



GOVERNMENT OF GOA
DIRECTORATE OF PLANNING, STATISTICS & EVALUATION

And

OFFICE OF THE CHIEF REGISTRAR OF BIRTHS AND DEATHS

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No.DPSE/RBD Records/2018/313

Dated: 13/02/2019

MASTER CIRCULAR

Whereas, upon implementation of e-teor project in Goa, number of repeated requests and plea from public are received in this office regarding correction and uploading of e-teor.

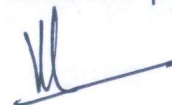
Whereas, guidelines/instructions were issued to the concerned Registrars and Sub Registrars of Births & Deaths / Civil Registrar cum Sub Registrar of all talukas in Goa in the meeting cum training held on 28/07/2018, vide this office letter No. DPSE/RBD/Records/2018/4649 dated 04/09/2018. Wherein, broadly the problems faced by the Registrars and Sub Registrars of Births & Deaths / Civil Registrar cum Sub Registrar were discussed and the remedies on the problems faced in implementation of e-teor project were explained.

In view of the foregoing paras, the following directions/instructions are issued to the Registrars and Sub Registrars of Births & Deaths / Civil Registrar cum Sub Registrar across the State of Goa for smooth functioning of the e-teor project.

1. If teor is available in the Register of Births & Deaths with the Registrar and photo image of the corresponding teor (e-teor) is not available, then the Registrar must scan the teor and upload the same. In this case, the Registrar concerned will not require any permission or approval from any superior authority.

Further, if the existing image of the uploaded teor is not readable / faded/ incomplete in any respect, the Registrar must again scan the teor and upload the same. Also metadata should be checked thoroughly and corrected, if required.

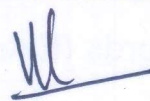
2. If teor is not available in the Register of Births & Deaths with the Registrar and photo image of the corresponding teor (e-teor) is available, then the Registrar must print the e-teor on to an appropriate size of paper and must write a remark on it with pen that the same has been printed and after signing with office stamp and date, a copy of the same must be placed/ inserted in the Register of Births & Deaths. Also, the Registrar must check the corresponding metadata thoroughly and correct it, if required.
3. If teor is available in the Register of Births & Deaths with the Registrar and photo image of the corresponding teor (e-teor) is also available, then the Registrar must check the corresponding metadata thoroughly and correct it, if required.
4. If teoris not available in the Register of Births & Deaths with the Registrar, and photo image of the corresponding teor (e-teor) is also not available, then the Registrar must follow instructions step by step:
 - i. Public member concerned must be issued a Notice in a format appended herewith as Annexure 'A' requesting the public member to submit a self-attested photo copy of the teor, if he or she is in possession of the same.
 - ii. Upon receipt of the self-attested copy of teor from the public member, the Registrar must record his remark on it and scan upload the same and also insert copy of the same place in the Register of Births and Deaths.
 - iii. In case, when both hard copy of the teor and soft copy of teor (e-teor) are not available with the Registrar concerned, and the public member as



well, the Registrar must follow instructions step by step given below:

- a. The Registrar must prepare "**Teor Destroy Letter**" in the format appended herewith as Annexure 'B'.
- b. The Registrar, immediately upon issuing of Teor Destroy Letter must write a remark on relevant Extracto de Nascimento / Extracto de Obito and write Destroy letter and date.
- c. The issuing of Destroy letter should no way indicate registration of concerned birth or death event if it was done or not.
- d. In any of the above cases, upon submission / production of a copy of birth / death certificate in Form no. 5 or Form no. 6 as the case may be, by a public member will be sufficient enough for the Registrar to draw a conclusion that the birth/death event, as the case may be, was registered and the public member concerned deserves to seek desired services under RBD Act 1969 and the relevant State Rules.
- e. Upon submission / production of a copy of birth/ death certificate in Form no.5 or Form no.6, as the case may be, by a public member, firstly, the Registrar should check the entries contained in the copy of FormNo. 5 or Form No. 6 with the Extracto de Nascimento or Extracto de Obito.

Irrespective of the result of this exercise or the extent to which the information tallies in copy of Form no.5 or Form no.6 vis-à-vis Extracto de Nascimento or Extracto de Obito, the service requested by the applicant is required necessarily be delivered as per the relevant provision of the RBD Act and relevant State Rules and guidelines for reconstruction of record as issued from time to time by the Registrar General of India, New Delhi and as per the provision contain in The Goa Reconstruction of Registers and Records Act, 2005 and Rules, 2008 should invariably be followed.



5. Besides the implementation of the RBD Act 1969 and prevailing State Rules in letter and spirit, the Registrars and Sub Registrars of Births & Deaths / Civil Registrar cum Sub Registrar shall be responsible for the following:
- a. To maintain error free Metadata files.
 - b. To scan and upload all records namely Extracto de Nascimento / Extracto de Obito.
 - c. To follow proper process for reconstruction of records in deserving cases, as per the "(i) The Goa Reconstruction of Registers and Records Act, 2005 and Rules, 2008", (ii) various provisions under RBD Act 1969 and corresponding Rules and (iii) the guidelines and circular issued by the Office of the Registrar General, India, Ministry of Home Affairs vide their circular no.1/2/2008-VS(CRS) dated 22/08/2012.
 - d. Cases related to NAC must be dealt with as per the provision under Section 17(1) of RBD Act 1969 and corresponding Rules 13(3).
6. The Registrars and Sub Registrars of Births & Deaths / Civil Registrar cum Sub Registrar must ensure that no endorsement is effected without issuing 'Correction Order' and the Correction Order must include all the details of documents based upon which correction(s) was/were made.
7. In case if the designated space at Left Hand Side of the Teor gets exhausted, the Registrar must make it possible to annex a blank page for the purpose.
8. The Registrars and Sub Registrars of Births & Deaths / Civil Registrar cum Sub Registrar must keep in mind that the computerization of records (Extracto de Nascimento / Extracto de Obito) was done during 2003-2006. Therefore, the endorsement(s) on account of correction(s) done prior to the above period will only be seen on e-Teor.

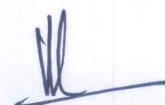
However corrections done any time i.e during the period of computerization or thereafter can be found only in the hard copy of records (Extracto de Nascimento / Extracto de Obito).



In the above situations, the Registrar may come across a case wherein copies of birth certificate or death certificate is sought by an applicant upon production of an old copy of the same. This old copy may have the information such as name, parents name different from what is mentioned in the records (Extracto de Nascimento / Extracto de Obito). This, in view of the aforesaid paragraph should make Registrar to conclude that due to computerization the endorsement is not seen on the computerize copy i.e. e-teor. Under such a situations, the Registrar must make efforts to search the copy of correction order available in his/ her office else must seek a copy from public member.

It may so happen that the file containing correction order records is not traceable in the office of the Civil Registrar cum Sub Registrar and public member also does not have copy of correction order in his/ her possession. In such a case, the Registrar will ascertain and establish the genuiness and correctness of the copy of birth certificate in Form 5 or death certificate in Form 6 which is produced by public member before him/ her and seeking a fresh copy or any other related services.

- The Registrar will search the copy of birth certificate / death certificate in the register of records. The Registrar will either find the endorsement done in hard copy or may not find endorsement done, if record is mutilated / damaged.
- If the Registrar find endorsement done in hardcopy of register the Registrar must scan the copy of the record and upload it.
- If endorsement done in record is mutilated / damaged/ cannot be seen and the genuiness and correction is established by Registrar the information in metadata should be corrected as per this birth certificate after strictly following the prevailing guidelines/instructions, the RBD Act 1969/Rules, and the Goa Reconstruction of Registers and Records Act, 2005.
- Consequent upon implementation of e-teor project several facts have come to the light such as non-availability of e-teor, severely damages hard copy of teor and therefore the problems being faced by the Registration functionaries and public as well.



- Since long there has been a practice until the year 1970, of preparing / maintaining Extracto de Nascimento / Extracto de Obito alongside the record of births and deaths i.e. Registo de Nascimento / Registo de Obito, thus it is not wrong to say that two sets of such records are available for the period 1914-1970. In view of it, the Registrars and Sub Registrars of Births & Deaths / Civil Registrar cum Sub Registrar must follow the following instructions henceforth strictly.
- That the endorsement should be done by the registration functionaries simultaneously on both (i) Registo de Nascimento / Registo de Obito and corresponding (ii) Extracto de Nascimento / Extracto de Obito
- Upon following the complete process and having satisfied entirely in the matter, the Registrar will correct metadata. And issue copy of Birth/Death Certificate afresh to the public member. Also, insert a copy of Form No.5/Form No.6 as the case may (now issued to public member) in the corresponding Registo de Nascimento / Registo de Obito.
- Whenever required, the requisite / additional guidelines will be revisited and issued from time to time by the Chief Registrar of Births and Deaths for the smooth functioning/ implementation of the e-Teor Project.

Vijay B. Saxena 7²/₁₉

(Vijay B. Saxena)
Joint Director/

Addl. Chief Registrar of Births and Deaths

ANNEXURE 'A'

No. _____

Dated:- _____

To,

Sub:- Request to submit self attested copy of Birth / Death Teor.

This has a reference to your application dated _____ entered in this
Office on _____ (date) with _____ (inward no.).

You may please note that both the original record of birth (Teor) and soft
copy of the same are not available in this Office. The original record of the same
has been mutilated / damaged due to unavoidable circumstances.

Therefore, you are hereby requested to submit a copy of the Teor duly self
attested to this Office so as to process your request at the earliest and to upload the
copy of Teor.

Yours faithfully,

(Name & Signature)
Registrar/Sub Registrar of Births & Deaths
(With Stamp & Date)

ANNEXURE 'B'

No. _____

Dated:-

OFFICE OF THE CIVIL REGISTRAR CUM REGISTRAR

Taluka _____

TEOR DESTROY LETTER

Certified that the original record of Birth / Death in the Registo De Nascimento / Registo De Obito in respect of _____
_____ residence of _____
having _____ as date of birth and _____ as
date of registration has been found damaged / mutilated and the soft copy of the
same is also not available.

This certificate has been issued upon complete and full search of records of
Births & Deaths.

(Name & Signature)

Registrar/Sub Registrar of Births & Deaths
(With Stamp & Date)

To,
