No.185/DIT/PA/2012-13   Pondicherry dated: 14.02.2013

CIRCULAR

Sub: Local Administration Secretariat / Office of the Secretary (IT) --
Issue of Online Birth and Death Certificate through Common
Service Centers -- Updating of Birth and Death database with
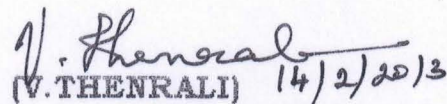Digital Signature -- Instruction -- Issued.

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As a part of the NeGP objective of delivering Government Services to the citizens in a transparent, cost effective manner in their own neighbourhood, the issue of online Birth and Death Certificates through Common Service Centres was inaugurated by the Hon'ble Chief Minister on 11.02.2013.

2. The Registrar of Birth and Death of Municipalities and Commune Panchayats had digitally signed their respective database and migrated to SDC for facilitating the online issue of Birth and Death through Common Service Centers. Subsequent registration of Birth and Death after the cut-off date ie., the date of migration into SDC have also to be digitally signed and updated in the SDC database.

3. In order to ensure an hassle free and smooth functioning of the above system, the following directions are issued for strict compliance.

(i)   Day-to-day registrations of Birth and Death have to be done using the Digital Signature Certificate given to the Birth and Death Registrars.

(ii)   It should also be updated in the Birth and Death database residing in the SDC.

(iii)   Subsequent registration of Birth and Death after the cut-off date have also to be digitally signed and updated in the SDC database.

//BY ORDER OF THE SECRETARY (LA) – cum - CHAIRMAN OF THE COMMITTEE ON VITAL STATISTICS//

(V.THENRALI)   14/2/2013
UNDER SECRETARY TO GOVERNMENT(LA).

To

The Registrar of Birth and Death / Commissioners of all Municipalities and Commune Panchayats, Puducherry / Karikal / Mahe / Yanam.

Copy to:-
1.   The State Informatics Officer, National Informatics Centre (NIC), Puducherry
-- with a request to conduct training for all Registrars of Birth and Death within a period of **one** week.
2.   The Director, Local Administration Department, Puducherry.
3.   The Director (IT), Directorate of Information Technology, Puducherry.