



Disposed of
31/07/25

भारतसरकार/Govt. of India
प्रकाशनविभाग/Department of Publication
सिविल लाईन्स, 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.

File No. O&M/19514/2025

Dated: 31/07/2025

To
Neha Koul
Block B, Quarter 18,
TRT Colony, Nagrota,
Jammu, Jammu and Kashmir- 181221

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

Sir,

With reference to your RTI request with registration no. DOPUB/R/E/25/00356, it is informed that reply of the information sought by you is as under:-

The Your application has been processed and a notification in this regard has already been published in the **Weekly, Part IV of the Gazette of India in the Issue no.27 dated 05, July,2025 -11 July,2025, on page no. 3256**. The applicant may download the same from this department's official website viz. www.egazette.gov.in. The required pages for the applicant are the first page, the last page and the page on which the concerned notification is published, i.e. page no.3256. The steps to download the Gazette are appended below:-

STEPS TO SEARCH GAZETTE:

STEP1: SEARCH GAZETTE

STEP2: SEARCH CATEGORY- WEEKLY GAZETTE

STEP3: SELECT PART AND SECTION- PARTIV

STEP4: IN 1ST CALENDAR (DATES OF SATURDAY) TO 2ND CALENDAR
(DATES OF SATURDAY)

STEP5: DOWNLOAD THE REQUISITE PDF FILE

STEP6: USE CONTROL KEY+F KEY TO FIND YOUR NAME (OLD/NEW)

STEP7: DOWNLOAD THE WHOLE GAZETTE TO MAKE YOUR OWN COPY.

THIS FURTHER NEEDS NO CERTIFICATION FROM THE DEPARTMENT.

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. Sh. Naresh Kumar Sharma, Financial Officer, Civil Lines, Delhi-110054; details are also available in RTI portal, within 30 days of receipt of this reply.

Yours faithfully,

(Lucy Jyoti Beck)

Central Public Information Officer

Department of Publication, Civil lines, Delhi – 54

फ़ाईल - : Advt/RTI/356/2025-26

दिनांक: 31/07/2025

विषय : - प्रार्थी के भारत के राजपत्र में अधिसूचना हेतु के संदर्भ में।

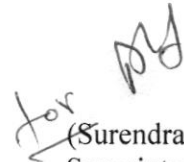
Ref:- ओ एंड एम/19514/2025 दिनांक 02/07/2025 (Neha Koul)

उपरोक्त RTI के संदर्भ में मांगी गई सूचना इस प्रकार है- :

In respect to the information sought, it is stated that the applicant's Gazette notification has already been published in the Gazette of India, Weekly, Part-4 in issue no. 27 dated JULY 5—JULY 11, 2025 at page No 3256.

The applicant may download the same notification through our official website www.egazette.gov.in.

To,
O&M section


(Surendra Sah)
Superintendent

MOST URGENT
RTI MATTER

संगठन एवं पद्धति अनुभाग

मिसिल संख्या : ओ एंड एम / 19514 / 2025

दिनांक : 02/07/2025

Adm I अनुभागकृपया RTIRegistration

DOPUB/R/E/25/00356
no.....में

दर्ज

श्री/श्रीमती

...reha..kaur.....

द्वारा मांगी गई जानकारी दिनांक 12/07/2025 तक इस अनुभाग में प्रेषित करें ताकि सीपीआईओद्वारा आरटीआई आवेदक को आवश्यक जानकारी समय पर भेजी जा सके। आरटीआई आवेदन की एक प्रति संलग्न है।

स० लो० सू० अ०

के. लो. सू. अ.

2/7/25

2-7-25

Anur

02/07/25

RTI REQUEST DETAILS

Registration No. :	DOPUB/R/E/25/00356	Date of Receipt :	01/07/2025
Type of Receipt :	Online Receipt	Language of Request :	English
Name :	Neha Koul	Gender :	Female
Address :	Block B Quarter 18 TRT Colony, Nagrota , Jammu, Pin:181221		
State :	Jammu And Kashmir	Country :	India
Phone No. :	+91-8899552344	Mobile No. :	+91-8899552344
Email :	nehakoul62@gmail.com		
Status(Rural/Urban) :	Rural	Education Status :	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 :	<p>Initial Application (including requisites documents) for name change notification sent to department of publication vide IndiaPost Tracking Number: FR103273261IN. Later I received a letter from Asstt. Controller of Publication, Department of Publication (mentioning file no as: ADVT./IV/43447/24 Dated: 20.03.2025) seeking some corrections in the application (such as 1 CD in MS word and 2 formats as corrected (enclosed alongwith the letter), Rs 250/ more through NTRP portal), which I had sent back as mentioned in the letter via IndiaPost (Tracking No: FR103696971IN) (Delivered at department on 13.05.2025).</p> <p>Now as the time passes, Saturday after Saturday and no sign of publication seems to be there.</p> <p>As such through the medium of this RTI, status of the name change notification application in this instant case is sought, and details if any like any futher document required for publication or so whatever it is, shall be provided, alongwith an approximate time/timeline for the said publication.</p> <p>Matter of Publication Old Name: Neha Pandith New Name: Neha Koul Purpose of Name Change: Marriage</p>		
<div>Print</div> <div>Save</div> <div>Close</div>			



Government of India
Department of Publication
Ministry of Housing & Urban Affairs
Civil Lines, Delhi-110054
Website:- www.deptpub.gov.in
E-mail:- acop-dep@nic.in & pub.dep@nic.in
Tel:- 23817823, 23819689 Fax:- 23817846

F.No. – ADVT./IV/43447/24

Date:- 20/03/2025

To,

Neha Pandith W/o Akshay Koul,
R/o Block B quarter 18 TRT colony,
Nagrota, Jammu, J & K 181221

Sir/Madam,

With reference to your request for change of name, religion, Public Notice dated _____, it is informed you that your request be acceded to for the following reasons mentioned at **S. No. #, 17.**

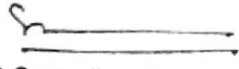
1. Your Newspaper advertisement should contain Four data's for change of name for Minor i.e. (1) Old Name (2) Father's name (3) Full Residential Address with State (4) New Name. If any data is missing, kindly re-advertise and resend the fresh newspaper.
2. Your newspaper advertisement should contain Seven data's for change of name for Minor i.e. (1) Father's Name (2) Father's father name (3) Full residential address with state (4) Minor (5) Old name of child (6) Age of Child (7) New name of child. If any data is missing, kindly re-advertise and resent the fresh newspaper.
3. The photocopy/cutting of newspaper, newspaper more than 1 year old is not acceptable, You may have to send the original newspaper after highlighting the advertisement (full page in which your advt. is published).
4. The newspaper is not in order as it does not contain the matter of public notice, please re-advertise as directed and send the newspaper.
5. The Deed sent by you is not in order as it is not attested by Two Gazetted Officer of your department with rubber stamp.
6. The specimen format is not acceptable being hand written, please send specimen format duly typed or computerized printout in duplicate.
7. Specimen format submitted is not in order. Please send 2 copies of enclosed Performa in original duly typed or computerized printout on plain A4 size sheet with witness details. (Copy Enclosed).
8. Two passport size self-attested photos are not found enclosed. Stick two photographs on plain paper and cross-sign on it, i.e. half signature on paper and half signature on photographs.
9. Only one photo received. You may have to send one more self-attested photo.
10. You may have to submit Rs. _____ more through NTRP for your advertisement of change of name of Major/Minor/Public Notice/Religion. Fees for change of name of Major/Minor/Public Notice/Religion of your advertisement are Rs. _____. Fees sent by Applicant are Rs. _____. Difference of fees to be paid is Rs. _____ through NTRP (www.bharatkosh.gov.in).

Send 1 CD in MS word and 2 formats as corrected.

Send Rs.250/- more through NTRP Portal.

11. You have not enclosed the copy of certificate of conversion of religion which Moulvi/Baptism by Arya Samaj mandir/Gurudwara for change of Religion.
12. An attested photocopy of the Court's judgment/verdict is required in support of your case.
13. You are required to mention in newspaper, affidavit & prescribed format in the matter that _____ (Hindu/Muslim/Christian) _____ by birth & have not changed my religion".
14. A CD in MS-Word (window 2007) format containing the matter of name change/Public notice without witness is required and writes your old name in place of signature in CD. Please note that without soft copy (CD) no action will be taken in your case.
 1. In CD - Change of name of Major- I hitherto to _____ up to _____ connection. In place of signature- Type your old name (no sign) and no witness details is required in CD. In CD only standard specimen format for change of name of Major is required. No other documents such as application, No photographs, No IDs details as required in CD (for details see our website i.e. www.deptpub.gov.in).
 2. In CD - Change of name of Minor- I _____ Son/daughter/wife of _____ up to _____ connection. In place of signature- Type your Parents (no sign) and no witness details is required in CD. In CD only standard specimen format for change of name of Minor is required. No other documents such as application, No photographs, No IDs details as required in CD (for details see our website i.e. www.deptpub.gov.in).
 3. In CD- for Public Notice- It is for general information that I _____ S/o _____ up to _____ connection. In place of signature- Type Real Name(no sign) and no witness details is required in CD. In CD only standard specimen format for Public Notice is required. No other documents such as application, No photographs, No IDs details as required in CD (for details see our website i.e. www.deptpub.gov.in).
15. A certificate duly signed by applicant stating therein that hard copy and soft copy contains similar matter and I am responsible for any mismatch/loss or damage in transit. It is to be typed on plain A4 size sheet with the applicant signature and name.
16. CD sent by you is not in order/damaged. CD is scanned in JPEG/PDF/Turkish format is not acceptable. Please send a fresh CD in MS-Word (Window 2007) only.
17. **Attach Photocopy of this letter with other requisite documents. Please quote your file number as mentioned above in this letter for early processing of your case.**
18. Self-attested ID copy of old name Aadhar Card/Voter Id card/Passport etc. The new rates for publication of advertisement in the gazette of India w.e.f. 01.04.2016 are as under. 1) Change of name of Major- 1100/- 2) Change of name of Minor- 1700/- 3) Change of Religion- 1700/- 4) Public Notice- 1400/-
19. Applicant is requested to download his soft copy of the gazette from our website www.egazette.nic.in. No hard copy of gazette will be dispatched because the publication has been switched to e-publishing w.e.f. 01st October, 2015 by the Government as per their guidelines issued vide the gazette of India (Extraordinary), Issue no.- 602, Part-II Section-3 Sub section(i), dated 30th September, 2015.
20. Steps to Search the Gazette of India:-
 - 1st Step- www.egazette.nic.in
 - 2nd Step- Search Gazette.
 - 3rd Step- Search Category- WEEKLY GAZETTE.
 - 4th Step- Select Part and Section-IV.
 - 5th Step- Date of Issue of notification from 1st Calender to 2nd Calender.
 - 6th Step- Click Standard Report/Detailed Report.
 - 7th Step- Download PDF files.
 - 8th Step- Use Control Key+F to find your name.
 - 9th Step- Download the whole gazette to make your own copy, this further needs no certification from department.

Yours truly


For, Asstt. Controller of Publication