



Government of India
Office of the Registrar General, India
Ministry of Home Affairs
2-A, Mansingh Road, New Delhi- 110 011

No. 9/41/2015-CRD (NPR)

Dated 29.07.2015

UPDATING OF NPR - CIRCULAR No. - 3

Subject:- Updating of National Population Register (NPR) and seeding Aadhaar in the NPR database : Methodology of field work-reg.

Dear Sir/ Madam,

Kind attention is drawn to the circular 1 and 2 dated 01.07.2015 and 17.07.2015 respectively on the above mentioned subject. I hope that the notification intimating the period of house-to-house field work has been notified in the State/UT Government Gazette.

2. The detailed methodology to be adopted for the field work is annexed herewith which may be communicated to all officials involved in the field work. The Directorate of Census Operations (DCO) of your State/UT will also coordinate with you and assist in the training of field functionaries and other related works.

Encl.:- as above,

(C. Chandramouli)
Registrar General Citizen Registration, India

To

All Chief Secretaries/ Administrators

Copy to.

1. All Directorates of Census Operations
2. All States/ UTs Coordinators for NPR through respective DCOs
3. Hindi Division for Hindi translation

**METHODOLOGY OF FIELD WORK FOR UPDATING OF NPR DATABASE
AND SEEDING OF AADHAAR NUMBER**

1. Publishing of Gazette Notification in the Gazette of India and republishing of the same in the State/UT Gazette.
2. Notify the date (one month period) of field work by State/UT and publish it in the State/UT Gazette.
3. Appointment of various field functionaries by States/UTs Government.
4. Creation of Enumeration Block (EB) wise NPR database in pdf format by office of RGCR, India
5. Printing of EB wise database including blank NPR Schedules, summery sheet etc.
6. Training of State/District/Tehsil/Charge level officers.
7. Training of enumerators and handing over the material for the actual field work.
8. House-to-house enumeration by designated government officials for updation of NPR database and seeding of Aadhaar in NPR. The blank NPR Schedules attached with NPR booklet would be filled up for new residents/households found during the field work.
9. Filling up of Summary Sheet attached with NPR booklet.
10. Submission of the updated NPR booklet and other items to the Charge Officer.
11. Data Entry and uploading of the corrected data to Central Server from the designated centre.
12. Sourcing of biometrics from UIDAI for the corresponding Aadhaar numbers by office of RGCR, India.
13. Finalisation of NPR updated database.
