User Manual

For

e-Janma

(Birth and Death Registration System)

National Informatics Centre

Bangalore

1. Introduction

1.1Background

The Registration of Births and Deaths Act, 1969, (Central Act No.18 of 1969) came into force in Karnataka with effect from 1.4.1970. The Karnataka Registration of Births and Deaths Rules, 1970, were framed and came into force from 1.1.1971, and the revamped system under the Karnataka Registration of Births and Death Rules, 1999, came into force with effect from 1.1.2000. Later, the new set of birth and death certificates and consequently a revised set of reporting forms by including a new relevant items came into force from 1.1.2007 as per the instructions of Registrar General of India with a view to introduce standardized formats of the certificates all over the country.

REGISTRATION MACHINERY IN RURAL AND URBAN AREAS IN KARNATAKA

SI.N o	RURAL / URBAN	AREA	REGISTRATRARS		
1	RURAL	Village (Except converted Mandal Panchayats)	Village Accountant		
2	RURAL	Taluk Hospitals	Medical Officer Incharge		
3	RURAL	Primary Health Centre	Medical Officer		
4	URBAN	City Corporations	Health Officer		
5	URBAN	City Municipal Councils	Health Officer / Health Inspector		
6	URBAN	Town Municipal Councils	Health Inspectors		
7	URBAN	Notified Areas / Project Areas	Health Inspectors		
8	URBAN	Sanitary Boards	Sanitary Inspectors		
9	URBAN	District Hospitals	Resident Medical Officer		
10	URBAN	Community Health Centres Medical Officer			

REGISTRATION PROCEDURE

SI.No.	Event	Rule	Period	Authority Register	Fees	Search and Extract fees
1	Birth	5	21 days	Registrar	Nil	Free
2	Death	5	21 days	Registrar	Nil	Free
3	Birth / Death	9(1)	After 21 days and but within one year	Registrar	Rs 2/-	Search fee for single entry Rs.2/- and extract fee per copy Rs. 5/-
4	Birth / Death	9(2)	After 30 days and within one year	Registrar with the written permission of Tahsildar/Commissioner/Chief Officer	Rs.5/-	Rs. 5/- per copy
5	Birth / Death	9(3)	After one year	Registrar only on the order of the Judicial Magistrate First Class (JFMC)	Rs. 10/-	Rs.5/- per copy

1.2 Overall description

The citizens apply for Birth or Death certificates to Village Accountant / Taluka Hospital / PHC centres in Rural areas. Similarly, in urban areas, the public approach Health Officer / Health Inspector / R.M.O. (District Hospital) / Medical Officer (CHC) / Sanitary Inspector (CityCorporation) /CMC / TMC / TP /NAC for birth and death certificates.

In Phase - I, it is being planned to start in Anekal taluk.

The operator at Hobli enters the data furnished. The Village Accountant verifies the data and digitally signs the data so that the Birth / Death Certificate would be generated as per the request of the citizen.

SCOPE

The document limits itself to the activities that need to be performed by the operations taking place in Rural areas at present, which is being taken in Phase - I. The necessary fees to be collected would be taken care by the system depending on the date of birth and death.

1.3 Product perspective

The software 'eJanMa' caters the need of the requirement.

It is web based application and can be best viewed with browsers viz. IE ver --, Google chrome ver --, firefox ver --- etc.

The following are the different modules developed as part of the eJanMa are as below:

- > Birth / Death / Still Birth Registration
- Birth / Death Correction
- Search / Receipt / Certificate
- Reports

2. Functions

The Data Entry Operator, Village Accountant and Institutional head are the users of this software. The activities that would be performed by them are

2.1 Data Entry Operator

- Birth / Death / Still Birth Registration
- Birth / Death Correction
- Birth / Death Search / Receipt / Reprint certificate / Birth free copy / Death free copy
- Reports Birth Register and Daily Collection

2.2 Village Accountant / Institution Medical Officer

- Birth / Death / Still Birth Approval with digital signature
- Birth / Death Correction approval and Name inclusion with digital signature
- Birth / Death search, Receipt and Reprinting certificate
- Reports Register / Daily collection

The following sections describe the operational details of the software.

3. Getting started

3.1 Login

 On entering url in the browser address bar http://ejanma.kar.nic.in, the user will be prompted to the login as shown below in fig 1.1



Fig: 1.1

- 2. The System will ask you to enter your User Name and password.
- 3. Enter the user name and password and click on "Logon" Button, If your user name and password matches with the one already registered.
- 4. If user enters wrong password or username error as shown in fig 1.2

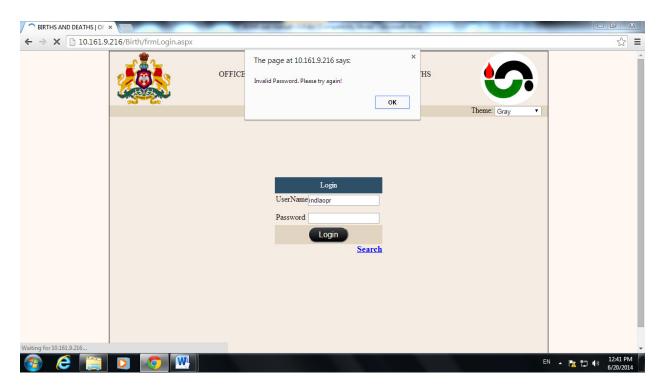


Fig:1.2

5. Enter correct username and password.



Fig 1.3

6. After that, you will be redirected to the page as shown in fig 1.4 and fig 1.5



Fig:1.4

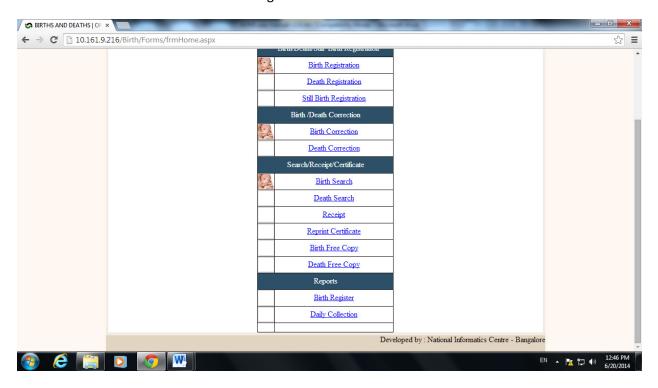


Fig 1.5

3.2 Activities to be performed by operator

3.2.1 Birth Registration



Fig 1.6

In order to do 'Birth Registration', click on 'Birth Registration' button, the Fig. 1.7 and Fig 1.8 appears

Please ensure that mandatory fields with red color * should be entered.

Some of the important fields are: (which are likely to be used for 'search' options)

Registration unit to be selected from popup menu

Date of birth

Name of the mother

Place of birth: Hospital-Institutional, House, other places and not stated – Select the

appropriate option, the system prompts for respective address

 $\textbf{Name of the state}: If \ \mathsf{Karnataka} \ is \ \mathsf{selected}, \ \mathsf{the \ districts} \ \mathsf{would \ pop \ up..} \ If \ \mathsf{other \ states} \ \mathsf{are}$

selected, we need to feed the district name, village/town name

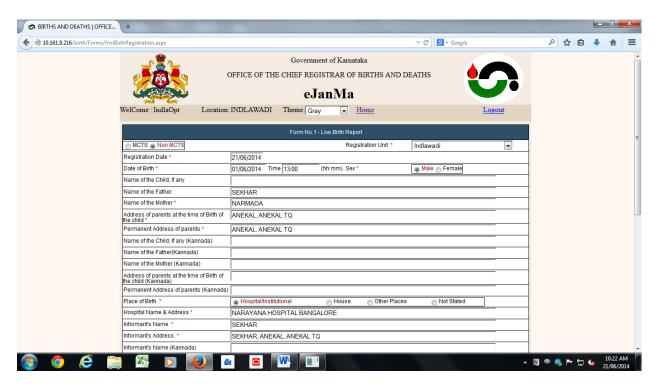


Fig 1.7

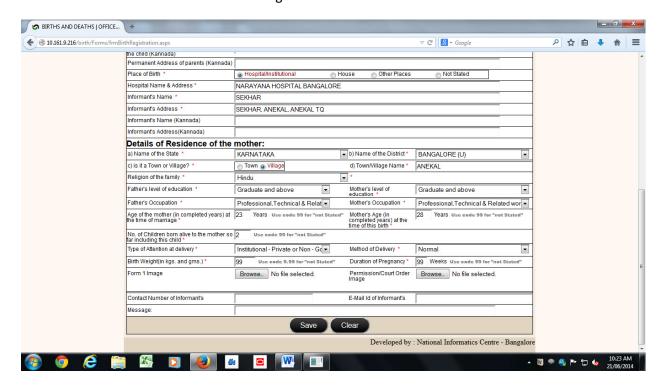


Fig 1.8

To save the data, press 'SAVE' button, the screen appears like Fig 1.9

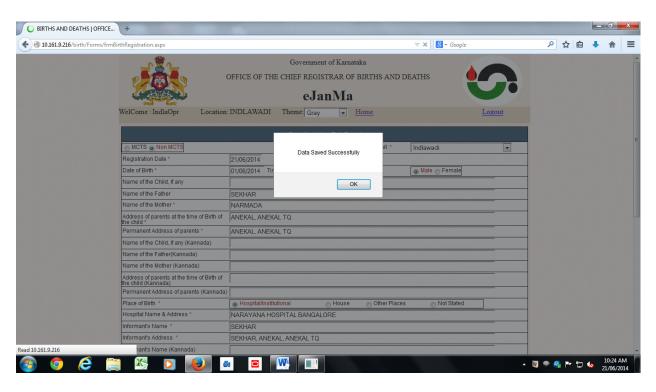


Fig 1.9

3.2.2 Death Registration:

Click on 'Death Registration' button, to do death registration and screen appears like Fig. 1.10 and Fig. 1.11

PI ensure that mandatory fields with red color * should be entered.

Some of the important fields are: (which are likely to be used for 'search' options)

Registration unit to be selected from popup menu

Date of death

Name of the deceased

Name of the mother

Place of death: Hospital-Institutional, House, other places and not stated---Select the

appropriate option, the system prompts for respective address

Name of the state: If Karnataka is selected, the districts would pop up.. If other states are

selected, we need to feed the district name, village/town name

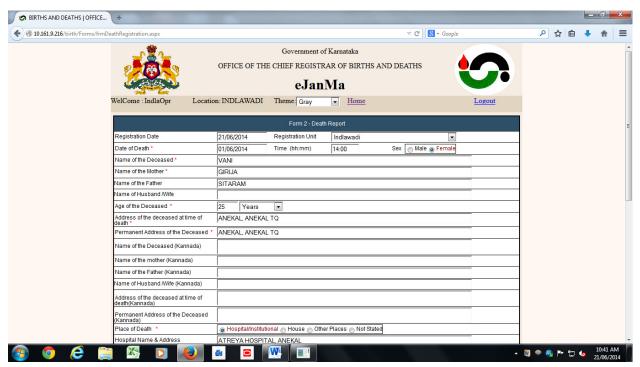


Fig 1.10

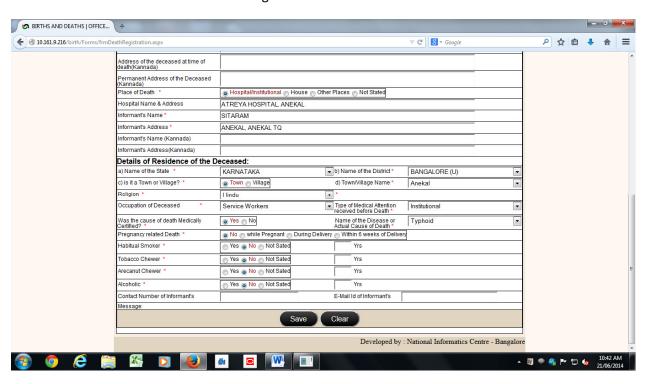


Fig 1.11

Press 'SAVE' button to save the record and screen appears like Fig 1.12

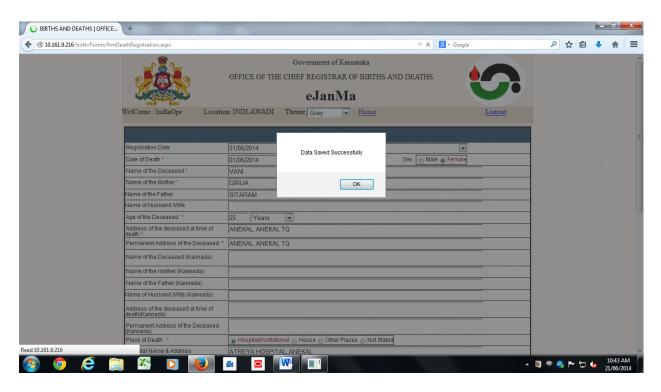


Fig 1.12

3.2.3 Still Birth Registration



Fig 1.13

In order to do 'Still Birth Registration', click on 'Birth Registration' button, the Fig. 1.14 and Fig 1.15 appears

PI ensure that mandatory fields with red color * should be entered.

Some of the important fields are: (which are likely to be used for 'search' options)

Registration unit to be selected from popup menu

Date of birth

Name of the mother

Place of birth: Hospital-Institutional, House, other places and not stated – Select the appropriate option, the system prompts for respective address

Name of the state: If Karnataka is selected, the districts would pop up.. If other states are selected, we need to feed the district name, village/town name

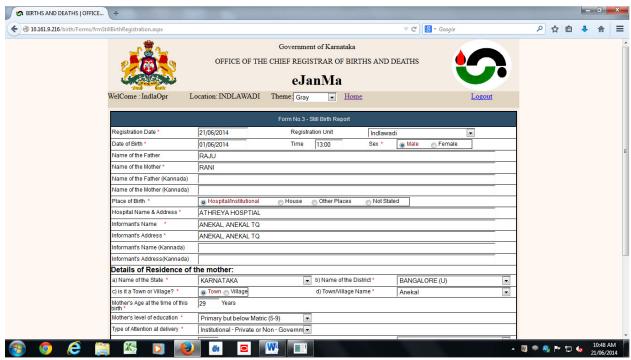


Fig 1.14

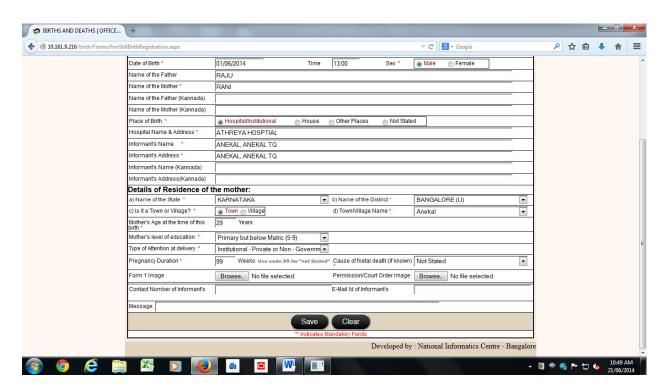


Fig 1.15

In order to save the record, press 'Save' button and the screen appears like Fig 1.16

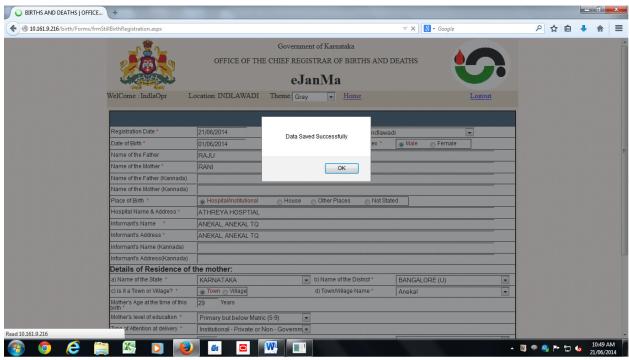


Fig 1.16

3.2.4 Birth search:

This option is used to search for birth, which is already approved by the Registrar. It is useful to retrieve the registration number and get a print certificate.

The search option can be used any one of the parameters

- > Date of birth
- Name of the child
- > Father's name
- Mother's name

Click 'Birth search' and the screen appears like Fig 1.16

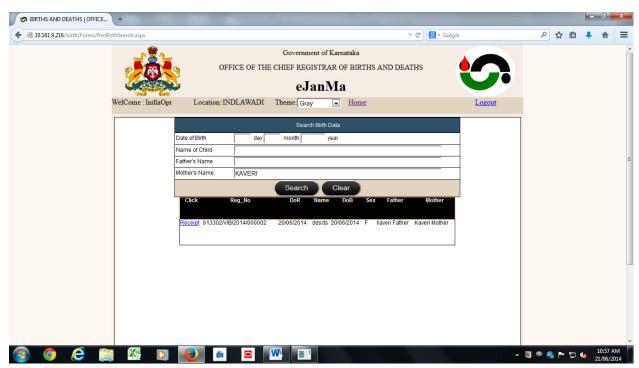


Fig 1.16

The registration number has to be used for correction of birth certificate. If you click on receipt link, receipt can be generated and printout of the certificate would be taken. The screen appears like Fig 1.17

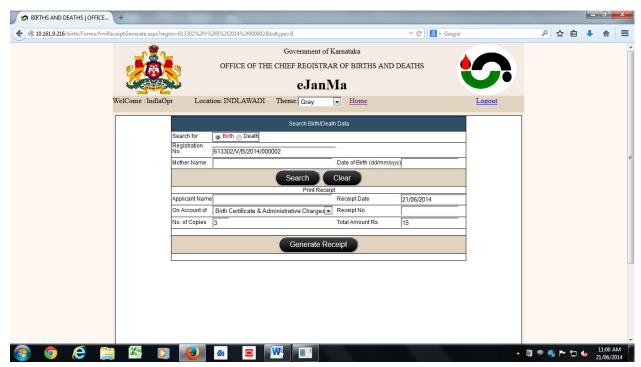


Fig 1.17

Give the number of copies required, fill up 'Applicant Name' and click on 'Generate Receipt', the screen appears like F 1.18

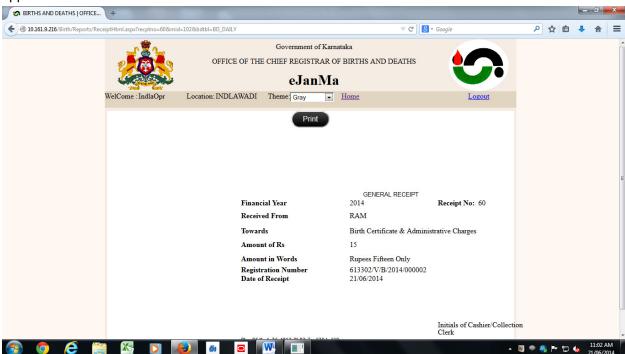


Fig 1.18

Receipt can be taken by clicking 'Print' button.

3.2.5 Death search:

This option is used to search for birth, which is already approved by the Registrar. It is useful to retrieve the registration number and get a print certificate.

The search option can be used any one of the parameters

- Date of death
- > Name of the deceased
- > Father's name
- ➤ Mother's name

The screen appears like F 1.19



Fig 1.19

After giving any one of the options, here, name of the deceased is given. The screen appers like Fig 1.20

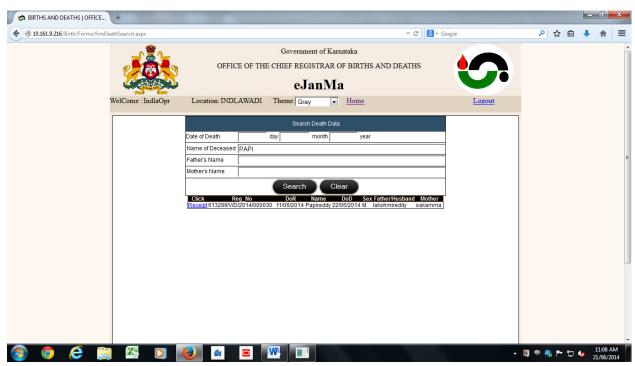


Fig 1.20

The registration number has to be used for correction ofdeath certificate. If you click on receipt link, receipt can be generated and printout of the certificate would be taken. The screen appears like Fig 1.21



Fig 1.21

Applicant name and number of copies required have to be given. The reason (on account of) has to be selected from pop-up menu and click 'Generate Report'. The screen appears like Fig 1.22

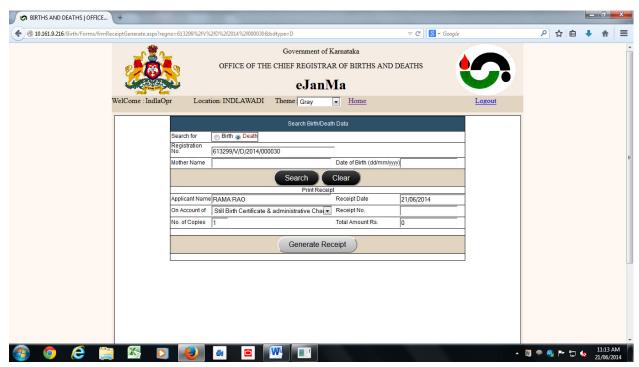


Fig 1.22

To see the receipt, click 'Generate Receipt', the screen appears like Fig 1.23



Fig 1.23

3.2.6 Birth Correction:

The registration number of the birth is required. 'Birth search' option can be used to get the registration number. The screen appears like Fig 1.24

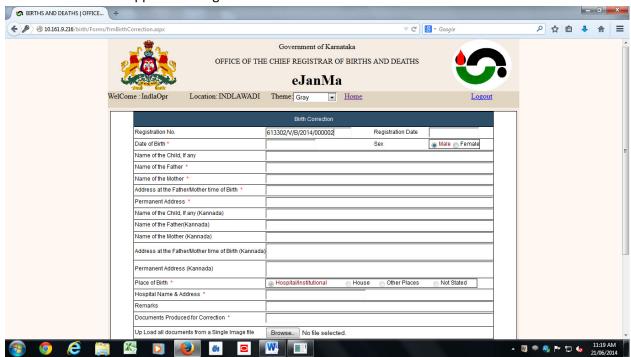


Fig 1.24

After retrieval of data, the screen appears like Fig 1.25



Fig 1.25

The name of the child can be corrected in the screen. It is mandatory to provide information in 'Documents produced for Correction'. Press save button to save the data. The screen looks like Fig 1.26



After saving the record, the screen looks like Fig. 1.27

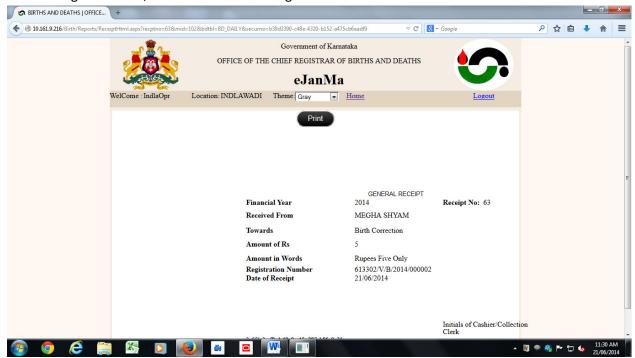


Fig 1.27

3.2.6 Death Correction:

The registration number of the death is required. 'Death search' option can be used to get the registration number. The screen appears like Fig 1.28

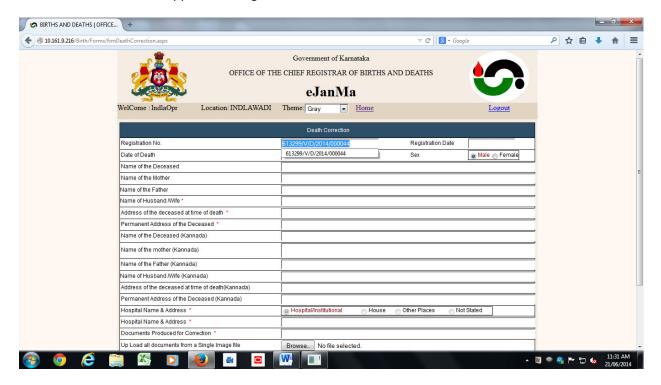


Fig 1.28

After providing registration number, press tab buton. The screen appears like Fig 1.29

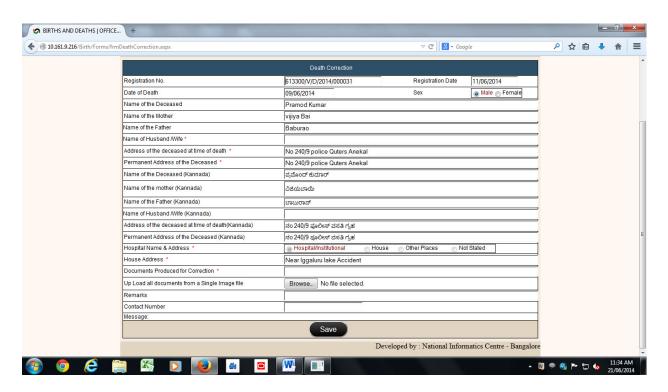


Fig 1.29

The name of the child can be corrected in the screen. It is mandatory to provide information in 'Documents produced for Correction'. Press save button to save the data. The screen looks like Fig 1.30

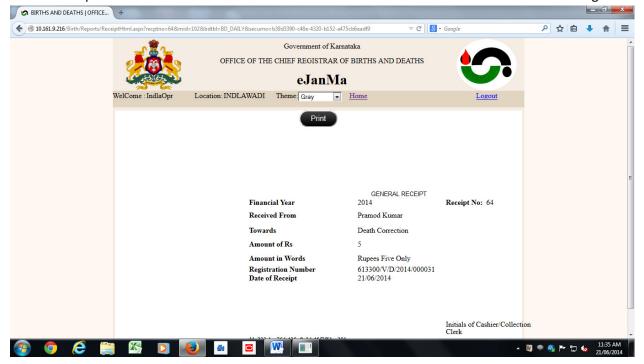


Fig 1.30

3.2.7 Receipt option

Search option is used to retrieve data and request for number copies of printing.

Search can be made on any one of the fields:

- > Registration Number
- Mother Name
- > Date of birth / death depending on the option

The screen appears like Fig 1.31

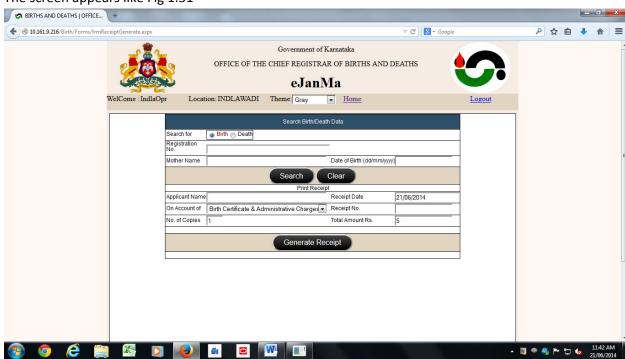


Fig 1.31

After giving mother's name, the registration number is displayed and the screen appears like Fig 1.32

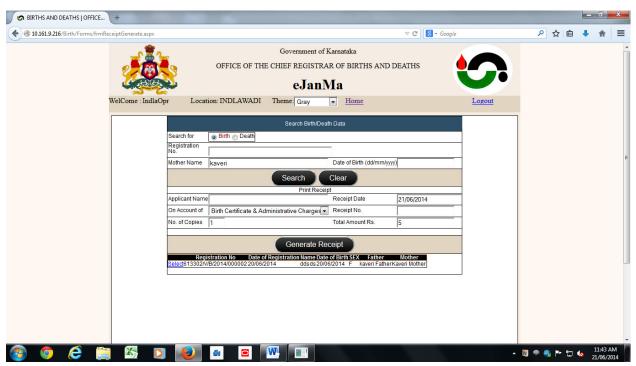


Fig 1.32

After selecting the registration number, the screen appears like Fig 1.33

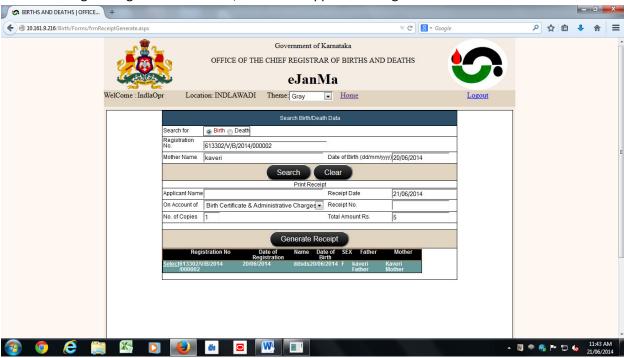


Fig 1.33

Give the applicant name, who is requesting the number of copies and press 'Generate Report'. The screen appears like Fig 1.34

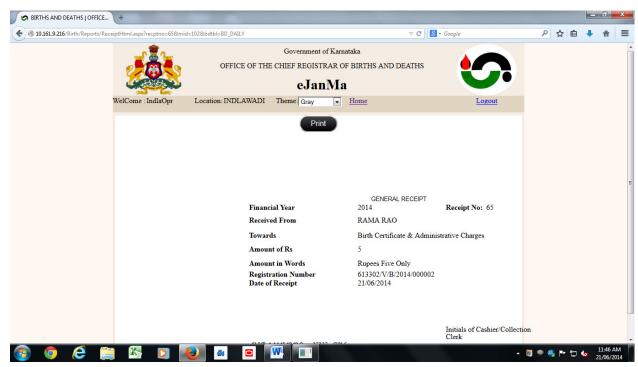


Fig 1.34

3.2.8: Reprint Certificate:

Reprint is used to reprint the number of copies for the certificates. The screen appears like Fig 1.35



Fig 1.35

The search can be made any of the following parameters:

- > Date of birth / Death
- Name of the child
- > Father's Name
- Mother's Name

After selection of the mother's name, the screen appears like Fig 1.36, along with registration number.

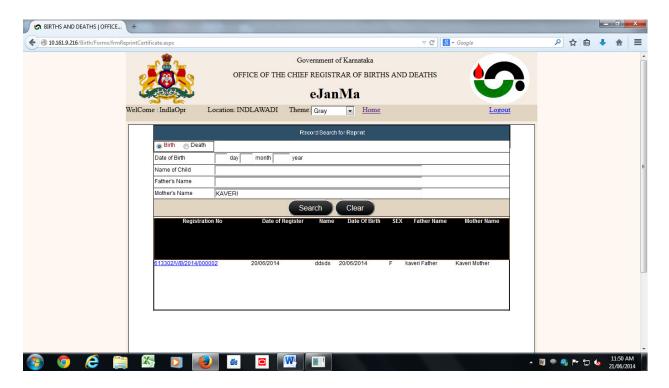


Fig 1.36

After clicking registration number, the certificate is generated, the screen looks like F 1.37

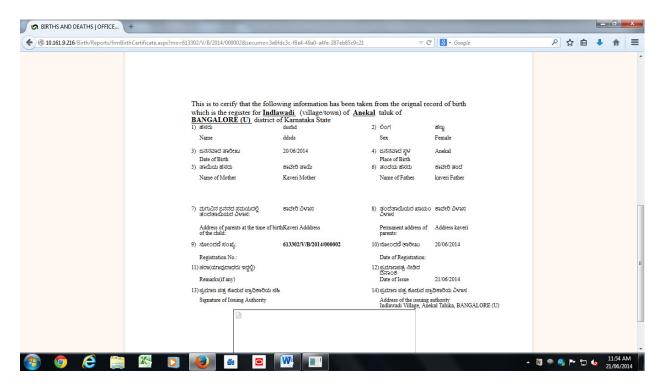


Fig 1.37

3.2.9: Free birth copy

Free birth copies have to be given, if the birth is registered within 21 days of date of birth. The screen appears like Fig 1.38 for searching the details.



Fig 1.38

The search can be made any of the following parameters:

- Date of birth / Death
- Name of the child
- > Father's Name
- Mother's Name

After selection of the mother's name, the screen appears like Fig 1.39, along with registration number.

3.2.10: Free Death copy

Free birth copies have to be given, if the birth is registered within 21 days of date of birth. The screen appears like Fig 1.38 for searching the details.

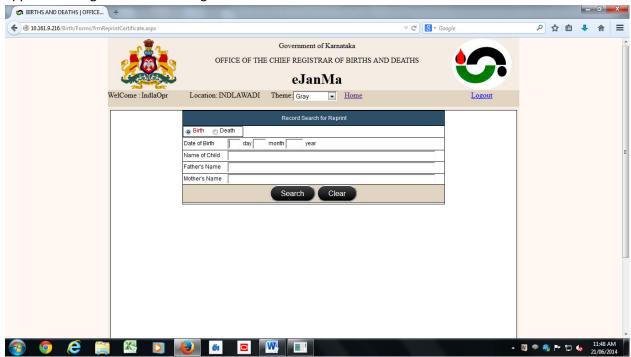


Fig 1.38

The search can be made any of the following parameters:

- > Date of birth / Death
- > Name of the child
- > Father's Name
- Mother's Name

After selection of the mother's name, the screen appears like Fig 1.39, along with registration number.

3.3 ACTIVITIES TO BE PERFORMED BY APPROVING AUTHORITY VIZ. VILLAGE ACCOUNTANT / MEDICAL OFFICER ETC.

In oder to work with this module, the approving authority viz. village accountant/Medical Officer has to acquire digital signature. Please ensure that your digital signature is enabled in the application. Also ensure that necessary drivers are installed on your system. See that Digital signature token is attached to system.

Apart from the above, the approving authority can also use the options viz. Birth search, Death search, Receipt and Reprint certificate. Whatever the procedures explanined earlier, could be followed.

3.3.1 Login

1. On entering url in the browser address bar http://ejanma.kar.nic.in, the user will prompted to the login as shown below in fig 1.1



Fig: 2.1

2. The System will ask you to enter your User Name and password.

- 3. Enter the user name and password and click on "Logon" Button, If your user name and password matches with the one already registered.
- 4. If user enters wrong password or username error as shown in fig 2.1

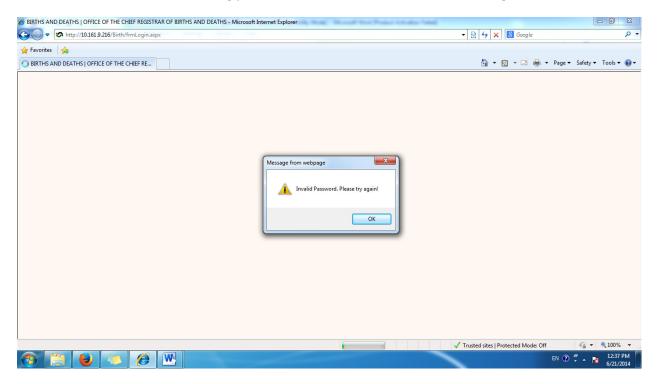


Fig:2.1

5. Enter correct username and password. You are directed to screens Fig 2.3 and Fig 2.4



Fig 2.3 6. After

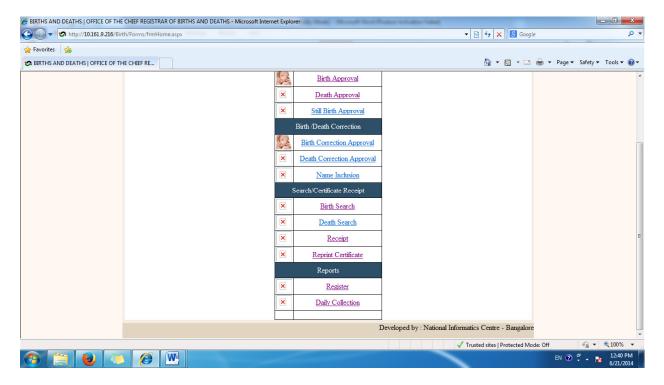


Fig:2.4

2.2.1: Birth Approval

As soon as 'Birth Approval' is selected, the screen appears like Fig 2.5

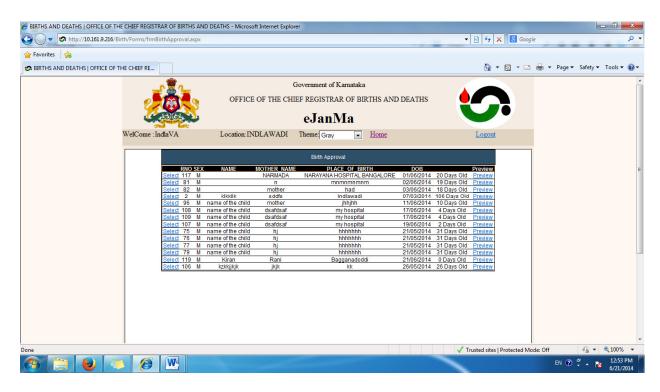


Fig 2.5

Select the record which is to be digitally signed by clicking 'Select' option. The screen appears like Fig 2.6

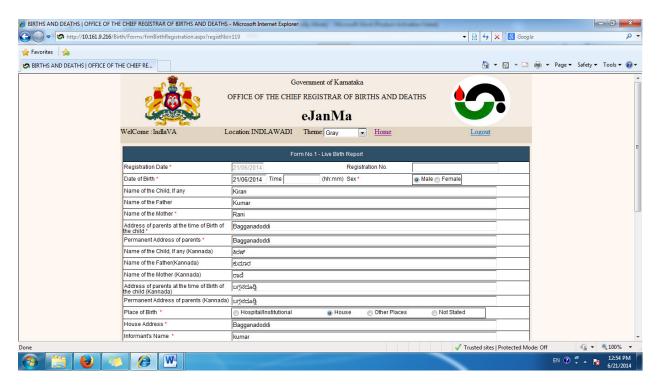


Fig 2.6

All the fields can be editied by Village Accountant, to make corrections, if any.

In order to digital sign the record, ensure that digital signature token is inserted in USB port of the sysem you are using. The screen appears like Fig 2.7 for accepting the digital signature.

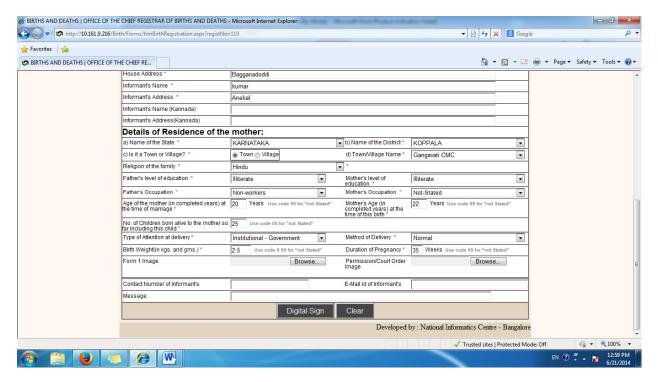


Fig 2.7

Press 'Digital Sign' button to do digital signing and the screen appears like Fig. 2.8

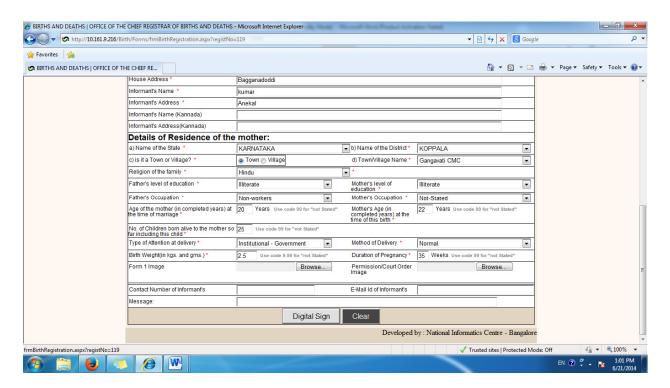


Fig 2.8

Give the PIN number of digital signature and the screen appears like Fig 2.9

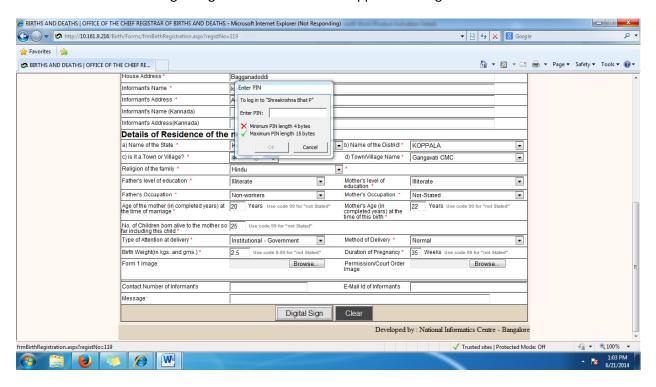


Fig 2.9

Pl give the pin number correctly and press OK button.

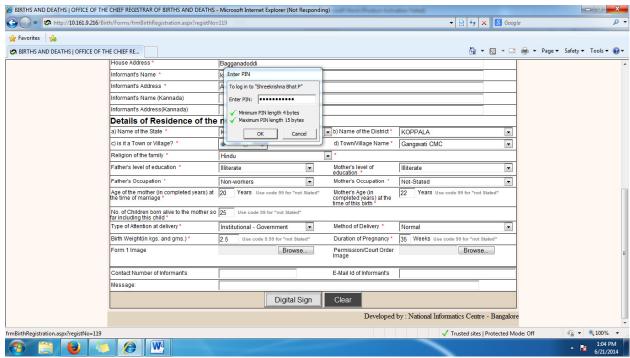


Fig 2.10

After digital signing, the application moves to HOME page.

2.2.2 Death Approval

As soon as 'Death Approval' is selected, the screen appears like Fig 2.11



Fig 2.11

Select the record which is to be digitally signed by clicking 'Select' option. The screen appears like Fig 2.11 and Fig 2.12

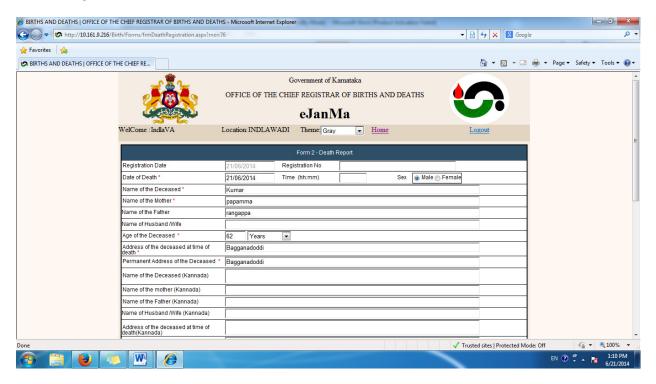
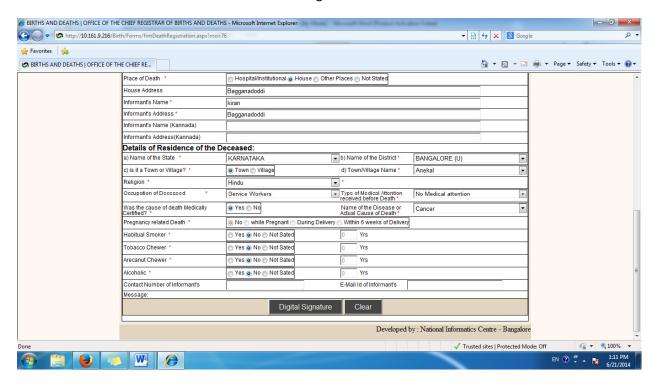


Fig 2.11



All the fields can be editied by Village Accountant, to make corrections, if any. In order to digital sign the record, ensure that digital signature token is inserted in USB port of the sysem you are using. The screen appears like Fig 2.13 for accepting the digital signature.

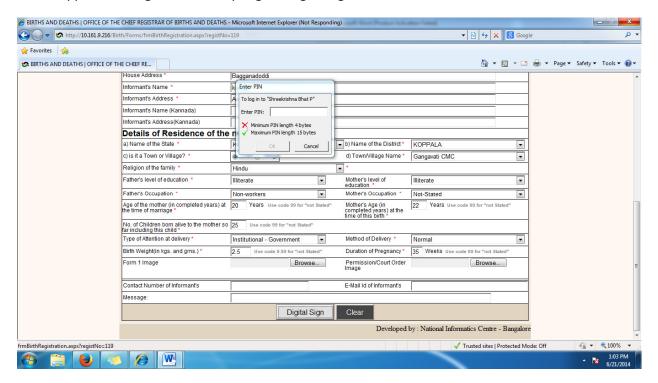


Fig 2.13

Pl give the pin number correctly and press OK button.

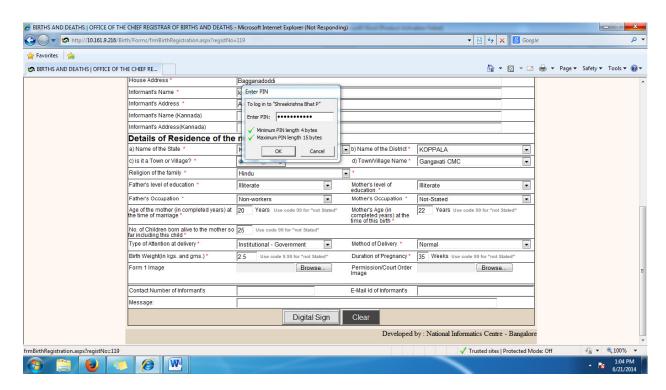


Fig 2.14

After digital signing, the application moves to HOME page.

2.2.3: Still Birth Approval

As soon as 'Birth Approval' is selected, the screen appears like Fig 2.15



Fig 2.15

Select the record which is to be digitally signed by clicking 'Select' option. The screen appears like Fig 2.16

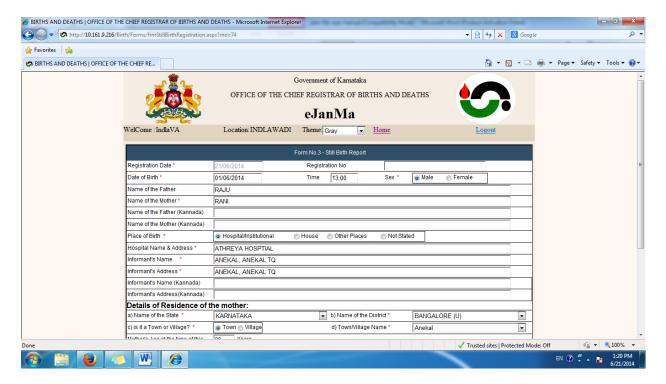


Fig 2.16

All the fields can be editied by Village Accountant, to make corrections, if any.

In order to digital sign the record, ensure that digital signature token is inserted in USB port of the sysem you are using. The screen appears like Fig 2.17 for accepting the digital signature.

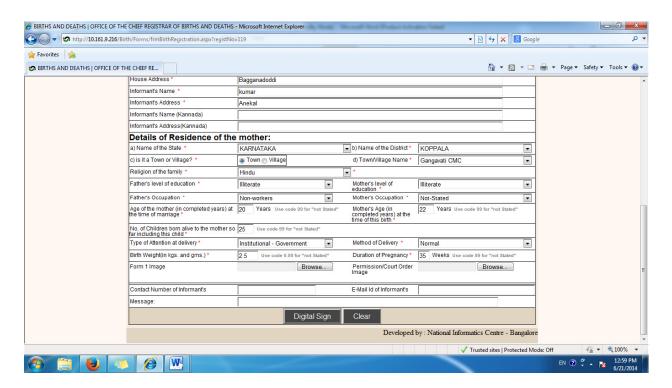


Fig 2.17

Press 'Digital Sign' button to do digital signing and the screen appears like Fig. 2.18

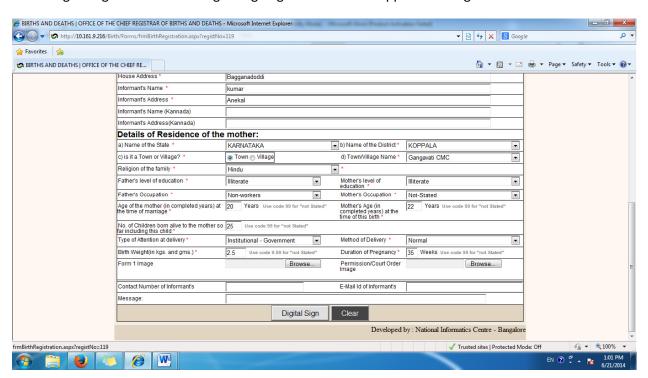


Fig 2.18

Give the PIN number of digital signature and the screen appears like Fig 2.19

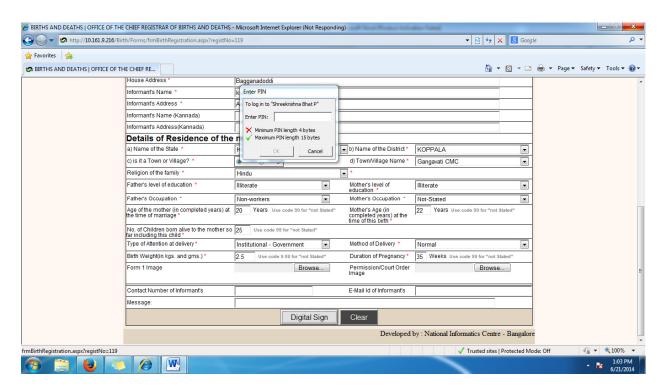


Fig 2.19

Pl give the pin number correctly and press OK button.

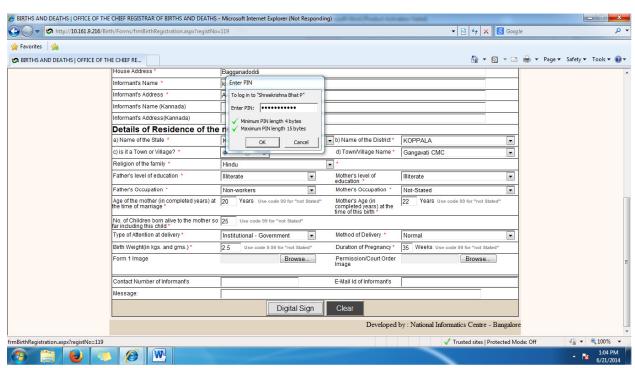


Fig 2.20

After digital signing, the application moves to HOME page.

2.2.4: Birth Correction Approval

Click 'Birth Correction Approval' button and the screen appears like Fig 2.21

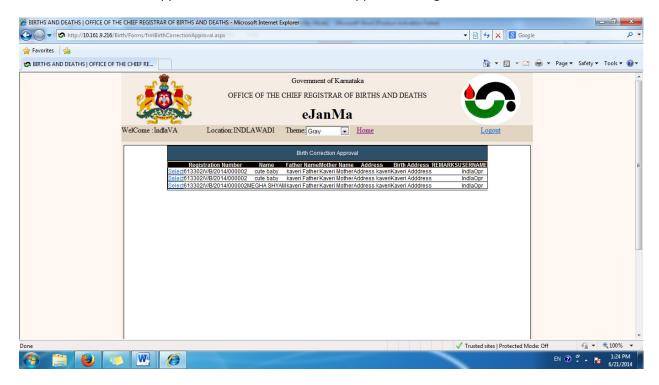


Fig 2.21

The screen appears like Fig 2.22. The Village Accountant make corrections as per the rules. Ensure that 'Documents produced for Correction' should be entered.



Fig 2.22

Ensure digital signature token is inserted in compupter. In order to digital signature, the screen appears like Fig 2.23. Click 'Digisign' button.

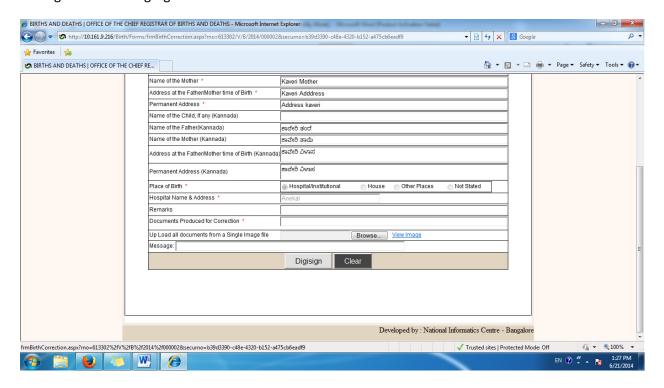


Fig 2.23

Give the PIN number of digital signature and the screen appears like Fig 2.24

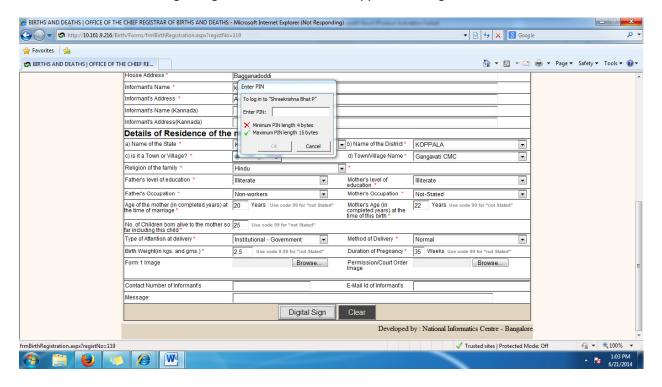


Fig 2.24

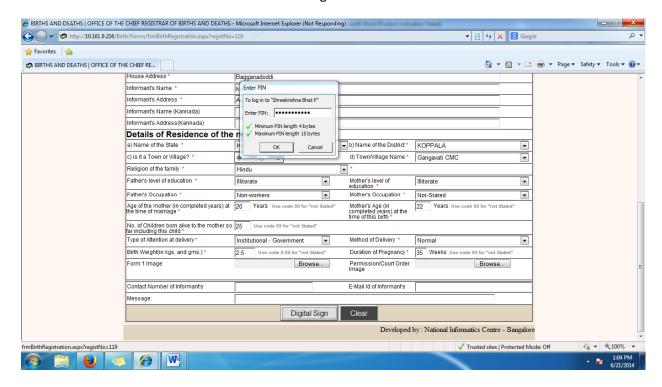


Fig 2.25

The certificate is shown for printing. The screeens appear like Fig 2.26 and Fig 2.27



Fig 2.26

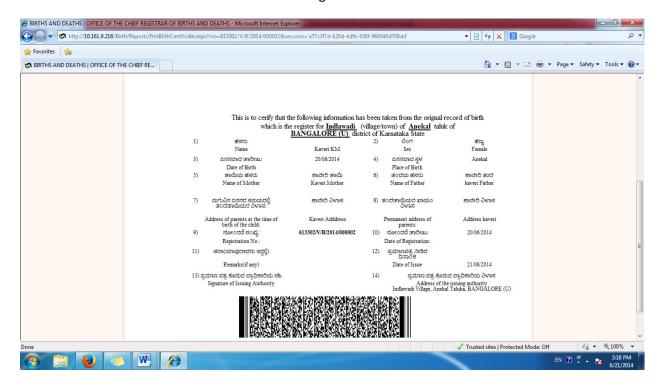


Fig 2.27

2.2.5:Death Correction Approval

Please select 'Death Correction Approval' button and the screen looks like Fig 2.28



Fig. 2.28

Select and click the registration number and the screen appears like Fig 2.29 and Fig 2.30



Fig 2.29

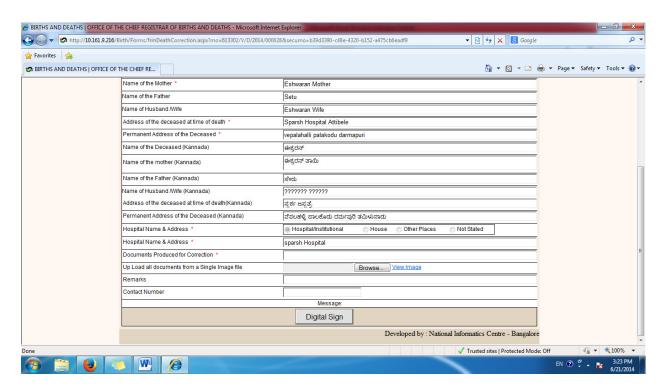


Fig 2.30

Please insert digital signature token in the usb drive of the system and click 'Digital Sign' and screen appears like Fig 2.31

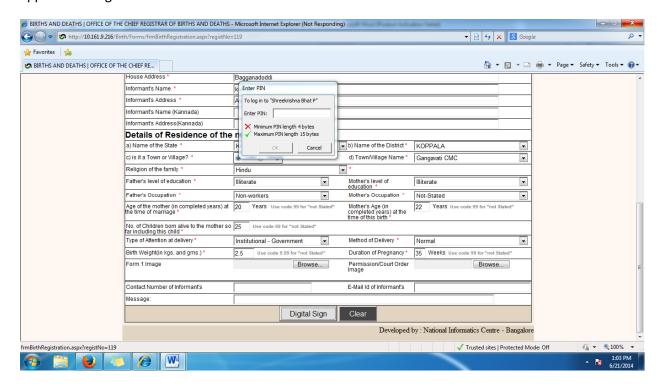


Fig. 2.31

Please give PIN number and the screen appears like Fig 2.32

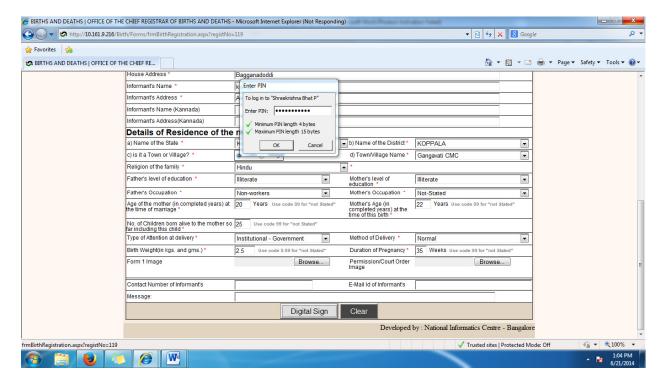


Fig 2.32

You can see the certificate to be printed.

2.2.6 Name Inclusion

Please click 'Name inclusion' option and screen appears like Fig 2.33



Fig. 2.33

Click on 'Select' option to include the name of the child and the screen appears like Fig 2.34



Fig 2.34

Include the name of the child and click 'Digital sign' for approval. The screen appears like Fig 2.35



Fig. 2.35

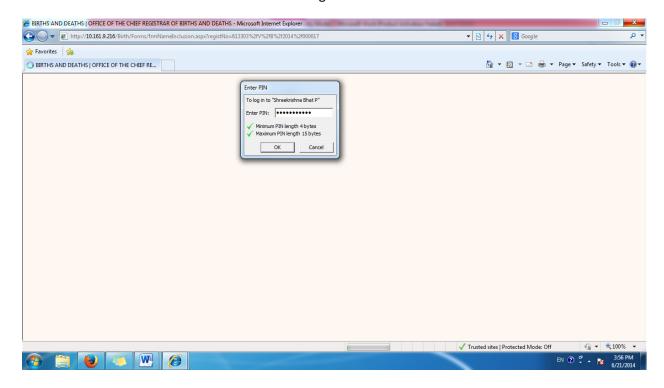


Fig 2.36

Press OK button



Fig 2.37

The screen appears with certificatein Fig 2.38 and Fig 2.39

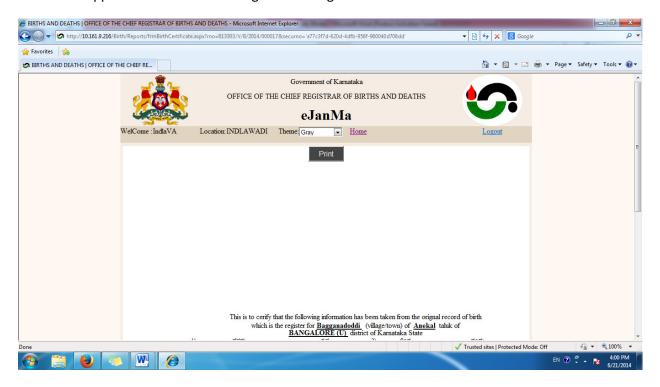


Fig 2.38

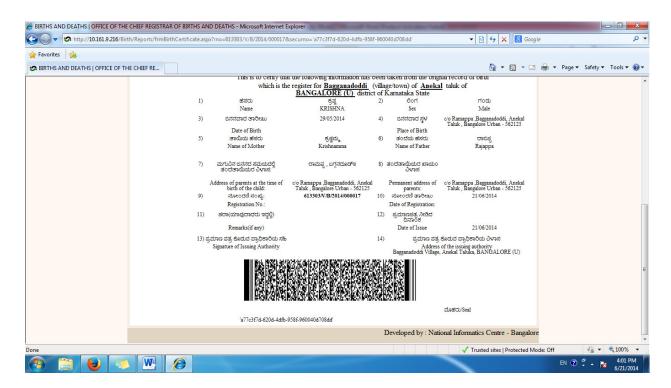


Fig 2.39

2.3.1: REPORTS - REGISTER

Click 'Register' button to get the register reports. The screen appears like Fig. 3.1



Fig 3.1

In order to get Birth Register, Select 'Birth' option and give from and to dates. The screen appears like Fig 3.2



Fig 3.2

Click 'Print' button, to see the report and a pdf file would be generated and screen appears like Fig 3.4



Fig 3.4

The file can be seen by using pdf reader and the screen appears like Fig 3.5

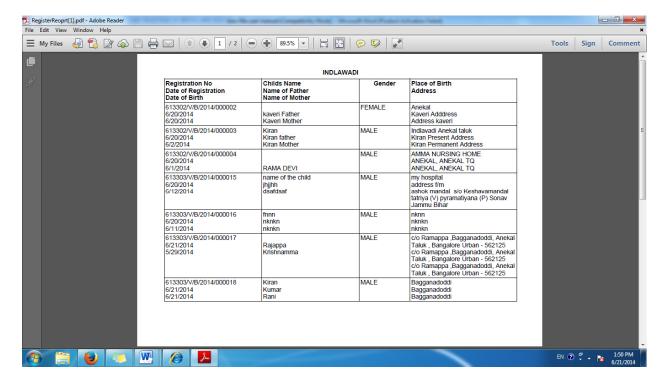


Fig 3.5

Similarly for deaths, the same procedure to be followed.

Select 'death' option from the screen and

2.3.1: REPORTS - DAILY COLLECTION

In orde to get 'Daily Collection' report, click on the button. Please select from and to dates.

The screen appears like Fig 3.6



Fig 3.6

Click 'Print' button and a pdf file would be generated by system. The screen appears like Fig 3.7



Fig 3.7

The details can be seen by using pdf reader and screen looks like Fig 3.8

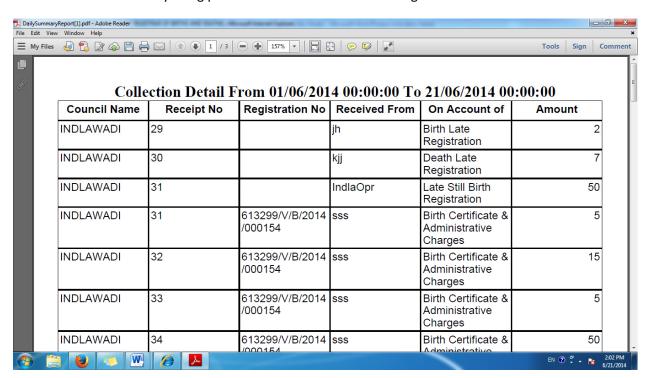


Fig 3.8

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