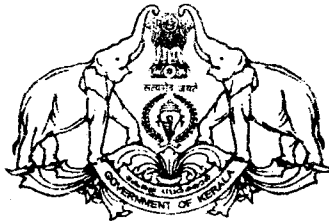


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 കേരള സർക്കാർ  
 2011



Reg. No. രജി. നമ്പർ  
 KL/TV(N)/12/2009-2011

**KERALA GAZETTE**

കേരള ഗസറ്റ്

**EXTRAORDINARY**

അസാധാരണം

**PUBLISHED BY AUTHORITY**

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GOVERNMENT OF KERALA

General Administration (Political) Department

NOTIFICATION

No. 51112/Pol-5/2010/GAD. Dated, Thiruvananthapuram, 2nd November, 2011.

**S. R. O. No. 704/2011.**—In exercise of the powers conferred by section 18 of the Citizen Act, 1955, read with rule 3 and 4 of the Citizenship Rules, 2003 (Registration of the Citizens and issue of National Identity Cards) the Central Government have decided to prepare the National Population Register in the country, the 1st phase of which is, field work for data collection was over in Kerala during April-May 2010, the 2nd phase operations i.e., Biometric and Collection of KYR data fields is under progress in the State of Kerala.

In this context, Government of Kerala hereby appoint the officers under the Citizenship Act, 1955 and Citizenship (Registration of the Citizens and issue of National Identity Cards) 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 preparation of

National Population Register with NPR 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.

<i>Sl. No.</i>	<i>Designation</i>	<i>NPR Designation</i>	<i>Administrative Area</i>
(1)	(2)	(3)	(4)
1	District Collector	District Registrar	Respective District
2	Tahsildar	Sub District Registrar	Respective Taluk 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	Village Officer	Local Registrar	In Rural Villages or Census Towns/Out Growths
6	Revenue Inspector/ Health Inspector/ Junior Health Inspector	Local Registrar	In wards of statutory towns (Municipal Corporations/Municipalities/Cantonment Board) as deployed by the Sub District Registrar concerned.

Duties and responsibilities of 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) Co-ordinating NPR work at the District level.
- (k) Any other task assigned from time to time.

#### **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) Co-ordinating NPR work at the Sub District level.
- (m) Any other task assigned from time to 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, mike 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 some 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 to 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 the 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 of 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 eighteen 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 own particulars and if any discrepancy found bring it to the notice of Local Register.

T. P. VIJAYA KUMAR,  
*Additional Secretary to Government and  
State Protocol Officer.*