death register that "death is registered on the basis of police report and exact place of death could not be ascertained".

1817
AD(VS)

ii. In respect of second case, where the resident of Delhi met an accident while de-boarding the train at Buxar (Bihar) and the patient was taken

for treatment to a hospital in Buxar from where he was referred to AIIMS, New Delhi in an Ambulance, where he was declared brought dead and Postmortem was done at AIIMS, New Delhi. In view of the above facts, it is suggested to direct the concern Registrar of the area under whose jurisdiction AIIMS exists to register the death event and issue the death certificate. Necessary direction may also be issued to the concern Registrar to make an entry in the remarks column of death register that exact place of death is not ascertain as the death took place in the way to Buxar to New Delhi.

Yours faithfully

(P.A. Mini)
Deputy Registrar General (CRS)

NO. 7/4/2013-VS(CRS) SPEED POST

भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS
भारत के महारजिस्ट्रार का कार्यालय
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V.S. Division, West Block –I, R.K. Puram, New Delhi – 110066
Tele fax No.23383761/26104011 E-mail – org-crs.rgi@nic.in

Dated 03.07.2015

CIRCULAR

Subject: **Procedure for registration of birth of orphan/abandoned children-Issue of guidelines.**

The procedure for registration of birth of orphan children is given below. These guidelines are issued under Section 3(3) of the Registration of Births and Deaths (RBD) Act, 1969.

The in-charge or caretaker of the concerned institution in case of children in orphanage or similar institution and the guardian in case of children outside such institutions are responsible for reporting the birth event to the concerned Registrar of births and deaths under Section 8 of the Registration of Births and Deaths, (RBD) Act, 1969. In such cases, details of the birth such as place of birth, date of birth, name of parents may or may not be known.

(a) In case the place of birth of the orphan child is not known, the place where the orphanage is located or the child is residing may be treated as the 'place of birth' of the child.

(b) In case the date of birth of the child is not known, the age may be determined by the Chief Medical Officer (CMO) having jurisdiction over the area where the orphanage is located or the child is residing and a probable date of birth assigned. The date of birth as assigned by the CMO can be taken as the date of birth and entered in the Birth Reporting Form.

(c) In case the name(s) of parent(s) are known to in-charge of the institution/guardian, enter the same in the birth reporting form. In case the name(s) of parent(s) are not known, the column for name(s) of parents shall remain blank in birth reporting form.

(d) If the child is admitted through 'Surrender Deed', the respective orphanage should obtain birth certificate from the parents concerned in order to avoid duplication. If birth was not registered earlier, the orphanage shall report the details of the child for birth registration as mentioned above.

(e) In case the name of the child is known, the same may be given in the Birth Reporting Form. In case the same is not known, the person in charge of the

orphanage/guardian shall give a name to the child and record the same in the Birth Reporting Form.

(f) In cases of delayed Registration, the procedure laid down in Section 13 (1), (2) and (3) may be followed.

(g) It would be the duty of the in charge of the orphanage/guardian to get the birth of children under their care registered as early as possible.

(h) The concerned Registrar of Births and Deaths having jurisdiction over the area where the orphanage is located or where the orphan is residing shall register the birth reported based on the particulars provided in the Birth Reporting Form.

(i) The birth certificate of the child may be issued after registration and the term 'orphan child' shall not be written in the birth certificate.

2. **Adoption**: The procedure as prescribed in this office circular number 1/7/2011- VS-CRS dated 12th March 2012 may be followed in cases of adoption.

3. You are requested to issue necessary directions to all the registration functionaries for strict compliance. A copy of the directions issued to the concerned authorities may be forwarded to this office for record.

4 This is issued with the approval of Registrar General, India.

[P. A. Mini]
Deputy Registrar General (CRS)

To

The Chief Registrars/ Additional/ Deputy Chief Registrars of Births and Deaths of all States and UTs.

हिन्दी रूपान्तर

सं.7/4/2013-वीएस-(सीआरएस)

भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय

MINISTRY OF HOME AFFAIRS

भारत के महारजिस्ट्रार का कार्यालय

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दिनांक: 03.07.2015

परिपत्र

विषय: अनाथ/परित्यक्त बच्चों के जन्म के पंजीकरण की प्रक्रिया के संबंध में दिशा निर्देश जारी करना ।

अनाथ बच्चों के जन्म के पंजीकरण के लिए प्रक्रिया नीचे दी गई है । ये दिशा निर्देश जन्म और मृत्यु पंजीकरण (आरबीडी) अधिनियम, 1969 की धारा 3(3) के अन्तर्गत जारी किए जाते हैं ।

जन्म और मृत्यु पंजीकरण (आरबीडी) अधिनियम, 1969 की धारा 8 के अन्तर्गत अनाथालय अथवा इसी प्रकार के संस्थान के बच्चों के मामले में संबंधित संस्थान के प्रभारी अथवा केयरटेकर और ऐसे संस्थान से बाहर के बच्चों के मामलें में अभिभावक, संबंधित रजिस्ट्रार, जन्म और मृत्यु को जन्म की घटना की रिपोर्ट करने के लिए जिम्मेदार है । ऐसे मामलों में, हो सकता है कि जन्म संबंधी विवरणों यथा जन्म स्थान, जन्म तिथि, माता-पिता के नाम के बारे में जानकारी हो भी सकती है अथवा नहीं भी हो सकती है ।

(क) अनाथ बच्चे के जन्म स्थान के बारे में जानकारी न होने पर, स्थान जहाँ अनाथालय स्थित है अथवा जहां बच्चा रह रहा है, उस स्थान को बच्चे का 'जन्म स्थान' माना जाए ।

(ख) बच्चे की जन्म तिथि के बारे में जानकारी न होने पर, वह क्षेत्र जहाँ पर अनाथालय स्थित है अथवा जहां बच्चा रह रहा है, उस क्षेत्र के मुख्य चिकित्सा अधिकारी (सीएमओ) द्वारा निर्धारित आयु और एक सम्भावित जन्म तिथि दे दी जाती है । सीएमओ द्वारा दी गई जन्म तिथि को जन्म रिपोर्टिंग फार्म में जन्म तिथि के रूप में दर्ज किया जा सकता है ।

(ग) माता-पिता के नाम की जानकारी संस्थान के प्रभारी/अभिभावक को मालूम होने की स्थिति में उसे ही जन्म रिपोर्टिंग प्रपत्र में दर्ज करें । माता-पिता के नाम की जानकारी न होने के मामले में,माता-पिता के नाम का कॉलम जन्म रिपोर्टिंग फार्म में खाली रखा जाएगा ।

(ट) यदि बच्चे को रजिस्ट्रेशन विलंब के माध्यम से दाखिल किया जाता है तो संबंधित अनाथालय को दोहरे रजिस्ट्रीकरण को रोकने के लिए संबंधित गोद लिया से जन्म प्रमाण पत्र प्राप्त करना चाहिए । यदि जन्म पहले से पंजीकृत नहीं कराया गया था, तो अनाथालय को उपर्युक्त के अनुसार बच्चे के जन्म पंजीकरण के लिए विवरण, रिपोर्ट करने चाहिए ।

(ठ) यदि बच्चे के नाम की जानकारी है तो उसे जन्म रिपोर्टिंग प्रपत्र में दिया जाना चाहिए । यदि उसकी जानकारी न हो तो अनाथालय के प्रभारी/अभिभावक को बच्चे को एक नाम देना होगा और उसी को जन्म रिपोर्टिंग फार्म में दर्ज कराएं ।

(ड) विलंबित पंजीकरण के मामलों में धारा 13(1), (2) और (3) में दी गई प्रक्रिया अपनाई जाए ।

(ढ) अनाथालय के प्रभारी/अभिभावक का यह कर्तव्य होगा कि उनकी देखभाल के अन्तर्गत रहने वाले बच्चों का जन्म यथाशीघ्र पंजीकृत कराएं ।

(ण) संबंधित रजिस्ट्रार जिसके क्षेत्राधिकार में अनाथालय स्थित है अथवा जहां अनाथ रह रहा है, उस क्षेत्र का संबंधित रजिस्ट्रार, जन्म एवं मृत्यु, जन्म रिपोर्टिंग प्रपत्र में उपलब्ध विवरणों के आधार पर, जन्म को पंजीकृत करेगा ।

(त) पंजीकरण के पश्चात बच्चे का जन्म प्रमाण पत्र जारी किया जा सकता है और जन्म प्रमाण पत्र में 'अनाथ बच्चा' शब्द नहीं लिखा जाएगा ।

2. **दत्तक ग्रहण:** दत्तक ग्रहण के मामलों में इस कार्यालय के दिनांक 12 मार्च, 2012 के परिपत्र संख्या 1/7/2011-वीएस-सीआरएस में दर्शाई गई निर्धारित प्रक्रिया अपनाई जाए ।

3. आपसे अनुरोध है कि सभी पंजीकरण पदाधिकारियों को सख्ती से अनुपालन के लिए आवश्यक निदेश दें । संबंधित अधिकारियों को जारी निदेशों की एक प्रति रिकार्ड हेतु इस कार्यालय को अग्रेषित की जाए ।

4. यह भारत के महारजिस्ट्रार के अनुमोदन से जारी किया जाता है ।

पी.ए. मिनी

(पी.ए.मिनी)
उप महारजिस्ट्रार (सीआरएस)

सभी राज्यों और संघ राज्यक्षेत्रों के मुख्य रजिस्ट्रार/अपर/उप मुख्य रजिस्ट्रार, जन्म एवं मृत्यु ।

Speed Post

No 1/12/2014-VS (CRS)

भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय /

MINISTRY OF HOME AFFAIRS

भारत के महारजिस्ट्रार का कार्यालय

जीवनांक प्रभाग, पश्चिमी खण्ड-1, रामकृष्ण पुरम्, नई दिल्ली - 110066

OFFICE OF THE REGISTRAR GENERAL, INDIA

V.S. Division, West Block -1, R.K. Puram, New Delhi – 110066

Tele-fax: 26104012 E-mail – *drg-crs.rgi@censusindia.gov.in*

rkgautamiss.rgi@nic.in

Dated: 21-07-2015

To,

All Chief Registrar of births and deaths

Sub: Honb'le Supreme Court judgment regarding registration of birth of a child in case of single parent / unwed mother.

Sir,

Your attention is invited to the recent Judgment of Honb'le Supreme Court of India delivered on 6th July, 2015 in respect of ABC (Appellant) versus the State (NCT of Delhi) , Civil Appeal No... 2015 arising out of SLP (civil) No. 28367of 2011. This appeal is directed against the High Court, Delhi Judgment dated 08-08-2011. The said appeal was filed under Section 7 of the Guardians and Wards Act, 1890.

2. The Honb'le Supreme Court in its judgment stated that: "If a single parent/unwed mother apply for the issuance of a Birth Certificate for a child born from her womb, the Authorities concerned may only require her to furnish an affidavit to this effect, and must thereupon issue the Birth Certificate, unless there is a Court direction to the contrary". The court also directed that no citizen suffers any inconvenience or disadvantage merely because the parents fail or neglect to register the birth.

3. Taking into consideration the above direction, you are requested to issue the necessary direction to the concerned registration functionaries for strict compliance of above direction and ensure that no one is denied birth registration of a child of

a single parent / unwed mother. In such cases, the name of single parent will be written in the birth record and name of other parent will be left blank. For registration of such cases, the requisite documents as suggested by the Hon'ble court should be retained as permanent record. This office may be apprised about the action taken in this regard.

Yours faithfully

(P.A. Mini)
Deputy Registrar General (CRS)

291/c

Speed Post

No. 1/2/TN/2015-VS (CRS)/ 422-469

भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS
भारत के महारजिस्ट्रार का कार्यालय
OFFICE OF THE REGISTRAR GENERAL, INDIA
जीवनांक प्रभाग, पश्चिमी खण्ड-1, रामकृष्ण पुरम, नई दिल्ली - 110066
V.S. Division, West Block –I, R.K. Puram, New De *Tele-fax.No.26104012*
E-mail – drg-crs.rgi@censusindia.gov.in rkgautamiss.rgi@nic.in ajayk.rgi@nic.in

Dated: 27-01-2016

To

The Chief Registrar of Births & Deaths and
Director of Public Health and
Preventive Medicine, Tamil Nadu,
359 Anna Salai, (Mount Road),
Teynampet,
CHENNAI – 600006

Sub: Registration of Vital events occurring in moving Vehicles and 108 Ambulances– clarification.

Sir,

Please refer to your office letter number 69733/SBHI-I/SI/2012 sent to this office through mail vide which clarification has been sought regarding reconsideration of the prescribed procedure of Rule 6 (1) for reporting the vital events occurred in a moving vehicle.

2. In this connection, your attention is invited to the earlier clarification given by the Union Law Ministry through which it was clarified that it is not the responsibility of the institutions to report the event of brought dead cases to the registration authorities. Accordingly M.O. in charge is not allowed to report or register such event. The events which occurred in a moving vehicle, could be divided into the following categories:

i. Death occurred in a moving vehicle (public transport) within the same city, town or village.
ii. Death occurred in a moving own vehicle, ambulance etc. (other than public transport) within the same city or village
iii. Death occurred in a public transport like train, plane, bus etc. **in long distance journey** i.e. occurred outside the jurisdictional area of the place of usual residence of the deceased even in other state.
iv. Death occurred in own moving vehicle outside the city or even in other State (other than public transport).

3. In all cases, if the person was taken to any nearby hospital and hospital declared him/her as brought dead, the place of death will be outside the hospital and reported to the Registrar in whose jurisdiction that area falls.

4. Taken into consideration the practical difficulties in implementing the provision of Rule 6 (1) (i.e vehicle in- charge to report), it has been observed that technically vehicle in- charge are not competent to report such events , therefore it has been decided to allow the family members or attendant of the deceased to report the event to the Registrar under whose jurisdiction the death occurred.

प्रत्येक जन्म एवं मृत्यु का पंजीकरण सुनिश्चित करें/
"Ensure Registration of Every Birth and Death"

230/C

(10)

In respect of above issue, the following clarification is given:

- **If death occurred in a moving vehicle, it could not be treated as institutional death,** despite the fact that patient was taken to nearby hospital and declared brought dead by the hospital. The medical Officer is not responsible for reporting such deaths. Exact place of death shall be mentioned while reporting. It cannot be the hospital name and address or the way to hospital, etc. It will be registered by the Registrar in whose jurisdiction the area falls.

- In case of natural death in a moving vehicle, in addition to vehicle in charge, if deceased was accompanied by relatives or attendant, they **may report the event to the concerned Registrar** in whose area the event occurred. In case deceased was not accompanied with any one, the vehicle in charge should report the event to the concerned Registrar in whose area the event occurred.
- In case of accident, murder etc. **(where inquest is held) it will be covered under Rule 6 (2)** and will be reported on the basis of the inquest report. The place of death will be the same as mentioned in that report.
- In case of long journey, the first place of halt will be the place of death, in addition to vehicle in charge, if deceased was accompanied by relatives or attendant, they **may report the event to the concerned Registrar** in whose area the event occurred. In case deceased was not accompanied with any one, the vehicle in charge should report the event to the concerned Registrar in whose area the event occurred.

You are requested to take the appropriate action and make necessary changes in respective Rule 6 (1). This office may be informed about the action taken in the matter.

Yours faithfully,

(P. A. Mini)
Deputy Registrar General (CRS)

No. 1/2/PN/2015-VS (CRS) New Delhi, dated 27-01-2016

48 - Chief Registrars & Addl. C.R.

Copy forwarded to All Chief Registrar of births and deaths for information and necessary action. This office may be informed about the action taken in the matter.

(P. A. Mini)
Deputy Registrar General (CRS)

o/c

प्रत्येक जन्म एवम् मृत्यु का पंजीकरण सुनिश्चित करें/
"Ensure Registration of Every Birth and Death"

(16)

SPEED POST

No. 11/4/2018- VS (CRS)/151

भारतसरकार
GOVERNMENT OF INDIA
गृहमंत्रालय
MINISTRY OF HOME AFFAIRS
भारत के महारजिस्ट्रार का कार्यालय
OFFICE OF THE REGISTRAR GENERAL, INDIA
जीवनांक प्रभाग, नागरिक पंजीयन योजना, 2-ए, मानसिंह रोड, नई दिल्ली – 110011
V.S. Division, Civil Registration System, 2-A, Mansingh Road, New Delhi – 110011
E-mail: rgi.rgi@nic.in drg-crs.rgi@nic.in manojIISS9.rgi@nic.in Dated- 12-06-2018

CIRCULAR

To

The All Chief Registrar of births and deaths

Subject: Deletion of names of Dead Elector from Electoral Roll_regarding.

This office has received a D.O. letter dated 8th May, 2018 from Deputy Election Commissioner, Election Commission of India vide which the matter of sharing of the data on registered deaths on a monthly basis in order to remove the dead electors from the Electoral Roll has been raised.

2. You may be aware that the above matter was taken up by this office during 2003 & 2004 with all the State Governments with the request to take appropriate action under Rule 9 of the Registration of Electoral Rules, 1960, where it is obligatory on the part of Registrar of births and deaths to furnish the information related to dead voters to the concerned Electoral Registration Officer at least twice in a year. A reminder in this regard was also issued by this office on 27th April 2004 and 24th May, 2007 to all States/UT's.

3. In light of the above, you are requested to issue necessary directions to all the District Registrar's and local Registrar's of births and deaths of your State in respect of the referred matter and ensure that the information on relevant data fields from the death register be sent to the concerned Electoral registration Officer by the Registrar of births and deaths.The action taken in this regard may kindly be intimated to this office.

Yours faithfully

(Manoj Kumar)
Deputy Registrar General (CRS)

प्रत्येक जन्म एवम् मृत्यु का पंजीकरण सुनिश्चित करें/
"Ensure Registration of Every Birth and Death"

(17)

No. 11/4/2018 VS (CRS) dated 12-06-2018, New Delhi-110011

Copy forwarded to the concerned DCO office with the request to take up the matter with the Chief Registrar of births and deaths.

(Manoj Kumar)
Deputy Registrar General (CRS)

ENG/895356/31/7/19

8/9/2013- VS(CRS)/677

भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय

MINISTRY OF HOME AFFAIRS

भारत के महारजिस्ट्रार का कार्यालय

जीवनांक प्रभाग, नागरिक पंजीयन योजना, 2-ए, मानसिंह रोड, नई दिल्ली – 110011

OFFICE OF THE REGISTRAR GENERAL, INDIA

V.S. Division, West Block –I, R.K. Puram, New Delhi – 110066

E-mail: drg-crs.rgi@nic.rgi

Dated: 25/07/2019

To

The Chief Registrar of Births & Deaths
and Director,of Economics & Statistics,
National Capital Territory of Delhi,
III Floor, B wing, Vikas Bhawan-II,
Upper Bela Road, Near Metcalf House,
DELHI - 110054

Sub: Clarification regarding issuance of birth certificate of child born through the procedure of IVF surrogacy.

Sir,

Please refer your office letter no. F4 (2)/VS/DES/2019/10783 dated 11.07.2019 vide which clarification has been sought on the above mentioned subject. In this connection, it is to mention that this office circular No. 1/12/2014-VS (CRS)/583 dated 21.07.2015 was issued regarding issuance of birth certificate for a child born from the womb of a single parent/unwed mother. Therefore, the said circular is not applicable in the referred case. It is also to inform that no specific guidelines on the subject have been issued so far by this office.

2. In this connection, you are advised to follow the "National Guidelines for Accreditation, Supervision and Regulation of ART Clinics in India" provided by Indian Council of Medical Research (ICMR in the matter. The extract of the relevant portion of the above guidelines is placed for ready reference. You may take appropriate action accordingly.

Yours faithfully,

Encl. as above

(Sandhya Singh)
Deputy Registrar General

3.5.3 The ART clinic must not be a party to any commercial element in donor programmes or in gestational surrogacy.

3.5.4 A surrogate mother carrying a child biologically unrelated to her must register as a patient in her own name. While registering she must mention that she is a surrogate mother and provide all the necessary information about the genetic parents such as names, addr- -es, etc. She must not use/register in the name of the person for whom she is carrying the child, as this would pose legal issues, particularly in the untoward event of maternal death (in whose names will the hospital certify this death?). The birth certificate shall be in the name of the genetic parents. The clinic, however, must also provide a certificate to the genetic parents giving the name and address of the surrogate mother. All the expenses of the surrogate mother during the period of pregnancy and post-natal care relating to pregnancy should be borne by the couple seeking surrogacy. The surrogate mother would also be entitled to a monetary compensation from the couple for agreeing to act as a surrogate; the exact value of this compensation should be decided by discussion between the couple and the proposed surrogate mother. An oocyte donor can not act as a surrogate mother for the couple to whom the ooctye is being donated.

3.5.5 A third-party donor and a surrogate mother must relinquish in writing all parental rights concerning the offspring and vic- -ersa.

3.5.6 No ART procedure shall be done without the spouse's consent.

3.5.7 The provision or otherwise of AIH or ART to an HIV-positive woman would be governed by the implications of the decision of the Supreme Court in the case of X -- vs -- Hospital 2 (1998) 8 Sec. 269 or any other relevant judgement of the Supreme Court, or law of the country, whichever is the latest.

3.5.8 Gametes produced by a person under the age of 21 shall not be used. The accepted age for a sperm donor shall be between 21 and 45 years and for the donor woman between 18 and 35 years.

भारत सरकार/गृह मंत्रालय
GOVT OF INDIA/MINISTRY OF HOME AFFAIRS
भारत के महारजिस्ट्रार का कार्यालय
OFFICE OF THE REGISTRAR GENERAL INDIA
एम.सी.सी.डी यूनिट,जीवनांक प्रभाग, रा.कृ पुरम,पश्चिमी खंड १, नई दिल्ली-११००६६
MCCD Unit,V.S. DIVISION, R.K. PURAM, WEST BLOCK-1, NEW DELHI-110066

सं/No. 08 /02 /2017-VS (MCCD) **Dated: 27.05.2021**

To,

The Chief Registrar of Births & Deaths,
All States/ UT's.

Subject:- Additional 'Guidance for appropriate recording of Covid-19 related deaths'.

Madam/ Sir,

In continuation to this office letter of even no. dated 22.04.2020, it is brought to your notice that the National Center for Disease Informatics and Research (NCDIR), Indian Council of Medical Research (ICMR), Bengaluru has prepared guidance for appropriate recording of Covid-19 related deaths which is based on the guidelines of WHO and the general instructions of this office for recording of Medical Certification of Cause of Deaths (MCCD).

ICMR has already circulated the above mentioned guidelines among the Chief Secretaries of all States/UTs vide their letter No. ECD/COVID19/Misc./2020 dated 08.05.2020 (copy enclosed). In order to effect improvements in the scheme on the above count, it is requested to circulate it all registration units within your jurisdiction.

Yours faith fully,

(Manoj Kumar)
Deputy Registrar General (MCCD)

Copy for information and necessary action to all Director, Directorate of Census Operations

प्रत्येक मृत्यु का चिकित्सीय प्रमाणीकरण सुनिश्चित करें।
"Ensure Medical Certification for Every Death"

सत्यमेव जयते

प्रोफेसर (डा.) बलराम भार्गव, पद्म श्री
एम.डी., डी.एम., एफ.आर.सी.पी. (ग्लास्गो), एफ.आर.सी.पी. (एडिन.),
एफ.ए.सी.सी., एफ.ए.एच.ए., एफ.ए.एस.सी., एफ.एन.ए., डी.एस.सी.
सचिव, भारत सरकार
स्वास्थ्य अनुसंधान विभाग
स्वास्थ्य एवं परिवार कल्याण मंत्रालय एवं
महानिदेशक, आई सी एम आर

Prof. (Dr.) Balram Bhargava, Padma Shri
MD, DM, FRCP (Glasg.), FRCP (Edin.),
FACC, FAHA, FAMS, FNASc, FASc, FNA, DSc
Secretary to the Government of India
Department of Health Research
Ministry of Health & Family Welfare &
Director-General, ICMR

भारतीय आयुर्विज्ञान अनुसंधान परिषद
स्वास्थ्य अनुसंधान विभाग
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
भारत सरकार
वी. रामलिंगस्वामी भवन, अंसारी नगर
नई दिल्ली - 110 029

Indian Council of Medical Research
Department of Health Research
Ministry of Health & Family Welfare
Government of India
V. Ramalingaswami Bhawan, Ansari Nagar
New Delhi - 110 029

D.O.No.ECD/COVID19/Misc./2020
Dated: 8th May, 2020

The Chief Secretaries
All States of India

Dear Colleagues,

During the ongoing COVID-19 pandemic across the country, there is need to strengthen the medically certified cause of death recording and reporting. This will facilitate many of our public health and policy actions.

In this regard, I am pleased to share with you the ICMR 'Guidance for appropriate recording of COVID-19 related deaths in India' for wider use across your State/UT. It provides guidance for recording deaths due to COVID-19 as per the guidelines of WHO and the general considerations of recording and reporting Medical Certification of Cause of death (MCCD) by the Registrar General of India. It can also be downloaded from (http://ncdirindia.org/Downloads/CoD_COVID-19_Guidance.pdf).

ICMR National Centre for Disease Informatics and Research (NCDIR), Bengaluru has a software application NCDIR e-Mor that aids in recording deaths with cause of death, and strengthen death reporting and registration. You may consider its implementation across all local registrar offices and hospitals in your State. For further details, you can write to Dr.Prashant Mathur, Director, ICMR-NCDIR at director@ncdirindia.org.

With best regards,

Yours sincerely,

Balram Bhargava

(Balram Bhargava)

Tele.: 26588204, 26589620, Fax (Off.) : 91-11-26588662, E-mail: secy-dg@icmr.gov.in

Guidance for appropriate recording of COVID-19 related deaths in India



icmr | NCDIR

INDIAN COUNCIL OF MEDICAL RESEARCH | NATIONAL CENTRE FOR DISEASE INFORMATICS AND RESEARCH

Impacting NCD Public Health Actions and Policies
Collaborate Innovate Inspire

Correspondence to:

Director
National Centre for Disease Informatics and Research
Indian Council of Medical Research
(Department of Health Research, Ministry of Health and Family Welfare, Govt. of India)
NirmalBhawan-ICMR Complex (II Floor), Poojanahalli
Kannamangala Post, Bengaluru – 562 110 (India)

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1. Introduction

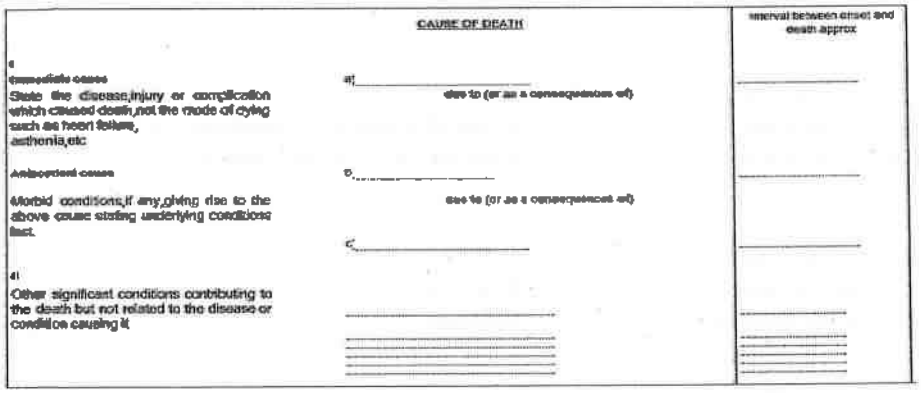
1.1 What is Cause of Death?

The cause of death (COD) is defined as "all those diseases, morbid conditions or abnormalities, injuries which either resulted in or contributed to death and the circumstances of the accident or violence which produced any such injuries."(1)

1.2 How to record Cause of Death?

Medical Certificate of Cause of Death (MCCD) is the certificate issued by the attending medical practitioner who had treated the person during admission in a medical institution or in the last illness (prior to death) while taking treatment from a physician outside of a medical institution. Medical certification of cause of death is the process of recording and reporting death using standard Form 4 (institutional deaths) and Form 4A (non-institutional deaths) as per the rules of the Registration of Births and Death Act, 1969. The MCCD form contains Part 1 to record the immediate and antecedent causes, and Part 2 to record the significant conditions that contributed to the death but were not part of the sequence of events leading to death.

Image 1: Cause of Death section of Form 4/4A



1.3 What is Underlying COD?

Death often results from the combined effect of two or more independent or related conditions, that is, one condition may lead to another, which in turn leads to a third condition and so on. Where there is a sequence, the disease or injury which initiated the sequence of events, called the **underlying cause of death** is recorded and reported. It is:

(a) The disease or injury which initiated the train of morbid events leading directly to death;

Or

(b) The circumstances of the accident or violence which produced the fatal injury.

All the morbid conditions or injuries consequent to the underlying cause relating to death are termed as antecedent and immediate cause.

The medical part of the certificate consists of two parts-

I. Sequence of events leading to death -

First line is the immediate cause of death – the condition / disease that directly led to death / that preceded death.

The cause of death antecedent to immediate cause should be entered in line (b), and a cause further antecedent to this should be entered in line (c).

Underlying cause of death is on the lowest line of part I – It is the disease or condition that started the sequence of events between normal health to immediate cause of death. Conditions if any, as a consequence thereof will be entered above it in ascending causal order of sequence.

How many cause of death can be entered in Part I?

Only one cause is to be entered on each line of Part I. There may be many morbid events that happened, but the sequence of events that caused death should be sorted out, and one cause should be written on each line of Part 1 so that there is a **logical sequence of events leading to death.**

What if there is only one condition?

The disease, injury or complication that immediately preceded death can be the only entry in the MCCD FORM if only one condition is present at death.

What if there is only one condition antecedent to the immediate cause?

The condition antecedent to the immediate cause should be entered in line (b). Line (c) should be kept blank.

How to record time interval from onset of disease to death?

The time interval between the presumed onset of the condition, not the diagnosis, and death should be reported. It is acceptable to approximate the intervals or use general terms, such as hours, days, weeks, or years.

II. Other significant conditions that contributed to the death

All other diseases or conditions believed to have unfavourably influenced the course of the disease leading to death, but were not related to the disease or condition directly causing death.

What should be entered in Part II - Other significant conditions?

Any disease, abnormality, injury or late effects of poisoning, believed to have adversely affected the deceased should be reported such as chronic conditions, and also information such as:

• Chronic Bronchitis /COPD/Asthma/ Tuberculosis • Cancer –Primary / Metastatic cancer / On cancer directed treatment /Old cancer - cured or treated • Cardiovascular disease- Hypertension / IHD/Coronary Heart Disease / heart failure • Stroke / Neurological conditions like epilepsy, Parkinson's disease, dementia, Alzheimer's disease • Rheumatoid arthritis / Immune related conditions	• Use of alcohol and/or other substances. • Tobacco use (smoking / smokeless) • Recent pregnancy, if believed to have contributed to the death. • Environmental factors-exposure to toxic fumes, history of working in specific industry, professional exposure to toxins, specific animals • Late effects of injury, including head injury sequelae • Any iatrogenic underlying cause • Surgical information, if applicable

1.4 Public health significance of Cause of Death data

Stating the sequence of morbid conditions in order, allows selection of the cause of death that is considered as "underlying" cause. It is the underlying cause of death that is coded with ICD -10 codes and is counted for statistical purposes.

Robust cause of death information in a population is useful for understanding disease burden estimations, and explains trends in the health of populations. It is useful for evaluation and planning of health services and programmes. Good cause of mortality statistics also aids in identifying research questions of public health significance.

2 COVID-19

2.1 COVID-19 pandemic and need for cause of death

COVID-19 is the infectious disease caused by the most recently discovered coronavirus (SARS- CoV- 2) from Wuhan, China, in December 2019. The COVID-19 disease outbreak was declared a Public Health Emergency of International Concern (PHEIC) on 30 January 2020 by the World Health Organization, and later on 11 March 2020 as a Global Pandemic. During such situations, mortality surveillance becomes a very important public health tool to assess the impact of the viral infection.

2.2 COVID-19 as Underlying Cause of Death (UCOD)

COVID-19 is reported to cause pneumonia / acute respiratory distress syndrome (ARDS) / cardiac injury / disseminated intravascular coagulation and so on. These may lead to death and may be recorded in line 'a' or 'b'. It is likely that COVID-19 is the underlying cause of death (UCOD) that lead to ARDS or Pneumonia in most of the deaths due to COVID-19 (test positive and symptoms positive). In these cases COVID-19 must be captured in the last line / lowest line of Part 1 of MCCD form 4/4 A. Acute respiratory failure is a mode of dying and it is prudent not to record it in line a/b/c.

Patients may present with other pre-existing comorbid conditions such as chronic obstructive pulmonary disease (COPD) or asthma, chronic bronchitis, ischemic heart disease, cancer and diabetes mellitus. These conditions increase the risk of developing respiratory infections, and may lead to complications and severe disease in a COVID-19 positive individual. These conditions are not considered as UCOD as they have directly not caused death due to COVID-19. Also a patient may have many co-morbid conditions, but only those that have contributed to death should be recorded in Part 2.

2.3 ICD-10 Codes for COVID-19 provided by World Health Organization

Emergency ICD-10 Code	Usage conditions
U07.1	COVID-19,virus identified
U07.2	COVID-19, virus not identified, Clinically-epidemiologically diagnosed COVID-19 Probable COVID-19 Suspected COVID-19

2.4 Public health significance of recording cause of death in COVID-19 pandemic

COVID-19 is a new disease and is a pandemic affecting all communities and countries. It's clinical presentation ranges from mild to severe, and fatality depends on the severity of the illness, associated co-morbid conditions and age of patients. Patterns of disease and patterns of death can come from only standardised recording of clinical disease history and cause of death, and therefore epidemiological surveillance of disease and death are important. Robust data is needed from every district and state in India to measure the public health impact of COVID 19 and to plan for timely health interventions and protect communities. At the same time, other health conditions affecting populations need to be also monitored so that the health system is prepared for responding to the needs of the population.

3 Completing Medical Certification of Cause of Death (MCCD) in COVID-19

3.1 Mortality coding of COVID-19 with ICD-10 codes

The ICD-10 codes presently recommended by WHO for mortality coding are:

Test	Symptoms of COVID-19	Diagnosis	Code
+ve	None	Confirmed COVID-19	U07.1
+ve	Present	Confirmed COVID-19 documented as UCOD	U07.1
+ve	Present with comorbid conditions like heart disease, asthma, COPD, Type 2 diabetes	Confirmed COVID-19 documented as UCOD	U07.1
Test Negative	Present	Clinically –Epidemiologically diagnosed COVID -19	U07.2
Test awaited	Present	Suspected COVID-19	
Test inconclusive	Present	Probable COVID-19	

3.2 Examples of underlying cause of death in COVID-19

Some examples are provided to help physicians' record cause of death in COVID-19

Example 1 : 40 year old male diagnosed with COVID-19			
	CAUSE OF DEATH		
Part I		**Interval between onset and death approx**	**For statistical use**
Immediate Cause State the disease, injury or complication which caused death, not the mode of dying such as heart failure, asthenia, etc	a) Respiratory acidosis	2 days	

Antecedent cause Morbid conditions, if any, giving rise to the above cause stating underlying conditions last.	b) Acute respiratory distress syndrome (ARDS) c) COVID-19	3 days 7 days	U07.1
Part II Other significant conditions contributing to the death but not related to the disease or condition causing it.	....		

Example 2 : 60 year old male, father of COVID-19 patient and a known diabetes individual presented with Influenza like illness (ILI) and died, test for COVID-19 not available			
CAUSE OF DEATH			
Part I		**Interval between onset and death approx**	**For statistical use**
Immediate Cause State the disease, injury or complication which caused death, not the mode of dying such as heart failure, asthenia, etc	a) Acute respiratory distress syndrome (ARDS)	1 day	
Antecedent cause Morbid conditions, if any, giving rise to the above cause stating underlying conditions last.	b) Influenza like illness c) COVID-19 suspect	4 days 4 days	U07.2
Part II Other significant conditions contributing to the death but not related to the disease or condition causing it.	Diabetes	15 years	

Example 3 : 50 year old female completed chemotherapy for Breast cancer admitted with breathlessness and developed shock and died			
CAUSE OF DEATH			
Part I		**Interval between onset and death approx**	**For statistical use**
Immediate Cause State the disease, injury or complication which caused death, not the mode of dying such as heart failure, asthenia, etc	a) Disseminated Intravascular Coagulation (DIC)	2 days	

Antecedent cause Morbid conditions, if any, giving rise to the above cause stating underlying conditions last.	b) Pneumonia c) COVID-19	5 days 5 days	**U07.1**
Part II Other significant conditions contributing to the death but not related to the disease or condition causing it.	Breast Cancer	6 months	

Example 4 76 year old male with Ischemic heart disease developed fever and breathlessness two days ago, and was admitted and died in 24 hours, first test was inconclusive			
CAUSE OF DEATH			
Part I		**Interval between onset and death approx**	**For statistical use**
Immediate Cause State the disease, injury or complication which caused death, not the mode of dying such as heart failure, asthenia, etc	a) Acute cardiac injury	1 day	
Antecedent cause Morbid conditions, if any, giving rise to the above cause stating underlying conditions last.	b) Probable COVID-19	2 days	**U07.2**
Part II Other significant conditions contributing to the death but not related to the disease or condition causing it.	Ischemic heart disease		

3.3 What to avoid as Cause of Death?

- Avoid Mode of Dying as Cause of Death – Mode of dying merely tells you that death has occurred and is not specifically related to the disease process.

Mode of dying		
Respiratory Arrest	Emaciation	Vasovagal attack
Asphyxia	Exhaustion	Cardiac arrest
Asthenia	Heart Failure	Heart attack
Brain failure	Hepatic/Liver failure	Hepatic failure
Cachexia	Hepatorenal failure	Liver Failure
Cardiac Arrest/Heart Attack	Kidney failure/Renal failure	Cardio respiratory failure
		Multiorgan/System failure

Cardio Respiratory Arrest Coma Debility	Respiratory arrest/Failure Shock Syncope Uraemia Vagal inhibition	Respiratory Failure Cardio Pulmonary failure

- Avoid abbreviations and short forms like ARDS, COPD, SARI.

Incorrect	Correct
ARDS	Acute respiratory distress syndrome
COPD	Chronic obstructive pulmonary disease
SARS	Severe Acute Respiratory illness
CRF	CRF could be Cardio respiratory failure or Chronic Renal failure
MI	Myocardial Infarction / Mitral Incompetence
AD	Acute Diarrhoea / Alzheimer`s Dementia
MS	Mitral Stenosis / Multiple Sclerosis
RTI	Respiratory Tract Infection / Reproductive Tract Infection

- **Though COVID-19 (Corona virus disease -19) is an abbreviation, it has been specified by the WHO and is an acceptable term to be used as UCOD.**

- Avoid vague terms or ambiguity –
  Sometimes it is difficult to provide a simple description of cause of death when there are no medical records or a doctor is seeing the patient in a critical condition for the first time or the doctor is not the treating physician.

Incorrect	Correct
Irrelevant talking and feverishness	Delirium due to fever
Very poor nourishment	Severe Malnutrition
Less healthy at birth	Low birth weight / Congenital Anomaly

- Avoid short forms / incomplete description –

Incorrect	Correct
Ca Br	Cancer Breast / Cancer Brain
Ac. Infarct	Acute Myocardial Infarction / Acute Cerebral Infarction
Sev Mal	Severe Malaria / Severe Malnutrition

- Avoid symptoms / signs

Incorrect	Correct
Jaundice	Hepatitis
Fever	Infection
Chest pain	Angina

- Avoid terms such as senescence, old age, senility, infirmity, and advanced age.

These terms cannot be the immediate cause of death. There may be 1 or 2 conditions that have been due to old age and thus the etiological sequence should be specified. If old age was a contributory factor, it should be entered in Part II.

Part I	Incorrect	Correct
Ia	Bed ridden	Aspiration Pneumonia
Ib	Old Age	Stroke
Ic	Hypertension	
Part II		
I		Old Age
		Hypertension

3.4 Other considerations in recording MCCD for COVID -19

i. Provide specific medical terms as cause of death. COVID-19 is a 'viral infection' and presentations include 'influenza like illness' (ILI) or "Severe acute respiratory illness (SARI). These are not specific and can be used in the sequence of the events and the specific virus / bacteria / agent that caused the disease should be recorded as UCOD, for example COVID-19.

ii. Record the logical sequence of events in Part 1. There may be many medical conditions in a person. Based on the most logical events that caused death, only these conditions are mentioned in Part 1 of the MCCD form.

iii. **Manner of death:** It refers to the circumstances under which death has occurred.
- Manner of death due to COVID-19 infection will mostly be 'natural', as it is the disease that led to the death.
- In case of suicide by an individual tested +ve for COVID-19, the manner of death may be captured as suicide / pending investigation if the medical autopsy is awaited.

iv. **Place of death:** Most of the deaths due to COVID-19 occur in a hospital and in such cases the place of death should be captured as 'Hospital'. In case an individual is discharged from hospital and the death occurs in his/her residence, the place of death must be captured as 'House'.

4. Use of ICMR-NCDIR e-Mortality (e-Mor) software for recording cause of death

The ICMR-NCDIR e-Mortality (e-Mor) software application aids in recording and reporting cause of deaths as per national standards of death reporting laid down by the Office of Registrar General of India (ORGI) under its Civil Registration System (CRS). This software can be implemented by hospitals and district local registrar offices in a district (to record deaths occurring in residence). Institutions should register with ICMR-NCDIR or State authority for provision of authorized login credentials. This will allow access to the software with its technical training on MCCD), ICD-10 coding for cause of death and use of software for recording and reporting deaths. The application data entry form is designed to record all details of Form 2 (Death Report) and Form 4 / 4A (MCCD Forms).

NCDIR e-Mor software features include:

a. Record details of death of all institution and non-institution based deaths with guide to prevent errors in cause of death
b. Guide in recording the sequence of death events and underlying cause of death

c. Guide in ICD-10 coding as per the National list of the ORGI and codes for COVID-19 announced by the World Health Organization.
d. Quality check modules to reduce errors in recording like date check, missing field check and search and export features
e. Exporting data to maintain mortality register of the institutional deaths and generate statistical tables for data analytics to establish mortality audit systems in hospitals.
f. On completion of accurate data entry, Form 2 and Form 4 can be printed, signed by appropriate authority for further submission to the Local Registrar for Death registration under CRS.
g. District Registrar and Chief Registrar Office at the state level can monitor data coverage, MCCD coverage, and generate statistical tables on leading causes of death district and state wise.

Role of NCDIR: NCDIR e-Mor software is accessible online through dedicated secure webserver that hosts the software and shall support the online data transmission and standard data encryption. Offline access to the software may also be facilitated.
As coordinating unit, NCDIR team shall provide technical resources in implementation and monitoring of data quality. As per the NCDIR policy of data processing and disclosure, all necessary safeguards for data confidentiality and data security will be maintained. NCDIR shall develop data analytics for reporting all-cause mortality statistics and deaths related to COVID-19 as per guidelines. NCDIR will assist state/UT governments in strengthening MCCD through technical assistance.

5. Additional Guides

1. ICMR-NCDIR e-Mor : http://ncdirindia.org/e-mor/

   [This software is available free of cost for use by any hospital/health facility/private practitioner/ administrative unit concerned with recording cause of death]

2. World Health Organization. COVID-19 coding in ICD-10. Available from: https://www.who.int/classifications/icd/COVID-19-coding-icd10.pdf?ua=1
3. National Center for Health Statistics. Guidance for certifying deaths due to COVID–19. Hyattsville, MD. 2020.
4. Physicians Manual on Medical Certification of Cause of Death by ORGI, India.