



भारतसरकार/Govt. of India  
प्रकाशनविभाग/Department of Publication  
सिविललाईन्स, दिल्ली/Civil Lines, Delhi-110054  
Website: www.deptpub.nic.in  
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TEL.: 2381 7823 / 9689 / 3761 / 3762 / 3764 / 3765.  
Fax: 2381 7846

Dated: 25/07/2025

File No. O&M/19477/2025

To  
Chetan Swaroop Deepak  
GC 26, Chandanvan, Ph-1,  
Mathura, Uttar Pradesh- 281001

Sub:- Information under the Right to Information Act, 2005.

Sir,

With reference to your RTI request with registration no. DOPUB/R/E/25/00346, it is informed that the reply of the information sought by you is as under:-

The public notice guidelines are available on the Department's website (www.deptpub.gov.in) and are also attached herewith. You are requested to follow the aforementioned guidelines for publishing a Gazette notification regarding corrections in graduation and post-graduation mark sheets and degree certificates.

In case you are not satisfied with the reply furnished as above, you may file first appeal before the First Appellate Authority of this office i.e. Shri. Naresh Kumar Sharma, Financial Officer, Civil Lines, Delhi-110054; details are also available in RTI portal, within 30 days of receipt of this reply.

Enc: As above.

Yours faithfully,

(Lucy Jyoti Beck)  
Central Public Information Officer

08/1947/25  
26/6/25

## RTI REQUEST DETAILS

Registration No. : DOPUB/R/E/25/00346

Date of Receipt : 26/06/2025

Type of Receipt : Online Receipt

Language of Request : English

Name : Chetan Swaroop Deepak

Gender : Male

Address : GC 26 Chandanvan Ph-1 , Mathura , Pin:281001

State : Uttar Pradesh

Country : India

Phone No. : +91-6397956988

Mobile No. : +91-6397956988

Email : kumardeepak94833@gmail.com

Status(Rural/Urban) : Urban

Education Status : Above Graduate

Is Requester Below Poverty Line ? : No

Citizenship Status : Indian

Amount Paid : 10 )

Mode of Payment : Payment Gateway

Does it concern the life or Liberty of a Person ? : No(Normal)

Request Pertains to :

## Information Sought :

Dear sir,

I am cs deepak due to my fault my name in documents has been written in short form CS DEEPAK instead of chetan swaroop deepak due do short form in my name i am unable in getting my PAN card and face some serious issue in further study and employment. So i have decide to correct my name and i am succeed in name correction in 10 class marksheet and name correction is under process in 12 class marksheet. But in graduation and post graduation marksheet my universities said that marksheet and degree issue only once there is no chance to issue new marksheet and degree with correct name due to which i might be suffer in government jobs application because during the document verification and scrutiny they reject my form due to name issue and my admit card shall not generate.

So i want to know about my right and procedure in name correction in graduation and masters degree.

Is there any chance in name correction in marksheet and degree of my graduation and post grasuation?

Thanking you  
Chetan swaroop deepak  
Kumardeepak94833@gmail.com

Print

Save

Close

O/C

Pls reply within 07 days

24/06/25

26/6/25

Advt I

AC(A)

27-6-25

Amir

**Advertisement Section**  
**Department of Publication, Civil lines, Delhi – 54**

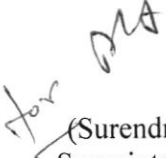
फ़ाईल :- Advt/RTI/410/2025-26

दिनांक: 25/07/2025

विषय :- सूचना के अधिकार अधिनियम 2005 की धारा के अंतर्गत नीचे दी गई सूचना प्रस्तुत है :

Ref:- ओ एंड एम/19477/2025 दिनांक 26/06/2023 (Chetan Swaroop Deepak)  
उपरोक्त पत्र के संदर्भ में मांगी गई सूचना इस प्रकार है :-

In respect to the information sought, it is stated that Public Notice Guideliens is available in this Department's website i.e. [www.deptpub.gov.in](http://www.deptpub.gov.in) and same are attached herewith.

  
(Surendra Sah)  
Superintendent)

To,

O&M section

## **GUIDELINES FOR NOTIFICATION OF PUBLIC NOTICE**

Notice for advertisement of Public notice in the Gazette of India Part-IV regarding correction of name/names, Change of Sex, adoption cancellation of Major, Change of name of Children and Father on re-marriage etc.

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

- (i) An undertaking duly signed by the applicant.
- (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 and type name in place of Signature.
- (v) Two Self attested passport size photographs and photocopy of id proof (Selfattested).
- (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.
- (viii) Attested Photocopy of connected legal/Medical document.

The applicant who wishes to get his/her advertisement of Public notice published in the Gazette of India Part-IV has to comply with the following formalities prior to publication of such advertisement.

1. The matter of advertisement must be published in one of the daily local leading newspaper showing details of the case.
2. An undertaking duly signed by the applicant showing therein correct & wrong name along with full details of father's/Husband's name with residential address declaring that the facts stated therein are true & Correct to the best of his/her knowledge and belief. In case of Indians living abroad, He/She will submit deed duly attested by the respective Indian Embassy/Indian High Commission, in original to this department.
3. Printing matter as prescribed in the various attached specimen proforma duly complete in all respects by typing the same on a separate plain paper and signed by the individual in his/her name, with two witnesses in duplicate should be submitted along with soft copy (CD MS word). The Proforma must be computer typed.
4. The applicant is required to submit two self attested passport size photographs along with application with all the requisite documents containing two passport size photographs and copy of photo ID proof both duly self attested.
5. The Printing charges for publication of Public notice are Rs.1400/- 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](http://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. 01<sup>st</sup> October, 2015.

**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 1<sup>ST</sup> CALENDER (DATES OF SATURDAY) TO IIND 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. 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.
9. 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.
10. After the application is received completed in all respect, the request will be sent for notification to the respective Government of India Press.
11. This department will not be responsible for any delay in printing on the part of concerned Press.
12. 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.

**SPECIMEN FORMAT FOR PUBLIC NOTICE**

(To be submitted duly typed or computerized print (2 Copies) & 1 CD in MS Word)

It is for general information that I \_\_\_\_\_ Son/Daughter/Wife of Shri/Smt \_\_\_\_\_ residing at \_\_\_\_\_ declare that name of mine/ my father/my mother/my minor son/my minor daughter/my wife/my husband has been wrongly written as \_\_\_\_\_ in my minor daughter's/my minor son's namely \_\_\_\_\_ aged \_\_\_\_\_ years in his/her educational documents/service book/driving license/passport/pan card/Aadhar card. The actual name of mine/my father/my mother/my minor son/my minor daughter/my wife/my husband is/are \_\_\_\_\_ respectively which may be amended accordingly.

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

(Signature of Applicant)

Witness No.1

Signature \_\_\_\_\_ Full Name \_\_\_\_\_

Address \_\_\_\_\_

Mobile \_\_\_\_\_

Witness No.2

Signature \_\_\_\_\_ Full Name \_\_\_\_\_

Address \_\_\_\_\_

Mobile \_\_\_\_\_