

Rule 6

Citizens Charter

Issuances of 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 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 F-1/3- Birth reporting form	Upto 21 st Day of Birth/Still Birth : Free	