

PREPARATION
OF
REGISTER OF ORDINARY RESIDENTS

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Relevant Rules and Memorandums

1. ROR is an important document for the Gram and Village.
2. In the Register necessary information of the family members with Head of Families are recorded following certain guidelines-
 - The Tripura Panchayats (Maintenance of Register of Ordinary Residents) Rule 1995.
 - Memorandum no- F.6(2-1)/GL/PR/88/2023-71 dated 12-05-1995.

Constitution of Gram

- As per The Tripura Panchayats Act 1993, under section 3(1), The State Government may, by notification, published in the official gazette declare for the purpose of this Act, any revenue mouja or part of a revenue mouja or groups of revenue moujas or parts there of to be Gram.
- The Notification under sub section (1) shall specify the name of Gram by which it shall be known and shall specify the local limits of such Gram.

Preparation of the Register

- After a declaration of a Gram under section(3), the concern Block Development Officer shall direct the concern In-charge of the Gram Panchayat to prepare a Register of Person residing in the local limit as per instruction issued by the Director of Panchayats.
- Provided that where there is a existing family register it shall be revised as per instruction of Director of Panchayats as an when required and as per local limit.

Responsibilities for maintenance of ROR

- The concern In-charge of Gram Panchayat /Village committee shall be responsible for proper maintenance of ROR.
- He will be the custodian of all ROR of the respective Gram Panchayats/ Village committee.

Eligibility for enrollment in the ROR

1. The person must be a citizen of India.
2. He/She must be a ordinary resident of the concerned Gram Panchayats/ Village committee .
3. At the time of new enrolment in the ROR it shall have to be ensured that only the names of the person possessing Indian Citizenship and the persons of Tripura origin residing in the Gram continuously from the date prior to 25-03-1971.
4. The person or persons of Tripura origin not possessing citizenship should however submit along with application authenticated documents in support of his claim.

Form of ROR

1. ROR shall be prepared in Form-A (as per maintenance of Register of Ordinary Residents) Rule-1985.
2. Shall contain family wise names and particulars of all persons who are ordinarily residing in the Gram Panchayat/ Village committee area.
3. Generally one page in the register shall be allocated to each family.
4. There shall be separate sections in the register for families belonging to the Schedule Tribe and schedule Caste.
5. The register shall be maintained in English and Bengali.

Maker, Verifier and Approver

- 1. The concern In-charge of the Gram Panchayat/ Village committee shall record the number of person of each family by putting his signature with date.
- 2. The same shall be checked/verified by the PO/PEO/Supervisor and put his signature with date.
- 3. The Block Development Officer shall finally counter sign(Approve) the same with date.

Quarterly entries in the ROR (Rule-6)

- At the beginning of each quarter commencing from April in each year, the In-charge of the Gram Panchayat/ Village committee shall after obtaining the recommendation the Gram Panchayats make necessary change in the ROR consequent upon Birth and Death if any occurring in the previous quarter in each family.

Checking authorities of entries in ROR

1. The Block development Officer shall be responsible to check the entries in ROR in each quarter.
2. A quarterly report shall be submitted to the respective DM & Collector by The BDO regularly.

Correction of any existing entry(Rule-7)

- The Panchayat Extension Officer /PO may on an application made to him in this behalf and after obtaining approval of the Block Development Officer and in consultation with the Pradhan/ Chairman, order the correction of any existing entry in the register.
- The Respective Panchayat Secretary of a Gram Panchayat shall than correct the register accordingly.

Inclusion of names in the ROR(Rule-8)

1. Any person whose name is not included in the ROR may apply to the GP/VC/Block office for inclusion of his name in ROR.
2. On receiving the application may sent to the concern Gram Panchayat / Village committee for their views thereon.
- 3 . Concern Gram Panchayat/ Village committee shall in a meeting consider and examine the application and recommend those case where the person/persons are eligible to be register in the ROR.

4. On the back side of the application the Gram Panchayat shall record the reason for recommendation of acceptance or the reason for rejection as the case may be, there after send back the application to PO/PEO.
5. The PO/PEO shall, if satisfied after such enquiry as he think fit that the applicant is entitle to register in the ROR Register and after obtaining approval of the Block Development Officer direct that the name of the applicant be included therein and the In-charge of the Gram Panchayat/ Village committee shall include the name accordingly.

Appeal

1. If any person aggrieved by or dissatisfied with any order of the PO/PEO passed under Rule-7 or 8 may within a period of 30 days from date of such order, prefer an appeal to the Sub-Divisional Magistrate.
2. The Sub-Divisional Magistrate shall issue notice to the parties and after giving him reasonable opportunity of being heard makes such order as he may deem fit for disposal of the appeal.
3. The Panchayat Secretary of the Gram Panchayat concern shall make modification, where necessary, in the register in accordance with the order of Sub-Divisional Magistrate.

Annual revision of Register and Inspection

1. The register shall be revised every year in accordance with the direction issued by the Director of Panchayats.
2. No application for separation of families shall however be entertained at the time of annual revision of ROR.
3. Every person shall have a right to inspect the Register during the office hour after giving a due notice to the In-charge of the Gram Panchayat/ Village committee,
4. Every person shall have a right to get attested copy of any entry of extract there from in such manner and on payment of such fees as may be specified by Director of Panchayats.
5. Every citizen have to pay Rs.5/- for availing ROR service.

Separation of Families in ROR

1. In case of Separation of families an application in this behalf has to be made to the Block Development Officer indicating the name of the Head of new proposed family along with the names of other members of such family to be separated.
2. On receipt of the application the Block Development Officer shall send the application to the Gram Panchayat/ Village committee for consideration and for confirming genuineness of such separation.

3. The concern Gram Panchayat shall in a meeting discuss the issue and ascertain genuineness of such separation.
4. If the separation for which application has been made is found to be genuine, the concern Gram Panchayat shall communicate the matter to the Block Development Officer for taking action.
5. On receipt of the communication from the concern Gram Panchayat and after such enquiry as he may think fit, the BDO shall direct the concern Secretary of the Gram Panchayat for necessary deletion and Inclusion of the names of the persons in the ROR in respect the family so separated.

Shifting of Homestead under same Block

1. 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 concern BDO stating his intension and indicating the name of the Gram of The Block where he will settle.
2. The BDO on receipt of such application, shall send the same to the concerned Gram Panchayat for their views.
3. If the Gram Panchayat find that the shifting of the Homestead of the person is genuine they shall communicate the same to the BDO.

4. On receipt of the communication ,the BDO shall direct the concern Panchayat Secretary to delete the names from the ROR of Gram Panchayat where he has been residing and now wants to shift from.
5. After deletion of the names the concerned BDO shall issue a certificate to the applicant as per proforma given by the Director of Panchayat.
6. On production of such certificate along with application by the person will entitle him to be registered in the ROR of the concern Gram Panchayat where h has shifted his homestead and has been ordinarily residing.

Shifting of Homestead to different Block

1. 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 concern Block Development Officer stating his intension and indicating the name of the Gram and Block where he will settle.
2. The BDO on receipt of such application shall send the copy of the same to the concern Gram Panchayat under his jurisdiction where the applicant has now been residing and shall send the same copy to the concern BDO where the applicant have decided to be settle.
3. If the concerned Gram Panchayat find that the shifting of the Homestead of the person is genuine they shall communicate the same to the Block Development Officer.

4. On receipt of the communication ,the BDO shall direct the concern In-charge to delete the names from the ROR of Gram Panchayat/ Village committee where he/she has been residing and now wants to shift from.
5. After deletion of the names the concerned GP/VC shall issue a certificate to the applicant as per proforma given by the Director of Panchayat.
6. On production of such certificate along with application by the person will entitle him/her to be registered in the ROR of the concern Gram Panchayat/ Village committee under a different Block, where he has shifted his homestead and has been ordinarily residing.

GOVERNMENT OF TRIPURA
OFFICE OF THE BLOCK DEVELOPMENT OFFICER
_____ BLOCK

ANNXURE

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 _____ Village of _____ Gram/ADC Village under _____ Block, expressing willingness to shift his/ her homestead from afore said Gram/ADC Village _____ under _____ Block, the name (s) of the family alongwith other particulars as noted below are deleted from the register of Ordinary Residents of _____ Gram Panchayat/ADC Village.

Sl no	House No	Name of Head of Family	Name of members of the Family	Fathers/H usbands Name	Male or Female	Religion	Caste in case of Sch Tribes /Sch. Castes
1	2	3	4	5	6	7	8

Date of Birth, if known or probable date of Birth	Occupation	Literate or Illiterate(if literate give detailsof qualification)	Date of leaving the area of the Gram Panchayat/ADC Village or date of Birth	Remarks
9	10	11	12	13

Signature of the Block Development Officer

Seal

e-ROR Presentation

Home Page of e-ROR Website



e-ROR

Govt. of Tripura

(Demo Version)

For Demonstration Purposes or Testing Entry Only

ROR

- » ROR Statistics

Citizen Services

- » Status of Inclusion
- » Status of Correction
- » Status of Separation
- » Status of Exclusion
- » Status of Shifting

Contacts

☎ 0381-2324191

✉ panchayatdir[at] yahoo[dot]co[dot]in

Database Server Status

Database is Connected & Up.



Introduction

Ordinary Resident Register (ORR) is a physical register maintained in the state of Tripura, at the lowest tier of local self-government (urban as well as rural), to record the details of the citizenry. A citizen is not entitled to civic services and benefits, unless their names are recorded in the register. This eROR application is developed to achieve real time management of Citizen database in the state of Tripura.

Login

User ID
[User ID is Case Sensitive]

Password
[Password is Case Sensitive]



Inaugural Programme of e-ROR

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Basics of old ROR

- Name of family member were captured and digitized at District and Block level.
- The captured digitized data have been verified and corrected at Block level.
- The updated and corrected data have been migrated to the new NIC made software with 31 column information.

After Migration

- Now database in NIC software with 31 column is ready to provide service to the people.
- Issuing transfer Certificate of Family Register(ROR) to an applicant, addition, deletion or correction of any name of any family member may also be done by this software.

Benefits of digitization of ROR

- Maintaining manual book is time consuming.
- The hard work of keeping records with pen and paper is very hard task. It has been simplified with the software.
- Keeping records are effective and efficient in digital format.
- Manual register is not required to bear with official purpose. Digitized software can be accessed from anywhere.
- Searching is very easy in nature with multiple user based choice like searching by Family Id, HOF Name.
- Transparency is high.

Important phases

- When the citizen needs to update anything to their ROR (Register of Ordinary Resident) they can do this with this software.
- Suppose in a family a baby has born, then they need to update in this software.
- Again when a family separate then they need to update their ROR in new address.
- After a marriage a new member is included in a family, so her name need to be include in the list of family members.
- Again when anyone die, then it is needed to exclud his name from family register of ROR.
- Sometimes after marriage people change their titles, this is also need to be updated through this software.

Work Flow of eROR

- The concerned Incharge of the Gram Panchayat / Village committee records the number of persons of each family by putting his signature with date.
- The entry is further checked by the Panchayat Officer / Panchayat Extension Officer / Supervisor (Panchayat) by putting his signature with date.
- The entry is further countersigned by the Block Development Officer under his seal and dated signature.
- URL of eRoR: <http://eror.tripura.nic.in>
- Demo site: <http://demoeror.tripura.nic.in>

User id and Password for demo site are as below:

Role	User id	Password
Data Entry Operator	deomandai	123
Verifier	dvo1	123
Appoval	apvmandai	123

LOGIN SCREEN Appear as below:

e-ROR (Demo Version)
Govt. of Tripura For Demonstration Purposes or Testing Entry Only

ROR

- » ROR Statistics

Citizen Services

- » Status of Inclusion
- » Status of Correction
- » Status of Separation
- » Status of Exclusion
- » Status of Shifting

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Login

Inaugural Programme of e-ROR

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Data Entry Option:

- Data Entry can be done by the data entry operator assign by the lowest tier of local self government (LSG) for both rural (Gram Panchayat abbreviated as GP) & urban (Ward). These are maintained as physical hard-bound-registers, containing family-level details (GP/Ward-wise unique ROR & Family Number; details of PDS, MGNREGA Job Card, housing & provisioned utilities like drinking water, electricity connection, irrigation facilities) and member-level details (Name, DOB, Sex, Caste, Education, Occupation, relationship with the Head-of-Family, Land Holdings, Aadhar ID, EPIC No. & Bank Account details for the following types:

- 1.Inclusion of Name in ROR (by Birth/Adoption/Marriage)
- 2.Correction of Records in ROR
- 3.Separation of Family in ROR
- 4.Exclusion of Name from ROR (by Death/Marriage)
- 5.Shifting of Homestead in ROR (Inter/ Intra Gram Panchayat (GP) or Municipal Ward/ Inter-state)
- 6.Updating of Records in ROR

- Updating of the physical registers happened only when the citizenry approached the LSG for updating of its records (in case of birth, death, marriage, migration and family splitting) or the LSG initiated Revision Survey. Recording in ROR is the primary proof of residency in a LSG and therefore mandatory for the citizenry to avail of utilities/ services/ assistances, offered by the state government.
- Inclusion of Name in ROR (by Birth/Adoption/Marriage)

After login by the credentials of data entry operator we get the following screen

Welcome Ranjit Das [Logged In At: 2/5/2014 1:24:41 PM]

[Home](#) | [About Us](#) | [Contact Us](#) | [Sign Out](#)



Quick Links

- » [Home](#)
- » [Sign Out](#)

Administration

- » [Change Password](#)
- » [Update Profile](#)

Service Request Entry

- » [Inclusion](#)
- » [Correction](#)
- » [Seperation](#)
- » [Shifting](#)
- » [Exclusion](#)

- » [Update Bank Details](#)
- » [Correction Requests](#)

Reports

- » [Print ROR](#)
- » [Print Certificates](#)
- » [ROR Summary Report](#)
- » [Advanced ROR Reports](#)

Home Page

You may perform data entry job.

Your Last 5 Login Details

User ID	Login		Logout		Session Length	Browser
	Date	Time	Date	Time		
deomandai	05 Feb 2014	1:24:40 PM			Not Available	AppleMAC-Safari [5.0]
deomandai	05 Feb 2014	12:10:05 PM	05 Feb 2014	12:19:27 PM	9 Min	AppleMAC-Safari [5.0]
deomandai	05 Feb 2014	12:03:01 PM			Not Available	Firefox [26.0]
deomandai	05 Feb 2014	10:37:19 AM			Not Available	Firefox [26.0]
deomandai	03 Feb 2014	4:55:24 PM	03 Feb 2014	5:03:09 PM	8 Min	AppleMAC-Safari [5.0]

If Session Length is "Not Available", it means you hadn't signed out properly. Please properly sign out to ensure security.

Verification Option:

Earlier the applicant's papers had to move to the Block Offices (typically programmed with the next visit of the panchayat functionary to Panchayat Samiti Offices at Block level) & wait for action of the designated Panchayat Officer. It takes approximately 7 days for action.

Verification is Online in e-ROR and hardcopies are physically not moved. It takes 3 minutes to Panchayat Officer/Panchayat Extension Officer to verify the application submitted by data entry operator.

Verifier login in e-ROR by his credentials and get the below screen:



Quick Links

[Home Page](#)

- » [Home](#)
- » [Sign Out](#)
- Administration**
- » [Change Password](#)
- » [Update Profile](#)
- Request Verification**
- » [Verify](#)
- Reports**
- » [Print ROR](#)
- » [Print Certificates](#)
- » [ROR Summary Report](#)
- » [Advanced ROR Reports](#)

You may perform data entry job.

Your Last 5 Login Details

User ID	Login		Logout		Session Length	Browser
	Date	Time	Date	Time		
dvo1	09 Jan 2014	4:42:02 PM			Not Available	Firefox [26.0]
dvo1	06 Jan 2014	2:32:51 PM	06 Jan 2014	2:33:31 PM	1 Min	AppleMAC-Safari [5.0]
dvo1	04 Jan 2014	4:51:29 PM	04 Jan 2014	4:52:29 PM	1 Min	AppleMAC-Safari [5.0]
dvo1	04 Jan 2014	4:00:56 PM	04 Jan 2014	4:02:35 PM	2 Min	AppleMAC-Safari [5.0]
dvo1	03 Jan 2014	3:05:18 PM	03 Jan 2014	3:05:48 PM	0 Min	AppleMAC-Safari [5.0]

If Session Length is "Not Available", it means you hadn't signed out properly. Please properly sign out to ensure security.



Verify Request

Request Verified Successfully..Click here to Verify Other Request

Request was verified successfully by the role of verifier and the verifier has the option that he may send the request to concern Panchayat for correction purpose with a remarks. Then GP/VC may correct and resend the applicant request. After verified the application then it send for approval to the decision taking authority.

Queries Please?

Thank You