

**Tripura Tribal Areas Autonomous District Village Committee  
(Maintenance of Register of Ordinary Residents) Rules, 2022**

**TRIPURA****GAZETTE***Published by Authority***EXTRAORDINARY ISSUE***Agartala, Monday, May 15, 2023 A. D., Vaisakha 25, 1945 S. E.*

PART--I-- Orders and Notifications by the Government of Tripura,  
The High Court, Government Treasury etc.

**TRIPURA TRIBAL AREAS AUTONOMOUS DISTRICT COUNCIL  
OFFICE OF THE CHIEF EXECUTIVE OFFICER  
KHUMULWNG, TRIPURA (WEST).**

F.No.3(24)/ADC/VC/ROR/2022/2632

Dated, Agartala, the 11th May, 2023

**NOTIFICATION**

In exercise of the powers conferred by clause (g) of Sub-Section (2) of Section 20 read with Section 40 of the Tripura Tribal Areas Autonomous District (Establishment of Village Committee) Act, 1994, the Executive Committee of the Tripura Tribal Areas Autonomous District Council hereby makes the following rules relating to the maintenance of records of yearly population census, to regulate the manner of maintaining Register of persons who are ordinarily residents of the Village Committee, namely:-

PART-I Preliminary	
1. Short title and commencement.-	<p>(1) These rules may be called the Tripura Tribal Areas Autonomous District Village Committee (Maintenance of Register of Ordinary Residents) Rules, 2022.</p> <p>(2) They shall come into force on and from the date of their publication in the Official Gazette.</p>
2. Definitions.-	<p>(1) In these rules, unless the context otherwise requires-</p> <p>(a) <b>“Act”</b> means the Tripura Tribal Areas Autonomous District (Establishment of Village Committee) Act, 1994;</p> <p>(b) <b>“District Council”</b> means Tripura Tribal Areas Autonomous District Council (shortly, TTAADC).</p> <p>(c) <b>“Form”</b> means a Form appended to Schedule-I to these rules and includes a translation thereof in Kokborok or English or Bengali;</p> <p>(c) <b>“Schedule”</b> means a Schedule annexed to these rules;</p> <p>(d) <b>“Section”</b> means a section of the Act;</p> <p>(e) <b>“Sub-Zonal Development Officer”</b> means the officer-in-charge of the Sub-Zone Development Office of the Tripura Tribal Areas Autonomous District Council and includes where there is no Sub-Zonal Development Officer, an Additional Sub-Zonal Development Officer or Deputy Sub-Zonal Development Officer or such officers in this behalf, wherever so functioning;</p> <p>(2) Words and expressions used but not defined in these rules shall have the same meaning as respectively assigned to them in the Act.</p>

PART- II CHAPTER-I	
3. Preparation of the Register.-	<p>After a declaration of a Village under section 3 of the Act has been made, the Sub-Zonal Development Officer shall direct the concerned Secretary of the Village Committee to prepare, in accordance with the provisions of the Act, the provisions contained in these rules and the instructions issued by the Principal Officer of the Village Committee Department, a register of persons who are ordinarily residing in that Village.</p> <p>Provided that where the existing family register have become the Register of ordinary residents under the provisions of the Tripura Panchayats Act, 1993 or any other rules made thereunder, it shall be revised in the manner contained in these rules and instructions issued by the Authority of District Council.</p>
4. Form of the Register.-	<p>A register in 'Form- A' shall be prepared containing family-wise names and particulars of all persons who are ordinarily residing in the village. Ordinarily one page in the register shall be allotted to each family. There shall be separate sections in the Register for families belonging to the Scheduled Tribes and others. The Register shall be in English or Kokborok or Bengali.</p>
5. General conditions for registration in the Register.-	<p>(1) Every person who is a citizen of India and has been ordinarily residing within the area of a village shall be entitled to be registered in the Register.</p> <p><b>Explanation:-</b> (i) If in any case, a question arises as to whether a person is ordinarily resident of a village at any relevant time, the question shall be determined with reference to all the facts of the case and in accordance with the decision of the competent authority as may be made in this behalf.</p> <p>(ii) If a question arises as to the citizenship of a person already registered in the register, the question shall have to be determined as to whether the person concerned possesses Indian Citizenship Certificate or any other documents as proof of his residing in India prior to 25-03-1971 but could not procure the citizenship for one reason or the other. If he does not possess either Indian Citizenship Certificate or the document as referred to above, he shall not be deemed to be a citizen of India and in that case his name, though already registered in the register, is liable to be struck off from the register. The persons or persons of Tripura origin residing in the village continuously from the date prior to 25-03-1971 and who could not procure Indian Citizenship Certificate for one reason or the other shall be deemed to be citizen of India and also subject to the sub-section 4 of section 6B of the Citizenship Act, 1955 as amended upto 2019. No foreigner shall be allowed to enroll his/her name in the Register of Ordinary Residents.</p> <p>(2) The concerned Secretary of Village Committee shall record the number of persons of each family by putting his signature with date which shall be checked by the Village Extension Officer/Supervisor of the Village Committee by putting his signature with date and shall be countersigned by the Sub-Zonal Development Officer under his seal and dated signature.</p>

<p>6. Quarterly entries in the Register.-</p>	<p>(1) At the beginning of each quarter commencing from April in each year, the Secretary of a Village Committee shall make necessary changes in the register consequent upon birth and death, if any, occurring in the previous quarter in each family. Such changes shall be laid before the next meeting of the village committee for information.</p> <p>(2) The Sub-Zonal Development Officer of the District Council or any officer of the respective area authorized in this behalf, shall be responsible to check the entries to the register in each quarter. A quarterly report shall be submitted to the respective Zonal Development Officer by the Sub-Zonal Development Officer regularly. The concerned Zonal Development Officer, wherever, may issue order for detection of any new entry.</p> <p>(3) The concerned Secretary of the Village Committee shall, in receipt of the order of the concerned Zonal Development Officer delete the name of the person, in respect of whom order of deletion from register has been given by Zonal Development Officer.</p>
<p>7. Correction of any existing entry.-</p>	<p>The Village Extension Officer or any other officer may on an application made to him in this behalf in consultation with the Chairman of concerned Village Committee and after obtaining approval of the Sub-Zonal Development Officer, order the correction of any existing entry in the register and the Secretary of the Village Committee shall then correct the register accordingly.</p>
<p>8. Inclusion of names in the Register.-</p>	<p>(1) Any person whose name is not included in the register may apply to the Village Extension Officer/Village Secretary/ or such other officers authorized in this behalf, for inclusion of the name therein.</p> <p>(2) The Village Extension Officer on receipt of the application or applications shall send the same to the concerned Village Committee for their views thereon. The concerned Village Committee shall in a meeting consider and examine the applications and recommend those cases where the persons are eligible to be registered in the register, on the back side of each application, the Village Committee shall record the reason for recommendation for acceptance of the reason for rejection, as the case may be, and thereafter send back the applications to the Village Extension Officer.</p> <p>(3) On receiving back the application(s) from the Village Committee, the Village Extension Officer shall, if satisfied and after such enquiry, as he thinks fit, shall pass necessary order(s) for inclusion of the name of the applicant in register after obtaining approval of Sub-Zonal Development Officer, directing that the name of the applicant be included therein and the after receiving such order the Secretary of the Village Committee shall include the name of applicant or applicants accordingly.</p> <p>(4) At the time of new enrollment in the register, have to be ensured that only the names of the persons possessing Indian Citizenship and the persons of Tripura</p>

	<p>origin residing in the village continuously from the date prior to 25-3-1971, who could not procure citizenship for one reason or the other, are entered in the register. The person or persons making application for enrollment in the register should also submit an attested copy of the citizenship certificate along with application. The person or persons of Tripura origin not possessing citizenship should, however, submit along with application authenticated document in support of his claim.</p>
9. Appeal.-	<p>(1) Any person aggrieved by or dissatisfied with any order of the Village Extension Officer passed under Rule 7 or Rule 8 may, within a period of thirty days from the date of such order, prefer an appeal to the Zonal Development Officer.</p> <p>(2) The Zonal Development Officer shall issue notice to the parties and after giving him reasonable opportunity of being heard make such order as he may deem fit for disposal of the appeal.</p> <p>(3) The Secretary of the Village Committee concerned shall make modification, where necessary, in the register in accordance with the order of the Zonal Development Officer made under sub-rule (2).</p>
	Chapter- II
10. Revision.	<p>The Zonal Development Officer of District Council, having jurisdiction, may at any time, on his own motion or otherwise, call for the records relating to any order passed under Rules 7 or 8 for examination as to the correctness, legality or propriety of such order and pass such order as he may think fit:</p> <p>Provided that no order which in effect excludes the name of any person from the register (ROR) shall be passed without giving such person a reasonable opportunity of being heard.</p>
11. Separation of Families.-	<p>In case of separation of families, an application in this behalf has to be made to the concerned Sub-Zonal Development Officer indicating the name of the Head of the new proposed family along with the names of other members of such family to be separated. On receipt of application, the Sub-Zonal Development Officer shall send the application to the concerned Village Committee for consideration and confirming genuineness of such separation. The concerned Village Committee shall in a meeting discuss the issue and ascertain genuineness of such separation. If the separation for which application has been made is found to be genuine, the concerned Village Committee shall communicate the matter to the concerned Sub-Zonal Development Officer for taking necessary action in this regard. On receipt of the communication from the concerned Village Committee, and after such enquiry as he may think fit, the Sub-Zonal Development Officer shall direct concerned Secretary of the Village Committee for necessary deletion and inclusion of the names of the persons in the Register in respect of the family so separated.</p>

<p>12. Shifting of homestead.-</p>	<p>(1) When any person wants to shift his homestead from one village to another village under the same Sub-Zone, he is required to make an application to the concerned Sub-Zonal Development Officer, stating his intention and indicating the name of the Village of the Sub-Zone where he will settle. The Sub-Zonal Development Officer, on receipt of such application, shall send the same to the concerned Village Committee for their views. If the Village Committee find that the shifting of the homestead of the person is genuine, they shall communicate the same to the Sub-Zonal Development Officer. One receipt of the communication from the concerned Village Committee, the Sub-Zonal Development Officer shall direct the concerned Secretary of the Village Committee to delete the name(s) from the Register of Village Committee where he has been residing and now wants to shift from. After deletion of the names, the concerned Sub-Zonal Development Officer shall issue a certificate to the applicant in 'Form-B'. On production of such certificate along with application by the person will entitle him to be registered in the register of the concerned Village Committee where he has shifted his homestead and has been ordinarily residing.</p> <p>(2) When any person wants to shift his homestead from the village where he has been residing to another village under a different Sub-Zone, he is required to make an application to the concerned Sub-Zonal Development Officer stating his intention and indicating the name of the village and the Sub-Zone where he will settle. The Sub-Zonal Development Officer, on receipt of such application shall send the copy of the same to the concerned Village Committee under his jurisdiction where the applicant has now been residing and shall send another copy to the Village Committee through the concerned Sub-Zonal Development Officer where the applicant has decided to be settled. If the concerned Village Committee finds that the shifting of the homestead of the person is genuine, they shall communicate the same to the Sub-Zonal Development Officer. In case of the concerned Village Committee fallen under different Sub-Zone, it will communicate its views to the Sub-Zonal Development Officer of the other Sub-Zone through its respective Sub-Zonal Development Officer on receipt of the communication from the concerned Gram Committee, the Sub-Zonal Development Officer receiving the application shall direct the concerned Secretary of the Village Committee to delete the name(s) from the register of the Village Committee where he has been residing and now wants to shift from. After deletion of names, the concerned Sub-Zonal Development Officer shall issue a certificate to the applicant in 'Form-B'. On production of such certificate along with application by the person will entitle him to be registered in the register or the concerned Village Committee under a different Sub-Zone where he has shifted his homestead and has been ordinarily residing.</p>
<p>13. Annual Revision of Register of Ordinary Residents (ROR).-</p>	<p>(1) The register shall be revised every year in accordance with the directions issued by the Principal Officer of the Village Committee Department, District Council.</p> <p>(2) No application for separation of families shall, however, be entertained at the time of annual revision of the Register.</p>

<p>14. Custody and preservation of the Register.-</p>	<p>(1) The Secretary of the Village Committee shall be responsible for the safe custody of the register.</p> <p>(2) Any person residing in the village shall have the right to inspect the register during the office hours after giving a due notice to the Secretary of the Village Committee, who may, for reasons giving in writing with the approval of the Chairman of Village Committee refuse such inspection.</p> <p>(3) Every person shall have a right to get attested copy of any entry of extract therefrom in such manner and on payment of such fees, as may be specified by the Principal Officer of the Village Committee Department, District Council.</p>
<p>Chapter- III</p>	
<p>15. Electronic Register of Ordinary Resident (e-ROR).</p>	<p>(1) On receipt of an application (or in online mode) from an ordinary resident for inclusion of name or correction/ updation of any existing name/entry, or separation of family in e-ROR or exclusion of name etc. from e-ROR, after obtaining written recommendation of the concerned Village Committee body confirming genuineness of such inclusion/ correction/ updation or exclusion etc. the Village Secretary (as Data Entry Operator) shall, if satisfied and after such enquiry as he may think fit, shall forward the request and application of the Village Committee inclusion of name etc. in e-ROR or exclusion of name etc. from e-ROR to the concerned Village Extension Officer/such other officer authorized in this behalf, for consideration and taking further course of action.</p> <p>Provided that the entry may be made in the Register of Ordinary Residents on the basis of the Birth Certificate issued by the Competent Authority etc. under proper authentication by the respective Superior Authority. Exclusion of any entry due to death shall be made on the basis of the Death Certificate.</p> <p>(2) On receipt of recommended request and application (in online mode) from the concerned Village Committee body for inclusion of name, or correction/ updation of any existing name/entry, or separation of family in e-ROR, or exclusion of name etc. from e-ROR, through the respective Village Secretary, the Village Extension Officer (as verifying Officer) shall, if satisfied and after such enquiry as he may think fit, shall forward the request and application for inclusion of name, or correction/ updation of any existing name/entry, or separation of family in e-ROR, or exclusion of name etc. from e-ROR to the concerned Sub-Zonal Development Officer for consideration and approval.</p> <p>(3) The Sub-Zonal Development Officer, on receipt of verified request/ application through the web-based e-ROR application for inclusion of name or correction/ updation of any existing name/entry, or separation of family in e-ROR, or exclusion of name etc. from e-ROR, from the respective Village Extension Officer (verifier), shall give approval for inclusion of name/or separation of family in e-ROR/ exclusion of name etc. from e-ROR being satisfied on it.</p>
<p>16. Repeal and Savings.</p>	<p>The Tripura Panchayats (Maintenance of Register of Ordinary Residents) Rules, 1985 and the memorandums for ROR/e-ROR issued by the Panchayats Department, Government of Tripura from time to time shall not apply in the Autonomous District.</p>

(Annexed Schedule)

**SCHEDULE-I  
FORM-A  
(See Rule-4)**

**REGISTER OF ORDINARY RESIDENTS**

Name of GP/ADC Village : ..... Ward No. : .....  
 Name of Para : ..... Name of Block : .....  
 Name of District : .....

Sl No.	Family ID	House No.	Name of Head of the Family	Ration Card No.	NREGA Job Card No.	Name of other members of the family	EID No.	UID No.	EPIC No.	Father/Husband's name	Men/Women	Occupation
1	2	3	4	5	6	7	8	9	10	11	12	13

ST/SC/OBC/RM Others	Date of birth (if not known, approx. date of birth)	Immunization (fully covered/ un covered)	Religion	Whether illiterate/ illiterate, if literate read up to	Whether literate/ illiterate, if literate read up to	Date of leaving the GP or Date of Death	Whether BPL	Whether Physically Handicapped	Quantum of allotted land and class of land in details
14	15	16	17	18	18	19	20	21	22

Whether Old Age pension payee	Whether Water Supply facility is available in the house	Whether Water supply facility at the road side is available	Land under irrigation	Received IAY houses from 2000 onwards	Received SGSY loan from 2000 onwards	Name of SHG	Sanitation	Remarks
23	24	25	26	27	28	29	30	31



**TRIPURA TRIBAL AREAS AUTONOMOUS DISTRICT COUNCIL  
OFFICE OF THE SUB-ZONAL DEVELOPMENT OFFICER  
Sub-Zonal.**

No.F. \_\_\_\_\_

Dated, \_\_\_\_\_

**CERTIFICATE OF SHIFTING OF HOMESTEAD**

This is to certify that on receipt of application dated \_\_\_\_\_ from Shri/Smti \_\_\_\_\_ Son of/ Daughter of/Wife of \_\_\_\_\_ Ordinarily resident of \_\_\_\_\_ ADC village of \_\_\_\_\_ ADC Village Committee under \_\_\_\_\_ Sub-Zonal, expressing willingness to shift his/her homestead from the aforesaid ADC Village to \_\_\_\_\_ ADC Village under \_\_\_\_\_ Sub-Zonal, the name(s) of the family alongwith other particulars as noted below are deleted from the Register of Ordinarily Residents of \_\_\_\_\_ ADC Village Committee.

Sl No.	House No.	Name of Head of Family	Name of the Members of the family	Father's/Husband's name	Male or female
1	2	3	4	5	6

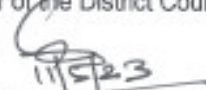
Religion	Caste in case of Sch. Tribes/Sch. Castes	Date of Birth of known or probable date of birth	Occupation	Literate or illiterate(if literate give details of qualification)
7	8	9	10	11

Date of leaving the area of the ADC Village Committee or date of death	Remarks
12	13

Signature of the Sub-Zonal Development Officer  
Seal

This is issued with the approval of the Competent Authority vide U.O.No 751/ADC/CEM/23, Dated 11-05-2023.

By order of the District Council

  
(C.K. JAMATIA, IAS)  
Chief Executive Officer  
TTAADC, Khumulwng.