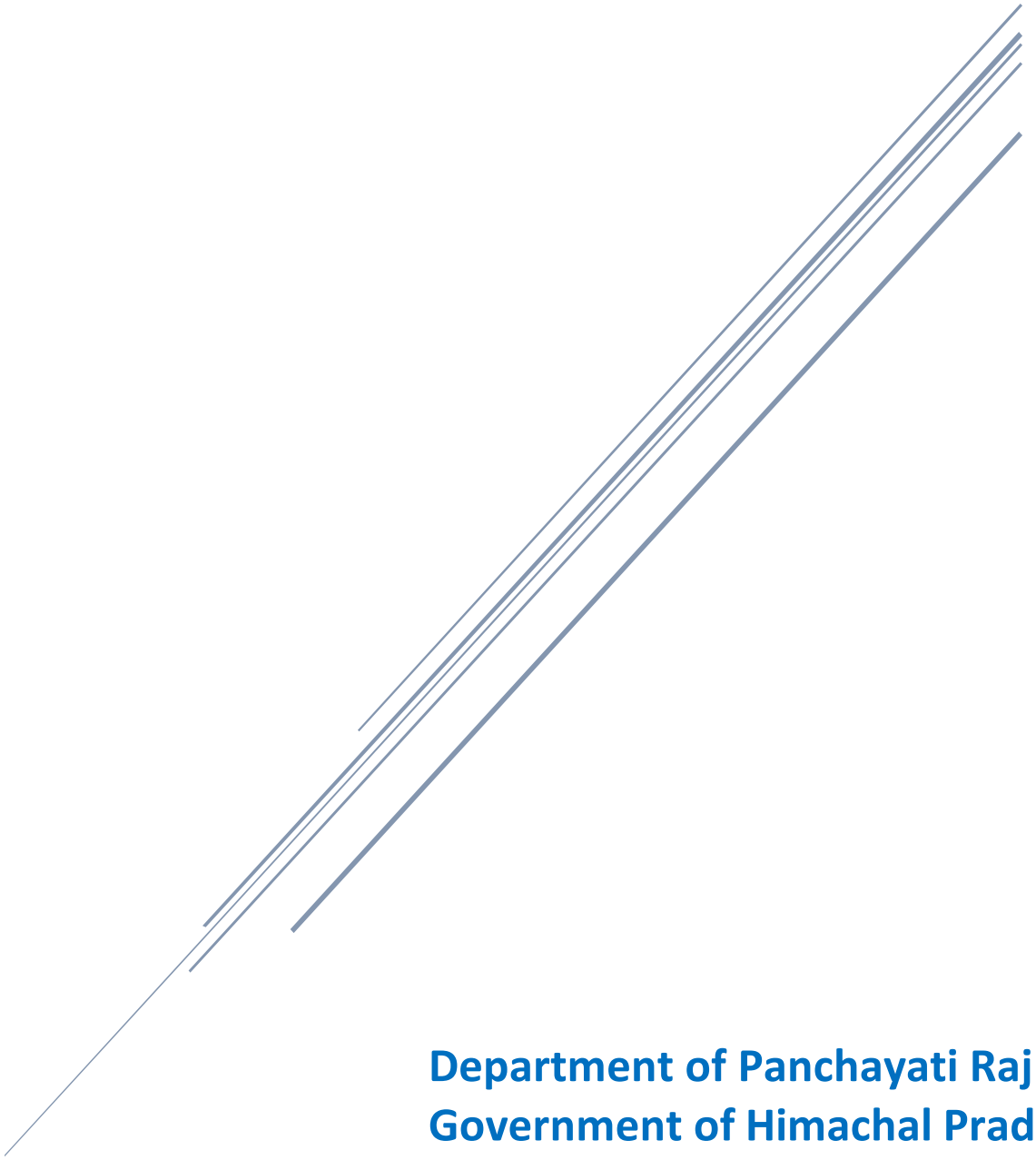
Procedure and Checklist for Registration of Death certificate



Department of Panchayati Raj
Government of Himachal Pradesh

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Application of Registration of Death certificate

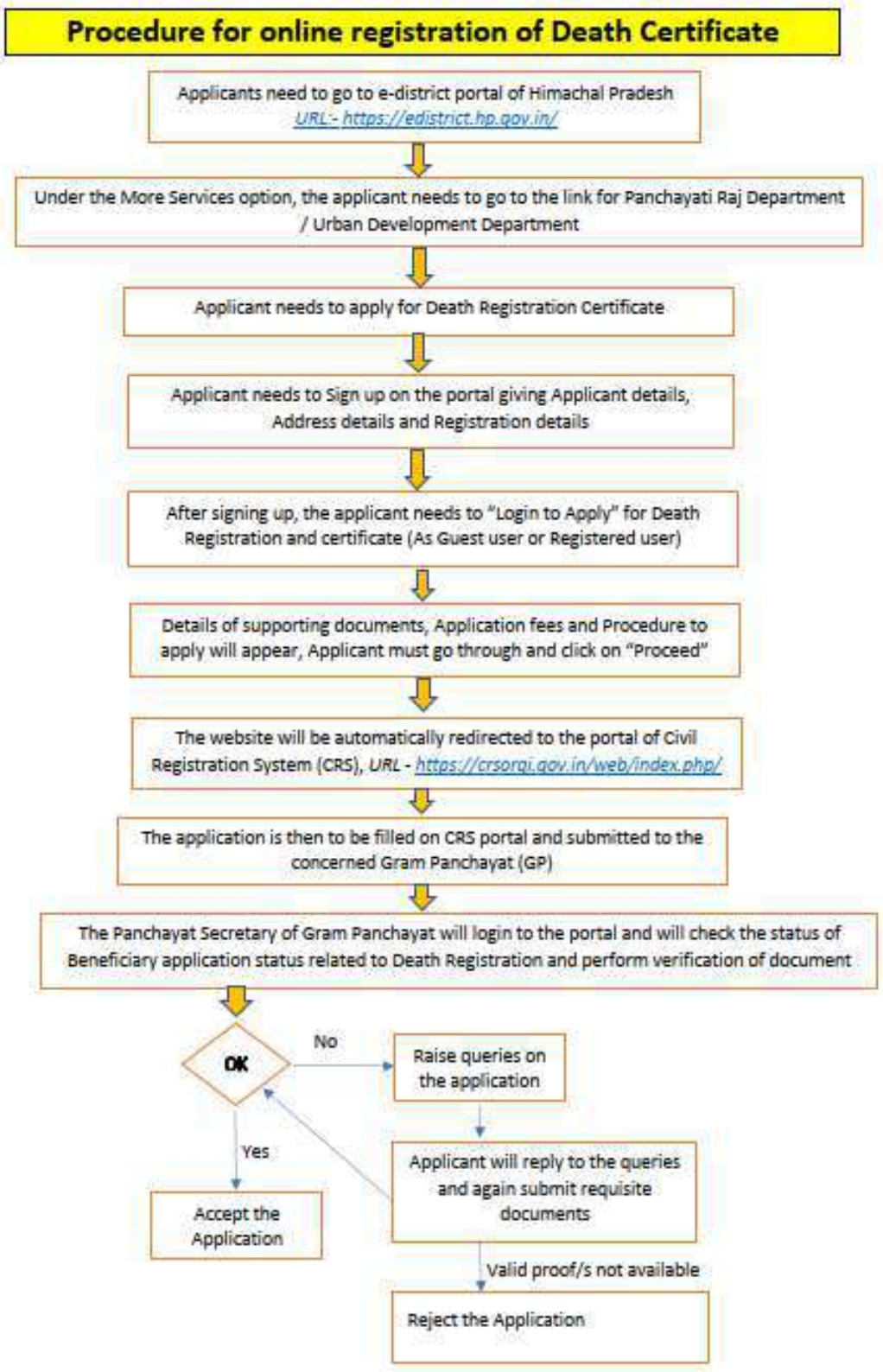
a) Checklist

- Discharge report / Primary report
- Self-declaration letter by head of family

b) Procedure/ Service Delivery Process

- Go to URL: https://edistrict.hp.gov.in/ (Homepage HP-e-District citizen portal) click on **"more services"** and then click on the **"Panchayati Raj department"** to apply for **"Death Certificate"**
- Under the More Services option, the applicant needs to go to the link for Panchayati Raj Department / Urban Development Department
- Click on "**Sign Up"** for new registration, supporting documents lists are also mentioned in the below image
- After filling below mentioned details, user will register, and user will get **"login credentials"** in his/her registered mobile. Applicant needs to Sign up on the portal giving Applicant details, Address details and Registration details
- Details of supporting documents, Application fees and Procedure to apply will appear, Applicant must go through and click on "Proceed"
- The website will be automatically redirected to the portal of Civil Registration System (CRS), *URL - https://crsorgi.gov.in/web/index.php/*
- The application is then to be filled on CRS portal and submitted to the concerned Gram Panchayat (GP)
- The Panchayat Secretary of Gram Panchayat will login to the portal and will check the status of Beneficiary application status related to Death Registration and perform verification of document
- In case the documents and other relevant information found in order and correct, application has been accepted at GP level and applicant can download the Death certificate Through Online mode
- If it has been rejected, then applicant will reply to the queries and again submit requisite documents for final submission and approval
- Once the application is approved from the department, user can download the finalsigned copy from online portal.

c) Service Delivery Process



d) Applicable Fees

- If applied Within 21 Days of Death, Government Fees -: Nil
- If applied After 21 Days and within 30 Days of Death, Government Fees -: Rs 2.00
- If applied After 30 Days and within 1 year of Death, Government Fees -: Rs 5.00
- If applied after 1 year of Death, Government Fees-: Rs 10.00

e) Timelines:

- Timeline for service delivery are mandated under the HPPSG Act: 2011
- https://himachal.nic.in/WriteReadData/l892s/25_l892s/2-26469809.pdf