

Name of the Service	Application Procedure for the Service	Time Required to avail Service
Birth Certificate	<p>Submission of Filled up form to be availed from Municipal Cash Counter/Municipal Website Along with following documents For registration with in 21 days from the event(Institutional):</p> <ol style="list-style-type: none"> 1. Discharge card issued from the hospital <p>For registration with in 21 days from the event (Domestic Birth):</p> <ol style="list-style-type: none"> 1. Certificate from Doctor/Trained Midwife 2. Affidavit 3. Councilor's certificate. 4. Ante-Natal Card Photocopy <p>For registration with from 22 days up to One year from the event(/Institutional/Domestic):</p> <ol style="list-style-type: none"> 1. Discharge Card issued from the hospital/ Certificate from Doctor or Trained Midwife (in case of Domestic Birth) 2. Affidavit 3. Councillor's certificate. 4. Ante-Natal Card Photocopy 5. Fees rs 5 <p>For Registration delayed beyond one year after the event (institutional / Domestic)</p> <ol style="list-style-type: none"> 1. Doctor's Certificate (Original) 	<p>Issuance of Birth Certificates (institutional)—With in three days after receiving report from Concerned Health Center/Hospital/Nursing Home(If reported with in 21 days from the occurrence of the event.)</p> <p>Issuance of Birth Certificate (Non-Institutional or Domestic) With in Seven Days after receiving report from Concerned Health Center/Hospital/Nursing Home(If reported with in 21 days from the occurrence of the event.) (Certificates should be issued in case of Home Birth/ Correction for Birth after permission granted from SDO, Barrackpore)</p>

	<ol style="list-style-type: none"> 2. Affidavit of First Class Magistrate(Original) 3. School Certificate for age Proof(for candidate above 5 years of age 4. Immunization Card (Original) 5. Certificate of councillor 6. Attested Photocopy of Parents voter ID and Ration Card 7. Registration card (form no 7) to be had at Municipality. 8. Late fees Rs 10 (to be submitted after verification of documents and approval by SDO) 	
Death Certificate	<p>Submission of Filled up form to be availed from Municipal Cash Counter/Municipal Website Along with following documents For registration with in 21 days from the event:</p> <ol style="list-style-type: none"> 1. Photocopy of Doctor’s Certificate 2. Cremation Certificate <p>For registration with in 21 days from the event(Non-Institutional)</p> <ol style="list-style-type: none"> 1. Photocopy of Doctor’s Certificate 2. Cremation Certificate(original) 3. Registration form B(To be had off Municipal Health Department) 	<p>Issuance of Death Certificates (institutional)—With in three days after receiving report from Concerned Health Center/Hospital/Nursing Home (If reported with in 21 days from the occurrence of the event.)</p> <p>Issuance of Death Certificate (Non-Institutional or Domestic) With in Seven Days after receiving report from Concerned Health Center/Hospital/Nursing Home(If reported with in 21 days from the</p>

	<p>4. Voter ID Card of the deceased</p> <p>5. Ration Card of the Deceased</p> <p>For registration from 22 Days to One year after event (Institutional)</p> <ol style="list-style-type: none"> 1. Affidavit 2. Doctor's Certificate 3. Councillors Certificate 4. Original Voter and Ration Card of the Deceased 5. Fees Rs 5 <p>For registration delayed beyond One year from the event(Institutional/Domestic):</p> <ol style="list-style-type: none"> 1 Doctor's Certificate (Photocopy) 2. Cremation Certificate (Original) 3. Affidavit of First Class Magistrate (Original) 4. Original Voter and Ration Card of the deceased. 5. Attested Photocopy of applicant's Voter ID and Ration Card 6.Late Fees rs 10 	<p>occurrence of the event.) (Certificates should be issued in case of Home Death/ Correction for Death after permission granted from SDO, Barrackpore)</p>
<p>Desludging of Septic Tank</p>	<ol style="list-style-type: none"> 1. Submission of Filled up form to be availed from Municipal Cash Counter/Municipal Website 2. Inspection of site by Department staff and quotation of estimate 3. Submission of estimated amount (as quoted by inspecting Municipal Staff) to the Municipal Counter.(Municipal 	<ol style="list-style-type: none"> 1. For Manual work (using Trailer) - 12 to 15 days from payment of estimated amount. 2. For Work using Cesspool Emptier- 6 to7 days from payment of estimated amount.

	Tax receipt for up to date payment is to be shown at the Municipal Counter at the time of form submission)	
Payment of allowance to expecting mother Through Janani Suraksha Yojna	<ol style="list-style-type: none"> 1. Application in format given by SUDA 2. recommendation of Health Officer (if all papers are furnished) 3. Payment is made at the institution where the birth has been taken place 	
<p>Public Health Activities</p> <ol style="list-style-type: none"> 1. ESOPD at Municipal Campus 2. Antenatal and Post Natal Care 3. Baby Care (up to 5 years of age)- Yearly Health Check up through Baby Show 4. Awareness programmes on diffirent Diseases with the beneficiaries 		