

No: SPMU/NRC/Dist-Co-Equip/68/2015/Pt-7/112

Dated 24th June, 2019

From : Prateek Hajela, IAS
State Coordinator, National Register of Citizens, Assam

To : The District Registrar of Citizen Registration (DRCR)
All Districts

Subject : Standard operating procedure (SOP) for publication of Additional Exclusions List

Ref : 1. This Office's letter No. No: SPMU/NRC/Dist-Co-Equip/68/2015/Pt-5/93 dated 22nd July, 2018
2. This Office's letter No: SPMU/NRC/Dist-Co-Equip/68/2015/Pt-6/374 dated 26th April, 2019

Sir/Madam,

With reference to the subject cited above and in continuation with this office's letter under reference, you are requested to prepare for publication of the Additional list to Draft NRC as per the standard operating procedure laid out below:

1. LRCR will have to be present at the NSK from the afternoon of 25th June and at least up to end of the day of 26th June, 2019. If the LRCR has been deployed as DO at an FTVC, the LRCR has to be called back to be present in the designated NSK to take charge of the NSK on the day of Additional List publication.
2. PDFs of Additional list to Draft NRC will be provided through FTP on 25th June, 2019.
3. 1 printout will have to be taken for display at NSK. All the pages for one NSK (covering all villages) will have to be kept together as one bundle by tying with a tag. Similarly, 1 printout will have to be taken for the entire Circle for display at the Circle Office. All the pages for one Circle (covering all NSKs) will have to be kept together as one bundle by tying with a tag. Similarly, 1 printout will have to be taken for each Circle for display at the SDO(Civil) and one for Deputy Commissioner Office. For each of these locations, all the bundles for all Circles will have to be kept together as one bunch by tying with a tag. It needs to be ensured that only one printout is taken per NSK for each location and no additional copies taken even by photocopying etc. This is important to obviate any possibility of the list of the Exclusions reaching unauthorised person(s). The concerned officer will be held personally responsible if any of these lists reach any unauthorised hands.
4. The DRCRs will ensure that there is no change made in the Additional List after printout. Even if any error is found, the same will be corrected only at a later stage.
5. The display of publication of Additional List will start from 10 AM on 26th June, 2019.
6. Seating arrangements to be made adequately for the public visiting for inspection.
7. In view of likely crowding at NSKs on the day of Additional List Publication, all valuables such as trunks and almirahs containing application form folders, laptops, printers or any document related to NRC should be kept in safe custody so as to ensure that no paper gets lost or damaged even in case of a force-majeure situation.

8. The DRCR will be responsible to ensure that all works related to Additional List publication are carried out strictly as per schedule, particularly the following :
 - a. All PDFs are downloaded timely.
 - b. All printouts reach the NSKs timely.
 - c. All printouts are kept in safe custody till display is made open to the public.
 - d. All other arrangements are made timely to ensure smooth publication of Additional List.
9. In addition, the DRCR will be responsible to ensure that no display or circulation of the List happens before the above-mentioned time. Maintenance of complete confidentiality and safety of the list will have to be ensured.
10. Once all the arrangements are made, the Publication Notice will be issued by LRCRs and DRCRs as per details given below:
 - a. DRCR will order under Clause 5 of the Schedule to Citizenship Rules, 2003 for causing publication of the Additional List. Format for DRCR's order for causing publication of the Draft NRC (Consolidated List) is enclosed as **Annexure A**.
 - b. DRCR will place the notice at prominent public places of the district and also publish it in local newspapers through DIPROs.
 - c. LRCR will issue notification to inform the public about publication of the Additional List. Format for LRCR's notice is enclosed as **Annexure B**.
 - d. LRCR will display the notice at the NSK. Displaying of notice will be done at 10 AM from 26th June 2019.
11. DRCR orders to be received before publication of notices by LRCR as the LRCR Notice has to contain the DRCR Order reference Number.
12. The DRCRs will be required to put in place adequate security arrangements for handling the public.
13. Local publicity needs to be done to the effect that results of Claims and Objections are not included in the Additional List.
14. Those persons whose names are included in the Additional List to be informed that they can submit Claims. As such, they need not be disappointed or panic as they still have a chance to get their names included in Final NRC if they are able to prove their eligibility. The public to be educated adequately that names of all genuine Indian citizens will be included in the Final NRC.
15. Each person in the Additional List will have to be informed through a Letter of Information (LOI) about reasons of his/her inclusion in Additional List, details of the Disposing Officer before whom the Claim has to be filed and hearing held including the date, time and venue. The PDFs of the LOIs will be sent through FTP within 26th June, 2019. Printouts will have to be taken and delivery to the public within 28th June, 2019. Sample of LOI in English, Assamese, Bengali is enclosed as **Annexure C, Annexure D, Annexure E**.
16. The newspaper advertisement published for the purpose is enclosed for local publicity as **Annexure F**.

17. Adequate numbers of blank Claim Forms to be made available at the NSKs. Print Ready soft copy of the Claim Form is attached for printing at your end (for English **Annexure- G**, for Bengali **Annexure- H**, for Assamese **Annexure- I**).
18. Local publicity needs to be done that while attending the hearing for disposal of their Claim, the Claimants will have to bring with them all the descendants of the Legacy Person.
19. Officials in adequate numbers including the VT members to be asked to attend the NSKs during the period of Additional List publication to attend to public and address their queries and concerns. DRCRs to ensure that capacity building of all officials are adequately done to handle any situation during Additional List publication.
20. Some section of public may demand to know the status of their application by seeing what is recorded by verification officers in their folders. It is to be ensured that under no circumstances the public are given access to the Application Form Folders. They will have to be informed of only the reasons of non-inclusion based on the findings recorded in the Application Form Folders.

Yours faithfully,


(Prateek Hajela, IAS)

State Coordinator, National Register of Citizens, Assam

No: SPMU/NRC/Dist-Co-Equip/68/2015/Pt-7/112 A

Dated 24th June, 2019

Copy for information and necessary action to:

1. The Chief Secretary to the Govt. of Assam, Dispur.
2. The Registrar General of India, Govt. of India, Ministry of Home Affairs, 2/A Man Singh Road, New Delhi 110011
3. Joint Secretary (North East) Ministry of Home Affairs, North Block, New Delhi 110001
4. The Divisional Commissioner, Lower Assam Division, Panbazar, Guwahati
5. The Divisional Commissioner, Upper Assam Division, Jorhat
6. The Divisional Commissioner, North Assam Division, Tezpur
7. The Divisional Commissioner, Barak Valley Division, Silchar, Cachar
8. The Divisional Commissioner, Central Assam Division, Nagaon.
9. ADC, I/C, NRC, All Districts
10. CRCR, All Circles
11. All DPSS, CPSs

Sd/-

State Coordinator, National Register of Citizens, Assam