



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/ 28454

Dated: 29.04.2015

Subject: Rolling out the services of Birth and Death Certificates through Common Service Centres.

Kindly refer to the subject noted above.

2. I am directed to inform you regarding the decision taken in the meeting regarding launch of Sate Portal, Roll out of e-Service, e-Stamping and Aadhar based Registration of Birth, the service by 1st May, 2015 held on 17.04.2015 at 3:00 PM under the Chairmanship of Hon'ble Chief Minister, Haryana.

A) Aadhar Linking of registration of child birth:

In the meeting, it was decided to link birth of a child with Aadhar having age below 5 years for the birth taking place after 01.05.2015. To achieve this target, following procedure is to be followed:

- a) At the time of births taking place in institutions such as private nursing homes / Private hospitals / Government hospitals / CHCs /PHCs, Aadhar number of parents to be added in the form of registration of birth by the reporting authority in case of institutions run by private personnel whereas registering authority in case of institutions run by the Government. In case of birth taking place at home, reporting person will provide the Aadhar number of parents to the Registering authority. In case Parents who do not have Aadhar number then once a week Aadhar enrolling machine will be provided on CSCs/PHC/CHC/ Government hospital by the concerned Deputy Commissioners.
- b) Tablet based Aadhar enrolling machines will be provided to all the municipalities to enroll the child below 5 years of age without biometrics for the birth taking place after 01.05.2015. Till tablet based Aadhar

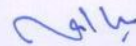
- enrolling machine is not made in the municipalities, the entire concerned Deputy will provide the Aadhar enrolling machine at the centers atleast once a week to enroll the child.
- a) When Tablet for enrolling child is made available to the municipalities then the operator can check the Aadhar enrollment of parents through that device, In case Aadhar enrollment of parents are not found on the server than he will request the parents to get them enrolled with Aadhar at the permanent centers provide in the districts. In case Aadhar number of the parents are found than the operator will enroll the child without biometrics.

A) e-Signing of the certificates:

In the meeting it was also decided that the certificates to be delivered to the citizens should be digitally signed by means of facsimile signatures of the registrar. All the registrars in consultation with DIOs/e-District Manager of concerned district should upload their facsimile signature with stamp in applications developed by NIC.

B) Scanned Document:

All the municipalities regarding any document scanned and uploaded by a citizen interface unit, say e-Disha counter or CSC operator shall have legitimacy for the purpose of processing the citizens' application online and for electronic movement from one office to another, from one authority to another. Hence the authorities concerned are to be directed not to seek for actual paper documents from the citizens.



Executive Engineer-IV
for Director, Urban Local Bodies, Haryana,
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