

Government of Himachal Pradesh
Department of Information Technology

NOTIFICATION

No. DIT-D(1)5/2011-139

Dated, Shimla the 31st August, 2013

In exercise of the power conferred by section 18 of Citizen Act 1955, read with rule 3 & 4 of citizenship Rules, 2003 (Registration of the Citizens and issue of National Identity) Rules 2003 for the purpose of preparation of the National Population Register (NPR), as per rules 5, 16 and 18 mentioned in column (1) of the schedule below as Registrars for the preparation of National Population Register with NPR designations mentioned in Column (2) to take, or aid in, or supervise the NPR Operations designations mentioned in Column (2) to take, or aid in, or supervise the NPR Operations within the administrative area specified against each of them in column (3) of the said schedule.

Sr. No.	Designation	NPR Designation	Administrative Area
1	District Collector	District Registrar	Respective District
2	Tehsildar	Sub District Registrar	Respective Taluka including Census Towns & OGs but excluding Statutory Towns
3	Secretary of Municipal Corporation/Municipality	Sub District Registrar	Respective Municipal Corporation /Municipality
4	Executive Officer of Cantonment Board	Sub District Registrar	Respective Cantonment Board
5	Panchayat Secretaries	Local Registrar	In rural villages or Census towns/Out Growths
6	Patwaries	Local Registrar	In wards of statutory towns (Municipal Corporation/Municipalities/Cantonment Board) as deployed by the Sub District Registrar concerned.

Duties and responsibilities of the Registrars at various levels and General Public in connection with NPR.

District Registrar:

- a) Appointment of all functionaries at the district level.
- b) Training of all functionaries at the district level.
- c) Distribution of material for the field work
- d) Ensuring proper publicity.
- e) Undertaking inspection of data collection and biometric camps from time to time.
- f) Ensuring and certifying complete coverage.
- g) Disposing claims submitted by the individuals as per the rules and instructions issued from time to time.
- h) Authentication of the data as per the rules and instructions issued from time to time.
- i) Exercising financial control over expenditure.
- j) Coordinating NPR work at district level.
- k) Any other task assigned from time to time.

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Sub District Registrar:

- a) Appointment of all functionaries at the Sub District level (Taluk/Municipal Corporation/Municipality/Cantonment Board).
- b) Training of all functionaries at the Sub District Level.
- c) Distribution of material for the field work.
- d) Ensuring proper publicity.
- e) Undertaking inspection of data collection and biometric camps from time to time.
- f) Ensuring timely start and completion of NPR work.
- g) Ensuring correctness and quality of data collection.
- h) Ensuring and certifying complete coverage.
- i) Disposing claims submitted by the individuals as per instructions issued from time to time.
- j) Authentication of the data as per instructions issued from time to time.
- k) Exercising financial control over expenditure.
- l) Coordinating NPR work at the Sub District level.
- m) Any Other task assigned from time .

Local Registrar:

- a) Ensuring arrangements for publicity/awareness campaign in the rural areas(villages/Census Towns/Out Growths) and urban area (Wards of statutory Towns) regarding the creation of NPR by making drum beat, mile announcements, etc.
- b) Ensuring the full coverage of area under her/his jurisdiction and that no household/individual has been left out.
- c) Displaying the list of "usual residents" in sonic prominent places in the village/ward area.
- d) Marking correction in the list and submitting the same to Sub-District Registrar after incorporating the changes/objections.
- e) Authenticating the collected data in respect of "usual residents" as per instructions from time to time.
- f) Any other task assigned from time.

General Public:

- a) Give information to the enumerator.
- b) Attend the biometric camp on the assigned date and time.
- c) As per rule 7, the head of family and individual to act as informant.

1. It shall be compulsory for every citizen of India to assist the officials responsible for preparation of the National Register of Indian Citizens under rule 4 and get himself registered in local register of Indian Citizens during the period of initialization.
2. It shall be the responsibility of the head of every family, during the period specified for preparation of the Population Register, to give the correct details of name and number of members and other particulars, as specified in sub-rule (3) of rule 3, of the family of which he is the head.
3. It shall be the responsibility every citizen to register once with the Local Register of Citizen Registration and to provide correct individual particulars to that authority.
4. In the case of dependents, such as minor who has not attained the age of aighteen years, or who is disabled, the responsibility of reporting the particulars under this rule shall be of the head of the family.

Provided that in so far as inmates of institutions, such as orphanages, old age homes, mental asylums are concerned, the responsibility for providing the requisite details shall lie with the head of the institution.

- d) Fill the KYR forms
- e) Strict discipline should be maintained in the camp.
- f) After the publication of LRUR check their particulars and if any discrepancy found bring it to the notice of local Registrar.



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Additional Chief Secretary (IT) to the
Government of Himachal Pradesh

Endst. No. EDN-H (21) F(10) 09/2010-III-Misc-L dated Shimla-171001 the August, 2013
Copy for information and necessary action to:-

1. The Director department of Information Technology (IT), Himachal Pradesh, Shimla-9 w.r.t. letter No. DIT-D(1)5/2011-110 Dated: 01/09/2013.
2. All the Principals of Government Degree/Sanskrit Colleges/All the Deputy Directors of Higher Education in Himachal Pradesh, **with the direction to take appropriate action in the matter accordingly.**
3. Technical Officer, IT Cell, Directorate of Higher Education, H.P. with the direction to upload the same on the departmental website for wide publicity.
4. Guard file.

Dr. Amar Dev,
Joint Director of Higher Education (c)
Himachal Pradesh, Shimla-1