

THE REGISTRATION OF BIRTHS AND DEATHS ACT, 1969

(Act No. 18 of 1969)

[31st May, 1969]

An Act to provide for the regulation of registration of births and deaths and for matters connected therewith.

Be it enacted by Parliament in the Twentieth Year of the Republic of India as follows: -

CHAPTER I PRELIMINARY

Short title, extent and commencement

1. (1) This Act may be called the Registration of Births and Deaths Act 1969.
- (2) It extends to the whole of India.
- (3) It shall come into force in a State on such date as the Central Government may, by notification in the Official Gazette, appoint:
Provided that different dates may be appointed for different parts of a State

Definitions and interpretation

2. (1) In this Act, unless the context otherwise requires :-
 - (a) "birth" means live-birth or still birth;
 - (b) "death" means the permanent disappearance of all evidence of life at any time after live-birth has taken place;
 - (c) "foetal death" means absence of all evidence of life prior to the complete expulsion or extraction from its mother of a product of conception irrespective of the duration of pregnancy;
 - (d) "live-birth" means the 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 ;
 - (e) "prescribed" means prescribed by rules made under this Act;
 - (f) "State Government", in relation to a Union territory, means the Administrator thereof;
 - (g) "still-birth" means foetal death where a product of conception has attained at least the prescribed period of gestation.
- (2) Any reference in this Act to any law which is not in force in any area shall, in relation to that area, be construed as a reference to the corresponding law, if any, in force in that area.

CHAPTER II

REGISTRATION- ESTABLISHMENT

Registrar- General, India

3. 1) The Central Government may, by notification in the Official Gazette, appoint a person to be known as the Registrar-General, India.

2) The Central Government may also appoint such other officers with such designations as it thinks fit for the purpose of discharging, under the superintendence and direction of the Registrar-General, such functions of the Registrar-General under this Act as he may, from time to time, authorize them to discharge.

(3) The Registrar-General may issue general directions regarding registration of births and deaths in the territories to which this Act extends, and shall take steps to co-ordinate and unify the activities of Chief Registrars in the matter of registration of births and deaths and submit to the Central Government an annual report on the working of this Act in the said territories.

Chief Registrar

4 (1) The State Government may, by notification in the Official Gazette, appoint a Chief Registrar for the State.

(2) The State Government may also appoint such other officers with such designations as it thinks fit for the purpose of discharging, under the superintendence and direction of the Chief Registrar, such of his functions as he may, from time to time, authorize them to discharge.

(3) The Chief Registrar shall be the chief executive authority in the State for carrying into execution the provisions of this Act and the rules and orders made there under subject to the directions, if any, given by the State Government.

(4) The Chief Registrar shall take steps, by the issue of suitable instructions or otherwise, to co-ordinate, unify and supervise the work of registration in the State for securing an efficient system of registration and shall prepare and submit to the State Government, in such manner and at such intervals as may be prescribed, a report on the working of this Act in the State along with the statistical report referred to in sub-section (2) of section 19.

Registration division

5. The State Government may, by notification in the Official Gazette divide the territory within the State into such registration divisions as it may think fit and prescribe different rules for different registration divisions.

District Registrar

6 (1) The State Government may appoint a District Registrar for each revenue district and such number of Additional District Registrars as it thinks fit who shall, subject to the general control and direction of the District Registrar, discharge such functions of the District Registrar as the District Registrar may, from time to time, authorize them to discharge.

(2) The District Registrar shall superintend, subject to the direction of the Chief Registrar, the registration of births and deaths in the district and shall be responsible for carrying into execution in the district the provisions of this Act and the orders of the Chief Registrar issued from time to time for the purposes of this Act.

Registrars

7 (1) The State Government may appoint a Registrar for each local area comprising the area within the jurisdiction of a municipality, panchayat or other local authority or any other area or a combination of any two or more of them:

Provided that the State Government may appoint in the case of a municipality, panchayat or other local authority, any officer or other employee thereof as a Registrar.

(2) Every Registrar shall, without fee or reward, enter in the register maintained for the purpose all information given to him under section 8 or section 9 and shall also take steps to inform himself carefully of every birth and of every death which takes place in his jurisdiction and to ascertain and register the particulars required to be registered.

(3) Every Registrar shall have an office in the local area for which he is appointed.

(4) Every Registrar shall attend his office for the purpose of registering births and deaths on such days and at such hours as the Chief Registrar may direct and shall cause to be placed in some conspicuous place on or near the outer door of the office of the Registrar a board bearing, in the local language, his name with the addition of Registrar of Births and Deaths for the local area for which he is appointed and the day and hours of his attendance.

(5) The Registrar may, with the prior approval of the Chief Registrar, appoint Sub-Registrars and assign to them any or all of his powers and duties in relation to specified areas within his jurisdiction.

Chapter III
REGISTRATION OF BIRTHS AND DEATHS

Person required to register Births and Deaths

8. (1) It shall be the duty of the persons specified below to give or cause to be given, either orally or in writing, according to the best of their knowledge and belief, within such time as may be prescribed, information to the Registrar of the several particulars required to be entered in the forms prescribed by the State Government under sub-section (1) of section 16,-
- (a) in respect of births and deaths in a house, whether residential or non-residential, not being any place referred to in clauses (b) to (e), the head of the house or, in case more than one household live in the house, the head of the household, the head being the person, who is so recognized by the house or the household, and if he is not present in the house at any time during the period within which the birth or death has to be reported, the nearest relative of the head present in the house, and in the absence of any such person, the oldest adult male person present therein during the said period;
 - (b) in respect of births and deaths in a hospital, health centre, maternity or nursing home or other like institution, the medical officer in charge or any person authorized by him in this behalf;
 - (c) in respect of births and deaths in a jail, the jailor in charge ;
 - (d) in respect of births and deaths in a choultry, chetrum, hostel, dharamshala, boarding house, lodging-house, tavern, barrack ,toddy shop *or* place of public resort, the person in charge thereof;
 - (e) in respect of any new-born child or dead body found deserted in a public place, the headman *or* other corresponding officer of the village in the case of a village and the officer in charge of the local police station else where:
Provided that any person who finds such child or dead body, or in whose charge such child or dead body may be placed, shall notify such fact to the headman or officer-*aforsaid*;
 - (f) in any other place, such person as may be prescribed.
- (2) Notwithstanding anything contained in sub-section (1), the State Government, having regard to the conditions obtaining in a registration division, may by order require that *for* such period as may be specified in the order, any person specified by the State Government by designation in this behalf, shall give *or* cause to be given information regarding births and deaths in a house referred to in clause (a) of sub-section (1) instead of the persons specified in that clause.

Special provision regarding births and deaths in a plantation:-

9 In the case of births and deaths in a plantation, the superintendent of the plantation shall give or cause to be given to the Registrar the information referred to in section 8 :

Provided that the persons referred to in clauses (a) to (f) of subsection (1) of section 8 shall furnish the necessary particulars to the superintendent of the plantation.

Explanation.-In this section, the expression "plantation" means any land not less than four hectares in extent which is being prepared for the production of, *or* actually produces, tea, coffee, pepper, rubber; cardamom, cinchona or such other products as the State Government may, by notification in the Official Gazette, specify and the expression "superintendent of the plantation" means the person having the charge or supervision of the labourers and work in the plantation, whether called a manager, superintendent or by any other name

Duty of certain persons to notify births and deaths and to certify cause of death

- 10.** (1) It shall be the duty of_
- (i) the midwife *or* any other medical or health attendant at a birth or a death ,
 - (ii) the keeper or the owner *of* a place set apart *for* the disposal of dead bodies or any person required by a local authority to be present at such place, or
 - (iii) any other person whom the state government may specify in this behalf by his designation, to notify every birth or death or both at which he or she attended or was present, 'or which occurred in such areas as may be prescribed, to the Registrar within such time and in such manner as may be prescribed.
- (2) In any area, the State Government, having regard to the facilities available therein in this behalf, may require that a certificate as to the cause of death shall be obtained by the Registrar from such person and in such form as may be prescribed.
- (3) Where the State Government has required under subsection (2) that a certificate as to the cause of death shall be obtained, in the event of the death of any person who, during his last illness, was attended by medical practitioner, the medical practitioner shall, after the death of that person, forthwith, issue without charging any fee, to the person required under this Act to give information concerning the death, a certificate in the prescribed form stating to the best of his knowledge and belief the cause of death; and the certificate shall be received and delivered by such person to the Registrar at the time of giving information concerning the death as required by this Act.

Informant to sign the register 11. Every person who has orally given to the Registrar any information required under this Act shall write in the register maintained in this behalf, his name, description and place of abode, and, if he can not write, shall put his thumb mark in the register against his name, description and place of abode, the particulars being in such a case entered by the Registrar.

Extracts of registration entries to be given to informant 12. The Registrar shall, as soon as the registration of a birth or death has been completed, give, free of charge, to the person who gives information under section 8 or section 9 an extract of the prescribed particulars under his hand from the register relating to such birth or death.

Delayed registration of Births and deaths 13 (1) Any birth or death of which information is given to the Registrar after the expiry of the period specified therefor, but within thirty days of its occurrence, shall be registered on payment of such late fee as may be prescribed.

(2) Any birth or death of which delayed 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 prescribed authority and on payment of the prescribed fee and the production of an affidavit made before a notary public or any other officer authorized in this behalf by the State Government.

(3) Any birth or death which has not been registered within one year of its occurrence shall be registered only on an order made by a magistrate of the first class or a Presidency Magistrate after verifying the correctness of the birth or death and on payment of the prescribed fee.

(4) The provisions of this section shall be without prejudice to any action that may be taken against a person for failure on his part to register any birth or death within the time specified therefore and any such birth or death may be registered during the pendency of any such action.

Registration of name of child 14. Where the birth of any child has been registered without a name the parent or guardian of such child shall within the prescribed period give information regarding the name of the child to the Registrar either orally or in writing and thereupon the Registrar shall enter such name in the register and initial and date of the entry

Correction or cancellation of entry in the register of births and deaths 15. If it is proved to the satisfaction of the Registrar that any entry of a birth or death in any register kept by him under this Act is erroneous in form or substance, or has been fraudulently or improperly made, he may, subject to such rules as may be made by the State Government with respect to the conditions on which and the circumstances in which such entries may be corrected or cancelled, correct the error or cancel the entry by suitable entry in the margin, without any alteration of the original entry, and shall sign the marginal entry and add there-to the date of the correction or cancellation.

Chapter IV
MAINTENANCE OF RECORDS AND STATISTICS

Registrars to keep registers in the prescribed form. 16. (1) Every Registrar shall keep in the prescribed form a register of births and deaths for the registration area or any part thereof in relation to which he exercises jurisdiction

(2) The Chief Registrar shall cause to be printed and supplied a sufficient number of register books for making entries of births and deaths according to such forms and instructions as may, from time to time, be prescribed; and a copy of such forms in the local language shall be posted in some conspicuous place on or near the outer door of the office of every Registrar

Search of births and deaths register 17. (1) Subject to any rules made in this behalf by the State Government, including rules relating to the payment of fees and postal charges, any person may

(a) cause a search to be made by the Registrar for any entry in a register of births and deaths; and

(b) obtain an extract from such register relating to any birth or death

Provided that no extract relating to any death, issued to any person, shall disclose the particulars regarding the cause of death as entered in the register

2) All extracts given under this section shall be certified by the Registrar or any other officer authorized by the State Government to give such extracts as provided in section 76 of the Indian Evidence Act, 1872, (1 of 1872) and shall be admissible in evidence for the purpose of proving the birth or death to which the entry relates

Inspection of Registration Offices 18. The registration offices shall be inspected and the manner and by such authority as may be specified by the District Registrar.

Registrar to send periodical returns to the chief Registrar for compilation 19. (1) Every Registrar shall send to the Chief Registrar or to any Officer specified by him, at such intervals and in such form as may be prescribed, a return regarding the entries of births and deaths in the register kept by such Registrar .

(2) The Chief Registrar shall cause the information in the returns furnished by the Registrars to be compiled and shall publish for the information of the public a statistical report on the registered births and deaths during the year at such intervals and in such form as may be prescribed.

Chapter v
MISCELLANEOUS

**Special provision
as to registration
of births and
deaths of citizens
out side India**

20. (1) The Registrar-General shall, subject to such rules as may be made by the Central Government in this behalf, cause to be registered information as to births and deaths of citizens of India outside India received by him under the rules relating to the registration of such citizens at Indian Consulates made under the Citizenship Act, 1955(57 of 1955), and every such registration shall also be deemed to have been duly made under this Act.

(2) In the case of any child born outside India in respect of whom information has not been received as provided in sub-section (1), if the parents of the child return to India with a view to settling therein, they may, at any time within sixty days from the date of the arrival of the child in India, get the birth of the child registered under this Act in the same manner as if the child was born in India and the provisions of section 13 shall apply to the birth of such child after the expiry of the period of sixty days aforesaid.

**Power of
Registrar to
obtain
information
regarding birth
or death**

21. The Registrar may either orally or in writing require any person to furnish any information with in his knowledge in connection with in the Locality within which such person resides and that person shall be bound to comply with such requisition.

**Power to give
direction**

22. The Central Government may give such directions to any State Government as may appear to be necessary for carrying into execution in the State any of the provisions of this Act or of any rule or order made there under.

Penalties.

23. (1) Any person who

(a) fails without reasonable cause to give any information which it is his duty to give under any of the provisions of section 8 and 9; or

(b) gives or causes to be given, for the purpose of being inserted in any register of births and deaths, any information which he knows or believes to be false regarding any of the particulars required to be known and registered; or

(c) refuses to write his name, description and place of abode or to put his thumb mark in the register as required by section 11;

shall be punishable with fine which may extend to fifty rupees.

(2) Any Registrar or Sub-Registrar who neglects or refuses, without reasonable cause, to register any birth or death occurring in his jurisdiction or to submit any returns as required by sub-section (1) of section 19 shall be punishable with fine which may extend to *fifty* rupees

(3) Any medical practitioner who neglects or refuses to issue a certificate under sub-section (3) of section 10 and any person who neglects or refuses to deliver such certificate shall be punishable with fine which may extend to fifty rupees.

(4) Any person who, without reasonable cause, contravenes any provision of this Act for the contravention of which no penalty is provided for in this section shall be punishable with fine which may extend to ten rupees.

(5) Notwithstanding anything contained in the Code of Criminal Procedure 1898(5 of 1898), an offence under this section shall be tried summarily by a magistrate.

**Power
compound
offences**

to 24. (1) Subject to such conditions as may be prescribed, any officer authorized by the Chief Registrar by a general or special order in this behalf; may, either before or after the institution of criminal proceedings under this Act, accept from the person who has committed or is reasonably suspected of having committed an offence under this Act, by way of composition of such offence a sum of money not exceeding fifty rupees

(2) On the payment of such sum of money, such person shall be discharged and no further proceedings shall be taken against him in respect of such offence.

**Sanction
prosecution**

for 25. No prosecution for an offence punishable under this Act shall be instituted except by an officer authorized by the Chief Registrar by general or special order in this behalf.

**Registrars and
Sub-Registrars
to be deemed
public
servants(45
of
1860)**

26. All Registrars and Sub-Registrars shall, while acting or purporting to act in pursuance of the provisions of this Act or any rule or order made there under, be deemed to be public servants within the meaning of section 21 of the Indian Penal Code.

**Delegation
Powers**

of 27. The State Government may, by notification in the Official Gazette, direct that any power exercisable by it under this Act (except the power to make rules under section 30) or the rules made there under shall, subject to such conditions, if any, as may be specified in the direction, be exercisable also by such officer or authority subordinate to the State Government as may be specified in the direction

**Protection
Action taken in
good faith**

of 28. (1) No suit, prosecution or other legal proceeding shall lie against the Government, the Registrar-General, any Registrar, or any person exercising any power or performing any duty under this Act for any thing which is in good faith done or intended to be done in pursuance of this Act or any rule or order made there under.

(2) No suit or other legal proceeding shall lie against the Government for any damage caused or likely to be caused by anything which is in good faith done or intended to be done in pursuance of this Act or any rule or order made there under

Act not to be in derogation of Act 6 of 1886

29. Nothing in this Act shall be construed to be in derogation of the provisions of the Births, Deaths and Marriages Registration Act, 1886

Power to make rules

30. (1) The State Government may, with the approval of the Central Government, by notification in the Official Gazette, make rules to carry out the purposes of this Act

(2) In particular, and without prejudice to the generality of the foregoing provision, such rules may provide for :-

(a) the forms of registers of births and deaths required to be kept under this Act;

(b) the period within which and the form and the manner in which information should be given to the Registrar under section 8;

(c) the period within which and the manner in which births and deaths shall be notified under sub-section (1) of section 10;

(d) the person from whom and the form in which a certificate as to cause of death shall be obtained;

(e) the particulars of which extract may be given under section 12;

(f) the authority which may grant permission for registration of a birth or death under sub-section (2) of section 13;

(g) the fees payable for registration made under section 13;

(h) the submission of reports by the Chief Registrar under sub-section (4) of section 4;

(i) the search of birth and death registers and the fees payable for such search and for the grant of extracts from the registers;

(j) the forms in which and the intervals at which the returns and the statistical report under section 19 shall be furnished and published;

(k) the custody, production and transfer of the registers and other records kept by Registrars;

(l) the correction of errors and the cancellation of entries in the register of births and deaths;

(m) any other matter which has to be, or may be prescribed

**Repeal
saving**

and **31.** (1) Subject to the provisions of section 29, as from the coming into force of this Act in any State or part thereof, so much of any law in force therein as relates to the matters covered by this Act shall stand repealed in such State or part, as the case may be.

(2) Notwithstanding such repeal, anything done or any action taken (including any instruction or direction issued, any regulation or rule or order made) under any such law shall, in so far as such thing or action is not inconsistent with the provisions of this Act, be deemed to have been done or taken under the provisions aforesaid, as if they were in force when such thing was done or such action was taken, and shall continue, in force accordingly until superseded by anything done or any action taken under this Act.

**Power to remove
difficulties**

32. If any difficulty arises in giving effect in a State to the provisions of this Act in their application to any area, the State Government may, with the approval of the Central Government, by order make such provisions or give such directions not inconsistent with the provisions of this Act as appears to the State Government to be necessary or expedient for removing the difficulty :

Provided that no order shall be made under this section in relation to any area in a State after the expiration of two years from the date on which this Act comes into force in that area.

GOVERNMENT OF PUNJAB
DEPARTMENT OF HEALTH AND FAMILY WELFARE

Notification
The 21st January, 2004

No.G.S.R. 9/C.A.18/1969/S.30/2004- -- In exercise of the powers conferred by section 30 of the Registration of Births and Deaths Act,1969 (Central Act 18of 1969) and all other powers enabling him in this behalf, the Governor of Punjab with the approval of the Central Government conveyed by the office of the Registrar General, India,-- vide his letter No. 6/4/97-VS (CRS)Vol.-III dated 3/1/2001 is pleased to make the following rules, namely:-

1.Short title and commencement.-- (1) These rules may be called the Punjab Registration of Births and Deaths Rules, 2004.
(2.)They shall into force on and with effect from the date of their publication 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 a Form appended to these rules;
- c. "Section" means a section of the Act; and
- d. "State Government" means the Government of the State of Punjab in the Department of Health and Family Welfare.

Section 2(I) (g) and 30 **3. Period of gestation.--** The Period of gestation for the purpose of clause (g) of sub-section (1) of section 2, shall be twenty eight weeks.

Sections4(4), 19(2)and30 **4. Submission of report -**The report under sub-section (4) of section 4 , shall be prepared in the form given in the Appendix, appended to these rules and shall be submitted along with 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 July of the year following the year to which the report relates.

Sections 8, 9 and 30 **5. Forms 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.1,2and 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 signatures/ thumb impression of the informant be obtained. For rural area of the State, reporting forms shall be maintained in the forms of "Chowkidara Book" separately for Births in Form No.1 and 6 and in the case of Deaths in Form No.2 and 7 and in the case of Still Births in

Form No.3.

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.

Section 8(I) and 30

6. Birth or Death in a vehicle.--(1) In respect of a birth or death in a moving vehicle, the person incharge of the vehicle shall give or cause to be given the information required 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 motorcycle, a scooter, a cart, a tonga and a rickshaw.

2. In the case of deaths, not falling under clauses (a) to (c) 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 required under sub-section (1) of section 8.

Section 10(3) and 30

7. Form of Certificate.-- The certificate as to the cause of death required under sub-section (3) of section 10, shall be issued in Form No.4 or Form No.5 and the Registrar shall, after making necessary entries in the register of deaths, forward all such certificates to the Chief Registrar or the officer specified by him in this behalf by the 10th day of the month immediately following the month to which the certificates relate.

Section 12 and 30

8. Extracts of registration of entries.--(1) The Extracts of the particulars from the register relating to the births and deaths to be given to an informant under section 12 shall be in Form No. 6 or Form No.7, 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 household 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 the 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 as 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, as the case may be.

5. If the extract of birth or death is not collected by the concerned person as referred to in sub-rules (2), (3) and (4) within the period stipulated therein, the Registrar or the officer or person in charge of 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 aforesaid period.

Section 13(1) (2) (3) and 30

9. Authority for delayed registration and fee payable there for.--(1) Any birth or death of which information is given to the Registrar after the expiry of the period specified in rules 5, but within thirty days of its occurrence, shall be registered on payment of a late fee of rupee two.

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 District Registrar and payment of late fees of Rupees five on production of an affidavit made before a Notary Public or any other officer authorized in this behalf.

Any birth or death which has not been registered within one year of its occurrence, shall be registered only on obtaining by the District Registrar an order of the Sub-Divisional Magistrate or any Magistrate of the First Class nominated by the District Magistrate in this behalf and on payment of a late fee of rupees ten.

Section 14 and 30

10. Period for giving information regarding name of the child.--(1) Where the birth of any child had been registered without a name, the parent or guardian of such child shall, within a period of twelve 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 aforesaid period of twelve months, but within a period of fifteen 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, 1984 published, vide notification No.1116-6HBV-84, dated the 3rd August, 1984 from the date of commencement of these rules i.e. the 3rd day of August, 1984. ; and
- (ii) In case where the registration is made after the date of commencement of the Registration of Births and Deaths ((Amendment) Rules, 1984 published vide notification No.1116-6HBV-84, dated the 3rd August, 1984 from the date of such registration, subject to the provisions of sub-section (4) of section 23.

2. 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; and

(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 District Registrar or 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, a 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 sub-rule(2).

Section 15 and 30

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 canceling 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 District Registrar and 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 District Registrar or the officer specified by the State Government 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 District Registrar or the officer specified by the State Government 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 accordance with the provisions of 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.

Explanation:- For the purpose of this sub-rule the term 'Credible Person' stands for Panch, Sarpanch, Member of legislature Assembly, Member of Parliament and a Gazetted Officer.

(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 District Registrar or the officer specified by the State Government 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 authorized by the Chief Registrar by a 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, an intimation thereof shall be sent on the residential address of the person, who had given information under section 8 or section 9, as the case may be.

Section 16 and 30

12. Form of register.—1. The register of births, deaths and still births to be kept by the Registrar under section 16, shall be in three parts as set out in form Nos. 8, 9 and 10 respectively and in each part of the register, the event shall be numbered serially and for each calendar year. The information given by the informant in legal part of form No.1, 2 and 3 shall also be kept in the form of a register.

(2) A new register shall be opened on the first day of January of each year,

(3) An event which occurred in any previous year, shall be recorded in the current year register;

Provided that no entry shall be interpolated between two entries recorded earlier.

Section 17 and 30

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

	Amount (In Rs.)
(a) Search for a 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/-
(d) For granting Non-Availability certificates of birth or deaths	2/-

2. Any such extract in regard to a birth or death shall be issued by the Registrar or the officer authorized by the State Government, in this behalf as the case may be, in Form No.6 or in Form No.7 and shall be certified in the manner provided for in section 76 of the Indian Evidence Act, 1872 (Central Act 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 this behalf in Form No.11.

4. Any such extract or non-availability certificate of birth or death, may be furnished to the person asking for it or sent to him by post on payment of the postal charges specified therefore.

Section 19 (1) and 30

14. Interval and forms of periodical returns.---1. Every

Registrar shall after completing the process of registration, send all the Statistical parts of the reporting forms relating to each month alongwith the Summary Monthly Report in Form No. 12 for births, Form No.13 for deaths and Form No. 14 for still births to the District Registrar on or before the 5th day of the following month.

2. The District Registrar shall forward all such statistical parts of the reporting forms received by him to the Chief Registrar not later than the 10th day of the month.

Section 19 (2) and 30 15. **Statistical report.**--- The statistical report under sub-section (2) of section 19 shall contain the tables in the form given in appendix, appended to these rules and shall be compiled for each year before the 31st day of July of the following year, and shall be published as soon as possible thereafter, but in any case not later than five months from that date.

Section 23, 24 and 30 16. **Compounding of 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 authorized by the Chief Registrar by a general or special order in this behalf, if the officer so authorized is satisfied that the offence was committed through inadvertence or oversight or for the first time.

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

Section 30 (2) (k) 17. **Registers and other records.**--- 1. The birth register in Form No. 8, Death Register in Form No.9, Still Birth Register in Form No.10 and the information in the legal portion of Form Nos.1,2 and 3, 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 sub-section (3) of the section 10, shall be retained for a period of atleast five years by the Chief Registrar or the officer specified by him in this behalf.

4. Every birth register, death register and still birth register shall be retained by the Registrar in his office for a period of twelve months i.e. a calendar year and after the end of the calendar year to which it relates, such register and forms shall thereafter be transferred for safe custody to the District Registrar and in respect of municipal areas or cantonment area to such officer, as

may be specified by the State Government in this behalf.

Section 30

18. **Fees payable.** --- Fees payable under the Act, may be paid in cash or by money order or postal order and shall be deposited in the State Treasury under the appropriate head.

19. **Repeal and saving** .--- The Punjab Registration of Births and Deaths Rules, 1972, are hereby repealed:

Provided that any order made or action taken under the rules so repealed, shall be deemed to have been made or taken under the corresponding provisions of these rules