

Citizen Charter – Office of the Chief Registrar of Births & Deaths in Delhi.

Registration of Births and Deaths in Delhi

Registration of every birth/still birth and death is mandatory under the Registration of Births & Deaths Act, 1969 and Delhi Registration of Births & Deaths Rules, 1999.

1. Advantages of Registration of Birth & Death

A. Uses of birth certificate:

- For deriving benefits under social welfare schemes
- First right of the child
- To establish identity
- Conclusive proof of age
- Care and protection of juveniles
- Admission to school
- Preparing driving license, passport, etc.
- Proof for right to vote
- Entry into the National Population Register (National Population Register is a flagship project of the Government of India and is aimed at creating a comprehensive identity database of all usual residents in the country. Updation of the Register would be through birth and death registration mechanism.)

B. Uses of death certificate:

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

2. Reporting and Registration of Births and Deaths:

- Birth and Death occurring in the hospitals are reported by the concerned hospital in-charge for registration in concerned local body.
- For registration of birth and death occurring outside hospital one should apply to Register (Birth & Death) of concerned area on prescribed form which can be obtained from the registration office.
- Every Birth/Still Birth and Death is to be reported and registered within 21 days at the place of its occurrence in the prescribed reporting forms.
- The birth/death reporting forms are made available free of cost to Hospitals, Nursing Homes and other Institutions (where birth/death occurs) by the Office of Chief Registrar (B&D), GNCT of Delhi, B-Wing, 3rd Floor, Vikas Bhawan – II, Civil Line, and Delhi 110054. For reporting of domiciliary births/deaths, the reporting forms are provided free of cost from the registration centre to the applicants.

3. Persons Required to Report Births, Still Births and Deaths for Registration

i) Birth, Still Birth or Death in a house	Head of the House or nearest relative of the head of the house or oldest person in the family in duly filled in birth/death/still birth/medical certification of cause of death reporting form No. 1,2,3 & 4 A respectively.
ii) Birth, Still Birth or Death outside the house :	
a) In a Hospital, Health Centre, Maternity home and Nursing Home or other like institutions	Medical Officer incharge or any other officer authorised by him, in duly filled in birth/death/still birth and medical certification of cause of death reporting form No. 1,2,3 & 4 respectively as the case may be.
b) In a jail	Jailor Incharge
c) In a choultry, chattram, hostel, dharmasala, boarding house, lodging house etc.	Person Incharge
d) In a moving vehicle *	Person Incharge of the vehicle
e) Found deserted in a public place	Headman of the village/Incharge of the local police station.

* Vehicle mean conveyance of any kind used on land, air or water and includes an aircraft, a boat, a ship, a railway carriage, a motor car, a motor cycle, a cart, a tonga and a rickshaw.

4. To whom To Approach for Registration of Births and Deaths:

A. North/South/East Delhi Municipal Corporation:

Deputy Health Officer of each Municipal Zone has been designated as Registrar of Births & Deaths for registration of vital events occurred in jurisdiction of concerned zone/area. The Vaccinator of the Vaccination Centre or Para Medical Staff of Health Centres/Sub-Centres have been designated as Sub-Registrar of Births & Deaths.

B. New Delhi Municipal Council:

Registration of births & deaths whether institutional or domiciliary is being done at the Vaccination Centers located in NDMC area. The vaccinator of each Vaccination Centre has been designated as Sub-Registrar.

The Medical Officer In charge of the International Inoculation Centre, Mandir Marg, New Delhi has been designated as Registrar of Births & Deaths for the entire area of N.D.M.C.

C. Delhi Cantonment Board:

Registration of all events (Institutional/Domiciliary) is being done at the Registration Centre located in Cantt. General Hospital.

5. Registration and Issuance of first free copy of birth/death certificate in hospital:

Registration of every birth and death occurring in Hindu Rao, Swami Dayanand, and Kasturba Gandhi Hospital is done in the hospital itself and first free copy of birth/death certificate u/s 12 of R.B.D Act, 1969 is issued from these hospitals

6. To whom to Approach for Issue of Birth and Death Certificate:

The Birth and Death Certificates are issued by the local bodies viz. North/South/East DMC, NDMC, Delhi Cantonment Board within 7 days from the date of receipt of application from the applicant provided the birth and death has already been registered.

Single copy of birth and death certificate in forms no. 5 & 6 respectively is given free of cost to the informant (under Section 12 of the RBD Act) immediately after the registration procedure is completed. The birth/death certificate can be obtained from the Registration Centres/Zonal Office.

Additional copies of the birth and death certificates are also issued on payment of Rs. 20/- and Rs.10/- per copy respectively under section 17 of the RBD Act from respective zonal offices of North/South/East DMC /N.D.M.C./Delhi Cantt.

Time Schedule of delivery of Birth and Death Certificate			
		New Record	Old Record (Manual)
i)	Issue of Certificate	3 days	7 days
ii)	Name addition	7 days	15 days
iii)	Correction	15 days	30 days

7. Delayed Registration

(i) Any Birth or Death of which information is given to the Sub-Registrar/Registrar after the expiry of the specified period of 21 days, but within 30 days of its occurrence, shall be registered on payment of Rs. 2/- as late fee.

(ii) The events for which information is given to the Sub-Registrar/Registrar after 30 days but within 1 year of its occurrence, shall be registered only with the written permission of the Registrar on payment of Rs. 5/- as late fee.

(iii) The events which have not been registered within 1 year of occurrence, shall be registered on an order made by a Magistrate of the first class (i.e. S.D.M.) or a Presidency Magistrate on payment of Rs. 10/- as late fee.

8. Entry of the Name of the Child in Birth Record

In case the registration of the birth has been done without name of the child, the name can be entered free of cost within 1 year on the basis of oral or written information by the parent or guardian. After 1 year but within a period of 15 years from the date of registration of birth, name in birth certificate/register can be entered on payment of Rs. 5/- as late fee.

9. Correction in Birth record:

In general, no change is allowed in the birth and death registration records. However, there are provisions in the Act for making correction or cancellation under specific situations. Corrections / cancellations are dealt under the provisions of Section 15 of RBD Act, 1969 and DRBD Rule 11. The errors may be categorized into three broad types: clerical or formal error; error in substance; and fraudulent or improper entry:

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

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

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

If any person asserts that any entry in the register of births and deaths is erroneous in substance, the Registrar may correct the entry in the manner prescribed under Section 15 upon production by that person a declaration setting forth the nature of the error and true facts of the case made by two credible persons having knowledge of the facts of the case.

Example:

a. Sex of the child reported as Male instead of Female. In this case the Registrar can make corrections to the entry if the party produces a declaration as to the error and the true facts of the case. Further to it, two credible persons need to declare that they have knowledge of the facts of the case.

b. In an Institutional delivery the attendant gave for name of mother of the new born, the nickname or short name of the mother. Later on after registration of the event, correction is sought in name of the mother. **Since no change in the name is allowed under the Act**, the Registrar in such cases after satisfying herself / himself that the relevant entry was improperly made and on production of satisfactory evidence by the party concerned, add the new name using 'alias' with the name originally recorded.

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

If it is proved to the satisfaction of the Registrar that any entry in the register of births and deaths has been fraudulently or improperly made, she / he shall make a report giving necessary details to the officer authorized by the Chief Registrar by general or special order in this behalf under Section 25 and on hearing from him / her take necessary action in the matter.

Example:

During a search in the birth register it was found that birth of twins was registered under a single registration number and a single birth certificate bearing name of both the children was issued. However, in the remarks column of the birth register it was recorded that the birth is of twins. In such case, it will be prudent on the part of the Registrar to cancel this registered event and re-register as two separate events as per the procedures prescribed. In every case in which an entry is corrected or cancelled under this Rule, intimation thereof should be sent to the permanent address of the person who has given information under Section 8 or Section 9.

<u>Procedure for correction/cancellation of entry in the register of birth and death</u>	
a) In case of hospital birth or death, application alongwith correction letter issued by the hospital submitted to Registrar (B&D)	
b) In case of birth and death occurring outside hospital application alongwith affidavit and of any two of the following authenticated documents in support of claim should be submitted	
i) Ration Card	ii) Passport
iii) Education Certificate (Mother/Father)	iv) Marriage Certificate
v) Election Identity Card	vi) Service Identity Card/ CGHS card etc.
vii) Land papers	viii) Bank Documents (Pass Book, F.D. etc.
ix) Original certified letter from two persons.	x) ADHAAR Card

Further, no fee is prescribed for making correction in birth/death record.

10. Officers to be Contacted for Detailed Information and Redressal of Grievances:

The following officers/Offices may be contacted to get the Birth/death Certificates:

Sl. No.	North Delhi Municipal Corporation	South Delhi Municipal Corporation	East Delhi Municipal Corporation	N.D.M.C	Delhi Cantonment Board
1	Dr. A. K. Bansal Municipal Health Officer & Addl. Chief Registrar(B&D) North DMC, 12 th Floor, S.P.M. Civic Centre Jawahar Lal Nehru Marg, New Delhi-110002.Ph.:2322 6221 E-mail: mhondmc@gmail.co.il	Dr. N.K. Yadav, Municipal Health Officer & Addl. Chief Registrar(B&D) South DMC, 18 th Floor, S.P.M. Civic Centre, Jawahar Lal Nehru Marg, New Delhi-110002.Ph.:23 226809, E-mail: mho-sdmc@mcd.gov.in	Dr. K.K. Choudhary, Municipal Health Officer & Addl. Chief Registrar (B&D) East DMC, A-2 Block, 1 st Floor, Plot No.-419,UdyogSandan, Patpar Ganj Industrial Area, Delhi-110092. Ph.:22165872, E-mail: mho.edmc@gmail.com	Dr. P. K. Sharma, Medical Officer of Health & Addl. Chief Registrar (B&D) New Delhi Municipal Council Palika Kendra, New Delhi.Ph. 23742752, E-mail: pksharma_ndmc@hotmail.com	Chief Executive Officer (DCB)& Addl. Chief Registrar (B&D), Delhi Cantonment Board, Delhi Cantt.Ph. 25695450, E-mail: ceodelhicantt@gmail.com
2	Dr. Jasveen Duggal, Officer Incharge (VS) & Asstt. Chief Registrar (B&D) North DMC, 12 th Floor, S.P.M. Civic Centre Jawahar Lal Nehru Marg, New Delhi-110002. Ph. 23226835 E-mail: oivsndmc@gmail.com	Dr. R.C. Patnaik, Officer Incharge (VS) & Asstt. Chief Registrar (B&D) South DMC, 18 th Floor, S.P.M. Civil Centre Jawahar Lal Nehru Marg, New Delhi-110002. Ph.:23226836, E-mail: oivssdmc@mcd.gov.in	Dr. B.G. Venkatesh, Officer Incharge (VS) & Asstt. Chief Registrar (B&D) East DMC, A-2 Block, 1 st Floor, Plot No.-419,UdyogSandan, Patpar Ganj Industrial Area, Delhi-110092. Ph.:66667357, E-mail: venkateshbq89@gmail.com	Dr. Ramesh, Epidemiologist & Asstt. Chief Registrar (B&D) NDMC, Palika Kendra , New Delhi.Ph. 23745323,	CMO & Registrar (B&D) Cantt. General Hospital, Delhi Cantt. Ph.25693772

In case of any problem/grievance, the Addl. Chief Registrar (Birth & Death) of concerned local body may be approached to get the guidance/redressal. If the applicant is still not satisfied, he/she may approach the O/o the Director-cum- Special Secretary & Chief Registrar (Births & Deaths), Directorate of Economics & Statistics&O/o Chief Registrar (Births & Deaths), B-Wing, 3rd Floor, Vikas Bhawan – II, Civil Line, Delhi - 110054. PHONE: 23812841, 23812845,23812835 Fax 23812851 E-MAIL: dires@nic.in

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