

**OFFICE OF THE REGISTRAR, BIRTH & DEATH,
PT. B.D. SHARMA PGIMS, ROHTAK**

No. B&D/22/1420

Dated: - 3/9/22

Sub: Implementation of Pro-active Disclosure under section 4 of RTI Act-2005.

With reference to the SPIO office letter no. SPIO/PGIMS/2022/684960 dated 29.08.2022 on the subject cited above. Please find enclosed herewith the information to be uploaded under implementation of pro-active disclosure under Section 4 of RTI Act-2005 of the infrastructure and services provided by Birth & Death section PGIMS, Rohtak.

The information enclosed herewith are to be uploaded by the I.T. Section after being forwarded through Medical Superintendent, PGIMS, Rohtak for obtaining necessary approval of Worth Director, PGIMS, Rohtak in this regard.

T. M.S. Hleer
[Signature]

Director Pl. [Signature]
5/9/22

[Signature]
राजस्थान राज्य एक नृत्य
रूप-शिक्षिता कमीकय
व.पी.पी.बर्मा पी.पी.बार्ड.एम.एच
मेडिकल



Approved

[Signature]
6/9/22

Functioning of Birth & Death Deptt. PGIMS, Rohtak

1. Birth & Death section of this institute is located in Old Indira Gandhi Bhawan with Statute of Maharshi Dayanand Saraswati at Gate No. 3 of this Institution.
2. Dy. Medical Superintendent is working as Registrar of this office and he is designated as PIO for the office of Birth & Death.
3. Main Functioning of Birth & Death Deptt. is to registered the birth and death events occurred in PGIMS, Rohtak and issue Birth & Death Certificates.

Officer and official staff working in this Branch are as Mentioned below:-

Sr. No.	Name	Designation	Phone No.	Intercom No.
1.	Dr. Sandeep	DMS-cum-Registrar Birth & Death	01262-283220	2985
2.	Sh. Sukhbir	Jr. Programmer	-do-	-do-
3.	Miss. Sheetal	Sub-Registrar	-do-	-do-
4.	Smt. Geeta Devi	Clerk	-do-	-do-
5.	Sh. Narender	Clerk	-do-	-do-
6.	Sh. Sunder Lal	Clerk	-do-	-do-
7.	Sh. Anurag	Bearer	-do-	-do-

All the records are catalogued as below:-

- Birth Registration Registers
- Death Registration Registers
- All files related to Adoption cases.
- All files related to late Registration

Procedure for Registration of Birth & Death events

- As per rule Birth & Death events are Registered which take place in PGIMS, Rohtak and behalf of the information supplied to this office by the treating Doctor of concerned Department.
- Further certificated are issued when application are submitted for this purpose as per rules.

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पोस्टमैन

Procedure to get Birth/Death certificate

- Any of the legal heirs may apply online on SARAL Haryana Portal.

Correction in Birth/Death Registration record / certificate

Instead of clerical correction, as per rules/act no can be made after got registered of the event. Registrar, Birth & Death, PGIMS, Rohtak is only empower to correct the clerical mistake with the permission of Distt. Registrar (Birth & Death), if correction falls under the clerical mistake. Following documents are required for correction:-

Birth


1. Application to the Registrar Birth & Death, PGIMS, Rohtak
2. Correction Performa/Affidavit
3. 2 I.D. (Voter card, Aadhar card, Ration card, Driving licence etc.)
4. 2 Joint I.D.s (V.C., Aadhar card, Ration Card, Driving Licence etc.)
5. Witness of 2 neighbours in shape of affidavit with their self attested I.D.s
6. Copy of School certificate
7. Declaration of concerned M.C./Sarpanch.

Death

1. Application to the Registrar Birth & Death, PGIMS, Rohtak
2. Correction Performa/Affidavit
3. 2 I.D. & 2 Joint I.D.s
4. Witness of 2 neighbours in shape of Affidavit with their I.D.s
5. Declaration of concerned M.C./Sarpanch
6. Copy of Postmortem & copy of F.I.R.
7. Copy of record of AWW to be verified from the Registrar (Birth & Death) of concerned PHC/CHC etc.

(All the I.D.s should be self attested)

The office may ask for any other documents beyond above mentioned in case office is not satisfied with above documents.


राजेश्वर दास एक मुक्त
हव-विश्वविद्यालय कमीशनर
डी.डी. कार्यालय डी.डी. कार्यालय एम.एम.
रोहताक