

LOCAL ADMINISTRATION DEPARTMENT

BIRTH AND DEATH REGISTRATION PROCEDURE – FEE STRUCTURE - FAQ

Registration of Birth is a right of every child and is the first step towards establishing her/his legal identity. It is compulsory to report Births and Deaths to the Registrar of Births and Deaths under the Registration of Births and Deaths Act, 1969 (Act No. 18 of 1969). The Births and Deaths are to be registered at the place of occurrence of Birth and Death as per provision of Section 7 (2) of the RBD Act, 1969.

In respect of Birth/Death occurred in Domicile, 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 Births and Deaths that occurred in the house to the Registrar of Births and Deaths of the concerned area. The Midwife or any other medical or health attendant who has attended or was present the Birth or Death is duty bound to notify the concerned Registrar about the occurrence of the event. Keeper or the owner of a place set apart for the disposal of the dead bodies or any person required by a local authority to be present at such place are required to notify the concerned Registrar about the occurrence of the death.

In respect of Births and Deaths occurred in a Hospital, Health center, Maternity or Nursing Home or other such institutions, it is the responsibility of the Medical officer in-charge or any person authorized by her/him to report the Births and Deaths that occur in Hospitals, Nursing homes, Health centres etc. to the Registrar of Births and Deaths of the concerned area.

Births and Deaths are reported in the prescribed forms - **Form 1** for **Live Birth**; **Form 2** for **Death** and **Form 3** for **Still Birth**.

The Registrar(s) of Births and Deaths have the power under Section 21 of the Act to obtain information regarding Birth or Death from any person to furnish any information within her/his knowledge. The events of Births and Deaths are registered at the place of occurrence of the event (i.e. where the event took place).

Local Area	Registrars
Municipalities	Registrar \ Sub Registrar
Commune Panchayats	Registrar \ Sub Registrar
Village Panchayats	Registrar \ Sub Registrar
Primary Health Centres	Auxiliary Nursing, Mid wife of respective Area.
Govt. Medical Institutions	Multipurpose Health Supervisor (M)
Private Hospitals	Medical Officer in-charge.

As per the provisions of the Pondicherry Registration of Births and Deaths Rules, 1999, all Births, Deaths and Still Births should be registered within 21 days from the date of occurrence, The information required to be given to the Registrar shall be in **Form Nos.1, 1-A, 2 and 3** for the *Registration of a Birth, Birth of an adopted Child, Death and Still Birth* respectively. Information if given orally shall be entered by the Registrar in the appropriate reporting forms and the signature/thumb impression of the informant has to be obtained.

The normal period of 21 days (from the date of occurrence) has been prescribed for reporting the Birth, Death and still Birth events. If event of a Birth/Death is reported for registration to the prescribed authority within the normal period of 21 days, no fee would be charged. The Birth/Death reported after 21 days but within 30 days can be registered on payment of the prescribed fee. The Birth/Death reported after 30 days but within one year of its occurrence can be registered with the written permission of the prescribed authority and on payment of the fee as prescribed. The Births and Deaths reported after one year of its occurrence shall be registered only on an order of the Magistrate of the First Class after verifying the correctness and on payment of the prescribed fee.

Period of Reporting	Late fee
After 21 days but within 30 Days	Rs.50/-
After 30 days but within 1 year	Rs.50/-
After 1 year	Rs.50/-

Under the provision of Section 14 of the Act a Birth certificate can be obtained without the name of the child. The name of the child can be entered in the Birth Certificate on request of Parents/Guardians by oral or written request within one year from the date of registration of the Birth without any late fee. Beyond 1 year but within 15 years from the date of registration, the name of the child can be registered with a late fee of Rs. 50/-.

The name once registered cannot be changed. Corrections or Cancellations can be done by the jurisdictional Birth Registrar alone under the provision of Section 15 of the RBD Act and as per rule 11 of Puducherry registration of Birth and Death Rules, 1999. As such changes in the name are not covered under section 15 of the Act, these need not be incorporated in the Birth register. Any entry in the birth or death records made fraudulently or improperly, can be cancelled by the concerned Registrar. Under Section 17 of the RBD Act, 1969, any person can cause a search in the birth or death registers for any entry and obtain a certified extract. Such extracts shall be admissible as evidence of birth or death to which the entry relates.

The Birth of an Indian Citizen, occurred outside the country, can also be registered in India within sixty days of return of the parents at the place where they intend to settle. After this period, it could be registered under delayed registration provisions of the Act.

There is no provision to register Death of an Indian Citizen that has occurred outside the country.

Non-reporting of Births and Deaths, giving false information for inclusion in the register, refusing to put signature in the reporting form/register and non-registration of events reported to the Registrar is a punishable offence under the Act. Registration of births and deaths made prior to implementation of the RBD Act, 1969 is deemed to have been done under the same Act.

On adoption of a child, the name of the adoptive parents and a new name for the child can be entered in the Birth register.

At present the Birth Registration is carried out in online at 5 municipalities and 10 commune panchayats with the help of PHCs, Government Hospitals and other registered private hospitals via <https://bdis.py.gov.in> state web portal.

Procedure to Registration of Births and Deaths – Documents Required.

Birth occurrence at Residence.

- Notification form duly signed by Primary Health Centre (Medical Officer)
- Address Proof of parents- copy of any one of the self attested document (Voter id card, electricity/gas/water/ telephone bill, passport, valid Ration Card, Aadhaar card, running bank account etc.)
- Aadhaar of the Mother and Father if available
- The informant (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) has to approach the jurisdictional Birth and Death Registrar and provide Information in the prescribed reporting form after verifying the details furnished with due signature in **Form 1**.
- Any Other supportive documents as required by Birth and Death Registrar concerned.

Birth occurrence at Hospital

- ❖ The institutional (hospital) events cannot be reported by the family members. It is duty of the in-charge of the institution to report such events (both in software and in manual Form prescribed) to concerned Birth and Death registrar.
- ❖ It is the responsibility of the individual to provide correct and complete information to the hospital authority for reporting the Birth by the institution without any mistake.
- ❖ The details filled in the reporting form should be shown to the relatives who accompany the mother at the time admission and get their signature to avoid correction.
- ❖ The Hospital authority will report the Birth to the Jurisdictional Birth and Death Registrar in soft copy and manually for registration along with **Form – 5 (Notification form for a Birth)** which has been duly signed by the person or medical officer authorized by the Hospital / Institutions.

Death occurred at Residence.

- Address Proof of the deceased- copy of any one of the self attested document (Voter id card, electricity/gas/water/ telephone bill, passport, valid ration card, Aadhaar card, running bank account etc.)
- Aadhaar of the Parents/Spouse, if available
- The informant (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) to approach the jurisdictional Birth and Death Registrar and provide Information in the prescribed reporting form after verifying the details furnished with due signature in **Form 2**. (Submit copy of Aadhaar card)
- Burial Report of the Police Station (original) in whose jurisdiction the death actually occurred.
- FIR copy (If it is not natural death)
- Burial permission (original) obtained from Municipality.
- Medical Certificate of Cause of Death (**Form 4 A**), if attended by a Medical Practitioner during last illness.
- Any Other supportive documents as required by Birth and Death Registrar concerned.

Death occurred at Hospital / Medical Institutions

- a. The institutional (hospital) events cannot be reported by the family members. It is duty of the in-charge of the institution to report such events (both in software and in manual **Form-2** prescribed) to concerned Birth and Death Registrar.
- b. Medical Certificate of Cause of Death (**Form 4**) for all institutional deaths. The Certificate is duly signed by the Medical Officer certifying the cause of death along with his medical council Regn. Number.
- c. It is the responsibility of the individual to provide correct and complete information to the hospital authority for reporting the death by the institution without any mistake.
- d. The details filled in the reporting form should be shown to the relatives of the deceased and get their signature to avoid correction.
- e. The hospital authority will report the death to the Jurisdictional Birth and Death Registrar for registration through Form 2

Delayed Registration of Births

Delayed Days Range [>21 days and up to 30 days]:

- i. Delayed Fee of Rs.50/-.
- ii. Information in prescribed proforma (*i.e. Form 1 for Birth*).

Delayed Days Range (>30 days and < 1 year):

- i.* Information in prescribed proforma (*i.e. Form 1 for Birth*).
- ii. Delayed Fee of Rs.50/-
- iii. Affidavit/Declaration by informant
- iv. Permission from the competent authority as prescribed under 9(2) of Puducherry G.O MS No. 170/LAS/99-2000 dated 29.12.2000 Registration of Births and Deaths Rules, 1999.

Delayed by more than 1 year:

- i.* Information in prescribed proforma (*i.e. Form 1 for Birth*).
- ii. Non Availability Certificate (Form 10)
- iii. Delayed Fee of Rs.50/-
- iv. Order from the Sub Divisional Magistrate not below the rank of Sub/Deputy Collector.

Delayed Registration of Deaths

Delayed Days Range [>21 days and up to 30 days]:

- Delayed Fee of Rs.50/-
- Information in prescribed proforma (*i.e. Form 2*).

Delayed Days Range (>30 days and < 1 year):

- Information in prescribed proforma (*i.e. Form 2*).
- Delayed Fee of Rs.50/-
- Affidavit/Declaration by informant
- Permission from the competent authority as prescribed under 9 (2) of Puducherry Registration of Births and Deaths Rules, 2000.

Delayed by more than 1 year:

- Information in prescribed proforma (*i.e. Form 2*).
- Non Availability Certificate (Form 10)
- Delayed Fee of Rs.50/-
- Order from the Executive Magistrate not below the rank of Revenue Divisional Officer

FEE STRUCTURE FOR BIRTH AND DEATH CERTIFICATES AND RESPONSE TIME

(as per the G.O.Ms No.104/LAS/2018 dt. 22.1.2018)

Sl. No.	Name of Certificate / Extract / Documents	Fee (Rs.)	Response Time	Authority / Appellate
1	Full Extract of Birth Certificate	Rs.100	30 Days	Etat-Civil Officer / Commissioner of respective Local bodies.
2	Full Extract of Birth Certificate	Rs.100	30 Days	Etat-Civil Officer / Commissioner of respective Local bodies.
3	Livret de Famille	Rs.200	2 Days	Etat-Civil Officer / Commissioner of respective Local bodies.
4	Application for correction in Birth/Death Certificate	Rs.10	10 Days	Sub-Registrar / Commissioner of respective Local bodies.
5	Search fee for each year	Rs.15	7 Days	Sub-Registrar / Commissioner of respective Local bodies.
6	Search fee for intimation of Birth Time	Rs.10	2 Days	Sub-Registrar / Commissioner of respective Local bodies.
7	Name inclusion fee after 1year	Rs.50	7 Days	Sub-Registrar / Commissioner of respective Local bodies.
8	Delay Registration fee for 1year	Rs.50	7 Days	Sub-Registrar / Commissioner of respective Local bodies.
9	Delay Registration fee for after 1year	Rs.50	7 Days	Sub-Registrar / Commissioner of respective Local bodies.
10	Correction Fee for Birth/ Death	Rs.50	10 Days	Sub-Registrar / Commissioner of respective Local bodies.
11	Name inclusion in Birth Certificate	Rs.10	7 Days	Sub-Registrar / Commissioner of respective Local bodies.
12	Issue of Non-Availability certificate	Rs.50	30 Days	Sub-Registrar / Commissioner of respective Local bodies.

GLOSSARY OF TERMS

- Birth : Live birth or still birth.
- Live birth : Complete expulsion or extraction from its mother of a product of conception, irrespective of the duration of pregnancy, which, after such expulsion or extraction, breathes or shows any other evidence of life, and each product of such birth is considered live-born.
- Still Birth : Foetal death where a product of conception has attained at least the prescribed period of gestation.
- Death : Permanent disappearance of all evidence of the life at any time after live birth has taken place.
- Infant Death : Death of a child less than one year old.

FREQUENTLY ASKED QUESTIONS

BIRTH CERTIFICATE – REGISTRATION – PROCEDURES – DOCUMENTS REQUIRED AND FEES

1. Where to register the Birth /Death?

The Birth are to be registered at the place of occurrence of Birth, i.e. where the birth/death took place as per provision of Section 7 (2) of the RBD Act, 1969.

2. What is the time period prescribed for reporting any Birth/Death?

The normal period of 21 days (from the date of occurrence) has been prescribed for reporting the Birth/Death event.

3. Is there any fee for registration of Birth/Death?

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

4. Who are responsible for reporting the event?

- (i) In respect of Birth/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 Birth and Death Registrar.
- (ii) In respect of Birth/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 /Death are registered at the place of occurrence of the event (i.e. where the event took place).

Local Area	Registrars
Municipalities	Registrar \ Sub Registrar
Commune Panchayats	Registrar \ Sub Registrar
Village Panchayats	Registrar \ Sub Registrar
Primary Health Centres	Auxiliary Nursing, Mid wife of respective Area.
Govt. Medical Institutions	Multipurpose Health Supervisor (M)
Private Hospitals	Medical Officer in-charge.

6. What is the time period prescribed for reporting any Birth/Death?

The normal period of 21 days (from the date of occurrence) has been prescribed for reporting the Birth/Death events.

7. Whether reporting of Birth/Death can be done beyond 21 days?

In some cases, if the information have not been provided within the prescribed time limit, the Births/Deaths could be registered up on payment of late fee and orders of the prescribed authority. The Jurisdictional Birth and Death Registrar may be approached for getting details towards registration.

Period of Reporting	Late fee
After 21 days but within 30 Days	Rs.50/-
After 30 days but within 1 year	Rs.50/-
After 1 year	Rs.50/-

8. Whether the Birth certificate can be obtained without the name of the child?

Under the provision of Section 14 of the Act a Birth certificate can be obtained without the name of the child.

9. What is the procedure for Child Name Registration?

The name of the child shall be registered within one year from the date of registration of the birth without any late fee.

Beyond 1 year but within 15 years from the date of registration, the name of the child can be registered with a late fee of Rs. 50/-.

Extension of 5 years period up to 31.12.2024 is provided to register the name for all the cases where the birth was already registered and the above prescribed 15 years period got over.

The declaration of Parents/Guardian made before Notary Public is mandatory for name registration. The name once registered cannot be changed.

10. Whether a correction is allowed after registration?

Corrections or Cancellations can be done by the jurisdictional Birth and Death Registrar alone under the provision of Section 15 of the RBD Act and as per rule 11 of Puducherry registration of Birth and Death Rules, 2000.

11. **Whether the changes made in the name of father/mother through Gazette notification or otherwise subsequent to the date of registration of Birth of the child, could be incorporated in the birth register?**

As such changes in the name are not covered under section 15 of the Act, these need not be incorporated in the Birth register.

12. **Whether registration of Births can be done at any place irrespective of the place of occurrence? Whether an event which has taken place in Bombay can be registered in Goa?**

The event can be registered at the place of occurrence only. For example the event occurred at Bombay **cannot** be registered in Goa.

13. **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.

14. **If Death occurred to Indian citizen abroad (Outside India), Is there any provision to register such Death in India?**

Deaths to Indian Citizen Outside India cannot be registered in India. Such Deaths are registered at Indian Consulate under the citizenship act 1955 and would deem to have been made under the RBD act 1969. The certificate issued under the Citizenship act is treated as a valid document under the RBD Act.

15. **How the Birth/Death registration is carried out at present?**

At present the Birth Registration is carried out in online at 5 Municipalities and 10 Commune Panchayats with the help of PHCs, Government Hospitals and other registered private hospitals via <https://bdis.py.gov.in> state web portal.

16. **Can the Birth/Death certificate be downloaded by the public?**

Yes, through Common Service Centers (CSCs) the facility is provided to public to download Birth /Death certificate using state web portal BDIS (<https://bdis.py.gov.in>) on payment.

LOCAL ADMINISTRATION SECRETARIAT

(G. O. Ms. No. 172/LAS/99-2000, dated 29th December, 1999)

NOTIFICATION

In exercise of the powers conferred by section 30 of the Registration of Births and Deaths Act, 1969, (18 of 1969), the Lieutenant-Governor of Pondicherry, with the approval of the Central Government, hereby makes the following rules, namely :

1. *Short title.*—(1) These rules may be called the Pondicherry Registration of Births and Deaths Rules, 1999.

(2) They shall come into force from 1st January 2000.

(3) These rules will replace the Pondicherry Registration of Births and Deaths Rules, 1978 and all its subsequent amendments notified from time to time.

2. *Definitions.*—In these rules, unless the context otherwise requires,—

(a) “Act” means the Registration of Births and Deaths Act, 1969;

(b) “Form” means a form appended to these rules;

(c) “section” means a section of the Act; and

(d) “special District Registrar” means an officer of the Judicial Department specified as such by the Government.

3. *Period of Gestation.*—The period of gestation for the purposes of clause (g) of sub-section (1) section 2 shall be twenty-eight weeks.

4. *Submission of report under section 4(4).*—The report under sub-section (4) shall be prepared in the prescribed format appended to these rules and shall be submitted alongwith the statistical report referred to in sub-section (2) of section 19, to the state Government by the Chief Registrar for every year by the 31st day of July of the year following the year to which the report relates.

5. *Form, etc. for giving Information of births and deaths.*—(1) The information required to be given to the Registrar under section 8 or section 9, as the case may be, shall be in Form Nos. 1, 2 and 3 for the registration of a birth, death and still birth respectively, hereinafter to be collectively called the reporting forms. Information if given orally, shall be entered by the Registrar in the appropriate reporting forms and the signature/thumb-impression of the informant obtained.

(2) The part of the reporting forms containing legal information shall be called the ‘Legal part’ and the part containing statistical information shall be called the ‘Statistical Part.’

(3) The information referred to in sub-rule (1) shall be given within twenty-one days from the date of birth, death and still birth.

6. *Birth or death in a vehicle.*—(1) in respect of a birth or death in a moving vehicle, the person in-charge of the vehicle shall give or cause to be given the information under sub-section (1) of section 8 at the first place of halt.

Explanation.—For the purpose of this rule the term “vehicle” means conveyance of any kind used on land, air or water and includes an aircraft, a boat, a ship, a railway carriage, a motor-car, a motor-cycle, a cart, a tonga and a rickshaw.

(2) In the case of deaths not falling under clauses (a) to (e) of sub-section (1) of section 8 in which an inquest is held, the officer who conducts the inquest shall give or cause to be given the information under sub-section (1) of section 8.

7. *Form of certificate under section 10 (3).*—The certificate as to the cause of death required under sub-section (3) of section 10 shall be issued in Form No. 4 or 4A and the Registrar shall, after making necessary entries in the register of births and deaths, forward all such certificates to the Chief Registrar or the officer specified by him in this behalf by the 10th of the month immediately following the month to which the certificates relate.

8. *Extracts of registration entries to be given under section 12.*—(1) The extracts of particulars from the register relating to births or deaths to be given to an informant under section 12 shall be in Form No. 5 or Form No. 6, as the case may be.

(2) In the case of domiciliary events of births and deaths referred to in clause (a) of sub-section (1) of section 8 which are reported direct to the Registrar of Births and Deaths, the head of the house or house hold, as the case may be, or in his absence, the nearest relative of the head present in the house may collect the extracts of birth or death from the Registrar within thirty days of its reporting.

(3) In the case of domiciliary events of births and deaths referred to in clause (a) of sub-section (1) of section 8 which are reported by persons specified by the State Government under sub-section (2) of the said section, the person so specified shall transmit the extracts received from the Registrar of Births and Deaths to the Concerned head of the house or household as the case may be, or, in his absence, the nearest relative of the head present in the house within thirty days of its issue by the Registrar.

(4) In the case of institutional events of births and deaths referred to in clauses (b) to (e) of sub-section (1) of section 8, the nearest relative of the new born or deceased may collect the extract from the officer or person in-charge of the institution concerned within thirty days of the occurrence of the event of birth or death.

(5) If the extract of birth or death is not collected by the concerned person as referred to in sub-rules (2) to (4) within the period stipulated therein, the Registrar or the officer or person in charge of the concerned institution as referred to in sub-rule (4) shall transmit the same to the concerned family by post within fifteen days of the expiry of the afore said period.

9. *Authority for delayed registration and fee payable therefor.—*

(1) Any birth or death of which information is given to the Registrar after the expiry of the period specified in rule 5, but within thirty days of its occurrence, shall be registered on payment of a late fee of rupees two.

(2) Any birth or death of which information is given to the Registrar after thirty days but within one year of its occurrence, shall be registered only with the written permission of the officer prescribed in this behalf and on payment of a late fee of rupees five.

(3) Any birth or death which has not been registered within one year of its occurrence, shall be registered only on an order of a Magistrate of the first class or a Presidency Magistrate and on payment of a late fee of rupees ten.

10. *Period for the purpose of section 14.—*(1) Where the birth of any child had been registered without a name, the parent or

guardian of such child shall, within 12 months from the date of registration of the birth of the child, give information regarding the name of the child to the Registrar either orally or in writing:

Provided that if the information is given after the afore said period of 12 months but within a period of 15 years, which shall be reckoned,—

(i) in case where the registration had been made prior to the date of commencement of the Registration of Births and Deaths (Amendment) Rules 1987 from such date, or

(ii) in case where the registration is made after the date of commencement of the Registration of births and deaths (Amendment) Rules 1987, from the date of such registration.

(2) Subject to the provisions of sub-section (4) of section 23, the Registrar shall,—

(a) If the register is in his possession forthwith enter the name in the relevant column of the concerned form in the birth register on payment of a late fee of rupees five.

(b) If the register is not in his possession and if the information is given orally, make a report giving necessary particulars, and, if the information is given in writing, forward the same to the officer specified by the State Government in this behalf for making the necessary entry on payment of a late fee of rupees five.

(3) The parent or the guardian, as the case may be, shall also present to the Registrar the copy of the extract given to him under section 12 or a certified extract issued to him under section 17 and on such presentation the Registrar shall make the necessary endorsement relating to the name of the child or take action as laid down in clause (b) of the proviso to sub-rule (1).

11. *Correction or cancellation of entry in the register of births and deaths.*—(1) If it is reported to the Registrar that a clerical or formal error has been made in the register or if such error is otherwise noticed by him and if the register is in his possession, the Registrar shall enquire into the matter and if he is satisfied that any such error has been made,

he shall correct the error (by correcting or cancelling the entry) as provided in section 15 and shall send an extract of the entry showing the error and how it has been corrected to the State Government or the officer specified by it in this behalf.

(2) In the case referred to in sub-rule (1) if the register is not in his possession, the Registrar shall make a report to the State Government or the officer specified by it in this behalf and call for the relevant register and after enquiring into the matter, if he is satisfied that any such error has been made, make the necessary correction.

(3) Any such correction as mentioned in sub-rule (2) shall be countersigned by the State Government or the officer specified by it in this behalf when the register is received from the Registrar.

(4) If any person asserts that any entry in the register of births and deaths is erroneous in substance, the Registrar may correct the entry in the manner prescribed under section 15 upon production by that person 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.

(5) Notwithstanding anything contained in sub-rule (1) and sub-rule (4) the Registrar shall make report of any correction of the kind referred to therein giving necessary details to the State Government or the officer specified in this behalf.

(6) If it is proved to the satisfaction of the Registrar that any entry in the register of births and deaths has been fraudulently or improperly made, he shall make a report giving necessary details to the officer authorised by the Chief Registrar by general or special order in this behalf under section 25 and on hearing from him take necessary action in the matter.

(7) In every case in which an entry is corrected or cancelled under this rule, intimation thereof should be sent to the permanent address of the person who has given information under section 8 or section 9.

12. *Form of register under section 16.*—(1) The legal part of the Forms No. 1, 2 and 3 shall constitute the birth register, death register and still birth register (Form Nos. 7, 8 and 9) respectively and shall be in the form of books showing on the front page, the registration district and the

registration sub-district to which the registers relate and containing a certificate from the Special District Registrar as to the number of pages of entry spaces in the form. The register shall be signed on the first and last page and initialled on each page by the Special District Registrar. In each part of the register, the events shall be numbered serially for each calendar year.

(2) A new register shall be opened on the 1st of January, each year, and all events registerable under sections 8, 9 and 13 regardless of the date of occurrence of the event, shall be entered in it.

(3) No entry shall be interpolated between two serial numbers.

13. *Fees and Postal Charges payable under section 17.*—(1) The fees payable for a search to be made, an extract or a non-availability certificate to be issued under section 17, shall be as follows :—

(a) Search for a single entry in the first year for which the search is made	..	2.00
(b) For every additional year for which the search is continued	..	2.00
(c) For granting extract relating to each birth and death	..	5.00
(d) For granting non-availability certificate of birth or death	..	2.00

(2) Any such extract in regard to a birth or death shall be issued by the Registrar or the officer authorised by the State Government in this behalf in Form No. 5 or as the case may be, in form No. 6, and shall be certified in the manner provided for in section 76 of the Indian Evidence Act, 1872 (1 of 1872).

(3) If any particular event of birth or death is not found registered the Registrar shall issue a non-availability certificate in form No. 10.

(4) Any such extracts or non-availability certificate may be furnished to the person asking for it or sent to him by post on payment of the postal charges therefor.

14. *Intervals and forms of periodical returns under section 19(1).*—
(1) Every Registrar shall, after completing the process of registration, send all the statistical parts of the reporting forms relating to each month along with a summary monthly report in Form No. 11 for births, Form No. 12 for deaths and Form No. 13 for still births to the Chief Registrar or the officer specified by him on or before the 5th of the following month.

(2) The officer so specified shall forward all such statistical parts of the reporting forms received by him to the Chief Registrar not later than the 10th of the month.

15. *Statistical report under section 19 (2).*—The Statistical report under sub-section (2) of section 19 shall contain the tables in the prescribed formats appended to these rules and shall be compiled for each year before the 31st July of the year immediately following and shall be published as soon as may be thereafter but in any case not later than five months from that date.

16. *Conditions for compounding offences.*—(1) Any offence punishable under section 23 may either before or after the institution of criminal proceedings under this Act, be compounded by an officer authorised by the Chief Registrar by a general or a special order in this behalf, if the officer so authorised is satisfied that the offence was committed through inadvertence or oversight or for the first time.

(2) Any such offence may be compounded on payment of such sum, not exceeding rupees fifty for offences under sub-sections (1), (2) and (3) and rupees ten for offences under sub-section (4) of section 23 as the said officer may think fit.

17. *Registers and other records under section 30 (2) (K).*—(1) The birth register, death register and still birth register shall be records of permanent importance and shall not be destroyed.

(2) The court orders and orders of the specified authorities granting permission for delayed registration received under section 13 by the Registrar, shall form an integral part of the birth register, death register and still birth register and shall not be destroyed.

(3) The certificate as to the cause of death furnished under subsection (3) of the section 10 shall be retained for a period of at least 5 years by the Chief Registrar or the officer specified by him in this behalf.

(4) One copy of register of births, deaths and still births shall be retained by the Registrar in his office permanently and this copy shall be called the original register. The other copy of the register of births, deaths, and still births, called the duplicate register, shall be transferred to the Special District Registrar within 30 days from the close of the calendar year to which it relates for permanent keeping. The Special District Registrar before filing them in his office shall verify the register, draw a report of such verification, copy of which shall be sent to the Chief Registrar and take whatever action he deems fit under the Act.

FORMAT OF THE REPORT ON THE WORKING OF THE ACT

(See Rule 4)

1. Brief description of the State, its boundaries and revenue districts.
2. Changes in Administrative Areas.
3. Explanation about the differences in Areas.
4. Changes in Registration Area-Extension.
5. Administrative set up of the registration machinery at various levels.
6. General response of the public towards this Act.
7. Notification of births and deaths.
8. Progress in the medical certification of cause of death.
9. Maintenance of Records.
10. Search of births and deaths register for issue of certificates.
11. Delayed registrations.
12. Prosecutions and compounding of offences.
13. Difficulties encountered in implementation of the Act.
 - (i) Administrative
 - (ii) Others
14. Orders and Instructions issued under the Act.
15. General remarks.

**GOVERNMENT OF PUDUCHERRY
(ABSTRACT)**

Local Administration Secretariat – Revision of rate of fees for various certificate issued by the Etat Civil Sections in Municipalites/Commune Panchayats-Order-Issued.

LOCAL ADMINISTRATION SECRETARIAT

G.O.Ms.No. 104/LAS/2018

Dated: 22.01.2018

Read:

1. G.O.Ms.No.7/LAS/2005 dt. 16.06.2005 of Local Administration Secretariat, Puducherry.
2. ID.No. 6557/LAD/VS Cell/Rate/2017dt.22.06.2017 of Local Administration Department, Puducherry.

ORDER:

Approval of the Government is conveyed for the revision of rate of fees prescribed for various certificates issued by the Etat Civil/Registration Sections of the Municipalities/Commune Panchayats, as given below with immediate effect.

Sl.No	Name of the Certificate/Extract/Documents	Existing Rate of fees (Rs.)	Revised Rate of fees (Rs.)
1.	Full Extract of Birth Certificate	50.00	100.00
2.	Full Extract of Death Certificate	50.00	100.00
3.	Full Extract of Marriage Certificate	50.00	100.00
4.	Livert de Famille	100.00	200.00
5.	Ban Publication of Marriage	50.00	100.00
6.	Marriage Certificate (Small)	30.00	50.00
7.	No Objection Certificate of Marriage	50.00	100.00
8.	Conducting of Civil Marriage (including livert de Famille)	500.00	1,000.00
9.	Video Coverage per video	50.00	200.00
10.	Marriage Registration (Declaration) (including livert de famille)	200.00	500.00
11.	Avis de publicaiton	50.00	100.00
12.	Certificate of Non-Divorce	100.00	150.00
13.	Certificate of Celibat	100.00	150.00
14.	Applicaition for correction in Birth/Death Certificate	1.00	10.00
15.	Search fee for each year	5.00	15.00
16.	Search fee for intimation of Birth Time	5.00	10.00
17.	Name inclusion fee after one year	10.00	50.00
18.	Delay Registration fee for 1 year	10.00	50.00
19.	Delay Registration fee for after one year	20.00	50.00
20.	Correction fee for Birth/Death	10.00	50.00
21.	Application for Name inclusion in Birth Certificate	1.00	10.00

//By Order//


(L. MOHAMED MANSOOR)

ADDITIONAL SECRETARY TO GOVT. (LA)

To

The Director,
Local Administration Department,
Pondicherry.

Copy to:-

1. The Director of Accounts & Treasuries, Puducherry.
2. The Dy. Director, VS Cell, Local Administration Deptt. Puducherry.
3. The Commissioner of all Municipalites/Commune Panchayats.
4. The Dy. Deputy Director Accounts and Treasuries, Karaikal/Mahe/Yanam.
5. The Deputy Director (RD)& (MA),(LA), Local Administration Department, Puducherry/Karaikal.
6. G.O. File /Stock File /Spare.