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பதிவாளர் நாயகம் திணைக்களம்
REGISTRAR GENERAL'S DEPARTMENT



මගේ අංකය
எனது இல.
My No.

RG/MBD/01/Circular (V2)

ප්‍රධාන කාර්යාලය
தலைமை அலுவலகம்
HEAD OFFICE

ත. ප. අංකය
த. பெ. இல.
P. O. Box No. } 565

ඔබේ අංකය
உமது இல.
Your No.

234/A3, ඩෙන්සිල් කොබ්බාදුව මාවත, බත්තරමුල්ල.
234/A3, டென்சில் கொப்பேகடுவ மாவத்தை, பத்தரமுல்லை.
234/A3, Denzil Kobbakaduwa Mawatha, Battaramulla.

දිනය
திகதி
Date } 2022.06.16 ✓

Circular No: 04/2022

All Executive and Staff Officers of the Department

Duties and Responsibilities related to e-BMD Program

The database, e-BMD is maintained by District Registrar Divisions formed at all Divisional Secretariats in the country with the aim of creating a system to issue certified copies of birth, death, and marriage to all the citizens on national level and conservation of those records.

This program should be carried out under the supervision of all the Assistant Registrars in charge of districts and responsibility of this program describes as follows.

01. Additional District Registrars attached to Divisional Secretariats

- Process of obtaining information can be completed by getting relevant information orally instead of asking for the registration application of birth, marriage and death (Registration 63, 63 a, 121) scanned by the e-BMD program.
- Hereafter, a printed copy of Data Book should be maintained as it can be taken as a printout from e-BMD program.
- If there is a power outage while maintaining a printed copy of this program, on such a day it is compulsory that you maintain the Day Book as per the method mentioned in the hand book of Registrar General's Department.
- Irrespective of the way the Day Book is maintained at the end of the day it should be checked and daily income should be balanced.

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- v. As informed in the letter of My No RG/MBD/1/41 and dated 19.01.2022 you are obliged to prepare monthly reports in this regard and send the reports to the Civil Registration Division of the Head Office before the 15th day of every month.
- vi. You should response to all requests/applications on daily basis.
- vii. Please contact ICT Officer at 0112889518 if any instruction is required regarding the formation of the database.
- viii. Actions should be taken to manage available physical and human resources properly after discussion with the Divisional Secretary/ District Registrar.
- ix. A receipt in the form of Registration 86 should be signed and issued to the applicant. A computerized program has been formed for this process as a development of e-BMD and the instructions should be followed strictly until it is implemented.
- x. If you use other computer programs except this, granting prior approval of Registrar General is mandatory. Further, if any computer program is used in related to this, covering approval should be granted with immediate effect.
- xi. Day Book report taken through the system as a printout on daily basis should be filed daily and composed a book at the end of the month.
- xii. Applications completed, should be organized daily in according to the numbers on day book and file a book at the end of the month.

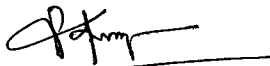
02. Additional District Registrars of other offices whom copies are issued through e-BMD data system except Divisional Secretariat.

- i. As you issue copies only through e-BMD database, Data Book generated through system should be filed as a printout.
- ii. In case of a malfunction of the database due to a power outage, a note mentioning the reason should be filed to the Day Book.
- iii. You are obliged to all the functions except the section 01(iii) mentioned under the role & responsibilities of Additional District Registrars appointed to Divisional Secretariats mentioned under number

03. A new circular for responsibilities of Provincial Deputy Registrars and District Registrars General will be issued in future for explaining respective responsibilities.

04. Role & responsibilities mentioned in the circular 16/2021 issued dated 30.07.2021 for Civil Registration Division, IT Division and Finance Division of the Head Office will remain unchanged.

I expect you to perform duties in an efficient and effective manner as this will facilitate the smooth and simplified approach of daily duties by streamlining the services provided to the public through the department.



P.S.P Abeywardhane
Registrar General

Copies: 01. Secretary, Ministry of Public Administration, Home Affairs

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|--|---|------------------------|
| Provincial Councils and Local Government | - | } For your information |
| 02. Auditor General | - | |
| 03. District Secretary/Additional Registrar
General | - | |
| 04. Divisional Secretary/District Registrar | - | |