

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 this office Section.
3. Main Functioning of Birth & Death Deptt is to issue Birth & Death Certificate of events which occurred usually in last one year in this institution. Presently Dr. R.B. Jain is working on additional charge as Registrar (Birth & Death), PGIMS, Rohtak.
4. Officer and official Staff working in this Branch are as mentioned below:-

Sr. No.	Name	Designation	Phone No.	Intercom No.
01.	Dr. R.B. Jain, Sr.Professor & Head(FI.) Com. Med. Deptt	With having additional charge as Deputy Medical Superintendent-cum-Registrar (Birth & Death) PGIMS, Rohtak	01262- 283220	2985
02.	Sh. Satish Kalra	Computer Operator	-do-	-do-
03.	Sh. Narender	Clerk	-do-	-do-
04.	Ms. Geeta	Clerk	-do-	-do-
05.	Smt. Santosh	Cook	-do-	-do-
06.	Sh. Akash	On outsource basis	-do-	-do-
07.	Smt. Lalita	On outsource basis	-do-	-do-

All the records are catalogued as below:-


- (a) Birth Registration Registers
- (b) Death Registration Registers
- (c) All files related to Adoption cases.
- (d) 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 on behalf of the information supplied to this office by the Doctor of Concerned Department.
- Further certificates are issued when application are submitted for this purpose as per rules.

Procedure to get Brith/Death Certificate

- Any of the legal heirs may apply in this office with fee @Rs.20/- each copy upto 12:30 P.M. in any working day alongwith copy of I.D.s/ Discharge certificate. In case of Birth, Applicant must also submit EID/UID


 11/4/2020
 राबलुडर डरड डर डर
 डर-डरडर डरडर
 डर डर डर डर डर डर
 डर डर

of child with undertaking of parents if they want to get record/registered the name of newly born child written in the Certificate.

Procedure to Deliver the Birth/Death Certificate

- If the concerned event has already registered in this office and the applicant has applied to get any of the above certificate. An attempt is made to provide Birth/Death Certificate within a day if applicant has completed all formalities and subject to the normal functioning of Internet/Electricity/Computer etc.

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 & Affidavit
2. 2 I.D. (Voter Card, AADHAR, Ration Card, Driving Licence etc)
3. 2 Joint I.D.s (V.C., AADHAR, Ration Card, Driving Licence etc)
4. Witness of 2 neighbours in shape of Affidavit with their self attested I.D.s
5. Copy of school certificate
6. Declaration of concerned M.C./Sarpanch

Death

1. Application & Affidavit
2. 2 I.D. & 2 Joint I.D.s
3. Witness of 2 neighbours in shape of Affidavit with their I.D.s
4. Declaration of concerned M.C./Sarpanch
5. Copy of Postmortem & Copy of F.I.R.
6. 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)

This office may ask for any other document/s beyond above mentioned in case office is not satisfied with above documents.


 11/4/2020
 Registrar
 Birth & Death
 PGIMS, Rohtak

Sub : Implementation of pro-active disclosure under Section 4 of RTI Act-2005.

As desired by Worthy Director with reference to letter no. PGIMS/Cell-I/19/2393 dated 11-4-2019 & letter of SPIO vide no. SPIO/PGIMS/2020/2347-72 dated 7-4-2020 and subsequent letter no. SPIO/PGIMS/2020/2501-20 Dated 13-04-2020 on the subject cited above. Please find enclosed herewith the PUC 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 details are enclosed herewith and these details are to be uploaded by the I.T. Section after being forwarded through Medical Superintendent, PGIMS, Rohtak for obtaining necessary approval of Worthy Director, PGIMS, Rohtak in this regard.

D.A. as above.

Navanil's
Clerk 17/4/2020

Sub-Registrar

Registrar (Birth & Death)

R.B. Jain

17/4/2020

Medical Superintendent

Dr. S. K. Singh
17/4/2020

Director
Dr. S. K. Singh
17/4/2020

Copy to Birth & Death