

No. 4(4)/57/159/2014-E&U-Pt.

Government of India

NITI Aayog

Unique Identification Authority of India  
Enrolment & Update Division

Tower-I, 2nd Floor, Jeevan Bharati Building,  
Connaught Circus New Delhi-01

Dated: 17<sup>th</sup> April, 2015

**OFFICE MEMORANDUM**

Subject: - Enrolment of children of age below 5 years.

As per the present resident enrolment process, Aadhaar enrolment for children below the age of 5 years does not require capturing of biometric namely fingerprints and Iris. Instead their Aadhaar is linked to either of the parent's/guardian's Aadhaar. The capturing of inter-alia Name, Date of Birth and Gender is mandatory.

2. The children at birth may not have name as the name of the children are generally decided at a later date. Further, as per the birth and death registration act also, birth registration certificate can be issued without the name of the child and the name can be inserted in birth certificate on later date.
3. In view of above, it has been decided to enroll children without name also in case the children has not been named. In such cases the name of the children will be recorded **as baby (1)/(2) of mother (name)**. For example third child of Sarita Devi will be recorded as **baby(3) of Sarita Devi**.
4. For the children enrolled without name, name can be updated using existing update process.



(Ashok Kumar)  
Assistant Director General

To,

1. All Registrars/EAs
2. Regional offices / Tech Centre, UIDAI

हरियाणा राज्य इलैक्ट्रॉनिक्स विकास प्रिवेट लिमिटेड  
एस. सी. ओ. 111 - 113, सेक्टर 17 बी, चंडीगढ़ - 160017 (भारत)

**haryana state electronics development corporation limited**

(a state government undertaking)

CIN U00000CH1982SGC004963

Regd. Office : S.C.O. 111-113, Sector 17-B,

Chandigarh - 160 017 (India)



No.:Hartron:MD:2015: 776

Dated: 22.04.2015

To

All Deputy Commissioners in the State,

**Subject:** Roll-out of e-services - Training schedule for implementation Aadhaar Enrolment at PHC/ULB locations

This is to inform that the State Govt. has decided to roll-out e-services throughout the State from the first week of May' 2015. The services of Aadhaar enrolment with Birth Registration at each PHC/ULB locations is also to be launched. For implementation of Birth Registration with Aadhaar enrolment at each PHC/ULB, one day training program has been planned and training program will consist of following two sessions covering four modules;

- First session: For Operators/Supervisors, Verifiers, Introducers, Master trainers.  
Technical Resource of EA working in District for Aadhaar project.
- Second session: For District Nodal for Aadhaar project, DIO and DITS staff, CMO, PHC staff, DPOs/CDPOs etc.

#### Training Modules:

1. Module-I: Training on existing AEC 3.0.0.0 (45 minutes duration)
2. Module-II: Process of Data Capture during Aadhaar enrolment (45 minutes duration)
3. Module-III: Data Quality maintenance, live examples, steps to avoid errors (45 minutes duration)
4. Module-IV: Child Enrolment Client for Aadhaar Enrolment (45-minutes)

The training will be conducted by the team comprising of UIDAI Officials, ULBs Officials and Health Department Officials at each District Headquarters in coordination with E&IT, NIC, Health and WCD Department. The district wise tentative training schedule is attached at annexure-'A'. Accordingly, it is requested to kindly provide them training/conference hall with projector & screens having seating capacity of 60-80 persons. Kindly call all the concerned Officers/Officials, EA manpower, Verifier/Introducer for both the training sessions.

  
Vijayendra Kumar, IAS  
Secretary E&IT-cum-MD Hartron

हरियाणा राज्य इलैक्ट्रोनिक्स विकास निगम लिमिटेड  
एस. सी. ओ. 111 – 113, सेक्टर 17 बी, चंडीगढ़ – 160017 (भारत)

**haryana state electronics development corporation limited**

( a state government undertaking )

CIN U00000CH1982SGC004963

Regd. Office : S.C.O. 111-113, Sector 17-B,  
Chandigarh – 160 017 (India)

Annexure -'A'

**Training Schedule**

| Sr. | District     | Date       | UIDAI, RO Chandigarh          |
|-----|--------------|------------|-------------------------------|
| 1   | Panchkula    | 22.04.2015 | Sachin-FSE/ Akhil-FSE         |
| 2   | Jhajjar      | 24.04.2015 | Siddharth-FSE/ Amit Sinha-FSE |
| 3   | Mahendergarh | 24.04.2015 | Vikas-Manager IEC/ Amit-FSE   |
| 4   | Sonipat      | 24.04.2015 | Jitender-FSE/ Deepak-FSE      |
| 5   | Ambala       | 24.04.2015 | Sachin-FSE/ Akhil-FSE         |
| 6   | Gurgaon      | 25.04.2015 | Vikas-Manager IEC/ Amit-FSE   |
| 7   | Rohtak       | 25.04.2015 | Deepak-FSE/ Apandeep Attrey   |
| 8   | Panipat      | 25.04.2015 | Sachin-FSE/ Akhil-FSE         |
| 9   | Palwal       | 27.04.2015 | Vikas-Manager IEC/ Amit-FSE   |
| 10  | Yamunanagar  | 27.04.2015 | Sachin-FSE/ Akhil-FSE         |
| 11  | Bhiwani      | 27.04.2015 | Siddharth-FSE/ Amit Sinha-FSE |
| 12  | Kaithal      | 27.04.2015 | Deepak-FSE/ Apandeep Attrey   |
| 13  | Kurukshetra  | 28.04.2015 | Sachin-FSE/ Akhil-FSE         |
| 14  | Mewat        | 28.04.2015 | Vikas-Manager IEC/ Amit-FSE   |
| 15  | Fatehabad    | 28.04.2015 | Siddharth-FSE/ Amit Sinha-FSE |
| 16  | Rewari       | 29.04.2015 | Vikas-Manager IEC/ Amit-FSE   |
| 17  | Karnal       | 29.04.2015 | Deepak-FSE/ Apandeep Attrey   |
| 18  | Jind         | 29.04.2015 | Sachin-FSE/ Akhil-FSE         |
| 19  | Sirsa        | 29.04.2015 | Siddharth-FSE/ Amit Sinha-FSE |
| 20  | Hissar       | 30.04.2015 | Siddharth-FSE/ Amit Sinha-FSE |
| 21  | Faridabad    | 30.04.2015 | Vikas-Manager IEC/ Amit-FSE   |

**Contact details:**

- Mr Siddharth-FSE: 7087168977
- Mr Sachin-FSE: 9988233633
- Mr Akhil-FSE: 9023211490
- Mr Vikas Sharma-IEC Manager: 9814351023
- Mr Amit-FSE: 09873090569
- Mr Jitender-MSP: 09501530750
- Mr Deepak-FSE: 07087063839
- Mr Amit Sinha-FSE: 9910532250
- Mr Apandeep Attrey-FSE:

हरियाणा राज्य इलैक्ट्रोनिक्स विकास निगम लिमिटेड  
एस. सी. ओ. 111 – 113, सेक्टर 17 बी, चंडीगढ़ – 160017 (भारत)

**haryana state electronics development corporation limited**  
(a state government undertaking)  
CIN U00000CH1982SGC004963  
Regd. Office : S.C.O. 111-113, Sector 17-B,  
Chandigarh – 160 017 (India)



No.:Hartron:MD:2015: 1010  
Dated: 24.04.2015

To

All Deputy Commissioners in the State,

**Subject:** Launch of Aadhaar based registration of birth and 20 (twenty) e-services of Revenue/Health/Urban Local Bodies departments by Hon'ble Chief Minister, Haryana on 02.05.2015

This is to inform you that Hon'ble Chief Minister Haryana will launch Aadhaar based registration of birth and 20 (twenty) e-services related to Revenue, Health and Urban Local Bodies departments on 02.05.2015.

Hon'ble Chief Minister has a vision to link Birth Registration with Aadhaar enrolment and the same service is to be launched on the same day at 541 PHC/ULB locations. The district wise list of the 541 locations is attached as Annexure-A. The plan is to provide Aadhaar enrolment machines (with operators) at each of these 541 locations on every Tuesday. Later, once Statewide Aadhaar enrolment is completed, the PHCs shall be made the PECs (Permanent Enrolment Centres), since largest enrolment will be of newly born children. The same Aadhaar enrolment machine might also be utilized to cover left-out children in 0-6 age group for Aadhaar enrolment through Anganwadi on every Wednesday.

Also, the mapping of each PHC/ULB location with Aadhaar enrolment machine along with other details is to be shared with this office in the format attached as Annexure-B. The same Aadhaar enrolment machine may be utilized to cover left-out children for Aadhaar enrolment through Anganwadi on every Wednesday.

The instructions from the State UID Registrar have been issued to all the Non-State Registrars/CSC-SPV and their associated Aadhaar enrolment agencies to work as per the directions of Deputy Commissioners of the concerned district.

Haryana - The Home of Electronics  
Phone : 2701864, 2722961, 2722962 Fax : 0172-2705529 e-mail : hartron@hartron.org Website : www.hartron.org

हरियाणा राज्य इलैक्ट्रोनिक्स विकास निगम लिमिटेड  
एस. सी. ओ. 111 - 113, सेक्टर 17 बी, चंडीगढ़ - 160017 (भारत)

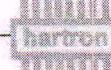
**haryana state electronics development corporation limited**

( a state government undertaking )

CIN U00000CH1982SGC004963

Regd. Office : S.C.O. 111-113, Sector 17-B,

Chandigarh - 160 017 (India)



Deputy Commissioners are requested to convene meetings with Officials from Health Department, Women & Child Development Department, Revenue Department, NIC, e-District Managers, CSC-SPV & Aadhaar Enrolment Agencies working in concerned district. A Nodal Officer may be appointed for monitoring the progress and share the MIS report regarding the progress.

Deputy Commissioners may issue the necessary directions to all the concerned departments, NIC & enrolment agencies to make the program a success.

  
Vijayendra Kumar, IAS  
Secretary E&IT-cum-MD Hartron

हरियाणा राज्य इलैक्ट्रोनिक्स विकास निगम लिमिटेड  
एस. सी. ओ. 111 - 113, सेक्टर 17 बी, चंडीगढ़ - 160017 (भारत)

**haryana state electronics development corporation limited**  
( a state government undertaking )  
CIN U00000CH1982SGC004963  
Regd. Office : S.C.O. 111-113, Sector 17-B,  
Chandigarh - 160 017 (India)



#### Summary of Location

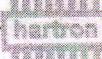
| Sr.   | District     | No. of Locations |
|-------|--------------|------------------|
| 1     | Ambala       | 20               |
| 2     | Bhiwani      | 47               |
| 3     | Faridabad    | 14               |
| 4     | Fatehabad    | 21               |
| 5     | Gurgaon      | 17               |
| 6     | Hisar        | 42               |
| 7     | Jhajjar      | 32               |
| 8     | Jind         | 33               |
| 9     | Kaithal      | 28               |
| 10    | Karnal       | 33               |
| 11    | Kurukshetra  | 26               |
| 12    | Mewat        | 18               |
| 13    | Mohindergarh | 26               |
| 14    | Palwal       | 17               |
| 15    | Panchkula    | 15               |
| 16    | Panipat      | 17               |
| 17    | Rewari       | 22               |
| 18    | Rohtak       | 27               |
| 19    | Sirsa        | 30               |
| 20    | Sonepat      | 35               |
| 21    | Yamunanagar  | 21               |
| Total |              | 541              |

Haryana - The Home of Electronics

Phone : 2701864, 2722961, 2722962 Fax : 0172-2705529 e-mail : hartron@hartron.org Website : www.hartron.org

हरियाणा राज्य इलैक्ट्रोनिक्स विकास निगम लिमिटेड  
एस. सी. ओ. 111 – 113, सेक्टर 17 बी, चंडीगढ़ – 160017 (भारत)

**haryana state electronics development corporation limited**  
(a state government undertaking)  
CIN U00000CH1982SGC004963  
Regd. Office : S.C.O. 111-113, Sector 17-B,  
Chandigarh – 160 017 (India)



No.:Hartron:MD:2015: 1011

Dated: 24.04.2015

To

All Non-State Registrars/CSC-SPV

**Subject:** Launch of e-services by Hon'ble Chief Minister Haryana on 02.05.2015

This is to inform you that Hon'ble Chief Minister Haryana will launch Aadhaar based registration of birth and 20 (twenty) e-services related to Revenue, Health and Urban Local Bodies departments on 02.05.2015.

Hon'ble Chief Minister has a vision to link Birth Registration with Aadhaar enrolment and the same service is to be launched on the same day at 541 PHC/ULB locations. The district wise list of the 541 locations is attached on "Annexure-A". The plan is to provide Aadhaar enrolment machines (with operators) at each of these 541 locations on every Tuesday. Later, once Statewide Aadhaar enrolment is completed, the PHCs shall be made the PECs (Permanent Enrolment Centres), since largest enrolment will be of newly born children. The same Aadhaar enrolment machine might also be utilized to cover left-out children in 0-6 age group for Aadhaar enrolment through Anganwadi on every Wednesday.

To launch this service successfully at each location, it is requested to ensure that Aadhaar enrolment kits (plus operators) may be provided as per demand/requirement to Deputy Commissioners of the concerned district without any failure.

Vijayendra Kumar, IAS  
Secretary E&IT-cum-MD Hartron  
Nodal Officer, State UID Registrar  
Haryana

हरियाणा राज्य इलैक्ट्रॉनिक्स विकास निगम लिमिटेड  
एस. सी. ओ. 111 - 113, सेक्टर 17 बी, चंडीगढ़ - 160017 (भारत)

**haryana state electronics development corporation limited**  
(a state government undertaking)  
CIN U00000CH1982SGC004963  
Regd. Office : S.C.O. 111-113, Sector 17-B,  
Chandigarh - 160 017 (India)



No.:Hartron:MD:2015: 1012

Dated: 24.04.2015

To

State Registrar Enrolment Agencies

Subject: Launch of e-services by Hon'ble Chief Minister Haryana on 02.05.2015

This is to inform you that Hon'ble Chief Minister Haryana will launch Aadhaar based registration of birth and 20 (twenty) e-services related to Revenue, Health and Urban Local Bodies departments on 02.05.2015.

Hon'ble Chief Minister has a vision to link Birth Registration with Aadhaar enrolment and the same service is to be launched on the same day at 541 PHC/ULB locations. The district wise list of the 541 locations is attached on "Annexure-A". The plan is to provide Aadhaar enrolment machines (with operators) at each of these 541 locations on every Tuesday. Later, once Statewide Aadhaar enrolment is completed, the PHCs shall be made the PECs (Permanent Enrolment Centres), since largest enrolment will be of newly born children. The same Aadhaar enrolment machine might also be utilized to cover left-out children in 0-6 age group for Aadhaar enrolment through Anganwadi on every Wednesday.

To launch this service successfully at each location, it is requested to ensure that Aadhaar enrolment kits (plus operators) may be provided as per demand/requirement to Deputy Commissioners of the concerned district without any failure.

  
Vijayendra Kumar, IAS  
Secretary E&IT-cum-MD Hartron  
Nodal Officer, State UID Registrar  
Haryana

हरियाणा राज्य इलैक्ट्रोनिक्स विकास निगम लिमिटेड  
एस. सी. ओ. 111 - 113, सैक्टर 17 बी, चंडीगढ़ - 160017 (भारत)

**haryana state electronics development corporation limited**  
( a state government undertaking )  
**CIN U00000CH1982SGC004963**  
Regd. Office : S.C.O. 111-113, Sector 17-B,  
Chandigarh - 160 017 (India)



No.:Hartron:AGM(Services)-II:2015:SPL:00  
Dated: 01.05.2015

To

Deputy Director General,  
UIDAI, RO Chandigarh.

**Subject: Addition of Mother-Child Protection Card issued by Department of Women & Child Development/ Health, Haryana into the list of valid proof of relation (PoR) for Aadhaar enrolment in Haryana.**

This is with reference to the Aadhaar enrolment of 0-6 age group in the state (approx 24 lacs yet to enroll). It has been observed that some children do not have any proof of relationship document to get enrolled for Aadhaar. As per the UIDAI guidelines, Registrars have the authority to amend and enlarge the list of PoI and PoA documents in some exceptional circumstances and may add any other required document in the list of valid proof, in consultation with UIDAI Regional Office. To enroll left-out resident for the age group 0-6 years, State UID Registrar in concurrence with UIDAI, RO Chandigarh has allowed Mother-Child Protection Card issued by Department of Women & Child Development/ Health, Haryana which defines relationship with their mother as a valid proof of relation (PoR) for Aadhaar enrolment in Haryana.

  
For Nodal Officer,  
State UID Registrar,  
Haryana.

हरियाणा राज्य इलैक्ट्रोनिक्स विकास निगम लिमिटेड  
एस. सी. ओ. 111 – 113, सैक्टर 17 बी, चण्डीगढ़ – 160017 (भारत)



**haryana state electronics development corporation limited**  
( a state government undertaking )  
**CIN U00000CH1982SGC004963**  
Regd. Office : S.C.O. 111-113, Sector 17-B,  
Chandigarh – 160 017 (India)

No.:Hartron:AGM(Services)-II:2015:SPL :002  
Dated: 01.05.2015

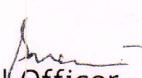
To

Deputy Director General,  
UIDAI, RO Chandigarh.

**Subject: Addition of Discharge Card/Slip Issued by Govt. Hospitals for Birth of a Child into the list of valid proof of relation (PoR) for Aadhaar enrolment in Haryana.**

This is with reference to the Aadhaar linked Birth Registration Scheme in the State of Haryana to be launch on 02.05.2015. It has been observed that some children do not have any proof of relationship document to get enrolled for Aadhaar. As per the UIDAI guidelines, Registrars have the authority to amend and enlarge the list of PoI and PoA documents in some exceptional circumstances and may add any other required document in the list of valid proof, in consultation with UIDAI Regional Office. To register new born child for Aadhaar enrolment under the Aadhaar linked Birth Registration Scheme, State UID Registrar in concurrence with UIDAI, RO Chandigarh has allowed Discharge Card/Slip Issued by Govt. Hospitals (for Birth of a Child) as a valid proof of relation (PoR) for Aadhaar enrolment in Haryana.

Further, it is requested to inform Non-State Registrar/CSC-SPV working in the State of Haryana to add Discharge Card/Slip Issued by Govt. Hospitals (for Birth of a Child) into the list of valid proof of relation (PoR) for Aadhaar enrolment in Haryana.

  
For Nodal Officer,  
State UID Registrar,  
Haryana.

**Important/Urgent- for Strict Compliance**

From

Chief Registrar, Births & Deaths-cum-Director General, Health Services, Haryana.  
Swasthya Bhawan, Sector-6, Panchkula

To

All Civil Surgeons in the Haryana State

No.2969-2989

Dated:29.04.2015

Subject: Computerised Registration and Issuance of Birth and Death Certificates through Common Service Centres.

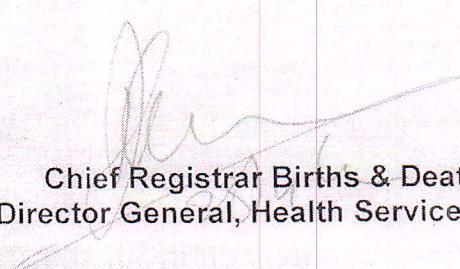
In reference to the subject cited above

In reference to earlier correspondence made through two letters No.2893-2918 dated 24-04-2015 and 2798—2818 dated 16-04-2015

It is further instructed that

1. For making Adhaar card by Personnel of Department of UAI, various facilities, a person will be required for verification of various documents needed for generation of EID numbers of new born babies, from 2<sup>nd</sup> may onwards so registrars and sub registrars of concerned facility should be authorised by you for verification of this document, Which may be in the form of Discharge Card of the new born and his/her mother or may be part of the birth form as applicable case to case.
2. This E-mail Power Point Presentation for the (help) IVISS already been forwarded to you, also should be carefully followed as it includes draft process flow for end to end linkage of birth registration with Adhaar and Draft Instructions.
3. Another E-mail of Advance Search Application has also been forwarded to you for advance search application and you have to follow the

- instructions ,in case parents does not have Adhaar Card with them, these application may be used for searching Adhaar card Number.
4. Software has the facility of restricting the printing of birth certificates not having EID number of new born from 1<sup>st</sup> of May onwards.
  5. An intensive IEC activity should be done at PHC and other facilities for making antenatal women aware of bringing Adhaar Card at time of delivery to reduce in convenience to General Public.



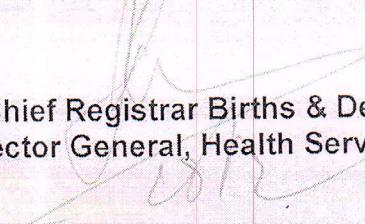
Chief Registrar Births & Deaths-cum-  
Director General, Health Services, Haryana

Endst.No. 2990-94

Dated,Panchkula,the 29/4/15

A copy is forwarded to the following for information and necessary action:-

1. PS/Hon'blr Health Minister,Haryana,Chandigarh for information to Hon'ble Health Minister
2. PS/Addl.Chief Secy.,Health,Haryana,Chandigarh for information to W/ACS
3. PS/Principle Secy.(IT), Haryana,Chandigarh
4. PS/MD HARTRON,Haryana.
5. PS/Director,Urban Local Bodies,Haryana,Chandigarh



Chief Registrar Births & Deaths-cum-  
Director General, Health Services, Haryana

-1-

IN CONTINUATION OF LETTER NO. 2798-2818 2893-2913  
16-04-15, 24-04-15

FLOW CHART DISTT. 3012-3033  
29.04.15

ALL CIVIL SURGEONS

**Subject:- Computerized Registration by IIVSS BDIMS Software and issuance of AADHAR LINKED BIRTH CERTIFICATES through Common Service Centers.**

With reference to the subject it is brought to the notice of all concerned that-

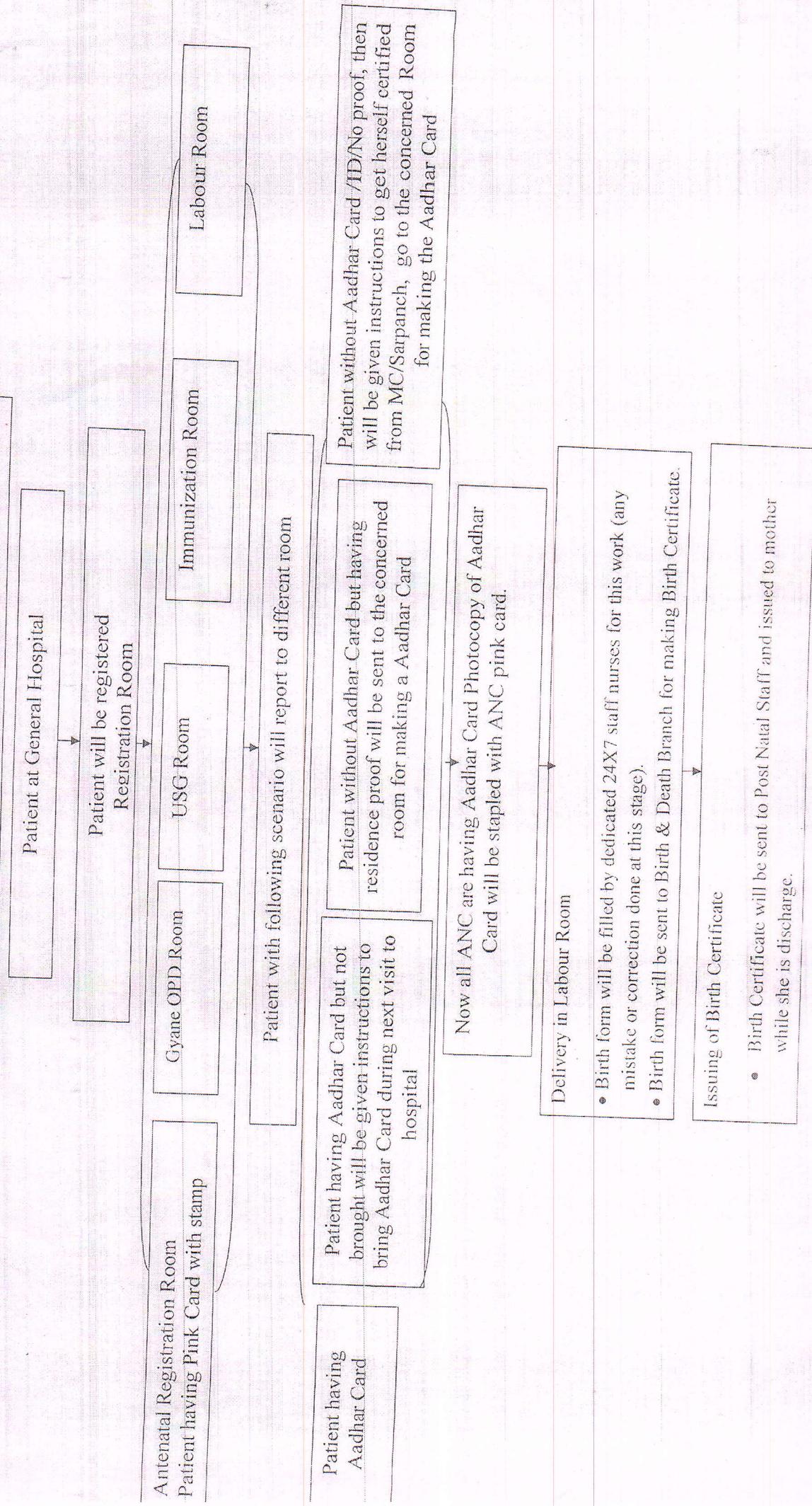
1. From 1<sup>st</sup> May 2015 onwards the Birth Certificates of all the new born babies will be issued only after incorporating EID No. of the new born babies.
2. The incharges of all the Health facilities should direct the ASHA s, ANMs & Anganwari Workers to spread this awareness among the population of their areas.
3. D.C.s/POICDS should also spread this awareness through Anganwaris and Schools.
4. The Pregnant Women (PW) visiting the Health facilities Urban as well as Rural for antenatal checkup should be asked to get their Aadhar Card made (if not already enrolled) from the nearest available center as per their convenience.
5. The staff at the Health Facility should ensure that a copy of the Aadhar card of both the parents (if not possible then either of the parents) should be attached with the Antenatal Card of the Pregnant Women.
6. Aadhar Card machines will be available at the selected Health Facilities once a week till the Aadhar Machines (~~in the month of April~~) will be available at all the Health Facilities (Registration Centers).
7. After delivery before issuing the Birth Certificate the New Born Baby will be enrolled at the concerned Health Facility (Registration Center).
8. The Birth Certificate will be issued after entering the EID No. of the New Born Baby.
9. Once entered in the IIVSS-BDIMS software the Birth Certificate may be collected either from the Registration Center or from the Common Service Center.
10. The list of Documents (As mentioned below) required for enrollment of Aadhar Card should be informed to the Pregnant Ladies visiting the Health Facilities.
  1. Residence Proof.
  2. Identity Proof like Voter ID Card, Driving Licenses, PAN Card, ID issued by Govt. authorities, etc.

11. *Asha workers to bring Boalies for issuance of Aadhar card.*

**Important Note:**

- 19 d. h. people should motivate f. prep. of Aadhar card.*
- The above mentioned directions are solely for the purpose of facilitating the process of Aadhar Linked Birth Certification and in no way should cause any hindrance in the treatment of the Pregnant Women.
  - No Patient including pregnant women should be denied any treatment for the want of any document by any staff of any Heath facility. The treatment of all the patients should be the foremost priority for all the Health facilities.
  - Registration of the event should also not be delayed or denied for want of any document required for Aadhar enrollment. Aadhar Enrollment is mandatory for issuance of Birth Certificate & not for the Registration of the Birth.

## FLOW CHART FOR ONLINE E-SEWA



Important/Urgent- for Strict Compliance

From

Chief Registrar, Births & Deaths-cum-  
Director General, Health Services, Haryana.  
Swasthya Bhawan, Sector-6, Panchkula.

To

All Civil Surgeons in the Haryana State.

No. 3012-3033

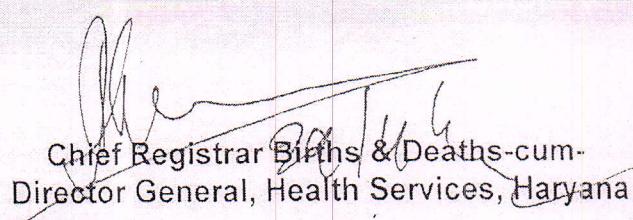
Dated: 29.04.2015

Subject: Training through Video Conferencing on Computerised Registration and Issuance of Birth and Death Certificates through Common Service Centres.

On the subject cited above.

A training of all concerned persons is to be done by HARTRON through video conferencing for smooth functioning of online portal for birth and death registration.

Please send concerned Deputy Civil Surgeon/Registrars/Sub-Registrars/Information Assistant to the Deputy Commissioner Office at 2.00 PM on 30-04-2015.

  
Chief Registrar Births & Deaths-cum-  
Director General, Health Services, Haryana

instructions ,in case parents does not have Adhaar Card with them,  
these application may be used for searching Adhaar card Number.

4. Software has the facility of restricting the printing of birth certificates not having EID number of new born from 1<sup>st</sup> of May onwards.
5. An intensive IEC activity should be done at PHC and other facilities for making antenatal women aware of bringing Adhaar Card at time of delivery to reduce in convenience to General Public.

**Chief Registrar Births & Deaths-cum-  
Director General, Health Services, Haryana**

Endst.No.

Dated,Panchkula,the

A copy is forwarded to the following for information and necessary action:-

1. PS/Hon'blr Health Minister,Haryana,Chandigarh for information to Hon'ble Health Minister
2. PS/Addl.Chief Secy.,Health,Haryana,Chandigarh for information to W/ACS
3. PS/Principle Secy.(IT), Haryana,Chandigarh
4. PS/MD HARTRON,Haryana.
5. PS/Diector,Urban Local Bodiese,Haryana,Chandigarh

**Chief Registrar Births & Deaths-cum-  
Director General, Health Services, Haryana**

**Important/Urgent- for Strict Compliance**

From

Chief Registrar, Births & Deaths-cum-Director General, Health Services, Haryana.  
Swasthya Bhawan, Sector-6, Panchkula

To

All Civil Surgeons in the Haryana State

No.2969-2989

Dated:29.04.2015

**Subject:** Computerised Registration and Issuance of Birth and Death Certificates through Common Service Centres.

In reference to the subject cited above

In reference to earlier correspondence made through two letters No.2893-2918 dated 24-04-2015 and 2798—2818 dated 16-04-2015

It is further instructed that

1. For making Adhaar card by Personnel of Department of UAI, various facilities, a person will be required for verification of various documents needed for generation of EID numbers of new born babies, from 2<sup>nd</sup> may onwards so registrars and sub registrars of concerned facility should be authorised by you for verification of this document, Which may be in the form of Discharge Card of the new born and his/her mother or may be part of the birth form as applicable case to case.
2. This E-mail Power Point Presentation for the (help) IVISS already been forwarded to you, also should be carefully followed as it includes draft process flow for end to end linkage of birth registration with Adhaar and Draft Instructions.
3. Another E-mail of Advance Search Application has also been forwarded to you for advance search application and you have to follow the

**Important/Urgent- for strictly compliance**

From

Chief Registrar, Births & Deaths-cum-  
Director General, Health Services, Haryana.  
Swasthya Bhawan, Sector-6, Panchkula.

To

All Civil Surgeons of Haryana State.

No. 2893-2913

Dated 24.04.2015

**Subject:- Computerised Registration and Issuance of Birth and Death Certificates through Common Service Centres.**

In continuation of the D.O. Letter No. 2798-2818 dated 16.04.2015.

Following instructions are to be added in D.O. letter:-

1. The birth certificate of new born baby born after 01.05.2015 will be issued only after incorporating Aadhar Card No. of parents and UID No. of new born baby.
2. Registration of new births and deaths will be done at the institute of occurrence of the event.
3. Common Service Centres (CSCs) will issue only the certified copies of already registered birth and deaths events.
4. Delayed registration of births and deaths will be done manually as per present practice/procedure and once delayed registration has been done, the entry can be made in the birth and death registers as per the present procedure of the department.
5. As per Right to Service Commission Act, a copy of the services to be covered is attached herewith. So once complete birth registration certificate bearing Aadhar Card No. and UID No. of the new born baby is there, it has to be issued as per instructions contained in the Right to Service Commission Act.
6. Instructions to be issued to all the field functionaries (PHCs/CHCs/ULBs/MCs/CMOs) are as follows:-

1. Power backup to be provided at the time of Aadhaar enrolment machine installed at PHCs/CHCs/ULBs/MCs.
2. To ensure Internet connectivity for Aadhaar enrolment machine for better results.

3. All the concerned officials from PHCs/CHCs/ULBs/MCs must follow the revised process to make the linkage of Birth Registration with Aadhaar a success.
4. Awareness/Sensitization about the program must be spread among the residents who visit PHCs/CHCs/ULBs/MCs for delivery of their child like:
  - a. On which day Aadhaar enrolment machine will be available.
  - b. You must enrol your child for Aadhaar to get benefitted from State Government in various eligible schemes.
  - c. Parent may get enrol themselves with the child, if they are yet to be enrolled.
5. PHC operator to be trained by IT dept for this revised process of Birth Registration with Aadhaar.
6. PHC registrar to ensure that each Birth Registration must linked with Aadhaar.
7. PHC registrar to issue/notify a Proof of Relation (PoR) document, so that the enrolment may happen.

End-to-End Linkage of Birth Registration with Aadhaar number

- (EID-Enrolment ID)
- (UID-Unique ID)

#### Stage - 1

|   |  |   |
|---|--|---|
| 1 | Process for PHCs<br>(Both machines are in online mode) on the day when Aadhaar enrolment machine is setup at PHC | <ol style="list-style-type: none"><li>1) Child along with parent (preferably mother) came to the Aadhaar enrolment station for Aadhaar enrolment.</li><li>2) If parent is already having the Aadhaar number/EID number then only child to be enrolled by the Aadhaar Operator for Aadhaar.</li><li>3) If parent doesn't have Aadhaar number/EID number then:<ol style="list-style-type: none"><li>a) First parent is to be enrolled for Aadhaar and,</li><li>b) Then child is to be enrolled for Aadhaar.</li></ol></li></ol> |
|---|--|---|

|   |   |  |
|---|---|--|
|   |   | <ul style="list-style-type: none"><li>c) After the child enrolment ; Operator run the Batch Utility developed by IT dept. for pushing the child Aadhaar enrolment data in real-time from Aadhaar enrolment machine to BDIMS/SRDB.</li><li>4) Child along with parent came to the Birth Registration counter and gives a copy of Aadhaar enrolment slip of the child to PHC operator.</li><li>5) PHC operator attaches the copy of Aadhaar acknowledgment slip with Birth Registration three part form.</li><li>6) PHC operator feed the Aadhaar enrolment EID number and then searches for it i.e. EID number of the child in the BDIMS/SRDB:<ul style="list-style-type: none"><li>a) If EID number is found in the BDIMS/SRDB; PHC operator fills remaining fields in BDIMS and start birth registration of the child.</li><li>b) Else, if EID number not found; PHC operator manually fills all the fields including EID number and complete the Birth registration of the child.</li></ul></li><li>7) A registered birth detail goes for approval and upon approval birth certificate gets printed with Aadhaar enrolment EID number.</li></ul> |
| 2 | Process for PHCs (Aadhaar machine is in offline mode) on the day when Aadhaar enrolment machine is setup at PHC | <ul style="list-style-type: none"><li>1) Child along with parent (preferably mother) came to the Aadhaar enrolment station for Aadhaar enrolment.</li><li>2) If parent is already having the Aadhaar number/EID number then only child to be enrolled by the Aadhaar Operator for Aadhaar enrolment.</li><li>3) If parent doesn't have Aadhaar number/EID number then:<ul style="list-style-type: none"><li>a) First parent is to be get enrolled for Aadhaar and,</li></ul></li></ul>   |

|   |  |  |
|---|--|--|
|   |  | <ul style="list-style-type: none"><li>b) Then child to be enrol for Aadhaar.</li><li>c) As soon as the child enrolment happens; Operator run the Batch Utility developed by IT dept for pushing the child Aadhaar enrolment data in a offline folder and queuing up the data altogether for BDIMS/SRDB.</li><li>d) Child along with parent came to the Birth Registration counter and gives a copy of Aadhaar enrolment slip of the child to PHC operator.</li><li>e) PHC operator attaches the copy of Aadhaar acknowledgment slip with Birth Registration three part form.</li><li>f) At the end of the day, Aadhaar enrolment machine must be connected to internet once and then the collected child Aadhaar enrolment data pushes to BDIMS/SRDB in a one go.</li></ul> <p>4) Next day, PHC operator search for the Aadhaar enrolment number i.e. EID number of the child with in the BDIMS/SRDB:</p> <ul style="list-style-type: none"><li>a) If EID number found in the BDIMS/SRDB; PHC operator fill rest of the fields in BDIMS and start birth registration of the child.</li><li>b) Else, if EID number not found; PHC operator manually fills all the fields including EID number and complete the Birth registration of the child.</li></ul> <p>5) A registered birth detail goes for approval and upon approval birth certificate gets printed with Aadhaar enrolment EID number.</p> |
| 3 | Alternate Process for PHCs for the rest of the days when | <ul style="list-style-type: none"><li>1) PHCs report a Birth of a Child.</li><li>2) An SRN number will be generated and a slip with the</li></ul>  |

|  |   |  |
|--|---|--|
|  | Aadhaar enrolment machine is not available (Pre-enrolment feature to use) | SRN number to be given to the parent.<br><br><i>(Note: The slip must contain the note for the parents that please enrol your child for Aadhaar at nearest PHC/MC and carry this SRN number slip while taking the child for Aadhaar enrolment).</i><br><br>3) On the day, when Aadhaar enrolment kit is installed at each PHCs location, the concerned PHC operator download the reported birth data from the BDIMS online portal in a prescribed CSV format used for pre-enrolment data in Aadhaar.<br><br><i>(Note: CSV format is already shared by UIDAI. Also the CSV contains only those records for which Aadhaar enrolment is required)</i><br><br><i>(Note: Uniqueness of SRN number must be ensured by NIC/ULBs/MCs and the same must be used as Pre-enrolment ID for the CSV)</i><br><br>4) CSV to be handed over to the Aadhaar enrolment operator.<br>5) Aadhaar enrolment operator encrypts the CSV. Encryption tool will be provided by the UIDAI to the Aadhaar enrolment operator.<br>6) Aadhaar enrolment operators import the encrypted CSV on to the Aadhaar enrolment client and use the Pre-enrolment feature of Aadhaar client to enrol such cases.<br>7) Now, Child along with parent (preferably mother) came to the PHCs for Birth Registration/Certificate then the concerned operator at PHCs ask the parent to get the child enrolled for Aadhaar. In case, parent with child do not come for Aadhaar enrolment then concerned registrar must ensure that Aadhaar enrolment for all registered birth is to be done in the |
|--|---|--|

|  |  |   |
|--|--|---|
|  |  | <p>next 15 days.</p> <p>a) If the child is already enrolled for Aadhaar; then operator manually fills all the fields including EID number and complete the Birth registration of the child.</p> <p>b) If the child yet to enrol for Aadhaar, then:</p> <ul style="list-style-type: none"><li>i) If parent is having the Aadhaar number/EID number then only the child to be enrol by the Aadhaar Operator.</li><li>ii) If parent doesn't have Aadhaar number/EID number then:<ul style="list-style-type: none"><li>(1) First parent to get enrol for Aadhaar and,</li><li>(2) then the child to be enrol by the Aadhaar Operator.</li></ul></li></ul> <p>8) To enrol the child Aadhaar enrolment operator searches the SRN number in the field of Pre-enrolment ID (parent must come along with SRN number slip).</p> <ul style="list-style-type: none"><li>a) If SRN number is available in the Aadhaar enrolment client then KYR respective fields will gets pre-populated &amp; Operator fills the rest of the detail and enrolls the child.</li><li>b) If SRN number is not available in the Aadhaar enrolment client then Operator fills the complete KYR information and enrolls the child without SRN number.</li></ul> <p>9) As soon as the child enrolment happens; Operator run the Batch Utility developed by IT dept for pushing the child Aadhaar enrolment data to BDIMS/SRDB:</p> <ul style="list-style-type: none"><li>a) In online mode, when Aadhaar enrolment machine is having internet connectivity; all the data is pushes in real-time.</li><li>b) In offline mode, when Aadhaar enrolment machine</li></ul> |
|--|--|---|

|   |  |   |
|---|--|---|
|   |  | <p>is not having internet connectivity; all the data is queuing up in an offline folder and at the end of the day Aadhaar enrolment machine must be connected to internet once so that the data pushes to BDIMS/SRDB.</p> <p>10) As the data pushes to the BDIMS/SRDB will have SRN number and EID number of the enrolled child it may be easily linked together in the Birth registration.</p> <p>11) The Birth certificate must be issued to the child with Aadhaar enrolment EID number.</p>   |
| 4 | Process for ULBs on all days (Pre-enrolment data feature to use) | <p>1) Private Hospital reports a Birth of a Child.</p> <p>2) An SRN number will be generated and a slip with the SRN number to be given to the parent.</p> <p><i>(Note: The slip must contain the note for the parents that please enrol your child for Aadhaar at nearest PHC/MC and carry this SRN number slip while taking the child for Aadhaar enrolment).</i></p> <p>3) On the day, when Aadhaar enrolment kit is installed at each ULBs location, the concerned person from NIC/ULBs/MCs download the reported birth data from the NIC online portal in a prescribed CSV format used for pre-enrolment data in Aadhaar.</p> <p><i>(Note: CSV format is already shared by UIDAI. Also the CSV contains only those records for which Aadhaar enrolment is required)</i></p> <p><i>(Note: Uniqueness of SRN number must be ensured by NIC/ULBs/MCs and the same must be used as Pre-enrolment ID for the CSV)</i></p> <p>4) CSV to be handed over to the Aadhaar enrolment operator.</p> <p>5) Aadhaar enrolment operator encrypts the CSV.</p> |

|  |  |  |
|--|--|--|
|  |  | <p>Encryption tool will be provided by the UIDAI to the Aadhaar enrolment operator.</p> <p>6) Aadhaar enrolment operators import the encrypted CSV on to the Aadhaar enrolment client and use the Pre-enrolment feature of Aadhaar client to enrol such cases.</p> <p>7) Now, Child along with parent (preferably mother) came to the ULBs/MCs for Birth Registration/Certificate then the concerned operator at ULBs/MCs ask the parent to get the child enrol for Aadhaar. In case, parent with child do not come for Aadhaar enrolment then concerned registrar must ensure that Aadhaar enrolment for all registered birth is to be done in the next 15 days.</p> <p>a) If the child is already enrolled for Aadhaar; then operator manually fills all the fields including EID number and complete the Birth registration of the child.</p> <p>b) If the child yet to enrol for Aadhaar, then:</p> <p>i) If parent is having the Aadhaar number/EID number then only the child to be enrol by the Aadhaar Operator.</p> <p>ii) If parent doesn't have Aadhaar number/EID number then:</p> <p>(1) First parent to get enrol for Aadhaar and,</p> <p>(2) then the child to be enrol by the Aadhaar Operator.</p> <p>8) To enrol the child Aadhaar enrolment operator searches the SRN number in the field of Pre-enrolment ID (parent must come along with SRN number slip).</p> <p>a) If SRN number is available in the Aadhaar enrolment client then KYR respective fields will</p> |
|--|--|--|

|  |  |  |
|--|--|--|
|  |  | <p>gets pre-populated &amp; Operator fills the rest of the detail and enrols the child.</p> <p>b) If SRN number is not available in the Aadhaar enrolment client then Operator fills the complete KYR information and enrols the child without SRN number.</p> <p>9) As soon as the child enrolment happens; Operator run the Batch Utility developed by IT dept for pushing the child Aadhaar enrolment data to BDIMS/SRDB:</p> <ul style="list-style-type: none"><li>a) In online mode, when Aadhaar enrolment machine is having internet connectivity; all the data is pushes in real-time.</li><li>b) In offline mode, when Aadhaar enrolment machine is not having internet connectivity; all the data is queuing up in an offline folder and at the end of the day Aadhaar enrolment machine must be connected to internet once so that the data pushes to BDIMS/SRDB.</li></ul> <p>10) As the data pushes to the BDIMS/SRDB will have SRN number and EID number of the enrolled child it may be easily linked together in the Birth registration.</p> <p>11) The Birth certificate must be issued to the child with Aadhaar enrolment EID number.</p> |
|--|--|--|

### Stage - 2

Process for replacing Aadhaar enrolment EID number with Aadhaar number in Registered Birth and Issuance of revised Birth Certificate to the Child with Aadhaar number

1. Aadhaar enrolment EID number generated at the time of Aadhaar enrolment of the child is to be replaced with real Aadhaar number (12-digit).

2. The IT dept/NIC must ensure that EID number will get replaced with Aadhaar number as soon as the Aadhaar number of the child will get generated.
  - a. Aadhaar number corresponding to the EID number of the child may be taken from the EID-UID encrypted CSV files shared by UIDAI to the IT dept on monthly/regular basis (the EID-UID encrypted CSV file contains those records where the resident has given their consent for sharing the information).
  - b. If the EID number of the child is not available in the EID-UID encrypted CSV files, then the same EID-UID information may be asked from UIDAI.
3. If EID number of the child is rejected for Aadhaar generation due to any reason, then Stage - 3 must be followed.
4. The Health Department/ULBs has to issue the revised Birth Certificate with in a time-limit of 15 days after Aadhaar seeding of the child to complete the Aadhaar linking with Birth Registration/Certificate.

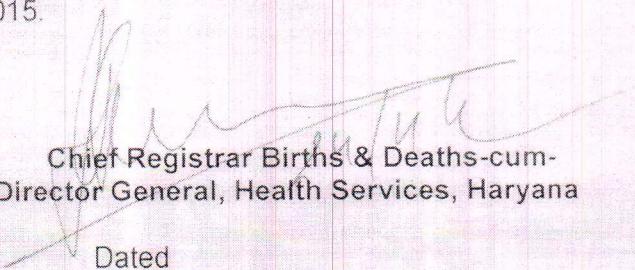
#### Stage - 3

##### Process for handling the rejected cases for Aadhaar generation

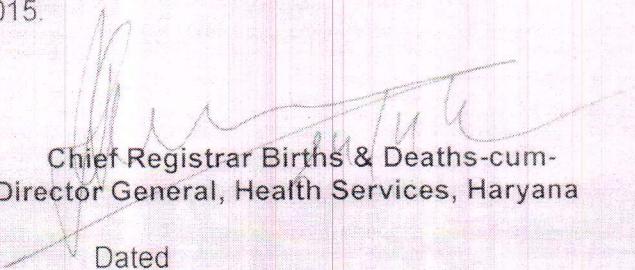
1. Aadhaar rejection list is shared by UIDAI in encrypted CSV format to the IT dept on monthly/regular basis.
2. If an EID number exists in the rejection list shared by UIDAI, then based on the rejection reason corrective actions to be taken:
  - a. If EID number is rejected for the re-enrolment then SMS alerts must needs to be send to the concerned resident to inform them to re-enrol their children:
    - i. Automatic SMS alerts to be send from the BDIMS/SRDB/NIC system.
    - ii. Child to get re-enrol and parent will inform the health department at PHCs/ULBs about the new Aadhaar enrolment EID number of the child.
    - iii. New EID number of the child to be updated manually in BDIMS/SRDB/NIC system.
  - b. If EID number is rejected due to de-duplicate then matching EID number for the same is requested from the UIDAI and then to follow Stage - 2.
  - c. If EID number is rejected due to the rejection of the parent EID number then:
    - i. If parent EID is rejected for re-enrolment then both parent and child to get re-enrol.

- 11 -

- ii. Parent will inform the health department at PHCs/ULBs or vice-versa about the new Aadhaar enrolment EID number of the child and parent.
  - iii. New EID number of the both child and parent to be updated manually in BDIMS/SRDB/NIC system.
7. Training schedule for Aadhar Card making is already circulated to all Civil Surgeons and it is again sent for compliance at your level.
8. The issuance of Birth Certificate bearing scanned signature from CSC should be implemented today onward so that capability of system and any problem can be rectified before inauguration by Hon'ble Chief Minister, Haryana on dated 02.05.2015.

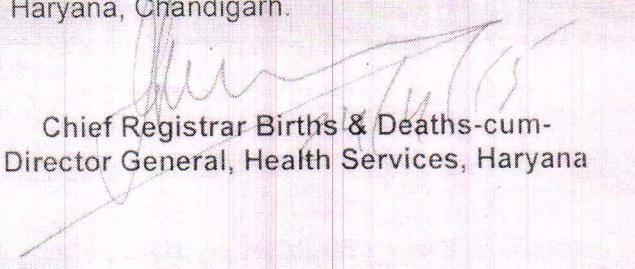
  
Chief Registrar Births & Deaths-cum-  
Director General, Health Services, Haryana

Endst. No. 2914-2918

  
Dated

A copy is forwarded to the following for information:-

1. PS/Addl.Chief Secy., Health, Haryana, Chandigarh.
2. PS/Hon'ble, Health Minister, Haryana, Chandigarh.
3. PS/ Principle Secy. (IT), Haryana, Chandigarh.
4. PS/MD, HARTRON, Haryana.
5. PS/Director, Urban Local Bodies, Haryana, Chandigarh.

  
Chief Registrar Births & Deaths-cum-  
Director General, Health Services, Haryana

**Report related to Death & Birth Certificate under Haryana Right to Service Commission**

| Sr. No. | Name service of  | Time period   | Designated officer  | 1 <sup>st</sup> Grievances Redressal Authority           | 2 <sup>nd</sup> Grievances Redressal Authority |
|---------|--|---|---|--|--|
| 8       | Certified copies of Birth /Death Certificates-Corporation Cities | 7 days for current year and 15 days for previous years for already registered Births & Deaths | Local Registrar (Birth & Death) of the Concerned Municipal Corporation  | Executive Officer of the Concerned Municipal Corporation | Deputy Commissioner of the Concerned District  |
| 9       | Certified copies of Birth/Death certificate-MC Towns             | 7 days for current year and 15 days for previous years  | Local Registrar (Birth &Death) of the Concerned Municipal Committees  | SDM of the concerned Sub-Division                        | Deputy Commissioner of the Concerned District  |
| 10      | Certified copies of birth/death certificate-Rural Areas          | 7 days for current year and 15 days for previous years  | Registrar (Birth & Death) & of concerned PHC and CHC / Deputy Civil Surgeon (Birth&Death) of the Concerned District | Civil Surgeon of the Concerned District                  | Deputy Commissioner of the Concerned District  |

Note:- i. Original reports are to be handed over to the applicant, so it cannot be given through e-Disha.  
ii. No proposal to start services through electronic mode till date.

A. Bhutot  
3/11/2015

**Report related to Death & Birth Certificate under Haryana Right to Service Commission**

| Sr. No. | Name service of  | Time period  | Designated officer                               | 1 <sup>st</sup> Grievances Redressal Authority                         | 2 <sup>nd</sup> Grievances Redressal Authority |
|---------|--|--|--|--|--|
| 90      | Registration of Death and Birth certificate (after one year of event)<br>After submission of complete application. | 60 days<br><br>(20 days for Registrar,<br>20 days for District Registrar<br>20 days for Sub-Divisional Magistrate (SDM))<br><br>Subject to the condition:-<br>The applicant provide complete documentary evidence regarding his case | Concerned Registrar/<br>District Registrar       | Sub-Divisional Magistrate/<br>Additional Deputy Commissioner (General) | Deputy Commissioner of concerned District      |
| 91      | Birth and Death certificate (Name Entry & New Birth Certificate)   | 17 days<br><br>Seven days<br>(Only certified copies)   | Concerned Local/District Registrar as applicable | Sub-Divisional Magistrate/<br>Additional Deputy Commissioner (General) | Deputy Commissioner of concerned District      |
| 92      | Correction of entry in Birth & Death Certificate<br>After submission of complete application                       | 15 days<br><br>(Only certified copies)   | Concerned Local DISTRICT registrar as applicable | Sub-Divisional Magistrate/<br>Additional Deputy Commissioner (General) | Deputy Commissioner of concerned District      |

Dated 3/4/2017

Sunita

Dr. D. P. Lochan  
M.D.



**Director General Health Services, Haryana**

Swasthya Bhawan, Sector 6, Panchkula-134109

Tel. : 0172-2584549, 2585905

Fax : 0172-2585505

E.mail : dhs.dgħs@hry.nic.in

D.O. No. 2798 - 2818

Dated : 16/04/15

Subject: Computerised Registration and Issuance of Birth and Death Certificates through Common Service Centres.

As per the decision of the Govt of Haryana, all Births and Deaths Health Department, Haryana, in the Primary Health Centres (PHC), located across the state who have been issuing birth, death and non-availability certificates would henceforth record and issue Birth and Death certificates through electronic mode with immediate effect. This inter alia involves the establishment of a central, secure electronic registry of births and deaths that would be used for the delivery of such electronic services. This order is being issued to all District Registrars and Registrars of Birth and death to enable them to carry out this function in a seamless manner.

1. Government of Haryana has laid emphasis on the end-to-end electronic delivery of citizen services (eServices) in line with the national vision of providing services closer to the home of the citizen. All births and deaths which occur after 15-04-15 would be recorded on computer and all services related to birth and death issued through the computer from the registration unit i.e PHC. Such services would be provided from the said institutions located in respective jurisdiction where birth/death has occurred. The manual registration procedure being currently followed would continue to be followed in parallel till the computerized system stabilizes and instructions related to the discontinuation of the manual system would be intimated at a later date.
  
2. The IT Department of Govt. of Haryana has developed a Birth and Death registration software for recording all such vital events and provision of these services electronically. The software is called the BDIMS software

and is deployed in a central database. All registrars and their information assistants are required to access this software through their unique username and passwords.

3. In addition the Govt. of Haryana, IT department has opened large number of Government authorized Haryana e-Seva Common Service Centers (CSC) that are being operated across the state of Haryana from where the services related to Birth and death can be obtained. The following services could be optionally availed from Haryana e-Seva Common Service Centers (CSC) in addition to the registration units:-
  - a. Issue of certified copies of Birth certificate within 30 days of event
  - b. Issue of delayed certified copies of Birth Certificate received between 31 days and 1 year of the event
  - c. Issue of delayed certified copies of Birth Certificate received after 1 year of the event
  - d. Issue of Death Certificate within 30 days of event
  - e. Issue of delayed certified copies of Death Certificate received between 31 days and 1 year of the even
  - f. Issue of delayed certified copies of Death Certificate received after 1 year of the event
  - g. Correction of entry in Birth and Death Certificate after submission of complete application
  - h. non availability of certificate
  - i. Birth and Death certificate  
(Name Entry & New Birth Certificate)

4. The request for such certificates could be made across the counter in any CSC in respect of all births and deaths that have already been registered by a written request. In the event that registered birth and death entries are available in the secure electronic registry of births and deaths, the certificate would be issued across the counter. In the event registered birth and death entries are not available in the secure

electronic registry and available in manual registers of PHC, the request would be sent electronically to the concerned PHC and authorized by Registrar once again online for issuance of the certificate. The date of previous approval would be also recorded on electronically generated certificate. Upon approval the printed certificate can be obtained from the CSC where service was requested. The PHC I/C would provide the information and send it back to the CSC electronically in a time bound manner. The prescribed fees for search and issue of certificate will be charged by the CSC for the certificates after 01.05.2015 issued by them. No fee for registration will be charged by Registrars, Birth & Death.

5. As per the newly constituted Haryana Rights to Service Act the following 9 services have to be issued in a time bound manner:

| NAME OF SERVICE  | TIME OF ISSUE |
|--|---------------|
| a. Issue of Birth certificate within 30 days of event  | 7 days        |
| b. Issue of late Birth Certificate received between 31 days and 1 year of the event            | 15 days       |
| c. Issue of late Birth Certificate received after 1 year of the event                          | 60 days       |
| d. Issue of Death Certificate within 30 days of event  | 7 days        |
| e. Issue of late Death Certificate received between 31 days and 1 year of the even             | 15 days       |
| f. Issue of late Death Certificate received after 1 year of the event                          | 60 days       |
| g. Correction of entry in Birth and Death Certificate after submission of complete application | 15 days       |
| h. non availability of certificate   |               |
| i. Birth and Death certificate<br>(Name Entry & New Birth Certificate)                         | 7 days        |

6. As these would be computer generated certificates, it will not contain signatures in original. To ensure complete authenticity of the certificate

particulars, facility to verify the certificates online can be done using the verification website link printed on the certificate. For convenient smart phone / tablet based verification, a QR code (a two dimensional bar code) is also printed on the certificate giving the verification link. Please note that a suitable QR Code Reader application is required to be installed on the smart phone / tablet to perform this function. Reporting form of birth and death are being revised in order to include Aadhaar number of mother-father and deceased therein.

7. For services related to reporting (including delayed registration) of births, deaths and still births, name inclusion of child and rectification of errors, the service seeker should get in touch with the respective institution in the jurisdiction where the event has occurred and adhere to the existing procedures that are required in respect of each of these services.
8. District Registrar (B&D) will ensure availability of manpower, equipments and connectivity in all the rural registration centers in his district.

With best wishes.

Yours,



(D.P. Lochan)  
16/4/15

✓ All Civil Surgeons

- ✓ Copy to AS & ACS Health
- ✓ Copy to AS to Headline AM.

4/16/2015

[https://mail.gov.in/iwc\\_static/layout/shell.html?lang=en&3.0.0.1.0\\_14062917](https://mail.gov.in/iwc_static/layout/shell.html?lang=en&3.0.0.1.0_14062917)

**Subject:** Computerized registration and issuance of Birth and Death Certificates through Common Service centre

To: HRY CS AMBALA <dhs.csamb@hry.nic.in>,  
HRY CS BHIWANI <dhs.csbnw@hry.nic.in>,  
HRY CS FARIDABAD <dhs.csfb@hry.nic.in>,  
HRY CS FATEHABAD <dhs.csftb@hry.nic.in>,  
HRY CS GURGAON <dhs.csgur@hry.nic.in>,  
HRY CS JHAJJAR <dhs.csjjr@hry.nic.in>,  
HRY CS HISAR <dhs.cshsr@hry.nic.in>,  
HRY CS JIND <dhs.csjnd@hry.nic.in>,  
HRY CS KARNAL <dhs.csknl@hry.nic.in>,  
HRY CS KAITHAL <dhs.csktl@hry.nic.in>,  
HRY CS MEWAT <dhs.csmwt@hry.nic.in>,  
HRY CS KURUKSHETRA <dhs.csckr@hry.nic.in>,  
HRY CS NARNAUL <dhs.csmhn@hry.nic.in>,  
HRY CS PANIPAT <dhs.cspnp@hry.nic.in>,  
HRY CS PKL <dhs.cspkl@hry.nic.in>,  
HRY CS REWARI <dhs.csrr@hry.nic.in>,  
HRY CS ROHTAK <dhs.csrtk@hry.nic.in>,  
HRY CS SIRSA <dhs.cssrs@hry.nic.in>,  
HRY CS SONEPAT <dhs.cssnp@hry.nic.in>,  
HRY CS Y NAGAR <dhs.csynr@hry.nic.in>,  
HRY CS PALWAL <cspalwal@gmail.com>, "ACS <>,"  
Health <fcdp@hry.nic.in>, FCPS Health <fchm@hry.nic.in>,  
HM <healthministerharyana@gmail.com>

Date: 16/04/15 06:47 PM

From: dhs.dgbs <dhs.dgbs@hry.nic.in>

file0014.PDF (2.7MB)

file attached.

*BPH*

From

The Director,  
Women and Child Development Department,  
Bays No. 15-20, Sector-4, Panchkula.

To

District Programme Officers,  
All Districts of Haryana.

Memo. No.

WCD/2015,

Dated:-

**Subject:- Adhaar enrolment of children at Anganwadi Centres.**

As you may be aware that Hon'ble Chief Minister of Haryana will be launching a State wide program of Aadhaar linkage with birth registration w.e.f. 2nd May, 2015 to cover approximately 25 lacs children in the age group 0-6 years who are yet to be enrolled for adhaar linkage. As per program, an enrollment machine will be sent in all CHC/PHCs on every Tuesday. The same machine will also be available for Aadhaar enrollment of children at Anganwadi centers under that PHC/CHC on every Wednesday.

To cover the left out children, the following actions are immediately required:

1. Identification of children without Aadhaar enrolment (Anganwadi wise, Format for Anganwadi wise left out children has been enclosed at Annexure-A). Please conduct base line survey as per format and send it in excel format by 01.05.2015 on all the three e-mail IDs [systemanalystwcd@gmail.com](mailto:systemanalystwcd@gmail.com), [researchwcd@gmail.com](mailto:researchwcd@gmail.com), [icds.wcd@gmail.com](mailto:icds.wcd@gmail.com). Any query in this regard may be address to Sh. Baghel Ashwani Kumar, System Analyst, Mobile No. 9876536780.
2. Formulate Route plan in coordination with District Administration of your District.
3. Weekly progress report has to be sent to above cited e-mail IDs as per Annexure-B.
4. Please ensure that Aadhaar enrollment kits is used optimally and left out children are enrolled under Aadhaar by June, 2015.
5. During Adhaar special camp starting from 2<sup>nd</sup> May, 2015, Anganwadi worker has to bring all left out children and ensure their enrolment for Adhaar linkage. Following are required during Adhaar special camp:-
  - a) Presence of one of the parents of 0-6 year child/children.
  - b) Mother and child protection card.
  - c) Birth Certificate (if available).

Non-compliance will be strictly treated.

*Chen*  
Director  
*21/4/15*

Women and Child Development Department  
Haryana, Panchkula

From

The Director,  
Women and Child Development Department,  
Bays No. 15-20, Sector-4, Panchkula.

To

District Programme Officers,  
All Districts of Haryana.

Memo. No.

System analyst/WCD/2015,

Dated:-

Subject:- Adhaar card enrolment of 0-6 years children.

As directed, the children of 0-6 years has to be enrolled for Adhaar linkages. In this context, a special campaign has been launched w.e.f. 2<sup>nd</sup> May, 2015 in which the Adhaar machines will be available at PHCs/CHCs on every Tuesday and the same will be available on every Wednesday at the disposal of CDPO/Supervisor. Therefore, on the basis of data already collected with regard to the number of children yet to be enrolled for Adhaar linkages, please prepare a route plan in coordination with District Administration, so that maximum utilization of machine is achieved. In the special campaign, please ensure that 0-6 years children are enrolled on priority. If parents of the children are not having Adhaar card, only than the parents of children may get Adhaar card prepared from the same Adhaar camp. In case large number of general public request for Adhaar Card, some another day may be fixed for general public in village / locality.

As already directed, please prepare the Anganwadi Wise list of children in the age group 0 to 6 years on the prescribed Excel Format (Computerized) and send it on mail so that it may be compiled and sent to UIDAI for further necessary action.

Publicity Officer  
for Director, Women and Child Development  
Department, Haryana, Panchkula

Endst. No. 5434-35

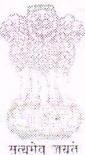
System analyst/WCD/2015

Dated: 5-5-15

A copy of the above is forwarded to following for information and necessary action:-

1. Sh. V.P. Tyagi, Deputy Director, UIDAI, SCO 139-141, 3rd & 4th Floor, Sector 17-C, Chandigarh,
2. PS/DWCD for information only.

Publicity Officer  
for Director, Women and Child Development  
Department, Haryana, Panchkula



## फार्म संख्या 5 / Form No. 5

(नियम 8 देखिए / See Rule 8)

## जन्म प्रमाणपत्र / BIRTH CERTIFICATE

हरियाणा सरकार / Government of Haryana

स्वास्थ्य विभाग / Health Department

जन्म एवं मृत्यु रजिस्ट्रीकरण अधिनियम, 1969 की धारा 12 / धारा 17 के अधीन जारी किया गया जन्म प्रमाण पत्र।

Certificate of Birth issued under Section 12 / Section 17 of the Registration of Births and Deaths Act, 1969.

प्रमाणित किया जाता है कि निम्नलिखित सूचना राज्य के जन्म एवं मृत्यु रजिस्टर में निहित जन्म के मूल रिकॉर्ड से प्राप्त की गयी है।  
This is to certify that the following information has been taken from the original record of birth which is  
in the Births and Deaths Register for the State of Haryana.

नाम / Name

"आधार" संख्या / UID No.

"नामांकन" संख्या / EID No. 2106106030525620150426115942

लिंग

Gender

Female

जन्म तिथि

Date of Birth

25-Apr-2015 (TWENTY-FIVE APRIL Two Thousand FIFTEEN)

जन्म स्थान

Place of Birth

GOVT HOSPITAL PANCHKULA

Panchkula , Panchkula (Distt)

माता का नाम

Mother's Name

मोहिनी

Mohini

"आधार" संख्या / UID No.

पिता का नाम

Father's Name

दूनी चन्द

Duni Chand

"आधार" संख्या / UID No.

रजिस्टर में पता

Address in the

Register

VPO Mandhala , Teh Baddi, Distt Solan, Himachal Pradesh

टिप्पणी

Remarks



रजिस्ट्रीकरण सूचना / Registration Ref: WW8DFPFLDG

रजिस्ट्रीकरण तिथि / Date of Registration: 26-Apr-2015

जारी करने की तिथि / Date of Issuance: 26-Apr-2015

Registrar Birth & Death,  
GOVT HOSPITAL PANCHKULA,  
District Panchkula

The authenticity of this certificate can be verified from the verification link.

सत्यापन लिंक / Verification Link: <https://mmis.haryanaeseva.gov.in/mobileapi/verify/bdims/birth/WW8DFPFLDG/>

as