



F. No. 9/41/2015-CRD (NPR)
Government of India
Office of the Registrar General, India
Ministry of Home Affairs
2-A, Mansingh Road, New Delhi- 110 011.

Date: 16.09.2015

UPDATING OF NPR-CIRCULAR No.-5

Subject: Updating of National Population Register (NPR) database.-Printing of NPR Booklets and other Materials. - regarding

Dear Sir/Madam,

Government of India has decided to update the NPR database in the country by conducting a house-to-house survey through designated Government Officials. A notification under the Citizenship Act, 1955 has already been issued declaring the intention of the Union Government to update the National Population Register. The same might have been already re-published with the dates of field work in respect of your State/UT in the State Gazette. Further, the Officers/Officials under the Citizenship Rules, 2003 might have been also notified and appointed.

2. The methodology for updating the NPR database is as under:
 - a. Notification of the period of updating in the Gazette
 - b. Creation of a portal to house the NPR database
 - c. Evolving a standard protocol for accessing the database
 - d. Printing of Enumeration Block (EB) wise database, along with the connected documents
 - e. House to house survey (time bound) by designated Government servants for updating the database and organic seeding of Aadhaar
 - f. Data entry and upload of the data
 - g. Sourcing biometrics from UIDAI corresponding to the Aadhaar numbers.
 - h. Finalisation of NPR.

3. The NPR database collected during 2010 would be used for updating purposes. The NPR database has been arranged State/District/Sub-district/Village/Town /Ward/ Enumeration Block (EB) wise and respective pdf files have been generated by National Informatics Centre (NIC). The pdf files will be used for printing EB wise NPR booklets to be provided to the enumerators for field work.

contd.

4. The pdf files contains data relating to Name, Father's Name, Mother's Name, Sex, Date of Birth, Present Address, Place of Birth of each member of every household in the EB.

5. The pdf file also contains the Layout map of each EB alongwith the database.

6. The summary sheet for each EB for collating the data collected is also required. The format has been developed and added in the database for printing. Similarly, Instruction Manuals, blank NPR forms are also to be printed and provided to the enumerator.

7. The pdf files of the NPR database pertaining to respective State/UT Governments have been handed over to the State/UT Governments through nominated Officers or through respective State Directorate of Census Operations (DCOs) in softcopy (DVDs/External Hard disks).

8. This database is to printed by the State/UT Government in Government Press or private press following due processes. The printing may be undertaken at State Government Press or otherwise. The printing may also be undertaken by the Collectors/ District Magistrates/ Deputy Commisioners in the State/UT. Each booklet is to be bound spirally for ease of operations. Each booklet will contain

- Cover page giving location particulars of EB
- Lay out map of EB
- NPR data of every family
- Blank NPR form (20 per EB)
- Summary sheets- Household wise and total

Specimen copy of NPR data booklet has been given to State Representatives.

9. The printing and binding cost per EB is Rs. 170/- which includes NPR booklet, Indstruction manual, Blank NPR forms, Sumary sheets. The State/UT Government is allowed to incur the expenditure on printing from the unutilised funds available with State/UT Government under the scheme of NPR.



(Dr. C. Chandramouli)
Addl. Secretary &

Registrar General of Citizen Registration, India

To
All Chief Secretaries/ Administrators

Copy to:

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