

The Kolkata Municipal Corporation
Central Municipal Office Buildings
5, S.N. Banerjee Road, Kolkata- 700 013

Municipal Commissioner's Department
Date: 07/02/2020

Municipal Commissioner's Circular No. **153** of 2019-20

Sub: Issuance of Birth Certificates, Death Certificates and Special Registration for Death Certificates.

For the purpose of extending the civic services for the convenience of the citizens the following services of the Health Department of KMC are to be revised as follows:

1. Distribution of number of forms for issuance of birth certificate to be increased from 100 to 200 per day following procedure as per norms.
2. Distribution of number of forms for special registration of death to be increased from 100 to 200 per day following procedure as per norms.
3. Distribution of forms for issuance of death certificate under normal course to be increased from 50 to 100 per day following procedure as per norms.

This Circular shall come into effect from 15th February, 2020.

CMHO and CO (IT) are requested to take necessary action in this regard.

This has the approval of Hon'ble Deputy Mayor and Hon'ble Mayor.


Municipal Commissioner

Distribution:

1. OSD to Hon'ble Mayor
2. PA to Hon'ble Dy. Mayor
3. Spl. Mpl. Commissioner (G,D&S)
4. CMF&A
5. CMHO
6. CMLO
7. CO (IT)