

The Odisha Gazette



Commerce and Transport Department
Govt. of Odisha

e-Gazette IGR 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://egazetteodisha.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://egazetteodisha.gov.in>

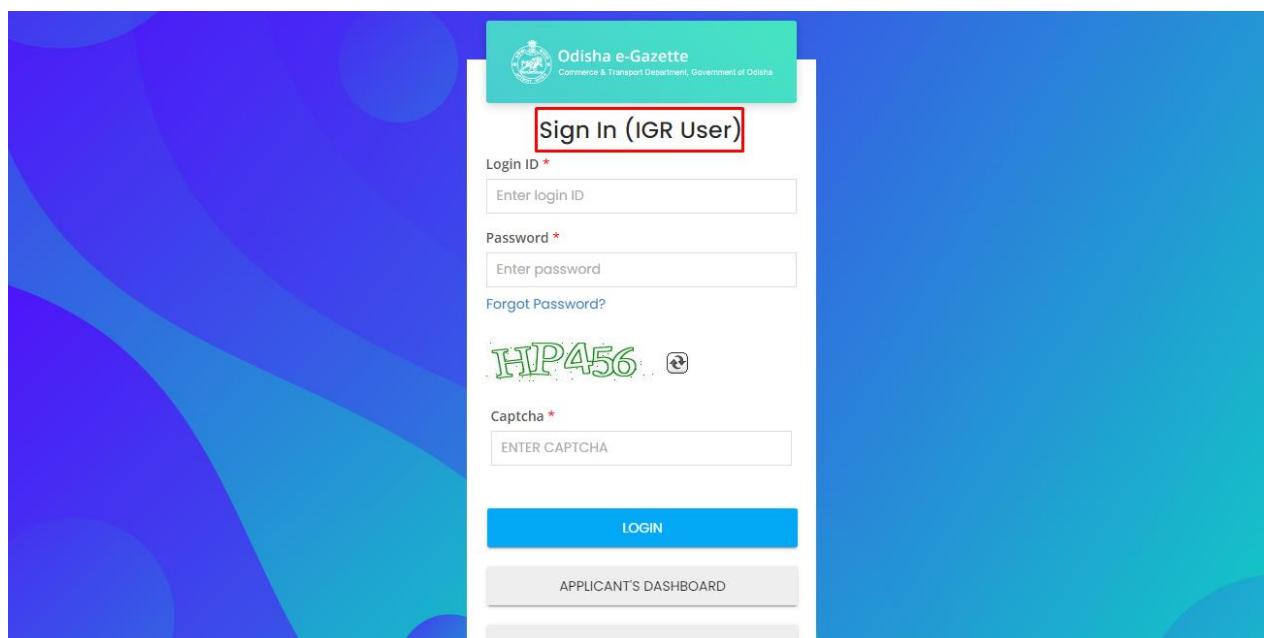
- Please follow the below steps given below to open the e-Gazette Portal.
- Open the browser. i.e. Google Chrome and enter the URL “<https://www.egazetteodisha.gov.in>” in the address bar and press enter key.
- Landing page of the Odisha e-Gazette portal will be displayed as shown below in image.

Sign In As IGR 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 “IGR” link as shown in the below image.
- Once clicked, you will be redirected to the IGR User Login page.

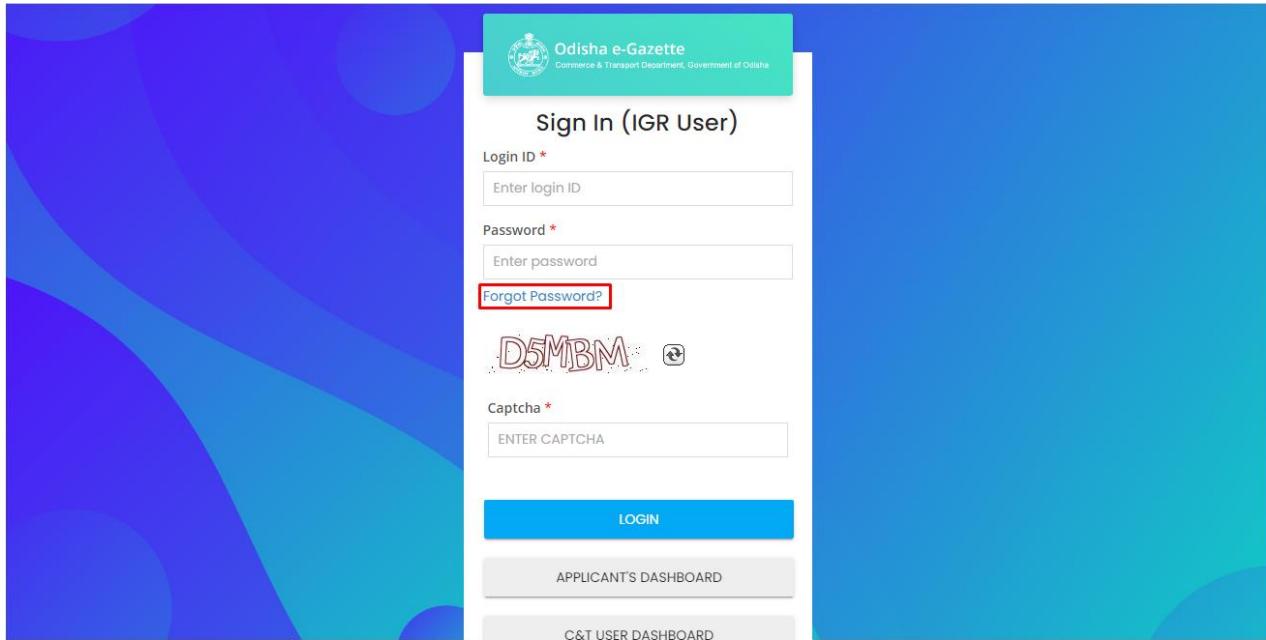
The screenshot shows the Odisha e-Gazette homepage. At the top right, there is a dropdown menu with three options: "Nodal Officer", "C&T Dept.", and "IGR". The "IGR" option is highlighted with a red box. Below the header, there is a banner with the text "Paperless & Environment Friendly". Underneath the banner, there are three colored boxes displaying statistics: a green box for "Total Numbers of Visitor(s)" (12.5 K), an orange box for "Total Numbers of Extraordinary Gazette(s)" (8), and a purple box for "Total Numbers of Weekly Gazette(s)" (2). The URL "localhost/egazette/igr_user/login" is visible at the bottom left of the page.

- IGR 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.
- IGR user can be able to refresh the captcha as per the below image.



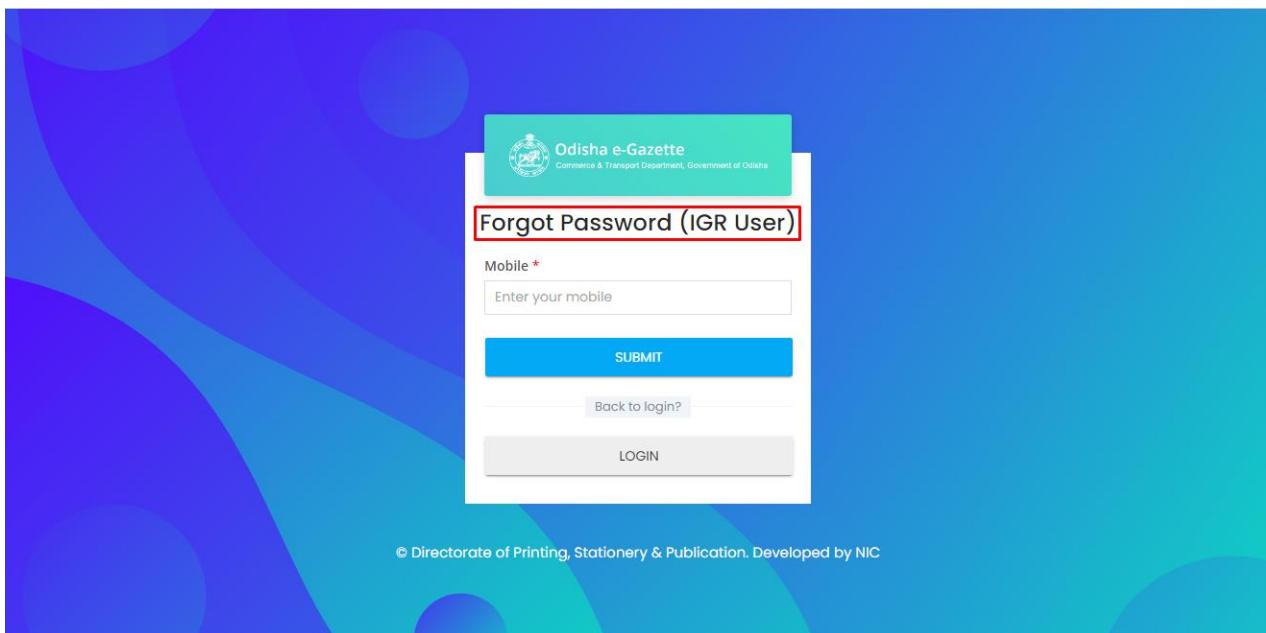
Forgot Password of IGR User

- 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 IGR forget password page as shown in below image.



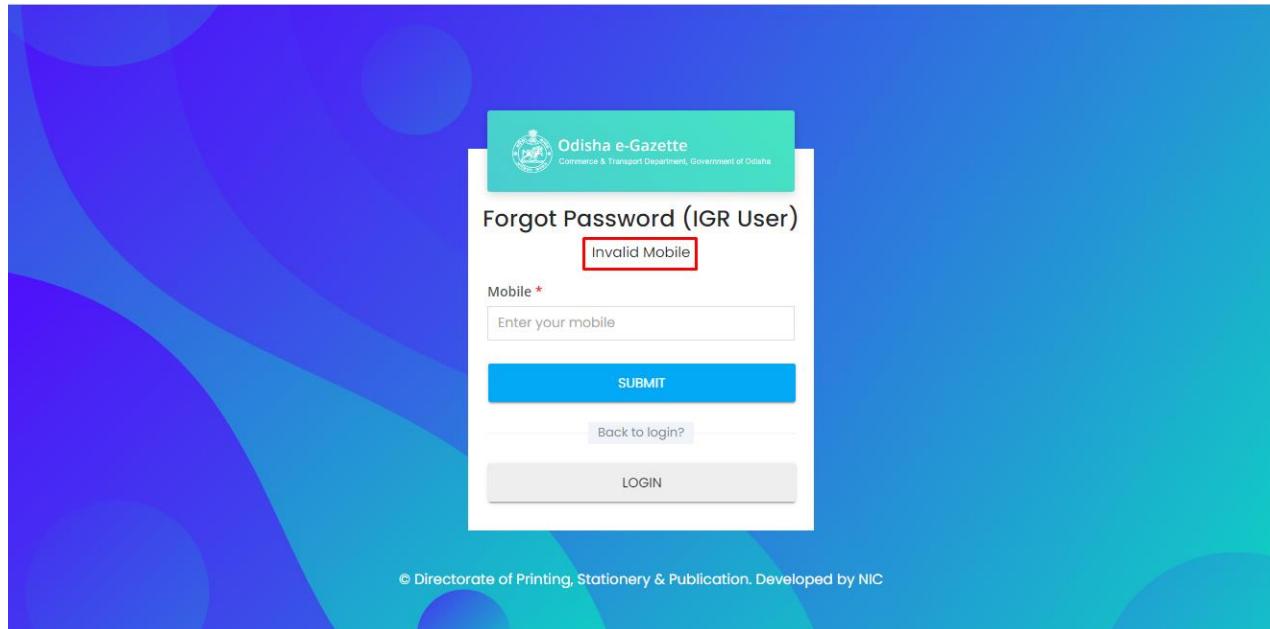
Forgot Password

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



- After clicking on the “**submit**” button a randomly generated password will be sent to that mobile number which you have provided and also sent by the email which registered with that mobile number after that showing a message in login page as shown in below image.

- By putting the randomly generated password in password input field user can able to access his/her profile.
- If you have entered an unregistered mobile number then an error message will be shown on the top of the input field as shown in below image.



Dashboard

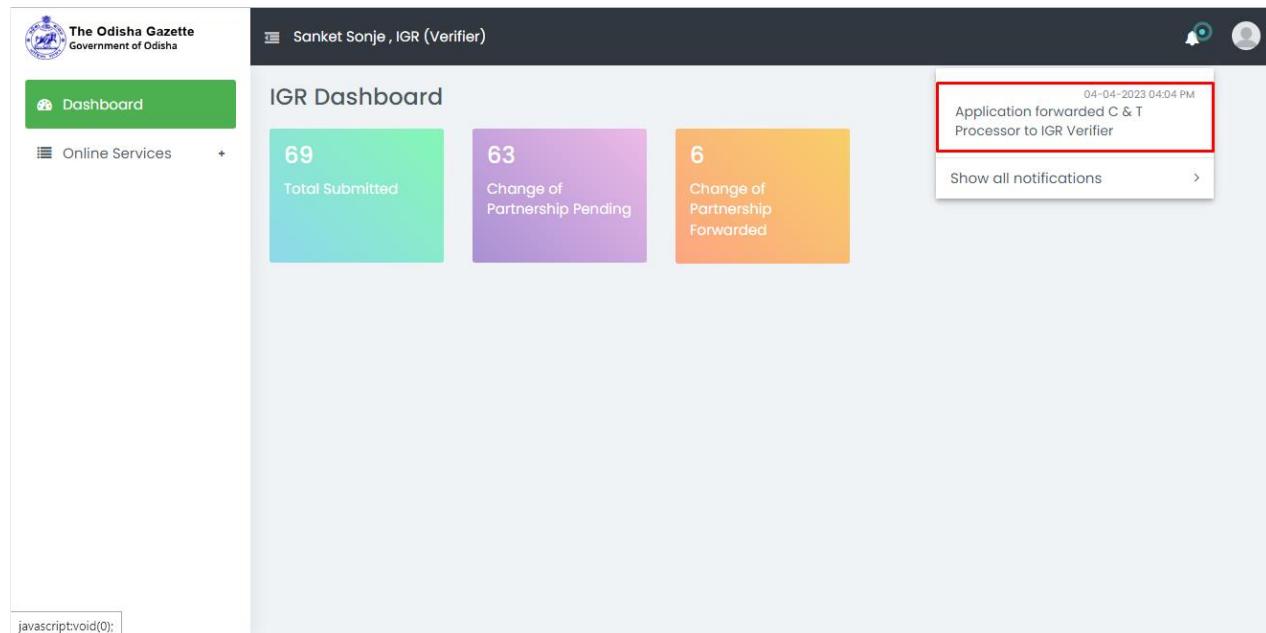
- If the provided login credentials are valid, user will be redirected to IGR Dashboard page for e-Gazette portal as shown in the below image.

The screenshot shows the 'IGR Dashboard' page. At the top, there's a header with the text 'ashwini, IGR (Approver)' and icons for notifications and user profile. On the left, a sidebar has a green 'Dashboard' button highlighted with a red box. Below the sidebar, there's a 'Online Services' section with a '+' sign. The main dashboard area has three colored boxes: a green box for 'Total Submitted' (69), a purple box for 'Change of Partnership Pending' (63), and an orange box for 'Change of Partnership Forwarded' (6). The 'IGR Dashboard' section is also highlighted with a red box.

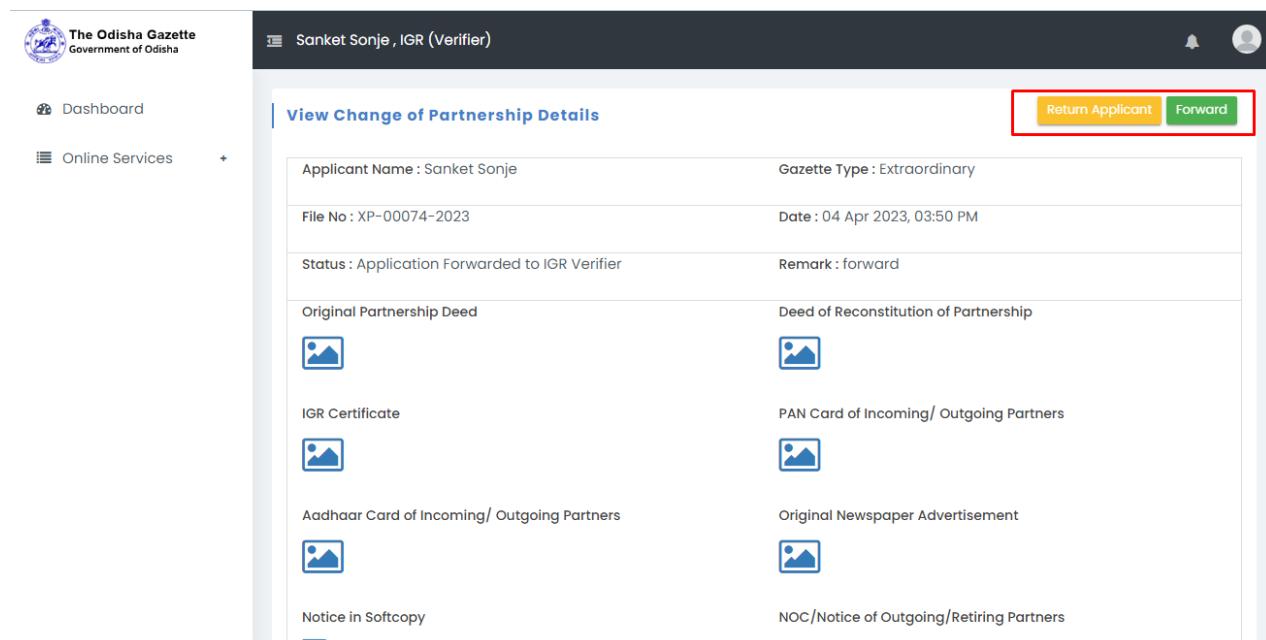
Change of Partnership

IGR Verifier

- Once the C&T Processor forwarding the application, it goes to the IGR Verifier for further process as shown in below image.



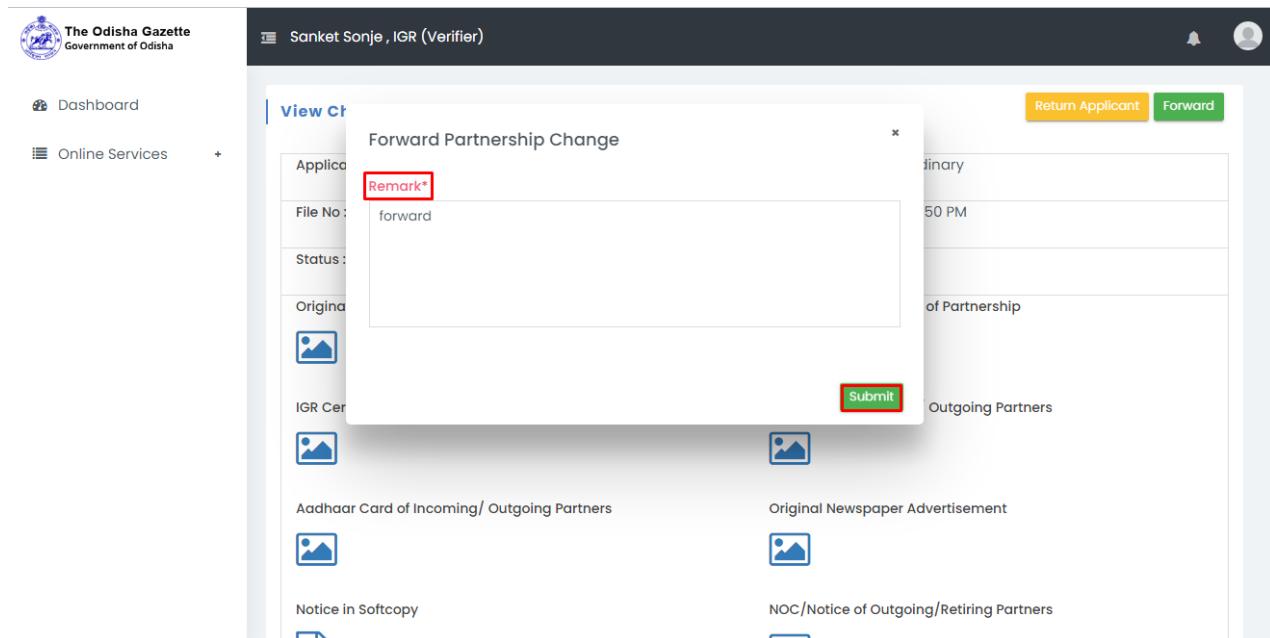
After clicking on the notification the page will be redirected to the application view details page for forward or return the application.



Forward Application

- If the user click on the “Forward” button a remarks pop up will be appear for

the forward remark, and the user have to put the remarks and then click on the submit button as shown in below image.



- After submitting the form the application goes to IGR Approver for further process.

Return To Applicant

- If the user click on the “Return To Applicant” button a remarks pop up will be appear for the return remark, and the user have to put the remarks and then click on the submit button as shown in below image.

The screenshot shows the 'Return To Applicant' dialog box. The 'Remark*' field contains the value 'return'. The 'Submit' button is highlighted with a red box.

- Once the user click on submit button the application goes return back to the applicant for resubmit.

IGR Approver

- Once the IGR verifier forwarding the application, it goes to the IGR Approver for further process as shown in below image.

The screenshot shows the IGR Approver dashboard with a notification box highlighting the message 'Application forwarded IGR Verifier to IGR Approver'.

After clicking on the notification the page will be redirected to the application view details page for forward, return or reject the application.

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ashwini , IGR (Approver)

View Change of Partnership Details

Reject Return Applicant Forward

Applicant Name : Sanket Sonje	Gazette Type : Extraordinary
File No : XP-00074-2023	Date : 04 Apr 2023, 03:50 PM
Status : IGR Verified	Remark : forward
Original Partnership Deed	Deed of Reconstitution of Partnership
IGR Certificate	PAN Card of Incoming/ Outgoing Partners
Aadhaar Card of Incoming/ Outgoing Partners	Original Newspaper Advertisement
Notice in Softcopy	NOC/Notice of Outgoing/Retiring Partners

Forward Application

- If the user click on the “Forward” button a remarks pop up will be appear for the Forward remark, and the user have to put the remarks and then click on the submit button as shown in below image.

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ashwini , IGR (Approver)

View C

Forward Partnership Change

Remark*

forward

Submit

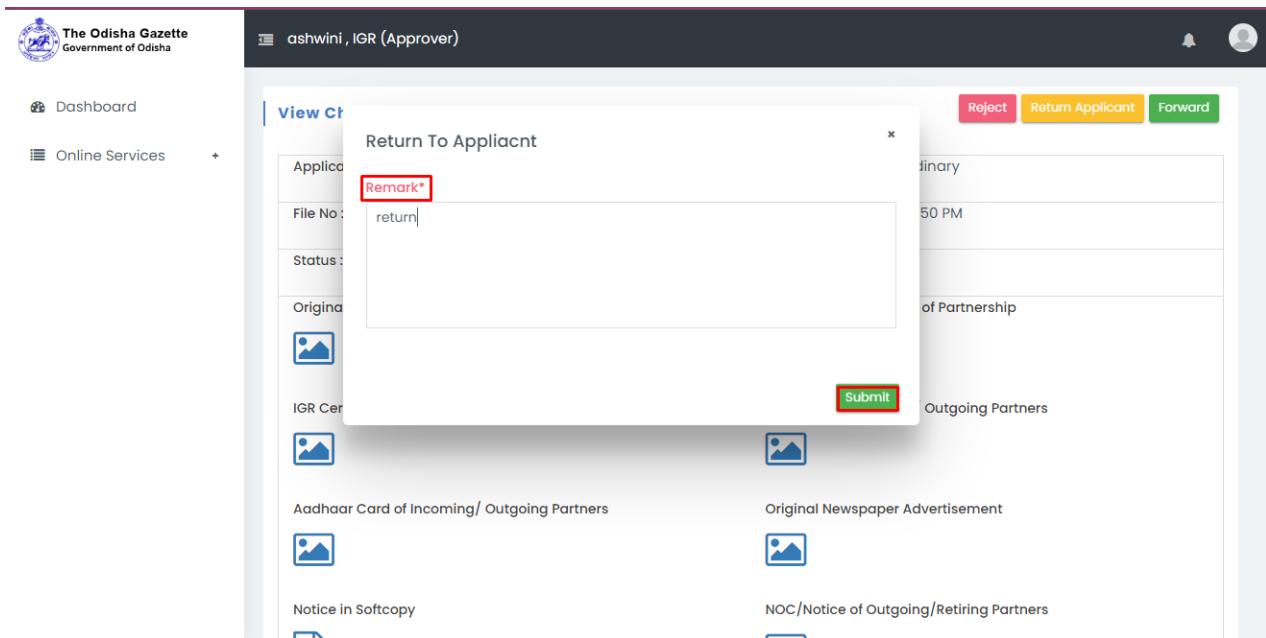
Reject Return Applicant Forward

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Original Partnership Deed	Deed of Reconstitution of Partnership
IGR Certificate	PAN Card of Incoming/ Outgoing Partners
Aadhaar Card of Incoming/ Outgoing Partners	Original Newspaper Advertisement
Notice in Softcopy	NOC/Notice of Outgoing/Retiring Partners

- After submitting the form the application, it goes to C&T Verifier for further process.

Return To Applicant

- If the user click on the “**Return To Applicant**” button a remarks pop up will be appear for the return remark, and the user have to put the remarks and then click on the submit button as shown in below image.



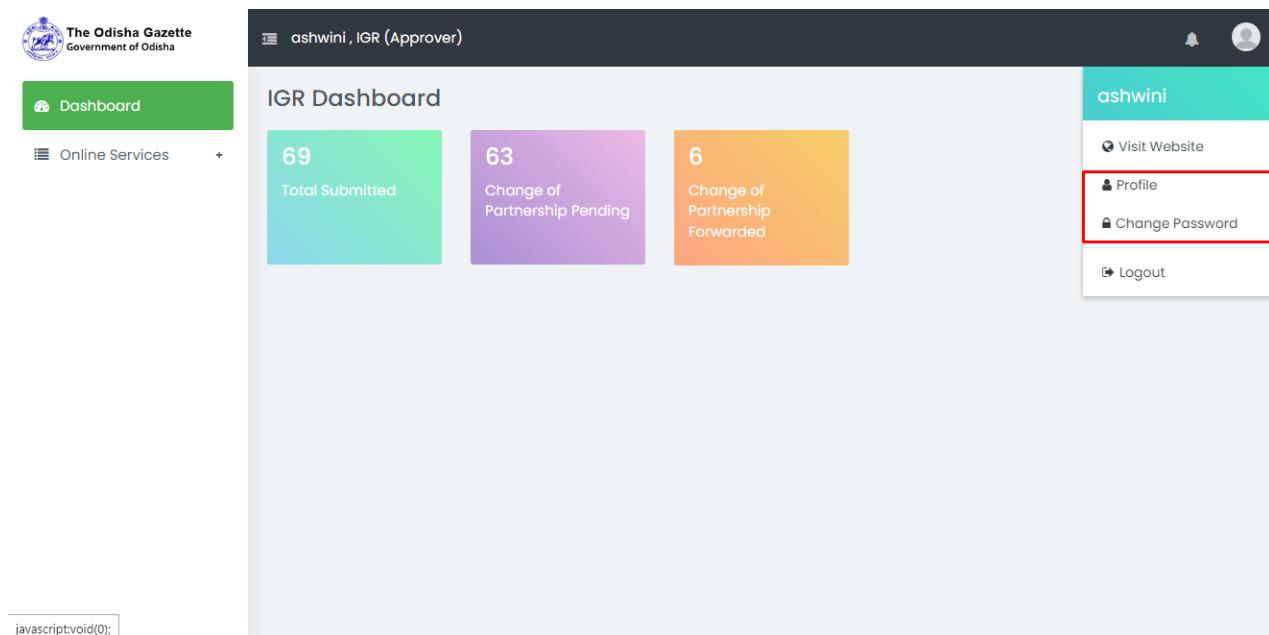
- Once the user click on submit button the application goes return back to the applicant for resubmit.

Reject Application

- If the user click on the “**Reject**” button a remarks pop up will be appear for the reject remark, and the user have to put the remarks and then click on the submit button as shown in below image.
- After submitting the form the gazette will goes to the Applicant and the rest process of the application will be permanently stop.

The screenshot shows a user interface for rejecting a partnership change. At the top, there's a header bar with the Odisha Gazette logo and the user name 'ashwini, IGR (Approver)'. Below this is a modal window titled 'Reject Partnership Change'. Inside the modal, there's a 'Remarks' input field containing the text 'reject', which is highlighted with a red box. At the bottom right of the modal is a red-bordered 'Submit' button. To the right of the modal, there's a sidebar with sections for 'Incoming Partners', 'Outgoing Partners', and file attachments like Aadhaar Card and Original Newspaper Advertisement.

- There are two option in header section when the user click on the profile icon then two option will be there “Profile”, “Change Password”.



Profile

- If the user click on “Profile” link then the user able to change his/her name, email & mobile number as shown in the below image.
- If the user wants to change name, email or mobile number whatever the user want to change write there then click on **Submit** button your profile will be updated successfully.

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ashwini , IGR (Approver)

Profile Details

Applicant Profile

Verifier/Approver : Approver

Name: ashwini

Email: ashwini.kunte@ntspl.co.in

Mobile: 6543654356

SUBMIT

Change Password

- By clicking on “**Change Password**” link then the user can able to change his/her Password as shown in the below image.
- If the user wants to change their password then the user have to write the current password in the current password section then write the new password in new password section and rewrite the new password in confirm password section to confirm the new password then click submit and the password of your profile will be successfully changed.

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ashwini , IGR (Approver)

Change Password

Change Password

Current Password :

New Password :

Confirm Password :

SUBMIT