

Proceedings of the Director of School Education, Chennai-06.

R.C.No. 052904/M1/S1/2024 Dated. 14.08.2024

Sub: School Education- Public Health – Civil Registration System – Birth Certificates – Child Name inclusion campaign 2024 – conduct of campaigns as school Registration units – Reg.

Ref: 1. Department of Public Health and Preventive Medicine  
R.No.8732/SBHI-I/S1/2014, dated 31.07.2024.

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As, per the Amended Registration of Birth and Death act 2023, the Birth Certificate of a child Birth Certificate is now the only document to prove the date and place of birth of a person born on or after 1<sup>st</sup> October, 2023 for various purposes viz., to determine the place of Birth. Admission to an education institution, issuance of driving licence, preparation of Voter list, issuance of Aadhar number, issuance of passport, Registration of a Marriage, appointment to a post in Central Government, State Government, Public Sector undertaking/local body or any other statutory or autonomous body under the State Government/Central Government.

As per the Tamil Nadu Registration of Birth and Death Rules 2000.

- . The name of the child can be included in the birth certificate up to 15 years from the date of Registration of the birth of the child.
- . A time limit up to 31.12.2014 have been provided for registering the name of the Child, whose birth are registered prior to 01.01.2000.
- . A further extension of time limit of 5 years, i.e., up to 31.12.2019 was given to include to the name of the child in Birth Certificate for the births registered prior to 01.01.2000 and also for the births registered for which time limit of 15 years got over.

In view of the expiry of the time limit, the Government of India have given a special privilege up to 31.12.2024 for including in the name in the Birth Certificate for all the births which have already been registered, prior to 01.01.2000 and also for all the cases for which, the time limit of 15 years period got over from the date of registration birth.

In view of the above, and since the extension period is going to be exhausted by 31.12.2024 Director of Public Health and Preventive Medicine and Chief registrar of births and deaths, has requested Director of School Education to issue directions to the Assistant Educational Officers/District Educational


Officers/Chief Educational Officers concerned to inform all the Headmaster of Government/Private/Government aided Schools.

A weekly report on the above activity should be submitted by the schools to the Chief Educational Officer of the District who in turn submit the report to district health officers & additional district registrar of births and deaths of the districts under the guidance of district revenue officer and district birth and death registrar.

All Chief Educational Officers are instructed issue necessary instructions for District educational Officers and Headmasters to follow the said guidelines without fail.

Copy of the letter is enclosed herewith.

Enclosure: Ref(1) cited

for   
Director  
14-8-24

To

All Chief Educational Officer,  
All District.

Copy to

1. Secretary, School Education Department,  
Secretariate, Chennai-9
2. Director of Public Health and Preventive Medicine  
and Chief Registrar of Births and Deaths,  
359, Anna Salai,  
Chennai-06.
3. Member Secretary,  
Model Schools,  
Chennai-6.
4. Director of Private Schools,(with a request to issue necessary orders)  
Directorate of Private Schools,  
Chennai-6.
5. Director of Elementary Education, (with a request to issue necessary orders)  
Directorate of Elementary Education,  
Chennai-6.



DPH/SBHI/2024/CRS-11

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**Birth Certificates -Child Name inclusion Campaign 2024**

**DEPARTMENT OF PUBLIC HEALTH AND PREVENTIVE MEDICINE**

From  
Dr.T.S.Selvavinayagam, MD,DPH,DNB.,  
(Health & Hospital Admn)  
Director of Public Health and  
Preventive Medicine and  
Chief Registrar of Births and  
Deaths, 359, Anna Salai,  
Chennai - 600 006.

To

1. The Director of School Education, DPI Campus, Chennai
2. The Director of Elementary School Education, DPI Campus, Chennai
3. The Director of Collegiate Education, Chennai.
4. The Commissioner of Municipal Administration, Chepauk, Chennai-5
5. The Director of Town Panchayats, Chennai-108.
6. The Commissioner of Revenue Administration, Chepauk, Chennai-5
7. The Inspector General of Registration, Santhome, Chennai-4

**R.No. 8732/SBHI-I/S1/2014, dated:31.07.2024**

Sir/Madam,

Sub: Public Health - Civil Registration System - *Birth Certificates - Child Name inclusion Campaign 2024* - Instructions to Birth & Death Registrars of various departments - conduct of campaigns at Schools/Colleges/Registration Units - Regarding.

- Ref:
1. Lr.No.1/2/(Rule)/2012-VS(CRS)dated:10.11.2020 of the Deputy Registrar General(CRS), ORGI, New Delhi.
  2. G.O.Ms.No.415, Health & Family Welfare (AB2) Dept., dated:27.09.2021
  3. Govt.Lr.No.45486/AB2/2021-2, Health & Family Welfare Department, dated. 23.03.2022.
  4. This Office R.No.8732/SBHI-I/S1/2014, dt:20.01.2021.
  5. This Office R.No.8732/SBHI-I/S1/2014, dt:17.11.2020, 13.05.2022 & 02.09.2023.

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I invite your kind attention and inform you that, the Registration of Birth is the right of every child towards establishing his / her legal identity. As, per the Amended Registration of Birth and Death Act 2023, the Birth certificate of a child Birth certificate is now the only document to prove the date and place of birth of a person born on or after 1<sup>st</sup> October, 2023 for various purposes viz., to determine the Place of Birth, admission to an education institution, issuance of driving licence, Preparation of Voter list, issuance of Aadhaar number, issuance of Passport, Registration of a Marriage, appointment to a post in Central Government, State Government, Public Sector undertaking/local body or any other statutory or autonomous body under the State Government/Central Government.]

Under the revamped system of Registration of Births and Deaths, implemented in Tamil Nadu with effect from 01.01.2000 and [as per the Tamil Nadu Registration of Birth and Death Rules 2000.

- The name of the child can be included in the birth certificates upto 15 years from the date of registration of the birth of the child.
- A time limit upto 31.12.2014 have been provided for registering the name of the child, whose births are registered prior to 01.01.2000.
- A further extension of time limit of 5 years, i.e., up to 31.12.2019 was given to include to the name of the child in Birth Certificate for the births registered prior to 01.01.2000 and also for the births registered for which time limit of 15 years got over.
- In view of expiry of the time limit, the Government of India have given a special privilege up to 31.12.2024 for including the name in the Birth Certificate for all the births which have already been registered, prior to 01.01.2000 and also for all the cases for which, the time limit of 15 years period got over from the date of registration of birth.

In continuation of the above, awareness have been given to the public through media and Birth and Death Registrars of various Departments by the District Revenue Officers & District Registrar of Births and Deaths, District Health Officers & Additional District Registrar of Births and Deaths.

[In view of the above, since the extension period is going to be exhausted by 31.12.2024, it is requested (to issue suitable directions through the Assistant Educational Officers / District Educational Officers / Chief Educational Officers concerned to inform all the Headmasters of Government / Private / Government Aided schools] to cross verify all the students enrolled in the Elementary/High/Higher Secondary schools on the following.

1. Whether all the students are having the Birth Certificates,
2. Ensure whether Name of the child is included in the Birth Certificate
3. If name of the child is not included in the birth certificate, the students should inform their parents that the name inclusion could not be made beyond 31.12.2024.
4. The Parents should be informed to approach the Birth and Death Registrar, where the birth has been registered.
5. The name of the child can be registered with the written declaration form signed by the parent / guardian in the view that, the name once entered cannot be changed.
6. To ensure Birth certificate with name of the student at the time of school admission itself, in order to avoid hardships in future.
7. Special campaigns and meetings on inclusion of the name in the Birth Certificate of the student shall be conducted involving the Birth and Death Registrars of local bodies and District Health Officers & Additional District Registrar of Births and Deaths of the districts under the guidance of District Revenue Officer & District Birth and Death Registrar.

It is also requested that, all the students who are studying in Elementary, High Schools and Higher Secondary Schools who do not have their name registered in the birth certificate shall be listed out and insisted to include their name in the birth certificates during the campaign. A **weekly report** on the above activity should be submitted by the schools to the Chief Educational Officer of the Districts who in turn submit the report to District Health Officers & Additional District Registrar of Births and Deaths of the districts under the guidance of District Revenue Officer & District Birth and Death Registrar.]



**Civil Registration System**  
**Weekly Report on Child Name inclusion Campaign in Birth**  
**Certificates**  
**(to be submitted by Schools to CEO, CEO to DHO till**  
**31.12.2024)**

**Date :**

S. No	District	Name of Block	Name of School	Type of School		Students Enrolled	Students with Birth certificates	Students with Birth certificates without name	Child Name included in Birth Certificate after campaign
				Govt/Aided /Private	Ele/High/HSS				

It is also requested that, above campaigns to be conducted to all the students who are studying in Govt. / Govt.aided / Private Colleges / Polytechnics / ITIs and they may be instructed to send a weekly report to the District Health Officers & Additional District Registrar of Births and Deaths.

The Birth and Death Registrars of all the local bodies to enlist the Births registered without the name of the child from 01.01.2000 onwards, shall issue notices to the parents to their permanent address to include the name of the child and child name inclusion campaign to be conducted.

A weekly report on the above activity should be submitted by the Birth and Death Registrar to the officer concerned (of Birth & Death Registrar) who in turn submit the report to District Health Officers & Additional District Registrar of Births and Deaths of the districts under the guidance of District Revenue Officer & District Birth and Death Registrar.

**CivilRegistration System**  
**Weekly Report on Child Name inclusion Campaign in Birth**  
**Certificates**  
**(to be submitted by Registrar to DHO till 31.12.2024)**

**Date :**

S. No	District	Name of Taluk	Name of Regn. Unit	Type of RU	Year	Births Registered	Birth Registered without name	Child Name included in Birth Certificate after campaign
				Coprn/Mpty/TP/PHC/GH/MC/VP/Others (specify)				

The Government of India have clearly informed that further extension of time limit for inclusion of the name in the birth certificate shall not be provided beyond 31.12.2024, for the cases where 15 years have been lapsed from the date of registration of the birth.

Hence, it is requested that, all the Head of the Departments to instruct their Registration functionaries and Schools / College Education authorities to conduct the coordination meeting to their department Officials for conduct of Child Name inclusion Campaign in Birth Certificates till 31.12.2024.

1. School Education
2. Collegiate Education
3. Industrial Training Institutes
4. Various department involved in birth & Death registration viz., Corporations, Municipalities, Town Panchayats, Village Panchayats, PHCs, GHs, Medical Colleges, Cantonments.
5. District Registrar.

It is also to be instructed to ensure for 100% registration of name inclusion in the birth certificates by all the departments of the districts.

Yours faithfully,

*Senthil G. N.*  
31/12/24

for Director of Public Health and Preventive  
Medicine and Chief Registrar of Births  
and Deaths Tamil Nadu, Chennai-06.

*S.P. S.*  
31/12/24

Copy to

All the District Health Officers & Additional District Registrar of Birth and Death and of all HUDs.

