

Dated, Agartala, the 12<sup>th</sup> May, 1995

**M E M O R A N D U M**

In pursuance of the provision laid down in clause(s) of section 33 read with sub-section (2) of section 230 of the Tripura Panchayats Act- 1993, the State Government hereby directs that the **Register of Ordinary Residents (ROR)** shall be prepared denovo for each Gram Panchayat and shall be maintained by them.

The procedure for denovo preparation and maintenance of the Register of Ordinary Residents is laid down here under :-

**1. Preparation of the ROR :**

After declaration of a Gram, the concerned Block Development Officer shall direct the concerned Secretary of the Gram Panchayat to prepare a register of persons who are citizens of India and are ordinarily residing in that Gram in accordance with the instruction issued by the Director of Panchayats. The Secretary of the Gram Panchayat shall be responsible for proper maintenance of the ROR.

**2. Form of ROR :**

The ROR shall be prepared in Form-A appended to the Tripura Panchayats (Maintenance of Register of Ordinary Residents) Rules, 1985 and shall contain Family wise names and particulars of all persons who are ordinarily residing in the Gram. Generally, one page in the register shall be allotted to each family. There shall be separate sections in the register for families belonging to the Sch. Tribes and Sch. Castes. The register shall be maintained in English or Bengali.

**3. General Conditions for Registration in the ROR :**

Every person who is a citizen of India and has been ordinarily residing within the area of a Gram shall be entitled to be registered in the ROR.

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### **Explanation :**

(i) If in any case, a question arises as to whether a person is an ordinary resident of a Gram at any relevant time, the question shall be determined with reference to all the facts of the case and within the meaning of section 182 of the Tripura Panchayats, Act, 1993.

(ii) If a question arises as to the citizenship of a person already registered in the ROR, 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 25-03-71 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 ROR, is liable to be struck off from the ROR. The persons of Tripura origin residing in the Gram continuously from the date prior to 25-3-71 and who could procure Indian citizenship certificate for one reason or the other shall be deemed to be citizen of India.

4 The concerned Secretary of the Gram Panchayat shall record the number of persons of each family by putting his signature with date which shall be checked by the Panchayat Officer/ Panchayat Extension Officer/ Supervisor (Panchayat) by putting his signature with date and shall be countersigned by the Block Development Officer under his seal and dated signature.

### **5. Quarterly Entries in the ROR :**

At the beginning of each quarter, commencing from April in each year, the Secretary of the Gram Panchayat shall after obtaining the recommendation of the Gram Panchayat, make necessary change in the ROR consequent upon birth and death, if any, occurring in the previous quarter in each family.

6 The Block Development Officer and the Dy. Collector (Revenue) of the respective area shall be responsible to check the entries in the ROR in each quarter. A quarterly report shall be submitted to the respective District Magistrate by the Block Development Officer regularly. The concerned District Magistrate, wherever necessary, may issue order for deletion of any new entry. The concerned Secretary of the Gram Panchayat shall, on receipt of the order of the concerned District Magistrate delete the name of the person, in respect of whom order of deletion has been given by District Magistrate, from the ROR.

**7. Correction of any Existing Entry :**

The Panchayat Officer/Panchayat Extension Officer may, on a application made to him in this behalf, in consultation with the Pradha concerned and after obtaining approval of the Block Development Officer, order the correction of any existing entry in the ROR and the Secretary of the Gram Panchayat shall then correct the ROR accordingly.

**8. Inclusion of names in the ROR :**

(i) Any person whose name is not included in the ROR may apply to the Panchayat Officer/Panchayat Extension Officer for inclusion of his name in the ROR.

(ii) The Panchayat Officer/ Panchayat Extension Officer on receipt of the application or applications shall send the same to the concerned Gram Panchayat for their views thereon. The concerned Gram Panchayat shall in a meeting consider and examine the applications and recommend those cases where the persons are eligible to be registered in the ROR, on the back side of each application, the Gram Panchayat 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 Panchayat Officer/ Panchayat Extension Officer.

(iii) On receiving back the application(a) from the Gram Panchayat, the Panchayat Officer/Panchayat Extension Officer shall, if satisfied and after such enquiry as he may think fit, shall pass necessary orders for inclusion of the name of the applicant in the ROR after obtaining approval of the concerned Block Development Officer. The concerned Secretary of the Gram Panchayat after receiving the order shall include the name of the applicant or the applicants accordingly.

(iv) At the time of new enrolment in the ROR, have to be ensured that only the names of the persons possessing Indian Citizenship and the persons of Tripura origin residing in the Gram continuously from the date prior to 25-3-71, who could not procure citizenship for or reason or the other, are entered in the ROR. The person or persons making application for enrolment in the ROR 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.

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**9. Appeal :**

- (i) Any person aggrieved by or dissatisfied with the order of the Panchayat Officer/ Panchayat Extension Officer passed under para 7 and 8 may, within a period of thirty days from the date of such order, prefer an appeal to the concerned Sub-Divisional Magistrate.
- (ii) The Sub-Divisional Magistrate shall issue notice to the parties and, after giving them reasonable opportunities of being heard, make such order as he may deem fit for disposal of the appeal.
- (iii) The Secretary of the Gram Panchayat concerned shall make modification, where necessary, in the ROR in accordance with the order of the Sub-Divisional Magistrate under sub para (ii).

**10. Revision :**

The District Magistrate having jurisdiction may at any time, on his own motion or otherwise, call for the records relating to any order passed by any subordinate authority for examination as to the correctness, legality or propriety of such order and pass such order as he may think fit.

Provided that no order which in effect excludes the name of any person from the ROR shall be passed without giving such person a reasonable opportunity of being heard.

**11. Separation of Families :**

In case of separation of families, an application in this behalf has to be made to the concerned Block 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 Block Development Officer shall send the application to the concerned Gram Panchayat for consideration and for confirming genuineness of such separation. The concerned Gram Panchayat 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 Gram Panchayat shall communicate the matter to the concerned Block Development Officer for taking necessary action in this regard. On receipt of the communication from the concerned Gram Panchayat, and after such enquiry as he may think fit, the Block Development Officer shall direct concerned Secretary of the Gram Panchayat for necessary deletion and inclusion of the names of the persons in the ROR in respect of the family so separated.

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## 12. Shifting of homestead :

(i) When any person wants to shift his homestead from one Gram to another under the same Block, he is required to make an application to the concerned Block Development Officer, stating his intention and indicating the name of the Gram of the Block where he will settle. The Block Development Officer, on receipt of such application, shall send the same to the concerned Gram Panchayats for their views. If the Gram Panchayats find that the shifting of the homestead of the person is genuine, they shall communicate the same to the Block Development Officer. On receipt of the communication from the concerned Gram Panchayats, the Block Development shall direct the concerned Secretary of the Gram Panchayat to delete the name(s) from the ROR of Gram Panchayats where he has been residing and now wants to shift from. After deletion of the names, the concerned Block Development Officer shall issue a certificate to the applicant as per proforma given as Annexure in the Directorate of Panchayats Memo No.F.6(2-1)-GL/PR/88/11519-99 dated 23-3-93. On production of such certificate along with application by the person will entitle him to be registered in the ROR of the concerned Gram Panchayat where he has shifted his homestead and has been ordinarily residing.

(ii) When any person wants to shift his homestead from the Gram where he has been residing to another Gram under a different Block, he is required to make an application to the concerned Block Development Officer stating his intention and indicating the name of the Gram and the Block where he will settle. The Block Development Officer, on receipt of such application, shall send the copy of the same to the concerned Gram Panchayat under his jurisdiction where the applicant has now been residing and shall send another copy to the Gram Panchayat through the concerned Block Development Officer where the applicant have decided to be settled. If the concerned Gram Panchayats find that the shifting of the homestead of the person is genuine, they shall communicate the same to the Block Development Officer. In case of the concerned Gram Panchayat fallen under different Block, it will communicate its views to the Block Development Officer of the other Block through its respective Block Development Officer. On receipt of the communication from the concerned Gram Panchayats, the Block Development Officer receiving the application shall direct the concerned Secretary of the Gram Panchayat to delete the name(s) from the ROR of the Gram Panchayat where he has been residing and now wants to shift from. After deletion of names, the concerned Block Development Officer shall issue a certificate to the applicant as per proforma given as Annexure in the Directorate of Panchayat Memo No.F.6(2-1)-GL/PR/88/11519-99 dated 23-3-93. On production of such certificate along with application by the person will entitle him to be registered in the ROR of the concerned Gram Panchayat under a different Block where he has shifted his homestead and has been ordinarily residing.

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**13. Annual Revision of ROR :**

The ROR shall be revised every year in accordance with the directions issued by the Director of Panchayats.

14. The procedure for inclusion of names and exclusion, shifting etc. should be followed as per above guidelines and memorandum No.F.6(2-1)-GL/PR/8811519-99 dated 23-3-93, of the Directorate of Panchayats. No application for separation of families shall, however, be entertained at the time of annual revision of the ROR.

**15. Custody and preservation of the ROR :**

- (i) The Secretary of the Gram Panchayat shall be responsible for the safe custody of the ROR.
- (ii) Any person residing in the Gram shall have the right to inspect the ROR during the office hours after giving a due notice to the Secretary of the Gram Panchayat, who may, for reason given in writing with the approval of the Pradhan, refuse such inspection.
- (iii) Every person shall have the right to get attested copy of any entry or extract there from on payment of Rs.5.00 and in the manner already prescribed for the purpose by Director of Panchayats.

16. In addition to the above procedure and manners for preparation and maintenance of the Register of Ordinary Residents (ROR), different guidelines/memorandum issued in this regard from time to time shall also have to be followed for proper maintenance of the said register (ROR).

A time table for denovo preparation of the ROR for Gram Panchayats is enclosed herewith.

The above guidelines should be strictly adhered to.

**Enclo :- As stated.**

(N.C. Sinha)  
Joint Secretary to the  
Government of Tripura