

**GOVERNMENT OF CHHATTISGARH  
DEPARTMENT OF INDUSTRY (INFORMATION TECHNOLOGY)  
DKS BHAWAN, MANTRALAYA, RAIPUR**

No. 13 /CA/SIT/CHO/CE

Raipur, dated 27/2/04

**ORDER**

In exercise of the powers conferred under rule 13(p) of the Chhattisgarh Citizen Service (Electronic Governance) Rules, 2003 the procedure as regards registration of births and deaths, maintenance of records ,issue of extract copy (ies)of relevant registers and related matters under the Birth and Death Registration Act, 1969, is prescribed below. The said service has been declared as 'notified service' under rule 5 vide Order No. 817/CA/SIT/2003/Choice dated August, 19th, 2003.

1. On payment of prescribed charges, including service charge, the CHO/CE Agent shall feed into the prescribed computer resource, and in the prescribed manner, the information provided by any person (including the electronic copies of any documents presented by the applicant in support of his application) seeking to avail of any Notified Citizen Service which such Agent is authorised to provide.
2. The information so fed shall be represented in the form of an electronic record which would include a declaration by the applicant as to the correctness of information provided and the genuineness of documents presented in support of his application and his indemnifying the CHO/CE Agent and the Appropriate Authority from liability in the event of the information being found to be false or the document being found to be not genuine or correct.
3. Such electronic record shall be in the nature of an application addressed to the Appropriate Authority through the CHO/CE Agent concerned, and shall be printed out on paper in two copies by such Agent, who shall provide the copies to the applicant.
4. The applicant, after satisfying himself as to the correctness of the documents, shall authenticate the same with his signature or thumb impression on both the copies and shall keep one copy for himself, while handing over the other copy to the CHO/CE Agent, who shall keep it in safe custody and shall provide the same if and whenever called upon to do so by the Competent Authority, the Appropriate Authority or the Collector .
5. The CHO/CE Agent shall affix his digital signatures on the electronic record of the application, coupled with the electronic copies of the documents presented in support thereof, and shall store the same on the prescribed computer resource in the prescribed manner.
6. On storage of the electronic record of the application on the prescribed computer resource, an electronic acknowledgment shall be generated by such resource containing an application reference number with the help of which the applicant may inquire about the status concerning the decision on his application.

7. The CHO/CE Agent shall take a print-out on paper of such acknowledgment and shall give the same to the applicant after affixing his signature and the date in token of the print-out on paper being a true representation of the information contained in the acknowledgment.
8. Appropriate Authority shall cause a print-out on paper of the information contained in aforesaid electronic record of such application to be taken while (i) causing to verify the digital signature of the CHO/CE Agent, and (ii) causing to compare and authenticate the information contained in the paper print-out with that in the verified electronic record.
9. The Appropriate Authority, after such inquiry or calling for reports etc. as it deems fit, shall record its decision in electronic form on the prescribed computer resource in the prescribed manner, whereupon the appropriate document in respect of the service applied for shall be generated as an electronic record by the prescribed computer resource which the Appropriate Authority shall authenticate by affixing its digital signature, and shall store the authenticated electronic record on the prescribed computer resource in the prescribed manner .
10. The Appropriate Authority shall cause a print-out on paper of the electronic record of the aforesaid appropriate document to be taken, shall affix its signature(s) thereon with date, and shall cause it to be included in the record relating to the application.
11. The acknowledgment. generated at the time of submitting the application shall ordinarily indicate the date on which, or the period after which, the decision on the application and the aforesaid appropriate document would ordinarily be available on the prescribed computer resource as an electronic record.
12. Upon decision on his application, the applicant may approach the CHO/CE Agent, who shall take a print-out on paper in the prescribed manner from the prescribed computer resource the aforesaid appropriate document in electronic form duly authenticated by the digital signature of the Appropriate Authority.
13. Nothing in clauses (2) to (5) or in clauses (8) to (12) shall apply in cases of Notified Citizen Services where the information or document sought by the applicant is already available to the CHO/CE Agent on the prescribed computer resource duly authenticated by the digital signature of the Appropriate Authority, and, in such cases, the CHO/CE Agent shall proceed to print-out on paper in the prescribed manner the desired information or document available on the prescribed computer resource in electronic form.
15. The CHO/CE Agent shall affix his signature with date on each page of the document so printed out in token of certification to the effect that the electronic record of the aforesaid appropriate document had been verified by him to have been authenticated by the digital signature of the Appropriate Authority and that the document represents the information contained in such electronic record, and shall provide the document so signed to the applicant.
16. Nothing contained in this order shall affect the existing system of registration of births and deaths or issue of extract copies thereof.

Sd /-

SUNIL KUMAR  
COMPETANT AUTHORITY

End. No. 14 /OSD/IT/CHO/CE

Raipur, dated 28/2/04

Copy to

1. Additional Chief Secretary, Government of Chhattisgarh, Finance and planning for information.
2. Director, Economics and Statistics, Chhattisgarh for information.
3. Collector District Raipur for information and necessary action.
4. Chief Executive Officer, CH/PS for information and necessary action.
5. Commissioner, Municipal Corporation Raipur for information and necessary action.

Sd /-  
N K SAKI  
OFFICER ON SPECIAL DUTY  
INFORMATION TECHNOLOGY