



# Janma-Mrityu Tathya Portal

## An User Manual

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# Janma-Mrityu Tathya Portal for Govt. Hospital Data Entry Operator



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# Login

**Step 1.1:** Government Hospital Data Entry Operator will open the Janma-Mrityu Tathya Portal from [www.wbhealth.gov.in](http://www.wbhealth.gov.in) website. User will be redirected to the login page of Janma-Mrityu Tathya Portal. They will login with their credentials (Username & Password) and click on login button to login on the Janma-Mrityu Tathya Portal.

Department of Health & Family Welfare  
GOVERNMENT OF WEST BENGAL

Change Language English

Regulatory Framework Content Citizen Services Important Links

User login id  
This field is required.

Password  
This field is required.

58998

Enter Captcha Code

LOGIN

\* Forgot Password?

জন্ম-মৃত্যু তথ্যা  
Janma-Mrityu Tathya

What's New

gistration of every birth and death || প্রতিটি জন্ম ও মৃত্যুর নিবন্ধন নিশ্চিত করা প্রত্যেক দায়িত্বশীল নাগরিকের কর্তব্য | Janma-Mrityu Tathya Portal An User Manual (PDF) **NEW!**

**Step 1.2:** They will login with their credentials (Username & Password) and click on login button to login on the Janma-Mrityu Tathya Portal.

Department of Health & Family Welfare  
GOVERNMENT OF WEST BENGAL

Change Language English

Regulatory Framework Content Citizen Services Important Links

username

\*\*\*\*\*

7022

LOGIN

\* Forgot Password?

জন্ম-মৃত্যু তথ্যা  
Janma-Mrityu Tathya

What's New

It is the duty of every responsible citizen to ensure registration of every birth and death

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

**Change Password**

Current Password      New Password      Confirm New Password

Save

**Default Password Change Required,, Please change your password..**

Password should match these conventions

- Must be 8-15 characters long
- At least 1 number, 1 lowercase, 1 uppercase letter
- At least 1 special character

**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.

**Change Password**

Current Password      New Password      Confirm New Password

..... ✓      ..... ✓      ..... ✓

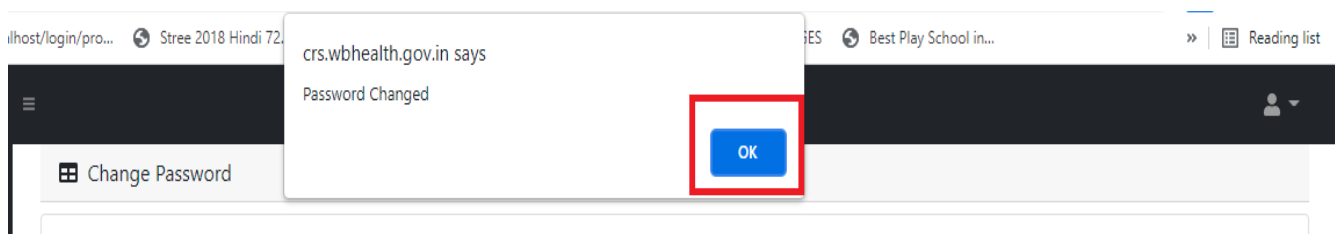
Save

**Default Password Change Required,, Please change your password..**

Password should match these conventions

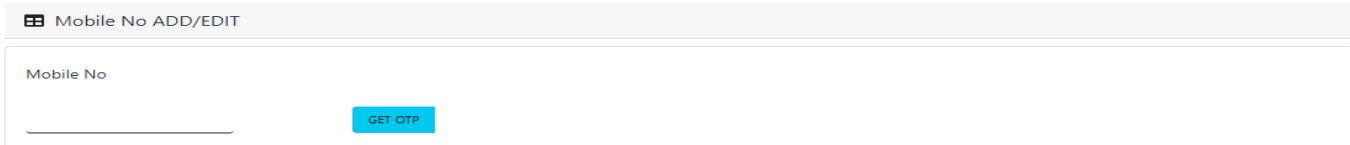
- Must be 8-15 characters long
- At least 1 number, 1 lowercase, 1 uppercase letter
- At least 1 special character

**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.

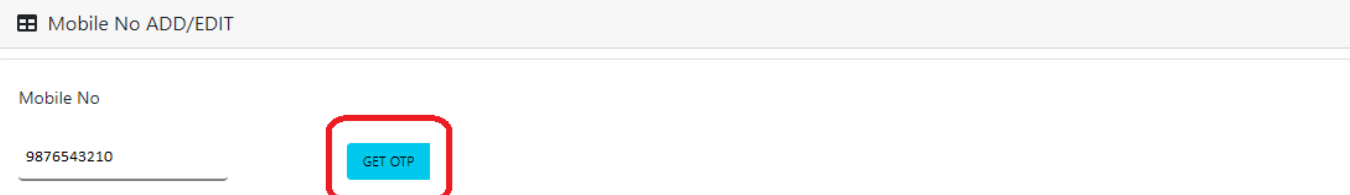


Mobile No ADD/EDIT

Mobile No

GET OTP

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



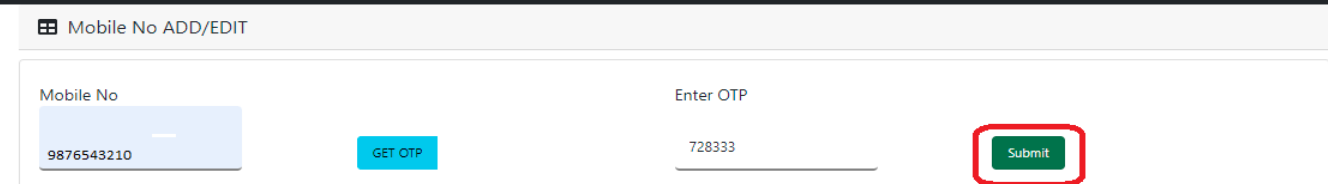
Mobile No ADD/EDIT

Mobile No

9876543210

GET OTP

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



Mobile No ADD/EDIT

Mobile No

9876543210

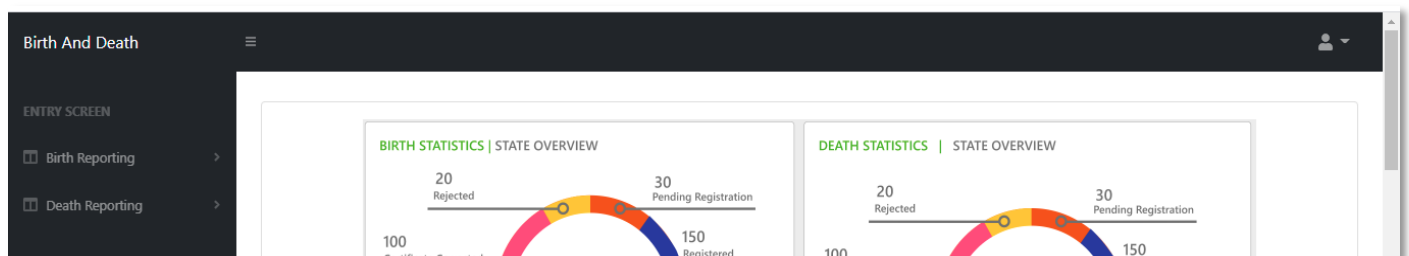
GET OTP

Enter OTP

728333

Submit

**Step 1.9:** Government Hospital Data Entry Operator will be redirected to the Janma-Mrityu Tathya Portal's home page. A dashboard will be visible for Government Hospital Data Entry Operator for a quick look of current status of Birth & Death application.

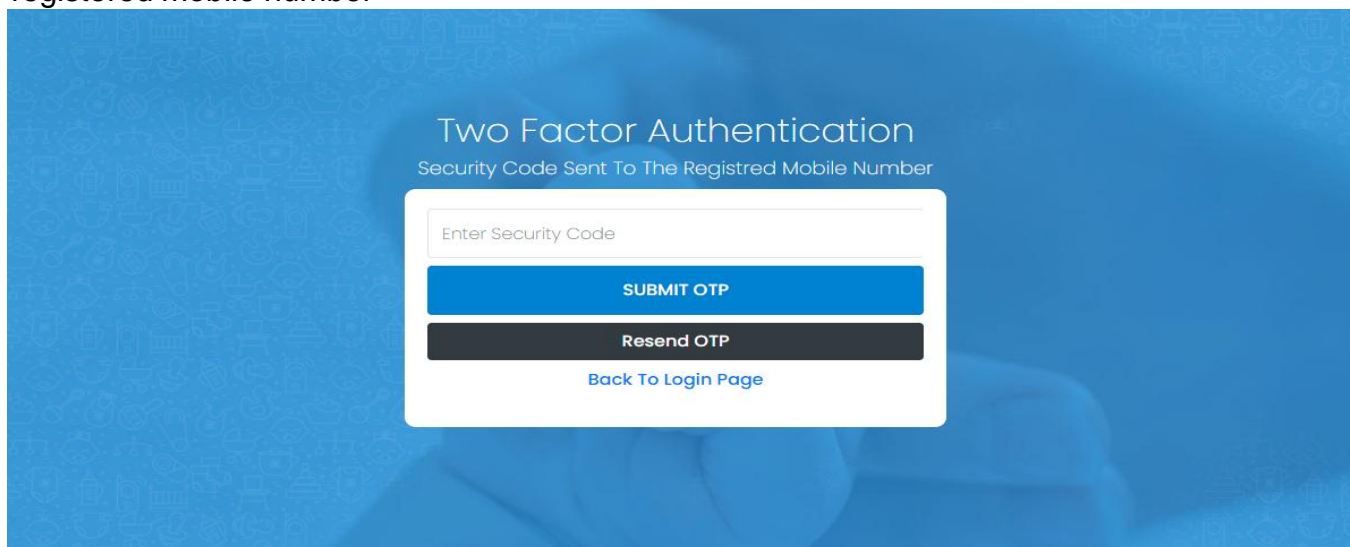


**Step 1.10:** Next time, User will login with their credential.



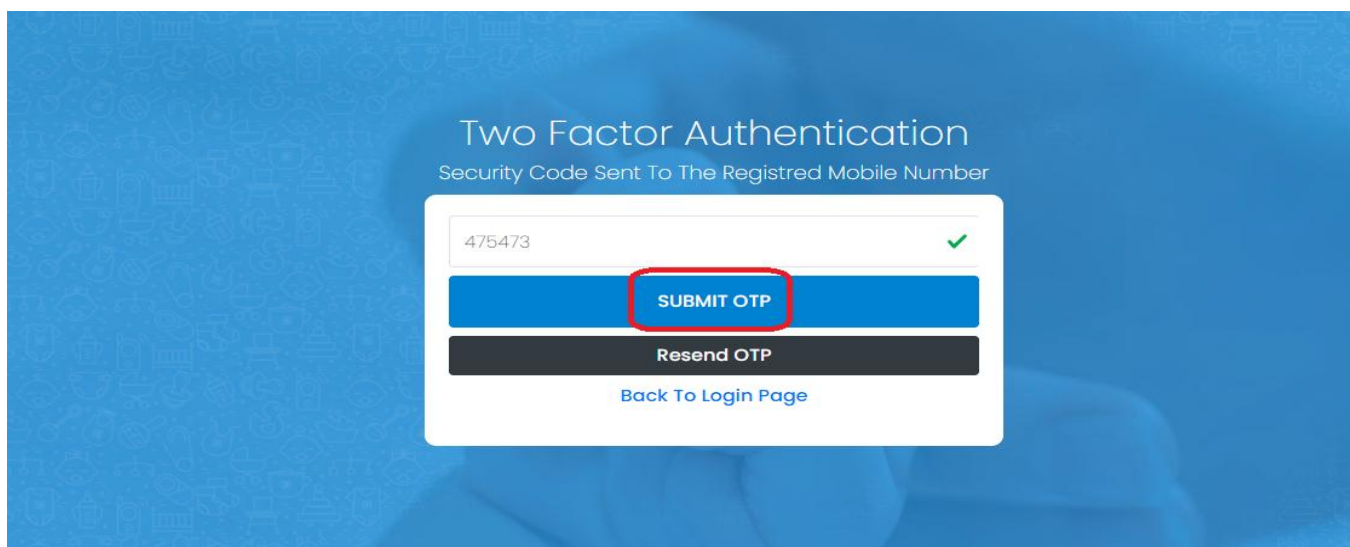
The screenshot shows the login interface of the Janma-Mrityu Tathya portal. At the top, the header includes the Department of Health & Family Welfare logo and name, along with navigation links for Regulatory Framework, Content, Citizen Services, and Important Links. A language selector is set to English. The main login form on the left contains fields for 'User login Id' (marked as required), 'Password' (marked as required), and a Captcha field. A 'LOGIN' button is at the bottom of the form, with a 'Forgot Password?' link below it. The background features a large image of a smiling woman and the Janma-Mrityu Tathya logo. At the bottom, a 'What's New' section displays a message about birth and death registration in Bengali and English, with a link to the user manual PDF.

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



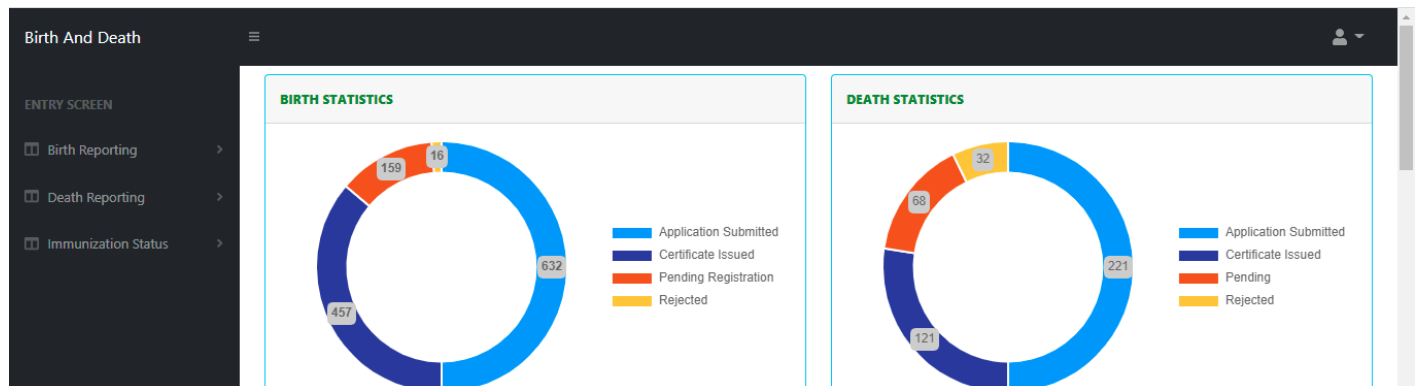
The screenshot shows the 'Two Factor Authentication' page. The title is 'Two Factor Authentication' with the subtitle 'Security Code Sent To The Registered Mobile Number'. The main form has an input field labeled 'Enter Security Code'. Below the input field are two buttons: 'SUBMIT OTP' (blue) and 'Resend OTP' (dark grey). At the bottom of the form is a link 'Back To Login Page'.

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



This screenshot shows the 'Two Factor Authentication' page with the OTP '475473' entered in the input field. A green checkmark is visible to the right of the input field. The 'SUBMIT OTP' button is highlighted with a red rectangle. The 'Resend OTP' button and the 'Back To Login Page' link are also visible at the bottom of the form.

**Step 1.13:** Government Hospital Data Entry Operator will be redirected to the Janma-Mrityu Tathya Portal's home page. A dashboard will be visible for Government Hospital Data Entry Operator for a quick look of current status of Birth & Death application.



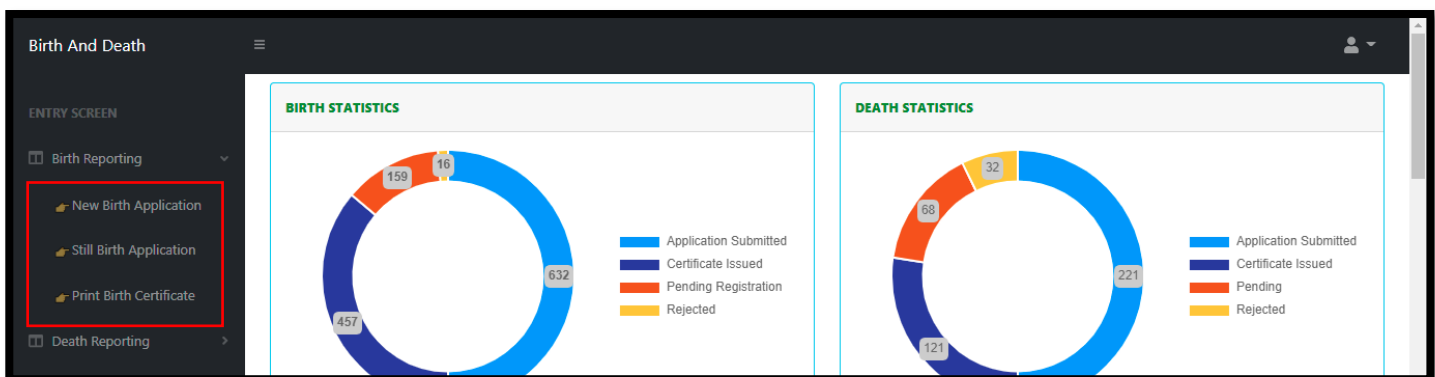
### Menu available for Govt. Hospital DEO (Birth Reporting):

#### ❖ Birth Reporting

##### ❖ New Birth Application

##### ❖ Still Birth Application

##### ❖ Print Birth Certificate

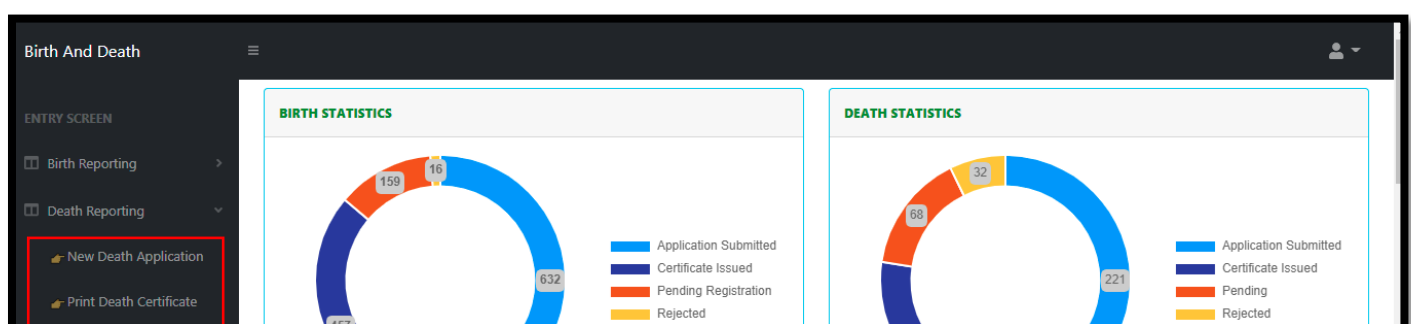


### Menu available for Govt. Hospital DEO (Death Reporting)

#### ❖ Death Reporting

##### ❖ New Death Application

##### ❖ Print Death Certificate

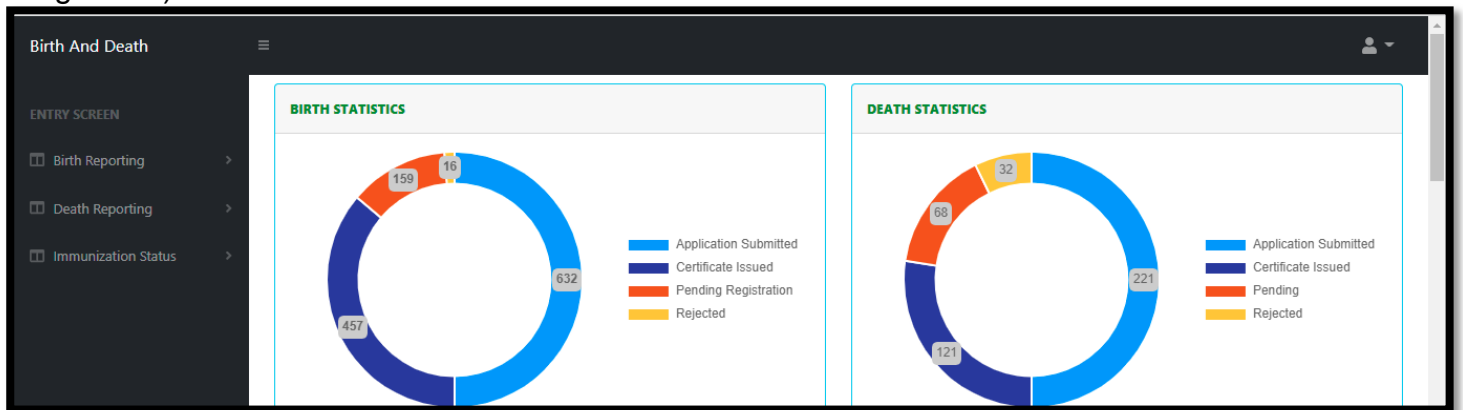




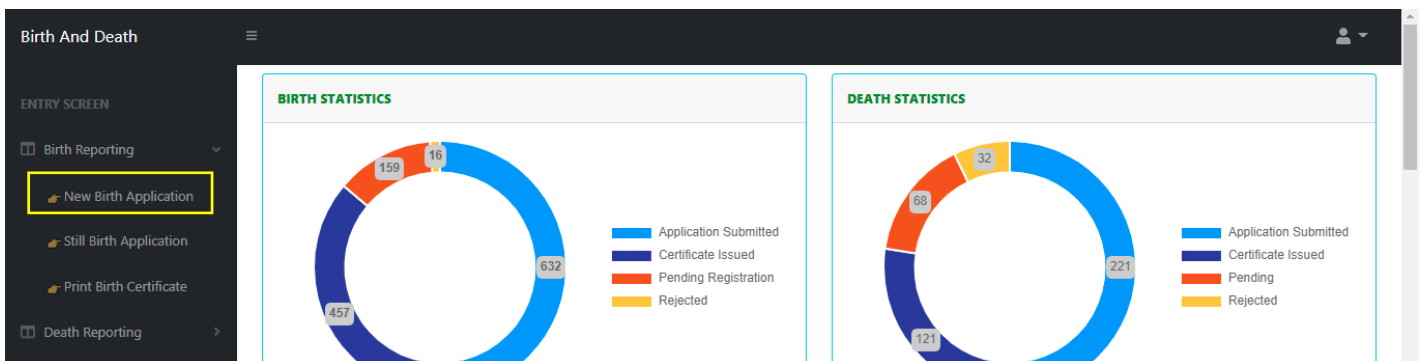


# New Birth Application

**Step 2.0:** Government Hospital Data Entry Operator will click on “Birth Reporting” from Entry Screen section. It will open the dropdown menu with the following submenus New Birth Application (For registering new birth registration), Still Birth Application (For registering new still birth registration) and Upload Digital Signature certificate (DSC) (For uploading certificate with digital signature).



**Step 2.1.1:** Government Hospital Data Entry Operator will click on “New Birth Application” from Birth Reporting main menu for registering new birth registration.



**Step 2.1.2:** Government Hospital Data Entry Operator will be redirected to the “New Birth Application” page. Government Hospital Data Entry Operator will view all the applied new birth registration application. For new birth registration, Government Hospital Data Entry Operator will press “New Birth Registration” button.

**Birth Reporting**

Display: 10 Records per page Search:

Sl. No.	Entry Date	Place Of Birth	Child Information			Father's Information				Mother's Information		Birth Type	Acknowledgement No.	Status
			Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name				
1	04/08/2021	Hospital	A A A	04/08/2021	Male	A A A	1478458745	Aadhaar	12	A A A		Normal Birth	ACK/B/2021/000053	Application Submitted
2	04/08/2021	Hospital	dsds Dey	01/07/2021	Male					Mother j[h] Name		Normal Birth	ACK/B/2021/000041	Sent Back To Me
3	12/08/2021	Hospital	Ritu das	04/08/2021	Female	T F	8989765412	EPIC	34	Nita Das		Normal Birth	ACK/B/2021/000089	Application Submitted
4	12/08/2021	Hospital	Nayan das	03/08/2021	Male	Robi F	8989765412	EPIC	33	Nita Das		Normal Birth	ACK/B/2021/000090	Application Submitted
5	15/08/2021	Hospital	Shruti Basu	25/07/2021	Female	Harendranath basu				Namita Basu		Normal Birth	ACK/B/2021/000113	Application Submitted
6	16/08/2021	Hospital	Niloy nag	15/08/2021	Female	Arjun Nag				Rani		Normal Birth	ACK/B/2021/000127	Application Submitted
7	18/08/2021	Hospital	BabyofNeha	17/08/2021	Male	Kailash Kumar Roy	8697615902	Aadhaar	741025896357	Neha Roy		Normal Birth	ACK/B/2021/000178	Sent Back To Me
8	19/08/2021	Hospital	Raju Mondal	28/07/2021	Male					Monika Mondal		Normal Birth	ACK/B/2021/000180	Application Submitted

Showing 1 - 8 of total 8 applications

Previous 1 Next

**Step 2.1.3:** A popup will be visible with a registration form for filling new birth registration.

**Birth Report**

Reporting Date / প্রতিবেদনের তারিখ\*  
26/08/2021

Mobile # for future Communication /মোবাইল নম্বর # ভবিষ্যতের যোগাযোগের জন্য\*  
9453752219

**LEGAL INFORMATION / আইনগত তথ্য**

**Information of the Child / শিশুর তথ্য**

Date Of Birth / জন্মের তারিখ\*  
04/08/2021

Gender / লিঙ্গ\*  
Male

First Name / প্রথম নাম  
Shiven

Middle Name / নামের মধ্যাংশ

Last Name / নামের শেষাংশ  
Dey

**Place of Birth / জন্মের স্থান\***

Place Of Birth / জন্মের স্থান\*  
Hospital

Hospital Name / হাসপাতাল / প্রতিষ্ঠানের নাম\*  
College of Medicine & Saqar Dutta Hospital

**Father's Information / পিতার তথ্য**

First Name / প্রথম নাম  
Arnab

Middle Name / নামের মধ্যাংশ

Last Name / নামের শেষাংশ  
Dey

Email Id / ইমেইল

Mobile No. / মোবাইল  
9136161386

Type of ID Proof  
Aadhaar

ID Proof Number

Upload ID Proof (should not exceed 50kb)  
Choose File | No file chosen

**Mother's Information / মাতার তথ্য**

**Step 2.1.4:** Government Hospital Data Entry Operator will first enter “active mobile number” (mobile number must be valid as all alert SMS regarding birth registration application will be sent on this mobile number). Next, they will enter “Information of child” (Date of birth of the child along with new child name will be captured)..

**Birth Report**

Reporting Date / প্রতিবেদনের তারিখ\*  
26/08/2021

Mobile # for future Communication /মোবাইল নম্বর # ভবিষ্যতের যোগাযোগের জন্য\*  
9453752219

**LEGAL INFORMATION / আইনগত তথ্য**

**Information of the Child / শিশুর তথ্য**

Date Of Birth / জন্মের তারিখ\*  
04/08/2021

Gender / লিঙ্গ\*  
Male

First Name / প্রথম নাম  
Shiven

Middle Name / নামের মধ্যাংশ

Last Name / নামের শেষাংশ  
Dey

**Place of Birth / জন্মের স্থান\***

Place Of Birth / জন্মের স্থান\*  
Hospital

Hospital Name / হাসপাতাল / প্রতিষ্ঠানের নাম\*  
College of Medicine & Saqar Dutta Hospital

**Father's Information / পিতার তথ্য**

First Name / প্রথম নাম  
Arnab

Middle Name / নামের মধ্যাংশ

Last Name / নামের শেষাংশ  
Dey

Email Id / ইমেইল

Mobile No. / মোবাইল  
9136161386

Type of ID Proof  
Aadhaar

ID Proof Number

Upload ID Proof (should not exceed 50kb)  
Choose File | No file chosen

**Mother's Information / মাতার তথ্য**

**Step 2.1.5:** Next, Government Hospital Data Entry Operator will first enter “Place of birth” (Child’s birthplace (Home or Hospital) along with address for the same) and then the father’s information and they must choose any of his ID proof (Aadhar, EPIC) & upload the scan copy of the same. The uploaded scan copy of the ID proof must be under 50 KB.

**Birth Report**

Reporting Date / প্রতিবেদনের তারিখ\*  
26/08/2021

Mobile # for future Communication /মোবাইল নম্বর # ভবিষ্যতের যোগাযোগের জন্য\*  
9453752219

**LEGAL INFORMATION / আইনগত তথ্য**

**Information of the Child / শিশুর তথ্য**

Date Of Birth / জন্মের তারিখ\*  
04/08/2021

Gender / লিঙ্গ\*  
Male

First Name / প্রথম নাম  
Shiven

Middle Name / নামের মধ্যাংশ

Last Name / নামের শেষাংশ  
Dey

**Place of Birth / জন্মের স্থান\***

Place Of Birth / জন্মের স্থান\*  
Hospital

Hospital Name / হাসপাতাল / প্রতিষ্ঠানের নাম\*  
College of Medicine & Saqar Dutta Hospital

**Father's Information / পিতার তথ্য**

First Name / প্রথম নাম  
Arnab

Middle Name / নামের মধ্যাংশ

Last Name / নামের শেষাংশ  
Dey

Email Id / ইমেইল

Mobile No. / মোবাইল  
9136161386

Type of ID Proof  
Aadhaar

ID Proof Number

Upload ID Proof (should not exceed 50kb)  
Choose File | No file chosen

**Mother's Information / মাতার তথ্য**



**Step 2.1.6:** User will next enter mother's information where they must choose any of her ID proof (Aadhar, EPIC) & upload the scan copy of the same. The uploaded scan copy of the ID proof must be under 50 KB and addresses. For that they will enter state, District, Block of residence for parents. After that they will choose state. Next Government Hospital Data Entry Operator will choose the District from the drop-down menu and choose Block / municipality / borough. After that they will choose the block or municipality from the drop-down menu. If the parent's permanent address is same as present address, they will select the check box which auto populates the permanent address from the present address information.

Mother's Information					
First Name Sipra	Middle Name	Last Name Saha	Email Id ss@test.com	Mobile No. 0869761590	
Type of ID Proof Aadhaar	ID Proof Number 478948795664	Upload ID Proof (should not exceed 50kb) Choose File demoform1.pdf	Matri Maa ID 12345		
Address of parents at the time of Birth of the Child					
<input checked="" type="radio"/> In India <input type="radio"/> Outside India					
Bldg.No & Name 12 Number	House No. 2	Street/Lane 4, test para	Locality/Post Office PO	Pin 700007	State West Bengal
District Kolkata	Type Municipality	Block/Municipality Kolkata Municipal Corporation	Panchayat --Select--	Village/Town --Select--	
Permanent Address of Parents					
<input checked="" type="checkbox"/> Please check if permanent address is same as above address.					
<input checked="" type="radio"/> In India <input type="radio"/> Outside India					
Bldg.No & Name 12 Number	House No. 2	Street/Lane 4, test para	Locality/Post Office PO	Pin 700007	State West Bengal
District Kolkata	Type Municipality	Block/Municipality Kolkata Municipal Corporation	Panchayat --Select--	Village/Town --Select--	

**Step 2.1.7:** Next User will enter town or village of residence of the mother and father & mothers' information.

Statistical Information				
Town or village of Residence of the mother				
State West Bengal	District Kolkata	Type Municipality	Block/Municipality Kolkata Municipal Corporation	Panchayat --Select--
Village/Town --Select--				
Father's and Mother's Information				
Religion Hindu	Fathers Level Of Education Graduate /B. Tech /BBA /MBBS /t	Fathers Occupation Technicians anc	Mothers Level Of Education Non-technical Diploma or certifi	Mother's Occupation Housewife/Hol

**Step 2.1.8:** Next, Government Hospital Data Entry Operator will enter the statistical information of father and mother which includes religion of parents, highest qualification of parents & occupation of parents of the newborn child. After that, Government Hospital Data Entry Operator will select “Other information” and select the type of attention of delivery (private institutional, Government institutional or Non-Institutional).

Statistical Information / পরিসংখ্যানগত তথ্য		
Father's and Mother's Information / পিতা ও মাতার তথ্য		
Religion / ধর্ম* Hindu ✓	Fathers Level Of Education / পিতার শিক্ষাগত মান* Non-technical Diploma or certificate not equivalent ✓	Fathers Occupation / পিতার পেশা* Craft and related trade workers ✓
Mothers Level Of Education / মাতার শিক্ষাগত মান* Middle ✓	Mother's Occupation / মাতার পেশা* Non worker ✓	
Other Information / অন্যান্য তথ্য		
Age of the mother (in completed years) at The Time Of First Marriage / প্রথম বিবাহের সময় মাতার বয়স (পূর্ণ বছরে) 32		Type of attention at delivery / প্রসবকালীন পরিচর্যা --Select--
Age of the mother (in completed years) at the time of this birth / বাচ্চার জন্মের সময় মাতার বয়স (পূর্ণ বছরে)		--Select-- Institutional - Government Institutional - Private or Non-Government Non Institutional

**Step 2.1.9:** Next Government Hospital Data Entry Operator will select the delivery method (Normal, Forceps/vacuum or Caesarean).

Other Information / অন্যান্য তথ্য	
Age of the mother (in completed years) at The Time Of First Marriage / প্রথম বিবাহের সময় মাতার বয়স (পূর্ণ বছরে) 32	Type of attention at delivery / প্রসবকালীন পরিচর্যা Institutional - Government ✓
Age of the mother (in completed years) at the time of this birth / বাচ্চার জন্মের সময় মাতার বয়স (পূর্ণ বছরে) 36	Delivery Method / প্রসবের পদ্ধতি --Select--
Number of child born alive to the mother so far including this child / এই সন্তান সহ মাতার জীবিত প্রসূত সন্তান সংখ্যা	--Select-- Normal Caesarean Forceps/Vacuum

**Step 2.1.10:** Next Government Hospital Data Entry Operator will upload “Form no.1” & “Discharge Certificate” of mother and child & will click on submit button.

Other Information			
Age of the mother (in completed years) at The Time Of First Marriage 28 ✓	Age of the mother (in completed years) at the time of this birth 32 ✓		
Number of child born alive to the mother so far including this child 0 ✓	Type of attention at delivery Institutional - Government ✓	Delivery Method Caesarean ✓	
Birth Weight (In Kgs.) 3 ✓	Duration Of Pregnancy (In weeks.) 35 ✓	Remarks ok	
Upload "Form No. 1" (should not exceed 50kb) Choose File   pdf-sample.pdf ✓		Upload Discharge Certificate (should not exceed 50kb) Choose File   phocapdf-demo.pdf	
<div style="border: 2px solid red; padding: 5px; display: inline-block;">Submit</div>			

**Step 2.1.11:** A popup will arise; Government Hospital Data Entry Operator will click on the ok button for confirming the submission.

**Step 2.1.12:** The birth registration is successful. Government Hospital Data Entry Operator will receive SMS on their registered mobile number.

Search for: 

Successful..

Ref. Number is: ACK/B/2021/000028

Birth Reporting

Display 

10

 Records per page

Search:

New Birth Registration

Sl. No.	Entry Date	Place Of Birth	Child Information			Father's Information				Mother's Information		Birth Type	Acknowledgement No.	Status	
			Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name					
1	02/08/2021	Hospital	Admin	02/08/2021	Male	Father	1254785965			Mother		Normal Birth	ACK/B/2021/000022	Application Submitted	Edit
2	02/08/2021	Hospital	A	02/08/2021	Male	A				A		Normal Birth	ACK/B/2021/000025	Application Submitted	Edit
3	02/08/2021	Hospital	Baby of Sipra	19/07/2021	Male	Ratul	9874481064	Aadhaar	784845785447	Sipra		Normal Birth	ACK/B/2021/000028	Application Submitted	Edit

Showing 1 - 3 of total 3 applications

Previous

1

Next

**Step 2.1.13:** If any modification is required, Government Hospital Data Entry Operator will click on the "Edit" button and modify the data accordingly.

Successful..

Ref. Number is: ACK/B/2021/000028

Birth Reporting

Display10Records per page

Search:

New Birth Registraion

Sl. No.	Entry Date	Place Of Birth	Child information			Father's Information				Mother's Information		Birth Type	Acknowledgement No.	Status	
			Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name					
1	02/08/2021	Hospital	Admin	02/08/2021	Male	Father	1254785965			Mother		Normal Birth	ACK/B/2021/000022	Application Submitted	Edit
2	02/08/2021	Hospital	A	02/08/2021	Male	A				A		Normal Birth	ACK/B/2021/000025	Application Submitted	Edit
3	02/08/2021	Hospital	Baby of Sipra	19/07/2021	Male	Ratul	9874481064	Aadhaar	784845785447	Sipra		Normal Birth	ACK/B/2021/000028	Application Submitted	Edit

Showing 1 - 3 of total 3 applicatopns

Previous

1

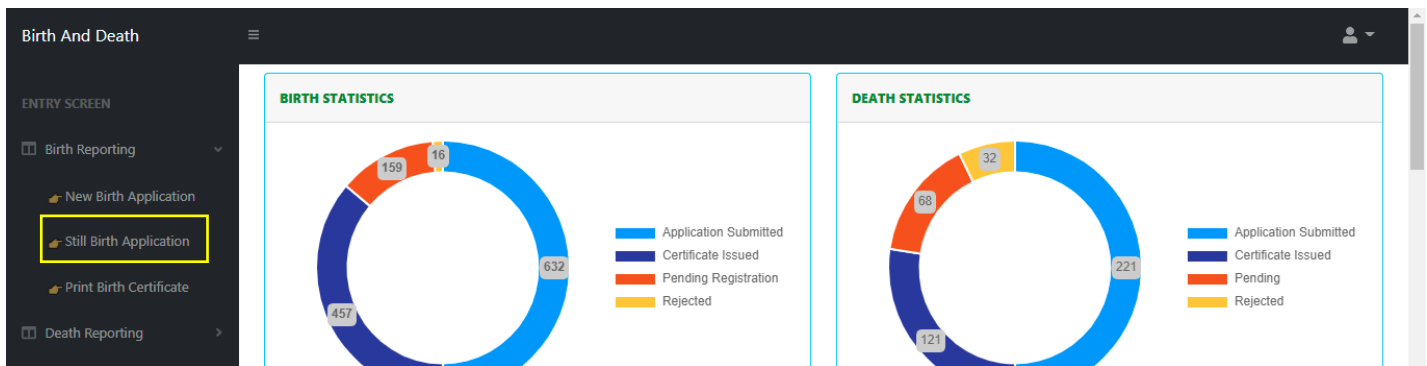
Next





# Still Birth Application

**Step 2.2.1:** Government Hospital Data Entry Operator will click on “Still Birth Application” from Birth Reporting main menu for capturing new still birth information of a baby. A stillbirth is the death or loss of a baby before or during delivery.



**Step 2.2.2:** Government Hospital Data Entry Operator will be redirected to the “Still Birth Application” page..

STILL BIRTH REGISTRATION												
Display <span>10</span> Records per page												New Still Birth Registraion
Search: <input type="text"/>												
Sl. No.	Entry Date	Place Of Birth	Child Information		Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status
			DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name			
1	30/07/2021	Hospital	29/06/2021	Male	father4	12345			mother1	Still Birth	ACK/B/2021/000021	Application Submitted <a href="#">Edit</a>
2	02/08/2021	Hospital	02/08/2021	Male	A				A	Still Birth	ACK/B/2021/000024	Application Submitted <a href="#">Edit</a>

Showing 1 - 2 of total 2 applicatopns

Previous 1 Next

**Step 2.2.3:** Government Hospital Data Entry Operator will press “New Still Birth Registration” button for addition of new still birth.

STILL BIRTH REGISTRATION												
Display <span>10</span> Records per page												New Still Birth Registraion
Search: <input type="text"/>												
Sl. No.	Entry Date	Place Of Birth	Child Information		Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status
			DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name			
1	30/07/2021	Hospital	29/06/2021	Male	father4	12345			mother1	Still Birth	ACK/B/2021/000021	Application Submitted <a href="#">Edit</a>
2	02/08/2021	Hospital	02/08/2021	Male	A				A	Still Birth	ACK/B/2021/000024	Application Submitted <a href="#">Edit</a>

Showing 1 - 2 of total 2 applicatopns

Previous 1 Next

**Step 2.2.4:** A pop will open for filling Still Birth application. Government Hospital Data Entry Operator will first enter Mobile Number (mobile number must be valid as all alert SMS regarding still birth registration application will be sent on this mobile number), general information of child (Date of birth of the child along with the child's gender will be captured) and father's information (child's father's information are captured). They have to choose any of their ID proof (Aadhar, EPIC or for both of them). The uploaded scan copy of the ID proof must be under 50 KB.

Still Birth Registration Form

Reporting Date (dd/mm/yyyy)\*  
02/08/2021

**LEGAL INFORMATION**

**General Information**

Date Of Birth (dd/mm/yyyy)\*  
27/07/2021

Sex\*  
Female

**Father's Information**

First Name  
Sohail

Middle Name

Last Name  
Sarkar

Email Id  
ssarkar@test.com

Mobile No.  
9874481064

Type of ID Proof  
Aadhaar

ID Proof Number  
879874105648

Upload ID Proof (should not exceed 50kb)  
Choose File demo.pdf

**Step 2.2.5:** Government Hospital Data Entry Operator will next enter mother's information (child's mother's information are captured).

**Father's Information / পিতার তথ্য**

First Name / প্রথম নাম  
Rupak

Middle Name / নামের মধ্যাংশ

Last Name / নামের শেষাংশ  
Saha

Email Id / ইমেইল  
rs@tets.com

Mobile No. / মোবাইল  
9874561230

Type of ID Proof  
EPIC

ID Proof Number  
764975484521

Upload ID Proof (should not exceed 50kb)  
Choose File demo.pdf

**Mother's Information / মাতার তথ্য**

First Name / প্রথম নাম  
Ruma

Middle Name / নামের মধ্যাংশ

Last Name / নামের শেষাংশ  
Saha

Email Id / ইমেইল  
rs11@test.com

Mobile No. / মোবাইল  
7845120369

Type of ID Proof  
Aadhaar

ID Proof Number  
254178963002

Upload ID Proof (should not exceed 50kb)  
Choose File demo.pdf

Matri Maa ID  
1231

**Step 2.2.6:** Next Government Hospital Data Entry Operator will select place of birth (place of still birth occurred).

Place of Birth

Place Of Birth / জন্মের স্থান \*  
--Select--

Block/Municipality \*  
BOLPUR SRINIKETAN

Panchayat \*  
KANKALITALA

Designation \*

**Step 2.2.7:** After selecting place of birth Government Hospital Data Entry Operator will select informant details is hospital staff or not. If yes informant details will be omitted from the application form but if no it must be filled. Informant details are mandatory for the baby who born in other places except hospital or any maternity home.

Place of Birth

Place Of Birth / জন্মের স্থান \*  
Hospital

Block/Municipality \*  
BOLPUR SRINIKETAN

Panchayat \*  
KANKALITALA

Hospital Type \*  
Private

Hospital Name / হাসপাতাল / প্রতিষ্ঠানের নাম \*  
Bolpur Nursing Home

☒ Is The Informants Pvt. Hospital \*

Informant Information (Applicable only for birth at home or other places)/ সংবাদ দাতার তথ্য

Name / নাম \*  
Designation \*  
Employee Id  
Bldg.No & Name / বাড়ির নাম্বার ও নাম

House No. / গৃহ নং  
Street/Lane / রাস্তা/লেন নাম  
Locality/Post Office / অঞ্চল / পোস্ট অফিস  
Pin / পিন নং

State / রাজ্য \*  
District / জেলা \*  
Urban/Rural \*  
Block/Municipality \*

**Step 2.2.8:** Government Hospital Data Entry Operator will next fill the rest of the information and upload discharge certificate & form number 1. At last, they will press submit button.

☒ Is The Informants Pvt. Hospital \*

STATISTICAL INFORMATION

Other Information

Age of the Mother(in completed years) at the time of this birth \*  
36

Mother Level of education \*  
Literate with formal education

Type of Attention at delivery \*  
Medical attention other than inst

Duration Of Pregnancy(in weeks) \*  
37

Cause of foetal death \*  
Diphtheria

Upload Reporting Form

Upload Discharge Certificate (should not exceed 50kb)  
Choose File | demo.pdf

Upload Form No. 1 (should not exceed 50kb)  
Choose File | demoform1.pdf

Submit

**Step 2.2.9:** Still birth details submission will be successfully.

STILL BIRTH REGISTRATION

Display 10 Records per page

New Still Birth Registration

Search:

Sl. No.	Entry Date	Place Of Birth	Child Information		Father's Information				Mother's Information		Birth Type	Acknowledgement No.	Status	
			DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name					
1	30/07/2021	Hospital	29/06/2021	Male	father4	12345			mother1		Still Birth	ACK/B/2021/000021	Application Submitted	Edit
2	02/08/2021	Hospital	02/08/2021	Male	A				A		Still Birth	ACK/B/2021/000024	Application Submitted	Edit
3	02/08/2021	Hospital	27/07/2021	Female	Sohail	9874481064	Aadhaar	879874105648	Ruma		Still Birth	ACK/B/2021/000029	Application Submitted	Edit

Showing 1 - 3 of total 3 applications

Previous 1 Next

**Step 2.2.10:** Government Hospital Data Entry Operator can edit the application if required by clicking on edit button.

STILL BIRTH REGISTRATION

Display 10 Records per page

New Still Birth Registration

Search:

Sl. No.	Entry Date	Place Of Birth	Child Information		Father's Information				Mother's Information		Birth Type	Acknowledgement No.	Status	
			DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name					
1	30/07/2021	Hospital	29/06/2021	Male	father4	12345			mother1		Still Birth	ACK/B/2021/000021	Application Submitted	Edit
2	02/08/2021	Hospital	02/08/2021	Male	A				A		Still Birth	ACK/B/2021/000024	Application Submitted	Edit
3	02/08/2021	Hospital	27/07/2021	Female	Sohail	9874481064	Aadhaar	879874105648	Ruma		Still Birth	ACK/B/2021/000029	Application Submitted	Edit

Showing 1 - 3 of total 3 applications

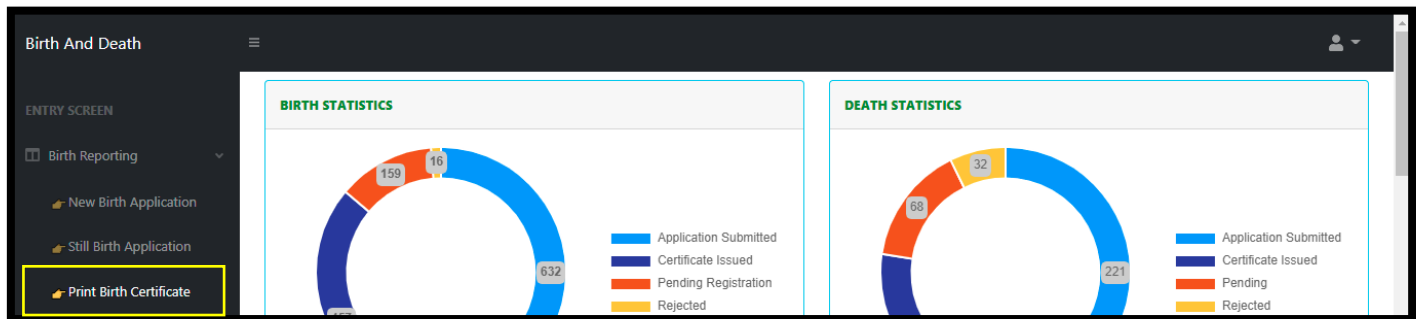
Previous 1 Next





[Print Birth Certificate](#)

**Step 2.3.1:** DEO will click on 'Print Birth Certificate' menu from Birth reporting main menu.



**Step 2.3.2:** DEO will be redirected to the 'Print Birth Certificate' page.

**Print Birth Certificate**

First Name:  Gender:  Date Of Birth:  Father Name:  Mother Name:  Acknowledgement No.:

Certificate No.:  S-UHID:

Display:  Records per page Search:

Sl. No.	Entry Date	Place Of Birth	Child's Information			Mother's Name	Certificate No.	S-UHID	Print
			Name	DOB	Gender				
1	05/02/2022	Hospital	Roshni Pathak	03/02/2022	Female	Veena Pathak	8/2022/003458	49476499057815	<input type="button" value="Print"/>
2	14/02/2022	Hospital	Sudip Das	02/06/2021	Male	Monika Das	8/2022/003463	49961886352189	<input type="button" value="Print"/>

**Step 2.3.3:** DEO can search the required birth certificate and click on Print button..

**Print Birth Certificate**

First Name:  Gender:  Date Of Birth:  Father Name:  Mother Name:  Acknowledgement No.:

Certificate No.:  S-UHID:

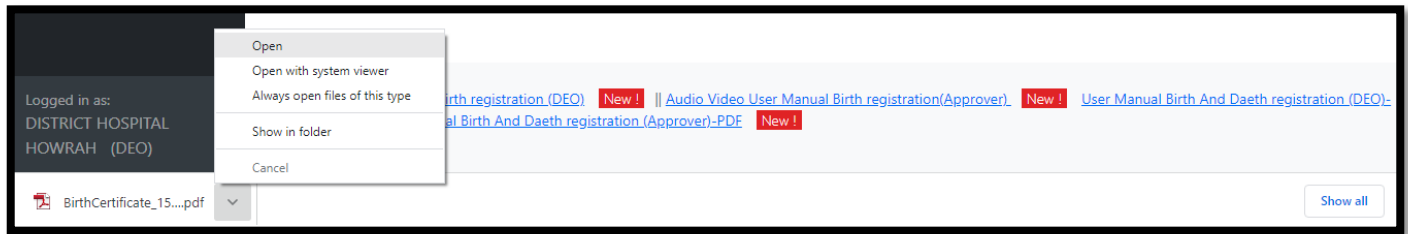
Display:  Records per page Search:

Sl. No.	Entry Date	Place Of Birth	Child's Information			Mother's Name	Certificate No.	S-UHID	Print
			Name	DOB	Gender				
1	05/02/2022	Hospital	Roshni Pathak	03/02/2022	Female	Veena Pathak	8/2022/003458	49476499057815	<input type="button" value="Print"/>
2	14/02/2022	Hospital	Sudip Das	02/06/2021	Male	Monika Das	8/2022/003463	49961886352189	<input type="button" value="Print"/>

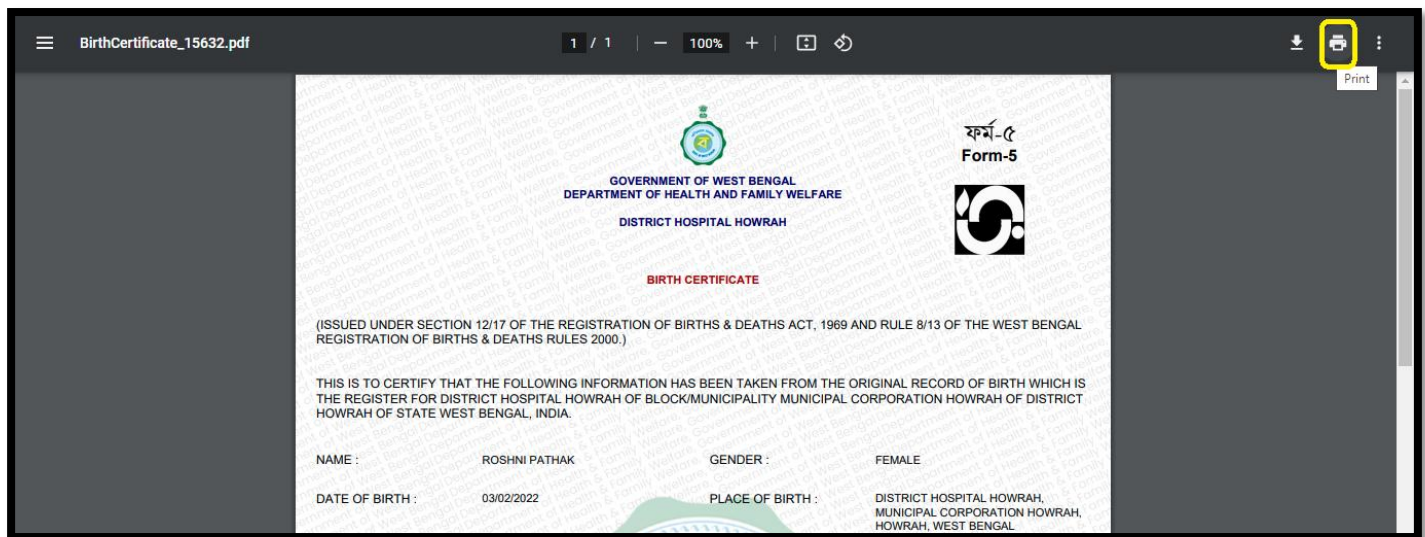
Showing 1 - 2 of total 2 applications

Previous  Next

**Step 2.3.4:** Clicking on print button the certificate will be downloaded. User will open it in PDF..



**Step 2.3.5:** DEO will take the printout of the birth certificate and provide it to applicant..

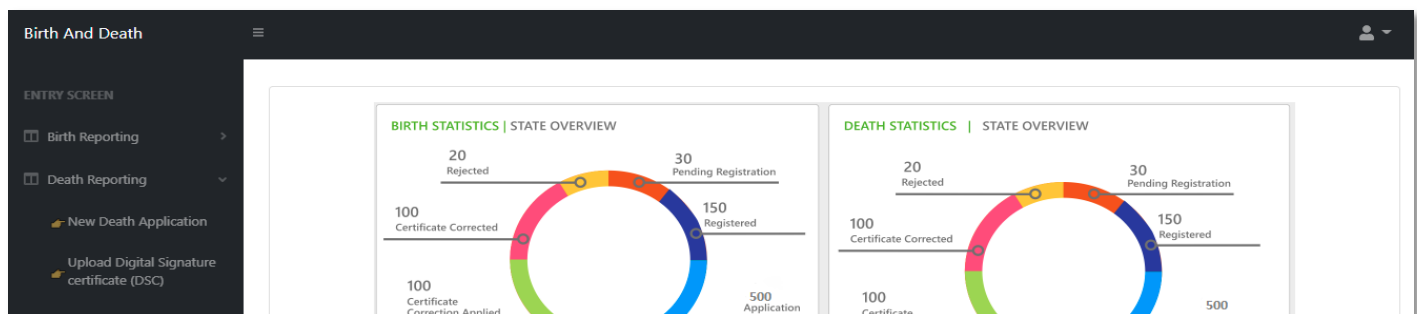




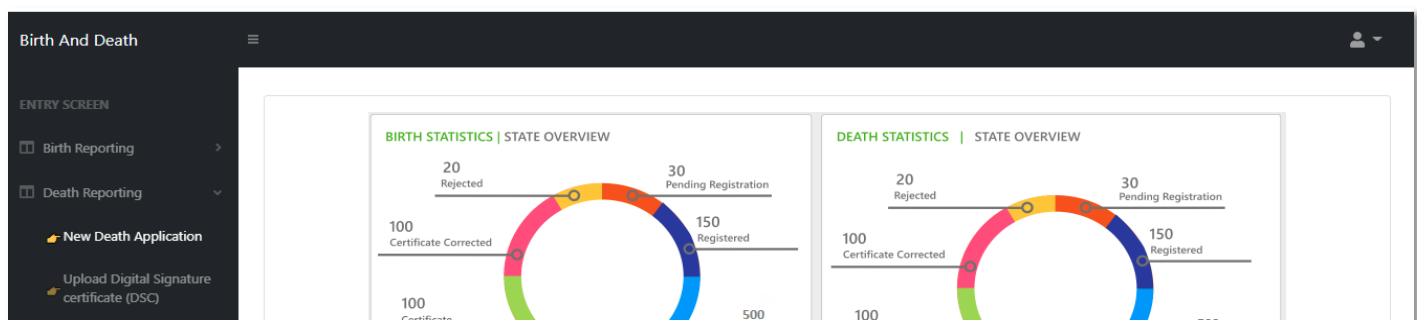
# New Death Reporting



**Step 3.0:** Government Hospital Data Entry Operator 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) & Upload Digital Signature certificate (DSC) (For uploading certificate with digital signature)



**Step 3.1.1:** Government Hospital Data Entry Operator will click on “New Death Application” from Death Reporting main menu for registering new death registration for a deceased person.



**Step 3.1.2:** Government Hospital Data Entry Operator will be redirected to the “New Death Application” page.

Death Reporting

Display

10

Records per page

Search:

New Death Registration

Sl. No	Entry Date	Place Of Death	Deceased Information			Husband / Wife Information		Mother's Information	Acknowledgement No.	Status
			Name	DOB	Gender	Name	Mobile No.	Name		
1	12/08/2021	Home	Mithun Das	04/08/2021	Male	Ritu Das		Mita Das	ACK/D/2021/000031	Application Submitted
2	12/08/2021	Hospital	Ramesh Halidar	09/06/2021	Male				ACK/D/2021/000043	Application Submitted
3	15/08/2021	Hospital	Chandan Sarkar	28/07/2021	Male		9732240514	Sonali Khatun	ACK/D/2021/000050	Application Submitted
4	16/08/2021	Hospital	Alo	07/04/2021	Male		2345567834		ACK/D/2021/000055	Application Submitted
5	17/08/2021	Home	Sohom Nag	03/08/2021	Male		8282850198	Soumi	ACK/D/2021/000067	Application Submitted
										Application Submitted



**Step 3.1.3:** : Government Hospital Data Entry Operator will press “New Death Registration” button for new registration.

Death Reporting										
Display 10 Records per page		Search:								
Sl. No	Entry Date	Place Of Death	Deceased Information			Husband / Wife Information		Mother's Information		Acknowledgement No.
			Name	DOB	Gender	Name	Mobile No.	Name		
1	12/08/2021	Home	Mithun Das	04/08/2021	Male	Ritu Das		Mita Das		ACK/D/2021/000031
2	12/08/2021	Hospital	Ramesh Halder	09/06/2021	Male					ACK/D/2021/000043
3	15/08/2021	Hospital	Chandan Sarkar	28/07/2021	Male		9732240514	Sonali Khatun		ACK/D/2021/000050
4	16/08/2021	Hospital	Alo	07/04/2021	Male		2345567834			ACK/D/2021/000055
5	17/08/2021	Home	Sohom Nag	03/08/2021	Male		8282850198	Soumi		ACK/D/2021/000067
6	17/08/2021	Home	Sohom Nag	03/08/2021	Male		8282850198	Soumi		ACK/D/2021/000067

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

Reporting Date / প্রতিবেদনের তারিখ \*

06/09/2021

Mobile # for future Communication / মোবাইল নম্বর # ভবিষ্যতের যোগাযোগের জন্য \*

Information of the deceased / মৃতের তথ্য

Date Of Death / মৃত্যুর তারিখ \*

--Select--

Gender / লিঙ্গ \*

--Select--

Age (Year/Month.) \*

--Select--

Age / বয়স \*

First Name / প্রথম নাম \*

Middle Name / নামের মধ্যাংশ

Last Name / নামের শেষাংশ

Type of ID Proof

--Select--

ID Proof Number

Upload ID Proof (should not exceed 50kb)

Choose File

No file chosen

**Step 3.1.5:** : Government Hospital Data Entry Operator 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.

Reporting Date / প্রতিবেদনের তারিখ \*

06/09/2021

Mobile # for future Communication / মোবাইল নম্বর # ভবিষ্যতের যোগাযোগের জন্য \*

8697615902

Information of the deceased / মৃতের তথ্য

Date Of Death / মৃত্যুর তারিখ \*

05/09/2021

Gender / লিঙ্গ \*

Male

Age (Year/Month.) \*

--Select--

Age / বয়স \*

First Name / প্রথম নাম \*

Middle Name / নামের মধ্যাংশ

Last Name / নামের শেষাংশ

Type of ID Proof

--Select--

ID Proof Number

Upload ID Proof (should not exceed 50kb)

Choose File

No file chosen

**Step 3.1.6:** After selecting age of the deceased, Government Hospital Data Entry Operator will fill up other details and selects the deceased persons ID proof.

Information of the deceased / মৃতের তথ্য			
Date Of Death / মৃত্যুর তারিখ *	Gender / লিঙ্গ *	Age (Year/Month..) *	Age / বয়স *
05/09/2021	Male	Years	68
First Name / প্রথম নাম *	Middle Name / নামের মধ্যাংশ	Last Name / নামের শেষাংশ	Type of ID Proof *
Deepak		Dutta	--Select--
ID Proof Number *	Upload ID Proof * (should not exceed 50kb)		--Select--
	Choose File No file chosen		Aadhaar
			EPIC
			Khadya Sathi
Place of Death / মৃত্যুবরণ এর স্থান			

**Step 3.1.7:** After selecting Id proof of the deceased, they will fill up place of death (Home or Hospital). If the informant is hospital staff, then Government Hospital Data Entry Operator will choose the check box which disable the informant section otherwise they have to enter the informant details below.

Information of the deceased / মৃতের তথ্য			
Date Of Death / মৃত্যুর তারিখ *	Gender / লিঙ্গ *	Age (Year/Month..) *	Age / বয়স *
05/09/2021	Male	Years	68
First Name / প্রথম নাম *	Middle Name / নামের মধ্যাংশ	Last Name / নামের শেষাংশ	Type of ID Proof *
Deepak		Dutta	Aadhaar
ID Proof Number *	Upload ID Proof * (should not exceed 50kb)		
745125874965	Choose File demoform1.pdf		
Place of Death / মৃত্যুবরণ এর স্থান			
Place of death / মৃত্যুবরণ এর স্থান *	Gram Panchayat / গ্রাম পঞ্চায়েত *	Hospital Type *	
Hospital	KANKALITALA	Private	
Name of the hospital / হাসপাতাল / প্রতিষ্ঠানের নাম ও ঠিকানা			
Bolpur Nursing Home			
<input type="checkbox"/> Is The Informants Pvt. Hospital *			

**Step 3.1.8:** After that Government Hospital Data Entry Operator will enter the parent's details of the deceased person.

Mother's Information / মাতার তথ্য			
First Name / প্রথম নাম	Middle Name / নামের মধ্যাংশ	Last Name / নামের শেষাংশ	Email Id / ইমেইল
Lila		Dutta	
Mobile No. / মোবাইল	Type of ID Proof / আইডি প্রমাণের ধরন	ID Proof Number / আইডি প্রমাণ নম্বর	
7412058963	Aadhaar	748485454199	
Upload ID Proof / আপলোড আইডি প্রমাণ (should not exceed 50kb)			
Choose File demo.pdf			
Father's Information / পিতার তথ্য			
First Name / প্রথম নাম	Middle Name / নামের মধ্যাংশ	Last Name / নামের শেষাংশ	Email Id / ইমেইল
Tarak	Kumar	Dutta	tcd@test.com
Mobile No. / মোবাইল	Type of ID Proof / আইডি প্রমাণের ধরন	ID Proof Number / আইডি প্রমাণ নম্বর	Upload ID Proof / আপলোড আইডি প্রমাণ
7201587490	Aadhaar	587421456565	Choose File demoform1.pdf

### Step 3.1.9: After that they will enter the deceased spouse details.

Spouse Information / দাম্পত্যের তথ্য			
First Name / নাম Komola	Middle Name / নামের মধ্যাংশ	Last Name / নামের শেষাংশ Dutta	Email Id / ইমেইল kd@rest.com
Mobile No / মোবাইল 6930258741	Type of ID Proof / আইডি প্রমাণের ধরন Aadhaar	ID Proof Number / আইডি প্রমাণ নম্বর 789954652145	
Upload ID Proof / আপলোড আইডি প্রমাণ (should not exceed 50kb) Choose File demoform1.pdf			

### Step 3.1.10: Next, they will enter present address of the deceased person. If the present address of the deceased is same as permanent address, they will select the check box which populated the present address information in the permanent address automatically.

Address of deceased at the time of death / মৃত্যুর সময় মৃতের ঠিকানা					
Bldg.No & Name / বাড়ীর নাম ও নাম 18, Test Test Road	House No / গৃহ নং 15	Street/Lane / রাস্তা/লেন নাম 4, test para	Locality/Post Office / অঞ্চল / পোস্ট অফিস Test PO		
State / রাজ্য * West Bengal	District / জেলা * Birbhum	Urban/Rural / গ্রামীণ শহুরে * Block	Block/Municipality / ব্লক/পৌরসভা * BOLPUR SRINIKETAN		
Gram Panchayat / গ্রাম পঞ্চায়েত * KANKALITALA	Village/Town / গ্রাম / শহর * BENGUTIA	Pin / পিন নং 731101			
Permanent Address of the deceased / মৃতের স্থায়ী ঠিকানা					
<input type="checkbox"/> Please check if Permanent address is same as above address. / চেক করুন স্থায়ী ঠিকানা উপরের ঠিকানার মত কিনা।					

Permanent Address of the deceased / মৃতের স্থায়ী ঠিকানা					
<input checked="" type="checkbox"/> Please check if Permanent address is same as above address. / চেক করুন স্থায়ী ঠিকানা উপরের ঠিকানার মত কিনা।					
Bldg.No & Name / বাড়ীর নাম ও নাম 18, Test Test Road	House No / গৃহ নং 15	Street/Lane / রাস্তা/লেন নাম 4, test para	Locality/Post Office / অঞ্চল / পোস্ট অফিস Test PO		
State / রাজ্য * West Bengal	District / জেলা * Birbhum	Urban/Rural / গ্রামীণ শহুরে * Block	Block/Municipality / ব্লক/পৌরসভা * BOLPUR SRINIKETAN		
Gram Panchayat / গ্রাম পঞ্চায়েত * KANKALITALA	Village/Town / গ্রাম / শহর * BENGUTIA	Pin / পিন নং 731101			
Informant Information (Applicable only for death at home or other places) / সংবাদ দাতার তথ্য					
<input type="checkbox"/> Please check if Informants address is same as Permanent address. / সংবাদ দাতার দেওয়ার ঠিকানা স্থায়ী ঠিকানার সাথে একই কিনা অনুগ্রহ করে মিলিয়ে নিন এবং চেক বক্সে ক্লিক করুন					
Informants Name / সংবাদ দাতার নাম	Designation / উপাধি --Select--	Employee Id / কর্মচারী আইডি	Bldg.No & Name / বাড়ীর নাম ও নাম	House No / গৃহ নং	Street/Lane/ রাস্তা/লেন নাম

**Step 3.1.11:** If the informant addresses same as present or permanent address, they can again select the check box for populating the address of the informant. Government Hospital Data Entry Operator will enter only informant name and their details.

**Informant Information (Applicable only for death at home or other places) / সংবাদ দাতার তথ্য**

☒ Please check if Informants address is same as Permanent address. / সংবাদ দাতার দেওয়ার ঠিকানা স্থায়ী ঠিকানার সাথে একই কিনা অনুগ্রহ করে মিলিয়ে নিন এবং চেক বক্সে ক্লিক করুন

Informants Name / সংবাদ দাতার নাম Rita Begam	Designation / উপাধি Asha	Employee Id / কর্মচারী আইডি 12121	Bldg.No & Name / বাড়ীর নাম্বার ও নাম 18, Test Test Road	House No / গৃহ নং 15	Street/Lane/ রাস্তা/সেদ নাম 4, test para
Locality/Post Office / সামগ্রিক / পোস্ট অফিস Test PO					
State / রাজ্য West Bengal	District / জেলা Birbhum	Urban/Rural / গ্রামীণ শহুরে Block	Block/Municipality / ব্লক/পৌরসভা BOLPUR SRINIKETAN	Gram Panchayat / গ্রাম পঞ্চায়েত KANKALITALA	
Village/Town / গ্রাম / শহর BENGUTIA	Pin / পিন নং 731101				

**Statistical Information**

**Information of the Deceased / মৃতের তথ্য**

Religion / ধর্ম Hindu	Occupation / পেশা Non worker
--------------------------	---------------------------------

**Step 3.1.12:** Next, they will enter the other information. Government Hospital Data Entry Operator entering the details will select cause of death.

**Other Information**

Immediate Cause/ অসুখের নাম অথবা মৃত্যুর প্রকৃত কারণ Heart fail	Antecedent Cause Corona	Underlying Cause None
Other Cause Heart Disease	Manner of Death (How did the injury occur?) / অসুখের নাম অথবা মৃত্যুর প্রকৃত কারণ --Select--	
If used to habitually smoke-for how many years?	--Select--	
If used to habitually chew arecanut in any form(including pan masala)-for how many years?	Natural Accident Suicide Homicide Pending Investigation	

**Step 3.1.13:** After selecting cause of death, Government Hospital Data Entry Operator will enter other details and press submit button.

Other Cause Heart Disease	Manner of Death (How did the injury occur?) / অসুখের নাম অথবা মৃত্যুর প্রকৃত কারণ Natural
If used to habitually smoke-for how many years? 0	If used to habitually chew tobacco in any form-for how many years? 0
If used to habitually chew arecanut in any form(including pan masala)-for how many years? 0	If used to habitually drink alcohol-for how many years? 12

**Remarks**

Remarks  
Test

**Upload Documents**

Upload Death Certificate issued by attending doctor \* ( 50kb only)  
Choose File | demoform1.pdf

**Submit**

**Step 3.1.14:** A pop up will arise; Government Hospital Data Entry Operator will press ok for confirming the submission.

The screenshot shows the 'Death Registration Form' with a pop-up dialog box asking 'Are you sure you want to submit?'. The 'OK' button is highlighted with a red rectangle. The form background shows 'Other Cause' as 'Heart Disease' and 'Natural' as the cause of death. A green checkmark and a dropdown arrow are visible on the right side of the form.

**Step 3.1.15:** Death application will be submitted successfully.

The screenshot shows the 'Death Reporting' table with a green success message overlay: 'Done. Acknowledgement no is :ACK/D/2021/000139'. The table has columns for Sl. No., Entry Date, Place Of Death, Deceased Information (Name, DOB, Gender), Husband / Wife Information (Name, Mobile No.), Mother's Information (Name), Acknowledgement No., and Status. The table contains 9 rows of data.

Sl. No.	Entry Date	Place Of Death	Deceased Information			Husband / Wife Information		Mother's Information	Acknowledgement No.	Status
			Name	DOB	Gender	Name	Mobile No.	Name		
1	12/08/2021	Home	Mithun Das	04/08/2021	Male	Ritu Das		Mita Das	ACK/D/2021/000031	Application Submitted
2	12/08/2021	Hospital	Ramesh Haldar	09/06/2021	Male				ACK/D/2021/000043	Application Submitted
3	15/08/2021	Hospital	Chandan Sarkar	28/07/2021	Male		9732240514	Sonali Khatun	ACK/D/2021/000050	Application Submitted
4	16/08/2021	Hospital	Alo	07/04/2021	Male		2345567834		ACK/D/2021/000055	Application Submitted
5	17/08/2021	Home	Sohom Nag	03/08/2021	Male		8282850198	Soumi	ACK/D/2021/000067	Application Submitted
6	17/08/2021	Home	Anita paul	04/08/2021	Female				ACK/D/2021/000068	Application Submitted
7	17/08/2021	Hospital	Rakhi De	09/02/2021	Female			Rima De	ACK/D/2021/000069	Application Submitted
8	17/08/2021	Hospital	Rima desai	27/03/2021	Female				ACK/D/2021/000070	Application Submitted
9	06/09/2021	Hospital	Deepak Dutta	05/09/2021	Male	Komola Dutta	6930258741	Lila Dutta	ACK/D/2021/000139	Application Submitted

**Step 3.1.16:** Government Hospital Data Entry Operator can modify the death application if required by clicking on edit button.

The screenshot shows the 'Death Reporting' table with the 'Edit' button for the last row (Sl. No. 9) highlighted with a red rectangle. The table contains 9 rows of data.

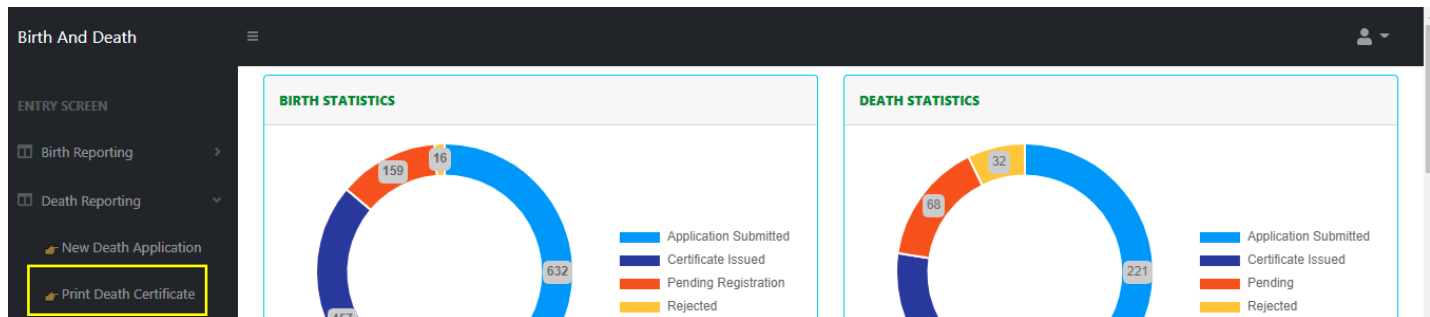
Sl. No.	Entry Date	Place Of Death	Name	DOB	Gender	Husband / Wife Information	Mother's Information	Acknowledgement No.	Status
6	17/08/2021	Home	Anita paul	04/08/2021	Female			ACK/D/2021/000068	Application Submitted
7	17/08/2021	Hospital	Rakhi De	09/02/2021	Female		Rima De	ACK/D/2021/000069	Application Submitted
8	17/08/2021	Hospital	Rima desai	27/03/2021	Female			ACK/D/2021/000070	Application Submitted
9	06/09/2021	Hospital	Deepak Dutta	05/09/2021	Male	Komola Dutta	6930258741	Lila Dutta	ACK/D/2021/000139





[Print Death Certificate](#)

**Step 3.2.1:** DEO will click on 'Print Death Certificate' menu from Death reporting main menu.



**Step 3.2.2:** DEO will be redirected to the 'Print Death Certificate' page.

**Print Death Certificate**

First Name:  Gender:  Date Of Death:  Father Name:  Mother Name:  Spouse Name:

Acknowledgement No.:  Certificate No.:

Display:  Records per page Search:

Sl. No.	Entry Date	Place Of Death	Deceased Information					Father's Name	Mother's Name	Spouse's Name	Certificate No.	Print
			First Name	Middle Name	Last Name	DOD	Gender					
1	05/02/2022	Hospital	soumika		Basak	01/02/2022	Female		Kalpna Basak	Rajkumar Basak	D/2022/002406	<input type="button" value="Print"/>

Showing 1 - 1 of total 1 applications

Previous  Next

**Step 3.2.3:** DEO can search the required death certificate and click on Print button..

**Print Death Certificate**

First Name:  Gender:  Date Of Death:  Father Name:  Mother Name:  Spouse Name:

Acknowledgement No.:  Certificate No.:

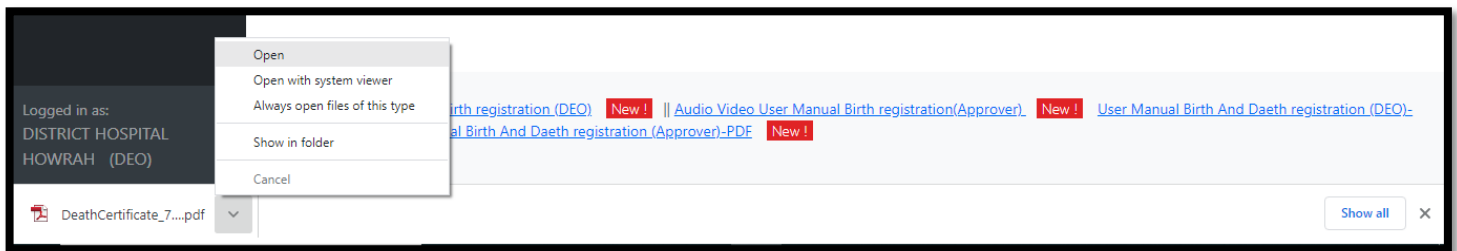
Display:  Records per page Search:

Sl. No.	Entry Date	Place Of Death	Deceased Information					Father's Name	Mother's Name	Spouse's Name	Certificate No.	Print
			First Name	Middle Name	Last Name	DOD	Gender					
1	05/02/2022	Hospital	soumika		Basak	01/02/2022	Female		Kalpna Basak	Rajkumar Basak	D/2022/002406	<input type="button" value="Print"/>

Showing 1 - 1 of total 1 applications

Previous  Next

**Step 3.2.4:** : Clicking on print button the certificate will be downloaded. User will open it in PDF..



**Step 3.2.5:** DEO will take the printout of the death certificate and provide it to applicant.

DeathCertificate\_7170.pdf

1 / 1 | 100% | [Icons]

Print

ফর্ম-৬  
Form-6

GOVERNMENT OF WEST BENGAL  
DEPARTMENT OF HEALTH AND FAMILY WELFARE  
DISTRICT HOSPITAL HOWRAH  
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 DISTRICT HOSPITAL HOWRAH OF BLOCK/MUNICIPALITY MUNICIPAL CORPORATION HOWRAH OF DISTRICT HOWRAH OF STATE WEST BENGAL, INDIA.

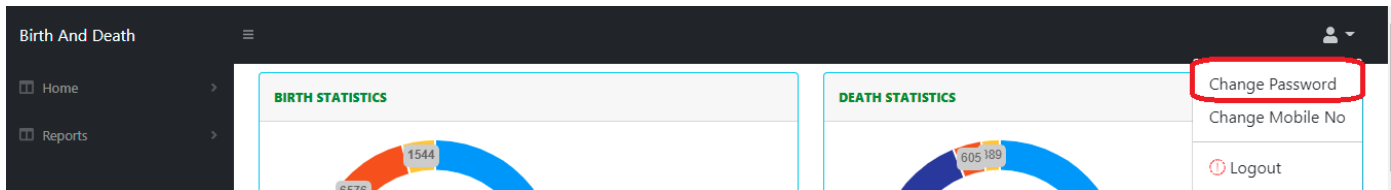
NAME OF DECEASED :	SOUMIKA BASAK	SEX :	FEMALE
DATE OF DEATH :	01/02/2022	PLACE OF DEATH :	DISTRICT HOSPITAL HOWRAH, MUNICIPAL CORPORATION HOWRAH, HOWRAH, WEST BENGAL



# 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.

 A screenshot of the 'Change Password' form. The form has a title bar 'Change Password' with a grid icon. Below the title bar, there are three input fields labeled 'Current Password', 'New Password', and 'Confirm New Password'. Each field has a password icon (an eye with a slash) on the right. To the right of the 'Confirm New Password' field is a green 'Save' button. Below the input fields, there is a section titled 'Password should match these conventions' with a bulleted list:
 

- Must be 8-15 characters long
- At least 1 number, 1 lowercase, 1 uppercase letter
- At least 1 special character

**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.

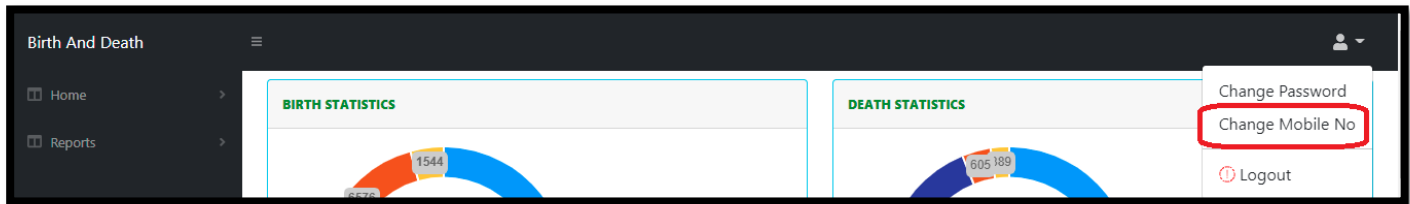
 A screenshot of the 'Change Password' form, now with data entered. The 'Current Password' field contains three dots and has a green checkmark to its right. The 'New Password' field contains seven dots and has a green checkmark to its right, with the word 'Strong' displayed below it. The 'Confirm New Password' field contains seven dots and has a green checkmark to its right. The green 'Save' button is now highlighted with a red rectangle.





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.

 A screenshot of a web form titled 'Mobile No ADD/EDIT'. It contains a single input field labeled 'Mobile No' and a blue button labeled 'GET OTP'.

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

 A screenshot of the 'Mobile No ADD/EDIT' form. The 'Mobile No' input field now contains the number '9874561230'. The blue 'GET OTP' button remains visible.

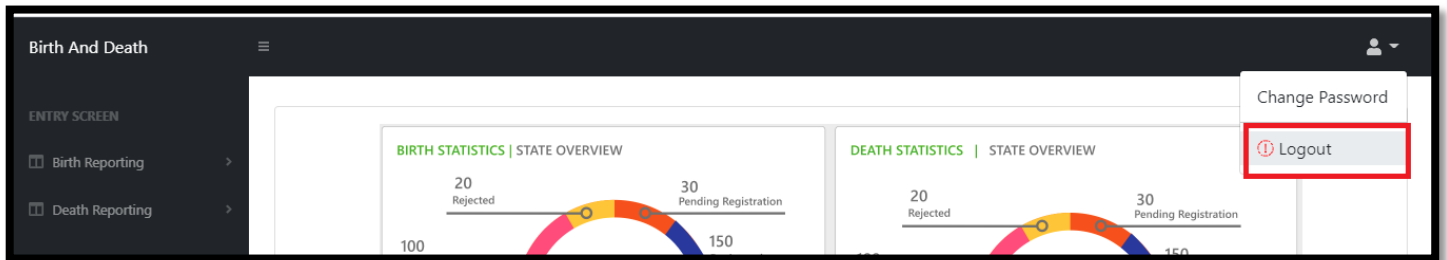
**Step 4.2.4:** DEO will enter the OTP send in their registered mobile number and press 'Submit' Button

 A screenshot of the 'Mobile No ADD/EDIT' form. The 'Mobile No' field is now disabled and shows 'XXXXXXXXXX'. A new 'Enter OTP' field has appeared with the value '634174'. A green 'Submit' button is now visible and highlighted with a red rectangle. The 'GET OTP' button is still present.

LOGOUT



**Step 4.2.1 :** Government Hospital 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.







Image/Graphics/illustraton courtesy: Freepik.com

Designed by Freepik

Designed by rawpixel.com

Designed by pikisuperstar





# Janma-Mrityu Tathya Portal for Govt. Hospital Registrar

## INDEX

Menu	Page Number
<a href="#"><u>Login</u></a>	44
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<a href="#"><u>Verification &amp; Approval (Applied by Citizen)</u></a>	57
<a href="#"><u>Print Birth Certificate</u></a>	61
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<b>Death Reporting:</b>	
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**Step 1.1:** Govt. Hospital Registrar will open the Janma-Mrityu Tathya Portal from [www.wbhealth.gov.in](http://www.wbhealth.gov.in) website. Govt. Hospital Registrar will be redirected to the login page of Janma-Mrityu Tathya Portal.

Department of Health & Family Welfare  
GOVERNMENT OF WEST BENGAL

Change Language English

Regulatory Framework Content Citizen Services Important Links

User login id  
This field is required.

Password  
This field is required.

Enter Captcha Code

LOGIN

\* Forgot Password?

What's New

gistration of every birth and death || প্রতিটি জন্ম ও মৃত্যুর নিবন্ধন নিশ্চিত করা প্রত্যেক দায়িত্বশীল নাগরিকের কর্তব্য | Janma-Mrityu Tathya Portal An User Manual (PDF) **NEW!**

**Step 1.2:** Govt. Hospital Registrar will login with their Govt. Hospital Registrar credentials (Govt. Hospital Registrar name & password) and press on login button.

Department of Health & Family Welfare  
GOVERNMENT OF WEST BENGAL

Change Language English

Regulatory Framework Content Citizen Services Important Links

username

password

7022

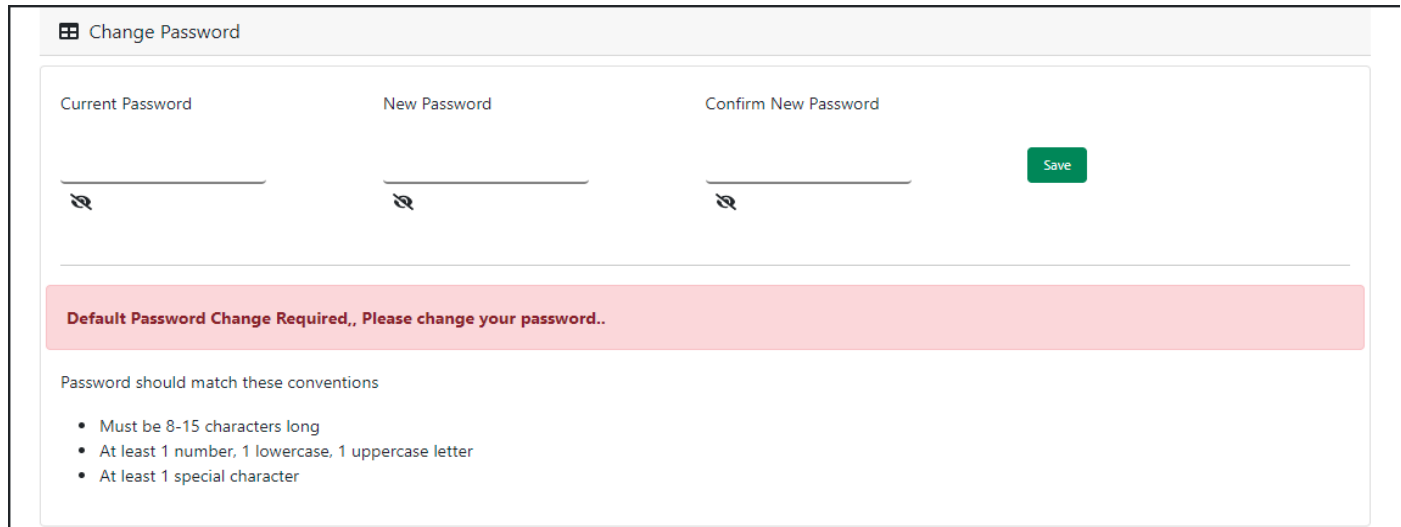
LOGIN

\* Forgot Password?

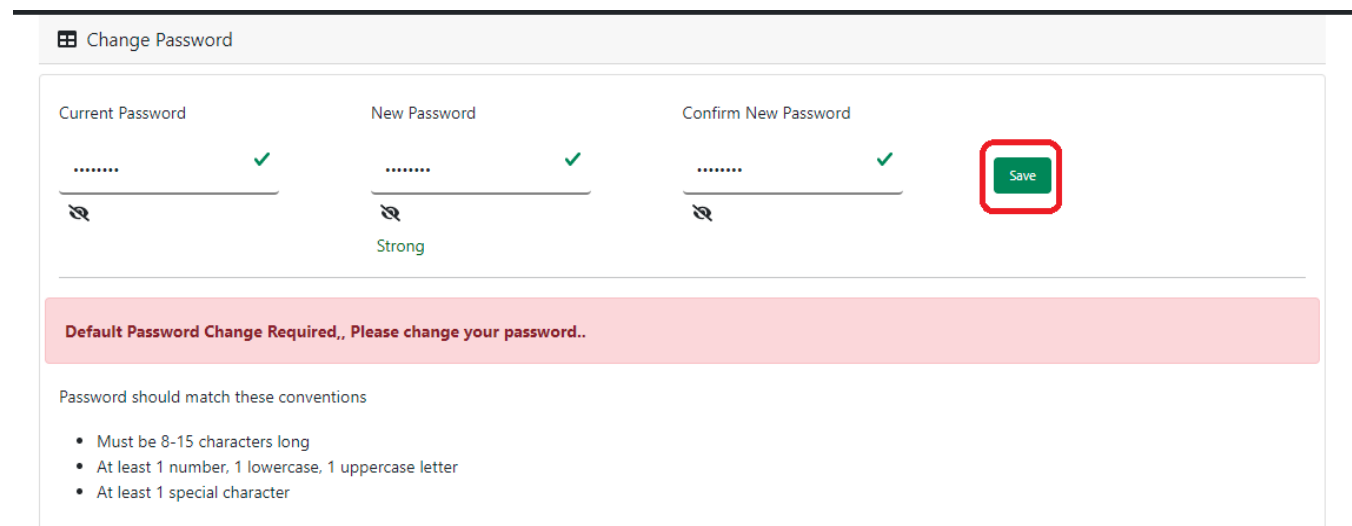
What's New

It is the duty of every responsible citizen to ensure registration of every birth and death

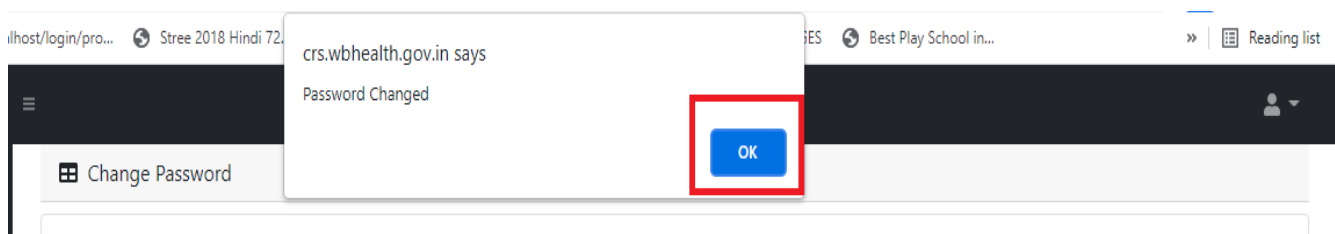
**Step 1.3:** First time User will be redirected to the page for changing their existing password.  
**(mandatory)**



**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.

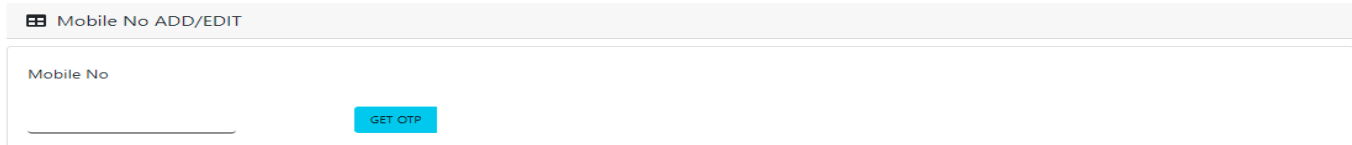


**Step 1.5:** A popup will arise for confirming the change of password. User will click on ok button accordingly..





**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.

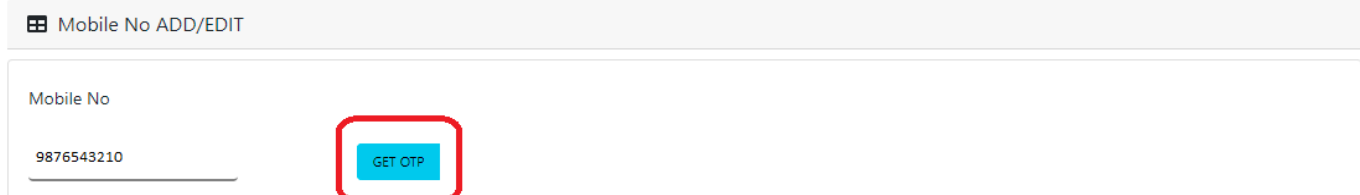


Mobile No ADD/EDIT

Mobile No

GET OTP

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



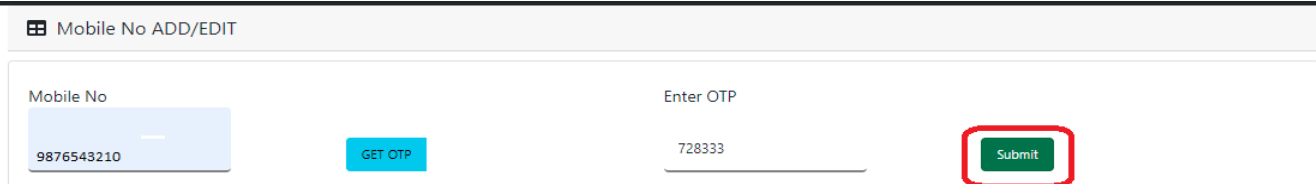
Mobile No ADD/EDIT

Mobile No

9876543210

GET OTP

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



Mobile No ADD/EDIT

Mobile No

9876543210

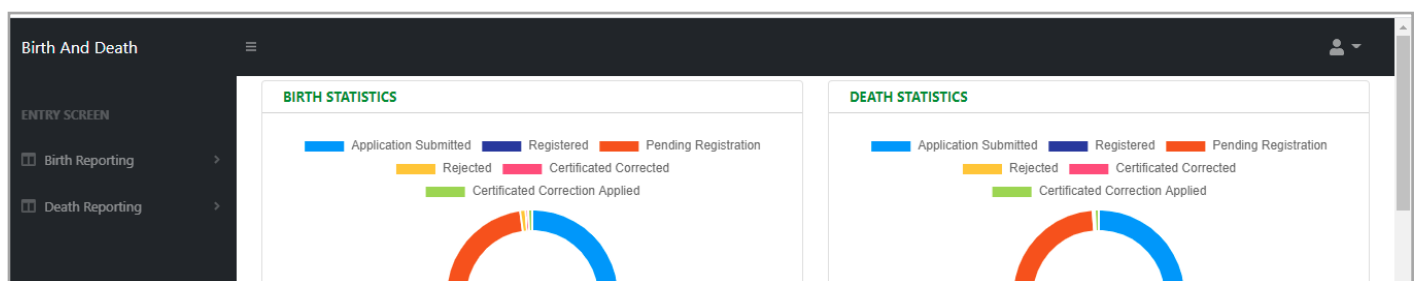
GET OTP

Enter OTP

728333

Submit

**Step 1.9:** Govt. Hospital Registrar will be redirected to the home page of ULB Registrar .

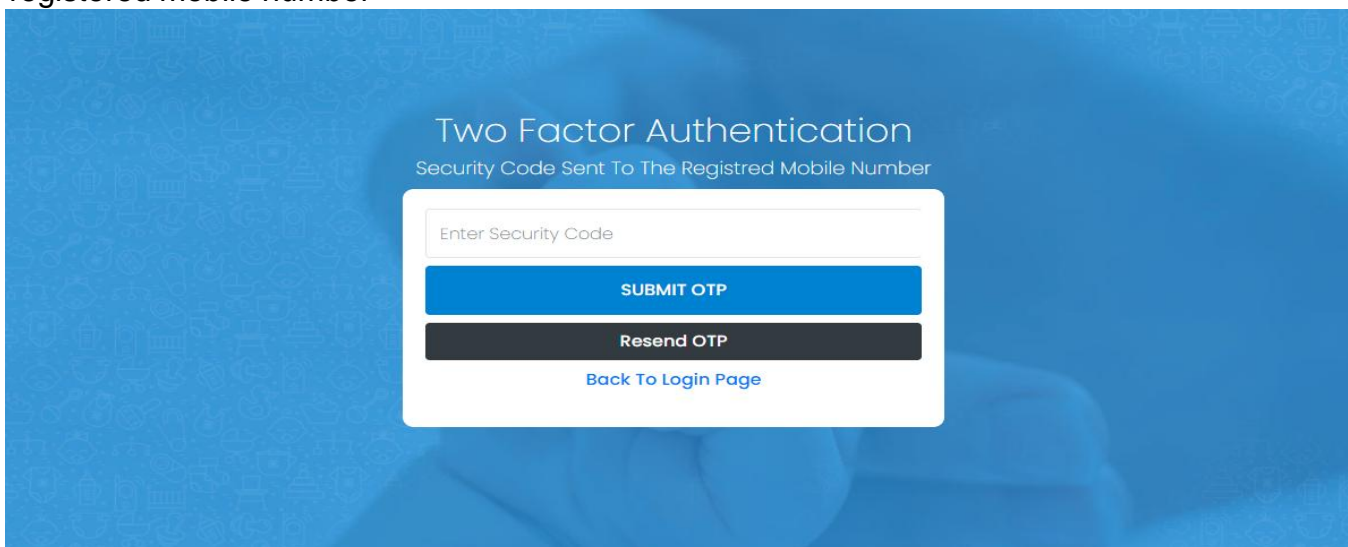


**Step 1.10:** Next time, User will login with their credential.



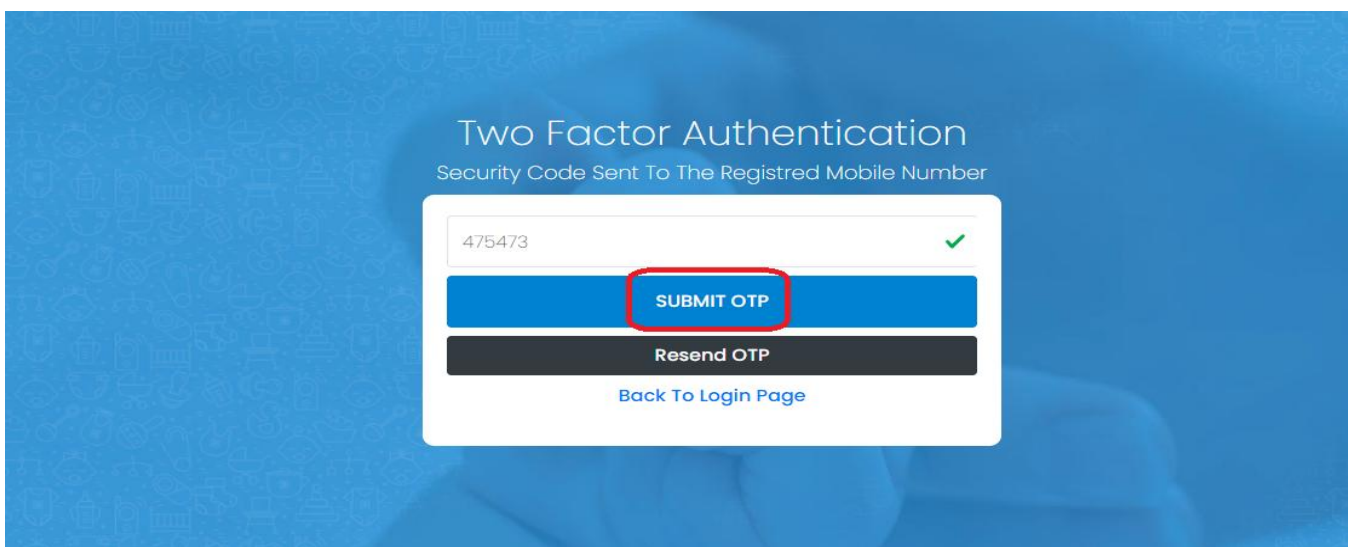
The screenshot shows the login interface of the Janma-Mrityu Tathya portal. On the left, there is a login form with fields for 'USERNAME', a masked password, a CAPTCHA image, and a '7022' security code. Below these fields is a 'LOGIN' button and a link for 'Forgot Password?'. The background features the Department of Health & Family Welfare logo, the 'Janma-Mrityu Tathya' logo, and a smiling woman. The top navigation bar includes links for 'Regulatory Framework', 'Content', 'Citizen Services', and 'Important Links'. A footer banner at the bottom reads 'What's New' and 'It is the duty of every responsible citizen to ensure registration of every birth and death'.

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



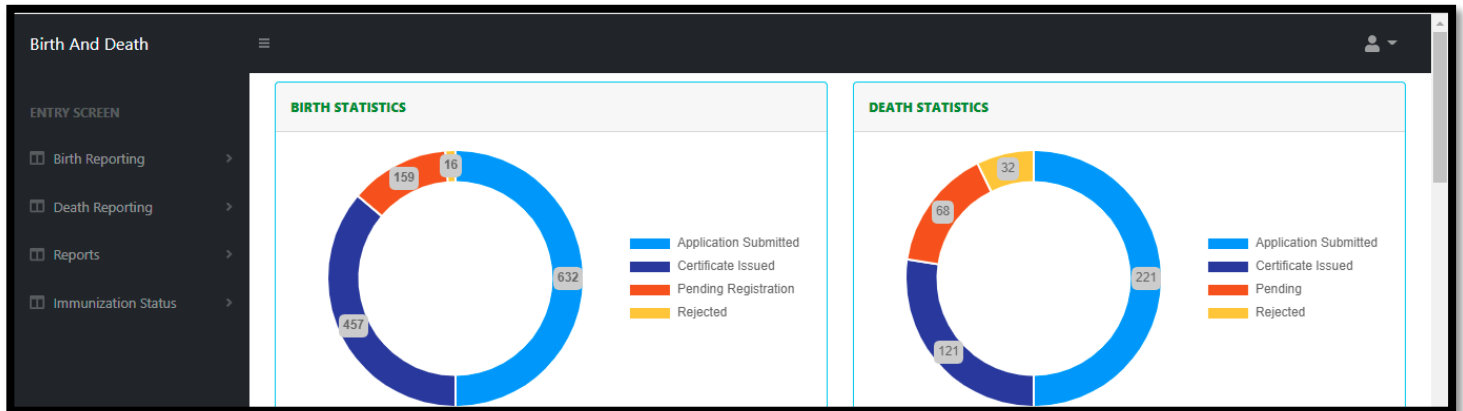
The screenshot displays the 'Two Factor Authentication' page. The title is 'Two Factor Authentication' with the subtitle 'Security Code Sent To The Registered Mobile Number'. The main form contains an input field labeled 'Enter Security Code'. Below the input field are two buttons: 'SUBMIT OTP' (blue) and 'Resend OTP' (dark grey). At the bottom of the form is a link 'Back To Login Page'.

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



This screenshot shows the 'Two Factor Authentication' page after the user has entered their OTP. The input field now contains the number '475473' and has a green checkmark icon to its right. The 'SUBMIT OTP' button is highlighted with a red rectangular border. The 'Resend OTP' button and the 'Back To Login Page' link remain visible at the bottom of the form.

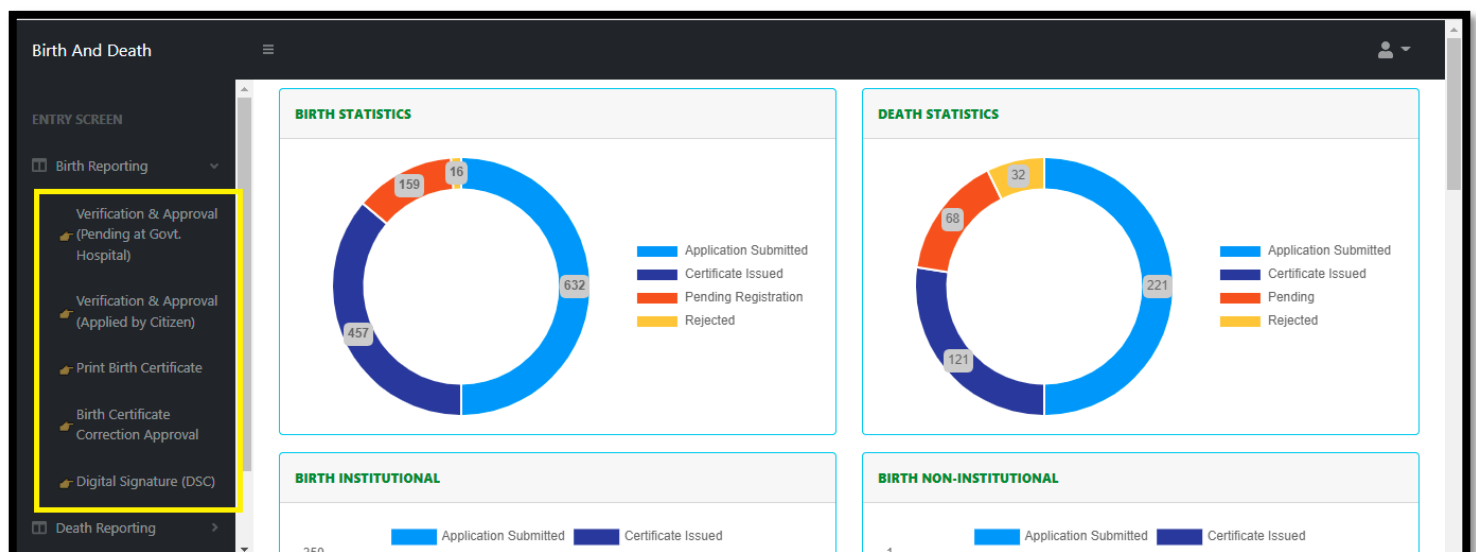
**Step 1.13:** Government Hospital Registrar will be redirected to the Janma-Mrityu Tathya Portal's home page. A dashboard will be visible for Government Hospital Registrar for a quick look of current status of Birth & Death application.



### Menu available for Govt. Hospital Registrar (Birth Reporting):

#### ❖ Birth Reporting

- ❖ Verification & Approval (Pending at Govt. Hospital)
- ❖ Verification & Approval (Applied by Citizen)
- ❖ Print Birth Certificate
- ❖ Birth Certificate Correction Approval
- ❖ Digital Signature (DSC)



## Menu available for Govt. Hospital DEO (Death Reporting)

### ❖ Death Reporting

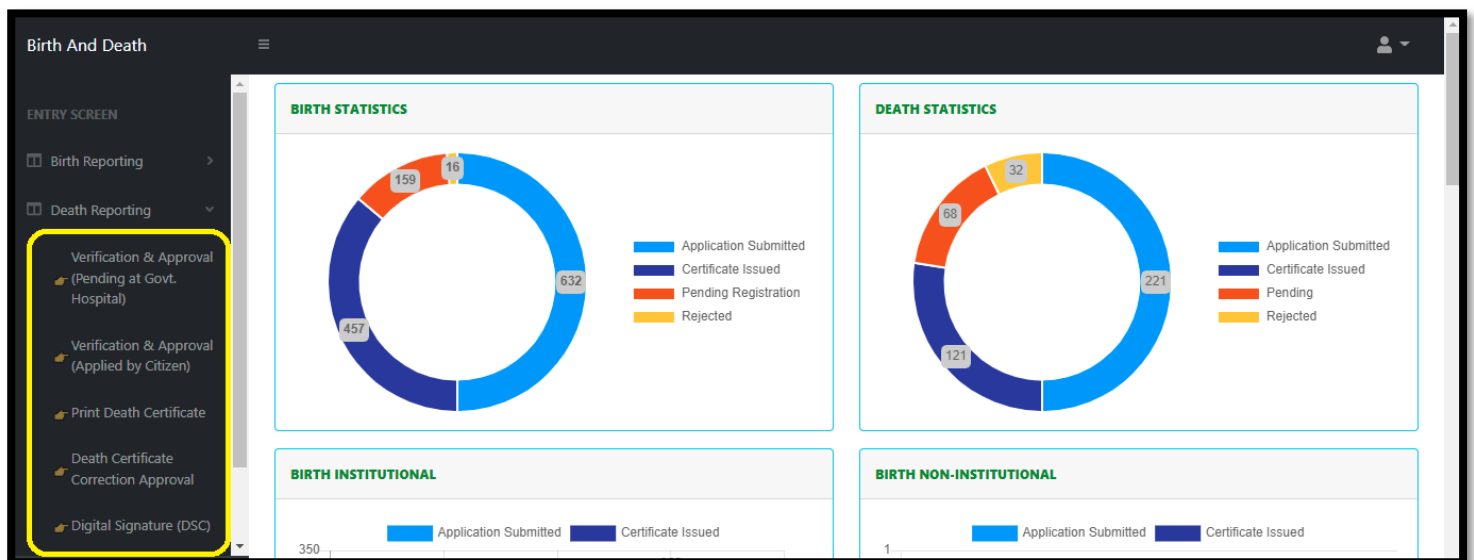
❖ Verification & Approval (Pending at Govt. Hospital)

❖ Verification & Approval (Applied by Citizen)

❖ Print Death Certificate

❖ Death Certificate Correction Approval

❖ Digital Signature (DSC)





# Birth Reporting

Invoice Number: COPY/2193774  
Account Number: R23872  
Invoice Date: 31-JUL-07  
Customer: BULLOWAY WHITE ALLOY LIMITED  
43 SOUTH AUSTLEY STREET  
CROVEYHOLM SQUARE  
LONDON W12 2PU

Site:  
20341  
103-104 EATON SQUARE  
SW1

MONTHLY PLANT SUMMARY SHEET

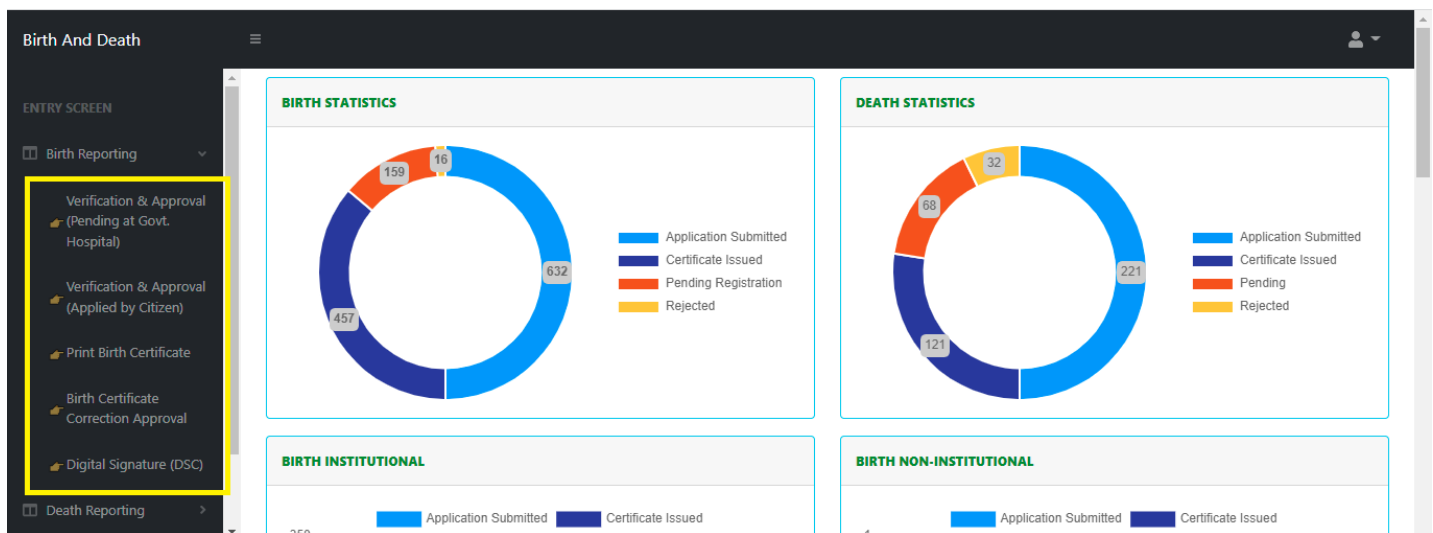
Page No: 1

Depot:  
Speedy Hire Centres (Southern) Ltd  
171 Clapham Road  
Stockwell  
London SW9 9BT

Qty	Code	Description	UNIT	From	To	Rate	per	Value
1	N18043	BOSS HARRON 1.8M TOWER 20241	4.3M	30-JUN-07	31-JUL-07	73.10	MWK 60.00%	128.66
	S9/0090	HANDRAIL HEIGHT						
	S9/0020	BOSS CASTLE 150mm (6")						
	S9/0460	BOSS ADJUSTABLE LEG ASSY 250mm						
	S9/0120	BOSS ADJUSTABLE LEG ASSY 250mm						
	S9/0140	BOSS BRACE 1.8M HORIZ (RED)						
	S9/0580	BOSS BRACE 2.1M HORIZ (BLUE)						
	S9/0610	BOSS TOEBOARD 1.8M END ('A')						
	S9/0230	BOSS TOEBOARD 0.6M END ('A')						
	S9/0250	BOSS TOEBOARD 0.6M END ('A')						
	S9/0390	BOSS FRAME 0.85M LAMER 4 RUNG						
9	69/1470	BOSS OUTRIGGER STATICS						
	6/21P/200679	TRESTLE - STEEL, SIZE 20241						
	21/0380/638016	VACUUM SUCK/SWEEP MIMP. K02627						
	21/0401	VACUUM CLEANER - 2 MOTOR, RET						
	W16023	VAC. CLEANER ACCESSORY KIT A1						
	S9/0090	BOSS HARRON 1.8M TOWER 20241						
	S9/0020	HANDRAIL HEIGHT						
	S9/0460	BOSS CASTLE 150mm (6")						
	S9/0120	BOSS ADJUSTABLE LEG ASSY 250mm						
	S9/0140	BOSS ADJUSTABLE LEG ASSY 250mm						
	S9/0580	BOSS BRACE 1.8M HORIZ (RED)						
	S9/0610	BOSS BRACE 2.1M HORIZ (BLUE)						
	S9/0230	BOSS TOEBOARD 1.8M END ('A')						
	S9/0250	BOSS TOEBOARD 0.6M END ('A')						
	S9/0390	BOSS FRAME 0.85M LAMER 4 RUNG						
	S9/0090	BOSS HARRON 1.8M TOWER 20241						
	S9/0020	HANDRAIL HEIGHT						
	S9/0460	BOSS CASTLE 150mm (6")						
	S9/0120	BOSS ADJUSTABLE LEG ASSY 250mm						
	S9/0140	BOSS ADJUSTABLE LEG ASSY 250mm						
	S9/0580	BOSS BRACE 1.8M HORIZ (RED)						
	S9/0610	BOSS BRACE 2.1M HORIZ (BLUE)						
	S9/0230	BOSS TOEBOARD 1.8M END ('A')						
	S9/0250	BOSS TOEBOARD 0.6M END ('A')						
	S9/0390	BOSS FRAME 0.85M LAMER 4 RUNG						
	S9/0090	BOSS HARRON 1.8M TOWER 20241						
	S9/0020	HANDRAIL HEIGHT						
	S9/0460	BOSS CASTLE 150mm (6")						
	S9/0120	BOSS ADJUSTABLE LEG ASSY 250mm						
	S9/0140	BOSS ADJUSTABLE LEG ASSY 250mm						
	S9/0580	BOSS BRACE 1.8M HORIZ (RED)						
	S9/0610	BOSS BRACE 2.1M HORIZ (BLUE)						
	S9/0230	BOSS TOEBOARD 1.8M END ('A')						
	S9/0250	BOSS TOEBOARD 0.6M END ('A')						
	S9/0390	BOSS FRAME 0.85M LAMER 4 RUNG						
	S9/0090	BOSS HARRON 1.8M TOWER 20241						
	S9/0020	HANDRAIL HEIGHT						
	S9/0460	BOSS CASTLE 150mm (6")						
	S9/0120	BOSS ADJUSTABLE LEG ASSY 250mm						
	S9/0140	BOSS ADJUSTABLE LEG ASSY 250mm						
	S9/0580	BOSS BRACE 1.8M HORIZ (RED)						
	S9/0610	BOSS BRACE 2.1M HORIZ (BLUE)						
	S9/0230	BOSS TOEBOARD 1.8M END ('A')						
	S9/0250	BOSS TOEBOARD 0.6M END ('A')						
	S9/0390	BOSS FRAME 0.85M LAMER 4 RUNG						
	S9/0090	BOSS HARRON 1.8M TOWER 20241						
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	S9/0390	BOSS FRAME 0.85M LAMER 4 RUNG						
	S9/0090	BOSS HARRON 1.8M TOWER 20241						
	S9/0020	HANDRAIL HEIGHT				</		



**Step 2.0:** Govt. Hospital Registrar will click on “Birth Reporting” from Entry Screen section. It will open the dropdown menu with the following submenus Verification & Approval (Pending at Govt. Hospital) [All birth application send by Govt. Hospital DEO and are verified & approved by Govt. hospital Registrar], Verification & Approval (Applied by Citizen)[All birth application send by Citizen and are verified & approved by Govt. hospital Registrar], Print Birth Certificate [Approved birth certificate published with digital signature are stored here, Registrar can print the birth certificate], Birth Certificate Correction Approval [All birth application whose child name are modified are verified & approved by Govt. Hospital Registrar], and Digital Signature (DSC)[Govt. Hospital DEO will attach the digitally signed certificate].

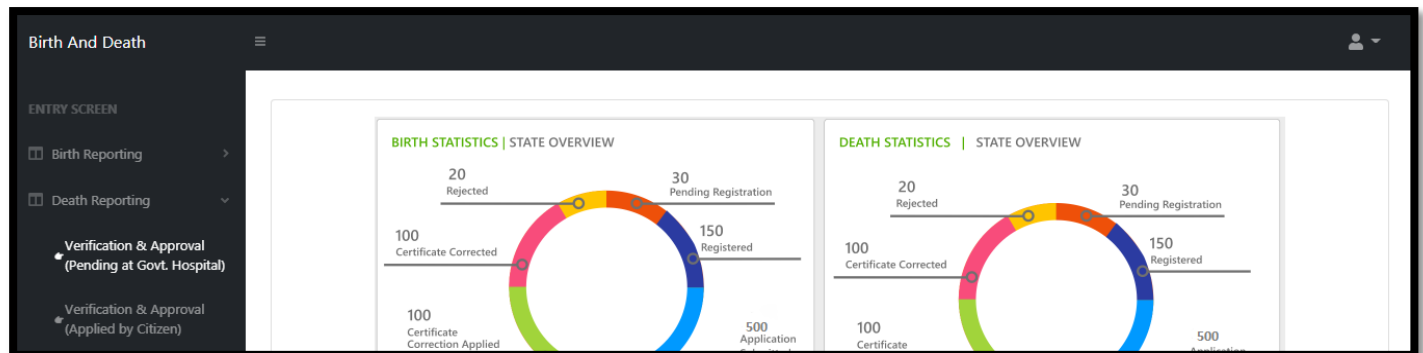




Verification & Approval  
(Pending at Govt. Hospital)



**Step 2.1.1:** Govt. Hospital Registrar will click on “Verification & Approval (Pending at Govt. Hospital)” from Birth Reporting main menu for the all-birth application send by Govt. Hospital DEO and are verified & approved by Govt. hospital Registrar.



**Step 2.1.2 :** Govt. Hospital Registrar will be redirected to the “Verification & Approval (Pending at Govt. Hospital)” page. Govt. Hospital Registrar will select any of the birth application and will click on action button

Application List (Pending at Govt. Hospital)

Display 10 Records per page Search: \_\_\_\_\_

Sl. No.	Entry Date	Place Of Death	Hospital Name	Deceased Information			Spouse Information		Mother's Information	Acknowledgement No.	Status	Action
				Name	DOB	Gender	Name	Mobile No.				
1	06/08/2021	Hospital	College of Medicine & Sagar Dutta Hospital	A A A	06/08/2021	Female			Sagar Dutta	ACK/D/2021/000021	Application Submitted	Action
2	12/08/2021	Hospital	College of Medicine & Sagar Dutta Hospital	Abhi paul	01/08/2021	Male			T H	ACK/D/2021/000037	Application Submitted	Action
3	12/08/2021	Hospital	College of Medicine & Sagar Dutta Hospital	Adil Sk	06/08/2021	Male			Nita Sk	ACK/D/2021/000038	Application Submitted	Action
4	15/08/2021	Hospital	College of Medicine & Sagar Dutta Hospital	Miraz	27/07/2021	Male				ACK/D/2021/000051	Application Rectified	Action

**Step 2.1.3:** A popup will occur with the filled death application

Death Registration Approval

Acknowledgement No: ACK/D/2021/000052 Reporting Date (dd/mm/yyyy): 03/09/2021

LEGAL INFORMATION

Information of the deceased

Date Of Death (dd/mm/yyyy): 30/07/2021 Sex: Male Age: Years:- 55  
 First Name: Krisnedu Middle Name: Last Name: Pan  
 Type of ID Proof: EPIC ID Proof Number: BVD 678hjki Upload ID Proof: [View](#)

Place of Death

Place of death: Hospital State: West Bengal District: North 24 Parganas  
 Urban/Rural: Municipality Block/Municipality: MUNICIPALITY KAMARHATI  
 Panchayat: Village/Town: KAMARHATI Pin: Hospital Type: Government  
 Name & Address of hospital/institute: College of Medicine & Sagar Dutta Hospital

Mother's Information

First Name: Mousumi Middle Name: Last Name: Pan  
 Email Id: Mobile Number: 9732240514  
 Type of ID Proof: ID Proof Number: Upload ID Proof:

Activate Windows  
Go to PC settings to activate

**Step 2.1.4:** User (Registrar) will verify the entire application and clicks on status menu which has 3 options and they are Approve, send back to DEO or Reject.

Uploaded Documents

Upload Death Certificate issued by attending doctor: [View](#)      Upload Cremation / Burial Certificate : [View](#)

Approve Or Reject Application

Status: \* --Select-- Submit

Options in Status dropdown: --Select--, Approve, Send Back To DEO, Reject

**Step 2.1.5:** If User (Registrar) thinks that the application required some correction, select send back to DEO for the correction. Registrar can choose any of the following 'Mismatch between document and data', 'incorrect document upload' or other for returning the document to Hospital DEO.

Approve Or Reject Application

Status: \* Send Back To DI Reason: \* --Select--

Options in Reason dropdown: --Select--, Mismatch between document and data, Incorrect Document Upload, Other

**Step 2.1.6:** If User (Registrar) chooses others they have to write remarks for the same.

Approve Or Reject Application

Status: \* Send Back To DI Reason: \* Other Remarks: \*

Submit

**Step 2.1.7:** If User (Registrar) thinks that the application full wrong, they will select reject for the rejection. Registrar can choose any of the following 'Mismatch between document and data', 'incorrect document upload' or other for rejection.

Approve Or Reject Application

Status: \* Reject Reason: \* Other Remarks: \*

Options in Reason dropdown: --Select--, Mismatch between document and data, Incorrect Document Upload, Other

**Step 2.1.8:** If User (Registrar) thinks that the application is correct, they will select approve for certification.

Other Information

Immediate Cause/ অসুখের নাম অথবা মৃত্যুর প্রকৃত কারণ

heart attack

Antecedent Cause

Heart problem

Underlying Cause

Other Cause

www

Manner of Death (How did the injury occur?) / অসুখের নাম অথবা মৃত্যুর প্রকৃত কারণ

Suicide

If used to habitually smoke-for how many years?

If used to habitually chew tobacco in any form-for how many years?

0

If used to habitually chew arecanut in any form(including pan masala)-for how many years?

If used to habitually drink alcohol-for how many years?

0

Uploaded Documents

Upload Death Certificate issued by attending doctor: [View](#)

Approve Or Reject Application

Status: \* 

Approve

Submit

**Step 2.1.9:** A popup will arise for confirming the submission. User will click on ok for the same.

**Step 2.2.10:** Approval of the death application will be successful accordingly.

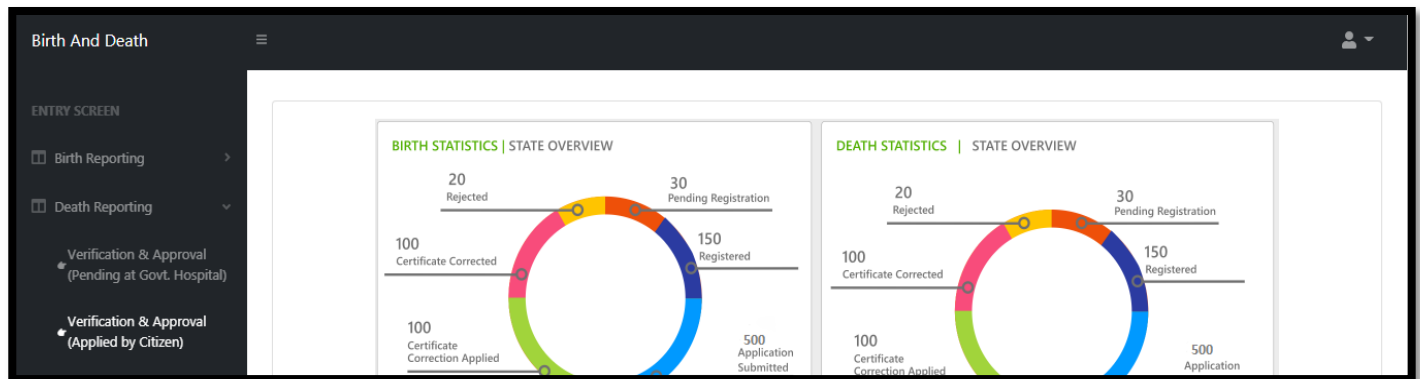
[illegible]



# Verification & Approval (Applied by Citizen)



**Step 2.2.1:** Govt. Hospital Registrar will click on “Verification & Approval (Applied by Citizen)” from Death Reporting main menu.



**Step 2.2.2:** Govt. Hospital Registrar will be redirected to the “Verification & Approval (Applied by Citizen)” page. User will select any of the application filled by citizen and press action button.

Death: Verification & Approval (Applied by Citizen)

Display 10 Records per page Search: \_\_\_\_\_

Sl. No.	Entry Date	Place Of Death	Hospital Name	Deceased Information			Spouse Information		Mother's Information	Acknowledgement No.	Status	Action
				Name	DOB	Gender	Name	Mobile No.	Name			
1	17/08/2021	Hospital	College of Medicine & Sagar Dutta Hospital	Ashoke roy	11/08/2021	Male			Disha Roy	ACK/D/2021/000076	Application Submitted	Action
2	17/08/2021	Hospital	College of Medicine & Sagar Dutta Hospital	Manik Mondal	05/08/2021	Male			Monika Mondal	ACK/D/2021/000077	Application Submitted	Action

Showing 1 - 2 of total 2 applications

Previous 1 Next

**Step 2.2.3:** A popup will occur with the filled death application for the selected death application.

**Death Registration Approval**

Acknowledgement No: ACK/D/2021/000076 Reporting Date (dd/mm/yyyy): 03/09/2021

Applicant's Relationship with Deceased: Mother  
 ID Number Of Applicant: ID Proof: Name of Applicant: Type of ID Proof:

**LEGAL INFORMATION**

**Information of the deceased**

Date Of Death (dd/mm/yyyy): 11/08/2021 Sex: Male Age: Years:- 5  
 First Name: Ashoke Middle Name: Last Name: roy  
 Type of ID Proof: ID Proof Number: Upload ID Proof:

**Place of Death**

Place of death: Hospital State: West Bengal District: North 24 Parganas  
 Urban/Rural: Municipality Block/Municipality: MUNICIPALITY KAMARHATI  
 Panchayat: Village/Town: Pin: Hospital Type: Government  
 Name & Address of hospital/institute: College of Medicine & Sagar Dutta Hospital

**Mother's Information**

First Name: Disha Middle Name: Last Name: Roy  
 Email Id: Mobile Number: 9732240514

Activate Windows  
Go to PC settings to activate

**Step 2.2.4:** A popup will arise where the filled birth application (Applied by Citizen) appeared.

**Death Registration Approval**

Acknowledgement No: ACK/D/2021/000076      Reporting Date (dd/mm/yyyy): 03/09/2021

Applicant's Relationship with Deceased: Mother      Name of Applicant:      Type of ID Proof:

ID Number Of Applicant:      ID Proof:

**LEGAL INFORMATION**

**Information of the deceased**

Date Of Death (dd/mm/yyyy): 11/08/2021      Sex: Male      Age: Years:- 5

First Name: Ashoke      Middle Name:      Last Name: roy

Type of ID Proof:      ID Proof Number:      Upload ID Proof:

**Place of Death**

Place of death: Hospital      State: West Bengal      District: North 24 Parganas

Urban/Rural: Municipality      Block/Municipality: MUNICIPALITY KAMARHATI

Panchayat:      Village/Town:      Pin:      Hospital Type: Government

Name & Address of hospital/institute: College of Medicine & Sagar Dutta Hospital

**Mother's Information**

First Name: Disha      Middle Name:      Last Name: Roy

Email Id:      Mobile Number: 9732240514

**Step 2.2.5:** Govt. Hospital Registrar will verify the entire application and clicks on status menu which has 2 options, and they are Approve or Reject

**Uploaded Documents**

Upload Death Certificate issued by attending doctor: [View](#)      Upload Cremation / Burial Certificate : [View](#)

**Approve Or Reject Application**

Status: \*   
 --Select--   
 --Select--   
 Approve   
 Reject

Submit

**Step 2.2.6:** If User (Registrar) thinks that the application full wrong, they will select reject for the rejection. Registrar can choose any of the following 'Mismatch between document and data', 'incorrect document upload' or other for rejection

**Approve Or Reject Application**

Status: \*   
 Reject ✓   
 Reason: \*   
 Other   
 --Select--   
 Mismatch between document and data   
 Incorrect Document Upload   
 Other

Remarks: \*

**Step 2.2.7:** If User (Registrar) thinks that the application is correct, they will select approve for certification

Other Information

Immediate Cause/ অসুখের নাম অথবা মৃত্যুর প্রকৃত কারণ

heart attack

Antecedent Cause

Heart problem

Underlying Cause

Other Cause

www

Manner of Death (How did the injury occur?) / অসুখের নাম অথবা মৃত্যুর প্রকৃত কারণ

Suicide

If used to habitually smoke-for how many years?

If used to habitually chew tobacco in any form-for how many years?

0

If used to habitually chew arecanut in any form(including pan masala)-for how many years?

If used to habitually drink alcohol-for how many years?

0

Uploaded Documents

Upload Death Certificate issued by attending doctor: [View](#)

Approve Or Reject Application

Status: \*

Approve

Submit

**Step 2.2.8:** A popup will arise for confirming the submission. User will click on ok for the same.

**Step 2.2.9:** Approving the birth application will be successful accordingly

Death: Verification & Approval (Applied by Citizen)												
Display 10 ▾		Records per page		Search: _____								
Sl. No.	Entry Date	Place Of Death	Hospital Name	Deceased Information			Spouse Information		Mother's Information	Acknowledgement No.	Status	
				Name	DOB	Gender	Name	Mobile No.	Name			
1	17/08/2021	Hospital	College of Medicine & Sagar Dutta Hospital	Manik Mondal	05/08/2021	Male			Monika Mondal	ACK/D/2021/000077	Application Submitted	Action

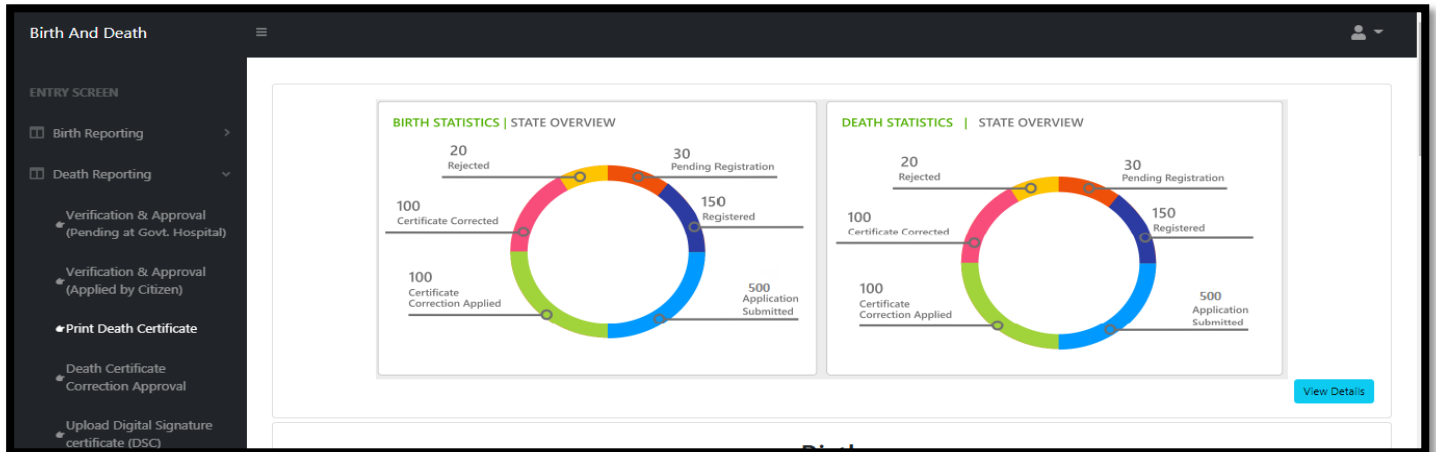




[Print Birth Certificate](#)



**Step 2.3.1:** Govt. Hospital Registrar will click on “Print Death Certificate” from Death Reporting main menu.



**Step 2.3.2:** Govt. Hospital Registrar will be redirected to the “Print Death Certificate” page. User will search the application whose certificate is ready for print by either clicking on search button or search by acknowledgement number of specific application.

The screenshot shows the 'Print Death Certificate' page. It has a search bar labeled 'Acknowledgement No.' with a 'Search' button. Below the search bar is a table with the following columns: 'Sl. No.', 'Entry Date', 'Place Of Death', 'Deceased Information' (sub-columns: First Name, Middle Name, Last Name, DOB, Gender), 'Father's Information' (sub-columns: Name, Mobile No.), 'Mother's Information' (sub-column: Name), 'Acknowledgement No.', and 'Status'. The table is currently empty.

**Step 2.3.3:** Clicking on search button the selected application will appear. User will click on print button.


The screenshot shows the 'Print Death Certificate' page with search results. The search bar contains 'ACK/D/2021/000052' and the 'Search' button is clicked. Below the search bar, there is a 'Display 10 Records per page' dropdown and a 'Search:' input field. The table now contains one record:

Sl. No.	Entry Date	Place Of Death	Deceased Information					Father's Information		Mother's Information	Acknowledgement No.	Status	
			First Name	Middle Name	Last Name	DOB	Gender	Name	Mobile No.	Name			
1	16/08/2021	Hospital	Krisnedu		Pan	30/07/2021	Male			Mousumi Pan	ACK/D/2021/000052	Approved	Print

Below the table, it says 'Showing 1 - 1 of total 1 applications'. At the bottom right, there are 'Previous', '1', and 'Next' buttons.

**Step 2.3.4:** Clicking on print button the certificate will open; registrar can print the required death certificate.

  
**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF HEALTH AND FAMILY WELFARE**  
College of Medicine & Sagar Dutta Hospital

ফর্ম-৫  
**Form-5**  


**BIRTH CERTIFICATE**

(ISSUED UNDER SECTION 12/17 OF THE REGISTRATION OF BIRTHS & DEATHS ACT, 1969 AND RULE 6/13 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 BIRTH WHICH IS THE REGISTER FOR College of Medicine & Sagar Dutta Hospital OF BLOCK/MUNICIPALITY/MUNICIPALITY KAMARHATI OF DISTRICT NORTH 24 PARGANAS OF STATE WEST BENGAL, INDIA.

NAME :	Shivangi Dey	GENDER :	Female
DATE OF BIRTH :	02-09-2021	PLACE OF BIRTH :	College of Medicine & Sagar Dutta Hospital, MUNICIPALITY KAMARHATI, North 24 Parganas, West Bengal
NAME OF MOTHER :	Shruni Dey	NAME OF FATHER :	Arnob Dey
MOTHER'S IDENTITY PROOF :	EPIC-B44775	FATHER'S IDENTITY PROOF :	EPIC-1255
PRESENT ADDRESS OF MOTHER AT THE TIME BIRTH OF THE CHILD :	c7 House No.- Street Lane- Locality- BIDHAN NAGAR MUNICIPAL CORPORATION Municipality Dist- North 24 Pargana, West Bengal	PERMANENT ADDRESS OF MOTHER :	c7 House No.- Street Lane- Locality- BIDHAN NAGAR MUNICIPAL CORPORATION Municipality Dist- North 24 Pargana, West Bengal
REGISTRATION NO :	B/2021/000065	DATE OF REGISTRATION :	03-08-2021
S-UHID :	18125196418534	REMARKS (IF ANY) :	
DATE OF ISSUE :	03-09-2021	ISSUING AUTHORITY :	
UPDATED ON :	2021-09-29 13:23:49		

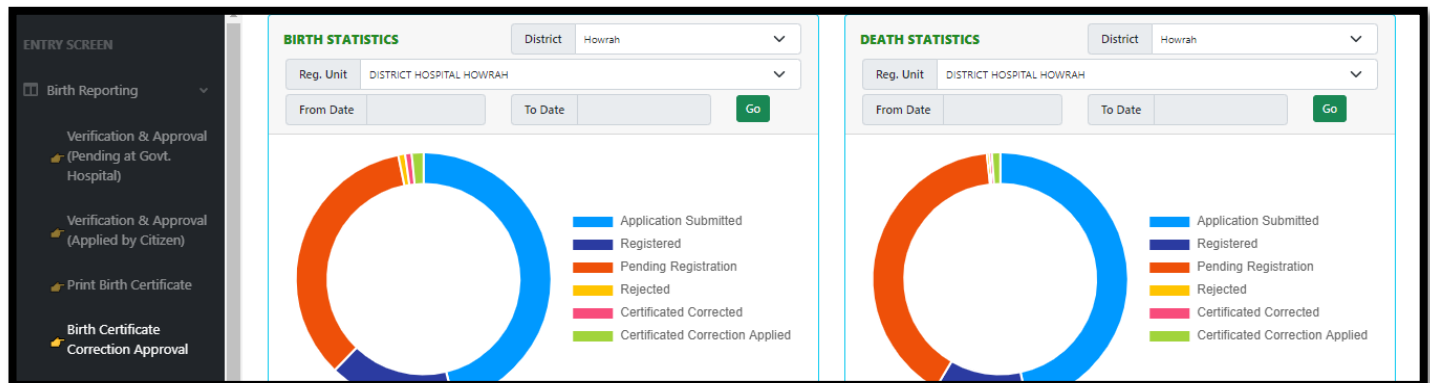


Activate Windows  
Go to PC settings to activate Windows



Birth Certificate  
Correction Approval

**Step 2.4.1:** Govt. Hospital Registrar will click on “Birth Certificate Correction Approval” from Birth Reporting main menu.



**Step 2.4.2:** Govt. Hospital Registrar will be redirected to the “Birth Certificate Correction Approval” page. Entire birth certificate correction request stored here. Registrar will select an application and approve or reject the correction approval accordingly.

**Birth Certificate Correction, Approval**

Acknowledgement No.

Sl. No.	Birth Type	Place Of Birth	Child Information		Father's Information				Mother's Information	Acknowledgement No.	Status
			DOB	Gender	First Name	Middle Name	Last Name	Mobile No.	Name		

**Step 2.4.3:** Govt. Hospital Registrar 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 existing birth registration application which has been corrected by citizen.

**Birth Certificate Correction, Approval**

Acknowledgement No.

Sl. No.	Birth Type	Place Of Birth	Child Information		Father's Information				Mother's Information	Acknowledgement No.	Status
			DOB	Gender	First Name	Middle Name	Last Name	Mobile No.	Name		



**Step 2.4.4:** Govt. Hospital Registrar will select any of the corrected birth application and will click on action button.

**Birth Certificate Correction, Approval**

Acknowledgement No.

Display  Records per page Search:

Sl. No.	Birth Type	Place Of Birth	Child Information		Father's Information				Mother's Information	Acknowledgement No.	Status	
			DOB	Gender	First Name	Middle Name	Last Name	Mobile No.	Name			
1	Normal Birth	Hospital	11/08/2021	Male	Mithun		Mal			ACK/B/2021/000130	Applied for Certificate Correction	<input type="button" value="Action"/>
2	Normal Birth	Hospital	11/08/2021	Male	Mithun		Mal			ACK/B/2021/000130	Applied for Certificate Correction	<input type="button" value="Action"/>
3	Normal Birth	Hospital	22/08/2021	Male	Kumar		Biswas	8697615902		ACK/B/2021/000186	Applied for Certificate Correction	<input type="button" value="Action"/>

**Step 2.4.5:** Govt. Hospital Registrar will select any of the birth application and will click on action button.

**Birth Certificate Correction, Approval**

Acknowledgement No.

Display  Records per page Search:

Sl. No.	Birth Type	Place Of Birth	Child Information		Father's Information				Mother's Information	Acknowledgement No.	Status	
			DOB	Gender	First Name	Middle Name	Last Name	Mobile No.	Name			
1	Normal Birth	Hospital	11/08/2021	Male	Mithun		Mal			ACK/B/2021/000130	Applied for Certificate Correction	<input type="button" value="Action"/>
2	Normal Birth	Hospital	11/08/2021	Male	Mithun		Mal			ACK/B/2021/000130	Applied for Certificate Correction	<input type="button" value="Action"/>
3	Normal Birth	Hospital	22/08/2021	Male	Kumar		Biswas	8697615902		ACK/B/2021/000186	Applied for Certificate Correction	<input type="button" value="Action"/>

**Step 2.4.6:** A popup will arise where the Birth Certificate Correction Approval of filled birth application appeared.

**Birth Certificate Correction - Approval**

Date Of Birth (dd/mm/yyyy): 22/08/2021 Sex: Male  
 First Name: BabyofTanaya Middle Name: Last Name:

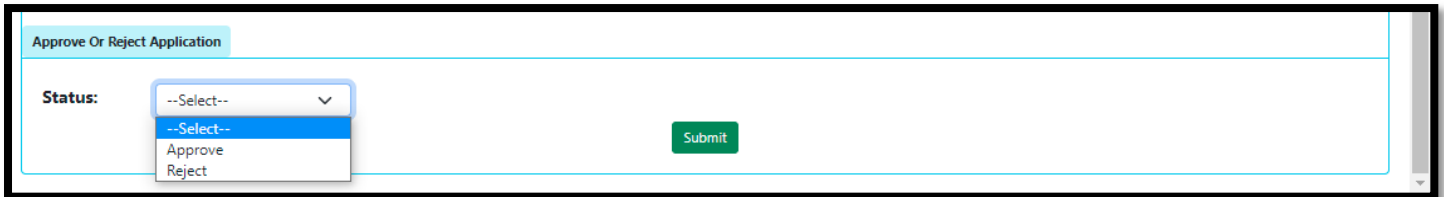
**Father's Information**

First Name: Kumar Middle Name: Last Name: Biswas Email Id:  
 Mobile Number: Type of ID Proof: Aadhaar ID Proof Number: 784845785447 Uploaded ID Proof: [View](#)

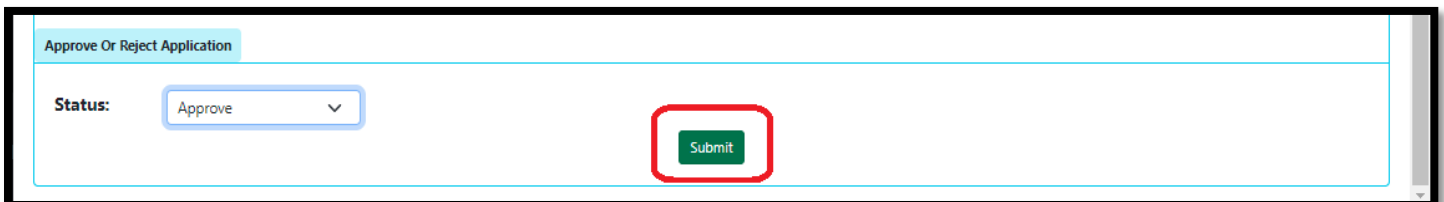
**Mother's Information**



**Step 2.4.7:** Govt. Hospital Registrar will verify the entire application and provide their status as per their verification. If they think application is not up to the mark, they will select reject which will reject the application. Regarding rejection Registrar must write proper reason of rejection.



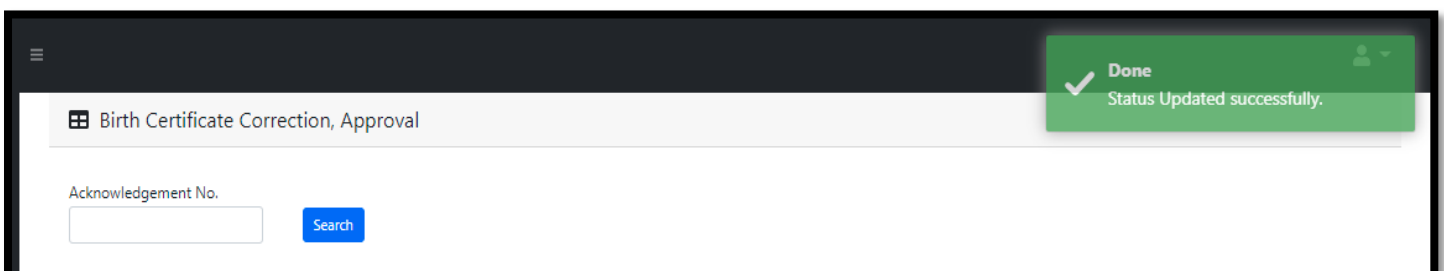
**Step 2.4.8:** Govt. Hospital Registrar will select approve if they think that the application is perfect to proceed, they will select approve and press submit button.



**Step 2.4.9:** A popup will arise; Registrar will click on the ok button for confirming the submission.



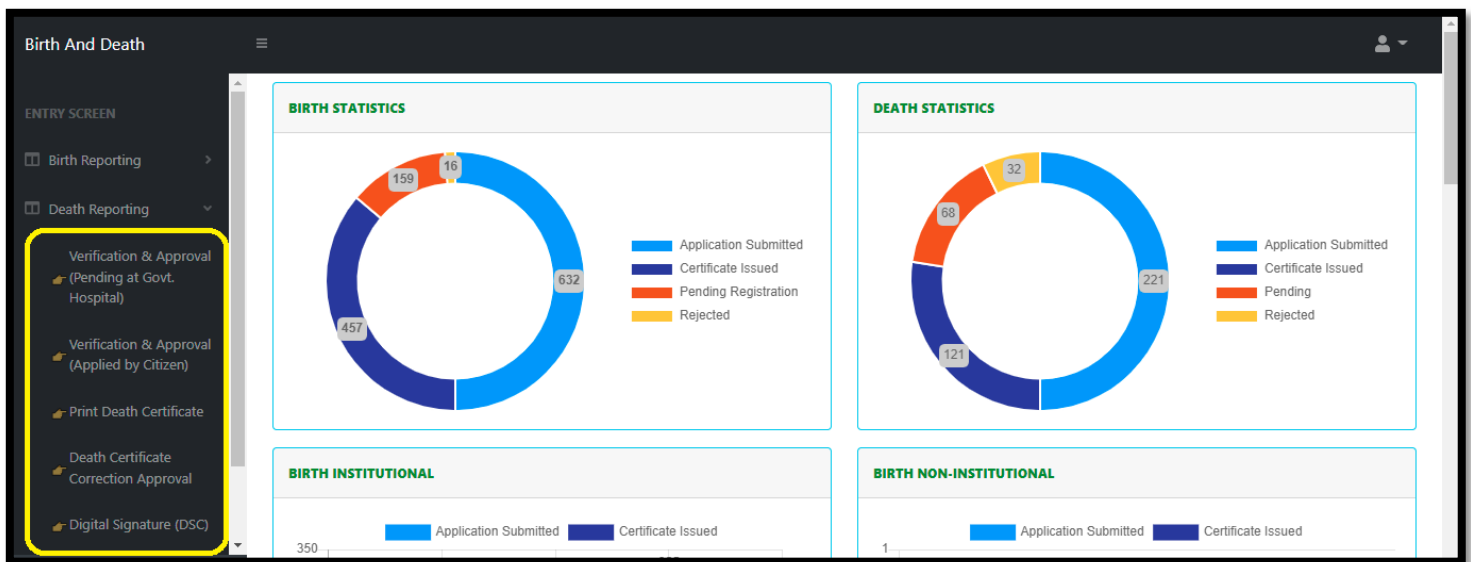
**Step 2.4.10:** Correction approval of the selected application will be successful.





# Death Reporting

**Step 3.0:** Govt. Hospital Registrar will click on “Death Reporting” from Entry Screen section. It will open the dropdown menu with the following submenus Verification & Approval (Pending at Govt. Hospital) [All death application send by Govt. Hospital DEO and are verified & approved by Govt. hospital Registrar], Verification & Approval (Applied by Citizen)[All death application send by Citizen and are verified & approved by Govt. hospital Registrar], Print Death Certificate [Approved death certificate published with digital signature are stored here, Registrar can print the death certificate], Death Certificate Correction Approval [All death application whose child name are modified are verified & approved by Govt. Hospital Registrar], and Digital Signature (DSC)[Govt. Hospital DEO will attach the digitally signed certificate].





Verification & Approval  
(Pending at Govt. Hospital)

**Step 3.1.1:** Govt. Hospital Registrar will click on “Verification & Approval (Pending at Govt. Hospital)” from Death Reporting main menu for the II death application send by Govt. Hospital DEO and are verified & approved by Govt. hospital Registrar.



**Step 3.1.2:** Govt. Hospital Registrar will be redirected to the “Verification & Approval (Pending at Govt. Hospital)” page. User will select any of the application filled by Government hospital DEO and press action button.

Application List (Pending at Govt. Hospital)

Display 10 Records per page Search: \_\_\_\_\_

Sl. No.	Entry Date	Place Of Death	Hospital Name	Deceased Information			Spouse Information		Mother's Information	Acknowledgement No.	Status	Action
				Name	DOB	Gender	Name	Mobile No.	Name			
1	06/08/2021	Hospital	College of Medicine & Sagar Dutta Hospital	A A A	06/08/2021	Female				ACK/D/2021/000021	Application Submitted	Action
2	12/08/2021	Hospital	College of Medicine & Sagar Dutta Hospital	Abhi paul	01/08/2021	Male			T H	ACK/D/2021/000037	Application Submitted	Action
3	12/08/2021	Hospital	College of Medicine & Sagar Dutta Hospital	Adil Sk	06/08/2021	Male			Nita Sk	ACK/D/2021/000038	Application Submitted	Action
4	15/08/2021	Hospital	College of Medicine & Sagar Dutta Hospital	Miraz	27/07/2021	Male				ACK/D/2021/000051	Application Rectified	Action

**Step 3.1.3:** A popup will occur with the filled death application.

Death Registration Approval

Acknowledgement No: ACK/D/2021/000052 Reporting Date (dd/mm/yyyy): 03/09/2021

LEGAL INFORMATION

Information of the deceased

Date Of Death (dd/mm/yyyy): 30/07/2021 Sex: Male Age: Years:- 55  
 First Name: Krisnedu Middle Name: Last Name: Pan  
 Type of ID Proof: EPIC ID Proof Number: BVD 678hjki Upload ID Proof: [View](#)

Place of Death

Place of death: Hospital State: West Bengal District: North 24 Parganas  
 Urban/Rural: Municipality Block/Municipality: MUNICIPALITY KAMARHATI  
 Panchayat: Village/Town: KAMARHATI Pin: Hospital Type: Government  
 Name & Address of hospital/institute: College of Medicine & Sagar Dutta Hospital

Mother's Information

First Name: Mousumi Middle Name: Last Name: Pan  
 Email Id: Mobile Number: 9732240514  
 Type of ID Proof: ID Proof Number: Upload ID Proof:

Activate Windows  
Go to PC settings to activate.



**Step 3.1.4:** Govt. Hospital Registrar will verify the entire application and clicks on status menu which has 3 options, and they are Approve, send back to DEO or Reject.

Uploaded Documents

Upload Death Certificate issued by attending doctor: [View](#) Upload Cremation / Burial Certificate : [View](#)

Approve Or Reject Application

Status: \* --Select--

Submit

Activate Windows  
Go to PC settings to activate Windows.

**Step 3.1.5:** If User (Registrar) thinks that the application required some correction, select send back to DEO for the correction. Registrar can choose any of the following 'Mismatch between document and data', 'incorrect document upload' or other for returning the document to Hospital DEO.

Approve Or Reject Application

Status: \* Send Back To DI ✓

Reason: \* --Select--

Mismatch between document and data  
Incorrect Document Upload  
Other

Activate Windows  
Go to PC settings to activate Windows.

**Step 3.1.6:** If User (Registrar) chooses others they must write remarks for the same.

Approve Or Reject Application

Status: \* Send Back To DI ✓

Reason: \* Other

Remarks: \*

Submit

Activate Windows  
Go to PC settings to activate Windows.

**Step 3.1.7:** If User (Registrar) thinks that the application full wrong, they will select reject for the rejection. Registrar can choose any of the following 'Mismatch between document and data', 'incorrect document upload' or other for rejection.

Approve Or Reject Application

Status: \* Reject ✓

Reason: \* Other

Mismatch between document and data  
Incorrect Document Upload  
Other

Remarks: \*

Activate Windows  
Go to PC settings to activate Windows.

**Step 3.1.8:** If User (Registrar) thinks that the application is correct, they will select approve for certification..

Other Information		
Immediate Cause/ অসুখের নাম অথবা মৃত্যুর প্রকৃত কারণ heart attack	Antecedent Cause Heart problem	Underlying Cause
Other Cause www	Manner of Death (How did the injury occur?) / অসুখের নাম অথবা মৃত্যুর প্রকৃত কারণ Suicide	
If used to habitually smoke-for how many years?	If used to habitually chew tobacco in any form-for how many years? 0	
If used to habitually chew arecanut in any form(including pan masala)-for how many years?	If used to habitually drink alcohol-for how many years? 0	

Uploaded Documents

Upload Death Certificate issued by attending doctor: [View](#)

Approve Or Reject Application

Status: \* Approve

Submit

**Step 3.1.9:** A popup will arise for confirming the submission. User will click on ok for the same.

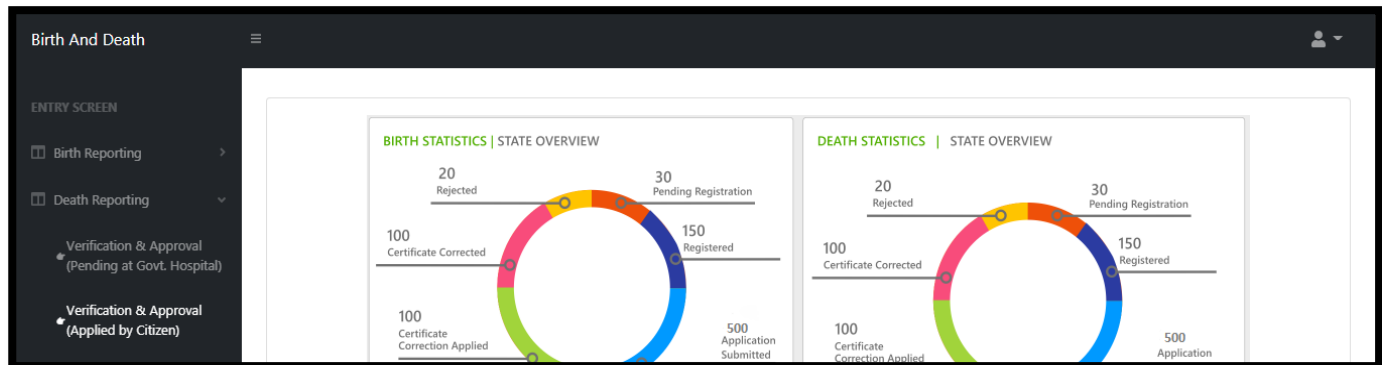
**Step 3.1.10:** Approval of the death application will be successful accordingly.

[illegible]

# Verification & Approval (Applied by Citizen)



**Step 3.2.1:** Govt. Hospital Registrar will click on “Verification & Approval (Applied by Citizen)” from Death Reporting main menu for the all birth application send by Citizen and are verified & approved by Govt. hospital Registrar.



**Step 3.2.2:** Govt. Hospital Registrar will be redirected to the “Verification & Approval (Applied by Citizen)” page. Govt. Hospital Registrar will select any of the death application and will click on action button

Death: Verification & Approval (Applied by Citizen)

Display 10 Records per page Search:

Sl. No.	Entry Date	Place Of Death	Hospital Name	Deceased Information			Spouse Information		Mother's Information	Acknowledgement No.	Status	Action
				Name	DOB	Gender	Name	Mobile No.	Name			
1	17/08/2021	Hospital	College of Medicine & Sagar Dutta Hospital	Ashoke roy	11/08/2021	Male			Disha Roy	ACK/D/2021/000076	Application Submitted	Action
2	17/08/2021	Hospital	College of Medicine & Sagar Dutta Hospital	Manik Mondal	05/08/2021	Male			Monika Mondal	ACK/D/2021/000077	Application Submitted	Action

Showing 1 - 2 of total 2 applications

Previous 1 Next

**Step 3.2.3:** A popup will occur with the filled death application for the selected death application.

**Death Registration Approval**

Acknowledgement No: ACK/D/2021/000076 Reporting Date (dd/mm/yyyy): 03/09/2021

Applicant's Relationship with Deceased: Mother  
ID Number Of Applicant: ID Proof: Name of Applicant: Type of ID Proof:

**LEGAL INFORMATION**

**Information of the deceased**

Date Of Death (dd/mm/yyyy): 11/08/2021 Sex: Male Age: Years:- 5  
First Name: Ashoke Middle Name: Last Name: roy  
Type of ID Proof: ID Proof Number: Upload ID Proof:

**Place of Death**

Place of death: Hospital State: West Bengal District: North 24 Parganas  
Urban/Rural: Municipality Block/Municipality: MUNICIPALITY KAMARHATI  
Panchayat: Village/Town: Pin: Hospital Type: Government  
Name & Address of hospital/institute: College of Medicine & Sagar Dutta Hospital

**Mother's Information**

First Name: Disha Middle Name: Last Name: Roy  
Email Id: Mobile Number: 9732240514

Activate Windows  
Go to PC settings to activate.

**Step 3.2.4:** Govt. Hospital Registrar will verify the entire application and clicks on status menu which has 2 options, and they are Approve or Reject

Uploaded Documents

Upload Death Certificate issued by attending doctor: [View](#)      Upload Cremation / Burial Certificate : [View](#)

Approve Or Reject Application

Status: \* --Select-- --Select-- Approve Reject Submit

Activate Windows  
Go to PC settings to activate.

**Step 3.2.5:** If User (Registrar) thinks that the application full wrong, they will select reject for the rejection. Registrar can choose any of the following 'Mismatch between document and data', 'incorrect document upload' or other for rejection.

Approve Or Reject Application

Status: \* Reject ✓ ▼ Reason: \* Other --Select-- Mismatch between document and data Incorrect Document Upload Other Remarks: \*

Activate Windows  
Go to PC settings to activate.

**Step 3.2.6:** If User (Registrar) thinks that the application is correct, they will select approve for certification.

Other Information

Immediate Cause/ অসুখের নাম অথবা মৃত্যুর প্রকৃত কারণ: heart attack      Antecedent Cause: Heart problem      Underlying Cause: Manner of Death (How did the injury occur?) / অসুখের নাম অথবা মৃত্যুর প্রকৃত কারণ: Suicide

Other Cause: www

If used to habitually smoke-for how many years? 0

If used to habitually chew arecanut in any form(including pan masala)-for how many years? 0

If used to habitually drink alcohol-for how many years? 0

Uploaded Documents

Upload Death Certificate issued by attending doctor: [View](#)

Approve Or Reject Application

Status: \* Approve ▼ Submit

**Step 3.2.7:** Verification of the selected application will be successful.



**Step 3.2.7:** A popup will arise for confirming the submission. User will click on ok for the same.

The screenshot shows a web application interface for 'Death Registration Approval'. A modal popup is displayed in the center, asking for confirmation: '40.81.75.47:4043 says Are you sure?'. The popup has 'OK' and 'Cancel' buttons. The background form is partially visible, showing fields for 'Immediate Cause/ অসুখের নাম অথবা মৃত্যুর প্রকৃত কারণ' and 'Underlying Cause'.

**Step 3.2.8:** Approving the birth application will be successful accordingly.

Death: Verification & Approval (Applied by Citizen)

Display 10 Records per page Search: \_\_\_\_\_

Sl. No.	Entry Date	Place Of Death	Hospital Name	Deceased Information			Spouse Information		Mother's Information	Acknowledgement No.	Status	Action
				Name	DOB	Gender	Name	Mobile No.				
1	17/08/2021	Hospital	College of Medicine & Sagar Dutta Hospital	Manik Mondal	05/08/2021	Male			Monika Mondal	ACK/D/2021/000077	Application Submitted	Action

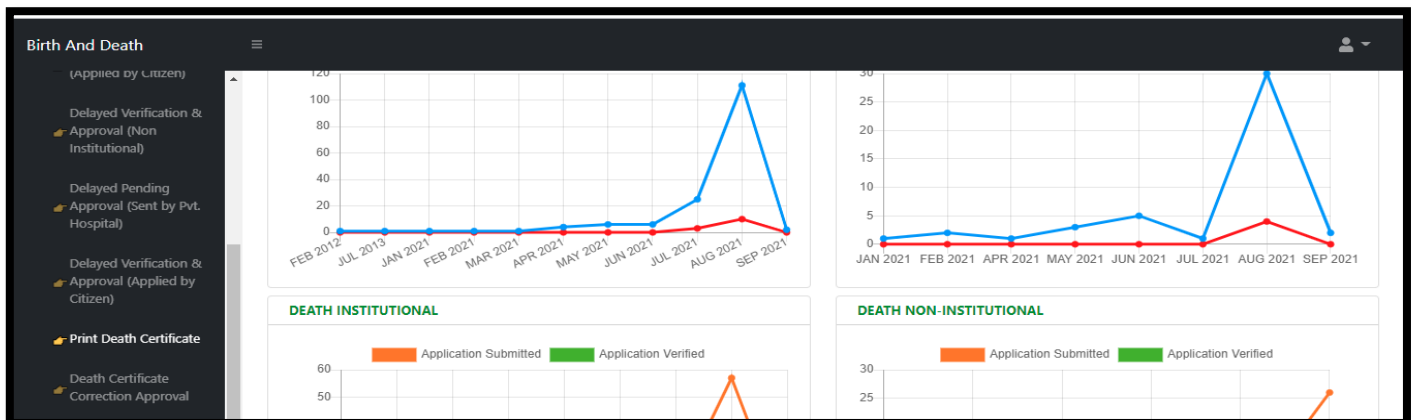
Showing 1 - 1 of total 1 applicatopns

Previous 1 Next

# Print Death Certificate



**Step 3.3.1:** Govt. Hospital Registrar 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 3.3.2:** Govt. Hospital Registrar will be redirected to the “Print Death Certificate” page.

**Print Death Certificate**

Acknowledgement No.

Sl. No.	Entry Date	Place Of Death	Deceased Information					Father's Information		Mother's Information		Acknowledgement No.	Status
			First Name	Middle Name	Last Name	DOB	Gender	Name	Mobile No.	Name			

**Step 3.3.3:** Govt. Hospital Registrar 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.

**Print Death Certificate**

Acknowledgement No.

Display  Records per page Search:

Sl. No.	Entry Date	Place Of Death	Deceased Information					Father's Information		Mother's Information		Acknowledgement No.	Status	
			First Name	Middle Name	Last Name	DOB	Gender	Name	Mobile No.	Name				
1	17/08/2021	Hospital	Adhir		paul	02/08/2021	Male					ACK/D/2021/000061	Approved	<input type="button" value="Print"/>

Showing 1 - 1 of total 1 applications Previous 1 Next

**Step 3.3.4:** Govt. Hospital Registrar will select an application and will click on print button.

**Print Death Certificate**


Acknowledgement No.

Display  Records per page Search:

Sl. No.	Entry Date	Place Of Death	Deceased Information					Father's Information		Mother's Information		Acknowledgement No.	Status	
			First Name	Middle Name	Last Name	DOB	Gender	Name	Mobile No.	Name				
1	12/08/2021	Hospital	Bipasha		Mondal	04/08/2021	Female	Mithun Mondal	9732240514	Mita Dey		ACK/D/2021/000030	Approved	<input type="button" value="Print"/>
2	12/08/2021	Home	Mithun		Das	04/08/2021	Male	Milon Das		Mita Das		ACK/D/2021/000031	Approved	<input type="button" value="Print"/>
3	17/08/2021	Hospital	Adhir		paul	02/08/2021	Male					ACK/D/2021/000061	Approved	<input type="button" value="Print"/>
4	17/08/2021	Hospital	Rima		desai	27/03/2021	Female					ACK/D/2021/000070	Approved	<input type="button" value="Print"/>
5	17/08/2021	Home	Pushpita	Das	Pal	28/07/2021	Female	Gourab Mondal	9732240514	Ranu Mondal		ACK/D/2021/000081	Approved	<input type="button" value="Print"/>

**Step 3.3.5:** Clicking on print button, the certificate will be downloaded. Govt. Hospital Registrar can print the certificate accordingly.

  
GOVERNMENT OF WEST BENGAL  
DEPARTMENT OF HEALTH AND FAMILY WELFARE  
D 2021.000025


ফর্ম-৬  
Form-6  


**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 College of Medicine & Sagar Dutta Hospital OF BLOCK/MUNICIPALITY/MUNICIPALITY KAMARHATI OF DISTRICT NORTH 24 PARGANAS OF STATE WEST BENGAL, INDIA.

NAME OF DECEASED :	Kinnadu Pan	SEX :	Male
DATE OF DEATH :	30/07/2021	PLACE OF DEATH :	MUNICIPALITY KAMARHATI, North 24 Parganas, West Bengal
AGE OF DECEASED :	55 YEARS	NAME OF SPOUSE :	
SPOUSE IDENTITY PROOF :	-	NAME OF FATHER :	
NAME OF MOTHER :	Mousumi Pan	FATHER'S IDENTITY PROOF :	
MOTHER'S IDENTITY PROOF :	-	PERMANENT ADDRESS OF DECEASED :	
ADDRESS OF THE DECEASED AT THE TIME OF DEATH :		DATE OF REGISTRATION :	03/09/2021
REGISTRATION NO :	D/2021/000025	ISSUING AUTHORITY :	
REMARKS (IF ANY) :			
DATE OF ISSUE :	03/09/2021		
UPDATED ON :	2021-08-16 08:51:36		



Activate Windows  
Go to PC settings to activate Windows.

# Death Certificate Correction Approval





**Step 3.4.1:** Govt. Hospital Registrar will click on “Death Certificate Correction Approval” from Death Reporting main menu for the birth application whose child name are modified are verified & approved by Govt. Hospital Registrar .



**Step 3.4.2:** will be redirected to the “Death Certificate Correction Approval” page. Entire death certificate correction request stored here. Registrar will select an application and approve or reject the correction approval accordingly.

**Death Certificate Correction, Approval**

Acknowledgement No.

Sl. No.	Entry Date	Place Of Death	Deceased Information			Husband / Wife Information		Mother's Information	Status
			Name	DOB	Gender	Name	Mobile No.	Name	

**Step 3.4.3:** Govt. Hospital Registrar 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 existing birth registration application which has been corrected by citizen.

**Death Certificate Correction, Approval**

Acknowledgement No.

Display  Records per page Search:

Sl. No.	Entry Date	Place Of Death	Deceased Information			Husband / Wife Information		Mother's Information	Status	Action
			Name	DOB	Gender	Name	Mobile No.	Name		
1	24/08/2021	Hospital	Komola Khatun	23/08/2021	Female	Ramesh Khatun	9874561230		Applied for Certificate Correction	Action
2	25/08/2021	Home	Rana Saha	24/08/2021	Male	Tapasi Saha	5789461230		Applied for Certificate Correction	Action

**Step 3.4.4:** Govt. Hospital Registrar will select any of the death application and will click on action button.

Death Certificate Correction, Approval

Acknowledgement No.

Display  Records per page Search:

Sl. No.	Entry Date	Place Of Death	Deceased Information			Husband / Wife Information		Mother's Information	Status	
			Name	DOB	Gender	Name	Mobile No.	Name		
1	24/08/2021	Hospital	Komola Khatun	23/08/2021	Female	Ramesh Khatun	9874561230		Applied for Certificate Correction	<input type="button" value="Action"/>
2	25/08/2021	Home	Rana Saha	24/08/2021	Male	Tapasi Saha	5789461230		Applied for Certificate Correction	<input type="button" value="Action"/>

**Step 3.4.5:** A popup will arise where the Death Certificate Correction Approval of filled birth application appeared.

Death Certificate Correction - Approval

LEGAL INFORMATION

Information of the deceased

Date Of Death (dd/mm/yyyy): 24/08/2021    Sex: Male    Age: 70  
 First Name: Rana    Middle Name: Dey    Last Name: Saha  
 Type of ID Proof: Aadhaar    ID Proof Number: 745125874965    Upload ID Proof: [View](#)

Mother's Information

First Name:    Middle Name:    Last Name:  
 Aadhaar Number:    Email Id:    Mobile Number:  
 Type of ID Proof:    ID Proof Number:    Upload ID Proof:

Father's Information

**Step 3.4.6:** Govt. Hospital Registrar will verify the entire application and provide their status as per their verification. If they think application is not up to the mark, they will select reject which will reject the application. Regarding rejection Registrar must write proper reason of rejection.

Permanent Address of the Deceased

Parmanent Address: Outside India    Bldg.No & Name: 12 Number    House Number: 2  
 Street/Lane: 12, Test Road    Locality/PostOffice: PO    Village/Town:  
 Pin: 731211    State: West Bengal    District: Birbhum  
 Urban/Rural: Block    Block/Municipality: BOLPUR SRINIKETAN

Status: \*

**Step 3.4.7. :** Govt. Hospital Registrar will select approve if they think that the application is perfect to proceed, they will select approve and press submit button.

**Permanent Address of the Deceased**

<b>Parmanent Address:</b> Outside India	<b>Bldg.No &amp; Name:</b> 12 Number	<b>House Number:</b> 2
<b>Street/Lane:</b> 12, Test Road	<b>Locality/PostOffice:</b> PO	<b>Village/Town:</b>
<b>Pin:</b> 731211	<b>State:</b> West Bengal	<b>District:</b> Birbhum
<b>Urban/Rural:</b> Block	<b>Block/Municipality:</b> BOLPUR SRINIKETAN	

**Status: \*** Approve Submit

**Step 3.4.8:** A popup will arise; Registrar will click on the ok button for confirming the submission.

Death Certificate Correction - Approval

Are you sure you want to submit?

OK Cancel

**Step 3.4.9:** Correction approval of the selected application will be successful.

**Death Certificate Correction, Approval**

Acknowledgement No.  Search

Display 10 Records per page Search:

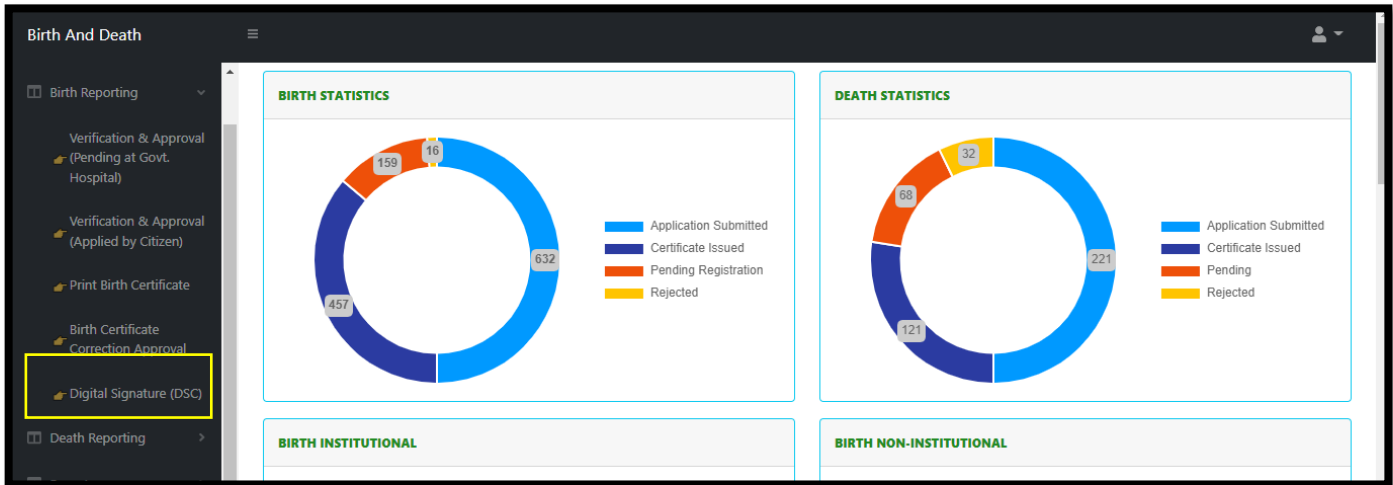
Sl. No.	Entry Date	Place Of Death	Deceased Information			Husband / Wife Information		Mother's Information	Status	Action
			Name	DOB	Gender	Name	Mobile No.	Name		
1	24/08/2021	Hospital	Komola Khatun	23/08/2021	Female	Ramesh Khatun	9874561230		Applied for Certificate Correction	

**Done**  
Status Updated successfully.



Digital Signature(DSC)  
for Birth & Death

**Step 2.5.1:** Govt. Hospital Registrar will click on “Digital Signature (DSC)” from Birth Reporting main menu after the verification process has been uploaded by registrar,



**Step 2.5.2:** Govt. Hospital Registrar will be redirected to the “Digital Signature DSC)” page. Govt. Hospital Registrar will select an application and click on ‘Add DSC’ button.

Birth And Death

ENTRY SCREEN

Digital Signature Pending List

Display 10 Records per page Search:

Sl. No.	Entry Date	Place Of Birth	Child Information			Father's Information				Mother's Information		Acknowledgement No.	Certificate	Status	
			Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name					
1	05/02/2022	Hospital	Ram sen	03/02/2022	Male					Kalpna		ACK/B/2022/004293		Approved	Add DSC
2	05/02/2022	Hospital	Soumi Das	02/02/2022	Female	shyamal Das				Monalisa		ACK/B/2022/004294		Approved	Add DSC
3	05/02/2022	Hospital	Manisha Dhara	01/02/2022	Female					Anita		ACK/B/2022/004295		Approved	Add DSC
4	05/02/2022	Hospital	Aviraj Gupta	06/01/2022	Male	Rajbir Gupta				Sivangi		ACK/B/2022/004296		Approved	Add DSC
5	05/02/2022	Hospital	Rashika Hasan	02/02/2022	Female	Shoaib Hasan				Sivangi		ACK/B/2022/004303		Approved	Add DSC
6	14/02/2022	Hospital	Sudip Das	02/06/2021	Male					Monika		ACK/B/2022/004322		Approved	Add DSC

Showing 1 - 6 of total 6 application

Previous 1 Next

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

Birth And Death

ENTRY SCREEN

Certificate

ABHIRUP BOSE

Password

Password

Sign

4	05/02/2022	Hospital	Aviraj Gupta	06/01/2022	Male	Rajbir Gupta				Sivangi		ACK/B/2022/004296		Approved	Add DSC
5	05/02/2022	Hospital	Rashika Hasan	02/02/2022	Female	Shoaib Hasan				Sivangi		ACK/B/2022/004303		Approved	Add DSC
6	14/02/2022	Hospital	Sudip Das	02/06/2021	Male					Monika		ACK/B/2022/004322		Approved	Add DSC

Showing 1 - 6 of total 6 application

Previous 1 Next



**Step 2.5.4:** Govt. Hospital Registrar will click on sign in button after entering the password.

Birth And Death

ENTRY SCREEN

Birth Report

Death Report

Reports

Immunization

Certificate

ABHIRUP BOSE

Password

\*\*\*\*\*

Sign

4	05/02/2022	Hospital	Aviraj Gupta	06/01/2022	Male	Shoalb Hasan	Sivangi	ACK/B/2022/004296	Approved	Add DSC
5	05/02/2022	Hospital	Rashika Hasan	02/02/2022	Female	Shoalb Hasan	Sivangi	ACK/B/2022/004303	Approved	Add DSC
6	14/02/2022	Hospital	Sudip Das	02/06/2021	Male		Monika	ACK/B/2022/004322	Approved	Add DSC

Showing 1 - 6 of total 6 application

Previous 1 Next

**Step 2.5.5:** Govt. Hospital Registrar will confirm the addition.

Birth And Death

ENTRY SCREEN

Birth Report

Death Report

Reports

Immunization

Certificate

ABHIRUP BOSE

Password

\*\*\*\*\*

Sign

Are you confirm ?

OK Cancel

4	05/02/2022	Hospital	Aviraj Gupta	06/01/2022	Male	Shoalb Hasan	Sivangi	ACK/B/2022/004296	Approved	Add DSC
5	05/02/2022	Hospital	Rashika Hasan	02/02/2022	Female	Shoalb Hasan	Sivangi	ACK/B/2022/004303	Approved	Add DSC
6	14/02/2022	Hospital	Sudip Das	02/06/2021	Male		Monika	ACK/B/2022/004322	Approved	Add DSC

Showing 1 - 6 of total 6 application

Previous 1 Next

**Step 2.5.6:** The page will be reloaded.

Birth And Death

ENTRY SCREEN

Birth Report

Death Report

Reports

Immunization

Certificate

ABHIRUP BOSE

Password

\*\*\*\*\*

Sign

4	05/02/2022	Hospital	Aviraj Gupta	06/01/2022	Male	Shoalb Hasan	Sivangi	ACK/B/2022/004296	Approved	Add DSC
5	05/02/2022	Hospital	Rashika Hasan	02/02/2022	Female	Shoalb Hasan	Sivangi	ACK/B/2022/004303	Approved	Add DSC
6	14/02/2022	Hospital	Sudip Das	02/06/2021	Male		Monika	ACK/B/2022/004322	Approved	Add DSC

Showing 1 - 6 of total 6 application

Previous 1 Next

**Step 2.5.7:** The file will be downloaded automatically.

**Birth And Death**

ENTRY SCREEN

- Birth Reporting
- Death Reporting
- Reports
- Immunization Status

Logged in as:  
DISTRICT HOSPITAL  
HOWRAH (SUB-  
REGISTRAR)

**Digital Signature Pending List**

Display  Records per page

Search:

Sl. No.	Entry Date	Place Of Birth	Child Information			Father's Information				Mother's Information		Acknowledgement No.	Certificate	Status	
			Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name					
4	05/02/2022	Hospital	Aviraj Gupta	06/01/2022	Male	Rajbir Gupta				Sivangi	ACK/B/2022/004296		Approved	Add DSC	
3	05/02/2022	Hospital	Manisha Dhara	01/02/2022	Female					Anita	ACK/B/2022/004295		Approved	Add DSC	
1	05/02/2022	Hospital	Ram sen	03/02/2022	Male					Kaipana	ACK/B/2022/004293		Approved	Add DSC	
5	05/02/2022	Hospital	Rashika Hasan	02/02/2022	Female	Shoaib Hasan				Sivangi	ACK/B/2022/004303		Approved	Add DSC	
2	05/02/2022	Hospital	Soumi Das	02/02/2022	Female	shyamal Das				Monalisa	ACK/B/2022/004294		Approved	Add DSC	

Showing 1 - 5 of total 5 application

Previous **1** Next

SignedBirthCertific....pdf

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

**BIRTH OF THE CHILD :** ALIPURDUAR, WEST BENGAL-

**CERTIFICATE NO :** B/2022/003463

**S-UHID :** 49961886352189

**DATE OF ISSUE :** 14/02/2022

**UPDATED ON :** 2022-02-14 09:35:29

**DATE OF REGISTRATION :** 14/02/2022

**REMARKS (IF ANY) :**

**ISSUING AUTHORITY :**

**Signature valid**  
Digitally Signed  
Name: ABHIRUP BOSE  
Date: 22-Feb-2022 12:28:39

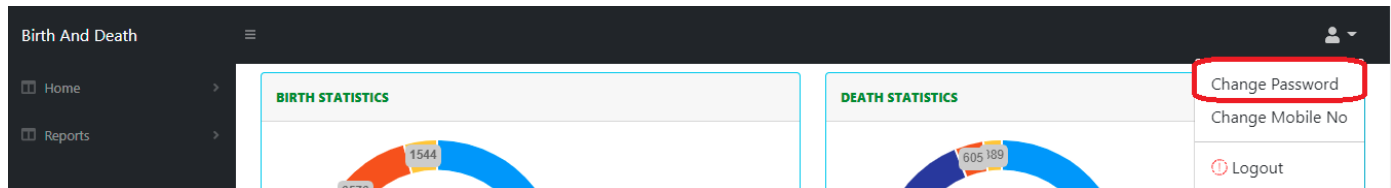
**SUB-REGISTRAR (BIRTH & DEATH)  
DISTRICT HOSPITAL HOWRAH**

"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 "

# 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.

 A screenshot of the 'Change Password' form. It has three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Each field has a toggle icon for password visibility. A green 'Save' button is to the right of the 'Confirm New Password' field. Below the fields, a section titled 'Password should match these conventions' lists three requirements:
 

- Must be 8-15 characters long
- At least 1 number, 1 lowercase, 1 uppercase letter
- At least 1 special character

**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.

 A screenshot of the 'Change Password' form after data entry. The 'Current Password' field contains '...', the 'New Password' field contains '.....', and the 'Confirm New Password' field contains '.....'. Each field has a green checkmark to its right. Below the 'New Password' field, the word 'Strong' is displayed in green. The green 'Save' button is highlighted with a red box.

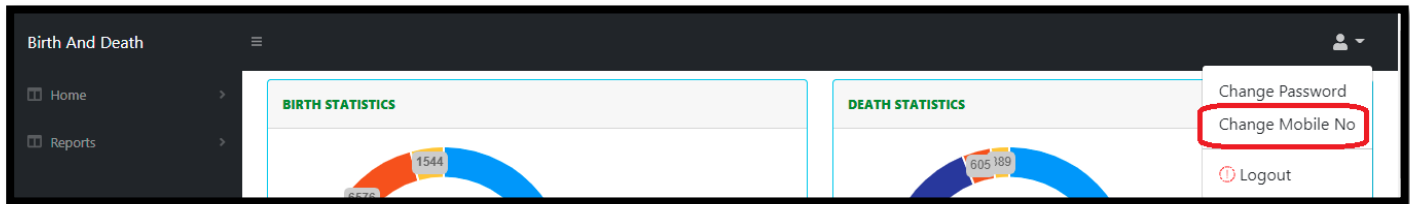




Change Mobile Number



**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.

 A screenshot of a web form titled 'Mobile No ADD/EDIT'. It contains a single input field labeled 'Mobile No' and a blue button labeled 'GET OTP'.

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

 A screenshot of the 'Mobile No ADD/EDIT' form. The 'Mobile No' input field now contains the number '9874561230'. The blue 'GET OTP' button remains visible.

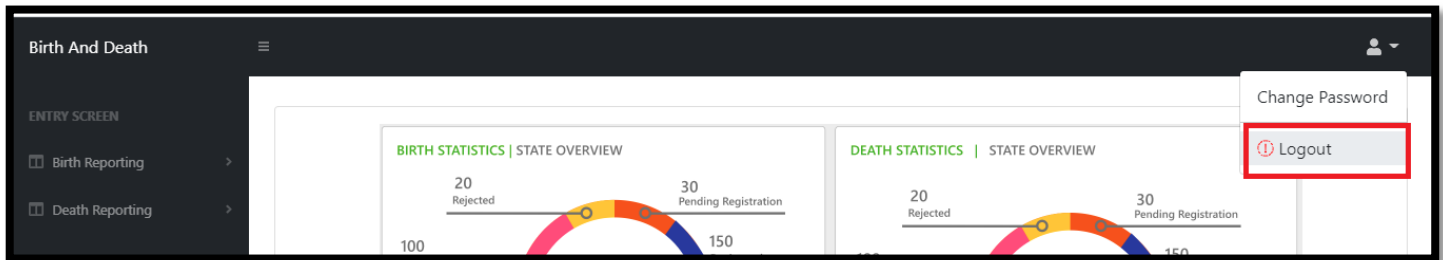
**Step 4.2.4:** DEO will enter the OTP send in their registered mobile number and press 'Submit' Button

 A screenshot of the 'Mobile No ADD/EDIT' form. The 'Mobile No' field is now disabled and shows 'XXXXXXXXXX'. A new 'Enter OTP' field has appeared with the value '634174'. A green 'Submit' button is now visible and highlighted with a red rectangle. The 'GET OTP' button is still present.

LOGOUT



**Step 4.2.1:** Govt. Hospital Registrar 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.





Image/Graphics/illustraton courtesy: Freepik.com

Designed by Freepik

Designed by rawpixel.com

Designed by pikisuperstar





# Janma-Mrityu Tathya Portal for Local Body Data Entry Operator



## Index:

Menu	Page Number
<a href="#"><u>Login</u></a>	98
<b>Birth Reporting:</b>	
<a href="#"><u>New Birth Application</u></a>	104
<a href="#"><u>Still Birth Application</u></a>	110
<b>Death Reporting:</b>	
<a href="#"><u>New Death Reporting</u></a>	115
<a href="#"><u>Change Password</u></a>	122
<a href="#"><u>Change Mobile Number</u></a>	124
<a href="#"><u>Logout</u></a>	126



**Step 1.1:** Local Body Data Entry Operator will open the Janma-Mrityu Tathya Portal from [www.wbhealth.gov.in](http://www.wbhealth.gov.in) website. Local Body Data Entry Operator will be redirected to the login page of Janma-Mrityu Tathya Portal.

Department of Health & Family Welfare  
GOVERNMENT OF WEST BENGAL

Change Language English

Regulatory Framework Content Citizen Services Important Links

User login id  
This field is required.

Password  
This field is required.

Enter Captcha Code

LOGIN

\* Forgot Password?

What's New

gistration of every birth and death || প্রতিটি জন্ম ও মৃত্যুর নিবন্ধন নিশ্চিত করা প্রত্যেক দায়িত্বশীল নাগরিকের কর্তব্য | Janma-Mrityu Tathya Portal An User Manual (PDF) **NEW!**

**Step 1.2:** Local Body Data Entry Operator will login with their credentials (Username & Password) and click on login button to login on the Janma-Mrityu Tathya Portal

Department of Health & Family Welfare  
GOVERNMENT OF WEST BENGAL

Change Language English

Regulatory Framework Content Citizen Services Important Links

username

password

7022

LOGIN

\* Forgot Password?

What's New

It is the duty of every responsible citizen to ensure registration of every birth and death

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

**Change Password**

Current Password      New Password      Confirm New Password

Save

**Default Password Change Required,, Please change your password..**

Password should match these conventions

- Must be 8-15 characters long
- At least 1 number, 1 lowercase, 1 uppercase letter
- At least 1 special character

**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.

**Change Password**

Current Password      New Password      Confirm New Password

.....      .....      .....      Save

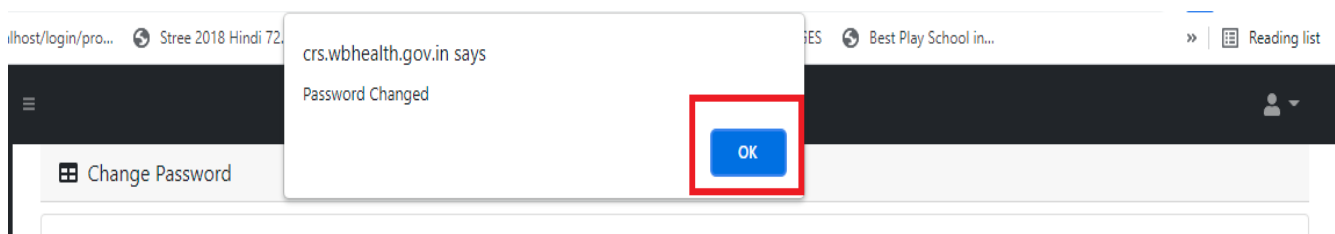
Strong

**Default Password Change Required,, Please change your password..**

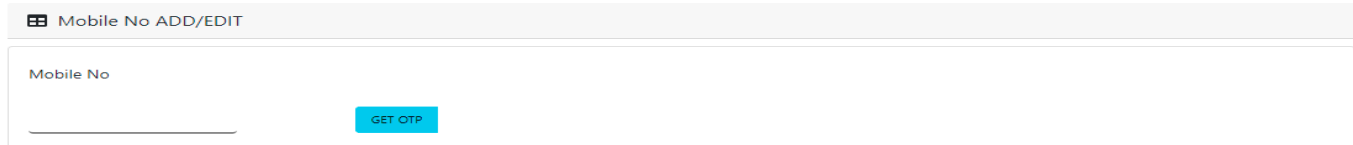
Password should match these conventions

- Must be 8-15 characters long
- At least 1 number, 1 lowercase, 1 uppercase letter
- At least 1 special character

**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.

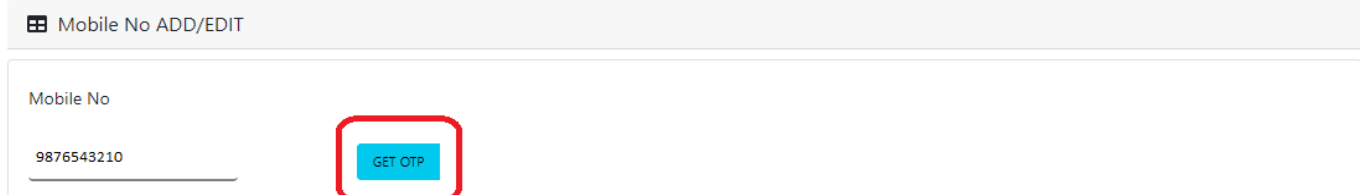


Mobile No ADD/EDIT

Mobile No

GET OTP

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



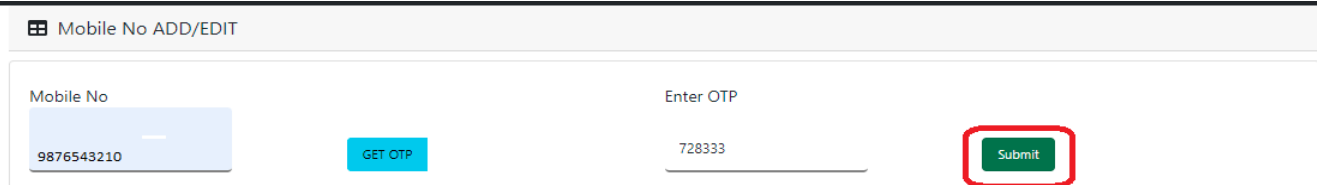
Mobile No ADD/EDIT

Mobile No

9876543210

GET OTP

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



Mobile No ADD/EDIT

Mobile No

9876543210

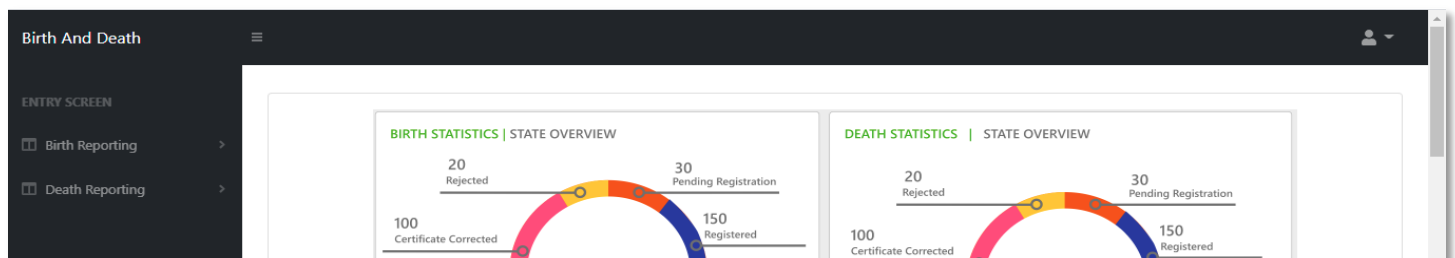
GET OTP

Enter OTP

728333

Submit

**Step 1.9:** Local Body Data Entry Operator will be redirected to the Janma-Mrityu Tathya Portal's home page. A dashboard will be visible for Local Body Data Entry Operator for a quick look of current status of Birth & Death application



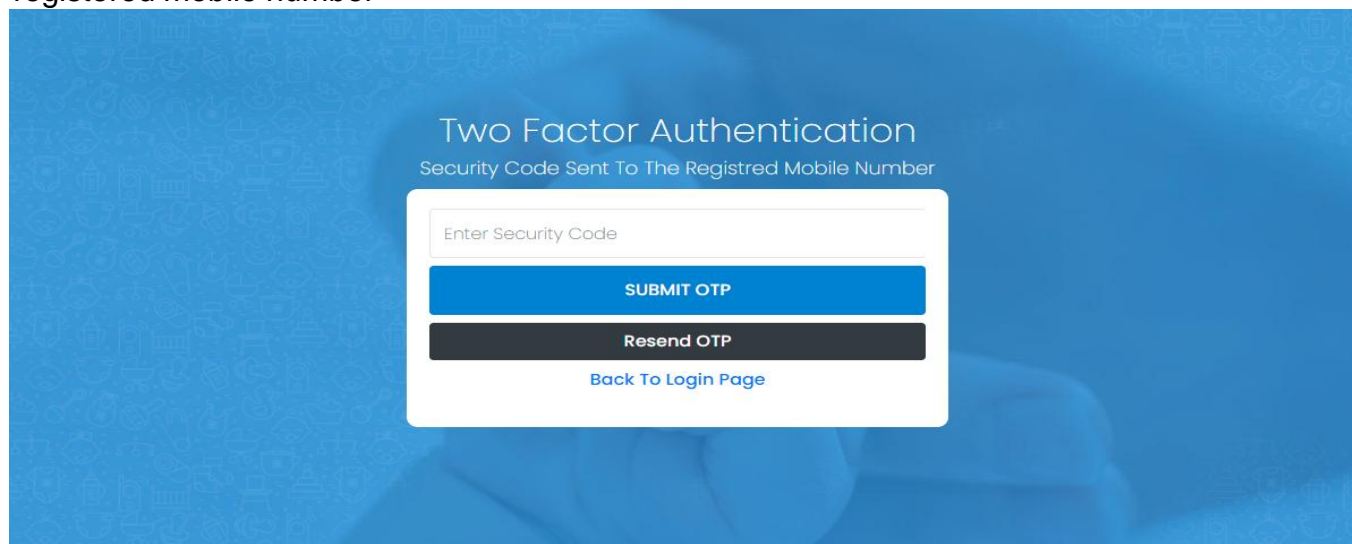


**Step 1.10:** Next time, User will login with their credential.



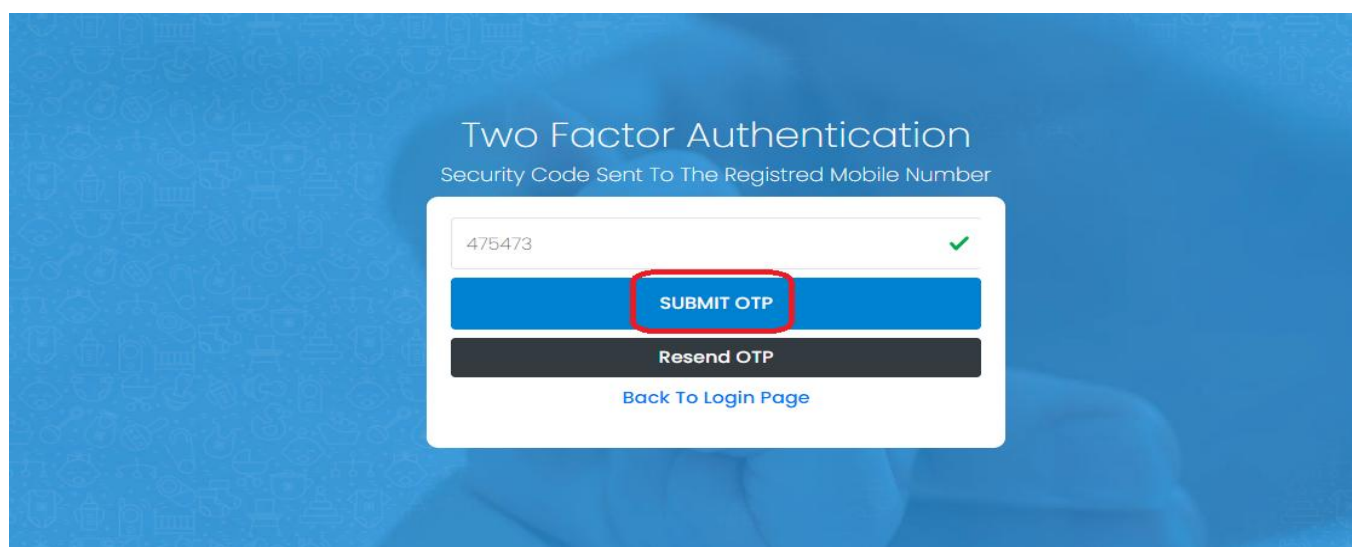
The screenshot shows the login interface of the Janma-Mrityu Tathya portal. At the top, there is a header with the Department of Health & Family Welfare logo and name, and navigation links for Regulatory Framework, Content, Citizen Services, and Important Links. A language dropdown menu is set to English. The main login area features a white box with fields for Username, Password, and a CAPTCHA (7022). There are green checkmarks and icons indicating successful input. A blue LOGIN button is at the bottom of the box, along with a link for 'Forgot Password?'. To the right of the login box is a large image of a smiling woman and the Janma-Mrityu Tathya logo. At the bottom, there is a 'What's New' section and a quote: 'It is the duty of every responsible citizen to ensure registration of every birth and death'.

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



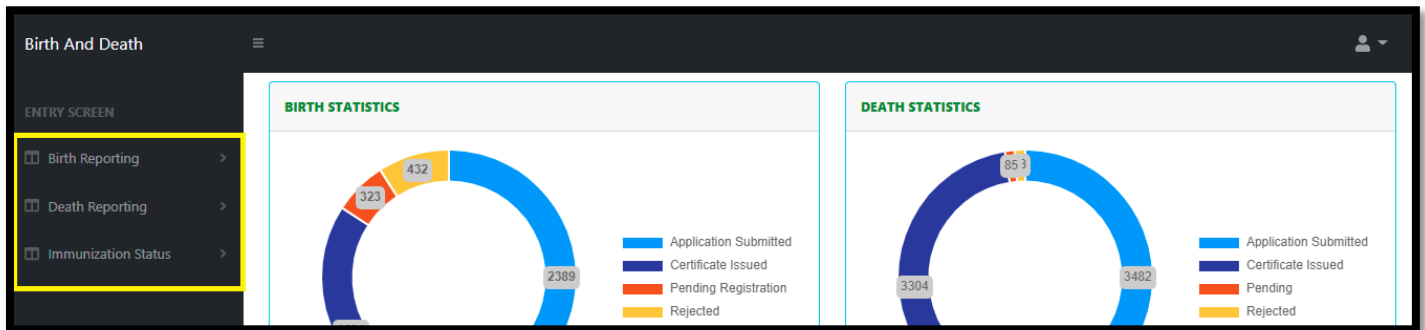
The screenshot shows the Two Factor Authentication page. The title is 'Two Factor Authentication' with the subtitle 'Security Code Sent To The Registered Mobile Number'. Below this is a white box containing a text input field labeled 'Enter Security Code'. There are two buttons: a blue 'SUBMIT OTP' button and a dark grey 'Resend OTP' button. At the bottom of the box is a link 'Back To Login Page'.

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



This screenshot is similar to the previous one, showing the Two Factor Authentication page. The text input field now contains the number '475473' and has a green checkmark icon to its right, indicating the OTP has been successfully entered. The 'SUBMIT OTP' button is highlighted with a red rectangle, indicating it is the next step for the user to click.

**Step 1.13:** Local Body Data Entry Operator will be redirected to the Janma-Mrityu Tathya Portal's home page. A dashboard will be visible for Local Body Data Entry Operator for a quick look of current status of Birth & Death application.

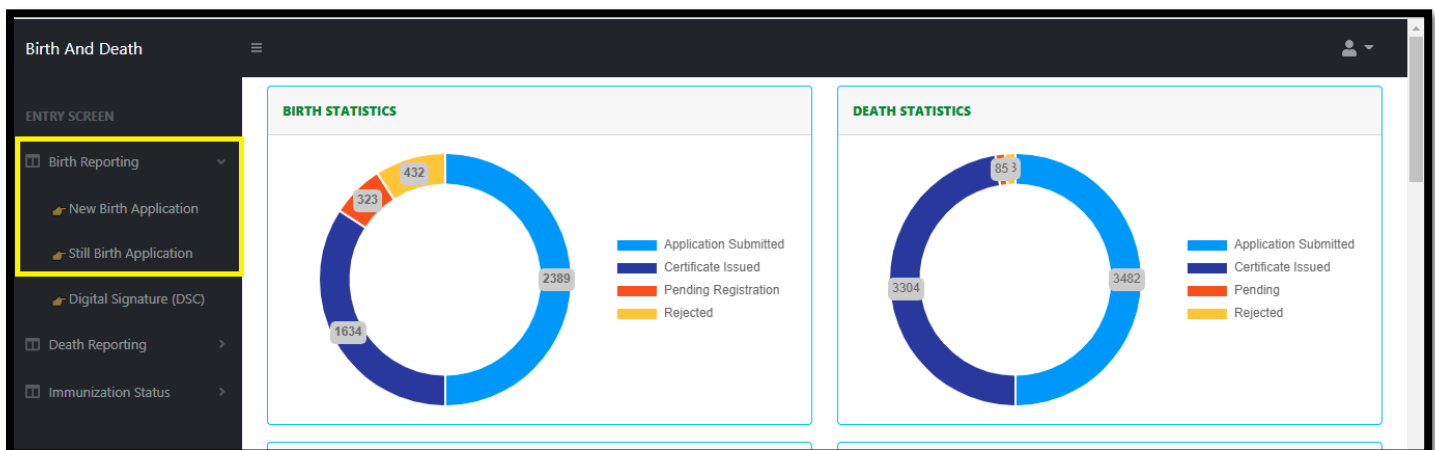


### Menu available for Govt. Hospital DEO (Birth Reporting):

#### ❖ Birth Reporting

##### ❖ New Birth Application

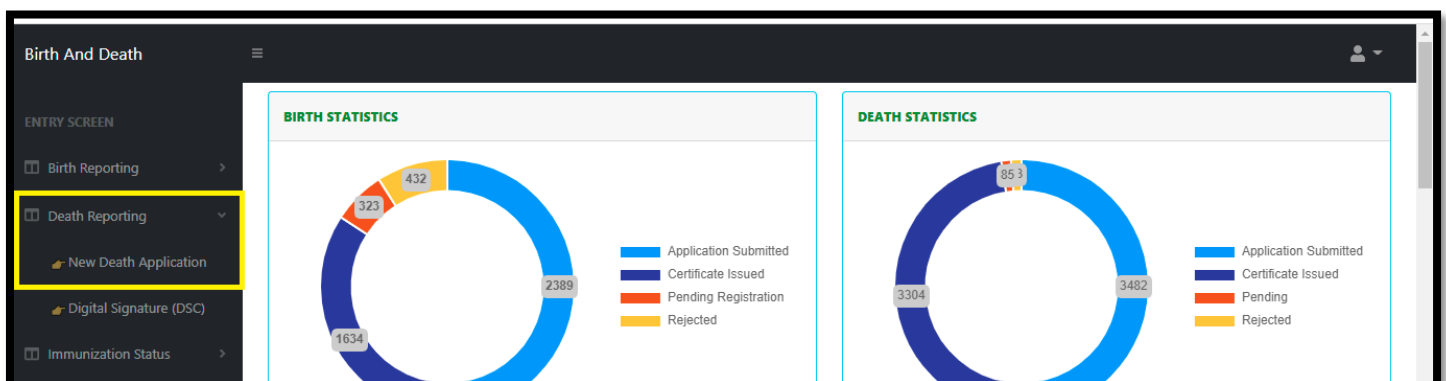
##### ❖ Still Birth Application



### Menu available for Govt. Hospital DEO (Death Reporting)

#### ❖ Death Reporting

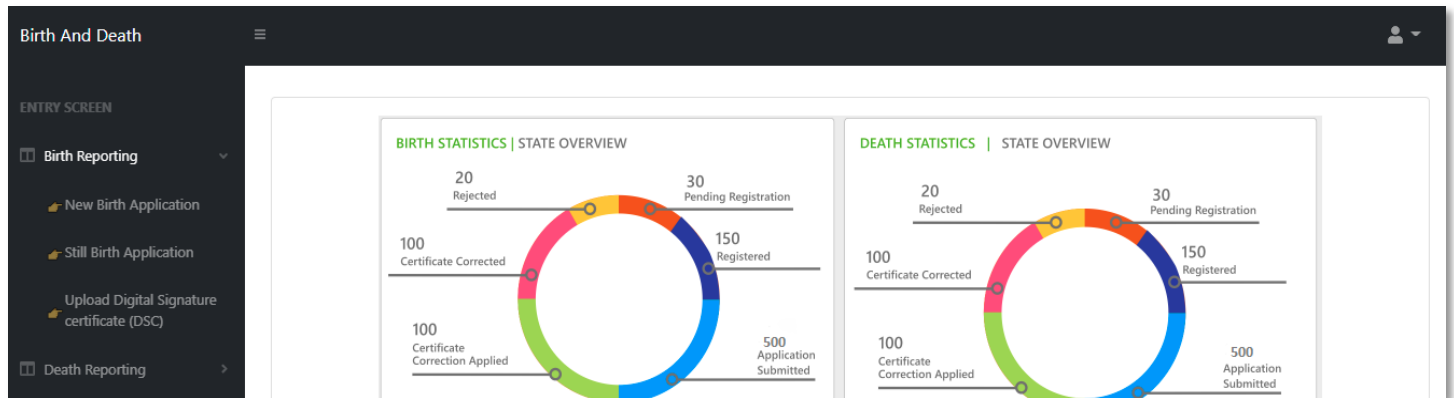
##### ❖ New Death Application



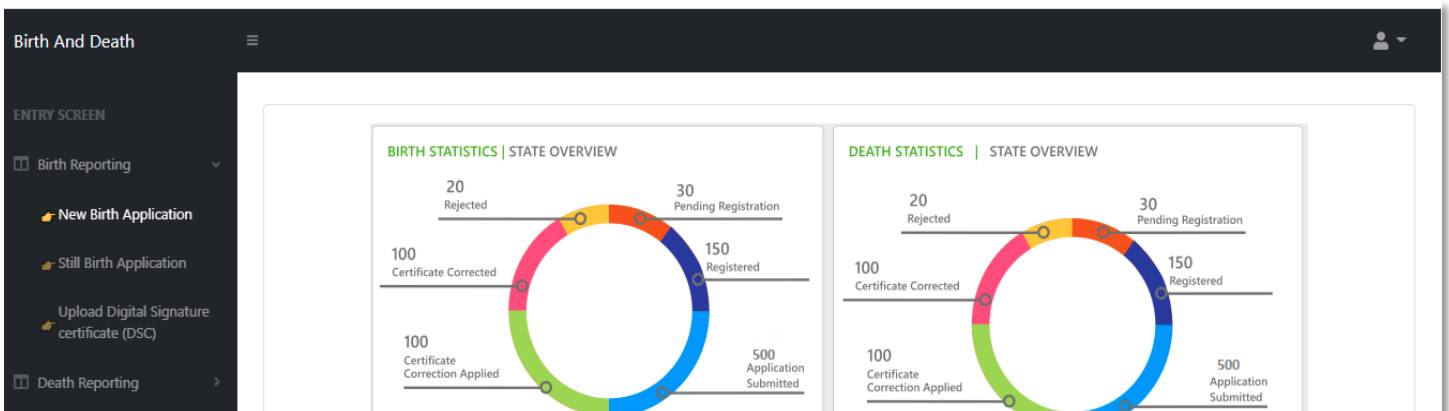
# New Birth Application



**Step 2.0:** Local Body Data Entry Operator will click on “Birth Reporting” from Entry Screen section. It will open the dropdown menu with the following submenus New Birth Application (For registering new birth registration), Still Birth Application (For registering new still birth registration) and Upload Digital Signature certificate (DSC) (For uploading certificate with digital signature).



**Step 2.1.1:** Local Body Data Entry Operator will click on “New Birth Application” from Birth Reporting main menu for registering new birth registration.



**Step 2.1.2:** Local Body Data Entry Operator will be redirected to the “New Birth Application” page. Local Body Data Entry Operator will view all the applied new birth registration application. For new birth registration, Local Body Data Entry Operator will press “New Birth Registration” button.

Birth And Death

ENTRY SCREEN

Birth Reporting

Death Reporting

Birth Reporting

10

Records per page

Search:

New Birth Registration

Sl. No.	Entry Date	Place Of Birth	Contact Mobile Number	Child Information			Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status
				Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name			
1	12/08/2021	Hospital		Nilkanta Barik	05/08/2021	Male	Mithun Barik	9732240514	EPIC	BVD4345	Sonali Barik	Normal Birth	ACK/B/2021/000081	Application Submitted
2	12/08/2021	Hospital		milli das	02/08/2021	Female	Robi Das	8989765412	EPIC		Disha Das	Normal Birth	ACK/B/2021/000086	Application Submitted
3	12/08/2021	Hospital		Ayush Malakar	03/08/2021	Male	Soumitra Malakar	9830414755	Aadhaar	412023004589	Sonali Malakar	Normal Birth	ACK/B/2021/000098	Application Submitted
4	13/08/2021	Hospital	7980455384	Tisha De	14/07/2021	Male	T				Nita	Normal Birth	ACK/B/2021/000103	Application Submitted

**Step 2.1.3:** A popup will be visible with a registration form for filling new birth registration. Local Body Data Entry Operator will first enter “active mobile number” (mobile number must be valid as all alert SMS regarding birth registration application will be sent on this mobile number), “Information of child” (Date of birth of the child along with new child name will be captured) and “Place of birth” (Child’s birthplace (Home or Hospital) along with address for the same).

**Birth Report**

Reporting Date / প্রতিবেদনের তারিখ\* 06/09/2021 Mobile # for future Communication / মোবাইল নম্বর # ভবিষ্যতের যোগাযোগের জন্য\* 8697615902 ✓

**LEGAL INFORMATION / আইনগত তথ্য**

**Information of the Child / শিশুর তথ্য**

Date Of Birth / জন্মের তারিখ\* 05/09/2021 Gender / লিঙ্গ\* Male ✓ First Name / প্রথম নাম Tarak ✓ Middle Name / নামের মধ্যাংশ Kumar Last Name / নামের শেষাংশ Mitra ✓

**Place of Birth / জন্মের স্থান\***

Place Of Birth / জন্মের স্থান\* Home ✓ Block/Municipality\* BOLPUR SRINIKETAN Panchayat\* KANKALITALA Village/Town গ্রাম / শহর\* BENGUTIA ✓ Pin / পিন নং\* 731112

**Step 2.1.4:** Next, Local Body Data Entry Operator will first enter father’s information and mother’s information. They must choose any of their ID proof (Aadhaar, EPIC or for both of them). The uploaded scan copy of the ID proof must be under 50 KB.

**Father's Information / পিতার তথ্য**

First Name / প্রথম নাম Mayuk ✓ Middle Name / নামের মধ্যাংশ Kumar Last Name / নামের শেষাংশ Mitra ✓ Email Id / ইমেইল mkr@test.com ✓

Mobile No. / মোবাইল 8697615902 ✓ Type of ID Proof Aadhaar ✓ ID Proof Number Upload ID Proof (should not exceed 50kb) Choose File No file chosen

**Mother's Information / মাতার তথ্য**

--Select--  
Aadhaar  
EPIC  
Khadya Sathi

**Father's Information / পিতার তথ্য**

First Name / প্রথম নাম Mayuk ✓ Middle Name / নামের মধ্যাংশ Kumar Last Name / নামের শেষাংশ Mitra ✓ Email Id / ইমেইল mkr@test.com ✓

Mobile No. / মোবাইল 8697615902 ✓ Type of ID Proof Aadhaar ✓ ID Proof Number 768975484521 Upload ID Proof (should not exceed 50kb) Choose File demo.pdf ✓

**Mother's Information / মাতার তথ্য**

First Name / প্রথম নাম\* Komola ✓ Middle Name / নামের মধ্যাংশ Last Name / নামের শেষাংশ Mitra ✓ Email Id / ইমেইল km@test.com ✓

Mobile No. / মোবাইল\* 9874102562 ✓ Type of ID Proof\* Aadhaar ✓ ID Proof Number\* 987548752145 Upload ID Proof\* (should not exceed 50kb) Choose File demoform1.pdf ✓

Matri Maa ID 1212343 ✓



**Step 2.1.5:** Next Local Body Data Entry Operator will enter state, District, Block of residence for parents. After that they will choose state. Next Local Body Data Entry Operator will choose the District from the drop-down menu and choose Block / municipality / borough. After that they will choose the block or municipality from the drop-down menu. If the parent's permanent address is same as present address, they will select the check box which auto populates the permanent address from the present address information.

**Present Address of mother at the time of the child's birth / শিশুর জন্মের সময় মাতার ঠিকানা**

☒ In West Bengal

Bldg.No & Name / বাড়ীর নাম্বার ও নাম 12 & Nilay Bhaban	House No. / গৃহ নং 15	Street/Lane / রাস্তা/লেন নাম 4, test para	Locality/Post Office / অঞ্চল / পোস্ট অফিস Test PO
Pin / পিন নং 731211	State / রাজ্য * West Bengal	District / জেলা * Birbhum	Urban/Rural * Block
Panchayat * KANKALITALA	Village/Town / গ্রাম / শহর * BENGUTIA	Block/Municipality * BOLPUR SRINIKETAN	

**Permanent Address of mother / মাতার স্থায়ী ঠিকানা**

☐ Please check if permanent address is same as above address. / স্থায়ী ঠিকানা উপরের ঠিকানার সাথে একই কিনা অনুগ্রহ করে মিলিয়ে নিন এবং চেক বক্সে ক্লিক করুন

☒ In West Bengal ☐ Outside West Bengal

**Step 2.1.6:** If the informant address is same as permanent address of mother they will select check box for populating the address. Informant details are mandatory for the baby who born in other places except hospital or any maternity home.

**Permanent Address of mother / মাতার স্থায়ী ঠিকানা**

☒ Please check if permanent address is same as above address. / স্থায়ী ঠিকানা উপরের ঠিকানার সাথে একই কিনা অনুগ্রহ করে মিলিয়ে নিন এবং চেক বক্সে ক্লিক করুন

☒ In West Bengal ☐ Outside West Bengal

Bldg.No & Name / বাড়ীর নাম্বার ও নাম 12 & Nilay Bhaban	House No. / গৃহ নং 15	Street/Lane / রাস্তা/লেন নাম 4, test para	Locality/Post Office / অঞ্চল / পোস্ট অফিস Test PO
Pin / পিন নং 731211	State / রাজ্য * West Bengal	District / জেলা * Birbhum	Urban/Rural * Block
Panchayat * KANKALITALA	Village/Town / গ্রাম / শহর * BENGUTIA	Block/Municipality * BOLPUR SRINIKETAN	

**Informant Information (Applicable only for birth at home or other places)/ সংবাদ দাতার তথ্য**

☐ Please check if Informants address is same as Permanent address. / সংবাদ দাতার দেওয়ার ঠিকানা স্থায়ী ঠিকানার সাথে একই কিনা অনুগ্রহ করে মিলিয়ে নিন এবং চেক বক্সে ক্লিক করুন

**Step 2.1.7:** The address will be populated automatically after clicking on the check box, only Local Body Data Entry Operator will enter the informant details such as Informant name and their details.

Informant Information (Applicable only for birth at home or other places)/ সংবাদ দাতার তথ্য			
<input checked="" type="checkbox"/> Please check if Informants address is same as Permanent address. / সংবাদ দাতার দেওয়ার ঠিকানা স্থায়ী ঠিকানার সাথে একই কিনা অনুগ্রহ করে মিলিয়ে নিন এবং চেক বক্সে ক্লিক করুন			
Name / নাম *	Designation *	Employee Id	Bldg.No & Name / বাড়ীর নাম্বার ও নাম
Rachana Saha ✓	Asha ✓	7894	12 & Nilay Bhaban
House No. / ঘৃহ নং	Street/Lane / রাস্তা/লেন নাম	Locality/Post Office /অঞ্চল / পোস্ট অফিস	Pin / পিন নং
15	4, test para	Test PO	731211
State / রাজ্য *	District / জেলা *	Urban/Rural *	Block/Municipality *
West Bengal ✓	Birbhum ✓	Block ✓	BOLPUR SRINIKETAN ✓
Panchayat *	Village/Town / গ্রাম / শহর *		
KANKALITALA ✓	BENGUTIA ✓		

**Step 2.1.8:** Next, Local Body Data Entry Operator will enter the statistical information of father and mother which includes religion of parents, highest qualification of parents & occupation of parents of the new born child. After that, Local Body Data Entry Operator will select “Other information” and select the type of attention of delivery (private institutional, Government institutional or Non-Institutional).

Statistical Information / পরিসংখ্যানগত তথ্য		
Father's and Mother's Information / পিতা ও মাতার তথ্য		
Religion / ধর্ম *	Fathers Level Of Education / পিতার শিক্ষাগত মান *	Fathers Occupation / পিতার পেশা *
Hindu ✓	Non-technical Diploma or certificate not equivalent ✓	Craft and related trade workers ✓
Mothers Level Of Education / মাতার শিক্ষাগত মান *	Mother's Occupation / মাতার পেশা *	
Middle ✓	Non worker ✓	
Other Information / অন্যান্য তথ্য		
Age of the mother (in completed years) at The Time Of First Marriage / প্রথম বিবাহের সময় মাতার বয়স (পূর্ণ বছরে)	Type of attention at delivery / প্রসবকালীন পরিচর্যা	
32	--Select--	
Age of the mother (in completed years) at the time of this birth / বাচ্চার জন্মের সময় মাতার বয়স (পূর্ণ বছরে)	--Select--	
	Institutional - Government	
	Institutional - Private or Non-Government	
	Non Institutional	

**Step 2.1.9:**Next Local Body Data Entry Operator will select the delivery method (Normal, Forceps/vacuum or Caesarean).

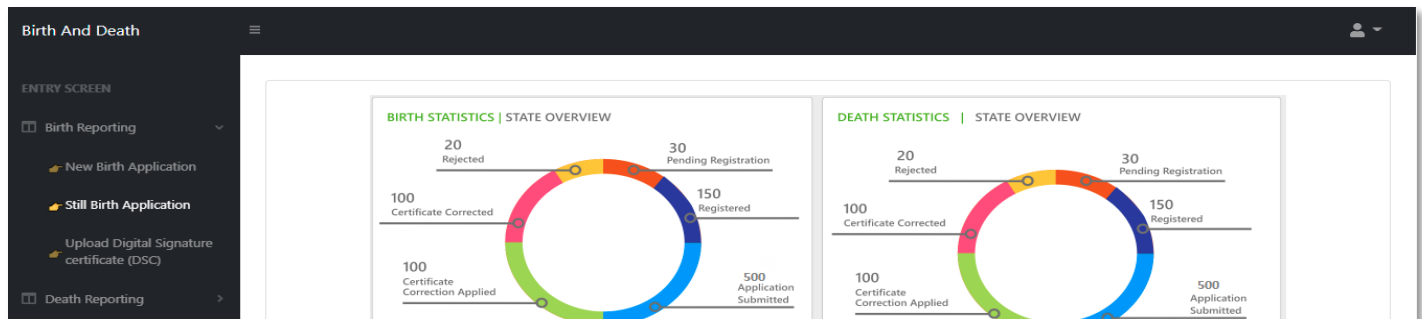
Other Information / অন্যান্য তথ্য	
Age of the mother (in completed years) at The Time Of First Marriage / প্রথম বিবাহের সময় মাতার বয়স (পূর্ণ বছরে)	Type of attention at delivery / প্রসবকালীন পরিচর্যা
32	Institutional - Government ✓
Age of the mother (in completed years) at the time of this birth / বাচ্চার জন্মের সময় মাতার বয়স (পূর্ণ বছরে)	Delivery Method / প্রসবের পদ্ধতি
36	--Select--
Number of child born alive to the mother so far including this child / এই সন্তান সহ মাতার জীবিত প্রসূত সন্তান সংখ্যা	--Select--
	Normal
	Caesarean
	Forceps/Vacuum





# Still Birth Application

**Step 2.2.1:** Local Body Data Entry Operator will click on “Still Birth Application” from Birth Reporting main menu for capturing new still birth information of a baby. A stillbirth is the death or loss of a baby before or during delivery.



**Step 2.2.2:** Local Body Data Entry Operator will be redirected to the “Still Birth Application” page..

The screenshot shows the 'STILL BIRTH REGISTRATION' page. It includes a 'New Still Birth Registration' button in the top right. Below the button is a search bar and a 'Display 10 Records per page' dropdown. A table with the following columns is shown: Sl. No., Entry Date, Place Of Birth, Child Information (DOB, Gender), Father's Information (Name, Mobile No., ID Type, ID No.), Mother's Information (Name), Birth Type, Acknowledgement No., and Status. The table is empty, displaying 'Nothing found - sorry'. At the bottom, there are 'Previous' and 'Next' buttons.

**Step 2.2.3:** Local Body Data Entry Operator will press “New Still Birth Registration” button for addition of new still birth.

This screenshot is identical to the previous one, showing the 'STILL BIRTH REGISTRATION' page. The 'New Still Birth Registration' button in the top right corner is highlighted with a red rectangle.



**Step 2.2.4:** A pop will open for filling Still Birth application. Local Body Data Entry Operator will first enter Mobile Number (mobile number must be valid as all alert SMS regarding still birth registration application will be sent on this mobile number), general information of child (Date of birth of the child along with the child's gender will be captured) and father's information (child's father's information are captured). They have to choose any of their ID proof (Aadhar, EPIC or for both of them). The uploaded scan copy of the ID proof must be under 50 KB.

Reporting Date / প্রতিবেদনের তারিখ* 06/09/2021		Mobile # for future Communication / মোবাইল নম্বর # ভবিষ্যতের যোগাযোগের জন্য* 8697615902		✓
LEGAL INFORMATION / আইনগত তথ্য				
General Information / সাধারণ জ্ঞাতব্য				
Date Of Birth / জন্মের তারিখ* 05/09/2021		Gender / লিঙ্গ* Male ✓		
Father's Information / পিতার তথ্য				
First Name / প্রথম নাম Rupak ✓	Middle Name / নামের মধ্যাংশ	Last Name / নামের শেষাংশ Saha ✓	Email Id / ইমেইল rs@tets.com ✓	
Mobile No. / মোবাইল 9874561230 ✓	Type of ID Proof EPIC ✓	ID Proof Number	Upload ID Proof (should not exceed 50kb) Choose File No file chosen	
Mother's Information / মাতার তথ্য				
<div> --Select--  Aadhaar  EPIC  Khadya Sathi </div>				

**Step 2.2.5:** Local Body Data Entry Operator will next enter mother's information (child's mother's information are captured).

Father's Information / পিতার তথ্য				
First Name / প্রথম নাম Rupak ✓	Middle Name / নামের মধ্যাংশ	Last Name / নামের শেষাংশ Saha ✓	Email Id / ইমেইল rs@tets.com ✓	
Mobile No. / মোবাইল 9874561230 ✓	Type of ID Proof EPIC ✓	ID Proof Number 764975484521	Upload ID Proof (should not exceed 50kb) Choose File demo.pdf ✓	
Mother's Information / মাতার তথ্য				
First Name / প্রথম নাম* Ruma ✓	Middle Name / নামের মধ্যাংশ	Last Name / নামের শেষাংশ Saha ✓	Email Id / ইমেইল rs11@test.com ✓	
Mobile No. / মোবাইল* 7845120369 ✓	Type of ID Proof* Aadhaar ✓	ID Proof Number* 254178963002	Upload ID Proof* (should not exceed 50kb) Choose File demo.pdf ✓	
Matri Maa ID 1231 ✓				

**Step 2.2.6:** Next Local Body Data Entry Operator will select place of birth (place of still birth occurred).

Place of Birth

Place Of Birth / জন্মের স্থান \*  
--Select--

Block/Municipality \*  
BOLPUR SRINIKETAN

Panchayat \*  
KANKALITALA

Hospital Type \*  
Private

Home or other places / সংবাদ দাতার তথ্য

Designation \*

**Step 2.2.7:** After selecting place of birth Local Body Data Entry Operator will select informant details is hospital staff or not. If yes informant details will be omitted from the application form but if no it must be filled. Informant details are mandatory for the baby who born in other places except hospital or any maternity home.

Place of Birth

Place Of Birth / জন্মের স্থান \*  
Hospital

Block/Municipality \*  
BOLPUR SRINIKETAN

Panchayat \*  
KANKALITALA

Hospital Type \*  
Private

Hospital Name / হাসপাতাল / প্রতিষ্ঠানের নাম \*  
Bolpur Nursing Home

☒ Is The Informants Pvt. Hospital \*

Informant Information (Applicable only for birth at home or other places) / সংবাদ দাতার তথ্য

Name / নাম \*  
--Select--

Designation \*  
--Select--

Employee Id

Bldg.No & Name / বাড়ির নাম্বার ও নাম

House No. / গৃহ নং

Street/Lane / রাস্তা/লেন নাম

Locality/Post Office / অঞ্চল / পোস্ট অফিস

Pin / পিন নং

State / রাজ্য \*  
--Select--

District / জেলা \*  
--Select--

Urban/Rural \*  
--Select--

Block/Municipality \*  
--Select--

Village/Town / গ্রাম / শহর \*  
--Select--

**Step 2.2.8:** Local Body Data Entry Operator will next fill the rest of the information and upload discharge certificate & form number 1. At last, they will press submit button.

☒ Is The Informants Pvt. Hospital \*

STATISTICAL INFORMATION

Other Information

Age of the Mother(in completed years) at the time of this birth \*  
36

Mother Level of education \*  
Literate with formal education

Type of Attention at delivery \*  
Medical attention other than inst

Duration Of Pregnancy(in weeks) \*  
37

Cause of foetal death \*  
Diphtheria

Upload Reporting Form

Upload Discharge Certificate (should not exceed 50kb)  
Choose File | demo.pdf

Upload Form No. 1 (should not exceed 50kb)  
Choose File | demoform1.pdf

Submit

**Step 2.2.9:** Still birth details submission will be successfully.

STILL BIRTH REGISTRATION

Display 10 Records per page

Search:

Sl. No.	Entry Date	Place Of Birth	Child Information		Father's Information				Mother's Information		Birth Type	Acknowledgement No.	Status	
			DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name					
1	06/09/2021	Hospital	05/09/2021	Male	Rupak Saha	9874561230	EPIC	764975484521	Ruma Saha		Still Birth	ACK/B/2021/000248	Application Submitted	Edit

Showing 1 - 1 of total 1 applicatopns

Previous 1 Next

Done.  
Acknowledgement no is :  
ACK/B/2021/000248  
New Still Birth Registraion

**Step 2.2.10:** Local Body Data Entry Operator can edit the application if required by clicking on edit button.

STILL BIRTH REGISTRATION

Display 10 Records per page

Search:

Sl. No.	Entry Date	Place Of Birth	Child Information		Father's Information				Mother's Information		Birth Type	Acknowledgement No.	Status	
			DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name					
1	06/09/2021	Hospital	05/09/2021	Male	Rupak Saha	9874561230	EPIC	764975484521	Ruma Saha		Still Birth	ACK/B/2021/000248	Application Submitted	Edit

Showing 1 - 1 of total 1 applicatopns

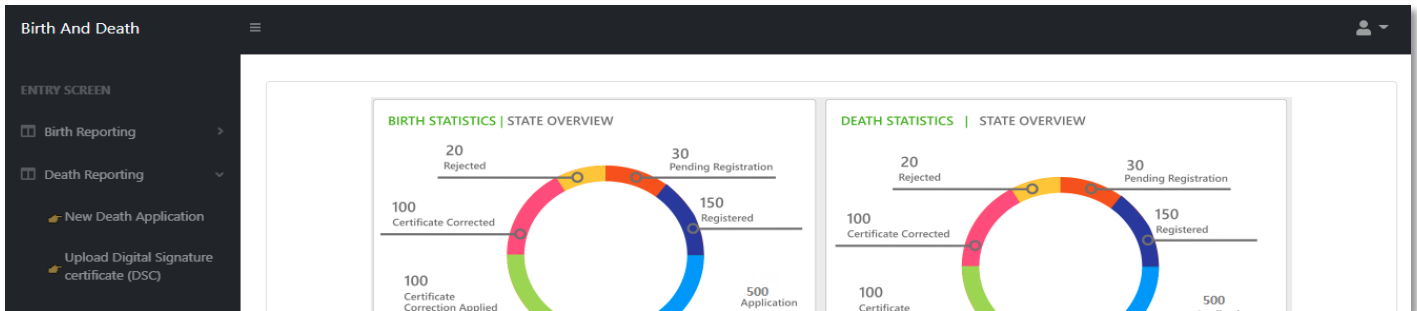
Previous 1 Next

New Still Birth Registraion

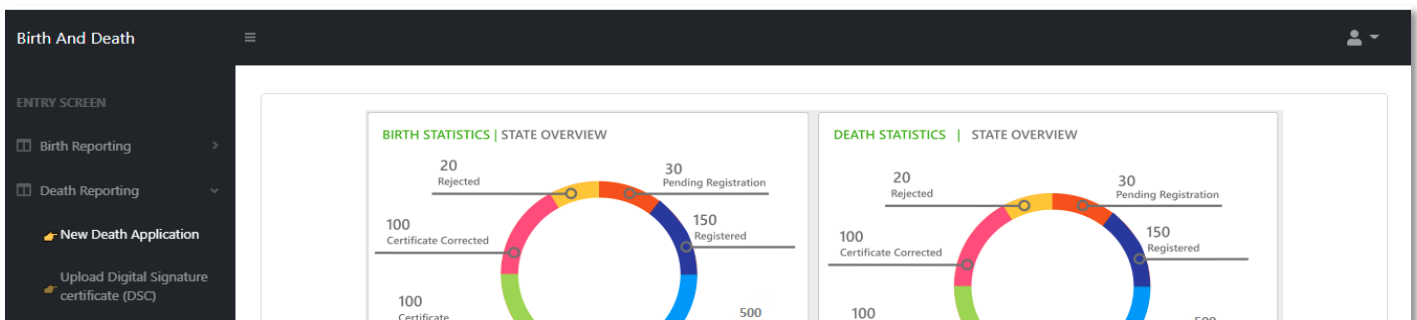


# New Death Reporting

**Step 3.0:** Local Body Data Entry Operator 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) & Upload Digital Signature certificate (DSC) (For uploading certificate with digital signature)



**Step 3.1.1:** Local Body Data Entry Operator will click on “New Death Application” from Death Reporting main menu for registering new death registration for a deceased person.



**Step 3.1.2:** Local Body Data Entry Operator will be redirected to the “New Death Application” page.

Death Reporting

New Death Registration

Display 10 Records per page

Search:

Sl. No.	Entry Date	Place Of Death	Deceased Information			Husband / Wife Information		Mother's Information	Acknowledgement No.	Status
			Name	DOB	Gender	Name	Mobile No.	Name		
1	12/08/2021	Home	Mithun Das	04/08/2021	Male	Ritu Das		Mita Das	ACK/D/2021/000031	Application Submitted
2	12/08/2021	Hospital	Ramesh Haldar	09/06/2021	Male				ACK/D/2021/000043	Application Submitted
3	15/08/2021	Hospital	Chandan Sarkar	28/07/2021	Male		9732240514	Sonali Khatun	ACK/D/2021/000050	Application Submitted
4	16/08/2021	Hospital	Alo	07/04/2021	Male		2345567834		ACK/D/2021/000055	Application Submitted
5	17/08/2021	Home	Sohom Nag	03/08/2021	Male		8282850198	Soumi	ACK/D/2021/000067	Application Submitted
										Application Submitted



**Step 3.1.3:** : Local Body Data Entry Operator will press “New Death Registration” button for new registration.

Death Reporting										
Display 10 Records per page		Search:								
Sl. No.	Entry Date	Place Of Death	Deceased Information			Husband / Wife Information		Mother's Information		Acknowledgement No.
			Name	DOB	Gender	Name	Mobile No.	Name		
1	12/08/2021	Home	Mithun Das	04/08/2021	Male	Ritu Das		Mita Das		ACK/D/2021/000031
2	12/08/2021	Hospital	Ramesh Halder	09/06/2021	Male					ACK/D/2021/000043
3	15/08/2021	Hospital	Chandan Sarkar	28/07/2021	Male		9732240514	Sonali Khatun		ACK/D/2021/000050
4	16/08/2021	Hospital	Alo	07/04/2021	Male		2345567834			ACK/D/2021/000055
5	17/08/2021	Home	Sohom Nag	03/08/2021	Male		8282850198	Soumi		ACK/D/2021/000067

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

Reporting Date / প্রতিবেদনের তারিখ \*

06/09/2021

Mobile # for future Communication / মোবাইল নম্বর # ভবিষ্যতের যোগাযোগের জন্য \*

Information of the deceased / মৃতের তথ্য

Date Of Death / মৃত্যুর তারিখ \*

--Select--

Gender / লিঙ্গ \*

--Select--

Age (Year/Month.) \*

--Select--

Age / বয়স \*

First Name / প্রথম নাম \*

Middle Name / নামের মধ্যাংশ

Last Name / নামের শেষাংশ

Type of ID Proof

--Select--

ID Proof Number

Upload ID Proof (should not exceed 50kb)

Choose File

No file chosen

**Step 3.1.5:** : Local Body Data Entry Operator 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.

Reporting Date / প্রতিবেদনের তারিখ \*

06/09/2021

Mobile # for future Communication / মোবাইল নম্বর # ভবিষ্যতের যোগাযোগের জন্য \*

8697615902

Information of the deceased / মৃতের তথ্য

Date Of Death / মৃত্যুর তারিখ \*

05/09/2021

Gender / লিঙ্গ \*

Male

Age (Year/Month.) \*

--Select--

Age / বয়স \*

First Name / প্রথম নাম \*

Middle Name / নামের মধ্যাংশ

Last Name / নামের শেষাংশ

Type of ID Proof

--Select--

ID Proof Number

Upload ID Proof (should not exceed 50kb)

Choose File

No file chosen

**Step 3.1.6:** After selecting age of the deceased, Local Body Data Entry Operator will fill up other details and selects the deceased persons ID proof.

Information of the deceased / মৃতের তথ্য			
Date Of Death / মৃত্যুর তারিখ *	Gender / লিঙ্গ *	Age (Year/Month..) *	Age / বয়স *
05/09/2021	Male	Years	68
First Name / প্রথম নাম *	Middle Name / নামের মধ্যাংশ	Last Name / নামের শেষাংশ	Type of ID Proof *
Deepak		Dutta	--Select--
ID Proof Number *	Upload ID Proof * (should not exceed 50kb)		--Select--
	Choose File No file chosen		Aadhaar
			EPIC
			Khadya Sathi
Place of Death / মৃত্যুবরণ এর স্থান			

**Step 3.1.7:** After selecting Id proof of the deceased, they will fill up place of death (Home or Hospital). If the informant is hospital staff, then Local Body Data Entry Operator will choose the check box which disable the informant section otherwise they have to enter the informant details below.

Information of the deceased / মৃতের তথ্য			
Date Of Death / মৃত্যুর তারিখ *	Gender / লিঙ্গ *	Age (Year/Month..) *	Age / বয়স *
05/09/2021	Male	Years	68
First Name / প্রথম নাম *	Middle Name / নামের মধ্যাংশ	Last Name / নামের শেষাংশ	Type of ID Proof *
Deepak		Dutta	Aadhaar
ID Proof Number *	Upload ID Proof * (should not exceed 50kb)		
745125874965	Choose File demoform1.pdf		
Place of Death / মৃত্যুবরণ এর স্থান			
Place of death / মৃত্যুবরণ এর স্থান *	Gram Panchayat / গ্রাম পঞ্চায়েত *	Hospital Type *	
Hospital	KANKALITALA	Private	
Name of the hospital / হাসপাতাল / প্রতিষ্ঠানের নাম ও ঠিকানা			
Bolpur Nursing Home			
<input type="checkbox"/> Is The Informants Pvt. Hospital *			

**Step 3.1.8:** After that Local Body Data Entry Operator will enter the parent's details of the deceased person.

Mother's Information / মাতার তথ্য			
First Name / প্রথম নাম	Middle Name / নামের মধ্যাংশ	Last Name / নামের শেষাংশ	Email Id / ইমেইল
Lila		Dutta	
Mobile No. / মোবাইল	Type of ID Proof / আইডি প্রমাণের ধরন	ID Proof Number / আইডি প্রমাণ নম্বর	
7412058963	Aadhaar	748485454199	
Upload ID Proof / আপলোড আইডি প্রমাণ (should not exceed 50kb)			
Choose File demo.pdf			
Father's Information / পিতার তথ্য			
First Name / প্রথম নাম	Middle Name / নামের মধ্যাংশ	Last Name / নামের শেষাংশ	Email Id / ইমেইল
Tarak	Kumar	Dutta	tcd@test.com
Mobile No. / মোবাইল	Type of ID Proof / আইডি প্রমাণের ধরন	ID Proof Number / আইডি প্রমাণ নম্বর	Upload ID Proof / আপলোড আইডি প্রমাণ
7201587490	Aadhaar	587421456565	Choose File demoform1.pdf

### Step 3.1.9: After that they will enter the deceased spouse details.

Spouse Information / দাম্পত্যের তথ্য			
First Name / নাম Komola	Middle Name / নামের মধ্যাংশ	Last Name / নামের শেষাংশ Dutta	Email Id / ইমেইল kd@rest.com
Mobile No / মোবাইল 6930258741	Type of ID Proof / আইডি প্রমাণের ধরন Aadhaar	ID Proof Number / আইডি প্রমাণ নম্বর 789954652145	
Upload ID Proof / আপলোড আইডি প্রমাণ (should not exceed 50kb) Choose File demoform1.pdf			

### Step 3.1.10: Next, they will enter present address of the deceased person. If the present address of the deceased is same as permanent address, they will select the check box which populated the present address information in the permanent address automatically.

Address of deceased at the time of death / মৃত্যুর সময় মৃতের ঠিকানা					
Bldg.No & Name / বাড়ীর নাম ও নাম 18, Test Test Road	House No / গৃহ নং 15	Street/Lane / রাস্তা/লেন নাম 4, test para	Locality/Post Office / অঞ্চল / পোস্ট অফিস Test PO		
State / রাজ্য * West Bengal	District / জেলা * Birbhum	Urban/Rural / গ্রামীণ শহুরে * Block	Block/Municipality / ব্লক/পৌরসভা * BOLPUR SRINIKETAN		
Gram Panchayat / গ্রাম পঞ্চায়েত * KANKALITALA	Village/Town / গ্রাম / শহর * BENGUTIA	Pin / পিন নং 731101			
Permanent Address of the deceased / মৃতের স্থায়ী ঠিকানা					
<input type="checkbox"/> Please check if Permanent address is same as above address. / চেক করুন স্থায়ী ঠিকানা উপরের ঠিকানার মত কিনা।					

Permanent Address of the deceased / মৃতের স্থায়ী ঠিকানা					
<input checked="" type="checkbox"/> Please check if Permanent address is same as above address. / চেক করুন স্থায়ী ঠিকানা উপরের ঠিকানার মত কিনা।					
Bldg.No & Name / বাড়ীর নাম ও নাম 18, Test Test Road	House No / গৃহ নং 15	Street/Lane / রাস্তা/লেন নাম 4, test para	Locality/Post Office / অঞ্চল / পোস্ট অফিস Test PO		
State / রাজ্য * West Bengal	District / জেলা * Birbhum	Urban/Rural / গ্রামীণ শহুরে * Block	Block/Municipality / ব্লক/পৌরসভা * BOLPUR SRINIKETAN		
Gram Panchayat / গ্রাম পঞ্চায়েত * KANKALITALA	Village/Town / গ্রাম / শহর * BENGUTIA	Pin / পিন নং 731101			
Informant Information (Applicable only for death at home or other places) / সংবাদ দাতার তথ্য					
<input type="checkbox"/> Please check if Informants address is same as Permanent address. / সংবাদ দাতার দেওয়ার ঠিকানা স্থায়ী ঠিকানার সাথে একই কিনা অনুগ্রহ করে মিলিয়ে নিন এবং চেক বক্সে ক্লিক করুন					
Informants Name / সংবাদ দাতার নাম	Designation / উপাধি --Select--	Employee Id / কর্মচারী আইডি	Bldg.No & Name / বাড়ীর নাম ও নাম	House No / গৃহ নং	Street/Lane/ রাস্তা/লেন নাম

**Step 3.1.11:** If the informant addresses same as present or permanent address, they can again select the check box for populating the address of the informant. Local Body Data Entry Operator will enter only informant name and their details.

**Informant Information (Applicable only for death at home or other places) / সংবাদ দাতার তথ্য**

☒ Please check if Informants address is same as Permanent address. / সংবাদ দাতার দেওয়ার ঠিকানা স্থায়ী ঠিকানার সাথে একই কিনা অনুগ্রহ করে মিলিয়ে নিন এবং চেক বক্সে ক্লিক করুন

Informants Name / সংবাদ দাতার নাম Rita Begam	Designation / উপাধি Asha	Employee Id / কর্মচারী আইডি 12121	Bldg.No & Name / বাড়ীর নাম্বার ও নাম 18, Test Test Road	House No / গৃহ নং 15	Street/Lane/ রাস্তা/সেদ নাম 4, test para
Locality/Post Office / সামগ্রিক / পোস্ট অফিস Test PO					
State / রাজ্য West Bengal	District / জেলা Birbhum	Urban/Rural / গ্রামীণ শহুরে Block	Block/Municipality / ব্লক/পৌরসভা BOLPUR SRINIKETAN	Gram Panchayat / গ্রাম পঞ্চায়েত KANKALITALA	
Village/Town / গ্রাম / শহর BENGUTIA	Pin / পিন নং 731101				

**Statistical Information**

**Information of the Deceased / মৃতের তথ্য**

Religion / ধর্ম Hindu	Occupation / পেশা Non worker
--------------------------	---------------------------------

**Step 3.1.12:** Next, they will enter the other information. Local Body Data Entry Operator entering the details will select cause of death.

**Other Information**

Immediate Cause/ অসুখের নাম অথবা মৃত্যুর প্রকৃত কারণ Heart fail	Antecedent Cause Corona	Underlying Cause None
Other Cause Heart Disease	Manner of Death (How did the injury occur?) / অসুখের নাম অথবা মৃত্যুর প্রকৃত কারণ --Select--	
If used to habitually smoke-for how many years?	--Select--	
If used to habitually chew arecanut in any form(including pan masala)-for how many years?	Natural Accident Suicide Homicide Pending Investigation	

**Step 3.1.13:** After selecting cause of death, Local Body Data Entry Operator will enter other details and press submit button.

Other Cause Heart Disease	Manner of Death (How did the injury occur?) / অসুখের নাম অথবা মৃত্যুর প্রকৃত কারণ Natural
If used to habitually smoke-for how many years? 0	If used to habitually chew tobacco in any form-for how many years? 0
If used to habitually chew arecanut in any form(including pan masala)-for how many years? 0	If used to habitually drink alcohol-for how many years? 12

**Remarks**

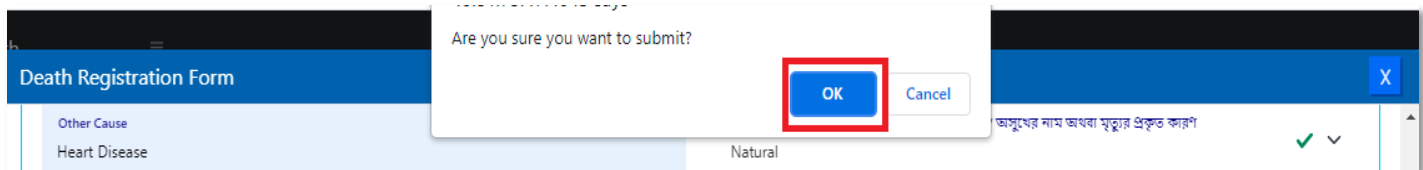
Remarks  
Test

**Upload Documents**

Upload Death Certificate issued by attending doctor \* ( 50kb only)  
Choose File | demoform1.pdf

**Submit**

**Step 3.1.14:** A pop up will arise; Local Body Data Entry Operator will press ok for confirming the submission.



**Step 3.1.15:** Death application will be submitted successfully.



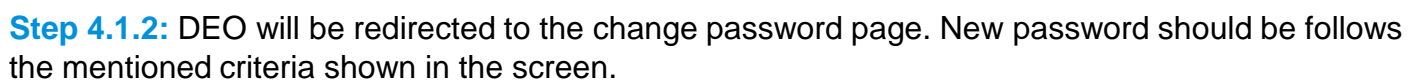
**Step 3.1.16:** Local Body Data Entry Operator can modify the death application if required by clicking on edit button.

6	17/08/2021	Home	Anita paul	04/08/2021	Female				ACK/D/2021/000068	Application Submitted	Edit
7	17/08/2021	Hospital	Rakhi De	09/02/2021	Female			Rima De	ACK/D/2021/000069	Application Submitted	Edit
8	17/08/2021	Hospital	Rima desai	27/03/2021	Female				ACK/D/2021/000070	Application Submitted	Edit
9	06/09/2021	Hospital	Deepak Dutta	05/09/2021	Male	Komola Dutta	6930258741	Lila Dutta	ACK/D/2021/000139	Application Submitted	Edit



# Change Password





**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 Password

Current Password

.....

✓

New Password

.....

✓

Strong

Confirm New Password

.....

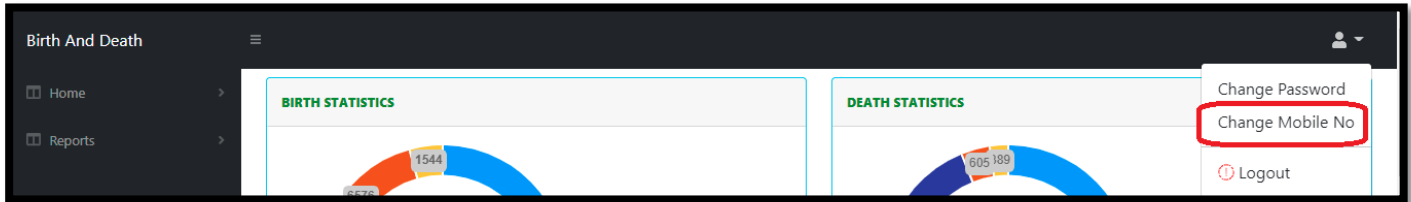
✓

Save



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.

 A screenshot of a web form titled 'Mobile No ADD/EDIT'. It contains a single input field labeled 'Mobile No' which is currently empty. To the right of the input field is a blue button labeled 'GET OTP'.

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

 A screenshot of the same 'Mobile No ADD/EDIT' form. The 'Mobile No' input field now contains the number '9874561230'. The blue 'GET OTP' button remains visible to the right.

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

 A screenshot of the 'Mobile No ADD/EDIT' form during the OTP verification step. The 'Mobile No' field is now disabled and shows 'XXXXXXXXXX'. A new 'Enter OTP' field is present, containing the number '634174'. To the right of the OTP field is a green 'Submit' button, which is highlighted with a red rectangle. The blue 'GET OTP' button is still visible.

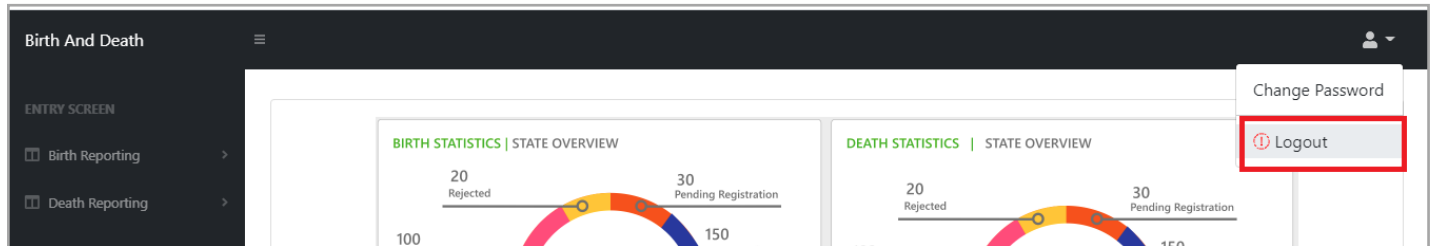


LOGOUT

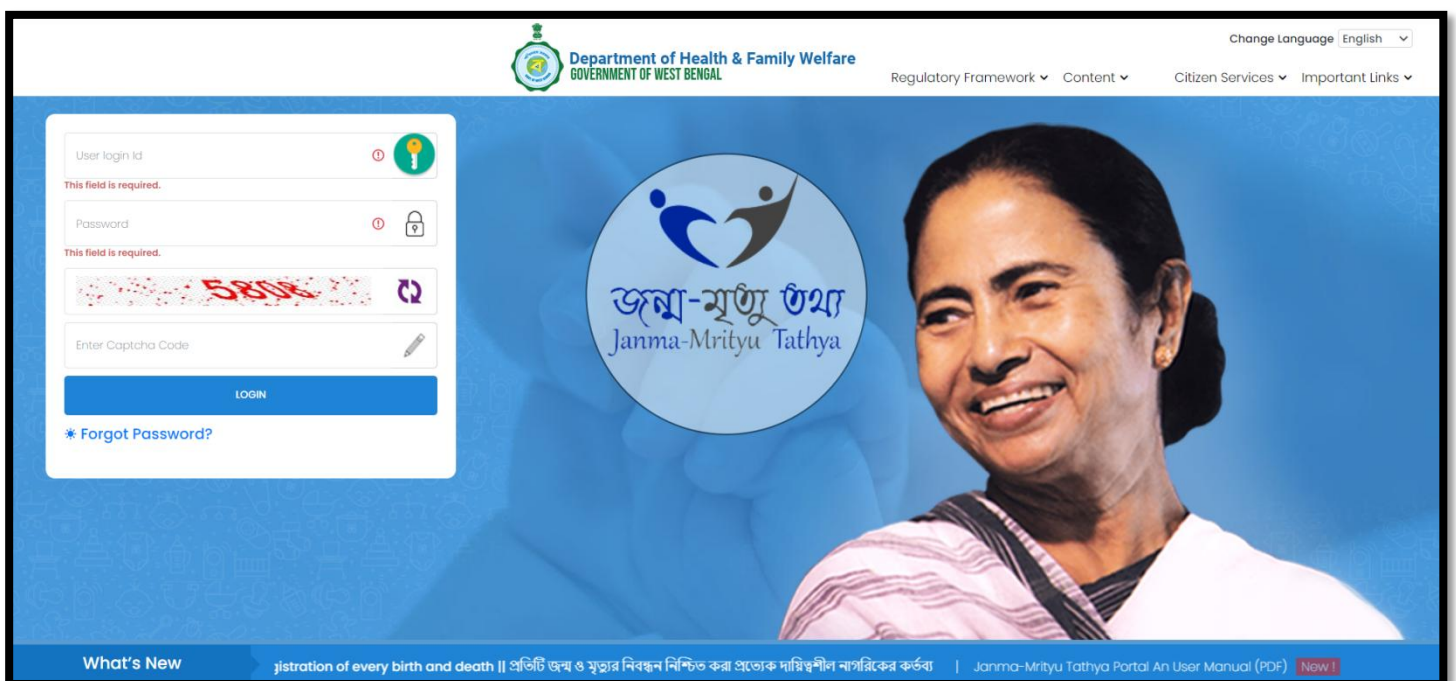




**Step 4.2.1:** Local Body Register can any time logout from the application for that they will click on logout button. .



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





Image/Graphics/illustraton courtesy: Freepik.com

Designed by Freepik

Designed by rawpixel.com

Designed by pikisuperstar





# Janma-Mrityu Tathya Portal for Local Body Registrar

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<a href="#"><u>Birth Reporting:</u></a>	139
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<a href="#"><u>Pending Approval (Sent by Pvt. Hospital)</u></a>	145
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<a href="#"><u>Delayed Verification &amp; Approval (Non Institutional)</u></a>	153
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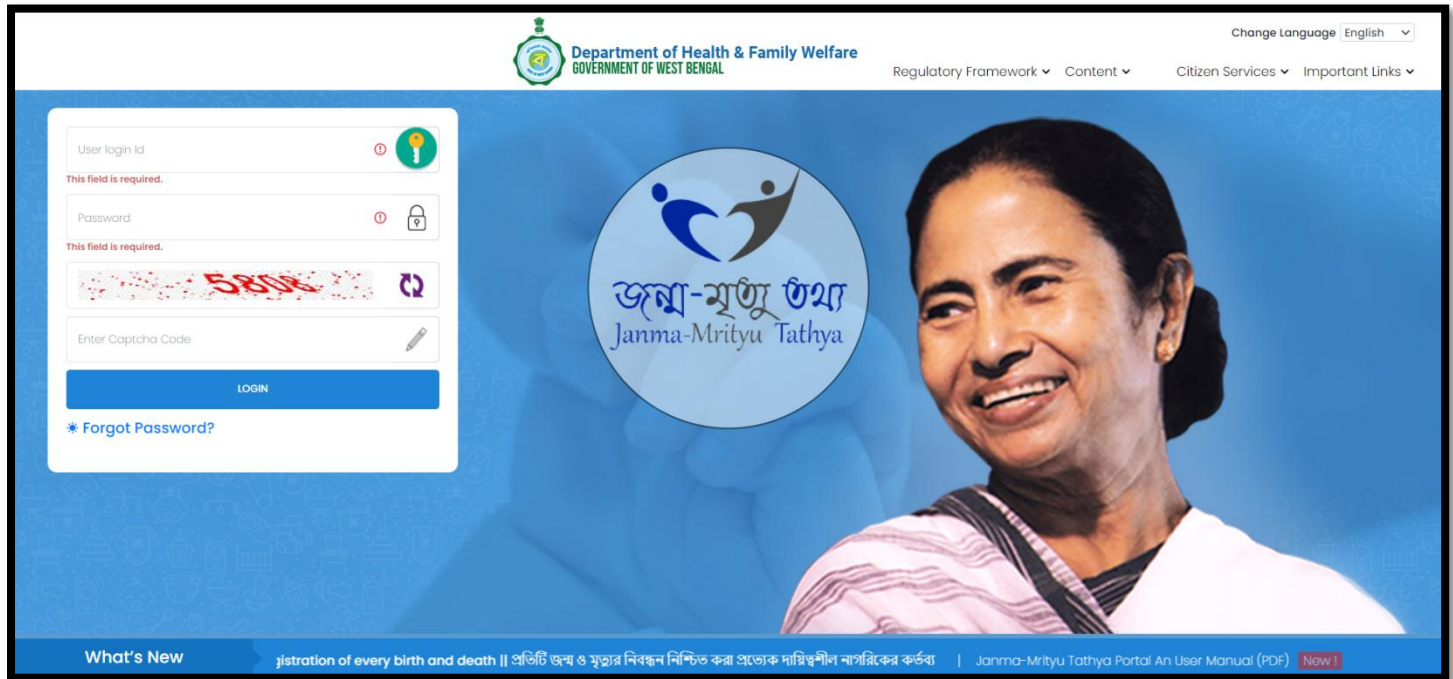
Menu	Page Number
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<a href="#"><u>Verification &amp; Approval (Non Institutional)</u></a>	175
<a href="#"><u>Pending Approval (Sent by Pvt. Hospital)</u></a>	178
<a href="#"><u>Verification &amp; Approval (Applied by Citizen)</u></a>	181
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# Login

**Step 1.1:** Local Body Registrar will open the Janma-Mrityu Tathya Portal from [www.wbhealth.gov.in](http://www.wbhealth.gov.in) website. Local Body Registrar will be redirected to the login page of Janma-Mrityu Tathya Portal.



Department of Health & Family Welfare  
GOVERNMENT OF WEST BENGAL

Change Language English

Regulatory Framework Content Citizen Services Important Links

User login Id  
This field is required.

Password  
This field is required.

Enter Captcha Code

LOGIN

\* Forgot Password?

What's New

gistration of every birth and death || প্রতিটি জন্ম ও মৃত্যুর নিবন্ধন নিশ্চিত করা প্রত্যেক দায়িত্বশীল নাগরিকের কর্তব্য | Janma-Mrityu Tathya Portal An User Manual (PDF) **Now!**

**Step 1.2:** Local Body Registrar will login with their Local Body Registrar credentials (Local Body Registrar name & password) and press on login button.



Department of Health & Family Welfare  
GOVERNMENT OF WEST BENGAL

Change Language English

Regulatory Framework Content Citizen Services Important Links

username

password

7022

LOGIN

\* Forgot Password?

What's New

It is the duty of every responsible citizen to ensure registration of every birth and death

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

**Change Password**

Current Password      New Password      Confirm New Password

Save

**Default Password Change Required,, Please change your password..**

Password should match these conventions

- Must be 8-15 characters long
- At least 1 number, 1 lowercase, 1 uppercase letter
- At least 1 special character

**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.

**Change Password**

Current Password      New Password      Confirm New Password

..... ✓      ..... ✓      ..... ✓

Save

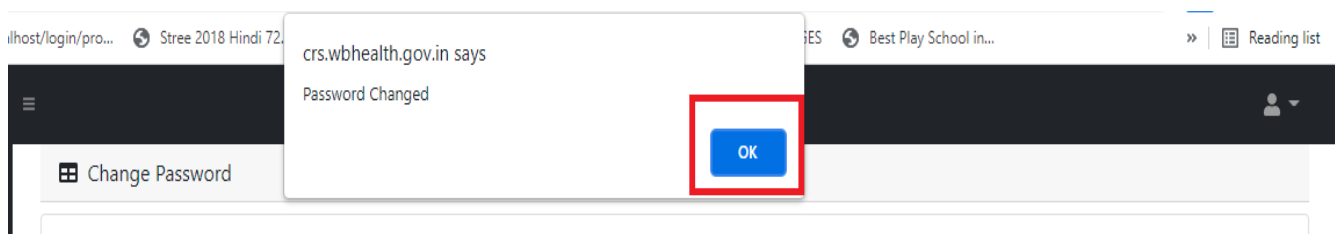
**Default Password Change Required,, Please change your password..**

Password should match these conventions

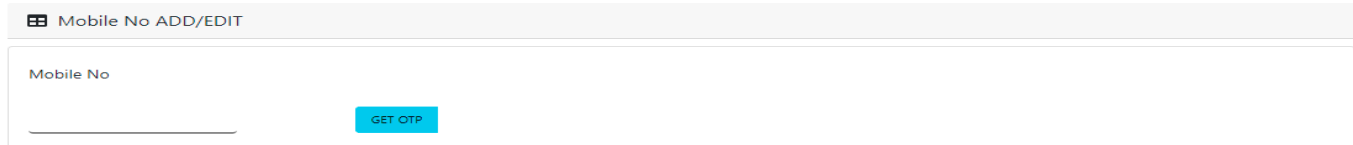
- Must be 8-15 characters long
- At least 1 number, 1 lowercase, 1 uppercase letter
- At least 1 special character

Strong

**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.

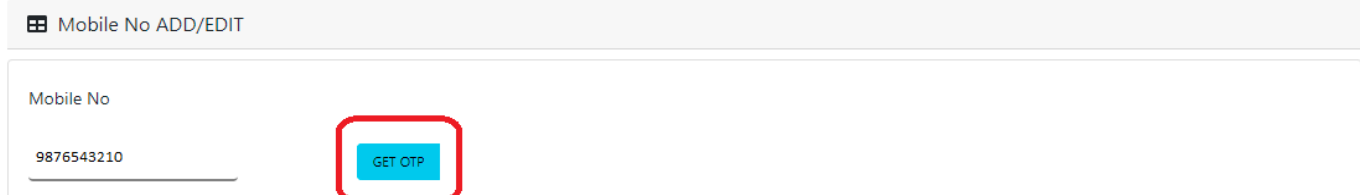


Mobile No ADD/EDIT

Mobile No

GET OTP

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



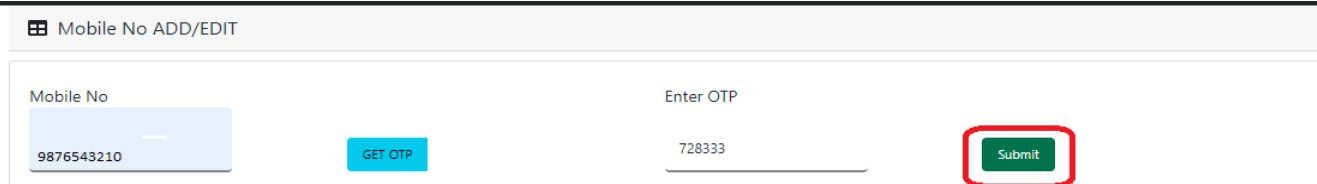
Mobile No ADD/EDIT

Mobile No

9876543210

GET OTP

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



Mobile No ADD/EDIT

Mobile No

9876543210

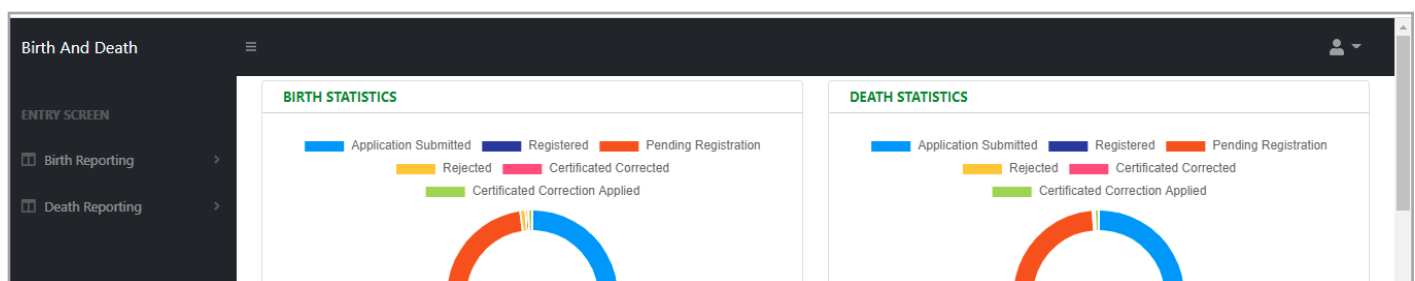
GET OTP

Enter OTP

728333

Submit

**Step 1.9:** Local Body Registrar will be redirected to the home page of ULB Registrar.



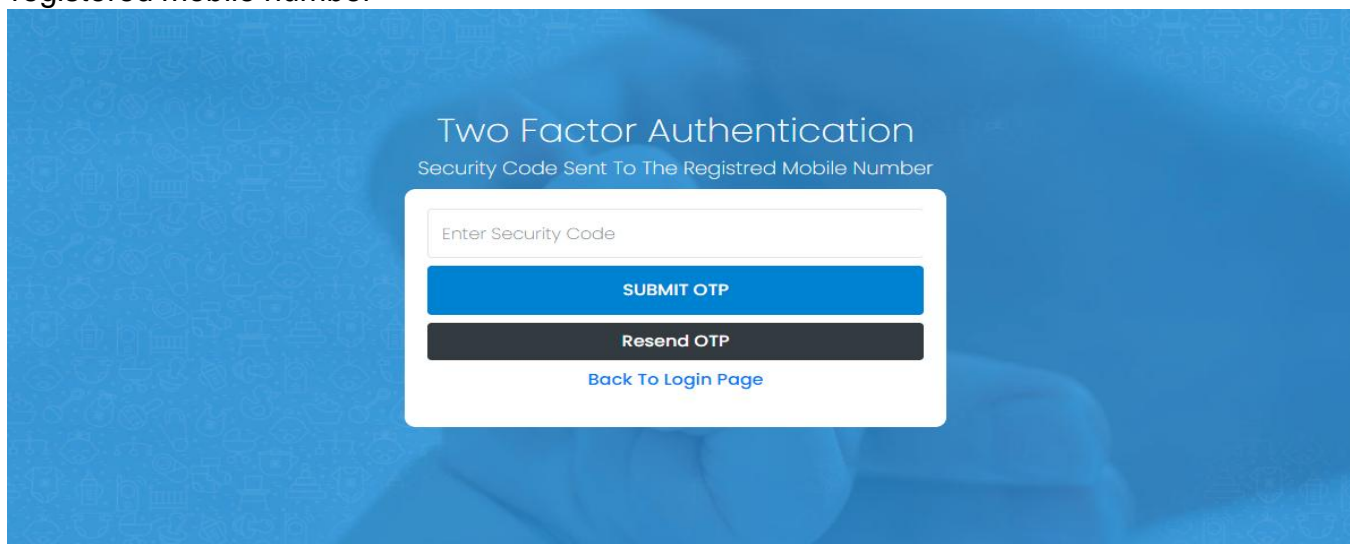


**Step 1.10:** Next time, User will login with their credential.



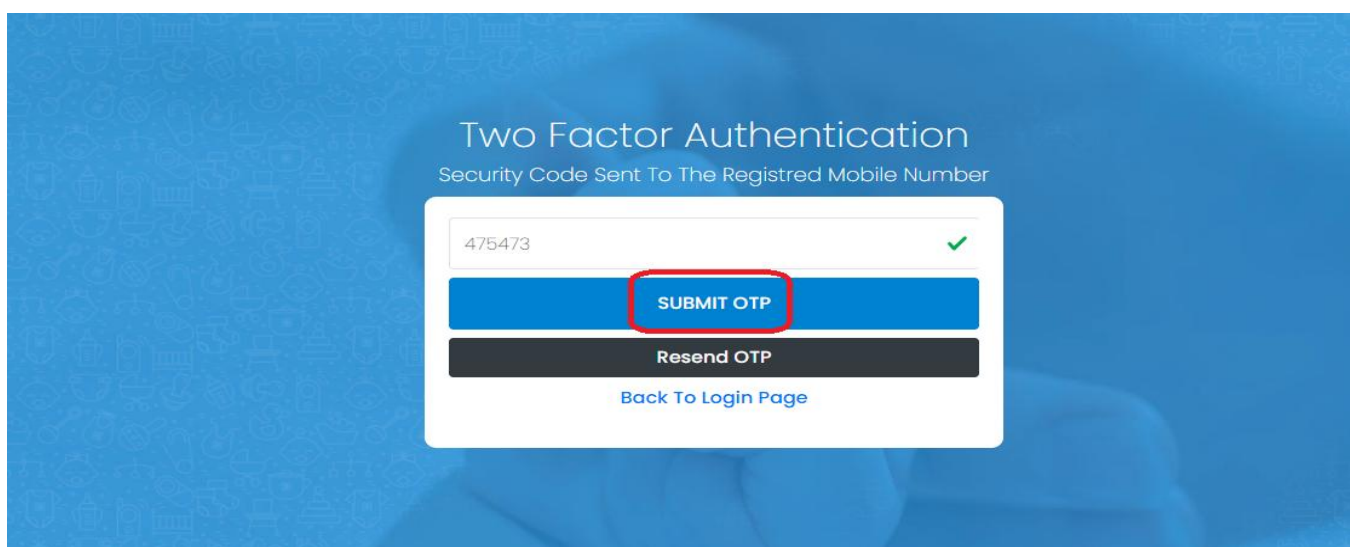
The screenshot shows the login interface of the Janma-Mrityu Tathya portal. At the top, there is a header with the Department of Health & Family Welfare logo and name, and navigation links for Regulatory Framework, Content, Citizen Services, and Important Links. A language dropdown menu is set to English. The main login area features a white box with input fields for username, password (masked with dots), and a CAPTCHA image. Below these fields is a blue 'LOGIN' button and a link for 'Forgot Password?'. To the right of the login box is a large banner with the Janma-Mrityu Tathya logo and a smiling woman. At the bottom, there is a 'What's New' section and a quote: 'It is the duty of every responsible citizen to ensure registration of every birth and death'.

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



The screenshot shows the 'Two Factor Authentication' page. The title is 'Two Factor Authentication' with the subtitle 'Security Code Sent To The Registered Mobile Number'. Below this is a white box containing an input field labeled 'Enter Security Code'. There are two buttons: a blue 'SUBMIT OTP' button and a dark grey 'Resend OTP' button. At the bottom of the box is a link 'Back To Login Page'.

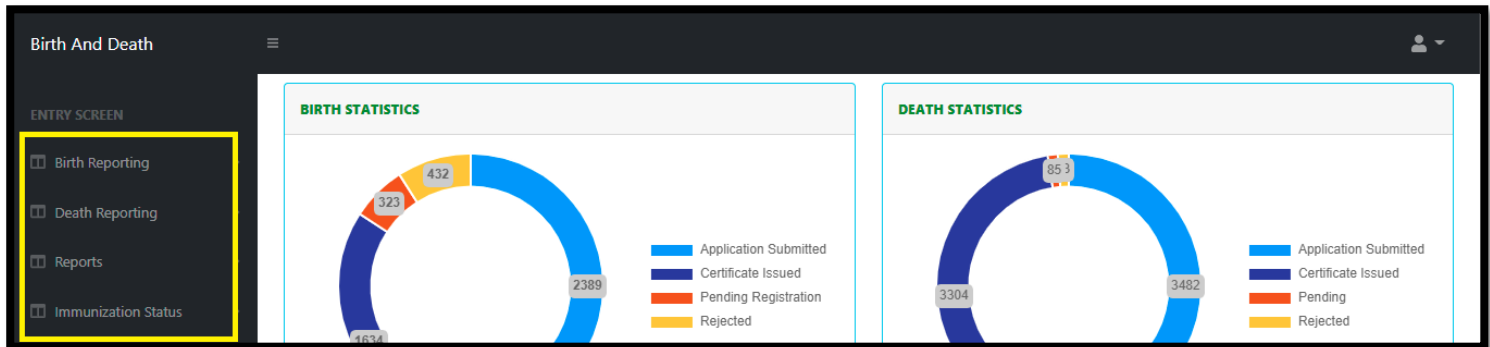
**Step 1.12:** User will enter the OTP and will click on 'Submit OTP' page.



This screenshot is similar to the previous one, showing the 'Two Factor Authentication' page. The input field now contains the number '475473' and has a green checkmark icon to its right. The 'SUBMIT OTP' button is highlighted with a red rectangular box. The 'Resend OTP' button and the 'Back To Login Page' link are also visible.



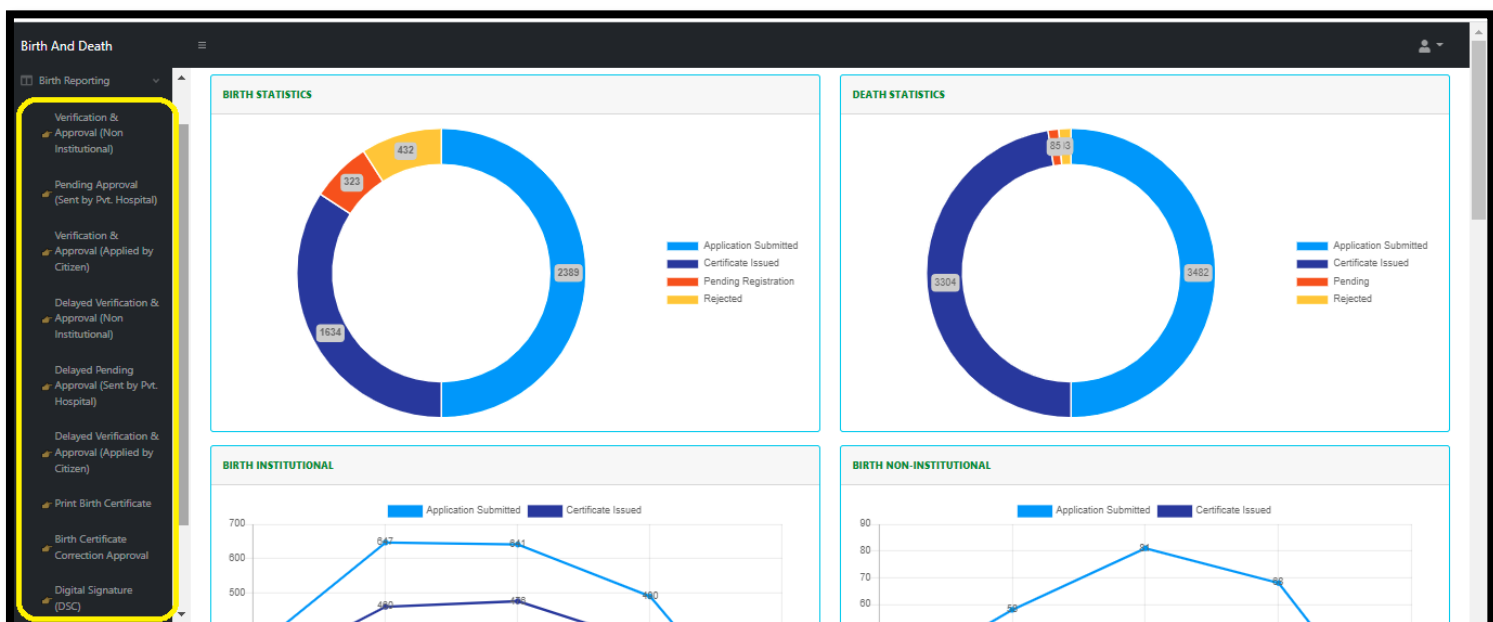
**Step 1.13:** Local Body Registrar will be redirected to the Janma-Mrityu Tathya Portal's home page. A dashboard will be visible for Local Body Registrar for a quick look of current status of Birth & Death application.



### Menu available for Local Body Registrar (Birth Reporting):

#### ❖ Birth Reporting

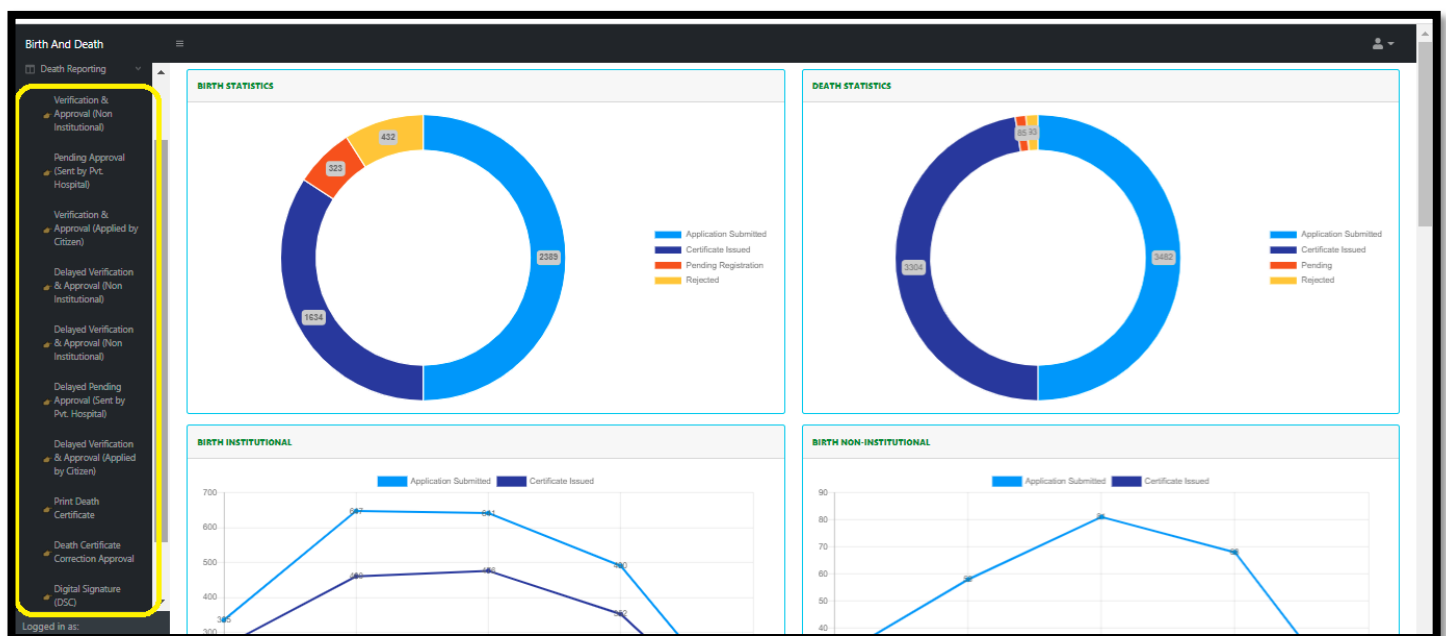
- ❖ Verification & Approval (Non Institutional)
- ❖ Pending Approval (Sent by Pvt. Hospital)
- ❖ Verification & Approval (Applied by Citizen)
- ❖ Delayed Verification & Approval (Non Institutional)
- ❖ Delayed Pending Approval (Sent by Pvt. Hospital)
- ❖ Delayed Verification & Approval (Applied by Citizen)
- ❖ Print Birth Certificate
- ❖ Birth Certificate Correction Approval
- ❖ Digital Signature (DSC)



## Menu available for Local Body Registrar (Death Reporting)

### ❖ Death Reporting

- ❖ Verification & Approval (Non Institutional)
- ❖ Pending Approval (Sent by Pvt. Hospital)
- ❖ Verification & Approval (Applied by Citizen)
- ❖ Delayed Verification & Approval (Non Institutional)
- ❖ Delayed Pending Approval (Sent by Pvt. Hospital)
- ❖ Delayed Verification & Approval (Applied by Citizen)
- ❖ Print Death Certificate
- ❖ Death Certificate Correction Approval
- ❖ Digital Signature (DSC)



# Birth Reporting

20/02/86

Invoice Number: C0PT/2133774  
Account Number: R21871  
Invoice Date: 31-JUL-07  
Customer: BOLLACON WHITE ALLOM LIMITED  
43 SOUTH MIDLEY STREET  
CROSVENOR SQUARE  
LONDON W1X 2PU

# MONTHLY PLANT SUMMARY SHEET

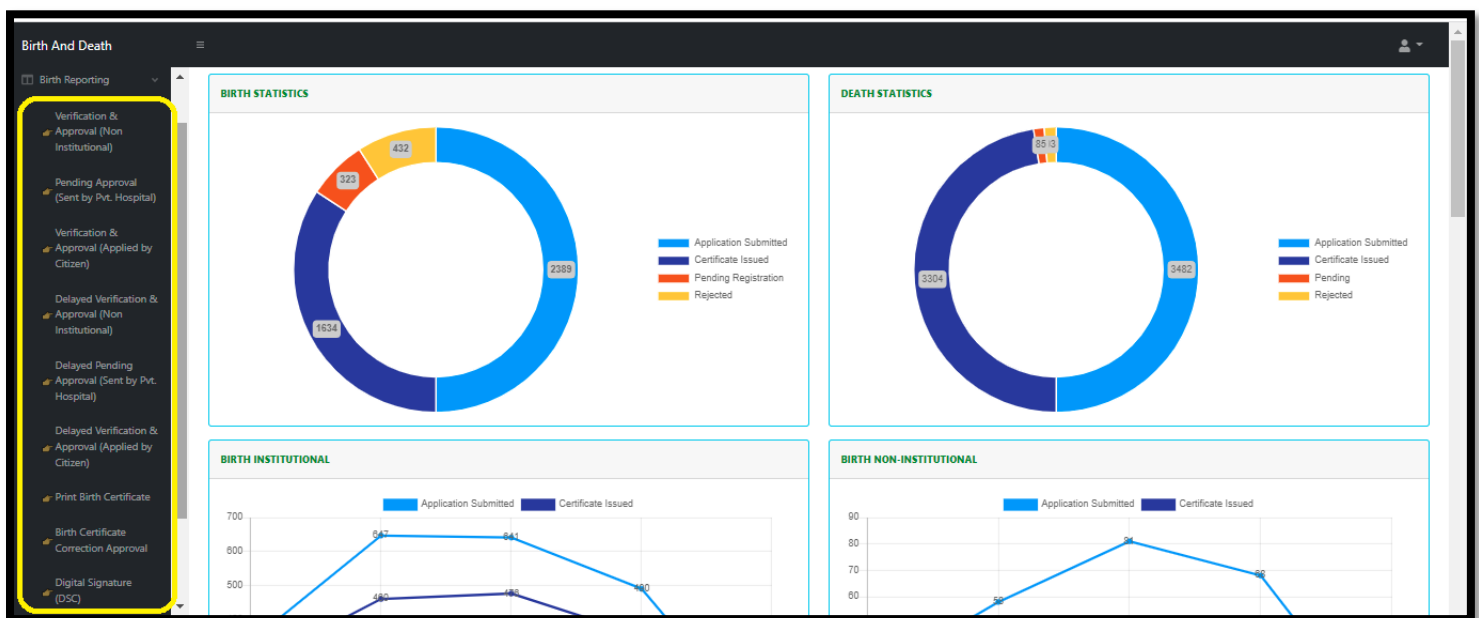
Site:  
20241  
103-104 EATON SQUARE  
SW1

Page No: 1

Depot:  
Spaxx Wire Centres (Southern) Ltd  
171 Clapham Road  
Stockwell  
London SW9 9BT

Qty	Code	Description	ORDER NUMBER	FROM	CONTRACT NUMBER	XXX	Rate	per	Value
1	N18043	ROSS NARROW 1.8M TOWER 20243	20243	30-JUN-07	546-016122	73.10			
4	S9/0690	HANDRAIL HEIGHT 2.3M		30-JUN-07	31-JUL-07				
1	S9/0620	ROSS CASTOR 150mm (6")		30-JUN-07	31-JUL-07	0.00		MWK 60.00%	128.66
1	S9/0460	ROSS PLATFORM 1.8M TRAPDOOR		30-JUN-07	31-JUL-07	0.00		MWK 60.00%	0.00
1	S9/0120	ROSS BRACE 1.8M HORIZ (RED)		30-JUN-07	31-JUL-07	0.00		MWK 60.00%	0.00
1	S9/0140	ROSS BRACE 2.1M HORIZ (BLUE)		30-JUN-07	31-JUL-07	0.00		MWK 60.00%	0.00
1	S9/0580	ROSS TOWERBOARD 1.8M SIDE (1")		30-JUN-07	31-JUL-07	0.00		MWK 60.00%	0.00
1	S9/0610	ROSS TOWERBOARD 1.8M SIDE (1")		30-JUN-07	31-JUL-07	0.00		MWK 60.00%	0.00
1	S9/0230	ROSS TOWERBOARD 1.8M SIDE (1")		30-JUN-07	31-JUL-07	0.00		MWK 60.00%	0.00
1	S9/0260	ROSS FRAME 0.85M SPAN RING		30-JUN-07	31-JUL-07	0.00		MWK 60.00%	0.00
1	S9/0390	ROSS DETRIGGER STALLS		30-JUN-07	31-JUL-07	0.00		MWK 60.00%	0.00
9	09/1470	RESTLE - STEEL, SIZE 3 (1.5")	20241	29-JUN-07	546-016122	5.00		MWK 60.00%	0.00
1	6/21P/200679	PUDLE SUCK (SWEEP MOP) - LSC145	20241	3-JUL-07	546-016122	60.00		MWK 60.00%	54.00
1	11/0380/638016	VACUUM CLEANER MOP - LSC145	20241	3-JUL-07	546-016122	53.00		MWK 60.00%	100.80
1	21/0461	TEST NO: 2 MOTOR, WEST		3-JUL-07	546-016122	53.00		MWK 60.00%	55.12
1	W18023	VAC. CLEANER ACCESSORY KIT A1		3-JUL-07	546-016122	0.00		MWK 60.00%	0.00
1	S9/0690	ROSS NARROW 1.8M TOWER 20243	20243	17-JUL-07	31-JUL-07	39.10		MWK 60.00%	69.82
1	S9/0620	HANDRAIL HEIGHT 2.3M		17-JUL-07	31-JUL-07	0.00		MWK 60.00%	0.00
1	S9/0460	ROSS CASTOR 150mm (6")		17-JUL-07	31-JUL-07	0.00		MWK 60.00%	0.00
1	S9/0120	ROSS PLATFORM 1.8M TRAPDOOR		17-JUL-07	31-JUL-07	0.00		MWK 60.00%	0.00
1	S9/0140	ROSS BRACE 1.8M HORIZ (RED)		17-JUL-07	31-JUL-07	0.00		MWK 60.00%	0.00
1	S9/0580	ROSS BRACE 2.1M HORIZ (BLUE)		17-JUL-07	31-JUL-07	0.00		MWK 60.00%	0.00
1	S9/0610	ROSS TOWERBOARD 1.8M SIDE (1")		17-JUL-07	31-JUL-07	0.00		MWK 60.00%	0.00
1	S9/0230	ROSS TOWERBOARD 1.8M SIDE (1")		17-JUL-07	31-JUL-07	0.00		MWK 60.00%	0.00
1	S9/0260	ROSS FRAME 0.85M SPAN RING		17-JUL-07	31-JUL-07	0.00		MWK 60.00%	0.00
1	S9/0390	ROSS DETRIGGER STALLS		17-JUL-07	31-JUL-07	0.00		MWK 60.00%	0.00
1	S9/0690	ROSS NARROW 1.8M TOWER 20243	20243	17-JUL-07	31-JUL-07	0.00		MWK 60.00%	0.00
1	S9/0620	HANDRAIL HEIGHT 2.3M		17-JUL-07	31-JUL-07	0.00		MWK 60.00%	0.00
1	S9/0460	ROSS CASTOR 150mm (6")		17-JUL-07	31-JUL-07	0.00		MWK 60.00%	0.00
1	S9/0120	ROSS PLATFORM 1.8M TRAPDOOR		17-JUL-07	31-JUL-07	0.00		MWK 60.00%	0.00
1	S9/0140	ROSS BRACE 1.8M HORIZ (RED)		17-JUL-07	31-JUL-07	0.00		MWK 60.00%	0.00
1	S9/0580	ROSS BRACE 2.1M HORIZ (BLUE)		17-JUL-07	31-JUL-07	0.00		MWK 60.00%	0.00
1	S9/0610	ROSS TOWERBOARD 1.8M SIDE (1")		17-JUL-07	31-JUL-07	0.00		MWK 60.00%	0.00
1	S9/0230	ROSS TOWERBOARD 1.8M SIDE (1")		17-JUL-07	31-JUL-07	0.00		MWK 60.00%	0.00
1	S9/0260	ROSS FRAME 0.85M SPAN RING		17-JUL-07	31-JUL-07	0.00		MWK 60.00%	0.00

**Step 2.0:** Local Body Registrar will click on “Birth Reporting” from Entry Screen section. It will open the dropdown menu with the following submenus Verification & Approval (Non Institutional) [All birth application who are born in places other than hospital or maternity home send by Local Body DEO are verified & approved by Local body Registrar], Pending Approval (Sent by Pvt. Hospital) [All birth application send by Pvt. Hospital DEO and are verified by Pvt. hospital Administrator, are finally verified & approved by Local body Registrar], Verification & Approval (Applied by Citizen) [All birth application send by Citizen are verified & approved by Local body Registrar], Delayed Verification & Approval (Non Institutional) [All delayed birth application send by Local body DEO are verified & approved by Local body Registrar], Delayed Pending Approval (Sent by Pvt. Hospital) [All delayed birth application send by private hospital DEO (verified by Pvt. Hospital Administrator) are verified & approved by Local body Registrar], Delayed Verification & Approval (Applied by Citizen) [All delayed birth application send by Citizen are verified & approved by Local body Registrar], Print Birth Certificate [Approved birth certificate published with digital signature are stored here, Registrar can print the birth certificate], Birth Certificate Correction Approval [All birth application whose child name are modified are verified & approved by Local body Registrar], and Digital Signature (DSC)[Govt. Hospital DEO will attach the digitally signed certificate].



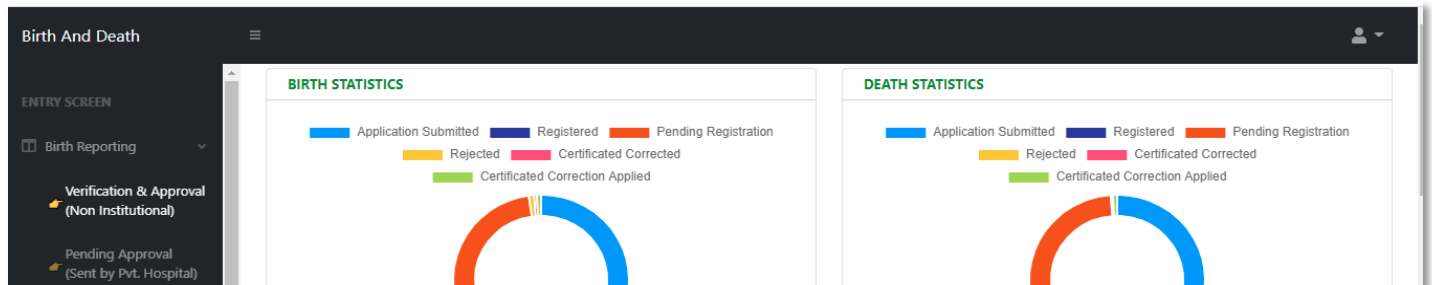


# Verification & Approval (Non-Institutional)





**Step 2.1.1:** Local Body Registrar will click on “Verification & Approval (Non Institutional)” from Birth Reporting main menu for the birth application about the baby born in places other than hospital or maternity home send by Local Body DEO are verified & approved by Local body Registrar.



**Step 2.1.2:** The page will be redirected to the “Verification & Approval (Non Institutional)” page.

Display 10 Records per page															Search:	
Sl. No.	Entry Date	Place Of Birth	Hospital Name	Contact Mobile Number	Child Information			Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status	Action
					Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.					
1	12/08/2021	Hospital	Bolpur Nursing Home		Nilkanta Barik	05/08/2021	Male	Mithun Barik	9732240514	EPIC	BVD4345	Sonali Barik	Normal Birth	ACK/B/2021/000081	Application Submitted	Action
2	12/08/2021	Hospital	Bolpur Nursing Home		milli das	02/08/2021	Female	Robi Das	8989765412	EPIC		Disha Das	Normal Birth	ACK/B/2021/000086	Application Submitted	Action
3	12/08/2021	Hospital	Bolpur Nursing Home		Ayush Malakar	03/08/2021	Male	Soumitra Malakar	9830414755	Aadhaar	412023004589	Sonali Malakar	Normal Birth	ACK/B/2021/000098	Application Submitted	Action
4	18/08/2021	Home		7980455384	Rohini Sarkar	04/08/2021	Female					Priya Sarkar	Normal Birth	ACK/B/2021/000177	Application Submitted	Action

**Step 2.1.3:** Local Body Registrar will select any of the birth application and will click on action button.

Display 10 Records per page															Search:	
Sl. No.	Entry Date	Place Of Birth	Hospital Name	Contact Mobile Number	Child Information			Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status	Action
					Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.					
1	12/08/2021	Hospital	Bolpur Nursing Home		Nilkanta Barik	05/08/2021	Male	Mithun Barik	9732240514	EPIC	BVD4345	Sonali Barik	Normal Birth	ACK/B/2021/000081	Application Submitted	Action
2	12/08/2021	Hospital	Bolpur Nursing Home		milli das	02/08/2021	Female	Robi Das	8989765412	EPIC		Disha Das	Normal Birth	ACK/B/2021/000086	Application Submitted	Action
3	12/08/2021	Hospital	Bolpur Nursing Home		Ayush Malakar	03/08/2021	Male	Soumitra Malakar	9830414755	Aadhaar	412023004589	Sonali Malakar	Normal Birth	ACK/B/2021/000098	Application Submitted	Action
4	18/08/2021	Home		7980455384	Rohini Sarkar	04/08/2021	Female					Priya Sarkar	Normal Birth	ACK/B/2021/000177	Application Submitted	Action

**Step 2.1.4:** A popup will arise where the filled birth application (Non Institutional) appeared.

General Birth Report			
Applicant MobileNo: 7980455384		Acknowledgement No: ACK/B/2021/000177	
Reporting Date (dd/mm/yyyy): 18/08/2021			
LEGAL Information			
Information of the Child			
Date Of Birth (dd/mm/yyyy): 04/08/2021		Sex: Female	
First Name: Rohini	Middle Name:	Last Name: Sarkar	
Place of Birth			
Place Of Birth : Home	State: West Bengal	District: Birbhum	Urban/Rural: Block
Block/Municipality: BOLDPUR SRINIKETAN	Panchayat: KANKALITALA	Hospital Type:	Hospital Name:
Village/Town: KALIKAPUR (P)	Pin: 123456		
Father's Information			
First Name:	Middle Name:	Last Name:	Email Id:
Mobile Number:	Type of ID Proof:	ID Proof Number:	Uploaded ID Proof:

**Step 2.1.5:** Local Body Registrar will verify the entire application and provide their status as per their verification. If they think that the application needs some changes, they will select Send back to DEO which will return the application to Local Body Data Entry Operator. If they think application is not up to the mark, they will select reject which will reject the application. Regarding rejection Registrar must write proper reason of rejection.

Other Information	
Age of the Mother (in completed years) At The Time Of First Marriage: 23	Age of the Mother (in completed years) at the time of this birth: 0
Number of child born alive to the mother so far including this child: 1	Type Of Attention At Delivery: Non Institutional
	Delivery Method: Normal
Birth Weight (In Kgs.): 2.5	Duration Of Pregnancy (In weeks.): 39
Remarks:	
Uploaded Documents	
Discharge Certificate: <a href="#">View</a>	"Form No. 1": <a href="#">View</a>
Approve Or Reject Application	
Status: * <div> <div>--Select--</div> <div> --Select--  Approve  Send Back To DEO  Reject </div> </div>	<div>Submit</div>

**Step 2.1.6:** Local Body Registrar will select approve if they think that the application is perfect to proceed, they will select approve and press submit button.

Approve Or Reject Application

Status: Approve Submit

**Step 2.1.7:** A popup will arise; Registrar will click on the ok button for confirming the submission.

Approve Or Reject Application

Status: \* Approve Submit

**Step 2.1.8:** Verification of the selected application will be successful.

Done  
Status Updated successfully.

Birth: Verification & Approval (Non Institutional)

Display 10 Records per page Search:

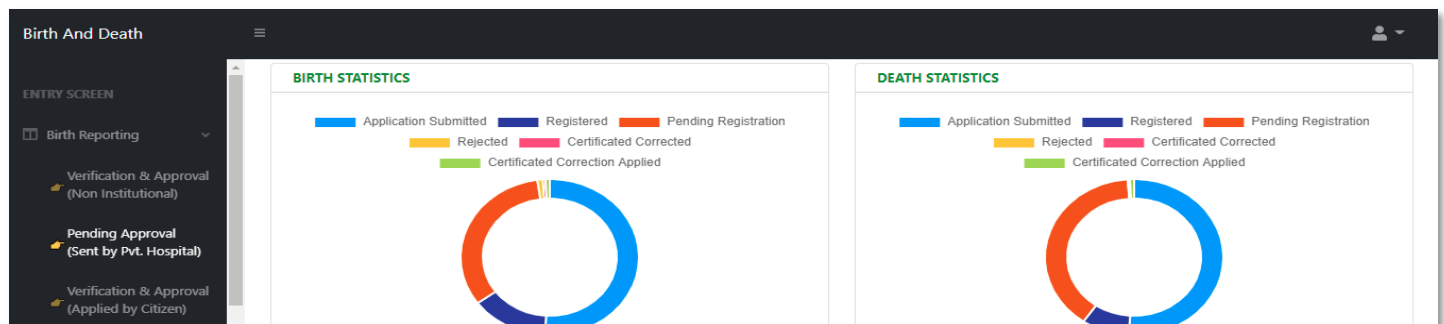
Sl. No.	Entry Date	Place Of Birth	Hospital Name	Contact Mobile Number	Child Information			Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status	Action
					Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name				
1	12/08/2021	Hospital	Boipur Nursing Home		Nilkanta Barik	05/08/2021	Male	Mithun Barik	9732240514	EPIC	BVD4345	Sonali Barik	Normal Birth	ACK/B/2021/000081	Application Submitted	Action
2	12/08/2021	Hospital	Boipur Nursing Home		mili das	02/08/2021	Female	Robi Das	8989765412	EPIC		Disha Das	Normal Birth	ACK/B/2021/000086	Application Submitted	Action
3	12/08/2021	Hospital	Boipur Nursing Home		Ayush Malakar	03/08/2021	Male	Soumitra Malakar	9830414755	Aadhaar	412023004589	Sonali Malakar	Normal Birth	ACK/B/2021/000098	Application Submitted	Action



Pending Approval  
(Sent by Pvt. Hospital)



**Step 2.2.1:** Local Body Registrar will click on “Pending Approval (Sent by Pvt. Hospital)” from Birth Reporting main menu for the birth application send by Pvt. Hospital DEO and are verified by Pvt. hospital Administrator, are finally verified & approved by Local body Registrar..



**Step 2.2.2:** Local Body Registrar will be redirected to the “Pending Approval (Sent by Pvt. Hospital)” page.

Birth: Approval (Sent by Pvt. Hospital)															
Display 10 Records per page										Search:					
Sl. No.	Entry Date	Place Of Birth	Hospital Name	Contact Mobile Number	Child Information			Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status
					Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name			
1	12/08/2021	Hospital	Boipur Nursing Home		mili A	04/08/2021	Female	Robi Das	8989765412	EPIC	34	Nita Das	Normal Birth	ACK/B/2021/000084	Verified by Pvt. Hospital <a href="#">Action</a>
2	17/08/2021	Hospital	Boipur Nursing Home	9732240514	Sneha Roy	11/08/2021	Female					Priya Roy	Normal Birth	ACK/B/2021/000140	Verified by Pvt. Hospital <a href="#">Action</a>
3	17/08/2021	Hospital	Boipur Nursing Home	9732240514	Vijay Bag	04/08/2021	Male					Priya Bag	Normal Birth	ACK/B/2021/000141	Verified by Pvt. Hospital <a href="#">Action</a>
4	26/08/2021	Hospital	Boipur Nursing Home	8013624013	virat singh	24/08/2021	Male	Ram kumar singh	8013624013	EPIC	12345678	sabita singh	Normal Birth	ACK/B/2021/000227	Verified by Pvt. Hospital <a href="#">Action</a>
5	27/08/2021	Hospital	Boipur Nursing Home	8013624013		29/07/2021	Male	shyam das		EPIC	12345678	sima das	Still Birth	ACK/B/2021/000233	Verified by Pvt. Hospital <a href="#">Action</a>

**Step 2.2.3:** Local Body Registrar will select any of the birth application and will click on action button.

Birth: Approval (Sent by Pvt. Hospital)															
Display 10 Records per page										Search:					
Sl. No.	Entry Date	Place Of Birth	Hospital Name	Contact Mobile Number	Child Information			Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status
					Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name			
1	12/08/2021	Hospital	Boipur Nursing Home		mili A	04/08/2021	Female	Robi Das	8989765412	EPIC	34	Nita Das	Normal Birth	ACK/B/2021/000084	Verified by Pvt. Hospital <a href="#">Action</a>
2	17/08/2021	Hospital	Boipur Nursing Home	9732240514	Sneha Roy	11/08/2021	Female					Priya Roy	Normal Birth	ACK/B/2021/000140	Verified by Pvt. Hospital <a href="#">Action</a>
3	17/08/2021	Hospital	Boipur Nursing Home	9732240514	Vijay Bag	04/08/2021	Male					Priya Bag	Normal Birth	ACK/B/2021/000141	Verified by Pvt. Hospital <a href="#">Action</a>
4	26/08/2021	Hospital	Boipur Nursing Home	8013624013	virat singh	24/08/2021	Male	Ram kumar singh	8013624013	EPIC	12345678	sabita singh	Normal Birth	ACK/B/2021/000227	Verified by Pvt. Hospital <a href="#">Action</a>
5	27/08/2021	Hospital	Boipur Nursing Home	8013624013		29/07/2021	Male	shyam das		EPIC	12345678	sima das	Still Birth	ACK/B/2021/000233	Verified by Pvt. Hospital <a href="#">Action</a>



**Step 2.2.4:** A popup will arise where the filled birth application (from Pvt. Hospital) appeared.

The screenshot shows a 'General Birth Report' window with a blue header and a close button (X) in the top right corner. The window contains the following information:

<b>Applicant MobileNo:</b> 8013624013	<b>Acknowledgement No:</b> ACK/B/2021/000227	<b>Reporting Date (dd/mm/yyyy):</b> 26/08/2021
<b>LEGAL Information</b>		
<b>Information of the Child</b>		
<b>Date Of Birth (dd/mm/yyyy):</b> 24/08/2021	<b>Sex:</b> Male	
<b>First Name:</b> virat	<b>Middle Name:</b>	<b>Last Name:</b> singh
<b>Place of Birth</b>		
<b>Place Of Birth :</b> Hospital	<b>State:</b> West Bengal	<b>District:</b> Birbhum
<b>Block/Municipality:</b> BOLPUR SRINIKETAN	<b>Panchayat:</b> KANKALITALA	<b>Hospital Type:</b> Private
<b>Village/Town:</b>	<b>Pin:</b>	<b>Urban/Rural:</b> Block
<b>Father's Information</b>		
<b>First Name:</b> Ram	<b>Middle Name:</b> kumar	<b>Last Name:</b> singh
<b>Mobile Number:</b> 8013624013	<b>Type of ID Proof:</b> EPIC	<b>ID Proof Number:</b> 12345678
		<b>Email Id:</b>
		<b>Uploaded ID Proof:</b> <a href="#">View</a>

**Step 2.2.5:** Local Body Registrar will verify the entire application and provide their status as per their verification. If they think that the application needs some changes, they will select Send back to DEO which will return the application to Local Body Data Entry Operator. If they think application is not up to the mark, they will select reject which will reject the application. Regarding rejection Registrar must write proper reason of rejection.

The screenshot shows the 'Approved Documents' section with a 'Discharge Certificate: [View](#)' and 'Form No. 1': [View](#)'. Below this is the 'Approve Or Reject Application' section. It features a 'Status: \*' dropdown menu with options: '--Select--', '--Select--', Approve, Send Back To Pvt. Hospital, and Reject. A green 'Submit' button is located to the right of the dropdown.

**Step 2.2.6:** Local Body Registrar will select approve if they think that the application is perfect to proceed, they will select approve and press submit button.

This screenshot shows the 'Approve Or Reject Application' section with the 'Status: \*' dropdown menu set to 'Approve'. The green 'Submit' button is highlighted with a red rectangular box.

**Step 2.2.7:** A popup will arise; Registrar will click on the ok button for confirming the submission..

General Birth Report

Religion: Sikh
Fathers
Secondary/Pre-University/Class XII

Are you sure you want to submit?

OK
Cancel

Mother's Level Of Education: Secondary/  
Matric Class -X

**Step 2.2.8:** Verification of the selected application will be successful.

Birth: Approval (Sent by Pvt. Hospital)

Display 10 Records per page
Search:

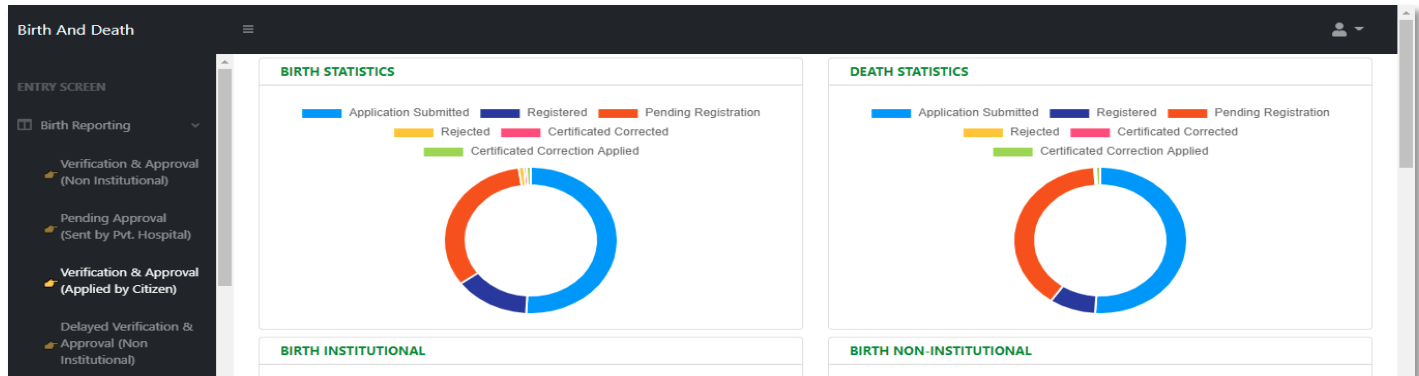
Sl. No.	Entry Date	Place Of Birth	Hospital Name	Contact Mobile Number	Child Information			Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status	Action
					Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.					
1	12/08/2021	Hospital	Bolpur Nursing Home		mili A	04/08/2021	Female	Robi Das	8969765412	EPIC	34	Nita Das	Normal Birth	ACK/B/2021/000084	Verified by Pvt. Hospital	Action
2	17/08/2021	Hospital	Bolpur Nursing Home	9732240514	Sneha Roy	11/08/2021	Female					Priya Roy	Normal Birth	ACK/B/2021/000140	Verified by Pvt. Hospital	Action

Done
Status Updated successfully.

# Verification & Approval (applied by citizen)



**Step 2.3.1:** Local Body Registrar will click on “Verification & Approval (Applied by Citizen)” from Birth Reporting main menu for the birth application send by Citizen are verified & approved by Local body Registrar.



**Step 2.3.2:** Local Body Registrar will be redirected to the “Verification & Approval (Applied by Citizen)” page.

Birth: Verification & Approval (Applied by Citizen)

Display 10 Records per page

Search:

Sl. No.	Entry Date	Place Of Birth	Hospital Name	Contact Mobile Number	Child Information			Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status	
					Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name				
1	12/08/2021	Hospital	Bolpur Nursing Home	9732240514	Sabjan Dutta	05/08/2021	Male	Bindas Dutta	9732240514	EPIC	BVD4345	Sonali Dutta	Normal Birth	ACK/B/2021/000077	Verified by Pvt. Hospital	Action
2	12/08/2021	Hospital	Bolpur Nursing Home	9732240514	Tina Das	05/08/2021	Female	Tony Dutta	9732240514	EPIC	BVD434588	Mohima Dutta Das	Normal Birth	ACK/B/2021/000078	Verified by Pvt. Hospital	Action
3	12/08/2021	Hospital	Bolpur Nursing Home	9732240514	Mithun Mondal	05/08/2021	Male	Jony Mondal	9732240514	EPIC	BVD4377	Monika Mondal	Normal Birth	ACK/B/2021/000079	Application Submitted	Action

**Step 2.3.3:** Local Body Registrar will select any of the birth application and will click on action button.

Birth: Verification & Approval (Applied by Citizen)

Display

10

Records per page

Search:

Sl. No. ↑	Entry Date ↑	Place Of Birth ↑	Hospital Name ↑	Contact Mobile Number ↑	Child Information			Father's Information				Mother's Information	Birth Type ↑	Acknowledgement No. ↑	Status ↑	
					Name ↑	DOB ↑	Gender	Name	Mobile No.	ID Type	ID No. ↑	Name ↑				
1	12/08/2021	Hospital	Bolpur Nursing Home	9732240514	Sabjan Dutta	05/08/2021	Male	Bindas Dutta	9732240514	EPIC	BVD4345	Sonali Dutta	Normal Birth	ACK/B/2021/000077	Verified by Pvt. Hospital	Action
2	12/08/2021	Hospital	Bolpur Nursing Home	9732240514	Tina Das	05/08/2021	Female	Tony Dutta	9732240514	EPIC	BVD434568	Mohima Dutta Das	Normal Birth	ACK/B/2021/000078	Verified by Pvt. Hospital	Action
3	12/08/2021	Hospital	Bolpur Nursing Home	9732240514	Mithun Mondal	05/08/2021	Male	Jony Mondal	9732240514	EPIC	BVD4377	Monika Mondal	Normal Birth	ACK/B/2021/000079	Application Submitted	Action

**Step 2.3.4:** A popup will arise where the filled birth application (Applied by Citizen) appeared.

**General Birth Report**

Applicant MobileNo: 9732240514      Acknowledgement No: ACK/B/2021/000077      Reporting Date (dd/mm/yyyy): 12/08/2021

**LEGAL Information**

**Information of the Child**

Date Of Birth (dd/mm/yyyy): 05/08/2021      Sex: Male  
 First Name: Sabjan      Middle Name:      Last Name: Dutta

**Place of Birth**

Place Of Birth : Hospital      State: West Bengal      District: Birbhum      Urban/Rural: Block  
 Block/Municipality: BOLPUR SRINIKETAN      Panchayat: KANKALITALA      Hospital Type: Private      Hospital Name: Bolpur Nursing Home  
 Village/Town:      Pin:     

**Father's Information**

**Step 2.3.5:** Local Body Registrar will verify the entire application and provide their status as per their verification. If they think that the application needs some changes, they will select Send back to DEO which will return the application to Local Body Data Entry Operator. If they think application is not up to the mark, they will select reject which will reject the application. Regarding rejection Registrar must write proper reason of rejection

**Approve Or Reject Application**

Status: \*

--Select--  
 --Select--  
 Approve  
 Reject

**Step 2.3.6:** Local Body Registrar will select approve if they think that the application is perfect to proceed, they will select approve and press submit button

**Approve Or Reject Application**

Status: \*

**Step 2.3.7:** A popup will arise; Registrar will click on the ok button for confirming the submission

Are you sure you want to submit?

**General Birth Report**

Religion: Hindu      Fathers Level Of Education: Literate without formal education      Father's Occupation: Craft and related trade workers      Mother's Level Of Education: Literate without formal education



### Step 2.3.8: Verification of the selected application will be successful.

**Done**  
Status Updated successfully.

Birth: Verification & Approval (Applied by Citizen)

Display 10 Records per page

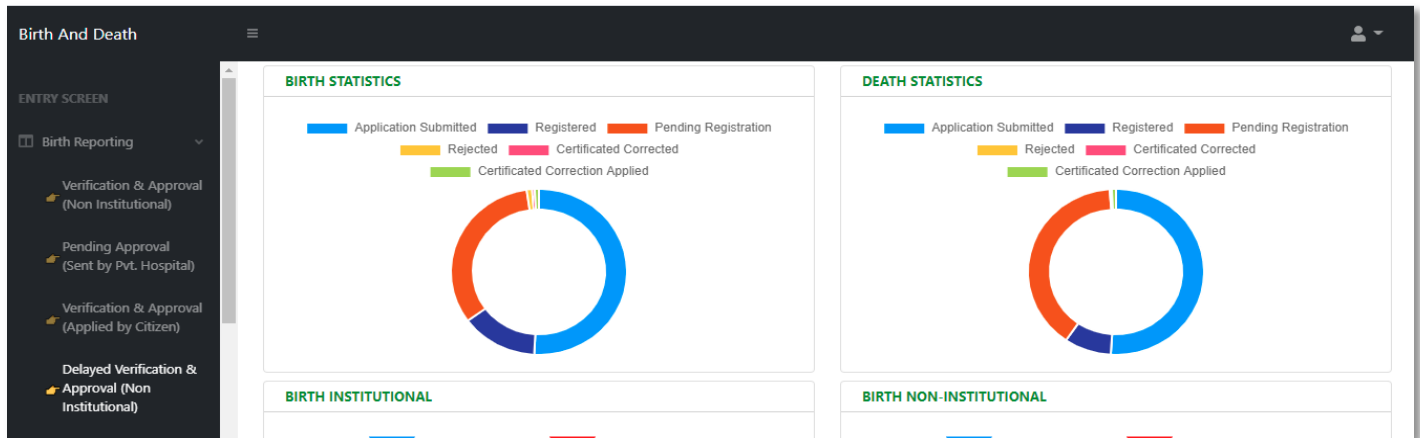
Search:

Sl. No.	Entry Date	Place Of Birth	Hospital Name	Contact Mobile Number	Child Information			Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status	
					Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.					
1	12/08/2021	Hospital	Bolpur Nursing Home	9732240514	Tina Das	05/08/2021	Female	Tony Dutta	9732240514	EPIC	BVD434588	Mohima Dutta Das	Normal Birth	ACK/B/2021/000078	Verified by Pvt. Hospital	Action
2	12/08/2021	Hospital	Bolpur Nursing Home	9732240514	Mithun Mondal	05/08/2021	Male	Jony Mondal	9732240514	EPIC	BVD4377	Monika Mondal	Normal Birth	ACK/B/2021/000079	Application Submitted	Action
3	12/08/2021	Hospital	Bolpur Nursing Home	9732240514	Suprakas Patra	05/08/2021	Female	Mita Patra	9732240514	EPIC	BVD4377	Monika Patra	Normal Birth	ACK/B/2021/000080	Application Submitted	Action
			Bolpur					Rohi					Normal		Verified by	



# Delayed Verification & Approval (Non-Institutional)

**Step 2.4.1:** Local Body Registrar will click on “Delayed Verification & Approval (Non-Institutional)” from Birth Reporting main menu for all delayed birth application send by Local body DEO are verified & approved by Local body Registrar.



**Step 2.4.2:** Local Body Registrar will be redirected to the “Delayed Verification & Approval (Non-Institutional)” page

**Delayed Birth: Verification & Approval (Non Institutional)**

Display: 10 Records per page Search:

Sl. No.	Entry Date	Place Of Birth	Hospital Name	Contact Mobile Number	Child Information			Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status	Action
					Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name				
1	13/08/2021	Hospital	Addyasakti Medical Centre Bolpur	7980455384	Tisha De	14/07/2021	Male	T				Nita	Normal Birth	ACK/B/2021/000103	Application Submitted	Action
2	16/08/2021	Home		7980455384	Raja Sk	08/06/2021	Male					mita	Normal Birth	ACK/B/2021/000119	Application Submitted	Action
3	16/08/2021	Home		7980455384	Sima	04/05/2021	Female					Disha	Normal Birth	ACK/B/2021/000125	Application Submitted	Action

Showing 1 - 3 of total 3 applicatopns Previous 1 Next

**Step 2.4.3:** Local Body Registrar will select any of the birth application and will click on action button

**Delayed Birth: Verification & Approval (Non Institutional)**

Display: 10 Records per page Search:

Sl. No.	Entry Date	Place Of Birth	Hospital Name	Contact Mobile Number	Child Information			Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status	Action
					Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name				
1	13/08/2021	Hospital	Addyasakti Medical Centre Bolpur	7980455384	Tisha De	14/07/2021	Male	T				Nita	Normal Birth	ACK/B/2021/000103	Application Submitted	Action
2	16/08/2021	Home		7980455384	Raja Sk	08/06/2021	Male					mita	Normal Birth	ACK/B/2021/000119	Application Submitted	Action
3	16/08/2021	Home		7980455384	Sima	04/05/2021	Female					Disha	Normal Birth	ACK/B/2021/000125	Application Submitted	Action

Showing 1 - 3 of total 3 applicatopns Previous 1 Next

**Step 2.4.4:** A popup will arise where the Delayed Verification & Approval (Non Institutional) of filled birth application appeared

**General Birth Report**

Applicant MobileNo: 7980455384      Acknowledgement No: ACK/B/2021/000103      Reporting Date (dd/mm/yyyy): 13/08/2021

**LEGAL Information**

**Information of the Child**

Date Of Birth (dd/mm/yyyy): 14/07/2021      Sex: Male  
First Name: Tisha      Middle Name:      Last Name: De

**Place of Birth**

Place Of Birth : Hospital      State: West Bengal      District: Birbhum      Urban/Rural: Block  
Block/Municipality: BOLPUR SRINIKETAN      Panchayat: KANKALITALA      Hospital Type: Private      Hospital Name: Addyasakti Medical Centre  
Village/Town:      Pin:      Bolpur

**Father's Information**

**Step 2.4.5:** Local Body Registrar will verify the entire application and provide their status as per their verification. If they think that the application needs some changes, they will select Send back to DEO which will return the application to Local Body Data Entry Operator. If they think application is not up to the mark, they will select reject which will reject the application. Regarding rejection Registrar must write proper reason of rejection

**Uploaded Documents**

Discharge Certificate: [View](#)      "Form No. 1": [View](#)

Payment of Challan : [View](#)

**Approve Or Reject Application**

Status: \*

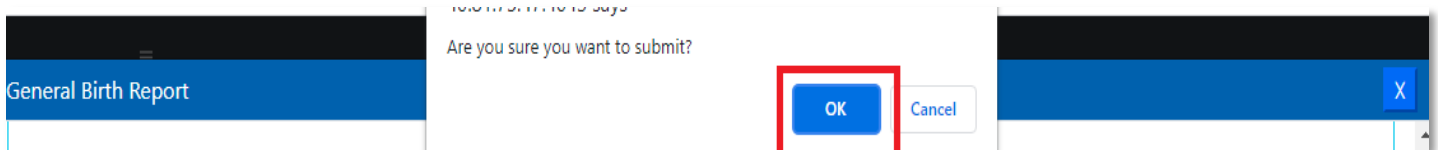
--Select--  
Approve  
Send Back To DEO  
Reject

**Step 2.4.6:** Local Body Registrar will select approve if they think that the application is perfect to proceed, they will select approve and press submit button.

**Approve Or Reject Application**

Status: \*

**Step 2.4.7:** A popup will arise; Registrar will click on the ok button for confirming the submission.



**Step 2.4.8:** Verification of the selected application will be successful.

Delayed Birth: Verification & Approval (Non Institutional)

Display 10 Records per page

Search:

✓ **Done**  
Status Updated successfully.

Sl. No.	Entry Date	Place Of Birth	Hospital Name	Contact Mobile Number	Child Information			Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status	Action
					Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name				
1	16/08/2021	Home		7980455384	Raja Sk	08/06/2021	Male					mita	Normal Birth	ACK/B/2021/000119	Application Submitted	Action
2	16/08/2021	Home		7980455384	Sima	04/05/2021	Female					Disha	Normal Birth	ACK/B/2021/000125	Application Submitted	Action

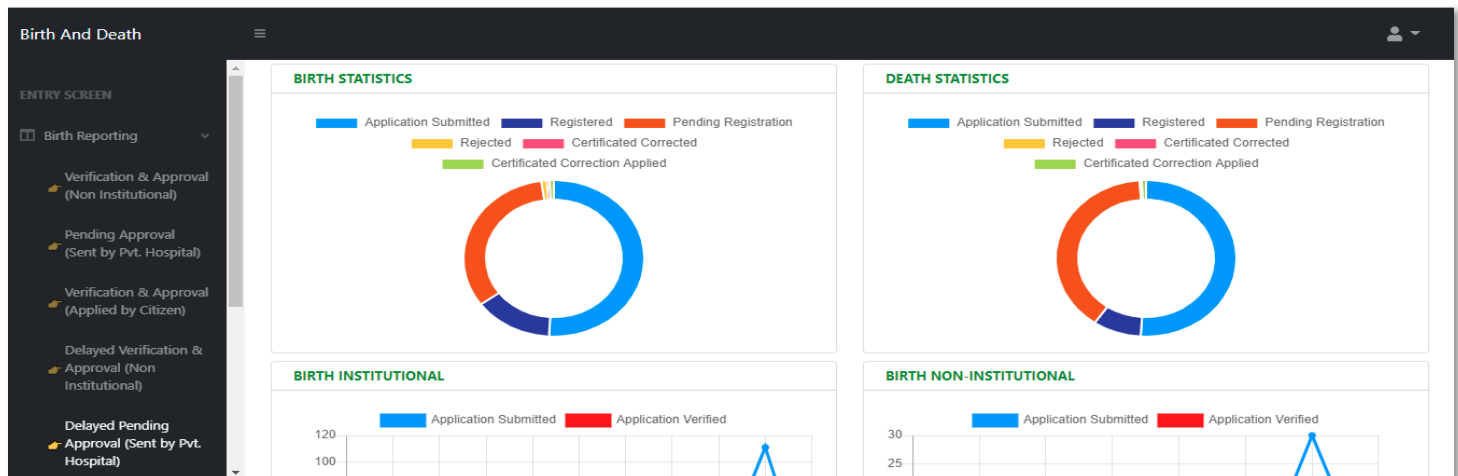


# Delayed Pending Approval (Sent by Pvt. Hospital)





**Step 2.5.1:** Local Body Registrar will click on “Delayed Pending Approval (Sent by Pvt. Hospital)” from Birth Reporting main menu for all delayed birth application sent by private hospital DEO (verified by Pvt. Hospital Administrator) are verified & approved by Local body Registrar.



**Step 2.5.2:** Local Body Registrar will be redirected to the “Delayed Pending Approval (Sent by Pvt. Hospital)” page.

Delayed Birth: Approval (Sent by Pvt. Hospital)

Display

10

Records per page

Search:

Sl. No.	Entry Date	Place Of Birth	Hospital Name	Contact Mobile Number	Child Information			Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status	
					Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name				
1	12/08/2021	Hospital	Bolpur Nursing Home		Lahari Kundu	08/02/2012	Female	Hirak Jyoti Kundu	9830414755	Aadhaar	125896457896	Lipika Kundu	Normal Birth	ACK/B/2021/000087	Verified by Pvt. Hospital	Action
2	12/08/2021	Hospital	Bolpur Nursing Home	7980455384	Prianka Ghosh	09/07/2013	Female	Suresh Ghosh	9830414755	Aadhaar	125645289654	Soma Ghosh	Normal Birth	ACK/B/2021/000088	Verified by Pvt. Hospital	Action
3	16/08/2021	Hospital	Bolpur Nursing Home	9732240514	Mita Dey	01/07/2021	Female	Milon Dey	9732240514	EPIC	87565434567	Puspita Dey	Normal Birth	ACK/B/2021/000122	Verified by Pvt. Hospital	Action
4	17/08/2021	Hospital	Bolpur Nursing Home	9732240514	Soma Sen	06/04/2021	Male	Arjun sen				Riya sen	Normal Birth	ACK/B/2021/000133	Verified by Pvt. Hospital	Action

**Step 2.5.3:** Local Body Registrar will select any of the birth application and will click on action button

Delayed Birth: Approval (Sent by Pvt. Hospital)

Display

10

Records per page

Search:

Sl. No.	Entry Date	Place Of Birth	Hospital Name	Contact Mobile Number	Child Information			Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status	
					Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name				
1	12/08/2021	Hospital	Bolpur Nursing Home		Lahari Kundu	08/02/2012	Female	Hirak Jyoti Kundu	9830414755	Aadhaar	125896457896	Lipika Kundu	Normal Birth	ACK/B/2021/000087	Verified by Pvt. Hospital	Action
2	12/08/2021	Hospital	Bolpur Nursing Home	7980455384	Prianka Ghosh	09/07/2013	Female	Suresh Ghosh	9830414755	Aadhaar	125645289654	Soma Ghosh	Normal Birth	ACK/B/2021/000088	Verified by Pvt. Hospital	Action
3	16/08/2021	Hospital	Bolpur Nursing Home	9732240514	Mita Dey	01/07/2021	Female	Milon Dey	9732240514	EPIC	87565434567	Puspita Dey	Normal Birth	ACK/B/2021/000122	Verified by Pvt. Hospital	Action
4	17/08/2021	Hospital	Bolpur Nursing Home	9732240514	Soma Sen	06/04/2021	Male	Arjun sen				Riya sen	Normal Birth	ACK/B/2021/000133	Verified by Pvt. Hospital	Action

**Step 2.5.4:** A popup will arise where the Delayed Pending Approval (Sent by Pvt. Hospital) of filled birth application appeared

**General Birth Report**

Applicant MobileNo: 7980455384      Acknowledgement No: ACK/B/2021/000088      Reporting Date (dd/mm/yyyy): 12/08/2021

**LEGAL Information**

**Information of the Child**

Date Of Birth (dd/mm/yyyy): 09/07/2013      Sex: Female  
 First Name: Prianka      Middle Name:      Last Name: Ghosh

**Place of Birth**

Place Of Birth : Hospital      State: West Bengal      District: Birbhum      Urban/Rural: Block  
 Block/Municipality: BOLPUR SRINIKETAN      Panchayat: KANKALITALA      Hospital Type: Private      Hospital Name: Bolpur Nursing Home  
 Village/Town:      Pin:

**Step 2.5.5:** Local Body Registrar will verify the entire application and provide their status as per their verification. If they think that the application needs some changes, they will select Send back to DEO which will return the application to Local Body Data Entry Operator. If they think application is not up to the mark, they will select reject which will reject the application. Regarding rejection Registrar must write proper reason of rejection

**Approve Or Reject Application**

Status: \*   
 --Select--  
 --Select--  
 Approve  
 Send Back To Pvt. Hospital  
 Reject

Submit

**Step 2.5.6:** Local Body Registrar will select approve if they think that the application is perfect to proceed, they will select approve and press submit button

**Approve Or Reject Application**

Status: \*   
 Approve

Submit

**Step 2.5.7:** A popup will arise; Registrar will click on the ok button for confirming the submission


Are you sure you want to submit?


OK Cancel

**General Birth Report**

Religion: Hindu      Fathers: Tech /BBA /MBBS /Equivalent      Mother's Level Of Education: Post Graduate /M. Tech /MBA /MD /Equivalent or Higher

### Step 2.5.8: Verification of the selected application will be successful



 **Done**  
Status Updated successfully.

**Delayed Birth: Approval (Sent by Pvt. Hospital)**

Display 10 Records per page

Search:

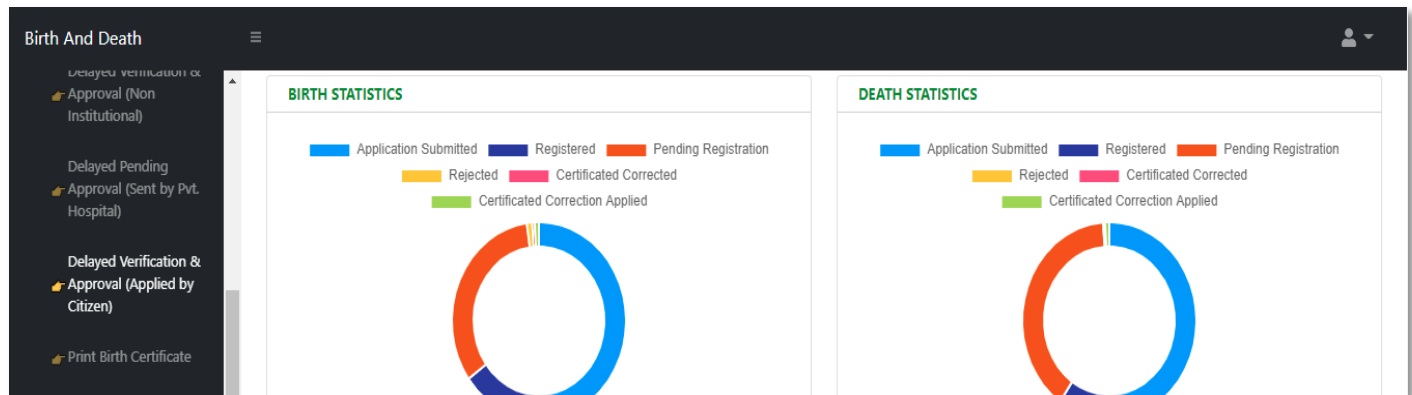
Sl. No.	Entry Date	Place Of Birth	Hospital Name	Contact Mobile Number	Child Information			Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status	
					Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name				
1	12/08/2021	Hospital	Bolpur Nursing Home		Lahari Kundu	08/02/2012	Female	Hirak Jyoti Kundu	9830414755	Aadhaar	125896457896	Lipika Kundu	Normal Birth	ACK/B/2021/000087	Verified by Pvt. Hospital	<a href="#" style="background-color: #007bff; color: white; padding: 2px 5px;">Action</a>
2	16/08/2021	Hospital	Bolpur Nursing Home	9732240514	Mita Dey	01/07/2021	Female	Milon Dey	9732240514	EPIC	87565434567	Puspita Dey	Normal Birth	ACK/B/2021/000122	Verified by Pvt. Hospital	<a href="#" style="background-color: #007bff; color: white; padding: 2px 5px;">Action</a>
3	17/08/2021	Hospital	Bolpur Nursing Home	9732240514	Soma Sen	06/04/2021	Male	Arjun sen				Riya sen	Normal Birth	ACK/B/2021/000133	Verified by Pvt. Hospital	<a href="#" style="background-color: #007bff; color: white; padding: 2px 5px;">Action</a>

# Delayed Verification & Approval (Applied by Citizen)





**Step 2.6.1:** Local Body Registrar will click on “Delayed Verification & Approval (Applied by Citizen)” from Birth Reporting main menu for the all-delayed birth application send by Citizen are verified & approved by Local body Registrar.



**Step 2.6.2:** Local Body Registrar will be redirected to the “Delayed Verification & Approval (Applied by Citizen)” page.

Display

10

Records per page

Search:

Sl. No.	Entry Date	Place Of Birth	Hospital Name	Contact Mobile Number	Child Information			Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status	
					Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name				
1	16/08/2021	Hospital	Bolpur Nursing Home	7980455384	Subha Adhikari	05/05/2021	Male	Robin Adhikari		Khadya Sathi		Nita Adhikari	Normal Birth	ACK/B/2021/000124	Verified by Pvt. Hospital	Action
2	16/08/2021	Home		7980455384	sudha	07/06/2021	Male					Nita	Normal Birth	ACK/B/2021/000126	Application Submitted	Action
3	17/08/2021	Hospital	Matri Nursing Home	9732240514	Rekha Sen	31/05/2021	Female					Diya sen	Normal Birth	ACK/B/2021/000142	Application Submitted	Action

**Step 2.6.3:** Local Body Registrar will select any of the birth application and will click on action button.

Delayed Birth: Verification & Approval (Applied by Citizen)

Display

10

Records per page

Search:

Sl. No.	Entry Date	Place Of Birth	Hospital Name	Contact Mobile Number	Child Information			Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status	
					Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name				
1	16/08/2021	Hospital	Bolpur Nursing Home	7980455384	Subha Adhikari	05/05/2021	Male	Robin Adhikari		Khadya Sathi		Nita Adhikari	Normal Birth	ACK/B/2021/000124	Verified by Pvt. Hospital	Action
2	16/08/2021	Home		7980455384	sudha	07/06/2021	Male					Nita	Normal Birth	ACK/B/2021/000126	Application Submitted	Action
3	17/08/2021	Hospital	Matri Nursing Home	9732240514	Rekha Sen	31/05/2021	Female					Diya sen	Normal Birth	ACK/B/2021/000142	Application Submitted	Action

**Step 2.6.4:** A popup will arise where the Delayed Verification & Approval (Applied by Citizen) of filled birth application appeared.

General Birth Report

Applicant MobileNo: 7980455384

Acknowledgement No: ACK/B/2021/000124

Reporting Date (dd/mm/yyyy): 16/08/2021

LEGAL Information

Information of the Child

Date Of Birth (dd/mm/yyyy): 05/05/2021

Sex: Male

First Name: Subha

Middle Name:

Last Name: Adhikari

Place of Birth

Place Of Birth : Hospital

State: West Bengal

District: Birbhum

Urban/Rural: Block

Block/Municipality: BOLPUR SRINIKETAN

Panchayat: KANKALITALA

Hospital Type: Private

Hospital Name: Bolpur Nursing Home

Village/Town:

Pin:

Father's Information

First Name: Robin

Middle Name:

Last Name: Adhikari

Email Id:

Mobile Number:

Type of ID Proof: Khadya Sathi

ID Proof Number:

Uploaded ID Proof: [View](#)

**Step 2.6.5:** Local Body Registrar will verify the entire application and provide their status as per their verification. If they think that the application needs some changes, they will select Send back to DEO which will return the application to Local Body Data Entry Operator. If they think application is not up to the mark, they will select reject which will reject the application. Regarding rejection Registrar must write proper reason of rejection.

Approve Or Reject Application

Status: \*

--Select--

--Select--

Approve

Reject

Submit

**Step 2.6.6:** Local Body Registrar will select approve if they think that the application is perfect to proceed, they will select approve and press submit button.

Approve Or Reject Application

Status: \*

Approve

Submit

**Step 2.6.7:** A popup will arise; Registrar will click on the ok button for confirming the submission.

General Birth Report

Are you sure you want to submit?

OK Cancel

Religion: Christian Fathers and Mother's Level Of Education: Secondary/

**Step 2.6.8:** Verification of the selected application will be successful.

Delayed Birth: Verification & Approval (Applied by Citizen)

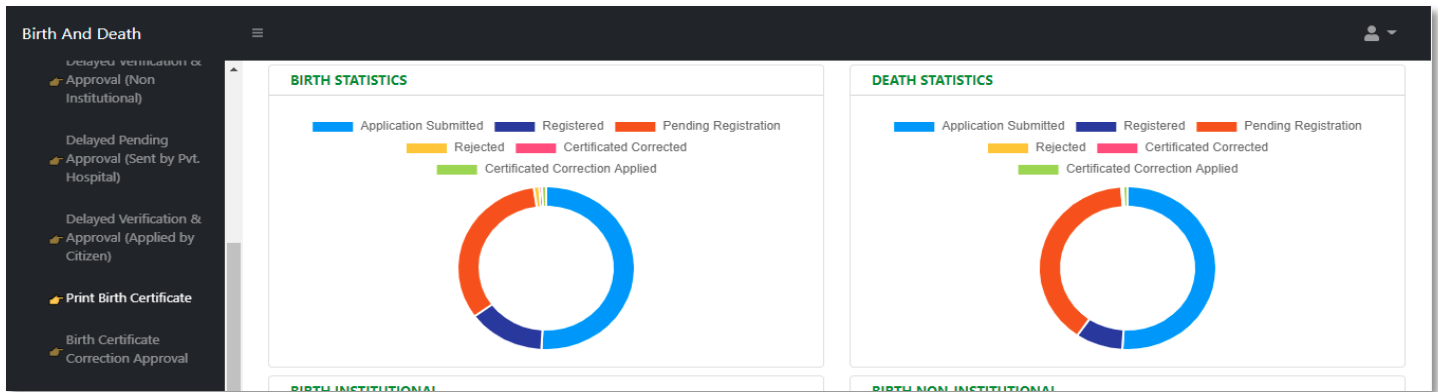
Display 10 Records per page Search:

Sl. No.	Entry Date	Place Of Birth	Hospital Name	Contact Mobile Number	Child Information			Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status	Action
					Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name				
1	16/08/2021	Home		7980455384	sudha	07/06/2021	Male					Nita	Normal Birth	ACK/B/2021/000126	Application Submitted	Action
2	17/08/2021	Hospital	Matri Nursing Home	9732240514	Rekha Sen	31/05/2021	Female					Diya sen	Normal Birth	ACK/B/2021/000142	Application Submitted	Action
3	17/08/2021	Others		9732240514	Jit Roy	05/01/2021	Male					Rani Roy	Normal Birth	ACK/B/2021/000143	Application Submitted	Action



[Print Birth Certificate](#)

**Step 2.7.1:** Local Body Registrar will click on “Print Birth Certificate” from Birth Reporting main menu for the approved birth certificate published with digital signature is stored here, Registrar can print the birth certificate.



**Step 2.7.2:** Local Body Registrar will be redirected to the “Print Birth Certificate” page.

**Print Birth Certificate**

Acknowledgement No.

Sl. No.	Entry Date	Place Of Birth	Birth Type	Child Information			Father's Information			Acknowledgement No.	Status
				Name	DOB	Gender	Name	Id ProofType	IdProof Number		



**Step 2.7.3:** Local Body Registrar 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 birth registration application.

**Print Birth Certificate**

Acknowledgement No.  **Search**

Display 10 Records per page Search:

Sl. No.	Entry Date	Place Of Birth	Birth Type	Child Information			Father's Information			Acknowledgement No.	Status	
				Name	DOB	Gender	Name	Id ProofType	IdProof Number			
1	12/08/2021	Hospital	NORMAL BIRTH REGISTRATION	Rafikul Hasan	03/08/2021	Female	Milon Hasan	EPIC	BVD4345	ACK/B/2021/000073	Approved	P
2	12/08/2021	Hospital	NORMAL BIRTH REGISTRATION	Sabjan Dutta	05/08/2021	Male	Bindas Dutta	EPIC	BVD4345	ACK/B/2021/000077	Approved	P
3	12/08/2021	Hospital	NORMAL BIRTH REGISTRATION	Abir das	02/08/2021	Male	Robi Das	Khadya Sathi	33	ACK/B/2021/000085	Approved	P
4	12/08/2021	Hospital	NORMAL BIRTH REGISTRATION	Prianka Ghosh	09/07/2013	Female	Suresh Ghosh	Aadhaar	125645289654	ACK/B/2021/000088	Approved	P
5	13/08/2021	Hospital	NORMAL BIRTH REGISTRATION	Tisha De	14/07/2021	Male	T			ACK/B/2021/000103	Approved	P

**Step 2.7.4:** Local Body Registrar will select an application and will click on print button.

**Print Birth Certificate**

Acknowledgement No.  **Search**

Display 10 Records per page Search:

Sl. No.	Entry Date	Place Of Birth	Birth Type	Child Information			Father's Information			Acknowledgement No.	Status	Print
				Name	DOB	Gender	Name	Id ProofType	IdProof Number			
1	12/08/2021	Hospital	NORMAL BIRTH REGISTRATION	Rafikul Hasan	03/08/2021	Female	Milon Hasan	EPIC	BVD4345	ACK/B/2021/000073	Approved	<b>Print</b>
2	12/08/2021	Hospital	NORMAL BIRTH REGISTRATION	Sabjan Dutta	05/08/2021	Male	Bindas Dutta	EPIC	BVD4345	ACK/B/2021/000077	Approved	Print
3	12/08/2021	Hospital	NORMAL BIRTH REGISTRATION	Abir das	02/08/2021	Male	Robi Das	Khadya Sathi	33	ACK/B/2021/000085	Approved	Print
4	12/08/2021	Hospital	NORMAL BIRTH REGISTRATION	Prianka Ghosh	09/07/2013	Female	Suresh Ghosh	Aadhaar	125645289654	ACK/B/2021/000088	Approved	Print
5	13/08/2021	Hospital	NORMAL BIRTH REGISTRATION	Tisha De	14/07/2021	Male	T			ACK/B/2021/000103	Approved	Print
6	14/08/2021	Home	NORMAL BIRTH REGISTRATION	Nafisa Das	30/06/2021	Male	MilonDey Dutta	EPIC	87565434563	ACK/B/2021/000104	Approved	Print
7	15/08/2021	Hospital	NORMAL BIRTH REGISTRATION	Robin	05/05/2021	Male	Robin	EPIC		ACK/B/2021/000105	Approved	Print

**Step 2.7.5:** Clicking on print button, the certificate will be downloaded. Local body Registrar can print the certificate accordingly.



GOVERNMENT OF WEST BENGAL  
DEPARTMENT OF HEALTH AND FAMILY WELFARE  
GRAMA PANCHAYAT KANKALITALA

ফর্ম-৫

**Form-5**



**BIRTH 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 BIRTH WHICH IS THE REGISTER FOR GRAMA PANCHAYAT KANKALITALA OF BLOCK/MUNICIPALITY BOLPUR SRINIKETAN OF DISTRICT BIRBHUM OF STATE WEST BENGAL, INDIA.

NAME :	Rafael Hasan		GENDER :	Female
DATE OF BIRTH :	01/06/2021		PLACE OF BIRTH :	Bolpur Nursing Home, BOLPUR SRINIKETAN, Birbhum, KANKALITALA, West Bengal
NAME OF MOTHER :	Fahim Khatun		NAME OF FATHER :	Milon Hasan
MOTHER'S IDENTITY PROOF :	EPIC-DVD 1345876		FATHER'S IDENTITY PROOF :	EPIC-SVD4345
PRESENT ADDRESS OF MOTHER AT THE TIME BIRTH OF THE CHILD :	Gharana House No-410/123 Street Lane, Bolpur Locality - POST/MUNICIPALITY SURU Municipality, Dist - Birbhum, West Bengal		PRESENT ADDRESS OF FATHER :	Gharana House No-410/123 Street Lane, Bolpur Locality - POST/MUNICIPALITY SURU Municipality, Dist - Birbhum, West Bengal
REGISTRATION NO. :	B2021 000195		DATE OF REGISTRATION :	12/06/2021
S-IIDED :	2707595807422		REMARKS (IF ANY) :	
DATE OF ISSUE :	12/06/2021		ISSUING AUTHORITY :	
UPDATED ON :	2021-06-12 06:13:00			



SUB-REGISTRAR (BIRTH & DEATH)  
GRAMA PANCHAYAT KANKALITALA

"THIS IS A COMPUTER GENERATED CERTIFICATE. "

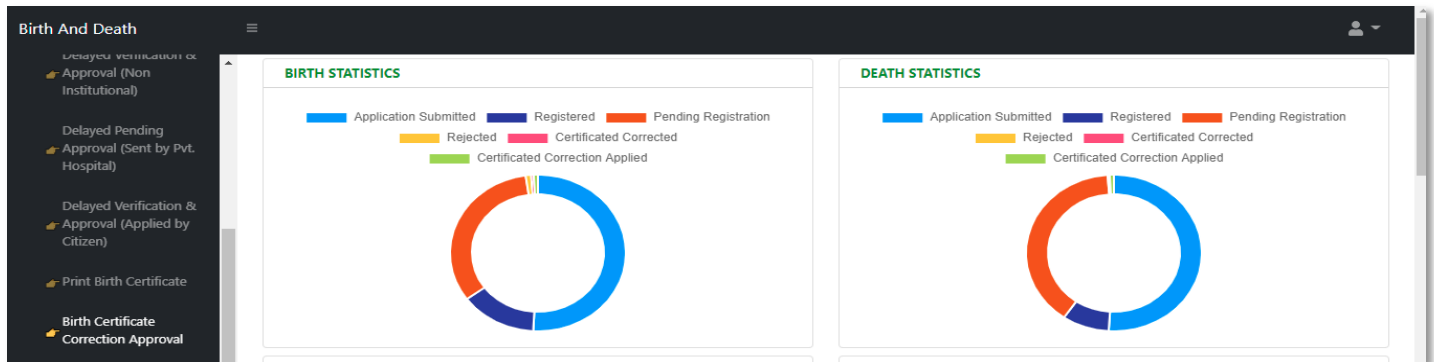
THE GOVT. OF INDIA VIDE CIRCULAR NO. 1/12/2014-V9(CRS) DATED 27-JULY-2015 HAS APPROVED THIS CERTIFICATE AS A VALID LEGAL DOCUMENT FOR ALL OFFICIAL PURPOSES.

"ENSURE REGISTRATION OF EVERY BIRTH AND DEATH"



Birth Certificate  
Correction Approval

**Step 2.8.1:** Local Body Registrar will click on “Birth Certificate Correction Approval” from Birth Reporting main menu for the all-birth application whose child name are modified are verified & approved by Local body Registrar.



**Step 2.8.2:** Local Body Registrar will be redirected to the “Birth Certificate Correction Approval” page.

Birth Certificate Correction, Approval

Acknowledgement No.

Sl. No.	Birth Type	Place Of Birth	Child Information		Father's Information				Mother's Information	Acknowledgement No.	Status
			DOB	Gender	First Name	Middle Name	Last Name	Mobile No.	Name		

**Step 2.8.3:** Local Body Registrar 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 existing birth registration application which has been corrected by citizen.

Birth Certificate Correction, Approval

Acknowledgement No.

Sl. No.	Birth Type	Place Of Birth	Child Information		Father's Information				Mother's Information	Acknowledgement No.	Status
			DOB	Gender	First Name	Middle Name	Last Name	Mobile No.	Name		



**Step 2.8.4:** Local Body Registrar will select any of the corrected birth application and will click on action button.

**Birth Certificate Correction, Approval**

Acknowledgement No.

Display  Records per page Search:

Sl. No.	Birth Type	Place Of Birth	Child Information		Father's Information				Mother's Information	Acknowledgement No.	Status	
			DOB	Gender	First Name	Middle Name	Last Name	Mobile No.	Name			
1	Normal Birth	Hospital	11/08/2021	Male	Mithun		Mal			ACK/B/2021/000130	Applied for Certificate Correction	<input type="button" value="Action"/>
2	Normal Birth	Hospital	11/08/2021	Male	Mithun		Mal			ACK/B/2021/000130	Applied for Certificate Correction	<input type="button" value="Action"/>
3	Normal Birth	Hospital	22/08/2021	Male	Kumar		Biswas	8697615902		ACK/B/2021/000186	Applied for Certificate Correction	<input type="button" value="Action"/>

**Step 2.8.5:** Local Body Registrar will select any of the birth application and will click on action button.

**Birth Certificate Correction, Approval**

Acknowledgement No.

Display  Records per page Search:

Sl. No.	Birth Type	Place Of Birth	Child Information		Father's Information				Mother's Information	Acknowledgement No.	Status	
			DOB	Gender	First Name	Middle Name	Last Name	Mobile No.	Name			
1	Normal Birth	Hospital	11/08/2021	Male	Mithun		Mal			ACK/B/2021/000130	Applied for Certificate Correction	<input type="button" value="Action"/>
2	Normal Birth	Hospital	11/08/2021	Male	Mithun		Mal			ACK/B/2021/000130	Applied for Certificate Correction	<input type="button" value="Action"/>
3	Normal Birth	Hospital	22/08/2021	Male	Kumar		Biswas	8697615902		ACK/B/2021/000186	Applied for Certificate Correction	<input type="button" value="Action"/>

**Step 2.8.6:** A popup will arise where the Birth Certificate Correction Approval of filled birth application appeared.

**Birth Certificate Correction - Approval**

Date Of Birth (dd/mm/yyyy): 22/08/2021 Sex: Male  
 First Name: BabyofTanaya Middle Name: Last Name:

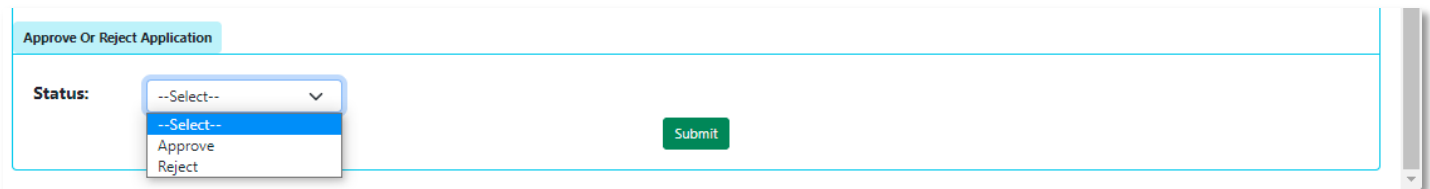
**Father's Information**

First Name: Kumar Middle Name: Last Name: Biswas Email Id:  
 Mobile Number: Type of ID Proof: Aadhaar ID Proof Number: 784845785447 Uploaded ID Proof: [View](#)

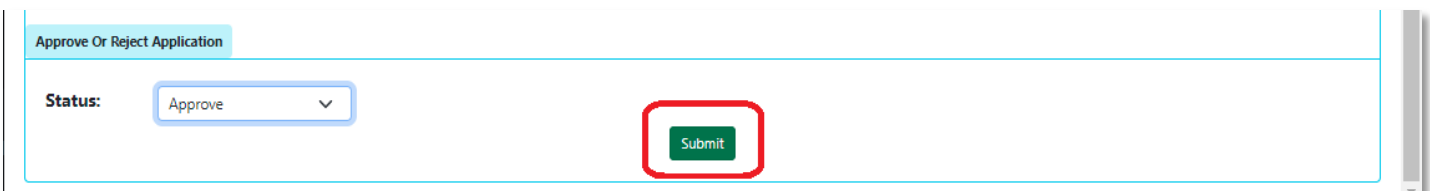
**Mother's Information**



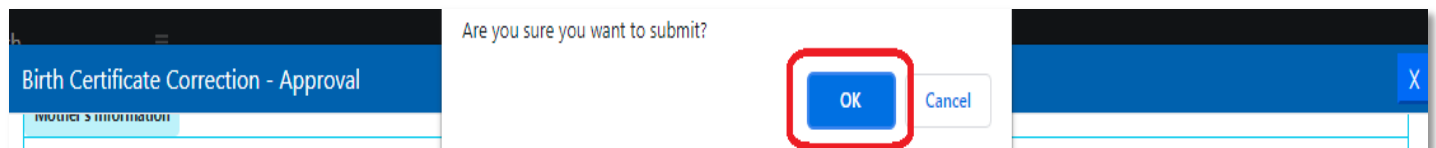
**Step 2.8.7:** Local Body Registrar will verify the entire application and provide their status as per their verification. If they think application is not up to the mark, they will select reject which will reject the application. Regarding rejection Registrar must write proper reason of rejection.



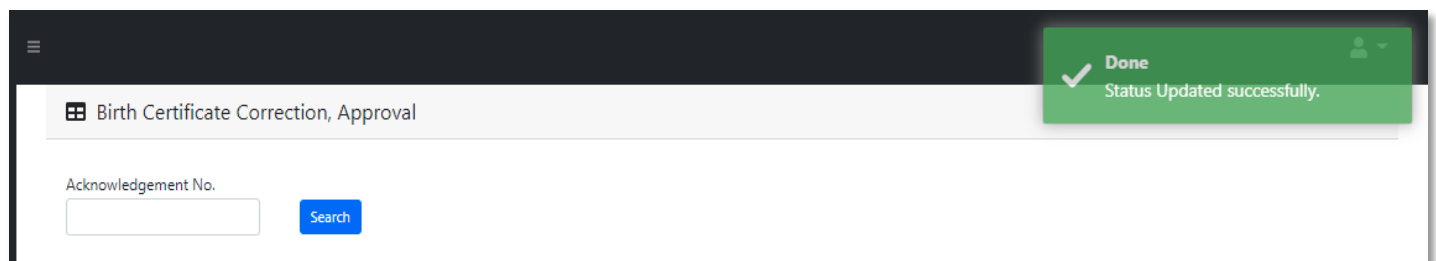
**Step 2.8.8:** Local Body Registrar will select approve if they think that the application is perfect to proceed, they will select approve and press submit button.



**Step 2.8.9:** A popup will arise; Registrar will click on the ok button for confirming the submission.



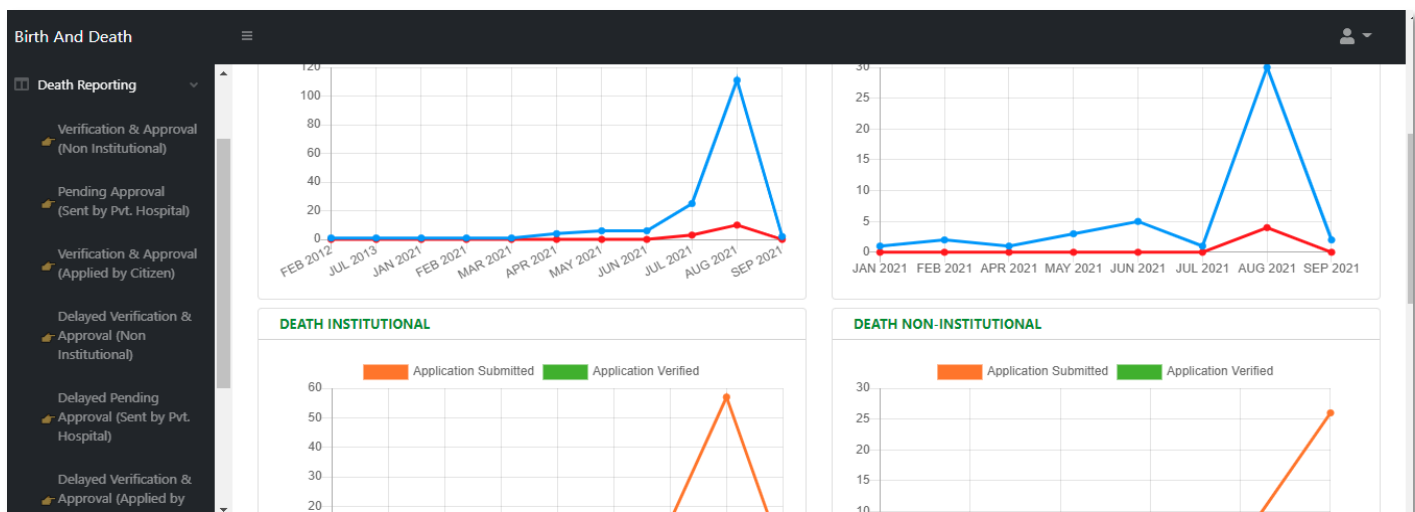
**Step 2.8.10:** Correction approval of the selected application will be successful.





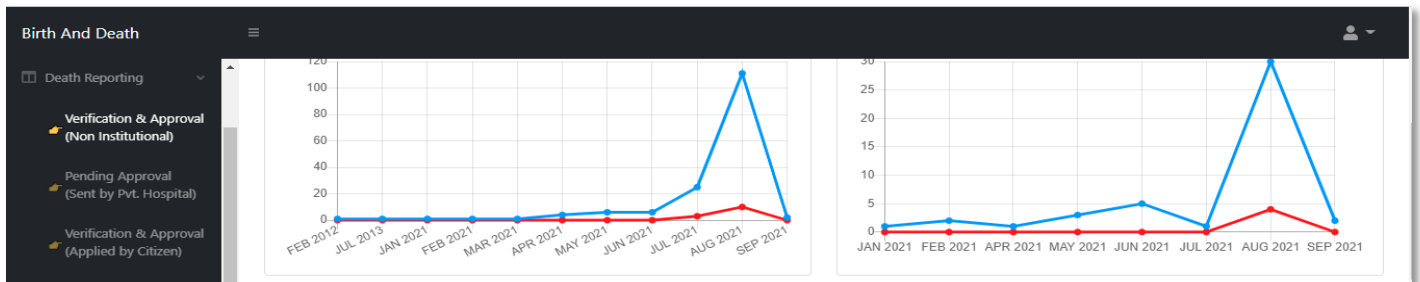
# Death Reporting

**Step 3.0:** Local Body Registrar will click on “Death Reporting” from Entry Screen section. It will open the dropdown menu with the following submenus Verification & Approval (Non Institutional) [All death application who are expired in places other than hospital send by Local Body DEO are verified & approved by Local body Registrar], Pending Approval (Sent by Pvt. Hospital) [All death application send by Pvt. Hospital DEO and are verified by Pvt. hospital Administrator, are finally verified & approved by Local body Registrar], Verification & Approval (Applied by Citizen)[All death application send by Citizen are verified & approved by Local body Registrar], Delayed Verification & Approval (Non Institutional) [All delayed death application send by Local body DEO are verified & approved by Local body Registrar], Delayed Pending Approval (Sent by Pvt. Hospital) [All delayed death application send by private hospital DEO (verified by Pvt. Hospital Administrator) are verified & approved by Local body Registrar], Delayed Verification & Approval (Applied by Citizen) [All delayed death application send by Citizen are verified & approved by Local body Registrar], Print Death Certificate [Approved death certificate published with digital signature are stored here, Registrar can print the death certificate], Death Certificate Correction Approval [All birth application whose child name are modified are verified & approved by Local body Registrar] and Upload Digital Signature certificate (DSC) [ After digitally signing the certificate, Local Body DEO will upload the certificate].



# Verification & Approval (Non-Institutional)

**Step 3.1.1:** Local Body Registrar will click on “Verification & Approval (Non-Institutional)” from Death Reporting main menu for the all-death application who are expired in places other than hospital send by Local Body DEO are verified & approved by Local body Registrar.



**Step 3.1.2:** Local Body Registrar will be redirected to the “Verification & Approval (Non-Institutional)” page. Local Body Registrar will select any of the death application and will click on action button.

Death: Verification & Approval (Non Institutional)

Display 10 Records per page Search: \_\_\_\_\_

Sl. No.	Entry Date	Place Of Death	Hospital Name	Deceased Information			Spouse Information		Mother's Information	Acknowledgement No.	Status	Action
				Name	DOB	Gender	Name	Mobile No.	Name			
1	12/08/2021	Home		Mithun Das	04/08/2021	Male	Ritu Das		Mita Das	ACK/D/2021/000031	Application Submitted	Action
2	15/08/2021	Hospital	Bolpur Nursing Home	Chandan Sarkar	28/07/2021	Male		9732240514	Sonali Khatun	ACK/D/2021/000050	Application Submitted	Action
3	17/08/2021	Home		Sohom Nag	03/08/2021	Male		8282850198	Soumi	ACK/D/2021/000067	Application Submitted	Action
4	17/08/2021	Home		Anita paul	04/08/2021	Female				ACK/D/2021/000068	Application Submitted	Action
5	06/09/2021	Hospital	Bolpur Nursing Home	Deepak Dutta	05/09/2021	Male	Komola Dutta	6930258741	Lila Dutta	ACK/D/2021/000139	Application Submitted	Action

**Step 3.1.3:** A popup will arise where the filled death application (Non-Institutional) appeared.

Death Registration Approval

Acknowledgement No: ACK/D/2021/000031 Reporting Date (dd/mm/yyyy): 07/09/2021

LEGAL INFORMATION

Information of the deceased

Date Of Death (dd/mm/yyyy): 04/08/2021 Sex: Male Age: Years:- 44  
 First Name: Mithun Middle Name: Last Name: Das  
 Type of ID Proof: EPIC ID Proof Number: 23876567 Upload ID Proof: [View](#)

Place of Death

Place of death: Home State: West Bengal District: Birbhum  
 Urban/Rural: Block Block/Municipality: BOLPUR SRINIKETAN  
 Panchayat: KANKALITALA Village/Town: ADITYAPUR Pin: 732303 Hospital Type: Private  
 Name & Address of hospital/institute:

**Step 3.1.4:** Local Body Registrar will verify the entire application and provide their status as per their verification. If they think that the application needs some changes, they will select Send back to DEO which will return the application to Local Body Data Entry Operator. If they think application is not up to the mark, they will select reject which will reject the application. Regarding rejection Registrar must write proper reason of rejection.

Approve Or Reject Application

Status: \* --Select--

Submit

Activate Windows  
Go to PC settings to activate.



**Step 3.1.5:** Local Body Registrar will select approve if they think that the application is perfect to proceed, they will select approve and press submit button.

Approve Or Reject Application

Status: \* Approve

Submit

**Step 3.1.6:** A popup will arise; Registrar will click on the ok button for confirming the submission.

Death Registration Approval

40.81.75.47:4043 says

Are you sure?

OK Cancel

Immediate Cause/ অসুখের নাম অথবা মৃত্যুর প্রকৃত কারণ

Underlying Cause

**Step 3.1.7:** Verification of the selected application will be successful.

Death: Verification & Approval (Non Institutional)

Display 10 Records per page

Search:

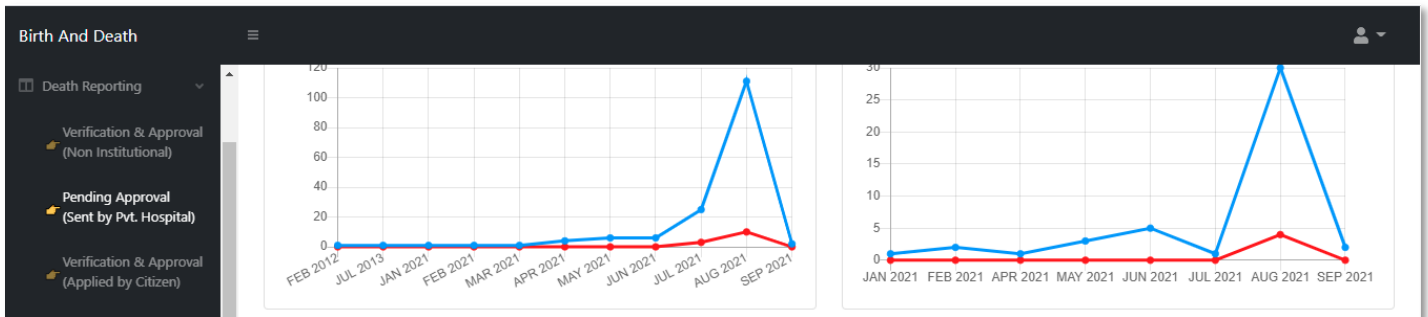
Sl. No.	Entry Date	Place Of Death	Hospital Name	Deceased Information			Spouse Information		Mother's Information	Acknowledgement No.	Status	Action
				Name	DOB	Gender	Name	Mobile No.				
1	15/08/2021	Hospital	Bolpur Nursing Home	Chandan Sarkar	28/07/2021	Male		9732240514	Sonali Khatun	ACK/D/2021/000050	Application Submitted	Action
2	17/08/2021	Home		Sohom Nag	03/08/2021	Male		8282850198	Soumi	ACK/D/2021/000067	Application Submitted	Action
3	17/08/2021	Home		Anita paul	04/08/2021	Female				ACK/D/2021/000068	Application Submitted	Action
4	06/09/2021	Hospital	Bolpur Nursing Home	Deepak Dutta	05/09/2021	Male	Komola Dutta	6930258741	Lila Dutta	ACK/D/2021/000139	Application Submitted	Action

Done  
Status Updated successfully.

# Pending Approval (Sent by Pvt. Hospital)



**Step 3.2.1:** Local Body Registrar will click on “Pending Approval (Sent by Pvt. Hospital)” from Death Reporting main menu for the all-death application send by Pvt. Hospital DEO and are verified by Pvt. hospital Administrator, are finally verified & approved by Local body Registrar.



**Step 3.2.2:** Local Body Registrar will be redirected to the “Pending Approval (Sent by Pvt. Hospital)” page. Local Body Registrar will select any of the death application and will click on action button.

Death: Approval (Sent by Pvt. Hospital)

Display 10 Records per page Search:

Sl. No.	Entry Date	Place Of Death	Hospital Name	Deceased Information			Spouse Information		Mother's Information	Acknowledgement No.	Status	Action
				Name	DOB	Gender	Name	Mobile No.	Name			
1	12/08/2021	Hospital	Bolpur Nursing Home	Mandira Paul	04/08/2021	Female				ACK/D/2021/000036	Verified by Pvt. Hospital	Action
2	17/08/2021	Hospital	Bolpur Nursing Home	Adhir paul	02/08/2021	Male		8282850196		ACK/D/2021/000061	Verified by Pvt. Hospital	Action
3	17/08/2021	Hospital	Bolpur Nursing Home	Mou nag	05/08/2021	Female			Rani Nag	ACK/D/2021/000062	Verified by Pvt. Hospital	Action
4	23/08/2021	Hospital	Bolpur Nursing Home	Mithun Bose	18/08/2021	Male	Binita Bose	7980455384		ACK/D/2021/000111	Verified by Pvt. Hospital	Action

**Step 3.2.3:** A popup will arise where the filled Pending Approval (Sent by Pvt. Hospital) appeared

Death Registration Approval

Acknowledgement No: ACK/D/2021/000061 Reporting Date (dd/mm/yyyy): 07/09/2021

LEGAL INFORMATION

Information of the deceased

Date Of Death (dd/mm/yyyy): 02/08/2021 Sex: Male Age: Years:- 67  
 First Name: Adhir Middle Name: Last Name: paul  
 Type of ID Proof: EPIC ID Proof Number: 33 Upload ID Proof: [View](#)

Place of Death

Place of death: Hospital State: West Bengal District: Birbhum

**Step 3.2.4:** Local Body Registrar will verify the entire application and provide their status as per their verification. If they think that the application needs some changes, they will select Send back to DEO which will return the application to Local Body Data Entry Operator. If they think application is not up to the mark, they will select reject which will reject the application. Regarding rejection Registrar must write proper reason of rejection

**Step 3.2.5:** Local Body Registrar will select approve if they think that the application is perfect to proceed, they will select approve and press submit button.

**Step 3.2.6:** A popup will arise; Registrar will click on the ok button for confirming the submission.

**Step 3.2.7:** Verification of the selected application will be successful.

Done Status Updated successfully.

Death: Approval (Sent by Pvt. Hospital)

Display 10 Records per page Search: \_\_\_\_\_

Sl. No.	Entry Date	Place Of Death	Hospital Name	Deceased Information			Spouse Information		Mother's Information	Acknowledgement No.	Status	Action
				Name	DOB	Gender	Name	Mobile No.	Name			
1	12/08/2021	Hospital	Bolpur Nursing Home	Mandira Paul	04/08/2021	Female				ACK/D/2021/000036	Verified by Pvt. Hospital	Action
2	17/08/2021	Hospital	Bolpur Nursing Home	Mou nag	05/08/2021	Female			Rani Nag	ACK/D/2021/000062	Verified by Pvt. Hospital	Action
3	23/08/2021	Hospital	Bolpur Nursing Home	Mithun Bose	18/08/2021	Male	Binita Bose	7980455364		ACK/D/2021/000111	Verified by Pvt. Hospital	Action

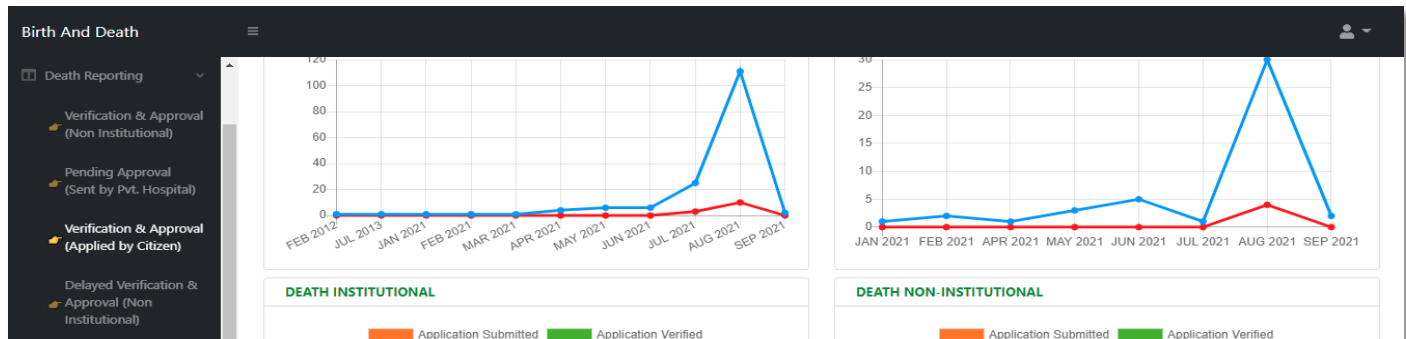


# Verification & Approval (Applied by Citizen)





**Step 3.3.1 :** Local Body Registrar will click on “Verification & Approval (Applied by Citizen)” from Death Reporting main menu for the all-death application send by Citizen are verified & approved by Local body Registrar.



**Step 3.3.2 :** Local Body Registrar will be redirected to the “Verification & Approval (Applied by Citizen)” page. Local Body Registrar will select any of the death application and will click on action button.

Delayed Death: Verification & Approval (Applied by Citizen)

Display 10 Records per page Search:

Sl. No.	Entry Date	Place Of Death	Hospital Name	Deceased Information			Spouse Information		Mother's Information	Acknowledgement No.	Status	Action
				Name	DOB	Gender	Name	Mobile No.	Name			
1	16/08/2021	Home		RAM	05/05/2021	Male	Mili Das	2345567834		ACK/D/2021/000057	Application Submitted	Action
2	17/08/2021	Home		Arunima diyan	26/02/2021	Female			T H	ACK/D/2021/000074	Application Submitted	Action
3	17/08/2021	Home		Bisnu Mai	29/06/2021	Male	Ritu Mai	9732240514	Sonali Mai	ACK/D/2021/000085	Application Submitted	Action
4	17/08/2021	Hospital	Bolpur Nursing Home	Mohima Das	30/06/2021	Female	Mithun Das	9732240514		ACK/D/2021/000086	Application Submitted	Action
5	18/08/2021	Home		Ajay Dhara	11/05/2021	Male			Snigdha Dhara	ACK/D/2021/000091	Application Submitted	Action
6	18/08/2021	Home		Pravash Desai	04/05/2021	Male	Moumita Desai	9732230514		ACK/D/2021/000092	Application Submitted	Action
7	18/08/2021	Hospital	Bolpur Nursing Home	Mala roy	13/05/2021	Female	Avi roy	9732240514		ACK/D/2021/000098	Application Submitted	Action
8	18/08/2021	Hospital	Bolpur Nursing Home	Mala roy	13/05/2021	Female	Avi roy	9732240514		ACK/D/2021/000099	Application Submitted	Action
9	18/08/2021	Hospital	Bolpur Nursing Home	Ajay Dhara	06/04/2021	Male			Nita Dhara	ACK/D/2021/000101	Verified by Pvt. Hospital	Action

**Step 3.3.3 :** A popup will arise where the filled Verification & Approval (Applied by Citizen) appeared.

Death Registration Approval

Acknowledgement No: ACK/D/2021/000092 Reporting Date (dd/mm/yyyy): 07/09/2021

Applicant's Relationship with Deceased: Spouse Name of Applicant: Type of ID Proof:

ID Number Of Applicant: ID Proof:

LEGAL INFORMATION

Information of the deceased

Date Of Death (dd/mm/yyyy): 04/05/2021 Sex: Male Age: Years:- 42

First Name: Pravash Middle Name: Last Name: Desai

Type of ID Proof: EPIC ID Proof Number: 33 Upload ID Proof: [View](#)

**Step 3.3.4 :** Local Body Registrar will verify the entire application and provide their status as per their verification. If they think that the application needs some changes, they will select Send back to DEO which will return the application to Local Body Data Entry Operator. If they think application is not up to the mark, they will select reject which will reject the application. Regarding rejection Registrar must write proper reason of rejection.

**Step 3.3.5:** Local Body Registrar will select approve if they think that the application is perfect to proceed, they will select approve and press submit button

**Step 3.3.6 :** A popup will arise; Registrar will click on the ok button for confirming the submission

**Step 3.3.7 :** Verification of the selected application will be successful.

Delayed Death: Verification & Approval (Applied by Citizen)

Display 10 Records per page

Search:

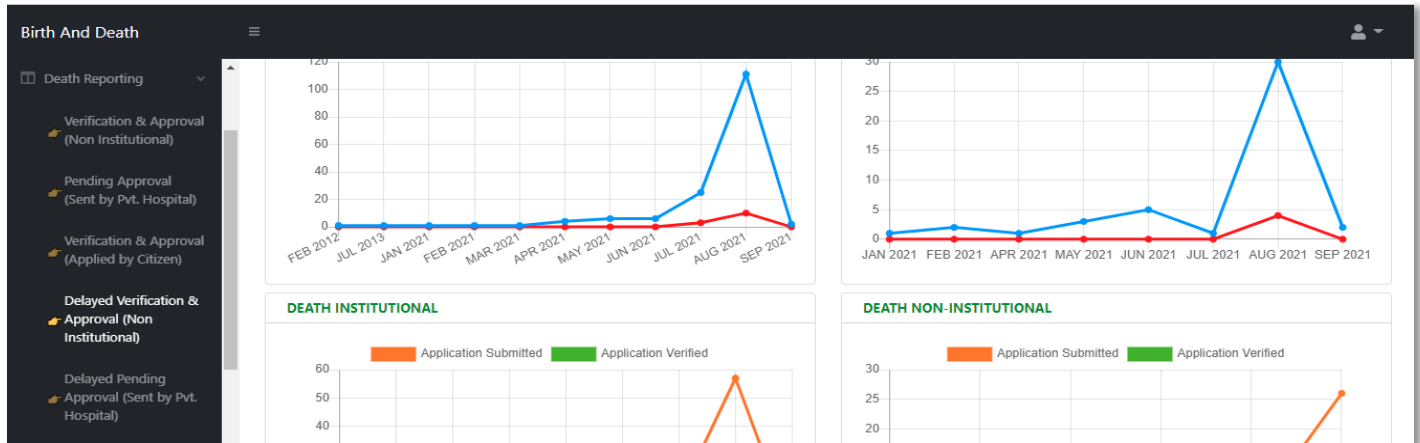
Sl. No.	Entry Date	Place Of Death	Hospital Name	Deceased Information			Spouse Information		Mother's Information	Acknowledgement No.	Status	Action
				Name	DOB	Gender	Name	Mobile No.	Name			
1	16/08/2021	Home		RAM	05/05/2021	Male	Mili Das	2345567834		ACK/D/2021/000057	Application Submitted	Action
2	17/08/2021	Home		Arunima diyan	26/02/2021	Female			T H	ACK/D/2021/000074	Application Submitted	Action
3	17/08/2021	Home		Bisnu Mal	29/06/2021	Male	Ritu Mal	9732240514	Sonali Mal	ACK/D/2021/000085	Application Submitted	Action
4	17/08/2021	Hospital	Bolpur Nursing Home	Mohima Das	30/06/2021	Female	Mithun Das	9732240514		ACK/D/2021/000086	Application Submitted	Action
5	18/08/2021	Home		Ajay Dhara	11/05/2021	Male			Snigdha Dhara	ACK/D/2021/000091	Application Submitted	Action
6	18/08/2021	Hospital	Bolpur Nursing Home	Mala roy	13/05/2021	Female	Avi roy	9732240514		ACK/D/2021/000098	Application Submitted	Action
7	18/08/2021	Hospital	Bolpur Nursing Home	Mala roy	13/05/2021	Female	Avi roy	9732240514		ACK/D/2021/000099	Application Submitted	Action
8	18/08/2021	Hospital	Bolpur Nursing Home	Ajay Dhara	06/04/2021	Male			Nita Dhara	ACK/D/2021/000101	Verified by Pvt. Hospital	Action

Done  
Status Updated successfully.



Delayed Verification  
& Approval (Non-Institutional)

**Step 3.4.1:** Local Body Registrar will click on “Delayed Verification & Approval (Non-Institutional)” from Death Reporting main menu for the all-delayed death application send by Local body DEO are verified & approved by Local body Registrar.



**Step 3.4.2:** Local Body Registrar will be redirected to the “Delayed Verification & Approval (Non-Institutional)” page. Local Body Registrar will select any of the death application and will click on action button

Delayed Death: Verification & Approval (Non Institutional)

Display 10 Records per page Search:

Sl. No.	Entry Date	Place Of Death	Hospital Name	Deceased Information			Spouse Information		Mother's Information	Acknowledgement No.	Status	Action
				Name	DOB	Gender	Name	Mobile No.	Name			
1	12/08/2021	Hospital	Bolpur Nursing Home	Ramesh Halder	09/06/2021	Male				ACK/D/2021/000043	Application Submitted	Action
2	16/08/2021	Hospital	Bolpur Nursing Home	Alo	07/04/2021	Male		2345567834		ACK/D/2021/000055	Application Submitted	Action
3	17/08/2021	Hospital	Glocal Hospital	Rima desai	27/03/2021	Female				ACK/D/2021/000070	Application Submitted	Action

**Step 3.4.3:** A popup will arise where the filled Delayed Verification & Approval (Non-Institutional) appeared.

Death Registration Approval

Acknowledgement No: ACK/D/2021/000070 Reporting Date (dd/mm/yyyy): 07/09/2021

LEGAL INFORMATION

Information of the deceased

Date Of Death (dd/mm/yyyy): 27/03/2021 Sex: Female Age: Months: 7  
 First Name: Rima Middle Name: Last Name: desai  
 Type of ID Proof: ID Proof Number: Upload ID Proof:

**Step 3.4.4:** Local Body Registrar will verify the entire application and provide their status as per their verification. If they think that the application needs some changes, they will select Send back to DEO which will return the application to Local Body Data Entry Operator. If they think application is not up to the mark they will select reject which will reject the application. Regarding rejection Registrar has to write proper reason of rejection.

Approve Or Reject Application

Status: \* --Select--

Submit

Activate Windows  
Go to PC settings to activate

**Step 3.4.5:** Local Body Registrar will select approve if they think that the application is perfect to proceed, they will select approve and press submit button

Approve Or Reject Application

Status: \* Approve

Submit

**Step 3.4.6:** : A popup will arise; Registrar will click on the ok button for confirming the submission

Death Registration Approval

40.81.75.47:4043 says

Are you sure?

OK Cancel

Immediate Cause/ অসুখের নাম অথবা মৃত্যুর প্রকৃত কারণ

Underlying Cause

**Step 3.4.7:** : Verification of the selected application will be successful.

Delayed Death: Verification & Approval (Non Institutional)

Display 10 Records per page Search:

Sl. No.	Entry Date	Place Of Death	Hospital Name	Deceased Information			Spouse Information		Mother's Information	Acknowledgement No.	Status	Action
				Name	DOB	Gender	Name	Mobile No.	Name			
1	12/08/2021	Hospital	Bolpur Nursing Home	Ramesh Haldar	09/06/2021	Male				ACK/D/2021/000043	Application Submitted	Action
2	16/08/2021	Hospital	Bolpur Nursing Home	Alo	07/04/2021	Male		2345567834		ACK/D/2021/000055	Application Submitted	Action

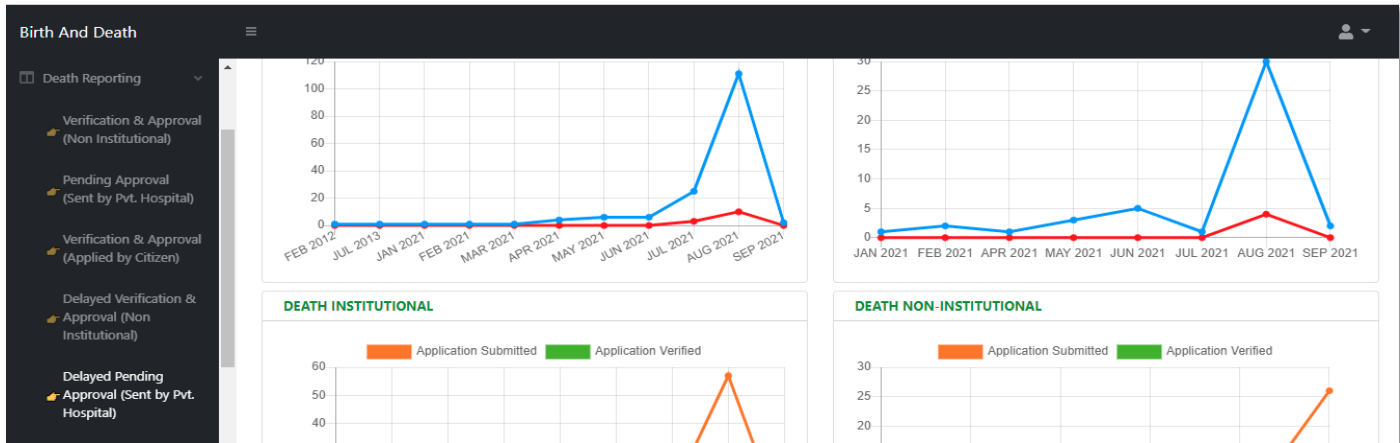
Done  
Status Updated successfully.





Delayed Pending Approval  
(Sent by Pvt. Hospital)

**Step 3.5.1 :** Local Body Registrar will click on “Delayed Pending Approval (Sent by Pvt. Hospital)” from Death Reporting main menu for the a ll delayed death application send by private hospital DEO (verified by Pvt. Hospital Administrator) are verified & approved by Local body Registrar.



**Step 3.5.2:** Local Body Registrar will be redirected to the “Delayed Pending Approval (Sent by Pvt. Hospital)” page.

Delayed Death: Approval (Sent by Pvt. Hospital)

Display

10

Records per page

Search:

Sl. No.	Entry Date	Place Of Death	Hospital Name	Deceased Information			Spouse Information		Mother's Information	Acknowledgement No.	Status	
				Name	DOB	Gender	Name	Mobile No.	Name			
1	12/08/2021	Hospital	Bolpur Nursing Home	Asit Biswas	09/06/2021	Male	Ruma Biswas		Monimala Biswas	ACK/D/2021/000035	Verified by Pvt. Hospital	Action
2	16/08/2021	Hospital	Bolpur Nursing Home	Gourab Das	01/07/2021	Male			Mita Das	ACK/D/2021/000056	Verified by Pvt. Hospital	Action
3	17/08/2021	Hospital	Bolpur Nursing Home	Sita Saha	06/04/2021	Female			Priya Saha	ACK/D/2021/000063	Verified by Pvt. Hospital	Action
4	17/08/2021	Hospital	Bolpur Nursing Home	Subha mal	14/05/2021	Male	Milli Mal	8282850198		ACK/D/2021/000064	Verified by Pvt. Hospital	Action

**Step 3.5.3:** Local Body Registrar will select any of the death application and will click on action button.

Delayed Death: Approval (Sent by Pvt. Hospital)

Display

10

Records per page

Search:

Sl. No.	Entry Date	Place Of Death	Hospital Name	Deceased Information			Spouse Information		Mother's Information	Acknowledgement No.	Status	
				Name	DOB	Gender	Name	Mobile No.	Name			
1	12/08/2021	Hospital	Bolpur Nursing Home	Asit Biswas	09/06/2021	Male	Ruma Biswas		Monimala Biswas	ACK/D/2021/000035	Verified by Pvt. Hospital	Action
2	16/08/2021	Hospital	Bolpur Nursing Home	Gourab Das	01/07/2021	Male			Mita Das	ACK/D/2021/000056	Verified by Pvt. Hospital	Action
3	17/08/2021	Hospital	Bolpur Nursing Home	Sita Saha	06/04/2021	Female			Priya Saha	ACK/D/2021/000063	Verified by Pvt. Hospital	Action
4	17/08/2021	Hospital	Bolpur Nursing Home	Subha mal	14/05/2021	Male	Milli Mal	8282850198		ACK/D/2021/000064	Verified by Pvt. Hospital	Action

**Step 3.5.4:** A popup will arise where the filled Delayed Pending Approval (Sent by Pvt. Hospital) appeared. .

**Step 3.5.5:** Local Body Registrar will verify the entire application and provide their status as per their verification. If they think that the application needs some changes, they will select Send back to DEO which will return the application to Local Body Data Entry Operator. If they think application is not up to the mark they will select reject which will reject the application. Regarding rejection Registrar has to write proper reason of rejection

**Step 3.5.6:** Local Body Registrar will select approve if they think that the application is perfect to proceed, they will select approve and press submit button

**Step 3.5.7:** A popup will arise; Registrar will click on the ok button for confirming the submission.

**Step 3.5.8:** Verification of the selected application will be successful.

☰

✓ Done  
Status Updated successfully.

Delayed Death: Approval (Sent by Pvt. Hospital)

Display 10 Records per page

Search:

Sl. No.	Entry Date	Place Of Death	Hospital Name	Deceased Information			Spouse Information		Mother's Information	Acknowledgement No.	Status	
				Name	DOB	Gender	Name	Mobile No.				
1	16/08/2021	Hospital	Bolpur Nursing Home	Gourab Das	01/07/2021	Male			Mita Das	ACK/D/2021/000056	Verified by Pvt. Hospital	Action
2	17/08/2021	Hospital	Bolpur Nursing Home	Sita Saha	06/04/2021	Female			Priya Saha	ACK/D/2021/000063	Verified by Pvt. Hospital	Action

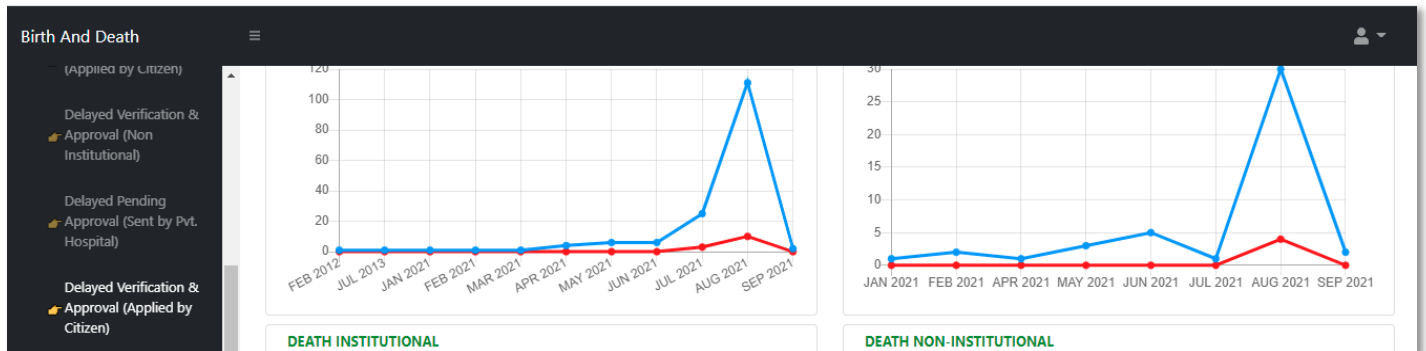


# Delayed Verification & Approval (Applied by Citizen)





**Step 3.6.1:** Local Body Registrar will click on “Delayed Verification & Approval (Applied by Citizen)” from Death Reporting main menu for the all-delayed death application send by Citizen are verified & approved by Local body Registrar.



**Step 3.6.2:** Local Body Registrar will be redirected to the “Delayed Verification & Approval (Applied by Citizen)” page.

Delayed Death: Verification & Approval (Applied by Citizen)

Display 10 Records per page Search:

Sl. No.	Entry Date	Place Of Death	Hospital Name	Deceased Information			Spouse Information		Mother's Information	Acknowledgement No.	Status	Action
				Name	DOB	Gender	Name	Mobile No.	Name			
1	16/08/2021	Home		RAM	05/05/2021	Male	Mili Das	2345567834		ACK/D/2021/000057	Application Submitted	Action
2	17/08/2021	Home		Arunima diyan	26/02/2021	Female			T H	ACK/D/2021/000074	Application Submitted	Action
3	17/08/2021	Home		Bisnu Mai	29/06/2021	Male	Ritu Mai	9732240514	Sonali Mai	ACK/D/2021/000085	Application Submitted	Action
4	17/08/2021	Hospital	Bolpur Nursing Home	Mohima Das	30/06/2021	Female	Mithun Das	9732240514		ACK/D/2021/000086	Application Submitted	Action
5	18/08/2021	Home		Ajay Dhara	11/05/2021	Male			Snigdha Dhara	ACK/D/2021/000091	Application Submitted	Action

**Step 3.6.3:** Local Body Registrar will select any of the death application and will click on action button.

Delayed Death: Verification & Approval (Applied by Citizen)

Display 10 Records per page Search:

Sl. No.	Entry Date	Place Of Death	Hospital Name	Deceased Information			Spouse Information		Mother's Information	Acknowledgement No.	Status	Action
				Name	DOB	Gender	Name	Mobile No.	Name			
1	16/08/2021	Home		RAM	05/05/2021	Male	Mili Das	2345567834		ACK/D/2021/000057	Application Submitted	Action
2	17/08/2021	Home		Arunima diyan	26/02/2021	Female			T H	ACK/D/2021/000074	Application Submitted	Action
3	17/08/2021	Home		Bisnu Mai	29/06/2021	Male	Ritu Mai	9732240514	Sonali Mai	ACK/D/2021/000085	Application Submitted	Action
4	17/08/2021	Hospital	Bolpur Nursing Home	Mohima Das	30/06/2021	Female	Mithun Das	9732240514		ACK/D/2021/000086	Application Submitted	Action
5	18/08/2021	Home		Ajay Dhara	11/05/2021	Male			Snigdha Dhara	ACK/D/2021/000091	Application Submitted	Action


**Step 3.6.4:** A popup will arise where the filled Delayed Verification & Approval (Applied by Citizen) appeared.


**Step 3.6.5:** Local Body Registrar will verify the entire application and provide their status as per their verification. If they think that the application needs some changes, they will select Send back to DEO which will return the application to Local Body Data Entry Operator. If they think application is not up to the mark, they will select reject which will reject the application. Regarding rejection Registrar has to write proper reason of rejection.

**Step 3.6.6:** Local Body Registrar will select approve if they think that the application is perfect to proceed, they will select approve and press submit button.

**Step 3.6.7:** A popup will arise; Registrar will click on the ok button for confirming the submission.

**Step 3.6.8:** Verification of the selected application will be successful.



 **Done**  
Status Updated successfully.

Delayed Death: Verification & Approval (Applied by Citizen)

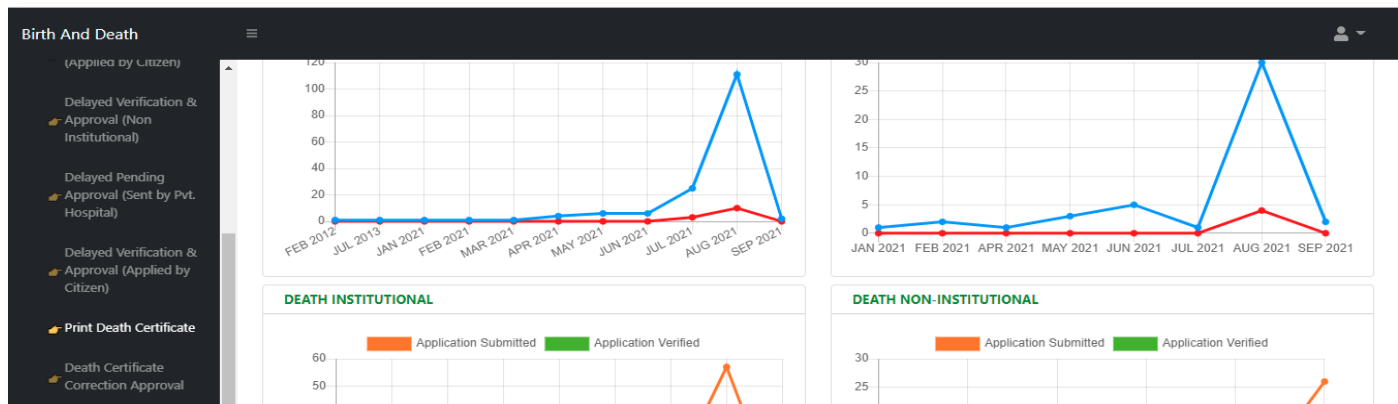
Display 10 Records per page Search:

Sl. No.	Entry Date	Place Of Death	Hospital Name	Deceased Information			Spouse Information		Mother's Information	Acknowledgement No.	Status	Action
				Name	DOB	Gender	Name	Mobile No.	Name			
1	16/08/2021	Home		RAM	05/05/2021	Male	Mill Das	2345567834		ACK/D/2021/000057	Application Submitted	Action
2	17/08/2021	Home		Arunima diyan	26/02/2021	Female			T H	ACK/D/2021/000074	Application Submitted	Action
3	17/08/2021	Hospital	Bolpur Nursing Home	Mohima Das	30/06/2021	Female	Mithun Das	9732240514		ACK/D/2021/000086	Application Submitted	Action
4	18/08/2021	Home		Ajay Dhara	11/05/2021	Male			Snigdha Dhara	ACK/D/2021/000091	Application Submitted	Action

# Print Death Certificate



**Step 3.7.1:** Local Body Registrar 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:** Local Body Registrar will be redirected to the “Print Death Certificate” page.

**Print Death Certificate**

Acknowledgement No.

Sl. No.	Entry Date	Place Of Death	Deceased Information					Father's Information		Mother's Information		Acknowledgement No.	Status
			First Name	Middle Name	Last Name	DOB	Gender	Name	Mobile No.	Name			

**Step 3.7.3:** Local Body Registrar 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.

**Print Death Certificate**

Acknowledgement No.

Display  Records per page Search:

Sl. No.	Entry Date	Place Of Death	Deceased Information					Father's Information		Mother's Information		Acknowledgement No.	Status	
			First Name	Middle Name	Last Name	DOB	Gender	Name	Mobile No.	Name				
1	17/08/2021	Hospital	Adhir		paul	02/08/2021	Male					ACK/D/2021/000061	Approved	<input type="button" value="Print"/>

Showing 1 - 1 of total 1 applications Previous 1 Next

**Step 3.7.4:** Local Body Registrar will select an application and will click on print button.

**Print Death Certificate**

Acknowledgement No.

Display  Records per page Search:

Sl. No.	Entry Date	Place Of Death	Deceased Information					Father's Information		Mother's Information		Acknowledgement No.	Status	
			First Name	Middle Name	Last Name	DOB	Gender	Name	Mobile No.	Name				
1	12/08/2021	Hospital	Bipasha		Mondal	04/08/2021	Female	Mithun Mondal	9732240514	Mita Dey		ACK/D/2021/000030	Approved	<input type="button" value="Print"/>
2	12/08/2021	Home	Mithun		Das	04/08/2021	Male	Milon Das		Mita Das		ACK/D/2021/000031	Approved	<input type="button" value="Print"/>
3	17/08/2021	Hospital	Adhir		paul	02/08/2021	Male					ACK/D/2021/000061	Approved	<input type="button" value="Print"/>
4	17/08/2021	Hospital	Rima		desai	27/03/2021	Female					ACK/D/2021/000070	Approved	<input type="button" value="Print"/>
5	17/08/2021	Home	Pushpita	Das	Pal	28/07/2021	Female	Gourab Mondal	9732240514	Ranu Mondal		ACK/D/2021/000081	Approved	<input type="button" value="Print"/>



**Step 3.7.5:** Clicking on print button, the certificate will be downloaded. Local body Registrar can print the certificate accordingly.



**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF HEALTH AND FAMILY WELFARE**

D:2021/000009

ফর্ম-৬

**Form-6**



**DEATH CERTIFICATE**

(ISSUED UNDER SECTION 12/17 OF THE REGISTRATION OF BIRTHS & DEATHS ACT, 1969 AND RULE 6/13 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 :	04/06/2021	PLACE OF DEATH :	BOLPUR SRINIKETAN, Birbhum, KANKALITALA, West Bengal
AGE OF DECEASED :	32 YEARS	NAME OF SPOUSE :	
SPOUSE IDENTITY PROOF :	-		
NAME OF MOTHER :	Mina Dey	NAME OF FATHER :	Mithun Mondal
MOTHER'S IDENTITY PROOF :	EPIC-DVD 2345	FATHER'S IDENTITY PROOF :	-
ADDRESS OF THE DECEASED AT THE TIME OF DEATH :	Permanent Address of Deceased : Ghatore, House No-100/123 Street/Lane- Ghatore, Locality- POST/MUNICIPALITY SURI Block/paluy, Dist- Birbhum, West Bengal-731305		
REGISTRATION NO :	D:2021/000009	DATE OF REGISTRATION :	12/06/2021
REMARKS (IF ANY) :			
DATE OF ISSUE :	12/06/2021	ISSUING AUTHORITY :	
UPDATED ON :	2021-06-12 09:16:09		





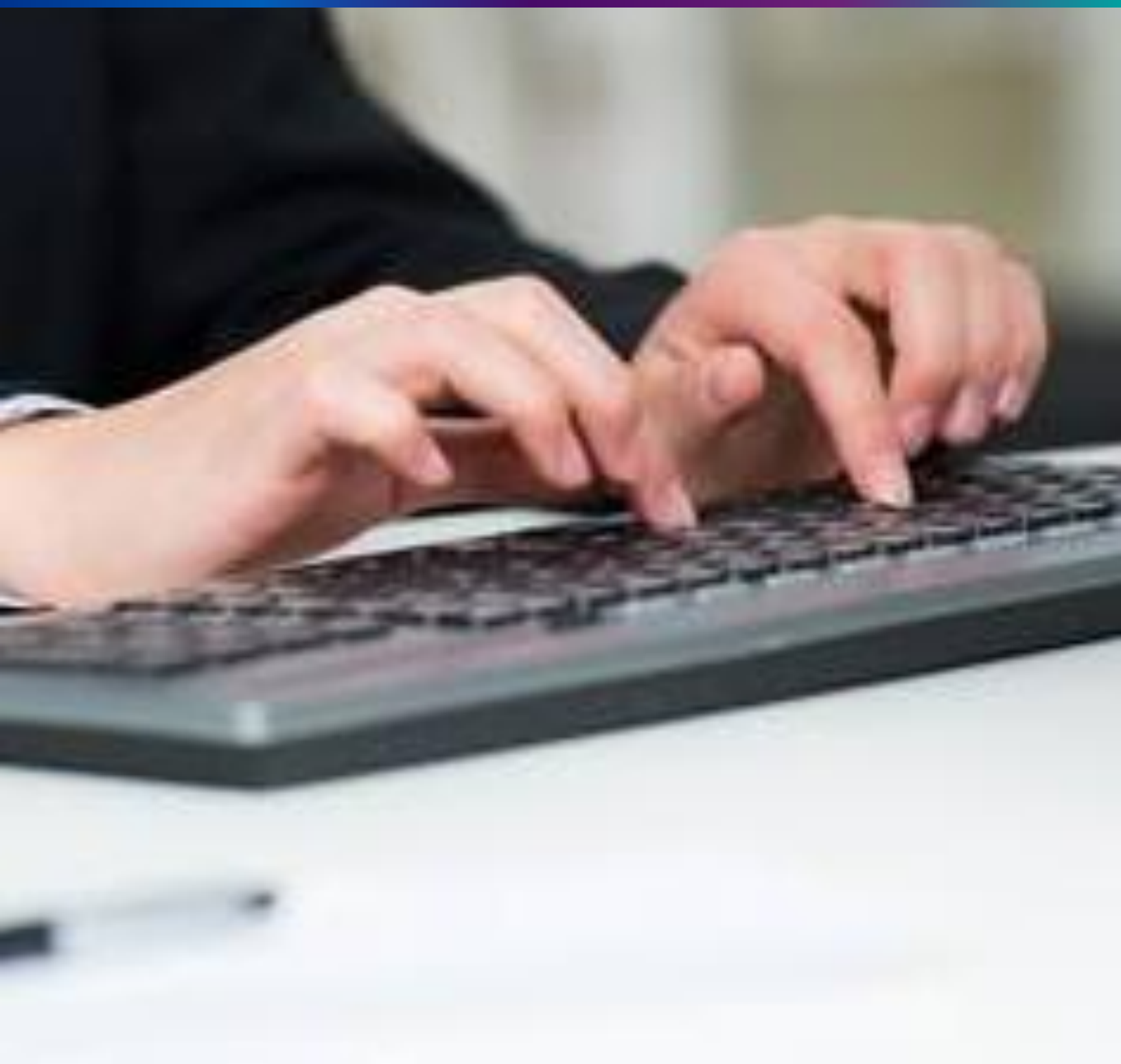
SUB-REGISTRAR (BIRTH & DEATH),  
GRAMA PANCHAYAT KANKALITALA

"THIS IS A COMPUTER GENERATED CERTIFICATE."

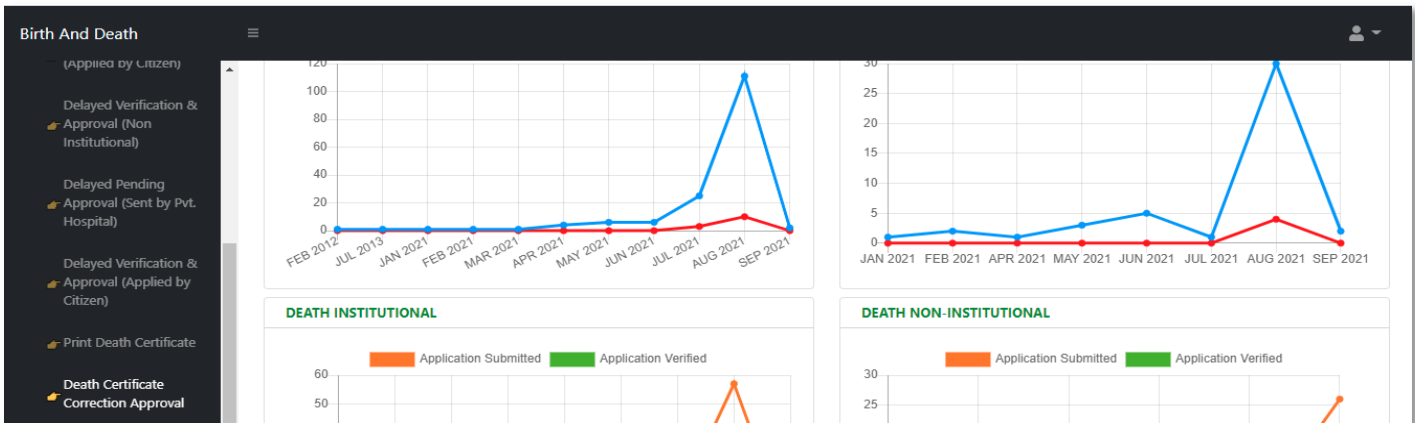
THE GOVT. OF INDIA VIDE CIRCULAR NO. 1/12/2014-VS(CRS) DATED 17-JULY-2015  
HAS APPROVED THIS CERTIFICATE AS A VALID LEGAL DOCUMENT FOR ALL OFFICIAL PURPOSES.

"ENSURE REGISTRATION OF EVERY BIRTH AND DEATH"

# Death Certificate Correction Approval



**Step 3.8.1:** Local Body Registrar will click on “Death Certificate Correction Approval” from Death Reporting main menu for the birth application whose child name are modified are verified & approved by Local body Registrar.



**Step 3.8.2:** Local Body Registrar will be redirected to the “Death Certificate Correction Approval” page.

**Death Certificate Correction, Approval**

Acknowledgement No.

Sl. No.	Entry Date	Place Of Death	Deceased Information			Husband / Wife Information		Mother's Information	Status
			Name	DOB	Gender	Name	Mobile No.	Name	

**Step 3.8.3:** Local Body Registrar 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 existing birth registration application which has been corrected by citizen.

**Death Certificate Correction, Approval**

Acknowledgement No.

Display  Records per page Search:

Sl. No.	Entry Date	Place Of Death	Deceased Information			Husband / Wife Information		Mother's Information	Status	Action
			Name	DOB	Gender	Name	Mobile No.	Name		
1	24/08/2021	Hospital	Komola Khatun	23/08/2021	Female	Ramesh Khatun	9874561230		Applied for Certificate Correction	Action
2	25/08/2021	Home	Rana Saha	24/08/2021	Male	Tapasi Saha	5789461230		Applied for Certificate Correction	Action

**Step 3.8.4:** Local Body Registrar will select any of the death application and will click on action button.

Death Certificate Correction, Approval

Acknowledgement No.

Display  Records per page Search:

Sl. No.	Entry Date	Place Of Death	Deceased Information			Husband / Wife Information		Mother's Information	Status	
			Name	DOB	Gender	Name	Mobile No.	Name		
1	24/08/2021	Hospital	Komola Khatun	23/08/2021	Female	Ramesh Khatun	9874561230		Applied for Certificate Correction	<input type="button" value="Action"/>
2	25/08/2021	Home	Rana Saha	24/08/2021	Male	Tapasi Saha	5789461230		Applied for Certificate Correction	<input type="button" value="Action"/>

**Step 3.8.5:** A popup will arise where the Death Certificate Correction Approval of filled birth application appeared.

Death Certificate Correction - Approval

LEGAL INFORMATION

Information of the deceased

Date Of Death (dd/mm/yyyy): 24/08/2021    Sex: Male    Age: 70  
 First Name: Rana    Middle Name: Dey    Last Name: Saha  
 Type of ID Proof: Aadhaar    ID Proof Number: 745125874965    Upload ID Proof: [View](#)

Mother's Information

First Name:    Middle Name:    Last Name:  
 Aadhaar Number:    Email Id:    Mobile Number:  
 Type of ID Proof:    ID Proof Number:    Upload ID Proof:

Father's Information

**Step 3.8.6:** Local Body Registrar will verify the entire application and provide their status as per their verification. If they think application is not up to the mark, they will select reject which will reject the application. Regarding rejection Registrar must write proper reason of rejection.

Permanent Address of the Deceased

Parmanent Address: Outside India    Bldg.No & Name: 12 Number    House Number: 2  
 Street/Lane: 12, Test Road    Locality/PostOffice: PO    Village/Town:  
 Pin: 731211    State: West Bengal    District: Birbhum  
 Urban/Rural: Block    Block/Municipality: BOLPUR SRINIKETAN

Status: \*

**Step 3.8.7. :** Local Body Registrar will select approve if they think that the application is perfect to proceed, they will select approve and press submit button.

**Permanent Address of the Deceased**

<b>Parmanent Address:</b> Outside India	<b>Bldg.No &amp; Name:</b> 12 Number	<b>House Number:</b> 2
<b>Street/Lane:</b> 12, Test Road	<b>Locality/PostOffice:</b> PO	<b>Village/Town:</b>
<b>Pin:</b> 731211	<b>State:</b> West Bengal	<b>District:</b> Birbhum
<b>Urban/Rural:</b> Block	<b>Block/Municipality:</b> BOLPUR SRINIKETAN	

**Status: \*** Approve Submit

**Step 3.8.8:** A popup will arise; Registrar will click on the ok button for confirming the submission.

Death Certificate Correction - Approval

Are you sure you want to submit?

OK Cancel

**Step 3.8.9:** Correction approval of the selected application will be successful.

**Death Certificate Correction, Approval**

Acknowledgement No.  Search

Display 10 Records per page

Search:

Sl. No.	Entry Date	Place Of Death	Deceased Information			Husband / Wife Information		Mother's Information	Status	Action
			Name	DOB	Gender	Name	Mobile No.	Name		
1	24/08/2021	Hospital	Komola Khatun	23/08/2021	Female	Ramesh Khatun	9874561230		Applied for Certificate Correction	

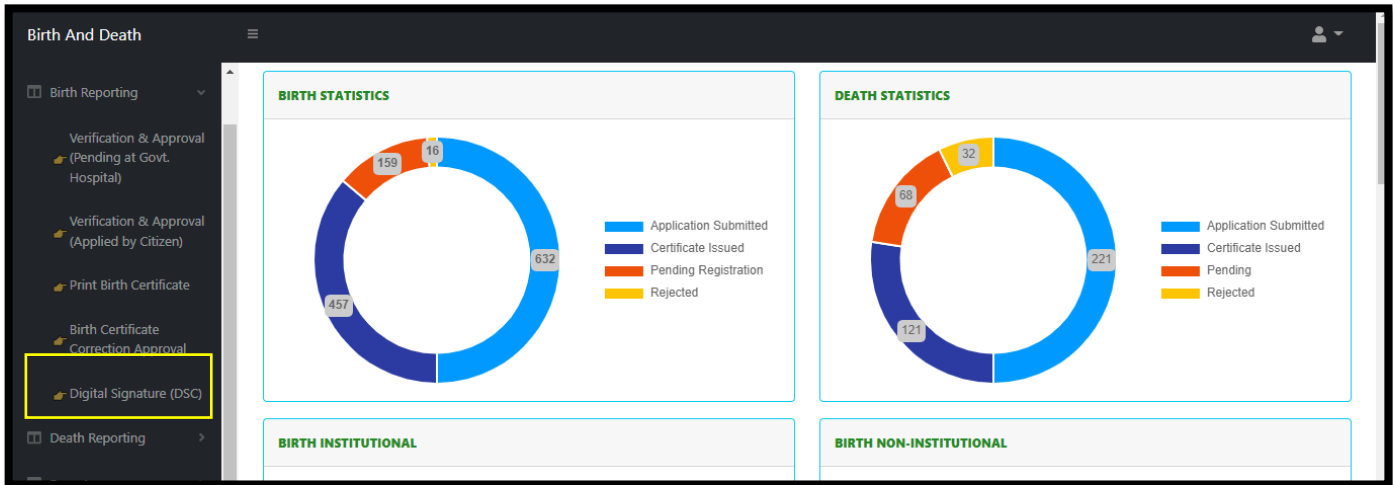
**Done**  
Status Updated successfully.





Digital Signature(DSC)  
for Birth & Death

**Step 2.5.1:** Local Body Registrar will click on “Digital Signature (DSC)” from Birth Reporting main menu after the verification process has been uploaded by registrar,



**Step 2.5.2:** Local Body Registrar will be redirected to the “Digital Signature DSC)” page. Govt. Hospital Registrar will select an application and click on ‘Add DSC’ button.

Birth And Death

ENTRY SCREEN

Birth Reporting

Death Reporting

Reports

Immunization Status

Digital Signature Pending List

Display 10 Records per page

Search:

Sl. No.	Entry Date	Place Of Birth	Child Information			Father's Information			Mother's Information		Acknowledgement No.	Certificate	Status	Add DSC
			Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name				
1	05/02/2022	Hospital	Ram sen	03/02/2022	Male					Kalpna	ACK/B/2022/004293		Approved	Add DSC
2	05/02/2022	Hospital	Soumi Das	02/02/2022	Female	shyamal Das				Monalisa	ACK/B/2022/004294		Approved	Add DSC
3	05/02/2022	Hospital	Manisha Dhara	01/02/2022	Female					Anita	ACK/B/2022/004295		Approved	Add DSC
4	05/02/2022	Hospital	Aviraj Gupta	06/01/2022	Male	Rajbir Gupta				Sivangi	ACK/B/2022/004296		Approved	Add DSC
5	05/02/2022	Hospital	Rashika Hasan	02/02/2022	Female	Shoaib Hasan				Sivangi	ACK/B/2022/004303		Approved	Add DSC
6	14/02/2022	Hospital	Sudip Das	02/06/2021	Male					Monika	ACK/B/2022/004322		Approved	Add DSC

Showing 1 - 6 of total 6 application

Previous1Next

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

Birth And Death

ENTRY SCREEN

Certificate

ABHIRUP BOSE

Password

Password

Sign

4	05/02/2022	Hospital	Aviraj Gupta	06/01/2022	Male	Rajbir Gupta				Sivangi		ACK/B/2022/004296		Approved	Add DSC
5	05/02/2022	Hospital	Rashika Hasan	02/02/2022	Female	Shoaib Hasan				Sivangi		ACK/B/2022/004303		Approved	Add DSC
6	14/02/2022	Hospital	Sudip Das	02/06/2021	Male					Monika		ACK/B/2022/004322		Approved	Add DSC

Showing 1 - 6 of total 6 application

Previous 1 Next

**Step 2.5.4:** Local Body Registrar will click on sign in button after entering the password.

The screenshot shows the 'Birth And Death' application list interface. A modal window is open for login, with the following fields:

- Certificate: ABHIRUP BOSE
- Password: \*\*\*\*\*
- Sign button

The background table displays the following data:

Sl No	Date	Place	Name	Gender	Age	Address	Mobile No	Signature	ACK No	Status	Action	
4	05/02/2022	Hospital	Aviraj Gupta	Male	06/01/2022	Shoalb Hasan			Sivangi	ACK/B/2022/004296	Approved	Add DSC
5	05/02/2022	Hospital	Rashika Hasan	Female	02/02/2022	Shoalb Hasan			Sivangi	ACK/B/2022/004303	Approved	Add DSC
6	14/02/2022	Hospital	Sudip Das	Male	02/06/2021				Monika	ACK/B/2022/004322	Approved	Add DSC

Showing 1 - 6 of total 6 application

**Step 2.5.5:** Local Body Registrar will confirm the addition.

The screenshot shows the 'Birth And Death' application list interface. A confirmation dialog is open, asking 'Are you confirm ?' with 'OK' and 'Cancel' buttons. The login modal is still visible in the background.

**Step 2.5.6:** The page will be reloaded.

The screenshot shows the 'Birth And Death' application list interface. A circular arrow icon is overlaid on the 'Sign' button, indicating a reload or refresh action. The login modal is still visible in the background.

**Step 2.5.7:** The file will be downloaded automatically.

**Birth And Death**

ENTRY SCREEN

- Birth Reporting
- Death Reporting
- Reports
- Immunization Status

Logged in as: DISTRICT HOSPITAL HOWRAH (SUB-REGISTRAR)

**Digital Signature Pending List**

Display 10 Records per page Search:

Sl. No.	Entry Date	Place Of Birth	Child Information			Father's Information				Mother's Information		Acknowledgement No.	Certificate	Status	
			Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name					
4	05/02/2022	Hospital	Aviraj Gupta	06/01/2022	Male	Rajbir Gupta				Sivangi	ACK/B/2022/004296		Approved	Add DSC	
3	05/02/2022	Hospital	Manisha Dhara	01/02/2022	Female					Anita	ACK/B/2022/004295		Approved	Add DSC	
1	05/02/2022	Hospital	Ram sen	03/02/2022	Male					Kaipana	ACK/B/2022/004293		Approved	Add DSC	
5	05/02/2022	Hospital	Rashika Hasan	02/02/2022	Female	Shoaib Hasan				Sivangi	ACK/B/2022/004303		Approved	Add DSC	
2	05/02/2022	Hospital	Soumi Das	02/02/2022	Female	shyamal Das				Monalisa	ACK/B/2022/004294		Approved	Add DSC	

Showing 1 - 5 of total 5 application

Previous 1 Next

SignedBirthCertific....pdf Show all X

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


**BIRTH OF THE CHILD :** ALIPURDUAR, WEST BENGAL- ALIPURDUAR, WEST BENGAL-

**CERTIFICATE NO :** B/2022/003463 **DATE OF REGISTRATION :** 14/02/2022

**S-UHID :** 49961886352189 **REMARKS (IF ANY) :**

**DATE OF ISSUE :** 14/02/2022 **ISSUING AUTHORITY :**

**UPDATED ON :** 2022-02-14 09:35:29



**Signature valid**  
Digitally Signed  
Name: ABHIRUP BOSE  
Date: 22-Feb-2022 12:28:39

**SUB-REGISTRAR (BIRTH & DEATH)  
DISTRICT HOSPITAL HOWRAH**

"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"

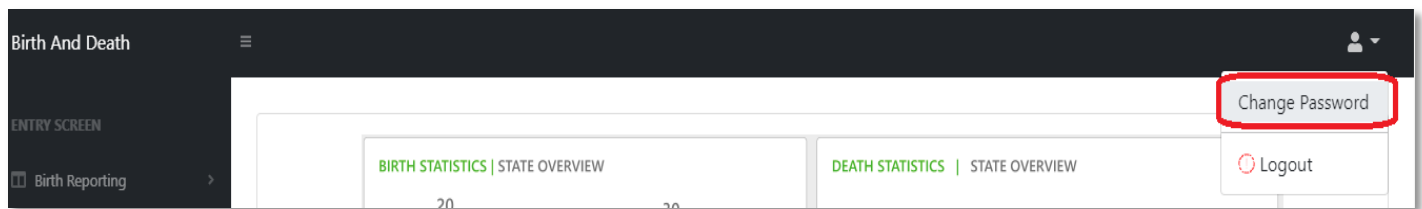


# Change Password





**Step 4.1.2:** For changing the existing password Registrar 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.

A screenshot of the 'Change Password' form. The form has three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Each field has a password icon (an eye with a slash) to the left of the input area. To the right of the 'Confirm New Password' field is a green 'Save' button. Below the input fields, there's a section titled 'Password should match these conventions' with a bulleted list: 'Must be 8-15 characters long', 'At least 1 number, 1 lowercase, 1 uppercase letter', and 'At least 1 special character'.

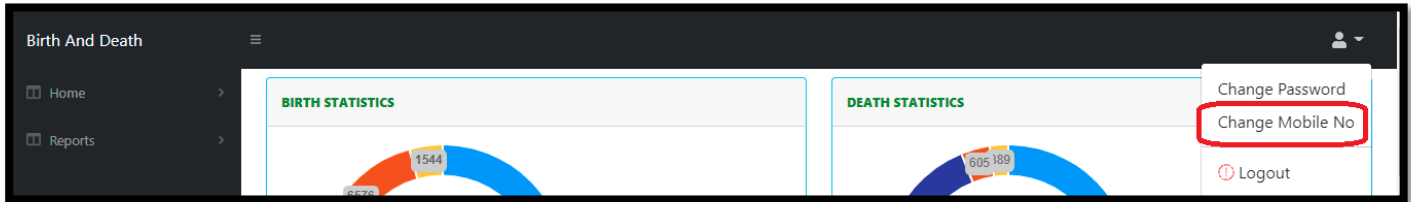
**Step 4.1.3:** DEO will enter the existing password, new password, confirm the new password and press save button which change the password accordingly.

A screenshot of the 'Change Password' form, similar to the previous one, but with the 'Save' button highlighted by a red rectangle. The input fields now show green checkmarks, indicating that the passwords are valid. The 'New Password' field has a 'Strong' label below it. The 'Confirm New Password' field also has a green checkmark.



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.

 A screenshot of a web form titled 'Mobile No ADD/EDIT'. It features a single input field labeled 'Mobile No' which is currently empty. To the right of the input field is a blue button labeled 'GET OTP'.

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

 A screenshot of the same 'Mobile No ADD/EDIT' form. The 'Mobile No' input field now contains the number '9874561230'. The blue 'GET OTP' button remains to the right.

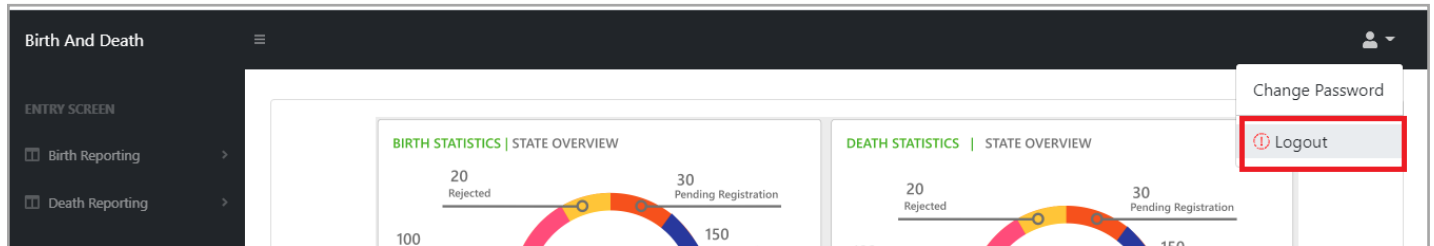
**Step 4.2.4:** DEO will enter the OTP send in their registered mobile number and press 'Submit' Button

 A screenshot of the 'Mobile No ADD/EDIT' form during the OTP verification step. The 'Mobile No' field is now disabled and contains 'XXXXXXXXXX'. A new 'Enter OTP' field is present, containing the number '634174'. To the right of the OTP field is a green 'Submit' button, which is highlighted with a red rectangle. The 'GET OTP' button is still visible.

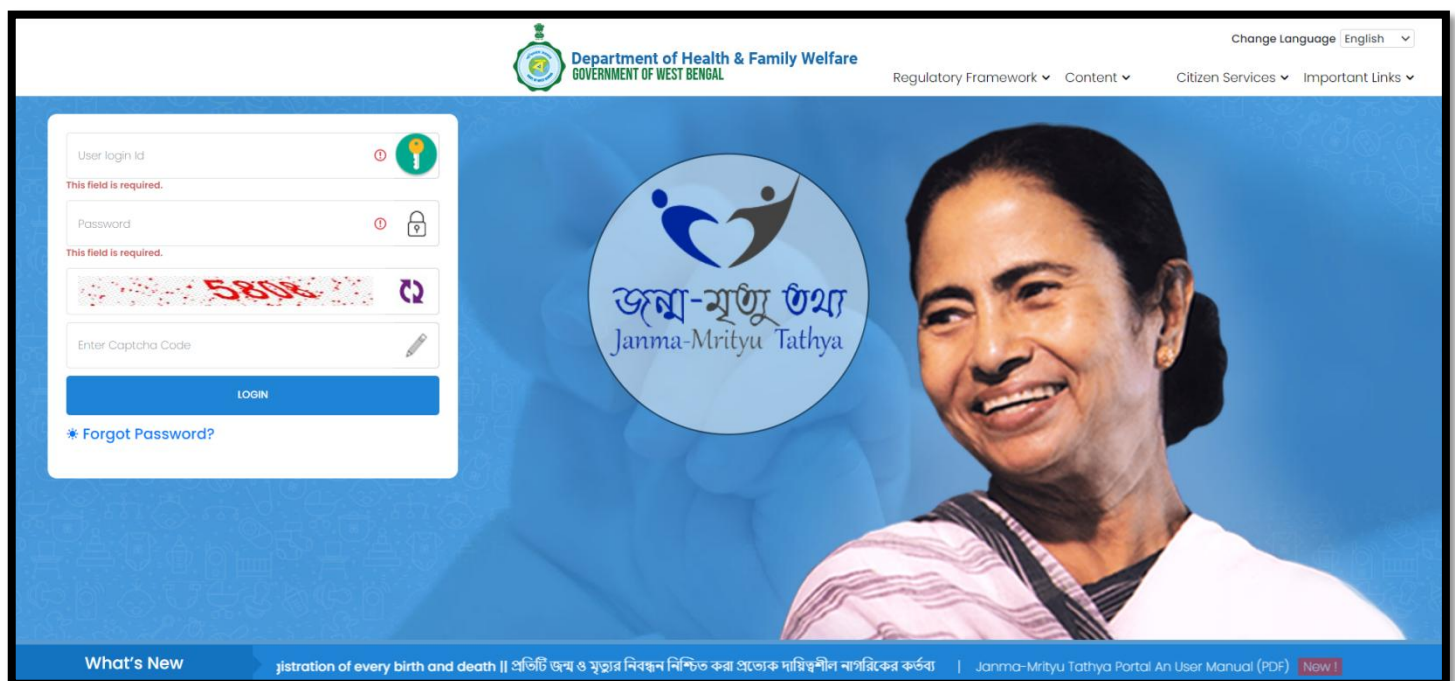
LOGOUT



**Step 4.2.1:** Local Body Registrar 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.







Image/Graphics/illustraton courtesy: Freepik.com

Designed by Freepik

Designed by rawpixel.com

Designed by pikisuperstar





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

Index:

Menu	Page Number
<a href="#">Login</a>	215
Death Reporting:	
<a href="#">New Death Application</a>	221
<a href="#">Print Death Certificate</a>	229
<a href="#">Digital Signature (DSC)</a>	232
<a href="#">Change Password</a>	236
<a href="#">Change Mobile Number</a>	238
<a href="#">Logout</a>	240





Login



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

Department of Health & Family Welfare  
GOVERNMENT OF WEST BENGAL

Change Language English

Regulatory Framework Content Citizen Services Important Links

User login id  
This field is required.

Password  
This field is required.

Enter Captcha Code

LOGIN

\* Forgot Password?

What's New

gistration of every birth and death || প্রতিটি জন্ম ও মৃত্যুর নিবন্ধন নিশ্চিত করা প্রত্যেক দায়িত্বশীল নাগরিকের কর্তব্য | Janma-Mrityu Tathya Portal An User Manual (PDF) **NEW!**

**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

Department of Health & Family Welfare  
GOVERNMENT OF WEST BENGAL

Change Language English

Regulatory Framework Content Citizen Services Important Links

username

password

7022

LOGIN

\* Forgot Password?

What's New

It is the duty of every responsible citizen to ensure registration of every birth and death



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

**Change Password**

Current Password      New Password      Confirm New Password

Save

**Default Password Change Required,, Please change your password..**

Password should match these conventions

- Must be 8-15 characters long
- At least 1 number, 1 lowercase, 1 uppercase letter
- At least 1 special character

**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.

**Change Password**

Current Password      New Password      Confirm New Password

..... ✓      ..... ✓      ..... ✓

Save

**Default Password Change Required,, Please change your password..**

Password should match these conventions

- Must be 8-15 characters long
- At least 1 number, 1 lowercase, 1 uppercase letter
- At least 1 special character

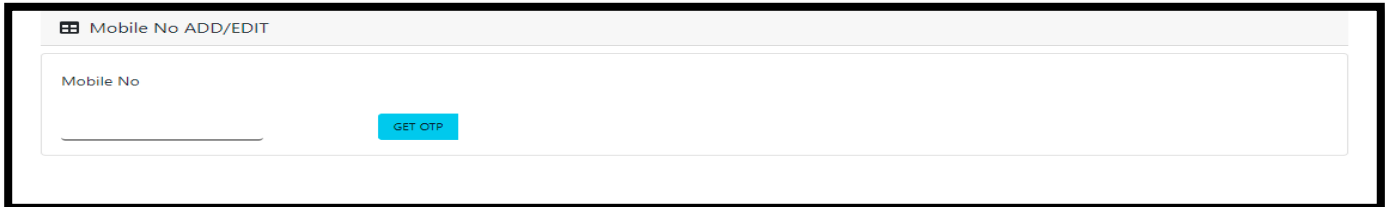
**Step 1.5:** A popup will arise for confirming the change of password. User will click on ok button accordingly..

crs.wbhealth.gov.in says  
Password Changed

OK

Change Password

**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.

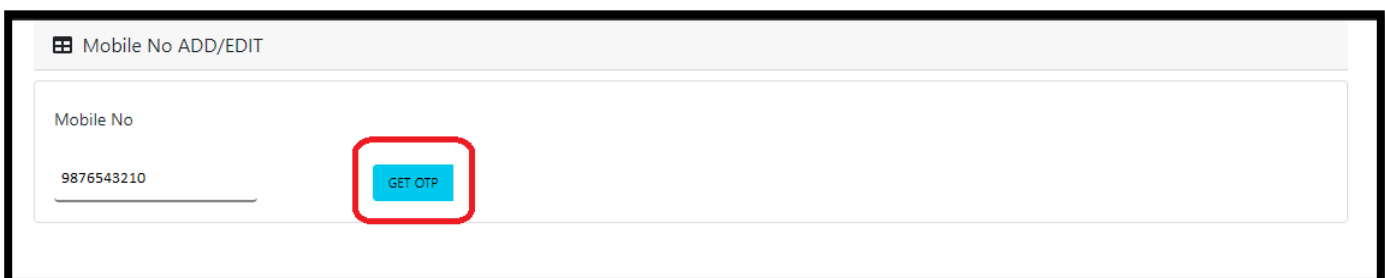


Mobile No ADD/EDIT

Mobile No

GET OTP

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



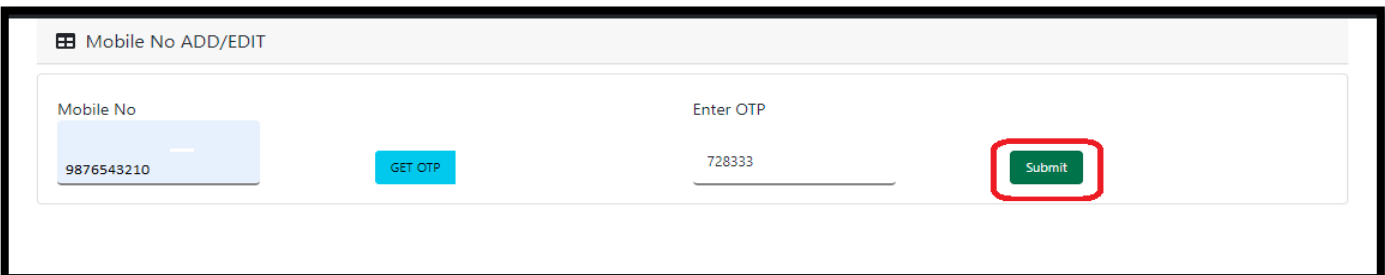
Mobile No ADD/EDIT

Mobile No

9876543210

GET OTP

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



Mobile No ADD/EDIT

Mobile No

9876543210

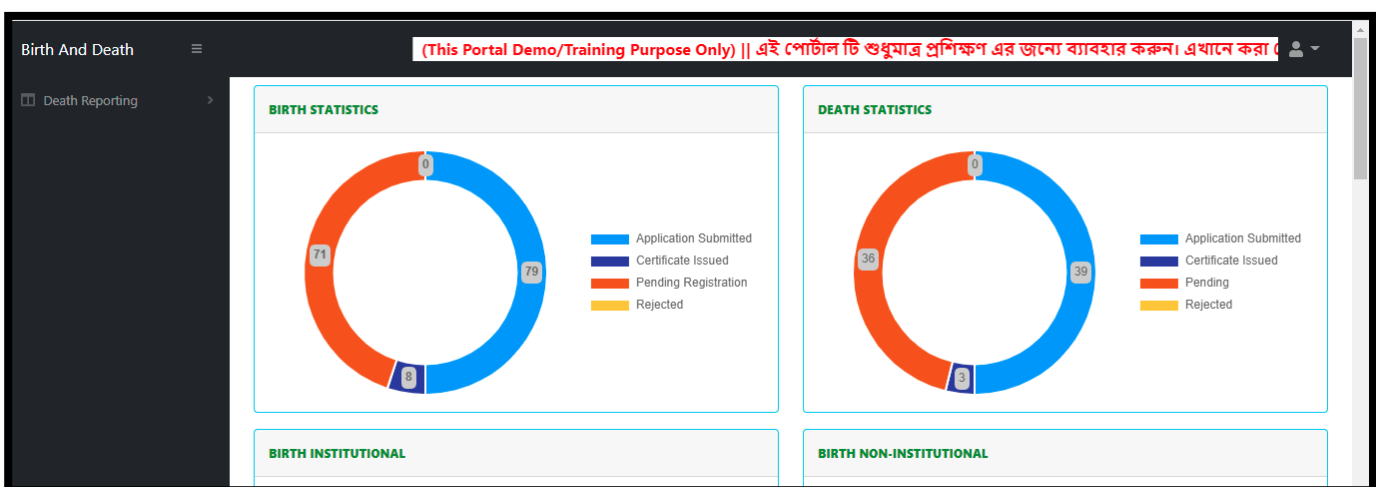
GET OTP

Enter OTP

728333

Submit

**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

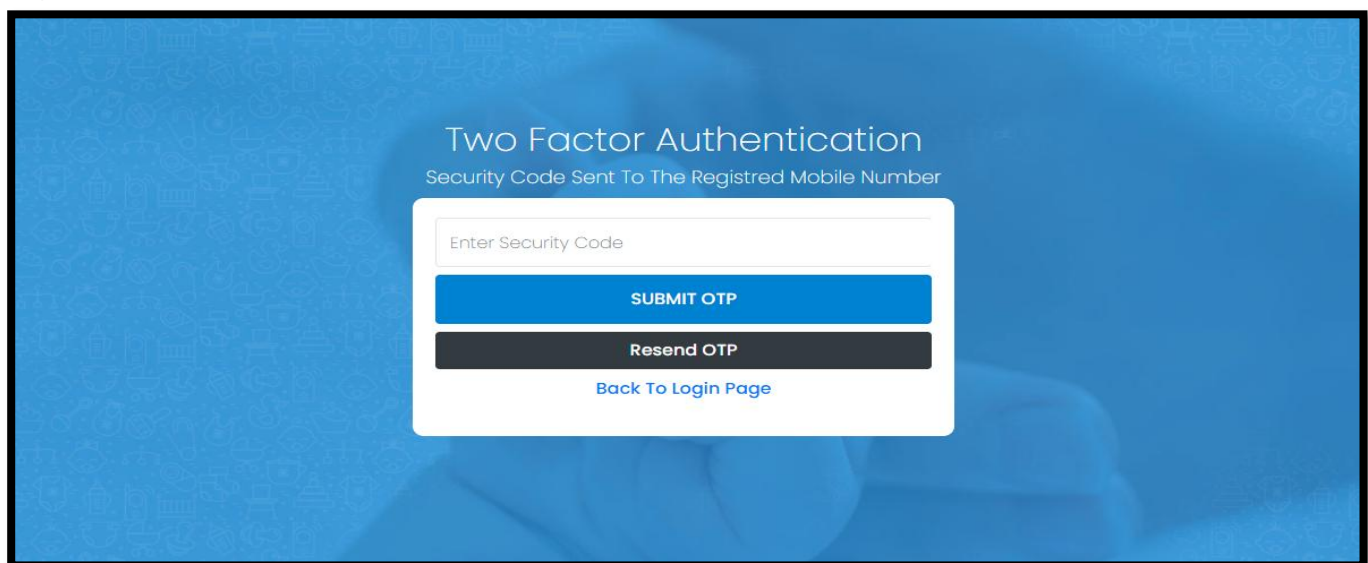


**Step 1.10:** Next time, User will login with their credential.



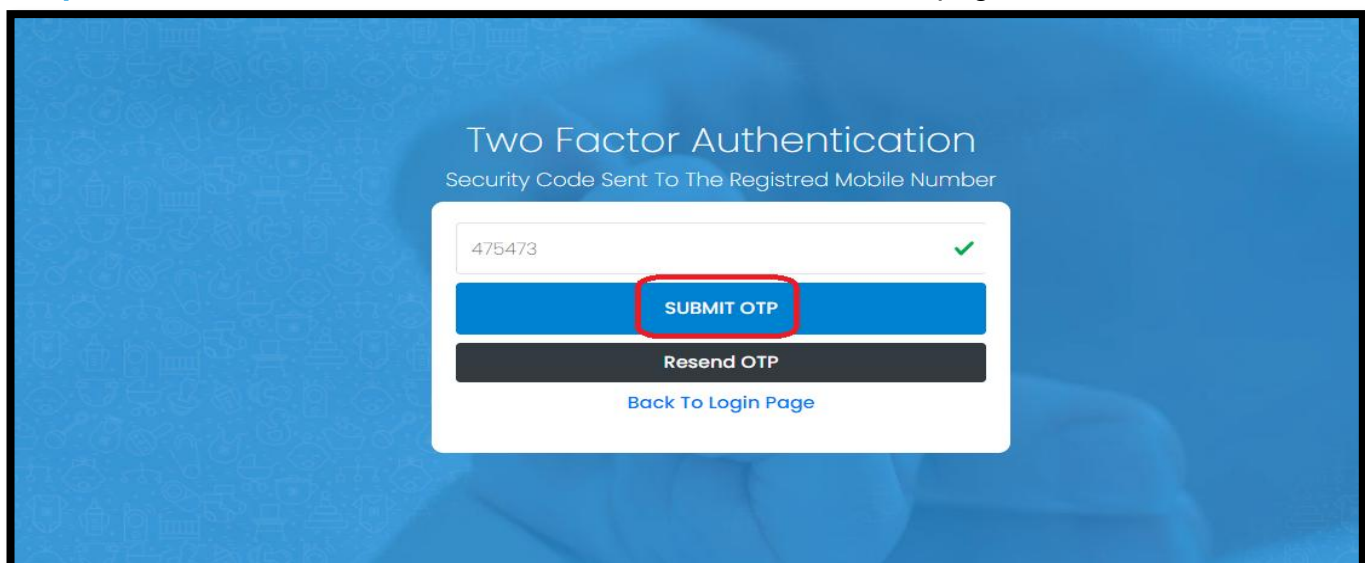
The screenshot shows the login interface of the Janma-Mrityu Tathya portal. At the top, there is a header with the Department of Health & Family Welfare logo and name, and navigation links for Regulatory Framework, Content, Citizen Services, and Important Links. A language selector is set to English. The main login form on the left includes fields for Username, Password, and a CAPTCHA, followed by a LOGIN button and a link for 'Forgot Password?'. The background features a large image of a smiling woman and the Janma-Mrityu Tathya logo. At the bottom, there is a 'What's New' section and a quote: 'It is the duty of every responsible citizen to ensure registration of every birth and death'.

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



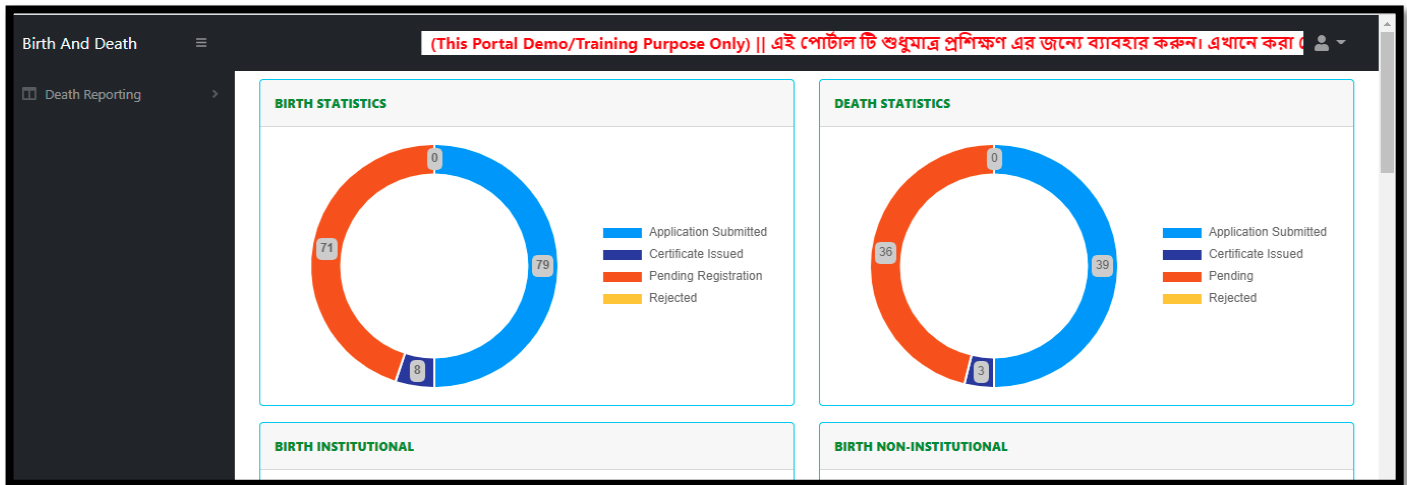
The screenshot displays the Two Factor Authentication page. The title is 'Two Factor Authentication' with the subtitle 'Security Code Sent To The Registered Mobile Number'. The form contains an input field for 'Enter Security Code', a blue 'SUBMIT OTP' button, a grey 'Resend OTP' button, and a link 'Back To Login Page'.

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



This screenshot shows the Two Factor Authentication page after the user has entered the OTP. The input field now contains the number '475473' and has a green checkmark icon to its right. The 'SUBMIT OTP' button is highlighted with a red rectangle, indicating it is the next step for the user to click.

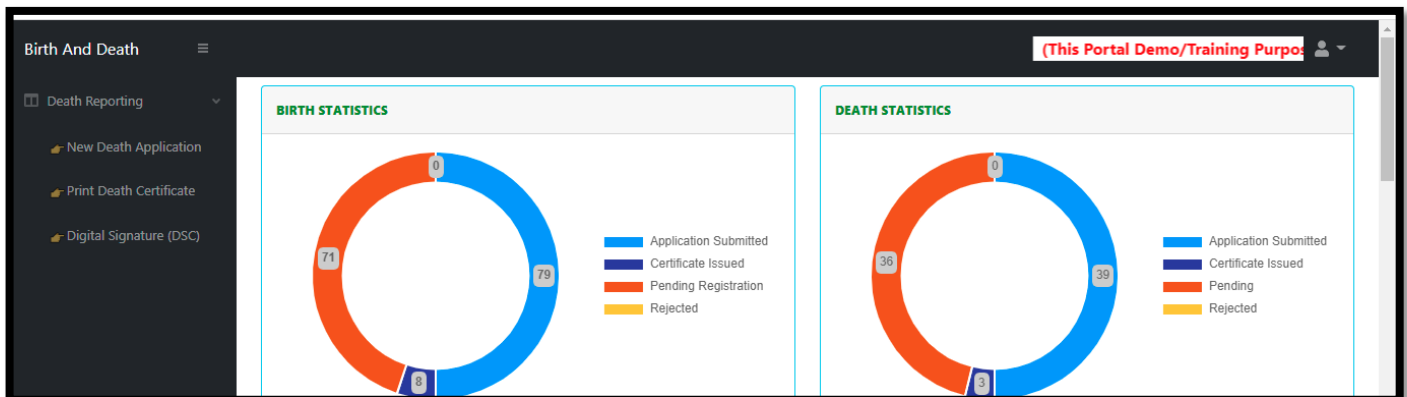
**Step 1.13:** Registrar of Burning Ghat or Burial Ground will be redirected to the Janma-Mrityu Tathya Portal's home page. A dashboard will be visible for Registrar of Burning Ghat or Burial Ground for a quick look of current status of Birth & Death application.



### Menu available for Govt. Hospital DEO (Death Reporting)

#### ❖ Death Reporting

- ❖ New Death Application
- ❖ Print Death Certificate
- ❖ Digital Signature (DSC)



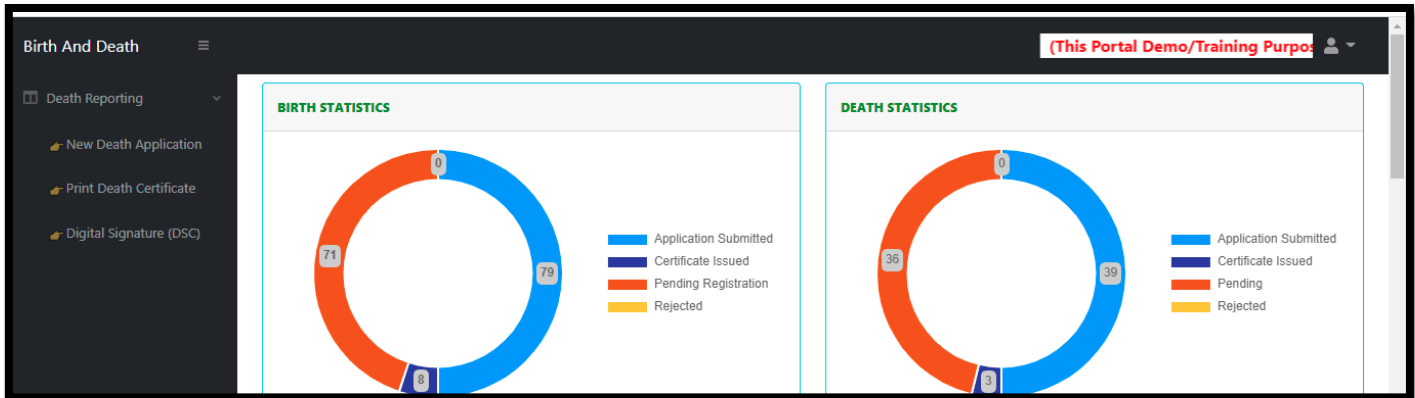




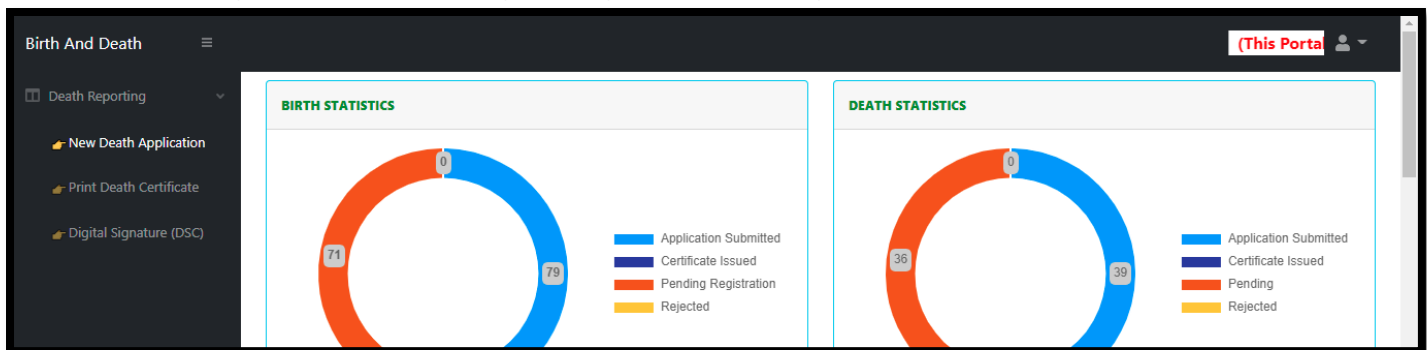
# New Death Reporting



**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.

The screenshot shows the 'New Death Application' page. At the top, there is a 'Death Reporting' header and a 'New Death Registration' button. Below this, there is a 'Display 10 Records per page' dropdown and a search bar. A table with the following columns is shown: 'Sl. No.', 'Entry Date', 'Place Of Death', 'Deceased Information' (Name, DOB, Gender), 'Husband / Wife Information' (Name, Mobile No.), 'Mother's Information' (Name), 'Acknowledgement No.', and 'Status'. The table is currently empty, displaying the message 'Nothing found - sorry'. At the bottom, there is a 'No records available' message and 'Previous' and 'Next' navigation buttons.

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

The screenshot shows the 'Death Reporting' section of the portal. At the top right, there is a button labeled 'New Death Registration' which is highlighted with a red rectangular box. Below this, there is a search bar and a table with columns for 'Sl. No.', 'Entry Date', 'Place Of Death', 'Deceased Information' (Name, DOB, Gender), 'Husband / Wife Information' (Name, Mobile No.), 'Mother's Information' (Name), 'Acknowledgement No.', and 'Status'. The table currently displays 'Nothing found - sorry'.

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

The screenshot shows a 'Death Registration Form' popup. It contains the following fields:
 

- Reporting Date / প্রতিবেদনের তারিখ: 25/04/2022
- Mobile # for future Communication / মোবাইল নম্বর # ভবিষ্যতের যোগাযোগের জন্য: (empty)
- Information of the deceased / মৃতের তথ্য:
  - Date Of Death / মৃত্যুর তারিখ: (empty)
  - Gender / লিঙ্গ: --Select--
  - Age (Year/Month.): --Select--
  - Age / বয়স: (empty)
  - First Name / প্রথম নাম: (empty)
  - Middle Name / নামের মধ্যাংশ: (empty)
  - Last Name / নামের শেষাংশ: (empty)
  - Type of ID Proof: --Select--

**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.

The screenshot shows the 'Death Registration Form' popup with the following filled-in data:
 

- Reporting Date / প্রতিবেদনের তারিখ: 25/04/2022
- Mobile # for future Communication / মোবাইল নম্বর # ভবিষ্যতের যোগাযোগের জন্য: 9999999999 (with a green checkmark)
- Information of the deceased / মৃতের তথ্য:
  - Date Of Death / মৃত্যুর তারিখ: 24/04/2022
  - Gender / লিঙ্গ: Male (with a green checkmark)
  - Age (Year/Month.): Years (with a green checkmark)
  - Age / বয়স: 54 (with a green checkmark)
  - First Name / প্রথম নাম: Tapas (with a green checkmark)
  - Middle Name / নামের মধ্যাংশ: Kumar
  - Last Name / নামের শেষাংশ: Halder
  - Type of ID Proof: Aadhaar (with a green checkmark)
  - ID Proof Number: 745125874965
  - Upload ID Proof (should not exceed 250KB): demo.pdf (with a green checkmark)
- Place of Death / মৃত্যুবরণ এর স্থান:
  - Place of death / মৃত্যুবরণ এর স্থান: --Select-- (dropdown menu open showing Hospital, Home, Others)
  - State / রাজ্য: West Bengal
  - District / জেলা: Kolkata
  - Urban/Rural / গ্রামীণ/শহুরে: --Select--

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

The screenshot shows the 'Place of Death / মৃত্যুবরণ এর স্থান' form. The 'Place of death' dropdown is set to 'Hospital'. The 'State' dropdown is set to 'West Bengal'. The 'District' dropdown is set to 'Kolkata'. The 'Urban/Rural' dropdown is open, showing options: 'Block', 'Municipality', 'Development Authority', and 'Borough'. The 'Block/Municipality' dropdown is set to '--Select--'. The 'Hospital Type' dropdown is set to '--Select--'. The 'Name of the hospital' dropdown is set to '--Select--'. There is a checkbox for 'Is The Informants Pvt. Hospital'.

**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).

The screenshot shows the 'Place of Death / মৃত্যুবরণ এর স্থান' form. The 'Place of death' dropdown is set to 'Hospital'. The 'State' dropdown is set to 'West Bengal'. The 'District' dropdown is set to 'Kolkata'. The 'Urban/Rural' dropdown is set to 'Borough'. The 'Block/Municipality' dropdown is set to 'BOROUGH 01'. The 'Hospital Type' dropdown is open, showing options: 'Government', 'Private', and 'Other'. The 'Name of the hospital' dropdown is set to '--Select--'. There is a checkbox for 'Is The Informants Pvt. Hospital'.

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

The screenshot shows the 'Place of Death / মৃত্যুবরণ এর স্থান' form. The 'Place of death' dropdown is set to 'Hospital'. The 'State' dropdown is set to 'West Bengal'. The 'District' dropdown is set to 'Kolkata'. The 'Urban/Rural' dropdown is set to 'Borough'. The 'Block/Municipality' dropdown is set to 'BOROUGH 01'. The 'Hospital Type' dropdown is set to 'Private'. The 'Name of the hospital' dropdown is open, showing a list of hospitals: 'APEX NURSING HOME', 'ESKAG SANJEEVANI PVT. LTD.', 'EVES CLINIC NURSING HOME', 'MOTHER NURSING HOME', 'NEW SARAJU NURSING HOME', 'STERLING HOSPITAL', 'THE MAYFAIR HOSPITAL', and 'ZENITH POINT NURSING HOME'. There is a checkbox for 'Is The Informants Pvt. Hospital'. Below the form, there is a section for 'Mother's Information / মাতার তথ্য' with fields for 'First Name', 'Middle Name', and 'Email'.

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

Place of Death / মৃত্যুবরণ এর স্থান

Place of death / মৃত্যুবরণ এর স্থান *	State / রাজ্য *	District / জেলা *	Urban/Rural / গ্রামীণ/শহুরে *
Hospital ✓	West Bengal	Kolkata	Borough ✓
Block/Municipality / ব্লক/পৌরসভা *	Hospital Type *	Name of the hospital / হাসপাতাল / প্রতিষ্ঠানের নাম ও ঠিকানা	
BOROUGH 01 ✓	Private ✓	NEW SARAJU NURSING HOME ✓	

[Find Hospital Address](#)

☒ Is The Informants Pvt. 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.

Place of Death / মৃত্যুবরণ এর স্থান

Place of death / মৃত্যুবরণ এর স্থান *	State / রাজ্য *	District / জেলা *	Urban/Rural / গ্রামীণ/শহুরে *
Hospital ✓	West Bengal	Kolkata	Borough ✓
Block/Municipality / ব্লক/পৌরসভা *	Hospital Type *	Name of the hospital / হাসপাতাল / প্রতিষ্ঠানের নাম ও ঠিকানা	
BOROUGH 01 ✓	Private ✓	NEW SARAJU NURSING HOME ✓	

[Find Hospital Address](#)

☒ Is The Informants Pvt. Hospital \*

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 Maternity 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 deceased father's and mother's information.

**Death Registration Form**

**Mother's Information / মাতার তথ্য**

First Name / প্রথম নাম Parboti	Middle Name / নামের মধ্যাংশ	Last Name / নামের শেষাংশ Halder	Email Id / ইমেইল
Mobile No. / মোবাইল 7894562130	Type of ID Proof / আইডি প্রমাণের ধরন Khadya Sathi	Khadya Sathi Category* AAY	
ID Proof Number / আইডি প্রমাণ নম্বর 7894561230	Upload ID Proof / আপলোড আইডি প্রমাণ (should not exceed 250KB) Choose File demo.pdf		

**Father's Information / পিতার তথ্য**

First Name / প্রথম নাম Samol	Middle Name / নামের মধ্যাংশ Kumar	Last Name / নামের শেষাংশ Halder	Email Id / ইমেইল
Mobile No. / মোবাইল 7481520369	Type of ID Proof / আইডি প্রমাণের ধরন Khadya Sathi	Khadya Sathi Category* AAY	
ID Proof Number / আইডি প্রমাণ নম্বর 9632587410	Upload ID Proof / আপলোড আইডি প্রমাণ Choose File demoform1.pdf		

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

**Spouse Information / দাম্পত্যের তথ্য**

First Name / নাম Komola	Middle Name / নামের মধ্যাংশ	Last Name / নামের শেষাংশ Halder	Email Id / ইমেইল
Mobile No. / মোবাইল 8794512630	Type of ID Proof / আইডি প্রমাণের ধরন Aadhaar	ID Proof Number / আইডি প্রমাণ নম্বর 987456321014	
Upload ID Proof / আপলোড আইডি প্রমাণ (should not exceed 250KB) Choose File pdf-sample.pdf			

**Address of deceased at the time of death / মৃত্যুর সময় মৃতের ঠিকানা**

Bldg.No & Name / বাড়ীর নম্বর ও নাম 15	House No / গৃহ নং 25	Street/Lane / রাস্তা/লেন নাম Test Street	Locality/Post Office / অঞ্চল / পোস্ট অফিস Test PO
State / রাজ্য* West Bengal	District / জেলা* Kolkata	Urban/Rural / গ্রামীণ শহরে* Municipality	Block/Municipality / ব্লক/পৌরসভা* KOLKATA MUNICIPAL CORPORATION
Village/Town / গ্রাম / শহর* KOLKATA	Pin / পিন নং 700007		

**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.

**Permanent Address of the deceased / মৃতের স্থায়ী ঠিকানা**

☒ Please check if Permanent address is same as above address. / চেক করুন স্থায়ী ঠিকানা উপরের ঠিকানার মত কিনা।

☒ In West Bengal ☐ Outside West Bengal

Bldg.No & Name / বাড়ীর নম্বর ও নাম 15	House No / গৃহ নং 25	Street/Lane / রাস্তা/লেন নাম Test Street	Locality/Post Office / অঞ্চল / পোস্ট অফিস Test PO
State / রাজ্য* West Bengal	District / জেলা* Kolkata	Urban/Rural / গ্রামীণ শহরে* Municipality	Block/Municipality / ব্লক/পৌরসভা* KOLKATA MUNICIPAL CORPORATION
Village/Town / গ্রাম / শহর* KOLKATA	Pin / পিন নং 700007		

**Statistical Information**

**Information of the Deceased / মৃতের তথ্য**

Religion / ধর্ম* Hindu	Occupation / পেশা* Clerk
---------------------------	-----------------------------



**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.

Other Information	
Immediate Cause/ অসুখের নাম অথবা মৃত্যুর প্রকৃত কারণ Heart fail	Antecedent Cause Multi Organ Failure
Underlying Cause None	
Other Cause Heart Disease	Manner of Death (How did the injury occur?) / অসুখের নাম অথবা মৃত্যুর প্রকৃত কারণ Natural
If used to habitually smoke-for how many years? 0	If used to habitually chew tobacco in any form-for how many years? 0
If used to habitually chew arecanut in any form(including pan masala)-for how many years? 0	If used to habitually drink alcohol-for how many years? 0

**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.

Remarks	
Remarks Test	

Upload Documents	
Upload Death Certificate issued by attending doctor * (250KB only)	
Choose File   demo.pdf	

Submit

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

Are you sure you want to submit?

OK
Cancel

**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.

Death Registration Form
Done.  
Acknowledgement no is :ACK/D/2022/003118

Acknowledgement No: ACK/D/2022/003118
Reporting Date (dd/mm/yyyy): 25/04/2022

LEGAL INFORMATION

Information of the deceased

Date Of Death (dd/mm/yyyy): 24/04/2022	Sex: Male	Age: Years:- 54
First Name: Tapas	Middle Name: Kumar	Last Name: Halder
Type of ID Proof: Aadhaar	ID Proof Number: 745125874965	Upload ID Proof: <a href="#">View</a>

Place of Death

Place of death: Hospital	State: West Bengal	District: Kolkata
Urban/Rural: Borough	Block/Municipality: BOROUGH 01	
Panchayat:	Village/Town:	Pin:
Hospital Type: Private	Address line one :	
Name & Address of hospital/institute: NEW SARAJU NURSING HOME		

Mother's Information

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

If used to habitually smoke-for how many years?  
0

If used to habitually chew tobacco in any form-for how many years?  
0

If used to habitually chew arecanut in any form(including pan masala)-for how many years?  
0

If used to habitually drink alcohol-for how many years?  
0

**Uploaded Documents**

Upload Death Certificate issued by attending doctor: [View](#)

**Approve Or Reject Application**

Status: \* Approve ✓

**Submit**

[Draft certificate copy download \(Recommended\)](#)

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

Death Registration Form

Are you sure?

**OK** Cancel

**Step 3.1.20:** Death application will be approved successfully

**Death Reporting**

Display 10 Records per page

Search:

**Done (This Portal Demo)**  
Status Updated successfully.

**New Death Registration**

Sl. No.	Entry Date	Place Of Death	Deceased Information			Husband / Wife Information		Mother's Information	Acknowledgement No.	Status
			Name	DOB	Gender	Name	Mobile No.	Name		
Nothing found - sorry										

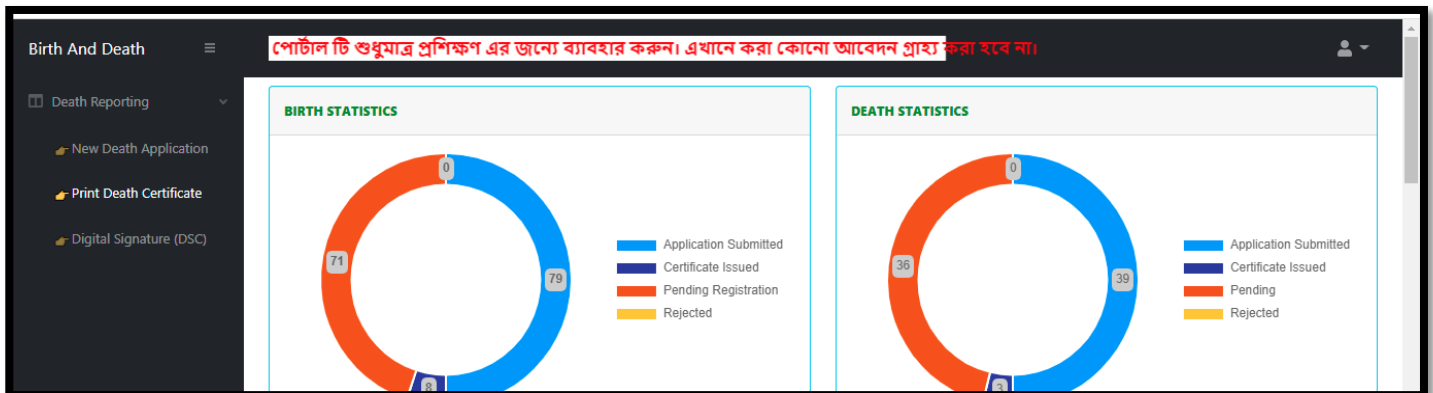
No records available

Previous Next

# 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.

**Print Death Certificate**

Acknowledgement No.

Sl. No.	Entry Date	Place Of Death	Deceased Information					Father's Information		Mother's Information	Acknowledgement No.	Status
			First Name	Middle Name	Last Name	DOB	Gender	Name	Mobile No.	Name		

**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.

**Print Death Certificate**

Acknowledgement No.

Display  Records per page

Search:

Sl. No.	Entry Date	Place Of Death	Deceased Information					Father's Information		Mother's Information	Acknowledgement No.	Status	
			First Name	Middle Name	Last Name	DOB	Gender	Name	Mobile No.	Name			
1	17/08/2021	Hospital	Adhir		paul	02/08/2021	Male				ACK/D/2021/000061	Approved	<input type="button" value="Print"/>

Showing 1 - 1 of total 1 applications

Previous  Next

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

**Print Death Certificate**

Acknowledgement No.

Display  Records per page

Search:

Sl. No.	Entry Date	Place Of Death	Deceased Information					Father's Information		Mother's Information	Acknowledgement No.	Status	
			First Name	Middle Name	Last Name	DOB	Gender	Name	Mobile No.	Name			
1	12/08/2021	Hospital	Blpasha		Mondal	04/08/2021	Female	Mithun Mondal	9732240514	Mita Dey	ACK/D/2021/000030	Approved	<input type="button" value="Print"/>
2	12/08/2021	Home	Mithun		Das	04/08/2021	Male	Milon Das		Mita Das	ACK/D/2021/000031	Approved	<input type="button" value="Print"/>
3	17/08/2021	Hospital	Adhir		paul	02/08/2021	Male				ACK/D/2021/000061	Approved	<input type="button" value="Print"/>
4	17/08/2021	Hospital	Rima		desai	27/03/2021	Female				ACK/D/2021/000070	Approved	<input type="button" value="Print"/>
5	17/08/2021	Home	Pushpita		Das	28/07/2021	Female	Gourab Mondal	9732240514	Ranu Mondal	ACK/D/2021/000081	Approved	<input type="button" value="Print"/>

**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.



**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF HEALTH AND FAMILY WELFARE**

D:2021/000009

ফর্ম-৬  
**Form-6**



**DEATH CERTIFICATE**

(ISSUED UNDER SECTION 12/17 OF THE REGISTRATION OF BIRTHS & DEATHS ACT, 1969 AND RULE 6/13 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 :	04/06/2021	PLACE OF DEATH :	BOLPUR SRINIKETAN, Birbhum, KANKALITALA, West Bengal
AGE OF DECEASED :	32 YEARS	NAME OF SPOUSE :	
SPOUSE IDENTITY PROOF :	-	NAME OF FATHER :	Mithan Mondal
NAME OF MOTHER :	Mina Dey	FATHER'S IDENTITY PROOF :	-
MOTHER'S IDENTITY PROOF :	EPIC-DVD 2345	PERMANENT ADDRESS OF DECEASED :	Ghatore, House No-100/123 Street/Lane- Ghatore, Locality- POST/MUNICIPALITY SURI Block/quality, Dist- Birbhum, West Bengal-731305
ADDRESS OF THE DECEASED AT THE TIME OF DEATH :		DATE OF REGISTRATION :	12/06/2021
REGISTRATION NO. :	D/2021/000009	ISSUING AUTHORITY :	
REMARKS (IF ANY) :			
DATE OF ISSUE :	12/06/2021		
UPDATED ON :	2021-06-12 09:16:09		





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 17-JULY-2015  
 HAS APPROVED THIS CERTIFICATE AS A VALID LEGAL DOCUMENT FOR ALL OFFICIAL PURPOSES.

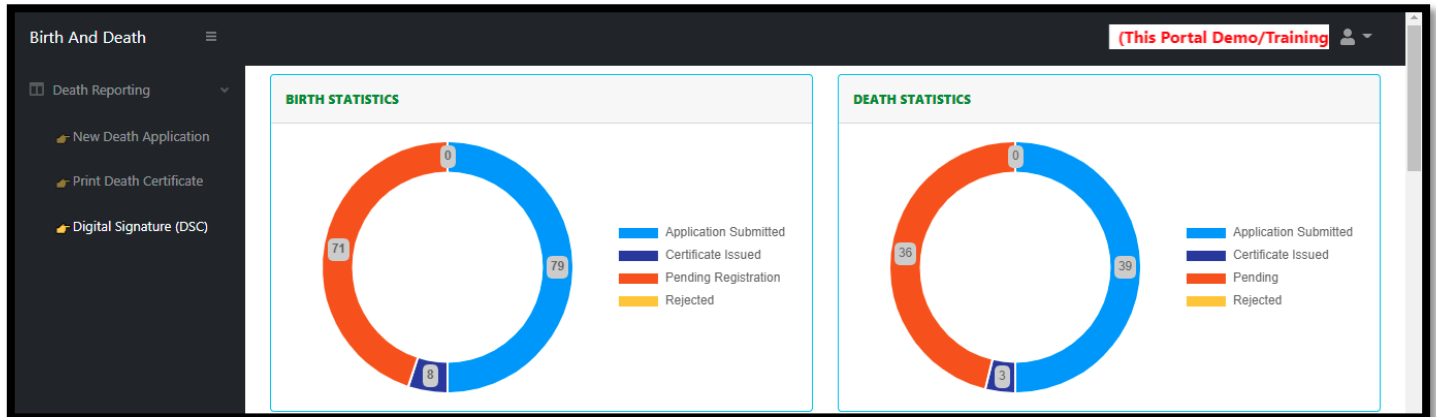
"ENSURE REGISTRATION OF EVERY BIRTH AND DEATH"





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.

**Digital Signature Pending List**

Display 10 Records per page Search:

Sl. No.	Entry Date	Place Of Death	Deceased Information			Acknowledgement No	Certificate	Status	Action
			Name	DOD	Gender				
1	12/04/2022	Hospital	A De	11/04/2022	Male	ACK/D/2022/003090		Approved	Add DSC
2	19/04/2022	Home	ABCD ABVD ASDF	19/04/2022	Male	ACK/D/2022/003099		Approved	Add DSC
3	25/04/2022	Hospital	Rafikul Nessa Test	01/04/2022	Male	ACK/D/2022/003117		Approved	Add DSC
4	25/04/2022	Hospital	Tapas Kumar Halder	24/04/2022	Male	ACK/D/2022/003118		Approved	Add DSC

Showing 1 - 4 of total 4 applications

Previous 1 Next

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

**Birth And Death**

ENTRY SCREEN

Birth Reporting

Death Reporting

Reports

Immunization

Certificate: ABHIRUP BOSE

Password:

Sign

4	05/02/2022	Hospital	Aviraj Gupta	06/01/2022	Male	Shoalb Hasan	Sivangi	ACK/B/2022/004296	Approved	Add DSC
5	05/02/2022	Hospital	Rashika Hasan	02/02/2022	Female	Shoalb Hasan	Sivangi	ACK/B/2022/004303	Approved	Add DSC
6	14/02/2022	Hospital	Sudip Das	02/06/2021	Male		Monika	ACK/B/2022/004322	Approved	Add DSC

Showing 1 - 6 of total 6 application

Previous 1 Next

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

Birth And Death

ENTRY SCREEN

Birth Report

Death Report

Reports

Immunization

Certificate

ABHIRUP BOSE

Password

\*\*\*\*\*

Sign

4	05/02/2022	Hospital	Aviraj Gupta	06/01/2022	Male	Aviraj Gupta				Sivangi	ACK/B/2022/004296	Approved	Add DSC
5	05/02/2022	Hospital	Rashika Hasan	02/02/2022	Female	Shoaib Hasan				Sivangi	ACK/B/2022/004303	Approved	Add DSC
6	14/02/2022	Hospital	Sudip Das	02/06/2021	Male					Monika	ACK/B/2022/004322	Approved	Add DSC

Showing 1 - 6 of total 6 application

Previous1Next

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

Birth And Death

ENTRY SCREEN

Birth Reporting

Death Reporting

Reports

Immunization

Are you confirm ?

OK

Cancel

Certificate

ABHIRUP BOSE

Password

\*\*\*\*\*

Sign

4	05/02/2022	Hospital	Aviraj Gupta	06/01/2022	Male	Aviraj Gupta				Sivangi	ACK/B/2022/004296		Approved	Add DSC
5	05/02/2022	Hospital	Rashika Hasan	02/02/2022	Female	Shoaib Hasan				Sivangi	ACK/B/2022/004303		Approved	Add DSC
6	14/02/2022	Hospital	Sudip Das	02/06/2021	Male					Monika	ACK/B/2022/004322		Approved	Add DSC

Showing 1 - 6 of total 6 application

Previous

1

Next

**Step 2.5.6:** The page will be reloaded.

The screenshot shows a web browser window with the address bar displaying "10.0.0.9:8083/BirthReport/ApplicationListForUploadBirthCertificate". The page title is "Birth And Death". A modal window is open for login, with fields for "Certificate" (containing "ABHIRUP BOSE") and "Password" (containing "\*\*\*\*\*"). A "Sign" button is highlighted with a red circle. Below the modal, a table displays birth reports. The table has columns for S.No, Date of Birth, Place of Birth, Name of Child, Sex, Name of Mother, and Acknowledgment Number. The first three rows are visible, showing details for children of Aviraj Gupta, Rashika Hasan, and Sudip Das. The status of all reports is "Approved".

S.No	Date of Birth	Place of Birth	Name of Child	Sex	Name of Mother	Acknowledgment Number	Status
4	05/02/2022	Hospital	Aviraj Gupta	Male	Rashika Gupta	ACK/B/2022/004296	Approved
5	05/02/2022	Hospital	Rashika Hasan	Female	Shoaib Hasan	ACK/B/2022/004303	Approved
6	14/02/2022	Hospital	Sudip Das	Male	Monika	ACK/B/2022/004322	Approved

Showing 1 - 6 of total 6 application

**Step 2.5.7:** The file will be downloaded automatically.

**Birth And Death**

ENTRY SCREEN

- Birth Reporting
- Death Reporting
- Reports
- Immunization Status

Logged in as:  
DISTRICT HOSPITAL  
HOWRAH (SUB-  
REGISTRAR)

**Digital Signature Pending List**

Display  Records per page Search:

Sl. No.	Entry Date	Place Of Birth	Child Information			Father's Information				Mother's Information		Acknowledgement No.	Certificate	Status	
			Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name					
4	05/02/2022	Hospital	Aviraj Gupta	06/01/2022	Male	Rajbir Gupta				Sivangi	ACK/B/2022/004296		Approved	Add DSC	
3	05/02/2022	Hospital	Manisha Dhara	01/02/2022	Female					Anita	ACK/B/2022/004295		Approved	Add DSC	
1	05/02/2022	Hospital	Ram sen	03/02/2022	Male					Kaipana	ACK/B/2022/004293		Approved	Add DSC	
5	05/02/2022	Hospital	Rashika Hasan	02/02/2022	Female	Shoaib Hasan				Sivangi	ACK/B/2022/004303		Approved	Add DSC	
2	05/02/2022	Hospital	Soumi Das	02/02/2022	Female	shyamal Das				Monalisa	ACK/B/2022/004294		Approved	Add DSC	

Showing 1 - 5 of total 5 application

Previous **1** Next

SignedBirthCertific....pdf

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

**BIRTH OF THE CHILD :** ALIPURDUAR, WEST BENGAL-

**CERTIFICATE NO :** B/2022/003463

**S-UHID :** 49981886352189

**DATE OF ISSUE :** 14/02/2022

**UPDATED ON :** 2022-02-14 09:35:29

**DATE OF REGISTRATION :** 14/02/2022

**REMARKS (IF ANY) :**

**ISSUING AUTHORITY :**

**Signature valid**  
Digitally Signed  
Name: ABHIRUP BOSE  
Date: 22-Feb-2022 12:28:39

**SUB-REGISTRAR (BIRTH & DEATH)  
DISTRICT HOSPITAL HOWRAH**

**QR Code**

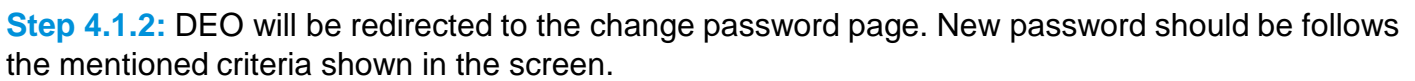
**"THIS IS A COMPUTER GENERATED CERTIFICATE."  
THE GOVT. OF INDIA VIDE CIRCULAR NO. 1 / 12 / 2014 - VS(CRS) DATED 27 - JULY - 2015  
HAS APPROVED THIS CERTIFICATE AS A VALID LEGAL DOCUMENT FOR ALL OFFICIAL PURPOSES  
"ENSURE REGISTRATION OF EVERY BIRTH AND DEATH"**



# Change Password







**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 Password

Current Password

.....

✓

🗑️

New Password

.....

✓

🗑️

Strong

Confirm New Password

.....

✓

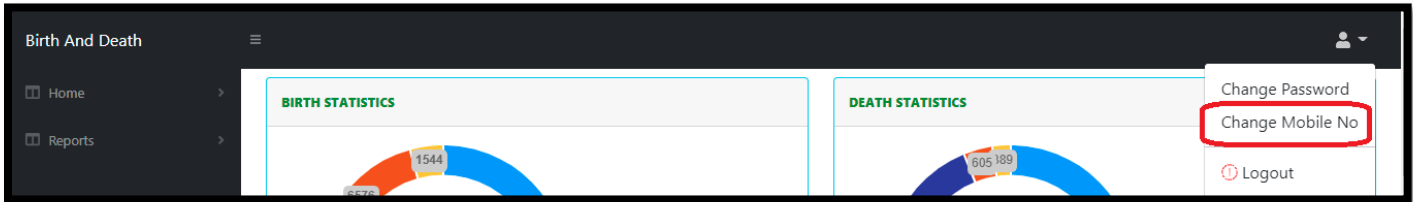
🗑️

Save

# 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.

 A screenshot of a web form titled 'Mobile No ADD/EDIT'. It features a text input field labeled 'Mobile No' which is currently empty. To the right of the input field is a blue button labeled 'GET OTP'.

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

 A screenshot of the same 'Mobile No ADD/EDIT' form. The 'Mobile No' input field now contains the number '9874561230'. The blue 'GET OTP' button remains visible to the right.

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

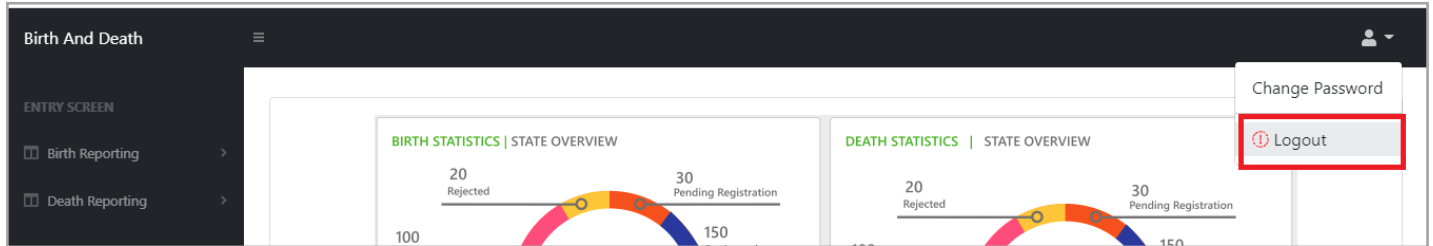
 A screenshot of the 'Mobile No ADD/EDIT' form. The 'Mobile No' field is now disabled and contains 'XXXXXXXXXX'. A new 'Enter OTP' field has appeared to its right, containing the number '634174'. A green 'Submit' button is located to the right of the OTP field and is highlighted with a red rectangle. The blue 'GET OTP' button is still present next to the mobile number field.

LOGOUT

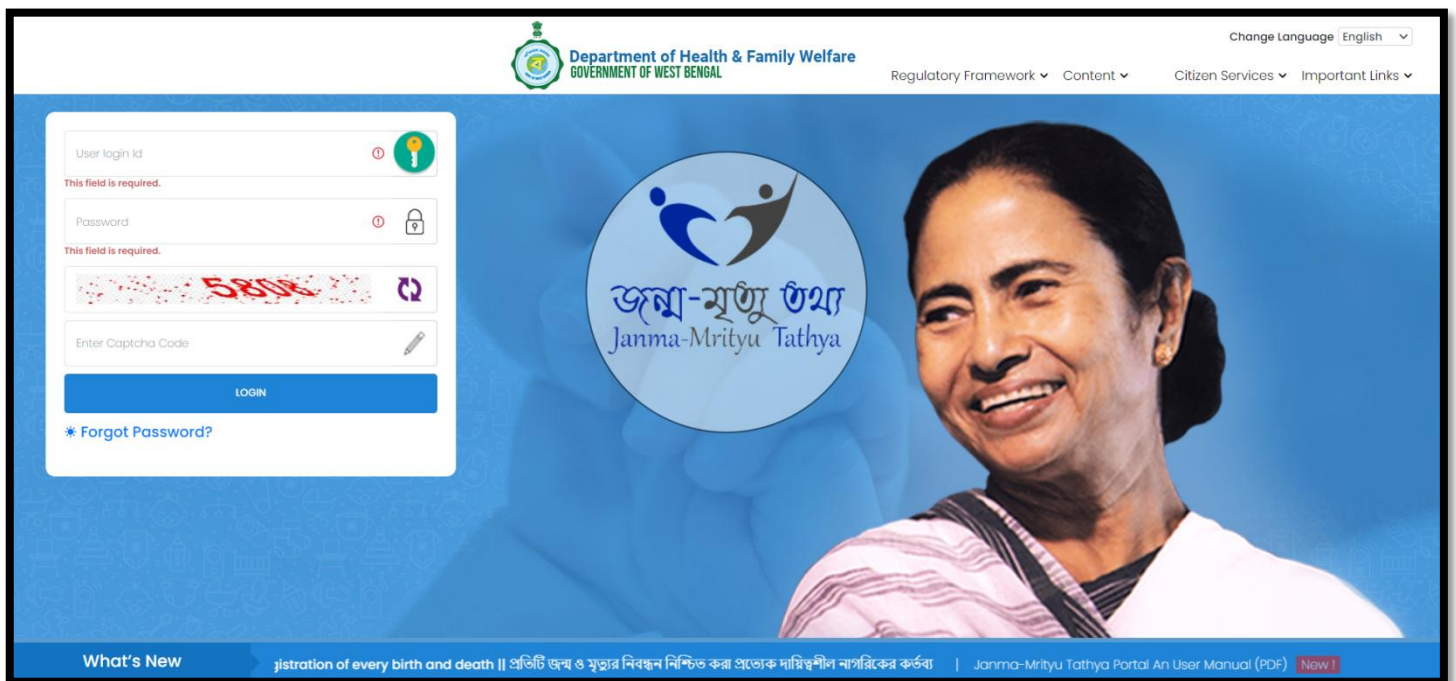




**Step 4.2.1:** Local Body Register can any time logout from the application for that they will click on logout button. .



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









# Janma-Mrityu Tathya Portal for Pvt. Hospital Data Entry Operator

Index:

Menu	Page Number
<a href="#">Login</a>	245
Birth Reporting:	
<a href="#">New Birth Application</a>	251
<a href="#">Still Birth Application</a>	257
Death Reporting:	
<a href="#">New Death Reporting</a>	262
<a href="#">Change Password</a>	269
<a href="#">Change Mobile Number</a>	271
<a href="#">Logout</a>	275





**Step 1.1:** Private Hospital Data Entry Operator will open the Janma-Mrityu Tathya Portal from [www.wbhealth.gov.in](http://www.wbhealth.gov.in) website. User will be redirected to the login page of Janma-Mrityu Tathya Portal. They will login with their credentials (Username & Password) and click on login button to login on the Janma-Mrityu Tathya Portal.

Department of Health & Family Welfare  
GOVERNMENT OF WEST BENGAL

Change Language English

Regulatory Framework Content Citizen Services Important Links

User login id  
This field is required.

Password  
This field is required.

58998

Enter Captcha Code

LOGIN

\* Forgot Password?

What's New gistration of every birth and death || প্রতিটি জন্ম ও মৃত্যুর নিবন্ধন নিশ্চিত করা প্রত্যেক দায়িত্বশীল নাগরিকের কর্তব্য | Janma-Mrityu Tathya Portal An User Manual (PDF) **NEW!**

**Step 1.2:** They will login with their credentials (Username & Password) and click on login button to login on the Janma-Mrityu Tathya Portal.

Department of Health & Family Welfare  
GOVERNMENT OF WEST BENGAL

Change Language English

Regulatory Framework Content Citizen Services Important Links

username

password

7022

LOGIN

\* Forgot Password?

What's New It is the duty of every responsible citizen to ensure registration of every birth and death



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

**Change Password**

Current Password      New Password      Confirm New Password

Save

**Default Password Change Required,, Please change your password..**

Password should match these conventions

- Must be 8-15 characters long
- At least 1 number, 1 lowercase, 1 uppercase letter
- At least 1 special character

**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.

**Change Password**

Current Password      New Password      Confirm New Password

.....      .....      .....      Save

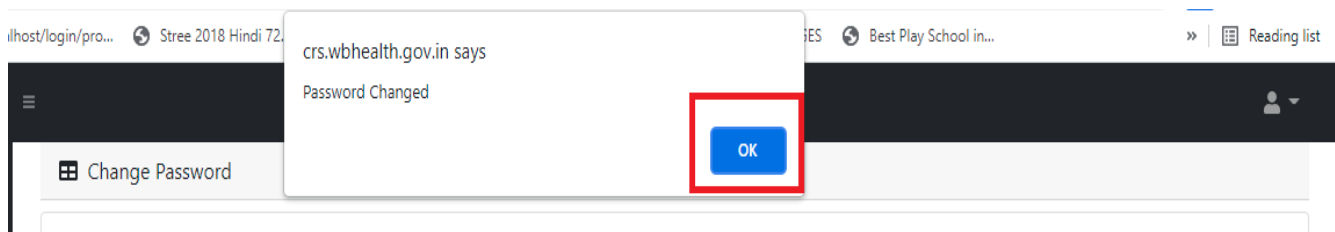
Strong

**Default Password Change Required,, Please change your password..**

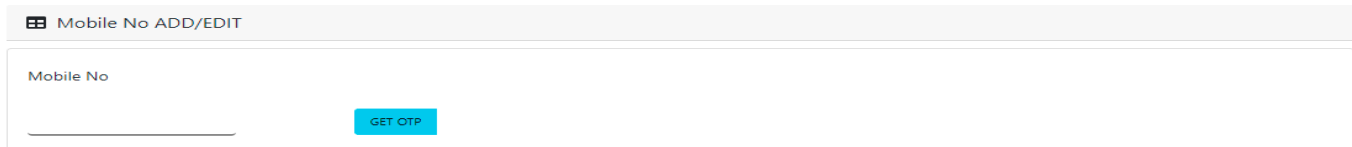
Password should match these conventions

- Must be 8-15 characters long
- At least 1 number, 1 lowercase, 1 uppercase letter
- At least 1 special character

**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.

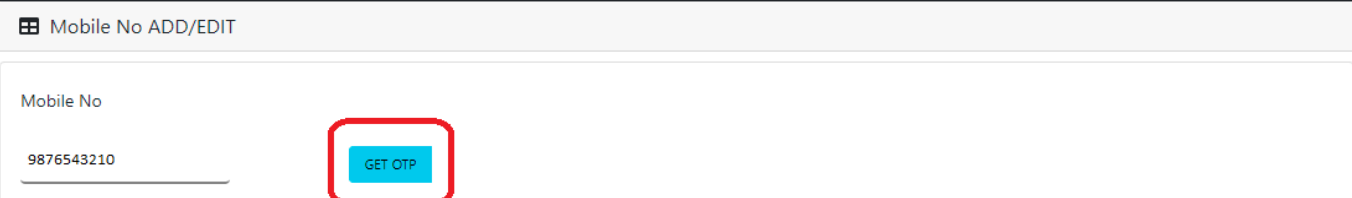


Mobile No ADD/EDIT

Mobile No

GET OTP

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



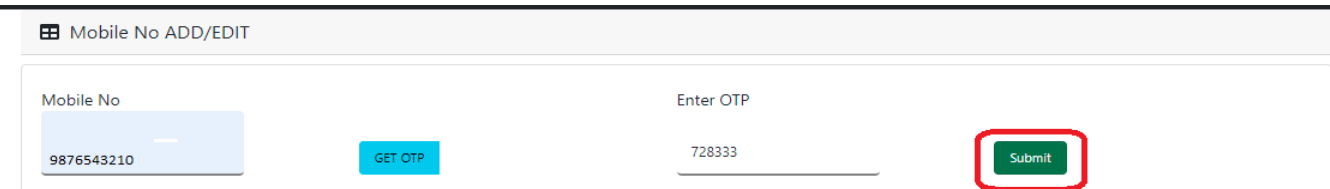
Mobile No ADD/EDIT

Mobile No

9876543210

GET OTP

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



Mobile No ADD/EDIT

Mobile No

9876543210

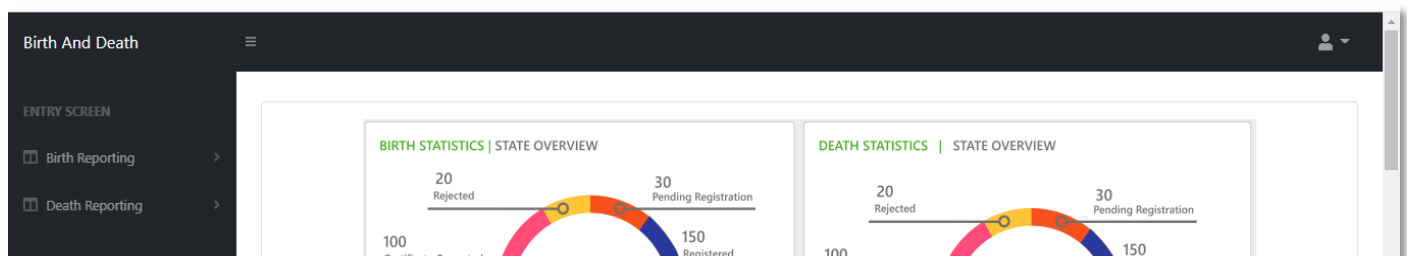
GET OTP

Enter OTP

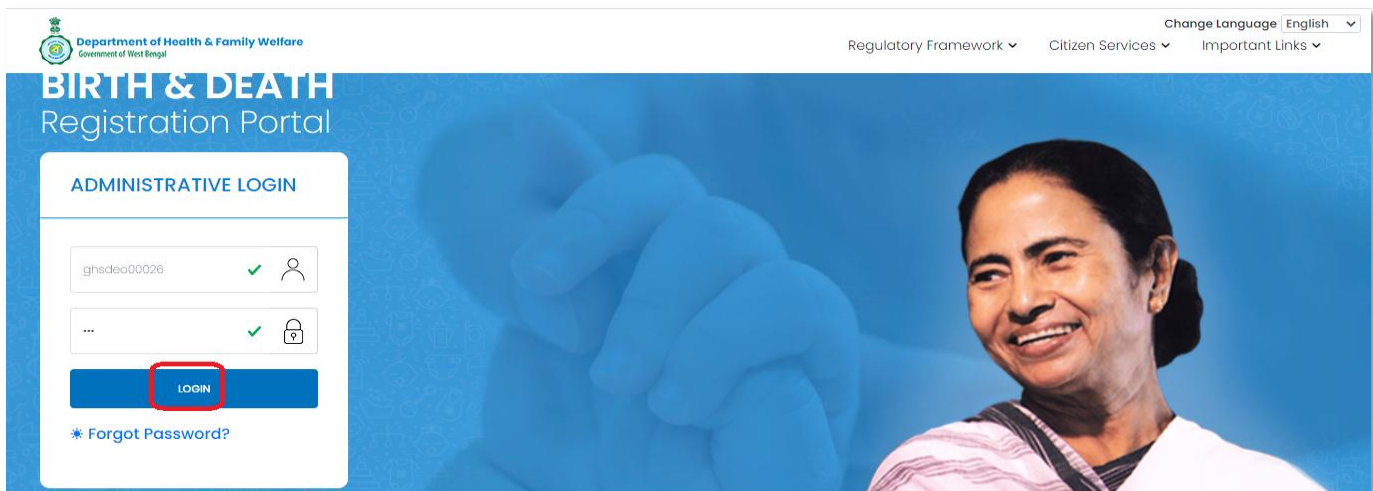
728333

Submit

**Step 1.9:** Private Hospital Data Entry Operator will be redirected to the Janma-Mrityu Tathya Portal's home page. A dashboard will be visible for Private Hospital Data Entry Operator for a quick look of current status of Birth & Death application.

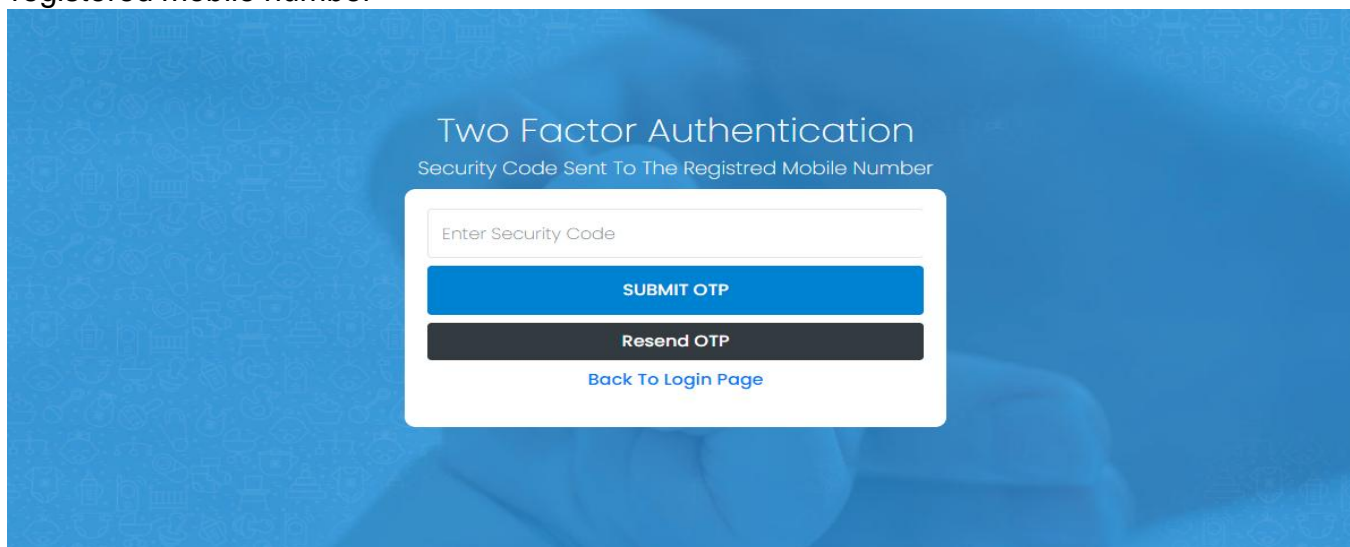


**Step 1.10:** Next time, User will login with their credential.



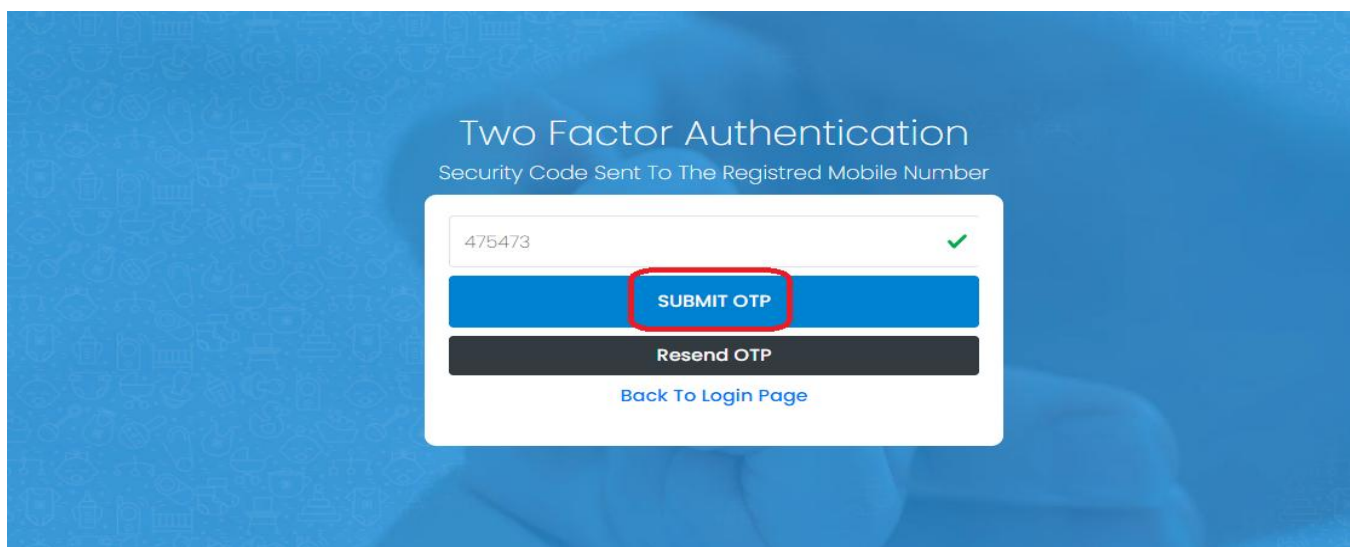
The screenshot shows the 'BIRTH & DEATH Registration Portal' for the Department of Health & Family Welfare, Government of West Bengal. The page features a blue header with navigation links: 'Regulatory Framework', 'Citizen Services', and 'Important Links'. A 'Change Language' dropdown is set to 'English'. The main content area has a background image of a smiling woman. On the left, there is a white 'ADMINISTRATIVE LOGIN' box. It contains two input fields: the first has the text 'ghsdeo00026' and a green checkmark; the second has three dots and a green checkmark. Below these is a blue 'LOGIN' button, which is highlighted with a red rectangle. A link for 'Forgot Password?' is at the bottom of the box.

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



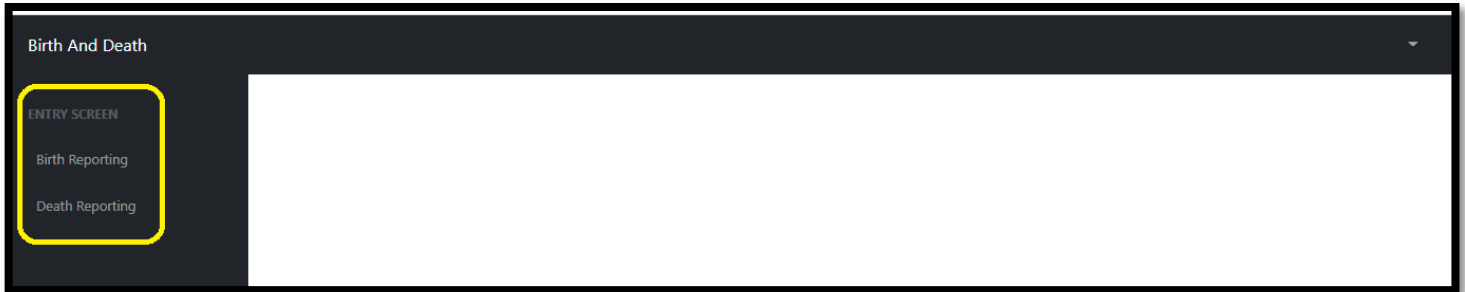
The screenshot shows the 'Two Factor Authentication' page. The title is 'Two Factor Authentication' with the subtitle 'Security Code Sent To The Registered Mobile Number'. The page has a blue background with a pattern of icons. In the center, there is a white box containing a text input field labeled 'Enter Security Code'. Below the input field are two buttons: a blue 'SUBMIT OTP' button and a dark grey 'Resend OTP' button. At the bottom of the box is a link 'Back To Login Page'.

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



This screenshot is similar to the previous one, showing the 'Two Factor Authentication' page. The text input field now contains the number '475473' and has a green checkmark to its right. The 'SUBMIT OTP' button is highlighted with a red rectangle. The 'Resend OTP' button and the 'Back To Login Page' link are also visible.

**Step 1.13:** Private Hospital Data Entry Operator will be redirected to the Janma-Mrityu Tathya Portal's home page. A dashboard will be visible for Private Hospital Data Entry Operator for a quick look of current status of Birth & Death application.

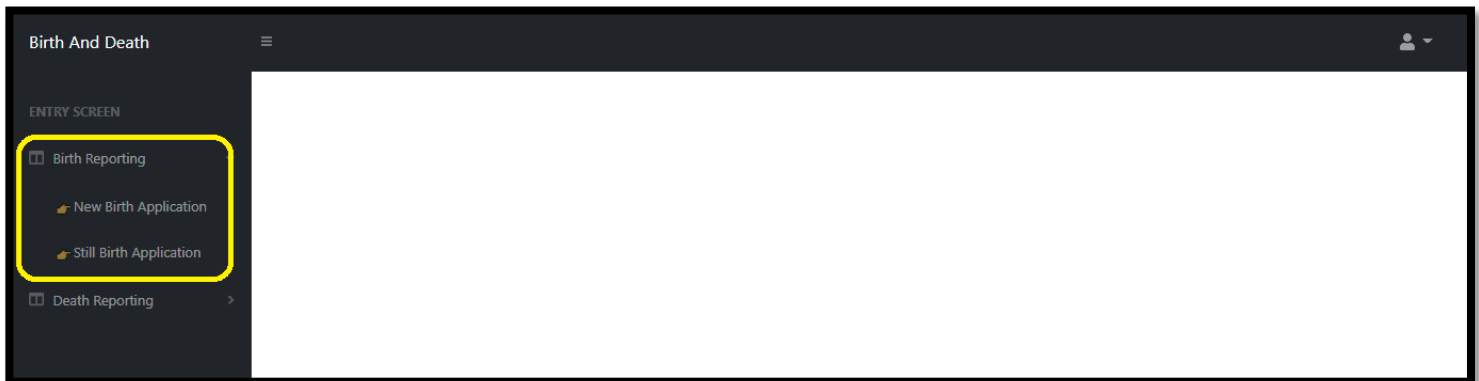


#### Menu available for Private Hospital DEO (Birth Reporting):

##### ❖ Birth Reporting

##### ❖ New Birth Application

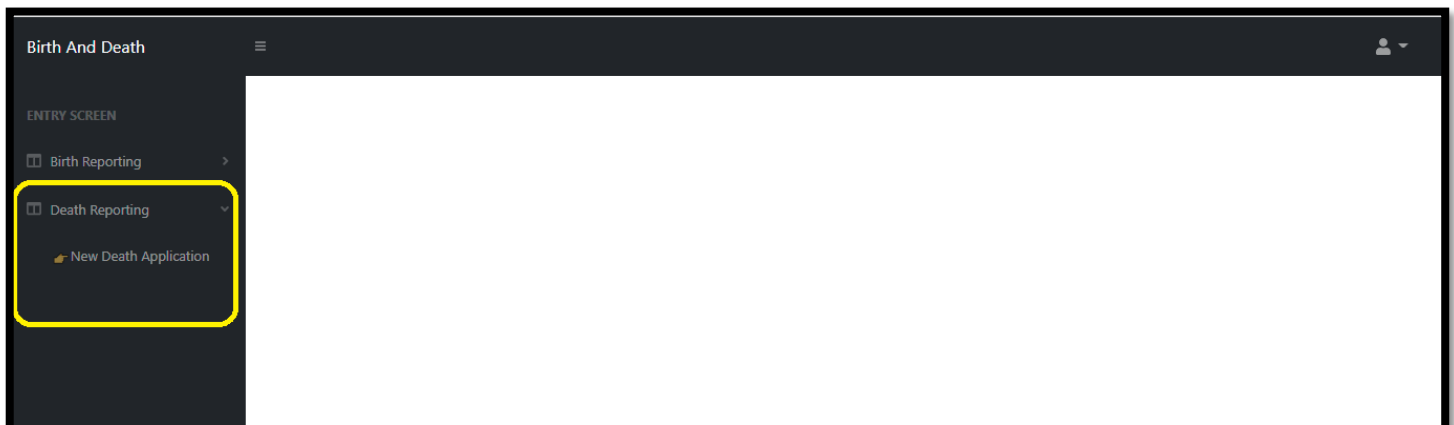
##### ❖ Still Birth Application



#### Menu available for Private Hospital DEO (Death Reporting)

##### ❖ Death Reporting

##### ❖ New Death Application



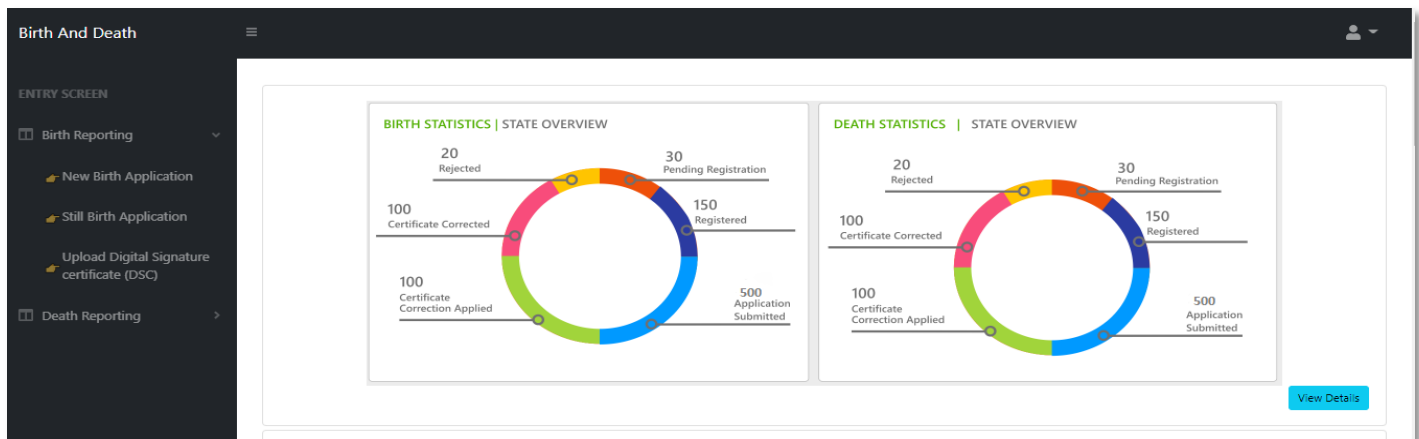


# New Birth Application

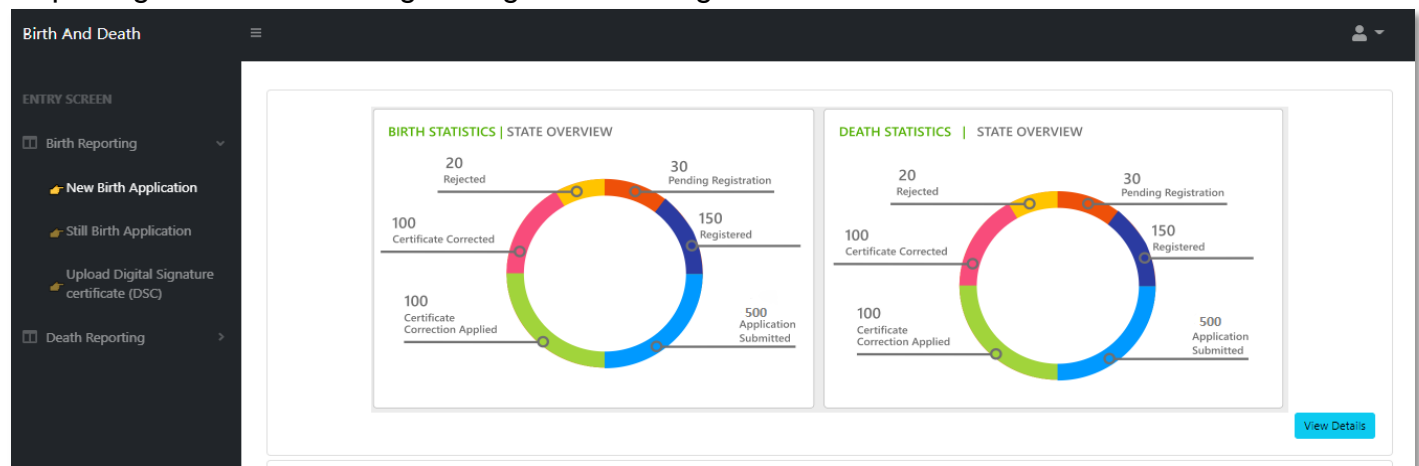




**Step 2.0:** Private Hospital Data Entry Operator will click on “Birth Reporting” from Entry Screen section. It will open the dropdown menu with the following submenus New Birth Application (For registering new birth registration), Still Birth Application (For registering new still birth registration) and Upload Digital Signature certificate (DSC) (For uploading certificate with digital signature).



**Step 2.1.1:** Private Hospital Data Entry Operator will click on “New Birth Application” from Birth Reporting main menu for registering new birth registration.



**Step 2.1.2:** Private Hospital Data Entry Operator will be redirected to the “New Birth Application” page. Private Hospital Data Entry Operator will view all the applied new birth registration application. For new birth registration, Private Hospital Data Entry Operator will press “New Birth Registration” button.

Birth And Death

ENTRY SCREEN

Birth Reporting

New Birth Application

Still Birth Application

Upload Digital Signature certificate (DSC)

Death Reporting

Birth Reporting

New Birth Registration

Display 10 Records per page

Search:

Sl. No.	Entry Date	Place Of Birth	Child Information			Father's Information				Mother's Information		Birth Type	Acknowledgement No.	Status
			Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name				
1	04/08/2021	Hospital	A A A	04/08/2021	Male	A A A	1478458745	Aadhaar	12	A A A	Normal Birth	ACK/B/2021/000053	Application Submitted	
2	04/08/2021	Hospital	dsds Dey	01/07/2021	Male					Mother jh Name	Normal Birth	ACK/B/2021/000041	Sent Back To Me	
3	12/08/2021	Hospital	Ritu das	04/08/2021	Female	T F	8989765412	EPIC	34	Nita Das	Normal Birth	ACK/B/2021/000089	Application Submitted	
4	12/08/2021	Hospital	Nayan das	03/08/2021	Male	Robi F	8989765412	EPIC	33	Nita Das	Normal Birth	ACK/B/2021/000090	Application Submitted	
5	15/08/2021	Hospital	Shruti Basu	25/07/2021	Female	Harendranath basu				Namita Basu	Normal Birth	ACK/B/2021/000113	Application Submitted	
6	16/08/2021	Hospital	Niloy nag	15/08/2021	Female	Arjun Nag				Rani	Normal Birth	ACK/B/2021/000127	Application Submitted	
7	18/08/2021	Hospital	BabyoffNeha	17/08/2021	Male	Kailash Kumar Roy	8697615902	Aadhaar	741025896357	Neha Roy	Normal Birth	ACK/B/2021/000178	Sent Back To Me	
8	19/08/2021	Hospital	Raju Mondal	28/07/2021	Male					Monika Mondal	Normal Birth	ACK/B/2021/000180	Application Submitted	

Showing 1 - 8 of total 8 applications

Previous

1

Next

**Step 2.1.3:** A popup will be visible with a registration form for filling new birth registration.

**Birth Report**

Reporting Date / প্রতিবেদনের তারিখ\* 26/08/2021

Mobile # for future Communication /মোবাইল নম্বর # ভবিষ্যতের যোগাযোগের জন্য\* 9453752219

**LEGAL INFORMATION / আইনগত তথ্য**

**Information of the Child / শিশুর তথ্য**

Date Of Birth / জন্মের তারিখ\* 04/08/2021

Gender / লিঙ্গ\* Male

First Name / প্রথম নাম Shiven

Middle Name / নামের মধ্যাংশ

Last Name / নামের শেষাংশ Dey

Place Of Birth / জন্মের স্থান\* Hospital

Hospital Name / হাসপাতাল / প্রতিষ্ঠানের নাম\* College of Medicine & Saqar Dutta Hospital

**Father's Information / পিতার তথ্য**

First Name / প্রথম নাম Arnab

Middle Name / নামের মধ্যাংশ

Last Name / নামের শেষাংশ Dey

Mobile No. / মোবাইল 9136161386

**Step 2.1.4:** Private Hospital Data Entry Operator will first enter “active mobile number” (mobile number must be valid as all alert SMS regarding birth registration application will be sent on this mobile number). Next, they will enter “Information of child” (Date of birth of the child along with new child name will be captured)..

**Birth Report**

Reporting Date / প্রতিবেদনের তারিখ\* 26/08/2021

Mobile # for future Communication /মোবাইল নম্বর # ভবিষ্যতের যোগাযোগের জন্য\* 9453752219

**LEGAL INFORMATION / আইনগত তথ্য**

**Information of the Child / শিশুর তথ্য**

Date Of Birth / জন্মের তারিখ\* 04/08/2021

Gender / লিঙ্গ\* Male

First Name / প্রথম নাম Shiven

Middle Name / নামের মধ্যাংশ

Last Name / নামের শেষাংশ Dey

Place Of Birth / জন্মের স্থান\* Hospital

Hospital Name / হাসপাতাল / প্রতিষ্ঠানের নাম\* College of Medicine & Saqar Dutta Hospital

**Father's Information / পিতার তথ্য**

First Name / প্রথম নাম Arnab

Middle Name / নামের মধ্যাংশ

Last Name / নামের শেষাংশ Dey

Mobile No. / মোবাইল 9136161386

**Step 2.1.5:** Next, Private Hospital Data Entry Operator will first enter “Place of birth” (Child’s birthplace (Home or Hospital) along with address for the same) and then the father’s information and they must choose any of his ID proof (Aadhaar, EPIC) & upload the scan copy of the same. The uploaded scan copy of the ID proof must be under 50 KB.

**Birth Report**

Reporting Date / প্রতিবেদনের তারিখ\* 26/08/2021

Mobile # for future Communication /মোবাইল নম্বর # ভবিষ্যতের যোগাযোগের জন্য\* 9453752219

**LEGAL INFORMATION / আইনগত তথ্য**

**Information of the Child / শিশুর তথ্য**

Date Of Birth / জন্মের তারিখ\* 04/08/2021

Gender / লিঙ্গ\* Male

First Name / প্রথম নাম Shiven

Middle Name / নামের মধ্যাংশ

Last Name / নামের শেষাংশ Dey

Place Of Birth / জন্মের স্থান\* Hospital

Hospital Name / হাসপাতাল / প্রতিষ্ঠানের নাম\* College of Medicine & Saqar Dutta Hospital

**Father's Information / পিতার তথ্য**

First Name / প্রথম নাম Arnab

Middle Name / নামের মধ্যাংশ

Last Name / নামের শেষাংশ Dey

Mobile No. / মোবাইল 9136161386

Type of ID Proof: Aadhaar

ID Proof Number

Upload ID Proof (should not exceed 50kb)

Choose File | No file chosen

**Step 2.1.6:** User will next enter mother's information where they must choose any of her ID proof (Aadhar, EPIC) & upload the scan copy of the same. The uploaded scan copy of the ID proof must be under 50 KB and addresses. For that they will enter state, District, Block of residence for parents. After that they will choose state. Next Private Hospital Data Entry Operator will choose the District from the drop-down menu and choose Block / municipality / borough. After that they will choose the block or municipality from the drop-down menu. If the parent's permanent address is same as present address, they will select the check box which auto populates the permanent address from the present address information.

Mother's Information					
First Name Sipra	Middle Name	Last Name Saha	Email Id ss@test.com	Mobile No. 0869761590	
Type of ID Proof Aadhaar	ID Proof Number 478948795664	Upload ID Proof (should not exceed 50kb) Choose File demoform1.pdf	Matri Maa ID 12345		
Address of parents at the time of Birth of the Child					
<input checked="" type="radio"/> In India <input type="radio"/> Outside India					
Bldg.No & Name 12 Number	House No. 2	Street/Lane 4, test para	Locality/Post Office PO	Pin 700007	State West Bengal
District Kolkata	Type Municipality	Block/Municipality Kolkata Municipal Corporation	Panchayat --Select--	Village/Town --Select--	
Permanent Address of Parents					
<input checked="" type="checkbox"/> Please check if permanent address is same as above address.					
<input checked="" type="radio"/> In India <input type="radio"/> Outside India					
Bldg.No & Name 12 Number	House No. 2	Street/Lane 4, test para	Locality/Post Office PO	Pin 700007	State West Bengal
District Kolkata	Type Municipality	Block/Municipality Kolkata Municipal Corporation	Panchayat --Select--	Village/Town --Select--	

**Step 2.1.7:** Next User will enter town or village of residence of the mother and father & mothers' information.

Statistical Information				
Town or village of Residence of the mother				
State West Bengal	District Kolkata	Type Municipality	Block/Municipality Kolkata Municipal Corporation	Panchayat --Select--
Village/Town --Select--				
Father's and Mother's Information				
Religion Hindu	Fathers Level Of Education Graduate /B. Tech /BBA /MBBS /t	Fathers Occupation Technicians anc	Mothers Level Of Education Non-technical Diploma or certifi	Mother's Occupation Housewife/Hol

**Step 2.1.8:** Next, Private Hospital Data Entry Operator will enter the statistical information of father and mother which includes religion of parents, highest qualification of parents & occupation of parents of the newborn child. After that, Private Hospital Data Entry Operator will select “Other information” and select the type of attention of delivery (private institutional, Private institutional or Non-Institutional).

Statistical Information / পরিসংখ্যানগত তথ্য		
Father's and Mother's Information / পিতা ও মাতার তথ্য		
Religion / ধর্ম* Hindu ✓	Fathers Level Of Education / পিতার শিক্ষাগত মান* Non-technical Diploma or certificate not equivalent ✓	Fathers Occupation / পিতার পেশা* Craft and related trade workers ✓
Mothers Level Of Education / মাতার শিক্ষাগত মান* Middle ✓	Mother's Occupation / মাতার পেশা* Non worker ✓	
Other Information / অন্যান্য তথ্য		
Age of the mother (in completed years) at The Time Of First Marriage / প্রথম বিবাহের সময় মাতার বয়স (পূর্ণ বছরে) 32		Type of attention at delivery / প্রসবকালীন পরিচর্যা --Select--
Age of the mother (in completed years) at the time of this birth / বাচ্চার জন্মের সময় মাতার বয়স (পূর্ণ বছরে)		--Select-- Institutional - Government Institutional - Private or Non-Government Non Institutional

**Step 2.1.9:** Next Private Hospital Data Entry Operator will select the delivery method (Normal, Forceps/vacuum or Caesarean).

Other Information / অন্যান্য তথ্য	
Age of the mother (in completed years) at The Time Of First Marriage / প্রথম বিবাহের সময় মাতার বয়স (পূর্ণ বছরে) 32	Type of attention at delivery / প্রসবকালীন পরিচর্যা Institutional - Government ✓
Age of the mother (in completed years) at the time of this birth / বাচ্চার জন্মের সময় মাতার বয়স (পূর্ণ বছরে) 36	Delivery Method / প্রসবের পদ্ধতি --Select-- Normal Caesarean Forceps/Vacuum
Number of child born alive to the mother so far including this child / এই সন্তান সহ মাতার জীবিত প্রসূত সন্তান সংখ্যা	

**Step 2.1.10:** Next Private Hospital Data Entry Operator will upload “Form no.1” & “Discharge Certificate” of mother and child & will click on submit button.

Other Information			
Age of the mother (in completed years) at The Time Of First Marriage 28 ✓	Age of the mother (in completed years) at the time of this birth 32 ✓		
Number of child born alive to the mother so far including this child 0 ✓	Type of attention at delivery Institutional - Government ✓	Delivery Method Caesarean ✓	
Birth Weight (In Kgs.) 3 ✓	Duration Of Pregnancy (In weeks.) 35 ✓	Remarks ok	
Upload "Form No. 1" (should not exceed 50kb) Choose File   pdf-sample.pdf ✓		Upload Discharge Certificate (should not exceed 50kb) Choose File   phocapdf-demo.pdf	
<div style="border: 2px solid red; padding: 5px; display: inline-block;">Submit</div>			

**Step 2.1.11:** A popup will arise; Private Hospital Data Entry Operator will click on the ok button for confirming the submission.

**Step 2.1.12:** The birth registration is successful. Private Hospital Data Entry Operator will receive SMS on their registered mobile number.

Sl. No.	Entry Date	Place Of Birth	Child Information			Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status
			Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name			
1	02/08/2021	Hospital	Admin	02/08/2021	Male	Father	1254785965			Mother	Normal Birth	ACK/B/2021/000022	Application Submitted
2	02/08/2021	Hospital	A	02/08/2021	Male	A				A	Normal Birth	ACK/B/2021/000025	Application Submitted
3	02/08/2021	Hospital	Baby of Sipra	19/07/2021	Male	Ratul	9874481064	Aadhaar	784845785447	Sipra	Normal Birth	ACK/B/2021/000028	Application Submitted

**Step 2.1.13:** If any modification is required, Private Hospital Data Entry Operator will click on the "Edit" button and modify the data accordingly.

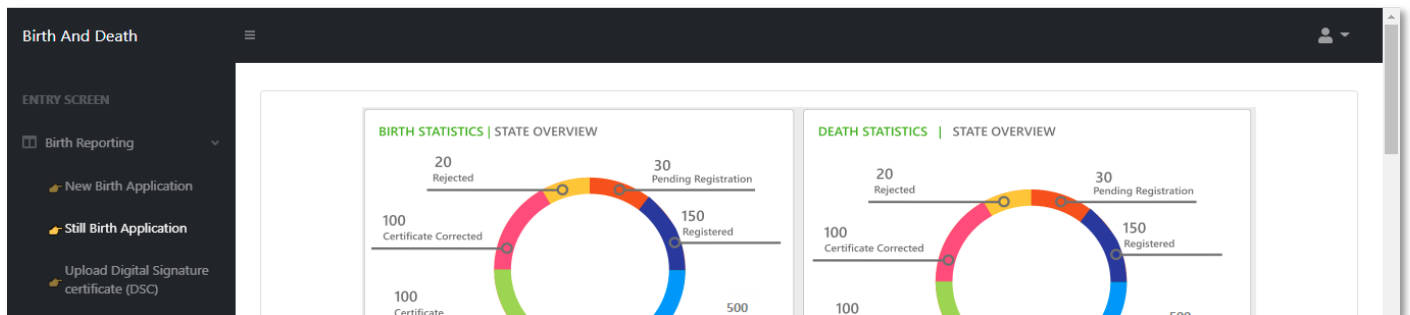
Sl. No.	Entry Date	Place Of Birth	Child Information			Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status
			Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name			
1	02/08/2021	Hospital	Admin	02/08/2021	Male	Father	1254785965			Mother	Normal Birth	ACK/B/2021/000022	Application Submitted
2	02/08/2021	Hospital	A	02/08/2021	Male	A				A	Normal Birth	ACK/B/2021/000025	Application Submitted
3	02/08/2021	Hospital	Baby of Sipra	19/07/2021	Male	Ratul	9874481064	Aadhaar	784845785447	Sipra	Normal Birth	ACK/B/2021/000028	Application Submitted





# Still Birth Application

**Step 2.2.1:** Private Hospital Data Entry Operator will click on “Still Birth Application” from Birth Reporting main menu for capturing new still birth information of a baby. A stillbirth is the death or loss of a baby before or during delivery.



**Step 2.2.2:** Private Hospital Data Entry Operator will be redirected to the “Still Birth Application” page..

STILL BIRTH REGISTRATION

Display  Records per page

Search:

[New Still Birth Registration](#)

Sl. No.	Entry Date	Place Of Birth	Child Information		Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status	
			DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name				
1	30/07/2021	Hospital	29/06/2021	Male	father4	12345			mother1	Still Birth	ACK/B/2021/000021	Application Submitted	<a href="#">Edit</a>
2	02/08/2021	Hospital	02/08/2021	Male	A				A	Still Birth	ACK/B/2021/000024	Application Submitted	<a href="#">Edit</a>

Showing 1 - 2 of total 2 applicatopns

Previous [1](#) Next

**Step 2.2.3:** Private Hospital Data Entry Operator will press “New Still Birth Registration” button for addition of new still birth.

STILL BIRTH REGISTRATION

Display  Records per page

Search:

[New Still Birth Registraion](#)

Sl. No.	Entry Date	Place Of Birth	Child Information		Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status	
			DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name				
1	30/07/2021	Hospital	29/06/2021	Male	father4	12345			mother1	Still Birth	ACK/B/2021/000021	Application Submitted	<a href="#">Edit</a>
2	02/08/2021	Hospital	02/08/2021	Male	A				A	Still Birth	ACK/B/2021/000024	Application Submitted	<a href="#">Edit</a>

Showing 1 - 2 of total 2 applicatopns

Previous [1](#) Next

**Step 2.2.4:** A pop will open for filling Still Birth application. Private Hospital Data Entry Operator will first enter Mobile Number (mobile number must be valid as all alert SMS regarding still birth registration application will be sent on this mobile number), general information of child (Date of birth of the child along with the child's gender will be captured) and father's information (child's father's information are captured). They have to choose any of their ID proof (Aadhar, EPIC or for both of them). The uploaded scan copy of the ID proof must be under 50 KB.

Still Birth Registration Form

Reporting Date (dd/mm/yyyy)\*  
02/08/2021

**LEGAL INFORMATION**

**General Information**

Date Of Birth (dd/mm/yyyy)\*  
27/07/2021

Sex\*  
Female

**Father's Information**

First Name  
Sohail

Middle Name

Last Name  
Sarkar

Email Id  
ssarkar@test.com

Mobile No.  
9874481064

Type of ID Proof  
Aadhaar

ID Proof Number  
879874105648

Upload ID Proof (should not exceed 50kb)  
Choose File demo.pdf

**Step 2.2.5:** Private Hospital Data Entry Operator will next enter mother's information (child's mother's information are captured).

**Father's Information / পিতার তথ্য**

First Name / প্রথম নাম  
Rupak

Middle Name / নামের মধ্যাংশ

Last Name / নামের শেষাংশ  
Saha

Email Id / ইমেইল  
rs@tets.com

Mobile No. / মোবাইল  
9874561230

Type of ID Proof  
EPIC

ID Proof Number  
764975484521

Upload ID Proof (should not exceed 50kb)  
Choose File demo.pdf

**Mother's Information / মাতার তথ্য**

First Name / প্রথম নাম  
Ruma

Middle Name / নামের মধ্যাংশ

Last Name / নামের শেষাংশ  
Saha

Email Id / ইমেইল  
rs11@test.com

Mobile No. / মোবাইল  
7845120369

Type of ID Proof  
Aadhaar

ID Proof Number  
254178963002

Upload ID Proof (should not exceed 50kb)  
Choose File demo.pdf

Matri Maa ID  
1231

**Step 2.2.6:** Next Private Hospital Data Entry Operator will select place of birth (place of still birth occurred).

Place of Birth

Place Of Birth / জন্মের স্থান \*  
--Select--

Block/Municipality \*  
BOLPUR SRINIKETAN

Panchayat \*  
KANKALITALA

Designation \*

**Step 2.2.7:** After selecting place of birth Private Hospital Data Entry Operator will select informant details is hospital staff or not. If yes informant details will be omitted from the application form but if no it must be filled. Informant details are mandatory for the baby who born in other places except hospital or any maternity home.

Place of Birth

Place Of Birth / জন্মের স্থান \*  
Hospital

Block/Municipality \*  
BOLPUR SRINIKETAN

Panchayat \*  
KANKALITALA

Hospital Type \*  
Private

Hospital Name / হাসপাতাল / প্রতিষ্ঠানের নাম \*  
Bolpur Nursing Home

☒ Is The Informants Pvt. Hospital \*

Informant Information (Applicable only for birth at home or other places)/ সংবাদ দাতার তথ্য

Name / নাম \*  
Designation \*  
Employee Id  
Bldg.No & Name / বাড়ির নাম্বার ও নাম

House No. / গৃহ নং  
Street/Lane / রাস্তা/লেন নাম  
Locality/Post Office / অঞ্চল / পোস্ট অফিস  
Pin / পিন নং

State / রাজ্য \*  
District / জেলা \*  
Urban/Rural \*  
Block/Municipality \*

**Step 2.2.8:** Private Hospital Data Entry Operator will next fill the rest of the information and upload discharge certificate & form number 1. At last, they will press submit button.

☒ Is The Informants Pvt. Hospital \*

STATISTICAL INFORMATION

Other Information

Age of the Mother(in completed years) at the time of this birth \*  
36

Mother Level of education \*  
Literate with formal education

Type of Attention at delivery \*  
Medical attention other than inst

Duration Of Pregnancy(in weeks) \*  
37

Cause of foetal death \*  
Diphtheria

Upload Reporting Form

Upload Discharge Certificate (should not exceed 50kb)  
Choose File | demo.pdf

Upload Form No. 1 (should not exceed 50kb)  
Choose File | demoform1.pdf

Submit

**Step 2.2.9:** Still birth details submission will be successfully.

STILL BIRTH REGISTRATION

Display 10 Records per page

New Still Birth Registration

Search:

Sl. No.	Entry Date	Place Of Birth	Child Information		Father's Information				Mother's Information		Birth Type	Acknowledgement No.	Status	
			DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name					
1	30/07/2021	Hospital	29/06/2021	Male	father4	12345			mother1		Still Birth	ACK/B/2021/000021	Application Submitted	Edit
2	02/08/2021	Hospital	02/08/2021	Male	A				A		Still Birth	ACK/B/2021/000024	Application Submitted	Edit
3	02/08/2021	Hospital	27/07/2021	Female	Sohail	9874481064	Aadhaar	879874105648	Ruma		Still Birth	ACK/B/2021/000029	Application Submitted	Edit

Showing 1 - 3 of total 3 applications

Previous 1 Next

**Step 2.2.10:** Private Hospital Data Entry Operator can edit the application if required by clicking on edit button.

STILL BIRTH REGISTRATION

Display 10 Records per page

New Still Birth Registration

Search:

Sl. No.	Entry Date	Place Of Birth	Child Information		Father's Information				Mother's Information		Birth Type	Acknowledgement No.	Status	
			DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name					
1	30/07/2021	Hospital	29/06/2021	Male	father4	12345			mother1		Still Birth	ACK/B/2021/000021	Application Submitted	Edit
2	02/08/2021	Hospital	02/08/2021	Male	A				A		Still Birth	ACK/B/2021/000024	Application Submitted	Edit
3	02/08/2021	Hospital	27/07/2021	Female	Sohail	9874481064	Aadhaar	879874105648	Ruma		Still Birth	ACK/B/2021/000029	Application Submitted	Edit

Showing 1 - 3 of total 3 applications

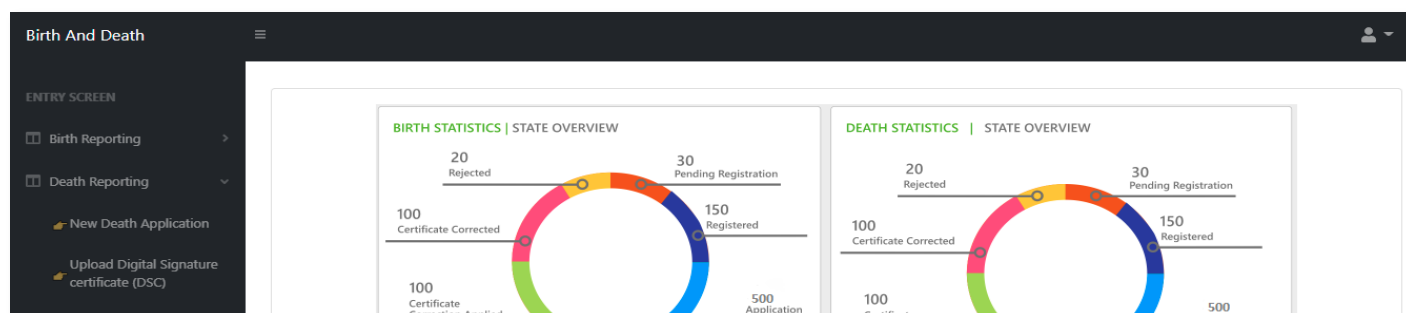
Previous 1 Next



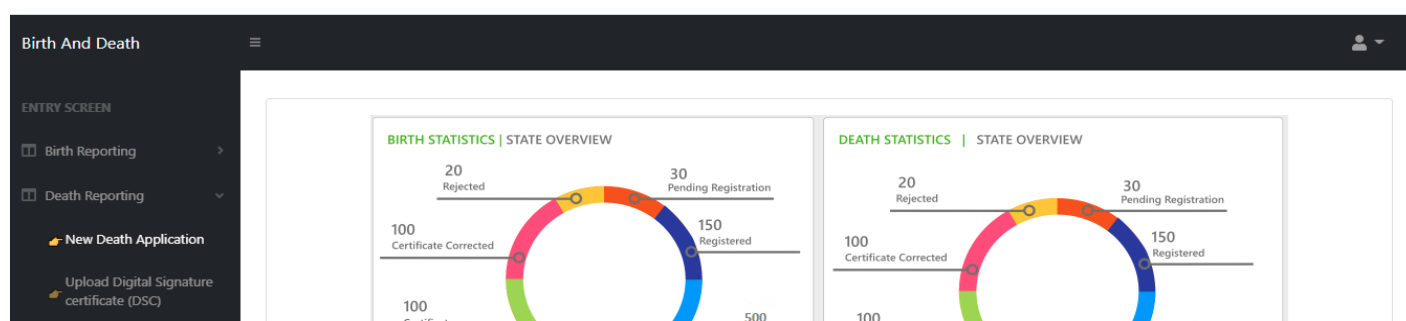


# New Death Reporting

**Step 3.0:** Private Hospital Data Entry Operator 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) & Upload Digital Signature certificate (DSC) (For uploading certificate with digital signature)



**Step 3.1.1:** Private Hospital Data Entry Operator will click on “New Death Application” from Death Reporting main menu for registering new death registration for a deceased person.



**Step 3.1.2:** Private Hospital Data Entry Operator will be redirected to the “New Death Application” page.

Death Reporting

**Step 3.1.3:** : Private Hospital Data Entry Operator will press “New Death Registration” button for new registration.

Death Reporting										
Display 10 Records per page		Search:								
Sl. No	Entry Date	Place Of Death	Deceased Information			Husband / Wife Information		Mother's Information		Acknowledgement No.
			Name	DOB	Gender	Name	Mobile No.	Name		
1	12/08/2021	Home	Mithun Das	04/08/2021	Male	Ritu Das		Mita Das		ACK/D/2021/000031
2	12/08/2021	Hospital	Ramesh Haldar	09/06/2021	Male					ACK/D/2021/000043
3	15/08/2021	Hospital	Chandan Sarkar	28/07/2021	Male		9732240514	Sonali Khatun		ACK/D/2021/000050
4	16/08/2021	Hospital	Alo	07/04/2021	Male		2345567834			ACK/D/2021/000055
5	17/08/2021	Home	Sohom Nag	03/08/2021	Male		8282850198	Soumi		ACK/D/2021/000067

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

Reporting Date / প্রতিবেদনের তারিখ \*

06/09/2021

Mobile # for future Communication / মোবাইল নম্বর # ভবিষ্যতের যোগাযোগের জন্য \*

Information of the deceased / মৃতের তথ্য

Date Of Death / মৃত্যুর তারিখ \*

--Select--

Gender / লিঙ্গ \*

--Select--

Age (Year/Month.) \*

--Select--

Age / বয়স \*

First Name / প্রথম নাম \*

Middle Name / নামের মধ্যাংশ

Last Name / নামের শেষাংশ

Type of ID Proof

--Select--

ID Proof Number

Upload ID Proof (should not exceed 50kb)

Choose File

No file chosen

**Step 3.1.5:** : Private Hospital Data Entry Operator 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.

Reporting Date / প্রতিবেদনের তারিখ \*

06/09/2021

Mobile # for future Communication / মোবাইল নম্বর # ভবিষ্যতের যোগাযোগের জন্য \*

8697615902

Information of the deceased / মৃতের তথ্য

Date Of Death / মৃত্যুর তারিখ \*

05/09/2021

Gender / লিঙ্গ \*

Male

Age (Year/Month.) \*

--Select--

Age / বয়স \*

First Name / প্রথম নাম \*

Middle Name / নামের মধ্যাংশ

Last Name / নামের শেষাংশ

Type of ID Proof

--Select--

ID Proof Number

Upload ID Proof (should not exceed 50kb)

Choose File

No file chosen

**Step 3.1.6:** After selecting age of the deceased, Private Hospital Data Entry Operator will fill up other details and selects the deceased persons ID proof.

Information of the deceased / মৃতের তথ্য			
Date Of Death / মৃত্যুর তারিখ *	Gender / লিঙ্গ *	Age (Year/Month..) *	Age / বয়স *
05/09/2021	Male	Years	68
First Name / প্রথম নাম *	Middle Name / নামের মধ্যাংশ	Last Name / নামের শেষাংশ	Type of ID Proof *
Deepak		Dutta	--Select--
ID Proof Number *	Upload ID Proof * (should not exceed 50kb)		--Select--
	Choose File No file chosen		Aadhaar
			EPIC
			Khadya Sathi
Place of Death / মৃত্যুবরণ এর স্থান			

**Step 3.1.7:** After selecting Id proof of the deceased, they will fill up place of death (Home or Hospital). If the informant is hospital staff, then Private Hospital Data Entry Operator will choose the check box which disable the informant section otherwise they have to enter the informant details below.

Information of the deceased / মৃতের তথ্য			
Date Of Death / মৃত্যুর তারিখ *	Gender / লিঙ্গ *	Age (Year/Month..) *	Age / বয়স *
05/09/2021	Male	Years	68
First Name / প্রথম নাম *	Middle Name / নামের মধ্যাংশ	Last Name / নামের শেষাংশ	Type of ID Proof *
Deepak		Dutta	Aadhaar
ID Proof Number *	Upload ID Proof * (should not exceed 50kb)		
745125874965	Choose File demoform1.pdf		
Place of Death / মৃত্যুবরণ এর স্থান			
Place of death / মৃত্যুবরণ এর স্থান *	Gram Panchayat / গ্রাম পঞ্চায়েত *	Hospital Type *	
Hospital	KANKALITALA	Private	
Name of the hospital / হাসপাতাল / প্রতিষ্ঠানের নাম ও ঠিকানা			
Bolpur Nursing Home			
<input type="checkbox"/> Is The Informants Pvt. Hospital *			

**Step 3.1.8:** After that Private Hospital Data Entry Operator will enter the parent's details of the deceased person.

Mother's Information / মাতার তথ্য			
First Name / প্রথম নাম	Middle Name / নামের মধ্যাংশ	Last Name / নামের শেষাংশ	Email Id / ইমেইল
Lila		Dutta	
Mobile No. / মোবাইল	Type of ID Proof / আইডি প্রকারের ধরন	ID Proof Number / আইডি প্রকার নম্বর	
7412058963	Aadhaar	748485454199	
Upload ID Proof / আপলোড আইডি প্রকার (should not exceed 50kb)			
Choose File demo.pdf			
Father's Information / পিতার তথ্য			
First Name / প্রথম নাম	Middle Name / নামের মধ্যাংশ	Last Name / নামের শেষাংশ	Email Id / ইমেইল
Tarak	Kumar	Dutta	tcd@test.com
Mobile No. / মোবাইল	Type of ID Proof / আইডি প্রকারের ধরন	ID Proof Number / আইডি প্রকার নম্বর	Upload ID Proof / আপলোড আইডি প্রকার
7201587490	Aadhaar	587421456565	Choose File demoform1.pdf

### Step 3.1.9: After that they will enter the deceased spouse details.

Spouse Information / দাম্পত্যের তথ্য			
First Name / নাম Komola	Middle Name / নামের মধ্যাংশ	Last Name / নামের শেষাংশ Dutta	Email Id / ইমেইল kd@rest.com
Mobile No / মোবাইল 6930258741	Type of ID Proof / আইডি প্রমাণের ধরন Aadhaar	ID Proof Number / আইডি প্রমাণ নম্বর 789954652145	
Upload ID Proof / আপলোড আইডি প্রমাণ (should not exceed 50kb) Choose File demoform1.pdf			

### Step 3.1.10: Next, they will enter present address of the deceased person. If the present address of the deceased is same as permanent address, they will select the check box which populated the present address information in the permanent address automatically.

Address of deceased at the time of death / মৃত্যুর সময় মৃতের ঠিকানা					
Bldg.No & Name / বাড়ীর নাম ও নাম 18, Test Test Road	House No / গৃহ নং 15	Street/Lane / রাস্তা/লেন নাম 4, test para	Locality/Post Office / অঞ্চল / পোস্ট অফিস Test PO		
State / রাজ্য * West Bengal	District / জেলা * Birbhum	Urban/Rural / গ্রামীণ শহুরে * Block	Block/Municipality / ব্লক/পৌরসভা * BOLPUR SRINIKETAN		
Gram Panchayat / গ্রাম পঞ্চায়েত * KANKALITALA	Village/Town / গ্রাম / শহর * BENGUTIA	Pin / পিন নং 731101			
Permanent Address of the deceased / মৃতের স্থায়ী ঠিকানা					
<input type="checkbox"/> Please check if Permanent address is same as above address. / চেক করুন স্থায়ী ঠিকানা উপরের ঠিকানার মত কিনা।					

Permanent Address of the deceased / মৃতের স্থায়ী ঠিকানা					
<input checked="" type="checkbox"/> Please check if Permanent address is same as above address. / চেক করুন স্থায়ী ঠিকানা উপরের ঠিকানার মত কিনা।					
Bldg.No & Name / বাড়ীর নাম ও নাম 18, Test Test Road	House No / গৃহ নং 15	Street/Lane / রাস্তা/লেন নাম 4, test para	Locality/Post Office / অঞ্চল / পোস্ট অফিস Test PO		
State / রাজ্য * West Bengal	District / জেলা * Birbhum	Urban/Rural / গ্রামীণ শহুরে * Block	Block/Municipality / ব্লক/পৌরসভা * BOLPUR SRINIKETAN		
Gram Panchayat / গ্রাম পঞ্চায়েত * KANKALITALA	Village/Town / গ্রাম / শহর * BENGUTIA	Pin / পিন নং 731101			
Informant Information (Applicable only for death at home or other places) / সংবাদ দাতার তথ্য					
<input type="checkbox"/> Please check if Informants address is same as Permanent address. / সংবাদ দাতার দেওয়ার ঠিকানা স্থায়ী ঠিকানার সাথে একই কিনা অনুগ্রহ করে মিলিয়ে নিন এবং চেক বক্সে ক্লিক করুন					
Informants Name / সংবাদ দাতার নাম	Designation / উপাধি --Select--	Employee Id / কর্মচারী আইডি	Bldg.No & Name / বাড়ীর নাম ও নাম	House No / গৃহ নং	Street/Lane/ রাস্তা/লেন নাম



**Step 3.1.11:** If the informant addresses same as present or permanent address, they can again select the check box for populating the address of the informant. Private Hospital Data Entry Operator will enter only informant name and their details.

**Informant Information (Applicable only for death at home or other places) / সংবাদ দাতার তথ্য**

☒ Please check if Informants address is same as Permanent address. / সংবাদ দাতার দেওয়ার ঠিকানা স্থায়ী ঠিকানার সাথে একই কিনা অনুগ্রহ করে মিলিয়ে নিন এবং চেক বক্সে ক্লিক করুন

Informants Name / সংবাদ দাতার নাম Rita Begam	Designation / উপাধি Asha	Employee Id / কর্মচারী আইডি 12121	Bldg.No & Name / বাড়ীর নাম্বার ও নাম 18, Test Test Road	House No / গৃহ নং 15	Street/Lane/ রাস্তা/সেদ নাম 4, test para
Locality/Post Office / সামগ্রিক / পোস্ট অফিস Test PO					
State / রাজ্য West Bengal	District / জেলা Birbhum	Urban/Rural / গ্রামীণ শহুরে Block	Block/Municipality / ব্লক/পৌরসভা BOLPUR SRINIKETAN	Gram Panchayat / গ্রাম পঞ্চায়েত KANKALITALA	
Village/Town / গ্রাম / শহর BENGUTIA	Pin / পিন নং 731101				

**Statistical Information**

**Information of the Deceased / মৃতের তথ্য**

Religion / ধর্ম Hindu	Occupation / পেশা Non worker
--------------------------	---------------------------------

**Step 3.1.12:** Next, they will enter the other information. Private Hospital Data Entry Operator entering the details will select cause of death.

**Other Information**

Immediate Cause/ অসুখের নাম অথবা মৃত্যুর প্রকৃত কারণ Heart fail	Antecedent Cause Corona	Underlying Cause None
Other Cause Heart Disease	Manner of Death (How did the injury occur?) / অসুখের নাম অথবা মৃত্যুর প্রকৃত কারণ --Select--	
If used to habitually smoke-for how many years?	--Select--	
If used to habitually chew arecanut in any form(including pan masala)-for how many years?	Natural Accident Suicide Homicide Pending Investigation	

**Step 3.1.13:** After selecting cause of death, Private Hospital Data Entry Operator will enter other details and press submit button.

Other Cause Heart Disease	Manner of Death (How did the injury occur?) / অসুখের নাম অথবা মৃত্যুর প্রকৃত কারণ Natural
If used to habitually smoke-for how many years? 0	If used to habitually chew tobacco in any form-for how many years? 0
If used to habitually chew arecanut in any form(including pan masala)-for how many years? 0	If used to habitually drink alcohol-for how many years? 12

**Remarks**

Remarks  
Test

**Upload Documents**

Upload Death Certificate issued by attending doctor \* ( 50kb only)  
Choose File | demoform1.pdf

**Submit**

**Step 3.1.14:** A pop up will arise; Private Hospital Data Entry Operator will press ok for confirming the submission.

The screenshot shows the 'Death Registration Form' interface. A modal dialog box is displayed in the center with the text 'Are you sure you want to submit?'. It contains two buttons: 'OK' (highlighted with a red rectangle) and 'Cancel'. The background form shows 'Other Cause' selected as 'Heart Disease' and 'Natural' as the cause of death. A green checkmark and a dropdown arrow are visible on the right side of the form.

**Step 3.1.15:** Death application will be submitted successfully.

The screenshot shows the 'Death Reporting' table. A green confirmation banner at the top right states 'Done. Acknowledgement no is :ACK/D/2021/000139'. The table has columns for Sl. No., Entry Date, Place Of Death, Deceased Information (Name, DOB, Gender), Husband / Wife Information (Name, Mobile No.), Mother's Information (Name), Acknowledgement No., and Status. The table contains 9 rows of data, all with a status of 'Application Submitted'.

Sl. No.	Entry Date	Place Of Death	Deceased Information			Husband / Wife Information		Mother's Information	Acknowledgement No.	Status
			Name	DOB	Gender	Name	Mobile No.	Name		
1	12/08/2021	Home	Mithun Das	04/08/2021	Male	Ritu Das		Mita Das	ACK/D/2021/000031	Application Submitted
2	12/08/2021	Hospital	Ramesh Haldar	09/06/2021	Male				ACK/D/2021/000043	Application Submitted
3	15/08/2021	Hospital	Chandan Sarkar	28/07/2021	Male		9732240514	Sonali Khatun	ACK/D/2021/000050	Application Submitted
4	16/08/2021	Hospital	Alo	07/04/2021	Male		2345567834		ACK/D/2021/000055	Application Submitted
5	17/08/2021	Home	Sohom Nag	03/08/2021	Male		8282850198	Soumi	ACK/D/2021/000067	Application Submitted
6	17/08/2021	Home	Anita paul	04/08/2021	Female				ACK/D/2021/000068	Application Submitted
7	17/08/2021	Hospital	Rakhi De	09/02/2021	Female			Rima De	ACK/D/2021/000069	Application Submitted
8	17/08/2021	Hospital	Rima desai	27/03/2021	Female				ACK/D/2021/000070	Application Submitted
9	06/09/2021	Hospital	Deepak Dutta	05/09/2021	Male	Komola Dutta	6930258741	Lila Dutta	ACK/D/2021/000139	Application Submitted

**Step 3.1.16:** Private Hospital Data Entry Operator can modify the death application if required by clicking on edit button.

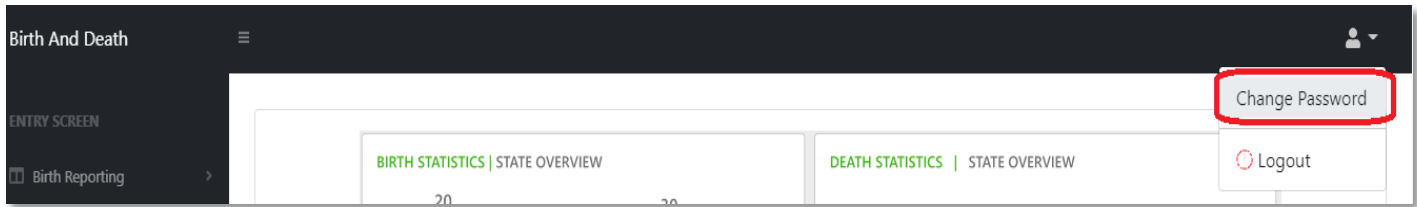
The screenshot shows the 'Death Reporting' table, focusing on the last row (Sl. No. 9). The 'Edit' button for this row is highlighted with a red rectangle. The table structure and data are the same as in the previous screenshot.

Sl. No.	Entry Date	Place Of Death	Deceased Information			Husband / Wife Information		Mother's Information	Acknowledgement No.	Status
			Name	DOB	Gender	Name	Mobile No.	Name		
6	17/08/2021	Home	Anita paul	04/08/2021	Female				ACK/D/2021/000068	Application Submitted
7	17/08/2021	Hospital	Rakhi De	09/02/2021	Female			Rima De	ACK/D/2021/000069	Application Submitted
8	17/08/2021	Hospital	Rima desai	27/03/2021	Female				ACK/D/2021/000070	Application Submitted
9	06/09/2021	Hospital	Deepak Dutta	05/09/2021	Male	Komola Dutta	6930258741	Lila Dutta	ACK/D/2021/000139	Application Submitted

# 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.

 A screenshot of the 'Change Password' form. It has a title bar 'Change Password'. Below it are three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Each field has a toggle icon (an eye with a slash) to show or hide the password. To the right of the 'Confirm New Password' field is a green 'Save' button. Below the input fields, there is a section titled 'Password should match these conventions' with a bulleted list:
 

- Must be 8-15 characters long
- At least 1 number, 1 lowercase, 1 uppercase letter
- At least 1 special character

**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.

 A screenshot of the 'Change Password' form after data entry. The 'Current Password' field shows '...' with a green checkmark. The 'New Password' field shows '.....' with a green checkmark and the word 'Strong' below it. The 'Confirm New Password' field shows '.....' with a green checkmark. The green 'Save' button is highlighted with a red rectangle.

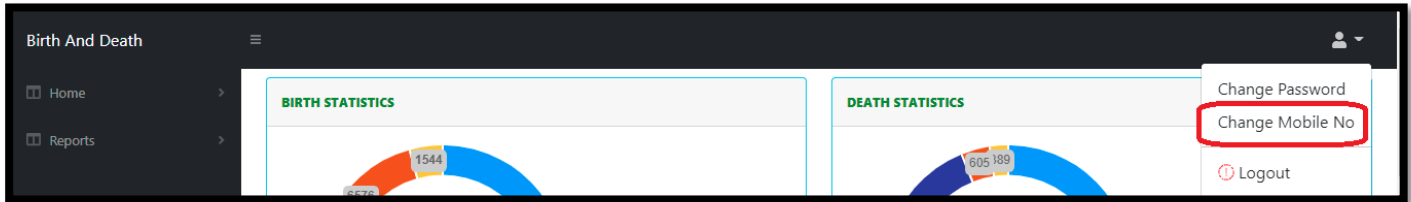




Change Mobile Number



**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.

 A screenshot of a web form titled 'Mobile No ADD/EDIT'. It features a single text input field labeled 'Mobile No' which is currently empty. To the right of the input field is a blue button labeled 'GET OTP'.

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

 A screenshot of the 'Mobile No ADD/EDIT' form. The 'Mobile No' input field now contains the number '9874561230'. The blue 'GET OTP' button remains visible to the right.

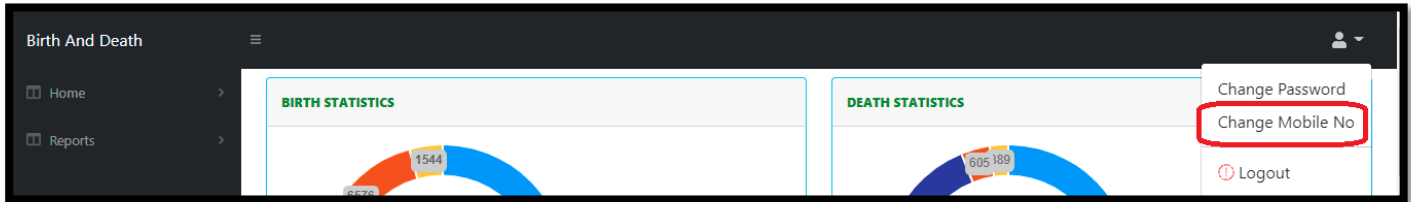
**Step 4.2.4:** DEO will enter the OTP send in their registered mobile number and press 'Submit' Button

 A screenshot of the 'Mobile No ADD/EDIT' form. The 'Mobile No' field is now disabled and contains 'XXXXXXXXXX'. A new 'Enter OTP' field has appeared to the right, containing the number '634174'. A green 'Submit' button is located to the right of the OTP field and is highlighted with a red rectangle. The 'GET OTP' button is still present.



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.

 A screenshot of a web form titled 'Mobile No ADD/EDIT'. It features a single text input field labeled 'Mobile No' which is currently empty. To the right of the input field is a blue button labeled 'GET OTP'.

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

 A screenshot of the same 'Mobile No ADD/EDIT' form. The 'Mobile No' input field now contains the number '9874561230'. The blue 'GET OTP' button remains visible to the right.

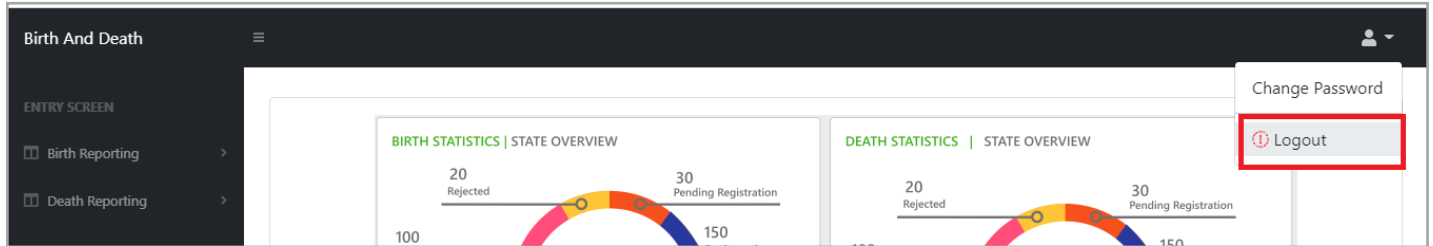
**Step 4.2.4:** DEO will enter the OTP send in their registered mobile number and press 'Submit' Button

 A screenshot of the 'Mobile No ADD/EDIT' form during the OTP verification step. The 'Mobile No' field is now disabled and shows 'XXXXXXXXXX'. A new 'Enter OTP' field is present, containing the number '634174'. To the right of the OTP field is a green 'Submit' button, which is highlighted with a red rectangle. The 'GET OTP' button is still visible.

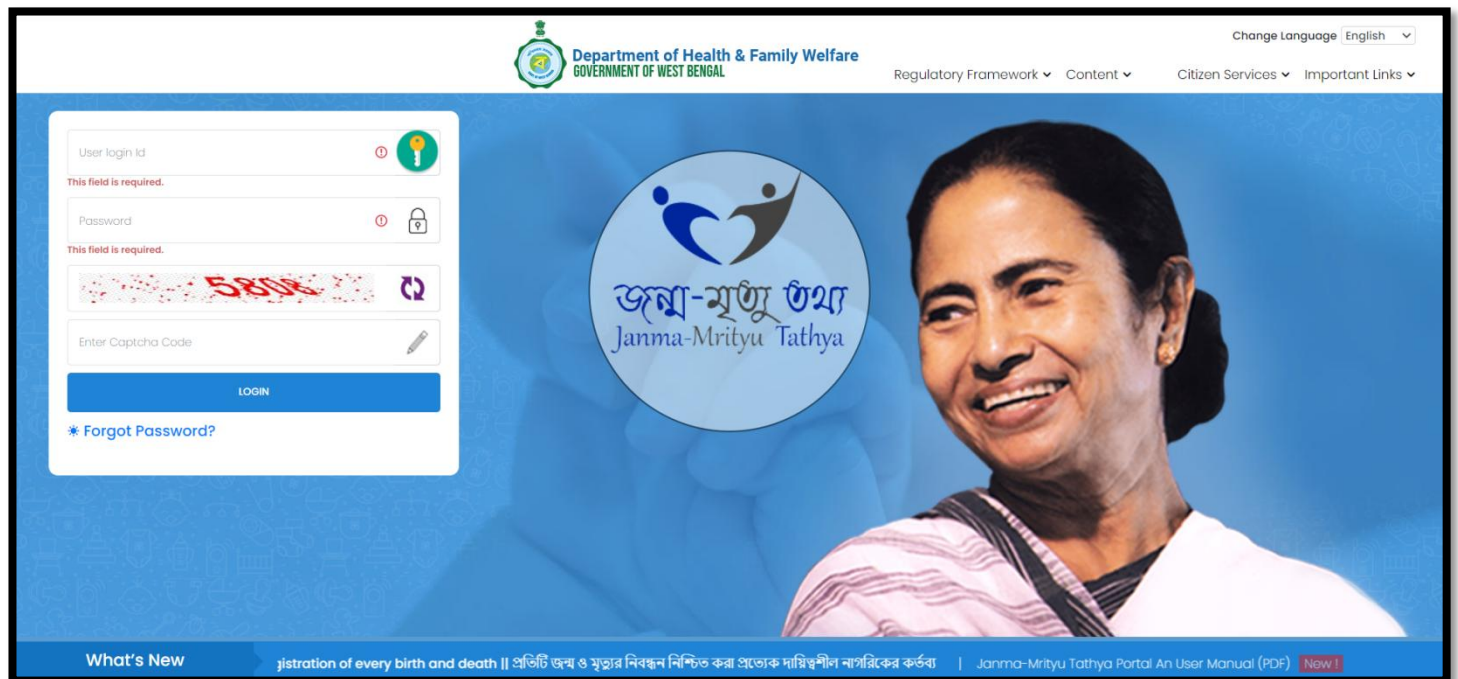
LOGOUT



**Step 4.2.1:** Private Hospital 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.







Image/Graphics/illustraton courtesy: Freepik.com

Designed by Freepik

Designed by rawpixel.com

Designed by pikisuperstar



# Janma-Mrityu Tathya Portal For Pvt. Hospital Administrator

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# Login

**Step 1.1:** Private Hospital Administrator will open the Janma-Mrityu Tathya Portal from [www.wbhealth.gov.in](http://www.wbhealth.gov.in) website. Private Hospital Administrator will be redirected to the login page of Janma-Mrityu Tathya Portal.



Department of Health & Family Welfare  
GOVERNMENT OF WEST BENGAL

Change Language English

Regulatory Framework Content Citizen Services Important Links

User login id  
This field is required.

Password  
This field is required.

Enter Captcha Code

LOGIN

\* Forgot Password?

What's New

gistration of every birth and death || প্রতিটি জন্ম ও মৃত্যুর নিবন্ধন নিশ্চিত করা প্রত্যেক দায়িত্বশীল নাগরিকের কর্তব্য | Janma-Mrityu Tathya Portal An User Manual (PDF) **NEW!**

**Step 1.2:** Private Hospital Administrator will login with their User credentials (Username & Password) and press on login button.



Department of Health & Family Welfare  
GOVERNMENT OF WEST BENGAL

Change Language English

Regulatory Framework Content Citizen Services Important Links

username

password

7022

LOGIN

\* Forgot Password?

What's New

It is the duty of every responsible citizen to ensure registration of every birth and death



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

**Change Password**

Current Password      New Password      Confirm New Password

Save

**Default Password Change Required,, Please change your password..**

Password should match these conventions

- Must be 8-15 characters long
- At least 1 number, 1 lowercase, 1 uppercase letter
- At least 1 special character

**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.

**Change Password**

Current Password      New Password      Confirm New Password

..... ✓      ..... ✓      ..... ✓

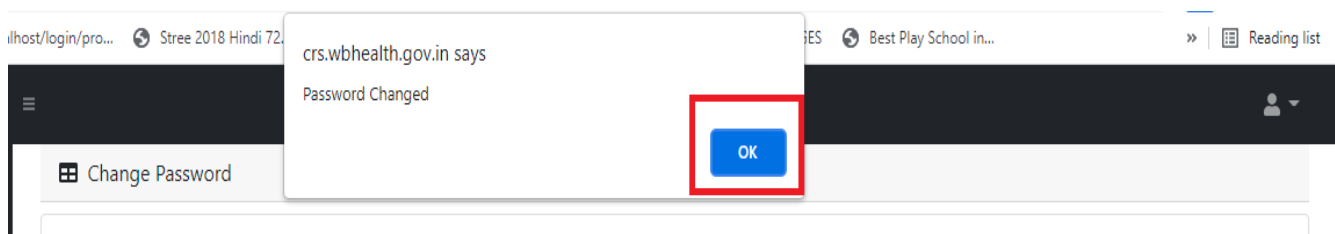
Save

**Default Password Change Required,, Please change your password..**

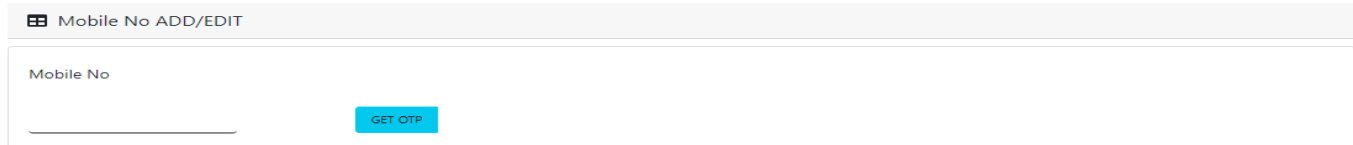
Password should match these conventions

- Must be 8-15 characters long
- At least 1 number, 1 lowercase, 1 uppercase letter
- At least 1 special character

**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.

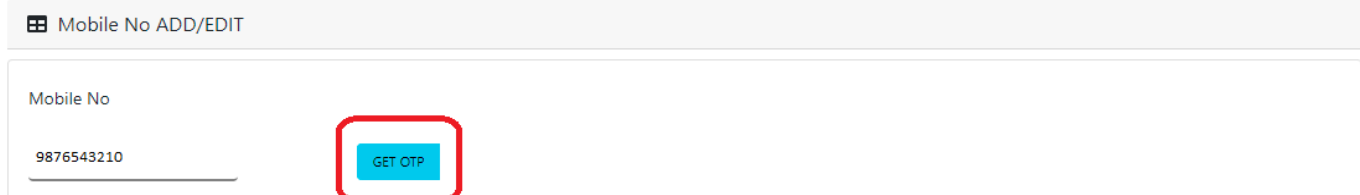


Mobile No ADD/EDIT

Mobile No

GET OTP

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



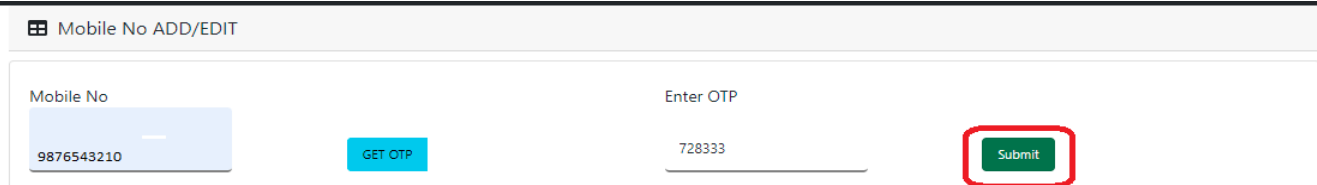
Mobile No ADD/EDIT

Mobile No

9876543210

GET OTP

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



Mobile No ADD/EDIT

Mobile No

9876543210

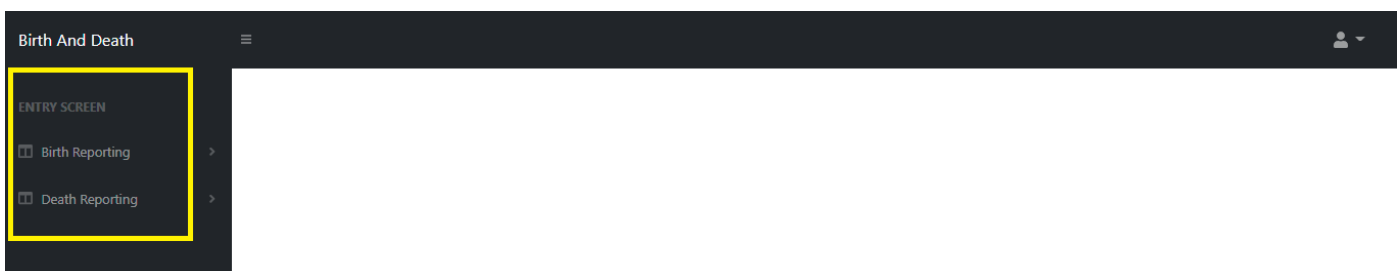
GET OTP

Enter OTP

728333

Submit

**Step 1.9:** Private Hospital Administrator will be redirected to the home page of Janma-Mrityu Tathya Portal..



Birth And Death

ENTRY SCREEN

Birth Reporting

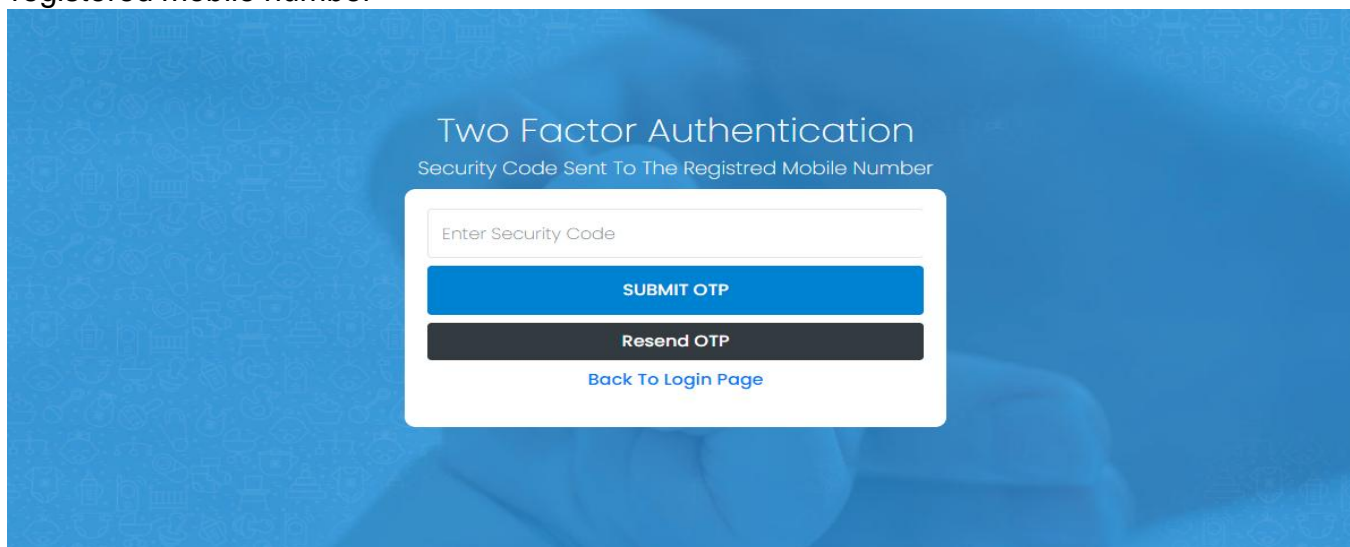
Death Reporting

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



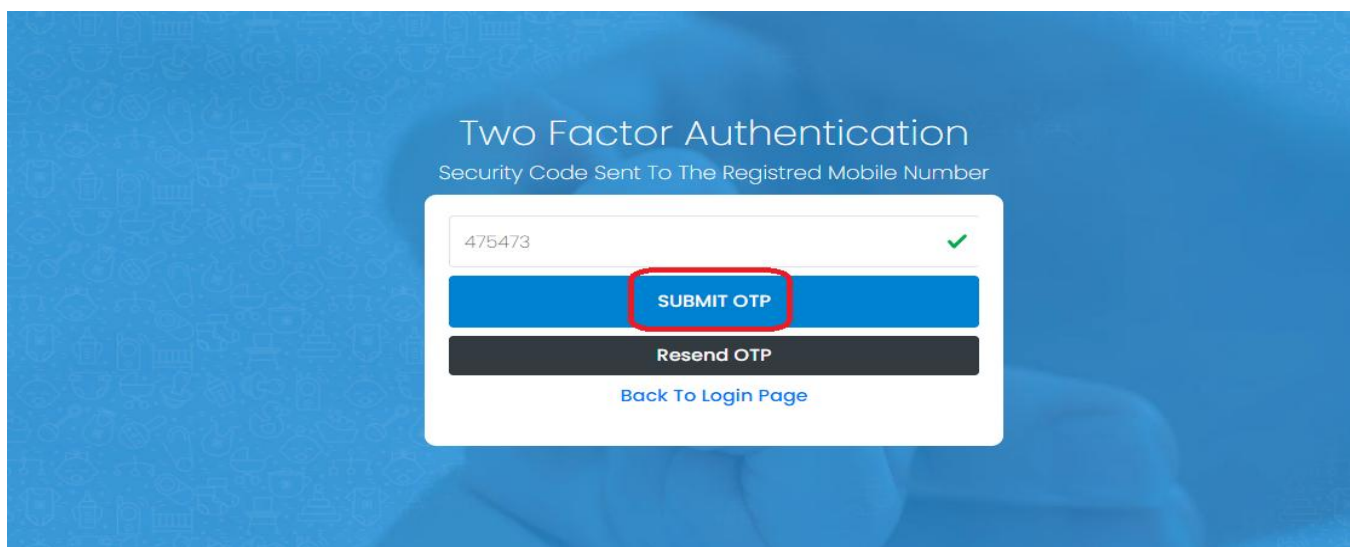
The screenshot shows the login interface of the Janma-Mrityu Tathya portal. At the top, there is a header with the Department of Health & Family Welfare logo and navigation links. The main area features a login form on the left with fields for username, password, and a date field (showing 7022). Below the form is a 'LOGIN' button and a link for 'Forgot Password?'. To the right of the form is a large image of a smiling woman, with the Janma-Mrityu Tathya logo overlaid. The background is a blue gradient with a pattern of small icons.

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



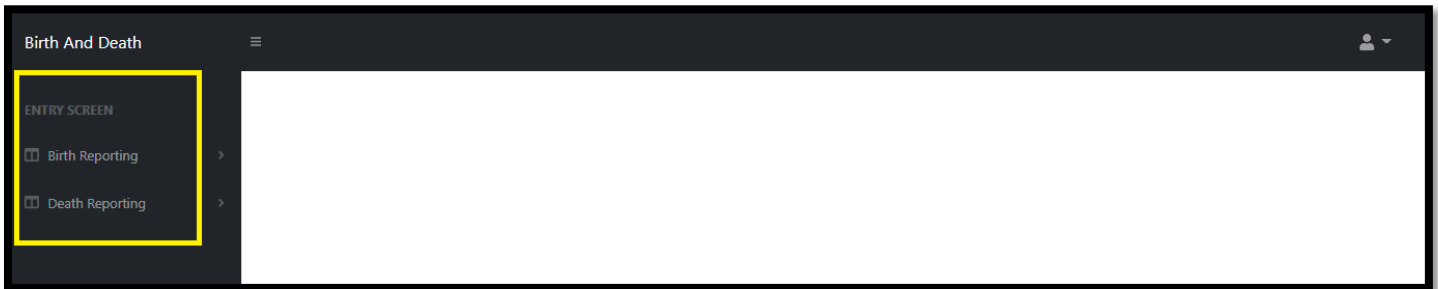
The screenshot shows the 'Two Factor Authentication' page. The title is 'Two Factor Authentication' with the subtitle 'Security Code Sent To The Registered Mobile Number'. Below this is a form with a text input field labeled 'Enter Security Code'. There are two buttons: 'SUBMIT OTP' (blue) and 'Resend OTP' (black). At the bottom of the form is a link 'Back To Login Page'.

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



This screenshot shows the 'Two Factor Authentication' page with the OTP '475473' entered in the input field. A green checkmark is visible next to the input field. The 'SUBMIT OTP' button is highlighted with a red rectangle. The 'Resend OTP' button and the 'Back To Login Page' link are also visible.

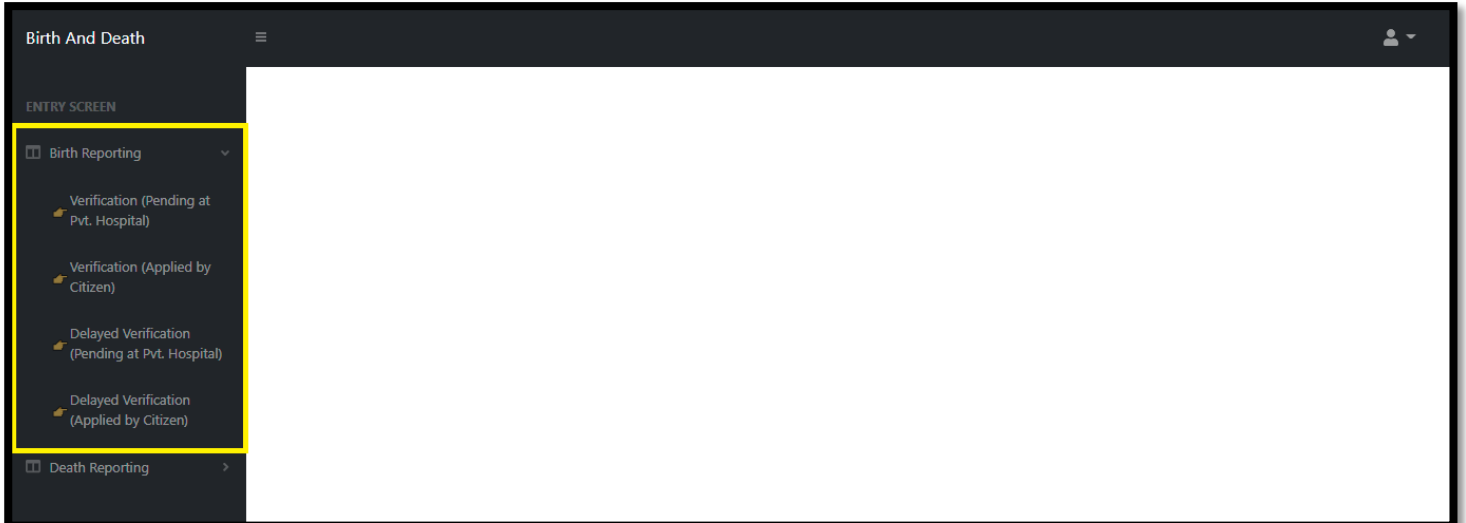
**Step 1.13:** Private Hospital Admin will be redirected to the Janma-Mrityu Tathya Portal's home page. A dashboard will be visible for Private Hospital Admin for a quick look of current status of Birth & Death application.



### Menu available for Private Hospital Admin (Birth Reporting):

#### ❖ Birth Reporting

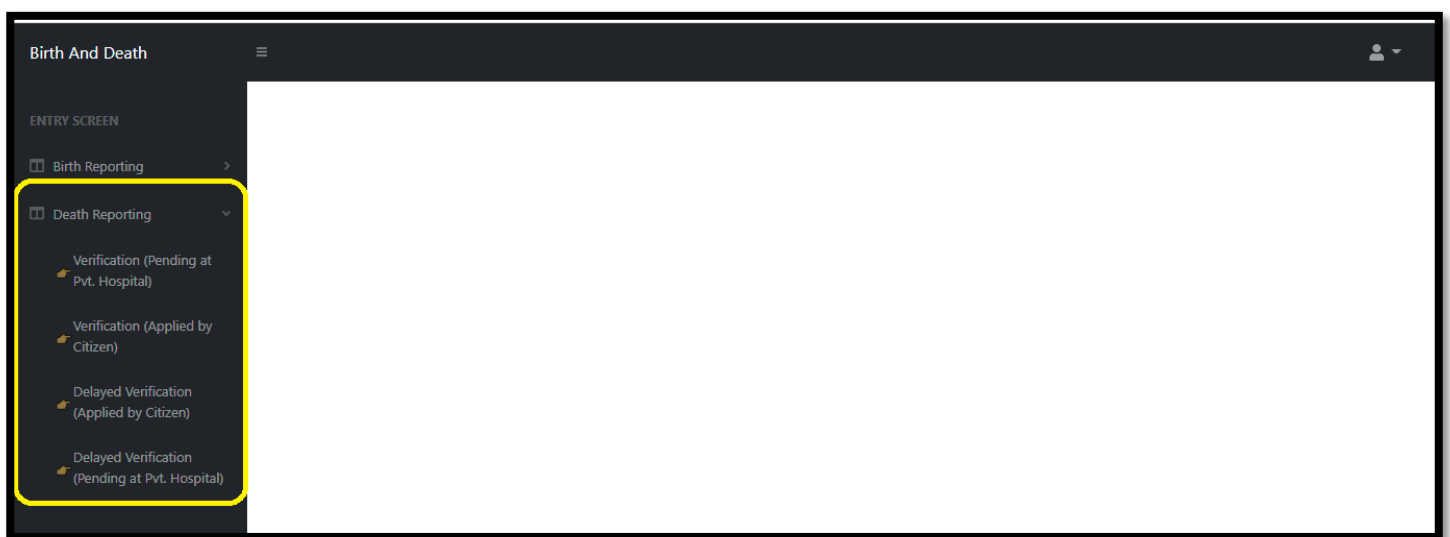
- ❖ Verification (Pending at Pvt. Hospital)
- ❖ Verification (Applied by Citizen)
- ❖ Delayed Verification (Pending at Pvt. Hospital)
- ❖ Delayed Verification (Applied by Citizen)



## Menu available for Private Hospital Admin (Death Reporting)

### ❖ Death Reporting

- ❖ Verification (Pending at Pvt. Hospital)
- ❖ Verification (Applied by Citizen)
- ❖ Delayed Verification (Applied by Citizen)
- ❖ Delayed Verification (Pending at Pvt. Hospital)





# Birth Reporting

Invoice Number: COPY/2193774  
Account Number: R23872  
Invoice Date: 31-JUL-07  
Customer: BULLOWAY WHITE ALLOY LIMITED  
43 SOUTH AUSTLEY STREET  
CROVEYHOLM SQUARE  
LONDON  
W12 2PU

Site:  
20341  
103-104 EATON SQUARE  
SW1

MONTHLY PLANT SUMMARY SHEET

Page No: 1

Depot:  
Speedy Hire Centres (Southern) Ltd  
171 Clapham Road  
Stockwell  
London SW9 9BT

Qty	Code	Description	ORDER NUMBER	From	Contract Number	To	Rate	per	Value
1	N18043	BOSS HARRON 1.8M TOWER 20241	30-JUN-07	31-JUL-07	546-016122	73.10	NWK 60.00%	128.66	
	S9/0090	HANDRAIL HEIGHT	30-JUN-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
	S9/0020	BOSS CASTIVE 150mm (6")	30-JUN-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
	S9/0460	BOSS ADJUSTABLE LEG ASSY 250mm	30-JUN-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
	S9/0120	BOSS PLATFORM 1.8M TRAPDOOR	30-JUN-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
	S9/0140	BOSS BRACE 1.8M HORIZ (RED)	30-JUN-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
	S9/0580	BOSS BRACE 2.1M HORIZ (BLUE)	30-JUN-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
	S9/0610	BOSS TOEBOARD 1.8M, END ('A')	30-JUN-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
	S9/0230	BOSS TOEBOARD 0.6M, END ('A')	30-JUN-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
	S9/0250	BOSS TOEBOARD 0.6M, END ('C')	30-JUN-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
	S9/0390	BOSS FRAME 0.85M LADDER 4 RUNG	30-JUN-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
9	69/1470	BOSS OUTRIGGER STATICS	30-JUN-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
	6/21P/200679	TRESTLE - STEEL, SIZE 20241	29-JUN-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
	21/0380/638016	VACUUM SUCK/SWEEP MOMP. K02627	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
	21/0401	VACUUM CLEANER - 2 MOTOR, RET	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
	W18023	VAC. CLEANER ACCESSORY KIT A1	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
	S9/0090	BOSS HARRON 1.8M TOWER 20241	3-JUL-07	31-JUL-07	546-016122	60.00	NWK 60.00%	54.00	
	S9/0020	HANDRAIL HEIGHT	3-JUL-07	31-JUL-07	546-016122	53.00	NWK 60.00%	55.12	
	S9/0460	BOSS CASTIVE 150mm (6")	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
	S9/0120	BOSS ADJUSTABLE LEG ASSY 250mm	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
	S9/0140	BOSS PLATFORM 1.8M TRAPDOOR	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
	S9/0580	BOSS BRACE 1.8M HORIZ (RED)	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
	S9/0610	BOSS BRACE 2.1M HORIZ (BLUE)	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
	S9/0230	BOSS TOEBOARD 1.8M, END ('A')	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
	S9/0250	BOSS TOEBOARD 0.6M, END ('A')	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
	S9/0390	BOSS TOEBOARD 0.6M, END ('C')	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
		BOSS FRAME 0.85M LADDER 4 RUNG	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
		BOSS OUTRIGGER STATICS	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
		TRESTLE - STEEL, SIZE 20241	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
		VACUUM SUCK/SWEEP MOMP. K02627	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
		VACUUM CLEANER - 2 MOTOR, RET	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
		VAC. CLEANER ACCESSORY KIT A1	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
		BOSS HARRON 1.8M TOWER 20241	3-JUL-07	31-JUL-07	546-016122	60.00	NWK 60.00%	54.00	
		HANDRAIL HEIGHT	3-JUL-07	31-JUL-07	546-016122	53.00	NWK 60.00%	55.12	
		BOSS CASTIVE 150mm (6")	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
		BOSS ADJUSTABLE LEG ASSY 250mm	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
		BOSS PLATFORM 1.8M TRAPDOOR	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
		BOSS BRACE 1.8M HORIZ (RED)	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
		BOSS BRACE 2.1M HORIZ (BLUE)	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
		BOSS TOEBOARD 1.8M, END ('A')	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
		BOSS TOEBOARD 0.6M, END ('A')	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
		BOSS TOEBOARD 0.6M, END ('C')	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
		BOSS FRAME 0.85M LADDER 4 RUNG	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
		BOSS OUTRIGGER STATICS	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
		TRESTLE - STEEL, SIZE 20241	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
		VACUUM SUCK/SWEEP MOMP. K02627	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
		VACUUM CLEANER - 2 MOTOR, RET	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
		VAC. CLEANER ACCESSORY KIT A1	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
		BOSS HARRON 1.8M TOWER 20241	3-JUL-07	31-JUL-07	546-016122	60.00	NWK 60.00%	54.00	
		HANDRAIL HEIGHT	3-JUL-07	31-JUL-07	546-016122	53.00	NWK 60.00%	55.12	
		BOSS CASTIVE 150mm (6")	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
		BOSS ADJUSTABLE LEG ASSY 250mm	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
		BOSS PLATFORM 1.8M TRAPDOOR	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
		BOSS BRACE 1.8M HORIZ (RED)	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
		BOSS BRACE 2.1M HORIZ (BLUE)	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
		BOSS TOEBOARD 1.8M, END ('A')	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
		BOSS TOEBOARD 0.6M, END ('A')	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
		BOSS TOEBOARD 0.6M, END ('C')	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
		BOSS FRAME 0.85M LADDER 4 RUNG	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
		BOSS OUTRIGGER STATICS	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
		TRESTLE - STEEL, SIZE 20241	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
		VACUUM SUCK/SWEEP MOMP. K02627	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
		VACUUM CLEANER - 2 MOTOR, RET	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	
		VAC. CLEANER ACCESSORY KIT A1	3-JUL-07	31-JUL-07	546-016122	0.00	NWK 60.00%	0.00	

103-104 Eaton Square

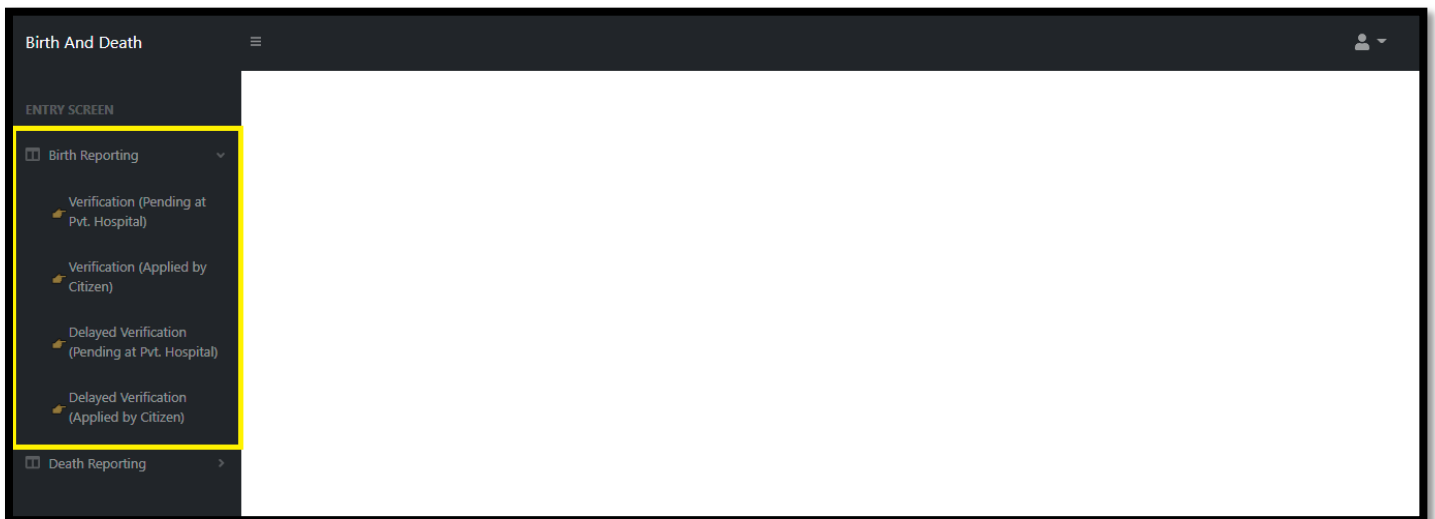
04 OCT 2007

MR [ ]  
EK [ ]  
AL [ ]  
CF [ ]  
CY [ ]  
HY [ ]  
SM [ ]  
PLA [ ]

Sally Emma missed of 2 more

Debbie 2208 685 4500

**Step 2.0:** Private Hospital Administrator will click on “Birth Reporting” from Entry Screen section. It will open the dropdown menu with the following submenus Verification (Pending at Pvt. Hospital) [All birth application who are born in private hospital or maternity home send by Private Hospital DEO are verified & approved by Private Hospital Administrator], Verification (Applied by Citizen) [All birth application send by Citizen are verified & approved by Private Hospital Administrator], Delayed Verification (Pending at Pvt. Hospital) [All delayed birth application send by Private Hospital DEO are verified & approved by Private Hospital Administrator] and Delayed Verification & Approval (Applied by Citizen) [All delayed birth application send by Citizen are verified & approved by Private Hospital Administrator].

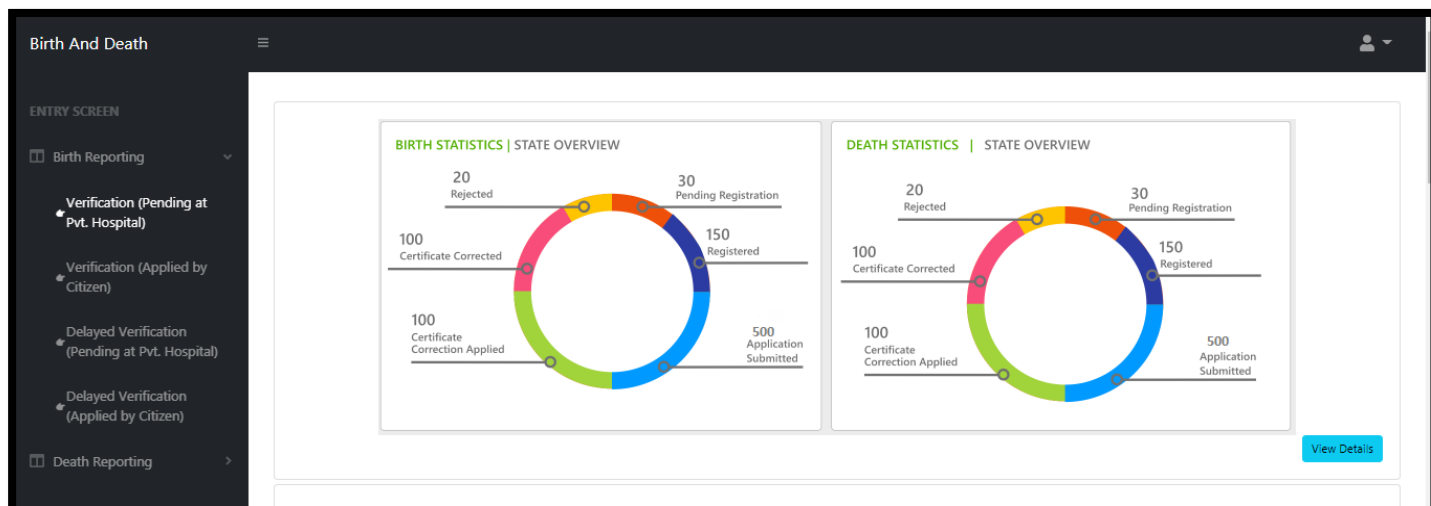


# Verification (Pending at Pvt. Hospital)





**Step 2.1.1:** Private Hospital Administrator will click on “Verification (Pending at Pvt. Hospital)” from Birth Reporting main menu for verifying those birth application which are applied by private hospital date entry number.



**Step 2.1.2:** User will be redirected to the “Verification (Pending at Pvt. Hospital)” page. User will view all the applied application. User will select any of the application and press action button.

Birth: Verification (Pending at Pvt. Hospital)

Display 10 Records per page Search:

Sl. No.	Entry Date	Place Of Birth	Hospital Name	Contact Mobile Number	Child Information			Father's Information				Mother's Information		Acknowledgement No.	Status	Action
					Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name	Birth Type			
1	17/08/2021	Hospital	Bolpur Nursing Home	9732240514	Mohini Mondol	10/08/2021	Female	Devjit Mondol		EPIC	33	Nita Mondol	Normal Birth	ACK/B/2021/000149	Application Submitted	Action
2	17/08/2021	Hospital	Bolpur Nursing Home	9732240514	Raju Sen	06/08/2021	Male					Nita sen	Normal Birth	ACK/B/2021/000163	Application Submitted	Action
3	18/08/2021	Hospital	Bolpur Nursing Home	9732240514	Meghna Laha	11/08/2021	Female	Shekar Laha		EPIC		Dipti Laha	Normal Birth	ACK/B/2021/000168	Application Submitted	Action
4	26/08/2021	Hospital	Bolpur Nursing Home	8013624013	virat singh	24/08/2021	Male	Ram kumar singh	8013624013	EPIC	12345678	sabita singh	Normal Birth	ACK/B/2021/000227	Application Submitted	Action
5	26/08/2021	Hospital	Bolpur Nursing Home	8013624013	Roma singh	25/08/2021	Female	rahul singh	8013624013	EPIC	12345678	soma singh	Normal Birth	ACK/B/2021/000228	Application Submitted	Action
6	27/08/2021	Hospital	Bolpur Nursing Home	8013624013		29/07/2021	Male	shyam das		EPIC	12345678	sima das	Still Birth	ACK/B/2021/000233	Application Submitted	Action

Showing 1 - 6 of total 6 applications

Previous 1 Next

**Step 2.1.3:** A popup will occur with a filled birth application which is filled by private hospital DEO.

**Birth Report**

Reporting Date / প্রতিবেদনের তারিখ\*  
26/08/2021

Mobile # for future Communication / মোবাইল নম্বর # ভবিষ্যতের যোগাযোগের জন্য\*  
\_\_\_\_\_

**LEGAL INFORMATION / আইনগত তথ্য**

**Information of the Child / শিশুর তথ্য**

Date Of Birth / জন্মের তারিখ\*  
\_\_\_\_\_

Gender / লিঙ্গ\*  
--Select--

First Name / প্রথম নাম  
\_\_\_\_\_

Middle Name / নামের মধ্যাংশ  
\_\_\_\_\_

Last Name / নামের শেষাংশ  
\_\_\_\_\_

**Place of Birth / জন্মের স্থান\***

Place Of Birth / জন্মের স্থান\*  
Hospital

Hospital Name / হাসপাতাল / প্রতিষ্ঠানের নাম\*  
Bolpur Nursing Home

**Father's Information / পিতার তথ্য**

First Name / প্রথম নাম  
\_\_\_\_\_

Middle Name / নামের মধ্যাংশ  
\_\_\_\_\_

Last Name / নামের শেষাংশ  
\_\_\_\_\_

Email Id / ইমেইল  
\_\_\_\_\_

Activate Windows  
Go to PC settings to activate

**Step 2.1.5:** Next, User will verify the entire application and provide his or her status which can be Verify, send back to DEO or reject. If they think correction required, they will select send back to DEO for correction and if they think the entire application is wrong, they will select reject for rejection.

**Approve Or Reject Application**

Status: \*  
--Select--

Verify  
Send Back To DEO  
Reject

Submit

**Step 2.1.6:** If they think the application is correct, they will select verify and sent it to ULB for approval. For that they will select verify and press submit button

**Approve Or Reject Application**

Status: \*  
Verify

Submit



**Step 2.1.4:** A popup will arise where the filled birth application (Non Institutional) appeared.

General Birth Report			
Applicant MobileNo: 7980455384		Acknowledgement No: ACK/B/2021/000177	
Reporting Date (dd/mm/yyyy): 18/08/2021			
LEGAL Information			
Information of the Child			
Date Of Birth (dd/mm/yyyy): 04/08/2021		Sex: Female	
First Name: Rohini	Middle Name:	Last Name: Sarkar	
Place of Birth			
Place Of Birth : Home	State: West Bengal	District: Birbhum	Urban/Rural: Block
Block/Municipality: BOLDPUR SRINIKETAN	Panchayat: KANKALITALA	Hospital Type:	Hospital Name:
Village/Town: KALIKAPUR (P)	Pin: 123456		
Father's Information			
First Name:	Middle Name:	Last Name:	Email Id:
Mobile Number:	Type of ID Proof:	ID Proof Number:	Uploaded ID Proof:

**Step 2.1.5:** Private Hospital Administrator will verify the entire application and provide their status as per their verification. If they think that the application needs some changes, they will select Send back to DEO which will return the application to Local Body Data Entry Operator. If they think application is not up to the mark, they will select reject which will reject the application. Regarding rejection Registrar must write proper reason of rejection.

Other Information	
Age of the Mother (in completed years) At The Time Of First Marriage: 23	Age of the Mother (in completed years) at the time of this birth: 0
Number of child born alive to the mother so far including this child: 1	Type Of Attention At Delivery: Non Institutional
	Delivery Method: Normal
Birth Weight (In Kgs.): 2.5	Duration Of Pregnancy (In weeks.): 39
Remarks:	
Uploaded Documents	
Discharge Certificate: <a href="#">View</a>	"Form No. 1": <a href="#">View</a>
Approve Or Reject Application	
Status: * <div> <div>--Select--</div> <div> --Select--  Approve  Send Back To DEO  Reject </div> </div>	<div>Submit</div>

**Step 2.1.6:** Private Hospital Administrator will select approve if they think that the application is perfect to proceed, they will select approve and press submit button.

Approve Or Reject Application

Status: Approve Submit

**Step 2.1.7:** A popup will arise; Registrar will click on the ok button for confirming the submission.

Approve Or Reject Application

Status: \* Approve Submit

**Step 2.1.8:** Verification of the selected application will be successful.

Done  
Status Updated successfully.

Birth: Verification & Approval (Non Institutional)

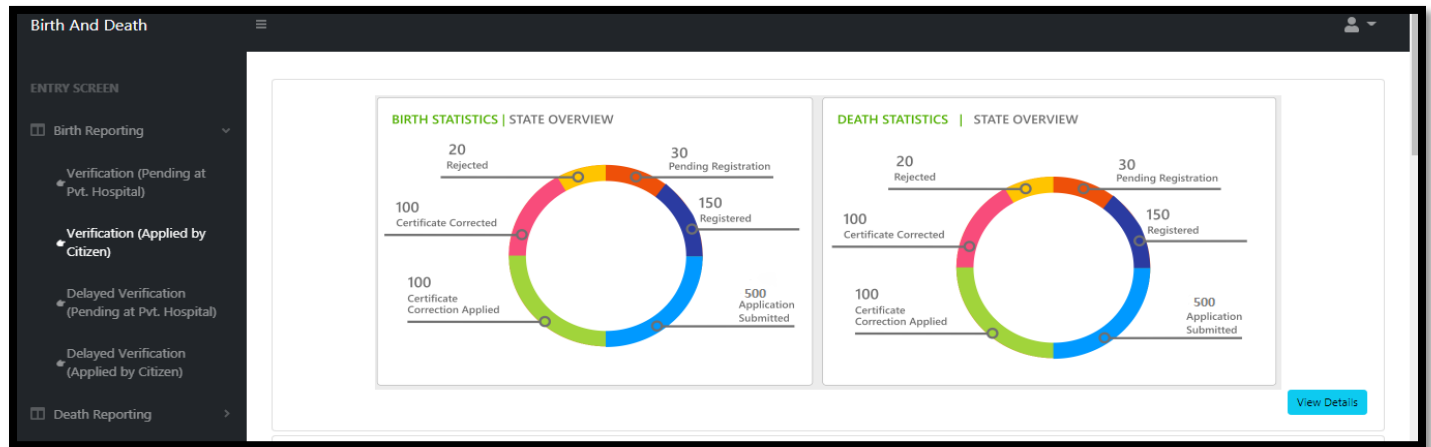
Display 10 Records per page Search:

Sl. No.	Entry Date	Place Of Birth	Hospital Name	Contact Mobile Number	Child Information			Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status	Action
					Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name				
1	12/08/2021	Hospital	Boipur Nursing Home		Nilkanta Barik	05/08/2021	Male	Mithun Barik	9732240514	EPIC	BVD4345	Sonali Barik	Normal Birth	ACK/B/2021/000081	Application Submitted	Action
2	12/08/2021	Hospital	Boipur Nursing Home		mili das	02/08/2021	Female	Robi Das	8989765412	EPIC		Disha Das	Normal Birth	ACK/B/2021/000086	Application Submitted	Action
3	12/08/2021	Hospital	Boipur Nursing Home		Ayush Malakar	03/08/2021	Male	Soumitra Malakar	9830414755	Aadhaar	412023004589	Sonali Malakar	Normal Birth	ACK/B/2021/000098	Application Submitted	Action

The background of the slide is a solid blue color. On the left side, there is a cluster of overlapping triangles in various shades of blue and teal, creating a geometric pattern. A diagonal line separates the blue background from a white area on the right. At the bottom of the slide, there is a photograph of a hand holding a white document. A dark blue horizontal band with a purple-to-teal gradient is positioned across the middle of the slide, containing the title text.

# Verification (Applied by Citizen)

**Step 2.2.1:** Private Hospital Administrator will click on “Verification (Applied by Citizen)” from Birth Reporting main menu for the birth application send by Citizen and are verified by Pvt. hospital Administrator. After verification they sent the files to Local Body Registrar.



**Step 2.2.2:** Private Hospital Administrator will be redirected to the “Verification (Applied by Citizen)” page. Private Hospital Administrator will view all the applied application. Private Hospital Administrator will select any of the application and press action button

Birth: Verification (Applied by Citizen)

Display 10

Records per page

Search:

Sl. No.	Entry Date	Place Of Birth	Hospital Name	Contact Mobile Number	Child Information			Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status	
					Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name				
1	12/08/2021	Hospital	Bolpur Nursing Home	9732240514	Tina Das	05/08/2021	Female	Tony Dutta	9732240514	EPIC	BVD434588	Mohima Dutta Das	Normal Birth	ACK/B/2021/000078	Application Submitted	Action
2	12/08/2021	Hospital	Bolpur Nursing Home	9732240514	Mithun Mondal	05/08/2021	Male	Jony Mondal	9732240514	EPIC	BVD4377	Monika Mondal	Normal Birth	ACK/B/2021/000079	Application Submitted	Action
3	12/08/2021	Hospital	Bolpur Nursing Home	9732240514	Suprakas Patra	05/08/2021	Female	Mita Patra	9732240514	EPIC	BVD4377	Monika Patra	Normal Birth	ACK/B/2021/000080	Application Submitted	Action
4	23/08/2021	Hospital	Bolpur Nursing Home	7980455384	Soumili Ghosal	12/08/2021	Female	Ashoke Ghosal				Anita Ghosal	Normal Birth	ACK/B/2021/000190	Application Submitted	Action
5	23/08/2021	Hospital	Bolpur Nursing Home	7980455384	Soumili Ghosal	12/08/2021	Female	Ashoke Ghosal				Anita Ghosal	Normal Birth	ACK/B/2021/000191	Application Submitted	Action
6	25/08/2021	Hospital	Bolpur Nursing Home	8697615902	Supriyo Pal	24/08/2021	Male	Ramesh Pal	8697615902	Aadhaar	784845785447	Ishita Pal	Normal Birth	ACK/B/2021/000223	Application Submitted	Action
7	26/08/2021	Hospital	Bolpur Nursing Home	8697615902	BabyofRuma	25/08/2021	Male	Vinay Kumar Sarkar	9874561230	Aadhaar	768975484521	Ruma Sarkar	Normal Birth	ACK/B/2021/000229	Application Submitted	Action
8	01/09/2021	Hospital	Bolpur Nursing Home	8697615902	Suraj Kumar Saha	01/09/2021	Male	Ratan Kumar Saha	9999999999	Aadhaar	768975484521	Swapna Saha	Normal Birth	ACK/B/2021/000246	Application Submitted	Action

Active Windows

Go to PC settings to activate Windows.

**Step 2.2.3:** Private Hospital Administrator will view all the applied application. Private Hospital Administrator will select any of the application and press action button.

General Birth Report			
Applicant MobileNo: 9732240514		Acknowledgement No: ACK/B/2021/000078	
Reporting Date (dd/mm/yyyy): 12/08/2021			
LEGAL Information			
Information of the Child			
Date Of Birth (dd/mm/yyyy): 05/08/2021		Sex: Female	
First Name: Tina	Middle Name:	Last Name: Das	
Place of Birth			
Place Of Birth : Hospital	State: West Bengal	District: Birbhum	Urban/Rural: Block
Block/Municipality: BOLPUR SRINIKETAN	Panchayat: KANKALITALA	Hospital Type: Private	Hospital Name: Bolpur Nursing Home
Village/Town:	Pin:		
Father's Information			
First Name: Tony	Middle Name:	Last Name: Dutta	Email Id:
Mobile Number: 9732240514	Type of ID Proof: EPIC	ID Proof Number: BVD434588	Uploaded ID Proof: <a href="#">View</a>
Mother's Information			
First Name: Mohima	Middle Name: Dutta	Last Name: Das	Email Id:
Mobile Number: 9732240514	Type of ID Proof: EPIC	ID Proof Number: DVD 2345	Uploaded ID Proof: <a href="#">View</a>
Matri Maa ID: 8765445			

**Step 2.2.4:** Next, User will verify the entire application and provide his or her status which can be Verify or reject. If they think the entire application is wrong, they will select reject for rejection.

General Birth Report			
Statistical Information			
Father's and Mother's Information			
Religion: Hindu	Fathers Level Of Education: Literate without formal education	Father's Occupation: Craft and related trade workers	Mother's Level Of Education: Literate without formal education
Mother's Occupation: Elementary occupation			
Other Information			
Age of the Mother (in completed years) At The Time Of First Marriage:		Age of the Mother (in completed years) at the time of this birth:	
Number of child born alive to the mother so far including this child:		Type Of Attention At Delivery: Institutional - Private or Non-Government	Delivery Method: Normal
Birth Weight (In Kgs.): 3.5	Duration Of Pregnancy (In weeks.):	Remarks:	
Uploaded Documents			
Discharge Certificate: <a href="#">View</a>		"Form No. 1":	
Approve Or Reject Application			
Status: *	--Select--		
<div>Submit</div>			



**Step 2.2.5:** If they think the application is correct, they will select verify and sent it to Local Body Registrar for approval. For that they will select verify and press submit button.

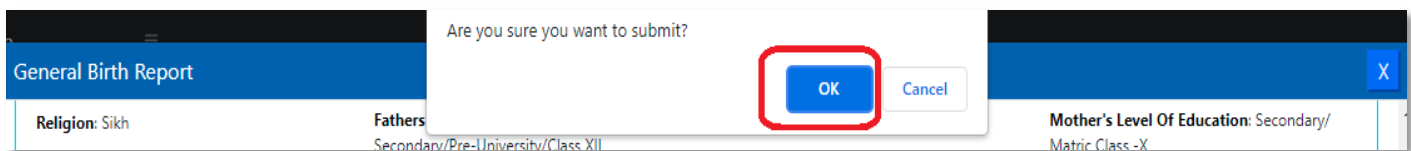


Approve Or Reject Application

Status: \* Verify ▼

Submit

**Step 2.2.6:** A popup will arise; Administrator will click on the ok button for confirming the submission..



Are you sure you want to submit?

OK Cancel

General Birth Report

Religion: Sikh

Fathers: Secondary/Pre-University/Class XII

Mother's Level Of Education: Secondary/ Matric Class -X

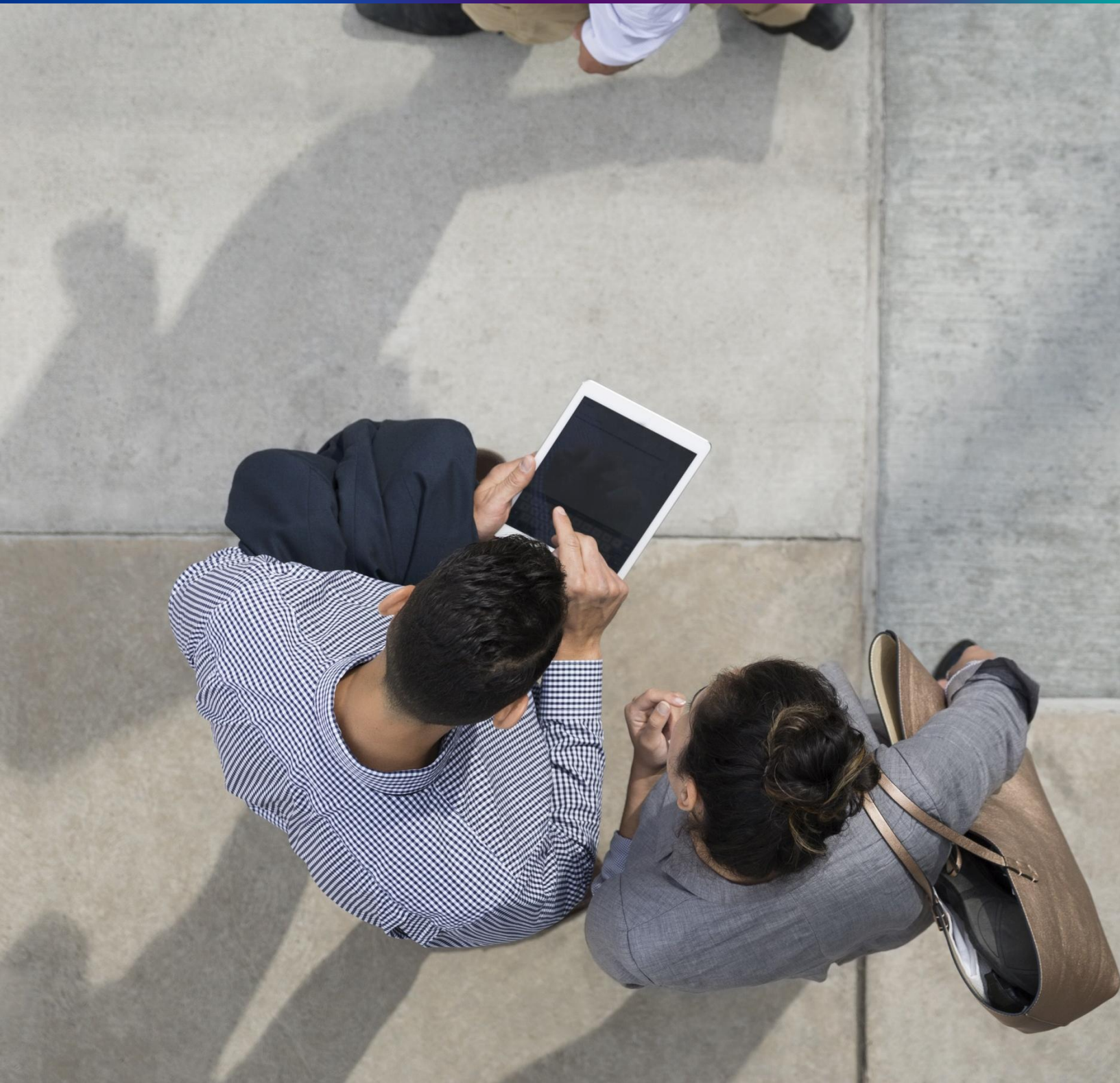
**Step 2.2.8:** Verification of the selected application will be successful.



Birth: Verification (Applied by Citizen)

Done  
Status Updated successfully.

# Delayed Verification (Pending at Pvt. Hospital)



**Step 2.3.1:** Private Hospital will click on “Delayed Verification (Pending at Pvt. Hospital)” from Birth Reporting main menu for the birth application which is after 21 days of the baby’s birth .



**Step 2.3.2:** Private Hospital Administrator will be redirected to the “Delayed Verification (Pending at Pvt. Hospital)” page. Private Hospital Administrator will select any of the birth application and will click on action button.

Delayed Birth: Verification (Pending at Pvt. Hospital)

Display

10

Records per page

Search:

Sl. No.	Entry Date	Place Of Birth	Hospital Name	Contact Mobile Number	Child Information			Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status	
					Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name				
1	16/08/2021	Hospital	Bolpur Nursing Home	9732240514	Goutam Nath	05/07/2021	Male					Mousumi Nath	Normal Birth	ACK/B/2021/000115	Application Submitted	Action
2	17/08/2021	Hospital	Bolpur Nursing Home	9732240514	Ubed Jadav	03/05/2021	Male	Bidhut Jadav				Nisha Jadav	Normal Birth	ACK/B/2021/000150	Application Submitted	Action
3	17/08/2021	Hospital	Bolpur Nursing Home	9732240514	Tiyasha Hazra	11/05/2021	Male	Jayanta Hazra	9732240514	EPIC		Puja Hazra	Normal Birth	ACK/B/2021/000160	Application Submitted	Action
4	17/08/2021	Hospital	Bolpur Nursing Home	9732240514	Rita majhi	13/01/2021	Male					Nila majhi	Normal Birth	ACK/B/2021/000164	Application Submitted	Action

Showing 1 - 4 of total 4 applicatopns

Previous

1

Next

**Step 2.3.3:** A popup will occur with a filled delayed birth application which is filled by Private Hospital DEO.

General Birth Report			
Applicant MobileNo: 9732240514		Acknowledgement No: ACK/B/2021/000164	
Reporting Date (dd/mm/yyyy): 17/08/2021			
LEGAL Information			
Information of the Child			
Date Of Birth (dd/mm/yyyy): 13/01/2021	Sex: Male		
First Name: Rita	Middle Name:	Last Name: majhi	
Place of Birth			
Place Of Birth : Hospital	State: West Bengal	District: Birbhum	Urban/Rural: Block
Block/Municipality: BOLPUR SRINIKETAN	Panchayat: KANKALITALA	Hospital Type: Private	Hospital Name: Bolpur Nursing Home
Village/Town:	Pin:		
Father's Information			
First Name:	Middle Name:	Last Name:	Email Id:
Mobile Number:	Type of ID Proof:	ID Proof Number:	Uploaded ID Proof:
Mother's Information			
First Name: Nila	Middle Name:	Last Name: majhi	Email Id:
Mobile Number: 9732240514	Type of ID Proof: EPIC	ID Proof Number: 12	Uploaded ID Proof: <a href="#">View</a>
Matri Maa ID:			

**Step 2.3.4:** Next, Private Hospital Administrator will verify the entire application and provide his or her status which can be Verify, send back to DEO or reject. If they think correction required, they will select send back to DEO for correction and if they think the entire application is wrong, they will select reject for rejection

General Birth Report			
Statistical Information			
Father's and Mother's Information			
Religion: Hindu	Fathers Level Of Education: Post Graduate /M. Tech /MBA /MD /Equivalent or Higher	Father's Occupation: Service worker and shops market sale workers	Mother's Level Of Education: Secondary/ Matric Class -X
Mother's Occupation: Not Known			
Other Information			
Age of the Mother (in completed years) At The Time Of First Marriage: 23		Age of the Mother (in completed years) at the time of this birth: 23	
Number of child born alive to the mother so far including this child: 1		Type Of Attention At Delivery: Institutional - Private or Non-Government	Delivery Method: Normal
Birth Weight (In Kgs.): 2.5	Duration Of Pregnancy (In weeks.): 34	Remarks:	
Uploaded Documents			
Discharge Certificate: <a href="#">View</a>		"Form No. 1": <a href="#">View</a>	
Payment of Challan : <a href="#">View</a>		Permission Letter : <a href="#">View</a>	
Approve Or Reject Application			
Status: *	<div>--Select--</div> <div> --Select--  Verify  Send Back To DEO  Reject </div>		
<div>Submit</div>			

Approve Or Reject Application	
Status: *	<div>--Select--</div> <div> --Select--  Verify  Send Back To DEO  Reject </div>

**Step 2.3.5:** If, Private Hospital Administrator think the application is correct they will select verify and sent it to Local Body Registrar for approval. For that they will select verify and press submit button

**Approve Or Reject Application**

Status: \* Verify ▼

Submit

**Step 2.3.6:** A popup will arise; user will click on the ok button for confirming the submission.

**General Birth Report**

Father's and Mother's Information

Religion: Hindu

Fathers Level Of Education: Literate without formal education

Father's Occupation: Craft and related trade workers

Mother's Level Of Education: Literate without formal education

40.81.75.47:4043 says  
Are you sure you want to submit?

OK Cancel

**Step 2.3.7:** The delayed birth verification is successful

**Birth And Death**

ENTRY SCREEN

- Birth Reporting
- Death Reporting

**Delayed Birth: Verification (Pending at Pvt. Hospital)**

Display 10 Records per page

Search:

Sl. No.	Entry Date	Place Of Birth	Hospital Name	Contact Mobile Number	Child Information			Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status	Action
					Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name				
1	16/08/2021	Hospital	Bolpur Nursing Home	9732240514	Goutam Nath	05/07/2021	Male					Mousumi Nath	Normal Birth	ACK/B/2021/000115	Application Submitted	Action
2	17/08/2021	Hospital	Bolpur Nursing Home	9732240514	Ubed Jadav	03/05/2021	Male	Bidhut Jadav				Nisha Jadav	Normal Birth	ACK/B/2021/000150	Application Submitted	Action
3	17/08/2021	Hospital	Bolpur Nursing Home	9732240514	Tiyasha Hazra	11/05/2021	Male	Jayanta Hazra	9732240514	EPIC		Puja Hazra	Normal Birth	ACK/B/2021/000160	Application Submitted	Action

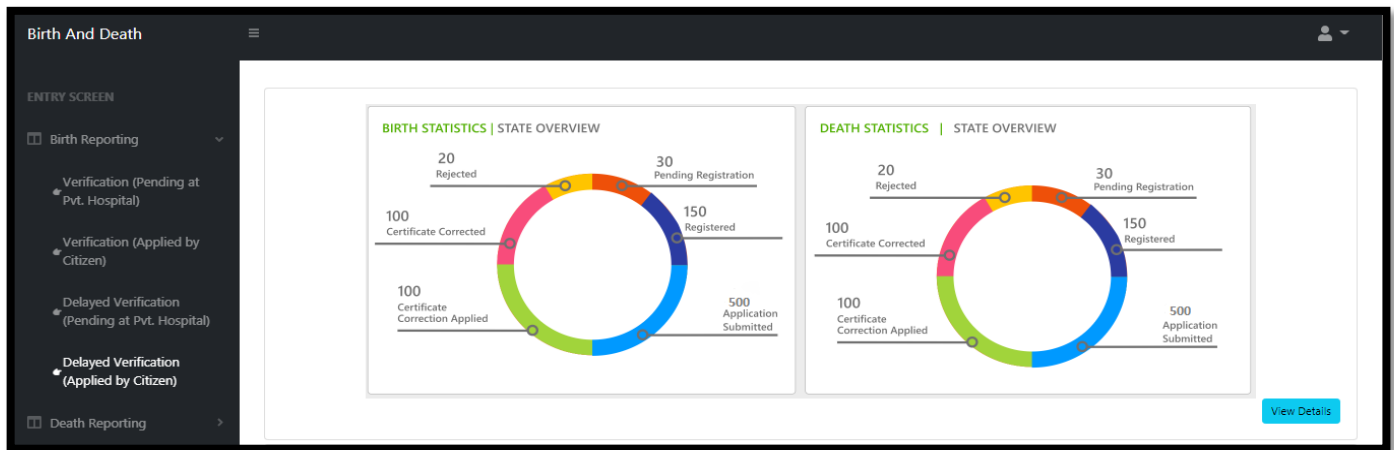
Done  
Status Updated successfully.





Delayed Verification  
(Applied by Citizen)

**Step 2.4.1:** Private Hospital Administrator will click on “Delayed Verification (Applied by Citizen)” from Birth Reporting main menu for all delayed birth application applied by citizen which are verified by Private Hospital Administrator .



**Step 2.4.2:** Private Hospital Administrator will be redirected to the “Delayed Verification (Applied by Citizen)” page. User will view all the applied application. User will select any of the application and press action button

Birth And Death

ENTRY SCREEN

Birth Reporting

Death Reporting

Delayed Birth: Verification (Applied by Citizen)

Display 

10

 Records per page

Search:

Sl. No.	Entry Date	Place Of Birth	Hospital Name	Contact Mobile Number	Child Information			Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status	
					Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name				
1	17/08/2021	Hospital	Bolpur Nursing Home	9732240514	Krisnendu Pan	28/06/2021	Male	Rohit Pan	9732240514	EPIC	87565434567	Mitali Pan	Normal Birth	ACK/B/2021/000159	Application Submitted	Action
2	18/08/2021	Hospital	Bolpur Nursing Home	9732240514	Sudipta Sarkar	09/02/2021	Male					Disha Sarkar	Normal Birth	ACK/B/2021/000170	Application Submitted	Action
3	18/08/2021	Hospital	Bolpur Nursing Home	9732240514	Nasira Khatun	04/05/2021	Male					Doyel Khatun	Normal Birth	ACK/B/2021/000171	Application Submitted	Action

Showing 1 - 3 of total 3 applications

Previous

1

Next

**Step 2.4.3:** A popup will occur with a filled birth application which is filled by citizen

**General Birth Report**

Applicant MobileNo: 9732240514 Acknowledgement No: ACK/B/2021/000159 Reporting Date (dd/mm/yyyy): 17/08/2021

**LEGAL Information**

**Information of the Child**

Date Of Birth (dd/mm/yyyy): 28/06/2021 Sex: Male  
 First Name: Krisnendu Middle Name: Last Name: Pan

**Place of Birth**

Place Of Birth : Hospital State: West Bengal District: Birbhum Urban/Rural: Block  
 Block/Municipality: BOLPUR SRINIKETAN Panchayat: KANKALITALA Hospital Type: Private Hospital Name: Bolpur Nursing Home  
 Village/Town: Pin:

**Father's Information**

First Name: Rohit Middle Name: Last Name: Pan Email Id:  
 Mobile Number: 9732240514 Type of ID Proof: EPIC ID Proof Number: 87565434567 Uploaded ID Proof: [View](#)

**Mother's Information**

First Name: Mitali Middle Name: Last Name: Pan Email Id:  
 Mobile Number: 9732240514 Type of ID Proof: EPIC ID Proof Number: DVD 2345 Uploaded ID Proof: [View](#)

Matri Maa ID: 8765445

**Step 2.4.4:** Next, User will verify the entire application and provide his or her status which can be Verify or reject. If they think the entire application is wrong, they will select reject for rejection.

General Birth Report

Statistical Information

Father's and Mother's Information

Religion: Hindu
Fathers Level Of Education: Literate without formal education
Father's Occupation: Elementary occupation
Mother's Level Of Education: Not Known
Mother's Occupation: Not Known

Other Information

Age of the Mother (in completed years) At The Time Of First Marriage:
Age of the Mother (in completed years) at the time of this birth:
Number of child born alive to the mother so far including this child:
Type Of Attention At Delivery:
Birth Weight (In Kgs.): 3.5
Duration Of Pregnancy (In weeks.):
Remarks:
Delivery Method:

Uploaded Documents

Discharge Certificate: [View](#)
"Form No. 1":
Payment of Challan : [View](#)
Permission Letter : [View](#)

Approve Or Reject Application

Status: \*
--Select--

Submit

Activate Windows
Go to PC settings to activate.

Approve Or Reject Application

Status: \*

--Select--
--Select--
Verify
Reject

**Step 2.4.5:** If they think the application is correct, they will select verify and sent it to ULB for approval. For that they will select verify and press submit button

Approve Or Reject Application

Status: \*

Verify

Submit

**Step 2.4.6:** A popup will arise; user will click on the ok button for confirming the submission.

The screenshot shows a 'General Birth Report' form. A modal popup is displayed in the center with the text '40.81.75.47:4043 says Are you sure you want to submit?' and 'OK' and 'Cancel' buttons. The form in the background has the following details:

- Religion:** Hindu
- Fathers Level Of Education:** Literate without formal education
- Father's Occupation:** Craft and related trade workers
- Mother's Level Of Education:** Literate without formal education

**Step 2.4.7:** The delayed birth verification is successful.

The screenshot shows a table titled 'Delayed Birth: Verification (Applied by Citizen)'. A green notification banner at the top right says 'Done Status Updated successfully.' The table has columns for Sl. No., Entry Date, Place Of Birth, Hospital Name, Contact Mobile Number, Child Information (Name, DOB, Gender), Father's Information (Name, Mobile No., ID Type, ID No.), Mother's Information (Name), Birth Type, Acknowledgement No., Status, and an Action button.

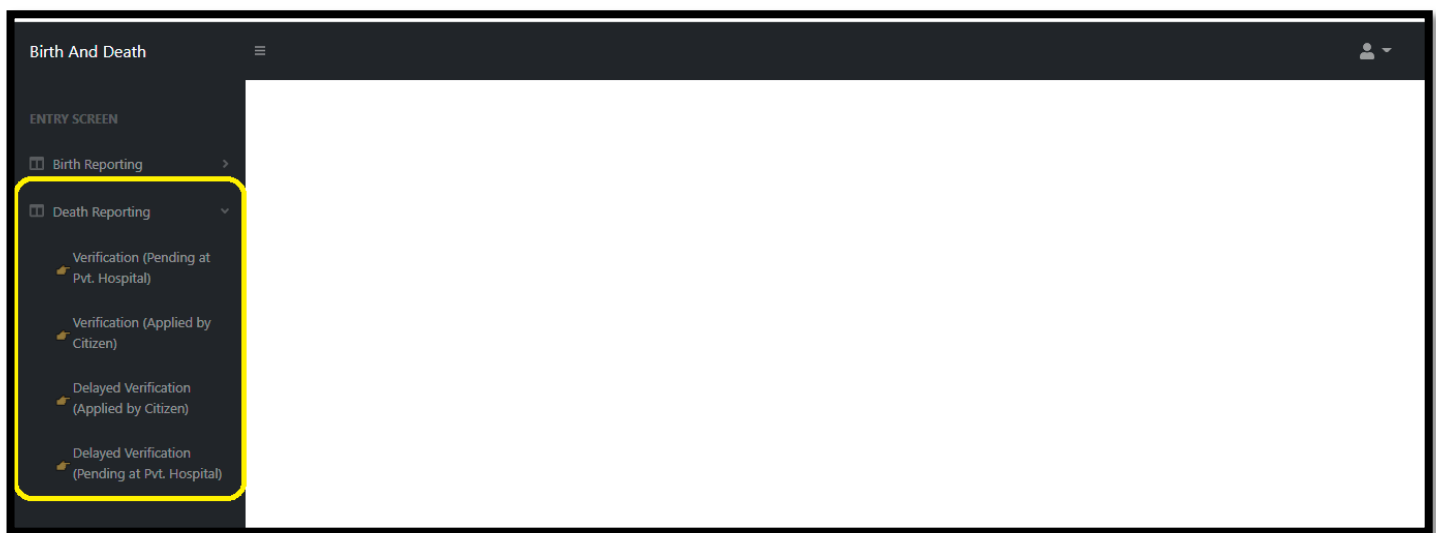
Sl. No.	Entry Date	Place Of Birth	Hospital Name	Contact Mobile Number	Child Information			Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status	Action
					Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name				
1	18/08/2021	Hospital	Bolpur Nursing Home	9732240514	Sudipta Sarkar	09/02/2021	Male					Disha Sarkar	Normal Birth	ACK/B/2021/000170	Application Submitted	Action
2	18/08/2021	Hospital	Bolpur Nursing Home	9732240514	Nasira Khatun	04/05/2021	Male					Doyel Khatun	Normal Birth	ACK/B/2021/000171	Application Submitted	Action



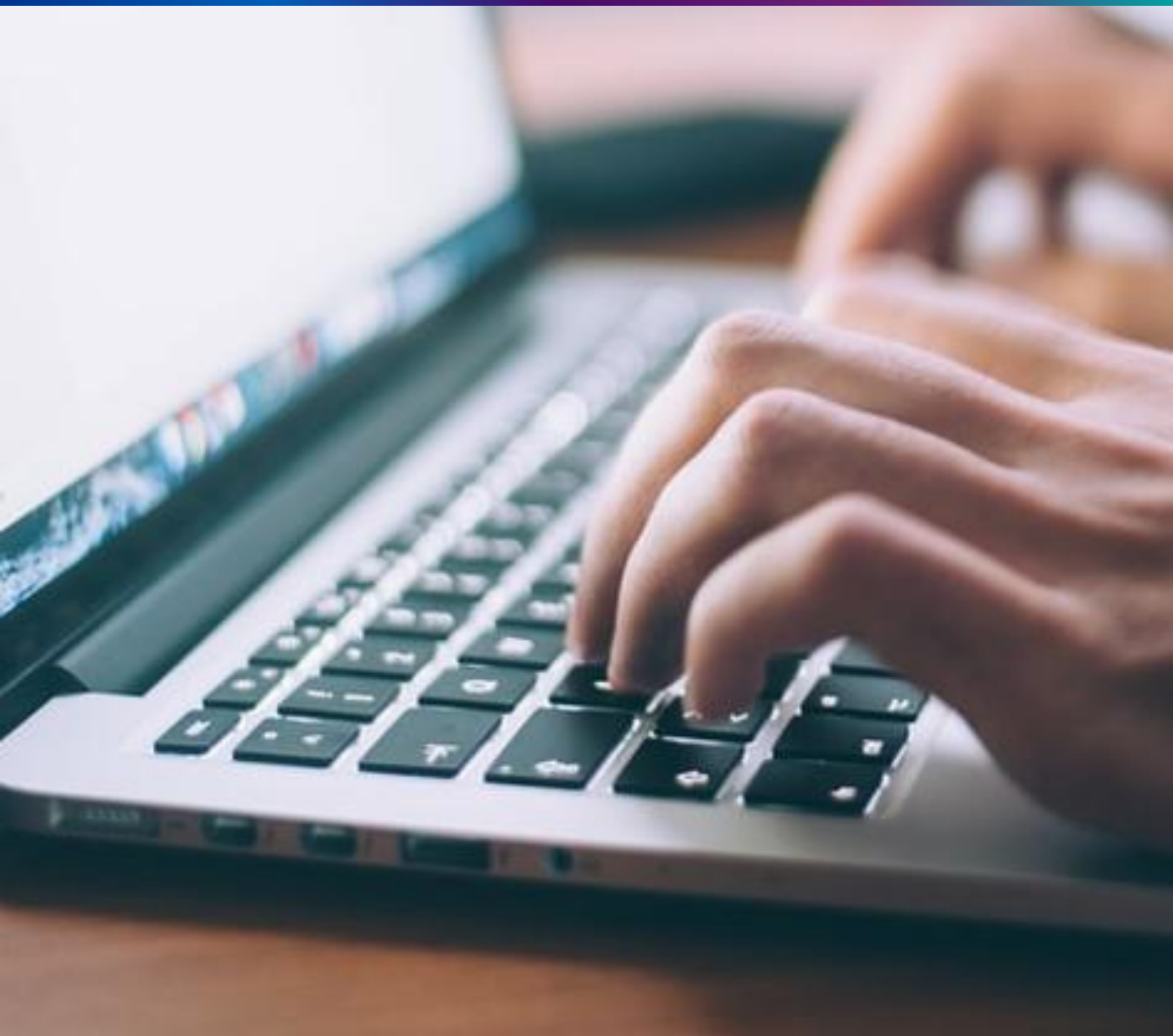
# Death Reporting



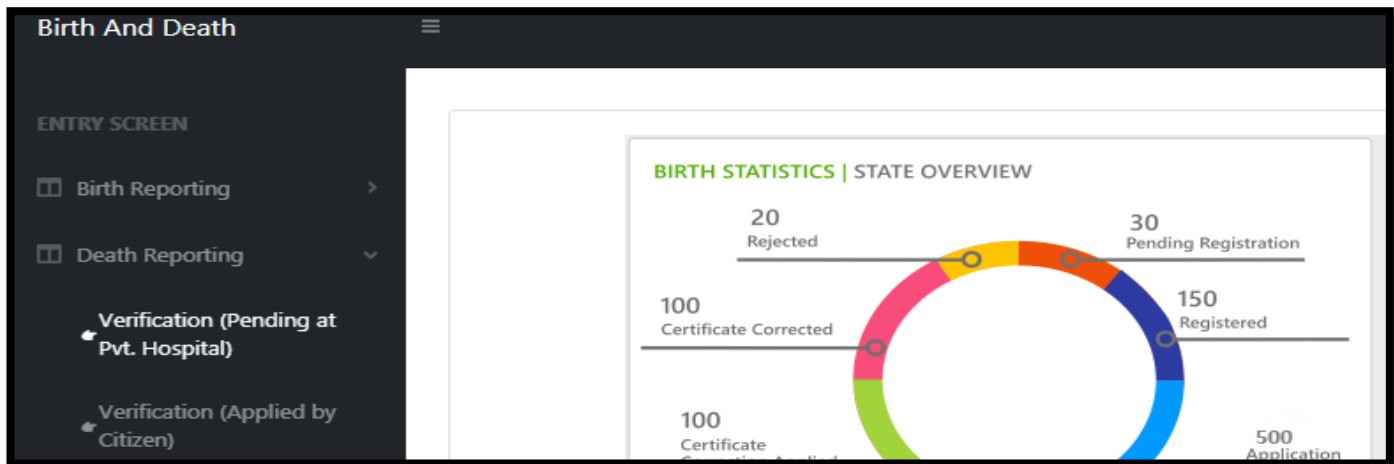
**Step 3.0:** Private Hospital Administrator will click on “Death Reporting” from Entry Screen section. It will open the dropdown menu with the following submenus Verification (Pending at Pvt. Hospital) [All death application who are died in private hospital send by Private Hospital DEO are verified & approved by Private Hospital Administrator], Verification (Applied by Citizen) [All death application send by Citizen are verified & approved by Private Hospital Administrator], Delayed Verification (Pending at Pvt. Hospital) [All delayed death application send by Private Hospital DEO are verified & approved by Private Hospital Administrator] and Delayed Verification & Approval (Applied by Citizen) [All delayed death application send by Citizen are verified & approved by Private Hospital Administrator].



# Verification (Pending at Pvt. Hospital)



**Step 3.1.1:** Private Hospital Administrator will click on “Verification (Pending at Pvt. Hospital)” from Death Reporting main menu for the all-death application who are expired in places other than hospital send by Pvt. Hospital DEO are verified by Private Hospital Administrator and send to Local Body Registrar.



**Step 3.1.2:** Private Hospital Administrator will be redirected to the “Verification (Pending at Pvt. Hospital)” page. Private Hospital Administrator will select any of the death application and will click on action button.

Death: Verification (Pending at Pvt. Hospital)

Display 10 Records per page Search: \_\_\_\_\_

Sl. No.	Entry Date	Place Of Death	Hospital Name	Deceased Information			Spouse Information		Mother's Information	Acknowledgement No.	Status	Action
				Name	DOB	Gender	Name	Mobile No.	Name			
1	12/08/2021	Hospital	Bolpur Nursing Home	Abir Das	05/08/2021	Female			T H	ACK/D/2021/000033	Application Submitted	Action
2	12/08/2021	Hospital	Bolpur Nursing Home	Abir Das	02/08/2021	Male			Nita Das	ACK/D/2021/000034	Application Submitted	Action
3	18/08/2021	Hospital	Bolpur Nursing Home	Trisha Saha	12/08/2021	Female	Binay Mal	9732230514		ACK/D/2021/000073	Application Submitted	Action
4	23/08/2021	Hospital	Bolpur Nursing Home	Mithun Bose	18/08/2021	Male	Binita Bose	7980455384		ACK/D/2021/000111	Application Submitted	Action

Showing 1 - 4 of total 4 applications

Previous 1 Next

**Step 3.1.3:** A popup will arise where the filled death application (Pending at Pvt. Hospital) appeared.

**Death Registration Approval**

Acknowledgement No: ACK/D/2021/000111 Reporting Date (dd/mm/yyyy): 02/09/2021

**LEGAL INFORMATION**

**Information of the deceased**

Date Of Death (dd/mm/yyyy): 18/08/2021 Sex: Male Age: Years:- 40  
 First Name: Mithun Middle Name: Last Name: Bose  
 Type of ID Proof: EPIC ID Proof Number: 33 Upload ID Proof: [View](#)

**Place of Death**

Place of death: Hospital State: West Bengal District: Birbhum  
 Urban/Rural: Block Block/Municipality: BOLPUR SRINIKETAN  
 Panchayat: KANKALITALA Village/Town: Pin: Hospital Type: Private  
 Name & Address of hospital/institute: Bolpur Nursing Home

**Mother's Information**

First Name: Middle Name: Last Name:  
 Email Id: Mobile Number:  
 Type of ID Proof: ID Proof Number: Upload ID Proof:

Activate Windows

**Step 3.1.4:** Next, Private Hospital Administrator will verify the entire application and provide his or her status which can be Verify, send back to DEO or reject. If they think correction required, they will select send back to DEO for correction and if they think the entire application is wrong, they will select reject for rejection. If they think the application is correct, they will select verify and sent it to ULB for approval. For that they will select verify and press submit button .

**Uploaded Documents**

Upload Death Certificate issued by attending doctor: [View](#)

**Approve Or Reject Application**

**Status: \*** --Select-- ▼

- Select--
- Verify
- Send Back To DEO
- Reject

**Submit**

**Step 3.1.5:** A popup will arise; user will click on the ok button for confirming the submission.

**Death Registration Approval**

40.81.75.47:4043 says

Are you sure?

**OK** **Cancel**

Immediate Cause/ অসুখের নাম অথবা মৃত্যুর প্রকৃত কারণ

Dying Cause

**Step 3.1.6:** The death verification is successful.

**Death: Verification (Pending at Pvt. Hospital)**

Display 10 Records per page Search:

Sl. No.	Entry Date	Place Of Death	Hospital Name	Deceased Information			Spouse Information		Mother's Information	Acknowledgement No.	Status	Action
				Name	DOB	Gender	Name	Mobile No.	Name			
1	12/08/2021	Hospital	Bolpur Nursing Home	Abir Das	05/08/2021	Female			T H	ACK/D/2021/000033	Application Submitted	Action
2	12/08/2021	Hospital	Bolpur Nursing Home	Abir Das	02/08/2021	Male			Nita Das	ACK/D/2021/000034	Application Submitted	Action
3	18/08/2021	Hospital	Bolpur Nursing Home	Trisha Saha	12/08/2021	Female	Binay Mal	9732230514		ACK/D/2021/000073	Application Submitted	Action

Showing 1 - 3 of total 3 applicatopns

Previous **1** Next

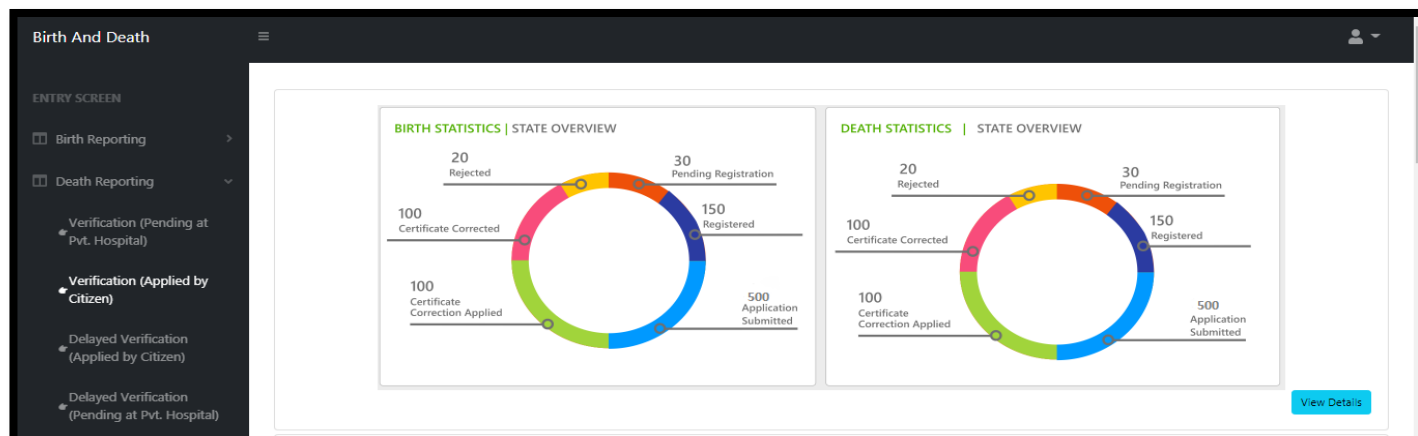


# Verification (Applied by Citizen)





**Step 3.2.1:** Private Hospital Administrator will click on “Verification (Applied by Citizen)” from Death Reporting main menu for the all-death application send by Citizen which are verified by Pvt. hospital Administrator and send by Local Body Registrar.



**Step 3.2.2:** Private Hospital Administrator will be redirected to the “Verification (Applied by Citizen)” page. Private Hospital Administrator will select any of the death application and will click on action button

Death: Verification & Approval (Applied by Citizen)

Display

10

Records per page

Search:

Sl. No.	Entry Date	Place Of Death	Hospital Name	Deceased Information			Spouse Information		Mother's Information	Acknowledgement No.	Status	
				Name	DOB	Gender	Name	Mobile No.	Name			
1	17/08/2021	Hospital	Bolpur Nursing Home	Mithila Pan	04/08/2021	Male	Ritu Pan	9732240514		ACK/D/2021/000087	Application Submitted	Action
2	18/08/2021	Hospital	Bolpur Nursing Home	Souvik Ghosal	12/08/2021	Male	Aditi Ghosal	9732230514		ACK/D/2021/000095	Application Submitted	Action
3	18/08/2021	Hospital	Bolpur Nursing Home	Souvik Ghosal	12/08/2021	Male	Aditi Ghosal	9732230514		ACK/D/2021/000096	Application Submitted	Action
4	18/08/2021	Hospital	Bolpur Nursing Home	Souvik Ghosal	12/08/2021	Male	Aditi Ghosal	9732230514		ACK/D/2021/000097	Application Submitted	Action
5	18/08/2021	Hospital	Bolpur Nursing Home	Mala roy	13/05/2021	Female	Avi roy	9732240514		ACK/D/2021/000100	Application Submitted	Action

Showing 1 - 5 of total 5 applicatopns

Previous

1

Next

**Step 3.2.3:** A popup will occur with a filled death application which is filled by citizen

**Death Registration Approval**

Acknowledgement No: ACK/D/2021/000100      Reporting Date (dd/mm/yyyy): 02/09/2021

Applicant's Relationship with Deceased: Spouse      Name of Applicant:      Type of ID Proof:

ID Number Of Applicant:      ID Proof:

**LEGAL INFORMATION**

**Information of the deceased**

Date Of Death (dd/mm/yyyy): 13/05/2021      Sex: Female      Age: Years:- 40  
 First Name: Mala      Middle Name:      Last Name: roy  
 Type of ID Proof: EPIC      ID Proof Number: 33      Upload ID Proof: [View](#)

**Place of Death**

Place of death: Hospital      State: West Bengal      District: Birbhum  
 Urban/Rural: Block      Block/Municipality: BOLDPUR SRINIKETAN  
 Panchayat: KANKALITALA      Village/Town:      Pin:      Hospital Type: Private  
 Name & Address of hospital/institute: Bolpur Nursing Home

**Mother's Information**

First Name:      Middle Name:      Last Name:      [View](#)  
 Email Id:      Mobile Number:      [View](#)

**Step 3.2.4:** Next, Private Hospital Administrator will verify the entire application and provide his or her status which can be Verify or reject. If they think the entire application is wrong, they will select reject for rejection

**Death Registration Approval**

**Other Information**

Immediate Cause/ অসুখের নাম অথবা মৃত্যুর প্রকৃত কারণ      Antecedent Cause      Underlying Cause

Other Cause      Manner of Death (How did the injury occur?) / অসুখের নাম অথবা মৃত্যুর প্রকৃত কারণ  
 --Select--      --Select--

If used to habitually smoke-for how many years?      If used to habitually chew tobacco in any form-for how many years?  
 0      0

If used to habitually chew arecanut in any form(including pan masala)-for how many years?      If used to habitually drink alcohol-for how many years?  
 0      0

**Uploaded Documents**

Upload Death Certificate issued by attending doctor: [View](#)      Upload Cremation / Burial Certificate : [View](#)

**Approve Or Reject Application**

Status: \*      --Select--  
 --Select--  
 Verify  
 Reject

[Submit](#)

**Step 3.2.5:** If they think the application is correct, they will select verify and sent it to LB for approval. For that they will select verify and press submit button.

**Approve Or Reject Application**

Status: \*      Verify      [View](#)

[Submit](#)

**Step 3.2.6:** A popup will arise; user will click on the ok button for confirming the submission.

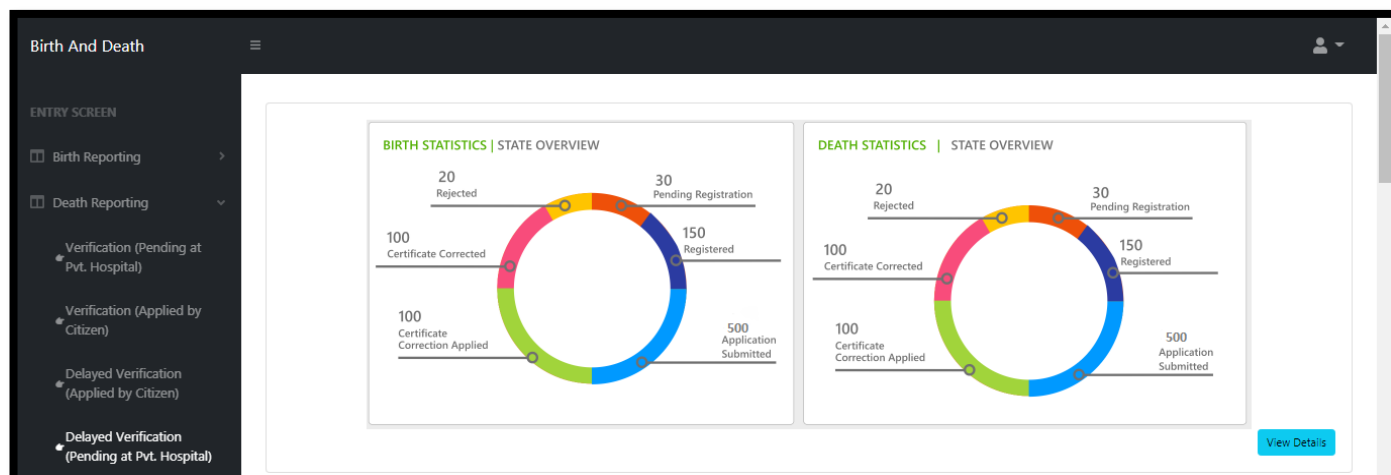
**Step 3.2.7:** The death verification is successful.

Sl. No.	Entry Date	Place Of Death	Hospital Name	Deceased Information			Spouse Information		Mother's Information	Acknowledgement No.	Status	Action
				Name	DOB	Gender	Name	Mobile No.				
1	17/08/2021	Hospital	Bolpur Nursing Home	Mithila Pan	04/08/2021	Male	Ritu Pan	9732240514		ACK/D/2021/000087	Application Submitted	Action
2	18/08/2021	Hospital	Bolpur Nursing Home	Souvik Ghosal	12/08/2021	Male	Aditi Ghosal	9732230514		ACK/D/2021/000095	Application Submitted	Action
3	18/08/2021	Hospital	Bolpur Nursing Home	Souvik Ghosal	12/08/2021	Male	Aditi Ghosal	9732230514		ACK/D/2021/000096	Application Submitted	Action
4	18/08/2021	Hospital	Bolpur Nursing Home	Souvik Ghosal	12/08/2021	Male	Aditi Ghosal	9732230514		ACK/D/2021/000097	Application Submitted	Action

# Delayed Verification (Pending at Pvt. Hospital)



**Step 3.3.1 :** Private Hospital Administrator will click on “Delayed Verification (Pending at Pvt. Hospital)” from Death Reporting main menu for the all-death application send by Pvt hospital DEO are verified by Private Hospital Administrator .



**Step 3.3.2 :** Private Hospital Administrator will be redirected to the “Delayed Verification (Pending at Pvt. Hospital)” page. Private Hospital Administrator will select any of the death application and will click on action button.

Delayed Death: Verification (Pending at Pvt. Hospital)

Display 10 Records per page Search: \_\_\_\_\_

Sl. No.	Entry Date	Place Of Death	Hospital Name	Deceased Information			Spouse Information		Mother's Information	Acknowledgement No.	Status	Action
				Name	DOB	Gender	Name	Mobile No.	Name			
1	12/08/2021	Hospital	Bolpur Nursing Home	Asit Biswas	09/06/2021	Male	Ruma Biswas		Monimala Biswas	ACK/D/2021/000035	Application Submitted	Action
2	16/08/2021	Hospital	Bolpur Nursing Home	Monika Mondal	09/06/2021	Male				ACK/D/2021/000053	Application Submitted	Action
3	17/08/2021	Hospital	Bolpur Nursing Home	Rakhi De	09/02/2021	Female			Rima De	ACK/D/2021/000069	Application Submitted	Action

Showing 1 - 3 of total 3 applications Previous 1 Next

**Step 3.3.3:** A popup will occur with a filled death application which is filled by Private Hospital DEO

Death Registration Approval

Acknowledgement No: ACK/D/2021/000035 Reporting Date (dd/mm/yyyy): 02/09/2021

LEGAL INFORMATION

Information of the deceased

Date Of Death (dd/mm/yyyy): 09/06/2021 Sex: Male Age: Years:- 76  
 First Name: Asit Middle Name: Last Name: Biswas  
 Type of ID Proof: Aadhaar ID Proof Number: 125689634521 Upload ID Proof: [View](#)

Place of Death

Place of death: Hospital State: West Bengal District: Birbhum  
 Urban/Rural: Block Block/Municipality: BOLPUR SRINIKETAN  
 Panchayat: KANKALITALA Village/Town: Pin: Hospital Type: Private  
 Name & Address of hospital/institute: Bolpur Nursing Home

Mother's Information

First Name: Monimala Middle Name: Last Name: Biswas  
 Email Id: Mobile Number:  
 Type of ID Proof: ID Proof Number: Upload ID Proof:



**Step 3.3.4:** : Next, Private Hospital Administrator will verify the entire application and provide his or her status which can be Verify, send back to DEO or reject. If they think correction required, they will select send back to DEO for correction and if they think the entire application is wrong, they will select reject for rejection.

Uploaded Documents

Upload Death Certificate issued by attending doctor: [View](#)      Upload Cremation / Burial Certificate : [View](#)

Approve Or Reject Application

Status: \* --Select-- --Select-- Verify Send Back To DEO Reject Submit

**Step 3.3.5:** If they think the application is correct, they will select verify and sent it to ULB for approval. For that they will select verify and press submit button

Approve Or Reject Application

Status: \* Verify Submit

**Step 3.3.6:** : A popup will arise; Registrar will click on the ok button for confirming the submission

Death Registration Approval

40.81.75.47:4043 says  
Are you sure?

OK Cancel

**Step 3.3.7:** : Verification of the selected application will be successful.

Delayed Death: Verification (Pending at Pvt. Hospital)

Display 10 Records per page      Search:

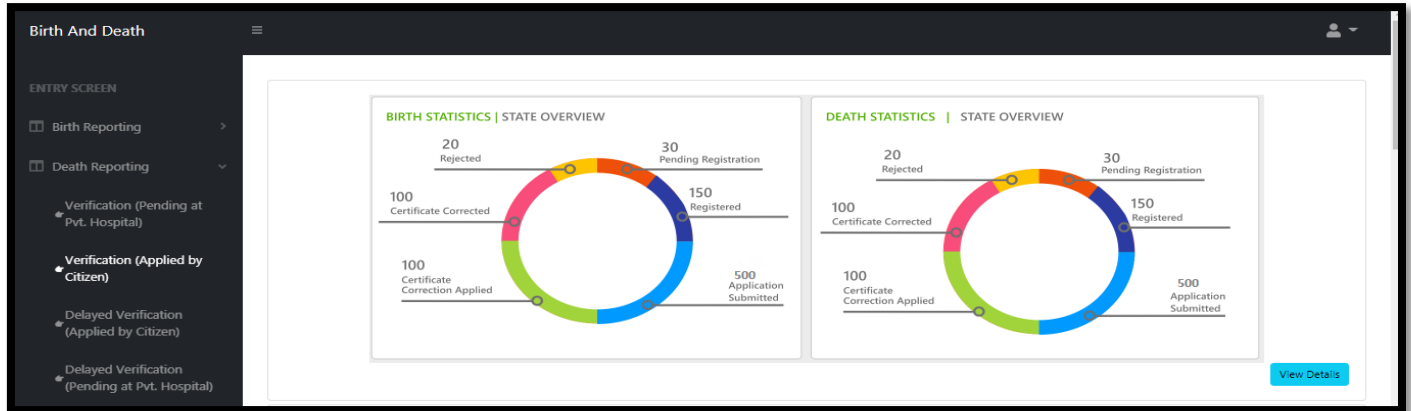
Sl. No.	Entry Date	Place Of Death	Hospital Name	Deceased Information			Spouse Information		Mother's Information	Acknowledgement No.	Status	Action
				Name	DOB	Gender	Name	Mobile No.	Name			
1	16/08/2021	Hospital	Bolpur Nursing Home	Monika Mondal	09/06/2021	Male				ACK/D/2021/000053	Application Submitted	Action
2	17/08/2021	Hospital	Bolpur Nursing Home	Rakhi De	09/02/2021	Female			Rima De	ACK/D/2021/000069	Application Submitted	Action

Showing 1 - 2 of total 2 applications      Previous 1 Next



Delayed Verification (Applied  
by Citizen)

**Step 3.4.1:** : Private Hospital Administrator click on “Delayed Verification (Applied by Citizen)” from Birth Reporting main menu for the all-delayed death application send by Citizen are verified by Private Hospital Administrator .



**Step 3.4.2:** : Private Hospital Administrator will be redirected to the “Delayed Verification (Applied by Citizen)” page. Private Hospital Administrator will select any of the death application and will click on action button

Death: Verification & Approval (Applied by Citizen)

Display 10 Records per page Search: \_\_\_\_\_

Sl. No.	Entry Date	Place Of Death	Hospital Name	Deceased Information			Spouse Information		Mother's Information	Acknowledgement No.	Status	Action
				Name	DOB	Gender	Name	Mobile No.	Name			
1	17/08/2021	Hospital	Bolpur Nursing Home	Mithila Pan	04/08/2021	Male	Ritu Pan	9732240514		ACK/D/2021/000087	Application Submitted	Action
2	18/08/2021	Hospital	Bolpur Nursing Home	Souvik Ghosal	12/08/2021	Male	Aditi Ghosal	9732230514		ACK/D/2021/000095	Application Submitted	Action
3	18/08/2021	Hospital	Bolpur Nursing Home	Souvik Ghosal	12/08/2021	Male	Aditi Ghosal	9732230514		ACK/D/2021/000096	Application Submitted	Action
4	18/08/2021	Hospital	Bolpur Nursing Home	Souvik Ghosal	12/08/2021	Male	Aditi Ghosal	9732230514		ACK/D/2021/000097	Application Submitted	Action
5	18/08/2021	Hospital	Bolpur Nursing Home	Mala roy	13/05/2021	Female	Avi roy	9732240514		ACK/D/2021/000100	Application Submitted	Action

Showing 1 - 5 of total 5 applications

Previous 1 Next

**Step 3.4.3:** A popup will occur with a filled delayed death application which is filled by citizen.

**Death Registration Approval**

Acknowledgement No: ACK/D/2021/000100 Reporting Date (dd/mm/yyyy): 02/09/2021

Applicant's Relationship with Deceased: Spouse ID Number Of Applicant: ID Proof: Name of Applicant: Type of ID Proof:

**LEGAL INFORMATION**

**Information of the deceased**

Date Of Death (dd/mm/yyyy): 13/05/2021 Sex: Female Age: Years:- 40  
 First Name: Mala Middle Name: Last Name: roy  
 Type of ID Proof: EPIC ID Proof Number: 33 Upload ID Proof: [View](#)

**Place of Death**

Place of death: Hospital State: West Bengal District: Birbhum  
 Urban/Rural: Block Block/Municipality: BOLPUR SRINIKETAN  
 Panchayat: KANKALITALA Village/Town: Pin: Hospital Type: Private  
 Name & Address of hospital/institute: Bolpur Nursing Home

**Mother's Information**

First Name: Middle Name: Last Name:  
 Email Id: Mobile Number:

Activate Windows  
Go to PC settings to activate

**Step 3.4.4 :** Next, Private Hospital Administrator will verify the entire application and provide his or her status which can be Verify or reject. If they think the entire application is wrong they will select reject for rejection.

**Death Registration Approval**

**Other Information**

Immediate Cause/ অসুখের নাম অথবা মৃত্যুর প্রকৃত কারণ: Other Cause

Antecedent Cause: Other Cause

Underlying Cause: Manner of Death (How did the injury occur?) / অসুখের নাম অথবা মৃত্যুর প্রকৃত কারণ

If used to habitually smoke-for how many years? 0

If used to habitually chew tobacco in any form-for how many years? 0

If used to habitually chew arecanut in any form(including pan masala)-for how many years? 0

If used to habitually drink alcohol-for how many years? 0

**Uploaded Documents**

Upload Death Certificate issued by attending doctor: [View](#)

Upload Cremation / Burial Certificate : [View](#)

**Approve Or Reject Application**

Status: \* --Select--

[Submit](#)

Activate Windows  
Go to PC settings to activate

**Step 3.4.5:** If they think the application is correct, they will select verify and sent it to ULB for approval. For that they will select verify and press submit button

**Approve Or Reject Application**

Status: \* Verify

[Submit](#)

**Step 3.4.6 :** A popup will arise; user will click on the ok button for confirming the submission

40.81.75.47:4043 says  
Are you sure?

[OK](#) [Cancel](#)

**Step 3.4.7 :** Verification of the selected application will be successful.

**Death: Verification & Approval (Applied by Citizen)**

Display 10 Records per page Search:

Sl. No.	Entry Date	Place Of Death	Hospital Name	Deceased Information			Spouse Information		Mother's Information	Acknowledgement No.	Status	Action
				Name	DOB	Gender	Name	Mobile No.	Name			
1	17/08/2021	Hospital	Bolpur Nursing Home	Mithila Pan	04/08/2021	Male	Ritu Pan	9732240514		ACK/D/2021/000087	Application Submitted	Action
2	18/08/2021	Hospital	Bolpur Nursing Home	Souvik Ghosal	12/08/2021	Male	Aditi Ghosal	9732230514		ACK/D/2021/000095	Application Submitted	Action
3	18/08/2021	Hospital	Bolpur Nursing Home	Souvik Ghosal	12/08/2021	Male	Aditi Ghosal	9732230514		ACK/D/2021/000096	Application Submitted	Action
4	18/08/2021	Hospital	Bolpur Nursing Home	Souvik Ghosal	12/08/2021	Male	Aditi Ghosal	9732230514		ACK/D/2021/000097	Application Submitted	Action

Showing 1 - 4 of total 4 applications

[Previous](#) [1](#) [Next](#)

Done  
Status Updated successfully.

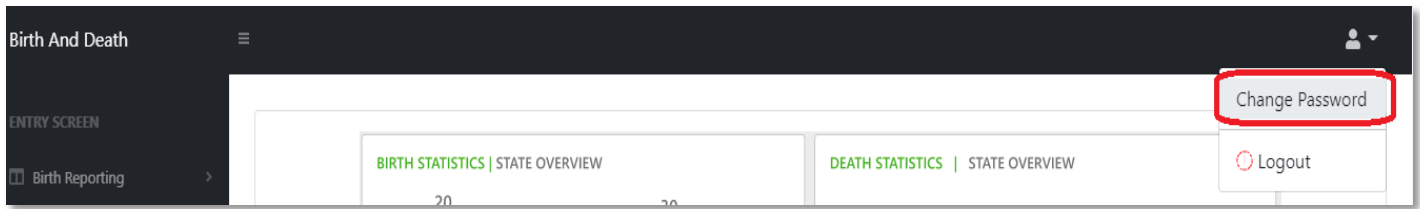


# Change Password





**Step 4.1.2:** For changing the existing password Registrar 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.

Change Password

Current Password

New Password

Confirm New Password

Save

Password should match these conventions

- Must be 8-15 characters long
- At least 1 number, 1 lowercase, 1 uppercase letter
- At least 1 special character

**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 Password

Current Password

New Password

Confirm New Password

Save

...

.....

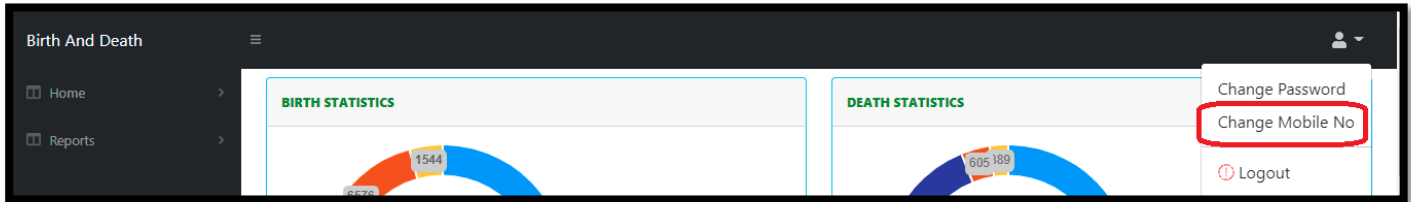
.....

Strong



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.

 A screenshot of a web form titled 'Mobile No ADD/EDIT'. It contains a single input field labeled 'Mobile No' which is currently empty. To the right of the input field is a blue button labeled 'GET OTP'.

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

 A screenshot of the 'Mobile No ADD/EDIT' form. The 'Mobile No' input field now contains the number '9874561230'. The blue 'GET OTP' button remains visible to the right.

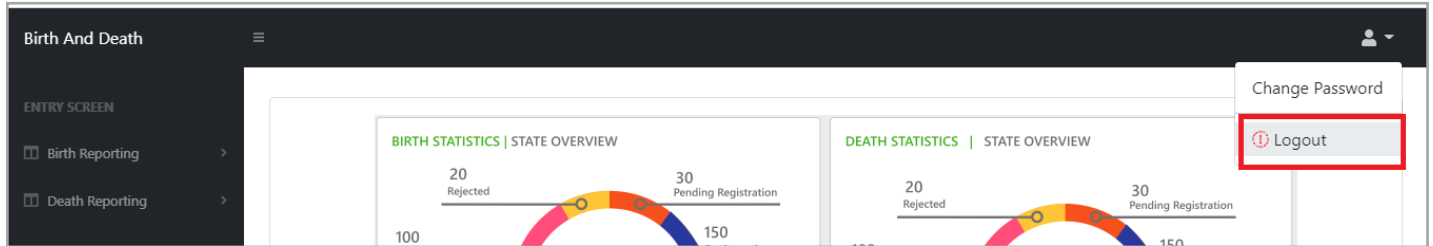
**Step 4.2.4:** DEO will enter the OTP send in their registered mobile number and press 'Submit' Button

 A screenshot of the 'Mobile No ADD/EDIT' form. The 'Mobile No' field is now disabled and contains 'XXXXXXXXXX'. A new 'Enter OTP' field has appeared to the right, containing the number '634174'. A green 'Submit' button is located to the right of the OTP field and is highlighted with a red rectangle. The 'GET OTP' button is still present.

LOGOUT



**Step 4.2.1:** Private Hospital Administrator 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.







Image/Graphics/illustraton courtesy: Freepik.com

Designed by Freepik

Designed by rawpixel.com

Designed by pikisuperstar



# Janma-Mrityu Tathya Portal for Citizen

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**Step 1:** Citizen will open the Janma-Mrityu Tathya Portal from [www.wbhealth.gov.in](http://www.wbhealth.gov.in) website. User will be redirected to the login page of Janma-Mrityu Tathya Portal.

Department of Health & Family Welfare  
GOVERNMENT OF WEST BENGAL

Change Language English

Regulatory Framework Content Citizen Services Important Links

User login Id  
This field is required.

Password  
This field is required.

Enter Captcha Code

LOGIN

\* Forgot Password?

জন্ম-মৃত্যু তথ্যা  
Janma-Mrityu Tathya

What's New  
Registration of every birth and death || প্রতিটি জন্ম ও মৃত্যুর নিবন্ধন নিশ্চিত করা প্রত্যেক দায়িত্বশীল নাগরিকের কর্তব্য | Janma-Mrityu Tathya Portal An User Manual (PDF) **New!**

The background of the slide is a solid blue color. In the bottom-left corner, there is a cluster of overlapping triangles in various shades of blue and teal. A horizontal band with a blue-to-teal gradient gradient spans the width of the slide, containing the title text. Below this band, the bottom portion of the slide shows a close-up of a hand holding a pen, positioned over a white document with some faint, illegible text.

# Regulatory Framework

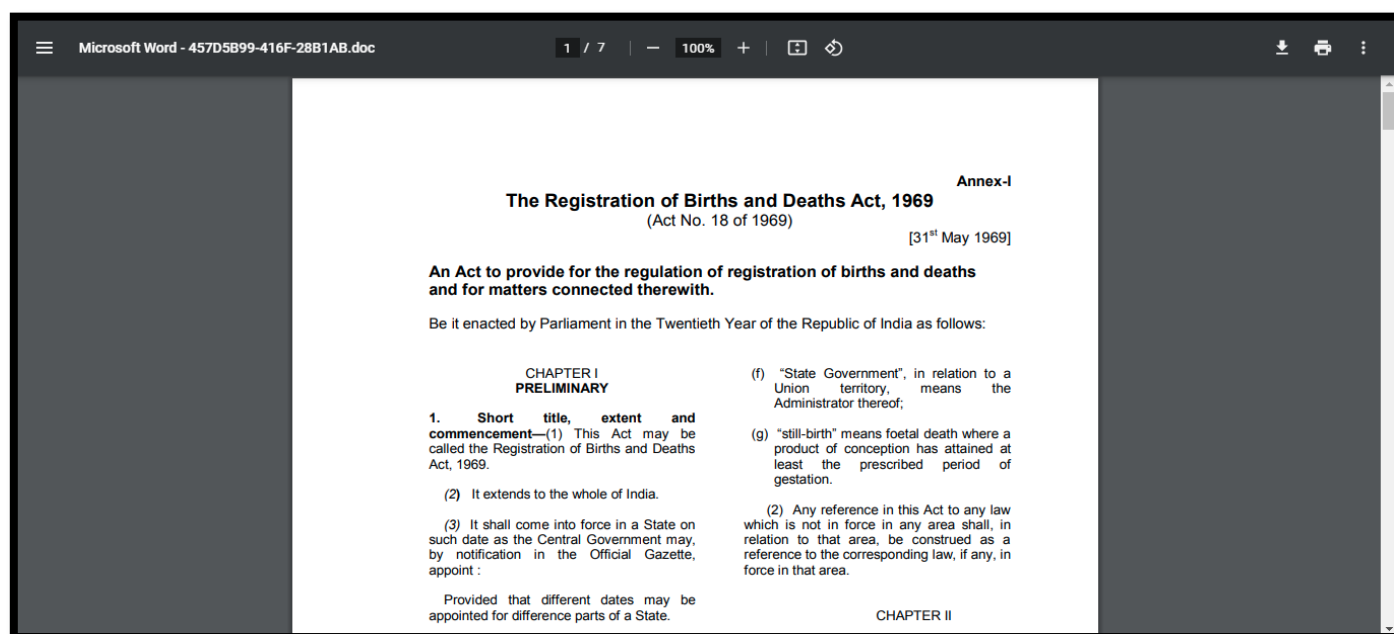
**Step 2.:** Citizen can click on Regulatory Framework which open the submenu with the following "The Registration Of Births & Deaths Act, 1969", "West Bengal Registration Of Births & Deaths - State Rule 2000" and "West Bengal State Rule Amendment – 2006".



**Step 2.1.1:** Citizen will click on the " The Registration of Births & Deaths Act, 1969" from "Regulatory Framework" main menu



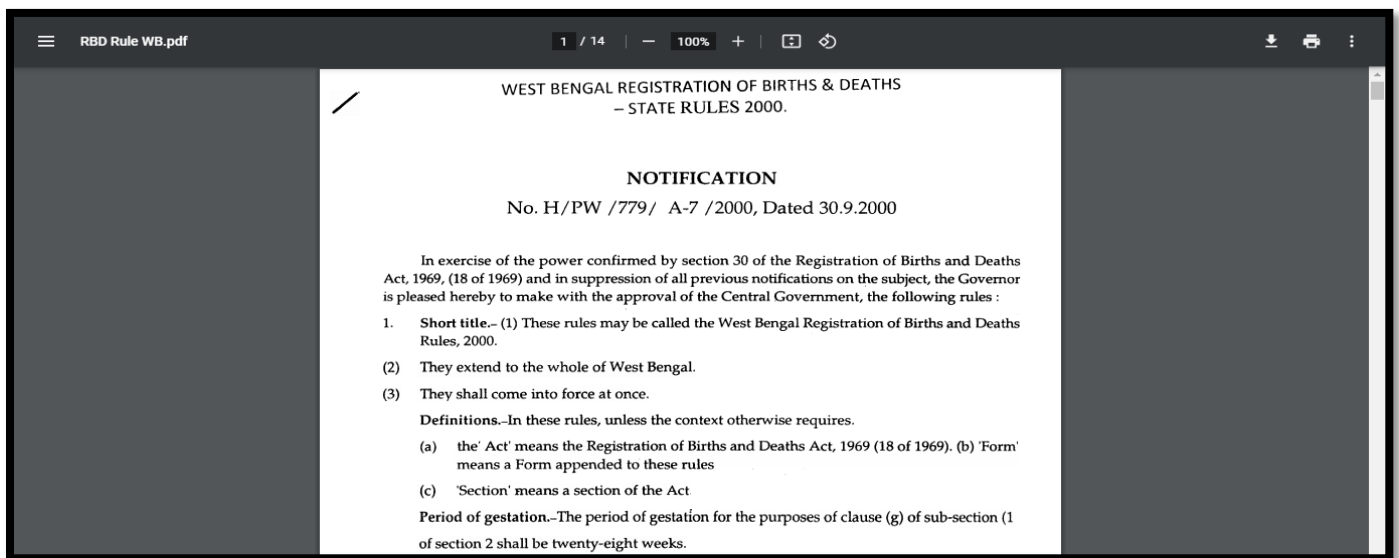
**Step 2.1.2:** Citizen will be redirected to the next page where "The Registration of Births & Deaths Act, 1969" information will open.



**Step 2.2.1:** Citizen will click on the "West Bengal Registration of Births & Deaths - State Rule 2000" from "Regulatory Framework" main menu.



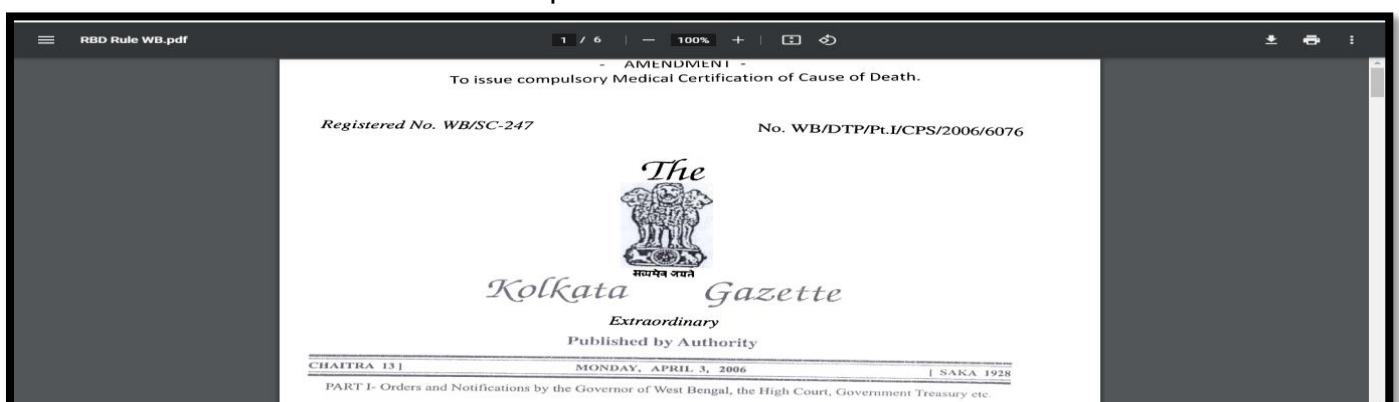
**Step 2.2.2:** Citizen will be redirected to the next page where "West Bengal Registration of Births & Deaths - State Rule 2000" information will open.



**Step 2.3.1:** Citizen will click on the "West Bengal State Rule Amendment – 2006" from "Regulatory Framework" main menu.



**Step 2.3.2:** Citizen will be redirected to the next page where "West Bengal State Rule Amendment – 2006" information will open.







# Content



**Step 2.2.1:** Citizen will click on the “Janma-Mrityu Tathya Portal – An User manual” from “Content” main menu for the instruction manuals for this portal.



**Step 2.2.2:** Citizen will be redirected to the next page where " Janma-Mrityu Tathya Portal – An User manual " information will open. User can download or view all the necessary instruction of the portal





# Citizen Services: Birth

**Step 3.0:** User can click on Citizen Services which open the submenu with the following "Birth" and "Death". They can apply for birth or death certificate.



**Step 3.1:** User will next select Birth submenu from "Citizen Services" which will open another dropdown with the following "How To Apply (User Guide)", "Apply For New Registration", "Track Application", "Download Certificate", "Child Name Registration", "Delayed Birth Registration" and "Birth Certificate Correction".





# How To Apply (User Guide)

**Step 3.1.1.1:** User will click on “How To Apply (User Guide)” from Birth sub menu of Citizen Services main menu



**Step 3.1.1.2:** User will be redirected to the User manual of citizen. User can download or view the application procedure for their better understanding about the application.





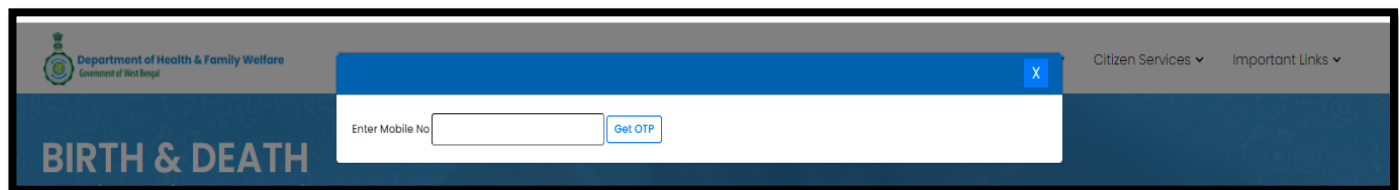


Apply for New  
Registration

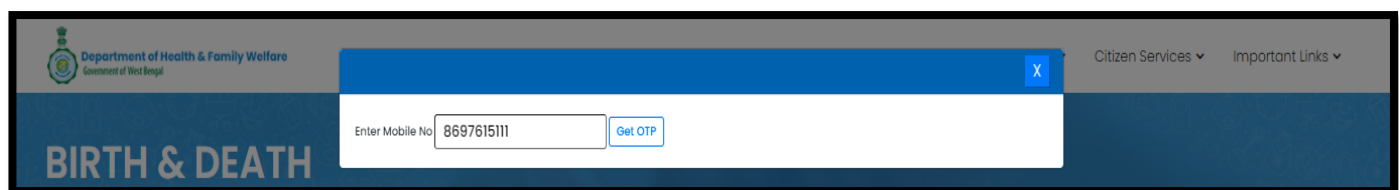
**Step 3.1.2.1:** User will click on “Apply for New Registration” from Birth sub menu of Citizen Services main menu. Citizen will apply here if they did not receive any birth certificate.



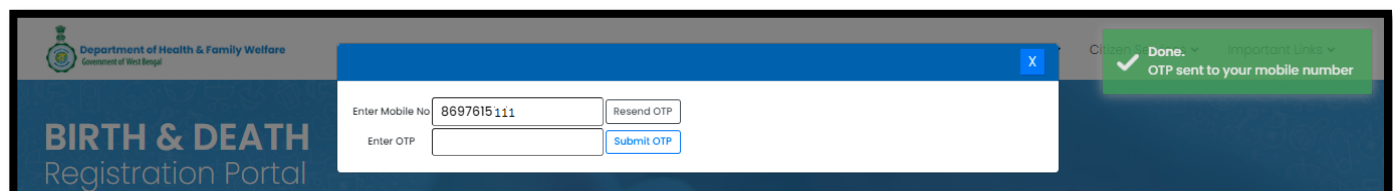
**Step 3.1.2.2:** A popup will open where citizen must register themselves with mobile number.



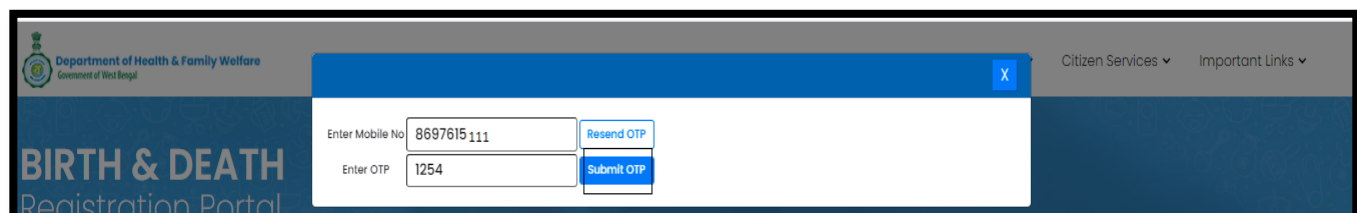
**Step 3.1.2.3:** Citizen will enter their mobile number for required birth registration.



**Step 3.1.2.4:** After verifying the mobile number an OTP will be send to the same mobile number.



**Step 3.1.2.5:** Citizen will enter the received OTP and press submit button. If the OTP is not received by citizen, they can send again by clicking resend OTP.



**Step 3.1.2.6:** After successful OTP submission birth Registration form will be appeared.

Department of Health & Family Welfare  
Government of West Bengal

## Birth Registration

Reporting Date / প্রতিবেদনের তারিখ\*  
26/08/2021

Mobile # for future Communication / মোবাইল নম্বর # ভবিষ্যতের যোগাযোগের জন্য\*  
8697615111

LEGAL INFORMATION / আইনগত তথ্য

Information of the Child / শিশুর তথ্য

Date Of Birth / জন্মের তারিখ\*  
--Select--

Gender / লিঙ্গ\*  
--Select--

First Name / প্রথম নাম\*  
--Select--

Middle Name / নামের মধ্যাংশ  
--Select--

Last Name / নামের শেষাংশ  
--Select--

Place of Birth / জন্মের স্থান\*

Place Of Birth / জন্মের স্থান\*  
--Select--

State / রাজ্য\*  
--Select--

District / জেলা\*  
--Select--

Urban/Rural\*  
--Select--

Block/Municipality\*  
--Select--

**Step 3.1.2.7:** Citizen will first enter information of child which includes baby's date of birth, gender and name. After that they will enter place of birth (Hospital, home or other than hospital or home).

Department of Health & Family Welfare  
Government of West Bengal

## Birth Registration

Reporting Date / প্রতিবেদনের তারিখ\*  
26/08/2021

Mobile # for future Communication / মোবাইল নম্বর # ভবিষ্যতের যোগাযোগের জন্য\*  
8697615111

LEGAL INFORMATION / আইনগত তথ্য

Information of the Child / শিশুর তথ্য

Date Of Birth / জন্মের তারিখ\*  
25/08/2021

Gender / লিঙ্গ\*  
Male

First Name / প্রথম নাম\*  
BabyofRuma

Middle Name / নামের মধ্যাংশ  
--Select--

Last Name / নামের শেষাংশ  
--Select--

Place of Birth / জন্মের স্থান\*

Place Of Birth / জন্মের স্থান\*  
--Select--  
Hospital  
Home  
Others

State / রাজ্য\*  
--Select--

District / জেলা\*  
--Select--

Urban/Rural\*  
--Select--

Block/Municipality\*  
--Select--

Village/Town গ্রাম / শহর\*  
--Select--

Pin / পিন মং\*  
--Select--

**Step 3.1.2.8:** After selecting appropriate place of birth, Citizen will select State, District and Urban or Rural.

LEGAL INFORMATION / আইনগত তথ্য

Information of the Child / শিশুর তথ্য

Date Of Birth / জন্মের তারিখ\*  
25/08/2021

Gender / লিঙ্গ\*  
Male

First Name / প্রথম নাম\*  
BabyofRuma

Middle Name / নামের মধ্যাংশ  
--Select--

Last Name / নামের শেষাংশ  
--Select--

Place of Birth / জন্মের স্থান\*

Place Of Birth / জন্মের স্থান\*  
Hospital

State / রাজ্য\*  
West Bengal

District / জেলা\*  
Birbhum

Urban/Rural\*  
Block

Block/Municipality\*  
--Select--

Panchayat\*  
--Select--

Hospital Type\*  
--Select--

Hospital Name / হাসপাতাল / প্রতিষ্ঠানের নাম\*  
--Select--

**Step 3.1.2.9:** After selecting Urban or Rural they will select Block or Municipality, Panchayat and hospital type (Government or Private) where the baby birth occurred.

The screenshot shows the 'Place of Birth / জন্মের স্থান' section of the form. It includes the following fields and values:

- Place Of Birth / জন্মের স্থান: Hospital
- State / রাজ্য: West Bengal
- District / জেলা: Birbhum
- Urban/Rural: Block
- Block/Municipality: BOLPUR SRINIKETAN
- Panchayat: KANKALITALA
- Hospital Type: --Select-- (dropdown menu is open showing Government and Private options)
- Hospital Name / হাসপাতাল / প্রতিষ্ঠানের নাম: --Select--

The 'Father's Information / পিতার তথ্য' section is partially visible below.

**Step 3.1.2.10:** After choosing hospital type user will enter hospital name. Next they will enter father's information such as name, email id, mobile number and select the required ID proof of father among (Aadhaar, EPIC or Khadya Sathi)

The screenshot shows the 'Place of Birth' section with the following values:

- Place Of Birth: Hospital
- State: West Bengal
- District: Birbhum
- Urban/Rural: Block
- Block/Municipality: BOLPUR SRINIKETAN
- Panchayat: KANKALITALA
- Hospital Type: Private
- Hospital Name: Bolpur Nursing Home

The 'Father's Information / পিতার তথ্য' section includes the following fields and values:

- First Name / প্রথম নাম: Vinay
- Middle Name / মাঝের মধ্যাংশ: Kumar
- Last Name / নামের শেষাংশ: Sarkar
- Email Id / ইমেইল: vks@test.com
- Mobile No. / মোবাইল: 9874561230
- Type of ID Proof: --Select-- (dropdown menu is open showing Aadhaar, EPIC, and Khadya Sathi options)
- ID Proof Number: (empty)
- Upload ID Proof (should not exceed 50kb): Choose File | No file chosen

**Step 3.1.2.11:** After selecting ID proof of baby's father, they will enter the number of the ID proof and upload the scan copy of the same. Note that scan copy size must be fewer than 50 KB. Next citizen will enter mothers' information same as fathers' information along with Matri Maa ID if available.

The screenshot shows the 'Father's Information / পিতার তথ্য' section with the following values:

- First Name: Vinay
- Middle Name: Kumar
- Last Name: Sarkar
- Email Id: vks@test.com
- Mobile No.: 9874561230
- Type of ID Proof: Aadhaar
- ID Proof Number: 768975484521
- Upload ID Proof (should not exceed 50kb): Choose File | demo.pdf

The 'Mother's Information / মাতার তথ্য' section includes the following fields and values:

- First Name: Ruma
- Middle Name: (empty)
- Last Name: Sarkar
- Email Id: rs@test.com
- Mobile No.: 7894561230
- Type of ID Proof: Aadhaar
- ID Proof Number: 748485454101
- Upload ID Proof (should not exceed 50kb): Choose File | demoform1.pdf
- Matri Maa ID: 121212

**Step 3.1.2.12:** Next, they will enter present address of mother, if the permanent address of mother is same as present address citizen will click on the check box

Present Address of mother at the time of the child's birth / শিশুর জন্মের সময় মাতার ঠিকানা

☒ In West Bengal

Bldg.No & Name / বাড়ীর নাম ও নাম  
34 Tara Bhaban

House No. / গৃহ নং  
15

Street/Lane / রাস্তা/লেন নাম  
12, Test Road

Locality/Post Office / অঞ্চল / পোস্ট অফিস  
PO

Pin / পিন নং  
731101

State / রাজ্য \*  
West Bengal

District / জেলা \*  
Birbhum

Urban/Rural \*  
Block

Block/Municipality \*  
BOLPUR SRINIKETAN

Panchayat \*  
KANKALITALA

Village/Town / গ্রাম / শহর \*  
BENGUTIA

Permanent Address of mother / মাতার স্থায়ী ঠিকানা

☐ Please check if permanent address is same as above address. / স্থায়ী ঠিকানা উপরের ঠিকানার সাথে একই কিনা অনুগ্রহ করে মিলিয়ে নিন এবং চেক বক্সে ক্লিক করুন

☒ In West Bengal ☐ Outside West Bengal

Bldg.No & Name / বাড়ীর নাম ও নাম  
34 Tara Bhaban

House No. / গৃহ নং  
15

Street/Lane / রাস্তা/লেন নাম  
12, Test Road

Locality/Post Office / অঞ্চল / পোস্ট অফিস  
PO

Pin / পিন নং  
731101

State / রাজ্য \*  
--Select--

District / জেলা \*  
--Select--

Urban/Rural \*  
--Select--

Block/Municipality \*  
--Select--

Panchayat \*  
KANKALITALA

Village/Town / গ্রাম / শহর \*  
--Select--

**Step 3.1.2.13:** Clicking on checkbox present address details are auto populated in permanent address details. But if the address is not same, they must enter permanent address separately

Present Address of mother at the time of the child's birth / শিশুর জন্মের সময় মাতার ঠিকানা

☒ In West Bengal

Bldg.No & Name / বাড়ীর নাম ও নাম  
34 Tara Bhaban

House No. / গৃহ নং  
15

Street/Lane / রাস্তা/লেন নাম  
12, Test Road

Locality/Post Office / অঞ্চল / পোস্ট অফিস  
PO

Pin / পিন নং  
731101

State / রাজ্য \*  
West Bengal

District / জেলা \*  
Birbhum

Urban/Rural \*  
Block

Block/Municipality \*  
BOLPUR SRINIKETAN

Panchayat \*  
KANKALITALA

Village/Town / গ্রাম / শহর \*  
BENGUTIA

Permanent Address of mother / মাতার স্থায়ী ঠিকানা

☒ Please check if permanent address is same as above address. / স্থায়ী ঠিকানা উপরের ঠিকানার সাথে একই কিনা অনুগ্রহ করে মিলিয়ে নিন এবং চেক বক্সে ক্লিক করুন

☒ In West Bengal ☐ Outside West Bengal

Bldg.No & Name / বাড়ীর নাম ও নাম  
34 Tara Bhaban

House No. / গৃহ নং  
15

Street/Lane / রাস্তা/লেন নাম  
12, Test Road

Locality/Post Office / অঞ্চল / পোস্ট অফিস  
PO

Pin / পিন নং  
731101

State / রাজ্য \*  
West Bengal

District / জেলা \*  
Birbhum

Urban/Rural \*  
Block

Block/Municipality \*  
BOLPUR SRINIKETAN

Panchayat \*  
KANKALITALA

Village/Town / গ্রাম / শহর \*  
BENGUTIA

**Step 3.1.2.14:** Citizen will next enter statistical information for father and mother. They will first select religion and choose fathers education details

Statistical Information / পরিসংখ্যানগত তথ্য

Father's and Mother's Information / পিতা ও মাতার তথ্য

Religion / ধর্ম \*  
Hindu

Mother's Level Of Education / মাতার শিক্ষাগত যান \*  
--Select--

Fathers Level Of Education / পিতার শিক্ষাগত যান \*  
--Select--

Fathers Occupation / পিতার পেশা \*  
--Select--

Other Information / অন্যান্য তথ্য

Age of the mother (in completed years) at The Time Of First Marriage / প্রথম বিবাহের সময়  
--Select--

Age of the mother (in completed years) at the time of this birth / প্রথম বিবাহের সময়  
--Select--

Type of attention at delivery / প্রসবকালীন পরিচর্যা  
--Select--

Delivery Method / প্রসবের পদ্ধতি  
--Select--



**Step 3.1.2.15:** After choosing fathers education details citizen will select father's occupation, mother's education details, mother's occupation, age of mother during marriage and choose type of attention at delivery

Statistical Information / পরিসংখ্যানগত তথ্য		
Father's and Mother's Information / পিতা ও মাতার তথ্য		
Religion / ধর্ম *	✓	▼
Hindu		
Fathers Level Of Education / পিতার শিক্ষাগত যান*	✓	▼
Technical Diploma or Certificate not equal to Degree		
Fathers Occupation / পিতার পেশা*	✓	▼
Plant and Machine Operator and Assemblers		
Mothers Level Of Education / মাতার শিক্ষাগত যান*	✓	▼
Hr. secondary/Sr. Secondary/Pre-University/Class XII		
Mother's Occupation / মাতার পেশা*	✓	▼
Housewife/Househusband		
Other Information / অন্যান্য তথ্য		
Age of the mother (in completed years) at The Time Of First Marriage / প্রথম বিবাহের সময় মাতার বয়স (পূর্ণ বছরে)	Type of attention at delivery / প্রসবকালীন পরিচর্যা	
32	--Select--	
Age of the mother (in completed years) at the time of this birth / প্রথম বিবাহের সময় মাতার বয়স (পূর্ণ বছরে)	--Select--	
	Institutional - Government	
	Institutional - Private or Non-Government	
	Non Institutional	

**Step 3.1.2.16:** After choosing type of attention at delivery, citizen enters age of mother during delivery and chooses delivery method (Normal, forceps / vacuum or caesarian).

Other Information / অন্যান্য তথ্য	
Age of the mother (in completed years) at The Time Of First Marriage / প্রথম বিবাহের সময় মাতার বয়স (পূর্ণ বছরে)	Type of attention at delivery / প্রসবকালীন পরিচর্যা
32	Institutional - Private or Non-Government ✓ ▼
Age of the mother (in completed years) at the time of this birth / প্রথম বিবাহের সময় মাতার বয়স (পূর্ণ বছরে)	Delivery Method / প্রসবের পদ্ধতি
36 ✓	--Select--
	--Select--
	Normal
	Caesarean
	Forceps/Vacuum
Number of child born alive to the mother so far including this child / এই সন্তান সহ মাতার জীবিত প্রসূত সন্তান সংখ্যা	

**Step 3.1.2.17:** After choosing delivery method (Normal, forceps / vacuum or caesarian) citizen enters total babies count of mother, weight of the baby, pregnancy duration of mother and upload discharge certificate. Next, they will press submit button.

Other Information / অন্যান্য তথ্য	
Age of the mother (in completed years) at The Time Of First Marriage / প্রথম বিবাহের সময় মাতার বয়স (পূর্ণ বছরে)	Type of attention at delivery / প্রসবকালীন পরিচর্যা
32	Institutional - Private or Non-Government ✓ ▼
Age of the mother (in completed years) at the time of this birth / প্রথম বিবাহের সময় মাতার বয়স (পূর্ণ বছরে)	Delivery Method / প্রসবের পদ্ধতি
36 ✓	Caesarean ✓ ▼
Number of child born alive to the mother so far including this child / এই সন্তান সহ মাতার জীবিত প্রসূত সন্তান সংখ্যা	Birth Weight (In Kgs.) / জন্মের সময় শিশুর ওজন (কি. গ্রা.) *
1	3.1
Duration Of Pregnancy (In weeks.) / গর্ভের স্থিতিকাল (সপ্তাহে)	Remarks
37	Test
Upload Documents	
Upload Discharge Certificate * (should not exceed 50kb)	
Choose File demo.pdf	
Submit	

**Step 3.1.2.18:** Clicking on submit button a popup arises to confirm the submission.

**Step 3.1.2.19:** The baby's birth information will be submitted successfully.

**Step 3.1.2.20:** An acknowledgement number generated for the same and SMS sent to registered mobile number. They will press back button.

**Step 3.1.2.21:** Clicking on back button page will be redirected to the birth & death login page.

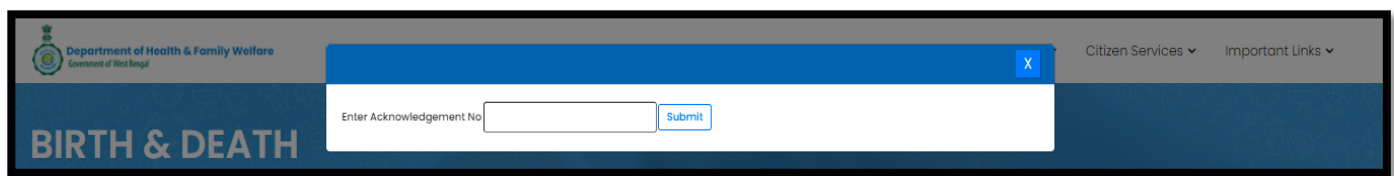


Track Application

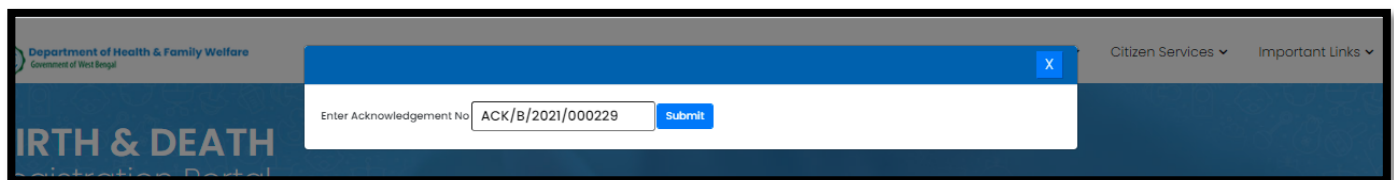
**Step 3.1.3.1:** User will click on “Track Application” from Birth sub menu of Citizen Services main menu.



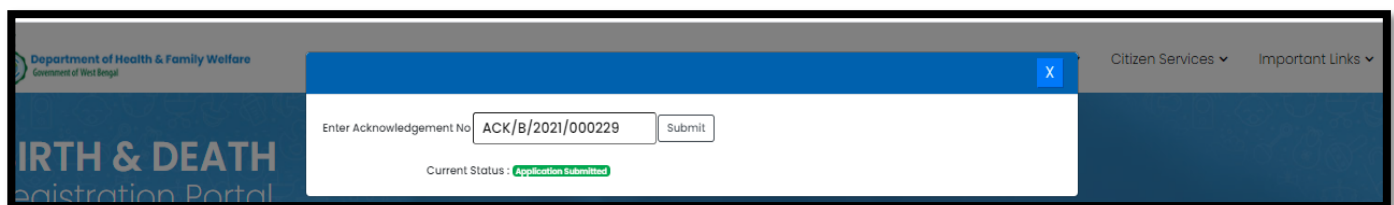
**Step 3.1.3.2:** A popup will open where citizen must enter the acknowledgement number



**Step 3.1.3.3:** Citizen will enter the acknowledgement number and press submit button



**Step 3.1.3.4:** Clicking on the submit button the current status of the application will be visible for citizen





# Download Certificate

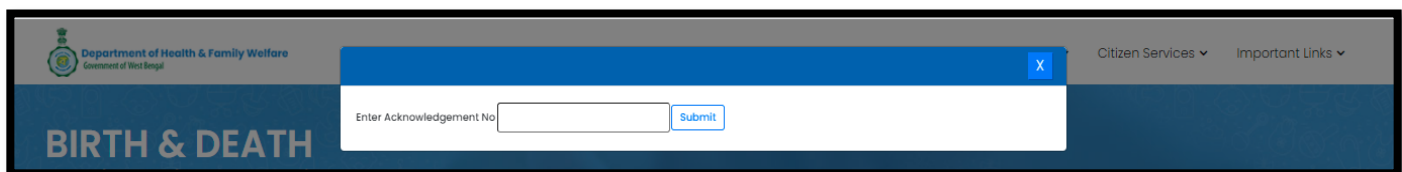




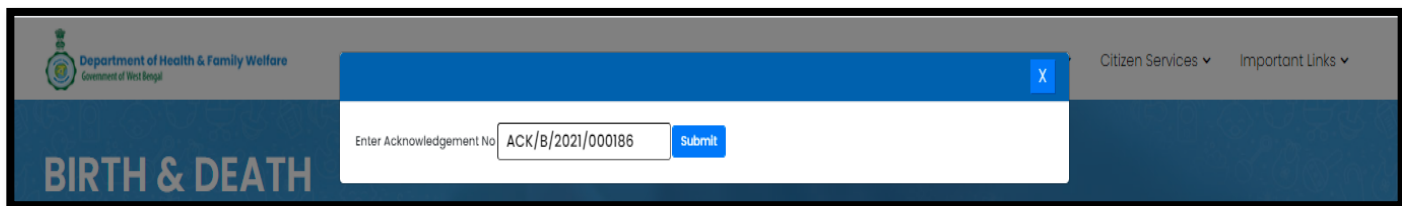
**Step 3.1.4.1:** User will click on “Download Certificate” from Birth sub menu of Citizen Services main menu for downloading certificate.



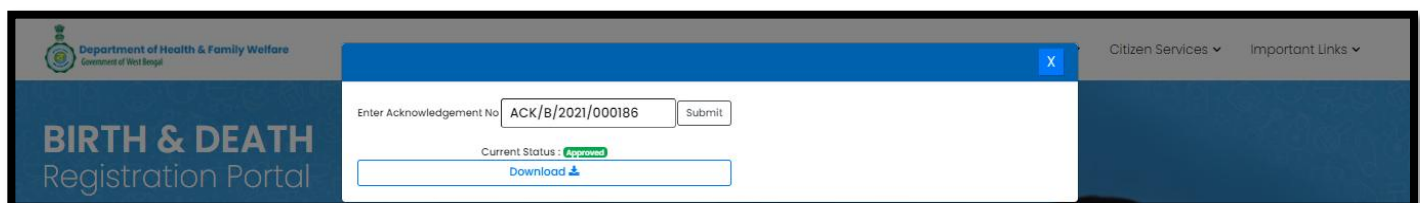
**Step 3.1.4.2:** A popup will open where citizen have to enter the acknowledgement number.



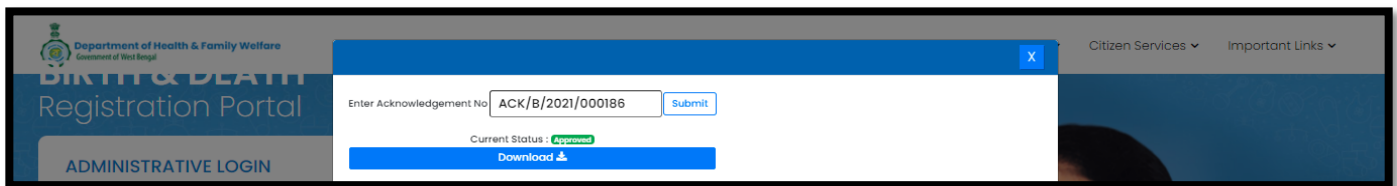
**Step 3.1.4.3:** Citizen will enter the acknowledgement number and press submit button.



**Step 3.1.4.4:** Download link will appear for downloading the required birth certificate.



**Step 3.1.4.5:** User will click on download link and download the certificate accordingly.



The screenshot shows the 'BIRTH & DEATH Registration Portal' interface. On the left, there is a sidebar with the logo of the Department of Health & Family Welfare, Government of West Bengal, and an 'ADMINISTRATIVE LOGIN' button. The main content area has a header with 'Citizen Services' and 'Important Links' dropdowns. Below the header, there is a form to enter the Acknowledgement No. (ACK/B/2021/000186) and a 'Submit' button. Below the form, the 'Current Status' is shown as 'Approved' with a green checkmark. A blue 'Download' button with a download icon is visible below the status.



The screenshot shows a Birth Certificate issued by the Government of West Bengal, Department of Health and Family Welfare, Grama Panchayat Kankalitola. The certificate is titled 'BIRTH CERTIFICATE' and is issued under Section 12/17 of the Registration of Births & Deaths Act, 1869 and Rule 8/13 of the West Bengal Registration of Births & Deaths Rules 2000. It certifies that the following information has been taken from the original record of birth which is the register for Grama Panchayat Kankalitola of Block/Municipality Bolkpur Sriniketan of District Birbhum of State West Bengal, India.

**NAME :** Babu Rupes **GENDER :** Male

**DATE OF BIRTH :** 24/08/2021 **PLACE OF BIRTH :** Bolkpur Sriniketan, Birbhum, Kankalitola, BENGALIA, West Bengal - 731152

**NAME OF MOTHER :** Rupes Rathi **NAME OF FATHER :** Tapas Rathi

**MOTHER'S IDENTITY PROOF :** Aadhaar-478946795664 **FATHER'S IDENTITY PROOF :** Aadhaar-784845785447

**PRESENT ADDRESS OF MOTHER AT THE TIME BIRTH OF THE CHILD :** 7A, Kalpada Dutta Road/HouseNo-2, Street/Lane-7A, Kalpada Dutta Road/ Locality-PO,BOLPUR SRINIKETAN Block,Dist- Birbhum,West Bengal-731211 **PERMANENT ADDRESS OF MOTHER :** 7A, Kalpada Dutta Road/HouseNo-2, Street/Lane-7A, Kalpada Dutta Road/ Locality-PO,BOLPUR SRINIKETAN Block,Dist- Birbhum,West Bengal-731211

**REGISTRATION NO :** B/2021/000577 **DATE OF REGISTRATION :** 25/08/2021

**S-UID :** 52087339057643 **REMARKS (IF ANY) :**

**DATE OF ISSUE :** 25/08/2021 **ISSUING AUTHORITY :**

**UPDATED ON :** 2021-08-25 00:44:41

**SUB-REGISTRAR (BIRTH & DEATH) GRAMA PANCHAYAT KANKALITOLA**

**QR CODE :**

**"THIS IS A COMPUTER GENERATED CERTIFICATE. -"**  
**THE GOVT. OF INDIA VIDE CIRCULAR NO. 1/12/2014-VS(CES) DATED 23-JULY-2015**  
**HAS APPROVED THIS CERTIFICATE AS A VALID LEGAL DOCUMENT FOR ALL OFFICIAL PURPOSES.**

**"ENSURE REGISTRATION OF EVERY BIRTH AND DEATH"**

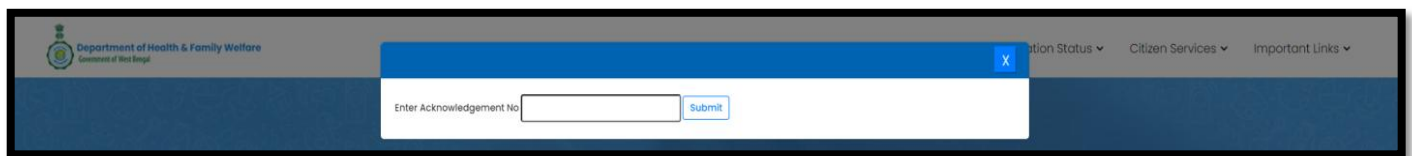
# Child Name Registration



**Step 3.1.5.1:** Urban Local body DEO or Hospital DEO User can enter a birth registration without mentioning baby name because baby's parent cannot give baby name to them on that moment. For this scenario baby's parent can put their child's name later on from Child name registration. For that User will click on "Child Name Registration" from Birth sub menu of Citizen Services main menu.



**Step 3.1.5.2:** A popup will open where citizen have to enter the acknowledgement number of that registration where child name is omitted.



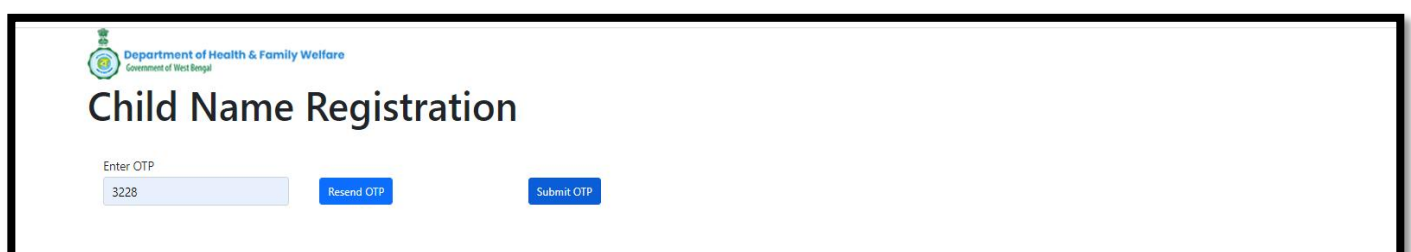
**Step 3.1.5.3:** Citizen will enter the acknowledgement number and press submit button.



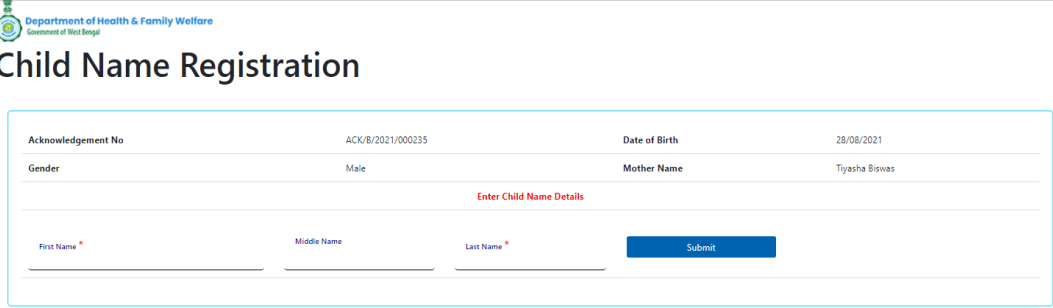
**Step 3.1.5.4:** The page will be redirected to the child's name registration page where citizen has to authenticate them by their registered mobile number.



**Step 3.1.5.5:** They will enter the received OTP and press submit OTP button. If the OTP is not received by citizen, they can send again by clicking resend OTP.



**Step 3.1.5.6:** If the OTP validation is successful a section will be populated where citizen has to enter the child name which was missing during their first registration.

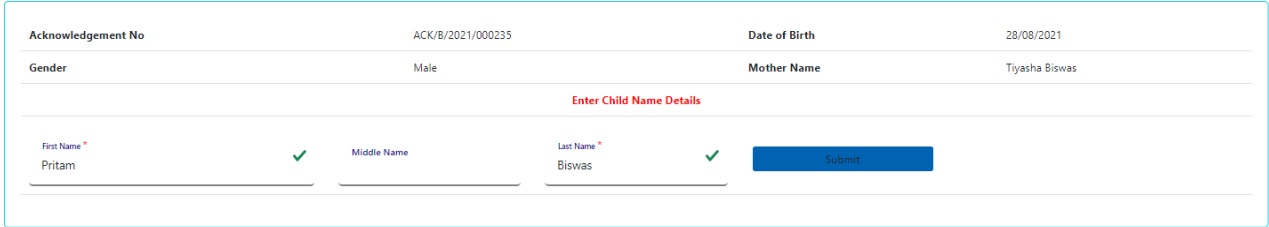


Department of Health & Family Welfare  
Government of West Bengal

### Child Name Registration

Acknowledgement No	ACK/B/2021/000235	Date of Birth	28/08/2021
Gender	Male	Mother Name	Tiyasha Biswas
Enter Child Name Details			
First Name *	Middle Name	Last Name *	Submit

**Step 3.1.5.7:** Citizen enters the child's name and press submit button.



Department of Health & Family Welfare  
Government of West Bengal

### Child Name Registration

Acknowledgement No	ACK/B/2021/000235	Date of Birth	28/08/2021
Gender	Male	Mother Name	Tiyasha Biswas
Enter Child Name Details			
First Name * Pritam	Middle Name	Last Name * Biswas	Submit

**Step 3.1.5.8:** Child name correction will be completed successfully.

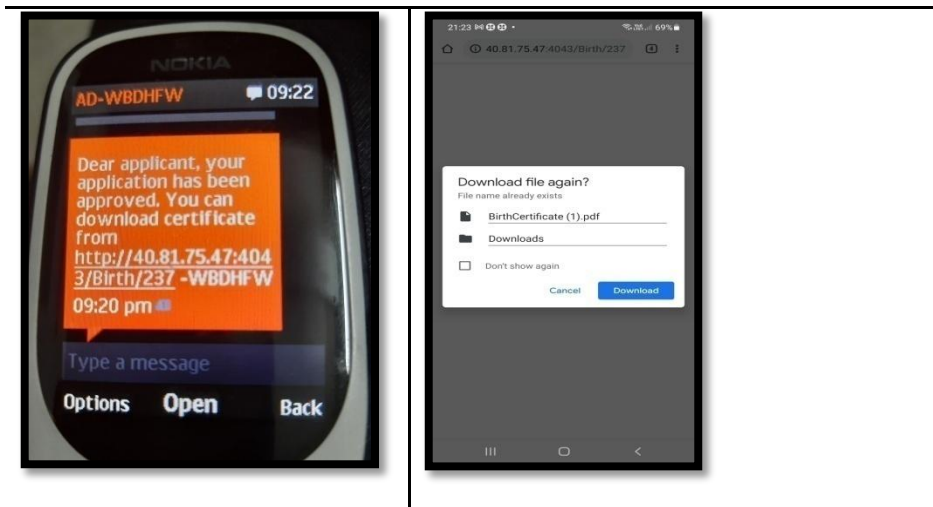


Department of Health & Family Welfare  
Government of West Bengal

### Child Name Registration

Done.  
Data saved successfully

**Step 3.1.5.9:** Citizen will receive an SMS where they can download the updated birth certificate from the provided link.





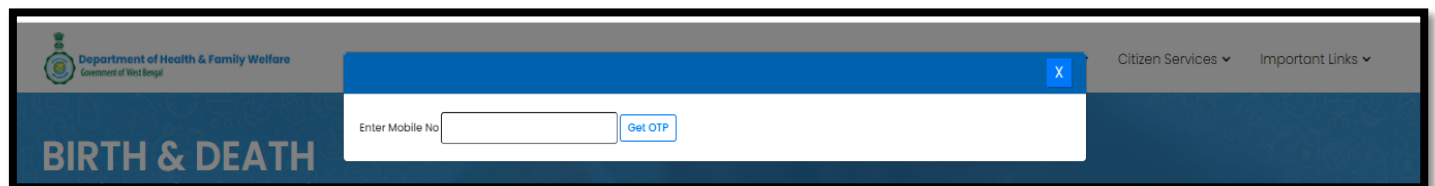


# Delayed Birth Registration

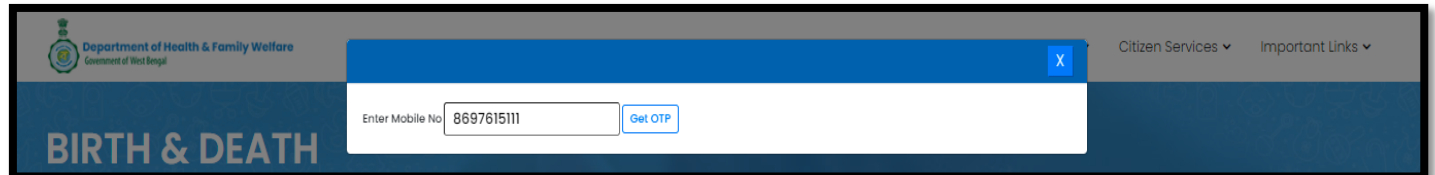
**Step 3.1.6.1:** User will click on “Delayed Birth Registration” from Birth sub menu of Citizen Services main menu.



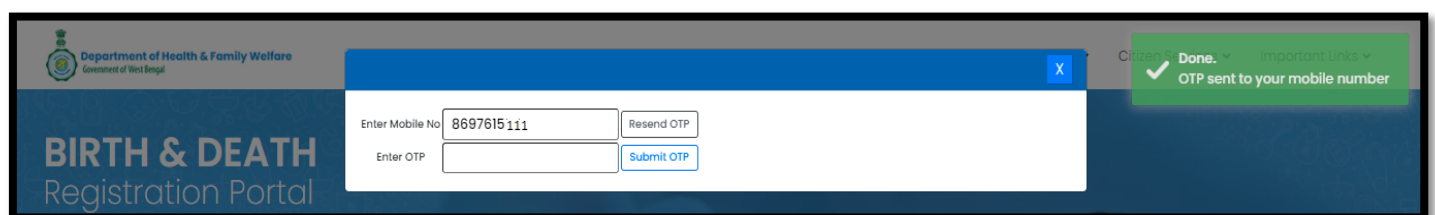
**Step 3.1.6.2:** A popup will open where citizen have to register themselves with mobile number for delayed birth registration.



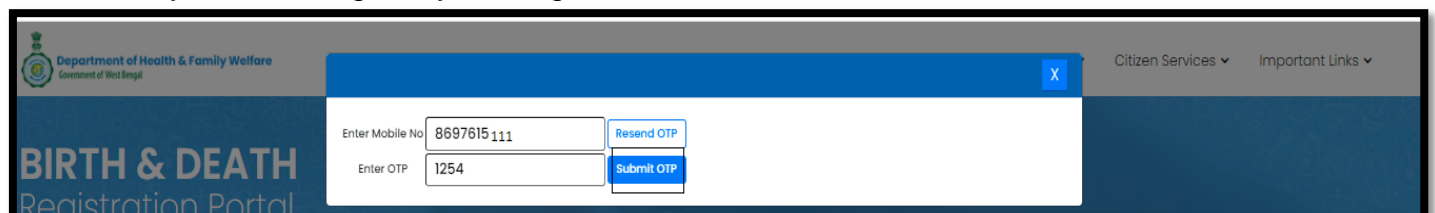
**Step 3.1.6.3:** Citizen will enter their mobile number for required delayed birth registration.



**Step 3.1.6.4:** After verifying the mobile number an OTP will be send to the registered mobile number.



**Step 3.1.6.5:** Citizen will enter the received OTP and press submit button. If the OTP is not received by citizen, they can send again by clicking resend OTP.



**Step 3.1.6.6:** After successful OTP submission delayed birth Registration form will be appeared. Citizen will first enter information of child by entering name, date of birth and gender of the child.

Department of Health & Family Welfare  
Government of West Bengal

## Birth Registration

Reporting Date / প্রতিবেদনের তারিখ\*  
28/08/2021

Mobile # for future Communication /মোবাইল নম্বর # ভবিষ্যতের যোগাযোগের জন্য\*  
8697615902

LEGAL INFORMATION / আইনগত তথ্য

Information of the Child / শিশুর তথ্য

Date Of Birth / জন্মের তারিখ\*  
28/08/2021

Gender / লিঙ্গ\*  
Male

First Name / প্রথম নাম\*  
Tarun

Middle Name / নামের মধ্যাংশ

Last Name / নামের শেষাংশ  
Yadav

**Step 3.1.6.7:** After that they will enter baby's father and mother's basic information.

Place of Birth / জন্মের স্থান\*

Place Of Birth / জন্মের স্থান\*  
Hospital

State / রাজ্য\*  
West Bengal

District / জেলা\*  
Birbhum

Urban/Rural\*  
Municipality

Block/Municipality\*  
MUNICIPALITY SURI

Hospital Type\*  
Private

Hospital Name / হাসপাতাল / প্রতিষ্ঠানের নাম\*  
Birbhum Nursing Home

Father's Information / পিতার তথ্য

First Name / প্রথম নাম  
ram

Middle Name / নামের মধ্যাংশ

Last Name / নামের শেষাংশ  
yadav

Email Id / ইমেইল

Mobile No. / মোবাইল

Type of ID Proof\*  
EPIC

ID Proof Number\*  
12345678

Upload ID Proof (should not exceed 50kb)  
Choose File | No file chosen

Mother's Information / মাতার তথ্য

First Name / প্রথম নাম\*  
sabita

Middle Name / নামের মধ্যাংশ

Last Name / নামের শেষাংশ  
yadav

Email Id / ইমেইল

Mobile No. / মোবাইল\*

Type of ID Proof\*  
EPIC

ID Proof Number\*  
12345678

Upload ID Proof\* (should not exceed 50kb)  
Choose File | 369px-Chinnasamy.jpg

Matri Maa ID

**Step 3.1.6.8:** Next, they will enter present and permanent address of mother. If the present and permanent address of the mother is same, then they can enter present address and click on the declaration that their present and permanent address are same which populates the entire present address details in permanent address.

**Step 3.1.6.8:** Next, they will enter present and permanent address of mother. If the present and permanent address of the mother is same, then they can enter present address and click on the declaration that their present and permanent address are same which populates the entire present address details in permanent address.

**Present Address of mother at the time of the child's birth / শিশুর জন্মের সময় মাতার ঠিকানা**

☒ In West Bengal

Bldg.No & Name / বাড়ীর নামার ও নাম	House No. / গৃহ নং	Street/Lane / রাস্তা/লেন নাম	Locality/Post Office / অঞ্চল / পোস্ট অফিস
Pin / পিন নং 123456	State / রাজ্য * West Bengal	District / জেলা * Birbhum	Urban/Rural * Municipality
Village/Town / গ্রাম / শহর * SURI			Block/Municipality * MUNICIPALITY SURI

**Permanent Address of mother / মাতার স্থায়ী ঠিকানা**

☒ Please check if permanent address is same as above address. / স্থায়ী ঠিকানা উপরের ঠিকানার সাথে একই কিনা অনুগ্রহ করে মিলিয়ে নিন এবং চেক বক্সে ক্লিক করুন

☒ In West Bengal ☐ Outside West Bengal

Bldg.No & Name / বাড়ীর নামার ও নাম	House No. / গৃহ নং	Street/Lane / রাস্তা/লেন নাম	Locality/Post Office / অঞ্চল / পোস্ট অফিস
Pin পিন নং 123456	State / রাজ্য * West Bengal	District / জেলা * Birbhum	Urban/Rural * Municipality
Village/Town / গ্রাম / শহর * SURI			Block/Municipality * MUNICIPALITY SURI

**Step 3.1.6.9:** After that citizen will enter religion and choose fathers highest qualification.

**Father's and Mother's Information / পিতা ও মাতার তথ্য**

Religion / ধর্ম * Hindu	Fathers Level Of Education / পিতার শিক্ষাগত মান * Graduate /B. Tech /BBA /MBBS /Equivalent	Fathers Occupation / পিতার পেশা * --Select--
Mothers Level Of Education / মাতার শিক্ষাগত মান * --Select--	--Select-- Illiterate Literate without formal education Literate with formal education Below primary Primary Middle Secondary/ Matric Class -X Hr. secondary/Sr. Secondary/Pre-University/Class XII Non-technical Diploma or certificate not equivalent to degree Technical Diploma or Certificate not equal to Degree <b>Graduate /B. Tech /BBA /MBBS /Equivalent</b> Post Graduate /M. Tech /MBA /MD /Equivalent or Higher Not Known	Type of attention at delivery / প্রসবকালীন পরিচর্যা --Select--
Other Information / অন্যান্য তথ্য		Delivery Method / প্রসবের পদ্ধতি --Select--
Age of the mother (in completed years) at The Time Of First Marriage		Birth Weight (In Kgs.) / জন্মের সময় শিশুর ওজন (কি. গ্রা.) *
Age of the mother (in completed years) at the time of this birth / প্রসবের সময় মাতার বয়স (কমপূর্ণ বছর)		
Number of child born alive to the mother so far including this child / এই সন্তান সহ মাতার জীবিত প্রসূত সন্তান সংখ্যা		
Duration Of Pregnancy (In weeks.) / গর্ভের স্থিতিকাল (সপ্তাহে)	Remarks	

**Step 3.1.6.10:** After selecting fathers highest qualification citizen will choose fathers occupation. After choosing father's occupation citizen will select mother's highest qualification and her occupation.

Father's and Mother's Information / পিতা ও মাতার তথ্য			
Religion / ধর্ম*	✓	Fathers Level Of Education / পিতার শিক্ষাগত যান*	✓
Hindu	✓	Graduate /B. Tech /BBA /MBBS /Equivalent	✓
Mothers Level Of Education / মাতার শিক্ষাগত যান*	✓	Mother's Occupation / মাতার পেশা*	✓
Graduate /B. Tech /BBA /MBBS /Equivalent	✓	--Select--	✓
Other Information / অন্যান্য তথ্য		Fathers Occupation / পিতার পেশা*	
Age of the mother (in completed years) at The Time Of First Marriage / প্রথম বিবাহের সময় মাতার বয়স (পূর্ণ বছরে)		Technicians and Associate Professional	
Age of the mother (in completed years) at the time of this birth /প্রথম বিবাহের সময় মাতার বয়স (পূর্ণ বছরে)		--Select--	
Number of child born alive to the mother so far including this child / এই সন্তান সহ মাতার জীবিত প্রসূত সন্তান সংখ্যা		Clerk	
Duration Of Pregnancy (In weeks.) / গর্ভের স্থিতিকাল (সপ্তাহে)		Craft and related trade workers	
Remarks		Elementary occupation	
Upload Documents		Housewife/Househusband	
		Legislators, Senior official and Manager	
		Non worker	
		Not Known	
		Plant and Machine Operator and Assemblers	
		Professional	
		Service worker and shops market sale workers	
		Skilled agricultural and fishery workers	
		Technicians and Associate Professional	
		Workers not classified elsewhere	
		Birth Weight (In Kgs.) / জন্মের সময় শিশুর ওজন (কি. গ্রা.) *	

**Step 3.1.6.11:** After that citizen will select age of mother during marriage and choose type of attention at delivery.

Other Information / অন্যান্য তথ্য			
Age of the mother (in completed years) at The Time Of First Marriage / প্রথম বিবাহের সময় মাতার বয়স (পূর্ণ বছরে)	✓	Type of attention at delivery / প্রসবকালীন পরিচর্যা	✓
23	✓	Institutional - Private or Non-Government	✓
Age of the mother (in completed years) at the time of this birth /প্রথম বিবাহের সময় মাতার বয়স (পূর্ণ বছরে)	✓	--Select--	✓
27	✓	Institutional - Government	✓
Number of child born alive to the mother so far including this child / এই সন্তান সহ মাতার জীবিত প্রসূত সন্তান সংখ্যা	✓	Institutional - Private or Non-Government	✓
1	✓	Non Institutional	✓
Duration Of Pregnancy (In weeks.) / গর্ভের স্থিতিকাল (সপ্তাহে)	✓	Birth Weight (In Kgs.) / জন্মের সময় শিশুর ওজন (কি. গ্রা.) *	✓
34	✓	1.5	✓
Remarks			
Upload Documents			

**Step 3.1.6.12:** After choosing type of attention at delivery, citizen enters age of mother during delivery and chooses delivery method (Normal, forceps / vacuum or caesarian).

Other Information / অন্যান্য তথ্য			
Age of the mother (in completed years) at The Time Of First Marriage / প্রথম বিবাহের সময় মাতার বয়স (পূর্ণ বছরে)	✓	Type of attention at delivery / প্রসবকালীন পরিচর্যা	✓
23	✓	Institutional - Private or Non-Government	✓
Age of the mother (in completed years) at the time of this birth /প্রথম বিবাহের সময় মাতার বয়স (পূর্ণ বছরে)	✓	Delivery Method / প্রসবের পদ্ধতি	✓
27	✓	--Select--	✓
Number of child born alive to the mother so far including this child / এই সন্তান সহ মাতার জীবিত প্রসূত সন্তান সংখ্যা	✓	--Select--	✓
1	✓	Normal	✓
Duration Of Pregnancy (In weeks.) / গর্ভের স্থিতিকাল (সপ্তাহে)	✓	Caesarean	✓
34	✓	Forceps/Vacuum	✓
Remarks			

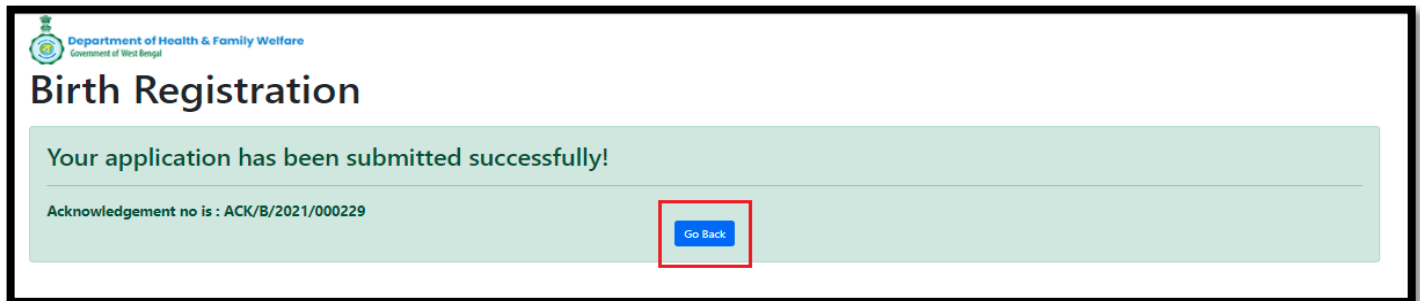


**Step 3.1.6.13:** After choosing delivery method (Normal, forceps / vacuum or caesarian) citizen enters total babies count of mother, weight of the baby, pregnancy duration of mother and upload discharge certificate & Payment of Challan. Next, they will press submit button.

**Step 3.1.6.14:** Clicking on submit button a popup arises to confirm the submission.

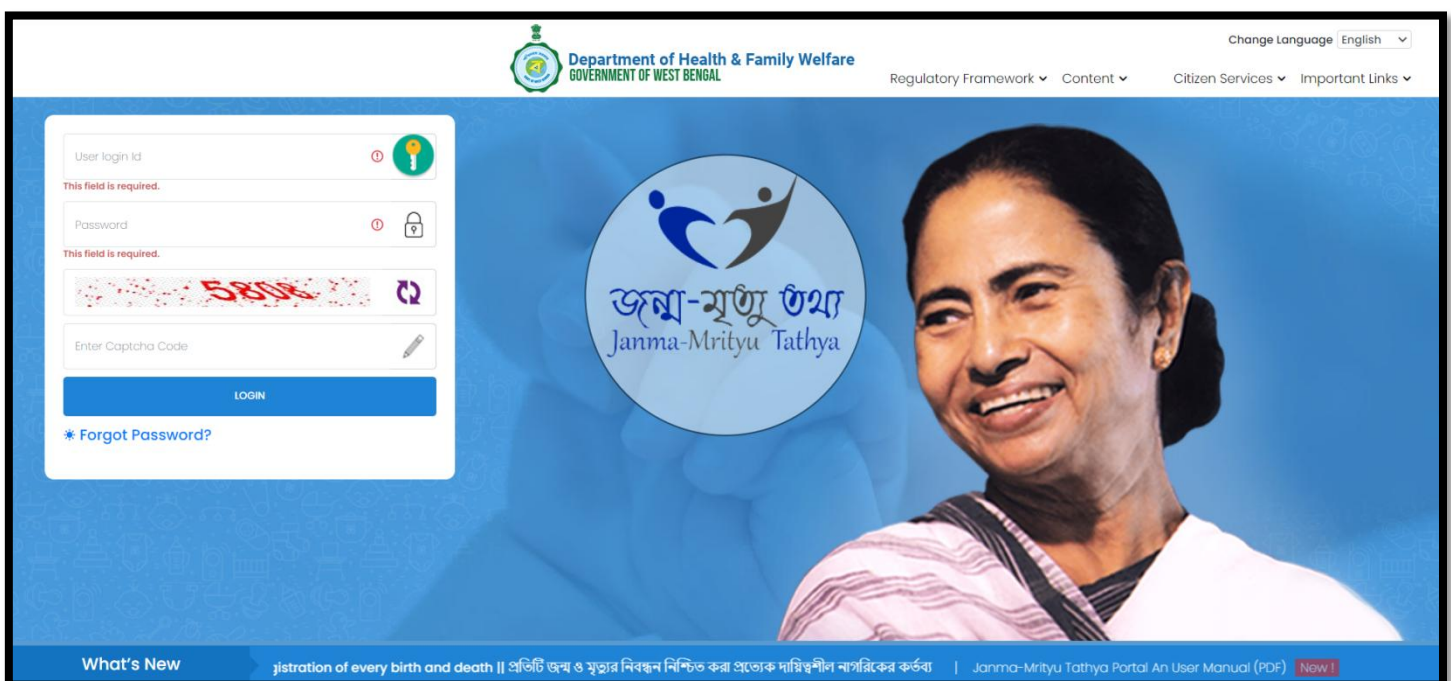
**Step 3.1.6.15:** The baby's delayed birth information will be submitted successfully, and SMS sent to the registered mobile number.

**Step 3.1.6.16:** An acknowledgement number generated for the same. They will press back button.



The screenshot shows the 'Birth Registration' page from the Department of Health & Family Welfare, Government of West Bengal. A green banner at the top states 'Your application has been submitted successfully!'. Below this, the acknowledgement number 'ACK/B/2021/000229' is displayed. A blue 'Go Back' button is highlighted with a red rectangle.

**Step 3.1.6.17:** Clicking on back button page will be redirected to the birth & death login page.



The screenshot shows the login page of the Janma-Mrityu Tathya portal. The header includes the Department of Health & Family Welfare logo and navigation links. The main content area features a login form with fields for 'User login Id' and 'Password', both marked as required. A captcha code '5802' is displayed. A blue 'LOGIN' button is at the bottom of the form, along with a 'Forgot Password?' link. The background of the page features a large image of a smiling woman and the Janma-Mrityu Tathya logo.

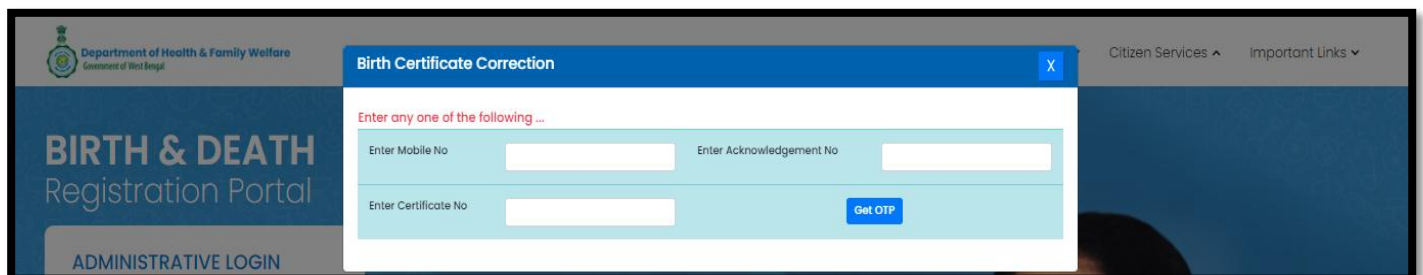


# Birth Certificate Correction

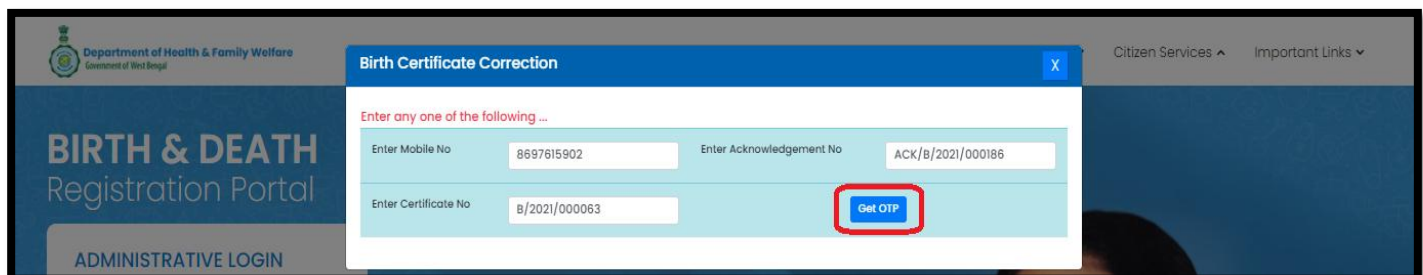
**Step 3.1.7.1:** User will click on “Birth Certificate Correction” from Birth sub menu of Citizen Services main menu for modifying the birth certificate.



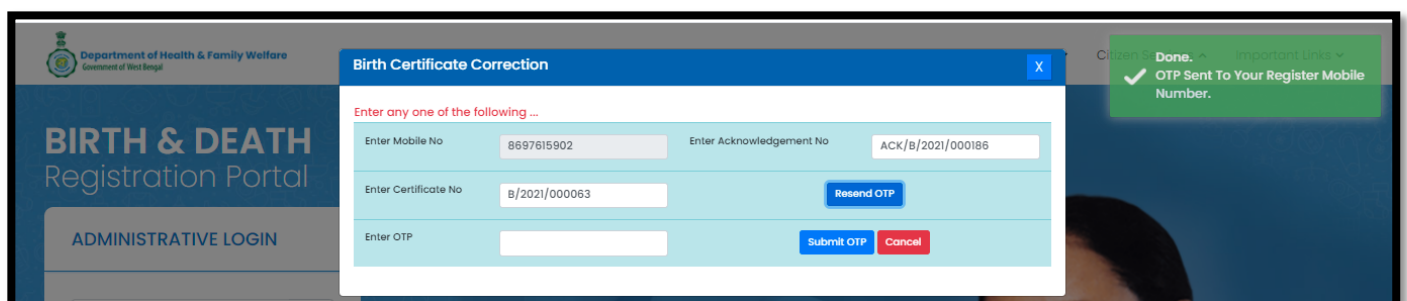
**Step 3.1.7.2:** A popup will open where citizen have to enter either the acknowledgement number or mobile number or certificate number.



**Step 3.1.7.3:** Citizen will enter either the acknowledgement number or mobile number or certificate number or all and press “Get OTP” button.



**Step 3.1.7.4:** OTP will be sent to registered mobile number of citizens.





**Step 3.1.7.5:** OTP will be sent to registered mobile number of citizens.

The screenshot shows the 'Birth Certificate Correction' portal. On the left, there's a sidebar with the Department of Health & Family Welfare logo and the text 'BIRTH & DEATH Registration Portal' and 'ADMINISTRATIVE LOGIN'. The main area has a form titled 'Enter any one of the following ...'. It contains three input fields: 'Enter Mobile No' (8697615902), 'Enter Acknowledgement No' (ACK/B/2021/000186), and 'Enter Certificate No' (B/2021/000063). Below these is an 'Enter OTP' field with the value 7781. To the right of the OTP field are two buttons: 'Resend OTP' and 'Submit OTP' (which is highlighted with a red box). There is also a 'Cancel' button.

**Step 3.1.7.6:** Existing birth certificate details will be populated.

The screenshot shows the 'Birth Certificate Correction' portal. The form is now populated with existing details. The 'Enter Mobile No' field is empty, 'Enter Acknowledgement No' is ACK/B/2021/000111, and 'Enter Certificate No' is empty. The 'Enter OTP' field contains 8035. Below the form is a table with the following data:

Child Name	Child D.O.B	Acknowledgement	Certificate
BabyofTara	14/08/2021	ACK/B/2021/000111	B/2021/000046

Below the table is an 'Apply' button, which is highlighted with a red box.

**Step 3.1.7.7:** Citizen will click on apply button for modifying the existing certificate details.

This screenshot is identical to the previous one, showing the 'Birth Certificate Correction' portal with the 'Apply' button highlighted with a red box.

**Step 3.1.7.8:** Existing birth certificate application will open for modification but only name of the baby cannot be changed.

The screenshot shows the 'Birth Certificate Correction' portal. The form is titled 'Birth Certificate Correction' and contains the following fields:

- Child Name: BabyofTara
- Gender / লিঙ্গ: Male
- Date Of Birth (dd/mm/yyyy): 14/08/2021

Below these fields are two sections: 'Mother's Information' and 'Father's Information'. Each section contains fields for First Name, Middle Name, Last Name, Type of ID Proof, and ID Proof Number. The 'Mother's Information' section has the following values: First Name: Tara, Middle Name: (empty), Last Name: Das, Type of ID Proof: Aadhaar, ID Proof Number: 478948795664. The 'Father's Information' section has the following values: First Name: Sankar, Middle Name: (empty), Last Name: Das, Type of ID Proof: Aadhaar, ID Proof Number: 879874105648. There are also 'Upload ID Proof' buttons for both parents, with a note '(should not exceed 50kb)' and a 'View' button.

At the bottom of the form is a field for 'Address of parents at the time of Birth of the Child'.



**Step 3.1.7.9:** After modification citizen will press submit button.

The screenshot shows the 'Birth Certificate Correction' form from the Department of Health & Family Welfare, Government of West Bengal. The form is divided into several sections: Child Information, Mother's Information, Father's Information, and Address of parents at the time of Birth of the Child. The 'Submit' button is highlighted with a red rectangle.

**Child Information:**

- Child Name: BabyofTara
- Gender / ষ্ট্র: Male
- Date Of Birth (dd/mm/yyyy): 14/08/2021

**Mother's Information:**

- First Name: Tara
- Middle Name:
- Last Name: Das
- Type of ID Proof: Aadhaar
- ID Proof Number: 478948795664
- Upload ID Proof: (should not exceed 50kb) Choose File No file chosen

**Father's Information:**

- First Name: Sankar
- Middle Name:
- Last Name: Das
- Type of ID Proof: Aadhaar
- ID Proof Number: 879874105648
- Upload ID Proof: (should not exceed 50kb) Choose File No file chosen

**Address of parents at the time of Birth of the Child:**

- Bldg.No & Name: 18, Test Test Road
- House No.: 2
- Street/Lane: 18, Test Test Road
- Locality/Post Office: PO
- Pin: 700107
- State: West Bengal
- District: North 24 Parganas
- Urban/Rural: Municipality
- Block/Municipality: BIDHAN NAGAR MUNICIPAL CORPORATION
- Village/Town: BIDHANNAGAR

**Permanent Address of Parents:**

- ☒ Please check if permanent address is same as above address.
- ☒ In India ☐ Outside India
- Bldg.No & Name: 18, Test Test Road
- House No.: 2
- Street/Lane: 18, Test Test Road
- Locality/Post Office: PO
- Pin: 700107
- State: West Bengal
- District: North 24 Parganas
- Urban/Rural: Municipality
- Block/Municipality: BIDHAN NAGAR MUNICIPAL CORPORATION
- Village/Town: BIDHANNAGAR

**Submit**

**Step 3.1.7.10:** Clicking on submit button, a pop will arise for confirming the submission. Citizen will click on ok button. Birth certificate modification will be successful.

The screenshot shows the 'Birth Certificate Correction' form with a success message overlay. The message says 'Successfull.. Data saved successfully' and has an 'OK' button highlighted with a red rectangle.

**Child Information:**

- Child Name: BabyofTara
- Gender / ষ্ট্র: Male
- Date Of Birth (dd/mm/yyyy): 14/08/2021

**Mother's Information:**

- First Name: Tara
- Middle Name:
- Last Name: Das
- Type of ID Proof: Aadhaar
- ID Proof Number: 478948795664
- Upload ID Proof: (should not exceed 50kb) Choose File No file chosen

**Father's Information:**

- First Name: Sankar
- Middle Name:
- Last Name: Das
- Type of ID Proof: Aadhaar
- ID Proof Number: 879874105648
- Upload ID Proof: (should not exceed 50kb) Choose File No file chosen

**Address of parents at the time of Birth of the Child:**

- Bldg.No & Name: 18, Test Test Road
- House No.: 2
- Street/Lane: 18, Test Test Road
- Locality/Post Office: PO
- Pin: 700107
- State: West Bengal
- District: North 24 Parganas
- Urban/Rural: Municipality
- Block/Municipality: BIDHAN NAGAR MUNICIPAL CORPORATION
- Village/Town: BIDHANNAGAR

**Permanent Address of Parents:**

- ☒ Please check if permanent address is same as above address.
- ☒ In India ☐ Outside India
- Bldg.No & Name: 18, Test Test Road
- House No.: 2
- Street/Lane: 18, Test Test Road
- Locality/Post Office: PO
- Pin: 700107
- State: West Bengal
- District: North 24 Parganas
- Urban/Rural: Municipality
- Block/Municipality: BIDHAN NAGAR MUNICIPAL CORPORATION
- Village/Town: BIDHANNAGAR

**Successfull.. Data saved successfully**

**OK**

**Step 3.1.7.11:** Clicking on ok button page will be redirected to the login page of Birth & Death registration..

**Step 3.1.7.11:** After modification citizen will press submit button.

Department of Health & Family Welfare  
GOVERNMENT OF WEST BENGAL

Change Language | English

Regulatory Framework | Content | Citizen Services | Important Links

User login Id  
This field is required.

Password  
This field is required.

5800  
Enter Captcha Code

LOGIN

\* [Forgot Password?](#)

জন্ম-মৃত্যু তথ্যা  
Janma-Mrityu Tathya

What's New | Registration of every birth and death || প্রতিটি জন্ম ও মৃত্যুর নিবন্ধন নিশ্চিত করা প্রত্যেক দায়িত্বশীল নাগরিকের কর্তব্য | [Janma-Mrityu Tathya Portal An User Manual \(PDF\)](#) **Now!**



# Citizen Services: Death

**Step 3:** Citizen can click on Citizen Services which open the submenu with the following "Birth" and "Death"



**Step 3.2.1:** User will next select Death submenu from "Citizen Services" which will open another dropdown with the following "How To Apply (User Guide)", "Apply For New Registration", "Track Application", "Download Certificate", "Delayed Death Registration" and "Death Certificate Correction"







# How To Apply (User Guide)



**Step 3.2.1.1:** User will click on “How to Apply (User Guide)” from Death sub menu of Citizen Services main menu.



**Step 3.2.1.2:** User will be redirected to the User manual of citizen. User can download or view the application procedure for their better understanding about the application.



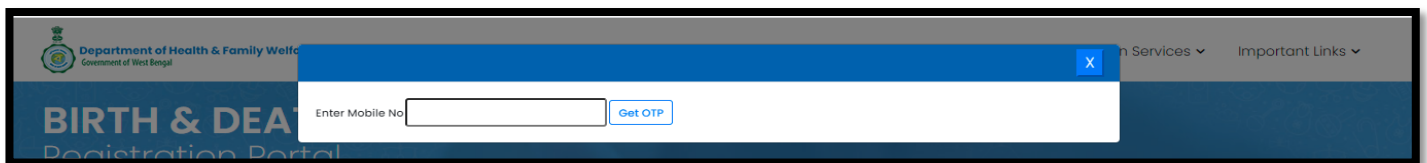
# Apply For New Registration



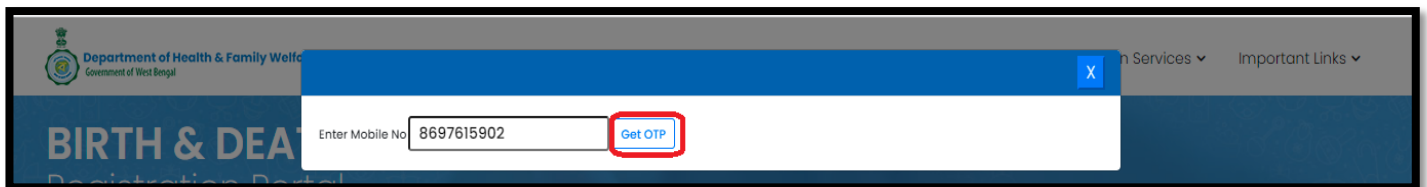
**Step 3.2.2.1:** User will click on “Apply For New Registration” from Death sub menu of Citizen Services main menu.



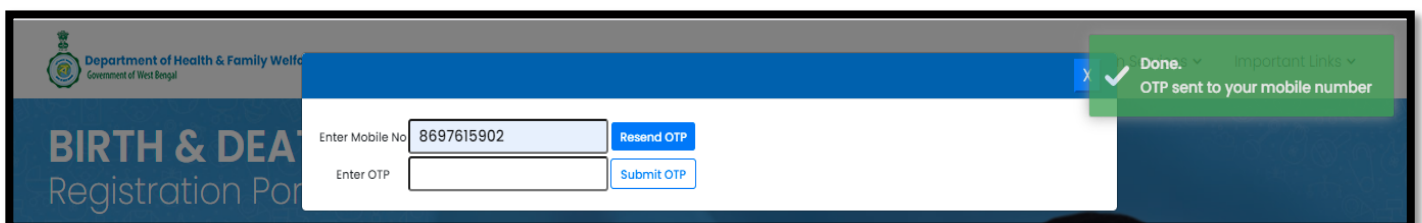
**Step 3.2.2.2:** A popup will open where citizen must register themselves with mobile number



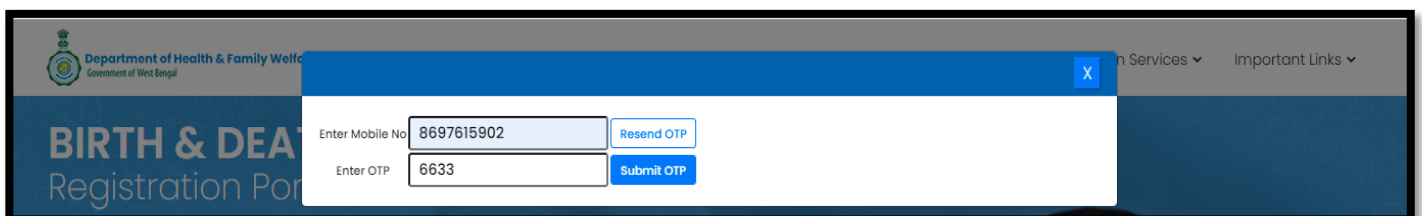
**Step 3.2.2.3:** Citizen will enter their mobile number for required death registration



**Step 3.2.2.4:** After verifying the mobile number an OTP will be send to the same mobile number



**Step 3.2.2.5:** Citizen will enter the received OTP and press submit button. If the OTP is not received by citizen, they can send again by clicking resend OTP



**Step 3.2.2.6:** After successful OTP submission death Registration form will be appeared

Department of Health & Family Welfare  
Government of West Bengal

## Death Registration

Reporting Date / প্রতিবেদনের তারিখ \*  
27/08/2021

Mobile # for future Communication / যোগাযোগের জন্য \*  
8697615902

Applicant's Relationship with Deceased / মৃত ব্যক্তির সাথে আবেদনকারীর সম্পর্ক \*  
--Select--

Information of the deceased / মৃতের তথ্য

Date Of Death / মৃত্যুর তারিখ \*  
--Select--

Gender / লিঙ্গ \*  
--Select--

Age (Year/Month.) \*  
--Select--

Age / বয়স \*  
--Select--

First Name / প্রথম নাম \*  
Middle Name / নামের মধ্যাংশ  
Last Name / নামের শেষাংশ  
Type of ID Proof  
--Select--

**Step 3.2.2.7:** Applicant will first select their relationship with the deceased person.

Department of Health & Family Welfare  
Government of West Bengal

## Death Registration

Reporting Date / প্রতিবেদনের তারিখ \*  
29/08/2021

Mobile # for future Communication / যোগাযোগের জন্য \*  
8697615902

Applicant's Relationship with Deceased / মৃত ব্যক্তির সাথে আবেদনকারীর সম্পর্ক \*  
--Select--  
Father  
Mother  
Spouse  
Others

Age (Year/Month.) \*  
--Select--

**Step 3.2.2.8:** After selecting relationship with the deceased person, they will enter the information of the deceased person. They will select date of death, gender and choose age in hours, days, month or year.

Information of the deceased / মৃতের তথ্য

Date Of Death / মৃত্যুর তারিখ \*  
28/08/2021

Gender / লিঙ্গ \*  
Male

Age (Year/Month.) \*  
Years  
--Select--  
Hours  
Days  
Months  
Years

Age / বয়স \*  
--Select--

Type of ID Proof  
--Select--

First Name / প্রথম নাম \*  
Middle Name / নামের মধ্যাংশ  
Last Name / নামের শেষাংশ  
Type of ID Proof  
--Select--

ID Proof Number  
Upload ID Proof (should not exceed 50kb)  
Choose File No file chosen

**Step 3.2.2.9:** After choosing age of deceased, they will enter name and type of ID proof (Adhar, EPIC, Khadya Sathi).

Information of the deceased / মৃতের তথ্য

Date Of Death / মৃত্যুর তারিখ \*  
28/08/2021

Gender / লিঙ্গ \*  
Male

Age (Year/Month.) \*  
Years

Age / বয়স \*  
45

First Name / প্রথম নাম \*  
Sushant

Middle Name / নামের মধ্যাংশ  
Singh

Last Name / নামের শেষাংশ  
Rajput

Type of ID Proof \*  
Aadhaar  
--Select--  
Aadhaar  
EPIC  
Khadya Sathi

ID Proof Number \*  
Upload ID Proof (should not exceed 50kb)  
Choose File No file chosen

**Step 3.2.2.10:** After selecting type of ID proof, they will enter ID number and scan copy of the ID proof which must be between 50 KB size. Next, they will select place of death.

Information of the deceased / মৃতের তথ্য			
Date Of Death / মৃত্যুর তারিখ *	Gender / লিঙ্গ *	Age (Year/Month/.) *	Age / বয়স *
28/08/2021	Male	Years	45
First Name / প্রথম নাম *	Middle Name / নামের মধ্যাংশ	Last Name / নামের শেষাংশ	Type of ID Proof *
Sushant	Singh	Rajput	Aadhaar
ID Proof Number *	Upload ID Proof* (should not exceed 50kb)		
745125874965	Choose File   demo.pdf		
Place of Death / মৃত্যুবরণ এর স্থান			
Place of death / মৃত্যুবরণ এর স্থান *	State / রাজ্য *	District / জেলা *	Urban/Rural / গ্রামীণ/শহুরে *
--Select--	--Select--	--Select--	--Select--
--Select--	Gram Panchayat / গ্রাম পঞ্চায়েত *		
Hospital	--Select--		
Home			
Others			

**Step 3.2.2.11:** After selecting place of death they will enter other information of the place.

Place of Death / মৃত্যুবরণ এর স্থান			
Place of death / মৃত্যুবরণ এর স্থান *	Gram Panchayat / গ্রাম পঞ্চায়েত *	Village/Town / গ্রাম/শহর	Pin /পিন নং *
Home	KANKALITALA	ADITYAPUR	732303

**Step 3.2.2.12:** After selecting place of death, they will enter mother, father and spouse details of the deceased person.

Mother's Information / মাতার তথ্য			
First Name / প্রথম নাম	Middle Name / নামের মধ্যাংশ	Last Name / নামের শেষাংশ	Email Id / ইমেইল
Kamala	Singh	Rajput	kr@test.com
Mobile No. / মোবাইল	Type of ID Proof / আইডি প্রমাণের ধরন	ID Proof Number / আইডি প্রমাণ নম্বর	
9874125630	Aadhaar	478948795664	
Upload ID Proof / আপলোড আইডি প্রমাণ (should not exceed 50kb)			
Choose File   demoform1.pdf			
Father's Information / পিতার তথ্য			
First Name / প্রথম নাম	Middle Name / নামের মধ্যাংশ	Last Name / নামের শেষাংশ	Email Id / ইমেইল
Tapas	Singh	Rajput	tr@test.com
Mobile No. / মোবাইল	Type of ID Proof / আইডি প্রমাণের ধরন	ID Proof Number / আইডি প্রমাণ নম্বর	Upload ID Proof / আপলোড আইডি প্রমাণ
7894561203	Aadhaar	879874105648	Choose File   demo.pdf
Spouse Information / দাম্পত্যের তথ্য			
First Name / নাম*	Middle Name / নামের মধ্যাংশ	Last Name / নামের শেষাংশ*	Email Id / ইমেইল
Nidhi	Singh	Rajput	ns@test.com
Mobile No. / মোবাইল*	Type of ID Proof / আইডি প্রমাণের ধরন*	ID Proof Number / আইডি প্রমাণ নম্বর*	
8745120369	Aadhaar	741587496532	
Upload ID Proof / আপলোড আইডি প্রমাণ (should not exceed 50kb)			
Choose File   demoform1.pdf			



**Step 3.2.2.13:** After choosing age of deceased, they will enter name and type of ID proof (Adhar, EPIC, Khadya Sathi).

**Address of deceased at the time of death / মৃত্যুর সময় মৃতের ঠিকানা**

Bldg.No & Name / বাড়ীর নাম ও নাম 12 Number	House No / গৃহ নং 2	Street/Lane / রাস্তা/লেন নাম 12, Test Road	Locality/Post Office / অঞ্চল / পোস্ট অফিস PO
State / রাজ্য * West Bengal	District / জেলা * Birbhum	Urban/Rural / গ্রামীণ শহরে * Block	Block/Municipality / ব্লক/পৌরসভা * BOLPUR SRINIKETAN
Gram Panchayat / গ্রাম পঞ্চায়েত * KANKALITALA	Village/Town / গ্রাম / শহর * BENGUTIA	Pin / পিন নং 731211	

**Permanent Address of the deceased / মৃতের স্থায়ী ঠিকানা**

☐ Please check if Permanent address is same as above address. / চেক করুন স্থায়ী ঠিকানা উপরের ঠিকানার মত কিনা।

Bldg.No & Name / বাড়ীর নাম ও নাম --Select--	House No / গৃহ নং --Select--	Street/Lane / রাস্তা/লেন নাম --Select--	Locality/Post Office / অঞ্চল / পোস্ট অফিস --Select--
State / রাজ্য * --Select--	District / জেলা * --Select--	Urban/Rural / গ্রামীণ শহরে * --Select--	Block/Municipality / ব্লক/পৌরসভা * --Select--

**Step 3.2.2.14:** Clicking on check box permanent address details are auto populated accordingly. If the informant address details are also same, then they will again click on the check box which populates the address details of informant. Applicant will enter the name, designation and employee ID of the informant.

**Permanent Address of the deceased / মৃতের স্থায়ী ঠিকানা**

☒ Please check if Permanent address is same as above address. / চেক করুন স্থায়ী ঠিকানা উপরের ঠিকানার মত কিনা।

Bldg.No & Name / বাড়ীর নাম ও নাম 12 Number	House No / গৃহ নং 2	Street/Lane / রাস্তা/লেন নাম 12, Test Road	Locality/Post Office / অঞ্চল / পোস্ট অফিস PO
State / রাজ্য * West Bengal	District / জেলা * Birbhum	Urban/Rural / গ্রামীণ শহরে * Block	Block/Municipality / ব্লক/পৌরসভা * BOLPUR SRINIKETAN
Gram Panchayat / গ্রাম পঞ্চায়েত * KANKALITALA	Village/Town / গ্রাম / শহর * BENGUTIA	Pin / পিন নং 731211	

**Informant Information (Applicable only for death at home or other places) / সংবাদ দাতার তথ্য**

☒ Please check if Informants address is same as Permanent address. / সংবাদ দাতার দেওয়ার ঠিকানা স্থায়ী ঠিকানার সাথে একই কিনা অনুগ্রহ করে মিলিয়ে নিন এবং চেক বক্সে ক্লিক করুন

Informants Name / সংবাদ দাতার নাম Rita Begam	Designation / উপাধি Asha	Employee Id / কর্মচারী আইডি 121211	Bldg.No & Name / বাড়ীর নাম ও নাম 12 Number	House No / গৃহ নং 2	Street/Lane / রাস্তা/লেন নাম 12, Test Road
Locality/Post Office / অঞ্চল / পোস্ট অফিস PO	State / রাজ্য * West Bengal	District / জেলা * Birbhum	Urban/Rural / গ্রামীণ শহরে * Block	Block/Municipality / ব্লক/পৌরসভা * BOLPUR SRINIKETAN	Gram Panchayat / গ্রাম পঞ্চায়েত KANKALITALA
	Village/Town / গ্রাম / শহর * BENGUTIA	Pin / পিন নং 731211			

**Step 3.2.2.15:** Next, they will enter religion and occupation of the deceased and upload the death & burial certificate.

**Statistical Information**

**Information of the Deceased / মৃতের তথ্য**

Religion / ধর্ম * Hindu	Occupation / পেশা * Clerk
----------------------------	------------------------------

**Remarks**

Remarks  
COVID death

**Upload Documents**

Upload Death Certificate issued by attending doctor * (50kb only) Choose File	demo.pdf
Upload Cremation / Burial Certificate * (should not exceed 50kbs) Choose File	demo.pdf

**Submit**

**Step 3.2.2.16:** Clicking on submit button a popup arises to confirm the submission. Applicant will press ok button.

The screenshot shows a web form for death registration. The form fields are: Informants Name / সংবাদ (Rita Begam), Designation / উপাধি (Asha), Locality/Post Office / অঞ্চল / পোস্ট অফিস (PO), House No / গৃহ নং, and Street/Lane/ রাস্তা/লেন নাম (12, Test Road). A confirmation popup is displayed in the center, asking "Are you sure you want to submit?" with "OK" and "Cancel" buttons. The "OK" button is highlighted with a red rectangle.

**Step 3.2.2.17:** The death information of the deceased person will be submitted successfully.

The screenshot shows the "Death Registration" page with a green success message: "Your application has been submitted successfully!". The acknowledgement number is "ACK/D/2021/000136". A "Go Back" button is visible at the bottom right of the message box. A green banner at the top right says "Done. Acknowledgement no is :ACK/D/2021/000136".

**Step 3.2.2.18:** An acknowledgement number generated for the same. They will press back button.

This screenshot is identical to the previous one, showing the "Death Registration" success page. The "Go Back" button is highlighted with a red rectangle.

**Step 3.2.2.19:** Clicking on back button page will be redirected to the birth & death login page.

The screenshot shows the "Janma-Mrityu Tathya" login page. The header includes the Department of Health & Family Welfare logo and navigation links. The login form has fields for "User login Id", "Password", and "Enter Captcha Code", with a "LOGIN" button and a "Forgot Password?" link. A large banner on the right features a smiling woman and the text "জন্ম-মৃত্যু তথ্যা Janma-Mrityu Tathya". The footer contains "What's New" and a link to the "Janma-Mrityu Tathya Portal An User Manual (PDF)".

# Track Application





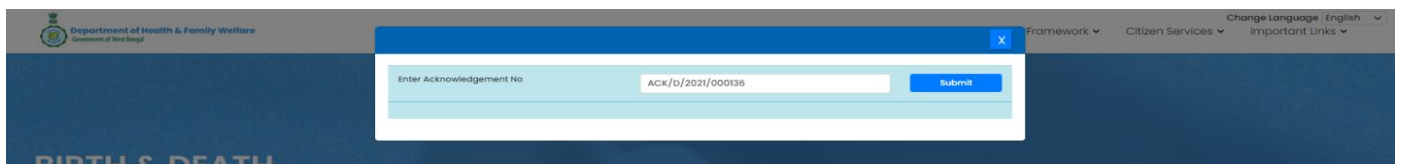
**Step 3.2.3.1:** User will click on “Track Application” from Death sub menu of Citizen Services main menu.



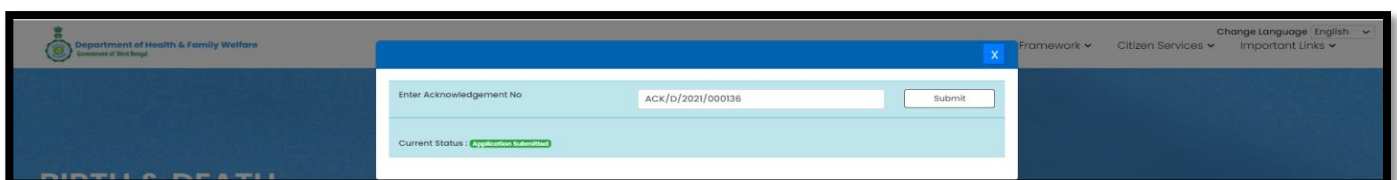
**Step 3.2.3.2:** A popup will open where citizen have to enter the acknowledgement number



**Step 3.2.3.3:** Citizen will enter the acknowledgement number and press submit button.



**Step 3.2.3.4:** Clicking on the submit button the current status of the application will be visible for citizen.





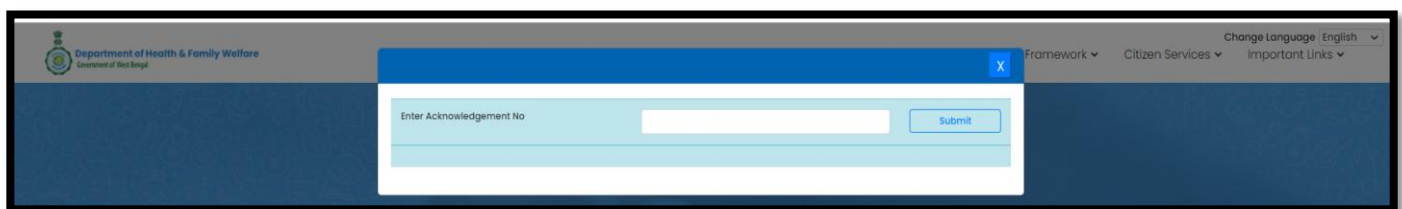
[Download Certificate](#)



**Step 3.2.4.1:** User will click on “Download Certificate” from Death sub menu of Citizen Services main menu for downloading certificate.



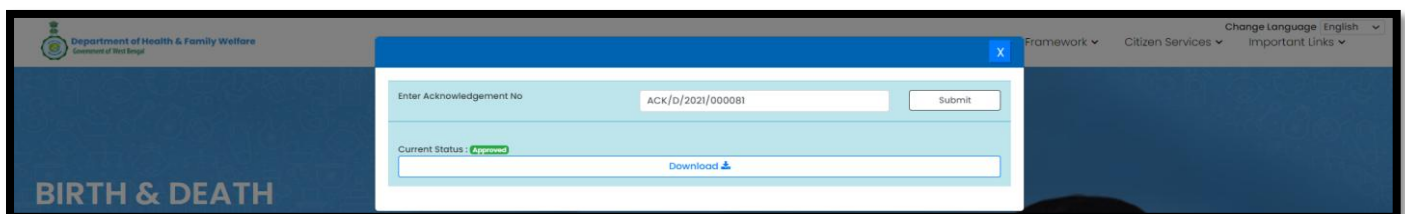
**Step 3.2.4.2:** A popup will open where citizen have to enter the acknowledgement number



**Step 3.2.4.3:** Citizen will enter the acknowledgement number and press submit button.



**Step 3.2.4.4:** Download link will appear for downloading the required birth certificate



**Step 3.2.4.5:** User will click on download link and download the certificate accordingly

The screenshot shows the 'BIRTH & DEATH' section of the portal. A form is displayed with the following details:

- Enter Acknowledgement No: ACK/D/2021/000081
- Submit button
- Current Status: **Approved**
- Download button with a download icon

The screenshot shows a computer-generated Death Certificate from the Government of West Bengal, Department of Health and Family Welfare, Grama Panchayat Kankalitara. The certificate is 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 2003.

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 :	Priyanka Das Pal	SEX :	Female
DATE OF DEATH :	28/07/2021	PLACE OF DEATH :	BOLPUR SRINIKETAN, Birbhum, KANKALITALA, ADITYAPUR, West Bengal - 732903
AGE OF DECEASED :	55 YEARS	NAME OF SPOUSE :	
SPOUSE IDENTITY PROOF :	-		
NAME OF MOTHER :	Ranjit Mondal	NAME OF FATHER :	Gourab Mondal
MOTHER'S IDENTITY PROOF :	EPIC-DVD 2345	FATHER'S IDENTITY PROOF :	EPIC-87565434563
ADDRESS OF THE DECEASED AT THE TIME OF DEATH :	Ghatare, House No:-HO 123, Street/Lane:-Latpur, Locality:-Latpur LABPUR Block, Dist:-Birbhum, West Bengal-731303	PERMANENT ADDRESS OF DECEASED :	Ghatare, House No:-HO 123, Street/Lane:-Latpur, Locality:-Latpur LABPUR Block, Dist:- Birbhum, West Bengal-731303
REGISTRATION NO :	D/2021.000014	DATE OF REGISTRATION :	17/08/2021
REMARKS (IF ANY) :			
DATE OF ISSUE :	17/08/2021	ISSUING AUTHORITY :	
UPDATED ON :	2021-08-17 23:10:55		

QR Code

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 DOCUMENT FOR ALL OFFICIAL PURPOSES.

\*ENSURE REGISTRATION OF EVERY BIRTH AND DEATH\*

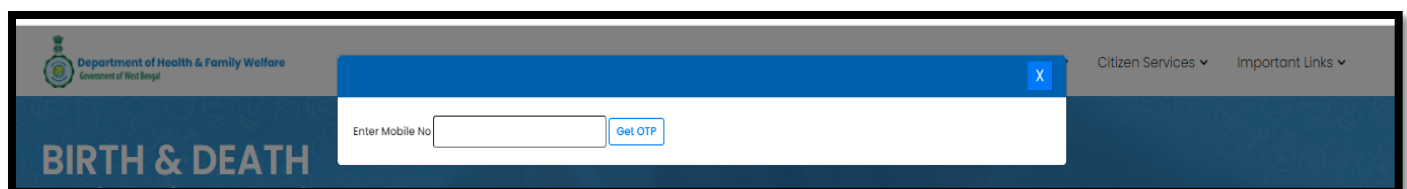


# Delayed Death Registration

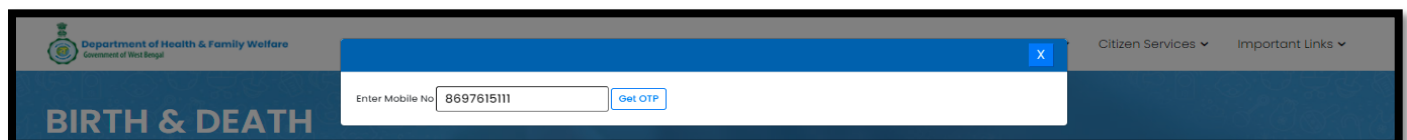
**Step 3.2.5.1:** User will click on “Delayed Death Registration” from Death sub menu of Citizen Services main menu..



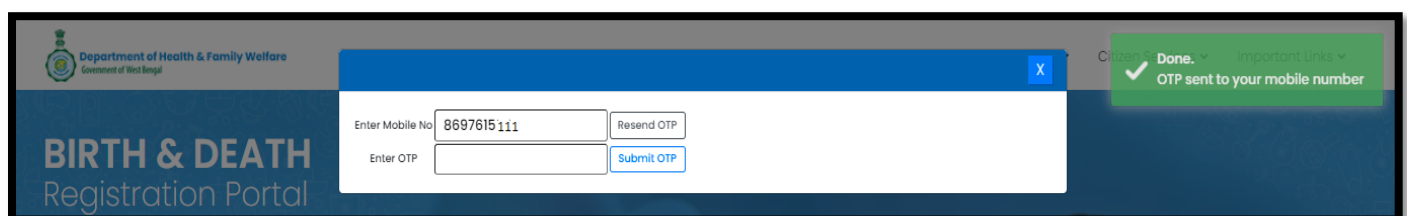
**Step 3.2.5.2:** A popup will open where citizen must register themselves with mobile number for delayed death registration



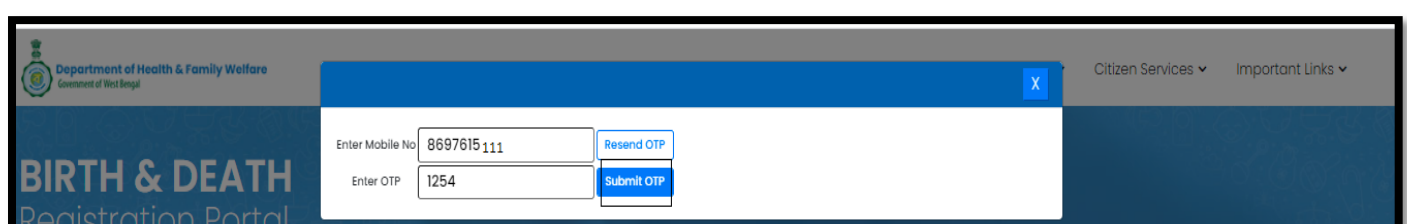
**Step 3.2.5.3:** Citizen will enter their mobile number for required delayed death registration.



**Step 3.2.5.4 :** After verifying the mobile number an OTP will be send to the registered mobile number



**Step 3.2.5.5:** Citizen will enter the received OTP and press submit button. If the OTP is not received by citizen, they can send again by clicking resend OTP





**Step 3.2.5.6:** After successful OTP submission delayed death registration form will be appeared. Citizen will first select applicant's relationship with deceased person

## Death Registration

Reporting Date / প্রতিবেদনের তারিখ *	Mobile # for future Communication / মোবাইল নম্বর # ভবিষ্যতের যোগাযোগের জন্য *		
27/08/2021	8013624013		
Applicant's Relationship with Deceased / মৃত ব্যক্তির সাথে আবেদনকারীর সম্পর্ক *	Name of Applicant / আবেদনকারীর নাম *		
Others			
Type of ID Proof / আইডি প্রুফের ধরন *	ID Number Of Applicant / আবেদনকারীর আইডি নম্বর *	Upload ID Proof * (Not exceed 50kb)	
--Select--		Choose File   No file chosen	

### Information of the deceased / মৃতের তথ্য

Date Of Death / মৃত্যুর তারিখ *	Gender / লিঙ্গ *	Age (Year/Month..) *	Age / বয়স *
03/08/2021	--Select--	--Select--	
First Name / প্রথম নাম *	Middle Name / নামের মধ্যাংশ	Last Name / নামের শেষাংশ	Type of ID Proof
			--Select--
ID Proof Number	Upload ID Proof (should not exceed 50kb)		
	Choose File   No file chosen		

**Step 3.2.5.7:** After filling the applicant's information, they will enter deceased person information

Applicant's Relationship with Deceased / মৃত ব্যক্তির সাথে আবেদনকারীর সম্পর্ক *	Name of Applicant / আবেদনকারীর নাম *
Others	Ram
Type of ID Proof / আইডি প্রুফের ধরন *	ID Number Of Applicant / আবেদনকারীর আইডি নম্বর *
EPIC	12345678
	Upload ID Proof * (Not exceed 50kb)
	Choose File   369px-Chinnasamy.jpg

### Information of the deceased / মৃতের তথ্য

Date Of Death / মৃত্যুর তারিখ *	Gender / লিঙ্গ *	Age (Year/Month..) *	Age / বয়স *
03/08/2021	Male	Years	54
First Name / প্রথম নাম *	Middle Name / নামের মধ্যাংশ	Last Name / নামের শেষাংশ	Type of ID Proof *
Rajib		Das	EPIC
ID Proof Number *	Upload ID Proof * (should not exceed 50kb)		
65498712	Choose File   369px-Chinnasamy.jpg		

### Place of Death / মৃত্যুবরণ এর স্থান

**Step 3.2.5.8:** After selecting deceased person information they will enter the place of death of the deceased person

### Place of Death / মৃত্যুবরণ এর স্থান

Place of death / মৃত্যুবরণ এর স্থান *	Gram Panchayat / গ্রাম পঞ্চায়েত *	Village/Town / গ্রাম/শহর	Pin / পিন নং *
Home	KANKALITALA	ADITYAPUR	732303



**Step 3.2.5.9:** After selecting place of death, they will enter mother, father and spouse details of the deceased person

Mother's Information / মাতার তথ্য			
First Name / প্রথম নাম	Middle Name / নামের মধ্যাংশ	Last Name / নামের শেষাংশ	Email Id / ইমেইল
Mobile No. / মোবাইল	Type of ID Proof / আইডি প্রকৃতির ধরন --Select--	ID Proof Number / আইডি প্রকৃতি নম্বর	
Upload ID Proof / আপলোড আইডি প্রকৃতি (should not exceed 50kb)			
Choose File   No file chosen			
Father's Information / পিতার তথ্য			
First Name / প্রথম নাম	Middle Name / নামের মধ্যাংশ	Last Name / নামের শেষাংশ	Email Id / ইমেইল
Mobile No. / মোবাইল	Type of ID Proof / আইডি প্রকৃতির ধরন --Select--	ID Proof Number / আইডি প্রকৃতি নম্বর	Upload ID Proof / আপলোড আইডি প্রকৃতি Choose File   No file chosen
Spouse Information / দাম্পত্যের তথ্য			
First Name / নাম Sima	Middle Name / নামের মধ্যাংশ	Last Name / নামের শেষাংশ Das	Email Id / ইমেইল
Mobile No. / মোবাইল	Type of ID Proof / আইডি প্রকৃতির ধরন --Select--	ID Proof Number / আইডি প্রকৃতি নম্বর	
Upload ID Proof / আপলোড আইডি প্রকৃতি (should not exceed 50kb)			
Choose File   No file chosen			

**Step 3.2.5.10:** Next applicant will enter the address of the deceased person at the time of death. If the permanent address is same at the time of death, they will click on check box. Clicking on check box permanent address details are auto populated accordingly

Address of deceased at the time of death / মৃত্যুর সময় মৃতের ঠিকানা			
Bldg.No & Name / বাড়ীর নাম ও নাম	House No / গৃহ নং	Street/Lane / রাস্তা/লেন নাম	Locality/Post Office / অঞ্চল / পোস্ট অফিস
State / রাজ্য * West Bengal	District / জেলা * Birbhum	Urban/Rural / গ্রামীণ শহুরে * Municipality	Block/Municipality / ব্লক/মৌজাসভা * MUNICIPALITY SURI
Village/Town / গ্রাম / শহর * SURI	Pin / পিন নং 123456		
Permanent Address of the deceased / মৃতের স্থায়ী ঠিকানা			
<input checked="" type="checkbox"/> Please check if Permanent address is same as above address. / চেক করুন স্থায়ী ঠিকানা উপরের ঠিকানার মত কিনা।			
Bldg.No & Name / বাড়ীর নাম ও নাম	House No / গৃহ নং	Street/Lane / রাস্তা/লেন নাম	Locality/Post Office / অঞ্চল / পোস্ট অফিস
State / রাজ্য * West Bengal	District / জেলা * Birbhum	Urban/Rural / গ্রামীণ শহুরে * Municipality	Block/Municipality / ব্লক/মৌজাসভা * MUNICIPALITY SURI
Village/Town / গ্রাম / শহর * SURI	Pin / পিন নং 123456		

**Step 3.2.5.11:** After selecting deceased person information they will enter the place of death of the deceased person

**Step 3.2.5.11:** If the informant address details are also same then they will again click on the check box which populates the address details of informant. Applicant will enter the name, designation, and employee ID of the informant. Next, they will enter religion and occupation of the deceased person

**Informant Information (Applicable only for death at home or other places) / সংবাদ দাতার তথ্য**

☒ Please check if Informants address is same as Permanent address. / সংবাদ দাতার দেওয়ার ঠিকানা স্থায়ী ঠিকানার সাথে একই কিনা অনুগ্রহ করে মিলিয়ে নিন এবং চেক বক্সে ক্লিক করুন

Informants Name / সংবাদ দাতার নাম	Designation / উপাধি --Select--	Employee Id / কর্মচারী আইডি	Bldg.No & Name / বাড়ীর নাম্বার ও নাম	House No / গৃহ নং	Street/Lane/ রাস্তা/লেন নাম
Locality/Post Office / অঞ্চল / পোস্ট অফিস					
State / রাজ্য West Bengal	District / জেলা Birbhum	Urban/Rural / গ্রামীণ শহুরে Municipality	Block/Municipality / ব্লক/পৌরসভা MUNICIPALITY SURI	Village/Town / গ্রাম / শহর SURI	
Pin / পিন নং 123456					

**Statistical Information**

**Information of the Deceased / মৃতের তথ্য**

Religion / ধর্ম \*  
Hindu ✓

Occupation / পেশা \*  
Clerk

**Step 3.2.5.12:** Next, they will upload the death certificate, burial certificate & payment of challan. After that, they will click on submit button

**Upload Documents**

Upload Death Certificate issued by attending doctor \* (50kb only)  
Choose File | 369px-Chinnasamy.jpg ✓

Upload Cremation / Burial Certificate \* (should not exceed 50kb)  
Choose File | 369px-Chinnasamy.jpg ✓

Upload "Payment of Challan" \*(should not exceed 50kb)  
Choose File | 369px-Chinnasamy.jpg

Submit

Activate Windows  
Go to PC settings to activate Windows

**Step 3.2.5.13:** Clicking on submit button a popup arises to confirm the submission. Applicant will press ok button

Pin / পিন নং  
123456

Statistical Information

Information of the Deceased / মৃতের তথ্য

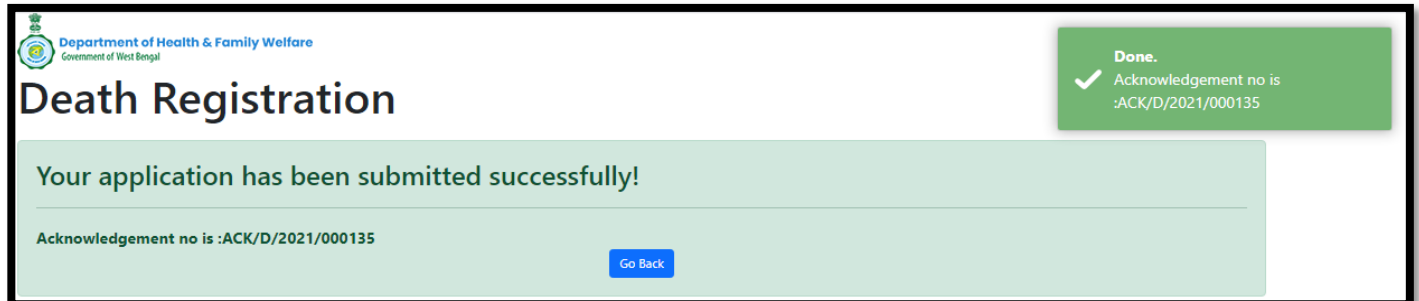
Religion / ধর্ম \*  
Hindu ✓

Occupation / পেশা \*  
Clerk ✓

40.81.75.47:4043 says  
Are you sure you want to submit?

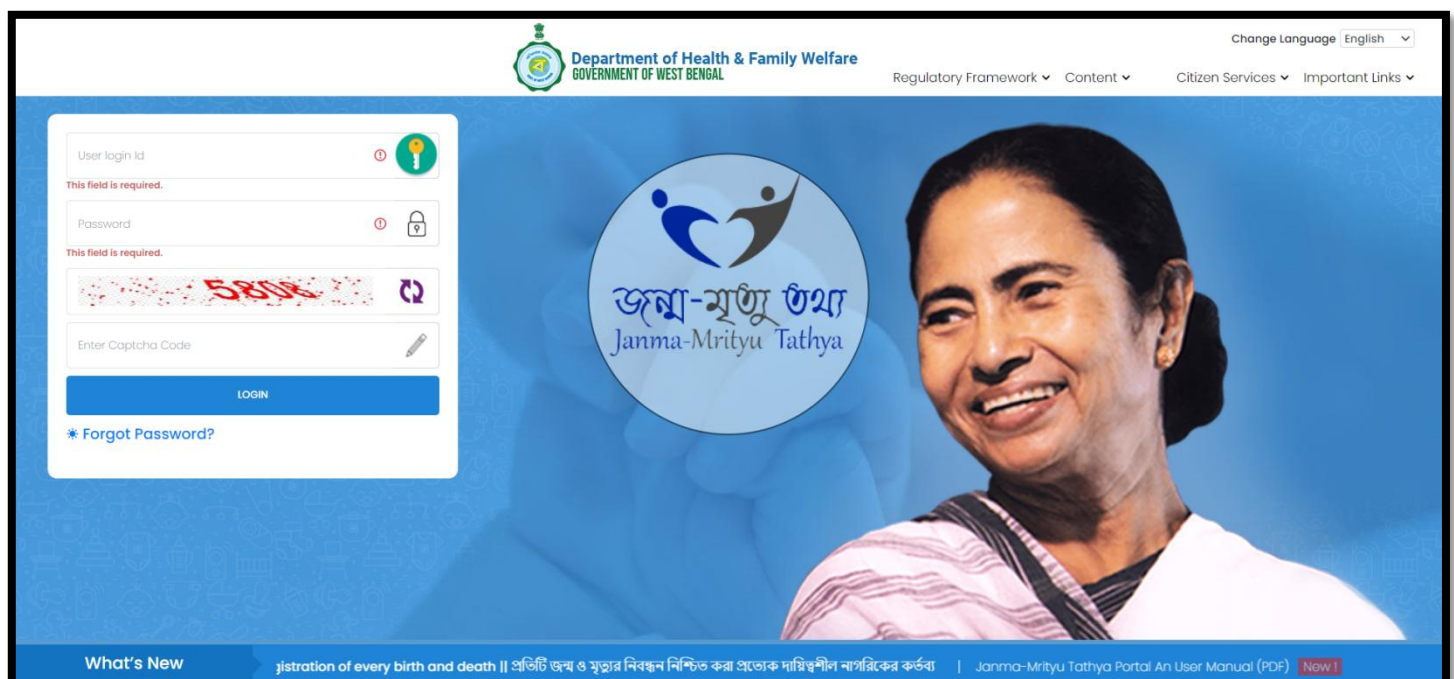
OK Cancel

**Step 3.2.5.14:** The delayed death information of the deceased person will be submitted successfully. An acknowledgement number generated for the same. They will press back button



The screenshot shows the 'Death Registration' page from the Department of Health & Family Welfare, Government of West Bengal. The page has a green header with the department's logo and name. A green box in the top right corner displays a green checkmark and the text: 'Done. Acknowledgement no is :ACK/D/2021/000135'. The main content area has a light green background and contains the text: 'Your application has been submitted successfully!'. Below this, it says 'Acknowledgement no is :ACK/D/2021/000135' and a blue 'Go Back' button.

**Step 3.2.5.15:** Clicking on back button page will be redirected to the birth & death login page



The screenshot shows the login page of the Janma-Mrityu Tathya Portal. The header includes the Department of Health & Family Welfare logo and name, a 'Change Language' dropdown set to 'English', and navigation links for 'Regulatory Framework', 'Content', 'Citizen Services', and 'Important Links'. The main content area features a blue background with a circular logo containing the text 'জন্ম-মৃত্যু তথ্যা Janma-Mrityu Tathya' and a smiling woman. On the left, there is a white login form with fields for 'User login Id', 'Password', and 'Enter Captcha Code'. Each field has a red error message 'This field is required.' and a red exclamation mark icon. Below the captcha field is a blue 'LOGIN' button and a link for '\* Forgot Password?'. The footer contains the text 'What's New', a description of the portal's purpose, and a link to the 'Janma-Mrityu Tathya Portal An User Manual (PDF)' with a 'NEW!' tag.

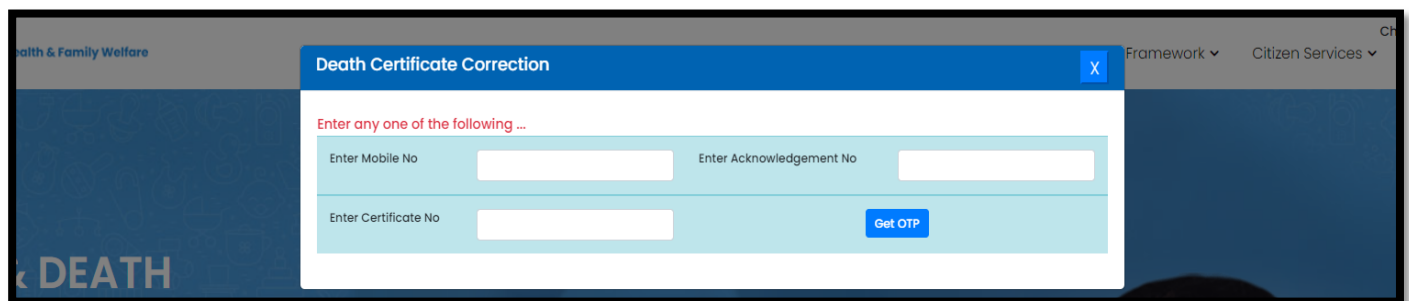
# Death Certificate Correction



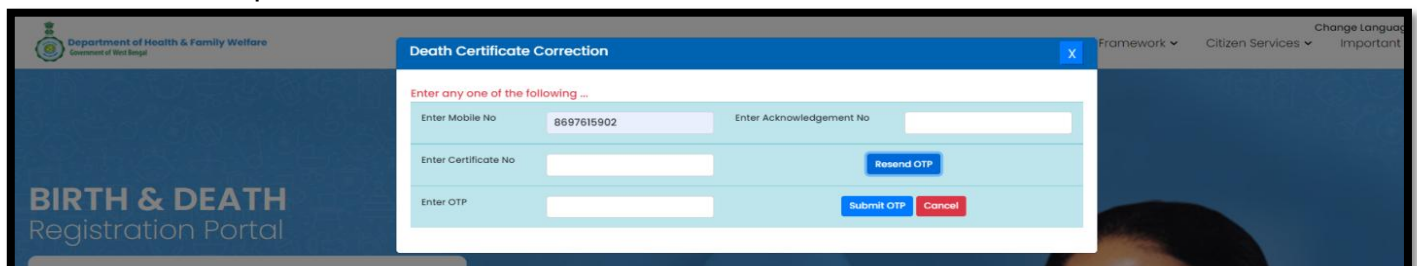
**Step 3.2.6.1:** User will click on “Death Certificate Correction” from Death sub menu of Citizen Services main menu.



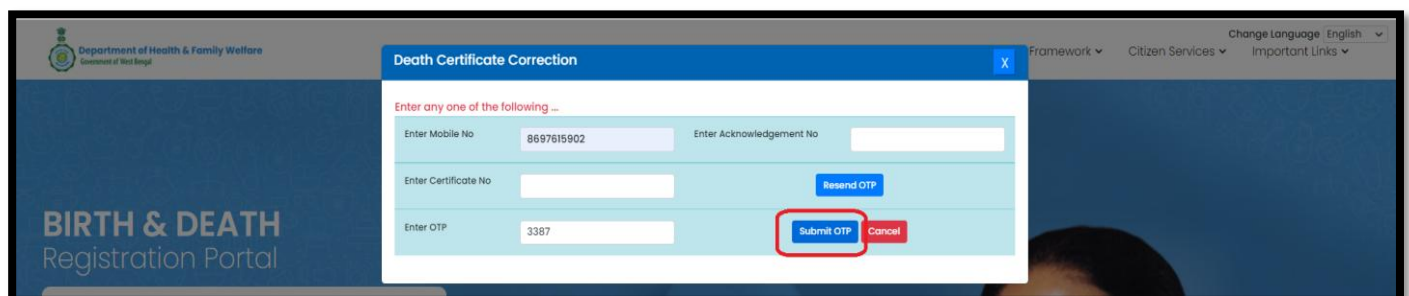
**Step 3.2.6.2:** A popup will open where citizen must enter either the acknowledgement number or mobile number or certificate number.



**Step 3.2.6.3:** Citizen will enter either the acknowledgement number or mobile number or certificate number or all and press “Submit OTP” button.



**Step 3.2.6.4:** OTP will be sent to registered mobile number of citizen. Citizen will enter the OTP and press submit OTP button.





**Step 3.2.6.5:** Existing death certificate details will be populated.

The screenshot shows the 'Death Certificate Correction' portal. On the left, there's a sidebar with the Department of Health & Family Welfare logo and the text 'BIRTH & DEATH Registration Portal' and 'ADMINISTRATIVE LOGIN'. The main content area has a form titled 'Enter any one of the following ...'. It contains fields for 'Enter Mobile No' (8697615902), 'Enter Acknowledgement No' (empty), 'Enter Certificate No' (empty), and 'Enter OTP' (3387). There are buttons for 'Resend OTP', 'Submit OTP', and 'Cancel'. Below the form is a table with the following data:

Deceased Name	Date Of Death	Acknowledgement	Certificate
Tara Sankar Dutta	17/08/2021	ACK/D/2021/000106	D/2021/000017

An 'Apply' button is located at the bottom right of the table.

**Step 3.2.6.6:** Citizen will click on apply button for modifying the existing death certificate details.

This screenshot is identical to the previous one, but the 'Apply' button at the bottom right of the table is highlighted with a red rectangle.

**Step 3.2.6.7:** Existing death certificate application will open for modification.

The screenshot shows the 'Death Certificate Correction' form. It has two main sections: 'Information of the deceased / মৃতের তথ্য' and 'Mother's Information / মাতার তথ্য'. The 'Information of the deceased' section contains the following fields:


- Date Of Death / মৃত্যুর তারিখ: 17/08/2021
- Gender / লিঙ্গ: Male
- Age (Year/Month..): 70 Years
- Age / বয়স: 70
- First Name / প্রথম নাম: Tara
- Middle Name / নামের মধ্যাংশ: Sankar
- Last Name / নামের শেষাংশ: Dutta
- Type of ID Proof: Aadhaar
- ID Proof Number: 745125874965
- Upload ID Proof (should not exceed 50kb): Choose File | No file chosen
- View button

The 'Mother's Information' section contains the following fields:

- First Name / প্রথম নাম: --Select--
- Middle Name / নামের মধ্যাংশ: --Select--
- Last Name / নামের শেষাংশ: --Select--
- Type of ID Proof / আইডি প্রমাণের ধরন: --Select--
- ID Proof Number / আইডি প্রমাণ নম্বর: --Select--
- Upload ID Proof /আপসোড আইডি প্রমাণ (should not exceed 50kb): Choose File | No file chosen

**Step 3.2.6.8:** OTP will be sent to registered mobile number of citizen. Citizen will enter the OTP and press submit OTP button.

**Step 3.2.6.8:** Citizen will modify the required changes in the death certificate application, and press submit button..



Department of Health & Family Welfare  
Government of West Bengal

## Death Certificate Correction

**Information of the deceased / মৃতের তথ্য**

Date Of Death / মৃত্যুর তারিখ *	Gender / লিঙ্গ *	Age (Year/Month...) *	Age / বয়স *
17/08/2021	Male	Years	70
First Name / প্রথম নাম *	Middle Name / নামের মধ্যাংশ	Last Name / নামের শেষাংশ	
Tara	Sankar	Dutta	
Type of ID Proof *	ID Proof Number *	Upload ID Proof * (should not exceed 50kb)	
Aadhaar	745125874965	Choose File No file chosen <a href="#">View</a>	

**Mother's Information / মাতার তথ্য**

First Name / প্রথম নাম	Middle Name / নামের মধ্যাংশ	Last Name / নামের শেষাংশ
Type of ID Proof / আইডি প্রমাণের ধরন	ID Proof Number / আইডি প্রমাণ নম্বর	Upload ID Proof / আপলোড আইডি প্রমাণ (should not exceed 50kb)
--Select--		Choose File No file chosen

**Father's Information / পিতার তথ্য**

First Name / প্রথম নাম	Middle Name / নামের মধ্যাংশ	Last Name / নামের শেষাংশ
Type of ID Proof / আইডি প্রমাণের ধরন	ID Proof Number / আইডি প্রমাণ নম্বর	Upload ID Proof / আপলোড আইডি প্রমাণ
--Select--		Choose File No file chosen

**Spouse Information / দাম্পত্যের তথ্য**

First Name / নাম	Middle Name / নামের মধ্যাংশ	Last Name / নামের শেষাংশ
Kalyani		Dutta
Type of ID Proof / আইডি প্রমাণের ধরন	ID Proof Number / আইডি প্রমাণ নম্বর	
Aadhaar	741587496532	
Upload ID Proof / আপলোড আইডি প্রমাণ (should not exceed 50kb)		
Choose File No file chosen		

**Address of deceased at the time of death / মৃত্যুর সময় মৃতের ঠিকানা**

Bldg.No & Name / বাড়ীর নাম ও নাম	House No / গৃহ নং	Street/Lane / রাস্তা/লেন নাম	
12 Number	2	4, test para	
Locality/Post Office / অঞ্চল / পোস্ট অফিস	State / রাজ্য *	District / জেলা *	Urban/Rural / গ্রামীণ শহর *
PO	West Bengal	Birbhum	Municipality
Block/Municipality / ব্লক/মৌজাসভা *	Village/Town / গ্রাম / শহর *	Pin / পিন নং	
MUNICIPALITY SURI	SURI	731211	

**Permanent Address of the deceased / মৃতের স্থায়ী ঠিকানা**

☒ Please check if Permanent address is same as above address. / চেক করুন স্থায়ী ঠিকানা উপরের ঠিকানার মত কিনা।

Bldg.No & Name / বাড়ীর নাম ও নাম	House No / গৃহ নং	Street/Lane / রাস্তা/লেন নাম	
12 Number	2	4, test para	
Locality/Post Office / অঞ্চল / পোস্ট অফিস	State / রাজ্য *	District / জেলা *	Urban/Rural / গ্রামীণ শহর *
PO	West Bengal	Birbhum	Municipality
Block/Municipality / ব্লক/মৌজাসভা *	Village/Town / গ্রাম / শহর *	Pin / পিন নং	
MUNICIPALITY SURI	SURI	731211	

[Submit](#)

**Step 3.2.6.9:** Clicking on submit button, a pop will arise for confirming the submission. Citizen will click on ok button. Death certificate modification will be successful.

The screenshot shows a web form for death certificate modification. A central pop-up window displays the message "Successfull.. Data saved successfully" with an "OK" button highlighted by a red square. The background form contains fields for "Bldg.No & Name / বাড়ীর নাম্বার ও নাম" (12 Number), "House No / গৃহ নং" (2), "Street/Lane / রাস্তা/লেন নাম" (4. test para), "Locality/Post Office / অঞ্চল / পোস্ট অফিস" (PO), "State / রাজ্য" (District / জেলা), "Urban/Rural / গ্রামীণ শহুরে" (Municipality), and "Block/Municipality / ব্লক/মৌজাসভা" (MUNICIPALITY SURI). Below the form, there is a section for "Permanent Address of the deceased / মৃতের স্থায়ী ঠিকানা" with a checkbox and text: "Please check if Permanent address is same as above address. / চেক করুন স্থায়ী ঠিকানা উপরের ঠিকানার মত কিনা।".

**Step 3.2.6.10:** Clicking on ok button page will be redirected to the login page of Birth & Death registration..

The screenshot shows the login page of the Janma-Mrityu Tathya portal. The header includes the "Department of Health & Family Welfare GOVERNMENT OF WEST BENGAL" logo and navigation links: "Regulatory Framework", "Content", "Citizen Services", and "Important Links". A language selector shows "English". The login form on the left includes fields for "User login Id", "Password", and "Enter Captcha Code", each with a "This field is required." message. A "LOGIN" button and a "Forgot Password?" link are at the bottom of the form. The background features a large image of a smiling woman and the "Janma-Mrityu Tathya" logo. The footer contains the text "What's New", "gistration of every birth and death || প্রতিটি জন্ম ও মৃত্যুর নিবন্ধন নিশ্চিত করা প্রত্যেক দায়িত্বশীল নাগরিকের কর্তব্য", and a link to "Janma-Mrityu Tathya Portal An User Manual (PDF) Now!".



Important Links

**Step 4:** User can click on Important Links which open the submenu with the following "Department of Health & Family Welfare" and "CRS Portal"



**Step 4.1.1:** User will click on "Department of Health & Family Welfare" from "Important Link" main menu.



**Step 4.1.2:** User will be redirected to the "Department of Health & Family Welfare" page



**Step 4.2.1:** User will click on "CRS Portal" from "Important Link" main menu



**Step 4.2.2:** User will be redirected to the "CRS Portal" page







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