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गृह मंत्रालय

MINISTRY OF HOME AFFAIRS

भारत के महारजिस्ट्रार का कार्यालय

OFFICE OF THE REGISTRAR GENERAL, INDIA

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CIRCULAR

Subject: Guideline for Reconstruction of destroyed or mutilated registration Records.

You are aware that Rule 17(4) framed under section 30 (2)(k) of RBD Act, 1969 provides the Registrar to keep the Birth and Death Registers in his/her office particularly in the rural areas at least for the period of one year and after that period such registers shall be transferred to the designated prescribed authority for safe custody. In this connection, it has been observed that in using and handling the registration records frequently, the old records became in dilapidated condition and not fit for use after sometime. Therefore, some States have raised the issue of reconstruction of record. This office has framed a set of new guidelines on reconstruction of destroyed or mutilated registration records, these guidelines are issued in continuation of this office circular No. 1/3/95-VS (cord.) dated 9th March 1998.

2. In this connection, it is to mention that, before transferring the registers of the concerned year to the designated authority for safe custody, the Registrar shall be vigilant and ensure that certificates for all registered births and deaths have been issued to the concerned persons, so that the incidents of bringing back the register from the safe custody can be minimized.

3. The following points may be taken into consideration before initiating the process of reconstruction of record-

- 1) If by any reason, the Birth and Death Registration Records is lost/damaged/destroyed, the registrar of the concerned registration unit (rural areas) shall through the block level officer or any prescribed authority, make a proposal to the District Registrar with the reasons to issue necessary notification for reconstruction of lost/damaged/destroyed record. In case of urban areas Registrar Municipality and Municipal Corporation shall make such proposals to

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the District Registrar and Chief Registrar. The notification for reconstruction of birth-death registration record shall be issued after necessary scrutiny by the concerned officials. The concerned registrar shall undertake the proceedings for reconstruction of record only after such notification is issued. The following procedure is to be followed for reconstruction of the record:-

- a) Reconstruction of the register shall be done on the basis of the documentary evidence submitted by the concerned person.
 - b) Registrar (Births and Death) may, by issuing Public Notice in the area of the concerned registration unit, ask the people to send the proofs of the incidents of births/deaths registration, e.g. birth or death Certificate etc. within the prescribed time limit. The Proof so provided by the person shall be maintained by the Registrar as a permanent record.
 - c) In case where documentary evidence of birth and death is not available with the concerned person, entry of the date of birth or death in any Government office, school record etc., showing the reference that the same has been entered on the basis of Birth/Death Certificate. This record may be considered for the purpose of such reconstruction of record.
 - d) After carrying out above mentioned procedure, if a demand is received for birth and death Certificate and no authentic proof of the registration of event is found, it shall be assumed that the particular event of birth or death was not registered in the relevant registration record of the concerned year. The Registrar shall issue the Non availability Certificate as per the provision of rule-13(3) of the State Rule framed under section 17(1) of the RBD Act to the concerned person. The concerned person shall be explained the provisions of delayed registration of section 13 and advised to follow the prescribed procedure.
- 2) In order to prevent the incidents of theft or loss of record, all Registrars of Births and Deaths should keep the birth and death registration records in safe custody at a secure place. The registrar should also ensure that registration record i.e. Registers birth and death shall be examined only in his/her presence.
- 3) In the event of a warning of a natural disaster in the area of a particular registration unit or an incident of fire or an accident taking place in the registration office, the registrar shall take all possible steps to shift the

record at his disposal to a safe place and shall send a detailed report of the incident to the concerned authority immediately. The respective concerned authority shall take necessary steps to inform the Chief Registrar through the District Registrar as soon as possible.

- 4) When the pages of Births and Deaths Register starts breaking, the concerned registrar shall take all necessary steps to reconstruct/restore the pages to their original form immediately.
- 5) Necessary entry in respect of reconstruction of record should also be made in the remarks column of the respective register showing the date of reconstruction of the record.
- 6) It is also suggested that to reduce the scope of further correction, It should be ensured that in case of non availability of documentary evidence with the concerned person and entry is made on the basis of office record or School record, a undertaking from the individual may be obtained before entering the particulars that the relevant particulars are correct and final.
- 7) During the visit or inspection by the competent Authority of State/District or Block level officers to a registration unit, they should ensure that Birth and Death Record are kept properly and in safe manner. If it is found that the record is not in a safe and proper manner, the inspecting authority shall direct the registrar to take appropriate remedial measures. Their report should highlight these issues and intimate the Chief Registrar's office about the same.

These guidelines are forwarded to you with the request to circulate these to the concerned registration authorities for appropriate action so that the individuals are not denied with the birth or death certificates. This office may kindly be appraised about the action taken in this regard.



(P. A. Mini)

Deputy registrar General (CRS)

All Chief Registrar of births and deaths