



TAMIL NADU GOVERNMENT GAZETTE

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Part II—Section 2

**Notifications or Orders of interest to a section of the public
issued by Secretariat Departments.**

NOTIFICATIONS BY GOVERNMENT

REVENUE DEPARTMENT

APPOINTMENT OF CERTAIN OFFICIALS AS NATIONAL POPULATION REGISTER STATE CO-ORDINATOR, DISTRICT REGISTRAR, ADDITIONAL DISTRICT REGISTRAR, SUB-DISTRICT REGISTRAR, CHARGE OFFICER AND LOCAL REGISTRAR UNDER THE CITIZENSHIP ACT.

[G.O. Ms. No. 441, Revenue [D.M.I.(2)], 30th December 2015, மார்சுபி 14, மன்மத, திருவள்ளுவர் ஆண்டு-2046.]

No.II(2)/REV/820(a)/2015.

In exercise of the powers conferred by Section 18 of the Citizenship Act, 1955 (Central Act 57 of 1955), read with rules 3 and 4 of the Citizenship Registration of Citizens and issue of National Identity Cards Rules, 2003, the Central Government have decided to update the National Population Register in the country and to see the Aadhaar number in the NPR database.

In this context, this Government of Tamil Nadu hereby appoints the officers of Citizen Registration under the Citizenship Act, 1955 (Central Act 57 of 1955) and as per rules 5, 16 and 18 of the Citizenship (Registration of Citizens and issue of National Identity Cards) Rules, 2003 as mentioned in column (2) of the Schedule below as Registrars for updating of NPR and seeding of Aadhaar number with NPR database with National Population Register designations mentioned in column (3) to take, or aid in, or supervise, the NPR Operations within the administrative areas specified against each of them in column (4) of the said Schedule.

SCHEDULE

Sl. No.	Designation	NPR Designation	Administrative Areas
(1)	(2)	(3)	(4)
1	Commissioner of Revenue Administration	State Co-ordinator	Tamil Nadu State
2	District Collector	District Registrar	Respective District
3	Corporation Commissioner	District Registrar	Respective Municipal Corporation
4	District Revenue Officer	Additional District Registrar	Respective District
5	Deputy Commissioner	Additional District Registrar	Respective Municipal Corporation
6	Tahsildar	Sub-District Registrar	Respective Taluk including Town Panchayats, Census Towns, Cantonment Boards, Townships and Out Growths

<i>Sl. No.</i>	<i>Designation</i>	<i>NPR Designation</i>	<i>Administrative Areas</i>
(1)	(2)	(3)	(4)
7	Municipal Commissioner	Sub-District Registrar	Respective Municipality
8	Zonal Officer	Sub-District Registrar	Respective Zones of Municipal Corporation
9	Assistant Commissioner, Civil Supplies	Charge Officer	Respective Zones of Chennai Corporation
10	Taluk Supply Officer	Charge Officer	Respective Jurisdiction
11	Executive Officer of Cantonment Board	Charge Officer	Respective Cantonment Board
12	Executive Officer of Township	Charge Officer	Respective Township
13	Village Administrative Officer	Local Registrar	Respective Revenue Village
14	Bill Collector/Sanitary Inspector	Local Registrar	Respective Ward of the Municipal Corporation and Municipality

The Joint/Deputy/Assistant Director of Census Operations in every state will function as the Joint/Deputy and Assistant Registrar of Citizens Registration respectively within the jurisdiction of the State.

The duties and responsibilities of Registrars at various levels and general public in connection with the Updating of NPR and seeding of Aadhaar Number with NPR database are as follows:—

(1) State Co-ordinator:

1. Notification in the State Gazette for updation of NPR;
2. Ensuring appointment of various level of functionaries within the State;
3. Co-ordinating the training of State/District Level of functionaries;
4. Exercising financial control over expenditure;
5. Co-ordinating publicity efforts at State Level along with Directorate of Census Operations (DCO);
6. Ensuring timely completion of field work by taking all necessary steps;
7. Overall supervision and monitoring and any other issue.

(2) District Registrar:

1. Appointment of all functionaries at District Level;
2. Training of functionaries at District Level;
3. Ensuring availability of NPR data booklet for the area under his/her jurisdiction;
4. Distribution of Material for field work;
5. Ensuring proper and wide publicity so as to create awareness to the general public;
6. Undertaking inspection of the field work;
7. Ensuring and certifying full coverage;
8. Getting NPR database back from the field;
9. Monitoring Data Entry at the district level centre to enter the updated data along with Aadhaar number for every resident;
10. Exercise financial control over expenditure;
11. Any other task assigned by the Competent Authority.

(3) Additional District Registrar:

Assisting the District Registrar in performing the above mentioned duties and responsibilities.

(4) Sub-District Registrar:

1. Appointment of all functionaries at Sub-District Level;
2. Training of functionaries at Sub-District Level;

3. Distribution of Material for field work;
4. Ensuring proper and wide publicity so as to create awareness to the general public;
5. Undertaking inspection of the field work;
6. Ensuring timely start and completion;
7. Ensuring correctness and quality of data collection;
8. Ensuring and certifying full coverage;
9. Exercise financial control over expenditure;
10. Co-ordinating the field activities at Sub-District Level;
11. Any other task assigned by the Competent Authority.

(5) Charge Officer:

1. Training of functionaries at Charge Level;
2. Distribution of Material for field work to the enumerators;
3. Undertaking inspection of the field work;
4. Ensuring timely start and completion;
5. Ensuring correctness and quality of data collection;
6. Ensuring and certifying full coverage;
7. Co-ordinating the field activities at charge Level;
8. Any other task assigned by the Competent Authority.

(6) Local Registrar:

Assisting the Sub-District Registrar/Charge Officer in performing the above mentioned duties and responsibilities.

(7) General Public:

1. As per rule 7 of the said Rules, the head of the family shall act as informant.
2. It shall be compulsory to every citizen of India to assist the officials responsible for updating the NPR during the period of enumeration.
3. It shall be the responsibility of the head of every family, during the period specified for updating of NPR database and seeding of Aadhaar Number, to give correct name and other particulars to the enumerator, as specified in sub-rule (3) of Rule 3, of the family of which he is the head.
4. It shall be the responsibility of every citizen to register once under NPR and to provide correct individual particulars to the authority.
5. Attending the respective permanent enrolment centre, if not enrolled.
6. In the case of dependents, such as minor, who has not attained the age of eighteen years or who is differently abled, the responsibility of reporting the particulars 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.

R. VENKATESAN,
Secretary to Government.