

# NOTICE



**This is for information of the public that distribution and receipt of NRC Application Forms in all the districts across the state have started**

**The public are hereby requested to note the following important points for their benefit:**

1. NRC Application Forms are being distributed house to house by the Field Level Officers (FLOs) in all the districts who are specially notified to perform this function.
2. The Application Forms are distributed free of cost. Any instance of Field Level Officer or any other government official asking for money against Application Form may be reported to the respective DC (District Registrar of Citizen Registration)/ Circle Officer (Circle Registrar of Citizen Registration)/ Local Registrar of Citizen Registration (LRCR). Complaint may also be lodged by calling at NRC Toll Free Helpline number 15107 or by submitting a complaint in the website of NRC, Assam ([www.nrcassamcomplaints.in/](http://www.nrcassamcomplaints.in/)).
3. All the residents of the state are eligible to receive Application Forms house to house and apply for inclusion in NRC.
4. Public are not required to produce any electoral roll or any other document for obtaining Application Forms for their families.
5. Public may also use photocopies of blank Application Form or may download it from the website of NRC Assam ([www.nrcassam.nic.in/application-form.html](http://www.nrcassam.nic.in/application-form.html)). It is not mandatory to use and submit an Application Form received only through Field Level Officer.
6. It is not compulsory for applicants to fill in the House Number in the Application Form if the same is not usually used by the applicant while describing his/her address. There is no requirement to search or ascertain any Census House Number or Election House Number or any other House Number generated by government agencies.
7. The Application Forms should be filled up completely and correctly and also should be enclosed with all required documents for interest of public. However, Application Forms will be accepted at the first instance in NRC Seva Kendras (NSKs) even if submitted without relevant documents or any document at all. However, in such cases the public run the risk of getting their Application Form rejected during scrutiny of Application Form carried out to establish eligibility for inclusion in updated NRC.
8. Application Forms in English can also be filled up in Assamese and Bengali, the Form in Bengali can also be filled up in Assamese and English and the Form in Assamese can also be filled in English.
9. Application Form would not be rejected on the basis of names wrongly spelt in Legacy Data quoted by the applicant.
10. For facilitating easy filling up of the NRC Application Form the following are the awareness/publicity materials developed for public.
  - i) A sheet distributed with each Application Form called "NRC Updation Application Form Fill Up Made Easy" that provides simple steps for easy fill up of the Application Form in addition to the instructions printed on the Application Form itself. If this is not received with the Application Form, complaint may also be lodged by calling NRC toll free helpline number 15107 or by submitting complaint in the website of NRC, Assam as well ([www.nrcassamcomplaints.in/](http://www.nrcassamcomplaints.in/)). This sheet can also be accessed online at the website of Legacy Data ([www.nrcassam.nic.in/application-form.html](http://www.nrcassam.nic.in/application-form.html)).
  - ii) An exhaustive takeaway leaflet detailing prerequisites of Application Form fill up viz. documents required, and instructions on answering each question of the Application Form. The leaflets are distributed in the Community Level Meetings conducted in both urban and rural areas by the officials of district administration. The leaflet can also be accessed in the website of NRC, Assam ([www.nrcassam.nic.in/leaflets.html](http://www.nrcassam.nic.in/leaflets.html)).
  - iii) Video tutorials on how to fill up the Application Form taking example of a fictitious family of Chandra Sarma. The video tutorials are made available for viewing and download in the website of NRC, Assam ([www.nrcassam.nic.in/videos.html](http://www.nrcassam.nic.in/videos.html)). The videos are also uploaded in YouTube for public viewing. The public may also watch the videos during Community Level Meetings conducted by the officials of district administration.
  - iv) A pictorial leaflet is developed illustrating how the fictitious Chandra Sarma family collects documents and fills up the Application Form. The Field Level Officer may be approached by public for obtaining a copy of this leaflet. The same has also been made available in all NSKs as well as in the website of NRC, Assam ([www.nrcassam.nic.in/leaflets.html](http://www.nrcassam.nic.in/leaflets.html)).
  - v) In order to further aid the public in easily filling up of the Application Form, practice sheets of the Side C of the Application Form are printed. Public may obtain the copies of practice sheet from nearest NSK to practise filling up of the Application Form to ensure that the Forms are filled up correctly and neatly.
11. Application Forms can also be submitted online from **22<sup>nd</sup> June 2015** through the website of NRC, Assam ([www.nrcassam.nic.in](http://www.nrcassam.nic.in)).
12. The date of Application receipt for individual family will be intimated by the Filed Level Officer visiting house to house for delivering the Form. The date is intimated to avoid overcrowding and systematic receipt of Application Forms in NSKs.
13. NSKs are operational on all working days, except on second and fourth Saturdays, all Sundays and on government holidays.
14. Application Form receipt shall close on **31<sup>st</sup> July 2015**.

To know more  
and for assistance

Call our Toll Free Helpline Number  
15107

Visit our website  
[www.nrcassam.nic.in](http://www.nrcassam.nic.in)

Issued in public interest by the  
State Coordinator, NRC, Assam