

# The Odisha Gazette



Commerce and Transport Department  
Govt. of Odisha

## e-Gazette User Manual for Citizens

(<https://www.egazetteodisha.nic.in>)

Version 1.0

### Prepared By

National Informatics Center, Bhubaneswar  
Ministry of Electronics & Information Technology  
Government of India

### Adopted By

Directorate of Printing, Stationery and Publication, Cuttack  
Government of Odisha.

## Contents

<b>Introduction</b> .....	3
<b>How to Get Started</b> .....	4
<b>Step 1: Applicant Registration</b> .....	5
<b>Step 2: Verify OTP</b> .....	6
<b>Step 3: Applicant Login</b> .....	6
<b>Step 4: Forgot Password</b> .....	7
<b>Step 5: Dashboard</b> .....	10
<b>Step 6: Profile</b> .....	11
<b>Step 7: Change Password</b> .....	13
<b>Step 8: Apply Online (Change of Name/Surname)</b> .....	14
<b>Step 9: Apply Online (Change of Partnership)</b> .....	17
<b>Step 10: Make Payment (Change of Name/Surname)</b> .....	19
<b>Step 11: Make Payment (Change of Partnership)</b> .....	27
<b>Step 12: Check Status (Change of Name/Surname)</b> .....	34
<b>Step 13: Published Gazettes (Change of Name/ Surname)</b> .....	38

## 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://egazetteodisha.nic.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 Change of Partnership & Change of Name/Surname e-Gazettes for the Citizens under Directorate of Printing, Stationery & Publication, Govt. of Odisha.
- It provides a platform for applying of Change of partnership and Change of Surname gazettes without physical visit to the Dept./Govt. Press.
- Applicant can be able to pay the gazette amount using IFMS online Payment Gateway.

## 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://egazetteodisha.nic.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://www.egazetteodisha.nic.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.

**Paperless & Environment Friendly**

324.1 K Total Numbers of Visitor(s)	14 Total Numbers of Extraordinary Gazette(s)	1 Total Numbers of Weekly Gazette(s)
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**Hon'ble CM's Message**

I am happy that under Government Press under Commerce and Transport Dept. is introducing e-Gazette system which would change the conventional method of publication of Odisha Gazette to eco-friendly, paperless and through electronic mode, making the process more convenient and transparent to both citizens as well as indenting Departments.

[View More](#)

**Gazettes on Demand**

- Bills & Acts
- Land Acquisition
- Surname Change/Partnership Firm
- Change of Partnership Details
- Change of Name/surname
- Others

**Important Links**

- Directorate of Printing, Stationery & Publication
- Commerce & Transport Department
- State Portal of Odisha

**Recent Extraordinary Gazettes**

Department	Subject	Issue Date	Download
Co-operation Department	TESTS	2021-03-23	<a href="#">Download</a>
GA & PG Department	Rajya Sabha	2020-12-09	<a href="#">Download</a>
Co-operation Department	Amendment Act	2020-12-08	<a href="#">Download</a>
Co-operation Department	Committee Formation	2020-12-07	<a href="#">Download</a>
Panchayati Raj & DW Department	Test Subject	2020-12-08	<a href="#">Download</a>

[View All](#)

**Recent Weekly Gazettes**

Department	Subject	Issue Date	Download
Gazette contains multiple departments	Gazette contains multiple subjects	2020-12-04	<a href="#">Download</a>

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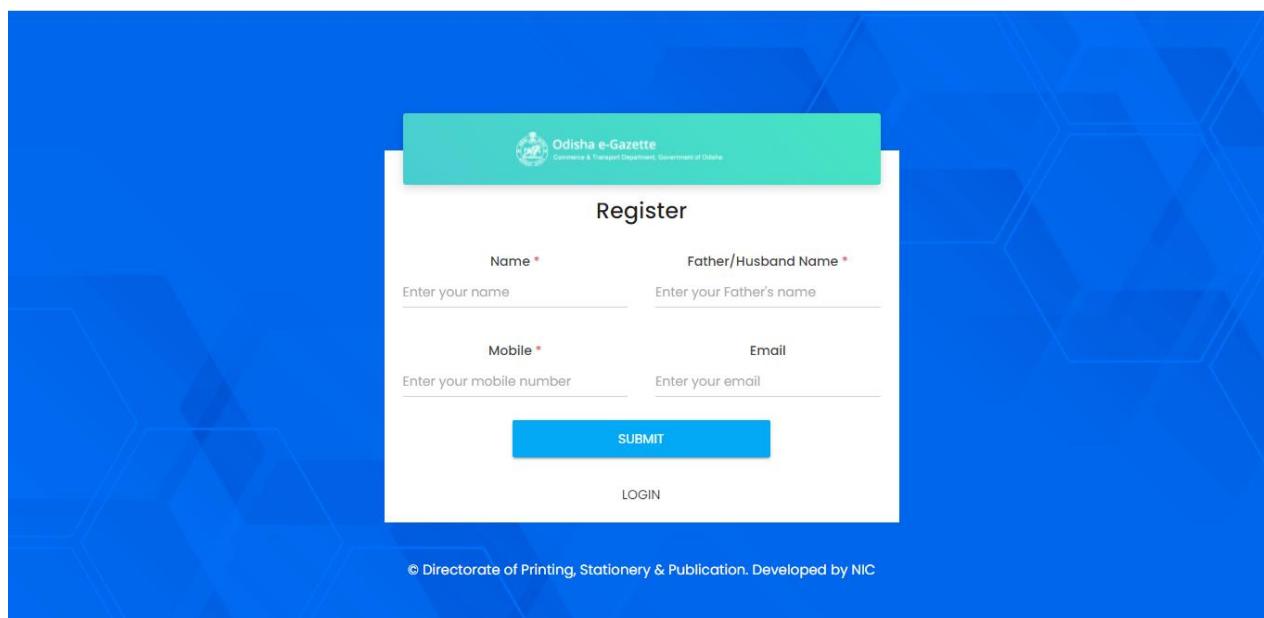
This site is designed and hosted by National Informatics Center, Bhubaneswar, Odisha.  
Contents are provided, uploaded and approved by Directorate of Printing, Stationery & Publication, Cuttack, Odisha.

## Step 1: Applicant Registration

The applicant need to register first in the web portal by clicking on the registration link in the portal mentioned in the below screenshot.



By clicking on the “Registration” link in the landing page, Applicant Registration page will be displayed to the applicant as shown in the below image.



In Applicant Registration page, the citizen have to fill the below fields to complete the registration process.

- Name – Name of the Applicant
- Father/Husband Name – Father/Husband name
- Mobile Number – Mobile number of the applicant. Must be 10 digit

- Email Address – Valid email address and its optional.

After filling all the details citizen needs to click the “Submit” button in the portal. By clicking “**Submit**” button a onetime Password (OTP) will be sent to the applicant’s registered mobile number and to his/her registered email address.

**Note:** Mobile number and Email are required for OTP (One Time Password) and other message or Mail verification.

### Step 2: Verify OTP

- Applicant need to provide the OTP delivered to his/her mobile number & email along with Password and Confirm Password.
- Password should be minimum of 4 characters and maximum up to 16 characters. Password must contain a small letter, a capital letter and a digit.
- The applicant need to click on the “**Submit**” button to proceed to the next step.
- OTP will be valid for 15 Minutes. Once the OTP entered by the Applicant is a valid OTP, applicant account has been successfully created and account confirmation mail sent to the applicant.
- Applicant can click the “**Resend OTP**” link to resend the OTP.
- Verify OTP page as shown below will be displayed to the Applicant.

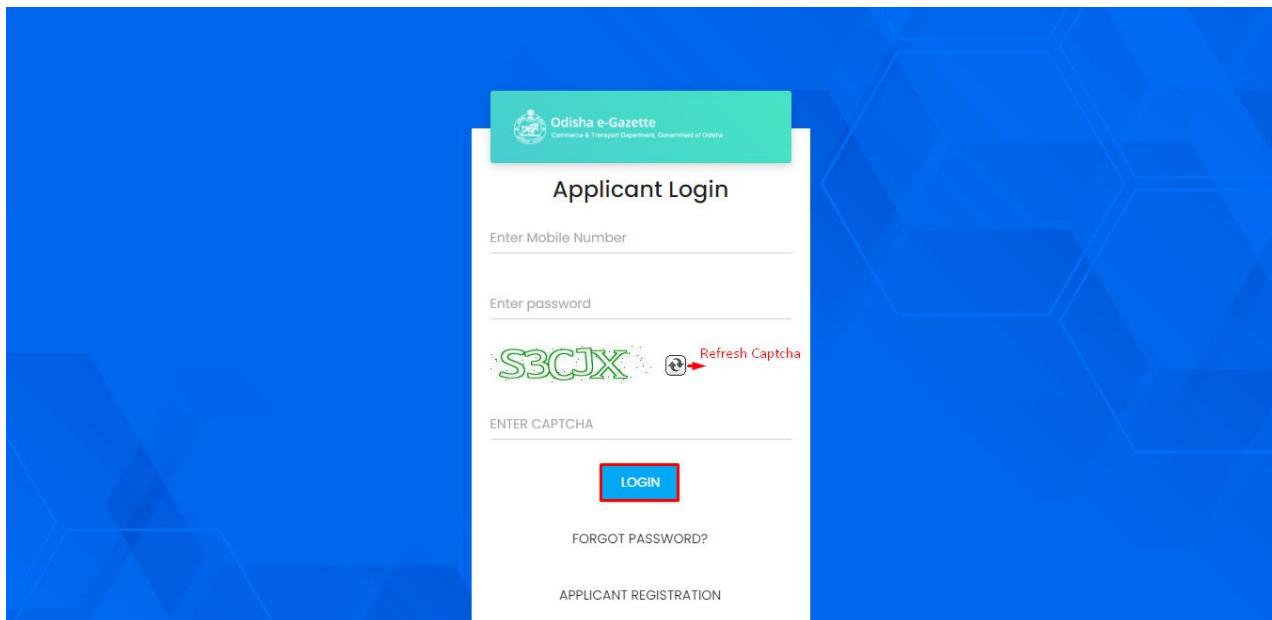
The screenshot shows a "Verify OTP" form. At the top, there is a logo for "Odisha e-Gazette" and the text "Commerce & Transport Department, Government of Odisha". Below this, the title "Verify OTP" is centered. The form contains three input fields: "Enter OTP", "Enter Password", and "Retype Password". Below these fields are two buttons: a blue "SUBMIT" button and a red "RESEND OTP" button. A red arrow points from the "RESEND OTP" button to the text "Resend OTP" located to its right. At the bottom of the form, there is a copyright notice: "© Directorate of Printing, Stationery & Publication. Developed by NIC".

### Step 3: Applicant Login

- Applicant can login to the e-Gazette portal using registered mobile number and password along with correct Captcha.
- If the Applicant is unable to read the Captcha, can refresh the Captcha until the

Captcha is not visible to the applicant as shown in the below image.

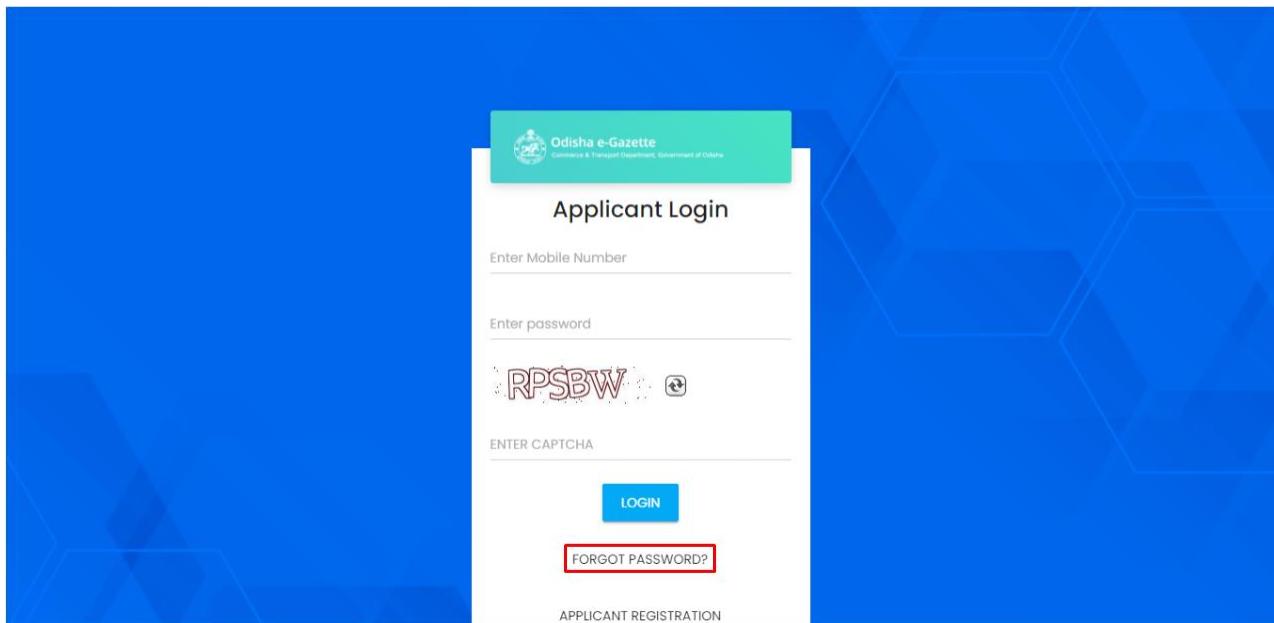
- After authentication of mobile number and password, system will check the Captcha to be correctly entered by the Applicant.
- In case of invalid Captcha, system will display the error message “**Invalid Captcha**” to the Applicant.
- Once the system authenticate mobile number, password and Captcha Applicant will be redirected to the Dashboard page.
- The below image depicts the Applicant login page.



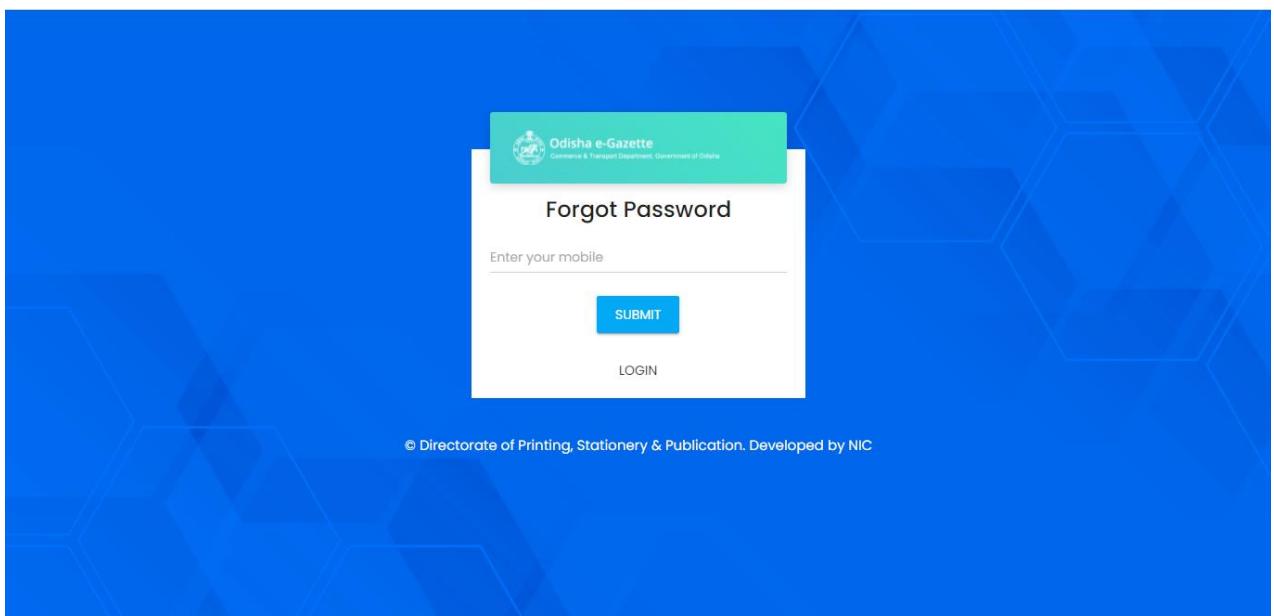
#### Step 4: Forgot Password

If the Applicant forgot **e-Gazette Portal password**, need to click on “**Forgot Password**” link on user login page and then Applicant will be redirected to **Forgot Password** page as per the below image (**Forgot Password link**).

## e-Gazette User Manual for Citizens

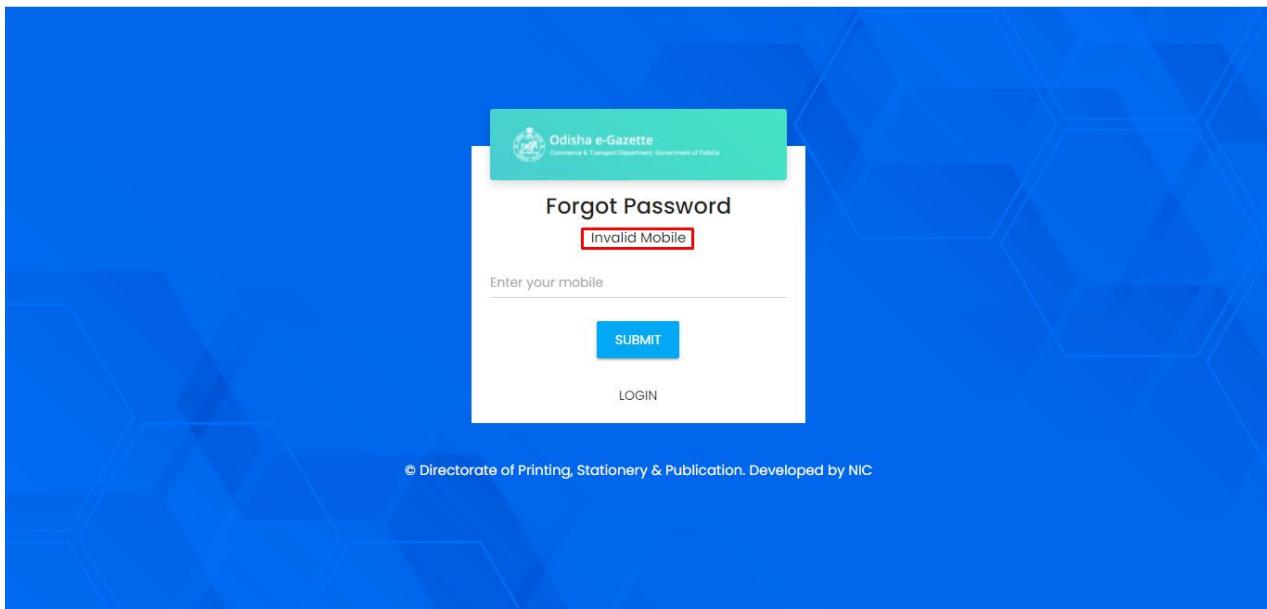


In **Forgot Password** page Applicant need to enter the **registered email id** to get the **OTP** to **reset the password** as per the below image.



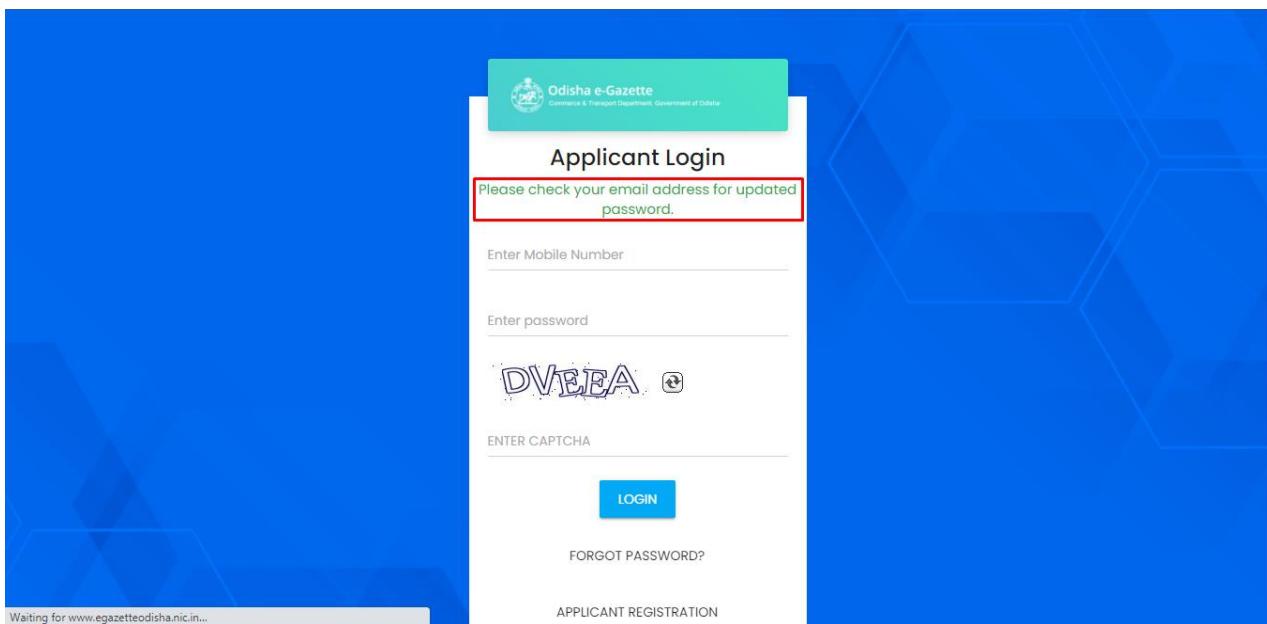
If the mobile number entered by the Applicant in the Forgot Password page is invalid, system will display the error message "**Invalid Mobile**" to the Applicant as shown in the below image.

## e-Gazette User Manual for Citizens



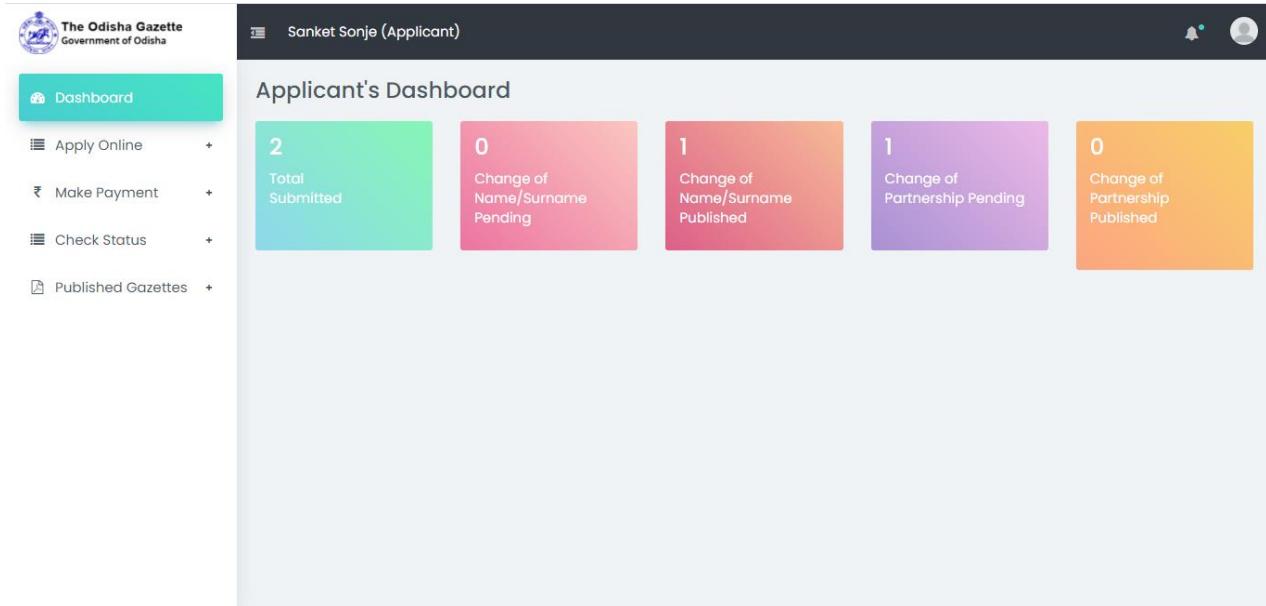
© Directorate of Printing, Stationery & Publication. Developed by NIC

If the mobile entered by the Applicant is valid, system will generate the updated password and sent to the Applicant mobile number in the form of **SMS** and registered email address.



## Step 5: Dashboard

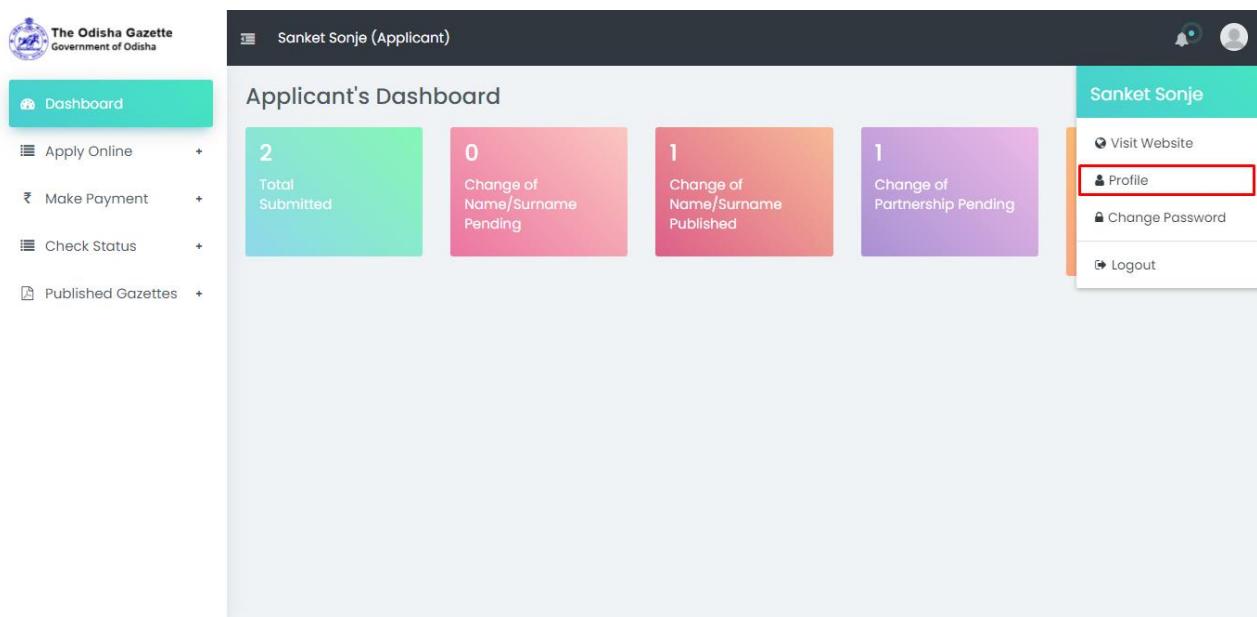
- After successfully login to the portal, system will redirect the Applicant to the **Dashboard** page.
- Dashboard page displays the statistical information regarding the number of applications submitted by the Applicant.
  - Total Applications Submitted (Surname + Partnership)
  - Change of Name/Surname applications Pending
  - Change of Name/Surname applications Published
  - Change of Partnership applications Pending
  - Change of Partnership applications Published
- Dashboard page consists of the menu links for navigation into the several segments of the application like below:
  - Apply Online
  - Make Payment
  - Check Status
  - Published Gazettes
- The below image displays the **Dashboard** page for the Applicant.



- Dashboard page consists of the Applicant profile link where the applicant can be able to update the profile details.

## Step 6: Profile

- By clicking on the Profile link, Applicant will be redirected to the Profile page where the Applicant can be able to update profile details like:
  - Name
  - Father's Name
  - Email
  - Mobile Number
- The below image displays the **Profile** page for the Applicant.



In the Profile page applicant can be able to update the below information by providing the fields like:

- Name
- Father's Name
- Email
- Mobile Number

## e-Gazette User Manual for Citizens

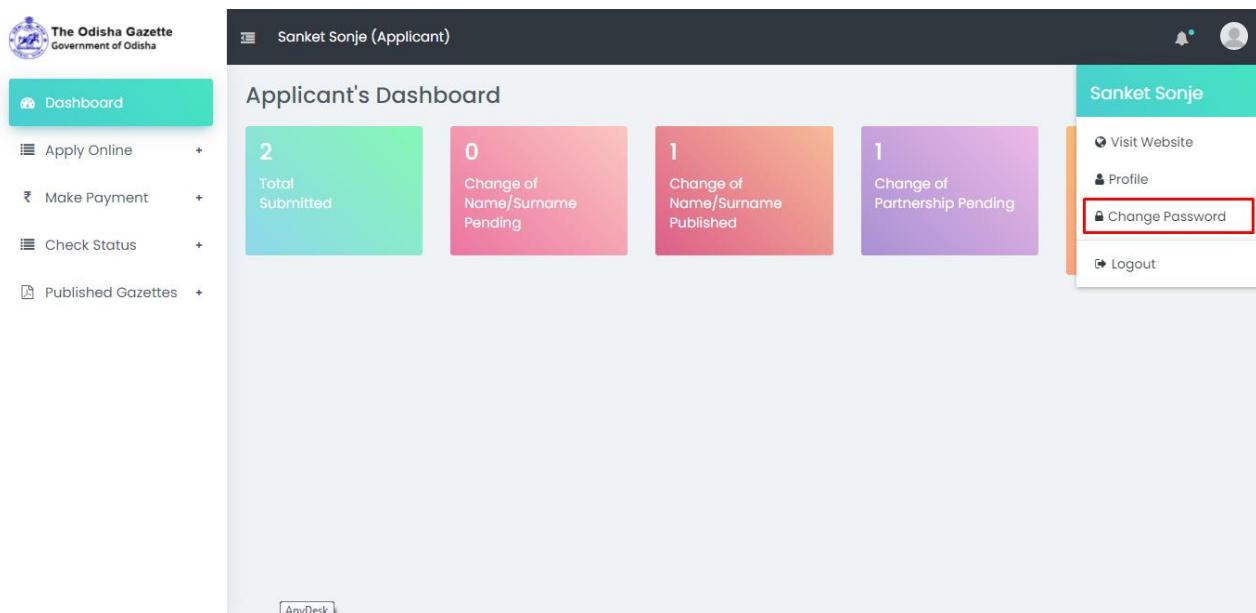
The screenshot shows the 'Profile Details' section of the e-Gazette application. At the top, there's a header bar with the Odisha Gazette logo and the user name 'Sanket Sonje (Applicant)'. Below the header is a sidebar with navigation links: Dashboard, Apply Online, Make Payment, Check Status, and Published Gazettes. The main content area is titled 'Profile Details' and contains a 'Applicant Profile' section. It includes fields for Name (Sanket Sonje), Father's Name (Dattatray), Email (sanketsonje043@gmail.com), and Mobile (9860346229). A green 'SUBMIT' button is located at the bottom right of this section.

- By clicking on the “**Submit**” button as shown in the above image, profile details will be updated for the Applicant account.
- By clicking on the logout link as shown in the below image, Applicant will be successfully logged out from the portal.

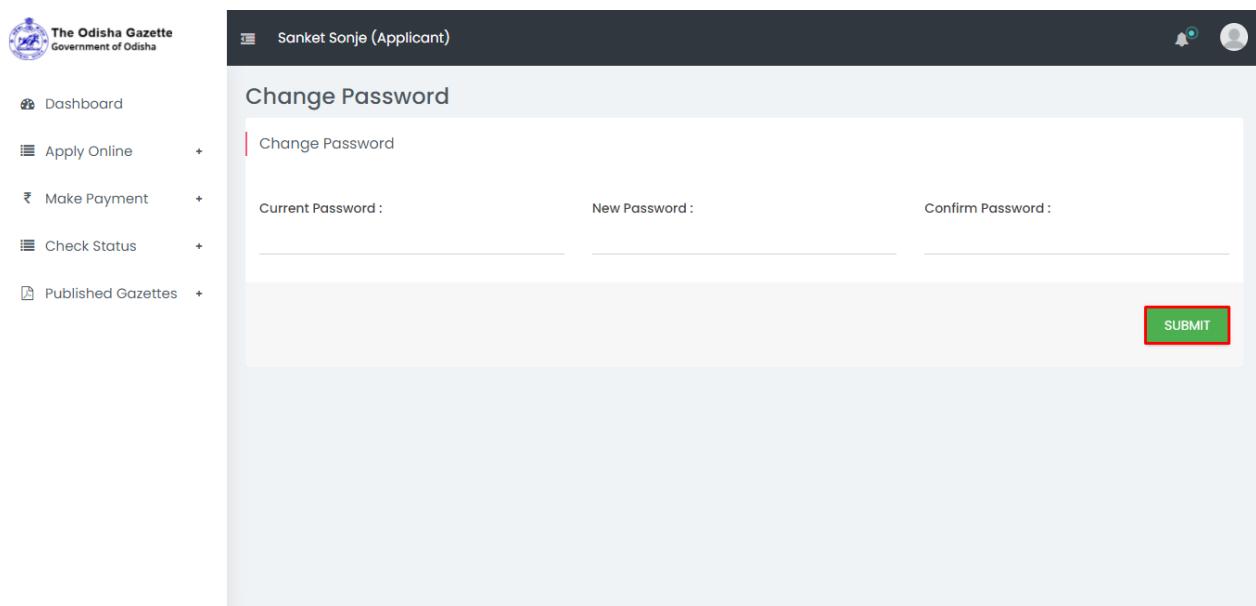
The screenshot shows the 'Applicant's Dashboard' page. At the top, it displays the Odisha Gazette logo and the user name 'Sanket Sonje (Applicant)'. On the left is a sidebar with the same navigation links as the previous screenshot. The main dashboard area has a title 'Applicant's Dashboard' and four colored boxes: teal (2 Total Submitted), pink (0 Change of Name/surname Pending), red (1 Change of Name/surname Published), and purple (1 Change of Partnership Pending). To the right is a vertical sidebar for 'Sanket Sonje' with options: Visit Website, Profile, Change Password, and a red-bordered 'Logout' button.

## Step 7: Change Password

After login **e-Gazette Portal**, Applicant can able to **change the password** by click on **change password** link under **profile section** as per the below Image.

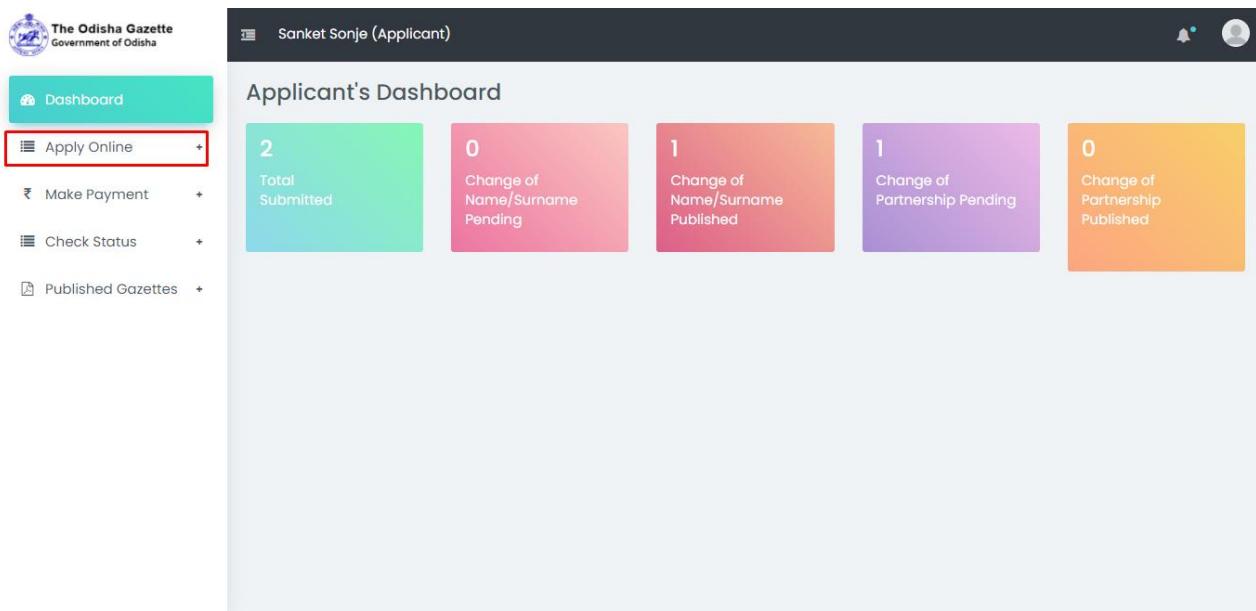


- After click the **Change Password** link user can change the password by entering **current password, new password and confirm password**.
- By clicking on the “**Submit**” button, Applicant can be able to update the account login password for e-Gazette portal as shown in the below Image.

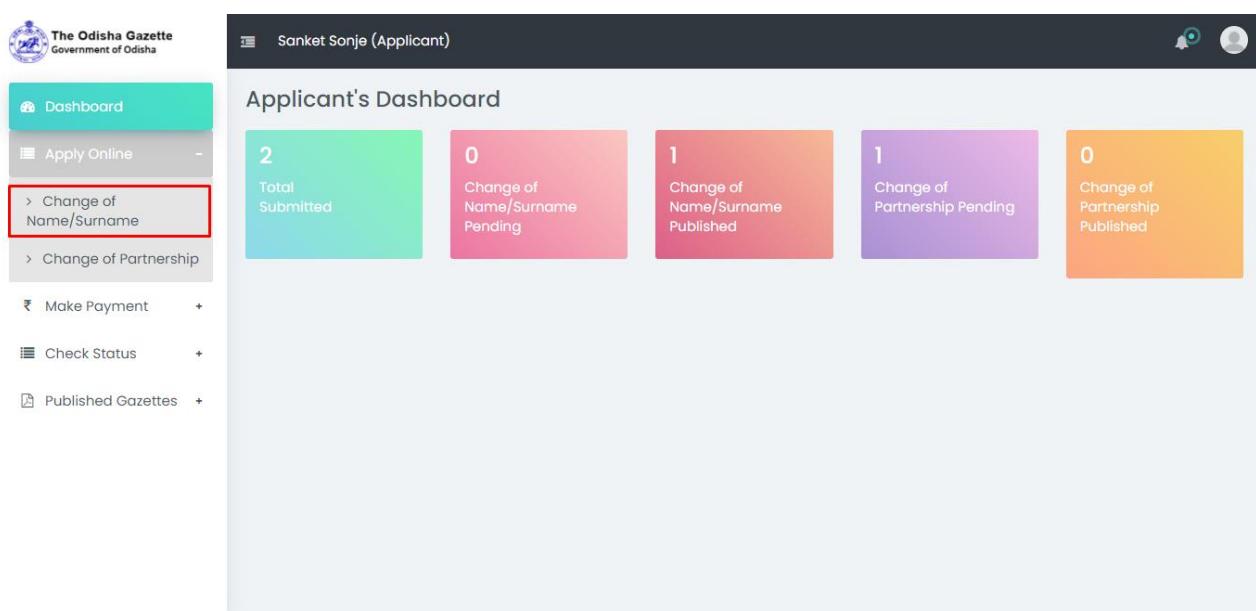


## Step 8: Apply Online (Change of Name/Surname)

After logging into the application, Applicant can be able to apply for the Change of Surname and Change of Partnership application by clicking on the **Apply Online** in the Navigation menu as shown in the below image.



- The Apply Online in the Navigation menu consists of 2 links
  - Change of Name/Surname
  - Change of Partnership
- Applicant need to click on the “**Change of Name/Surname**” link for applying Change of Name/Surname application under **Apply Online** menu.



- By clicking on “**Change of Name/Surname**” link, it will display the **Change of Name/Surname** application page where the Applicant need to fill the data and submit the Change of Name/Surname application.
- Applicant need to fill the below fields while applying for the Change of Name/Surname application.
  - State
  - District
  - Block/ULB
  - Address
  - Pin code
  - Govt. Employee (Yes/No)
  - Minor (Yes/No)
  - Affidavit (PNG/JPG)
  - Original News Paper (PNG/JPG)
  - KYC Document (Scanned copy of Aadhaar/PAN in PNG/JPG)
  - Birth Certificate (If Minor Only)
  - Approval Authority Document (If Govt. Employee)
  - Deed Changing Form (If Govt. Employee)
  - Notice Format
    - Place
    - Date
    - Salutation
    - Name
    - Age
    - Old Name
    - New Name
    - New Name
    - Signature
- Birth Certificate need to be attached if the Applicant will be Minor.
- Approval Authority Document & Deed Changing Form to be attached if the applicant is a Govt. Employee.
- All the documents need to be uploaded in the form of images (Scanned copy in PNG/JPG) only and maximum of 5 MB in size.
- The below image displays the **Change of Name/Surname** page.

## e-Gazette User Manual for Citizens

The screenshot shows the 'Change of Name/Surname' application form. At the top, it displays the user's name 'Ashok Ku Mohanty (Applicant)' and two small icons. The main form area has several input fields and sections:

- Personal Information:** State: "Odisha", District: "Select District", Block/ULB: "Select Block/ULB".
- Address:** Address: "Enter Address", Pincode: "Enter Pin code".
- Employment Status:** Government Employee: "No" (radio button selected), Minor: "No" (radio button selected).
- Attachments:** Affidavit: "Choose File" (Maximum 5 MB allowed), Original Newspaper: "Choose File" (Maximum 5 MB allowed), KYC Document (Aadhaar / PAN / Voter ID): "Choose File" (Maximum 5 MB allowed).
- Notice Section:** A section titled 'Notice' contains the following text:

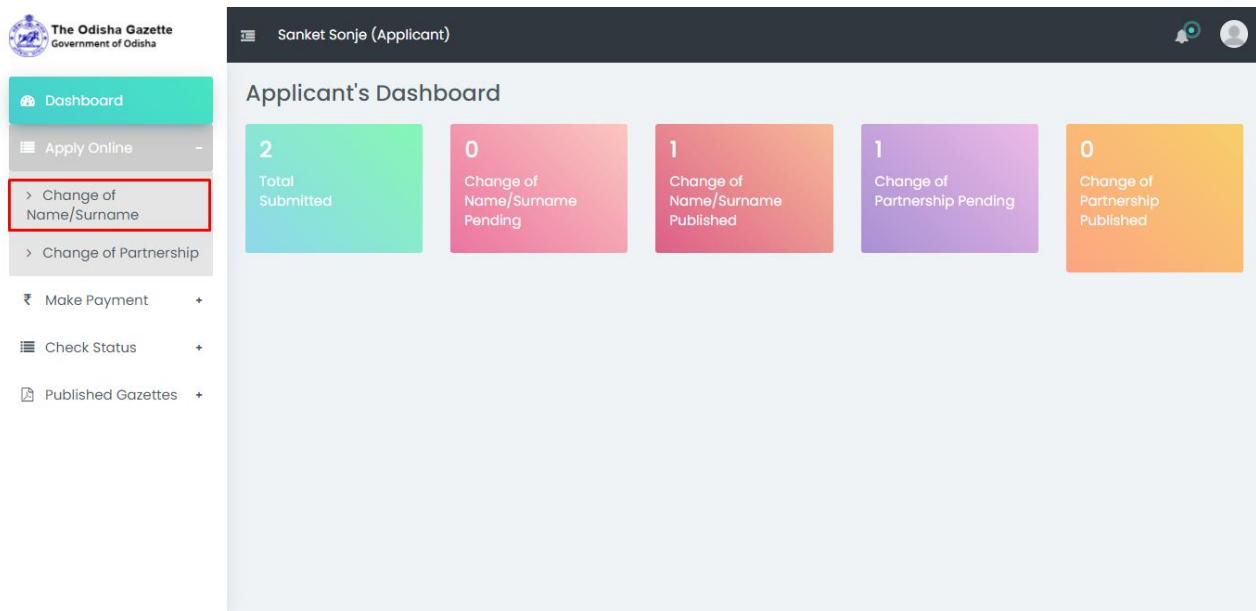
By virtue of an affidavit sworn before the Executive Magistrate / Notary Public, Place \_\_\_\_\_ on the \_\_\_\_\_, I, Mr. \_\_\_\_\_, \_\_\_\_\_ (Age \_\_\_\_\_) have changed my name from \_\_\_\_\_  
Old Name: \_\_\_\_\_ to New name: \_\_\_\_\_ Henceforth, I shall be known as New name: \_\_\_\_\_  
for all purposes.

A signature line follows, ending with a red-bordered 'SUBMIT' button.

- By clicking on the “**Submit**” button, **Change of Name/Surname** application submitted successfully in the portal and processed to the Commerce & Transport Department, Govt. of Odisha for further verification.
- If Commerce & Transport Department, Govt. of Odisha may found any discrepancy in the application submitted by the Applicant, application will be **returned** to the Applicant along with remarks.
- Once application has been returned by the Commerce & Transport Department, applicant need to resubmit the application in the e-Gazette portal.
- Once the **Change of Name/Surname** application has been and approved by the Commerce & Transport Department, it will forwarded to the Govt. Press, Govt. of Odisha for publication of the application in the form of Gazette notification.

## Step 9: Apply Online (Change of Partnership)

Applicant need to click on the “**Change of Partnership**” link for applying Change of Partnership application under **Apply Online** menu.



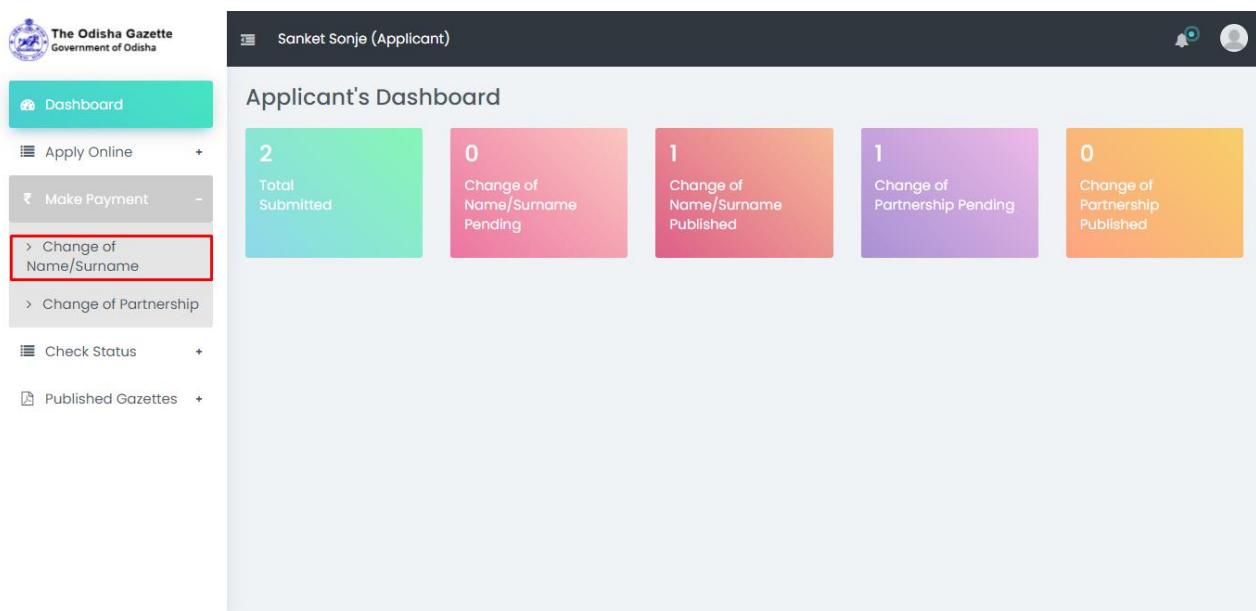
- By clicking on “**Change of Partnership**” link, it will display the **Change of Partnership** application page where the Applicant need to fill the data and submit the Change of Partnership application.
- Applicant need to fill the below fields while applying for the Change of Partnership application.
  - State
  - District
  - Police Station
  - Address 1
  - Address 2
  - Address 3
  - Original Partnership Deed (PNG/JPG)
  - Deed of Reconstitution of Partnership (PNG/JPG)
  - IGR Certificate (PNG/JPG)
  - PAN Card of Partners (Multiple with PNG/JPG)
  - Aadhaar Card of Partners (Multiple PNG/JPG)
  - Original News Paper
  - Notice in Softcopy (Must be MS Word (.docx) Format)
- All the documents except Notice in Softcopy (.docx) need to be uploaded in the form of images (Scanned copy in PNG/JPG) only and maximum of 5 MB in size.
- Applicant can be able to attach multiple PAN Card & Aadhaar Card of Partners if required. The below image displays the **Change of Partnership** application page.

The screenshot shows the e-Gazette User Manual for Citizens interface. The left sidebar has a teal header 'Apply Online' with several options: 'Change of Name/Surname', 'Change of Partnership' (which is highlighted with a red box), 'Make Payment', 'Check Status', and 'Published Gazettes'. The main content area is titled 'Change of Partnership' and contains fields for 'State', 'District', 'Police Station', 'Address 1', 'Address 2', 'Address 3', and 'Deed of Reconstitution of Partnership'. There are four document upload sections: 'Original Partnership Deed', 'PAN Card of Partners', 'Aadhaar Card of Partners', and 'Original Newspaper Advertisement'. Each section includes a 'SELECT IMAGE' button and a note about file size (Maximum 1 MB allowed). There are also 'SELECT FILE' and 'CHOOSE FILE' buttons for the Aadhaar Card and Original Newspaper Advertisement respectively. A 'SUBMIT' button is at the bottom right.

- By clicking on the “**Submit**” button, **Change of Partnership** application submitted successfully in the portal and processed to the **Commerce & Transport Department, Govt. of Odisha** for further verification.
- If **Commerce & Transport Department, Govt. of Odisha** found any discrepancy in the application submitted by the Applicant, application will be **returned** to the Applicant along with remarks.
- Once application has been returned by the Commerce & Transport Department, applicant need to resubmit the application in the e-Gazette portal.
- Once the **Change of Partnership** application has been approved by the Commerce & Transport Department, it will forwarded to the Govt. Press, Govt. of Odisha for publication of the application in the form of Gazette notification.

## Step 10: Make Payment (Change of Name/Surname)

- After logging into the portal, Applicant need to pay the amount defined by the Govt. Press for publication of the Gazette notification.
- Applicant can be able to view the applications has been approved by the Govt. Press and forward to Applicant for complete the Payment process for Change of Surname and Change of Partnership application.
- The payment amount will be calculated by the system based on the number of pages \* 529 (2 \* 529 = Rs/- 1058) of the Notice document submitted by the Applicant.
- This section consists of 2 sub-menus
  - Change of Name/Surname
  - Change of Partnership



- By clicking on the **Change of Name/Surname** under **Make Payment** in the Navigation menu displays list of **Change of Name/Surname** applications pending for payment as shown in the below image.
- Applicant can view the details of the **Change of Name/Surname** application by clicking on the view icon of a particular application in the **Change of Name/Surname** application list. This page contains the below sections
  - Application Details
  - Status History
  - Document History

# e-Gazette User Manual for Citizens

The Odisha Gazette  
Government of Odisha

Dashboard

Apply Online

Make Payment

> Change of Name/Surname

> Change of Partnership

Check Status

Published Gazettes

Sanket Sonje (Applicant)

Change of Name/Surname - Make Payment

SI No	Gazette Type	File Number	Date	Status	View Details
1	Extraordinary	XN-0018-2021	24 Mar 2021, 02:00 PM	Forward To Pay	 View Details

Application details consists of the detailed information like State, District, Police Station, latest documents/attachments etc.

### Applicant View Details

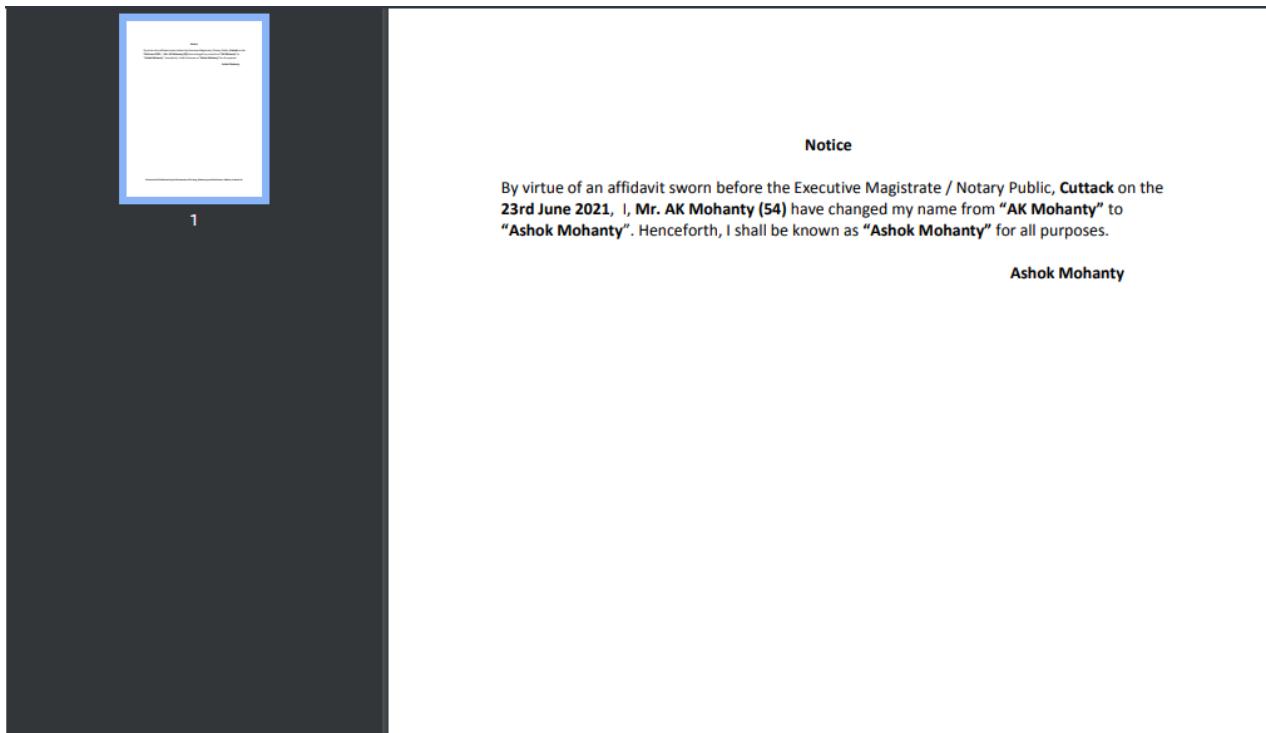
Applicant View Details

Created User : Sanket Sonje Dattatray	Gazette Type : Extraordinary
File No : XN-0018-2021	Date : 24 Mar 2021, 02:00 PM
State : Odisha	District : Angul
Police Station : Station 1	Address 1 : TESTS
Address 2 : TESTS	Address 3 : TESTS
Government Employee : No	Minor : No
Current Status : Forward To Pay	Remarks :

Affidavit 

Original Newspaper 

## e-Gazette User Manual for Citizens



Status history section contains the information about the entire transactional life cycle of the application.

Status History	
Applicant Submitted	24 Mar 2021, 02:00 PM
C & T Processor User Forward	24 Mar 2021, 02:05 PM
C & T Verifier User Forward	24 Mar 2021, 02:06 PM
C & T Approver User Approved	24 Mar 2021, 02:07 PM
Forward To Pay	24 Mar 2021, 02:08 PM

Document history section contains the information about the documents attached in the application for Change of Name/Surname.

## e-Gazette User Manual for Citizens

Document History

Affidavit(24 Mar 2021, 02:00 PM)	
Original Newspaper(24 Mar 2021, 02:00 PM)	
KYC Document (Aadhaar / PAN / Voter ID) (24 Mar 2021, 02:00 PM)	
Notice in Softcopy (PDF)(24 Mar 2021, 02:00 PM)	

- The applicant need to click on the “**Proceed To Pay**” button to proceed for the Payment.
- Once the applicant click on the “**Proceed to Pay**” button, it will redirected to the IFMS portal along with the address & Amount of the gazette to be paid by the Applicant as shown in the below image.

The screenshot shows the Odisha Gazettee application interface. On the left, there's a sidebar with navigation options: Dashboard, Apply Online, Make Payment (highlighted in green), Change of Name/Surname, Change of Partnership, Check Status, and Published Gazettes. The main area displays a summary of documents:

- KYC Document (Aadhaar / PAN / Voter ID) (24 Mar 2021, 02:00 PM) with an image icon.
- Notice in Softcopy (PDF)(24 Mar 2021, 02:00 PM) with a document icon.

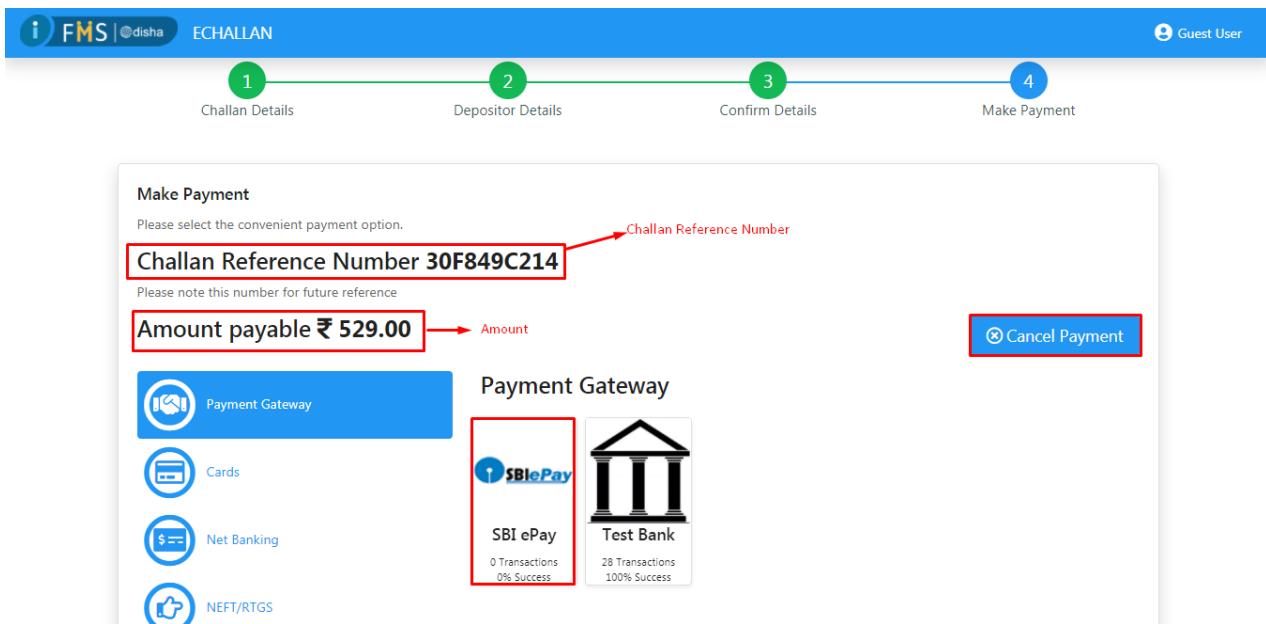
At the bottom right, there are financial details: No of Page : 1, Per Page value : 529, Total : 1 \* 529 = 529, and a red "PROCEED TO PAY" button.

- The application will be redirected to the IFMS portal as shown in the below image.
- The applicant need to verify the details in the IMFS portal along with the amount to be paid for the **Change of Name/Surname** application and click on the “**Next**” button in the IFMS portal to proceed further.

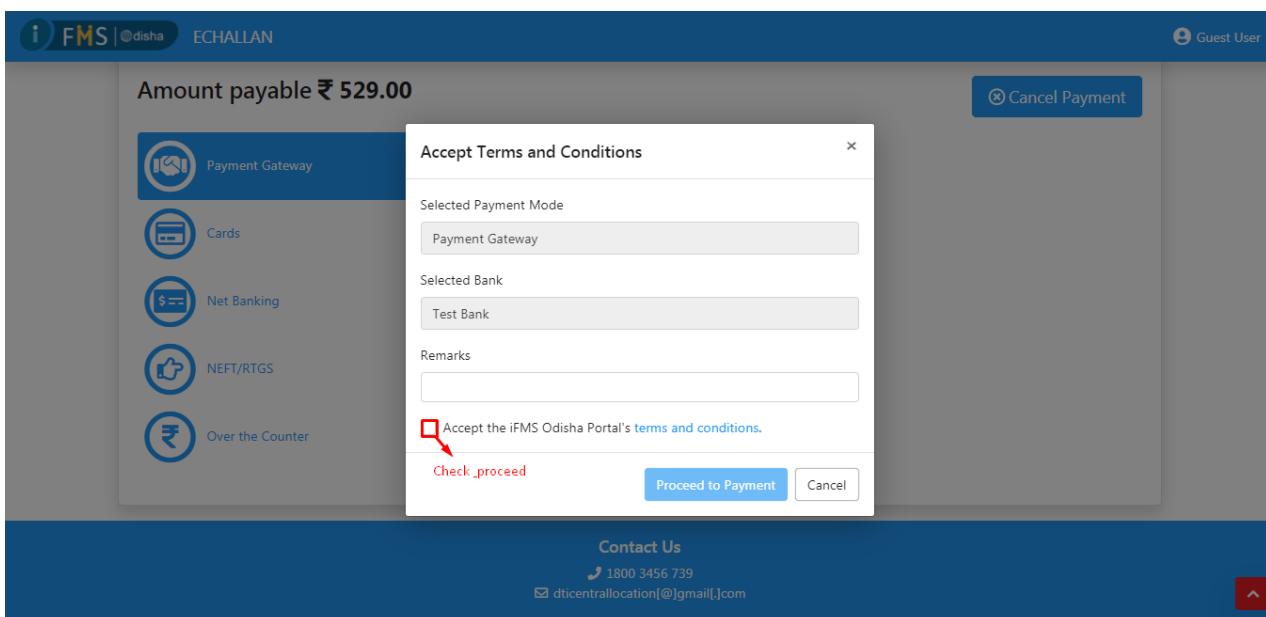
The screenshot shows the 'Confirm Details' step of the IFMS portal. The process is divided into four steps: 1. Challan Details, 2. Depositor Details, 3. Confirm Details, and 4. Make Payment. The 'Confirm Details' step is currently active. It contains sections for Challan Purpose, Department Specific Information, Depositor Details, and Depositor Identification. At the bottom, there are 'Previous' and 'Next' buttons, with the 'Next' button being highlighted with a red box.

- Once the applicant click on the **Next** button in the IFMS portal, it will redirected to the IFMS portal **Make Payment** page as shown in the below image.
  - The IFMS portal Make Payment page consists of the following Payment Methods and information.
    - Challan Reference Number – 10 Characters (Alpha Numeric)
    - Amount to be Paid:
- Payment Method**
- Payment Gateway
  - Cards
  - Net Banking
  - NEFT/RTGS
  - Over the Counter
- Applicant can be able to cancel the payment process by clicking on the **Cancel Payment** button.
  - If the payment process has been cancelled by the applicant, IFMS portal will cancel the payment process and display the error message as the Payment Process has been cancelled message to the applicant in the **e-Gazette** portal.

- Based on the selected Payment Method, applicant need to select and make the Payment as shown in the image below.



After selecting the payment method, applicant need to select the checkbox for **Accept the IFMS Odisha Portal's Terms & Conditions** along with Captcha for payment process as shown in the image.



Once selected on the checkbox by the applicant, the Proceed to Payment button will visible to the applicant for payment process as shown in the below image.

## e-Gazette User Manual for Citizens

The screenshot shows the iFMS Odisha portal interface. At the top, there's a blue header bar with the iFMS logo, the word "ECHALLAN", and a "Guest User" link. Below the header, a message box displays "Amount payable ₹ 529.00". On the left, a sidebar lists payment methods: "Payment Gateway" (selected), "Cards", "Net Banking", "NEFT/RTGS", and "Over the Counter". A central modal window titled "Accept Terms and Conditions" contains fields for "Selected Payment Mode" (Payment Gateway) and "Selected Bank" (Test Bank). It also has a "Remarks" section with a checked checkbox and a "Accept the iFMS Odisha Portal's terms and conditions." checkbox. At the bottom of the modal are "Proceed to Payment" and "Cancel" buttons, with the "Proceed to Payment" button highlighted by a red border.

If the payment processed successfully, IFMS will return the payment success message to the applicant and automatically redirected after 30 seconds of the successful transaction.

The screenshot shows the iFMS Odisha portal interface after a successful transaction. The top bar includes the iFMS logo, "ECHALLAN", and a "Guest User" link. A blue banner at the top instructs users not to press back or refresh, stating they will be redirected in 30 seconds. Below this, a green header bar says "Successful transaction". The main content area is titled "Challan Details" and shows a table with columns: Head of Account (0058-00-200-0127-02082-000), Purpose (Change of Surname Gazette Publication), Amount (529.00), Challan Number, and Challan Date. Below this is a section titled "Department Specific Information" with four rows of additional information. At the bottom is a "Depositor Details" section with four input fields for Depositor Name, Address Line1, Address Line2, and State.

## e-Gazette User Manual for Citizens

Applicant can be able to download the Challan from the IFMS portal as shown in the below image.

The screenshot shows a form with the following fields:

District	Pin	Phone Number	Email
Khudha	751024	9860346229	sanketsonje043@gmail.com
Total Amount	Remarks		
	529.00		
<b>Depositor Identification</b>			
Identification Type	ID number		
ID description			
<b>Transaction Details</b>			
Challan Reference ID	Date & Time	Name of the bank	Mode of Payment
30F849C21A	24/03/2021 05:34:12 PM	Test Bank	Payment Gateway
Bank Transaction Status	Bank Transaction ID	Bank Transaction Date & Time	Bank Transaction Message
S	TST30F849C21A	24/03/2021 05:32:55 PM	Successful Transaction

**Download Challan**

If the bank has processed the payment transaction successfully, e-Gazette portal will display the successful message to the applicant as "**Payment completed successfully**" as shown in the below image.

The screenshot shows the e-Gazette portal interface with the following sections:

- The Odisha Gazette Government of Odisha**
- Dashboard**
- Apply Online** (selected):
  - > Change of Name/Surname
  - > Change of Partnership
- Make Payment** +
- Check Status** +
- Published Gazettes** +

**Sanket Sonje (Applicant)**

**Change of Name/Surname Details**

**Payment completed successfully**

SI No	Gazette Type	File Number	Date	Status	View Details
1	Extraordinary	XN-0018-2021	24 Mar 2021, 02:00 PM	Payment Completed	
2	Extraordinary	XN-0017-2021	22 Mar 2021, 06:27 PM	Government Press User Published	

## Step 11: Make Payment (Change of Partnership)

- By clicking on the **Change of Partnership** under **Make Payment** in the Navigation menu displays list of **Change of Partnership** applications pending for payment as shown in the below image.
- Applicant can view the details of the **Change of Partnership** application by clicking on the view icon of a particular application in the **Change of Partnership** application list. This page contains the below sections
  - Application Details
  - Status History
  - Document History

The Odisha Gazette  
Government of Odisha

Sanket Sonje (Applicant)

Change of Partnership – Make Payment

SI No	Gazette Type	File Number	Date	Status	View Details
1	Extraordinary	XP-0002-2021	24 Mar 2021, 02:04 PM	Forward to Pay	 View Details

Application details consists of the detailed information like State, District, Police Station, latest documents/attachments etc.

## e-Gazette User Manual for Citizens

### Change of Partnership

[View Change of Partnership Details](#)

Created User : Sanket Sonje Dattatray

Gazette Type : Extraordinary

File No : XP-0002-2021

Date : 24 Mar 2021, 02:04 PM

Status : Forward to Pay

Original Partnership Deed



Deed of Reconstitution of Partnership



IGR Certificate



PAN Card of Partners



Aadhaar Card of Partners



Original Newspaper Advertisement



Notice in Softcopy

1616574654.pdf

1 / 1

88%

+

□

⋮



To, The Under Secretary, Department Of Commerce and Transport (Commerce), Govt. of Odisha  
Subject: Publish of notice in Extraordinary Gazette for change of name Respected Sir, I want to change  
my name from Pritam Sahoo to Preeta Sahoo. I have made an affidavit in front of Notary Public,  
Sambalpur on 4/7/2013. This is also published in The Samaja, on 15th March 2021 in Sambalpur division.  
Now I am willing to publish notice in Extraordinary issue of Odisha Gazette. Hence I request you to issue  
necessary orders for this purpose in Extraordinary Gazette. I shall be highly obliged. I have attached all  
required documents for this purpose. Yours sincerely Pritam Sahoo Rairakhol, Sambalpur 19/03/2021

Status history section contains the information about the entire transactional life cycle of the application.

Statut History	
Forward to Pay	24-03-2021 02:47 PM
C&T Approver Forward to Publish(Forward to Govt)	24-03-2021 02:47 PM
IGR Approved(Remarks)	24-03-2021 02:42 PM
IGR Verified(IGR Verified)	24-03-2021 02:39 PM
C & T Approved(Approved )	24-03-2021 02:37 PM
C & T Verified(Forward)	24-03-2021 02:28 PM
Applicant Submmited	24-03-2021 02:04 PM

Document history section contains the information about the documents attached in the application for Change of Name/Surname.

Notice in Softcopy	 	Original Newspaper Advertisement	
	2021-03-24 14:04:35		2021-03-24 14:04:35
Aadhaar Card of Partners	 	2021-03-24 14:04:35	
PAN Card of Partners	 	IGR Certificate	
	2021-03-24 14:04:35		2021-03-24 14:04:35
Original Partnership Deed		Deed of Reconstitution of Partnership	
	2021-03-24 14:04:35		2021-03-24 14:04:35

- The applicant need to click on the “**Proceed To Pay**” button to proceed for the Payment.
- Once the applicant click on the “**Proceed to Pay**” button, it will redirected to the IFMS portal along with the address & Amount of the gazette to be paid by the applicant as shown in the below image.

## e-Gazette User Manual for Citizens

The screenshot shows the e-Gazette Citizen Portal interface. On the left, a sidebar menu includes 'Dashboard', 'Apply Online', 'Make Payment' (selected), 'Check Status', and 'Published Gazettes'. Under 'Make Payment', 'Change of Name/Surname' and 'Change of Partnership' are listed, with 'Change of Partnership' highlighted by a red border. The main content area is titled 'Sanket Sonje (Applicant)'. It displays 'Status History' and 'Document History'. The 'Document History' section shows a PDF document with the following details:

- No of Page : 1
- Per Page Amount: 529
- Total: 529

A green 'PROCEED TO PAY' button is visible at the bottom right of the document history panel.

- The application will be redirected to the IFMS portal as shown in the below image.
- The applicant need to verify the details in the IMFS portal along with the amount to be paid for the **Change of Partnership** application and click on the “Next” button in the IFMS portal to proceed further.

The screenshot shows the IFMS Portal's 'CHALLAN' section. At the top, it says 'IFMS Odisha ECHALLAN' and 'Guest User'. Below is a progress bar with four steps: 'Challan Details' (step 1), 'Depositor Details' (step 2), 'Confirm Details' (step 3, highlighted in blue), and 'Make Payment' (step 4). The 'Confirm Details' step contains the following information:

**Challan Purpose**

Head of Account	Purpose	Amount	Challan Number	Challan Date
0058-00-290-0127-02083-000	Change of Surname Gazette Publication	529.00		

**Department Specific Information**

Department Reference ID	Additional Information 1	Additional Information 2	Additional Information 3
161657689990180147c4f94	181-BBN-0001B-2821		
Additional Information 4	Additional Information 5	Additional Information 6	

**Depositor Details**

Depositor Name	Address Line1	Address Line2	State
Sanket Sonje	Sringed Road		Odisha
Contact	Pin	Phone Number	Email
Khurda	759024	9860346229	sanketsonje043@gmail.com

**Total Amount:** 529.00

**Depositor Identification**

Identification Type	ID number

**ID description:**

**Buttons:** 'Previous' and 'Next' (highlighted in red).

**Contact Us:** 1800 3496 729, [decentralisation@odisha.gov.in](mailto:decentralisation@odisha.gov.in)

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**Powered by:** TCS Limited

- Once the applicant click on the **Next** button in the IFMS portal, it will redirected to the IFMS portal **Make Payment** page as shown in the below image.
  - The IFMS portal Make Payment page consists of the following Payment Methods and information.
    - Challan Reference Number – 10 Characters (Alpha Numeric)
    - Amount to be Paid:
- Payment Method**
- Payment Gateway
  - Cards
  - Net Banking
  - NEFT/RTGS
  - Over the Counter
- Applicant can be able to cancel the payment process by clicking on the **Cancel Payment** button.
  - If the payment process has been cancelled by the applicant, IFMS portal will cancel the payment process and display the error message as the Payment Process has been cancelled message to the applicant in the **e-Gazette** portal.
  - Based on the selected Payment Method, applicant need to select and make the Payment as shown in the image below.

IFMS | Odisha ECHALLAN Guest User

1 Challan Details      2 Depositor Details      3 Confirm Details      4 Make Payment

**Make Payment**  
Please select the convenient payment option.

Challan Reference Number **30F849C214** Challan Reference Number

Please note this number for future reference.

Amount payable ₹ **529.00** Amount

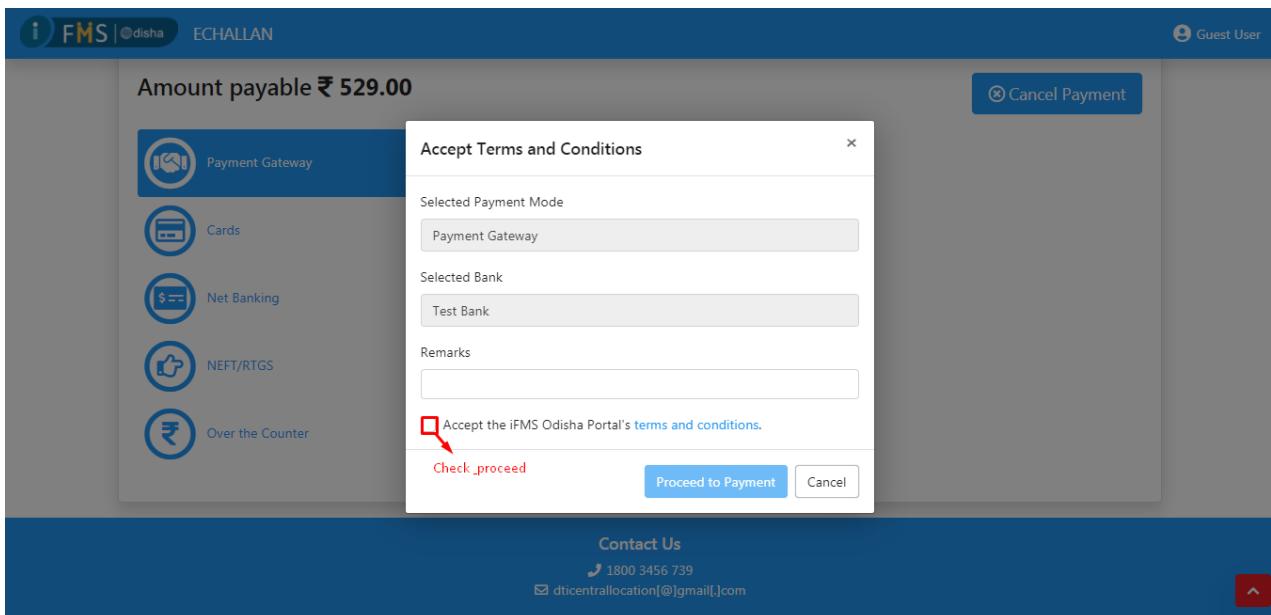
Cancel Payment

**Payment Gateway**

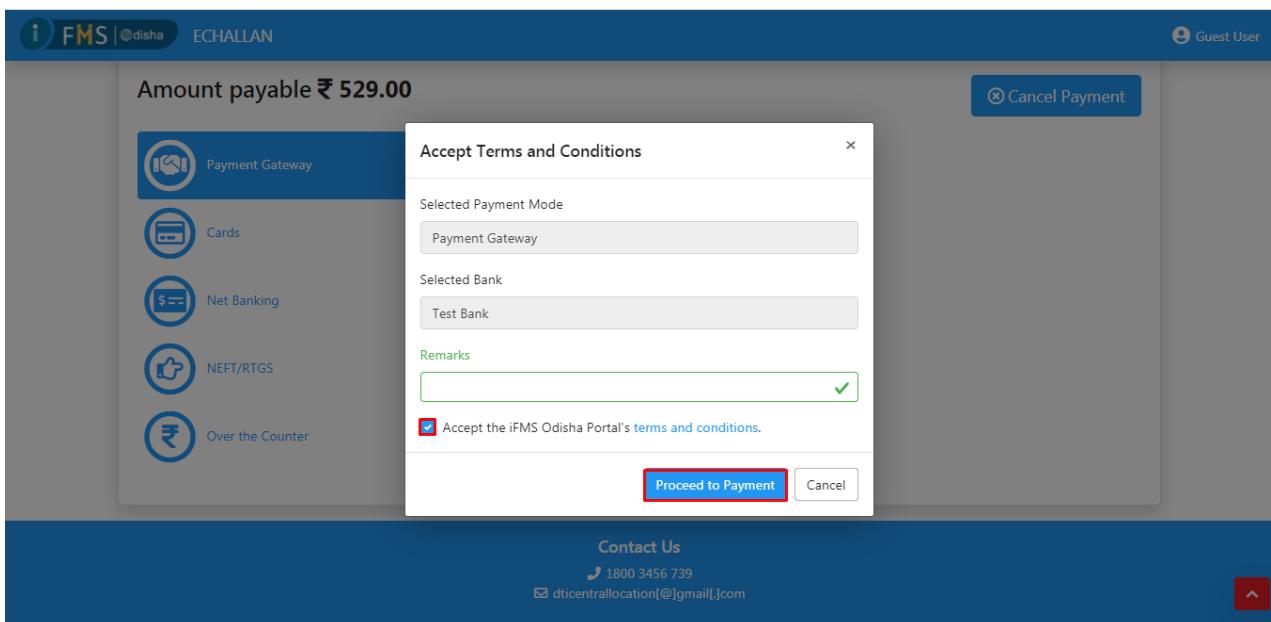
	SBI ePay 0 Transactions 0% Success		Test Bank 28 Transactions 100% Success

After selecting the payment method, applicant need to select the checkbox for **Accept the IFMS Odisha Portal's Terms & Conditions** for payment process as shown in the image.

## e-Gazette User Manual for Citizens



Once selected on the checkbox by the applicant, the Proceed to Payment button will visible to the applicant for payment process as shown in the below image.



If the payment processed successfully, IFMS will return the payment success message to the applicant and automatically redirected after 30 seconds of the successful transaction.

## e-Gazette User Manual for Citizens

**i** IFMS | @disha ECHALLAN Guest User

Please do not press back or refresh button, your transaction will be terminated. You will be redirected to the department site in 30 seconds. To return immediately, click [here](#).

**Successful transaction** ×

Head of Account	Purpose	Amount	Challan Number	Challan Date
0058-00-200-0127-02082-000	Change of Surname Gazette Publication	529.00		

**Department Specific Information**

Department Reference ID	Additional Information 1	Additional Information 2	Additional Information 3
1616586585605b27595475a	18I~IXN-0018-2021		
Additional Information 4	Additional Information 5	Additional Information 6	

**Depositor Details**

Depositor Name	Address Line1	Address Line2	State

- Applicant can be able to download the Challan from the IFMS portal.
- If the bank has processed the payment transaction successfully, e-Gazette portal will display the successful message to the applicant as “**Payment completed successfully**” as shown in the below image.

The screenshot shows the Odisha Gazetteer application interface. At the top, there's a header with the logo of The Odisha Gazette, Government of Odisha, and the user name "Sanket Sonje (Applicant)". Below the header is a navigation bar with links like Dashboard, Apply Online, Make Payment, Check Status, and Published Gazettes. The main content area is titled "Partnership Details". A green success message box at the top says "Payment status updated successfully". Below it is a table listing two partnership entries:

SI No	Gazette Type	File No	Date	Status	View Details
1	Extraordinary	XP-0002-2021	24 Mar 2021, 02:04 PM	Payment Completed	
2	Extraordinary	XP-0001-2021	22 Mar 2021, 08:05 PM	Applicant Submitted	

## Step 12: Check Status (Change of Name/Surname)

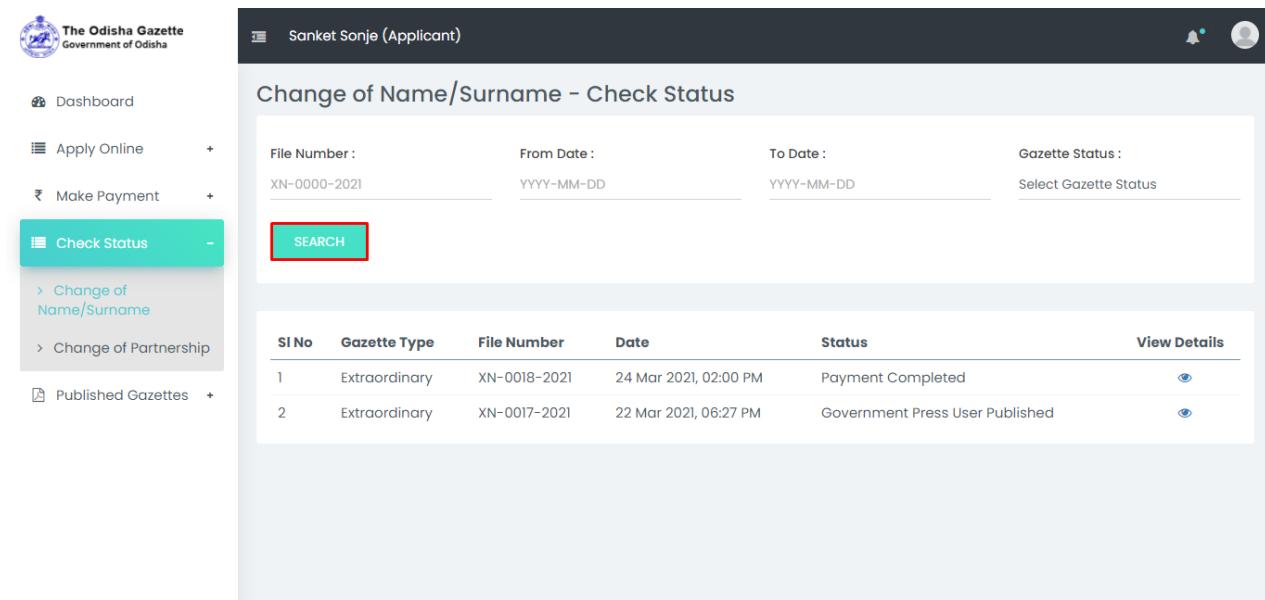
- After logging into the portal, Applicant can be able to check the status of the applications submitted by him/her.
- Applicant can be able to view the current stage of the application and status in the portal for Change of Surname and Change of Partnership applications.
- Can be able to view whether the application has been forwarded, payment completed / pending etc.
- This section consists of 2 sub-menus
  - Change of Name/Surname
  - Change of Partnership
- By clicking on the **Change of Name/Surname** under **Check Status** in the Navigation menu displays list of **Change of Name/Surname** applications status as shown in the below image.

The screenshot shows the e-Gazette portal interface. The left sidebar has a navigation menu with options like Dashboard, Apply Online, Make Payment, and Check Status. The 'Check Status' option is selected and expanded, showing two sub-options: 'Change of Name/Surname' and 'Change of Partnership'. The 'Change of Name/Surname' option is highlighted with a red box. The main content area has a header 'Sanket Sonje (Applicant)' and a title 'Change of Name/Surname - Check Status'. It contains search fields for 'File Number' (XN-0000-2021), 'From Date' (YYYY-MM-DD), 'To Date' (YYYY-MM-DD), and 'Gazette Status' (Select Gazette Status). Below the search fields is a 'SEARCH' button. A table lists application details:

SI No	Gazette Type	File Number	Date	Status	View Details
1	Extraordinary	XN-0018-2021	24 Mar 2021, 02:00 PM	Payment Completed	
2	Extraordinary	XN-0017-2021	22 Mar 2021, 06:27 PM	Government Press User Published	

- Applicant can be able to search in the portal like File Number wise, in between a particular date wise and gazette status wise.
- Based on the search, applications list along with status will be shown to the applicant as shown in the below image.

# e-Gazette User Manual for Citizens

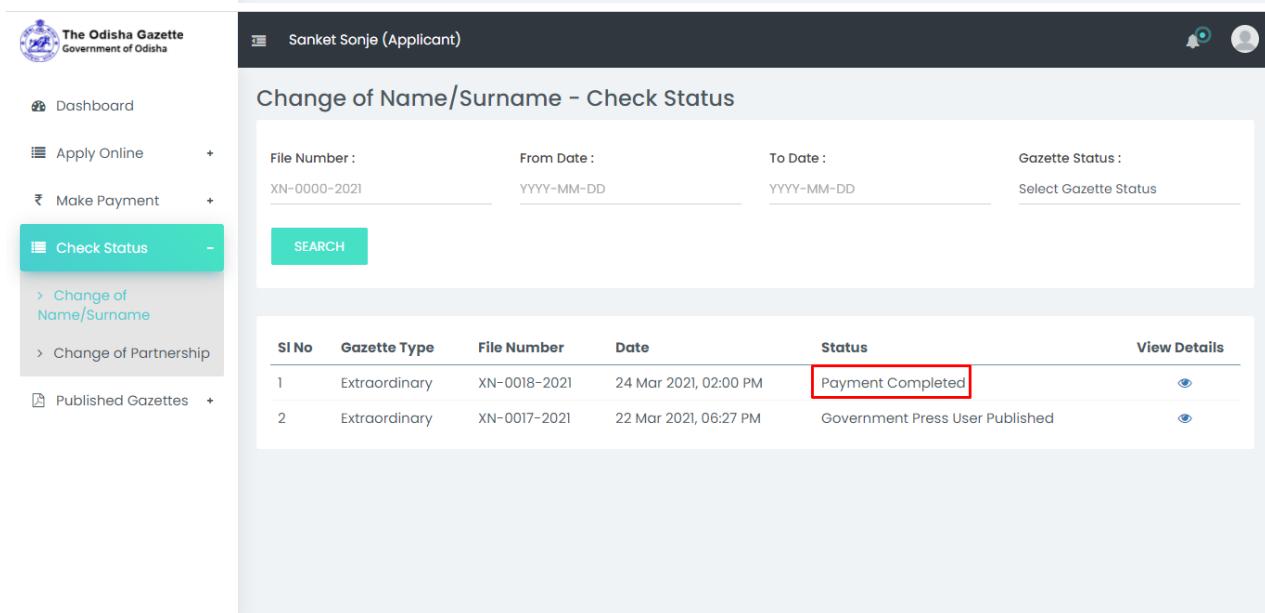


The screenshot shows the e-Gazette Citizen Portal. On the left, there is a sidebar with the Odisha Gazette logo and navigation links: Dashboard, Apply Online, Make Payment, Check Status (which is highlighted in green), Change of Name/Surname, Change of Partnership, and Published Gazettes.

The main content area has a header "Sanket Sonje (Applicant)" and a title "Change of Name/Surname - Check Status". It contains search fields for File Number (XN-0000-2021), From Date (YYYY-MM-DD), To Date (YYYY-MM-DD), and Gazette Status (Select Gazette Status). A red box highlights the "SEARCH" button.

Below the search bar is a table with columns: SI No, Gazette Type, File Number, Date, Status, and View Details. Two rows of data are shown:

SI No	Gazette Type	File Number	Date	Status	View Details
1	Extraordinary	XN-0018-2021	24 Mar 2021, 02:00 PM	Payment Completed	
2	Extraordinary	XN-0017-2021	22 Mar 2021, 06:27 PM	Government Press User Published	

This screenshot is identical to the one above, but the "Status" column for the first application row is highlighted with a red box, showing "Payment Completed".

- Applicant can view the details of the **Change of Name/Surname** application by clicking on the view icon of a particular application in the **Change of Name/Surname** application list. This page contains the below sections
  - Application Details
  - Status History
  - Document History

## e-Gazette User Manual for Citizens

### Applicant View Details

#### Applicant View Details

Created User : Sanket Sonje Dattatray	Gazette Type : Extraordinary
File No : XN-0018-2021	Date : 24 Mar 2021, 02:00 PM
State : Odisha	District : Angul
Police Station : Station 1	Address 1: TESTS
Address 2 : TESTS	Address 3 : TESTS
Government Employee : No	Minor : No
Current Status : Forward To Pay	Remarks :

Affidavit



Original Newspaper



Application details consists of the detailed information like State, District, Police Station, latest documents/attachments etc.

### Applicant View Details

#### Applicant View Details

Created User : Sanket Sonje Dattatray	Gazette Type : Extraordinary
File No : XN-0018-2021	Date : 24 Mar 2021, 02:00 PM
State : Odisha	District : Angul
Police Station : Station 1	Address 1: TESTS
Address 2 : TESTS	Address 3 : TESTS
Government Employee : No	Minor : No
Current Status : Forward To Pay	Remarks :

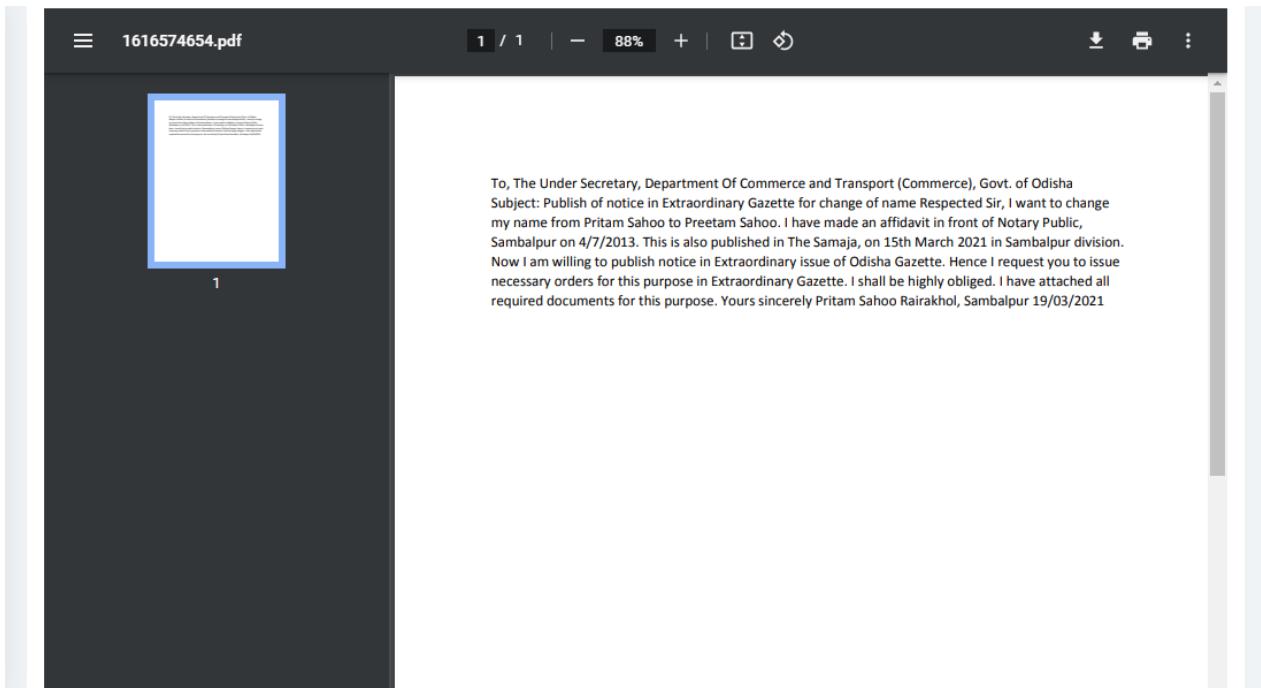
Affidavit



Original Newspaper



## e-Gazette User Manual for Citizens



Status history section contains the information about the entire transactional life cycle of the application.

Status History	
Applicant Submmitted	24 Mar 2021, 02:00 PM
C & T Processor User Forward	24 Mar 2021, 02:05 PM
C & T Verifier User Forward	24 Mar 2021, 02:06 PM
C & T Approver User Approved	24 Mar 2021, 02:07 PM
Forward To Pay	24 Mar 2021, 02:08 PM

Document history section contains the information about the documents attached in the application for Change of Name/Surname.

Document History

Affidavit(24 Mar 2021, 02:00 PM)	
Original Newspaper(24 Mar 2021, 02:00 PM)	
KYC Document (Aadhaar / PAN / Voter ID) (24 Mar 2021, 02:00 PM)	
Notice in Softcopy (PDF)(24 Mar 2021, 02:00 PM)	

### Step 13: Published Gazettes (Change of Name/Surname)

- After logging into the portal, Applicant can be able to view the applications published by the Govt. Press and applications submitted by the applicant for Change of Name/Surname and Change of Partnership.
- This section consists of 2 sub-menus
  - Change of Name/Surname
  - Change of Partnership
- By clicking on the **Change of Name/Surname** under **Published Gazette** in the Navigation menu displays list of **Change of Name/Surname** applications published as shown in the below image.

Change of Name/Surname – Check Status

File Number :	From Date :	To Date :	Gazette Status :		
XN-0000-2021	YYYY-MM-DD	YYYY-MM-DD	Select Gazette Status		
<input type="button" value="SEARCH"/>					
SI No	Gazette Type	File Number	Date	Status	View Details
1	Extraordinary	XN-0046-2021	29 Jun 2021, 03:26 PM	Published	

## e-Gazette User Manual for Citizens

Applicant can be able to view the published gazette in PDF format once published by the Govt. Press, Govt. of Odisha.

The screenshot shows the e-Gazette User Manual interface. At the top, there is a header bar with the Odisha Government logo and the title "Sanket Sonje (Applicant)". On the right side of the header are icons for a bell and a user profile. Below the header is a sidebar with several menu items: "Dashboard", "Apply Online", "Make Payment", "Check Status", and "Published Gazettes". The "Published Gazettes" item is highlighted with a teal background. Under "Published Gazettes", there are two options: "Change of Name/Surname" and "Change of Partnership". The "Change of Name/Surname" option is enclosed in a red rectangular box. The main content area displays a table titled "Change of Name/Surname - Published Gazettes". The table has columns for "SI No", "Gazette Type", "File Number", "Date", "Status", and "Press PDF". There is one row of data: SI No 1, Gazette Type Extraordinary, File Number XN-0017-2021, Date 22 Mar 2021, 06:27 PM, Status Govt. Press Published, and a "Press PDF" button. A red arrow points from the text "View Published Gazette" below the table to the "Press PDF" button. The entire screenshot is framed by a light gray border.

SI No	Gazette Type	File Number	Date	Status	Press PDF
1	Extraordinary	XN-0017-2021	22 Mar 2021, 06:27 PM	Govt. Press Published	View Published Gazette