

**Guidelines to publish contents of notes of Courts in  
Delhi Gazette Part-II Section-II**

The following documents are required for publication of advertisement of Public Notice in Delhi Gazette of India Part-II Section-II.

1. The original newspapers in Hindi & English both are containing the matter.
2. Two computerized printing matter in Hindi & English both duly attested by competent authority (Administrative Officer Judicial) with rubber stamp.
3. A CD in Word (Window 2007) format for English matter with font size 10 and Hindi matter should be in Chankaya, Vivek and Kruti Dev with font size 12.
4. A certificate in letter head stating therein that hard copy and soft copy contain similar matter and the same may be signed by competent authority.
5. The documents duly completed in all respects must be submitted to this Department before **30 days of the crucial date (date of hearing)** mentioned therein otherwise it is subjected to rejection by the Department.
6. A request letter along with the requisite fee as under :-

Full Page (per language)	Rs.5500/- w.e.f. 01.4.2016 to 31.3.2017
Half Page (per language)	Rs.4000/- w.e.f. 01.4.2016 to 31.3.2017

7. 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.
8. After the application is received completed in all respect, the request will be sent for notification to the respective Government of India Press.
9. This Department will not be responsible for any delay in printing on the part of concerned Press.
9. 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**