

CRCR Level Draft Correction

SOP (Standard Operating Procedure)

1 Objective

Any person having any correction may apply, as per Forms available at the NSK or downloaded from NRC Web-Site <http://nrcassam.nic.in/> and submit the same at the respective LRCR.

Correction requests could be raised only for those applicants whose names are in the Complete Draft NRC but requires correction or modification of the data. Both offline and online ways of submitting the correction requests was available to the applicant's. In the online application applicant's were able to raise their correction requests online. Applicants were also given option to raise their correction requests by submitting the correction form at their respective NSK's.

Correction form had the below fields and while submitting it was mandatory for the applicant to provide data for each field.

- ARN Number
- Member ID(same)
- Names - as per Draft and as per correction required
- Age/DOB – as per Draft and Application form
- Gender
- Place of Birth
- Present and Permanent Address – As per draft and Application form
- Name of the Applicant
- Contact Address
- Photo Correction
- Mixing of Families – Incorrect member details appearing in the ARN
- Other details if any
- Member ID of the person submitting the claim
- Correspondence address
- Signature

Applicant not using the online option may submit the duly filled Correction forms at their respective NSK's. At the time of submission, operator will fill some data into the correction receipt module and will generate an Acknowledgement receipt, which will be given to the Applicant. Further, remaining data of all the offline requests submitted will be entered into the CRCR level correction module. The CRCR Draft correction module will be available at the circle for entry of the correction requests raised by the applicant's.

2 Process

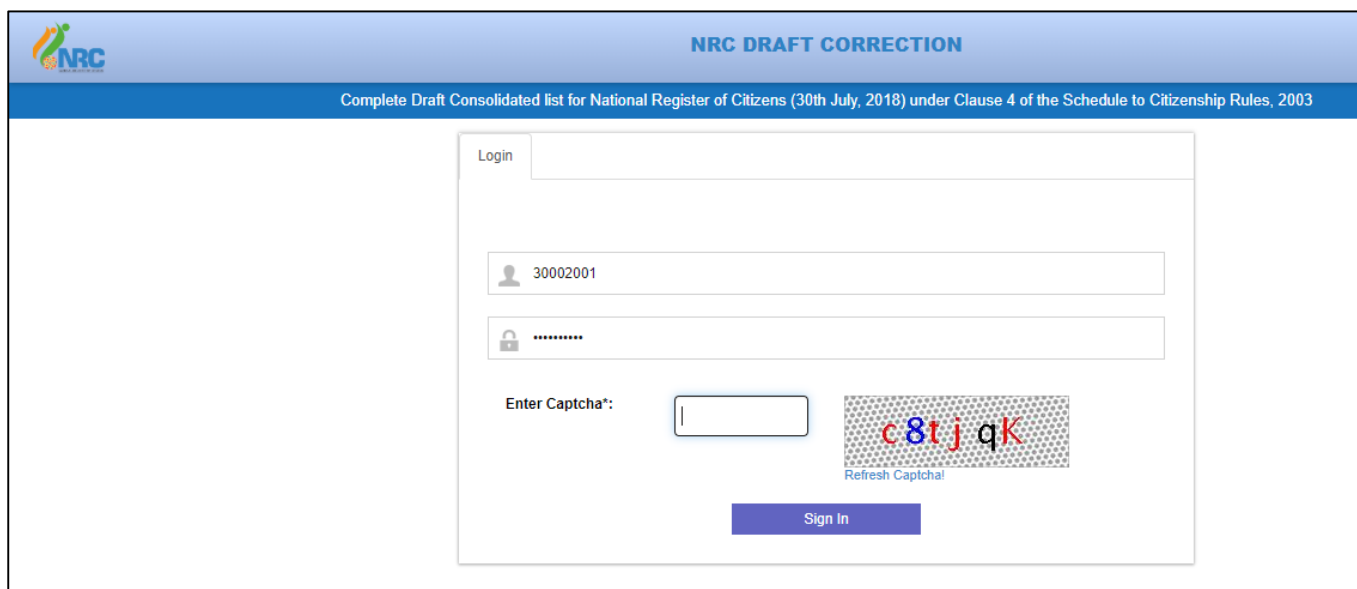
The CRCR draft correction module will be an online application available at the CRCR for entry of correction requests submitted at the NSK's.

The below details must be available at the CRCR's for data entry of the correction requests:

- CRCR Draft Correction Application
- Network Connectivity as it's an online application
- CRCR level user credentials
- Offline Correction Requests forms submitted at the NSK's to brought to the Circles.
- Identifying the forms for which applicants has already applied online are not to be done in offline mode, if at all the applicant have submitted the form at NSKs also.

2.1 CRCR Level Draft Correction Application


Login: The CRCR level draft Correction Application is accessible over internet. The best browser to use is "Google Chrome" and "Mozilla Firefox". Upon launching of the Application, the login screen will look as follows. Circle wise login credentials need to be used for login.



The screenshot displays the login interface for the NRC Draft Correction application. At the top, there is a header with the NRC logo and the title 'NRC DRAFT CORRECTION'. Below this is a blue banner containing the text: 'Complete Draft Consolidated list for National Register of Citizens (30th July, 2018) under Clause 4 of the Schedule to Citizenship Rules, 2003'. The main area features a login form with the following elements:

- A 'Login' label above a text input field.
- A user ID field containing '30002001' with a person icon.
- A password field with masked characters '.....' and a lock icon.
- A captcha section labeled 'Enter Captcha:' with a text input field and a captcha image showing 'c8tjqK'. Below the image is a 'Refresh Captcha' link.
- A blue 'Sign In' button at the bottom right of the form.

Home Screen: Enter the ARN number by referring the Correction requests form.


NRC DRAFT CORRECTION
[Home](#)
[FAQ](#)
[User Manual](#)
[Logout](#)

Complete Draft Consolidated list for National Register of Citizens (30th July, 2018) under Clause 4 of the Schedule to Citizenship Rules, 2003

Step 1
Instruction

Step 2
Correction

Step 3
Receipt Generation

Step 4
Change's Approval Status

Login User Id: 30002001

Step 1 Started ...

ARN*

Note

1. Correction provision will be applicable only for those persons whose names are included in Complete NRC Draft.
2. Corrections/ made through this portal have to conform to the particulars submitted in the original Application Form by applicant. This portal allows you to remove any data entry errors while digitizing your Application Form submitted in May - August 2015.
3. Changes that might have occurred in status of applicants since 2015 such as in marital status, age, change in present address etc. can not be attended through corrections either online or at NSKs
4. Correction in Permanent address, present address & place of birth will be allowed if the addresses appearing in Draft are not same as per the addresses submitted by the applicants in their NRC Application form. Changes in Present Address that have happened subsequent to submission of the original NRC Application Form will not be entertained through corrections/ modifications made through this portal. The only place where a new Corresponding Address can be added is at the time of Registration for this portal. If the changed Present Address was not mentioned there, it cannot be entered here.
5. Go through the **User Manual** carefully if you haven't seen that as yet. Also go through the FAQs. The time spent in going through the User Manual and FAQs will ease your usage of this portal and also help you maximize its capabilities.
6. Registration may have taken just a few minutes. Carrying out corrections/ modifications, however, would require more time depending upon the numbers of Family Members, numbers of particulars requiring corrections and time taken in typing any complicated spelling. This may take time ranging from a few minutes to an hour or so. Plan your time accordingly. You can logout now and start afresh later.
7. All Corrections/ modifications need not be made during one login session only which will last for 60 minutes. However, if more time is required, multiple login sessions maybe used - corrections/ modifications made during each session can be saved before logout. Please note that any changes in Corrections/ modifications can be made only up to final submission (Receipt Generation). Do not uncheck "Click to Edit" Checkbox before Submit for saving while logging out.
8. After final submission and receipt generation, no further changes will be possible either through online or offline.

Proceed

Correspondence Address: Enter the Correspondence address by referring the correction form.

Complete Draft Consolidated list for National Register of Citizens (30th July, 2018) under Clause 4 of the Schedule to Citizenship Rules, 2003

District Name:

Circle Name:

NSK :

Village/Ward Name:

Step 1
Instruction

Step 2
Correction

Step 3
Receipt Generation

Step 4
Change's Approval Status

Step 2 Started ...

Correspondence Address Details

ARN* : 101830002001095800077

Name* :

HOF Name* :

House / Building Name / No :

Locality / Street / Post Office :

Country* : India

State* : Assam

District* : -- Select --

Circle* : -- Select --

Village/Town* : -- Select --

Pin Code* (Must be 6 digits) :

Email Id :

Save & Next

Back

//crrcra.draftcorrect.in/crrcraDraftCorrection/

- Enter data for all the fields by referring the correction form.
- Fields marked with an asterisk(*) are mandatory
- Submit & Next – On clicking this button, correction page will open
- Back – will open the previous page
- Dropdown list will be available for Country, state, district and circle.

- In case of other state, user will have to manually enter district, circle and village names

required, click on the “Edit/Display details” button corresponding to a member.

Instruction

Correction

Receipt Generation

Change's Approval Status

Step 2 Started

How 10 entries

Search:

Verify Data In Preferred Language (Assamese)

(For English data, view by clicking on "Edit / Display Details" button)

SL NO	ARN	Member ID	Name	Father Name	Mother Name	Spouse Name	Gender	Action
1	101830002001096800077	1	সমীৰ কুমাৰ বৰুৱা	সমীৰ বৰুৱা	ভাৰা বৈৰ	মৃণিমা বৈৰ	Male	Edit / Display Details
2	101830002001096800077	2	ভাৰা বৈৰ	সোণম বৈৰ	মৃণিমা বৰুৱা	সমীৰ বৰুৱা	Female	Edit / Display Details
3	101830002001096800077	3	মৃণিমা বৈৰ	সোণম বৈৰ	মহা ভিৰ	সমীৰ কুমাৰ বৰুৱা	Female	Edit / Display Details
4	101830002001096800077	4	ভাৰিমা বৰুৱা হুৰি	সমীৰ বৰুৱা	ভাৰা বৈৰ		Female	Edit / Display Details
5	101830002001096800077	5	হৰাই বৰুৱা	সমীৰ বৰুৱা	ভাৰা বৈৰ	ম. বিদ্যনা	Male	Edit / Display Details
6	101830002001096800077	7	মহাভাৰিমা বৈৰ	ভাৰা বৈৰ	মণি দেৱনা		Female	Edit / Display Details
7	101830002001096800077	8	হৰাই বৰুৱা	সমীৰ বৰুৱা	ম. বিদ্যনা		Male	Edit / Display Details
8	101830002001096800077	9	সোণম নন্দন কুমাৰ বৰুৱা	সমীৰ কুমাৰ হুৰি	মৃণিমা বৈৰ		Male	Edit / Display Details
9	101830002001096800077	10	মৃণিমা বৰুৱা	সমীৰ বৰুৱা	ভাৰা বৈৰ		Female	Edit / Display Details

Showing 1 to 9 of 9 entries

Previous

1

Next

Note

Receipt Generation >>

appears

NRC DRAFT CORRECTION


Complete Draft Consolidated list for National Register of Citizens (30th July, 2018) under Clause 4 of the Schedule to Citizenship Rules, 2001

District Name: Kokrajhar Circle Name: Gossaigaon NSK : gossaigaon3 Village/Ward Name: Bhaiguri (716)

Member Details
(Do Not Refresh the Page)

NAME CORRECTION - ASSAMESE

ARN : 101830002001095800877

Member Id: 1 Photo in Draft: 

Preferred Language: Assamese

Name: Actual Name: #Click to Edit

Father Name:

Mother Name:

Spouse Name:

Gender: Male Currently Married: ☐ Currently Unmarried: ☐

Marital Status:

Mobile No: 9878402718 9878402718

NAME CORRECTION - ENGLISH

Name: Actual Name: #Click to Edit

Father Name:

Mother Name:

Spouse Name:

AGE/DOB CORRECTION

Age/DOB in Draft: Actual Age/DOB:

DOB:

PRESENT ADDRESS CORRECTION

Present Address in Draft:

Actual Present Address:

Building No in English: Building No in Assamese:

Locality/Street Name in English: Locality/Street Name in Assamese:

Select Country: Select State:

Select Other State:

Permanent Address District Name in Assamese:

Permanent Address Circle Name in Assamese:

Permanent Address Village Name in Assamese:

Pincode:

PERMANENT ADDRESS CORRECTION

Permanent Address in Draft:

Actual Permanent Address:

Building No in English: Building No in Assamese:

Locality/Street Name in English: Locality/Street Name in Assamese:

Select Country: Select State:

Select Other State:

Permanent Address District Name in Assamese:

Permanent Address Circle Name in Assamese:

Permanent Address Village Name in Assamese:

Pincode:

PLACE OF BIRTH CORRECTION

Place of Birth in Draft:

Actual Place of Birth:

Select Country: Select State:

Select Other State:

Birth Address District Name in Assamese:

PHOTO CORRECTION

Photo Action: Condition:

Photo Available in Draft: Need to change the photo: ☐

MIXING OF FAMILIES

Name of persons not belonging to my family appearing under my ARN: Specify please (Use Ctrl key to select multiple members):

OTHERS

Remarks:

Back Submit

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Note:

1. For draft correction, the changed values of those fields which are checked/selected, will only be considered.

Scratch Pad/ Practice Area

[Click Here For Virtual Keyboard](#)

2. This page allows you access to data of 18 fields for each member. Check all the fields in both English and vernacular. Note all the particulars which require correction and those which are not displayed or shown as '-'. These particulars may be in English or vernacular. Both. Note down the corrections to be done against these particulars.

3. For correction in vernacular language, you will have to type Assamese/ Bengali/ Bodo using Machine's English Keyboard or Virtual Keyboard. This may require some familiarisation with the keyboard facilities and practice. There's a "ScratchPad/ Practice Area" in this page for practice. Also go through the examples given in the User Manual.

4. Some words or portions of a name word may require use of combination of both the Machine Keyboard and Virtual Keyboard. Practice adequately in the "ScratchPad/ Practice Area" before editing the actual data. Copy/Paste functions will not work in this Portal. If the same name/ particulars are required at different places, do adequate practice to type it quickly repeatedly. Some named words need not be typed fully. Only the required portions of the name/ word may be modified.

5. Select the "Click to Edit" Checkbox; place cursor in the text-box of the field and start typing. While using Virtual Keyboard, re-check whether the cursor is at the required place.

6. Corrections/ Modifications made will have to be in conformity with the particulars submitted in the original Application Form submitted up to 31st August, 2015. Corrections/ modifications made here will be accepted only after manual comparison with the Application Form. A SMS will be sent on acceptance. This process will take a few months.

7. Changes in Present Address that have happened subsequent to submission of the original NRC Application Form will not be entertained through corrections/ modifications made through this portal. The on place where a new Corresponding Address can be added is at the time of Registration for this portal. If the changed Present Address was not mentioned there, it cannot be entered here.

8. All Corrections/ modifications need not be made during one log session only which will last for 60 minutes. However, if more time required, multiple login sessions may be used. Corrections/ modifications made during each session can be saved before logging out. Please note that any changes in Corrections/ modifications can be made only up to final submission (Receipt Generation). Do not uncheck "Click to Edit" Checkbox before Submit for saving while logging out.

9. Check all the fields in both English and vernacular - whether correct by you or already appearing - before final submission.

10. After final submission and receipt generation, no further changes will be possible either through online or offline.

- All the fields of the member details page appears in disabled state by default.
- To edit any data select the checkbox corresponding to the field. Field gets enabled
- User will be able to enter the correct data directly using the system keyboard or can use the Virtual keyboard for preferred language, which opens on clicking the “Click here for virtual keyboard” button.
- **Virtual keyboard** – Use this keyboard to type the data in preferred language. For English use the system keyboard.
- Any one of the address, Present or permanent should be from Assam.
- Enter the address details using the system keyboard or the virtual keyboard when required.
- **Permanent Address** fields disappears in case of selecting the checkbox for “Same as Present Address” in the Permanent Address correction section.
- In case of Other country, state, district, circle, village fields gets disabled. Only Pin code remains in enabled state.
- In case of Other state, manually enter the data for district, state, village

- In case the photograph needs to be changed, select the checkbox corresponding to it.
- If the photo is not available, then there will be feature available to browse and upload the photo. Size of the photo should be ≤ 50 kb
- **Mixing of families** - In case wrong name is appearing; in this section user can mark that particular name(s).
- Click on the Submit button once correction entry is complete

Once member details page is submitted below screen appears with “Updated” comment in the fields, which were modified in the member details page.

District Name: Kokrajhar	Circle Name: Gossaigaon	NSK : gossaigaon3	Village/Ward Name: Bhairiguri (716)					
<div> <div>Instruction</div> <div>Correction</div> <div>Receipt Generation</div> <div>Change's Approval Status</div> </div>								
Step 2 Started								
Show 10 entries		Search:						
Verify Data In Preferred Language (Assamese) (For English data, view by clicking on "Edit / Display Details" button)								
SL NO	ARN	Member ID	Name	Father Name	Mother Name	Spouse Name	Gender	Action
1	101830002001095800077	1	Updated সৰীৰ কুমাৰ মূৰমু ঘৰোৱৈজুৱাৰ	সৰীশ মূৰমু	জবা ইন্দ্ৰ	সুনিশা ইন্দ্ৰ	Male	Edit / Display Details
2	101830002001095800077	2	জবা ইন্দ্ৰ	সোণৰ ইন্দ্ৰ	হুমি মূৰমু	সৰীশ মূৰমু	Female	Rejected Member
3	101830002001095800077	3	সুনিশা ইন্দ্ৰ	উশোন ইন্দ্ৰ	বহা তিৰু	সৰীৰ কুমাৰ মূৰমু	Female	Edit / Display Details
4	101830002001095800077	4	জনিবা মূৰমু ছুতি	Updated সৰীশ মূৰমু লাল	Updated জবা ইন্দ্ৰ লাল		Female	Edit / Display Details
								Edit / Display Details

Receipt Generation:

- On this page, verify the content for both preferred and English language by selecting the checkbox “I confirm the above changes” which is available on both the tabs.
- Once verification is complete, click on the Submit button.
- A Receipt number generates with a download receipt button, on clicking the submit button

District Name: Kokrajhar
Circle Name: Gossaigaon
NSK : gossaigaon3
Village/Ward Name: Bhairiguri (716)

Step 1
Step 2
Step 3
Step 4

Instruction
Correction
Receipt Generation
Change's Approval Status

Step 3 Started ...

Verify Data In Preferred Language (Assamese)
Available only if any corrections / modifications have been made

Verify Data In English Language
Available only if any corrections / modifications have been made

Show 10 entries
Search:

SL NO	ARIN	Mem ID	Name	Father Name	Mother Name	Spouse Name	Gender	Marital Status	Mobile No	Age/DOB	Photo	Place of Birth	Present Address	Permanent Address	Requested for Exclusion
1	101830002001095800077	1	Updated সৰ্গীত দুৱান মুন্সু মুন্সু	সৰ্গীত দুৱান	অনা ইন্	মুন্সু ইন্	Male	Currently Married	9678402718	31		অসম,ভাৰত	2,কাছিমিতি (716),কোকৰাঝাৰ	2,কাছিমিতি (716),কোকৰাঝাৰ	
2	101830002001095800077	2	অনা ইন্	মেঘন ইন্	মুন্সু দুৱান	সৰ্গীত দুৱান	Female	Widowed		57		অসম,ভাৰত	2,কাছিমিতি (716),কোকৰাঝাৰ	2,কাছিমিতি (716),কোকৰাঝাৰ	YES
4	101830002001095800077	4	কনিকা দুৱান মুন্সু	Updated সৰ্গীত দুৱান	Updated অনা ইন্ লাল		Female	Never Married		35	Need to change photo 	Updated India,Jharkhand, হুৱে	Updated 34, কনকশাৰা, India, Assam, Barpeia, Chenga, Chenga, Bahari Gaon (005), 222222	Updated 34, কনকশাৰা, India, Assam, Barpeia, Chenga, Bahari Gaon (005), 222222	

Showing 1 to 3 of 3 entries
I confirm the above changes.
Note: Please Verify the data before submit. Click on "Verify Data In Preferred Language & Verify Data In English Language" to verify the data.
<< Go Back
Submit

Download Receipt: On clicking the download receipt button, a pdf receipt appears. Take printout of the receipt and keep the copy of the receipt with the correction requests.

Receipt for Online Draft Correction*

Receipt No :	OFC101830002001094100035	
Country : India	State : Assam	District : Kamrup Metropolitan
Circle : Dispur	Village :Guwahati (M Corp.) WARD NO.-0046 - Pt 3 (627)	House/Building Name/No. : 21
Locality/Street/Post Office : BHANGAGARH	Pin Code : 111111	Receipt Date : 20-05-2019
Mobile :		
Member Details :		
Serial No.	Family Member Id	Request Type
1	3	Correction

Name and Address of NSK :
gossaigaon1,Jaraguri Club (P)Jaraguri PS Gossaigaon Dist.Kokrajhar

* Receipt of request for Correction in particulars in Draft NRC acknowledged. These particulars will be verified with the original NRC Application Form submitted. If found matching, the requested changes will be accepted.