

UTTAR PRADESH BIRTHS AND DEATHS REGISTRATION RULES 2002

Annexure-2 Registered No. AD-4 License No. WP-41 (License to Post Without Prepayment) Government Gazette, Uttar Pradesh Published by Uttar Pradesh Government Allahabad, Satu/day, March.22, 2003 (Chaitra 1, 1925 Saka Era) part I-A 'Ruie>, which were issued by the Governor of Uttar Pradesh, heads Of various departments and the Revenue Council. Medical and Health Department Section-7 Notification January 3, 2003 AD No. 72/5-7-2003/BS-2/97TC - In e*ercise of the powers under Section 30 of the Rééisfratio-n of Births and Deaths ACV 1969 (Act No. 18 of 1969) and in supersession the GOVernor, with the approval of the Central Government, make rules: "Uitår Birth arid Death Registration Rules, 2002"

1. Short title and commencement (1) These rules may be called the Uttar Pradesh Registration of Births and Deaths Rules.2002. (2) It shall come into force on the date Of its in the Official Gazette

2. Definitions.- In these rules, unless the context otherwise requires: (a) "Act" means the Registration Of Births and Deaths Act, 1969; (b) "Form" means the Form appended to these rules; (c) "section" means a section of the Act.' **3. Duration of pregnancy.-** For the purposes of clause (g) of Sub-section (I) of section 2, the period of pregnancy shall be twenty-eight væeks

4. Submission of report under section 4(4) - —The report under sub-sectionh (4) of section 4 shall be prepared, in the prescribed form appended to these rules and shall be submitted to the State Government by the Chief Registrar along With the statistical report specified in sub-section (2) of section 19 for every year succeeding the year to which the report relates

5. Form for giving notice of births and deaths, etc.- (1) The notice required to Ve giveri to the Registrar under section 8 or section 9, as the case may be, for the :registration of birthsödeaths and stillbirths respectively, shall be in Forms Nos. 1, 2 and 3, If the notice is given orally; the Registrar shall record it in the appropriate form and obtain the signatåre.or 'thumb impression pñthe informant. (2) The part of the draft containing legal information shall be called the "Legal part" and the part statistical information shall be caned the -statistical Part". (3) The information specified in sub-rule (1) shall be given within twenty-one days from the date Of birth, death and stillbirth. (6) Birth or death in a vehicle (I) In case of a birth or death occurring in a moving vehicle, the person in charge of the vehicle shall give or cause to be given notice under sub-section (1) of section 8 at the first place of stoppage. Explanation.- For the purposés of this rule, the word "vehicle" means any form of conveyance used on land, air or water and includes any aircraft, boat, ship, railway vehicle, motor car, motor cycle, horse-drawn carriage and rickshaw. (2) In the case of a death not falling under clauses (a) to (d) of sub-section (1) of section 8, in which an inquest is held, the officer who holds the inquest shall give or cause to be given notice under sub-section (I) of section 8

7. Form of certificate under sectioHO(3) - The certificate regarding cause of death required under sub-section (3) of section IO shall be issued in Form No.4 or 4A and the Registrar shall; after making the necessary entries in the register of deaths, forward all Such certificates to the District*egistrarby the tenth day of the month immediately following themohth to which}the r4ates.

8. Extracts Of entries in registration to be given under section 12. — (1) The extract of particulars from the register relating to births or deaths to be furnished to the informant under section 12 shall be in Form No. 5 or Form No. 6, as the case may be. (2) In the case Of births and deaths occurring at home as specified in clause (a) of sub-section (I) of section 8, which are reported directly to the Registrar of Births and Deaths, the head of the house or household, or in his absence, any nearest relative of the head who is present in the house. may obtain an extract of the birth or death from the Registrar within thirtydays of the date-Of reporting-the event. (3) In the case of births and deaths occurring at home specified in clause (a) of sub-section (I) of section 8. which are reported by the persons specified under sub-section (2) of the said section, the person so specified shall deliver the extract obtained 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, to any nearest relative of the head who is present in the house, within thirty days of the iSSLE of extract by Registrar. (4) In case of institutional births and deaths specified in clauses (b) to (e) Of sub-section (1) of section 8, the next of kin of the newborn or the deceased may obtain an extract from the officer or person in charge of the

institution concerned within thirty days of the Occurrence of the Urth (5) If the extracts of birth or death are not collected by the person concerned as required under sub-rules (2) to (4) within the period specified therein, the Registrar or the officer or person in charge of the conggtnd institution as specified in sub-rule (4) shall send the extracts to the family concernedby registered post Within fifteen days Of the expiry Of the said period

9. Authority for delayed registration under section 13 and fee payable therefor.- (1) Any birth or death of which notice 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 two rupees. (2) Any birth or death which is reported to the Registrar after thirty days but within one year of its occurrence shall be registered with the written permission of the Additional District Registrar (Deputy Chief Medical Officer for urban areas and District Panchayat Raj Officer for rural areas) and on payment of a late fee Of five rupees. 3) Any certificate which has not been registered within one year Of the date of birth or death shall be registered only on the payment of a late fee Of ten rupees on the orders of the Sub- Divisional Magistrate (SDM)

10. Period for the purposes of section 14(1) - (1) Where the birth name of a child WtEre thi biith his been registered the birth cqrificate, parent wardian Of such child shall give information regarding the name of the Child to the Registrar orally or in writing within twelve mmths from the date on which the birth of,thechiß was registered: But if the informatiOn is given after the above period of 12 months but within 15 years, then it will be calculated ps fpllowg:- (i) in a case where the r*ration has been made before the date of commencement Of the such date or; (ii) In a case where the registration is made after the date of commencement of the Registration of Births and Deaths Rules, 2002, then, subject to the provisions of sub-section (4) of section 23.the Registrar•shall. from the date of such registration: (a) if the register is in his possession, shall forthwith enter the name in the relevant column of the form relating to the register of births on payment of a late fee of five rupees: (b) if the register is not in his possession and if the information is given orally, prepare a report giving necessary particulars and if the information is given in writing, forward such information to the District Registrar for making necessary entry on payment of a late fee of five rupees. The parent or guardPn. as the case may be. spall also produce a copy of the extract given to him section Wotacertified extract given 6him pnder section 17 before the Registrar and on such pro<UCfiOn'-the Registrarshallrnake the necessary endorsement in respect of the name of the child or takf action as laiddown Of fie proviso sub-rule (I). '11. Correction or cancellattonof entry in the register of birt{s arid deaths.- (I) If Ws:reported tothe Registrar that a clericalorformetererror has crept into the rott@/if by him and itthe register is in his fito therpatter pnd if he i' satisfied thatsuch an (by cogeg!ing o/ qaneelling the. entry) as (2) In the case specified in sub-rule (1), if the register is not in his possession, he shall call for the relevant register by reporting to the District Registrar and after making an inquiry in the matter, if he is satisfied that such error has occurred, he shall make the necessary correction. (3) On receipt of the register from the Registrar, the District Registrar shall countersign the error so rectified as mentioned in sub-rule (2). (4) If any person alleges that any entry in the register of births and deaths is erroneous in substance, the Registrar may, on the production by such person of a declaration stating the nature of the error and the true facts of the case, rectify•the entry in the manner prescribed under section 15. (5) Notwithstanding anything contained in sub-rule (I) and sub-rule (4), the Registrar shall report the rectified error of the type specified therein to the District Registrar giving the necessary details. (6) If it is proved to the satisfaction of the Registrar that any entry in the registerpf births and deaths has been made fraudulently or" improperly, he shall make a repoti giving such details as may be necessary to the officer authorised in this behalf under section 25 by the Chief Registrar by general or special order and take such action in the matter ny direct' (7) In every case in which an entry is corrected or cancelled under this rule, a notice shall be sent to the person who gave the notice under section 8 or section 9 at his permanent address

12. Form of register under section 16 - Form after registration The legal parts of Forms 1.2 and 3 shall constitute the Register of Births, Register of Deaths and Register of Stillbirths and shall be known as Forms Nos. 7, 8 and 9 respectively

13. Fees postage payable under section 17.- (I) The fees and postage payable under section 17 The fees payable for the search to be conducted, the extract to be issued or the non-availability certificate to be

issued shall be as follows:- (K) To search for a single entry in the first year (b) For each additional year for which the search is conducted (G) TO give quotes related to each birth or death (d) TO issue non-availability certificate of birth or death Rs 2.00 Rs 2.00 500 rupees Rs 2.0 (2) Any such extract in respect of a birth or death shall be issued by the Registrar in Form No. 5 or Form No. 6, as the case may be, and shall be certified in the manner provided in section 76 of the Indian Evidence Act, 1872 (Act No. 1 of 1872). If, any particular event of birth or death is found not to be registered, the Registrar shall issue a non-availability certificate in Form No. 10. (4) Any such extract or non-availability certificate may be made available to the person demanding it or may be sent to him by post on payment of postage therefor.

14- Forms of interval and periodic returns under section 19(1) (1) Every Registrar, after completing the registration process, shall send all the statistical parts of the information forms relating to each month along with brief monthly reports in Form No. 11 for births, Form No. 12 for deaths and Form No. 13 for stillbirths to the Additional District Registrar (Deputy Chief Medical Officer for urban area and District Panchayat Raj Officer for rural area) on or before the fifth day of the following month. (2) The officer so specified shall send all such statistical parts of the information forms received by him to the District Registrar by the tenth day of the month at the latest. (3) The District Registrar shall send all such statistical parts of the information forms to the Chief Registrar by the 15th day of the month at the latest, 15. Statistical Report under Section 19 (2) - The statistical report under sub-section (2) of Section 19 shall contain tables in the prescribed forms given in these rules and shall be compiled every year before the 31st day of July of the immediately following year and shall be published as soon as may be thereafter but in any case not later than five months from the said date.

16. Conditions for compounding of offences.- (1) Any offence punishable under section 23 may be compounded by any officer authorised in this behalf by general or special order of the Chief Registrar, if the officer so authorised is satisfied that the offence has been committed inadvertently or by mistake or for the first time, before the institution of criminal proceedings under this Act. (2) Any such offence may be compounded on payment of such sum, not exceeding fifty rupees for offences under sub-sections (1), (2) and (3) and not exceeding ten rupees for offences under sub-section (4) of section 23. as the said officer may deem fit

17. Registers and other records under section 30(2)(k) - (1) The register of births, register of deaths and register of stillbirths shall be records of permanent importance and shall not be destroyed (2) the court orders and orders of the specified authority allowing delayed registration received by the Registrar under section 13 shall form an integral part of the register of births, register of deaths and register of stillbirths and shall not be destroyed: provided that the certificate of cause of death granted under sub-section (3) of section 10 shall be kept by the Chief Registrar for a period of not less than five years. (3) Every register of births, register of deaths and register of stillbirths shall be kept by the Registrar in his office for a period of twelve months from the end of the Calendar year to which it relates and thereafter such register shall be transferred to the District Registrar for safe custody. 11 3 (i) Form No. 4 (See Rule 7) Medical certificate of death (not to be in for hospital stillbirths) be With (Death name 1 certify the particulars are given in Ward No. — Of the — at am/pm... age at death dated office one age in years) or as the mother. the — Mitigation in hospital. Mention injury or that caused Do not mention i.e., due to, etc. Unhealthy if any and the Word Mention in days. due to (or as a result of) because of as a (G) (4) that to the death (3) or Yes (2) no It is certified that Shril SmVKumeri was found dead on the date his death was (2) no Name and signature of the cause of death verification date To date in this hospital happened & Name of I hereby certify that the Of the I. man (1) immediate cause. - Form NO. 4 "A" (See Rule 7) Medical certificate of cause of death (do not use for out-of-institution deaths, stillbirths) to be sent to the along with Form 2 (Death date. on AM/PM age at death If me year. age in age one the cause, or that caused death. DO i.e. due to if my. right to cause and the ultimate underlying condition. (2) the root to be as a result of) till now. the use of (2) no (TO relative certify Out h. Name the the-cue of Date — on AM/PM... Attention with *Jmb" Medical certificate of the cause of death Instructions to fill the form Name of the deceased: Write the full name. Do not use initials. If the deceased is an infant and has not yet been named. write the mother's and father's names before or "daughter of." Age: If the deceased is more than one year Old, write age in completed years., If than one year write the months, and if then one day, write the hours. Cause of death'. This part of the form should be filled in the attendant himself. The certificate of cause of death is divided into two parts, Part I and Part II. part I is further divided into three parts,

namely lines (a), (b) and (c). If the cause of death is clear from a condition, it will be written in line (a) of Part I and nothing else will be required in Part I or Part II. For example, smallpox, polio, pneumonia, heart disease, beriberi, etc. are sufficient causes of death and usually no further mention be required. However, often, several may be present at the time of death, and the physician must then enter the certificate appropriately to determine the true cause. First, record the actual cause of death in Part I. This has no bearing on the manner of death, i.e., Cardiac arrest, respiratory arrest, etc. These should not be listed on the Consideration should then be put on line (b) in Part I. Sometimes, there are three sequences of events leading to death. If this is the case, line (c) should be completed. The underlying cause to be tabulated should be written at the end of the section. There may be underlying conditions or injuries which are not directly connected with the course of events which caused the death, but which in some way contribute to the final outcome. Sometimes it is difficult for the physician to decide, especially in cases of infant deaths, which of several separate conditions is the main cause of death, but only one cause has to be given. Therefore, the physician must determine the cause. If other diseases are not a consequence of cause, they will be recorded in Part II. Do not write two or more reasons on the same line. Please write the names of the diseases in full in the certificate fully clearly to avoid any possible reading errors. Commencement: Wherever possible, fill in the interval between commencement and death, when it is approximate, such as "from birth" or "by years". Death due to accident or violence: Both the external cause of injury and the nature of injury are essential and must be described. The physician or hospital should describe the injury. The part of the body affected must be described, and if indicated, the external cause must be fully stated. Examples: (a) hypostatic pneumonia from fall from a staircase at home. Maternal Mortality: Be sure to answer questions about pregnancy and childbirth. This information is required for all women of childbearing age, even if the pregnancy was old age or senility: If a more specific cause is known, then old age (or Old age should not be stated as the cause of death. If old age is a contributing factor, it should be mentioned in Part II. Examples: (a) Chronic bronchitis, It is old. Completeness Of information: A complete patient history is not required, but if information is available, detail should be given to properly classify the underlying cause. Examples: Anemia - If known, state the type of anemia. Whenever possible Neoplasm - Indicate whether benign or malignant and its location, including the site of the primary neoplasm. Heart disease - Describe the condition specifically. If cardiac arrest is due to congestion, mention chronic or pulmonary, etc. Describe previous conditions. Tetanus - If known, describe the previous — organs. injury. Write the cause of the operation. Diarrhea (dysentery) - If specify whether it is vaccinal or enteric, etc. Complications of pregnancy or childbirth — - Describe the complication. Tuberculosis (TB) - Name the affected Symptomatic statement: dysentery, fever, jaundice, weakness, etc. symptoms that may be due to any one of different conditions. Sometimes go Nothing more is known, but whenever possible, name the disease that caused the symptom. Type of death:- If death is without any cause then it is called natural (normal) death. If the cause of death is known but it is not known whether the death is due to accident, suicide or homicide and it is a subject of further investigation, the cause of death should be entered as invariable and the manner of death should be shown as "Pending investigation". Form No. 5 (See Rule 5) certificate (Issued under sections 12 and 17) I certify that the following information has been taken from the original birth record date Of name, date of registration Date:- of the seal of the Form No. 6 (See Rule 5) Death certificate (issued under sections 12 and 17) I certify that the following information has been taken from the original death of record register Of the local place of death registration number date of registration Date:- the Tehsil Of the Signature of the issuing authority— seal. Of death are in the (we refer to section 170)). Form No. 10 (See rule 13) Certificate (Issued under Section 17 of the of Births and Deaths Act. 1969) I certify that Shri/Smt/Kumari on (local area) (District) in the registration records of (State) for the years it was found that The birth/death were of the Shri, • (Tehsil) Date:- Form No. 11 (See rule 14) Summary Of Monthly Report of Births annual report (1) (3) Town/village (4) unit. (a) within one year of birth (b) after one year of birth: Total: (a+b) The total should be equal to the number the section Of the (Form I) attached to the report Date: (4) unit. (5) Of the Registered within one year Date: Form No. 12 (See rule 14) Summary of Monthly Death Report one year after death 2 3 4 Note: Infant and maternal deaths should also be included in death statistics. • must be equal to Of the part the death Note: 2) annual report s and Of the • Form No. 13 (See rule 14) (Summary of Statistics) (3) Town/village (4) Of registered (S) of stillbirths registered • Date: C) The Of statistics entered to the number Of Stillbirth Forms (Form No. 3) 85