

Citizen Charter – Local Administration Department

Introduction

All the Municipalities and the Commune Panchayats in this Union Territory of Pondicherry are functioning under the Administrative control of the Local Administration Department. In much as this Directorate is concerned, this Citizens' Charter is published to the citizens to know about the following three services, to make complaint thereon for redressal :

1. **Registration of Birth & Death.**
2. **Discrepancies found if any in the services of Municipalities and Commune Panchayats to make complaints thereon.**
3. **Maintenance Services of the Flying Squad relating to the distribution of drinking water supply to the villages in the Pondicherry Region.**

Details viz; how to get information about the above mentioned services and the officers to whom the complaint is to be made are given against each service.

Public may also contact the Deputy Director - cum - Public Relation Officer of this Department other than the Designated Officers of the services concerned.

details of services

1. **Registration of Birth & Death.**
 - a. Occurance of Birth and Death may be registered in the Office of the Registrar of Municipalities and Commune Panchayats of the concerned area within 21 days from the day of such occurrence, without late fee.
 - b. After 21 days but within 30 days registration may be made with the concerned Registrar on payment of late fee of Rs.2/-.
 - c. If the registration is to be made after 30 days but within one year from the day of occurrence, an Affidavit is to be produced by the applicant duly signed by himself before the Notary Public appointed by the Government along with the signature and seal of the Notary Public thereon and the affidavit is to be submitted along with an application addressed to the **Chief Registrar -cum- Director, Local Administration Department** through the Registrar of the Municipality/Commune Panchayat concerned. After getting permission from the chief Registrar, the registration of such birth and death may be made on payment of late fee of Rs.5/-.

Note : The powers of Chief Registrar have also been delegated to the following Officers by the Government.

Pondicherry Region :

Deputy Directors of Municipal Administration and Statistics, Local Administration Department.

Karaikal, Mahe and Yanam Regions :

-- Regional Executive Officers

- d. For registration of occurrence of Birth and Death after one year, application is to be submitted to the Deputy Collector -cum- Sub-Divisional Magistrate of the region concerned and after getting permission from him, such occurrence of Birth and Death may be registered in the Office of the Registrar of Municipalities and Commune Panchayats of the concerned area on payment of late fee of Rs.10/-.

Discrepancies found if any, in the said services, public may give complaints to the following officers :

1. Additional District Registrar-cum-Deputy Director
[Economics & Statics],
Room No. 3, First Floor,
Local Administration Dept.,
Pondicherry.
Telephone : 0091-413-336084
2. District Registrar-cum-Director,
Room No.1,
Ground Floor,
Local Administration Dept.,
Pondicherry.
Telephone : 0091-413-336469

Reply will be sent to the Complainee within 15 days.