

**GUIDELINES FOR NOTIFICATION
OF LOST/DESTROYED/STOLEN DOCUMENTS NOTICE**

The following directions should be followed and below mentioned documents need to be submitted for publication of advertisement for notification of destroyed/stolen documents notice.

1. One recent advertisement, published only in one Local leading National Newspaper either in English or in Hindi. It should be from the applicant side and not from any lawyer. The Newspaper must be from the state as mentioned in applicant's Proof of Residence. Newspaper published in the other states will not be accepted in any circumstances. Newspaper advertisement should contain these data

(1) Name of the applicant (2) Father's name/Husband's name (3) Full residential Address with State and (4) Small Savings and Lotteries Certificate No. (5) FIR No. (6) Date

Specimen For Newspaper Advertisement

It is for general information that Is/o ,d/o..... residingdeclare that my certificate/certificates bearing no.related to Small savings and Lotteries has/have been lost and an FIR has been lodged bearing no.dated

Hence the use of this/these certificate/certificates of authority by any person will be illegal.

The above statement made by me is true and correct to the best of my knowledge and belief. If any legal issue arises in this regard at any stage, I will be personally responsible for the same and the Department of Publication will not be liable for any consequences arising therefrom.

(Type here your existing Name)
Signature of applicant (in existing name)

The Applicant has to submit the full page of the original Newspaper after highlighting the advertisement. Newspaper older than one year, photocopy, clipping, scanned copy of newspaper will not be accepted. Please also note that Weekly, Evening Daily, Fortnightly Newspaper etc. will not be accepted.

2. Prescribed Specimen Proforma or format for publication of advertisement for notification of **destroyed/stolen** notice needs to be submitted in 2 copies in Original. Specimen format must be typed or computer printed on A4 size Sheet and signed by the applicant along with the full details of two witnesses along with their signature. A copy of ID Proof bearing the addresses of Witnesses as mentioned in the Specimen format must be enclosed with the application.

Specimen format should not be in handwritten and a Format without Applicant's signature will not be accepted. Format without the details of witnesses and their signatures will also be liable for rejection.

SPECIMEN FORMAT FOR PUBLIC NOTICE FOR DESTROYED/STOLEN
NOTICE

It is for general information that Is/o ,d/o.....
residingdeclare that my certificate/certificates bearing no.
.....related to Small savings and Lotteries has/have been lost and an FIR
has been lodged bearing no.dated
.....

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(Type here your existing Name)
Signature of applicant (in existing name)

Witness No:- 1

Signature _____
Full Name _____
Address _____

Mobile _____

Witness No:- 2

Signature _____
Full Name _____
Address _____
Mobile _____

* ID Proofs of the Applicant and Witnesses must be enclosed

**Name in the Certificate(s) and FIR must be same.

3. **An attested copy of FIR** is must to publish this type of notification.
4. An affidavit or Undertaking, duly signed by the Applicant, containing the same matter as published in the Newspaper advertisement must be submitted in Original to this Department.
5. A Letter from Directorate of Small Savings and Lotteries, Govt. of NCT, Delhi issued by Vikas Bhawan, I.P. Estate, New Delhi, certifying that the lost certificate/certificates belong/belongs to the applicant.
6. A **CD in MS word format** containing advertisement for notification of destroyed/stolen notice without witnesses' portion is required. Please note that the witnesses' details are not required to put in the CD. No other documents such as Application, Photographs, and IDs details are required to put in CD. Only the name of Applicant should be written in place of Signature in CD.

Please note that the application will not be processed without soft copy (CD).

Specimen for matter which has to be put in the CD

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Hence the use of this/these certificate/certificates of authority by any person will be illegal.

The above statement made by me is true and correct to the best of my knowledge and belief. If any legal issue arises in this regard at any stage, I will be personally responsible for the same and the Department of Publication will not be liable for any consequences arising there from.

(Type here your existing Name)
Signature of applicant (in existing name)

The matter in the CD must be in MS Word only. Matters in other formats such as scanned and or JPG/PDF/Turkish format will not be accepted.

7. A self attested copy of Government's Valid ID Proof of Applicant with S/o, a copy of FIR along with a letter from Directorate of Small Savings and Lotteries, Govt. of NCT, Delhi issued by Vikas Bhawan, I.P. Estate, New Delhi, must be submitted along with the application. Please see more details on the website for List of Valid documents (**Link** list of Valid Documents). A copy of Address Proof needs to be submitted along with the application.

8. Two Recent passport size photographs of Applicant duly self attested (cross signed) by the applicant need to be submitted with the application.

9. A CD Certificate duly signed by applicant needs to be enclosed in the application stating therein that the hard copy and soft copy contain the same matter and that the applicant is responsible for any mismatch / loss or damage in transit. Specimen of CD Certificate is below:-

CD CERTIFICATE

This is certify that:-

I _____ Son/Daughter/Wife of
_____ Residing at

Declare :-

1. That the matter in the CD and Hard Copy is same and I am responsible for any mismatch.
2. That I am responsible for quantity of CD.
3. That the CD is in M.S. Word Format.
4. That the above statement is true and correct.

Signature of Applicant

10. A request letter addressed to: The Controller of Publications, Department of Publication, Civil Lines, Behind Delhi Vidhan Sabha Metro Station, Delhi-110054. It is mandatory for the applicant to mention his/her Mobile number, e-mail and Aadhaar number in the request letter.

11. Applicant has to submit a minimum fee of Rs. 1900/- through NTRP (www.bharatkosh.gov.in) (**Link**) for advertisement of lost and found Notice . A copy of receipt of Payment must be enclosed with the application. For each and every extra information applicant has to pay Rs 250/- more. Please see more details on the website. (**Link**)

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

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

14. The documents once submitted in this department will not be returned in any circumstances, neither in original nor in xerox.

15. 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.

16. In case of any dispute, it shall be subject to the Jurisdiction of Courts in the National Capital Territory of Delhi only.

Controller of Publication
Department of Publication

