

HANDBOOK

ON

CIVIL REGISTRATION

CE OF THE REGISTRAR GENERAL, INDIA

MINISTRY OF HOME AFFAIRS

GOVERNMENT OF INDIA


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PREFACE TO THE SECOND EDITION

A Handbook on Civil Registration was brought out in March, 1981. Because of a good reception received by this publication at the different corners of the country, the need for reprinting the same has been acutely felt for quite some time. An advantage has been taken of this pressing need for updating and revising wherever warranted the document and then reprint it as its second edition. Efforts have been made to update the same by including post 1981 developments—conferences of Chief Registrars of Births and Deaths held at national and regional levels in the country and their recommendations. And, the chapter on clarifications on legal provisions of the Registration of Births and Deaths Act, 1969 (Chapter 13) has also been expanded to include the latest clarifications in order to enhance its utility especially for those who are engaged directly or indirectly in the registration of births and deaths in the country.

I must in particular thank Dr. S.S. Srivastava, Joint Registrar General (VS), Shri K.N. Shrinivasan, Assistant Registrar General (VS), Shri M.K. Ahuja, Deputy Director, Shri T.C. Vanjani, Assistant Director and Shri G.K. Sharma, Investigator, in bringing out the second edition of this publication.

NEW DELHI
May 31, 1988

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PREFACE (TO THE FIRST EDITION)

Vital Statistics which deal with an individual's entrance into and departure from life together with changes in the civil status during his/her life time is a branch of statistics which has a long history. Vital Statistics which served a limited purpose in the past are now increasingly used as the basis for measuring changes in population characteristics. A unique source for vital statistics is the record of the civil registration system which provides the "flow" of the population measuring natality and mortality on a continuing basis.

The civil registration system in India, like the census, is more than a century old. A number of committees, commissions and conferences in the past had gone into the problems of improving the system and made far reaching recommendations from time to time. A monograph "Civil Registration System in India—A Perspective" brought out by this organisation in 1972 to mark the occasion of the Census Centenary celebrations gave an account of the evolution of the system and the various efforts made for the development of vital statistics in the country.

The enactment of the Registration of Births and Deaths Act, 1969, was an important landmark in the history of the registration system. It replaced the diverse laws that existed on the subject, unified the system of registration throughout the country and made reporting and registration of births and deaths compulsory. it provided for a statutory authority at the centre and in each state. It enabled the Central Government to promote uniformity and comparability in registration and compilation of vital statistics. It prescribed definitions, procedures, machinery, principles, personnel and penalties connected with the enforcement of the Act. A need has, therefore, arisen to equip functionally the personnel engaged in registration work at different levels on various aspects of civil registration. This "Handbook on Civil Registration" is, designed to serve this purpose. The Handbook *inter-alia* describes the various provisions of the Act, provides clarifications in their interpretations, discuss the organisational framework for registration, defines the duties and responsibilities of registration functionaries, lays down registration practices and procedures and suggests measures for the coordinated development of vital statistics. It is hoped this publication would serve as a useful guide to those who are engaged in the universalisation of registration of births and deaths in the country.

I must thank the Vital Statistics Division of this office which has done commendable work in compiling this Handbook. In particular, I am happy to record appreciation of the efforts put in by Dr. M.Holla, Deputy Registrar General (VS) and his colleagues Shri V.S. Swamy, Assistant Registrar Genera (VS), Shri T.K. Aikat, Senior Research Officer, Shri M.K. Ahuja, Deputy Director of Census Operations and Shri G.K. Sharma, Statistical Assistant in bringing out this publication.

NEW DELHI,
March 7, 1981

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CHAPTER 1

INTRODUCTION

Reliable estimates of population and its components are a pre-requisite for any national planning. The Census is the main source of information on growth of population and a host of other population characteristics. However, the Census, being a decennial operation, does not provide the measure of population change from year to year. The measures of fertility and mortality derived from the Census are centred around the mid-point of the decade and as such do not provide annual changes. Another procedure designed primarily to obtain changes in the population growth is through registration of births and deaths. The civil registration system may be defined as continuous, permanent and compulsory recording of the occurrence and characteristics of vital events as defined in and as provided through a decree or regulation in accordance with the legal requirements of a country. The registration records are primarily useful for their value as legal documents and secondarily as a source of vital statistics. The coverage of events recorded as and when they occur through a registration system is likely to be more complete and the accuracy of the information better than if reporting depended on a later visit or through an interviewer which would need a recall of facts by the respondent. The reliability of the statistics obtained through the registration system depends much on the completeness and promptness with which events are registered and the accuracy of the information in the registration records.

1.1 The establishment or improvement of a registration system depends on the demonstration of the need for the products of the system. The registration records can be of great use to individual for their value as legal documents and can also have administrative uses. The registration records also generate current and continuous statistics which can be more accurate than any other method of data collection and can be available at whatever geographic or administrative level required. Registration as a source of statistics is relatively inexpensive as the statistics are the bye-product of an administrative process. Births and deaths are two most important vital events. The uses of the birth and death registration records and the vital statistics generated from such records, including the basic statistics of births and deaths and other related demographic measures are outlined in the succeeding paragraphs.

Legal and protective uses

1.2 For the individual the birth registration records provide legal proof of identity and civil status, age, nationality, dependency status etc., on which depend a wide variety of rights. The birth registration record may be required for establishing :

(i) identity and family relationships for settling inheritance or insurance claims and arranging transfer of property.

(ii) proof of age for admission in schools, entry into services and professions, obtaining a driving license, exercising voting rights, entering into legal contracts, inheritance claims, marriage etc.

(iii) nationality or citizenship by birth to obtain passport for foreign travel, quality for voting privileges, own property etc.

1.3 The death registration record may be required for settlement of inheritance, insurance claims, claiming family allowances and other social security benefits etc.

Administrative uses

1.4 For administrative purposes, birth records are the basis for public health programmes for post-natal care of mother and child and for programmes of vaccination and immunisation etc. The death records are useful as indicators of the existence of infectious and epidemic diseases and the need for immediate control measures. They are also useful in considering matters relating to public safety, accident prevention, and eradication programmes; in the clearing of documents such as disease case registers, social security files, electoral rolls, civil or military service files, tax registers etc.

Statistical uses

1.5 Given the decennial census data on size, structure and geographic distribution of the population, vital statistics enable estimation of the size, structure and geographic distribution of the population for the current year. Vital statistics also enable the estimation of projections for future years on the basis of probable trends of fertility and mortality as derived from a study of these factors and their interactions with social, economic and other demographic factors. Formulation of development plans depends on such statistics incorporated into projections of needs for food and nutrition,

health services, education facilities, technological and scientific skills in manpower, housing etc. Vital statistics help in the evaluation of the operation of certain social and economic plans by providing information on trends in demographic indicators of the levels of living such as the expectation of life at birth and the infant mortality rate. They are also useful in public health and medical research, such as, in the study of mortality and the trends in mortality by age, sex and cause.

Registration — A perspective

1.6 Registration was first introduced in India mainly as an aid to public health administration for locating and identifying diseases of public health importance and introducing remedial measures to control mortality. However, there was no attempt to develop a unified system of registration throughout the country. Because of its limited use for a long time, there was very little development in the registration system in India. However, with the passage of time and as the population growth assumed considerable significance, registration acquired greater importance for yielding vital statistics which are not only useful for public health administration but which have more important uses in the demographic analysis of population for planning and administration. There has been an ever increasing demand for accurate vital statistics since the advent of five-year plans for economic and social development, the launching of family planning programmes and the introduction of health and other welfare measures. There has also been considerable increase in demographic research. Consequently, the need for improvement of the civil registration system as the conventional source of vital statistics has received considerable attention over the recent years. A series of measures have therefore been introduced, the most important of which is the enactment of a central law on the subject, viz., Registration of Births and Deaths (RBD) Act, 1969 for development of a unified and efficient system.

CHAPTER 2

EVOLUTION OF CIVIL REGISTRATION SYSTEM IN INDIA

Historical Background

2.0 The history of civil registration in India dates back to the middle of the nineteenth century. It started with the registration of deaths with a view to introducing sanitary reforms for control of pestilence and disease and not so much for studying population trends. The Provincial Sanitary Commissioners obtained statistics on deaths from the local health officers and passed them on to the Sanitary Commissioner of the Government of India. The quality of statistics thus collected was highly deficient and incomplete. The Sanitary Commissioner in his report for the year 1867 observed[1], "..... from the examination to which the returns have been subjected and a comparison of them with those of other countries, it is unquestionable that the mortality in these Provinces has been greatly under-stated; this is the case in an especial manner in the mortality of women".

2.1 Very little was said however, with regard to births. The erstwhile Central Province of Berar was the solitary example which introduced a system of registration as early as 1866. Punjab and United Provinces followed a little later. In 1873, the Bengal Births and Deaths Registration Act was passed and was later adopted by the neighbouring states of Bihar and Orissa. In the years that followed significant advance was made in the notification of vital events. The Sanitary Commissioner observed in his report that the people had started adducing entries in the registers of births and deaths as evidence in law courts. It was perhaps the beginning of the realisation of legal as against statistical needs of registration of births and deaths. A noteworthy development in the registration of births and deaths took place in the year 1878 when a directive was given to some of the local authorities to make on the spot enquiry in areas where the registered vital rates were too high or too low.

2.2 The important land-mark in the development of vital statistics was the stress laid by the Indian Famine Commission (1880) on the importance of these statistics. The Commission *inter-alia* pointed out that the registration of births and deaths should be made legally obligatory in villages as well as in towns and the regular monthly publication of the main vital statistics should be enforced. The Commission also fixed the responsibility on the Sanitary Commissioner to warn the Government of any unusual rise in the death rate in order that the cause of such a rise might be enquired into by the Government.

Central and State Acts

2.3 It was, however, only in 1886 that a Central Act—the Births, Deaths and Marriages Registration Act — was placed on the Statute Book to provide for voluntary registration throughout British India. This Act was not to affect any law on the subject already in force or which might be passed subsequently for any particular local area and therefore had only limited force. Advantage was taken of the Act by the foreigners, particularly Europeans and Britishers residing in the country. It was virtually inoperative as far as the general population was concerned. Registration was carried on under various legal provisions in different parts of the country. In the urban areas the registration was carried on under municipal by-laws and in the rural areas according to administrative orders issued from time to time to village officials under the revenue codes and police manuals.

2.4 A few states like the erstwhile composite Madras and Bengal had their own specific Acts (Madras Registation of Births and Deaths Act 1899 and Bengal Births and Deaths Registartion Act 1873) which had been adopted by a few other states also while others had only enabling provisions in this behalf in the Municipal Act, Panchayat Act, Chowkidar Manual or Land Revenue Manual and registration was governed by executive orders or by-laws setting out local registration procedures.

System of Registration

2.5 In the absence of uniform legal provisions, the registration practices and procedures obtaining in different parts of the country varied

1. Census of India, 1971; Census Centenary Monograph No. 4, Civil Registration System in India—a perspective; Office of the Registrar General, India, Ministry of Home Affairs, New Delhi.

widely. Vital statistics was the responsibility of the state health departments until this was transferred to statistics departments in some of the states. The agency for registration of vital events in the villages depended on the department which could spare the part-time services of its village officials. Generally, the officials of the revenue, police or health departments were made responsible for this work. Later on the officials of the panchayat departments were also made responsible for this work in some of the states. In municipal towns and cities the municipal authority was responsible for registration of vital events and this function was usually a part of the duties of the health department. Health officials like sanitary inspector, vaccinator and health assistant were made responsible for this work.

2.6 The responsibility for reporting an event rested with the heads of households in some states, while in some states village chowkidars were made responsible for reporting all events occurring in their respective villages. Also, the hospitals were required to report to the local Registrar in respect of events occurring therein.

2.7 The time period prescribed for reporting an event varied from 3 to 15 days in respect of births and 24 hours to 8 days in respect of deaths. Penalties for non-reporting as well as failure on the part of the Registrar to register an event also varied from state to state and also within a state.

2.8 Similarly, there existed great diversity in all other matters connected with registration and compilation of vital statistics, such as maintenance of records, inspection arrangements, issue of certificates, the channel of transmission of returns from the primary Registrar to the state headquarters and the time schedule prescribed for such transmission of returns, etc.

2.9 The system was thus operating at different levels of efficiency among the states. In 1930, in the whole of India, Bengal was the only province in which registration was compulsory both in rural and urban areas. In Madras, registration was compulsory in all municipal towns and was later extended to all villages with a population of 2,000 and more. In Bihar and Orissa, registration was compulsory only in some municipalities whereas in Punjab and the Central Provinces, it was compulsory in all municipal towns. In Bombay it was compulsory in nearly all municipalities while in Assam it covered all municipal towns, small towns, tea gardens and a few towns of hill districts.

Review of vital statistics system by Commissions and Committees

2.10 The Indian vital statistics system had been a subject for constant review in the past and many Commissions and Committees studied the inadequacy of the system from time to time and made comprehensive recommendations for the quantitative and qualitative improvement of the system. The importance of vital statistics in the study of manpower and health conditions was thus increasingly recognised as is evident from the reports of the Royal Commission on Agriculture (1924) and Royal Commission on Labour (1938).

The Royal Commission on Agriculture observed :

"(1) that the problems involved in securing uniformity in the returns from the different provinces were serious ;

(2) that the information though existed in numerous reports, is not collected in a systematic form;

. . the only suggestion we have to make is that statistics under the various heads should always be shown separately for rural and urban areas. At present this separation is only affected in the case of deaths. We think also that the number and distribution of institutions for treatment of disease and the strength and the distribution of medical and health services, including trained midwives, should be shown separately for urban and rural districts. We consider it very important that the extent to which rural areas still lack these essential services, and the progress which is made in supplying them should be clearly stated in the returns. There is also much useful work to be done in correlating the data of the incidence of disease and the death rate in the rural areas with those relating to agricultural conditions which prevail in those areas and with changes in those conditions arising from such causes as the extension of irrigation, improvement in the drainage of deltaic tracts and the like. Similarly the correlation of statistical data relating to health conditions with changes in diet and with the conditions under which the staple foods consumed in the tract under consideration are grown; whether for example, they come from irrigated or dry land, should in time yield information of greatest value."

The Royal Commission on Labour made the following observations :

Vital Statistics : "Although more than one attempt was made to give us vital statistics for groups of Industrial Workers, none of these gave picture sufficiently accurate to demonstrate any relation between industrial activity and increased death rates. This is not a matter for surprise when it is remembered that, even in the larger towns, few sick persons see a doctor and certification of death is usually matter of guess work on the part of non-medical Registrar. Moreover, deaths are registered under one or other of only six or seven heads, three of these being small pox, cholera and plague, so that by far, the largest number is entered under, "all other causes". Lack of appreciation of their value in public health and of training on the part of the individual responsible for their collection lead to the continuance of grave inaccuracies in such records. Again in industrial areas, the influx of large number of young males changes the age distribution to a marked extent and the failure to apply the necessary correction factor, before comparing them with other areas where the population is distributed more normally over the different age and sex periods, makes fair comparison very difficult. There is, therefore, little chance of obtaining reliable statistics for special groups such as industrial workers and, in consequence we have been unable to make any estimate of the effect of industrial life, as distinct from urbanisation, on the death rates of these communities. Curious variations prevail in the methods of registering still births throughout the different provinces. We recommend that still-births should be excluded from both birth and death registers and that they should be separately recorded, only when this is done will it be possible to obtain useful information which these figures should provide".

Medical Registrars : "The necessity of improved vital statistics is generally recognised, and in several provinces marked improvements have been effected within recent years by stricter supervision and more effective inspection. It is essential, however, that municipal council and local bodies, who are primarily responsible for registration should devote much more attention to the matter. In larger towns and more important industrial areas, at least, the appointment of Medical Registrars should be compulsory since only then will it be possible to improve the classification of causes of death. This has already been done in certain areas and, as a result, special investigations which were previously impossible have been successfully carried out".

2.11 In 1939 the Central Advisory Board of Health which met in Madras strongly recommended the compulsory registration of vital events with provisions for strict enforcement, establishment of Bureau of Vital Statistics for each province, appointment of Medical Registrar for medical certification of cause of death, training of Registrars and several other measures for improvement of vital statistics. But no significant development in the registration system took place until about the middle of this century.

2.12 The Health Survey and Development Committee or Bhore Committee, as it was called after its Chairman, was constituted in 1946. This Committee made an extensive survey of the problem of public health in India and put forward several useful and noteworthy recommendations :

> "In the areas in which our scheme will be introduced registration of vital statistics should be made compulsory along with the introduction of the scheme, wherever such provision does not already exist. In other areas compulsion should be introduced gradually. The enforcement of the law through the prosecution of offenders is essential if definite improvement is to be secured.
>
> .....We recommend the appointment of an officer with the title of Registrar General of Vital and Population Statistics. He will be attached to the Central Ministry of Health and will be responsible for the collection, compilation, study and publication of vital statistics from all parts of the country, for the carrying out of the census at periodical intervals and for continuous population studies. He will work independently of the Central Health Department but in close co-operation with it. He should publish an annual report on the population of India incorporating such information as is available regarding existing conditions and possible tendencies for the future".

2.13 The Vital Statistics Committee appointed by the second Health Ministers' Conference held in 1948 endorsed the recommendations of the Bhore Committee and observed :

> "It is essential that there should be provision for enforcing uniformity throughout India in the collection and compilation of the main items of information included in the vital statistics of the country. Such enforcement will become possible only if the Centre has the power to prescribe for regulating the registration and compilation

of vital statistics in the component units of the federation of India. It is recommended that such provision as may be necessary to achieve this end should be incorporated in Constitution of the country. Individual Governments will be at liberty to prescribe for the territories the collection of such other information as may be deemed necessary to suit their purposes. The enactment of an Indian Vital Statistics Act as a piece of Central Legislation should be undertaken as soon as circumstances permit".

2.14 The recommendations of these two committees formed the basis for subsequent developments. Vital statistics including the registration of births and deaths was included in the field of concurrent legislation and the office of the Registrar General, India was created in 1951.

2.15 The Central Expert Committee of the Indian Council of Medical Research and Expert Committees of the states on cholera and small pox in their meeting held in 1959 recommended legislation for compulsory registration of vital events, appointment of the secretaries of gram panchayat as Registrars, production of birth certificates for admission in schools and various other measures for improvement in registration.

2.16 The Manickavelu Committee of the Central Council of Health (1960) recommended the setting up of statistical units in state headquarters and in large municipalities and municipal corporations and provision of statistical staff at the district level and in the primary health centres for the work relating to health and vital statistics. The Committee also recommended centralised mechanical tabulation and provision of training facilities for statistical personnel on a uniform basis.

Conference on Improvement of Vital Statistics

2.17 The transfer of vital statistics which was hitherto under the Director General of Health Services to the Registrar General, India, in February, 1960 was yet another milestone in the history of the civil rgistration system. Population and vital statistics were thus brought under the charge of one central authority. Vital statistics were no longer looked upon as a matter of importance for public health administration alone. Their importance in the wider context of population development of the country was recognised.

2.18 To take stock of the registration system prevalent in various parts of the country was the first task of the Registtrar General, India and for this purpose a conference of state representatives was convened in April, 1961. This conference, known as the Conference on Improvement of Vital Statistics, made specific recommendations over a wide range of topics for the reorganisation and strengthening of the vital statistics system in the country. The conference recommended an early enactment of a Central law on compulsory registration of births and deaths and spelt out in detail the scope and content of the proposed legislation. Recommendations were also made for adoption of a minimum tabulation plan, centralised tabulation, strengthening of the vital and health statistical units at the state headquarters, appointment of Registrars and staff at the district level, strengthening of statistical units in municipalities, imparting training to Registrars and other officials concerned with registration and compilation of vital statistics, educational programme for instructing the public on the importance of vital statistics and various other matters.

Plan Schemes for Improvement of Vital Statistics

2.19 The implementation of the recommendations of the April, 1961 conference required great eflorts on the part of Registrar General, India. Experts, including Dr. Forest E. Linder and Dr. Conrad Tauber of the National Centre of Health Statistics, U.S. Government and U.S. Bureau of Census respectively, were requested to visit India to make detailed proposals for improving the vital statistics system in the country. The broad scope of Dr. Linder's proposals was on the pattern of short term and long term plan schemes submitted to the Planning Commission for implementation during the Third Five Year Plan. The Planning Commission regarded these schemes as of significant importance for socio-economic planning and approved them for inclusion during the middle of the Third Five Year Plan itself. Besides the sample registration and model registration schemes which aimed at providing reliable estimates of vital rates at the state and national levels and cause of death statistics in rural areas respectively, there were various other long term schemes for development of the civil registration system. They included :

(a) Strengthening of the vital statistics organisation at state headquarters which provided for a whole-time senior officer-in-charge of vital statistics together with supporting technical staff.

(b) Strengthening of the district statistical offices which provided for a full-time statistical assistant to help the District Registrar in supervision and inspection of the field agency for registration of births and deaths.

(c) Strengthening of statistical units in municipalities with full-time office staff for purposes of supervision and compilation of registration data of the municipal area. A senior officer of the rank of Deputy Halth Officer was proposed for bigger municipalities and corporations with population size of five hundred thousand and over.

(d) Setting up of mechanical tabulation units at state headquarters for centralised tabulation of data to cut down the intermediate levels for compilation of registration data and thereby minimise the deficiencies resulting from transcription errors and delays in transmission of returns. The scheme envisaged supply of mechanical data processing equipments such as 40 column range mechanical punches, verifiers, reproducers, sorters with full counting arrangement and tabulators, by the Registrar General, India.

(e) Training in registration promotion, methods and research which provided for high level assistance in the office of the Registrar General, India for purposes of promotional activities connected with the improvement of registration and vital statistics in states; the scheme envisaged other functions for these officers as (i) investigation and studies relating to registration method and procedure in various states, (ii) studies of difference in items required to be registered, definitions etc., (iii) research on response errors and other deficiencies in collection of registration data, (iv) standardisation of demographic investigation techniques after field tests of demographic survey methods, (v) evaluation of the validity of data obtained by standard methods of collection of data and (vi) preparation of model instructions and manual for guidance to states and so on.

(f) Organising training programmes for officers employed all along the line from the periphery to the headquarters. A whole time training officer was to be provided in each state to organise training programmes on the basis of standard procedures and course outlines devised by the office of the Registrar General, India in consultation with the states.

Progress of the Scheme

2.20 During the period of the Third and Fourth Five Year Plans, some staff was created at State Headquaters, districts and large municipalities for work connected with the improvement of registration of births and deaths and vital statistics. In subsequent conferences at national and sub-national levels, it was impressed upon the Chief Registrars of Births and Deaths, to meet the need for providing funds in their State Annual Plans and Five Year Plans for improvement of civil registration system and also for the equipment for processing of registration data.

CHAPTER 3

CENTRAL LEGISLATION—REGISTRATION OF BIRTHS & DEATHS ACT, 1969

Need for Central Legislation

3.0 There was a great diversity in the legal provisions for registration of births and deaths in different parts of the country[2], Different Acts were enforced in different parts of the country at different points of time and even in a single state there were many Acts in force in different areas. A few states had their own Acts which were adopted by a few other states, while others had only enabling povisions in this behalf in the Municipal Act, Panchayat Act, Chowkidar Manual, Land Revenue Manual and the registration was governed by executive orders or by-laws setting out local registration procedure. The details and provisions of the enactments were as varied as the Acts themselves. The position was made more complex by the reorganisation of the states in 1956, which resulted in the prevalance of different Acts and rules in different parts of the same state. Apart from this, generally speaking, the provisions themselves were not adequate and did not take into account new possibilities and developments. They were based on outdated circumstances and concepts and did not make much use of the recent notable advances in the general administrative set up and the rapid expansion of developmental activities in various directions.

Registration of Births & Deaths (RBD) Act, 1969

3.1 Against this background of multiplicity of Acts and rules governing civil registration in various parts of the country, a Central legislation on the subject was considered absolutely necessary to bring about improvement in the system. The recommendations of the 1961 conference provided a blue print for action and the Government of India, took a decision, in consultation with the state Governments, for enactment of a Central law relating to registration of births and deaths. Accordingly, the Registration of Births and Deaths Bill was introduced in the Rajya Sabha in 1964, which was passed in the Budget Session of 1964-65 but lapsed on the dissolution of that Parliament. The Bill was again passed by the Rajya Sabha on February 27, 1968. The Lok Sabha passed the Bill on May 27, 1969 with certain amendments. These amendments were approved by the Rajya Sabha on May 16, 1969. The Bill as passed by both Houses of Parliament received the assent of the President on May 31, 1969. It was notified in the Gazette of India extraordinary, Part II Section I on June 2, 1969 (Annex I).

3.2 The RBD Act, 1969 thus replaced the diverse laws that existed on the subject, unified the system of registration throughout the country and made reporting and registration of births and deaths compulsory. It provided for a statutory authority at the Centre and in each state. It enabled the Central Government to promote uniformity and comparability in registration and compilation of vital statistics allowing enough scope to the states to develop an efficient system of registration suited to the regional conditions and needs.

Brief provisions of the Act

3.3 The Act has been divided into a number of sections and sub-sections covering aspects such as registration establishment, procedures, records and statistics. The salient features of these sections are briefly indicated here.

SECTION 1

Enables enforcement in different parts of the states on different dates.

SECTION 2

Describes definitions of vital events.

SECTION 3—7

Establish a statutory authority at local, state and national levels for registration.

SECTIONS 8-9

Fix responsibility on different categories of persons required to register births and deaths.

SECTION 10

Makes certain persons responsible to notify births and deaths and to certify cause of death.

SECTIONS 11, 12 & 15

Lay down the registration procedures.

SECTION 13

Permits delayed registration.

[2] Ibid

SECTION 14

Allows registration of name of child at a later date.

SECTIONS 16-17

Provide maintenance of records for issuance of certificates and extracts.

SECTION 18

Authorises inspection of registration offices.

SECTION 19

Prescribes the regular flow of returns from the Registrar.

SECTION 20

Sanctions registration of births and deaths of Indian citizens abroad.

SECTION 21

Empowers a Registrar to obtain information regarding birth or death from a local resident.

SECTION 22

Confers powers on the Central Government to give directions to the state Governments.

SECTIONS 23-25

Impose penalties for the various offences.

SECTIONS 26-28

Admit Registrars as public servants and provide protection.

SECTION 29

Saves the Births, Deaths and Marriages Registration Act, 1886.

SECTION 31

Repeals the earlier laws on registration.

SECTIONS 30, 32

Empower the state Governments to make rules and remove difficulties with the approval of the Central Government.

CHAPTER 4

ENFORCEMENT OF THE ACT AND NOTIFICATION OF THE RULES

Preparatory steps for the enforcement of the Act

4.0 The enactment of the RBD Act, 1969, opened a new era in the history of registration system, yet its enforcement in the various states and union territories presented several problems though the Act was built around the existing system of registration and did not require the creation of any new machinery.

4.1 The notification regarding enforcement was to be issued by the Central Government, but the states had to be consulted about the suitable date for enforcement. Section 1 of the Act, however, provides for different dates of enforcement in different parts of a state. The enforcement of the Act called for preparatory steps to be taken by the state Governments, such as the appointment of registration functionaries framing of the state rules, registration procedures and registration forms for implementing the various provisions of the Act.

Conference of Chief Registrars

4.2 A conference of officers to be designated as state Chief Registrars of Births and Deaths under the Act was convened by the Registrar General, India, during February 1970 to discuss various issues connected with the early enforcement of the Act. This Conference, which is now known as the first Conference of Chief Registrars, favoured the enforcement of the Act in most of the states from April 1, 1970 excluding certain areas to be intimated by the individual states to the Registrar General, India. The conference also discussed in detail the model rules prepared in connection with the framing of state rules. It recommended the continuation of the old forms and registers, pending the notification of the state rules and appointment of additional officers to assist the registration functionaries.

4.3 The Act came into force in as many as 15 states/4 union territories from April 1, 1970 and at present it has been enforced in all states/union territories. Annex II gives the dates of enforcement of the Act and notification of state Rules in various states and union territories.

Model Rules

4.4 The Act aims at enabling the Central Government to regulate the registration and compilation of vital statistics in the country so as to ensure uniformity and comparability, leaving enough scope to the states to :

(i) collect such other information as they may desire, and

(ii) develop an efficient system of registration on the lines suited to the particular characteristics of the respective administrations.

Therefore, section 30 of the Act provides that state Governments may, with the approval of the Central Government, by notification in the official gazette make such rules to carry out the purposes of the RBD Act, 1969. These rules have specifically to provide for the form of registers in which births and deaths are to be recorded, custody and maintenance of registers, procedure of registration, fees for delayed registration and late registration of name of child, issue of certificates, medical certification of cause of death, procedure for correcting the registers, compounding of offences and form in which the Chief Registrar is to prepare the report. In order to guide the states in framing their rules the Registrar General, India brought out Model Rules in consultation with the Union Law Ministry for adoption by the states. Annex III contains the Model Rules incorporating the amendments made therein till May 1, 1988.

State Rules

4.5 The rules have now been framed by all the states & union territories. While doing so, the Model Rules were kept in view by them. However, some states and union territories have with the approval of Registrar General, India notified additional rules and brought forward certain amendments to the rules. The annex IV presents the additional rules and the amendments brought forward by the states. They are generally meant for removing the operational inconveniences in the registration process obtaining in the states.

CHAPTER 5

REGISTRATION ORGANISATION

5.0 The organisation for registration and compilation of vital statistics has been built around the functionaries at various levels prescribed under the Act for carrying out the purposes of the Act.

Organisation in the states

5.1 The organisational arrangements in the states generally continue to be the same as that which existed prior to the enforcement of the Registration of Births and Deaths Act, 1969. The registration organisation in the rural areas broadly falls into four categories : revenue, police, health and panchayat. In other words, the Registrars for rural areas in a state are generally drawn from revenue, police, health or panchayat departments. The Registrars for urban areas are generally the health officers or other officials of the health departments of municipalities or municipal corporations and executive officers of Cantonment Boards etc. The registration functionaries at the state and district headquarters are generally drawn from the health or statistics departments. The District Registrar is usually the District Medical/Health officer or the District Statistical officer (Annex V).

5.2 The registration organisation in the states, is usually headed by the Director of Health Services or the Director of Economics and Statistics appointed as the Chief Registrar of Births and Deaths. In a few states, Additional Chief Registrars, Deputy Chief Registrars etc. have also been appointed. The organisation at the state headquarters includes a vital statistics unit manned by full-time officers and staff. The unit is generally headed by a Deputy Director or Assistant Director and assists the Chief Registrar in discharging his functions under the Act. Thus, the functions of the unit include such subjects as (i) coordinating, unifying and supervising the registration work in the state, (ii) organisation of training programmes, (iii) providing necessary direction and guidance to the registration officials in the states, (iv) maintaining control charts for ensuring regular and timely flow of statistical returns from the local Registrars to the state headquarters, (v) compilation of statistical returns and reports for submission to the state Govenment and the Registrar General, India, (vi) preparation of annual report on the working of the Act for submission to the state Government and the Registrar General, India, (vii) initiating publicity and other promotional measures in the state and (viii) various other matters connected with implementation of the Act and securing an efficient system of registration in the state.

5.3 The organisation at the district level is headed by the District Medical or Health Officer or the District Statistical Officer who as the District Registrar is responsible for securing an efficient system of registration in the district. The organisation usually includes one or two full-time staff (Statistical Assistants/Computers) and may also include an Additional District Registrar for assisting the District Registrar in carrying out inspection and supervision of the registration work in the district, organising training programmes, maintaining regular and timely flow of returns from the Registrars to the state headquarters, initiating publicity and other promotional measures etc.

5.4 At the field level, only the Registrar of a municipality/corporation is usually assisted by a full-time staff (Statistical Assistant/Computer/Clerk) for compilation of statistical returns in respect of the municipality/corporation.

Organisation at the national level

5.5 The organisation at the national level is headed by the Registrar General, India who is also the Census Commissioner of India and is therefore the single central authority having unified charge of population census and vital statistics. The office of the Registrar General, India is an attached office of the Ministry of Home Affairs of the Government of India. For matters relating to vital registration and statistics, there is a vital statistics division headed by a Joint Registrar General. The division assists the Registrar General, India in (i) coordinating and unifying the work of registration and compilation of vital statistics in the states, (ii) providing direction and guidance to the state authorities, (iii) standardisation of forms and procedures for registration and compilation of vital statistics for promoting uniformity and comparability, (iv) providing clarifications on

various provisions of the Act and ensuring uniform interpretations of the law, (v) organising training programmes, (vi) initiating publicity and other promotional measures, (vii) preparation of annual report on the working of the Act in different states for submission to the Central Government, (viii) preparation of annual statistical report for the country entitled 'Vital Statistics of India' and (ix) various other matters for securing an uniform and efficient system of registration throughout the country. The division also assists the Registrar General India in all other vital statistics activities of the organisation, viz, those relating to sample registration system (SRS) and model registration scheme (MRS) — now known as survey of causes of death (rural).

5.6 The SRS is an experiment based on the dual recording system with the main objective of providing reliable estimates of vital rates at the state and national levels. The field investigation essentially consists of continuous enumeration by a part-time enumerator, generally a resident-teacher who is paid a nominal monthly honorarium. An independent six monthly survey is conducted by a full-time supervisor. The data obtained through the two methods are matched; un-matched and partially matched events are verified in the field to get an unduplicated count of births and deaths. A base-line survey of the sample units is also carried out to provide the population base for working out the rates. The population figures are updated at each half yearly survey. The SRS has been in operation for more than a decade. It now covers the entire country (except Mizoram) and the sample size has been extended from 3700 to 6022 villages and urban blocks. Besides providing estimates of birth and death rates, the SRS mechanism is also utilised for canvassing special schedules for detailed study on fertility and mortality and related subjects. The SRS is being implemented through the state Directorates of Economics and Statistics/Directorates of Health Services/Directorates of Census Operations. The vital statistics division provides necessary instructions and guidance to the implementing agencies and coordinates their work. The division also undertakes tabulation and dissemination of data. The division brings out a half yearly (previously quarterly) Sample Registration Bulletin and other reports relating to SRS data from time to time.

5.7 The Survey of Causes of Death (Rural) aims at providing reliable data on cause specific death pattern in rural areas of the country. The field investigation is done by paramedical personnel, usually a Sanitary Inspector or Health Inspector stationed at a Primary Health Centre (PHC). The investigation involves ascertaining the probable cause of death through household enquiries in accordance with a non-medical list prescribed for the purpose. Information is collected on the symptoms, conditions anatomical site and duration of illness in order to arrive at the probable cause of death. The Survey has been in operation for more than a decade and has been extended from 600 to 1160 PHC villages located in 23 States and 2 Union Territories. The scheme is being implemented by the Directorates of Health Services and in some states by the Directorates of Economics and Statistics. The vital statistics division provides necessary instructions and guidance to the implementing agencies and coordinates their work. The division undertakes the tabulation of data and brings out an annual report on causes of death.

CHAPTER 6

REGISTRATION FUNCTIONARIES—DUTIES & RESPONSIBILITIES

6.0 The RBD Act 1969 provides for the appointment of certain functionaries at various levels : (i) Registrar General, India at the national level; (ii) Chief Registrar, Additional Chief Registrar/ Deputy Chief Registrar at the state level; (iii) District Registrar and Additional District Registrar at the district level; (iv) Registrar for a local area such as the area under the jurisdiction of a panchayat, municipality, municipal corporation or other local bodies; (v) Sub-Registrar for specified areas within the area under the jurisdiction of a Registrar. The duties and responsibilities of these functionaries are broadly as follows :

(i) Registrar General, India

6.1 The Registrar General, India is appointed by the Central Government under section 3(1) of the Act and is the central authority to coordinate and unify the activities of the Chief Registrars of Births & Deaths in states and union territories and to provide general directions and guidance in the matter of registration of births and deaths and working of the Act. He has to submit to the Central Government an annual report on the working of the Act in the various states as stipulated in section 3(3) of the Act.

(ii) Chief Registrar

6.2 The Chief Registrar is appointed by the state Government under section 4(1) of the Act.

6.3 The Chief Registrar is the Chief executive authority in the state/union territory for implementing the provisions of the Act and the rules made thereunder in his state/union territory. The Chief Registrar is required to take steps, by issue of suitable instructions or otherwise, to coordinate, unify and supervise the work of registration in the state/union territory for securing an efficient system of registration. He has to submit to the state Government a report on the working of the Act, in the state every year by July 31 under section 4(4) of the Act along with a statistical report as prescribed in the rules.

6.4 As the head of the registration system in the state, the Chief Registrar is responsible for organisational and operational aspects of the Act for ensuring effective functioning of the registration system in the state. His responsibilities therefore include appointment of registration functionaries and their training, establishment of registration units in adequate numbers within the easy accessibility of the public, ensuring prompt registration, issuance of certificates, proper maintenance of records, regular flow of information from the periphery to the state headquarters, adequate supply of registration books and various other forms to the registration offices, arranging wide publicity for registration of births and deaths, bringing about inter-departmental coordination for registration work etc.

(iii) Additional Chief Registrar/Deputy Chief Registrar

6.5 Additional Chief Registrar/Deputy Chief Registrar is appointed by the State Government under the provision of section 4(2) of the Act.

6.6 They discharge, under the superintendance of the Chief Registrar, such of the functions of the Chief Registrar as he may authorise them to do from time to time.

(iv) District Registrar

6.7 District Registrar is appointed for each revenue district under section 6(1) by the state Government.

6.8 He has to superintend the registration of births and deaths in the district and is responsible for executing the provisions of the Act and the relevant orders of the Chief Registrar in his district. Besides, the District Rgistrar is required to attend to the following :

(i) Arranging inspection of registration offices and examination of the registers kept therein.

(ii) Issuing timely instructions and guidance to the Registrars.

(iii) Organising periodical training courses for the Registrars.

(iv) Ensuring regular and timely flow of returns from the Registrars to the state headquarters.

(v) Organising studies to identify good and bad registration areas.

(vi) Informing the public of the necessity, procedures and requirements of registration.

(vii) Authorising delayed registration as prescribed in the rules.

(viii) Ensuring permanent recording and storage of registration documents; and

(ix) Periodic monitoring of the system with a view to improving the efficiency of the system.

(v) **Additional District Registrar**

6.9 Additional District Registrars are appointed by the state Government for each revenue district under section 6(1) of the Act.

6.10 Additional District Registrar functions under the general control and direction of the District Registrar and performs such of his functions as he is authorised to discharge from time to time.

(vi) **Registrar**

6.11 The Registrar is appointed by the state Government under section 7(1) of the Act, for any local area comprising the area within the jurisdiction of a municipalty, panchayat or other local authority or any other area or a combination of any two or more of them.

6.12 The Registrar is responsible for recording the specified information regarding vital events which take place in his jurisdiction; ensuring compliance with the registration law; ensuring the completeness and accuracy of each record; informing the public of the necessity, procedures and requirements for effecting registration and the value of vital statistics; taking custody of the records; and recording and reporting of data for statistical purposes.

6.13 The Registrar is required to maintain an office in the local area for which he is appointed. He shall attend his office for the purpose of registering births and deaths on such days and on such hours as may be directed by the Chief Registrar. There should be a board conspicuously placed on or near the outer door of his office bearing, in the local language, his name, and indicating that he is the Registrar of Births and Deaths for the local area for which he is appointed and the days and hours of his attendance.

6.14 The Registrar is required to keep a register in the prescribed form and a copy of such form in the local language is required to be conspicuously placed on or near the outer door of his office. The Registrar shall, without fee or reward, enter in the register, all information given to him under section 8 or section 9 of the Act and shall put his signature in the appropriate column. After completing the registration of a birth or death, the Registrar shall issue an extract, free of charge to the informant, of the prescribed particulars from the register relating to such birth or death.

6.15 The Registrar shall open a new register on the first day of January of each year. The events are recorded serially during a calendar year. An event which occurred in any previous year shall be recorded in the register for the year in which it is reported and no entry shall be interpolated between two entries recorded earlier.

6.16 When the Registrar makes an entry relating to the name of the child in the birth register where the birth has been registered without a name earlier, the Registrar shall initial and date the entry. Whenever a correction or cancellation of any entry in the register is required to be made the Registrar shall make suitable entry in the margin without any alteration of the original entry and sign the marginal entry with date.

6.17 The Registrar shall take steps to inform himself carefully of every birth and death which takes place in his jurisdiction, ascertain and register the relevant particulars. For this purpose, the Registrar must be thoroughly familiar with the area under his jurisdiction and the size, composition and the characteristics of the population living in that area so that he can have some idea about the number of events expected to occur during a year. He must publicise his office as well as the obligation of the public in such a way as to obtain complete and prompt registration. He may take the help of the village head or other local leaders and persons specified as notifiers and such other persons who may have an intimate knowledge of the events occurring in their respective areas. Under section 21 of the Act Registrar may either orally or in writing require any person to furnish any information within his knowledge in connection with a birth or a death in the locality within which such person resides. Upon receiving the information about an event which has not been registered the Registrar shall require the informant to furnish the prescribed particulars for registration.

6.18 The Registrar is required to send periodical returns in the prescribed forms to the Chief Registrar or to the authority specified by him. He must be very prompt in sending the returns in time and shall check the completenes

and accuracy of the entries made therein before sending such returns.

6.19 The Registrar must be thoroughly familiar with the provisions of the Act and the rules made thereunder and the relevant instructions issued from time to time for efficient discharge of his duties with regard to various matters such as requests for registration, entering names in the birth register, correction or cancellation of entries in the register, search of entries in the register and issue of certified copies of entries, maintenance of registers and ensuring accuracy and completeness of particulars recorded therein, custody of records, furnishing of returns etc.

6.20 The Registrar may with the prior approval of the Chief Registrar appoint Sub-Registrars and assign to them any or all of his powers and duties in relation to specified areas within his jurisdiction. All Registrars and Sub-Registrars shall be deemed to be public servants within the meaning of section 21 of the Indian Penal Code.

REGISTRATION HIERARCHY

REGISTRAR GENERAL, INDIA

(Central Authority for coordinating and unifying the activities of the Chief of Registrars of Births & Deaths)

↓

CHIEF REGISTRAR OF BIRTHS AND DEATHS

(Chief Executive Authority in the state for implementing the Registration of Births and Deaths Act, 1969)

↓

DISTRICT REGISTRAR

(For superintending the work of the Registrars in the district and carrying into execution the provisions of the 1969 Act and the orders of the Chief Registrar made for this purpose)

↓

REGISTRAR

(For registering births and deaths occurring in the area under his jurisdiction)

↓

SUB-REGISTRAR

(For registering births and deaths occurring in the area allotted to him by the Registrar within his jurisdiction)

CHAPTER 7

INFORMANTS AND NOTIFIERS

7.0 The Act specifies certain categories of persons and defines their duties and responsibilities for registration and notification of births and deaths. They are known as legal registrants (informants) and notifiers respectively.

Informant

7.1 The informant is the individual whose responsibility designated by law, is to report to the Registrar, the fact of the occurrence of a vital event, together with certain of its characteristics in the prescribed form and only on the basis of his report, the event may be registered.

7.2 The informants have been specified under clauses (a) to (e) of sub-section (1) of section 8 of the Act. For events not covered by these clauses, additional informants have been specified in the state rules as provided for under clause (f) of this sub-section and section of the Act. There is a provision of alternate informant under sub-section (2) of section 8 in respect of the events covered by clause (a) of sub-section (1) so that instead of informants specified therein, any other person by designation may be specified as informant by the state Government. There is a special provision relating to events in a plantation under section 9 of the Act.

7.3 The following is the list of informants as specified in the Act/rules and their responsibilities in reporting the events :

Type of Informants	Place of occurrence of events
(1)	(2)
(a) Specified by the Act :	
1. Head of the Household and in his absence His nearest relative and in his absence Oldest adult male person.	Household events.
2. Medical Officer in-charge. or Any person authorised by him.	Events in Hospital, Health centre, Nursing home or other like institutions.
3. Jailor in charge	Events in Jail.
4. Person in charge.	Events in choultry, chhattram hostel, dharamshala, boarding house loging house, tavern, barrack, toddy shop or place of public resort.
5. Headman or Other corresponding officer of the village in the case of a village and officer in charge of local police station elsewhere.	New born child or dead body found deserted in a public place.
6. Superintendent .	Events in Plantation.
(b) Specified by the rules :	
7. Person in charge of the moving vehicle.	Events in moving vehicle on land, air, and water.
8. Officer, who conducts an inquest.	Deaths not covered under, clauses (a)—(e) of Section 8(1) of the Act.

Notifiers

7.4 Recognising the general apathy of the public towards registration and also organisational deficiencies in administering the registration, Section 10(1) of the Act has specified certain categories of persons as Notifiers to assist Registrars. The Notifier System does not seem to have contributed significantly to the efficiency of the registration work. It is suggested in the case of Notifiers belonging to the health system (like multipurpose health workers with well defined jurisdiction of area and population) their beats should be dovetailed with those of the local Registrars so that each MPW is made aware about the Registrar to whom he/she is to report the vital events. Such dovetailing would enhance the efficiency of the system. In case of the States/Union Territories where Chief Registrars are drawn from Bureau of Economics and Statistics, Panchayat and Local Administration Departments, this problem could be resolved at the joint sittings of the District Registrars of Births and Deaths and the District Chief Medical Officers. There will thus be a better correspondence between the local Registrar and the Notifier and the events which are hitherto being recorded by para-medical personnel but not coming to get registered, will start being registered.

CHAPTER 8

REPORTS, REGISTERS & NOTIFICATION FORMS

8.0 The state rules prescribe a set of reports, registers and forms for use by the Registrars, informants and notifiers. In addition, the Registrar is required to send monthly reports on births and deaths to the Chief Registrar or to the authority specified by him in the prescribed pro-formae which also form a part of the state rules. The Chief Registrar, in turn is required to submit a report in the prescribed form (Form 1) to his state Government every year by 31st July together with detailed statistical returns providing detailed information on births and deaths and other related economic social and demographic characteristics.

Registration reports/forms

8.1 The following reports/forms are prescribed for conveying of information to the Registrar of Births and Deaths :

Form No. 2 . . .	Live birth report
Form No 3 . .	Still birth report
Form No. 4 . . .	Death report

8.2 An informant is required to declare the particulars of an event in the appropriate form to the Registrar, within the prescribed time-limit. These forms contain all the particulars required to be registered. The live birth and still birth reports (Forms 2 and 3) are identical except for additional items of information on name of child and order of birth included in the live birth report. The items common to Forms 2 and 3 are date of birth, sex, place of birth, permanent residential address of parent: name, literacy, occupation, nationality, religion of father and mother; age of mother in completed years at confinement, type of attention at delivery. The death report (Form 4) contains items of information on date of death, name of the deceased, place of death, name of the father/husband of the deceased, age, sex, marital status, occupation, religion, nationality, permanent residential address, cause of death, whether medically certified, kind of medical attention received. All the forms provide for the informant's name and address and signature or thumb impression with date.

8.3 Rules also provide two other forms for medically certified deaths. They are :

Form 8 . .	Medical certificate of cause of death (hospital in patients) not to be used for still births
Form 8A .	Medical certificate of cause of death (for non-institutional deaths) not to be used for still births.

8.4 These forms are required to be filled in by the attending physician and to be sent to the Registrar by the informant. These forms incorporate an international form of medical certificate as evolved by the WHO, alongwith provisions for information on the name of the deceased, address, age, sex, date of birth, marital status, occupation and date of death. The international form of medical certificate has two parts, the details of which are described elsewhere in this Handbook.

Notification forms

8.5 The notification forms are those forms which are used by notifiers for notifying certain events to the local Registrars. The forms prescribed for the purpose are :

Form 5	Notification for a live birth.
Form 6	Notification for a still birth.
Form 7	Notification for a death.

The purpose of notification is to keep the local Registrar informed about the events which take place in his jurisdiction. In this regard, it may not always be possible for the local Registrar to follow up the partial information in forms 5, 6 and 7 as per the prescribed procedure. Therefore, it will be advisable to use reporting forms 2, 3 and 4 instead of using notification forms 5, 6 and 7. This will cut short the procedural delay and also enable the local Registrar to register the events of births and deaths straightaway.

Registers

8.6 Every Registrar is required to maintain a register for the purpose of registering births and deaths which take place within his jurisdiction. The register consists of three parts : Part I is for the registration of live births in the format of Form 11. Part II is for registering still-births in the format of Form 12, and Part III

is for registering deaths in the format of Form 13. The Forms 11, 12 and 13 are identical to Forms 2, 3 and 4 respectively, except for the additional columns relating to serial number, date of registration, signature of Registrar/Sub-Registrar and remarks.

Registers are permanent records

8.7 The registers of births and deaths are records of permanent importance and must not be destroyed. All information received by the Registrar under sections 8 and 9, that is, birth and death reports in Forms 2, 3 and 4 and the certificate of cause of death furnished under section 10(3) are an integral part of the register and shall not be destroyed. The records are to be kept by the Registrar in his possession for a period of twelve months after the end of the calendar year to which the records relate and shall thereafter be transferred to the officer specified in this behalf for safe custody and preservation.

Registration forms

8.8 The following registration forms are prescribed under the State Rules framed under the Act :

Form No. 1	.	Report on the working of the Act by States/ Union Territories
Form No. 2	.	Live birth report
Form No. 3	.	Still birth report
Form No. 4	.	Death report
Form No. 5	.	Notification for a live birth
Form No. 6	.	Notification for a still birth
Form No. 7	.	Notification for a death
Form No. 8	.	Medical Certificate of Cause of Death for institutional deaths
Form No. 8-A	.	Medical Certificate of Cause of Death for non-institutional deaths
Form No. 9	.	Certificate of birth
Form No. 10	.	Certificate of death
Form No. 11	.	Register of Births and Deaths—Part I—Live births
Form No. 12	.	Register of Births and Deaths—Part II—Still births
Form No. 13	.	Register of Births and Deaths—Part III—Deaths
Form No. 14	.	Weekly return of births and deaths (Since discontinued)
Form No. 15	.	Monthly return of vital statistics
Form No. 16	.	Annual return—statistical tables (Priority I and Priority II tables)

CHAPTER 9

REGISTRATION PROCEDURES & PRACTICES

9.0 The registration of an event calls for a Registrar, an informant, a standard form to declare the particulars of the event, a place of registration and a register. The events are registered at the place of occurrence in the office of the Registrar of Births and Deaths for that area. Whenever an event takes place, the informant specified for such an event has to declare the fact of the event along with certain particulars in the Live Birth Report (Form 2), Still Birth Report (Form 3) or Death Report (Form 4) as the case may be, to the Registrar of the local area. Every Registrar maintains a register which consists of three parts in the prescribed forms, the details of which are given elsewhere in this Handbook.

Current Registration

9.1 Under sections 8 and 9 of the Act, the informant is required to declare the fact of the occurrence and particulars of an event within the period prescribed in the rules. Originally it was prescribed in the Model Rules that the required information should be furnished within 7 or 3 days in respect of a birth or a death in a municipality or cantonment and within 14 or 7 days in respect of a birth or a death in any other area. Subsequently, because of the difficulties expressed by some of the states with regard to the reporting period in the urban areas, uniform reporting periods of 14 days in the case of births and 7 days in the case of deaths have been prescribed for all areas, whether rural or urban. The Registrar upon receiving such information enter the particulars in the register maintained for such purpose. This is known as current registration of an event and no fee is charged for such registration. Also, the informant is given free of charge an extract of the prescribed particulars in Forms 9 or 10 of the state rules from the register of such birth or death.

9.2 The notifiers are also required to convey to the Registrars, information on births and deaths that have occurred in their jurisdictions. This would enable the Registrars to call for relevant information from the informants for registration purposes if such events have not already been registered with them. The Registrar has special power to obtain information regarding a birth or a death. Under section 21, the Registrar may either orally or in writing require any person to furnish any information within his knowledge in connection with a birth or a death in the locality within which such person resides and that person shall be bound to comply with such a requisition. When a person orally gives any information required under the Act, he has to write the particulars of his name, description and place of abode in the register and if the person cannot write, then he has to put his thumb mark in the register against the particulars of his name, description and place of abode entered by the Registrar.

Delayed Registration

9.3 When the informant declares the particulars of an event after the expiry of the prescribed period, the registration of such an event is governed by the provisions regarding delayed registration under section 13 of the Act and the relevant rules made thereunder.

9.4 Registration of an event of which information is given to the Registrar after the expiry of the prescribed period but within 30 days of its occurrence, is done on the payment of a late fee. Registration of an event of which information is given to the Registrar after 30 days but within one year of its occurrence is registered on payment of a prescribed fee, or production of an affidavit made before a notary public or any other officer authorised in this behalf and with the written permission of the District Registrar.

9.5 If an event has not been registered within one year, then the registration of such an even can be done only on an order of the Executiv Magistrate and on payment of the prescribe fee. Delayed registration is allowed during the pendency of any action which may be taker against the informant for failure on his part to register the event within the prescribed period.

Corrections and cancellations

9.6 Registration can be done without the name of the child. A provision has been made in the state rules enabling the Registrar to ente the name of the child in the register in respec of the birth already registered by him afte

getting the information from the parent or guardian of such child within a period of one year from the date of registration. The name of the child can also be entered even after one year on payment of prescribed late fee.

9.7 Rules have also been framed for correction or cancellation of an entry in the register of births and deaths. The Registrar can correct or cancel any entry in the register which is erroneous in form, or substance, subject to the provisions of these rules. The errors may be of different types : (i) clerical or formal error, (ii) error in substance, and (iii) fraudulent or improper entry. The procedures to be followed in each case are as follows :

(i) *Clerical or formal error* : In this case the Registrar must inquire into the matter and satisfy himself that such an error has been made. He should correct the entry and send an extract of the entry showing the error and how it has been corrected to the State Government or the officer specified in this behalf. If however, the register is not in his possession, then he must make report to the State Government or the officer specified in this behalf and call for the register for enquiring into the matter and making necessary correction in the register. In this case, the corrections would require countersigning by the specified authority.

(ii) *Error in substance* : In this case the Registrar can correct the entry upon production of declaration setting forth the nature of the error and the true facts of the case made by two credible persons having knowledge of the facts of the case. All corrections should be reported alongwith necessary details to the State Government or the officer specified in this behalf.

(iii) *Fraudulent or improper entry* : This is an offence punishable under the Act. Therefore the Registrar must report to the Chief Registrar or the officer specified under section 25 of the Act and take necessary action on hearing from him.

The Registrar will correct an error or cancel an entry by making suitable entry in the margin without any alteration of the original entry. He should sign the marginal entry and put the date of correction or cancellation. Whenever an entry has been corrected or cancelled, the Registrar should send the intimation thereof to the permanent address of the concerned informant.

Search and Grant of Extracts

9.8 A person can cause a search to be made for any entry in the births and deaths register. For a search to be caused, a person has to apply to the Registrar alongwith the fee prescribed in the rules. The Registrar will make a search for the entry in the register and inform the person whether a particular entry has been made in the register or not. If for a single entry, the Registrar has to search the records of more than one year, then the person has to pay the search fee for every additional year.

9.9 Under section 17 of the Act, a person can obtain an extract from the register relating to a birth or death on payment of the fee prescribed in the rules. Such extracts are to be issued in Form No. 9 in case of births and Form No. 10 in case of deaths as prescribed in the rules. In case of an extract relating to a death the particulars regarding the cause of death are not to be disclosed. All extracts given under this section are required to be certified by the Registrar or any officer specified under the rules made under the RBD Act, 1969 and are admissible in evidence for the purpose of proving the birth or death to which the entry relates. In this connection, the provisions of section 76 of the Indian Evidence Act, 1872 are as follows :

> "Every public officer having the custody of a public document, which any person has a right to inspect, shall give that person on demand a copy of it on payment of the legal fees therefore, together with a certificate written at the foot of such copy that it is true copy of such document or part thereof, as the case may be and such certificate shall be dated and subscribed by such officer with his name and his official title, and shall be sealed, whenever such officer is authorised by law to make use of such seal, and such copies so certified shall be called certified copies.
>
> Explanation — Any officer who, by the ordinary course of official duty, is authorised to deliver such copies, shall be deemed to have the custody of such documents within the meaning of this section."

Offences, Penalties, Prosecutions

9.10 Any person is punishable with a fine not exceeding fifty rupees if he (a) fails to give information required under sections 8 and 9 or (b) gives or causes to be given 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 in the register as required under section 11.

9.11 Any Registrar or Sub-Registrar who neglects or refuses to register any birth or death occurring in his jurisdiction or to submit any returns under section 19(1) shall be punishable with a fine not exceeding fifty rupees.

9.12 Any medical practitioner who neglects or refuses to issue a certificate of cause of death under section 10(3) and any person who neglects or refuses to deliver such certificate shall be punishable with a fine not exceeding fifty rupees. In all other cases, a person who contravenes any provisions of the Act is also punishable with a fine not exceeding ten rupees.

9.13 An offence under section 23 shall be tried summarily by a Magistrate. No prosecution shall be instituted except by an officer authorised by the Chief Registrar by a general or special order in this behalf. However, any offence punishable under section 23 may either before or after the institution of criminal proceedings under the Act be compounded by an officer authorised by the Chief Registrar by a general or special order in this behalf and subject to conditions prescribed in the rules. Any such offence may be compounded on payment of a sum of money not exceeding fifty rupees, for offences under sub-sections (1) to (3) of section 23 and on payment of a sum of money not exceeding ten rupees for offences under sub-section (4) of section 23 of the Act.

Protection of Action

9.14 The Act provides protection of action taken in good faith. Under the provisions of section 28, no suit, prosecution or other legal proceeding shall lie against the Government, the Registrar General, any Registrar, or any person exercising any power or performing any duty under this Act for anything which is done or intended to be done in good faith in persuance of this Act or any rule or order made thereunder. Section 28 also provides that no suit or other legal proceedings shall lie against the Government for any damage caused or likely to be caused by anything which is done or intended to be done in good faith.

Events relating to Indian nationals outside India

9.15 There is a special provision relating to registration of births and deaths of Indian citizens outside India. Section 20(1) provides for registration of births and deaths of Indian citizens outside India about which information is received by the Registrar General, India under the rule relating to registration of such citizens at the Indian Consulates under the Citizenship Act, 1955. The information so received shall be caused to be registered by the Registrar General, India. However, the relevant rules in this regard are yet to be framed.

9.16 Section 20(2) provides for registration of births of Indian citizens outside India if the information relating to these births has not been received as provided under section 20(1). In this case, if the parents of the child return to India with a view to settling therein, they may within sixty days of the arrival of the child in India get the birth of the child registered under this Act in the same manner as if the child was born in India. The provisions of section 13 shall apply for registering the birth after the expiry of the period of sixty days aforesaid.

9.17 At times, Registrars encounter difficulties in registering vital events which have occurred under peculiar circumstances. Registration procedures in such cases are generally suggested by the Registrar General, India in consultation with the Union Law Ministry and have been dealt in Chapter 13.

CHAPTER 10

STATISTICAL RETURNS AND REPORTS

Flow and content of returns

10.0 Registration of births and deaths is constantly geneerating statistical information at the local level. The information contained in the registers of the local Registrar needs to be consolidated in the prescribed form periodically for onward transmission to the Chief Registrar. The rules therefore provide for the flow and content of statistical returns from the periphery to the state headquarters.

Returns from the registration centres

10.1 In case of municipalities with a population of 30,000 and above and cantonments every Registrar is required to send to the Chief Registrar a monthly return by the end of each month relating to the events registered in the preceding month. The monthly return consists of several statistical tables as prescribed in Form 15 of the state rules. The set of tables provides data on births and deaths classified according to various characteristics such as : (a) live births and still births by sex, type of attention at delivery (b) live births by birth order (c) live births classified by birth order and cross-classified according to religion, literacy and occupation of parents (d) live births classified by sex and cross-classified according to religion and literacy of father (e) deaths by type of attention, religion, marital status and occupation (f) causes of deaths by age and sex for all registered deaths (g) causes of deaths by age and sex according to international 'A' list for medically certified cases (h) infant deaths by age, sex and religion. Tabulation of data is done manually.

10.2 In the remaining areas (other than a municipality with population 30,000 and above and a cantonment) every Registrar is required to send to the Chief Registrar before 5th of each month, a monthly return consisting of the true copies of the entries made in the births and deaths register during the preceding month. The content of these monthly returns are therefore the same as those of the births and deaths register.

Returns from the state headquarters

10.3 Every Chief Registrar is required to send to the Registrar General, India (i) monthly return within two months after the expiry of the month to which the return relates and (ii) an annual return within nine months after the end of the calendar year.

10.4 The monthly return provides summary data on number of births, deaths, infant deaths for the district for rural and urban areas separately alongwith the information on the total number of registration units and the number of units from which the returns were received.

10.5 The annual returns in the prescribed Form No. 16 are sent by the Chief Registrars of Births and Deaths of States/Union Territories to the Registrar General, India, every year. It was found in practice that the detailed cross classificatory tables and their preparation held up the timely submission of annual Statistical reports. It was, therefore, felt necessary to assign priorities for preparation of various statistical tables. They could form Priority I tables and Priority II tables. While Priority I tables would deal with all substantive items connected with vital events and these could suffice for the purpose of providing a base for the Annual Report on the working of the RBD Act, 1969, the Priority II tables which could be prepared with some time lag need not thus hold up the Annual Reports by the States/Union Territories. In fact, the Priority II tables could be issued at intervals of 3 or 5 years giving the relevant information for a bunch of years together. Tables and the items of information covered by these are listed below :

PRIORITY—I

Table	
1(i)	Vital Statistics by district (Rural areas)
1(ii)	Vital Statistics by district (Urban areas)
2	Vital Statistics by sex
3	Vital Rates by district
4	Vital Statistics for towns with population 30,000 and over
5	Number of live births by type of attention at delivery
6	Deaths by type of medical attention received
7	Deaths by age and sex
8	Deaths by cause (medically certified or otherwise)
9	Deaths by cause, age & sex for medically certified cases

PRIORITY—II

Table

10	Vital Statistics by religion
11	Vital Statistics by month and sex
12(i)	Live births by birth order and age of mother (Rural areas)
12(ii)	Live births by birth order and age of mother (Urban areas)
12(iii)	Live births by birth order and age of mother (Individual cities/towns with population 1 lakh and above)
13(i)	Live births by birth order and literacy of mother (Rural areas)
13(ii)	Live births by birth order and literacy of mother (Urban areas)
14(i)	Live births by birth order and literacy of father (Rural areas)
14(ii)	Live births by birth order and literacy of father (Urban areas)
15(i)	Live births by birth order and occupation of father (Rural areas)
15(ii)	Live births by birth order and occupation of father (Urban areas)
16(i)	Live births by birth order and father's religion (Rural areas)
16(ii)	Live births by birth order and father's religion (Urban areas)
17	Deaths by occupation and sex
18	Infant deaths by sex and age
19	Maternal deaths by age
20	Time gap in registration of live births and deaths

10.6 Tabulation of data is according to month/year and place of registration of an event. It is done both manually and mechanically. A few states, however, have adopted electronic data processing.

Statistical reports

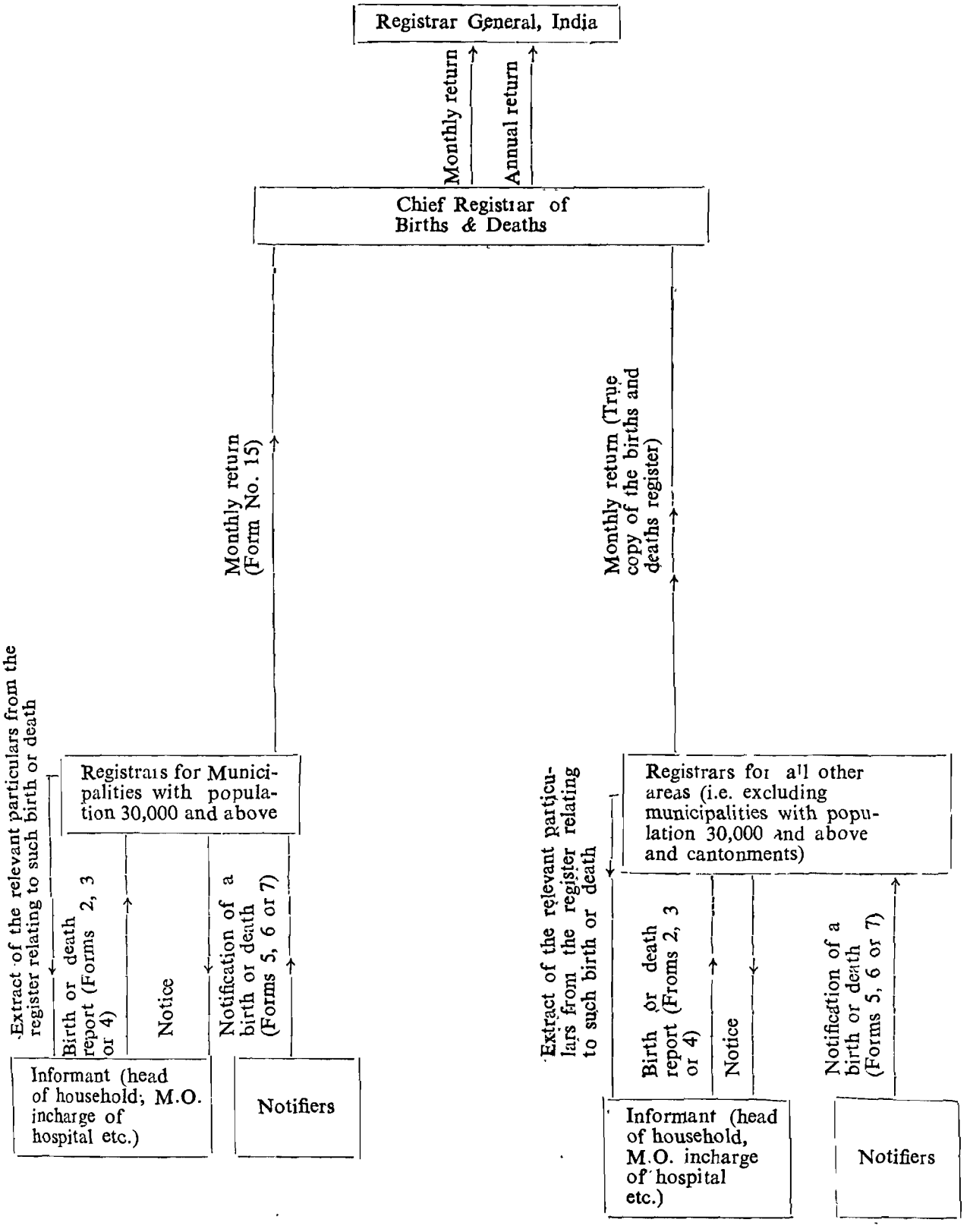
10.7 The office of the Registrar General, India is bringing out annually a comprehensive statistical report entitled 'Vital Statistics of India'. The series of reports have been brought out starting with 1958. The report is divided into two parts. The detailed statistical data based on the registration records are presented in the main tables included in Part II of the report. Part I contains analytical notes on important features and analysis of the data alongwith a brief review of the progress made towards enforcement of the Act and measures initiated for improvement of the registration system. Part I also contains brief notes on the sample registration system and the survey of causes of Death (Rural) along with the latest data available from these sources.

10.8 The registration data at present, deficient not only with regard to under-registration of events, but also with regard to incomplete coverage since information in respect of certain areas is not available at all. There is also time-lag in the publication of data. For ensuring complete coverage of data control charts as provided in the Appendices 2, 3 and 4 of Annex IX *should be maintained at sub-district, district* and state levels and reminders should be sent as and when any returns are due but not received. Appropriate action should be taken against chronic defaulters. Ensuring timeliness in submission of returns by the Registrars to the state headquarters is the first step towards reducing the time-lag in the publication of data. Every effort should be made at the state headquarters to process the data as quickly as possible so that the time-lag in the publication of the data can be greatly reduced. The quality of data can improve by ensuring completeness and correctness of the information at the registration stage, at the transmission stage from the Registrar to the state headquarters and at the compilation stage at the state headquarters.

TIME SCHEDULE FOR RETURNS

From	To	Description of the returns	Time Schedule
Registrar of municipalities with population 30,000 and above/cantonments	*Chief* Registrar	Monthly return (Form No. 15)	Within one month after the expiry of the month to which the return relates.
Registrars for all other areas, i.e., *excluding* municipalities with population 30,000 and above and contonments.	Do.	Monthly return(true copy of the births and deaths register).	Within 5 days of the expiry of the month to which the return relates.
Chief Registrar	Registrar General, India	Monthly returns containing summary statement on the total number of registration units and the number furnishing the returns, number of births, deaths infant deaths for each district by rural/urban break up	Within two months after the expiry of the month to which the return relates
Do.	Do.	Annual return containing detailed statistical data as per tables prescribed in Form 16 of the state rules	Within 9 months after the expiry of the year to which the return relates.

FLOW CHART OF RETURNS



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CHAPTER 11

WORKING OF THE REGISTRATION OF BIRTHS AND DEATHS ACT, 1969

11.0 The RBD Act, 1969 has several unique features which have already been discussed elsewhere in the handbook in great detail. The main objective of the Act is to develop a unified and efficient system of registration throughout the country. The first basic requirement for implementation of the Act and the rules made thereunder is that of building up of an organisation necessary for this purpose. This has to be followed by necessary operational and other arrangements such as arrangements regarding training of registration officials, printing and supply of various forms required for registration, issue of timely instructions, inspection of registration work, coordination among various state departments connected with the registration work and publicity. There is need for reviewing the working of the Act from time to time so as to find out the deficiencies in the system and reasons thereof for initiating remedial measures. Such a review is possible through the reports on the working of the Act. The Conference of Chief Registrars also provides a suitable forum in this connection.

The report on the working of the Act

11.1 Every Chief Registrar is required to prepare and submit to the state Government a report on the working of the Act under section 4(4) of the Act. The report is to be submitted annually and in Form I of the state rules. This report is very essential for understanding the functioning of the registration system in a state as envisaged under the Act and the rules made thereunder. It has therefore been prescribed that the report should contain information on the registration machinery in the state, training of the registration officials, general response of the public towards the Act, delayed registration, compounding of offences, custody of records, progress regarding introduction of medical certification of cause of death, publicity and various other registration promotion measures etc. The report should be prepared and submitted in time as this is statutory obligation and cannot be overlooked.

11.2 At the all-India level, the Registrar General, India prepares an annual report on the working of the Act in respect of all the states for submission to the Central Government under section 3(3) of the Act. The state reports on the working of the act provide the basis for preparation of the all-India report. Therefore, timely submission of the state reports will enable timely preparation of the all-India report. The all-India report provides a detailed review of the functioning of the system, deficiencies and their reasons and measures for overall improvement in the functioning of the registration system.

Conference of Chief Registrars

11.3 Conference of Chief Registrars provides a forum to exchange views on matters of general interest to all states concerning implementation of the Act and overall improvement in the registration system. This also helps to sort out various outstanding issues and problems and evolve future strategy to speed up the improvement process. So far, there have been four conferences of the Chief Registrars. The first conference was held in 1970, mainly to discuss the preparatory steps required for enforcement of the Act and decide upon the date(s) of enforcement of the Act before notification of the same. The second conference was held in 1974 to discuss the enforcement of the Act in the remaining states/areas where the Act was not enforced till then and various other matters connected with the implemention of the Act and improvement of registration. The conference made several important recommendations such as for (i) full-time training officers in the states for training of registration officials, (ii) a training centre in the office of the Registrar General, India for training of senior officers in the states, (iii) medical certification of cause of death for development of cause of death statistics and (iv) introduction of production of birth certificates for admission in schools in the urban areas initially, etc.

11.4 The third conference of Chief Registrars was held in New Delhi on 26-29 November, 1980, to undertake a thorough review of the working of the registration system in relation to the provisions of the Registration of Births and Deaths Act, 1969 and the working of the Model registration—survey of causes of death. The conference made a number of recommendations

relating to registration procedures and practices, registration organisation, registration promotion processing of vital statistics, record management, evaluation studies and related aspects of registration which provided a blue-print for action for the development of vital statistics in the country. The fourth conference of Chief Registrars of Births and Deaths was held in New Delhi during August 5-9, 1985 wherein the entire system of registration of births and deaths was reviewed. The recommendations of these four conference are given in annex VI, VII, VIII and IX.

11.5 Two rounds of regional conferences of Chief Registrars have been held since 1981 and the second round was completed in April, 1987. In all 10 such conferences have been organised so far. The exhaustive discussions at these conferences led to specific sets of recommendations. An unduplicated list of such recommendations made at the second round of these conferences held during the years 1986 and 1987, is given in annex X.

Evaluation Studies

11.6 Provision for critical evaluation of the efficiency of all procedures, from the creation of the legal records to the compilation of the statistical publications themselves, is an essential element of a good system of vital statistics. The provision for appropriate methods for evaluating the various facts of the system, and for constant vigilance to see to it that approved methods are applied and that any necessary remedial action is taken, is a primary function of the offices responsible for vital statistics[3].

11.7 **CRS performance levels compared to SRS :** The present levels of performance vary widely from State to State. Annex. XI indicates the reporting and recording levels—the former as per cent of returns received to returns due and the latter as per cent of rates yielded by the Sample Registration System—for the latest year for 22 States and 6 Union Territories for which data is available. Column 6 of the annex gives the SRS rates while columns 5 and 7 project the CR rates and efficiency of these rates as per cent of SRS rates, respectively, in absolute terms i.e. by juxtaposing the netted events against entire population concerned. In other words, col. 7 reflects the total deficiency, ascribable to both non- reporting and under-recording. It has been generally observed that in most of States and Union Territories, the real weakness lies in the rural areas—the urban recording levels being better.

3 Principles and recommendations for a Vital statistics System (United Nations Publication, Sales No. E. 73. XVII, (9).

CHAPTER 12

MEDICAL CERTIFICATION OF CAUSE OF DEATH

12.0 Mortality statistics form an integral part of the vital statistics system in the country. These are one of the basic components for measuring population growth and provide a demographic perspective for development planning in health services. The cause specific mortality rates are key indicators of the health trends in the population. Medical certification of cause of death provides reliable data on causes of mortality and therefore, occupies an important place in the vital statistics system. The information in the death certificate is a valuable tool to public health planners, administrators, medical professional and research workers. The size and the geographical distribution of deaths in relation to prevalance of diseases, evaluation of risks of deaths from various causes at different ages, the medical implications of the combination of the conditions resulting in death, proportion of deaths occurring in hospitals are a few aspects of interest to many public health planners and administrators, medical scientists and research workers. Public health authorities therefore depend heavily on the vital statistics system with emphasis on cause of death for formulating their programmes—both curative and preventive.

Legal Provision in the RBD ACT, 1969

12.1 It is because of this importance that a provision has been made in the Act for certification by a medical practitioner who has attended the deceased during the latter's last illness and for issue of a certificate, free of cost, to the family for transmission to the Registrar's Office. In case of events relating to hospitals, both the report of death and certificate of cause of death are required to be sent by the hospital authorities direct to the Registrar. There is also an enabling provision in the Act which empowers the state Government to introduce the system of medical certification of cause of death in specified areas taking into consideration the facilities available and other relevant factors.

Requirements for medical certification

12.2 The Registrar General, India, has prescribed Form No. 8 (Annex III) for use in the hospitals and Form No. 8A in all other cases for recording deaths. The form incorporates, in addition to the identificaton and other particulars of the deceased, an international form of medical certification of cause of death as evolved by the World Health Organisation. This form has two parts. Part I provides for entering the diseases in a specific sequence of events leading to death so that the immediate cause is shown first and the underlying cause is shown last. The underlying cause is that morbid condition which initiated the chain of events leading to death. Besides, approximate intervals between onset and death in the sequence of events are also to be given. Part II of the form allows recording information on other significant morbid conditions, but not directly related to the cause of death.

12.3 The completeness and accuracy with which the certificate of cause of death is filled by the attending physician are of prime importance in building the base for cause of death statistics. Specifying a cause of death for statistical purposes would have been simple if only one morbid condition is involved. However, in many instances, two or more morbid conditions might have contributed to a death. The World Health Organisation has recommended that the underlying cause of death is to be taken into account for tabulating cause-specific mortality. It is, therefore, essential that the certificate is filled completely and accurately, which would depend largely on the attending physician.

12.4 In cases of violent deaths and other medico-legal cases usually brought to the notice of a medical examiner at the post-mortem stage, the certificate may be filled by the medical examiner on the basis of evidence noticed by him. It is pertinent to mention here that the WHO has accordingly stressed that in the statistical use of the data based on the medical certificates of cause of death, necessary safeguards to preserve the confidential nature of the information given by the physician should be provided. This aspect is well taken care of in the RBD Act, 1969.

12.5 Looking to the present situation and prospects with regard to the number of practising doctors and locational distribution of medical facilities, it may not be possible to enforce these provisions of the Act uniformly throughout the country till the necessary infrastructural facilities are created and developed and willing cooperation of the practising doctors is solicited and ensured. Meanwhile, the office of the

Registrar General, India has been making constant efforts for gradual introduction of medical certification of cause of death through a scheme.

Scheme on medical certification

12.6 The scheme of medical certification of cause of death was in operation in all major medical teaching institutions and other hospitals in many states by the beginning of the seventies. The scheme envisages that the certificate of cause of death is to be filled in by the attending medical practitioner and given to the informant for onward transmission to the Registrar for registering the death. The certificate should be issued forthwith so that there is no delay in the registration of the death on this account. Care should be taken to fill in the certificate accurately and completely. In the case of deaths occurring in a hospital or similar institution, the informant is the Medical Officer-in-Charge or person authorised by him who should forward the certificates of causes of deaths along with the death reports to the local Registrar for the registration of such deaths. The Medical Officer-in-Charge or the person authorised by him should ensure that the certificates are duly filled in and cover all the deaths occurring in and reported by the hospital. The Registrar should also ensure that the certificates have been received in respect of all deaths reported by the hospital. If not, the Registrar should call for the remaining certificates.

12.7 Classification of causes based on medical certification is to be done according to WHO's International Classification of Diseases (ICD) by trained persons. At present, the data mainly relate to hospitals and similar institutions which are compiled at the municipal headquarters along with the other registration data and are sent to the state headquarters in the form of monthly returns in Form 15. Part E(1) of Form 15 is for medically certified deaths. The certificates should be scrutinised and coded according to the ICD Volumes. In doubtful cases, the certificates should be reverified and modified, if need be, through a referral arrangement with the hospital concerned. Except for the municipalities with population 30,000 and above and cantonments, the Registrars for areas are required to send monthly returns in the form of true copies of the entries made in the births and deaths register during a month. They should also send the medical certificates for compilation of data at the state headquarters.

Training and publicity

12.8 There is need for training and publicity designed to elicit the interest and cooperation of the medical profession in medical certification and help the medical practitioners to fill in the certificates properly and accurately. As the 1961 conference recommended, the zonal meetings of superintendents of hospitals, organisation of lectures, distribution of informative literature, holding of orientation courses and seminars etc. will be very useful in this connection.

12.9 The certificate of cause of death is the basic document for generating cause of death statistics. For ensuring reliability of such statistics, it is necessary that the certificates should be filled in accurately and completely. For this purpose, training in medical certification is necessary. The Central Bureau of Health Intelligence arranges training programmes in states periodically and a pamphlet on the subject has also been distributed by them. The Model Vital and Health Statistics Unit at Nagpur has been conducting a two weeks' orientation course for the health officers covering therein medical certification of cause of death.

12.10 The coding the diseases using the International Classification of Diseases requires appropriate training. The Unit also conducts a 12 weeks' course in medical coding with stipendary benefits mainly for non-medical personnel. Both these training programmes should be increasingly availed of.

12.11 A documentary film on medical certification has been produced by the office of the Registrar General, India with a view to serve the needs of training programmes and promotional efforts towards medical certification. The film highlights the importance of medical certification and vital statistics, explains the mechanics of the certificate and how to ensure proper and complete recording of the sequence of causes of death. The film may be utilised extensively in the orientation course to be arranged for the medical profession at different places from time to time.

Workshop on Medical Certification

12.12 A comprehensive Workshop on "Statistics of Cause of Death" was held at the national level at New Delhi during May 12-13, 1986 wherein various sources of Statistics on cause of death like (i) Hospital records, (ii) Management, Information and Evaluation System (MIES), (iii) Statutory Medical Certification of cause of Death, (iv) Survey of Cause of Death (Rural) and (v) Demographic Surveys were considered in detail. The discussions at this Workshop led to fifteen recommendations which are given in Annex. XII. These recommendations when implemented would go a long way in the development of the medical certification of cause of death in the country.

CHAPTER 13

CLARIFICATIONS ON LEGAL PROVISIONS OF THE ACT

In the process of implementing the various provisions of the Act, certain references are made with regard to the legal provisions relating to registration of births and deaths. These are referred to the office of the Registrar General, India by the concerned state departments. The office of the Registrar General, India issues clarifications in consultation with the Union Law Ministry wherever necessary. Over the years, clarifications on various issues covering almost every section of the Act have been issued. This chapter incorporates the important clarifications issued so far.

SECTION 4 :

1. **Query :** Whether the Chief Registrar or his nominee can inspect the work of registration under section 4(4) of the Act as section 18 of the Act provides that the registration offices shall be inspected and registers kept therein shall be examined in such a manner and by such authority as may be specified by the District Registrar ?

Clarification : The Registrar will have to work under the control and supervision of the District Registrar and the District Registrar will have to work under the control and supervision of the Chief Registrar. Under section 4(4), the Chief Registrar shall either by issue of suitable instructions or otherwise, take steps to co-ordinate, unify or supervise the work of registration in the state. The word "Supervision" will include inspection. The dictionary meaning of word "Supervision" is to direct or watch with authority the work or proceedings or progress of any thing. Inspection means to look closely into, to examine officially etc. Unless the person has the right to examine or look closely he cannot direct or watch with authority. Therefore, the authority of the Chief Registrar or his nominee to inspect the work of registration is implied within his authority to supervise under section 4(4). This further finds support in sub-section (2) of section 6 of the Act under which the District Retistrar has to act subject to the direction of the Chief Registrar and to carry into execution the orders of the Chief Registrar. Section 18 provides for internal inspection of the registration offices within the jurisdiction of the District Registrar, but that does not take away the right of the Chief Registrar under section 4(4) to supervise the registration work throughout the state which by implication includes inspection of any registration office in any district in state.

SECTION 6 :

2. **Query :** What is the precise scope of revenue district mentioned in section 6(1) ?

Clarification : The term "revenue district" has not been defined in the Act but as commonly understood, it is a district created for the purposes of revenue administration of a state. Accordingly, in the context of section 6(1) of the RBD Act, the term "revenue district" only means a district created for the purposes of the revenue administration and in any such district according to the provisions of that section there shall be only one District Registrar and for the purposes of assisting the District Registrar the state Government is empowered to appoint such number of Additional District Registrars as it thinks fit.

SECTION 7 :

3. **Query :** Whether the state Government will have to issue a separate appointment order for each Registrar or an omnibus general order appointing the Registrars by designation ?

Clarification : It is for the State Government to decide what type of order they must issue in exercise of their power under section 7. There is no objection to issue of an omnibus order if the authority so desires.

4. **Query :** Who will appoint the Registrar for the cantonments—the state Government or the Central Government (the Ministry of Defence) ? Will the rules made by the state Government be applicable to the Cantonment, or will the Central Government Ministry of Defence (Director, Military Land Records) have to make uniform rules for all the cantonments ?

Clarification : So far as the cantonments are concerned for the purpose of Entry 30 of the Concurrent list of the Constitution, the "state Government" is not the central but the state Government itself. It is only in relation to certain matters specified in Entry 3 of the Union List viz. Delimitation, Local Self Government etc. which are the concern of the central Government. All other functions appear to be that of state Government. It would be advantageous, however,

to request the state Government to appoint cantonment authorities as the Registrars of Births & Deaths in these areas, so that there would be no difficulty in properly working out the Act.

5. **Query :** "A" objects to his name : being entered in the birth register as father of a child born to his wife "B" on the ground that they are no longer living together and the conception took place outside conjugal life. The name of 'A' as father of child has been given by 'B'. What is the correct procedure to be followed in similar cases and especially in the present case ?

Clarification : Since the birth has occurred to a parent who is legally married and in absence of separation decree, 'A' cannot refuse himself to be the father of the child on the contention that conception took place outside their conjugal life. As information is being given by 'B' and the record is only an evidence of birth, objection of 'A' may not be entertained.

6. **Query :** Whether registration of births and deaths can be done at any place irrespective of the place of occurrence ? Whether an event which has taken place in Bombay can be registered in Goa ?

Clarification : The event can be registered at the place of occurrence only. An event, which has taken place in Bombay will be registered with the concerned local Registrar in Bombay within whose jurisdiction the event has occurred. The event cannot be registered in Goa.

7. **Query :** Whether births or deaths of foreign nationals in India can be registered in India at the place of occurrence ? Or, whether the births or deaths of foreign nationals in India are to be registered only in the respective foreign consulates as required in the case of births and deaths of Indian citizen abroad under section 20(1) of the Act ?

Clarification : Section 7(2) of the RBD Act, 1969 provides for the registration of every birth and death irrespective of nationality. The birth of the child of the foreign national may be registered by the local Registrar and a birth certificate to this effect may be issued under section 12 of the Act. Section 20(1) of the Act is not applicable in such cases.

8. **Query :** Under sub-section (5) of section 7, the Registrar may appoint Sub-Registrars and assign to them any or all of his powers and duties. Would there be any nconsistencies with the Act if a rule is made or a directive issued from the Registrar General, India, under section 3(3) to the effect that the powers of the Registrar conferred under section 12 and 15 should not be assigned to the Sub-Registrar ?

Clarification : Any such rule or directive by the Registrar General, India, under section 3(3) of the Act would not be consistent with the provisions of section 7(5). Perhaps, the Chief Registrar may, while approving the appointment of Sub-Registrars under section 7(5), instruct the Registrar not to delegate functions to Sub-Registrars.

9. **Query :** Which Section of the RBD Act, 1969 indicate that the registration of events should be done according to place of occurrence.

Clarification : Section 7(2) read with Section 23(2) of the RBD Act, 1969 make it very explicit that the Registrar has to register only those events of birth and death which take place in his jurisdiction.

10. **Query :** Whether the event of death occurred in a road accident at Hyderabad could be registered in the area of residence of the deceased in Goa on the ground that the dead body was cremated there ?

Clarification : As per provisions of Section 7(2) of the RBD Act, 1969 the event of births/deaths can be registered only at the place of occurrence. The event which has taken place in Hyderabad should be registered with the concerned Registrar in whose jurisdiction the event has occurred. As such the event of death under reference could not be registered in Goa. In such cases, it is expected that the event of death might have been reported to the Registrar of births and deaths of the area where the death has occurred by the police officer incharge of Thana under Section 8(1)(e) of the RBD Act, 1969.

11. **Query :** (i) How the nationality of the incidence of the birth and death of a person can be ascertained by the Registrar ?

Clarification : (i) The registration authority may register the nationality of non-Indian parents as entered in their passports. If doubt arises, this can be ascertained from the police authority where he or she is registered and issued with residential permit. As regards, the foreigners who pretend to be Indian nationals and the doubt is raised by the Local Registrar, the only alternative is to get the matter enquired by the police of the area concerned.

(ii) Is the nationality mentioned by the reporter will be taken as valid evidence in the Court of Law ?

(ii) The registrar, who is functionary under the Registration of Births and Deaths Act, 1969 and is appointed by the State Government is obliged

to make entries as per the form prescribed under the Rules, although strictly under section 7(2) of the Act, the information required to be entered in the Register is confined to information relating to births and deaths only.

(iii) Is it obligatory on the part of the Registrar to record in the Birth/Death Register regarding Nationality ?

(iv) The admissibility of evidence as to nationality of a person will be decided by a Judge in the light of section 136 of the Evidence Act. The evidentiary value of the record depends upon the truth that it may, in the circumstances, reflect.

Accordingly, the admissibility of evidence and evidentiary value of entries made would depend upon the facts of each particular case.

12. **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.

SECTION 8 :

13. **Query :** The persons eligible for reporting births and deaths for registration of events have been specified in section 8 of the Act. But it is not possible to know from the name of the informant mentioned in Forms 2, 3 or 4 whether he is eligible to report the event or not. Since the registration of the event is legalised, will it not be proper to add one column in Forms 2, 3, 4, 11, 12 and 13 for indicating the relationship ?

Clarification : In respect of domiciliary event, a person specified in section 8 can also arrange to give the information through some other person, who need not be related to the new born or deceased as the case may be.

14. **Query :** The report of death aboard ship from the Director General, Shipping is usually received very late after the actual death has taken place. Whether such events have to be registered under section 13 of the Act ?

Clarification : The registration of death on the basis of a report from Director General, Shipping do not fall in the same category as the events that occur on land for which the Act casts duty on specified persons. Therefore section 13 is not attracted in case of registration of events reported by Director General, Shipping.

15. **Query :** A Police Officer has forwarded a death report alongwith the inquest report for the registration of the death of a person. But, in the death report the date of death is noted as between '9-6-1975 and 14-6-1975'. Since exact date of death is not known as the deceased was missing from 9-6-1975 onwards and the dead body was found only on 14-6-1975. The inquest report was signed by the police officer on 14-6-1975. In the circumstances, whether it will be sufficient to note the date of death in the register as between 9-6-1975 and 14-6-1975 since no body can correctly say the actual date of death ?

Clarification : It is likely that the case of death was subjected to a detailed investigation and in such cases, normally post-mortem medical examination of the body is done. The post-mortem report may in that case indicate a more precise probable date of death and actual date of death.

16. **Query :** As per section 8(1)(b) of the RBD Act, 1969, registration of births and deaths occurring in a hospital has to be effected on the basis of information given by doctors. Forms 5, 6, 7 have been supplied to the hospitals as prescribed in section 10 but information are still being received in old forms. It may be clarified if registration can be effected on the basis of information received in old forms.

Clarification : Under section 8(1)(b) of the RBD Act, 1969, it is the primary duty of the Medical Officer-in-Charge of hospital, health centre, maternity or nursing home or other like institutions to give or cause to be given either orally or in writting according to their best knowledge or belief and within such time as may be prescribed, information to the Registrar, of the several particulars required to be entered in the forms prescribed by the state Government, under sub-section (1) of section 16. The Office-in-Charge of such institutions are statutorily enjoined to register events occurring in such institutions with the Registrar of the local area where such institutions are located. Public has no responsibility in this regard. Rule 5 under the above said section has

prescribed period and forms. The Officer-in-Charge of such institutions has to supply information in Form 2 for live-births, in Form 3 for still births and in Form 4 for deaths, in the same manner as the public. Forms 5, 6 and 7 which have been prescribed under section 10 are meant for notifying the events by the notifiers specified in section 10. They contain very few particulars. Registration cannot be effected on the basis of information contained in the notification form as it does not give all the particulars necessary for registration.

17. **Query :** A ship with all persons aboard was drowned in the mid-sea so that no one could be expected to report the matter at the next place of halt. In the situation it seems necessary that the registration of deaths should be done on the basis of the letter from the Shipping Master, Ministry of Shipping and Transport, Government Shipping Office, Bellard Estate, Bombay-1, addressed to the wife of deceased and which has been produced as an evidence by the applicant. However, it seems from the said letter that the deceased was a resident of Junagadh district. In view of this it is not clear as to how the applicant seeks the death to be registered in Diu ?

Clarification : The provision of the Act and the rule made there-under do not squarely provide for a situation where even the in-Charge of the ship alongwith the seamen and other people on board have been drowned leaving behind nobody to report about the incident. Rule 6 speaks of the person in-Charge of the ship to give information under sub-section (1) of section 8 at the first place of halt. There was no in-charge of the ship left behind in the instant case. On the basis of the information conveyed by the Shipping Master, Ministry of Shipping & Transport, Government Shipping Office, Bellard Estate, Bombay-1, received by the wife of the deceased, the information of such death could only be given by the wife of the deceased or his heirs which should be regarded proper. Although such information according to sub-section (1) of section 8 should be given to the local Registrar of the area of the state, however, if the delegation of such a power is being made by the Central Government in favour of another authority, registration could possibly be done by him also. But such registration should normally be done at the place of which the deceased was resident.

In view of this, in such situation where the ship itself seems to have drowned in mid-sea the next of the kin of the deceased could alone be expected to report the event of death and the same should be regarded as proper. Registration of such case may be done at the place of which the deceased was normal resident.

In the present case, the Additional District Registrar of Diu, who has received request for registration may be advised to ask the party to approach the concerned local Registrar in Gujarat state.

18. **Query :** It may be clarified whether births occurring in hospitals in towns have to be registered by the Registrar of the area in which the hospitals are situated or is it possible to register such births at the place of normal residence of the concerned families?

Clarification : The events occurring in a hospital will be registered with the Registrar of the area in which such hospital falls. They will not be registered at the place of normal residence, since registration is done at the place of occurrence.

19. **Query :** Whether the reports of deaths furnished by the Director General of Shipping, Bombay are to be passed on to the local Registrar or only copies of such reports are to be sent to Registrars for registering the events while retaining the original reports for preserving them as permanent record in Chief Registrar's office ?

Clarification : Certified copies (in original) of death report received from Director General, Shipping may be sent to the concerned local Registrars. This will help the Registrar to retain the report as integral part of the register. The Chief Registrar's office need only keep a record of the receipt of such report and forwarding of the same to the concerned Registrars.

20. **Query :** In case of delayed reporting of institutional events, what procedure should be followed for registration of such events ?

Clarification : It may be seen from the RBD Act 1969 that in respect of births and deaths in a hospital, health centre, maternity or nursing home or other like institutions, responsibility of informing the events to the Registrar lies on the Medical Officer or any person authorised by him in this behalf under section 8(1)(b). Therefore, for any delay in the reporting of institutional events the concerned officer in-charge of the hospital may be held responsible and all the formalities required under section 13 of the Act observed. Further, in such cases the officer concerned can be penalised in accordance with the provisions of section 23 and 24 of the Act.

21. **Query :** One particular person committed suicide by hanging during the period between 26-6-76 and 2-7-76. The Inquesting Officer has

reported that the deceased person was identified only on 18-7-76. When he reported the death for registration, the Registrar demanded the late fee prescribed. Whether it is justifiable to realise late fee in such cases ?

Clarification : If the exact date is not known, it may not be proper to rule that there has been a delay in reporting. As the report has been made by an officer of the police department of the Government, the Registrar concerned may be advised that strict interpretation of the law on the subject should not be made and the event should be registered with a suiable remark in the remarks column.

22. **Query :** Is it necessary to collect late fee for events reported late by (i) institutions (ii) police authorities ? In that case, from whom the fee should be collected ?

Clarification : If any officer incharge of an institution or police station or barrack does not report an event as required under section 8 of the Act within the prescribed time, he becomes liable to pay late fee and even penalty as provided under sub-section (1) of section 23 of the Act.

23. **Query :** Certain institutions send the birth or death reports on the last day of the reporting period and naturally the Registrar finds it difficult to register all the events on the same day. If the next day or the next few days are holidays, registration is further delayed. Whether payment of late fee is involved in such cases ?

Clarification : The question of late fee does not arise in this case as the events have been reported within the prescribed period. The registration can be done on the next working day after the holidays.

24. **Query :** In the absence of any specific provisions for registration of illegitimate births in the statute itself whether local Registrar shall presume identical procedure as in the case of legitimate birth ? Whether the foot note 1 in Form No. 11 (birth register) of West Bengal Registration of Births and Deaths Rules, 1972 is as good as law ?

Section 7(2) of the Act requires a Registrar to take steps to inform himself carefully of every birth or death which takes place in his jurisdiction. There may be reasons for special precautions in case of registration of illegitimate births and suspected deaths. Please provide guidelines.

Clarification : The procedures for registration of legitimate and illegitimate births are the same.. In case of entry of an illegitimate birth the word 'illegitimate' has also to be entered in remarks column of the register. However, no person's name may be entered as that of father unless there is a joint request of the couple. The foot notes in Form No. 11 of state rules to this effect are guidelines to the Registrar for registration in such cases. Since Form 11 is part of the rules framed under the Act the foot-notes are as good as law.

In order to inform himself of the events of births/deaths occurrring in areas of his jurisdiction the Registrar may require any person to furnish information within his knowledge in connection with a birth or death in the locality within which such person resides and that person shall be bound to comply with such requirement as provided under Section 21 of the Act. As regards problem of ensuring protection for the Registrars for registering illegitimate births and suspected deaths, it may be mentioned that under section 26 of the Act, a Registrar is a public servant within the meaning of section 21 of the I.P.C. of 1860 and no legal proceedings shall be instituted against him while exercising or performing any of his duties under this Act, as provided under section 28(1) of the RBD Act, 1969.

25. **Query :** According to rule 6(2) of the Kerala Registration of Births and Deaths Rules, 1970 in the case of deaths not falling under clauses (a) to (e) of sub-section (1) of section 8 in which an inquest is held, the officer who conducts the inquest shall give the information to the concerned Registrar. A doubt is now raised in respect of a suicide committed in a house. Though the officer who has conducted the inquest has been asked to report the event, he has replied that in view of the rule 6(2) and because the event has happened in a house it is to be reported by the person mentioned in section 8(1)(a) and not by him. Please provide necessary clarification.

Clarification : In this case, it is the duty of the head of the household to report the death. Rule 6(2) of the Kerala Registration of Births and Deaths Rules, 1970 is not applicable here. However, the officer who has conducted the inquest can be asked to notify the death, under section 10(1)(iii) of the Act, to the Registrar, in such manner as prescribed in rule 7 of the state rules.

26. **Query :** Whether the head of the household may be allowed to intimate to the local Registrar by post of the occurrence of vital events in the prescribed form.

Clarification : There is no objection to the head of the household submitting particulars of occurrence of vital events to the Registrar by post so long as the particulars are as per the prescribed reporting forms 2, 3 and 4 depending upon whether it is a live-birth, still birth or death

respectively. In this regard, it has been suggested that in such cases, a note may be made in the remarks column of the registers to the effect that the registration is made on the basis of postal reportings and reporting forms 2, 3 & 4 as the case may be preserved as an integral part of the register.

27. **Query :** Whether fishermen reported to have been missed in the sea can be considered as dead and if so, how registration in such cases can be made ?

Clarification : The question whether fishermen have drowned in the sea or not is a question of fact. If there is sufficient evidence to prove that the persons missing in the sea had actually drowned, a conclusion on the basis of that evidence may be drawn that they are dead. As regards the presumption of death, such presumption would arise after the expiration of 7 years from the date of missing.

28. **Query :** Who is responsible for reporting of the event of birth/death in following circumstances :

(i) If a case of twin delivery is admitted in the Hospital wherein the first baby was born outside the Hospital and the second baby, after lapse of some time, is delivered at the Hospital.

(ii) If the first baby born outside the Hospital is not brought to the Hospital alongwith the mother and subsequently expires.

(iii) If the delivery took place outside the Hospital and subsequently the mother admitted in the Hospital alongwith the new born baby for any puerperal complication.

(iv) If the patient is brought dead to the Hospital.

Clarification : In all the four circumstances of births/deaths took place outside the Hospital. Hence it is not the responsibility of the Hospital authorities to report the occurrence of the event to the registration authorities. However, in the case cited at (i) while making the report of the second baby it is to be mentioned in the remarks column that it is a twin and the fact to the effect that the first baby was born outside the Hospital is also to be mentioned.

29. **Query :** What procedure is to be followed for registering event of birth in respect of an abandoned child and whether the name of parents of such child could be entered in the relevant column ?

Clarification : Registration of birth of an abandoned child should be made in accordance with the procedure laid down in Section 8(1)(e) of the Act. Entries in the register of births relating to parents of such child should be either "unknown" or whatever the actual position. The names of adoptive parents should not be entered in place of natural parents (i.e. father and mother).

SECTION 12 :

30. **Query :** Whether death certificate could be issued in respect of a person who has been missing and has not been heard of for seven years.

Clarification : The death under section 2(b) of the Registration of Births & Deaths Act, 1969, means the permanent disappearance of all evidence of life after live-birth has taken place. It will be question, a fact in each case, for the purposes of this Act, whether "death" has taken place as defined in the Act. In view of the entries to be filled in the death register, it is difficult to advise that these columns in death register can be filled on the basis of "burden of proof" only.

31. **Query :** What procedure for registration is to be followed in case of medico-legal cases of death occurred in hospitals.

Clarification : In case of medico-legal cases, the hospital authorities/physicians should inform the Registrar concerned, details thereof for follow up action in obtaining required certificate from the police authorities. The object is that on receipt of the information the local Registrar could register the event of death without completing the column of cause of death, making a remark in the remarks column that the "inquest report is awaited". The cause of death could be filled in later on receiving the inquest report.

32. **Query :** As per section 12 a Registrar shall, as soon as the registration of a birth or death has been completed, give free of charge, to the person who gives information under section 8 or 9 an extract of the prescribed particulars under his hand from the register relating to births or deaths. In the case of birth and death which occurred in medical institutions, the Medical Officers in-charge, are the informants. Now certain Registrars have raised a doubt whether it is necessary to issue extracts to such Medical Officers.

Clarification : The section 12 of the RBD Act, 1969 reads as "The Registrar shall, as soon as the registration of births and deaths has been completed give, free of charge, to the person who gives information under section 8 or section 9 an extract of the prescribed particulars under his

hand from the register relating to such birth or death". As the Medical Officer In-charge is the informant under section 8(1)(b) in case of institutional events, extracts should be issued to him who will transmit them to the parents or relatives of the new-born or the decreased as the case may be.

33. **Query :** Whether printing of family planning and health Education slogans on the back side of the birth certificate is permissible under the Act ?

Clarification : It is not desirable to use the birth certificate as publicity measure because of it being a legal document.

34. **Query :** Section 12 empowers the Registrar to issue an extract of the prescribed particulars under his hand from the registers relating to such birth or death. The Life Insurance Corporation etc. are insisting upon original copies of death certificates and they are not accepting the true copies of the certificates. Now a-days the general public are demanding more than one copy of certificates. What is to be done in such cases ?

Clarification : Section 12 of the Act provides for issue of extract only. However any number of copies of the extract can be given on payment of prescribed fee under section 17 of the Act if required. The extract issued under section 17 of the Act has evidentiary value and serves the same purpose as extract under section 12 of the Act.

35. **Query :** Whether a column regarding cause of death can be inserted in the death certificate issued by the Registrar in Form No. 10 ?

Clarification : As per RBD Act, 1969 the cause of death cannot be disclosed by the Registrar to any person seeking extract under section 17 of the Act and hence Form No. 10, does not include it.

36. **Query :** Section 12 provides that Registrar shall give free of charge, to the person who gives information under section 8 or section 9 an extract of the prescribed particulars from the register relating to such birth or death. Whether extract can be given free of charge to the person in case of delayed registration under section 13 ?

Clarification : Section 12 of RBD Act, 1969 contemplates giving of extracts free of charge to the person giving information under section 8 or section 9 thereof. The provisions of this section are, therefore, not applicable in relation to the section 13. The extracts of charge therefore, cannot be given to the persons giving information to the Registrar under section 13 of the Act.

37. **Query :** Section 12 of the RBD Act, 1969 provides that as soon as the registration of birth or death is completed, the Registrar should give an extract of the prescribed particulars under his hand from the register relating to such birth or death. Also section 17(2) provides that an extract can be obtained from the birth or death register subsequently on payment of fees and that such certificate shall be admissible in evidence for the purpose of proving the birth or death to which the entry relates. Whether such an extract can be produced in proof of the fact of birth or death and in proof of the civil status of the individual citizen arising from paternal, filial and marital relationship ?

Clarification : Entries in birth and death registers are public documents and are admissible as evidence under section 35 of the Indian Evidence Act, 1872. However, these entries are only conclusive evidence of the fact of birth or death, as the case may be. Other particulars as to which the registering officer concerned can have no personal knowledge or no means of checking cannot be treated a conclusive evidence. Where, for example, for a record in the birth register, the name of the father appears to have been furnished by the mother, that by itself cannot be conclusive evidence of paternity, being a unilateral statement by an interested party.

38. **Query :** Whether an extract given under section 12 will have the same evidentiary value as an extract given under section 17 under the Indan Evidence Act, 1872 ?

Clarification : A certified extract under section 17 of the RBD Act, 1969 is intended for use for the purposes of legal dispute or judicial proceeding. In any such case, a document certified in the manner provided in section 76 is admissible in evidence under section 77 of the Indian Evidence Act, 1872, as "proof of the contents of the public documents or parts of the public documents of which they purport to be copies".

Under section 76 of the Evidence Act any such copy of public document will bear a certificate written at the foot of such copy that it is a true copy of such document or part thereof, as the case may be, and every such certificate shall be dated and subscribed by such officer with his name and his official title shall be sealed whenever such officer is authorised by law to make use of a seal.

As against the above, an extract of the prescribed particulars from the register of births and deaths given under section 12 of the RBD Act, 1969 is intended mainly for purposes of record and may be useful for extra-judicial purposes like admission

in an educational institution. It may be mentioned in this connection that fees are chargeable in respect of certified copies under section 17. However, if the administrative Ministry desires to allow an extract under section 12 to serve the same purpose as a copy given under section 17 the same can be achieved by providing in the rules that at the foot of copy of extract given under section 12, a certificate shall be given to the effect that it is a true copy of such document and every such certificate shall be dated and subscribed by such officer with his name, title and seal of office. If this is done, the extract under section 12 will also qualify as a certified copy within the meaning of section 77 of the Evidence Act, but no fee can be levied for grant of copies under section 12.

39. **Query :** Whether the age of the deceased is to be shown in death certificate.

Clarification : It is not desirable to record the age of the deceased in the death certificate (Form No. 10). The column for age in the death register has been provided mainly for statistical purposes. If any person wants to establish the age of the deceased for any purpose he has to produce the deceased's birth certificate or any other secondary evidentiary proof relating to the age of the deceased.

40. **Query :** Whether birth/death certificate could be issued in the language other than the language in which entries are made in birth/death register.

Clarification : Extracts from birth/death register are to be issued only in the language in which entries have been made in the register.

41. **Query :** Whether a Still Birth Certificate could be issued under the provisions of Act and the State Rules ?

Clarification : According to Section 2(1)(a) of the Act, word/term "birth" means live birth or still birth. As such, extract from Still Birth Register (Form No. 12) could be issued in Form 9 with an appropriate changes in the wording in that form such as information has been taken from the original records of Still Birth..... date of still birth and place of still birth instead of word "birth" given in that form.

42. **Query :** Whether extracts of birth/death under Section 12 could be given free of charge also in respect of the events registered under Section 13 of the Act.

Clarification : Section 12 of the Act contemplates giving of extracts free of charge to the person giving information under Section 8 or Section 9 thereof. The provision of this Section is, therefore, not applicable in relation to the event registered under Section 13.

43. **Query :** Whether birth or death extracts could be issued in the language, other than the language in which the relevant register is maintained.

Clarification : Extracts from the register of birth and death should be issued in the language in which the entries are made in the register. However, there is no objection, if the Registrar also issues separately a copy of such extracts in other language. But such copy should be marked at top "Translated Version".

SECTION 13 :

44. **Query :** As per section 13(1) of the RBD Act 1969, registration of events after the expiry of specified period is possible on payment of prescribed late fee. It has been reported from certain parts of the country that due to public disturbances and imposition of curfew etc. or in similar other situations births and deaths could not be registered within the specified time limit. In some cases the events could not be registered for more than two months. Whether payment of late fee under section 13(1) of the Act and corresponding state rules can be waived by the state Govt. in such situations ? Whether the power of waiving can be exercised by the authority of the state Govt. itself ?

Clarification : It may be seen that the substantive provision in section 13 speaks of "payment" of such late fees as may be prescribed. There is no provision either in this section or anywhere in the Act which provides for any exemption from payment of late fee. The section 30 authorises the state Govts. to make rules with approval of the Central Govt. and clause (1) of sub-section (2) of this section provides for making rules for the fees payable for registration made under section 13. Thus it is seen that legislative intent as incorporated in section 13(1) of the Act is that late fees shall be payable in case of delayed information but the quantum of fee only can be prescribed by rules made by the state Govts. in exercise of powers under section 30 of the Act. The Act does not provide for waiving of late fee under any circumstances in case the information is delayed bevond the period specified for the purpose. Next point is whether a provision for exemption can be made in the rules. The law is settled on the point that subordinate legislation shall remain within the scope of the Act vide Chaman Lal *Vs.* State

of U.P. (AIR 1955 S.C. 435). The subordinate legislation cannot be beyond the statute vide State of Assam *Vs* Kidwai reported in (1957) S.C.R. 295 (317). In the instant case neither Act provides for any exemption nor it authorises making of rules which may provide for exemption. Where statute provides for payment of fee in a particular matter the provision for exemption from payment of such fee becomes an essential legislative function. It cannot be delegated unless the statute lays down the policy and specifies the class or classes of cases in which, and circumstances under which exemption may be granted. Since there is no such provision in the statute in the instant case, provision for exemption cannot be made in the rules. The authority to make rules to carry out the purposes of the Act as mentioned in section 30(1) does not extend to the making of rules for the purposes not envisaged under the Act, nor authorised by the Act.

In the present circumstances as the law stands at present there is no scope for exercising any power of exemption either by any state Govt. or by the Central Govt.

45. **Query :** Some state Governments are proposing to organise "Registration weeks". They are of the view that by organising such a campaign there will be some impact and more and more people will come to know about the registration. The state Governments intend to exempt/waive payment of late fee during the registration week a gesture in the spirit of the campaign. However, the Act does not provide for waiving of late fee under any circumstances, if the report is delayed beyond the specified period. In the circumstances, it may be suggested as to how the state Govts., can organise a "Registration week".

Clarification : There is absolutely no doubt that there is no power to exempt the payment of late fee for delayed registration. RBD Act, 1969 refers to the payment of such late fee as may be prescribed by the state Govt. under the rules. 'Such fee' does not mean no fee at all. However, it would be permissible to fix a nominal amount of fee say 5 paise or 10 paise, for delayed registration of these events during the observation of 'Registration week' by providing for the same in the rules made under provisions of that section by the state Govt.

However, certain difficulties are likely to arise under sub-section (3) of the section 13. Any birth or death which has not been registered within one year of its occurrence, can be registered only on an order made by magistrate of the first class or a Presidency Magistrate. In view of this provision every case of such delayed registration will have to be determined by a Magistrate and proceedings before such Magistrate will take its own time. This aspect therefore, requires careful consideration.

Besides the aforesaid, every case of delayed registration may also attract the penal provisions of section 23(1) and (4) of the Act. Section 24, however, empowers any officer authorised by the Chief Registrar to compound such offences, by accepting a composition fee not exceeding Rs. 50. In view thereof, in every case of delayed registration during the 'week' some compounding fee will have to be taken from the concerned persons, which may be a nominal fee.

Care will also have to be taken during the said 'week' to see that the benefit of delayed registration is not misused by way of recording incorrect dates of births with a view to getting favourable benefits in Govt. service.

46. **Query :** A person furnished the information to the Registrar in writing on 29th day from the date of occurrence by payment of late fees under section 13(1). The Registrar registers the event after 6 days from the date of receipt. It may be clarified whether the Registrar is supposed to pay any penalty for the registration of the event mentioned and obtain the written permission from the District Registrar.

Clarification : Section 13(2) is attracted only if information is given to the Registrar after thirty days.

47. **Query :** An instance has come to the notice of the Chief Registrar, Kerala wherein a person informed an event to the Registrar 10 months after the occurrence of the event. As per section 13(2) of the RBD Act, 1969 and corresponding state rules 10(2), sanction of District Registrar is required for registering the event. The informant was instructed to produce the written permission of the District Registrar. By the time the informant produced the written sanction under rule 10(2), one year had elapsed and consequently sanction from the First Class Magistrate became necessary for registration of the event as provided under section 13(3) of the Act and corresponding state rules 10(3). This has caused inconvenience to the party. In order to avoid such inconvenience the following procedure is suggested for consideration.

The Registrar may enter the details of the event in the register without signature of the informant and without his own signature on receipt of a provisional written permission from the District Registrar pending observance of the needful procedural formalities. Such a provisional permission

will be sufficient to facilitate making of various entries in the register except signatures. Rule 10(3) will not be applicable once the process of registration has been initiated in the above mentioned manner. The registration will however be completed with signatures on the register as and when the final sanction from the District Registrar is received. In case a sanction is denied, entry will be deleted.

It may be clarified if the above procedure can be adopted. It may also be advised whether an amendment of rule 10(2) of Kerala Registration of Births and Deaths, Rules, 1970 will be required or whether the procedure can be adopted by executive order of the state Govt.

Clarification : It may be found that sub-rules (1), (2) and (3) of rule 10 of the Kerala Registration of Births and Deaths Rules, 1970 are *mutatis mutandis* same as sub-sections (1), (2) and (3) of section 13 of the RBD Act, 1969 except providing the quantum of late fee. Rule 10(3) as well as section 13(3) provides that any birth or death which has not been registered within one year of its occurrence shall be registered only on an order by a Magistrate of specified class and payment of specified fee. It is, significant that while sub-sections (1), (2) of section 13 speak of information as to birth or death being given, sub-section (3) speaks of registration within the specified period. The word "registration" has not been defined in the Act. Section 11 provides for the manner in which it is to be done. Once the said action is complete, it can be said that birth or death has been registered. Mere filling the relevant columns without signatures of the informant and of the Registrar will not amount to registration under section 11 and therefore it cannot be said that birth or death has been registered for the purpose of sub-section (3) of the section 13. The provision contained in section 13(2) makes distinction between the giving of information and the registration and requires written permission of prescribed authority before the occurrence is registered. As stated above if the registration process has not been completed within one year, the order of the Magistrate will be required under sub-section (3). Neither the Act nor the rules provide for any provisional written permission from the District Registrar. Section 13(2) of the Act as well as rule 10(2) of the rules envisages one type of written permission from the prescribed authority and for this purpose the District Registrar appears to be the prescribed authority. If the registration process has not been completed, rule 10(3), will be attracted. Amendment of rule 10(2) will not be of any help in view of the provisions contained in sub-section (2) and sub-section (3) of section 13 of the Act. Remedy lies either in quick disposal of the case by the prescribed authority under section 13(2) or suitable amendment of the Act.

48. **Query :** After coming into operation of the Criminal Procedure Code, 1973 with effect from 1-4-1974, the Govt. of West Bengal has requested that the authority to exercise power under rule 10(3) of West Bengal Registration of Births and Deaths Rules, 1972 be given to Executive Magistrate. As only a First Class Magistrate or a Presidency Magistrate is specified in section 13(3) of the Act, the authority can now be exercised only by a Judicial Magistrate of the Ist class or a Metropolitan Magistrate and not by Executive Magistrate. It is also for advice whether it would require amendment of the RBD Act, 1969, itself or only an amendment in the rule 10(3) of the West Bengal Registration of Births and Deaths Rules, 1972 would serve the purpose of specifying the appropriate Magistrate allowed by the Cr. P.C. 1973.

Clarification : Sub-section (3) of section 13 of the RBD Act, 1969 provides that in case of delay of registration of birth or death beyond one year of its occurrence the same shall be registered only on an order made by a magistrate of the first Class or a Presidency Magistrate after varifying the correctness of birth or death and on payment of prescribed fee.

This function of verifying the correctness may involve the appreciation or sifting of evidence or the formulation of a decision but that decision will not expose any person to any punishment or penalty or will not have the effect of sending any person for a trial so as to bring this function within the meaning of clause(a) of sub-section (4) of section 3 of the Cr. P.C., 1973. At the most it may be said to be quasi-judicial function. Under the RBD Act, 1969, the function under section 13(3) of the said Act is treated as administrative or executive in nature. Clause (b) of sub-section (4) of section 3 of Cr. P.C. 1973 provides that the functions which are administrative or executive in nature exerciseable by a Magistrate under any Law other than the code, shall be exerciseable by an Executive Magistrate. In view thereof the functions under sub-section (3) of section 13 of the RBD Act, 1969 can be exercised by an Executive Magistrate.

49. **Query :** Whether events occurring prior to the date of enforcement of the RBD Act, 1969 can be registered?

Clarification : The events of births and deaths which occurred prior to the coming into force of the RBD Act, 1969 can be registered under the

provisions of this Act. The provisions of section 13 which relates to delayed registration can also be applied in registration of such events.

50. **Query :** Whether District Statistical Officer (District Registrar) can work in place of 1st Class Magistrate under the provisions of sections 13(2), 13(3) of the RBD Act, 1969 and rules 10(2) and 10(3) of Bihar Registration Births and Deaths Rules, 1970 ?

Clarification : Section 13(2) and (3) of the RBD Act, 1969 and rule 10(2) and (3) of the Bihar Registration of Births and Deaths Rules, 1970 provide for separate authorities to grant permission for the delayed registration of births and deaths. Order of the First Class Magistrate is required only in case of births/deaths not registered within a period of one year and provisions of section 13(3) only are applicable in this case. The District Statistical Officer who is District Registrar cannot be given the powers of first Class Magistrate as the Act does not provide for delegation of these powers to any other person.

51. **Query :** As per section 13(3) of the RBD Act, 1969 any birth or death which has not been registered with one year of its occurrence shall be registered only on an order made by a Magistrate of the first class or a Presidency Magistrate after verifying the correctness of the birth or death and on payment of the prescribed fee. Recently an instance has been brought to the notice of this office by one of the registration offices wherein the order from the First Class Magistrate states that the birth to be registered is that of an adopted son of a couple. However, it was verified that the adoption was not legally established under the adoption Law in force. Neither the legitimacy of the person concerned can be proved since the persons who adopted him are all dead, nor it is possible to know the name of his real parents. As for registration purpose, the order issued by the First Class Magistrate is the basis, but doubts now arise whether the birth can be registered as "adopted son" unless the adoption is established under the Law. Please clarify?

Clarification : The information required to be given under section 13 of the RBD Act, 1969 is that of birth or death as defined in the Act. This information may be given by the natural parents or sufficient evidence may be produced before the Magistrate within the prescribed period as provided under section 13. In view thereof what is required is the evidence of birth, which, in the absence of his parents, may be given by the inhabitants of one's locality who were aware of his birth. It is stated that in the order of the First Class Magistrate, the birth to be registered is that of an adopted son. In this case, unfortunately, the adopting couple is also dead and it is not possible to know the name of the real parents. While there may be no legal objection to registering the birth of an adopted son, it is however, necessary that the natural parents of the adopted son and their names should be entered in the register. The question of entering the name of adopted son in this case does not arise since there had been no valid adoption. In view thereof only the evidence of his birth could be given by the natural parents or by persons who are aware of his birth.

52. **Query :** Whether suitable rules to lay down specific procedure for ascertaining/verification of the fact of an event of birth/death under section 13(3) of the RBD Act, 1969 can be made in the state rules?

Clarification : It is felt that it may not be proper to issue any guidelines which may have the effect of circumscribing or limiting the discretion of a Magistrate. The Magistrate is expected to pass an order according to the facts of each case on its own merits.

53. **Query :** Events of births and deaths, could not be registered in a state due to strike by the Talati-cum-Mantri who is also working as Registrar of Births and Deaths, although the events were reported by the parties within the time limit prescribed under the state rules. The Chief Registrar of Births and Deaths of the state has proposed to grant certain relaxation for registration of such events in view of the strike by the Registrar. Whether such relaxation is possible under the RBD Act, 1969?

Clarification : Under section 13 of the RBD Act, 1969, it is only in cases where there is a failure on the part of the informant informing the Registrar as to the birth or the death of a person, the procedure contemplated therein is to be followed.

It appears that the parties have reported the events within time and there is no default on their part. Due to strike in the department the authorities could not take steps to record the events reported by the parties. Under the above circumstances no late fee can be levied as section 13 applies only to cases where there is a failure on the part of the parties to report the birth and death of a person. The authorities can register the events reported by parties without any relaxation of the provisions of the Act.

54. **Query :** Whether he Registrar is liable to pay late fee in cases of any delay on his part in registering an event under section 13(1) and 13(2) of the Act.

Clarification : Section 13(2) is attracted when the information required as per Section 8 or Section 9 of the Act is furnished after thirty days but within one year of the date of occurrence of the event. However, Section 13(3) is attracted when an event has not been registered within one year of occurrence.

Section 13 only speaks of payment of late fee under relevant sub-sections by the party concerned. There is no provision for payment of late fee by the Registrar for any delay on his part in registering an event. However, the Registrar can be penalised for any undue delay on his part in registering an event. Section 23(2) provides that any Registrar or Sub-Registrar who neglects or refuses without reasonable cause, to register any birth or death occurring in his jurisdiction or to submit any return as required by sub-section (1) of Section 19 of the Act, shall be punishable with fine which may extend to Rs. 50.

55. **Query :** Section 23 of Registration of Births & Deaths Act, 1969 deals with the penalties. Sub-section 5 of this section states that an offence under this Section shall be tried summarily by a Magistrate. The point has been raised whether a case in this connection is to be launched in the court of an Executive Magistrate or of a Judicial Magistrate.

Clarification : Section 3(4) of the Code of Criminal Procedure provides that where the functions exerciseable by a Magistrate under any law. relate to matters which involve the appreciation, or sifting of evidence or the formulation of any decision which exposes any person to any punishment or penalty or detention in custody pending investigation or enquiry or trial would have effect of sending him for trial before any court, they shall be exerciseable by a Judicial Magistrate.

56. **Query :** Whether the event of birth could be registered at the place other than the place of occurrence under the provisions of delayed registration as laid down in section 13(3) of the Act.

Clarification : The event of birth/death is to be registered under section 13(3) of the RBD Act, 1969 at the place, where the event took place. In such cases, the registration should be made only on order of the Magistrate having jurisdiction over the area concened.

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57. **Query :** Whether there is any time limit prescribed for delayed registration of births and deaths under section 13(3) of the Act.

Clarification : Under the provisions of section 13(3) of the Act, as it exists at present, there is no time bar on delayed registration of such events.

58. **Query :** Who is the competent authority for collecting fee payable under Section 13 and corresponding State Rule?

Clarification : Fees and penalties imposed for late/delayed registration under Sections 13 and 23 of RBD Act, 1969 and corresponding State Rules, are to be paid to the concerned Registrar of Births and Deaths, unless some other officer has been appointed or authorised for the purpose under the State Rules.

59. **Query :** Whether provisions of Section 13 will apply to cases where the events of births & deaths have been reported by informant within the time as prescribed in the State Rules but the same could not be registered by Registrar within one year of their reporting.

Clarification : Section 13 applies only to cases where there is failure on the part of the informant to report such events in time. However, for any undue delay on the part of Registrar in registering the events, he may become liable for action under Section 23(2) of the Act.

SECTION 14 :

60. **Query :** Whether the column relating to the name of the child registered before 1-7-1970 (i.e. before the date of implementation of the Registration of Births & Deaths Act, 1969) can be filled in or not.

Clarification : By virtue of provision under Section 31(2) of the Registration of Births and Deaths Act, 1969, the entries made in respect of births and deaths under the repealed law would, therefore, be deemed to have been made under the provisions of this Act and continue in force until superseded by anything done or any action taken under this Act.

61: **Query :** Whether penalty can be imposed under Section 23(4) if any person fails to report the name of the child to the Registrar within the time prescribed in the state rules.

Clarification : In case where the birth of a child has been registered without name and the parent or guardian of that child gives information regarding name of the child to the Registrar after the prescribed period of 12 months, the Registrar shall enter name in the register on payment of a late fee of rupees two (Rule 11(1) of Model

Rules). If the information is delayed without any reasonable cause he shall also be punishable with a fine which may extend to ten rupees under Section 23(4) of the RBD Act, 1969 and the corresponding State Rules.

SECTION 15 :

62. **Query :** Whether all corrections of other nature are to be made in the same manner as the correction of date of birth and the same procedure shall apply for the supply of certified copies?

Clarification : Rule 12 of the Chandigarh Registration of Births and Deaths Rules, 1974 provides for uniform rule which applies to all types of correction including date of birth and supply of certified copy.

Rule 12(4) of Chandigarh Registration of Births and Deaths Rules, 1974 requires convincing proof by the Registrar and provides for elaborate procedure for effecting corrections under section 15 of the Act.

63. **Query :** A case has been referred by a person, where it is stated that his female child has changed sex after surgical operation. In support of his statement he has enclosed medical certificates issued by the dectors who attended the child at the operation. Now consequent upon the change in sex, the father of the child has requested to make necessary changes in the birth entry of the child. Clarify whether on the basis of the documents produced by the party, necessary changes, such as name of child, sex can be effected in the original birth entry.

Clarification : It is agreed that correction by way of change in name and sex in original birth entry in the birth register may be effected on the basis of medical documents produced by the party.

64. **Query :** The birth of a child born to Mrs. 'A' has been registered with name of the petitioner cited as the father of the child. The petitioner in his petition has denied the father-hood of the child. What procedure, the Registrar should follow in such cases?

Clarification : The Registrar has authority under section 15 of the RBD Act, 1969 to make correction in the register of births and deaths. In the present case the concerned Registrar may enquire into the matter and make the necessary corrections according to procedures laid down in rule 12 under the Act. If the petitioner is the legal husband of the mother of the child, his protest cannot stand unless there is a separation or divorce decree. If on the other hand, an error or fraud in the entry is suspected on the basis of the enquiry, to the satisfaction of Registrar, he may make a report as authorised by rule 12(6), giving necessary details to the officer authorised under section 25 and on hearing from him, take necessary action as provided in the various sub-rules of rule 12.

65. **Query :** Section 15 of the RBD Act, 1969 gives full powers to the Registrars of Births and Deaths to effect corrections in the births and deaths registers. It has been pointed out that this power leads to many serious poblems because some of the Registrars are forced to correct even date of birth which has been registered thirty or forty years ago. In certain cases, the dates of birth shown in the educational records, official records etc. are quite different from the dates shown in the birth records. The Registrars are bound to correct the date of birth on receipt of requests from concerned parties. Consequently if the persons are employed, they may get extension in their service. The chances of malpractices cannot therefore be ruled out. Hence some restriction of this power of Registrars is felt a real necessity. Please advise.

Clarification : Section 15 of the RBD Act, 1969 authorises the Registrar to correct the errors or cancel the entry of any birth or death if the same is erroneous in the form or substance or has been fraudulently or improperly made. But, as will be seen, the povision contains many inbuilt safeguards. The section begins with the word "If it is proved to the satisfaction of the Registrar". It shows that not only the error or fraud in the entry had to be proved, but also it should be proved to the satisfaction of the Registrar. In this respect the Registrar will exercise quasi-judicial functions and will have to scan the evidence in order to be satisfied. It will have to be established that the entry is erroneous in form or in substance or has been fraudulently or improperly made. Thus there is no question of the Registrars being forced to correct the dates as suggested in the query.

The second safeguard is that the Registrar will have to act subject to the rules made by state Govt. with respect to the conditions on which and the circumstances in which such entries may be corrected. The rules made by the state Government for this purpose may require strict proof to substantiate any claim and may also require that the procedure should be strictly followed.

The third safeguard is that the Registrar shall not alter the original entry but shall make the correction in the margin and shall sign the same giving the date of correction. Consequently the original date as well as the corrected date will remain side by side on the register and any certified copy of the said entry will contain both the dates.

The Act nowhere says that the entry in register is the conclusive proof of birth and death. Therefore such entry will be merely an evidence. When after correction, two dates, one original and the other corrected are there, the authority who has to take any action depending upon the date of birth of any person will not be bound to accept the corrected date or to change the date mentioned in their own office records.

In view of position stated above chance of malpractices being committed appears to be very much limited, if not eliminated.

Powers of the Registrar conferred by this provision can be restricted by making very strict rules requiring convincing proof and providing for elaborate procedure in case of an application for change of date of birth as stated in para 2 above.

66. **Query :** It may be clarify whether correction in respect of events occurred and registered prior to the enforcement of the RBD Act, 1969 in a state/union territory can still be effected under the provisions of the Births, Deaths and Marriages Registration Act of 1886 if applicable there. It may be pointed out that in section 28(1) of the Births, Deaths and Marriages Registration Act, 1886 there was a similar provision for correction of entry in the register.

Clarification : It would be competent for the Registrar to correct or cancel the entries in respect of births and deaths registered under the repealed law in a state under section 15 of the RBD Act, 1969.

Where a birth or death has been registered under the provisions of the Births, Deaths and Marriages Registration Act, 1886 and the aforesaid Act is still in force in a state, the entries can be corrected under section 28 of the aforesaid Act.

In case the Act of 1886 has also been repealed the entries made under the provisions of that Act can be corrected under section 15 of the 1969 Act.

67. **Query :** Whether entries in respect of births and deaths registered under different Acts (other than the Registration of Births, Deaths and Marriages Act of 1886) in various states prior to the enforcement of the RBD Act, 1969 can still be corrected or cancelled whenever such a correction or cancellation is sought by the public under the provisions of old acts/rules (other than the Registration of Births, Deaths and Marriages Act of 1886 or even under the provisions of the present 1969 Act? In this connection it may be mentioned that prior to the enforcement of 1969 Act, the states had their own Acts for registration of births and daths (besides the 1886 Act) such as Travancore-Cochin Registration of Births and Deaths Act, 1953 (Act VIII of 1953), the Kerala Municipal Act, 1960 (Section 324), Madras Registration of Births and Deaths Act, 1899 (Act III of 1899) etc. which stand repealed as per section 31(1) of the RBD Act, 1969.

Clarification : Section 31(1) of the RBD Act, 1969 repeals the provisions of Law in force in the various states which relate to the matters covered by this Act. Sub-section (2) thereof provides that notwithstanding such repeal anything done or any action taken under the repealed Law shall be deemed to have been done or taken under the provisions of the Act of 1969 and shall continue in force accordingly until superseded by anything done or any action taken under this Act.

Section 15 of the Act empowers the Registrar to correct or cancel any entry in the register of births and deaths kept by him under this Act.

By virtue of povisions of section 31(2), the entries made in respect of births and deaths under the repealed Law would, therefore, be deemed to have been made under the provisions of this Act and continue in force until superseded by anything done or any action taken under the Act. Similarly the register of births and deaths in respect of the old entries will be deemed to have been kept by the Registrar under this Act.

In view of the aforesaid, it would be competent for the Registrar to correct or cancel the entries in respect of births and deaths registered under the repealed Law in the various states under section 15 of the 1969 Act.

68. **Query :** Section 15 of the RBD Act, 1969 provides for correction or cancellation of entry in the register of births and deaths. The Registrar has been empowered to correct or cancel any entry in any register kept by him, if it is proved to his satisfaction, that the entry is erroneous in form or substance, or has been fraudulently or improperly made. Pursuant to a rule made by the state Government under section 30(2)(k) of the Act, the registers are transferred to the District Registrar or any other officer specified by the state Government. Whether the Registrar is competent to carry out the correction or cancellation after a period of 12 months when the registers are not kept by him or whether the officer who has possession of the register can correct or cancel entries made in the register?

Clarification : Under section 16(1) of the RBD Act, 1969 every Registrar is required to keep the register of births and deaths for his registration

area. Under section 15, Registrar has been empowered to correct or cancel an entry of a birth or death in any register kept by him.

It appears that pursuant to a rule made by a state Government under section 30(2)(k) the said register is transferred to the District Registrar or an officer specified by the state Government after a period of 12 months. The view of the state Government is that after the registers are so transferred these cannot be said to have been kept by the Registrar with the result that there is difficulty in making corrections or cancellation in the said registers by him under section 15 of the Act. Section 15 clearly provides that the registers shall be kept by the Registrar. The rule made by the state Govt. pursuant to section 30(2)(k) will therefore,have to be interpreted in a harmonious manner. The proper view would therefore be that irrespective of the place of keeping the registers, the register shall be deemed to have been kept by the Registrar and the transfer of these registers to the office of District Registrar or any other officer specified by the state Government would be for the administrative convenience of keeping the records at a convenient and centralized place.

Even though the registers are transferred and stored in the office of the District Registrar, the Registrar would be the proper custodian of these registers. It would, therefore, be competent for him to make the corrections etc. under section 15 of the Act and for that purpose he can either call for the records or can himself go at that place and attest the entries.

69. **Query :** Whether the correction or cancellation of entries in births/deaths registers under section 15 of the Act also covers change of name?

Whether Registrar is competent to effect correction involving change of name in respect of birth/death occurred and registered prior to enforcement of the 1969 Act?

Clarification : The question of change of name may be viewed from two angles. The first is that there may be some clerical error in writing the name in the register. For example, Ram might have been written by oversight as Ram Lal or the word 'Chandra' might have been written as 'Chander'. The correction of the name under such circumstances may be covered under section 15 of the Act. Similarly, the name might have been fraudulently or improperly entered in the register. This would also fall under section 15. The second aspect would cover such cases where a person changes his name and thereafter makes a request for the change of the name in the register also. Such a contingency is obviously not covered under section 15 of the Act.

The name is one of the various entries prescribed in the register. So the change of name would be in fact, a correction of the entry relating to the name. Every case in regard to the request for change of name should, therefore, be considered in the light of the aforesaid observations.

70. **Query :** Many of the entries relating to births and deaths made under the old rules contain clerical or formal error and people are finding difficulties to obtain certificates with correct details. It is necessary to give powers under section 15 of the 1969 Act to some persons who understand the old records and who can attend to these matters. Naturally in the conditions obtaining in Goa, Daman and Diu; the Civil Registrars are the best who can do this job. The Law Department of this Administration which has been consulted in the matter has however, opined that the functions of the Registrars under section 15 cannot be delegated to any other authority in the absence of any provisions in the Act to do so. They advised that functions under section 15 should be exercisable only by the Registrars. As there is practical difficulty for the Registrars to do the correction in the old records and as the matter was very urgent, this Government decided to obtain Government of India's approval under section 32 of the Act and in anticipation of the same, had authorised the Civil Registrar of each taluka to make correction of erroneous entries in the old registers. Whether such an order is valid under the Act?

Clarification : It is found that the Administrator of Goa, Daman and Diu had by order, made under section 15 of the Act empowered the Civil Registrar of each taluka of Goa, Daman and Diu to make corrections or cancellation of an erroneous entry in the old register to the extent that such corrections or cancellation could be made permissible under the said section and the rules made thereunder, The question is whether such an order would be valid under the Act and whether such a delegation for a limited purpose could be made to any authority other than the Registrar appointed under the Act.

The provisions of section 15 as may be seen are subject to such rules as may be made by the state Government with respect to the condition on which and the circumstances in which entries may be corrected or cancelled etc. The appointment of any other authority to carry out the functions under section 15, by the state Government, in the case of the union territory by the Administrator, would not amount to delegation of the powers by the Registrar and the person so appointed may legally perform such functions.

In view thereof, there seems no legal objection in passing of the said order and action taken by the Civil Registrar would be legally in order. There is, however, no express provision under the Act to overcome this difficulty. In view thereof, provisions of section 32 of the Act may also be invoked to overcome the difficulties.

71. **Query :** A female birth was registered with date of birth as 26-11-44. Subsequently, an application is received stating that the female birth so registered was actually a male birth. The person whose birth was so registered has requested that the name and sex as recorded in the birth register may be corrected. In support of his claim the person has submitted an affidavit attested by two municipal commissioners and his matriculation certificate which shows the same date of birth as registered in the case female birth referred to above

Clarification : It is not a case of correction of name and sex but cancellation of the old entry relating to the birth in entirely and action as per rules relating to the same is suggested. The Local Registrar may be instructed to inform the party accordingly.

72. **Query :** Whether the date of birth can be corrected on the strength of a declaratory decree obtained by another party from a competent court.

Clarification : The application for correction of age has to be made by the person concerned and not by another person.

73. **Query :** Whether expansion of name by adding father's and mother's name by way of correction in the registration records is covered under section 15 of the RBD Act, 1969.

Clarification : The provisions of section 15 of the Act are not attracted in such cases as these involve a change of name.

74. **Query :** Whether addition of name in old birth register could be made in respect of events occurred and registered prior to the coming into force of the RBD Act, 1969.

Clarification : By virtue of provisions of 31(2) of the Registration of Births and Deaths Act, 1969, the entries made in respect of births and deaths under the repealed law would, therefore, be deemed to have been made under the provisions of this Act and continue in force until superseded by anything done or any action taken under this Act. It, therefore, follows that the events registered before the enforcement of this Act of 1969 will continue to be regulated under the provisions of the aforesaid Act.

75. **Query :** Whether expansion of initial before name is possible under section 15 of the RBD Act, 1969.

Clarification : If the Registrar feels that the earlier writing of short name (initials) was erroneous in form or substance, he may correct the same.

76. **Query :** Whether corrections in the name of father and grand-father could be made in the birth entries on the basis of court's judgement.

Clarification : Section 15 of the Registration of Births & Deaths Act, 1969 provides for correction or cancellation of entry in the register. For this purpose, it has to be proved to the satisfaction of the Registrar that any relevant entry is erroneous in form or in substance (etc.). Even then, the original entry is not to be deleted or altered and a marginal entry is to be made. Rule 12 then deals with specific procedure to be followed. It does not seem to be a case of any formal error but the entries seem to be erroneous in substance ..... if erroneous at all. For this purpose sub-rule(4) specifically provides for declaration by two credible persons having knowledge of the facts of the case. Further, the Registrar may before arriving at the satisfaction like to give opportunity to show cause to the mother or the persons who had given the report earlier.

77. **Query :** Whether the changes made in the name of father/mother through Gazette notification or otherwise subsequent to the date of registration of birth of the child, could be incorporated in the birth register.

Clarification : As such changes in the name are not covered under section 15 of the Act, these need not be incorporated in the birth register.

78. **Query :** Whether fee could be charged for correction/cancellation of entries in the birth/death register.

Clarification : Section 30(2)(e) of the Registration of Births and Deaths Act, 1969 does not envisage making of provision in the State rules for charging of fee for correction/cancellation of entries in birth/death register under the provisions of section 15 of the Act. As such, no fee could be charged in this regard.

79. **Query :** Whether correction in the entry relating to name and sex in birth register could be made on the basis of a certificate from the Surgeon performing such corrective Operation.

Clarification : The entries relating to name and sex of such child my be allowed if the Surgeon performing corrective operation certifies the sex of the child.

SECTION 17 :

80. **Query :** The medium of working in cantonment office is English and therefore, it is not possible to mintain the registers and other forms under the Act in regional language. The population in the cantonment area consists of persons from different parts of the country who insist for birth and death certificates in English language only. Please clarify whether it is possible to adopt the prescribed registers and forms in English language by some of the registration units like cantonment etc.

Clarification : Since the medium of working in the office of Cantonment Board is English, they may be allowed to maintain registers etc. in English language.

81. **Query :** Whether Ball-pen or Dot-pen can be used for making entries in the register of births and deaths.

Clarification : While making entries in the registers of births and deaths, use of ball/ dot pen is not desirable as its use puts more strain on the paper. This was perhaps a reason that use of ink has been specifically recommended by the First Conference of the Chief Registrars for making entries in the registers. However, there is no objection if ball/dot pen is used while preparing the monthly returns etc., which are not to be preserved permanently.

82. **Query :** Whether the full name of deceased, name of father/husband and permanent address should be provided by Medical-Officer-Incharge in form No. 4 in case of medical termination of pregnancy or not. If not, how the death certificate can be issued in case the party applies for death certificate ?

Clarification : It is necessary that all the required particulars of the deceased in Form No. 13 are to be obtained from the hospital concerned before the entry is recorded in the death register. Without these particulars registration should not be effected. It is the requirement of the Act. The confidential nature of the case under reference relates to "Cause of Death". We may inform hospital authorities that cause of death revealed by them will be treated as confidential by the registration authorities and will not be disclosed while issuing a death certificate under section 17 of the Act.

83. **Query :** Some Chief Registrars have reported that due to constant use the registers of birth and death in certain registration units have become very old and are in dilapidated condition. If they are not copied in time the old registers cannot be used further. They have therefore sought permission of this office for taking of duplicate copy of such registers.

Clarification : It is true that registers of births and deaths become unfit for use after certain period of time. On this account we have been suggesting to the States that these records should be handled very carefully. Getting copies of these registers is not the real solution as there is always a possibility of human error in copying of these records, apart from possibility of some foul play. The best course would be photostat copies or micro filming of such records. The birth/death certificate is to be issued from the original records of births/deaths. In view of this provision proposal of copying out the whole record of some specific year can be acceded to on the condition that such re-written record will be used for making search and preparation of birth and death certificate but while issuing the certificate entry is to be verified from the original old record which is to be preserved for this purpose after its renovation with tissue/ transparent paper etc. By this way re-written record can be constantly used while original records will be referred to at the time of issuing of birth/death certificate.

84. **Query :** In the old system of births and deaths registration in Haryana state there existed provision for inspection of births and deaths records by public in connection with obtaining extracts. But under the new rules this facility has not been provided. As such it is not understood whether the inspection of record by public is to be allowed or not. Please clarify.

Clarification : The section 17(1) of the RBD Act, 1969 provides that the public may cause a search to be made by the Registrar for any entry in a register of births and deaths. In view of the above section, permission regarding inspection of the records by public is not possible. However, on payment of prescribed fee, the search will be made by the appropriate authority and certified extracts can be issued to the applicant.

85. **Query :** Please clarify whether the fee for extracts to be issued for events registered under old by-laws of Municipal Councils is chargeable according to the old by-laws or as per rates prescribed under the new rules framed under section 30 of the RBD Act, 1969.

Clarification : After the enforcement of the RBD Act, 1969, all provisions of previous Acts/ by-laws as relate to matter covered in 1969 Act stand repealed as provided under section 31(1) of the Act. The question of issuing extracts in respect of old events under old by-laws does not arise now. Fees as prescribed under section 17 of 1969 Act and relevant state rules thereunder will be applicable in such cases also.

86. **Query :** Under the old system of registration of births and deaths, the extracts were given free of charge for Government work. Similar concession was also available to Soldier's Board. But in new rules there is no such provision. Please advise, if the extracts can be supplied free of charge to Government offices for Government work and also to Soldiers' Board.

Clarification : The section 17(1) of the RBD Act, 1969 empowers the state Government to make rules relating to payment of fees for issue of extracts. Hence if the state Governnment desires to grant any concession regarding payment of fee for giving extracts to the category of Government offices and Soldiers' Board. a proposal may be submitted for approval of the Central Government as provided in section 30(1) of the Act for amendment of the State rule.

87. **Query :** Under the rules, fees have been prescribed separately for two purposes viz. for search and for extracts. Section 17 of the Act empowers any person to cause a search for any entry in the births and deaths register. This becomes necessary when the concerned person has no details of the said entry i.e. the date, month and year of birth/death with him. If these details are available with him, it is not necessary for him to cause a search thereof and he can ask for extract of an entry giving the details of the same. Thus if a person gives details of a birth or death and asks for extract, presumably he does not cause a search to be made and search fee cannot be levied and only extract fee can be charged from him. Please clarify.

Clarification : If a person gives details of the date of registration of birth or death (as different from date of occurrence) and asks for extract, he does not cause a search to be made. In such cases search fee cannot be levied and only extract fee can be charged from him, as the two items are prescribed separately in the rules.

88. **Query :** Whether a person con apply for a search only or he has to apply for search as well as grant of extract at the same time ?

Clarification : Under the rules made by the state Government, under section 17 of the Act, separate provisions together with fees therefor exist for causing the search of the event and for giving extracts from the register relating to a birth or death. In view of aforesaid position, it would be possible for a person to apply only for causing a search for any entry in the register and he need not apply for both searching and obtaining extract. He can be informed regarding the existence of the event in the register.

89. **Query :** Section 17 of the RBD Act, 1969 and relevant state rules thereunder provide for search of birth and death registers and fees payable for such search and for extract from the register. Whether the state Government departments can seek details from the registers for official purposes without paying search fee as required under section 17 of the Act ?

It has been brought to notice that police authority has power to seize the register of births and deaths or a court of Law can call for the same in which case the registration work is hampered. Besides, statutory responsibility of Registrar gets infringed. What can be done under such circumstances ?

Clarification : It may not be appropriate to be too legalistic in the matter when some information is required by a Government department in respect of a death or a birth. There should not be any legal difficulty in furnishing such an information informally to the department. However, if the information is required for the purpose mentioned in sub-section (2) of section 17, it would be necessary to charge the prescribed fee from the department of giving extracts duly certified by the Registrar or the authorised person. (Please also refer clarification 87) ?

It is not possible to prevent the police or a court of Law to seize or requisition register containing entries of births and deaths maintained by a Registrar. However, such cases would be very few and would arise only when there may be suspicion of forgery etc. Such seizure of the records may not be necessary for the purpose of proving the age or death of a person as such purpose can be achieved by giving certified copies to the police. Similarly an authorised person from the office of the Registrar can give evidence by producing the register in the court. The RBD Act, 1969 does not give any immunity to the registers, maintained by a Registrar from seizure etc. and it is also not necessary to have such a provision in the Act. It is not considered that the registration work would be hampered or the statutory responsibility of the Registrar would be affected by such seizure or requisition of the records.

90. **Query :** According to the procedure laid down in Section 15 for the Act and the State Rules, the extracts from the register of births and deaths under Section 17 contain both original as well as corrected items of the errors. There are, cases where the members of the public seeking extracts under Section 17 are only interested in the corrected items. In this regard, question arises whether extracts in such cases could be issued for corrected entries only as demanded by the public.

Clarification : Section 17 of the Act refers to the furnishing of extracts from the register of births and deaths. The ordinary meaning of the word 'extract' being "true & accurate confirming to.....". As such, both the original entry and the corrected entry with the date of correction may be shown in the extracts of the corrected items as has been the current practice followed in this regard.

SECTION 18 :

91. **Query :** Section 18 provides that the registration offices shall be inspected by the authority specified by the District Registrar. Can an officer above the District Registrar in the registration hierarchy be specified for purposes of section 18 by the District Registrar.

Clarification : The District Registrar may for the purposes of inspection specify officers under section 18 of the RBD Act, 1969. Any such officer may perhaps be sending his inspection report to the District Registrar. Naturally, any such officer can only be an officer over whom he has jurisdiction or control. He cannot be an officer superior in rank to the District Registrar.

92. **Query :** Under section 19(1) of the RBD Act, 1969, and rule 15, sub-rules (1), (2) and (3) the Registrar prepares three copies of the births and deaths register. One copy is sent to the Chief Registrar Bihar; the other copy to the District Registrar and the third is being kept by the Registrar himself as office copy. Please clarify whether the births and deaths register in Forms 11, 12 and 13 may be prepared in triplicate for the urban areas by corpofations/municipalities and notified area committees where statistical staff have been posted.

Clarification : Every Registrar including the Registrar for a Municipality with a population less than 30,000 may prepare only one copy of the statutory register of births and deaths. This copy may be sent to the Chief Registrar through the officer specified by him as prescribed in rule 15(1) of the Bihar Registration of Births and Deaths Rules 1970. The Registrars for the municipalities with population 30,000 and over need not prepare two or three copies of the statutory register as they are required to send only the compiled statement to Chief Registrar under sub-rule (4) of rule 15 of the Bihar Registration of Births and Deaths Rules, 1970. Bigger municipality/corporation may however, get a copy prepared by the Sub-Registrars of the sub-area of the municipality/corporation to be sent to the Registrar of the municipality/corporation for compilation of data for the entire jurisdiction of the local body.

SECTION 19 :

93. **Query :** Registrars of births and deaths for each registration unit send monthly extracts of births and deaths every month to the state directorate. These extracts are used for compilation of statistical data and are preserved for one year. These extracts are then destroyed when the statistical work is over. Whether copies of the extracts or any relevant information can be supplied by this directorate for other legal purposes whenever desired from taluka or unit level ?

Clarification : The extracts of births and deaths received in the directorate every month from the Registrar, are not certified copies of the original record, hence they have no legal value. They are meant only for compilation. Queries from any quarter may be directed to the officer keeping the original records or the officer empowered to issue such extracts.

94. **Query :** Whether the monthly returns received under the State Rules could be destroyed after three years from the date of their receipt or when the data from such returns are brought out in the Annual Vital Statistics Report of the State concerned.

Clarification : There appears to be no objection if such monthly statistical returns are destroyed after three years of their utility. As the monthly statistical returns are of not much consequences after the data are tabulated, it is left to each state to destroy as and when they feel that the returns have lost their utility.

95. **Query :** How long copies of monthly reports of birth and death should be preserved and what should be the procedure for destruction of such reports.

Clarification : The monthly statistical returns are of not much consequences after the data is tabulated, it is left to the Chief Registrars to destroy them as and when they feel that the returns have lost their utility according to the procedure being followed in this regard in their respective States/Union Territories.

SECTION 20 :

96. **Query :** Whether births which occurred to Indian citizens abroad perior to 1-1-1971 and not registered with the Indian Consulate as required under section 20(1) of the Act. can be registered now under section 20(2) of the Act ?

If such births can be registered, whether section 13 continues to be applicable for cases when registration is sought beyond 60 days of arrival in India ?

Clarification : The answer is in affirmative for both the queries referred to.

97. **Query :** Prior to integration of Goa, Daman & Diu; many persons of Goan origin had gone to the Portuguese colonies in Africa such as Mozambique, Angola, Mombasa etc. for various purposes. Consequent upon their settlement in Portuguese colonies in Africa they acquired citizenships of that country. Now it is seen that many such persons are returning to India with a view to settling permanently. On their return, they generally apply for Indian citizenship and request for registration of births of their children either before or after acquisition of Indian citizenship.

Since the births of the children of all such African repariates are registered with the authorities in the Portuguese colonies it may be clarified whether registration of births of their children can be done in Goa, after they change the nationality of their children.

Clarification : The births already occurred and registered abroad with nationality other than Indian cannot be re-registered under section 20(2) of the 1969 Act. In such cases, birth certificates issued by the foreign Governments should serve all purposes in our country.

98. **Query :** As per section 20(2), the birth of a child to Indian citizen, outside India which has not been registered at Indian Consulates, can be registered in India if the parents of the child return to settle permanently in India. However, there are cases where the births were registered in the registration offices of the foreign countries where the parents were residing at the time of birth of the child concerned and not at the Indian Consulates of the said countries as provided under section 20(1). Birth certificates issued by such foreign registration authorities are also produced by the parents. Can these certificates be considered legally valid for the purpose of sub-section (2) of section 17 of the RBD Act, 1969 ?

Clarification : Section 20 deals with special provisions as to registration of births and deaths of citizens outside India. Sub-section (1) provides that births and deaths of Indian citizens outside India registered at the Indian Consulates under the rules made under Citizenship Act, 1955 would deem to have been made under this Act and the information so received under these rules shall cause to be registered by the Registrar General. Where the births and deaths have not been so registered, no such information may be received by the Registrar General as provided in sub-section (1). For that purpose the procedure laid down in sub-section (2) would have to follow and if the parents of the child return to India with a view to settling therein, they may, at any time within 60 days from the date of the arrival of the child in India, get the birth of the child registered under this Act in the same manner as if the child was born in India. Registration of the birth of Indian citizen in the registration office of a foreign country where the parents were residing at the time of the birth of the child would not make the registration with the Registrar General under this Act automatic as the procedure is not provided under the Act. However, under section 32 of this Act in the event of any difficulty arising in giving effect to the provisions of this Act in any state, the state Government may, with the approval of the Central Government by order, make such provisions or give such directions not inconsistent with the provisions of this Act as appears to the state Government to be necessary or expedient for removing the difficulty.

99. **Query :** The wife of an Armed Forces Personnel gave birth to a child in a hospital in Bangla Desh while her husband was posted in Bangla Desh. She has got the hospital documents to prove the occurrence of this birth. After coming back to her native place in India, she has sent a request for the birth to be registered there. Could the birth be registered ?

Clarification : As Bangla Desh has diplomatic relation with India, the birth in question should normally be registered with Indian Embassy in that country according to the citizens (Registration at Indian Consulates) Rules, 1956 under the Citizenship Act, 1955. In this particular case, the husband of the applicant was posted in Bangla Desh on temporary duty. Therefore, the birth can as well be registered at the normal residence of the parent of the child i.e. her native place in India under section 20(2) of the RBD Act, 1969.

100. **Query :** Section 20(2) of the Act permits registration of the birth of any child born outside India and not registered with the Indian Consulate under section 20(1) when the parents of the child return to India with a view to settling therein. However, no such provision exists in regard to

the registration of a death occurring outside the country and not registered under section 20(1). This causes a lot of difficulty to the relatives/heirs of the persons who die outside India. It may be clarified whether on the same analogy as relevant to the registration of births, the deaths occurring outside India can also be registered in India. If so, what is the time limit for such registration ?

Clarification : Sub-section (2) of section 20 provides for the registration of birth of any child born outside India in respect of whom information has not been received as provided in sub-section (1). If the parents of the child return to India with a view to settling therein they may at any time within sixty days from the date of the arrival of the child in India get the birth of the child registered under this Act in the same manner as if the child was born in India and the provisions of section 13 shall apply to the birth of such child after the expiry of the period of sixty days aforesaid. The said sub-section does not provide for registration of death occurring outside India on the same analogy.

SECTION 23 :

101. **Query :** Every case of delayed registration attracts the penal provision of section 23(1) which can be got over with a compounding fee under section 24 of the Act. If so, does it mean that all cases of delayed registration call for payment of fine (or compounding fee therefor) in addition to the late fee ? However, section 13 of the Act does not make a specific mention of the same.

Clarification : Section 23 provides that any person who fails without reasonable cause to give any information which is his duty to give under provisions of the sections 8 and 9 shall be punishable with a fine which may extend to fifty rupees. It is clear therefrom that any information given to the Registrar under section 13 would attract the penal provision of section 23 in addition to the payment of late fee as prescribed by the rules made thereunder. Section 13 relates to delayed registration of the events and provides for payment of late fee. The fee which is levied for compounding offences is to be charged under section 24 which deals with the power to compound offences. The compounding fee is therefore additional to the amount of late fee.

102. **Query :** One of the Registrars in a State has taken prosecution steps under section 23(1)-(b) of the Act against two persons. The judicial Magistrate who tried the above cases has fined the said person. But the fine imposed on the above cases was not remitted to the panchayat fund for the reasons that nothing has been mentioned in RBD Act, 1969 regarding the remittance of fine imposed in such cases. Is it necessary to make rules in this regard ?

Clarification : A draft amendment of the rules to facilitate the remitting of fine imposed under section 23(1) (b) to the concerned registration unit is necessary.

103. **Query :** For example, in urban areas, a person is required to furnish the birth information to the Rgistrar of Births and Deaths in writing within 7 days from the date of occurrence. The Registrar has registered the event after 7 days of receipt of the information from the party. As such the event has been registered within 14 days from the date of occurrence. Whether the Registrar can be penalised ?

Clarification : For any undue delay on the part of the Registrar he becomes liable to penalty under section 23(2) of the Act.

104. **Query :** (a) Can the Registrar launch prosecution against the defaulting Medical Officer in-charge (informant) for failure to get the institutional events registered ? (b) Can the events be registered during prosecution proceedings ? (c) If the Medical Officer requests the Chief Registrar to compound the offence before or after institution of the criminal proceeding, then will he be charged a sum of money not exceeding fifty rupees for each offence or for all the offences committed by him ? (d) Can the events be registered if the offences for not reporting births and deaths are compounded ? (e) Is the Medical Officer required to pay the late registration fees alongwith the fines imposed under section 23 or 24 ? (f) Will the fines imposed by the law courts or the late fees payable for delayed registration be borne by the defaulting Medical Officer himself or by the institutions from the Government/Local Body funds ?

Clarification : (a) If the Medical Officer In-charge does not report an event in prescribed time limit, he becomes liable to pay late fee and even penalty as provided under section 13 and 23 of the Act. Prosecution if need be, can be done as provided under section 25 by an official authorised by the Chief Registrar.

(b) Irrespective of prosecution proceedings the Medical Officer In-charge is duty bound to get the event registered as per relevant provision of the Act, depending on the delay etc.

(c) Compounding of an offence need not consider the number of events involved an instance that came to notice.

(d) Launching of prosecution or compounding of offences against a person does not hinder completing the process of compulsory registration as per provision of section 13(4) of the Act. Action under section 13 will be without prejudice to any action taken under section 23 or 24 of the Act.

(e) The person concerned is required to pay the late registration fees alongwith the penalty that may be imposed under sections 23 or 24.

(f) Fine will have to be borne by the concerned Medical Officer himself and not by the institutions as he is specified to be duty bound to report events occurring in the institution under section 8(1)(b) of the Act.

SECTIONS 23, 24 & 25 :

105. **Query :** Sections 23, 24 and 25 of the RBD Act, 1969 relate to penalties, power to compound offences and sanction for prosecution. A question has arisen as to the details of the procedure and machinery for instituting prosecution for offences referred to in section 23. Please advise.

Clarification : Section 23 of the RBD Act, 1969 indicates the offences and the penalties therefor. Sub-section(5) thereof provides that notwithstanding any thing contained in the Cr.P.C. an offence under that Act shall be tried summarily by a Magistrate. Chapter XXXI of the Cr.P.C. 1973 contains the provisions for the summary trial of offences. Section 262 provides that in trials under this chapter (Chapter XXXI) the procedure specified in the code for the trial of summons case shall be followed except hereafter mentioned. Chapter XX contains provisions for the trial of summons cases by Magistrates. In order to launch a prosecution under section 23 of the Act, a proper complaint will have to be filed by an authorised officer before the Megistrate. Since the Chief Registrar of a state would be the chief executive authority in that state for carrying into execution the provisions of this Act and the rules and orders made thereunder, the complaint should be filed by a person duly authorised by him in that regard. The prosecution thereafter shall be conducted by the Assistant Public Prosecutor under section 25 of the Code. The department should render full assistance to the Assistant Public Prosecutor for the successful prosecution of the case.

Section 24 empowers any officer authorised by the Chief Registrar by a general or a special order subject to such conditions as may be prescribed in the rules to cmpound a case either before or after the institution of criminal proceedings under that Act. The rules made under this provision may provide for the conditions under which the various Category of cases may be compounded. In case the criminal proceedings have not been instituted, after the case has been compounded, there would be no necessity to institute any criminal proceeding. However, in case the criminal proceeding has already been instituted before a Magistrat after the case has been cmpounded under this section, the Magistrate will be apprised of this position by way of an application made before him either by the concerned party or by Chief Registrar and thereafter the accused person shall be discharged and further criminal proceedings against him shall be dropped by the Magistrate.

Section 25 stipulates that no prosecution for an offence punishable under this Act shall be instituted except by an officer authorised by the Chief Registrar by general or special order in this behalf. The complaint should be filed by an officer authorised by the Chief Registrar by a general or a special order.

GLOSSARY OF TERMS

1. ACT — Unless specified otherwise the Act means the Registration of Births and Deaths Act, 1969.

2. AMENDMENT — Means changes in the provisions of the Act or the rules made thereunder.

3. BIRTH — Means a live birth or a still birth.

4. BIRTH RATE — Number of live births during a year / Mid-year population. × 1000

5. CANCELLATION AND CORRECTION — Refer to correction of the error or cancellation of the entry made in the birth and death registers without alteration of the original entry with suitable remarks.

6. CERTIFICATE OF BIRTH OR DEATH — Refers to certified extract of particulars from the register of births and deaths.

7. CERTIFICATE OF CAUSE OF DEATH — Certificate as to cause of death issued by the attending medical practitioner for the purpose of registering such death.

8. CHIEF REGISTRAR — The Chief executive authority in a state for implementing the provisions of the Act and the rules made thereunder in the State.

9. CIVIL REGISTRATION SYSTEM — Continuous, permanent and systematic recording of births and deaths as obtaining in India under the RBD Act, 1969.

10. CLARIFICATION — Explanation or interpretation to the legal provisions on procedural matters as applicable in a particular situation.

11. CURRENT REGISTRATION — Registration of births or deaths within prescribed time.

12. DEATH — Means the permanent disappearance of all evidence of life at any time after live birth has taken place

13. DEATH RATE — Number of deaths in a year / Mid-year population × 1000

14. DEATH REGISTER — Refers to Part III of the Register (Form No. 13) for registration of deaths.

15. DEATH REPORT — Refers to Form No. 4 in which particulars of death are required to be furnished by the informant to the local Registrar for registering the death.

16. DELAYED REGISTRATION — Registration of births or deaths after the prescribed time for registration.

17. DISTRICT REGISTRAR — An officer appointed under the Act for each revenue district for superintending the registration of births and deaths in the district.

18. DOMICILIARY EVENTS — Non-insitutional events.

19. EVENTS — Refer to births and deaths.

20. FOETAL DEATH — Means absence of all evidence of life prior to the complete expulsion or extraction from its mother of a product of conception irrespective of duration of pregnancy.

21. FORMS — As included in the rules for reporting or registration of births, deaths and submission of returns and reports.

22. INFANT DEATH — Death of a child less than one year old.

23. INFANT DEATH RATE — Number of infant deaths during a year / Number of live births during the year. × 100

24. INFORMANT — The person who is responsible under the Act to report to the Registrar, the occurrence of vital events.

25. INSTITUTIONAL EVENTS — Events occurring in a hospital, nursing home, maternity home or any such institution.

26. INTER-DEPARTMENTAL COMMITTEES — Refer to committees constituted in various states with representatives of the concerned state departments as members for ensuring proper co-ordination and bringing about overall improvement in the functioning of the registration system.

27. LATE FEE — Fee payable for delayed registration.

28. LIVE BIRTH — Means complete expulsion or extraction from its mother of a product of conception irrespective of the duration of pregnancy, which after such expulsion or extraction, breathes or shows any other evidence of life, and each product of such birth is considered live birth.

29. LIVE BIRTH REGISTER — Refers to part I of the register (Form No. 11) for registration of a live birth.

30. LIVE BIRTH REPORT — Refers to Form No. 2, in which particulars of a live birth are required to be furnished by the informant to the local Registrar for registration of the live birth.

31. MATERNAL DEATH — The death of a mother during pregnancy or labour or within a month after the termination of pregnancy; deaths which are known to be definitely not caused by conditions arising out of delivery or the state of pregnancy shall be excluded even if they occur within one month; deaths which are known

to be definitely caused by conditions arising out of termination of pregnancy shall be included even if they occur after one month.

32. MATERNAL MORTALITY RATE — Number of maternal deaths during a year / Number of live births during the year × 1000

33. MID-YEAR POPULATION — Population at the mid-point of the year, this is, on 1st July, of a year.

34. NEO-NATAL DEATH — Death of a child under one month.

35. NOTIFIER — A person specified for notifying births and deaths to the Registrar.

36. NOTIFICATION FORMS — Forms 5, 6 and 7 for use by the notifiers for notifying live births, still births and deaths respectively.

37. POST-NATAL DEATH — Death between one month and one year of age.

38. REGISTER — A book kept by the Registrar for recording particulars of births & deaths which take place in his jurisdiction.

39. REGISTRAR — The official authorised under the Act to register births and deaths and the required details concerning it.

40. REGISTRAR GENERAL, INDIA — Central authority for co-ordinating and unifying the activities of the Chief Registrars and issuing general direction and guidance to them in all matters connected with registration of births and deaths and compilation of vital statistics.

41. REGISTRATION RECORD — Birth & death registers and other related documents.

42. STILL BIRTH — Means foetal death where product of conception has attained at least the prescribed period of gestation, that is 28 weeks.

43. STILL BIRTH REGISTER — Refers to part II of the register (Form No. 12) for registration of still births.

44. STILL BIRTH REPORT — Refers to Form No. 3 in which particulars of a still birth are required to be furnished by the informant to the local Registrar for registration of the still birth.

45. VITAL STATISTICS — Information, systematically collected and compiled in numerical form relating to or derived from records of vital events.

ANNEX

ANNEX I

THE REGISTRATION OF BIRTHS AND DEATHS ACT, 1969
(ACT NO. 18 OF 1969)

[31st May, 1969]

An act to provide for the regulation of registration of births and deaths and for matters connected therewith

Be it enacted by Parliament in the Twentieth Year of the Republic of India as follows :

CHAPTER I

PRELIMINARY

1. **Short title, extent and commencement.**—(1) This Act may be called the Registration of Births and Deaths Act, 1969.

(2) It extends to the whole of India.

(3) It shall come into force in a State on such date as the Central Government may, by notification in the Official Gazttte, appoint :

Provided that different dates may be appointed for different parts of a State.

2. **Definitions and interpretation.**—(1) In this Act, unless the context otherwise requires,—

(a) "birth" means live-birth or still-birth ;

(b) "death" means the permanent disappearance of all evidence of life at any time after live-birth has taken place;

(c) "foetal death" means absence of all evidence of life prior to the complete expulsion or extraction from its mother of a product of conception irrespective of the duration of pregnancy;

(d) "live-birth" means the complete expulsion or extraction from its mother of a product of conception, irrespective of the duration of pregnancy, which, after such expulsion or extraction, breathes or shows any other evidence of life, and each product of such birth is considered live-born;

(e) "prescribed" means prescribed by rules made under this Act;

(f) "State Government" in relation to a Union territory, means the Administrator thereof;

(g) "still-birth" means foetal death where a product of connception has attained at least the prescribed period of gestation.

(2) Any reference in this Act to any law which is not in force in any area shall, in relation to that area, be construed as a reference to the corresponding law, if any, in force in that area.

CHAPTER II

REGISTRATION-ESTABLISHMENT

3. **Registrar General, India.**—(1) The Central Government may, by notification in the Official Gazette, appoint a person to be known as the Registrar Genral, India.

(2) The Central Government may also appoint such other officers with such designations as it thinks fit for the purpose of discharging, under the superintendence and direction of the Registrar General such functions of the Registrar General under this Act as he may, from time to time, authorise them to discharge.

(3) The Registrar Genral may issue general directions regarding registration of births and deaths in the territories to which this Act extends, and shall take steps to co-ordinate and unify the activities of Chief Registrars in the matter of registration of births and deaths and submit to the Central Government an annual report on the working of this Act in the said territories.

4. **Chief Registrar.**—(1) State Government may by notification in the Official Gazette, appoint a Chief Registrar for the State.

(2) The State Government may also appoint such other officers with such designations as it thinks fit for the purpose of discharging, under the superintendence and direction of the Chief Registrar, such of his functions as he may, from time to time, authorise them to discharge.

(3) The Chief Registrar shall be the chief executive authority in the State for carrying into execution the provisions of this Act and the rules and orders made thereunder subject to the directions, if any, given by the State Government.

(4) The Chief Registrar shall take steps by the issue of suitable instructions or otherwise, to co-ordinate, unify and supervise the work of registration in the State for securing an efficient system of registration and shall prepare and submit to the State Government, in such manner and at such intervals as may be prescribed, a report on the working of this Act in the State along with the statistical report referred to in sub-section (2) of section 19.

5. **Registration divisions.**—The State Government may, be notification in the Official Gazette, divide the territory within the State into such registration divisions as it may think fit and prescribe different rules for different registration divisions.

6. **District Registrar.**—(1) The State Government may appoint a District Registrar for each revenue district and such number of additional District Registrars as it thinks fit who shall, subject to the general

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control and direction of the District Registrar, discharge such functions of the District Registrar as the District Registrar may, from time to time, authorise them to discharge.

(2) The District Registrar, shall superintend, subject to the direction of the Chief Registrar, the registration of births and deaths in the district and shall be responsible for carrying into execution in the district the provisions of this Act and the orders of the Chief Registrar issued from time to time for the purposes of this Act.

7. **Registrars.**—(1) The State Government may appoint a Registrar for each local area comprising the area within the jurisdiction of a municipality, panchayat or other local authority or any other area or a combination of any two or more of them :

Provided that the State Government may appoint in the case of a municipaity, panchayat or other local authority, any officer or other employee thereof as a Registrar.

(2) Every Registrar shall, without fee or reward, enter in the register maintained for the purpose all information given to him under section 8 or section 9 and shall also take steps to inform himself carefully of every birth and of every death which takes place in his jurisdiction and to ascertain and register the particular required to be registered.

(3) Every Registrar shall have an office in the local area for which he is appointed.

(4) Every Registrar shall attend his office for the purpose of registering births and deaths on such days and at such hours as the Chief Registrar may direct and shall cause to be placed in some conspicuous place on or near the outer door of the office of the Registrar a board bearing, in the local language, his name with the addition of Registrar of Births and Deaths for the local area for which he is appointed, and the days and hours of his attendance.

(5) The Registrar may, with the prior approval of the Chief Registrar, appoint Sub-Registrars and assign to them any or all of his powers and duties in relation to specified areas within his jurisdiction.

CHAPTER III

Registration of Births and Death

8. **Persons required to register births and deaths.**—(1) It shall be the duty of the persons specified below to give or cause to be given, either orally or in writing, according to the best of their knowledge and belief, within such time as may be prescribed, information to the Registrar of the several particulars required to be entered in the forms prescribed by the State Government under sub-section (1) of section 16,—

(a) in respect of births and deaths in a house, whether residential or non-residential, not being any place referred to in clauses (b) to (e), the head of the house or, in case more than one household live in the house, the head of the household, the head being the person, who is so recognised by the house or the household and if he is not present in the house, at any time during the period within which the birth or death has to be reported, 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 respect of births and deaths in a hospital, health centre, maternity or nursing home or other like institution, the medical officer in charge or any person authorised by him in this behalf;

(c) in respect of births and deaths in a jail, the jailor incharge;

(d) in respect of births and deaths in a choultry, chattram, hostel, dharmasala, boarding-house lodging-house, tavern, barrack, toddy shop or place of public resort, the person incharge thereof;

(e) in respect of any new-born child or 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 :

Provided that any person who finds such child or dead body, or in whose charge such child or dead body may be placed, shall notify such fact to the headman or officer aforesaid;

(f) in any other place, such person as may be prescribed.

(2) Notwithstanding anything contained in sub-section (1), the State Government, having regard to the conditions obtaining in any registration division, may by order require that for such period as may be specified in the order, any person specified by the State Government by designation in this behalf, shall give or cause to be given information regarding births and deaths in a house referred to in clause (a) of sub-section (1) instead of the persons specified in that clause.

9. **Special provision regarding births and deaths in a plantation.**—In the case of births and deaths in a plantation, the superintendent of the plantation shall give or cause to be given to the Registrar the information referred to in section 8 :

Provided that the persons referred to in clauses (a) to (f) of sub-section (1) of section 8 shall furnish the necessary particulars to the superintendent of the plantation.

Explanation.—In this section, the expression "plantation" means any land not less than four hectares in extent which is being prepared for the production of, or actually produces, tea, coffee, pepper, rubber, cardamom, cinchona or such other products as the State Government may, by notification in the Official Gazette, specify and the expression "superintendent of the plantation" means the person having the charge or supervision of the labourers and work in the plantation, whether called a manager, superintendent or by any other name.

10. **Duty of certain persons to notify births and deaths and to certify cause of death.**—(1) It shall be the duty of—

(i) the midwife or any other medical or health attendant at a birth or death,

(ii) the keeper or the owner of a place set apart for the disposal of dead bodies or any person required by a local authority to be present at such place, or

(iii) any other person whom the State Government may specify in this behalf by his designation,

to notify every birth or death or both at which he or she attended or was present, or which occurred in such areas as may be prescribed, to the Registrar within such time and in such manner as may be prescribed.

(2) In any area, the State Government, having regard to the facilities available therein in this behalf, may require that a certificate as to the cause of death shall be obtained by the Registrar from such person and in such form as may be prescribed.

(3) Where the State Government has required under sub-section (2) that a certificate as to the cause of death shall be obtained, in the event of the death of any person who, during his last illness. was attended by a medical practitioner, the medical practitioner shall, after the death of that person, forthwith, issue without charging any fee, to the person required under this Act to give information concerning the death, a certificate in the prescribed form stating to the best of his knowledge and belief the cause of death; and the certificate shall be received and delivered by such person to the Registrar at the time of giving information concerning the death as required by this Act.

11. Informant to sign the register.—Every person who has orally given to the Registrar any information required under this Act shall write in the register maintained in this behalf, his name, description and place of abode, and, if he cannot write, shall put his thumb mark in the register against his name, description and place of abode, the particulars being in such a case entered by the Registrar.

12. Extracts of registration entries to be given to informant.—The Registrar shall, as soon as the registration of a birth or death has been completed, give, free of charge, to the person who gives information under section 8 or section 9 an extract of the prescribed particulars under his hand from the register relating to such birth or death.

13. Delayed registration of births and deaths.—(1) Any birth or death of which information is given to the Registrar after the expiry of the period specified therefor, but within thirty days of its occurrence, shall be registered on payment of such late fee as may be prescribed.

(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 prescribed authority and on payment of the prescribed fee and the production of an affidavit made before a notary public or any other officer authorised in this behalf by the State Government.

(3) Any birth or death which has not been registered within one year of its occurrence, shall be registered only on an order made by a magistrate of the first class or a Presidency Magistrate after verifying the correctness of the birth or death and on payment of the prescribed fee.

(4) The provisions of this section shall be without prejudice to any action that may be taken against a person for failure on his part to register any birth or death within the time specified therefor and any such birth or death may be registered during the pendency of any such action.

14. **Registration of name of child.**—Where the birth of any child has been registered without a name, the parent or guardian of such child shall within the prescribed period give information regarding the name of the child to the Registrar either orally or in writing and thereupon the Registrar shall enter such name in the register and initial and date of the entry.

15. **Correction or cancellation of entry in the register of births and deaths.**—If it is proved to the satisfaction of the Registrar that any entry of a birth or death in any register kept by him under this Act is erroneous in form or substance, or has been fraudulently or improperly made, he may, subject to such rules as may be made by the State Government with respect to the conditions on which and the circumstances in which such entries may be corrected or cancelled, correct the error or cancel the entry by suitable entry in the margin, without any alteration of the original entry, and shall sign the marginal entry and add thereto the date of the correction or cancellation.

CHAPTER IV

MAINTENANCE OF RECORDS AND STATISTICS

16. **Registrars to keep registers in the prescribed form.**—(1) Every Registrar shall keep in the prescribed form a register of births and deaths for the registration area or any part thereof in relation to which he exercises jurisdiction.

(2) The Chief Registrar shall cause to be printed and supplied a sufficient number of register books for making entries of births and deaths according to such forms and instructions as may, from time to time, be prescribed; and a copy of such forms in the local language shall be posted in some conspicuous place on or near the outer door of the office of every Registrar.

17. **Search of births and deaths register.**—(1) Subject to any rules made in this behalf by the State Government, including rules relating to the payment of fees and postal charges, any person may—

(a) cause a search to be made by the Registrar for any entry in a register of births or deaths; and

(b) obtain an extract from such register relating to any birth or death :

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

(2) All extracts given under this section shall be certified by the Registrar or any other officer authorised by the State Government to give such extracts as provided in section 76 of the Indian Evidence Act, 1872 (1 of 1872) and shall be admissible in evidence for the purpose of proving the birth or death to which the entry relates.

18. **Inspection of registration offices.**—The registration offices shall be inspected and the registers kept therein shall be examined in such manner and by such authority as may be specified by the District Registrar.

19. **Registrars to send periodical returns to the Chief Registrar for compilation.**—(1) Every Registrar shall send to the Chief Registrar or to any officer specified by him, at such intervals and in such form as may be prescribed, a return regarding the entries of births and deaths in the register kept by such Registrar.

(2) The Chief Registrar shall cause the information in the returns furnished by the Registrars to be compiled and shall publish for the information of the public a statistical report on the registered births and deaths during the year at such intervals and in such form as may be prescribed.

CHAPTER V

MISCELLANEOUS

20. **Special provision as to registration of births and deaths of citizens outside India.**—(1) the Registrar General shall, subject to such rules as may be made by the Central Government in this behalf cause to be registered information as to births and deaths of citizens of India outside India received by him under the rules relating to the registration of such citizens at Indian Consulates made under the Citizenship Act, 1955 (57 of 1955), and every such registration shall also be deemed to have been duly made under this Act.

(2) In the case of any child born outside India in respect of whom information has not been received as provided in sub-section (1), if the parents of the child return to India with a view to settling therein, they may, at any time within sixty days from the date of the arrival of the child in India, get the birth of the child registered under this Act in the same manner as if the child was born in India and the provisions of section 13 shall apply to the birth of such child after the expiry of the period of sixty days aforesaid.

21. Power of Registrar to obtain information regarding birth or death.—The Registrar may either orally or in writing require any person to furnish any information within his knowledge in connection with a birth or death in the locality within which such person resides and that person shall be bound to comply with such requisition.

22. Power to give directions.—The Central Government may give such directions to any State Government as may appear to be necessary for carrying into execution in the State any of the provisions of this Act or of any rule or order made thereunder.

23. Penalties.—(1) Any person who—

(a) fails without reasonable cause to give any information which it is his duty to give under any of the provisions of sections 8 and 9; 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 in the register as required by section 11;

shall be punishable with fine which may extend to fifty rupees.

(2) Any Registrar or Sub-Registrar who neglects or refuses, without reasonable cause, to register any birth or death occurring in his jurisdiction or to submit any returns as required by sub-section (1) of section 19 shall be punishable with fine which may extend to fifty rupees.

(3) Any medical practitioner who neglets or refuses to issue a certificate under sub-section (3) of section 10 and any person who neglects or refuses to deliver such certificate shall be punishable with fine which may extend to fifty rupees.

(4) Any person 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 ten rupees.

(5) Notwithstanding anything contained in the Code of Criminal Procedure 1898 (5 of 1898) an offence under this section shall be tried summarily by a magistrate.

24. Power to compound offences.—(1) Subject to such conditions as may be prescribed, any officer authorised by the Chief Registrar by a general or special order in this behalf may, either before or after the institution of criminal proceedings under this Act, accept from the person 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 fifty rupees.

(2) On the payment of such sum of money, such person shall be discharged and no further proceedings shall be taken against him in respect of such offence.

25. Sanction for prosecution.—No prosecution for an offence punishable under this Act shall be instituted except by an officer authorised by the Chief Registrar by general or special order in this behalf.

26. Registrars and Sub-Registrars to be deemed public servants.—All Registrars and Sub-Registrars shall, while acting or purporting to act in pursuance of the provisions of this Act or any rule or order made thereunder, be deemed to be public servants within the meaning of section 21 of the Indian Penal Code [45 of 1860].

27. Delegation of powers.—The State Government may, by notification in the Official Gazette, direct that any power exercisable by it under this Act (except the power to make rules under section 30) or the rules made thereunder shall, subject to such conditions, if any, as may be specified in the direction, be exercisable also by such officer or authority subordinate to the State Government as may be specified in the direction.

28. Protection of action taken in good faith.—(1) No suit, prosecution or other legal proceeding shall lie against the Government, the Registrar General, any Registrar, or any person exercising any power or performing any duty under this Act for anything which is in good faith done or intended to be done in pursuance of this Act or any rule or order made therunder.

(2) No suit or other legal proceeding shall lie against the Government for any damage caused or likely to be caused by anything which is in good faith done or intended to be done in pursuance of this Act or any rule or order made thereunder.

29. Act not to be in derogation of Act 6 of 1886.—Nothing in this Act shall be construed to be in derogation of the provisions of the Births, Deaths and Marriages Registration Act, 1886.

30. Power to make rules.—(1) 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.

(2) In particular, and without prejudice to the generality of the foregoing provision, such rules may provide for—

(a) the forms of registers of births and deaths required to be kept under this Act;

(b) the period within which and the form and the manner in which information should be given to the Registrar under section 8;

(c) the period within which and the manner in which births and deaths shall be notified under sub-section (1) of section 10;

(d) the person from whom and the form in which a certificate as to cause of death shall be obtained;

(e) the particulars of which extract may be given under section 12;

(f) the authority which may grant permission for registration of a birth or death under sub-section (2) of section 13;

(g) the fees payable for registration made under section 13;

(h) the submission of reports by the Chief Registrar under sub-section (4) of section 4;

(i) the search of birth and death registers and the fees payable for such search and for the grant of extracts from the registers;

(j) the forms in which and the intervals at which the returns and the statistical report under section 19 shall be furnished and published;

(k) the custody, production and transfer of the registers and other records kept by Registrars;

(l) the correction of errors and the cancellation of entries in the register of births and deaths.

(m) any other matter which has to be, or may be prescribed.

31. Repeal and saving.—(1) Subject to the provisions of section 29, as from the coming into force of this Act in any State or part thereof, so much of any law in force therein as relates to the matters covered by this Act shall stand repealed in such State or part, as the case may be.

(2) Notwithstanding such repeal, anything done or any action taken (including any instruction or direction issued, any regulation or rule or order made) under any such law shall, in so far as such thing or action is not inconsistent with the provisions of this Act, be deemed to have been done or taken under the provisions aforesaid, as if they were in force when such thing was done or such action was taken, and shall continue in force accordingly until superseded by anything done or any action taken under this Act.

32. Power to remove difficulty.—If any difficulty arises in giving effect in a State to the provisions of this Act in their application to any area, the State Government may, with the approval of the Central Government, by order make such provisions or give such directions not inconsistent with the provisions of this Act as appears to the State Government to be necessary or expedient for removing the difficulty:

Provided that no order shall be made under this section in relation to any area in a State after the expiration of two years from the date on which this Act comes into force in that area.

ANNEX II

ENFORCEMENT OF THE RBD ACT, 1969, APPROVAL AND NOTIFICATION OF STATE RULES FRAMED THEREUNDER

State/Union Territory	Date of enforcement of the Act	Date of approval of State Rules by Central Government	Date of notification of the Rules in State Gazette
1	2	3	4
STATES			
1. Andhra Pradesh	1-4-70	23-7-76	29-12-77
2. Arunachal Pradesh	1-7-72	24-2-73	16-10-73
3. Assam	1-4-70	22-4-70	28-6-78
4. Bihar	1-4-70	13-4-70	8-7-70
5. Goa	1-1-71	20-11-70	31-12-70
6. Gujarat	1-4-70	10-4-70	18-4-73
7. Haryana	1-4-70	11-11-70	15-2-72
8. Himachal Pradesh	1-4-70	21-7-78	29-8-79
9. Jammu & Kashmir	1-10-70	19-6-72	26-11-75
10. Karnataka	1-4-70	6-10-70	15-12-70
11. Kerala	1-4-70	13-4-70	1-7-70
12. Madhya Pradesh	1-4-70	24-10-70	2-5-75
13. Maharashtra	1-4-70	7-4-75	7-2-76
14. Manipur	1-1-71	2-12-70	24-12-71
15. Meghalaya	1-11-71	8-3-73	13-4-74
16. Mizoram	1-5-74	25-3-75	15-4-80
17. Nagaland	1-10-71	28-12-71	24-6-72
18. Orissa	1-4-70	13-4-70	11-8-70
19. Punjab	1-4-70	26-4-72	22-9-72
20. Rajasthan	1-4-70	2-12-70	7-7-72
21. Sikkim	30-9-76	7-4-69	27-9-79
22. Tamil Nadu	1-4-70	3-1-76	15-3-77
23. Tripura	1-4-72	20-6-72	13-2-76
24. Uttar Pradesh	1-4-70	20-3-72	8-1-77
25. West Bengal	1-4-70	18-8-70	15-1-77
UNION TERRITORIES			
1. A & N Islands	1-4-71	5-7-75	8-2-82
2. Chandigarh	1-4-70	9-11-70	25-6-74
3. Dadra & Nagar Haveli	1-4-70	1-8-71	28-8-71
4. Daman & Diu	1-1-71	20-11-70	31-12-70
5. Delhi	1-7-70	29-12-70	25-2-71
6. Lakshadweep	1-4-70	10-4-70	1-7-70
7. Pondicherry	1-3-79	28-10-76	14-2-79

NOTE :--Prior to formation of Daman & Diu as a separate Union Territory, it was a part of erstwhile Union Territory of Goa, Daman & Diu. Hence information covered in respect of Daman & Diu is the same as that of Goa.

ANNEX III

MODEL RULES UNDER REGISTRATION OF BIRTHS AND DEATHS ACT, 1969

Model Rules under the Registration of Births and Deaths Act, 1969 (18 of 1969) incorporating the amendments made therein till May 1, 1988 for adoption by the State Government.

In exercise of the powers conferred by section 30 of the Registration of Births and Deaths Act, 1969, (18 of 1969) the State Government/Governor/Administrator of ..... with the approval of the Central Government, hereby makes the following rules, namely;

1. **Short title**—These rules may be called the Registration of Births and Deaths Rules, 1970.

2. **Definitions**—In these rules, unless the context otherwise requires :

(a) "Act" means the Registration of Births & Deaths Act, 1969;

(b) "Form" means a Form appended to these rules; and

(c) "Section" means a section of the Act.

3. **Period of gestation**—The period of gestation for the purposes of clause (g) of sub-section (I) of section 2 shall be twenty-eight weeks.

4. **Submission of report under section 4(4)**—The report under sub-section (4) shall be prepared in Form No. 1 and shall be submitted alongwith the statistical report referred to in sub-section (2) of section 19, to the State Government by the Chief Registrar every year by the 31st July of the year following the year to which the report relates.

5. **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, if given in writing, be in Form Nos. 2, 3 and 4 for the Registration of a birth, still birth and death respectively and if given orally, mention the several particulars in the relevant Form.

(2) The information referred to in sub-rule (I) shall be given within fourteen days from the date of birth or still birth and within seven days from the date of death.

6. **Birth or death in a vehicle**—(I) In respect of a birth or death in a moving vehicle, the person incharge of the vehicle shall give or cause to be given the information under sub-section (I) of section 8 at the first place of halt.

Explanation—For the purpose of this rule. the term "Vehicle" means 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.

(2) In the case of deaths (not falling under clauses (a) to (e) of sub-section (I) of section 8) in which an inquest is held, the officer who conducts the inquest shall give or cause to be given the information under sub-section (1) of section 8.

7. **Time and Form for notifying information under section 10(1)**—(1) Every person required to notify a live birth, still birth or death under section 10 shall give information thereof to the Registrar in Form Nos. 5,6 or 7, as the case may be.

(2) On receipt of the information referred to in sub-rule (1) the Registrar shall verify the relevant register of births, still births or deaths to ascertain if the event has been registered or not. In case the particular event is not found registered, he shall immediately issue a notice in Form No. 21 to the head of the household or the officer in charge of the institution, as the case may be, under section 21 of the Registration of Births and Deaths Act, 1969, for taking necessary action in the matter.

(3) The information referred to in sub-rule (1) shall be given within fourteen days from the date of live birth or still birth and within seven days from the date of death.

8. **Form of certificate under section 10(3)**—The certificate as to the cause of death required under sub-section (3) of section 10 shall be issued in Form No. 8 and the Registrar shall, after making necessary entries in the register of births and deaths, forward all such certificates to the Chief Registrar or the officer specified by him in this behalf by the 10th of the month immediately following the month to which the certificates relate.

9. **Extracts of registration entries to be given under Section 12**—(1) The extracts of particulars from the register relating to births or deaths to be given to an informant under section 12 shall be in Form No. 9 or Form No. 10, as the case may be.

(2) In the case of domiciliary events of births and deaths referred to in clause (a) of sub-section (1) of Section 8 which are reported direct to the Registrar of Births and Deaths, the head of the house or household as the case may be, or, in his absence, the nearest relative of the head present in the house may collect the extracts of birth or death from the Registrar within thirty days of its reporting.

(3) In the case of domiciliary events of births and deaths referred to in clause (a) of sub-section (1) of section 8 which are reported by persons specified by State Government under sub-section (2) of the said section, the person so specified shall transmit the extracts received from the Registrar of Births and Deaths to the concerned head of the house or household as the case may be, or, in his absence, the nearest relative of the head present in the house within thirty days of its issue by the Registrar.

(4) In the case of institutional events of births and deaths referred to in clauses (b) to (e) of sub-section (1) of section 8, the nearest relative of the new born or deceased may collect the extract from the officer or person in charge of the institution concerned within thirty days of the occurence of the event of birth or death.

(5) If the extract of birth or death is not collected by the concerned person as referred to in sub-rules (2) to (4) within the period stipulated therein, the Registrar or the officer or person in charge of the concerned institution as referred to in sub-rule (4) shall transmit the same to the concerned family by post within fifteen days of the expiry of the aforesaid period.

10. **Authority for delayed registration and fee payable thereof**—(1) Any birth or death of which information is given to the Registrar after the expiry of the period specified in rule 5, but within thirty days of its occurrence, shall be registered on payment of a late fee of rupee one.

(2) Any birth or death of which 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 officer prescribed in this behalf and on payment of a late fee of rupees three.

(3) Any birth or death which has not been registered within one year, of its occurrence, shall be registered only on an order of a Magistrate of the first class or a Presidency Magistrate and on payment of a late fee of rupees five.

11. **Period for the purpose of section 14(1)**—Where the birth of any child had been registered without a name, the parent or guardian of such child shall, within 12 months from the date of registration of the birth of child, give information regarding the name of the child to the Registrar either orally or in writing:

Provided that if the information is given after the aforesaid period of 12 months but within a period of 15 years, which shall be reckoned):

(i) in case where the registration had been made prior to the date of commencement of the Registration of Births & Deaths (Amendment) Rules, 198 , from the such date: or

(ii) in case where the registration is made after the date of commencement of the Registration of Births & Deaths (Amendment) Rules 198 from the date of such registration, subject to the provisions of sub section (4) of section 23, the Registrar shall—

(a) If the register is in his possession, forthwith enter the name in the register on payment of a late fee of *rupees two.*

(b) If the register is not in his possession and if the information is given orally, make a report giving necessary particulars, and, if the information is given in writing, forward the same to the officer specified by the State Government in this behalf for making the necessary entry on payment of a late fee of rupees two.

(2) The parent or the guardian, as the case may be, shall also present to the Registrar the copy of the extract given to him under section 12 or a certified extract issued to him under section 17 and on such presentation the Registrar shall make the necessary endorsement relating to the name of the child or take action as laid down in clause (b) of the proviso to sub-rule (1).

12. **Correction or cancellation of entry in the register of births and deaths**—(1) If it is reported to the Registrar that a clerical or formal error has been made in the register or if such error is otherwise noticed by him and if the register is in his possession, the Registrar shall enquire into the matter and if he is satisfied that any such error has been made, he shall correct the error (by correcting or cancelling the entry) as provided in section 15 and shall send an extract of the entry showing the error and how it has been corrected to the State Government or the officer specified by it in this behalf.

(2) In the case referred to in sub rule (I) if the register is not in his possession, the Registrar shall make a report to the State Government or the officer specified by it in this behalf and call for relevant register and after enquiring into the matter, if he is satisfied that any such error has been made, make the necessary correction.

(3) Any such correction as mentioned in sub-rule (2) shall be countersigned by the State Government or the officer specified by it in this behalf when the register is received from the Registrar.

(4) 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.

(5) Notwithstanding anything contained in sub-rule (I) and sub-rule (4) the Registrar shall make report of any correction of the kind referred to therein giving necessary details to the State Government or the officer specified in this behalf.

(6) 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, he shall make a report giving necessary details to the officer authorised by the Chief Registrar by general or special orders in this behalf under section 25 and on hearing from him take necessary action in the matter.

(7) 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.

13. **Form of register under section 16.**—The register of births, still births and deaths to be kept by the Registrar under section 16 shall be in three parts as set out in Form Nos. 11, 12 and 13 respectively and in each part of the register, the event shall be numbered serially and for each calender year.

(2) A new register shall be opened on the first day of January of each year.

(3) An event which occurred in any previous year shall be recorded in the register for the year in which it is reported:

Provided that no entry shall be interpolated between two entries recorded earlier.

14. **Fees and postal charges payable under section 17**—The fees payable for a search to be made, an extract or a non-availability certificate to be issued under section 17, shall be as follow:

	Re.
(a) Search for a single entry in the first year for which the search is made	1.00
(b) for every additional year for which the search is continued	1.00
(c) for granting extract relating to each birth or death	1.00
(d) for granting non-availability certificate of birth or death	1.00

(2) Any such extract in regard to a birth or death shall be issued by the Registrar or the officer authorised by the State Govt. in this behalf in Form No. 9 or, as the case may be, in Form No. 10 and shall be certified in the manner provided for in section 76 of the Indian Evidence Act, 1872 (1 of 1872).

(3) If any particular event of birth or death is not found registered or the register of births and deaths of a particular year is lost or destroyed, the Registrar shall issue a non-availability certificate in Form No. 17 or Form No. 18 or Form No. 19 or Form No. 20, as the case may be.

(4) Any such extracts or non-availability certificate may be furnished to the person asking for it or sent to him by post on payment of the postal charges therefor.

15. **Interval and forms of periodical returns under section 19(1)**—(1) Every Registrar, including the Registrar for a Municipality or Municipal Corporation or Cantonment or Industrial Township or Project Township with a population less than 30,000 shall send to the Chief Registrar or the officer specified by him in this behalf, on or before the 5th of each month, a true copy of the entries in the register of births and deaths relating to the month immediately preceding.

(2) The officer so specified shall forward all such copies of the entries in the register of births and deaths received by him to the Chief Registrar not later than the 10th of that month.

(3) The Registrar for a Municipality or Municipal Corporation or Cantonment or Industrial Township or Project Township with a population 30,000 or more shall send to the Chief Registrar or the officer specified by him in this behalf, in Form No. 15, a monthly return of births and deaths by the end of the month following the month to which the information relates.

16. **Statistical report under section 19(2)**—The statistical report under sub-section (2) of section 19 shall be in Form No. 16 and shall be compiled for each year before the 31st July of the year immediately following and shall be published as soon as may be thereafter but in any case not later than five months from that date.

17. **Conditions for compounding offences**—(1) Any offence punishable under section 23 may, either before or after the institution of criminal proceedings under this Act, be compounded by an officer authorised by the Chief Registrar by a general or special order in this behalf, if the officer so authorised is satisfied that the offence was committed through inadvertence or oversight or for the first time ....

(2) Any such offence may be compounded on payment of such sum, not exceeding rupees fifty for offences under sub-sections (1), (2) and (3) and rupees ten for offences under sub-section (4) of section 23 as the said officer may think fit.

18. **Rtgisters and other records under section 30(2)(K)**—(1) The register of births and deaths shall be a record of permanent importance and shall not be destroyed.

(2) All information received in Form Nos. 2, 3 and 4 by the Registrar under sections 8 and 9 and the court orders and order of the specified authorities granting permission for delayed registration received under section 13 by the Registrar, shall form an integral part of the register of births and deaths and shall not be destroyed:

Provided that in a case where the information so received has been entered in the said register by the Registrar and such entry is signed or marked by thumb impression by the informant in such registers, the documents relating to the information so received shall be preserved for a minimum period of 5 years.

(3) The certificate as to the cause of death furnished under sub-section (3) of the section 10 shall be retained for a period of atleast 5 years by the Chief Registrar or the officer specified by him in this behalf.

(4) All information received in Form Nos. 5, 6 and 7 under sub-section (1) of section 10 shall be retained by the Registrar for a period of twelve months.

(5) Every register of births and deaths and the forms relating to the entries therein shall be retained by the Registrar in his office for a period of twelve months after the end of the calender year to which it relates and such register and forms shall thereafter be transferred for safe custody to such officer as may be specified by the State Government in this behalf.

FORM NO. 1

(*See* Rule 4)

REPORT ON THE WORKING OF THE ACT

1. Brief description of State, its boundaries and revenue districts.
2. Changes in Administrative Areas.
3. Explanation about the differences in Areas.
4. Changes in Registration Area-Extension.
5. Administrative set up of the registration machinery at various levels.
6. General response of the public towards this Act.
7. Notification of births and deaths.
8. Progress in the medical certification of cause of death.
9. Maintenance of Records.
10. Search of births and deaths register for issue of certificates.
11. Delayed registrations.
12. Prosecutions and compounding of offences.
13. Diffiiculties encountered in implementation of the Act.
    (i) Administrative
    (ii) Others.
14. Orders and Instructions issued under the Act.
15. C . . . . .

FORM NO. 2

(*See* Rule 5)

LIVE BIRTH REPORT

Serial No———

Registration Unit/Village/Town/Municipality—— Taluk/Tehsil/Block/Thana—— District ———

1. Date of birth
2. Sex Male/Female
3. Name of child
4. Place of birth*
5. Permanent residential address
6. Father's
   (i) Name
   (ii) Literacy
   (iii) Occupation
   (iv) Nationality
   (v) Religion
7. Mother's
   (i) Name
   (ii) Literacy
   (iii) Occupation
   (iv) Nationality
   (v) Religion
8. Age of mother in completed years at confinement
9. Order of birth
   (Number of live births including the birth registered)
10. Type of attention at delivery@
11. In formant's :
    (i) Name
    (ii) Address

Date..... ....

Signature or left thumb mark of the informant.

FORM NO. 3

(*See* Rule 5)

STILL BIRTH REPORT

Serial No.———

Registration Unit/Village/Town/Municipality —— Taluk/Tehsil/Block/Thana—— District———

1. Date of Birth
2. Sex Male/Female
3. Place of Birth*
4. Permanent residential address of parent
5. Father's ;
   (i) Name
   (ii) Literacy
   (iii) Occupation
   (iv) Nationality
   (v) Religion
6. Mother's
   (i) Name
   (ii) Literacy
   (iii) Occupation
   (iv) Nationality
   (v) Religion
7. Age of mother in completed years at confinement
8. Type of attention at delivery@
9. Informant's :
   (i) Name
   (ii) Address

Date.....

Signature or left thumb mark of the informant.

*If the delivery took place in hospital or any other institution, write "Hosp.tal" or "Institution" giving its name, otherwise give full address of the place of birth.

@If the delivery was conducted in a hospital or maternity home, write the name of institution otherwise mention whether it was conducted by a qualified or unqualified mid-wife and give her name.

NOTE : 1. In the case of illegitimate birth the word "Illegitimate" should be entered in the remarks column and no person's name should be entered as that of the father, unless there is a joint request of the mother and the person acknowledging himself to be father of the child.

2. In the case of multiple births make separat entry for each and a reference in the remarks column.

3 If the person is a non-worker, insert the word 'Nil' in the column for occupation.

FORM NO. 4

(*See* Rule 5)

DEATH REPORT

Serial No.————

Registration Unit/Village/Town/Municipality —— Taluk/Tehsil/Block/Thana----- District——

1. Date of death
2. Full name of the deceased
3. Place of death
4. Name of the father/husband
5. Age
6. Sex : Male/Female
7. Marital Status
8. Occupation
9. Religion
10. Nationality
11. Permanent residential address@
12. *Cause of death
13. Whether medically certified (Yes/No)
14. Kind of medical attention received if any
15. Informant's :
    (i) Name
    (ii) Address

Date.....

Signature or left thumb mark of the informant.

@The address of the parent, in the case of a child, husband/late husband in the case of married woman/widow and deceased if independent, is to be given in this column.

*Where the cause of death is medically certified, the cause marked (—) in the medical certificate Form No. 8/8A is to be entered here.

NOTE : 1. If the deceased was over 1 year of age, give age in completed years. If the deceased was under 1 year of age give age in completed months and if below 1 month give age in completed number of days and if below one day in hours.

2. If the person is non-worker, insert the word 'Nil' in the column for occupation.

FORM NO. 5

(*See* Rule 7)

NOTIFICATION FORM FOR A BIRTH

Date of birth	Sex of the child	Place of birth (with full address)	Name and local address of parent
1	2	3	4

Signature of the person notifying
Name and Designation
Date

(For the use of Registration Office)

(a) Whether registered or not.

(b) If 'Yes' (i) Annual serial number in the register.
(ii) Date of registration.

'No' (i) Date of issuing the notice (See Section 21)
(ii) Date of registration.
(iii) Date of prosecution.

FORM NO. 6

(*See* Rule 7)

NOTIFICATION FORM FOR A STILL BIRTH

Date of Still Birth	Sex of the child	Place of still birth (with full address)	Name and local address of parent
1	2	3	4

Signature of the person notifying
Name and Designation
Date

(for the use of Registration Office)

(a) Whether registered or not.
(b) If 'Yes' (i) Annual serial number in the register.
(ii) Date of registration.
'No' (i) Date of issuing the notice (See Section 21)
(ii) Date of registration.
(iii) Date of prosecution.

FORM NO. 7

(See Rule 7)

NOTIFICATION FORM FOR A DEATH

Name and address of the deceased*	Sex	Age at death	Date of death	Place of death with full address
1	2	3	4	5

Signature of the person notifying
Name and Designation
Date

(for the use of Registration Office)

(a) Whether registered or not.

(b) If 'Yes' (i) Annual serial number in the register.
(ii) Date of registration.

'No' (i) Date of issuing the notice (See Section 21)
(ii) Date of registration.
(iii) Date of prosecution.

*In the case of a child without a name, the name of parent may be given.

FORM NO. 8

(*See* Rule 8)

MEDICAL CERTIFICATE OF CAUSE OF DEATH

(Hospital in-patients. Not to be used for still births)

To be sent to Registrar alongwith Form No. 4 (Death Report)

I, hereby certify that the person whose particulars are given below died in the hospital in Ward No. .....on.....
.....at.....A.M./P.M.

NAME OF DECEASED (Type or Print)
Address of normal residence

For use of Stat. Office

Sex	Age in years last birth day	Date of birth	Marital status S.M.W. or D	Religion	Occupation	Age at Death			
						If under 1 year		If under 24 Hours	
						Months	Days	Hours	Minutes

CAUSE OF DEATH		Interval between on set & death approx.	For use of Stat. Office
I Immediate cause State the disease, injury or complication which caused death, not the mode of dying such as heart failure, asthenia, etc.	(a)..... due to (or as a consequences of)		I Det. List Code
Antecedent cause Morbid conditions, if any, giving rise to the above cause, stating underlaying condition last	(b)..... due to (or as a consequence of) (c).....		N Code
II Other significant conditions contributing to the death, but not related to the disease or condition causing it	.....		II

Accident, suicide, Homicide (Specify) — How did injury occur ?

IF DECEASED WAS A FEMALE

Was pregnancy the death associated with.....(Yes or No) Was there a delivery ? .....(Yes or No)

NAME (Rubber Stamp) OR MEDICAL Practitioner	OF INSTITUTION	SERIAL NUMBER OF INSTITUTION	DATE OF REPORT
	Allopathic-- Ayurvedic -- Homeopathic--- Unani--	Signature and Address of Medical Attendant	

SEE REVERSE FOR INSTRUCTIONS

(To be detached and handed over to the relative of the deceased)

Certified that Shri/Smt./Kum.....S/W/D of Shri .....
R/O.....was admitted to this hospital on.....
and expired on.....

Doctor.....
(Medical Supdt.
Name of Hospital)

MEDICAL CERTIFICATE OF CAUSE OF DEATH

Directions for completing the form

Name of deceased : To be given in full. Do not use initials. If deceased is an infant, not yet named at time of death, write. 'Son of' (S/o) Or 'Daughter of' (D/o), followed by names of mother and father.

Date of Birth : Please try to ascertain this in the largest possible number of deaths. It is of great importance from both the legal and statistical point of view.

Age : This should be stated whether or not the date of birth has been given. If deceased is more than one year old : give age in years last birth day (completed number of years). If under 1 year : give age in months and days. If under 24 hours give age in hours and minutes

Cause of death : This part of the form should always be completed by the attending physician personally.

The certificate of cause of death is divided into two parts, I and II .Part I is again divided into three parts, lines (a), (b), (c) . If a single morbid condition completely explains the deaths, then this will be written on line (a) of Part I, and nothing more need be written in the rest of Part I or in Part II. For example, smallpox, lobar pneumonia, cardiac beriberi, are sufficent cause of death and usually nothing more is needed.

Often, however, a number of morbid conditions will have been present at death, and the doctor must then complete the certificate in the proper manner so that the correct underlying cause will be tabulated . First, enter in Part I (a) the immediate cause of death. This does not mean the mode of dying, e.g., heart failure, respiratory failure etc., These terms should not appear on the certificate at all since they are modes of dying and not causes of death. Next consider whether the immediate cause is a complication or delayed result of some other cause. If so, enter the antecedent cause in Part I line (b). Sometimes there will be three stages in the course of events leading to death. If so, line (c) will be completed. The underlying cause to be tabulated is always written last in Part I.

Morbid conditions or injuries may be present which were not directly related to the train of events causing death but which contributed in some way to the fatal outcome. Sometimes the doctor finds it difficult to decide, especially for infant death, which of several independent conditions was the primary cause of death; but only one cause can be tabulated, so the doctor must decide. If the other diseases are not effects of the underlying cause, they are entered in Part II.

Do not write two or more conditions on single line. Please write the names of the diseases (in full) in the certificates as legibly as possible to avoid the risk of their being misread.

Onset : Complete the column for interval between onset and death whenever possible, even if very approximately, e.g. "from birth", 'several years'.

Accidental or violent deaths : Both the external cause and the nature of the injury are needed and should be stated. The doctor or hospital should always be able to describe the injury, stating the part of the body injured, and should give the external cause in full when this is known, Example : I(a) Hypostatic pneumonia; (b) Fracture of neck of femur; (c) Fall from ladder at home.

Maternal deaths : Be sure to answer the questions on pregnancy and delivery. This information is needed for all women of child-bearing age, even though the pregnancy may have had nothing to do with the death.

Old age or senility : Old age (or senility) should not be given as a cause of death if a more specific cause is known, old age was a contributory factor, it should be entered in Part II. Example : (a) Chronic bronchitis, II old age.

Completeness of information : A complete case history is not wanted, but, if the information is available, enough details should be given to enable the underlying cause to be properly classified.

Example : Anaemia.—Give type of anaemia, if known, Neoplasms—Indicate whether benign or malignant, and site, with site of primary neoplasm, whenever possible. Heart disease—Describe the condition specifically, if congestive heart failure. chronic or pulmonale, etc., are mentioned, give the antecedent conditions, Tetanus—Describe the antecedent injury, if known operation—State the condition for which the operation was performed. Dysentry—Specify whether bacillary, amoebic, etc., is known, Complications of pregnancy or delivery—Describe the complication specifically. Tuberculosis—Give organs affected.

Symptomatic statement : Convulsions, diarrhoea, fever, ascites, jaundice, debility, etc., are symptoms which may be due to any one of a number of different conditions. Sometimes nothing more is known, but whenever possible, give the disease which caused the symptom

FORM NO. 8 A

(*See* Rule 8)

MEDICAL CERTIFICATE OF CAUSE OF DEATH

For non-institutional death. Not to be used for Still Births)
To be sent to Registrar alongwith Form No. 4 (Death Report)

I, hereby certify that the deceased Shri/Smt./Km.....son of/wife of/daughter of.....
.....resident of.....was under my treatment from.....to.....
and he/she died on.....at A.M./P.M.

NAME OF DECEASED (Type or Print) — For use of

Address of normal residence — Stat. office

Sex	Age in Years last birth day	Date of birth	Marital status S, M, W or D	Religion	Occupation	Age at death			
						If under 1 year		If under 24 hrs.	
						Months	Days	Hrs.	Minutes

CAUSE OF DEATH	Interval between onset & death approx.	
I		I
Immediate cause		
State the disease, injury or complication which caused death, not the mode of dying such as heart failure, asthenia, etc. (a).....due to (or as a consequences of)		Det. List Code
Antecedent cause		
Morbid conditions, if any, giving rise to the above cause, stating the underlying condition last. (b).....due to (or as a consequence of)		N Code
(c).....		
II		II
Other significant conditions Contributing to the death, but not related to the disease or condition causing it.		

Accident, suicide, Homicide (specify) — How did injury occur ?

IF DECEASED WAS A FEMALE :

Was pregnancy the death associated with..... (Yes or No) .....Was there a delivery ?..... (Yes or No)

NAME OF MEDICAL PRACTITIONER/ ATTENDANT	REGISTRATION SERIAL NUMBER OF MEDICAL PRACTITIONER/ATTENDANT	DATE OF REPORT
	Allopathic —	Signature and Address of
	Ayurvedic —	Medical Attendant.
	Homeopathic —	
	Unani —	

SEE REVERSE FOR INSTRUCTIONS

(To be detached and handed over to the relative of the deceased)

Certified that Shri/Smt./Km .....S/W/D of Shri.....R/o .....
was under my treatment from.....to .....and he/she expired on.....
at.....A.M./P.M.

Doctor.....

Signature and address of Medical Practitioner/ Medical attendant with Registration No.

MEDICAL CERTIFICATE OF CAUSE OF DEATH

Directions for completing the form

Name of deceased : To be given in full. Do not use initials. If deceased is an infant, not yet named at time of death, write, 'Son of' (S/O) or 'Daughter of' (D/o), followed by names of mother and father.

Date of birth : Please try to ascertain this in the largest possible number of deaths. It is of great importance from both the legal and statistical point of view.

Age : This should be stated whether or not the date of birth has been given. If deceased is more than one year old : give age in years last birth day (completed number of years). If under 1 year : give age in months and days. If under 24 hours : give age in hours and minutes.

Cause of death : This part of the form should always be completed by the attending physician personally.

The certificate of cause of death is divided into two parts, I and II. Part I is again divided into three parts, lines (a) (b) (c). If a single morbid condition completely explains the deaths, then this will be written on line (a) of Part I, and nothing more need be written in the rest of Part I or in Part II. or example, smallpox, lobar pneumonia, cardiac beriberi, are sufficient cause of death and usually nothing more is needed.

Often, however, a number of morbid conditions will have been present at death, and the doctor must then complete the certificate in the proper manner so that the correct underlying cause will be tabulated. First, enter in Part I (a) the immediate cause of death. This does not mean the mode of dying, e.g., heart failure, respiratory failure, etc., These terms should not appear on the certificate at all since they are modes of dying and not causes of death. Next consider whether the immediate cause is a complication or delayed result of some other cause. If so, enter the antecedent cause in Part I, line (b.)Sometimes there will be three stages in the course of events leading to death. If so, line (c) will be completed. The underlying cause to be tabulated is always written last in Part I.

Morbid conditions or injuries may be present which were not directly related to the train of events causing death but which contributed in some way to the fatal outcome. Sometimes the doctor finds it difficult to decide, especially for infant deaths, which of several independent conditions was the primary cause of death; but only one cause can be tabulated, so the doctor must decide. If the other diseases are not effects of the underlying cause, they are entered in Part II.

Do not write two or more conditions on a single line. Please write the names of the diseases (in full) in the certificates as legibly as possible to avoid the risk of their being misread.

Onset : Complete the column for interval between onset and death whenever possible, even if very a pproximately, e.g., "from birth' "several years".

Accidental or violent deaths : Both the external cause and the nature of the injury are needed and should be stated. The doctor or hospital hould always be able to describe the injury, stating the part of the body injured, and should give the external cause in full when this is snown, Example : I(a) Hypostatic pneumonia; (b) Fracture of neck of femur; (c) Fall from ladder at home.

Maternal deaths : Be sure to answer the questions on pregnancy and delivery This information is needed for all women of child-bearing age, even though the pregnancy may have had nothing to do with the death.

Old age or senility : Old age (or senility) should be not given as a cause of death if a more specific cause is known. If old age was a contributory factor, it should be entered in Part II. Example : (a) Chronic bronchitis, II old age.

Completness of information : A complete case history is not wanted, but, if the information is available, enough details should be given to enable the underlying cause to be properly classified.

Example : Anaemia.—Give type of anaemia, if known. Neoplasms—Indicate whether benign or malignant, and site, with site of primary neoplasm, whenever possible. Heart disease—Describe the condition specifically; if congestive heart failure, chronic on pulmonale, etc., are mentioned, give the antecedent conditions. Tetanus—Describe the entecident injury, if known. Operation—State the condition for which the operation was performed. Dysentry—Specify whether bacillary, amoebic, etc., if known. Complications of pregnancy or delivery—Describe the complication specifically. Tuberculosis—Give organs affected.

Symptomatic statement : Convulsions, diarrhoea, fever, ascites, jaundice, debility etc., are symptoms which may be due to any one of a number of different conditions. Sometimes nothing more is known, but whenever possible, give the disease which caused the symptom.

FORM NO. 9

(*See* Rule 9)

Government of .....

Department of .....

Certificate of Birth — Issued under section 12 / Issued under section 17 } of the Registration of Births & Deaths Act, 1969.

This is to certify that the following information has been taken from the original record of birth which is in the register for.....
.....of Tehsil.....of District.....
(Local area)

of State.....

Name.....

Sex.....

Date of Birth.....

Place of Birth..... *Registration No* .....

Name of Father/Mother..... Date of Registration.....

Signature of issuing authority

Seal

Date.....

FORM NO. 10

(*See* Rule 9)

Government of.....

Department of .....

Certificate of Death* — Issued under section 12 / Issued under section 17 } of the Registration of Births and Deaths Act, 1969.

This is to certify that the following information has been taken from the original record of death which is in the register for...
.....of Tehsil.....of District.....
(Local area)

of State.....

Name.....

Sex.....

Date of Death..... Registration No. .....

Place of Death..... Date of Registration.....

Name of Father/Mother/Husband.....

Signature of issuing authority

Seal

Date.....

*In the case of death, no disclosure shall be made of particulars regarding the cause of death as entered in the Register.

Note :—See proviso to Section 17(1).

FORM NO. 11

(*See* Rule 13)

REGISTER OF BIRTHS AND DEATHS

PART I—Live Births

Year ——————————

Registration Unit/Village/Town/Municipality—————— Taluk/Tehsil/Block/Thana—————— District——————

Serial Number	Date of Registration	Date of Birth	Sex	Name	Place of Birth*	Permanent residential address of parent	Father's Name	Father's Literacy	Father's Occupation	Father's Nationality	Father's Religion
1	2	3	4	5	6	7	8	9	10	11	12

Mother's Name	Mother's Literacy	Mother's Occupation	Mother's Nationality	Mother's Religion	Age of mother in completed years at confinement	Order of birth i.e. No. of live births including the birth regd.	Type of attention at delivery @	Informant's Name	Informant's Address	Signature or left thumb mark of the informant, if the information is given orally	Signature of the Registrar/Sub-Registrar	Remarks
13	14	15	16	17	18	19	20	21	22	23	24	25

*If the delivery took place in hospital or any other institution, write 'Hospital' or 'Institution' giving its name, otherwise give full postal address of the place of birth.

@If the delivery was conducted in a hospital or maternity home, write the name of institution otherwise mention whether it was conducted by a qualified or unqualified mid-wife and give her name.

NOTE : 1. In the case of illegitimate birth the word 'illegitimate' should be entered in the remarks col. and no person's name should be entered as that of the father unless there is a joint request of the mother and the person acknowledging himself to be father of the child.

2. In the case of multiple briths, make separate entry for each and a reference in the remarks column.

3. If the person is a non-worker, insert the word 'Nil' in the column for occupation.

FORM NO. 12

(*See* Rule 13)

REGISTER OF BIRTHS AND DEATHS

PART II—Still Births Year———.

Registration Unit/Village/Town/Municipality———Taluk/Tehsil/Block/Thana———District———

Serial Number	Date of		Sex	Place of Birth*	Permanent residential address of parent	Father's				
	Registration	Birth				Name	Literacy	Occupation	Nationality	Religion
1	2	3	4	5	6	7	8	9	10	11

Mother's					Age of mother in completed years at confinement	Type of attention at delivery@	Informant's		Signature or left thumb mark of the informant, if the information is given orally	Signature of the Registrar/ Sub-Registrar	Remarks
Name	Literacy	Occupation	Nationality	Religion			Name	Address			
12	13	14	15	16	17	18	19	20	21	22	23

*If the delivery took place in hospital or any other institution, write 'Hospital' or 'Institution' giving its name, otherwise give full postal address of the place of birth.

@ If the delivery was conducted in a hospital for maternity home, write the name of institution otherwise mention whether it was conducted by a qualified or unqualified mid-wife and give her name.

NOTE :—1. In the case of illegitimate birth the word "illegitimate" should be entered in the remarks column and no person's name should be entered as that of the father, unless there is a joint request of the mother and the person acknowledging himself to be father of the child.

2. In case of multiple births make separate entry for each and a reference in the remarks column.

3. If the person is a non-worker, insert the word 'Nil' in the column of occupation.

FORM NO. 13

(*See* Rule 13)

REGISTER OF BIRTHS AND DEATHS

PART III—Deaths

Year———————

Registration Unit/Village/Town/Municipality———————Taluk/Tehsil/Block/Thana———————District———————

Serial Number	Date of		Deceased's									
	Registration	Death	Name	Name of father/ husband	Place of death	Age	Sex	Marital status	Occupation	Religion	Nationality	Permanent residential address@
1	2	3	4	5	6	7	8	9	10	11	12	13

Cause of death	Whether medically certified or not	Kind of medical attention received, if any	Informant's		Signature or left thumb mark of the informant if the information is given orally	Signature of the Registrar/ Sub-Registrar	Remarks
			Name	Address			
14	15	16	17	18	19	20	21

@The address of the parent, in case of a child, husband/late husband in case of married women/widow and deceased if independent are to be given in this column.

NOTE : —1. If the cause of death is not medically certified ascertain the cause from the list of important causes of death.

2. If the deceased was over 1 year of age, give age in completed years. If the deceased was under 1 year of age, give age in completed months and if below 1 month, give age in completed number of days, if below one day in hours.

3. If the person is a non-worker, insert the word 'Nil' in the column for occupation.

FORM NO. 14 (Since discontinued)

(*See* Rule 15)

Mid-year population————

Weekly return of births and deaths in————————————————town for the week ending————————————

Registration Units		Latest Census Population		Live Births			Deaths			Rates	
Total	Covered	Total	Covered	P	M	F	P	M	F	Birth rate	Death rat
1	2	3	4	5	6	7	8	9	10	11	12

Deaths from									Infant deaths
Cholera	Small-pox	Plague	Fever	Dysentry & Diarrhoea	Respi-ratory Diseases	Deliveries and complications of pregnancy i.e. Maternal deaths		Other cause	
13	14	15	16	17	18	19	20	21	22

NOTE : Still births are not to be included in the live births or deaths.

FORM NO. 15

(*See* Rule 15)

Vital Statistics for the month of——————year——————in Municipality/Cantonment of——————

PART A—Live births registered by sex, type of attentior at delivery and still births by sex

Registration Units		Latest Census Population		Live Births			Type of attention at delivery				Still Births		
Total	Covered	Total	Covered	Persons	Males	Females	Institutional	Physician, nurse & trained midwife	Untrained mid wife	Others	Persons	Males	Females
1	2	3	4	5	6	7	8	9	10	11	12	13	14

FORM NO. 15

(*See* Rule 15)

Vital Statistics for the month of ——————year——————in the Municipality/Cantonment of——————

PART B—Live Births by Age of Mother and Birth Order

Age of mother	BIRTH ORDER											
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	Over 10	Not known	Total live births
1	2	3	4	5	6	7	8	9	10	11	12	13	14
All ages													
Below 15													
15—19													
20—24													
25—29													
30—34													
35—39													
40—44													
45 & over													
Not known													
Total Live Births													

FORM NO. 15

(*See* Rule 15)

Vital Statistics for the month——————year——————in Municipality/Cantonment of——————

PART C—Live births by sex, religion, literacy and occupation of parents

Birth Order	FATHER													
	Religion							Literacy						
	Hindus	Muslims	Christians	Sikhs	Buddhists	Jains	Others	Graduate & above	Hr. Sec. Matriculation or equivalent examination	Middle School	Other literates	Illiterate	Total	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	
M														
F														
P														
1														
2														
to														
10														
Over 10														
Not Known														

FATHER		MOTHER							
Occupation*		Literacy						Occupation*	
Cultivators	Non-workers	Graduate & above	Hr. Sec. Matriculation or equivalent examination	Middle school	Other Literates	Illiterate	Total	Cultivators	Non-workers
15—23	24	25	26	27	28	29	30	31—39	40

*(1) Cultivators (2) Agricultural Labourers (3) Professional, Technical and Related workers (4) Administration, Executive and Managerial workers (5) Clerical workers (6) Sale workers (7) Service workers (8) Farmers, Fishermen, Hunters, Loggers etc. and Related workers (9) Production and other Related workers, Transport Equipment operators and Labourers (10) Non-workers.

FORM NO. 15

(See Rule 15)

Vital Statistics for the month of——— year——— in Municipality/Cantonment of———

PART C(1)—Live Births by sex, Religion, literacy of Father

Birth Order	Religion and Literacy																	
	Hindus						Muslims						Christians					
	Graduate & above	Hr. Secondary Matriculation or equivalent examination	Middle School	Other literates	Illiterates	Total	Graduate & above	Hr. Secondary Matriculation or equivalent examination	Middle School	Other literates	Illiterates	Total	Graduate and above	Hr. Secondary Matriculation or equivalent examination	Middle School	Other literates	Illiterates	Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Total M																		
F																		
P																		
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
Over 10																		
Not Known																		

Others						Total Births					
Graduate & above	Hr. Secondary Matriculation or equivalent examination	Middle School	Other Literates	Illiterates	Total	Graduate & above	Hr. Secondary, Matriculation or equivalen examination	Middle School	Other Literates	Illiterates	Total
20	21	22	23	24	25	26	27	28	29	30	31

FORM NO. 15

(See Rule 15)

Vital Statistics for the month———————year———————in Municipality/Cantonment of———

PART D—Deaths registered by type of certifier, type of attention at death, religion, marital status and occupation

Registration Units		Latest Census Population		Total Deaths			Kind of medical attention			
Total	Covered	Total	Covered	Total	No. Medically certified	Others	Institutional	Qualified medical practitioner (Allopathy)	Qualified medical practitioner (Other systems)	Others
1	2	3	4	5	6	7	8	9	10	11

Religion							Marital Status				Occupation*	
Hindus	Muslims	Christians	Sikhs	Buddhists	Jains	Others	Never married	Currently married	Widowed	Separated or divorced	Cultivators	Non-workers
12	13	14	15	16	17	18	19	20	21	22	23—31	32

*(1) Cultivators (2) Agricultural labourers (3) Professional, Technical and Related workers (4) Administration, Executive and Managerial workers (5) Clerical workers (6) Sale workers (7) Service workers (8) Farmers, Fishermen, Hunters, Loggers etc. and Related workers (9) Production and other Related workers, Transport Equipment Operators and Labourers (10) Non-workers.

FORM NO. 15

(*See* Rule 15)

Vital Statistics for the month——————year——————in Municipality/Cantonment of——————

PART E—Causes of death by age and sex

Code Number	Cause of death*	Sex	Total	Age Group										
				Below 24 hours	1—7 days	7 days below one month	1—3 months	3—6 months	6—9 months	9 months to 1 year	1—4 years	5—9 years	10—14 years	15—19 years
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
		M F												

Age Group											
20-24 years	25-29 years	30-34 years	35-39 years	40-44 years	45-49 years	50-54 years	55-59 years	60-64 years	65-69 years	70-74 years	75 plus
16	17	18	19	20	21	22	23	24	25	26	27

*The list of Causes of Death would be as prescribed by the Registrar General, India..

FORM NO. 15

(*See* Rule 15)

Vital Statistics for the month——————year——————in Municipality/Cantonment of——————

PART E (1)—Causes of death by age and sex (Medically certified cases

Code Number	Cause of death*	Sex	Total	Age Group										
				Below 24 hours	1—7 days	7-28 days	28 days to 3 months	3-6 months	6-9 months	9 months to 1 year	1-4 months	5-9 years	10-14 years	15-19 years
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Age Group											
20-24 years	25-29 years	30-34 years	35-39 years	40-44 years	45-49 years	50-54 years	55-59 years	60-64 years	65-69 years	70-74 years	75 plus
16	17	18	19	20	21	22	23	24	25	26	27

*According to International 'A' list.

FORM NO. 15

(*See* Rule 15)

Vital Statistics for the month——————year——————in Municipality/Cantonment of——————

PART F—Infant deaths by age, sex and religion

Religion	Total		Age													
			Below 24 hours		1–7 days		7–28 days		28 days–3 months		3–6 months		6–9 months		9 months–1 year	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Hindu																
Muslim																
Christian																
Sikh																
Buddhist																
Jain																
Others																

FORM NO. 16

PRIORITY—I

TABLE 1(i)—Vital Statistics by district

(Rural areas)

District	Population (last census)	No. of registration units	No. of monthly returns due	No. of monthly returns not received	Estimated mid-year population	
					Total	Adjusted for incomplete receipt of returns
1	2	3	4	5	6	7
State Total						

FORM NO. 16

PRIORITY—1

TABLE 1 (ii)—Vital Statistics by district

(Urban areas)

District	Population (last census)	No. of registration units	No. of monthly returns due	No. of monthly returns not recd.	Estimated Mid-year population	
					Total	Adjusted for incomplete receipt of returns
1	2	3	4	5	6	7
State Total						

NOTE : (1) No. of monthly returns due would be equal to total number of registration units multiplied by 12.
(2) Total Mid-year estimated population has to be adjusted by taking into consideration the population of the defaulting registration units for which the returns are not received.

FORM NO. 16

PRIORITY—1

TABLE 2—Vital Statistics by Sex

District	Rural/ Urban	Live births			Deaths			Infant Deaths			Maternal deaths	Still births		
		M	F	T	M	F	T	M	F	T		M	F	T
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
State Total														

FORM NO. 16

PRIORITY—1

TABLE 3—Vital rates by district

District	Rural			Urban		
	Birth rate	Death rate	Infant death rate	Birth rate	Death rate	Infant death rate
1	2	3	4	5	6	7
State Total						

FORM NO. 16

PRIORITY—1

TABLE 4—Vital Statistics for towns with population 30,000 and over

Towns	Population last census	Estimated mid-year population	Population adjusted for incomplete receipt of returns	Number of vital events				Vital rates			
				Live births	Deaths	Infant death	Maternal death	Birth rate	Death rate	Infant death rate	Maternal death rate
1	2	3	4	5	6	7	8	9	10	11	12
Total											

FORM NO. 16

PRIORITY—1

TABLE 5—Number of live births by type of attention at delivery

Rural/Urban	Type of alteration at delivery			
	Institutional	Domiciliary		
		Physician nurse and trained mid-wife	Un-trained mid-wife	Others (specify)
1	2	3	4	5
Rural				
Urban				
(*i*) Towns with population 30,000 and above				
(*ii*) All other urban areas				
State Total				

NOTE : Similar information may be provided at the district level.

FORM NO. 16

PRIORITY—1

TABLE 6—Deaths by type of medical attention received

Rural/Urban	Institutional	Domiciliary		
		Qualified Medical Practitioner (Allopathy)	Qualified Medical Practitioner (Other Systems)	Others (specify)
1	2	3	4	5
Rural				
Urban				
(*i*) Towns with population 30,000 and above				
(*ii*) All other urban areas				
State Total				

NOTE : Similar information may be provided for each district separately.

FORM NO 16

PRIORITY—1

TABLE 7—Deaths by age and sex

Age/Sex	Rural			Urban			All areas		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
1	2	3	4	5	6	7	8	9	10
Below 1 year									
1— 4 years									
5—14 years									
15—24 years									
25—34 years									
35—44 years									
45—54 years									
55—64 years									
65—69 years									
70 and above									
Age not stated									
Total for all ages									

FORM NO. 16

PRIORITY—1

TABLE 8—Deaths by cause (Medically certified or otherwise)

Sl. No.	Cause of death	Sex	Number of deaths		
			Rural	Urban	Total
1	2	3	4	5	6
		M			
		F			
		T			
Total					

FORM NO. 16

PRIORITY—1

TABLE 9—Deaths by cause, age & sex for medically certified cases

Category/ Sl. No.	Cause of Death	Sex/ Male/ Female	Age											
			Below 1 yr.	1—4 yrs.	5—14 yrs.	15—24 yrs	25—34 yrs	35—44 yrs.	45—54 yrs.	55—64 yrs.	65—69 yrs.	70 yrs. and above	Age not stated	Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Cat. 1														
1		M												
		F												
2														
3														
Total for all causes														

NOTE : The coverage of the data may be indicated as follows :—

1. No. of districts/towns included and their names.
2. No. of government hospitals/institutions included and their names.
3. No. of non-government hospitals/institutions included and their names.

FORM NO. 16

RIORITY—2

TABLE 10—Vital Statistics by Religion

District	Hindus			Muslims			Christians			Others			All religions		
	Population	Live births	Deaths	Population	Live births	Deaths	Population	Live births	Deaths	Population	Live births	Deaths	Population	Live births	Deaths
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
State Total															

NOTE : 1. The population as per the last census may be given.
2. Any special religious, cultural or special group will also be shown in a sub-group under others.

FORM NO. 16

PRIORITY—2

TABLE 11—Vital Statistics by Month and Sex

Month	Number of live births						Number of deaths						Infant deaths					
	Rural		Urban		Total		Rural		Urban		Total		Rural		Urban		Total	
	T	M	T	M	T	M	T	M	T	M	T	M	T	M	T	M	T	M
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
January																		
February																		
March																		
April																		
May																		
June																		
July																		
August																		
September																		
October																		
November																		
December																		
Yearly Total																		

FORM NO. 16

PRIORITY—2

TABLE 12(i)—Live births by birth order and age of mother

(Rural areas)

Birth Order	Age of Mother									
	Below 15	15—19	20—24	25—29	30—34	35—39	40—44	45 and above	Age not stated	All ages
1	2	3	4	5	6	7	8	9	10	11
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
Above 10										
Not stated										
Total										

FORM NO. 16

PRIORITY—2

TABLE 12(ii)—Live births by birth order and age of mother

(Urban areas)

Birth Order	Age of mother									
	Below 15	15—19	20—24	25—29	30—34	35—39	40—44	45 and above	Age not stated	All ages
1	2	3	4	5	6	7	8	9	10	11
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
Above 10										
Not stated										
Total										

FORM NO. 16

PRIORITY – 2

TABLE 12 (iii)—Live births by birth order and age of mother

(Individual cities/towns with population 1 lakh and above)

Births Order	Age of mother									
	Below 15	15—19	20—24	25—29	30—34	35—39	40—44	45 & above	Age not stated	All ages
1	2	3	4	5	6	7	8	9	10	11
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
Above 10										
Not stated										
Total										

FORM NO. 16

PRIORITY—2

TABLE 13 (i)—Live births by birth order and literacy of mother

(Rural areas)

Birth Order	Levels of literacy				
	Illiterate	Literate			Total
		Below Matriculation	Matriculation Higher Secondary or equivalent	Graduate & above	
1	2	3	4	5	6
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
Above 10					
Not stated					
Total					

FORM NO. 16

PRIORITY—2

TABLE 13 (ii)—Live births by birth order and literacy of mother

(Urban areas)

Birth Order	Levels of literacy				
	Illiterate	Literate			Total
		Below Matriculation	Matriculation Higher Secondary or equivalent	Graduate & above	
1	2	3	4	5	6
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
Above 10					
Not stated					
Total					

FORM NO. 16

PRIORITY—2

TABLE 14(i)—Live births by birth order and literacy of father

(Rural areas)

Birth Order	Levels of Literacy				
	Illiterate	Literate			Total
		Below Matriculation	Matriculation Higher Secondary or equivalent	Graduate & above	
1	2	3	4	5	6
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
Above 10					
Not stated					
Total					

FORM No. 15

PRIORITY—2

TABLE 14 (ii)—Live births by dirth order and literacy of father

(Urban areas)

Birth Order	Levels of Literacy				Total
	Illiterate	Literate			
		Below Matriculation	Matriculation Higher Secondary or equivalent	Graduate & above	
1	2	3	4	5	6
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
Above 10					
Not stated					
Total					

FORM NO. 16

PRIORITY—2

TABLE 15(i)—Live births by birth order and occupation of father

(Rural areas)

Birth Order	Occupation Grouws								
	Profe-ssional, Technical and related workers	Admini-strative Executive and Mana-gerial workers	Clerical workers	Sale workers	Service workers	Farmers, Fishermen, hunters, Loggers etc. and related workers	Production & other related workers transport equipment operators & labourers	Others whose occupation is not elsewhere classified	Non-workers
1	2	3	4	5	6	7	8	9	10
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
Above 10									
Not stated									
Total									

FORM NO. 16

PRIORITY—2

TABLE 15 (ii)—Live births by order and occupation of father
(Urban areas)

Birth Order	Occupation Groups								
	Professional, Technical and related workers	Administrative Executive and Managerial workers	Clerical workers	Sale wokers	Service workers	Farmers, Fishermen. Hunters, Loggers etc and related workers	Production & other related workers transport equipment operators & labourers	Others whose occupation is not elsewhere classified	Non-workers
1	2	3	4	5	6	7	8	9	10
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
Above 10									
Not stated									
Total									

FORM NO. 16

PRIORITY—2

TABLE 16(i)—Live births by birth order and father's religion
(Rural areas)

Birth Order	Father's religion				
	Hindus	Muslims	Christians	Others*	Total for all religions
1	2	3	4	5	6
1.					
2.					
3.					
4.					
5.					
6					
7.					
8.					
9.					
10.					
above 10					
Not stated					
Total					

*Any special religious, cultural or social group such as Sikh, Jain, Buddhist will also be shown in a sub-groups under others, where here is significant number.

FORM NO. 16

PRIORITY—2

TABLE 16 (ii)—Live births by order and father's religion

(Urban areas)

Birth Order	Father's religion				
	Hindus	Muslims	Christians	Others*	Total for all religions
1	2	3	4	5	6
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
Above 10					
Not specified					
Total					

*Any special religious, cultural or social groups such as Sikh, Jain, Buddhist will also be shown in a sub-group under others, where there is significant number.

FORM NO. 16

PRIORITY—2

TABLE 17—Deaths by occupation and sex

Rural/ Urban	Sex	Occupation Groups								Non-workers	Total
		Professional Technical and related workers	Administrative executive and managerial workers	Clerical workers	Sale workers	Service workers	Farmers, fishermen, hunters, loggers & related workers	Production & other workers transport equipment and labourers	Others* whose occupation is not elsewhere classified		
1	2	3	4	5	6	7	8	9	10	11	12
Rural	Male										
	Female										
Urban	Male										
	Female										
State Total	Male										
	Female										

FORM NO. 16

PRIORITY—2

TABLE 18—Infant deaths by sex and age

Age/Sex	Rural			Urban			Total		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
1	2	3	4	5	6	7	8	9	10
Under one week									
One week to one month									
1 month but below 3 months									
3 months but below 6 months									
6 months but below 12 months									
Total									

FORM NO. 16

PRIORITY—2

TABLE 19—Maternal deaths by age

Age	Rural	Urban		Total for all areas
		Towns with population 30,000 and above	All other urban areas	
1	2	3	4	5
Below 15				
15—19				
20—24				
25—29				
30—34				
35—39				
40—44				
45—49				
50 & above				
All ages				

FORM NO. 16

PRIORITY—2

TABLE 20—Time gap in registration of live births and deaths

District	Number of events registered Live births						Deaths						Number of events registered for previous calendar year			
	Within time limit		Delayde registration				Within time limit		Delayed regisration				Live births		Deaths	
			Within 30 days		After 30 days but within 1 year				Within 30 days		After 30 days within 1 year					
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Total																

FORM NO. 17

(*See* Rule 14)

GOVERNMENT OF.....

DEPARTMENT OF.....

Non-availability Certificate issued under section 17 of the Registration of Births & Deaths Act, 1969.

This is to certify that a search has been made on the request of Sh./Smt./Kum.——————————————— son/wife/ daughter of——————————————for the birth/death certificate of——————— son/wife/daughter of——————————————in the registration records relating to ——————————— (Local area) of——————————of——————————— of——————— and found that the original register of (Tehsil) (District) (State) births/deaths for the year——————————is not available.

Signature of the issuing authority

SEAL :

FORM NO. 18

(*See* Rule 14)

GOVERNMENT OF.....

DEPARTMENT OF.....

Non-availability Certificate issued under section 17 of the Registration of Births & Deaths Act, 1969.

This is to certify that a search has been made on the request of Sh./Smt./Kum.————————son/wife/daughter of ————————in the registration records for the year(s)————————relating to———————— (Local area) of———————— (Tehsil) of———————— (District) of———————— (State) and found that the event relating to the birth/death of————————son/daughter/wife of————————was not registered.

Signature of the issuing authority

SEAL :

DATE

FORM NO. 19

(*See* Rule 1

GOVERNMENT OF.....

DEPARTMENT OF.....

Non-availability Certificate issued under section 17 of the Registration of Births & Deaths Act, 1969.

This is to certify that a search has been made on the request of Sh./Smt./Kum.————————son/wife/daughter of————————in the registration records relating to———————— (Local area) of———————— (Tehsil) of———————— (District) of———————— (State) and found that the register of births for the year———————— is not available. However, the following information has been taken from the original records of reporting forms, received and filed under the Registration of Births & Deaths Act, 1969 at the above mentioned place.

(i) Name———— (ii) Father's name———— (iii) Mother's name———— (iv) sex———— (v) Residential address———— (vi) Date of birth———— (vii) Place of birth————.

Signature of issuing authority

SEAL :

DATE :

FORM NO. 20
(*See* Rule 14)

GOVERNMENT OF.....
DEPARTMENT OF.....
Non-availability certificate issued under section 17 of the Registration of Births & Deaths Act, 1969.

This is to certify that a search has been made on the request of Sh./Smt./Kum.————————————son/wife/daughter of————————————in the registration records for the year (s)———————————— relating to———————
(Local area)
of————————————of————————————of————————————and found that the register
(Tehsil) (District) State
of deaths for the year————————is not available. However, the following information has been taken from the original records of reporting forms received and filed under the Registration of Births & Deaths Act, 1969 at the above mentioned place.

(i) Name————————(ii) Father's /Mother's/Husband's name————————(iii) Sex————
————————(iv) Residential Address————————(v) Date of Death————————
(vi) Place of Death————————

Signature of issuing authority
SEAL :
DATE :

FORM NO. 21
(*See* Rule 7)

NOTICE
(Under Section 21 of the Registration of Births & Deaths Act, 1969)

Registration Unit/Village/Town/Municipality/Cantonment———————— Taluk/Tehsil/Block/Thana————
District————————.

To
————————
————————
————————

Dear Sir/Madam,

This following birth/still birth/death event(s) has been reported to have occurred recently in your household/institution. It is your legal responsibility to get this event registered within prescribed period of————days under rules.

As you have not registered the birth/death/still birth under reference, you are requested to contact the undersigned and get the event registered within————days from the date of issue of this notice.

The Registration Centre is open on————days between————hours in summer and between————hours in winter.

Birth/Still Birth	Deaths
1. Name and local address of parents ————	1. Name and address of Deceased————
2. Place of birth————	2. Place of death with full address————
3. Date of birth————	3. Date of Death————

You may be aware that failure without any reasonable cause, to give the required information is an offence under Registration of Births and Deaths Act, 1969.

No.————
Date————

Yours faithfully,

Registrar of Births & Deaths
"Registration Centre"

ANNEX-IV

ADDITIONAL RULES/SUB-RULES AND AMENDMENTS

State Rules		Description of the additional rules/sub-rules and amendments
1		2
Andhra Pradesh	Rule 5	Registrar's office arrangement during his absence : (1) The office of the Registrar may be in his place of residence or business or such other place as may be designated by him.
Registration of Births and Deaths Rules, 1977		(2) If for any reason, the Registrar is absent during the hours referred to in sub-section (4) of Section 7 he shall authorise another person to receive information in Form 2, Form 3 and Form 4.
		(3) In case the Sub-Registrar in a Municipality or Municipal Corporation or Cantonment or Industrial Project Area is unable to attend to his duties for more than 2 days on account of illness or other urgent cause he shall report the fact to the Registrar who shall at once make temporary arrangements for the performance of the duties of the Sub-Registrar. Any person thus temporarily appointed shall have all powers and perform all the duties of a Sub-Registrar appointed under Section 7.
		(4) In case the Registrar in any other area is unable to attend to his duties for more than two days on account of illness or other urgent cause he shall report the fact to the nearest Revenue Officer not below the rank of a Deputy Tahsildar and that officer shall at once make temprary arrangements for the performance of the duties of the Registrar. Any person thus temporarily appointed shall have all powers and perform all the duties of a Registrar appointed under Section 7.
	Rule 18	Inspection of Registers and other Records : (1) The registers and other records maintained by the Registrar and the accounts relating to fees recovered under Sections 13, 17 and Rule 12 shall be open for inspection :
		(a) in a Municipality or Municipal Corporation or Cantonment or Industrial/Project Township by the District Registrar or by any officer authorised by the District Registrar.
		(b) in any other area :
		by any Revenue officer of/or above the rank of Revenue Inspector; and by any officer of the Medical and Health Department of/or above the rank of Computer at Primary Health Centre and Taluk Statistical Assistants belonging to the Economics and Statistics Department.
		(2) The Registers and records shall be examined and checked in such manner and at such intervals as may be prescribed by the District Registrar and submit a quarterly report of inspection in Form No. 17 to the District Registrar.
		(3) Every Registrar shall maintain an Inspection Note Book in Form No. 18 in which the inspecting officers record their observation about the maintenance of Registers of Births and Deaths and other records.
	Rule 20	Power of the Registrar to obtain information from burial grounds : The Registrar may require any person who conducts the funeral obsequies of a person dying in his jurisdiction and any person who is incharge of a graveyard, burning ground or other place of burial or cremation to obtain and furnish the information death in Form No. 7 regarding the death of a person whose funeral obsequies are conducted by him or whose cremation or burial has taken place within the premises committed to his charge.
Maharashtra	Rule 17	Notice under Section 21 : If at the time of inspection of birth and death registers, the Registrar finds or the inspecting officer brings to the Registrar's notice, the particulars of any birth or death remained to be registered, the Registrar shall take due steps under Section 21 of the Act to register the vital events.
Registration of Births and Deaths Rules, 1976		
Punjab	Rule 17	Notice to be issued under Section 21 shall be Form No. 17.
Registration of Births and Deaths Rules, 1972		

1		2
Tamil Nadu . . . . . Registration of Births and Deaths Rules, 1977	Rule 7(2)	Any person who performs the funeral ceremonies of a person dying in a local area within the jurisdiction of a municipality, panchayat or other local authority or any other area shall, whenever required furnish to the Registrar such information as he possesses regarding the particulars required for registration.
	Rule 13(4)	A control register shall be maintained by the Tahsildar to watch the receipt of the returns from all the registration units in the area and despatch of the same to the Director of Public Health and Preventive Medicine, Madras in Form No. 17.
Pondicherry . . . . . Registration of Births and Deaths Rules, 1978	Rule 5(1)	The office of the Registrar may be in the Registrar's place of residence or business or such other place as may be designated by him for the purpose. The Registrar shall exhibit in some conspicuous place on or near the outer door of his office, his name, and the days and the hours during which he will attend to the registration of births and deaths. (2) If for any reason, the Registrar is absent during the hours referred to in sub-rule (i) he shall authorise another person to receive information on births and deaths on his behalf. But all entries in the register should invariably be signed by the Registrar. (3) In case the Registrar is unable to attend to his duties for three days or more on account of illness or other urgent cause, he shall report the fact to the Chief Registrar, who will make temporary arrangements for the performance of the duties of the Registrar and any person thus temporarily appointed shall have all the powers and perform all the duties of a Registrar appointed under Section 7.
	Rule 16	(1) The registers shall be open to inspection by officials as are authorised by the Government. (2) The registers and records shall be examined and checked in such a manner and at such intervals as may be directed by the Chief Registrar.
	Rule 21	The registers of births and deaths hitherto maintained under the repealed law shall be kept under the custody of the Registrar appointed under the Act.
Amendment to the Andhra Pradesh Registration of Births and Deaths Rules, 1977	After sub-rule	(2) of Rule 11 of the following proviso shall be added : "Povided that the late fee to be collected for registration of event registered during the celebration of a 'Registration Week' will be 10 paise instead of Re. 1 and Rs. 3 under Sub-rules (1) and (2) above."
Amendment to the Kerala Registration of Births and Deaths Rules, 1970	After rule 19	the following shall be added as rule 20, namely : "All fines realised by the court under the Act shall be credited to the funds of the local bodies concerned".

ANNEX—V

CIVIL REGISTRATION HIERARCHY IN STATES AND UNION TERRITORIES

State/Union Territory	Chief Registrar	District Registrar	Sub-district level	Registrar (Rural)	Notifiers (Rural & Urban areas)
1	2	3	4	5	6
STATES					
1. Andhra Pradesh . .	Director fo Health & Family Welfare	District Medical & Health Officer	Tahsildar	Executive Officer of Panchayat	Basic Health Workers, Surveillance workers, Multi-purpose Health workers, Auxiliary Nurses & Midwives.
2. Arunachal Pradesh . .	Director of Eco. & Statistics	Deputy Commissioner/ Additional Deputy Commissioner.	Inspector of Statistics	Extra Asstt. Commissioner/Circle Officer.	Notifier System does not exist
3. Assam . . .	Director of Health Services	Chief Medical Officer	—	Medical Officer incharge of PHC/Community Health Centre/Subsidiary Health Centre/ State Dispensary within their respective areas.	Midwives, Vaccinators, Dais.
4. Bihar . . .	Director of Statistics & Evaluation	District Statistical Officer (Addl. DR B.D.O.)	Block Development Officer	Panchayat Sevak	Nurses, Midwives, Community Health Volunteers.
5. Goa	Director of Planning, Statistics and Evaluation	Collector/Civil Administrator (Addl. DR:B.D.O.)	Block Development Officer	Panchayat Secretary	Notifier System does not exist
6. Gujarat	Commissioner of Health Medical and Medical Education.	District Health Officer	—	Talati-cum-Panchayat Secretary	Dais, Auxiliary Nurses and Midwives
7. Haryana . . .	Director of Health Services (Addl. CR: Dy. Dir. H.S. Addl. CR: 1. I.G. Police 2. Under Secy. Local self Govt. (Rural)	Chief Medical Officer (Addl. DR: 1. Dy. C.M. O. (H) 2. Supdt. of Police of District)	—	Thana Officer	Basic Health Workers, Surveil lance Workers, Vaccinators, Mid wives, Health attendants, Keepers or owners of Cremation/ burial grounds.
8. Himachal Pradesh . .	Director of Health Services and Family Welfare	Chief Medical Officer	—	Panchayat Secretary	Auxiliary Nurses, Midwives, Multipurpose Workers, Community Health Volunteers, Dais, Community Health Guides.
9. Jammu & Kashmir . .	Director of Family Welfare, MCH and Immunisation (Addl. CR: Dir. Eco. and Stat.)	District Medical Officer	—	Thana Officer	Basic Health Workers.
10. Karnataka . . .	Director Bureau of Economics & Statistics	Deputy Commissioner	—	Village Accountant	Auxiliary Nurses cum Midwives, Basic Health Workers, Dais.

11. Kerala	Director of Panchayat (Addl. CR: Director Economics and Statistics)	District Panchayat Officer (Addl. DR: Distt. Stat. Officer).		Executive Officer of Panchayat	Auxiliary Nurses-cum-Midwives, Basic Health Workers, Health Asstts., Family Welfare Health Asstts., Pastors of Churches, Caretaker of Cemeteries.
12. Madhya Pradesh . .	Director Economics & Statistics	District Statistical Officer		Thana Officer	Kotwars, Multipurpose Health Workers, Ward Darogas.
13. Maharashtra . . .	Director of Health Services	District Health Officer	Block Development Officer	Talati-cum-Secretary of Panchayat	Village Kotwars, Peons of Panchayats, Midwives, Health Personnel.
14. Manipur .	Director of Medical Health & Family Welfare Services (Addl. CR. Dir. Economcs & Stat.)	District Medical Officer	Block Development Officer, Sub-Divisional Officer	Block Development Officer, Panchayat Secretary.	Midwives, Health Attendants.
15. Meghalay. . . .	Director of Medical and Health Services	Civil Surgeon	–	Block Development Officer	Health Workers including Auxiliary Nurses and Midwives.
16. Mizoram . . .	Chief Secretary (Addl. CR: Director of Economics & Statistics)	Deputy Commissioner (Addl. DR: Distt. Education Officer)		Teacher of Government School	Notifier System does not exist.
17. Nagaland . . .	Director of Economics & Statistics (Dy. CR Dy. Commissioner)	District Statistical Officer (Addl. DR: BDO)	Block Development Officer.	Teacher of Government School	Midwives, Dais, Pastores/Priests, Gaon Burah, Dubashis, Keepers or owners of cremation burial grounds.
18. Orissa . . .	Director of Health Services	Chief District Medical Officer		Medical Officer incharge of PHC	Health Workers, Medical, Attendants, Dais, Auxiliary Nurses cum-Midwives.
19. Punjab	Director of Health & Family Welfare	Civil Surgeon	–	Thana Officer	Multipurpose Health Workers, Village Health Guides, Dais, Surveillance Workers, Vaccinators, Sanitary Inspectors.
20. Rajasthan . .	Director of Economics & Statistics.	District Statistician (Addl. DR:BDO)	Block Development Officer	Panchayat Secretary, Teacher of Government School	Health Visitors, Malaria Workers, Family Planning Workers, Village Health Guides, Dias, Sanitary Inspectors, Jamadars, Wood Stall Holders at Cremation grounds.
21. Sikkim . .	Director of Health Services	District Collector		Block Mandal	Health Guides, ICDS Workers.
22. Tamil Nadu . . .	Director of Public Health & Preventive Medicine	District Revenue Officer	—	Revenue Inspector	Health Visitors of PHC/Backward area centres, Health visitors of Municipality/Maternity centres.
23. Tripura	Director of Health Services	District Magistrate/Collector (Addl. DR: S.D.O.)	Sub-divisional Officer	Tahsildar, Medical Officer of PHC	Panchayat Secretary.
24. Uttar Pradesh . .	Director of Medical, Health and Family Welfare	Deputy Chief Health Officer		Gaon Sabha Pradhan	Basic Health Workers, Health Inspectors, Sanitary Inspectors, Chowkidars, Vaccinators. Health Visitors.

1	2	3	4	5	6
25. West Bengal . . .	Director of Health Service	District Magistrate/Dy. Commissioner. (Addl. DR: 1. CMO 2. Addl.DM 3. DHO)	Sub-Divisional Officer	Block Sanitary Inspector	Multipurpose Health Workers.
UNION TERRITORIES					
1. Andaman & Nicobar Islands .	Director of Health Services	Medical Supdt. of G.B. Pant Hospital for Andaman District and M.O. incharge of Nicobar for Nicobar Distt.	—	Assistant Commissioner	Village Pradhans, Chowkidars. Auxiliary Nurses-cum-Captains of villages in tribal area Keepers or owners of cremation/burial grounds.
2. Chandigarh . . .	Director of Health	Medical Officer of Health	—	Thana Officer	Midwives.
3. Dadra & Nagar Haveli .	Secretary to Administrator	Mamlatdar-cum-Survey and Settlement Officer	—	Patel Talati	Notifier system does not exist.
4. Daman & Diu . .	Finance Secretary, (Addl. CR Dy. Dir. Planning & State)	Collector (Addl. DR : BDO)	Block Development Officer	Panchayat Secretary	Notifier system does not exist.
5. Delhi	Director of Health & Family Welfare. (Addl. CR: Director, Bureau of Economics & Statistics (HQ), Municipal H.O. of MCD, NDMC, Executive Officer of Cantt.)	Assistant Director (Vital Statistics)	—	Panchayat Secretary	Para medical workers, Panchayat Secretary.
6. Lakshadweep . . .	Director of Medical and Health Services	Deputy Director of Medical and Health Services.	—	Health Inspector	Notifier system does not exist.
7. Pondicherry . . .	Director of Local Administration	Dy. Director (Municipal Administration)	—	Revenue Officer Panchayat Commissioner.	Notifier system does not exist.

ABBREVIATIONS USED :

CR—Chief Registrar

DR—District Registrar

BDO—Block Development Officer

SDO—Sub-Divisional Officer

CMO—Chief Medical Officer

DHO—District Health Officer.

NOTE : 1. In urban areas, Health Officer/Executive Officer or the Commissioner of municipality functions as Registrar.

2. The functionaries at the sub-district level given in Col. 4, generally coordinate the registration work in the rural areas. Some of them are having official status under the Act.

ANNEX—VI

RECOMMENDATIONS OF THE FIRST CONFERENCE OF CHIEF REGISTRARS OF BIRTHS AND DEATHS (1970)

Enforcement if the Act :

1. The act may be enforced from 1st April 1970 in most of the states excluding the areas to be intimated by the individual states to the Registrar General, India. If the Chief Registrar and other functionaries have already been appointed, the appointments may be renotified after the issue of notification regarding the enforcement of the Act.

2. For effective enforcement of the Act, the states may appoint additional officers as provided in sub-sections 4(2) and 6(1). The 'State Co-ordination Committee on Vital statistics' may be made more effective and the Registrar General may write to the state Governments in this regard. A representative of the Registrar General may attend meetings of the Committee.

3. There may be an Annual Conference of Chief Registrars to review the working of the Act and to improve the quality and timeliness of vital statistics speedily.

Notification of Rules :

4. On the basis of the discussions, the Model Rules should be amended and the state rules examined in the light of the amended rules and the necessary approval for their notification conveyed by the Registrar General.

5. Pending the notification of the rules, the states may continue to use the forms and registers in vogue at present but replace them by the forms and registers prescribed in the rules from 1st January, 1971.

Publicity and Training :

6. To give adequate publicity to the Act and to the statutory obligations of individuals and Registrars, the office of the Registrar General, India, may supply to the states the publicity material readily available and also write to the state Governments to organise a publicity campaign.

7. To promote publicity through the Radio, the Registrar General, India, may write to the Director General, All India Radio, to allot time in rural and urban programmes.

8. The training of registration officials and a refresher training to those already trained should be undertaken in a systematic way and a whole time officer may be appointed (if practicable) for this purpose.

Compilation of statistics and preparation of Report

9. The compilation of data will be done centrally by each state and the returns should flow from the periphery to the Chief Registrar's office through the officers specified by the Chief Registrar.

10. At present the municipalities with population exceeding 30,000 are sending weekly returns on births and deaths and these are compiled and published in the supplement to the Gazette of India by the Registrar General, India. The Registrar General may ascertain the utility of this weekly data and consider the change of periodicity to monthly.

11. The Chief Registrar would prepare an annual report on the working of the Act in the form prescribed under the rules and submit it to the state Government by 31st July each year along with the statistical Report in the prescribed form. The Statistical Report would be published by December of each year.

Registration, maintenance of records and issue of certificates :

12. The Registrar of 'local area' should register only those events which occur within his jurisdiction, in respect of the events occurring outside the area, the person giving the information should be directed to get the events registered with the Registrar of the area concerned.

13. In regard to cantonments, the Executive Officer of each cantonment should be appointed as Registrar (with sufficient number of Sub-Registrars) and the registration procedure should be in line with the procedure obtaining in Municipalities/Corporations of the state.

14. It would be advantageous if the Superintendents of big hospitals are designated as Registrars for births and deaths in their hospitals.

15. Since a register of births and deaths is to be a permanent record it should be printed on a good quality of paper.

16. The entries in the register should be made in ink and corrections, if any, preferably in red ink. Suitable instructions in this regard may be issued by the Chief Registrar.

17. The issue of certificates under section 17 should not be centralised in the Chief Registrar's office. It should be decentralised and made the responsibility of the officers concerned with this Act at the tehsil/taluk level or district level as deemed appropriate by the states.

18. The states may consider giving the extracts of births registry in an attractive form (such as a small plastic card) to provide incentive for registration.

19. The extract from the register of births and deaths should be given as it is in the register since legally a translation is not admissible.

88-L/J(N)281RGI—9

ANNEX—VII

SUMMARY RECORD OF PROCEEDINGS AND RECOMMENDATIONS OF THE SECOND CONFERENCE OF CHIEF REGISTRARS OF BIRTHS AND DEATHS (1974)

1. Review of recommendations evolved during the 1970 Conference of Chief Registrars:

1. Discussion related mainly to the registration authority in cantonment areas. It was pointed out that besides the field organisation under the control of the Defence Ministry, organisations like the Border Security Force which is under the Home Ministry are also controlling various areas involving security precautions. It was necessary, therefore, to ascertain first the authority with whom the registration arrangement could be settled. Preliminary work in this regard might be done by State Governments and subsequently Registrar General's office might write to the concerned authorities. It was, however, generally agreed that cantonment executive officers would be the most appropriate authority to be named Registrars. Representative from the Ministry of Defence requested that state Governments might appoint such officers as early as possible.

Registration machinery, notification of rules and adoption of new forms :

2. While understanding the difficulties of state Governments in respect of notification of rules, it was noted that no formal approval of the Tamil Nadu Government had been taken before enforcement of the Act. As the enforcement had been done in good faith, the state Government might be persuaded to finalise the rules for implementation of the Act as early as possible.

About the registration hierarchy, it was generally agreed that provisions in the statute were sufficient and any amendment to the act would be time-consuming. Although the problems of some of the states were real, the question of giving appropriate legal status to functionaries at various levels needs to be examined by the states concerned and suitable proposals for restructuring the hierarchy could be formulated. Registrar General's Office would co-ordinate the various suggestions and make recommendations keeping in view the need for uniformity.

Enforcement of the act and difficulties:

3. As the problems mainly related to the hierarchy, recommendations under item 2 were reiterated.

Extension of the act to Pondicherry, parts of those states where act is not fully enforced:

4. It was decided that Registrar General's Office might persuade the concerned state Governments to enforce the act fully as early as possible.

Clarifications of the act and rules:

5. All clarifications given to any particular state by the Registrar General's office might be circulated to all other states.

Registration of events pertaining to foreigners occurring in India:

6. It was noted that according to international convention it was not compulsory for foreigners to register their events in the country of occurrence also, besides their countries consulates, embassies, etc. However, most of the foreigners sought registration and also required translated version of the extracts. Registrar General, India, agreed that English version might be provided wherever possible by the Chief Registrars.

Registration arrangements in outlying colonies of municipalities/corporations/new townships :

7. Registration had to be done at the place of occurrence and this must be insisted upon.

It was felt necessary that Chief Registrar may keep close liaison with the Local Self Government Department of their Government and should ensure that necessary arrangements for registration of vital events and the supply of data are made immediately as the areas come under the control of urban committee. They should also inform the Registrar General, India about the change of the particular areas from rural to urban.

Remuneration to village chowkidars who provide the link between the public and registration officials:

8. Chowkidars were utilised only in some states like Punjab, Haryana and Madhya Pradesh. They were being employed under section 8(2) of the act as registrants on behalf of the public of the specified area. It formed part of their normal duty. Any remuneration would total up to a huge sum in view of their large number. The consensus was that remuneration could not be easily conceded. Conference however noted supporting views in favour of remunerating the chowkidars expressed by the Health Secretary and the Director, Health Services Punjab.

Remuneration to registration officials and modification of procedures in areas particularly where panchayat officials are associated in registration work, taking into consideration the latter's manifold duties:

9. Similar to the views expressed on earlier item, the house was of the unanimous opinion that proposals to remunerate registration officials would not receive favourable consideration by the state Governments. Views were also expressed that honorarium to Chief Registrar would be more appropriate in the context of the energetic drive called for to improve the registration system. Registrar General said that in a federal structure like ours uniformity was not always possible. He cited the field difficulties in the north-eastern region and Rajasthan compared to other areas where the situation was entirely different.

Inspection, field supervision and control and adoption of standard inspection proforma:

10. By and large the delegates agreed that the inspection report form should not be very elaborate. The Chief Registrar of Punjab suggested inspection by a team as it would be more effective than by one individual. The consensus was that there should be one complete inspection once in six months and a few aspects in the proforma might be covered by more frequent inspection from time to time. Both road-side and out-of-the-way villages should be covered.

Organisation of "feed in" system based on notifiers for ensuring completeness of registration:

11. Both traditional methods of getting information of the events and new sources like extended medical and health services should be utilised for organising the "feed in" system referred to in section 10 of the act.

Utilisation of health staff for registration work:

12. The conference stressed the desirability of involving multipurpose health workers in the improvement of the registration of births and deaths. The house was informed that the Ministry of Health and Family Planning of the Government of India had already approved the Kartar Singh committee report on multi-purpose workers which said that one of the duties of multi-purpose health workers should be to help Registrars in registration of births and deaths. The representative of the Department of Family Planning, Government of India assured the house that his department would fully cooperate in all ways for promotion of registration.

Training of registration officials and supervisory staff :

13 The house noted the initiative taken by the Registrar General's office in organising a training workshop of Junior officers recently wherein the various subjects of training were appropriately covered and the aim was to motivate the state Governments to organise training workshops in turn and then further extend it to the district level. A manual being finalised by the Registrar General's office would be useful. There is already a scheme for a training centre at the national level for training senior supervisory officials from states in registration procedures and vital statistics. This is to be taken up during the fifth plan. Delegates felt the need for reiterating the importance of full time training officer at the state level to organise training camps within the states. Both at the central and state level, the matter needs to be properly presented to the higher levels of Governments.

Rationalisation of forms for compilation of vital statistics :

14. Opinion was that forms appended to the rules should remain part of it and if any additional tables were to be introduced they could be circulated as supplementary tabulation programme. The house agreed with the modifications in tables (forms 15 and 16) proposed. The chairman pointed out that in a recent meeting convened by the Commissioner of scheduled castes and scheduled tribes, the need for indicating scheduled castes and scheduled tribes separately in the religion-wise tables was emphasised. In reply to a suggestion that the forms could be reduced, the Chairman clarified that the forms evolved by the Registrar General's office earlier were the minimum requirements for obtaining data required by the Government and the public and there could not be any reduction.

Arrangement for regular printing and supply of registration forms:

15. There were divergent views for and against standardization of forms but there was agreement that procedures might be evolved by states to avoid delay and difficulties in continuation of registration work.

Control over receipt of returns from various levels and delay in despatch of periodical statements of vital statistics to Registrar General's Office:

16 There was no denying the fact that an efficient control in receipt of returns and despatch of periodical statements at various levels was necessary. However, individual states could modify the proforma and the manner of keeping the control.

Reporting and registration of institutional events—how to ensure complete registration and arrangement for sending births/deaths certificates for institutional events in such a way that they reach the household concerned:

17. The two view-points about arrangements at the institutions for reporting events were canvassed. There was general agreement on the measures for improving the position. One of the Directors of Health Services reminded the house about the paucity of medical services in most of the states and that their legitimate work should not be allowed to suffer through clerical work. Problems regarding the non-reporting of events by major institutions could be resolved in the inter-departmental committee meetings of the state Governments.

Development of cause of death statistics based on medical certification:

18. The house appreciated the efforts made by the Registrar General's office and the institutions under the control of the Director General of Health Services to promote medical certification in the hospitals and training in medical coding. However, improvements were still called for and full advantage should be taken of the services being made available by the World Health Organisation as conveyed by the W.H.O. Regional Advisor on health statistics who participated in the deliberations. Development of cause of death statistics forms also a part of medical record and hospital statistics.

Introduction of compulsory birth certificate at the time of school admission:

19. There was an almost complete participation in the deliberations on this item and the consensus was that compulsory production of birth certificates for school admission should be made cautiously so as not to upset the programme of free and compulsory primary level education guaranteed by the Constitution. In urban areas, a special scheme be implemented through extensive propaganda. A time-limit could not be prescribed at the moment for enforcing the measure in rural areas.

Publicity programmes at different levels to ensure enthusiastic response to registration:

20. The conference endorsed the various publicity measures suggested by the Registrar General's office and also supplemented the list by suggesting advertisement on postal and transport media, development of symbols and incorporation of lessons in school text-books.

Problem of under-registration and studies to be undertaken by states:

21. Designing a statistical survey to estimate the level of under-registration and to know reasons therefor was riddled with a number of problems, in particular matching of events of two independent records. Further, the details of agency and availability of resources need to be looked into. The conference recommended fuller examination of the scheme by Registrar General's office.

Amendment of the act to include registration of marriage/ Divorce / separation / reunion / adoption / legitimation/ Rcognition/annulment:

22. The representative from the Department of Family Planning, Government of India, strongly advocated the case for compulsory registration of marriage to provide statistical data for the use of their department. The delegates from the states, unanimously recommended against amendment of the act to include marriages. Further, if it was considered necessary by the Government of India, simultaneous consideration of a separate organisation for the implementation of the Registration of Births and Deaths Act (including provision for registration of marriages) would be essential. A view was also expressed that resort to registration might also lead to misinterpretation as interference in traditional and customary marriage procedures. It was, therefore, resolved that the difficulties in implementing the proposed amendment be properly examined and studied beforehand.

State level inter-departmental coordination committee to review the progress of civil registration work and vital statistics:

23. The conference endorsed the importance of state level inter-departmental co-ordination committees for improvement of registration and vital statistics. The composition of the committee, earlier circulated by Registrar General's office, might be taken as illustrative. Wherever the committee had not been set up, the composition might be modified as suited to local conditions.

ANNEX—VIII

RECOMMENDATIONS OF THE THIRD CONFERENCE OF CHIEF REGISTRARS OF BIRTHS AND DEATHS (1980)

REGISTRATION OF BIRTHS AND DEATHS

I. Registration Procedure and Practices :

1. The Conference recognised the difficulties in extending the R.B.D. Act 1969 in certain areas of Assam and West Bengal. It, however, urged the Chief Registrars concerned to ensure that these areas are brought, under the purview of the R.B.D. Act 1969 at the earliest. It also urged the Chief Registrar of Andaman & Nicobar Islands to take urgent steps to notify the rules so that the Registration work could be initiated soon.

2. The Chief Registrar may review the Municipal Acts with a view to removing any inconsistencies in the provisions of such Acts and those in the R.B.D. Act with regard to registration of vital events.

3. The Chief Registrar in co-operation with the Local Self Government Departments of the state Government will attempt to ensure that the provisions of the R.B.D. Act 1969 are kept in view while framing any new Bills and rules thereunder by the municipalities.

4. The need to widen the net work of information sources in relation to vital events was recognised and in this context it was considered that the system that exists, in some states of intermediate agencies should be maintained. However, it was considered desirable that these intermediate agencies should be brought within the framework of the Act. It was recommended that this could be done by notifying them as Sub-Registrars with specification of areas and duties. However, as temporary phase, it was considered that they could be declared as notifiers under the Act, if necessary.

5. The need to ensure easy accessibility of registration facilities was recognised. In order to provide for such easy accessibility the following measures were considered as appropriate :

(a) The registration centres may be opened in well established areas like railway colonies, new industrial townships, outlying colonies of municipalities. Likewise, establishment of registration centres in the areas of difficult terrain should receive the highest priority.

(b) Easy accessibility on the part of the public and manageability on the part of the Registrar should be the guiding principles for opening new centres. The Chief Registrars should review the adequacy of the registration centres in each district separately for rural and urban areas.

(c) Each registration unit should be well demarcated and notified. A notional maps of the area under the jurisdiction of the Registrar should be prepared. The notional maps prepared for the census may also be utilised, wherever possible in consultation with Directors of Census Operations.

(d) Each registration office should have a board bearing the name of office working hours, at some conspicuos place or near the outer door of the office of Registrar. It is necessary that the registration offices are open on all days for fixed hours convenient to the public.

(e) In addition, in order to expand the registration points, it was felt that other functionaries such as school teachers, community health volunteers, P.H.C. personnel etc. should be inducted into the system by appointment as Sub-Registrars. It was considered desirable to appoint such personnel as would have minimum touring duties. In appointing such personnel as Sub-Registrar's their areas of jurisdiction and duties would have to be well defined.

6. While delayed registration of events is permissible and has to be made, it was considered that the system of recording these events should provide for such events being distinguished separately from events relating to the year of reporting and should also permit easy retrieval of information. In order to be able to achieve such a system it was suggested that :

(a) events not relating to the year of reporting may be registered in the manner in which this is now being done viz. these events will be entered in the current register but will be distinguished by adding letter "D" or its regional equivalents before the serial numbers of registration of such events.

(b) Intimation of registration of such delayed events not relating to the year of reporting with particulars will be forwarded by the Registrar to the District Registrar or other authority specified by the Chief Registrar who would make necessary entries in the relevant register of the year of occurrence of these events. These entries can be made conveniently in a separate section consisting of a few pages in the register of the year concerned.

(c) In the event that the registers relating to the year or years of occurrence of such events are not for any reasons available, it is considered desirable to maintain a separate register in the office of the District Registrar or other appropriate level where details of such delayed events will be maintained, preferably on the basis of the year of occurrence of such events. This will permit easy retrieval and reference also.

(d) A view was expressed that in the interest of encouraging registration, the possibility of waiving late fees in the case of events which are registered beyond the specified period but within one year should be consideded in the case of non-institutional events. This matter, it was recommended, should be examined.

7. The Conference noted the recommendations of the Workshop on Medical Certification of Cause of Death held in April, 1980 and these were generally endorsed. It was considered desirable that Chief Registrars should also be kept informed of training programmes initiated by the D.G. H.S. so that full advantage could be taken of such programmes. The constitution of a Technical Committee on Medical Certification of cause of Death was welcomed in the context of overall review and improvement of the system.

II. Registration Organisation :

1. The organisation of the registration system was gone into in detail in order to consider ways and means of improving its efficiency. The following measures were considered as desirable :

(a) The Chief Registrars may review the position with regard to the posts created in the Third Five year

Plan for improvement of vital statistics and, wherever necessary, seek to revive these posts.

(b) The improvement of the system can be sought to be achieved by including within the state plan appropriate schemes for this purpose. In this connection, taking into consideration the organisational arrangements in the various states, it was felt that such schemes could be made part of the sub-sectors relating to health statistics or family welfare or statistics under the broad sectors of Health and Statistics.

(c) It was also considered desirable to explore the possibility of formulating plan schemes in the Central sector for the improvement of the organisational system with particular reference to equipment for data preparation.

(d) The priority need for adequate facilities for data preparation and processing was recognised. It was recommended that data processing should be accepted as part of the function of the computer centres wherever they exist in the state Governments or where such facilities do not exist, other local computer facilities should be increasingly availed of. It was also recommended that that ways and means should be devised by state Governments to provide Chief Registrars with essential staff and equipment for such data preparation. In assessing such staff requirements, the staff created under the Third Five Year Plan Schemes for this purpose must be taken into consideration.

2. The following measures for the expansion of the registration system were recommended :

(a) The notifier system should be developed as an adjunct to the registration system to improve the level of registration. The registration area should be clearly demarcated and every local Registrar should maintain a list of notifiers in his area of registration. Likewise, the notifiers should be provided with a list of registration centres within their jurisdiction and the name of the local Registrar to whom events should be reported. The Registrar should, on the basis of such information, check with the register with him to determine if such events have already been registered. If not, he shall call for the relevant particulars from the informants and register the particulars of these events.

(b) The notifiers shall use only forms prescribed for them. All efforts should be made for a greater involvement of the notifiers in the registration process to ensure, in greater measure, the completeness in registration of vital events. It is also suggested that the notifiers should attempt to obtain Forms 2, 3 and 4 duly filled in with the signature or thumb impression of the informant. It is considered that this would encourage registration to the extent that it enables the informants to forward the information through the notifier without having to approach the Registrar personally.

(c) All places of disposal of dead bodies should be demarcated and notified in municipal towns and cities and the keeper or owner of such places may be declared as notifiers or Sub-Registrars.

3. The importance of periodic inspections was recognised as a device to improving the quality of registration work. The following measures were considered as desirable in this regard :

(a) Each District Registrar should identify agencies/officials for inspection work and organise a systematic programme of inspection, in consultation with Chief Registrars, in such a manner as to ensure complete inspection of all units in the district within a reasonable period of time, say a year.

(b) The Chief Registrars may specify a suitable form for the inspecting officer and for this purpose the form aat Appendix I may be considered. This inspection report will be submitted to the District Registrar within a week of the inspection.

(c) The District Registrar, on receipt of such reports, would take remedial measures wherever possible, and would submit to the Chief Registrar quarterly a consolidated inspection report. Such a report should invariably contain *inter-alia* the details regarding the number of units inspected, steps taken by the District Registrar on the inspection receipts and also specifically draw the attention of the Chief Registrar to deficiencies of the registration arrangements.

(d) The touring officers both from the state and the centre may, in cooperation with the District Registrar, inspect the registration units and submit the report to the Chief Registrar/District Registrar.

(e) The Chief Registrar should provide the District Registrar concerned a list of weak registration units, identified in the process of monitoring of receipt of returns. Such units need to be inspected more frequently.

III. Registration Promotion :

1. It was noted that Inter-departmental Committees exists in most states and union territories but it was considered that the functioning of these committees should be made more effective. The need for coordination among various agencies in the state Government was also recognised. The following measures were recommended :

(a) States where the Inter-departmental Committee does not exist may consider the desirability of establishing such a committee. In states or union territories where such a committee exists, the Chief Registrar may review the decisions of the committee periodically for necessary follow up action.

(b) Matters relating to civil registration may constitute part of the agenda of the district level coordination committee meetings and divisional level coordination committee meetings.

(c) Zonal level meetings of Chief Registrars may be held periodically. Since civil registration matters in large cities and metropolitan areas would require special consideration, similar meetings of the Chief Registrars concerned and the registration authorities in such cities or metropolitan areas would we desirable.

(d) The conference of Chief Registrars should be held once in two years. For a continuous appraisal of the progress of civil registration and for consideration of major issues relating thereto, a standing committee of the conference of Chief Registrars will be established.

2. The following publicity measures were suggested :

(a) While the current publicity programmes could continue in greater measure, all the publicity channels of the various Government departments concerned should be fully exploited for the purpose. The family welfare departments, both at the Centre and in the states, should include in their publicity programmes an item on registration of births and deaths. The holding of local seminars and discussion groups at village and tehsil levels involving non-official and other representatives of the public would provide further publicity. For enhancing publicity measures it was suggested that the feasibility of utilising the facilities of the printing presses which have been established under the family welfare programmes should be explored. It was also recommended that posters and other

publicity material relating to family welfare and health measures may incorporate reference to the need for registration of vital events.

(b) Efforts may be made by the states to incorporate the subject of civil registration in school text-books.

(c) Each state may set up a few model registration centres for demonstration purposes which could be used during the training programme of registration functionaries.

3. It was considered desirable to make a beginning towards the compulsory production of birth and death certificates. In this regard the following is recommended :

(a) The production of a birth certificate should be introduced in the more developed urban areas where public consciousness is high. Such a requirement can be introduced from an appropriate future date. No disability need be attached for some time to the non-production of such a certificate.

(b) The production of a birth certificate may be made compulsory for registration in the Employment Exchange, in applications for posts for which recruitment is made through the Union or State Public Service Commissions, by Public Sector Organisations and the staff Selection Commission and similar authorities. The introduction of the compulsory production of a birth certificate may be from an announced future date.

(c) Suitable guidelines will be issued on these matters.

4. The need for training of registration functionaries was recognised and its improvement was considered necessary for which the following measures were recommended :

(i) Chief Registrars may consider the appointment of a full time training officer.

(ii) The training programmes of the Registrar General, India, for training of trainers may be continued.

(iii) The training of registration functionaries would call for special attention in view of the large number of such functionaries. In this regard it was considered desirable to explore the possibilities of making use of the training facilities available in such institutions as the Panchayat Training Centres, Training Schools for police constables, Teaches Training Institutions and similar institutions where training is imparted to functionaries at the field level. Apart from the use of those facilities as such, it is recommended that in the normal training programmes of these institutions specific reference to civil registration may be built into the training programmes appropriately.

(iv) The possibility of the utilisation of the extensive infra-structure built up for training of workers in the family welfare programme should also be explored.

(v) The Chief Registrars may formulate a programme of training of basic functionaries with particular reference to procedures and practices under the Act, maintenance of records etc. such training programmes may be organised by the District Registrars.

(vi) Chief Registrars may also organise necessary orientation courses to the various levels of registration functionaries from time to time.

(vii) A draft training manual which could be adopted with such variations as may be appropriate by the Chief Registrars may be prepared by the Registrar General, India.

IV. Processing of vital Statistics :

1. It was recommended that the weekly return relating to vital statistics be discontinued except where the Chief Registrars consider their continuance desirable. It was noted that these weekly returns need not be forwarded to the Registrar General, India. Amendments to the state rules would be considered wherever necessary.

2. The following measures were suggested for improvement of the monthly reporting system :

(a) Regulating the flow of monthly returns from the Registrars is necessary for timely compilation of data at the state headquarters and for initiating timely action for improvement. Maintenance of control sheets is necessary for this purpose.

(b) In order to facilitate location and identification of the defaulting units, the control sheets may be maintained separately for rural areas and municipalities with population 30,000 and above and cantonments/other urban areas and for each district, sub-division or tehsil. The Chief Registrars may ensure that timely reminders are sent to the defaulting units. Cases of persistent default may be brought to the notice of the District Registrars for taking necessary action to regulate the flow of returns from such units.

(c) The monthly returns as and when received at the state head-quarters may be checked for completeness and consistency and referred back to the Registrar for necessary clarifications/corrections.

(d) The number of events reported during a quarter may be checked with an expected number of events. The state head quarters may work out an expected number of events for each unit and communicate the same to the concerned Registrar and District Registrar. The norm for working out an expected number may be fixed by taking into account the current birth/death rate of the state and population of the registration unit. If the number of events reported during a quarter is less than the expected number and if the difference is significant then the Registrar may be alerted for stepping up efforts to ensure better registration of events occurring in his jurisdiction. In case of persistently low figures, the reasons may be investigated for initiating remedial meaures. Such cases may also be brought to the notice of the District Registrar for necessary action so as to ensure adequate attention to the registration work by the concerned Registrars. The District Registrars may also undertake frequent visits to such units for ensuring improvement in the registration work.

(e) Wherever the monthly returns are routed through the District Registrars the district headquarters may also undertake similar monitoring work in respect of the registration units located in the district.

(f) While regular and timely flow of monthly returns will enable unitwise review of the registration work at the state level, regular and timely flow of monthly statements from the state headquarters to the office of the Registrar General, India, will enable district-wise review of the registration work at the national level. The state headquarters may therefore ensure furnishing of these statements from an early date preferably January '81 if the same are not being furnished at present.

3. The tabulation plan and the statistical formats connected therewith will be considered by a Sub-committee of the standing Committee to explore the possibility of improvement. The Chief Registrars will use the prescribed formats till such time as necessary statutory changes are made.

4. In connection with the annual report the following were recommended :

(a) All possible efforts should be made to bring out an annual report on the working of the Act alongwith vital statistics report and submit to the state Government in time. The report may be widely

circulated among the departments concerned, District Registrars of the state and Chief Registrars of other states.

(b) The annual vital statistical reports may also contain, for better appreciation of the data, a small write-up in the form of introductory notes highlighting the trends and deficiencies in the registration data.

V. Record management:

1. The need to ensure a regular supply of the prescribed forms was emphasised and it was recommended that state Governments should ensure that the registration forms are printed well in advance and are supplied in adequate numbers to the Registrars. It would be essential to maintain a buffer stock of registration forms. The system of printing and supply of forms both by the Chief Registrar and the municipal authorities, as is being done at present in a few states, may be adopted by other states. State Governments may also include the registration forms in the annual indent of printed forms.

2. The period for which various forms should be retained was considered. The following recommendations were made:

(a) The registers of births and deaths and the informamants' reports in Forms 2, 3 and 4 will be maintained permanently. However, in case the registers have been signed by the informants, Forms 2, 3 and 4 relating to such events will be maintained only for 5 years.

(b) The medical certificates of cause of deaths Form 8 & 8A may be retained only for 5 years.

(c) Court orders relating to vital events, orders of the specified authorities in the case of delayed registration will be retained as permanent records.

(d) Forms 5, 6 & 7 received from the notifiers need not be retained after the year to which the events relate.

(e) The level at which various records will be maintained and the system of maintenance, including arrangements for safe custody and protection will be as may be specified by the Chief Registrars. In particular, the Chief Registrars may actively consider providing necessary storage facilities for these records.

(f) Chief Registrars may issue necessary instructions regarding the binding of registers and other papers to the extent necessary.

(g) Necessary guidelines would be issued by the R.G.I. in this matter.

3. It was recognised that better arrangement for long term preservation of registration records are essential taking into consideration the increasing volume of such records. The Chief Registrars were requested to forward relevant details to enable the Registrar General to explore the possibilities of use of micro filming or computor facilities for preservations of these records.

4. It was recommended that the reconstruction of birth and death registers which may have been lost or destroyed due to any reason should not be permitted. In case of requests for certificates relating to events which may have been incorporated in such registers it was considered that a non-availability certificate should be issued in order to prevent likely misuse of the registration system. It was recommended that general guidelines should be issued by the Registrar General on this matter.

VI. Evaluation Studies:

The variety of studies such as checking the aggregate numbers registered, analysis of delayed events matching with alternate source, assessing the efficiency of notifiers and registration functionaries at periphery, application of analytical methods for evaluation of registration data, evaluation of publicity programmes which were indicated in the agenda paper were noted. Chief Registrars will take up such studies as would be possible in order to provide feed back for improvement of the system.

VII. Related aspects of registration:

1. It was noted that the draft bill relating to compulsory registration of marriages has been dropped.

2. It was noted that the name of adoptive parents cannot be incorporated in the registration records under the law. In the event of the introduction of compulsory production of birth certificates, it was considered desirable that in the case of adopted children such certificates based on the registration records need not be insisted upon.

3. The amendment of Births, Deaths and Marriages Act of 1886 was considered. It was decided that Chief Registrars would forward detailed reports indicating the scope of enforcement of this Act relating to births and deaths and also to marriages in order to assess the need or otherwise of such an amendment.

APPENDIX—1

INSPECTION REPORT

1. Particulars of the Registration Unit :

(a) Name :

(b) District/Tehsil/Taluka/Anchal/Police Station :

(c) Rural/Urban :

(d) Population :

(e) Area :

(f) Whether the registration unit has a board ? Yes/No

2. Functioning of registration unit :

(a) Name of Registrar :

(b) Whether trained ? Yes/No

(c) Whether jurisdiction of the registration centre is demarcated ? Yes/No

(d) Whether the notional map of the registration unit is kept ? Yes/No

(e) Whether blank registers and other forms are kept : stock lasting for a year/half-year/3 months/less than 3 months ?

(f) Whether a list notifiers is maintained ? Yes/No

(g) Whether a list of hospitals/jails and other institutions is maintained ? Yes/No

(h) Whether a copy of the Act/Rules/Executive instructions are kept handy ? Yes/No

(i) Whether the norm on expected number of events supplied by the Chief Registrar is readily available ? Yes/No

3. Registering Performance

(a) Whether each register begins from January and all pages are given serial numbers ? Yes/No

(b) Whether registration records are generally kept neat and clean ? Yes/No

(c) Wheter records are kept in safe custody ? Yes/No

(d) Whether events reported are registered promptly ? Yes/No

(e) Whether late and delayed events are registered according to rules and instructions ? Yes/No

(Please ensure that letter 'D' or its regional equivalent is added before the serial nos. of delayed events not relating to the year of reporting.)

(f) Whether corrections, if any, are made in the manner prescribed ? Yes/No

(g) Whether follow up action is taken on the information received from notifiers ? Yes/No

(h) No. of Institutions reporting the vital events

(i) regularly

(ii) occasionally

(iii) never

(i) Date of sending of the last return :

(j) No. of returns due but not sent

(k) Whether medical certificates are linked and sent along with the return ? Yes/No

(l) Whether record relating to previous years have been sent to the Diistrict Registrars ? Yes/No

4. Remarks of the Inspecting Officer

(a) Date of inspection :

(b) Date of last inspection :

(c) No. of spot verifications made..... .. . .
births..... still births..... deaths .....

(d) No. of events detected which are not recorded.....
births..... . still births.....deaths ....

(e) No. of events found registered which did not occur....
within the jurisdiction of the registration unit.....

births ..... still births..... deaths .....

(f) Total no. of cumulative events registered.....
births .....still births .....deaths.....

(g) Whether these are consistent with the norms provided ?

(h) Overall assessment--

Very Good/Satisfactory/Unsatisfactory.

(i) Specific instructions if any, given to the Registrar :

Date :

Signature of the Inspecting Officer
Designation

ANNEX – IX

SUMMARY RECORD OF THE FOURTH CONFERENCE OF CHIEF REGISTRARS OF BIRTHS AND DEATHS (1985)

Registrar General, India invited Chief Registrars of seventeen large states to meet him in three batches to assess the current position of the Civil Registration System (CRS)—primarily its infrastructure at the peripheral, district and state levels. With an exception of Chief Registrar of Jammu & Kashmir, all the Chief Registrars invited, attended the meeting in the following batches on dates noted against each:

Batch 1 : Chief Registrars of Bihar, Karnataka, Kerala, Madhya Pradesh and Rajasthan (August 5-6, 1985).

Batch 2 : Chief Registrars of Andhra Pradesh, Assam, Himachal Pradesh, Uttar Pradesh and West Bengal (August 7, 1985).

Batch 3 : Chief Registrars of Gujarat Haryana, Maharashtra, Orissa, Punjab and Tamil Nadu (August 9, 1985).

While the Batch 1, consisted of the Chief Registrars who were the Directors of Economics and Statistics or Panchayats, the other two batches had Chief Registrars who were also the Director of Health Services in the States. As these sixteen States account for nearly 97% of the population of India, the lessons drawn from the situation obtaininig in these would hold ground substantially for India.

As a preparatory measure for the meetings, the State Chief Registrars were requested to provide detailed information on grass root level infrastructure of the CRS, Staff at the district and state levels, flow of returns, processing of data, storage of permanent records, supply of forms and registers, elements of compulsion, if any, on production of birth certificates, and the like. Based on this information and also other relevant data available, the discussions were precise and business like. The subjects discussed in the meetings could be conveniently grouped as under ;

(i) Grass root level functionaries of the CRS.

(ii) Flow of returns and their processing and maintenance of permanent records.

(iii) Staff engaged in CRS work at State/District/Municipal levels.

(iv) Aspects like timely printing and supply of forms and registers, elements of compulsion about production of birth certificate, evaluation and methodological studies, plan schemes etc

As a follow up action on the decisions taken in the above meetings, a summary record giving the salient points of the situation obtaining in various States/UTs had been sent to all Chief Registrars of Births and Deaths urging them to take necessary steps towards making the Civil Registration System effective in their respective States/Union Territories. Forms devised by the Registrar General, India for monitoring peripheral returns at sub-district, district and state levels, are given in appendices 2, 3 and 4.

APPENDIX - 2(A)

CONTROL CHART FOR CR WORK AT SUB-DISTRICT LEVEL (TEHSIL/BLOCK/MANDAL)

State ——— District ——— Tehsil/Block/Mandal ——— Year ———

		MONTHLY RETURN											
		JANUARY			FEBRUARY			MARCH			....DECEMBER		
Sl. No. of registration unit	Census population (1981)	Date of receipt	Births (number registered)	Deaths (number registered)	Date of receipt	Births (number registered)	Deaths number registered)	Date of receipt	Births (number registered)	Deaths (num ber regis-tered)	Date of receipt	Births (number registered)	Deaths (number registered)
1	2	3	4	5		6	7		8	9		10	11

APPENDIX—2(B)

CONTROL CHART FOR CR WORK AT SUB-DISTRICT LEVEL (POLICE STATION/PRIMARY HEALTH CENTRE)

State ——— District ——— Police Station/PHC ——— Year ———

		MONTHLY RETURN											
		JANUARY			FEBRUARY			MARCH.....DECEMBER					
Sl No of Village/Area covered by MPW/ Chowkidar/Kotwar etc.	Census Population (1981)	Date of receipt	Births (number registered)	Deaths (number registered)	Date of receipt	Births (number registered)	Deaths (number registered)	Date of receipt	Births (number registered)	Deaths (number registered)	Date of receipt	Births (number registered)	Deaths (num ber registered)
1	2	3	4	5		6	7		8	9		10	11

APPENDIX—3(A)

MONTHLY REPORT FROM THE SUB-DISTRICT LEVEL AUTHORITIES TO THE DISTRICT REGISTRAR OF BIRTHS AND DEATHS ON THE REGISTRATION OF BIRTHS AND DEATHS

In the case of states where rural returns are received and transmitted (if not also processed) at the sub-district level like Tahsil/Mandal/Block

State——————District——————Tahsil/Mandal/Block——————Month/Year——————

Sl. No.	Name of registration Unit	Whether the return for the month was received (Yes/No)	Population according to 1981 Census	Number of registered		Remarks
				Live Births	Deaths	
1	2	3	4	5	6	7

My overall assessment is that the work of registration of births and deaths during the month is Good (A)/Satisfactory (B)/Bad (C).

Sd/-

Tahsildar/Mandal Officer/B.D.O.

APPENDIX—3(B)

MONTHLY REPORT FROM THE SUB-DISTRICT LEVEL AUTHORITIES TO THE DISTRICT REGISTRAR OF BIRTHS AND DEATHS ON THE REGISTRATION OF BIRTHS AND DEATHS

In the case of states where the Police Station or Primary Health Centre (PHC) is the Registration Unit (in Rural areas)

State——————District——————Police Station/PHC——————Month/Year——————

Villages Area covered by MPWs/Chowkidars/ Kotwars (Their numbers)		Population of the Police Station area/PHC area (1981 Census)	Number registered during the month of		Remarks
A. The Total number in the Police Station/PHC	B. The number from which returns for the month has been received		Live births	Deaths	
1	2	3	4	5	6

My overall assessment is that during the month the work of registration was Good (A)/Satisfactory (B)/Bad (C).

Sd/-

SHO/Medical Officer-incharge.

APPENDIX—3(C)

MONTHLY REPORT FROM THE SUB-DISTRICT-LEVEL AUTHORITIES TO THE DISTRICT REGISTRAR OF BIRTHS & DEATHS ON THE REGISTRATION OF BIRTHS AND DEATHS

In the case of all states and in respect of urban areas

State———— District———— Name of City/Town/Town Panchayat———— Month/Year———

Population of the City/Town/Town Panchayat (1981 Census)	No. registered during the month of		Remarks
	Live Births	Deaths	
1	2	3	4

My overall assessment is that the work of registration of births and deaths during the month is Good (A)/Satisfactory (B)/Bad (C).

APPENDIX—4(A)

MONTHLY REPORT FROM DISTRICT REGISTRAR TO CHIEF REGISTRAR

STATE——————DISTRICT——————MONTH/YEAR——————

Part (a)—RURAL

Sl. No. Tehsil/ Mandal/Block/ Police Station/ PHC	No. of registration Units/ No. of monthly returns expected	No. of monthly returns received		No. of monthly returns in arrears		For earlier years	Population	
		For the month	For the Calendar year upto this month	For the month	For the Calendar year up to this month		1981	Mid year
1	2	3	4	5	6	7	8	9

Expected No. of events during the year		Actual Number registered				Grading A,B or C	Remarks
		Births		Deaths			
Births	Deaths	During the month	During the Calendar year upto this month	During the month	During the Calendar year up to this month		
10	11	12	13	14	15	16	17

APPENDIX—4(B)

MONTHLY REPORT FROM DISTRICT REGISTRAR TO CHIEF REGISTRAR

STATE———————DISTRICT———————MONTH/YEAR———————

Part (b)—URBAN

Sl. No.	Name of City/ Town/Town Panchayat	Return for the month received (Yes or No)	No. of monthly returns received for the Calendar year upto this month	No. of monthly return in arrears			Population	
				For the month	For the Calendar year up to this month	For earlier years	1981	Mid year
1	2	3	4	5	6	7	8	9

APPENDIX—4(B)—*contd.*

Expected No. of events during the year		Actual Number registered				Grading A,B or C	Remarks
		Births		Deaths			
Births	Deaths	During the month	During the Calendar year up to this month	During the month	During the Calendar year up to this month		
10	11	12	13	14	15	16	17

ANNEX—X

AN UNIDUPLICATED LIST OF RECOMMENDATIONS MADE AT SECOND-ROUND OF REGIONAL-LEVEL CONFERENCES OF CHIEF REGISTRARS OF BIRTHS AND DEATHS (1986 & 1987)

A. Arrangements and Monitoring

(1) Forms suggested by the Registrar General, India for monitoring peripheral returns were considered useful in providing appreciation to District Registrars and Sub-District authorities of the performance at lower levels. However, the conference thought that a minor change in form 2A involving replacement of its columns 2 and 3 by a column with heading "The name of the registration unit" and consequent renumbering of later columns in that form will be desirable.

(2) In cases where local rural Registrars cover a large number of villages, it would be desirable to register events village-wise in the interest of both monitoring village-wise returns and retrieval of registers for purposes of meeting demands for certificates of births and deaths.

(3) Situations were cited where delayed registration of events is done on orders of Executive Magistrates—as provided for in the Act—without, it appeared, sufficient consideration of necessary evidence. It was explained that there was no easy way of providing some guidelines to the Executive Magistrate as this might be construed as interference in the Judicial work of Magistrates. The conference suggested that State rules may suitably be modified so as to provide guidelines on the types of evidence and their evaluation vis-a-vis details given in the application for delayed registration which could be taken into account by the Magistrates. It was agreed that Model Rules provided by the Registrar General, India would be reviewed with this purpose in view.

(4) It was pointed out that in cases of deaths by road-accidents and sudden demises, registration of these deaths at the place of disposal of bodies would be reviewed.

(5) It was agreed that information on medically certified cause of death may further be classified by rural, and urban and for that purpose, a suitable provision for collecting the information may be made in Forms 8 and 8-A. It was also agreed that all District Hospitals may be covered under the scheme of medical certification of cause of death at the earliest.

(6) It was recommended that the Office of the Registrar General, India may consult the Union Law Ministry in regard to (i) reconstruction of mutilated old registration records and (ii) evidentiary value of the certificates of births and deaths issued on the basis of micro-filming of the registration records.

(7) The information on cause of death recorded in form 4, in case of deaths not certified medically, is coded using ICD whereas the recommendation is to use a much shorter list provided for the purpose by the Office of the Registrar General, India. This recommendation was made in view of the fact that information recorded in form 4 is not always detailed enough to get a definite coding under ICD. Tht recommendation should always be adhered to.

(8) There was some thinking about the need for changing the registration hierarchy currently obtaining in the States. Although the State Governments are statutorily empowered to effect such changes, it would be necessary to carefully analyse the effects of various components and steps involved in such changes on the level of registration of vital events. The State Governments would no doubt exercise caution before contemplating such hierarchical and systematic changes.

(9) The notifier system does not seem to have contributed significantly to the efficiency of the registration work. It was suggested that wherever notifiers belonged to the health system (like multipurpose health workers with well defined jurisdiction of areas and population), their beats should be dovetailed with those of the local registrars and each MPW is made aware about the registrar to whom he/she is to report the vital events. Such a dovetailing would enhance the efficiency of the system.

(10) There were some proposals for changing the quantum of fees charged for delayed registration under section 13 of the Act and fees charged for search of registers for events and issue of extracts of the registers under section 17 of the Act. This can be accomplished by the State Government if they so desire by amending, through usual procedures, the relevant state rules, taking care to see that such changes do not adversely affect the registration work.

(11) As regards monitoring and supervision of periodical returns from the registrars, it was felt that district registrars could play more effective role. Besides obtaining periodical reports about the flow of returns and content of registration from the periphery and sub-district level authorities (Tehsildar, BDO etc.) the district registrars could utilise such information in spotting registration units with consistently, indifferent performances and take suitable remedial action regularly.

B. Statistics and Annual Reports

(12) Computer facilities may be progressively utilised for processing data emerging from the Civil Registration Work and Chief Registrars may begin making budget provisions for the purpose in their five year and annual plans. They may also get the CRS registers micro-filmed by making suitable plan provisions for the purpose.

(13) It was recommended that Chief Registrars should submit annual reports on the working of the RBD Act, 1969 in time to their respective Governments so as to meet the legal requirement under the Act.

(14) Steps for submission of various returns would be taken by the concerned authorities within the statutory time limits prescribed under the State Rules by the State Governments.

(15) All supplementary monthly returns, if any, when received by the Chief Registrar may also be reported to the Registrar General, India in the usual form.

C. Promotional Measures

(16) Wherever Chief Registrars and District Registrars belong to the same cadre, the subject of civil registration should be a standing item for review at all periodical meetings of the District Registrars with the Chief Registrars.

(17) The State-level Inter-Departmental Coordination Committees for Civil Registration may meet regularly at least once in a year. Further, for effective follow-up actions, it was considered desirable that IDCs may be chaired by the Chief Secretary of the State Government, as far as possible. Director of Printing could be usefully included as a member of such a Committee.

(18) It was suggested that scoring pattern devised by the Office of the Registrar General, India for the grant of awards based upon good performance in CRS-work, may be reviewed.

(19)The conference recommended that publicity measures need to be geared up. In particular, publicity films on registration system made several years ago like "Promptness Pays" need to be recast. Besides, new films which can have better impact also need to be made.

(20) The Chief Registrars may continue persuading, wherever necessary their State Governments for taking steps in a phased manner towards making production of birth certificates compulsory at the time of first school admission, covering urban areas to begin with.

(21) The conference recommended that it would immensely help if the authorities involved with civil registration work in various States/UTs familiarise themselves with the working of CRS in other States/UTs and for the purpose, undertake visits to other regions during which prevalent practices, problems and attempted solutions in the areas visited may be thoroughly studied.

D. Others (including training programmes)

(22) As the registers (forms 11, 12 & 13) constitute permanent records, they need to be maintained properly. For this purpose, it would be necessary to have proper record-rooms. It was recommended that the Registrar General, India may suggest to all Chief Registrars to provide funds for the purpose in the state five year and annual plans.

(23) Registers of births and deaths (forms 11, 12 & 13) as well as certificates (forms 8, 9, & 10) constituted records of long-term interest. It was necessary, therefore, that the paper used for printing all these forms was a high-grade quality enabling maintenance of these forms for a long time. It was recommended that the Registrar General, India will provide the technical specifications of the paper to be used for printing of these forms, after consulting appropriate expert agencies in the matter.

(24) Shortage of forms, particularly forms 2, 3 & 4 was cited as a reason for incomplete coverage of vital events. It was agreed that Chief Registrars will ensure timely and adequate supply of forms, by making advance indents and by building up minimum stocks of forms. Wherever considered necessary, steps may be taken to get the CRS forms/registers included in the list of "Standard Forms" of the concerned Governments.

(25) There is a need for providing training to the local Registrars. It was suggested that training manuals for peripheral officials of the registration hierarchy like Registrars, Notifiers and medical personnel will have to be prepared. It was recommended that the Office of the Registrar General, India may prepare such manuals based on the provisions of the Act and the Model Rules.

(26) As for training of District Registrars and Registrars of large Municipal Corporations and their Assistants, it was felt that the present arrangements under which the Office of the Registrar General, India conducted twice-a-year training course covering approximately 60 officials were not adequate. There is an urgent need to get all these officials trained in a planned and a phased manner within the next two to three years. Such a training programme can best be operated under the aegis of Chief Registrars themselves particularly of larger States, with resource persons partly provided by the Office of the Registrar General. It was recommended that Chief Registrars may work out their full requirements for such time-bound training programmes, taking into account the training facilities available with them and finalise them in consultation with Registrar, General, India.

(27) Similarly the personnel engaged in medical certification of cause of death and survey of cause of death (rural) also need to be covered by appropriate training programmes within the next two to three years. The authorities in charge of medical education may persuade Preventive and Social Medicine departments of their Medical Colleges to impart short training on medical certification, as is being done in Maharashtra.

(28) During the period of the Third and the Fourth Five Year Plans, some staff was created at State Headquarters, districts and large municipalities according to the norms then worked out. In the case of urban areas, such norms were based upon the population-size-class of towns. By now, not only has the population in various towns grown substantially but also many new towns have become eligible for placement of such staff. Moreover, in metropolitan cities like Delhi, Calcutta, Bombay and Madras, the work of CRS, both due to heavy growth in population and due to growing public demand for certificates of births and deaths, has increased considerably. The workload and the staff-norms, therefore, need to be assessed afresh. The Registrar General, India, may appoint a study-group for examining the current workload of CRS work and the norms for assessing additional staff requirements with special reference to the needs of metropolitan cities. Necessity and desirability for providing modern equipments like personal computers and micro-processors may also be considered by this group. Recommendations of the study-group may be forwarded to the State Governments and Chief Registrars for implementation.

ANNEX—XI

STATUS OF CIVIL REGISTRATION IN INDIA

(Based on latest data available)

State/Union Territory	Year	R/U/T	Per cent of returns received	Birth Rate (Civil Registration) for unadjusted popn.	Birth Rate (Sample registration system)	Per cent to (Sample Registration System Birth Rate.	Death Rate (Civil Registration) for unadjusted popn.	Death Rate (Sample registration system)	Per cent to Sample Registration System Death Rate.
1	2	3	4	5	6	7	8	9	10
STATES									
1. Andhra Pradesh . .	1985	R	24.6	13.4	29.8	44.4	1.3	11.1	11.7
		U	63.6	25.0	30.2	82.8	5.2	7.3	71.2
		T	24.9	8.4	29.9	28.1	2.2	10.3	21.4
2. Arunachal Pradesh . .	1986	R	100.0	10.1	40.7	24.8	2.2	15.9	13.8
		U	100.0	24.0	33.9	70.8	6.2	4.6	137.8
		T	100.0	11.0	40.2	27.4	2.4	15.0	16.0
3. Bihar . . .	1984	R	100.0	7.0	40.6	17.2	3.0	15.1	19.9
		U	98.9	12.5	33.6	37.2	3.7	9.7	38.1
		T	100.0	7.6	39.9	19.0	3.1	14.5	21.4
4. Goa*	1986	R	100.0	10.0	21.3	46.9	5.3	8.1	65.4
		U	100.0	38.4	20.9	183.7	7.9	6.9	114.5
		T	100.0	19.2	21.2	90.6	6.1	7.7	79.2
5. Gujarat	1985	R	73.5	15.1	33.8	44.7	3.1	11.8	26.3
		U	90.6	32.2	31.2	103.2	6.9	8.7	79.3
		T	73.7	20.4	33.0	61.8	4.3	10.8	39.8
6. Haryana . . .	1985	R	100.0	20.0	36.5	54.8	5.3	9.7	54.6
		U	100.0	27.2	32.9	82.7	6.3	7.1	88.7
		T	100.0	21.6	35.7	60.5	5.5	9.1	60.4
7. Himachal Pradesh . .	1985	R	78.4	16.6	30.7	54.1	3.7	10.8	34.3
		U	70.4	27.6	23.8	116.0	6.4	6.5	98.5
		T	78.1	17.5	30.2	57.9	3.9	10.5	37.1
8. Jammu & Kashmir . .	1985	R	100.0	13.8	35.9	38.4	5.3	10.5	50.5
		U	100.0	23.3	25.4	91.7	4.4	7.2	61.1
		T	100.0	15.8	33.6	47.0	5.1	9.8	52.0
9. Karnataka . . .	1980	R	53.2	16.6	28.9	57.4	2.7	10.7	25.2
		U	89.1	24.7	24.4	101.2	5.3	6.6	80.3
		T	71.2	19.9	27.6	72.1	3.8	9.6	39.6
10. Kerala	1983	R	100.0	14.3	25.0	57.2	3.6	6.7	53.7
		U	100.0	62.4	24.9	250.6	10.6	6.9	153.6
		T	100.0	20.6	24.9	82.7	4.5	6.7	67.2
11. Madhya Pradesh . .	1986	R	99.8	16.8	38.9	43.2	6.6	14.8	44.6
		U	99.3	23.7	30.0	79.0	5.6	8.7	64.4
		T	99.7	18.2	37.1	49.1	6.4	13.6	47.1
12. Maharashtra . . .	1986	R	93.5	16.6	31.6	52.5	5.0	9.7	51.5
		U	100.0	29.6	27.0	109.6	7.3	6.0	121.7
		T	93.6	21.1	30.0	70.3	5.8	8.4	69.0
13. Manipur	1986	R	49.6	1.1	27.0	4.1	0.2	7.1	2.8
		U	100.0	9.0	19.9	45.2	1.6	5.1	31.4
		T	55.2	3.2	25.3	12.6	0.5	6.6	7.6
14. Meghalaya† . . .	1983	R	62.5	1.0	32.8	—	0.2	9.2	—
		U	100.0	25.8	17.2	—	6.7	4.4	—
		T	66.7	9.8	30.0	—	2.5	8.3	—
15. Nagaland	1985	R	84.7	11.8	28.4	41.5	2.8	7.0	40.0
		U	100.0	36.8	11.2	328.6	5.2	3.0	173.3
		T	84.9	15.7	25.3	62.1	3.2	6.3	50.8

1	2	3	4	5	6	7	8	9	10
16. Orissa	1984	R	100.0	14.4	33.0	43.6	5.3	14.8	35.8
		U	100.0	21.9	29.8	73.5	7.7	10.1	76.2
		T	100.0	15.3	32.7	46.8	5.6	14.4	38.9
17. Punjab	1986	R	100.0	19.2	29.0	66.2	5.7	8.7	65.5
		U	100.0	30.2	27.2	111.0	6.7	6.5	103.1
		T	100.0	22.2	28.6	77.6	6.0	8.1	74.1
18. Rajasthan	1986	R	99.4	3.6	37.9	9.5	1.8	12.5	14.4
		U	62.5	14.7	29.7	49.5	4.3	8.4	51.2
		T	63.5	5.9	36.4	16.2	2.3	11.7	19.7
19. Tamil Nadu . . .	1984	R	82.9	9.7	28.4	34.2	5.4	11.9	45.4
		U	82.9	34.9	27.2	128.3	6.4	8.7	73.6
		T	82.9	18.0	28.0	64.3	5.7	10.8	52.8
20. Tripura	1986	R	62.9	3.1	29.1	10.7	0.3	10.5	2.9
		U	66.7	31.6	22.4	141.1	6.6	9.2	71.7
		T	63.1	6.2	28.5	21.8	1.0	10.3	9.7
21. Uttar Pradesh . . .	1985	R	37.3	3.8	39.0	9.7	0.7	17.2	4.1
		U	N.A.	11.8	31.6	37.3	3.9	9.6	40.6
		T		5.2	37.6	13.8	1.2	15.8	7.6
22. West Bengal . . .	1984	R	5.8	1.3	34.3	3.8	0.6	12.0	5.0
		U	52.7	9.1	20.5	44.4	3.2	7.5	42.7
		T	7.4	3.4	30.4	11.2	1.3	10.7	12.1
UNION TERRITORIES									
1. A & N Islands . . .	1984	R	28.4	14.1	32.7	43.1	2.2	10.1	21.8
		U	100.0	30.3	22.6	138.1	6.3	4.8	131.3
		T	46.9	18.3	30.4	60.2	3.3	8.9	37.1
2. Chandigarh . . .	1986	R	100.0	10.3	29.6	34.8	2.2	4.6	47.8
		U	100.0	27.2	23.2	117.2	8.2	4.6	178.3
		T	100.0	25.5	23.7	107.6	7.7	4.6	167.4
3. Dadra & Nagar Haveli†† .	1984	R	100.0	19.8	45.9	43.1	6.7	15.5	43.2
4. Delhi	1985	R	100.0	13.8	35.8	38.5	1.4	10.1	13.9
		U	100.0	30.7	32.6	94.2	7.7	7.9	97.5
		T	100.0	28.1	32.8	85.7	6.7	8.1	82.7
5. Lakshadweep†† . .	1985	R	100.0	34.1	35.0	97.4	7.2	7.2	100.0
6. Pondicherry . . .	1986	R	100.0	25.0	23.4	106.8	6.4	8.7	73.6
		U	100.0	55.8	21.8	256.0	13.5	8.0	168.8
		T	100.0	41.1	22.5	182.7	10.1	8.3	121.7

NOTE :– †—Annual civil registration data relates to East Khasi Hills only.

††—The entire area is rural.

—BR and DR (Sample Registration System) for the year 1986 are provisio

N.A.—Not available.

*—Includes data in respect of Union Territory of Daman & Diu also.

ANNEX—XII

RECOMMENDATIONS MADE AT THE WORKSHOP ON STATISTICS OF CAUSE OF DEATH (1986)

1. A department of unit for medical records with an adequate staff strength is essential for all teaching, specialized and district hospitals and the establishment of the same may be completed by all the States by the year 1990 in a phased manner. The minimum staff requirement may be on the pattern as recommended by the Workshop on Medical Records held at Lucknow under the aegis of the Director General of Health Services. It was clarified that the department or unit for medical records may be headed by an officer not necessarily of the medical discipline. It is also noted that even at present, the Medical Records Officer is generally of a statistical background.

2. With regard to the curriculum for under-graduates, the same does not require any change, but emphasis should be given to objective types of questions regarding medical records including certification procedures. During the internship period, again, the medical graduates may be given sufficient orientation on this subject for periods ranging from 15 days to one month, ably supported by guidance from senior faculty members.

3. It was the consensus that while regular training and selection procedures for selecting MROs, MRTs, etc. up to the extent required for setting up the medical records department in all eligible institutions may continue by making utilisation of the institutions and procedures in this regard, there was also a need in the interim for some informal short term orientation or familiarization course for the persons actually manning the medical records department on their substitutes as they exist in various institutions. For this purpose it was suggested that one or two institutions in every State, such as teaching hospitals with good medical records department may be nominated for this purpose and the persons actually doing the job in other institutions may be deputed to these selected institutions for a fortnight or a month in order to get better equipped for doing the job which they are handling.

4. Each State may identify the Coders at State and lower levels who require to be trained in the coding of cause of death and they may be got trained in a phased manner by utilizing the facilities available in the institutions imparting such training. In this connection it was also felt that the stipend paid at present was rather unattractive while the duration was too long. The concerned authorities may like to consider these aspects and also consider providing subsidized boarding and lodging to enable the States to make full use of the existing facilities.

5. It was the consensus among the participants that while the doctors already on the job were capable of certifying the cause of death as required, often the required will was not there and often the importance of the work was not fully understood. Therefore, it was felt that each State should organise short orientation courses may be of only a day or two for impressing upon the doctors of the concerned institutions the purpose of and the importance of certification and also review for them the correct procedures involved with practical examples.

6. The group felt that the para-medical staff at the sub-centre has also to fill up cause of death in the death-registers and ultimately this may become a very useful and universal data source. However, at present the para-medical staff did not know much about this part of their job and it was felt that it will be worthwhile to include the basics of recording cause of death in the job training or refresher courses etc. which are meant for these categories of staff. Similarly, the nursing staff are also associated in the medical records and related work in the district and other hospitals, it was felt that it may be worthwhile to include subject of medical records in the curriculum for training of nursing staff also.

7. It was felt that the data regarding mortality being generated at present by the Health Agencies as well as the RGI were not relatable to specific units of population or area and did not form a scientific time series. Therefore, a working group may be set up in consultation with the Ministry of Health to study related issues including the position regarding morbidity data, in detail and come up with specific recommendation.

8. It was felt that forwarding and monitoring proformae needed to be prescribed in respect of the flow of Forms 8/8A from the certifying authority to the local Registrar and from the local Registrar to the Chief Registrar.

9. The group felt that at present there is considerable delay in the processing and forwarding of information based on medical certificates regarding cause of death at the levels of the certifying and registration authorities with the result that the publication of the data gets delayed. The group emphasized that all these delays should be eliminated enabling speedy publication of data.

10. Where necessary the Chief Registrar may take steps to translate the Physician's manual on Medical Certification of Cause of Death into regional languages. Similarly, the RGI may make available the Hindi translation.

11. The Group was informed that in some States problems arose from time to time due to a shortage of printed forms. It was emphasized that it was for the Chief Registrars to take timely necessary action in this regard.

12. For improving the functioning of the Survey of Cause of Death in the Rural Areas, monitoring and inspection part of its work needs to be regularised and strengthened.

13. Most of the participants favoured better remuneration of honorarium to the field agents and also to the Recorder of Primary Health Centre. This may help also in regularly holding Half Yearly Surveys. A proposal for giving awards and certificates of merit to field personnel with good performance was also made.

14. There was a consensus that the present sample size is inadequate and that it must be vastly improved to make the results of the survey more reliable and usable as and when possible.

15. It has to be examined as to whether it is possible to change the sample design of the Survey of Cause of Death (Rural) in order to make its sample a better representative of the rural population than what it is present, either as part of the SRS design or otherwise.

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