



2012

# **TRAINING MANUAL**

## for Civil Registration Functionaries in India



Office of the Registrar General, India  
Ministry of Home Affairs  
Government of India, New Delhi







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**Technical inputs:**

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## PREFACE

The Civil Registration System, which enables the continuous and permanent recording of births and deaths under a statutory regime is more than a century old in India. It was in 1969 that a Central Act known as the Registration of Births and Deaths (RBD) Act, 1969 was enacted to overcome the then prevalent diverse legal provisions for registration of births and deaths in the country. The Act unified the system of registration throughout the country and made registration of births and deaths compulsory. It also defined the procedures, machinery, principles, personnel and penalties connected with the enforcement of the Act.

To ensure that the registration of Births and Deaths is carried out in the country as per the RBD Act, it would be necessary that persons engaged with the registration work are fully conversant with the provisions in the Act and the Rules made there under from time to time. This ‘CRS Manual’ has been prepared to fulfill the aforesaid objective and is expected to familiarize the entire gamut of CRS officials of their roles and responsibilities and provide guidelines that would help them discharge their duties.

I take this opportunity to extend my sincere thanks to the Institute of Health Management Research (IIHMR), Jaipur for the commendable work done in preparation of this Manual. In particular, I would like to record appreciation of efforts put in by Ms. Nutan Jain, Associate Professor and S/Sh. S.D. Gupta, L.P. Singh and Suresh Joshi of IIHMR in bringing out this manual. My appreciation and thanks are also due to Shri Bhaskar Mishra, Deputy Registrar General (SRS), Ms. P.A. Mini, Deputy Registrar General (CRS), Shri Ajay Khanna, Deputy Director and Shri A.K. Saxena, Sr. Consultant who provided committed subject matter support and guidance to IIHMR under the overall guidance of Dr. R.C. Sethi, Additional Registrar General, India. Thanks are also due to all those who extended support in translation of the Manual into different Indian languages and in getting the Manual printed. Last but not the least, my sincere thanks are due to the UNICEF, Delhi Office and S/Sh. K.D. Maiti, Planning, Monitoring and Evaluation Specialist and Shantanu Gupta, Monitoring and Evaluation Officer, UNICEF in particular for their dedicated support in bringing out this Manual.

New Delhi  
July, 2012

Dr. C. Chandramouli  
Registrar General, India

## HOW TO USE THIS MANUAL?

**This manual comprises of THREE chapters viz.:**

**Chapter 1:** Introduction

**Chapter 2:** The RBD Act, 1969

**Chapter 3:** Roles and Responsibilities of CRS Functionaries

**A set of Annexure have been appended towards the end of the Manual:**

**Annexure I** Registration of Birth and Death Act, 1969

**Annexure II** Model Registration of Birth and Death Rules, 1999

**Annexure III** Instructions for filling up of Birth Report, Death Report and Still Birth Report Forms

**Annexure IV** Instructions for filling up Birth Report Form for Adopted Child

**Annexure V** CRS Forms

**Chapter 1** besides introducing Civil Registration System traces its history in India, the Registration hierarchy and outlines the objective with which the manual has been prepared.

**Chapter 2** presents a bird's eye view of the RBD Act, 1969.

**Chapter 3** discusses the Roles and Responsibilities of registration functionaries at the Centre and the States / UTs as spelt out under the Act. This Chapter is further divided into three sub-chapters wherein guidelines for the State and sub-State level Registration functionaries for effective discharge of their duties have been discussed:

**3.A** Guidelines for Registrars and Sub-Registrars

**3.B** Guidelines for District and Additional District Registrars

**3.C** Guidelines for Chief Registrars and Additional Chief Registrar

The sub-chapters include, the best practices adopted in some of the states / UTs in discharge of provisions of the Act least these may be replicated in other States / UTs, if found relevant. Further, some important clarifications based on the frequently asked questions have also been included, wherever required. At the end of each Chapter / sub-Chapter key messages have been given.

### Contact Information:

Should you have any doubts or want some clarification, please feel free to send the same at the following address: drg-crs.rgi@nic.in

To keep abreast with what is happening in CRS please visit ORGI's Website at <http://www.censusindia.gov.in>

# Chapter 1

## **INTRODUCTION**

Registration of each Birth and  
Death is compulsory

Births and Deaths are the two most important vital events that define life of an individual. Not only do they describe the legal existence of an individual, registration of these events is a source of basic vital data of the population to which they belong. Civil Registration is a continuous, permanent and compulsory recording of the occurrence and characteristics of vital events, such as, births, deaths, marriages, foetal deaths and divorces and statistics based thereon is termed as Vital Statistics. However, in so far as this manual is concerned, civil registration relates to registration of births, stillbirth and deaths alone.

**1.1** Vital Statistics including Registration of Births and Deaths at Sl. No. 30 falls under Concurrent List of the Constitution of India.

**1.2** The Government of India, as a signatory to the UN Convention on Child Rights, 1989, has the obligation to ensure registration of every birth.

**1.3** Registration of Births, Deaths and Still births in India is mandatory with the enactment of Registration of Births and Death Act (RBD Act), 1969 and is done as per place of occurrence of the event. The precise definition of birth, still birth and death under the Act, is given in the subsequent Chapter.

**1.4** Prior to enactment of the RBD Act, the registration practices and procedures in different parts of the country varied widely in the absence of uniform legal provisions. The Act of 1969 enforced a uniform law for registration that extends to the whole country.

**1.5** You, as a registration functionary, are the backbone of the Civil Registration System (CRS) and have an important role to play to keep the

system running. This manual has specially been designed to familiarize you with the system, the registration processes, and your role per se in the system. It will also be a reference guide to help you perform your duties better.

## HISTORICAL BACKGROUND OF CIVIL REGISTRATION SYSTEM (CRS) IN INDIA

**Registration of Births and Deaths Act, 1969 was enforced in most of the States from April 1, 1970. The Act set at rest the varying registration procedures prevalent in the country and enforced a uniform law for compulsory registration of Births, Deaths and Stillbirths.**

**1.6** The history of CRS in India dates back to the middle of the 19th century. It started with the registration of deaths with a view to introducing sanitary reforms for control of pestilence and diseases rather than for studying population control. Very little was however said with regard to births.

**1.7** The erstwhile Central Province of Berar was the solitary example which introduced registration of births as early as 1866.

**1.8** An important landmark in the development of vital statistics in India was the stress laid by the Indian Famine Commission (1880) on the importance of these statistics. It was pointed out that the registration of births and deaths should be made legally obligatory in villages as well as in towns and the regular monthly publication of the main vital statistics should be enforced. It was, however, only in 1886 that a Central Births, Deaths and Marriages Registration Act was promulgated to provide for voluntary registration throughout British India. This Act was not to affect any law on the subject already in force or which might be passed subsequently for any particular local area and therefore had only limited force.

**1.9** In the absence of uniform legal provisions, the registration practices and procedures varied widely in different parts of the country. The position was made more complex by the reorganization of States in 1956. It was against this background of multiplicity of Acts and Rules governing civil registration in various parts of the country that a Central legislation on the subject was considered necessary to bring about improvement in the system. Accordingly, the Registrar General, India in April, 1961 called for a Conference on Improvement of Vital Statistics which recommended early enactment of a Central law on compulsory registration of Births and Deaths. Subsequently, the Registration of Births and Deaths bill was introduced and passed by both Houses of Parliament. The bill received assent of the President on May 31, 1969.

after which it was notified in the Gazette of India Extraordinary, Part II Section I, on June 2, 1969.

**1.10** The Registration of Births and Deaths Act (RBD Act), 1969 was enforced in most of the States in the country from April 1, 1970 and in other States / Union Territories thereafter.

**1.11** To carry out provisions of the Act, the Registrar General, India in consultation with the Union Law Ministry, framed Model Rules (1970) providing the Forms and procedures to be adopted for registration. Subsequently the States, in accordance with the Model Rules, made State Rules to carry out the provisions of the RBD Act in the States.

**1.12** The Office of the Registrar General, India (ORGI) undertook a comprehensive review of the statistical functions of the CRS in 1999 and revamped the system of registration of births and deaths. Under the revamped system, a new set of Model Rules were framed and provided to the State Governments for framing the revised State Rules on the lines of the Model Rules. The new set of Rules came into force in most of the States and Union Territories from 01.01.2000 (Annexure II).

## OBJECTIVES AND USES OF CIVIL REGISTRATION

**1.13** The CRS has a three-fold objective:

- i. Legal
- ii. Administrative, and
- iii. Statistical

**These** are detailed in the box.

<b>Legal and Protective Uses for Individuals</b>	<ul style="list-style-type: none"> <li>• Birth registration records provide legal proof of place of birth and date of birth</li> <li>• Death registration record required for settlement of inheritance, insurance claims etc.</li> <li>• Have evidentiary value under Indian Evidence Act, 1872</li> </ul>
<b>Administrative Uses</b>	<ul style="list-style-type: none"> <li>• A legal register of locality wise births and deaths</li> <li>• Main source of information on mortality, causes of death, to facilitate health planning, etc.</li> </ul>
<b>Statistical Uses</b>	<ul style="list-style-type: none"> <li>• Source of demographic data for socio-economic planning, development of health systems and population control</li> <li>• Data on fertility and mortality is essential in understanding the trends in population growth and is used for population projections</li> </ul>

Some of the uses of birth and death registration certificates are as under. The list is, however, only indicative and not exhaustive:

**Uses of birth certificate:**

- For deriving benefits under social welfare schemes
- First right of the child
- To establish identity
- Conclusive proof of age
  - Care and protection of juveniles
  - Admission to school
  - Preparing driving license, passport, etc.
  - Proof for right to vote
- Entry into the National Population Register

(National Population Register is a flagship project of the Government of India and is aimed at creating a comprehensive identity database of all usual residents in the country. Updation of the Register would be through birth and death registration mechanism.)

**Uses of death certificate:**

- Settlement of inheritance and property rights
- Getting insurance claims
- Family pension

## REGISTRATION HIERARCHY

**1.14** The RBD Act, 1969 defines the following registration functionaries:

- Registrar General, India – Appointed at the national level by the Central Government under Section 3 of the Act
- Chief Registrar / Additional Chief Registrar / Deputy Chief Registrar - Appointed at the State / UT level by the State Government / UT Administration under Section 4 of the Act
- District Registrar and Additional District Registrar - Appointed at the District level by the State Government / UT Administration under Section 6 of the Act
- Registrar - Appointed for each local area comprising area within the jurisdiction of a municipality, panchayat or other local authority or any other area or a combination of two or more of them by the State Government / UT Administration under Section 7 (1) of the Act, and

- Sub-Registrar - Appointed by the Registrar with the prior approval of the Chief Registrar under Section 7 (5) of the Act for specified area under his jurisdiction

As a CRS functionary, you are performing a statutory function. You will have to be thorough with all the provisions of the RBD Act and the Rules made there under. You will also have to be conversant with the clarifications issued from time to time by the Chief Registrar of your State / UT, as well as the Registrar General, India.

**1.15** The registration hierarchy at the national and sub-national level as defined under the Act is graphically presented as Figure 1.



Note: In States/UTs registration work has been assigned to several differently designated officers/officials. As such, titles of officers/officials mentioned in brackets in Figure above may not necessarily be exhaustive.

## WHY THIS MANUAL?

This training manual has primarily been developed to improve the capabilities of officials engaged in civil registration work and is a step forward to bring about uniformity and optimality in the training programs for all stakeholders across the States / UTs.

The manual would help the registration functionaries to:

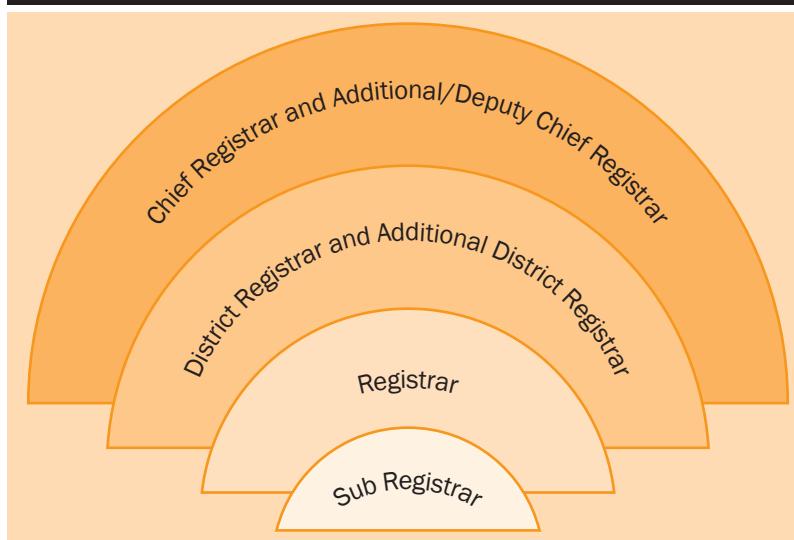
- Understand / recapitulate the registration process, Rules and provision of the Act
- Improve upon the quality of information to be collected under the system
- Impart periodic training to the registration functionaries, and
- Achieve and sustain cent per cent registration in the area under their jurisdiction

**1.16** It is desirable that the personnel engaged in registration work acquaint themselves with the provisions of the RBD Act and Rules made there under and periodically update their knowledge to sharpen their skills for better performance of the system.

## WHO WILL BE BENEFITTED?

**1.17** The Manual has been developed for the entire gamut of CRS officials involved in the registration process (Figure 2) viz.:

**FIGURE 2: CRS FUNCTIONARIES**



- Chief Registrar and Additional / Deputy Chief Registrar
- District Registrar and Additional District Registrar
- Registrar
- Sub-Registrar

**KEY MESSAGES**

- Civil Registration is a continuous, permanent and compulsory recording of the occurrence and characteristics of vital events, such as, births, deaths, marriages, foetal deaths and divorces
- History of Civil Registration in India dates back to middle of nineteenth century
- Prior to the Registration of Births and Deaths Act, 1969, the registration practices and procedures across the country varied widely
- Registration of Births and Death Act, 1969 covers registration of Births, still birth and deaths. This is compulsory under the Act
- Vital Statistics including registration of Births and Deaths falls under the concurrent list of the Constitution of India. It is the joint domain of State Governments / UT Administration and the Central Government of India
- RBD Act, 1969 defines a set of registration functionaries at the national and State / UT level for implementation of the provisions under the Act. Registration activities can be performed only by the designated authorities duly appointed under the provisions of the Act / Rules
- This Manual has been developed for the entire gamut of civil registration functionaries

## Chapter 2

# **THE REGISTRATION OF BIRTHS AND DEATHS ACT, 1969**

Registration of each Birth and  
Death is compulsory

You have in **Chapter I** learnt about the history of the Civil Registration System in the country, the factors influencing enactment of the Registration of Births and Deaths Act, 1969, the Registration hierarchy, and the objective behind bringing out this manual. You also learnt that implementation of the Act across the country is vested with the State Governments / Union Territory Administration. The present chapter is intended to provide you with a bird's eye view of the Act, its salient features and the initiatives undertaken to extend its scope.

### **THE RBD ACT, 1969: AT A GLANCE**

**2.1** The RBD Act, 1969 is a Central Act to promote uniformity and comparability in the registration of Births, Stillbirths and Deaths and has been framed to register the said events at the place of occurrence.

The entire RBD Act, 1969 has been reproduced in Annexure 1. The Act comprises of five Chapters and 32 Sections. Further detailing of the Chapters is as under:

**The RBD Act, 1969  
has 5 Chapters and  
32 Sections**

Chapter I – ‘Preliminary’ comprises of two Sections which describe the Short title, extent and commencement, and Definition and interpretation of the vital events.

Chapter II – ‘Registration–Establishment’ has five Sections which describe the registration functionaries, their roles and responsibilities and the Agencies responsible for their appointment under the Act.

Chapter III – ‘Registration of Births and Deaths’ has eight Sections which deal with the duty of persons (Informants) required to register births and deaths, and of persons (Notifiers) responsible to notify births and deaths and certify cause of death; issue of extract of registration to the informant; delayed registration; registration of name of the child; and correction or cancellation of entry in the register of births and deaths.

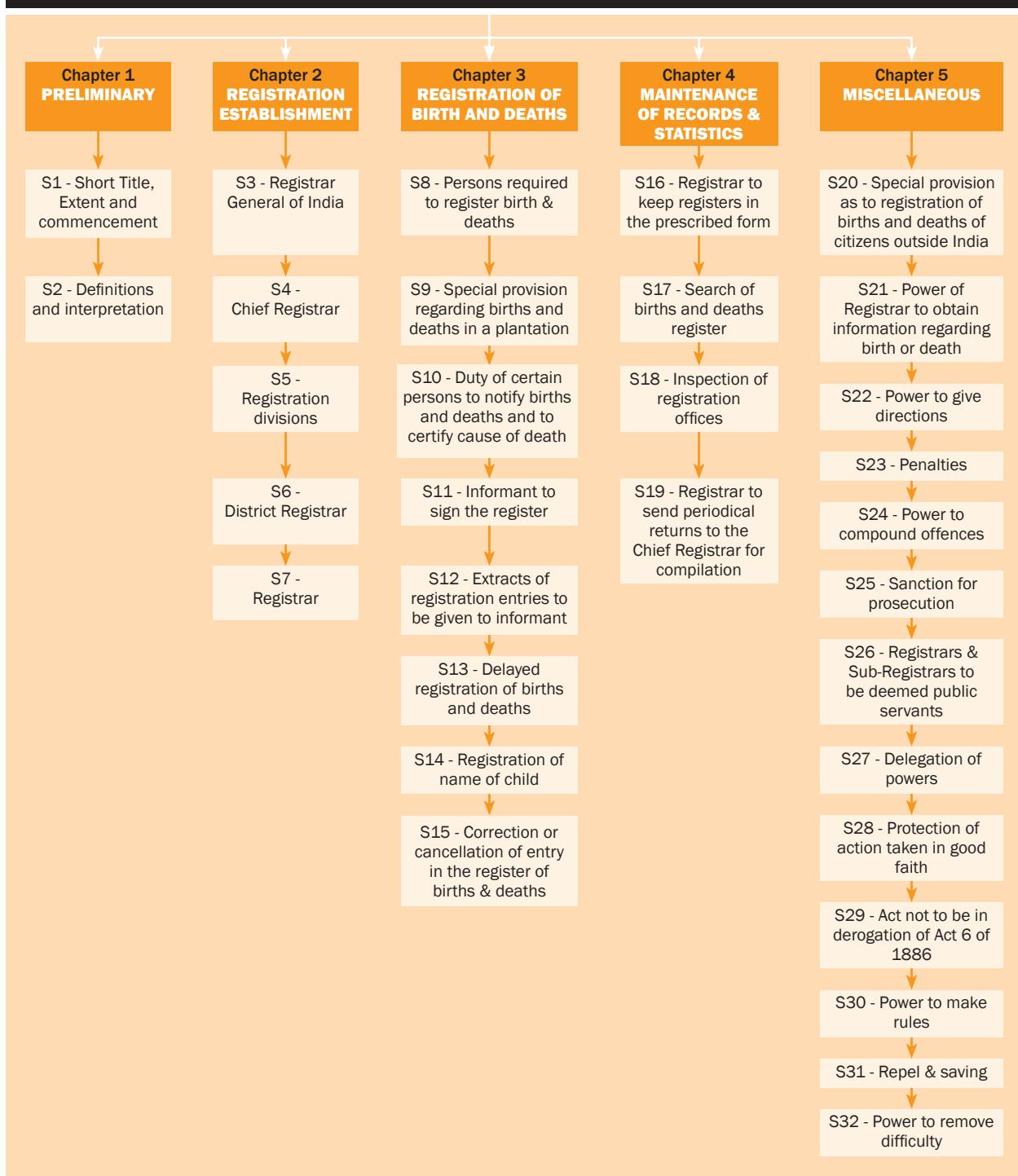
Chapter IV – ‘Maintenance of records and statistics’ contains four Sections that describe the procedure for maintaining registers of births and deaths; search of births and deaths register; inspection of registration offices; and periodical returns to be sent by the Registrar to the Chief Registrar for compilation.

The concluding Chapter V – ‘Miscellaneous’ has thirteen Sections which describe the procedure for registration of births and deaths of citizens outside India; power of Registrars to obtain information regarding births and deaths and to give directions; penalties for failing to perform duties; powers of the Chief Registrar or officer designated by her / him to compound offences; sanction for prosecution; delegation of powers and protection of action taken in good faith.

Figure 3 is a pictorial presentation of the Chapters and Sections under the RBD Act, 1969:

## SALIENT FEATURES / PROVISIONS OF THE ACT

- 2.2** The salient features and provisions of the RBD Act, 1969 are as under:
- Registration of Births and Deaths is compulsory
  - Births mean live birth and still birth
  - Uniform law for reporting and registration of all births and deaths occurring within the country [Section 1 (2)]
  - Prescribes functionaries at the Centre, State, District and Local levels and their roles and responsibilities for implementation of provisions of the Act [Sections 3, 4, 6 and 7]
  - Birth and death events to be registered by the Registrar at the place of occurrence and within her / his jurisdiction [Section 7 (2)]

**FIGURE 3: RBD ACT 1969: AT A GLANCE**

- Reporting of births and deaths within 21 days of occurrence of the event [Section 8, Rule 5 (3)]
- Spells out responsibility of certain persons / institutions to report occurrence of the event [Section 8 and 9]
- Allows issuance of an extract of prescribed particulars from the register of birth or death to the informant, free of charge [Section 12]
- Allows registration beyond the prescribed period of 21 days [Section 13]
- Allows registration of birth without name of child and for addition of name at a later date [Section 14; Maximum period prescribed in the Rules for subsequent addition of name is 15 years]
- Allows for correction or cancellation of entry in the birth and death register [Section 15]
- No extracts relating to any death, issued to any person, shall disclose the particulars regarding the Cause of Death as entered in the death register [Section 17]
- Special provisions as to registration of births and deaths of citizens outside India [Section 20]
- Provision for imposing penalties for non-reporting / non-registration and negligence [Section 23]
- Registers of births and deaths to be kept as permanent records [Section 30]

**2.3** The Act allows:

- Registration of Births and Deaths that had occurred even prior to enactment of the Act [Section 13 (3)], and
- Suo motu registration of events by the Registrar [Section 7 (2)]

It does not cover registration of marriages.

Prior to revamping in 1999, registration involved lot of paper work. Revamping helped in reduction of the same thereby eliminating delays in submission of reports and speeding up compilation of vital statistics.

### REVAMPING OF THE CIVIL REGISTRATION SYSTEM

**2.4** As mentioned earlier, the Office of the Registrar General, India (ORGI) undertook a comprehensive review of the statistical functions of the CRS during 1999 and revamped the system of registration of births and deaths. The registration work involved a lot of paper work at the Registrar's level and this affected transmission of statistical returns from Registrars to the State headquarters. The revamped system reduced the paper work of the Registrars and helped eliminating delays in submission of reports and speeding up the compilation of vital statistics. Salient features of the revamped system are:

- revision in the content and size of the registration forms
- redesigning of forms by segregating the legal items from the statistical items
- addition of new relevant items viz. birth weight, duration of pregnancy, age of mother at the time of marriage; and
- deletion of the Notifier forms, etc.

Consequently, the number of forms was reduced from 21 to 13.

Details of the revamped system are described later on in this manual.

**2.5** The Model Rules framed by the Registrar General, India facilitated the State Governments / UT Administrations to revise their Rules for effective implementation of the Act. The revised Rules were brought into force from 01.01.2000 in most of the States / UTs.

### **INITIATIVES TAKEN TO EXTEND THE SCOPE OF RBD ACT, 1969**

**2.6** Over time, need was felt to take up registration of births of children taken on adoption; registration of births of children born through Surrogacy/ART/IVF Technique; registration of deaths of missing persons and / or of those who died due to natural calamities and disasters. The manner in which such cases are dealt with, has been described in Chapter 3, Para 3.A.16 to 3.A.19.

**2.7** It is important that all efforts be made to ensure that not only the birth or death event is registered but the extract of the prescribed particulars



*Children and parents with birth certificates*

**Duty of Registrar / Sub-Registrar does not end with registration of birth or death alone. It should also be ensured that extract of the prescribed particulars from the register relating to such birth or death reach the person concerned.**

from the register of such birth or death, commonly known as the Birth / Death Certificate (Form 5 for Birth and in Form 6 for Death) also reaches the intended beneficiary after the registration process is over. Please remember that the registration of birth and issuance of birth certificate is the first legal acknowledgment of a child's existence by the State.

**2.8** The roles and responsibilities of the registration functionaries, as specified in the Act and Rules there under are discussed in the following Chapter. Undoubtedly, the Registrar / Sub Registrar is the key officer for registration of births and deaths. As such Chapter 3 starts with the guidelines for Registrars and Sub-Registrars; followed by districts and additional district registrars; and chief registrars and deputy chief registrars.

**KEY MESSAGES**

- Birth and Death certificate is a permanent record of the fact of occurrence of the event and a conclusive proof of place and date of occurrence of the event
- Registration of an event includes issuance of extract of the prescribed particulars from the register of births and death as soon as the event has been registered.
- Birth certificate is not a proof of nationality
- Ensure that all birth and death events in the area under your jurisdiction are registered

REGISTER  
AND  
DELIVER

All Births, Deaths and Still births  
Birth and Death Certificates

# Chapter 3

## **ROLES AND RESPONSIBILITIES OF CRS FUNCTIONARIES**

- Birth Certificate – First Identity of the Child
- Ensure Registration of Each Birth and Death in the Area Under Your Jurisdiction
- Ensure delivery of Birth and Death certificates

In the previous chapter you have had an overview on the RBD Act, the Chapters and Sections thereof and the salient features and provisions which spell out the process of registration of births, stillbirths and deaths. The present Chapter is intended to familiarize you with the roles and responsibilities of registration functionaries and to provide guidelines to help you discharge your duties.

## **ROLES AND RESPONSIBILITIES OF THE CIVIL REGISTRATION FUNCTIONARIES**

### **REGISTRAR GENERAL, INDIA [SECTION 3]**

**3.1** As per the Act, Central Government may by notification in the Official Gazette, appoint a person to be known as the Registrar-General, India [Section 3 (1)].

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 she / he may, from time to time, authorize them to discharge [Section 3 (2)].

Under the provisions of Section 3 (2), Additional Registrar General, India, Deputy Registrar General (CRS), Joint Registrar General (Director of Census Operations) have been appointed to discharge under the superintendence of the Registrar General, India, such functions of the Registrar General as he may authorize them to discharge from time to time.

**Duties:**

As per Section 3 (3) of the Act, the Registrar General, India is the central authority to:

- Issue general directions regarding registration of births and deaths in the territories to which this Act extends
- 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 / ADDITIONAL CHIEF REGISTRAR / DEPUTY CHIEF REGISTRAR [SECTION 4]**

**3.2** Under Section 4 (1) of the Act, the State Government may, by notification in the Official Gazette, appoint a Chief Registrar for the State.

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 she / he may, from time to time, authorize them to discharge [Section 4 (2)].

Under the provisions of Section 4 (2), Additional Chief Registrar / Deputy Chief Registrar, have been appointed in all the States / UTs.

**Duties:**

As per Section 4 (3) of the Act, 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 there under subject to the directions, if any, given by the State Government Section 4 (3).

She / He 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 along with the statistical report referred to in Sub- Section (2) of Section 19

**DISTRICT REGISTRAR /ADDITIONAL DISTRICT REGISTRAR****[SECTION 6]**

**3.3** Under Section 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 general control and direction of the District Registrar, discharge such functions of the district Registrar as the District Registrar may, from time to time, authorize them to discharge.

**Duties:**

As per Section 6 (2) of the Act, the District Registrar / Additional 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 purpose of this Act

The District Registrar / Additional District Registrar is also responsible for:

- Inspecting the Registration Offices and examination of the Registers kept therein
- Issuing timely instructions and guidance to the Registrars
- Organizing periodical training courses for the Registrars
- Ensuring timely flow of returns from the Registrars to the State Headquarters
- Organizing studies to identify good and bad registration areas
- Impose penalty for denial to provide information, false information, refusal to write name, submit returns on monthly basis [Section 23], and
- Ensuring custody, production and transfer of the Registers and other records kept with the Registrars [Section 30 (2)]

**REGISTRAR / SUB-REGISTRAR [SECTION 7]**

**3.4** As per Section 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.

Under the provisions of Section 7 (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.

**Duties:**

As per Section 7 (2) to 7 (4), every Registrar / Sub-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
- Have an office in the local area for which she / he is appointed, and
- Attend her / 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 she / he is appointed, and the days and hours of her / his attendance.

The Registrar / Sub-Registrar is also responsible for:

- Suo motu registration of events [Section 7(2)]. This would mean that Registrar should take cognizance of birth and / or death events that have occurred in the area under her / his jurisdiction but not been reported for registration
- Registration of name of child, if birth is registered without the Name [Section 14]
- Correction and cancellation of entry in the birth and death register [Section 15]
- Maintaining custody of records (Register of births, still births and deaths) and ensure accuracy and correctness of particulars recorded therein [Section 16, 19]

- Search of any entry in the birth and death register [Section 17 (1)(a) & 17 (1)(b)]
  - Issuance of extract of prescribed particulars from the register of births and deaths
  - Non-availability certificate
- Submit monthly reports to prescribe authority [Section 19 (1)], and
- Obtain a certificate as to the cause of death where the scheme of MCCD is implemented

It will not be out of place to mention that Registrars / Sub-Registrars while acting or purporting to act in pursuance of the provisions of the RBD Act or any rule or order made there under shall be deemed to be public servants within the meaning of Section 21 of the Indian Penal Code (45 of 1860) [Section 26].

**3.5** Having discussed the roles and responsibilities of CRS functionaries, subsequent part of this Chapter deals with guidelines that would help registration functionaries in effective and responsible discharge of their duties. The guidelines have been presented under the following sub-chapters:

- 3.A** Guidelines for Registrars and Sub-Registrars
- 3.B** Guidelines for District and Additional District Registrars, and
- 3.C** Guidelines for Chief Registrars, Additional and Deputy Chief Registrars

### 3.A GUIDELINES FOR REGISTRARS AND SUB-REGISTRARS

You have been appointed by your State Government / UT Administration as Registrar / Sub-Registrar of Births and Deaths under Section 7 of the RBD Act. As Registrar / Sub-Registrar you are responsible for the registration of all Births, Stillbirths and Deaths occurring in the area under your jurisdiction, maintain custody of records (Registers of Births, Stillbirths and Deaths) and ensure accuracy and correctness of particulars recorded therein [Section 7(2), 16, 19]. The work assigned to you is extremely important and we are confident that you will live up to the expectation.

**Believe in yourself and register all births, stillbirths and deaths from the area under your jurisdiction.**

Before you start with your work as Registrar / Sub-Registrar, remember that under the provisions of Section 7 (2) of the Act, the event reported to you is to be registered as per place of occurrence. As such, you need to ensure that the event reported to you for registration had occurred in the area under your jurisdiction. Also believe that all Births, Stillbirths and Deaths from the area under your charge can be registered and you can achieve 100% registration.

- Appreciate your role in registration of births and deaths in the area under your jurisdiction as crucial.
- Remember!!! You are not just registering the events rather you are making difference in the lives of people.



## ESTABLISHING OFFICE OF THE REGISTRAR / SUB-REGISTRAR

**3.A.1** To execute the task assigned to you, the first step you need to undertake is ‘Establish an Office of the Registrar / Sub-Registrar’. Under the provision of Section 7(3 & 4), you, as per directions of the Chief Registrar need to:

- Establish an office to accomplish the registration work.
- Place an Information board near the outer door, in local language displaying your name, with the addition ‘Registrar of Births and Deaths’ and the local area for which appointed and day(s) and timings of your availability.



## REGISTRATION OF BIRTHS, STILL BIRTHS AND DEATHS

**3.A.2** We shall now discuss how shall births, stillbirths and deaths be registered? However, before we do so, it will be good to look at the way these events been defined under the Act.

<b>According to Section 2 of the Act:</b>	
Birth	‘Birth’ means Live Birth or Still Birth [Section 2 (a)].
Death	Death means the permanent disappearance of all evidence of life at any time after live birth has taken place [Section 2 (b)].
Foetal death	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 [Section 2 (c)].
Live birth	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 [Section 2 (d)].
Still birth	Still birth means foetal death where a product of conception has attained at least the prescribed period of gestation [Section 2 (g)].
	Foetal death where a product of conception has attained at least 28 weeks of gestation is termed as ‘Still birth’ [Section 2 (g), Rule 3].

**3.A.3** The vital events viz. Births, Still births or Deaths reported to you from the area under your jurisdiction may have occurred in a:

- House [Residential or Non-residential], or
- Institution [Medical / Non-medical](Hospital / Jail / Hostel / Dharamshala, etc.), or
- Other places (Public / Any other place).

The responsibility for reporting aforesaid vital events has been explicitly defined in the Act and discussed in this sub-chapter. Besides the CRS functionaries, key stakeholders are directly involved in the registration process. These stakeholders include Informants and Notifiers [Sections 8, 9, and 10].

### **INFORMANTS**

An Informant is the individual who has been designated under the Act to report within the prescribed time period, the fact of occurrence of a birth, still birth or death along with certain of its characteristics to the Registrar for the purpose of registering the same. This information is to be provided to the Registrar, either orally or in the prescribed Reporting Form, to the best of knowledge or belief of such person. The information to be given shall be in Form 1, 2 or 3 for birth, death and still birth respectively. The time period prescribed for reporting of the event is 21 days from date of occurrence of the event [Section 8 and 9; Rule 5 (1) and 5(3)].

**3.A.4** The informants prescribed for reporting births, still births or deaths to the Registrar by place of occurrence of the event are as under:

### **DOMICILIARY EVENTS**

Under Sub Section (1) (a) of Section 8 of the Act, the following persons have been specified to report to Registrar, occurrence of births or deaths in a house:

- Head of the household, or
- In the absence of head, nearest relative of the head present in the house, or
- In the absence of any such person, the oldest male person present during the said period.

In the present scenario, the oldest female present in the house may also be the Informant.

### **HOSPITAL BASED EVENTS**

In respect of births, still birth and deaths that takes place in a hospital, health centre, maternity or nursing home or other like Institutions, the Medical Officer-in-charge or any Officer authorized by her / him has been authorized to report to the concerned Registrar the occurrence of the said event in prescribed Form and time [Sub section (1) (b) of Section 8].

### **EVENTS IN OTHER INSTITUTIONS**

For birth or death events occurring in Institutions such as Jail, Choultry, Chatram, Hostel, Dharamshala, Boarding house, Lodging house, Tavern, Barrack, Toddy shop or Place of public resort, the duty to provide information of occurrence of the event shall be of the Person-in-charge [Section 8 (1) (c) & 8 (1)(d)],

### **EVENTS IN PUBLIC PLACE**

In respect of any new born child or dead body deserted in public place, the headperson or other corresponding officer in case of village and Police officer-in-charge in other areas to report such fact to the Registrar within the prescribed time [Section 8 (1)(e)].

### **EVENTS IN A PLACE OTHER THAN MENTIONED ABOVE**

In case of events not covered under clause (a) to (e) of sub-section 1 of Section 8, the onus of reporting the event lies with such person as may be prescribed [Section 8 (1)(f)].

In case of death not covered under clause (a) to (e) of sub-section 1 of Section 8, in which an inquest (postmortem, investigation, etc.) is held, the officer who conducts the inquest shall give the information to the Registrar [Rule 6 (2)].

### **EVENTS IN MOVING VEHICLES**

In respect of 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 [Rule 6 (1)]. ‘Vehicle’ implies conveyance of any kind used on land, air or water and includes aircraft, a boat, a ship, a railway carriage, a motor-car, a motor-cycle, a cart, a tonga and a rickshaw.

### **EVENTS IN PLANTATIONS**

Under Section 9 of the Act, special provisions have been made for registration of births and deaths events which occurred in Plantation (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) areas. In such cases the Superintendent of plantation has been authorized to give the information to the Registrar enabling her / him to register the event.

### **NOTIFIERS**

**3.A.5** Notifier is a person who notifies to the Registrar in prescribed form and time, every birth or death or both at which she / he attended or was present at or which had occurred in the area under jurisdiction of the Registrar. Appointed under Section 8 and 10 of the Act, the midwife or any other medical or health attendant at a birth or death, or keeper or owner of burial and burning ground (in case of death), or any other person whom the State Government may specify in this behalf by her / his designation have been prescribed to act as Notifiers.

The time period for notifying occurrence of the birth, death or still birth event to the Registrar is 21 days from the date of birth, death and still birth [Rule 5(3)].

Figure 4 gives a list of persons who have been appointed as Notifiers in most of the States and UTs.

**FIGURE 4: NOTIFIERS IN STATES AND UTS**

	Dai who attended or was present, or the event occurred in his / her area of jurisdiction	The responsibility of Notifiers is to notify to the Registrar every birth, stillbirth or death which the notifier attended or was present at, or which occurred in such areas, within such time and in such manner as may be prescribed  <b>Best Practices:</b> Before the introduction of the revamped System, specific forms to notify occurrence of births, deaths and still births were prescribed. Subsequently, on implementation of the revamped System from 01-01-2000, Notifiers were advised to use the same reporting forms as are used by the Informants for reporting domiciliary events to the concerned Registrars. Most of the States and UTs, as per recommendations of the National Conference of Chief Registrars (Recommendation No. 5.1 of 2007 and 4 of 2009), have authorized ANMs, ASHAs and Aanganwadi Workers to act as Notifiers. However, before reporting the event to the Registrar / Sub-Registrar, they are required to obtain signature of the head of the household on the respective reporting form
	Auxiliary Nurse Midwife (ANM) / Lady Health Visitor (LHV) who attended or was present, or the event occurred in his / her area of jurisdiction	
	Accredited Social Health Activist (ASHA), Health worker who attended or was present, or the event occurred in his / her area of jurisdiction	
	Anganwadi Worker (AWW) who attended or was present, or the event occurred in his / her area of jurisdiction	
	Caretaker of burial ground / crematorium who attended or was present or the event occurred in his area of jurisdiction	

**3.A.6** Table below summarizes the persons authorized under the Act to act as Informants and Notifiers by place of occurrence of event:

**Table: Informants and Notifiers by place of occurrence of event**

Place of occurrence	Informants*	Notifiers**
House	<ul style="list-style-type: none"> <li>■ Head of the household</li> </ul>	<ul style="list-style-type: none"> <li>■ Midwife or any other medical or health attendant ANMs, ASHAs and <i>Aanganwadi</i> Workers</li> <li>■ 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</li> </ul>
Institution Hospital, Health facility, Nursing home, etc. Jail Hotel, Dharamshala, Choultry, hostel, etc.	<ul style="list-style-type: none"> <li>■ Medical Officer-in-charge or any person authorized by the MO I / C</li> <li>■ Jailor-in-charge</li> <li>■ Person In-charge</li> </ul>	
Public place (For any new-born or dead body found deserted)	<ul style="list-style-type: none"> <li>■ Headperson / Other corresponding Officer (in case of a Village)</li> <li>■ Officer in-charge of local police station (in other areas)</li> </ul>	<ul style="list-style-type: none"> <li>■ Any other person whom the State Government may specify in this behalf by his / her 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</li> </ul>
Events in Moving vehicle / Conveyance cart, Tonga, Rickshaw on land, Aircraft, Boat, Ship, Rail, etc.	<ul style="list-style-type: none"> <li>■ Person in-charge of the moving vehicle</li> </ul>	
Plantation	<ul style="list-style-type: none"> <li>■ Superintendent (Supervisor of labourers) / Plantation Managers</li> </ul>	

\*Designated under Section 8 & 9 of the Act to report occurrence of birth, stillbirth and death together with certain of its characteristics in the prescribed reporting form to the concerned Registrar to facilitate registration of the event.

\*\*Designated under Sections 8 & 10 of the Act to notify to the concerned Registrar, birth, stillbirth or death event which she / he attended to or was present at or which occurred in the area under her / his jurisdiction after obtaining signature of the head of the household on the reporting form.

## REGISTRATION PROCEDURES

Registration of an event viz. birth, stillbirth or death calls for a Registrar, that is, YOU. For thorough understanding, registration procedures as per the Act are discussed in detail under the following heads:

- Registration within the Prescribed Period (Section 8 and 9)
- Issue of Extract of registration (Section 12)
- Registration Beyond the Prescribed Period (Delayed Registration, Section 13)
- Registration of Name of Child (Section 14)
- Correction or Cancellation of Entry (Section 15)
- Search and Grant of Extract (Section 17)
- Registration of Birth and Deaths of Citizens outside India (Section 20), and
- Power of Registrars (Section 21)



In addition, the following topics will also be discussed to orient you about:

- Medical Certification of Cause of Death (Section 10)
- Registration of Births and Deaths in Different Situations
  - Registration of births of children taken on adoption
  - Registration of births of children born through Surrogacy / ART / IVF Technique
  - Registration of deaths of missing persons
  - Registration of deaths in natural calamities and disasters

Section 16 and 19 of the Act prescribe that the Registrars are required to maintain the Registers of births and deaths and send periodic reports based thereon to the concerned prescribed authority for compilation of requisite statistics. It is pertinent to mention that the legal part of the filled-in Reporting Form 1, 2, or 3 with the Registrar respectively constitute the Register of Birth, Death and Stillbirth. Accordingly, these will also be dealt separately under 'Maintenance of Records and Statistics'.

Finally, towards the close of the Chapter we shall discuss steps that may be required to ensure 100% Registration in the area under your jurisdiction.

Prescribed time period for reporting occurrence of births, stillbirths and deaths to the Registrar is 21 days.

### **REGISTRATION WITHIN THE PRESCRIBED PERIOD (SECTION 8 AND 9)**

**3.A.7** The time period for reporting occurrence of birth, still birth or death event to the Registrar for registering the same is 21 days [Section 8 and 9, Rule 5 (3)].

For the purpose of registration and maintenance of related statistics you would be requiring copies of the prescribed forms given as under. The procedure for registration is discussed in subsequent paragraphs. Please ensure that these are available with your office in sufficient number:

- Reporting Forms No. 1, 2, and 3 for live birth, death and stillbirth respectively
- Form No. 1A for Birth Report for Adopted Child
- Form Nos. 4 (Institutional) & 4A (Non-Institutional) for furnishing cause of death
- Form No. 5 and 6 for extracts of birth and death respectively
- Form No. 10 for issue of Non-availability certificate, and
- Form No. 11, 12 and 13 for preparation of monthly reports of birth, death and still birth respectively

You would appreciate that the number of events occurring in health institutions is on the rise. As such, you should maintain liaison with the officer In-charge of the health facilities and provide them with the following to facilitate timely reporting of events to you:

- Forms 1, 2 and 3 in adequate numbers
- Form No. 4 to medically certify the cause of death

The forms should be completely filled-up in clear handwriting and signed by the informant. After receiving the filled-in reporting forms, give them a receipt of the forms. You may also receive the events online from some of the medical Institutions.

Registration of Twins (Multiple births) is to be done separately for each child.

Having received the information under Section 8 or 9 on occurrence of birth, still birth or death events which take place in the area under your jurisdiction, you as Registrar / Sub-Registrar are required to register the same.

Do you receive information on stillbirths regularly?

If not, do you take steps to inform yourself of such events under your jurisdiction? Remember! Outcome of conception may not always be a live birth. Register the Stillbirths also.

## **ISSUE OF EXTRACT OF REGISTRATION (SECTION 12)**

**3.A.8** It has been discussed elsewhere that registration of birth or death event is logically not complete till the Extract / Certificate of registration reaches the concerned. You are required to give in Form 5 (for births) and Form 6 (for deaths), an extract of the prescribed particulars from the register of births and deaths, free of charge, to the person who has given the information for registration, as soon as the registration of birth or death has been completed [Section 12]. This extract is usually known as the birth or the death certificate.

Give first copy of the extract of the prescribed particulars free of charge (Section 12) to the person who gives information relating to the event

**For events reported  
for registration  
within 21 days of  
occurrence, give  
copy of extracts of  
prescribed particulars  
from Birth / Death  
Register free of  
charge.**

**FIGURE 5: BIRTH CERTIFICATE WITH NATIONAL EMBLEM**

 सं.	<b>प्रपत्र - 5</b> <b>Form - 5</b>
<b>No. ....</b>	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">    <b>GOVERNMENT OF</b>  <b>विभाग।</b>            (प्रमाणपत्र जारी करने वाले स्थानीय निकाय का नाम)  <b>DEPARTMENT OF</b> .....            (Name of local body issuing certificate)         </div>	
<b>जन्म प्रमाण-पत्र</b> <b>BIRTH CERTIFICATE</b>	
(जन्म मृत्यु रजिस्ट्रीकरण अधिनियम, 1969 की धारा 12/17 तथा ..... जन्म मृत्यु रजिस्ट्रीकरण नियम, (राज्य का नाम) के नियम 8/13 के अंतर्गत जारी किया गया) (संशोधित नियम को अधिकृतित किए जाने का बारे)	
(Issued under Section 12/17 of the Registration of Births and Deaths Act, 1969 and Rule 8/13 of the ..... Registration of Births and Deaths Rules ..... (Name of State) (year of notifying the revised rules)	
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): ..... प्राधिकारी के हस्ताक्षर/Signature of the issuing authority ..... जारी करने की तिथि/Date of issue: ..... 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"	

**Extracts of prescribed particulars from Register of Birth / Death is a conclusive evidence of the fact of occurrence of birth or death. It is not a proof of Nationality.**

under Section 8 or 9. Even if you give computerized first copy of the extract / certificate, no fee should be charged for the same. The person concerned may collect the extracts of birth or death from the Registrar (for Domiciliary events) and the Officer or Person-in-charge of the Institution (for Institutional events), within thirty days of its reporting [Rule 8 (2) to 8 (4); Section 12]. In case the extracts of birth or death is not collected as required under such rule of Section 12, the Registrar or the Officer or person in charge of the concerned institution shall transmit the same to the concerned family by post within 15 days of expiry of the said period [Rule 8(5); Section 12].

Additional copies of the certificate can be had on payment of prescribed fee per copy [Rule 13(1)(c), Section 17(1)(b)]. There is, however, no limit for applying for additional number of copies.

Use the new standardized bilingual format (with the National Emblem) for Birth / Death certificate. Also note that the extract of prescribed particulars from the register of birth or death is the conclusive evidence of the fact of birth or death, as the case may be. It is not a proof of Nationality.

### BEST PRACTICES

To ensure delivery of the Extract / Certificate of the prescribed particulars from the register of births or deaths, the National Conference of Chief Registrars of Births and Deaths recommended that services of Notifiers (ANMs, ASHAs and Aanganwadi Workers) be utilized for the domiciliary events reported by them (Recommendation 5.1 of 2007 and 4 of 2009). The recommendation has been adopted by most of the States / UTs.

In case of Institutional events, to ensure timely registration and delivery of the Extract / Certificate to mother of the new born before her discharge from the medical institution, various State Governments have declared some of the big district / government hospitals as 'Registration Centre' and appointed the medical officer-in-charge of the Institute as Registrar / Sub Registrar. For hospitals not declared as registration centre, National Conference of Chief Registrars of Births and Deaths recommended that a self addressed stamped envelope from the family of the new born be obtained by the Institution concerned and forwarded to the concerned Registrar along with the duly filled-in birth reporting form. The Registrar, after registration of the event, may utilize the self-addressed stamped envelope for dispatch of the certificate to the concerned household (Recommendation 4 of 2009). The directions are being complied by some of State Governments.

## REGISTRATION BEYOND THE PRESCRIBED PERIOD (DELAYED)

### REGISTRATION, SECTION 13)

**3.A.9** The information on occurrence of the event can also be reported to you after the expiry of 21 days. As has been said earlier such events fall under the category of delayed registration (Section 13). Registration of events reported as delayed are covered in the Act as under:

- More than 21 days but within 30 days of its occurrence [Section 13 (1)]
- After 30 days but within one year of its occurrence Section 13 (2)]
- Beyond one year of its occurrence [Section 13 (3)]



Yes, registration beyond the prescribed period of 21 days is possible under the provisions of Section 13 of the Act. However, to avoid procedural complications, you should promote registration of the events within the stipulated time.

Delayed registration is subjected to payment of a late fee and permission of the prescribed authority. Such an event is to be registered as under [Section 13; Rule 9 (1) to 9 (3)]:

- Birth or Death event, information on which is given to the Registrar after expiry of 21 days but within 30 days of its occurrence, shall be registered on payment of late fee of Rupee Two [Rule 9 (1)]
- Birth or Death event, information on which is given to the Registrar after 30 days but within one year of its occurrence, shall be registered only with the written permission of the prescribed authority and on the production of an affidavit made before a notary public or any other officer authorized in this behalf by the State Government and payment of a late fee of Rupee Five [Rule 9 (2)]

Registration of births and deaths beyond 21 days is subject to payment of late fee and following prescribed procedures.

- Birth or Death event 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 after verifying the correctness of the event and payment of a late fee of Rupee Ten [Rule 9 (3)]

The procedure for delayed registration is summarized as under:

#### **Registration of events under delayed registration**

<b>Period of delay</b>		
More than 21 days but within 30 days [Section 13 (1)]	More than 30 days but within 1 year [Section 13 (2)]	Beyond 1 year [Section 13 (3)]
Late fee	Late fee	Late fee
<b>Authority for granting permission</b>		
Registrar/Sub-registrar	Officer prescribed	Magistrate of the first class
<b>Procedure</b>		
On payment of prescribed fee by the informant.	Registration will be done only with the written permission of the prescribed authority, production of an affidavit made before a notary public or any other office authorized in this behalf by the State Government and payment of the prescribed fee.	Any birth or death not registered within one-year of its occurrence, will be registered only on an order by a magistrate of the first class after verifying the correctness of the event and on payment of prescribed fee

Figure 6 give the probable factors which may lead to delay in registration of events.

**FIGURE 6: FACTORS INFLUENCING DELAY IN REGISTRATION**



Please remember that before you go in for registering birth or death event reported to you after one year of its occurrence, you need to ensure that such an event was not registered earlier. To avoid duplicity in registration, some states have introduced the system of making search for the event in relevant registration records and issuance of a non-availability certificate to the Informant in Form 10, if not found registered. It would be in the fitness of things that such a practice should be adopted in all the States / UTs. However, you must remember that:

- Certified extract of the search made (non-availability certificate) cannot be issued, free of charge.
- If the informant reported an event to the Registrar within prescribed time limit and the same is not registered by her / him for any reason, registration of such event will not fall under the delayed category. For example, in case of institutional delivery where information has been sent by the Officer-in-charge to the concerned Registrar for registration but was not registered or birth certificate was not issued, in such case the birth certificate if demanded by the parents say after 6-7 months will not attract any late fee.

You may come across a situation where the informant reports occurrence of a birth, death or stillbirth to you, orally. In such case, you should, based on the information provided, get the reporting form filled up and obtain signatures or thumb marks of the informant on it [Section 11].

**Before registering an event under delayed category, ensure that the same has not been registered before.**

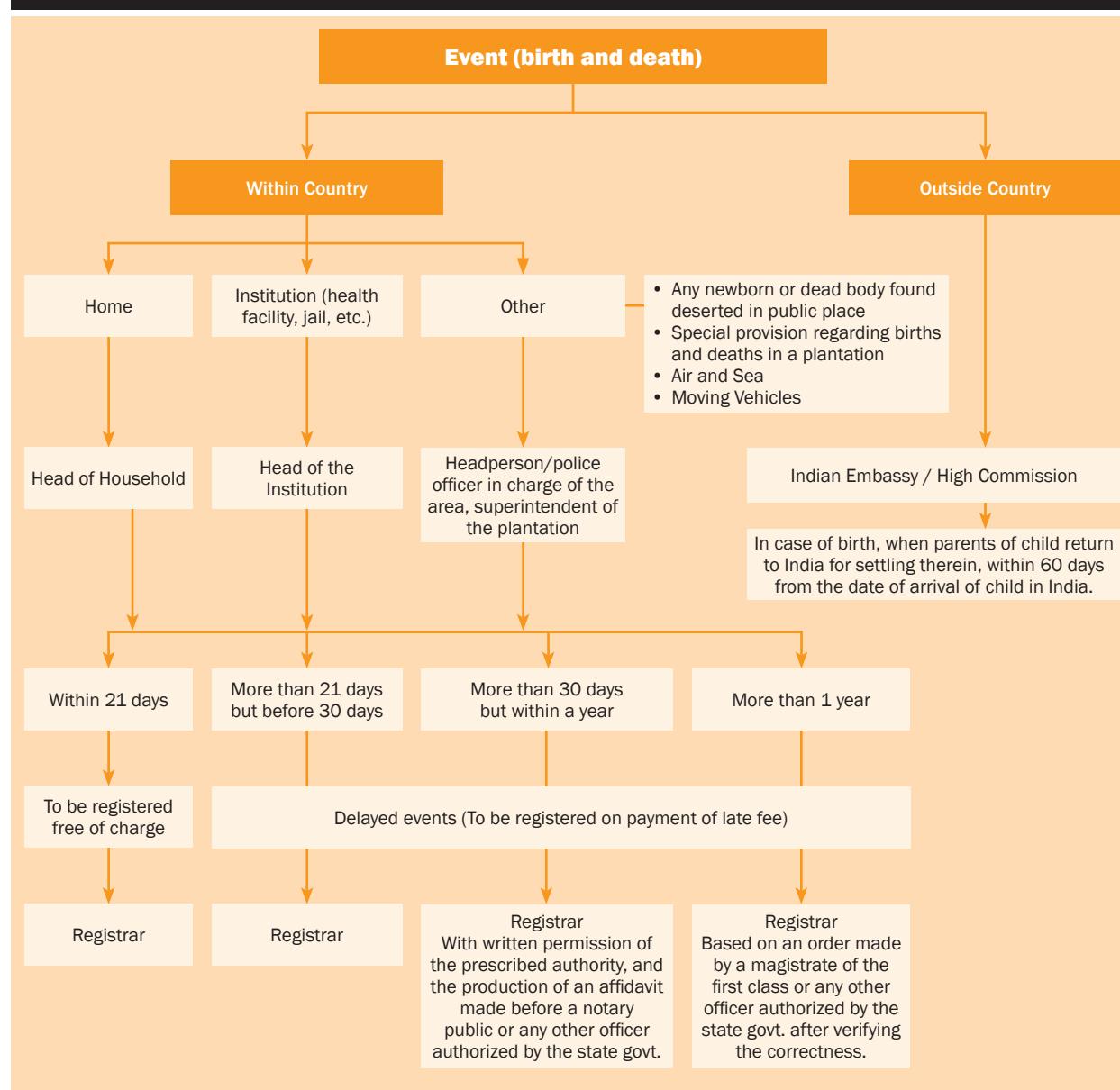
#### **Doubts and Clarifications**

Sl. No.	Doubt	Clarification
1.	Whether events occurring prior to the date of enforcement of the RBD Act, 1969 can be registered?	The events of births and deaths which occurred prior to the coming into force of the RBD Act, 1969 can be registered under the provisions of this Act. Registration would be done under the provisions of Section 13 of the Act.
2.	Whether Registrar is liable to pay late fee in cases of any delay on her / his part in registering an event under Section 13 (1) and 13 (2)?	Section 13 only speaks of payment of late fee by the party concerned and there is no provision for payment of late fee by the Registrar for delay in registering the event. However, under Section 23 (2) penalty can be imposed on him for neglect or refusal to register the event without any reasonable cause.

## AN OVERVIEW OF PROCEDURES OF BIRTH AND DEATH REGISTRATION

The flow chart below (Figure 7) describes the overall process and procedures of birth, stillbirth and death registration according to place of occurrence of the event (home, institutions, public place, and plantation), informant (head of household, head of the institution, in-charge of the area) and the time frame prescribed (within 21 days, 21-30 days, up to one year and beyond) to report occurrence of the event to the Registrar:

**FIGURE 7: FLOW CHART OF BIRTH AND DEATH REGISTRATION**



### Doubts and Clarifications

Sl. No.	Doubt	Clarification
1.	Whether birth or death extracts could be issued in the language, other than the language in which the relevant register is maintained.	Extracts from the register of birth and death should be issued in the language in which the entries are made in the register. However, there is no objection, if the Registrar also issues separately a copy of such extracts in other language. But such copy should be marked at top "Translated Version".
2.	Whether registration of births and deaths can be done at any place irrespective of the place of occurrence? Whether an event which has taken place in Bombay can be registered in Goa?	The event can be registered at the place of occurrence only. An event, which has taken place in Bombay, will be registered with the concerned local Registrar in Bombay within whose jurisdiction the event has occurred. The event cannot be registered in Goa.
3.	Which Section of the RBD Act, 1969 indicate that the registration of events should be done according to place of occurrence?	Section 7 (2) read with Section 23 (2) of the RBD Act, 1969 make it very explicit that the Registrar has to register only those events of birth and death which take place in his jurisdiction.
4.	It may be clarified whether births occurring in hospital in towns have to be registered by the Registrar of the area in which the hospitals are situated or is it possible to register such births at the place of normal residence of the concerned families?	The events occurring in a hospital will be registered with the Registrar of the area in which the hospital falls. They will not be registered at the place of normal residence, since registration is done at the place of occurrence.
5.	Whether a still birth certificate could be issued under the provisions of Act and the State Rules?	According to Section 2(1) (a) of the Act, the word / term "Birth" means 'Live birth' or 'Still birth'. As such, extract from Still birth Register (Form No. 9) can also be issued in Form 5 with appropriate change in wordings viz. following information has been taken from the original records of Stillbirth ... date of Stillbirth and place of Stillbirth, instead of the word "Birth" given in that form.

### REGISTRATION OF NAME OF CHILD (SECTION 14)

Traditionally, children in our country are given a name during early infancy.

Many a times the names given are casual and settled when the child is enrolled in the school. Sometimes a firm name is given at the time when the child appears for secondary school examination. Accounting for the fact that a child may or may not be given a firm name within 21 days of birth, registration of birth is allowed even without a name. Here we focus upon the provisions of the Act (Section 14) in this regard.

**3.A.10** If birth of a child has been registered without a name, subsequent addition of the name in the birth register within 12 months from the date of registration of birth is allowed without any late fee, on giving information regarding the name of the child to the Registrar either orally or in writing.

**Registration of birth of a child within the stipulated period of 21 days of occurrence of birth without her / his ‘Name’, is permissible under the Act.**

Provision also exist in the State rules, enabling Registrar to enter in the birth register the name of the child after 12 months but within a period of 15 years, on getting information from the parent or guardian as to the name of the child subject to payment of prescribed late fee. Said period shall be reckoned:

- (i) in case where the registration had been made prior to the date of commencement of the Registration of Births and Deaths (Amendment) Rules, 19..., from such date, or
- (ii) in case where the registration is made after the date of commencement of the Registration of Births and Deaths (Amendment) Rules 19..., from the date of such registration, subject to the provisions of sub section (4) of Section 23.

**You shall**

- (a) if the register is in your possession forthwith enter the name in the relevant column of the concerned form in the birth register on payment of a late fee prescribed.
- (b) if the register is not in your 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, prescribed.

**Addition of name in the birth record is permissible up to 1 year (without any late fee) and up to 15 years (with late fee). This provision of the Act should be adequately brought out by you to the notice of the general public.**

The parent or the guardian, as the case may be, shall also present to you, the copy of the extract given to him / her under Section 12 or a certified extract issued to him / her under Section 17 and on such presentation you shall make the necessary endorsement relating to the name of the child or take action as laid down in clause (b) of the provision to sub-rule (1) of the said section.

**CORRECTION OR CANCELLATION OF ENTRY (SECTION 15)**

In general, no change is allowed in the birth and death registration records. However, there are provisions in the Act for making correction or cancellation under specific situations. Corrections / cancellations are dealt under the provisions of Section 15; State Rule 11. This part of the manual discusses the type of errors and scope of corrections and cancellations. The errors may be categorized into three broad types: clerical or formal error; error in substance; and fraudulent or improper entry:

**(i) Clerical or Formal error means an inadvertent / typographical mistake.**

Example:

Name of the new born was wrongly recorded as 'Moni' instead of 'Munni'. In such case, the Registrar may make necessary corrections in spellings of name of the child by making a suitable entry in the margin of the birth register without any alteration of the original entry after satisfying herself / himself in the matter. The Registrar shall also have to sign the marginal entry and add thereto the date of correction.

**(ii) Error in form or substance – Error that has a bearing on identity of the person**

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 facts of the case made by two credible persons having knowledge of the facts of the case.

Example:

**a.** Sex of the child reported as Male instead of Female. In this case the Registrar can make corrections to the entry if the party produces a declaration as to the error and the true facts of the case. Further to it, two credible persons need to declare that they have knowledge of the facts of the case. The Registrar is supposed to report all corrections along with necessary details to the state Government or the officer specified in this behalf.

**b.** In an Institutional delivery the attendant gave for name of mother of the new born, the nickname or short name of the mother. Later on after registration of the event, correction is sought in name of the mother. Since no change in the name is allowed under the Act, the Registrar in such cases after satisfying herself / himself that the relevant entry was improperly made and on production of satisfactory evidence by the party concerned, add the new name using 'alias' with the name originally recorded. The Registrar should thereafter send an extract of the entry showing the error and how it has been corrected to the State government or the officer specified in this behalf.

**(iii) Fraudulent or improper entries – Entries made with an ulterior motive.**

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, she / 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 / her take necessary action in the matter.

Example:

During a search in the birth register it was found that birth of twins was registered under a single registration number and a single birth certificate bearing name of both the children was issued. However, in the remarks column of the birth register it was recorded that the birth is of twins. In such case, it will be prudent on the part of the Registrar to cancel this registered event and re-register as two separate events as per the procedures prescribed.

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 9.

No fee is to be charged for Correction / Cancellation of the event.

**3.A.11 Reasons for correction or cancellation of entry in the birth and death register and persons responsible to carry out the same.**  
Table below gives the probable reasons that may result or require

correction or cancellation in the birth and death register and persons authorized to carry out the same.

Probable Reasons	Who is Responsible	Remarks
Entry in the birth or death register has clerical / formal error, or is erroneous in form, or is fraudulently or improperly made. For example: Name wrongly spelt ; change of sex after surgical operation subsequent change); change in father's or mother's name short name being mentioned; place of birth and death shown are different from actual; improper entry due to some vested interest; sex of child is misreported due to the mistake of the health facility staff.	Registrar of the respective registration unit  In case of clerical / formal error:- Corrections to be made after satisfying herself / himself of the entry and inform the change made to District / Chief Registrar.  In case of fraudulent / improper entry:- Correction to be done after getting approval from the prescribed authority.	The Registrar, subject to her / his satisfaction, correct / cancel the error by making a suitable entry in the margin without any alteration of the original entry and shall sign the marginal entry and add thereto the date of correction / cancellation.  Registrar can correct / cancel the entry after production of the declaration about the error and the correct information approved by two credible persons having knowledge of the facts of the case.  Information of correction / cancellation done shall be sent to the informant.

#### Doubts and Clarifications

Sl. No.	Doubt	Clarification
1.	Whether the changes made in the name of father / mother through Gazette notification or otherwise subsequent to the date of registration of birth of the child, could be incorporated in the birth register?	As such changes in the name are not covered under Section 15 of the Act; these need not be incorporated in the birth register.
2.	A death occurred in Kolkata but was registered in Jaipur, Rajasthan because the person was resident of Jaipur, Rajasthan. Later on the Registrar came to know of the reality. He informed the family of the correct procedures that registration of death should be done at the place of occurrence. What procedures need to be followed?	In such case the Registrar should cancel the event registered at Jaipur. Further, as per procedures, the Registrar should also inform the informant as to cancellation of the event and for getting the same registered at Kolkata where the event had occurred.
3.	Nick or short name of a person in his / her certificate entered and now it needs to be corrected as his / her formal name. What procedures need to be followed by the Registrar?	If the real names are not written in the birth register, they may be entered using 'alias' with the name originally recorded in accordance with the procedure laid down in the State rules.
4.	Whether birth or death certificate can be issued with digital signature? If so, who shall be authorized to sign digitally?	Under the provisions of Section 5 of the IT Act birth and death certificates under digital signature are valid documents provided that jurisdiction of each Registrar is maintained.
5.	In view of transfers / retirements of the registrars, can certificates generated with the digital signature of the previous Registrar be used?	In such a case, certificates should be issued under manual signatures of the present Registrar till a digital signature in her / his name is obtained. To take care of such issues, it is recommended that digital signatures may be restricted to a single officer having jurisdiction over a wider area.

### **SEARCH AND GRANT OF EXTRACT (SECTION 17)**

In an earlier discussion under Para 3.A.9 it was mentioned that if an event is reported to you for registration, you should first ensure that it has not been registered before. Such a search is specific to avoid duplicity of events registered. A certified extract of the search made is to be provided to the informant in Form 10. As per Section 17 of the Act, ‘...any person may cause a search to be made by the Registrar for any entry in a register of births and deaths and obtain an extract from such register relating to any birth or death...’. In this context, your role as Registrar under the provisions Section 17 for search and grant of extract are given as under:

**3.A.12** As per Section 17 and Rules made there under, You, as Registrar / Sub-Registrar is to make search for any entry requested for in the birth or death register subject to payment of fee as prescribed in the Rules.

- Any person can apply either for search of an event alone or for both search and issue of extract.
- You need to issue such extracts in the prescribed Form No.5 in case of births and in Form No.6 in case of deaths. If search is requested to be made over birth and death registers of more than one year, you need to charge search fee for all the years for which search is made.
- All extracts given under Section 17 (1) (b) are required to be certified by YOU.
- The certificate / extract issued by YOU shall be admissible in evidence for the purpose of proving the birth and death to which the entry relates.

Having made the search, if the particular entry for which search was made in the register is not found, YOU may issue a Non – Availability Certificate (Form 10).

Remember, in case of the extract relating to a death, the particulars regarding the cause of death as entered in the registered are not to be disclosed..

### Doubts and Clarifications

Sl. No.	Doubt	Clarification
1.	Whether a person can apply for a search only or he has to apply for search as well as grant of extract at the same time?	Under the Rules made by the State Government, under Section 17 of the Act, separate provisions together with fees therefore, exist for causing the search of the event and for giving extract from the register relating to a birth or death. In view of the aforesaid provisions, it would be possible to apply only for causing a search for any entry in the register and he need not apply for both – search and obtaining an extract. She / He can be informed regarding the existence of the event in the register.
2.	Whether a column regarding cause of death can be inserted in the death certificate issued by the Registrar in Form No. 6?	As per RBD Act, 1969 the cause of death cannot be disclosed by the Registrar to any person seeking extract under Section 17 of the Act and hence Form No. 6, does not include it.

### REGISTRATION OF BIRTHS AND DEATHS OF CITIZENS OUTSIDE INDIA (SECTION 20)

Special provisions have been made under Section 20 of the Act for Registration of children born to citizens of India outside India. These are discussed as under:

**3.A.13** Registration of births of citizens of India outside India is done at the Indian Missions under the Citizenship Act, 1955 (57 of 1955) and every such registration is deemed to have been made under the RBD Act, 1969 [Section 20 (1)].

- In case the parents of the child return to India with a view to settling therein, they may within 60 days of the arrival of the child in India, get the birth registered in the same manner as if the child was born in India. Place of birth will be recorded as same where the child was born. You would be required to collect a copy of the birth certificate or equivalent issued by the Indian Mission under the Citizenship Act, 1955 (57 of 1955) for your records.
- However, if registration is done after 60 days, provisions of Section 13 (Delayed registration) shall apply [Section 20 (2)].

Deaths to Indian citizens outside India cannot be registered in India. Such deaths are registered at the Indian Consulates under the Citizenship Act 1955 and would deem to have been made under the RBD Act 1969 [Section 20 (1)]. The certificate of death issued under the Citizenship Act is treated as a valid document under the RBD Act.

### Doubts and Clarifications

Sl. No.	Doubt	Clarification
1.	If a death of an Indian occurred outside India but the family decided to cremate the dead body in India, what needs to be done for death registration?	Registration of death occurring outside India cannot be registered in India. Such deaths registered at the Indian Consulates under the Citizenship Act 1955 would deem to have been made under the RBD Act 1969. The certificate issued under this Act is treated as the valid document.
2.	In case an NRI from Kerala comes back to India and decides to settle in Mumbai, where would birth of their child born outside India be registered? Mumbai or Kerala?	RBD Act allows Indian citizens to register births of their children at the place of their intended residence, within 60 days after their return to India with a view to settling here. Since intended residence is Mumbai, the birth would be registered at Mumbai.

### POWER OF REGISTRARS (SECTION 21)

Under the provision of Section 21 of the Act, each Registrar may either orally or in writing require any person to furnish any information within his / her 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. This section is primarily intended to discuss the powers bestowed upon you under the Act as Registrar of Births and Deaths and to help you appreciate the same.

**3.A.14** YOU as Registrar have the powers to obtain information regarding any birth or death occurring within your jurisdiction. It is expected of you to inform yourself carefully of every birth or death which take place in your jurisdiction and take steps to ascertain and register the particulars required to be registered.

Where registration of a birth, stillbirth or death in the area under your jurisdiction is done based on the information provided to you by the Informant or the Notifier, the same can also be done by you suo moto.

YOU can as per the powers bestowed upon you under the Act, recommend to the District / Chief Registrar for imposition of fine under Section 23 on a person who:

- fails to give without reasonable cause, any information which she / he is duty bound to give under the provisions of Sections 8 and 9 (maximum fine Rs. Fifty)
- gives or causes to be given, for the purpose of being inserted in any register of birth or death, any information which the person knows or believes to be false (maximum fine Rs. Fifty)

- refuses to write her / his name, description and place of abode or to put thumb mark in the register as required under Section 11 of the Act (maximum fine Rs. Fifty)
- (medical practitioner) 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 (maximum fine Rs. Fifty)
- without reasonable cause, contravenes (violates, resists, breach which could be considered as counter action) any provision of the Act (maximum fine Rs. Ten)

Remember! It is not the Penalty but the feeling of being punished, which matters

## MEDICAL CERTIFICATION OF CAUSES OF DEATH (SECTION 10)

The scheme of medical certification of cause of death (MCCD) was introduced under the Civil Registration System to generate regular and reliable estimates of cause-specific mortality in the country. Mortality data by specific causes is required to analyze health trends of population. Prevalence of diseases, evaluation of risks of death from various causes at different ages, proportion of deaths occurring in hospital, etc. is useful for the public health planners and administrators as well as the medical scientists and the researchers. Medical Certification of Causes of Death is dealt under Section 10 of the RBD Act and the scheme is applicable to such hospitals as notified by the State Government / UT Administration from time to time.

**3.A.15** Provision has been kept in the Act for certification of cause of death by a medical practitioner who attended the deceased during her / his last illness while in an Institution (Form 4) or outside Institution (Form 4A). After filling up the cause of death in Form 4 or 4A, the same should be sent to the concerned Registrar along with death report Form 2 [Section 10 (2) and 10 (3)].

For non-institutional deaths, where the deceased prior to her / his death was under treatment of a medical practitioner, the certificate of cause of death by the medical practitioner in Form 4A need be sent to the concerned Registrar through the person responsible for reporting non-institutional deaths, for registration of the death event.

In case of violent deaths and other medico legal cases usually brought to the notice of a medical examiner at the post mortem stage, the certificate may be filled by the medical examiner on the basis of evidence noticed by him / her.

Tabulation of information on cause specific mortality is done as per the National List of Classification of Diseases which is based on the International Classification of Diseases (ICD) – 10.

#### Registration of Births and Deaths in different situations

This part of the manual deals with the registration of births and deaths in situations not directly covered under the Act.

### **REGISTRATION OF BIRTHS AND DEATHS IN DIFFERENT SITUATIONS**

#### **REGISTRATION OF BIRTHS OF CHILDREN TAKEN ON ADOPTION**

**3.A.16** Procedure for registration of birth of children taken on adoption (through institutions and outside institutions) is prescribed below. A new Birth Reporting Form-1A, namely “Birth Report for adopted child” has been introduced to facilitate the adoptive parents have a proper birth certificate with their name as the parents. All adoptions are subject to order of the Magistrate having jurisdiction over the area in which the event falls.

In situations where natural parents of the child to be adopted are not known, the exact date and place of birth of the child which are crucial to birth registration are also not known. In such case:

- Date of birth to be recorded in the birth register will be subject to the certificate granted by the Chief Medical Officer / duly licensed physician and the order passed by the Magistrate in the matter.
- As Registrar, You would be required to make an entry in the ‘Remarks’ column in the birth register giving details of the court order along with the date on which the order is passed, at the time of entering or correcting relevant details (date of birth, place of birth, etc.) in the register.
- A birth certificate is to be issued after adoption to provide for a change in the name of the child and adoptive parent / parents

on an order from the court, which it had passed for issuing the birth certificate.

- The birth certificate should not reflect that the child is adopted.

A large number of adoptions do take place outside the institutional arrangements - For example, children are taken on adoption from relatives or friends. 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.

#### **REGISTRATION OF BIRTHS OF CHILDREN BORN THROUGH SURROGACY / ART / IVF TECHNIQUE**

**3.A.17** Over time issue of children born through Surrogacy, Assisted Reproductive Technology (ART) and In Vitro Fertilization (IVF) technique is gaining prominence. In such cases, the birth certificate shall be in the name of genetic parents (ORGI letter no. 8/9/2008 - VS CRS dated 01-09-2008).

In case of entry of name of single parent (Mother) in the birth record of children born through IVF (in vitro fertilization), the entry of name of father should be left blank in the birth record. However, necessary entry should be made in the remarks column of birth register that the child was born through IVF / Artificial Insemination with Donor Semen (AID), hence the name of father is not indicated (Clarification issued by ORGI vide letter no. 1/37/2004- VS CRS dated 23-02-2009).

#### **REGISTRATION OF DEATHS OF MISSING PERSONS**

**3.A.18** There are instances, where a person is missing but the family does not have her / his current status i.e. whether the person is alive or dead. YOU may come across with such situations where people ask you for providing death certificate for missing persons. You would require information on date and place of death of the person to register her / his death. But the informant or notifier may not be able to provide this information. In such situation you may find it difficult to register such deaths. Here we provide you with details to help you out in such a situation.

- Ordinarily, if the person is missing or unheard, she / he shall be presumed to be dead by the court under Section 107 and 108 of

Indian Evidence Act on expiry of seven years from the date missing and not earlier.

- The presumption of death and its date and place of occurrence is a matter of burden of proof. The same may be determined by the competent court / authority on being approached by the plaintiff based on the oral and documentary evidence produced before the court. If the Court does not mention the date of death in its order, the date on which plaintiff approached to the Court would be taken as the date of death.

### **REGISTRATION OF DEATHS IN NATURAL CALAMITIES AND DISASTERS**

At the time of natural calamities such as Tsunami, Earthquake, Flood, etc. and disasters such as sever accidents resulting in mass causalities, special arrangements such as appointment of Sub Registrars with sufficient power for on the spot registration of the deaths and issuance of death certificates needs to be made. These are discussed in the following paragraphs:

**3.A.19** In such cases it will be necessary to gear up the registration machinery in the affected areas by opening registration counters at the places where bodies are disposed of, at the mortuaries where the bodies are kept and appointing sub-registrars under Section 7(5) of RBD Act, 1969 for a specified period for on the spot registration of deaths and issuance of death certificates. This would be necessary considering the fact that work load in such a scenario would be too high and difficult for the local registrar to manage.

### **MAINTENANCE OF RECORDS AND STATISTICS (SECTION 16 AND 19)**

One of YOUR responsibilities as Registrar / Sub- Registrar of Births and Deaths is to keep in prescribed form the Registers of births and deaths for the registration area under your jurisdiction and submit periodically in prescribed format a consolidated report of the events registered, to the specified authority. This section is meant to apprise you of your responsibilities to maintain the records and statistics as required under Section 16 and 19 of the Act.

**3.A.20** The Legal information part in the Birth, Death and Still birth

Reporting forms (Forms 1, 2 and 3) after the Statistical information part is detached from the Reporting form constitutes the Register of Birth, Death and Still birth (Forms 7, 8 and 9) respectively.

**3.A.21** Following forms have been prescribed under the State Rules for carrying out the registration work:

Form No.	Forms
1	Birth report
1A	Birth report for Adopted Children
2	Death report
3	Still Birth report
4	Medical Certificate of Cause of Death for institutional deaths
4A	Medical Certificate of Cause of Death for non-institutional deaths
5	Certificate of Birth
6	Certificate of Death
7	Birth Register
8	Death Register
9	Still Birth Register
10	Non-availability certificate
11	Summary monthly report of Births
12	Summary monthly report of Deaths
13	Summary monthly report of Still births

- Reporting Form Nos. 1, 2 and 3 have space for Informant's name and Address and her / his Signature or thumb impression with date.
- Forms 4 and 4A for Institutional and Non-institutional deaths respectively are meant for recording the cause of death. These forms are not to be used for still births.
- Forms 5 and 6 are meant to provide soon after registration of birth or death has been completed, the extract of prescribed particulars from the register relating to birth or death respectively. In case you come across such situation where you have to provide still birth certificate, extract from Stillbirth Register (Form 9) can be issued in Form No. 5 after making appropriate change in the wordings therein viz. following information has been take from the original records of Still birth ... date of still birth and place of still birth, instead of word "Birth" given in that form.

**After detaching 'Statistical part' from the Birth, Death and Stillbirth Reporting Forms (Form 1, 2, 3 respectively), the 'Legal part' of reporting forms becomes Birth, Death and Stillbirth Register (Form No. 7, 8, and 9 respectively).**

**3.A.22** After the process of registration is complete, you as Registrar would be required to fill in the box below the Legal and Statistical information on the Birth, Stillbirth and Death Reporting forms (Form 1, 2, and 3 respectively), the requisite registration / geographical details viz. Registration number, Registration date, Name and Code of the District, Tahsil, Town / Village, Registration unit, in the space assigned for the purpose. It may be noted that geographical details of all events within a registration unit will be the same. In the Death Reporting form (Form 2), you should ensure that the unit of age viz. year, month, day or hour has been precisely indicated. Where the scheme of MCCD is in operation, you as Registrar should ensure that each institutional death reported to you in Form 2 is accompanied by Form 4 - Medical Certificate of Cause of Death for institutional deaths. Having filled up the requisite details, you should detach the Statistical portion from the Reporting form and keep it serially month wise in a folder for dispatch to the prescribed authority on a monthly basis. The Legal portion of the Birth, Death and Still birth Reporting forms kept serially in separate folders would constitute the Birth, Death and Still birth registers (Form 7, 8, and 9 respectively). Please remember that birth, death and stillbirth events reported to you for registration during the year are to be registered by giving a fresh registration number starting 1st January.

The birth, death and stillbirth events registered with a Registration Center are to be reported to the prescribe authority on a regular and timely basis. Three forms, namely, Form No 11-Summary Monthly Report of Births, Form No 12- Summary Monthly Report of Deaths and Form No 13-Summary Monthly Report of Stillbirths have been prescribed for the purpose. These have to be filled-up and sent to the prescribed authority along with the Statistical part of the Reporting form on a monthly basis so as to reach him on or before 5th of the following month. This is explained as under:

Time schedule	From	To	Remarks
Monthly	Registrar Urban	District Registrar	Within first five days of the following month for which information is sent
	Registrar Rural	Block Level	Within first five days of the following month for which information is sent. Block level officers compile and consolidate the report of entire block and send it to district level

**FIGURE 8: FLOW CHART OF REPORTING SYSTEM**

The flow of monthly reports is shown in Figure 8. The process of maintenance of statistical records discussed in the aforesaid paragraph has been summarized as under:

- The birth, death and stillbirth events reported to you for registration during the year are to be registered by giving a fresh registration number starting 1st January.
- Detach the Statistical part of the Reporting form from the Legal part.
- Arrange the legal and statistical parts serially and month-wise for each calendar year. The legal part so separated would constitute the Birth Register, the Death Register and the Stillbirth Register (Form Nos. 7, 8 and 9) respectively.
- Prepare monthly Summary Forms (Live Births in Form 11; Deaths in Form 12 and Still Births in Form 13) and dispatch along with the Statistical portion of the Reporting Forms to the officer prescribed in the rules so as to reach him on or before 5th of the following month.
- In case of Registrar of Municipality / Municipal Corporation, the summary report is to be sent directly to the District Registrar.
- Where the scheme of Medical Certification of Causes of Death (MCCD) is in operation, ensure that each institutional death reported to you in Form 2 is accompanied by 'Form 4 - Medical Certificate of Cause of Death for institutional deaths'. Such form shall be retained for a period of 5 years.

**3.A.23** Remember that legal part of Births and Deaths registers are records of permanent importance and must not be destroyed.

- The Registers of Births and Deaths are to be kept by the Registrar in his / her possession and safe custody for a period of 12 months or for a period specified in the State rules. Thereafter they may be transferred to the District / Block Registrar for preservation.

**3.A.24** The Registrar should at the end of the year bind separately the Register of births, deaths and stillbirths and record details viz. Year of registration, number of records, etc on the front page of the binding and submit this to the higher authority for preservation of records.

#### **LEGAL RECOGNITION OF ELECTRONIC RECORDS**

**3.A.25** With the change in technology in the past two decades, several of the registration centers across the better performing States / UTs have switched over the registration work from the usual paper form mode to the electronic form mode.

Section 4 of the IT Act, 2000 allows maintaining birth and death records in electronic format provided that the information contained therein remain accessible for subsequent reference.

#### **ENSURING 100% REGISTRATION**

As per the RBD Act, 1969 your responsibility is not only to register the birth, stillbirth and death events reported to you from the area under your jurisdiction but to also keep yourself informed carefully of each birth, stillbirth and death which takes place therein and to ascertain and register the particulars required to be registered. The emphasis as such is to achieve cent per cent registration in your area.

It is necessary to reinforce that you as Registrar / Sub-Registrar should adopt a more pro-active approach to registration. It would be necessary to cast a duty upon yourself to register each case of birth and death within your jurisdiction irrespective of whether formal information as to the occurrence of a birth or death event has been provided to you by the Informant / Notifier. In fact, under provisions of the Act registration could be done based on the information from Informant / Notifier or even *Suo motu* by the Registrar.

**FIGURE 9: ENSURING 100% BIRTH AND DEATH REGISTRATION**

**3.A.26** You would appreciate that although registration is a single activity, its scope is multi-dimensional (Fig. 9). It would, as such, be necessary to explore all that would be required to achieve the goal of cent percent registration

**3.A.27** The indicator 'Level of Registration' of birth or death for some registration area describes the extent to which registration of such event is complete in that area. Expressed as a percentage, it is calculated as the number of registered births, deaths to the total number of such events available for registration in that area during the year. For want of actual number of births, deaths available for registration, these are estimated using the Sample Registration System (SRS) birth / death rate and the estimated mid-year population.

The States / UTs in India are at different levels of registration with some of them even having achieved cent per cent levels. To achieve 100% registration across the board - awareness about need, importance and benefits of registration; increased utility of registration certificates; knowledge of the registration functionaries as to rules, duties and responsibilities; complete coverage of institutions reporting occurrence of the vital events; proper allocation of funds by the State Governments for implementation of the CRS scheme; etc. needs to be ensured.

**3.A.28** The number of registered events can be matched with those reported by the health institutions, ANMs, AWWs registers to know the possible gaps, if any.

**3.A.29** Organizing local meetings - Gram panchayat, Village Health and Sanitation Committee, Village Health and Nutrition Day, to identify the left out events will also be a step forward in this direction.

**3.A.30** Linking registration with the government schemes may create demand for. For example, birth certificate required for Laadli scheme. Besides, intensified publicity through various electronic and print media would be a step forward towards creating awareness among the public on registration of births and deaths and would be of help to achieve the target of 100% registration.

Responsibilities are not burden. Don't be afraid of it. It gives you an opportunity to utilize your potential to the fullest and contribute to others' lives significantly.

### KEY MESSAGES

- Understand the responsibilities casted upon YOU under RBD Act, 1969 and play your role effectively
- Informants and notifiers are key persons who provide information to you
- There is timeframe for registration of events
- Registration after 21 days is to be done as per the provisions of delayed registration with fee
- Ensure pre-requisites, like stationery
- Sent Monthly reports to your higher authorities.
- Ensure civil registration has become a regular agenda in all meetings
- Use your powers to obtain information

## 3.B GUIDELINES FOR DISTRICT AND ADDITIONAL DISTRICT REGISTRARS

For each revenue district in the State, there is a District Registrar. District remains the basic administrative unit within the State not only for effective implementation of the RBD Act but also for the smooth flow of information. The performance of each district crucially depends upon the effective implementation of the Civil Registration System and coordination among the stakeholder departments.

**3.B.1** You as the District Registrar would be responsible for executing the provisions of the RBD Act in the district under the direction of the Chief Registrar and related Government orders (Section 6.2). Your prime responsibility is to:

- Direct and supervise all the Registrars functioning under you to ensure effective implementation of civil registration system in the district
- Submit on a monthly basis to the Chief Registrar a consolidated report of the births, deaths and still births registered in your district for generation of reports thereon. The consolidated report should be sent not later than 10th of the following month to which the report correspond
- Arrange capacity building programs for the Registrars
- Monitor and supervise registration offices and the registers kept therein
- Give written permission under delayed registration as prescribed in the rules
- Manage district and sub-district level coordination committees
- Impose penalty in case of non-reporting, false reporting and negligence of duty under the provisions of the Act
- Organize studies to identify better and poor performing registration areas
- Create awareness of the importance of birth and death registration

**3.B.2** The State government may also appoint, under Section 6 (1) of the Act, Additional District Registrar for each revenue district. The

Additional District Registrar so appointed would function under your supervision and direction and would be responsible for executing in the district the provisions of the Act and orders of the State Government issued from time to time for the purposes of this Act.

### KEY MESSAGES

- Ensure quality of information on the basis of:
  - Completeness
  - Timeliness
  - Accuracy
  - Uniformity to ensure comparability
- Monitor registration of events (live and still births; deaths) and delivery of registration certificates
- Institute a mechanism for regular supervision of registration centers / hospitals
- Strengthen capacity of CRS functionaries
- Utilize the civil registration data for district planning

### **3.C GUIDELINES FOR CHIEF REGISTRARS, ADDITIONAL AND DEPUTY CHIEF REGISTRARS**

Appointed by the State Government, Chief Registrar of Births and Deaths is the Chief Executive Authority in the state and is responsible for executing provisions of RBD Act and the rules and orders made there under [Section 4 (1) & (3)].

#### **3.C.1 You as the Chief Registrar will be required to:**

- supervise the work of registration in the state
- issue suitable instructions to coordinate and unify the registration work following provision of the RBD Act and rules framed there under
- give directions to other registration functionaries with such designation appointed for implementation of provisions of the Act for securing an efficient system of registration
- establish registration units in adequate numbers to provide easy accessibility to the public, and
- appoint Registration functionaries

As the chief executive authority for registration of births and deaths you should for implementation of an efficient system of registration in your state take appropriate measures to:

- enhance capacity building of all registration functionaries by arranging periodic training courses for them
- overall coordinate the registration work including intra and inter departmental coordination
- ensure availability of sufficient stationery at each of the registration centers for registration of births and deaths

## SUBMISSION OF ANNUAL REPORTS

**3.C.2** You as, Chief Registrar, are required to compile the registration data received from all the districts and prepare a statistical report thereon for each calendar year (January-December). Please ensure that the Statistical report contains the tables in prescribed formats and is compiled for each year before 31st July of the year immediately following and is published as soon as may be thereafter but in any case not later than 5 months from that date. In Total 53 tables are to be generated out of which 23 Tables are on Birth registration, 21 Tables on Deaths registration, 7 tables on the Still Birth registration and 2 Statements on Reporting.

You are also required to prepare an Annual Report on the Working of the Act and submit the same to the State Government by 31st of July of the year following the year to which the report relates.

### Doubts and Clarifications

Sl. No.	Doubt	Clarification
1.	Can the Registrar launch prosecution against the defaulting Medical Officer in-charge (informant) for failure to get the institutional events registered?	If the Medical Officer-In-Charge does not report an event in prescribed time limit, s/he becomes liable to pay late fee and even penalty as provided under Section 13 and 23 of the Act. Prosecution if need be, can be done as provided under Section 25 by an official authorized by the Chief Registrar.
2.	Can the events be registered during prosecution proceedings?	Irrespective of prosecution proceedings the Medical Officer-In-Charge is duty bound to get the event registered as per relevant provision of the Act, depending on the delay, etc.
3.	Can the events be registered if the offences for not reporting births and deaths are compounded?	Launching of prosecution or compounding of offences against a person does not hinder completing the process of compulsory registration as per provision of Section 13(4) of the Act. Action under Section 13 will be without prejudice to any action taken under Section 23 or 24 of the Act
4.	Is the Medical Officer required to pay the late registration fee along with the fines imposed under Section 23 or 24?	The person concerned is required to pay the late registration fees along with the penalty that may be imposed under Section 23 or 24.
5.	Will the fines imposed by the law courts or the late fees payable for delayed registration be borne by the defaulting Medical Officer him / herself or by the institutions from the Government / Local Body funds?	Fine will have to be borne by the concerned Medical Officer him/herself and not by the institutions as s/he is specified to be duty bound to report events occurring in the institution under Section 8 (1)(b) of the Act.

**KEY MESSAGES**

- Monitor reporting and registration levels of each district on monthly basis
- Institute a mechanism for supervision
- Ensure coordination within the department and with departments engaged in Civil Registration
- Submit reports timely
- Utilize the civil registration data for planning at all levels (local to State)

# Annexures

- |               |   |
|---------------|---|
| ANNEXURE I:   | <b>THE REGISTRATION OF<br/>BIRTHS AND DEATHS<br/>ACT, 1969</b>                      |
| ANNEXURE II:  | <b>MODEL REGISTRATION<br/>OF BIRTHS AND DEATHS<br/>RULES, 1999</b>                  |
| ANNEXURE III: | <b>INSTRUCTIONS FOR FILLING<br/>UP BIRTH, DEATH AND<br/>STILLBIRTH REPORT FORMS</b> |
| ANNEXURE IV:  | <b>INSTRUCTIONS FOR<br/>FILLING UP BIRTH REPORT<br/>FORM FOR ADOPTED CHILD</b>      |
| ANNEXURE V:   | <b>CRS FORMS</b>  |

## ANNEXURE I:

# 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

### **1. SHORT TITLE, EXTENT AND COMMENCEMENT**

- (1) This Act may be called the Registration of Births and Deaths Act, 1969.
- (2) It extends to the whole of India.
- (3) It shall come into force in a State on such date<sup>1</sup> 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.

### **2. DEFINITIONS AND INTERPRETATION**

- (1) In this Act, unless the context otherwise requires,
  - (a) "birth" means live-birth or still-birth;
  - (b) "death" means the permanent disappearance of all evidence of life at any time after live-birth has taken place;
  - (c) "foetal death" means absence of all evidence of life prior to the complete
- (d) "live-birth" means the complete expulsion or extraction from its mother of a product of conception, irrespective of the duration of pregnancy;
- (e) "prescribed" means prescribed by rules made under this Act;
- (f) "State Government", in relation to a Union territory, means the Administrator thereof;
- (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.

1. See page 80

## **CHAPTER II: REGISTRATION ESTABLISHMENT**

### **3. REGISTRAR GENERAL, INDIA**

- (1) The Central Government may, by notification in the Official Gazette, appoint a person to be known as the Registrar-General, India.
- (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, authorize them to discharge.
- (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.

### **4. CHIEF REGISTRAR**

- (1) The State Government may, by notification in the Official Gazette, appoint a Chief Registrar for the State.
- (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, authorize them to discharge.
- (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 there under subject to the directions, if any, given by the State Government.

- (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 along with the statistical report referred to in sub-section (2) of section 19.

### **5. REGISTRATION DIVISIONS**

The State Government may, by notification in the 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.

### **6. DISTRICT REGISTRAR**

- (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, authorize 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 purpose of this Act.

**7. REGISTRARS**

(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) 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) Every Registrar shall have an office in the local area for which he is appointed.
- (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) 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**

### **8. PERSONS REQUIRED TO REGISTER BIRTHS AND DEATHS**

(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) 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 household, the head being the person, who is so recognized by the house or the household, 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) in respect of births and deaths in a hospital, health center, maternity or nursing home or other like institution, the medical officer in charge or any person authorized by him in this behalf;
- (c) in respect of births and deaths in a jail, the jailor in charge ;
- (d) in respect of births and deaths in a choultry, chatram, hostel, dharmasala,

boarding house, lodging house, tavern, barrack, toddy shop or place of public resort, the person in charge thereof ;

(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 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) 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 be 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.

### **9. SPECIAL PROVISION REGARDING BIRTHS AND DEATHS IN A PLANTATION**

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 (i) 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.

#### **10. DUTY OF CERTAIN PERSONS TO NOTIFY BIRTHS AND DEATHS AND TO CERTIFY CAUSE OF DEATH**

(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) 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) 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) 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 his 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.

#### **11. INFORMANT TO SIGN THE REGISTER**

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.

#### **12. EXTRACTS OF REGISTRATION ENTRIES TO BE GIVEN TO INFORMANT**

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.

### **13. DELAYED REGISTRATION OF BIRTHS AND DEATHS**

- (1) Any birth or death of which information is given to the Registrar after the expiry of the period specified therefore, but within thirty days of its occurrence, shall be registered on payment of such late fee as may be prescribed.
- (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 authorized in this behalf by the State Government.
- (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) 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 therefore and any such birth or death may be registered during the pendency of any such action.

### **14. REGISTRATION OF NAME OF CHILD**

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 name in the register and initial and date of the entry.

### **15. CORRECTION OR CANCELLATION OF ENTRY IN THE REGISTER OF BIRTHS AND DEATHS**

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 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**

### **16. REGISTRARS TO KEEP REGISTERS IN THE PRESCRIBED FORM**

- (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 exercises 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.

### **17. SEARCH OF BIRTHS AND DEATHS REGISTER**

- (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) cause a search to be made by the Registrar for any entry in a register of births and deaths; and
  - (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 (1 of 1872), and shall be admissible in evidence for the purpose of proving the birth or death to which the entry relates.

### **18. INSPECTION OF REGISTRATION OFFICES**

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.

### **19. REGISTRARS TO SEND PERIODICAL RETURNS TO THE CHIEF REGISTRAR FOR COMPILATION**

- (1) Every Registrar shall send to the Chief Registrar or to any officer specified by him, at such intervals and in such form as may 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

### 20. SPECIAL PROVISION AS TO REGISTRATION OF BIRTHS AND DEATHS OF CITIZENS OUTSIDE INDIA

(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 Citizenship Act, 1955 (57 of 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 returns to India with a view to settling therein, they may, at any time within sixty days from the date of the 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.

### 21. POWER OF REGISTRAR TO OBTAIN INFORMATION REGARDING BIRTH OR DEATH

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.

### 22. POWER TO GIVE DIRECTIONS

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.

### 23. PENALTIES

- (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.

#### **24. POWER TO COMPOUND OFFENCES**

- (1) Subject to such conditions as may be prescribed, any officer authorized 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 to having committed an offence under this Act, by way of composition of such offence a sum of money not exceeding fifty rupees.
- (2) On 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.

#### **25. SANCTION FOR PROSECUTION**

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.

#### **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).

#### **27. DELEGATION OF POWERS**

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.

#### **28. PROTECTION OF ACTION TAKEN IN GOOD FAITH**

- (1) No suit, prosecution or other legal proceeding shall lie against the Government, the 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.

## **29. ACT NOT TO BE IN DEROGATION OF ACT 6 OF 1886**

Nothing in this Act shall be construed to be in derogation of the provisions of the Births, Deaths and Marriages Registration Act, 1886.

## **30. POWER TO MAKE RULES**

- (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) In particular, and without prejudice to the generality of the foregoing provision, such rules may provide for –
  - (a) the forms of registers of births and deaths required to be kept under this Act
  - (b) the period within which and the form and the manner in which information should be given to the Registrar under section 8
  - (c) the period within which and the manner in which births and deaths shall be notified under sub-section (1) of section 10
  - (d) the person from whom and the form in which a certificate as to cause of death shall be obtained
  - (e) the particulars of which extract may be given under section 12
  - (f) the authority which may grant permission for registration of a birth or death under sub-section (2) of section 13
  - (g) the fees payable for registration made under section 13

- (h) the submission of reports by the Chief Registrar under sub-section (4) of section 4
  - (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) the forms in which and the intervals at which the returns and the statistical report under section 19 shall be furnished and published
  - (k) the custody, production and transfer of registers and other records kept by Registrars
  - (l) the correction of errors and the cancellation of entries in the register of births and deaths
  - (m) any other matter which has to be, or may be, prescribed
- <sup>1</sup>[(3) Every rule made under this Act shall be laid, as soon as may be after it is made, before the State Legislature.]

## **31. REPEAL AND SAVING**

- (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 repeals, 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 as 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.

### **32. POWER TO REMOVE DIFFICULTY**

If any difficulty 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 provisions 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.

1. Ins. by Act 4 of 1986, s.2 and Schedule (w.e.f.15.5.1986).

## 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 Gazette of India, Extraordinary, Pt.II, Sec. 3(i), p.377:-**

(1) The whole State of Assam except:-

- (i) the district of United Khasi & Jaintia Hills excluding the areas comprised within the limits of-
  - (a) Municipality of Shillong;
  - (b) Cantaonment of Shillong;
- (ii) the entire district of Garo Hills;
- (iii) the entire district of United Mikir and North Cachar Hills;
- (iv) the entire district of Mizo Hills.

(2) The whole of the State of West Bengal except-

- (i) the area comprised within the limits of the Corporation of Calcutta;
- (ii) the area comprised within the limits of Howrah Municipality;
- (iii) Fort William; and
- (iv) the area comprised within the limits of cantonments of Barrackpore, Lebong and Jalapahar.

**2. The Act came into force in the whole of the following States and Union territories**

<b>STATES</b>	
1. Andhra Pradesh	8. Mysore
2. Bihar	9. Odisha
3. Gujarat	10. Punjab
4. Haryana	11. Rajasthan
5. Kerala	12. Tamil Nadu
6. Madhya Pradesh	13. Uttar Pradesh
7. Maharashtra	
<b>UNION TERRITORIES</b>	
1. Chandigarh	3. Himachal Pradesh
2. Dadra and Nagar Haveli	4. Laccadive, Minicoy and Amindivi Islands

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:-

**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. 1-10-70; vide Notification No. G.S.R. 1718, dated 22.9.1970, Gazette of India, Extraordinary, Pt.II, Sec. 3(i), p.727:-**

(1) The area comprised within the jurisdiction of the police station of Ramnagar and Udhampur district.

(2) The area comprised within the jurisdiction of the police station of Kupwara and Baramulla district.

(3) The area comprised within the limits of Municipalities of Jammu and Srinagar.

(4) The area comprised within the limits of Town Area Committee 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.**

## ANNEXURE II: MODEL REGISTRATION OF BIRTHS AND DEATHS RULES, 1999

In exercise of the powers conferred by section 30 of the Registration of Births and Deaths Act, 1969, (18 of 1969) the State Government / Governor / Administrator of..... with the approval of the Central Government, hereby makes the following rules, namely;

### **1. SHORT TITLE**

- (1) These rules may be called the Registration of Births and Deaths Rules, 1999.
- (2) They shall come into force with effect from 1.1.2000 through notification in the Official Gazette.
- (3) These rules will replace the..... Registration of Births and Deaths Rules, .....and all its subsequent amendments notified from time to time.

### **2. DEFINITIONS**

In these rules, unless the context otherwise requires:

- (a) "Act" means the Registration of Births & Deaths Act, 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 (l) of section 2 shall be twenty-eight weeks.

### **4. SUBMISSION OF REPORT UNDER SECTION 4(4)**

The report under sub-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 12 months from the date of registration of the birth of 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 12 months but within a period of 15 years, which shall be reckoned

- (i) in case where the registration had been made prior to the date of commencement of the Registration of Births & Deaths (Amendment) Rules, 19..., from such date, or
- (ii) in case where the registration is made

after the date of commencement of the Registration of Births & Deaths (Amendment) Rules 19..., 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 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 office 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 facts of the case made by two credible persons having knowledge of the 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 9.

## **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
(b) for every additional year for which the search is continued	2.00
(c) for granting extract relating to each birth or death	5.00
(d) for granting non-availability certificate of birth or death	2.00

(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 extracts 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 therefore.

#### **14. INTERVAL AND FORMS OF PERIODICAL RETURNS UNDER SECTION 19(1)**

- (1) Every Registrar shall after completing the process of registration send all the Statistical Parts of the reporting forms relating to 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 offence 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-sections (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 5 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.

## ANNEXURE III: INSTRUCTIONS FOR FILLING UP BIRTH, DEATH AND STILLBIRTH REPORT FORMS

Each of the reporting forms namely, the Birth Report (Form No. 1) Death Report (From No. 2) and Still Birth Report (From No. 3) have two parts, the ‘Legal part’ and ‘statistical part’. The Legal part of the form contains those items of information that are required for Legal purposes and the Statistical part contains the statistical items. Some of the Statistical items are pre-coded to facilitate data entry. Whenever possible, instructions for filling in the items are given on the forms beside the items for easy reference.

The following points have to be kept in mind by the persons while filling up to the reporting forms:

- Fill in the forms clearly, legibly and without any cuttings or overwriting, especially in the Legal part on the form. This is because the Legal portion of the form after the process of registration is complete, will become a part of the register, which is a legal document to be preserved permanently.
- Ensure that the entries made in the Legal part of the form do not spill over to the Statistical parts as it will result irreparable loss of information after the later part is torn off for further transmission.
- Ensure that the informant’s name and address are filled in and the signature /

thumb impression is put on the legal part of the Reporting Forms.

- Use only blue or black ink.

### INSTRUCTIONS FOR FILLING UP THE BIRTH REPORT FORM (FORM NO.1)

The instructions for filling up each of the items in the Form No.1 and its significance are given below:

#### A. LEGAL PART

##### **1 DATE OF BIRTH:**

Enter the exact date, month and year the child was born e.g. 1-1-2000

This item records the date of birth of the individual named on the form. It is used to establish age at the various stages of the life of the individual. It is also used for tabulation of the event by year of occurrence. In conjunction with the information on the date of registration it is useful for study of time gap in registration.

##### **2 SEX:**

Enter ‘Male’ or ‘Female’ as the case may be. Do not use abbreviations.

This item helps in identification of the child. It is used for measuring sex-differentials in various

demographic, population and health related characteristics and for making population estimates and projections.

### **3. NAME OF THE CHILD, IF ANY:**

Enter the full name of the child, if already named. The name should be entered as desired by the informant. If the child has not been named then this column should be left blank. This item identifies the individual whose birth has been registered.

### **4. NAME OF THE FATHER:**

Enter full name of the father as usually written. Also include surname, if any. The surname of the father and the child is usually the same. When they are different, carefully review this information with parent (s) to ensure that there is no mistake. Do not use short names or pet names. If it is known that the child is illegitimate no person's name should be entered here as that of the father unless there is a joint request of the mother and the person acknowledging himself to be father of the child.

### **5. NAME OF THE MOTHER:**

Enter full name of the mother as usually written. Also include surname, if any. Do not use short or pet names.

### **6. ADDRESS OF PARENTS AT THE TIME OF BIRTH OF THE CHILD:**

Record here address at which the mother stayed before she delivered the child or was admitted for delivery. Example: If the lady who delivered the child stayed with say her parents and was from there taken to the Institute for delivery, the address of her parents should be recorded at this place.

### **7. PERMANENT ADDRESS OF PARENTS:**

Record here the permanent postal address of parents of the child.

### **8. PLACE OF BIRTH:**

1. Hospital/Institution	Name:
2. House	Address:

If the birth takes place in the hospital or institution put a tick mark against entry 1 and enter the name of the hospital/institution in the space provided. Also record address of the Hospital / Institution against 'Address'. If the birth takes place in a house tick the entry 2 and give complete postal address of the house in the space provided.

This item helps in identifying the domiciliary and institutional birth and facilitates future search and queries.

### **9. INFORMANT'S NAME ADDRESS:**

Enter the full name of the informant, including surname, if any. Also enter her / his complete postal address.

Information given against this item can facilitate search and is important for further queries.

## **B. STATISTICAL PART**

### **10. TOWN OR VILLAGE OF RESIDENCE OF THE MOTHER:**

- a) Name of Town/Village
- b) Is it a town or Village
  - 1. Town 2. Village
- c) Name of District
- d) Name of State

Enter the name of the place where the mother usually lives. Never enter a temporary residence, such as one used during a visit or vacation. Residence for a short time at the name of a relative or friend for the purpose of awaiting the birth of the child is considered temporary and should not be entered here. Therefore, this place can be different from the place where the

delivery occurred and can even be in a different District or State. It is not necessary to enter the house address. Only enter the name of the town or village (item 8(a)) and indicate if it is a town or a village (item 8(b) ticking either 1 or 2. Against item 8 (c) and 8 (d) enter the name of the State and the district respectively.

This item facilitates tabulation of statistics of birth by place of residence of mother. This makes it possible to compute birth rates based on the usual resident population. Data on births by place of residence of the mother are used to prepare population estimates and projections. These data are useful in planning and for evaluation of community services and facilities including maternal and child health programmes.

#### **11. RELIGION OF THE FAMILY:**

1. Hindu
2. Muslim
3. Christian
4. Any other Religion

Put a tick mark against the appropriate item. If the religion is other than those listed at 1 to 3 above, put a tick mark against item 4 and write the name of the religion against it.

This is used to study the difference in characteristics of birth and fertility by religion, which is important for planning and evaluation of family welfare programmes.

#### **12-13. FATHER'S AND MOTHER'S LEVEL OF EDUCATION:**

In both the above items, record the completed level of education. For example if he / she has studied up to class VII but passed only class VI, record Class VI. In case a person cannot read or write with understanding a sentence in any language he/she is treated as illiterate and in such case enter 'illiterate'. A person can be literate without any formal

education and in such case enter 'literate without formal education'.

This item provides information for studying the birth characteristics and fertility by the level of education.

#### **14. FATHER'S OCCUPATION:**

Enter the usual occupation of the father at the time of the birth of the child. The occupation is the kind of work the father was normally engaged with, such as, cultivator, mineworker, clerk, storekeeper, truck-driver, professor etc. If no occupation is being pursued by the father, enter 'Nil'. If the father is engaged in more than one occupation then write the major one in terms of the time disposition.

Information from this item is useful in studying occupational differentials in birth.

#### **15. MOTHER'S OCCUPATION:**

It is natural that the mother may not be pursuing any occupation at the time of delivery of the child; therefore, enter the occupation usually pursued, before suspending the same for the purpose of delivering the child. Even if the mother suspended her activity early in her pregnancy, enter that information.

From this item it is useful to study the occupational differentials in fertility.

#### **16. AGE OF MOTHER (IN COMPLETED YEARS) AT THE TIME OF MARRIAGE:**

Enter here the age at effective marriage. In some areas the marriage is completed at a very young age but is consummated after some years. In such cases, the age at which the marriage is consummated is the age at marriage. In case of more than one marriage, enter the age at first marriage. In case not married write 'not married'.

This is a very useful demographic data that helps in working out the duration of marriage, which in turn is cross-classified with order to get estimates of fertility levels. In itself, the age at marriage is a very useful data item.

#### **17. AGE OF THE MOTHER (IN COMPLETED YEARS) AT THE TIME OF THIS BIRTH:**

This item is self - explanatory  
It helps in estimating the age specific fertility rates and other fertility indicators. In conjunction with age at marriage, it is used to estimate the duration of marriage.

#### **18. NUMBER OF CHILDREN BORN ALIVE TO THE MOTHER SO FAR INCLUDING THIS CHILD:**

Enter the number of children born alive to the mother. This should include the number of children born alive from earlier marriage(s) also. Enter children born out of wedlock, if willingly revealed. Quite often replies to this question will on one hand erroneously include foetal deaths, while, on other, they may not include children who die in their infancy. Sometimes the children who have left the household or given away to relatives or friends for adoption are wrongly omitted. Keep these in mind at the time of making this entry. Adopted children, however, are not to be included.

This item is important for studying the fertility differentials and trends. When cross- classified with birth- weight and method of delivery gives insight in to the maternal health status.

#### **19. TYPE OF ATTENTION AT DELIVERY:**

- Institutional-Government
- Institutional-Private or Non-Government
- Doctor, Nurse or Trained midwife
- Traditional Birth Attendant
- Relatives and others

Tick only one of the items, as the case may be.

The first two items relate to births occurring within the Institution and the last three relate to non-institutional events.

Information collected through this item is helpful in determining the level of access to the health facilities and the differentials of birth characteristics by type of attendance.

#### **20. METHOD OF DELIVERY:**

- Natural / Normal
- Caesarean
- Forceps / Vacuum

Tick one of the items only, as the case may be.  
In case of institution, this item can be easily filled in by the institutional authorities.

This Information can be related to certain characteristics of the mother like her age and also with the type of attention to give insight into issues related to maternal health. Information from this item is used to monitor delivery trends across the country.

#### **21. BIRTH WEIGHT (IN KG.):**

Record here in kilograms (rounded to 1st place of decimal) the weight of the child at the time of birth. For example: 3.5 Kg. All medical institutions can easily provide this information and should report it without fail. In some areas the ANMs are also required to weigh the newly born child at the time of delivery. It would, therefore, be possible to collect this information through these workers, wherever they have been notified to collect the information on births of the informants. Write 'Not Known' if not available.

This is an important characteristic associated with health of the infant. It is related to the age of mother, educational and other factors relating

to the birth. Consequently, it is used with other information to plan for and evaluate the effectiveness of reproductive health care.

#### **22. DURATION OF PREGNANCY:**

Enter in number of weeks the duration of pregnancy. This information again will be readily available in the Institutions. The ANMs would also have a fair bit of knowledge in this regard and, whenever possible should report it. Normally, the mother or any other elderly women in house would have a clear idea of the number of completed months since the last menstrual period. Convert this into number of weeks and record against this item. Write 'not known' if not available

Duration of pregnancy cross tabulated by birth weight and age of mother gives a very good insight in to the reproductive health status.

### **INSTRUCTIONS FOR FILLING UP THE DEATH REPORT FORM (FORM NO. 2)**

The instruction for filling up each of the items in the Form No.2 and its significance are given below:

#### **A. LEGAL PART**

##### **1. DATE OF DEATH**

Enter the exact date, month and year on which death took place e.g. 1.1.2000.

This item records the date of death of the individual named on the form and is useful for establishing claim of inheritance, life insurance, etc. It is also used for tabulation of event by year of occurrence. In conjunction with the information on date of registration it is useful for study of time gap in registration.

#### **2. NAME OF DECEASED**

Enter full name of the deceased as usually written. Also include surname, if used. Do not use short name or pet name. Any insufficiency or error will lead to issue of incorrect certificate causing undue harassment to the family in future.

This item identifies the individuals whose death has been registered.

#### **3. SEX OF THE DECEASED.**

This item helps in identification of the deceased. Record 'Male' or 'Female', as the case may be.

It is used for measuring sex specific mortality rates. It is also helpful for studying sex differentials in cause specific mortality and for making population estimation and projection.

#### **4. NAME OF MOTHER:**

Enter full name of the mother as usually written. Also include surname, if any. Do not use short or pet names.

#### **5. NAME OF FATHER/HUSBAND:**

Enter full name of the father/husband as usually written. Also include surname, if any. Do not use short names or pet names.

#### **6. AGE OF THE DECEASED:**

If the deceased was over the age of 1 year record age in completed years. If the deceased was below 1 year give age in months; if below 1 month give age in completed number of days; and if below one day, record age in hours. In case the age could not be determined write 'Not Known'.

This can be used as one of the items for identification of the deceased for legal purpose. Information of this item is used to determine

the neo-natal and infant mortality rates. It is used to study differences in age-specific mortality and in planning and evaluating public health programme.

#### **7. ADDRESS OF THE DECEASED AT THE TIME OF DEATH:**

Record here the postal address at which the deceased stayed immediately before her / his death.

#### **8. PERMANENT ADDRESS OF THE DECEASED:**

Record here the permanent postal address of the deceased.

#### **9. PLACE OF DEATH:**

1. Hospital / Institution Name
2. House Address
3. Other places

If the death takes place within the hospital / institution as in-patient, put a tick mark against entry 1 and enter the name of the hospital / institution in the space provided. If the death occurs in a residential house tick the entry 2 and give complete postal address of the house in the space provided. If the death occurs outside the institution or residential house put a tick against item 3 and specify the location where at work, etc. If the decedent's body was found, the place where the body was founded should be entered as the place of death.

#### **10. INFORMANT'S NAME:**

Address:

Enter the full name of the informant, including surname if any. Also enter her / his or her complete postal address.

Information given against this item can facilitate search and is important for future queries.

## **B. STATISTICAL PART**

#### **11. PLACE OF RESIDENCE OF THE DECEASED:**

- a) Name of Town/Village
- b) Is it a town or village?
  1. Town
  2. Village
- c) Name of District
- d) Name of State

Enter the name of the place where the deceased usually lived. Never enter a temporary residence such as one used during a visit or vacation. Residence for a short time at the home of a relative or friend for the purpose of availing treatment is considered temporary and should not be entered here. Therefore, this can be different from the place where the death occurred and can even be in a different district or state. It is not necessary to enter the house address. Only enter the name of the town or village (Item 11a) and indicate if it is a town or village (item 11b) by ticking either 1 or 2. Against item 11c and 11d enter the name of District and State respectively.

This item facilitates tabulation of statistics of Death by place of residence of the deceased. This makes it possible to compute death rates based on the usual resident population residing in that area. Data on deaths by place of residence of the deceased are used to prepare population estimates and projections.

#### **12. RELIGION:**

1. Hindu
2. Muslim
3. Christian
4. Any other religion

Put a tick mark against the appropriate item. If any other religion, put a tick mark on item 4 and write name of the religion against it.

This is used to study the differential characteristics of death and mortality by religion.

### **13. OCCUPATION OF THE DECEASED:**

Enter the usual occupation of the deceased at the time of death. If no occupation, record 'Nil.'

This is useful in studying mortality differentials by occupation.

### **14. TYPE OF MEDICAL ATTENTION RECEIVED BEFORE DEATH:**

1. Institution
2. Medical attention other than Institution
3. No medical attention

Tick only one of the items. Medical attention in the institution or outside the institution would include any field of medicine namely Allopathic, Homeopathic, Ayurvedic, etc. Tick against entry 1 only if the patient was last attended to by an institution irrespective of whether she/he or she was an outpatient or inpatient.

Information collected through this item is helpful in determining the level of utilization of facilities and the differentials characteristics by type of attendance.

### **15. WAS THE CAUSE OF DEATH MEDICALLY CERTIFIED?**

1. Yes
2. No

If the form is accompanied with Medical Certification of Cause of Death Form i.e. Form No.4 or 4A, tick the entry 1 otherwise tick 2.

This helps in identifying the medically certifying deaths and in preparation of relevant tables.

### **16. NAME OF DISEASE OR ACTUAL CAUSE OF DEATH:**

Record here the underlying cause of death. The

underlying cause is defined as '(a) the disease or injury which initiated the train of events directly to death, or (b) the circumstances of the accident or violence which produced the fatal injury. 'Do not enter symptoms or modes of dying such as heart failure, respiratory failure, shock, etc. If 'Yes' against item 15, give the cause of death as mentioned last in the cause of death column of Form No.4 or 4A. In this case if the death is institutional the institution should fill in this item in Form 4 and if this is a non-institutional death the household informant will fill in this item from Form 4A in the manner as indicated above. In case the death is not medically certified (i.e. if 'No' against item 11) the informant himself has to furnish the cause of death as per her / his knowledge. Give the underlying cause which initiated the train of events leading directly to death. Do not enter the symptoms or mode of dying. Do not give 'Old age' as the cause of death if a more specific cause is known.

Cause of death provides medical information that serves as a basis for describing trends in human health and mortality and for analyzing.

Conditions leading to death: Mortality statistics provides a basis for epidemiological studies that focus on leading causes of death by age and sex. It is helpful in ascertaining the addiction induced cases of death.

### **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:**

1. Yes
2. No

Tick the entry 1 in case it is a female death which occurred while pregnant, at the time of delivery or within 6 weeks after the end of pregnancy regardless of the actual cause of death. The end

of pregnancy may be as a result of abortion or delivery of a live born or a still-born baby.

This term gives a broad indicator of maternal mortality and is useful for collection further information on maternal deaths.

**18. IF USED TO HABITUALLY SMOKE-FOR HOW MANY YEARS?**

A person, who has been smoking more or less on a regular basis, is a habitual smoker. Do not include casual smokers. Indicate the approximate number of years, if habitual smoker. If not a habitual smoker write 'No'

**19. IF USED TO HABITUALLY CHEW TOBACCO IN ANY FORM-FOR HOW MANY YEARS?**

Same as in item 18 above

**20. IF USED TO HABITUALLY CHEW ARECA NUT IN ANY FORM (INCLUDING PAN MASALA)-FOR HOW MANY YEARS?**

Same as in item 18 above

**21. IF USED TO HABITUALLY DRINK ALCOHOL-FOR HOW MANY YEARS?**

Same as in item 18 above

**INSTRUCTION FOR FILLING UP THE STILL BIRTH REPORT FORM (FORM NO.3)**

This instruction for filling up each of the items in the Form No.3 and its significance are given below:

**A. LEGAL PART**

**1. DATE OF BIRTH:**

Enter the exact date; month and year the child was borne e.g. 1.1.2000

**2. SEX:**

Enter 'Male' or 'Female' as the case may be. Do not use abbreviations.

This information is used to measure the still birth rate and peri-natal mortality by sex.

**3. NAME OF FATHER:**

Enter full name of the father as usually written. Also include surname, if any. Do not use short names or pet names.

**4. NAME OF THE MOTHER:**

Enter the full name of the mother as usually written. Also include surname, if any. Do not use short or pet names.

**5. PLACE OF BIRTH**

1. Hospital / Institution	Name:
2. House	Address:

If the birth took place in the hospital or institution, put a tick mark against the entry 1 and enter the name of the hospital / institution in the space provided. If the birth takes place in a house, put a tick mark against the entry 2 and give complete postal address of the house in the space provided.

This item helps in identifying the domiciliary births and the institutional births and facilitates future search and queries.

**6. INFORMANT'S NAME ADDRESS:**

Enter the full name of the informant, including surname, if any. Also enter her / his or her complete postal address.

This information given against this item is important for future queries.

## B. STATISTICAL PART

### 7. TOWN OR VILLAGE OF RESIDENCE OF THE MOTHER:

- a) Name of Town / village
- b) Is it a town / village?
  - 1. Town. 2. Village
- c) Name of District.
- d) Name of State

Enter the name of the place where the mother usually lives. Never enter a temporary residence such as one used during a visit or vacation.

Residence for a short time at the home of a relative or friend for the purpose of awaiting the birth of the child is considered temporary and should not be entered here. Therefore, this place can be different from the place where the delivery occurred and can even be in a different district or state. It is not necessary to enter the house address. Only enter the name of the town or village (item 7a) and indicate if it is town or village (item 7 b) by ticking either 1 or 2. Against item 7c and 7d enter the name of the state and the district respectively.

### 8. AGE OF THE MOTHER (IN COMPLETED YEARS) AT THE TIME OF THIS BIRTH:

This item is self-explanatory

### 9. MOTHER'S LEVEL OF EDUCATION

Enter the completed level of education of mother e.g. if she has studied up to class VII but passed only class VI write class VI. In case a person cannot read or write with understanding a sentence in any language. She / he treated as illiterate and in such case enter 'illiterate'. A person can be literate without any formal education and in such case enter 'Literate without formal education'.

This item provides information for studying the characteristics of stillbirth by the level of education of the mothers.

### 10. TYPE OF ATTENTION AT DELIVERY

- 1. Institutional-Government
- 2. Institutional- Private or Non-Government
- 3. Doctor, Nurse or Trained midwife
- 4. Traditional Birth Attendant
- 5. Relatives and others

Tick one of the items. The first two items relate to still births occurring within the institution and the last three relate to non-institutional events. Information collected through this item is helpful in determining the level of utilisation of facilities and the differentials of still birth characteristics by type of attendance.

### 11. DURATION OF PREGNANCY

Enter this information in weeks. This information will be readily available in the institutions. The ANMs would also have a fair bit of knowledge in this regard and, wherever possible should report it. Normally, the mother or any other elderly lady in the house would have a clear idea of the number of completed months since the last menstrual period. Convert into weeks and write here. Write 'Not Known' if not available.

### 12. CAUSE OF FOETAL DEATH (STILL BIRTH)

This information will normally be available from the hospital and other medical institutions. In case of domiciliary events, enter only if known, otherwise write ' Not Known'.

This provides information for ranking and analysing the conditions leading to still birth. When co-related with duration of pregnancy and age of mother gives good insight into the reproductive health.

## ANNEXURE IV:

## **INSTRUCTIONS FOR FILLING UP BIRTH REPORT FORM FOR ADOPTED CHILD**

A circular was issued by this Office letter No. 1/7/2011-VS (CRS) dated 12-03-2012 vide which the State Governments were directed to amend State Rule 5(1) on the procedure for making / changing entries in the birth record for children taken on adoption. The amended Rule 5(1) is reproduced below:

**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 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.

The instructions for filling up each of the items in Form No.1A: Birth Report Form for Adopted Child are given below:

### **A. LEGAL INFORMATION:**

#### **1. DATE OF BIRTH:**

If known, write the exact date, month and year of the birth of the child e.g. if a child was born on First January, 2000, this can be written as 1-1-2000. If the birth is already registered, the date as mentioned in the birth certificate to be written in this column. However, if the birth is not registered and date of birth of the child is not known, the same as determined by the C.M.O. or any duly licensed Physician and as reflected in the adoption deed and adoption order to be written.

#### **2 SEX:**

Enter 'Male' or 'Female' as the case may be. Do not use abbreviations.

#### **3. NAME OF THE CHILD, IF ANY:**

In case of registered birth, enter full name of the child, as mentioned in the birth certificate. If name is changed on adoption, write new name as mentioned in the adoption deed / order This item identifies the individual whose birth has been registered.

#### **4. NAME OF THE MOTHER:**

If known, enter full name of Biological / Genetic mother as usually written with surname (if any). Do not use short names or pet names. If mother is not known this column should be left blank.

#### **5. NAME OF THE FATHER**

If known, enter full name of the Biological / Genetic father as usually written with surname, (if any). Do not use short or pet names. If father is not known this column should be left blank.

In case of already registered events, the name of parents should also be verified from the original birth certificate or a copy thereof.

**6. DATE AND NUMBER OF ADOPTION DEED / ORDER:**

The date and number of adoption deed and order issued by the concerned Magistrate and submitted by the adoptive parents should be written against this column.

**7 NAME OF ADOPTIVE MOTHER:**

Name of adoptive mother as mentioned in the adoption order and adoption deed to be written in this column. Do not use short or pet names.

**8. NAME OF ADOPTIVE FATHER:**

Name of adoptive father as mentioned in the adoption order and adoption deed to be written in this column. Do not use short or pet names.

**9. ADDRESS OF ADOPTIVE PARENTS AS RECORDED IN THE ADOPTION DEED:**

The address of adoptive parents written in the adoption deed should be written against this column. This address should also be reflected as the address of parents at the time of birth of the child column in the birth certificate.

**10. PERMANENT ADDRESS OF ADOPTIVE PARENTS:**

Record here the permanent postal address of the adoptive parents of the child.

**11. PLACE OF BIRTH:**

In case of already registered birth, the same birth place (where the child was born) should be written against this column irrespective of the fact that adoption is taken place in other area. However, in case, where birth is not registered

and adoption is taken place through Institution, the place where the adoption agency is situated shall be treated as the place of birth of the child. In case of adoption outside institutions, and birth is not registered, the place where adoption took place shall be treated as the place of birth of the child.

**12. IF ADOPTION THROUGH AGENCY:**

If adoption is taken place through Institution / agency, write the name, place and address of that adoption agency.

**13. INFORMANT'S NAME AND ADDRESS:**

Enter the full name of the informant, including surname, if any. Also enter her / his complete postal address.

**B. STATISTICAL PART**

**14. RELIGION OF THE ADOPTIVE FATHER:**

1. Hindu
2. Muslim
3. Christian
4. Any other Religion

Put a tick mark against the appropriate item. If the religion is other than those listed at 1 to 3 above, put a tick mark against item 4 and write the name of the religion against it.

**15. ADOPTIVE FATHER'S LEVEL OF EDUCATION:**

Record the completed level of education of adoptive father. For example if he has studied up to class VII but passed only class VI, record Class VI. In case he cannot read or write with understanding a sentence in any language he be treated as illiterate and in such case enter 'illiterate'. A person can be literate without any formal education and in such case enter 'literate without formal education'.

### **16. ADOPTIVE MOTHER'S LEVEL OF EDUCATION:**

Record the completed level of education of adoptive mother. For example if she has studied up to class VII but passed only class VI, record Class VI. In case she cannot read or write with understanding a sentence in any language she be treated as illiterate and in such case enter 'illiterate'. A person can be literate without any formal education and in such case enter 'literate without formal education'.

### **17. ADOPTIVE FATHER'S OCCUPATION:**

Enter the usual occupation of the father at the time of adoption of the child. The occupation is the kind of work the father was normally engaged with, such as, cultivator, mineworker, clerk, storekeeper, truck-driver, professor etc. If no occupation is being pursued by the father, enter 'Nil'. If the father is engaged in more than one occupation then write the major one in terms of the time disposition.

### **18. ADOPTIVE MOTHER'S OCCUPATION:**

Enter the usual occupation of the mother at the time of adoption of the child. The occupation is the kind of work the mother was normally engaged with, such as, cultivator, mineworker, clerk, storekeeper, professor etc. If no occupation is being pursued by the mother enter 'Nil'. If the mother is engaged in more than one occupation then write the major one in terms of the time disposition.

The following points may also be taken care of while making entries in the birth reporting form / and changes in the birth record:

1. 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 the parents at the time of birth of the child' in the birth certificate.
2. 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.
3. The legal part of the birth reporting form shall be treated as birth register (form No. 7). The statistical part shall be detached and sent for compilation to the prescribed authority along with Monthly Summary Report of Births (form No. 11).
4. 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.

**ANNEXURE V: CRS FORMS**

**The following CRS forms have been prescribed and are in use.**

Sl. No.	Form Number	Title of the Form
1	1	Birth Report
2	1A	Birth Report for Adopted Children
3	2	Death Report
4	3	Still Birth Report
5	4	Medical Certificate of Cause of Death (For Hospital In-patients)
6	4A	Medical Certificate of Cause of Death (For Non-Institutional Deaths)
7	5	Birth Certificate
8	6	Death Certificate
9	7	Birth Register
10	8	Death Register
11	9	Still Birth Register
12	10	Non-Availability Certificate
13	11	Summary Monthly Report of Births
14	12	Summary Monthly Report of Deaths
15	13	Summary Monthly Report of Still Births

A copy of each of the above said forms is appended.

**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

**FORM No. 1**  
(See Rule 5)

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.

<b>To be filled by the informant</b>		<b>To be filled by the informant</b>	
<p><b>10. Town or Village of Residence of the mother:</b> (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.)</p> <p>a) Name of Town/Village:</p> <p>b) Is it a town or village: (Tick the appropriate entry below)</p> <p>1. Town      2. Village</p> <p>c) Name of District:</p> <p>d) Name of State:</p>		<p><b>16. Age of the mother (in completed years) at the time of marriage:</b> (If married more than once, age at first marriage may be entered)</p> <p><b>17. Age of the mother (in completed years) at the time of this birth:</b></p> <p><b>18. Number of children born alive to the mother so far including this child:</b> (Number of children born alive to include also those from earlier marriage(s), if any)</p>	
<p><b>1. Date of Birth:</b> (Enter the exact day, month and year the child was born e.g. 1-1-2000)</p> <p><b>2. Sex:</b> (Enter "male" or "female"; do not use abbreviation)</p> <p><b>3. Name of the child, if any:</b> (If not named, leave blank)</p> <p><b>4. Name of the father:</b> (Full name as usually written)</p> <p><b>5. Name of the mother:</b> (Full name as usually written)</p> <p><b>6. Address of parents at the time of Birth of the Child:</b></p> <p><b>7. Permanent address of parents:</b></p> <p><b>8. Place of birth:</b> (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)</p> <p>1. Hospital/ Institution      Name: _____ 2. House      Address: _____</p> <p><b>9. Informant's name:</b> Address: (After completing all columns 1 to 22, informant will put date and signature here: Date: _____ Signature or left thumb mark of the informant</p>		<p><b>11. Religion of the Family:</b> (Tick the appropriate entry below)</p> <p>1. Hindu    2. Muslim    3.Christian 4. Any other religion: (write name of the religion)</p> <p><b>12. Father's level of education:</b> (Enter the completed level of education e.g. if studied upto class VII but passed only class VI, write class VI)</p> <p><b>13. Mother's level of education:</b> (Enter the completed level of education e.g. if studied upto class VII but passed only class VI, write class VI)</p> <p><b>14. Father's occupation:</b> (If no occupation write 'Nii')</p> <p><b>15. Mother's occupation:</b> (If no occupation write 'Nii')</p>	
<p>To be detached and sent for statistical processing</p> <p>(Columns to be filled are over. Now put signature at left)</p>			

**To be filled by the Registrar**

Registration No.: \_\_\_\_\_ Registration Date: \_\_\_\_\_  
Registration Unit: \_\_\_\_\_ District: \_\_\_\_\_  
Town/Village: \_\_\_\_\_ Tahsil: \_\_\_\_\_  
Remarks: (if any) \_\_\_\_\_

Name and Signature of the Registrar

**To be filled by the Registrar**

Code No. \_\_\_\_\_ Registration No.: \_\_\_\_\_ Registration Date: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Sex: 1.Male    2.Female  
Age: \_\_\_\_\_ Years/months/days/hours  
Place of Birth: 1.Hospital/Institution    2.House  
Registration Unit: \_\_\_\_\_

Name and Signature of the Registrar

**Annexure V**

**FORM NO. 1A****FORM NO. 1A**  
(See Rule 5)**BIRTH REPORT FOR ADOPTED CHILD****Legal information**This part to be added to the *Still Birth Register***BIRTH REPORT FOR ADOPTED CHILD****Statistical information**

This part to be detached and sent for statistical processing

<b>To be filled by the informant</b>		<b>To be detached and sent for statistical processing</b>	
<b>1.</b> Date of Birth (If known, write exact date of birth). (Otherwise record the date of birth as ascertained by the Magistrate)	<b>14. Religion of the adoptive Father:</b> (Tick the appropriate entry below)	<b>14.</b> To be filled by the informant	<b>14.</b> To be detached and sent for statistical processing
<b>2.</b> Sex: (Enter "male" or "female"; do not use abbreviation)	<b>15. Adoptive father's level of education:</b> (Enter the completed level of education e.g. if studied upto class VII but passed only class VI, write class VI)	<b>15.</b> 1.Hindu 2. Muslim 3.Christian	<b>15.</b> Any other religion: (write name of the religion)
<b>3.</b> Name of the child: (If name is changed on adoption, write new name)	<b>16. Adoptive mother's level of education:</b> (Enter the completed level of education e.g. if studied upto class VII but passed only class VI, write class VI)	<b>16.</b> To be filled by the informant	<b>16.</b> To be detached and sent for statistical processing
<b>4.</b> Name of the mother: (If Known)	<b>17. Adoptive father's occupation:</b> (If no occupation write 'Nil')	<b>17.</b> To be filled by the informant	<b>17.</b> To be detached and sent for statistical processing
<b>5.</b> Name of the father: (If Known)	<b>18. Adoptive mother's occupation:</b> (If no occupation write 'Nil')	<b>18.</b> To be filled by the informant	<b>18.</b> To be detached and sent for statistical processing
<b>6.</b> Date and number of adoption deed/order			
<b>7.</b> Name of the adoptive mother:			
<b>8.</b> Name of the adoptive father:			
<b>9.</b> Address of adoptive parents as recorded in Adoption deed.			
<b>10.</b> Permanent address of adoptive parents:			
<b>11.</b> Place of birth:			
<b>12.</b> If adoption through agency: write the place & address of the Adoption agency.			
<b>13.</b> 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		

<b>To be filled by the Registrar</b>	<b>To be filled by the Registrar</b>
Registration No.: Registration Unit: Town/Village: Remarks: (if any)	Name: District: Tahsil: Town/Village: Registration Unit:
Registration Date:	Code No.: Date of Birth: Sex: 1.Male 2.Female Place of Birth:
	Registration No.: Date of Birth: Sex: 1.Male 2.Female Place of Birth:

Name and Signature of the Registrar

<b>To be filled by the Registrar</b>	<b>To be filled by the Registrar</b>
Name: District: Tahsil: Town/Village: Registration Unit:	Code No.: Date of Birth: Sex: 1.Male 2.Female Place of Birth:
Registration Date:	Registration No.: Date of Birth: Sex: 1.Male 2.Female Place of Birth:
	Registration Date:

Name and Signature of the Registrar

**FORM NO. 2**

**DEATH REPORT**  
Legal Information  
*This part to be added to the Death Register*

**FORM NO. 2**  
(See Rule 5)

**DEATH REPORT FORM**  
Statistical information

*This part to be detached and sent for statistical processing*

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)
3. **Sex of the deceased:**  
(Enter 'male' or "female"; do not use abbreviation)
4. **Name of the mother:**
5. **Name of the father/husband:**
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
  2. House      Address:
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 detached and sent for statistical processing

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
13. **Any other religion:** (write the name of the religion)

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

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)

To be filled by the Registrar

Registration No.: \_\_\_\_\_ Registration Date: \_\_\_\_\_  
Name: \_\_\_\_\_ District: \_\_\_\_\_  
Registration Unit: \_\_\_\_\_ Town/Village: \_\_\_\_\_  
Remarks: (if any) \_\_\_\_\_

Name and Signature of the Registrar

To be filled by the Registrar

Registration No.: \_\_\_\_\_ Registration Date: \_\_\_\_\_  
Sex: 1.Male 2.Female  
Years/months/days/hours  
Age: \_\_\_\_\_  
Place of Death: 1.Hospital/Institution 2.House 3. Other Place  
Registration Unit: \_\_\_\_\_

**Annexure V**

**FORM NO. 3**  
(See Rule 5)

**STILL BIRTH REPORT**

**Legal information**

This part to be added to the Still Birth Register

<b>To be filled by the informant</b>	
<b>1.</b> Date of Birth: (Enter the exact day, month and year e.g. 1-1-2000)	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.)
<b>2.</b> Sex: (Enter "male" or "female") (Do not use abbreviation)	a) Name of Town/Village:
<b>3.</b> Name of the father: (Full name as usually written)	b) Is it a town or village: (Tick the appropriate entry below) 1. Town 2. Village
<b>4.</b> Name of the mother: (Full name as usually written)	c) Name of District:
<b>5.</b> 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)	d) Name of State:
1. Hospital/ Institution Name: _____	
2. House Address: _____	
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 detached and sent for statistical processing

**STILL BIRTH REPORT**

**Statistical information**

This part to be detached and sent for statistical processing

**FORM NO. 3**

**TRAINING MANUAL** for Civil Registration Functionaries in India

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<b>To be filled by the informant</b>	
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)	
1. Institutional – Government 2. Institutional – 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. Cause of foetal death: (if known)	

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

**To be filled by the Registrar**

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

**FORM NO. 4**

(See Rule 7)

**MEDICAL CERTIFICATE OF CAUSE OF DEATH**

(Hospital In-patients. Not to be used for still births)

To be sent to Registrar along with Form No. 2 (Death Report)

Name of the Hospital .....

I hereby certify that the person whose particulars are given below died in the hospital in Ward No.....  
on ..... at ..... AM/PM

NAME OF DECEASED					For use of Statistical Office
Sex	Age at Death				
	If 1 year or more, age in years	If less than 1 year, age in month	If less than one month, age in days	If less than one day, age in hours	
1. Male 2. Female					
CAUSE OF DEATH					
I Immediate cause State the disease, injury or complication which caused death, not the mode of dying such as heart failure, asthenia, etc.		(a) ..... due to (or as a consequences of)			Interval between onset and death approx.
Antecedent cause Morbid conditions, if any, giving rise to the above cause, stating underlying conditions last		(b) ..... due to (or as a consequences of)			
II Other significant conditions contributing to the death but not related to the disease or condition causing it		(c) ..... .....			

**Manner of Death****How did the injury occur?**

1. Natural 2. Accident 3. Suicide 4. Homicide  
5. Pending investigation

If deceased was a female, was pregnancy the death associated with?      1. Yes    2. No  
If yes, was there a delivery?      1. Yes    2. No

Name and signature of the Medical Attendant certifying the cause of death

Date of verification.....

**SEE REVERSE FOR INSTRUCTIONS**

(To be detached and handed over to the relative of the deceased)

Certified that Shri/Smt/Kum..... S/W/D of Shri .....

R/O ..... was admitted to this hospital on .....

and expired on .....

Doctor .....  
(Medical Supdt.  
Name of Hospital)

**MEDICAL CERTIFICATE OF CAUSE OF DEATH**

Directions for completing the form

**Name of deceased:** To be given in full. Do not use initials. If deceased is an infant, not yet named at time of death, write 'Son of (S/o)' or 'Daughter of (D/o)', followed by names of mother and father.

**Age:** 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.

**Cause of Death:** This part of the form should always be completed by the attending physician personally.

The certificate of cause of death is divided into two parts, I and II. Part I is again divided into three parts, lines (a) (b) (c). If a single morbid condition completely explains the deaths, then this will be written on line (a) of Part I, and nothing more need be written in the rest of Part I or in Part II, for example, smallpox, lobar pneumonia, cardiac beriberi, are sufficient cause of death and usually nothing more is needed.

Often, however, a number of morbid conditions will have been present at death, and the doctor must then complete the certificate in the proper manner so that the correct underlying cause will be tabulated. First, enter in Part I(a) the immediate cause of death. This does not mean the mode of dying, e.g., heart failure, respiratory failure, etc. These terms should not be appear on the certificate at all since they are modes of dying and not causes of death. Next consider whether the immediate cause is a complication or delayed result of some other cause. If so, enter the antecedent cause in Part I, line (b). Sometimes there will be three stages in the course of events leading to death. If so, line (c) will be completed. The underlying cause to be tabulated is always written in last in Part I.

Morbid conditions or injuries may be present which were not directly related to the train of events causing death but which contributed in some way to the fatal outcome. Sometimes the doctor finds it difficult to decide, especially for infant deaths, which of several independent conditions was the primary cause of death; but only one cause can be tabulated, so the doctor must decide. If the other diseases are not effects of the underlying cause, they are entered in Part II.

Do not write two or more conditions on a single line. Please write the names of the diseases (in full) in the certificates as legibly as possible to avoid the risk of their being misread.

**Onset:** Complete the column for interval between onset and death whenever possible, even if very approximately, e.g., "from birth" "several years".

**Accidental or violent deaths:** Both the external cause and the nature of the injury are needed and should be stated. The doctor or hospital should always be able to describe the injury, stating the part of the body injured, and should give the external cause in full when this is shown. Example : (a) Hypostatic pneumonia; (b) Fracture of neck of femur; (c) Fall from ladder at home.

**Maternal deaths:** Be sure to answer the question on pregnancy and delivery. This information is needed for all women of child-bearing age, even though the pregnancy may have had nothing to do with the death.

**Old age or senility:** Old age (or senility) should not be given as a cause of death if a more specific cause is known. If old age was a contributory factor, it should be entered in Part II. Example : (a) Chronic bronchitis, II old age.

**Completeness of information:** A complete case history is not wanted, but, if the information is available, enough details should be given to enable the underlying cause to be properly classified.

**Example:** *Anaemia* – Give type of anaemia, if known. *Neoplasm* – Indicate whether benign or malignant, and site, with site of primary neoplasm, whenever possible, *Heart disease* – Describe the condition specifically; if congestive heart failure, chronic on pulmonale, etc., are mentioned, give the antecedent conditions. *Tetanus* – Describe the antecedent injury, if known. *Operation* – State the condition for which the operation was performed. *Dysentery* – Specify whether bacillary, amoebic, etc., if known. *Complications of pregnancy or delivery* – Describe the complication specifically, *Tuberculosis* – Give organs affected.

**Symptomatic statement:** Convulsions, diarrhea, fever, ascites, jaundice, debility, etc., are symptoms which may be due to any one of a number of different conditions. Sometimes nothing more is known, but whenever possible, give the disease which caused the symptom.

**Manner of Death:** Deaths not due to external cause should be identified as 'Natural'. If the cause of death is known, but it is not known whether it was the result of an accident, suicide or homicide and is subject to further investigation, the cause of death should invariably be filled in and the manner of death should be shown as 'Pending investigation'.

**FORM NO. 4A**

(See Rule 7)

**MEDICAL CERTIFICATE OF CAUSE OF DEATH**

(For non-institutional deaths. Not to be used for still births)

To be sent to Registrar along with Form No. 2 (Death Report)

I hereby certify that the deceased Shri/Smt/Km.....son/wife/daughter of.....  
 ..... resident of ..... was  
 under my treatment from ..... to ..... and he/she died on ..... at ..... A.M./P.M.

NAME OF DECEASED					For use of Statistical Office
Sex	Age at Death				
	If 1 year or more, age in years	If less than 1 year, age in month	If less than one month, age in days	If less than one day, age in hours	
1. Male 2. Female					
CAUSE OF DEATH					
I Immediate cause State the disease, injury or complication which caused death, not the mode of dying such as heart failure, asthenia, etc.		(a) ..... due to (or as a consequences of)  (b) ..... due to (or as a consequences of)  (c) ..... .... ....			Interval between onset and death approx.
Antecedent cause Morbid conditions, if any, giving rise to the above cause, stating underlying conditions last					
II Other significant conditions contributing to the death but not related to the disease or condition causing it					

If deceased was a female, was pregnancy the death associated with?      1. Yes    2. No  
 If yes, was there a delivery?      1. Yes    2. No

Name and signature of the Medical Attendant certifying the cause of death

Date of verification.....

**SEE REVERSE FOR INSTRUCTIONS**

(To be detached and handed over to the relative of the deceased)

Certified that Shri/Smt/Kum..... S/W/D of Shri .....

R/O ..... was under my treatment from ..... to .....  
 and he/she expired on ..... at ..... A.M./P.M.

Doctor .....

Signature and address of Medical Practitioner/  
Medical attendant with Registration No.

**MEDICAL CERTIFICATE OF CAUSE OF DEATH**

Directions for completing the form

**Name of deceased:** To be given in full. Do not use initials. If deceased is an infant, not yet named at time of death, write 'Son of (S/o)' or 'Daughter of (D/o)', followed by names of mother and father.

**Age:** 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.

**Cause of Death:** This part of the form should always be completed by the attending physician personally.

The certificate of cause of death is divided into two parts, I and II. Part I is again divided into three parts, lines (a) (b) (c). If a single morbid condition completely explains the deaths, then this will be written on line (a) of Part I, and nothing more need be written in the rest of Part I or in Part II, for example, smallpox, lobar pneumonia, cardiac beriberi, are sufficient cause of death and usually nothing more is needed.

Often, however, a number of morbid conditions will have been present at death, and the doctor must then complete the certificate in the proper manner so that the correct underlying cause will be tabulated. First, enter in Part I(a) the immediate cause of death. This does not mean the mode of dying, e.g., heart failure, respiratory failure, etc. These terms should not be appear on the certificate at all since they are modes of dying and not causes of death. Next consider whether the immediate cause is a complication or delayed result of some other cause. If so, enter the antecedent cause in Part I, line (b). Sometimes there will be three stages in the course of events leading to death. If so, line (c) will be completed. The underlying cause to be tabulated is always written in last in Part I.

Morbid conditions or injuries may be present which were not directly related to the train of events causing death but which contributed in some way to the fatal outcome. Sometimes the doctor finds it difficult to decide, especially for infant deaths, which of several independent conditions was the primary cause of death; but only one cause can be tabulated, so the doctor must decide. If the other diseases are not effects of the underlying cause, they are entered in Part II.

Do not write two or more conditions on a single line. Please write the names of the diseases (in full) in the certificates as legibly as possible to avoid the risk of their being misread.

**Onset:** Complete the column for interval between onset and death whenever possible, even if very approximately, e.g., "from birth" "several years".

**Accidental or violent deaths:** Both the external cause and the nature of the injury are needed and should be stated. The doctor or hospital should always be able to describe the injury, stating the part of the body injured, and should give the external cause in full when this is shown. Example : (a) Hypostatic pneumonia; (b) Fracture of neck of femur; (c) Fall from ladder at home.

**Maternal deaths:** Be sure to answer the question on pregnancy and delivery. This information is needed for all women of child-bearing age, even though the pregnancy may have had nothing to do with the death.

**Old age or senility:** Old age (or senility) should not be given as a cause of death if a more specific cause is known. If old age was a contributory factor, it should be entered in Part II. Example : (a) Chronic bronchitis, II old age.

**Completeness of information:** A complete case history is not wanted, but, if the information is available, enough details should be given to enable the underlying cause to be properly classified.

**Example:** Anaemia – Give type of anaemia, if known. Neoplasm – Indicate whether benign or malignant, and site, with site of primary neoplasm, whenever possible, Heart disease – Describe the condition specifically; if congestive heart failure, chronic on pulmonale, etc., are mentioned, give the antecedent conditions. Tetanus – Describe the antecedent injury, if known. Operation – State the condition for which the operation was performed. Dysentery – Specify whether bacillary, amoebic, etc., if known. Complications of pregnancy or delivery – Describe the complication specifically, Tuberculosis – Give organs affected.

**Symptomatic statement:** Convulsions, diarrhea, fever, ascites, jaundice, debility, etc., are symptoms which may be due to any one of a number of different conditions. Sometimes nothing more is known, but whenever possible, give the disease which caused the symptom.



सं.  
No. ....

प्रपत्र-5  
Form-5

State  
Govt.  
Emblem

..... सरकार  
GOVERNMENT OF.....  
..... विभाग / .....  
(प्रमाणपत्र जारी करने वाले स्थानीय निकाय का नाम)



DEPARTMENT OF...../.....  
(Name of local body issuing certificate)

### जन्म प्रमाण—पत्र BIRTH CERTIFICATE

(जन्म मृत्यु रजिस्ट्रीकरण अधिनियम, 1969 की धारा 12/17 तथा..... (राज्य का नाम) जन्म मृत्यु रजिस्ट्रीकरण नियम,  
..... (संशोधित नियम को अधिसूचित किए जाने का वर्ष) के नियम 8/13 के अंतर्गत जारी किया गया)

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

.....(Name of State) Registration of Births and Deaths Rules ..... (year of notifying the revised rules)

यह प्रमाणित किया जाता है निम्नलिखित सूचना जन्म के मूल लेख से ली गई है जो कि (स्थानीय क्षेत्र).....

तहसील..... ज़िला ..... 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 की तिथि / Date of Birth ..... जन्म का 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 the parents at the time of birth of the child:

माता पिता का स्थायी पता/  
Permanent address of the 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 एवम् मृत्यु का पंजीकरण सुनिश्चित करें / "Ensure registration of every birth and death"



सं.  
No. ....

प्रपत्र-6  
Form-6

State  
Govt.  
Emblem

..... सरकार  
GOVERNMENT OF .....  
..... विभाग / .....  
(प्रमाणपत्र जारी करने वाले स्थानीय निकाय का नाम)



DEPARTMENT OF ..... / .....  
(Name of local body issuing certificate)

**मृत्यु प्रमाण—पत्र**  
**DEATH CERTIFICATE**

(जन्म मृत्यु रजिस्ट्रीकरण अधिनियम, 1969 की धारा 12/17 तथा ..... (राज्य का नाम) जन्म मृत्यु रजिस्ट्रीकरण नियम,

..... (संशोधित नियम को अधिसूचित किए जाने का वर्ष) के नियम 8/13 के अंतर्गत जारी किया गया)

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

.....(Name of State) Registration of Births and Deaths Rules ..... (year of notifying the revised rules)

यह प्रमाणित किया जाता है 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.....

माता का नाम / Name of Mother .....

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

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

मृतक का स्थायी पता/  
Permanent address of the 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"

**FORM No. 7**  
(See Rule 12)

**BIRTH REGISTER**

**FORM NO. 1**

**BIRTH REPORT**

**Legal information**

This part 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)
5. **Name of the mother:**  
(Full name as usually written)
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:

2. House                          Address:

**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 detached and sent for statistical processing

**To be filled by the Registrar**

Registration No.:

Registration Date :

Registration Unit:

District :

Town/Village:

Remarks: (if any)

Name and Signature of the Registrar

**FORM No. 8**  
(See Rule 12)

**DEATH REGISTER****FORM 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)
2. **Name of the deceased:**  
(Full name as usually written)
3. **Sex of the deceased:**  
(Enter "male" or "female"; do not use abbreviation)
4. **Name of Mother:**  
**Name of Father/husband**
5. **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)
6. **Address of the deceased at the time of death:**
7. **Permanent address of the deceased:**
8. **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 birth took place)

9. 1. Hospital/ Institution      Name:

2. House      Address:

10. 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 detached and sent for statistical processing

**To be filled by the Registrar**

Registration No.:

Registration Date :

Registration Unit:

Town/Village:

District :

Remarks: (if any)

Name and Signature of the Registrar

**FORM No. 9**  
(See Rule 12)

**STILL BIRTH REGISTER**

FORM NO. 3

**STILL BIRTH REPORT**

**Legal information**

This part to be added to the Death 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)
4. Name of the mother:  
(Full name as usually written)
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:

2. House                          Address:

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 detached and sent for statistical processing

**To be filled by the Registrar**

Registration No.:

Registration Date :

Registration Unit:

District :

Town/Village:

Remarks: (if any)

Name and Signature of the Registrar

**FORM No. 10**

(See Rule 13)

**NON-AVAILABILITY CERTIFICATE**

(Issued under Section 17 of the Registration of Births & Deaths Act, 1969)

This is to certify that a search has been made on the request of Shri/Smt./Kum.....  
..... son/wife/daughter of .....

in the registration records for the year(s) ..... relating to (Local area) .....

..... of (Tahsil) ..... of (District) .....

of (State) ..... and found that the event relating to the birth/death of .....

son/daughter of ..... was not registered.

Date .....

Signature of issuing authority

Seal

**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. Number of Births Registered: .....
- (a) Within one year of their Occurrence:  
(b) After one year of their Occurrence:
- Total\* (a + b):

\*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 Chief Registrar/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			Infant Deaths	Maternal Deaths
Registered within one year of occurrence	Registered after one year of occurrence	Total *		
1	2	3	4	5

Note: Infant and Maternal Deaths should also be included in the Deaths.

\*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 Chief Registrar/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. Number of Still Births Registered\*: .....

\*Number of Still Births Registered should be equal to the number of Still Birth Report Forms (Form No.3) attached with this monthly report.

Signature & Name of the Registrar

Dated:

Submitted to the Chief Registrar/District Registrar

## NOTES:



