

**GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH**  
**MEDICAL RECORD DEPARTMENT**

**CIRCULAR**

The following guidelines/instructions are hereby issued for issuance of Birth & Death Certificates and Medical Record: -

Instructions/guidelines for issuances of Record (MLC/NON-MLC)		
1	Medical Record (Non MLC)	Only patient can apply and collect his/her own medical record. If the patient is not alive or not in condition to come, then his/her legal heir/blood relative next to kin (viz. mother, father, spouse and children) alongwith authorization letter & with valid Identity proof can apply.
2	MLC Record	Only patient can apply and collect his/her own medical record. If the patient is not alive or not in a condition to come, then his/her legal heir/blood relative next to kin (viz. mother, father, spouse and children) alongwith authorization letter & with valid Identity proof can apply.
3	Case summary	Only concerned Police station can apply and collect the case summary.
4	Insurance claim	Only patient can apply for his/her insurance claim. If patient is not alive or not in condition to come to apply, then his/her nominee can apply for insurance claim with valid Identity proof. No insurance representative/agent will be entertained.

The charges for attested insurance claim form is Rs. 50/- and Rs. 5/- for each page of attested photocopy of medical record as per previous practice.

The cases of medical record in respect of patients which is lying in office for more than 06 months may be allowed to close and attached in the main file.

Instructions/guidelines for issuances of Birth and Death Certificate		
1.	Birth Certificate	Birth certificate can only be applied for by parents or Grandparents with their valid identity proof. If they are not in condition to come to collect the birth certificate then authorization from parents alongwith valid identity proof can be considered.
2	Name addition in birth certificate	Only parents and Grandparents can apply. After the registration of the name of the child, no alterations can be entertained as there is no provision in the orders of Registrar General of India for the change in name later on.
3	Correction in birth certificate	Only parents and Grandparents with their valid identity proof can get it done.
4	Adoption case	In adoption cases only SDM orders/Court orders with valid proof of parents as per provision of Registrar General of India.
5	Death certificate	Death certificate can be applied for by spouse, children & parents with their valid identity proofs and original receipt of death report. If they are not in condition to collect death certificate then authorization from spouse, children & parents in non MLC cases with their valid identity proof is required.
6	MLC Cases/ unknown/ brought dead	Death certificate can be applied for by the spouse, children, parents with copy of postmortem, DDR, valid identity proof of deceased and proof of relationship. No request from third party will be entertained.
7	Correction in death certificate (MLC)	Only spouse, children, siblings & parents can apply alongwith their valid identity proof & two witnesses with their valid identity proof and copy of postmortem report and DDR.
8	Correction in death certificate (Non-MLC)	Only spouse, children & parents can apply with their valid identity proof.
9	Unwed mother	Only mother can apply and obtain from the office herself.
10	Unidentified person	Only after getting NOC from the concerned police station clearly stating that the issue of copies of MLC will not hinder the investigation.

Dated, Chandigarh the  
02.02.2021

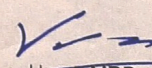
No. GMCH/MRD/ 324-26

Dt. ....12/2/21

PROF. JASBINDER KAUR,  
Director Principal,

A copy is forwarded to following for information & necessary action:-

1. All Head of the Department, GMCH-32, Chandigarh.
2. HOD/IT, GMCH-32, Chandigarh with the request to display the same on the website.
3. All Office Superintendent, GMCH-32, Chandigarh.

  
Head, MRD  
GMCH-32, Chandigarh