



**Urban Development Department**  
*Government of Himachal Pradesh, India Transforming Cities*

## USER MANUAL

# Death Registration and Certificate

## Urban Development Department

**URL:**

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

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### Supporting Documents

1. Discharge Report/ Primary Report
2. Self declaration letter by the head of family

### 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

## ONLINE SUBMISSION OF APPLICATION FOR DEATH REGISTRATION

**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 “**Death Registration and Certificate**”, the user then need to click on “**Apply**” button placed in front of the Service - “**Death Registration and Certificate**”



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

https://edistrict.hp.gov.in/pages/services/designForm/InfoPages/Death\_Registration\_and\_Certificate.xhtml

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

**Description**  
 A Death Certificate is the proof of death of the deceased person.

- 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

**Supporting Documents**

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

**How To Apply**

- Not Required

Application Govt Fee (As mentioned above)    Processing Fee ₹ 0    LMK/SUGAM User Charges (if applicable) ₹ 0    **Sign Up**

Login To Apply

**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

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"/>

**Register**    Clear    Home

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

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

**Description**  
A Death Certificate is the proof of death of the deceased person.

- 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

**Supporting Documents**

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

**How To Apply**

- Not Required

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

**Login To Apply**

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

side content

HIMACHAL ONLINE SEVA

75 Azadi Ka Amrit Mahotsav d.i.t. Himachal

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

**Login to Apply for Services**

Registered User  Guest / New User

User ID: dypimsshahi@gmail.com

Password: [masked]

User Type: Citizen login

Captcha: 6 + 0 = [refresh] 6

**Submit**

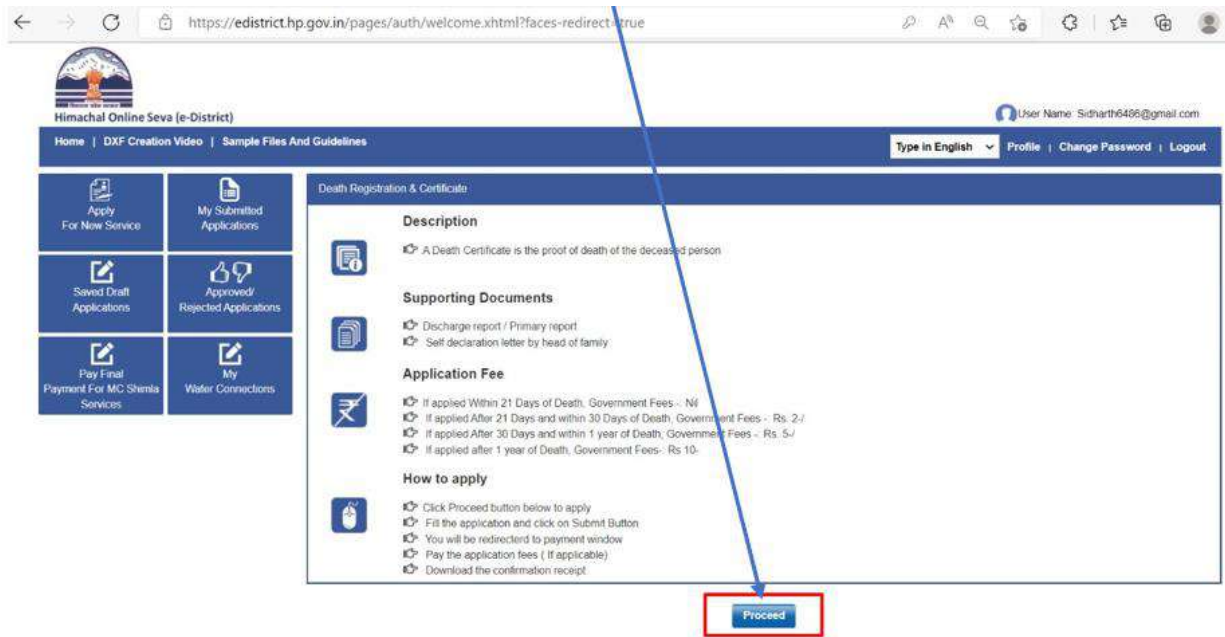
New Registration | Forgot Password | Forgot User ID

Main content

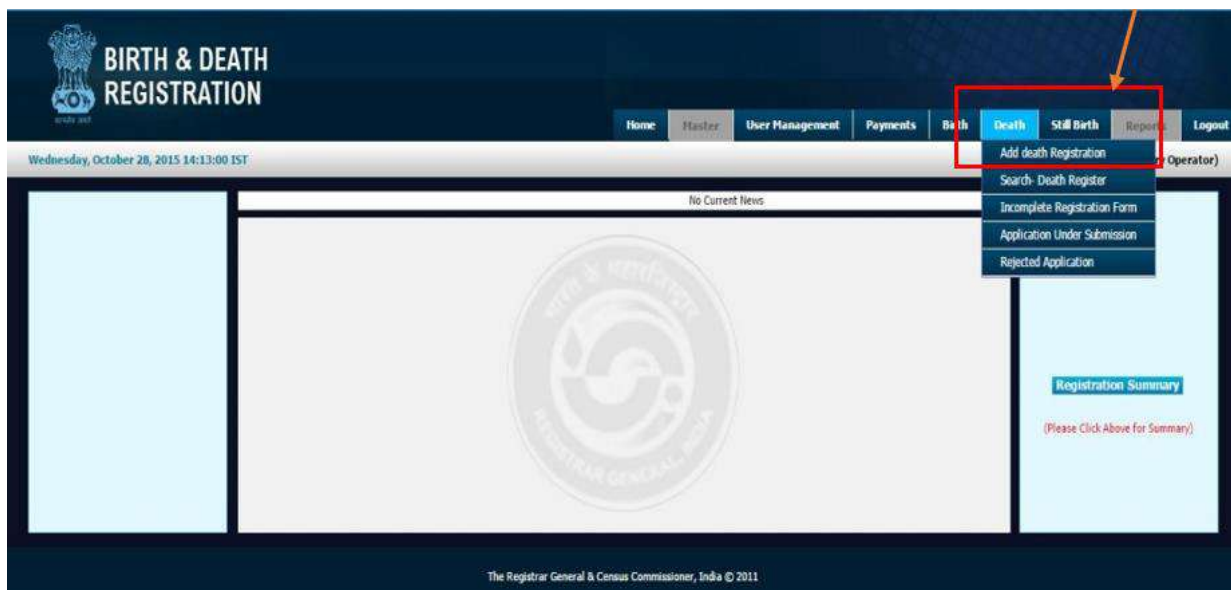
HPSACS

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Security Policies | Terms and Conditions | Cancellation/Refund policy | Privacy Policy

**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.



**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 **“Death”** tab and click on **“Add Death Registration”**



**Step 10 :** Below given page will appear, The user then need to fill the information such as **“Deceased Information”**, **“ Husband/Wife Information”**, **“Fathers Information”**, **“Mothers Information”**, **“Address of deceased at the time of death”**, **“Permanent address of deceased”**, **“Place of death”** and **“Informants Information”** and then click on the **“Save”** button



BIRTH & DEATH REGISTRATION

Home Institutional Events Export for UIDAI Master User Management Payments Birth Death Still Birth Reports Logout
WELCOME : GRAMA PANCHAYAT SONNEHALI : KR - (Registrar)

Thursday, March 31, 2016 11:06:18 IST

you are here: Home > Death > Death Reg. (Legal Info.)

DEATH REGISTRATION

In Case you are facing issue in Auto-Translation of data entered from English to Regional language, kindly select Regional Language as Primary and English in Secondary Language and press spacebar after the word

Select Primary Language : English      Select Secondary Language : None

Form No.(if any)       Reporting Date\*

LEGAL INFORMATION

Deceased Information

Date of Death       Sex\* Select Gender      Age\* Select

First name\*       Middle name       Last name

Husband /Wife information

Middle name       Last name

UID No.       Email Id       Mobile No.

Fathers Information

First name       Middle name       Last name

Email Id       Mobile No.

Mothers Information

First name       Middle name       Last name

UID No.       Email Id       Mobile No.

Address of the deceased at the time of death

In India     Outside India

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

Locality/Post Office       State\* Karnataka      District\* Bangalore

Sub District\* Bangalore North      Village/Town\* Sonnehalli

Pin

Permanent address of the deceased

In India     Outside India

Please check if address same as above.

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

Locality/Post Office       State\* Karnataka      District\* Bangalore

Sub District\* Bangalore North      Village/Town\* Sonnehalli

Pin

Place of death

Place of death\* Select Place      Name & Address of hospital/institute       Select Hospital Select Hospital

Informants Information

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

Name\*       Address\*       Pin

Save    Cancel

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

**BIRTH & DEATH REGISTRATION**

Home Institutional Events Export for UIDAI Master User Management Payments Birth Death Still Birth Reports Logo

Wednesday, March 30, 2016 12:53:27 IST WELCOME :

here: Home > Death > Death Reg. (Legal Info.) > Death Reg. (Stat. Info.)

**DEATH REGISTRATION**

**STATISTICAL INFORMATION**

**Town or Village of Residence of Deceased**

State\* Jharkhand/झारखंड District\* Ramgarh/रामगढ़ Sub District\* Ramgarh/रामगढ़  
 Is it a town or village:  Town  Village Name of Town/Village Kundru Kalan

**Deceased Information**

Religion\* Select Religion Occupation\* Select Occupation

**Other Information**

Type of medical attention received before death: Select  
 Was the cause of death medically certified?\*: Select  
 Name of Disease or Actual Cause of Death\*: Select Cause

**Upload Reporting Form**

Please select single file to upload (File Type: Pdf,jpg,jpeg,png) Max File Size: 8 MB  
 Choose File No file chosen

**Remarks**

Remarks:

**Save Cancel**

**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

### DEATH REGISTRATION

Form No. -- Reporting Date 28-10-2015

#### LEGAL INFORMATION

##### INFORMATION OF THE DESEASE

Date of Death	01-10-2015	Sex	MALE
First Name	SHYAM	Middle Name	---
Last Name	---	Age of Deceased	67 Year

##### HUSBAND / WIFE INFORMATION

First Name	SHAKUNTLA	Middle Name	---
Last Name	---	UID No.	---

##### FATHER'S INFORMATION

First Name	GOPAL	Middle Name	---
Last Name	---	UID No.	---

##### MOTHER'S INFORMATION

First Name	HEER	Middle Name	---
Last Name	---	UID No.	---

##### ADDRESS OF THE DECEASED AT THE TIME OF DEATH

Bldg.No & Name	---	House No.	---
Street / Lane Name	---	Locality/Post Office	---
Village/Town	कुंदरु काला / Kundru Kalan	Sub-District	रामगढ़ / Ramgarh
District	Ramgarh	State	Jharkhand
		Pin	---

##### PERMANENT ADDRESS OF DECEASED

Bldg.No & Name	---	House No.	---
Street / Lane Name	---	Locality/Post Office	---
Village/Town	कुंदरु काला / Kundru Kalan	Sub-District	रामगढ़ / Ramgarh
District	Ramgarh	State	Jharkhand
		Pin	---

##### PLACE OF DEATH

Place of death	House	House No.	---
Bldg.No & Name	---	Locality/Post Office	---
Street / Lane Name	---	Sub-District	Kundru Kalan / Kundru Kalan
Village/Town	Kundru Kalan / Kundru Kalan	State	Jharkhand
District	Ramgarh	Pin	---

##### INFORMANT'S INFORMATION

Name	RAM	Address	Kundru Kalan/कुंदरु काला, Ramgarh/ रामगढ़, Ramgarh/रामगढ़, Jharkhand/ झारखंड
		Pin	---

##### DOCUMENT UPLOADED

---

Submit

Edit

## PAYMENT OF APPLICATION FEE FOR DEATH REGISTRATION / CERTIFICATE

### Step-13: Payment of “Application fee” for Death Registration.

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

- 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 /-
- If applied After 30 Days and within 1 year of Death, Government Fees - Rs 5 /-
- If applied after 1 year of Death, Government Fees- Rs 10 /-

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

Payment Details

Show 10 entries Search

S.No	Application No	Application Date	Applicant Name	Amount	Payment Gateway	Payment Status	Action
1	702792320445440876	Aug 28, 2020 10:32:37 PM	Giteshgupta	17	<input type="text"/>	Payment Initiated	<a href="#">Pay</a> <a href="#">Check Status</a>

Showing 1 to 1 of 1 entries Previous  Next

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

9717627497 | contact@giteshgupta.com [Show Details](#)

#### Payment Options : Cards (Credit/Debit)

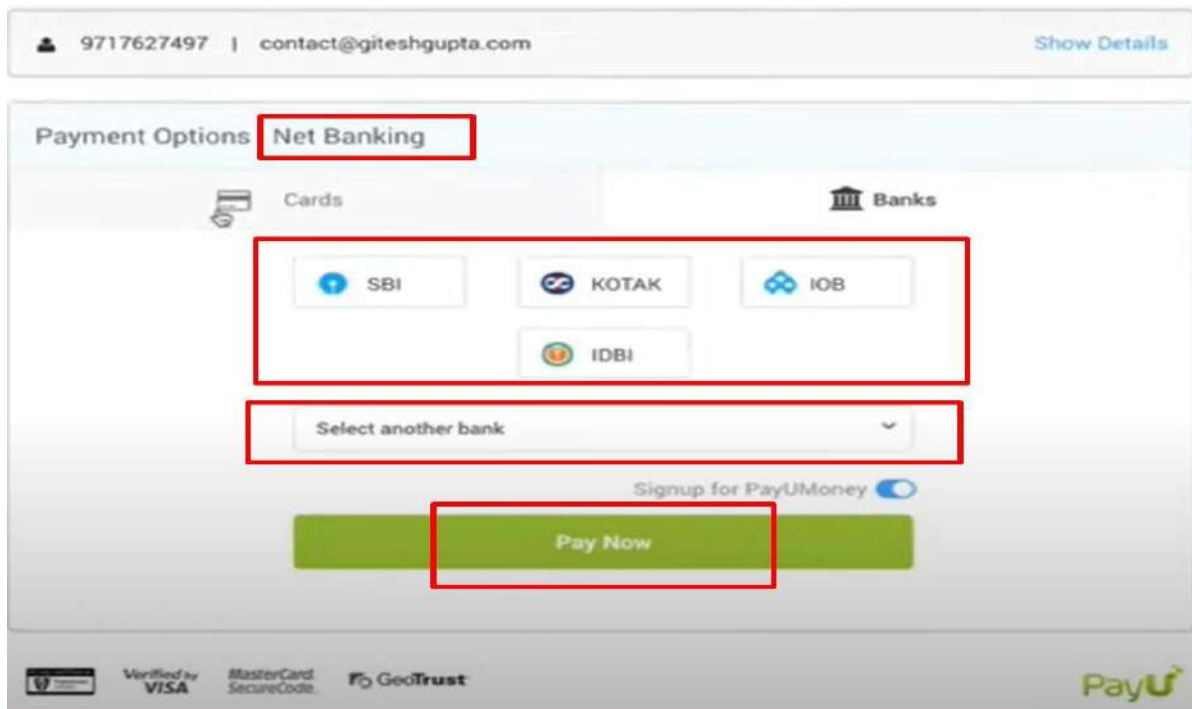
Cards  Banks

Signup for PayUMoney

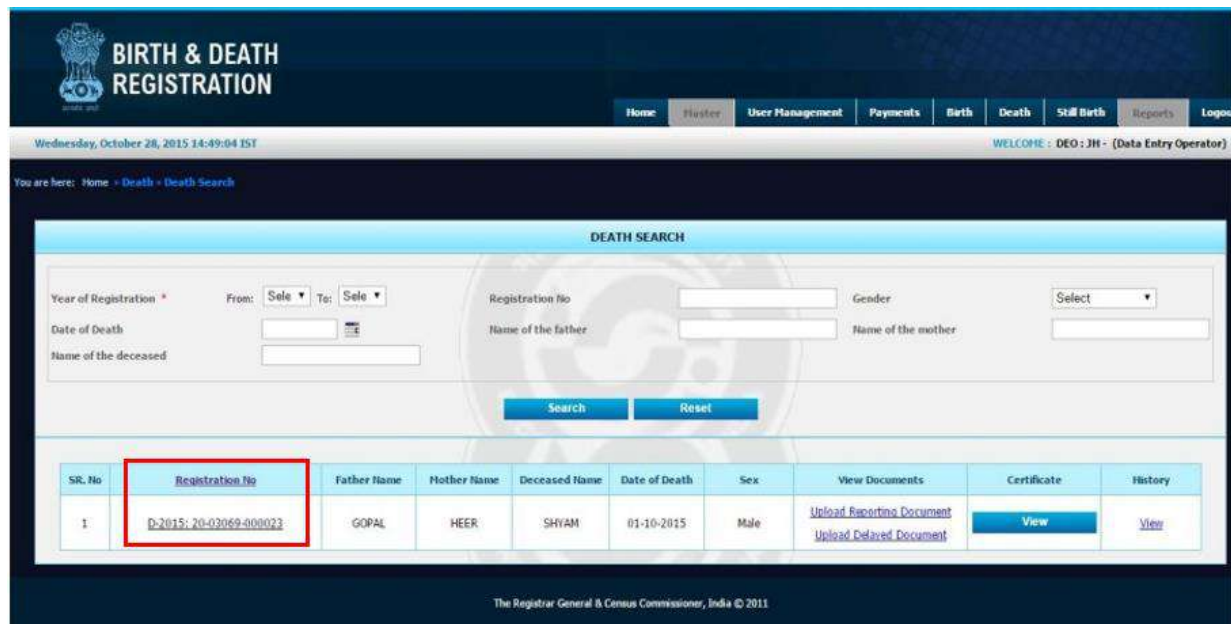
[Pay Now](#)

Verified by VISA MasterCard SecureCode GeoTrust PayU

### 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.



## TRACKING OF APPLICATION FOR DEATH REGISTRATION / CERTIFICATE

**Step-15:** Search Death screen is used to search the registered Deaths with the desired parameters. User can enter any parameter as highlighted in the image below. Search result will display a list with records matching to the search criteria

The screenshot shows the 'DEATH SEARCH' interface of the BIRTH & DEATH REGISTRATION system. The search form includes the following fields and options:

- Year of Registration \* (highlighted in red)
- Date of Death
- Name of the deceased
- From: Sele To: Sele
- Registration No (highlighted in red)
- Name of the father (highlighted in red)
- Name of the mother (highlighted in red)
- Gender (highlighted in red)

Buttons for 'Search' and 'Reset' are located below the form. The search results are displayed in a table below:

Sr. No	Registration No	Father Name	Mother Name	Deceased Name	Date of Death	Sex	View Documents	Certificate	History
1	D-2015: 20-02069-000023	GOPAL	HEER	SHYAM	01-10-2015	Male	<a href="#">Upload Reporting Document</a> <a href="#">Upload Delayed Document</a>	<a href="#">View</a>	<a href="#">View</a>

The Registrar General & Census Commissioner, India © 2011

## DOWNLOADING OF THE DEATH CERTIFICATE

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

The screenshot shows the 'DEATH SEARCH' form with the following fields: Year of Registration (From: Sale, To: Sale), Date of Death, Name of the deceased, Registration No, Name of the father, Name of the mother, and Gender (Select). Below the form are 'Search' and 'Reset' buttons. The 'Search' button is highlighted with a red box. An orange arrow points from the text above to this button.

SR. No	Registration No	Father Name	Mother Name	Deceased Name	Date of Death	Sex	View Documents	Certificate	History
1	D-2015: 20-03069-000023	GOPAL	HEER	SHYAM	01-10-2015	Male	<a href="#">Upload Reporting Document</a> <a href="#">Upload Delayed Document</a>	<a href="#">View</a>	<a href="#">View</a>

**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 'DEATH SEARCH' form and table. The 'View' button in the 'Certificate' column of the table is highlighted with a blue box.

SR. No	Registration No	Father Name	Mother Name	Deceased Name	Date of Death	Sex	View Documents	Certificate	History
1	D-2015: 20-03069-000023	GOPAL	HEER	SHYAM	01-10-2015	Male	<a href="#">Upload Reporting Document</a> <a href="#">Upload Delayed Document</a>	<a href="#">View</a>	<a href="#">View</a>

**Step 18:** The Death Certificate will be downloaded as shown below



GOVERNMENT OF JHARKHAND  
DEPARTMENT OF PLANNING AND DEVELOPMENT  
GRAMA PANCHAYAT KUNDERU KALA

NO. 1





### मृत्यु प्रमाण-पत्र DEATH CERTIFICATE

(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 2015.)

IT IS CERTIFIED THAT THE FOLLOWING INFORMATION HAS BEEN TAKEN FROM THE ORIGINAL RECORD OF DEATH WHICH IS THE REGISTER FOR GRAMA PANCHAYAT KUNDERU KALA OF TENSIL/BLOCK RAMGARH OF DISTRICT RAMGARH OF STATE/UNION TERRITORY JHARKHAND, INDIA.

<p><b>मृत्यु के नाम / NAME OF DECEASED :</b> SHYAM</p> <p><b>मृत्यु की तिथि / DATE OF DEATH :</b> 03-10-2015 THREE OCTOBER TWO THOUSAND FIFTEEN</p> <p><b>मृत्यु की उम्र / AGE OF DECEASED :</b> 57 YEARS</p> <p><b>माता के नाम / NAME OF MOTHER :</b> HEEK</p> <p><b>माता के पंजीकृत नंबर / MOTHER'S UID NO :</b> ---</p> <p><b>मृत्यु के पता / ADDRESS OF THE DECEASED AT THE TIME OF DEATH :</b> KUNDERU KALAN, RAMGARH, RAMGARH, JHARKHAND</p> <p><b>पंजीकृत नंबर / REGISTRATION NO. (D-2015-20-03069-00023)</b></p> <p><b>टिप्पणी / REMARKS (IF ANY) :</b> ---</p> <p><b>निकलने की तिथि / DATE OF ISSUE :</b> 26-10-2015</p>	<p><b>लिंग / SEX :</b> P/M / MALE</p> <p><b>मृत्यु का स्थान / PLACE OF DEATH :</b> KUNDERU KALAN, RAMGARH, RAMGARH, JHARKHAND, KUNDERU KALAN, RAMGARH, RAMGARH, JHARKHAND.</p> <p><b>पति / पत्नी के नाम / NAME OF HUSBAND / WIFE :</b> SHAKUNTALA</p> <p><b>पति / पत्नी के पंजीकृत नंबर / HUSBAND / WIFE UID NO. :</b> ---</p> <p><b>पिता के नाम / NAME OF FATHER :</b> DIPAL</p> <p><b>पिता के पंजीकृत नंबर / FATHER'S UID NO :</b> ---</p> <p><b>मृत्यु का स्थायी पता / PERMANENT ADDRESS OF DECEASED :</b> KUNDERU KALAN/RAMGARH, RAMGARH, JHARKHAND</p> <p><b>पंजीकृत तिथि / DATE OF REGISTRATION :</b> 26-10-2015</p> <div style="text-align: center;">  </div> <p><b>निकलने वाले अधिकारी / ISSUING AUTHORITY :</b> रजिस्ट्रार (जनम एवं मृत्यु) REGISTRAR (BIRTH &amp; DEATH)</p>
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\*THIS IS A COMPUTER GENERATED CERTIFICATE WHICH CONTAINS FACSIMILE SIGNATURE OF THE ISSUING AUTHORITY\*  
 THE GOVT. OF INDIA VIDE CIRCULAR NO. 1/12/2014-VS(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 [CSARW006.GOV.IN](http://CSARW006.GOV.IN).  
 THE REGISTRATION NUMBER IS UNIQUE TO EACH EVENT.  
 \*हर जनम एवं मृत्यु का पंजीकरण सुनिश्चित करें\* / ENSURE REGISTRATION OF EVERY BIRTH AND DEATH