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**GOVERNMENT OF THE PUNJAB  
LAW AND PARLIAMENTARY AFFAIRS DEPARTMENT**

**NOTIFICATION  
(81 of 2025)**

**08 MAY 2025**

Notification No.SOR(LG)8-3/2025, dated 02.05.2025 issued by the Local Government and Community Development Department, is hereby published in the Punjab Gazette (Extraordinary) for general information:

**"GOVERNMENT OF THE PUNJAB  
LOCAL GOVERNMENT AND COMMUNITY  
DEVELOPMENT DEPARTMENT**

Dated Lahore, 2<sup>nd</sup> May, 2025

**NOTIFICATION**

**No.SOR(LG)8-3/2025.**- In exercise of the powers conferred under section 202 of the Punjab Local Government Act 2022 (*XXXIII of 2022*), Governor of the Punjab is pleased to make the following rules:

**1. Short title and commencement.**- (1) These rules may be cited as the Punjab Local Government (Registration of Births and Deaths) Rules 2025.

(2) They shall come into force at once.

**2. Definitions.**- (1) In the rules, unless the subject or context otherwise requires:

- (a) "abandoned child" means a child who is abandoned by parents or by the person having his custody;
- (b) "Act" means the Punjab Local Government Act 2022 (*XXXIII of 2022*);
- (c) "adopted child" means a child who is not the natural child of the parents but has become their child by legal action;
- (d) "Assistant Director" means Assistant Director of the Directorate General;
- (e) "certificate" means the computerized certificate of birth or death issued under the rules;
- (f) "charges" means the charges specified under the rules;
- (g) "CNIC" means the Computerized National Identity Card issued by NADRA;
- (h) "Deputy Director" means Deputy Director of the Directorate General;
- (i) "Director General" means head of the Directorate General;
- (j) "Divisional Director" means Divisional Director of the Directorate General;
- (k) "foreigner" means a person who has nationality of any foreign country except Israel and who has entered Pakistan lawfully;
- (l) "Form" means the form appended to the rules;
- (m) "NADRA" means the National Database and Registration Authority established under the National

Database and Registration Authority Ordinance, 2000 (VIII of 2000);

- (n) "registration office" means the office of the Union Council concerned for registration of births and deaths within its local area;
- (o) "relative" means mother, father, brother, sister, paternal or maternal uncle, paternal or maternal aunt, grandparents, spouse, son and daughter;
- (p) "rules" means the Punjab Local Government (Registration of Births and Deaths) Rules 2025; and
- (q) "vaccination card" means a vaccination card duly issued by the government hospital, private hospital or a dispensary.

(2) A word or expression used but not defined in the rules shall have the same meaning as assigned to it in the Act.

**3. Report and registration of birth within one year.-** (1) A relative may report the birth of a child to the concerned registration office either manually or through online system on **Form-A** within one year of the birth.

(2) An officer or official concerned of the Primary and Secondary Healthcare Department and Specialized Healthcare and Medical Education Department may report the birth of the child to the concerned registration office.

(3) An officer or official concerned of the School Education Department and Special Education Department may report the unregistered birth of the child to the concerned registration office at the time of admission in the school.

(4) The official of concerned registration office, on receipt of the report under sub-rules (2) or (3), shall require the relative of the child to submit application for registration of birth under sub-rule (1).

(5) The official of concerned registration office shall verify from the applicant the information provided under sub-rule (1) or sub-rule (4), as the case may be, for the registration of birth and register the same on **Form-A1**.

(6) The official of concerned registration office shall issue a certificate to the applicant on same day.

(7) In case of refusal of application, the applicant may prefer an appeal to the Assistant Director of tehsil concerned whose decision shall be final.

(8) The appeal preferred under sub-rule (7) shall be decided within thirty days.

**4. Late registration of birth within seven years.-** (1) If a birth is reported after one year but not later than seven years to the concerned registration office, the applicant shall, while stating the reasons of delay, make an application either manually or through

online system on **Form-A** for registration of birth along with following documents:

- (a) copy of CNIC of the applicant;
- (b) birth slip of the child issued by the hospital (in case of birth in a hospital);
- (c) copy of vaccination card indicating the name of the child and his date of birth, if available; and
- (d) two recent photographs of the child.

(2) The official of concerned registration office, on receipt of application under sub-rule (1), shall verify the particulars from the applicant and submit a report to the Assistant Director of tehsil concerned on the same day for inquiry and necessary action containing the following note:

'No record of the intended birth entry exists as per record of the local government'.

(3) The Assistant Director of tehsil concerned, after due inquiry and verification of documents, shall decide the application within three days and issue an order with regard to acceptance or rejection of application and send the same to the applicant and the concerned registration office.

(4) In case of acceptance of application under sub-rule (3), the official of concerned registration office shall register the birth and issue the certificate immediately.

(5) In case of refusal of application under sub-rule (3), the applicant, within fifteen days of receipt of order, may prefer an appeal to the Deputy Director concerned whose decision shall be final.

(6) The appeal preferred under sub-rule (5) shall be decided within thirty days.

(7) Entry shall be made in red ink in the concerned register.

**5. Late registration of birth after seven years.**- (1) If a birth is reported after seven years to the concerned registration office, the relative shall, while stating the reasons of delay, make an application either manually or through online system on **Form-A** for registration of birth along with following documents:

- (a) copy of CNIC of the applicant;
- (b) birth slip of the child issued by the hospital (in case of birth in a hospital);
- (c) copy of vaccination card indicating the name of the child and his date of birth, if available;
- (d) valid B-Form or CNIC or Smart Card or Passport indicating date of birth of the child, if available; and
- (e) two recent photographs of the child.

(2) The official of concerned registration office, on the receipt of application under sub-rule (1), shall verify the particulars from the applicant and submit a report to the Assistant Director of tehsil concerned on same day for inquiry and necessary action containing the following note:

'No record of the intended birth entry exists as per record of the local government'.

(3) The Assistant Director of tehsil concerned, after due inquiry and verification of documents, shall submit the application along with his recommendation to the Deputy Director concerned for permission of late registration of birth.

(4) The Deputy Director concerned shall examine the application in detail and order to publish a notice in a daily national newspaper to call for objections within ten days where it is required and if satisfied accord approval for late registration.

(5) The expenses of advertisement shall be borne by the applicant, where applicable.

(6) The Deputy Director concerned shall inform about its decision to the applicant within thirty days of receipt of application. A copy of decision shall be forwarded to concerned registration office and Divisional Director.

(7) In case of acceptance of application under sub-rule (6), the official of concerned registration office shall register the birth and issue certificate immediately after receiving the permission.

(8) In case of refusal of application under sub-rule (6), the applicant, within fifteen days of receipt of order, may prefer an appeal to the following committee:

(a)	Divisional Director	Convener
(b)	Assistant Director of divisional head quarter	Member/Secretary
(c)	representative of NADRA	Member

(9) The appeal preferred under sub-rule (8) shall be decided within thirty days and decision of committee shall be final.

(10) After hearing the appeal, the committee shall inform about its decision to the applicant, the concerned registration office and Deputy Director concerned.

(11) In case an appeal is accepted under sub-rule (10), the official of concerned registration office shall register and issue certificate immediately after receiving the decision.

(12) Entry shall be made in red ink in the concerned register.

**6. Registration of abandoned child.-** (1) Any person or the Child Protection Bureau or any Social Welfare Institution or any philanthropist shall report the abandoned child to the concerned registration office.

(2) The application on **Form-A** for registration of an abandoned child shall be made to the concerned registration office along with following documents:

- (a) copy of CNIC of the applicant; and
- (b) two recent photographs of the child.

(3) The official of concerned registration office shall issue certificate on order of the Assistant Director of tehsil concerned within five days.

(4) Entry shall be made in red ink in the concerned register.

**7. Registration of child born in jail.-** (1) The Jail Superintendent shall facilitate the mother of the child to report the birth of the child within one year of birth to the concerned registration office on **Form-A**, with his covering letter.

(2) The official of concerned registration office shall issue a certificate to the applicant on same day.

(3) Entry shall be made in red ink in the concerned register.

**8. Registration of adopted child.-** (1) The guardian appointed by the court may submit an application to the concerned registration office on **Form-A** for registration of birth along with following documents:

- (a) certified copy of guardianship certificate;
- (b) copy of CNIC of the guardian; and
- (c) two recent photographs of child.

(2) The application for registration shall be made within thirty days after the issuance of guardianship certificate.

(3) In case thirty days have elapsed, then the procedure provided under rule 5 for registration shall be applicable.

(4) In the column of remarks in the **Form-A1**, the name of the court which issued the decree along with date of decision shall be written whereas in the column of parentage the name of real father shall be written.

(5) The official of concerned registration office shall issue certificate on order of the Assistant Director of tehsil concerned within five days.

(6) Entry shall be made in red ink in the concerned register.

**9. Registration of child born abroad.-** (1) A Pakistani citizen living abroad and intends to register birth of his child in the concerned registration office, he either by himself or through his nominee, may apply manually or through online system or by post within one year of the birth.

(2) The applicant shall submit the Form "S" attested by the Pakistan Embassy or Consulate of the country in which the applicant is

residing and shall forward the same to the concerned registration office either manually or through online system or by post.

(3) The official of concerned registration office shall verify the information from the applicant and, if found correct, shall register and issue certificate.

(4) In the column of remarks on **Form-A**, the name, number and date of the letter of the Embassy, shall also be written.

(5) The official of concerned registration office shall issue a certificate within three days after receiving application of birth registration.

(6) In case birth is reported after one year, the applicant shall apply for late registration as per procedure provided under rule 5.

(7) Entry shall be made in green ink in the concerned register and Form "S" and complete file of such registration shall be the part of permanent record of the concerned registration office.

**10. Registration of child born to foreigner.-** (1) Any foreigner temporarily residing in Pakistan may register birth of his child in the concerned registration office within sixty days of the birth by filing the application on **Form-A** along with the following documents:

- (a) legal proof of his arrival in Pakistan (date and place as per passport);
- (b) certificate of his employment in Pakistan, if applicable;
- (c) certified copy of applicant and spouse's passport;
- (d) verified birth report issued by the hospital where child is born; and
- (e) name, complete address and telephone number of the country of origin.

(2) The official of concerned registration office, on the receipt of application under sub-rule (1), shall verify the documents and forward the same to the Assistant Director of tehsil concerned within three days.

(3) The Assistant Director of tehsil concerned shall issue order within three days of receipt of application and inform about its decision to the applicant within thirty days of receipt of application. A copy of order shall be forwarded to the concerned registration office and Deputy Director concerned.

(4) In case of acceptance of application under sub-rule (3), the official of concerned registration office shall issue the birth certificate on the same day.

(5) In case of refusal of application under sub-rule (3), the applicant, within fifteen days of receipt of order, may prefer an appeal to the committee mentioned under sub-rule (8) of rule 5 whose decision shall be final.

(6) The appeal preferred under sub-rule (4) shall be decided within thirty days.

(7) The relevant guidelines issued by the Interior Ministry and Foreign Office of Pakistan shall be followed.

(8) Entry shall be made in red ink in the concerned register.

**11. Report and registration of death within one year.-** (1) A relative of the deceased shall report the death as soon as possible but not later than one year.

(2) The applicant shall submit application either manually or through online system on **Form-B** at the concerned registration office along with following documents:

- (a) copies of CNIC of the applicant and the deceased;
- (b) copy of death slip issued by the hospital indicating the cause of death, if death occurred in a hospital; and
- (c) copy of burial slip issued by the graveyard management committee, if available.

(3) An officer or official concerned of the Primary and Secondary Healthcare Department and Specialized Healthcare and Medical Education Department may report the death to concerned registration office.

(4) The official of concerned registration office, on receipt of the report under sub-rule (3), shall require the relative of deceased to submit application for registration of death under sub-rules (1) and (2).

(5) In case of online application, the applicant may be required to visit the concerned registration office for verification of given information. After verification, the applicant shall sign and mark thumb impression on the form or register.

(6) The official of concerned registration office shall issue a certificate to the applicant.

**12. Late registration of death within seven years.-** (1) If a death is reported after one year but not later than seven years to the concerned registration office, the relative shall, while stating the reasons of delay, make an application on **Form-B** for registration of death along with following documents:

- (a) affidavit by a relative on stamp paper of three hundred rupees witnessed by two persons present at time of burial;
- (b) copies of CNIC or birth certificate of deceased and the relative;
- (c) copy of death slip issued by the hospital indicating the cause of death (in case death occurred in a hospital); and

(d) copy of burial slip issued by graveyard management committee, if available.

(2) An application for late registration under sub-rule (1), within three days of its receipt, shall be forwarded to the Deputy Director concerned for inquiry and necessary action.

(3) The permission for late registration of death shall be granted by the following committee after complete scrutiny or verification:

(a)	Deputy Director	Convener
(b)	Assistant Director of tehsil concerned	Member/Secretary
(c)	official of the concerned registration office	Member
(d)	representative of NADRA	Member

(4) The committee shall examine the application in detail and order to publish a notice in a daily national newspaper to call for objections within ten days and if satisfied, accord approval for late registration.

(5) The expenses of advertisement shall be borne by the applicant.

(6) The committee shall inform about its decision to the applicant within thirty days of receipt of application. A copy of decision shall be forwarded to the concerned registration office and Divisional Director.

(7) In case of acceptance of application under sub-rule (6), the official of concerned registration office shall register and issue certificate immediately after receiving the decision.

(8) In case of refusal of application under sub-rule (6), the applicant, within fifteen days of receipt of order, may prefer an appeal to the committee mentioned under sub-rule (8) of rule 5 whose decision shall be final.

(9) The appeal preferred under sub-rule (8) shall be decided within thirty days.

(10) After hearing the appeal, the committee shall inform about its decision to the applicant, the concerned registration office and Deputy Director concerned.

(11) In case an appeal is accepted under sub-rule (10), the official of concerned registration office shall register and issue certificate immediately after receiving the decision.

(12) Entry shall be made in red ink in the concerned register.

**13. Late registration of death after seven years.-** In case of death is reported after seven years, it shall be registered after court decree.

**14. Registration of death of a known person whose dead body is not found.-** (1) If the particulars of the deceased are known but his dead body is not found, registration of his death shall be made on **Form-B** by the relative of deceased after registration of police report and on the order of court.

(2) The registration shall be made within thirty days after the order of court and a certificate shall be issued accordingly.

(3) Entry shall be made in red ink in the concerned register.

**15. Registration of death of Pakistani living abroad.-** (1) A Pakistani citizen, dies abroad and if his relative intends to register the death in the concerned registration office, the relative may report either manually or through online system on **Form-B**.

(2) The registration of death occurring abroad shall be made in the concerned registration office within six months.

(3) The relative of the deceased shall provide particulars of the deceased along with the death certificate issued by the hospital attested by the Pakistan Embassy or Consulate and attested copy of CNIC of the deceased and relative in the concerned registration office.

(4) The official of concerned registration office shall forward the application to the Deputy Director concerned who shall make an order after verification. The official of concerned registration office, within three days of receipt of order from the Deputy Director concerned shall issue death certificate.

(5) In case of non-registration of death within six months, the applicant shall apply for late registration as per procedure provided under rule 12. The following additional documents shall be provided along with the application:

- (a) affidavit on stamp paper of three hundred rupees witnessed by two persons;
- (b) copies of CNIC, passport and visa; and
- (c) any other document.

(6) After receiving application, the committee mentioned under sub-rule (3) of rule 12 shall conduct inquiry for registration of death in accordance with the procedure provided for late registration. The Deputy Director concerned shall issue order for registration for such death to the concerned registration office.

(7) Entry shall be made in red ink in the concerned register.

**16. Registration of death of abandoned or un-claimed dead body.-** (1) Registration of the abandoned or un-claimed dead body shall be made after police report and order of the Deputy Director concerned.

(2) The following documents shall be provided along with the application:

- (a) copy of police report;

- (b) certificate issued by the police declaring the dead body as abandoned or un-claimed;
- (c) four photographs of the dead body from different angles; and
- (d) copy of autopsy or postmortem report, if available.

(3) In the column of remarks on **Form-B1**, the word 'abandoned or un-claimed' shall be written as the reason for leaving the column of the name of the deceased, parentage and address as blank.

(4) In case CNIC of the deceased is found, the columns of the name, parentage and address shall be filled in as per details.

(5) No certificate shall be issued for registration of abandoned or un-claimed dead body unless the relative submits application for the same.

(6) The relatives shall apply for certificate as per procedure provided under sub-rule (1) of rule 11.

(7) Entry shall be made in red ink in the concerned register.

**17. Correction of clerical error in birth or death certificate.-**

(1) In case of clerical error in birth certificate, the person on his own or his relative may submit application on plain paper to the concerned registration office for correction.

(2) In case of clerical error in death certificate, the relative may submit application on plain paper to the concerned registration office for correction.

(3) The official of concerned registration office shall forward the application received under sub-rules (1) or (2), as the case may be, to the Assistant Director of tehsil concerned for inquiry.

(4) The Assistant Director of tehsil concerned shall cause a notice to be published in a daily national newspaper inviting objections within fifteen days.

(5) The expenses of advertisement shall be borne by the applicant.

(6) The notice shall also be affixed on the notice board of the concerned registration office.

(7) If no objection is received within specified time, the Assistant Director of tehsil concerned shall, if satisfied, order for correction and issuance of certificate.

(8) In case any objection is received, the Assistant Director of tehsil concerned shall decide the matter after hearing the relative and person making objection.

(9) An error made by the official of the concerned registration office shall be corrected after inquiry by the Assistant Director of tehsil concerned without any charges.

**18. Change in birth and death certificate.-** Any change other than clerical error in birth and death certificate shall be made after court decree and certificate shall be issued accordingly.

**19. Cancellation of bogus certificate of birth or death.-** (1) The Deputy Director concerned, Assistant Director of tehsil concerned or official of concerned registration office shall, on his own or upon receiving application regarding the issuance of fake or bogus birth or death certificates, take notice and refer the matter to the committee mentioned under sub-rule (3) of rule 12 for inquiry.

(2) If the registration is found bogus or fake, the committee shall issue direction for its cancellation within twenty-one days.

(3) A copy of the decision shall be forwarded to the concerned registration office and Divisional Director.

(4) In case an appeal is not preferred under sub-rule (5), a copy of the decision shall be forwarded to District Officer NADRA.

(5) An appeal against decision issued under sub-rule (2) may be preferred within fifteen days of receipt of order to the committee mentioned under sub-rule (8) of rule 5 whose decision shall be final.

(6) The appeal preferred under sub-rule (5) shall be decided within thirty days.

(7) After hearing the appeal, the committee shall inform about its decision to the applicant, the concerned registration office and Deputy Director concerned and shall forward a copy for information to the Director General and District Officer of NADRA.

(8) Proceedings under relevant laws and rules shall be initiated against the officer or official of concerned registration office and the applicant of the said registration.

(9) The entry of such cancellation shall only be made by the Assistant Director of tehsil concerned subject to decision of the appeal filed under sub-rule (5).

**20. Issuance of duplicate certificate.-** (1) A person, on his own or his relative, may submit the application along with attested copy of CNIC and receipt of payment of specified charges for issuance of duplicate certificate of registration of birth.

(2) A relative or any other person may submit the application along with attested copy of CNIC and receipt of payment of specified charges for issuance of duplicate certificate of registration of death.

(3) The official of concerned registration office, on receipt of charges, shall issue the duplicate certificate on the same day.

(4) The official of concerned registration office shall enter record of issuance of duplicate certificate on **Form-C**.

**21. Charges.-** (1) The detail of charges is as follows:

Sr. No.	Description	Amount (Rupees)
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(a)	registration and issuance of birth or death certificate	NIL
(b)	late registration of birth (after seven years)	Rs. 200/-
(c)	late registration of birth (Pakistani citizen living abroad)	Rs. 1000/-
(d)	late registration of birth of a foreigner	Rs. 2000/-
(e)	late registration of death (after seven years)	Rs. 1000/-
(f)	correction or change	Rs. 500/-
(g)	duplicate certificate	Rs. 200/-

**Note:** Issuance of birth or death certificate shall be free for one year after which this may be reviewed by the Government.

(2) No charges for late registration shall be received in case of registration of birth of abandoned and child born in jail.

(3) No charges for late registration of death shall be received in case of registration of death of abandoned or unclaimed dead body.

(4) Charges received under the rules shall become part of receipts and be considered as income of the concerned local government.

**22. General.-** (1) NADRA shall issue B-Form on submission of birth registration certificate issued by the concerned registration office.

(2) All registration offices shall maintain separate registers of birth and death and maintain the record, manually or electronically, as may be required by the Director General.

(3) Monthly report of registration of birth and death shall be prepared on **Form-D**.

(4) The registration offices shall function under the supervision of the Director General.

**23. Repeal.-** The Punjab Local Government (Registration of Births and Deaths) Rules 2021 are hereby repealed.

**SECRETARY**  
GOVERNMENT OF THE PUNJAB  
LOCAL GOVERNMENT AND COMMUNITY  
DEVELOPMENT DEPARTMENT"

**(MUHAMMAD ASIF BALAL LODHI)**  
**SECRETARY**

Government of the Punjab  
Law and Parliamentary Affairs Department





## فارم "B"

- درخواست برائے اندراج اموات/کمپیوٹرائزڈ اموات کا سرٹیفکیٹ مقامی حکومت (نام ونمبر) .....
- 1- متوفی/متوفیہ کا نام: ..... نام (انگریزی) .....
- 2- والد کا نام (اردو) ..... (انگریزی) .....
- 3- متوفی/متوفیہ کا شناختی کارڈ نمبر ..... والد کا شناختی کارڈ نمبر .....
- 4- والدہ کا نام (اردو) ..... (انگریزی) .....
- 5- والدہ کا شناختی کارڈ نمبر ..... متوفی/متوفیہ کی عمر .....
- 6- شوہر کا نام (اردو) ..... (انگریزی) .....
- 7- شوہر کا شناختی کارڈ نمبر ..... .....
- 8- جنس ..... 9- مذہب .....
- 10- تاریخ وفات: ..... 11- تاریخ تدفین .....
- 12- چائے وقت: ..... 13- قبرستان کا نام .....
- 14- عید وقت: ..... 15- حدت علالت (بیماری کی صورت میں) .....
- 15-A بصورت علاج نام ہسپتال نام ڈاکٹر و پتہ: .....
- 15-B امام جنازہ پڑھانے والے کا نام و پتہ و موبائل نمبر: .....
- 16- متوفی/متوفیہ کا پتہ: .....
- 17- درخواست دہندہ کا نام (اردو) ..... (انگریزی) ..... فون نمبر .....
- 18- درخواست دہندہ کا شناختی کارڈ نمبر ..... .....
- 19- درخواست دہندہ کا متوفی/متوفیہ سے رشتہ .....
- 20- درخواست دہندہ کا پتہ .....
- 21- قسم اندراج نمائندہ تاریخی نکلری (اول) تاریخی اندراج نکلری (دوئم) .....
- 22- تاریخی اندراج کی صورت میں کیا ہماز اتھارٹی سے تحریری اجازت لی گئی۔ ہاں نہیں
- اگر ہاں تو حکم نمبر مع تاریخ نکلے۔ نام اتھارٹی جس نے حکم جاری کیا۔ .....
- میں حلفیہ بیان کرتا/کرتی ہوں کہ درج بالا تمام کوائف میرے علم و یقین کے مطابق درست ہیں اور میں مقامی حکومت بڈا کا/کی رہائشی ہوں کوئی امرغشی یا کوئی جھوٹ نہ ہے۔ اندراج کروایا جائے۔

درخواست دہندہ کے دستخط یا نشان آگٹھی۔ .....

برائے دفتر میں استعمال

Date ..... CRMS NO. ISSUED .....

نام و دستخط اہل کار مقامی حکومت (نام ونمبر) .....

نام ونمبر رجسٹریشن دفتر .....

رسید

نمبر شمار ..... تاریخ اندراج .....

متوفی/متوفیہ کا نام ..... والد شوہر کا نام: ..... ساکن .....

نام درخواست دہندہ بھدہ پتہ: .....

نام، دستخط و مہر اہل کار رجسٹر اہل مقامی حکومت نام ونمبر .....





