



**PROCESS SHEET FOR BIRTH CERTIFICATE**

A. The following attested/Certificate documents have been submitted by the applicant.

1. SSC/COI/Citizenship
2. Panchayat Recommendation
3. Electoral card /No of father.
4. Certificate of the Head Master of the School ( for school going children )
5. Immunisation card
6. Hospital Discharge Card
7. Bank Receipt No Date

Submitted for approval and Signature

Dealing assistant

B. Remarks if any

Office superintendent

C. Orders.

District Collector,

D. Follow up Action.

- a) Entries in issue register made vide No dated
- b) Issue No. entered in Certificate Yes/No.
- c) Certificate issued after taking proper receipt Yes/No.

Dealing Assistant