

**DEPARTMENT OF ECONOMICS AND STATISTICS  
NAGALAND: KOHIMA**

**OFFICE MEMORANDUM**

Dated Kohima the 14<sup>th</sup> June 2013

In pursuant to Notification NO.ES/SP&SSDG/2011-12/67 dated 17-05-2013 the Directorate of Economics & Statistics is pleased to announce the availability of on-line service for application of Births & Deaths Certificates. The service is available through the official website of the Government of Nagaland.

*Guidelines for applicants applying for Births/Death certificate through e-form to be submitted on-line.*

1. Log in to the Nagaland State Portal: **<http://www.nagaland.gov.in/portal>**
2. Registering for new users – click on New Member Sign up
3. Login using the registered State Portal ‘ User Name’ and ‘Password’
4. Access the services tab- Application for birth/Death certificate
5. Fill the requisite fields, upload documents and click on submit
6. Note the transaction ID
7. Check the status in your State portal inbox
8. The status of the transaction will be intimated to the applicants via SMS on the registered mobile number.

Note:

1. In case of applicants who are registering after one month of the event (birth/death), if the uploaded supporting documents are accepted, the applicant shall have to collect the certificate in person along with the original documents for verification on the notified date.
2. On a pilot basis, the service is provided to cover events (Births/Deaths) in Kohima only at this stage.
3. The service can also be availed in the notified Community Service Centres (CSC) across the State.

Sd/ -

Director &  
Additional Chief Registrar of Births & Deaths  
Economics & Statistics  
Nagaland, Kohima.

#### On-line Registration of Births & Deaths:-

The Department of Economics & Statistics is coming out with the idea of On-line registration for Birth/Death Certificates. It will be on a pilot basis in the district of Kohima at the current stage. The services can be availed by visiting the Nagaland State website [www.nagalandstateportal](http://www.nagalandstateportal) during working days. Users have to register their names by clicking the login setup in the menu after which the system will automatically complete the system process. Users can either submit necessary details on-line registration of Birth/Death certificate(s) after which the administrator(s) will notify the date for collection of the same from the Office of the Directorate of Economics & Statistics, Kohima.

#### **ON-LINE REGISTRATION OF BIRTHS & DEATHS**

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Nagaland, Kohima.

**GOVERNMENT OF NAGALAND  
DEPARTMENT OF ECONOMICS AND STATISTICS  
NAGALAND: KOHIMA**

No.ES/SP & SSGDG/2011-12/67

Dated: Kohima the 03<sup>rd</sup> May 2013

**Notification**

**Issuance of Birth/Death Certificate through State Portal (SP) and State Service Delivery Gateway (SSDG)**

The Government of Nagaland has mandate to improve the efficiency and productivity of operations of all departments in addition to being citizen centric and desires to create a mechanism to deliver public services by leveraging the common infrastructure like Nagaland State wide Area network (NSWAN), State Data Centre (SDC), Common Service Centres (CSCs) and State Portal (SP) through the project “e-Form application through State Portal (SP) & State Services Delivery Gateway (SSDG)”.

For effective implementation of the project, it is necessary to put in place the new workflow, required input forms and define the payment and delivery mechanism and other related issues.

In pursuance of the Para 5 of the notification of the Department of information technology and Communication, Government of Nagaland, the public service which are mentioned below shall be delivered to citizen through the Common Service Centre and State Portal with effect from 6<sup>th</sup> May 2013:

1. Application for obtaining Birth Certificate
2. Application for obtaining Death Certificate

After receiving inputs and suggestions from various and detailed deliberation, it has been decided that the new procedure for processing of applications shall be as follows.

**1. Manner and procedure for delivery of Birth/Death Certificate**

In addition to the existing channel involving Physical Form submission at the Economics and Statistics Directorate/District Statistics Office, following additional channels are approved for making applications.

**1.1 Electronic form submission through the State Portal:-**

The electronic forms can be submitted through State Portal either online or by downloading the electronic form and filling the details offline and then submitting the electronic form online. The details are described below:

**1.1.1 Online form**

- a) The applicant shall open the State Portal website ([www.nagaland.gov.in](http://www.nagaland.gov.in)) for availing the service through internet.
  - b) To avail the services, applicant has to be a registered user with the State Portal.
  - c) In case the applicant is not a registered user, applicant can register by clicking on the new user link, and submit relevant details as required.
  - d) Applicant may log in to the state portal with the user ID and password.
  - e) Applicant should click on the “**Services**” tab to access the various services available online.
  - f) Applicant should click on the “**Application for Birth Certificate**” link under the **Directorate of Economics and Statistics** and click on the online form.
  - g) The Applicant should fill in the application pro-forma and upload the scanned copy of supporting documents (refer table in section 4 for supporting documents required) and click on submit.
- NB: Size Requirement for Supporting Documents-
- i) Passport photos should be in jpg/bmp/gif format, compressed to a size of less than 40 KB, ideally to a size of 110X140 pixels (widthXheight).  
Suggested: To compress an image, please open image with Microsoft Office Picture Manager->edit pictures->resize->custom widthXheight->enter 110X140->OK.
  - ii) All other supporting documents should be in pdf /jpg/bmp/gif format, compressed to a size under 200 KB.
- h) After proper submission of the application, State Portal Application shall generate a unique transaction ID which can be used for tracking purposes.
  - i) Applicants can track the status of their service by checking their State Portal inbox.
  - j) Applicants shall be notified date for verification and service collection by email on their state portal inbox as well as by SMS on the mobile number entered in the eForm.
  - k) Applicants can collect their registration ID Card at the Directorate of Economics and Statistics office on the date specified. Applicants shall take in original relevant supporting documents for verification along with attested photocopies for office record and the transaction ID.

### 1.1.2 Offline Form

- a) The applicant shall open the State Portal website ([www.nagaland.gov.in](http://www.nagaland.gov.in)) for availing the service through internet.
- b) To avail the services, applicant has to be a registered user with the State Portal.
- c) In case the applicant is not registered user, applicant can register by clicking on the new user link, and submit relevant details as required.
- d) Applicant may log in to the state portal with the user ID and password.
- e) Applicant should click on the “services” tab to access the various services available online.
- f) Applicant should click on the “Application for Registration of Candidates” link under the **Directorate of Economics and Statistics** and click on the online form.
- g) A zip file will be downloaded to the system. Applicant has to extract the zipped file. Applicant has to fill in the relevant detail in the mmmm.html.
- h) The Applicant should fill in the application pro-forma and attach the scanned copy of supporting documents (refer table in section 4 for supporting documents required).

NB: Size Requirement for Supporting Documents-

- i) Passport photos should be in jpg/bmp/gif format, compressed to a size of less than 40 KB, ideally to a size of 110X140 pixels (widthXheight).  
Suggested: To compress an image, please open image with Microsoft Office Picture Manager->edit pictures->custom widthXheight->enter 110X140->OK
  - ii) All other supporting documents should be in pdf/jpg/bmp/word format, compressed to a size under 200KB.
- i) In the Offline eForm mode, applicant can save the eForm details and complete filling it up as and when required. Applicant will be required to define a security key for saving the offline form, and has to provide the same for opening the eForm after saving it.
  - j) Applicant has to get online and log in to State Portal to submit the offline eForm.
  - k) After proper submission of the application, State Portal Application shall generate a unique transaction ID which can be used for tracking purposes.
  - l) Applicants can track the status of their service by checking their State Portal inbox.
  - m) Applicants shall be notified date for verification and service collection by email on their state portal inbox as well as by SMS on their mobile number entered in the eForm.
  - n) Applicants can collect their registration ID Card at the Directorate of Economics and Statistics office on the date specified. Applicants shall take in original relevant supporting documents for verification along with attested photocopies for record and the transaction ID.

## **1.2. Electronic form submission online through the State Portal at any of the Common Service Centres.**

- a) Applicant can approach any one of the operating Common Centre (CSCs) for availing the online service.
- b) CSC personnel shall open the State Portal website ([www.nagaland.gov.in](http://www.nagaland.gov.in))
- c) CSC personnel shall log in with his kiosk user id password.
- d) CSC personnel shall click on services tab and click on the “**Application for Birth Certificate**” link under the Directorate of Economics and Statistics, and click on the online form.
- e) CSC personnel shall assist applicant in filling up the eForm, scanning and uploading supporting documents and submission of the eForm. (please see 1.2.1-g for detail)
- f) After proper submission of the application, State Portal Application shall generate a unique transaction ID which can be used for tracking purposes.
- g) Applicant shall be notified date for verification and service collection by email on their state portal inbox as well as by SMS on the mobile number entered in the eForm.
- h) Applicants can collect their registration ID Card at the Directorate of Economics and Statistics office on the date specified. Applicants shall take in original relevant supporting documents for verification along with attested photocopies for office record and the transaction ID.

## **2. Process for Issuance of Registration of Candidates:**

- a) On-line application for Registration of Candidates will be submitted by the applicant through CSC or Web.
- b) After submission, the eForm shall be routed to the concerned department.
- c) The Department personnel shall verify the submitted eForm, and accept or reject the eForm based on the information provided in the eForm.
- d) On acceptance of eForm, the department personnel shall provide a date and time for verification of original documents and delivery of service.
- e) Suggested SLA (Service Level Agreement for Service Delivery)

Sl.	Task	Timing
1	Verification of Originals	10.00 AM to 1.00 PM
2	Delivery of Service	1.00PM to 3.00 PM

- f) On the date provided, applicant shall come to the Department for original documents verification and collect the registration card, along with the original documents, attested photocopies of the supporting documents for office record and transaction id.
- g) Department Official shall then pull up the eForm for the presented Transaction id on Central Application, verify the originals, take a printout of the eForm, attach the attested supporting documents provided and process the application as per the existing office process.
- h) Once service is delivered, the department official shall update the status of the eForm in the Central Application as completed.

### **3. Payment and Service Delivery:**

- i) On getting notification for document verification and service collection from department, applicant shall visit the department for collecting the Registration ID Card on the appointed date.
- ii) Applicant shall carry all supporting documents in original for verification as well as attested photocopies for office record.
- iii) Department official shall verify supporting documents, collect the attested photocopies, process the eForm and issue the certificate.

**(KEVILENO ANGAMI)**  
 Additional Secretary  
 Department of Economics & Statistics  
 &  
 Chief Registrar of Births & Deaths  
 Nagaland: Kohima.