

Guidelines To Publish Notification in the Gazette of India,
Part III Section IV, Extraordinary and Weekly

In order to publish advertisement/notification in the Gazette of India Part III Section IV Weekly & Extraordinary for miscellaneous notifications, orders, advertisements, & notices issued by statutory bodies, certain formalities have to be complied with, which are as follows:-

(1) A **Request Letter, in letterhead, bearing the name, signature and rubber stamp of the competent authority**, along with the printing matter of the notification should be forwarded to the Department of Publication.

The numbering of pages of English and Hindi sets of notification should be done separately and the total number of pages should be mentioned on the request letter. The concerned Department or Authority will be solely responsible in case of missing of any page in the printing matter.

Note: Please mention the line given below on the covering letter as well as on the **first page** of the printing material as per the Gazette's category:-

In English Matter- **“To be published in Extraordinary Part III Section 4**

or

(Weekly or Ordinary) Part III Section 4

In Hindi Matter - **“असाधारण भाग III खंड IV में प्रकाशनार्थ”**

अथवा

“साधारण भाग III खंड IV में प्रकाशनार्थ”

(2) Printing matter should be 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) of the notification are required.

Each page of the notification should be **signed by the competent authority, in ink, along with rubber stamp** and the last pages of both the English and Hindi sets of Notification must contain the **name**, in addition to **signature and stamp** of the competent authority or the notification shall be liable for rejection.

Mention the Notification number and Date (accordingly in English and Hindi) on the **first pages of English and Hindi** sets of the notification. (Pagination of printing matter of English and of Hindi should be done separately)

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).

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(3) In order to publish notifications in the Gazette of India Part III Sec. IV, the Controller of Publication had issued an office memorandum No –O - 17034/6/2016/PSP-II dated 3 June 2016. Printing of material of statutory bodies, PSUs in Gazette of India. **The Department requires a forwarding letter duly signed either by the competent authority of that organization not lower than the rank of a Joint Secretary to the Government of India or an authorized** signatory duly authorized by the concerned Administrative Ministry / Department for the purpose shall accompany the printing material for publication in the Gazette. The Joint Secretary of concerned Ministry will delegate the power for notification in Gazette of India to the concerned officer of PSUs.

(4)**An Advance payment is required before publishing the matter in Gazette of India in Part III Section IV. It has to be submitted through NTRP (Non Tax Receipt Portal i.e. www.bharatkosh.gov.in)** from 01/10/2018 onwards vide Department Order Cash/NTRP/2018-19 Dated 04/10/18 in pursuance of Principal Accounts Office, M/o Housing & Urban Affairs' O.M. No.G-20018/Pr.Ao/UD/A/Cs/NTRP/2018-19/1489-1504 Dated 01-10-2018.

A copy of receipt of the payment has to be attached with the notification when sent by post/hand. (N.B. - Mention the name of the organisation in order to trace the payment of the respective party).

(N.B.- The **Advance payment** of Part-III Section-IV **has to be made on the basis of pages in the hard copy of the notification submitted in the Department** and not as per the number of pages that shall be published on the e-gazette website as the number of pages of the notification on the website may vary from the number of pages in the hard copy of the notification submitted in the Department as it is at the discretion of the Press as to how the matter is arranged, formatted and uploaded on the official website).

Calculation of Printing Charge:- For Both Extraordinary and Weekly Part III Sec IV, the rate is **Rs 2000/- per page**. The rates for publication in the Gazette of India, Extraordinary and Weekly Part III Sec IV has been revised by the competent authority vide office order No. 761/O&M /2021-22 dated 14/06/2021. **New rate is applicable w.e.f. 15/06/2021** (15th June, 2021) and revised rate is Rs 2000/- per page instead of the earlier rate of Rs 5500/- per page. Irrespective of the space taken up/ covered by the printing matter in a page , it will be treated as a full page and chargeable at the rate of Rs. 2000/- per page.

(5) A soft copy of the notification (mentioning the date on which it is being emailed) has to be emailed at the following email addresses (also copy the same to acop-dep@nic.in):-

For Extraordinary Gazette - may-gippr@nic.in.

For Weekly Gazette - gip-mr@nic.in.

(6) **CD Certificate**- Kindly send a certificate duly signed and stamped by the competent authority in letterhead stating therein that the soft copy and the hard copy of the notification contain the same matter.

(7) **E-mail Id** and **contact number** of the organisation are required.

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

(9) The maximum period of preservation of papers related to Gazette notification of Part III Section IV is for two years. After that the documents in connection with the printing of Gazette notifications are destroyed as provided in the office manual instruction of our department, without requiring any further orders from the Competent Authority so that the new documents can be stored.

If a Corrigendum is to be published by a party, the same needs to be applied within **six months (06 months) from the date of publication** of notification in the Gazette of India. The published copy of Gazette notification and a photocopy of the notification originally submitted in the Department are required in order for the Corrigendum to be issued.

Note that if a printing mistake/typographical error has occurred on the part of the Govt. Of India Press, no charges will be applicable, however if the error has occurred on the part of the Party, an amount as per existing charges has to be deposited by the Party along with fresh sets of Corrigendum (i.e. two fresh copies of English and Hindi sets of the notification, duly complying with the guidelines of Part-III, Sec-IV, along with new soft copy).

Please note that the corrigendum matter of English and Hindi sets of the notification should be typed on separate sheets.

(10) The Controller of Publications, being the publisher of the Gazette of India, reserves the right to reject any request found incomplete /vague/unlawful/misleading printing material for publication of the matter.

(11) **Steps of NTRP** are:-

NTRP DETAILS:-

Steps of NTRP:-

Step 1:- www.bharatkosh.gov.in

Step 2:- Select Non Registered User

Step 3:- This step has 04 following features:-

(i) Payment Purpose (ii) Depositor's Detail (iii) Confirm Info (iv) Pay

Step 4:- Payment Purpose

Depositor's Category:- **Housing and Urban Affairs** (Under Ministry Option)

Purpose :- Search (Lens) At the end of Page
Pages 1,2,3,4,5 are mentioned
Select 4th page : Sale Of Gazette (PAO Printing, New Delhi)

Function Head :-005800102000000- SALE OF GAZETTES ETC.

Pay and Account Office (PAO):- 042709 – Pay and Accounts Office Ptg.)

Drawing and Disbursing Office (DDO):- 242722 – Controller of Publications
(9th Row)

Amount:-INR-

Payment Frequency/ Period:-

Remarks:-Gazette Publication Fees, Change of name, Sale of Books etc.

NEXT

Step 5:-Name:-

Address:-

Mobile:-

E-mail:-

Online payment	NEFT/RTGS
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CONFIRM

Step:-6

Pay:-

Payment Gateway:-

Net Banking, Debit Card, Credit Card

PAY

Generate Receipt

(Attach the receipt with the publishing material).

(12) NEFT DETAILS:-

Payment should be made through Non Tax Receipts Portal (NTRP) only. No other mode of payment will be accepted. However, if any issue arises in making the payment with NTRP then the payment may be made through NEFT.

The details of NEFT are given below:-

(1)Name of Vendor and Address:- Controller of Publication, Department of Publication, Civil Lines, Delhi -54.(2) Name of Account:- Controller of Publication(3)Account Number:- 011103000005524 (4) Bank's Name:- I.D.B.I Bank, New Delhi (5)Name of Branch:-K.G.Marg, New Delhi, (6)Branch Code :-000011 (7)I.F.S.C code IBKL0000011(8)M.I.C.R Code :-110259001(10)011-23357800 (9) TAN :-DELC08277D. **(N.B Mention the name of the organisation in order to trace the payment of the respective party.)**

Controller of Publication
Department of Publication

CD certificate/ Undertaking

1. This is to certify that the contents in the Hard copy and the soft copy of the notification are same.
2. We undertake that if any discrepancy arises in this regard
_____ (name of department) will be solely responsible for the same and the Department of Publication will not be held responsible.