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## GUIDELINES FOR NOTIFICATION OF PUBLIC NOTICE

Notice for advertisement of Public Notice in the Gazette of India Part-IV regarding correction of name /names, change of sex, adoption cancellation of major, change of name of children and father on re-marriage etc.

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

- (i) An undertaking duly signed by the applicant
- (ii) Original Newspaper
- (iii) Prescribed proforma in duplicate duly typed with signature of applicant and two witnesses.
- (iv) C.D. containing the print matter without witness portion in MS Word and type name in place of signature.
- (v) Two self attested passport size photographs and photocopy of ID proof (self attested).
- (vi) A certificate duly signed by the applicant declaring therein that the contents of hard copy and soft copy are similar.
- (vii) Request letter along with the requisite fee.
- (viii) Attested photocopy of connected legal / medical document.

The applicant who wishes to get his/her advertisement of Public notice published in the Gazette of India Part-IV has to comply with the following formalities prior to publication of such advertisement.

1. The matter of advertisement must be published in one of the daily local leading newspaper showing details of the case.
2. An undertaking duly signed by the applicant showing therein correct & wrong name along with full details of father's/husband's name with residential address declaring that the facts stated therein are true & correct to the best of his/her knowledge and belief. In case of Indians living abroad, he/she will submit deed duly attested by the respective Indian Embassy/Indian High Commission, in original to this Department.
3. Printing matter as prescribed in the various attached specimen proforma duly complete in all respects by typing the same on a separate plain paper and signed by the individual in his / her name, with two witnesses in duplicate should be submitted along with Soft Copy (CD MS Word). The proforma must be computer typed.
4. The applicant is required to submit two self attested passport size photographs along with application with all the requisite documents containing two passport size photographs and copy of photo ID proof, both duly self attested.

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5. The printing charges for publication of Public Notice is Rs. 1400/- w.e.f 01.04.2016 to 31.03.2017. 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.

The applicant is requested to download his/her gazette from the website [www.egazette.nic.in](http://www.egazette.nic.in) in the following manner as the physical printing and sale of hard copies of the Gazette by the Government has been ceased completely from 01.10.2015 vide Gazette of India Issue no. 602, Extra Ordinary Part II Section 3 Sub Section (i) dated 30.9.2015, be switched to e- publishing w.e.f 01<sup>st</sup> October, 2015.

STEPS:- TO SEARCH GAZETTE

STEP1:- SEARCH GAZETTE

STEP2:- SEARCH CATEGORY-WEEKLY GAZETTE

STEP3:-IN SELECT PART AND SECTION- PARTIV

STEP4:- IN IST CALENDER (DATES OF SATURDAY) TO IIND CALENDER (DATES OF SATURDAY)

STEP5:- DOWNLOAD THE REQUISITE PDF FILE.

STEP6:-USE CONTOL KEY+F KEY TO FIND YOUR NAME (OLD/NEW)

STEP7:-DOWN LOAD THE WHOLE GAZETTE TO MAKE YOUR OWN COPY:- THIS FURTHER NEEDS NO CERTIFICATION FROM THE DEPARTMENT

**N.B. : The Publication Department will not be responsible for any tampering in the downloaded copies of e-publishing Gazette from the website**

6. All the aforesaid documents, printing charges together with forwarding letter and Photo ID Proof addressed to The Controller of Publications, Department of Publication, Civil Lines, Delhi-110054 should either be submitted personally or be sent by post to this Department. The documents must not be older than one year.
7. The documents once submitted in this Department will not be returned in any circumstances, neither original nor Xerox copy.
8. 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.

09. Every application should be supported by self attested Photo ID proof of the applicants. Application either submitted personally or sent by Post/ Courier only will be entertained. No other channel is permissible viz Agents, Advocates, etc.

10. After the application is received completed in all respect, the request will be sent for notification to the respective Government of India Press.

11. This department will not be responsible for any delay in printing on the part of concerned Press.

12. 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.

(To be submitted duly typed or Computerized Prints out (Two Copies) and One CD

PUBLIC NOTICE

It is for general information that I \_\_\_\_\_ S/O \_\_\_\_\_ residing at \_\_\_\_\_ declare that name of mine / my father / my mother/ my son/my daughter/my wife/my husband has been wrongly written as \_\_\_\_\_ In my daughter's/my son's \_\_\_\_\_ educational documents / service book/driving license and in the other documents. The actual name of mine/my father/my mother/my husband/my wife/my son/my daughter is / are \_\_\_\_\_ respectively which may be amended accordingly.

It is certified that I have complied with other legal requirements in this connection.

(Signature of Applicant)

Witness 1 : Signature \_\_\_\_\_ Name \_\_\_\_\_  
Address \_\_\_\_\_  
Mobile/Phone No. \_\_\_\_\_

Witness 2: Signature \_\_\_\_\_ Name \_\_\_\_\_  
Address \_\_\_\_\_  
Mobile/Phone No. \_\_\_\_\_

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