Janma-Mrityu Tathya Portal
An User Manual for Private Hospital

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Janma-Mrityu Tathya Portal for Pvt. Hospital Data Entry Operator

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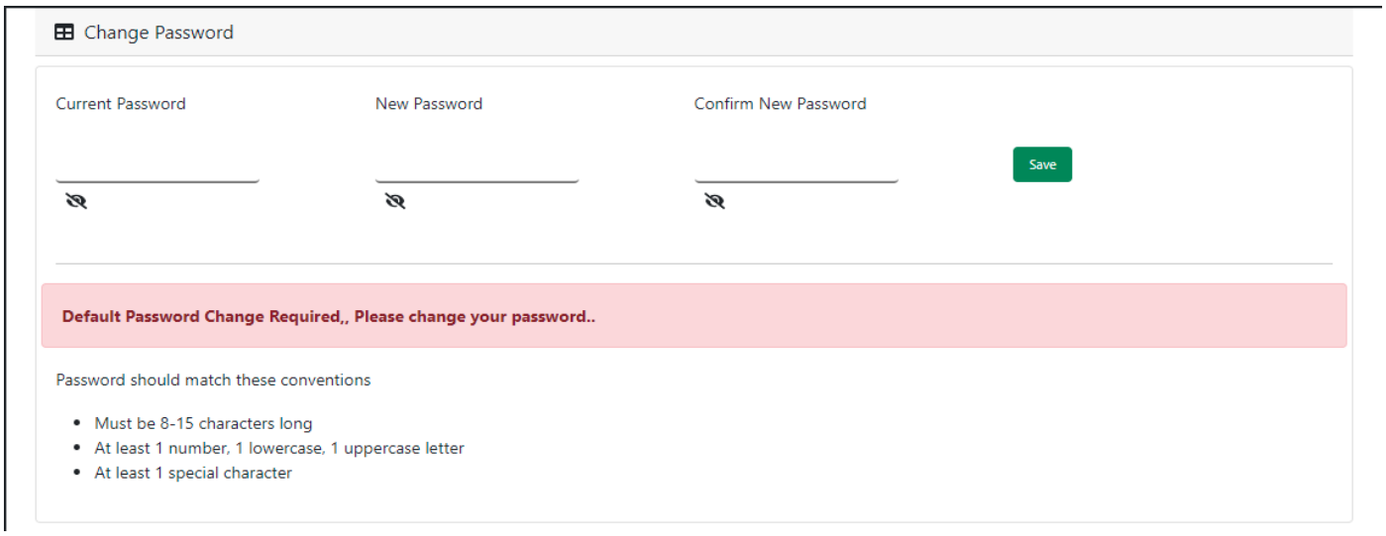
Login

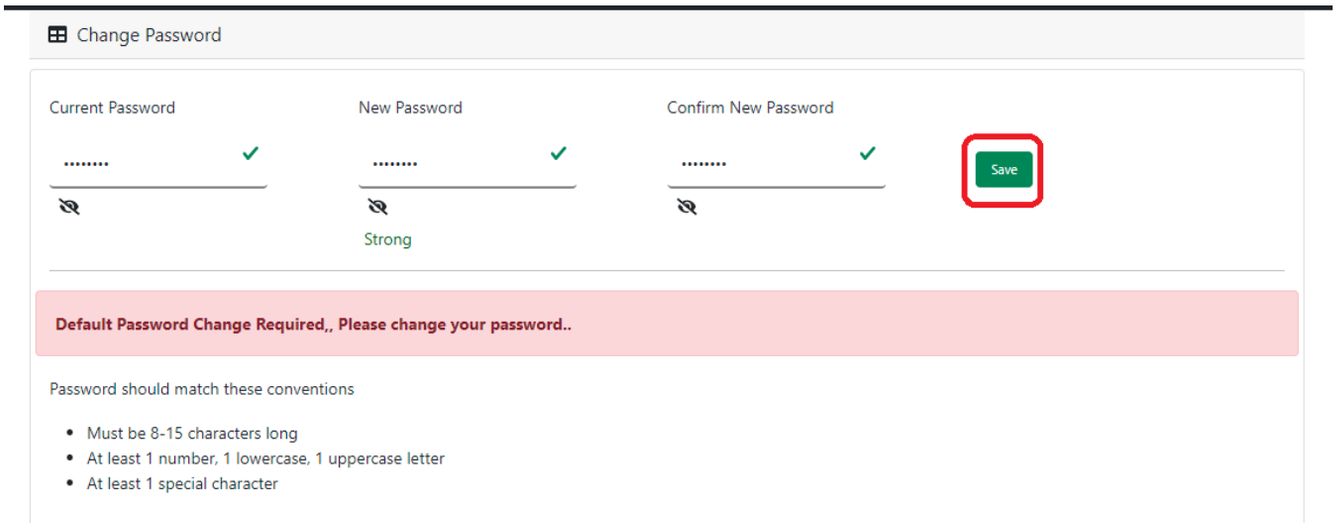
Step 1.1: Private Hospital Data Entry Operator will open the Janma-Mrityu Tathya Portal from www.wbhealth.gov.in website. User will be redirected to the login page of Janma-Mrityu Tathya Portal. They will login with their credentials (Username & Password) and click on login button to login on the Janma-Mrityu Tathya Portal.

Step 1.2: They will login with their credentials (Username & Password) and click on login button to login on the Janma-Mrityu Tathya Portal.

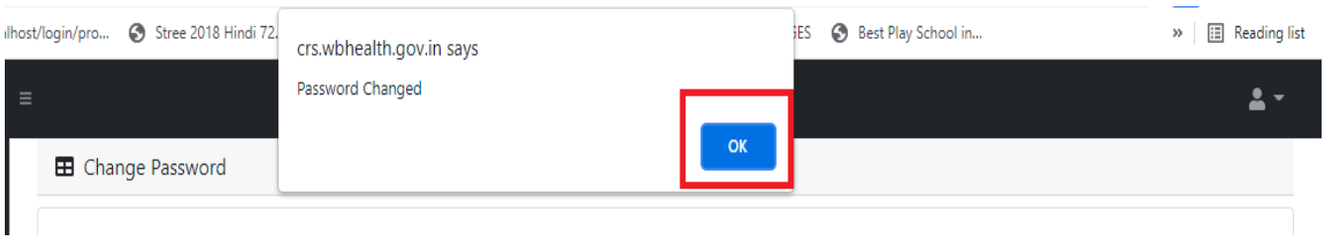
Step 1.3: First time User will be redirected to the page for changing their existing password.



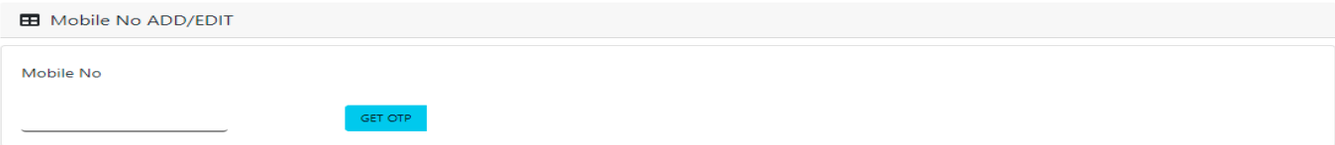
Step 1.4: They will first enter the existing password, new password and confirm the newly entered password again. Password will be in the password format which is mentioned in the screen. After that they will click on save button.



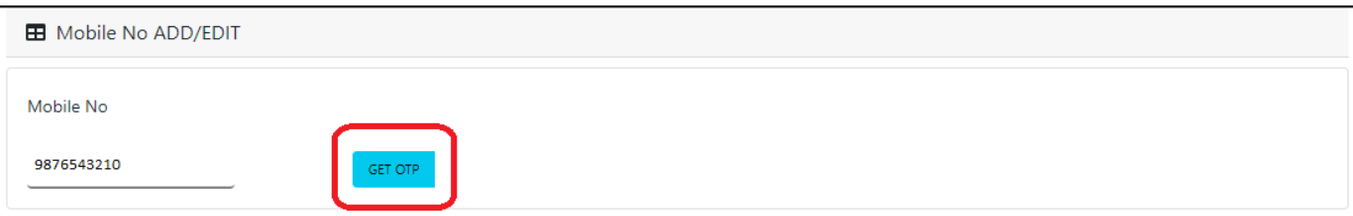
Step 1.5: A popup will arise for confirming the change of password. User will click on ok button accordingly..



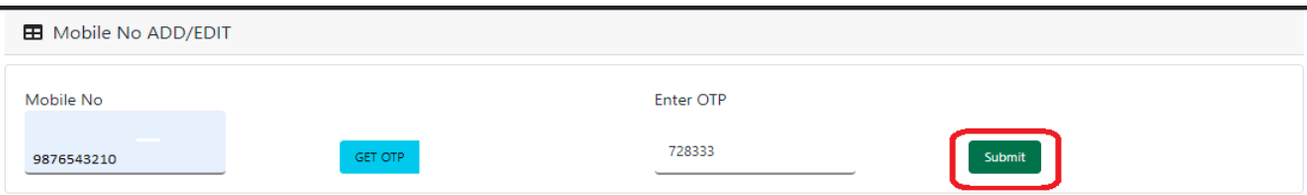
Step 1.6: The page will be redirected to the page where User must update their registered mobile number. After registration all required user credential changes requirement is share in that registered mobile number.



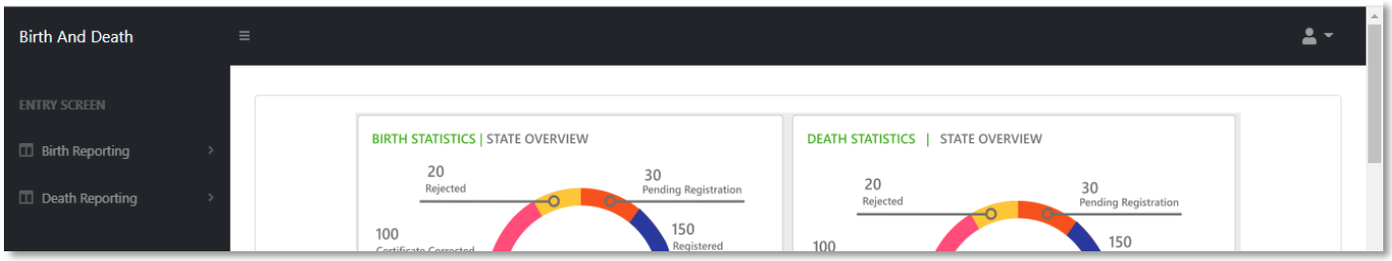
Step 1.7: User will enter their mobile number and will click on 'Get OTP' button.



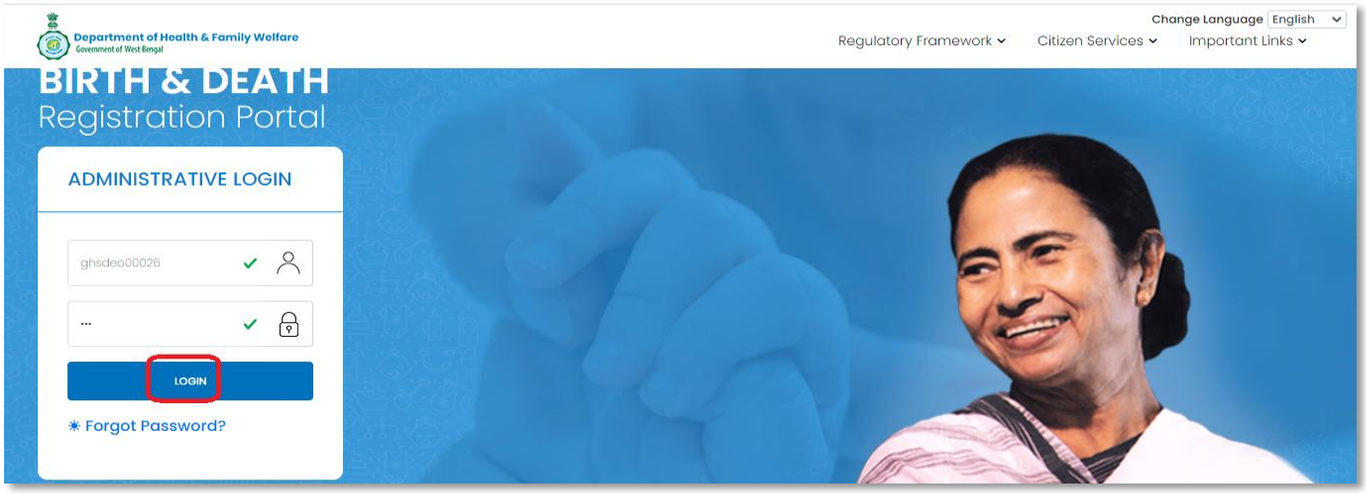
Step 1.8: User will enter the received OTP and click on submit button.



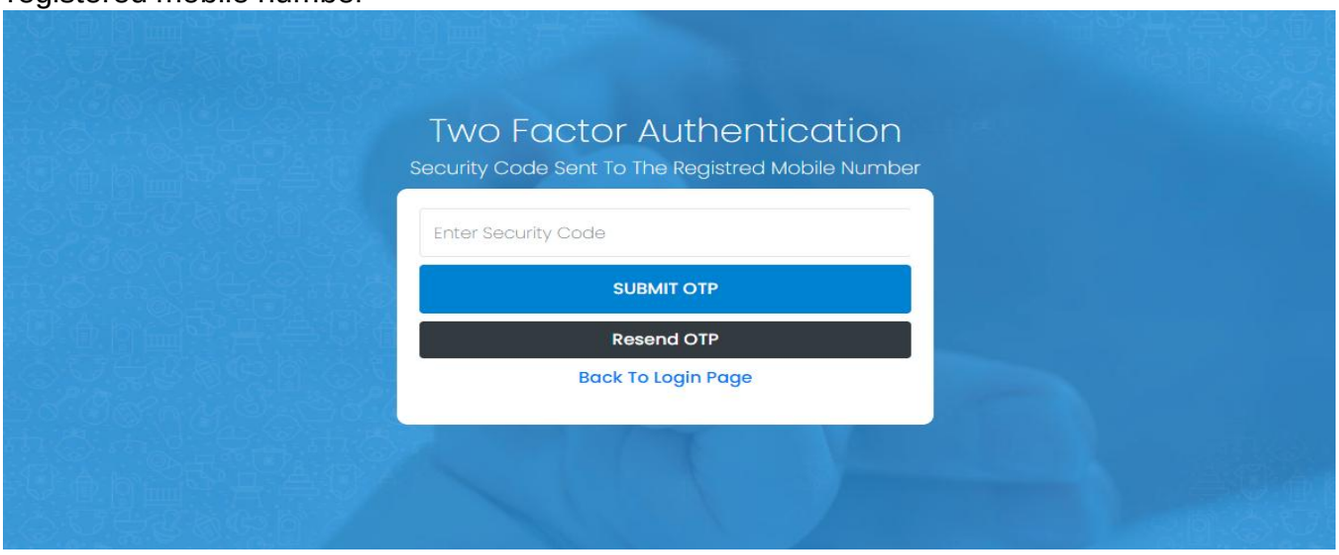
Step 1.9: Private Hospital Data Entry Operator will be redirected to the Janma-Mrityu Tathya Portal's home page. A dashboard will be visible for Private Hospital Data Entry Operator for a quick look of current status of Birth & Death application.



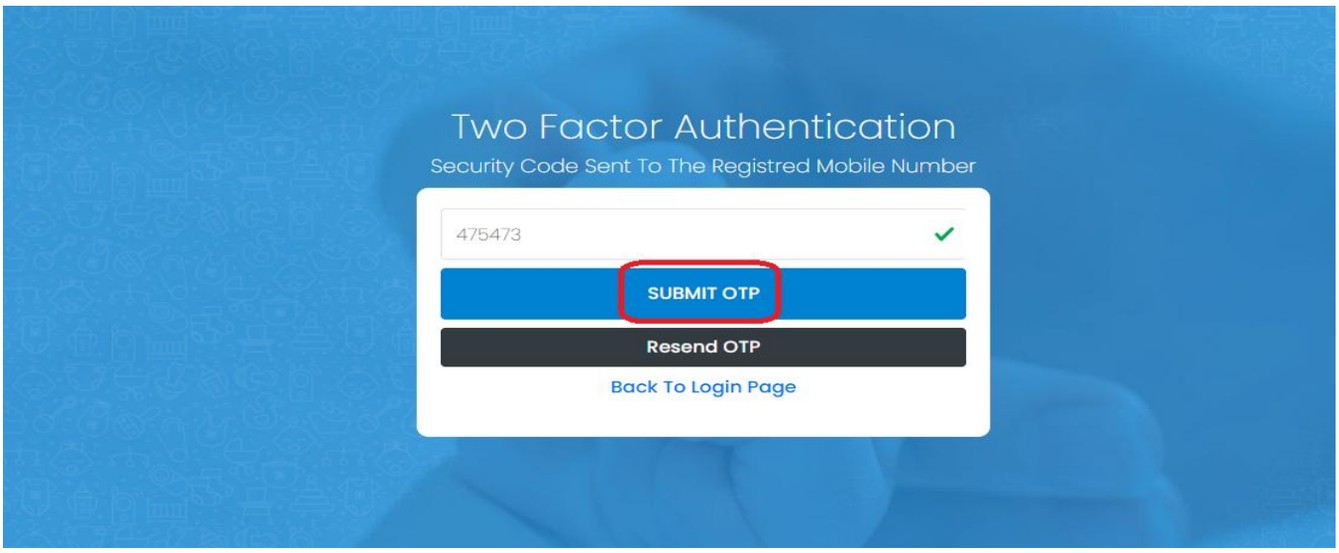
Step 1.10: Next time, User will login with their credential.



Step 1.11: They will be redirected to the authentication page. OTP will be sent to the Users registered mobile number



Step 1.12: User will enter the OTP and will click on 'Submit OTP' page.



Step 1.13: Private Hospital Data Entry Operator will be redirected to the Janma-Mrityu Tathya Portal's home page. A dashboard will be visible for Private Hospital Data Entry Operator for a quick look of current status of Birth & Death application.

Menu available for Private Hospital DEO (Birth Reporting):

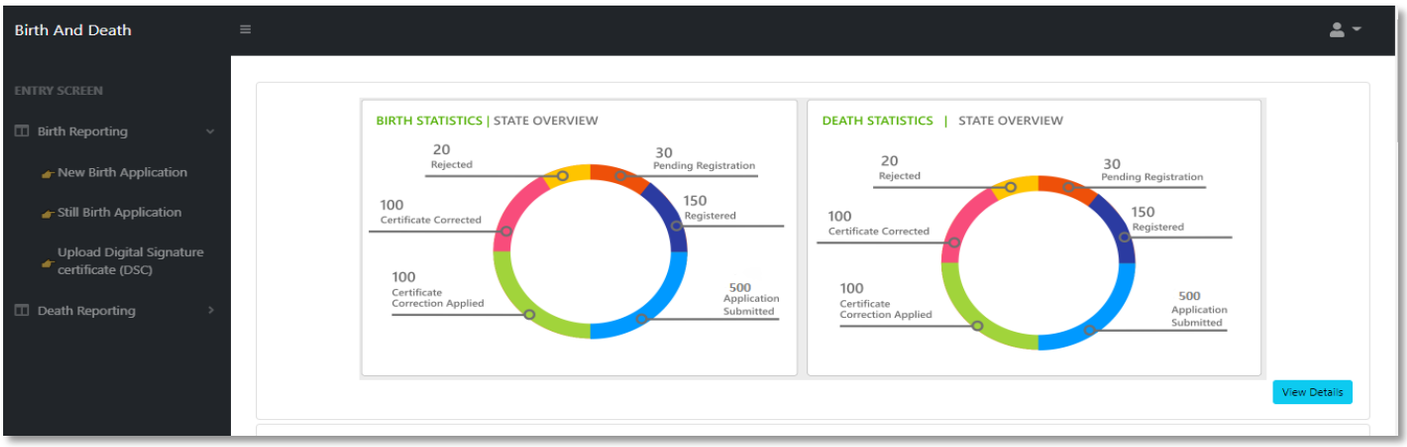
- ❖**Birth Reporting**
  - ❖**New Birth Application**
  - ❖**Still Birth Application**

Menu available for Private Hospital DEO (Death Reporting)

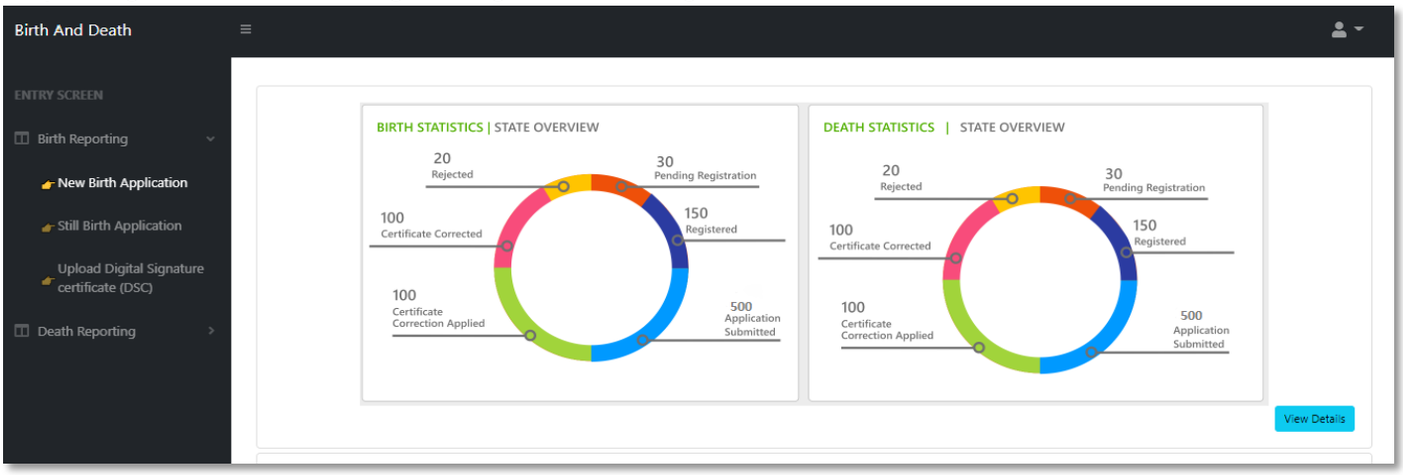
- ❖**Death Reporting**
  - ❖**New Death Application**

New Birth Application

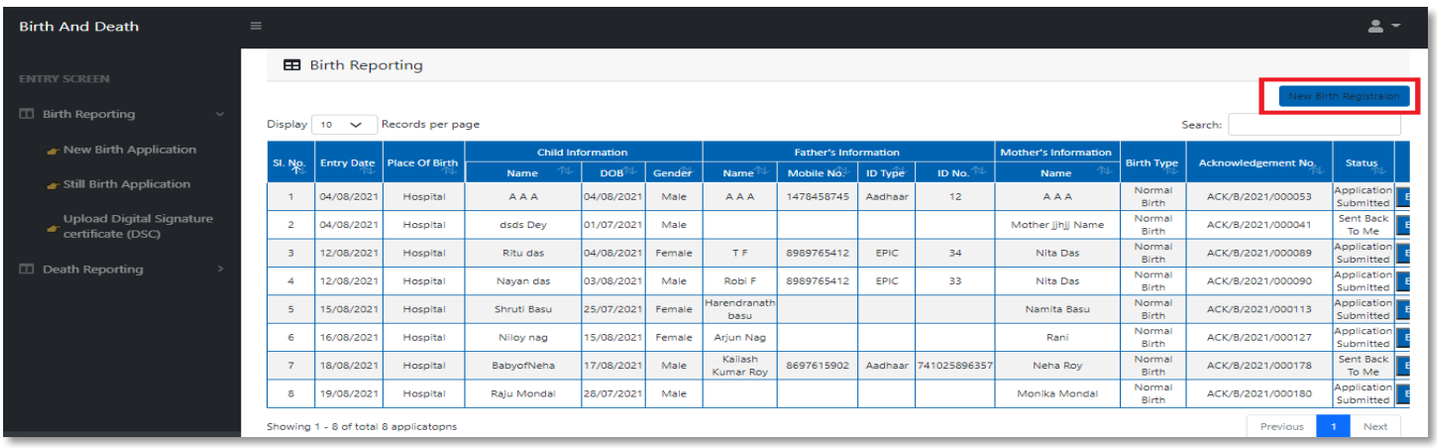
Step 2.0: Private Hospital Data Entry Operator will click on “Birth Reporting” from Entry Screen section. It will open the dropdown menu with the following submenus New Birth Application (For registering new birth registration), Still Birth Application (For registering new still birth registration) and Upload Digital Signature certificate (DSC) (For uploading certificate with digital signature).



Step 2.1.1: Private Hospital Data Entry Operator will click on “New Birth Application” from Birth Reporting main menu for registering new birth registration.

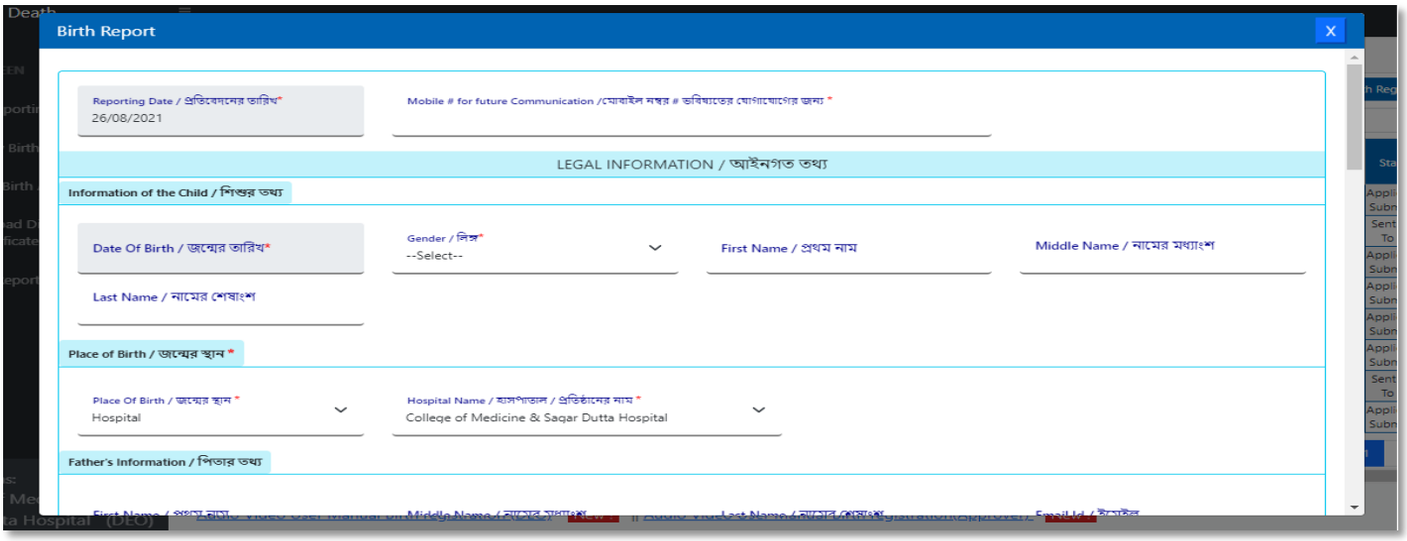


Step 2.1.2: Private Hospital Data Entry Operator will be redirected to the “New Birth Application” page. Private Hospital Data Entry Operator will view all the applied new birth registration application. For new birth registration, Private Hospital Data Entry Operator will press “New Birth Registration” button.

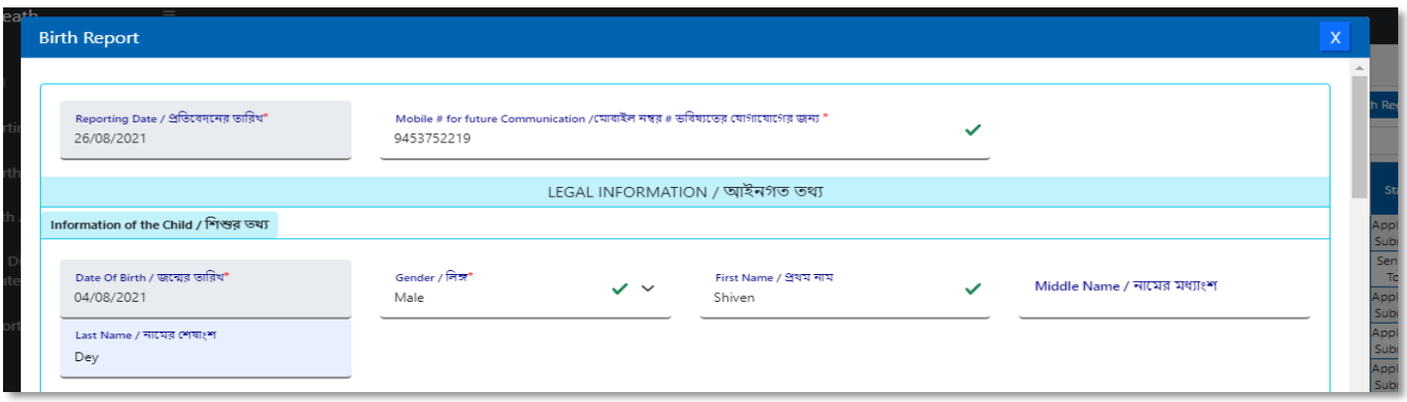


Sl. No.	Entry Date	Place Of Birth	Child Information			Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status
			Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name			
1	04/08/2021	Hospital	A A A	04/08/2021	Male	A A A	1478458745	Aadhaar	12	A A A	Normal Birth	ACK/B/2021/000053	Application Submitted
2	04/08/2021	Hospital	dsds Dey	01/07/2021	Male					Mother jjhjj Name	Normal Birth	ACK/B/2021/000041	Sent Back To Me
3	12/08/2021	Hospital	Ritu das	04/08/2021	Female	T F	8989765412	EPIC	34	Nita Das	Normal Birth	ACK/B/2021/000089	Application Submitted
4	12/08/2021	Hospital	Nayan das	03/08/2021	Male	Robi F	8989765412	EPIC	33	Nita Das	Normal Birth	ACK/B/2021/000090	Application Submitted
5	15/08/2021	Hospital	Shruti Basu	25/07/2021	Female	Harendranath basu				Namita Basu	Normal Birth	ACK/B/2021/000113	Application Submitted
6	16/08/2021	Hospital	Niloy nag	15/08/2021	Female	Arjun Nag				Rani	Normal Birth	ACK/B/2021/000127	Application Submitted
7	18/08/2021	Hospital	BabyofNeha	17/08/2021	Male	Kailash Kumar Roy	8697615902	Aadhaar	741025896357	Neha Roy	Normal Birth	ACK/B/2021/000178	Sent Back To Me
8	19/08/2021	Hospital	Raju Mondal	28/07/2021	Male					Monika Mondal	Normal Birth	ACK/B/2021/000180	Application Submitted

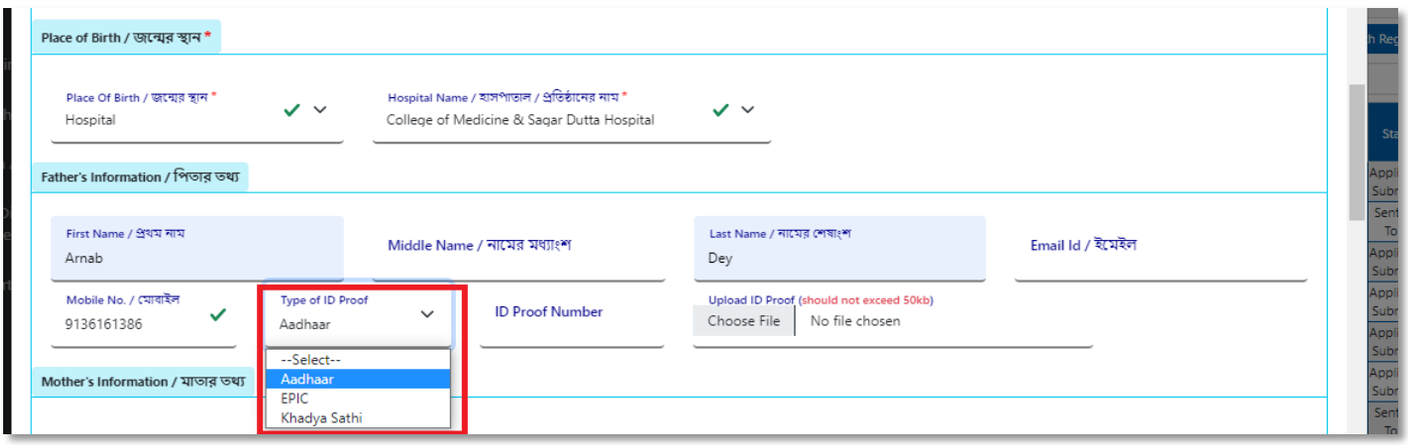
Step 2.1.3: A popup will be visible with a registration form for filling new birth registration.



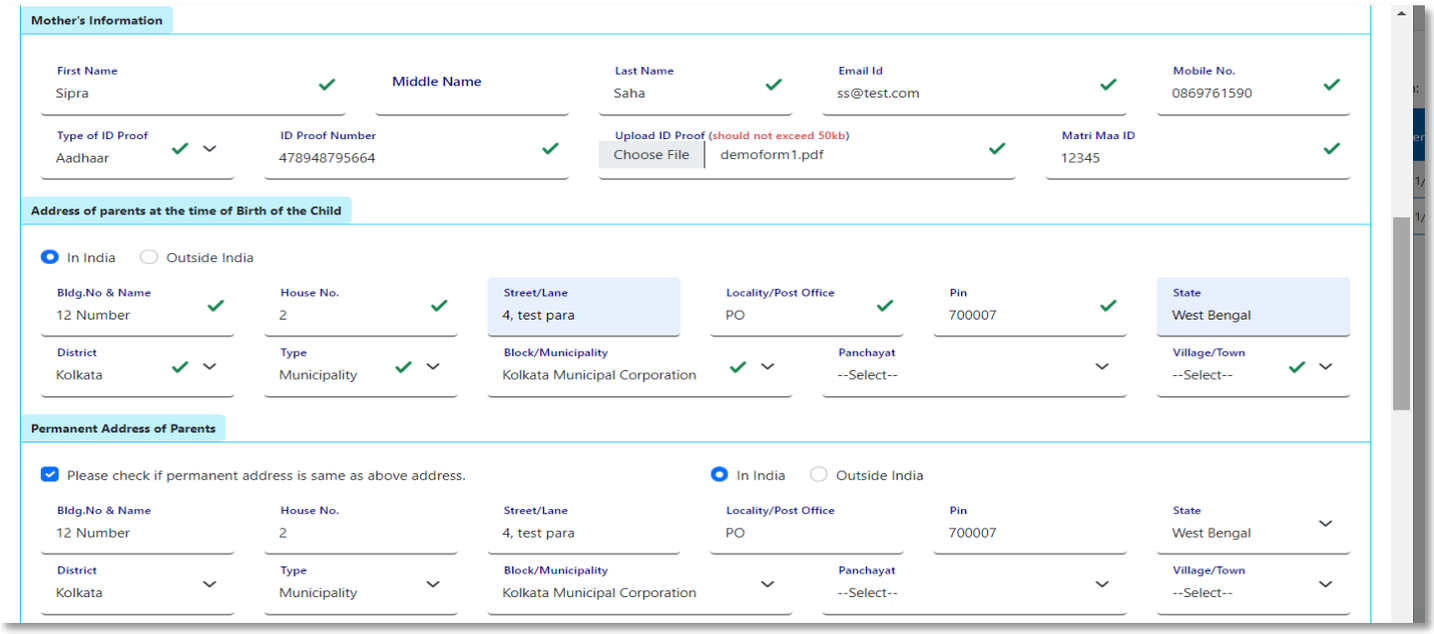
Step 2.1.4: Private Hospital Data Entry Operator will first enter “active mobile number” (mobile number must be valid as all alert SMS regarding birth registration application will be sent on this mobile number). Next, they will enter “Information of child” (Date of birth of the child along with new child name will be captured)..



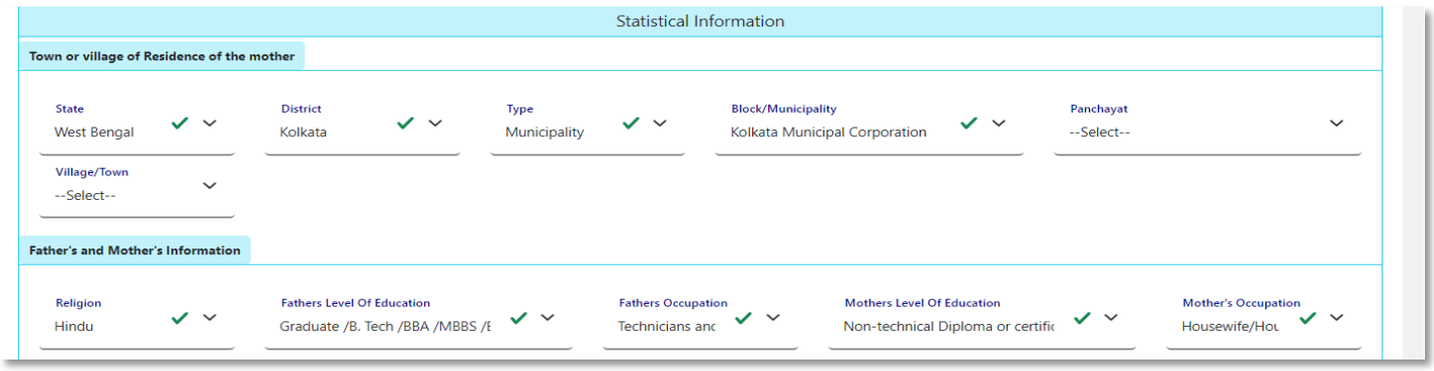
Step 2.1.5: Next, Private Hospital Data Entry Operator will first enter “Place of birth” (Child’s birthplace (Home or Hospital) along with address for the same) and then the father’s information and they must choose any of his ID proof (Aadhar, EPIC) & upload the scan copy of the same. The uploaded scan copy of the ID proof must be under 50 KB.



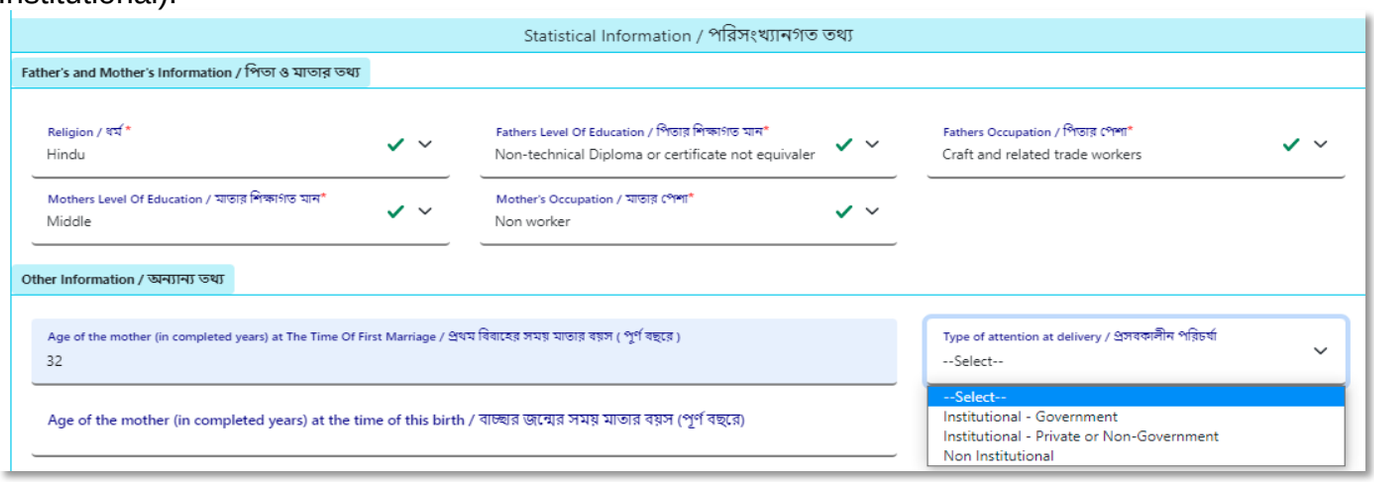
Step 2.1.6: User will next enter mother's information where they must choose any of her ID proof (Aadhar, EPIC) & upload the scan copy of the same. The uploaded scan copy of the ID proof must be under 50 KB and addresses. For that they will enter state, District, Block of residence for parents. After that they will choose state. Next Private Hospital Data Entry Operator will choose the District from the drop-down menu and choose Block / municipality / borough. After that they will choose the block or municipality from the drop-down menu. If the parent's permanent address is same as present address, they will select the check box which auto populates the permanent address from the present address information.



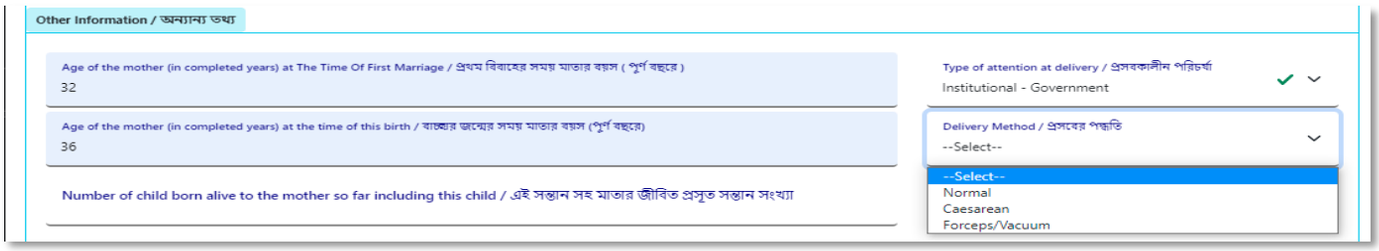
Step 2.1.7: Next User will enter town or village of residence of the mother and father & mothers' information.



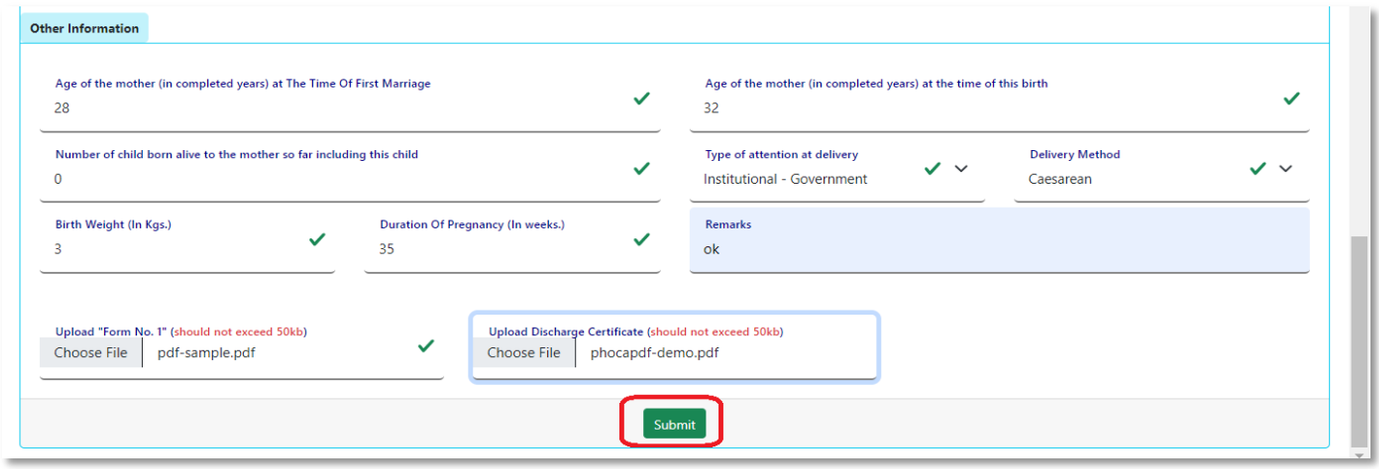
Step 2.1.8: Next, Private Hospital Data Entry Operator will enter the statistical information of father and mother which includes religion of parents, highest qualification of parents & occupation of parents of the newborn child. After that, Private Hospital Data Entry Operator will select “Other information” and select the type of attention of delivery (private institutional, Private institutional or Non-Institutional).



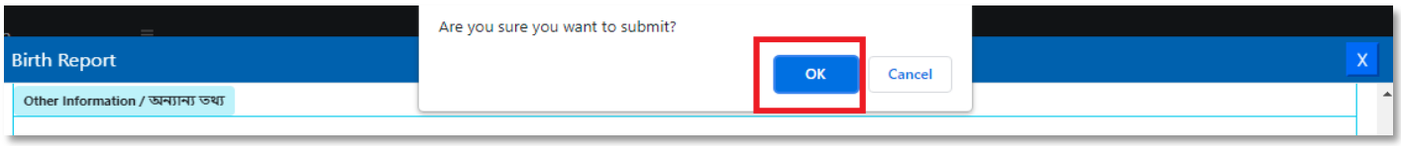
Step 2.1.9: Next Private Hospital Data Entry Operator will select the delivery method (Normal, Forceps/vacuum or Caesarean).



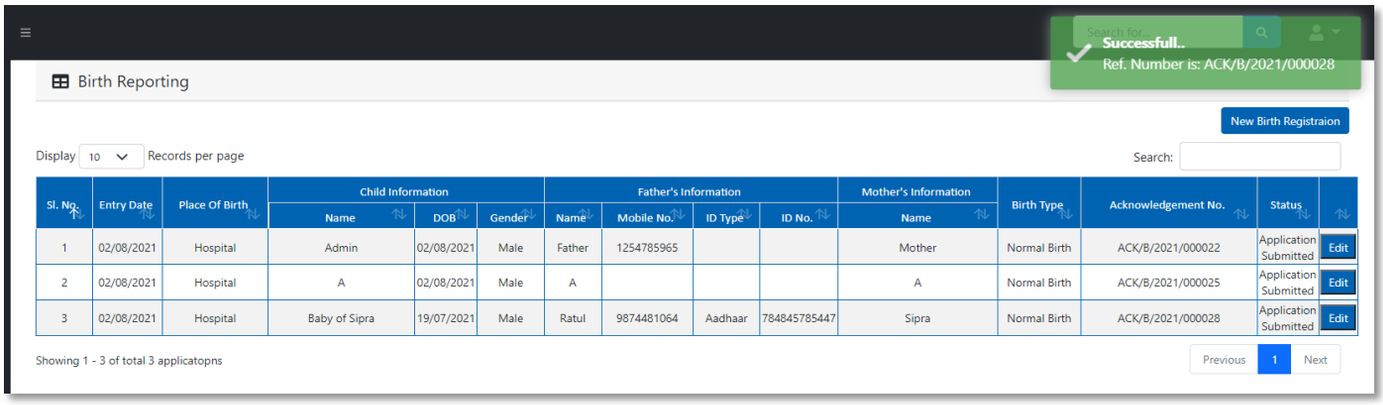
Step 2.1.10: Next Private Hospital Data Entry Operator will upload “Form no.1” & “Discharge Certificate” of mother and child & will click on submit button.



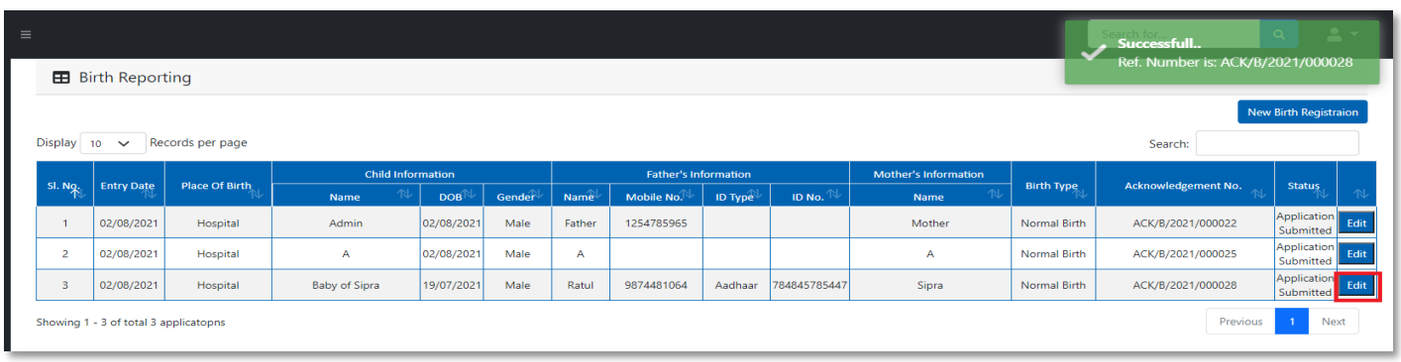
Step 2.1.11: A popup will arise; Private Hospital Data Entry Operator will click on the ok button for confirming the submission.



Step 2.1.12: The birth registration is successful. Private Hospital Data Entry Operator will receive SMS on their registered mobile number.

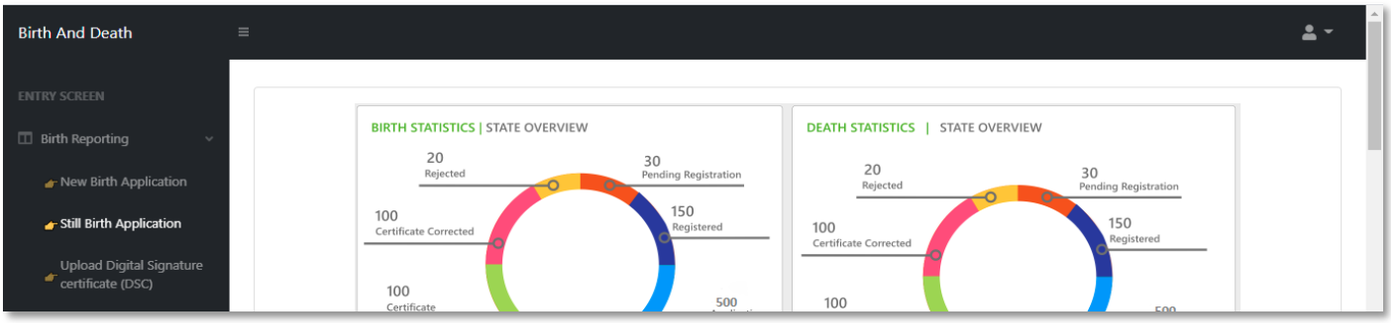


Step 2.1.13: If any modification is required, Private Hospital Data Entry Operator will click on the "Edit" button and modify the data accordingly.

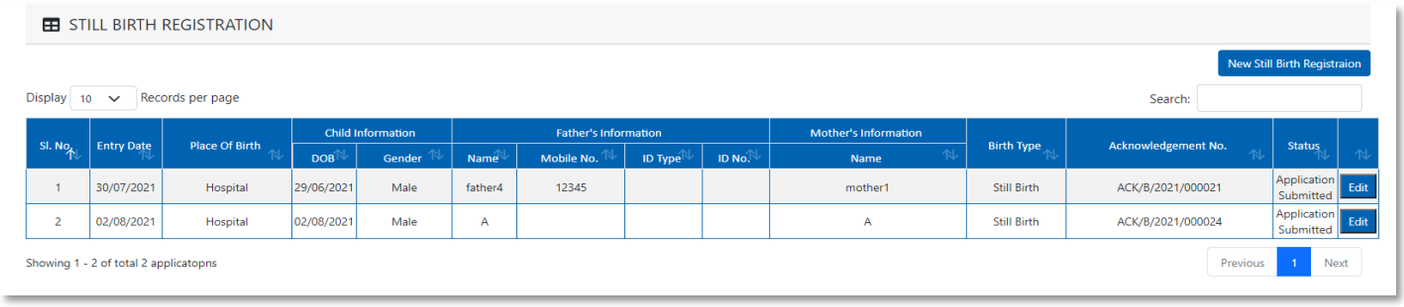


Still Birth Application

Step 2.2.1: Private Hospital Data Entry Operator will click on “Still Birth Application” from Birth Reporting main menu for capturing new still birth information of a baby. A stillbirth is the death or loss of a baby before or during delivery.

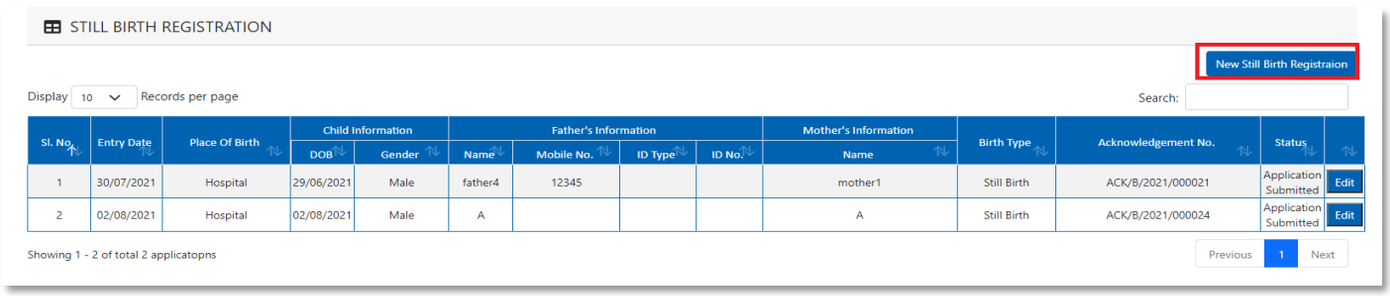


Step 2.2.2: Private Hospital Data Entry Operator will be redirected to the “Still Birth Application” page..



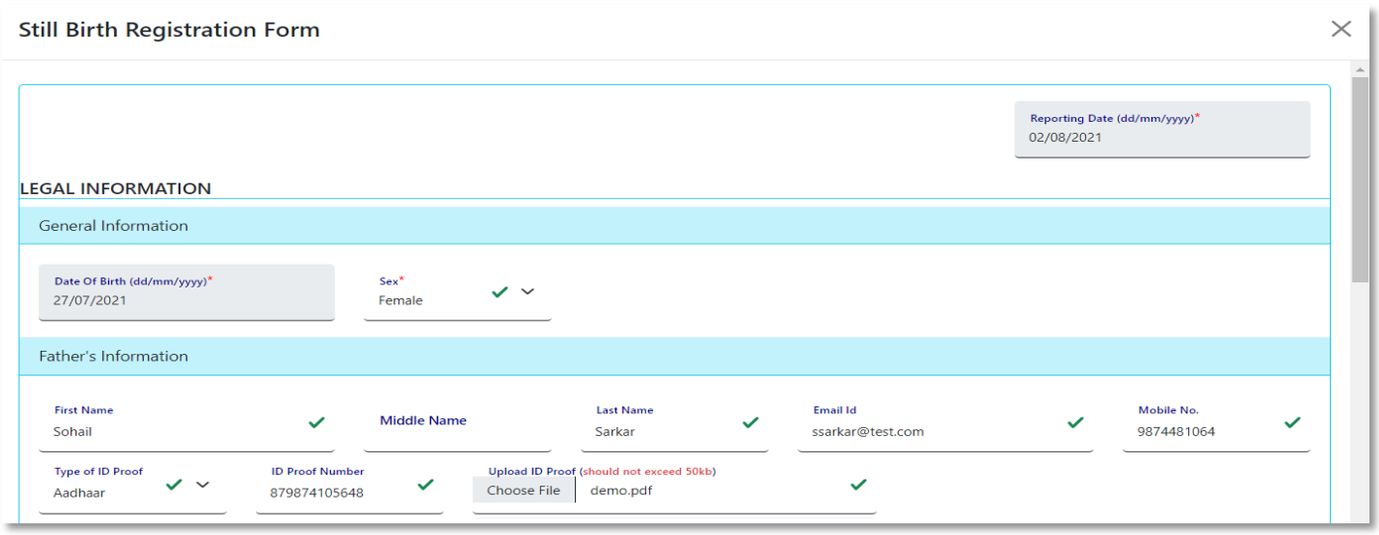
Sl. No.	Entry Date	Place Of Birth	Child Information		Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status	
			DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name				
1	30/07/2021	Hospital	29/06/2021	Male	father4	12345			mother1	Still Birth	ACK/B/2021/000021	Application Submitted	Edit
2	02/08/2021	Hospital	02/08/2021	Male	A				A	Still Birth	ACK/B/2021/000024	Application Submitted	Edit

Step 2.2.3: Private Hospital Data Entry Operator will press “New Still Birth Registration” button for addition of new still birth.

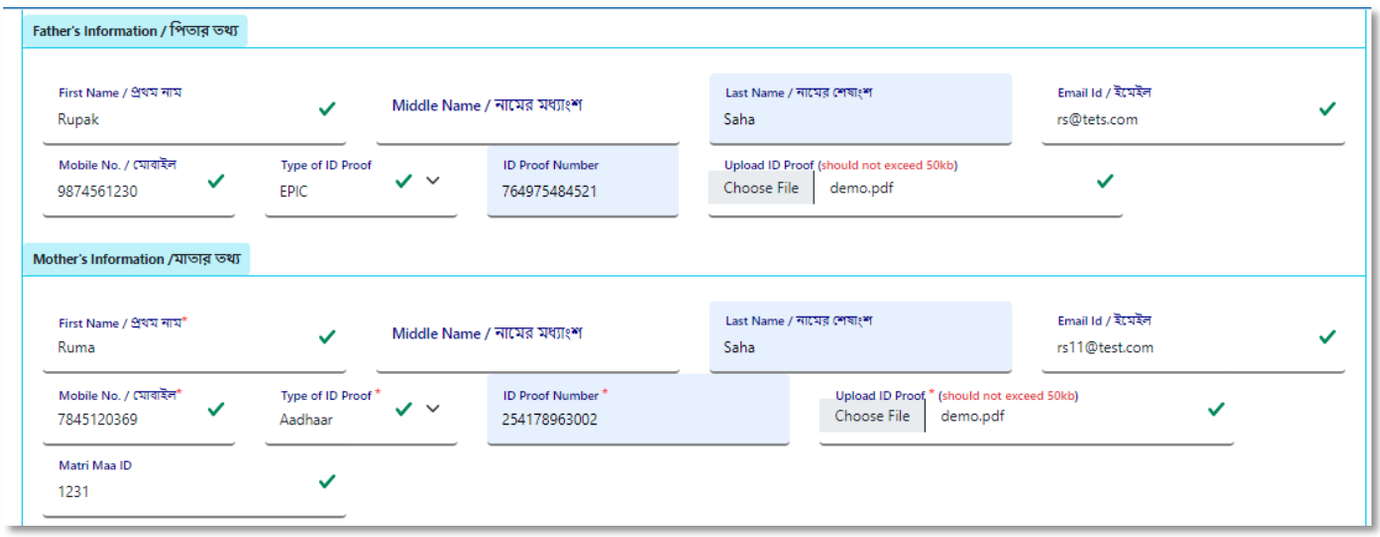


Sl. No.	Entry Date	Place Of Birth	Child Information		Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status	
			DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name				
1	30/07/2021	Hospital	29/06/2021	Male	father4	12345			mother1	Still Birth	ACK/B/2021/000021	Application Submitted	Edit
2	02/08/2021	Hospital	02/08/2021	Male	A				A	Still Birth	ACK/B/2021/000024	Application Submitted	Edit

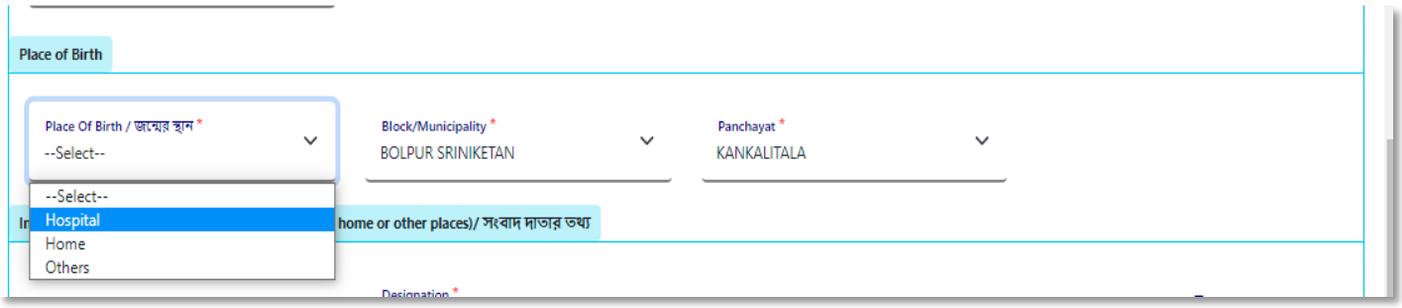
Step 2.2.4: A pop will open for filling Still Birth application. Private Hospital Data Entry Operator will first enter Mobile Number (mobile number must be valid as all alert SMS regarding still birth registration application will be sent on this mobile number), general information of child (Date of birth of the child along with the child's gender will be captured) and father's information (child's father's information are captured). They have to choose any of their ID proof (Aadhar, EPIC or for both of them. The uploaded scan copy of the ID proof must be under 50 KB.



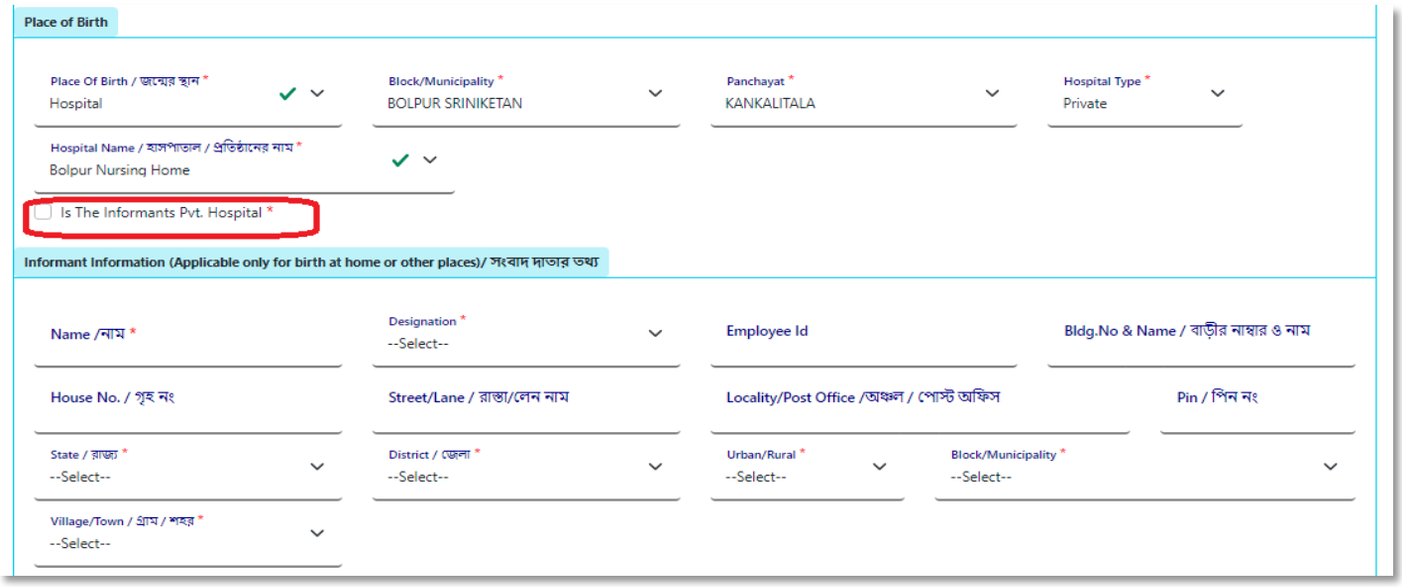
Step 2.2.5: Private Hospital Data Entry Operator will next enter mother's information (child's mother's information are captured).



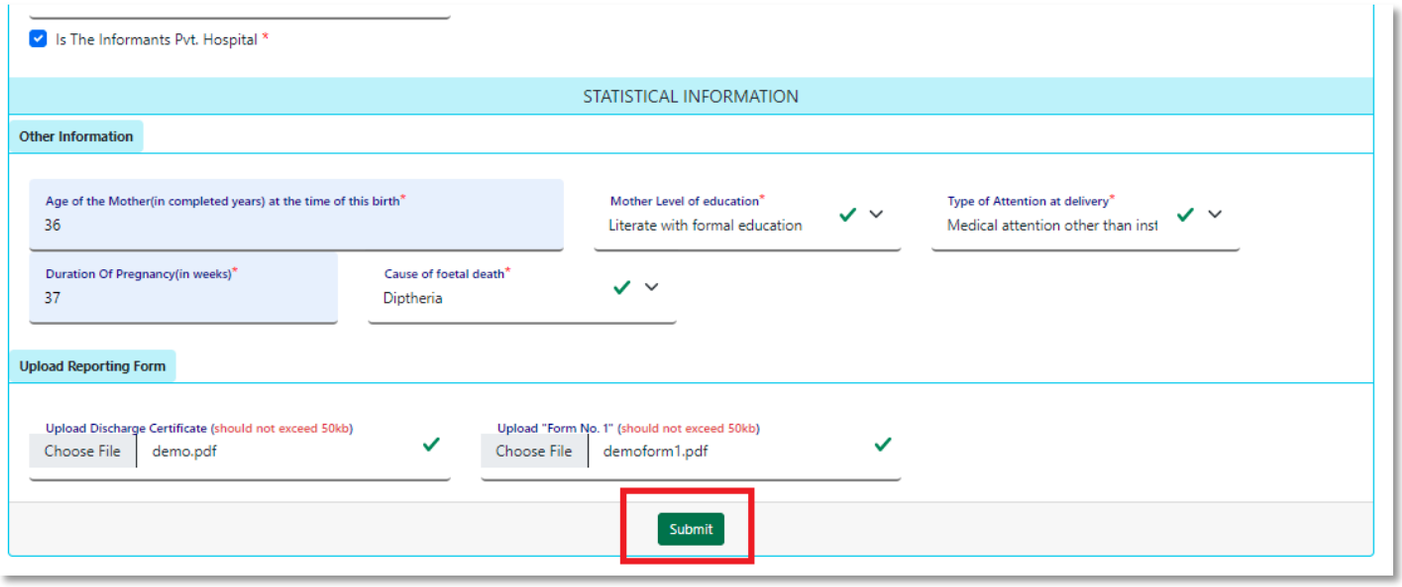
Step 2.2.6: Next Private Hospital Data Entry Operator will select place of birth (place of still birth occurred).



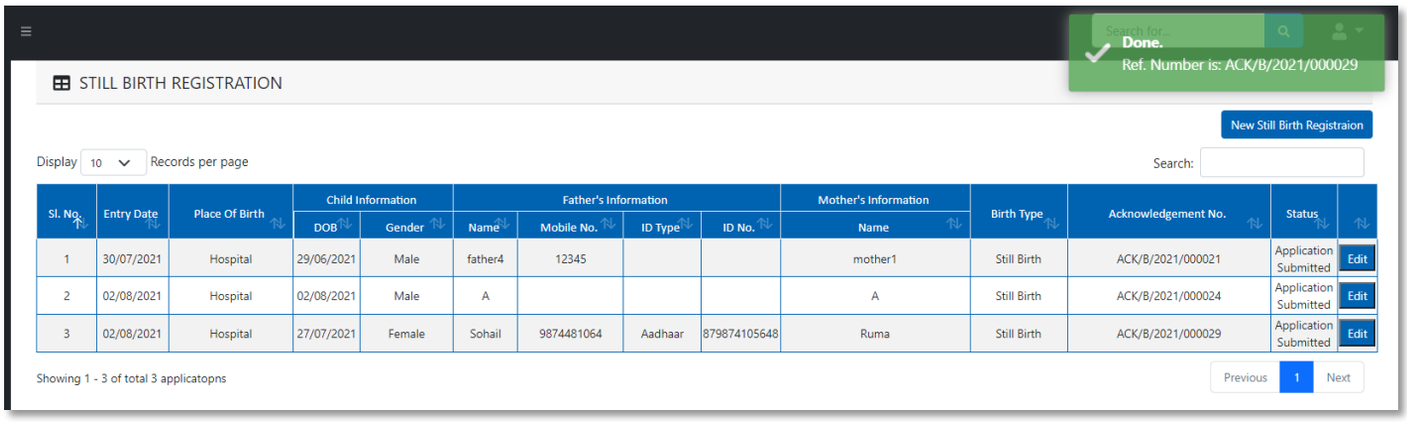
Step 2.2.7: After selecting place of birth Private Hospital Data Entry Operator will select informant details is hospital staff or not. If yes informant details will be omitted from the application form but if no it must be filled. Informant details are mandatory for the baby who born in other places except hospital or any maternity home.



Step 2.2.8: Private Hospital Data Entry Operator will next fill the rest of the information and upload discharge certificate & form number 1. At last, they will press submit button.

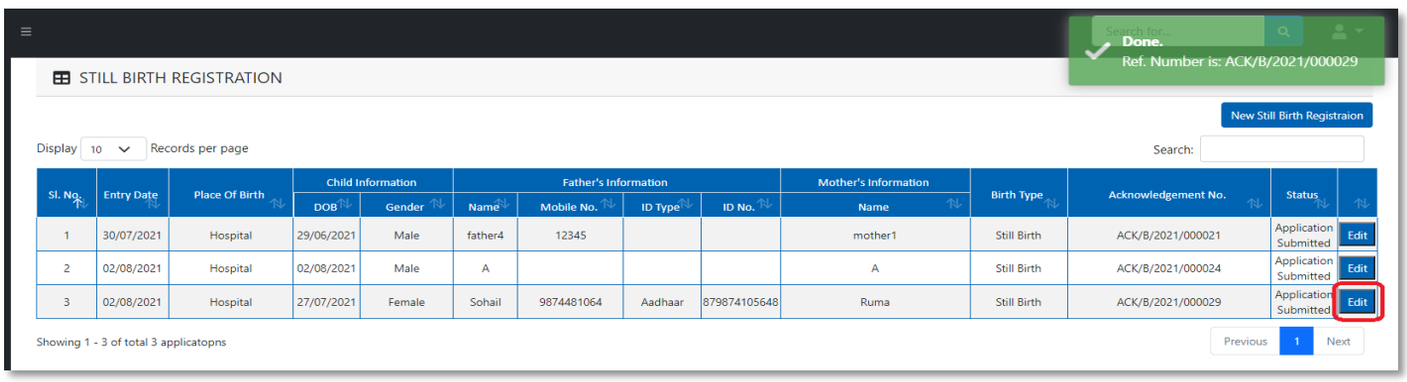


Step 2.2.9: Still birth details submission will be successfully.



Sl. No.	Entry Date	Place Of Birth	Child Information		Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status	
			DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name				
1	30/07/2021	Hospital	29/06/2021	Male	father4	12345			mother1	Still Birth	ACK/B/2021/000021	Application Submitted	Edit
2	02/08/2021	Hospital	02/08/2021	Male	A				A	Still Birth	ACK/B/2021/000024	Application Submitted	Edit
3	02/08/2021	Hospital	27/07/2021	Female	Sohail	9874481064	Aadhaar	879874105648	Ruma	Still Birth	ACK/B/2021/000029	Application Submitted	Edit

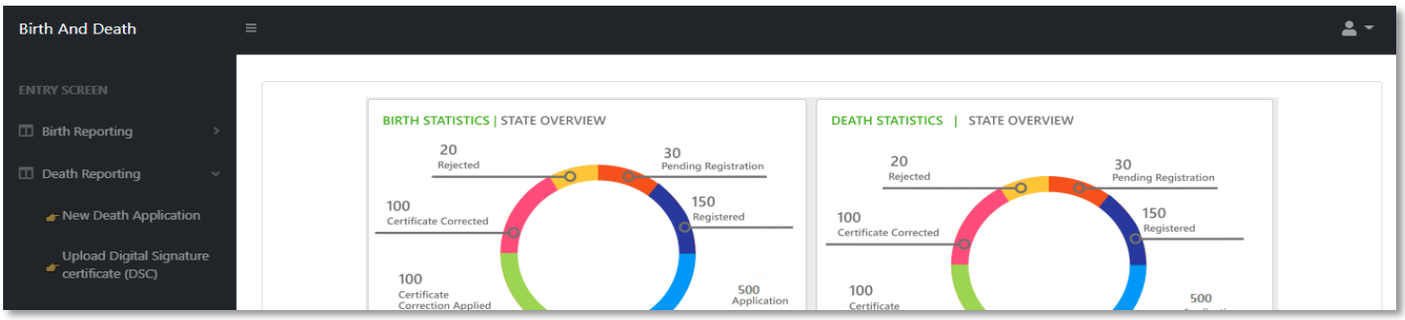
Step 2.2.10: Private Hospital Data Entry Operator can edit the application if required by clicking on edit button.



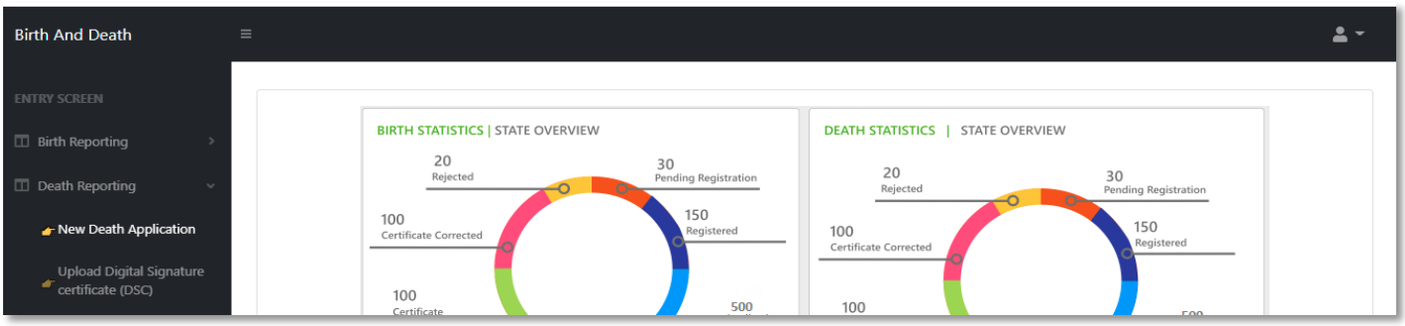
Sl. No.	Entry Date	Place Of Birth	Child Information		Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status	
			DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name				
1	30/07/2021	Hospital	29/06/2021	Male	father4	12345			mother1	Still Birth	ACK/B/2021/000021	Application Submitted	Edit
2	02/08/2021	Hospital	02/08/2021	Male	A				A	Still Birth	ACK/B/2021/000024	Application Submitted	Edit
3	02/08/2021	Hospital	27/07/2021	Female	Sohail	9874481064	Aadhaar	879874105648	Ruma	Still Birth	ACK/B/2021/000029	Application Submitted	Edit

New Death Reporting

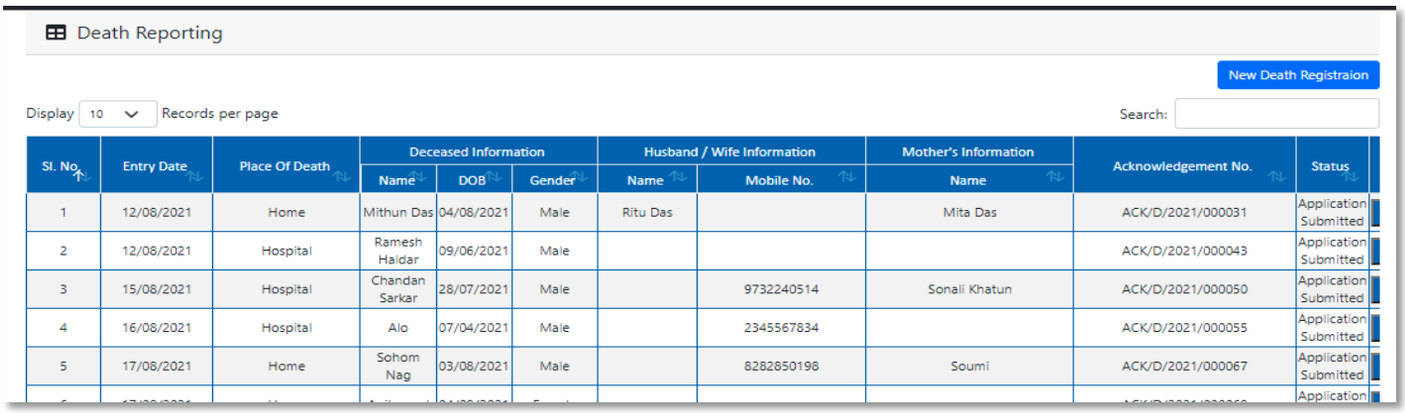
Step 3.0: Private Hospital Data Entry Operator will click on “Death Reporting” from Entry Screen section. It will open the dropdown menu with the submenu New Death Application (For registering new death registration for a deceased person) & Upload Digital Signature certificate (DSC) (For uploading certificate with digital signature)



Step 3.1.1: Private Hospital Data Entry Operator will click on “New Death Application” from Death Reporting main menu for registering new death registration for a deceased person.

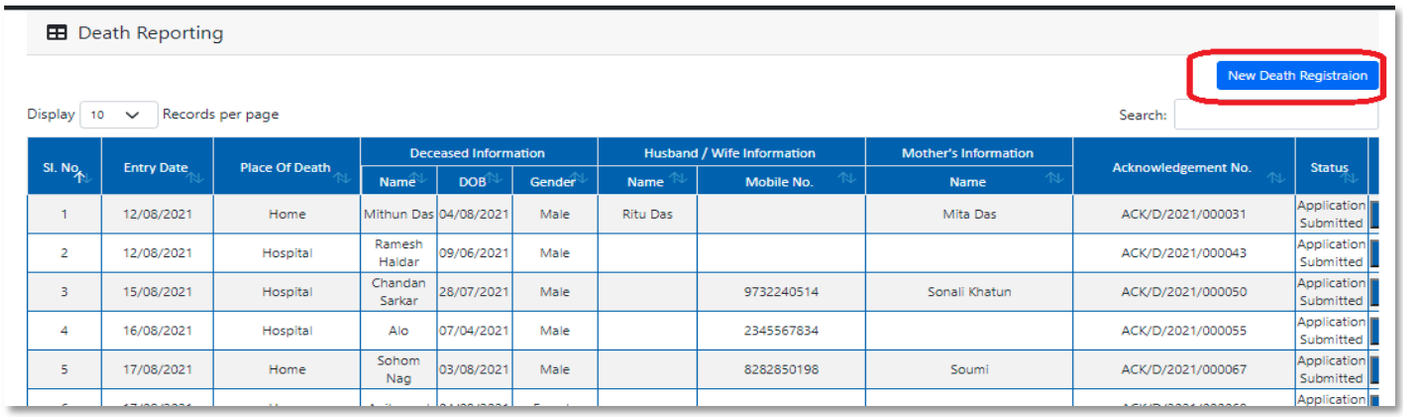


Step 3.1.2: Private Hospital Data Entry Operator will be redirected to the “New Death Application” page.



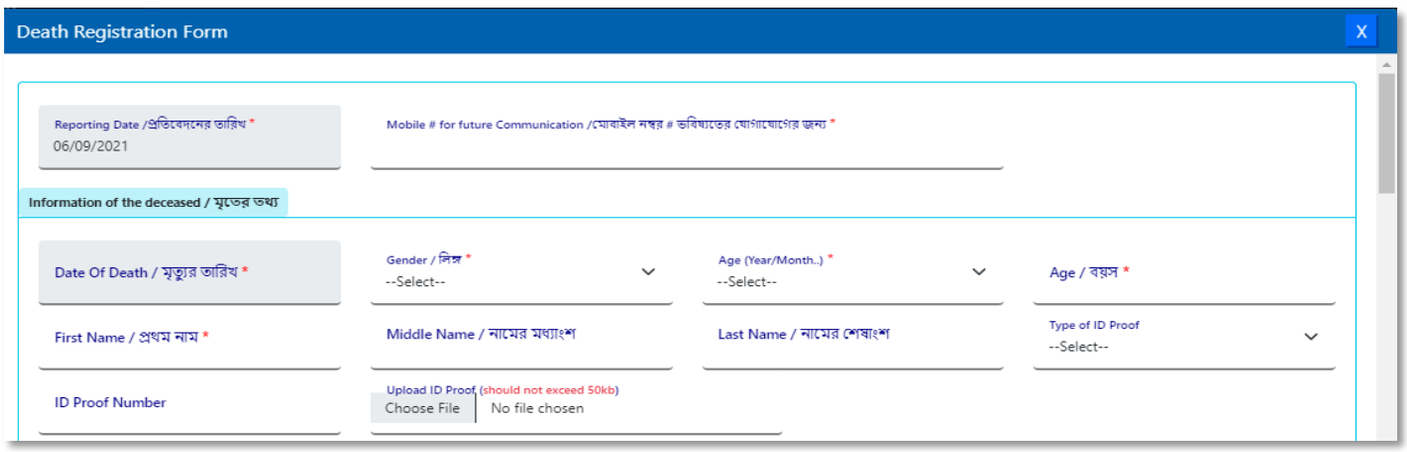
Sl. No.	Entry Date	Place Of Death	Deceased Information			Husband / Wife Information		Mother's Information	Acknowledgement No.	Status
			Name	DOB	Gender	Name	Mobile No.	Name		
1	12/08/2021	Home	Mithun Das	04/08/2021	Male	Ritu Das		Mita Das	ACK/D/2021/000031	Application Submitted
2	12/08/2021	Hospital	Ramesh Haldar	09/06/2021	Male				ACK/D/2021/000043	Application Submitted
3	15/08/2021	Hospital	Chandan Sarkar	28/07/2021	Male		9732240514	Sonali Khatun	ACK/D/2021/000050	Application Submitted
4	16/08/2021	Hospital	Alo	07/04/2021	Male		2345567834		ACK/D/2021/000055	Application Submitted
5	17/08/2021	Home	Sohom Nag	03/08/2021	Male		8282850198	Soumi	ACK/D/2021/000067	Application Submitted

Step 3.1.3: : Private Hospital Data Entry Operator will press “New Death Registration” button for new registration.

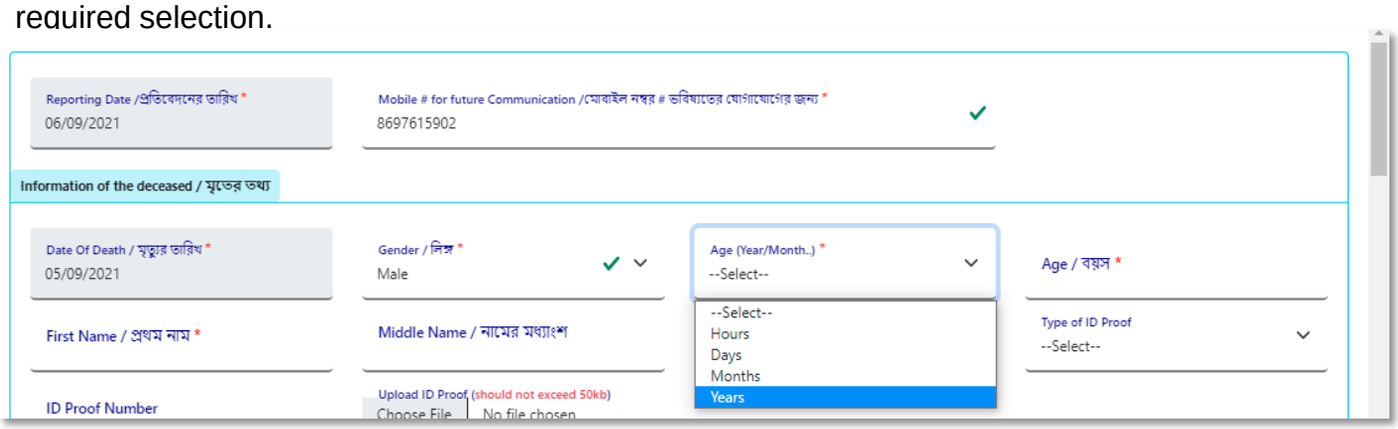


Sl. No.	Entry Date	Place Of Death	Deceased Information			Husband / Wife Information		Mother's Information	Acknowledgement No.	Status
			Name	DOB	Gender	Name	Mobile No.	Name		
1	12/08/2021	Home	Mithun Das	04/08/2021	Male	Ritu Das		Mita Das	ACK/D/2021/000031	Application Submitted
2	12/08/2021	Hospital	Ramesh Haldar	09/06/2021	Male				ACK/D/2021/000043	Application Submitted
3	15/08/2021	Hospital	Chandan Sarkar	28/07/2021	Male		9732240514	Sonali Khatun	ACK/D/2021/000050	Application Submitted
4	16/08/2021	Hospital	Alo	07/04/2021	Male		2345567834		ACK/D/2021/000055	Application Submitted
5	17/08/2021	Home	Sohom Nag	03/08/2021	Male		8282850198	Soumi	ACK/D/2021/000067	Application Submitted

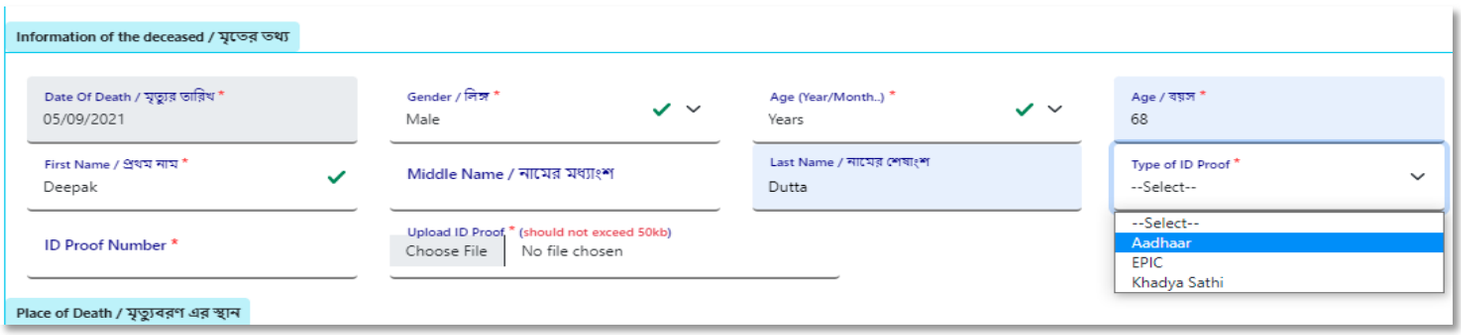
Step 3.1.4: A popup will occur with a registration form for filling new death registration.



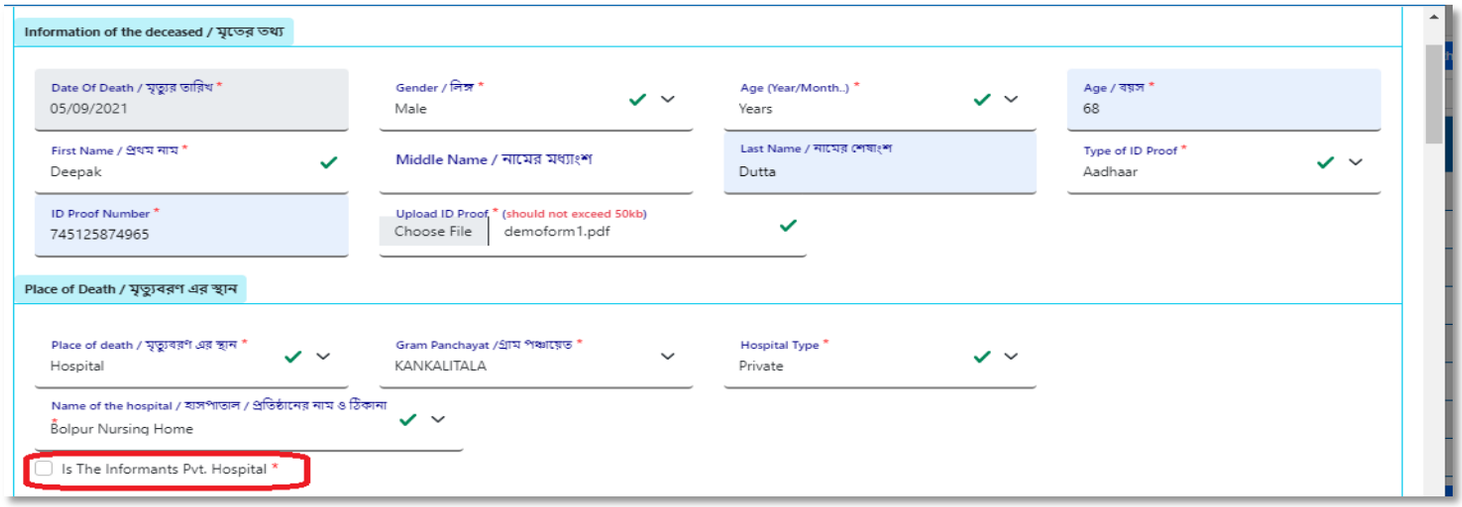
Step 3.1.5: : Private Hospital Data Entry Operator will first enter “active mobile number” (mobile number must be valid as all alert SMS regarding death registration application will be sent on this mobile number) and information of deceased information where for age they have to select the required selection.



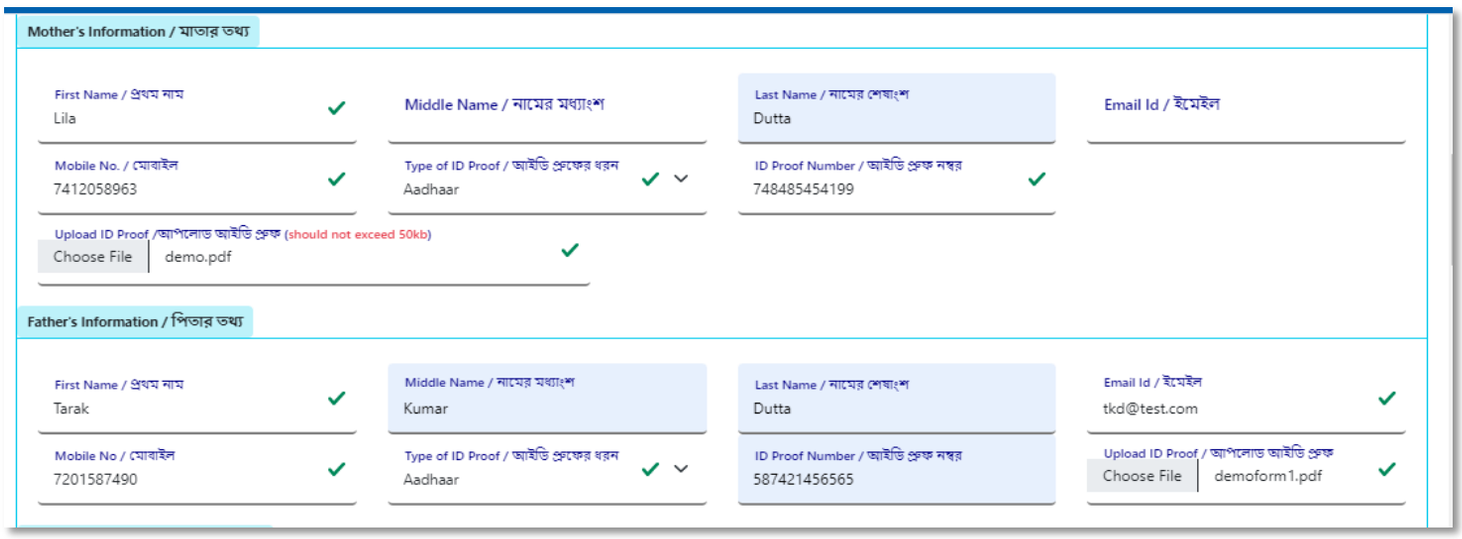
Step 3.1.6: After selecting age of the deceased, Private Hospital Data Entry Operator will fill up other details and selects the deceased persons ID proof.



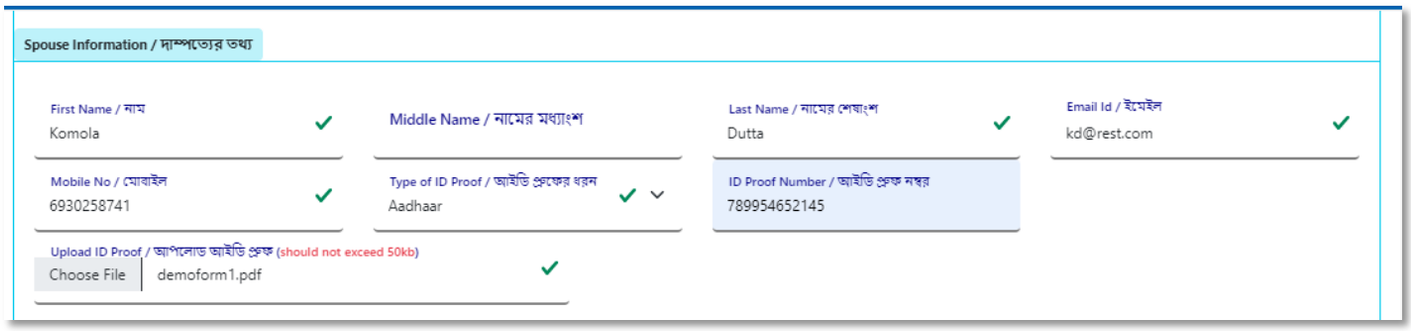
Step 3.1.7: After selecting Id proof of the deceased, they will fill up place of death (Home or Hospital). If the informant is hospital staff, then Private Hospital Data Entry Operator will choose the check box which disable the informant section otherwise they have to enter the informant details below.



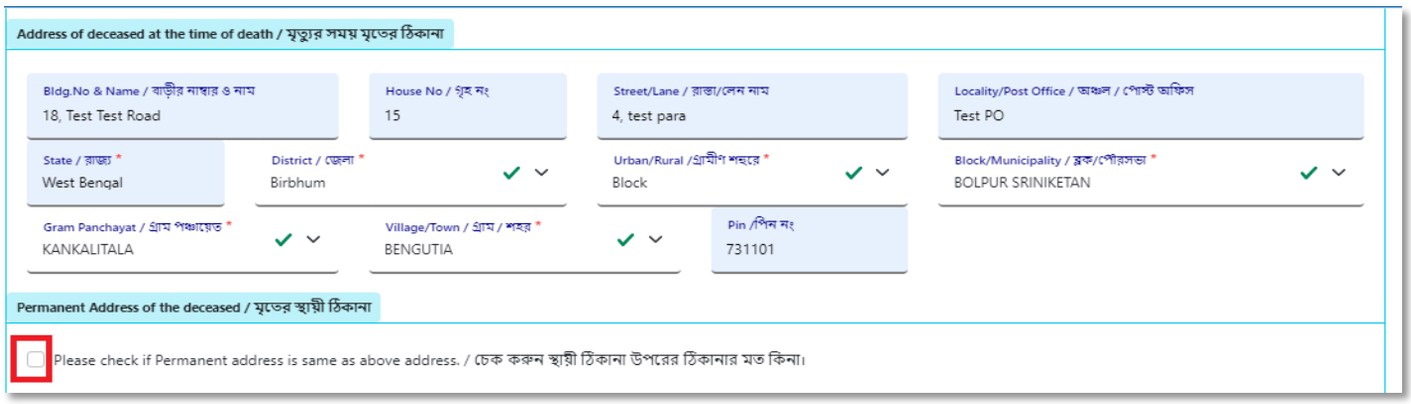
Step 3.1.8: After that Private Hospital Data Entry Operator will enter the parent's details of the deceased person.

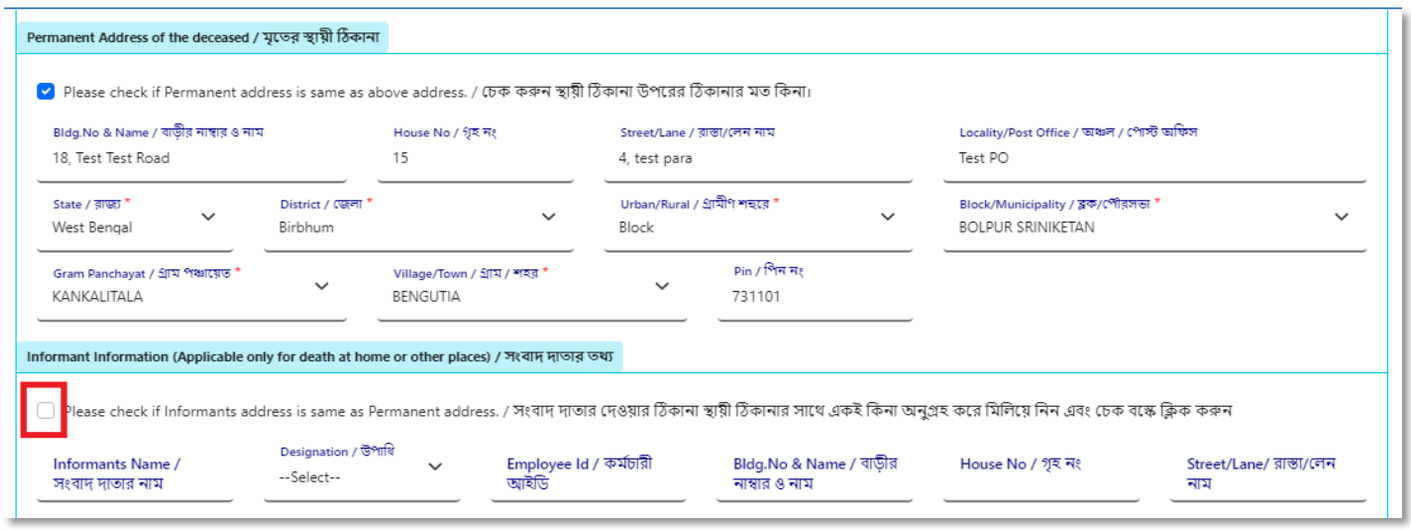


Step 3.1.9: After that they will enter the deceased spouse details.

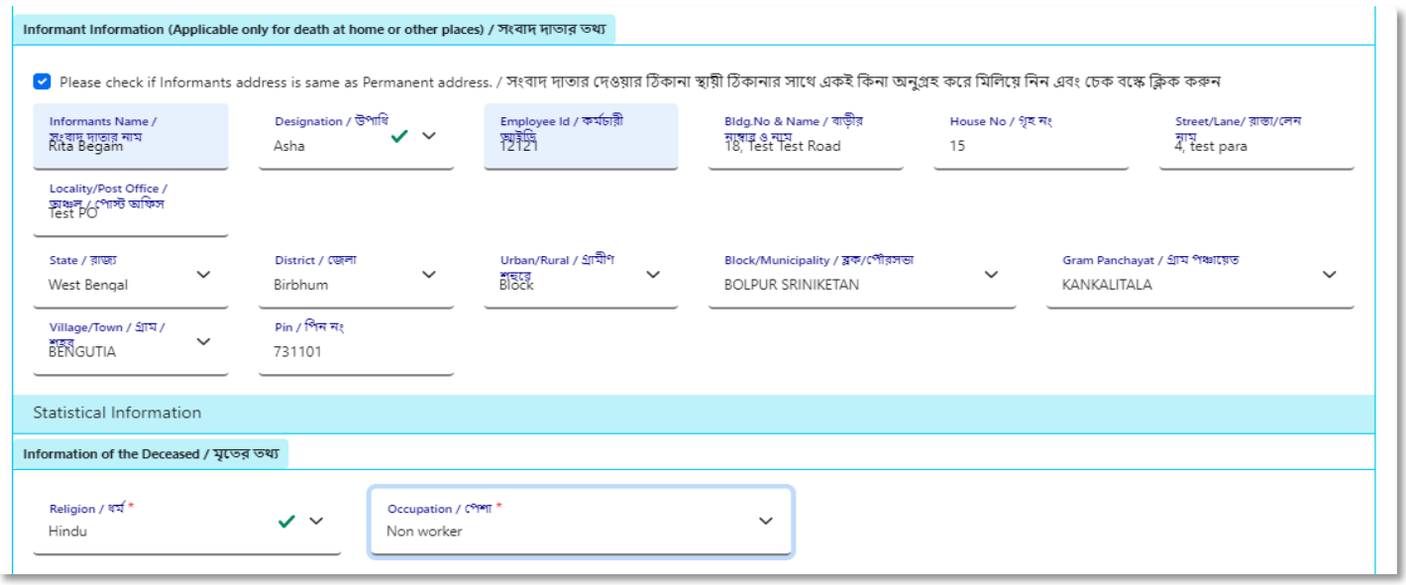


Step 3.1.10: Next, they will enter present address of the deceased person. If the present address of the deceased is same as permanent address, they will select the check box which populated the present address information in the permanent address automatically.

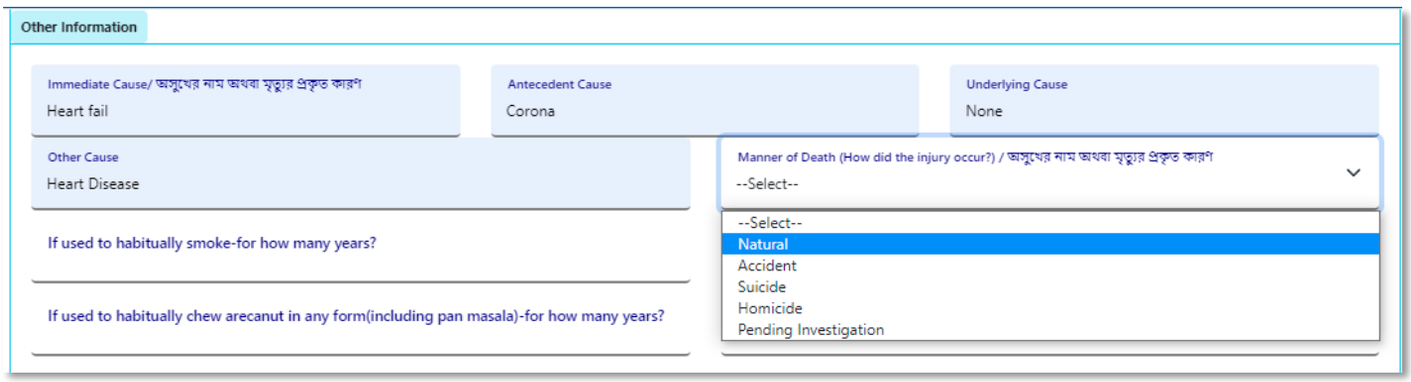




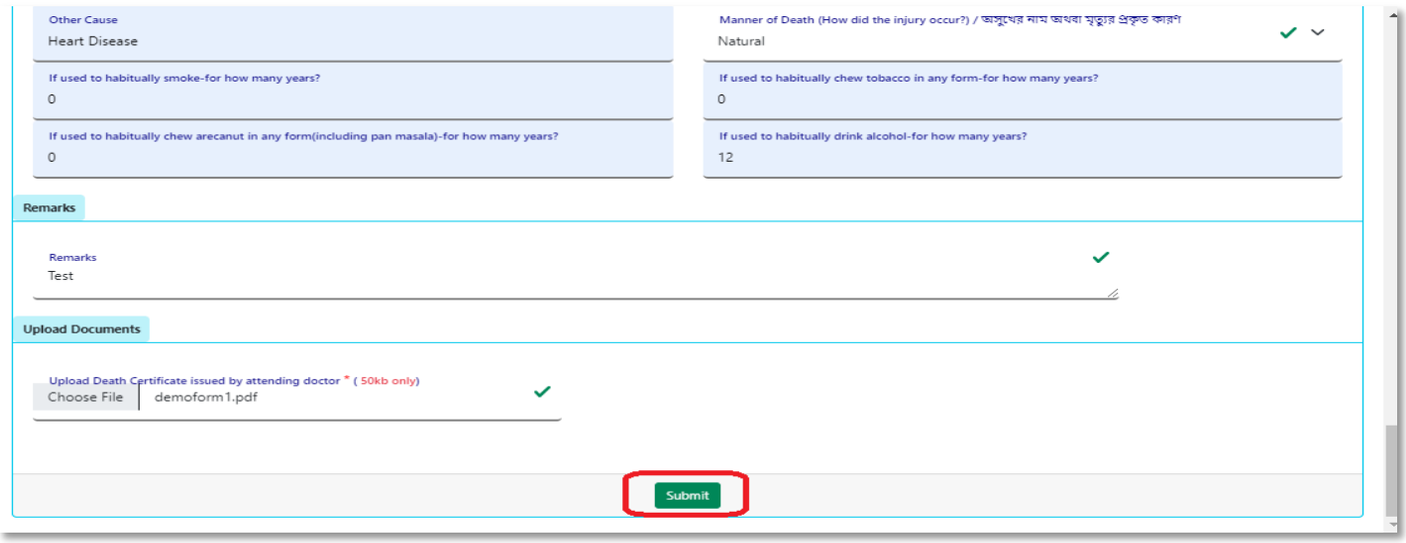
Step 3.1.11: : If the informant addresses same as present or permanent address, they can again select the check box for populating the address of the informant. Private Hospital Data Entry Operator will enter only informant name and their details.



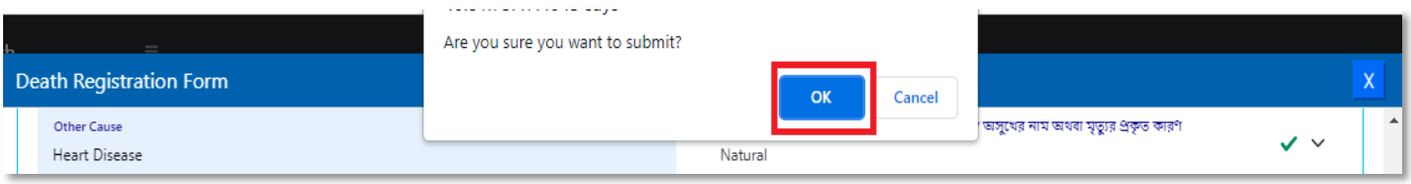
Step 3.1.12: Next, they will enter the other information. Private Hospital Data Entry Operator entering the details will select cause of death.



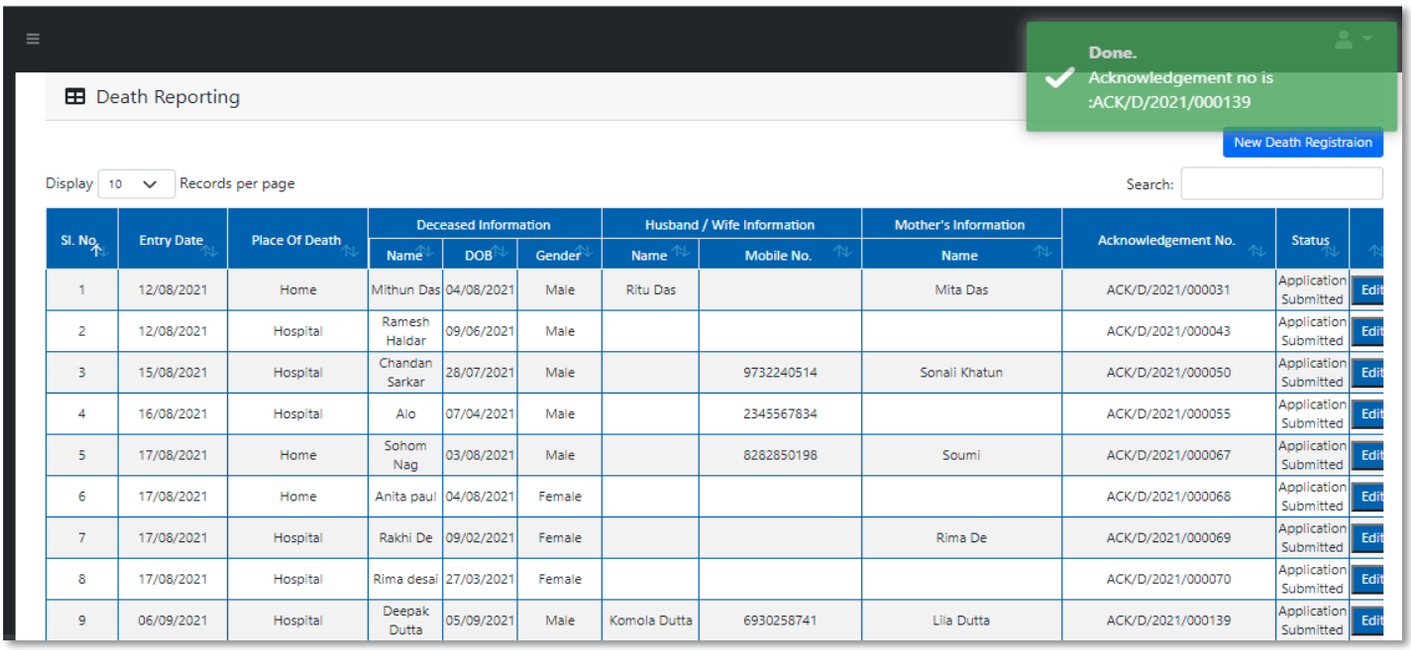
Step 3.1.13: After selecting cause of death, Private Hospital Data Entry Operator will enter other details and press submit button.



Step 3.1.14: A pop up will arise; Private Hospital Data Entry Operator will press ok for confirming the submission.

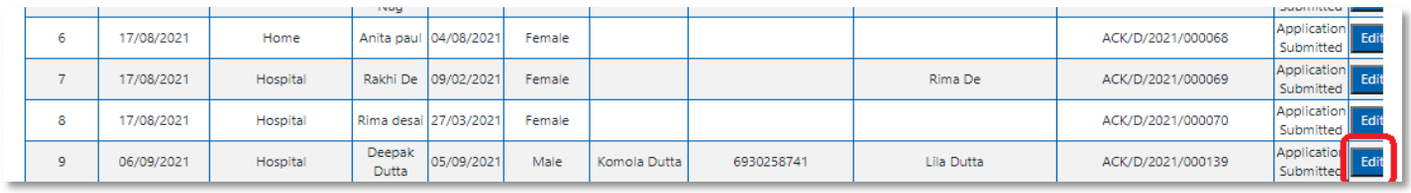


Step 3.1.15: Death application will be submitted successfully.



Sl. No	Entry Date	Place Of Death	Deceased Information			Husband / Wife Information		Mother's Information	Acknowledgement No.	Status	
			Name	DOB	Gender	Name	Mobile No.	Name			
1	12/08/2021	Home	Mithun Das	04/08/2021	Male	Ritu Das		Mita Das	ACK/D/2021/000031	Application Submitted	Edit
2	12/08/2021	Hospital	Ramesh Haldar	09/06/2021	Male				ACK/D/2021/000043	Application Submitted	Edit
3	15/08/2021	Hospital	Chandan Sarkar	28/07/2021	Male		9732240514	Sonali Khatun	ACK/D/2021/000050	Application Submitted	Edit
4	16/08/2021	Hospital	Alo	07/04/2021	Male		2345567834		ACK/D/2021/000055	Application Submitted	Edit
5	17/08/2021	Home	Sohom Nag	03/08/2021	Male		8282850198	Soumi	ACK/D/2021/000067	Application Submitted	Edit
6	17/08/2021	Home	Anita paul	04/08/2021	Female				ACK/D/2021/000068	Application Submitted	Edit
7	17/08/2021	Hospital	Rakhi De	09/02/2021	Female			Rima De	ACK/D/2021/000069	Application Submitted	Edit
8	17/08/2021	Hospital	Rima desai	27/03/2021	Female				ACK/D/2021/000070	Application Submitted	Edit
9	06/09/2021	Hospital	Deepak Dutta	05/09/2021	Male	Komola Dutta	6930258741	Lila Dutta	ACK/D/2021/000139	Application Submitted	Edit

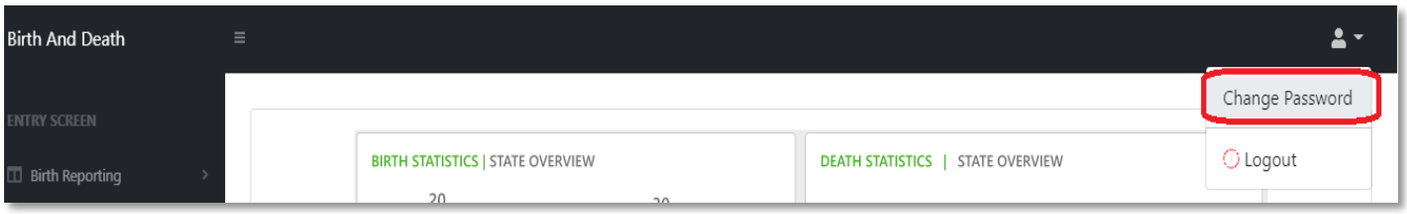
Step 3.1.16: Private Hospital Data Entry Operator can modify the death application if required by clicking on edit button.



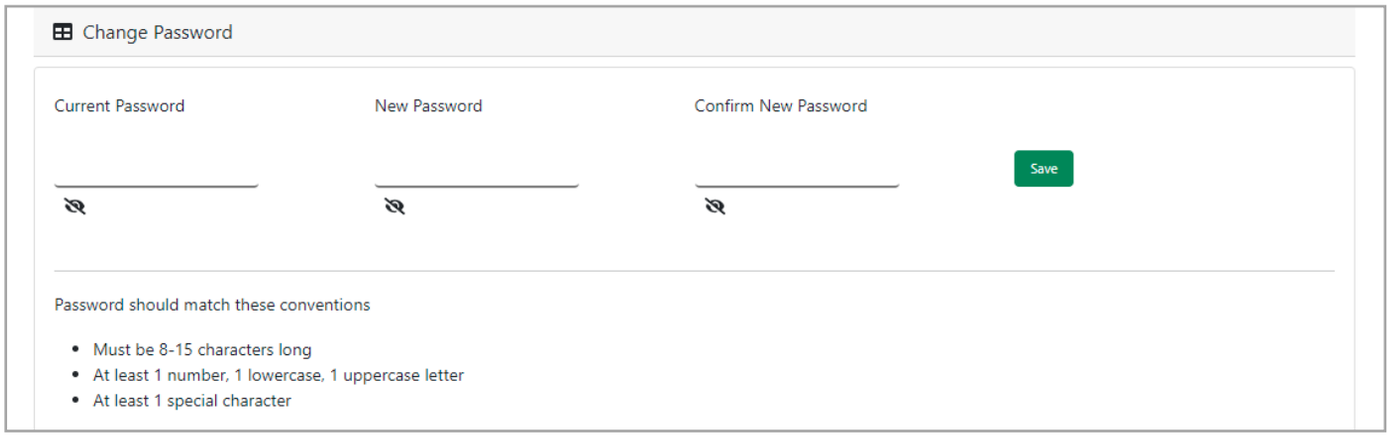
6	17/08/2021	Home	Anita paul	04/08/2021	Female				ACK/D/2021/000068	Application Submitted	Edit
7	17/08/2021	Hospital	Rakhi De	09/02/2021	Female			Rima De	ACK/D/2021/000069	Application Submitted	Edit
8	17/08/2021	Hospital	Rima desai	27/03/2021	Female				ACK/D/2021/000070	Application Submitted	Edit
9	06/09/2021	Hospital	Deepak Dutta	05/09/2021	Male	Komola Dutta	6930258741	Lila Dutta	ACK/D/2021/000139	Application Submitted	Edit

Change Password

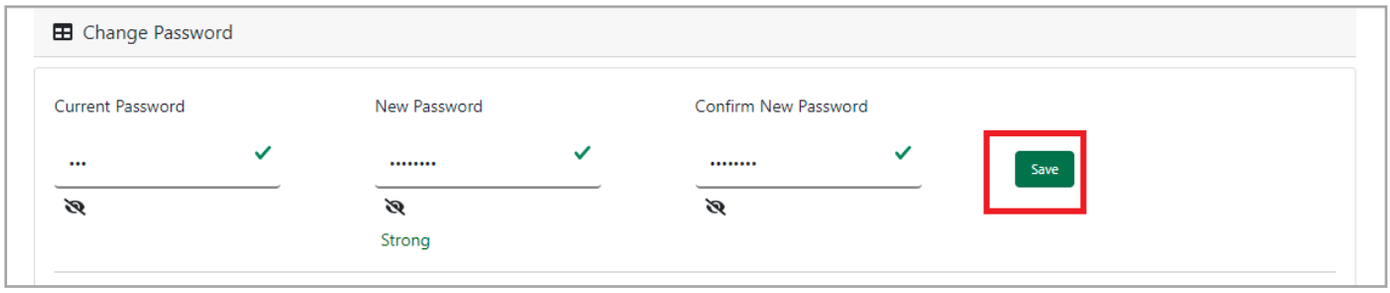
Step 4.1.2: For changing the existing password register will press change password submenu.



Step 4.1.2: DEO will be redirected to the change password page. New password should be follows the mentioned criteria shown in the screen.

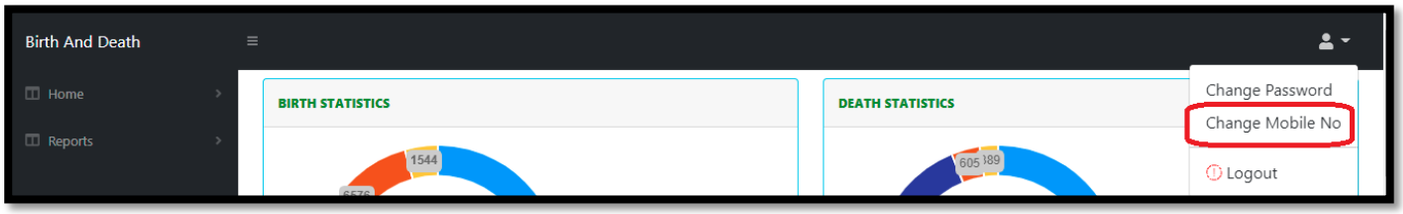


Step 4.1.3: DEO will enter the existing password, new password, confirm the new password and press save button which change the password accordingly.



Change Mobile Number

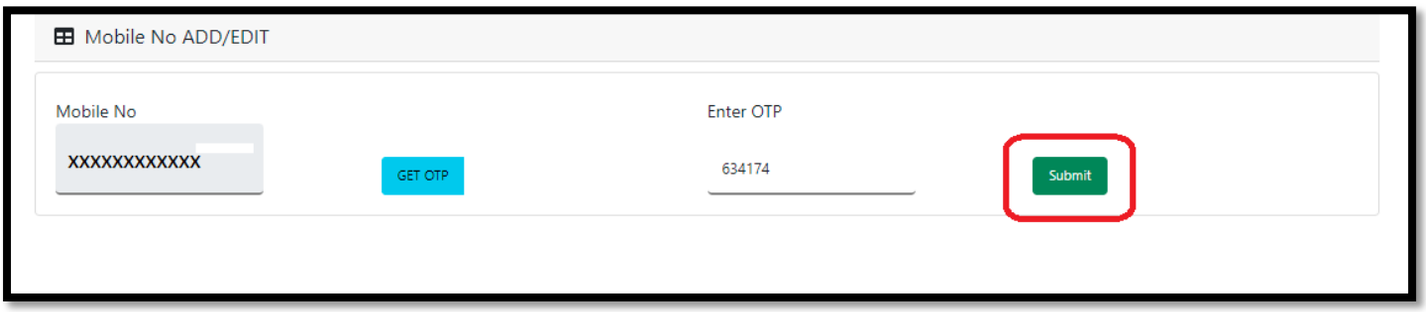
Step 4.2.2: For changing the existing mobile number user will press change Mobile no. submenu.



Step 4.2.2: DEO will be redirected to the change mobile no. page.

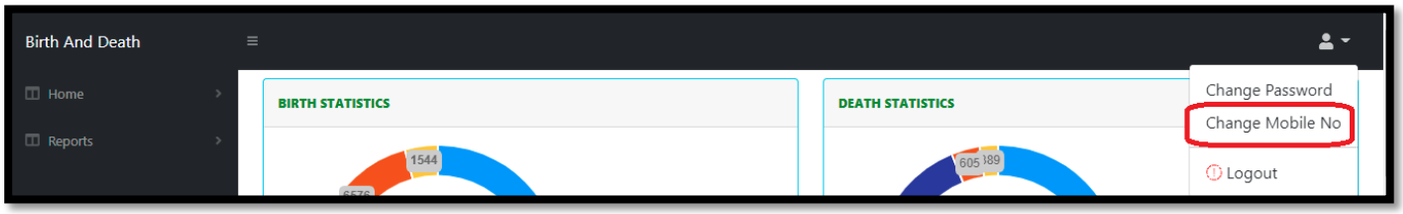
Step 4.2.3: DEO will enter the required mobile number and press 'Get OTP' button.

Step 4.2.4: DEO will enter the OTP send in their registered mobile number and press 'Submit ' Button



Change Mobile Number

Step 4.2.2: For changing the existing mobile number user will press change Mobile no. submenu.



Step 4.2.2: DEO will be redirected to the change mobile no. page.

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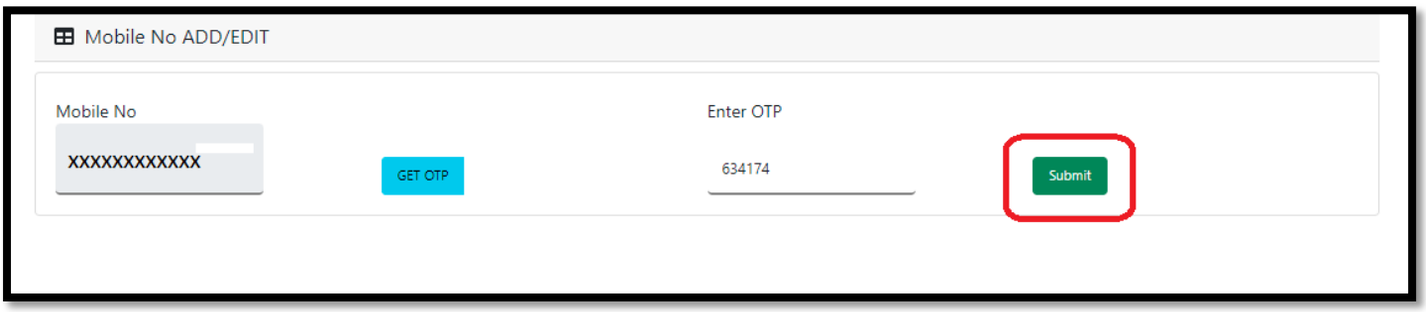
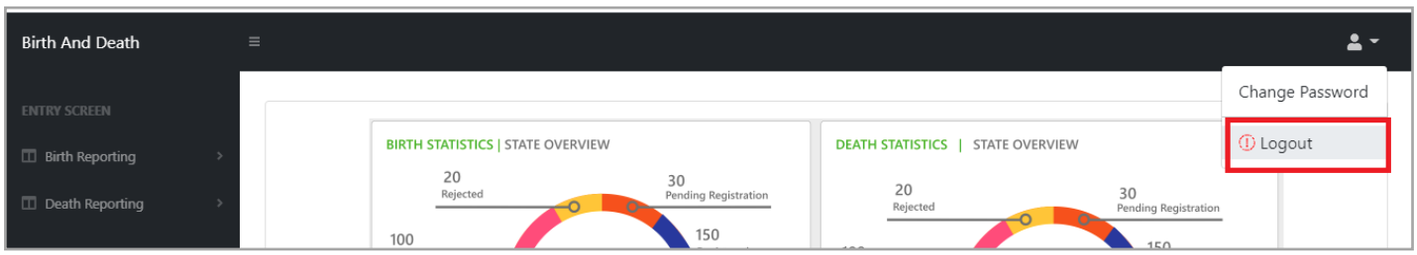


LOGOUT

Step 4.2.1: : Private Hospital Register can any time logout from the application for that they will click on logout button. .



Step 4.2.2: The page will be redirect to the login page of the Janma-Mrityu Tathya Portal.

Image/Graphics/illustraton courtesy: Freepik.com

Designed by Freepik

Designed by rawpixel.com

Designed by pikisuperstar

Janma-Mrityu Tathya Portal

For Pvt. Hospital Administrator

INDEX

Menu	Page Number
Login	280
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Delayed Verification (Pending at Pvt. Hospital)	298
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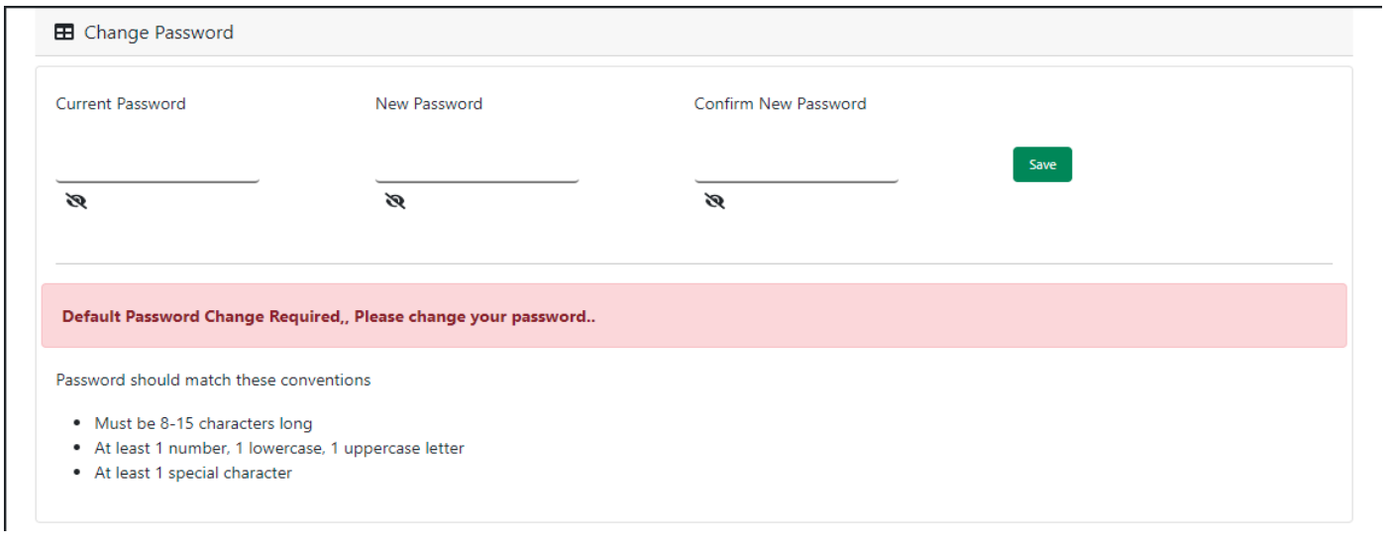
Login

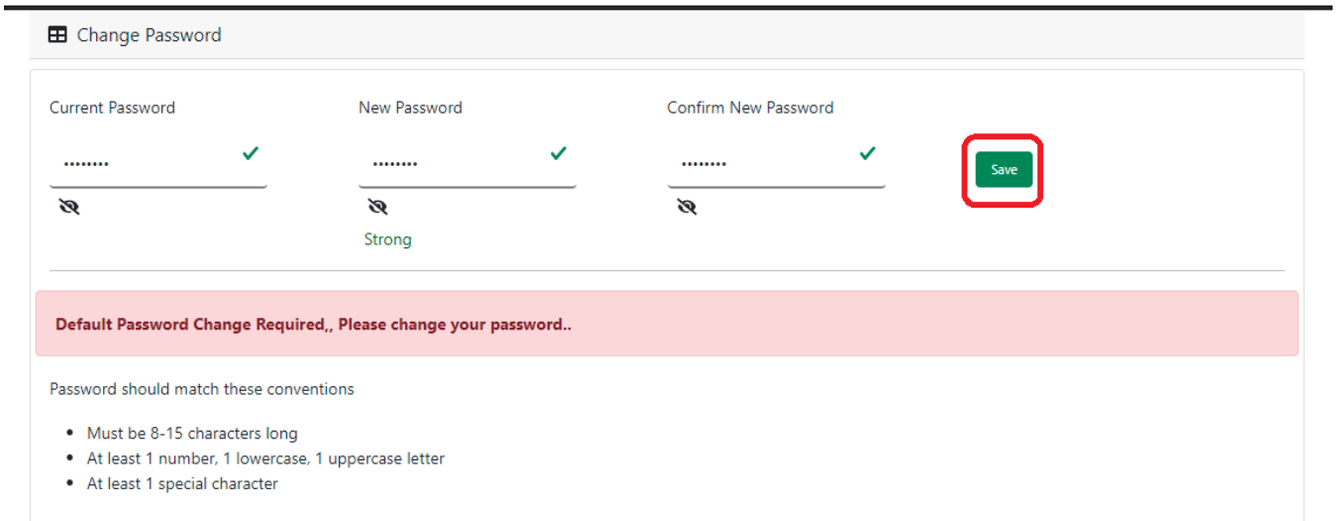
Step 1.1: Private Hospital Administrator will open the Janma-Mrityu Tathya Portal from www.wbhealth.gov.in website. Private Hospital Administrator will be redirected to the login page of Janma-Mrityu Tathya Portal.

Step 1.2: Private Hospital Administrator will login with their User credentials (Username & Password) and press on login button.

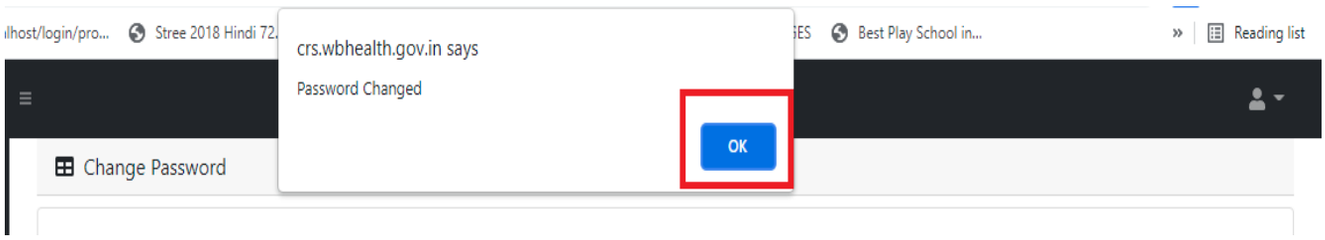
Step 1.3: First time User will be redirected to the page for changing their existing password.



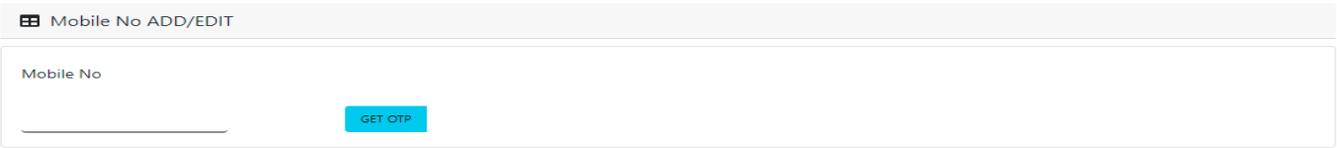
Step 1.4: They will first enter the existing password, new password and confirm the newly entered password again. Password will be in the password format which is mentioned in the screen. After that they will click on save button.



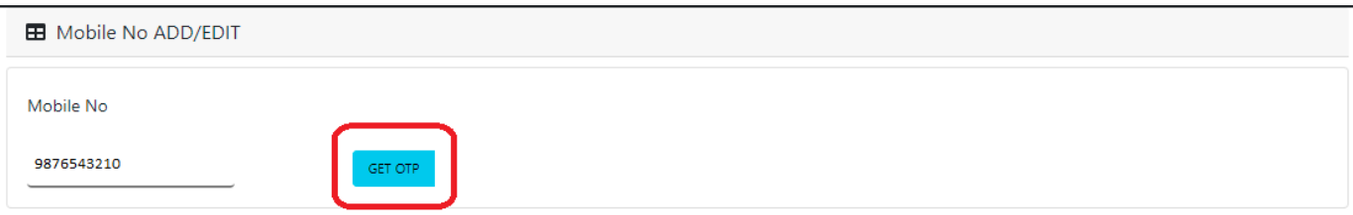
Step 1.5: A popup will arise for confirming the change of password. User will click on ok button accordingly..



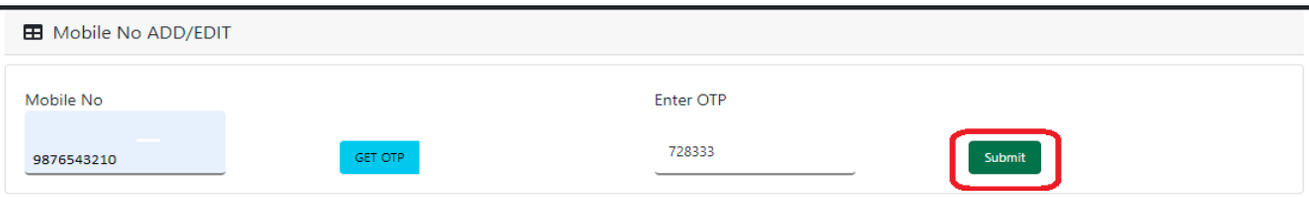
Step 1.6: The page will be redirected to the page where User must update their registered mobile number. After registration all required user credential changes requirement is share in that registered mobile number.



Step 1.7: User will enter their mobile number and will click on 'Get OTP' button.



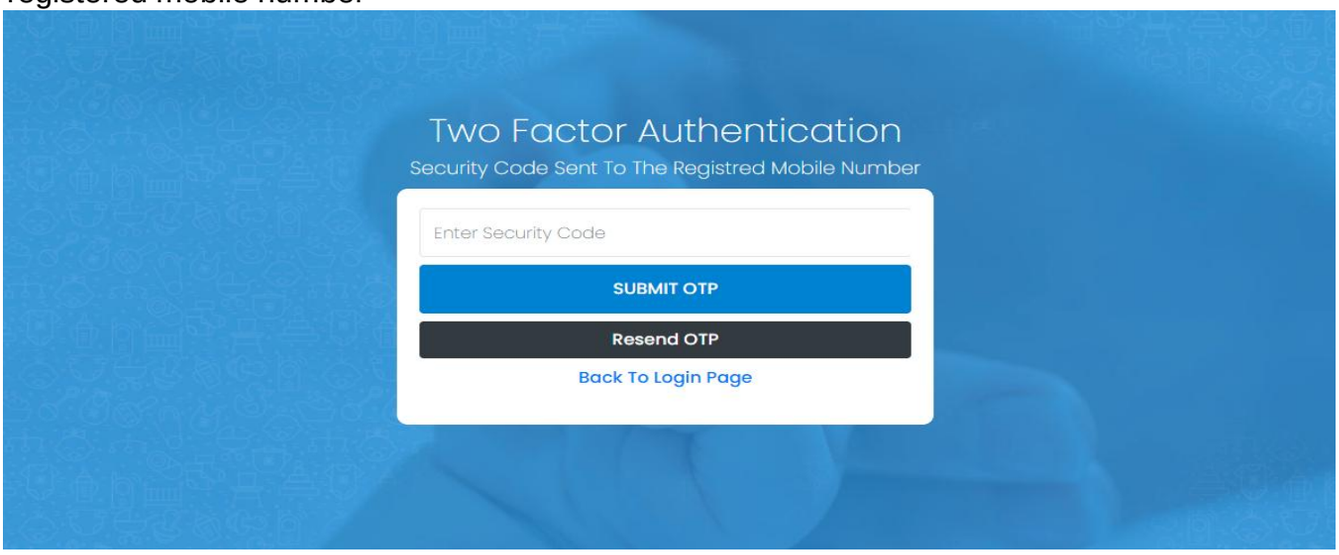
Step 1.8: User will enter the received OTP and click on submit button.



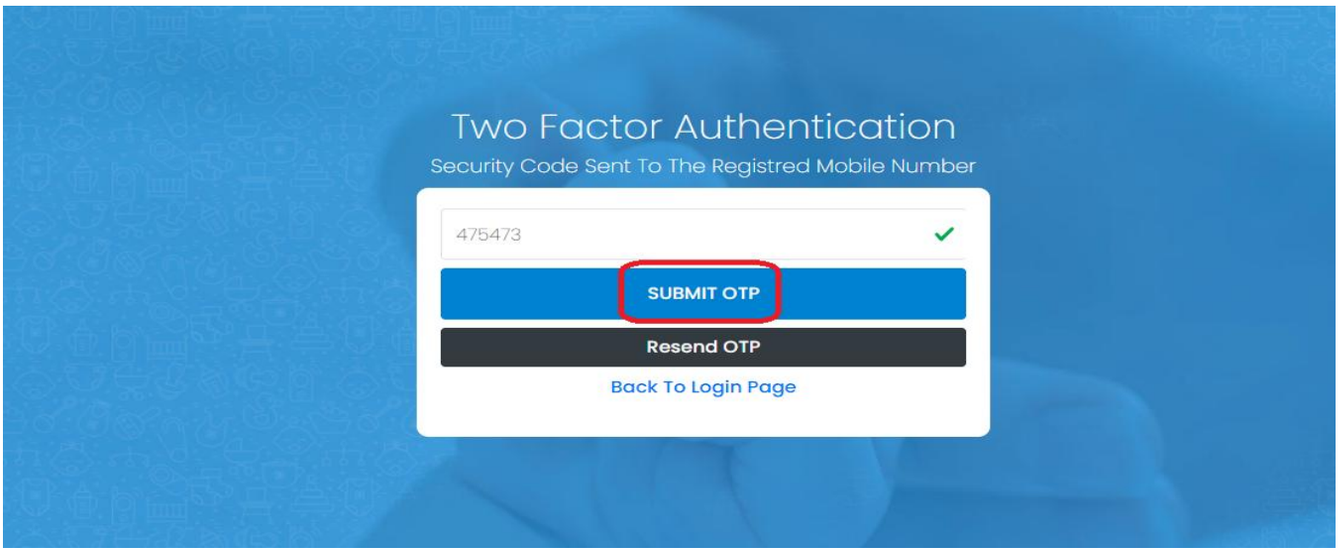
Step 1.9: Private Hospital Administrator will be redirected to the home page of Janma-Mrityu Tathya Portal..

Step 1.10: Next time, User will login with their credential.

Step 1.11: They will be redirected to the authentication page. OTP will be sent to the Users registered mobile number



Step 1.12: User will enter the OTP and will click on 'Submit OTP' page.



Step 1.13: Private Hospital Admin will be redirected to the Janma-Mrityu Tathya Portal's home page. A dashboard will be visible for Private Hospital Admin for a quick look of current status of Birth & Death application.

Menu available for Private Hospital Admin (Birth Reporting):

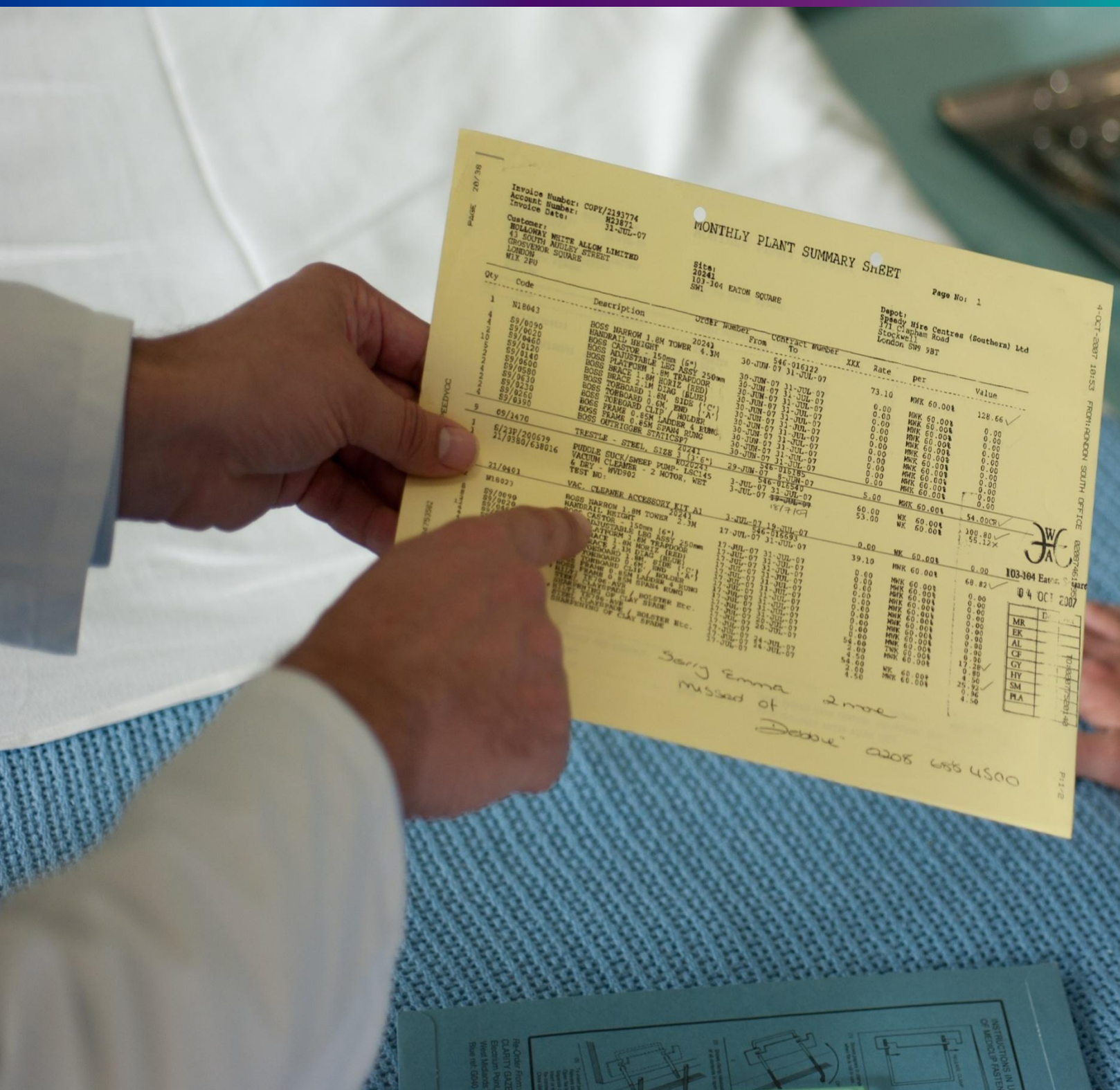
- **Birth Reporting**
  - **Verification (Pending at Pvt. Hospital)**
  - **Verification (Applied by Citizen)**
  - **Delayed Verification (Pending at Pvt. Hospital)**
  - **Delayed Verification (Applied by Citizen)**

Menu available for Private Hospital Admin (Death Reporting)

❖**Death Reporting**

- ❖**Verification (Pending at Pvt. Hospital)**
- ❖**Verification (Applied by Citizen)**
- ❖**Delayed Verification (Applied by Citizen)**
- ❖**Delayed Verification (Pending at Pvt. Hospital)**

Birth Reporting

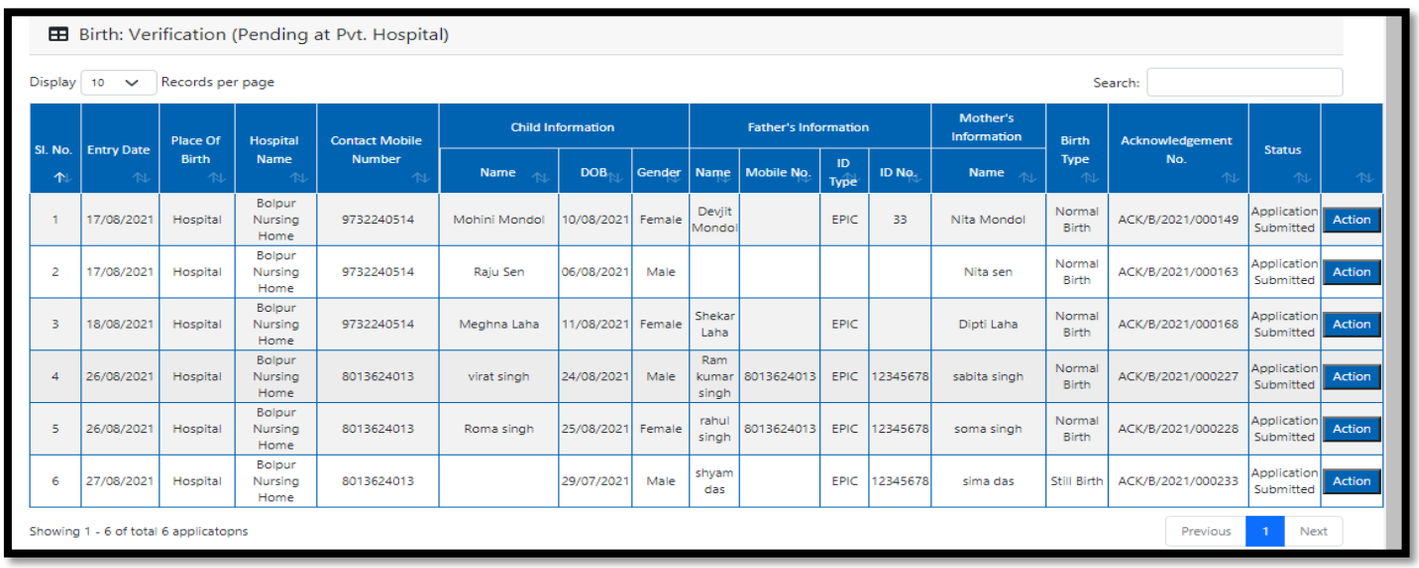


Step 2.0: Private Hospital Administrator will click on “Birth Reporting” from Entry Screen section. It will open the dropdown menu with the following submenus Verification (Pending at Pvt. Hospital) [All birth application who are born in private hospital or maternity home send by Private Hospital DEO are verified & approved by Private Hospital Administrator], Verification (Applied by Citizen) [All birth application send by Citizen are verified & approved by Private Hospital Administrator], Delayed Verification (Pending at Pvt. Hospital) [All delayed birth application send by Private Hospital DEO are verified & approved by Private Hospital Administrator] and Delayed Verification & Approval (Applied by Citizen) [All delayed birth application send by Citizen are verified & approved by Private Hospital Administrator].

Verification (Pending at Pvt. Hospital)

Step 2.1.1: Private Hospital Administrator will click on “Verification (Pending at Pvt. Hospital)” from Birth Reporting main menu for verifying those birth application which are applied by private hospital date entry number.

Step 2.1.2: User will be redirected to the “Verification (Pending at Pvt. Hospital)” page. User will view all the applied application. User will select any of the application and press action button.



Birth: Verification (Pending at Pvt. Hospital)

Display 10 Records per page

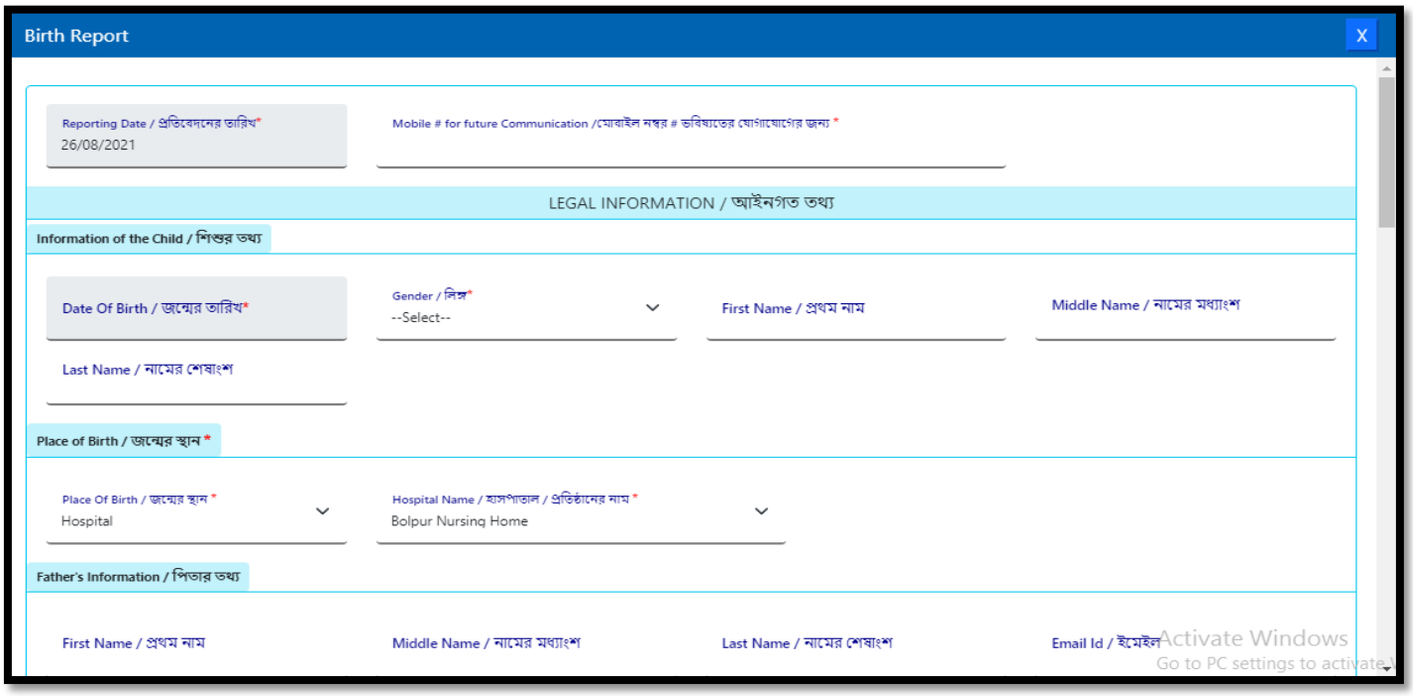
Search:

Sl. No.	Entry Date	Place Of Birth	Hospital Name	Contact Mobile Number	Child Information			Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status	
					Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name				
1	17/08/2021	Hospital	Bolpur Nursing Home	9732240514	Mohini Mondol	10/08/2021	Female	Devjit Mondol		EPIC	33	Nita Mondol	Normal Birth	ACK/B/2021/000149	Application Submitted	Action
2	17/08/2021	Hospital	Bolpur Nursing Home	9732240514	Raju Sen	06/08/2021	Male					Nita sen	Normal Birth	ACK/B/2021/000163	Application Submitted	Action
3	18/08/2021	Hospital	Bolpur Nursing Home	9732240514	Meghna Laha	11/08/2021	Female	Shekar Laha		EPIC		Dipti Laha	Normal Birth	ACK/B/2021/000168	Application Submitted	Action
4	26/08/2021	Hospital	Bolpur Nursing Home	8013624013	virat singh	24/08/2021	Male	Ram kumar singh	8013624013	EPIC	12345678	sabita singh	Normal Birth	ACK/B/2021/000227	Application Submitted	Action
5	26/08/2021	Hospital	Bolpur Nursing Home	8013624013	Roma singh	25/08/2021	Female	rahul singh	8013624013	EPIC	12345678	soma singh	Normal Birth	ACK/B/2021/000228	Application Submitted	Action
6	27/08/2021	Hospital	Bolpur Nursing Home	8013624013		29/07/2021	Male	shyam das		EPIC	12345678	sima das	Still Birth	ACK/B/2021/000233	Application Submitted	Action

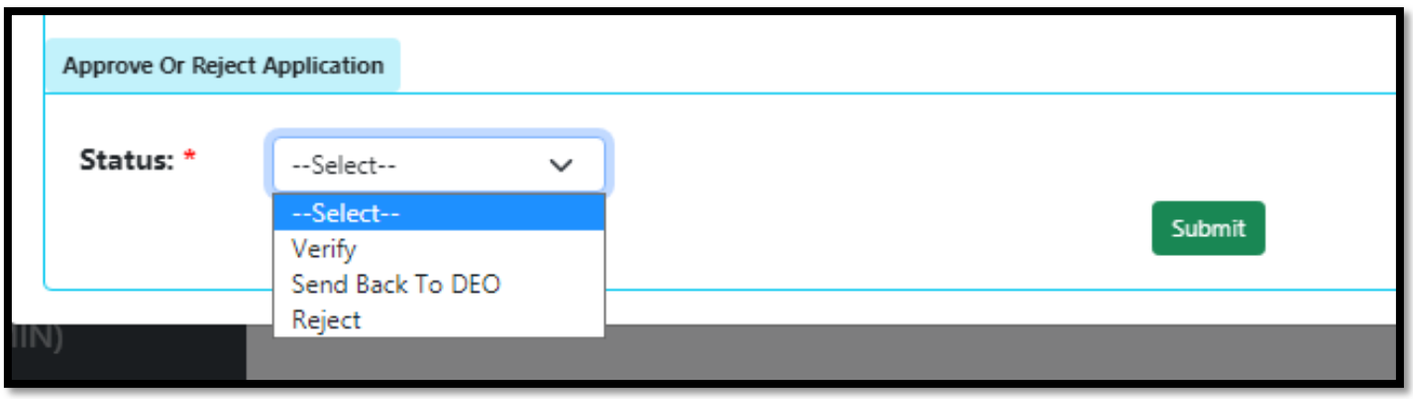
Showing 1 - 6 of total 6 applicatopns

Previous 1 Next

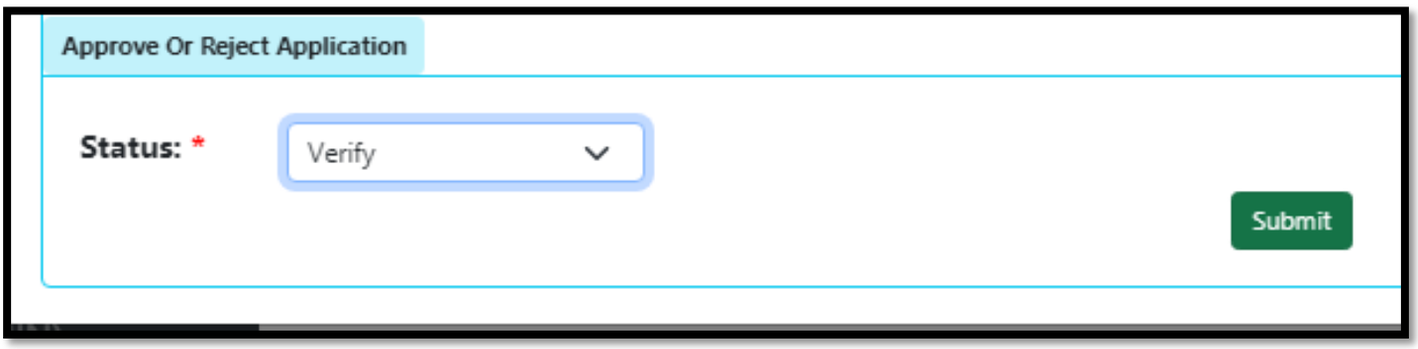
Step 2.1.3: A popup will occur with a filled birth application which is filled by private hospital DEO.



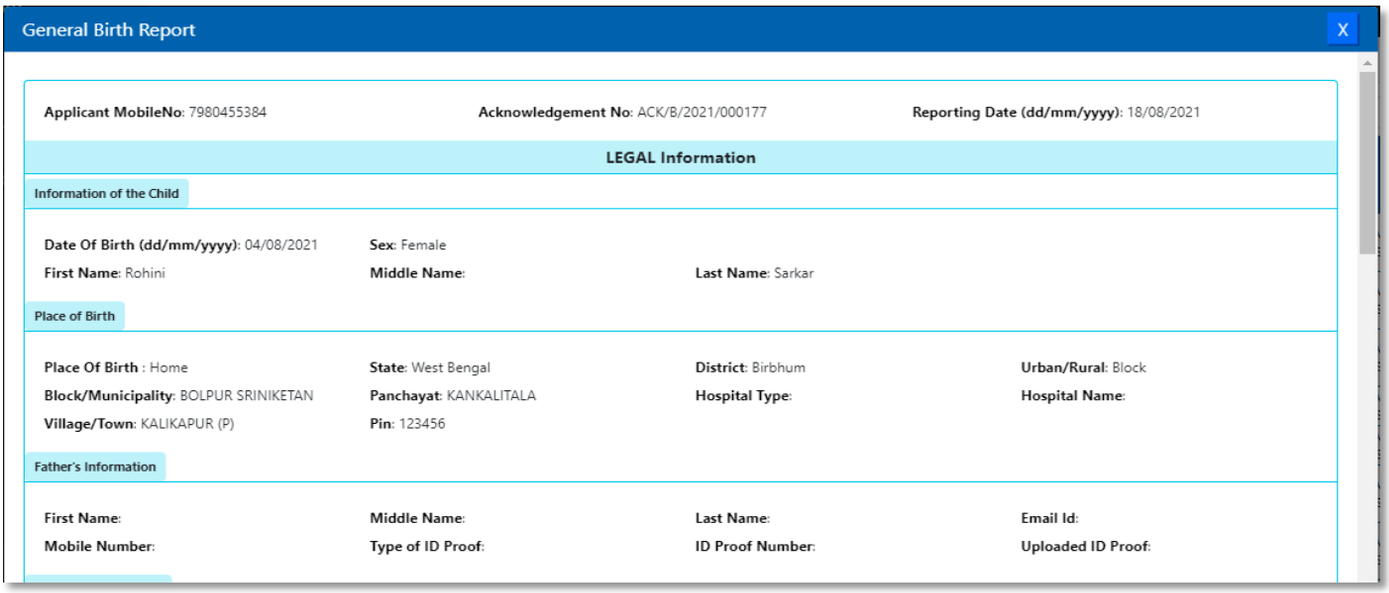
Step 2.1.5: Next, User will verify the entire application and provide his or her status which can be Verify, send back to DEO or reject. If they think correction required, they will select send back to DEO for correction and if they think the entire application is wrong, they will select reject for rejection.



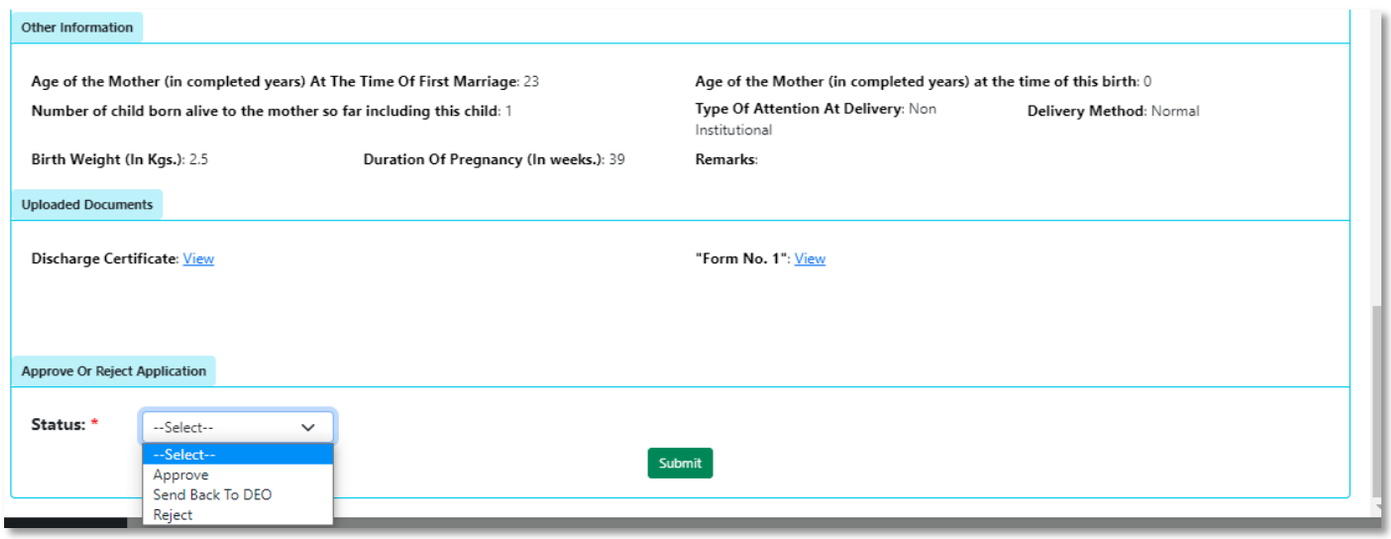
Step 2.1.6: If they think the application is correct, they will select verify and sent it to ULB for approval. For that they will select verify and press submit button



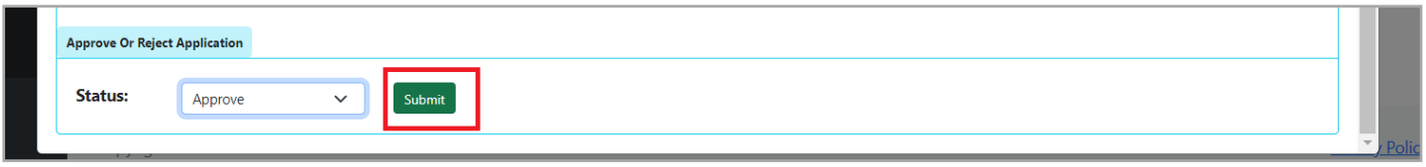
Step 2.1.4: A popup will arise where the filled birth application (Non Institutional) appeared.



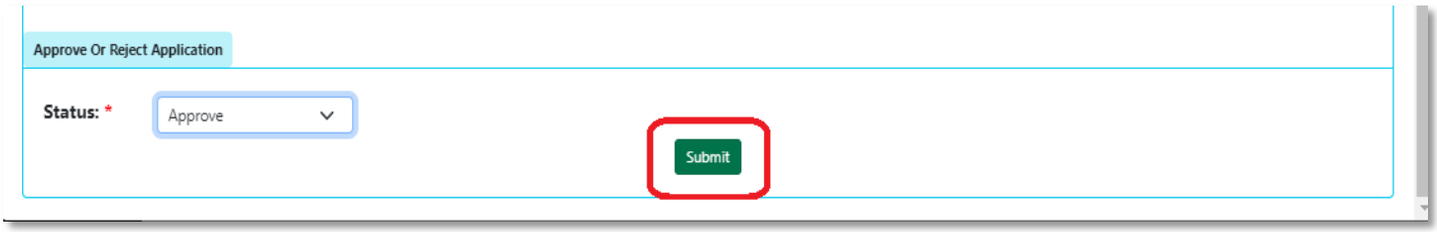
Step 2.1.5: Private Hospital Administrator will verify the entire application and provide their status as per their verification. If they think that the application needs some changes, they will select Send back to DEO which will return the application to Local Body Data Entry Operator. If they think application is not up to the mark, they will select reject which will reject the application. Regarding rejection Registrar must write proper reason of rejection.



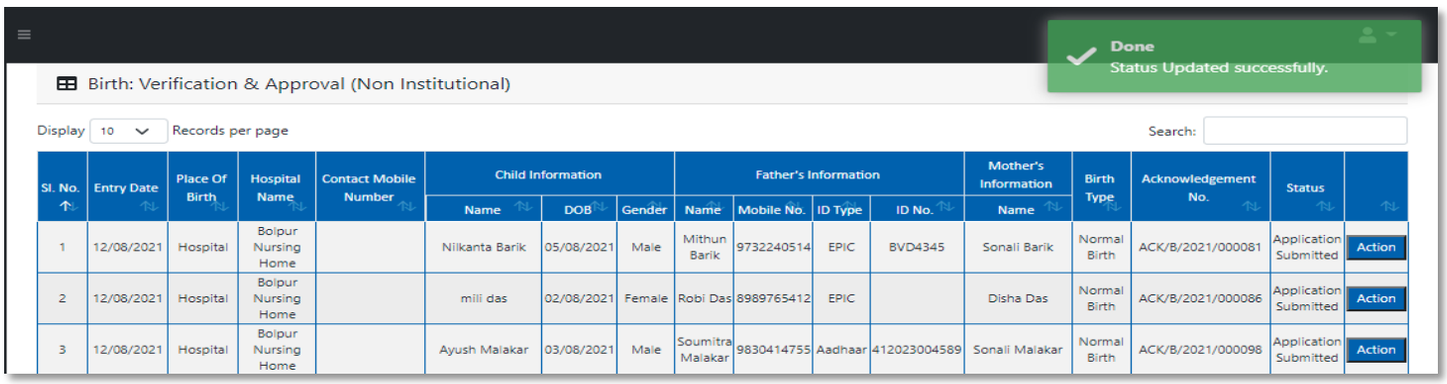
Step 2.1.6: Private Hospital Administrator will select approve if they think that the application is perfect to proceed, they will select approve and press submit button.



Step 2.1.7: A popup will arise; Registrar will click on the ok button for confirming the submission.



Step 2.1.8: Verification of the selected application will be successful.

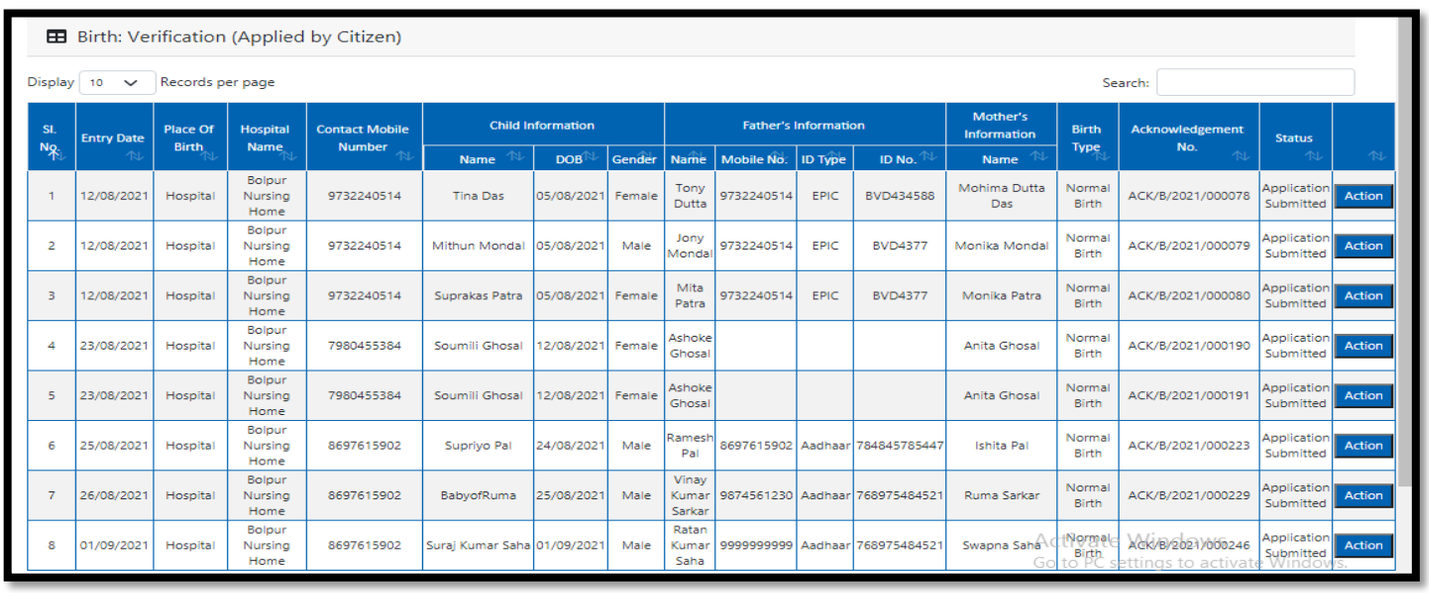


Sl. No.	Entry Date	Place Of Birth	Hospital Name	Contact Mobile Number	Child Information			Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status	
					Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name				
1	12/08/2021	Hospital	Bolpur Nursing Home		Nilkanta Barik	05/08/2021	Male	Mithun Barik	9732240514	EPIC	BVD4345	Sonali Barik	Normal Birth	ACK/B/2021/000081	Application Submitted	Action
2	12/08/2021	Hospital	Bolpur Nursing Home		mili das	02/08/2021	Female	Robi Das	8989765412	EPIC		Disha Das	Normal Birth	ACK/B/2021/000086	Application Submitted	Action
3	12/08/2021	Hospital	Bolpur Nursing Home		Ayush Malakar	03/08/2021	Male	Soumitra Malakar	9830414755	Aadhaar	412023004589	Sonali Malakar	Normal Birth	ACK/B/2021/000098	Application Submitted	Action

Verification (Applied by Citizen)

Step 2.2.1: Private Hospital Administrator will click on “Verification (Applied by Citizen)” from Birth Reporting main menu for the birth application send by Citizen and are verified by Pvt. hospital Administrator. After verification they sent the files to Local Body Registrar.

Step 2.2.2: : Private Hospital Administrator will be redirected to the “Verification (Applied by Citizen)” page. Private Hospital Administrator will view all the applied application. Private Hospital Administrator will select any of the application and press action button

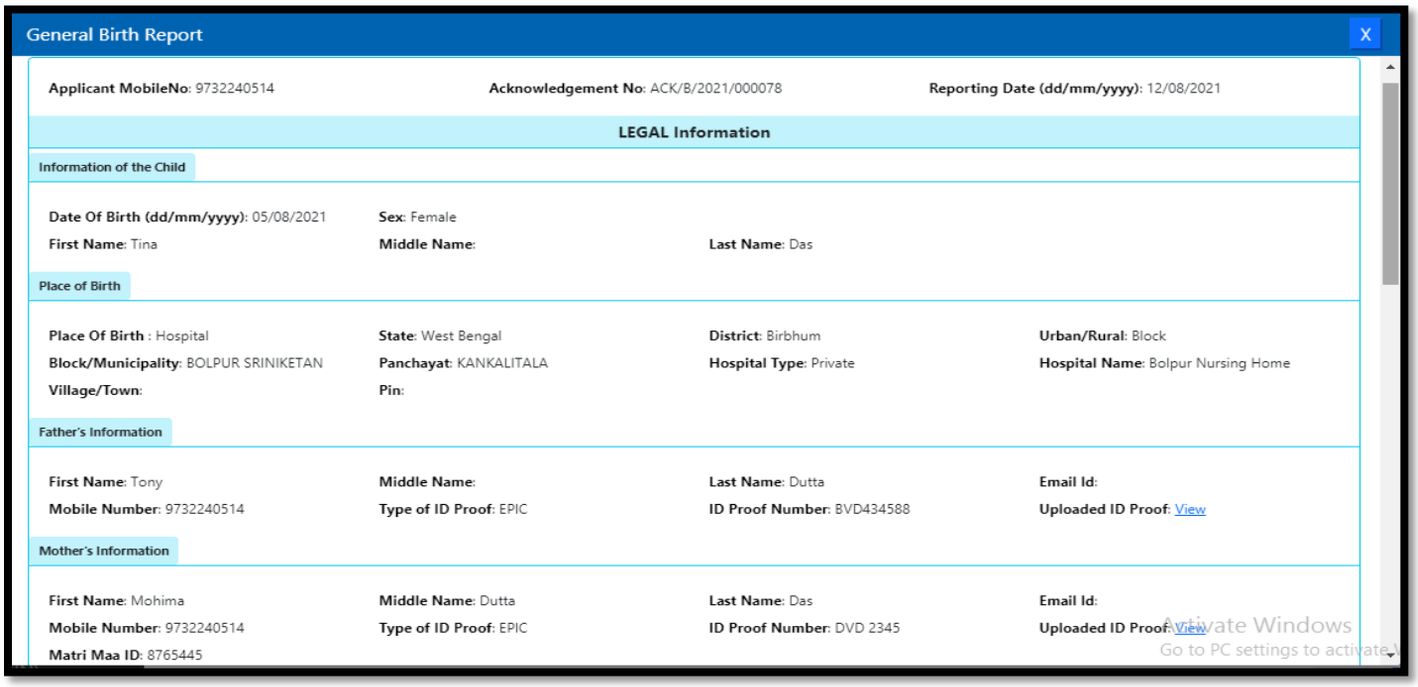


Birth: Verification (Applied by Citizen)

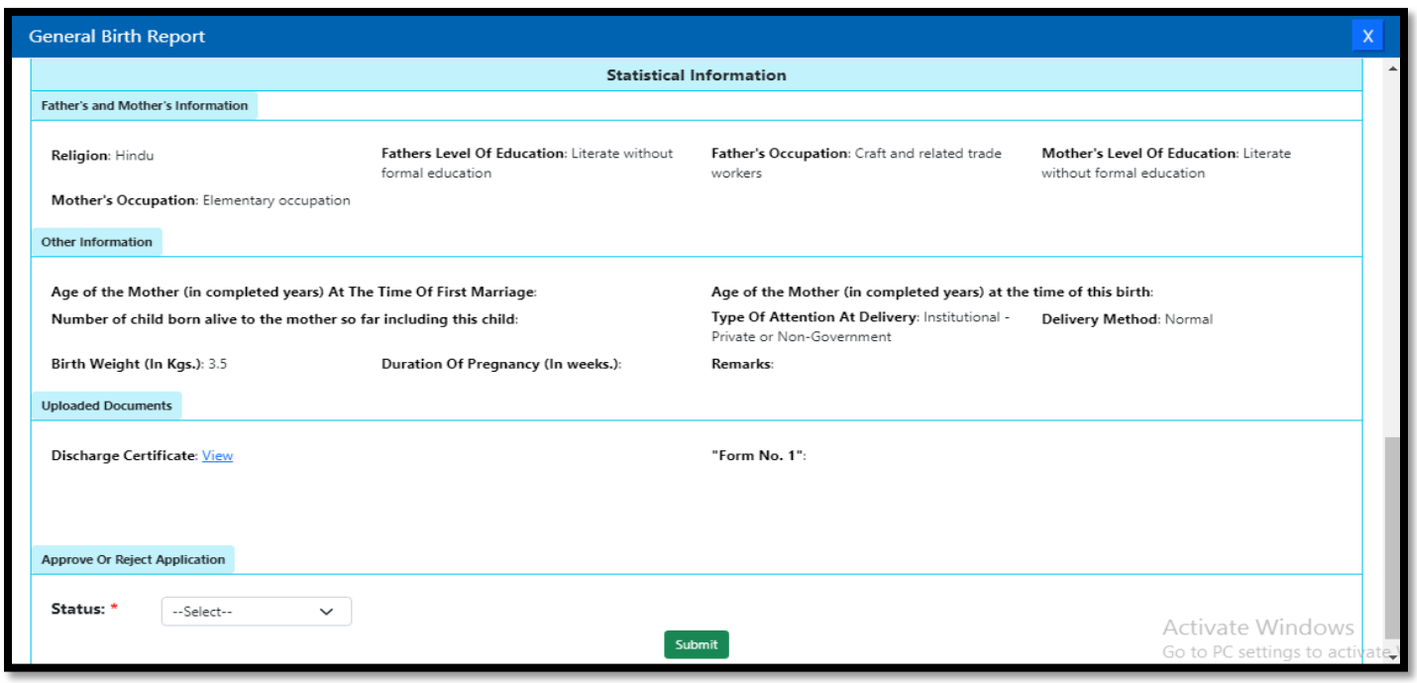
Display 10 Records per page Search:

Sl. No.	Entry Date	Place Of Birth	Hospital Name	Contact Mobile Number	Child Information			Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status	
					Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name				
1	12/08/2021	Hospital	Bolpur Nursing Home	9732240514	Tina Das	05/08/2021	Female	Tony Dutta	9732240514	EPIC	BVD434588	Mohima Dutta Das	Normal Birth	ACK/B/2021/000078	Application Submitted	Action
2	12/08/2021	Hospital	Bolpur Nursing Home	9732240514	Mithun Mondal	05/08/2021	Male	Jony Mondal	9732240514	EPIC	BVD4377	Monika Mondal	Normal Birth	ACK/B/2021/000079	Application Submitted	Action
3	12/08/2021	Hospital	Bolpur Nursing Home	9732240514	Suprakas Patra	05/08/2021	Female	Mita Patra	9732240514	EPIC	BVD4377	Monika Patra	Normal Birth	ACK/B/2021/000080	Application Submitted	Action
4	23/08/2021	Hospital	Bolpur Nursing Home	7980455384	Soumili Ghosal	12/08/2021	Female	Ashoke Ghosal				Anita Ghosal	Normal Birth	ACK/B/2021/000190	Application Submitted	Action
5	23/08/2021	Hospital	Bolpur Nursing Home	7980455384	Soumili Ghosal	12/08/2021	Female	Ashoke Ghosal				Anita Ghosal	Normal Birth	ACK/B/2021/000191	Application Submitted	Action
6	25/08/2021	Hospital	Bolpur Nursing Home	8697615902	Supriyo Pal	24/08/2021	Male	Ramesh Pal	8697615902	Aadhaar	784845785447	Ishita Pal	Normal Birth	ACK/B/2021/000223	Application Submitted	Action
7	26/08/2021	Hospital	Bolpur Nursing Home	8697615902	BabyofRuma	25/08/2021	Male	Vinay Kumar Sarkar	9874561230	Aadhaar	768975484521	Ruma Sarkar	Normal Birth	ACK/B/2021/000229	Application Submitted	Action
8	01/09/2021	Hospital	Bolpur Nursing Home	8697615902	Suraj Kumar Saha	01/09/2021	Male	Ratan Kumar Saha	9999999999	Aadhaar	768975484521	Swapna Saha	Normal Birth	ACK/B/2021/000246	Application Submitted	Action

Step 2.2.3: Private Hospital Administrator will view all the applied application. Private Hospital Administrator will select any of the application and press action button.

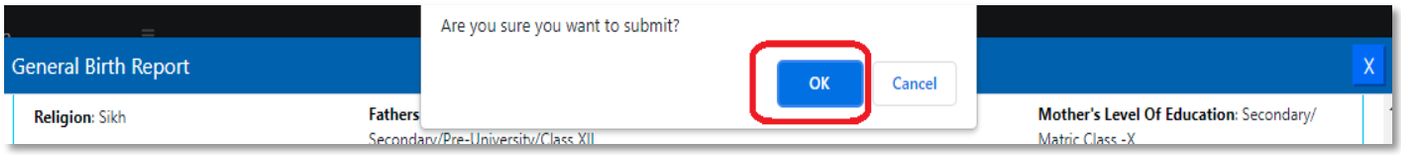


Step 2.2.4: Next, User will verify the entire application and provide his or her status which can be Verify or reject. If they think the entire application is wrong, they will select reject for rejection.



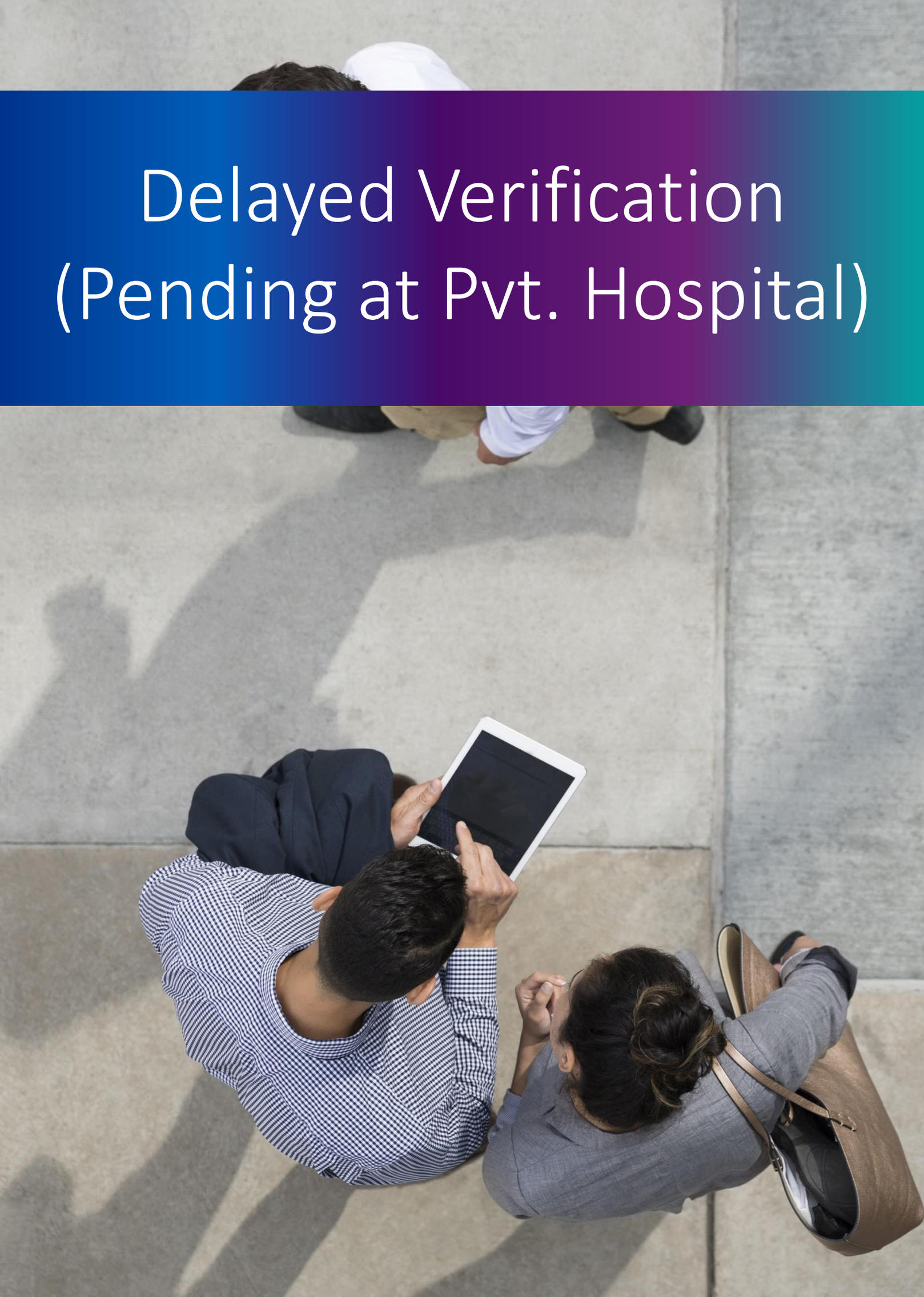
Step 2.2.5: If they think the application is correct, they will select verify and sent it to Local Body Registrar for approval. For that they will select verify and press submit button.

Step 2.2.6: A popup will arise; Administrator will click on the ok button for confirming the submission..



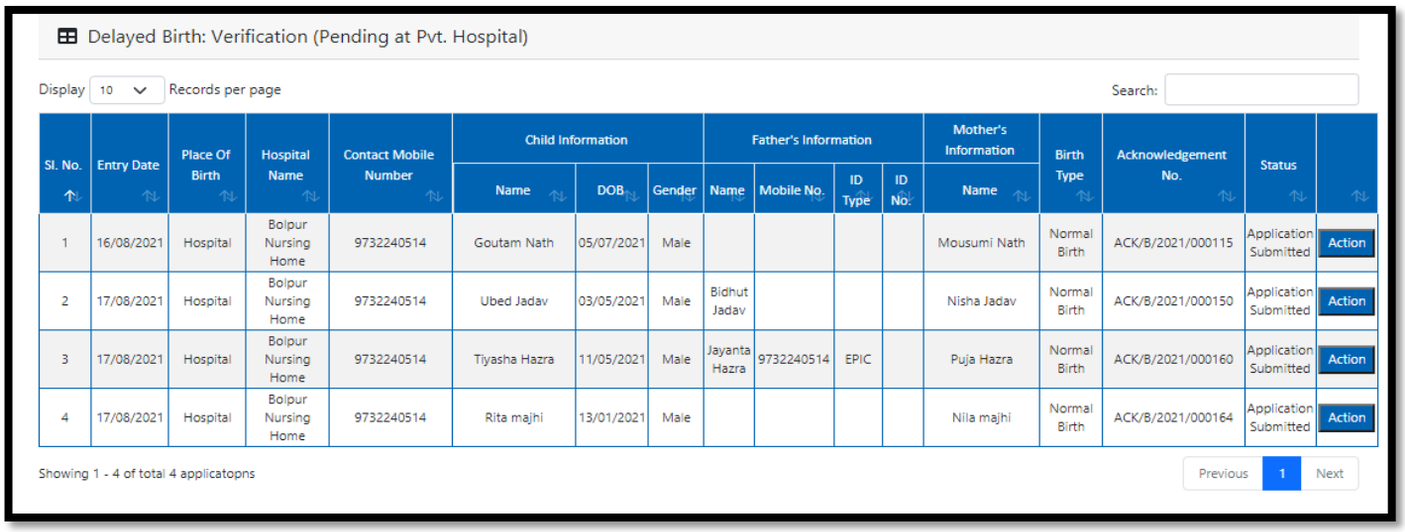
Step 2.2.8: Verification of the selected application will be successful.

Delayed Verification (Pending at Pvt. Hospital)



Step 2.3.1: Private Hospital will click on “Delayed Verification (Pending at Pvt. Hospital)” from Birth Reporting main menu for the birth application which is after 21 days of the baby’s birth .

Step 2.3.2: Private Hospital Administrator will be redirected to the “Delayed Verification (Pending at Pvt. Hospital)” page. Private Hospital Administrator will select any of the birth application and will click on action button.



Delayed Birth: Verification (Pending at Pvt. Hospital)

Display 10 Records per page

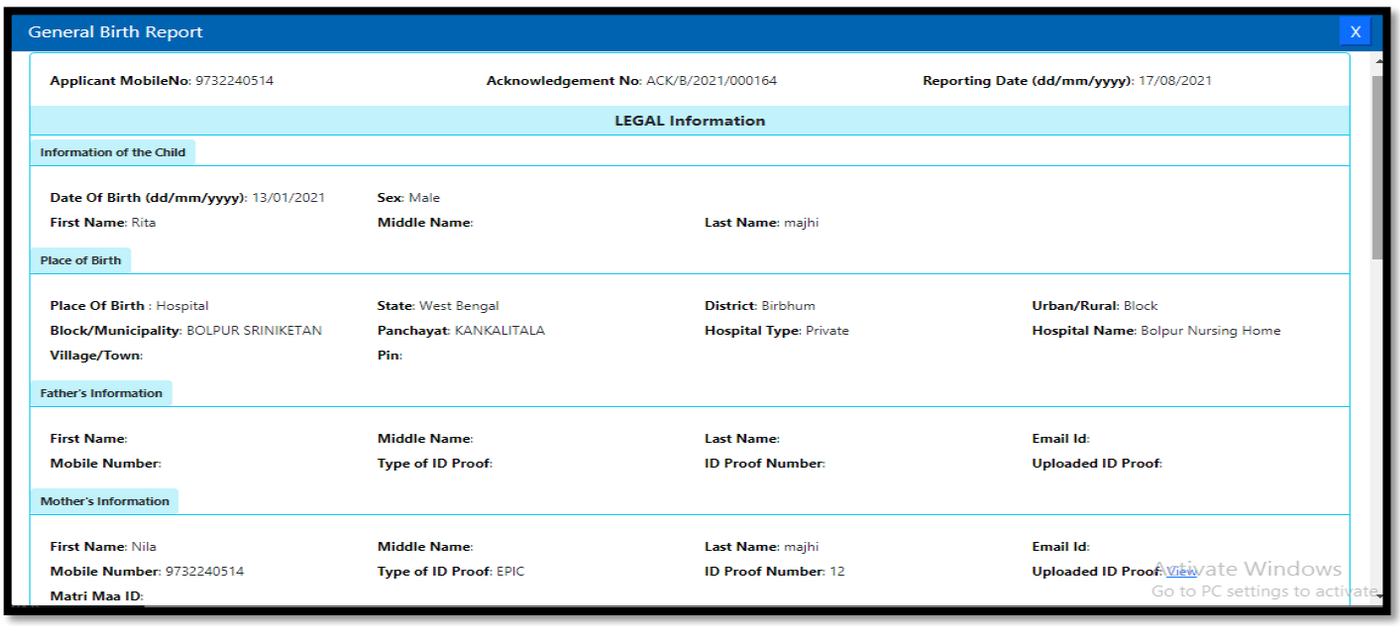
Search:

Sl. No.	Entry Date	Place Of Birth	Hospital Name	Contact Mobile Number	Child Information			Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status	
					Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name				
1	16/08/2021	Hospital	Bolpur Nursing Home	9732240514	Goutam Nath	05/07/2021	Male					Mousumi Nath	Normal Birth	ACK/B/2021/000115	Application Submitted	Action
2	17/08/2021	Hospital	Bolpur Nursing Home	9732240514	Ubed Jadav	03/05/2021	Male	Bidhut Jadav				Nisha Jadav	Normal Birth	ACK/B/2021/000150	Application Submitted	Action
3	17/08/2021	Hospital	Bolpur Nursing Home	9732240514	Tiyasha Hazra	11/05/2021	Male	Jayanta Hazra	9732240514	EPIC		Puja Hazra	Normal Birth	ACK/B/2021/000160	Application Submitted	Action
4	17/08/2021	Hospital	Bolpur Nursing Home	9732240514	Rita majhi	13/01/2021	Male					Nila majhi	Normal Birth	ACK/B/2021/000164	Application Submitted	Action

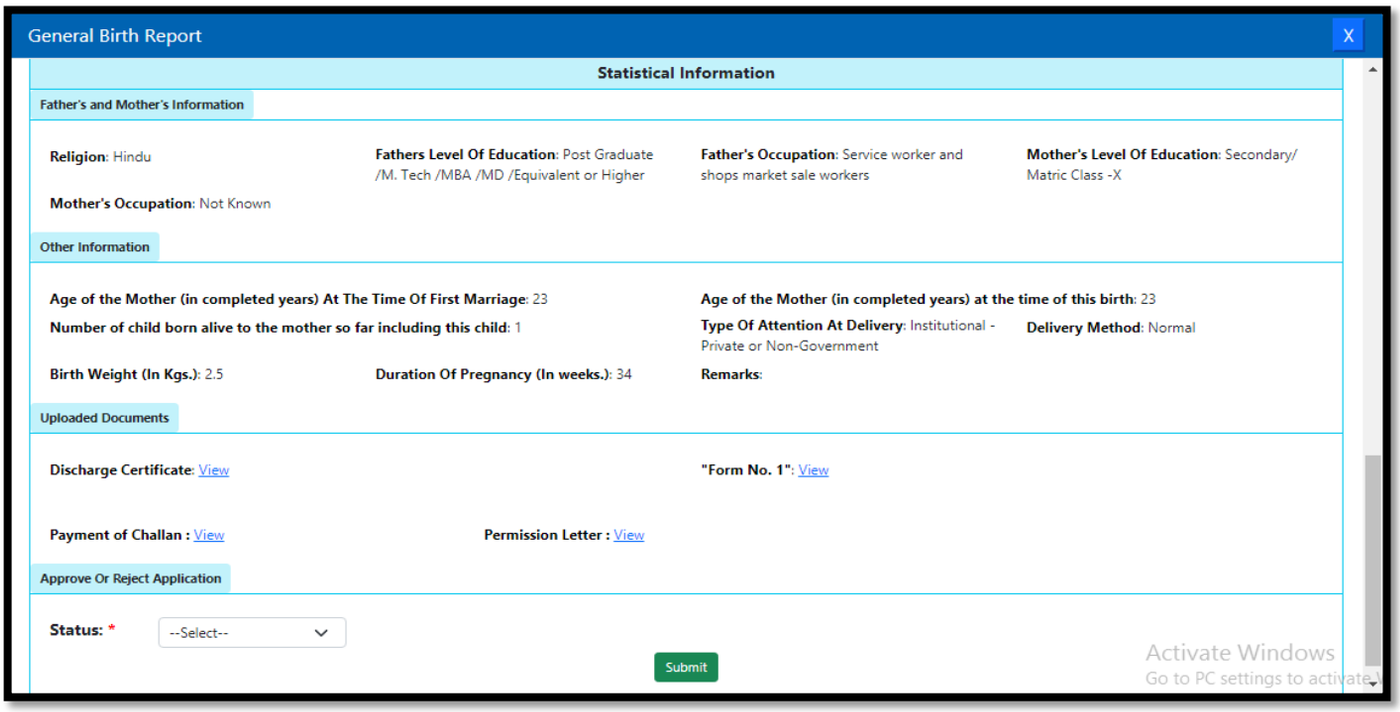
Showing 1 - 4 of total 4 applicatopns

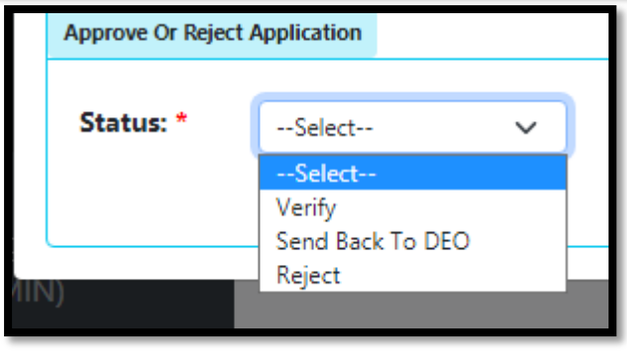
Previous 1 Next

Step 2.3.3: A popup will occur with a filled delayed birth application which is filled by Private Hospital DEO.

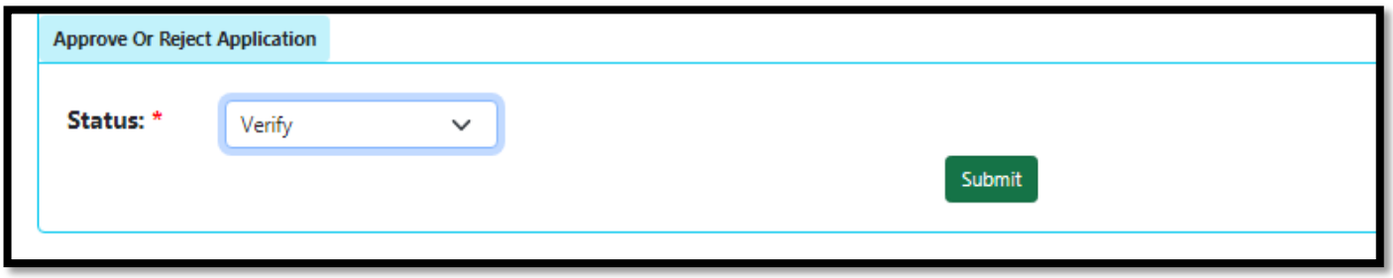


Step 2.3.4: Next, Private Hospital Administrator will verify the entire application and provide his or her status which can be Verify, send back to DEO or reject. If they think correction required, they will select send back to DEO for correction and if they think the entire application is wrong, they will select reject for rejection

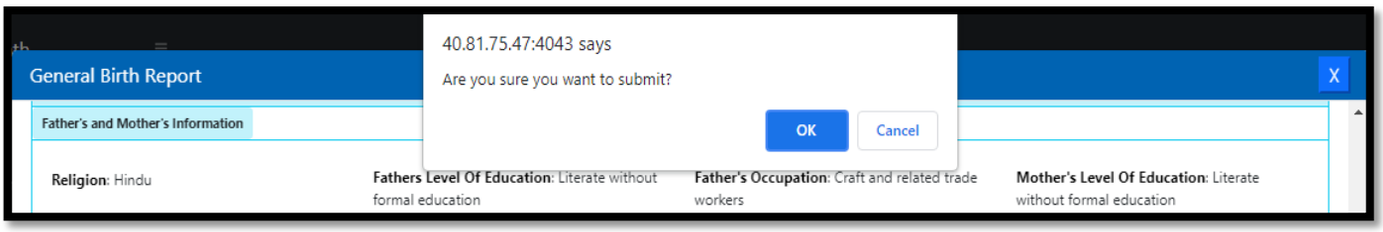




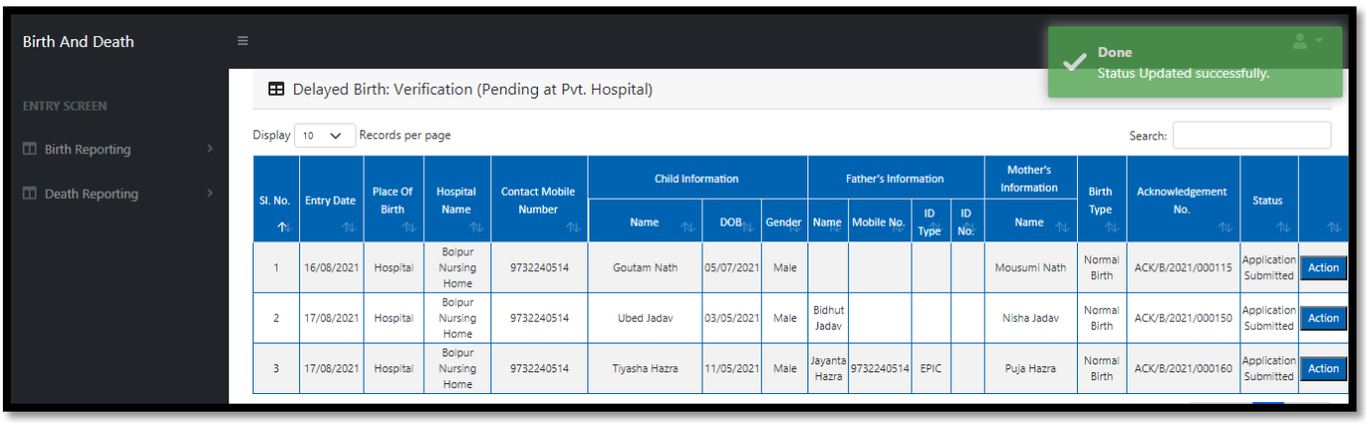
Step 2.3.5: If, Private Hospital Administrator think the application is correct they will select verify and sent it to Local Body Registrar for approval. For that they will select verify and press submit button



Step 2.3.6: A popup will arise; user will click on the ok button for confirming the submission.



Step 2.3.7: The delayed birth verification is successful

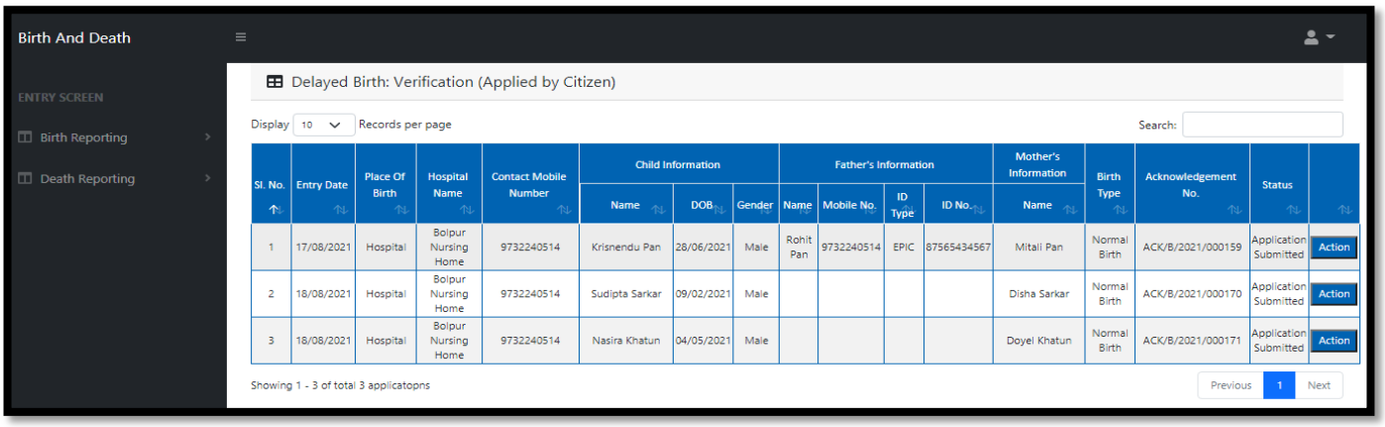


Sl. No.	Entry Date	Place Of Birth	Hospital Name	Contact Mobile Number	Child Information			Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status	
					Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name				
1	16/08/2021	Hospital	Bolpur Nursing Home	9732240514	Goutam Nath	05/07/2021	Male					Mousumi Nath	Normal Birth	ACK/B/2021/000115	Application Submitted	Action
2	17/08/2021	Hospital	Bolpur Nursing Home	9732240514	Ubed Jadav	03/05/2021	Male	Bidhut Jadav				Nisha Jadav	Normal Birth	ACK/B/2021/000150	Application Submitted	Action
3	17/08/2021	Hospital	Bolpur Nursing Home	9732240514	Tiyasha Hazra	11/05/2021	Male	Jayanta Hazra	9732240514	EPIC		Puja Hazra	Normal Birth	ACK/B/2021/000160	Application Submitted	Action

Delayed Verification (Applied by Citizen)

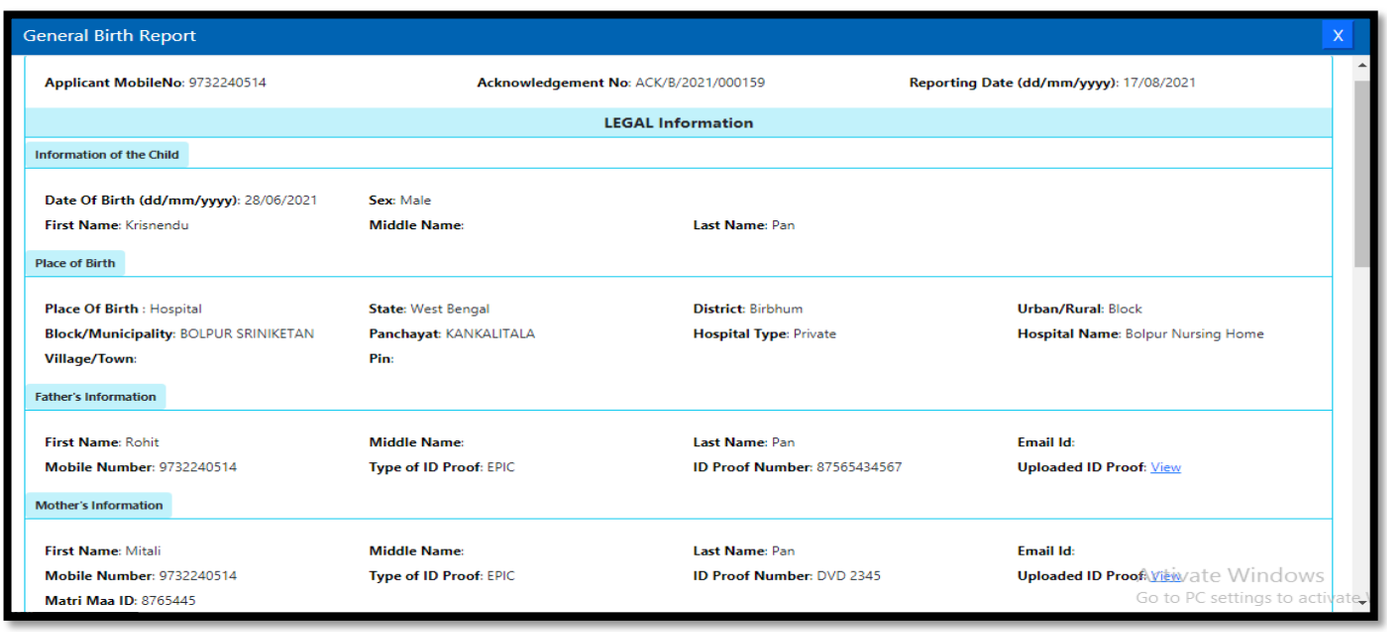
Step 2.4.1: Private Hospital Administrator will click on “Delayed Verification (Applied by Citizen)” from Birth Reporting main menu for all delayed birth application applied by citizen which are verified by Private Hospital Administrator .

Step 2.4.2: Private Hospital Administrator will be redirected to the “Delayed Verification (Applied by Citizen)” page. User will view all the applied application. User will select any of the application and press action button

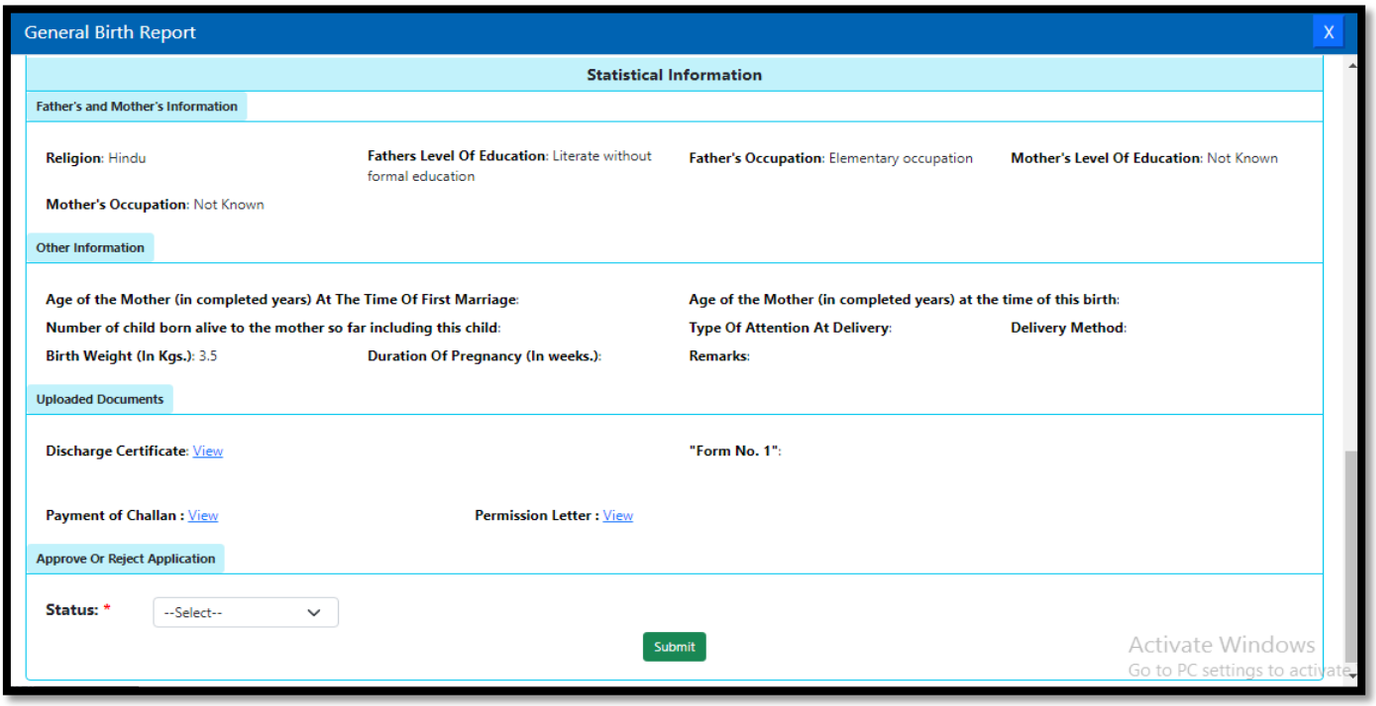


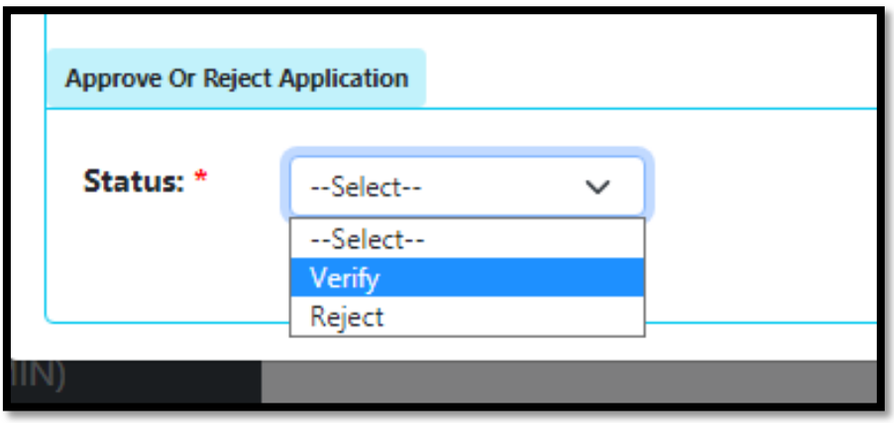
Sl. No.	Entry Date	Place Of Birth	Hospital Name	Contact Mobile Number	Child Information			Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status	
					Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name				
1	17/08/2021	Hospital	Bolpur Nursing Home	9732240514	Krisnendu Pan	28/06/2021	Male	Rohit Pan	9732240514	EPIC	87565434567	Mitali Pan	Normal Birth	ACK/B/2021/000159	Application Submitted	Action
2	18/08/2021	Hospital	Bolpur Nursing Home	9732240514	Sudipta Sarkar	09/02/2021	Male					Disha Sarkar	Normal Birth	ACK/B/2021/000170	Application Submitted	Action
3	18/08/2021	Hospital	Bolpur Nursing Home	9732240514	Nasira Khatun	04/05/2021	Male					Doyel Khatun	Normal Birth	ACK/B/2021/000171	Application Submitted	Action

Step 2.4.3: A popup will occur with a filled birth application which is filled by citizen



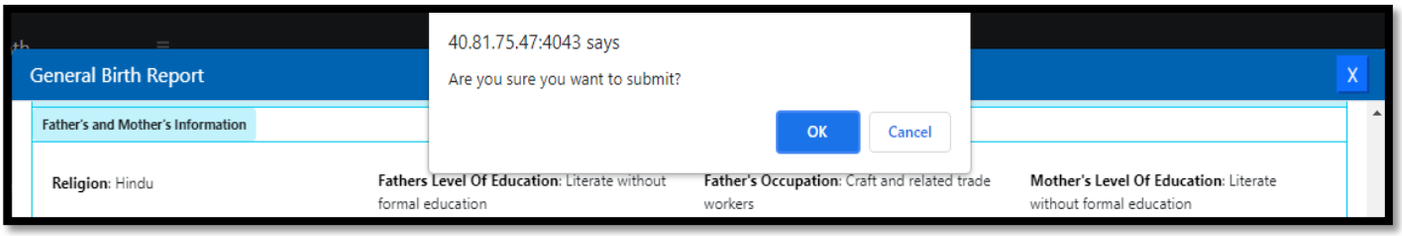
Step 2.4.4: Next, User will verify the entire application and provide his or her status which can be Verify or reject. If they think the entire application is wrong, they will select reject for rejection.



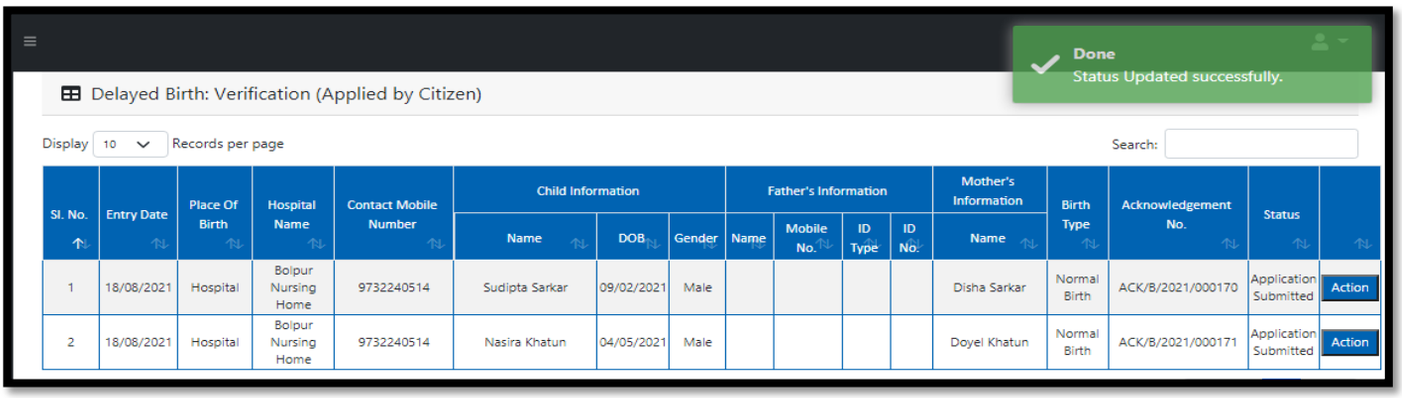


Step 2.4.5: If they think the application is correct, they will select verify and sent it to ULB for approval. For that they will select verify and press submit button

Step 2.4.6: A popup will arise; user will click on the ok button for confirming the submission.



Step 2.4.7: The delayed birth verification is successful.

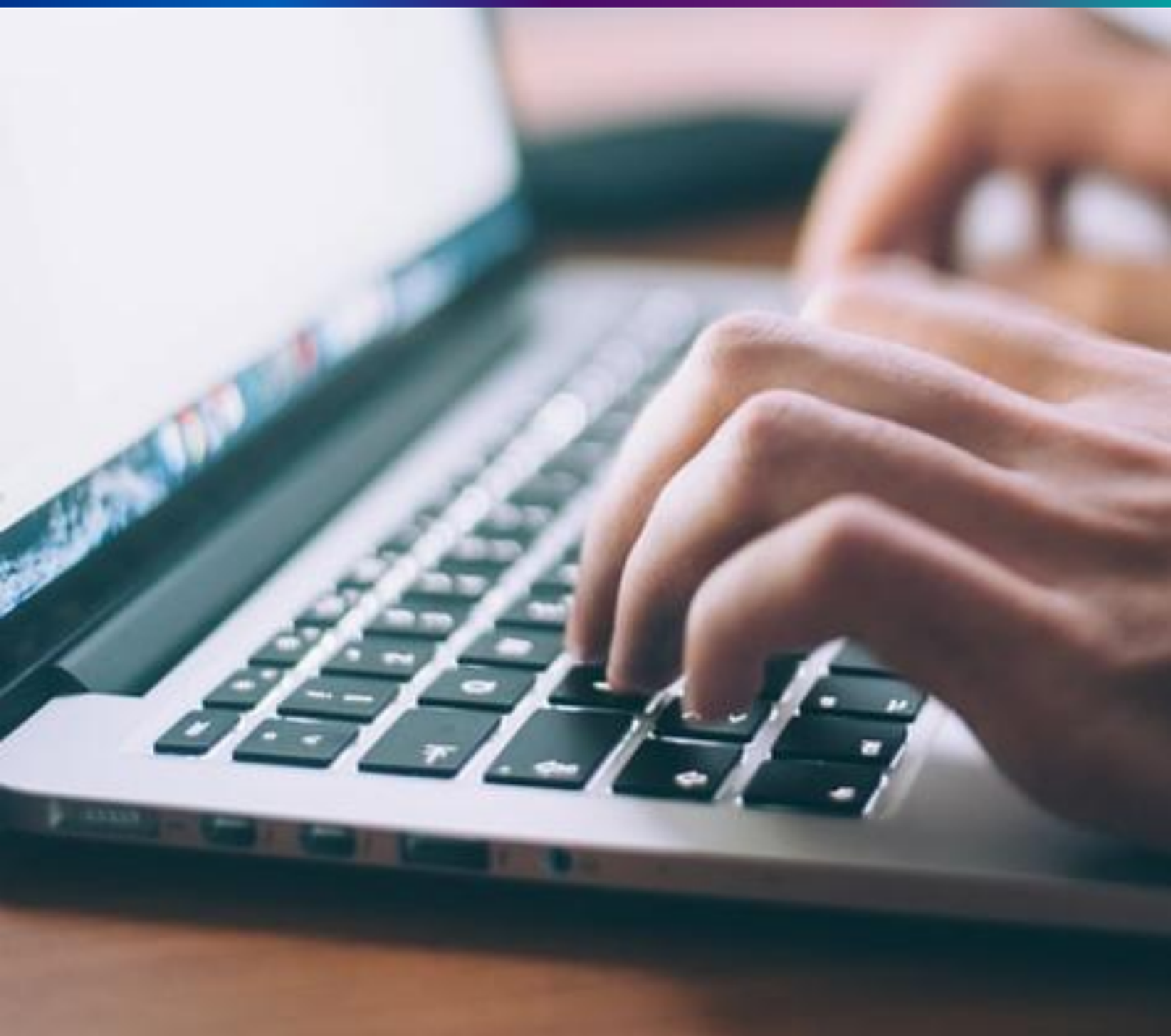


Sl. No.	Entry Date	Place Of Birth	Hospital Name	Contact Mobile Number	Child Information			Father's Information				Mother's Information	Birth Type	Acknowledgement No.	Status	
					Name	DOB	Gender	Name	Mobile No.	ID Type	ID No.	Name				
1	18/08/2021	Hospital	Bolpur Nursing Home	9732240514	Sudipta Sarkar	09/02/2021	Male					Disha Sarkar	Normal Birth	ACK/B/2021/000170	Application Submitted	Action
2	18/08/2021	Hospital	Bolpur Nursing Home	9732240514	Nasira Khatun	04/05/2021	Male					Doyel Khatun	Normal Birth	ACK/B/2021/000171	Application Submitted	Action

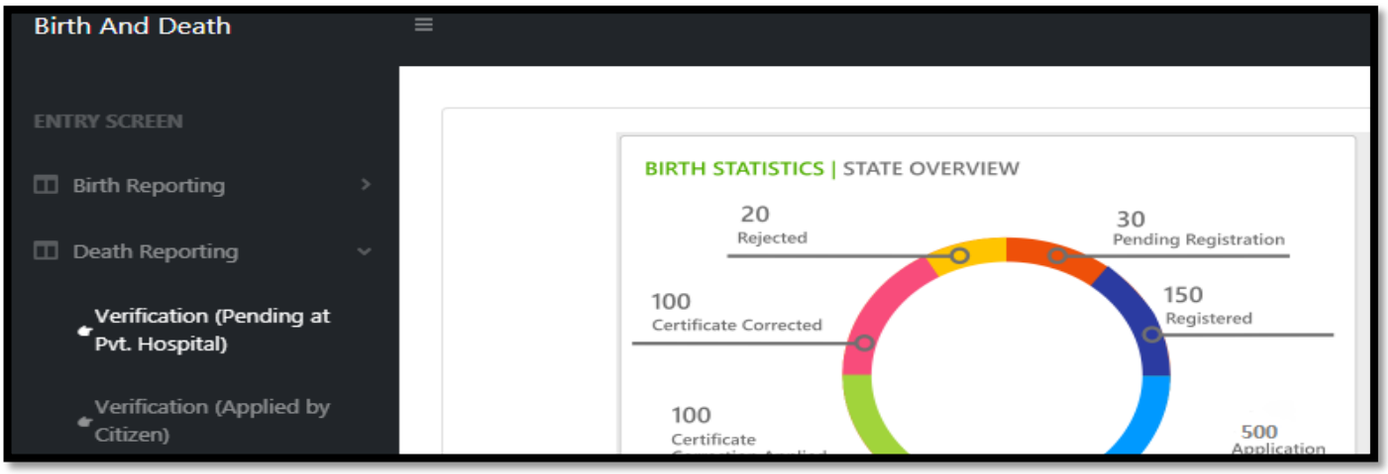
Death Reporting

Step 3.0: Private Hospital Administrator will click on “Death Reporting” from Entry Screen section. It will open the dropdown menu with the following submenus Verification (Pending at Pvt. Hospital) [All death application who are died in private hospital send by Private Hospital DEO are verified & approved by Private Hospital Administrator], Verification (Applied by Citizen) [All death application send by Citizen are verified & approved by Private Hospital Administrator], Delayed Verification (Pending at Pvt. Hospital) [All delayed death application send by Private Hospital DEO are verified & approved by Private Hospital Administrator] and Delayed Verification & Approval (Applied by Citizen) [All delayed death application send by Citizen are verified & approved by Private Hospital Administrator].

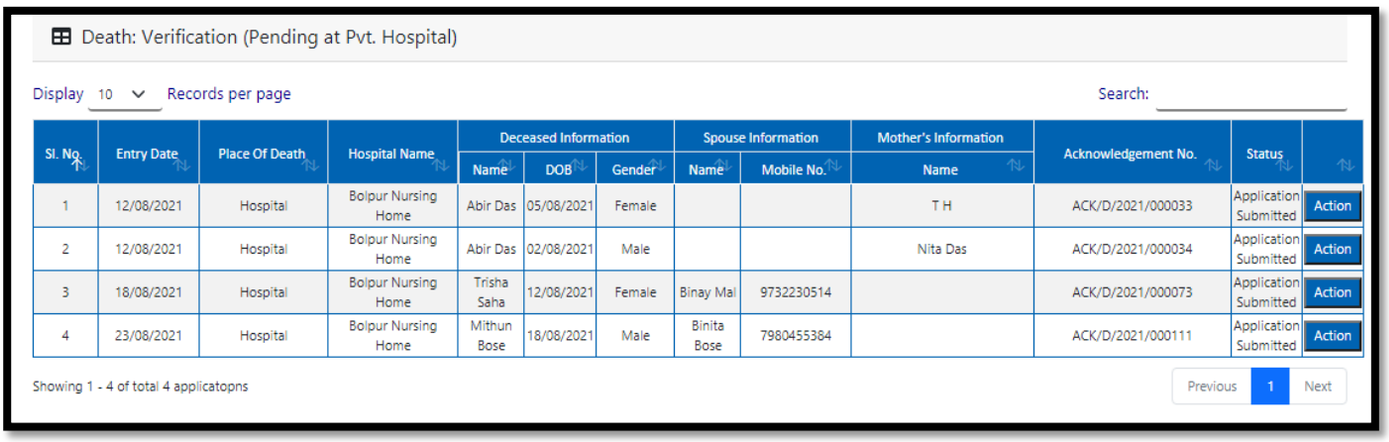
Verification (Pending at Pvt. Hospital)



Step 3.1.1: Private Hospital Administrator will click on “Verification (Pending at Pvt. Hospital)” from Death Reporting main menu for the all-death application who are expired in places other than hospital send by Pvt. Hospital DEO are verified by Private Hospital Administrator and send to Local Body Registrar.



Step 3.1.2: Private Hospital Administrator will be redirected to the “Verification (Pending at Pvt. Hospital)” page. Private Hospital Administrator will select any of the death application and will click on action button.



Death: Verification (Pending at Pvt. Hospital)

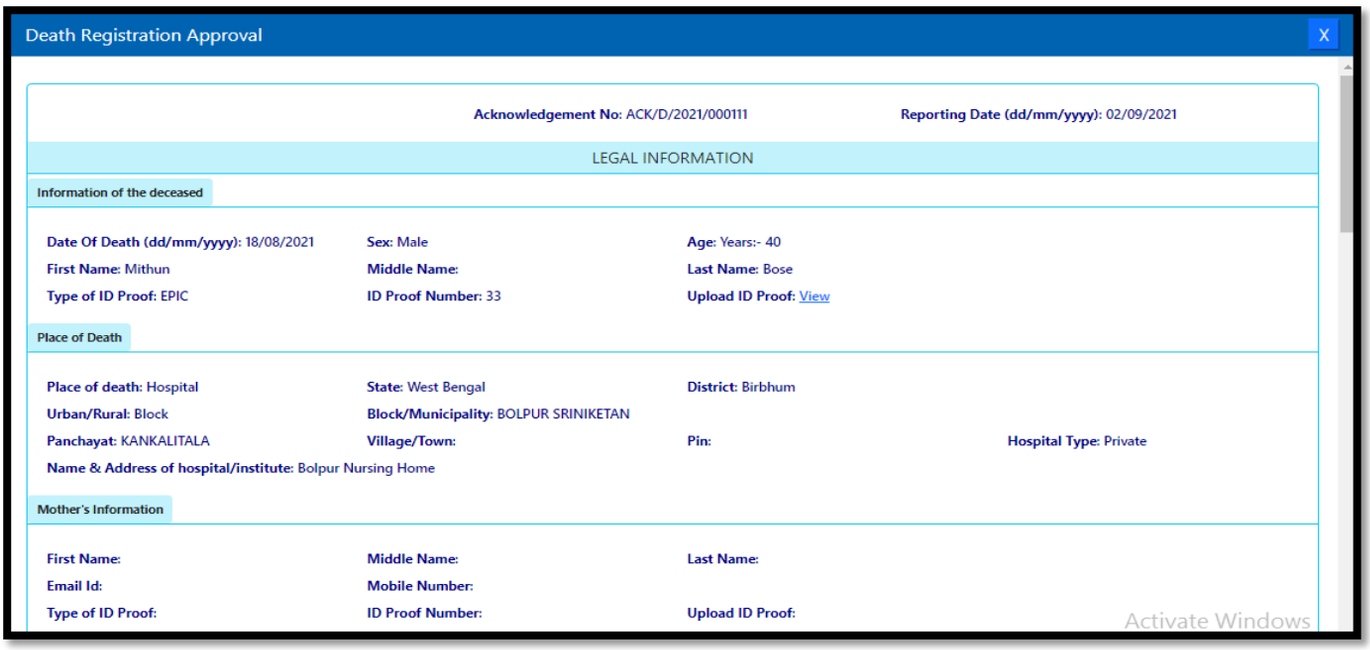
Display 10 Records per page Search:

Sl. No.	Entry Date	Place Of Death	Hospital Name	Deceased Information			Spouse Information		Mother's Information	Acknowledgement No.	Status	
				Name	DOB	Gender	Name	Mobile No.	Name			
1	12/08/2021	Hospital	Bolpur Nursing Home	Abir Das	05/08/2021	Female			T H	ACK/D/2021/000033	Application Submitted	Action
2	12/08/2021	Hospital	Bolpur Nursing Home	Abir Das	02/08/2021	Male			Nita Das	ACK/D/2021/000034	Application Submitted	Action
3	18/08/2021	Hospital	Bolpur Nursing Home	Trisha Saha	12/08/2021	Female	Binay Mal	9732230514		ACK/D/2021/000073	Application Submitted	Action
4	23/08/2021	Hospital	Bolpur Nursing Home	Mithun Bose	18/08/2021	Male	Binita Bose	7980455384		ACK/D/2021/000111	Application Submitted	Action

Showing 1 - 4 of total 4 applicatopns

Previous 1 Next

Step 3.1.3: A popup will arise where the filled death application (Pending at Pvt. Hospital) appeared.



Death Registration Approval X

Acknowledgement No: ACK/D/2021/000111 **Reporting Date (dd/mm/yyyy):** 02/09/2021

LEGAL INFORMATION

Information of the deceased

Date Of Death (dd/mm/yyyy): 18/08/2021 **Sex:** Male **Age:** Years:- 40
First Name: Mithun **Middle Name:** **Last Name:** Bose
Type of ID Proof: EPIC **ID Proof Number:** 33 **Upload ID Proof:** View

Place of Death

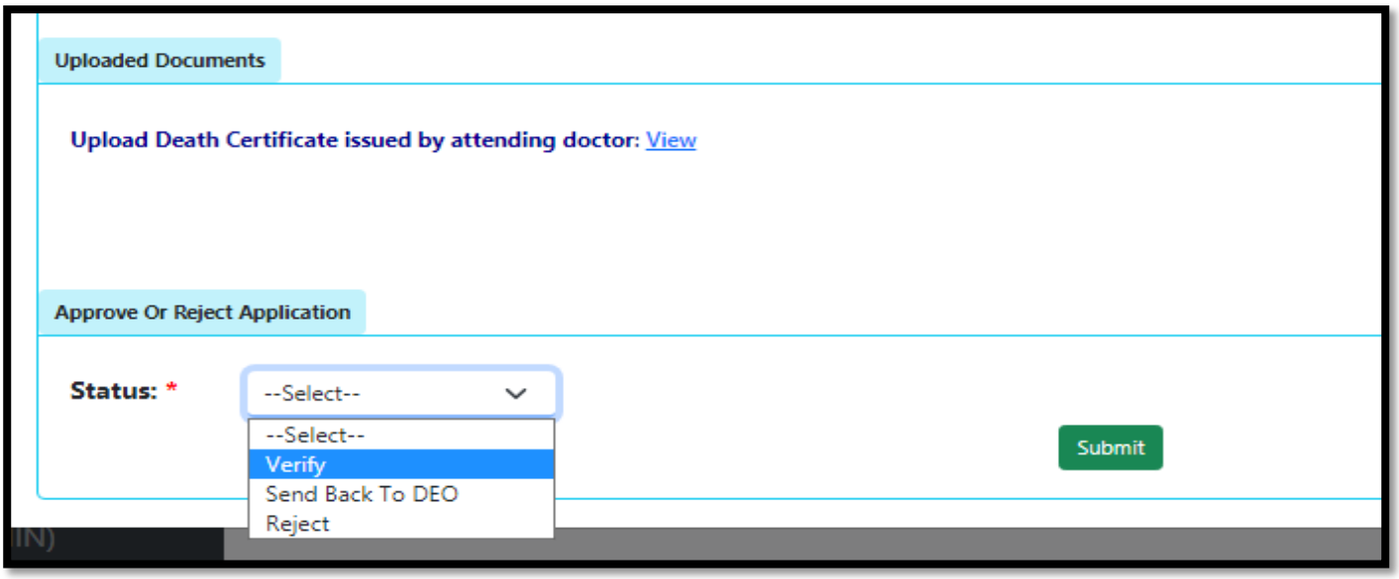
Place of death: Hospital **State:** West Bengal **District:** Birbhum
Urban/Rural: Block **Block/Municipality:** BOLPUR SRINIKETAN
Panchayat: KANKALITALA **Village/Town:** **Pin:** **Hospital Type:** Private
Name & Address of hospital/institute: Bolpur Nursing Home

Mother's Information

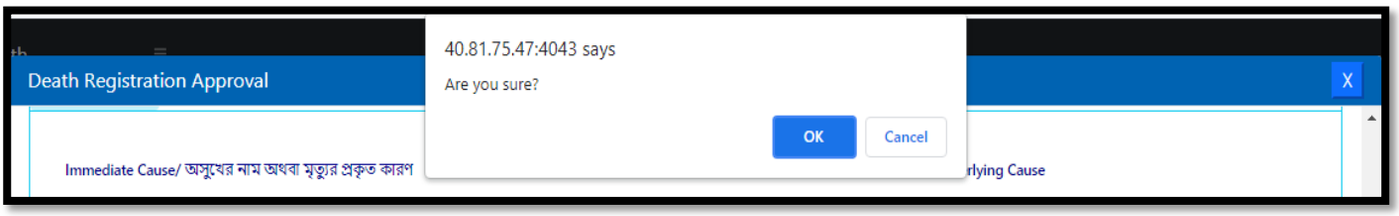
First Name: **Middle Name:** **Last Name:**
Email Id: **Mobile Number:**
Type of ID Proof: **ID Proof Number:** **Upload ID Proof:**

Activate Windows

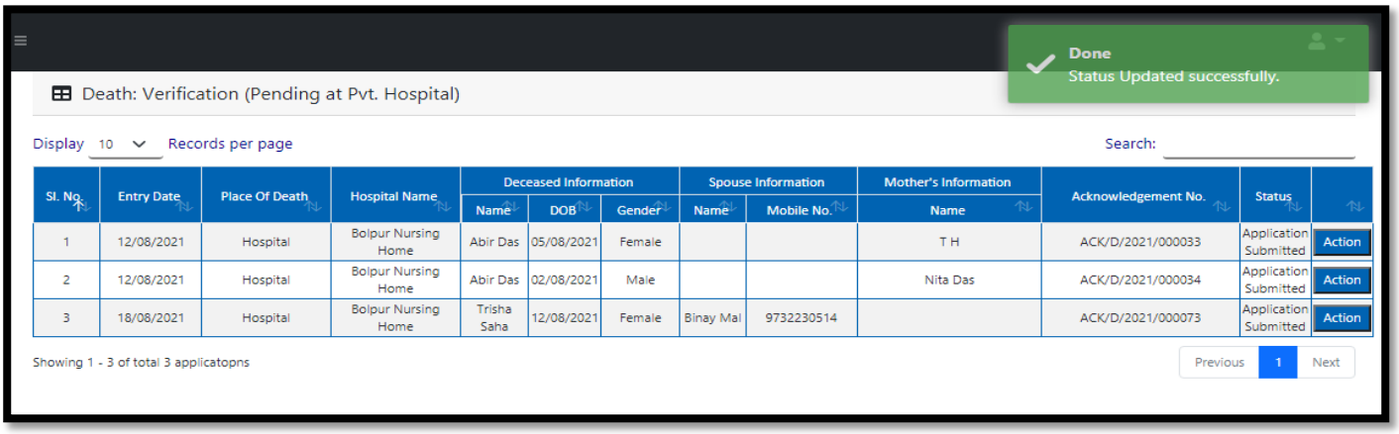
Step 3.1.4: Next, Private Hospital Administrator will verify the entire application and provide his or her status which can be Verify, send back to DEO or reject. If they think correction required, they will select send back to DEO for correction and if they think the entire application is wrong, they will select reject for rejection. If they think the application is correct, they will select verify and sent it to ULB for approval. For that they will select verify and press submit button .



Step 3.1.5: A popup will arise; user will click on the ok button for confirming the submission.



Step 3.1.6: The death verification is successful.

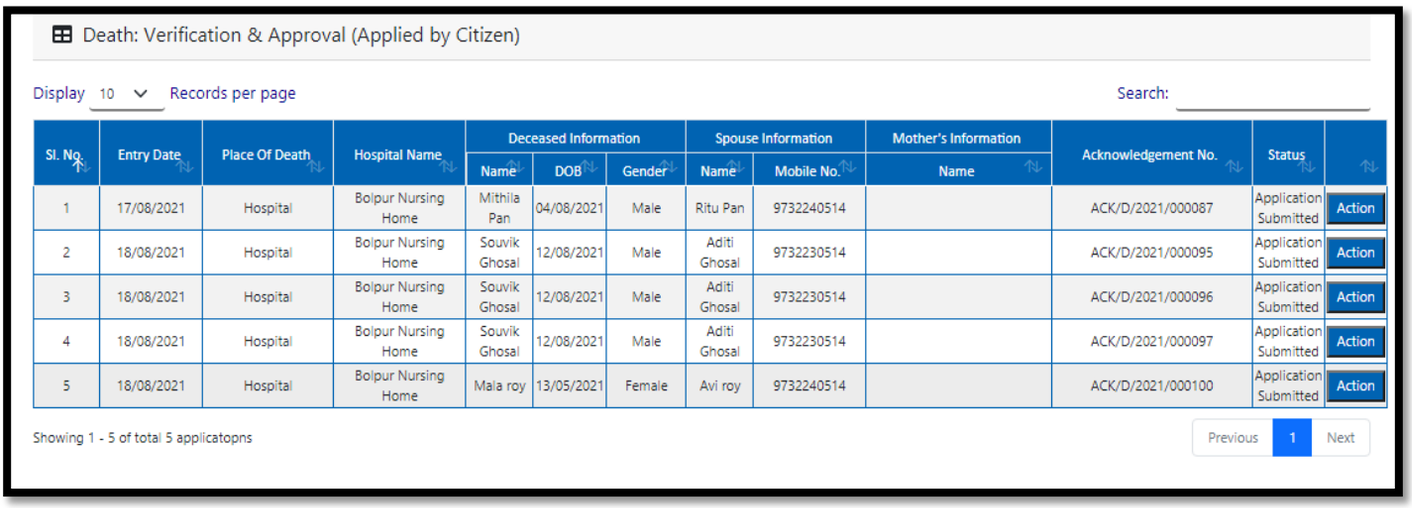


Sl. No.	Entry Date	Place Of Death	Hospital Name	Deceased Information			Spouse Information		Mother's Information	Acknowledgement No.	Status	
				Name	DOB	Gender	Name	Mobile No.	Name			
1	12/08/2021	Hospital	Bolpur Nursing Home	Abir Das	05/08/2021	Female			T H	ACK/D/2021/000033	Application Submitted	Action
2	12/08/2021	Hospital	Bolpur Nursing Home	Abir Das	02/08/2021	Male			Nita Das	ACK/D/2021/000034	Application Submitted	Action
3	18/08/2021	Hospital	Bolpur Nursing Home	Trisha Saha	12/08/2021	Female	Binay Mal	9732230514		ACK/D/2021/000073	Application Submitted	Action

Verification (Applied by Citizen)

Step 3.2.1: Private Hospital Administrator will click on “Verification (Applied by Citizen)” from Death Reporting main menu for the all-death application send by Citizen which are verified by Pvt. hospital Administrator and send by Local Body Registrar.

Step 3.2.2: Private Hospital Administrator will be redirected to the “Verification (Applied by Citizen)” page. Private Hospital Administrator will select any of the death application and will click on action button



Death: Verification & Approval (Applied by Citizen)

Display 10 Records per page

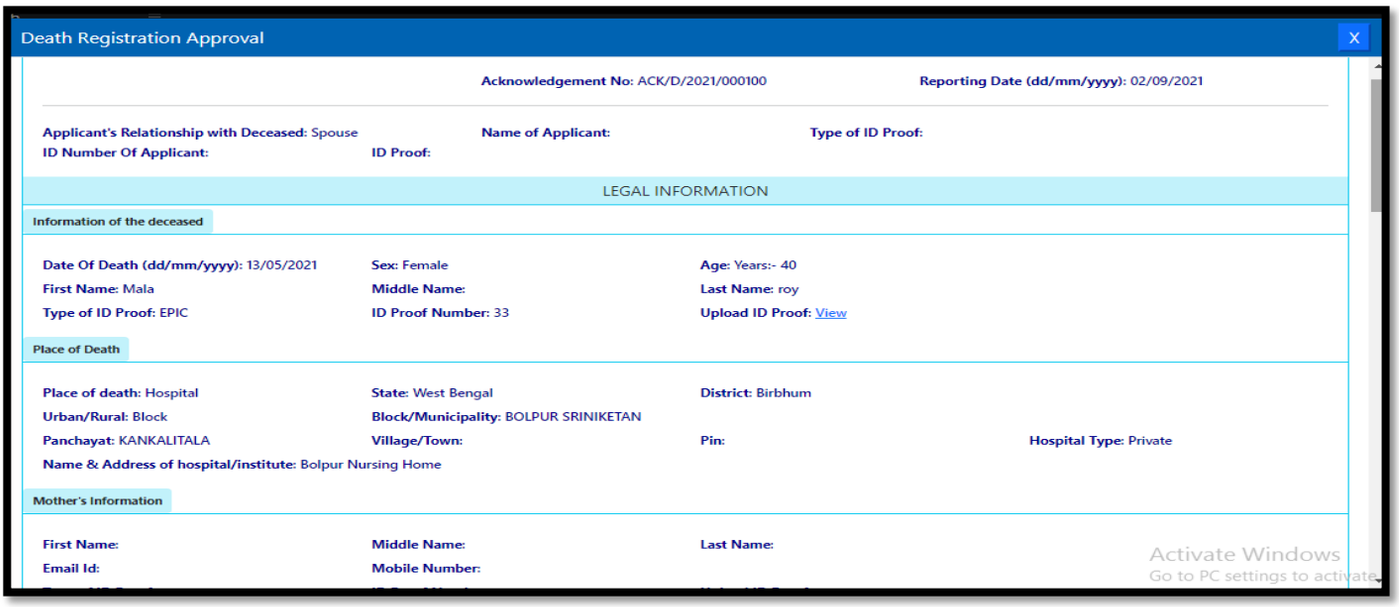
Search:

Sl. No.	Entry Date	Place Of Death	Hospital Name	Deceased Information			Spouse Information		Mother's Information	Acknowledgement No.	Status	
				Name	DOB	Gender	Name	Mobile No.	Name			
1	17/08/2021	Hospital	Bolpur Nursing Home	Mithila Pan	04/08/2021	Male	Ritu Pan	9732240514		ACK/D/2021/000087	Application Submitted	Action
2	18/08/2021	Hospital	Bolpur Nursing Home	Souvik Ghosal	12/08/2021	Male	Aditi Ghosal	9732230514		ACK/D/2021/000095	Application Submitted	Action
3	18/08/2021	Hospital	Bolpur Nursing Home	Souvik Ghosal	12/08/2021	Male	Aditi Ghosal	9732230514		ACK/D/2021/000096	Application Submitted	Action
4	18/08/2021	Hospital	Bolpur Nursing Home	Souvik Ghosal	12/08/2021	Male	Aditi Ghosal	9732230514		ACK/D/2021/000097	Application Submitted	Action
5	18/08/2021	Hospital	Bolpur Nursing Home	Mala roy	13/05/2021	Female	Avi roy	9732240514		ACK/D/2021/000100	Application Submitted	Action

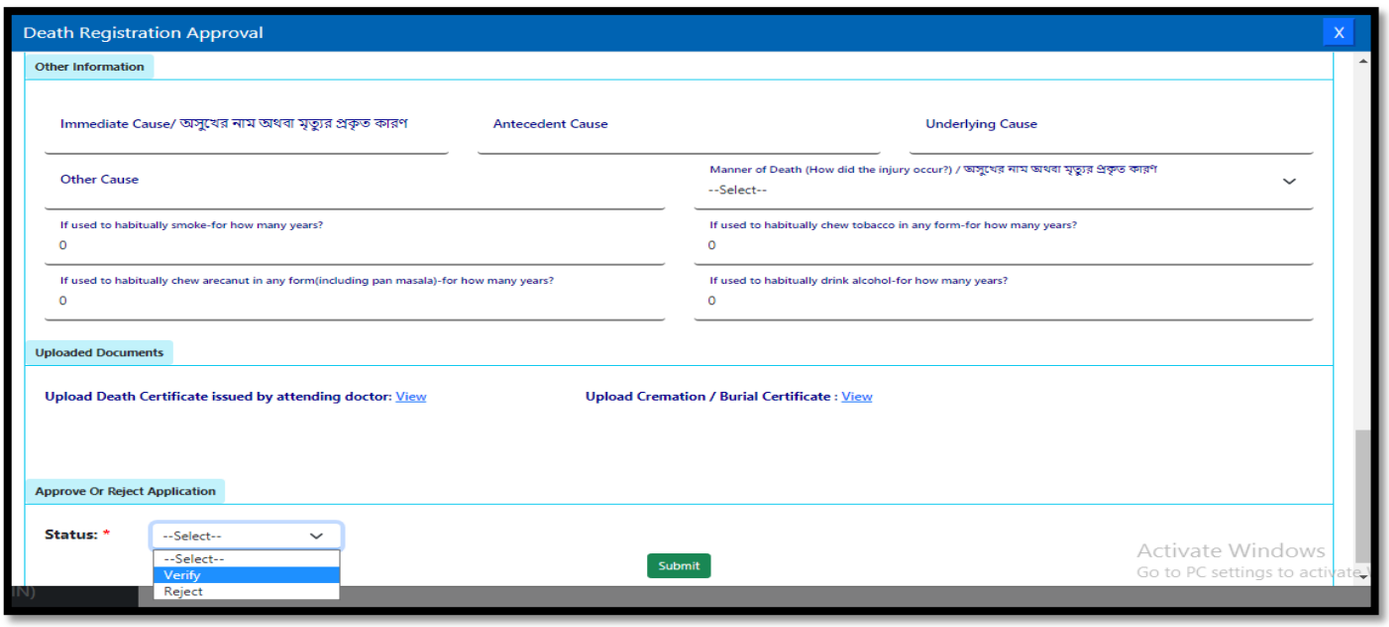
Showing 1 - 5 of total 5 applicatopns

Previous 1 Next

Step 3.2.3: A popup will occur with a filled death application which is filled by citizen

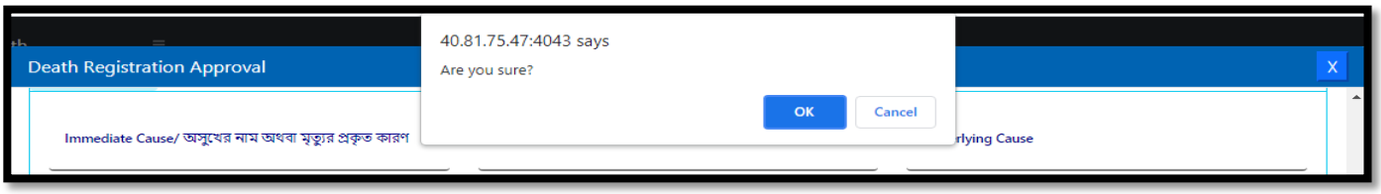


Step 3.2.4: Next, Private Hospital Administrator will verify the entire application and provide his or her status which can be Verify or reject. If they think the entire application is wrong, they will select reject for rejection

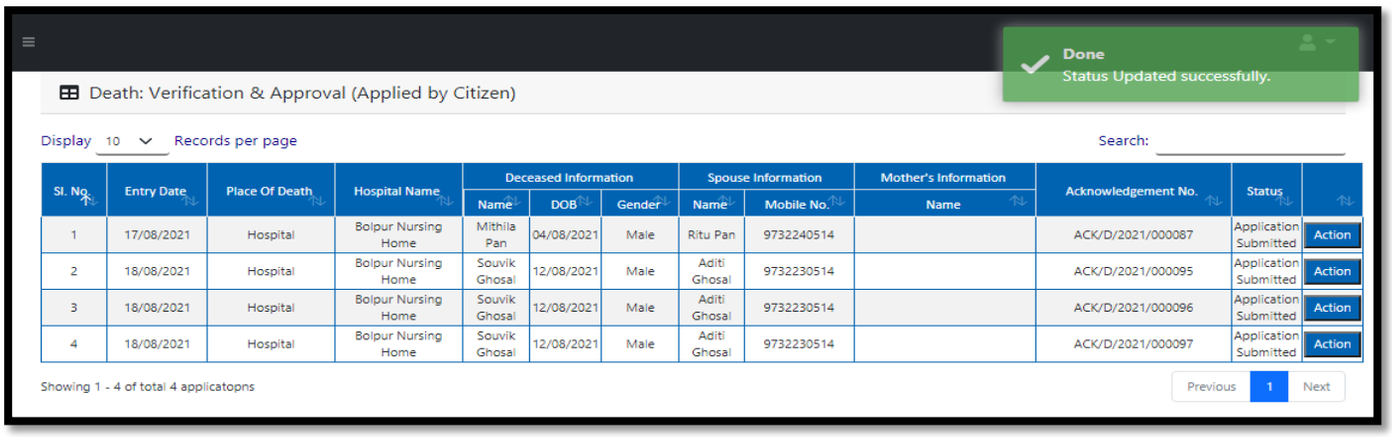


Step 3.2.5: If they think the application is correct, they will select verify and sent it to LB for approval. For that they will select verify and press submit button.

Step 3.2.6: A popup will arise; user will click on the ok button for confirming the submission.



Step 3.2.7: The death verification is successful.

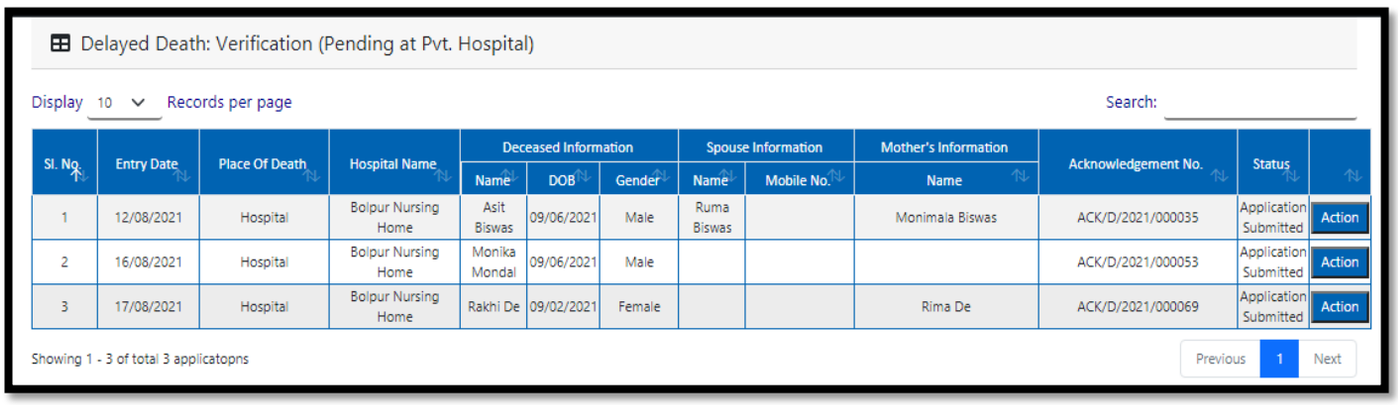


Sl. No.	Entry Date	Place Of Death	Hospital Name	Deceased Information			Spouse Information		Mother's Information	Acknowledgement No.	Status	
				Name	DOB	Gender	Name	Mobile No.	Name			
1	17/08/2021	Hospital	Bolpur Nursing Home	Mithila Pan	04/08/2021	Male	Ritu Pan	9732240514		ACK/D/2021/000087	Application Submitted	Action
2	18/08/2021	Hospital	Bolpur Nursing Home	Souvik Ghosal	12/08/2021	Male	Aditi Ghosal	9732230514		ACK/D/2021/000095	Application Submitted	Action
3	18/08/2021	Hospital	Bolpur Nursing Home	Souvik Ghosal	12/08/2021	Male	Aditi Ghosal	9732230514		ACK/D/2021/000096	Application Submitted	Action
4	18/08/2021	Hospital	Bolpur Nursing Home	Souvik Ghosal	12/08/2021	Male	Aditi Ghosal	9732230514		ACK/D/2021/000097	Application Submitted	Action

Delayed Verification (Pending at Pvt. Hospital)

Step 3.3.1: : Private Hospital Administrator will click on “Delayed Verification (Pending at Pvt. Hospital)” from Death Reporting main menu for the all-death application send by Pvt hospital DEO are verified by Private Hospital Administrator .

Step 3.3.2: : Private Hospital Administrator will be redirected to the “Delayed Verification (Pending at Pvt. Hospital)” page. Private Hospital Administrator will select any of the death application and will click on action button.



Delayed Death: Verification (Pending at Pvt. Hospital)

Display 10 Records per page Search:

Sl. No.	Entry Date	Place Of Death	Hospital Name	Deceased Information			Spouse Information		Mother's Information	Acknowledgement No.	Status	
				Name	DOB	Gender	Name	Mobile No.	Name			
1	12/08/2021	Hospital	Bolpur Nursing Home	Asit Biswas	09/06/2021	Male	Ruma Biswas		Monimala Biswas	ACK/D/2021/000035	Application Submitted	Action
2	16/08/2021	Hospital	Bolpur Nursing Home	Monika Mondal	09/06/2021	Male				ACK/D/2021/000053	Application Submitted	Action
3	17/08/2021	Hospital	Bolpur Nursing Home	Rakhi De	09/02/2021	Female			Rima De	ACK/D/2021/000069	Application Submitted	Action

Showing 1 - 3 of total 3 applicatopns Previous 1 Next

Step 3.3.3: A popup will occur with a filled death application which is filled by Private Hospital DEO

Death Registration Approval X

Acknowledgement No: ACK/D/2021/000035 **Reporting Date (dd/mm/yyyy):** 02/09/2021

LEGAL INFORMATION

Information of the deceased

Date Of Death (dd/mm/yyyy): 09/06/2021 **Sex:** Male **Age:** Years:- 76
First Name: Asit **Middle Name:** **Last Name:** Biswas
Type of ID Proof: Aadhaar **ID Proof Number:** 125689634521 **Upload ID Proof:** View

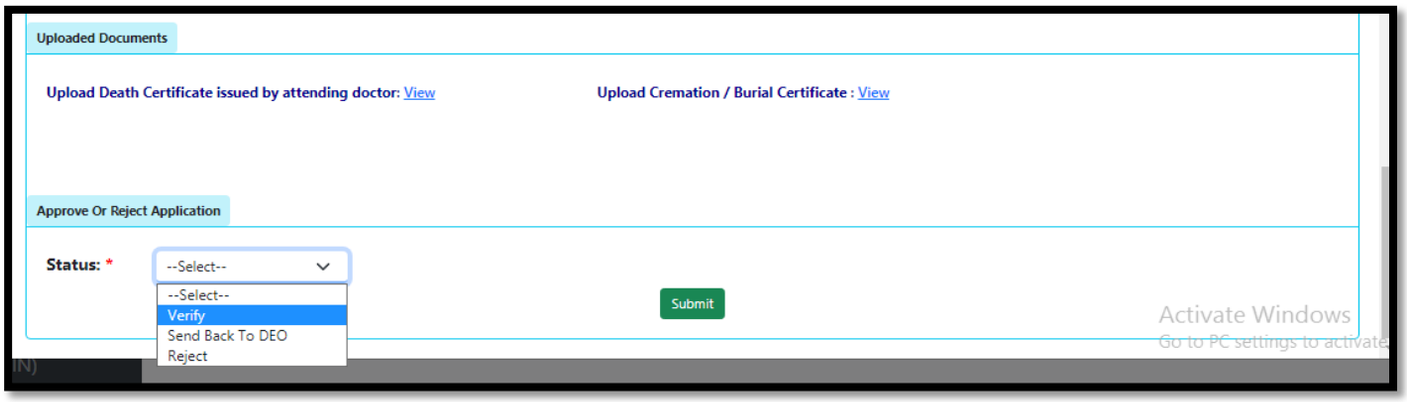
Place of Death

Place of death: Hospital **State:** West Bengal **District:** Birbhum
Urban/Rural: Block **Block/Municipality:** BOLPUR SRINIKETAN
Panchayat: KANKALITALA **Village/Town:** **Pin:** **Hospital Type:** Private
Name & Address of hospital/institute: Bolpur Nursing Home

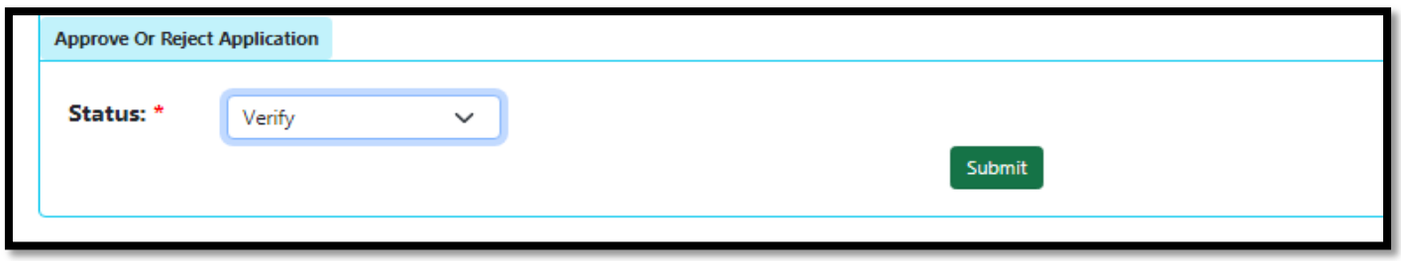
Mother's Information

First Name: Monimala **Middle Name:** **Last Name:** Biswas
Email Id: **Mobile Number:**
Type of ID Proof: **ID Proof Number:** **Upload ID Proof:**

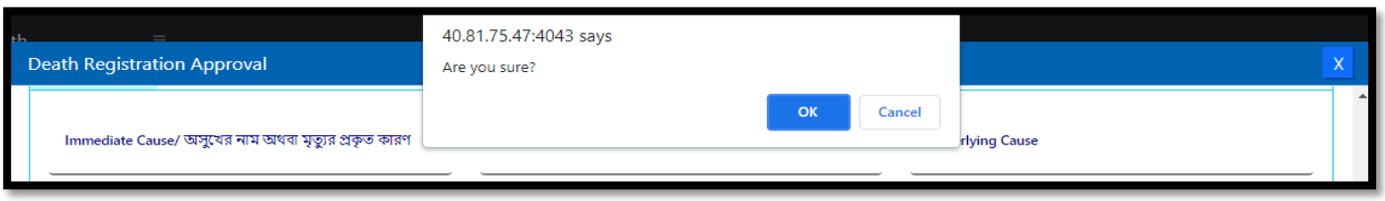
Step 3.3.4: : Next, Private Hospital Administrator will verify the entire application and provide his or her status which can be Verify, send back to DEO or reject. If they think correction required, they will select send back to DEO for correction and if they think the entire application is wrong, they will select reject for rejection.



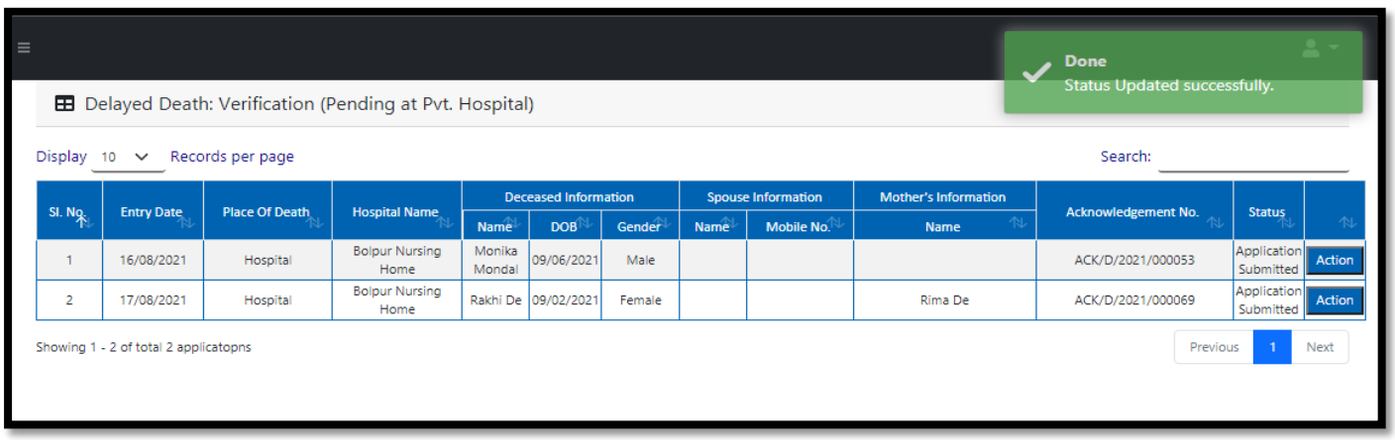
Step 3.3.5: If they think the application is correct, they will select verify and sent it to ULB for approval. For that they will select verify and press submit button



Step 3.3.6: : A popup will arise; Registrar will click on the ok button for confirming the submission

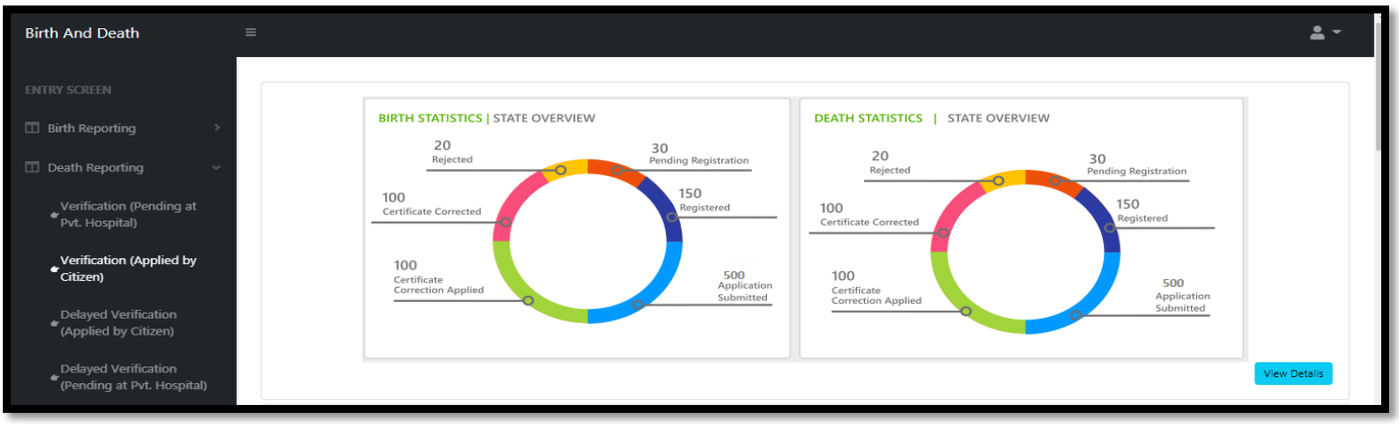


Step 3.3.7: : Verification of the selected application will be successful.

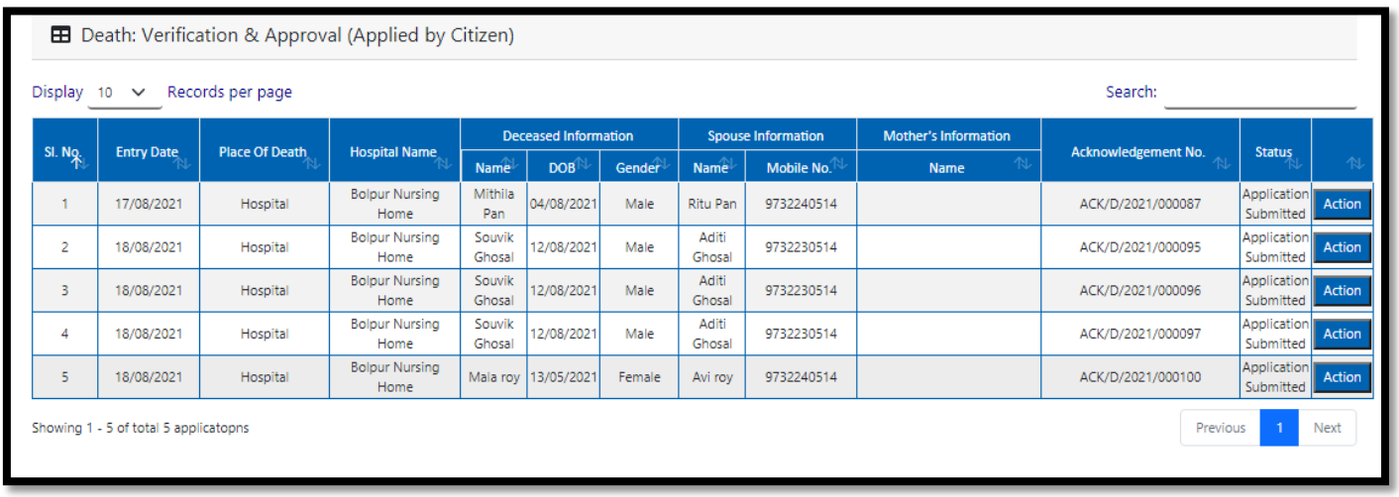


Delayed Verification (Applied by Citizen)

Step 3.4.1: : Private Hospital Administrator click on “Delayed Verification (Applied by Citizen)” from Birth Reporting main menu for the all-delayed death application send by Citizen are verified by Private Hospital Administrator .



Step 3.4.2: : Private Hospital Administrator will be redirected to the “Delayed Verification (Applied by Citizen)” page. Private Hospital Administrator will select any of the death application and will click on action button



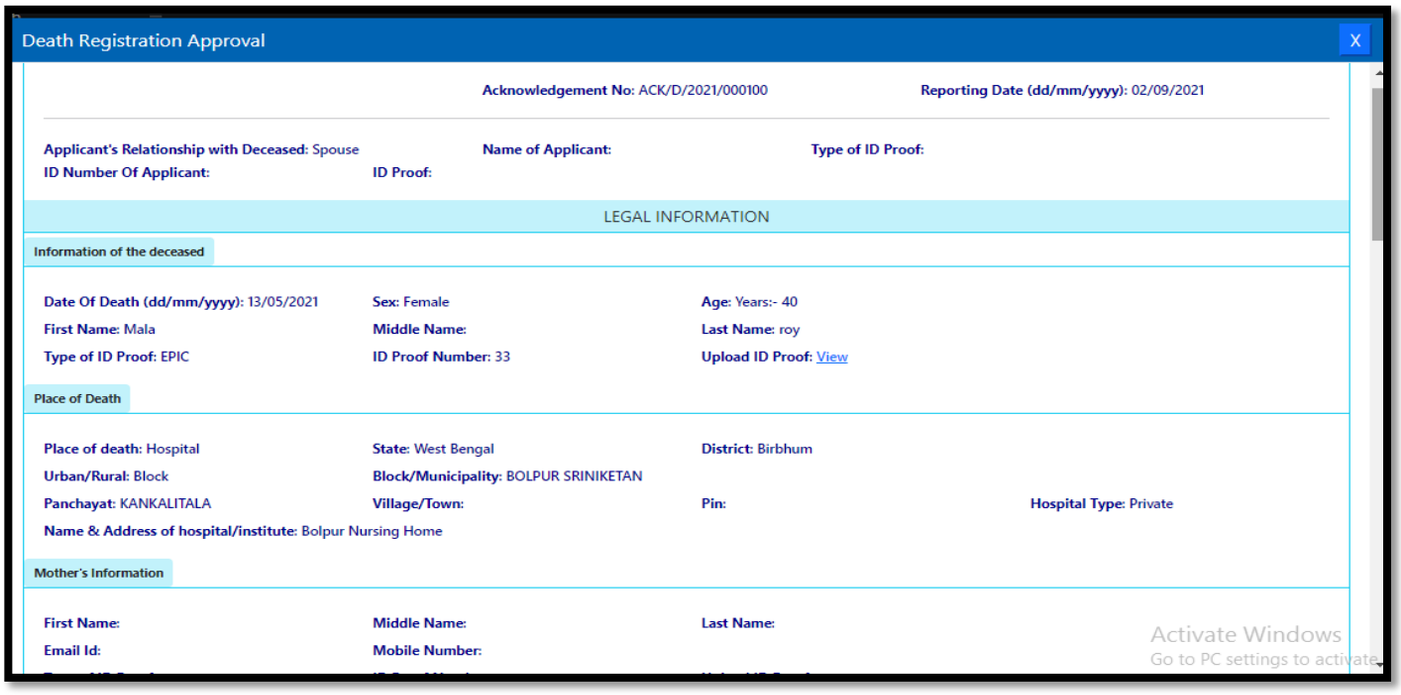
Death: Verification & Approval (Applied by Citizen)

Display 10 Records per page Search:

Sl. No.	Entry Date	Place Of Death	Hospital Name	Deceased Information			Spouse Information		Mother's Information	Acknowledgement No.	Status	
				Name	DOB	Gender	Name	Mobile No.	Name			
1	17/08/2021	Hospital	Bolpur Nursing Home	Mithila Pan	04/08/2021	Male	Ritu Pan	9732240514		ACK/D/2021/000087	Application Submitted	Action
2	18/08/2021	Hospital	Bolpur Nursing Home	Souvik Ghosal	12/08/2021	Male	Aditi Ghosal	9732230514		ACK/D/2021/000095	Application Submitted	Action
3	18/08/2021	Hospital	Bolpur Nursing Home	Souvik Ghosal	12/08/2021	Male	Aditi Ghosal	9732230514		ACK/D/2021/000096	Application Submitted	Action
4	18/08/2021	Hospital	Bolpur Nursing Home	Souvik Ghosal	12/08/2021	Male	Aditi Ghosal	9732230514		ACK/D/2021/000097	Application Submitted	Action
5	18/08/2021	Hospital	Bolpur Nursing Home	Mala roy	13/05/2021	Female	Avi roy	9732240514		ACK/D/2021/000100	Application Submitted	Action

Showing 1 - 5 of total 5 applicatopns Previous 1 Next

Step 3.4.3: A popup will occur with a filled delayed death application which is filled by citizen.



Death Registration Approval X

Acknowledgement No: ACK/D/2021/000100 **Reporting Date (dd/mm/yyyy):** 02/09/2021

Applicant's Relationship with Deceased: Spouse **Name of Applicant:** **Type of ID Proof:**
ID Number Of Applicant: **ID Proof:**

LEGAL INFORMATION

Information of the deceased

Date Of Death (dd/mm/yyyy): 13/05/2021 **Sex:** Female **Age:** Years:- 40
First Name: Mala **Middle Name:** **Last Name:** roy
Type of ID Proof: EPIC **ID Proof Number:** 33 **Upload ID Proof:** View

Place of Death

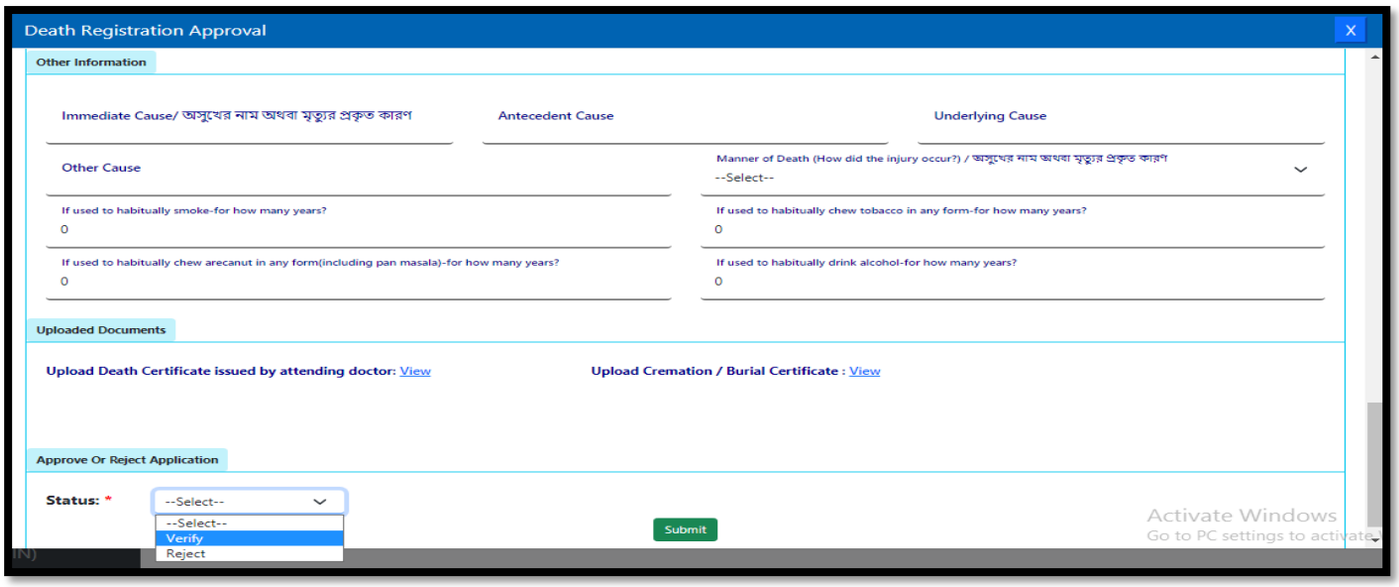
Place of death: Hospital **State:** West Bengal **District:** Birbhum
Urban/Rural: Block **Block/Municipality:** BOLPUR SRINIKETAN
Panchayat: KANKALITALA **Village/Town:** **Pin:** **Hospital Type:** Private
Name & Address of hospital/institute: Bolpur Nursing Home

Mother's Information

First Name: **Middle Name:** **Last Name:**
Email Id: **Mobile Number:**

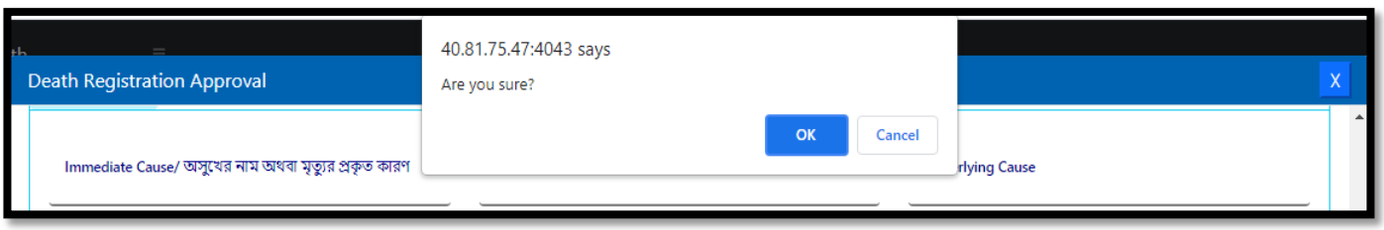
Activate Windows
Go to PC settings to activate

Step 3.4.4: : Next, Private Hospital Administrator will verify the entire application and provide his or her status which can be Verify or reject. If they think the entire application is wrong they will select reject for rejection.

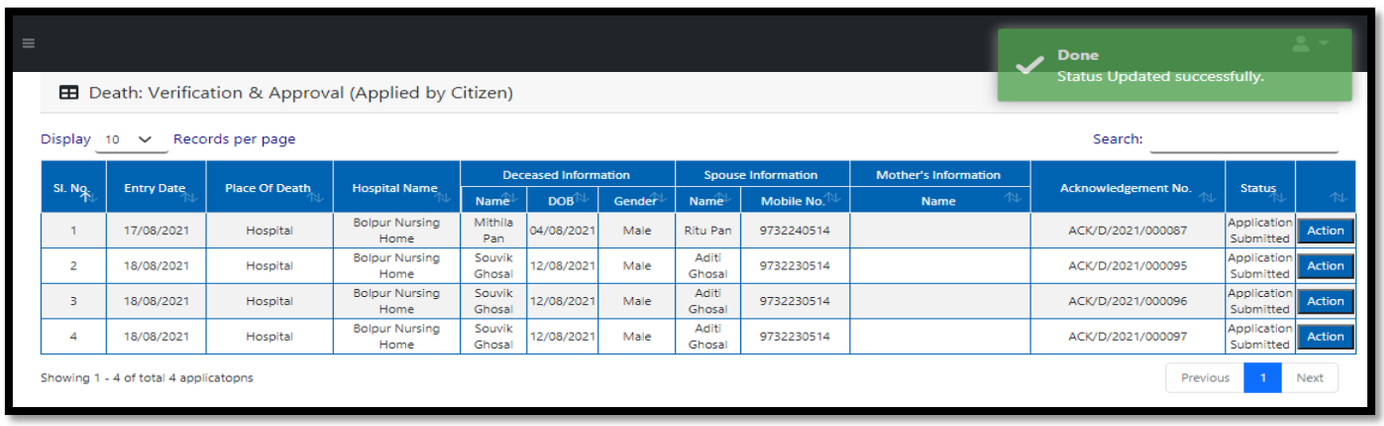


Step 3.4.5: If they think the application is correct, they will select verify and sent it to ULB for approval. For that they will select verify and press submit button

Step 3.4.6: : A popup will arise; user will click on the ok button for confirming the submission



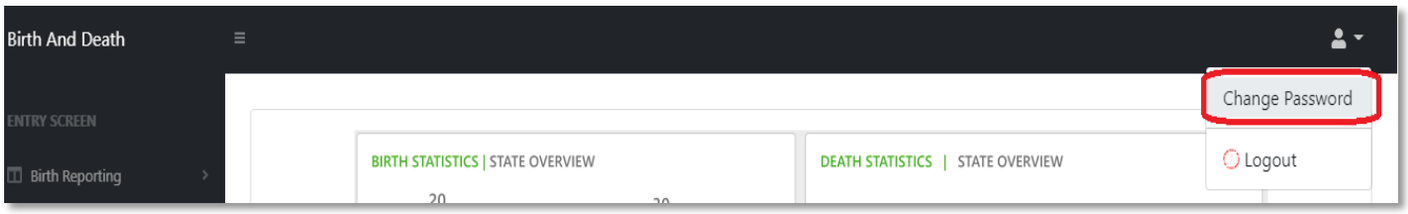
Step 3.4.7: : Verification of the selected application will be successful.



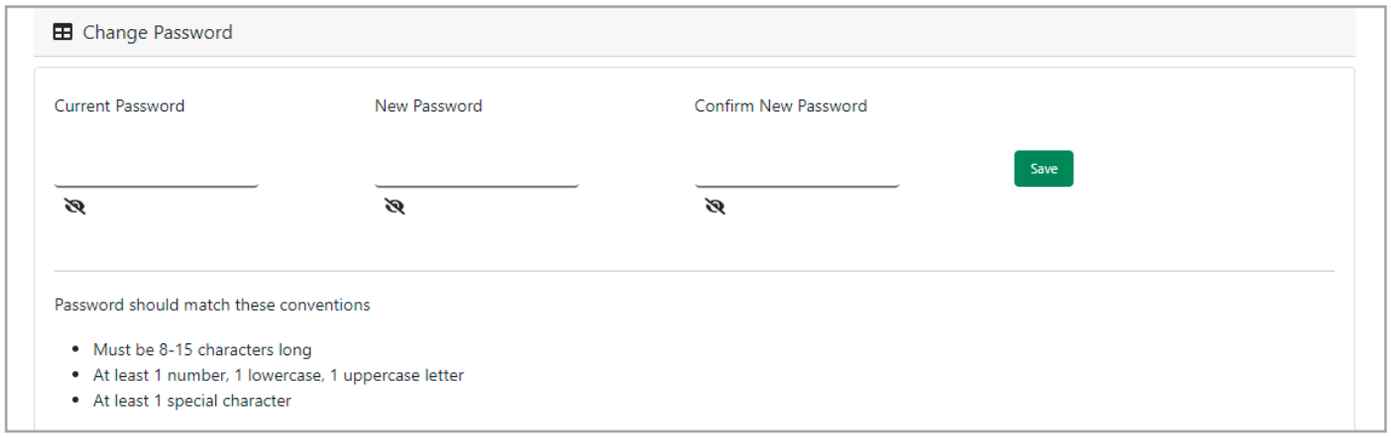
Sl. No.	Entry Date	Place Of Death	Hospital Name	Deceased Information			Spouse Information		Mother's Information	Acknowledgement No.	Status	
				Name	DOB	Gender	Name	Mobile No.	Name			
1	17/08/2021	Hospital	Bolpur Nursing Home	Mithila Pan	04/08/2021	Male	Ritu Pan	9732240514		ACK/D/2021/000087	Application Submitted	Action
2	18/08/2021	Hospital	Bolpur Nursing Home	Souvik Ghosal	12/08/2021	Male	Aditi Ghosal	9732230514		ACK/D/2021/000095	Application Submitted	Action
3	18/08/2021	Hospital	Bolpur Nursing Home	Souvik Ghosal	12/08/2021	Male	Aditi Ghosal	9732230514		ACK/D/2021/000096	Application Submitted	Action
4	18/08/2021	Hospital	Bolpur Nursing Home	Souvik Ghosal	12/08/2021	Male	Aditi Ghosal	9732230514		ACK/D/2021/000097	Application Submitted	Action

Change Password

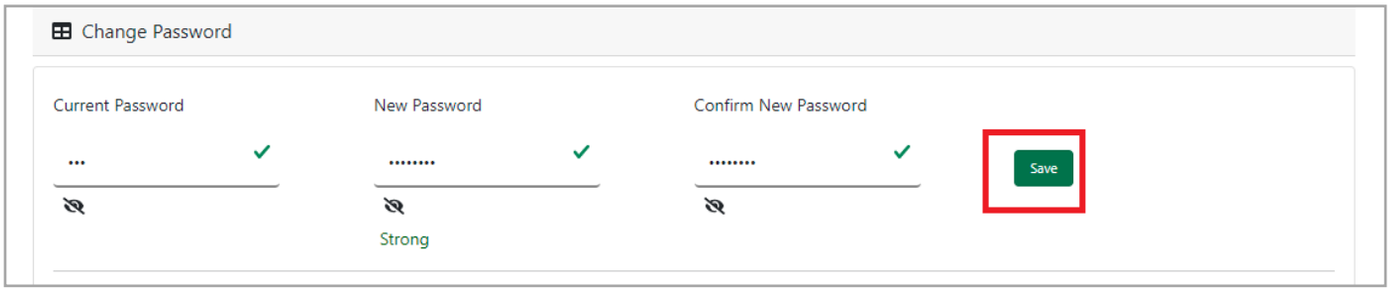
Step 4.1.2: For changing the existing password Registrar will press change password submenu.



Step 4.1.2: DEO will be redirected to the change password page. New password should be follows the mentioned criteria shown in the screen.

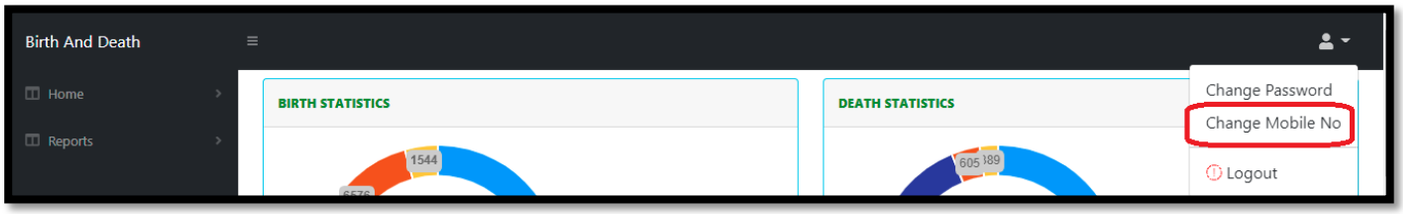


Step 4.1.3: DEO will enter the existing password, new password, confirm the new password and press save button which change the password accordingly.



Change Mobile Number

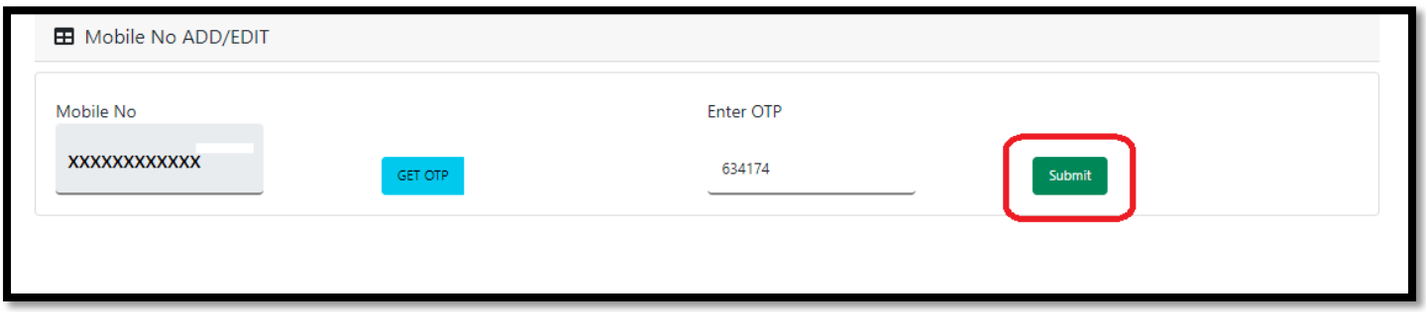
Step 4.2.2: For changing the existing mobile number user will press change Mobile no. submenu.



Step 4.2.2: DEO will be redirected to the change mobile no. page.

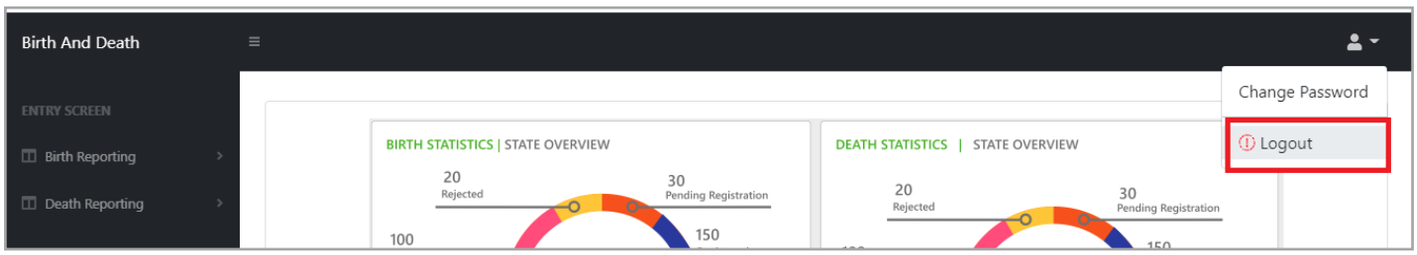
Step 4.2.3: DEO will enter the required mobile number and press 'Get OTP' button.

Step 4.2.4: DEO will enter the OTP send in their registered mobile number and press 'Submit ' Button



LOGOUT

Step 4.2.1: : Private Hospital Administrator can any time logout from the application for that they will click on logout button. .



Step 4.2.2: The page will be redirect to the login page of the Janma-Mrityu Tathya Portal.

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