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**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 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 window 2007 format only.
- (v) Two self attested passport size photographs of each of 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 for 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 & correct to the best of his/her knowledge and belief.
3. Two passport size photograph each of Natural / Adopting parents and the Child to be adopted, duly self attested are to be provided.
4. The printing charges for publication of Adoption is Rs. 1700/- for each case w.e.f. 01.4.2016 to 31.3.17
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 should download his/her gazette from the website www.egazette.nic.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

STEP1:- SEARCH GAZETTE

STEP2:- SEARCH CATEGORY-WEEKLY GAZETTE

STEP3:-IN SELECT PART AND SECTION- PARTIV

STEP4:- IN IST CALENDER (DATES OF SATURDAY) TO IIND CALENDER (DATES OF SATURDAY)

STEP5:- DOWNLOAD THE REQUISITE PDF FILE.

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

STEP7:-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 addressed to The Controller of Publications, Department of Publication, Civil Lines, Delhi-110054 should either be submitted to this Department personally or be sent by post along with self attested photo ID proof. 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 are 10.00 AM to 1.00 PM and 2.00 PM to 4.00 PM 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 Publications.

ADA

Specimen proforma for adoption of child

(To be submitted duly typed or computerized prints-out (Two Copies) and One CD in MS Word)

I, _____ son of Shri _____
 resident of _____
 do hereby declare that my son / daughter _____
 aged _____ years has been adopted by Shri _____
 son of Shri _____ resident of _____
 _____ vide Sub. Registrar _____
 _____ Registration No. _____
 dated _____.

(Name of Natural Guardian)
 (SIGNATURE OF NATURAL GUARDIAN)

I, Shri _____ son of Shri _____
 employed as _____ in the _____
 _____ 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)

Witness No. 1

Signature _____ Full Name _____
 Address _____
 Mobile / Telephone No. _____

Witness No. 2

Signature _____ Full Name _____
 Address _____
 Mobile / Telephone No. _____