

“As per the directions of the Directorate of Printing, Ministry of Urban Development communicated vide OM No. F. No. O-17034/5/2012-Pub. Dated March 6, 2013 (Copy enclosed), it is brought to the notice of all the concerned that all requests for publishing of matter in Gazette of India in all the parts and sections including Part IV, the matter should be provided to this Department in hard copy as well as in soft form (CD Only) as per the specifications mentioned in the above referred OM.

All the concerned are requested to provide print matter in hard copy as well as in soft form (CD Only) along with the certificate that the contents of hard copy and soft copy are same so that the requests may be sent to the concerned Government of India Presses for printing in the respective Part & Section of Gazette of India notification.”

**F.No. O-17034/5/2012-Pub.**  
**Government of India**  
**Directorate of Printing**  
**B-Wing, Nirman Bhawan**

New Delhi, dated: 20/02/2013

**Office Memorandum**

The Gazette of India is printed in various Government of India Presses under Directorate of Printing. A policy decision has been taken by the Administrative Ministry that matter to be printed is to be accepted in soft copy as well as in hard copy by the respective Government of India Press to enable printing of Gazette expeditiously and simultaneously to be uploaded in digitized form on the website of e-Gazette i.e. "egazette.nic.in".

All the Ministries/ Departments are, therefore, requested to provide the matter to be printed in soft copy as well as in hard copy along with a certificate stating that the contents of the soft copy as well as hard copy are same and also approved by the competent authority.

The page format may be as follow:-

1. Since all the Notifications are printed bi-lingually starting with Hindi Version, the soft copy / hard copy for the first page i.e. Hindi Version be provided by giving space of 11 cms (4.25 inch) from the Top for insertion of heading of Gazette Notifications etc.
2. Non-Script fonts like Chanakya, Kruti-Dev, Mangal in 12 points size for Hindi and 10 points size for English with normal leading may be provided.
3. The print area i.e. composed matter may be set in such a manner that the width of page (matter) may not exceed 18 cms (7 inch) & page height 24 cms (9.5 inch) from second page onward. The total height including 11 cms (4.25 inch) as mentioned in Para 1 may also not exceed 24 cms (9.5 inch) for first page.
4. Hard Copy/ Soft Copy not conforming to the specifications given above, will not be accepted and the responsibility of delayed printing will not be of the respective Press.
5. The soft copy of the Notifications can be forwarded to the respective Press through e-mail and the same will be treated as final copy.
6. e-mail addresses are annexed.

**No hard copy will be accepted without soft copy and certificate as mentioned above after 1<sup>st</sup> April, 2013.**

Encl.: Annexure.

  
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Director (Printing)  
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To

**The Secretaries of all Ministries/ Departments of Government of India**

Copy to:-

1. President's Secretariat, Rashtrapati Bhavan, New Delhi.
2. Vice- President Secretariat, New Delhi.
3. Prime Minister's Office, South Block, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Comptroller and Auditor General of India, New Delhi.
6. Central Vigilance Commissioner, New Delhi.
7. Secretary, Union Public Service Commission, New Delhi.
8. Secretary, Staff Selection Commission, New Delhi.
9. Director, Central Bureau of Investigation, New Delhi.
10. Chief Secretary/ Chief Administrator of all Union Territories.
11. Secretary, Lok Sabha/ Rajya Sabha Secretariat.
12. Registrar, Supreme Court of India
13. Registrar, High Courts
- ✓ 14. Director (Technical), NIC, Ministry of Urban Development for uploading on the Websites of the Ministry of Urban Development - [www.urbanindia.nic.in](http://www.urbanindia.nic.in) and Directorate of Printing - [www.dop.gov.in](http://www.dop.gov.in)
15. Controller of Publications, MoUD, Civil Lines, Delhi-110054 with the request to upload & flash the message on the website of Department of Publications
16. Planning Commission
17. Election Commission of India
18. Comptroller & Auditor General of India
19. All Public Sector Undertakings/ Public Enterprises
20. PS to Secretary (UD)
21. PS to Joint Secretary, Ministry of Urban Development
22. Deputy Directors/ Assistant Directors of the Directorate of Printing

**Annexure**

<b>S.No.</b>	<b>Name &amp; Address of the Press</b>	<b>Email Address</b>
1.	<b>Government of India Press Ring Road, Mayapuri New Delhi – 110064</b>	may-gippr@nic.in
2.	<b>Government of India Press Minto Road New Delhi –110002</b>	gip-mr@nic.in
3.	<b>Government of India Press N.I.T. Faridabad – 121001</b>	fbd-gippr@nic.in
4.	<b>Government of India Press Gandhi Nagar, Nashik (Maharashtra)</b>	nsk-gippr@nic.in