



LEAFLET ON VERIFICATION OF NRC APPLICATION FORMS AND FAMILY TREE DETAIL SUBMISSION FOR AN ERROR FREE NRC

What is currently happening in the NRC Updation process?

Verification process of 68.33 Lakh Application Forms and approximately 5 Crore documents received have been going on in full swing. Digitization of Application Forms is also nearing completion.

What is the basis of verification?

The Verification process is based on the Rule 3 of the Citizenship (Registration of Citizens and Issue of National Identity Cards) Rules, 2003 that details the process of scrutiny of applications and instructs that “The scrutiny of applications received under sub-paragraph (3) of paragraph 2 shall be made by comparing the information stated in the application form with the official records and the persons, of whom the information is found in order, shall be eligible for inclusion of their names in the consolidated list.”

How is the process of verification designed?

Process of verification is conducted in two parts – (1) Office Verification and (2) Field Verification.

Conduct of office verification

Usually authentication of any document is done through matching the photocopy submitted by applicants with originals, like it is done during university admission or job recruitment. But for creation of an error free NRC, this method of verification is not sufficient. Authentication here is to be fool proof. Each of about 5 crore documents submitted shall be sent to the issuing authority to ascertain:

1. Whether the document was actually issued by that authority or not and,
2. Whether the particulars of the document submitted by applicant matches with the original document recorded by issuing authority

Office verification will identify and eliminate forged documents.

Conduct of field verification

House to house visits by Verification team to:

1. Check identity proof and match photo of applicant.
2. Compare submitted documents with originals.
3. Establish if documents submitted relates to the person.
4. Verify relationship claimed through List B document.
5. In case of absence of List B document, relationship to be ascertained by VT through quasi-judicial process.
6. Determine correct particulars in case of aliases/ erroneous names in Legacy Data.
7. Make corrections (if required) in the Application Form, collect particulars (if any) of unfilled questions in Form.
8. Collect any additional document.
9. Collect details of family tree (list of family members) to match the detail with those submitted by the various applicants across Assam. Matching the family tree submitted by applicants with the one generated by software on the basis of Forms received will be the most important mechanism to detect false claims.

What is a Family Tree and what is a Family Tree Form ?

Family tree is the detail of different generations of your family comprising the names of the Legacy Person(s) and children and grandchildren of legacy person.

Family Tree Form is a format designed by NRC authorities to capture family details of applicants. In this form the applicants have to fill in the details of different generations of the family comprising the names of the Legacy Person(s) and children and grandchildren of Legacy Person.

Who is required to provide the Family Tree details?

All the applicants of NRC are required to provide their Family Tree to the verifying officials while on field visit.

Why should an applicant submit Family Tree details?

- In order to secure an entry into NRC some unscrupulous persons may claim false linkage from anyone who was a resident of Assam/other part of India before the cut off date of 24th March (midnight), 1971.
- In order to find out such false claims it would be required to cross check all linkage claims made against any legacy person.
- Software has been designed to check all the Application Forms submitted and generate a computerized family tree i.e. the details of all persons who have claimed to be children/grandchildren of the same legacy person. To enable identify false claims, Family Tree details shall also be collected beforehand from the applicants during house to house visits of the verification team. This is called Manual Family Tree collection. The computerized Family Tree & Manual Family Tree shall be matched to identify false claims. If it is shown in the software generated report that 6 brothers are claiming linkage from a certain individual whereas the family has claimed to have 5 sons of the said legacy person, then the verification team would be able to detect the name of the so called brother not found in the manual form to be a false claim.
- Having made to declare the family tree details beforehand, unscrupulous elements will not be left with any chance to charge premium from persons claiming false linkage from their legacy.
- Informing NRC authorities about Family Tree beforehand will lessen the

burden of your family members to prove linkage during field verification to verifying officials.

- As such, submission of Family Tree would (1) help the verification team identify false claims (2) protect precious legacy data of any family against misuse by illegal migrants to enter NRC and (3) will be a valuable information on linkage for family members to substantiate their claim.

FAMILY TREE TOOL IS GOING TO BE THE MOST CRUCIAL WEAPON TO DETECT FALSE CLAIMS. AS SUCH SUBMISSION OF FAMILY TREE DETAILS WOULD BE THE PUBLIC'S MOST VALUABLE CONTRIBUTION TOWARDS AN ERROR FREE NRC.

How to provide Family Tree details?

The verification team during house to house visits will be collecting family tree details of applicants. These Forms are distributed house to house and also available at NSKs and on the website of NRC Assam (www.nrcassam.nic.in).

Is it mandatory to fill up the Family Tree Form?

- It is not mandatory for the public to keep the Family Tree Form filled up beforehand to submit to the verification team, but it will be crucial to provide the same information to the verification team during their house to house visit.
- **Under Rule 8 of The Citizenship (Registration of Citizens and issue of National Identity Cards) Rules, 2003**, the verifying officials are empowered to ask any person to furnish any information within his knowledge in connection with the determination of Citizenship status of any person and the person required to furnish information shall be bound to comply with such requisition. As such the public would be required to provide the family tree details to verification teams.
- Wherever such formats are not filled up by the public beforehand, the verification officials will collect the required information and record the same themselves during the house to house visit.
- As such, though not mandatory, it will be beneficial for both officials and public to keep the details ready beforehand to ensure quick verification and correct recording of information.

Is there any provision of assistance in filling up the Family Tree Form for illiterate families?

The Verification Team while on house to house visit will fill up the form taking details from the family.

How to fill up the Family Tree Form?

The public would be required to provide the following details in the Manual Family Tree Form:

- ARN No:** The Household will provide the Application Receipt Number received on submission of the Application Form, either at NSK or Online, in the first column of the Manual Family Tree Form.
- Legacy Data Code:** The Legacy Data Code used by the Household shall be provided here. In case of use of more than one Legacy Data Code by the Household (which is expected as the married women in the Household will use Legacy Data (if available) of her own ancestor), separate formats shall be used.
- Name of the Legacy Person:** Here the family shall provide the name of the person whose Legacy Data Code has been used by the family to prove linkage. In case of use of more than one Legacy Data Code in a Household, for example : the husband had used the legacy data of his ancestor and the wife of her own, separate Family Tree Forms shall be used to provide detail of the LDCs used.
- Name of the Spouse of Legacy Person:** In this column the name of the spouse of Legacy Person shall be provided. If in case the Legacy person has/had more than one spouse, the names shall be provided separated by comma.
- Name of the Children & Grandchildren of the Legacy Person:** The names of the Legacy Data Code holder's children and grandchildren shall be listed by the family in the given columns. It is not necessary that all these people in the family tree have applied under the same ARN quoted on top of the Family Tree Form. For example: If the Legacy person has 4 sons and 2 daughters and all of them stay in different villages, then naturally all 4 sons and 2 daughters will apply separately and will receive 6 separate ARNs. The purpose here is to collect the detail of the 4 sons and 2 daughters and their children to draw the family tree of the Legacy Person and to match it with the claims of all his children so that no imposter can claim himself or herself to be one of the children of the Legacy Person and find an entry to NRC.
- Present Address of Children & Grandchildren of the Legacy Person:** In case anyone's full address is not known, then basic detail like the name of district may also be provided.
- It may be noted that in the Family Tree Form the family members need not repeat their surnames in the list of children and grandchildren if the surname is same with that of Legacy Person. However if different, for example, the married daughters who had started using their husband's surname, the full name with surname may be provided.
- Names of all deceased members (spouse of Legacy person, children and grandchildren of legacy person, if expired after marriage), if any, shall also be required to be mentioned in the family tree so that nobody can impersonate any such member or as his or her offspring. In order to indicate the person is no more, the family should use the prefix late or

- language appropriate prefix before the name of the deceased person.
- i) Names of daughters of the family and their children also to be provided.
- j) **Signature:** At the end of the manual family tree form, any adult member of the Household can sign.

Why should the family provide detail of Legacy Data Code (LDC) not used?

- In the bottom of the family tree form there is an option to provide “Other LDC available against the Legacy Person but not used”. It is possible that more than one Legacy Data Code is issued against a person as his name can be listed in both NRC 1951 or in any of the multiple Electoral Roll(s).
- As such if the family is aware of any other LDC of their ancestor, whose any one LDC is used by them to claim linkage, they may provide the list of other LDCs to the VT as well to ensure that the alternate LDC are not misused by anyone.

For example: In case of Chandra Sarma family creative, Chandra Sarma has used the Legacy Data Code of late Janardan Sarma issued against his entry in 1971 Electoral Rolls. However, another Legacy Data Code of late Janardan Sarma is also available with the family, which was issued against his entry in Electoral Rolls of 1966. The VT in this case may capture this alternate LDC available with the family, but not used.

- It may also happen that in one family different members have also used other codes available against the same legacy person. In such cases the families may also provide the other LDCs used by different members, along with the unused codes.

Why should the family provide details of their daughters who are now married and part of other families?

In order to prove eligibility of inclusion in NRC, the daughters of the family who are now married and part of other families are required to produce legacy data of her own parents/ancestors. Similarly, the children of the daughters also have the option of producing legacy and drawing linkage from the mother's side. This means that any vested interest person can use this route of impersonating your daughters or their children to claim false linkage with legacy person of your family. As such, the families are required to submit the details of married daughters and their children to prevent such misuse.

What if a family does not know in detail the names and addresses of all members of the family tree?

In that case the applicant family may give detail of only those members of the family who are known to them. While the verification team would mandatorily capture the names of the first generation of the family, in cases of the family members of the second generation whose names or locations are not known, then the public may only mention the nick names. If nick names are also not known then

the number of children or grandchildren of the legacy person as known to the applicant shall be mentioned. In such cases against the serial number “Name Not Known” may be written.

Illustration of how to fill up Family Tree Form

Let us find out how fictitious Chandra Sarma family fills up the manual family tree form.

In case of this family it is seen that 4 (four) legacies have been used:

- Head of the household Meera Sarma has used her own legacy detail i.e. passbook of 1966.
- Chandra Sarma, the son of Meera Sarma, as well as his son and granddaughter have used the legacy data code of late Janardan Sarma.
- The married women of the family i.e. Torali Devi, wife of Chandra and
- Monisha Kalita Sarma wife of Utpal have provided linkages of their own ancestors.

As such this family shall be filling up 4 (four) Family Tree Forms as given below:

Updation of National Register of Citizens, Assam		Statement 3 - Manual Family Tree Form (Family Details)		
ARN: No.	Legacy Data Code (LDC)	Name of Legacy Person	Name of Spouse of Legacy Person*	
401345602094 14600001	456-9086- 4899	LATE JANARDAN SARMA	MEERA SARMA	
Sl. No.	Name of Children of Legacy Person	Present Address	Name of Grandchildren of Legacy Person	Present Address
1	Name CHANDRA	District BIVASAGAR	Name UTPAL	District SIVASAGAR
	Surname SARMA	Village SIVASAGAR	Surname SARMA	Village SIVASAGAR
	Name	District	Name KAVERI	District BOLA BHAT
2	Name NARENDRA	District TINSUKIA	Name SUMITA	District JORHAT
	Surname SARMA	Village WARD NO 4	Surname BARUA	Village KENDU BURI
	Name	District	Name NIBIR	District TINSUKIA
3	Name PRONILA	District DHEMAJI	Name AKASH	District DHEMAJI
	Surname SARMA	Village SISIBORGAON	Surname SARMA	Village SISIBORGAON
	Name	District	Name SIMANTA	District KAMRUP (M)
4	Name DHARANI	District KARNATAKA	Name MANASH	District MUMBAI
	Surname SARMA	Village INDIRA NAGAR	Surname KASHYAP	Village NOT KNOWN
	Name	District	Name	District
Other Legacy Data Codes (LDCs) available against the Legacy Person but not used		Page No. 1	Total No. of Pages used	Signature of the Head of the family

Updation of National Register of Citizens, Assam		Statement 3 - Manual Family Tree Form (Family Details)		
ARN: No.	Legacy Data Code (LDC)	Name of Legacy Person	Name of Spouse of Legacy Person*	
40134560209414 600001		MEERA SARMA	LATE JANARDAN SARMA	
Sl. No.	Name of Children of Legacy Person	Present Address	Name of Grandchildren of Legacy Person	Present Address
1	Name CHANDRA	District BIVASAGAR	Name UTPAL	District SIVASAGAR
	Surname SARMA	Village SIVASAGAR	Surname SARMA	Village SIVASAGAR
	Name	District	Name KAVERI	District BOLA BHAT
2	Name NARENDRA	District TINSUKIA	Name SUMITA	District JORHAT
	Surname SARMA	Village WARD NO 4	Surname BARUA	Village KENDU BURI
	Name	District	Name NIBIR	District TINSUKIA
3	Name PRONILA	District DHEMAJI	Name AKASH	District DHEMAJI
	Surname SARMA	Village SISIBORGAON	Surname SARMA	Village SISIBORGAON
	Name	District	Name SIMANTA	District KAMRUP (M)
4	Name DHARANI	District KARNATAKA	Name MANASH	District MUMBAI
	Surname SARMA	Village INDIRA NAGAR	Surname KASHYAP	Village NOT KNOWN
	Name	District	Name	District
Other Legacy Data Codes (LDCs) available against the Legacy Person but not used		Page No. 2	Total No. of Pages used	Signature of the Head of the family

Updation of National Register of Citizens, Assam		Statement 3 - Manual Family Tree Form (Family Details)		
ARN: No.	Legacy Data Code (LDC)	Name of Legacy Person	Name of Spouse of Legacy Person*	
401345602094 14600001		LATE BANESH BORTHAKUR	LATE MADHAVI BORTHAKUR	
Sl. No.	Name of Children of Legacy Person	Present Address	Name of Grandchildren of Legacy Person	Present Address
1	Name LATE KESAB	District	Name MEGBHNA	District KAMRUP
	Surname BORTHAKUR	Village	Surname HAZARIKA	Village AMINGAON
	Name	District	Name NISHITA	District MORIGAON
2	Name TORALI	District SIVASAGAR	Name UTPAL	District SIVASAGAR
	Surname DEVI	Village SIVASAGAR	Surname SARMA	Village SIVASAGAR
	Name	District	Name KAVERI	District BOLA BHAT
3	Name GEWALI	District BAKSA	Name PAPU	District BAKSA
	Surname BEVI	Village BENBENAHARI	Surname BENBENAHARI	Village
	Name	District	Name DIPU	District TINSUKIA
Other Legacy Data Codes (LDCs) available against the Legacy Person but not used		Page No. 2	Total No. of Pages used	Signature of the Head of the family

Updation of National Register of Citizens, Assam		Statement 3 - Manual Family Tree Form (Family Details)		
ARN: No.	Legacy Data Code (LDC)	Name of Legacy Person	Name of Spouse of Legacy Person*	
4013456020 9414600001		LATE NIPEN KALITA	SHASHI KALITA	
Sl. No.	Name of Children of Legacy Person	Present Address	Name of Grandchildren of Legacy Person	Present Address
1	Name GUSHHITA	District SONITPUR	Name PRAKASH	District SONITPUR
	Surname KALITA	Village TEZPUR	Surname KALITA	Village TEZPUR
	Name	District	Name MANISHA	District SIVASAGAR
2	Name LATE PRASHANT	District	Name PRIYANKA	District NALBARI
	Surname KALITA	Village	Surname BORA	Village WARD NO 2
	Name	District	Name BHARHAY	District BOLA BHAT
3	Name INDRANI	District GOLA BHAT	Name DEKA	District MORONGI
	Surname DEKA	Village MORONGI	Surname CHAYANIKA	Village NEW DELHI
	Name	District	Name SAIKIA	District KAROL BAGH
Other Legacy Data Codes (LDCs) available against the Legacy Person but not used		Page No. 4	Total No. of Pages used	Signature of the Head of the family

We are committed to conduct a completely unbiased verification process and come up with an error free NRC. All households shall, therefore, be required to provide Family Tree details. It is reiterated that the updated NRC will not include name of any foreigner and shall not exclude the name of any genuine Indian citizen.