

GOVERNMENT OF ASSAM  
HEALTH & FAMILY WELFARE (A) DEPARTMENT  
DISPUR, GUWAHATI – 6

**OFFICE MEMORANDUM**

No. HLA.100/2012/197

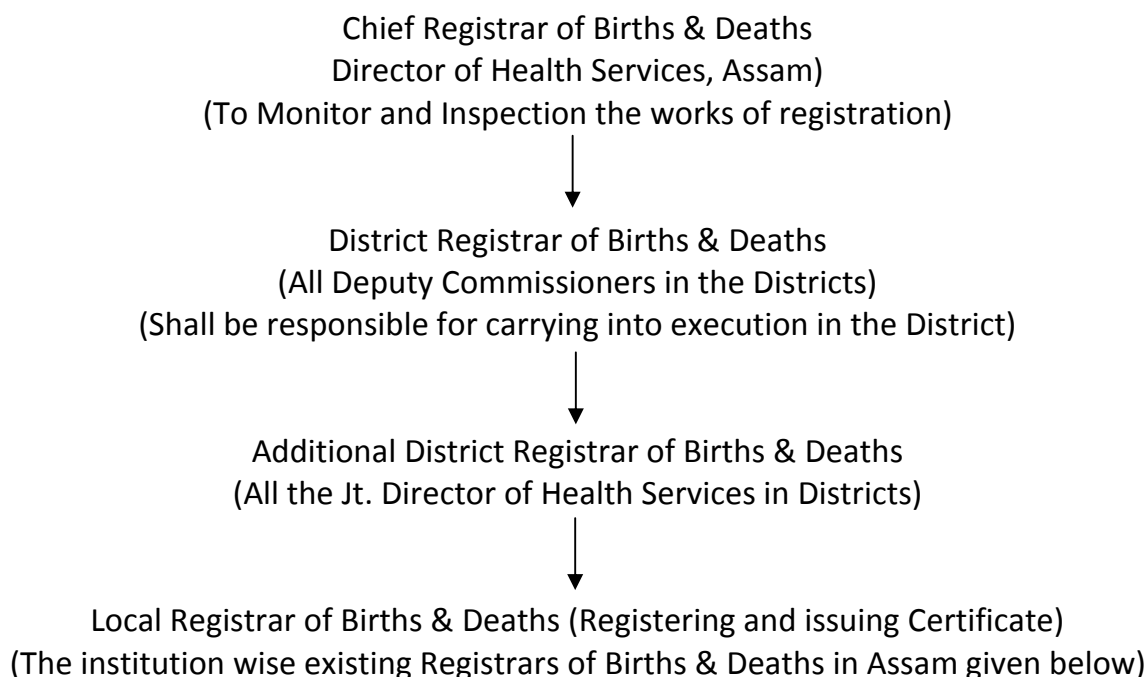
Dated, Dispur the 8<sup>th</sup> April, 2013

**Subject :** Issuance of Delayed Birth/Still Birth Certificate

**Introduction:-**

Registration of Birth in India is mandatory after the enactment of Registration of Birth and Deaths Act, 1969. In Assam, the Registration of Births & Deaths Rules, 1978 framed by the Health Department under the various provisions of RBD Act, 1969. These Rules are implemented throughout Assam with effect from 01-04-1978.

**Roles and Responsibilities of the Civil Registration functionaries**



**Eligibility Criteria:-**

For registering Birth, the informants will have to submit the Birth reporting form (FORM No- 1/3) to the nearest Registration offices within 21 days of occurrence and get an Extract (Birth Certificate) free of cost. Additional copies of certificate can be had on payment of prescribed fee per copy. There is, however, no limit for applying for additional number of copies.

The persons authorized under the RBD Act as informants and Notifier by place of occurrence as follows:-

<b>Place of Occurrence</b>	<b>Informants</b>	<b>Notifies</b>
House	Head of the household/ oldest person of the household/ Heir of the deceased.	ANMS / ASHAs/ Anganwadi worker / Gaonburahs / Keepers or Owners etc.
Institutional Hospital / Other Health / Nursing Homes etc	I/c- of Institution or any person authorized by institutions	
Jail/ Hotel/ Dharmasala/ Choultry, Hostel etc	Jail In-charge	
Public Place (dead body)	I/c. Police Station or Head	

found deserted)	person in village area	
Events in moving vehicles / Aircraft boat, ship , Rail	Person in-charge of moving vehicle	
Plantation	Superintendent/ Manager	

### Procedures to Delayed Birth Certificate:-

The Informant / Notifier shall apply with duly filled in Birth Reporting form alongwith the Form No.– 1/3 to the local Registrar of Birth and Deaths after 21 days of place occurrence. The Forms should be completely filled up in clear handwriting and signed by the informant. Registration of twins (Multiple births) is done separately for each child. Standard application forms are available with all Registering Authorities. The informant will receive a receipt.

### Steps simplify :

- After delivery of baby applicant (informant) will inform within 21 days to the nearest Registration Office (i.e.SD/PHC/CHC/DH etc.) and fill the Form No. 1/3 with the help of official staff of Registration Office.
- Then he deposits the Form 1/3 alongwith all documents i.e. Birth certificate from Health Institution in case of institutional delivery and in case of home delivery notified certificate from Doctor/ANM/ASHA Workers/ Link Workers/ Anganwadi Workers/Goanburha/as the case may be to birth at the registration office. **Then he will get the Birth certificate within 10 days without any fees.**

### Legal Procedure for delayed registration of Birth

Time	Procedure
21 to 30 Days	Any birth of which information is given to the Registrar after expiry of the period of 21 Days of birth shall be registered on payment of late fees.
30 Days to 1 Year	Any birth delayed information given to Registrar after 30 Days but within 1 year of birth shall be registered only with the written permission of the Addl. District Registrar (Joint Director of Health Services, District) on payment of the prescribed fees.
More than 1 year	Any birth which has not been registered within 1 year of birth shall be registered only an order made by an Executive Magistrate after verifying the correctness of birth and on payment of the prescribed fees.

### Registration of Birth in different situations:

Registration of Birth of citizen of India outside India is done at the India Mission. In case of parents of the child return to India with a view to settling therein, they may within 60 days of the arrival of the child in India, get birth registered in the same manner as if the child was born in India. However, a copy of certificate issued by Indian Mission will require.

**Registration of Birth of children taken on adoption** – One will have to apply in the Form-1A. All adoptions are subject to order of Magistrate having jurisdiction over the area in which the event falls.

**Registration of Birth through surrogacy/ART/IVF Technique-** In such case the birth certificate shall be in the name of genetic parents. In case of entry of name of single parent (mother) in birth record of child born through IVF, the entry of name of father should be left blank in the birth record.

**Registration of Name of Child** - If birth of a child has been registered without a name, subsequent addition of name in the birth register within 12 months from the date of registration of birth is allowed without late fee, on giving information regarding the name of the child to the Registrar either orally or in writing.

**Correction or Cancellation of entry in the Birth Certificate** : In general, no change is allowed in the certificate and registration record. However, correction/cancellation in the entry can be made under specific situation, if there are errors like (i) Clerical or Formal error means an inadvertent/typographical mistake, (ii) Error in form or substance-Error that has a bearing on identity of the person. In such case the person has to produce 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. (iii) Fraudulent or improper entries-Entries made with an ulterior motive. In such case the person has to appeal before the officer authorized by the Chief Registrar of the State.

**Stipulated time limit for providing Birth/Death or delayed Birth/Death Certificate**

If a person applies for Birth or delayed Birth Certificate in the prescribed reporting form, which is found to be complete/correct in all respects, the authority concerned shall issue the certificate within 10(ten) working days from the date of receipt of the application in his office.

**The institution wise existing Registrars of Births & Deaths in Assam:-**

A. The Superintendent of Gauhati Medical College & Hospital, Guwahati, Assam Medical College & Hospital, Dibrugarh, Silchar Medical College & Hospital, Silchar, Ayurvedic College Hospital, Guwahati, District Hospitals in the Districts and Sub- Divisional Hospitals, Hospital in their respective hospital.

Any event of birth & death occurring in these hospitals, the respective Registrar will register the event.

B. The Deputy Superintendent of Community Health Centers.

C. The Medical & Health officers in charge of primary Health Centers, Subsidiary Health Canters, Mini PHCs, State Dispensaries.

They will registrar their event to their jurisdiction.

**Standard application forms:-**

F-1/3 – Birth reporting form

**List of documents to be enclosed:-**

For registering birth event, Birth Reporting Form-1/3 and order of Circle officer/Executive Magistrate.

**Users charge :-**

Time period	Late fee
Between 21-30 days	Rs. 2/-
Between 31-1 year	Rs. 5/-
Beyond 1 year	Rs. 10/-

Fee for extra copy of Delayed Birth Certificate Rs. 5.00 per copy

## **Jurisdiction**

The Office of the Director of Health Services as the Office of the Chief Registrar shall be responsible for registration and issue of birth and death certificates in the State. Chief Registrar shall be responsible for issue of registers, forms and certificates to all Registration Centers of Birth and Deaths in Assam.

In urban areas in addition to the above listed functionaries of the Department of Health & FW designated as Registrars, the designated official of the Gauhati Municipal Corporation in Guwahati Municipal Area and designated officials of Urban Local Bodies in urban areas will register and issue birth and death certificates under the aegis of the Department of Health & FW.

In exercise of the power conferred by section 7(1) of the Registration of Birth and Death Act, 1969, the State Government may appoint a Registrar for each local area comprising the area within the jurisdiction of a municipality.

In the notified Panchayet areas the functionaries of Health & FW Department designated as Registrars will be responsible for registration and issue of Birth Certificates.

Jurisdiction of Appellate Authority and Reviewing Authority are Joint Director of Health Services of the District and Director of Health Services, Assam respectively.

Citizen Charter (Rule-6) : Enclosed

Copy enclosed: Standard Certificate format

(C. Barua, ACS)  
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Health & Family Welfare Department