

# The Odisha Gazette



Commerce and Transport Department  
Govt. of Odisha

## e-Gazette Commerce and Transport Department User Manual

(<https://egazette.odisha.gov.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  
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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.

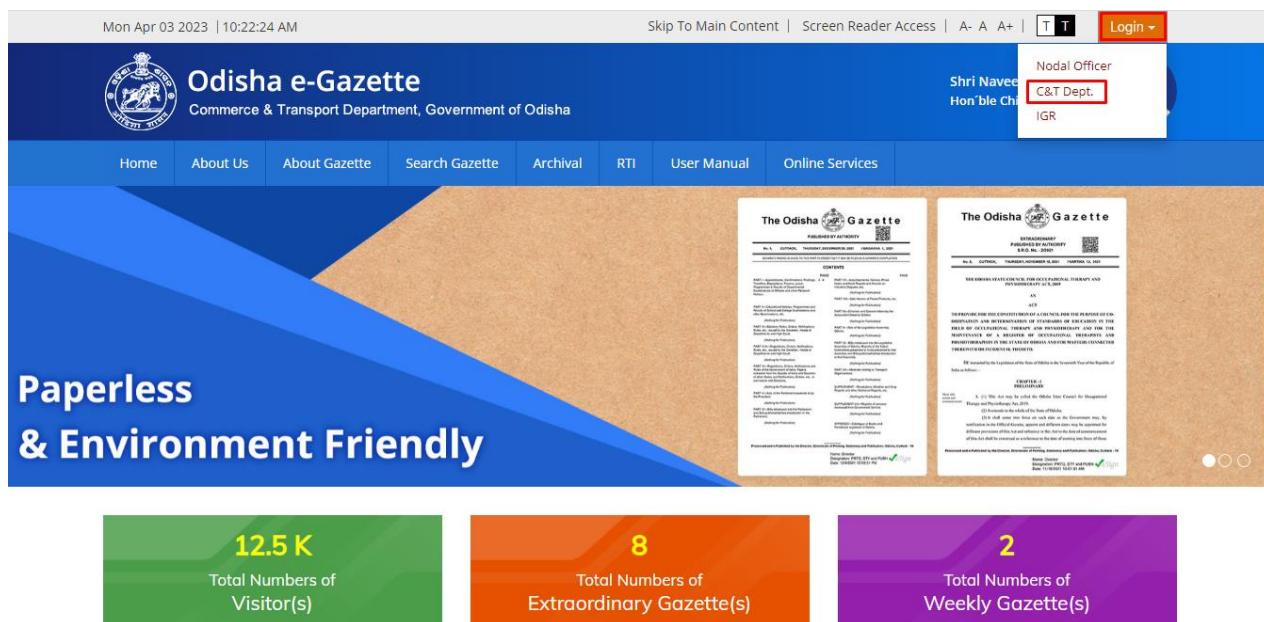
## How to Get Started

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>

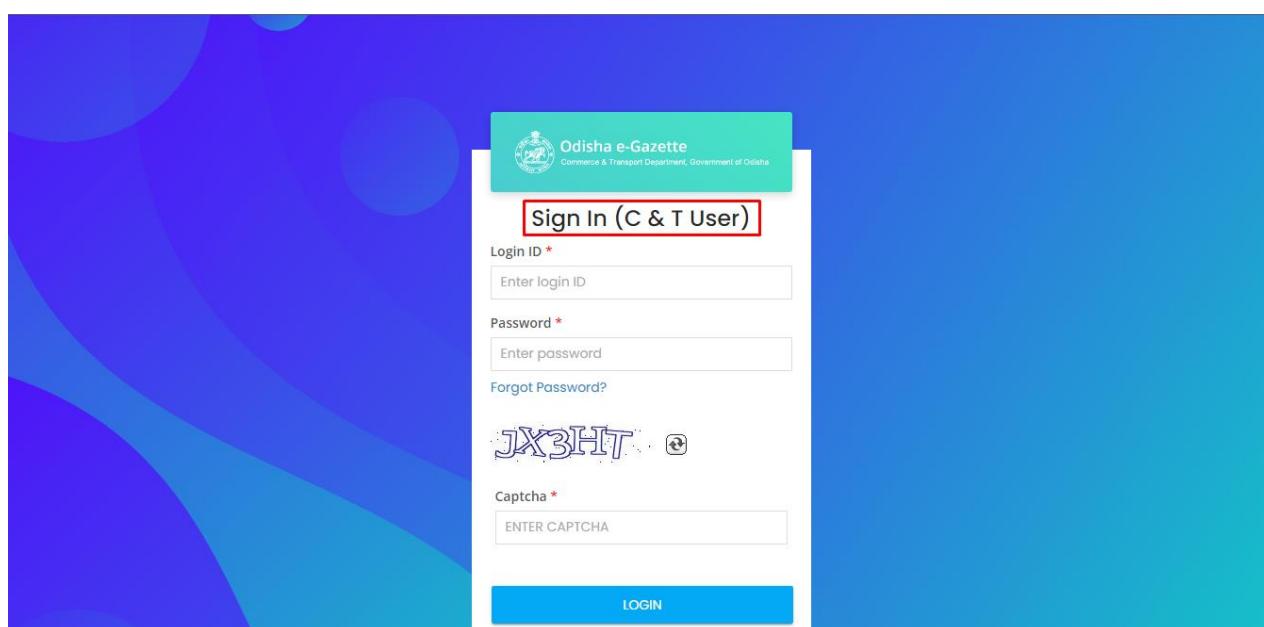
- Please follow the below steps given below to open the e-Gazette Portal.
- Open the browser. I.e. Google Chrome and enter the URL “<https://egazette.odisha.gov.in>” in the address bar and press enter key.
- Landing page of the Odisha e-Gazette portal will be displayed as shown below in image.

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

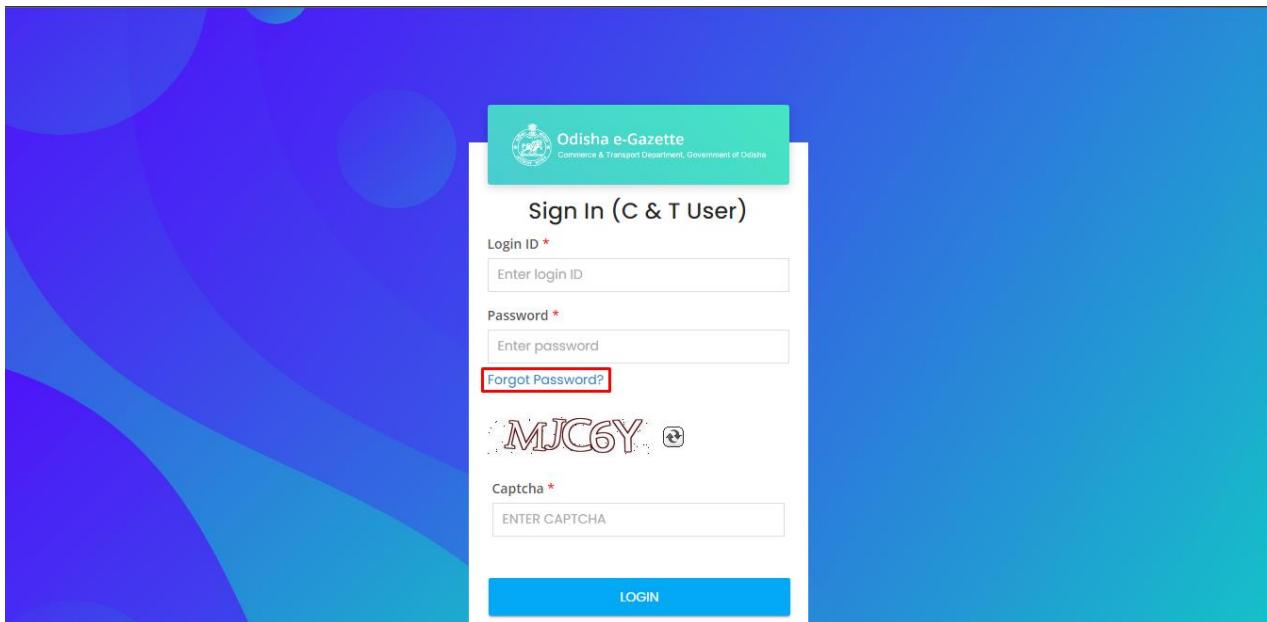


- C&T user need to enter registered Login ID (6 Digits) and Password shared with their email ID along with the security Captcha text and click on the Login button.
- C&T user can be able to refresh the captcha as per the below image.



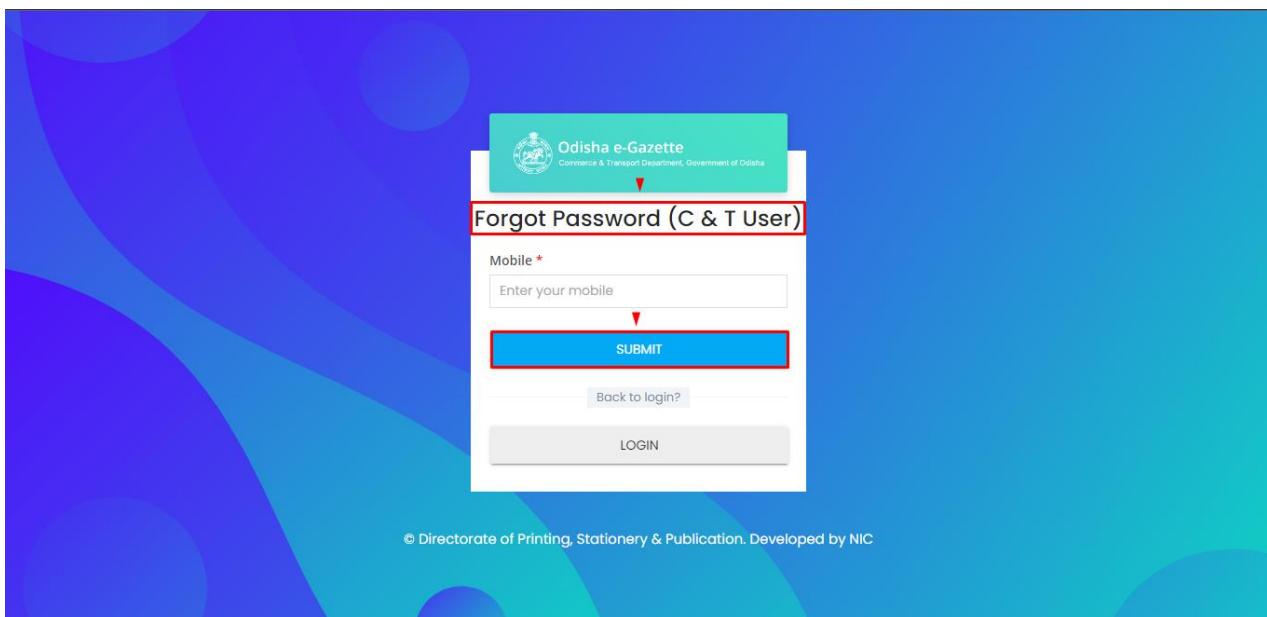
## Forgot Password of C&T User

- 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 C&T forget password page as shown in below image.



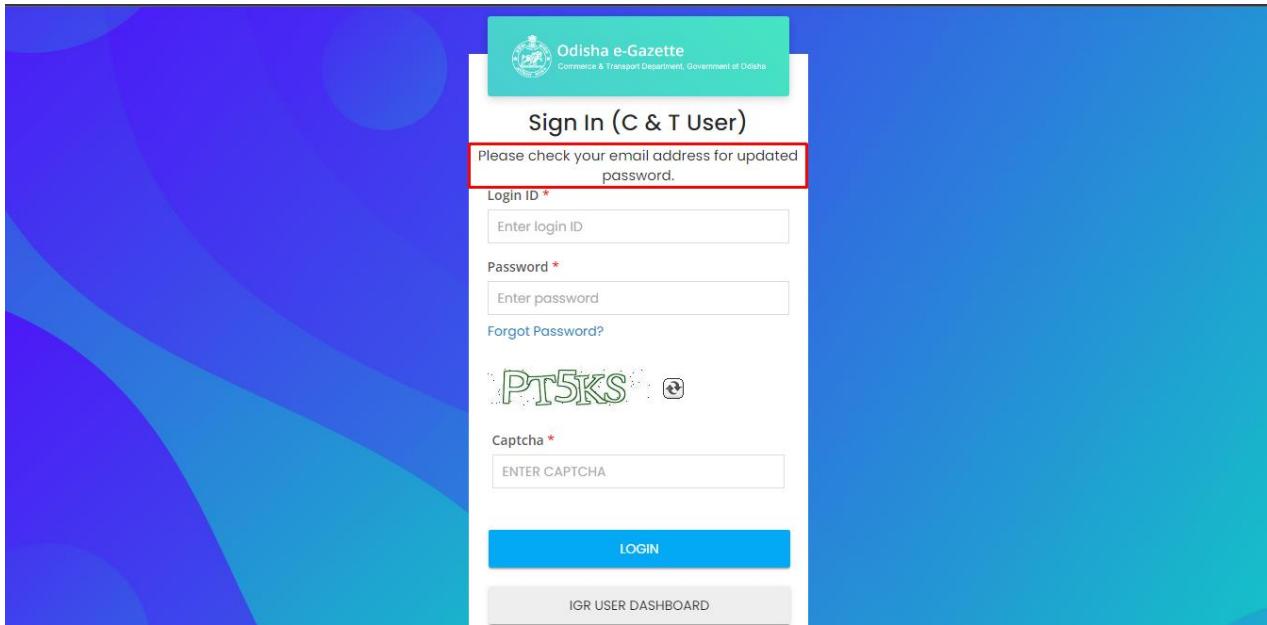
## Forgot Password

- 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.

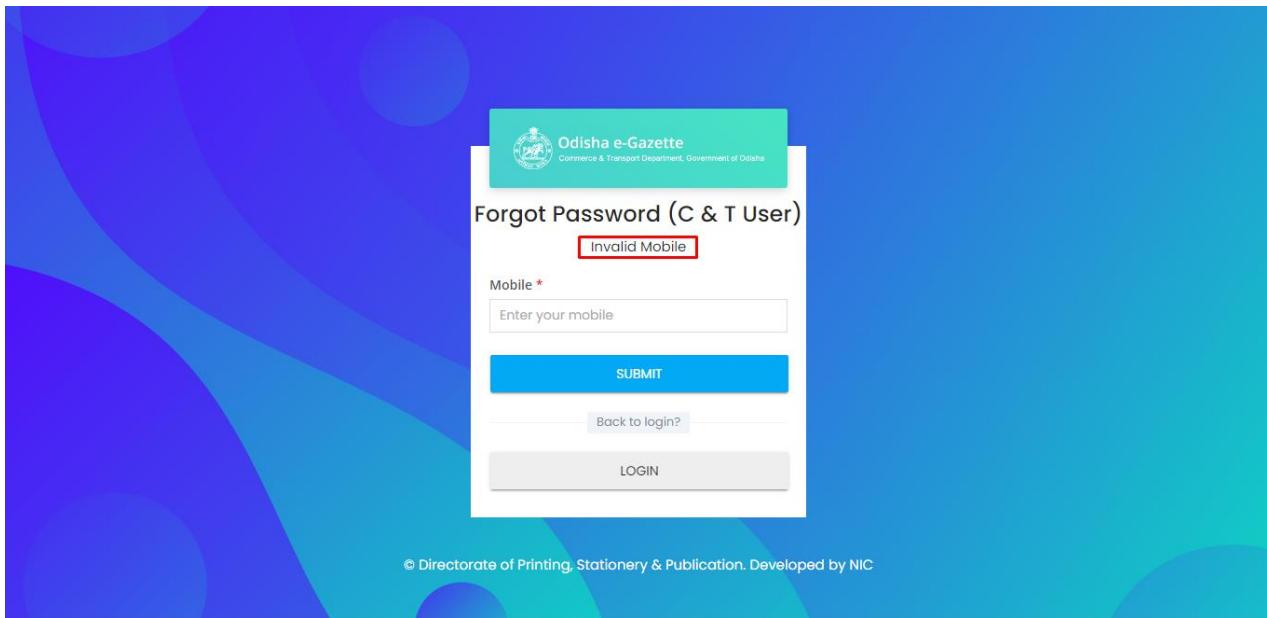


- After clicking on the “submit” button a randomly generated password will be sent to that mobile number which you have provided and also sent by the email which registered with that mobile number after that showing a message in login page as shown in below image.

- By putting the randomly generated password in password input field user can able to access his/her profile.

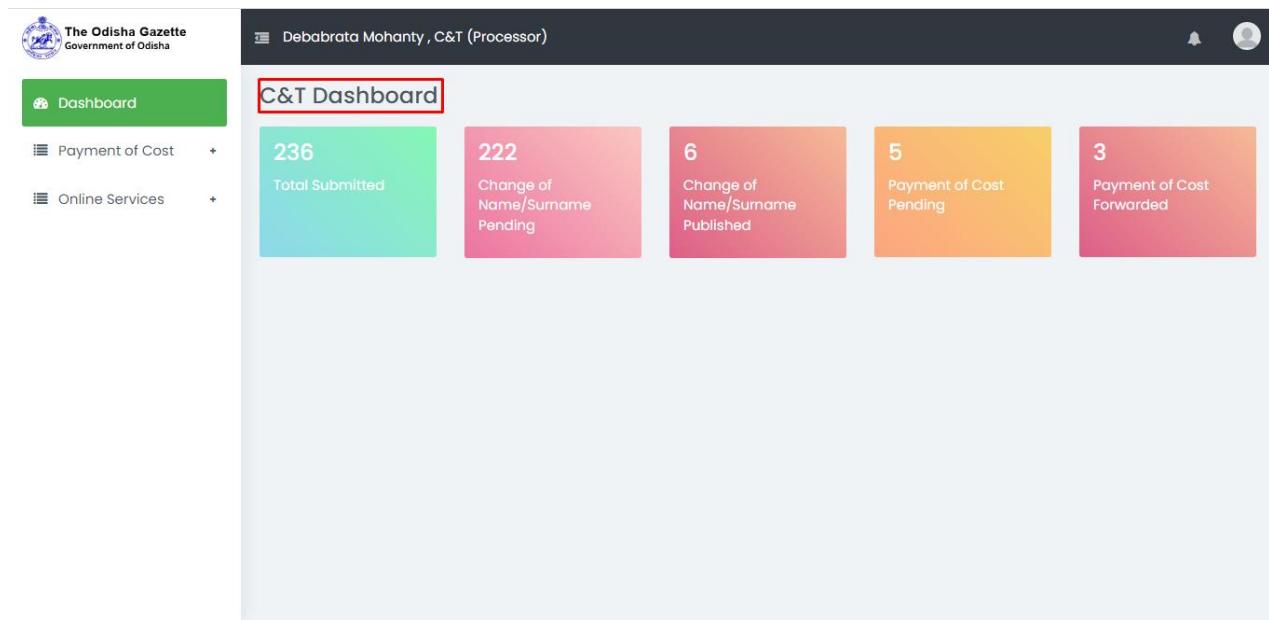


- If you have entered an unregistered mobile number then an error message will be shown on the top of the input field as shown in below image.



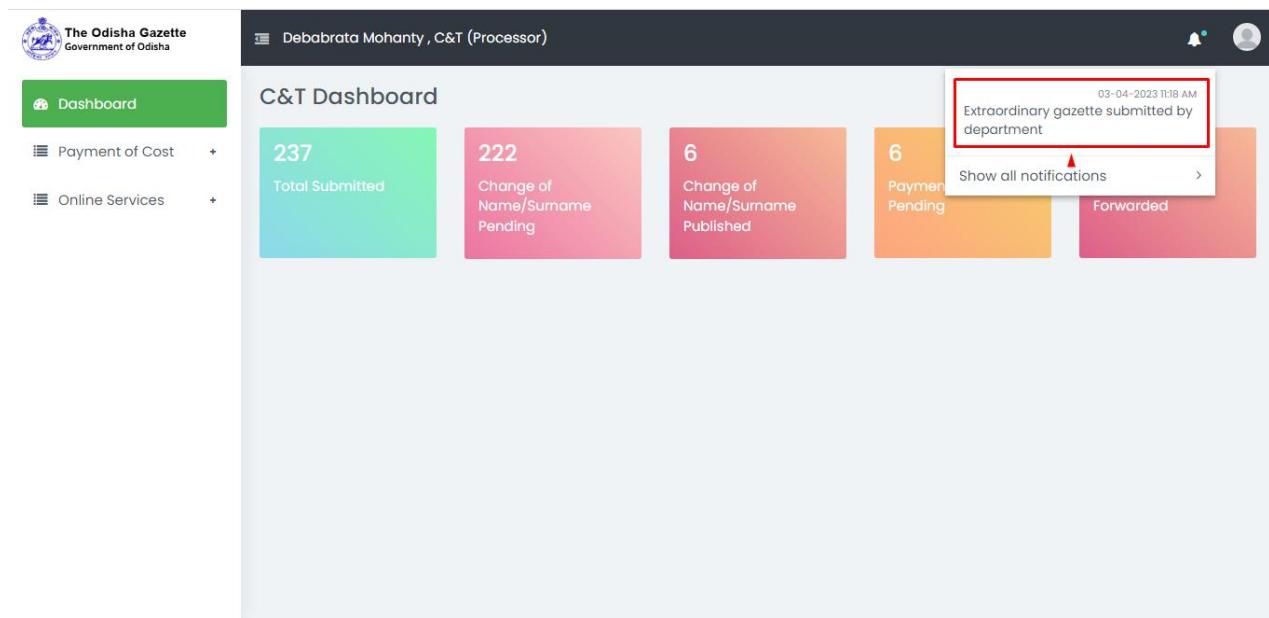
## Dashboard

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



### Extraordinary Gazette (Payment of Cost)

- After submitting the Extraordinary Gazette (Payment of Cost) it will be shown to C&T Processor a notification comes to the user that the gazette submitted by the dept. as shown in below image.



- Then clicking on the notification it will be redirected to the gazette view details page where the user can able to forward or return the gazette by clicking "Forward" or "Return To Dept." button as shown in below image.

The Odisha Gazette  
Government of Odisha

Dashboard

Payment of Cost

Extraordinary Gazette

Online Services

Debabrata Mohanty, C&T (Processor)

Dashboard > Extraordinary Gazette > Department Gazette Details

**Department Gazette Details**

Department Name : Co-operation Department      Gazette Type : Extraordinary

Created User : Sudarsan Sethi      Created Datetime : 01-04-2023 12:09 PM

Subject : uttam      Notification Type : NOTICE

Notification Number : uttam9348

Dept. Gazette (Signed PDF) :

Status : Dept. Submitted

**FORWARD** **RETURN TO DEPT.**

Status History

- Once clicking on the “**forward**” button a pop up modal will be open for the remarks and its mandatory, User have to put the remarks and click on “**submit**” button as shown in below image.

The Odisha Gazette  
Government of Odisha

Dashboard

Payment of Cost

Extraordinary Gazette

Online Services

Debabrata Mohanty, C&T (Processor)

Dashboard > Extraordinary Gazette > Department Gazette Details

**Forward to Verifier**

**Remark \***

forward to verifier

**SUBMIT**

FORWARD RETURN TO DEPT.

Status History

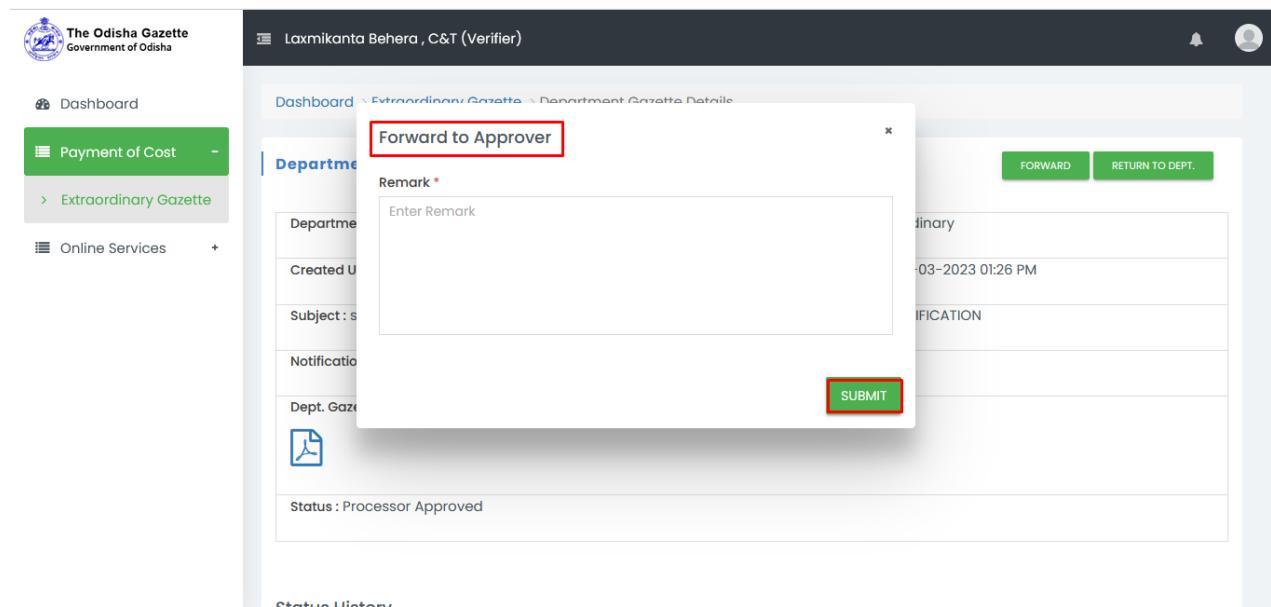
- After submitting the form it will be goes to the “**C&T Verifier User**” for further process.
- If any mistake in gazette found by the user then the user click on the “**Return To Dept.**” button for sending the gazette back to the “**Department**” for correction of the mistake and resubmit it as shown in below image.

The screenshot shows the e-Gazette interface. On the left, there's a sidebar with 'The Odisha Gazette Government of Odisha' logo, 'Dashboard', 'Payment of Cost' (selected), 'Extraordinary Gazette' (under 'Payment of Cost'), and 'Online Services'. The main area shows a user 'Debabrata Mohanty, C&T (Processor)' has submitted a document. A modal window titled 'Returned To Department' is open, asking for a 'Remark' (with 'return to department' typed in) and a 'SUBMIT' button. In the background, there's a status history section.

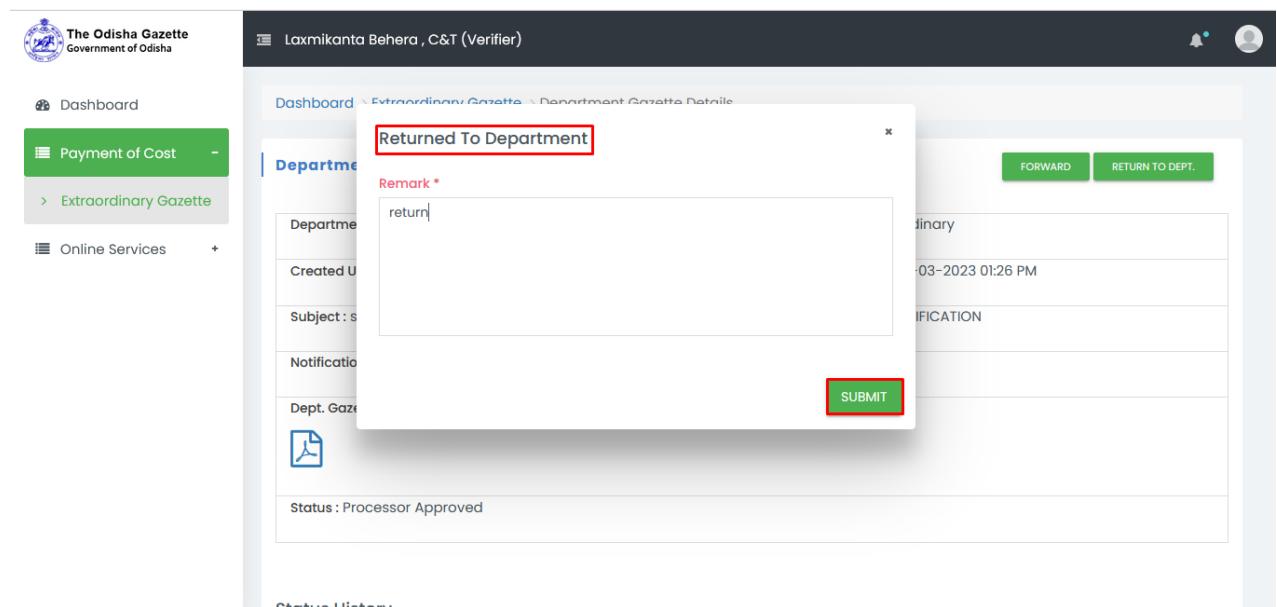
- If any User return a gazette to the Department then a notification goes to the Department that “**Extraordinary gazette returned from c & t processor**”.
- Once the gazette will be forward to the “**C&T Verifier**” then there also a notification received of Gazette forwarded from C&T Processor on the header a bell icon will be there whether the user clicking on that bell icon then all notification comes to that user will be showing there as shown in below image.
- By click on them the user able to see their status or change their status by clicking forward or return.

The screenshot shows the C&T Dashboard for 'Laxmikanta Behera, C&T (Verifier)'. It displays four categories: 'Total Submitted' (80), 'Change of Name/Surname Pending' (64), 'Change of Name/Surname Published' (6), and 'Payment Pending' (4). A notification on the right side of the dashboard says '03-04-2023 11:41 AM Extraordinary gazette forwarded from c & t processor'. There's also a link 'Show all notifications'.

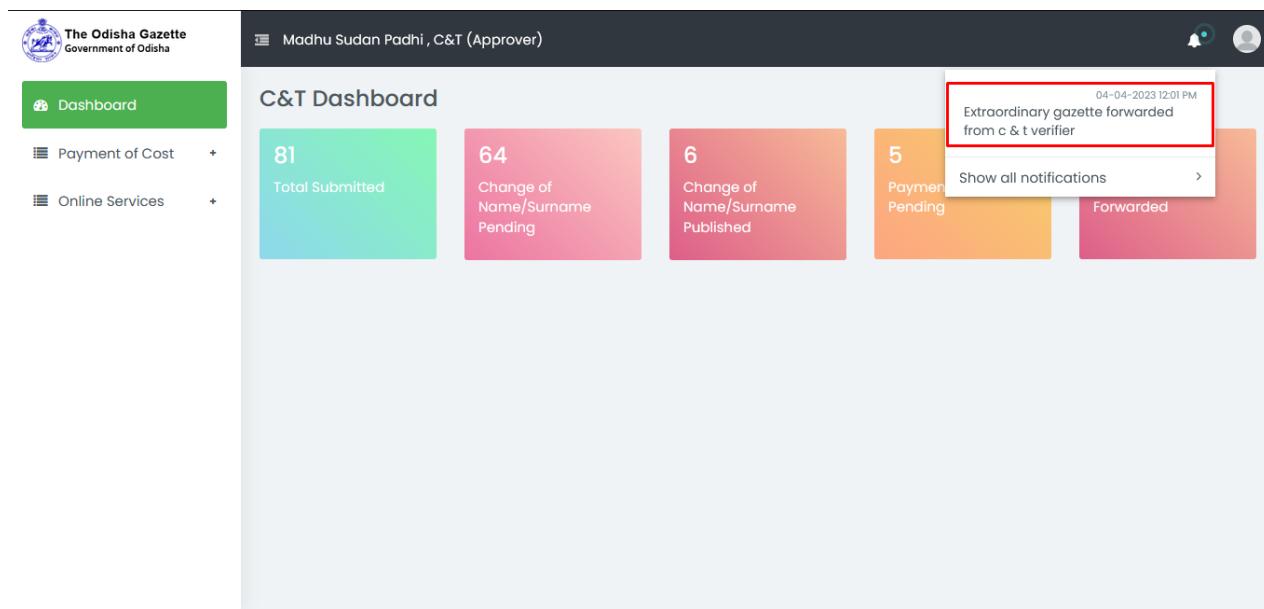
- Once clicking on the notification the user check the gazette if its correct then the user forwarded it to the Approver By clicking on the “**Forward**” button.



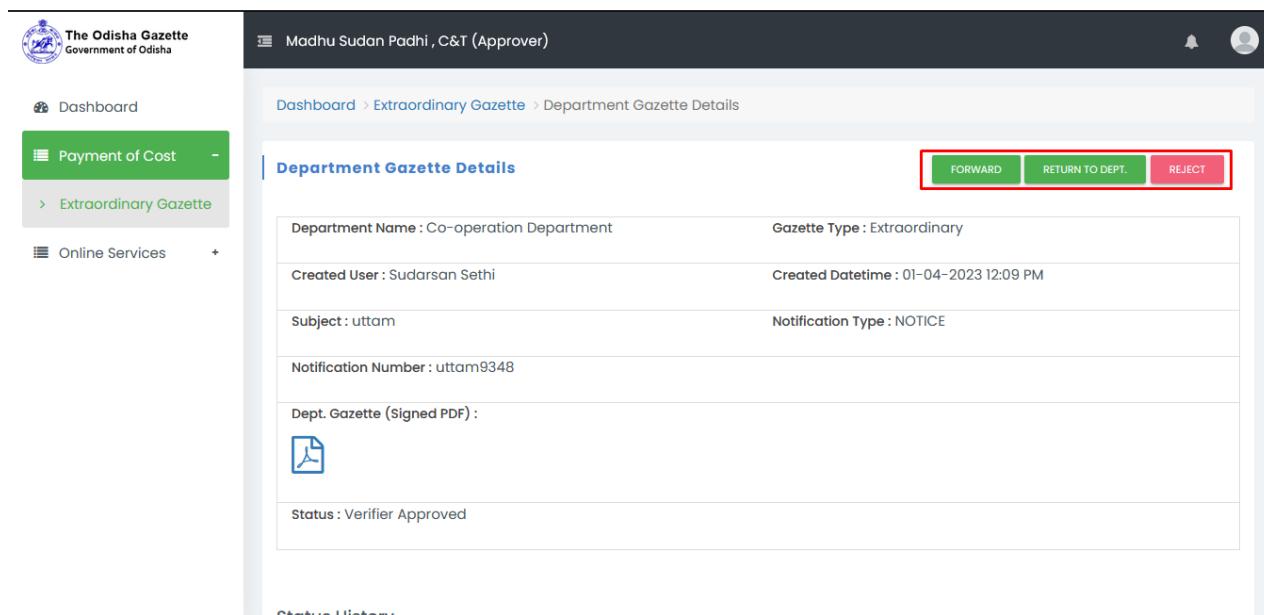
- And if the user found any mistake in it then the user will sent the gazette back to the department for correction of the mistake then resubmit by clicking the “Return To Dept.” button.
- If any User return a gazette to the Department then a notification goes to the Department that “Extraordinary gazette returned from c & t Verifier”.



- After submitting the forward form it will be goes to the “C&T Approver User” for further process.

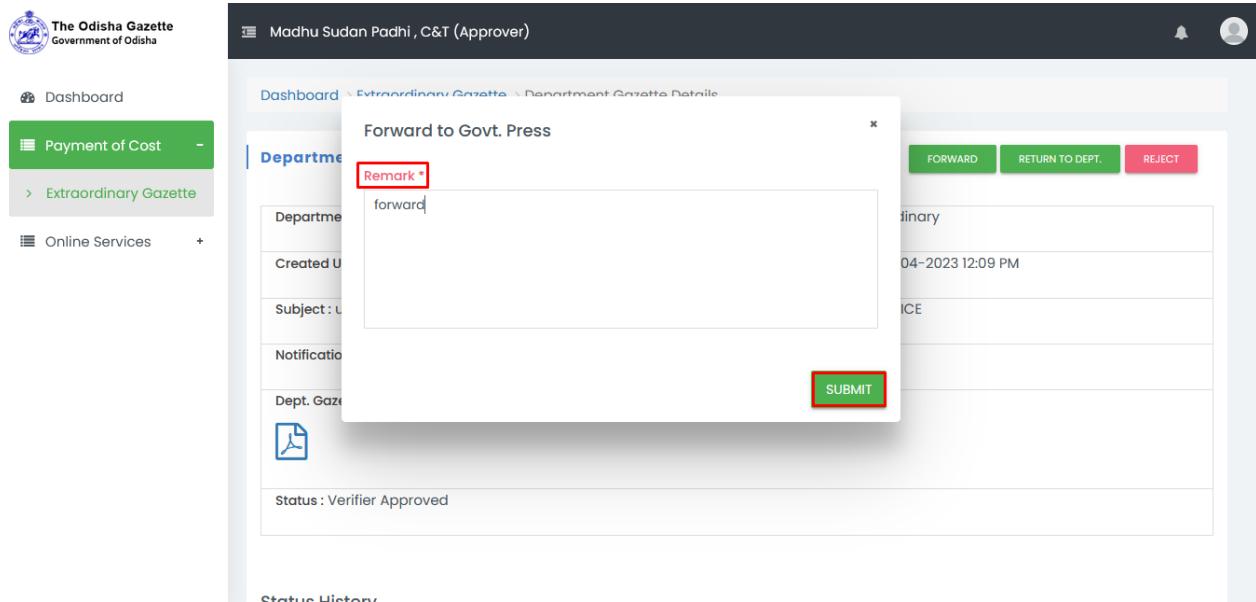


- After clicking the notification link the page will be redirected to the gazette view details page where the C&T Approver can Forward, Return or Reject the gazette as shown in the below image.



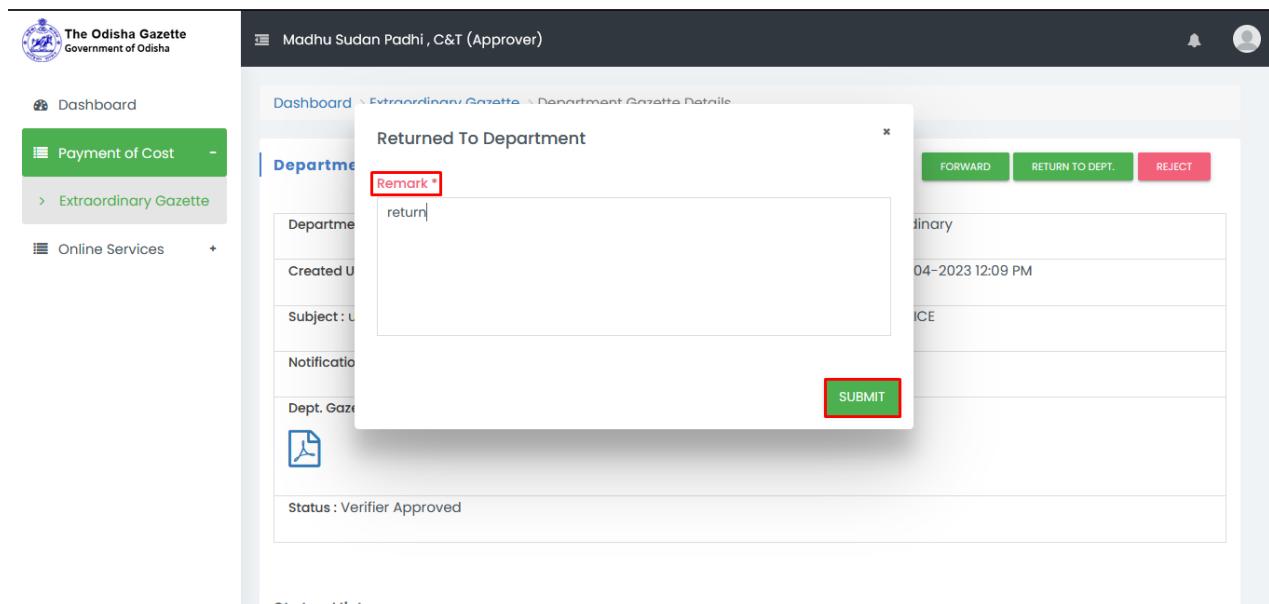
## Forward Gazette

- Once Clicking the “Forward” button a forward remark pop up will be appear, the user have to put a remarks on it and then click on the submit button as shown in below image.
- After submitting the form the gazette will goes to the Govt. Press for further process of publish the gazette.



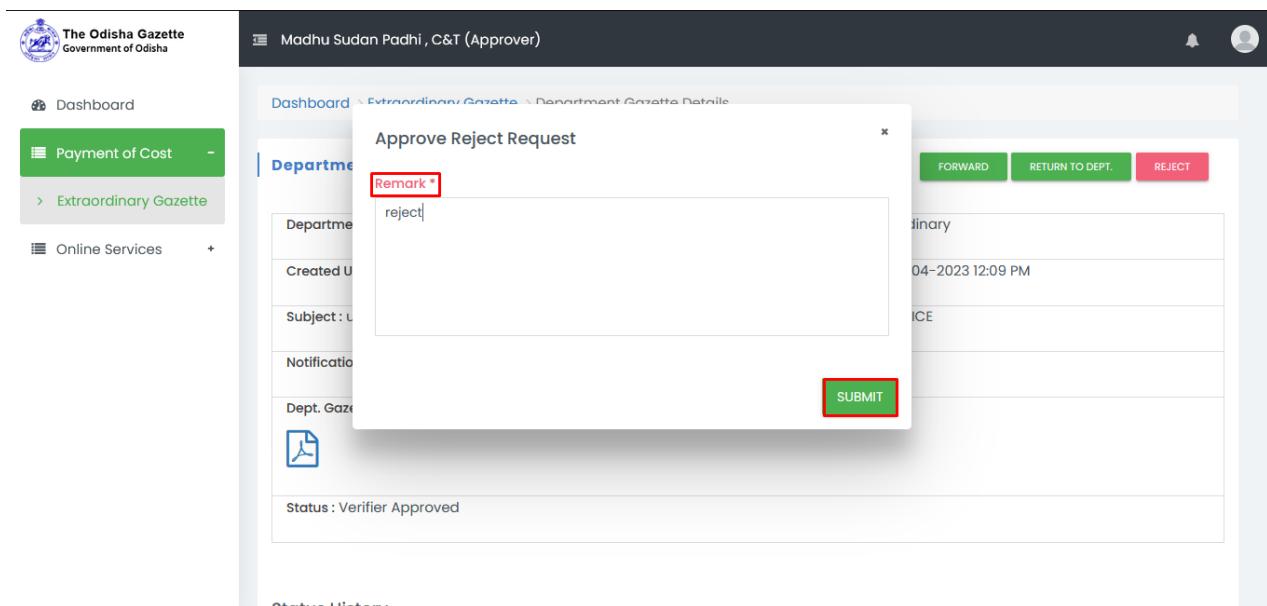
## Return Gazette

- If the user clicking on the “**return**” button then a return pop up will appear for return remarks, the user have to put a remarks on it and then click on the submit button as shown in below image.
- After submitting the form the gazette will goes to the Department for correction of the mistake and resubmit the gazette.



## Reject Gazette

- If the user clicking on the “**Reject**” button then a reject pop up will appear for reject remarks, the user have to put a remarks on it and then click on the submit button as shown in below image.

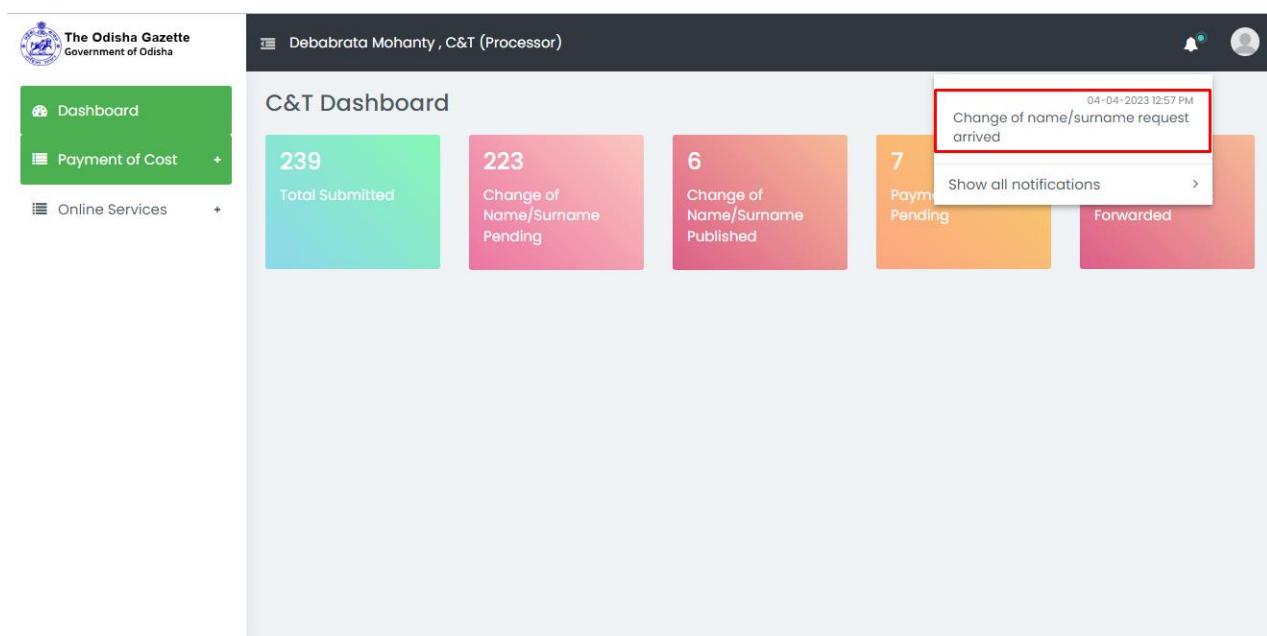


- After submitting the form the gazette will goes to the Department and the rest process of the gazette will be permanently stop.

## Change of name/surname

### ➤ C&T Processor

Once an Applicant submitting the change name surname application then the application goes to the C&T Processor 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.

The screenshot shows the 'Applicant View Details' page. At the top right, there are 'RETURN TO APPLICANT' and 'FORWARD' buttons, with 'FORWARD' being highlighted by a red box. The page displays various application details:

Applicant Name : Sanket Sonje	Gazette Type : Extraordinary
File No : XN-0239-2023	Date : 04 Apr 2023, 12:57 PM
State : Odisha	District : KHORDHA
Block/ULB : BHUBANESWAR	Address : chandrasekharpur
Government Employee : No	Minor : No
Current Status : Application Submitted	

Below the details, there are two image placeholders: 'Affidavit' and 'Original Newspaper'.

## Forward Application

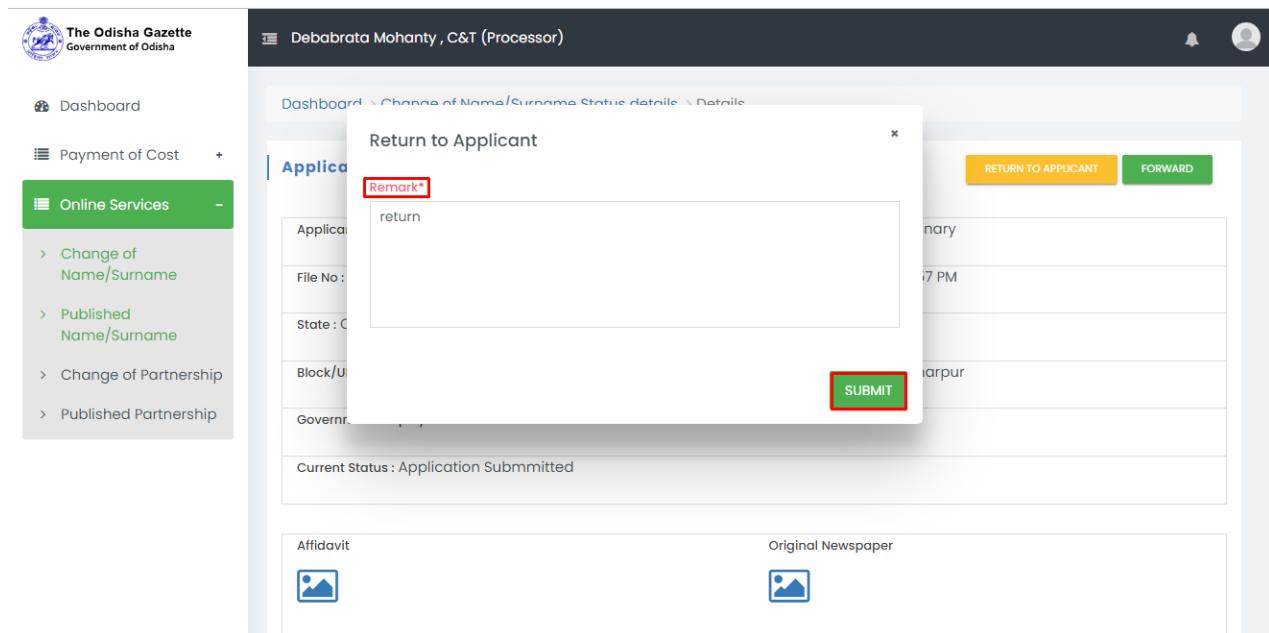
- If the user click on the “**Forward**” button a remarks pop up will be appear for the forward remark, and the user have to put the remarks and then click on the submit button as shown in below image.

The screenshot shows a 'Forward to Verifier' modal dialog. It contains a 'Remark\*' input field where the user has typed 'forward'. At the bottom right of the dialog is a 'SUBMIT' button, which is highlighted with a red box.

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

## Return To Applicant

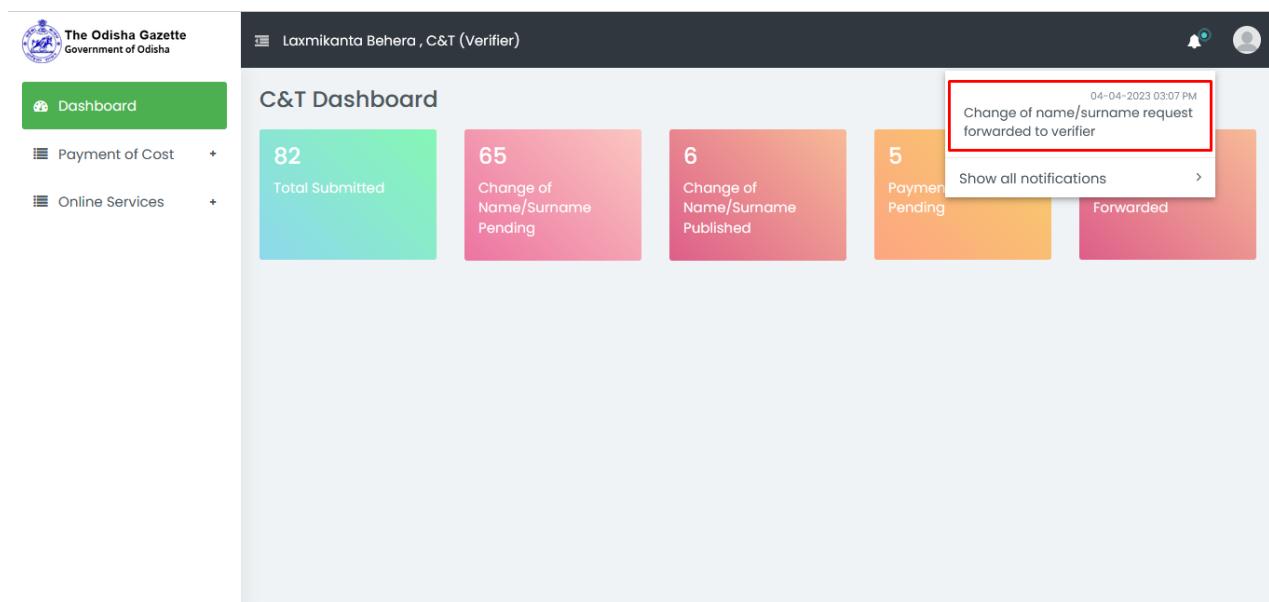
- If the user click on the “Return To Applicant” button a remarks pop up will appear for the return remark, and the user have to put the remarks and then click on the submit button as shown in below image.



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

## C&T Verifier

- Once the C&T Processor forwarding the application, it goes to the C&T 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.

The screenshot shows the 'Applicant View Details' section of the e-Gazette application. The applicant's name is Sanket Sonje, file number is XN-0239-2023, state is Odisha, block is BHUBANESWAR, and current status is C & T Processor User Forward. The 'FORWARD' button is highlighted with a red border.

## Forward Application

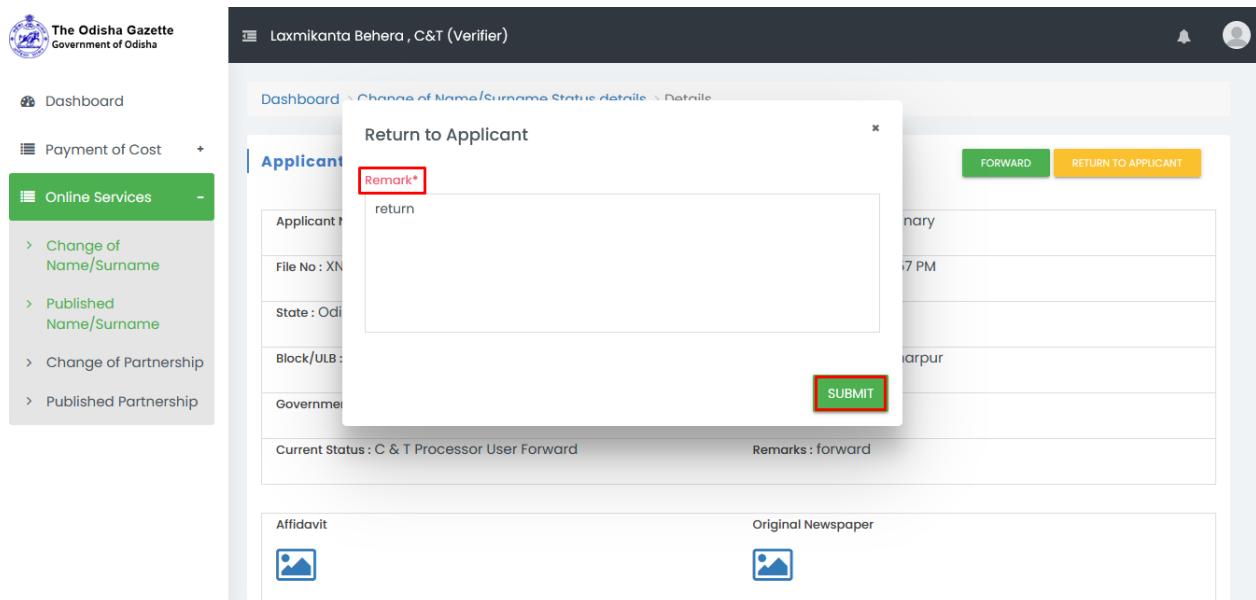
- If the user click on the “Forward” button a remarks pop up will be appear for the forward remark, and the user have to put the remarks and then click on the submit button as shown in below image.

The screenshot shows a 'Forward to Approver' modal dialog. The 'Remark\*' input field contains the text 'forward'. The 'SUBMIT' button is highlighted with a red border.

- After submitting the form the application goes to C&T Approver for further process.

## Return To Applicant

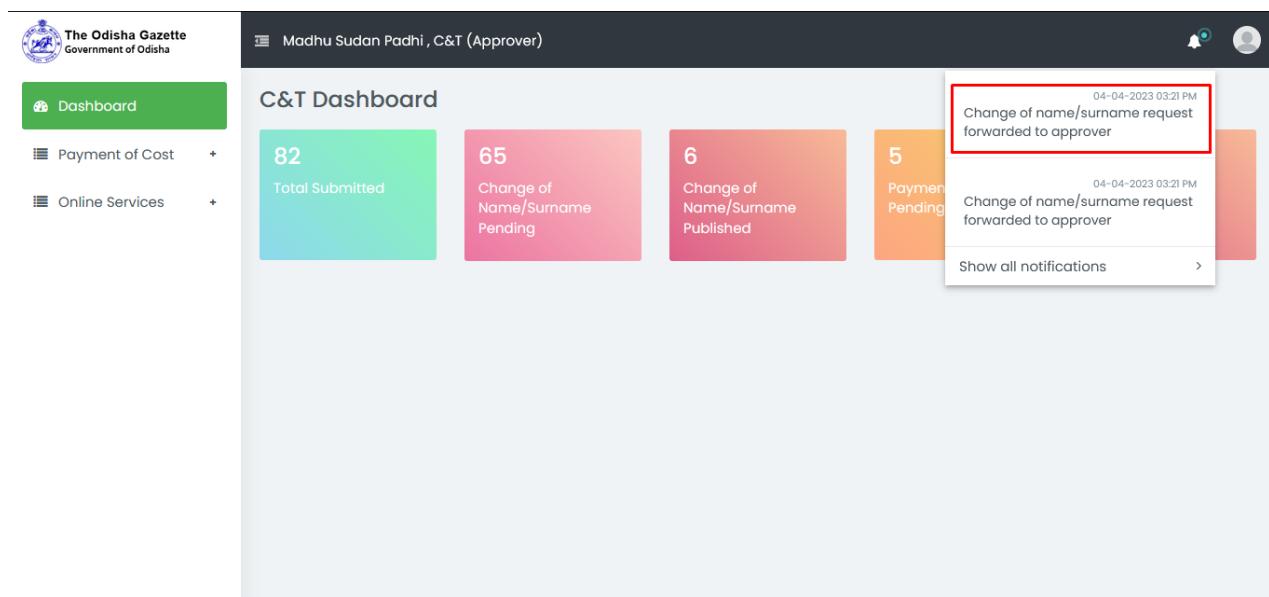
- If the user click on the “Return To Applicant” button a remarks pop up will appear for the return remark, and the user have to put the remarks and then click on the submit button as shown in below image.



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

## C&T Approver

- Once the C&T verifier forwarding the application, it goes to the C&T Approver 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.

## Approve Application

- If the user click on the “Approve” button a remarks pop up will be appear for the approve 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, it goes to Govt. Press 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 Odisha Gazettee application interface. On the left, there's a sidebar with 'Online Services' selected, showing options like 'Change of Name/Surname', 'Published Name/Surname', etc. The main area shows a 'Change of Name/Surname Status details' page for 'Madhu Sudan Padhi, C&T (Approver)'. A modal window titled 'Return to Applicant' is open, containing a text input field with 'return' typed into it. A red box highlights the 'Remark\*' label and the green 'SUBMIT' button at the bottom right of the modal. Above the modal, there are three buttons: 'APPROVE' (green), 'RETURN TO APPLICANT' (orange, highlighted by a red box), and 'REJECT' (red).

- 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 Odisha Gazette  
Government of Odisha

Madhu Sudan Padhi, C&T (Approver)

Dashboard > Change of Name/Surname Status details > Details

**Reject Change of Name/Surname Request**

Applicant Name: [redacted]  
File No.: XN [redacted]  
State: Odisha  
Block/ULB: [redacted]  
Government: [redacted]

Current Status: C & T Verifier User Forward      Remarks: forward

Remark\*:

**SUBMIT**

APPROVE    RETURN TO APPLICANT    REJECT

Affidavit      Original Newspaper

## Change of Partnership

### ➤ C&T Processor

Once an Applicant submitting the change partnership application then the application goes to the C&T Processor for further process as shown in below image.

The Odisha Gazette  
Government of Odisha

Soudhankhi Dalai, C&T (Processor)

C&T Dashboard

87	Total Submitted	71	Change of Partnership Pending	6	Change of Partnership Forwarded	7	Payment Pending	Forwarded
----	-----------------	----	-------------------------------	---	---------------------------------	---	-----------------	-----------

04-04-2023 03:50 PM  
Change of Partnership application submitted

Show all notifications >

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

The screenshot shows the 'View Change of Partnership Details' page. At the top right are 'Return Applicant' and 'Forward' buttons, with 'Forward' highlighted by a red box. Below this, there are several fields and file attachments:

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

## Forward Application

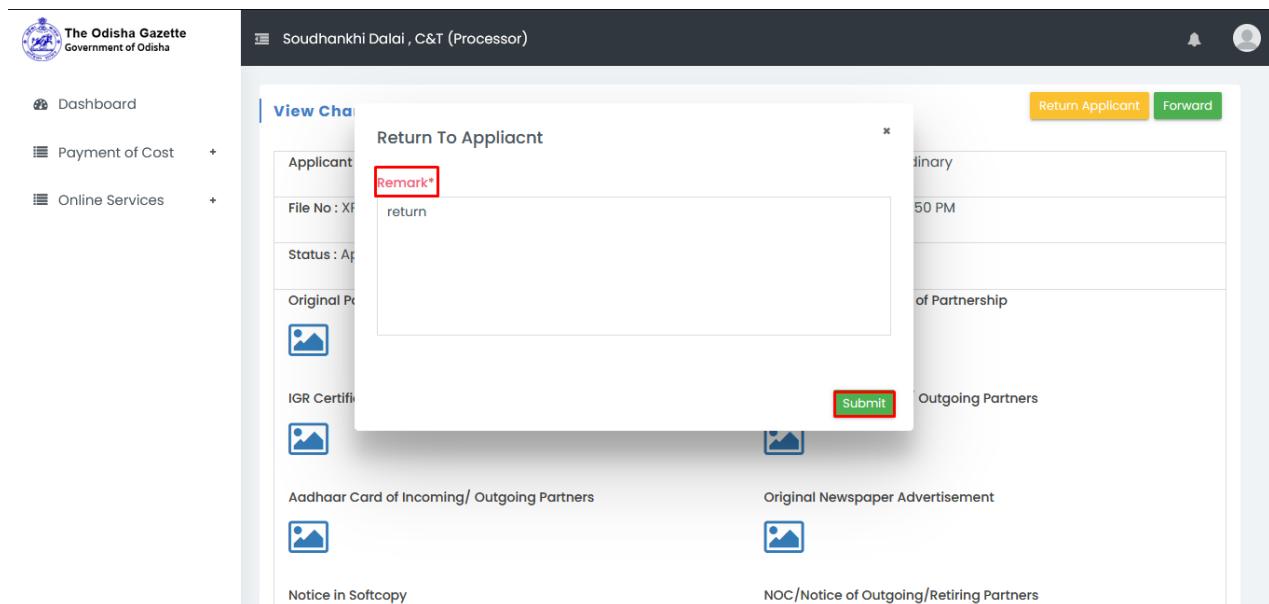
- If the user click on the “Forward” button a remarks pop up will be appear for the forward remark, and the user have to put the remarks and then click on the submit button as shown in below image.

The screenshot shows a 'Forward Partnership Change' modal dialog. It contains a 'Remark\*' field with the text 'forward'. At the bottom right of the dialog is a 'Submit' button, which is highlighted with a red box. The background of the main application interface shows the same partnership details as the previous screenshot.

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

## Return To Applicant

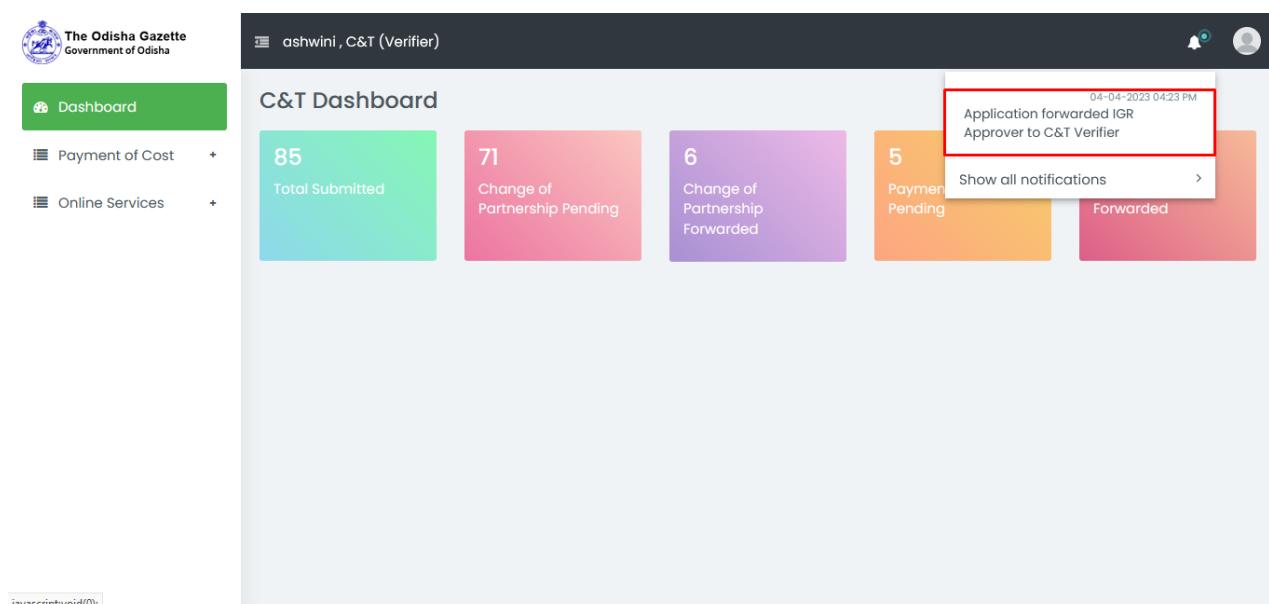
- If the user click on the “Return To Applicant” button a remarks pop up will appear for the return remark, and the user have to put the remarks and then click on the submit button as shown in below image.



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

## C&T Verifier

- Once the IGR Approver forwarding the application, it goes to the C&T 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.

The screenshot shows the 'View Change of Partnership Details' page. At the top, there are two buttons: 'Return Applicant' (yellow) and 'Forward' (green). The main area displays the following information:

- Applicant Name :** Sanket Sonje      **Gazette Type :** Extraordinary
- File No :** XP-00074-2023      **Date :** 04 Apr 2023, 03:50 PM
- Status :** Application Forwarded to C&T Verifier      **Remark :** forward
- Original Partnership Deed**: Deed of Reconstitution of Partnership (with image icon)
- IGR Certificate**: PAN Card of Incoming/ Outgoing Partners (with image icon)
- Aadhaar Card of Incoming/ Outgoing Partners**: Original Newspaper Advertisement (with image icon)
- Notice in Softcopy**: NOC/Notice of Outgoing/Retiring Partners (with image icon)

## Forward Application

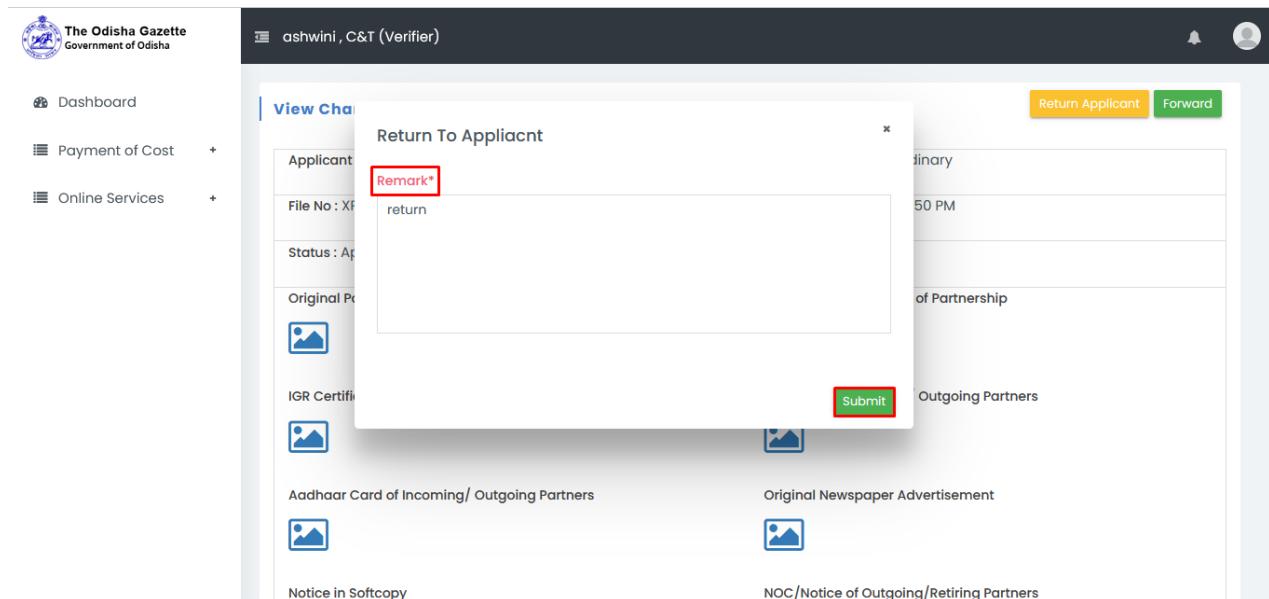
- If the user click on the “Forward” button a remarks pop up will be appear for the forward remark, and the user have to put the remarks and then click on the submit button as shown in below image.

The screenshot shows a modal dialog titled 'Forward Partnership Change'. Inside the dialog, there is a text input field labeled 'Remark\*' containing the text 'forward'. At the bottom right of the dialog is a red-bordered 'Submit' button. The background of the main application page is visible, showing the same application details as the previous screenshot.

- After submitting the form the application goes to C&T Approver for further process.

## Return To Applicant

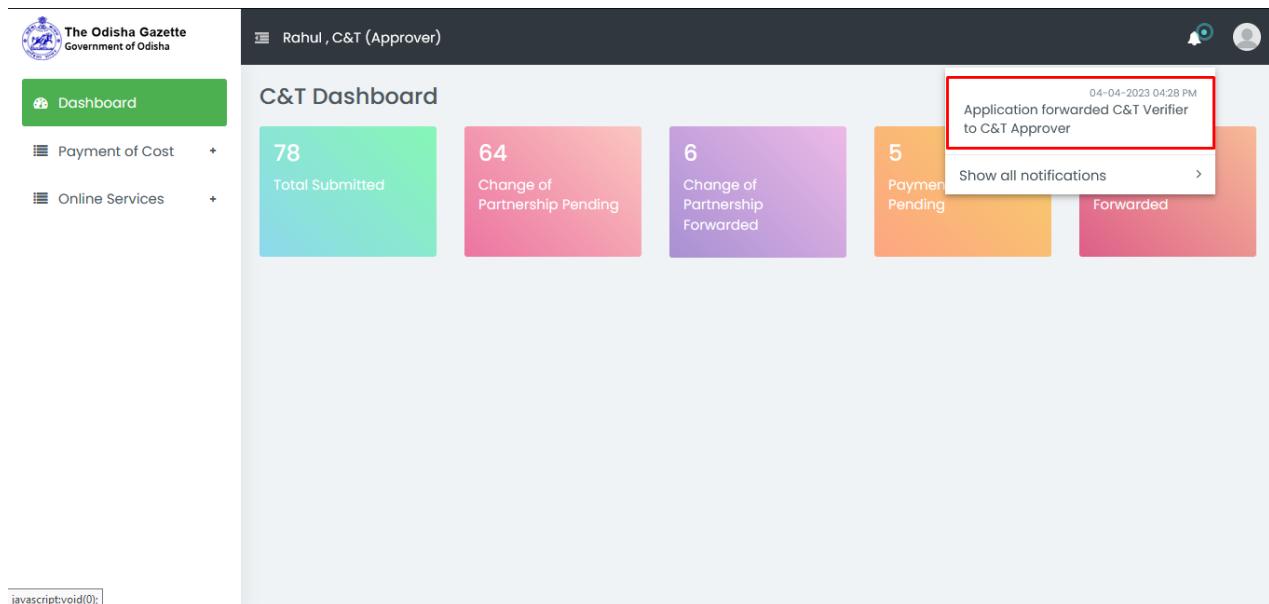
- If the user click on the “Return To Applicant” button a remarks pop up will be appear for the return remark, and the user have to put the remarks and then click on the submit button as shown in below image.



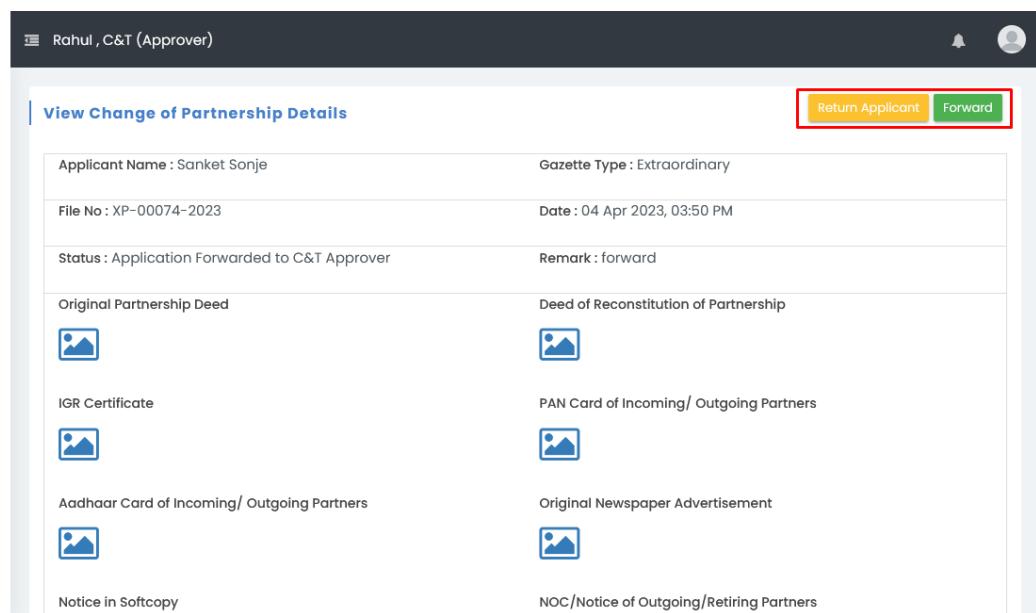
- Once the user click on submit button the application goes return back to the applicant for resubmit.

## C&T Approver

- Once the C&T verifier forwarding the application, it goes to the C&T Approver 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.

The Odisha Gazette  
Government of Odisha

Rahul , C&T (Approver)

View Change  
Forward Partnership Change

Applicant  
File No : XF  
Status : Applied  
Original Partner  
IGR Certificate  
Aadhaar Card of Incoming / Outgoing Partners  
Notice in Softcopy

Remark\*  
forward

Submit

Reject Return Applicant Forward

Dictionary  
50 PM  
of Partnership  
Outgoing Partners

Original Newspaper Advertisement  
NOC/Notice of Outgoing/Retiring Partners

- After submitting the form the application, it goes to Govt. Press 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 Odisha Gazette  
Government of Odisha

Rahul , C&T (Approver)

View Change  
Return To Applicant

Applicant  
File No : XF  
Status : Applied  
Original Partner  
IGR Certificate  
Aadhaar Card of Incoming / Outgoing Partners  
Notice in Softcopy

Remark\*  
return

Submit

Reject Return Applicant Forward

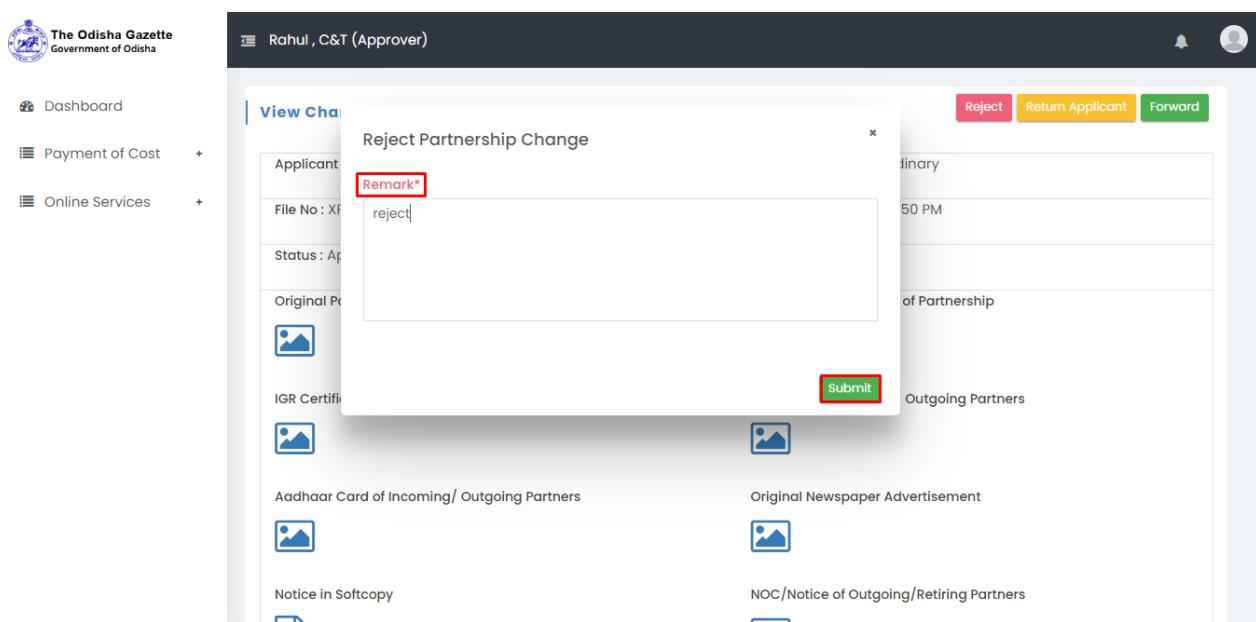
Dictionary  
50 PM  
of Partnership  
Outgoing Partners

Original Newspaper Advertisement  
NOC/Notice of Outgoing/Retiring Partners

- 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.

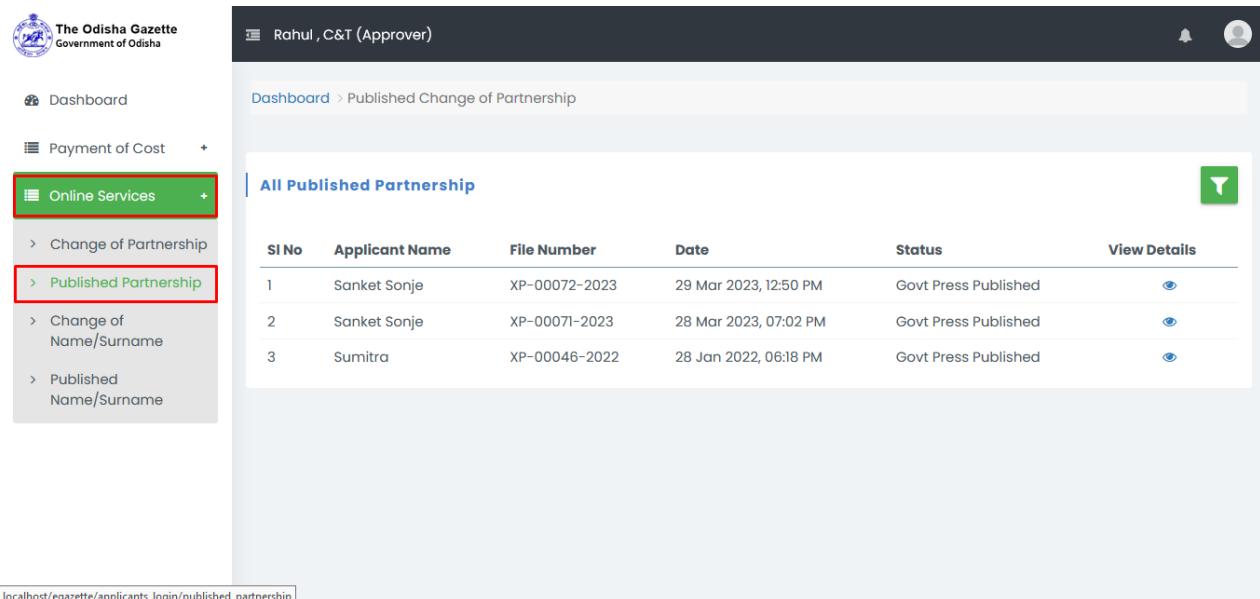


- The user can able to view the list of unpublished partnership by clicking “**Online Services**” in the side bar then click on “**Change of Partnership**” as shown in below image.

SI No	Applicant Name	File No	Date	Status	View Details
1	Sanket Sonje	XP-00074-2023	04 Apr 2023, 03:50 PM	Application Forwarded to C&T Approver	
2	Sanket Sonje	XP-00073-2023	31 Mar 2023, 09:51 AM	Forward to Pay	
3	Sanket Sonje	XP-00072-2023	29 Mar 2023, 12:50 PM	Govt Press Published	
4	Sanket Sonje	XP-00071-2023	28 Mar 2023, 07:02 PM	Govt Press Published	
5	Sanket Sonje	XP-00070-2023	28 Mar 2023, 06:24 PM	Application Forwarded to IGR Verifier	
6	Test Firm	XP-00069-2023	13 Mar 2023, 12:26 PM	Application Resubmitted(C & T Processor)	
7	Test Firm	XP-00068-2023	07 Mar 2023, 05:25 PM	Application Forwarded to IGR Verifier	
8	Test Firm	XP-00067-2023	01 Mar 2023, 12:37 PM	Returned to Applicant From C&T Approver	
9	Sanket Sonje	XP-00066-2022	19 Dec 2022, 03:32 PM	IGR Verified	

- The user can able to view the list of published partnership by clicking “**Online**

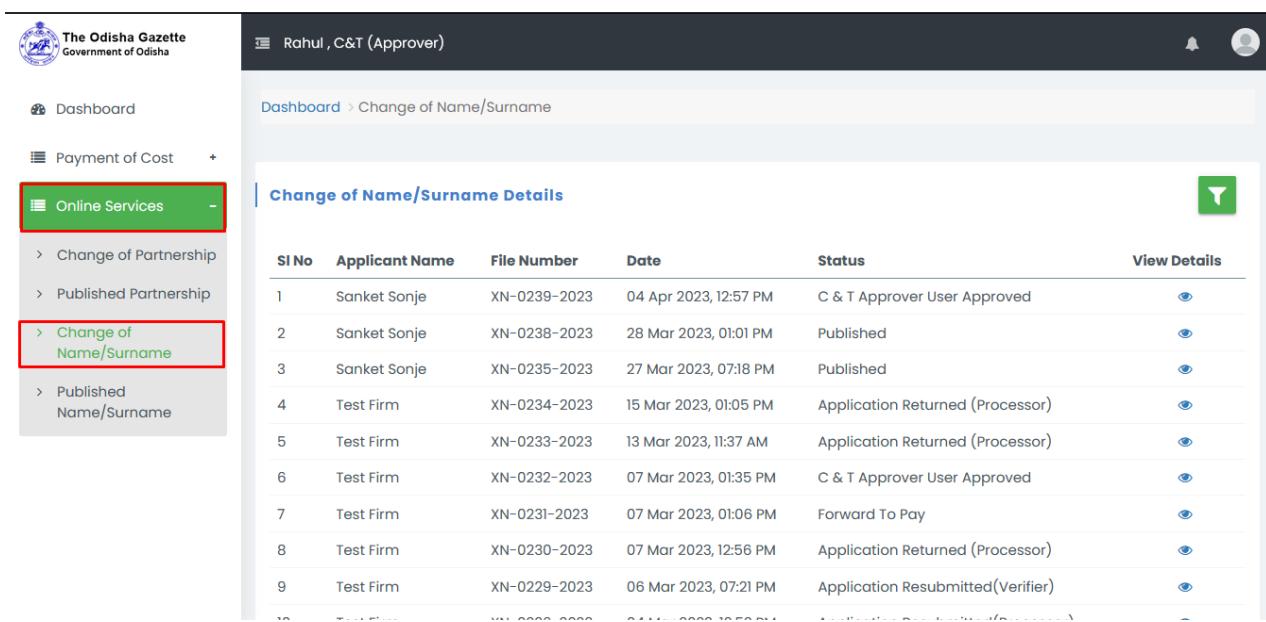
**Services”** in the side bar then click on “**Published Partnership**” as shown in below image.



The screenshot shows the Odisha Gazette dashboard. The sidebar on the left has a green box around "Online Services". Under "Online Services", "Published Partnership" is highlighted with a red box. The main content area shows a table titled "All Published Partnership" with three rows of data. The columns are SI No, Applicant Name, File Number, Date, Status, and View Details. The status for all entries is "Govt Press Published".

SI No	Applicant Name	File Number	Date	Status	View Details
1	Sanket Sonje	XP-00072-2023	29 Mar 2023, 12:50 PM	Govt Press Published	
2	Sanket Sonje	XP-00071-2023	28 Mar 2023, 07:02 PM	Govt Press Published	
3	Sumitra	XP-00046-2022	28 Jan 2022, 06:18 PM	Govt Press Published	

- The user can able to view the list of unpublished change of name/surname by clicking “**Online Services**” in the side bar then click on “**Change of Name/Surname**” as shown in below image.



The screenshot shows the Odisha Gazette dashboard. The sidebar on the left has a green box around "Online Services". Under "Online Services", "Change of Name/Surname" is highlighted with a red box. The main content area shows a table titled "Change of Name/Surname Details" with twelve rows of data. The columns are SI No, Applicant Name, File Number, Date, Status, and View Details. The status for most entries is "C & T Approver User Approved" or "Published", while some are in processing or returned stages.

SI No	Applicant Name	File Number	Date	Status	View Details
1	Sanket Sonje	XN-0239-2023	04 Apr 2023, 12:57 PM	C & T Approver User Approved	
2	Sanket Sonje	XN-0238-2023	28 Mar 2023, 01:01 PM	Published	
3	Sanket Sonje	XN-0235-2023	27 Mar 2023, 07:18 PM	Published	
4	Test Firm	XN-0234-2023	15 Mar 2023, 01:05 PM	Application Returned (Processor)	
5	Test Firm	XN-0233-2023	13 Mar 2023, 11:37 AM	Application Returned (Processor)	
6	Test Firm	XN-0232-2023	07 Mar 2023, 01:35 PM	C & T Approver User Approved	
7	Test Firm	XN-0231-2023	07 Mar 2023, 01:06 PM	Forward To Pay	
8	Test Firm	XN-0230-2023	07 Mar 2023, 12:56 PM	Application Returned (Processor)	
9	Test Firm	XN-0229-2023	06 Mar 2023, 07:21 PM	Application Resubmitted(Verifier)	
10	Test Firm	XN-0228-2023	04 Mar 2023, 10:53 PM	Application Resubmitted(Verifier)	

- The user can able to view the list of published change of name/surname by clicking “**Online Services**” in the side bar then click on “**Published Name/Surname**” as shown in below image.

The screenshot shows the e-Gazette user interface. At the top, there's a header bar with the Odisha Gazette logo and the name "Rahul, C&T (Approver)". Below the header is a navigation menu with "Dashboard", "Payment of Cost", and "Online Services". Under "Online Services", there are several options: "Change of Partnership", "Published Partnership", "Change of Name/surname", and "Published Name/surname". The "Published Name/surname" option is highlighted with a red box. To the right of the menu is a table titled "Published Change of Name/Surname" with columns for SI No, Applicant Name, File Number, Date, Status, and View Details. The table contains six rows of data. A green filter icon is located at the top right of the table area.

SI No	Applicant Name	File Number	Date	Status	View Details
1	Sanket Sonje	XN-0238-2023	28 Mar 2023, 01:01 PM	Published	
2	Sanket Sonje	XN-0235-2023	27 Mar 2023, 07:18 PM	Published	
3	Ashok Ku Mohanty	XN-0053-2021	20 Jul 2021, 07:17 AM	Published	
4	Ashok Ku Mohanty	XN-0046-2021	29 Jun 2021, 03:26 PM	Published	
5	Debasis Behera	XN-0045-2021	29 Jun 2021, 06:59 AM	Published	
6	Sanket Sonje	XN-0017-2021	22 Mar 2021, 06:27 PM	Published	

localhost/egazette/applicants\_login/dashboard

- There is a filter icon for all view pages which helps the user to find the application as per their need as shown in below image.

This screenshot is identical to the one above, showing the "Published Change of Name/Surname" list. However, the green filter icon at the top right of the table is now highlighted with a red box to indicate it has been selected.

- Once clicking on the filter icon a filter section will be appear by the help of which user can able to search the application as shown in below image.

The screenshot shows the user interface for the 'Published Change of Name/Surname' search. On the left, there is a sidebar with navigation links: Dashboard, Payment of Cost, Online Services (with sub-links: Change of Partnership, Published Partnership, Change of Name/Surname, and Published Name/Surname), and a bell icon. The main content area has a header 'Rahul, C&T (Approver)' and a breadcrumb 'Dashboard > Published Change of Name/Surname'. Below this is a 'Filter' section with input fields for 'Applicant Name' (Name), 'File Number' (XN-0001-2022), 'From Date' (YYYY-DD-MM), and 'To date' (YYYY-DD-MM). There are also 'SEARCH' and 'RESET' buttons. A red box highlights this filter section. Below the filter is a table header for 'Published Change of Name/Surname' with columns: SI No, Applicant Name, File Number, Date, Status, and View Details. A green filter icon is located at the top right of the table.

- The user have to choose minimum one field and maximum all fields for searching the application by select the value then click on submit button and the search result will be showing there as shown in below image.

The screenshot shows the search results for 'Published Change of Name/Surname'. The filter section is identical to the previous screenshot, with 'Applicant Name' set to 'Sanket Sonje', 'File Number' set to 'XN-0001-2022', and 'From Date' and 'To date' both set to 'YYYY-DD-MM'. The 'SEARCH' button is visible. Below the filter is a table titled 'Published Change of Name/Surname' with the following data:

SI No	Applicant Name	File Number	Date	Status	View Details
1	Sanket Sonje	XN-0238-2023	28 Mar 2023, 01:01 PM	Published	
2	Sanket Sonje	XN-0235-2023	27 Mar 2023, 07:18 PM	Published	
3	Sanket Sonje	XN-0017-2021	22 Mar 2021, 06:27 PM	Published	

- For returning the listing page from the search result page you have to click on the reset button which is in the filter section.

The screenshot shows the 'Published Change of Name/Surname' search interface. On the left sidebar, under 'Online Services', the 'Published Name/Surname' option is selected. The main area has a 'Filter' section with fields for 'Applicant Name' (Name: 'XN-0001-2022'), 'File Number' (XN-0001-2022), 'From Date' (YYYY-DD-MM), 'To date' (YYYY-DD-MM), and buttons for 'SEARCH' and 'RESET'. Below this is a table titled 'Published Change of Name/Surname' with columns: Sl No, Applicant Name, File Number, Date, Status, and View Details. A green filter icon is at the top right of the table.

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

The screenshot shows the C&T Dashboard. The sidebar shows 'Dashboard' is selected. The main dashboard has four cards: 'Total Submitted' (78), 'Change of Partnership Pending' (64), 'Change of Partnership Forwarded' (6), and 'Payment of Cost Pending' (5). On the right, a user profile for 'Rahul' is shown with options: 'Visit Website', 'Profile' (which is highlighted with a red box), and 'Change Password'. Below it is a 'Logout' link.

## 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.

The screenshot shows the 'Profile Details' section of the e-Gazette application. On the left is a sidebar with 'The Odisha Gazette Government of Odisha' logo, 'Dashboard', 'Payment of Cost', and 'Online Services'. The main area has a header 'Rahul , C&T (Approver)'. It contains a 'Profile Details' form with the following fields:

- Verifier/Approver :** Approver
- Select Module:** Change of Partnership Module
- Name:** Rahul
- Email:** a@gmail.com
- Mobile:** 3123456785

A green 'SUBMIT' button is at the bottom right. All input fields except the module selection are highlighted with a red border.

## 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.

The screenshot shows a user interface for the e-Gazette Commerce and Transport Department. At the top, there is a header bar with the logo of 'The Odisha Gazette Government of Odisha' on the left, the user name 'Rahul , C&T (Approver)' in the center, and a notification bell and profile icon on the right. Below the header is a sidebar on the left with three menu items: 'Dashboard', 'Payment of Cost', and 'Online Services'. The main content area is titled 'Change Password' and contains a form with three input fields: 'Current Password', 'New Password', and 'Confirm Password', all enclosed in a red border. A green 'SUBMIT' button is located at the bottom right of the form.