

No. O-17022/1/2015-PSP-I
Government of India
Ministry of Urban Development
(PSP Division)

Nirman Bhawan, New Delhi
Dated : 30th September, 2015

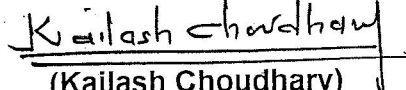
OFFICE MEMORANDUM

**Subject: E-publishing of Government of India Gazette Notification –
Discontinuing of the practice of physical printing.**

In compliance with the provisions of Section 8 of the Information Technology Act, 2000, it has been decided in consultation with Department of Legal Affairs to switch over to exclusive e-publishing of the Government of India Gazette Notification on its official website with effect from 01.10.2015 and to do away with the physical printing of Gazette Notification. The date of publishing shall be the date of e-publication on official website by way of electronic gazette in respect of Gazette Notifications. The Gazette Notification can be accessed and downloaded/printed from the official e-Gazette website i.e. www.egazette.nic.in free of cost.

All the Ministries and Departments are requested to give wide publicity to bring this to the notice of all attached & subordinate offices, PSU, etc., as well as various stakeholders including all private users.

This issues with the approval of competent authority.


(Kailash Choudhary)

Under Secretary to the Govt. of India

To

The Secretary
All Ministries / Departments of Govt. of India

Copy to :

1. The Chief Secretary, All State Governments.
2. The Administrator, All UTs.

Copies also for information to:

1. President's Secretariat, Rashtrapati Bhawan, New Delhi
2. Vice-President Secretariat, New Delhi
3. Prime Minister's Office, South Block, New Delhi
4. Cabinet Secretariat, New Delhi
5. Comptroller and Auditor General of India, New Delhi
6. Central Vigilance Commissioner, New Delhi
7. Secretary, Union Public Service Commission, New Delhi
8. Secretary, Staff Selection Commission, New Delhi
9. Director, Central Bureau of Investigation, New Delhi
10. Chief Secretary/Chief Administrator of all Union Territories
11. Secretary, Lok Sabha/Rajya Sabha Secretariat.
12. Registrar, Supreme Court of India
13. Registrar, High Court
14. Director (Technical), NIC, Ministry of Urban Development for uploading on the Websites of the Ministry of Urban Development – www.urbanindia.nic.in and Directorate of Printing – www.dopgov.in
15. Controller of Publications, MoUD, Civil Lines, Delhi-110054 with the request to upload & flash the message on the website of Department of Publications
16. Planning Commission
17. Election Commission of India
18. Comptroller & Auditor General of India
19. All Public Sector Undertakings/Public Enterprises
20. PS to Secretary (UD)

Guidelines for e-publishing of Gazette Notifications

Sl. No.	Features	Specifications
1.	Page size	A-4 Size (21.2 cms. x 30 cms)
2.	Matter Size	17 cms. x 24 cms.
3.	First Page	11 cms. margin from the Top
4.	English Font Size and Name	10 points Times New Roman
5.	Hindi Font Size and Name	11 points Mangal Unicode
6.	Space between lines	Normal/Auto
7.	File Type	MS Office document file (open file)
8.	Document Type	Soft Copy and Hard Copy (both)
9.	Authentication	A certificate confirming that Soft and Hard copy are same
10.	Competent authority for Extra ordinary Gazette	Under the signature or the approval of not lower than the rank of Joint Secretary
11.	Contact Details of indenting Ministry/Deptt.	(i) Telephone No. (ii) e-mail (iii) Mobile No.

Procedure to be followed by Ministries/Departments/Statutory Bodies etc.

- I. The Part, Section and sub-section of the Gazette in which the matter is to be published should invariably be indicated *on the top of the copy* for the guidance of the Press.
- II. All notifications to be published in the Gazette should be sent to the press bilingually (i.e. in Hindi and English), except in cases of Supreme Court of India, invariably signed by the same competent authority.
- III. All the matters to be furnished in both the formats i.e. Soft and Hard copy with the certificate from the competent authority that both the versions are same.
- IV. The original typescript copy, duly signed in ink by an officer not lower in rank than Joint Secretary, should alone be sent to the Press.
- V. The soft copy of the Hindi including tabular matter should be followed by English in a single file of MS-word.
- VI. The hard copy or a copy *without the Officer's signature in ink and without indication of Part and Section* will not be accepted by the Press.
- VII. All authorities forwarding the Notification should take care that the copy of the same Notification is not sent to the Press twice to avoid publication more than once.
- VIII. Gazette Notifications except in exceptional circumstance should always be sent to the Press during normal working hours.
- IX. Those Departments are requiring printed hard copies of the Gazette Notifications may submit a separate request in the prescribed proforma of S-99 to the respective Press, for not less than 1000 copies.

Sketch of First page of Gazette

