

**Guidelines to publish advertisement of Company Notice for  
Winding-up, Liquidation  
appointment of Director & Liquidator etc.**

The following documents are required for publication of advertisement of Public Notice in the Gazette of India Part-IV.

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 with rubber stamp/Company seal.
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. A request letter along with the requisite fee as under :-

Full Page (per language)  
Half Page (per language)

Rs.5500/- w.e.f. 01.4.2016 to 31.3.2017  
Rs.4000/- w.e.f. 01.4.2016 to 31.3.2017

6. 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.
7. 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.
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. The amount will have to be submitted thorough NTRP (Non Tax Receipt Portal i.e [www.bharatkosh.gov.in](http://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.