

# How To Add Name Of the Baby in the Birth Certificate Issued In The Territorial Jurisdiction Of The MCD, “**AFTER 01.04.2021**”

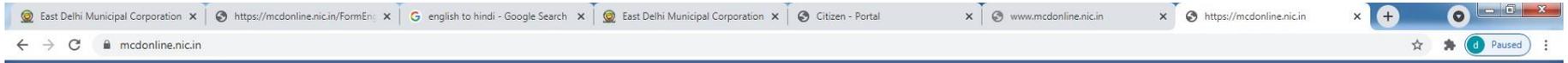
1. Enter the given URL in the address bar of the browser:  
<https://mcdonline.nic.in>



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# Accessing MCD Web Portal



Municipal Corporation Delhi



Official Site of the North Delhi Municipal Corporation.

[Portal](#) [Online Services](#)



Official Site of the South Delhi Municipal Corporation.

[Portal](#) [Online Services](#)



Official Site of the East Delhi Municipal Corporation.

[Portal](#) [Online Services](#)

**2. Citizen to Click on their respective Delhi Municipal Corporation for Online Services**

[Download Mutation Certificate](#)

[Ease Of Doing Business \(Construction Permits\)](#)



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# Accessing Registration of Birth And Death Application

The screenshot shows the website interface for the East Delhi Municipal Corporation (EDMC). The top navigation bar includes links for HOME, ABOUT US, DEPARTMENT, ZONES, DOWNLOADS, TENDERS, CAREER, and FAQs. The 'Online Services' section is prominently displayed, featuring a grid of service icons. A red arrow points to the 'Registration of Birth & Death' icon, which is the first icon in the top row. Other services include Building Plan Sanction (EOOB), Property Tax, Factory Licenses, Trade / Storage Licenses, Veterinary Licenses, Teh Bazar, Health Trade Licences, Horticulture Department, Community Service Department, Farm House Functions, Information under RTI, e-Mutation Property Tax, Conversion & Parking Charges, and IntraMC. The footer contains terms and conditions, privacy policy, and contact information.

**3. Citizen to place cursor on Registration of Birth and Death**



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# Accessing Citizen Login

East Delhi Municipal Corporation

HOME ABOUT US DEPARTMENT ZONES DOWNLOADS TENDERS CAREER FAQs

EDMC Digital Diary

ONLINE SERVICES

### Online Services

- Birth Verification
- Death Verification
- Citizen Login**
- Officer Login
- Building Plan Sanction (EODB)
- Property Tax
- Factory Licenses
- Trade / Storage Licenses
- Veterinary Licenses
- Teh Bazari
- Health Trade Licences
- Horticulture Department
- Community Service Department
- Farm House Functions
- Information under RTI
- e-Mutation Property Tax
- Conversion & Parking Charges
- IntraMC

SWAC SURVI

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Ministry of electronics and information technology, Government of India  
The contents of this website are owned and updated by EDMC, Contact

12:48  
05-05-2021

4. Click on  
citizen  
login



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# Registering the Mobile Number in MCD Web Portal

The screenshot shows a web browser window displaying the MCD Web Portal. The page header includes the EDMC logo and the text "East Delhi Municipal Corporation". A maintenance notice is visible: "We are committed to serving you better by upgrading the portal with efficient functionalities on regular intervals. Therefore, a maintenance window!". The main content area is titled "View Instruction and Guidelines" and contains a registration form for "CITIZEN" and "HOSPITAL". The form has a section for "REGISTERED MOBILE NO." with a dropdown menu set to "India(91)" and a text input field for the mobile number. Below this are buttons for "GENERATE OTP", "Enter OTP", "LOGIN", and "BACK". A link for "New User Click Here For SignUp / Registration" is also present. A red arrow points from a text box on the right to the mobile number input field.

**5. Enter Registered Mobile Number**

East Delhi Municipal Corporation  
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Compatible Browsers

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[Ministry Of Electronics & Information Technology, Government Of India](#)  
The Contents Of This Website Are Updated Owned By EDMC, Contact [Web Information Manager](#)

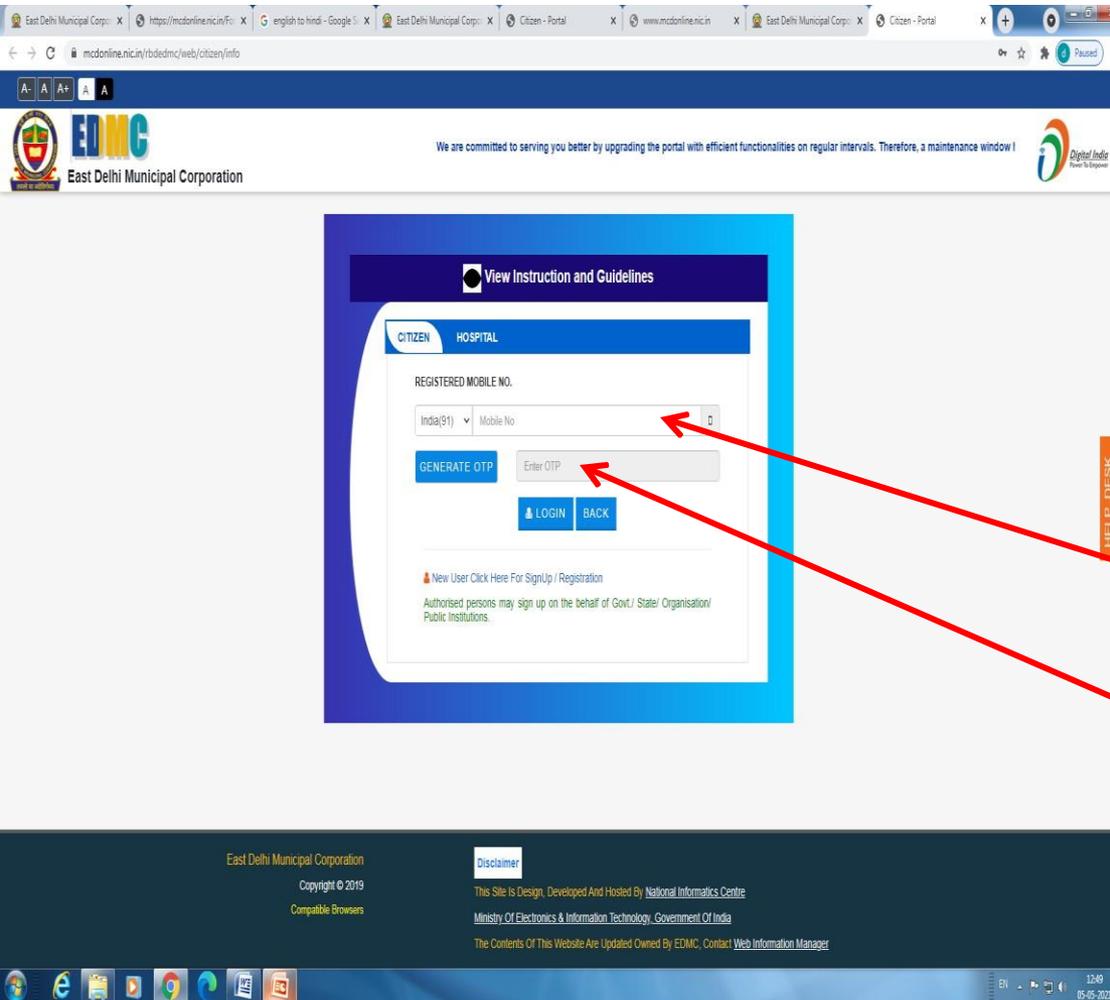
EN 12:49 05-05-2021



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# Accessing through Registered Mobile No. for filling Adding Name in the Birth Certificate And Downloading The Name Added Birth Certificate



7. a. On entering the registered Mobile number

7.b. enter OTP generated Citizen can login and use the birth registration form



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# Page Displayed As Under

East Delhi Municipal Corporation | PARICHAY (THE SSO P... | North Delhi Municipal... | East Delhi Municipal C... | Citizen - Portal | New Tab

mcdonline.nic.in/rbdedmc/web/citizen/hospital/searchcertificate

**EDMC** East Delhi Municipal Corporation

We are committed to serving you better by upgrading the portal with efficient functionalities on regular intervals. Therefore, a maintenance window has been reserved from 11 PM to 12 AM for needs.

**BIRTH SEARCH DETAILS**

SHOW 10 ENTRIES SEARCH:

S.no	Child Name	Mother Name	Father Name	Date of Birth	Certificate No.	Registration Date	Action
1		BABITA	KUNDAN	08/08/2020	MCDOLIR-2120-007170364	19/8/2020	ACTIONS

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Click on 'ACTIONS'



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# The Citizen Will Now View And Download Certificate

East Delhi Municipal C x | PARICHAY (THE SSO P x | North Delhi Municipa x | East Delhi Municipal C x | Citizen - Portal x | New Tab

mcdonline.nic.in/rbdedmc/web/citizen/hospital/searchcertificate

### BIRTH SEARCH DETAILS

SHOW 10 ENTRIES SEARCH:

S.no	Child Name	Mother Name	Father Name	Date of Birth	Certificate No.	Registration Date	Actions
1		BABITA	KUNDAN	06/08/2020	MCDOLIR-2120-0071703		<a href="#">View and Download Certificate</a> ACTIONS

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

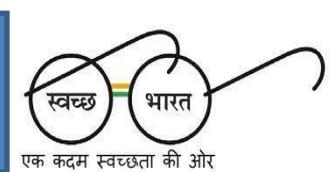
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Citizen - Portal - ... DC.pdf - Adobe A... How to Apply for ... 18:17 08-05-2021

**“View and Download Certificate”**



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**"Add Child Name"** option will be available only when the **Status** against the respective application displays **"Certificate Generated"**.

The screenshot shows the MCDOLIR web portal interface. At the top, there are browser tabs for 'East Delhi Municipal Corporation', 'PARICHAY (THE SSO P...', 'North Delhi Municipal...', and 'East Delhi Municipal...'. The address bar shows 'mcdonline.nic.in/rbdc/mc/web/citizen/hospital/birthdeathhomepage'. The page header includes the EDMC logo and 'East Delhi Municipal Corporation'. Below the header, there are filters for 'EVENT DATE' and 'NO OF RECORDS' (500). A search bar is present with 'SEARCH FILTERED DATA' and 'CLEAR FILTERED SEARCH' buttons. The main section is titled 'APPLICATION DETAILS' and has tabs for 'PENDING', 'APPROVED', 'REJECTED', and 'DEFICIENCY'. Below these are options for 'Copy', 'CSV', 'Excel', 'PDF', and 'Print'. A table shows one entry with the following details:

S.no	Name	Event	Application ID	Submission Date	Event Date	Event Type	Status	Action
1		BIRTH	MCDOLIR-2120-007170364	08/05/2021	06/08/2020	PRINT CERTIFICATE	CERTIFICATE GENERATED	ACTIONS

Below the table, there are 'Previous', '1', and 'Next' navigation buttons. At the bottom, there are sections for 'To Know Important Instructions while filling Birth and Death Form' and 'General Guidelines'. The taskbar at the bottom shows various open applications and the system clock at 18:21 on 08-05-2021.

**Status**  
**"Certificate Generated"**  
After this name addition option is open



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The citizen to click on **ACTION** tab. Further, **Add Child Name** Option has to be clicked

East Delhi Municipal Corporation

Filter by Event Date: Select Event Date Range

NO OF RECORDS: 500

SEARCH FILTERED DATA CLEAR FILTERED SEARCH

APPLICATION DETAILS

PENDING APPROVED REJECTED DEFICIENCY

Copy CSV Excel PDF Print SHOW 10 ENTRIES

SEARCH: [ ]

S.no	Name	Event	Application ID	Submission Date	Event Date	Event Type	Status	Action
1		BIRTH	MCDOLIR-2120-007170364	08/05/2021	06/08/2020	PRINT CERTIFICATE		<ul style="list-style-type: none"><li>View Form</li><li><b>Add Child Name</b></li><li>Download Certificate</li><li>View QR Code</li><li>Download Form</li></ul>

Showing 1 to 1 of 1 entries

1 Next

To Know Important Instructions while filling Birth and Death Form

General Guidelines

Click for "Add Child Name" Option



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The respective **Birth form No.1** will open up where the **Name of the Child** can be entered

East Delhi Municipal Corporation

We are committed to serving you better by upgrading the portal with efficient functionalities on regular intervals. Therefore, a maintenance window will be observed on 08-05-2021 from 18:29 onwards.

FORM NO. 1 BIRTH REGISTRATION (TO BE FILLED BY THE INFORMANT)

Note: In Case Of Multiple Births, Fill In A Separate Form For Each Child.

LEGAL INFORMATION

DATE AND TIME OF BIRTH (SELECT THE EXACT DATE AND TIME WHEN CHILD WAS BORN): \*  
DATE OF BIRTH: \* 06/08/2020

GENDER (CHOOSE FROM MALE/FEMALE/TRANSGENDER/OTHERS): \*  
FEMALE

NAME OF CHILD: \*  
SUNIDHI MISHRA

BIRTH WEIGHT (IN KGS.) (IF AVAILABLE): \*  
2.5

METHOD OF DELIVERY: \*  
NATURAL

TYPE OF ATTENTION AT DELIVERY: \*  
INSTITUTIONAL-GOVERNMENT

RELIGION OF THE FAMILY: \*  
HINDU

PLACE OF BIRTH (CHOOSE APPROPRIATE ENTRY AND GIVE THE NAME OF HOSPITAL/INSTITUTION OR THE ADDRESS OF HOUSE WHERE THE BIRTH TOOK PLACE): \*  
HOSPITAL/INSTITUTION: \*  
LAL BAHADUR SHASTRI HOSPITAL

Fill the name of Child in Birth form no. 1



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After filling the “Name of the Child”, the Citizen can click on the **Submit** button.

ons. Inconvenience, if any, is regretted. **NEW**

East Delhi Municipal Corporation

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Power To Empower

UPLOAD REQUIRED DOCUMENTS

Note: 1. Scan Both Sides Of The Required Document(S) And Upload A Single PDF With Size Upto 2 MB.  
2. ID Can Be Ration Card/Pan Card/ Aadhar Card/Passport / Bank Passbook/ Voter Id Card Etc.

1. ID OF MOTHER \*  HOSRE...82273.pdf [Remove](#)

2. ID OF CHILD  No file chosen

3. ID OF FATHER  No file chosen

4. OTHER SUPPORTING DOCUMENT  No file chosen

BACK

HELP DESK

Necessary relevant documents will be uploaded by Citizen in the Birth form no.1



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# Verify Entered Details And Proceed To Click Ok Or Make Changes

The screenshot shows a web browser window with the URL `mcdonline.nic.in/rbdedmc/web/citizen/hospital/birth/registration/editviewbirthlegacyrecord`. The page is for the East Delhi Municipal Corporation. A modal message box is displayed in the center, containing the text: "Message: Before Submit, please verify that all the information you have filled is correct and valid from your knowledge. Click on ok to continue and cancel to make changes." Below the message are two buttons: "OK" and "CANCEL".

The background form includes the following fields:

- USER REMARK (Max Length 500 Chars): Enter the User Remark
- UPLOAD REQUIRED DOCUMENTS:
  - 1. ID OF MOTHER: Choose File | HOSRE\_82273.pdf | Remove
  - 2. ID OF CHILD: Choose File | No file chosen
  - 3. ID OF FATHER: Choose File | No file chosen
  - 4. OTHER SUPPORTING DOCUMENT: Choose File | No file chosen

Navigation buttons "BACK" and "SUBMIT" are visible at the bottom of the form area.



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# Child Name Addition Status

The screenshot shows a web browser window with the URL `mcdonline.nic.in/rbdedmc/web/citizen/hospital/birth/registration/editviewbirthlegacyrecord`. The page header includes the East Delhi Municipal Corporation logo and a maintenance notice. A modal window titled "Birth Add Child Name Status" is displayed in the center, containing a green checkmark and the text: "Your request for Add Child Name has been successfully submitted for application number 0121-17501761. You will be updated once verification is done." Below the message is a red button labeled "CLICK TO PROCEED FOR PAYMENT". The background shows a form with fields for "ID OF MOTHER", "ID OF CHILD", "ID OF FATHER", and "OTHER SUPPORTING DOCUMENT", each with a "Choose File" button and a "Remove" link.

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स्वच्छ भारत  
एक कदम स्वच्छता की ओर

# On Successful Submission Of The Form, Citizen Will Pay Rs.10/- For Online Child Name Addition Fee Through Online Debit/Credit/Visa/Internet Banking Etc.

The screenshot displays the 'Citizen - Portal' interface for the East Delhi Municipal Corporation. The browser address bar shows the URL: [mcdonline.nic.in/rbdedmc/web/citizen/hospital/birth/registration/editviewbirthlegacyrecord](http://mcdonline.nic.in/rbdedmc/web/citizen/hospital/birth/registration/editviewbirthlegacyrecord). The page features a 'Payment Request Details' modal window with the following elements:

- Amount (Rs.):** A text input field containing the value '10'.
- PROCEED FOR PAYMENT:** A blue button to confirm the payment.

The background interface includes a 'USER REMARK' section, an 'UPLOAD REQUIRED DOCUMENTS' section with a note: 'Note: 1. Scan Both Sides Of The Required 2. ID Can Be Ration Card/Pan Card', and a list of document uploads:

ID Type	File Name	Action
1. ID OF MOTHER *	ganesa kishan.pdf	Remove
2. ID OF CHILD	No file chosen	
3. ID OF FATHER	KUNDA UMAR.pdf	Remove
4. OTHER SUPPORTING DOCUMENT	No file chosen	

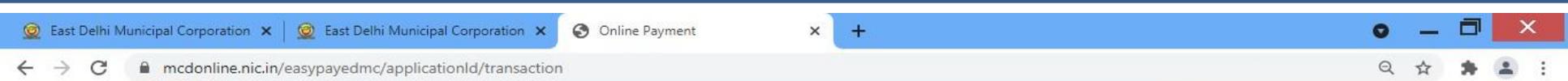
Navigation buttons 'BACK' and 'SUBMIT' are visible at the bottom of the form area. The Windows taskbar at the bottom shows the time as 10:52 on 09-05-2021.



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# Online Payment Options



## Online Payment

\*\*\* Please Do Not Refresh The Page Until Your Payment Process Is Completed Successfully To Avoid Multiple Charges.

Application Reference : 1620537529254

Total Amount : 10

\* For ItzCash Card Transaction Fee @2.0% Service Tax Will Be Charged By Payment Gateway Service Provider.

\* For Credit Card Transactions, A Fee @1.7143% For AXIS (Inclusive Of Service Tax And Education Cess) Will Be Charged By Payment Gateway Service Providers.

Success Rate	HDFCPayment	AxisEasyCardPayment	ICICIPayment
	67%	42%	53%

### Payment Gateway List \*

Credit/Debit Card Payment Gateways



Pay Now



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# Eg. Payment Through Rupay

Merchant Name : **EDMC** Amount : **10.00**

Pay By Using **RuPay**

Enter your debit card details to complete the transaction:

(For Maestro cards, please enter Expiry Date and CVV2/CVC2 no. if available or else ignore and proceed.)

Card Number \* :  Card number required

Name as per card \* :

Expiry Date \* :

CVV2 No./CVC2 No. \* :

Enter 3 digit no. printed on back of your card

MasterCard, Visa

3 Digit Card Verification Number

412

Note: Fields marked as (\*) are mandatory.



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# Successful Transaction

East Delhi Municipal Corporation x Citizen - Portal x +

mcdonline.nic.in/rbdedmc/web/citizen/hospital/birthdeathhomepage?status=false

✓ Success

Transaction Details

Transaction Number	1620539246468
Amount	10.00
Receipt No.	110155282763
TXN Response Code Description	Success
Payment Mode	0
Bank Name	HDFCPayment
Service Charges	0

Success :)

Please Don't Press Any Key Or Don't Close The Window... Wait For 0 Sec

# Once The Payment Is Successful, The Online Application Will Be Then Forwarded To The Zonal Sub-registrar For Approval

The screenshot shows the 'Citizen - Portal' interface for the East Delhi Municipal Corporation. The page title is 'APPLICATION DETAILS'. There are filters for 'FILTER BY EVENT DATE' and 'NO OF RECORDS' (set to 500). Search buttons include 'QSEARCH FILTERED DATA' and 'CLEAR FILTERED SEARCH'. Below the filters, there are tabs for 'PENDING', 'APPROVED', 'REJECTED', and 'DEFICIENCY'. A search bar is present with the text 'SEARCH:'. Below the search bar, it says 'Showing 1 to 2 of 2 entries'. There are buttons for 'Copy', 'CSV', 'Excel', 'PDF', and 'Print'. The table below shows two entries:

S.no	Name	Event	Application ID	Submission Date	Event Date	Event Type	Status	Action
1	SUNIDHI MISHRA	BIRTH	0121-17501761	09/05/2021	06/08/2020	ADDITION OF NAME IN BIRTH FORM	SUBMIT TO PROCESS	+ ACTIONS
2		BIRTH	MCDOLIR-2120-007170364	08/05/2021	06/08/2020	PRINT CERTIFICATE	CERTIFICATE GENERATED	+ ACTIONS

At the bottom of the table, there are 'Previous', '1', and 'Next' navigation buttons.



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# Once The Approval Is Granted By The Zonal Sub-registrar Of MCD, The Citizen Can Download The Birth Certificate Added with Child Name

East Delhi Municipal Corporation | Citizen - Portal

mcdonline.nic.in/rbdcemc/web/citizen/hospital/birthdeathhomepage

SAROJ

EDMC East Delhi Municipal Corporation

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FILTER BY EVENT DATE: Select Event Date Range

NO OF RECORDS: 500

SEARCH FILTERED DATA CLEAR FILTERED SEARCH

APPLICATION DETAILS

PENDING APPROVED REJECTED DEFICIENCY

Copy CSV Excel PDF Print SHOW 10 ENTRIES

SEARCH:

S.no	Name	Event	Application ID	Submission Date	Event Date	Event Type	Status	Action
1	SUNIDHI MISHRA	BIRTH	0121-17501761	09/05/2021	06/08/2020	ADDITION OF NAME IN BIRTH FORM		+ ACTIONS
2		BIRTH	MCDOLIR-2120-007170364	08/05/2021	06/08/2020	PRINT CERTIFICATE		+ ACTIONS

Showing 1 to 2 of 2 entries

1 Next

The Citizen can download the Birth Certificate from the **ACTION** tab available in the dashboard by choosing the **Download Birth Certificate** Option



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