

## CITIZEN CHARTER

### DEPARTMENT OF PLANNING AND STATISTICS

The Deputy Director of Planning and Statistics is also designated as Additional Chief Registrar of Births and Deaths, UT of Daman and Diu and co-ordinates the system for Registration of Births and Deaths which is detailed below :

#### I) REGISTRATION OF BIRTHS AND DEATHS

A) **INITIAL REGISTRATION** : Every event of birth and death is required to be registered within 21 days of its occurrence as per the Registration of Births and Deaths Act, 1969.

#### B) DELAYED REGISTRATION OF BIRTHS AND DEATHS AND FEE PAYABLE THEREFORE :

i) Any event of birth and death which information is given to the Registrar after 21 days but within 30 days of its occurrence, shall be registered on payment of a late fee of rupees two.

ii) Any event of birth and death which information is given to the Registrar after thirty days but within one year of its occurrence, shall be registered after written permission of Additional District Registrar / Block Development Officer on payment of a late fee or rupees five.

iii) Any event of birth and death which is not registered within one year, shall be registered only after order of Magistrate on payment of rupees ten.

#### C) SEARCH OF RECORD :

i) Search of single entry in the first year of which the search is made ₹ 2.00

ii) For every additional year for which the search is continued ₹ 2.00

iii) For granting extract relating to each birth or death ₹ 5.00

iv) For granting non-availability certificate for birth or death ₹ 2.00

**Normally duration of issuing of certificate is fixed as 8 days** after the date of registering the event. ( After 8 days the Registrar of concerned centre has to furnish valid reason for non-issuing of birth and death certificate to the applicant. ) In case the extract of birth or death is not collected by the concerned person within the stipulated period, the Registrar or the Officer or person in charge **shall transmit the same to the concerned family by post** within 15 days of the expiry of the aforesaid period.

**D) CORRECTION OF NAME IN THE BIRTH AND DEATHS RECORDS :**

The applicant should apply to the concerned Registrar of births and deaths alongwith an affidavit of self and two witnesses alongwith the following documents .

- i) Birth certificate of self
- ii) Father and mother's birth certificate
- iii) Marriage certificate issued by Civil Registrar.

Normally duration for carrying out correction is 20 days from date of receipt of the application.

**AUTHORITIES / OFFICIALS TO BE APPROACHED FOR REGISTRATION AND CARRYING OUT CORRECTIONS:**

1. RURAL AREA - VILLAGE PANCHAYAT SECRETARY / REGISTRAR OF BIRTHS AND DEATHS
2. URBAN AREA – CHIEF OFFICER ADMINISTRATIVE OFFICER /REGISTRAR OF BIRTHS & DEATHS, MUNICIPAL COUNCIL.

**THE OFFICIALS DESIGNATED UNDER REGISTRATION OF BIRTHS AND DEATHS ACT, 1969 AND DAMAN AND DIU REGISTRATION OF BIRTHS AND DEATHS RULES, 2000.**

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| 1. Development Commissioner/ Secretary (Planning), Daman and Diu | Chief Registrar of Births and Deaths of UT of Daman and Diu.                |
| 2. Deputy Director ( Planning & Statistics ), Daman.             | Additional Chief Registrar of Births and Deaths of UT of Daman and Diu.     |
| 3. Collector, Daman and Diu                                      | District Registrar of Births and Deaths for respective District.            |
| 4. Block Development Officer                                     | Additional District Registrar of Births and Deaths for respective District. |