



To

1. All the Commissioners of Municipal Corporations in Haryana State.
2. All the Executive Officers/Secretaries of Municipal Councils/Committees in Haryana State.

Memo No. DULB/XEN IV/STA/2015/ 22463

Dated: 29.04.2015

Subject: Computerized Registration and Issuance of Birth and Death Certificates through Common Service Centres.

Kindly refer to the subject noted above.

2. I am directed inform you that Government has taken decision that all Births and Deaths in Urban areas across the State who have been issuing birth, death and non-availability certificates would henceforth record and issue Birth and Death certificate through electronic mode with immediate effect. This inter alia involves the establishment of a central, secure electronic registry of births and deaths that would be used for the delivery of such electronic services. This order is being issued to all Registrars of Birth and Death to enable them to carry out this function in a seamless manner.

Birth registration, Certification, inclusion of Name, correction in name and issuance of non-availability of birth registration along with certain other services including registration and certification of death was launched by Hon'ble Chief Minister, Haryana on 26.02.2015. Citizen can apply for these services except registration of birth and death online while visiting website www.ulbharyana.gov.in and track the status of their application after visiting the same website. Officials dealing with these services have to visit the website www.online.ulbharyana.gov.in to deliver these services.

1. Government of Haryana has laid emphasis on the end-to-end electronic delivery of citizen services (e-services) in line with the national vision of providing services closer to the home of the citizen. All births and deaths which occur after 15-04-2015 would be recorded on computer and all services related to birth and death will be issued through the computer from the registration unit i.e. Municipality. Such services would be provided by the said ULBs located irrespective jurisdiction where birth/death has

occurred. The manual registration procedure being currently followed would continue to be followed in parallel till the computerized system stabilizes and instructions related to the discontinuation of the manual system would be intimated at a later date.

2. The NIC Department, Haryana has developed a Birth and Death registration software for recording all such vital events and provision of these services electronically. The software is deployed in a central database. All registrars and their information assistants are required to access this software through their unique user name and passwords, which stands circulated to all concerned.
3. In addition the Govt. of Haryana, IT Department has opened large number of Government authorized Haryana e-Seva Common Service Centers (CSC) that are being operated across the State of Haryana from where the services related to Birth and death can be obtained. The following services could be optionally availed from Haryana e-seva Common Service Centers (CSC) in addition to the registration units:-
 - a. Issue of certified copies of Birth certificate within 30 days of event
 - b. Issue of delayed certified copies of Birth Certificate received between 31 days and 1 year of the event
 - c. Issue of delayed certified copies of Birth Certificate received after 1 year of the event
 - d. Issue of Death Certificate within 30days of event
 - e. Issue of delayed certified copies of Death Certificate received between 31 days and 1 year of the even
 - f. Issue of delayed certified copies of Death Certificate received After 1 year of the event
 - g. Correction of entry in Birth and Death Certificate after submission of complete application.
 - h. non availability of certificate
 - i. Birth and Death certificate
(Name Entry & New Birth Certificate)
4. The request for such certificates could be made across the counter in any CSC in respect of all births and deaths that have already been registered by a written request. In the event that registered birth and death entries are available in the secure electronic registry of births and deaths, the certificate would be issued across the counter. In the event registered birth and death entries are not available in the secure electronic registry and available in manual registers of Municipality, the request would be sent electronically to the concerned Municipality and authorized by Registrar once again online for issuance of the certificate. The date of previous approval would be also

recorded on electronically generated certificate. Upon approval the printed certificate can be obtained from the CSC where service was requested. The Municipal I/C would provide the information and send it back to the CSC electronically in a time bound manner. The prescribed fees for search and issue of certificate will be charged by the CSC for the certificates after 01.05.2015 issued by them. No fee for registration will be charged by Registrars, Birth & Death.

5. As per the newly constituted Haryana Rights to Service Act the following 9 services have to be issued in a time bound manner:

NAME of SERVICE	TIME OF ISSUE
a. Issue of Birth certificate within 30 days of event	7 days
b. Issue of late Birth Certificate received between 31 days and 1 year of the event	15 days
c. Issue of late Birth Certificate received after 1 year of the event	60 days
d. Issue of Death Certificate within 30 days of event	7 days
e. Issue of late Death Certificate received between 31 days and 1 year of the even	15 days
f. Issue of late Death Certificate received after	60 days
g. Correction of entry in Birth and Death Certificate after submission of complete application	15 days
h. non availability of certificate	
i. Birth and Death certificate (Name Entry & New Birth Certificate)	7 days

6. As these would be computer generated certificates, it will not contain signatures in Original. To ensure complete authenticity of the certificate Particulars, facility to verify the certificates online can be done using the verification website link printed on the certificate. For convenient smart phone / tablet based verification, a QR code (a two dimensional bar code) is also printed on the certificate giving the verification link. Please note that a suitable QR Code Reader application is required to be installed on the smart phone / tablet to perform this function. Reporting form of birth and death are being revised in order to include Aadhaar number of mother-father and deceased therein.
7. For services related to reporting (including delayed registration) of births, deaths and still births, name inclusion of child and rectification of errors, the service seeker should get in touch with the respective institution in the jurisdiction where the event has occurred and adhere to the existing procedure that are required in respect of each of these services.

8. All Deputy Commissioners will ensure availability of manpower, equipments and connectivity in all the registration centres through DITS in case of Municipal Council and Municipal Committee whereas Commissioner, Municipal Corporation in case Municipal Corporation concerned.



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