

# MUNICIPAL CORPORATION BATHINDA

## DEATH CERTIFICATE

Information about a Death 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 Death under section 12 of Birth & Death Registration act \_\_\_\_\_. 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 DEATH CERTIFICATE

Number \_\_\_\_\_

Date \_\_\_\_\_

To,

Local Registrar,  
Birth & Death  
Municipal Corporation, Bathinda

Subject: For Death Certificate

Respected Sir,

It is requested to give a copy of Death certificate according to the following information \_\_\_\_\_

\_\_\_\_\_. The required fee has been deposited. Receipt is attached.

- 1 Name of the deceased \_\_\_\_\_
2. Father's/Husband's name \_\_\_\_\_
3. Place of Death \_\_\_\_\_
4. Date of Death \_\_\_\_\_
5. Reason to get the copy \_\_\_\_\_
6. Permanent address \_\_\_\_\_

Yours faithfully (full address)

\_\_\_\_\_  
\_\_\_\_\_

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Today on date \_\_\_\_\_ application received for death collected a copy on \_\_\_\_\_

Date of Death \_\_\_\_\_

Sex \_\_\_\_\_

Name of Deceased \_\_\_\_\_

Father's/Husband's name:- \_\_\_\_\_

Superintendent  
Branch of Birth & death  
Bathinda

Application No: \_\_\_\_\_ Date \_\_\_\_\_  
Register's Page No: \_\_\_\_\_**DEATH CERTIFICATE**

It is certified that information given below is taken from death record. That is entered in Local Registrar, birth & death, police station/gram panchayat/municipal corporation/municipal council \_\_\_\_\_ block/tehsil \_\_\_\_\_ district \_\_\_\_\_ Punjab state, register in year \_\_\_\_\_.

Name of the deceased \_\_\_\_\_ father/husband's name \_\_\_\_\_

Sex \_\_\_\_\_ (male/female) Place of Death \_\_\_\_\_

Full Address \_\_\_\_\_

Date of Death \_\_\_\_\_ Registration No \_\_\_\_\_

Date of Registration \_\_\_\_\_

Signature of preparatory

Name \_\_\_\_\_

Designation \_\_\_\_\_

Signature of issuing authority

Stamp \_\_\_\_\_

Date \_\_\_\_\_

NOTE: This death certificate is issued under section 12/17 of act birth & death, 1969. The reason of death given in death register is not told in the certificate.

-Make the birth & death registration surely.

-BY making registration in 21 days get the free copy of the certificate