

User Manual of NRC Draft Name Correction Portal

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INTRODUCTION: The NRC Draft Name Correction Portal allows correction of the spelling of the name of Applicant, Father, Mother, Spouse Name, and other particulars viz. Age/ DOB (Date of Birth), Gender, Address (Permanent or Present), Place of Birth. **Corrections mean that the particulars need to appear as per the manner in which the particular had been submitted in the Application Form by the applicant.** Corrections can be done only for particulars of those persons whose names have been included in Complete Draft NRC. Such corrections cannot be done for those persons whose names have not been included in Complete Draft NRC. Corrections can be made in both English and vernacular languages.

REGISTRATION: The following steps need to be followed to use the **NRC Draft Name Correction Portal:**

Step 1: Registration: Use of this portal will require registration using the Mobile Number and any one of the valid Legacy Data Codes (LDCs) used in the Application Form. If no LDC was used in the Application Form then those ARNs can be registered only with mobile number. New users need to register through any one of the Registration Processes given below:

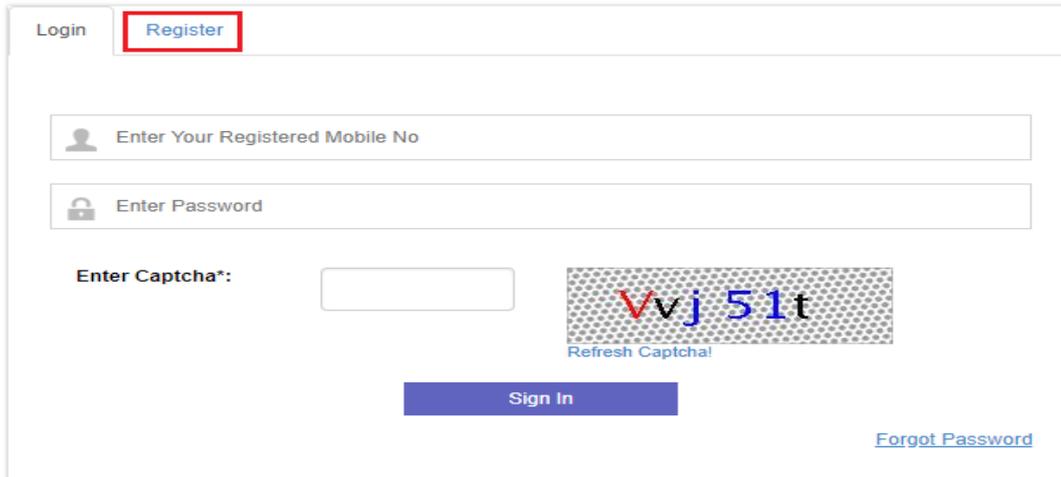
- i. **Registration Process 1:** If you have used any Legacy Data Code (LDC) in your NRC Application Form, registration will require quoting any one of all valid Legacy Data Codes (LDCs) used in the Application Form. Even if an LDC is used by just one out of many members who have used any other List A document, that LDC will be essential for registration. In addition, use your Mobile number* for registration.
- ii. **Registration Process 2:** If you have not used any Legacy Data Code (LDC) in your NRC Application Form i.e. no LDC is used by any of the members, you can register with only Mobile Number*.

**Any Mobile Number can be used for registration. Such Mobile Number need not necessarily be from any of the Mobile Numbers given in the original Application form. After registration in this portal, such Mobile Number will be referred to as Registered Mobile Number (RMN). For security reasons, OTP will be sent through SMS to the mobile number used during registration. The said OTP will have to be given to complete the registration process. The owner of the Mobile Number (using which registration in the portal has been done) will be legally responsible for any corrections/modifications made.*

**ONE MOBILE NUMBER CAN BE USED ONLY ONCE FOR REGISTRATION. ONE ARN – ONE MOBILE NUMBER.
ONE MOBILE NUMBER – ONE ARN.**

Step by Step Procedure for Registration:

1. Click on “Register” tab in the following window:



The screenshot shows a registration form with two tabs: "Login" and "Register". The "Register" tab is selected and highlighted with a red box. Below the tabs are three input fields: "Enter Your Registered Mobile No" (with a person icon), "Enter Password" (with a lock icon), and "Enter Captcha*" (with a small empty box). To the right of the captcha input is a captcha image showing the characters "Vvj51t" on a grey dotted background, with a "Refresh Captcha!" link below it. At the bottom center is a blue "Sign In" button, and at the bottom right is a blue "Forgot Password" link.

2. The following interface appears. Enter your ARN and Captcha in textbox given and then click on “Validate” button.

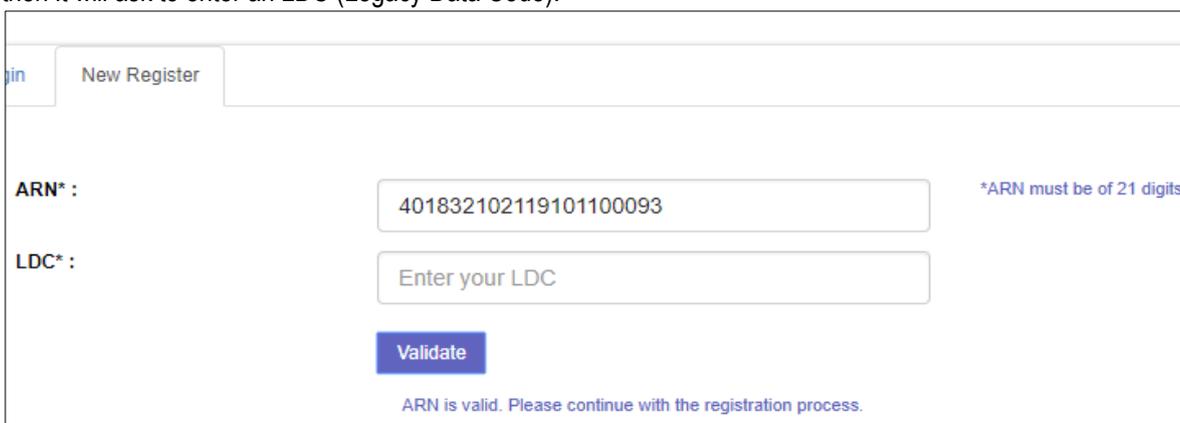


The screenshot shows a validation form with a "New Register" tab. It contains two input fields: "ARN*" (with a placeholder "Enter your ARN" and a note "*ARN must be of 21 digits.") and "Enter Captcha *". To the right of the captcha input is a captcha image showing the characters "7quGgl" on a grey dotted background, with a "Refresh Captcha!" link below it. At the bottom center is a blue "Validate" button.

3. The portal will check the following conditions of the ARN

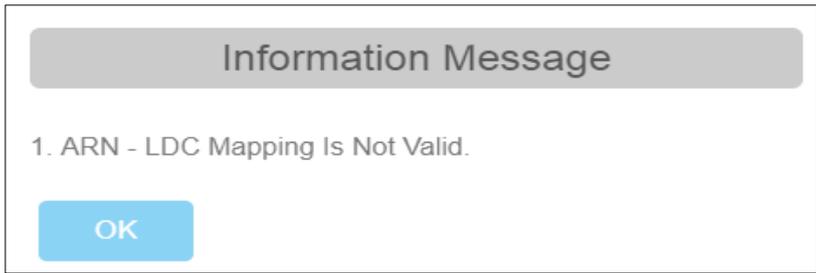
- 3.1 Whether the ARN is valid or not
- 3.2 Whether any of the member is present in Complete Draft or not
- 3.3 Whether the ARN is already registered or not

4. If all the above conditions are fulfilled, then the portal will check whether any LDC is present in the ARN or not, and if present then then it will ask to enter an LDC (Legacy Data Code).



The screenshot shows the validation form with the "New Register" tab. The "ARN*" input field now contains the value "401832102119101100093" and the note "*ARN must be of 21 digits." is present. The "LDC*" input field has a placeholder "Enter your LDC". The "Validate" button is still present. Below the button, a message reads "ARN is valid. Please continue with the registration process."

5. Enter any of the valid LDC used during Application submission and then click on “**Validate**” button. The portal will check whether the LDC entered is actually used in the Application Form for the said ARN and allow to proceed on to the next screen only if the LDC is found to be so used. In case, the LDC entered is not amongst any of the valid LDCs used in the original Application Form, the following message will appear:



6. If the LDC entered is found to be in order, the following screen appears, the fields with an asterisk (*) are mandatory.

The screenshot shows the "NRC DRAFT CORRECTION" registration form. At the top, it says "Complete Draft Consolidated list for National Register of Citizens (30th July, 2018) under Clause 4 of the Schedule to Citizenship Rules, 2003". There are two tabs: "Login" and "New Register". The form contains the following fields and instructions:

- ARN***: Text box with value "401832102119101100093". Instruction: "*ARN must be of 21 digits."
- LDC***: Text box with value "16030009286".
- Message: "ARN - LDC Mapping is valid. Please continue with the registration process."
- Name***: Text box with placeholder "Enter your Name".
- HOF Name***: Text box with placeholder "Enter your HOF Name".
- Correspondence Address**:
 - House / Building Name / No***: Text box with placeholder "House / Building Name / No".
 - Locality / Street / Post Office***: Text box with placeholder "Locality / Street / Post Office".
 - Country***: Dropdown menu with "India" selected.
- State***: Dropdown menu with "Assam" selected.
- District***: Dropdown menu with "-- Select --" selected.
- Circle***: Dropdown menu with "-- Select --" selected.
- Village/Town***: Dropdown menu with "-- Select --" selected.
- Pincode* (Must be 6 digits)**: Text box with placeholder "Pincode".
- Mobile No***: Text box with placeholder "Enter your Mobile No.". Instruction: "*Mobile No. must be of 10 digits."
- Email Id**: Text box with placeholder "Enter your Email Id".
- Password***: Text box with placeholder "Create a password". Instruction: "* Password must consist of Minimum eight characters, at least one uppercase letter, one lowercase letter, one number and one special character".
- Confirm Password***: Text box with placeholder "Confirm password". Instruction: "* Confirm password must be same as password".

At the bottom right of the form is a blue button labeled "Generate OTP".

7. The combination of **Mobile Number** entered during registration and the **Password** entered will be the **Login Credentials** to be used subsequently to enter the portal and carry out any corrections/ modifications.

8. After filling in all information, click on the **Generate OTP** button. An OTP (One Time Password) will be sent to the **Mobile Number** through an SMS. This OTP will be essential to complete the Registration process. OTP is used is to verify that the person using the portal is actually using the same Mobile Number. The said **Mobile Number** will thereafter be referred to as the **Registered Mobile Number (RMN)** for NRC Draft Name Correction Portal.

9. After successful registration, proceed for **Login**.

Login: User has to login to the Application with the Credentials created during registration.

The login form contains the following elements:

- Mobile No:** A text input field with a person icon and the label "Enter Your Registered Mobile No".
- Password:** A text input field with a lock icon and the label "Enter Password".
- Captcha:** A text input field with the label "Enter Captcha:" and a refresh button below it.
- Sign In:** A blue button.
- Forgot Password:** A blue link.

1. After successful Login, the following window appears. Click on **“Proceed”** button.

The screen displays the following information:

- Header:** NRC DRAFT CORRECTION with Home and Logout links.
- Sub-Header:** Complete Draft Consolidated list for National Register of Citizens (30th July, 2018) under Clause 4 of the Schedule to Citizenship Rules, 2003.
- Progress Bar:** A horizontal bar with four steps: Step 1 (Instruction), Step 2 (Correction), Step 3 (Receipt Generation), and Step 4 (Change's Approval Status). Step 1 is currently active.
- Instruction:**
 - Correction provision shall be applicable only for those whose names are included in Complete NRC Draft.
 - All corrections are to be made as per information submitted in the original Application Form by applicant.
 - Changes that might have occurred in status of applicants since 2015 such as in marital status, age, present address etc. will not be changed by way of Correction either online or at NSKs.
 - This is to be noted that correction will be made only if there is any data entry error in digitizing the Application Form submitted in May - August 2015.
 - Correction in Permanent address, present address & place of birth - applicants can't make corrections in these fields if they have changed their addresses post NRC form submission in 2015. It only will be allowed if the addresses appearing in Draft are not same as per the addresses submitted by the applicants in their NRC Application form.
- Proceed:** An orange button at the bottom right.

2. The following window appears displaying the list of members whose names have appeared in NRC Complete Draft.

The screen displays the following information:

- Header:** NRC DRAFT CORRECTION with Home and Logout links.
- Sub-Header:** Complete Draft Consolidated list for National Register of Citizens (30th July, 2018) under Clause 4 of the Schedule to Citizenship Rules, 2003.
- Filters:** District Name: Kamrup Metropolitan, Circle Name: Dispur, NSK : dispur12, Village/Ward Name: Guwahati (M Corp.) WARD NO.-0049 - Pt 1 (627).
- Progress Bar:** A horizontal bar with four steps: Step 1 (Instruction), Step 2 (Correction), Step 3 (Receipt Generation), and Step 4 (Change's Approval Status). Step 2 is currently active.
- Table:**

SL NO	ARN	Member ID	Name	Father Name	Mother Name	Spouse Name	Gender	Action
1	401832202129073600132	1	বিবাকৰ মহন্ত	সন্ধ্যা মহন্ত	তৰুনি মহন্ত	গীতাজসী মহন্ত	Male	Need to Change
2	401832202129073600132	2	নিমসনি মহন্ত	বিবাকৰ মহন্ত	গীতাজসী মহন্ত	অনামিকা মহন্ত	Male	Need to Change
3	401832202129073600132	3	শশাঙ্ক মহন্ত	বিবাকৰ মহন্ত	গীতাজসী মহন্ত	সুৰিষা মল্লহাৰ মহন্ত	Male	Need to Change
4	401832202129073600132	4	গীতাজসী মহন্ত	গোস্বামী অধিকাৰী	কমলা বালা অধিকাৰী	বিবাকৰ মহন্ত	Female	Need to Change
- Additional Elements:** "Show 10 entries" dropdown, "Search:" input field, and a green header for the table: "Verify Data In Preferred Language (Assamese) (For English data, view by clicking on Need to Change button)".

3. For any corrections in English or Vernacular, click on **“Need to Change”** button present against each member. Please note that one user can make the corrections against one or more than one member.

4. The interface for correction appears as follows:

NRC DRAFT CORRECTION
Home Logout

Complete Draft Consolidated list for National Register of Citizens (30th July, 2018) under Clause 4 of the Schedule to Citizenship Rules, 2003

District Name: Kamrup Metropolitan	Circle Name: Dispur	NSK : dispur12	Village/Ward Name: Guwahati (M Corp.) WARD NO.-0049 - Pt 1 (627)
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(Do Not Refresh the Page)

NAME CORRECTION - ASSAMESE

ARN :	401832202129073600132		
Member Id :	2	Photo in Draft	
Preferred Language :	Assamese		
Name:	Name in Draft	Actual Name	#Click to Edit
	নিলমনি মহন্ত	নিলমনি মহন্ত	<input checked="" type="checkbox"/>
Father Name:	দিবাকৰ মহন্ত	দিবাকৰ মহন্ত	<input type="checkbox"/>
Mother Name:	গীতাজলী মহন্ত	গীতাজলী মহন্ত	<input type="checkbox"/>
Spouse Name:	অনামিকা মহন্ত	অনামিকা মহন্ত	<input type="checkbox"/>
Gender:	Male		<input type="checkbox"/>
Marital Status:	Currently Married	Currently Married	<input type="checkbox"/>
Mobile No:	9954964758	9954964758	<input type="checkbox"/>

NAMES CORRECTION - ENGLISH

Name:	Name in Draft	Actual Name	#Click to Edit
	NILAMANI MAHANTA	NILAMANI MAHANTA	<input type="checkbox"/>
Father Name:	DIBAKAR MAHANTA	DIBAKAR MAHANTA	<input type="checkbox"/>
Mother Name:	GITANJALI MAHANTA	GITANJALI MAHANTA	<input type="checkbox"/>
Spouse Name:	ANAMIKA MAHANTA	ANAMIKA MAHANTA	<input type="checkbox"/>

AGE/DOB CORRECTION

Age:	Age/DOB in Draft	Actual Age/DOB	
	35	35	<input type="checkbox"/>
DOB:			<input type="checkbox"/>

PRESENT ADDRESS CORRECTION

Address:	Present Address in Draft	Actual Present Address	<input type="checkbox"/>
	69,অহাৰুৱাী এম কোমপাৰ্শ্বকেশ বৰ্তী পল-0049 - অ প - 1 627,কামৰূপ মহকমা	<input type="text" value="Building No in English"/> <input type="text" value="Building No in Assamese"/> <input type="text" value="Locality/Street Name in English"/> <input type="text" value="Locality/Street Name in Assamese"/> -- Select Country -- -- Select State -- -- Select Other State -- -- Select District -- -- Select Circle -- -- Select Village -- <input type="text" value="Pincode"/>	<input type="checkbox"/>

PERMANENT ADDRESS CORRECTION SAME AS PRESENT ADDRESS

Address:	Permanent Address in Draft	Actual Permanent Address	<input type="checkbox"/>
	69,অহাৰুৱাী এম কোমপাৰ্শ্বকেশ বৰ্তী পল-0049 - অ প - 1 627,কামৰূপ মহকমা	<input type="text" value="Building No in English"/> <input type="text" value="Building No in Assamese"/> <input type="text" value="Locality/Street Name in English"/> <input type="text" value="Locality/Street Name in Assamese"/> -- Select Country -- -- Select State -- -- Select Other State -- -- Select District -- -- Select Circle -- -- Select Village -- <input type="text" value="Pincode"/>	<input type="checkbox"/>

PLACE OF BIRTH CORRECTION

Address:	Place of Birth in Draft	Actual Place of Birth	<input type="checkbox"/>
	কামৰূপ	-- Select Country -- -- Select State -- -- Select Other State -- -- Select District --	<input type="checkbox"/>

PHOTO CORRECTION

Photo Action	Photo Available in Draft	Condition	<input type="checkbox"/>
		Need to change the photo	<input type="checkbox"/>

MIXING OF FAMILIES

Name of persons not belonging to my family appearing under my ARN.	Specify please (Use Ctrl key to select multiple members)	<input type="text" value="Select Mem Id --"/> 1.দিবাকৰ মহন্ত 3.শশাংক মহন্ত 4.গীতাজলী মহন্ত 5.অনামিকা দেবী মহন্ত 6.সুশীলা মহন্তমহাৰ	<input type="checkbox"/>
--	--	---	--------------------------

OTHERS

Remarks:

Back
Submit

Note:

1. For draft correction, the changed values of those fields which are checked/selected, will only be considered.

Scratch Pad

Click Here For Virtual Keyboard

5. After carrying out all the required corrections/ modifications, the portal will ask for confirmation by asking to select “Submit” button for that member.

6. After clicking “Submit” button, the following message appears. Click on the “Confirm” button to submit the changes made.

Confirm! close

Do you want to confirm the changes ?

Confirm

Cancel

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7. Click on **Yes** button to continue in the same page or click on **No** button to go to the previous page.

Confirm!
close

Data has been updated successfully. Do you want to continue in this page ?

Yes

No

8. Carry out the corrections/ modifications for all the members for whom such corrections/ modifications are required as shown in the steps above. Instructions for typing in vernacular languages using English keyboard are given in the subsequent paragraphs.

9. On completion of corrections/ modifications for all members, click on the **“Receipt Generation”** button.

5	401832202129073600132	5	অসমিকা দেবি মহন্ত	মুকেশ চন্দ্ৰ দেবি	বল্লিতা দেবি	দিলসমি মহন্ত	Female	Need to Change
6	401832202129073600132	6	সুধিতা মল্লুলাৰ	পিতাই মল্লুলাৰ	জয়া মল্লুলাৰ	শশাঙ্ক মহন্ত	Female	Need to Change
7	401832202129073600132	7	লোহা মহন্ত	শশাঙ্ক মহন্ত	সুধিতা মল্লুলাৰ		Male	Need to Change

Showing 1 to 7 of 7 entries

Previous
1
Next

Note:

- Applicants whose names are not included in the Complete draft NRC are still under verification and decision on their inclusion based on eligibility will be a part of Final NRC to be published subsequently.
- Correction provision shall be applicable only for those whose names are included in Complete NRC Draft.
- All corrections are to be made as per information submitted in the original Application Form by applicant.
- Changes that might have occurred in status of applicants since 2015 such as in marital status, age, present address etc. will not be changed by way of Correction either online or at NSKs.
- This is to be noted that correction will be made only if there is any data entry error in digitizing the Application Form submitted in May - August 2015.
- Correction in Permanent address, present address & place of birth - applicants can't make corrections in these fields if they have changed their addresses post NRC form submission in 2015. It only will be allowed if the addresses appearing in Draft are not same as per the addresses submitted by the applicants in their NRC Application form.

Receipt Generation >>

10. “Receipt Generation” is equivalent to final submission of corrections/ modifications made. Before “Receipt Generation”, however, the User can still review and change the corrections/ modifications made against the members. On clicking “Receipt Generation” button, the data will be displayed in both English and Vernacular languages as shown in the screen shot below.

NRC DRAFT CORRECTION
FAQ | Home | Logout

Verify Data In Preferred Language (Assamese)
Available only if any corrections / modifications have been made

Verify Data In English Language
Available only if any corrections / modifications have been made

Show 10 entries Search:

Verify Data In Preferred Language (Assamese)																
SL NO	ARN	Mem ID	Name	Father Name	Mother Name	Spouse Name	Gender	Marital Status	Mobile No	Age/DOB	Photo	Place of Birth	Present Address	Permanent Address	Requested for Exclusion	
2	401832202129073600132	2	Updated	বিহালব মহন্ত	পীতাম্বৰী মহন্ত	অসমিকা দেবি মহন্ত	Male	Currently Married	9954964758	35		অসম,তালত	69, গুৱাহাটী (এম জেবুশাংগোল) হাৰ্ডি নং- 0049 - অসম - 1 (627), কামৰূপ মহানগৰ	69, গুৱাহাটী (এম জেবুশাংগোল) হাৰ্ডি নং- 0049 - অসম - 1 (627), কামৰূপ মহানগৰ		
7	401832202129073600132	7		লোহা মহন্ত	শশাঙ্ক মহন্ত	সুধিতা মল্লুলাৰ	Male	Never Married		Updated	12/07/2014		অসম,তালত	69, গুৱাহাটী (এম জেবুশাংগোল) হাৰ্ডি নং- 0049 - অসম - 1 (627), কামৰূপ মহানগৰ	69, গুৱাহাটী (এম জেবুশাংগোল) হাৰ্ডি নং- 0049 - অসম - 1 (627), কামৰূপ মহানগৰ	

Showing 1 to 2 of 2 entries Previous 1 Next

I confirm the above changes.

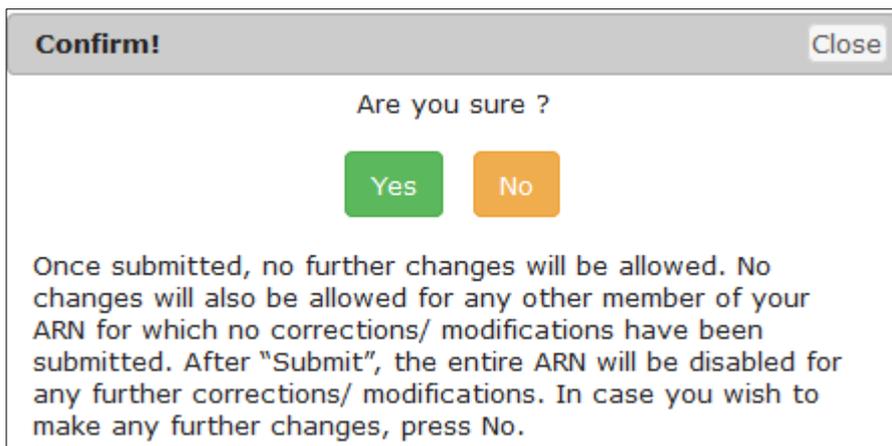
Note: Please Verify the data before submit. Click on "Verify Data In Preferred Language & Verify Data In English Language" to verify the data.

<< Go Back
Submit

11. The above screen will be displayed only for those members for whom any corrections/ modifications have been made. A red text flag “Updated” will be displayed against members/fields where corrections/ modifications are made (as shown in the screen shot above). This display will appear just before final submission of such changes i.e. just before you click the “Submit” button after ticking the checkbox “I confirm the above changes”. Data will not be displayed for those members for whom no corrections/ modifications were made. The user can still do any further corrections/ modifications by clicking “Go Back” button. Such corrections/ modifications can also be made for other members of the family for whom no corrections/ modifications were made till then. However, if the user is satisfied with the corrections/ modifications made and doesn’t intend to make any further changes, click the correction checkbox present under both the Vernacular and English Tabs to confirm submission of such changes - “I confirm the above changes” — and then click the “Submit” button. Users may like to keep the screen shot of this display of the changes made for future reference as the details of the corrections made will not be given in the Receipt generated after final submission.

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12. **After receipt generation (final submission), no further changes will be allowed.** Such changes will not be allowed even through offline/manual request submitted at NSKs through Correction Forms. It also needs to be noted that no further changes will be allowed **also for any other member of that ARN for which no corrections/ modifications have been submitted. As such, the entire ARN will be disabled for any further corrections/ modifications. Users, therefore, need to be careful before clicking the “Submit” button.** Upon clicking the Submit button, the following message appears:



13. Click **“Yes”** if you are sure about the corrections made against the member(s). In case you wish to make any further changes, click **“No”**.

14. On final submission as at para 13, an SMS will be sent to the Registered Mobile Number (RMN) as follows:

“Dear User,

Your Receipt No has been generated (OC1018xxxxxxxxxxx00073) for the ARN 1018xxxxxxxxxxx00073.

Thanks

Team NRC.”

Warning: It needs to be noted that criminal action will be taken against those persons who try to make any corrections/ modifications of any persons/ ARN without authorization from users of that ARN. If any person finds that his/her ARN is already registered or submitted by someone else without consent, then such incidences should immediately be reported to the NRC Call Centre (number – 15107) or to the designated NSK. The address of the registered person entered during registration will be used as an updated correspondence address.

Acceptance of corrections/ modifications: The corrections/ modifications made online by the users will be compared with the particulars in the original Application Form. The corrections/ modifications will be accepted if found to match with the particulars in the original Application Form. On such acceptance, an SMS will be sent to the Registered Mobile Number (RMN). Please note that there will not be any publication of these changes until publication of Final NRC. Please note that this process may take a few months. The Draft Portal will continue to display the particulars in the same manner as before the corrections/ modifications were made.

SMSs from NRC Draft Name Correction Portal: User will receive SMSs 4 (four) times from the NRC Draft Name Correction Portal:

1. OTP (One Time Password) – this SMS will be sent during registration.
2. Submission of corrections/ modifications - this SMS will be sent immediately on submission of the corrections/ modifications in particulars.
3. Acceptance - this SMS will be sent on successful matching of the corrections/ modifications with the particulars in the original Application Form.
4. SMS will be sent to the applicant for forgot password functionality.

Online versus Offline – Corrections can also be submitted manually through submission of a **Correction Form** at the designated NSK. It may, however, be noted that **Online corrections/ modifications** made will be given preference in case any

contradiction is noticed between the manual **Correction Form** and the Online Corrections/ Modifications. Those persons who have submitted their manual **Correction Form** at the designated NSK can still carry out the corrections/ modifications online.

Desktops/Laptops only and no Mobile Phones/ Tablets: NRC Draft Name Correction Portal will work only through desktops/ laptops. It will not work through Mobile Phones/ Tablets. Even if one opens the portal through Mobile Phones/ Tablets, the Portal may open but the particulars, specially in Vernacular languages may not appear correctly - **it is advisable therefore, not to try and operate the portal through Mobile Phones/ Tablets.**

Complaints –Inform us at 15107 or 1800-345-3762 in case of any problems or assistance in typing or on noticing any mischief for example, inability to register for your ARN or any information about misuse.

Instructions for typing names in Vernacular Language

1. Phonetic Transliteration while Typing:

- i. After logging in to the Application, there is a session time of 60 minutes. So, the necessary corrections done against a member must be saved (“Submit” button) within this time to save the changes.
- ii. There is a textbox called “**Scratch Pad/ Practice Area**” which can be used for typing practice. It is highly recommended for first time users to do a little typing practice and gain confidence before carrying out any corrections / modifications in the particulars. For example, the desired spelling may be first achieved by typing practice. After getting the desired spelling and gaining confidence, then the same can be typed in the actual required textbox.
- iii. Click on the Checkbox under column “**Click to Edit**” against a name.
- iv. The textbox under column “Actual name” will get enabled.
- v. Place the cursor in that text box.
- vi. Type your desired name using normal English keyboard as per the pronunciation of the word.
- vii. A pop-up window appears showing the list of probable words as you type.
You can then select the desired choice from the list of probable words. For example: If you type “apurba” or “dalimi”, then the online portal will suggest the following names in Assamese as shown below.



- viii. You can select the desired word from the list by pressing the “**space**” bar or “**enter**” key or by selecting with the mouse.
- ix. **It may be noted that Copy/ Paste functions will not function in this Portal.**

Smart Technique of Phonetic Typing: Sometimes it may happen that even by typing a complete word, the desired spelling may not appear, so in such cases, you may try typing that word in parts. For example: If you want to type “বৰভূঞা” and in phonetic typing, if you type “borbhuyan” or “barbhuyan”, then the exact name does not appear. So, first you type “bar” and it will appear as “বৰ”, then you hit the “**space**” bar of the keyboard and then press the “**backspace**” key and then type “bhuyan” and hit the “**space**” bar or “**enter**” key, it will produce the desired word “বৰভূঞা”.

- i. If a particular name is not available with phonetic typing, then the same can be typed with Inscript or Virtual Keyboard available in the portal. For example: if you want to type জ্যোতিস্মীতা in Assamese, and if you type "jyotismita" in English then the name produced by phonetic typing is জ্যোতিসমীতা. In that case the virtual keyboard present in the portal needs to be used and the typing shall be as per the alphabets present in the keyboard.

The Virtual (Inscript) keyboard for On-Screen typing is shown below:



- ii. On clicking the letters on the On-Screen keyboard the same will be typed in the required text box.
- iii. Click on **AltGr** key to display the remaining alphabets of the applicable (Assamese/Bengali/Bodo) language.
- iv. In order to create conjunctions using the virtual keyboard, the key "্" needs to be used between two letters. For Example, if you want to type "কৃষ্ণাত্রেয়", then you have to use "্" between ষ and ণ to get ষ্ণ.
- v. In order to type জ্যোতিস্মীতা using the virtual or inscript keyboard, place the cursor in the required text box, then click on the Assamese/Bengali/Bodo alphabets on the keyboard and the same will appear in the textbox. You have to use above mentioned conjunction typing technique to type "স্ম".
- vi. **The Bodo names can be corrected only with the virtual/inscript keyboard, and not with the phonetic typing.**
- vii. **If for some reason the phonetic typing does not work, the virtual/inscript keyboard can still be used.**

Note: The best browsers to run this portal are Google Chrome and Mozilla Firefox (latest versions).

Some commonly used words are given below with their corresponding English letters used in phonetic typing for your reference.

NAME	Name in Assamese	Keyboard letter used
AMINA KHATUN	আমিনা খাতুন	amina khatun
RAHIMA KHATUN	ৰহিমা খাতুন	rahima khatun
HASEN ALI	হাচেন আলী	haachen ali
PURNIMA DAS	পূৰ্ণিমা দাস	purnima das
KRISHNA DAS	কৃষ্ণা দাস	krishna das
RANJIT DAS	ৰঞ্জিত দাস	ranjit das
ANKITA DEVI	অঙ্কিতা দেবী	ankita devi
KAMAL DEKA	কমল ডেকা	kamal deka
BIJAY NATH	বিজয় নাথ	bijay nath
PARESH BARUAH	পৰেশ বৰুৱা	paresh baruah
BARNALI GOGOI	বৰ্ণালী গগৈ	barnali gogoi

RAJEEB HALOI	ৰাজীৰ হালৈ	rajeeb haloi
KALPANA DAS	কল্পনা দাস	kalpana das
RAJU BARMAN	ৰাজু বৰ্মন	raju barman
DILIP DAS	দিলীপ দাস	dilip das
ANAMIKA DEVI	অনামিকা দেৱী	anamika devi
DIPALI BORA	দিপালী বৰা	dipalee bora
PRANJAL SAIKIA	প্ৰাঞ্জল শইকীয়া	pranjai saikia
DIPALI KALITA	দিপালী কলিতা	dipalee kalita
JAYANTA BORA	জয়ন্ত বৰা	jayanta bora
JAYANTA DEKA	জয়ন্ত ডেকা	jayanta deka
GITA PHUKAN	গীতা ফুকন	gita phukan
JAYA BORPHUKAN	জয়া ফুকন	jaya phukan
HITESH BARUAH	হিতেশ বৰুৱা	hitesh baruah
PUSPA BEZBARUAH	পুষ্পা বেজবৰুৱা	puspa bezbaruah
RAMESH PUJARI	ৰমেশ পুজাৰী	ramesh pujari
DIPAK KALITA	দীপক কলিতা	dipak kalita
PRAKASH SINHA	প্ৰকাশ সিনহা	prakash sinha
BINA MEDHI	বীণা মেধি	beena medhi
ROHIT HAZARIKA	ৰোহিত হাজৰিকা	rohit hajarika
BIKASH TAMULI	বিকাশ তামুলী	bikash tamuli
MANOJ TALUKDAR	মনোজ তালুকদাৰ	manoj talukdar
SURAJ BASAK	সুৰজ বাসাক	suraj baasaak
NANDITA PATHAK	নন্দিতা পাঠক	nandita pathak
KABITA DEURI	কবিতা দেউৰী	kabita deuri
DEEP DAS	দীপ দাস	deep das

Some complex words are given below with their corresponding English letters used in phonetic typing for your reference.

How to type with the phonetic keyboard	Name in Assamese
nayana goswami	নয়না গোস্বামী
debaangana thakuria	দেবাংগনা ঠাকুৰীয়া
pritismaa konwar	প্ৰিতিস্মা কোঁৱৰ
jayanta barman	জয়ন্ত বৰ্মন
himaaxi duwori	হিমাক্ষী দুৱৰী
samidhi tanti	সমৃদ্ধি তাঁতি
niranjan khakhlarr	নিৰঞ্জন খাখলাৰী
nunnahar begum	নুনাহাৰ বেগম
praapti hajarika	প্ৰাপ্তী হাজৰিকা
brishti chaliha	বৃষ্টি চলিহা
labanya talukdar	লাবণ্য তালুকদাৰ
mritunjay das	মৃত্যুঞ্জয় দাস
parishmita	পৰিশ্মিতা

ritwik talukdar	ঋত্বিক তালুকদাৰ
navadeep kalita	নৱদীপ কলিতা
vyotirindra	জ্যোতিৰিন্দ্ৰ
arunima das	অৰুণিমা দাস
sreyashi mahanta	শ্ৰেয়সী মহন্ত
mithilesh	মিথিলেশ
anusuya	অনুসুয়া
mrinmoyee	মৃন্ময়ী
siddhaangana	সিদ্ধাংগনা
abhimanyu	অভিমন্যু
suklampha	সুক্লাংফা
situparna	ঋতুপৰ্ণ
ekantika	একান্তিকা
subhasini	সুভাষিণী
rishav Sarma	ঋষভ শৰ্মা
purushottam	পুৰুষোত্তম
trilochan	ত্ৰিলোচন
waidish	বৈদিশ
pramathesh barua	প্ৰমথেশ বৰুৱা
mafizuddin ahmed hajarika	মফিজুদ্দিন আহমেদ হাজৰিকা

- You may also refer the FAQ (Frequently Asked Questions) section for help. The FAQ can be downloaded from the following link.
https://draftcorrect.in/OnlineDraftCorrection/faq/DraftCorr_FAQ.pdf
- NRC Toll Free Call Centre Number – 15107 (for inside Assam callers) and 18003453762 (for outside Assam callers).