



DPHICON 2024



PUBLIC HEALTH - ENHANCING THROUGH SYNERGIES

CIVIL REGISTRATION SYSTEM

Compendium of Circulars
and Instructions on
Birth and Death Registration

VOLUME 3

DIRECTORATE OF PUBLIC HEALTH AND PREVENTIVE MEDICINE



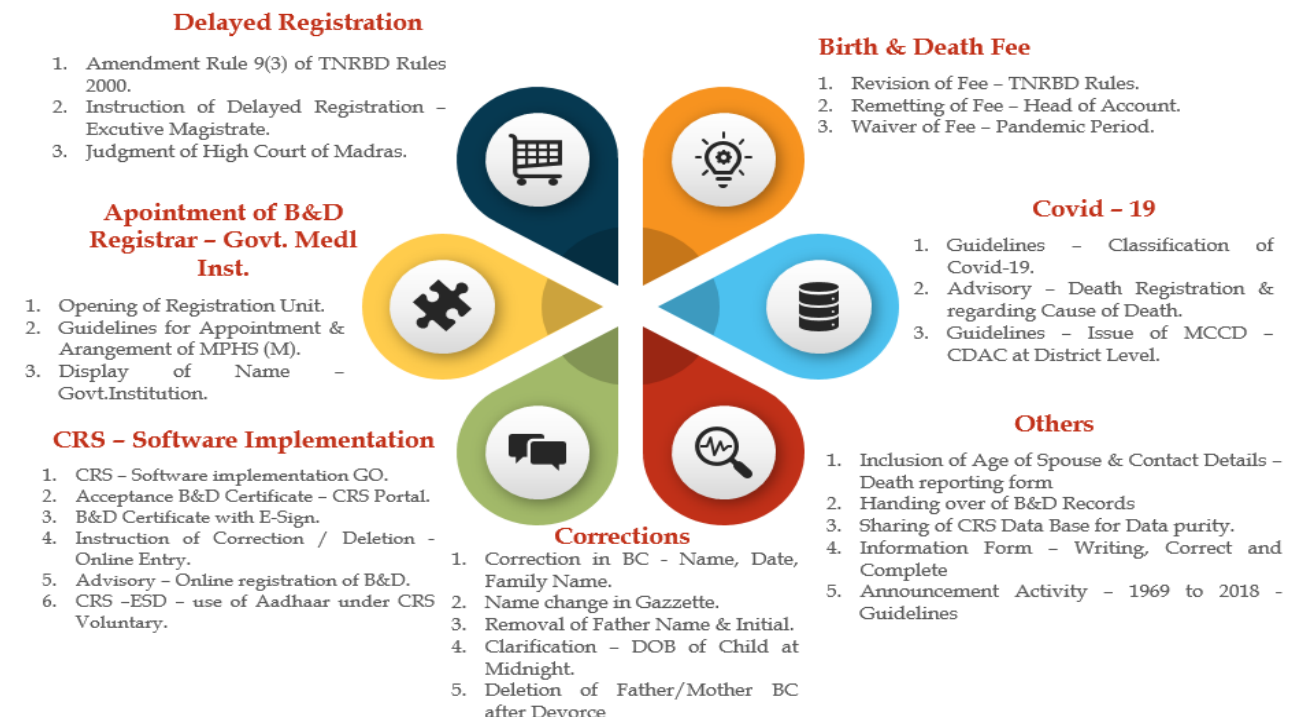


CIVIL REGISTRATION SYSTEM

Glance at Volume - 1



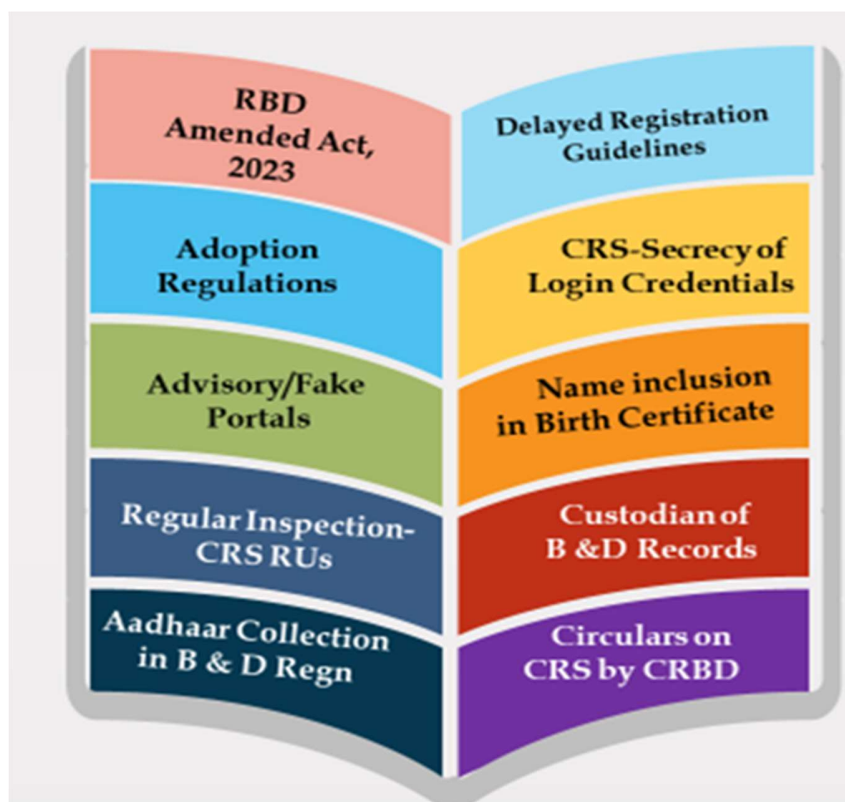
Glance at Volume - 2





CIVIL REGISTRATION SYSTEM

Compendium of Circulars and Instructions on Birth and Death Registration Volume - 3



October 2024
DPHICON 2024

DIRECTOR OF PUBLIC HEALTH AND PREVENTIVE MEDICINE
AND CHIEF REGISTRAR OF BIRTHS AND DEATHS, TAMIL NADU.

3RD ANNUAL INTERNATIONAL PUBLIC HEALTH CONFERENCE



CIVIL REGISTRATION SYSTEM

Compendium of Circulars and Instructions on Birth and Death Registration



October 2024



DIRECTOR OF PUBLIC HEALTH AND PREVENTIVE MEDICINE
AND CHIEF REGISTRAR OF BIRTHS AND DEATHS,
TAMIL NADU, CHENNAI - 600 006.

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Director of Public Health and
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Chief Registrar of Births and Deaths.



PREFACE

Tamil Nadu is the pioneer State in implementing the Registration of Births and Deaths through Digitized platform, with effect from 01.01.2018. It has a robust efficient mechanism to implement the Central Act of Registration of Births and Deaths Act 1969, co-branded with Tamil Nadu Registration of Births and Deaths Rules, 2000.

To commemorate the celebration of DPH ICON-2024, the 3rd Volume of Compendium of Circulars and Instructions on Birth and Death Registration is released facilitating the Birth and Death Registrar to be fully conversant with the circulars and instructions issued by the Registrar General of India and Chief Registrar of Births and Deaths, Tamil Nadu with a comprehensive understanding of latest amendments made in the RBD Act and effectively deal with the Registration system towards Public Centric.

The Volume 3 of this compendium encompass the latest amendments made in the Registration of Births and Deaths Act 2023, the highlights in the Registration of Births and Deaths, Regulations issued on Registration of Adoption Births, advisory on Fake portals, and circulars issued by this Directorate on maintaining the Secrecy of login credentials of CRS portal, Advisory on Name inclusion, Custodian of Birth and Death Records in CRS software etc.,

I hope that, the 3rd volume of Compendium will be of immense use to all the Registration functionaries. I appreciate the hard work of State Bureau Health Intelligence of this Directorate in compiling the Compendium of Circulars and Instructions.



Dr.T.S. SELVAVINAYAGAM

Dr. A. Somasundaram, M.D., DPH., MAE.,
Additional Director of Public Health and
Preventive Medicine (PHCs)



PREFACE

Tamil Nadu is the frontier State in implementing the Civil Registration System as per the Central Act - Registration of Births and Deaths Act 1969 with the rules framed under Tamil Nadu Registration of Birth and Death Rules 2000.

The Registration of Vital events of Births and Deaths are carried out throughout the State through 16,432 Registration units involving registration functionaries of various local bodies and line departments.

The 3rd volume of compendium of Circulars and instructions on Registration of Births and Deaths published in DPH ICON 2024 will definitely promote and enlighten the registration functionaries of the latest developments made in the Amended RBD Act 2023 and enhance the confidence of registration functionaries to fulfil their duty seamlessly, thereby enabling the public to avail hassle free services.

A handwritten signature in blue ink, appearing to read 'Somasundaram', with a horizontal line underneath.

Dr. A. SOMASUNDARAM

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Joint Director (State Bureau of Health Intelligence) &
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PREFACE

I heartfully thank, the SBHI team of this Directorate for bringing up the 3rd volume of Compendium of Circulars and Instructions on the eve of DPH ICON-2024.

The 3rd Volume of this compendium contains various topics such as new amendments made in the RBD Act, latest Adoption regulations, Advisory on fake portals, Name inclusion in the Birth Certificates, mandatory of Aadhaar number, in Registration of Births and Deaths for Government Welfare and subsidy schemes, flow of Custodian of records in CRS software, Circulars to maintain the secrecy of login credentials in CRS software, Procedures to be followed for Correction, Deletion of Birth and Death Records in CRS software. It also contain detailed description on Residential Based Registration of Death monitoring in Rural and Urban areas.

This Compendium unquestionably provide an insight to all the Birth and Death Registrars for understanding the RBD Act, Rules, and time to time circulars issued by Registrar General of India and Chief Registrar of Births and Deaths, Tamil Nadu on various topics.

V.R.Sumathi

V.R.SUMATHI

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INDEX

Chapter	Content	PageNo.
1	Registration of Births and Deaths (Amendment) Act, 2023	
	1. Government of India Gazette, No.23, Dt:11.08.2023	2
	2. Government of India Gazette, No.3896, Dt:13.09.2023	9
	3. Registration of Births and Deaths (Amendment) Act 2023 Notification F.No.1/7/2020-VS(CRS)Part-1, Dt:22.09.2023 of Registrar General of India, New Delhi.	10
	4. CRBD Notification to Line Departments, Dt.13.12.2023 - on Notification of Registration of Births and Deaths (Amendment) Act.	12
	5. RGI Circular on Highlights of RBD (Amended) Act, 2023 Vide D.O.No.1/7/2020-VS(CRS)-Part- I, Dt:01.03.2024.	14
	6. RGI Clarifications on MCCD and Surrogacy vide F.No.1/2(TN)/2015 VS(CRS)/1611, Dt.02.01.2024.	18
2	Registration of Birth-Adopted Child	
	1. RGI Guidelines - for procedure for making /changing entries in the birth record for children taken on adoption vide 1/7/2011-VS(CRS), Dt:12.03.2012.	21
	2. RGI Clarification on making / changing entries in birth record of Children taken on adoption vide 1/7/2011-VS(CRS), Dt.15.05.2015.	26
	3. CRBD Clarification on making / changing entries in birth record of Children taken on adoption vide R.No.3513007/SBHI-I/S1/2022, Dt:23.02.2023.	28
	4. RGI latest - Clarification on making / changing entries in birth record of Children taken on adoption vide 1/7/2011-VS(CRS), Dt:03.11.2023.	30
	5. CRBD latest Circular on making / changing entries in birth record of Children taken on adoption vide R.No.6022274/SBHI-I/S1/2023, Dt: 09.11.2023.	32
3	Missing Person Drowned in Sea & Missing Person	
	1. RGI Clarification regarding Registration of Death of person Drowned in the Sea vide F.No.8/4/2011-VS-CRS-1354, dated:28.11.2022.	36
	2. RGI Clarification on Registration of Death of Missing Persons vide F.No.1/2(TN)2015VS(CRS)-(pt), Dt.14.02.2023.	39
	3. CRBD Clarification regarding Registration of Death of Missing person vide R.No.3513818/SBHI-I/S1/2022, Dt:18.02.2023.	40

Chapter	Content	PageNo.
4	Aadhaar Collection in Birth and Death Registration	
	1. RGI Circular on Aadhaar Authentication for Registration of Birth and Death vide F.No.11/04/2020-VS(CRS)/Part4, Dt:13.07.2021.	43
	2. RGI Circular on Aadhaar Authentication for Registration of Birth and Death vide F.No.11/04/2020-VS(CRS)/Part4, Dt:03.12.2021.	45
	3. Government of India GazetteNo.2667, dated:27.06.2023 for Aadhaar Authentication for Registration of Births and Deaths.	48
	4. RGI Circular on use of Aadhaar authentication for Registration of Birth and Death under section 4(4)b(ii) of Aadhaar Act 2016, dated:21.08.2023	45
	5. CRBD Circular to all District Collectors on Collection of Aadhaar details during Registration of Births and Deaths towards, Data purity and State Governments Welfare Schemes vide R.No.1541509/SBHI-I/S1/2021-1, Dt.09.05.2024.	50
	6. CRBD Circular to the Commissioner, Greater Chennai Corporation on Collection of Aadhaar details during Registration of Births and Deaths towards, Data purity and State Governments Welfare Schemes vide R.No.1541509/SBHI-I/S1/2021-1, Dt.09.05.2024.	52
	7. CRBD Circular to the Director of Medical Education on Collection of Aadhaar details during Registration of Births and Deaths towards, Data purity and State Governments Welfare Schemes vide R.No.1541509/SBHI-I/S1/2021-1, Dt.09.05.2024.	54
	8. CRBD Circular to the Director of Medical and Rural Services on Collection of Aadhaar details during Registration of Births and Deaths towards, Data purity and State Governments Welfare Schemes vide R.No.1541509/SBHI-I/S1/2021-1, Dt.09.05.2024.	56
	9. CRBD Circular to all the line departments on Collection of Aadhaar details during Registration of Births and Deaths towards, Data purity and State Governments Welfare Schemes vide R.No.1541509/SBHI-I/S1/2021-1, Dt.11.01.2024.	58

Chapter	Content	PageNo.
5	Delayed Registration - Guidelines	
	1. Guidelines issued by Revenue and Disaster Management Department Revenue Administration wing RA-3(2) Section, vide G.O.(Ms)No.324, Dated.28.06.2023	62
	2. CRBD Circular on Delayed Registration vide R.No.55175/SBHI-I/S1/2023, dated:24.07.2023	70
6	Advisory of Fake Portals	
	1. RGI Circular on Advisory of Fake portals vide 11/12/2023-VS(CRS), Dt.13.12.2023.	73
	2. CRBD Advisory in respect of Fake Portals/Websites involved in Phishing for Registration of Birth and Death vide R.No.70918/SBHI-I/S1/2021, dated:24.01.2024	78
7	Regular Inspection to CRS Registration Units	
	1. CRBD Circular on Regular Inspection to Registration units located in Medical College Hospitals, District Head Quarters Hospitals, Taluk and Non-Taluk Hospitals and Other Registration Units maintaining of ATP & Tour Diary vide R.No.7225371/SBHI-I/S1/2024, Dt.21.04.2024.	82
	2. CRBD Instructions to verify the Mismatched data in TNCRS Portal with the Registration units(Letter, AD/SA Deputation, Verification Form) vide R.No.7225371/SBHI-I/ S1/2024, Dt.25.05.2024.	87
8	CRS Software - Secrecy of Login Credentials	
	1. CRBD Instructions to all DHOs for change the User Password for Registration Units vide R.No.7225371/SBHI-I/S1/2024, Dt:12.05.2024.	94
	2. CRBD Instructions to all DROs for change the User Password for Registration Units vide R.No.7225371/SBHI-I/S1/2024, Dt:12.05.2024.	96

Chapter	Content	Page No.
9	CRBD Circulars	
	1. Correction, Deletion of B & D records in CRS Software addressed to DROs vide R.No.19/158/SBHI-I/S1/2024, Dt: 27.07.2024.	99
	2. CRBD Circular to all District Health Officers for Residential Based Deaths monitoring at PHC level/Block level/Mpty level / Corp level / District level vide R.No.19/158/SBHI-I/S1/2024, Dt: 27.07.2024.	114
	3. CRBD Circular - Commissioner of Greater Chennai Corporation for Residential Based Deaths monitoring at Ward / Zone / Corp level & District level vide R.No.19/158/SBHI-I/S1/2024, Dt: 22.09.2024.	117
	4. CRBD Circular to all Commissioners of Municipalities and Corporations for Residential Based Deaths monitoring at Ward / Zone / Mpty / Corp level & District level vide R.No.19/158/SBHI-I/S1/2024, Dt: 22.09.2024.	121
10.	Custodian of Birth and Death Records	
	CRBD Guidelines for Custodian of Birth and Death records Piloted at Theni & Namakkal transfer of Manual record and Soft Copy of the records from the Registrars to Custodian vide R.No.19-07/1/SBHI-S1/2024, Dt: 11.09.2024.	138
11.	Child Name Inclusion - Circulars	
	1. RGI Circular on Extension of Name Inclusion period upto 31.12.2024 vide F.No.1/2(Rule)-2012-VS-CRS, Dt:10.11.2020	143
	2. G.O.Ms.No.415, Health & Family Welfare Department, Govt. TN, Dt:27.09.2021	145
	3. CRBD Circular on Name inclusion to all District Revenue Officers vide R.No.8732/SBHI-I/S1/2014, Dt:27.07.2024	147
	4. CRBD Circular on Name inclusion to all line departments vide R.No.8732/SBHI-I/S1/2014, dated:31.07.2024	152
	5. Child Name Inclusion - IEC Activities at Districts	157
	6. Child Name Inclusion IEC Activities - Photos & Press Releases	159

Chapter - 1

Registration of Births and Deaths (Amendment) Act, 2023

रजिस्ट्री सं० डी० एल—(एन)04/0007/2003—23

REGISTERED NO. DL—(N)04/0007/2003—23



भारत का राजपत्र The Gazette of India

सी.जी.-डी.एल.-अ.-12082023-248044
CG-DL-E-12082023-248044

असाधारण

EXTRAORDINARY

भाग II — खण्ड 1

PART II — Section 1

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

सं० 23] नई दिल्ली, शुक्रवार, अगस्त 11, 2023/ श्रावण 20, 1945 (शक)
No. 23] NEW DELHI, FRIDAY, AUGUST 11, 2023/SRAVANA 20, 1945 (SAKA)

इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके।
Separate paging is given to this Part in order that it may be filed as a separate compilation.

MINISTRY OF LAW AND JUSTICE (Legislative Department)

New Delhi, the 11th August, 2023/Sravana 20, 1945 (Saka)

The following Act of Parliament received the assent of the President on the 11th August, 2023 and is hereby published for general information:—

THE REGISTRATION OF BIRTHS AND DEATHS (AMENDMENT) ACT, 2023

No. 20 OF 2023

[11th August, 2023.]

An Act further to amend the Registration of Births and Deaths Act, 1969.

BE it enacted by Parliament in the Seventy-fourth Year of the Republic of India as follows:—

1. (1) This Act may be called the Registration of Births and Deaths (Amendment) Act, 2023.

Short title and commencement.

(2) It shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint.

18 of 1969.

2. Throughout the Registration of Births and Deaths Act, 1969 (hereinafter referred to as the principal Act), for the word “Registrar-General”, wherever it occurs, the words “Registrar General of India” shall be substituted.

Construction of references of certain expressions by certain other expressions.

2	THE GAZETTE OF INDIA EXTRAORDINARY	[PART II—
Amendment of section 2.	<p>3. In section 2 of the principal Act, in sub-section (1),—</p> <p>(i) clause (a) shall be re-numbered as clause (ab) thereof, and before clause (ab) as so re-numbered, the following clauses shall be inserted, namely:—</p> <p style="padding-left: 40px;">‘(a) “Aadhaar number” shall have the same meaning as assigned to it in clause (a) of section 2 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016;</p> <p style="padding-left: 40px;">(aa) “adoption” shall have the same meaning as assigned to it in clause (2) of section 2 of the Juvenile Justice (Care and Protection of Children) Act, 2015;’;</p> <p>(ii) clause (b) shall be re-numbered as clause (ba) thereof, and before clause (ba) as so re-numbered, the following clause shall be inserted, namely:—</p> <p style="padding-left: 40px;">‘(b) “database” means the organised collection of data, generally stored and accessed in electronic form from a computer network;’.</p>	18 of 2016. 2 of 2016.
Amendment of section 3.	<p>4. In section 3 of the principal Act,—</p> <p>(i) in the marginal heading, for the words “Registrar-General, India”, the words “Registrar General of India” shall be substituted;</p> <p>(ii) in sub-section (1), for the words “Registrar-General, India”, the words “Registrar General of India” shall be substituted;</p> <p>(iii) in sub-section (3), for the words “and submit”, the words “and the database of registered births and deaths and submit” shall be substituted;</p> <p>(iv) after sub-section (3), the following sub-sections shall be inserted, namely:—</p> <p style="padding-left: 40px;">“(4) The Registrar General of India shall maintain the database of registered births and deaths at the National level and it shall be obligatory upon the Chief Registrars and the Registrars to share the data of registered births and deaths to such database.</p> <p style="padding-left: 40px;">(5) Subject to the proviso to sub-section (1) of section 17 and with the prior approval of the Central Government, the database of registered births and deaths maintained under sub-section (4) may, on request, be made available to the authorities dealing with the preparation or maintenance of database relating to—</p> <p style="padding-left: 80px;">(a) population register;</p> <p style="padding-left: 80px;">(b) electoral rolls;</p> <p style="padding-left: 80px;">(c) Aadhaar number;</p> <p style="padding-left: 80px;">(d) ration card;</p> <p style="padding-left: 80px;">(e) passport;</p> <p style="padding-left: 80px;">(f) driving licence;</p> <p style="padding-left: 80px;">(g) property registration; and</p> <p style="padding-left: 80px;">(h) such other databases at the National level as may be notified,</p> <p style="padding-left: 40px;">and the authority shall inform the action taken, within such period as may be notified from time to time, to the Central Government:</p> <p style="padding-left: 40px;">Provided that the preparation or maintenance of database relating to electoral rolls in clause (b) shall be without prejudice to the provisions of the Representation of the People Act, 1950.”.</p>	43 of 1950.
Amendment of section 4.	<p>5. In section 4 of the principal Act, after sub-section (4), the following sub-sections shall be inserted, namely:—</p> <p style="padding-left: 40px;">“(5) The Chief Registrar shall take steps to register births or deaths and maintain a unified database of registered births and deaths at the State level by using the portal as approved by the Registrar General of India and it shall be obligatory upon the Registrars to share the data of registered births and deaths to such database.</p>	

(6) Subject to the proviso to sub-section (1) of section 17 and with the prior approval of the State Government, the database of registered births and deaths maintained under sub-section (5) at the State level may, on request, be made available to the authority dealing with other databases at the State level and the authority shall inform action taken, within such period as may be notified from time to time, to the State Government:

Provided that the preparation or maintenance of database relating to electoral rolls shall be without prejudice to the provisions of the Representation of the People Act, 1950.”.

43 of 1950.

6. In section 7 of the principal Act,—

Amendment
of section 7.

(i) in sub-section (2),—

(a) after the words “enter in the register maintained”, the words “, electronically or otherwise,” shall be inserted;

(b) after the word and figure “section 9”, the words “in respect of births and deaths which has taken place in his jurisdiction” shall be inserted;

(ii) in sub-section (5),—

(a) for the words “appoint Sub-Registrars and”, the words “appoint Sub-Registrars and, in the event of any disaster or epidemic, appoint Special Sub-Registrars” shall be substituted;

(b) the following *Explanation* shall be inserted, namely:—

Explanation.—For the purposes of this sub-section, the expressions,—

53 of 2005.

(i) “disaster” shall have the same meaning as assigned to it in clause (d) of section 2 of the Disaster Management Act, 2005;

3 of 1897.

(ii) “epidemic” means the epidemic referred to in the Epidemic Diseases Act, 1897.”.

7. In section 8 of the principal Act, in sub-section (1),—

Amendment
of section 8.

(i) in the opening portion,—

(a) for the words “orally or in writing”, the words “orally or in writing with signature” shall be substituted;

(b) after the words “several particulars”, the words “including the Aadhaar number of parents and the informant, if available, in case of birth,” shall be inserted;

(ii) in clause (a), the word “male” shall be omitted;

(iii) after clause (a), the following clauses shall be inserted, namely:—

“(aa) in respect of non-institutional adoption, the adoptive parents;

(ab) in respect of birth of a child to a single parent or unwed mother from her womb, the parent;

(ac) in respect of birth of a child through surrogacy, the biological parent;”;

(iv) after clause (d), the following clauses shall be inserted, namely:—

“(da) in respect of a child who is taken on adoption from the Specialised Adoption Agency, the person in-charge of the Specialised Adoption Agency.

2 of 2016.

Explanation.—For the purposes of this clause, the expression “Specialised Adoption Agency” shall have the same meaning as assigned to it in clause (57) of section 2 of the Juvenile Justice (Care and Protection of Children) Act, 2015;

(*db*) in respect of an orphan or abandoned child or surrendered child in any child care institution, the person in-charge or caretaker of the child care institution.

Explanation.—For the purposes of this clause, the expressions “abandoned child” or “child care institution” or “orphan” or “surrendered child” shall have the same meanings as respectively assigned to them in clauses (*1*), (*21*), (*42*) and (*60*) of section 2 of the Juvenile Justice (Care and Protection of Children) Act, 2015;

2 of 2016.

(*dc*) in respect of birth of a child through surrogacy in a surrogacy clinic, the person in-charge of the surrogacy clinic.

Explanation.—For the purposes of this clause, the expressions “surrogacy” and “surrogacy clinic” shall have the same meanings as respectively assigned to them in clauses (*cd*) and (*ce*) of sub-section (*1*) of section 2 of the Surrogacy (Regulation) Act, 2021;’.

47 of 2021.

Amendment of section 10.

8. In section 10 of the principal Act, for sub-sections (*2*) and (*3*), the following sub-sections shall be substituted, namely:—

“(2) Where death occurs in any medical institution providing specialised treatment or general treatment, every such institution, irrespective of ownership, shall, free of charge, provide a certificate of the cause of death, including the history of illness, if any, signed by the medical practitioner who attended that person during his recent illness to the Registrar in such form as may be prescribed and provide a copy of such certificate to the nearest relative.

(3) In the event of death of any person occurring in any place other than medical institution, and such person was, during his recent illness, attended to by a medical practitioner, such medical practitioner shall, after the death of that person, free of charge, forthwith issue, a certificate of the cause of death, including the history of illness, if any, to the person required under this Act to give information concerning the death in such form as may be prescribed, and the person, on receipt of the certificate, shall deliver the same to the Registrar at the time of giving information of the death as required under this Act.”.

Amendment of section 11.

9. In section 11 of the principal Act, for the words “place of abode, and, if he cannot write”, the words “place of abode and put his signature thereto, and, if he cannot write” shall be substituted.

Substitution of new section for section 12.

10. For section 12 of the principal Act, the following section shall be substituted, namely:—

“12. The Registrar shall, as soon as the registration of a birth or death has been completed, but not later than seven days, give, free of charge, electronically or otherwise under his signature, to the person who gives information under section 8 or section 9, a certificate extracted from the register relating to such birth or death in such form and manner as may be prescribed.”.

Certificate of registration of births or deaths.

Amendment of section 13.

11. In section 13 of the principal Act, for sub-sections (*2*) and (*3*), the following sub-sections shall be substituted, namely:—

“(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 District Registrar or such other authority, on payment of such fee and on production of self-attested document in such form and manner as may be prescribed.

(3) Any birth or death of which delayed information is given to the Registrar after one year of its occurrence, shall be registered only on an order made by a

District Magistrate or Sub-Divisional Magistrate or by an Executive Magistrate authorised by the District Magistrate, having jurisdiction over the area where the birth or death has taken place, after verifying the correctness of the birth or death and on payment of such fee as may be prescribed.

Explanation.—For the purposes of this sub-section, the expression “Executive Magistrate” means the Executive Magistrate appointed under sub-section (1) of section 20 of the Code of Criminal Procedure, 1973.

2 of 1974.

12. In section 16 of the principal Act, in sub-section (1), after the words “register of births and deaths”, the words “, electronically or otherwise,” shall be inserted.

Amendment of section 16.

13. In section 17 of the principal Act,—

Amendment of section 17.

(i) in sub-section (1), for clause (b), the following clause shall be substituted, namely:—

“(b) obtain, electronically or otherwise, a certificate of birth or death from such register and issued in such form and manner as may be prescribed:

Provided that no certificate relating to any death, issued to any person, shall disclose the particulars regarding the cause of death as entered in the register.”;

(ii) in sub-section (2), for the word “extracts” occurring at both the places, the word “certificates” shall be substituted;

(iii) after sub-section (2), the following sub-section shall be inserted, namely:—

“(3) Notwithstanding anything contained in any other law for the time being in force, the certificate referred to in sub-section (2) or section 12, shall be used to prove the date and place of birth of a person who is born on or after the date of commencement of the Registration of Births and Deaths (Amendment) Act, 2023, for the purposes of—

(a) admission to an educational institution;

(b) issuance of a driving licence;

(c) preparation of a voter list;

(d) registration of a marriage;

(e) appointment to a post in the Central Government or State Government or a local body or public sector undertaking or in any statutory or autonomous body under the Central Government or State Government;

(f) issuance of a passport;

(g) issuance of an Aadhaar number; and

(h) any other purpose as may be determined by the Central Government.”.

14. In section 18 of the principal Act, for the words “by the District Registrar”, the words “in general or special order by the Chief Registrar” shall be substituted.

Amendment of section 18.

15. In section 23 of the principal Act,—

Amendment of section 23.

(a) in sub-section (1),—

(i) in the opening portion, for the words “Any person”, the words, brackets, figure and letter “Any person, except the person specified in sub-section (1A),” shall be substituted;

(ii) in clause (c), after the words “thumb mark”, the words “or signature, as the case may be,” shall be inserted;

(iii) in the long line, for the words “fifty rupees”, the words “two hundred and fifty rupees” shall be substituted;

(b) after sub-section (1), the following sub-section shall be inserted, namely:—

“(1A) Whoever, being a person specified in clauses (b), (c), (d), (da), (db), (dc) and (e) of sub-section (1) of section 8,—

(a) fails without reasonable cause to give any information which it is his duty to give; 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 or signature in the register as required under section 11, shall be punishable with fine which may extend to one thousand rupees in respect of each birth or death.”;

(c) in sub-section (2),—

(i) after the words “in his jurisdiction”, the words and figures “or to give a certificate to the informant under section 12” shall be inserted;

(ii) for the words “fifty rupees”, the words “two hundred and fifty rupees” shall be substituted;

(d) for sub-section (3), the following sub-section shall be substituted, namely:—

“(3) Any person who neglects or refuses to provide or issue a certificate as required under sub-section (2) or sub-section (3) of section 10 or any person neglects or refuses to deliver such certificate to the Registrar, shall be punishable with fine which may extend to fifty rupees.”;

(e) in sub-section (4),—

(i) for the words “Any Person”, the words, brackets, figure and letter “Any person except the person specified in sub-section (1A)” shall be substituted;

(ii) for the words “ten rupees”, the words “two hundred and fifty rupees” shall be substituted;

(f) after sub-section (4), the following sub-section shall be inserted, namely:—

“(4A) Any person specified in sub-section (1A), 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 one thousand rupees in respect of each birth or death.”;

(g) in sub-section (5), for the words and figures “Code of Criminal Procedure, 1898”, the words and figures “Code of Criminal Procedure, 1973” shall be substituted.

5 of 1898.
2 of 1974.

Amendment
of section 24.

16. In section 24 of the principal Act, in sub-section (1), for the portion beginning with the words “proceedings under this Act” and ending with the words “fifty rupees”, the following shall be substituted, namely:—

“proceedings under this Act,—

(a) accept from the person, except the person specified in sub-section (1A) of section 23, who has committed or is reasonably suspected of having committed an offence under this Act, by way of composition of such offence a sum of money not exceeding two hundred and fifty rupees;

(b) accept from the person specified in sub-section (1A) of section 23, who has committed or is reasonably suspected of having committed an offence under this Act, by way of composition of such offence a sum of money not exceeding one thousand rupees in respect of each birth or death.”.

17. After section 25 of the principal Act, the following section shall be inserted, namely:—

Insertion of new section 25A.

“25A. (1) Any person aggrieved by any action or order of,—

Appeal.

(i) the Registrar, may prefer an appeal to the District Registrar; or

(ii) the District Registrar, may prefer an appeal to the Chief Registrar,

within a period of thirty days from the date of such action or receipt of such order, as the case may be, in such form and manner as may be prescribed.

(2) The District Registrar or the Chief Registrar, as the case may be, shall decide the appeal referred to in sub-section (1) within a period of ninety days from the date of preferring of such appeal.”.

18. In section 30 of the principal Act, in sub-section (2),—

Amendment of section 30.

(i) for clauses (d), (e) and (f), the following clauses shall be substituted, namely:—

“(d) the form of certificate of the cause of death under sub-sections (2) and (3) of section 10;

(e) the form and manner in which the certificate of birth or death may be given under section 12;

(f) the authority which may grant permission for registration of a birth or death and the form and manner of production of self-attested document under sub-section (2) of section 13;”;

(ii) after clause (g), the following clauses shall be inserted, namely:—

“(ga) the form and manner in which the certificate of birth or death may be obtained under clause (b) of sub-section (1) of section 17;

(gb) the form and manner of preferring an appeal under sub-section (1) of section 25A;”;

(iii) in clause (i), for the word “extracts”, the word “certificates” shall be substituted.

DR. REETA VASISHTA,
Secretary to the Govt. of India.

रजिस्ट्री सं. डी.एल.- 33004/99

REGD. No. D. L.-33004/99


भारत का राजपत्र
The Gazette of India

सी.जी.-डी.एल.-अ.-13092023-248699
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असाधारण
EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (ii)
PART II—Section 3—Sub-section (ii)

प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

सं. 3896]
No. 3896]

नई दिल्ली, बुधवार, सितम्बर 13, 2023/भाद्र 22, 1945
NEW DELHI, WEDNESDAY, SEPTEMBER 13, 2023/BHADRA 22, 1945

गृह मंत्रालय

(भारत के महारजिस्ट्रार का कार्यालय)

नई दिल्ली, 13 सितम्बर, 2023

का.आ. 4058(अ).—केन्द्रीय सरकार, जन्म और मृत्यु रजिस्ट्रीकरण (संशोधन) अधिनियम, 2023 (2023 का 20) की धारा 1 की उपधारा (2) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, 1 अक्टूबर, 2023 को उस तारीख के रूप में नियत करती है, जिसको उक्त अधिनियम के उपबंध प्रवृत्त होंगे।

[फा.सं. 1/7/2020-वीएस (सीआरएस) पार्ट-1]

मृत्युंजय कुमार नारायण, भारत के महारजिस्ट्रार और जनगणना आयुक्त

MINISTRY OF HOME AFFAIRS

(OFFICE OF THE REGISTRAR GENERAL, INDIA)

New Delhi, the 13th September, 2023

S.O. 4058(E).—In exercise of the powers conferred by sub-section (2) of section 1 of the Registration of Births and Deaths (Amendment) Act, 2023 (20 of 2023), the Central Government hereby appoints the 1st day of October, 2023, as the date on which the provisions of the said Act shall come into force.

[F.No. 1/7/2020-VS (CRS) Part-1]

MRITUNJAY KUMAR NARAYAN, Registrar General and Census Commissioner

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and Published by the Controller of Publications, Delhi-110054.

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F. No. 1/7/2020-VS(CRS) Part-I
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE REGISTRAR GENERAL, INDIA
V.S. Division, 2-A Man Singh Road, New Delhi-110011
Email Id: drg-crs.rgi@nic.in

Date: 22nd September, 2023

To,

The Chief Secretary
(All States/UTs)

Subject: Notifications regarding Registration of Births and Deaths (Amendment) Act, 2023.

Sir/ Madam,

As you may be aware, the Registration of Births and Deaths (RBD) Act, 1969 is administered by the Office of the Registrar General, India (ORGI), Ministry of Home Affairs at Centre and implemented by the State / UT Governments throughout the country in accordance with State Rules. The Act has been amended and the Registration of Births and Deaths (Amendment) Act, 2023 (No. 20 of 2023) has been published in the Gazette of India on 11th August, 2023. The provisions of the amended Act shall come into force with effect from 1st day of October, 2023 (Gazette of India, No. 3896 dated 13th September, 2023). Copies of the aforesaid Gazette Notifications are attached for ready reference.

2. In exercise of the powers conferred under section 30 of the RBD (Amendment) Act, 2023, 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. To facilitate State Governments to make rules and with a view to keep

uniformity, the draft Model Registration of Births and Deaths (Amendment) Rules, 2023 for implementation of the provisions of the RBD (Amendment) Act, 2023 by the States / UTs have been prepared by this office and sent to State / UT vide this office letter of even number dated 12-09-2023 for comments / suggestions, following which it will be finalized.

3. In view of the above, it is requested to issue necessary directions to the concerned officers to expedite the entire process.

Yours faithfully

Enclosures: As above



(A.K. Pandey)
Joint Director (CRS)
Mobile No. 9811205709
Email Id: akpandey.rgi@gov.in

Copy forwarded to:

- (i) The Chief Registrar of Births & Deaths (All States & UTs).
- (ii) The Director, Directorate of Census Operations (All States/UTs) for follow up with the State Government.



(A.K. Pandey)
Joint Director (CRS)
Mobile No. 9811205709
Email Id: akpandey.rgi@gov.in

DEPARTMENT OF PUBLIC HEALTH AND PREVENTIVE MEDICINE

From

Dr.T.S.Selvavinayagam, MD,DPH,DNB.,
(Health & Hospital Admn)
Director of Public Health and
Preventive Medicine and
Chief Registrar of Births and Deaths,
359, Anna Salai,
Chennai – 6.

To

- (1) The Commissioner of Revenue Administration, Chepauk, Chennai - 5.
- (2) The Commissioner of Municipal Administration, Chepauk, Chennai – 5.
- (3) The Director of Town Panchayats, Chennai – 108.
- (4) All District Collectors
- (5) All District Revenue Officers
- (6) All Commissioner of Corporations
- (7) All Commissioner of Municipalities
- (8) All Regional Directors of Municipal Administration
- (9) All Assistant Director (TPs)
- (10) The Executive Officer, Wellington & St. Mount Cantonment
- (11) The Managing Director, Cordite factory, Aravankadu, Nilgiris.
- (12) The Chairman, NLC, Cuddalore

R.No. 5680998/SBHI-I/S1/2023, dated: 13.12.2023

Sir/Madam,

Sub: Public Health – Notifications regarding Registration of Births and Deaths (Amendment) Act – Communication sent – Reg.

- Ref:
1. F.No.1/7/2020-VS(CRS)Part-1, dated:22.09.2023.
 2. Gazette of India, No.23 dated: 11.08.2023.
 3. Gazette of India, No.3896 dated: 13.09.2023.
 4. File No.1/6/33/2021-CRS, dated:06.10.2023, Director of Census Operations, Tamil Nadu.

I invite your kind attention and inform that, you may aware that the Registration of Births and Deaths (RBD) Act 1969 is administered by the Office of the Registrar General, India (ORGI), Ministry of Home Affairs at Centre and implemented by the State / UT Governments throughout the country in accordance with State Rules. The existing RBD Act 1969 has been amended and the Registration of Births and Deaths (Amendment) Act 2023 (No.20 of 2023) has been published vide Gazette of India on 11th August 2023.

The provisions of the Amended Act shall come into force with effect from 1st day of October 2023 (Gazette of India No.3896 dated 13th September 2023)

The copy of the Government Gazette is enclosed for kind information.

Encl:

1. Copy of Gazette of India, No.23, dated:11.08.2023.
2. Copy of Gazette of India, No.3896, dated:13.09.2023.

Yours faithfully,

S. P. J.
15/12/2023

For Director of Public Health and Preventive
Medicine & Chief Registrar of Births
and Deaths, Tamilnadu, Chennai – 6.

S.P.J.
15/12/23

Copy to

Directorate of Census Operations, Rajaji Bhawan, "E" Wing, III Floor, Besant Nagar, Chennai-600 090. Tamil Nadu.



अजय भल्ला, भा.प्र.से.
AJAY BHALLA, IAS



D.O. No. 1/7/2020-VS (CRS)Part-1

01st March, 2024

Dear Chief Secretary,

As you are already aware, the Registration of Births and Deaths (RBD) Act, 1969 has been amended and published as the Registration of Births and Deaths (Amendment) Act, 2023 (No. 20 of 2023) in the Gazette of India on 11th August, 2023. It has come into force throughout the country with effect from 1st October, 2023.

2. Major highlights of the RBD (Amendment) Act, 2023, inter alia, include;

- Birth certificate is now the only document to prove the date and place of birth of a person born on or after 1st October, 2023 for various purposes;
- In case of delayed information of any birth or death to the Registrar after one year of its occurrence, the ordering authority has been changed from 'Magistrate of first class or Presidency Magistrate' to 'District Magistrate or Sub-Divisional Magistrate or an Executive Magistrate authorized by the District Magistrate'. In addition, self-attested document is now required to be submitted in place of an affidavit made before a Notary Public;
- It is mandatory for all medical institutions, irrespective of ownership, to provide a certificate as to the cause of death to the Registrar and a copy of the same to the nearest relative;
- Following the completion of registration, Registrar is required to provide the certificate of registration of births or deaths, electronically or otherwise, to the informant, within seven days;
- Registrar General of India and Chief Registrar of State shall maintain the database of registered births and deaths at National and State level respectively, which may be made available, on request, to the authorities dealing with other databases at National and State level with the prior approval of Central Government and State Government, as the case may be;

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- Provision for appointment of Special ‘Sub-Registrars’ in the event of disaster or epidemic for speedy registration of deaths and issuance of certificates;
- Enabling legal provisions to facilitate registration process of adopted, orphan, abandoned, surrogate child and child to a single parent or unwed mother;
- Grievance redressal mechanism for general public aggrieved by any action or order of the Registrar or District Registrar; enhancement of penalties etc.

3. As may be observed, the role of District Magistrate has become very important in the birth and death registration system after the amendment of the RBD Act, 1969. In many States, the District Magistrates have been assigned the role of District Registrar under the provisions of the Act. It has now become imperative that District Magistrates are well versed with various provisions of the RBD Act (amended in 2023). A conference of District Registrars including District Magistrates, at State level may be organized by the State Government to sensitize them on their pivotal role, salient features of the RBD Act (amended in 2023) and working of the birth and death registration system which would enhance their capability and help to understand the RBD system better, resulting in enhanced public convenience. Chief Registrar may also be directed to take appropriate measures for capacity building of state registration functionaries.

4. Since the general public is getting benefited largely by the amendment of the Act, it would be appropriate if wide publicity of relevant provisions is given to the registration functionaries including hospitals and common people to make them aware of the necessity of reporting and registration of births and deaths events along with medical certification of cause of death in death cases. Further, it also needs to be publicized widely that birth certificate shall only be used to prove date and place of birth of a person born on or after 1st October, 2023 for various purposes. The Office of Registrar General of India (ORGI) has made continuous endeavor to keep the registration process citizen friendly. Accordingly, the Central CRS Portal, in-operation since 2015, is being revamped and the revamped version of the portal with additional features and facilities for general public and registration functionaries shall be made available soon. The revamped portal is operational in Chandigarh UT. Your State, if not already using Central CRS Portal, may join it and take advantage that is presently available to 25 States. The facilities on portal are available to States / UTs free of cost and they don't have to incur any expenditure on account of maintenance charges.

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5. The Act is administered by the Office of the Registrar General of India (ORGI) at Centre and implemented by the State / UT Governments in accordance with State Rules. The State Governments, with the approval of the Central Government, by notification in the Official Gazette, make rules to carry out the purposes of this Act. With a view to facilitate State Governments to make rules and to keep uniformity in the registration process, the Model Registration of Births and Deaths (Amendment) Rules, 2024 for implementation of the provisions of the RBD (Amendment) Act, 2023 by the States / UTs have been prepared by this office. The same, after approval of the Central Government in accordance with Section 30 of the Act, have been sent to all the States vide letter dated 9th February, 2024 for framing State RBD Rules as per the established procedure.

6. I would, therefore, request you to kindly get the new State/UT RBD Rules notified at the earliest so that the provisions of the amended Act are implemented in accordance with the new rules in the State/UT.

With regards,

Yours sincerely,


(Ajay Bhalla)

Chief Secretaries of All States & UTs
(as per list enclosed)

::4::

F.No17/2020-VS (CRS) Part-1 New Delhi 110011 dated 01.03.2024

Copy forwarded to :

1. The Chief Registrars of all States / UTs for necessary action.
2. The Directors, Directorate of Census Operations for information and follow up action.



(A.K.Pandey)
Joint Director (CRS)



F.No. 1/2(TN)/2015 VS (CRS)/1611
भारत सरकार/GOVERNMENT OF INDIA
गृहमंत्रालय/ MINISTRY OF HOME AFFAIRS
भारत के महारजिस्ट्रार कार्यालय/ OFFICE OF THE REGISTRAR
GENERAL, INDIA
जीवनांक प्रभाग, 2/A मान सिंह रोड, नई दिल्ली-110001
V.S. Division, Civil Registration System, 2/A Man Singh
Road,
New Delhi-110011
E-mail- drg-crs.rgi@nic.in

Dated: 02-01-2024

To

The Chief Registrar of Births & Deaths and
Director of Public Health and
Preventive Medicine, Tamil Nadu,
359 Anna Salai, (Mount Road), Teynampet,
CHENNAI – 600006.

Subject: Clarifications regarding Registration of Births and Deaths (Amendment) Act, 2023.

Sir,

Please refer to your office letter number 5680998/SBHI-I/S1/2023 dated 27-10-2023 vide which clarification has been sought on certain issues raised regarding Registration of Births and Deaths (Amendment) Act, 2023.

2. In this regard, it is to clarify that under section 10 of the Registration of Births and Deaths (RBD) Act, 1969 (amended in 2023), the word '*recent*' to be construed as per the meaning given in the English dictionary i.e. the medical practitioner who attended the deceased during his *recent* illness has a legal responsibility to issue a certificate of cause of death. Further, it is noteworthy that as such, there is no restriction on type of 'medical practitioner' under RBD Act. Therefore, the term '*medical practitioner*' mentioned under section 10 of the Act has been construed for any Medical Practitioner of any stream i.e. Allopathy, Homeopathy, Indian System of Medicine (ISM) etc.

3. With respect to collection and authentication of Aadhaar number in case of death registration, it is mentioned that the RBD (Amendment) Act, 2023 provides for giving Aadhaar number of parents and the informant, if available, for registration of birth. The requirement of Aadhaar number of the deceased, parents, spouse and informant in



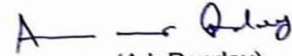
प्रत्येक जन्म एवम् मृत्यु का पंजीकरण सुनिश्चित करे /
"Ensure Registration of Every Birth and Death"

case of death registration is not mandatory. Therefore, the Aadhaar number may be provided, **on voluntary basis**, for the purpose of establishing the identity of an individual for the purpose of **registration of death**. Accordingly, the Aadhaar numbers being collected for the purpose of registration of birth and death need to be authenticated as mentioned in the Gazette of India Notification dated 27-06-2023.

4. In the context of the word '*biological parent*' mentioned in the RBD (Amendment) Act, 2023, it is clarified that it means those couples who intend to have their own biological child through surrogacy. Under Section 8(1)(ac) of the Act, the '*biological parent*' shall provide the information, in respect of birth of a child through surrogacy, to the Registrar. However, in respect of birth of a child in a surrogacy clinic, the person in-charge of the surrogacy clinic is responsible for providing information to the Registrar under Section 8(1)(dc) of the Act.

5. In addition, it is further to be clarified that the term '*Any person*' mentioned under Section 23(3) of the Act refers to the medical institution or medical practitioner who is responsible for providing or issuing a certificate of cause of death as required under Section 10(2) or 10(3) of the Act respectively.

Yours faithfully


(A.k.Pandey)
Joint Director (CRS)



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

Chapter - 2

Registration of Birth - Adopted Child



NO. 1/7/2011-VS(CRS)
 भारत सरकार
 GOVERNMENT OF INDIA
 गृह मंत्रालय
 MINISTRY OF HOME AFFAIRS
 भारत के महारजिस्ट्रार का कार्यालय
 OFFICE OF THE REGISTRAR GENERAL, INDIA
 जीवनांक प्रभाग, पश्चिमी खण्ड-1, रामकृष्ण पुरम्, नई दिल्ली - 110066
 V.S. Division, West Block -1, R.K. Puram, New Delhi - 110066
 दूरभाष-फैक्स / Tele-fax.No.23383761/26104012 E-mail - rgi.rai@censusindia.gov.in

Dated 12.03.2012

CIRCULAR

Subject: Procedure for making/changing entries in the birth record for children taken on adoption - Issue of guidelines.

As you are aware, the registration of births and deaths is done under the ambit of Registration of Births and Deaths, (R.B.D.) Act, 1969. The issue relating to registration of birth of children taken on adoption hitherto is being dealt with on the basis of guidelines issued by the Office of the Registrar General, India, in 1999. In order to add objectivity to the entire process and also to keep abreast with the changes that have taken place, an emergent need was felt to re-visit the subject. As a part of this process, it has been decided to introduce a new birth reporting form (1A) namely "Birth Report for adopted child" on the pattern of the existing birth reporting form. The new form also comprise two parts namely Legal and Statistical part. The said form will be applicable both for the adoptions taking place through institution or otherwise. The procedure to be adopted while making entries / changes in the birth record of children taken on adoption is described below.

1. Children taken on adoption through Institutions

In the adoptions taking place through institutions, the details of the parents may or may not be known and the birth of the child may or may not be registered. The procedure for both the cases, i.e., the birth already registered and not yet registered is dealt separately.

i. Birth not registered and name(s) of parents known

- (a) In case the birth of the adopted child has not been registered, the 'place where the adoption agency is located' shall be treated as the 'place of birth' of the child. In the event of the date of birth of the child being not known, the same as determined by the CMO or any duly licensed Physician and as reflected in the adoption order/deed issued by the local Magistrate shall be recorded as the date of birth of the child in birth reporting form. Besides the date of birth, the name(s) of adoptive parent(s) and address of adoptive parent(s) as contained in

the adoption order/deed along with the number and date of the order shall be entered in the birth reporting form. The name(s) of parents shall also be entered in birth reporting form.

- (b) The concerned Registrar of the area where the adoption agency is located shall register the birth on the basis of adoption deed and duly filled-in birth reporting form, and issue the birth certificate with the name(s) of adoptive parent(s).**

ii. Birth not registered and name(s) of parents not known

- (a) In case the birth of the adopted child has not been registered, the 'place where the adoption agency is located' shall be treated as the 'place of birth' of the child. In the event of the date of birth of the child being not known, the same as determined by the CMO or any duly licensed Physician and as reflected in the adoption order/deed issued by the local Magistrate shall be recorded as the date of birth of the child in birth reporting form. Besides the date of birth, the name(s) of adoptive parent(s) and address of adoptive parent(s) as contained in the adoption order/deed along with the number and date of the order shall be entered in the birth reporting form. The column for name(s) of parents shall remain blank in birth reporting form.**

- (b) The concerned Registrar of the area where the adoption agency is located shall register the birth on the basis of adoption deed and duly filled-in birth reporting form, and issue the birth certificate with the name(s) of adoptive parent(s).**

iii. Birth registered

- (a) A birth shall be treated as registered only when supported by the original birth certificate or a copy thereof. The place of birth and the date of birth as mentioned in the original birth certificate will not undergo any change and shall remain as it is. However, on the basis of details contained in adoption order/deed, requisite changes will be made in the name of child, name of adoptive parent(s) and address of adoptive parent(s) by the Registrar where the birth was originally registered.**

- (b) In order to facilitate the entire process, the Registrar in whose jurisdiction the adoption agency is located shall send the duly filled birth reporting form along with the adoption order/deed and the copy of the original birth certificate to the Registrar where the birth was originally registered. The Registrar shall also make a request to effect changes in the name of child, name of adoptive parent(s) and address of adoptive parent(s) in the birth records and send the revised birth certificate to him/her for being provided to the adoptive parent(s).**

2. Children taken on adoption outside Institutions—

Apart from adoptions taking place through institutions, a number of children are adopted by relatives / acquaintances. In this case also, the birth of child may or may not be registered. The procedure for both the cases, i.e., the birth already registered and not yet registered, is described as under:

i. Birth not registered and name(s) of parents known

- (a) In case the birth of the adopted child has not been registered, the `place where the adoption took place shall be treated as the `place of birth' of the child. In the event of the date of birth of the child being not known, the same as determined by the CMO or any duly licensed Physician and as reflected in the adoption order/deed issued by the local Magistrate shall be recorded as the date of birth of the child in birth reporting form. Besides the date of birth, the name(s) of adoptive parent(s) and address of adoptive parent(s) as contained in the adoption order/deed along with the number and date of the order shall be entered in the birth reporting form. The name(s) of parents shall also be entered in birth reporting form.
- (b) The concerned Registrar of the area where the adoption has taken place shall register the birth on the basis of adoption deed and duly filled-in birth reporting form, and issue the birth certificate with the name(s) of adoptive parent(s).

ii. Birth not registered and name(s) of parents not known

- (a) In case the birth of the adopted child has not been registered, the `place where the adoption took place shall be treated as the `place of birth' of the child. In the event of the date of birth of the child being not known, the same as determined by the CMO or any duly licensed Physician and as reflected in the adoption order/deed issued by the local Magistrate shall be recorded as the date of birth of the child in birth reporting form. Besides the date of birth, the name(s) of adoptive parent(s) and address of adoptive parent(s) as contained in the adoption order/deed along with the number and date of the order shall be entered in the birth reporting form. The column for name(s) of parents shall remain blank in birth reporting form.
- (b) The concerned Registrar of the area where the adoption has taken place shall register the birth on the basis of adoption deed and duly filled-in birth reporting form, and issue the birth certificate with the name(s) of adoptive parent(s).

iii. Birth registered

- (a) A birth shall be treated as registered only when supported by the original birth certificate or a copy thereof. The place of birth and the date of birth as mentioned in the original birth certificate will not undergo any change and shall

remain as it is. However, on the basis of details contained in adoption order/deed, requisite changes will be made in the name of child, name of adoptive parent(s) and address of adoptive parent(s) by the Registrar where the birth was originally registered.

- (b) If the adoption order is issued from a place other than the place where birth is actually registered, the adoptive parents will approach the Registrar in whose jurisdiction adoption order is issued. The Registrar shall send the duly filled birth reporting form along with the adoption order/deed and the copy of the original birth certificate to the Registrar where the birth was originally registered. The Registrar shall also make a request to effect changes in the name of child, name of adoptive parent(s) and address of adoptive parent(s) in the birth records and send the revised birth certificate to him/her for being provided to the adoptive parent(s).
3. The following points may also be taken care of while making entries in the birth reporting form / changes in the birth record.
- (a) The term 'adoptive parents' or 'adopted child' shall not be used in the birth certificate. The name of adoptive parents shall appear as 'parents' (father and mother of the child) in the birth certificate. The 'address of adoptive parents' shall be recorded as the 'address of parents at the time of birth of the child' in the birth certificate.
- (b) In case of births that have already been registered, the Registrar shall make suitable entries with regard to the changes made in the Remarks column of the Birth Register.
- (c) The Legal part of the birth reporting form shall be treated as the birth register (form No.7). The Statistical part shall be detached and sent for compilation to the prescribed authority along with Summary Monthly Report of Births (form No.11).
- (d) The provisions relating to delayed registration as prescribed under Section 13 of the RBD Act, 1969 shall not be applicable in these cases as judicial resolution in the form of adoption deed /order has already been issued by the Magistrate.
4. Form1-A shall form part of the respective State Rules and the necessary permission of the Central Government to amend Rule 5 (1) is hereby granted under Section 30(1) of the RBD Act, 1969. The existing Rule 5(1) under Section 8 shall be replaced with the following:

'5(1). Form, etc. for giving information of births and deaths--(1) The information required to be given to the Registrar under section 8 or section 9, as the case

may be, shall be in Form Nos. 1, 1-A, 2 and 3 for the Registration of a birth, birth of an adopted child, death and still birth respectively, hereinafter to be collectively called the reporting forms. Information if given orally shall be entered by the Registrar in the appropriate reporting forms and the signature/thumb impression of the informant obtained.'

5. These directions are issued under Section 3(3) of the Registration of Births and Deaths (RBD) Act, 1969. These guidelines will repeal the previous guidelines and shall come into force with immediate effect.

6. You are requested to implement these guidelines by amending the aforesaid Rule for incorporating the new form in the system. You are also requested to issue necessary directions to all the registration functionaries down the hierarchy right up to the level of the local Registrar of Births and Deaths for strict compliance. A copy of the notification of the amended rule along with the copy of the directions issued to the concerned authorities may also be forwarded to this office for record.



(Dr. C. Chandramouli)
Registrar General, India

Encl: Birth Reporting form for adopted child (1-A)

To

**The Chief Registrars/ Additional/ Deputy Chief Registrars
of Births and Deaths of all States and UTs.**



No. 1/7/2011- VS -CRS

भारत सरकार/

GOVERNMENT OF INDIA

गृह मंत्रालय/

MINISTRY OF HOME AFFAIRS

भारत के महारजिस्ट्रार का कार्यालय

OFFICE OF THE REGISTRAR GENERAL, INDIA

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

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

Tele-fax: 26104012 E-mail – drq-crs.rgi@censusindia.gov.in

Dated: 15-05-2015

To

All Chief Registrar of Births & Deaths

Sub: Clarification on making/ changing entries in birth record of Children taken on adoption.

Sir,

Please refer this office letter of even number dated 12th March, 2012 vide which instructions were issued on framing the procedure for making/ changing entries in birth record of children taken on adoption. Later on, taken into consideration the 2011 CARA guidelines, a clarification was issued by this office letter of even number dated 25th August, 2014 through which submission of adoption deed and adoption order (both) has been made mandatory for registration of birth of children taken on adoption and issue of birth certificate to them.

2. In response to the aforesaid clarification, this office has received certain queries on submission of adoption order and adoption deed in respect of non-institutional adoptions. In this regard, it has been quoted that non institutional adoptions are taken place under the provision of ‘Hindu Adoption and Maintenance (HAMA) Act, 1956” and under Section 16 of this Act; the need for production of adoption deed i.e document registered under any law and signed by both parties is sufficient. In this regard, the authenticity of the adoption deed would have to be checked only with the criteria prescribed under the HAMA Act.

3. In order to address the difficulties in producing the adoption order by general public in case of adoption within relatives/ acquaintances, the matter has been reviewed and also discussed with the Central Adoption Resource Authority (CARA) of Ministry of Women & Child Development. Accordingly, **it has been decided that for in country non-institutional adoptions took place within relations or acquaintances, registered adoption deed is enough, there would be no need to produce adoption order of a court for such cases.**

4. However, before registering or making corrections in the birth record, the correctness of the adoption deed should be verified by the Registrar of births and deaths and if adoption deed is found to be valid duly registered before the Sub Registrar authorized by the State Government, the concern Registrar should make necessary changes in the birth record on the



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

basis of the information given in the adoption deed and insert the name of adoptive parents and child and issue the birth certificate of the adopted child. *Further, it is also clarified that in case of non-institutional event, if a adopted child is more than one year old and his/ her birth is not-found registered earlier then as per the prescribed procedure of section 13 (3) of the Registration of Births and Deaths (RBD) Act 1969 an order of local Magistrate under the Delayed registration provision should also be obtained before registering the said event.*

5. In view of the above facts and taken into consideration the difficulties faced by the public in getting the birth certificate of adopted children, you are requested to direct the aforesaid contents to the concerned authorities and direct them to issue the birth certificate of adopted children on priority basis and ensure that desired birth certificate should be issued within 7 to 10 days from the date of submission of documents by the adoptive parents to the concerned Registrar. This office may be appraised about the action taken in this regard.

Yours faithfully

S/d
(P. A. Mini)
Deputy Registrar General (CRS)

No. 1/7/2011- VS –CRS, New Delhi, Dated 15-05- 2015

Copy forwarded to the concerned DCO's for information and necessary action.

S/d
(P. A. Mini)
Deputy Registrar General (CRS)



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

DEPARTMENT OF PUBLIC HEALTH AND PREVENTIVE MEDICINE

From
Dr.T.S.Selvavinayagam, M.D, DPH., DNB
(Health and Hospital Admn)
Director of Public Health and
Preventive Medicine and
Chief Registrar of Births and Deaths,
Tamilnadu, 359, Anna Salai,
Chennai – 6.

To
1. The Commissioner,
Greater Chennai Corporation,
Ripon Building, Chennai – 600 003.
2. All District Collectors.
3. All District Revenue Officers.
4. All Revenue Divisional Officers.
5. All Commissioner of Corporations.
6. All Commissioner of Municipalities.
7. The Executive Officers of
Cantonment Boards Wellington &
St.Thomas Mount.
8. The Chairman, NLC, Cuddalore.

R.No.3513007/SBHI-I/S1/2022 Dated: 23.02.2023

Sir/Madam,

Sub: Public Health – Civil Registration System –
Clarification on making/changing the entries in the
birth record of children taken on adoption – Reg.

I invite your kind attention and inform you that the registration procedure on making/changing entries in birth record of children taken on adoption are issued based on the guidelines of Central Adoption Resource Authority, Ministry of Women and Child Development, Government of India.

I bring to your kind notice that the Ministry of Women and Child Development has revised its guidelines and notified the Adoption Regulation, 2022 with effect from 01.09.2022 wherein under Sec 40 of the said regulation it is mentioned as

“ Birth certificate issuing Authority: The local Registrar notified under the Registration of Births and Deaths Act, 1969 (18 of 1969) shall issue birth certificate within five days in favour of an adopted child on an application filed by the Specialised Adoption Agency or adoptive parents, incorporating the names of the adoptive parents as parents and the date of birth of the child as mentioned in the adoption order issued by the District Magistrate, in accordance with circulars issued from time to time by the Registrar General of India:

Provided that no physical presence of the adoptive parents shall be required for issue of such certificate.”

Hence based on the Adoption order of the District Magistrate the registration of the birth of the adopted child is to be carried out. I request you to direct all concerned Registration functionaries for immediate compliance.

The Registrar General India, Ministry of Home Affairs, New Delhi has also been addressed by this office to provide detailed guidelines in view of the Adoption Regulation, 2022. Upon receipt of guidelines from the office of the Registrar General India, Ministry of Home Affairs, New Delhi it will be communicated.

A copy of the instructions issued in this regard may be sent to this office for information and record.

Yours faithfully,

Sumathi G.N
24/2/23

for Director of Public Health and Preventive
Medicine and Chief Registrar of Births
and Deaths, Tamil Nadu, Chennai – 6.

Copy Submitted to

[Signature]
24/2/23

1. The Commissioner of Revenue Administration, Chepauk, Chennai – 5.
2. The Commission of Municipal Administration, 75, Santhome High Road, Urban Administrative Building, MRC Nagar, Raja Annamalai Puram, Chennai, Tamil Nadu 600028
3. The Director of Town Panchayat, 75, Santhome High Road, Urban Administrative Building, MRC Nagar, Raja Annamalai Puram, Chennai, Tamil Nadu 600028.
4. The Director of Census Operation and Joint Registrar General, Rajaji Bhawan, E-wing, 3rd floor, Besant Nagar, Chennai-90.

Copy to

All Deputy Director of Health Services and Additional District Registrar of Births and Deaths.



F. No. 1/7/2011- VS -CRS
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE REGISTRAR GENERAL, INDIA
V.S. Division, Civil Registration System, 2-A, Mansingh Road, New Delhi – 110011
E-mail – drg-crs.rgi@nic.in

Dated: 03.11.2023

CIRCULAR

To
All Chief Registrar of Births & Deaths

Subject: Clarification on making / changing entries in birth record of children taken on adoption.

Madam/Sir,

Please refer to this office circular of even number dated 31.08.2018 vide which instructions were issued taking into consideration the Adoption Regulations, 2017 of Central Adoption Resource Authority (CARA) that production of adoption order of court is sufficient for making / changing entries in the birth record of children taken on adoption through institutions / agencies.

2. In this context, you may be aware that in supersession of the Adoption Regulations, 2017, the CARA under Ministry of Women and Child Development has notified the Adoption Regulations, 2022 on 23.09.2022. Now, specifically, in view of the regulation no. 40 of Adoption Regulations, 2022, it is further clarified that in cases of institutional adoptions through Specialized Adoption Agency and also in case of relative / step adoptions under Juvenile Justice (Care and Protection of Children) Act, 2015 (amended in 2021), the concerned Registrar shall register or make necessary changes in the birth record of adopted child, incorporating the names of the adoptive parents as parents and the date of birth of the child as mentioned in the **adoption order issued by the District Magistrate.**

3. Taking into consideration the Adoption Regulations, 2022, you are requested to direct all the concerned registration authorities in the State to issue birth certificate within five days from the date of receipt of the application in favour of an adopted child from the Specialized Adoption Agency or adoptive parents in case of Adoptions which took place under JJ Act 2015 (amended in 2021). As mentioned in the said Regulations, no physical presence of the adoptive parents shall be required for issue of such certificate.

4. Further, in reference to this office circular of even no. dated 15.05.2015, it is once again informed that in case of non-institutional adoptions i.e. adoption within relatives under the provisions of Hindu Adoption and Maintenance Act (HAMA), 1956, the need for production of **adoption deed** i.e. document registered under any law and signed by both parties is sufficient for the concerned Registrar to register the birth or make necessary changes in the birth record of the child taken on adoption.

5. In this context, it is pertinent to mention that the order for delayed registration under Section 13(3) of the Registration of Births and Deaths (RBD) Act, 1969 (amended in 2023) shall not be required in cases of institutional adoptions and in case of relative / step adoptions under JJ Act, 2015 (amended in 2021), as in these cases adoption order has already been issued by the District Magistrate. However, in case of non-institutional adoptions under HAMA, 1956, if an adopted child is more than one year old and his/ her birth is not-found registered earlier then as per the prescribed procedure of section 13 (3) of the RBD Act, 1969 (amended in 2023), an order of District Magistrate or Sub-Divisional Magistrate or by an Executive Magistrate authorised by the District Magistrate should also be obtained before registering the said event.

6. This office may be apprised about the action taken in this regard.

Yours faithfully



(A.K. Pandey)
Joint Director (CRS)

Copy forwarded to:

1. All DCO's for information and necessary action.
2. The Chief Executive Officer (CEO), Central Adoption Resource Authority (CARA), West block-8, wing-2, 2nd floor, R.K. Puram, New Delhi-110066 in reference to DO. Letter no. CARA-Misc/293/108245 dated 19th September, 2023.



(A.K. Pandey)
Joint Director (CRS)



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"Ensure Registration of Every Birth and Death"

DEPARTMENT OF PUBLIC HEALTH AND PREVENTIVE MEDICINE

From
Dr.T.S.Selvavinayagam, MD,DPH,DNB.,
(Health & Hospital Admn)
Director of Public Health and
Preventive Medicine and
Chief Registrar of Births and Deaths,
359, Anna Salai,
Chennai – 6.

To
(1)The Commissioner of Revenue
Administration, Chepauk, Chennai - 5.
(2)The Commissioner of Municipal
Administration, Chepauk, Chennai - 5.
(3)The Director of Town
Panchayats, Chennai – 108.
(4) The Director of Rural Development
and Panchayat Raj, Panagal Building,
Chennai-15.
(5)All District Collectors
(6)All District Revenue Officers
(7)All Commissioner of
Corporations
(8)All Commissioner of
Municipalities
(9)All Regional Directors of
Municipal Administration
(10)All Assistant Director (TPs)
(11)The Executive Officer,
Wellington & St. Mount
Cantonment
(12)The Managing Director,
Cordite factory, Aravankadu,
Nilgiris.
(13)The Chairman, NLC,
Cuddalore

R.No. 6022274/SBHI-I/S1/2023, dated: 09.11.2023

Sir/Madam,

Sub: Public Health – Clarifications on Making / Changing entries in Birth
record of Children taken on Adoption – issued Reg.

Ref: 1. File No.1/7/2011-VS(CRS), dated:03.11.2023 of the Registrar
General of India, O/o Registrar General, Ministry of Home
Affairs, New Delhi-110 011.
2. File No.1/7/2011-VS(CRS)/29, dated:31.01.2018 of the
Registrar General of India, New Delhi.

I invite your kind attention and inform you that, guidelines were already issued, based on the Adoption Regulations – 2017 of Central Adoption Resource Authority(CARA) that Adoption order of the court is sufficient for making change in the entries in the Birth record of the children taken on Adoption through institution / Agencies.

In supersession of the Adoption Regulations, 2017, the CARA under the Ministry of Women and Child Development has notified the Adoption Regulations 2022 on 23.09.2022. Now, specifically in view of the regulation no.40 of Adoption Regulations, 2022, it is further clarified that in cases of institutional adoptions through Specialized Adoption Agency and also in case of relative/step adoptions under Juvenile Justice(Care and Protection of Children) Act,2015(amended in 2021)., the concerned Registrar shall register or make necessary changes in the birth record of adopted child, incorporating the names of the adoptive parents as parents and the **date of birth of the child as mentioned in the adoption order issued by the District Magistrate.**

Taking into consideration the Adoption Regulations, 2022, it is requested to direct all the concerned registration authorities in the State to issue birth certificates **within five days** from the date of receipt of the application in favour of an adopted child from the Specialized Adoption Agency or adoptive parents in case of Adoptions which took place under JJ Act 2015(amended in 2021). As mentioned in the said Regulations, no physical presence of the adoptive parents shall be required for issue of such certificate.

It is once again informed that in case of **non-institutional adoptions** i.e., adoption within relatives under the provisions of Hindu Adoption and Maintenance Act(HAMA), 1956, the need for production of **adoption deed.** i.e., document registered under any law and signed by both parties is sufficient for the concerned Registrar to register the birth or make necessary changes in the birth record of the child taken on adoption.

In this context, it is pertinent to mention that the order for delayed registration under Section 13(3) of the Registration of Births and Deaths(RBD) Act, 1969(amended in 2023) shall not be required in cases of **institutional adoptions** and in case of relative/step adoptions under JJ Act,2015(amended in 2021), as in these cases adoptions order has already been issued by the District Magistrate. However, in case of non-institutional adoptions under HAMA, 1956, if an adopted child is more than one year old and his/her birth is not-found registered earlier then as per the prescribed procedure of section 13(3) of the RBD Act,1969(amended in 2023), an order of District Magistrate or Sub-Divisional Magistrate or by an Executive Magistrate authorised by the District Magistrate should also be obtained before registering the said event.

I request you to bring above directions to the notice of the Birth and Death Registrars for strict compliance and issue birth certificates of the adopted child. A copy of the instructions issued in this regard, shall be marked to this office for reference and record.

Yours faithfully,

Sumathi . G . N
14/11/2023

for Director of Public Health and Preventive
SP Medicine and Chief Registrar of Births
14/11/23 and Deaths Tamil Nadu, Chennai-06.

Copy submitted to,

The Principal Secretary to Government, Health & Family Welfare
Department, Secretariat, Chennai-600009.

Copy to

1. Director of Census Operations, 'E' Wing, 3rd Floor Rajaji Bhawan,
Besant Nagar, Chennai- 600090.
2. Director of Social Defence, No.300, Purasaiwalkam High Road, Kellys,
Chennai-600 010.
3. All the Deputy Directors of Health Services and Additional District
Registrar of Births and Deaths.

Chapter - 3

Missing Person



Speed Post/Email

F.No.8/4/2011-VS-CRS/354
 GOVERNMENT OF INDIA
 MINISTRY OF HOME AFFAIRS
 OFFICE OF THE REGISTRAR GENERAL, INDIA
 V.S. Division, Civil Registration System, West Block -I, R.K. Puram New Delhi-110066
 E-mail- drq-crs.rgi@nic.in Dated 28.11-2022

To

The Chief Registrar of Births & Deaths and
 Director of Public Health and Preventive Medicine,
 Tamil Nadu, 359 Anna Salai, (Mount Road),
 Teynampet, CHENNAI – 600006

Subject: Clarification regarding registration of death of a person drowned in the Sea.

Sir,

Please refer your office letter no. 3257224/SBHI-I/S1/2022 dated 07-10-2022 vide which clarification has been sought on certain points regarding registration of death of Thiru. Suriya Kumar who had drowned in Sea at Velankanni on 12.06.2022 and later on his body was found at Karaikkal Port of Puducherry Union Territory.

2. In this connection, it is to clarify that the clarification referred in your letter was given in the context of deaths occurred abroad on ships while on sea and are reported to Director General (DG) of Ships at the next port of call under Merchant Shipping Act, 1948. In such cases, the local Registrar of the area where the deceased was a normal resident shall formally register such death on the basis of certified copy of such reports received from the DG of shipping under said Act. The extract of complete clarification is attached herewith for ready reference. Therefore said clarification will not be applicable in the case under consideration.

3. In this respect, it is also to clarify that section 8(1)(e) of the Registration of Births and Deaths (RBD) Act, 1969 inter alia provides that in respect of dead body found deserted in a public place, the headman or other corresponding officer of the village in the case of a village and the officer in charge of the local police station elsewhere is responsible to report the event of death at the local Registration Unit under whose area of jurisdiction the dead body found. Accordingly, the said event of death shall be registered by the local Registrar of Puducherry under whose jurisdiction the Karaikal port falls. In respect to date of death, the concerned Registrar is competent to take decision on the basis of supportive documents furnished by the informant.

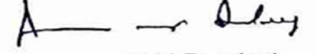


प्रत्येक जन्म एवं मृत्यु का पंजीकरण सुनिश्चित करें।

“Ensure Registration of Every Birth and Death”

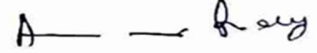
4. In view of the above, you are requested to contact Chief Registrar, Puducherry and arrange to provide requisite documents for registration of said death and issuance of death certificate of deceased.

Yours faithfully



(A.K.Pandey)
Joint Director (CRS)

Copy forwarded to: The Chief Registrar of Births & Deaths and Director, Local Administration Department, Pondicherry, 2 Rue de 1' Evache, PUDUCHERRY – 605 001 along with a copy of letter dated 07-10-2022 with the request to direct concerned Registrar in the UT to register said death event and ensure issuance of requisite death certificate to the mother of deceased.



(A.K.Pandey)
Joint Director (CRS)



प्रत्येक जन्म एवं मृत्यु का पंजीकरण सुनिश्चित करें।

"Ensure Registration of Every Birth and Death"

Extract from Handbook on Civil Registration

Query: Deaths aboard ships, while on sea are reported to the Director General of Shipping by the Captain of the ship at the next port of call, under section 214 of the Merchant Shipping Act, 1948. In respect of deaths of Indian Citizens, the Director General of shipping shall under that Act send a certified copy of such reports to the appropriate registration authority of that state where the deceased was a normal resident. The question arises as to what is the exact procedure of registering and where to register such events?

Clarification: All deaths occurring on sea shall be registered formally only in the local registration area of which the deceased was a normal resident. The Chief Registrar may arrange to pass on the certified copies of deaths aboard ships received from Director General, shipping to the concerned Local Registrar, who shall register the same, after obtaining all relevant information from the next of kin of the deceased and making special remark about the report received through Director General of Shipping. After such registration, extract may be issued in Form 10 to the informant.



F.No. 1/2(TN)/2015 VS (CRS) –(pt.)
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE REGISTRAR GENERAL, INDIA
V.S. Division, Civil Registration System, West Block –I, R.K. Puram,
New Delhi-110066
E-mail- drq-crs.rgi@nic.in Dated : 14-02-2023

To,
The Chief Registrar of Births & Deaths and
Director of Public Health and Preventive Medicine, Tamil Nadu,
359 Anna Salai, (Mount Road),
Teynampet, CHENNAI – 600006.

Subject: Clarification regarding registration of death of missing persons. -
Sir,

Please refer your office letter number 3513818 /SBH1-1/S1/2022 dated 15.11.2022 vide which clarification has been sought whether order of Executive magistrate and payment of late fee under section 13(3) of RBD Act, 1969 is required for registration of death of missing persons even after the competent court has issued order that the missing person is presumed and declared dead on expiry of period of 7 years.

2. In this connection, it is to clarify that if a 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, 1872 on expiry of seven years from the date of missing and not earlier. Ordinarily, the competent Court in their order declares civil death of the missing person and the date and place of death of a missing person on the basis of oral and documentary evidence produced before them. So far as registration of death is concerned, it is clarified that such death will be registered by adopting the procedure prescribed for delayed registration under section 13(3) of the RBD Act.

3. However, if the competent Court who has issued the order for presumption of death (civil death) of a missing person has also **ordered for registration of such death** after verifying the facts of death, there seems to be no need for seeking another order by a local Executive Magistrate for registration of such death event under delayed registration procedures. Though, the prescribed late fees under Rule 9(3) of Section 13 (3) of RBD Act for delayed registration may be collected from the applicant. On the other hand, if court **has not specifically ordered for registration of death of such event**, then the provision made under Section 13 (3) of the RBD Act for delayed registration shall be applicable. Moreover, being the Chief Executive authority for the execution of the work of registration of births and deaths in the state, you are requested to take action as deemed appropriate.

Yours faithfully


(A.K.Pandey)
Joint Director (CRS)



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

DEPARTMENT OF PUBLIC HEALTH AND PREVENTIVE MEDICINE

From
Dr.T.S.Selvavinayagam, M.D, DPH., DNB
(Health and Hospital Admn)
Director of Public Health and
Preventive Medicine and
Chief Registrar of Births and Deaths,
Tamilnadu, 359, Anna Salai,
Chennai – 6.

To
1. The Commissioner,
Greater Chennai Corporation,
Ripon Building, Chennai – 600 003.
2. All District Collectors.
3. All District Revenue Officers.
4. All Revenue Divisional Officers.
5. All Commissioner of Corporations.
6. All Commissioner of Municipalities.
7. The Executive Officers of
Cantonment Boards Wellington &
St.Thomas Mount.
8. The Chairman, NLC, Cuddalore.

R.No.3513818/SBHI-I/S1/2022 Dated: 18.02.2023

Sir/Madam,

Sub: Public Health – Civil Registration System –
Clarification regarding registration of death of a
missing person – Reg.

Ref: Ltr.No.1/2(TN)/2015-VS(CRS) dt:14.02.2023 of Joint
Director (CRS), Ministry of Home Affairs, New Delhi.

I invite your kind attention and bring to your kind notice that the Registrar General India, Ministry of Home Affairs was requested to clarify whether the order of Executive Magistrate and payment of late fee under Section 13(3) of the Registration of Births and Deaths Act is required for registration of death of missing persons even after competent court has issued order that missing person is presumed and declared dead on expiry of period of 7 years.

The clarification received from Registrar General India, Ministry of Home Affairs, New Delhi is detailed below.

1. If a 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, 1872 on expiry of seven years from the date of missing and not earlier. Ordinarily, the competent Court in their order declares civil death of the missing persons and the date and place of death of a missing person on the basis of oral and documentary evidence produced before them. So far as registration of death is concerned, it is clarified that such death will be registered by adopting the procedure prescribed for delayed registration under Section 13(3) of the RBD Act.

2. However, if the competent Court who has issued the order for presumption of death (civil death) of a missing person has also ordered for registration of such death after verifying the facts of death, there seems to be no need for seeking another order by a local Executive Magistrate for registration of such death event under delayed registration procedures. Though, the prescribed late fees under Rule 9(3) of Section 13(3) of RBD Act for delayed registration may be collected from the applicant. On the other hand, if court has not specifically ordered for registration of death of such event, then the provision made under Section 13(3) of the RBD Act for delayed registration shall be applicable.

Hence, the above clarification may be brought to all Registration functionaries for compliance.

A copy of the instructions issued in this regard may be sent to this office for information and record.

Yours faithfully,

Arumathi
20/2/23

for Director of Public Health and Preventive
Medicine and Chief Registrar of Births
and Deaths, Tamil Nadu, Chennai – 6.

AP

20/2/23

Copy Submitted to

1. The Commissioner of Revenue Administration, Chepauk, Chennai – 5.
2. The Commission of Municipal Administration, 75, Santhome High Road, Urban Administrative Building, MRC Nagar, Raja Annamalai Puram, Chennai, Tamil Nadu 600028
3. The Director of Town Panchayat, 75, Santhome High Road, Urban Administrative Building, MRC Nagar, Raja Annamalai Puram, Chennai, Tamil Nadu 600028.
4. The Director of Census Operation and Joint Registrar General, Rajaji Bhawan, E-wing, 3rd floor, Besant Nagar, Chennai-90.

Copy to

All Deputy Director of Health Services and Additional District Registrar of Births and Deaths.

Chapter - 4

Aadhaar Collection in Birth and Death Registration

368171/2022/VS-CRS

File No. 11/04/2020-VS(CRS)Part4 (Computer No. 39350)

File No. 13(2)/2020-EG-II (Vol-V)(Part-1)
Government of India
Ministry of Electronics & Information Technology

Electronics Niketan
6, CGO Complex
New Delhi-110003
Dated: 13.07.2021

OFFICE MEMORANDUM

Subject: Use of Aadhaar authentication for registration of birth and death under section 4(4)(b)(ii) of the Aadhaar Act, 2016-regarding

Reference is invited to letter no. 11/4/2020-VS(CRS) dated 14.01.2021 received from O/o Registrar General and Census Commissioner India, Ministry of Home Affairs (MHA), vide which, a proposal for use of Aadhaar authentication on the subject, was forwarded to the Ministry.

2. In this regard, I am directed to convey the approval of competent authority to Registrar General and Census Commissioner India (RGI), Ministry of Home Affairs(MHA) for using Aadhaar authentication services, on voluntary basis, for registration of Births only, as a part of Civil Registration System in India, in terms of Rule 5 of the Aadhaar Authentication for Good Governance (Social Welfare, Innovation, Knowledge) Rules, 2020 read with Section 4(4)(b)(ii) of the Aadhaar Act, 2016 (as amended).

3. MHA may issue a notification in this regard as per Rule 5 of the Aadhaar Authentication for Good Governance Rules, 2020.

4. Further, following information w.r.t. use of Aadhaar authentication, as conveyed by UIDAI, are given below, for adherence by MHA(RGI):

(i) Provisions regarding consent under Section 8(3) read with 29(3) of the Aadhaar Act, 2016 may be adhered to strictly while performing Aadhaar authentication for registration of births.

(ii) The Aadhaar authentication for registration of deaths may not be allowed as the Aadhaar Act does not provide for consent by legal heir on behalf of the deceased Aadhaar number holder.

(iii) The proposal in the Application of the RGI to update the Aadhaar database by linking its database of Births and Deaths with that of Aadhaar extends beyond the scope of the Aadhaar Act, 2016. No such updating of the Aadhaar database by linking the two databases can be brought about without an amendment to the Aadhaar Act, 2016 and modification to the Aadhaar architecture.

(iv) The instant proposal is only for Yes/No authentication. Registrar General and Census Commissioner India (RGI), Ministry of Home Affairs (MHA), Govt. of India may become an AUA/KUA with UIDAI for use of Aadhaar authentication services for the purpose as approved here.

2

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368171/2022/VS-CRS

File No. 11/04/2020-VS(CRS)Part4 (Computer No. 39350)

(v) The purposes for which the Aadhaar number and related information is being sought must be communicated clearly to the resident. Specifically, the manner in which the Aadhaar number will be collected, stored, and used should be clearly communicated to the residents.

(vi) Provisions related to exception handling shall be implemented strictly in accordance with Aadhaar Act 2016 and its associated regulations.

(vii) The resident shall be informed of alternate mechanism of identification/verification as the instant usage of Aadhaar authentication is permitted purely on voluntary basis.

(viii) There shall not be denial of any service/benefit to resident on account of failure of Aadhaar based authentication.

(ix) There shall not be display of Aadhaar number anywhere in system and wherever required only last four digits of Aadhaar number may be displayed.

(x) Aadhaar numbers shall be stored securely in Aadhaar Data Vault.

(xi) Registrar General and Census Commissioner, Ministry of Home Affairs shall comply with all the relevant provisions of the Aadhaar Act, its associated regulations and other instructions issued by UIDAI from time-to-time.

5. MHA(RGI) is requested to contact UIDAI for any technical issues or clarifications in this regard.

This issues with the approval of competent authority.



(D. K. Sagar)
Deputy Director
Tel. no. 24301234

To

The Registrar General and Census Commissioner India
Ministry of Home Affairs
NDCC Buidling-II, Jai Singh Road
New Delhi – 110001

368171/2022/VS-CRS

File No. 11/04/2020-VS(CRS)Part4 (Computer No. 39350)

File No. 13(2)/2020-EG-II (Vol-V)(Part-1)
Government of India
Ministry of Electronics & Information Technology

Electronics Niketan, 6, CGO Complex
New Delhi-110003, dated: 03.12.2021

OFFICE MEMORANDUM

Subject: Use of Aadhaar authentication for registration of death under section 4(4)(b)(ii) of the Aadhaar Act, 2016-regarding

Reference is invited to letter no. 11/4/2020-VS(CRS) dated 03.09.2021 received from O/o Registrar General and Census Commissioner India, Ministry of Home Affairs (MHA), vide which, a proposal for use of Aadhaar authentication on the subject, was forwarded to the Ministry.

2. In this regard, I am directed to convey the approval of competent authority to Registrar General and Census Commissioner India (RGI), Ministry of Home Affairs(MHA) for using Aadhaar authentication services, on voluntary basis, for verification of identity of residents related to a deceased and informant for registration of deaths as a part of Civil Registration System in India, in terms of Rule 5 of the Aadhaar Authentication for Good Governance (Social Welfare, Innovation, Knowledge) Rules, 2020 read with Section 4(4)(b)(ii) of the Aadhaar Act, 2016 (as amended).

3. MHA may issue a notification in this regard as per Rule 5 of the Aadhaar Authentication for Good Governance Rules, 2020.

4. Further, following information w.r.t. use of Aadhaar authentication, as conveyed by UIDAI, are given below, for adherence by MHA(RGI):

(i) RGI shall employ other means to verify relationship between the Aadhaar number holder, whose authentication is envisaged, and the deceased because Aadhaar does not provide/prove/establish relationships between Aadhaar number holders like husband/ wife/ parent/ spouse etc.

(ii) This approval shall be read by RGI in continuation with the approval conveyed earlier vide MeitY OM dated 13.07.2021 issued vide F.No.13(2)/2020-EG-II (Vo-V)(Part-1) (**enclosed**). The guidelines/ conditions prescribed in the OM ibid shall be applicable for instant approval also.

5. MHA(RGI) is requested to contact UIDAI for any technical issues or clarifications in this regard.

This issues with the approval of competent authority.


(D. K. Sagar)
Deputy Director
Tel. no. 24301234

To
The Registrar General and Census Commissioner India
Ministry of Home Affairs
NDCC Buidling-II, Jai Singh Road
New Delhi – 110001

1

रजिस्ट्री सं. डी.एल.- 33004/99

REGD. No. D. L.-33004/99


सत्यमेव जयते

भारत का राजपत्र The Gazette of India

सी.जी.-डी.एल.-अ.-27062023-246837
CG-DL-E-27062023-246837

असाधारण
EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (ii)
PART II—Section 3—Sub-section (ii)

प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

सं. 2667]
No. 2667]

नई दिल्ली, मंगलवार, जून 27, 2023/आषाढ़ 6, 1945
NEW DELHI, TUESDAY, JUNE 27, 2023/ASHADHA 6, 1945

गृह मंत्रालय

(भारत के महारजिस्ट्रार का कार्यालय)

नई दिल्ली, 27 जून, 2023

का.आ. 2787(अ).—सुशासन के लिए आधार अधिप्रमाणन (समाज कल्याण, नवाचार, ज्ञान), नियमावली, 2020 के नियम 5 के साथ पठित आधार (वित्तीय और अन्य सहायिकियों, प्रसुविधाओं और सेवाओं का लक्षित परिदान) अधिनियम, 2016 (2016 का 18) की धारा 4 की उपधारा (4) के खंड (ख) के उपखंड (ii) के अनुसरण में इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय ने भारत के महारजिस्ट्रार और जनगणना आयुक्त के कार्यालय को जन्म और मृत्यु के रजिस्ट्रीकरण के लिए आधार अधिप्रमाणन करना अनुज्ञात किया है।

अतः, अब, जन्म और मृत्यु रजिस्ट्रीकरण अधिनियम, 1969 (1969 का 18) की धारा 3 की उपधारा (3) के अधीन प्रदत्त शक्तियों का प्रयोग करते हुए, भारत के महारजिस्ट्रार और जनगणना आयुक्त, गृह मंत्रालय, इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय द्वारा प्राधिकृत किए जाने के बाद, यह निदेशित करता है कि उक्त अधिनियम की धारा 7 की उपधारा (1) के अधीन नियुक्त रजिस्ट्रार को आधार संख्यांक, जो की जन्म की दशा में बच्चे, माता-पिता और सूचनादाता तथा मृत्यु की दशा में माता-पिता, पति या पत्नी और सूचनादाता की पहचान स्थापित करने के प्रयोजन से यथास्थिति, जन्म या मृत्यु के रिपोर्टिंग प्ररूपों में मांगे गए अन्य व्यौरों के साथ एकत्र की जा रही है, के सत्यापन के लिए स्वैच्छिक आधार पर 'हां' या 'नहीं' आधार अधिप्रमाणन पूरा करना अनुज्ञात किया जाता है।

राज्य सरकार और संघ राज्यक्षेत्र प्रशासन इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय द्वारा अधिकथित आधार अधिप्रमाणन के उपयोग से संबन्धित मार्गदर्शक सिद्धांतों का पालन करेंगे।

[फा. सं. 11/4/2020-वीएस (सीआरएस)]

मृत्युंजय कुमार नारायण, भारत के महारजिस्ट्रार और जनगणना आयुक्त

4051 GI/2023

(1)

MINISTRY OF HOME AFFAIRS
(Office of the Registrar General, India)

New Delhi, the 27th June, 2023

S.O. 2787(E).—In pursuance of sub-clause (ii) of clause (b) of sub-section (4) of section 4 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (18 of 2016) read with rule 5 of the Aadhaar Authentication for Good Governance (Social Welfare, Innovation, Knowledge) Rules, 2020, the Ministry of Electronics and Information Technology has allowed Office of Registrar General and Census Commissioner, India to perform Aadhaar authentication for registration of births and deaths.

Now, therefore, in exercise of powers conferred under sub-section (3) of section 3 of the Registration of Births and Deaths Act, 1969 (18 of 1969), the Registrar General and Census Commissioner, India, Ministry of Home Affairs, having been authorized by the Ministry of Electronics and Information Technology, hereby directs that the Registrar, appointed under sub-section (1) of section 7 of said Act, shall be allowed to perform Yes or No Aadhaar authentication, on voluntary basis, for verification of Aadhaar number being collected along with other details as sought in the reporting forms of births or deaths, as the case may be, for the purpose of establishing the identity of child, parent and the informant in case of births, and of the parent, spouse and the informant in case of deaths during registration of births or deaths.

The State Government and Union territory Administration shall adhere to the guidelines with respect to the use of Aadhaar authentication as laid down by the Ministry of Electronics and Information Technology.

[F. No. 11/4/2020-VS (CRS)]

MRITUNJAY KUMAR NARAYAN, Registrar General and Census Commissioner, India



F. No.11/04/2020-VS(CRS) Part-4
भारत सरकार/GOVERNMENT OF INDIA
गृहमंत्रालय/ MINISTRY OF HOME AFFAIRS
भारत के महारजिस्ट्रार कार्यालय/ OFFICE OF THE REGISTRAR GENERAL, INDIA
जीवनांक प्रभाग, 2/A मान सिंह रोड, नई दिल्ली-110001
V.S. Division, Civil Registration System, 2/A Man Singh Road,
New Delhi-110001

Email

Dated: 21st August 2023

To

The Chief Registrar of Births & Deaths
(All States / UTs)

Subject: Use of Aadhaar authentication for registration of birth and death under section 4(4)(b)(ii) of the Aadhaar Act, 2016-regarding.

Madam/Sir,

The Ministry of Electronics and Information Technology (MEITY) vide letter no. 13(2)/2020-EG-II (Vol-V)(Part-1) dated 13-07-2021 and 03-12-2021 had conveyed approval for using Aadhaar authentication services for registration of births and deaths under Rule 5 of the Aadhaar Authentication for Good Governance (Social Welfare, Innovation, Knowledge) Rules, 2020, read with section 4(4)(b)(ii) of the Aadhaar Act, 2016 (as amended). Accordingly, a Gazette Notification for Aadhaar authentication for registration of births and deaths on voluntary basis under Rule 5 of the said Rules, 2020 has been issued by this office on 27-06-2023.

2. In the said notification, this office in exercise of powers conferred under sub-section (3) of section 3 of the Registration of Births and Deaths Act, 1969 has directed that the Registrar is allowed to perform Yes or No Aadhaar authentication, on voluntary basis, for verification of Aadhaar number being collected along with other details as sought in the reporting forms of births or deaths, as the case may be, for the purpose of establishing the identity of child, parent and the informant in case of births, and of the parent, spouse and the informant in case of deaths during registration of births or deaths. The Notification also mentions that the State Government and Union territory Administration shall adhere to the guidelines with respect to the use of Aadhaar authentication as laid down by the Ministry of Electronics and Information Technology.



प्रत्येक जन्म एवम् मृत्यु का पंजीकरण सुनिश्चित करे /
“Ensure Registration of Every Birth and Death”

-2-

3. In this context, a copy of the Notification (Hindi & English) along with copy of aforementioned letters of MEITY vide which certain points as conveyed by Unique Identity Authority of India (UIDAI) w.r.t use of Aadhaar authentication had been mentioned for adherence, are attached. Accordingly, you are requested to initiate the action for use of Aadhaar authentication services, on voluntary basis, for registration of births and deaths and direct the registration functionaries to take necessary steps in this regard as per this office referred Notification.

4. It is also to inform that necessary steps are being taken by EDP division of this office for implementation of Aadhaar authentication for registration of births and deaths in the Central ORGI CRS portal. The States / UTs are also requested to make requisite facility for Aadhaar authentication in their State portals developed for registration of births and deaths. In case of any clarification required in respect of implementation of Aadhaar authentication services for registration of births and deaths in respective State portals, Shri. V. Shrinivasan, Technical Director, EDP division, ORGI (Email id: vshrinivasan.rgi@censusindia.gov.in, Mobile No. 09810908834) may be contacted. This office may be apprised about the action taken in this regard.

Yours faithfully,

Encl: As above



(A.K. Pandey)

Joint Director (CRS)

Copy forwarded to: All DCO offices and EDP division, ORGI, MHA for information and necessary action.



(A.K. Pandey)

Joint Director (CRS)



प्रत्येक जन्म एवम् मृत्यु का पंजीकरण सुनिश्चित करे /
“Ensure Registration of Every Birth and Death”

DPH/SBHI/2024/CRS-5

DEPARTMENT OF PUBLIC HEALTH AND PREVENTIVE MEDICINE

From
Dr.T.S.Selvavinayagam, M.D, DPH., DNB
(Health and Hospital Admn)
Director of Public Health and
Preventive Medicine and
Chief Registrar of Births and Deaths,
Tamilnadu, 359, Anna Salai,
Chennai – 6.

To
All the District Collectors.

R.No.1541509/SBHI-I/S1/2021-1, dated:09.05.2024

Sir/Madam,

Sub: Public Health – Civil Registration System – Sharing of Data – Data Purity – to collect Aadhar details at the time of Registration of Births and Deaths – to enter the details of the Aadhar collected in CRS software – regarding.

Ref: This Office Letter R.No.1541509/SBHI-I/S1/2021-1,
dated:11.01.2024, 7.02.2024.

Kind attention is invited to this office, references cited above, wherein the District Collectors were requested to review the Officers of low performing line departments (1.Deans of the Medical Colleges, 2. Chief Medical Officers of Govt. Hospital-District Head Quarters Hospital, Taluk and Non Taluk Hospital, 3. Commissioners of Municipalities and Corporations, 4. Officials concerned of Revenue Administration, 5. Assistant Director Town Panchayats,6. District Health Officers) in capturing the Aadhar numbers, during the registration of Births and Deaths under Civil Registration System.

The Aadhar number captured details(Father, Mother's Aadhar during registration of births and deceased Aadhar, during registration of deaths

upto -25.04.2024 is herewith enclosed. As, it is aware that, in order to ensure that the State Government's Welfare / Subsidy schemes are to be reached to the genuine beneficiary capture of Aadhaar number is essential.

In view of the above, it is once again requested that, the low performing line departments, shall be reviewed strictly for enhancing the capture of Aadhaar numbers.

Encl:1

Yours faithfully,

Sumathi . G. N
14/5/24

for Director of Public Health and Preventive
Medicine & Chief Registrar of Births and
Deaths, Tamilnadu, Chennai – 6.
S.P.
14/5/24

Copy Submitted to
The Principal Secretary to Government, Health and Family Welfare
Department, Secretariat, Chennai-9.

Copy to

1. All District Birth and Death Registrars & District Revenue Officers.
2. All Deputy Director of Health Services and Additional District Registrar of Births and Deaths.

DPH/SBHI/2024/CRS-6

DEPARTMENT OF PUBLIC HEALTH AND PREVENTIVE MEDICINE

From
Dr.T.S.Selvavinayagam, M.D, DPH., DNB
(Health and Hospital Admn)
Director of Public Health and
Preventive Medicine and
Chief Registrar of Births and Deaths,
Tamilnadu, 359, Anna Salai,
Chennai – 6.

To
The Commissioner,
Greater Chennai Corporation,
Ribbon Building,
Chennai-03.

R.No.1541509/SBHI-I/S1/2021-1, dated:09.05.2024

Sir,

Sub: Public Health – Civil Registration System – Sharing of Data – Data Purity – Deceased Aadhar captured details upto 25.04.2024 at the time of Registration of Births and Deaths – to enter the details of the Aadhar collected in CRS software – regarding.

Ref: This Office Letter R.No.1541509/SBHI-I/S1/2021-1,
dated:11.01.2024 &11.02.2024

Kind attention is invited to this office reference cited, wherein the Greater Chennai Corporation, and all the line departments implementing the Registration of Births and Deaths and Civil Registration System have been informed to improve the coverage of Aadhar at the time of Registration of Births and Deaths.

The Aadhar captured details of the deceased during registration of deaths upto 25.04.2024, and Aadhar details of father and mother collected during registration of Births is enclosed for kind reference.

As, the CRS database with details of Aadhar number captured, during Registration of Births and Deaths is used by Government of Tamil Nadu, for various public related subsidy schemes and welfare programmes, it is

informed that, as requested earlier to issue necessary instructions to the Birth and Death Registration Officials to enter valid Aadhar numbers and correct address in TNCRS software during Registration of Births and Deaths.

Encl:1

Yours faithfully,

Sumathi G. N.
14/5/2024

for Director of Public Health and Preventive
Medicine & Chief Registrar of Births and
Deaths, Tamilnadu, Chennai – 6.
SP
14/5/24

Copy Submitted to
The Principal Secretary to Government, Health and Family Welfare
Department, Secretariat, Chennai-9.

Copy to
The Additional District Birth and Death Registrar and City Health Officer, Greater
Chennai Corporation, Chennai.

DPH/SBHI/2024/CRS-3

DEPARTMENT OF PUBLIC HEALTH AND PREVENTIVE MEDICINE

From
Dr.T.S.Selvavinayagam, M.D, DPH., DNB
(Health and Hospital Admn)
Director of Public Health and
Preventive Medicine and
Chief Registrar of Births and Deaths,
Tamilnadu, 359, Anna Salai,
Chennai – 6.

To
The Director of Medical Education,
Kilpauk, Chennai-10.

R.No.1541509/SBHI-I/S1/2021-1, dated:09.05.2024

Sir,

Sub: Public Health – Civil Registration System – Sharing of Data – Data Purity – Deceased Aadhar captured details upto 25.04.2024 at the time of Registration of Births and Deaths – to enter the details of the Aadhar collected in CRS software – regarding.

Ref: This Office Letter R.No.1541509/SBHI-I/S1/2021-1, dated:11.01.2024, 7.02.2024.

Kind attention is invited to this office reference cited, wherein all the line departments implementing the Registration of Births and Deaths and Civil Registration System have been informed to improve the coverage of Aadhar at the time of Registration of Births and Deaths.

The Aadhar captured details of the deceased during registration of deaths upto 25.04.2024, and Aadhar details of father and mother collected during registration of Births is enclosed for kind reference.

As, the CRS database with details of Aadhar number captured, during Registration of Births and Deaths is used by Government of Tamil Nadu, for various public related subsidy schemes and welfare programmes, it is informed that, as requested earlier, in order to enhance, the coverage of Aadhar the Deans of the Government Medical College Hospitals shall be informed to collect the Aadhar from the Public who seek inpatient services and in case of delivery at Government Medical College Hospitals, the Aadhar number of Mother and Father need to be collected at the time of admission itself.

It is also requested, to Issue necessary Instructions to the Birth and Death Registration Officials to enter valid Aadhar numbers and correct address in TNCRS software during Registration of Births and Deaths.

Encl:1

Yours faithfully,

S. P. S. S. N
14/5/2024

for Director of Public Health and Preventive
Medicine & Chief Registrar of Births and
Deaths, Tamilnadu, Chennai – 6.

S.P.S.S.N
14/5/24

Copy to

1. All District Revenue Officers & District Birth and Death Registrars.
2. All District Health Officers and Additional District Registrar of Births and Deaths.

DPH/SBHI/2024/CRS-4

DEPARTMENT OF PUBLIC HEALTH AND PREVENTIVE MEDICINE

From
Dr.T.S.Selvavinayagam, M.D, DPH., DNB
(Health and Hospital Admn)
Director of Public Health and
Preventive Medicine and
Chief Registrar of Births and Deaths,
Tamilnadu, 359, Anna Salai,
Chennai – 6.

To
The Director,
Medical and Rural Health Services,
DMS Complex
Chennai-600 006.

R.No.1541509/SBHI-I/S1/2021-1, dated:09.05.2024

Sir,

Sub: Public Health – Civil Registration System – Sharing of Data – Data Purity – Deceased Aadhar captured details upto 25.04.2024 at the time of Registration of Births and Deaths – to enter the details of the Aadhar collected in CRS software – regarding.

Ref: This Office Letter R.No.1541509/SBHI-I/S1/2021-1, dated:11.01.2024& 07.02.2024

Kind attention is invited to this office reference cited, wherein all the line departments implementing the Registration of Births and Deaths and Civil Registration System have been informed to improve the coverage of Aadhar at the time of Registration of Births and Deaths.

The Aadhar captured details of the deceased during registration of deaths upto 25.04.2024, and Aadhar details of father and mother collected during registration of Births is enclosed for kind reference.

As, the CRS database with details of Aadhar number captured, during Registration of Births and Deaths is used by Government of Tamil Nadu, for various public related subsidy schemes and welfare programmes, it is informed that, as requested earlier, in order to enhance, the coverage of Aadhar the Chief Medical Officers of District Head Quarters Hospital, Taluk and Non-Taluk Hospital shall be informed to collect the Aadhar from the Public who seek Inpatient services and In case of delivery at Government Hospitals, the Aadhar number of Mother and Father need to be collected at the time of admission itself.

It is also requested, to issue necessary instructions to the Birth and Death Registration Officials to enter valid Aadhar numbers and correct address in TNCRS software during Registration of Births and Deaths.

Encl:1

Yours faithfully,

S. S. Senthil Kumar
14/5/2024

for Director of Public Health and Preventive
Medicine & Chief Registrar of Births and
Deaths, Tamilnadu, Chennai – 6.

S.S.
14/5/24

Copy to

1. All District Revenue Officers & District Birth and Death Registrars.
2. All District Health Officers and Additional District Registrar of Births and Deaths.

DEPARTMENT OF PUBLIC HEALTH AND PREVENTIVE MEDICINE

From
Dr.T.S.Selvavinayagam, M.D, DPH., DNB
(Health and Hospital Admn)
Director of Public Health and
Preventive Medicine and
Chief Registrar of Births and Deaths,
Tamilnadu, 359, Anna Salai,
Chennai – 6.

- To
1. The Commissioner of Revenue Administration, Chepauk, Chennai – 5.
 2. The Commissioner of Municipal Administration, 75, Urban Administrative Building, Santhome High Road, Chennai-28.
 3. The Director of Town Panchayats, 75, Urban Administrative Building, Santhome High Road, Chennai-28.
 4. The Commissioner, Greater Chennai Corporation, Ripon Building, Chennai – 600 003.
 5. All District Collectors.
 6. All District Revenue Officers.
 7. The Director of Medical and Rural and Health Services, Chennai-6.
 8. The Director of Medical Education, Kilpauk, Chennai-10.
 9. All Commissioner of Corporations.
 10. All Commissioner of Municipalities.
 11. All Regional Directors of Municipal Administration.
 12. The Executive Officers of Cantonment Boards Wellington & St. Thomas Mount.
 13. The Chairman, NLC, Cuddalore.

R.No. 1541509/SBHI-I/S1/2021-1, dated: 11-01-2024

Sir/Madam,

Sub: Public Health – Civil Registration System – Sharing of Data – Data Purity – to collect Aadhar details at the time of Registration of Death – to enter the details of the Aadhar collected in CRS software – regarding.

- Ref: 1. G.O.Ms.No.351 Health and Family Welfare (AB2) Dept, dt. 09.10.2017.
2. G.O.Ms.No.17 Information Technology (E1) Department, dt. 23.09.2021.
3. Govt.Lr.No.136/AB2/2022-2, dt.8.4.22 of Principal Secretary to Government, Health and Family Welfare Department, Ch-9.
4. R.No.1541509/SBHI-I/S1/2021, dt.13.05.2022.
5. Letter No.4/24/2017-VS(CRS)/1096, dated:08.11.2021 of Deputy Registrar General of India.

6. Govt.of India Gazette No.23 The Registration of Births and Deaths (Amendment) Act, 2023 (w.e.f - 01.10.2023)dated 11.08.2023.
7. F.No.1/2(TN) 2015 VS(CRS)/1611 dt.02.01.2024 of the Joint Director (CRS) of O/o.Registrar General of India.

Kind attention is invited to this office reference 3rd cited, wherein all the line departments implementing the Registration of Births and death under Civil Registration system were informed to collect the Aadhar number on voluntary basis. The Registrar General of India have clarified that, the use of Aadhar number while registering births and deaths as birth and death certificates are acceptable documents for establishing the identity of an individual.

In this connection, it is informed that the CRS data base provides immense data to the Government of Tamil Nadu for implementing various welfare schemes and as Government welfare schemes should reach the genuine beneficiaries, the registration of Aadhar number is important during registration of Deaths.

On analysing the Civil Registration data for the year 2023 it has been observed that collection of Aadhar number is very meagre for the events registered at the Greater Chennai Corporation, Government Hospitals(Taluk, Non Taluk and District Head quarter Hospitals) and Medical College Hospitals) which are tabulated below.

S.No	Registration Unit Type	Total Deaths Registered in 2023	Total Deaths Registered with Aadhar	% of Collection of Aadhar to the total registered deaths
1	GCC(Chennai)	68646	20020	29.16
2	ESI	237	116	48.95
3	GH_HQRS	7372	3299	44.75
4	GH_NTK	668	448	67.07
5	GH_TK	10757	5882	54.68
6	Govt.MEDL_COLLEGE HOS.	79771	24066	30.17
7	CORPORATIONS(Except Chennai)	69854	58772	84.14
8	Municipalities	59908	46348	77.37
9	Primary Health Centres	336	227	67.56
10	Village Panchayath	334646	256786	76.73
11	Town Panchayaths	56927	45642	80.18
12	Project Area	1092	1003	91.85
	Total	690214	462609	67.02

In view of the above it is informed to issue suitable instructions to all the Government and Private Medical Institutions to collect the Aadhar details while informing the deaths. It is also observed that invalid Aadhar details like "XXXX", "999999999999" are entered in the prescribed column of the reporting form in the field of Unique Identification Number(Aadhar) Number in the CRS software, which should be avoided. Also the present, permanent address of the deceased are not entered properly in the software resulting difficulty in matching of the addresses with the CRS database with the database of various welfare schemes.

In view of using the CRS database by the Government of Tamil Nadu for provisions of various welfare schemes, the Birth and Death Registrars of all line departments addressed are instructed to take at most care in furnishing the correct and complete details. Also, the line departments addressed herewith are requested to issue suitable instructions to the Birth and Death Registrar attached to their departments to collect the Aadhar, while registering the Deaths in the prescribed reporting forms and enter in CRS Software.

Yours faithfully,

S. Senthil Kumar
11/1/2024

for Director of Public Health and Preventive
Medicine & Chief Registrar of Births and
Deaths, Tamilnadu, Chennai – 6.

Copy Submitted to
The Principal Secretary to Government, Health and Family Welfare
Department, Secretariat, Chennai-9.

Copy to
All Deputy Director of Health Services and Additional District Registrar
of Births and Deaths.

Chapter – 5

Delayed Registration



ABSTRACT

Revenue and Disaster Management Department - Registration of Births and Deaths Act 1969 – Amendment of the rule 9(3) of the Tamil Nadu Registration of Births and Deaths Rules, 2000 – Direction of the Hon'ble High Court of Madras dated 13.04.2017 in HCP No.3043 of 2014 – Guidelines for late Registration of Births and Deaths – Orders – Issued.

Revenue and Disaster Management Department,
Revenue Administration Wing, RA-3(2) Section

G.O.(Ms) No.324.

Dated: 28.06.2023.

சேபகிருது வருடம், ஆனி 13,
திருவள்ளூர் ஆண்டு 2054.

Read :

1. G.O.(Ms) No.293, Health and Family Welfare Department, dated 02.12.2016.
2. Orders of High Court of Madras, dated 15.07.2016 and 13.04.2017 in HCP No.3043 of 2014.
3. From the Additional Chief Secretary/ Commissioner of Revenue Administration letter No.RA5(1)/927/2015, dated 18.02.2019.
4. Government letter No.4532/RA-3(2)/2022-1, Revenue and Disaster Management Department, dated 09.02.2022.
5. From the Additional Chief Secretary/ Commissioner of Revenue Administration letter No.RA-5(1)/927/2015, dated 28.06.2022.
6. Government letter No.4532/RA-3(2)/2022-3, Revenue and Disaster Management Department, dated 05.05.2023.

ORDER:

In the letter third read above, the Additional Chief Secretary/Commissioner of Revenue Administration has stated that, as per the directions of the Hon'ble High Court of Madras in H.C.P.No.3043/2014, the Government amended Rule 9(3) of the Tamil Nadu Registration of Births and Deaths Rule 2000 vide in G.O.(Ms) No.293, Health and Family Welfare (AB2) Department, dated 02.12.2016 and the word "first class Judicial Magistrate/Metropolitan Magistrate" is substituted and notified as "Executive Magistrate not below the rank of Revenue Divisional Officer" and the Government Order came into effect from 25.01.2017. He has further stated that, as per the instructions of

the Government a meeting was conducted with Department of Public Health and Preventive Medicine on 17.05.2018. Based on the outcome of the meeting, a draft guidelines was furnished to Government.

2. In the letter fourth read above, the Additional Chief Secretary/ Commissioner of Revenue Administration was requested to send his report on the modified Draft Guidelines to be followed by the Executive Magistrates for Late Registration of Births and Deaths. Accordingly, it is sent that the timeline for receipt of objection be reduced to 30 days and in the supporting documents of Aadhaar card may be included and has requested that necessary orders may be issued for the guidelines on Late Registration of Births and Deaths under section 13(3) of the Registration of Births and Deaths Act, 1969.

3. The Government after careful examination, based on the direction of Hon'ble High Court of Madras in H.C.P. No.3043/2014, dated 13.4.2017 and the proposal of the Additional Chief Secretary/Commissioner of Revenue Administration hereby issue the Guidelines for late Registration of Births and Deaths as annexed to this order.

4. The Additional Chief Secretary/ Commissioner of Revenue Administration is requested to issue instructions to all the District Collectors to follow these guidelines for late registration of Births and Deaths and also requested to ensure that the Time Chart and Review Chart prescribed by the Government are scrupulously adhered to by the Subordinate Officers.

5. The Additional Chief Secretary/ Commissioner of Revenue Administration is also requested to Co-ordinate with the Commissioner, Tamil Nadu e-Governance Agency, Chennai-2 to create an online module for managing the application and workflow for late registration of Births and Deaths.

(BY ORDER OF THE GOVERNOR)

**KUMAR JAYANT
ADDITIONAL CHIEF SECRETARY TO GOVERNMENT.**

To

The Additional Chief Secretary/ Commissioner of Revenue Administration,
Chepauk, Chennai-600 005.
All District Collectors.

Copy to

The Principal Secretary to Government,
Health and Family Welfare Department, Secretariat, Chennai-600 009.
The Director of Public Health and Preventive Medicine /
Chief Registrar Births and Deaths,
359, Anna Salai, Teynampet, Chennai-600 006.

3

The Commissioner,
Tamil Nadu e-Governance Agency(TNeGA),
807, Anna Salai, Chennai-600 002.
The Revenue and Disaster Management [OP-II] Department,
Secretariat, Chennai-600 009.
Stock File/Spare Copy.

// Forwarded by Order //

Signature
Section Officer.

28/6/2023

Annexure to G.O.(Ms) No.324, Revenue and Disaster Management [RA-3(2)] Department, dated 28.06.2023

Guidelines and Procedures for Ordering Late Registration of Birth and Death which has not been registered within one year of its occurrence by the Executive Magistrate (not below the rank of Revenue Divisional Officer)

These guidelines are applicable for ordering all cases of Late registration of Births and Deaths which have not been registered within one year of its occurrence. As ordered by the High Court of Judicature of Madras in HCP.No.3043 of 2014 dated 13.04.2017, any order for late registration of birth/death passed by Judicial/Metropolitan magistrate after 25.01.2017 is not valid. From the above said date the late registration is being done by the Revenue Divisional Officers as the jurisdictional Executive Magistrates. These guidelines are being issued to streamline the system to ensure that same process is followed throughout the state.

1. The petitioner shall apply to the Revenue Divisional Officer in whose jurisdiction the Birth or Death occurred, specifying the purpose for late registration of Birth or Death.
2. If the petitioner approaches the Revenue Divisional Officer with the copy of the order of Judicial / Metropolitan Magistrate issued prior to 25.01.2017, the Revenue Divisional Officer shall once again issue order without enquiry based on the Judicial/Metropolitan Magistrate order passed earlier.
3. The application should be accompanied with Non Availability Certificate (NAC). The Non Availability Certificate is to be obtained from the jurisdictional Birth and Death Registrars through the authority prescribed below:

Area of Occurrence	Authority to be approached
Village Panchayat	Tahsildar/Village Officer Administrative
Town Panchayat	Executive Officer
Municipality	Commissioner
Corporation	Commissioner
Cantonment	Executive Officer

Note: Due to upgrading or merging of local bodies, over years, if the place of occurrence of the event (Birth/Death) has been upgraded/ converted/merged in any of the area of occurrence mentioned above then the applicant shall approach the respective authority as upgraded area of occurrence.

The petitioner is to obtain and should submit the Non Availability Certificate for the years.

- i. On which year the birth and death have occurred.
- ii. For the preceding one year of occurrence of Birth / Death.
- iii. For the succeeding one year of occurrence of Birth / Death.

4. The petitioner should submit the application for Delayed Registration in the form of Affidavit affixed with Court fee stamp of value of Rs.10/- along with Non Availability Certificate and the following documents:-

The supporting documents to be submitted(as per availability) by the petitioner in addition to the Non Availability Certificate are:

A. In case of Birth Registration

- i. Mark sheets and Transfer Certificates in which Date of Birth is recorded
- ii. Passport
- iii. Driving license
- iv. Voter ID
- v. Aadhaar Card
- vi. School record extracts obtained from Head Masters of the schools

In case the above records are not available then

In case of occurrence of birth in hospital, Hospital record.

In case of occurrence of birth is at home, a written statement from the head of the house or 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 case of Death registration

As a proof of identity:

- i. Aadhaar Card of the deceased and spouse
- ii. Driving License
- iii. Passport
- iv. Voter ID
- v. Family Card

Apart from the above, as a proof of death, the following documents:

- i. Cremation ground report. In case of burial, then burial slip obtained from Crematorium incharge.
 - ii. If the death occurred at Hospital then Hospital Record.
 - iii. In case of Accident, Murder, Suicide and any dead body found in a deserted place then copy of FIR and Post Mortem Report.
 - iv. If death occurred at Home, a written statement from the head of the house or 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.
5. The petitioner should provide a written self declaration to the effect that if any information/documents furnished are found to be false, he/she shall be liable for prosecution for furnishing false information under section 177 and 199 of the Indian Penal Code.
 6. The Revenue Divisional Officer should scrutinize and ensure that the documents have been submitted by the applicant. After this initial scrutiny, the details should be sent to the concerned Village Administrative Officer (Revenue Inspector in case of Chennai District). The Village Administrative Officer should enquire and verify the genuineness of the event/documents and send the report to Revenue Inspector within two weeks, Revenue Inspector should send the report to Tahsildar within a week and Tahsildar should send the report to the Revenue Divisional Officer within 2 weeks.
 7. At the time of submitting application to the Revenue Divisional Officer, the petitioner shall be directed to publish the facts of the birth/death events in local edition of Regional papers and the time limit for receipt of objections shall be 30 days from the date of the publication. The proof of such publication should be submitted directly during Revenue Divisional Officer enquiry.
 8. Upon receipt of enquiry report from the Village Administrative Officer, the Revenue Divisional Officer shall summon the applicant and any other witnesses as required for enquiry and pass orders for registering the birth/death or reject the application, subject to his satisfaction. The Revenue Divisional Officer shall pass order within 60 days from the date of receipt of all the required documents by the applicant.

9. The Revenue Divisional Officer shall communicate the delayed registration order to the applicant mentioning to approach the Registrar concerned for remitting the late fee of Rs.500/- in the relevant head of account pertaining to the jurisdictional area where it is to be registered. The delayed registration order copy is to be marked to the Jurisdictional Birth and Death Registrar, District Revenue Officer (District Registrar) and to Deputy Director of Health Services at Revenue District (Additional District Registrar).

10. Adoption:

In case of Adoption through Institutions recognized by Central Adoption Resource Authority, based on the District Magistrate order (as per Adoption Regulation 2022) the registration of birth of the adopted child is to be carried out.

In case adoption took place within relatives or acquaintances, the registration of adopted child is to be carried out with the adoption deed duly registered before the Sub-Registrar.

If the birth of adopted child (adoption within relatives or acquaintances) has not been registered then as per the procedure of ordering delayed registration by Executive Magistrate (not below the rank of Revenue Divisional Officer) it should be registered.

11. Appeal:

Against the order passed by Revenue Divisional officer an appeal can be filed by the aggrieved persons within a period of 60 days from the date of issue of order to District Revenue Officer for revision of orders. District Revenue Officer shall summon the applicant and any other witnesses as required for enquiry and pass orders for registering the birth/death or reject the application subject to his satisfaction within 60 days of receipt of the application.

12. General Instructions

1. Separate registers for ordering delayed registration of birth and death by the Revenue Divisional Officer should be maintained.
2. The Revenue Divisional Officer shall not resort to any correction of age if the applicant had already recorded the age in Birth Certificate/School Certificate/Age Certificate submitted at the time of employment.
3. In case of Missing persons for a period of 7 years the delayed registration of death is to be carried out by the Civil Court order declaring as dead.

8

4. When it comes to notice that delayed registration order has been obtained by suppression of the fact the same shall be cancelled by the Revenue Divisional Officer and the cancellation orders to be marked to Additional District Registrar (Deputy Director of Health Services of Revenue District).

KUMAR JAYANT
ADDITIONAL CHIEF SECRETARY TO GOVERNMENT.

// True Copy //

By 1104-35/1016
23/6/2023
Section Officer.
23/6/23

DEPARTMENT OF PUBLIC HEALTH AND PREVENTIVE MEDICINE

From
Dr.T.S.Selvavinayagam, MD,DPH,DNB.,
(Health & Hospital Admn)
Director of Public Health and
Preventive Medicine and
Chief Registrar of Births and Deaths,
359, Anna Salai, Chennai - 6.

To
1. All District Revenue Officers.
2. All Commissioners of Corporations.
3. All Commissioners of Municipalities.
4. All Regional Directors of Municipal
Administration.
5. All Revenue Divisional Officers.
6. All Assistant Director(TPs)
7. The Executive Officers of Cantonment
Boards Wellington, St. Thomas Mount.
8. The Managing Director, Cordite
factory, Aravankadu, Nilgiris.
9. The Chairman, NLC, Cuddalore.
10. The Chief Medical Officer,
Southern Railway, Chennai-3.

R.No. 55175/SBHI-I/S1/2023, Dated: 24.07.2023

Sir,

Sub: Public Health – Registration of Birth & Death Act 1969 –
Amendment of Rule 9(3) of Tamil Nadu Birth & Death Rules 2000
– Direction of Honourable High Court of Madras, dated:
13.04.2017 in HCP, No.3043 of 2014-Guidelines and Procedures
for Late Registration Births and Deaths – Government Orders
issued by the Additional Chief Secretary to the Government,
Revenue and Disaster Management Department – Reg.

Ref: G.O.Ms.No.324, dated: 28.06.2023 of Revenue and Disaster
Management Department, Revenue Administration Wing, RA-
3(2) Section.

I invite your kind attention to the Amendment to Rule 9(3) of
Tamil Nadu Birth & Death Rules,2000, vide G.O.Ms.No.293, Health and Family
Welfare (AB2) department dated: 02.12.2016 empowering the Executive
Magistrate not below the rank of Revenue Divisional Officer to for ordering
late registration of Birth and Death, which has not been registered within one
year of its occurrence.

In this regard, as per the Directions of Honourable High Court of Madras, dated: 13.04.2017 in HCP, No.3043 of 2014, **the Guidelines and Procedures for ordering late Registration of Births and Deaths** which has not been registered within one year of its occurrence by the Executive Magistrate not below the rank of Revenue Divisional Officer have been issued by vide G.O.Ms.No.324 dated: 28.06.2023 of Revenue and Disaster Management Department (Revenue Administration Wing RA-3(2) section.

A copy of the Government order is sent herewith for information and necessary action. I request you to communicate the G.O cited to all the Revenue Divisional Officers. Tahsildars and to all connected Birth and Registration functionaries of the district for their information, guidance and follow up.

Encl:G.O.Ms.No.324.

Yours faithfully,

Sumanthi G. N.
27/7/2023

for Director of Public Health and Preventive
Medicine and Chief Registrar of Births
and Deaths Tamil Nadu, Chennai-06.

Copy to,

1. All Deputy Director of Health Services and Additional District Registrar of Births and Deaths.
2. The Director of Census Operation, Rajaji Bhawan, "E" Wing II Floor, Besant Nagar, Chennai-90.

Chapter – 6

Advisory of Fake Portals

By e-mail

No. 11/12/2023-VS(CRS)
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE REGISTRAR GENERAL, INDIA
CIVIL REGISTRATION SYSTEM
2/A, Mansingh Road, New Delhi – 110011
E-mail – *drg-crs.rgi@nic.in*

Dated: 13.12.2023

To,
The Chief Registrars of all States/UTs

Subject: Fake portals / websites involved in phishing for registration of births and deaths- regarding.

Madam/Sir,

Please refer to this office letter no. 1/12/2018 VS (CRS) dated 28.07.2021 and 24.12.2021 vide which advisories were issued to all States/UTs for taking precautionary measures in registration of births and deaths in order to avoid misuse of online portal credentials i.e. User ID and password. In said advisory, the State Governments and Administrators were also requested to direct all registration functionaries to exercise due diligence while accessing the existing portal / software and ensure that they enter the complete and correct Uniform Resource Locator (URL) of the website/portal. These advisories may be seen at this office website www.crsorgi.gov.in.

2. As you are aware, this office is operating and maintaining a central portal with URL <https://crsorgi.gov.in> which is being used by 25 States / UTs for registration of births and deaths. It is found that some fake portals / websites with similar looking Uniform Resource Locator (URL) are in operation and fake registration of births and deaths are being done using these URLs. The following are the URL of some of these websites <http://crsorgi-gov-info.com>, <http://crsorrngigovn.co.in/>, <https://crsorgi-govl.co.in/> among others (the list attached).

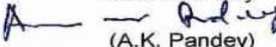
3. In the absence of proper knowledge and information, these fake websites are used inadvertently by general public to get the birth and death certificates. These websites are also involved in phishing where they steal the sensitive information like passwords / login etc. and use them for mischievous purposes.

-2-

4. This office has been informed regularly by the National Critical Information Infrastructure Protection Centre (NCIIPC), Government of India, about the Suspected Domains created on Internet, resembling to the URL of official website of ORGI and possibly being used for malicious purposes. Keeping in view the gravity of this issue, the URLs of such suspected websites are regularly forwarded to the Indian Computer Emergency Response Team (CERT-In), Ministry of Electronics and Information Technology, Government of India for taking up the matter with concerned authority. This office has also issued short videos on social media such as 'Facebook', and 'X' (formerly known as twitter) with a view to alert the general public against such websites.

5. As this issue is of utmost importance, there is a need to take measures at state level including wide publicity so that general public become more cautious while accessing the official CRS portal and do not use fake website inadvertently. In case, any website/domain is found to be issuing fake birth/death certificates relating to your State, it is requested that appropriate action under the Information Technology Act, 2000 may be taken against unauthorized domains/persons indulging in such kind of fraudulent activities.

Yours Faithfully


(A.K. Pandey)
Joint Director (CRS)



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

11/12/2023-VS(CRS)

590523/2023/O/o JD-Census Operations-02

S. No	Phishing Links
1	http://crsorgi-gov-info.com/
2	http://crosrigov.com/
3	http://crsgovvcom.xyz/
4	http://crsgovin.co.in/
5	http://crsorrigove.org.in/
6	http://crsorgi-gov-in-web-index-php.online/
7	http://crsorgi.services/
8	http://crsorrigovn.co.in/
9	http://crsorglii.xyz/
10	https://crsgovrcp.xyz/login.php
11	http://crsorgigoov.info
12	http://crsorgi.info/
13	http://crsorgi-govi-in.xyz/
14	http://crsorgigoov.info/
15	https://crsfastprint.in/web/index.php/auth/login
16	https://crsorgii-govr.in/
17	https://cisorgi-gov-in-origina.in
18	https://crsorgigove.ind.in/login.php
19	http://crsorgigoveservice.in/
20	https://crsorgi-govl.co.in/
21	http://crsorgi-govl.in/
22	https://crsorgi-govre.co.in/
23	http://crsorgi-govri.in/
24	http://crsorrigove.co.in/
25	http://crsorgi-gov-web.in/
26	http://crsorggovr.in/
27	http://crsorgigovindia.in/
28	https://crsoorgi-gove.in/
29	https://crsorgi.top/
30	https://crsorgi-gov-co.in/login.php
31	https://crsorgi-govi.info/web/index.php/auth/login.php
32	https://crsorgovin.in/
33	https://crsorgi-government.com/
34	http://crsorgigob.co.in/
35	http://crsorgi-dtvc.online/
36	http://crosrgi-gov-in.xyz/
37	http://crsorgigo-gove.in/
38	https://crsorrig-gove.in/
39	http://crsgigovin.in/
40	https://crsorgove.in/
41	http://crsorgovrs.online/
42	http://crsorgirajesh.online/
43	http://crsorgih.online/
44	http://crsorgi.live/
45	http://crsorggovin.com/
46	http://crsorgi.click/

11/12/2023

11/12/2023-VS(CRS)

590523/2023/O/o JD-Census Operations-02

S. No	Phishing Links
47	http://crsgovtpro.co.in/
48	http://crsorge-gove.in/
49	http://crsorgiorg.in/
50	http://csrogigovv.in/
51	https://crsgov.site/web/index.php/auth/login
52	http://info@birthcertificate.org.in
53	https://crsgove.in/web/index.php/auth/login.php
54	http://crsgovt.co.in/
55	https://digitalfastprint.in/
56	https://crsorgi-gov-in.in/
57	https://crsorigi-gov.co.in/
58	https://crsgov.com/
59	http://crsorgi-govi.co.in/
60	http://crsorg-govi.in/
61	http://crsorgi-gov-in.co.in/
62	http://crsogrgovi.in/
63	http://crsorgiadmin.in/
64	http://crsorgieasy.co.in/
65	https://crsorgi-gob.in/web/index.php/auth/login.php
66	https://crsorgi-gov-in.co.in/login.php
67	https://crsorg.co.in/
68	https://crsorggov.com/
69	https://crsorgi.gov.in.cutestat.com/
70	https://crsgov.com/web/index.php/auth/login
71	http://crsiorsgovi.in/
72	https://crsorg-gov-in.xyz/
73	http://crsorigovv.in/
74	http://crsorgingovsk.online/
75	http://crsorrngovv.in/
76	https://crsorggov.com/login
77	https://crsorigov.home.blog/
78	https://www.birthcertificate.org.in/
79	https://crsorgi-gov-in.co.in/
80	https://crsorgi-gov.co/login.php
81	https://crsorgi-gov-in.co.in/forgot-password.php
82	http://crsorgiigovi.in/
83	http://crsorgsigovt.in/
84	http://crsorgi-govin.in/
85	http://crsogi-gov.org.in/
86	http://crsorgi-govre.in/
87	http://crsorigovv.in/
88	http://crsorigovvts.cam/
89	https://crsorigov.co.in/login.php
90	http://crsorgiigov.org.in/
91	http://crsorgiin.in/
92	http://crsorigovt.biz/

11/12/2023-VS(CRS)

590523/2023/O/o JD-Census Operations-02

S. No	Phishing Links
93	http://crsorggov-in.xyz/
94	http://crsgovor.xyz/
95	crsorgi-gov-in-web.website
96	crsgove.online
97	http://crsorgi-gov.online/
98	crsgovgin.co.in
99	crsorgi-gov-index.xyz
100	http://crsoriggov.pro/
101	http://crsorgi.site/web/index.php/auth/login
102	http://crsorgi-gove.in/
103	http://crsorgigoovi.in/web/index.php/auth/index
104	http://crsorgigoovi.in
105	https://crsgo.xyz/web/index.php/auth/login.php
106	https://crsogov.co.in/web/index.php/auth/index
107	http://crsgovorg.co.in/
108	http://crsorgigov-in.com/
109	http://crsorgi-govc.in
110	http://civilregistrationsystemcivilregistrationsystem.co.in/
111	crsigove.xyz
112	http://crsorggi-gov.online/
113	https://crsorgi.gov.in.cscus.in/web/index.php/auth/csc.php
114	http://gov-crs.online/
115	http://crssoriggov.xyz/
116	http://crsgo-gov.online/
117	crsorgi-govii.co.in
118	http://civilregistration.in/
119	http://crsogigov.co.in
120	crsorggovin.online
121	http://crsorigov.link/
122	http://crsgov.website
123	http://crsorgie-gov.co.in/

DEPARTMENT OF PUBLIC HEALTH AND PREVENTIVE MEDICINE

From
Dr.T.S.Selvavinayagam, MD,DPH,DNB.,
(Health and Hospital Admn)
Director of Public Health and
Preventive Medicine and
Chief Registrar of Births and Deaths,
359, Anna Salai, Teynampet,
Chennai-6.

To
1.The Commissioner of Revenue
Administration, Chepauk, Ch-5.
2. The Commissioner,
District Birth & Death Registrar,
Greater Chennai Corporation,
Rippon Building, Chennai-03.
3.The Commissioner of Municipal
Administration, 75, Urban
Administrative Building,
Santhome High Road, Ch-28.
4.The Director of Town Panchayat,
75, Urban Administrative Building,
Santhome High Road, Ch-28.
5.The Director of Medical Education
Kilpauk, Chennai-600 010.
6.The Director of Medical and Rural
Health Services, Chennai-6.
7. All District Collectors.
8. All District Revenue Officers.
9. All Commissioner of
Corporations.
10.All Commissioner of
Municipalities.
11.All regional Directors of Municipal
Administrations.
12.All Assistant Directors (TPs).
13.The Executive Officers of
Cantonment Boards Wellington &
St.Thomas Mount.
14.The chairman, NLC, Cuddalore.

R.No70918/SBHI-I/S1/2021, Dated: 24.01.2024

Sir/Madam,

Sub: Public Health –Civil Registration System – Advisory in respect
of fake portals/ Websites involved in phishing for
Registration of Birth and Death reg.

Ref: 1) Lr No.1/12/2018(VS)(CRS), dt.28.07.2021 of Deputy Chief
Registrar General (CRS) India, Ministry of Home Affairs,
New Delhi.

- 2) This office R.No.70918/SBHI-I/S1/2021, dt.06.08.2021 & 07.02.2022.
- 3) Lr No.11/12/2023 (VS)(CRS), dt.13.12.2023 of Deputy Chief Registrar General(CRS) India, Ministry of Home Affairs, New Delhi.

I invite your kind attention to the reference 3rd cited, wherein, it has been informed that the office of the Registrar General has operating and maintaining the Central Portal with URL <https://crsorgi.gov.in> which is being used by 25 states / UTs for Registration of Birth and Death. It has been found that some fake portals / Websites similar to URL cited are in operation and fake Registration of Births and Deaths are being done using these URLs. The following URL of some of these Websites <http://crsorgi-gov-info.com>, <http://crsorrngovn.co.in/> , <https://crsorgi-govl.co.in/>.

These fake Websites are used in advertently by general public to get the Birth and Death Certificates, these websites are also involved in Phishing where they steal the sensitive information like Passwords / Login etc., and use them for mischievous purposes .

In view of the above, the URLs of such suspected websites are regularly forwarded by the Indian Computer Emergency Response Team (CERT-In), Ministry of Elections and Information Technologies, Government of India for Taking up the matter with concerned authority. The Office of the Registrar General India has also issued the short videos on Social Medias such as "Face Book" and "X" (formerly known as twitter) with a view to alert the General Public against such fake Websites.

In this connection, vide letter 1st and 2nd cited, instructions have already been issued for handling of login IDs and Password along with Do's and Dont's for the users of TN-CRS Portal / Website which has been communicated to all Registration authorities so as to ensure the Registration of Births and Deaths is carried out as per the legal provisions of the Registration of Births and Deaths Act 1969 and procedures laid down under the rules are followed in the portal / Software developed for online Registration by all Registration authorities.

Hence, it is requested that, the above instructions shall be communicated to all the Registration Authorities for compliance and send a detailed report about the fake websites / Portal, if any and in case any website/ domain is found to be issuing fake Birth/ Death Certificates relating under your administrative control. A wide publicity on the fake portals / websites issuing fake certificates shall be given by the District Revenue Officer / District Birth and Death Registrar.

Encl: Phishing links.

Yours faithfully,

Sumanthirani
24/11/2024

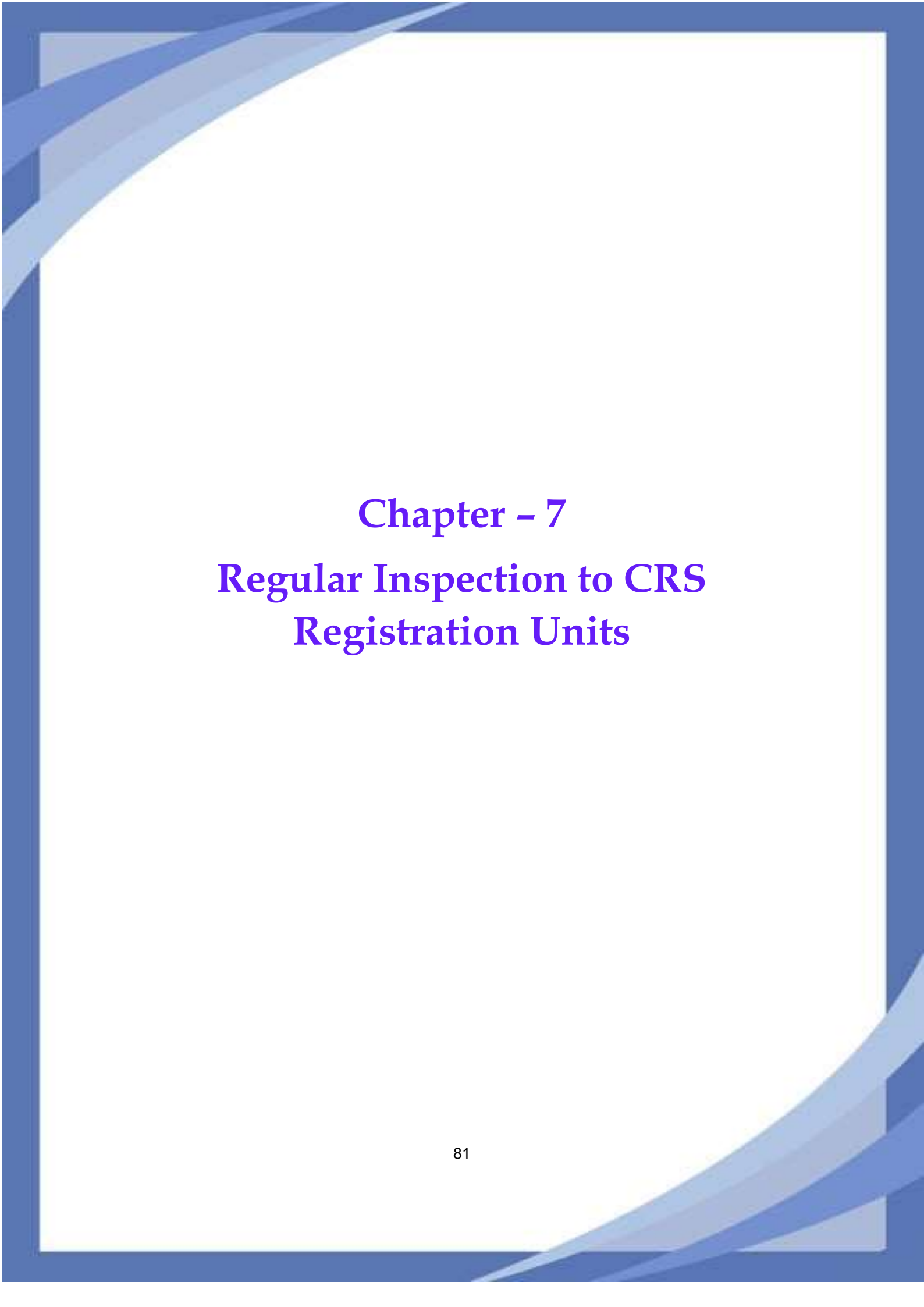
for Director of Public Health and Preventive
Medicine and Chief Registrar of Births
and Deaths Tamil Nadu, Chennai-06

Copy Submitted to

1. The Deputy Registrar General (CRS), Ministry of Home Affairs, O/o the Registrar General of India, V.S.Division, West Block-1, R.K.Puram, New Delhi 110066.
2. The Principal Secretary to Government, Health and Family Welfare Department, Secretariat, Chennai-9.
3. The Director of Census Operation & Joint Registrar General, Rajaji Bhawan, "E" wing, III Floor, Besant Nagar, Chennai-90.

Copy to

All Deputy Director of Health Services and Addition District Registrar of Births and Deaths.



Chapter - 7
Regular Inspection to CRS
Registration Units

R.No. 7225371/SBHI-I/S1/2024

Office of the Director of Public Health
and Preventive Medicine and Chief
Registrar of Births and Deaths,
Tamil Nadu, Chennai-6
Dated:21.04.2024

Sub: Public Health – SBHI – CRS – Strengthening of Birth and Death
Registration in the districts regular inspection to the registration
units located at Medical College Hospitals, District Head quarters
Hospitals, Taluk and Non-Taluk Hospitals and other registration
units – Reg.

Ref: Instructions of Director of Public Health & Preventive Medicine.

Kind attention is invited to the Additional District Birth and Death Registrar and Joint District Birth and Death Registrar of all districts. It is informed that, many communications are received from the districts that fake registration of Births and Deaths events took place and the forged / faked registration of Births and Deaths come to the knowledge of the Birth and Death registration functionaries only after a long period of time.

In order to strengthen the Civil Registration System and to improve the efficacy of CRS, DPH & PM emphasised for consistent and regular inspection of Birth and Death registration units by the Joint Registrar of Birth and Death of the districts concerned, both quantitatively and qualitatively for ensuring efficient Birth and Death registration monitoring mechanism.

It is instructed that the Joint Registrar of Birth and Death of the districts & Assistant Director(SBHI) and Statistical Assistants of Additional HUDs should inspect the major registration units such as Medical College Hospitals on fortnightly basis and District Head quarters Hospitals, Taluk and Non-Taluk Hospitals and PHCs on monthly basis. While inspecting the above registration units, they should visit the OG Ward, Medical Records Department, Casualty and other Wards for ensuring proper reporting and online entries at institution logins. The number of events reported by institutions should tally with the number of registered events by the Birth and Death registrar on monthly basis. They should inspect all other registration units and all Private Hospitals at least once in a year. They should cross verify whether all the Accident Deaths, Sucides, Homicides are reported by Police Department.

The Corporation Statistical Assistant should visit all the registration units and reporting units(Government & Private) at least once in a month.

The forged, illegal and duplicate registration of Births and Deaths if any, shall be traced then and there, to enhance the quality of registration. They should carryout random verification of reporting forms and entries in the CRS Software. They should randomly verify the registered events at the field level and vice versa. The Child name registration status and the importance also to be reviewed.

The monthly ATP and the tour diary of Assistant Director(SBHI) /Statistical Assistants should encompass the explicit visits made by them to the Birth and Death registration units and the details of the inspections carried out should be sent to office of DPH&PM before 5th of every month in the format enclosed. The District Health Officer and the Additional District Birth and Death Registrar should ensure for the inspections by the District Assistant Director(SBHI) and render necessary support for their inspection.

Encl:1

Yours faithfully,

Sumathi G. N
23/4/2024

for Director of Public Health and Preventive
Medicine and Chief Registrar of Births
and Deaths Tamil Nadu, Chennai-06.
S.P.L.
22/4/24

To
All the District Health Officers and Additional District Birth and Death Registrar for
necessary action.

CRS Inspection Report

Particulars of the Registration Unit:

- [a] Name :
- [b] Address :
- [c] Area : Rural/Urban Population Covered :
- [d] Whether the registration unit has a board?
Yes / No

2. Functioning of registration unit:

- [a] Name of Registrar with designation :
- [b] Contact No : Tel. / Mobile
- [c] Whether trained? (last training attended)
Yes / No
- [d] Whether a copy of the Act/Rules/G.Os are kept handy.
Yes / No
- [e] Whether jurisdiction of the registration centre is demarcated
Yes / No
- [f] Whether blank forms are kept/stocked lasting for
Yes / No
 - [i] Year or half-year
 - [ii] More than 3 months
 - [iii] Less than 3 months
- [g] Whether a list of notifiers is maintained and their services is being utilized? If yes, No. of notifiers?
Yes / No
- [h] Whether a list of hospitals /Jails and other institutions maintained?
Yes / No
- [i] Whether registration is electronic?
Yes / No

3. Registration Performance :

- [a] Whether the new registration serial number for the current year has been started from 1st January of each year?
Yes / No
- [b] Whether the last year's record and related papers have been neatly bound and kept properly?
Yes / No
- [c] Whether any event occurring outside registrar's jurisdiction is found
Yes / No
- [d] Whether the institutional events are being registered as per the provisions of the Act? (who are signing on the forms)
Yes / No
- [e] Whether registration records are kept neat and clean and in proper order?
Yes / No
- [f] Whether records are kept in safe custody?
- [g] Whether events reported are registered promptly?
Yes / No
- [h] Whether late and delayed events are registered according to rules and instructions?
Yes / No
- [i] Whether correction, if any, are made in the manner prescribed, whose permission is taken?
- [j] Number of Institutions under your jurisdiction.....
Out of them how many Institutions reporting the vital events :
 - [i] Regularly
 - [ii] Occasionally
 - [iii] Never

- [k] Month for which the last monthly return has been submitted:
- [l] No. of returns due but not sent
- [m] Whether medical certificates of the medically certified deaths are enclosed along with Death Report Form?
- [n] Whether record relating to previous years have been sent to the Concerned Authority? (To Whom)
- [o] Whether any assistance received from center/States for preservation of records?
- [p] Does the unit have sufficient manpower?
- [q] Does the unit have a computer and printer?

4. Remarks of the Inspecting Officer

Average number of registered vital events in a month :

Birth	--
Death	--
Still Birth	--
Infant Death	--
Maternal Death	--

Number of registered events from 1st January to the date of inspection :

Birth -- Regular :	Delayed :
Death -- Regular :	Delayed :
Still Birth --	
Infant Death --	
Maternal Death --	
[a] No.of certificates issued :	Births
	Deaths

DPH/SBHI/2024/CRS-10

R.No.7225371/SBHI-I/S1/2024 Office of the Director of Public Health and Preventive Medicine and Chief Registrar of Births and Deaths, Chennai-6.
Dated:25.05.2024.

Sub: Civil Registration System - CRS Software – Birth Registration 2024 – Verification at Govt.Medical College Hospital, Government Hospitals and Primary Health Centres - instructions - Regarding.

- Ref: 1. Note of the Director of Public Health and Preventive Medicine, Chennai-06 from E6 Section dated 14.05.2024.
2. Report of Joint Director (SBHI) dated 22.05.2024.

As per the references cited, a team comprising Assistant Director (SBHI) and Statistical Assistants (Health Unit District/Corporation) have been formed to undertake the verification work at Government Medical College Hospitals, Government Medical Hospitals and Primary Health Centres for the mismatched data of birth records registered in Institutional Login and Registrar Login in TNCRS software for the year 2024.

The line list of the mismatched data is sent to the districts concerned. The team should collect the data from the districts where they are deputed and to conduct the verification work from 30.05.2024.

In this connection, the list of Assistant Directors (SBHI), Statistical Assistants (Health Unit District/Corporation) deputed to the districts for the above work is enclosed.

The format for verification of each mismatch data of birth is enclosed herewith. The Assistant Directors (SBHI)/Statistical Assistants should submit the following reports after completion of their verification work.

1. Report on verification work for every mismatch of birth data in the format. (Original copies to be retained at districts and scanned copies to be sent to DPH&PM).
2. Same report to be incorporated in the excel format sent from State.
3. Summary report of the verification signed by Assistant Directors (SBHI)/Statistical Assistants and District Health Officers.

The above reports to be submitted to DPH&PM before 10.06.2024 through the concerned DHOs of Districts where Assistant Directors (SBHI) / Statistical Assistants are deputed.

The District Health Officers of all districts are informed to provide a vehicle to the team during the verification work.

- Encl. 1. Deputation List for verification work.
2. The line list of the mismatched data in respect of Districts.
 3. Format for verification of each mismatch data of birth.
 4. Summary report of the verification by Assistant Directors (SBHI)/Statistical Assistants.

Sd/- T.S.Selvavinayagam
Director of Public Health and Preventive
Medicine and Chief Registrar of Births and
Deaths, Chennai-6.

To

1. All District Health Officers.
2. The City Health Officers of Corporations, Dindigul, Erode, Madurai, Salem, Thanjavur, Tirunelveli, Tiruppur, Trichy, Tuticorin, Vellore and Nagercoil.

//True Copy Forwarded//

Sumathi . n
27/5/24
For Director of Public Health and
Preventive Medicine, Chennai-06.

Civil Registration System

**Details of Assistant Director (SBHI) , Statistical Assistants
(HUD & Corporation) Deputed to Districts**

S. No.	District	Name of AD(SBHI) / SA	Designation & Place
1	ARIYALUR	R.Malathi	SA, Trichy Corporation
2	CHENGALPATTU	R.Sangeetha M.Kumaravel	SO(VSIS) SA(SBHI)
3	CHENNAI	R.Banumathi M.Silambarasan	AD(SBHI) SA , Chengalpattu
4	COIMBATORE	R.Yoganathan M.Murugesan	AD, Erode SA, Tiruppur Corp.
5	CUDDALORE	P.Ramesh V.Anitha	AD, Kancheepuram SA, Kallakurichi
6	DHARMAPURI	R.Ramyadevi	AD, Krishnagiri
7	DINDIGUL	V.Chinnan	SA, Madurai Corp.
8	ERODE	M.Nagaraj	AD, The Nilgiris
9	KALLAKURICHI	M.Jeyajothi	SA, Attur
10	KANCHEEPURAM	D.Lakshmanan	AD, Thiruvallur
11	NAGERCOIL	G.Amutha P.Kavitha	AD, Thoothukudi SA, Thoothukudi Corporation
12	KARUR	M.Shanthini R.Amsha	AD, Dindigul SA, Salem Corp.
13	KRISHNAGIRI	M.Indra	AD, Dhamapuri
14	MADURAI	K.Sami R.Vinoth	AD, Theni SA, Sivakasi
15	MAYILADUTHURAI	G.P.Baskaran	AD, Thiruvarur
16	NAGAPATTINAM	S.Vijayakumar	AD, Mayiladuthurai
17	NAMAKKAL	P.Sivaraman A.Thiyagarajan	AD, Salem SA, Erod Corporation
18	PERAMBALUR	K.P.Uma	AD, TIRUCHIRAPPALLI

S. No.	District	Name of AD(SBHI) / SA	Designation & Place
19	PUDUKKOTTAI	R.Chinnadurai	AD, Sivaganga
20	RAMANATHAPURAM	S.K.Sirajdheen	AD, Virudhunagar
21	RANIPET	T.Latha	SA, Vellore Corporation
22	SALEM	P.Senthamizh Selvi	AD, Karur
23	SIVAGANGA	M.Suryanarayana S.Gurupandian	AD, Pudukottai SA, Kovilpatti
24	TENKASI	T.Sundaravelvizhi S.Marudhamuthu	AD, Tirunelveli SA, Paramakudi
25	THANJAVUR	K.P.Uma T.Jeghatha	AD, TIRUCHIRAPPALLI SA, Aranthangi
26	THE NILGIRIS	R.Govindaraj	AD, Tiruppur
27	THENI	B.Malarvizhi	AD, Madurai
28	THIRUVALLUR	S.Muthuraj	SA, Poonamallee
29	THIRUVARUR	M.Sangeetha	AD, Ariyalur
30	THOOTHUKKUDI	S.Santhanavairam	SA Tirunelveli Corporation
31	TIRUCHIRAPPALLI	D.Carolin Banumathi C.Selvakumar	AD, Perambalur SA Thanjavur Corporation
32	TIRUNELVELI	M.Goldensheeba S.M.Suprabha	AD, Nagercoil SA, Nagercoil corporation
33	TIRUPATHUR	D.Uma	AD, TIRUVANNAMALAI
34	TIRUPPUR	S.Geetharamani A.Anandraj N.Wahithabanu	AD, Coimbatore SA Dindigul Corporation SA, Palani
35	TIRUVANNAMALAI	P.Vedharaman	SA, Tirupathur
36	VELLORE	B.Karthik	AD, Ranipet
37	VILLUPURAM	P.Nalini	AD, Cuddalore
38	VIRUDHUNAGAR	M.Srirangan E.Boobalakrishnan	AD, Ramanathapuram SA, Tenkasi

Civil Registration System

Birth Registration - 2024

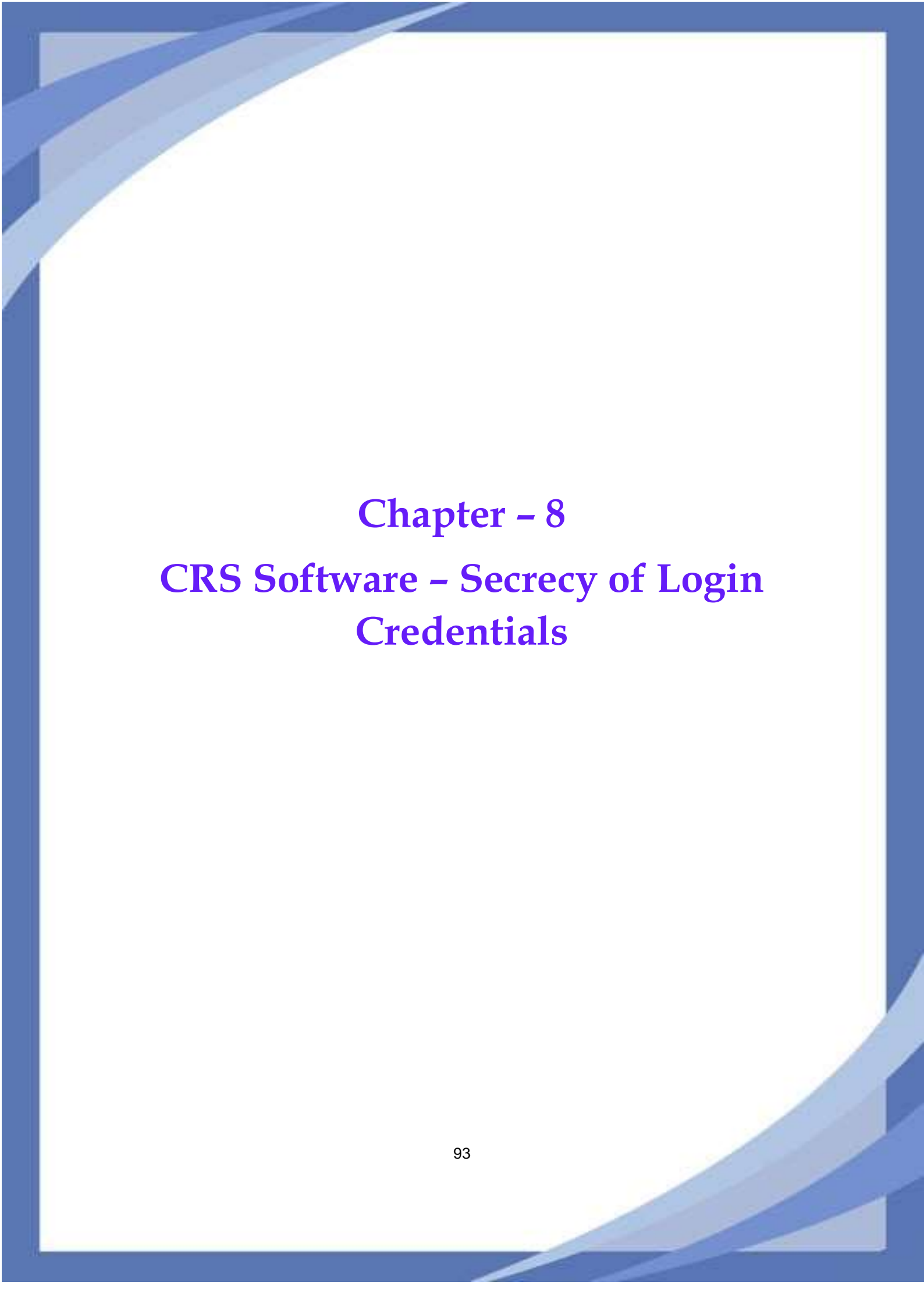
Verification of mismatch of Birth Data in Institution login and Registrar login

1	Name of the Registration Unit and District:		
2	Name of the AD / SA and District:		
3	Date of Visit of the AD / SA:		
4	Name of the Birth & Death Registrar at present with whom verification made		
5	Contact Number of the Birth and Death Registrar:		
6	Registration Number of the Birth: (Line list sent from State)		
7	Verification with Form 1 made and availability of Form 1	(Yes / No)	
8	Whether the mismatch between Hospital login and Registrar login found in Form 1	(Yes / No)	
9	If Yes, (Sl. No.8) parent's request or Hospital request / Parturition Register detail for correction and requisite documents are available with the Birth and Death Registrar	(Yes / No)	
		Date of request	
10	If Yes (Sl. No.9), based on the above documents only correction has been made by the Registrar	Document details	
		Date of correction	

11	If No in (Sl. No.9), the Registrar made the correction without request and documents	Get the explanation from the concerned Birth & Death Registrar	
		Name of the Birth and Death Registrar who made the correction without document	
12	Remarks of AD / SA		

Signature of Birth and Death Registrar

Signature of AD / SA



Chapter – 8

CRS Software – Secrecy of Login Credentials

DPH/SBHI/2024/CRS-7

R.No.7225371/SBHI-I/S1/2024

Office of the Director of Public Health
and Preventive Medicine and Chief
Registrar of Births and Deaths
Chennai- 600 006,
Dated: 12.05.2024.

Sub: Civil Registration System - CRS Software – 16471
Registration Units - change the User password –
instructions - Regarding.

Ref: Report on Change of RUs Password from CRS Software
Development Team dated: 08.05.2024.

Under Civil Registration System, a unified CRS software has been implemented throughout Tamil Nadu from 01.01.2018. At the time of implementation, all the 16471 Registration Units have been provided with User name and Password for registering Birth/Death & Still Birth in respect of their Registration Units and at the time of CRS software training, Birth and Death Registrar have been instructed to change their Registration units password periodically.

Based on the recent reports received from districts on fake/fraudulent registration of Births, Deaths and Still Births, the details on change of Registration Unit's password has been received from the CRS software development team.

On analysing the above reports, it is observed that in 1130 Registration Units, the passwords have not at all changed from 2018 and the default passwords given from the state is still in use.

In this regard,

- The list of Registration Unit Password changed from 2018 to 08.05.2024 with no. of times changed along with date.
- The list of Registration Unit Password not changed till 08.05.2024.
- Districtwise abstract of No.of RU's password changed and no.of times.

is herewith enclosed.

Hence, the District Health Officers and Additional District of Registrar Births and Deaths are hereby informed to instruct the concerned Birth and

Death Registrar to change the password of the Registration units periodically atleast once in a month/fortnightly. Also they should be informed not to share the User Name and password of their Registration Unit's, and it should be maintained confidentially. Also it is informed not to collect the Password of Registration units at office of the District Health Officer.

Encl:

1. List of RU's with password changed with date
2. List of RU's not changed Passwords till date.
3. Districtwise abstract – No. of times passwords changed

Sd/- T.S. Selvavinayagam,
Director of Public Health and Preventive
Medicine and Chief Registrar of Births
and Deaths, Chennai-06.

To

All District Health Officers and Additional District Registrar Births and Deaths.

// True copy forwarded//

S. Senthilnathan
13/5/2024

for Director of Public Health and
Preventive Medicine, Chennai- 06

S.P.
13/5/24

DPH/SBHI/2024/CRS-8

DEPARTMENT OF PUBLIC HEALTH AND PREVENTIVE MEDICINE

From

To

Dr.T.S. Selvavinayagam, M.D.,DPH., DNB.,
(Health and Hospital Admn)
Director of Public Health and
Preventive Medicine and Chief Registrar
of Births and Deaths,
359, Anna Salai,
Teynampet, Chennai-6.

All District Revenue Officers
District Registrar of Births and Deaths.

R. No.7225371/SBHI-I/S1/2024,Dated: 12.05.2024.

Sir/Madam,

Sub: Civil Registration System - CRS Software – 16471
Registration Units - change the User password –
instructions - Regarding.

Ref: Report on Change of RUs Password from CRS Software
Development Team dated: 08.05.2024.

As you are aware that in the Civil Registration System, a unified CRS software has been implemented throughout Tamil Nadu from 01.01.2018. At the time of implementation, all the 16471 Registration Units have been provided with User name and Password for registering Birth, Death & Still Birth in respect of their Registration Units and also at the time of CRS software training, the Birth and Death Registrar have been instructed to change their Registration units password periodically.

In this connection,based on the recent reports received from districts on fake/fraudulent registration of Births, Deaths and Still Births, the details on change of Registration Unit's password has been received from the CRS software development team.

On analysing the above reports, it is observed that in 1130 Registration Units, the passwords have not at all changed from 2018 and the default passwords given from the state is still in use.

In this regard,

- The list of Registration Unit Password changed from 2018 to 08.05.2024 with no. of times changed along with date.
- The list of Registration Unit Password not changed till 08.05.2024.

- District wise abstract of No.of RU's password changed and no.of times.

is herewith enclosed.

Hence, the District Revenue Officers and District of Registrar Births and Deaths are hereby informed to instruct the concerned Birth and Death Registrar of all Registration units of various department, viz., Public Health (PHC & GH), Revenue (Village Panchayat), Town Panchayat, Cantonment, Municipality, Corporation and Project Area, to change the password of the Registration units periodically atleast once in a month/fortnightly. Also they should be informed not to share the User Name and password of their Registration Unit's, and it should be maintained confidentially. Also it is informed not to collect the Password of Registration units by the departments concerned.

Encl:

1. List of RU's with password changed with date.
2. List of RU's not changed Passwords till date.
3. District wise abstract – No. of times passwords changed

Yours faithfully,

S. P. S. S. S.
13/5/2024

for Director of Public Health and
Preventive Medicine, Chennai-6.

S.P.S.S.S.
13/5/24

Copy to
All District Health Officers and Additional District of Registrar Births and
Deaths.

Chapter – 9

CRBD Circulars

DPH/SBHI/2024/CRS-9

DEPARTMENT OF PUBLIC HEALTH AND PREVENTIVE MEDICINE

From
Dr.T.S.Selvavinayagam, MD,DPH,DNB.,
(Health & Hospital Admn)
Director of Public Health and
Preventive Medicine and
Chief Registrar of Births and Deaths,
Tamilnadu, 359, Anna Salai,
Chennai-6.

To
The District Revenue Officers and
District Registrars of Birth and
Death of all the Districts.

R.No.19/158/SBHI-I/S1/2024, dated:27.07.2024

Sir/Madam,

Sub: Public Health – Civil Registration System – Corrections in Registers, Corrections, Deletion of record and Password reset in CRS Software - certain guidelines issued – Reg.

Ref: 1. Instructions of Director of Public Health and Preventive Medicine and Chief Registrar of Births and Deaths.
2. Decision points arrived during the Review meeting of Assistant Director (SBHI) & Statistical Assistants by Joint Director (SBHI) and Deputy Chief Registrar of Births and Deaths.

Kind attention is invited to all the District Revenue Officers and District Registrars of Births and Deaths of all districts. As it is aware that the Registration of Births and Deaths under Civil Registration System have been digitized from 01.01.2018 (crstn.org) and public can download Births and Deaths certificates at free of cost.

Of late, many requests are being received from registration functionaries to the Additional Districts Registrars and Chief Registrar of Births and Deaths, towards corrections of Birth / Death entries in register and CRS software, deletion of records in the online CRS software stating the reasons that in correct entries made in the Birth / Death records by the Reporting Institutions, Informant & Birth and Death Registrar, double entry

of same record, same record in two different Registration Units and resetting of passwords of Registrar and Institutions logins.

It is also observed that the above requests received at District and State are not sent through proper channel and it is very difficult to ascertain the authenticity of the requests at District and State level. In view of the above, and in order to streamline the process of requisition made by the Birth and Death Registrar for Correction, Deletion and Password reset, the following guidelines are issued.

1. Form I - Corrections of Birth / Death entries in Register (Current Records and Old Records) & CRS Software

It is informed that Corrections of Birth / Death entries in Birth and Death records are permissible under section 15 of Registration of Births and Deaths Act 1969 (Amended in 2023) and Rule 11 of Tamilnadu Birth and Death Registration Rules 2000 by the Birth and Death Registrar. Based on the request and evidences received, the Registrar shall carry out the corrections in current records and obtain the permission from the Officer concerned for old records. The corrections should be carried out both in the Birth / Death Records and in CRS Software, should be documented in the Form I and the same Form I should be submitted to the Officer concerned and to the informant.

Form I should be submitted to the Officer concerned through official letter.

2. Form II - Request for Corrections of Birth / Death entries in CRS Software for more than 3 corrections & Date Of Birth / Date Of Death Corrections

It is informed that, for more than 3 corrections of a Birth / Death and correction for Date of Birth / Date of Death in CRS Software, the Registrar should send the request to Additional District Registrar of Births and Deaths. In this regard, Form II, shall be submitted by the Birth and Death Registrar to the Additional District Registrar of Births and Deaths and on approval by the Additional District Registrar, the Birth and Death Registrar shall correct the same in Registrar's login. Form II should be maintained by the Registrar and also by the Additional District Registrar.

Form II should be submitted to the concerned Officers through official letter at all levels.

3. Form III - Request for deletion of a record in CRS software

It is informed that for Deletion of Birth / Death record in CRS software, the Birth and Death Registrar should submit the request in Form-III to the Additional District Registrar of Births and Deaths. If the record is at Staging level, the record can be deleted at District level itself on approval of the Additional District Registrar of Births and Deaths in CRS Software. Deletion of record details at Staging level should be maintained by the Registrar and Additional District Registrar of Births and Deaths.

If the record is at Validated level, based on the request forwarded from the Additional District Registrar of Births and Deaths, the record can be deleted at State level only on approval of the Chief Registrar of Births and Deaths in CRS Software. Deletion of record details at Validated level should be maintained by the Registrar, Additional District Registrar of Births and Deaths and Chief Registrar of Births and Deaths.

The registered record deleted at validated level in CRS Software, should be cancelled manually and the corresponding Birth / Death Form of the deleted record should be maintained in the register by the Births and Deaths Registrar.

Form III should be submitted to the concerned Officers through official letter at all levels.

4. Form IV - Request for Password Reset in CRS software for the Reporting Institutions

It is informed that for reset of password of the existing login ID of the reporting institutions, a requisition should be submitted by the Reporting Institutions to the Birth and Death Registrar in Form IV. The concerned Officer (of B&D Registrar) should send Form-IV to the Additional District Registrar of Births and Deaths who in turn forward the requisition to the Chief Registrar of Births and Deaths. Upon reset of the password, intimation should be sent by the Chief Registrar of Births and

Deaths to the Additional District Registrar of Births and Deaths who in turn inform the reset of password to the Registrar, concerned Officer (of B&D Registrar) and Reporting Institution. The date of reset of password details should be maintained by the Institutions, Registrar, Additional District Registrar of Births and Deaths and Chief Registrar of Births and Deaths.

Form IV should be submitted to the concerned Officers through official letter at all levels.

5. Form V -Request for Password reset in CRS software for the Birth and Death Registration Unit.

It is informed that any requisition for reset of password of the existing login ID of the Birth and Death Registration Unit, a requisition should be submitted by the Birth and Death Registrar in Form V. The concerned Officer (of B&D Registrar) should send Form-V to the Additional District Registrar of Births and Deaths who in turn forward the requisition to the Chief Registrar of Births and Deaths. Upon reset of the password, intimation should be sent by the Chief Registrar of Births and Deaths to the Additional District Registrar of Births and Deaths who in turn inform the reset of password to the Registrar and to the concerned Officer (of B&D Registrar). The date of reset of password details should be maintained by the Registrar, Additional District Registrar of Births and Deaths and Chief Registrar of Births and Deaths.

Form V should be submitted to the concerned Officers through official letter at all levels.

In this regard, the District Revenue Officers & District Registrars of Births and Deaths are hereby informed to instruct the District Health Officers & Additional District Registrars of Births and Deaths to communicate the above guidelines along with the Forms I to V to all the Commissioners of Corporations & Municipalities, Executive Officers of Town Panchayats, Tahsildhars of Revenue departments, Registrars of PHCs and GHs, Registrars of Project areas and Cantonments of their districts. The officials concerned should be instructed to appraise on the Forms I to V to all the Birth and Death Registrars. Also, it should be appraised during the Inter Departmental Co-ordination Committee Meeting.

The above guidelines are issued by the Chief Registrars of Births and Deaths in the capacity of Chief Executive authority of the State for executing

the provisions of RBD Act, 1969 (Amended in 2023) under Section 4(4).

The action taken report towards the compliance of the above communication issued shall be informed to this office.

Encl: Forms-I to V

Yours faithfully,

Sunalkrishna
31/7/24

for Director of Public Health and Preventive
Medicine and Chief Registrar of Births
and Deaths Tamil Nadu, Chennai-06.
S.P. →
31/7/24

Copy to

The District Health Officer and the Additional District Registrar of Births and Deaths of all Districts.

Civil Registration System

**Form I - Corrections of Birth / Death entries in Register
(Current Records and Old Records) & CRS Software**

(Above format to be maintained at Registrar Level & one copy to be submitted to Officer concerned and Informant)

Date:

From

Name of the Birth and Death Registrar:
Designation:
Name of the Regn. Unit:
Type of RU: PHC / MC / GH / VP / TP / Mpty/ Corp /PA (Put ✓)
Name of the Taluk:
District:
Regn. Unit User ID:
Mobile No:

To

(Officer concerned)

Sir/Madam,

Sub: Birth and Death Registration – CRS Software - Correction of entries in Register & CRS software - reg.

Ref: Representation received from _____
_____ Dated: _____.

Correction Details

1. Year of Registration :
2. Correction sought for (Put ✓) : Birth /Death /Still Birth/Adoption
3. Date of Reporting :
4. Date of Registration :
5. Registration No. :
6. **Correction in Birth / Still Birth / Adoption**
 - Name of the Child :
 - Name of Father & Mother :
 - Date of Birth /Still Birth :

Correction Field – Child Name / Father Name / Mother Name / Address / Gender/ Others (Specify)	Existing Entry	Required correction	Documents Attached

(Supportive Documents–Reporting Form, Correction letter by Hospital, Parturition Register Copy, Educational Certificates, Driving License, Passport, Aadhaar Card, Ration Card, Pan Card)

7. Correction required in Death

Name of the Deceased :

Date of Death :

Correction Field – Deceased Name / Wife Name or Husband Name of Deceased/ Address / Gender/ Others (Specify)	Existing Entry	Required correction	Documents Attached

(Supportive Documents–Reporting Form, Correction letter by Hospital, Parturition Register Copy, Educational Certificates, Driving License, Passport, Aadhaar Card, Ration Card, Pan Card)

8. Incorrect entry made by(Put ✓) : Institution / Registrar / Informant (Home)

9. Any other Remarks of the Birth
and Death Registrar :

Approval of the Birth and Death Registrar

1. After scrutinizing, the above correction - Permitted / Not permitted.

Updation of correction in Manual Register & CRS Software

2. Date of updating the correction in the Register & CRS Software :

Submission of Correction Details

3. Date of submission of correction to the concerned Officer :

Signature of the Birth and Death Registrar with seal

Civil Registration System

Form II - Request for Corrections of Birth / Death entries in CRS Software for more than 3 corrections & Date of Birth / Date of Death Corrections

(To be submitted by the Registrar to Additional District Registrar)

Date:

From

Name of the Birth and Death Registrar:
 Designation:
 Name of the Regn. Unit:
 Type of RU: PHC / MC / GH / VP / TP / Mpty/ Corp /PA (Put ✓)
 Name of the Taluk:
 District:
 Regn. Unit User ID:
 Mobile No:

To

The Additional District Registrar of Births and Deaths,
 _____ District.

Through

Officer Concerned

Sir/Madam,

Sub: Birth and Death Registration - CRS Software - Corrections of Birth / Death entries in CRS Software for more than 3 corrections & Date Of Birth / Date Of Death Corrections- requested- reg.

Correction Details

1. Year of Registration :
2. Correction sought for (Put ✓) : Birth /Death /Still Birth/Adoption
3. Date of Reporting :
4. Date of Registration :
5. Registration No. :
6. **Correction in Birth / Still Birth / Adoption**
 - Name of the Child :
 - Name of Father & Mother :
 - Date of Birth / Still Birth :

Correction Field - Child Name/Father Name / Mother Name /Address / Gender/ Date of Birth / /Others (Specify)	Existing Entry	Required correction	Documents Attached

(Supportive Documents-Reporting Form, Correction letter by Hospital, Parturition Register Copy, Educational Certificates, Driving License, Passport, Aadhaar Card, Ration Card, Pan Card)

2

7. Correction required in Death

Name of the Deceased :

Date of Death :

Correction Field - Deceased Name / Wife Name or Husband Name of Deceased/ Address / Gender/ Date of Death / Others (Specify)	Existing Entry	Required correction	Documents Attached

(Supportive Documents-Reporting Form, Correction letter by Hospital, Parturition Register Copy, Educational Certificates, Driving License, Passport, Aadhaar Card, Ration Card, Pan Card)

8. Incorrect entry made by (Put ✓) : Institution/Registrar/Informant(Home)

9. If correction exceeds three times, mention the number for which this correction to be carried out :

10. Date of Birth / Date of Death Correction :

11. Any other Remarks of the Birth and Death Registrar :

Signature of the Birth and Death Registrar with seal

1. Scrutiny and recommended for above correction

Name of the Officer (of B&D Registrar) :

Designation :

Signature with Seal & Date :

Approval of the Additional District Registrar

1. After scrutinizing, the above correction - Permitted /not permitted.

**Joint District Registrar
Date:**

**Additional District Registrar
Date:**

District CRS Helpdesk Team

2. Date of approval of correction at District level :

Note: Above format to be maintained by the Registrar and also at District Level.

Civil Registration System

Form III - Request for deletion of a record in CRS software
(To be submitted by the Registrar to Additional District Registrar)

Date:

From

Name of the Birth and Death Registrar:
 Designation:
 Name of the Regn. Unit:
 Type of RU: PHC / MC / GH / VP / TP / Mpty/ Corp /PA (Put ✓)
 Name of the Taluk:
 District:
 Regn. Unit User ID:
 Mobile No.:

To

The Additional District Registrar of Births and Deaths,
 _____ District.

Through

Officer Concerned
Sir/Madam,

Sub: Birth and Death Registration - CRS Software- Deletion of record in
 CRS software - requested- reg.

Deletion Record Details

1. Year of Registration :
2. Deletion sought for : Birth / Death / Still Birth / Adoption
3. Reason for Deletion (put ✓) :
 1. Double entry made by Institution
 2. Double entry made by Registrar
 3. Registration of an event in two Registration unit, request for deletion at wrong RU
 4. Any Other reason for deletion (**Specify**)
4. Details

Record Details	Deletion record (Duplicate)	Correct record (Original)	Documents to be attached (put ✓)
Registration Number			1. Form 1 / 2 / 3 / 1A (for Duplicate / Original)
Registration Unit			
Taluk of RU			
District of RU			
Name of the Child / Parents name (for Birth)			2. Birth / Death Certificate (for Duplicate / Original)
Name of the Deceased (for Death)			
Date of Birth / Death/ Still Birth / Adoption			3. Any other (Specify)
Date of Reporting			
Date of Registration			

2

5. Any other Remarks of the Birth and Death Registrar :
6. Deletion required level (put ✓) : 1. Staging level
2. Validated level

Signature of the Birth and Death Registrar with seal

1. Scrutiny and recommended for above deletion
Name of the Officer (of B&D Registrar) :
Designation :
Signature with Seal & Date :

Approval of the Additional District Registrar

1. If deletion at Staging level - Permitted /not permitted.
2. If deletion at Validated level, date of forwarding to Chief Registrar of Births and Deaths :

**Joint District Registrar
Date:**

**Additional District Registrar
Date:**

Approval of the Chief Registrar of Births and Deaths

1. Deletion at Validated level - Permitted /not permitted.
2. Date of approval by Chief Registrar of Births and Deaths:
3. Any Other remarks

**Deputy Director (DM)
Date:**

**Joint Director (SBHI)
Date:**

Deletion by CRS Software Team

4. Date of Deletion :

- Note:** 1. Deletion of record details at Staging level should be maintained by the Registrar and Additional District Registrar of Births and Deaths.
2. Deletion of record details at Validated level should be maintained by the Registrar, Additional District Registrar of Births and Deaths and Chief Registrar of Births and Deaths.
3. The registered record deleted at validated level in CRS Software, should be cancelled manually and the corresponding Birth / Death Form of the deleted record should be maintained in the register by the Births and Deaths Registrar.

Civil Registration System

Form IV - Request for Password Reset in CRS software for the Reporting Institutions

(To be submitted by the Institution to Registrar)

Date:

From

Name of the MO/ RMO / CMO:

Designation:

Name of the Institution:

Type of Hospital:

Name of the RU:

Type of RU: PHC / MC / GH / VP / TP / Mpty / Corp / PA (Put ✓)

Name of the Taluk:

District:

Institution User ID:

Mobile No:

To

The Registrar,

_____.

Through

Officer Concerned

Sir/Madam,

Sub: Birth and Death Registration - CRS Software -
Institution Password Reset in CRS software - req- reg.

Password Reset

Institution Name	User ID	Date from which current Password is being used	Reason for password reset requested now

Any other Remarks of the Institution:

Signature of the MO / RMO / CMO with seal

Forwarding by the Additional District Registrar

1. After scrutinizing, the above reset Password - Permitted /not permitted.
2. Name of the Institution & User Name :
3. Date of forwarding by the Additional District Registrar :
4. Any Other remarks

Joint District Registrar
Date:

Additional District Registrar
Date:

Approval of the Chief Registrar of Births and Deaths

1. Password reset - Permitted /not permitted.
2. Date of approval by Chief Registrar of Births and Deaths :
3. Any Other remarks

Deputy Director (DM)
Date:

Joint Director (SBHI)
Date:

Password Reset by CRS Software Team

4. Date of Password Reset :
5. Date of intimation to the Additional District Registrar :

Note: The date of reset of password details should be maintained by the Institutions, Registrar, Additional District Registrar of Births and Deaths and Chief Registrar of Births and Deaths.

Civil Registration System

Form V - Request for Password reset in CRS software for the Birth and Death Registration Unit

(To be submitted by the Registrar to Additional District Registrar)

Date:

From

Name of the Birth and Death Registrar:
 Designation:
 Name of the Regn. Unit:
 Type of RU: PHC / MC / GH / VP / TP / Mpty/ Corp /PA (Put ✓)
 Name of the Taluk :
 District:
 Regn. Unit User ID:
 Mobile No:

To

The Additional District Registrar of Births and Deaths,
 _____ District.

Through

Officer Concerned

Sir/Madam,

Sub: Birth and Death Registration – CRS Software- Registration Unit Password Reset in CRS software - requested- reg.

Password Reset

Registration Unit Name	User ID	Date from which current Password is being used	Reason for password reset requested now

Any other Remarks of the Birth and Death Registrar :

Signature of the Birth and Death Registrar with seal

1. Scrutiny and recommended for above Password reset

Name of the Officer (of B&D Registrar) :

Designation :

Signature with Seal & Date :

Forwarding by the Additional District Registrar

1. After scrutinizing,
the above Reset Password - Permitted /not permitted
2. Name of the RU & User Name :
3. Date of forwarding by
the Additional District Registrar :
4. Any Other remarks

Joint District Registrar
Date:

Additional District Registrar
Date:

Approval of the Chief Registrar of Births and Deaths

1. Password Reset - Permitted /not permitted.
2. Date of approval by Chief Registrar of
Births and Deaths :
3. Any Other remarks :

Deputy Director (DM)
Date:

Joint Director (SBHI)
Date:

Password Reset by CRS Software Team

4. Date of Password reset :
5. Date of intimation to Additional District Registrar:

Note: The date of reset of password details should be maintained by the Registrar,
Additional District Registrar of Births and Deaths and Chief Registrar of
Births and Deaths.

DPH/SBHI/2024/CRS-12

Resident Based Deaths Monitoring at PHC level/Block level/District level

R.No. 19/160/SBHI-I/S1/2024

Office of the Director of Public Health
and Preventive Medicine and Chief
Registrar of Births and Deaths,
Chennai-06.
Dated:27.07.02024.

Sub: Public Health – Civil Registration System –Death
Registration –Resident Based Deaths Monitoring at PHC
level/Block level/District level - certain instructions issued
and submission of reports –Reg.

Ref: Instructions of Chief Registrar of Births and Deaths and
Director of Public Health and Preventive Medicine.

Kind attention is invited to the District Health Officers and Additional
District Registrars of Births and Deaths of all Health Unit Districts.

Under Civil Registration System, as 99% of the Births are occurring in
Institutions, the reporting of Births by the Institutions and Registration by
the Birth and Death Registrars is 100% without any omission.

In case of Death Registration, as 24% of the Deaths are occurring in
Institutions, the reporting of deaths by the institutions and registration by
the Birth and Death Registrars is 100% without any omission. But, 72% of
the Deaths are occurring in Homes and 4% of the Deaths occurring in other
places (Transit and Public places). On analysing the Registration of Home
Deaths and other Deaths, it is found that more than 10% of the deaths are
unregistered. Due to under reporting in Death Registration, 100% level of
Death Registration could not be attained for the State.

To register the Unregistered Deaths, the relatives of the deceased
should be insisted, reasons for inordinate delay in registering the Home
Deaths by the local Birth and Death Registrars need to be identified and
action to be taken by the Health Inspectors of the PHCs. If still unregistered
based on the PHC level Health Inspector's initiation, the Block Health
Supervisors should issue notices under section 23 of the Registration of
Births and Deaths Act (Amended) 2023 on the defaulters.

Also it is viewed that owing to lack of awareness on Death Registration, the specified time limit for Death Registration and importance of Death Certificates, the public are put into hardships in getting the Deaths Registered. Also, for the Death Registration after one year of its occurrence, the order of the Revenue Divisional Officers have to be obtained under Section 13(3) of Registration of Birth and Death Act (Amended) 2023 and Rule 9(3) of Tamil Nadu Registration of Births and Deaths Rule, 2000. Since the RDO ordering of late registration involves various levels of verifications and procedures, the public could not get the certificates in time.

Hence, as per the instructions of the Director of Public Health and Preventive Medicine and Chief Registrar of Births and Deaths, **a Resident Based Deaths Monitoring at PHC level/Block level/District level** have to be strengthened. In this regard, the following forms have to be maintained for **calendar year** at various levels which is detailed below.

1. Form I(a) - Resident Based Death Line List (To be Maintained by PHC HI for Calendar Year).
2. Form I(b) - Unregistered Deaths Line List and action taken to Register (To be Maintained by PHC HI for Calendar Year).
3. Form I(c) - Abstract of Resident Based Death Line List (During the month) (To be Maintained by PHC HI for Calendar Year).
4. Form I (d) - Abstract of Resident Based Death Line List (Upto the month) (To be Maintained by PHC HI for Calendar Year).
5. Form II (a) - Resident Based Death Line List (To be Maintained by BHS for Calendar Year).
6. Form II (b) - Unregistered Deaths Line List and action taken to Register (To be Maintained by BHS for Calendar Year).
7. Form II (c) - Abstract of Resident Based Death Line List (During the month) (To be Maintained by BHS for Calendar Year).
8. Form II (d) - Abstract of Resident Based Death Line List (Up to the month) (To be Maintained by BHS for Calendar Year).
9. Form III (a) - Resident Based Death Line List (To be Maintained by AD / SA for Calendar Year).
10. Form III(b) - Unregistered Deaths Line List and action taken to Register (To be Maintained by AD / SA for Calendar Year).
11. Form III(c)- Abstract of Resident Based Death Line List (During the month) (To be Maintained by AD / SA for Calendar Year).
12. Form III(d) - Abstract of Resident Based Death Line List (Up to the month) (To be Maintained by AD / SA for Calendar Year).

The FormsPHC level(4) / Block level (4) / District level (4) contains the following informations.

1. Line list of Resident Deaths/ Visitor Deaths at Village Panchayath wise/Town Panchayath wise,
2. Un-Registered Death details among the Resident Deaths/ Visitor Deaths.
3. Abstract indicating the **"During the month"** status of number of Resident Deaths / Visitor Deaths, its registration, notices issued under Section 23, Prosecution launched and Resident Death Rate for VP/TP/Block/District.
4. Abstract indicating the **"Up to the month"** status of number of Resident Deaths / Visitor Deaths , its registration, notices issued under Section 23, Prosecution launched and Resident Death Rate for VP/TP/Block/District.

Further, it is instructed that the Resident Death details should be collected from 01.01.2024. The District Health Officers and Additional District Registrar of Births and Deaths should send all the District level Forms (4) before 10th of every succeeding month to the Chief Registrar of Births and Deaths so that the Level of Death Registration could be monitored at all Levels and Residential Death Rates could also be arrived.

The above guidelines are issued by the Chief Registrars of Births and Deaths in the capacity of Chief Executive authority of the State for executing the provisions of RBD Act, 1969 (Amended in 2023) under Section 4(1) & 4(3).

Encl: Forms (12)

Yours faithfully,

Senthil k. n
31/7/24

S.P.
31/7/24
for Director of Public Health and Preventive
Medicine and Chief Registrar of Births
and Deaths Tamil Nadu, Chennai-06.

To

All District Health Officers and Additional District Registrar of Births and Deaths of Health Unit Districts.

DPH/SBHI/2024/CRS-12-A

DEPARTMENT OF PUBLIC HEALTH AND PREVENTIVE MEDICINE

From
Dr.T.S.Selvavinayagam, MD,DPH,DNB.,
(Health & Hospital Admn)
Director of Public Health and
Preventive Medicine and
Chief Registrar of Births and Deaths,
Tamilnadu, 359, Anna Salai,
Chennai - 6.

To
The Commissioner,
Greater Chennai Corporation,
Ribon building,
Chennai-600 003.

Sir,

R.No. 19/160/SBHI-I/S1/2024, dated:22.09.2024

- Sub: Public Health – Civil Registration System –Death
Registration – Resident Based Deaths Monitoring at
Urban areas – Municipalities and Corporations - certain
guidelines issued and submission of reports –Reg.
- Ref: Instructions of Chief Registrar of Births and Deaths and
Director of Public Health and Preventive Medicine.

Kind attention is invited to the Commissioner and District Registrar of
Greater Chennai Corporation

Under Civil Registration System, as 99% of the Births are occurring in
Institutions, the reporting of Births by the Institutions and Registration by
the Birth and Death Registrars is 100% without any omission.

In case of Death Registration, as 24% of the Deaths are occurring in
Institutions, the reporting of deaths by the institutions and registration by
the Birth and Death Registrars is 100% without any omission. But, 72% of
the Deaths are occurring in Homes and 4% of the Deaths occurring in other
places (Transit and Public places). On analysing the Registration of Home
Deaths and other Deaths, it is found that more than 10% of the deaths are
unregistered. Due to under reporting in Death Registration, 100% level of
Death Registration could not be attained for the State.

To register the Unregistered Deaths in the **Urban areas**, the relatives of the deceased should be insisted to register the deaths, reasons for inordinate delay in registering the Home Deaths by the local Birth and Death Registrars need to be identified and action to be taken by the Sanitary Inspectors & the Sanitary Officers. The Health Officers of Municipalities and Corporations shall issue notices under section 23 of the Registration of Births and Deaths Act (Amended) 2023 on the defaulters.

Also it is viewed that owing to lack of awareness on Death Registration, the specified time limit for Death Registration and importance of Death Certificates, the public are put into hardships in getting the Deaths Registered. Also, for the Death Registration after one year of its occurrence, the order of the Revenue Divisional Officers have to be obtained under Section 13(3) of Registration of Birth and Death Act (Amended) 2023 and Rule 9(3) of Tamil Nadu Registration of Births and Deaths Rule, 2000. Since the RDO ordering of late registration involves various levels of verifications and procedures, the public could not get the certificates in time.

Hence, a **Resident Based Deaths Monitoring at Ward level/Zone level/Corporation / Municipality level** have to be strengthened. In this regard, the following forms are to be maintained for **calendar year** at various levels which is detailed below.

1. Form I(a) - Resident Based Death Line List (To be Maintained by Sanitary Inspector for Calendar Year).
2. Form I(b) - Unregistered Deaths Line List and action taken to Register (To be Maintained by Sanitary Inspector for Calendar Year).
3. Form I(c) - Abstract of Resident Based Death Line List (During the month) (To be Maintained by Sanitary Inspector for Calendar Year).
4. Form I (d) - Abstract of Resident Based Death Line List (Upto the month) (To be Maintained by Sanitary Inspector for Calendar Year).
5. Form II (a) - Resident Based Death Line List (To be Maintained by Sanitary Officer for Calendar Year).
6. Form II (b) - Unregistered Deaths Line List and action taken to Register (To be Maintained by Sanitary Officers for Calendar Year).
7. Form II (c) - Abstract of Resident Based Death Line List (During the month) (To be Maintained by Sanitary Officers for Calendar Year).

8. Form II (d) - Abstract of Resident Based Death Line List (Upto the month) (To be Maintained by Sanitary Officers for Calendar Year).
9. Form III (a) - Resident Based Death Line List (To be maintained by Sanitary Officers and to be monitored by Zone Health Officers for Calendar year).
10. Form III(b) - Unregistered Deaths Line List and action taken to Register (To be Maintained by Sanitary Officers and to be monitored by Zone Health Officers for Calendar Year).
11. Form III(c)- Abstract of Resident Based Death Line List (During the month) (To be Maintained by Sanitary Officers and to be monitored by Zone Health Officers for Calendar Year).
12. Form III(d) - Abstract of Resident Based Death Line List (Upto the month) (To be Maintained by Sanitary Officers and to be monitored by Zone Health Officers for Calendar Year).

The Forms in respect of Registration unit level(4 nos.) / Zone level (4 nos.) / Corporation level (4 nos.) contains the following informations.

1. Line list of Resident Deaths/ Visitor Deaths at Registration unit wise / Ward wise /Division wise
2. Un-Registered Death details among the Resident Deaths / Visitor Deaths.
3. Abstract indicating the **"During the month"** status of number of Resident Deaths / Visitor Deaths, its registration, notices issued under Section 23, Prosecution launched and Resident Death Rate for Corporation.

4. Abstract indicating the **"Upto the month"** status of number of Resident Deaths / Visitor Deaths , its registration, notices issued under Section 23, Prosecution launched and Resident Death Rate for further, it is instructed that the Resident Death details should be collected from 01.01.2024. The Corporation Commissioner and City Health Officer should send all the reports collected from Zones in Forms(4) before 10th of every succeeding month to the Chief Registrar of Births and Deaths so that the Level of Death Registration could be monitored at all Levels and Residential Death Rates could also be arrived.

The above guidelines are issued by the Chief Registrars of Births and Deaths in the capacity of Chief Executive Authority of the State for executing the provisions of RBD Act 1969, under Section 4(4).

Encl: Forms (12)

Yours faithfully,

Semaithirani
23/9/2024

for Director of Public Health and Preventive
Medicine and Chief Registrar of Births
and Deaths Tamil Nadu, Chennai-06.

Semaithirani
23/9/2024

Copy to
The City Health Officer, Greater Chennai Corporation, Chennai-3

DPH/SBHI/2024/CRS-12-B

DEPARTMENT OF PUBLIC HEALTH AND PREVENTIVE MEDICINE

From
Dr.T.S.Selvavinayagam, MD,DPH,DNB.,
(Health & Hospital Admn)
Director of Public Health and
Preventive Medicine and
Chief Registrar of Births and Deaths,
Tamilnadu, 359, Anna Salai,
Chennai - 6.

To
All the Commissioners of
Municipalities / Corporations of
all districts

Sir/Madam,

R.No. 19/160/SBHI-I/S1/2024, Dated:22.09.2024

- Sub: Public Health – Civil Registration System –Death Registration – Resident Based Deaths Monitoring at Urban areas – Municipalities and Corporations - certain guidelines issued and submission of reports –Reg.
- Ref: Instructions of Chief Registrar of Births and Deaths and Director of Public Health and Preventive Medicine.

Attention is invited to the Commissioners of all Corporations and Municipalities.

Under Civil Registration System, as 99% of the Births are occurring in Institutions, the reporting of Births by the Institutions and Registration by the Birth and Death Registrars is 100% without any omission.

In case of Death Registration, as 24% of the Deaths are occurring in Institutions, the reporting of deaths by the institutions and registration by the Birth and Death Registrars is 100% without any omission. But, 72% of the Deaths are occurring in Homes and 4% of the Deaths occurring in other places (Transit and Public places). On analysing the Registration of Home Deaths and other Deaths, it is found that more than 10% of the deaths are

unregistered. Due to under reporting in Death Registration, 100% level of Death Registration could not be attained for the State.

To register the Unregistered Deaths in the **Urban areas**, the relatives of the deceased should be insisted to register the deaths, reasons for inordinate delay in registering the Home Deaths by the local Birth and Death Registrars need to be identified and action to be taken by the Sanitary Inspectors & the Sanitary Officers. The Health Officers of Municipalities and Corporations shall issue notices under section 23 of the Registration of Births and Deaths Act (Amended) 2023 on the defaulters.

Also it is viewed that owing to lack of awareness on Death Registration, the specified time limit for Death Registration and importance of Death Certificates, the public are put into hardships in getting the Deaths Registered. Also, for the Death Registration after one year of its occurrence, the order of the Revenue Divisional Officers have to be obtained under Section 13(3) of Registration of Birth and Death Act (Amended) 2023 and Rule 9(3) of Tamil Nadu Registration of Births and Deaths Rule, 2000. Since the RDO ordering of late registration involves various levels of verifications and procedures, the public could not get the certificates in time.

Hence, as per the instructions of the Director of Public Health and Preventive Medicine and Chief Registrar of Births and Deaths, a **Resident Based Deaths Monitoring at Ward level/Zone level/Corporation / Municipality level** have to be strengthened. In this regard, the following forms are to be maintained for **calendar year** at various levels which is detailed below.

1. Form I(a) - Resident Based Death Line List (To be Maintained by Sanitary Inspector for Calendar Year).
2. Form I(b) - Unregistered Deaths Line List and action taken to Register (To be Maintained by Sanitary Inspector for Calendar Year).
3. Form I(c) - Abstract of Resident Based Death Line List (During the month) (To be Maintained by Sanitary Inspector for Calendar Year).
4. Form I (d) - Abstract of Resident Based Death Line List (Upto the month) (To be Maintained by Sanitary Inspector for Calendar Year).
5. Form II (a) - Resident Based Death Line List (To be Maintained by Sanitary Officer for Calendar Year).

6. Form II (b) - Unregistered Deaths Line List and action taken to Register (To be Maintained by Sanitary Officers for Calendar Year).
7. Form II (c) - Abstract of Resident Based Death Line List (During the month) (To be Maintained by Sanitary Officers for Calendar Year).
8. Form II (d) - Abstract of Resident Based Death Line List (Upto the month) (To be Maintained by Sanitary Officers for Calendar Year).
9. Form III (a) - Resident Based Death Line List (To be maintained by Sanitary Officers and monitored by Health Officers for Calendar Year).
10. Form III(b) - Unregistered Deaths Line List and action taken to Register (To be Maintained by Sanitary Officers and monitored by Health Officers for Calendar Year).
11. Form III(c)- Abstract of Resident Based Death Line List (During the month) (To be Maintained by Sanitary Officers and monitored by Health Officers for Calendar Year).
12. Form III(d) - Abstract of Resident Based Death Line List (Upto the month) (To be Maintained by Sanitary Officers and monitored by Health Officers for Calendar Year).

The Forms Registration unit(4 nos.) / Zone level (4 nos.) / Corporation / Mpty level (4 nos.) contains the following informations.

1. Line list of Resident Deaths/ Visitor Deaths at Registration unit wise / Ward wise /Division wise/Zone wise.
2. Un-Registered Death details among the Resident Deaths / Visitor Deaths.
3. Abstract indicating the **“During the month”** status of number of Resident Deaths / Visitor Deaths, its registration, notices issued under Section 23, Prosecution launched and Resident Death Rate for Mpty / Corporation.
4. Abstract indicating the **“Upto the month”** status of number of Resident Deaths / Visitor Deaths , its registration, notices issued under Section 23, Prosecution launched and Resident Death Rate for Mpty / Corporation.

Further, it is instructed that the Resident Death details should be collected from 01.01.2024. The District Health Officers and Additional District Registrar of Births and Deaths should send all the reports collected from urban areas in district level Forms (4) before 10th of every succeeding month to the Chief Registrar of Births and Deaths so that the Level of Death

Registration could be monitored at all Levels and Residential Death Rates could also be arrived.

The above guidelines are issued by the Chief Registrars of Births and Deaths in the capacity of Chief Executive Authority of the State for executing the provisions of RBD Act 1969, under Section 4(4).

Encl: Forms (12)

Yours faithfully,

Sumathi'o.n
23/9/2024

for Director of Public Health and Preventive
Medicine and Chief Registrar of Births
and Deaths Tamil Nadu, Chennai-06.

588077
23/9/2024

Copy to

All District Health Officers and Additional District Registrar of Births and Deaths of Health Unit Districts.

Civil Registration System
Death Registration

Form I(a) - Resident Based Death Line List
(To be Maintained by PHC HI for Calendar Year)

HUD Name :

Name of Block:

Name of PHC:

S. No	Name of the PHC	Name of the HSC	Name of the VP / TP	Date of Death	Name of Deceased	Resident / Visitor	Age			Place of Death (Write the name of the Institution / If Home or Others, write the address)			Sex (M/F)	Resident Address	Death Registered (Yes/No)	If Yes, Registration Details			
							Days	Months	Years	Institution	Home	Others				Regn. No.	Name of Regn. Unit	Dist. of Regn. Unit	State of Regn. Unit
Total																			

Form I(b) - Unregistered Deaths Line List and action taken to Register
(To be Maintained by PHC HI for Calendar Year)

HUD Name :

Name of Block:

Name of PHC:

S. No	Name of the PHC	Name of the HSC	Date of Death	Name of Deceased	Resident / Visitor	Age			If not Registered in case of Death at Home / Others			Action taken by HI for Not Registered Deaths (mention date)							
						Days	Months	Years	Resident Address	Place of occurrence (Address)	District	State	Insisted Deceased register (DD/MM/YYYY)	Insisted local B&D Registrar (DD/MM/YY)	Notice U/S. 23 RBD ACT (DD/M/YY)	Based on the action taken, Death Registered (Yes / No)	Registrati on No.	If Yes, Date of Death Regd.	Name of the Regn. Unit
Total																			

**Civil Registration System
Death Registration**

**Form I(c) - Abstract of Resident Based Death Line List (During the month)
(To be Maintained by PHC HI for Calendar Year)**

HUD Name : _____ Name of Block: _____ Name of PHC: _____ Month: _____

S. No	Name of the PHC	Name of the HSC	Name of the VP / TP	Population of VP / TP	No. of Deaths (During the month)				Action taken by HI/BHS for Not Registered Deaths (During the month)										
					Resident		Visitor		Total	Institution	Home	Others	Total	Registered	Not Registered	Insisted Deceased relative to registrar	Insisted local B&D Registrar to Register	Notice U/S. 23 RBD ACT	Based on the action taken, No. of Deaths Registered
					Resident	Visitor	Resident	Visitor											
				Total															

**Form I (d) - Abstract of Resident Based Death Line List (Upto the month)
(To be Maintained by PHC HI for Calendar Year)**

HUD Name : _____ Name of Block: _____ Name of PHC: _____ Upto Month: _____

S. No	Name of the PHC	Name of the HSC	Name of the VP / TP	Population of VP / TP	No. of Deaths (Upto the month)				Action taken by HI/BHS for Not Registered Deaths (Upto the month)				Death Rate of VP/ TP (Resident)								
					Resident		Visitor		Total	Institution	Home	Others		Total	Registered	Not Registered	Insisted Deceased relative to registrar	Insisted local B&D Registrar to Register	Notice U/S. 23 RBD ACT	Based on the action taken, No. of Deaths Registered	
					Resident	Visitor	Resident	Visitor													Registered
				Total																	

**Civil Registration System
Death Registration
Form II (a) - Resident Based Death Line List
(To be Maintained by BHS for Calendar Year)**

HUD Name :

Name of Block:

S. No.	Name of the Block	Name of the PHC	Name of the HSC	Name of the VP / TP	Date of Death	Name of Deceased	Resident / Visitor	Age			Place of Death (Write the name of the Institution / If Home or Others, write the address)			Death Registered (Yes/No)	If Yes, Registration Details			
								Days	Months	Years	Institution	Home	Others		Sex	Resident Address	Regn. No.	Name of Regn. Unit
Total																		

Form II (b) - Unregistered Deaths Line List and action taken to Register

HUD Name :

Name of Block:

S. No.	Name of the Block	Name of the PHC	Name of the HSC	Date of Death	Name of Deceased	Resident / Visitor	Age			Resident Address	If not Registered in case of Death at Home / Others			Action taken by HI/BHS for Not Registered Deaths (mention date)						Prosecution launched by BHS (Yes / No)			
							Days	Months	Years		Place of occurrence (Address)	District	State	Instituted local B&D Registrar to Register (DD/MM/YYYY)	Instituted local B&D Registrar to Register (DD/MM/YYYY)	Notice U/S. 23 RBD ACT (DD/MM/YYYY)	Based on the action taken, Death Registered (Yes / No)	Date of Death Regd. If Yes, Name of the Regn. Unit					
Total																							

Civil Registration System
Death Registration

**Form II (c) - Abstract of Resident Based Death Line List (During the month)
(To be Maintained by BHS for Calendar Year)**

HUD Name :

Name of Block:

Month:

S. No	Name of the Block	Name of the PHC	Name of the HSC	Name of the VP / TP	Population of VP / TP	No. of Deaths (During the month)			No. of Deaths (During the month)				Action taken by HI/BHS for Not Registered Deaths (During the month)			Death Rate of VP / TP (Resident)	No. of Prosecution launched by BHS				
						Resident	Visitor	Total	Institution	Home	Others	Total	Not Registered	Registered	Instituted			Deceased relative to register	Instituted local B&D Registrar to Register	Notice U/S. 23 RBD ACT	Based on the action taken, No. of Deaths Registered
Total																					

**Form II (d) - Abstract of Resident Based Death Line List (Upto the month)
(To be Maintained by BHS for Calendar Year)**

HUD Name :

Name of Block:

Upto Month:

S. No	Name of the Block	Name of the PHC	Name of the HSC	Name of the VP / TP	Population of VP / TP	No. of Deaths (Upto the month)			No. of Deaths (Upto the month)				Action taken by HI/BHS for Not Registered Deaths (Upto the month)			Death Rate of VP / TP (Resident)	No. of Prosecution launched by BHS					
						Resident	Visitor	Total	Institution	Home	Others	Total	Registered	Not Registered	Instituted			Deceased relative to register	Instituted local B&D Registrar to Register	Notice U/S. 23 RBD ACT	Based on the action taken, No. of Deaths Registered	
Total																						

Civil Registration System
Death Registration

Form III (a) - Resident Based Death Line List
(To be Maintained by AD / SA for Calendar Year)

No	Name of the District	Name of the HUD	Name of the Block	Name of the PHC	Name of the HSC	Date of Death	Name of the VP / TP	Date of Death	Name of Deceased	Resident / Visitor	Age			Place of Death (Write the name of the Institution / If Home or Others, write the address)			Sex	Resident Address	Death Registered (Yes/No)	If Yes, Registration Details																			
											Days	Months	Years	Institution	Home	Others				Regn. No.	Name of Regn. Unit	Dist. of Regn. Unit	State of Regn. Unit																
		Total																																					

Form III(b) - Unregistered Deaths Line List and action taken to Register
(To be Maintained by AD / SA for Calendar Year)

No	Name of the District	Name of the HUD	Name of the Block	Name of the PHC	Name of the HSC	Date of Death	Name of Deceased	Resident / Visitor	Age			Resident Address	If not Registered in case of Death at Home / Others			Action taken by HI/BHS for Not Registered Deaths (mention date)						Prosecution launched by BHS (Yes / No)																				
									Days	Months	Years		Place of occurrence (Address)	District	State	Insisted Decceased relative to register (DD/MM/YYYY)	Insisted local B&D Registrar to Register (DD/MM/YYYY)	Notice U/S. 23 RBD ACT (DD/MM/YYYY)	Based on the action taken, Death Registered (Yes / No)	Registration No.	Date of Death Regd.		Name of the Regn. Unit																			
		Total																																								

**Civil Registration System
Death Registration**

**Form III (c) - Resident Based Death Line List
(To be Maintained by AD / SA for Calendar Year**

**Form III - Abstract of Resident Based Death Line List (During the month)
(To be Maintained by AD / SA for Calendar Year**

District Name :

S.No	Name of the District	Name of the HUD	Name of the Block	Name of the PHC	Name of the HSC	Name of the VP / TP	No. of Deaths (During the month)			No. of Deaths (During the month)				Action taken by HI/BHS for Not Registered Deaths (During the month)				Death Rate of VP / TP (Resident)	No. of Prosecution launched by BHS					
							Resident	Visitor	Total	Institution	Home	Others	Total	Registered	Not Registered	Instituted	Decesed relative to register			Instited local B&D Registrar to Register	Notice U/S. 23 RBD ACT	Based on the action taken, No. Registered		
																								Total

Form III (d) - Abstract of Resident Based Death Line List (Upto the month)

District Name:

Upto Month :

S.No	Name of the District	Name of the HUD	Name of the Block	Name of the PHC	Name of the HSC	Name of the VP / TP	No. of Deaths (Upto the month)			No. of Deaths (Upto the month)				Action taken by HI/BHS for Not Registered Deaths (Upto the month)				Death Rate of VP / TP (Resident)	No. of Prosecution launched by BHS					
							Resident	Visitor	Total	Institution	Home	Others	Total	Registered	Not Registered	Instituted	Decesed relative to register			Instited local B&D Registrar to Register	Notice U/S. 23 RBD ACT	Based on the action taken, No. Registered		
																								Total

Civil Registration System
Death Registration

**Form I(a) - Resident Based Death Line List
(To be Maintained by Sanitary Inspector for Calendar Year)**

District Name :				Name of Corp/Mpty:				Name of Zone:											
No's	Name of the Zone	Name of the ward	Name of the Regn. Unit (Division/ward)	Date of Death	Name of Deceased	Resident / Visitor	Age			Place of Death (Write the name of the Institution / If Home or Others, write the address)	Sex (M/F)	ResidentAddress	Death Registered (Yes/No)	If Yes, Registration Details					
							Days	Months	Years					Regn. No.	Name of Regn. Unit	Dist. of Regn. Unit	State of Regn. Unit		
Total																			

**Form I(b) - Unregistered Deaths Line List and action taken to Register
(To be Maintained by Sanitary Inspector for Calendar Year)**

HUD Name :				Y:				Name of Zone:												
No's	Name of the Zone	Name of the ward	Name of the Regn. Unit (Division/ward)	Date of Death	Name of Deceased	Resident / Visitor	Age			Resident Address	If not Registered in case of Death at Home /			Action taken by SI / SO for Not Registered Deaths (mention date)						
							Days	Months	Years		Place of occurrence (Address)	District	State	Instated Deceased relative to register (DD/MM/YYYY)	Instated local B&D Registrar to Register (DD/MM/YYYY)	Notice U/S. 23 RBD ACT (DD/MM/YYYY)	Based on the action Taken, Death Registered (Yes / No)	Registration No.	Date of Death Regd. If Yes,	Name of the Regn. Unit
Total																				

**Civil Registration System
Death Registration**
Form I(c) - Abstract of Resident Based Death Line List (During the month)
(To be Maintained by Sanitary Inspector for Calendar Year)

HUD Name : _____ Name of Corp / Mpty: _____ Name of Zone: _____
 Name of the Regn. Unit (Division/ward) _____
 Name of the ward _____
 Name of the Zone _____

S. No.	Name of the Zone	Name of the ward	Name of the Regn. Unit (Division/ward)	Population of Regn. Unit (Division/ward)	No. of Deaths (During the month)			No. of Deaths (During the month)			Action taken by SI/SO for Not Registered Deaths (During the month)				Death Rate of Regn. Unit (Division / ward) (Resident)				
					Resident	Visitor	Total	Institution	Home	Others	Total	Registered	Not Registered	Instituted relative to register		Instituted local B&D Registrar to Register	Notice U/S. 23 RBD ACT	Based on the action taken, No. of Deaths Registered	
	Total																		

HUD Name : _____ Name of Corp / Mpty: _____ Name of Zone: _____
 Name of the Regn. Unit (Division/ ward) _____
 Name of the ward _____
 Name of the Zone _____

S. No.	Name of the Zone	Name of the ward	Name of the Regn. Unit (Division / ward)	Population of Regn. Unit (Division / ward)	No. of Deaths (Upto the month)			No. of Deaths (Upto the month)			Action taken by SI / SO for Not Registered Deaths (Upto the month)				Death Rate of Regn. Unit (Division / ward) (Resident)				
					Resident	Visitor	Total	Institution	Home	Others	Total	Registered	Not Registered	Instituted relative to register		Instituted local B&D Registrar to Register	Notice U/S. 23 RBD ACT	Based on the action taken, No. of Deaths Registered	
	Total																		

Civil Registration System
Death Registration

Form II(a) - Resident Based Death Line List
(To be Maintained by Sanitary Officer for Calendar Year)

HUD Name : _____ Name of Corp/Mpty: _____ Name of Zone: _____

S No	Name of the Zone	Name of the ward	Name of the Regn. Unit (Division/ward)	Date of Death	Name of Deceased	Resident / Visitor	Age			Place of Death (Write the name of the Institution / If Home or Others, write the address)			Sex (M/F)	ResidentAddress	Death Registered (Yes/No)	If Yes, Registration Details						
							Days	Months	Years	Institution	Home	Others				Regn. No.	Name of Regn. Unit	Dist. of Regn. Unit	State of Regn. Unit			
Total																						

Form II(b) - Unregistered Deaths Line List and action taken to Register

HUD Name : _____ Name of Corp/Mpty: _____ Name of Zone: _____

S No	Name of the Zone	Name of the ward	Name of the Regn. Unit (Division/ward)	Date of Death	Name of Deceased	Resident / Visitor	Age			Resident Address	If not Registered in case of Death at Home / Others			State	Instituted Deceased relative to register (DD/MM/YYYY)	Insisted local B&D Registrar to Register (DD/MM/YYYY)	Notice U/S. 23 RBD ACT (DD/MM/YYYY)	Based on the Action Taken, Death Registered, (Yes / No)	If Yes,				
							Days	Months	Years		Place of occurrence (Address)	District	Action taken by SI / SO for Not Registered Deaths (mention date)						Registration No.	Date of Death Regd.	Name of the Regn. Unit		
Total																							

Civil Registration System
Death Registration
Form II(c) - Abstract of Resident Based Death Line List (During the month)
(To be Maintained by Sanitary Officer for Calendar Year)

HUD Name : _____ Name of Corp / Mpty: _____ Name of Zone: _____
 Month: _____

S. No.	Name of the Zone	Name of the ward	Name of the Regn. Unit (Division/ward)	No. of Deaths (During the month)			No. of Deaths (During the month)			Action taken by SI / SO for Not Registered Deaths (During the month)				Death Rate of Regn. Unit (Division / ward) (Resident)			
				Resident	Visitor	Total	Institution	Home	Others	Total	Registered	Not Registered	Instituted deceased relative to register		Instituted local B&D Registrar to register	Notice U/S. 23 RBD ACT	Based on the action taken, No. of Deaths Registered
Total																	

Form II (d) - Abstract of Resident Based Death Line List (Upto the month)

HUD Name : _____ Name of Corp / Mpty: _____ Name of Zone: _____
 Upto Month: _____

S. No.	Name of the Zone	Name of the ward	Name of the Regn. Unit (Division / ward)	No. of Deaths (Upto the month)			No. of Deaths (Upto the month)			Action taken by SI / SO for Not Registered Deaths (Upto the month)				Death Rate of Regn. Unit (Division / ward) (Resident)			
				Resident	Visitor	Total	Institution	Home	Others	Total	Registered	Not Registered	Instituted deceased relative to register		Instituted local B&D Registrar to Register	Notice U/S. 23 RBD ACT	Based on the action taken, No. of Deaths Registered
Total																	

Civil Registration System
Death Registration

Form III(c) - Abstract of Resident Based Death Line List (During the month)
(To be Maintained at Corporation / Municipality Level for Calendar Year)

Month:

Name of Corporation / Municipality:

HUD Name :

District Name:

S. No.	Name of the District	Name of the HUD	Name of the Corporation / Municipality	Name of the Zone	Name of the ward	Name of the Regn. Unit (Division/ward)	No. of Deaths (During the month)			No. of Deaths (During the month)				Action taken by SI/SO for Not Registered Deaths (During the month)				Death Rate of Regn. Unit (Division / ward)		
							Resident	Visitor	Total	Institution	Home	Others	Total	Registered	Not Registered	Insisted deceased relative to register	Insisted local B&D Registrar to Register		Notice U/S, 23 RBD ACT	Based on the No. of Deaths Registered
Total																				

Form III (d) - Abstract of Resident Based Death Line List (Upto the month)

Upto Month:

Name of Corporation / Municipality:

HUD Name :

District Name:

S. No.	Name of the District	Name of the HUD	Name of the Corporation / Municipality	Name of the Zone	Name of the ward	Name of the Regn. Unit (Division / ward)	No. of Deaths (Upto the month)			No. of Deaths (Upto the month)				Action taken by SI / SO for Not Registered Deaths (Upto the month)				Death Rate of Regn. Unit (Division / ward)		
							Resident	Visitor	Total	Institution	Home	Others	Total	Registered	Not Registered	Insisted deceased relative to register	Insisted local B&D Registrar to Register		Notice U/S, 23 RBD ACT	Based on the action taken, No. of Deaths Registered
Total																				

Chapter – 10

Custodian of Manual Birth & Death Records and Soft copy

DPH/SBHI/2024/CRS-13**Custodian of Birth and Death Records**

R.No. 19-07/1/ /SBHI-I/S1/2024

Office of the Director of Public Health
and Preventive Medicine and Chief
Registrar of Births and Deaths,
Tamil Nadu, Chennai-
Dated:11.09.2024

Sub: Public Health – Civil Registration System – Custodian of Birth and Death records transfer of manual records and soft copy of the records from Registrar to Custodian for the year 2018 to 2022 – in CRS software – Guidelines issued – Reg.

Ref: Registration of Birth and Death Act 1969, Sec 30(2)(K) and Rule17(4) of TNBDR 2000

As, it is aware that, the Registration of Births and Deaths under Civil Registration System have been digitized under CRS software ([Birth And Death Registration \(crstn.org\)](http://Birth And Death Registration.crstn.org) with effect from 01.01.2018). Under section 30(2)(K) of Registration of Births and Deaths 1969, and Rule 17(4) of TNBDR rules 2000 the Birth and Death registers need to be handed over to the custodian of the records, after the stipulated time prescribed under the Registration of Births and Deaths Act 1969

The handing over of both the manual and the soft copy of the Birth and Death records from 2018 to 2022, maintained by the Birth and Death Registrars, of Municipality and Corporations to the Commissioner of the concerned Municipality and Corporation have been developed in the CRS software. The Namakkal Municipality of Namakkal district and Theni Municipality of Theni district have been piloted with the handing over of the Birth and Death records through CRS software. The handing over of Birth and Death records from Registrar to Custodian is featured with following menus and sub-menus in the CRS software.

1. **Registrar Login** : In Registrar Login two menus (i) Handover and(ii)Retrieval request is developed.

(A)Menu: Hand over

Sub-menu1: Register - Volume and Event number: Under this sub menu, the Registrar should enter the year wise, volume wise events maintained by him of a particular Registration unit for births, deaths and still births

Sub menu2: Handing Over – Under this menu, the abstract of volume wise, event wise, Registration unit wise records handed over by the Birth and Death Registrars will be displayed.

Sub-menu3: Handing Over history – Under this menu, the complete details on the date, in which both the manual copy and soft copy of the events, handed over by the Birth and Death Registrar to the custodian of the records will be displayed.

(B) Menu: Retrieval request – This menu is developed for requesting a particular event (Birth / Death/ Still Birth) in which corrections / name inclusion is sought by the public and the Registrar requesting the custodian to forward the same to his login for making appropriate corrections. The sub menus:

Sub-menu1: Under this sub menu, the request on the record to be corrected will be sent by the Birth and Death Registrar to the custodian.

Sub-menu2: Under this sub menu, the request on the record in to which the child name inclusion to be done will be sent by the Birth and Death Registrar to the custodian.

Sub-menu3: If any particular event of record is needed for submitting to the Court or for any official purpose, the request shall be sent by the Birth and Death Registrar to the custodian.

Submenu4: Under this menu, the entire flow of request details sent by Registrar and the record forwarded by the Custodian and the correction, Name inclusion made by the Registrar will be displayed.

2. Custodian Login:

(A)Menu: Hand over

Sub-menu1: Register - Volume and Event number: Under this sub menu, the records, year wise, volume wise events handed over by a Registrar of a particular Registration unit for births, deaths and still births will be displayed.

Sub menu2: Handing Over – Under this menu, the abstract of volume wise, event wise, Registration unit wise records handed over by the Birth and Death Registrars will be displayed.

Sub menu3: Handing Over history – Under this menu, the complete details on the date, in which both the manual copy and soft copy of the events, handed over by the Birth and Death Registrar to the custodian of the records will be displayed.

(B) Menu: Retrieval request – This menu is developed for requesting a particular event (Birth / Death/ Still Birth) in which corrections / name inclusion is sought by the public and the Registrar requesting the custodian to forward the same to his login for making appropriate corrections. The sub menus:

Sub-menu1: Under this sub menu, the request on the record to be corrected will be forwarded by the Custodian.

Sub-menu2: Under this sub menu, the request on the record in to which the child name inclusion to be done will be forwarded by the custodian.

Sub-menu3: If any particular event of record is needed for submitting to the Court or for any official purpose, the custodian will forward the required record.

Submenu4: Under this menu, the entire flow of forward of record details by the Custodian for the correction, Name inclusion made by the Registrar will be displayed.

In this connection, the Municipalities of Namakkal and Theni districts viz.,

Sl.No	Name of the District	Name of the Mpty
1.	Namakkal	Kumarapalayam Mpty
		Namakkal Mpty
		Pallipalayam Mpty
		Rasipuram Mpty
		Tiruchencode Mpty
2.	Theni	Bodinayakkanur Mpty
		Chinnamanur Mpty
		Cumbum Mpty
		Gudalur Mpty
		Periyakulam Mpty
		Theni Mpty

are informed to handover the both the manual records and records in the CRS software from the year 2018 to 2022 following the protocols prescribed in the CRS software.

The District Health Officers and the Additional District Registrars of Births and Deaths of Namakkal and Theni Districts are informed to carry out the above instructions and send the feedback received from the Municipalities of their districts concerned to this office for further development and extension of the procedures to all the Municipalities / Corporations of this State.

S. Senthil Kumar
11/9/2024

for Director of Public Health and Preventive
Medicine and Chief Registrar of Births
and Deaths, Tamil Nadu, Chennai-06

S. Senthil Kumar
11/9/2024

To
The District Health Officers of Theni and Namakkal districts.

Chapter - 11

Child Name Inclusion



Speed Post

F.NO. 1 / 2 / (Rule) / 2012-VS(CRS)
 भारतसरकार/ GOVERNMENT OF INDIA
 गृहमंत्रालय/ MINISTRY OF HOME AFFAIRS
 भारत के महारजिस्ट्रार का कार्यालय
 OFFICE OF THE REGISTRAR GENERAL, INDIA
 जीवनांकप्रभाग, पश्चिमी खण्ड-1, रामकृष्णपुरम्, नई दिल्ली - 110066
 V.S. Division, West Block -I, R.K. Puram, New Delhi – 110066
 E-mail – drq-crs.raji@nic.in Dated: 10-11-2020

To,
 The Chief Registrar of Births & Deaths
 (As per list 28 States/UTs)

Subject: Extension of period for insertion of the name in Birth Record – Amendment in Rule 10 (1).

Sir/Madam,

You are aware that as per Section 14 of the Registration of Births and Deaths (RBD) Act, 1969, in cases where birth is already registered without a name, the parent or guardian of such child gives within the prescribed period information regarding the name of the child to the Registrar and thereupon the Registrar enters such name in the register and initial and date the entry. The prescribed period, as per Rule 10 of Model Registration of Births and Deaths Rules, 1999, is 12 months from the date of registration of birth. However, if the information is not provided during the aforesaid period of 12 months then the prescribed period, as per Rule 10 of Model Registration of Births and Deaths Rules, 1999, is 15 years from date of registration of birth, if birth is registered after commencement of Rules. In case, birth is registered before commencement of Rules, then prescribed period is 15 years from the date of commencement of Rules.

2. However, based on requests received from States, the prescribed limit of 15 years was extended by 5 years during 2014 and the extended period got over in most States by 31st December, 2019 or shortly thereafter. This office has now received requests from few States for extension of the prescribed period by five more years.



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

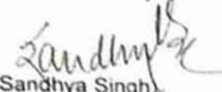
-2-

3. In view of requests received from States and in order to address the problems being faced by the general public, it has been decided that in cases where the birth is already registered and the time period for insertion of name in the birth register is over, the prescribed time period may be extended by five more years. In this regard, you are hereby granted permission of Central Government as required under Section 30 (1) of the RBD Act, 1969 to amend the respective Rule 10 (1) accordingly and issue the requisite notification. A copy of the draft notification (in English and Hindi) is attached for your reference. You are required to take necessary steps in this regard on priority basis. Appropriate directions may be issued to the concerned registration authorities. This office may be apprised about the action taken in the matter along with the copy of notification and direction issued in this regard.

4. In this connection, it is also clarified that this extension should be treated as the last time relaxation as it would not be possible for this office to grant such extension again and again. You are also requested to give wide publicity to this extension so that the general public could take maximum benefit of this opportunity and get the name inserted in birth record where required.


Encl. As above

Yours faithfully


(Sandhya Singh)

Deputy Registrar General (CRS)

Copy forwarded to Respective DCO office for information and necessary action.


(Sandhya Singh)

Deputy Registrar General (CRS)



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



ABSTRACT

State Bureau of Health Intelligence – Tamil Nadu Births and Deaths Rules, 2000 – Registration of name in the Birth Record – Extension of period for entering the name in the Birth Record – Amendment to Tamil Nadu Registration of Births and Deaths Rules, 2000 – Orders – Issued.

HEALTH AND FAMILY WELFARE (AB2) DEPARTMENT

G.O.(Ms).No.415

Dated: 27.09.2021

திருவள்ளூர் ஆண்டு 2052
நிலவ, புரட்டாசி – 11

Read:

1. G.O.(Ms.) No.528, Health & Family Welfare Department. dated 29.12.1999.
2. G.O.(Ms.) No. 85, Health & Family Welfare Department. dated 29.04.2003.
3. G.O.(Ms.) No.252, Health & Family Welfare Department. dated 18.10.2016.
4. From the Registrar General India, Government of India Letter No. 1/2/(Rule)/2012 – VS(CRS/Dated 10.11.2020 of the Deputy Registrar General, Ministry of Home Affairs, Office of the Registrar General India, V.S.Division, West Block-1, R.K.Puram, New Delhi.
5. From the Director of Public Health and Preventive Medicine and Chief Registrar of Births and Deaths, Tamil Nadu, Letter Ref. No.8732/SBHI-I/S1/2014, dated 20.11.2020.

ORDER:-

In the Government Order first read above, orders have been issued for amending the Registration of Births and Deaths Rules, 2000. In the circumstances, reported by the Chief Registrar of Births and Deaths, Tamil Nadu (Director of Public Health and Preventive Medicine) and based on the approval of Registrar General of India, in the letter third read above, the Government have proposed to issue the following amendment to sub-rule (1) of rule 10 framed under section 14 of Registration of Births and Deaths Act, 1969 (Central Act 18 of 1969) so as to provide for extension of period for name Registration for the birth occurred before 01.01.2000.

The following Notification will be published in the Tamil Nadu Government Gazette, Extraordinary.

NOTIFICATION.

In exercise of the powers conferred by the section 30 of the Registration of Births and Deaths Act, 1969 (Central Act 18 of 1969), the Governor of Tamil Nadu with the approval of the Central Government, hereby makes the following amendments to the Tamil Nadu Registration of Births and Deaths Rules, 2000.

2. The amendment hereby made shall have come into force on the date of publication of the amendment in the Tamil Nadu Government Gazette

AMENDMENT.

In the said Rules in rule 10, in sub-rule (1),-
after the second proviso, the following provisos shall be added, namely:-

"Provided also that on and from the 27.09.2021, in cases where the registration had been made prior to the date of commencement of the Tamil Nadu Registration of Births and Deaths Rules, 2000 and the information regarding the name of the child is not given with the time-limit specified in the second proviso, for the purpose of taking action as laid down therein, the parent or guardian of the child shall give the information regarding the name of the child to the Registrar within a further period of five years:

Provided also that on and from the 27.09.2021, in cases where the registration had been made after the date of commencement of the Tamil Nadu Registration of Births and Deaths Rules, 2000 and the time limit specified in the first proviso has already been lapsed, for the purpose of taking action as laid down therein, the parent or guardian of the child shall give the information regarding the name of the child to the Registrar within a further period of five years."

(BY ORDER OF THE GOVERNOR)

J.RADHAKRISHNAN,
PRINCIPAL SECRETARY TO GOVERNMENT.

To

The Director of Public Health and Preventive Medicine, Chennai and the Chief Registrar of Births and Deaths, Tamil Nadu, Chennai – 600 006.
The Registrar General of India, New Delhi.
The Works Manager, Government Central Press, Chennai – 600 079.
The Accountant General, Chennai – 600 035.
The Pay and Accounts Officer, Chennai – 600 035.
The Director of Stationery and Printing, Chennai – 600 002.
(To be published in Tamil Nadu Government Gazette)

Copy to:

The Tamil Development and Information (S&PII) Department, Chennai – 600 009.
All Collectors.
All Deputy Director of Health Services in all Districts.
The Commissioner of Corporation, Chennai, Madurai, Coimbatore, Salem, Trichy and Tirunelveli.
The Revenue / Municipal Administration and Water Supply / Rural Development and Panchayat Raj, Chennai – 600 009.
Stock File / Spare Copy.

// FORWDED BY ORDER //

SECTION OFFICER

27/9/21

27/9/21

DPH/SBHI/2024/CRS-10

Birth Certificates -Child Name inclusion Campaign 2024

DEPARTMENT OF PUBLIC HEALTH AND PREVENTIVE MEDICINE

From
Dr.T.S.Selvavinayagam, MD,DPH,DNB.,
(Health & Hospital Admn)
Director of Public Health and
Preventive Medicine and
Chief Registrar of Births and
Deaths, 359, Anna Salai,
Chennai – 600 006.

To
All District Revenue Officers.

R.No. 8732/SBHI-I/S1/2014, dated: 27.07.2024

Sir/Madam,

- Sub: Public Health – Civil Registration System - *Birth Certificates - Child Name inclusion Campaign 2024* – Instructions to Birth & Death Registrars of various departments – conduct of campaigns at Schools/Colleges/Registration Units - Regarding.
- Ref: 1. Lr.No.1/2/(Rule)/2012-VS(CRS)dated:10.11.2020 of the Deputy Registrar General(CRS), ORGI, New Delhi.
2. This Office R.No.8732/SBHI-I/S1/2014, dt:17.11.2020, 13.05.2022 &02.09.2023.
3. G.O.Ms.No.415, Health & Family Welfare (AB2) Dept., dated:27.09.2021
4. Govt.Lr.No.45486/AB2/2021-2, Health & Family Welfare Department, dated. 23.03.2022.
5. This Office R.No.8732/SBHI-I/S1/2014, dt:20.01.2021.

I invite your kind attention and inform you that, the Registration of Birth is the right of every child towards establishing his / her legal identity. As, per the Amended Registration of Birth and Death Act 2023, the Birth certificate of a child Birth certificate is now the only document to prove the date and place of birth of a person born on or after 1st October,2023 for various purposes viz., to determine the Place of Birth, admission to an education institution, issuance of driving licence, Preparation of Voter list, issuance of Aadhaar number, issuance of Passport, Registration of a Marriage, appointment to a post in Central Government, State Government, Public Sector undertaking/local body or any other statutory or autonomous body under the State Government / Central Government.

Under the revamped system of Registration of Births and Deaths, implemented in Tamil Nadu with effect from 01.01.2000 and as per the Tamil Nadu Registration of Birth and Death Rules 2000.

- The name of the child can be included in the Birth Certificates up to 15 years from the date of registration of the birth of the child.
- A time limit up to 31.12.2014 have been provided for registering the name of the child, whose births are registered prior to 01.01.2000.
- A further extension of time limit of 5 years, i.e., upto 31.12.2019 was given to include the name of the child in Birth Certificate for the births registered prior to 01.01.2000 and also for the births registered for which time limit of 15 years got over.
- In view of expiry of the time limit, the Government of India have given a special privilege upto 31.12.2024 for including the Child name in the Birth Certificate for all the births which have already been registered, prior to 01.01.2000 and also for all the cases for which, the time limit of 15 years period got over from the date of registration of birth.

In continuation of the above, awareness have been given to the public through media and Birth and Death Registrars of various Departments by the District Revenue Officers & District Registrar of Births and Deaths, District Health Officers & Additional District Registrar of Births and Deaths.

In view of the above, since the extension period is going to be exhausted by 31.12.2024, it is requested to issue suitable directions through the Assistant Educational Officers / District Educational Officers / Chief Educational Officers concerned to inform all the Headmasters of Government / Private / Government Aided schools to cross verify all the students enrolled in the Elementary/High/Higher Secondary schools on the following.

1. Whether all the students are having the Birth Certificates.
2. Ensure whether Name of the child is included in the Birth Certificate
3. If name of the child is not included in the birth certificate, the students should inform their parents that the name inclusion could not be made beyond 31.12.2024.

4. The Parents should be informed to approach the Birth and Death Registrar, where the birth has been registered.
5. The name of the child can be registered with the Name Declaration Form signed by the parent / guardian in the view that, the name once entered cannot be changed.
6. To ensure Birth certificate with name of the student at the time of school admission itself, in order to avoid hardships in future.
7. Special campaigns and meetings on inclusion of the name in the Birth Certificate of the student shall be conducted involving the Birth and Death Registrars of local bodies and District Health Officers & Additional District Registrar of Births and Deaths of the districts under the guidance of District Revenue Officer & District Birth and Death Registrar.

It is also requested that, all the students who are studying in Elementary, High Schools and Higher Secondary Schools who do not have their name registered in the birth certificate shall be listed out and insisted to include their name in the birth certificates during the campaign. A **weekly report** on the above activity should be submitted by the schools to the Chief Educational Officer of the Districts who in turn submit the report to District Health Officers & Additional District Registrar of Births and Deaths of the Districts.

CivilRegistration System

Weekly Report on Child Name inclusion Campaign in Birth Certificates

(to be submitted by Schools to CEO, CEO to DHO till 31.12.2024)

Date :

S. No	District	Name of Block	Name of School	Type of School		Students Enrolled	Students with Birth certificates	Students with Birth certificates without name	Child Name included in Birth Certificate after campaign
				Govt/Aided /Private	Ele/High/HSS				

It is also requested that, above campaigns to be conducted to all the students who are studying in Govt. /Govt. aided /Private Colleges /Poly Technics / ITIs and they may be instructed to send a weekly report to the District Health Officers & Additional District Registrar of Births and Deaths.

The Birth and Death Registrars of all the local bodies to enlist the Births registered without the name of the child from 01.01.2000 onwards, shall issue notices to the parents to their permanent address to include the name of the child and child name inclusion campaign to be conducted.

A **weekly report** on the above activity should be submitted by the Birth and Death Registrar to the officer concerned (of Birth & Death Registrar) who in turn submit the report to District Health Officers & Additional District Registrar of Births and Deaths of the districts.

CivilRegistration System

Weekly Report on Child Name inclusion Campaign in Birth Certificates

(to be submitted by Registrar to DHO till 31.12.2024)

Date :

S. No	District	Name of Taluk	Name of Regn. Unit	Type of RU	Year	Births Registered	Birth Registered without name	Child Name included in Birth Certificate after campaign
				Coprn/Mpty/TP/PHC/GH/MC/VP/Others (specify)				

The Government of India have clearly informed that further extension of time limit for inclusion of the name in the birth certificate shall not be provided beyond 31.12.2024, for the cases where 15 years have been lapsed from the date of registration of the birth.

Hence, it is requested that, all the District Revenue Officer & District Registrar Births and Deaths to conduct a coordination meeting to the following departments for conduct of Child Name inclusion Campaign in Birth Certificates till 31.12.2024.

1. School Education
2. Collegiate Education
3. Industrial Training Institutes
4. Various department involved in Birth & Death registration viz., Corporations, Municipalities, Town Panchayats, Village Panchayats, PHCs, GHs, Medical Colleges, Cantonments.
5. District Registrar.

Based on the Campaign conducted at Schools, Colleges and Birth and Death Registration units, the District Revenue Officer & District Registrar of

Births and Deaths should send the Weekly report on Child Name inclusion Campaign in the following format.

Civil Registration System
Weekly Report on Child Name inclusion Campaign in Birth
Certificates
(to be submitted by DHO to Chief Registrar of Births and
Deaths till 31.12.2024)

Date :

S. No	District	Name of Taluk	Name of Regn. Unit	Type of RU	Year	Births Registered	Birth Registered without name	Child Name included in Birth Certificate after campaign
				Coprn/Mpty/TP/PHC/GH/MC/VP/Others (specify)				

It is also to be instructed to ensure for 100% registration of name inclusion in the Birth Certificates by all the departments of the districts.

Yours faithfully,

Senthil Kumar
31/12/24

for Director of Public Health and Preventive
 Medicine and Chief Registrar of Births
 and Deaths Tamil Nadu, Chennai-06.

S.P.K.
31/12/24

Copy to -

All the District Health Officers & Additional District Registrar of Births and Deaths and of all HUDs.

DPH/SBHI/2024/CRS-11

Birth Certificates -Child Name inclusion Campaign 2024

DEPARTMENT OF PUBLIC HEALTH AND PREVENTIVE MEDICINE

From
Dr.T.S.Selvavinayagam, MD,DPH,DNB.,
(Health & Hospital Admn)
Director of Public Health and
Preventive Medicine and
Chief Registrar of Births and
Deaths, 359, Anna Salai,
Chennai – 600 006.

- To
1. The Director of School Education,
DPI Campus, Chennai
 2. The Director of Elementary School
Education, DPI Campus, Chennai
 3. The Director of Collegiate
Education, Chennai.
 4. The Commissioner of Municipal
Administration, Chepauk,
Chennai-5
 5. The Director of Town Panchayats,
Chennai-108.
 6. The Commissioner of Revenue
Administration, Chepauk,
Chennai-5
 7. The Inspector General of
Registration, Santhome, Chennai-4

R.No. 8732/SBHI-I/S1/2014, dated:31.07.2024

Sir/Madam,

Sub: Public Health – Civil Registration System - *Birth Certificates - Child Name inclusion Campaign 2024* – Instructions to Birth & Death Registrars of various departments – conduct of campaigns at Schools/Colleges/Registration Units - Regarding.

- Ref:
1. Lr.No.1/2/(Rule)/2012-VS(CRS)dated:10.11.2020 of the Deputy Registrar General(CRS), ORGI, New Delhi.
 2. G.O.Ms.No.415, Health & Family Welfare (AB2) Dept., dated:27.09.2021
 3. Govt.Lr.No.45486/AB2/2021-2, Health & Family Welfare Department, dated. 23.03.2022.
 4. This Office R.No.8732/SBHI-I/S1/2014, dt:20.01.2021.
 5. This Office R.No.8732/SBHI-I/S1/2014, dt:17.11.2020, 13.05.2022 & 02.09.2023.

I invite your kind attention and inform you that, the Registration of Birth is the right of every child towards establishing his / her legal identity. As, per the Amended Registration of Birth and Death Act 2023, the Birth certificate of a child Birth certificate is now the only document to prove the date and place of birth of a person born on or after 1st October, 2023 for various purposes viz., to determine the Place of Birth, admission to an education institution, issuance of driving licence, Preparation of Voter list, issuance of Aadhaar number, issuance of Passport, Registration of a Marriage, appointment to a post in Central Government, State Government, Public Sector undertaking/local body or any other statutory or autonomous body under the State Government/Central Government.

Under the revamped system of Registration of Births and Deaths, implemented in Tamil Nadu with effect from 01.01.2000 and as per the Tamil Nadu Registration of Birth and Death Rules 2000.

- The name of the child can be included in the birth certificates upto 15 years from the date of registration of the birth of the child.
- A time limit upto 31.12.2014 have been provided for registering the name of the child, whose births are registered prior to 01.01.2000.
- A further extension of time limit of 5 years, i.e., up to 31.12.2019 was given to include to the name of the child in Birth Certificate for the births registered prior to 01.01.2000 and also for the births registered for which time limit of 15 years got over.
- In view of expiry of the time limit, the Government of India have given a special privilege up to 31.12.2024 for including the name in the Birth Certificate for all the births which have already been registered, prior to 01.01.2000 and also for all the cases for which, the time limit of 15 years period got over from the date of registration of birth.

In continuation of the above, awareness have been given to the public through media and Birth and Death Registrars of various Departments by the District Revenue Officers & District Registrar of Births and Deaths, District Health Officers & Additional District Registrar of Births and Deaths.

In view of the above, since the extension period is going to be exhausted by 31.12.2024, it is requested to issue suitable directions through the Assistant Educational Officers / District Educational Officers / Chief Educational Officers concerned to inform all the Headmasters of Government / Private / Government Aided schools to cross verify all the students enrolled in the Elementary/High/Higher Secondary schools on the following.

1. Whether all the students are having the Birth Certificates,
2. Ensure whether Name of the child is included in the Birth Certificate
3. If name of the child is not included in the birth certificate, the students should inform their parents that the name inclusion could not be made beyond 31.12.2024.
4. The Parents should be informed to approach the Birth and Death Registrar, where the birth has been registered.
5. The name of the child can be registered with the written declaration form signed by the parent / guardian in the view that, the name once entered cannot be changed.
6. To ensure Birth certificate with name of the student at the time of school admission itself, in order to avoid hardships in future.
7. Special campaigns and meetings on inclusion of the name in the Birth Certificate of the student shall be conducted involving the Birth and Death Registrars of local bodies and District Health Officers & Additional District Registrar of Births and Deaths of the districts under the guidance of District Revenue Officer & District Birth and Death Registrar.

It is also requested that, all the students who are studying in Elementary, High Schools and Higher Secondary Schools who do not have their name registered in the birth certificate shall be listed out and insisted to include their name in the birth certificates during the campaign. A **weekly report** on the above activity should be submitted by the schools to the Chief Educational Officer of the Districts who in turn submit the report to District Health Officers & Additional District Registrar of Births and Deaths of the districts under the guidance of District Revenue Officer & District Birth and Death Registrar.

Civil Registration System
Weekly Report on Child Name inclusion Campaign in Birth
Certificates
 (to be submitted by Schools to CEO, CEO to DHO till
 31.12.2024)

Date :

S. No	District	Name of Block	Name of School	Type of School		Students Enrolled	Students with Birth certificates	Students with Birth certificates without name	Child Name included in Birth Certificate after campaign
				Govt/Aided /Private	Ele/High/HSS				

It is also requested that, above campaigns to be conducted to all the students who are studying in Govt. / Govt.aided / Private Colleges / Polytechnics / ITIs and they may be instructed to send a weekly report to the District Health Officers & Additional District Registrar of Births and Deaths.

The Birth and Death Registrars of all the local bodies to enlist the Births registered without the name of the child from 01.01.2000 onwards, shall issue notices to the parents to their permanent address to include the name of the child and child name inclusion campaign to be conducted.

A **weekly report** on the above activity should be submitted by the Birth and Death Registrar to the officer concerned (of Birth & Death Registrar) who in turn submit the report to District Health Officers & Additional District Registrar of Births and Deaths of the districts under the guidance of District Revenue Officer & District Birth and Death Registrar.

CivilRegistration System
Weekly Report on Child Name inclusion Campaign in Birth
Certificates
 (to be submitted by Registrar to DHO till 31.12.2024)

Date :

S. No	District	Name of Taluk	Name of Regn. Unit	Type of RU	Year	Births Registered	Birth Registered without name	Child Name included in Birth Certificate after campaign
				Coprn/Mpty/TP/PHC/GH/MC/VP/Others (specify)				

The Government of India have clearly informed that further extension of time limit for inclusion of the name in the birth certificate shall not be provided beyond 31.12.2024, for the cases where 15 years have been lapsed from the date of registration of the birth.

Hence, it is requested that, all the Head of the Departments to instruct their Registration functionaries and Schools / College Education authorities to conduct the coordination meeting to their department Officials for conduct of Child Name inclusion Campaign in Birth Certificates till 31.12.2024.

1. School Education
2. Collegiate Education
3. Industrial Training Institutes
4. Various department involved in birth & Death registration viz., Corporations, Municipalities, Town Panchayats, Village Panchayats, PHCs, GHs, Medical Colleges, Cantonments.
5. District Registrar.

It is also to be instructed to ensure for 100% registration of name inclusion in the birth certificates by all the departments of the districts.

Yours faithfully,

Sumanthi
31/12/24

for Director of Public Health and Preventive
Medicine and Chief Registrar of Births
and Deaths Tamil Nadu, Chennai-06.

S.P.
31/12/24

Copy to

All the District Health Officers & Additional District Registrar of Birth and Death and of all HUDs.

Name inclusion IEC Activities by Districts

1. **Ariyalur** - IDCC meeting conducted involving all line departments, on child name inclusion chaired by District Revenue officer. Instructions given to Municipalities to display IEC Boards and banners in public places.
2. **Chengalpet** – Child name inclusion Campaign conducted at Govt Girls Higher Sec. School located in Thirukazhukumdram Town panchayat,
3. **Coimbatore** – Press release given by Corporation Commissioner. Instructions to officials for display of hoardings and Banner in all wards and OP counters of Urban PHCs.
4. **Dharmapuri** – Child Name inclusion campaign conducted at Palacode town panchayat and at Govt child health hospital.
5. **Dindigul** - IDCC meeting conducted involving all the line departments on child name inclusion chaired by District Revenue officer.
6. **Erode** - IDCC meeting conducted in Erode district involving all the line departments on child name inclusion chaired by District Revenue officer Also IEC Boards displayed in all Registration units of Erode Corporation and Banners displayed in all Town Panchayat Office and Public Places.
7. **Kancheepuram** – Press release on child name inclusion given in daily vernacular.
8. **Krishnagiri** – Press release on child name inclusion given.
9. **Karur** - IDCC meeting conducted involving all the line departments on child name inclusion chaired by District Revenue officer.
10. **Madurai** - Name inclusion awareness conducted in the areas of Municipalities Thirumangalam, Usilampatti, Melur, and in a Book exhibition at Madurai. Press release given by Madurai district collector
11. **Nagercoil** - Press release on child name inclusion given. Notices issued to all the schools and colleges. Arranged for Radio Announcement wef 24.09.2024 to 31.12.2024 every day at 7.25 a.m. and 6.05 PM through All India Radio Nagercoil. Displayed Notices and Banners all over the district.
12. **Perambalur** - Child Name Inclusion Campaign conducted at schools. IDCC Meeting conducted with Higher education Department. IEC Material displayed in all public places.

13. **Pudukottai** - Child Name Inclusion Campaign 2024-Conducted meeting at Government ITI –
14. **Ramanathapuram** – Press Release given by the District Collector and IDCC Meeting conducted with all line department chaired by District Revenue officer.
15. **Sivaganga** – IEC on Name inclusion conducted at Govt.High School Thirupathur.
16. **Tenkasi** - All Block Health Supervisors and all birth and death registrars participated in the Grama Sabha meetings held on the occasion of 78th Independence Day celebrations and created awareness about the need to obtain birth certificates with names. IDCC meeting conducted involving all line departments, on child name inclusion campaign chaired by District Revenue officer.
17. **Nilgiris** – Press release given by District Collector.
18. **Theni** – IEC Banners and Hoardings Displayed in Municipalities and Town Panchayat and Public Places.
19. **Thiruvallur** - IDCC Meeting conducted headed by PA (General) involving all departments.
20. **Thiruvarur** - Press release given by District Collector.
21. **Thoothukudi** - Press release given by District Revenue Officer. IEC Materials and Banners displayed in Public Places.
22. **Thirupattur** - IDCC Meeting conducted headed by District Revenue Officer involving all departments.
23. **Thiruvannamalai** - Child Name Inclusion Campaign conducted at schools. IDCC Meeting conducted with Higher education Department by District Collector and District Revenue Officer. Grama Sabha meetings held.
24. **Villupuram** - Press release given by District Collector.
25. **Virudhunagar** - IDCC meeting conducted involving all line departments, on child name inclusion chaired by District Revenue officer.

All Districts are continuing their IEC on Child Name inclusion.

Child Name inclusion IEC Activities
IEC by CRBD – Tamil Nadu



Madurai District – Collector’s Press Release



மதுரை மக்களுக்கு முக்கிய அறிவிப்பு!
 மதுரை மாவட்ட ஆட்சியர் சகீதா வெளியிட்டுள்ள செய்தி குறிப்பில் - பிறப்பு சான்றிதழில் குழந்தையின் பெயர் பதிவு செய்ய 21.12.2024 வரை கால அவகாசம் நீட்டிப்பு செய்யப்பட்டுள்ளதாக தெரிவித்துள்ளார். எனவே 21.12.2024 க்குள், ஊராட்சி, பேரூராட்சி, நகராட்சி, மாநகராட்சி, தொடர்புமண்டல சார்பிலான அலுவலகங்களிலும் விண்ணப்பித்து பெயருடன் கூடிய பிறப்புச் சான்றிதழைப் பெற்றுக் கொள்ளலாம்.

தமிழக அரசு
 15 AUG 2024

பெயருடன் பிறப்பு சான்று பெற மு.ச.31 வரை வாய்ப்பு

பெயருடன் பிறப்பு சான்று பெறும் வாய்ப்பு 31.12.2024 வரை நீட்டிக்கப்பட்டுள்ளது. இது குறித்து மதுரை மாவட்ட ஆட்சியர் சகீதா வெளியிட்டுள்ள செய்தி குறிப்பில் குறிப்பிட்டுள்ளார். பெயருடன் பிறப்பு சான்று பெறும் வாய்ப்பு 31.12.2024 வரை நீட்டிக்கப்பட்டுள்ளது. இது குறித்து மதுரை மாவட்ட ஆட்சியர் சகீதா வெளியிட்டுள்ள செய்தி குறிப்பில் குறிப்பிட்டுள்ளார்.

Perambalur District



கிறீதிய தலைமை பதிவாளர் அவர்களின் அறிவிப்பு
பிறப்பு பதிவில் பெயர் சேர்க்க கடைசி தேதி 31.12.2024

உங்கள் பெயர் உங்கள் பிறப்பு சான்றிதழில் உள்ளதா?
கடைசி வாய்ப்பு

நீங்கள் 15 வயதிற்கு மேற்பட்டவரா? பிறப்பு சான்றிதழ் பதிவு செய்த பதிவாளரை அணுகவும்.

பெயர் சேர்க்கை சான்று செலவற்ற, பிறப்புச் சான்று பெறும் வாய்ப்பின் அவகாசம். மாவட்ட ஆட்சியர் தலைவர், வரம்புவாரி மாவட்டம்

கொள்கிற செய்தி கவனமாகப் பற்றும்! தீவிரம் தரும் மருத்துவ துறை

Thiruvannamalai District IDCC Meeting by DRO



Pudukkottai District



Thiruvallur District



Dharmapuri District



Thoothukkudi District – DRO’s Press Release

பிறப்பு சான்றிதழ் பெறாதவர்களுக்கு கால அலகாசம் நீட்டிப்பு வசுவாய் அலுவலர் தகவல்
 ஆள் 25, 09, 2024 15:39:04 (PT)



இது குறித்து அவர் வெளியிட்டுள்ள செய்திகளின்படி குழந்தையின் பெயர் பதிவு செய்யப்பட்ட பிறப்புச் சான்றிதழ் மட்டுமே முடிவாயினால் பிறப்புச் சான்றிதழ் ஆகும். இது பள்ளியில் சேர்வதற்கு உரியது, பால்யமரபு உரிமை பெற மற்றும் மரபு ஒலிக்க முடிவான ஆதாரமாக விளங்குகிறது.

‘பிறப்பு சான்றிதழ் பெறாதவர்கள் டிச. 31க்குள் விண்ணப்பிக்கலாம்’

தமிழகம் முழுதும் 204 தாழ்த்தப்பட்ட மனோஹரி திட்டம் முடிவாக உள்ளது. 15 ஆண்டுகளுக்கு பிறகு சான்றிதழ் பெறாதவர்கள் வரும் டிசம்பர் 31ஆம் தேதிக்குள் விண்ணப்பிக்கலாம் என மாவட்ட அலுவலர் கூறுகிறார். இது குறித்து அவர் வெளியிட்டுள்ள செய்திகளின்படி, குழந்தையின் பெயர் பதிவு செய்யப்பட்ட பிறப்புச் சான்றிதழ் மட்டுமே முடிவாயினால் பிறப்புச் சான்றிதழ் ஆகும். இது பள்ளியில் சேர்வதற்கு உரியது, பால்யமரபு உரிமை பெற மற்றும் மரபு ஒலிக்க முடிவான ஆதாரமாக விளங்குகிறது. குழந்தையின் பெயர் பதிவு செய்யப்பட்ட பிறப்புச் சான்றிதழ் மட்டுமே முடிவாயினால் பிறப்புச் சான்றிதழ் ஆகும். இது பள்ளியில் சேர்வதற்கு உரியது, பால்யமரபு உரிமை பெற மற்றும் மரபு ஒலிக்க முடிவான ஆதாரமாக விளங்குகிறது. குழந்தையின் பெயர் பதிவு செய்யப்பட்ட பிறப்புச் சான்றிதழ் மட்டுமே முடிவாயினால் பிறப்புச் சான்றிதழ் ஆகும். இது பள்ளியில் சேர்வதற்கு உரியது, பால்யமரபு உரிமை பெற மற்றும் மரபு ஒலிக்க முடிவான ஆதாரமாக விளங்குகிறது.

Virudhunagar District – Address by Collector & DHO



Chengalpattu District – Distribution of IEC Pamphlets to Public



Kanniyakumari District – Press Release



Erode District – IEC Hoardings



(பிறப்புகள் மற்றும் இறப்புகள் பதிவு சட்டம் 1969)
(தமிழ் நாடு பிறப்புகள் மற்றும் இறப்புகள் பதிவு விதிகள் 2000)

பிறப்பு மற்றும் இறப்பு பதிவு

பிறப்பு மற்றும் இறப்பு, நிகழ்ந்த இடத்திலேயே பதிவு செய்யப்படவேண்டும்

பிறப்பு பதிவு குழந்தையின் முதல் உரிமை

- குழந்தையின் பிறப்பு பதிவு குடியுரிமைக்கான அத்தாட்சி
- குழந்தையின் பெயரை பதிவு செய்வது பெற்றொரின் கடமையாகும்
- குழந்தையின் பெயரை பதிவு செய்ய பெற்றோர் /காப்பாளரின் உறுதி மொழி கட்டாயமாக்கப்பட்டுள்ளது
- ஒருமுறை பதிவு செய்த குழந்தையின் பெயரை பின்னர் மாற்றம் செய்ய இயலாது.

பிறப்பு சான்றிதழின் அவசியம்

- வயதிற்கான ஆதாரம்
- பள்ளியில் சேர்ப்பதற்கு
- ஓட்டுனர் உரிமை பெற
- பாஸ்போர்ட் பெற
- வாக்களிக்கும் உரிமை பெற
- சமூகநலத் திட்டங்களின் கீழ் பயன்பெற
- வெளி நாடுகளில் குடியுரிமை பெற

குழந்தை பெயர் பதிவு செய்ய கால அவகாசம் நீட்டிப்பு

- 01.01.2000 க்கு முன் பெயரின்றி பதிவு செய்யப்பட்ட பிறப்புகள் மற்றும் வகுத்துரைக்கப்பட்ட 15 ஆண்டு கால அவகாசம் முடிவுற்ற அனைத்து பிறப்புகளுக்கும் தற்போது 31.12.2024 வரை குழந்தை பெயர் பதிவு செய்திட கால அவகாசம் வழங்கப்பட்டுள்ளதால் பெயரினை பதிவு செய்து பிறப்பு சான்று பெற்றுக்கொள்ளலாம்



பொதுமக்கள் அணுக வேண்டிய அலுவலகம்

- ஒரு ஆண்டிற்குள் குழந்தை பெயர் பதிவு செய்ய சம்மந்தப்பட்ட பிறப்பு இறப்பு பதிவாளரை அணுகவும். ஒரு ஆண்டிற்கு மேற்பட்டிருப்பின் சம்மந்தப்பட்ட வட்டாட்சியர், நகராட்சி அலுவலகம் அணுகவும்.
- 01.01.2018 க்கு முந்தைய ஆண்டுகளுக்கு சான்று நகல் பெற சம்மந்தப்பட்ட சார்பதிவாளரை அணுகவும்.
- பிறப்பு இறப்பு சான்றிதழில் திருத்தம் கோருவதற்கு சம்மந்தப்பட்ட வட்டாட்சியர், நகராட்சி அலுவலகம் அணுகவும்.

பிறப்பு மற்றும் இறப்பு பதிவு செய்தல், கால அளவு மற்றும் கட்டண விவரம்

விவரம்	கால அளவு	கட்டண விவரம்
பிறப்பு மற்றும் இறப்பு பதிவு மேற்கொள்ளுதல்	21 நாட்களுக்குள்	கட்டணம் இல்லை
	21 - 30 நாள்	ரூ.100/-
	31 நாள் - 1 வருடம்	ரூ.200/- மற்றும் சம்பந்தப்பட்ட அலுவலரின் ஆணை
	1 வருடத்திற்கு மேல்	ரூ.500/- மற்றும் வருவாய் கோட்டாட்சியரின் ஆணை
பிறப்பு பதிவில் குழந்தையின் பெயர் பதிவு செய்தல்	ஒரு வருடத்திற்குள்	கட்டணம் இல்லை
	ஒரு வருடத்திற்கு மேல் 15 ஆண்டுகளுக்குள்	ரூ.200/-
	15 ஆண்டுகளுக்கு மேல்	பதிவு செய்ய இயலாது
பிறப்பு இறப்பு சான்று பெறுதல்	01.01.2018 முதல் < https://www.crstn.org/birth_death_tn/ >	இலவசமாக பதிவிறக்கம் செய்துகொள்ளலாம்
	01.01.2018 க்கு முன் சான்று நகல் ஒன்று	ரூ.200/-

பிறப்பு / இறப்பு சான்றிதழ்களை பொது மக்கள்

www.crstn.org

இணையதளம் மூலம் இலவசமாக பதிவிறக்கம் செய்துகொள்ளலாம்



DIRECTORATE OF PUBLIC HEALTH AND PREVENTIVE MEDICINE

