

Birth & Death Cell Information

Administrative set up of Civil Registration functionaries at different levels as per section 4(1) and 7(l) of the Registration of Births and Deaths Act, 1969

Sl.No.	State Level	Distt. Level	Peripheral Level Urban Area	Rural Area
1.	Chief Registrar of Births & Deaths Principal Director, Services	District Registrar of B&D (CMO of the Dist. Hospital)	CMO of Distt. Hospital and MO I/c of the PHC	MO I/c Panchayat Members/ICDS workers of Health Notifies .
2.	Addl. Chief Registrar of B&D (Addl. Director of Health Services)			
3.	Deputy Chief Registrar of B & D.			
4.	Asstt. Director of Births & Deaths.			

Persons responsible to report the occurrence of Births/Deaths and limit for such reporting to the Registrar of Births and Deaths as per section 8(2), 8(3) and 8(4) of the Sikkim Registration of Births & Deaths Rules 1999.

Place of occurrence Vital events	Type of Information of Reporters	Time limit for reporting for current registration As per Sikkim Reg. of Births & Deaths Rules 1999.
1. Domiciliary events	Head of household and in his absence his nearest relative or oldest male adult person.	Within 21 days from the date of occurrence of the event (live birth, still birth & Death)
2. Institutional events	ANMs	-do-
3. Events in Jail	Jailor in charge	-do-
4. New born child or formal deserted in a public place	Head of Village	-do-
5. Events in moving vehicle in land air or water	Person In-charge of the vehicle shall give or cause to be given the information 4/5 (1) of Sec. 8 at the first place of halt or first Reg. Centre.	-do-
6. In case of deaths (not Falling under clauses (a) to (e) of Sub-sec. (i) of Sec(8) in which inquest is held.	Officer who conducts the inquest.	-do-

N.B. In case of Current Registration (1) no fee shall be charged and (II) an extract of the registration entries (Birth/Death Certificates shall be given to the informant free of charge in for No.5 or 6 prescribed under the Sikkim Registration of Births & Deaths Rules 1999.

Procedure for delayed Registration of Births & Deaths as per section of the Registration of Births & Deaths Act, 1969 read with Rule 9(1), 9(2) & 9(3) of the Sikkim Registration of Births & Deaths Rules 1999.

Time limit for reporting Of delayed registration.	Formalities needed To be observed for Delayed registration.	Amount of delay fine to be paid after meeting up the formalities.
A. Information is given to The Registration of B&D after Expiry of the stipulated time i.e. 21 days from the date of occurrence of the event but within 30 days of the occurrence.	No formalities	late fee of Rs. 2/-
B. Information is given to the Registration of B&D after 30 days but within the year of its occurrence.	Written permission of the Registrar (B&D)	late fee of Rs. 5/-
C. Information is given to the Registrar of B&D after one year of its occurrence	Written permission of the Executive Magistrate. SDM	late fee of Rs. 10/-
