

Rule 6

Citizens Charter

Issuances of delayed Birth/Still Birth Certificate

	Notified Public Service	Stipulated time limit for providing the service(days)	Designation of Designated Public Servant	Designation of Appellate Authority	Time limit for disposal by Appellate Authority	Designation of Reviewing Authority	Time limit for disposal by Reviewing Authority	Documents to be enclosed with the application	User Charge if any (in Rupees)	Remarks if any
1	2	3	4	5	6	7	8	9	10	11
1	Issuances of delayed Birth/Still Birth Certificate	10 (ten) working days	Registrar Birth & Death	Joint Director of Health Service of the District	30 working days	Director of Health Service	30 working days	As per reporting form	After 21 st days to 30 days : Late fee of Rs. 2.00 only Within 31 days to 1 year: Late fee of Rs. 5.00 only After 1 year: Late fee of Rs. 10.00 only.	