



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

facilitate calculation of the vital indicators. Some changes in the reporting formats have accordingly been made by this office summarised as under:-

- (i) Methodology of calculating vital indicators at District / State / UT Level (Annexure 1).
- (ii) Roles and responsibilities of Registration Functionaries and DCO (Annexure 2).
- (iii) Summary Monthly Report (forms 11, 12 and 13) to be sent by the Local Registrar to the District Registrar (Annexure 3).
- (iv) The Report format for compilation of births and deaths in each district month-wise to be sent by the District Registrar to the Chief Registrar of the State with a copy to the Director of Census Operations (DCO) of ORGI (Annexure 4).
- (v) The Report format for compilation of births and deaths in the state by the Chief Registrar of the State (Annexure 5).

With regards,



(Sailesh)

Registrar General , India

To

The Chief Secretary / Administrator

*All States / Union Territories*

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

Dated: 03.11.2017

Copy for information and further necessary action to:

The Chief Registrar (Births and Deaths),

*All States / Union Territories*



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## Annexure 1

### Methodology of Calculating Vital Indicators at District / State / UT Level

The CRS data recorded by the Registration Units in the preceding month need to be submitted by the District Registrar to the Chief Registrar by 10<sup>th</sup> of every month.

The method of calculating the vital indicators annually is given as under:

$$\text{Sex Ratio at Birth (SRB)} = \frac{\text{Number of female births registered during the year}}{\text{Number of male births registered during the year}} \times 1000$$

$$\text{Infant Mortality Rate (IMR)} = \frac{\text{Number of infant deaths during the year}}{\text{Number of live births during the year}} \times 1000$$

Under-five Mortality Rate = The under-five mortality is the probability ( ${}_5q_0$ ) that a child born in a specific year or time period will die before reaching the age of five, subject to current age specific mortality rates. It is expressed as a rate per 1,000 live births.

$$\text{Still Birth Rate (SBR)} = \frac{\text{Number of still births during the year}}{\text{Number of live births \& still births during the year}} \times 1000$$

## **Annexure 2**

### **Roles and responsibilities of Registration Functionaries and DCO**

**Step 1:** Registrar should ensure accuracy and completeness of Form 1, 2 and 3 and send the statistical part of these forms to the District Registrar by 5<sup>th</sup> of every month.

**Step 2:** Registrar shall fill form 11, 12 and 13 and send to District Registrar by 5<sup>th</sup> of every month. The revised forms have been attached in **Annexure 3**.

**Step 3:** District Registrar shall compile the data from forms 11, 12 and 13 as per the format in **Annexure 4** and send to Chief Registrar and State Directorate of Census Operations (DCO) by 10<sup>th</sup> of every month.

**Step 4:** The DCO and Chief Registrar shall compile district-wise data and prepare the monthly reports as per the format in **Annexure 5** and send it to ORGI by 15<sup>th</sup> of every month.

**FORM No. 11** *(See Rule 14)*  
**SUMMARY MONTHLY REPORT OF BIRTHS**

1. Report for the Month of: \_\_\_\_\_ Year \_\_\_\_\_
2. District:
3. Town/ Village:
4. Registration Unit:
5. Details of Births Registered during the month:

<b>Male</b>	<b>Female</b>	<b>Total</b>
		<b>1 + 2</b>
<b>1</b>	<b>2</b>	<b>3</b>

\*Total should be equal to the number of statistical part of Birth Report Forms (Form No.1) attached with this monthly report.

Signature & Name  
of the Registrar

Dated:  
Submitted to the District Registrar

**FORM No. 12 (See Rule 14)**  
**SUMMARY MONTHLY REPORT OF DEATHS**

1. Report for the Month of: \_\_\_\_\_ Year \_\_\_\_\_
2. District:
3. Town/ Village:
4. Registration Unit:
5. Details of Deaths Registered during the month:

<b>Deaths (Including all Infant &amp; Child Deaths)</b>			<b>Infant Deaths (Age less than 1 year)</b>			<b>Child Deaths (Age 1 year or more but less than 5 years)</b>		
<b>Male</b>	<b>Female</b>	<b>Total (1 + 2)</b>	<b>Male</b>	<b>Female</b>	<b>Total (4 + 5)</b>	<b>Male</b>	<b>Female</b>	<b>Total (7 + 8)</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>

\*Total should be equal to the number of statistical part of Death Report Forms (Form No.2) attached with this monthly report.

Signature & Name  
of the Registrar

Dated:  
Submitted to the District Registrar

**FORM No. 13** *(See Rule 14)*

**SUMMARY MONTHLY REPORT OF STILL BIRTHS**

1. Report for the Month of: \_\_\_\_\_ Year \_\_\_\_\_
2. District:
3. Town/ Village:
4. Registration Unit:
5. Details of Still Births Registered during the month:

<b>Male</b>	<b>Female</b>	<b>Total</b>
		<b>(1 + 2)</b>
<b>1</b>	<b>2</b>	<b>3</b>

\*Total should be equal to the number of statistical part of Still Birth Report Forms (Form No.3) attached with this monthly report.

Signature & Name  
of the Registrar

Dated:  
Submitted to the District Registrar



## Annexure 4

## Registered Births, Deaths, Infant Deaths and Still Births district/month-wise information of States/UTs

**State:**

District:

**Month:**

Year:

[illegible]

## Annexure 5

### Registered Births, Deaths, Infant Deaths and Still Births district/month-wise information of States/UTs

**State:**

**Month:**

Year:

[illegible]