

PGH-HA001(11)/1/2022I/462663/2024-  
Government of Himachal Pradesh  
Department of Panchayati Raj

From

Secretary(PR) to the  
Government of Himachal Pradesh.

To

1. All the District Panchayat Officers  
in Himachal Pradesh.
2. All the Block Development Officers  
in Himachal Pradesh.

Shimla-9, Dated 16-08-2024

Sub:- Regarding amendments/corrections in the online Parivar  
Register

Sir/Madam,

With reference to the subject cited above, it is to inform you that in supersession of all the previous instructions / guidelines w.r.t to the entries to be done in the Parivar Register following guideline are to be followed henceforth:-

1. In the online Parivar Register, the Head of the Family must be the eldest member of the family, provided that in case he/she is of unsound mind, the second eldest member of the family can be made the head of the family on basis of an application made by all the other members of the family to the Gram Panchayat and approved by the Gram Panchayat. The Gram Panchayat will take the decision in the matter in its meeting.
2. The valid documents for the change in date of birth in the Parivar Register will only be: (i) birth certificate on Form No. 5; (ii) copy of passport; and (iii) copy of 10<sup>th</sup> class certificate/mark sheet, issued by a recognized board.
3. In case of correction of errors in the name of an individual in Parivar Register, the valid document will only be: (i) 10<sup>th</sup> class certificate/marks sheet issued by recognized board; (ii) Aadhar card; (iii) PAN card; and (iv) Passport. For change in the name of an individual, the only valid document will be an order of competent court.
4. In case of marriage solemnized outside Himachal Pradesh by a Himachali Bonafide Resident, their marriage may be entered in Parivar Register on the production of Marriage Certificate countersigned by the Sub Divisional Magistrate of the concerned area where the marriage had

been solemnized.

5. The status of an individual in the Parivar Register as Scheduled Tribe, Scheduled Caste & Other Backward Class will be recorded on the basis of certificates issued by the competent revenue authorities.

**Yours faithfully,**

Signed by

Raghav Sharma

Date: 16-08-2024 10:47:30

**Director,  
Panchayati Raj Department  
Himachal Pradesh-9**