

GOVERNMENT OF ASSAM  
HEALTH & FAMILY WELFARE (A) DEPARTMENT  
DISPUR, GUWAHATI – 6

**OFFICE MEMORANDUM**

No. HLA.100/2012/198

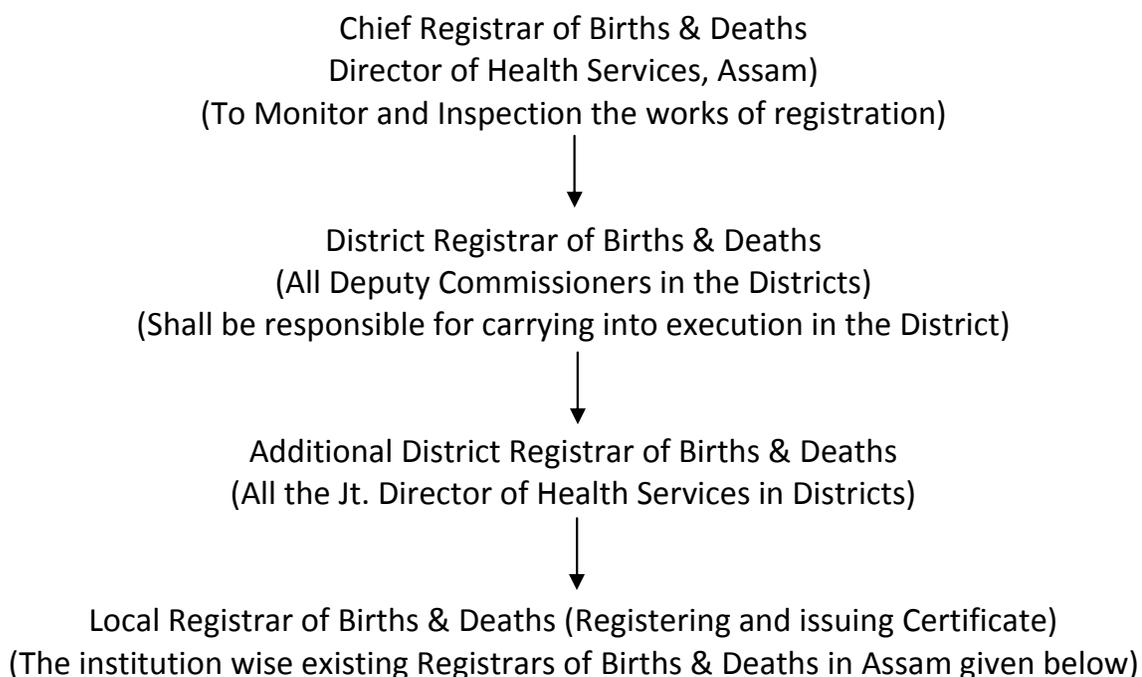
Dated, Dispur the 8<sup>th</sup> April, 2013

**Subject :** Issuance of Death Certificate

**Introduction:-**

Registration of Death in India is mandatory after the enactment of Registration of Birth and Deaths Act, 1969. In Assam, the Registration of Births & Deaths Rules, 1978 framed by the Health Department under the various provisions of RBD Act, 1969. These Rules are implemented throughout Assam with effect from 01-04-1978.

**Roles and Responsibilities of the Civil Registration functionaries**



**Eligibility Criteria:-**

For registering Death, the informants will have to submit application in the office of the Registrar of Birth and Death alongwith the Medical Certificate of cause of death for institutional cases in the death reporting form (FORM No- 2) at the nearest Registration offices within 21 days of occurrence and get an Extract (Death Certificate) with free of cost. Additional copies of certificate can be had on payment of prescribed fee per copy. There is, however, no limit for applying for additional number of copies.

The persons authorized under the RBD Act as informants and Notifier by place of occurrence as follows:-

Place of Occurrence	Informants	Notifier
House	Head of the household/ oldest person of the household/ Heir of the deceased.	ANMS / ASHAs/ Anganwadi worked / Gaonburahs / Keepers or Owners etc.
Institutional Hospital / Other Health / Nursing Homes etc	I/c- of Institution or any person authorized by institutions	
Jail/ Hotel/ Dharmasala/	Jail In-charge	

Choultry, Hostel etc		
Public Place (dead body found deserted)	I/c. Police Station or Head person in village area	
Events in moving vehicles / Aircraft boat, ship , Rail	Person in-charge of moving vehicle	
Plantation	Superintendent/ Manager	

#### **Procedures to obtain Death Certificate:-**

The informants / Notifier shall apply with duly filled in Death Reporting form F-2 alongwith the form – 4 (institutional) or Form – 4A (Non institutional cases) as the case may be to the local Registrar of Birth and Deaths within 21 days at place of occurrence.

The concerned Registrar will issue the Death Certificate, free of charge to the person who has given the information for registration as soon as the registration of death has been completed. (Section- 12).

#### **Steps simplify :**

- After death of a person applicant (informant) will inform within 21 days to the nearest Registration Office (i.e.SD/PHC/CHC/DH etc.) and fill the form F-2 alongwith the Form – 4 (institutional) or Form – 4A (Non institutional cases) with the help of official staff of Registration Office.
- Then he deposits the Form F-2 alongwith the form – 4 (institutional) or Form – 4A (Non institutional cases) i.e. Death certificate from Health Institution in case of institutional death and other than institutional death notified certificate from Doctor/ANM/ASHA Workers/ Anganwadi Workers/Goanburha with a cremation certificate at the registration office. **Then he will get the Death certificate within 10 days without any fees.**

#### **The institution wise existing Registrars of Births & Deaths in Assam:**

- A. The Superintendent of Gauhati Medical College & Hospital, Guwahati, Assam Medical College & Hospital, Dibrugarh, Silchar Medical College & Hospital, Silchar, Ayurvedic College Hospital, Guwahati, District Hospitals in the Districts and Sub-Divisional Hospitals, Hospital in their respective hospital.

Any event of birth & death occurring in these hospitals, the respective Registrar will register the event.

- B. The Deputy Superintendent of Community Health Centers.
- C. The Medical & Health officers in charge of primary Health Centers, Subsidiary Health Canters, Mini PHCs, State Dispensaries.

They will registrar their event to their jurisdiction.

#### **Jurisdiction**

The Office of the Director of Health Services as the Office of the Chief Registrar shall be responsible for registration and issue of birth and death certificates in the State. Chief Registrar shall be responsible for issue of registers, forms and certificates to all Registration Centers of Birth and Deaths in Assam.

In urban areas in addition to the above listed functionaries of the Department of Health & FW designated as Registrars, the designated official of the Gauhati Municipal

Corporation in Guwahati Municipal Area and designated officials of Urban Local Bodies in urban areas will register and issue birth and death certificates under the aegis of the Department of Health & FW.

In exercise of the power conferred by section 7(1) of the Registration of Birth and Death Act, 1969, the State Government may appoint a Registrar for each local area comprising the area within the jurisdiction of a municipality.

In the notified Panchayet areas the functionaries of Health & FW Department designated as Registrars will be responsible for registration and issue of Birth Certificates.

Jurisdiction of Appellate Authority and Reviewing Authority are Joint Director of Health Services of the District and Director of Health Services, Assam respectively.

**Registration of Death of Citizens Outside India :** Death to Indian citizens outside India cannot be registered in India. Such deaths are registered at the Indian Consulates under Citizenship Act 1955 and would deem to have been made under the RDB Act 1969.

**Registration of Deaths of Missing Persons:** Ordinarily, if a person is missing or unheard, she/he shall be presumed to be dead by the court under Section 107 and 108 of Indian Evidence Act on expiry of 7 years from the date of missing and not earlier. Competent court/authority will issue an order in such cases. If the Court does not mention the date of death in the order, the date on which plaintiff approached to the Court would be taken as the date of death.

**Registration of deaths in natural Calamities and Disasters :** In such cases the Chief Registrar will appoint sufficient Sub Registrars with sufficient power for on spot registration of the deaths and issuance of death certificates needs to be made.

**Standard application forms:-**

F-2 – Death reporting form

F-4- Medical certification of cause of death (institutional).

F-4A- Medical certification of cause of death (Non - institutional).

Sufficient forms to be kept in each Registration Centre. Annexure- I.

**List of documents to be enclosed:-**

For registering Death event, Death Reporting Form-2 alongwith form – 4 (institutional) or Form – 4A (Non institutional cases) as the case may be to the local Registrar of Birth and Deaths within 21 days at place of occurrence

**Users charge –**

Fee for 1<sup>st</sup> copy of Death Certificate - Nil (within 21 days of birth)

Fee for extra copy of Death Certificate Rs. 5.00 per copy

Citizen Charter (Rule-6)

Copy enclosed : Standard Certificate formats

(C. Barua, ACS)

Joint Secretary to the Govt. of Assam  
Health & Family Welfare Department