

MUNICIPAL CORPORATION BATHINDA

BIRTH CERTIFICATE

Information about a birth in the family is to be given in the Office of Municipal Corporation within the 21 days after birth, For this purpose form number:1 is given free of cost by the Municipal Corporation. One certificate is issued free of cost within a period of 21 days from the date of birth under section 12 of Birth & Death Registration act 1969 .After this Period, fee is liable and it accepted in the office of Municipal Corporation. Fee of birth certificate after 21 days is as below:

	Fee	Gau-shala fee	
(1) One Copy (for any year)	Re10/-	Re10/-	(total 20/-)
(2) NAC certificate	Re15/-	Re5/-	(total20/-)

NOTE: To get a birth certificate see sample of application form at annexure (1)

FLOW CHART

1. To issue certificate of the current year

Concerned Assistant	1 day	
Local Registrar	1 day	Total: 2 working days

2. Certificate Previous year/years

	days	
Concerned Assistant	1 day	
Local Registrar	2 day	Total: 3 working days

3. For NAC Certificate

	days	
Concerned Assistant	2 day	
Local Registrar	1 day	Total: 3 working days

APPLICATION FOR BIRTH CERTIFICATE

Number _____

Date _____

To,

Local Registrar,
Birth & Death
Municipal Corporation, Bathinda

Subject: For Birth Certificate

Respected Sir,

It is requested to give a copy of birth certificate according to the following information _____

_____. The required fee has been deposited. Receipt is attached.

1. Sex of the child _____

2. Name (if kept) _____

3. Father's name _____

4. Grand Father's name _____

5. Mother's name _____

6. Place of Birth _____ Doctor/midwife/nurse name _____

7. Date of Birth _____

8. Reason to get the copy _____

9. Permanent address of parents' _____

10. Date of Birth _____

11. Name of Maternal/Paternal Village/City _____

Yours faithfully(full address)

Today on date _____ application received for birth/death Collected a copy on _____

Date of Birth _____

Sex _____

Name of child's father/grandfather _____

Superintendent
Branch of Birth & death
Bathinda