

# Guidelines to 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 notification, orders, advertisement, & notices issued by statutory bodies, the certain following formalities, have to comply with prior to publication of such advertisement.

- (1) The printing matter should be forwarded with a request letter along with **rubber stamp** and signed by the concerned competent authority in **letter head and should mention the numbering of pages of Hindi and English and grand total. If any page is found missing the concerned Department and Authority will be held responsible.**
- (2) Printing matter typed on plain papers on A4 sheets two original sets of Hindi (in Kurti Dev or Vivek, Font size 12 or Mangal font size 10) and two original sets of English (in Times font, Size 10) and **signed by the competent authority, in ink, is required alongwith rubber stamp on each page. (Pagination of English and Pagination of Hindi should be done separately)**
- (3) In order to publish in the Gazette of India Part III Sec. IV Controller of Publication had issued 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 require 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 delegated the power for notification in Gazette of India to the concerned officer of PSUs. (In case of Gramin Banks Authorisation Letter from NABARD is also needed.)
- (4) The **Advance payment** is required **before** publishing the matter in Gazette of India in Part III Section IV. It has to be submitted thorough **NTRP (Non Tax Reciept Portal i.e [www.bharatkosh.gov.in](http://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. The receipt copy has to be attached with the notification when sent by the post/hand. The payment can also be done thorough NEFT also, the details 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 The advance payment of Part-III Section-IV is done on the basis of hard copies received by the party. It is the discretion of the press that how they arrange the matter that is to be e-published on our website).

For **Extraordinary** (full page ) and for (half Page ) for Gazette of India Part III Sec IV- Rs. 5500/- per full page. (Number of English Pages + Number of Hindi Pages = Total Pages x 5500/- = Total Payment )

Calculation:- Example for RRB's (Regional Rural Bank)

Pension Regulations {68(H) +56(E)=124 } + Service Regulations { 02(H)+02(E)=04 } = Total Pages =

128 X 5500/- = Rs. 7,04,000/-.(Please generate the NTRP /NEFT receipt and deposit the same in the department . (The steps of NTRP are given in Point No.10 ).

(5) **Soft copy**: - Kindly provide the matter to be **printed in soft copy also the notification in CD in M.S word window 7, Pen Drive, e-mail-may-gippr@nic.in (with the date mailed to mayapuri press).**Kindly mail the soft copy of the matter in MS Word on the above mentioned e-mail with date of e-mail send to press and the e-mail id of the party(bank) is also needed.

(6) **CD Certificate**-Kindly send a certificate stating there in that soft copy and hard copy contains the same matter and signed along with stamped by the competent authority in letter head.

(7) **E-mail Id and contact number** of the organisation is needed .

(8) Attach the **photocopy** of this objection letter for further correspondence.

(9) Note:- Please mention Extra ordinary Part III Section 4 only and not Extra ordinary Part III Section 4 Sub Section (i) .

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

Step 1 :- [www.bharatkosh.gov.in](http://www.bharatkosh.gov.in)

Step 2:- Select Non Registered User

Step 3:-Steps having 04 features :-

(i) Payment Purpose (ii) Depositor's Detail (iii) Confir.n Info (iv) Pay

Step 4:- Payment Purpose

Depositor's Category :- Urban Development and Urban Poverty Alleviation

(Under Ministry Option)

Purpose :- Search (Lens) At the end of Page Pages 1,2,3,4,5 are mentioned choose Select 4<sup>th</sup> 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 (9<sup>th</sup> Row)

Amount:- INR-

Payment Frequency/ Period:-

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

**NEXT**

Contd...3/-

Step 5:- Name :-

Addresss :-

Mobile :-

E-mail :-

Online payment	NEFT/RTGS
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**CONFIRMS**

Step:-6

Pay:-

Payment Gateway:-

NetBanking, Debit Card, Credit Card

**PAY**

**Generate Receipt**

**Asstt. Controller ( Business)**