



**Guidelines for Civil Registration and Census Services
Delivery during Dissolution of Local Government
Functionaries, 2021**

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ནང་སྲིད་དང་སྲོལ་འཛིན་ལྷན་ཁག་ལགས།**

Department of Civil Registration & Census

Ministry of Home & Cultural Affairs

Guidelines for Civil Registration and Census Services Delivery during Dissolution of Local Government Functionaries, 2021

1. Rationale

As the Local Government functionaries vacate the office due to dissolution of Local Government upon expiry of five-year term, the delivery of civil registration and census services is constrained. It is vital to facilitate provision of critical civil registration and census services with appropriate measures while also sustaining the security aspects during the interim period of Local Government functionaries.

The services such as birth registration, death registration, processing new Citizenship Card/Special Resident Card, census transfer and updating head of household amongst others require verification and endorsement of Gup and Tshogpa for Gewog administration and Thromde Tshogpa for Thromde administration.

The Local Government officials namely Gup, Thromde Tshogpa and Gewog Tshogpa play crucial roles in identifying individual person, authenticating and substantiating the biological parentage/relations of a person under their seal and signature for a range of civil registration and census services.

In order to continue the delivery of critical civil registration and census services from the time of office vacation till constitution of Local Government, the Department of Civil Registration and Census has developed this guideline to guide the civil registration and census officials and the officiating Gup duly appointed by the competent authority.

2. Objectives

This guideline is promulgated to guide Dzongkhag/Thromde civil registration and census officials to continue delivering civil registration and census services in times of Local Government functionaries vacating the office with the following objectives: -

- a) Designate officials to play the role of Local Government functionaries for identified services at Gewog and Thromde administration
- b) Guide Dzongkhag/Thromde civil registration and census officials for effective service delivery.
- c) Identify critical civil registration and census services during such time.
- d) Provide critical civil registration and census services from the time Local Government functionaries vacate office till it is constituted.

3. Scope, effective and extent

- a) The guideline shall cover the Thromde administration¹ and Gewog administration² for provision of identified civil registration and census services.
- b) It shall be effective from the date the Local Government functionaries vacate the office.
- c) It shall cease to be operational from the date the Local Government functionaries join the office.

4. Identified Services

The following civil registration and census services shall be available during such time.

- a) Birth Registration
- b) Death Registration
- c) Processing New Citizenship Card/Special Resident Card
- d) Updating Head of Household

Note: All other services not reflected above shall resume upon joining of local government officials.

The identified services shall be delivered by the Gewog and Thromde administration as detailed below:

4.1 Birth Registration

The Citizenship Act mandates registration of new born within 1 year from the date of delivery. Besides the offspring of bonafide Bhutanese parents, the new born shall also include the child/children born to parents who is/are registered in the Case Information System maintained with the Department of Civil Registration and Census.

The birth registration verification shall be carried out by Officiating Gup duly appointed by Competent Authority for Gewog administration and Thromde Civil Registration and Census Officer on behalf of Thromde Tshogpa for Thromde administration.

The validation and registration shall be carried out based on the required documents as specified in the Standard Operating Procedure 2016.

¹ Thromde Tshogpa of Thromde Tshogde is signatory to civil registration and census services

² Gup and Tshogpa of Gewog Tshogde are signatory to civil registration and census services

4.2 Death Registration

The incidences of death shall be verified by Officiating Gup duly appointed by Competent Authority for Gewog administration and Thromde Civil Registration and Census Officer on behalf of Thromde Tshogpa for Thromde administration.

The above designated officials at the respective office shall verify the complete documents required for death registration as outlined in the Standard Operating Procedure 2016.

4.3 Processing New Citizenship Card/Special Resident Card

All applications for processing new Citizenship Card/Special Resident Card for applicant age between 15 and 25 years shall be verified by Officiating Gup duly appointed by Competent Authority for Gewog administration and Thromde Civil Registration and Census Officer on behalf of Thromde Tshogpa for Thromde administration.

However, the respective identified officials can make no recommendations or submit verification report for correction of parent's details (if any) under any circumstances.

4.4 Updating Head of Household

All applications for updating Head of Household (HoH) shall be verified to update in the Bhutan Civil Registration System by Officiating Gup duly appointed by Competent Authority for Gewog administration and Thromde Civil Registration and Census Officer on behalf of Thromde Tshogpa for Thromde administration.

The Officiating Gup and designated officials at Thromde Civil Registration and Census Office shall ensure that all the required formalities are duly completed under their seal and signature wherever concerning the Gup and Thromde Tshogpa.

5. Accountability

The respective designated officials shall be held accountable for any lapses while discharging the above responsibilities.

6. Amendment

The Department of Civil Registration and Census shall amend the guidelines from time to time in the future.