# Guidelines for advertisement by individuals in the Weekly Gazette of India, Part IV regarding adoption of Child

| |
|---|
| Notice for Publication of advertisement by the applicants in the Gazette of India Part-IV regarding adoption of child |

The following documents are required for publication of advertisement in the Gazette of India Part-IV:-

(i) An undertaking duly signed by the Guardian.

(ii) Original Newspaper.

(iii) Prescribed proforma in duplicate duly typed with signature of applicant and two witnesses.

(iv) C.D. containing the print matter without witness portion in MS word Window 2007 format only.

(v) Two Self attested passport size photographs of each natural /adopting and child, photocopy of ID proof (self attested).

(vi) A certificate duly signed by the applicant declaring therein that the contents of hard copy and soft copy are similar.

(vii) Request letter along with the requisite fee.

To get notice fro adoption of child published in the Weekly Gazette of India Part IV, the applicant has to comply with the following formalities prior to publication of such advertisement:-

1. A notice regarding adoption has to be published in one of the local leading Newspaper from the side of the natural Guardian as well as from the side of adopting Guardian and the same be submitted to this Department in original along with other documents.

2. An undertaking duly signed by both natural Guardian and adopting Guardian and be submitted in original to this Department along with full details of both Guardians father's name and residential address and date of adoption declaring that the facts stated therein are true and correct to the best of his/her knowledge and belief.

3. Two passport size photographs each of natural/adopting parents and the Child to be adopted, duly attested are to be provided.

4. The Printing charges for publication of Adoption is Rs.1700/- from each party

w.e.f. 01.04.2016 to 31.03.2017. The amount will have to be submitted through NTRP (Non-Tax Receipt Portal i.e www.bharatkosh.gov.in from 01/10/2018 onwards vide Department order No. 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. The applicant is requested to download his/her gazette from the website https://egazette.gov.in/ in the following manner as the physical printing and sale of Hard copies of the gazette by the government has been ceased completely from 01.10.2015 vide Gazette of India Issue no.602, Extra Ordinary Part II Section 3, Sub Section (i), Dated 30.9.2015, be switched to e-publishing w.e.f. 01st October, 2015.

5. **STEPS TO SEARCH GAZETTE**

STEP 1- SEARCH GAZETTE

STEP-2- SEARCH CATEGORY-WEEKLY GAZETTE

STEP-3 IN SELECT PART AND SECTION-PART IV

STEP-4- IN 1ST CALENDER (DATES OF SATURDAY) TO 2ND CALENDER (DATES OF SATURDAY)

STEP-5- DOWNLOAD THE REQUISITE PDF FILE.

STEP-6-USE CONTROL KEY+F KEY TO FIND YOUR NAME (OLD /NEW).

STEP-7- DOWN LOAD THE WHOLE GAZETTE TO MAKE YOUR OWN COPY. THIS FURTHER NEEDS NO CERTIFICATION FROM THE DEPARTMENT.

**N.B.: The Publication department will not be responsible for any tampering in the downloaded copies of e-publishing gazette from the website.**

6. All the aforesaid documents, printing charges together with forwarding letter and photo ID proof addressed to the Controller of Publications, Department of Publication, Civil Lines, Delhi 110054 should either be submitted personally or be sent by post to this department. The documents must not be older than one year.

7. The documents once submitted in this department will not be returned in any circumstances neither original nor Xerox Copy.

8. A certificate duly signed by applicant declaring therein that the contents of Hard copy and soft copy are similar with the undertaking that the applicant will be responsible for any mismatch or loss in transit.

9. The public dealing Hour for this purpose in this department is 10:00AM to 01:00 PM and 02:00PM to 4:00PM on all working days.

10. Every application should be supported by self attested Photo ID proof of the applicants. Application either submitted personally or sent by Post/ Courier only will be entertained. No other channel is permissible viz Agents, Advocates, etc.

11. After the application is received completed in all respect, the request will be sent for notification to the respective Government of India Press.

12. This department will not be responsible for any delay in printing on the part of concerned Press.

13. 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.

Controller of Publication

# Specimen proforma for adoption of child

(To be submitted two copies typed/computerized along with one CD in MS-Word)

I _____ Son of _____ resident of _____

do hereby declare that my son/daughter _____

Aged year, has been adopted by S/o _____

Resident of _____ vide Sub Registrar _____

Registration No. _____ dated .

(Name of Natural Guardian)
Signature of Natural Guardian

I _____ Son of _____ resident of _____
do hereby solemnly affirm and declare that I have adopted as stated above with effect from .

(Name of Adopting Guardian)
Signature of Adopting Guardian

It is certified that I have complied with other legal requirements in this connection.

Signature _____ Full Name _____

Address

Mobile No.

_____

Witness No.2

_____

Witness No.1

Signature _____ Full Name _____

Address

Mobile No.

**DECLARATION/ UNDERTAKING REGARDING THE GENUINENESS OF DOCUMENTS AND PARTICULARS FURNISHED WITH THE APPLICATION FOR PUBLICATION IN THE GAZETTE OF INDIA**

I,..... .....S/o,W/o, D/o..... .....

R/o .....

Marital status ..... declare that:

1. The information and documents furnished by me in connection with my application for publication in the **Gazette of India** are genuine, true, complete and correct. I understand that furnishing any false, forged, fabricated, invalid or incorrect document or information may result in withholding or cancellation of the proposed/earlier Gazette publication and may also attract legal action under the applicable rules. I will be solely responsible for the genuineness, validity and correctness of the documents and particulars furnished by me.

2. If any document or particulars furnished by me to the Department at any stage are found to be false, forged, invalid, incorrect, or otherwise not in order, the processing or publication of my request may be withheld or cancelled, and the Department of Publication shall be at liberty to refer the matter for appropriate legal action against me.

3. I hereby give my consent for the verification of the documents submitted and the particulars furnished by me from the concerned/respective issuing authority or any other competent authority, as may be deemed necessary by the Department of Publication.

4. I further agree that my case may be withheld until receipt of the verification report from the concerned/respective issuing authority and may be forwarded for publication in the Gazette of India only after receipt of the verification reports from the concerned verifying authorities.

Signature:-
Name:-

Fathers/Spouse Name:-

Present Address:-

Mobile No:-
Email id:-

Disclaimer:

Documents submitted in connection with Gazette Notification for change of religion shall be referred to the concerned issuing authority for verification and confirmation of their genuineness and authenticity.

In other cases, where any document submitted appears to be doubtful or raises any suspicion regarding its genuineness, authenticity, or validity, the same may also be referred to the concerned issuing authority for verification, as deemed appropriate.

Further action in such cases shall be taken only upon receipt of the requisite verification report from the concerned issuing authority by this Department.

राजपत्र अधिसूचना के माध्यम से धर्म परिवर्तन के संबंध में प्रस्तुत किए गए दस्तावेजों को उनकी प्रामाणिकता एवं सत्यता की पुष्टि हेतु संबंधित निर्गम प्राधिकारी को सत्यापन के लिए भेजा जाएगा।

अन्य मामलों में, यदि प्रस्तुत किया गया कोई दस्तावेज संदिग्ध प्रतीत होता है अथवा उसकी प्रामाणिकता, सत्यता या वैधता के संबंध में कोई संदेह उत्पन्न होता है, तो ऐसे दस्तावेज को भी, यथोचित समझे जाने पर, संबंधित निर्गम प्राधिकारी को सत्यापन हेतु भेजा जा सकता है।

ऐसे मामलों में आगे की कार्रवाई संबंधित निर्गम प्राधिकारी से अपेक्षित सत्यापन रिपोर्ट इस विभाग में प्राप्त होने के उपरांत ही की जाएगी।

14-10-26

Assistant Controller(Admin.)
Department of Publication
Ministry of Information and Broadcasting
Civil Lines, Delhi-110054