

30-12/2024-D
Government of India
Ministry of Communications
Department of Posts
(Mail Business Division)

Room No. 350, Dak Bhawan
New Delhi – 110001
Dated 13.03.2024

To

All HoCs

Sub: Implementation of Citizenship (Amendment) Act, 2019, (CAA) – Constitution of State Level Empowered Committee and District Level Committee for processing of Citizenship application under Section 6B of the Citizenship Act, 1955.

Sir/Madam,

The Citizenship (Amendment) Act, 2019 was notified on 12.12.2019 (**Annexure-A**) and came into force w.e.f. 10.01.2020. Ministry of Home Affairs vide Notification GSR No. 172 (E) dated 11.03.2024 (**Annexure-B**) has notified the Citizenship (Amendment) Rules, 2024 inter-alia providing provisions for grant of Indian Citizenship to the persons who are eligible under the Citizenship (Amendment) Act, 2019.

2. Ministry of Home Affairs vide Statutory Order No. 1241(E) dated 11.03.2024 (**Annexure-C**) has issued order specifying the authority(s) who are required to process/decide the citizenship application preferred by eligible persons in pursuance of Citizenship (Amendment) rules, 2024 read with the Citizenship (Amendment) Act, 2019:-

- I. **State Level Empowered Committee(SLEC):** - For the purposes of sub-rule (1) of rule 11A and rule 13A of the Citizenship Rules, 2009, there shall be an Empowered Committee in the States or Union Territories, which shall be headed by the Director (Census Operations) of the State or Union Territory concerned and shall consist of following officers as members, namely: -
 - a) an officer in the Subsidiary Intelligence Bureau not below the rank of Deputy Secretary to the Government of India;
 - b) jurisdictional Foreigners Regional Registration Officer concerned;
 - c) the State Informatics Officer of National Informatics Centre of the State or Union Territory concerned; and
 - d) Post Master General of the State or Union Territory concerned or a Postal Officer nominated by the Post Master General not below the rank of Deputy Secretary to the Government of India;



In addition, the following officers shall be invitees of the Empowered Committee, namely: -

- a) a representative from the office of Principal Secretary (Home) or Additional Chief Secretary (Home) of the State Government or Union Territory concerned; and
 - b) a representative of jurisdictional Divisional Railway Manager of Railways.
- II. **District level Committee (DLC):-** for the purposes of sub-rule (3) of rule 11A and sub-rule (3) of rule 38 of the Citizenship Rules, 2009, there shall be a District Level Committee which shall be headed by the jurisdictional Senior Superintendent or Superintendent of Post who shall be the Designated Officer; and shall consist of the following as members, namely:-
- a) District Informatics Officer or District Informatics Assistant of the District concerned; and
 - b) nominee of the Central Government;

In addition, the following officers shall be invitees of the District Level Committee, namely: -

- a) a representative not below the rank of Naib Tehsildar or equivalent from the Office of District Collector; and
 - b) jurisdictional Station Master of Railways (subject to availability)
- III. Quorum of each of the above Committees shall be two, including the chair.

3. In pursuance of Government of India order mentioned above, the respective Director (Census Operation) is requested to seek the nomination of members of State Level empowered Committee and District Level Committee from the Department concerned. Further, Director (Census Operation) has also requested to publish the details of formation of SLEC & DLC in newspapers for wide publicity.

4. The application will be processed on a secured portal <https://indiancitizenshiponline.gov.in>", which can be accessed through VPN token. Director (Census Operation) and Designated Officer are required to obtain VPN Token to access the secure portal. The instructions and DSC request form for obtaining VPN Token is enclosed as **Annexure –D**. DSC request form can also be downloaded from <https://vpn.nic.in>. For any clarification in filling up of the form, NIC may be contacted on e-mail: ak.dadhichi@nic.in

5. A copy of Standard Operating Procedure (SOP) for processing of citizenship applications under Section 6B, Citizenship (Amendment) Act, 2019, (CAA), Frequently Asked Questions (FAQs) with regard to submission of applications for grant of citizenship under Section 6B of the Citizenship Act, 1955 and Brochure on legal provisions are enclosed for reference as **Annexure – E, F and G** respectively for reference.


5. In order to implement the order(s) of MHA dated 12.03.2024 (copy enclosed), the following action points have been identified, which circle has to ensure:



- I. Nomination of a member for the State Level Empowered Committee not below the rank of DS, preferably DPS (HQ) by the CPMG/PMG. The nomination details should be submitted directly to Director (Census Operation) concerned under intimation to this office as per the format attached.
- II. Nomination of Designated Officer for District Level Committee The nomination details should be submitted directly to Director (Census Operation) concerned under intimation to this office as per the format attached. For each district, only one Designated Officer to be nominated.
- III. Mapping of postal division with District as per the format.
- IV. Designated Officer should submit a DSC request form to obtain VPN Token. Scanned soft copy (color) of the form may be sent by email to DS (Immigration), MHA (balbir.singh67@nic.in) with a copy to Director (Citizenship), MHA (dirc-mha@gov.in). Hard copy of the form may be sent subsequently to the address: DS (Immigration), Foreigners Division, Ministry of Home Affairs, Open Gallery, 1st Floor, Major Dhyan Chand National Stadium, India Gate circle, New Delhi – 110001.
- V. Identify location for Facilitation Centre (FC) where applicant will visit in person for document verification & ensure basic amenities at FC e.g. drinking water, waiting area, rest rooms etc.
- VI. DPS (HQ) will be nodal officer at Circle level for monitoring of implementation of Citizenship (Amendment) Act 2019. He/she will be assisted by an officer of the rank of APMG/AD (designated as Assistant Nodal Officer) at Circle office.
- VII. Nomination of one master trainer, one system administrator, and the Circle Nodal Officer for training at RAKNPA on March 20, 2024. The nomination details should be shared with DDG (Training) & Director, RAKNPA under intimation to this office.

It is requested to finalize nomination details by 15.03.2024 and submit to this office.

This issues with the approval of Competent Authority.


13/03/24
(Dushyant Mudgal)
Dy. Director General (MO)

Copy to:-

- I. Director, RAKNPA, Ghaziabad for information & necessary action.
- II. DDG (Training) to organize a training session for Assistant Circle Nodal officer, Master Trainer & system administrator. Necessary directions may be issued to all HoCs.
- III. Sh. R D Meena, Director (Citizenship), Citizenship wing, Foreigners Division, Ministry of Home Affairs, MDC National Stadium, India Gate, New Delhi – 110002

Details of Designated Officer of the District Level Committee

Sl. No.	State/UT	District	Name of Designated Officer	Designation	Office address	Email ID	Contact details	
							Mobile	Landline

Details of member of State Level Empowered Committee

Sl. No.	State/UT	Name of officer	Designation	Office address	Email ID	Contact details	
						Mobile	Landline

Details of circle Nodal officer, one master trainer & one system administrator for training

Sl. No.	Name of Circle	Name of Circle Nodal officer	Name of Master Trainer	Name of system administrator	Contact details	
					Mobile	Landline

Format for mapping of Divisions to District

Sl. No.	Name of Circle	Name of the Postal Division	Name of District <i>mapped with Division</i>	Name of SSPO/SPO	Office address	Email Id	Contact details	
							Mobile	Landline