

The Odisha Gazette



Commerce and Transport Department
Govt. of Odisha

e-Gazette Admin User Manual

(<https://egazette.odisha.gov.in>)

Version 1.0

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Introduction

About e-Gazette

The system provides a single window service for the citizens (Applicant) to register into the portal and apply for Change of Partnership and Change of Name/Surname application.

E-Gazette portal has been administered and owned by the Directorate of Printing, Stationery and Publication (Govt. Press), Govt. of Odisha as per the gazette regulations, under which the Citizens change their name/surname in accordance with several reasons.

E-Gazette addresses by creating a unified platform, streamlining of procedures across the Commerce & Transport Department, Govt. of Odisha and the Govt. Press for publishing the Change of Name/Surname and Change of Partnership application. The web portal can be accessed using <https://egazette.odisha.gov.in>

Overview

Gazette is a public journal and an authorized legal document of the Government of Odisha, published by the Directorate of Printing, stationery & Publication, Govt. of Odisha. This system emphasizes on reducing human inventions by automating the conversion and publishing process with centralized & digitalized platform to organize gazettes using Aadhaar and OTP based e-Sign for authentication.

Objective

- The web portal will be intended for publishing of Extraordinary & Weekly e-Gazettes for the Departments under Govt. of Odisha and published by Directorate of Printing, Stationery & Publication, Govt. of Odisha.
- It provides a platform for applying of Extraordinary and Weekly without physical visit/Mail to the Govt. Press.
- Departments can be able to pay the gazette amount using IFMS online Payment Gateway for Payment of Cost extraordinary gazettes.

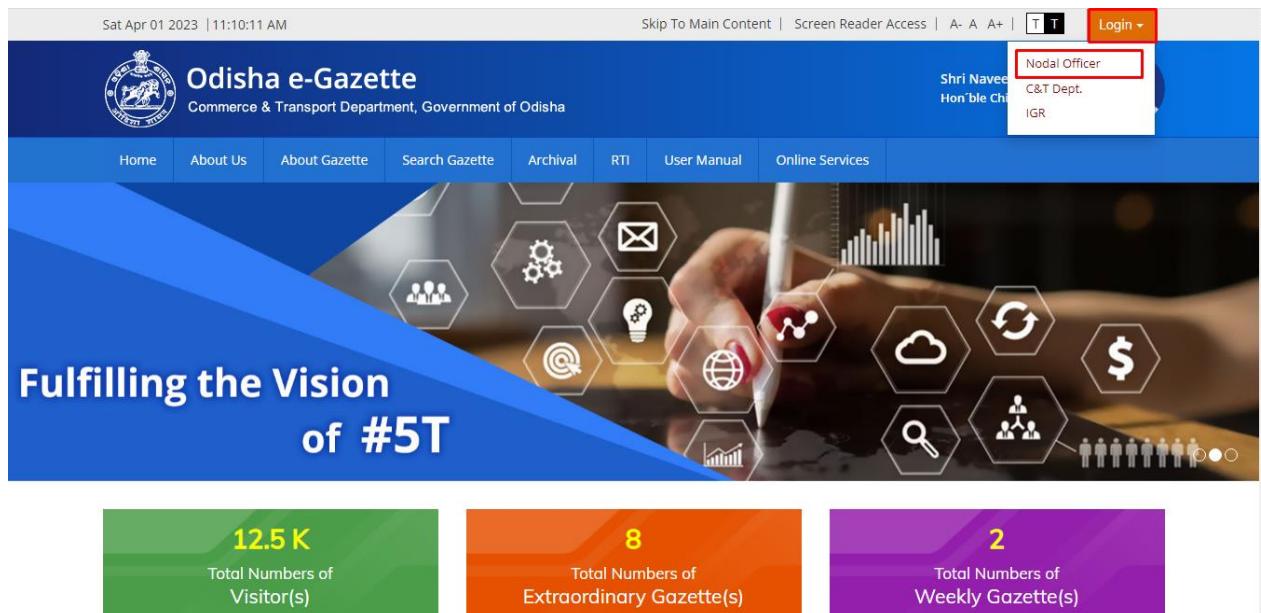
How to Get Started

The web portal can be accessed from any internet connected computer with a standard web browser like Google Chrome, Mozilla Firefox using <https://egazette.odisha.gov.in>

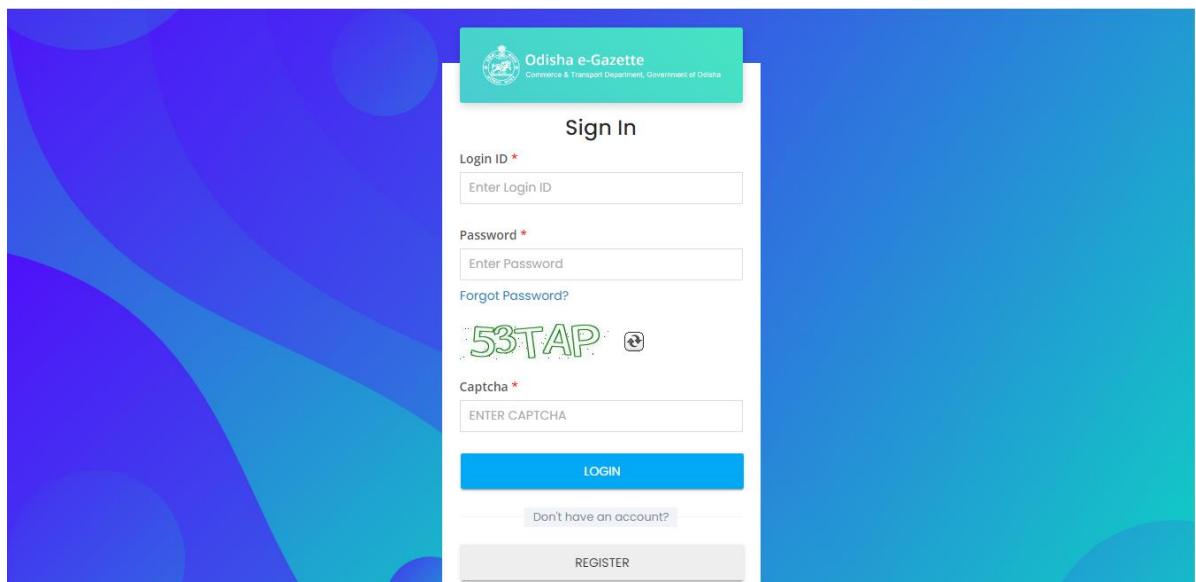
- Please follow the below steps given below to open the e-Gazette Portal.
- Open the browser. i.e. Google Chrome and enter the URL “<https://egazette.odisha.gov.in>” in the address bar and press enter key.
- Landing page of the Odisha e-Gazette portal will be displayed as shown below in image.

Sign In As Admin User

- To Sign In (Log In), click on the Login button in the top of the landing page header section of the e-Gazette portal.
- After clicking the Login button, dropdown with 3 options will be opened. From the dropdown, click the “**Nodal Officer**” link as shown in the below image.
- Once clicked, you will be redirected to the Admin Login page.

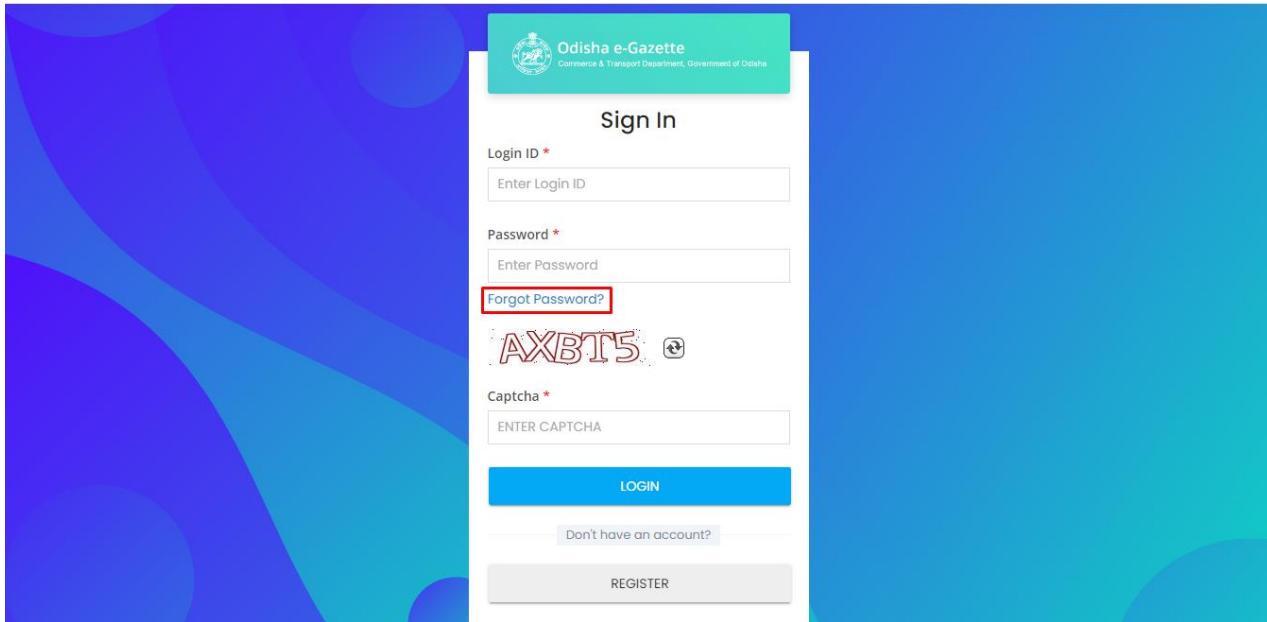


- Admin user need to enter registered Login ID (6 Digits) and Password shared with their email ID along with the security Captcha text and click on the Login button.
- Admin user can be able to refresh the captcha as per the below image.



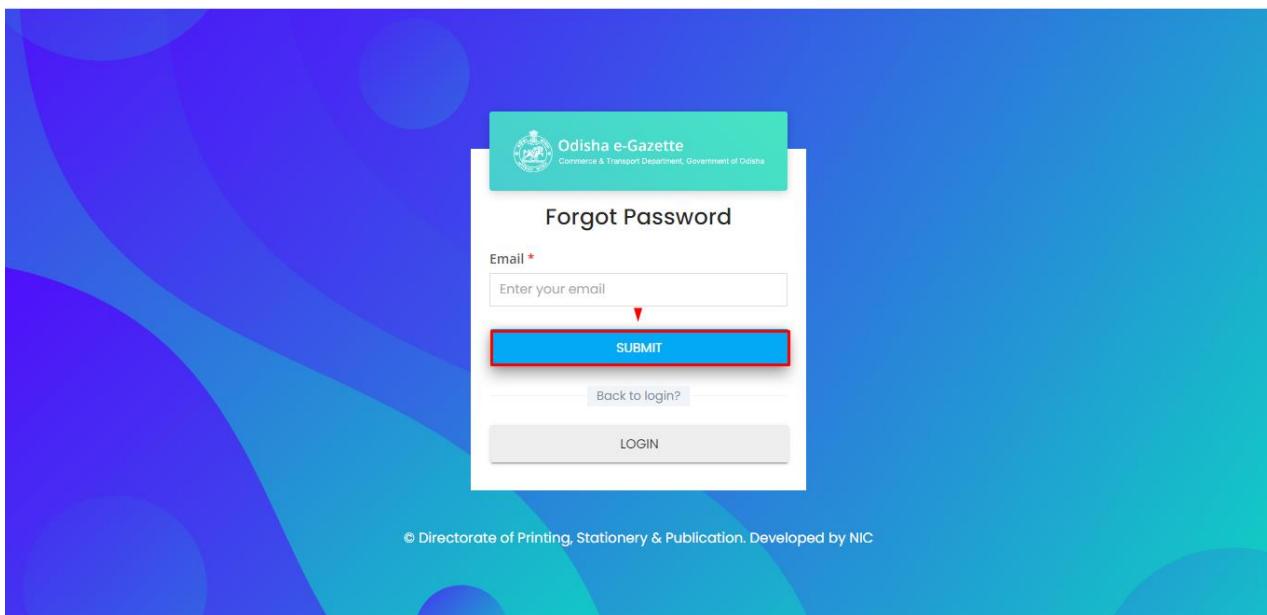
Forgot Password of Admin User

- If you don't remember the login password then you need to reset the password by clicking on the “**Forgot Password**” link then it will be redirect to forget password page as shown in below image.

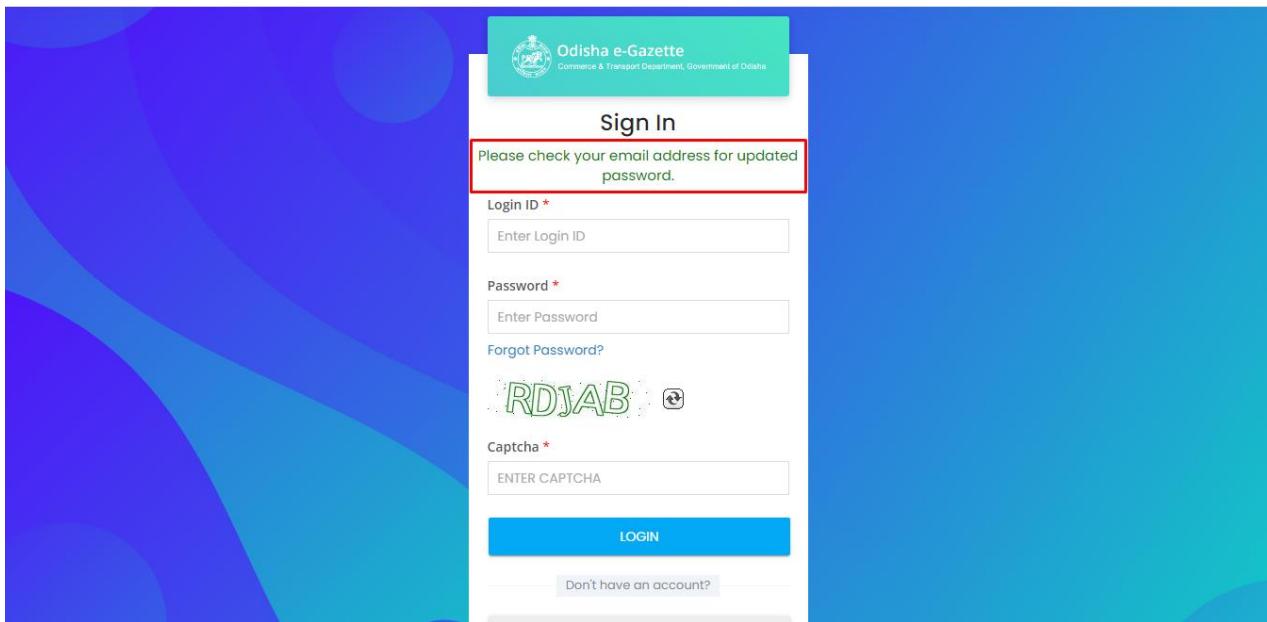


Forgot Password

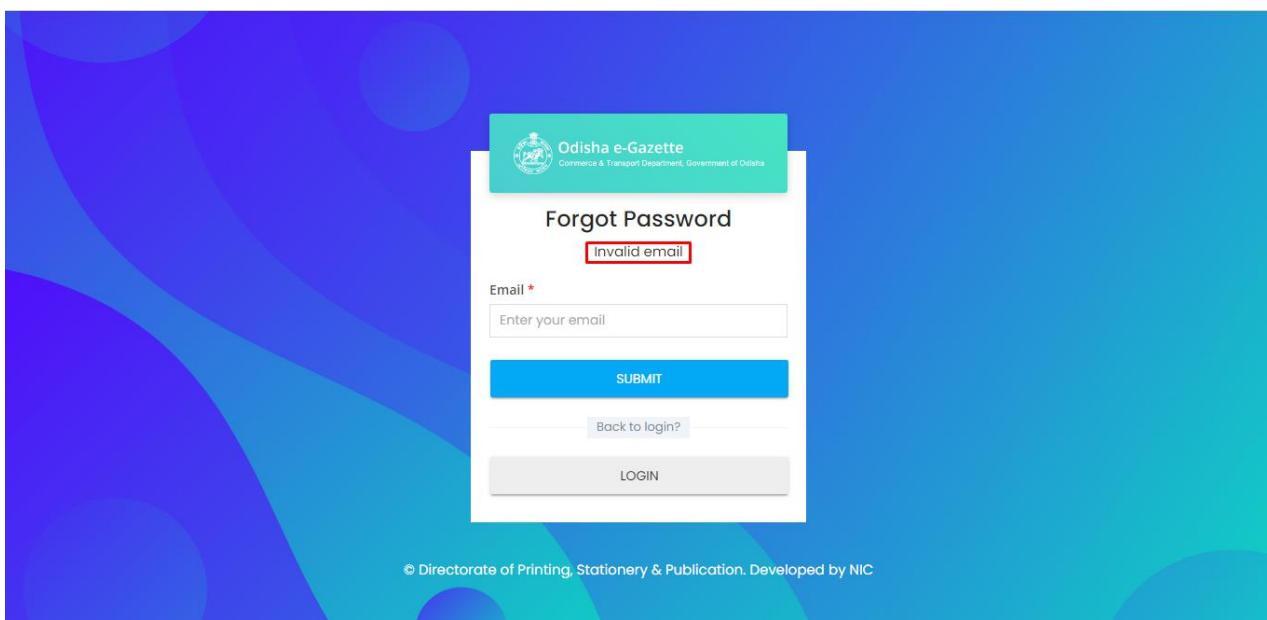
- In this forgot password page you have to write your registered email id in the input field then click on the “**submit**” button as shown in below image.



- After clicking on the “**submit**” button a password reset link will be sent to that email id which you have provided and showing a message as shown in below image.
- By clicking the reset link you able to reset your password.



- If you have entered an unregistered email then an error message will be shown on the top of the input field as shown in below image.



Dashboard

- If the provided login credentials are valid, user will be redirected to Admin Dashboard page for e-Gazette portal as shown in the below image.

The screenshot shows the Govt. Press Dashboard with the following statistics:

- Total Submitted: 29
- Extraordinary Published: 8
- Extraordinary Pending: 12
- Weekly Published: 2
- Weekly Pending: 7

Recent Pending Gazette section:

Sl. No	Department	Subject	Date	Dept. Document	Status	Action
1	Co-operation Department	uttam	01-04-2023 11:43 AM	View	Dept. Submitted	View
2	Co-operation Department	testing l23456	28-03-2023 01:11 PM	View	Forward To Pay	View
3	Co-operation Department	xyzuijhvbfbvbj	22-03-2023 06:20 PM	View	Press Approved	View
4	Co-operation Department	Test Notification	04-03-2023 05:06 PM	View	Press Returned	View
5	Co-operation Department	Test Subject	23-02-2023 01:36 PM	View	Press Approved	View

Departments

- Admin can view the departments listing by clicking “Master Menu” in the side bar then click on the “Departments” as shown in below image.

The screenshot shows the Departments page with the following table:

SI No	Department	Date	Status	Action
1	Odia Language, Literature & Culture Department	12-03-2020 03:56 PM	Active	ACTION ▾
2	SSEP Department	12-03-2020 03:56 PM	Active	ACTION ▾
3	School & Mass Education Department	12-03-2020 03:56 PM	Active	ACTION ▾
4	State Election Commission	12-03-2020 03:56 PM	Active	ACTION ▾
5	Energy Department	12-03-2020 03:56 PM	Active	ACTION ▾
6	Home Department	12-03-2020 03:56 PM	Active	ACTION ▾
7	Commerce & Transport (C) Department	12-03-2020 03:56 PM	Active	ACTION ▾
8	Miscellaneous	24-02-2020 03:59 PM	Active	ACTION ▾
9	Works Department	17-02-2020 12:38 PM	Active	ACTION ▾

- Admin can able to add departments by clicking on “ADD” button placed on the right side top of the table.
- Once clicking on the “ADD” button the page will be redirected to the add department page.

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Dashboard

Master Menu

- > Departments
- > Nodal Officers
- > Designations
- > Districts
- > Blocks
- > Urban Local Body
- > Police Station
- > IGR Users
- > C&T Users

Gazette +

Online Service +

Directorate of Printing, Stationery & Publication

Dashboard > Departments > Add Department

Add Department

Department Name : * Facebook URL : * Twitter URL : *

SUBMIT

- After put the value in Department Name, Facebook url, Twitter url then click on “submit” button to add departments.

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Dashboard

Master Menu

- > Departments
- > Nodal Officers
- > Designations
- > Districts
- > Blocks
- > Urban Local Body
- > Police Station
- > IGR Users
- > C&T Users

Gazette +

Online Service +

Directorate of Printing, Stationery & Publication

Dashboard > Departments

Departments

ADD

Department added successfully

SI No	Department	Date	Status	Action
1	ngo	05-04-2023 03:24 PM	Active	ACTION ▾
2	Odia Language, Literature & Culture Department		Active	ACTION ▾
3	SSEP Department	12-03-2020 03:56 PM	Active	ACTION ▾
4	School & Mass Education Department	12-03-2020 03:56 PM	Active	ACTION ▾
5	State Election Commission	12-03-2020 03:56 PM	Active	ACTION ▾
6	Energy Department	12-03-2020 03:56 PM	Active	ACTION ▾
7	Home Department	12-03-2020 03:56 PM	Active	ACTION ▾

- Admin can able to edit and delete the department as shown in below image.

SI No	Department	Date	Status	Action
1	ngo	05-04-2023 03:24 PM	Active	ACTION ▾
2	Odia Language, Literature & Culture Department		Active	Edit
3	SSEP Department	12-03-2020 03:56 PM	Active	Delete
4	School & Mass Education Department	12-03-2020 03:56 PM	Active	ACTION ▾
5	State Election Commission	12-03-2020 03:56 PM	Active	ACTION ▾
6	Energy Department	12-03-2020 03:56 PM	Active	ACTION ▾
7	Home Department	12-03-2020 03:56 PM	Active	ACTION ▾
8	Commerce & Transport (C) Department	12-03-2020 03:56 PM	Active	ACTION ▾
9	Miscellaneous	24-02-2020 03:59 PM	Active	ACTION ▾

- Once clicking on the “Edit” button the page will be redirected to the “Edit Department Page” where the Admin can able to update the details of the department as shown in below image.
- Admin have to add new updated details in these fields then click on “submit” button to update the details.

- By clicking on “Delete” button an alert will be appear on the top of the screen asking for are you sure to delete the department if yes then click on “ok” button and if no then click on “cancel” button.

The screenshot shows the 'Departments' section of the e-Gazette Admin interface. A modal dialog box is open, asking 'localhost says Are you sure to delete the department?' with 'OK' and 'Cancel' buttons. The main table lists various departments with columns for SI No, Department, Date, Status, and Action. The 'Action' column contains dropdown menus for each row.

SI No	Department	Date	Status	Action
1	ngo	05-04-2023 03:24 PM	Active	ACTION ▾
2	Odia Language, Literature & Culture Department		Active	Edit
3	SSEP Department	12-03-2020 03:56 PM	Active	Delete
4	School & Mass Education Department	12-03-2020 03:56 PM	Active	ACTION ▾
5	State Election Commission	12-03-2020 03:56 PM	Active	ACTION ▾
6	Energy Department	12-03-2020 03:56 PM	Active	ACTION ▾
7	Home Department	12-03-2020 03:56 PM	Active	ACTION ▾
8	Commerce & Transport (C) Department	12-03-2020 03:56 PM	Active	ACTION ▾
9	Miscellaneous	24-02-2020 03:59 PM	Active	ACTION ▾

Nodal Officers

- Admin can view the Nodal Officers listing by clicking “Master Menu” in the side bar then click on the “Nodal Officers” link as shown in below image.

The screenshot shows the 'Nodal Officers' section of the e-Gazette Admin interface. The 'Master Menu' sidebar is highlighted. The main table lists Nodal Officers with columns for SI No, Name, Department, Email, Status, and Action. The 'Action' column contains toggle switches and dropdown menus.

SI No	Name	Department	Email	Status	Action
1	Test User	Tourism Department	shivaram@ntspl.co.in	<input type="checkbox"/>	ACTION ▾
2	Sanchari Dasgupta	School & Mass Education Department	nileshthacker4@gmail.com	<input type="checkbox"/>	ACTION ▾
3	Jogeswar Bariha	School & Mass Education Department	amanbariha923@gmail.com	<input type="checkbox"/>	ACTION ▾
4	Laxmikanta Acharya	School & Mass Education Department	acharyalaxmikanta@gmail.com	<input checked="" type="checkbox"/>	ACTION ▾
5	Rajib Lochan Singh	Home Department	rajib.singh@odisha.gov.in	<input checked="" type="checkbox"/>	ACTION ▾

- Admin can able to add Nodal Officer by clicking on “ADD” button placed on the right side top of the table.
- Once clicking on the “ADD” button the page will be redirected to the add Nodal Officer page.

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Dashboard

Master Menu

- > Departments
- > **Nodal Officers**
- > Designations
- > Districts
- > Blocks
- > Urban Local Body
- > Police Station
- > IGR Users
- > C&T Users

Gazette

Online Service

Directorate of Printing, Stationery & Publication

Dashboard > Nodal Officers > Add Nodal Officer

Add Nodal Officer

Name *	Designation *
<input type="text"/>	Addl. Chief Secretary to Govt.
Username *	Email *
<input type="text"/>	<input type="text"/>
Department *	Mobile *
Select Department	<input type="text"/>
Employee ID (HRMS) *	
<input type="text"/>	

SUBMIT

- In this page Admin have to fill all the mandatory fields then click on submit button to add Nodal Officer.
- After that the newly added Nodal Officer will be visible in the listing page.
- If the selected department have the active Nodal Officer then an error message will be shown on bottom of the select filed as shown in below image.

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Dashboard

Master Menu

- > Departments
- > **Nodal Officers**
- > Designations
- > Districts
- > Blocks
- > Urban Local Body
- > Police Station
- > IGR Users
- > C&T Users

Gazette

Online Service

Directorate of Printing, Stationery & Publication

Dashboard > Nodal Officers > Add Nodal Officer

Add Nodal Officer

Name *	Designation *
<input type="text"/> uttam kumar mohanta	Addl. Chief Secretary to Govt.
Username *	Email *
<input type="text"/> uttam1023	<input type="text"/> uttamkumarmohanta73@gmail.com
Department *	Mobile *
Excise Department	<input type="text"/> 9583722121
Another user already exists for the selected department.	
Employee ID (HRMS) *	
<input type="text"/> ntspli	

SUBMIT

- By clicking on “Action” button in listing page there are 4 options as shown in below image.

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Directorate of Printing, Stationery & Publication

Dashboard > Nodal Officers

Nodal Officers

SI No	Name	Department	Email	Status	Action
1	Test User	Tourism Department	shivaram@ntspl.co.in	<input type="checkbox"/>	<div><button>Reject</button><button>Edit</button><button>Mail Password</button><button>Delete</button></div>
2	Sanchari Dasgupta	School & Mass Education Department	nileshthacker4@gmail.com	<input type="checkbox"/>	
3	Jogeswar Bariha	School & Mass Education Department	amanbariha923@gmail.com	<input type="checkbox"/>	
4	Laxmikanta Acharya	School & Mass Education Department	acharyalaxmikanta@gmail.com	<input type="checkbox"/>	
5	Rajib Lochan Singh	Home Department	rajib.singh@odisha.gov.in	<input type="checkbox"/>	

Master Menu

- Departments
- Nodal Officers
- Designations
- Districts
- Blocks
- Urban Local Body
- Police Station
- IGR Users
- C&T Users

Gazette

javascript:void(0); Service

- **Reject**

By clicking on “**Reject**” button a pop up will appear on the screen asking for reject remark then click submit to reject the Nodal Officer.

The screenshot shows the Odisha Gazette website interface. On the left, a green sidebar menu includes 'Dashboard', 'Master Menu' (with options like Departments, Nodal Officers, Designations, etc.), 'Gazette', and 'Online Service'. The main content area has a header for the 'Directorate of Printing, Stationery & Publication'. A modal window titled 'Reject Nodal Officer Account' is open, showing a 'Remark*' field containing 'reject'. Below the modal is a table listing Nodal Officers with columns for Name, Department, Email, Status, and Action. The table rows are:

SI No	Name	Department	Email	Status	Action
1	Test			<input type="checkbox"/>	ACTION ▾
2	San			<input type="checkbox"/>	ACTION ▾
3	Jogeswar Bariha	School & Mass Education Department	amanbariha923@gmail.com	<input type="checkbox"/>	ACTION ▾
4	Laxmikanta Acharya	School & Mass Education Department	acharyalaxmikanta@gmail.com	<input checked="" type="checkbox"/>	ACTION ▾
5	Rajib Lochan Singh	Home Department	rajib.singh@odisha.gov.in	<input checked="" type="checkbox"/>	ACTION ▾

At the top right of the main content area, there are 'Filter' and 'ADD' buttons.

SI No	Name	Department	Email	Status	Action
1	Test User	Tourism Department	shivaram@ntspl.co.in	<input type="checkbox"/>	ACTION
2	Sanchari Dasgupta	School & Mass Education Department	nileshthacker4@gmail.com	<input type="checkbox"/>	ACTION
3	Jogeswar Bariha	School & Mass Education Department	amanbariha923@gmail.com	<input type="checkbox"/>	ACTION
4	Laxmikanta Acharya	School & Mass Education Department	acharyalaxmikanta@gmail.com	<input checked="" type="checkbox"/>	ACTION

- **Edit**

By clicking on this link the page will be redirected to the edit Nodal Officer page where admin can able to update the Nodal Officer details as shown in below image.

- **Mail Password**

By clicking on this link the password of the Nodal Officer will be updated and a mail has been sent to that particular department as shown in below image.

SI No	Name	Department	Email	Status	Action
1	Test User	Tourism Department	shivaram@ntspl.co.in	<input checked="" type="checkbox"/>	<button>Action</button>
2	Sanchari Dasgupta	School & Mass Education Department	nileshthacker4@gmail.com	<input checked="" type="checkbox"/>	<button>Action</button>
3	Jogeswar Bariha	School & Mass Education Department	amanbariha923@gmail.com	<input checked="" type="checkbox"/>	<button>Action</button>
4	Laxmikanta Acharya	School & Mass Education Department	acharyalaxmikanta@gmail.com	<input checked="" type="checkbox"/>	<button>Action</button>

- **Delete**

By clicking on “Delete” button an alert will be appear on the top of the screen asking for are you sure to delete the department if yes then click on “ok” button and if no then click on “cancel” button.

SI No	Name	Department	Email	Status	Action
1	Test User	Tourism Department	shivaram@ntspl.co.in	<input checked="" type="checkbox"/>	<button>Action</button>
2	Sanchari Dasgupta	School & Mass Education Department	nileshthacker4@gmail.com	<input checked="" type="checkbox"/>	<button>Reject</button>
3	Jogeswar Bariha	School & Mass Education Department	amanbariha923@gmail.com	<input checked="" type="checkbox"/>	<button>Edit</button>
4	Laxmikanta Acharya	School & Mass Education Department	acharyalaxmikanta@gmail.com	<input checked="" type="checkbox"/>	<button>Mail Password</button>

- There was a status active and inactive button by the help of which the Admin change their status easily.
- By clicking on the status button a pop up will be appear asking for “are you sure to update the status” if the admin want to change then click on “Yes” otherwise choose “No”.

SI No	Name	Department	Email	Status	Action
1	Test User	Tourism Department	shivaram@ntspl.co.in	<input checked="" type="checkbox"/>	ACTION
2	Sanchari Dasgupta	School & Mass Education Department	nileshthacker4@gmail.com	<input checked="" type="checkbox"/>	ACTION
3	Jogeswar Bariha	School & Mass Education Department	amanbariha923@gmail.com	<input checked="" type="checkbox"/>	ACTION
4	Laxmikanta Acharya	School & Mass Education Department	acharyalaxmikanta@gmail.com	<input checked="" type="checkbox"/>	ACTION
5	Rajib Lochan Singh	Home Department	rajib.singh@odisha.gov.in	<input checked="" type="checkbox"/>	ACTION

- If Admin has click on “Yes” button then the application check that department if any Nodal Officer user active or not for that department, if active then the application throw a message “**Another user already active for this department**” as shown in below image. Or otherwise change the Nodal Officer’s status to active.

SI No	Name	Department	Email	Status	Action
1	Test User	Tourism Department	shivaram@ntspl.co.in	<input checked="" type="checkbox"/>	ACTION
2	Sanchari Dasgupta	School & Mass Education Department	nileshthacker4@gmail.com	<input checked="" type="checkbox"/>	ACTION
3	Jogeswar Bariha	School & Mass Education Department	amanbariha923@gmail.com	<input checked="" type="checkbox"/>	ACTION
4	Laxmikanta Acharya	School & Mass Education Department	acharyalaxmikanta@gmail.com	<input checked="" type="checkbox"/>	ACTION

- There was a filter icon on the top of the table, Once admin click on it then a filter section will be appear which helps the admin to better search result.

The screenshot shows the 'Nodal Officers' page under the 'Directorate of Printing, Stationery & Publication'. On the left, a sidebar menu includes 'Master Menu' with 'Nodal Officers' selected. The main area has a 'Filter' section with a dropdown for 'Department' set to 'Select Department', and 'SEARCH' and 'RESET' buttons. Below is a table titled 'Nodal Officers' with columns: SI No, Name, Department, Email, Status, and Action. One row is shown: '1 Test User Tourism Department shivaram@ntspl.co.in'.

- Admin will have to select any department then click on “**Search**” button then the search result will be appear in the table which placed on the bottom of the filter section.

The screenshot shows the 'Nodal Officers' page after searching for the 'Agriculture & Farmers Empowerment Department'. The 'Department' dropdown in the 'Filter' section is highlighted. The main table now lists two results: '1 Ashwini Agriculture & Farmers Empowerment Department ashwini.kunte@ntspl.co.in' and '2 Dr. Durbadal Meher Agriculture & Farmers Empowerment Department durbadal961@gmail.com'.

- Then click on the “**RESET**” button for come back to the Nodal Officer listing page.

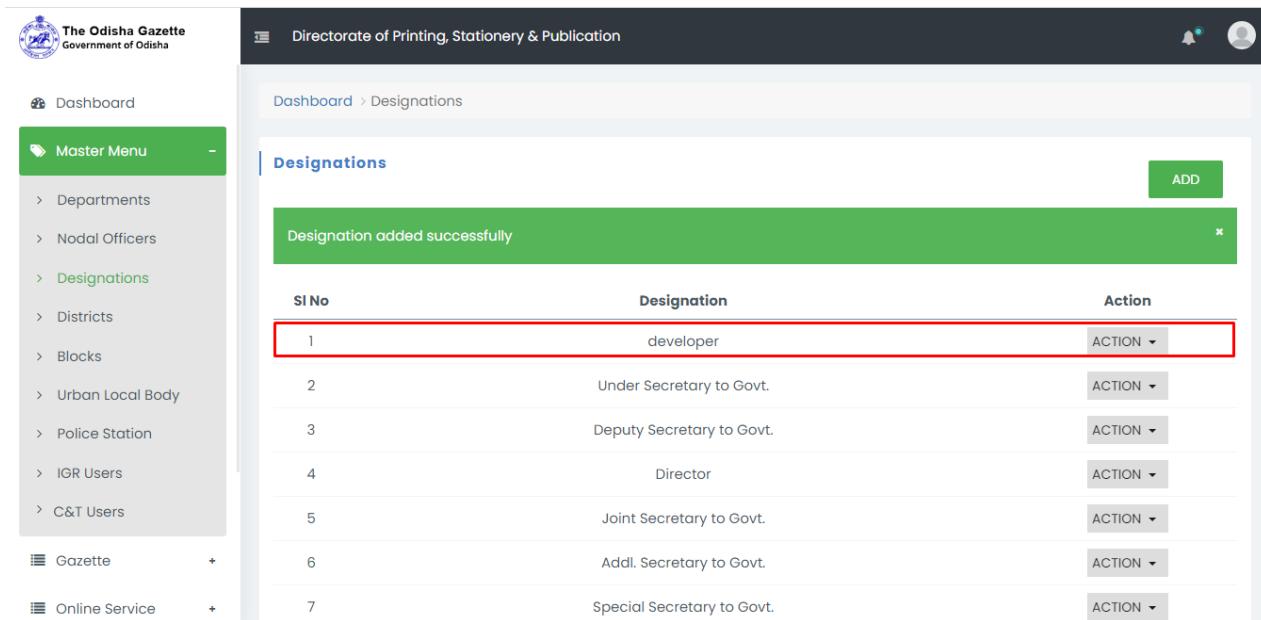
Designations

- Admin can view the designations listing by clicking “**Master Menu**” in the side bar then click on the “**Designations**” as shown in below image.

SI No	Designation	Action
1	Under Secretary to Govt.	ACTION ▾
2	Deputy Secretary to Govt.	Edit Delete
3	Director	ACTION ▾
4	Joint Secretary to Govt.	ACTION ▾
5	Addl. Secretary to Govt.	ACTION ▾
6	Special Secretary to Govt.	ACTION ▾
7	Commissioner-Cum-Secretary to Govt.	ACTION ▾
8	Principal Secretary to Govt.	ACTION ▾
9	Addl. Chief Secretary to Govt.	ACTION ▾

- Admin can able to add designations by clicking on “**ADD**” button placed on the right side top of the table.
- Once clicking on the “**ADD**” button the page will be redirected to the add designation page.

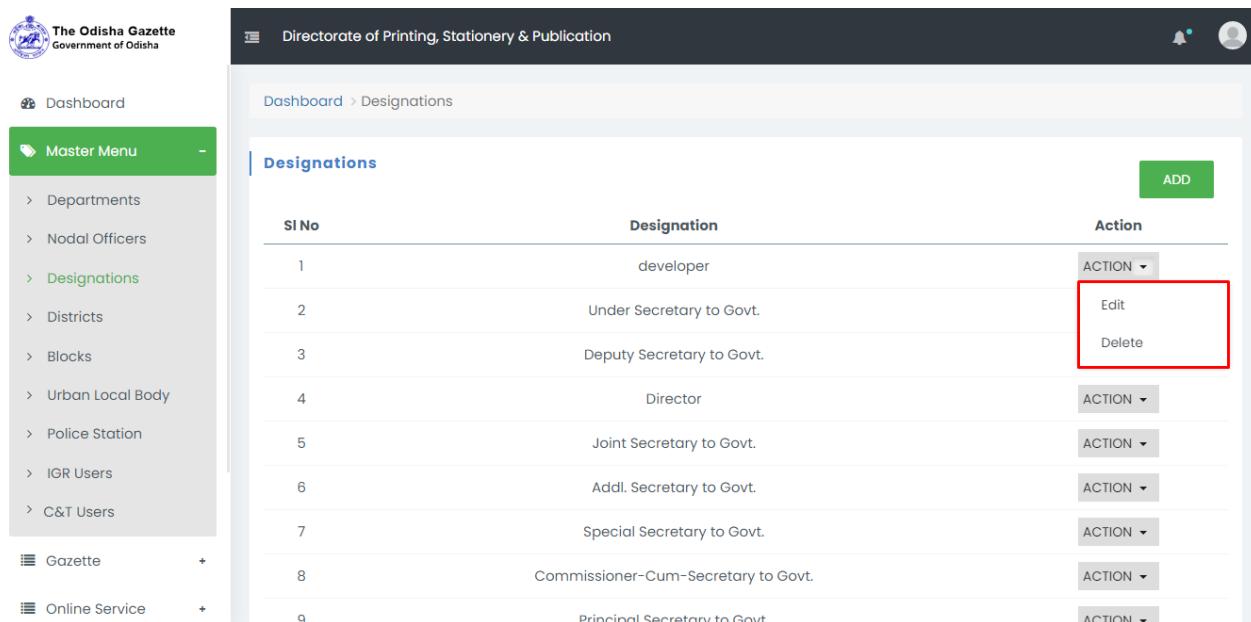
- After put the value in Designation Name then click on “**submit**” button to add designations.



The screenshot shows the 'Designations' page of the e-Gazette Admin interface. A success message 'Designation added successfully' is displayed at the top. The table below lists designations with their details and action buttons. The first row, 'developer', is highlighted with a red border.

SI No	Designation	Action
1	developer	ACTION ▾
2	Under Secretary to Govt.	ACTION ▾
3	Deputy Secretary to Govt.	ACTION ▾
4	Director	ACTION ▾
5	Joint Secretary to Govt.	ACTION ▾
6	Addl. Secretary to Govt.	ACTION ▾
7	Special Secretary to Govt.	ACTION ▾

- Admin can able to edit and delete the designation as shown in below image.



The screenshot shows the 'Designations' page with a specific row selected and its action menu open. The 'Edit' button is highlighted with a red box.

SI No	Designation	Action
1	developer	ACTION ▾
2	Under Secretary to Govt.	ACTION ▾
3	Deputy Secretary to Govt.	ACTION ▾
4	Director	ACTION ▾
5	Joint Secretary to Govt.	ACTION ▾
6	Addl. Secretary to Govt.	ACTION ▾
7	Special Secretary to Govt.	ACTION ▾
8	Commissioner-Cum-Secretary to Govt.	ACTION ▾
9	Principal Secretary to Govt.	ACTION ▾

- Once clicking on the “Edit” button the page will be redirected to the “**Edit Designation Page**” where the Admin can able to update the details of the designation as shown in below image.

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Dashboard

Master Menu

- > Departments
- > Nodal Officers
- > **Designations**
- > Districts
- > Blocks
- > Urban Local Body
- > Police Station
- > IGR Users
- > C&T Users

Gazette

Online Service

Directorate of Printing, Stationery & Publication

Dashboard > Designations > Edit Designation

Edit Designation

Designation Name : *

developer

SUBMIT

- By clicking on “Delete” button an alert will appear on the top of the screen asking for are you sure to delete the department if yes then click on “ok” button and if no then click on “cancel” button.

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Dashboard

Master Menu

- > Departments
- > Nodal Officers
- > **Designations**
- > Districts
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- > IGR Users
- > C&T Users

Gazette

Online Service

localhost says
Are you sure to delete the designation

OK Cancel

Directorate of Printing, Stationery & Publication

Dashboard > Designations

Designations

SI No	Designation	Action
1	developer	ACTION ▾
2	Under Secretary to Govt.	ACTION ▾
3	Deputy Secretary to Govt.	ACTION ▾
4	Director	ACTION ▾
5	Joint Secretary to Govt.	ACTION ▾
6	Addl. Secretary to Govt.	ACTION ▾
7	Special Secretary to Govt.	ACTION ▾
8	Commissioner-Cum-Secretary to Govt.	ACTION ▾
9	Principal Secretarv to Govt.	ACTION ▾

ADD

- If the admin click on “ok” button then the designation will be deleted successfully otherwise cancel.

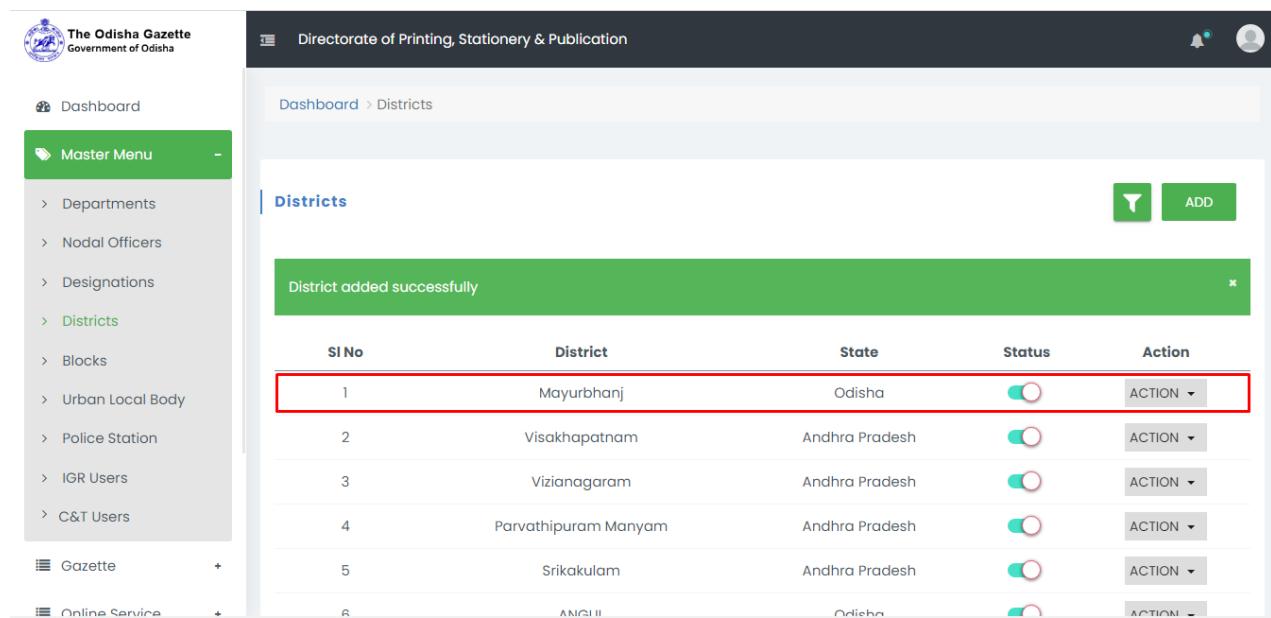
Districts

- Admin can view the district listing by clicking “Master Menu” in the side bar then click on the “Districts” link as shown in below image.

SI No	District	State	Status	Action
1	Visakhapatnam	Andhra Pradesh	<input checked="" type="checkbox"/>	ACTION ▾
2	Vizianagaram	Andhra Pradesh	<input checked="" type="checkbox"/>	ACTION ▾
3	Parvathipuram Manyam	Andhra Pradesh	<input checked="" type="checkbox"/>	ACTION ▾
4	Srikakulam	Andhra Pradesh	<input checked="" type="checkbox"/>	ACTION ▾
5	ANGUL	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
6	NUAPADA	Odisha	<input type="checkbox"/>	ACTION ▾
7	SAMBALPUR	Odisha	<input checked="" type="checkbox"/>	ACTION ▾

- Admin can able to add Districts by clicking on “ADD” button placed on the right side top of the table.
- Once clicking on the “ADD” button the page will be redirected to the add District page.

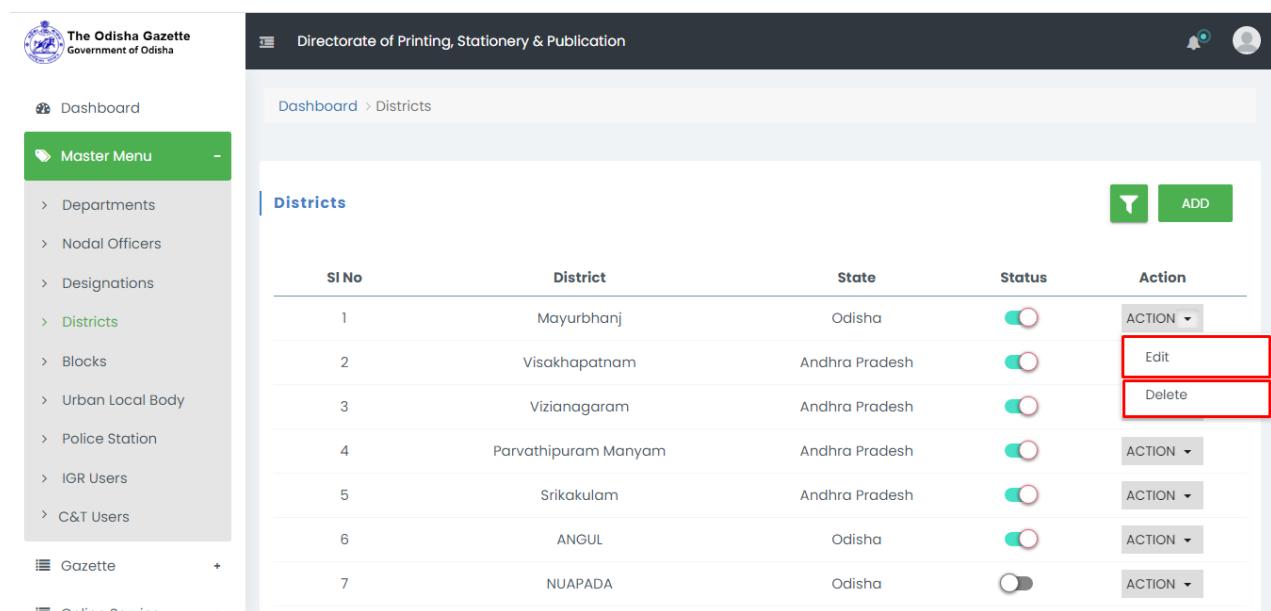
- In this page Admin have to fill all the fields then click on submit button to add District.
- After that the newly added District will be visible in the listing page.



The screenshot shows the 'Districts' page in the e-Gazette Admin system. A success message 'District added successfully' is displayed at the top. The table lists districts with columns: SI No, District, State, Status, and Action. The first row, which has 'Mayurbhanj' listed under 'District' and 'Odisha' under 'State', is highlighted with a red border. The 'Action' column for this row contains a button labeled 'ACTION ▾'. Other rows show districts like Visakhapatnam, Vizianagaram, Parvathipuram Manyam, Sriakulam, and ANGUL II, each with their respective details and 'ACTION ▾' buttons.

SI No	District	State	Status	Action
1	Mayurbhanj	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
2	Visakhapatnam	Andhra Pradesh	<input checked="" type="checkbox"/>	ACTION ▾
3	Vizianagaram	Andhra Pradesh	<input checked="" type="checkbox"/>	ACTION ▾
4	Parvathipuram Manyam	Andhra Pradesh	<input checked="" type="checkbox"/>	ACTION ▾
5	Sriakulam	Andhra Pradesh	<input checked="" type="checkbox"/>	ACTION ▾
6	ANGUL	Odisha	<input checked="" type="checkbox"/>	ACTION ▾

- By clicking on “Action” button in listing page there are 2 options as shown in below image.



This screenshot shows the same 'Districts' page as above, but with specific rows highlighted by red boxes. The second row ('Visakhapatnam') has its 'Action' button highlighted, revealing two options: 'Edit' and 'Delete'. The other rows remain unhighlighted with their standard 'ACTION ▾' buttons.

SI No	District	State	Status	Action
1	Mayurbhanj	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
2	Visakhapatnam	Andhra Pradesh	<input checked="" type="checkbox"/>	Edit Delete
3	Vizianagaram	Andhra Pradesh	<input checked="" type="checkbox"/>	ACTION ▾
4	Parvathipuram Manyam	Andhra Pradesh	<input checked="" type="checkbox"/>	ACTION ▾
5	Sriakulam	Andhra Pradesh	<input checked="" type="checkbox"/>	ACTION ▾
6	ANGUL	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
7	NUAPADA	Odisha	<input checked="" type="checkbox"/>	ACTION ▾

• Edit

By clicking on this link the page will be redirected to the edit District page where admin can able to update the district details as shown in below image.

The Odisha Gazette
Government of Odisha

Dashboard

Master Menu

- > Departments
- > Nodal Officers
- > Designations
- > Districts**
- > Blocks
- > Urban Local Body
- > Police Station
- > IGR Users
- > C&T Users

Gazette +

Online Service +

Directorate of Printing, Stationery & Publication

Dashboard > Districts > Edit District

Edit District

State Name : Odisha

District Name : Mayurbhanj

SUBMIT

- **Delete**

By clicking on “Delete” button an pop up will be appear on the screen asking for “Are you sure, you want to delete the details.” if yes then click on “Yes” button and if no then click on “No” button.

The Odisha Gazette
Government of Odisha

Dashboard

Master Menu

- > Departments
- > Nodal Officers
- > Designations
- > Districts**
- > Blocks
- > Urban Local Body
- > Police Station
- > IGR Users
- > C&T Users

Gazette +

Online Service +

Directorate of Printing, Stationery & Publication

Dashboard > Districts

Districts

Delete

Are you sure,you want to delete the details.

YES NO

SI No	District	State	Status	Action
1	Mayurbhanj	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
2	Visakhapatnam	Andhra Pradesh	<input checked="" type="checkbox"/>	ACTION ▾
3	Vizianagaram	Andhra Pradesh	<input checked="" type="checkbox"/>	ACTION ▾
4	Parvathipuram Manyam	Andhra Pradesh	<input checked="" type="checkbox"/>	ACTION ▾
5	Srikakulam	Andhra Pradesh	<input checked="" type="checkbox"/>	ACTION ▾
6	ANGUL	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
7	NUAPADA	Odisha	<input type="checkbox"/>	ACTION ▾
8	SAMBALPUR	Odisha	<input checked="" type="checkbox"/>	ACTION ▾

- There was a status active and inactive button by the help of which the Admin change their status easily.
- By clicking on the status button the status will be change immediately by refreshing the page and the status will be change at that time of reloading the page.

The screenshot shows the 'Districts' section of the e-Gazette Admin interface. On the left is a green sidebar menu titled 'Master Menu' with options like 'Departments', 'Nodal Officers', 'Designations', 'Districts', 'Blocks', 'Urban Local Body', 'Police Station', 'IGR Users', 'C&T Users', 'Gazette', and 'Online Service'. The main area has a dark header with the title 'Directorate of Printing, Stationery & Publication'. Below it, a breadcrumb navigation shows 'Dashboard > Districts'. The central part is a table with columns: 'SI No', 'District', 'State', 'Status', and 'Action'. The first row's 'Status' column has a switch button with a red border around it. At the top right of the table are a 'Filter' icon and an 'ADD' button.

SI No	District	State	Status	Action
1	Mayurbhanj	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
2	Visakhapatnam	Andhra Pradesh	<input checked="" type="checkbox"/>	ACTION ▾
3	Vizianagaram	Andhra Pradesh	<input checked="" type="checkbox"/>	ACTION ▾
4	Parvathipuram Manyam	Andhra Pradesh	<input checked="" type="checkbox"/>	ACTION ▾
5	Srikakulam	Andhra Pradesh	<input checked="" type="checkbox"/>	ACTION ▾
6	ANGUL	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
7	NUAPADA	Odisha	<input type="checkbox"/>	ACTION ▾

- There was a filter icon on the top of the table, Once admin click on it then a filter section will be appear which helps the admin to better search result.

This screenshot shows the same 'Districts' page as the previous one, but with a red box highlighting the 'Filter' section. This section contains two input fields: 'State Name:' and 'District Name:', both currently empty. Below these fields are two buttons: 'SEARCH' and 'RESET'. The rest of the page, including the table at the bottom, remains identical to the first screenshot.

SI No	District	State	Status	Action
1	Mayurbhanj	Odisha	<input checked="" type="checkbox"/>	ACTION ▾

- Admin will have to select any state name, or write district name then click on “Search” button then the search result will be appear in the table which placed on the bottom of the filter section.

SI No	District	State	Status	Action
1	Mayurbhanj	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
2	ANGUL	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
3	NUAPADA	Odisha	<input type="checkbox"/>	ACTION ▾
4	SAMBALPUR	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
5	GAJAPATI	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
6	KANDHAMAL	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
7	MALKANGIRI	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
8	BOLANGIR	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
9	KALAHANDI	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
10	SONEPUR	Odisha	<input checked="" type="checkbox"/>	ACTION ▾

- Then click on the “RESET” button for come back to the District listing page.

Blocks

- Admin can view the blocks listing by clicking “Master Menu” in the side bar then click on the “Blocks” link as shown in below image.

The screenshot shows the 'Blocks' listing page. On the left, a sidebar menu is open, showing various administrative categories like 'Departments', 'Nodal Officers', etc. The 'Blocks' option is highlighted with a red box. The main content area displays a table of blocks with columns for 'SI No', 'Block', 'District', 'State', 'Status', and 'Action'. Each row contains a green 'ACTION' button with a dropdown arrow. At the top right of the table are two buttons: a magnifying glass icon and a green 'ADD' button.

SI No	Block	District	State	Status	Action
1	Block A	KORAPUT	Odisha		
2	one two	ANGUL	Odisha		
3	test block one	ANGUL	Odisha		
4	TEST BLOCK	ANGUL	Odisha		
5	ATHMALLIK	ANGUL	Odisha		
6	KISHORENAGAR	ANGUL	Odisha		
7	ANUGUL	ANGUL	Odisha		

- Admin can able to add Blocks by clicking on “**ADD**” button placed on the right side top of the table.
- Once clicking on the “**ADD**” button the page will be redirected to the add Blocks page.

The screenshot shows the 'Add Block' form page. The sidebar menu is identical to the previous screenshot. The main content area has a header 'Add Block' and three input fields: 'State Name :', 'District Name :', and 'Block Name : *'. Each field has a dropdown placeholder ('Select State', 'Select District', and an empty input field). At the bottom right is a green 'SUBMIT' button.

- In this page Admin have to fill all the fields then click on submit button to add Blocks.
- After that the newly added Blocks will be visible in the listing page.

The screenshot shows the 'Blocks' listing page. At the top, there's a green success message: 'Block added successfully'. Below it is a table with columns: SI No, Block, District, State, Status, and Action. The first row (SI No 1) has its 'Action' button highlighted with a red box. The rest of the table rows are standard.

SI No	Block	District	State	Status	Action
1	block d	ANGUL	Odisha	<input checked="" type="checkbox"/>	ACTION
2	Block A	KORAPUT	Odisha	<input checked="" type="checkbox"/>	ACTION
3	one two	ANGUL	Odisha	<input checked="" type="checkbox"/>	ACTION
4	test block one	ANGUL	Odisha	<input checked="" type="checkbox"/>	ACTION
5	TEST BLOCK	ANGUL	Odisha	<input checked="" type="checkbox"/>	ACTION
6	ATHMALLIK	ANGUL	Odisha	<input checked="" type="checkbox"/>	ACTION
7	KISHORENAGAR	ANGUL	Odisha	<input checked="" type="checkbox"/>	ACTION

- By clicking on “Action” button in listing page there are 2 options as shown in below image.

This screenshot shows the same 'Blocks' listing page as the previous one, but focusing on the second row. The 'Action' column for the second row (SI No 2) has its 'Edit' and 'Delete' links highlighted with red boxes. The rest of the table and interface are identical to the first screenshot.

SI No	Block	District	State	Status	Action
1	block d	ANGUL	Odisha	<input checked="" type="checkbox"/>	ACTION
2	Block A	KORAPUT	Odisha	<input checked="" type="checkbox"/>	Edit
3	one two	ANGUL	Odisha	<input checked="" type="checkbox"/>	Delete
4	test block one	ANGUL	Odisha	<input checked="" type="checkbox"/>	ACTION
5	TEST BLOCK	ANGUL	Odisha	<input checked="" type="checkbox"/>	ACTION
6	ATHMALLIK	ANGUL	Odisha	<input checked="" type="checkbox"/>	ACTION
7	KISHORENAGAR	ANGUL	Odisha	<input checked="" type="checkbox"/>	ACTION

- **Edit**

By clicking on this link the page will be redirected to the edit Blocks page where admin can able to update the blocks details as shown in below image.

The Odisha Gazette
Government of Odisha

Dashboard

Master Menu

- > Departments
- > Nodal Officers
- > Designations
- > Districts
- > **Blocks**
- > Urban Local Body
- > Police Station
- > IGR Users
- > C&T Users

Gazette +

Online Service +

Directorate of Printing, Stationery & Publication

Dashboard > Blocks > Edit Block

Edit Blocks

State Name : Odisha District Name : ANGUL Block Name : block d

SUBMIT

• Delete

By clicking on “Delete” button a pop up will be appear on the screen asking for “Are you sure, you want to delete the details.” if yes then click on “Yes” button and if no then click on “No” button.

The Odisha Gazette
Government of Odisha

Dashboard

Master Menu

- > Departments
- > Nodal Officers
- > Designations
- > Districts
- > **Blocks**
- > Urban Local Body
- > Police Station
- > IGR Users
- > C&T Users

Gazette +

Online Service +

Directorate of Printing, Stationery & Publication

Dashboard > Blocks

Delete

Are you sure,you want to delete the details.

YES NO

SI No	Block	District	State	Status	Action
1	block d	ANGUL	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
2	Block A	KORAPUT	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
3	one two	ANGUL	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
4	test block one	ANGUL	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
5	TEST BLOCK	ANGUL	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
6	ATHMALLIK	ANGUL	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
7	KISHORENAGAR	ANGUL	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
8	ANUJGUJ	ANGUL	Odisha	<input checked="" type="checkbox"/>	ACTION ▾

- There was a status active and inactive button by the help of which the Admin change their status easily.
- By clicking on the status button the status will be change immediately by refreshing the page and the status will be change at that time of reloading the page.

SI No	Block	District	State	Status	Action
1	block d	ANGUL	Odisha		ACTION ▾
2	Block A	KORAPUT	Odisha		ACTION ▾
3	one two	ANGUL	Odisha		ACTION ▾
4	test block one	ANGUL	Odisha		ACTION ▾
5	TEST BLOCK	ANGUL	Odisha		ACTION ▾
6	ATHMALLIK	ANGUL	Odisha		ACTION ▾
7	KISHORENAGAR	ANGUL	Odisha		ACTION ▾

- There was a filter icon on the top of the table, Once admin click on it then a filter section will be appear which helps the admin to better search result.

SI No	Block	District	State	Status	Action
1	block d	ANGUL	Odisha		ACTION ▾

- Admin will have to select any state name, or write district name or block name then click on “Search” button then the search result will be appear in the table which placed on the bottom of the filter section.

SI No	Block	District	State	Status	Action
1	block d	ANGUL	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
2	one two	ANGUL	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
3	test block one	ANGUL	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
4	TEST BLOCK	ANGUL	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
5	ATHMALLIK	ANGUL	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
6	KISHORENAGAR	ANGUL	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
7	ANUGUL	ANGUL	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
8	TALACHER	ANGUL	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
9	CHHENDIPADA	ANGUL	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
10	KANIHA	ANGUL	Odisha	<input checked="" type="checkbox"/>	ACTION ▾

- Then click on the “RESET” button for come back to the District listing page.

Urban Local Body

- Admin can view the urban local body listing by clicking “Master Menu” in the side bar then click on the “urban local body” link as shown in below image.

Sl No	ULB	District	State	Status	Action
1	Khordha	KHORDHA	Odisha	<input type="checkbox"/>	ACTION
2	Jatani	KHORDHA	Odisha	<input type="checkbox"/>	ACTION
3	Banapur	KHORDHA	Odisha	<input type="checkbox"/>	ACTION
4	Balugaon	KHORDHA	Odisha	<input checked="" type="checkbox"/>	ACTION
5	Vyasanagar	JAJPUR	Odisha	<input checked="" type="checkbox"/>	ACTION
6	Umarkote	NABARANGAPUR	Odisha	<input checked="" type="checkbox"/>	ACTION
7	Udala	MAYURBHANJ	Odisha	<input checked="" type="checkbox"/>	ACTION

- Admin can able to add ULB by clicking on “**ADD**” button placed on the right side top of the table.
- Once clicking on the “**ADD**” button the page will be redirected to the add ULB page.

- In this page Admin have to fill all the fields then click on submit button to add ULB.
- After that the newly added ULB will be visible in the listing page.

SI No	ULB	District	State	Status	Action
1	Remuna	BALESHWAR	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
2	Khordha	KHORDHA	Odisha	<input type="checkbox"/>	ACTION ▾
3	Jatani	KHORDHA	Odisha	<input type="checkbox"/>	ACTION ▾
4	Banapur	KHORDHA	Odisha	<input type="checkbox"/>	ACTION ▾
5	Balugaon	KHORDHA	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
6	Vyasanagar	JAJPUR	Odisha	<input checked="" type="checkbox"/>	ACTION ▾

- By clicking on “Action” button in listing page there are 2 options as shown in below image.

SI No	ULB	District	State	Status	Action
1	Remuna	BALESHWAR	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
2	Khordha	KHORDHA	Odisha	<input type="checkbox"/>	<div style="border: 1px solid red; padding: 2px;">Edit</div> <div style="border: 1px solid red; padding: 2px;">Delete</div>
3	Jatani	KHORDHA	Odisha	<input type="checkbox"/>	ACTION ▾
4	Banapur	KHORDHA	Odisha	<input type="checkbox"/>	ACTION ▾
5	Balugaon	KHORDHA	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
6	Vyasanagar	JAJPUR	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
7	Umarkote	NABARANGAPUR	Odisha	<input checked="" type="checkbox"/>	ACTION ▾

- **Edit**

By clicking on this link the page will be redirected to the edit ULB page where admin can able to update the ULB details as shown in below image.

The Odisha Gazette
Government of Odisha

Dashboard

Master Menu

- > Departments
- > Nodal Officers
- > Designations
- > Districts
- > Blocks
- > **Urban Local Body**
- > Police Station
- > IGR Users
- > C&T Users

Gazette

Online Service

Directorate of Printing, Stationery & Publication

Dashboard > ULB > Edit ULB

Edit ULB

State Name : Odisha District Name : BALESHWAR ULB Name : Remuna

SUBMIT

- **Delete**

By clicking on “Delete” button a pop up will be appear on the screen asking for “Are you sure, you want to delete the details.” if yes then click on “Yes” button and if no then click on “No” button.

The Odisha Gazette
Government of Odisha

Dashboard

Master Menu

- > Departments
- > Nodal Officers
- > Designations
- > Districts
- > Blocks
- > **Urban Local Body**
- > Police Station
- > IGR Users
- > C&T Users

Gazette

Online Service

Directorate of Printing, Stationery & Publication

Dashboard > ULB

ULB

SL No	ULB	District	State	Status	Action
1	Remuna	BALESHWAR	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
2	Khordha	KHORDHA	Odisha	<input type="checkbox"/>	ACTION ▾
3	Jatani	KHORDHA	Odisha	<input type="checkbox"/>	ACTION ▾
4	Banapur	KHORDHA	Odisha	<input type="checkbox"/>	ACTION ▾
5	Balugaon	KHORDHA	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
6	Vyasanagar	JAJPUR	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
7	Umarkote	NABARANGAPUR	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
8	Udala	MAYURBHANJ	Odisha	<input checked="" type="checkbox"/>	ACTION ▾

Delete

Are you sure,you want to delete the details.

YES NO

- There was a status active and inactive button by the help of which the Admin change their status easily.
- By clicking on the status button the status will be change immediately by refreshing the page and the status will be change at that time of reloading the page.

The screenshot shows the 'ULB' list page. At the top right of the table header, there is a green filter icon with a white magnifying glass symbol. Below the table, there is a green 'ADD' button.

SI No	ULB	District	State	Status	Action
1	Remuna	BALESHWAR	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
2	Khordha	KHORDHA	Odisha	<input type="checkbox"/>	ACTION ▾
3	Jatani	KHORDHA	Odisha	<input type="checkbox"/>	ACTION ▾
4	Banapur	KHORDHA	Odisha	<input type="checkbox"/>	ACTION ▾
5	Balugaon	KHORDHA	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
6	Vyasanagar	JAJPUR	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
7	Umarkote	NABARANGAPUR	Odisha	<input checked="" type="checkbox"/>	ACTION ▾

- There was a filter icon on the top of the table, Once admin click on it then a filter section will be appear which helps the admin to better search result.

The screenshot shows the 'ULB' list page with a red box highlighting the 'Filter' section. This section contains three input fields: 'State Name :', 'District Name :', and 'ULB Name :'. Each field has a dropdown placeholder ('Select State', 'Select District', and an empty input field). Below these fields are two green buttons: 'SEARCH' and 'RESET'.

SI No	ULB	District	State	Status	Action
1	Remuna	BALESHWAR	Odisha	<input checked="" type="checkbox"/>	ACTION ▾

- Admin will have to select any state name, or write district name or ULB name then click on “Search” button then the search result will be appear in the table which placed on the bottom of the filter section.

SI No	ULB	District	State	Status	Action
1	Talcher Sadar	ANGUL	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
2	Athmallik	ANGUL	Odisha	<input checked="" type="checkbox"/>	ACTION ▾
3	Anugul	ANGUL	Odisha	<input checked="" type="checkbox"/>	ACTION ▾

- Then click on the “RESET” button for come back to the District listing page.

IGR Users

- Admin can view the IGR Users listing by clicking “Master Menu” in the side bar then click on the “IGR Users” as shown in below image.

SI. No.	Name	Mobile	Email	Verifier/Approver	Status	Action
1	ashwini	6543654356	ashwini.kunte@ntspl.co.in	Approver	<input checked="" type="checkbox"/>	ACTION ▾
2	Sanket Sonje	8117056655	shivaram@ntspl.co.in	Verifier	<input checked="" type="checkbox"/>	ACTION ▾

- Admin can able to add IGR Users by clicking on “ADD” button placed on the right side top of the table.

- Once clicking on the “ADD” button the page will be redirected to the add IGR Users page.

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Dashboard

Master Menu

- > Departments
- > Nodal Officers
- > Designations
- > Districts
- > Blocks
- > Urban Local Body
- > Police Station
- > **IGR Users**
- > C&T Users

Gazette

Online Service

Directorate of Printing, Stationery & Publication

Dashboard > IGR Users > Add IGR User

Add IGR User

Verifier/Approver : *

Select

Name : * Email : *

Mobile : * DOB : *

SUBMIT

- After select a value of verifier/approver field then put the name, email, mobile number and DOB then click on “submit” button to add IGR Users.

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Dashboard

Master Menu

- > Departments
- > Nodal Officers
- > Designations
- > Districts
- > Blocks
- > Urban Local Body
- > Police Station
- > **IGR Users**
- > C&T Users

Gazette

Online Service

Directorate of Printing, Stationery & Publication

Dashboard > IGR Users

IGR Users

SI. No.	Name	Mobile	Email	Verifier/Approver	Status	Action
1	uttam kumar mohanta	9583722121	uttamkumarmohanta73@gmail.com	Verifier	<input checked="" type="checkbox"/>	ACTION ▾
2	ashwini	6543654356	ashwini.kunte@ntspl.co.in	Approver	<input checked="" type="checkbox"/>	ACTION ▾
3	Sanket Sonje	8117056655	shivaram@ntspl.co.in	Verifier	<input checked="" type="checkbox"/>	ACTION ▾

- Admin can able to edit and delete the IGR Users as shown in below image.

Sl. No.	Name	Mobile	Email	Verifier/Appraiser	Status	Action
1	uttam kumar mohanta	9583722121	uttamkumarmohanta73@gmail.com	Verifier	<input checked="" type="checkbox"/>	Action
2	ashwini	6543654356	ashwini.kunte@ntspl.co.in	Approver	<input checked="" type="checkbox"/>	Edit
3	Sanket Sonje	8117056655	shivaram@ntspl.co.in	Verifier	<input checked="" type="checkbox"/>	Delete

- Once clicking on the “Edit” button the page will be redirected to the “Edit IGR Users Page” where the Admin can able to update the details of the IGR Users as shown in below image.

- By clicking on “Delete” button an alert will be appear on the top of the screen asking for are you sure to delete the user if yes then click on “ok” button and if no then click on “cancel” button.

The screenshot shows the 'IGR Users' section of the admin interface. On the left is a sidebar with 'Master Menu' expanded, showing 'IGR Users' selected. The main area displays a table of users with columns: SI. No., Name, Mobile, Email, Verifier/Approver, Status, and Action. Three users are listed: uttam kumar mohanta, ashwini, and Sanket Sonje. An 'ACTION' dropdown menu next to the third user contains 'Edit' and 'Delete' options. A red box highlights a confirmation dialog at the top center: 'localhost says Are you sure to delete the user' with 'OK' and 'Cancel' buttons.

- If the admin click on “ok” button then the user will be deleted successfully otherwise cancel.

C&T Users

- Admin can view the C&T User listing by clicking “Master Menu” in the side bar then click on the “C&T User” as shown in below image.

The screenshot shows the 'C & T User' section of the admin interface. On the left is a sidebar with 'Master Menu' expanded, showing 'C & T Users' selected. The main area displays a table of users with columns: SI No, Name, Mobile, Email, Designation, Module Name, Status, and Action. Five users are listed: Soudhankhi Dalai, Test New Data, Test, Rahul, and Laxmikanta Behera. An 'ACTION' dropdown menu next to the fifth user contains 'Edit' and 'Delete' options. A red box highlights the 'Master Menu' in the sidebar and the 'C & T Users' link in the 'Master Menu' dropdown.

- Admin can able to add C&T User by clicking on “ADD” button placed on the right side top of the table.
- Once clicking on the “ADD” button the page will be redirected to the add C&T User page.

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Government of Odisha

Dashboard

Master Menu

- Departments
- Nodal Officers
- Designations
- Districts
- Blocks
- Urban Local Body
- Police Station
- IGR Users
- C&T Users**

Gazette

Online Service

Directorate of Printing, Stationery & Publication

Dashboard > C&T User > Add C&T User

Add C&T User

Verifier/Approver/Processor : *

Name : * User Name : *

Email : * Mobile : *

Module: *

Select Module

SUBMIT

- After put the value in “Verifier/Approver/Processor”, name, user name, email, mobile, module then click on “submit” button to add C&T User.

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Government of Odisha

Dashboard

Master Menu

Gazette

Online Service

CMS

Archival

Reports

Activity Log

Directorate of Printing, Stationery & Publication

Dashboard > C&T User

C&T User

C&T user added successfully.

SI No	Name	Mobile	Email	Designation	Module Name	Status	Action
1	uttam kumar mohanta	9583722121	uttamkumarmohanta73@gmail.com	Verifier	Change of Name/Surname Module	<input checked="" type="checkbox"/>	ACTION
2	Soudhankhi Dalai	7008522640	sdalai@gmail.com	Processor	Change of Partnership Module	<input checked="" type="checkbox"/>	ACTION
3	Test New Data	1122334425	testnew@gmail.com	Verifier	Change of Partnership Module	<input checked="" type="checkbox"/>	ACTION
4	Test	6699887856	commerce.addlsec.odisha@gmail.com	Verifier	Change of Partnership Module	<input checked="" type="checkbox"/>	ACTION

- Admin can able to edit and delete the C&T User as shown in below image.

SI No	Name	Mobile	Email	Designation	Module Name	Status	Action
1	uttam kumar mohanta	9583722121	uttamkumarmohanta73@gmail.com	Verifier	Change of Name/Surname Module	<input checked="" type="checkbox"/>	ACTION
2	Soudhankhi Dalai	7008522640	sdalai@gmail.com	Processor	Change of Partnership Module	<input checked="" type="checkbox"/>	Edit Delete
3	Test New Data	1122334425	testnew@gmail.com	Verifier	Change of Partnership Module	<input type="checkbox"/>	ACTION
4	Test	6699887856	commerce.addlsec.odisha@gmail.com	Verifier	Change of Partnership Module	<input type="checkbox"/>	ACTION
5	Rahul	3123456765	a@gmail.com	Approver	Change of Partnership Module	<input checked="" type="checkbox"/>	ACTION

- Once clicking on the “Edit” button the page will be redirected to the “**Edit C&T User Page**” where the Admin can able to update the details of the C&T User as shown in below image.

- By clicking on “Delete” button an alert will be appear on the top of the screen asking for are you sure to delete the department if yes then click on “ok” button and if no then click on “cancel” button.

SI No	Name	Mobile	Email	Designation	Module Name	Status	Action
1	uttam kumar mohanta	9583722121	uttamkumarmohanta73@gmail.com	Verifier	Change of Name/Surname Module	<input checked="" type="checkbox"/>	ACTION ▼
2	Soudhankhi Dalai	7008522640	sdalai@gmail.com	Processor	Change of Partnership Module	<input checked="" type="checkbox"/>	Edit Delete
3	Test New Data	1122334425	testnew@gmail.com	Verifier	Change of Partnership Module	<input type="checkbox"/>	ACTION ▼
4	Test	6699887856	commerce.addlsec.odisha@gmail.com	Verifier	Change of Partnership Module	<input type="checkbox"/>	ACTION ▼
5	Rahul	3123456765	a@gmail.com	Approver	Change of Partnership Module	<input checked="" type="checkbox"/>	ACTION ▼

- If the admin click on “ok” button then the C&T User will be deleted successfully otherwise cancel.

Gazette

- Extraordinary Gazette**

Admin can view the unpublished extraordinary gazette by clicking “**Gazette**” Link on the side bar then a dropdown will be appear of 2 options then the admin will be click on the “**Pending**” links then the page will be redirected to the Pending Extraordinary Gazette listing page as shown in below image.

The screenshot shows the 'Govt. Press Pending Extraordinary Gazette' listing page. The table contains the following data:

Sl. No.	Department	Subject	Payment Type	Date	Dept. Document	Status	Action
1	Co-operation Department	alpha	Payment of Cost	03-04-2023 11:42 AM	View	Forward To Pay	
2	Co-operation Department	uttam	Free	01-04-2023 11:43 AM	View	Press Approved	
3	Co-operation Department	testing l23456	Payment of Cost	28-03-2023 01:11 PM	View	Forward To Pay	
4	Co-operation Department	xyzuijhvbfbjvbj	Free	22-03-2023 06:20 PM	View	Press Approved	
5	Co-operation Department	Test Notification	Free	04-03-2023 05:06 PM	View	Press Returned	
6	Co-operation Department	Test Subject	Free	23-02-2023 01:36 PM	View	Press Approved	
7	Co-operation Department	Test Paid	Payment of Cost	21-02-2023 04:03 PM	View	Payment Completed	
8	Co-operation Department	Test Paid Extraordinary	Payment of Cost	20-02-2023 04:37 PM	View	Approver Approved	
9	Co-operation Department	Bill Gazette	Free	20-02-2023 02:00 PM	View	Dept. Resubmitted	
10	Co-operation Department	Test Subject	Free	20-02-2023 01:46 PM	View	Dept. Submitted	

Page navigation: 1 | 2 | Next

- In this listing page Admin can able to view the gazette details by clicking on the EYE icon placed in the Action column.

The screenshot shows the 'Govt. Press Pending Extraordinary Gazette' listing page. The table contains the following data:

Sl. No.	Department	Subject	Payment Type	Date	Dept. Document	Status	Action
1	Co-operation Department	alpha	Payment of Cost	03-04-2023 11:42 AM	View	Forward To Pay	
2	Co-operation Department	uttam	Free	01-04-2023 11:43 AM	View	Press Approved	
3	Co-operation Department	testing l23456	Payment of Cost	28-03-2023 01:11 PM	View	Forward To Pay	
4	Co-operation Department	xyzuijhvbfbjvbj	Free	22-03-2023 06:20 PM	View	Press Approved	
5	Co-operation Department	Test Notification	Free	04-03-2023 05:06 PM	View	Press Returned	
6	Co-operation Department	Test Subject	Free	23-02-2023 01:36 PM	View	Press Approved	

- Once clicking on the "EYE" icon the page will be redirected to the gazette view details page as shown in below image.

The screenshot shows the e-Gazette Admin User Manual interface. The left sidebar has a green header "Gazette" with sub-options: "Extraordinary Gazette" and "Weekly Gazette". Other menu items include "Dashboard", "Master Menu", "Online Service", "CMS", "Archival", "Reports", and "Activity Log". The main content area shows "Department Gazette Details" for the "Co-operation Department". It lists fields: "Gazette Type: Extraordinary", "Created User: Sudarsan Sethi", "Created Datetime: 03-04-2023 11:42 AM", "Subject: alpha", "Notification Type: ACT", "Notification Number: act123", "Dept. Gazette (Signed PDF):" (with a file icon), and "Status: Forward To Pay". Below this is a "Status History" table with rows like "Dept. Saved" (03-04-2023 11:42 AM) and "Forward To Pay" (03-04-2023 06:49 PM).

Action	Date
Dept. Saved	03-04-2023 11:42 AM
Dept. Submitted	03-04-2023 11:43 AM
Processor Returned (Remarks: return to dept.)	03-04-2023 12:35 PM
Dept. Resubmitted Saved	03-04-2023 05:23 PM
Dept. Resubmitted	03-04-2023 06:09 PM
Processor Returned (Remarks: return)	03-04-2023 06:09 PM
Dept. Resubmitted Saved	03-04-2023 06:35 PM
Dept. Resubmitted	03-04-2023 06:36 PM
Processor Approved (Remarks: forward)	03-04-2023 06:36 PM
Verifier Returned (Remarks: return)	03-04-2023 06:39 PM
Dept. Resubmitted Saved	03-04-2023 06:40 PM
Dept. Resubmitted	03-04-2023 06:41 PM
Processor Approved (Remarks: forward)	03-04-2023 06:41 PM
Verifier Approved (Remarks: forward)	03-04-2023 06:41 PM
Approver Returned (Remarks: return)	03-04-2023 06:42 PM
Dept. Resubmitted Saved	03-04-2023 06:46 PM
Dept. Resubmitted	03-04-2023 06:47 PM
Processor Approved (Remarks: forward)	03-04-2023 06:47 PM
Verifier Approved (Remarks: forward)	03-04-2023 06:47 PM
Approver Approved (Remarks: forward)	03-04-2023 06:48 PM
Forward To Pay	03-04-2023 06:49 PM

- In gazette view details page admin can able to see the gazette status and all details of the gazette.
- There is a filter icon placed in the right side top of the table once clicking on the icon a filter section will be appear.

The screenshot shows the 'Govt. Press Pending Extraordinary Gazette' page. A green search icon is highlighted with a red box. The table below lists six entries:

Sl. No.	Department	Subject	Payment Type	Date	Dept. Document	Status	Action
1	Co-operation Department	alpha	Payment of Cost	03-04-2023 11:42 AM	View	Forward To Pay	Edit
2	Co-operation Department	uttam	Free	01-04-2023 11:43 AM	View	Press Approved	Edit
3	Co-operation Department	testing 123456	Payment of Cost	28-03-2023 01:11 PM	View	Forward To Pay	Edit
4	Co-operation Department	xyzuijhbfbvbj	Free	22-03-2023 06:20 PM	View	Press Approved	Edit
5	Co-operation Department	Test Notification	Free	04-03-2023 05:06 PM	View	Press Returned	Edit
6	Co-operation Department	Test Subject	Free	23-02-2023 01:36 PM	View	Press Approved	Edit

The screenshot shows the 'Filter' section with fields for 'From Date', 'To Date', 'Subject Line', 'Order No', 'Department', 'Notification Type', and 'Status'. A red box highlights this section. Below it is the 'Govt. Press Pending Extraordinary Gazette' table, which is identical to the one in the first screenshot.

- By the help of which admin can able to search the gazette easily.
- If the admin wants to find a gazette then the admin have to choose one of these fields then click on the “Search” button to see the result, and the result appear in the table placed in the bottom of the filter section as shown in below image.

The screenshot shows the 'Extraordinary Gazette' search interface. On the left, a sidebar menu includes 'Dashboard', 'Master Menu', 'Gazette' (selected), 'Online Service', 'CMS', 'Archival', 'Reports', and 'Activity Log'. The main area has a header 'Directorate of Printing, Stationery & Publication' and a breadcrumb 'Dashboard > Extraordinary Gazette'. A 'Filter' section contains fields for 'From Date' (01-04-2023), 'To Date' (06-04-2023), 'Subject Line', 'Order No', 'Department', 'Notification Type', and 'Status'. Below the filter are 'SEARCH' and 'RESET' buttons. The results table is titled 'Govt. Press Pending Extraordinary Gazette' and lists two entries:

Sl. No.	Department	Subject	Payment Type	Date	Dept. Document	Status	Action
1	Co-operation Department	alpha	Payment of Cost	03-04-2023 11:42 AM	View	Forward To Pay	
2	Co-operation Department	uttam	Free	01-04-2023 11:43 AM	View	Press Approved	

- By clicking on “Reset” button the search result page will be redirected to the gazette listing page.

This screenshot is identical to the one above, but the 'RESET' button in the 'Filter' section is highlighted with a red box. All other elements, including the sidebar menu, search filters, and results table, remain the same.

The screenshot shows the 'Govt. Press Pending Extraordinary Gazette' section. The table lists six entries:

Sl. No.	Department	Subject	Payment Type	Date	Dept. Document	Status	Action
1	Co-operation Department	alpha	Payment of Cost	03-04-2023 11:42 AM	View	Forward To Pay	View
2	Co-operation Department	uttam	Free	01-04-2023 11:43 AM	View	Press Approved	View
3	Co-operation Department	testing 123456	Payment of Cost	28-03-2023 01:11 PM	View	Forward To Pay	View
4	Co-operation Department	xyzuijhvbfbjvbj	Free	22-03-2023 06:20 PM	View	Press Approved	View
5	Co-operation Department	Test Notification	Free	04-03-2023 05:06 PM	View	Press Returned	View
6	Co-operation Department	Test Subject	Free	23-02-2023 01:36 PM	View	Press Approved	View

• Extraordinary Gazette

Admin can view the published extraordinary gazette by clicking “**Gazette**” Link on the side bar then a dropdown will be appear of 2 options then the admin will be click on the “**Published**” links then the page will be redirected to the Published Extraordinary Gazette listing page as shown in below image.

The screenshot shows the 'Directorate of Printing, Stationery and Publication Extraordinary Gazette' section. The table lists eight entries:

Sl. No.	Department	Subject	Payment Type	Date	Dept. Document	Press PDF	Status	Action
1	Co-operation Department	testing return	Payment of Cost	24-03-2023 05:46 PM	View	View	Press Published	View
2	Co-operation Department	test notification	Payment of Cost	24-03-2023 03:40 PM	View	View	Press Published	View
3	Co-operation Department	sdfgbfgb	Payment of Cost	23-03-2023 02:43 PM	View	View	Press Published	View
4	Co-operation Department	fsfsf gdgf	Free	20-03-2023 01:18 PM	View	View	Press Published	View
5	Co-operation Department	Test Subject	Free	17-02-2023 05:53 PM	View	View	Press Published	View
6	Co-operation Department	Sales Tax Rules Changed	Free	11-11-2021 12:29 PM	View	View	Press Published	View
7	Co-operation Department	Test Subject	Free	09-10-2021 01:35 PM	View	View	Press Published	View
8	Skill Development & Technical Education Department	Land Bill	Free	05-10-2021 07:17 AM	View	View	Press Published	View

- In this listing page Admin can able to view the gazette details by clicking on the **EYE** icon placed in the Action column.

Sl. No.	Department	Subject	Payment Type	Date	Dept. Document	Press PDF	Status	Action
1	Co-operation Department	testing return	Payment of Cost	24-03-2023 05:46 PM	View	View	Press Published	
2	Co-operation Department	test notification	Payment of Cost	24-03-2023 03:40 PM	View	View	Press Published	
3	Co-operation Department	sdfgbfgb	Payment of Cost	23-03-2023 02:43 PM	View	View	Press Published	
4	Co-operation Department	fsfsf gdgf	Free	20-03-2023 01:18 PM	View	View	Press Published	
				17-02-			Press	

- Once clicking on the “EYE” icon the page will be redirected to the gazette view details page as shown in below image.

The screenshot shows the e-Gazette Admin User Manual interface. The left sidebar has a green header "Gazette" with a dropdown menu for "Extraordinary Gazette". Other menu items include "Master Menu", "Online Service", "CMS", "Archival", "Reports", and "Activity Log". The main content area is titled "Extraordinary Gazette Details". It displays various details in a table format:

Department Name : Co-operation Department	Gazette Type : Extraordinary
Payment Type : Payment of Cost	Created Datetime : 24-03-2023 03:40 PM
Subject : test notification	Notification Type : NOTIFICATION
Notification Number : test123	Issue Date : FRIDAY, MARCH 24, 2023
Status : Press Published	
Dept. Gazette (Signed PDF) :	
Press Gazette (Signed PDF) :	

Below this is a section titled "Status History" which lists the following events with their timestamps:

- Dept. Saved (24-03-2023 03:40 PM)
- Dept. Submitted (24-03-2023 03:42 PM)
- Processor Approved (24-03-2023 04:17 PM)
- Verifier Approved (24-03-2023 04:22 PM)
- Approver Approved (24-03-2023 04:22 PM)
- Forward To Pay (24-03-2023 04:31 PM)
- Payment Completed (24-03-2023 04:46 PM)
- Press Approved (24-03-2023 04:47 PM)
- Press Published (24-03-2023 04:49 PM)

- In gazette view details page admin can able to see the gazette status and all details of the gazette.
- There is a filter icon placed in the right side top of the table once clicking on the icon a filter section will be appear.

The screenshot shows the 'Published Extraordinary Gazette' section. The table lists four entries:

Sl. No.	Department	Subject	Payment Type	Date	Dept. Document	Press PDF	Status	Action
1	Co-operation Department	testing return	Payment of Cost	24-03-2023 05:46 PM	View	View	Press Published	View
2	Co-operation Department	test notification	Payment of Cost	24-03-2023 03:40 PM	View	View	Press Published	View
3	Co-operation Department	sdfgbfgb	Payment of Cost	23-03-2023 02:43 PM	View	View	Press Published	View
4	Co-operation Department	fsfsf gdgf	Free	20-03-2023 01:18 PM	View	View	Press Published	View

The screenshot shows the 'Published Extraordinary Gazette' section with a filter form overlaid. The filter form includes fields for From Date, To Date, Subject Line, Order No, Department, Notification Type, and Status, along with a SEARCH and RESET button.

Filter

From Date <input type="text" value="DD-MM-YYYY"/>	To Date <input type="text" value="DD-MM-YYYY"/>	Subject Line <input type="text" value="Subject Name"/>	Order No <input type="text" value="Notification/Order/Resolution I"/>
Department <input type="text" value="Select Department"/>	Notification Type <input type="text" value="Select Notification Type"/>	Status <input type="text" value="Select Status"/>	
<input type="button" value="SEARCH"/> <input type="button" value="RESET"/>			

Directorate of Printing, Stationery and Publication Extraordinary Gazette

Sl. No.	Department	Subject	Payment Type	Date	Dept. Document	Press PDF	Status	Action
---------	------------	---------	--------------	------	----------------	-----------	--------	--------

- By the help of which admin can able to search the gazette easily.
- If the admin wants to find a gazette then the admin have to choose one of these fields then click on the “**Search**” button to see the result, and the result appear in the table placed in the bottom of the filter section as shown in below image.

The screenshot shows the 'Published Extraordinary Gazette' search results page. The left sidebar includes a logo for 'The Odisha Gazette Government of Odisha' and a 'Gazette' section with 'Extraordinary Gazette' (Pending, Published), 'Weekly Gazette', 'Online Service', 'CMS', 'Archival', 'Reports', and 'Activity Log'. The main content area has a 'Filter' section with fields for 'From Date' (22-03-2023), 'To Date' (06-04-2023), 'Subject Line', 'Order No', 'Department' (Select Department), 'Notification Type' (Select Notification Type), and 'Status' (Select Status). Below the filter is a 'SEARCH' button and a 'RESET' button. The results table is titled 'Directorate of Printing, Stationery and Publication Extraordinary Gazette' and lists three entries:

Sl. No.	Department	Subject	Payment Type	Date	Dept. Document	Press PDF	Status	Action
1	Co-operation Department	testing return	Payment of Cost	24-03-2023 05:46 PM	View	View	Press Published	View
2	Co-operation Department	test notification	Payment of Cost	24-03-2023 03:40 PM	View	View	Press Published	View
3	Co-operation Department	sdfgbfgb	Payment of Cost	23-03-2023 02:43 PM	View	View	Press Published	View

- By clicking on “Reset” button the search result page will be redirected to the gazette listing page.

The screenshot shows the 'Published Extraordinary Gazette' search results page after clicking the 'RESET' button. The 'RESET' button is highlighted with a red box. The rest of the interface is identical to the previous screenshot, including the sidebar, filter section, and results table.

SI. No.	Department	Subject	Payment Type	Date	Dept. Document	Press PDF	Status	Action
1	Co-operation Department	testing return	Payment of Cost	24-03-2023 05:46 PM	View	View	Press Published	View
2	Co-operation Department	test notification	Payment of Cost	24-03-2023 03:40 PM	View	View	Press Published	View
3	Co-operation Department	sdfgbfgb	Payment of Cost	23-03-2023 02:43 PM	View	View	Press Published	View
4	Co-operation Department	fsfsf gdgf	Free	20-03-2023 01:18 PM	View	View	Press Published	View
				17-02-			Press	

- If a gazette approved form C&T Approver then the gazette will comes to the admin and showing notification on the header section while clicking on the “bell” icon as shown in the image below.

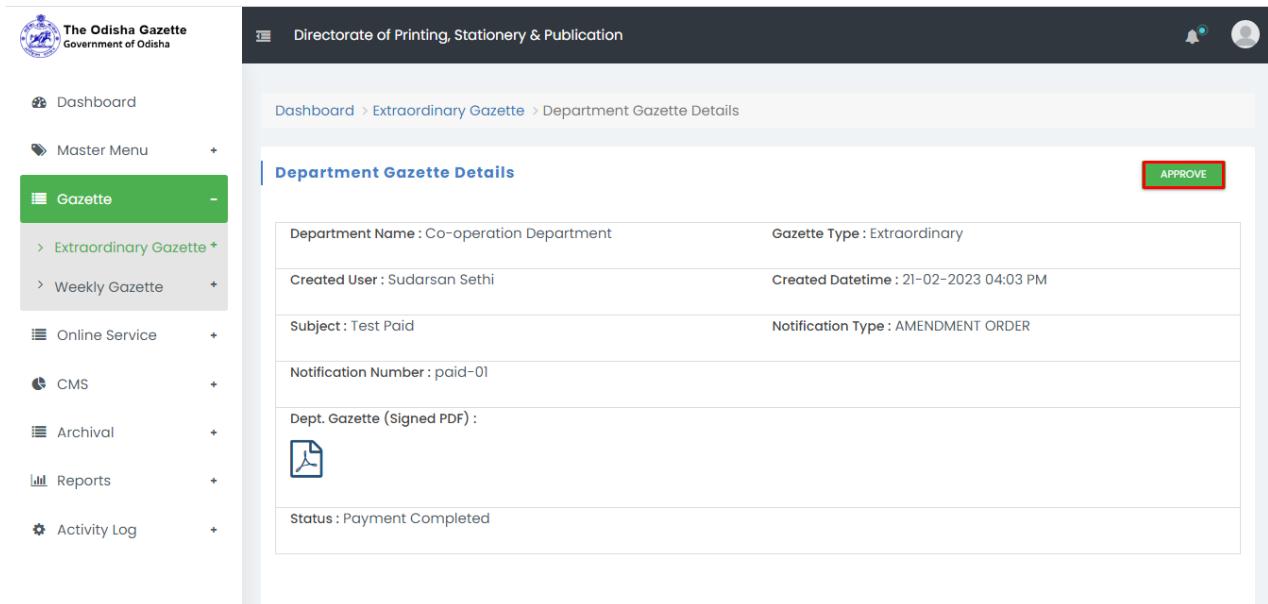
SI. No.	Department	Subject	Payment Type	Date	Dept. Document	Press PDF	Status	Action
1	Co-operation Department	testing return	Payment of Cost	24-03-2023 05:46 PM	View	View	Press Published	View
2	Co-operation Department	test notification	Payment of Cost	24-03-2023 03:40 PM	View	View	Press Published	View
3	Co-operation Department	sdfgbfgb	Payment of Cost	23-03-2023 02:43 PM	View	View	Press Published	View
4	Co-operation Department	fsfsf gdgf	Free	20-03-2023 01:18 PM	View	View	Press Published	View
				17-02-			Press	

- By clicking on the notification the page will be redirected to the gazette view details page for further process.

The screenshot displays the e-Gazette Admin User Manual interface. On the left, a sidebar menu includes sections like Dashboard, Master Menu, Gazette (with Extraordinary Gazette and Weekly Gazette), Online Service, CMS, Archival, Reports, and Activity Log. The main content area shows the "Department Gazette Details" for the Co-operation Department, listing fields such as Department Name, Gazette Type, Created User, Created Datetime, Subject, Notification Type, Dept. Gazette (Signed PDF) (with a placeholder icon), and Status (Approver Approved). Below this, a PDF preview window shows a document titled "Lorem ipsum" with the text "Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc ac faucibus odio." and some descriptive text about the document's content. The PDF viewer includes standard controls for zooming and printing. At the bottom of the PDF preview, there are details about the document: No. of Pages: 4, Per Page Price: 529, and Total: 2116. A green button labeled "FORWARD TO PAY" is also visible. The status history at the bottom of the main content area lists various approval steps and their timestamps.

Action	Date
Dept. Saved	20-02-2023 04:37 PM
Dept. Reupload Saved	20-02-2023 05:02 PM
Dept. Reupload Saved	20-02-2023 05:14 PM
Dept. Submitted	23-02-2023 03:46 PM
Processor Approved (Remarks: forward)	06-04-2023 09:50 AM
Verifier Approved (Remarks: forward)	06-04-2023 09:51 AM
Approver Approved (Remarks: forward)	06-04-2023 09:53 AM

- Once clicking on the “**Forward To Pay**” button the gazette will goes to the department to completing the payment process.
- When the payment process will be completed the gazette will be redirected to the Govt. Press for Approve the gazette.



The screenshot shows the 'Department Gazette Details' page of the e-Gazette Admin User Manual. The left sidebar has a green header 'Gazette' with 'Extraordinary Gazette' selected. The main content area shows a table with the following data:

Department Name	Gazette Type
Co-operation Department	Extraordinary
Created User	Created Datetime
Sudarsan Sethi	21-02-2023 04:03 PM
Subject	Notification Type
Test Paid	AMENDMENT ORDER
Notification Number	
paid-01	
Dept. Gazette (Signed PDF)	
Status	
Payment Completed	

A red box highlights the 'APPROVE' button in the top right corner of the table.

- Once click on approve button the gazette will be ready to preview of that particular file.

The screenshot shows the e-Gazette Admin User Manual interface. On the left, there is a sidebar with a logo for "The Odisha Gazette Government of Odisha". The sidebar includes a "Master Menu" with sections like "Gazette" (selected), "Extraordinary Gazette", "Weekly Gazette", "Online Service", "CMS", "Archival", "Reports", and "Activity Log". The main content area is titled "Approve Gazette". It features the "The Odisha Gazette" logo at the top, followed by the text "EXTRAORDINARY PUBLISHED BY AUTHORITY". Below this are input fields for "SRO No", date ("9 CUTTACK, THURSDAY, APRIL 06, 2023"), and time ("BAISAKHA 1 2017"). A large central window displays a document titled "Reupload" with placeholder text "Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc ac faucibus odio.". The document includes several bullet points and a progress bar at the bottom. At the bottom of the main window, it says "Processed and e-Published by the Director, Directorate of Printing, Stationery and Publication, Odisha, Cuttack-10". A green "SAVE PREVIEW" button is located at the bottom right.

- After choosing the saka date, saka month, saka year then clicking on “**Save Preview**” button.

The screenshot shows the e-Gazette Admin User Manual interface. On the left is a sidebar with a logo for 'The Odisha Gazette, Government of Odisha'. The main area has a header 'Directorate of Printing, Stationery & Publication' and a top navigation bar with icons for notifications and user profile. Below this is a breadcrumb trail: Dashboard > Extraordinary Gazette > Preview Extraordinary Gazette Details. The central content area is titled 'Publish Preview Extraordinary Gazette' and displays a PDF viewer window for document '1680773619.pdf'. The PDF content includes the Odisha Gazette logo, the title 'EXTRAORDINARY PUBLISHED BY AUTHORITY', a QR code, publication details ('No. 11, CUTTACK, THURSDAY, APRIL 06, 2023 / JAISTHA 6, 1995'), and a notice from the 'GOVERNMENT OF ODISHA REVENUE AND DISASTER MANAGEMENT DEPARTMENT'. The notice discusses a notification dated April 6, 2023, regarding the exercise of power under the Registration Act, 1908, and a partial modification of a previous notification. A green 'PREVIEW' button is visible at the bottom right of the PDF viewer.

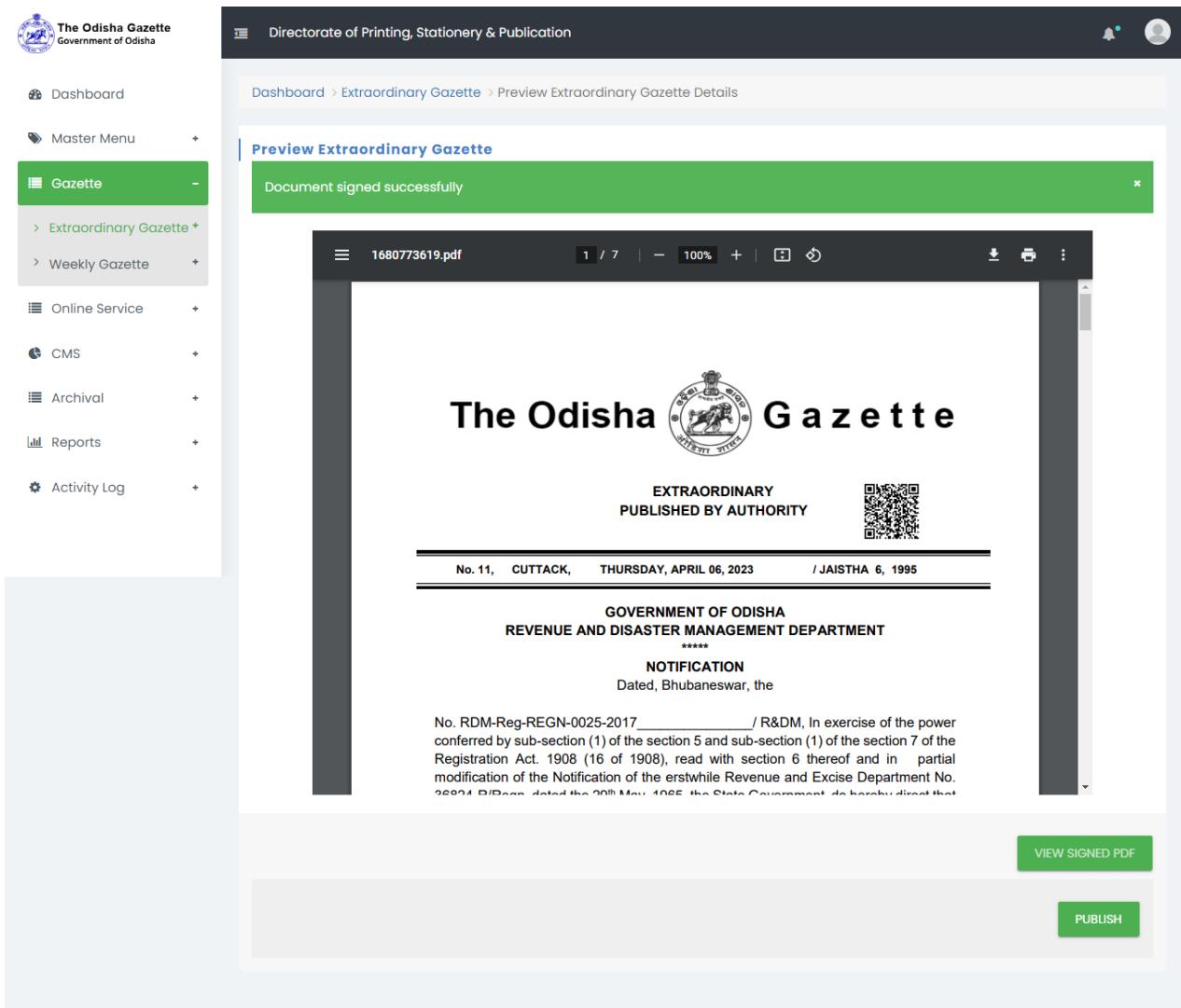
- Once clicking on the “**Preview**” button the page will be redirected to the **Preview Extraordinary Gazette** page.

The screenshot shows the e-Gazette Admin User Manual interface. On the left, there is a sidebar with a navigation menu. The menu items include Dashboard, Master Menu, Gazette (which is currently selected), Online Service, CMS, Archival, Reports, and Activity Log. Under the Gazette section, there are sub-options for Extraordinary Gazette and Weekly Gazette. The main content area displays a preview of an Extraordinary Gazette PDF titled "1680773619.pdf". The PDF page is titled "The Odisha Gazette" and includes the "EXTRAORDINARY PUBLISHED BY AUTHORITY" stamp. It also features a QR code and the date "No. 11, CUTTACK, THURSDAY, APRIL 06, 2023 / JAISTHA 6, 1995". Below the stamp, it says "GOVERNMENT OF ODISHA REVENUE AND DISASTER MANAGEMENT DEPARTMENT ***** NOTIFICATION Dated, Bhubaneswar, the". A message follows: "No. RDM-Reg-REGN-0025-2017 / R&DM, In exercise of the power conferred by sub-section (1) of the section 5 and sub-section (1) of the section 7 of the Registration Act. 1908 (16 of 1908), read with section 6 thereof and in partial modification of the Notification of the erstwhile Revenue and Excise Department No. 22021/R/Decr dated the 20th May, 1955 the State Government do hereby direct that". At the bottom right of the PDF preview, there is a blue button labeled "SIGN PDF".

- By clicking on the “**SIGN PDF**” button the page will redirected to cdac e-sign service for e-sign process as shown in below image.
- In this process the user need to put their Aadhaar number and select the radio button of Aadhaar otp then the otp will go to your registered mobile number by message which is linked with the Aadhaar card number you provided.

The screenshot shows the CDAC's e-Sign Service interface. At the top, there are three logos: the Ministry of Electronics and Information Technology, Digital India, and CDAC. Below them, a message says "You are currently using C-DAC eSign Service and have been redirected from". The main form is titled "CDAC's e-Sign Service". It has sections for "View Document Information" and "Consent". In the "View Document Information" section, there are radio buttons for "Aadhaar Number", "Virtual ID", and "UID Token", with "Aadhaar Number" selected. There is also a "Get Virtual ID" button. Below this is a text input field with placeholder "Enter Your Aadhaar Number". In the "Consent" section, there are two radio buttons: "Aadhaar TOTP" (selected) and "Aadhaar OTP". To the right of "Aadhaar TOTP" is a link "How to generate TOTP?". Below these is another text input field with placeholder "Enter Your Aadhaar TOTP". At the bottom, there is a checkbox with the text: "I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number/VID/UID Token and One Time Pin (OTP)/Time-based One Time Password (TOTP) data for Aadhaar based authentication. I understand that the OTP/TOTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system and for obtaining my e-KYC through Aadhaar e-KYC service only for the purpose of e-signing." To the right of the checkbox are buttons "Listen to Consent" and "English ▾". At the very bottom, a footer bar contains the text "© 2022 C-DAC. All rights reserved | Website owned and maintained by: Centre for Development of Advanced Computing (C-DAC)".

- By the help of this the user can complete the esign process then a preview page will arrive as shown in below image.



- After clicking the publish button placed in right side bottom of the page the gazette will be published.

Sl. No.	Department	Subject	Payment Type	Date	Dept. Document	Press PDF	Status	Action
1	Co-operation Department	alpha	Payment of Cost	03-04-2023 11:42 AM	View	View	Press Published	
2	Co-operation Department	testing return	Payment of Cost	24-03-2023 05:46 PM	View	View	Press Published	
3	Co-operation Department	test notification	Payment of Cost	24-03-2023 03:40 PM	View	View	Press Published	
4	Co-operation Department	sdfgbfgb	Payment of Cost	23-03-2023 02:43 PM	View	View	Press Published	

- Admin can view the status by clicking on the eye icon in the action column.

The Odisha Gazette
Government of Odisha

Directorate of Printing, Stationery & Publication

Dashboard > Extraordinary Gazette > View Extraordinary Gazette

Extraordinary Gazette Details

Department Name : Co-operation Department	Gazette Type : Extraordinary
Payment Type : Payment of Cost	Created Datetime : 03-04-2023 11:42 AM
Subject : alpha	Notification Type : ACT
Notification Number : act123	Issue Date : THURSDAY, APRIL 06, 2023
Status : Press Published	
Dept. Gazette (Signed PDF) :	Press Gazette (Signed PDF) :

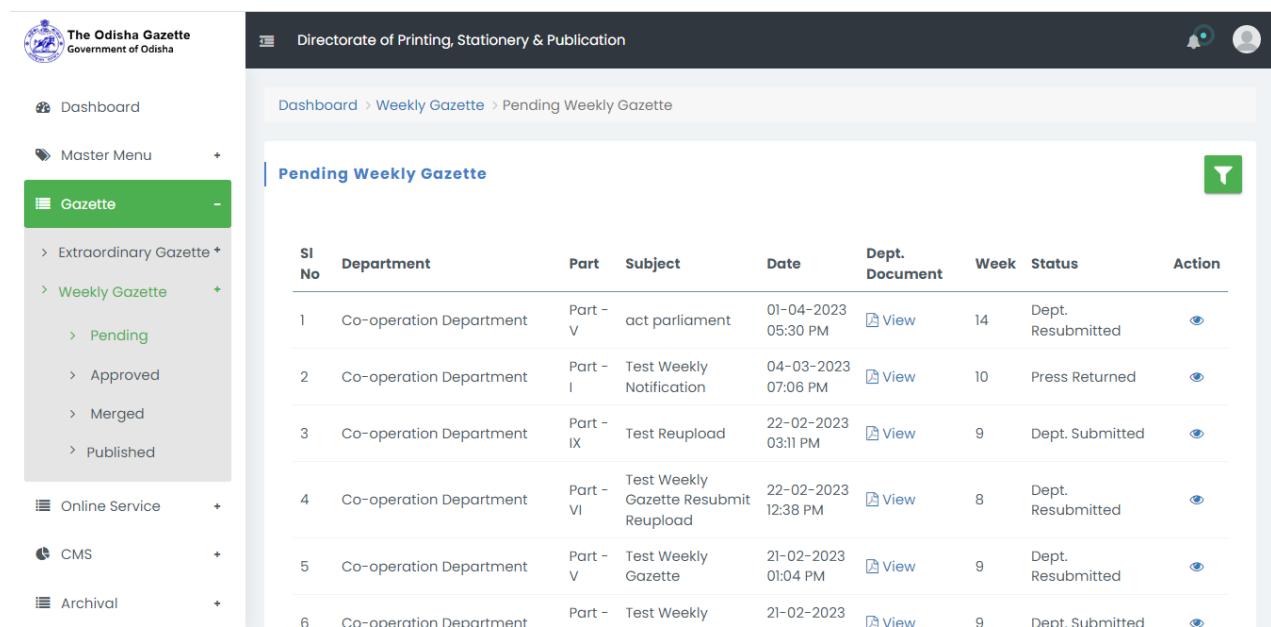
Status History

Dept. Saved	03-04-2023 11:42 AM
Dept. Submitted	03-04-2023 11:43 AM
Processor Returned	03-04-2023 12:35 PM
Dept. Resubmitted Saved	03-04-2023 05:23 PM
Dept. Resubmitted	03-04-2023 06:09 PM
Processor Returned	03-04-2023 06:09 PM
Dept. Resubmitted Saved	03-04-2023 06:35 PM
Dept. Resubmitted	03-04-2023 06:36 PM
Processor Approved	03-04-2023 06:36 PM
Verifier Returned	03-04-2023 06:39 PM
Dept. Resubmitted Saved	03-04-2023 06:40 PM
Dept. Resubmitted	03-04-2023 06:41 PM
Processor Approved	03-04-2023 06:41 PM
Verifier Approved	03-04-2023 06:41 PM
Approver Returned	03-04-2023 06:42 PM
Dept. Resubmitted Saved	03-04-2023 06:46 PM
Dept. Resubmitted	03-04-2023 06:47 PM
Processor Approved	03-04-2023 06:47 PM
Verifier Approved	03-04-2023 06:47 PM
Approver Approved	03-04-2023 06:48 PM
Forward To Pay	03-04-2023 06:49 PM
Payment Completed	06-04-2023 03:03 PM
Press Approved	06-04-2023 03:03 PM
Press Published	06-04-2023 03:08 PM

Weekly Gazette

- **Pending**

Admin can view the unapproved gazettes by clicking on “**Gazette**” in the side bar then a dropdown will appear with 2 options admin have to click on “**Weekly gazette**” link then another dropdown will appear with 4 options one of them is “**Pending**”, Once admin click on “**Pending**” link the unapproved gazettes page will be appear as shown in below image.



The screenshot shows the e-Gazette Admin dashboard. On the left, there's a sidebar with a logo for "The Odisha Gazette, Government of Odisha". The sidebar has a "Gazette" section with a green background, containing links for Extraordinary Gazette, Weekly Gazette (with sub-links for Pending, Approved, Merged, Published), Online Service, CMS, and Archival. The main content area is titled "Pending Weekly Gazette" and shows a table with the following data:

SI No	Department	Part	Subject	Date	Dept. Document	Week	Status	Action
1	Co-operation Department	Part - V	act parliament	01-04-2023 05:30 PM	View	14	Dept. Resubmitted	
2	Co-operation Department	Part - I	Test Weekly Notification	04-03-2023 07:06 PM	View	10	Press Returned	
3	Co-operation Department	Part - IX	Test Reupload	22-02-2023 03:11 PM	View	9	Dept. Submitted	
4	Co-operation Department	Part - VI	Test Weekly Gazette Resubmit Reupload	22-02-2023 12:38 PM	View	8	Dept. Resubmitted	
5	Co-operation Department	Part - V	Test Weekly Gazette	21-02-2023 01:04 PM	View	9	Dept. Resubmitted	
6	Co-operation Department	Part -	Test Weekly	21-02-2023	View	9	Dept. Submitted	

- A Filter icon will be in the right side top of the table, Once clicking on the **Filter** icon a filter section will be appear, which helps to search the gazettes easily.
- By clicking on the “**EYE**” icon the admin can able to view the gazette view details page, which placed in the action column of the table.
- In gazette view details page admin can able to see the status of the gazette.

The Odisha Gazette
Government of Odisha

Directorate of Printing, Stationery & Publication

Dashboard > Weekly Gazette > View Weekly Gazette Details

Weekly Gazette Details

Year : 2023 Week : 14

Part No : Part - V Section : Acts of the Parliament assented to by the President

Department Name : Co-operation Department Gazette Type : Weekly

Created User : Sudarsan Sethi Created Datetime : 01-04-2023 05:30 PM

Subject : act parliament Notification Type : ACT

Notification Number : act-11

Dept. Gazette (Signed PDF) : Status : Dept. Resubmitted

Reject Remarks : return

1680528896_17.pdf

CO-OPERATION DEPARTMENT
PANCHAYATI RAJ DEPARTMENT
NOTIFICATION
The 22nd December 2016

S. R. O. No. 18/2017—In exercise of the powers conferred by Section 3, read with sub-section (3) of Section 4 and Section 149 of the Odisha Grama Panchayat Act, 1964 (Odisha Act 1 of 1965), the State Government do hereby declare that groups of contiguous villages of the Khordha District as specified in Column (4) of the Schedule given below relating to the Subdivision and Block specified in Columns (1) and (2), respectively to be a Grama by the name specified in Column (3) thereof and constitute a Grama Sasan for each of the said Grama.

All previous notifications issued on the subject shall stand modified so far as it relates to the villages specified in Column (4) of the said Schedule :

Name of the Subdivision (1) Khordha	Name of the Block (2) Banapur	SCHEDULE Name of the Grama (3)	Name of the villages comprising local area (4)	Population (5)
		Torasingh (Headquarters at Panchugaon)	1. Bhapatada 2. Thekupalli 3. Nachipur 4. Torasingh 5. Panchugaon 6. Lahangadha	3,110 163 332 620 1,047 271
		Gamharimunda	1. Gambharimunda 2. Karadapalli 3. Godijhar 4. Khajuria 5. Mahatpalla 6. Gopinathpur 7. Padmapurpatna 8. Barapatna 9. Khumullamalla	215 654 974 1,279 417 441 303 495 0
				5,543

Status History

Dept. Saved	01-04-2023 05:30 PM
Dept. Submitted	01-04-2023 05:45 PM
Press Returned	03-04-2023 07:03 PM
Dept. Resubmitted Saved	03-04-2023 07:04 PM
Dept. Resubmitted	03-04-2023 07:10 PM

Filter Section

SI No	Department	Part	Subject	Date	Dept. Document	Week	Status	Action
1	Co-operation Department	Part - V	act parliament	01-04-2023 05:30 PM	View	14	Dept. Resubmitted	Edit
2	Co-operation Department	Part -	Test Weekly	04-03-2023	View	10	Proc. Returned	Edit

- In this page admin have to choose one of the fields between Department, status, year, or week then click on search button after that the search result will be appear in the below table of the filter section.

SI No	Department	Part	Subject	Date	Dept. Document	Week	Status	Action
1	Co-operation Department	Part - V	act parliament	01-04-2023 05:30 PM	View	14	Dept. Resubmitted	View
2	Co-operation Department	Part - I	Test Weekly Notification	04-03-2023 07:06 PM	View	10	Press Returned	View
3	Co-operation Department	Part - IX	Test Reupload	22-02-2023 03:11 PM	View	9	Dept. Submitted	View
4	Co-operation Department	Part - VI	Test Weekly Gazette Resubmit Reupload	22-02-2023 12:38 PM	View	8	Dept. Resubmitted	View
5	Co-operation Department	Part - V	Test Weekly Gazette	21-02-2023 01:04 PM	View	9	Dept. Resubmitted	View
6	Co-operation Department	Part - II	Test Weekly Gazette	21-02-2023 01:02 PM	View	9	Dept. Submitted	View

- By clicking on the **Reset** button the page will be redirected to the unapproved gazette listing page.

SI No	Department	Part	Subject	Date	Dept. Document	Week	Status	Action
1	Co-operation Department	Part - V	act parliament	01-04-2023 05:30 PM	View	14	Dept. Resubmitted	View
2	Co-operation	Part - I	Test Weekly	04-03-2023	View	10	Press Returned	View

- When the Department submitted the gazette the gazette comes to the admin to the further process of publishing the gazette. A notification will be comes to the admin that “**Weekly gazette submitted by department**”.
- Once clicking on the notification the page will be redirected to the gazette view details page for further process of publish the gazette.

The screenshot shows the Govt. Press Dashboard of the Directorate of Printing, Stationery & Publication. On the right side, there is a notification panel with two entries:

- 03-04-2023 07:04 PM: Weekly gazette resubmitted by department
- 01-04-2023 05:45 PM: Weekly gazette submitted by department (This entry is highlighted with a red box)

Below the notifications, there is a link "Show all notifications" with a right-pointing arrow.

The screenshot shows the "Weekly Gazette Details" page. At the top right, there is a green "APPROVE" button. Below it, the page displays various details about the weekly gazette:

Year : 2023	Week : 14
Part No : Part - V	Section : Acts of the Parliament assented to by the President.
Department Name : Co-operation Department	Gazette Type : Weekly
Created User : Sudarsan Sethi	Created Datetime : 01-04-2023 05:30 PM
Subject : act parliament	Notification Type : ACT
Notification Number : act-ll	
Dept. Gazette (Signed PDF) :	Status : Dept. Resubmitted
Reject Remarks : return	

- Once clicking on “**Approve**” button the gazette goes to approve weekly gazette page for further process as shown in below image.

The Odisha Gazette
Government of Odisha

Directorate of Printing, Stationery & Publication

Dashboard > Weekly Gazette > Approved Weekly Gazette

Govt. Press Approved Weekly Gazette

SI No	Department	Part	Subject	Date	Dept. Document	Week	Status	Action
1	Co-operation Department	SUPPLEMENT	testing	06-04-2023 04:23 PM	View	14	Press Approved	Edit
2	Co-operation Department	Part - II	test123	27-03-2023 03:51 PM	View	13	Press Approved	Edit
3	Co-operation Department	Part - I	testing	27-03-2023 12:15 PM	View	13	Press Approved	Edit
4	Information & PR Department	Part - III	Test Subject	24-02-2023 07:24 PM	View	9	Press Approved	Edit
5	Information & PR Department	Part - I	SAGSD	24-02-2023 07:20 PM	View	9	Press Approved	Edit
6	Steel & Mines Department	APPENDIX	Test Subject	24-02-2023 07:18 PM	View	9	Press Approved	Edit

MERGE PUBLISH [Print](#)

- In this page admin have to click on the “Merge” button to merge the gazette of that particular department.

The Odisha Gazette
Government of Odisha

Directorate of Printing, Stationery & Publication

Dashboard > Weekly Gazette > Merge Part Wise Weekly Gazette

Merge Weekly Gazette (Part Wise)

Year : *	Week : *
Select Year	Select Week
Part : *	Section : *
Select Part	

VIEW MERGE SUBMIT

- Admin have to choose year, week, part, & Section then click on “Submit” button then the preview page will be appear as shown in below image.

The screenshot shows the 'View Department Part Gazette Details' page. At the top, there's a header bar with the Odisha Government logo and the text 'The Odisha Gazette' and 'Directorate of Printing, Stationery & Publication'. Below the header is a navigation menu on the left with items like 'Dashboard', 'Master Menu', 'Gazette' (which is expanded to show 'Extraordinary Gazette' and 'Weekly Gazette'), 'Online Service', 'CMS', 'Archival', 'Reports', and 'Activity Log'. The main content area has a title 'View Department Part Gazette Details' with a 'VIEW MERGE' button. It displays details for the year 2023, week 14, under the 'Co-operation Department'. The 'Part No.' is listed as 'SUPPLEMENT' and the 'Section' is 'Resolutions, Weather and Crop Reports and other Statistical Reports, etc.'. The 'Subject' is 'testing' and the 'Dept. Gazette (Signed PDF)' is shown as a small document icon. Below this, a preview window shows a document titled 'CO-OPERATION DEPARTMENT' with the text 'Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc ac faucibus odio.' followed by some placeholder text and a bulleted list. At the bottom right of the preview window is a 'MERGE' button.

- Once click on “Merge” button the docket will be add in the gazette then click on “Merge” button.

The screenshot shows the 'Add Gazette Docket' page of the e-Gazette Admin User Manual. The left sidebar contains a navigation menu with categories like Dashboard, Master Menu, Gazette (selected), Online Service, CMS, Archival, Reports, and Activity Log. The main content area displays the 'The Odisha Gazette' logo and publication details: PUBLISHED BY AUTHORITY, CUTTACK, THURSDAY, APRIL 06, 2023, BAISAKHA 6 1998. Below this, there's a section for SUPPLEMENT Resolutions, Weather and Crop Reports and other Statistical Reports, etc. A dropdown menu for Co-operation Department is open, showing the option 'Co-operation Department'. A preview window shows a document page with the title 'CO-OPERATION DEPARTMENT' and the text 'Lorem ipsum'. At the bottom of the preview window, there is a list of bullet points: '• Maecenas non lorem quis tellus placerat varius.', '• Nulla facilisi.', '• Aenean congue fringilla justo ut aliquam.', and '• Mauris id ex erat. Nunc vulputate neque vitae justo facilisis, non condimentum ante sagittis.' A 'MERGE' button is located at the bottom right of the preview window.

- After clicking on the merge button on the above page the gazette will be added docket then click on the “Merge” button.

The Odisha Gazette Government of Odisha

Directorate of Printing, Stationery & Publication

Dashboard > Weekly Gazette > Merged Weekly Gazette

View Merged Part Preview

Part No : Part - I

Section : Appointments, Confirmations, Postings, Transfers, Deputations, Powers, Leave, Programmes & Results of Departmental Examinations of Officers and their Personal Notices.

Year : 2021

Week : 40

1 / 11 | 100% | MERGE

1680781300.pdf

The Odisha Gazette
PUBLISHED BY AUTHORITY

No. 1, CUTTACK, THURSDAY, APRIL 06, 2023 / MARGASIRA 16, 1985

SEPARATE PAGING IS GIVEN TO THIS PART IN ORDER THAT IT MAY BE FILED AS A SEPARATE COMPILATION

CONTENTS

PAGE	PAGE
PART I—Appointments, Confirmations, Postings, Transfers, Deputations, Powers, Leave, Programmes & Results of Departmental Examinations of Officers and other Personal Notices.	1 - 11
(Nothing for Publication)	PART VII—Advertisements, Notices, Press Notes and Audit Reports and Awards on Industrial Disputes, etc.
PART II—Educational Notices, Programmes and Results of School and College Examinations and other Examinations, etc.	(Nothing for Publication)
(Nothing for Publication)	PART VIII—Sale Notices of Forest Products, etc.
PART III—Statutory Rules, Orders, Notifications, Rules, etc., issued by the Governor, Heads of Departments and High Court.	(Nothing for Publication)
(Nothing for Publication)	PART IX—Circulars and General letters by the Accountant-General, Odisha
PART X—Acts of the Legislative Assembly, Odisha.	(Nothing for Publication)
PART XI—Bills introduced into the Legislative	(Nothing for Publication)

- Once click on the “Merge” button the gazette will be merged and admin can able to view the merged gazette page by clicking on “view merge” button as shown in below image.

The Odisha Gazette Government of Odisha

Directorate of Printing, Stationery & Publication

Dashboard > Weekly Gazette > Merge Part Wise Weekly Gazette

Merge Weekly Gazette (Part Wise)

Year : *

Week : *

Part : *

Section : *

VIEW MERGE

SUBMIT

- After clicking on the View merge button the page will be redirected to the merged gazette listing page as shown in below image.

SI No	Part	Week	Year	Gazette No	Issue Date	Document	Action
1	Part - I	40	2021	1	Thursday, April 06, 2023	View	Edit
2	SUPPLEMENT	14	2023	1	Thursday, April 06, 2023	View	Edit
3	Part - II	13	2023	1	Monday, March 27, 2023	View	Edit
4	Part - I	13	2023	3	Monday, March 27, 2023	View	Edit
5	Part - I	8	2023	2	Monday, March 27, 2023	View	Edit
6	Part - I	9	2023	1	Monday, March 27, 2023	View	Edit
7	Part - III	9	2023	1	Monday, March 27, 2023	View	Edit
8	Part - VII	9	2023	1	Monday, March 27, 2023	View	Edit
9	APPENDIX	9	2023	1	Monday, March 20, 2023	View	Edit

- By clicking on the “PUBLISH” button the page will be redirected to the publish gazette page.

Publish Weekly Gazette

Year : *

Week : *

VIEW MERGE

SUBMIT

- Now admin have to select year and month which admin want to publish then click on “submit” button the page will redirected to the final merge gazette page.

The screenshot shows the 'Publish Weekly Gazette Details' page. On the left, there's a sidebar with a logo for 'The Odisha Gazette Government of Odisha' and a navigation menu including 'Dashboard', 'Master Menu', 'Gazette' (selected), 'Extraordinary Gazette', 'Weekly Gazette', 'Online Service', 'CMS', 'Archival', 'Reports', and 'Activity Log'. The main content area has a header 'Directorate of Printing, Stationery & Publication' with a bell icon and user profile. Below it, a breadcrumb trail shows 'Dashboard > Weekly Gazette > Publish Weekly Gazette Details'. The central part is titled 'Publish Weekly Gazette Details' with a 'VIEW MERGED PARTS' button. It shows 'Year : 2021' and 'Week : 40'. A dropdown menu for 'Part - I' is open, showing 'Part No : Part - I' and a description: 'Section : Appointments, Confirmations, Postings, Transfers, Deputations, Powers, Leave, Programmes & Results of Departmental Examinations of Officers and their Personal Notices.' Below this is a PDF viewer for '1680781314.pdf' showing the front page of 'The Odisha Gazette' dated Thursday, April 06, 2023. The front page includes the title 'The Odisha Gazette', the publisher 'PUBLISHED BY AUTHORITY', the date 'No. 1, CUTTACK, THURSDAY, APRIL 06, 2023 / MARGASIRA 16, 1985', and a QR code. The PDF viewer interface shows page 1 of 11. At the bottom right of the PDF viewer is a 'FINAL MERGE' button.

- Now admin have to click on “**FINAL MERGE**” button to merge the gazette then the gazette will be goes for esign process.

The screenshot shows the 'Publish Weekly Gazette Preview' page. At the top, it displays 'Year : 2021' and 'Week : 40'. Below this is a preview of the Odisha Gazette document, which includes the title 'The Odisha Gazette', the date 'No. 1, CUTTACK, THURSDAY, APRIL 06, 2023 / MARGASIRA 16, 1985', and a QR code. The document preview shows the 'CONTENTS' section with various parts listed under 'PAGE' and 'PART'. A blue button labeled 'SIGN PDF' is visible at the bottom right of the preview area.

- By clicking on the “**SIGN PDF**” button the gazette goes to esign process.

The screenshot shows the 'CDAC's e-Sign Service' interface. It features logos for the Ministry of Electronics and Information Technology, Digital India, and CDAC. A message at the top states, "You are currently using C-DAC eSign Service and have been redirected from". Below this is the 'Hastakshar' logo. The main form is titled 'View Document Information' and contains fields for 'Aadhaar Number', 'Virtual ID', 'UID Token', 'Aadhaar TOTP', 'Aadhaar OTP', and 'Enter Your Aadhaar TOTP'. There is also a checkbox for accepting terms and conditions, a 'Listen to Consent' button, and an 'English' dropdown. A circular seal for 'C-DAC' is visible on the right side.

- After the esign process the page will redirected to the final esign pdf view.

The screenshot shows the Odisha Gazette e-Gazette Admin User Manual interface. On the left is a sidebar with the Odisha Government logo and navigation links: Dashboard, Master Menu, Gazette (with Extraordinary Gazette and Weekly Gazette), Online Service, CMS, Archival, Reports, and Activity Log. The main content area is titled "Directorate of Printing, Stationery & Publication" and "Publish Weekly Gazette". It displays a success message "Document signed successfully". Below this, it shows "Year : 2021" and "Week : 40". The central part shows the "The Odisha Gazette" header with the emblem, followed by "PUBLISHED BY AUTHORITY". It lists the publication details: "No. 1, CUTTACK, THURSDAY, APRIL 06, 2023 / MARGASIRA 16, 1985". A note below says "SEPARATE PAGING IS GIVEN TO THIS PART IN ORDER THAT IT MAY BE FILED AS A SEPARATE COMPILATION". The "CONTENTS" section lists various parts with their descriptions and page numbers. At the bottom right is a green "PUBLISH" button.

- Now click on “**PUBLISH**” button to published the gazette and the page will be redirected to the published weekly gazette page.

Govt. Press Published Weekly Gazette

SI No	Date	Year	Week	Press PDF
1	06-04-2023 05:28 PM	2021	40	View
2	27-03-2023 06:54 PM	2023	13	View
3	27-03-2023 03:00 PM	2023	9	View

Online Service

- When clicking on the “**Online Service**” link a dropdown will appear with 2 options admin have to click on the “**change of name/surname**” link then one more dropdown will be appear with 3 options then click on “**Pending**” link to view the pending change name/surname listing page.

Pending Change of Name/Surname Details

SI No	File No.	Date	Status	Action	Notice PDF
1	XN-0239-2023	04 Apr 2023, 12:57 PM	C & T Approver User Approved	View	PDF
2	XN-0232-2023	07 Mar 2023, 01:35 PM	C & T Approver User Approved	View	PDF
3	XN-0231-2023	07 Mar 2023, 01:06 PM	Forward To Pay	View	PDF
4	XN-0219-2022	19 Dec 2022, 03:05 PM	C & T Approver User Approved	View	PDF
5	XN-0214-2022	02 Feb 2022, 03:58 PM	C & T Approver User Approved	View	PDF
6	XN-0200-2022	27 Jan 2022, 10:02 AM	Forward To Pay	View	PDF
7	XN-0199-2022	25 Jan 2022, 12:14 PM	C & T Approver User Approved	View	PDF
8	COM-PUB-X-0005-2020	07 Dec 2020, 12:30 PM	Press Approved	View	PDF

- In this page all unpaid change name/surname application are shown as above image.
- If C&T Approver approve the application then the application will be comes to the admin for further process.

- A notification will be arrive to the admin that “**C&T Approver Forward to Publish**” Once click on the notification the page will be redirected to the application view details page.

The screenshot shows the e-Gazette Admin User Manual interface. On the left is a sidebar with the Odisha Gazette logo and navigation links: Dashboard, Master Menu, Gazette, Online Service (selected), CMS, and Archival. The main content area shows the Directorate of Printing, Stationery & Publication. It displays the 'View Details' section for an application. The application details are:

Applicant Name : Sanket Sonje	Gazette Type : Extraordinary
File No : XN-0239-2023	Date : 04 April 2023, 12:57 PM
Government Employee : No	Minor : No
Current Status : C & T Approver User Approved	Remarks : approve

Below this is a PDF viewer showing a document titled "1680593261.pdf". The PDF contains a "Notice" section stating: "By virtue of an affidavit sworn before the Executive Magistrate Bhubaneswar on Dated 4th April 2023, I, Mrs. Anita Baral, Address Nuagaon have changed my name from "Anita Baral" to "Anita Mohanta". Henceforth, I shall be known as "Anita Mohanta" for all purposes." It is signed by "Anita Mohanta". The PDF viewer shows 1 page with a total price of 529.

- Now admin have to click on the “**FORWARD TO PAY**”, then the application goes to applicant for the payment process.
- After completing the payment process the application view in the **Paid Change of Name/Surname Details** page for further process of the application.

The screenshot shows the e-Gazette Admin User Manual interface. The top navigation bar includes the logo of The Odisha Gazette, Government of Odisha, and the title 'Directorate of Printing, Stationery & Publication'. The left sidebar has a 'Master Menu' with sections like 'Dashboard', 'Gazette', 'Online Service' (which is expanded to show 'Change of Name/Surname', 'Pending', 'Paid', 'Published', and 'Change of Partnership'), 'CMS', and 'Archival'. The main content area is titled 'Paid Change of Name/Surname Details' and contains a table with the following data:

SI No	File No.	Date	Status	Action	Notice PDF
1	XN-0239-2023	04 Apr 2023, 12:57 PM	Payment Completed		
2	XN-0198-2022	24 Jan 2022, 12:01 PM	Payment Completed		
3	XN-0047-2021	30 Jun 2021, 05:58 AM	Payment Completed		
4	XN-0019-2021	25 Mar 2021, 01:51 PM	Payment Completed		
5	XN-0018-2021	24 Mar 2021, 02:00 PM	Payment Completed		
6	COM-PUB-X-0004-2020	06 Dec 2020, 05:15 PM	Payment Completed		

- Once clicking on the “EYE” icon the page will be redirected to the view details of the application which placed in the action column of the table.

The screenshot shows the e-Gazette Admin User Manual interface. On the left is a sidebar with the Odisha Gazette logo and navigation links: Dashboard, Master Menu, Gazette, Online Service (selected), CMS, and Archival. The Online Service section is expanded, showing Change of Name/Surname (Pending, Paid, Published) and Change of Partnership.

The main content area displays the 'Directorate of Printing, Stationery & Publication' header. Below it, the breadcrumb navigation shows: Dashboard > Change of Name/Surname > View Details. The 'View Details' section contains the following information:

Created User : Sanket Sonje Dattatray	Gazette Type : Extraordinary
File No : XN-0239-2023	Date : 04 April 2023, 12:57 PM
Government Employee : No	Minor : No
Current Status : Payment Completed	Remarks :

Below this is a PDF viewer window titled '1680593261.pdf' showing a document titled 'Notice'. The notice states: 'By virtue of an affidavit sworn before the Executive Magistrate Bhubaneswar on Dated 4th April 2023, I, Mrs. Anita Baral, Address Nuagaon have changed my name from "Anita Baral" to "Anita Mohanta". Henceforth, I shall be known as "Anita Mohanta" for all purposes.' It is signed by 'Anita Mohanta'.

A green 'PRESS ADD' button is located at the bottom right of the PDF viewer.

- Once click on the “PRESS ADD” button then the application goes for docket add.

The screenshot shows the 'Add Docket' page of the e-Gazette Admin User Manual. On the left, there is a sidebar with a logo for 'The Odisha Gazette, Government of Odisha' and a navigation menu with items like Dashboard, Master Menu, Gazette, Online Service, CMS, Archival, Reports, and Activity Log. The main content area has a header 'Directorate of Printing, Stationery & Publication' and a breadcrumb 'Dashboard > Add Docket'. Below this is a section titled 'Add Docket' with the title 'The Odisha Gazette' and its emblem. It includes fields for 'EXTRAORDINARY PUBLISHED BY AUTHORITY', date ('3 CUTTACK, THURSDAY, APRIL 06, 2023'), and a date range ('BAISAKHA 1 2017'). A preview window shows a document titled 'Notice' with the text: 'By virtue of an affidavit sworn before the Executive Magistrate Bhubaneswar on Dated 4th April 2023, I, Mrs. Anita Baral, Address Nuagaon have changed my name from "Anita Baral" to "Anita Mohanta". Henceforth, I shall be known as "Anita Mohanta" for all purposes.' It also shows the signature 'Anita Mohanta'. At the bottom, it says 'Processed and Published by the Directorate of Printing, Stationery and Publication, Odisha, Cuttack-10' and has a 'SAVE PREVIEW' button.

- Then click on “**SAVE PREVIEW**” button for attaching the docket and showing the preview of the application.

The screenshot shows the e-Gazette Admin User Manual interface. On the left, there is a sidebar with the Odisha Gazette logo and navigation links for Dashboard, Master Menu, Gazette, Online Service (selected), CMS, and Archival. The Online Service section is expanded, showing Change of Name/Surname (Pending, Paid, Published) and Change of Partnership.

The main content area displays the 'View Details' page for a Change of Name/Surname application. The application details are:

- Created User : Sanket Sonje Dattatray
- Gazette Type : Extraordinary
- File No : XN-0239-2023
- Date : 04 April 2023, 12:57 PM
- Government Employee : No
- Minor : No
- Current Status : Press Approved
- Remarks :

The central part of the screen shows a PDF document titled "XN-0239-2023.pdf". The PDF header includes the "The Odisha Gazette" logo, "EXTRAORDINARY", "PUBLISHED BY AUTHORITY", and a QR code. The document body contains a "Notice" section with the following text:

By virtue of an affidavit sworn before the Executive Magistrate Bhubaneswar on Dated 4th April 2023, I, Mrs. Anita Baral, Address Nuagaon have changed my name from "Anita Baral" to "Anita Mohanta". Henceforth, I shall be known as "Anita Mohanta" for all purposes.

The signature "Anita Mohanta" is present below the notice. At the bottom right of the PDF viewer, there is a blue button labeled "SIGN PDF".

- Now admin have to click on the “**SIGN PDF**” button for completing the esign process of the application.



You are currently using C-DAC eSign Service and have been redirected from



CDAC's e-Sign Service

View Document Information

Aadhaar Number Virtual ID UID Token [Get Virtual ID](#)

Enter Your Aadhaar Number

Aadhaar TOTP Aadhaar OTP [How to generate TOTP?](#)

Enter Your Aadhaar TOTP

I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number/VID/UID Token and One Time Pin (OTP)/Time-based One Time Password (TOTP) data for Aadhaar based authentication. I understand that the OTP/TOTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system and for obtaining my e-KYC through Aadhaar e-KYC service only for the purpose of esigning.

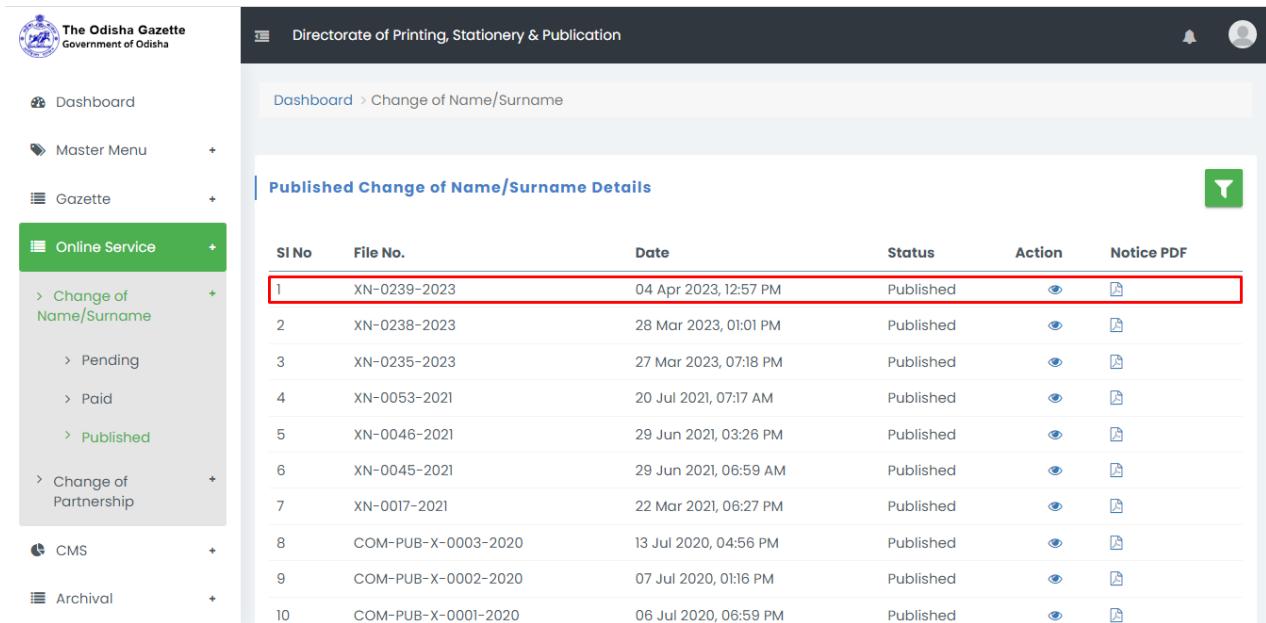
[▶ Listen to Consent](#) [English](#)

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- After completing the esign process the page will be redirected to the application view details page where the admin can view the signed pdf by clicking on the “**SIGNED PDF**” button or publish the application by clicking on “**PUBLISH**” button as shown in below image.

The screenshot displays the e-Gazette Admin User Manual interface. On the left, a sidebar menu includes sections for Dashboard, Master Menu, Gazette, Online Service (with sub-options like Change of Name/Surname, Pending, Paid, Published, and Change of Partnership), CMS, and Archival. The Online Service section is highlighted in green. The main content area shows a success message: "Document signed successfully". Below this, a "View Details" section provides information about the signed document, including the Created User (Sanket Sonje Dattatray), Gazette Type (Extraordinary), File No (XN-0239-2023), Date (04 Apr 2023, 12:57 PM), Government Employee status (No), Minor status (No), Current Status (Press Approved), and Remarks. A PDF preview titled "XN-0239-2023.pdf" is shown, featuring the Odisha Gazette logo, the title "The Odisha Gazette", the subtitle "EXTRAORDINARY PUBLISHED BY AUTHORITY", and the date "No. 3, CUTTACK, THURSDAY, APRIL 06, 2023, BAISAKHA, 1, 1995". The PDF also contains a "Notice" section stating: "By virtue of an affidavit sworn before the Executive Magistrate Bhubaneswar on Dated 4th April 2023, I, Mrs. Anita Baral, Address Nuagaon have changed my name from "Anita Baral" to "Anita Mohanta". Henceforth, I shall be known as "Anita Mohanta" for all purposes." It is signed by "Anita Mohanta". At the bottom right of the PDF view are "VIEW SIGNED PDF" and "PUBLISH" buttons.

- Once clicking on the “**PUBLISH**” button the application has published and view in the published page.

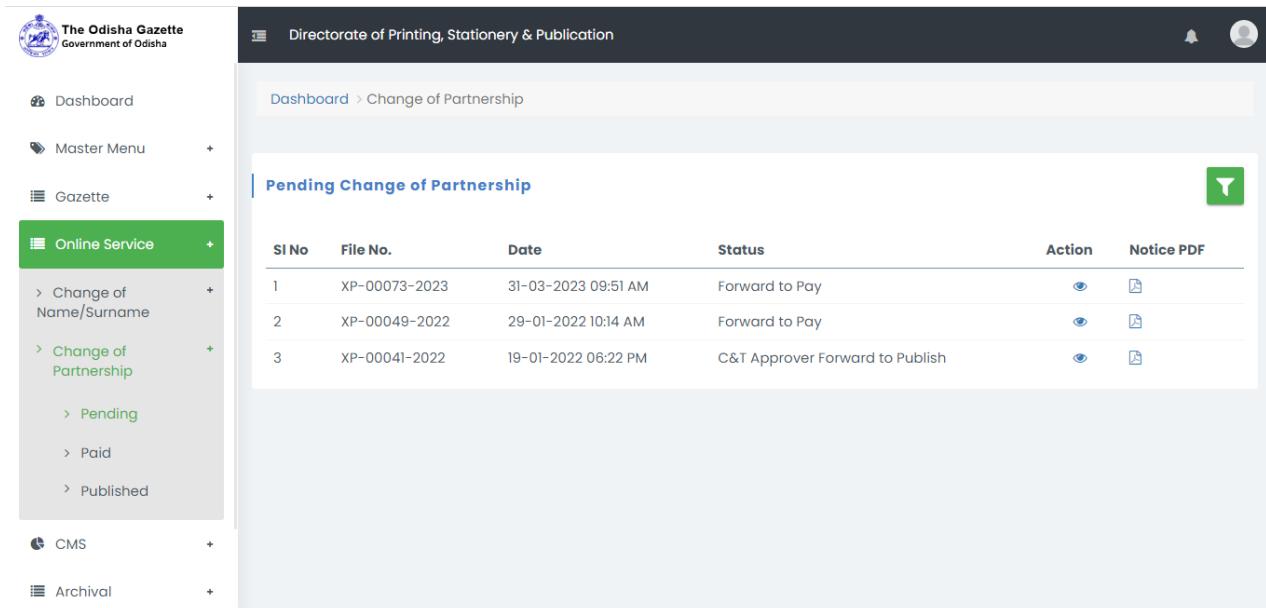


Published Change of Name/Surname Details

SI No	File No.	Date	Status	Action	Notice PDF
1	XN-0239-2023	04 Apr 2023, 12:57 PM	Published		
2	XN-0238-2023	28 Mar 2023, 01:01 PM	Published		
3	XN-0235-2023	27 Mar 2023, 07:18 PM	Published		
4	XN-0053-2021	20 Jul 2021, 07:17 AM	Published		
5	XN-0046-2021	29 Jun 2021, 03:26 PM	Published		
6	XN-0045-2021	29 Jun 2021, 06:59 AM	Published		
7	XN-0017-2021	22 Mar 2021, 06:27 PM	Published		
8	COM-PUB-X-0003-2020	13 Jul 2020, 04:56 PM	Published		
9	COM-PUB-X-0002-2020	07 Jul 2020, 01:16 PM	Published		
10	COM-PUB-X-0001-2020	06 Jul 2020, 06:59 PM	Published		

Change of Partnership

- Once clicking on the “**Change of partnership**” link on the side bar then a dropdown will be appear with 3 options then admin have to click on the “**Pending**” link to view the unpaid partnership applications listing page.



Pending Change of Partnership

SI No	File No.	Date	Status	Action	Notice PDF
1	XP-00073-2023	31-03-2023 09:51 AM	Forward to Pay		
2	XP-00049-2022	29-01-2022 10:14 AM	Forward to Pay		
3	XP-00041-2022	19-01-2022 06:22 PM	C&T Approver Forward to Publish		

- By clicking on the “**EYE**” icon the admin can view the details of the partnership applications.

The screenshot shows the e-Gazette Admin User Manual interface. On the left, there is a sidebar with the Odisha Gazette logo and navigation links for Dashboard, Master Menu, Gazette, Online Service (selected), CMS, and Archival. The Online Service section is expanded, showing sub-options: Change of Name/Surname, Change of Partnership (selected), Pending, Paid, and Published. The main content area shows the 'Change of Partnership Details' page for an applicant named Sanket Sonje, with file number XP-00073-2023 and status Forward to Pay. A PDF viewer window titled '1680236516.pdf' is open, displaying the word 'Reupload'. Below the PDF viewer, there is placeholder text: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc ac faucibus odio.' and a detailed paragraph about a sample text. At the bottom of the PDF viewer, there is a bulleted list of terms.

Change of Partnership Details

Applicant name : Sanket Sonje File No : XP-00073-2023

Status : Forward to Pay Date : 31 Mar 2023, 09:51 AM

1680236516.pdf 1 / 4 - 100% + 🔍 ⌂ 🎞 :

Reupload

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc ac faucibus odio.

Vestibulum neque massa, scelerisque sit amet ligula eu, congue molestie mi. Praesent ut varius sem. Nullam at porttitor arcu, nec lacinia nisi. Ut ac dolor vitae odio interdum condimentum. Vivamus dapibus sodales ex, vitae malesuada ipsum cursus convallis. Maecenas sed egestas nulla, ac condimentum orci. Mauris diam felis, vulputate ac suscipit et, iaculis non est. Curabitur semper arcu ac ligula semper, nec luctus nisl blandit. Integer lacinia ante ac libero lobortis imperdiet. Nullam mollis convallis ipsum, ac accumsan nunc vehicula vitae. Nulla eget justo in felis tristique fringilla. Morbi sit amet tortor quis risus auctor condimentum. Morbi in ullamcorper elit. Nulla iaculis tellus sit amet mauris tempus fringilla.

Maccenas mauris lectus, lobortis et purus mattis, blandit dictum tellus.

- **Maccenas non lorem quis tellus placerat varius.**
- *Nulla facilisi.*
- Aenean congue fringilla justo ut aliquam.
- Mauris id ex erat. Nunc vulputate neque vitae justo facilisis, non condimentum ante sagittis.

- Once the C&T Approver approve the application then a notification will be appear on the header of the application that “C&T Approver Forward to Publish”.
- By clicking on the notification the page will be redirected to the application view details page.

The screenshot shows the 'Change of Partnership Details' page within the e-Gazette Admin interface. The left sidebar includes a logo for 'The Odisha Gazette Government of Odisha' and a navigation menu with categories like Dashboard, Master Menu, Gazette, Online Service (selected), CMS, and Archival.

Change of Partnership Details

Applicant name : Sanket Sonje File No : XP-00073-2023

Status : C&T Approver Forward to Publish Date : 31 Mar 2023, 09:51 AM

1680236516.pdf

Reupload

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc ac faucibus odio.

Vestibulum neque massa, scelerisque sit amet ligula eu, congue molestie mi. Praesent ut varius sem. Nullam at porttitor arcu, nec lacinia nisi. Ut ac dolor vitae odio interdum condimentum. Vivamus dapibus sodales ex, vitae malesuada ipsum cursus convallis. Maecenas sed egestas nulla, ac condimentum orci. Mauris diam felis, vulputate ac suscipit et, iaculis non est. Curabitur semper arcu ac ligula semper, nec luctus nisl blandit. Integer lacinia ante ac libero lobortis imperdiet. Nullam mollis convallis ipsum, ac accumsan nunc vehicula vitae. Nulla eget justo in felis tristique fringilla. Morbi sit amet tortor quis risus auctor condimentum. Morbi in ullamcorper elit. Nulla iaculis tellus sit amet mauris tempus fringilla.

Maecenas mauris lectus, lobortis et purus mattis, blandit dictum tellus.

- Maecenas non lorem quis tellus placerat varius.
- Nulla facilisi.
- Aenean congue fringilla justo ut aliquam.
- Mauris id ex erat. Nunc vulputate neque vitae justo facilisis, non condimentum ante sagittis.

No of Page : 4
Per Page Amount: 529
Total : 2116

FORWARD TO PAY

- Now the admin have to click on the “**FORWARD TO PAY**” button for completing the payment process.
- After completing the payment process a notification will be appear in the header section by clicking on the notification the page will be redirect to the application view details page.

The screenshot shows the e-Gazette Admin User Manual interface. On the left, there is a sidebar with the Odisha Gazette logo and navigation links: Dashboard, Master Menu, Gazette, Online Service (selected), CMS, and Archival. The Online Service section has a dropdown menu for Change of Partnership with options: Change of Name/Surname, Change of Partnership (selected), Pending, Paid, and Published.

The main content area is titled "Change of Partnership Details". It displays the following information:

- Applicant name : Sanket Sonje
- File No : XP-00073-2023
- Status : Payment Completed
- Date : 31 Mar 2023, 09:51 AM

A PDF viewer window is open, showing a document titled "1680236516.pdf" with the title "Reupload". The content of the PDF is as follows:

Reupload

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc ac faucibus odio.

Vestibulum neque massa, scelerisque sit amet ligula eu, congue molestie mi. Praesent ut varius sem. Nullam at porttitor arcu, nec lacinia nisi. Ut ac dolor vitae odio interdum condimentum. Vivamus dapibus sodales ex, vitae malesuada ipsum cursus convallis. Maecenas sed egestas nulla, ac condimentum orci. Mauris diam felis, vulputate ac suscipit et, iaculis non est. Curabitur semper arcu ac ligula semper, nec luctus nisl blandit. Integer lacinia ante ac libero lobortis imperdiet. Nullam mollis convallis ipsum, ac accumsan nunc vehicula vitae. Nulla eget justo in felis tristique fringilla. Morbi sit amet tortor quis risus auctor condimentum. Morbi in ullamcorper elit. Nulla iaculis tellus sit amet mauris tempus fringilla.

Maecenas mauris lectus, lobortis et purus mattis, blandit dictum tellus.

- **Maecenas non lorem quis tellus placerat varius.**
- *Nulla facilisi.*
- Aenean congue fringilla justo ut aliquam.
- Mauris id ex erat.Nunc vulputate neque vitae justo facilisis, non condimentum ante sagittis.
- Morbi viverra semper lorem nec molestie.
- Maecenas tincidunt est efficitur ligula euismod, sit amet ornare est vulputate.

At the bottom right of the PDF viewer, there is a green button labeled "PRESS ADD".

- Once clicking on the “PRESS ADD” button the application goes to add docket.

- Once clicking on “**SAVE PREVIEW**” button the application adding the docket and showing the preview page.

The screenshot shows the e-Gazette Admin User Manual interface. On the left, there is a sidebar with various menu items under 'Online Service' (Change of Name/Surname, Change of Partnership, Pending, Paid, Published), CMS, and Archival. The main content area displays a success message 'Docket added to notice successfully'. Below this, the 'Change of Partnership Details' section shows applicant information: 'Applicant name : Sanket Sonje' and 'File No : XP-00073-2023'. It also shows 'Status : Payment Completed' and 'Date : 31 Mar 2023, 09:51 AM'. A PDF preview of the document '1680790800.pdf' is shown, featuring the Odisha Gazette logo and the date 'No. 3, CUTTACK, THURSDAY, APRIL 06, 2023, BAISAKHA, 1, 1995'. A large red watermark 'Reupload' is overlaid on the PDF. At the bottom right of the PDF preview, there is a blue button labeled 'SIGN PDF'.

- By clicking the “SIGN PDF” the application will go through the esign process.

The screenshot shows the C-DAC e-Sign Service interface. At the top, there are logos for the Ministry of Electronics and Information Technology, Government of India; Digital India; and C-DAC. A message states 'You are currently using C-DAC eSign Service and have been redirected from'. Below this, the 'CDAC's e-Sign Service' header is visible. The 'View Document Information' section contains fields for 'Aadhaar Number' (radio button selected), 'Virtual ID' (radio button), and 'UID Token' (radio button). There is a text input field 'Enter Your Aadhaar Number' with a placeholder 'Enter Your Aadhaar Number'. The 'Get Virtual ID' button is located to the right. Another section for 'Aadhaar TOTP' (radio button selected) or 'Aadhaar OTP' (radio button) is present, with a text input field 'Enter Your Aadhaar TOTP' and a 'How to generate TOTP?' link. A checkbox at the bottom states: 'I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number/VID/UID Token and One Time Pin (OTP)/Time-based One Time Password (TOTP) data for Aadhaar based authentication. I understand that the OTP/TOTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system and for obtaining my e-KYC through Aadhaar e-KYC service only for the purpose of esigning.' A 'Listen to Consent' button and an 'English' dropdown are at the bottom right. The footer contains the text '© 2022 C-DAC. All rights reserved | Website owned and maintained by: Centre for Development of Advanced Computing (C-DAC)'.

- After completing the esign process the application goes to publish.

The Odisha Gazette
Government of Odisha

Dashboard

Master Menu

Gazette

Online Service

- > Change of Name/Surname
- > Change of Partnership
- > Pending
- > Paid
- > Published

CMS

Archival

Directorate of Printing, Stationery & Publication

Dashboard > Change of Partnership > Change of Partnership Details

Document signed successfully

Change of Partnership Details

Applicant name : Sanket Sonje	File No : XP-00073-2023
Status : Govt Press Signed PDF	Date : 31 Mar 2023, 09:51 AM

1680790800.pdf

1 / 4 | - 100% + | 🔍

The Odisha Gazette
EXTRAORDINARY
PUBLISHED BY AUTHORITY

No. 3, CUTTACK, THURSDAY, APRIL 06, 2023, BAISAKHA, 1, 1995

QR Code

Reupload

VIEW SIGNED PDF **PUBLISH**

Vestibulum neque massa, scelerisque sit amet ligula eu, congue molestie mi. Praesent ut varius sem. Nullam at porttitor arcu, nec lacinia nisi. Ut ac dolor vitae odio interdum condimentum. Vivamus dapibus sodales ex, vitae malesuada ipsum cursus convallis. Maecenas sed egestas nulla, ac condimentum orci. Mauris diam felis, vulputate ac suscipit et, iaculis non est. Curabitur semper arcu ac ligula semper, nec luctus nisl blandit. Integer lacinia ante ac libero lobortis imperdiet. Nullam mollis convallis ipsum, ac accumsan nunc vehicula vitae. Nulla eget justo in felis tristique fringilla. Morbi sit amet tortor quis risus auctor condimentum. Morbi in

- After clicking the “**PUBLISH**” button the application will published successfully.