

**GUIDE LINES TO PUBLISH MATTER OF NOTES**  
**CONTENTS OF COURTS IN DELHI GAZETTE PART II**  
**SECTION II**

**The following directions should be followed and below mentioned documents need to be submitted for publication of advertisement of Public Notices in the Delhi Gazette of India in Part II Section II**

1.The printing matter should be forwarded with a **request letter** on letterhead bearing the name, signature and stamp of the **competent Authority (Administrative Officer Judicial )** (in original and not in scanned copy) to The Controller of Publication, Civil Lines, Delhi-54 to publish the Delhi Gazette of India.

2. Two recent advertisements published only in two Local leading National Newspapers (in English version in English Newspaper and in Hindi version in Hindi Newspaper) are required.

The full page of the newspaper, prominently showing the name and date of publishing of the newspaper should be submitted. Newspaper older than 1 year from the date of receipt of the printing matter in the department is not acceptable and also photocopy, clipping, cut-out of newspaper is not acceptable. Please also note that Weekly, Evening Daily, Fortnightly Newspaper etc. will not be accepted.

2. Printing matter should be computer typed on plain A4 sheets. **Two original sets of Hindi** (in Kruti Dev, Font size 12, or in Mangal, Font size 10) **and two original sets of English** (in New Times Roman, Font Size 10) signed by the **competent Authority (Administrative Officer Judicial )** showing the full name, signature and rubber stamp on both the original hard copies of English and Hindi of the notification are required.

(The English and Hindi matter should be typed on A4 sheets **separately**).

**N.B. -No photocopies or scanned copies will be entertained.) Page Size:-A-4 size (21.2cms width X 29.7cms length), Matter Size: - 17cms x 24 cms, Top and Bottom Margins- 3cms, Right and left margin:-2cms).**

3. A CD in word format (MS word) in English with font- New Times Roman, Font Size 10 and in Hindi with font Kruti Dev, Font size 12 or Mangal, Font size 10 is required. The CD Matter should have the notification matter only in MS Word and no scanned matter or matter in JPG/PDF/Turkish format is acceptable.

4. A CD certificate in letterhead signed by the competent authority stating therein that the hard copy and the soft copy contain the same matter, should be submitted to the department.

5. The documents duly complete in all respects must be submitted to this Department **before 30 days of the crucial date (Date of Hearing)** mentioned therein otherwise it shall be subject to rejection by the Department .

6.A request letter addressed to the Controller of Publication, Civil Lines, Delhi -54 along with the requisite fees in advance as under is to be submitted through NTRP (Non tax Receipt Portal i.e. [www.bharatkosh.gov.in](http://www.bharatkosh.gov.in) ).(LINK)

Full Page charge (per language) Rs. 5500/- per page

Half page charge (per language) Rs. 4000/- per page

7. The public dealing hours for this purpose in this Department are 10.00am to 1.00pm and 2.00pm to 4.00pm on all working days.

8. After the application is received complete in all respects, a print order will be sent to the respective Government of India Press.

9. The Department will not be responsible for any delay in printing on the part of concerned Press.

10. Please visit our website to know how to make payment on Bharatkosh. (Link)

11. Please visit our website to know how to download the Published Gazette of India on the website of e-Gazette. (Link).

12. In any circumstances, paper submitted by the applicant in original or photocopy will not be returned or provided by the Department.

13. The controller of Publication being the publisher of the Gazette of India, reserves the right to produce the original document and other supporting documents if the same is required at any stage. And also reserves the right to reject any requests which are found incomplete /vague /unlawful and misleading.

14. In case of any dispute, is subject to Jurisdiction of Courts in the National Capital Territory of Delhi only.

Controller of Publication  
Department of Publication