

Corrections and cancellations:

Birth and Death certificates issued under Civil Registration System are simply extracts of the registration record. These certificates are legal under Indian Evidence Act, 1872. Hence particulars once given by the informant with his/her signature cannot be changed at any later stage. Haryana Registration of Births and Deaths Rules, 2002 have provision under Rules 11 for correction of an entry in the register which is erroneous in form, or substance, subject to the provisions of these rules, can be corrected or cancelled. The errors may be of different types: (i) clerical or formal error (ii) error in substance and (iii) fraudulent or improper entry. The procedure in such cases is as follow:

The applicant seeking correction in the birth and death certificates have to furnish the following documents:

- 1) Application to the Registrar, Birth and Death for the correction in the birth and death certificates.
- 2) An Affidavit of Executive Magistrate in the respect of the same by the legal heir,
- 3) Witness of Tehsildar depending upon the place of residence.
- 4) Witnesses of two people in the neighborhood who duly know the person seeking correction.
- 5) Two copies of identity proofs (Voter card, Driving license, PAN card, Passport, Aadhar card, Ration card) duly attested by a Gazetted Officer
- 6) Copy of the FIR and Post-mortem report wherever required.

[Handwritten Signature]
14/04/13

Civil Registration System

Civil Registration in Haryana is governed under Registration of Births and Deaths Act 1969 and Haryana Registration of Births and Deaths Rules 2002 made there-under. Registration of every birth and death is compulsory under these provisions.

Important Features

A Birth, Death or Still Birth has to be reported for registration, within 21 days of occurrence.

Birth and Death registration is to be done at the place of occurrence.

Birth can be registered without a name. Entry of name of the child can be done free of cost within 12 months from the date of registration. After 12 months, the name can be registered by paying a fee of Rs.5/-.

However, a name cannot be registered after 15 years, from the date of registration of the birth. Name, once entered cannot be changed.

Any birth or death of which information is given to the registrars, after the expiry of twenty one days, but within thirty days of occurrence, shall be registered on payment of a late-fee of Rs.7/- (Rupees seven only)

Any birth or death of which information is given to the Registrar, after thirty days of occurrence, but within one year shall be registered only with the written permission of District Registrar and on payment of late-fee Rs.15/- (Rupees fifteen only) along with the affidavit from the concerned doctor

Any birth or death which has not been reported within one year of its occurrence, shall be registered only on orders of the Sub Divisional Magistrate and on payment of a late-fee of Rs.35/- (Rupees thirty five only) along with the affidavit from the concerned doctor

Procedure for getting birth and death certificates:

Birth and death certificates can be obtained from Room No.-34, Birth and death section, Medical Superintendent Office. The applicant has to fill a form which is available free of cost in the birth and death section and deposit a fee of Rs 20/- per copy of the certificate requested between 9:30-12:30 of any working day in the birth and death section. The certificates can be collected after 05 days of the date of applying from the birth and death section between 3-4pm on the working day.

For Death Certificates:

Following details are required to be furnished by the applicant:

Name of the deceased

Father/Husband Name

Date of Death

Permanent Address

Place of death should be PGIMS, Rohtak

For Birth Certificates:

Following details are required to be furnished by the applicant:

Name of the Mother

Name of the Father

Name of the Grandfather

Date of Birth

Permanent Address

Place of birth should be PGIMS, Rohtak