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Registration of Births,
Deaths and Marriages by
Village Panchayats.

GOVERNMENT OF MAHARASHTRA,
Rural Development Department,
Resolution No.VPM.2668/30390 -E,
Sachivalaya, Bombay-32: the 21st December, 1968.

RESOLUTION:- According to the provisions of Section 45(1) of the Bombay Village Panchayats Act, 1958, read with entry 56 in Schedule I, registration of births, deaths and marriages in such manner and in such forms as may be laid down by Government by general or special order in this behalf, is one of the duties of Village Panchayats. The various forms for such registration have been laid down by Government by Government order, Co-operation and Rural Development Department, No.VPS.2461/42626-E, dated the 12th February, 1963. Village Panchayats in many Districts have, however, not been able to carry out this duty for various reasons with the result that different agencies such as Police Patels, Talathis, etc., are at present doing this work in different areas. Proper and accurate maintenance of these registers and more particularly the vital statistics, is of utmost importance as extracts from the registers of births and deaths provide authentic proof of birth and death dates which are required to be produced in several matters. This question was, therefore, carefully considered by Government in consultation with the authorities concerned. In pursuance of section 45(1) read with entry 56 in Schedule I to the Bombay Village Panchayats Act, 1958, and in supersession of the orders contained in Government Order, Co-operation & Rural Development Department, No.VPS.2461/42626-E, dated the 12th February, 1963 Government is pleased to direct as follows:-

(a) The Secretary of the Village Panchayat shall maintain the registers of births, deaths, still-births and marriages in the Office of the Village Panchayat alongwith other Village Panchayat records maintained by him.

(b) The Village Kotwal or Kotwals should give information regarding births, deaths, still-births and marriages to the Village Panchayat Secretary.

(c) The information should be registered revenue village-wise (i.e. registers should be maintained separately for every revenue village) in the forms A, B, C, and D appended to this Government Resolution as Schedule I. Instructions contained in Schedule II appended to this Government Resolution should be followed while recording the information in the registers.

(d) The Secretary of the Village Panchayat should submit true copies in duplicate from the registers maintained by him every month before the 5th of the following month to the Block Development Officer. He should make it a point to submit invariably a "Nil" report in a month in respect of a Village if no birth, death, etc. took place in that month in that village. The Block Development Officer should retain one copy with him and forward the second copy to the Assistant Director of Public Health (Vital Statistics), Poona, by the 12th of the following month, with an intimation to the District Health Officer, Zilla Parishad, that the information for the particular month has been forwarded to the Assistant Director

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of Public Health (V.S.). The Block Development Officer should compile the reports received by him, revenue village-wise, and maintain them as records to be preserved permanently. He should also maintain a Receipt Register as shown in the Schedule I. While forwarding the reports received from the Village Panchayat Secretaries to the Assistant Director of Public Health (Vital Statistics), the Block Development Officer should communicate changes, if any, in his jurisdiction consequent upon any changes in the area of the Village/Taluka/Block.

2. The above arrangement should be brought into force with effect from 1st April, 1969. The other agencies such as Police Patels, Talathis, etc. which hitherto used to maintain these registers in rural areas covered by Village Panchayats, should discontinue maintenance of such registers from 31st March 1969.

3. Though the duty of furnishing information has been cast upon the Village Kotwals, Government considers that members of Village Panchayats being representatives of the people should also be associated with this work. The Chief Executive Officers of Zilla Parishads are accordingly advised to instruct the Block Development Officers to issue a letter to all members of Village Panchayats impressing upon them the importance of this work and requesting them to give information about births, deaths, still-births, and marriages in their respective wards to the Village Panchayat Secretary. The Village Panchayat Secretary should also be instructed about ~~this~~ his responsibility and advised to use, in addition, all other local sources of information as may be available so that all the events are registered without any omissions..

4. The Assistant Director of Public Health (Vital Statistics), Poona, is requested to arrange to translate the two Schedules into Marathi and supply copies thereof to all Chief Executive Officers and Block Development Officers immediately. He should also approach Government in Urban Development, Public Health and Housing Department for sanction to getting the forms printed as standard forms and for their supply on demand to the Village Panchayats through the Block Development Officers. As this is bound to take time, the Block Development Officers should get the forms and the instructions contained in Schedule I and II cyclostyled (in Marathi) in their Offices and supply them to Village Panchayats till such time as printed forms are available.

5. The following authorities will be the inspecting authorities in respect of these registers:-

- (1) Extension Officers (Village Panchayats),
- (2) Block Development Officers ,
- (3) Administrative Officer (Zilla Parishad),
- (4) Deputy Chief Executive Officer of Zilla Parishad,
- (5) District Health Officer, Zilla Parishad,
- (6) Chief Executive Officer of Zilla Parishad,
- (7) Assistant Director of Public Health (Vital Statistics).

They are requested to check these registers during their visits to the Village Panchayats and see that they are properly maintained. The registers should also be made available by the Secretary, Village Panchayat to the Statistical Assistant (Vital Statistics) and health staff of the Zilla Parishad and State Government whenever they want to check them.

6. The Revenue and Forests Department is requested to issue suitable instructions to the Kotwals through the Revenue Officers in regard to their responsibility to report information to the Village Panchayat Secretary.

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That Department may also take steps to include this duty in the list of duties of Kotwals. It may also take steps to delete V.F.XIV B from the Revenue Accounts Manual and amend the list of duties of Talathis to that extent.

7. It is necessary to give wide publicity to the new arrangement. The Chief Executive Officers are requested to advise the Block Development Officers to arrange to give wide publicity by all possible means, including beat of drums in all villages impressing upon the people the importance of proper maintenance of these registers and the need for reporting information they have or received to the Village Panchayat Secretary so as to enable him to maintain the registers up-to-date.

By order and in the name of the Governor of Maharashtra,

V. PRABHAKAR,
Deputy Secretary to Government.

To

The Commissioners of Divisions,
All Collectors of Districts,
All Chief Executive Officers of Zilla Parishads,
All Block Development Officers,

SCHEDULE IFORM - 'A'REGISTER OF BIRTHS

1. Name of the District :-
2. Year :- Month :-
3. Name of the Panchayat Samiti(Block) :-
4. Name of the Taluka :-
5. Name of the Revenue Village :-
6. Name of the Village Panchayat :-

Sr. No.	Date of Registration.	Date of Birth.	Sex.	Name of the child.	Place of Birth.	Father's name.	Mother's name.	Permanent Residential address of father.
1	2	3	4	5	6	7	8	9

Nationality*		Religion.		Age of mother	Order of birth	Type of atten-	Name and address of the informant.	Remarks.
Fath-er	Mo-ther.	Fa-ther.	Mo-ther.	in completed years at confinement.	(i.e.) No. of live births including the birth registered.	tion at delivery.		
10(a)	10(b)	11(a)	11(b)	12	13	14	15	16

Signature of Registrar (V. P. Secy.)
(at the end of each month)

*To be entered only in case of Foreigners i.e. non-Indian nationals.

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SCHEDULE - I

FORM 'B'

REGISTER OF DEATHS

1. Name of the District :-
2. Year :- Month :-
3. Name of the Panchayat Samiti (Block) :-
4. Name of the Taluka :-
5. Name of the Revenue Village :-
6. Name of the Village Panchayat :-

Sr. No.	Date of Registration.	Date of Death.	Name of the Deceased.	Name of Father/Husband.	Place of Death.	Age of Deceased.	Sex of Deceased.	Nation- ality.	* Reli- gion.
1	2	3	4	5	6	7	8	9	10

Perma- nent resi- dential address of deceased.	Cause of Death.	Whether the cause of death Medically certified or not.	Kind of medical attention received if any.	Name and address of informant.	Remarks.
11	12	13	14	15	16

Signature of Registrar(V.P. Secy.)

(at the end of every month)

*To be entered only in case of foreigners i.e. non-Indian nationals.

SCHEDULE - I

FORM - "C"

REGISTER OF STILL BIRTHS

1. Name of the District :-
2. Year :- Month :-
3. Name of the Panchayat Samiti(Block) :-
4. Name of the Taluka :-
5. Name of the Revenue Village :-
6. Name of the Village Panchayat :-

Sr. No.	Date of Regis- tration.	Date of Birth (Still Birth)	Sex.	Place of birth (Still Birth)	Father's Name.	Mother's name.	Perma- nent residen- tial address of father.	Nationality*
								Fa-ther. Mo-ther.
1	2	3	4	5	6	7	8	9(a) 9(b)

Religion	Age of mother in completed years at confine- ment.	Type of atten- tion at delivery.	Name and address of the informant.	Remarks.
Fa- ther.	Mo- ther.			
10(a)	10(b)	11	12	13
				14

Signature of Registrar(V. P. Secy.)

(at the end of every month)

*To be entered only in case of foreigners, i.e. non-Indian nationals.

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SCHEDULE - I

FORM - "D"

REGISTER OF MARRIAGES FOR THE YEAR 19

1. Name of the District :-
2. Year :- Month :-
3. Name of the Panchayat Samiti (Block) :-
4. Name of the Taluka :-
5. Name of the Revenue Village :-
6. Name of the Village Panchayat :-

Sr. No.	Date of Report.	Date and Place of marriage.	Bride groom's			B r i d e 's		
			Full Name.	Age.	Place of residence.	Full name.	Age.	Place of residence.
1	2	3	4			5		

Religion.		Nationality.*		Full name and address of the father or guardian of the bride- groom.	Full name and address of the father or guardian of the bride.	Name and address of informant.	R E M A R K S.
Bride- groom	Bride.	Bride- groom	Bride.				
6	7	8	9	10	11		

Signature of Registrar (V.P.Secy.)

(at the end of every month)

*To be entered only in case of foreigners i.e. non-Indian nationals.

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SCHEDULE II

INSTRUCTIONS TO BE FOLLOWED WHILE RECORDING THE INFORMATION IN
THE BIRTH, STILL BIRTH AND DEATH REGISTERS.

BIRTH REGISTER

Column No.1.

The serial number should be written from January to December. No new serial number should be started for every month.

Example: Suppose the serial number of the birth entered on 31st January 1968 is 17, then the first birth recorded in February should be given the number 18 and not 1.

Columns No. 2 to 4.

Self-explanatory.

Column No.5:

If the name of the child is available at the time of recording, then, the same should be written. If it is furnished at a later date, it may be entered after verification. The date of recording the name should also be written under this column and duly initialed by the Registrar (V.P. Secy.).

Column No.6.

If the delivery took place in a 'Hospital' or any other "Institution", then write "Hospital" or "Institution" as the case may be, giving its name and the village in which it is located. Otherwise the postal address of the place of birth clearly indicating the village should be written.

Example:- A birth took place in the Primary Health Centre, Dehu, then the information under column 6 should be recorded as follows:

Primary Health Centre - Dehu village.

Columns Nos. 7 to 12:

Self-explanatory.

Column No.13:

The number of children born to the mother including the birth registered should be recorded here. Still birth should not be included.

Example : At the time of the delivery, the child born was the third one, the second being a still-birth. Then the Registrar should enter as 2 under column and not 3.

Column No.14:

If the delivery took place in a hospital, Maternity Home, etc. the name of the institution should be written. If the delivery took place in the home, it should be clearly indicated whether it was attended by a qualified doctor, nurse, midwife, trained dai or untrained dai.

Columns Nos. 15 to 18:

Self explanatory.

Note:- 1) In the case of illegitimate birth, the word "Illegitimate" should be entered in the remarks column, and no person's name should be entered as that of father, unless there is written request of the mother and the person acknowledging himself to be the father of the child.

2) In the case of multiple births, make separate entry for each and a reference in the remarks column.

STILL- BIRTH REGISTER

Column No.1:

Same as given for column 1 for the Birth Register.

Columns Nos. 2 to 4:

Self explanatory.

Column No.5:

Same as given for column 5 of the Birth Register.

Columns Nos. 6 to 11:

Self explanatory.

Column No.12:

Same as given for column 14 of the Birth Register.

Columns Nos.13 to 17.

Self explanatory.

Note:- 1) In the case of illegitimate still-birth, same procedure as given under Note 1 of the Birth Register.

2) Multiple still-births :- same as given under Note 2 for Birth Register.

DEATH REGISTER

Column. No.1: Same as given for column 1 of the Birth Register.

Columns Nos. 2 to 5:

Self explanatory. (101)

Column No.6:

Same as given for column 6 of the Birth Register.

Column No.7:

If the deceased was over 1 year of age, give age in completed years. If the deceased was under 1 year of age, give age in completed months and if below 1 month, give age in completed number of days.

Columns No.8 to 10:

Self explanatory.

Column No.11.

The address of the parents/guardian in the case of a child and dependent unmarried persons, husband in the case of married women, late husband in the case of a widow, and deceased if independent, is to be given in this column.

Column No.12.

If the medically certified cause of death is available mention it in this column. Otherwise, the cause of death to the best knowledge of the Registrar after enquiry with the relatives of the deceased should be mentioned. If the death was due to suicide or homicide, the same should be entered according to his judgement on the facts known to him. In the case of deaths due to injury as a result of accident or bite by wild animals, the same should be clearly stated.

Example: death due to accident by fire, railway accident,
drowning, death due to snake-bite, dog-bite, etc.,
accidental death due to poisoning, etc.

Column No.13:

If the cause of death was certified by the attending physician write here "Yes" otherwise write "No".

Column No.14:

If the deceased was attended by an allopathic doctor, Ayurvedic doctor (Vaidya) or unani doctor (Hakim) etc., the kind of medical attention at the time of death may be furnished accordingly. If there was no medical attention it may be stated as "No medical attention".

Columns Nos. 15 and 16

Self explanatory.

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General instructions regarding the care of the Registers
and corrections.

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1. The registers should always be kept in V.P. Office and not in the residence of the V.P. Secretary.
2. The registers should be kept for the Calendar year January to December. New registers should be opened up from 1st January, onwards, every year. The registers should remain in the V.P. Office for a period of two years from the end of the year to which they pertain. Thereafter, they must be sent to the Block Development Officer's Office as permanent records.
3. Any clerical error or any omission of particulars in the registers or alternations of the information already entered in the register should be effected by the Village Panchayat Secretary only with the previous approval of the Block Development Officer or higher authorities.
4. Where a birth, death, still-birth or marriage is discovered by the Inspecting authorities which was not entered earlier, it should be entered in the current month below the last entry showing the date of occurrence under the relevant columns. A note of such detection should be made in the remark column.

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