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Guidelines 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 notifications, orders, advertisement, & notices issued by statutory bodies, the certain following formalities have to be complied with prior to publication of such advertisements.

(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. Note:- Please mention Extra ordinary Part III Section 4 or (Weekly or Ordinary)Part III Section 4 on the covering letter and on the printing matter i.e. to be published in the respective Gazette.

(2) Printing matter typed on plain papers on A4 sheets two original sets of Hindi(in Kurti Dev, Font size 12 or Mangal font size 10) and two original sets of English (in New Times Roman font,Size 10) and signed by the competent authority, in ink, is required along with rubber stamp on each page.(Pagination of English and Pagination of Hindi should be done separately).(N.B The English matter and Hindi matter should be typed on A4 sheets separately. No photocopies or scanned copies are entertained .) Page Size :-A-4 size (21.2cmsX 30cms), Matter Size :- 17cms x 24 cms, Top margin:- 1.016 inch, Bottom Margin 1.016inch. Right and left margin :-1.83 inch.

(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 delegate the power for notification in Gazette of India to the concerned officer of PSUs.

(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 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. (N.B Mention the name of the organisation in order to trace the payment of the respective party.) (Steps are appended below)

(N.B The Advance payment/Advance Bill of Part-III Section-IV is done on the basis of hard copies received by the partyand not according the matter published on the e-gazette website As It is the discretion of the press that how they arrange the matter and then upload the matter on the official 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 receipt and deposit the same in the department . (The steps of NTRP are given in Point No.12).

For Weekly (full page) for Gazette of India Part III Sec IV- Rs. 5500/-per full page.

For Weekly (Half Page for Gazette of India Part III Sec IV- Rs. 4000/-per full page.

(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(extraordinary), gip-mr@nic.in (Weekly) and copy to advtdeptpub@gmail.com ,acop-dep@nic.in or cop-dep@nic.in .Kindly mail the soft copy of the matter in MS Word on the above mentioned e-mails with date of e-mail send to press and our department and the e-mail id of the party is also needed.(N.B No pdf ,jpeg, jpg are accepted in soft copy.)

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

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

(8) The documents once submitted in this department will not be returned in any circumstances , neither in original or xerox.

(9)The maximum period of preservation of papers related to gazette notification of Part III Section IV is for two years. After that the documents are destroyed as instructed by the office manual instruction of our department automatically without needing the further order from the Competent Authority so that the new documents can be stored.

(10) NEFT DETAILS :-

The payment can also be done through 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 :-DEL08277D. (N.B Mention the name of the organisation in order to trace the payment of the respective party.)

(11) 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.

(12) Steps of NTRP are:-

NTRP DETAILS:-

Steps of NTRP :-

Step 1 :- www.bharatkosh.gov.in

Step 2:- Select Non Registered User

Step 3:-Steps having 04 features :-

(i) Payment Purpose (ii) Depositor's Detail (iii) Confirm 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
Select 4th 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 (9th Row)

Amount:- INR-

Payment Frequency/ Period:-

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

NEXT

P.T.O Continued page 3/-

Step 5:- Name :-
Address :-
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
(Attach the receipt with the publishing material).

Controller of Publications