

Guidelines To Publish Notification in the Gazette of India,
Part III Section IV, Extraordinary and Weekly as revised
w.e.f 15th June 2021.

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 along with the total of pages. The concerned Department or Authority will be solely responsible in case of missing of any page in the printing matter.

Note:- Please mention the line given below on the covering letter as well as on the first page of the printing material.

In English Matter: " To be published in Extra ordinary Part III Section 4

or

(Weekly or Ordinary)Part III Section 4

In Hindi Matter - "असाधारण भाग III खंड IV में प्रकाशनार्थ हेतु"

अथवा

साधारण भाग III खंड IV में प्रकाशनार्थ हेतु"

(2) Printing matter should be typed on plain papers on A4 sheets, two original sets of Hindi (In Kruti 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, along with rubber stamp on each page are required. (Pagination of printing matter of English and of Hindi should be done separately). Kindly mention the notification number and date (accordingly in English and Hindi) on the first pages of English and Hindi publishing matter of the notification.

(N.B The English and Hindi matter should be typed on A4 sheets separately. No photocopies or scanned copies are entertained.) Page Size:-A-4 size (21.2cms width X 29.7cms length), Matter Size: - 17cms x 24 cms, Top margin and Bottom Margin 3cms. Right and left margin:-2cms.

(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 requires 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) An Advance payment is required before publishing the matter in Gazette of India in Part III Section IV. It has to be submitted through NTRP (Non Tax Receipt 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/Gs/NTRP/2018-19/1489-1504 Dated 01-10-2018. A receipt copy of the payment has to be attached with the notification when sent by post/hand. (N.B Mention the name of the organisation in order to trace the payment of the respective party.) (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 party and not according the matter published on the e-gazette website As It is at the discretion of the press as to how they arrange the matter and then upload it on the official website.),

Calculation of Printing Charge:- For Both Extraordinary and Weekly Part III Sec IV, the rate is Rs 2000/- per page. The rates for publication in the Gazette of India, Extraordinary and Weekly Part III Sec IV has been revised by the competent authority vide office order No. 751/O&M /2021-22 dated 14/06/2021. Now rate is applicable w.e.f 15/06/2021 (15th June, 2021) and revised rate is Rs 2000/- per page instead of the earlier rate of Rs 5500/- per page. All the Pages of Printing Matter which has been submitted in the Department for printing will be treated as full page.

(5) Soft copy: - Kindly also provide a soft copy of the matter to be printed in CD or in Pendrive in M.S word format only in window7, (No pdf ,jpeg, jpg are accepted in soft copy), For Extra ordinary gazettes Email to may-gippr@nic.in And for Ordinary or weekly gazette email to gip-mr@nic.in and copy to acop-dep@nic.in and cop-dep@nic.in Kindly mention the date of e-mail while sending the soft copy of the matter in email to the respective Press and to our Department.

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

(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 nor 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 automatically destroyed as instructed by the office manual instruction of our department without needing any further order from the Competent Authority so that the new documents can be stored.

(10) 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.

(11) Steps of NTRP are:-

NTRP DETAILS:-

Steps of NTRP :-

Step 1 :- www.bharatkosh.gov.in

Step 2:- Select Non Registered User

Step 3:- This step has 04 following features :-

(i) Payment Purpose (ii) Depositor's Detail (iii) Confirm Info (iv) Pay

Step 4:-Payment Purpose

Depositor's Category :- Housing and Urban Affairs (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

Step 5:- Name :-

Address :-

Mobile :-

E-mail :-

Online payment	NEFT/RTGS
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CONFIRM

Step:-6

Pay:-

Payment Gateway:-

NetBanking,Debit Card,Credit Card

PAY

Generate Receipt

(Attach the receipt with the publishing material).

(12) NEFT DETAILS :-

Payment should be made through Non Tax Receipts Portal (NTRP) only. No other mode of payment will be accepted. However, If any issue arises in making the payment with NTRP then the payment may be made through NEFT.

The details of NEFT 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 Mention the name of the organisation in order to trace the payment of the respective party.)

Controller of Publications