



Speed Post

No 1/12/2014-VS (CRS)

भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय /

MINISTRY OF HOME AFFAIRS

भारत के महारजिस्ट्रार का कार्यालय

जीवनांक प्रभाग, पश्चिमी खण्ड-1, रामकृष्ण पुरम्, नई दिल्ली - 110066

OFFICE OF THE REGISTRAR GENERAL, INDIA

V.S. Division, West Block -I, R.K. Puram, New Delhi - 110066

Tele-fax: 26104012 E-mail - drg-crs.rgi@censusindia.gov.in rkgautamiss.rgi@nic.in

Dated: 30-06- 2015

To,

All Chief Registrar of births and deaths

Sub: Correction in name and date of birth of the child in birth record -clarification sought.

Sir,

This office has received requests from many States regarding procedure to be followed in respect of change in name and date of birth of the child in birth record. As you are aware that based on the clarification given by the Union Law Ministry in the past (which was published in the Handbook on Civil Registration) change of name is not allowed in the registration record. However, in respect of change in name, the Ministry of Law has allowed to put 'alias' between both names. This procedure is followed in many States.

2: Taken into consideration the request received from various quarters through Court Orders or individual applications , it is observed that errors in name in birth record occurs due to negligent recording by hospital authorities or by the informant in birth reporting forms. Applications for correction in name are filed by the individuals when the birth certificates are to be produced for school admission, issue of passport etc.

Considering the requirements of birth certificate with correct names, it has been decided that the request of change in name may be considered by the Registrar, if he/ she is satisfied with the authenticity of the documents submitted by the applicant, the Registrar is authorized to consider the request of change in name. As far as possible, the concern Registrar may use the term 'alias' in respect of change in name and prefer to write both names in the birth certificate after making necessary entry in the remarks column of birth register. In case 'alias' is not acceptable to the applicant, then necessary changes in the

प्रत्येक जन्म एवम् मृत्यु का पंजीकरण सुनिश्चित करें
"Ensure Registration of Every Birth and Death"

Diary No..... 8360.....
Date..... 30/6/15.....
Dy. Director Hr. Education Una

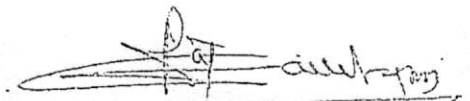
name may be done upon the satisfaction of the registrar on the authenticity of the documents furnished by the applicant. After making changes, necessary entry should be made in the remarks column of the birth register and mention the date of correction and both names in the remarks column of birth register.

3. So far as correction in date of birth is concerned, it is clarified that the entries made in the birth and death registers are admissible as evidence under section 35 of the Indian Evidence Act. 1872 and these entries are conclusive evidence of the fact of birth or death, as the case may be. In view of the above fact, correction in date of birth is not to be allowed unless it is proved to the satisfaction of the Registrar that a fraudulent entry regarding date of birth was made at the time of reporting/ registering the event.

4. You are requested to issue the necessary guidelines to the concerned registration authorities for compliance. However, Registrars should be asked not to encourage the practice of change in name and date of birth in the birth record. It should be done as a last resort.

G-11
28/09/19
30/09/19

Yours faithfully



(R. K. Gautam)

Deputy Registrar General

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Office of the Deputy Director of Higher Education,
UnaDistt. Una (HP).
Dated Una

05 October, 2019

All the Principals/ Headmasters of Govt. Senior Secondary Schools/
Govt. High Schools in Una Distt. for information and necessary action.

Deputy Director of Higher Education,
Una Distt. Una (HP).