

सा०/No. : 5-1(17)/2008-PD

Dated 16.06.2023

प्रेषक / From : संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

सेवा में / To : सी.एस.आई.आर. के सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एककों के निदेशक/प्रधान
The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units

विषय/ Sub : National Crime Record Check (NCRC) Portal - reg.

महोदया/Madam / महोदय/Sir,

मुझे, उपरोक्त विषय पर अपर सचिव, गृह मंत्रालय, भारत सरकार के पत्र सं. 1/51/2022-ICJS(Ws-IV)/568 दिनांक 21.04.2023 को आपकी जानकारी, मार्गदर्शन और अनुपालन के लिए अग्रेषित करने का निदेश हुआ है।

I am directed to forward herewith letter No. 1/51/2022-ICJS(Ws-IV)/568 dated 21.04.2023 from Additional Secretary, Ministry of Home Affairs, Government of India on the above mentioned subject for your information, guidance and compliance.

भवदीय/Yours faithfully,



(एम. अरुण मणिकण्ड भारति / M Arun Manikanda Bharathi)

अवर सचिव (नीति प्रभाग) / Under Secretary (PD)

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

- 1) Sr. COA/CoA/AO of CSIR Labs/Instts/Units – for necessary action.
- 2) सी.एस.आई.आर. वेबसाइट/ CSIR Website
- 3) कार्यालय प्रति/Office copy.

Shyamal Misra, IAS
Additional Secretary (WS & F)
Tel. No.: 011-23092630
e-mail: asws-f@mha.gov.in



75
आज़ादी का
अमृत महोत्सव

भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS
NORTH BLOCK
NEW DELHI-110001

F. No. 1/51/2022-ICJS (WS-IV)/568
April 21, 2023

Respected Ma'am/Sir :

I am pleased to inform that the National Crime Record Check (NCRC) portal of National Crime Records Bureau (NCRB), a web-based application developed to fast track antecedent verification, has been inaugurated on 20th January 2023 by Hon'ble Union Home Minister and Minister of Cooperation, Shri Amit Shah, during the DGsP/IGsP Conference 2022, held from 20th to 22nd January 2023 in New Delhi.

2. The NCRC Portal (<https://ncrc.gov.in/>) has been designed to leverage data of Crime & Criminal Tracking Network & Systems (CCTNS) and Inter operable Criminal Justice System (ICJS) to provide a facility for verification of recruited/selected personnel for Central Government employment. The registered users can upload details of the personnel on the portal for obtaining their Preliminary Crime Record Check Report. NCRC will match the given details of the person(s) against the National Database of CCTNS and ICJS which is based on the data entered by States/UTs in the said portals. This would automatically generate a report, which may be downloaded by the registered users of the Government Departments/Organizations from the portal.

3. This portal will assist the Department/Ministries in preliminary verification and fast tracking the process, while obtaining the regular antecedent checks as per norms.

4. It is requested that the NCRC portal may be put to use and may be circulated among the subordinate offices. For any assistance Shri D. Bhattacharjee, Assistant Director (CCTNS), NCRB may be contacted on email devbhat@ncrb.gov.in and Tel: 011-26735649. The Standard Operating Procedure (SOP) for using the portal is enclosed for reference.

With regards,

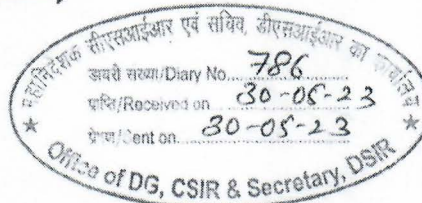
Yours sincerely,

[Signature]
21/04/23
(Shyamal Misra)

Encl: As above

To,

1. Secretaries of all Central Ministries/Departments of the Government of India
2. Chairman / Secretaries of CAPFs, CPOs and PSUs



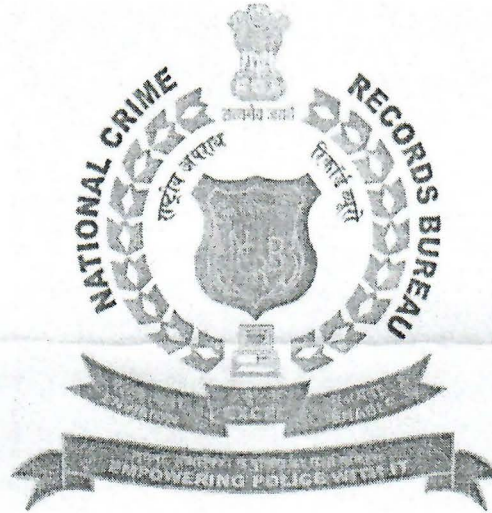
[Signature]

Please circulate

[Signature]
24/4/2023
ASO (Nancy)

डायरी सं. / Diary No. 240
संयुक्त सचिव, डी एस आई आर
Joint Secretary, DSIR
दिनांक / Date 21-05-23

[Signature]
21/5/23
H.S.B./Din
(Adm)



National Crime Records Check

**Standing Operating Procedure on
National Portal for verification of Crime Record Check in
CCTNS and ICJS databases**

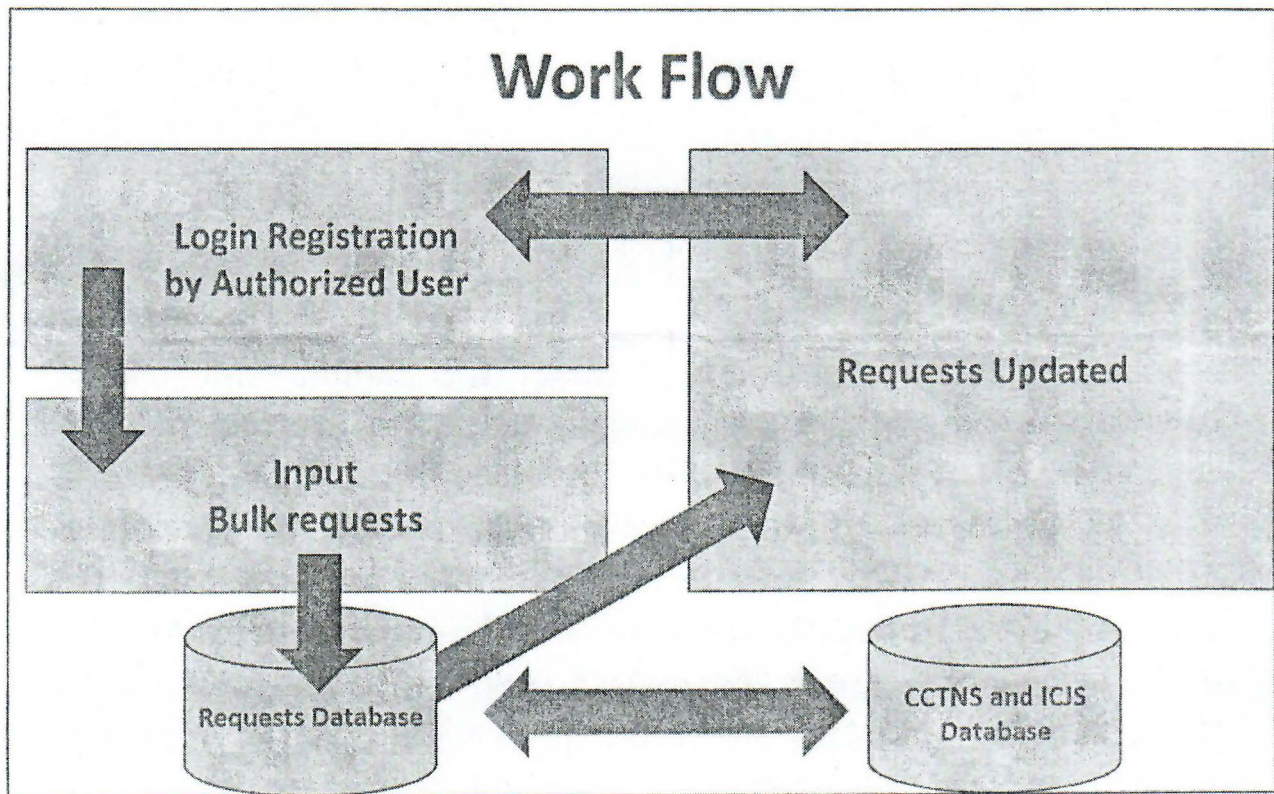


PURPOSE

This document aims at providing instructions as to how intended users of the portal must complete process provided through the Portal. National Crime Records Check (NCRC) portal is available at <https://ncrc.gov.in/>

SCOPE

As per the guidelines of GoI, any person with criminal antecedents shall not be employed in the government. The exercise of such verification of criminal antecedents is being done by all Centre & State Governments through correspondence with the concerned State/Local police. This exercise takes long time and even years for getting verification report especially from the remote areas. Many a times, it may not reflect the correct position, if the candidate is involved in a crime outside the jurisdiction of Police Station where he resides especially if he temporarily resides in different District or State. The NCRC Portal has been designed to enable competent authorities in Government departments to expedite recruitment process of selected candidates, as registered authorised users can upload details on NCRC for obtaining preliminary report of criminal records check. NCRC will automatically match the given details of the person(s) against the National Database of CCTNS and ICJS and a preliminary report of criminal record check will be sent back to the registered user of the Government department. However, NCRB advise the competent authorities to get further verification of antecedents of candidates from the concerned State/UT Police at their end.



Users / Portal Interfaces

National Crime Records Check (NCRC) portal is available at <https://ncrc.gov.in/>, with two intended users:

1. System Administrator (NCRB): Request generated from Government Department is attended by NCRB i.e., at NCRB's interface <https://ncrc.gov.in>

NCRC G20
National Crime Records Check



Contact Us

Registration

Department Login

NCRB Login

Steps for Crime Record Verification

*Home Page*

2. Requesting user Government Departments: For registration of Government Department and login (Client Interface) available at <https://ncrc.gov.in/>. The portal can be accessed through NIC Network with fix IP or through VPN based secure access with fix IP. Whitelisting of identified computers of user department will be completed by NCRB.

Procedure

1. Government Department Registration

Government Department can register itself in the portal by providing a Mobile number, organization details, and contact person details in a sign-up form followed by Mobile OTP verification. After submitting the form system will generate a specific 'User ID Number'.



Registration

Type of Organisation*

Designation*

Email ID*

Document Number*

Captcha*

Name of the Authorized Person as per Aadhaar/Valid Identity Proof

Enter First Name Enter Middle Name Enter Last Name

Code* Mobile No.*

Select Identity Document to Upload*

Upload Document (Only pdf file max size 5 MB with .pdf extension is allowed)

Choose File No file chosen

Registration Form

Department Dashboard

Total Request **5614** Pending Request **958** Processed Request **4656**

Sr.No.	Reference No.	Org Ref No.	Name	Father's Name Mother's Name	Date of Birth (DD/MM/YYYY)	Present Address PS, District, State and PIN	Permanent Address PS, District, State and PIN
1	NCRB/652		SHITAL	RAJESH KUMAR	21/11/1996	37 A/B BLOCK -B NEAR YADAV CHOWK SANGAM PARK KHODA COLONY,...	37 A/B BLOCK -B NEAR YADAV CHOWK SANGAM PARK KHODA COLONY,...
2	NCRB/908		SHIVA	VINOD KUMAR	29/08/1996	FLAT NO -670 POLICE COLONY SEC B-4 POCKET 1 NARELA,...	FLAT NO -670 POLICE COLONY SEC B-4 POCKET 1 NARELA,...

Department Dashboard

2. Verification Request Process

Successful signup in the portal enables the user access the portal showing up the dashboard page which contains following heads

- Total Requests
- Pending Requests
- Processed Requests