

Civil Registration System

Civil Registration is a continuous, permanent, compulsory recording of the occurrence and characteristics of vital events, like births, deaths and still births. In India the registration of births and deaths is carried out under provisions of the Registration of Birth and Death (RBD) Act, 1969 and Registrar General, India is entrusted with the responsibilities of co-ordinating and unifying the activities of the Chief Registrar of Births and Deaths. Chief Registrar of Births and Deaths in each States/UTs is the implementing authority and the registration of births and deaths is done by the local registrars appointed by the State Government under whose jurisdiction the event has taken place. It is the duty of the Chief Registrar to compile, publish and submit the Annual Statistical Report based on Civil Registration System to the State Government as well as Registrar General, India. At the National level, about 85.6% of births and 70.9% of deaths are reported to have been registered during 2013.

1. What is the time period prescribed for registering the event?

The normal period of 21 days (from the date of occurrence) has been prescribed for reporting the birth, death and still birth events.

2. Is there any fee for registration of births and deaths?

If event of a birth or death is reported for registration to the prescribed authority within the normal period of 21 days, no fee would be charged.

3. Whether registration can be made after the normal period of reporting?

If any event of birth or death is not reported for registration within 21 days, the same can be reported any time under the Delayed Registration provisions prescribed under Section 13 of the Act with payment of fee prescribed.

4. Who are responsible for reporting the event?

(i) In respect of birth or death occurred in a house, it is the duty of the Head of the house/household or nearest relative of the head present in the house or in the absence of any such person, the oldest male person present therein during the said period is responsible to report the event to the concerned Registrar/ sub Registrar. These events can also be reported through the prescribed Notifiers such as Anaganwadi Workers, ANM's, ASHA's and others.

(ii) In respect of birth or death **occurred in a hospital, health center, Maternity or nursing home or other such institutions, the medical officer In-charge or any person authorized by him** in this behalf is responsible for reporting.

5. Whom to approach for registration?

The events of birth and death are registered at the place of occurrence of the event i.e. where the event took place. Under the provision of Section 7 of the RBD Act, the Registrars of Births and Deaths are appointed for each local area comprising the area within the jurisdiction of the Municipality, Panchayat or other local authority. The

Sub- Registrars are also appointed under section 7(5) of the Act and assigned them any or all powers of Registrars.

I. Rural Areas- The following Officials have been appointed as Registrar of Births and Deaths:

i) Panchayat Secretaries/Karmi/Gram Sevak, Gram Vikasadhikari in 16 States and 3 UTs.(Andhra Pradesh, Bihar, Chhattisgarh(CEO JanpadPanchyat), Goa, Gujarat, Himachal Pradesh, Jharkhand, Kerala, Madhya Pradesh(CEO JanpadPanchyat), Maharashtra, Rajasthan, Tripura, Telangana, Uttar Pradesh, Uttarakhand, West Bengal (Sub Registrar) Daman & Diu, D & N Haveli and Puducherry.)

(ii) Medical Officer In-charge or equivalent in 8 States and 4 UTs– (Assam, Haryana, Meghalaya, Orissa, Punjab, Sikkim, Manipur (Partly), West Bengal(2nd Medical Officer attached to BPHC/ Rural Hospitals), A & N Island, Chandigarh UT, Delhi and Lakshadweep)

(iii) Village Accountants / Village Administrative Officers in 2 States - Karnataka and Tamil Nadu.

(iv) SHO/Police Officials in Jammu&Kashmir .

(v) Primary School Teachers and Head Teacher Primary School in Mizoram and Nagaland respectively.

(vi) Circle Officer/Village Level Workers in Arunachal Pradesh.

II.Registration centers/ units in Government Hospitals- In addition to that registration centers/ units have also been opened in major Government hospitals, CHC's/ PHC's in majority of the State. Birth and death event that occurred in that institutions are registered their and certificate of birth/ death is issued by the Medical officer in charge or equivalent who has been declared as Registrar or Sub Registrar of births and deaths.

The events which occurred in private hospital and those hospitals where registration units have not opened will be reported to the concerned Registrar of that area where the hospital exists. Such event will be reported by the institution concerned.

III. Urban Areas: The Municipal Health Officer, Health officer or Equivalent Officers are appointed as Registrar of births and deaths.

The Medical Officer in charge or equivalent of the District Hospital, Referral Hospital and other Government Hospitals has also declared Registrar of births and deaths for registration and issuance of birth/ death certificate for those events which occurred in their premises

6. How many copies of birth or death certificate can be obtained?

One free copy of birth / death certificate is issued to the informant under Section 12 of the RBD Act. Under the provision of Section 17 of the Act, any number of copies can be obtained by any one after paying the prescribed fee.

7. Whether a birth certificate can be obtained without the name of a child?

Under the provision of Section 14 of the Act, a birth certificate can be obtained without the name of the child. In such cases, the name can be entered by the concerned registration authority without any charge within 12 months and by charging the prescribed fee up to 15 years (from the date of registration).

8. What are the benefits of registration of birth and death?

The birth certificate is the first right of the child and it is the first step towards establishing its identity. The following compulsory uses of birth and death certificates are emerged:

- For admission to schools
- As proof of age for employment.
- For proof of age at marriage.
- To establish parentage.
- To establish age for purpose of enrollment in Electoral Rolls.
- To establish age for insurance purposes.
- For registering in National Population Register (NPR).
- Production of death certificate for the purpose of inheritance of property and for claiming dues from insurance companies and other companies.

9. Whether a correction is allowed after registration?

Corrections or Cancellations are allowed under the provision of Section 15 of the RBD Act and the corresponding State Rules made there under.

10. If birth occurred to Indian Citizen abroad (outside India), is there any provision to register such birth in India. ?

In case, any child born outside India, his/her birth would be registered under the Citizenship Act 1955 and Citizens (Registration at Indian consulates) Rules, 1956 at the Indian Missions. However, under Section 20 of the RBD Act, if the parents of the child return to India with a view to settling therein, the said birth can be registered within sixty days from the date of arrival of the child in India at the place of settling. If this birth cannot be registered within 60 days, the same can be registered under the delayed registration provisions of section 13 (2) & (3) of the said Act.