



Government of India  
Ministry of Home Affairs  
**OFFICE OF THE REGISTRAR GENERAL, INDIA**  
NDCC-II Building, 1<sup>st</sup> Floor, Jai Singh Road, New Delhi-110 001.  
(NPR Division)

F. No. 9/15/2017-CRD(NPR)/C. No. 11036

Dated: - 11.11.2021

To,

The Director of Census Operations,  
All Directorates of Census Operations.

**Subject: - Disposal of filled in pre-printed NPR 2010 Schedule and NPR booklets used during updation of exercise in 2015 kept at District/Charge level -regarding**

Sir/Madam,

Please refer to the letter of even number dated 08.06.2018 and 11.10.2019 and subsequent reminder dated 16.09.2021 (copy enclosed) of this office on the above cited subject.

2. In this regard, attention is invited to DCO, Conference held on 21-22 October, 2021 at New Delhi wherein DCOs explained the problems being faced by them in disposal of NPR records. Accordingly, it has been decided that

- (i) DCO may also dispose NPR records at District/Charge level
- (ii) Disposal may be undertaken through MSTC or by adopting any other mode of disposal
- (iii) In case where problem is faced in pulping of records, other eco-friendly method may be used for disposal of NPR records ensuring financial prudence and that no one may be able to recreate the old records or see the information contained in the disposed records

3. Also as discussed during the Conference, there may be duplicate CDs/DVDs lying in Directorates which are no longer required as the information contained therein is already available in DP Division. These CD/DVDs may also be disposed by shredding.

4. The disposal of NPR records may be undertaken in the supervision of the respective DCOs following codal formalities as prescribed in Rules.

Yours faithfully,

(CM Joshi)

Deputy Director (NPR)

Encl.: As stated above

Copy to: -

- (1) Senior Technical Director, DP Division, Office of Registrar General, India, National Data Center, 8<sup>th</sup> Floor, Block-III, Delhi IT Park, Shastri Park, New Delhi - 110053.
- (2) DCO Andhra Pradesh w.r.t. their letter no. 2278/NPR-Disposal/2018 dated 26.10.2021



भारत सरकार / Government of India  
 गृह मंत्रालय / Ministry of Home Affairs  
 भारत के महारजिस्ट्रार का कार्यालय  
 Office of the Registrar General, India  
 2/ए मानसिंह रोड, नई दिल्ली-110011  
 2-A, Mansingh Road, New Delhi-110011  
 (www.censusindia.gov.in)

F. No. 9/15/2017-CRD(NPR)

Dated: 08.06.2018

To,

✓ The Controlling Officer,  
 All the Directorate of Census Operations (33 copies)

Subject: NPR - Disposed off filled-in NPR Schedules.

Sir/Madam

This is with reference to the filled-in NPR schedules canvassed along-with the House-listing phase of Census, 2011 under the scheme of Creation of National Population Register (NPR) in the Country. These schedules were scanned and the scanned images were used for digitization of the filled in schedules. Subsequently, in 2015, the NPR digitized database was updated by carrying out door to door visit which also has been digitized now.

2. In this regard, the approval of the Competent Authority is hereby conveyed for disposal of all the filled-in stored NPR Schedules through pulping (as the practice being followed for disposal of earlier Census Schedules) after following all the codal formalities as per GFR, 2017. DCOs in consultations with their respective Data Capture Centre (where scanning was done and images are stored for the DCO) must ensure the availability of the scanned images before disposal of theses filled-in NPR Schedules is taken up.

Yours faithfully,

(Anil Kumar)  
 Anil Kumar  
 Additional Director (NPR)

Pls. Issue

(147)

11/06/2018

Copy to :-

- ✓ 1. PPS to Secretary (OL) & RGI,
- ✓ 2. PPS to JS& Addl. RG,
- ✓ 3. PPS to DDG,
- ✓ 4. Joint Director (Ad-I), ORGI
- ✓ 5. Joint Director (General Section)
- ✓ 6. Hindi Division for hindi translation

12/6/18





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OFFICE OF THE REGISTRAR GENERAL INDIA  
GOVERNMENT OF INDIA  
MINISTRY OF HOME AFFAIRS  
1<sup>st</sup> F, A-WING, NDCC-II BUILDING, NEW DELHI-110001

Dated: 11.10.2019

No: 9/15/2017-CRD (NPR)

To,

All the Directorates of Census Operations (Except Assam)

Subject: **Disposal of filled-in pre-printed NPR booklets used during updation exercise in 2015 kept in District/Charges**

Dear Sir,

As you are aware that National Population Register (NPR) was prepared under the provision of Citizenship Act 1955 and Amendment Rule 2003, in 2010 and subsequently updated in 2015 along with seeding of the Aadhaar and Mobile number. The Updation exercise was carried out by Government officials on pre-printed pdf booklets provided by ORGI but printed at District/Charge Level (except Assam & Meghalaya). It has been decided that the NPR data will be updated in 2020 along with the house listing phase of Census 2021, through mobile app/on paper.

2. After the completion of digitization work of 2015 pdf booklets on which corrections, the booklets were kept at Charge level. To avoid unnecessary occupation of space for storing the old booklets and considering that the NPR data is already digitized, there is no need of the physical records. Therefore, it has been decided that the filled-in NPR booklets of 2015-16 may be disposed under the supervision of the respective DCOs following all the codal formalities as per the GFR, involving the District/Charge level officials in the process. As these booklets are containing Aadhaar number and mobile number of residents, hence it is required that pulping of these documents should be done as a part of disposal process. The tender process for disposal can be done by DCOs either themselves or through MSTC. The pulping process must be supervised by DCO/State / District / Charge official.

Yours faithfully,

*Anil Kumar*

Anil Kumar

Additional Director

Ph: 011-23438202

Email: akarora.rgi@gov.in



No. 9/15/2017-CRD(NPR)  
Government of India  
Office of the Registrar General, India  
Ministry of Home Affairs  
NDCC-II Building, Jai Singh Road, New Delhi- 110 011  
(NPR Division)

Date:-16.09.2021

To,

The Director of Census Operations,

All Directorates of Census Operations (Except Uttarakhand, Manipur, Punjab,  
Meghalaya & Chandigarh)

Subject:- Disposal of filled-in pre-printed NPR schedule 2010 and NPR booklets used during  
update exercise in 2015 kept at district/ charge level-reg.


Sir/ Madam,

This has reference to the letters of even numbers dated 08.06.2018 & 11.10.2019 on the  
subject cited above. (copies enclosed). In this connection attention is drawn to Records of  
Discussion for DCO's conference held on 22nd July 2021 wherein inter-alia it was desired  
that disposal of NPR records be completed by 15th August 2021.

2. Therefore, it is requested to inform action taken about disposal of NPR records and  
send a compliance report in this regards to this Office at the earliest for office records.

Encl: as above.

Yours faithfully,

  
(CM Joshi)

Deputy Director (NPR)

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