

## **REGISTRATION OF BIRTHS & DEATHS**

Civil Registration System popularly known as birth and death registration system is the recording of vital events i.e. live births, still births and deaths under the statutory provisions on continuous and permanent basis. The registration records are useful primarily as legal documents and secondarily as a source of statistics. For individuals, it is legal proof of age, identity, nationality, heritance and civil status.

The Registration of Births and Deaths Act,1969 was enacted and enforced throughout the Country on an Uniform pattern w.e.f. 1.4.1970. Its complete implementation in the Punjab State could be done w.e.f. 22.9.1972 on the notification of Punjab Registration of Births and Deaths Rules,1972. All the previous laws and rules ceased to operate with the enforcement of this specific Act. Govt. of India revamped the Model Rules in 1999 and asked the states to amend the rules. State Government has notified new rules i.e. Punjab Registration of Births & Deaths Rules 2004 vide Notification No.G.S.R.9/CA18/1969/S-30/2004 dated 21.1.2004 and repealed the old Punjab Registration of Births and Deaths Rules, 1972. So, after the notification of new rules, the work of Registrars has been reduced to great extent as the information forms for Birth and Death Registration have now been preserved as Birth and Death Registers.

### **Uses of Registration of Births and Deaths Record**

**For individual**, the legal proof of age, identity, civil status, nationality and heritance etc. is provided through the registration of births and deaths with the Local Registrar Births and Deaths.

### **B) Administrative uses**

The vital records are also useful for administrative purpose i.e. for public health, maternity and child welfare, family welfare, mortality, education, electoral rolls, social security benefits and many other programmes.

### **C) Statistical uses**

For estimation of size, structure and geographic distribution of the population for the current year, for study of mortality and trends by age, sex and cause. The estimation of population and vital rates for the state, districts and below districts are also provided through Civil Registration System.

Taking into consideration the need of births and deaths records in the different field, "The Registration of Births and Deaths Act, 1969" (RBD) was enacted and enforced throughout the country on a uniform pattern. The RBD Act, 1969 was enforced in the Punjab State w.e.f. 1.4.1970 and its complete implementation could be done with the notification of Punjab Registration of Births and Deaths Rules 1972 on 22.9.1972. The State Govt. notified the Punjab Registration of Births & Deaths Rules, 2004 vide Notification No.G.S.R.9/C.A.18/1969/S.30/2004 dated 21.01.2004 by repealing the Punjab Registration of Births & Deaths Rules 1972.

### **Registration Hierarchy**

#### **State Level**

The Director Health and Family Welfare Punjab is the Ex-officio Chief Registrar, Births and Deaths for discharging the responsibilities of the Chief Executive Authority for proper implementation of the RBD Act, 1969.

#### **District Level**

The Civil Surgeon is Ex-officio District Registrar, Births and Deaths for ensuring implementation of the R.B.D. Act, 1969 within the district. The District Health Officer and in his absence the Assistant Civil Surgeon has been notified as the Ex-officio Additional District Registrar for assisting the District Registrar in discharging his functions for proper implementation of R.B.D. Act, 1969.

#### **Block Level**

The Senior Medical Officer I/c of block CHC/PHC has been declared as Additional Distt. Registrar within the area of block CHC/PHC in rural area.

The copy of notification is available at below link -

[http://www.pbhealth.gov.in/pdf/notify/in\\_note.pdf](http://www.pbhealth.gov.in/pdf/notify/in_note.pdf)

### **Local Level**

The registration area has been divided in two Sectors i.e. Rural and Urban.

### **Rural Area**

The MPHWS (F) of the Health Sub-Centre is appointed as Registrar within the jurisdiction of area of Sub-Centre. The copy of notification is available at below link -

[http://www.pbhealth.gov.in/pdf/notify/Notification\\_MPHWS.pdf](http://www.pbhealth.gov.in/pdf/notify/Notification_MPHWS.pdf)

### **Urban Area**

The Municipal Corporation/ Council/ Notified Area Committee is the local registration centre in the Urban Area. The Municipal Medical Officer of Health and in his absence the Executive Officer / Secretary is the Local Registrar, Births and Deaths.

The State Govt. has also declared all the government medical institutions like CHC/ PHCs/ DHs/SDHs as sub-registration centres where the birth certificate of child is issued before the discharge of mother from the hospital. The copy of notification is available at below link -

[http://www.pbhealth.gov.in/pdf/notify/Notification\\_officers.pdf](http://www.pbhealth.gov.in/pdf/notify/Notification_officers.pdf)

### **Notifier**

The State Govt. has declared Accredited Social Health Activists(ASHA) as notifiers to report events of births and deaths occurring in their area.

The copy of notification is available at below link -

[http://www.pbhealth.gov.in/pdf/notify/Notification\\_ASHA.pdf](http://www.pbhealth.gov.in/pdf/notify/Notification_ASHA.pdf)

### **Persons responsible for registering Birth and Deaths**

Registration of Births and Deaths is compulsory throughout the country. As per section 8 of RBD Act, 1969 and Rule 6 of Punjab Registration of Births & Deaths Rules 2004, the following persons have been required to report about the events of Births, Deaths and Still Births.

Sr. No.	Place of Occurrence	Person(s) required to report
1.	Domiciliary events	Head of the household or the nearest relative present in the house.
2.	Institutional events	Medical Officer Incharge of the institution like hospital, nursing home etc.
3.	Deserted or Public place	The headman of the village in case of rural area & incharge of police station in case of other areas.

### **Reporting Forms**

The following forms are used for reporting the events :-

Sr. No.	Name of Event	Form No.
1.	Birth	Form No. 1
2.	Death	Form No. 2
3.	Still Birth	Form No. 3

All the forms and registers are printed at State level and sufficient quantity of these forms and registers are made available to all the District Registrars. The District Registrars supply these forms and registers to the Local Registrars of their district as per their demand and requirement. Any person can get the reporting forms from the Local Registrar of their area free of cost.

### **Period of Reporting**

As per Rule 5 of Punjab Registration of Births & Deaths Rules 2004, any information about Birth and Death can be reported to the concerned Registrar within a period of 21 days from the date of occurrence of the event. However, after the period of 21 days, the delayed or late registration is also permitted under Section 13 of RBD Act, 1969. and Rule 9. The brief procedure is stated below: -

Time Limit for delayed Registration	Late Fee	Section	Rule	Competent Authority to order delayed registration.
After 21 days but within 30 days	Rs. 2/-	13(1)	9(1)	Local Registrar
After 30 days but less than one year	Rs. 5/-	13(2)	9(2)	Distt. Registrar Births & Deaths in case of urban area and Additional District Registrar of CHC/PHC in case of rural area.
After one year	Rs. 10/-	13(3)	9(3)	Sub – Divisional Magistrate of respective Sub-Division

The cases of delayed registration are received in the office of Local Registrar who on satisfying himself as to the genuineness and correctness of the particulars forwards the same to the District Registrar who after satisfying himself forwards it to the concerned Magistrate under whose jurisdiction the delayed event pertains to as per place of occurrence of the event.

### **Duties of Registrars**

As per Section 7 of RBD Act, 1969, every Registrar shall have an office in the Local area for which he is appointed and who without fee or reward enter in the register all information given to him under Section 8 or 9.

### **Form of Register**

The register of Births, Deaths and Still Birth are kept separately for each calendar year. A new register is opened on 1st day of January of each year and closed at 31<sup>st</sup> December.

The registers of rural area are kept by the Registrars for the period of 12 months i.e. the calendar year to which it relates and after the end of the calendar year, such registers and forms shall thereafter transferred for safe custody to the respective District Registrars through the SMO I/C of block CHC/PHC. However, in respect of urban area, such registers are maintained by the Local Registrars in their office on permanent basis and cannot be destroyed because of its legal value except for the record of current year maintained at sub-registration centres in urban area.

### **Search of Birth and Death Registers and Fees for Issuance of Certificates**

The fees payable for search of record and an extract or non-availability of certificates of Birth and Death to be issued under Section 17 of RBD Act, 1969 are as follows: -

Sr. No.	Item	Amount (in Rs.)
(a)	Search for single entry in the first year for which the search is made	2/-
(b)	For every additional year for which the search is continued.	2/-
(c)	For granting extract relating to each birth or death	5/-

For timely registered Birth and Death events, first copy of certificate is given free of cost to the informant under Section 12 of RBD Act, 1969.

### **Registration of Name of the Child**

As per Section 14 of RBD Act, 1969 and Rule 10, where the birth of any child has been registered without a name, the same can be registered without any fee within a period of 12 months from the date of registration and after the period of 12 months but within 15 years from the date of registration on the payment of Rs. 5/-.

However, the State Govt. has recently exempted the period of 15 years prescribed under state rules for two years. A circular in this regard is already issued vide which the parents or guardians of child can get the name of child entered in birth record Upto 31.12.2012. The copy of circular can be downloaded from this link - <http://www.pbhealth.gov.in/pdf/events/circular.pdf>

### **Correction or Cancellation of Entry**

If any clerical or formal error or erroneous in substance has been made in the register, then the same can be corrected on the basis of documentary evidence produced by the applicant as envisaged in Section 15 of RBD Act, 1969 and Rule 11. Similarly, if any entry in the register of Births and Deaths has

been fraudulently or improperly made then the same shall be cancelled on the communication received from Chief Registrar.

### **Penalties/ Compounding of the Offences**

As per Section 23 of RBD Act, 1969 and Rule 16, any person who fails without reasonable cause to give any information which it is his duty to give under any of the provisions of Section 8 & 9 shall be punishable with the fine which may extend to Rs. 50/-. Similarly, any Registrar or Sub-Registrar who neglects or refuses, without reasonable cause, to register any Birth or Death occurring in his jurisdiction shall be punishable with the fine which may extend to Rs. 50/-.

**District wise registered births and deaths events for the year 2007 & 2008 are as per Annexure 'A (i) & (ii)'**

### **Recording Efficiency**

The recording efficiency of registration of vital events has been improving since the enforcement of the Act. The State has almost achieved 100% percent registration level as is evident from the figures for the year 1991 and 2008 given below: -

Year	Recording efficiency percent	
	Birth	Death
1991	86.2	81.7
1995	90.4	88.4
2001	90.6	87.6
2005	100.1	94.7
2006	105.8	91.6
2007	104.8	92.0
2008	107.0	94.9

District wise recording efficiency from the year 2005 to 2008 is mentioned at Annexure 'B'.

The overall sex ratio for the year 2001 to 2008 as per reports received from the district headquarters is as under:-

Year	Number of Births				Number of Deaths			
	Male	Female	Total	Sex Ratio	Male	Female	Total	Sex Ratio
2001	238328	202219	470547	754	93311	59355	152666	636
2002	258952	201315	460267	777	93258	61145	154403	657
2003	266387	210140	476527	789	99992	64266	164258	643
2004	267624	2124646	480088	794	90437	59528	149965	658
2005	271235	214390	485625	791	94365	63892	158257	677
2006	272896	221934	494830	813	98217	65332	163549	665
2007	272037	223026	495063	820	105306	68683	173989	652
2008	248416	228288	506704	820	111429	71712	183141	644

It is observed from the above Table that the sex ratio at births of the reported events varies from 754 to 820. The sex ratio of deaths varies from 636 to 644 during the period 2001 to 2008.

The District wise sex ratio as per CRS is mentioned at annexure 'C'

### **Initiatives taken by the Department**

- The state Govt. has declared all the District Civil Hospital/ Sub-Divisional Hospitals/CHCs/PHCs and other medical institutions as Sub-Registration Centres where the registration of Birth and Deaths events occurring in the institution is registered within the premises of institution and a copy of free Birth Certificate under Section 12 is immediately provided to the attendant of woman who has delivered a child before being discharged from the hospital. Similarly, death certificate to the attendant of the deceased is also given.
- Instructions have also been issued to all the District Registrars and Local Registrars to issue a free copy of Birth/Death certificate to the informant under Section 12 immediately after the registration of such event.
- Birth and Death Certificates has also been incorporated in the reporting forms of rural area that are kept in the form of Chowkidara Book. This



certificate is immediately delivered to the informant under Section 12 after the registration of such event.

- In some of the districts of the state, the issuance of birth certificate as well as disposal of late registration cases and correction cases is being done through Suvidha Centres. In this single window system, the services to the general people are being provided in a time bound manner.
- Instructions have also been issued to all the District Registrars and Local Registrars to display the hours of working of Registrars, time schedule for accepting applications and time for issuance of certificates, specimens of applications/affidavit, list of documents required for late registration/ correction cases/ addition of name of child etc. through sun-pack boards or hoardings outside their offices.
- **Computerization of Birth & Death Registration Record:-**
  - It is need of the hour to computerize the record of birth & death registration. It will not only save the precious time of the registration offices and general public but also help in maintaining qualitative data & quick generation of various reports described under rules.
  - Civil Registration Assistants (CRAs) are appointed in all the Civil Surgeon's offices who have digitized the record of rural area for the year 2009 and 2010 record is being digitized at present.
  - The birth and death record of rural area is being digitized through outsourcing. The digitization of record of Distt. Patiala has already been started and all the districts will be taken up after the digitization process is completed at Patiala.

## District wise Registered Births for the year 2007 &amp; 2008

Sr. No.	District	2007			2008		
		Male	Female	Total	Male	Female	Total
1	Amritsar	23719	18570	42289	25440	19887	45327
2	Bathinda	14959	12441	27400	15533	13214	28747
3	Barnala	6163	5053	11216	5898	5086	10984
4	Faridkot	7333	5930	13263	7283	6130	13413
5	F.G. Sahib	4669	3804	8473	4378	3840	8218
6	Firozpur	17410	14430	31840	17500	14116	31616
7	Gurdaspur	22470	17387	39857	25057	19213	44270
8	Hoshiarpur	15416	12407	27823	14849	12531	27380
9	Jalandhar	24106	20506	44612	23101	19212	42313
10	Kapurthala	8730	7601	16331	8416	6997	15413
11	Ludhiana	30058	25364	55422	33807	28591	62398
12	Mansa	8420	6735	15155	8247	6696	14943
13	Mohali	5285	4603	9888	5051	4296	9347
14	Moga	9574	8315	17889	9665	8653	18318
15	Mukatsar	10835	8777	19612	10776	8556	19332
16	N.Shahar	7439	6336	13775	6411	5372	11783
17	Patiala	19822	16210	36032	20826	17180	38006
18	Ropar	6540	5507	12047	6907	5855	12762
19	Sangrur	17187	13951	31138	16685	13466	30151
20	Tarn Taran	11902	9099	21001	12586	9397	21983
	<b>Punjab</b>	<b>272037</b>	<b>223026</b>	<b>495063</b>	<b>278416</b>	<b>228288</b>	<b>506704</b>

## District wise Registered Deaths for the year 2007 &amp; 2008

Sr. No.	District	2007			2008		
		Male	Female	Total	Male	Female	Total
1	Amritsar	11202	7621	18823	12153	8339	20492
2	Bathinda	5214	3158	8372	5200	3421	8621
3	Barnala	2183	1329	3512	2189	1436	3625
4	Faridkot	2314	1566	3880	2450	1622	4072
5	F.G. Sahib	1836	1156	2992	1921	1271	3192
6	Firozpur	5197	3738	8935	5249	3550	8799
7	Gurdaspur	7998	5708	13706	7849	5293	13142
8	Hoshiarpur	5906	4324	10230	7104	4906	12010
9	Jalandhar	10799	7457	18256	10695	7012	17707
10	Kapurthala	2944	2074	5018	2889	1934	4823
11	Ludhiana	13070	7941	21011	14760	9067	23827
12	Mansa	2743	1645	4388	3003	1745	4748
13	Mohali	3223	1865	5088	3062	1953	5015
14	Moga	3752	2415	6167	4240	2879	7119
15	Mukatsar	3351	2077	5428	3454	2062	5516
16	N.Shahar	2971	1969	4940	2951	1831	4782
17	Patiala	6986	4550	11536	7885	4793	12678
18	Ropar	2727	1743	4470	2855	1878	4733
19	Sangrur	6260	3888	10148	6708	3901	10609
20	Tarn Taran	4391	2702	7093	4812	2819	7631
	<b>Punjab</b>	<b>105067</b>	<b>68926</b>	<b>173993</b>	<b>111429</b>	<b>71712</b>	<b>183141</b>

## District Wise Recording Efficiency (Registration Level)

## Recording Efficiency Percent (%) by Area

Year 2008, 2007 &amp; 2006

DISTRICT	YEAR	BIRTHS			DEATHS		
		RURAL	URBAN	TOTAL	RURAL	URBAN	TOTAL
AMRITSAR	2008	97.2	116.9	107.1	88.1	161.0	122.0
	2007	93.7	106.6	100.2	72.8	162.1	114.4
	2006	93.3	110.2	100.5	84.0	171.6	116.7
BATHINDA	2008	82.7	229.0	125.0	82.2	117.9	91.4
	2007	77.3	223.1	119.4	85.0	106.5	90.5
	2006	121.3	227.2	153.2	82.2	113.1	90.1
BARNALA	2008	62.8	215.6	108.1	85.5	91.4	87.1
	2007	66.0	216.5	110.7	79.9	103.0	86.0
	2006	76.6	213.0	118.2	82.9	108.8	89.5
FARIDKOT	2008	79.2	212.9	124.9	75.9	132.1	93.2
	2007	77.9	212.1	123.8	75.2	125.1	90.6
	2006	66.4	202.7	113.0	64.2	125.5	81.5
F.G.SAHIB	2008	47.2	164.8	79.3	68.5	95.0	74.9
	2007	49.7	167.8	82.0	66.7	87.0	71.6
	2006	49.2	162.7	81.2	67.6	91.1	73.6
FEROZEPUR	2008	60.6	189.3	92.8	51.6	101.2	62.6
	2007	67.9	170.9	93.7	54.4	101.4	64.9
	2006	88.1	170.8	110.1	68.9	110.4	78.9
GURDASPUR	2008	84.6	180.6	108.2	72.1	98.3	77.9
	2007	74.2	169.4	97.7	78.6	97.9	82.8
	2006	72.0	163.9	95.9	63.0	107.7	73.5
HOSHIARPUR	2008	66.8	228.8	97.8	96.8	134.2	103.1
	2007	70.2	224.1	99.7	88.9	146.1	98.5
	2006	55.8	219.9	89.0	76.1	139.2	89.1

JALANDHAR	2008	63.7	168.4	112.4	88.2	157.6	117.8
	2007	77.5	166.2	118.8	90.7	149.6	115.8
	2006	67.1	160.0	109.6	85.2	156.2	109.3
KAPURTHALA	2008	78.7	167.9	107.1	72.2	106.9	82.1
	2007	89.9	164.9	113.8	75.7	115.7	87.1
	2006	63.1	151.4	89.8	67.5	92.3	74.9
LUDHIANA	2008	59.3	141.6	104.4	82.7	118.9	101.1
	2007	41.5	135.3	92.9	70.1	111.1	91.0
	2006	42.7	137.0	93.1	74.2	120.8	90.5
MANSA	2008	86.1	212.0	111.3	81.7	101.1	85.1
	2007	90.5	204.2	113.2	75.7	101.4	80.3
	2006	95.1	196.9	117.5	74.3	99.9	80.9
MOHALI	2008	29.8	132.0	68.5	67.1	136.2	90.8
	2007	37.6	130.0	72.6	74.7	130.8	94.0
	2006	34.5	118.9	66.7	65.0	121.5	81.9
MOGA	2008	78.7	228.7	107.7	96.1	122.5	100.6
	2007	78.3	218.9	105.5	86.0	115.8	91.1
	2006	87.1	218.8	114.7	91.4	120.3	99.0
MUKATSAR	2008	90.8	243.3	128.5	81.7	114.4	88.9
	2007	94.1	241.9	130.8	84.0	107.8	89.2
	2006	85.5	237.7	125.0	66.6	100.9	74.9
SBS Nagar	2008	72.3	314.2	104.6	89.6	188.8	101.1
	2007	92.1	320.8	122.6	96.8	181.1	106.6
	2006	78.7	311.6	112.6	98.7	185.0	113.6
PATIALA	2008	56.3	229.7	117.7	64.3	165.6	96.7
	2007	53.7	217.6	111.9	63.5	145.5	89.7
	2006	54.9	210.7	110.8	63.7	147.7	88.4
ROPAR	2008	62.4	249.6	103.1	87.2	113.3	92.2
	2007	58.0	239.8	97.6	83.0	113.5	88.9
	2006	61.7	232.3	100.6	88.1	120.6	96.3

SANGRUR	2008	64.8	212.2	106.0	85.0	108.6	90.8
	2007	68.9	214.9	109.8	83.7	103.6	88.6
	2006	77.0	216.7	117.4	86.1	100.4	89.9
Tarn Taran	2008	107.5	197.4	118.0	95.4	115.4	97.4
	2007	103.7	183.9	113.1	90.5	109.0	92.4
	2006	95.8	158.2	105.6	93.4	118.1	100.9
PUNJAB	2008	72.5	176.7	107.0	80.1	129.8	94.9
	2007	72.4	170.1	104.8	77.9	125.1	92.0
	2006	74.2	167.9	105.8	77.2	130.2	91.6

## Annexure 'C'

District wise Sex Ratio of Birth & Death for the year 2001, 2002, 2003, 2004, 2005, 2006 , 2007 and 2008. (Sex Ratio as per CRS)

Sr. No	District	No. of Females Births per ,000 male births								No. of Females Deaths per ,000 Male Deaths							
		2001	2002	2003	2004	2005	2006	2007	2008	2001	2002	2003	2004	2005	2006	2007	2008
1	Amritsar	835	830	781	781	768	796	783	782	768	782	646	674	703	679	680	686
2	Bathinda	722	742	760	794	781	843	832	851	589	635	620	633	656	646	606	658
3	Barnala						779	820	862						603	609	656
4	Faridkot	763	794	842	793	795	810	809	842	618	706	653	648	643	681	677	662
5	F.G.Sahib	720	762	799	789	801	769	815	877	600	607	612	641	678	619	630	662
6	Ferozepur	752	748	753	742	764	815	829	807	636	655	660	677	737	787	719	676
7	Gurdaspur	755	778	768	756	769	775	774	767	666	669	717	690	713	696	714	674
8	Hoshiarpur	771	806	827	828	806	827	805	844	684	701	686	717	738	731	710	691
9	Jalandhar	752	792	798	808	845	831	851	832	602	660	641	634	636	667	666	656
10	Kapurthala	789	792	820	809	853	851	871	831	664	702	690	692	761	650	704	669
11	Ludhiana	767	787	823	857	829	836	844	846	605	596	622	663	640	635	608	614
12	Mansa	720	736	790	767	809	778	800	812	565	610	607	616	623	630	600	581
13	Moga	702	777	790	832	795	853	868	895	630	647	662	682	725	684	634	679
14	Muktsar	729	701	765	775	734	787	810	794	613	698	591	651	621	625	620	597
15	SBS Nagar	739	766	834	781	787	909	852	838	602	672	662	693	744	679	663	620
16	Patiala	696	740	764	765	773	798	818	825	556	569	584	606	640	650	651	608
17	Ropar	758	807	807	797	794	831	842	848	610	617	631	635	641	671	639	658
18	Sangrur	729	758	785	804	768	789	812	807	587	581	627	619	657	636	621	582
19	S.A.S. Nagar						826	871	851						647	579	638
20	Tarn Taran						779	764	747						590	615	586
	<b>Total</b>	<b>754</b>	<b>777</b>	<b>790</b>	<b>794</b>	<b>791</b>	<b>813</b>	<b>820</b>	<b>820</b>	<b>636</b>	<b>656</b>	<b>643</b>	<b>672</b>	<b>658</b>	<b>665</b>	<b>652</b>	<b>644</b>

From the district wise analysis district Moga, F.G. Sahib and Barnala shows highest sex ratio at birth in the year 2008 and District Tarn Taran shows lowest sex ratio 747 during the same year. This is either due to under registration of female births or female deaths.