

xii. Registration of Births and deaths Birth and Death Registration and Issue of Extract

- 📌 Birth & Death events occurred in Municipal area should be registered within 21 days to the concern birth and death registration units
- 📌 Child name should be registered within a year by the parents only
- 📌 Delayed registration of Birth & Death will be registered with the penalty of Rs.100/- or within 30 days and Rs.200/- for within a year
- 📌 After a year the events may be Registered with the order of the RDO with penalty of Rs.500/-
- 📌 In municipality from 1958 onwards the events are documented at computer
- 📌 Extracts are prepared in the computer and issued through the Information Centre.
- 📌 Nick name (or) alias name should not be given during registration of Birth & Death
- 📌 To insist the private practitioner to give the information of Birth &
- 📌 Death to the Register as early as possible
- 📌 Do not insist on recoding cause of death in extract for death certificate
- 📌 Birth & Death should be registered in the occurrence place only
- 📌 There are Two Birth & Death Registration Divisions in this Municipality
- 📌 There are 2900 certificates issued during the year

The Awareness created among the people about the importance of Registration of Birth & Death and Children's name

Details	Rate of fees (Fill up this column for all items)	Time Schedule
Registration of Birth From the Date of Birth 1. Within 21 days	No Fees	At once
2. From 22 to 30 days	Rs.100/-	At once
3. From 31 days up to 1 year	Rs.200/-	3 days
4. More than 1 year (with RDO order)	Rs.500/-	7 days
I. Registration of Child's Name in the Birth Register	Rs.200/-	3 days

II. Registration of Death From the date of death 1. Within 21 days	No Fees	At once
2. From 22 to 30 days	Rs.100/-	At once
3. From 31 days up to one year	Rs.200/-	3 days
4. More than 1 year (with RDO Order)	Rs.500/-	7 days
III. Birth / Death Certificates Remittance of fees for First copy	Rs.200/-	7 days
Additional copy / each additional copy	Rs.200/-	3 days
Non Availability certificate	Rs.100/-	7 days