

Child Name Inclusion- Special Attention

DEPARTMENT OF PUBLIC HEALTH & PREVENTIVE MEDICINE

From

Dr.M.Vijay Chandran.M.B.B.S., DPH.,DIII.,
District Health Officer,
And Additional District Registrar of
Births and Deaths, Vellore District.
Phone: 0416-2252025
Email:dphvel@nic.in,

To

1. The Chief Educational Officer
Vellore
2. District Elementary Education
Officer,
Vellore
- 3.District Education Officer,
Private Schools
Vellore
- 4.District Education officer,
Secondary School
Vellore
- 5.Assistant Project Officer, SSA
Vellore

R. No:1508 /A5/2026-1, Dated:11-08-2026

Sir/Madam,

Sub: Civil Registration System- Awareness regarding Inclusion of Child's
Name in Birth Certificate - Instructions to Schools - Regarding.

Ref: 1.R.No 8732/SBHI-I/S1/2014,dated 28/01/2026 from the Director of
Public Health & Preventive Medicine and Chief Registrar of birth and
death, Tamil Nadu, Chennai.
2.12424946/SBHI 2/S3/2025 dated 18.02.2026 from the chief registrar
of birth and death, Tamil Nadu, Chennai.

Registration of birth is a fundamental right of every child as it
establishes the legal identity of the child under the Registration of Births and
Deaths Act. The Birth Certificate serves as the primary document certifying
the date and place of birth and holds evidentiary value under the Indian
Evidence Act.

As per the Registration of Births and Deaths Act, 1969 (amended in
2023), the Birth Certificate is required for several purposes including
determination of place and date of birth, admission to educational
institutions, issuance of driving license, preparation of electoral rolls, issuance
of Aadhar numbers, issuance of passports, registration of marriages, and
appointments to posts in the Central and State Governments, Public Sector
Undertakings, local bodies, and other statutory or autonomous bodies under
the Central or State Governments.

Under the Tamil Nadu Registration of Births and Deaths Rules, 2000,
the name of a child may be included in the birth registration only within a
period of 15 years from the date of registration. However, the Registrar
General of India has granted a **special extension up to 26th September**

2026 for inclusion of the child's name in birth registrations in cases where the prescribed period of 15 years has already elapsed.

In the reference cited above, the Chief Registrar of Births and Deaths has instructed that awareness be created among all students enrolled in educational institutions and that every student should possess a Birth Certificate containing his/her name. A Birth Certificate without the name of the child is treated as incomplete.

In this regard, the Officers are requested to instruct all Headmasters of Government, Aided and Private Schools under your jurisdiction to verify the following details in respect of the students enrolled in their schools:

- Whether all students possess a Birth Certificate.
- Whether the name of the child is included in the Birth Certificate.

In cases where the child's name has not been included in the Birth Certificate, the following instructions may be communicated to the concerned parents/guardians:

- The parents/guardians may be advised to approach the Registrar of Births and Deaths concerned where the birth was originally registered.
- A declaration form duly signed by the parent/guardian shall be submitted stating that the name once registered will not be changed thereafter.
- Educational proof of the student shall be produced for verification.
- **Parents/guardians may be informed that inclusion of the child's name cannot be permitted beyond 26th September 2026 in cases where the child has already completed 15 years of age.**
- Special attention may be given to students studying in Classes IX, X, XI and XII. They may also be advised to utilize this opportunity to ensure that their name is included in the Birth Certificate, which will also facilitate obtaining a passport for higher education.

Further, the Chief Educational Officers and District Educational Officers are requested to instruct all School Headmasters under your jurisdiction to display the details of the above extension prominently on the **school notice boards** so as to create adequate awareness among students and parents regarding the inclusion of the child's name in the Birth Certificate.

Kindly submit the action taken report regarding this to this office as soon as possible.

Digitally signed by

VIJAY CHANDRAN

Date: 11-08-2026

19:28:19

District Health Officer,

Additional District Registrar of Births & Deaths,

Vellore

Copy to

1. All Block Medical Officers, Vellore, Anaicut, Kanlyambadi, Katpadi, K.V.Kuppam, Gudiyatham, Pernampet. (for necessary follow up thro HI and BHS)
2. City Health Officer, Vellore Corporation (for necessary follow up thro SI and SO)

Copy Submitted to

1. The District Revenue Officer & District Registrar of Births & Deaths Vellore
2. The Joint Director (SBHI), O/o Directorate of Public Health & Preventive Medicine, Chennai-6

வேலூர் மாவட்ட முதன்மைக் கல்வி அலுவலரின் செயல்முறைகள்
ஓ.மு.எண்.3919/ஆ5/2026 நாள். 14. 08.2026

(நகல்)- தக்க நடவடிக்கைக்காக அனைத்து வகை பள்ளிகளுக்கு அனுப்பலாகிறது.

பெறுநர்

அனைத்து வகை பள்ளித் தலைமையாசியர்கள்,
வேலூர் மாவட்டம்.

முதன்மைக் கல்வி அலுவலர்
வேலூர்-632 008,

நகல் -

1. மாவட்டக் கல்வி அலுவலர்கள்,
(இடைநிலை / தனியார் பள்ளிகள் / தொடக்கக் கல்வி)
வேலூர் மாவட்டம்.
(உரிய நடவடிக்கை மேற்கொள்ளும் பொருட்டு)
(இவ்வலுவலக மின்னஞ்சல் மூலமாக)