

PUNE MUNICIPAL CORPORATION

RTI ACT. 2005.

(i)

Department name - Birth & Death Registration

Introduction - As per the Govt. of India Act. 1969, Birth & Death Registration is compulsory.

Objectives - It is compulsory to registered birth and death within 21 days

(ii)

Department name - Birth & Death Registration

Designation -	Responsibilities	Remarks.
Class -1. Registrar , Birth and Death (Medical Officer of Health) (One)	To issue and make any changes in Birth and Death certificate	
Class – 2. Medical Officer (One)	To issue and make any changes in Birth and Death certificate	
Class – 3 Addl. Registrar. (One) Jr. Clark (Two)	To check and issue Birth and Death certificate	
Class – 3 (Ten)	Data operator	
Class – 4 (Twenty one)	Out door duties and cleanness	

(iii)

The issue of birth and death is done in all Twelve ward offices of pune municipal corporation through C.F.C. and twenty four hours registration is done in Sassoon hospital, Vishrambag wada. And Octroi offices .

(iv)

Citizen submit application to the concern to the ward office.

Serial no.	Designation	Activity	Time limit	Remarks
1	Ward Medical Officer	Scurnity of submitted papers	24 hours	If all papers are found correct submitted to data operator for necessary changes.
2	Addl. Registrar	To examine and forward to the medical officer	3 days	If all papers are found correct submitted to data operator for necessary changes.
3	Medical Officer	To examine and forward to the Registrar, Medical Officer of Health	1 day	
4	Registrar	To examine and approve.	1 day	

(v)

Department name - Birth & Death Registration

Serial No.	Act/ Regulation	Activity / Program
1	BPMC act 1949-69	
2	Birth and Death Registration 1969 Maharashtra Birth and Death 2000	

(vi)

Serial no.	Designation	Subject	Type	Remarks
1	Ward Medical Officer	Scurnity of submitted papers	Birth and Death Register	
2	Addl. Registrar	To examine and forward to the medical officer	Do	
3	Medical Officer	To examine and forward to the Registrar, Medical Officer of Health	Do	
4	Registrar	To examine and approve.	do	

(vii)

Not applicable

(viii)

Not applicable

(ix)

Department name - Birth & Death Registration

Serial No.	Designation	Name	Office Address	Phone
1	Registrar, Birth and Death (Medical Officer of Health)	Dr. P. S. Dhaygude	PMC	25501211
2	Addl. Registrar	Smt. Basalkar	PMC	25508411
3	Medical Officer	Dr. Thakur	PMC	25501220

(x)

Sr. No.	Designation	Name	Gross Salary
1	Medical Officer of Health	Dr. P. S. Dhaygude	
2	Medical Officer	Dr. Thakur	
3	Addl. Registrar	Smt. Basalkar	
4	Class 4		

(xi)

Not applicable

(xii)

Not applicable

(xiii)

Not applicable

(xiv)

Web address of the Department

www.punecorporation.org (Birth and Death)

Registration of birth and death and issue of certificate is computerized .

(xv)

Serial No.	Information collection centres	Timeing (Open and Close)	Remarks
1	Kiosks	24 hours	
2	CFC	10.30am to 5.30pm	
3	Ward office	10.30am to 5.30pm	
4	Web	24 hours	
5	Phone	25501000	

(xvi)

Sr. No.	Name	Department	Designation	Work Timing	Office Address	Office Phone	E-mail
1							
2							

(xvii)

Budget