

REGISTRAR'S MANNUAL
ON
REGISTRATION OF BIRTH & DEATH

OFFICE OF THE REGISTRAR GENERAL, INDIA
MINISTRY OF HOME AFFAIRS
GOVERNMENT OF INDIA
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PREFANCE

The old system of Registration of births & Deaths involved a lot of paper work at the level of Registrations. This had been adversely affecting the work of registration and the transmission of statistical returns from registration units to the state headquarters. The form and procedures of registration have been revamped with a view to reduce the paper work of the registrars and to quicken the transmission of data/records as well as to make the system amenable to modern technology. In the revamped system of registration, the forms have been completely redesigned and the procedures of registration and submission of statistical returns have been changed.

In view of the above, a need has arisen to equip the personnel engaged in the work of registration about the various forms and procedures to be followed in registration and transmission of statistical returns. A guideline for registration in special cases has also been included to facilitate the Registrars. It is hoped this publication would serve as a useful guide to the Registrars who are actually doing the work of registration of births and deaths in the country.

This edition of the Registrars Manual was prepared with the hope of a Committee including Chief Registrars of Andaman and Nicobar Island, Gujarat, Haryana, Karnataka and Mizoram, Registrars of Birth and Deaths of Municipal Corporation of Calcutta and Directors of Census Operations of Andhra Pradesh, Chandigarh and Uttar Pradesh. I would like to place on record my appreciation of the valuable contributions made by the members of the Committee.

I must thank the vital Statistics Division (CRS Unit) of this office, which has done commendable Job in revamping the system of registration and compelling this manual. I am happy to record my appreciation of the efforts put in by Shri.R.G Mitra, Deputy Registrar General (CRS), Shri.Nand Lal, Senior Research officer and their team in bringing out this publication.

New Delhi

Dated: April, 2001

J.K.Banthia

Registrar General, India

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INTRODUCTION

The enactment of the Registration of Births & Deaths Act, 1969 has made the Registration of Births, Deaths and Still Births compulsory all over the country. It has provided statutory authority at the centre and state levels. At the center, the Registrar General, India appointed by the Central Government under the Act coordinates and unifies the activities of the state Governments on the matter of Registration of Births & Deaths and submits to the central Government an annual Report on working of this Act. Chief Registrars appointed under the Act are the executive authority and responsible for the entire work of registration and compilation of statistical reports in the States. To carry out the provision of the Act, the Registrar general India, in consultation with the Union Law Ministry, brought out the model Rules in 1970 providing the forms and procedures to be adopted for the registration. That system of registration involved a lot of paper work at the registrars level and thus had affected the transmission of statistical returns from Registrars to the state headquarters. The forms and procedures of Registration have been revamped with a view to reduce the paper work of the Registrars, quicken the transmission of Data/records and make the system suitable for use of modern technology. In this system, the forms have been redesigned by segregating the legal items from the statistical items and by adding some new relevant items. The legal part of the reporting forms will form a part of the respective registrars and the statistical part need to be transmitted to the state headquarters for statistical compilation. Consequently the Kerala Registration of Births & Deaths Rules 1970 have also been revised and the Kerala Registration of Births & Deaths Rules 1999 have been brought out (Annex-II). The revamped system of registration has been implemented uniformly through out the country

The various forms used in the revamped system of registration are:

Form No.1	Birth Report Form
Form No.2	Death Report Form
Form No.3	Still Birth Report Form
Form No.4&4A	Medical Certificate of Causes of Death
Form No.5	Birth certificate
Form No.6	Death certificate
Form No.7	Birth Register
Form No.8	Death Register
Form No.9	Still Birth Register

Form No.10	Non-availability certificate
Form No.11	Summary Monthly Report of Birth
Form No.12	Summary Monthly Report of Deaths
Form No.13	Summary Monthly Report of Still birth

Format of these forms are prescribed as part of the Model Rules 1999

(Annex-II)

Chapter-1

Civil Registration systems and its uses

Civil Registration is defined as continuous, permanent, compulsory recording of the occurrence and characteristics of vital events (birth, death, marriage etc.) as defined in and as provided through decree or regulation in accordance with the legal requirements of a country. It provides a safeguard to social status and individual benefits. Among other benefits the system provides the individual with a unique identity (her/his name), records parental relationships and provides a statement of place of birth of the child and usually of one or both parents. which are basic grounds on which nationality may be established, depending on laws of each country. The birth registration records is generally required for establishing proof of age for school entry, employment, obtaining a driving license, entering into legal contracts, marriage etc. The death registration record is generally required for settlement of inheritance, insurance claims, claiming family allowances and other social security benefits.

- 1.2 For administrative purposes, the birth records are the basis for public health programmes for post-natal care of mother and child and for programmes of vaccination, immunisation etc. The death records are useful indicators of existence of infectious and epidemic diseases and the need for immediate control measures. The registration records can also be extensively used in medical research and in epidemiological and genetic studies. The can provide the frame for follow-back or follow up sample surveys.
- 1.3 Compilation of detailed vital statistic has now become a major function of the civil registration system. The vital events and the related characteristics of the events provided at the time of registration readily lend themselves for compilation of continuous series of vital statistics. These statistics can be used for measuring population change on an annual basis, which otherwise cannot be obtained from Censuses it is only a periodic activity. In addition, the civil registration system can provide the vital statistics for very small geographical

areas, a characteristic that no other data collection system can provide. Among other demographic uses of vital statistics are study of fertility and mortality and construction of life tables and preparation of projections. Vital statistics are invaluable for planning, monitoring and evaluating various programmes such as those dealing with primary health care, social security, family planning, maternal and child health, nutrition, education, education, public housing and so forth.

Chapter-2
Registration of Birth and Deaths Act, 1969
And state Rules

2.1 Registration of birth and deaths in India is carried out under the provisions of the Registration of Birth & Deaths Act, 1969 (See Annex-1). This Act, which replaced all the diverse law on the subject that existed prior to its enforcement, unified the system of registration and made reporting and registration of birth and death compulsory in the country. The Act enables 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 develop efficient system of registration suited to the regional conditions and needs. The State Government, by notification dated 6.1.2000 in the official Gazette, made rules to carry out the purposes of the RBD Act. These rules specifically provide for the forms in which births, deaths and still births are to be reported and recorded, custody and maintenance of registrars, procedures of delayed registration and late registration of the name of the child, issue of certificate, medical certification of causes of death procedure for corrections and cancellations, compounding of offences and flow and content of statistical reports etc. The State Rules of all the states were prepared in accordance with the Model Rules prepared by the Registrar Generals Office with minor variations after approval of Central Government and thereby ensuring uniformity in the registration and statistical functions throughout the country.

2.2 The Office of the Registrar General, India undertook a comprehensive review of the statistical functions of the Civil Registration System in India to revamp the procedures of registration and the various forms that were in use. By redesigning the forms and modifying their contents, the paper work of the Registrars has been reduced considerably keeping in view the need to eliminate delays in submission of Reports by the Registrars, there by speeding up the compilation of vital statistics at state and national level. The newly introduced forms and the

major changes in the process of registration, statistical reporting, tabulation plan etc. in the registration system called for amendments of several provisions of the earlier rules on registration of births and deaths. Keeping this in view, the earlier Rules were replaced entirely by a new set of Rules namely the Kerala Registration of Births and Deaths Rules, 1999, which came into effect from 1.1.2000(See Annex-II).

Registration Organisation in the State

(Write exact organizational Setup of the State/UT)

2.3 The Registration Organisation in the State is as given below

Chief Registrar of Birth and Death Director of Panchayats

Additional Chief Registrar	Additional Director of Economics and Statistics
Deputy Chief Registrar	1. Deputy Chief Registrar (Panchayat Department) 2. Deputy Chief Registrar (Economic and Statistics Department)
District Registrar	1. Secretaries of Corporation, 2. Secretaries of Municipalities 3. Deputy Director of Panchayats
Additional District Registrar	Senior Research Assistant in the District Statistical Office
Registrar (Rural)	Panchayath Secretary
Registrar (Urban)	HO, HI, EO, Kannur, Cantonment

(In Urban areas the Health Officers of the Municipalities or any other officials as appointed under the provisions of the Act.)

(If required, exact designations of officials appointed in various Corporations, Municipalities, Cantonment Areas and other jurisdictions as registrars or Sub-Registrars may be given)

Chapter-3

A. Duties and Responsibilities of the Registrars/Sub Registrars

3.1 The Registrar of Birth and Death has been assigned immense responsibilities under the Registration of Birth and Deaths Act, 1969. No other person above the Registrar in the registration hierarchy can perform or take over the specific legal responsibilities cast upon her/him by the Act. The Registrar also has to comply with the Statistical functions assigned to her/him under the law. It is therefore, extremely crucial for the Registrar to inform

herself/himself carefully about all the provisions of RBD Act and the corresponding State Rules so as to enable her/him to effectively and efficiently discharge the duties and responsibilities as per the provisions of the Act. The main duties and responsibilities of the Registrar can be broadly listed as under.

- a. To register all the vital events according to established methods and procedures under the Act;
- b. To ensure compliance with the provisions of the RBD Act, 1969 and corresponding State Rules and the instructions issued by the Chief Registrar and District Registrar in this regard;
- c. To ensure the accuracy and completeness of each record;
- d. To take steps to inform him self carefully of all the births and deaths which take place within her/his jurisdiction and to ascertain and register all such events;
- e. To adopt such measures as are required to inform the public of the necessity, procedures and requirements of registration and value of vital statistics.
- f. To issue certificate of births and deaths as soon as the registration is completed and also at a later point of time, whenever a request is made.
- g. To prepare and submit the statistical reports with in such time, at such intervals and in such manner and to such person as specified in the State Rules;
- h. To keep safe custody of the record until the same are transferred to such office as specified and at such interval as specified in the State Rules;
- i. To keep informed of changes in the jurisdiction like transferring of area to towns etc. and bringing it to the notice of the Chief Registrars for issue of appropriate orders.

B Duties and Responsibilities of Registrars in Large Urban Areas

3.2 In Urban areas the Registrar is normally a higher functionary and does not directly perform the duties of the Registrar as given in para 3.1. This is particularly true in large urban areas. The duties and responsibilities of Registrars as listed in para 3.1 and a major part of the registration and statistical functions as given in Chapter 4, are actually relevant for the Sub-Registrars who carry out the day to day functions of registration at ward levels. Listed below are some of the responsibilities, duties and functions of registrars in large urban areas.

- a. To ensure that all the events which occur with in her/his jurisdiction are registered according to establishment methods and procedures under the Act;

- b. To ensure compliance with the provisions of the RBD Act, 1969 and corresponding State Rules and the instructions issued by the Chief Registrar and District Registrar in this regard;
- c. To supply registration forms to all the Sub-Registrars in time and in adequate quantity. To ensure visibility of Sub Registrars office by arranging to place signboards at a conspicuous place in the registration centres.
- d. To ensure that all the medical instructions and other instructions report the events for registration to the Sub Registrars in time. To keep herself/himself informed about the new medical and other instructions that may have come up during a year and take steps to see that these instructions are made responsible for reporting the events occurring therein.
- e. To keep herself/himself informed about the changes in jurisdictional area that may have taken place during a year. In case of an addition of area, to make arrangements for registration of events occurring within such added areas. In case the area added to the town contains a registration centre, the matter has to be immediate brought to the notice of the Chief Registrar of appropriate orders regarding jurisdiction and custody of records.
- f. To obtain statistical reports on monthly basis from all the Sub Registrar and send them to the State Headquarters or the prescribed officer within the prescribed time limit. To compile the statistical report in her/his office wherever such an arrangements exists.
- g. To withdraw the registration records from the Sub-Registrars as per the prescribed schedule and ensure their safe custody and preservation in her/his office.
- h. To take steps for improvement of customer services.
- i. To organise training and re-orientation programme for all registration functionaries on a periodical basis.
- j. To promote and publicize the registration of births and deaths.

Chapter-4

Registration and Statistical functions of the Register

The Registrars Office and its Visibility

- 4.1 The Registrars is required to maintain an office in local area for which she/he is appointed. She/He should attend her/his office for the purpose of registering births and deaths on such day and on such hour as may be directed by the Chief Registrar. She/He should make himself visible to the public by placing a board on or near the outer door of her/his office bearing, in the local language, her/his name and indicating that she/he is the Register

of Births and Deaths for the local area for which she/he is appointed and the days and hours of her/his attendance. An example of a typical board showing such details is given below:

Office of the Register of Births & Deaths Rampur Grama Panchayat Registration of Births and Deaths and Issuance of Certificate On every Monday, Wednesday and Friday Between 10.00 AM to 1.30 PM

Registrar's Role in Improving Registrations Levels

4.2 The section 7(2) of the Act clearly mentions that the Registrar, apart from registering all the events reported to him under section 8 and 9 of the Act"- shall take steps to inform himself carefully of every birth and every death which takes place in her/his jurisdiction and to ascertain the particulars required to be registered". Evidently the law envisages a more pro-active role for the Registrar in registration of births and deaths. Again, the Registrar has wide powers under section 21 of the RBD Act which state that-"The Registrar may either orally or in writing require any person to furnish any information within her/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". Therefore the Act specifically casts responsibility on the Registrar in improvement of registration of births and death in her/her area.

4.3 The should take the following steps to improve registration of births and deaths:

- a. The Registrar should be thoroughly familiar with the area under her/his jurisdiction and he size, composition and the characteristics of the population that live in that area so that he/he can have some idea about the number of events expected to occur during a year. She/He should be familiar with the institutional medical facilities available near her/his area and frequented by the population living in her/his area so as to arrive at better idea about the expected number of events

- b. The Registrar should maintain a list of institution falling within her/his jurisdiction from where births and deaths reports are to be received. She/He should be in close touch with these institutions to ensure timely and accurate reporting of births and deaths.
- c. The Registrar should make a list of persons made responsible for collecting reports of domiciliary births and deaths from the households where such events occur. She/He should be in close touch with these persons and ensure that timely and accurate reports are received. (Here the exact designations of the officials may be included e.g. ANMs, Dais, Anganwadi Worker etc.
- d. The Registrar should be helpful and compassionate in dealing with the public. She/He should deliver prompt service in to people and be fair in dealings. This is not only would enhance the prestige and dignity of the Registrar's office but would go a long way in improving the levels of registration. The Registrar in her/his own way should publicize the importance and need for registration in her/his area. In rural areas the Registrar can take the help of different key persons of the village like the village headman or the local leader in propagating the message of registration.

Availability of Forms and Stationery

4.4 The Registrar should ensure that the sufficient quantities of forms are stocked in advance with him for smoothly carrying out the registration work. She/He should keep a close watch on the stock and take advance action for its replenishment by sending timely indents to the General Manager, Gramalakshmi Mudralayam. (The official with whom the Registrar will place her/his indent can be mentioned here). The Registrar also has to maintain smooth supply of forms to the Institution within her/his jurisdiction and also to the officials responsible for collecting reports of births and deaths from different households.

The Process of Registration

4.5 There are three responding forms- Form No.1 –Birth, Form No.2 –Death and Form No.3 Still Birth. These forms have two parts. The part on the left is the "Legal Part" and the one on the right is the "Statistical Part". The Legal part of the form contains those items of information that are required for legal purposes and the Statistical part contains statistical items. Boxes are provided at the bottom of the form on each of the part, which are to be filled in by the Registrar at the time of registering the reported event. The description of each item in these forms and their importance is given in a separate section. The Forms Nos.1,2 &3 are given as a part of the Model Rules in Annex-III.

The various steps to be taken by the Registrar in the process of registration are detailed below.

- a. The Registrar will receive the filled-in forms from the hospitals, medical or other institutions and from the individual informants, directly or through notified officials. She/He should carefully check each of the forms for its completeness and accuracy. She/He should ensure that the entries made in the form, particularly in the Legal part, are legible and without any cutting or overwriting, as this would be the permanent document. Any of the entries made in the Legal part of the form should not spill over to the Statistical part. If any of the above mentioned insufficiencies are noticed in the form, it should not be accepted and forthwith returned to the institution or the notified official for appropriate correction and if necessary, for re-filling.
- b. Certain Medical institutions are required to submit a form on Medical Certification of causes of Death (Form No.4) along with every Death Report Form No.2 giving details of cause of death of the person whose death report is being filed. The Registrar should ensure that such institutions submit these forms with out fail. As above she/he should see to it that there are no discrepancies and insufficiencies in the MCCD form.
- c. The Registrar has to educate the concerned officials of the institutions and notified officials under her/his jurisdiction to get the reporting forms properly filled in and verified for their accuracy and completeness before sending them to him/her. The head of the institutions or the notified officials should also realise that they too have certain responsibilities under the law and cannot act in a perfunctory manner. Any discrepancy and mistake in the reporting from will ultimately lead to the undue harassment to the general public, which is not at all desirable.
- d. The Registrar will also receive forms filled in by the informants in her/his office. The process of checking for the accuracy and completeness of the form as suggested in a) above should also be followed in this case. However, the Registrar can himself guide the informant in filling up the form, as the informant is physically present in her/his office.
- e. When an illiterate informant personally visits the Registrar's office for reporting the event he/she will provide information orally. In such case the registrar himself has to fill in all the items of the reporting form and obtain the signature or thumb impression of the informant in the Legal part of the reporting form.
- f. In areas where the private doctors are required to medically certify the case of death in respect of domiciliary deaths, they would do so in Form No.4A.

The Registrar in such area should ensure that every death report form is accompanied with Form 4A. In case of discrepancies and insufficiencies, she/he may contact the concerned doctor directly for correction of the form.

- g. After having satisfied himself with the proper completion of the forms and after the due process of verification of the veracity of the event, wherever needed, the registrar should register the event. Before registering the event she/he should also make sure that the event reported has actually occurred within her/his jurisdiction. She/He then has to enter the Registration Number and the Registration Date in the space provided in both parts (Legal and Statistical part) of the reporting form and enters her/his name and signature therein. This would complete the process of registration. The Registration Number should be serially given starting from the first event registered on the first day of each calendar year for each Registration Unit separately.
- h. In case of events reported after the normal reporting period, the Registrar should ensure that all the legal requirements as set out under section 13 of the RBD Act and Rule 9 of the B&D rules 1999 have been met and that the relevant papers have been produced by the informant along with the reporting form. Having satisfied himself with the authenticity and validity of the documents, the Registrar should register the event, exactly in the manner given in para (g) above. In this case, she/he should record the relevant details like the order number and the date permitting such registration and/or any other details required to establish a cross-reference between the registered event and the documents supporting it in the Remark column provided in the box at the bottom of the legal part of the reporting form.
- i. In case of multiple births, the informant should fill in separate form for each child. The Registrar should make a note of this in the Remarks column in the box at the bottom of the legal part of the birth report form and write 'Twin birth;' or 'Triple birth' as the case may be.

Preparation and Submission of statistical Returns

4.6 The Registrar will take the following steps for preparation and submission of the statistical returns:

- a. After the process of registration is complete, the Registrar will enter the statistical details including the geographical identification details in the space assigned for the purpose at the bottom of both sides of the form. It may be noted that the geographical details will be the same in the forms in respects of all events in once registration unit. In the box at the bottom of the Statistical part of the Death report form, the unit of age (years, months, days or hours) has to be necessarily indicated.

- b. The Registrar will then detach the Statistical portion of the form and serially keep it in a folder for despatch after the completion of the month and file the Legal portion in a separate folder. This has to be done separately for live births, deaths and stillbirths.
- c. On the first working day of every month, the Registrar will take the statistical portions of the forms for all the events (separately for live births, deaths and still births) that have been registered during the previous month, arrange them according to the registration serial number and despatch them to the Additional Chief Registrar, Economics and Statistics, Vikas Bhavan, Thiruvananthapuram along with the Monthly Summary Report in form no.11, 12 & 13 meant for live births, deaths and still births respectively. (In states where these forms are to be sent through the district or sub-district offices the same should be indicated here).
- d. Apart from ending the geographical particulars in the Month Report forms, the Registrar will fill in the other details relating to the number of births, deaths and stillbirths registered during the month and also indicate the number of registered events that are delayed beyond one year. This is nothing but a simple count of the number of statistical portions of the form to be sent along with the summary form. In the Monthly Summary Report from relating to death (Form No.12 certain more details, viz., infant deaths and maternal deaths will also be entered in the space provided for the purpose.
- e. The Registrar will prepare each of the summary forms in triplicate. She/He will send the first copy of the form to the Additional Chief Registrar's Office (District along with the statistical portions of the form and endorse the second copy of the District Registrar (Chief registrar's office). The Registrar should keep the last copy of the form in her/his office file.

The Registrar will on the first working day of every month, collect all the MCCD forms relating to death events registered during the previous month and send them to the additional Chief Registrar's Office (or any other office assigned by the state) for statistical processing.

Issue of Birth and Death Certificates

- 4.7 Section 12 of the RBD Act clearly provides that the Registrar should, "as soon as the registration of birth and death has been completed, give free of charge, to the person who gives information under section 8 and 9 an extract of the prescribed particulars under her/his hand from the register relating to such birth or death." The extract i.e, the birth and death certificate will be issued in the Form No. 5 and 6 respectively. The Registrar should not only issue the first copy of the birth or death certificate free of charge but also

should do so 'as soon as' the registration is completed. The Registrar /Sub-registrar has to himself sign the certificate and can authorize no other person to do so on her/his behalf. If the report on the birth and death event has been received through the notified official, the certificate can be handed over to him/her onward transmission to the reporting household.

Maintenance and upkeep of Registration Records

4.8 After the completion of every year the Registrar should properly bind/ stitch together the legal portions of the Birth, death and Still Birth Report forms separately. In case she/he has more than one unit under her/his jurisdiction, this has to be done separately for each one of them. She/He has to ensure that before binding and stitching, the forms are placed according to the registration serial number. In case of registration units with large volume of registration, year-wise binding will make the register unwieldy and difficult to handle. The Registrar, in such case should bind the legal portions of the forms at appropriate intervals during the year, depending on the volume of registration. In any event a register should contain legal portions of the forms relating to the same calendar year. The Registrar should write to the details of the period to which the form relate, the first and the last registration serial numbers and the geographical identification of the registration unit on the front cover of the bound register. Thereafter, she/he should transfer the records to the designed office after the completion of the year for permanent retention. (The exact designated office where the records have to be transferred may be mentioned here. This may be different for rural and urban areas. In states where the records are retained in the registrar's office beyond year the word 'year' in the last sentence should be replaced by the exact period).

Chapter-5

Other Registration Procedures and Practices

The Registration of Births & Deaths Act (RBD), 1969 envisages registration of all the births and deaths that take place in India by the local Registrar under whose jurisdiction they occur. The births/deaths of Foreign Nationals shall also be registered by the local Registrar and certificates thereof shall be issued as per the provisions of

the Act. Clarifications on specific issues/problems in registration of births and deaths have been incorporated in Handbook on 'Civil Registration' for their reference whenever required. However, some specific provisions made under the act for registration are enumerated below.

Delayed Registration

- 5.1 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 there under.
- 5.2 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 the 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, on production of an affidavit made before a Gazetted Officer and with the written permission of the District Registrar. (Insert the exact definition of the officer specified.)
- 5.3 If an event has not been registered within one year, then the registration of such an event can be done only on an order of a magistrate of the first class or a presidency Magistrate on payment of the prescribed fee. Delayed registration is allowed during the tendency of any action, which may be taken against the informant for failure on her/his part to register the event within the prescribed period.

Registration of Name of Child

- 5.4 Registration of a birth can be done without the name of the child. A provision has been made in the State Rules enabling the Register to enter the name of the child in the register in respect of the birth already registered by him after 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 as per the provisions made in the State Rules.

Registration of Births and Deaths of

Indian Citizens Outside India

- 5.5 The Indian Consulates register the births and deaths of the Indian Citizens occurring outside India as per the provisions made in the Citizens (Registration of India Consulate) Rules, 1956 under the Citizenship Act 1955 and issue the birth and death certificates. Under section 20(2) of the RBD act, the Indian Citizens have also been allowed to register the births of their children at the place of their usual residence within 60 days after their return

to India if they return with a view to settling here. After expiry of the aforesaid period, the provisions of the Section 13(3) of the Act will be applicable. Registration of death is not covered under Section 20(2). The Section 20(1) of the RBD act provides that the Registrar General, India subject to the Rules made in this behalf, cause to be registered the information of such births and deaths received by him under the Citizens (Registrations at India Consulate) Rules, 1956 and those under Section 20(2) of the RBD Act would take care of registration of all such events and hence it would not be necessary to frame any Rule on the subject.

Registration of Deaths of Missing Persons

5.6 For Registration of deaths, information on date of death and place of death of a person is required. However, in case of a missing person her/his death is presumptive where the actual date of death and place of death can not be ascertained. Ordinarily, a person un heard of for the statutory period shall be presumed to be dead on expiry of 7 years and not earlier. The presumption of death and its date and place of occurrence is a matter of burden of proof. The determination of the date and place of death of a person who is missing for more than 7 years is concerned is a question of fact and may be determined by the competent court/authority on the basis of oral and documentary evidence produced before him in this regard. Since the RBD Act and Rules are silent on the question of determination of date and place of death of missing persons, the date determined by the court in a declaratory suit, as may be filled for this purpose can be relied upon.

Registration of Births on Adoption

5.7 The matter of registration of birth of a child taken on adoption and issuance of certificate thereof may be referred to the guidelines issued by the Government in this regard. This guideline has also been given in the 'Handbook on Civil Registration'.

Corrections and Cancellations

5.8 Rules have also been framed for corrections 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: (1) 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. She/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. (The state should mention the exact designation.) If however, the register is not in her/his possession, then she/he must make report to the State Government or the officer specified (specify) in this behalf and call for the register for enquiring in to the matter and making necessary correction in the register. In this case, the corrections would require countersigning by the specified authority.(specify).

- (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 along with necessary details to the State Government or the officer specified in this behalf.(specify)
- (iii) Fraudulent or improper entry. This is an offence punishable under the Act. Therefore the Registrar must report to the Chief Registrar or the officers specified (specify) under section 25 of the Act and take necessary action on hearing from him.

5.9 The Registrar will correct an error or cancel an entry by making suitable entry in the margin without any alteration of the original entry. She/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 concerned informant at her/his permanent address.

Search and Grant of Extracts

5.10 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 along with 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 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 persons has to pay the search fee for every additional year.

5.11 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.5 in case of births form No.6 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 be disclosed. All extracts given under this section are required to be certified by the registrar or any officer specified (specify) under the Rules made under the RBD Act,

1969 and are admissible in evidence for the purpose or providing 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 her/his name and her/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

- 5.12 Any person is punishable with a fine not exceeding fifty rupees if she/he (a) fails to give information required under sections 8 and 9 or (b) gives or causes to be given any information which she/he knows or believes to be false regarding any of the particulars required to be known and registered, or (c) refuses to write her/his name, description and place of abode or to put her/his thumb mark in the register as required under section 11.
- 5.13 Any Register or Sub-Register who neglects or refuse to register any birth or death occurring in her/his jurisdiction or to submit any returns under section 19 (1) shall be punishable with a fine not exceeding fifty rupees.
- 5.14 Any medical practitioner who neglects or refuse to issue a certificate of cause of death under section 10(3) and any person who neglects or refuse 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.
- 5.15 An offence under section 23 shall be instituted except by an officer authorised by the Chief Registrar by a general or special order in this behalf. (Give details of the specified officer) 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 offence under sub-section (4) of section 23 of the Act.

Protection of Action

- 5.16 The Act provides protection of action taken in good faith. Under the provisions of section 28, no suit, prosecution or other legal proceedings 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 pursuance of this Act or any Rule or order made there under. 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.

Chapter-6

Instructions for filling up of Birth Report, Death Report and Still Birth Report forms

- 6.1 As already mentioned earlier, each of the reporting forms namely, the Birth Report (Form No.1) Death Report (Form No.2) and Still Birth (Form No.3) have two parts-the 'Legal part' and 'Statistical part'. The Legal part of the form contains those items of information that are required for Legal purposes and the Statistical part contains the statistical items. Some of the Statistical items are pre-coded to facilitate data entry. Whenever possible, instructions for filling in the items are given on the forms beside the items for easy reference.

General Instructions

- 6.2 The following points have to be kept in mind by the persons while filling up the reporting forms:
1. Fill in the forms nearly legibly and without any cuttings or overwriting, especially in the Legal part of the form. This is because the Legal portion of the form after the process of registration is completed, will become a part of the register, which is a legal document to be preserved permanently.
 2. Ensure that the entries made in the Legal part of the form do not spill over to the Statistical parts as it will result in irreparable loss of information after the later part is torn off for further transmission.

3. Ensure that the informant's name and address are filled in and the signature/thumb impression is put on the legal part of the Reporting Forms.
4. Use only blue or black ink.

Instructions for filling up the Birth Report Form (Form No. 1)

- 6.3 The instructions for filling up each of the items in the Form No.1 and its significance are given below:

A Legal Part

1 Date of Birth

Enter the exact date, month and year the child was born e.g.1-1-2000

This item records the date of birth of the individual named on the form. It is used to establish age at the various stages of the life of the individual. It is also used for tabulation of the event by year of occurrence. In conjunction with the information on the date of registration it is useful for study of time gap in registration.

2. Sex

Enter 'male' or 'female' do not use abbreviations.

This item helps in identification of the child. It is used for measuring sex – differentials in various demographic, population and health related characteristics and for making population estimates and projections.

3. Name of the child, if any

Enter the full name of the child, if already named. The name should include the surname also, if any. Practices for assigning surname vary and should be entered as desired by the informant. If the child has not been named then this column should be left blank. This column may be filled up when the name is communicated. Do not enter 'Baby girl' or 'Baby boy'

This item identifies the individual whose birth has been registered.

4. Name of the father

Enter full name of the father as usually written. Also include surname, if any. The surname of the father and the child is usually the same. When they are different, carefully review this information with parent (s) to ensure that there is no mistake. Do not use short names or pet names. If it is known that the child is illegitimate no person's name should be entered here 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.

This item is used for identification and as one of the documentary evidence of parentage.

5 Name of the mother

Enter full name of the mother as usually written. Also include surname, if any. Do not use short or per names.

This item is used for identification and as one of the documentary evidence of parentage.

6 Place of Birth

1. Hospital/Institution Name

2. House Address

If the birth takes place in the hospital or institution put a thick mark against the entry 1 and enter the name of the hospital/institution in the space provided. If the birth takes place in a house tick the entry 2 and give complete postal address of the house in the space provided.

This item helps in identifying the domiciliary births and the institutional birth and facilitates future search and queries.

7. Informant's name Address

Enter the full name of the informant, including surname, if any. Also enter her/his or her complete postal address.

Information given against this item can facilitate search and is important for further queries.

B Statistical Part

8. Place of Residence of the mother

a) Name of Town/Village

b) Is it a town or village

1.Town 2.village

c) Name of District

d) Name of State

Enter the name of the place where the mother usually lives. Never enter a temporary residence, such as one used during a visit or vacation. Residence for a short time at the home of a relative or friend for the purpose of awaiting the birth of the child is considered temporary and should not be entered here. Therefore, this place can be different from the place where the delivery occurred and can even be in a different District or State. It is not necessary to enter the house address. Only enter the name of the town or village (item 8(a) and indicate if it is a town or a village (item 8(b) by ticking either 1 or 2. Against item 8(c) and 8(d) enter the name of the State and the District respectively.

This item facilitates tabulation of statistics of birth by place of residence of mother. This makes it possible to compute birth rates based on the usual resident population. Data on births by place of residence of the mother are

used to prepare population estimates and projections. These data are useful in planning for and evaluations community services and facilities including maternal and child health programmes

9. Religion of the Family

1.Hindu 2. Muslim 3. Christian 4. Any other Religion

Put a thick mark against the appropriate item. If any other religion write the name of the religion against item 4.

This is used to study the different in characteristics of birth and fertility by religion, which is important for planning and evaluation of family welfare programmes.

10 Father's level of education

11 Mother's level of education

In both the above items enter the completed level of education. For example if he/she has studied up to class VII but passed only class VI, write class VI. In case a person cannot read or write with understanding a sentence in any language he/she is treated as illiterate and in such case enter 'illiterate '. A person can be literate without any formal education and in such case enter literate without formal education.

This item provides information for studying the birth characteristics and fertility by the level of education.

12 Father's occupation

Enter the usual occupation of the father at the time of the birth of the child. The occupation is the kind of work the father was normally engaged in like cultivator, mineworker, clerk, storekeeper, truck-driver, professor etc. If no occupation is being pursued by the father enter 'Nil'. If the father is engaged in more than one occupation then write the major one in terms of the time disposition.

Information from this item is useful in studying occupational differentials in birth.

13 Mother's occupation

It is natural that the mother is not pursuing any occupation at the time of delivery of the child. Therefore, enter the occupation usually pursued, before suspending the same for the purpose of delivering the child. Even if the mother suspended her activity early in her pregnancy, enter that occupation. If no occupation enter 'Nil'.

Information from this item is useful for studying occupational differentials in fertility.

14 Age of mother (in completed years) at the time of marriage

Enter the date of effective marriage. In some areas the marriage is completed at a very young age but is consummated after some years. In such cases the age at which the marriage is first consummated is the age of marriage. In case of more than one marriage enter the age at first marriage. In case not married write 'not married'.

This is a very useful demographic data item that helps in working out the duration of marriage, which in turn is cross-classified with order to get estimates of fertility levels. In itself the age at marriage is a very useful data item.

15 Age of the mother (in completed years) at the time of this birth

This helps item is self- explanatory

This helps in estimating the age specific fertility rates and other fertility indicators. In conjunction with age at marriage it is used to estimate the duration of marriage

16 Number of children born alive to the mother so far including this child

Enter the number of children born alive. This should include the number of children born alive from earlier marriage(s) also. Enter children born out of wedlock, if willingly revealed. Quite often replies to this question will on one hand erroneously include foetal deaths, while, on other, they may not include children who die in their infancy. Sometimes the children who have left the household or given away to relatives or friends for adoption are wrongly omitted. Keep these in mind at the time of making this entry.

This item is important for studying the fertility differentials and trends. When cross-classified with birth –weight and method of delivery gives insight in to the maternal health status.

17 Type of attention at delivery

- 1. Institutional-Government**
- 2. Institutional- Private of Non-Government**
- 3. Doctor, Nurse or Trained midwife**
- 4. Traditional Birth Attendant**
- 5. Relatives and others**

Tick only one of the items. The first two items relate to births occurring with in the institution and the last three relate to non-institutional events.

Information collected through this item is helpful in determining the level of access to the facilities and the differentials of birth characteristics by type of attendance.

18 Method of Delivery

- 1. Natural**

2 Caesarean

2. Forceps/Vacuum

Tick one of the items only. In case of institution this item can be easily filled in by the institutional authorities. Normally domiciliary birth will be 'Natural' or if attended by trained assistance can happen with the aid of forceps of vacuum.

This information can be related to the certain characteristics of the mother like her age and also with the type of attention to give insight into issues related to maternal health. Information from this item is used to monitor delivery trends across the country.

19. Birth Weight (in kgs)

Enter Birth weight in kgs, rounded of to one decimal digit; for example. 3.5 kgs. All medical institutions can easily provide this information and should report it without fail. In some areas the ANMs are also required to weigh the newly born child at the time of delivery. It would, therefore, be possible to collect this information through these workers, wherever they have been notified to collect the information on births of the informants. Write 'Not Known' if not available.

This is an important characteristic associated with health of the infant. It is related to the age of mother, educational and other factors relating to the birth. Consequently, it is used with other information to plan for and evaluate the effectiveness of reproductive health care.

20 Duration of pregnancy

Enter this information in number of weeks. This information again will be readily available in the institutions. The ANMs would also have a fair bit of knowledge in this regard and, whenever possible should report it. Normally, the mother or any other elderly women in house would have a clear idea of the number of the number of completed months since the last menstrual period. Convert into number of weeks and write here. Write 'Not Known' if not available.

Duration of pregnancy when cross-tabulated by birth-weight and age of mother gives a very good insight in to the reproductive health status.

Instructions for filling up the Death Report form (Form No.2)

The instructions for filling up each of the items in the Form No.2 and its significance are given below:

A. Legal Part

1. Date of Death

Enter the exact date, month and year the death took place e.g. 1.1.2000

This item records the date of death of the individual named on the form and is useful for establishing claim of inheritance, life insurance, etc. It is also used for tabulation of event by year of occurrence. In conjunction with the information on date of registration it is useful for study of time gap in registration.

2 Name of deceased

Enter full name of the deceased as usually written. Also include surname, if used. Do not use short name or pet name. Any insufficiency or error will lead to issue of incorrect certificate causing undue harassment to the family in future.

This item identifies the individuals whose death has been registered.

3. Sex of the deceased

This item helps in identification of the decedent. It is used for measuring sex specific mortality rates. It is also helpful for studying sex differentials in cause specific mortality and for making population estimation and projection.

4 Age of the deceased

If the deceased was over the 1 year of age, give age in completed years, if the deceased was below 1 year give age in months, if below 1 month give age in completed number of days, and if below one day, in hours. In case the age could not be determined write 'Not Known'

This can be used as one of the items for identification of the deceased for legal purpose. Information of this item is used to determine the neo-natal, post neo-natal and infant mortality rates. It is also used to study differences in age-specific mortality and in planning and evaluating public health programmes.

5. Place of Death

- 1. Hospital/Institution Name**
- 2. House Address**
- 3. Other Places**

If the death takes places within the hospital/institution as in-patient put a tick mark against entry 1 and enter the name of the hospital/institution in the space provided. If the death occurs in a residential house tick the entry 2 and give complete postal address of the house in the space provided. If the death occurs outside the institution or residential house put a tick against item 3 and specify the location where the death took place e.g. doctors clinic, the highway where traffic accident occurred, a train, in a

vehicle, at work, etc. If the decedent's body was found, the place where the body was found should be entered as the place of death.

This item helps in identifying the domiciliary death and the institutional deaths and facilitates future search and queries.

6. Informant's name

Address

Enter the full name of the informant, including surname if any. Also enter her/his or her complete postal address.

Information given against this item can facilitate search and is important for future queries.

B Statistical Part

7. Place of Residence of the deceased

a) Name of Town/Village

b) Is it a town or village

1. Town

2. Village

c) Name of District

d) Name of State

Enter the name of the place where the deceased usually lived. Never enter a temporary residence such as one used during a visit or vacation. Residence for a short time at the home of a relative or a friend for the purpose of availing treatment is considered temporary and should not be entered here. Therefore, this can be different from the place where the death occurred and can even be in a different district or state. It is not necessary to enter the house address. Only enter the name of the town or village (Item 7a) and indicate if it is a town or village (item 7b) by ticking either 1 or 2. Against item 7c and 7d enter the name of District and State respectively.

This item facilitates tabulation of statistics of Death by place of residence of the deceased. This makes it possible to compute death rates based on the usual resident population residing in that area. Data on deaths by place of residence of the deceased are used to prepare population estimates and projections.

8 Religion

1. Hindu 2. Muslim 3. Christian 4. Any other religion

Put a tick mark against the appropriate item. If any other religion, write name of the religion against item 4

This is used to study the differential characteristics of death and mortality by religion.

9. Occupation of the deceased

Enter the usual occupation of the decedent at the time of death. If no occupation write 'Nil'.

This is useful in studying mortality differentials by occupation.

10. Type of medical attention received before death

1. Institution

2. Medical attention other than Institution

3. No medical attention

Tick only one of the items. Medical attention in the institution or outside the institution would include any field of medicine namely Allopathic, Homeopathic, Ayurvedic, etc. Tick against entry 1 only if the patient was last attended to by an institution irrespective of whether she/he or she was an outpatient or inpatient.

Information collected through this item is helpful in determining the level of utilisation of facilities and the differentials of death characteristics by type of attendance.

11. Was the cause of death medically certified ?

1. Yes 2. No

If the form is accompanied with Medical Certification of Cause of Death Form ie. Form No. 4 or 4A, tick the entry 1 otherwise tick 2.

This helps in identifying the medically certifying deaths and prepare the relevant tables.

12. Name of Disease or Actual Cause of Death

Record underlying cause of death. The underlying cause is defined as '(a) the disease or injury which initiated the train of events directly to death, or (b) the circumstances of the accident or violence which produced the fatal injury. 'Do not enter symptoms or modes of dying such as heart failure, respiratory failure, shock, etc. If 'Yes' against item 11, give the cause of death as mentioned last in the cause of death column of Form No.4 or 4A. In this case if the death is institutional the institution should fill in this item in Form 4 and if this is a non-institutional death the household informant will fill in this item from Form 4A in the manner as indicated above. In case the death is not medically certified (i.e. if 'No' against item 11) the informant himself has to furnish the cause of death as per her/his knowledge. Give the underlying cause which initiated the train of events leading directly to death. Do not enter the symptoms or mode of dying. Do not give 'Old age' as the cause of death if a more specific cause is known.

Cause of death provides medical information that serves as a basis for describing trends in human health and mortality and for analysing

conditions leading to death. Mortality statistics provides a basis for epidemiological studies that focus on leading causes of death by age and sex. It is helpful in ascertaining the addiction induced causes of death.

13. In case this is a female death, did the death occur while pregnant, at the time of delivery or within 6 weeks after the end of pregnancy.

1. Yes 2. No

Tick the entry 1 in case it is a female death which has occurred while pregnant, at the time of delivery or within 6 weeks after the end of pregnancy regardless of the actual cause of death. The end of pregnancy may be as a result of abortion or delivery of a live born or a still-born baby.

This term gives a broad indicator of maternal mortality and is useful for collection further information on maternal deaths.

14 If used to habitually smoke- for how many years ?

A person who has been smoking more or less on a regular basis is a habitual smoker. Do not include casual smokers. Indicate the approximate number of years, if habitual smoker. If not a habitual smoker write 'No'

This information when related to causes of death, give valuable data on addiction induced mortality. This information when tabulated by age of deceased provides useful clues to the addiction pattern prevailing in the country by geographical sub-division.

15 If used to habitually chew tobacco in any form-for how many years?

Same as in item 14 above

16 If used to habitually chew arecanut in any form (including pan masala) – for how many years?

Same as in item 14 above.

17 If used to habitually drink alcohol-for how many years?

Same as in item 14 above.

Instruction for filling up the Still Report Form (Form No.3)

This instruction for filling up each of the items in the Form No.3 and its significance are given below:

A Legal Part

1. Date of Birth

Enter the exact date; month and year the child was born e.g.1.1.2000

It is used for tabulation of the event by year of occurrence.

2. Sex

Enter 'male' or 'female'. Do not use abbreviations.

This information is used to measure the still birth rate and peri-natal mortality by sex.

3. Name of father

Enter full name of the father as usually written. Also include surname, if any. Do not use short names or pet names.

This item is used for identification and as one of the documentary evidence of parentage.

4. Name of the mother

Enter the full name of the mother as usually written. Also include surname, if any. Do not use short or pet names

This item is used for identification as one of the documentary evidence of parentage.

5. Place of Birth

1. Hospital/Institution Name

2. House Address

If the birth takes place in the hospital or institution put a tick mark against the entry 1 and enter the name of the hospital/institution in the space provided. If the birth takes place in a house tick the entry 2 and give complete postal address of the house in the space provided.

This item helps in identifying the domiciliary births and the institutional births and facilitates future search and queries.

6. Informant's name Address

Enter the full name of the informant, including surname, if any. Also enter her/his or her complete postal address.

This information given against this item can facilitate and is important for future queries.

B Statistical Part

7. Place of Residence of the mother

a) Name of Town/Village

b) Is it a town/Village

1. Town 2. Village

c) Name of District

d) Name of State

Enter the name of the place where the mother usually lives. Never enter a temporary residence, such as one used during a visit or vacation. Residence for a short time at the home of a relative or friend for the purpose of awaiting the birth of the child is considered temporary and should not be entered here. There fore, this place can be different from the place where

the delivery occurred and can even be in a different district or state. It is not necessary to enter the house address. Only enter the name of the town or village (item 7a) and indicate if it is a town or village (item 7b) by ticking either 1 or 2. Against item 7c and 7d enter the name of the state and the district respectively.

This item facilitates tabulation of statistics of birth by place of residence of mother. This makes it possible to compute still birth rates based on the population residing in that area. These data are useful in planning for and evaluation community services and facilities including maternal and child health programmes.

8. Age of the mother (in completed years) at the time of this birth

This item is self-explanatory

This information is cross-classified by the cause of death and also the duration of pregnancy to get an inside in to the child and maternal health problems.

9. Mother's level of education

Enter the completed level of education of mother e.g. if she has studied up to class VII but passed only class VI write class VI. In case a person cannot read or write with understanding a sentence in any language. She/he treated as illiterate and in such case enter 'illiterate'. A person can be literate without any formal education and in such case enter 'Literate without formal education'.

This item provides information for studying the characteristics of stillbirth by the level of education of the mothers.

10. Type of attention at delivery

- 1. Institutional- Government**
- 2. Institutional- Private or Non-Government**
- 3. Doctor, Nurse or Trained midwife**
- 4. Traditional Birth Attendant**
- 5. Relatives and others**

Tick one of the items. The first two items relate to still births occurring within the institution and the last three relate to non-institutional events.

information collected through this item is helpful in determining the level of utilisation of facilities and the differentials of still birth characteristics by type of attendance.

11. Duration of pregnancy

Enter this information in weeks. This information will be readily available in the institutions. The ANMs would also have a fair bit of knowledge in this

regard and, wherever possible should report it. Normally, the mother or any other elderly lady in the house would have a clear idea of the number of completed months since the last menstrual period. If possible, convert into months and write here. Write 'Not Known' if available.

Duration of pregnancy when cross-tabulated by age of mother gives a good insight in to the reproductive health status.

12. Cause of foetal death (Still birth)

This information will normally be available from the hospital and other medical institutions. In case of domiciliary events enter only if known, otherwise write 'Not Known'.

This provides information for ranking and analysing the conditions leading to still birth. When co-related with duration of pregnancy and age of mother gives good insight into the reproductive health status

Annex-I

RBD Act, 1969 to be included.

Annex-II

State Rules along with the forms as notified by the State to be included

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