

Nagarjuna College of Information and Technology

Tribhuvan University

Institute of Science and Technology



Birth, Death and Migration Process in Ward Office

E-Governance

Submitted To:

Department of Computer Science and Information Technology

Nagarjuna College of Information and Technology

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With Respect,

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Chapter 1: Introduction

1.1 Introduction

Nepal's pursuit of modernization extends beyond digital transformation to encompass the efficient management of vital events such as births, deaths, and migrations. Central to this endeavor is the Department of National Identity Card and Registration (DONIDCR), a key entity tasked with overseeing the registration process and ensuring the accuracy and integrity of vital event records.

Established on Jestha 28, 2075 B.S. (June 11, 2018), DONIDCR represents Nepal's commitment to enhancing administrative processes and citizen services. Against the backdrop of Nepal's diverse geographical landscape and evolving socio-economic dynamics, DONIDCR plays a pivotal role in upholding the rights of citizens and facilitating the issuance of essential documents such as birth certificates, death certificates, and citizenship certificates.

With a focus on leveraging technology to streamline operations, DONIDCR aims to simplify the birth, death, and migration registration process. Through its online platform and digital databases, citizens can conveniently submit registration forms and documents, reducing bureaucratic hurdles and ensuring accessibility to vital registration services across the country.

This case study delves into DONIDCR's initiatives, achievements, and the ongoing challenges it encounters in its efforts to modernize the registration process and uphold the rights of citizens in Nepal. Through a comprehensive analysis, we aim to shed light on DONIDCR's role in shaping Nepal's administrative landscape and advancing the nation's development agenda.



Figure 1: DEPARTMENT OF NATIONAL ID AND CIVIL REGISTRATION

1.2 Objective

- **Assess the effectiveness of the registration process:** The study can aim to evaluate how well the birth, death, and migration registration process is functioning in the ward in terms of accuracy, timeliness, and compliance with legal requirements.

- **Identify barriers to registration:** The objective could be to identify the factors that hinder people from registering births, deaths, or migration events in the ward. This could involve exploring the reasons behind non-registration, such as lack of awareness, cultural beliefs, administrative complexities, or accessibility issues. Understanding these barriers can help develop strategies to overcome them and improve registration rates.
- **Assess the impact of registration on public services and planning:** The study can aim to examine how birth, death, and migration registration data are being utilized in the ward for public service provision, resource allocation, and planning purposes. This objective could involve evaluating the extent to which registration data is being integrated into decision-making processes and identifying areas where it can be better utilized for effective governance and service delivery.
- **Evaluate the awareness and perception of the registration process:** The study can aim to evaluate the level of awareness and perception among the community members regarding the importance and benefits of birth, death, and migration registration. This objective could involve conducting surveys, interviews, or focus group discussions to gather insights on people's knowledge, attitudes, and practices related to registration.

Chapter 2: Review of Case Study

2.1 Birth Certification process

2.1.1 Procedure

1. **Registration of the birth:** The first step is to register the birth of the child with the appropriate authorities. This is usually done at the local civil registration office, municipality, ward office or online portal. The parents or guardians are required to provide information about the child, such as the date and place of birth, gender, and the names of the parents.
2. **Required documents:** Gather the necessary documents as per the requirements of the registration office.
3. **Fill out the application form:** Complete the birth certificate application form provided by the registration office. This form will require information about the child, parents, and other relevant details.
4. **Submit the application:** Visit the registration office in person and submit the completed application form along with the required documents. The office staff will review the documents and process the application.
5. **Verification and processing:** The registration office may conduct a verification process to ensure the accuracy of the information provided. This may involve cross-checking the details, contacting the hospital or midwife for confirmation, or requesting additional documents if needed.
6. **Payment of fees:** There may be a fee associated with obtaining the birth certificate. Pay the required fee at the registration office as per their guidelines.
7. **Issuance of the birth certificate:** Once the application is processed and approved, the registration office will issue the birth certificate. It is typically provided in the form of an official document with the child's details, parents' names, and the registration number. Make sure to verify the accuracy of the information on the certificate before leaving the office.
8. **Obtain multiple copies (optional):** Depending on your needs, you may want to request multiple copies of the birth certificate. This can be useful for various purposes such as applying for passports, enrolling the child in school, or for any future requirements. Additional fees may apply for extra copies.

2.1.2 Documents

2.1.2.1 Proof of birth:

This is the most important document required for obtaining a birth certificate. It can include:

1. **Hospital birth report:** If the child was born in a hospital, you will need to obtain a birth report or certificate from the hospital where the birth took place.
2. **Midwife's certificate:** If the child was delivered by a midwife, you may need to provide a certificate issued by the midwife.

3. **Home birth certificate:** If the child was born at home, you may need to provide a home birth certificate or a certificate issued by a registered midwife or attending medical professional.
4. **Parent's identification documents:** You will typically need to provide identification documents for both parents. These may include:
5. **Identification cards:** Such as national ID cards, driver's licenses, or passports.
6. **Social security numbers:** Some places may require providing the parents' social security numbers or equivalent identification numbers.
7. **Marriage certificate (if applicable):** If the parents are married, you may need to provide a marriage certificate to establish the legal relationship between the parents.

2.1.3 Things to remember

1. **Check the requirements:** Before visiting the ward office, make sure you have gathered all the necessary documents and information required for the birth certificate application. This may include proof of birth, identification documents of parents, marriage certificate (if applicable), and any other documents specified by the ward office.
2. **Visit the correct ward office:** Ensure that you are visiting the correct ward office that serves the area where the birth took place. Different areas may have different ward offices responsible for birth registration.
3. **Complete the application form accurately:** Fill out the birth certificate application form with accurate and complete information. Double-check the spellings and details before submitting the form to avoid any errors or delays in the process.
4. **Provide original and valid documents:** Submit original copies of the required documents. Make sure the documents are valid and not expired. In some cases, you may need to provide additional copies for verification purposes.
5. **Be prepared for verification:** The ward office may conduct verification processes, such as cross-checking information provided, contacting the hospital or midwife involved in the birth, or 4 requesting additional documentation. Cooperate with the ward office staff and provide any requested information or assistance promptly.
6. **Pay the applicable fee:** Be prepared to pay the required fee for obtaining the birth certificate. The fee amount may vary depending on the jurisdiction and services provided. Ensure that you have the necessary payment method or cash available at the time of application.
7. **Follow up on the status:** Inquire about the estimated processing time for the birth certificate and follow up with the ward office if necessary. Keep any acknowledgment receipts or reference numbers provided during the application process for reference.
8. **Keep copies of the birth certificate:** Once you receive the birth certificate, make multiple copies and store them in a safe place. Having extra copies will be useful for future needs such as school admissions, passport applications.
9. **Notify relevant authorities:** After obtaining the birth certificate, inform any relevant authorities, such as schools, healthcare providers, or government agencies, about the birth.

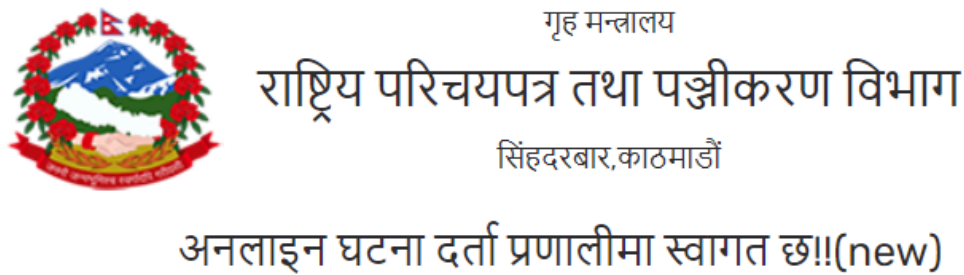
of your child and provide them with the necessary documentation if required.

2.1.4 How to access online form

To begin using you must visit the website, <https://donidcr.gov.np/>, and then you have to go to अनलाईन घटना दर्ता (निवेदन).



Then, you will be redirected to the page:



घटना दर्ताको लागि यहाँ थिच्नुहोस् (Click here to register)

After clicking on, **Click here to register**, you will be redirected to the next page where you have to select on “जन्म दर्ता”.

Simply now you can fill the form up and submit.



व्यक्तिगत घटना ठेगाना परिवर्तन

व्यक्तिगत परिचय फारम

सूची [नयाँ थप्नुहोस्](#)

व्यक्तिगत परिचय फारम

(रातो चिन्ह लगाएका महलहरु अनिवार्य छन्, नेपाली अक्षरहरु नेपाली युनिकोडमा हुनुपर्नेछ । व्यक्तिगत घटना दर्ताका लागि प्रत्येक सदस्यको व्यक्तिगत परिचय फारम भरि प्राप्त टोकन नं लिई सम्बन्धित कार्यालयमा ३५ दिन भित्र जानुपर्ने छ । बाबु आमाको नाम नखुलेमा 'नखुलेको' लेखिदिनुहोला ।)

तपाईंले यो फारम के का लागि भर्दै हुनुहुन्छ ? (जन्म दर्ता वा अन्य कुनै घटना दर्ता ?)

1 जन्म दर्ता

व्यक्तिगत विवरण

Name(In Nepali)			NAME(IN ENGLISH)		
पहिलो नाम	बिचको नाम	थर	First Name	Middle Name	Last Name
<input type="text"/>			<input type="text"/>		
Date of Birth(B.S.)	YYYY	MM	DD	Birth Site	Birth Helper
<input type="text"/>			<input type="text"/>		
Gender			---Select Gender---		
<input type="text"/>			<input type="text"/>		
Caste	---Select Caste---		Birth Type	---Select Birth Ty---	
<input type="text"/>			<input type="text"/>		
Is Handicapped	(In Nepali)		(In English)		
<input type="checkbox"/>	<input type="text"/>		<input type="text"/>		

Birth Address

Birth Address(In Nepali) eg-पाटन Birth Address(In English) eg-Patan

शिशुको जन्मको ठेगाना

☐ Is Foreign

District 26 काठमाण्डौ VDC/Municipality 26-20 काठमाडौं Ward No. 3 3

Parents' Details

No. of babies born(till now including current one) No. of babies alive(till now including current one)

Marriage Registration No. Marriage Date(B.S.) YYYY MM DD

GrandFather

Name(In Nepali)			NAME(IN ENGLISH)		
पहिलो नाम	बिचको नाम	थर	First Name	Middle Name	Last Name
<input type="text"/>			<input type="text"/>		
Citizenship Details <input type="checkbox"/> Is Foreign					
Citizenship No	Issue Date(B.S.)	YYYY	MM	DD	Issue District
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

GrandFather

Name(In Nepali)			NAME(IN ENGLISH)		
पहिलो नाम	बिचको नाम	थर	First Name	Middle Name	Last Name
<input type="text"/>			<input type="text"/>		
Citizenship Details <input type="checkbox"/> Is Foreign					
Citizenship No	Issue Date(B.S.)	YYYY	MM	DD	Issue District
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Father

Name(In Nepali)			NAME(IN ENGLISH)		
पहिलो नाम	बिचको नाम	थर	First Name	Middle Name	Last Name
जन्म मिति(वि.सं.)	YYYY	MM	DD	Country	1 नेपाल
Education	---Select Education---		Religion	---Select Religion---	
Occupation	---Select Occupation---		Mother Tongue	---Select Mother---	

☐ Is Foreign

Citizenship No. Issue Date(B.S.) YYYY MM DD Issue District ---Select District---

Permanent Address ☐ Same as Child

District	26 काठमाण्डौ	VDC/Municipality	26-20 काठमाडौं	Ward No.	3 3
Street(In Nepali)		Street(In English)		House No.	
Village/Town(In Nepali)		Village/Town(In English)			

Mother

Name(In Nepali)			NAME(IN ENGLISH)		
पहिलो नाम	बिचको नाम	थर	First Name	Middle Name	Last Name
जन्म मिति(वि.सं.)	YYYY	MM	DD	Country	1 नेपाल
Education	---Select Education---		Religion	---Select Religion---	
Occupation	---Select Occupation---		Mother Tongue	---Select Mother---	

☐ Is Foreign

Citizenship No. Issue Date(B.S.) YYYY MM DD Issue District ---Select District---

Permanent Address ☐ SAME AS BABU

District	26 काठमाण्डौ	VDC/Municipality	26-20 काठमाडौं	Ward No.	3 3
Street(In Nepali)		Street(In English)		House No.	
Village/Town(In Nepali)		Village/Town(In English)			

Applicant's Details

☐ Grand Father ☐ Father ☐ Mother

Name(In Nepali)			NAME(IN ENGLISH)		
पहिलो नाम	बिचको नाम	थर	First Name	Middle Name	Last Name
Relation with the newborn					
--- Select Relation ---					

☐ Is Foreign

Citizenship No. Issue Date(B.S.) YYYY MM DD Issue District ---Select District---

Address

District	26 काठमाण्डौ	VDC/Municipality	26-20 काठमाडौं	Ward No.	3 3
Street(In Nepali)		Street(In English)		House No.	
Village/Town(In Nepali)		Village/Town(In English)			

Remarks(In English)		Remarks(In Nepali)	
Mobile No		पेश सफल भएपछि स्किनमा देखिएको वा मोबाइलको Message Box मा आएको टोकन नं. लिई ३५ दिन भित्र सम्बन्धित वडा कार्यालयमा जानुहोस् ।	

Submit

Cancel

Figure 2: Birth Registration Form

2.2 Death Certification Process

2.2.1 Procedure

1. **Report the death:** First, you need to report the death to the local municipality or ward office where the death occurred. Provide them with the necessary details such as the name of the deceased, date and place of death, and any other required information.
2. **Complete the application form:** Obtain an application form for a death certificate from the municipality or ward office. Fill out the form with accurate information about the deceased, including their name, date of birth, date of death, and other relevant details.
3. **Provide supporting documents:** Along with the application form, you will need to submit certain supporting documents. These typically include:
 - a. Copy of the citizenship or passport of the deceased (if available)
 - b. Copy of the citizenship or passport of the person reporting the death
 - c. Copy of the citizenship of the deceased nearest relative (e.g., spouse, parent, or child)
 - d. Copy of the hospital or medical certificate of the cause of death (if available)
4. **Pay the fee:** There is a fee associated with obtaining a death certificate in Nepal. Inquire about the fee amount at the municipality or ward office and make the necessary payment.
5. **Verification and processing:** Once you have submitted the application form and supporting documents, the municipality or ward office will verify the information provided. They may also conduct a field visit for verification purposes. After the verification process is complete, they will process the death certificate.
6. **Collect the death certificate:** Once the death certificate is processed, you will be notified to collect it from the municipality or ward office. Visit the office and provide any required identification to receive the death certificate.

2.2.2 Core Process of Making a Death Certificate

Step 1 – A letter of witness is prepared which bears the signature of all those who are willing to act as the witness for the death of a said person

Step 2 – Fill up the application for the certificate

Step 3 – Present all the documents required (including the case files if needed) for verification

Step 4 – Receive the Death Certificate of the deceased one.

2.2.3 Documents

- Citizenship of the deceased
- The witness who is willing to testify on behalf of the deceased
- Proof of death

- Hospital records
- Eye witness
- Postmortem
- Police case files
- Circumstantial evidence
- Case of a missing file (if the person has been missing for a long period of time)
- Time, location, and date of passing
 - In case of uncertain circumstances, the time date, and location when the person is pronounced dead

2.2.4 Eligibility

- The person should be Nepali Citizen
- The person should be proven dead
- If the person is missing with no hope of being found
 - 7 years for adults over 18 years of age
 - 5 years for teens between 13 and 18 years of age
 - 2 years for children below 13 years of age
- On the basis of circumstantial evidence of death

2.2.5 Time and Fees

- Till 35th day from the time of passing: Free
- After 35th day: Rs 50
- Relationship Certificate: Rs 200
- Proof of right to property: Rs 2000

2.2.6 How to access online form

To begin using you must visit the website, <https://donidcr.gov.np/>, and then you have to go to अनलाईन घटना दर्ता (निवेदन).



Then, you will be redirected to the page:



गृह मन्त्रालय

राष्ट्रिय परिचयपत्र तथा पञ्जीकरण विभाग

सिंहदरबार, काठमाडौं

अनलाइन घटना दर्ता प्रणालीमा स्वागत छ!!(new)

घटना दर्ताको लागि यहाँ थिच्नुहोस् (Click here to register)

After clicking on, **Click here to register**, you will be redirected to the next page where you have to select on “अन्य घटना दर्ता”.



Ministry of Home Affairs
Department of National ID and Civil Registration

[In English](#) [Romanized](#)

Sun, 02 Baishak 2081 09:55 PM **Welcome**

व्यक्तिगत घटना ठेगाना परिवर्तन

व्यक्तिगत परिचय फाराम

सूची नयाँ थप्नुहोस्

व्यक्तिगत परिचय फाराम

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तपाईंले यो फाराम के का लागि भर्दै हुनुहुन्छ ? (जन्म दर्ता वा अन्य कुनै घटना दर्ता ?)

---फाराम दर्ता प्रारम्भ-->

---फाराम दर्ता प्रयोजन---

जन्म दर्ता

अन्य घटना दर्ता

अन्य घटना दर्ता

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Simply now you can fill the form up and submit.



व्यक्तिगत घटना ठेगाना परिवर्तन

व्यक्तिगत परिचय फाराम

सूची नयाँ थपुहोस्

व्यक्तिगत परिचय फाराम

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2

अन्य घटना दर्ता

व्यक्तिगत विवरण

Name(In Nepali)			NAME(IN ENGLISH)		
पहिलो नाम	बिचको नाम	थर	First Name	Middle Name	Last Name
Date of Birth(B.S.)	YYYY	MM	DD	Birth Site	Birth Helper
				---Select Birth Sit	---Select Birth He
Gender	---Select Gender--				
Caste	---Select Caste---				
Birth Type	---Select Birth Ty				
Baby Weight	ग्राम				
Is Handicapped	(In Nepali)		(In English)		
<input type="checkbox"/>					

Birth Address

Birth Address(In Nepali) eg-पाटन Birth Address(In English) eg-Patan

शिशुको जन्मको ठेगाना

☐ Is Foreign

District 26 काठमाण्डौ VDC/Municipality 26-20 काठमाडौं Ward No. 3 3

Parents' Details

No. of babies born(till now including current one) No. of babies alive(till now including current one)

Marriage Registration No. Marriage Date(B.S.) YYYY MM DD

GrandFather

Name(In Nepali) NAME(IN ENGLISH) पहिलो नाम बिचको नाम थर First Name Middle Name Last Name

Citizenship Details

☐ Is Foreign

Citizenship No Issue Date(B.S.) YYYY MM DD Issue District ---Select District--

Father

Name(In Nepali)			NAME(IN ENGLISH)		
पहिलो नाम	बिचको नाम	थर	First Name	Middle Name	Last Name
जन्म मिति(वि.सं.)	YYYY	MM	DD	Country	1 नेपाल
Education	---Select Education		Religion	---Select Religion	
Occupation	---Select Occupation		Mother Tongue	---Select Mother	
Citizenship Details <input type="checkbox"/> Is Foreign					
Citizenship No	Issue Date(B.S.)	YYYY	MM	DD	Issue District
---Select District-					
Permanent Address <input type="checkbox"/> Same as Child					
District	26 काठमाण्डौ	VDC/Municipality	26-204 काठमाडौं	Ward No.	3 3
Street(In Nepali)	Street(In English)		House No.		
Village/Town(In Nepali)	Village/Town(In English)				

Mother

Name(In Nepali)			NAME(IN ENGLISH)		
पहिलो नाम	बिचको नाम	थर	First Name	Middle Name	Last Name
जन्म मिति(वि.सं.)	YYYY	MM	DD	Country	1 नेपाल
Education	---Select Education		Religion	---Select Religion	
Occupation	---Select Occupation		Mother Tongue	---Select Mother	
Citizenship Details <input type="checkbox"/> Is Foreign					
Citizenship No	Issue Date(B.S.)	YYYY	MM	DD	Issue District
---Select District-					
Permanent Address <input type="checkbox"/> SAME AS BABU					
District	26 काठमाण्डौ	VDC/Municipality	26-204 काठमाडौं	Ward No.	3 3
Street(In Nepali)	Street(In English)		House No.		
Village/Town(In Nepali)	Village/Town(In English)				
Remarks(In English)					
Remarks(In Nepali)					
Mobile No					
पेश सफल भएपछि स्क्रिनमा देखिएको वा मोबाइलको Message Box मा आएको टोकन नं. लिई ३५ दिन भित्र सम्बन्धित वडा कार्यालयमा जानुहोस् ।					

Submit

Cancel

Figure 3: Death Registration Form

2.3 Migration Certificate

2.3.1 Introduction

Migration Certificate is a legal document that validates the legal transfer of the place of residence of a person/s by the government authority. Depending on the circumstance, a person may or may not need this document. If a person does not have a plan to reside in a place for a long period of time, this certificate might not be required. However, if a said person plans on residing in a place for more

than a few months, or has a plan for permanent residence then they will eventually need to make this certificate.

2.3.2 Eligibility

There are two condition that must be met to be eligible for migration certificate. Once the following two conditions are fulfilled anyone can make the Internal Migration Certificate.

The two conditions are:

- A person is considered to be eligible for a migration certificate as long as it can be proven that the said person is born within Nepal and his/her parents are Nepali citizens.
- The person in need of the certificate is a Nepali citizen.

2.3.3 Required Documents

- Citizenship of the migrant/s or birth certificate if minors are present
- A formal letter that states the reason for migration
- Letter of approval from the place of departure
- Land Ownership document in the ward where the migrants are moving to.

2.3.4 Procedure

- Fill the application form for migration online or at the ward office
- Write a letter to the ward office stating the reason for migration, the number of migrating people, and the desired location of migration and present the required documents.
- Get the sign of approval along with a letter from the ward head.
- After arriving at the desired location, present a letter with the sign of approval to the ward head of new location along with the documents.

2.3.5 Cost

- Internal Migration: Rs 2000
- Permanent Migration: Rs 500

2.2.6 How to access online form

To begin using you must visit the website, <https://donidcr.gov.np/>, and then you have to go to अनलाईन घटना दर्ता (निवेदन).



Then, you will be redirected to the page:



गृह मन्त्रालय

राष्ट्रिय परिचयपत्र तथा पञ्जीकरण विभाग

सिंहदरबार, काठमाडौं

अनलाइन घटना दर्ता प्रणालीमा स्वागत छ!!(new)

घटना दर्ताको लागि यहाँ थिच्नुहोस् (Click here to register)

After clicking on, **Click here to register**, you will be redirected to the next page where you have to select on “ठेगाना परिवर्तन”.



Ministry of Home Affairs
Department of National ID and Civil Registration

[In English](#) [Romanized](#)

Sun, 02 Baishak 2081 10:26 PM **Welcome**

व्यक्तिगत घटना ठेगाना परिवर्तन

व्यक्तिगत परिचय फाराम

सूची नयाँ थप्नुहोस्

व्यक्तिगत परिचय फाराम

(रातो चिन्ह लगाएका महलहरु अनिवार्य छन्, नेपाली अक्षरहरु नेपाली युनिकोडमा हुनुपर्नेछ। व्यक्तिगत घटना दर्ताका लागि प्रत्येक सदस्यको व्यक्तिगत परिचय फाराम भरि प्राप्त टोकन नं लिई सम्बन्धित कार्यालयमा ३५ दिन भित्र जानुपर्ने छ। बाबु आमाको नाम नखुलेको लेखिदिनुहोला।)

तपाईंले यो फाराम के का लागि भर्दै हुनुहुन्छ ? (जन्म दर्ता वा अन्य कुनै घटना दर्ता ?)

---फाराम दर्ता प्रय ✓

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Simply now you can fill the form up and submit.

नेपाल सरकार

गृह मन्त्रालय

राष्ट्रिय परिचयपत्र तथा पञ्जीकरण विभाग

साबिकको ठेगाना अनुसार हालको ठेगाना

यो सेवा राष्ट्रिय परिचयपत्र तथा पञ्जीकरण विभागद्वारा घटना दर्ता सूचना फाराम भर्न सहयोग होस् भनी उपलब्ध गराइएको हो। यद्यपि, यो सेवा अन्य सरोकारवाला निकायले पनि लिन सक्नुहुनेछ।

वैलाक्यी: त्रुटी हुन सक्ने हुनाले घरीग गर्नु भन्दा पहिले रुजु गर्नुहोला।

साबिकको ठेगाना:

--जिल्ला छान्नुहोस्--

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पेश गर्नुहोस्

हालको ठेगाना:

Chapter 3: Conclusion

In conclusion, the implementation of the online birth, death, and migration registration system on the website, '<https://donidcr.gov.np/>' marks a significant step towards modernizing and streamlining vital record management. By leveraging digital technology, this system offers citizens a convenient and efficient platform to register vital events and access official documents. Moreover, it enhances data accuracy, reduces paperwork, and facilitates timely record-keeping for administrative purposes. With its user-friendly interface and accessibility, the '<https://donidcr.gov.np/>' website empowers individuals to fulfill their registration obligations conveniently from anywhere with internet access. Moving forward, continued efforts to promote awareness and improve the functionality of the online registration system will further strengthen its impact on enhancing public service delivery and governance in the region.