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Circular No. 5

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

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



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

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



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

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

"जन्म के तुरंत बाद बच्चे का पंजीकरण होना है और जन्म से नाम का अधिकार, नागरिकता प्राप्त करने का अधिकार और जहां तक संभव हो अपने माता/पिता के बारे में जानकारी एंव उनके द्वारा पालन पोषण का अधिकार होगा"।
बच्चों के अधिकार पर संयुक्त राष्ट्र कन्वेंशन 1989

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

REGISTRATION OF BIRTHS AND DEATHS ACT, 1969

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

Reporting of Births and Deaths:

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

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

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How to report?

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

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

When to report?

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

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

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

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

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

To

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

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Copy to:

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

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