DLDD Instruction Manual

This is a searching software to help you search for the names of persons appearing in the Legacy Data. It's almost certain that if a name exists in the Legacy Data available with Govt, you will be able to find it here. In most circumstances, it wouldn't take more than a few seconds to get to the name. However, in cases of <u>erroneous recording</u> in the original Legacy Data of the name of the person, or <u>erroneous recording</u> in the name of the village or <u>absence</u> of surname or <u>absence</u> of name of the father, or husband in the original Legacy Data, it may take longer to search. Also in cases, where exact details or spellings are not very clearly known, or there are <u>multiple similarly named villages</u>, or <u>incomplete village name</u>s, searching may take a bit longer. Problems or delay in searching may also happen due to incorrect or <u>erroneous recording</u> in the original Legacy Data or inadvertent errors during computerisation. As most of the original Legacy Data was recorded in Assamese or Bengali, enabling searching through the popular English Keyboard required the data to be <u>transliterated</u>. This may also result in erroneous results due to <u>pronunciation issues</u>. As spellings of names are usually <u>user defined</u>, in the present search it is advised that <u>standardised spellings</u> are used while searching. There also exist some cases where a family has <u>changed its surname</u> and therefore search by today's name doses not result a match. In a few cases, the nickname or the name by a which a person was <u>popularly known</u> was recorded in the Legacy Data and not by the formally known name. In some cases, it's possible that the records are still being shown against the districts as they existed or <u>undivided districts</u> at the time of recording.

There are different ways of searching for the names given below, the simplest being the "<u>Direct Name Search</u>"

The methods of searching are

- <u>Direct Name Search</u>
- <u>Search through villages data</u>
- <u>Search through Images</u>
- <u>Search through image ID</u>
- <u>Search names of other family members</u>
- <u>Search names of relatives or neighbours</u>

"<u>Direct Name Search</u>" – Here after selecting the district (as per today's jurisdiction), you just type the name of the person and get your result. First name shall be mandatory while the surname is not. Try and match the other details like father's name or village name. Please remember that the <u>search technique</u> used in the present software is such

that all similarly sounding names would show. In case there are too many matches, filter through the name of the person or father's name – the column filter can be done by typing the first few letters of the name – please note however that here the filtration is not by pronunciation but by the alphabet letter. It's advisable to type just the first letter or first two letters for better search results. In a number of cases, if the original search criteria was loose, the number of records would be numerous. In such cases to optimise data transfer time and speed, the software would only show the first 100 records fitting the first page. Flicking through the records by pressing "Click Here To View More Records" would result in more records to be shown page by page matching the filter criterion. In such cases, one would have to be patient to flick through the pages one by one and keep noting that the Page Number at the left bottom keeps on increasing. When no more records matching the filter criteria are to be found the "Click Here To View More Records" button would automatically become disabled. Similarly, when one has reached the first page, the button "Previous Records". In order to establish that the name actually relates to the person whose name is being searched, one could check out the names of other family members or names of others public in the area. Checking out the names of other family members or public can be accomplished by going through such names as appearing in the image of the page of the Legacy Data. For this purpose first the "View" button shall have to be pressed. Checking out of names of other members of the family can be done by clicking the icon "Show Image & Nearby Data" appearing in the Pop-Up Window "NRC Details" or "Voter Detail". While searching trough the names in an image, it's better to note down the Sl number (in Electoral Rolls) or House Number (in NRC) appearing in the Pop-up window and look for that Sl Number or House Number in the image so displayed. In case the image for that record is not available, checking out of other names in the family or neighbourhood can be done by clicking "Show Image & Nearby Data" which shows all other records near to that record in anew Tab which opens up. Wherever the exact match has been found and its is established that the name actually relates to the person whose name is being searched, the button "Print With Legacy Data Code" may be pressed and thereafter a printout of the Legacy Data Slip may be taken. As a numbers of instances are seen where the names were recorded a bit differently at the time of recording of original Legacy Data say, the surname was not recorded, first and second names had got joined etc. As such, it is desirable to search through different name combinations.

Viewing the image of the original paper of the Legacy Data – in a number of cases, the image of the original paper of the Legacy Data can also be viewed. Here one can see the actual paper of those years. In some cases, such original records are handwritten and in some cases these are typed.

Search through villages data – In case we know the name of the village, or name of the geographical entity clearly, the search can also be carried out through selecting the said village/ town ward/ geographical entity and thereafter displaying the data for that

village/ town ward/ geographical entity page by page. Selection of a village can be done in two ways :

- Village Dropdown
- Village List search

Village Dropdown - To select the village, first the district shall have to be selected and the village name selected through "in text" search by selecting from the drop down list displayed on the main screen itself. While using the "in text" method, the letters for selection shall have to be typed in the space "Select Your Village" in middle portion of the Home Screen in the left hand side.

Village List search – in case the name of the village is not appearing through the Village Dropdown, the village name can still be searched on a larger screen by clicking the "Village List" tab on the top right hand part of the Home Screen. Thereafter, select the district and click the "Village List" tab. All the villages available in the computerised records of that district will be displayed. On an average, 68 names would be visible on the screen at one time. One can search through them by scrolling. Filtering is also possible. Display of names will be available in both Assamese & English languages, however, filtering amongst the village names through "in text" search would be available only in English. It's important to note that the spelling of the village has to match with the spelling of the village name recorded in the computerised database. One or more villages/ town ward can then be selected by checking the checkbox appearing on the left of each village name. On selection of the villages, data of only those villages shall be displayed one page at a time and subsequent pages could be seen through "flicking". More the number of villages selected, more would be the time taken in display of records.
As the number of districts ("undivided districts") existing at the time of recording of the Legacy Data was lesser, it is possible that a village name continues to be erroneously recorded against some other current district. For example, a village falls in Kamrup Metro today whereas the name of original district for the village was Kamrup and inspite of best efforts, the computerised database is showing the said village still to be in Kamrup (Kamrup Rural). In order to avoid such errors, an expanded search for names of villages can be done by clicking the checkbox at the top left of the screen. In such cases, Govt would be grateful if such errors are reported through "Feedback".

Search through Images – whereas all attempts have been made on part of Govt to record each name appearing in all the original papers of the Legacy Data, poor quality of the original paper has caused some names to be left out from digitisation. In such cases, through the name would be visible in the image of the Legacy Data, no corresponding digitised record shall be available. In such cases, the image of the particular village can be searched manually and all digitised records seen against that

image. For this, first "Village Image Search" tab in the top right corner of the Home Screen shall have to be clicked and the village selected thereafter. All the images of that village shall get displayed. All the images for the said village can be seen through << & >> appearing on left side of the screen. Upon finding the image containing the name being searched, pressing "View Records" on the top left corner would display all the digitise records of that image. In case, there is no corresponding digitised record but the name is clearly visible in the image, a request for issue of Legacy Data Code shall have to be made through "Feedback".

Search through image ID – there might be cases that one is able to access the printed copies of Legacy Data Images published at the NSKs or Polling Stations. In such cases, each such page or printout of the image shall have to be remembered by its "Image ID". In such cases, the said image can be accessed online through Image ID search and search made through the records digitised for that image by clicking "View records".

Search names of other family members – sometimes, it is fruitful to search for names of some other members of the family and thereafter Search for nearby nearby data by clicking the button "Show Image & Nearby Data"

Search names of relatives or neighbours - sometimes, it is fruitful to search for names of other relatives or neighbours whose names are also likely to have been recorded in the same village. Thereafter, search can be done through records of that village by search through villages data and/ or displayed digitised records against that Image by clicking "View Records" where the name of the relative or neighbour is found. Search can also be made through other images of that village.

erroneous recording – Its possible that মহেন্দ্ৰ নাথ বৰুৱা Mahendra Nath Baruah is recorded as মহেন্দ্ৰনাথ বৰুৱা Mahendranath Baruah or only as মহেন্দ্ৰ নাথ Mahendra Nath, or মহেন্দ্ৰ নাথ বৰুৱা Mahendar Nath Barua, or as মহেন্দ্ৰ লাথ বৰুৱা Mahendra Lath Barua etc. If the error has happened at the time of recording of original Legacy Data, the Legacy Data cannot be corrected now but while recording the particulars in the updated NRC, such bonafide mistakes can be corrected after proper verification by submission of documentary evidence or recording of evidence through witnesses. Separate instructions would be issued in this regard. In case of errors creeping in at the time of computerisation, core team can be done by "Feedback"

absence – "agyaat" is recorded in the original legacy Data or there is no name recorded against the name of father or spouse.

different name combinations - Its possible that মহেন্দ্ৰ নাথ বৰুৱা Mahendra Nath Baruah is recorded as মহেন্দ্ৰনাথ বৰুৱা Mahendranath Baruah or only as মহেন্দ্ৰ নাথ Mahendra Nath, or

মহেন্দ্ৰ নাথ বৰুৱা Mahendar Nath Barua, or as মহেন্দ্ৰ লাথ বৰুৱা Mahendra Lath Barua etc. In such cases, alternatively searches may be made by writing 1.) Mahendranath Baruah or 2.) Mahendra Nath or 3.) Mahendra Barua or just 4.) Mahendra.

multiple similarly named villages – same village is recorded in different names in the different years of the Legacy data, eg. Bishrampur is also recorded as Bishrampur-35

incomplete village names – there are instance where some village are recorded in the original Legacy Data as 17, or 53 etc.

undivided districts, expanded district search – here all the districts as they exist today can be combined the way the ditrict existed earlier. For example, undivided Kamrup district consisted of following districts (today's jurisdiction) – Kamrup (or Kamrup Rural), Kamrup Metropolitan, Nalbar, Barpeta, Baksa.

transliterated – transliteration means spelling a particular word in a language different from the original language. It does not mean translation. For example, Prateek recorded in Assamese as প্ৰতীক would be transliterated as Prateek in English and not as symbol which is the meaning or translation of Prateek.

pronunciation issues – চয়নিকা Chayanika is spelt as Sayanika, Hatbor is spelt as Satbor,

standardised spellings – Jagneswar to be spelt as Jagyeshwar, Baruah to be spelt as Barua

user defined – some people may spell বৰুৱা Barua as Baruah, some others as Baruah or Borooah. Some may spell চক্ৰবৰ্তী Chakrabarthy as Chakraborty, or Chakravarty etc. In transliteration, a standardised system would work and all same Assamese or Bengali) spellings would transliterated to the same spelling in English.

changed its surname – there are cases where originally the surname used was Ahom but today the surname used is Gogoi. Similarly, there are a number of other cases where the family has changed its surname since its recording in the Legacy Data. It would be better to find out of any such instance have happened to enable faster and better search.

popularly known – a person is formally named as Abdul Khan but popularly known as Abdul Gaonburah hence the name in the Legacy Data is recorded as Abdul Gaonburah.

search technique, similarly sounding names – the search technique used for English is double metaphone which means that all similarly sounding names are displayed, for example, searching for Tarun would also show Tarini, Taruni, Dhiren, Dharini, Dayarani

etc. Searching by selecting Male or female however, can increase search speeds.

loose – loose search may happen where the name is very common or the search area - expanded district search, search through entire village data – is very big.

Flicking, page by page - Flicking through the records can be done by pressing "Click Here To View More Records" which would result in more records to be shown page by page. In case a filter is given, all such records matching the filter criterion shall be displayed in each page. In such cases, one would have to be patient to flick through the pages one by one and keep noting that the Page Number at the left bottom keeps on increasing. When no more records matching the filter criteria are to be found the "Click Here To View More Records" button would automatically become disabled. Similarly, when one has reached the first page, the button "Previous Records".

Home Screen – the screen which opens first after opening the link "Legacy Data Search" in the NRC Web-site (nrcassam.nic.in). This can also be reached by pressing the "Home" tab on the top of the screen (slightly right of centre).

Sl number or House Number – in some records, the House Number may not be very clearly recorded.

record – entire data recorded against each name is referred to as a record. If a name of persons appears multiple times (say once in 1951, NRC once in 1966 ER and once in 1971 ER) there will be multiple records for the same name. It's possible that the name has not been spelt the same way in all the records, or some of the data may vary across the records (father's name is mentioned in one of them but not in others)

"in text" – this means that the search would show all the names where which have within them all the consecutively placed letters in the same order as in the search string. For example, Manabendra can be accessed by typing "man…." or "nab" or "bend". Similarly, just by typing "madr", one can reach Himadree, Madrid etc i.e. All the words contains the string "madr" in them. It's not necessary to start with the first letter(s) of the name being searched.

spelling of the village name recorded – If a village name commonly known as Koyakuchi is recorded as Kayakuchi in the computerised data base then search can only be made by typing "Kayakachi". As such, some amount of permutation and combinations shall have to be tried to reach the name of the village one is looking for.

Feedback – this service shall be used for various services viz. application for Legacy data Code where the name is visible in the image but not available in digitised records, or correction in names etc.

Image ID – each page of the Legacy Data paper is scanned or photographed and the corresponding image given a unique ID consisting of 7 digits.

Filter - the filter can be done by typing the first few letters of the name – please note however that here the filtration is not by pronunciation but by the alphabet letter. It's advisable to type just the first letter or first two letters for better search results.
displayed digitised records against that Image - pressing "Show Records" on the top left corner would display all the digitise records of that image

other images of that village - All the images of a village can be seen through << & >> appearing on top of the image.

Legacy Data Code