Speed post

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भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय

MINISTRY OF HOME AFFAIRS

भारत के महारजिस्ट्रार का कार्यालय

जीवनांक प्रभाग, पश्चिमी खण्ड-1, रामकृष्ण पुरम्, नई दिल्ली - 110066

OFFICE OF THE REGISTRAR GENERAL, INDIA

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Dated: 29. 12 .2014

To

All Chief Registrar of Births and Deaths and

IndiaCode

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

Sir,

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

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

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

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

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

Yours faithfully

(R. K. Gautam)
Deputy Registrar General