

**MOST URGENT**



Government of Tripura  
O/o the Chief Registrar of Births and Deaths  
( Directorate of Health Services)  
Health Directorate Building, 1<sup>st</sup> floor,  
P.N. Complex, Gurkhabasti, P.O. Kunjaban  
Agartala : Tripura

Tele fax: Ph: 0381-222-5001,  
No. F.10.( 83) – SBHI/2017

E-mail: sbhi.tripura@gmail.com  
Dated, 20<sup>th</sup> November'2017.

**Circular**

Please find enclosed herewith a circular No.2/6/2017 –VS(CRS) dated, 3<sup>rd</sup> November 2017 has been received from Registrar General India, Ministry of Home Affairs , Govt. of India, regarding **Monitoring vital Rates -**

It is proposed by the authority of ORGI , Govt. of India that, to calculate some of the vital rates through data of CRS in all states both in the district and at State level beginning 2018 (1<sup>st</sup> January 2018 to 31<sup>st</sup> December 2018 ) of the indicators i.e. **Infant Mortality Rate (IMR) , Under -five Mortality rate , Still birth Rate and Sex Ratio at Birth .**

The vital rates generated through CRS are exact and real data certified by registering authority and therefore legally admissible .

It is also mentioned in the letter that, the Chief Registrar of the state will ensure that , month-wise data is compiled by the District Registrar for each District and a copy of the same is also sent to the Director of Census Operation , Govt. of India.

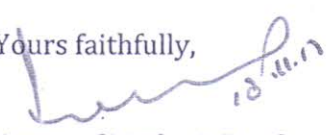
In this point of view all the Registrar of Birth & Deaths should ensure accuracy and completeness of form No1,2 & 3 and send the statistical part of these forms to the District Registrar by 5<sup>th</sup> of every month. Registrar shall also fill form No- 11, 12 & 13 and send to district Registrar by 5<sup>th</sup> of every month as per revised format enclosed with this circular (Annexure -3) .

District Registrar shall compile the data from forms 11,12 &13 as per the format in Annexure-4 ( enclosed) and send to Chief Registrar and State Directorate of Census Operations (DCO) by 10<sup>th</sup> of every month .

- 1)Methodology of calculating the vital indicators at district level ,
- 2) Roles & responsibilities of Registration functionaries is also enclosed with the circular.

This may treated as **Most Important** .

Yours faithfully,

  
Chief Registrar of Births & Deaths  
( Director of Health Services)  
Government of Tripura, Agartala .

To:-

- 1-8) The District Registrar of Births & Deaths ( District Magistrate & Collector ) of West -Agartala/South-Belonia/North-Dharmanagar /Dhalai-Ambassa /Khowai-Khowai



"Ensure Registration of Every Birth & Death"

/Sepahijala -Bisramganj ,Gomati -Udaipur/Unakoti -Kailasahar for information with a request to circulate the same to the Registrars of Births & Deaths (Institution + Non-Institution) under your jurisdiction , also to send the monthly report by 10<sup>th</sup> of every month in Annexure -4 accordingly .

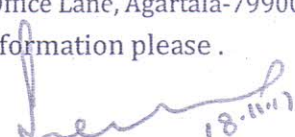
- 9-77) The Addl .District Registrar of Births & Deaths ( BDOs/Sub-ZDOs) \_\_\_\_\_  
\_\_\_\_\_West /South /North /Dhalai /Khowai /Sepahijala/Gomati /Unakoti  
for information with a request to circulate the same to the Registrars of Births & Deaths  
under your jurisdiction .
- 78--98) The Registrar of Births & Deaths / ( Executive Officer) \_\_\_\_\_  
/Municipal Council/Nagar Panchayet West/ South/ North/ Dhalai/ Khowai/ Sepahijala/  
Gomati/ Unakoti for information & necessary action .
- 99-100) The Municipal Commissioner/ Registrar of Births & Deaths , Agartala Municipal  
Corporation , Agartala for information & necessary action .
- 101-111) The Medical Superintendent,/Registrar of Births & Deaths of AGMC & GBP Hosp./IGM  
Hosp./Cancer Hosp.-Agartala/TMC & BRAM Hospital- Agartala/ Kherangbar Hospital(CHC),  
TTAADC- Khumulung / Khowai District Hospital - Khowai/ Dist. Hospital, Gomati, Tepania -  
Udaipur/South District Hospital- Santirbazar / Unakoti District Hospital, Gournagar - Kailasahar  
/North District Hospital - Dharmanagar / Kulai Dist. Hospital - Dhalai , Ambassa Tripura for  
information & necessary action .
- 112-120) The Chief Medical Officer, West /South /North/ Dhalai/ Sepahijala /Khowai /Gomati  
/Unakoti for information with a request to circulate the same to all the Registrar of  
Medical Institution (CHC/PHC) under the jurisdiction of respective CMOs.
- 121-122) The Incharge, State Ayurvedic Hospital- Paradise Choumuhany ,Agartala / NSS Homeo Hospital -  
Renters Colony, Sadhutilla, Agartala for information please and necessary action .
- 123-134) The Sub-Divisional Medical Officer/ Registrar of Births & Deaths of , Melaghar SDH  
(Sonamura) /Bishargarh SDH / Kanchanpur SDH/Amarpur SDH/Belonia SDH/T.S. Sub-  
Div. Hospital-Udaipur / Sabroom SDH / RGM Memorial SDH-Kailasahar /BSM SDH-  
Kamalpur/ Gandacharra SDH/ Chailengtha SDH ( Longtharai - Velly ) Teliamura SDH -  
Teliamura for information & necessary action .
- 135) The Principal Officer ( Health) , TTAADC Khumulung for information .
- 136) The Medical Officer In- Charge , Tuikarma TTAADC Hospital , Santirbazar , South  
Tripura District for information & necessary action .

**Copy for information to :-**

- 1-5) The District Registrar of Births & Deaths (Zonal Development Officer ) , West Zone-  
Khumulung /Khowai Zone - Khowai / South Zone- Birchandramanu/North Zone-  
Machmara/Dhalai Zone - Ambassa for information please.

**Copy also forwarded to :-**

- 1) The Registrar General India ( CRS), Office of the R.G. , India, Ministry of Home affairs ,  
V.S. Division , West Block, R.K. Puram, New Delhi, -110066 .
- 2) The Deputy Registrar General ( CRS), Office of the R.G. , India, Ministry of Home affairs ,  
V.S. Division , West Block, R.K. Puram, 2-A Man Singh Road ,New Delhi, -110066 .
- 3) Deputy Director of Census Operation , Govt. of India 210/D, Office Lane, Agartala-799001 .
- 4) Director of Family Welfare & Preventive Medicine for information please .

  
**Chief Registrar of Births & Deaths**



“Ensure Registration of Every Birth & Death”



Government of India  
Ministry of Home Affairs  
Office of the Registrar General of India  
2-A Man Singh Road, New Delhi

No. 2/6/2017-VS(CRS)

Dated 3<sup>rd</sup> November, 2017

**Circular**

**Subject: Monitoring Vital Rates – Action to be taken**

The Civil Registration System (CRS) in India is governed by the Registration of Births and Deaths (RBD) Act 1969. The Registrar General, India (RGI) at central level coordinates and unifies the activities of registration throughout the country. The implementation of the statute is vested with the State Governments who have appointed Chief Registrar of births and deaths for this purpose. Births and deaths statistics are key variables in national policy formulation and play a critical role in population dynamics. These vital statistics are invaluable for planning, monitoring and evaluating various programmes related to primary health care, family planning, maternal and child health, education and public housing etc.

2. In accordance with the RBD Act, every Local Registrar sends a monthly report along with statistical part of the reporting forms to the District Registrar who compiles district-wise information and sends it to the Chief Registrar in accordance with the mechanism as may have been prescribed in each State/UT. Significantly a large number of States and UTs have now completely computerised the framework of birth and death registration in their respective States/UTs and MIS report gets generated from the system. There are few States where the birth and death registration is partially computerised, and few States where the level of computerisation is low and still follows a manual system of birth/death registration and reporting framework through forms.

3. It is now proposed to calculate some of the Vital Rates through data of CRS in all States and UTs both at the district and at the State level beginning the 2018 (1st January, 2018 to 31st December, 2018). These indicators are Infant Mortality Rate (IMR), Under-five Mortality Rate, Still Birth Rate and Sex ratio at Birth. The vital rates generated through CRS are exact and real data certified by registering authority and therefore, legally admissible. These vital rates will prevail over any other estimates that may be done for proxy purposes due to lack of data. The Chief Registrar of the respective State will ensure that month-wise data is compiled by the District Registrar for each district and a copy of the same is also sent to the Director of Census Operation for the purposes of record. The States and UTs who have achieved 100% computerisation will be able to generate this data from their existing architecture.

4. The States using the manual registration need to ensure that the registration data is sent timely and accurately from the registration unit to the office of the District Registrar and subsequently to the Chief Registrar to

