Janma-Mrityu Tathya Portal
User Manual For Registrar of Burning Ghat or Burial Ground At KMC

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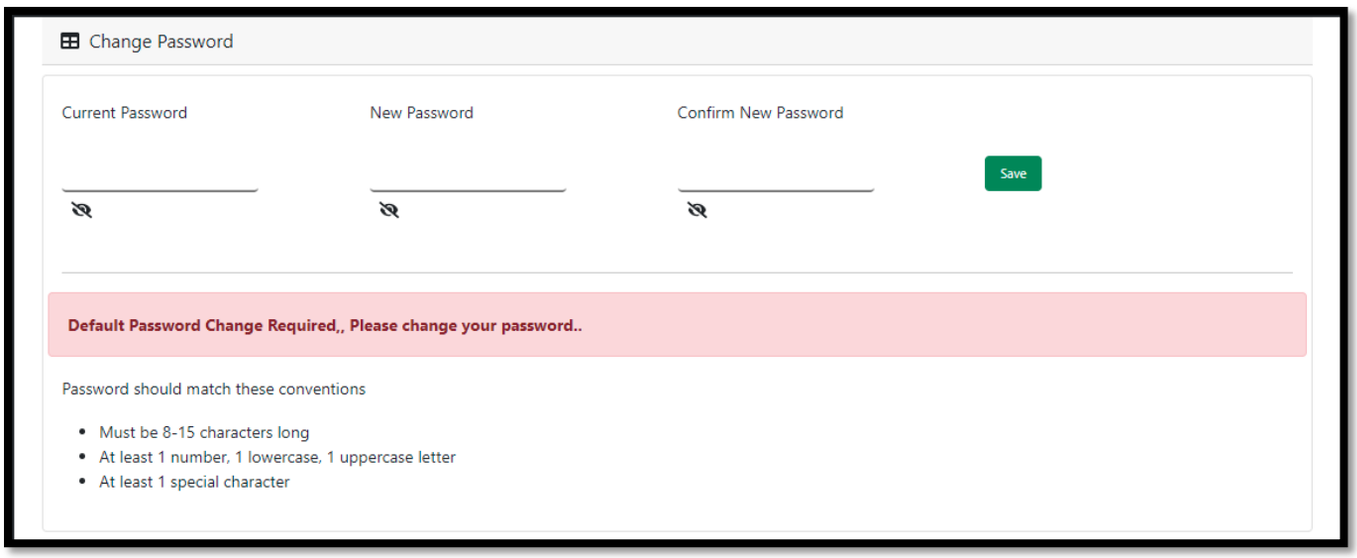
Login

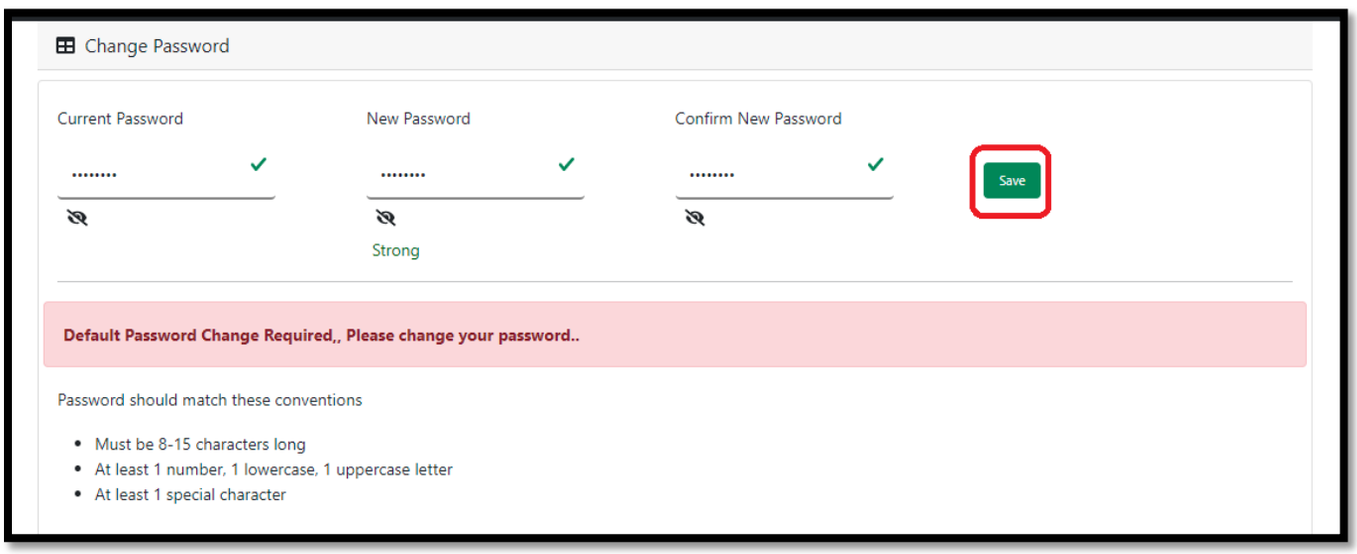
Step 1.1: Registrar of Burning Ghat or Burial Ground will open the Janma-Mrityu Tathya Portal from www.wbhealth.gov.in website. Registrar of Burning Ghat or Burial Ground will be redirected to the login page of Janma-Mrityu Tathya Portal.

Step 1.2: Registrar of Burning Ghat or Burial Ground will login with their credentials (Username & Password) and click on login button to login on the Janma-Mrityu Tathya Portal

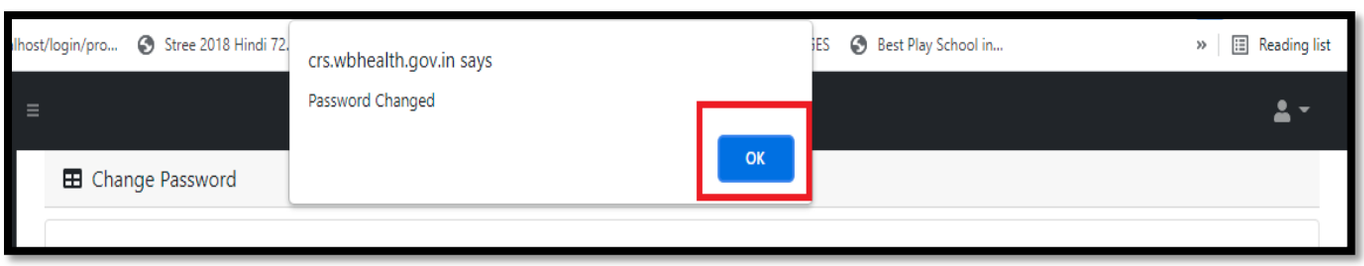
Step 1.3: First time User will be redirected to the page for changing their existing password.



Step 1.4: They will first enter the existing password, new password and confirm the newly entered password again. Password will be in the password format which is mentioned in the screen. After that they will click on save button.



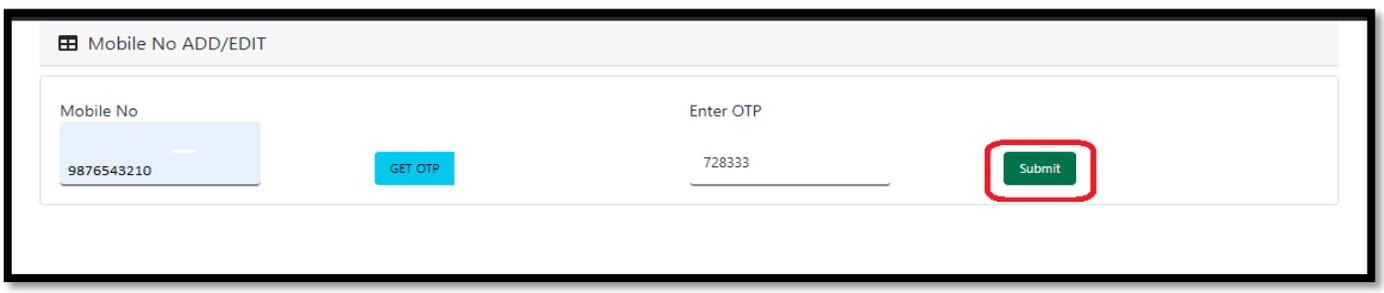
Step 1.5: A popup will arise for confirming the change of password. User will click on ok button accordingly..



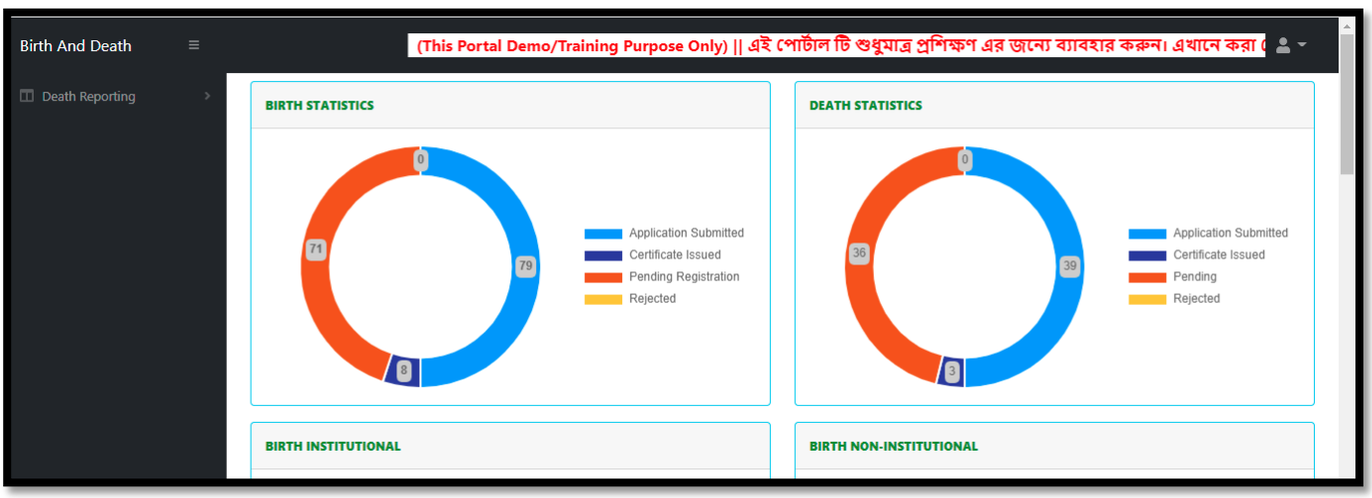
Step 1.6: The page will be redirected to the page where User must update their registered mobile number. After registration all required user credential changes requirement is share in that registered mobile number.

Step 1.7: User will enter their mobile number and will click on ‘Get OTP’ button.

Step 1.8: User will enter the received OTP and click on submit button.

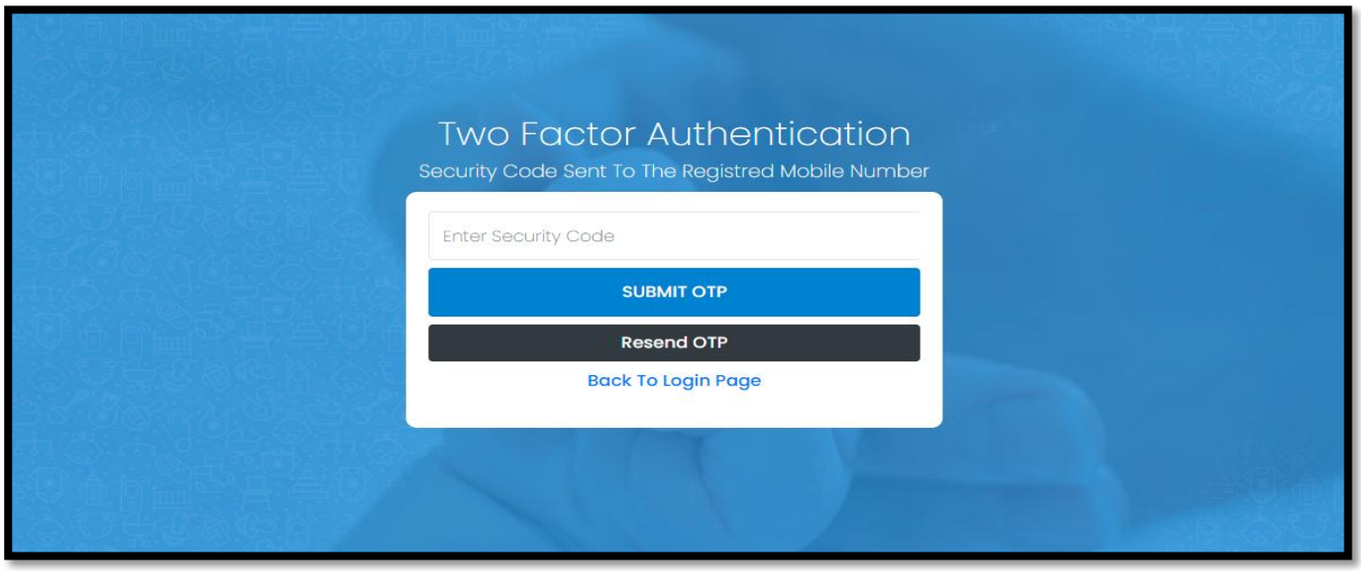


Step 1.9: Registrar of Burning Ghat or Burial Ground will be redirected to the Janma-Mrityu Tathya Portal’s home page. A dashboard will be visible for Registrar of Burning Ghat or Burial Ground for a quick look of current status of Birth & Death application

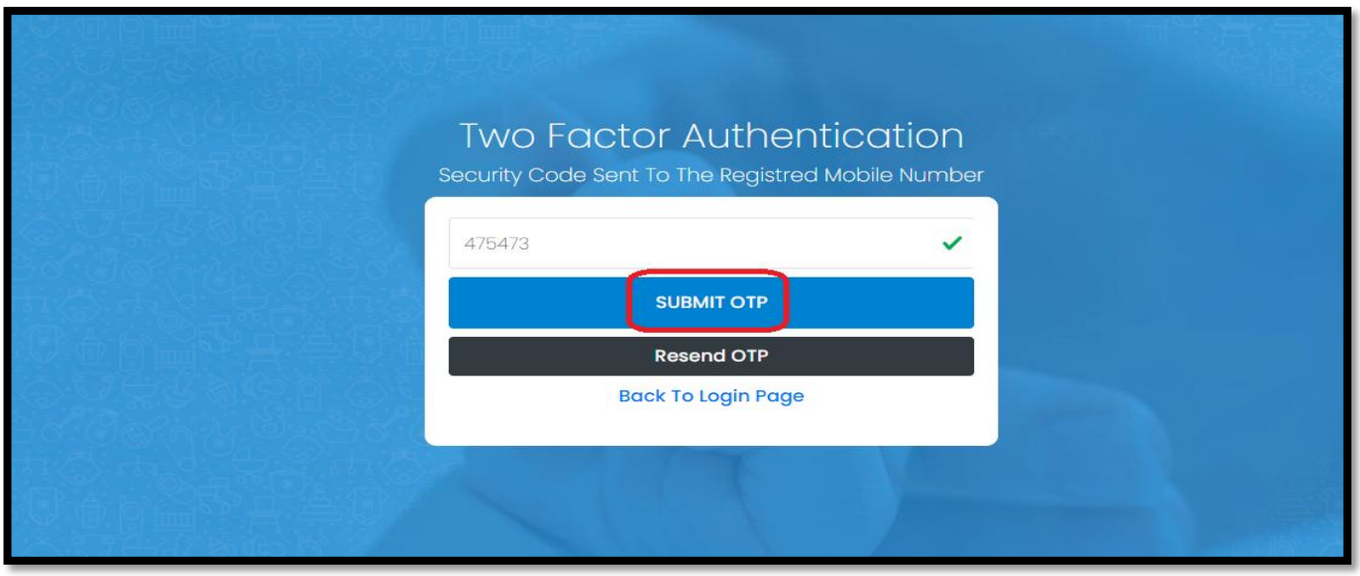


Step 1.10: Next time, User will login with their credential.

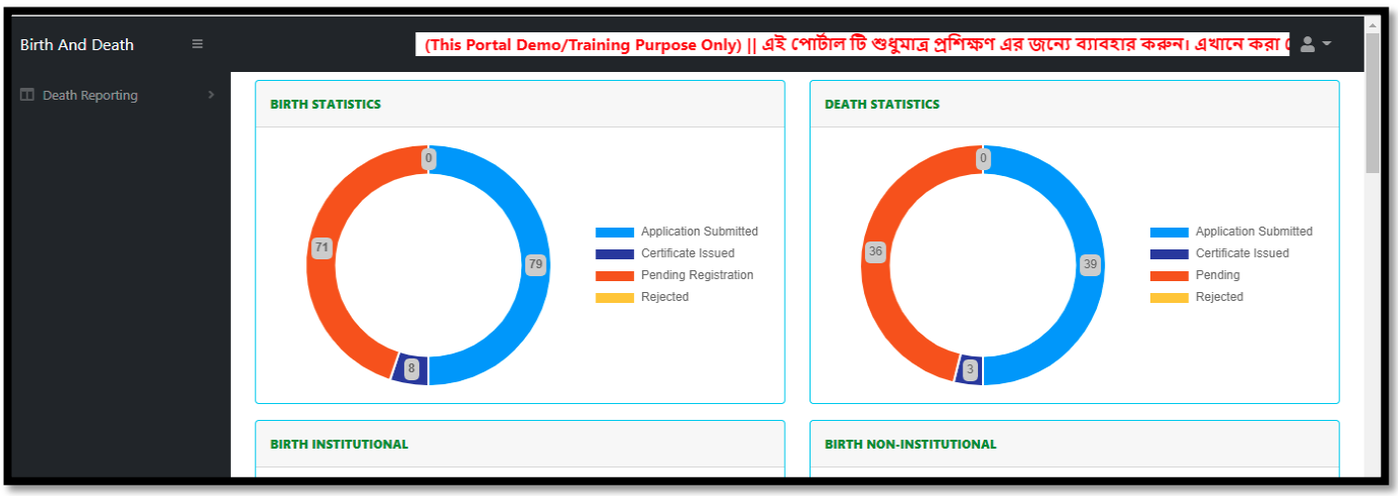
Step 1.11: They will be redirected to the authentication page. OTP will be sent to the Users registered mobile number



Step 1.12: User will enter the OTP and will click on 'Submit OTP' page.

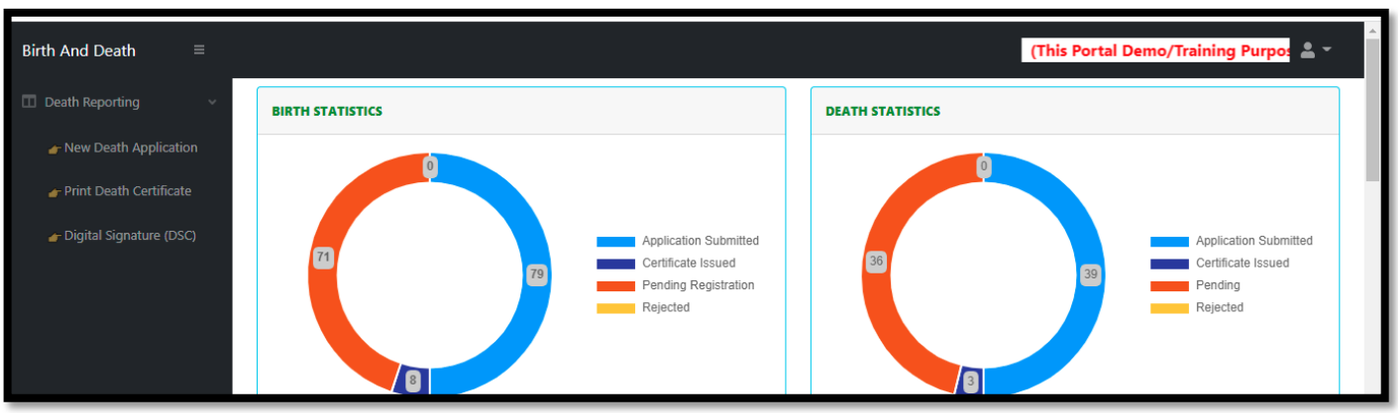


Step 1.13: Registrar of Burning Ghat or Burial Ground will be redirected to the Janma-Mritu Tathya Portal's home page. A dashboard will be visible for Registrar of Burning Ghat or Burial Ground for a quick look of current status of Birth & Death application.



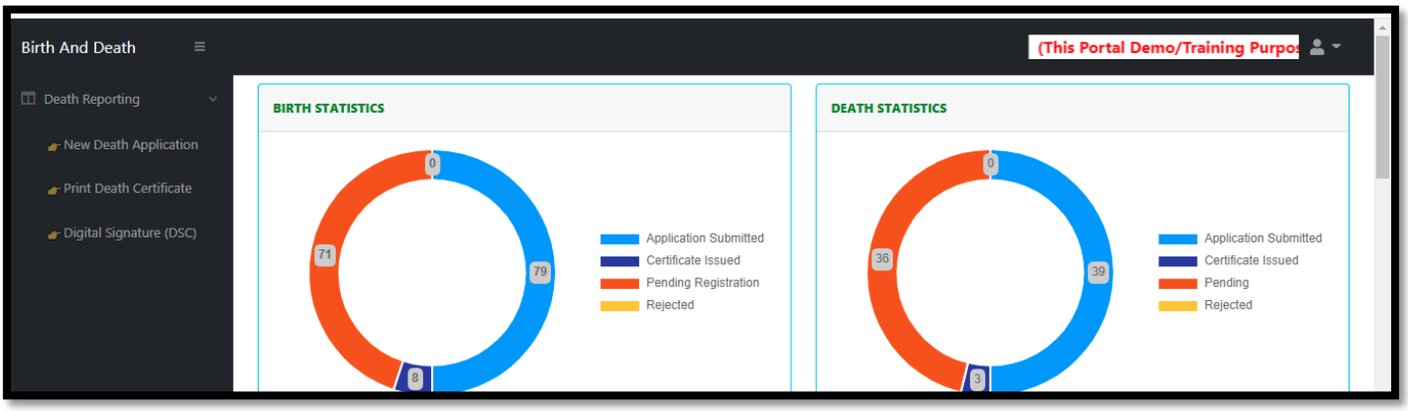
Menu available for Govt. Hospital DEO (Death Reporting)

- **Death Reporting**
  - **New Death Application**
  - **Print Death Certificate**
  - **Digital Signature (DSC)**

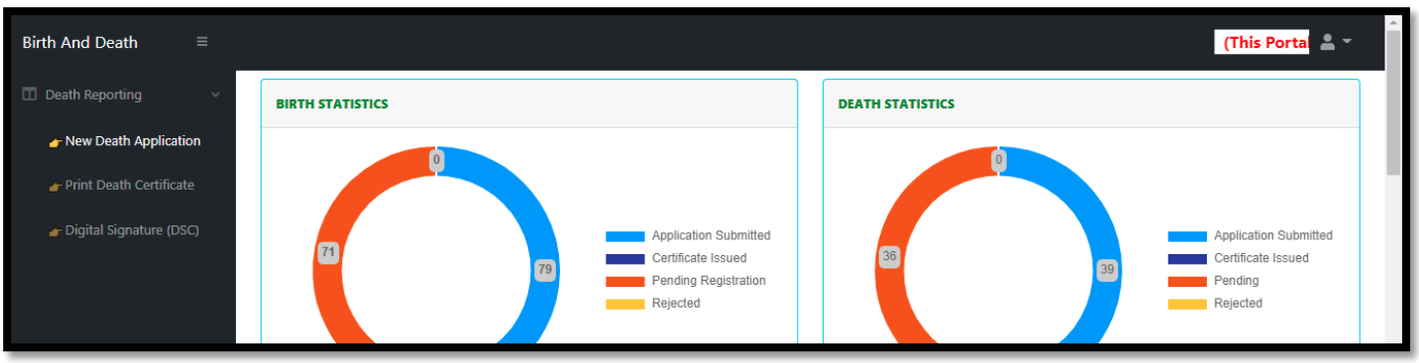


New Death Reporting

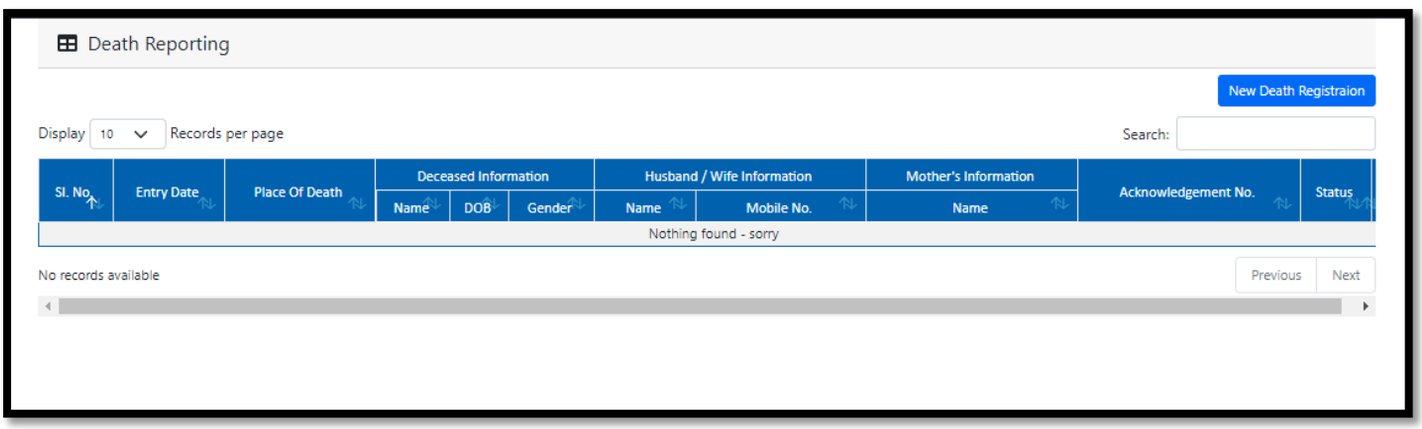
Step 3.0: Registrar of Burning Ghat or Burial Ground will click on “Death Reporting” from Entry Screen section. It will open the dropdown menu with the submenu New Death Application (For registering new death registration for a deceased person) , Print Death certificate (Download and take the printout of the certificate) & Upload Digital Signature certificate (DSC) (For adding digital signature in the certificate)



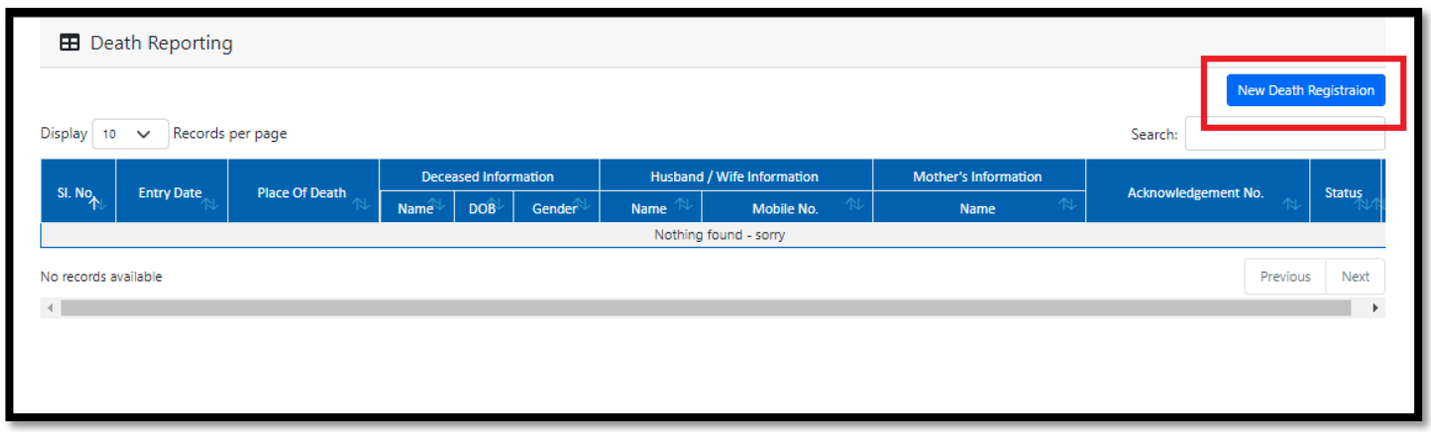
Step 3.1.1: Registrar of Burning Ghat or Burial Ground will click on “New Death Application” from Death Reporting main menu for registering new death registration for a deceased person.



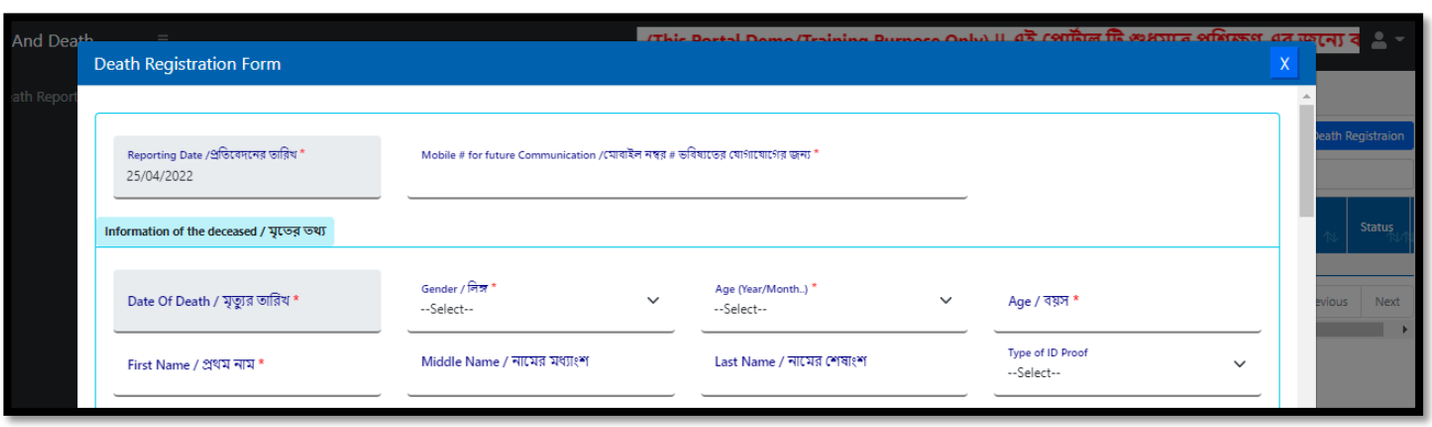
Step 3.1.2: Registrar of Burning Ghat or Burial Ground will be redirected to the “New Death Application” page.



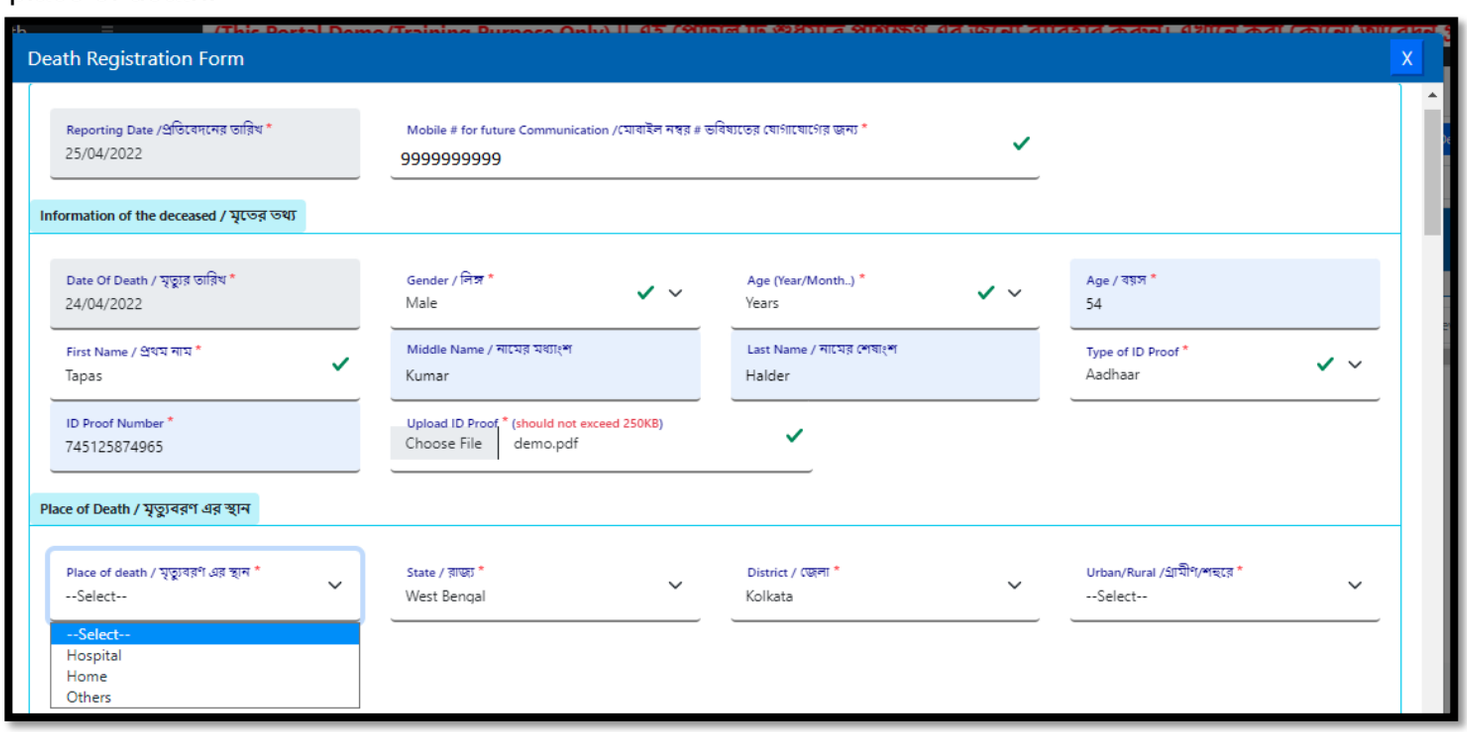
Step 3.1.3: : Registrar of Burning Ghat or Burial Ground will press “New Death Registration” button for new registration of a deceased person.



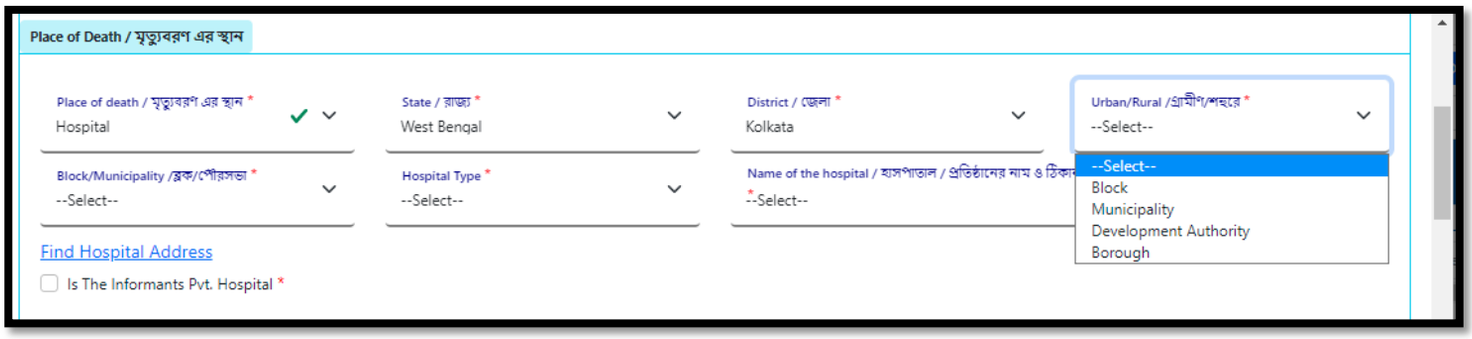
Step 3.1.4: A popup will occur with a registration form for filling new death registration.



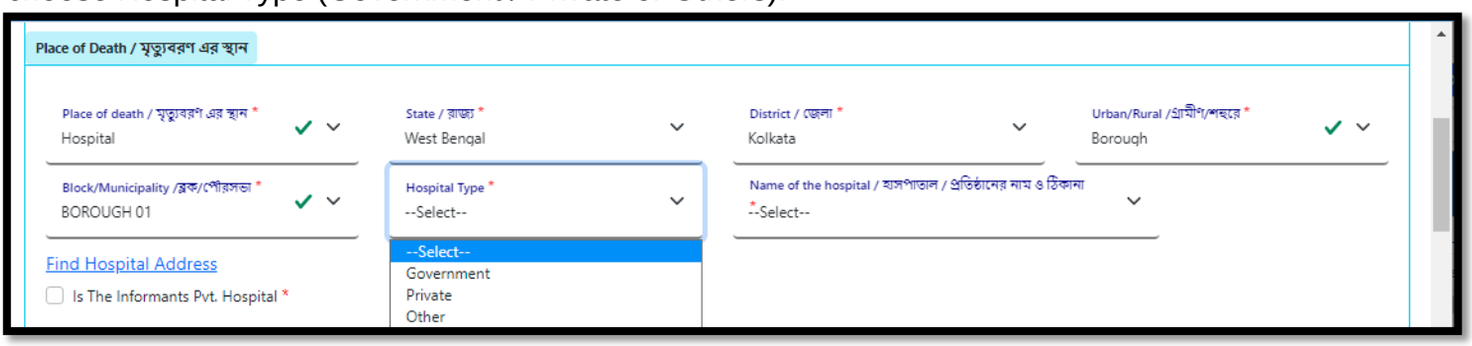
Step 3.1.5: : Registrar of Burning Ghat or Burial Ground will first enter “active mobile number” (mobile number must be valid as all alert SMS regarding death registration application will be sent on this mobile number) and information of deceased information where for age they have to select the required selection. After selecting age of the deceased, Registrar of Burning Ghat or Burial Ground will fill up other details and selects the deceased persons ID proof. Next they will select place of death.



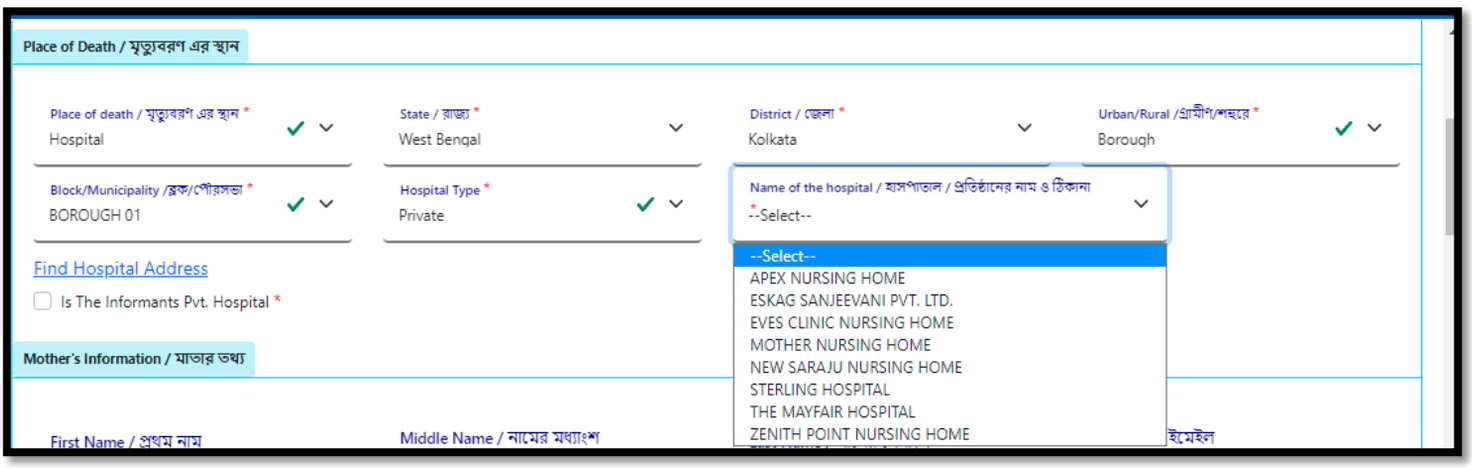
Step 3.1.6: After selecting place of death, user will select State, District and choose Urban or Rural.



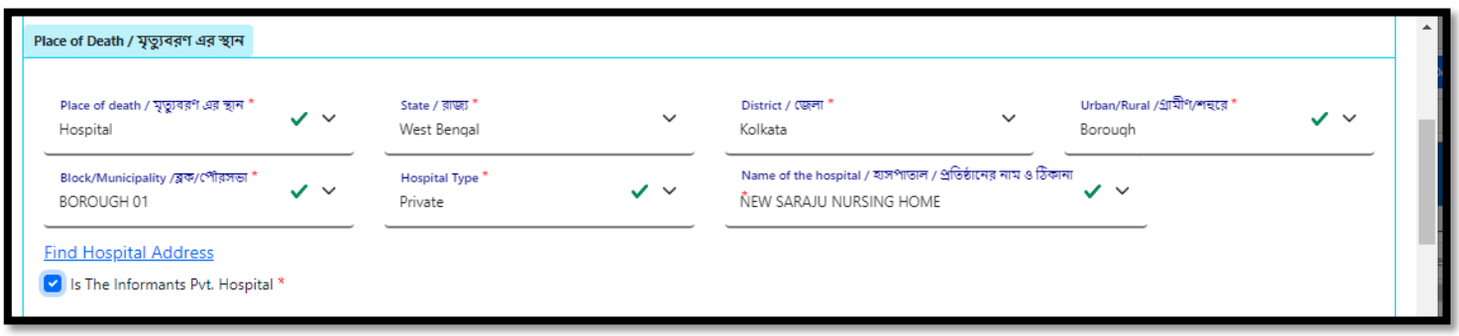
Step 3.1.7: After selecting Urban or Rural of the deceased, they will fill up Block or Municipality and choose Hospital Type (Government / Private or Others).



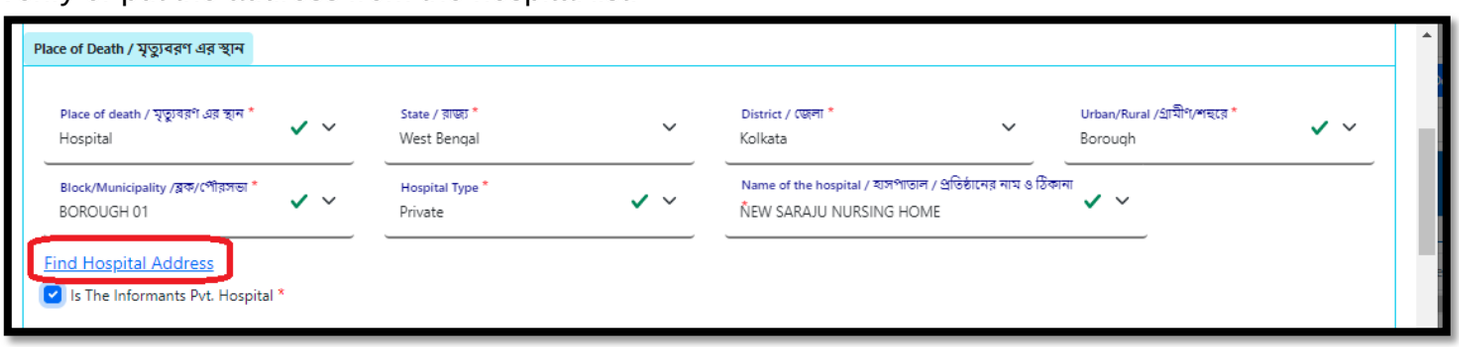
Step 3.1.8: After selecting Hospital Type (Government / Private or Others), Registrar of Burning Ghat or Burial Ground will search the hospital name.

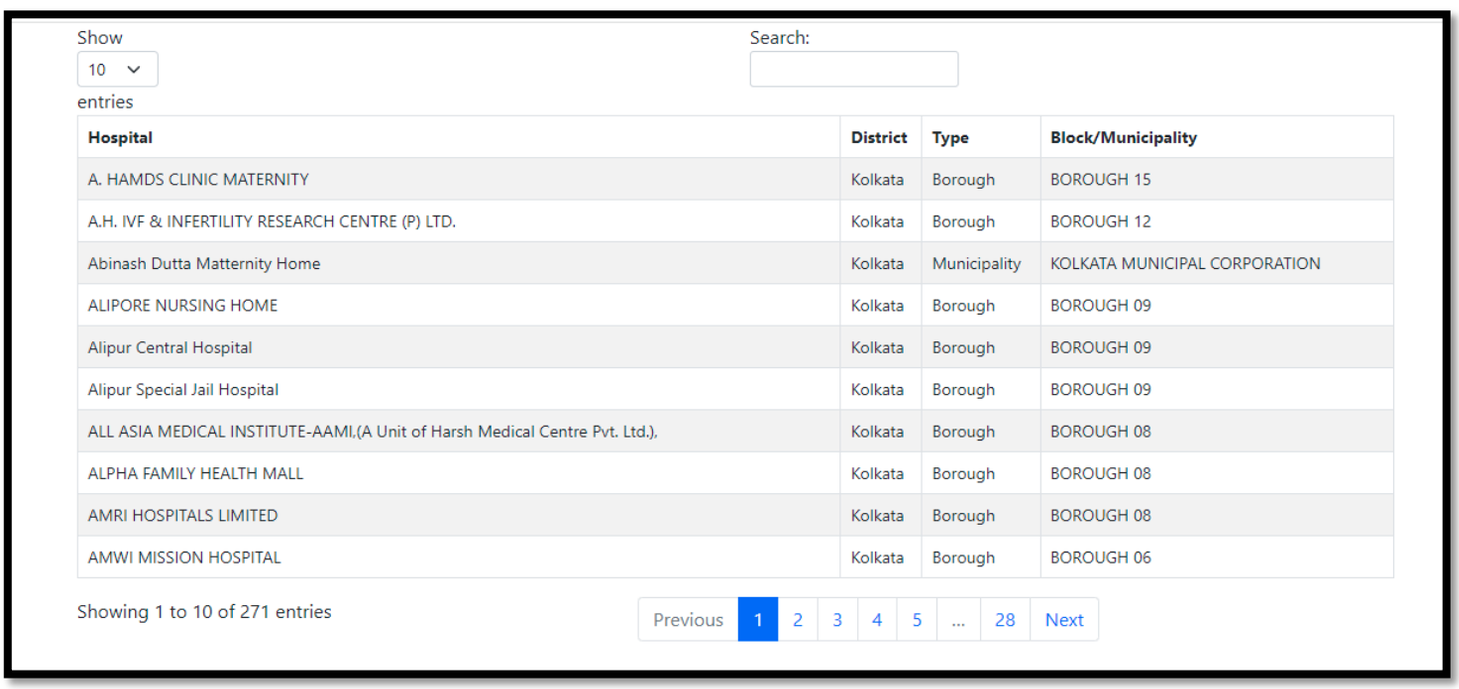


Step 3.1.9: After that they will select the check box if the informant is from private hospital.



Step 3.1.10: Also if required User can search the hospital address. For that they have to click on Find hospital Address hyperlink which will open all the hospital name in the next page. User can verify or put the address from the hospital list.





Show 10 entries

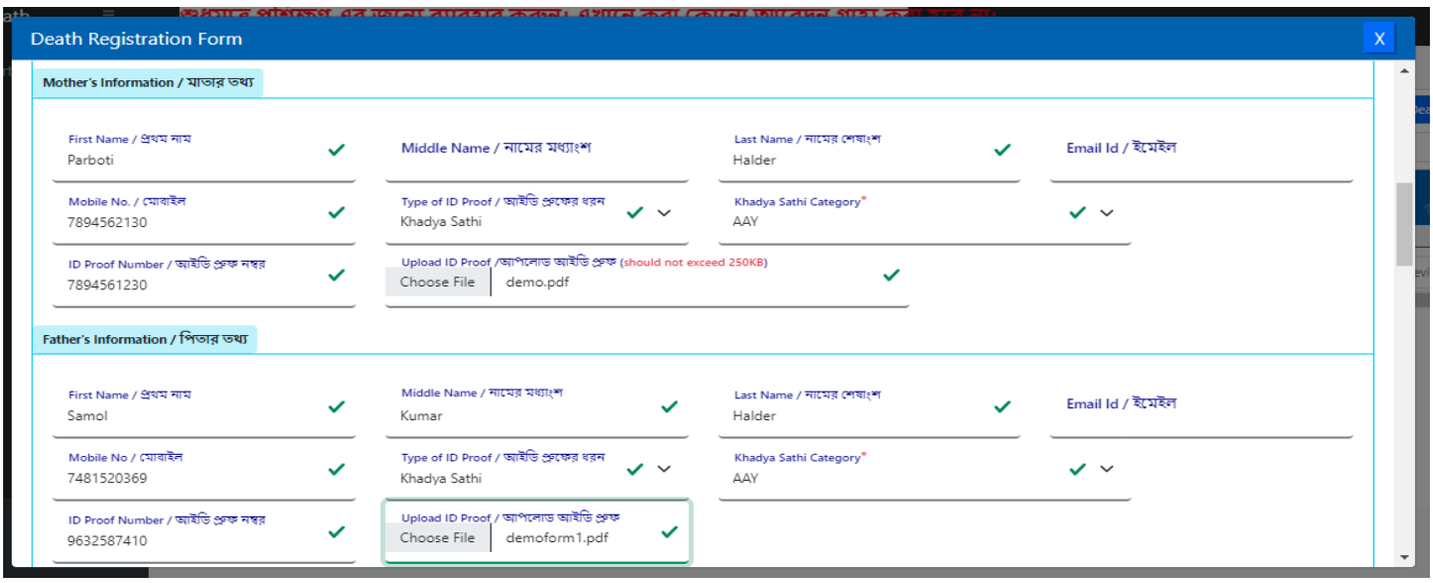
Search:

Hospital	District	Type	Block/Municipality
A. HAMDS CLINIC MATERNITY	Kolkata	Borough	BOROUGH 15
A.H. IVF & INFERTILITY RESEARCH CENTRE (P) LTD.	Kolkata	Borough	BOROUGH 12
Abinash Dutta Matternity Home	Kolkata	Municipality	KOLKATA MUNICIPAL CORPORATION
ALIPORE NURSING HOME	Kolkata	Borough	BOROUGH 09
Alipur Central Hospital	Kolkata	Borough	BOROUGH 09
Alipur Special Jail Hospital	Kolkata	Borough	BOROUGH 09
ALL ASIA MEDICAL INSTITUTE-AAMI,(A Unit of Harsh Medical Centre Pvt. Ltd.),	Kolkata	Borough	BOROUGH 08
ALPHA FAMILY HEALTH MALL	Kolkata	Borough	BOROUGH 08
AMRI HOSPITALS LIMITED	Kolkata	Borough	BOROUGH 08
AMWI MISSION HOSPITAL	Kolkata	Borough	BOROUGH 06

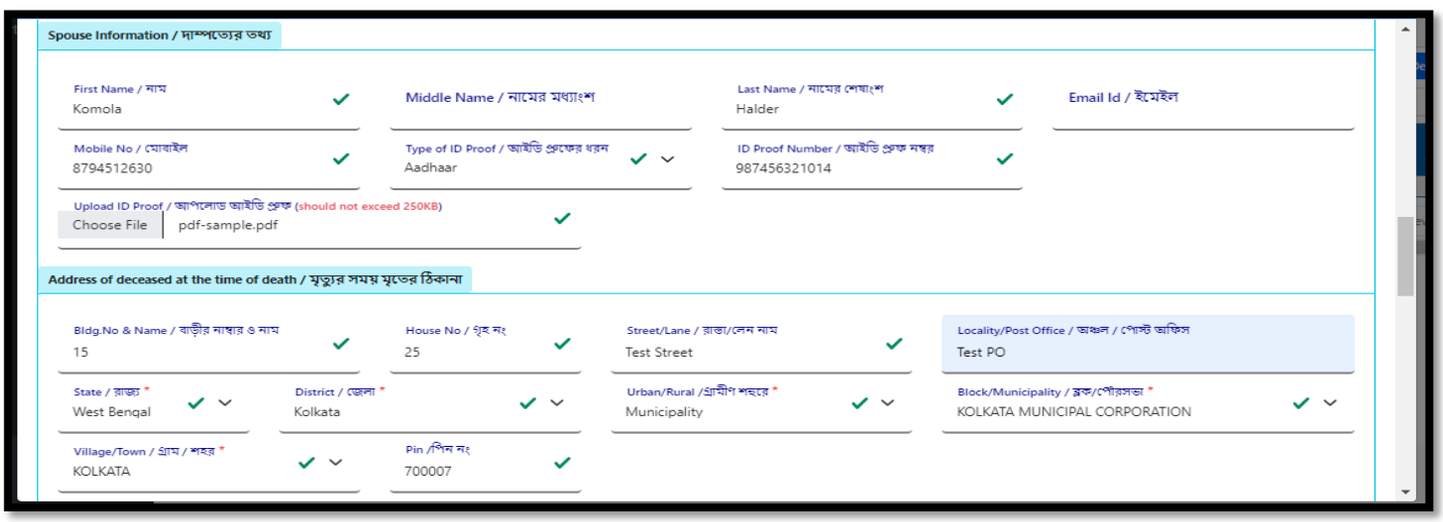
Showing 1 to 10 of 271 entries

Previous 1 2 3 4 5 ... 28 Next

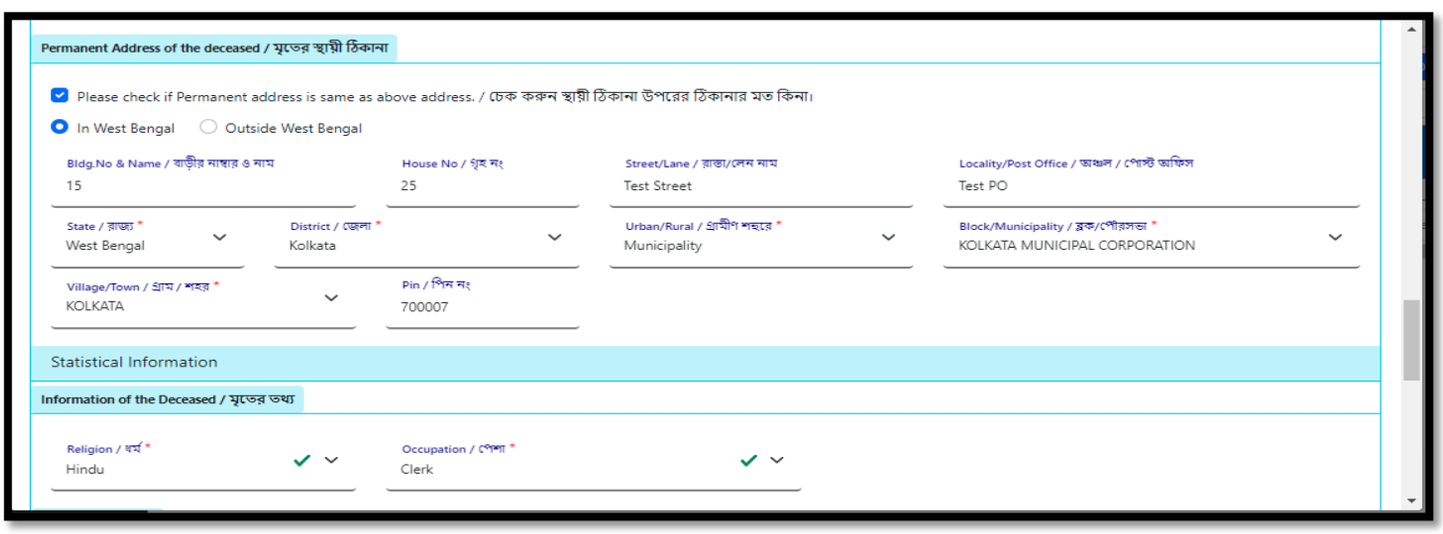
Step 3.1.11: User will next fill up the details of decesad father's and mother's information.



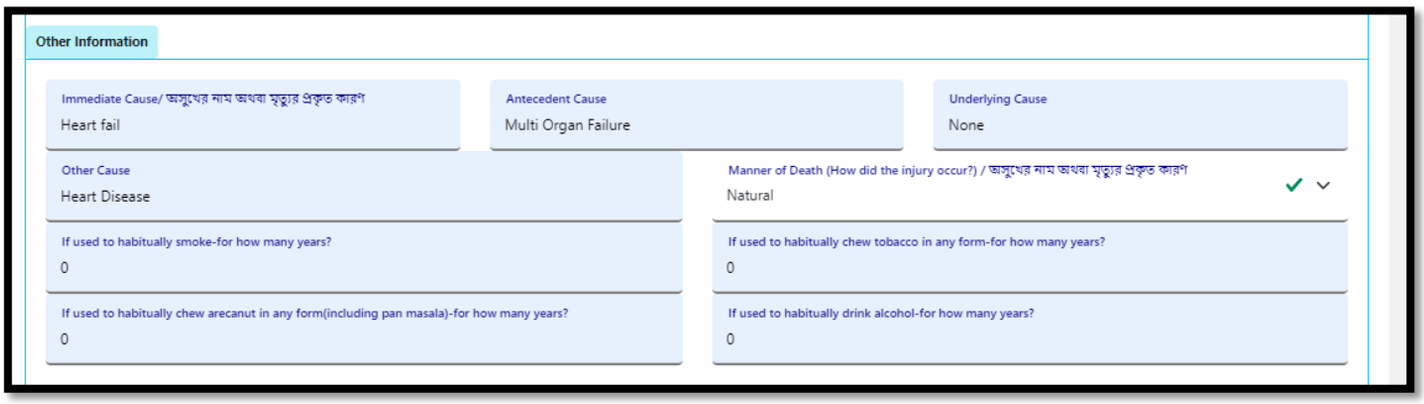
Step 3.1.12: Next, they will enter deceased spouse details and address of the deceased person at the time of death.



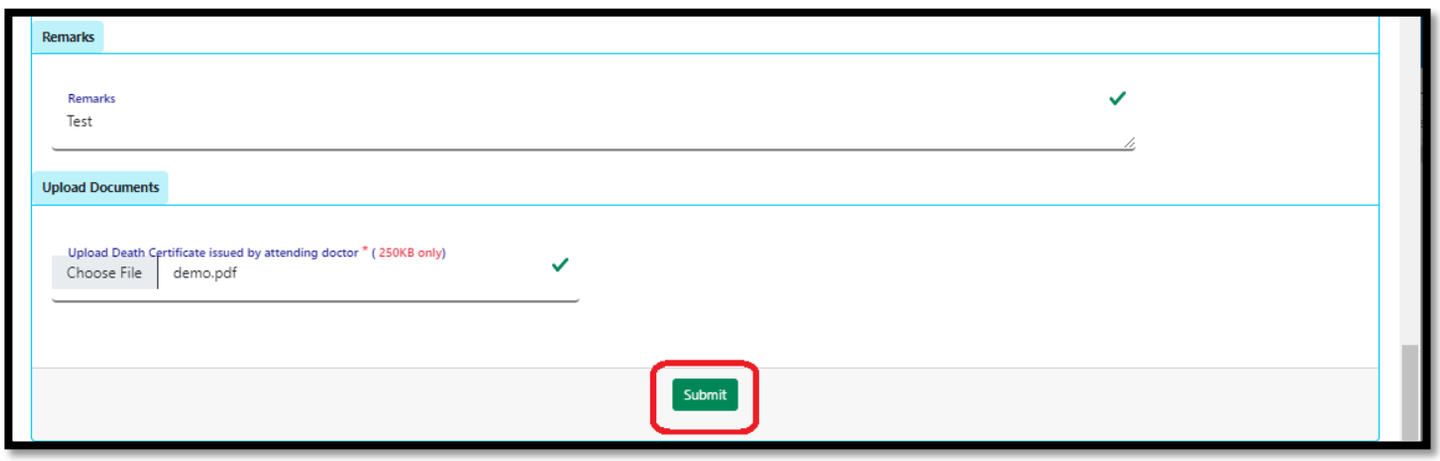
Step 3.1.13: If the informant addresses same as present or permanent address, they can again select the check box for populating the address of the informant. Registrar of Burning Ghat or Burial Ground will enter only informant name and their details.



Step 3.1.14: Next, they will enter the other information. Registrar of Burning Ghat or Burial Ground entering the details with the cause of death.



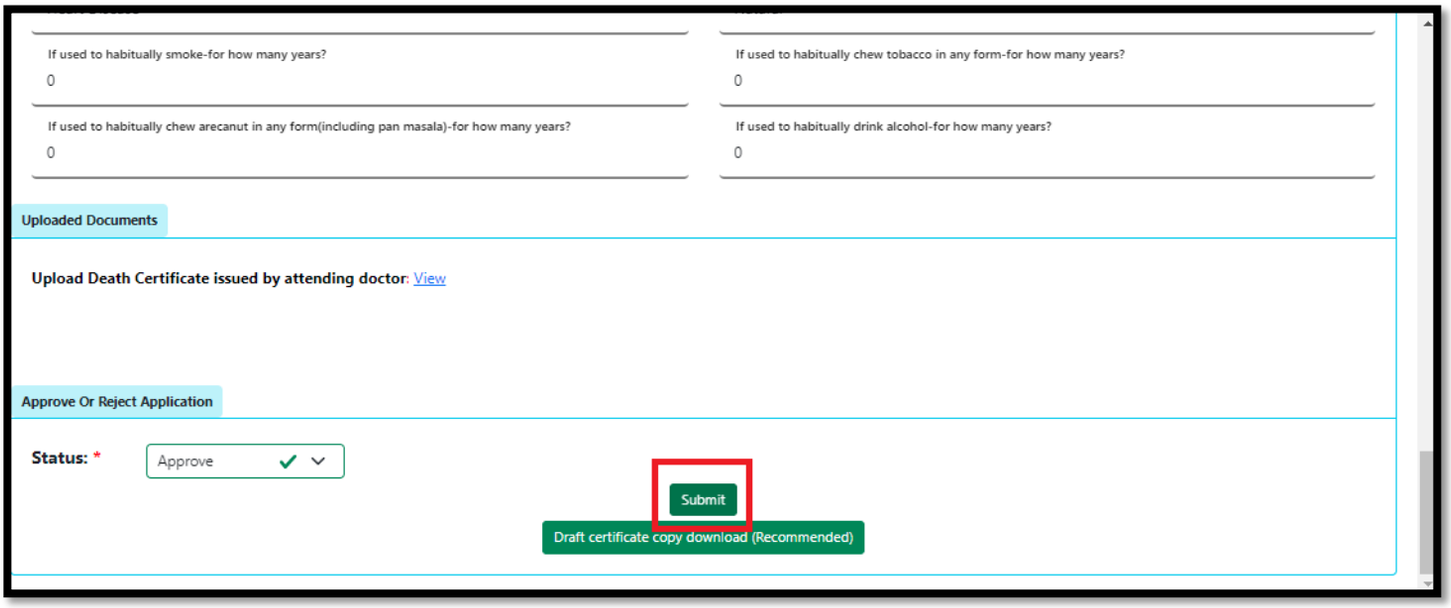
Step 3.1.15: After entering other details, Registrar of Burning Ghat or Burial Ground will enter remarks and upload the death certificate issued from the doctor. Finally they will press submit button.



Step 3.1.16: A pop up will arise; Registrar of Burning Ghat or Burial Ground will press ok for confirming the submission.

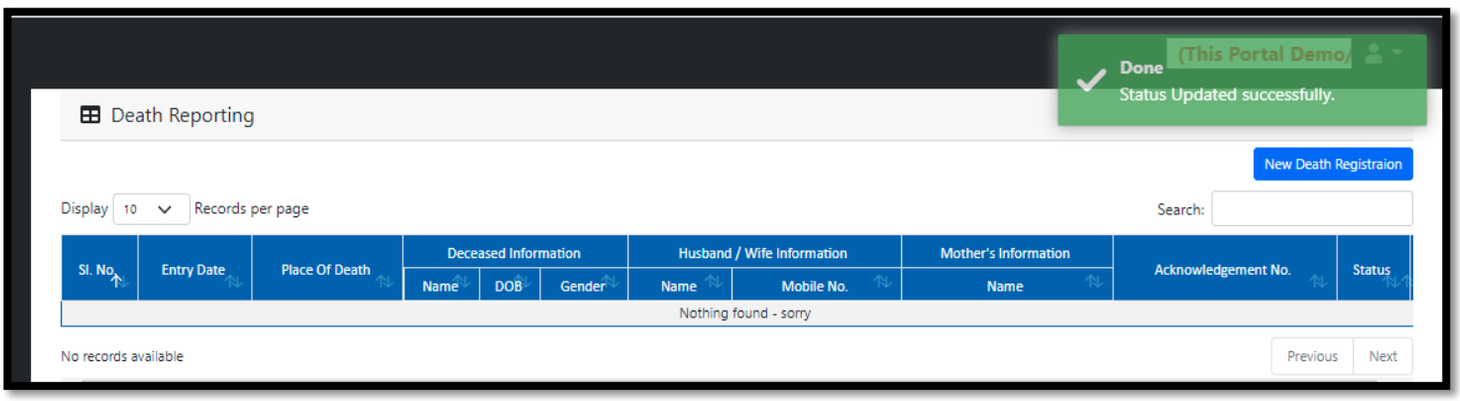
Step 3.1.17: Death application will be submitted successfully and the acknowledge number is generated. They can edit the application if required before approval of the application.

Step 3.1.18: Registrar of Burning Ghat or Burial Ground will press submit for approving the deceased details.



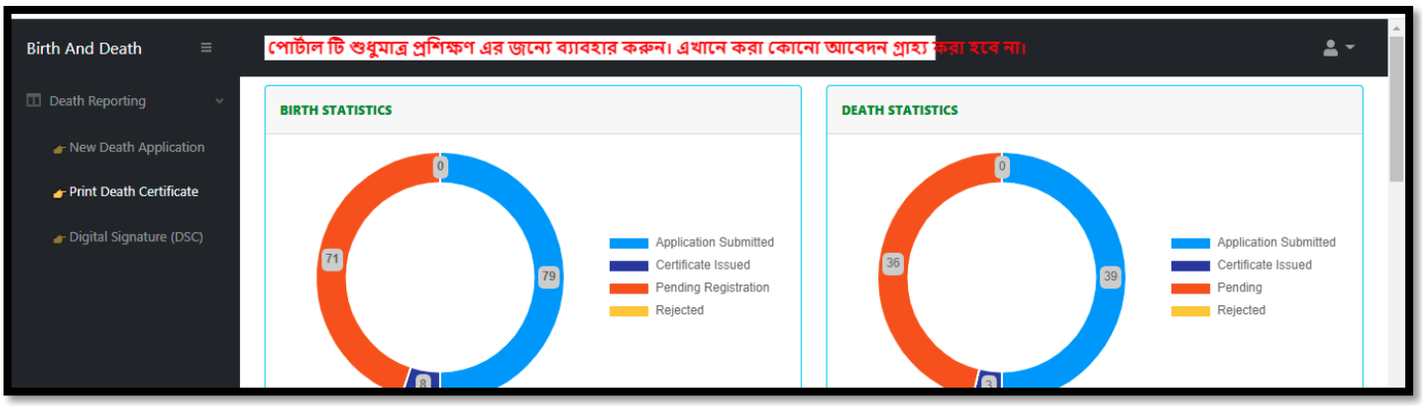
Step 3.1.19: A pop up will arise; Registrar of Burning Ghat or Burial Ground will press ok for confirming the approval submission.

Step 3.1.20: Death application will be approved successfully

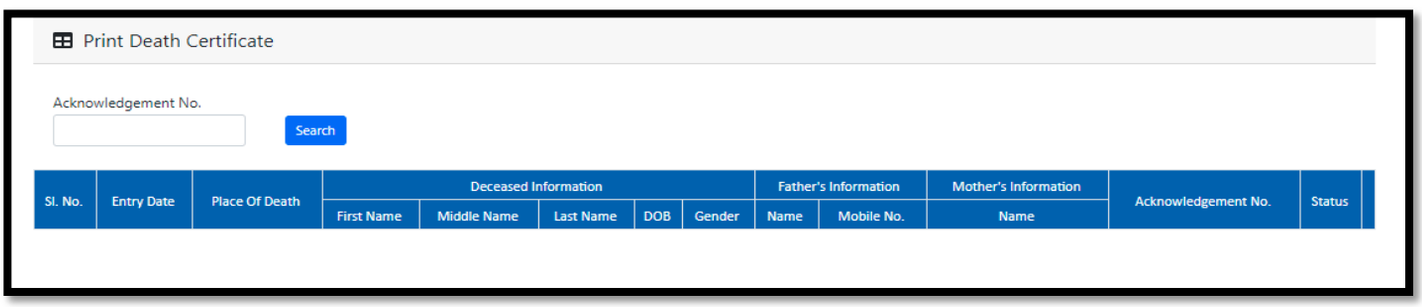


Print Death Certificate

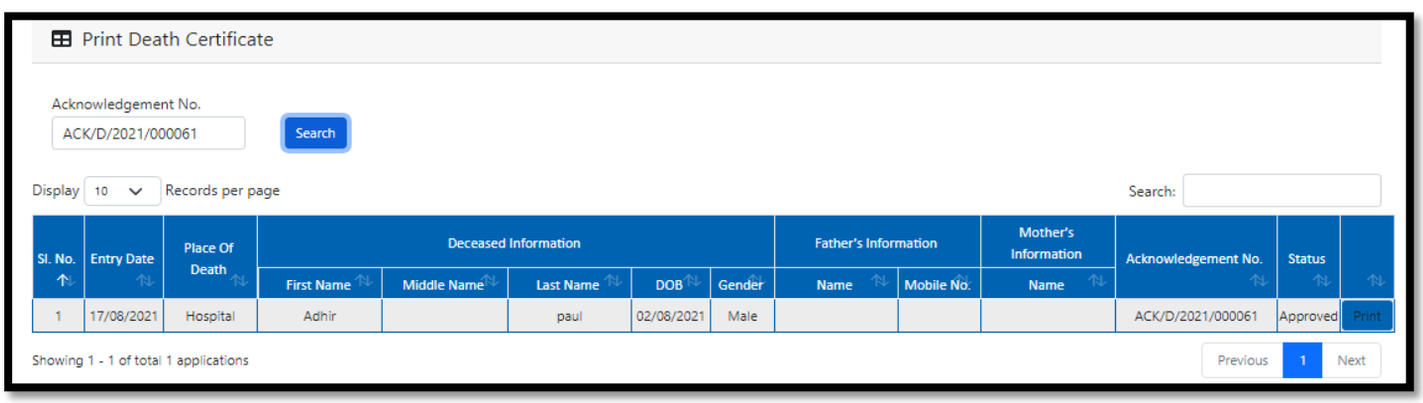
Step 3.7.1: Registrar of Burning Ghat or Burial Ground will click on “Print Death Certificate” from Death Reporting main menu for the approved death certificate published with digital signature are stored here, Registrar can print the death certificate.



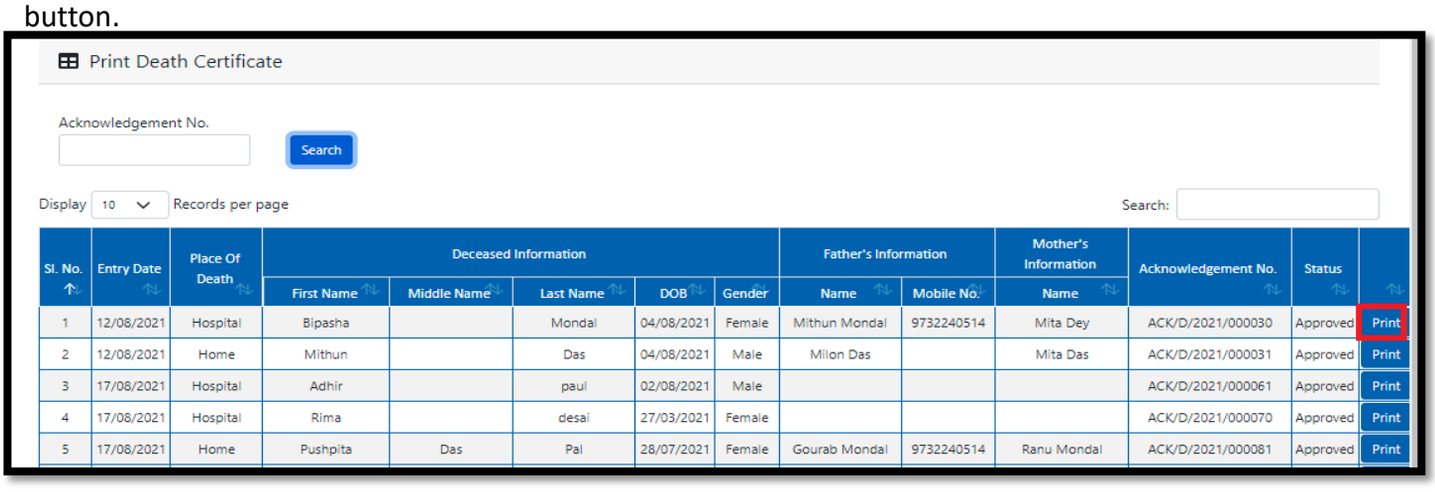
Step 3.7.2: Registrar of Burning Ghat or Burial Ground will be redirected to the “Print Death Certificate” page.



Step 3.7.3: Registrar of Burning Ghat or Burial Ground will either search with acknowledgement number which will open the selected application only or they can search without acknowledgement number which will open all the approved death registration application.



Step 3.7.4: Registrar of Burning Ghat or Burial Ground will select an application and will click on print button.



Step 3.7.5: Clicking on print button, the certificate will be downloaded. Registrar of Burning Ghat or Burial Ground can print the certificate accordingly.

ফর্ম-৬

Form-6

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF HEALTH AND FAMILY WELFARE

D/2021/000009

DEATH CERTIFICATE

(ISSUED UNDER SECTION 12/17 OF THE REGISTRATION OF BIRTHS & DEATHS ACT, 1969 AND RULE 8/13 OF THE WEST BENGAL REGISTRATION OF BIRTHS & DEATHS RULES 2000.)

THIS IS TO CERTIFY THAT THE FOLLOWING INFORMATION HAS BEEN TAKEN FROM THE ORIGINAL RECORD OF DEATH WHICH IS THE REGISTER FOR GRAMA PANCHAYAT KANKALITALA OF BLOCK/MUNICIPALITY BOLPUR SRINIKETAN OF DISTRICT BIRBHUM OF STATE WEST BENGAL, INDIA.

NAME OF DECEASED :	Bipasha Mondal	SEX :	Female
DATE OF DEATH :	04/08/2021	PLACE OF DEATH :	, BOLPUR SRINIKETAN, Birbhum, KANKALITALA, West Bengal
AGE OF DECEASED :	32 YEARS	NAME OF SPOUSE :	
SPOUSE IDENTITY PROOF :	-		
NAME OF MOTHER :	Mita Dey	NAME OF FATHER :	Mithun Mondal
MOTHER'S IDENTITY PROOF :	EPIC-DWD 2345	FATHER'S IDENTITY PROOF :	-
ADDRESS OF THE DECEASED AT THE TIME OF DEATH :		PERMANENT ADDRESS OF DECEASED :	Ghatsore,HouseNo:-HO 123,Street/Lane:-Ghatsore,Locality:-POST,MUNICIPALITY SURI Mnicipality,Dist:- Birbhum,West Bengal-731305
REGISTRATION NO :	D/2021/000009	DATE OF REGISTRATION :	12/08/2021
REMARKS (IF ANY) :			
DATE OF ISSUE :	12/08/2021	ISSUING AUTHORITY :	
UPDATED ON :	2021-08-12 [illegible]:16:09		

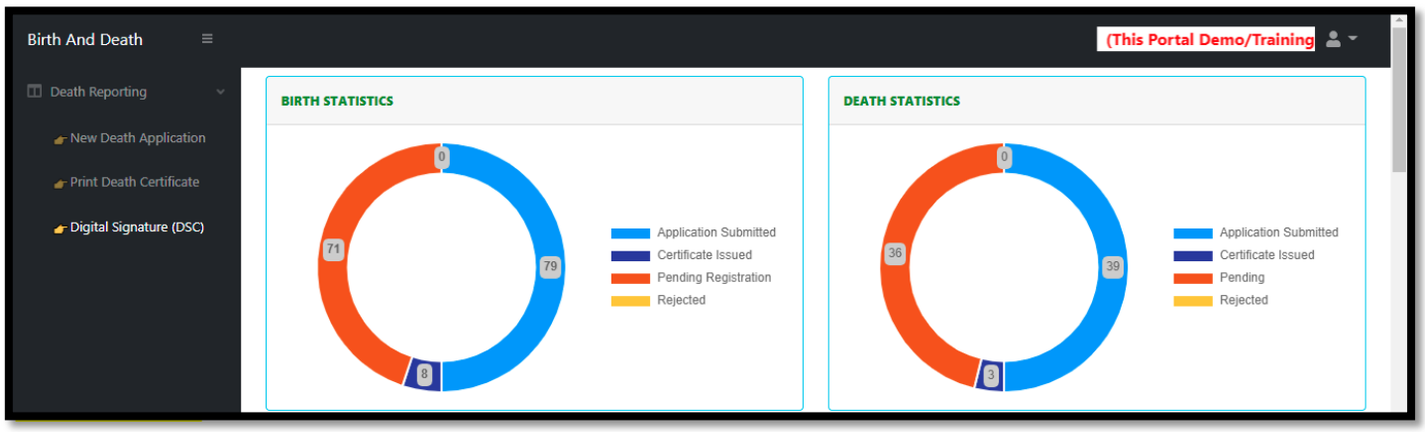
SUB-REGISTRAR (BIRTH & DEATH)
GRAMA PANCHAYAT KANKALITALA

"THIS IS A COMPUTER GENERATED CERTIFICATE. "
THE GOVT. OF INDIA VIDE CIRCULAR NO. 1/12/2014-VS(CRS) DATED 27-JULY-2015
HAS APPROVED THIS CERTIFICATE AS A VALID LEGAL DOUCMENT FOR ALL OFFICIAL PURPOSES.

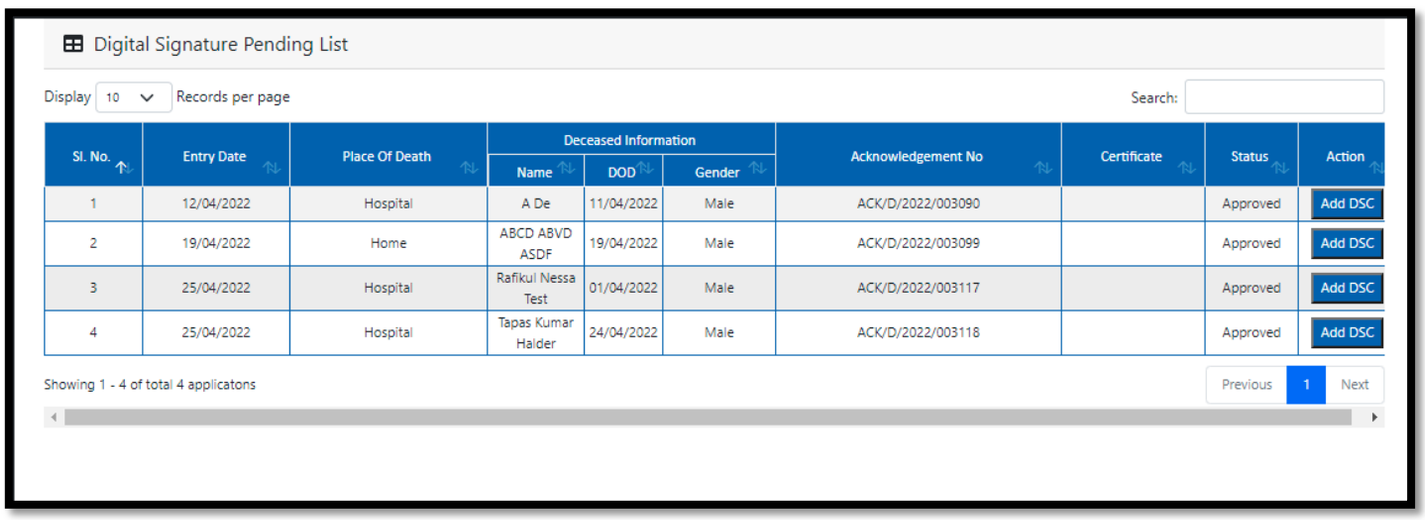
"ENSURE REGISTRATION OF EVERY BIRTH AND DEATH "

Digital Signature(DSC)

Step 2.5.1: Registrar of Burning Ghat or Burial Ground will click on “Digital Signature (DSC)” from Birth Reporting main menu after the verification process has been uploaded by registrar,

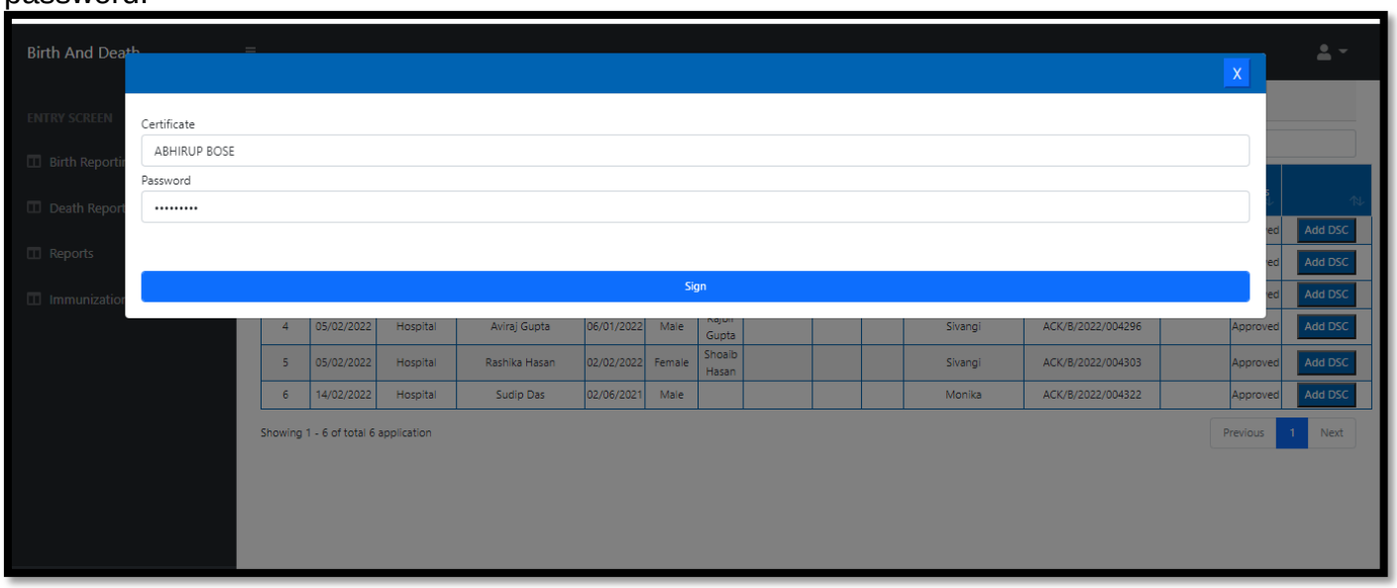


Step 2.5.2: Registrar of Burning Ghat or Burial Ground will be redirected to the “Digital Signature DSC)” page. Registrar will select an application and click on ‘Add DSC’ button.

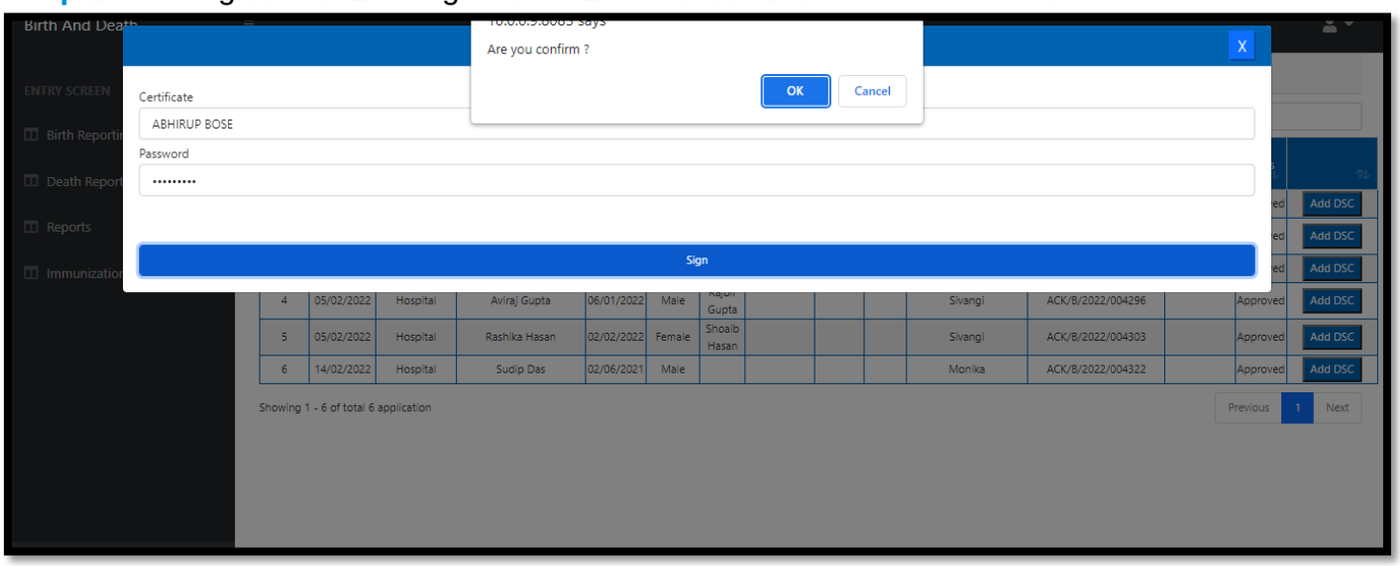


Step 2.5.3: A popup will arise, Registrar will enter their password for adding DSC.

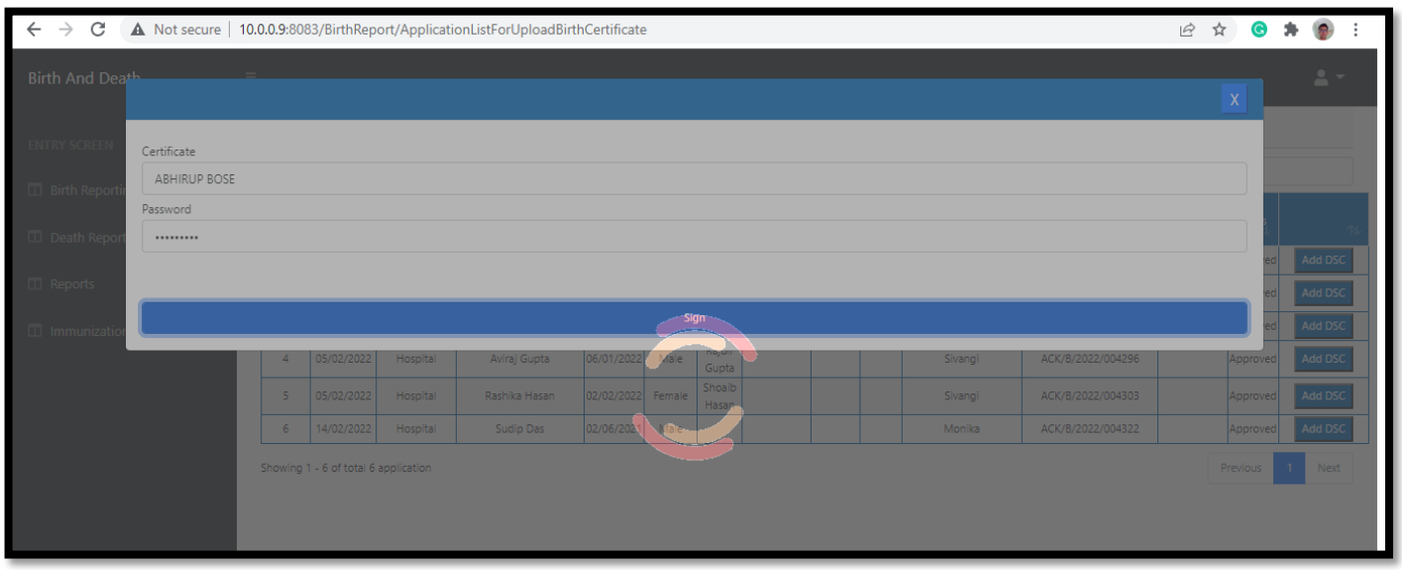
Step 2.5.4: Registrar of Burning Ghat or Burial Ground will click on sign in button after entering the password.



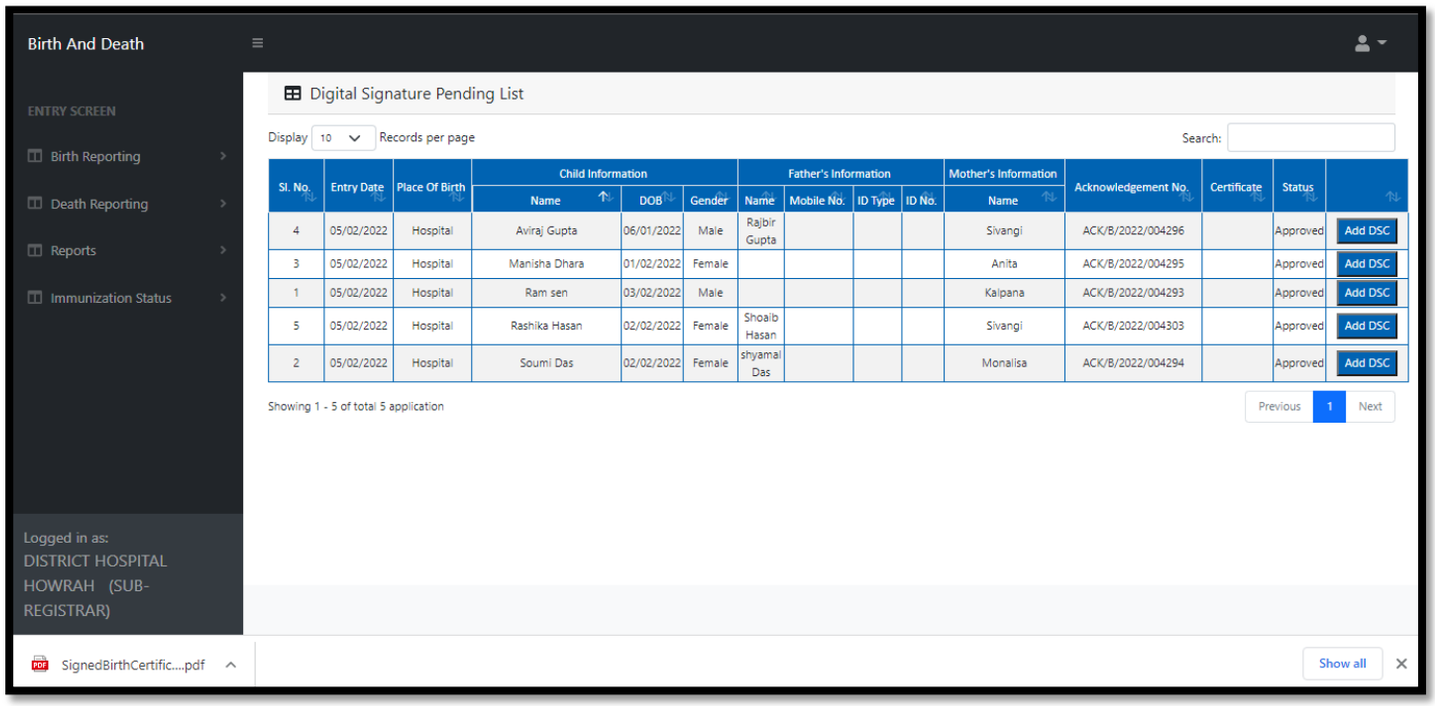
Step 2.5.5: Registrar of Burning Ghat or Burial Ground will confirm the addition.



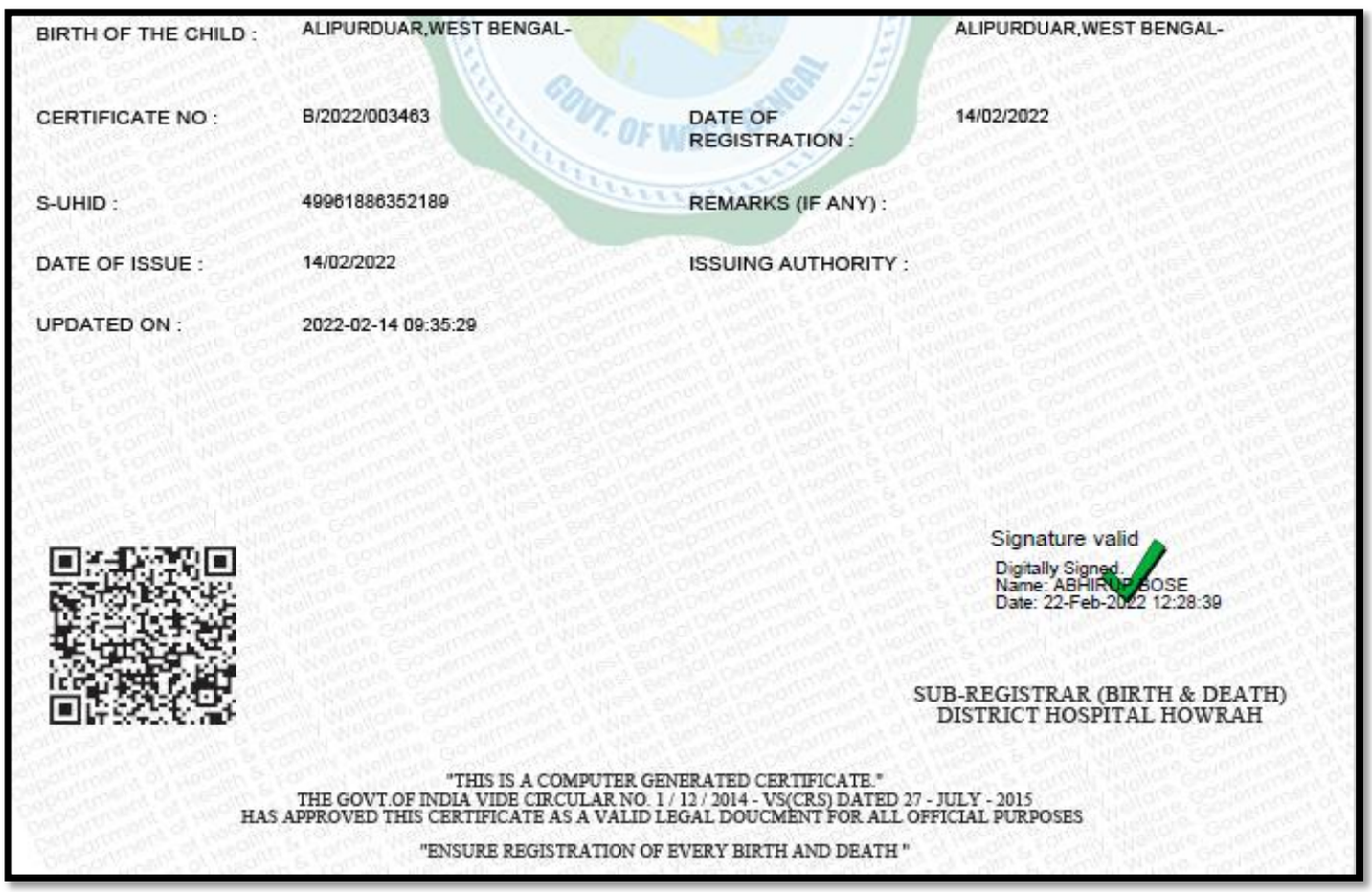
Step 2.5.6: The page will be reloaded.



Step 2.5.7: The file will be downloaded automatically.

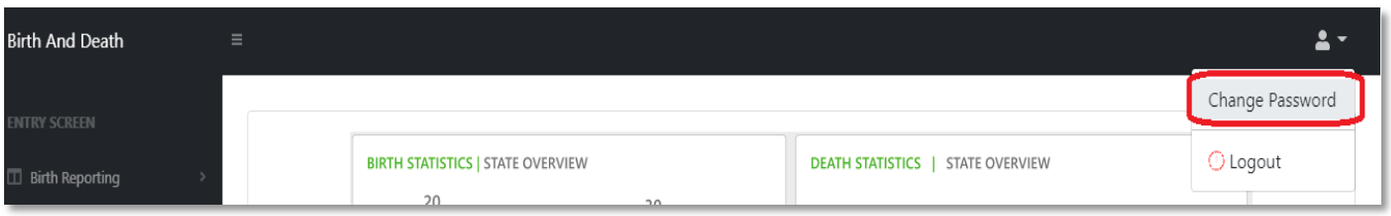


Step 2.5.8: The digital signature certificate will be added in the certificate

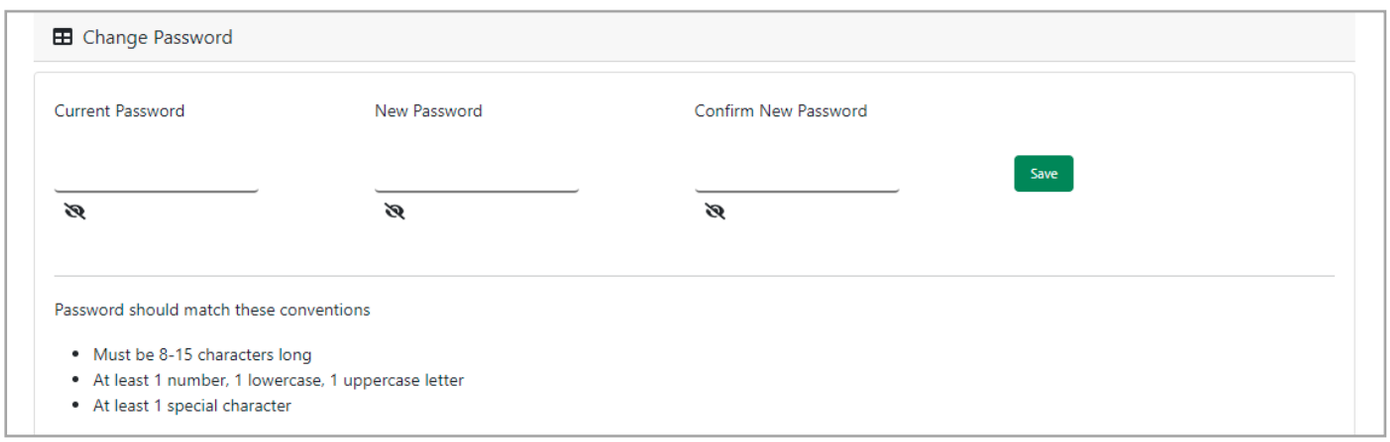


Change Password

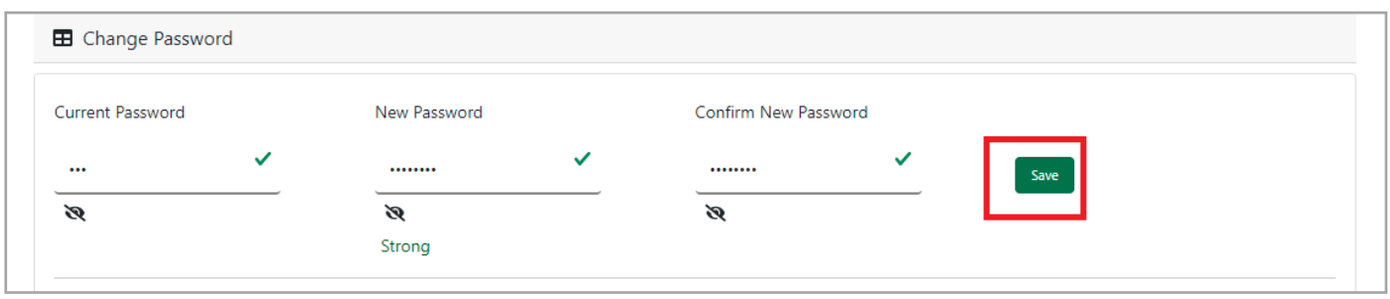
Step 4.1.2: For changing the existing password register will press change password submenu.



Step 4.1.2: DEO will be redirected to the change password page. New password should be follows the mentioned criteria shown in the screen.

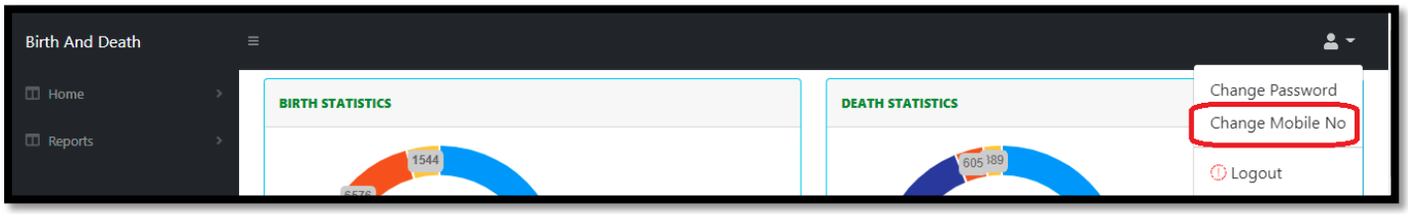


Step 4.1.3: DEO will enter the existing password, new password, confirm the new password and press save button which change the password accordingly.



Change Mobile Number

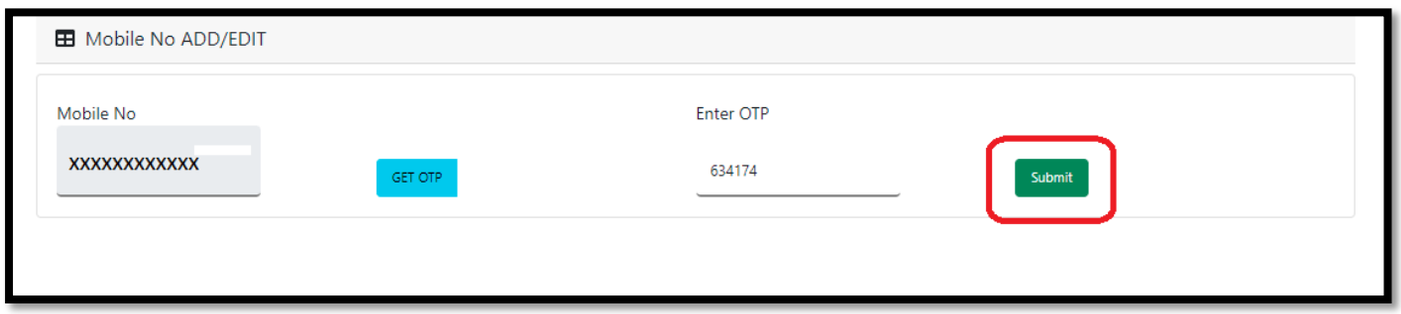
Step 4.2.2: For changing the existing mobile number user will press change Mobile no. submenu.



Step 4.2.2: DEO will be redirected to the change mobile no. page.

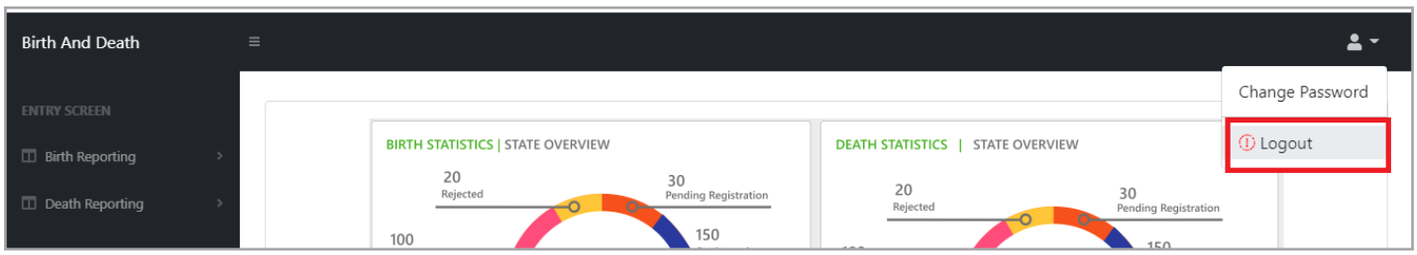
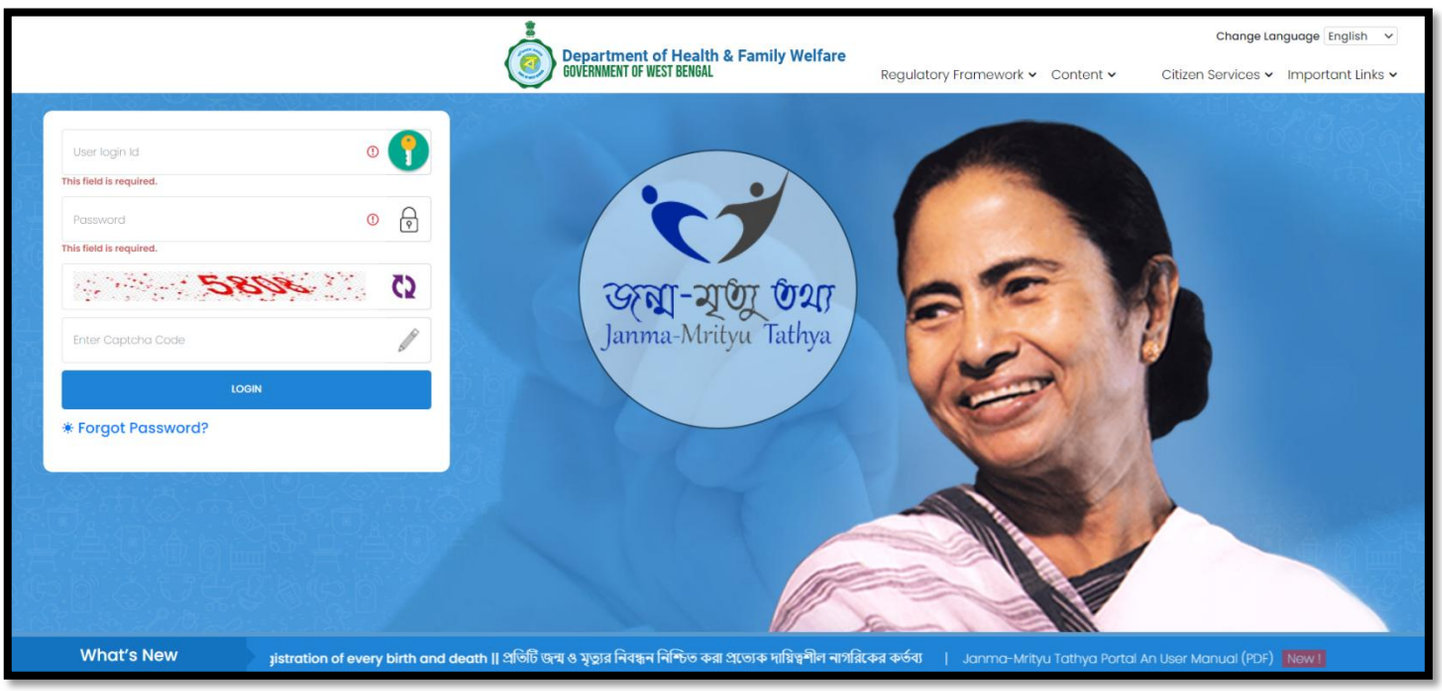
Step 4.2.3: DEO will enter the required mobile number and press ‘Get OTP’ button.

Step 4.2.4: DEO will enter the OTP send in their registered mobile number and press ‘Submit ‘ Button



LOGOUT

Step 4.2.1: : Local Body Register can any time logout from the application for that they will click on logout button. .



Step 4.2.2: The page will be redirect to the login page of the Janma-Mrityu Tathya Portal.