

केवल सरकारी उपयोग के लिए
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भारत सरकार के राजपत्र के विभिन्न भागों
के
अनन्य ई-प्रकाशन से संबंधी संशोधित हिदायतें

**REVISED INSTRUCTIONS REGARDING
EXCLUSIVE E-PUBLISHING OF THE
VARIOUS PARTS OF
THE GAZETTE OF INDIA**

संशोधित : 2023
REVISED : 2023

मुद्रण निदेशालय,
आवासन और शहरी कार्य मंत्रालय,
भारत सरकार, नई दिल्ली-110011 द्वारा
संकलित और जारी

**Compiled and issued by the
DIRECTORATE OF PRINTING,
MINISTRY OF HOUSING AND URBAN AFFAIRS,
GOVERNMENT OF INDIA, NEW DELHI-110011**

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GOVERNMENT OF INDIA
MINISTRY OF HOUSING AND URBAN AFFAIRS
(DIRECTORATE OF PRINTING)

Nirman Bhawan, New Delhi
Dated: 15.11.2023

OFFICE MEMORANDUM

Subject: Various instructions regarding the exclusive e-publishing of the various parts of the Gazettes of India— Streamlining the procedure - regarding

Instructions, with regard to the procedure to be followed by the Indenting Departments as well as Govt. of India Presses for publication of Gazette Notifications, have been periodically disseminated over time. With the objective of streamlining the e-publishing procedure, a decision has been taken to reiterate the prescribed steps, as detailed below:

- (i) All Ministries/Departments are required to register their Nodal Officer and Alternate Nodal Officer, holding ranks equal to or higher than that of an Under Secretary to the Government of India, on the e-Gazette portal i.e. www.egazette.gov.in. These registered officers will be responsible for submitting notification content online on e-Gazette portal.
- (ii) The content intended for publication is to be exclusively submitted through the e-Gazette Portal in the prescribed format, consisting of **both a Word file and a signed PDF file**, containing the bilingual notification, and covering letter.
- (iii) The prescribed page format for uploading may be as follows:—
 - In light of the bilingual nature of all Notifications, featuring both Hindi and English versions, the initial page, i.e., the Hindi Version, should have a designated space of 11 cms (4.25 inches) from the top to allow for the insertion of the Crest and other Gazette Notifications details.
 - Font should be, with Hindi text requiring Unicode (Mangal, 12-point size) and English text to be in Times New Roman (10-point size), maintaining standard leading and automatic spacing.
 - The page composition, or print area, must be configured to limit the width to 18 cms (7 inches) and the height to 24 cms (9.5 inches) for all pages beyond the first. The total height, including the 11 cms (4.25 inches) mentioned in Paragraph 1, should not exceed 24 cms (9.5 inches) for the first page.

- (iv) Notifications are to be accompanied by a signed covering letter in PDF format, having the same file number as the Notification. The letter should certify that the content in both the PDF and MS Word files is identical and signed by the same Competent Authority.
- (v) The covering letter should prominently display the billing address, including the telephone/mobile number of the DDO/Concerned authority.
- (vi) Notifications that do not adhere to the specified guidelines, incomplete notifications, unsigned notifications, notifications with corrupted MS Word files, or those lacking mention of Part, Section, Subsection, etc., are subject to be returned by the relevant Government of India Press. Any delay in e-publishing arising from these issues is the responsibility of the indenting Department.

2. Details of various Parts, Sections etc. of the Gazette

The Gazette of India is categorized into multiple Parts and Sections, each dedicated to specific content, while further details are provided under Sub-sections. The Presses for e-publishing the Gazette's various components is given as below:

Part	Section	Sub-section	Type of matter to be published	Press in which published	
				Ordinary	Extraordinary
I.	1		Notifications relating to Resolutions and Non-statutory Orders issued by the Ministries of Govt. of India (other than the Min. of Defence)	Govt. of India Press, Minto Road, New Delhi	Govt. of India Press, Ring Road, Mayapuri, New Delhi
	2		Notifications regarding appointment, promotions etc. of Govt. Officers issued by the Ministries of Govt. of India (other than the Min. of Defence) and the Supreme Court of India.		
	3.		Notifications relating to Resolutions and Non-statutory Orders issued by the Min. of Defence		
	4		Notifications regarding appointments, promotions etc. of Govt. offices issued by the Min. of Defence		
II	1		Acts, Ordinances and Regulations	Govt. of India Press, Minto Road, New Delhi	
	1A		Publication of the authoritative texts in Hindi language of Acts, Ordinances and Regulations		

	2		Bills and Reports of Selection Committees on Bills	
	3	(i)	General Statutory Rules (including orders, bye-laws etc. of a general character) issued by the Ministries of Govt. of India (other than the Min. of Defence) and by the Central Authorities (other than the Administration of Union Territories)	Govt. of India Press, Ring Road, Mayapuri, New Delhi
		(ii)	Statutory Orders and Notifications issued by the Ministries of Govt. of India (other than the Min. of Defence) and by Central Authorities (other than the Administration of Union Territories)	
		(iii)	Orders and Notifications issued by the Central Authorities (other than the Administration of Union Territories)	
	3A		Authoritative Texts in Hindi (other than such texts published in Section 3 or Section 4) of General Statutory Rules; and Statutory Orders (including bye-laws of general character) issued by the Ministries of Govt. of India (including the Min. of Defence) and by Central Authorities (other than Administration of Union Territories)	Govt. of India Press, Ring Road, Mayapuri, New Delhi
	4		Statutory Rules and Orders issued by the Min. of Defence	
III	1		Notifications issued by Supreme Court, the Comptroller and Auditor General, Union Public Service Commission, Railway Administration, High Courts and the Attached & Subordinate of the Govt. of India	Govt of India Press, Minto Road, New Delhi
	2		Notifications and Notices issued by the Patent Office, Calcutta	
	3		Notifications issued by or under the authorities of the Lt. Governors	
	4		Miscellaneous Notifications, including Notifications, Orders, Advertisements and Notices issued by Statutory Bodies	
IV			Advertisements and Notices by private individuals & Private bodies	Govt. of India Press, Ring Road, Mayapuri, New Delhi
V			Supplement showing Statistics of births and deaths, etc. both in English and Hindi.	

Note: The uploaded notifications on e-gazette portal are forwarded to the respective Presses automatically depending upon the Part/ Section/Sub-section/Weekly/Extraordinary Gazette etc.,

3. Procedure to be followed by Ministries/Departments/Statutory Bodies etc.

- (i) The Part, Section and Sub-section of the Gazette in which the matter is to be published should invariably be indicated *on the top of the Notification copy* for the guidance/cross verification of the Press.
- (ii) All notifications to be published in the Gazette, except those from the Supreme Court of India, must be submitted bilingually (in Hindi and English) and bear the signature of the same competent authority.
- (iii) All Nodal Officers responsible for uploading notifications must ensure that duplicate submissions on the e-portal are avoided to prevent multiple publication of the same content.
- (iv) Extraordinary Gazette is meant for matters of utmost urgency, and no content should necessitate its use unless it cannot wait for inclusion in the next Ordinary Weekly Gazette issue.
- (v) In the case of an Extraordinary Gazette, the issue date will be the date on which the content has been received in the Press provided that it is a working day/working hours of the Press.
- (vi) The onus of the correctness of the notification's content lies with the indenting department and not with the Directorate of Printing.
- (vii) **Notifications which are to be published by a definite date:** Notifications are not to be pre-uploaded on the e-gazette portal by the indenting department under any circumstances; they must be uploaded only on the precise date of issuance or e-publication. Nevertheless, in situations where notifications must be published by a specific date for any reason, the Manager/Officer-in-Charge/Concerned Officer of the Press is required to be intimated in advance.
- (viii) Extraordinary Gazette Notifications are published only under the Approval/Signature of an officer not lower than a Joint Secretary to the Government of India. Therefore, the Notification or its covering letter should invariably bear the signature of an officer not below the rank of a Joint Secretary. With regard to folio nos. of Extraordinary Gazettes, fresh folio nos. commencing from 1 will be assigned by the Government of India Press, for each issue separately.
- (ix) The Name, Designation and a valid telephone No./mobile of the Officer signing the notification should invariably be mentioned on the covering letter to enable the Press to contact the Officer concerned in case of any shortcoming/clarification.

4. Time Schedule

(i) *E-Publishing of Weekly Gazette:*

All notifications submitted to the Press by 1:00 P.M. on the Wednesday of a given week will be included in the Gazette issue for that same week, scheduled for publication on Saturday. However, any material received after the mentioned time frame will be published in the Weekly Gazette of the following Saturday. In cases where a notification is excessively voluminous and cannot be published within the week's regular Gazette, it will be deferred for publication in the Gazette of the subsequent week.

(ii) ***E-Publishing of Extraordinary Gazette:***

The following time has to be allowed to the press for publishing:—

Volume of Notifications	Revised Schedule
1. Upto 24 pages	2 to 8 working hours from the time of receipt in the Press, or on the same day whichever is later
2. 25 Pages to 48 Pages	4 to 12 working hours from the time of receipt in the Press, or on the same day whichever is later
3. 49 pages to 100 pages	6 to 16 working hours from the time of receipt in the Press, or on the same day whichever is later
4. Over 100 pages	Additional 1 Hour for every addition of 25 pages or part thereof as referred above.

(iii) Due to the substantial surge in the amount of content scheduled for publication in the Gazette, there are instances where the Press is unable to adhere to the specified publication timelines. In such situations, to streamline the process, when a proposal for an Extraordinary issue of the Gazette of India is mooted, the relevant Ministry or Department can promptly engage with the Manager of the respective Government of India Press to collaborate on the particulars.

(iv) The contact details of Presses responsible for e-publishing Gazette notification are as under:

- *The Manager, Govt. of India Press, Minto Road, New Delhi, Ph: 011-23235416, 011-23235434 email:- gip-mr@nic.in*
- *The Manager, Govt. of India Press, Ring Road, Mayapuri, New Delhi Ph: 011-28116780, 011-28115058 email:- may-gippr@nic.in*

5. It is requested that the above procedure/instructions may please be brought to the notice of all concerned for strict compliance.


(Ram Dayal)

Deputy Director (Ptg.)

1. All Ministries/Departments of Government of India (as per standard mailing list).
2. The Chief Secretaries of all Union Territories Administration.
3. All attached and subordinate offices under the Ministry of Housing and Urban Affairs
4. The C & AG, Supreme Court, High Court, UPSC, L.S. Sectt., R.S. Sectt.
5. The General Manager, Govt. of India Press, Minto Road, New Delhi.
6. The Manager, Govt. of India Press, Ring Road, Mayapuri, New Delhi.
7. The Manager, Govt. of India Press, Nashik, Maharashtra.