



Urban Development Department
Government of Himachal Pradesh, India Transforming Cities

USER MANUAL

Birth Registration and Certificate

Urban Development Department

URL:

Homepage: <https://edistrict.hp.gov.in/>

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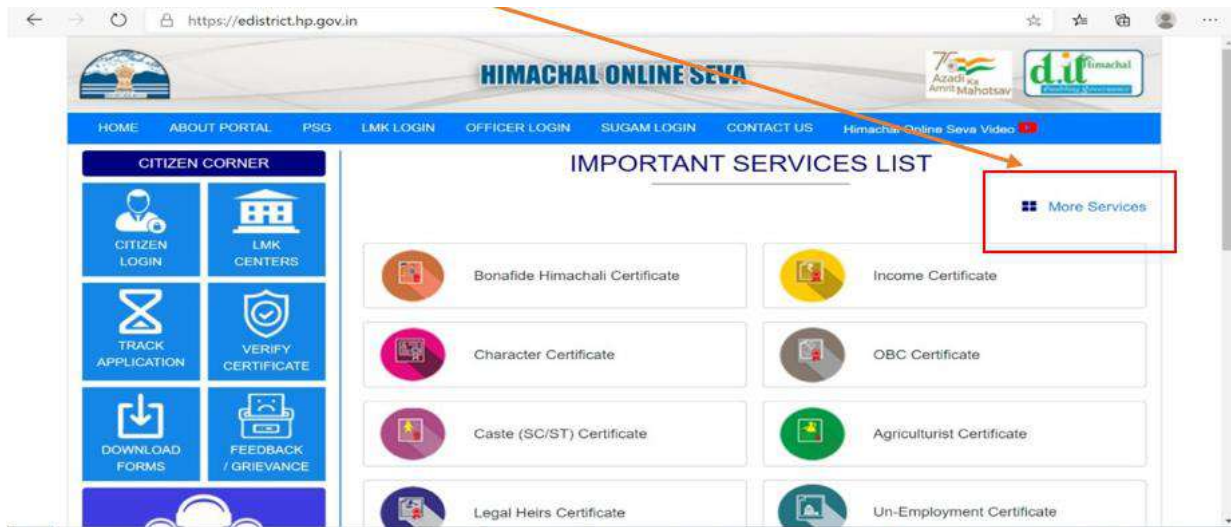
Supporting Documents

1. Letter from HOF/ Gram Pradhan/ Hospital Discharge Slip
2. Other Documents

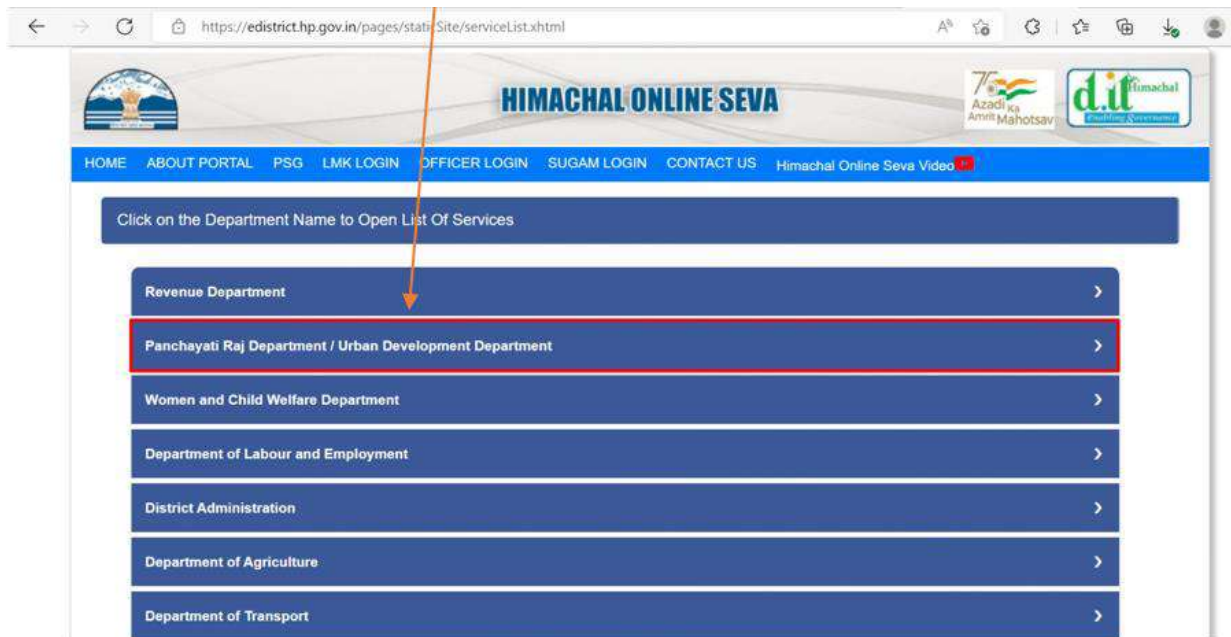
Applicable Fee

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

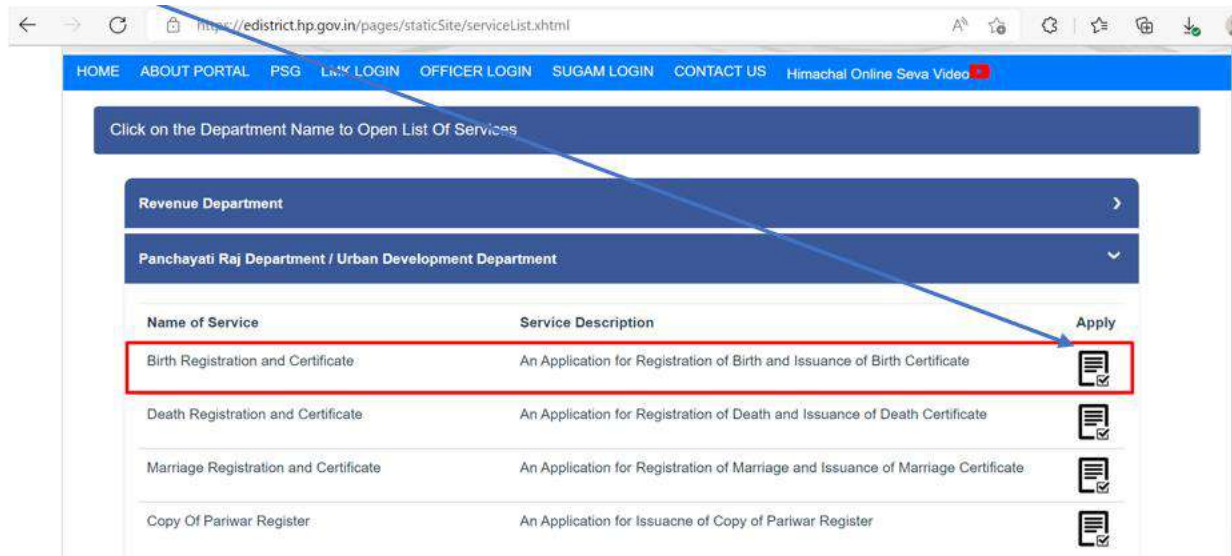
Step 1: Go to URL: <https://edistrict.hp.gov.in/> (Homepage HP-e-District citizen portal) and click on the link “More Services”



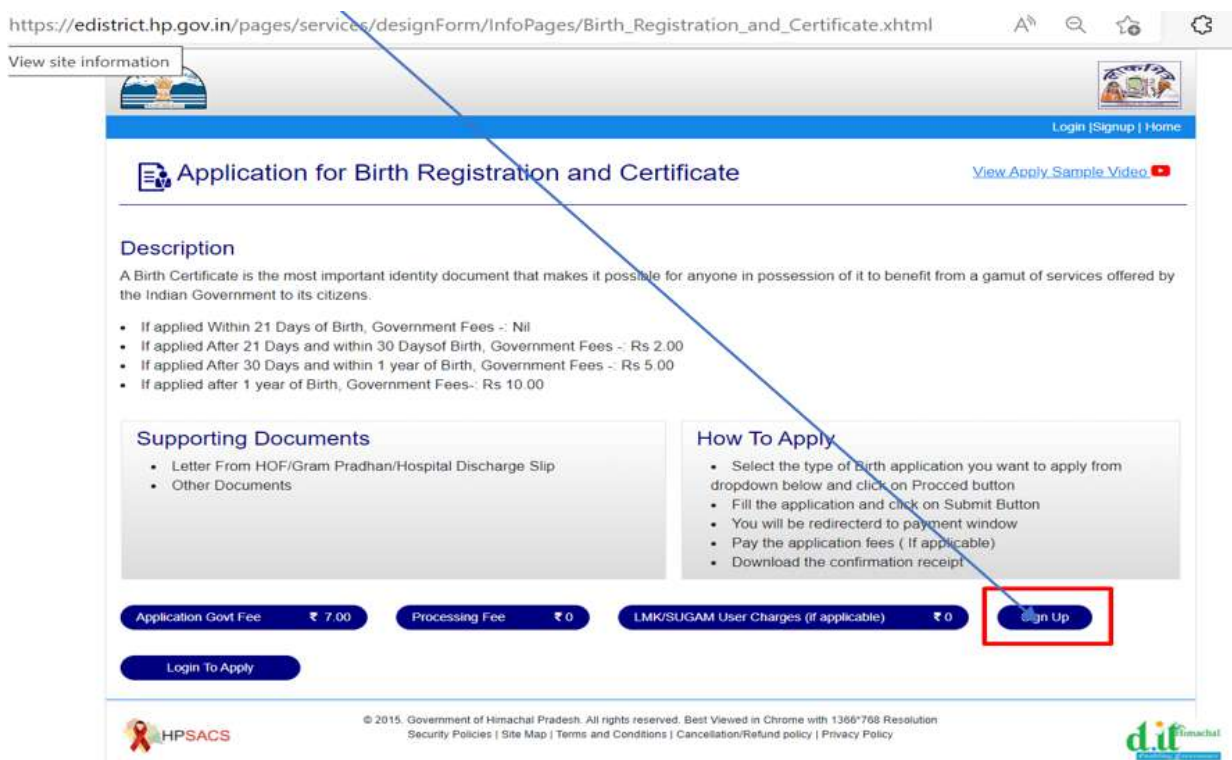
Step 2: Click on the “Panchayati Raj department” / “Urban Development Department”



Step 3: In order to apply for the “Birth Registration and Certificate”, the user then need to click on “Apply” button placed in front of the Service - “Birth Registration and Certificate”



Step 4: Click on “Sign Up” for new registration.



Step 5: The applicant then needs to fill in “Applicant Detail”, “Address Detail” and “Registration Detail” and register on the website as highlighted below:

HIMACHAL ONLINE SEVA

75
Azadi Ka
Amrit Mahotsav

d.i.T
Himachal
Government

HOME ABOUT PORTAL PSG LMK LOGIN OFFICER LOGIN SUGAM LOGIN CONTACT US Himachal Online Seva Video

Register New User

Applicant Detail

Aadhaar No.	<input type="text"/>	Family Id	<input type="text"/>	Upload Profile Image	<input type="button" value="Browse"/>
Applicant First Name*	<input type="text"/>	Applicant Middle Name	<input type="text"/>	Applicant Last Name	<input type="text"/>
Gender *	Male	Date of Birth of Applicant*	<input type="text"/>	Mobile No*	<input type="text"/>
Father First Name*	<input type="text"/>	Father Middle Name	<input type="text"/>	Father Last Name	<input type="text"/>

Address Detail

State*	HIMACHAL PRADESH	District*	Select	Tehsil*	Select
Village/City*	<input type="text"/>	Address Line 1	<input type="text"/>		

Registration Detail

E-mail ID*	<input type="text"/>	Email As Login Id*	Yes/हाँ / No/हाँ	Login ID*	<input type="text"/>
Security Question1*	Select	Security Answer1*	<input type="text"/>	Security Question2*	Select
Security Answer2*	<input type="text"/>	Upload Photo Identity Proof	<input type="button" value="Browse"/>	Captcha	74 + 2 = <input type="text"/>

Step 6 Once registration is completed then user will again need to click on “Login to Apply”

/edistrict.hp.gov.in/pages/services/designForm/InfoPages/Birth_Registration_and_Certificate.xhtml

Login | Signup | Home

Application for Birth Registration and Certificate [View Apply Sample Video](#)

Description

A Birth Certificate is the most important identity document that makes it possible for anyone in possession of it to benefit from a gamut of services offered by the Indian Government to its citizens.

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

Supporting Documents

- Letter From HOF/Gram Pradhan/Hospital Discharge Slip
- Other Documents

How To Apply

- Select the type of Birth application you want to apply from dropdown below and click on Proceed button
- Fill the application and click on Submit Button
- You will be redirected to payment window
- Pay the application fees (If applicable)
- Download the confirmation receipt

Application Govt Fee ₹ 7.00 Processing Fee ₹ 0 LMK/SUGAM User Charges (if applicable) ₹ 0 Sign Up

Step 7: The below given window will appear, wherein the user will need to enter requisite details and click on the button “Submit”

Login to Apply for Services

Registered User Guest / New User

User ID:

Password:

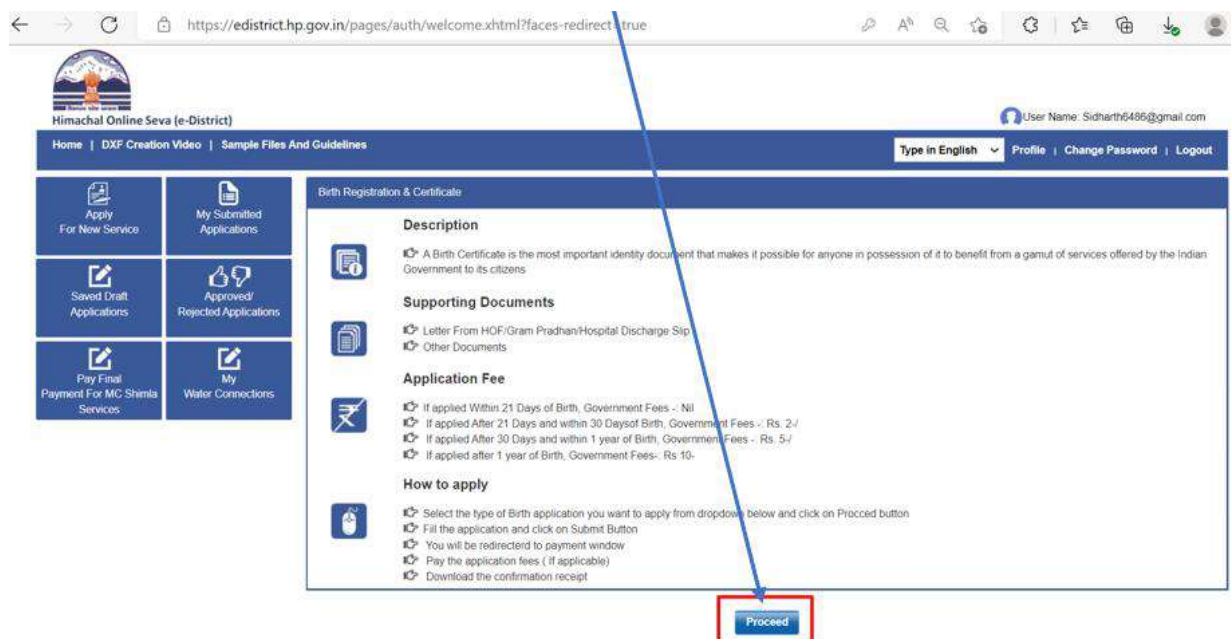
User Type:

Captcha:

[Submit](#)

[New Registration](#) | [Forgot Password](#) | [Forgot User ID](#)

Step 8 : The below given window will appear giving details of **Description, Supporting documents, Application fee** and **how to apply** . Click on **“Proceed”** to continue further with the process.



Browser address: <https://edistrict.hp.gov.in/pages/auth/welcome.xhtml?faces-redirect=true>

Page Title: Himachal Online Seva (e-District)

User Name: Sidharth6486@gmail.com

Navigation: Home | DXF Creation Video | Sample Files And Guidelines | Type in English | Profile | Change Password | Logout

Birth Registration & Certificate

Description

- ☛ A Birth Certificate is the most important identity document that makes it possible for anyone in possession of it to benefit from a gamut of services offered by the Indian Government to its citizens

Supporting Documents

- ☛ Letter From HOF/Gram Pradhan/Hospital Discharge Slip
- ☛ Other Documents

Application Fee

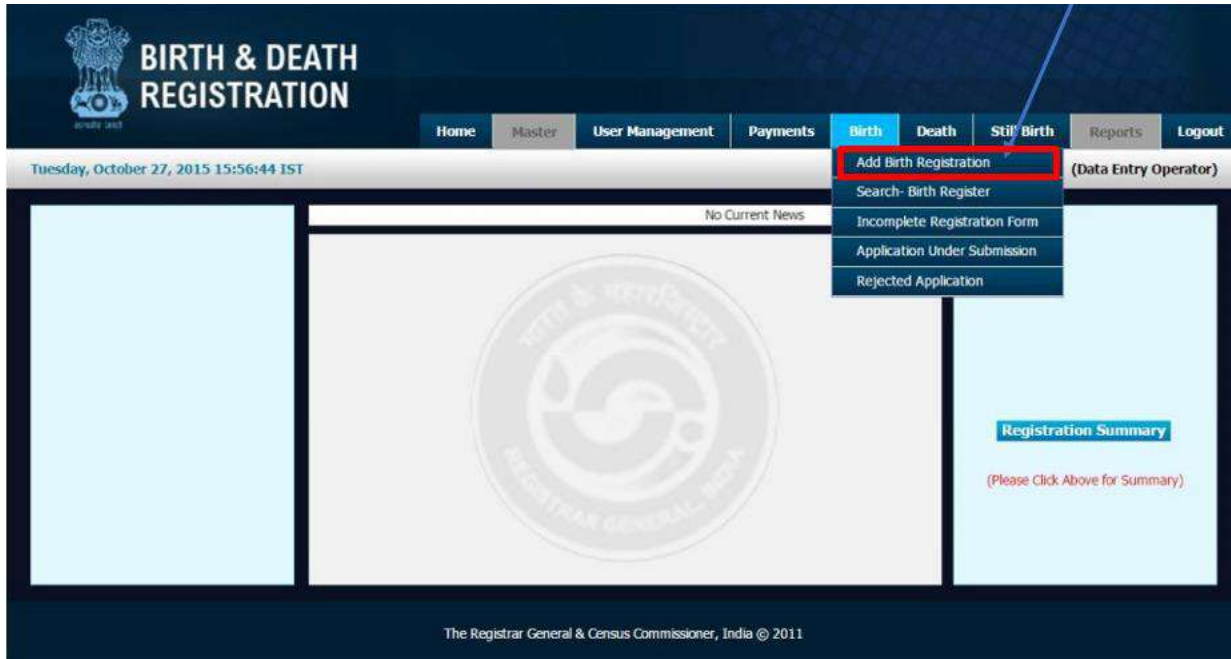
- ☛ If applied Within 21 Days of Birth, Government Fees - Nil
- ☛ If applied After 21 Days and within 30 Days of Birth, Government Fees - Rs. 2/-
- ☛ If applied After 30 Days and within 1 year of Birth, Government Fees - Rs. 5/-
- ☛ If applied after 1 year of Birth, Government Fees- Rs 10-

How to apply

- ☛ Select the type of Birth application you want to apply from dropdown below and click on Proceed button
- ☛ Fill the application and click on Submit Button
- ☛ You will be redirected to payment window
- ☛ Pay the application fees (If applicable)
- ☛ Download the confirmation receipt

[Proceed](#)

Step 9 : On clicking the “**Proceed**”, the website will be automatically redirected to portal of Civil Registration System (CRS) as shown below. Hover the mouse on “**Birth**” tab and click on “**Add Birth Registration**”



Step 10 : Below given page will appear, The user then need to fill the information such as “**Information of the Child**” , “**Fathers Information**”, “**Mothers Information**”, “**Address of**

parents at the time of birth of the Child”, “Permanent address of Parents”, “Place of Birth” and “Informants Information” and then click on the “Save” button

are here: Home > Birth > Birth Reg. (Legal Info.)

BIRTH REGISTRATION

Select Primary Language : Select Secondary Language :

Form No. (If Any) Reporting Date*

LEGAL INFORMATION

Information of the Child.

Date of Birth* Sex*

First name Middle name Last name

Fathers Information.

First name Middle name Last name

UID No. Email Id Mobile No

Mothers Information.

First Name Middle name Last name

UID No. Email Id Mobile No

Address of parents at the time of Birth of the Child

In India Outside India

Bldg.No & Name House No. Street / Lane Name

Locality/Post Office State* District*

Sub District* Village/Town*

Pin

Permanent address of parents

In India Outside India

Please check if permanent address is same as above address.

Bldg.No & Name House No. Street / Lane Name

Locality/Post Office State* District*

Sub District* Village/Town*

Pin

Place of birth

In India Outside India

Place of birth* Name & Address of hospital/institute

Informants Information

Please check if Informant's address same as Permanent address.

Name* Address* Pin

Step 11 : The applicant then needs fill the Statistical information as given in the form below and click on “Save” button.

The screenshot displays the 'BIRTH & DEATH REGISTRATION' web application interface. The main heading is 'BIRTH REGISTRATION' with a sub-heading 'STATISTICAL INFORMATION'. The form is organized into several sections:

- Town or Village of Residence of the mother:** Includes fields for State, District (Ramgarh/रामगढ़), Sub-District (Ramgarh/रामगढ़), and Name of Town/Village (Kundru Kalan/कुंदरू कला).
- Fathers and Mothers Information:** Includes fields for Religion, Father's level of education, Mother's level of education, Father's occupation, and Mother's occupation.
- Other Information:** Includes fields for Age of the mother (in completed years) at the time of first marriage, Age of the mother (in completed years) at the time of this birth, Number of children born alive to the mother so far including this child (set to 1), Type of attention at delivery, Delivery Method, and Birth Weight (in kgs.).
- Upload Reporting Form:** Includes a 'Choose File' button and a note: 'Please select single file to upload (File Type: Pdf, jpg, jpeg, png) Max File Size: 8 MB'.
- Remarks:** Includes a text area for 'Remarks'.

At the bottom of the form, there are two buttons: 'Save' and 'Cancel'. A blue arrow points from the 'Save' button to the 'STATISTICAL INFORMATION' header.

Step 12 : The applicant then will be redirected to the following page, The applicant need to the check the submitted information and click on “Submit” to submit the informtion or click on the button “Edit” if any modification is required in the information



BIRTH & DEATH REGISTRATION

Home | Master | User Management | Payments | Birth | Death | Still Birth | Reports | Login

Tuesday, October 27, 2015 16:21:23 IST

WELCOME : deo : JH - (Data Entry Operator)

are here: Home -> Birth -> Birth Reg. (Legal Info.) -> Birth Reg. (Stat Info.) -> Birth Reg. Conf.

BIRTH REGISTRATION / जन्म पंजीकरण

Form No. / फॉर्म नंबर (अपराहरी)	---	Reporting Date / रिपोर्टिंग तिथि	27-10-2015
---------------------------------	-----	----------------------------------	------------

LEGAL INFORMATION / कानूनी सूचनाएं

INFORMATION OF THE CHILD / बच्चे की सूचना			
Date of Birth / जन्म तिथि	20-10-2015	Sex / लिंग	FEMALE / स्त्री
First Name / प्रथम नाम	RESHMA / रेश्मा	Middle Name / मध्य नाम	--- / ---
Last Name / अंतिम नाम	--- / ---		
FATHER'S INFORMATION / पिता की सूचना			
First Name / प्रथम नाम	RAM / राम	Middle Name / मध्य नाम	--- / ---
Last Name / अंतिम नाम	--- / ---	UID No. / यू.आई.डी. नंबर	---
MOTHER'S INFORMATION / माता की सूचना			
First Name / प्रथम नाम	BASANTI / बसन्ती	Middle Name / मध्य नाम	--- / ---
Last Name / अंतिम नाम	--- / ---	UID No. / यू.आई.डी. नंबर	---
ADDRESS OF PARENTS AT THE TIME OF BIRTH OF THE CHILD / बच्चे के जन्म के समय रहने-सिने का पता			
Bldg.No & Name / बिल्डिंग नं. और नाम	--- / ---	House No. / हाउस नंबर	--- / ---
Street / Lane Name / स्ट्रीट/लेन का नाम	--- / ---	Locality/Post Office / लोकेशन / डाकघर	--- / ---
Village/Town / ग्राम / शहर	Kundru Kalan / कुन्दरु कलान	Sub-District / उप जिला	Rangarh / रामगढ़
District / जिला	Rangarh / रामगढ़	State / राज्य	Jharkhand / झारखंड
		Pin / पिन	---
PERMANENT ADDRESS OF PARENTS / माता-पिता के स्थायी पता			
Bldg.No & Name / बिल्डिंग नं. और नाम	--- / ---	House No. / हाउस नंबर	--- / ---
Street / Lane Name / स्ट्रीट/लेन का नाम	--- / ---	Locality/Post Office / लोकेशन / डाकघर	--- / ---
Village/Town / ग्राम / शहर	Kundru Kalan / कुन्दरु कलान	Sub-District / उप जिला	Rangarh / रामगढ़
District / जिला	Rangarh / रामगढ़	State / राज्य	Jharkhand / झारखंड
		Pin / पिन	---
PLACE OF BIRTH / जन्म स्थान			
Place of birth / जन्म स्थान	Hospital/Institution / अस्पताल / संस्थान	Hospital/institute / अस्पताल / संस्थान	RURAL CARE HOSPITAL / ग्राम सेवा हॉस्पिटल
INFORMANT'S INFORMATION / सूचना देता			
Name / नाम	HOSPITAL / अस्पताल	Address / पता	ग्राम सेवा हॉस्पिटल / RURAL CARE HOSPITAL / ग्राम सेवा हॉस्पिटल / RURAL CARE HOSPITAL
		Pin / पिन	---
DOCUMENT UPLOADED / अपलोड दस्तावेज			

Submit Edit

PAYMENT OF APPLICATION FEE

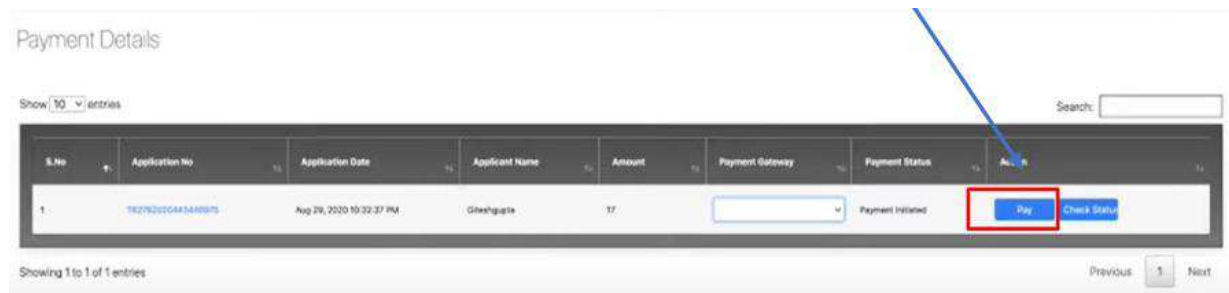
Step-13: Payment of "Application fee" for Birth Registration

After filling the requisite details, the user needs to pay the statutory fee for registration of birth certificate. The applicable fee for birth registration is as follows:

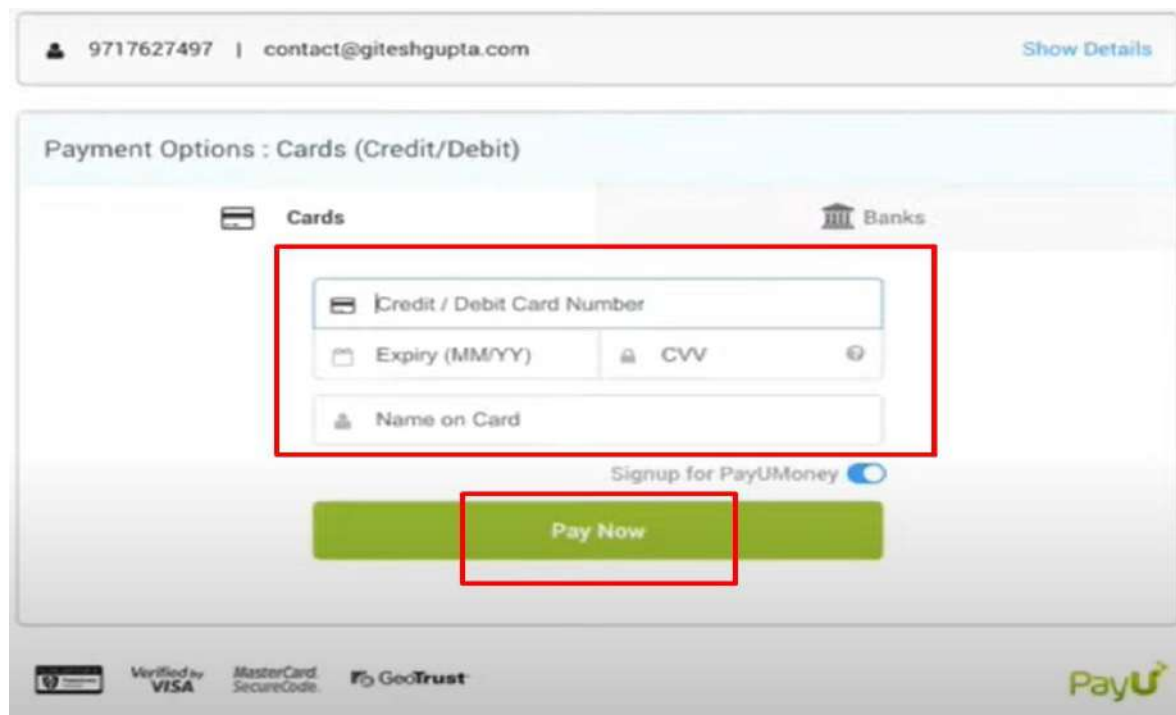
- If applied Within 21 Days of Birth, Government Fees -: Nil
- If applied After 21 Days and within 30 Days of Birth, Government Fees -: Rs 2/-
- If applied After 30 Days and within 1 year of Birth, Government Fees - Rs 5/-

If applied after 1 year of Birth, Government Fees- Rs 10/-

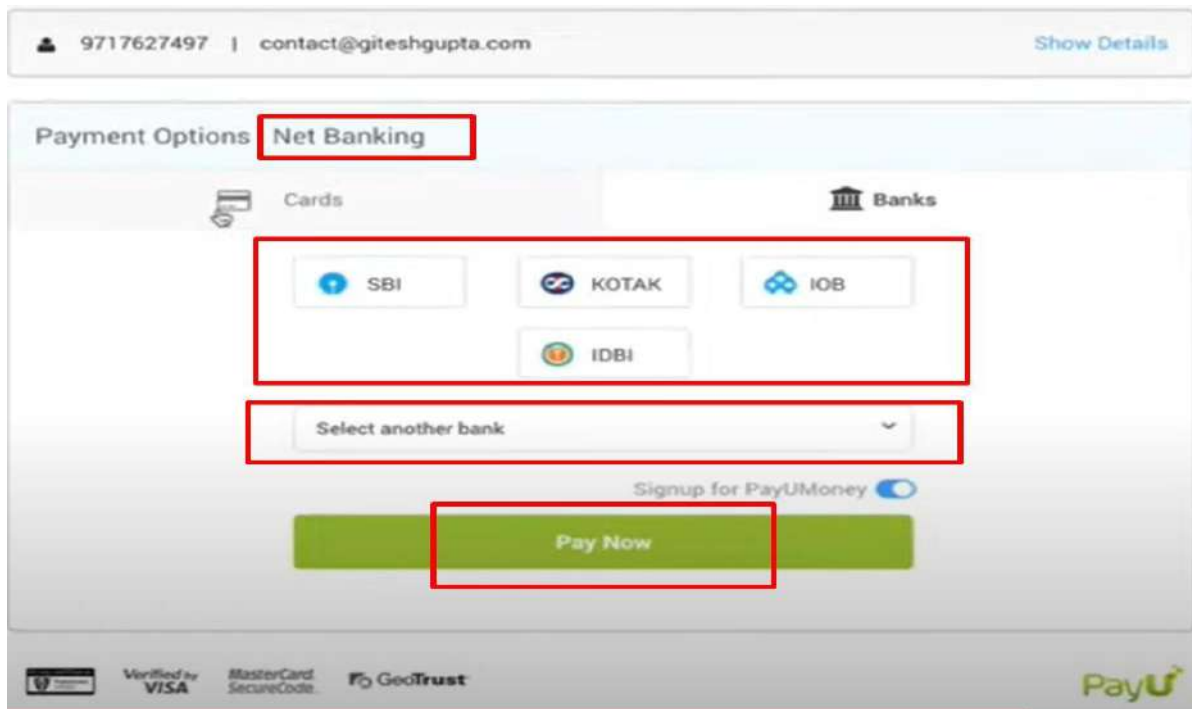
The user needs to select the payment gateway and click on the button “Pay”



Step-13 (a) The user can make the payment through Cards (Credit / Debit)



Step-13 (b) The user can make the payment through Net banking



Step-14 Once the payment is made, the registration gets permanent, and a reference number will be generated at this step.

SR. No	Application Reference No	Child Name	Father Name	Mother Name	Date of Birth	Reporting Date	Sex	Status	Remarks	Proceed/View
1	BA33495020152003069-000002	RESHMA	RAM	BASANTI	20-10-2015	27-10-2015	Female	New Application	View	View
2	BA33495020152003069-000003	RENU	RAMPAL	RESHMA	14-10-2015	28-10-2015	Female	New Application	View	View

TRACKING OF APPLICATION FOR BIRTH REGISTRATION / CERTIFICATE

Step-15: Search Birth screen is used to search / track if a given birth event is registered in the database of registered births of the Application. The user needs to enter desired parameters listed on the Birth search screen. The Search result will display a list with records matching the search criteria.

The screenshot displays the 'BIRTH SEARCH' interface. The search form includes the following fields:

- Year of Registration *
- Date of Birth
- Name of the child
- From: Sele To: Sele
- Registration No.
- Name of the father
- Name of the mother
- Gender: Select

Buttons for 'Search' and 'Reset' are located below the form. The search results table is as follows:

SR. No	Registration No.	Father Name	Mother Name	Child Name	Date of Birth	Sex	View Documents	Certificate	History
1	B-2015-20-03069-000078	RAMPAL	RESHMA	RENU	14-10-2015	Female	Upload Reporting Document Upload Related Document	View	View
2	B-2015-20-03069-000068				01-09-2015	Male	Upload Reporting Document Upload Related Document	View	View

The Registrar General & Census Commissioner, India © 2011

DOWNLOADING OF THE BIRTH CERTIFICATE

Step 16: To download the Birth certificate, the applicant needs to select at least “Year of Registration” and “Gender of the Child” and enter the inputs such as **Date of Birth, Name of Father, Name of other** as highlighted below and then click on **Search**

The screenshot shows the 'BIRTH SEARCH' interface. The search criteria are: Year of Registration (From: Sele, To: Sele), Date of Birth, Name of the child, Registration No, Name of the father, Gender (Select), and Name of the mother. The 'Search' button is highlighted with a red box. Below the search form is a table with the following data:

SR. No	Registration No	Father Name	Mother Name	Child Name	Date of Birth	Sex	View Documents	Certificate	History
1	B-2015-20-03069-000078	RAMPAL	RESHMA	RENU	14-10-2015	Female	Upload Reporting Document Upload Delayed Document	View	View
2	B-2015-20-03069-000068				01-09-2015	Male	Upload Reporting Document Upload Delayed Document	View	View

Step 17: The user then need to click on the link “View” in front of the desired Registration No. to download the certificate

The screenshot shows the 'BIRTH SEARCH' interface. The search criteria are: Year of Registration (From: Sele, To: Sele), Date of Birth, Name of the child, Registration No, Name of the father, Gender (Select), and Name of the mother. Below the search form is a table with the following data:

SR. No	Registration No	Father Name	Mother Name	Child Name	Date of Birth	Sex	View Documents	Certificate	History
1	B-2015-20-03069-000078	RAMPAL	RESHMA	RENU	14-10-2015	Female	Upload Reporting Document Upload Delayed Document	View	View
2	B-2015-20-03069-000068				01-09-2015	Male	Upload Reporting Document Upload Delayed Document	View	View

Step 18: The Birth Certificate will be downloaded as shown below



सर्वोच्च शासक
GOVERNMENT OF JHARKHAND
विभाग जीडीडी
DEPARTMENT OF PLANNING AND DEVELOPMENT
ग्राम पंचायत कुंदरु काला
GRAMA PANCHAYAT KUNDRU KALA

फॉर्म नं. 1
FORM-1



फॉर्म नं. 5
FORM-5



जन्म प्रमाण-पत्र BIRTH CERTIFICATE

(इसमें जन्म रजिस्ट्रेशन अधिनियम, 1969 की धारा 12 / 17 तथा प्रावधान जन्म जन्म रजिस्ट्रेशन नियम, 2009 के नियम 8/13 के अंतर्गत जारी किया गया है)
(ISSUED UNDER SECTION 12/17 OF THE REGISTRATION OF BIRTHS & DEATHS ACT, 1969 AND RULE 8/13 OF THE JHARKHAND REGISTRATION OF BIRTHS & DEATHS RULES 2009.)

यह प्रमाणित किया जाता है कि निम्नलिखित सूचना जन्म के मूल स्रोत से ली गई है जो कि ग्राम पंचायत कुंदरु काला तहसील रामगढ़ जिला रामगढ़ राज्य/राज्य प्रदेश झारखंड, भारत के रजिस्ट्रार जीडीडी है।
THIS IS TO CERTIFY THAT THE FOLLOWING INFORMATION HAS BEEN TAKEN FROM THE ORIGINAL RECORD OF BIRTH WHICH IS THE REGISTER FOR GRAMA PANCHAYAT KUNDRU KALA OF TEHSIL/BLOCK RAMGARH OF DISTRICT RAMGARH OF STATE/UNION TERRITORY JHARKHAND, INDIA.

नाम / NAME: RENU	लिंग / SEX: स्त्री / FEMALE
जन्म तिथि / DATE OF BIRTH: 14-10-2015 FOURTEENTH-OCTOBER-TWO THOUSAND FIFTEEN	जन्म स्थल / PLACE OF BIRTH: RURAL CARE HOSPITAL
माता का नाम / NAME OF MOTHER: REJINA	पिता का नाम / NAME OF FATHER : RAMPAL
माता का सुनौती नंबर / MOTHER'S UID NO: —	पिता का सुनौती नंबर / FATHER'S UID NO: —
बच्चे के जन्म के समय माता-पिता का पता / ADDRESS OF PARENTS AT THE TIME OF BIRTH OF THE CHILD: KUNDRU KALAN, , RAMGARH,	माता-पिता के स्थायी पता / PERMANENT ADDRESS OF PARENTS: KUNDRU KALAN, RAMGARH, RAMGARH, JHARKHAND
पंजीकरण नंबर / REGISTRATION NUMBER: B-2015: 20-03069-000078	पंजीकरण तिथि / DATE OF REGISTRATION: 28-10-2015
टिप्पणी / REMARKS (IF ANY): OK	
जारी करने की तिथि / DATE OF ISSUE: 28-10-2015	जारी करने वाला अधिकारी / ISSUING AUTHORITY : रजिस्ट्रार (जन्म एवं मृत्यु) REGISTRAR (BIRTH & DEATH)



"THIS IS A COMPUTER GENERATED CERTIFICATE WHICH CONTAINS FACSIMILE SIGNATURE OF THE ISSUING AUTHORITY"
 "THE GOVT. OF INDIA VIDE CIRCULAR NO. 1/12/2014-V5(CRS) DATED 27-JULY-2015 HAS APPROVED THIS CERTIFICATE AS A VALID LEGAL DOCUMENT FOR ALL OFFICIAL PURPOSES.
 THE AUTHENTICITY OF THIS CERTIFICATE CAN BE VERIFIED FROM THE WEBSITE CRS.ORG.GOV.IN.
 THE REGISTRATION NUMBER IS UNIQUE TO EACH EVENT.
 "सर्वोच्च शासक जीडीडी का पंजीकरण सुनिश्चित करें" / "ENSURE REGISTRATION OF EVERY BIRTH AND DEATH"

Print
Home