

The Odisha Gazette



Commerce and Transport Department
Govt. of Odisha

e-Gazette Department User Manual

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

Version 1.0

Prepared By

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Government of India

Adopted By

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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.

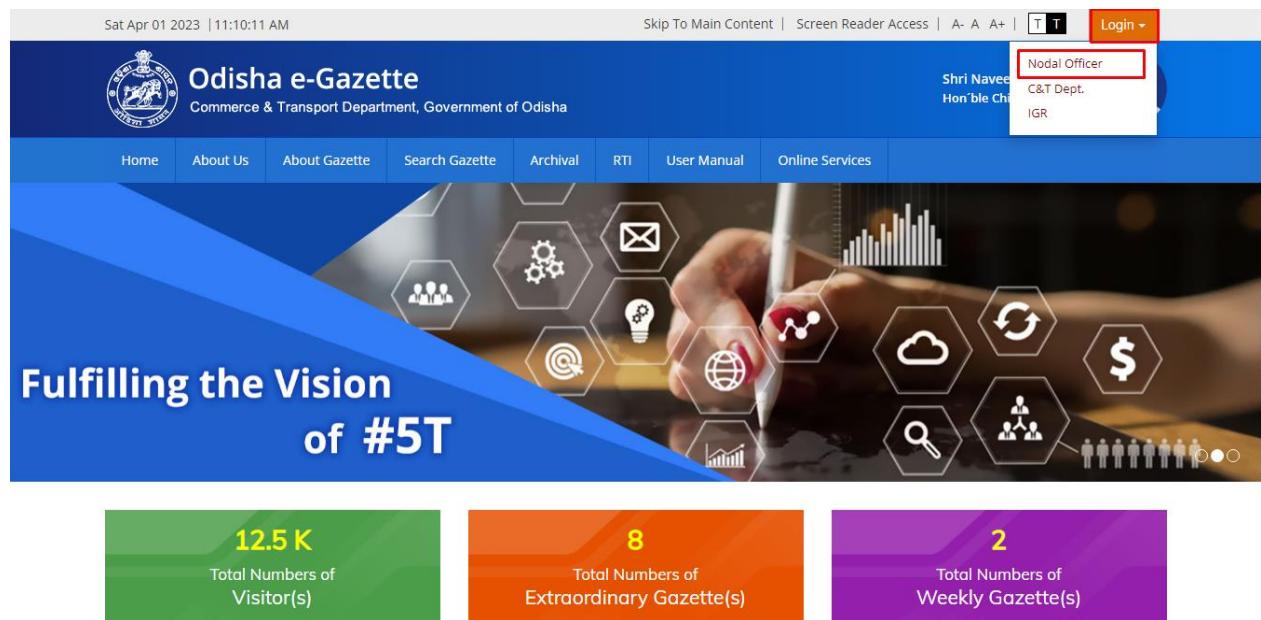
How to Get Started

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>

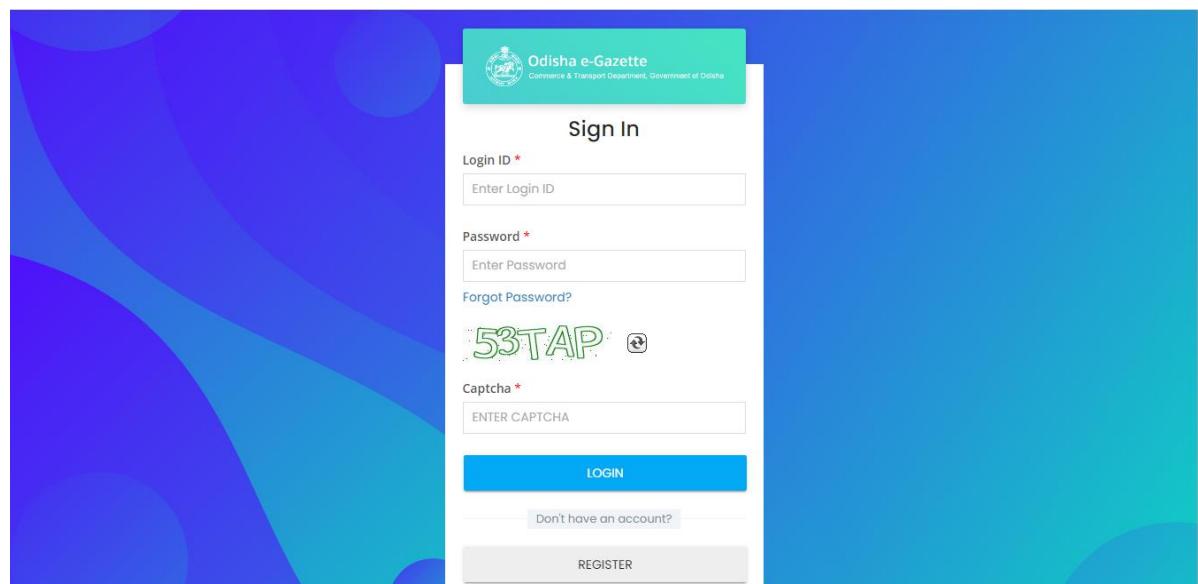
- Please follow the below steps given below to open the e-Gazette Portal.
- Open the browser. I.e. Google Chrome and enter the URL [“https://egazette.odisha.gov.in”](https://egazette.odisha.gov.in) in the address bar and press enter key.
- Landing page of the Odisha e-Gazette portal will be displayed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

Nodal Officer / Department User Registration

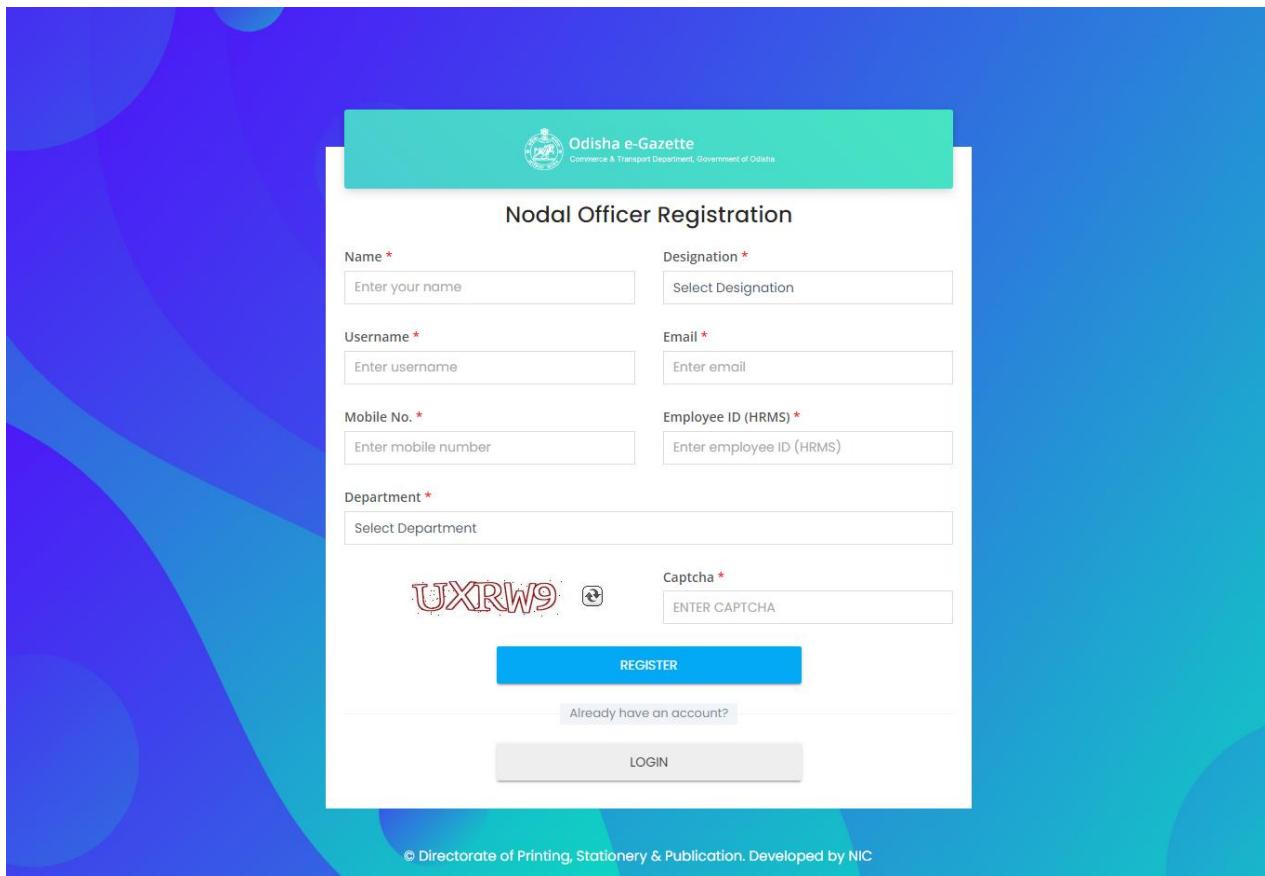
- To register as a Nodal Officer, click on the “**Login**” button in the top of the landing page header section of the e-Gazette portal.
- After clicking the Login button, dropdown with 3 options will be opened. From the dropdown, click the “**Nodal Officer**” link as shown in the below image.
- Once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



- In the department login page, click on “**Register**” link, after clicking the register button it will be redirect to the Nodal Officer registration page as per below image.



- User need to fill up the mandatory fields marked in red and provide the correct captcha and click on the “**Register**” button as shown in below image.
- If the registration process has been successfully completed, application will show the success message & email will be delivered along with unique Login ID (6 Digits & Password) to the registered email address.
- After **Govt. Press** approval, you can be able to login to the portal as Nodal Officer.



Sign In As Nodal Officer / Department User

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

Sat Apr 01 2023 | 11:10:11 AM Skip To Main Content Screen Reader Access | A- A+ | T T Login

Odisha e-Gazette
Commerce & Transport Department, Government of Odisha

Shri Naveen
Hon'ble Chi
Nodal Officer
C&T Dept.
IGR

Home About Us About Gazette Search Gazette Archival RTI User Manual Online Services

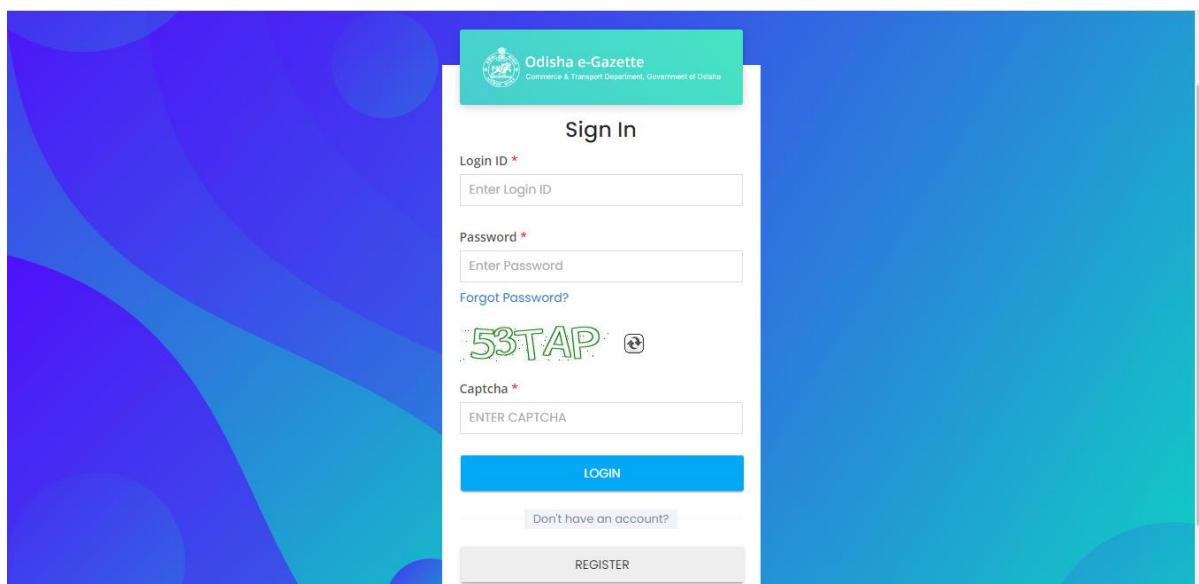
Fulfilling the Vision of #5T

12.5 K
Total Numbers of Visitor(s)

8
Total Numbers of Extraordinary Gazette(s)

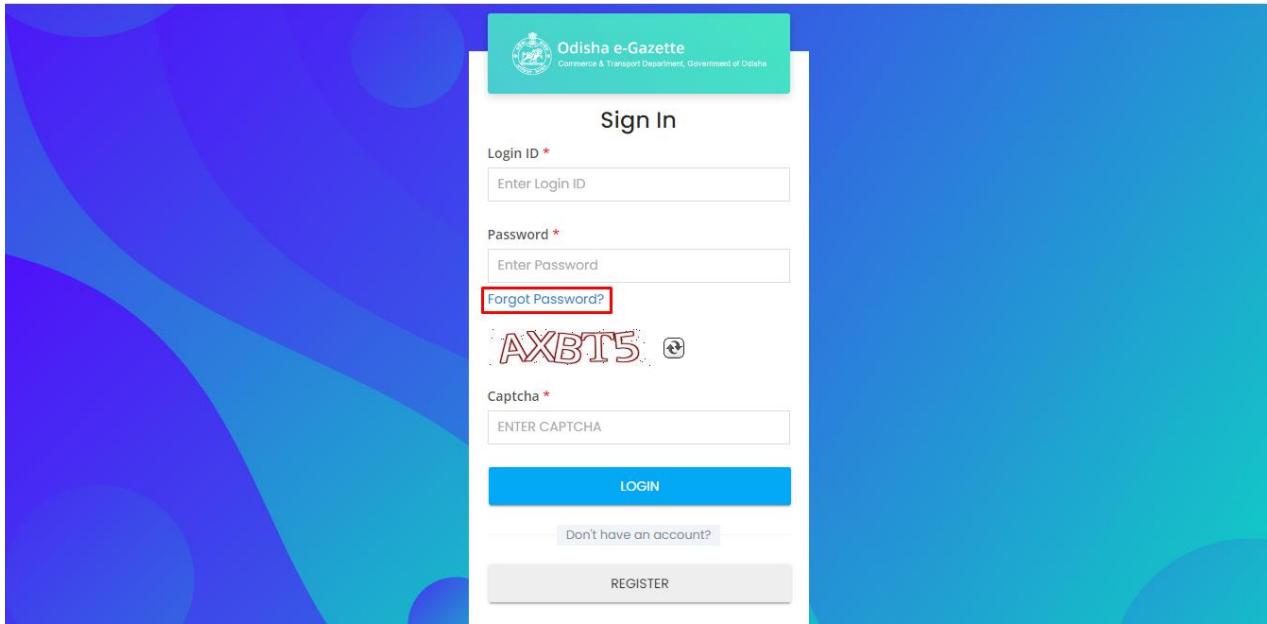
2
Total Numbers of Weekly Gazette(s)

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



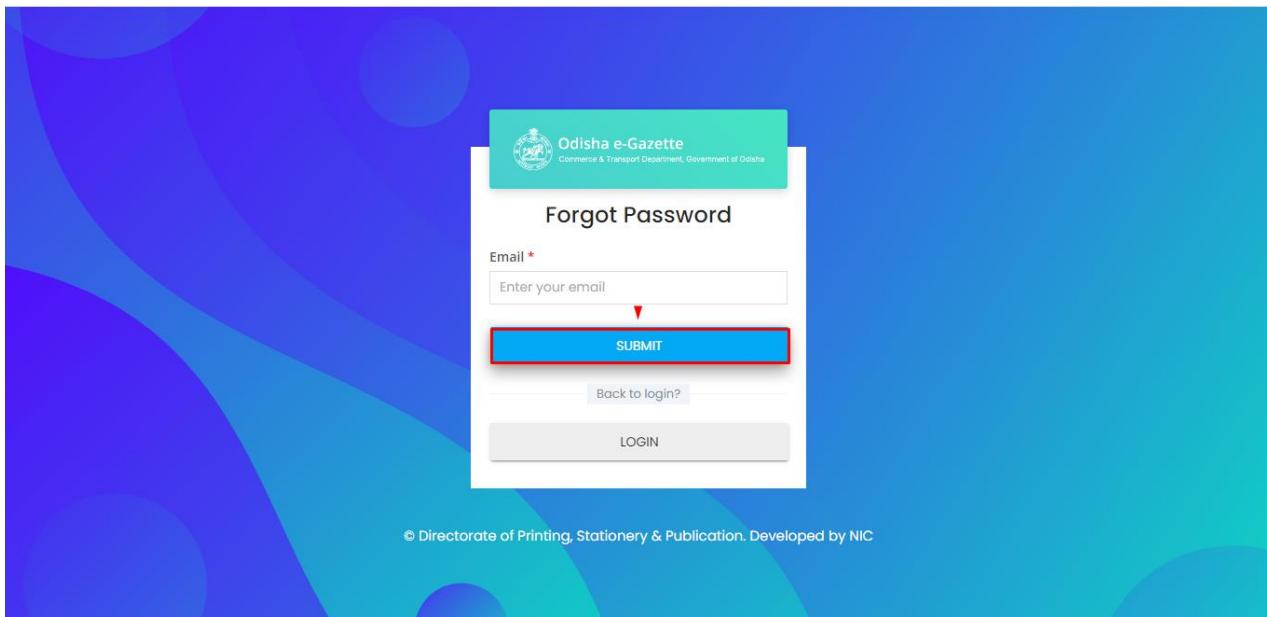
Forgot Password of Nodal Officer / Department User

- 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 forgot password page as shown in below image.

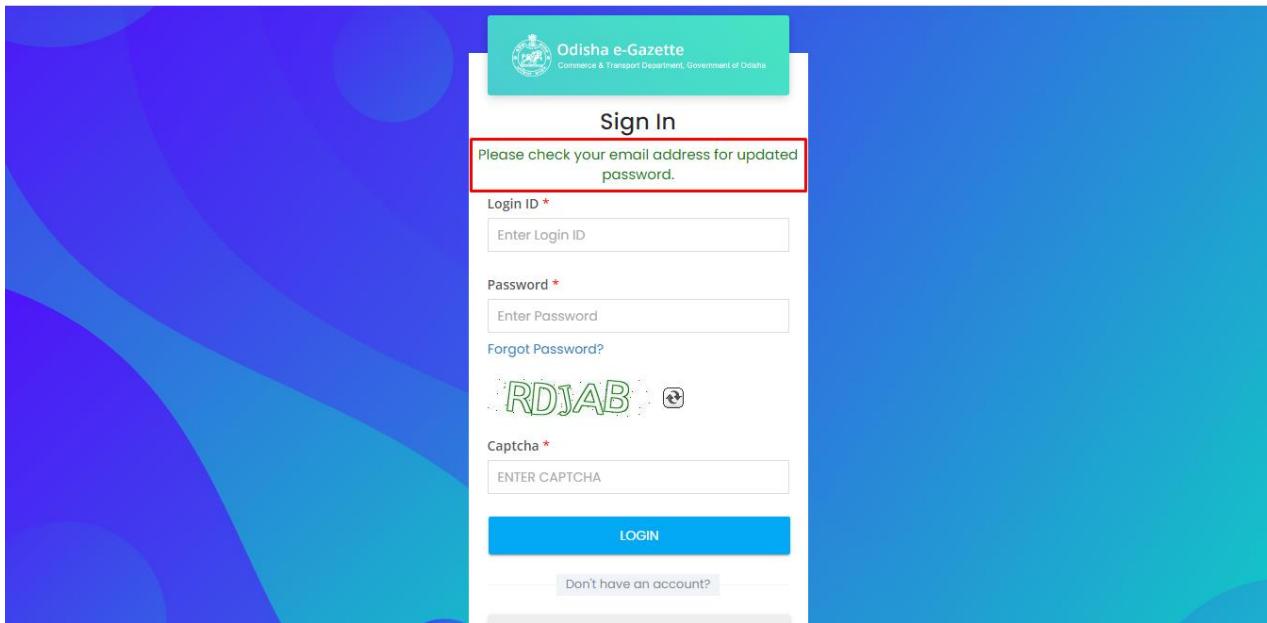


Forgot Password

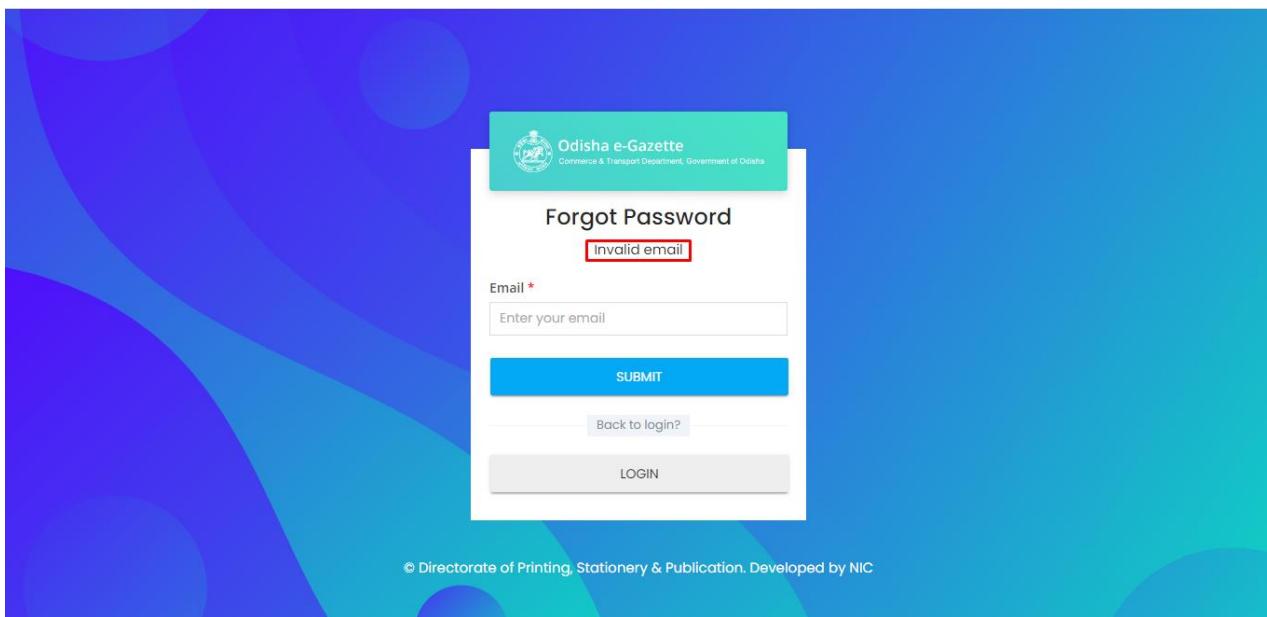
- In this forgot password page you have to write your registered email id in the input field then click on the “**submit**” button as shown in below image.



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



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



Dashboard

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

The Odisha Gazette
Government of Odisha

Co-operation Department

User Manual

Dashboard

Gazette

Recent Pending Gazette

Sl. No.	Subject	Date	Dept. Document	Status	Action
1	testing I23456	28-03-2023 01:11 PM	View	Forward To Pay	View
2	sfgnghmhn	23-03-2023 01:26 PM	View	Processor Returned	View
3	kjhvbdkjvnvvbj	22-03-2023 06:59 PM	View	Verifier Approved	View
4	xyzuijhvbfbjvbj	22-03-2023 06:20 PM	View	Press Approved	View
5	Test Notification	04-03-2023 05:06 PM	View	Press Returned	View

localhost/egazette/uploads/dept_pdf/1679558196_31.pdf

Gazette Submission

- The department nodal officer needs to upload the gazette required content and save as PDF.
- Nodal officer can be able to submit extraordinary gazette & weekly gazettes in different parts which are published on weekly basis.
- Extraordinary gazette** can be 2 types
 - Free
 - Payment of Cost

Co-operation Department

User Manual

Dashboard > Extraordinary Gazette

Pending Extraordinary Gazette

Sl. No.	Subject	Payment Type	Date	Dept. Document	Status	Action
1	testing I23456	Payment of Cost	28-03-2023 01:11 PM	View	Forward To Pay	View
2	sfgnghmhn	Payment of Cost	23-03-2023 01:26 PM	View	Processor Returned	View
3	kjhvbdkjvnvvbj	Payment of Cost	22-03-2023 06:59 PM	View	Verifier Approved	View
4	xyzuijhvbfbjvbj	Free	22-03-2023 06:20 PM	View	Press Approved	View
5	Test Notification	Free	04-03-2023 05:06 PM	View	Press Returned	View
6	Test Subject	Free	23-02-2023 01:36 PM	View	Press Approved	View
7	Test Paid	Payment of Cost	21-02-2023 04:03 PM	View	Payment Completed	View

Free Extraordinary Gazette

Nodal officer to make the entry of content details / notification along with other details and upload the notification/content details in MS Word format and save the Word file content to PDF format in case of Free extraordinary gazettes as per the below fields.

- Payment Type (Free)
- Subject
- Notification Type
- Order No.
- Keywords
- Gazette Official Copy (MS Word)
- SRO No (Yes/NO)

The screenshot shows the 'Add Extraordinary Gazette' form on a web application. The top navigation bar includes 'Co-operation Department', 'User Manual', a bell icon, and a user profile icon. The main form area has the title 'Add Extraordinary Gazette'. It contains several input fields and sections:

- Payment Type :** *
Radio buttons: Free, Payment of Cost
- Subject :** *
Text input field
- Notification Type :** *
Text input field labeled 'Select Notification Type'
- Order Number :** *
Text input field
- Keywords :** *
Text input field labeled 'Use comma for multiple keywords'
- Gazette (Official Copy):** *
File upload button labeled '+ CHOOSE FILE' with a Microsoft Word icon. Below it, text says 'Maximum 30 MB allowed.'
- SRO No :** *
Radio buttons: NO, YES

- After submitting the gazette by the department then the gazette goes to “**Govt. Press**” for publish, if there was any mistake found in gazette then they sent the gazette return back to the department for correction of the mistake and resubmit the gazette as shown in below image.

The screenshot shows the 'Co-operation Department' view in the e-Gazette system. The 'Department Gazette Details' section contains the following information:

Department Name : Co-operation Department	Gazette Type : Extraordinary
Payment Type : Free	Created Datetime : 01-04-2023 11:43 AM
Subject : uttam	Notification Type : ORDER NUMBER
Notification Number : slno9348	
Status : Press Returned	Reject Remarks : return

The 'Status History' and 'Document History' sections show the following entries:

Dept. Saved	01-04-2023 11:43 AM
Dept. Submitted	01-04-2023 12:06 PM
Press Returned	03-04-2023 05:31 PM

The 'Re-Submit Gazette' section includes a file input field labeled 'Gazette (Official Copy): *' with a 'Word' icon, a 'CHOOSE FILE' button, and a note stating 'Maximum 30 MB allowed.' A 'RESUBMIT' button is located at the bottom right.

- Now choose the correct file then click on the “**Resubmit**” button placed in the right side below of the page, now it goes too resubmitted to the Govt. Press for publishing the gazette, after completing the e-sign process.

E-Sign Process

- The “**SIGN PDF**” button placed in right side bottom of the page. That “**SIGN PDF**” button showing after checked by the user, the checkbox of verified and certified as shown in below image.

The screenshot shows the 'Co-operation Department' section of the Odisha Gazette website. The left sidebar has a 'Dashboard' button and a 'Gazette' section with 'Extraordinary Gazette' and 'Weekly Gazette' options. The main content area shows a green banner with the message 'Gazette updated successfully'. Below it is a PDF viewer showing the document '1680523349_36.pdf'. The PDF contains a 'SCHEDULE' table:

Sl. No.	Name of the village	Thana No.	Name of the Police Station
1	AMATPANI	62	TALSARA
2	BAGLATA	53/102	-DO-
3	BALISANKARA	45	-DO-
4	BANDEGA	2	-DO-
5	BANDHBAHAL	18	KINJIRKELA

At the bottom of the PDF viewer, there is a checked checkbox: 'Verified & Certified that the Contents Uploaded for Gazette Publication have been prepared in accordance to the Guidelines provided in the User Manual & correct in all respects including its format & page setup.' To the right of the checkbox is a blue 'SIGN PDF' button.

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

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

C-DAC's e-Sign Service

View Document Information

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

Enter Your Aadhaar Number [Get Aadhaar Number](#)

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

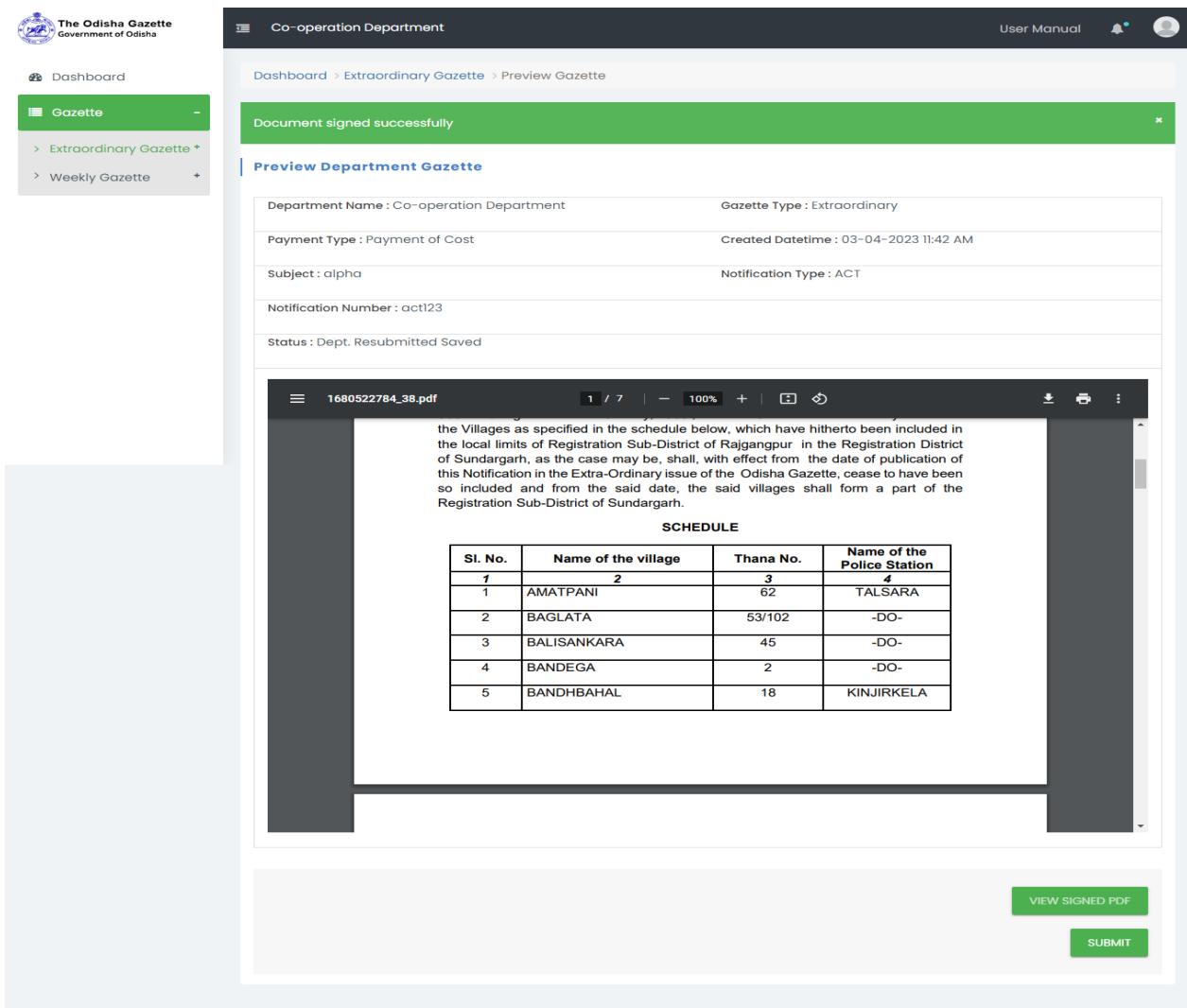
Enter Your Aadhaar TOTP

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

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

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- By the help of this the user can complete the esign process then a preview page will arrive as shown in below image.
- After clicking the submit button placed in right side bottom of the page the gazette will be forward to the Govt. Press for publish.



- After the gazette publish a notification will arrive to the Department user that the “**Extraordinary Gazette published by Govt. Press**”.

Payment of Cost Extraordinary Gazette

Nodal officer to make the entry of content details / notification along with other details and upload the notification/content details in MS Word format and save the Word file content to PDF format in case of Free extraordinary gazettes as per the below fields.

- Payment Type (Payment of Cost)
- Subject

- Notification Type
- Order No.
- Keywords
- Gazette Official Copy (MS Word)
- SRO No (Yes/NO)

Note: Font Style and Font Size for both English and Odia Language. MS Word for Odia font is to be used.

The screenshot shows a web-based application for adding extraordinary gazettes. At the top, there's a navigation bar with 'Co-operation Department' on the left, 'User Manual' in the center, and icons for notifications and user profile on the right. Below the navigation is a breadcrumb trail: 'Dashboard > Add Extraordinary Gazette'. The main form area has a title 'Add Extraordinary Gazette'. It contains several input fields and options:

- Payment Type :** *
Two radio buttons: 'Free' (unchecked) and 'Payment of Cost' (checked).
- Notification Type :** *
A dropdown menu labeled 'Select Notification Type'.
- Keywords :** *
A text input field with placeholder text 'Use comma for multiple keywords'.
- Subject :** *
A text input field.
- Order Number :** *
A text input field.
- Gazette (Official Copy):** *
A file upload field with a 'Choose File' button. A note below says 'Maximum 30 MB allowed.' and there's a small Microsoft Word icon.

 At the bottom right of the form is a green 'SAVE AS PDF' button.

- Once Save As PDF by the nodal officer, system will convert the gazette submitted in MS Word into PDF format and displayed to the nodal officer as shown in the below image.
- Once Submitted, nodal officer can be able to preview the gazette in PDF format before submitting to the Govt. Press in free extraordinary gazette as shown in the below image.
- If the user upload a wrong file then there is a “**Reupload**” button, by clicking this button this page will be redirected to reupload page where you can able to reupload the file.

The screenshot shows the 'Preview Department Gazette' page. At the top, there's a header bar with 'Co-operation Department' and 'User Manual' links. Below the header, the breadcrumb navigation shows 'Dashboard > Extraordinary Gazette > Preview Gazette'. The main content area has a title 'Preview Department Gazette' and a 'REUPLOAD' button. A table displays the following information:

Department Name : Co-operation Department	Gazette Type : Extraordinary
Payment Type : Free	Created Datetime : 01-04-2023 11:43 AM
Subject : uttam	Notification Type : ORDER NUMBER
Notification Number : slno9348	
Status : Dept. Saved	

Below the table is a PDF viewer window titled '1680329612_36.pdf'. The PDF content includes:

**GOVERNMENT OF ODISHA
REVENUE AND DISASTER MANAGEMENT DEPARTMENT**

NOTIFICATION
Dated, Bhubaneswar, the

No. RDM-Reg-REGN-0025-2017 _____ / R&DM, In exercise of the power conferred by sub-section (1) of the section 5 and sub-section (1) of the section 7 of the Registration Act, 1908 (16 of 1908), read with section 6 thereof and in partial modification of the Notification of the erstwhile Revenue and Excise Department No. 22071 D/B/200 dated the 20th May, 1925 the State Government do hereby direct that

At the bottom left, there's a checkbox with the text: 'Verified & Certified that the Contents Uploaded for Gazette Publication have been prepared in accordance to the Guidelines provided in the User Manual & correct in all respects including its format & page setup.'

Nodal Officer e-Sign Process

- A verified button or checkbox placed in the left side bottom of the page after clicking that the “Sign PDF” button will be shown in the right side bottom of the page.
- Nodal officer to e-Sign the uploaded gazette by using Sign PDF option and the user will be redirected to the CDAC authorization web page.
- Once nodal officer click “Sign PDF” button, system will redirect to the CDAC portal for e-Sign process.

The screenshot shows the 'Preview Department Gazette' page for the 'Co-operation Department'. The page includes the following details:

- Department Name:** Co-operation Department
- Gazette Type:** Extraordinary
- Payment Type:** Free
- Created Datetime:** 01-04-2023 11:43 AM
- Subject:** uttam
- Notification Type:** ORDER NUMBER
- Notification Number:** slno9348
- Status:** Dept. Saved

The PDF preview shows the following content:

**GOVERNMENT OF ODISHA
REVENUE AND DISASTER MANAGEMENT DEPARTMENT**

NOTIFICATION
Dated, Bhubaneswar, the

No. RDM-Reg-REGN-0025-2017 _____ / R&DM, In exercise of the power conferred by sub-section (1) of the section 5 and sub-section (1) of the section 7 of the Registration Act, 1908 (16 of 1908), read with section 6 thereof and in partial modification of the Notification of the erstwhile Revenue and Excise Department No. 26001 R/Decr dated the 20th May, 1925 the State Government do hereby direct that

Verified & Certified that the Contents Uploaded for Gazette Publication have been prepared in accordance to the Guidelines provided in the User Manual & correct in all respects including its format & page setup.

SIGN PDF

- Nodal officer need to provide the Aadhaar number on CDAC web page and submit after receiving OTP in his/her registered mobile number.
- Once OTP will be submitted and verified by the CDAC server, gazette notification will be e-Signed successfully.



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



CDAC's e-Sign Service

[View Document Information](#)

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

Enter Your Aadhaar Number [Get OTP](#)

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

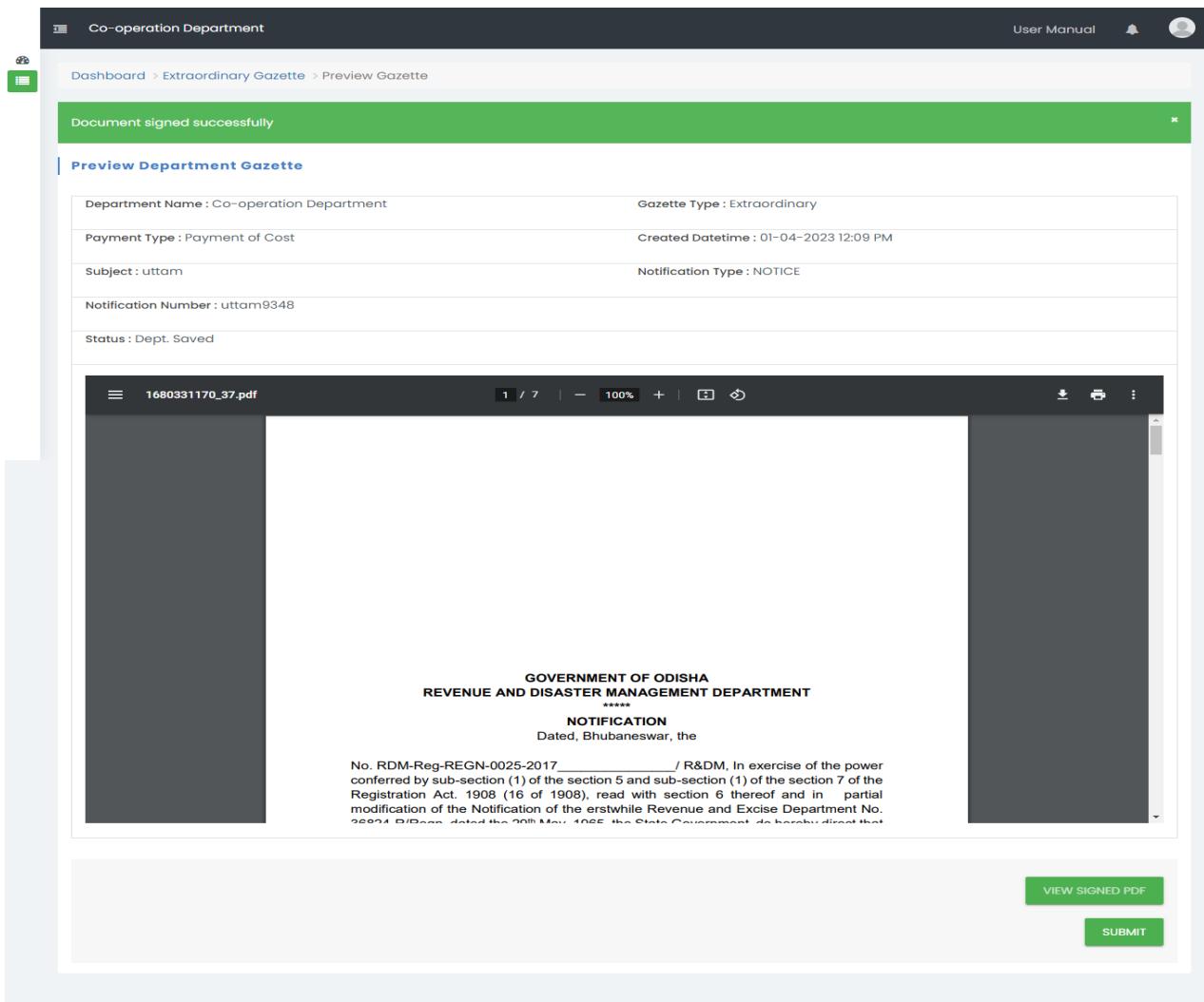
Enter Your Aadhaar OTP

[Get OTP](#) [Cancel](#)

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Final Gazette Submission to Govt. Press (Free Extraordinary Gazette)

- Final e-Signed gazette notification may be submitted to Govt. Press for final gazette publication for public usage by clicking on the submit button placed in right side bottom of the page as shown in below image.



- If Govt. Press returned the gazette along with remarks, department user will be notified using email and SMS.
- If a gazette has been returned, department needs to resubmit the gazette by uploading the updated Microsoft Word file.
- Once Govt. Press published the gazette after adding docket and footer to the gazette submitted by department user.
- Once a gazette has been published, will be available for public to view and download the gazette notification.
- Department can share the published gazettes on social media pages for the concerned department.

Final Gazette Submission (Payment of Cost Extraordinary Gazette)

- In case of Payment of Cost gazette, once submitted by the department nodal officer, gazette will be submitted to the Commerce & Transport Department, Govt. of Odisha for scrutinization of the gazette.

- If Commerce & Transport department user returned the Payment of Cost gazette, Department need to resubmit the gazette in the portal.

- Now choose the correct file then click on the “**Resubmit**” button placed in the right side below of the page, now it goes too resubmitted to the Govt. Press for publishing the gazette, after completing the e-sign process.

E-Sign Process

- The “**SIGN PDF**” button placed in right side bottom of the page. That “**SIGN PDF**” button showing after checked by the user, the checkbox of verified and certified as shown in below image.

The screenshot shows the e-Gazette Department User Manual interface. At the top, there is a header with the logo of The Odisha Gazette, Government of Odisha, and the title "Co-operation Department". On the right side of the header, there are links for "User Manual", a bell icon, and a user profile icon.

The main content area has a left sidebar with a "Dashboard" button and a "Gazette" section containing "Extraordinary Gazette" and "Weekly Gazette" options. The main panel shows a breadcrumb navigation path: Dashboard > Extraordinary Gazette > Preview Resubmit Gazette. Below this, a green banner displays the message "Gazette updated successfully".

The central part of the screen shows a PDF viewer for "1680523349_36.pdf". The PDF content includes a note about villages being included in the local limits of Registration Sub-District of Rajgangpur in the Registration District of Sundargarh, followed by a "SCHEDULE" table:

Sl. No.	Name of the village	Thana No.	Name of the Police Station
1	AMATPANI	62	TALSARA
2	BAGLATA	53/102	-DO-
3	BALISANKARA	45	-DO-
4	BANDEGA	2	-DO-
5	BANDHBAHAL	18	KINJIRKELA

At the bottom of the PDF viewer, there is a checkbox with the text "Verified & Certified that the Contents Uploaded for Gazette Publication have been prepared in accordance to the Guidelines provided in the User Manual & correct in all respects including its format & page setup." To the right of the checkbox is a blue "SIGN PDF" button.

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



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



C-DAC's eSign Service

CDAC's e-Sign Service

View Document Information

Aadhaar Number Virtual ID UID Token

[Get Virtual ID](#)

Enter Your Aadhaar Number

Aadhaar TOTP Aadhaar OTP

[How to generate TOTP?](#)

Enter Your Aadhaar TOTP

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

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- By the help of this the user can complete the esign process then a preview page will arrive as shown in below image.
- After clicking the submit button placed in right side bottom of the page the gazette will be forward to the C&T Processor for further process.

The screenshot shows the e-Gazette Department User Manual interface. At the top left is the Odisha Gazette logo with the text "The Odisha Gazette Government of Odisha". The top right features a "User Manual" link, a bell icon, and a user profile icon. The main navigation bar includes "Dashboard", "Gazette" (selected), "Extraordinary Gazette *", and "Weekly Gazette".

The central content area displays a success message: "Document signed successfully". Below this is the "Preview Department Gazette" section. It shows the following details:

- Department Name : Co-operation Department
- Gazette Type : Extraordinary
- Payment Type : Payment of Cost
- Created Datetime : 03-04-2023 11:42 AM
- Subject : alpha
- Notification Type : ACT
- Notification Number : act123
- Status : Dept. Resubmitted Saved

The preview window displays a PDF titled "1680522784_38.pdf". The content of the PDF is as follows:

the Villages as specified in the schedule below, which have hitherto been included in the local limits of Registration Sub-District of Rajgangpur in the Registration District of Sundargarh, as the case may be, shall, with effect from the date of publication of this Notification in the Extra-Ordinary issue of the Odisha Gazette, cease to have been so included and from the said date, the said villages shall form a part of the Registration Sub-District of Sundargarh.

SCHEDULE

Sl. No.	Name of the village	Thana No.	Name of the Police Station
1	AMATPANI	62	TALSARA
2	BAGLATA	53/102	-DO-
3	BALISANKARA	45	-DO-
4	BANDEGA	2	-DO-
5	BANDHBAHAL	18	KINJIRKELA

VIEW SIGNED PDF
SUBMIT

- If the C&T Verifier found any mistake in gazette then the user send back to the department user for correction of the mistake then resubmit as shown in below image.

The screenshot shows the e-Gazette Department User Manual interface. At the top, there is a header with the logo of The Odisha Gazette, Government of Odisha, and navigation links for User Manual and Profile.

Department Extraordinary Gazette Details:

Department Name : Co-operation Department	Gazette Type : Extraordinary
Payment Type : Payment of Cost	Created Datetime : 03-04-2023 11:42 AM
Subject : alpha	Notification Type : ACT
Notification Number : act123	
Status : Verifier Returned	
Dept. Gazette (Official Copy) :	

Status History:

Dept. Saved	03-04-2023 11:42 AM
Dept. Submitted	03-04-2023 11:43 AM
Processor Returned (Remarks: return to dept.)	03-04-2023 12:35 PM
Dept. Resubmitted Saved	03-04-2023 05:23 PM
Dept. Resubmitted	03-04-2023 06:09 PM
Processor Returned (Remarks: return)	03-04-2023 06:09 PM
Dept. Resubmitted Saved	03-04-2023 06:35 PM
Dept. Resubmitted	03-04-2023 06:36 PM
Processor Approved (Remarks: forward)	03-04-2023 06:36 PM
Verifier Returned (Remarks: return)	03-04-2023 06:39 PM

Document History:

	03-04-2023 06:35 PM
	03-04-2023 05:23 PM
	03-04-2023 11:42 AM

Re-Submit Gazette:

Gazette (Official Copy): *

CHOOSE FILE

Maximum 5 MB allowed.

RESUBMIT

- Now choose the correct file then click on the “**Resubmit**” button placed in the right side below of the page, now it goes too resubmitted to the Govt. Press for publishing the gazette, after completing the e-sign process.

E-Sign Process

- The “**SIGN PDF**” button placed in right side bottom of the page. That “**SIGN PDF**” button showing after checked by the user, the checkbox of verified and certified as shown in below image.



The Odisha Gazette
Government of Odisha

Co-operation Department

User Manual

Dashboard

Gazette

> Extraordinary Gazette +

> Weekly Gazette +

Resubmit Gazette

Gazette updated successfully

1680523349_36.pdf

the Villages as specified in the schedule below, which have hitherto been included in the local limits of Registration Sub-District of Rajangpur in the Registration District of Sundargarh, as the case may be, shall, with effect from the date of publication of this Notification in the Extra-Ordinary issue of the Odisha Gazette, cease to have been so included and from the said date, the said villages shall form a part of the Registration Sub-District of Sundargarh.

SCHEDULE

Sl. No.	Name of the village	Thana No.	Name of the Police Station
1	AMATPANI	62	TALSARA
2	BAGLATA	53/102	-DO-
3	BALISANKARA	45	-DO-
4	BANDEGA	2	-DO-
5	BANDHBAHAL	18	KINJIRKELA

Verified & Certified that the Contents Uploaded for Gazette Publication have been prepared in accordance to the Guidelines provided in the User Manual & correct in all respects including its format & page setup.

SIGN PDF

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

You are currently using C-DAC eSign Service and have been redirected from [Kashikar](#)

CDAC's e-Sign Service

View Document Information

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

Enter Your Aadhaar Number [Get Aadhaar Number](#)

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

Enter Your Aadhaar TOTP [Get Aadhaar TOTP](#)

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

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

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- By the help of this the user can complete the esign process then a preview page will arrive as shown in below image.
- After clicking the submit button placed in right side bottom of the page the gazette will be forward to the C&T Processor for further process.

The screenshot shows the e-Gazette Department User Manual interface. At the top left is the Odisha Gazette logo with the text "The Odisha Gazette Government of Odisha". The top right features a "User Manual" link, a bell icon, and a user profile icon. The main header "Co-operation Department" is displayed above a navigation bar with "Dashboard", "Gazette", "Extraordinary Gazette *", and "Weekly Gazette". The "Gazette" section is currently active.

The main content area shows a success message: "Document signed successfully". Below this is a "Preview Department Gazette" section. It displays the following details:

- Department Name : Co-operation Department
- Gazette Type : Extraordinary
- Payment Type : Payment of Cost
- Created Datetime : 03-04-2023 11:42 AM
- Subject : alpha
- Notification Type : ACT
- Notification Number : act123
- Status : Dept. Resubmitted Saved

The preview area shows a PDF titled "1680522784_38.pdf" containing a schedule of villages. The text in the PDF reads:

the Villages as specified in the schedule below, which have hitherto been included in the local limits of Registration Sub-District of Rajgangpur in the Registration District of Sundargarh, as the case may be, shall, with effect from the date of publication of this Notification in the Extra-Ordinary issue of the Odisha Gazette, cease to have been so included and from the said date, the said villages shall form a part of the Registration Sub-District of Sundargarh.

SCHEDULE

Sl. No.	Name of the village	Thana No.	Name of the Police Station
1	2	3	4
1	AMATPANI	62	TALSARA
2	BAGLATA	53/102	-DO-
3	BALISANKARA	45	-DO-
4	BANDEGA	2	-DO-
5	BANDHBAHAL	18	KINJIRKELA

At the bottom right of the preview area are two buttons: "VIEW SIGNED PDF" and "SUBMIT".

- If the C&T Approver found any mistake in gazette then the user send back to the department user for correction of the mistake then resubmit as shown in below image.

e-Gazette Department User Manual

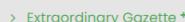
The Odisha Gazette
Government of Odisha

Co-operation Department

User Manual 

Dashboard 

Gazette 

> Extraordinary Gazette 

> Weekly Gazette 

Department Extraordinary Gazette Details

Department Name : Co-operation Department	Gazette Type : Extraordinary
Payment Type : Payment of Cost	Created Datetime : 03-04-2023 11:42 AM
Subject : alpha	Notification Type : ACT
Notification Number : act123	
Status : Approver Returned	
Dept. Gazette (Official Copy) :	

Status History

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

Document History

	03-04-2023 06:40 PM
	03-04-2023 06:35 PM
	03-04-2023 05:23 PM
	03-04-2023 11:42 AM

Re-Submit Gazette

Gazette (Official Copy): * 

+ CHOOSE FILE

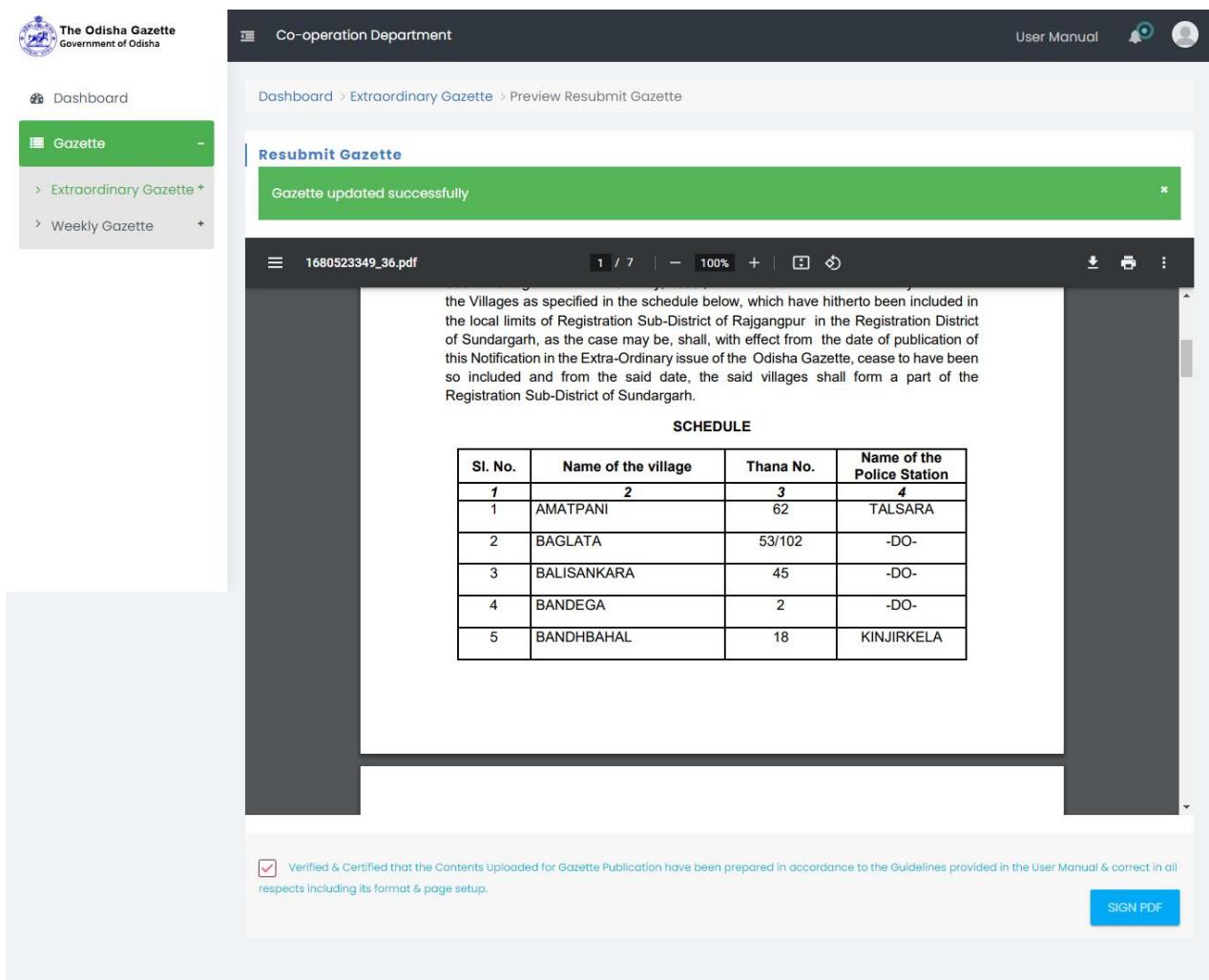
Maximum 5 MB allowed.

RESUBMIT

- Now choose the correct file then click on the “**Resubmit**” button placed in the right side below of the page, now it goes too resubmitted to the Govt. Press for publishing the gazette, after completing the e-sign process.

E-Sign Process

- The “**SIGN PDF**” button placed in right side bottom of the page. That “**SIGN PDF**” button showing after checked by the user, the checkbox of verified and certified as shown in below image.



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



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



C-DAC's eSign Service

CDAC's e-Sign Service

View Document Information

Aadhaar Number Virtual ID UID Token

[Get Virtual ID](#)

Enter Your Aadhaar Number

Aadhaar TOTP Aadhaar OTP

[How to generate TOTP?](#)

Enter Your Aadhaar TOTP

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

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- By the help of this the user can complete the esign process then a preview page will arrive as shown in below image.
- After clicking the submit button placed in right side bottom of the page the gazette will be forward to the C&T Processor for further process.

Document signed successfully

Preview Department Gazette

Department Name : Co-operation Department	Gazette Type : Extraordinary
Payment Type : Payment of Cost	Created Datetime : 03-04-2023 11:42 AM
Subject : alpha	Notification Type : ACT
Notification Number : act123	
Status : Dept. Resubmitted Saved	

1680522784_38.pdf

The Villages as specified in the schedule below, which have hitherto been included in the local limits of Registration Sub-District of Rajgangpur in the Registration District of Sundargarh, as the case may be, shall, with effect from the date of publication of this Notification in the Extra-Ordinary issue of the Odisha Gazette, cease to have been so included and from the said date, the said villages shall form a part of the Registration Sub-District of Sundargarh.

SCHEDULE

Sl. No.	Name of the village	Thana No.	Name of the Police Station
1	AMATPANI	62	TALSARA
2	BAGLATA	53/102	-DO-
3	BALISANKARA	45	-DO-
4	BANDEGA	2	-DO-
5	BANDHBAHAL	18	KINJIRKELA

VIEW SIGNED PDF

SUBMIT

- Govt. Press forward to department for the payment complete, if the payment will completed then the gazette will send to the Govt. Press for completing the further procedure of gazette publishing.

e-Gazette Department User Manual



The Odisha Gazette
Government of Odisha

- [Dashboard](#)
- [Gazette](#)
 - > [Extraordinary Gazette *](#)
 - > [Weekly Gazette *](#)

Co-operation Department

Dashboard > Extraordinary Gazette > View Details
User Manual

Department Extraordinary Gazette Details

Department Name : Co-operation Department	Gazette Type : Extraordinary
Payment Type : Payment of Cost	Created Datetime : 03-04-2023 11:42 AM
Subject : alpha	Notification Type : ACT
Notification Number : act123	
Status : Forward To Pay	
Dept. Gazette (Official Copy) :	

c7cb94a4-b202-4063-ae74-434881e26a2b... 1 / 7 - 100% + ⌂ ⌃

No. of Pages : 7
Per Page Price : 529
Total : 3703

[PROCEED TO PAY](#)

Status History

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

Document History

	03-04-2023 06:46 PM
	03-04-2023 06:40 PM
	03-04-2023 06:35 PM
	03-04-2023 05:23 PM
	03-04-2023 11:42 AM

32 / 50

- After submitting the gazette it will be shown in the pending listing page as shown in below image, and this pending link will be appear when the user clicking “**Gazette**” which placed in the side bar, there is 2 options will appear as a dropdown is “**Extraordinary**” and “**Weekly**”.
- When the user clicking on the “**Extraordinary**” button then 3 option will be appear as a dropdown “**Add Gazette**”, “**Pending**” & “**Published**”.
- If the user clicking on the “**Pending**” link then pending list page will be open as shown in below.

The screenshot shows the 'Pending Extraordinary Gazette' list. The table has columns: Sl. No., Subject, Payment Type, Date, Dept. Document, Status, and Action. The 'Action' column contains an 'Eye' icon for each row, with the first one highlighted by a red box.

Sl. No.	Subject	Payment Type	Date	Dept. Document	Status	Action
1	uttam	Payment of Cost	01-04-2023 12:09 PM	View	Dept. Saved	
2	uttam	Free	01-04-2023 11:43 AM	View	Dept. Submitted	
3	testing 123456	Payment of Cost	28-03-2023 01:11 PM	View	Forward To Pay	
4	sfgnghmhn	Payment of Cost	23-03-2023 01:26 PM	View	Processor Returned	
5	kjhvbdikjvnvvbj	Payment of Cost	22-03-2023 06:59 PM	View	Verifier Approved	
6	xyzuijhvbfbjvjbj	Free	22-03-2023 06:20 PM	View	Press Approved	
7	Test Notification	Free	04-03-2023 05:06 PM	View	Press Returned	

- And by clicking on the “**EYE icon**” button in the action column of the table the page will be redirect to the view details page of the gazette as shown in below image.

The screenshot shows the e-Gazette Department User Manual interface. At the top, there is a header with the Odisha Government logo and the text "The Odisha Gazette Government of Odisha". Below the header, the title "Co-operation Department" is displayed. On the right side of the header, there are links for "User Manual", a bell icon, and a user profile icon.

The main content area has a sidebar on the left with a green header "Gazette" containing "Extraordinary Gazette" and "Weekly Gazette". The main content area shows "Department Gazette Details" for the "Co-operation Department". The details include:

- Department Name: Co-operation Department
- Gazette Type: Extraordinary
- Payment Type: Free
- Created Datetime: 01-04-2023 11:43 AM
- Subject: uttam
- Notification Type: ORDER NUMBER
- Notification Number: slno9348
- Status: Dept. Submitted
- Dept. Gazette (Official Copy): (Icon)

Below this, there are sections for "Status History" and "Document History", each with a single entry:

- Status History: Dept. Saved (01-04-2023 11:43 AM) and Dept. Submitted (01-04-2023 12:06 PM).
- Document History: (Icon) (01-04-2023 11:43 AM).

- If the user want to show the list of the published gazette then the user need to click on “**Published**” link in the side bar as shown in below image.
- If the user want to share in Facebook and Twitter then clicking the icon of Facebook or Twitter icon where the user have to share as shown in below image.

The screenshot shows the 'Published Extraordinary Gazette' section of the e-Gazette interface. The left sidebar has a 'Published' section with a red box around the 'Published' link. The main area displays a table with six rows of gazette entries. Each row includes columns for Sl. No., Subject, Payment Type, Date, Dept. Document, Press PDF, Status, and Action. The 'Action' column contains three buttons: an eye icon (highlighted with a red box), a Share button, and a Twitter button.

Sl. No.	Subject	Payment Type	Date	Dept. Document	Press PDF	Status	Action
1	testing return	Payment of Cost	24-03-2023 05:46 PM	View	View	Press Published	
2	test notification	Payment of Cost	24-03-2023 03:40 PM	View	View	Press Published	
3	sdfgbfgb	Payment of Cost	23-03-2023 02:43 PM	View	View	Press Published	
4	fsfsf gdgf	Free	20-03-2023 01:18 PM	View	View	Press Published	
5	Test Subject	Free	17-02-2023 05:53 PM	View	View	Press Published	
6	Sales Tax Rules Changed	Free	11-11-2021 12:29 PM	View	View	Press Published	

- And by clicking on the “EYE icon” button in the action column of the table the page will be redirect to the view details page of the gazette as shown in below image.

The screenshot shows the e-Gazette Department User Manual interface. At the top left is the Odisha Gazette logo with the text "The Odisha Gazette Government of Odisha". The top right features a "User Manual" link, a bell icon, and a user profile icon. The main header "Co-operation Department" is centered above a breadcrumb navigation path: "Dashboard > Extraordinary Gazette > View Details". On the left, a sidebar menu has "Gazette" selected, with options like "Extraordinary Gazette" and "Weekly Gazette". The main content area displays "Department Gazette Details" for the "Co-operation Department". It includes fields for "Gazette Type" (Extraordinary), "Payment Type" (Payment of Cost), "Subject" (test notification), "Notification Number" (test123), "Issue Date" (FRIDAY, MARCH 24, 2023), and "Status" (Press Published). Below this are download links for "Dept. Gazette (Official Copy)" and "Press Gazette (Signed PDF)". A "Status History" section lists events with timestamps: Dept. Saved (24-03-2023 03:40 PM), Dept. Submitted, Processor Approved, Verifier Approved, Approver Approved, Forward To Pay, Payment Completed, Press Approved, and Press Published. A "Document History" section shows a single entry with the timestamp 24-03-2023 03:40 PM.

- After clicking the filter icon the filter section will be appear.
- And there is a multiple options for user put the data of the gazette which user want to view then clicking on “**Search**” button.
- Then the filter search the gazette which related to the given details and the result shown in the table.

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

Weekly Gazette

- The weekly gazette is published only in Friday of each week by the department.
- Nodal officer of the department can be able to submit the Weekly Gazettes by selecting following fields.
 - Part No
 - Section
 - Subject
 - Keywords
 - Notification Type
 - Order No
 - Gazette Official Copy (MS Word)
 - Week
- The weekly gazettes received from different departments throughout the week & merged together in one file and published.
- The weekly gazettes contain multiple gazette number & multiple departments.
- The weekly gazette has 12 parts (Part-I to part-XII) and 2 supplements and one appendix.
- Each part, supplement and appendix have gazette number in a weekly gazette.
- The weekly gazette may have different gazette number & page numbers, but the date for gazette is same.

- In weekly gazette, the parts have Headers in Each page, starting from 2nd page of each part and the last page of each part with footer & unlike extraordinary gazette it does not require the imprint line in footer.
- The contents of the part are sorted one after the other, starting from Department name, type of content, date and content.
- Again in the next part (have Different Gazette Number & Page Number) starts with the docket, followed by PART Number, the Related Contents & Header-Footer.

The screenshot shows the 'Add Weekly Gazette' form interface. At the top, there's a header bar with the text 'Co-operation Department', 'User Manual', and a user profile icon. Below the header, the breadcrumb navigation shows 'Dashboard > Weekly Gazette > Add Weekly Gazette'. The main form area has several input fields:

- Part : ***: A dropdown menu labeled 'Select Part'.
- Section : ***: An empty input field.
- Subject : ***: An empty input field.
- Keywords : ***: An input field with placeholder text 'Use comma for multiple keywords'.
- Notification Type : ***: A dropdown menu labeled 'Select Notification Type'.
- Order/Notification Number : ***: An empty input field with a note below stating 'Only (A-Za-z0-9(-,.,,Comma, &)) characters are allowed.'
- Gazette (Official Copy) : ***: A file upload section with a 'Choose File' button and a note 'Maximum 30 MB allowed.' There is also a small icon with a 'W' symbol.
- SAVE AS PDF**: A green button located at the bottom right of the form.

- Department can be able to preview the weekly gazette part in PDF format after submitting “**Save AS PDF**” button in the portal.
- In the preview page, nodal officer need to click the checkbox of verified certificate placed in the left side bottom of the page, After clicking that “**Sign PDF**” button will be appear.
- Then nodal officer need to click the button “**Sign PDF**” for e-Sign the PDF document as shown in the below image.

The screenshot shows the e-Gazette Department User Manual interface. At the top, there is a header with the Odisha Gazette logo and navigation links for 'User Manual', 'Dashboard', and 'Logout'. The main content area is titled 'Co-operation Department' and shows a 'Preview Weekly Gazette' page. The page displays various metadata fields such as Year: 2023, Week: 14, Part No: Part - II, Section: Educational Notices, Programmes and Results of School and College Examinations and other Examinations, etc., Gazette Type: Weekly, Created Datetime: 01-04-2023 12:20 PM, Subject: College Exams, Notification Type: NOTICE, Notification Number: notice-11, Dept. Gazette (Official Copy) status: Dept. Saved, and a file icon. Below this, a PDF viewer window shows the document '1680331814_16.pdf' with the title 'CO-OPERATION DEPARTMENT' and the text 'Lorem ipsum'. The PDF content includes a bolded section 'Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc ac faucibus odio.' followed by a paragraph of Latin text and a bulleted list. At the bottom of the PDF viewer, there is a checked checkbox with the text 'Verified & Certified that the Contents Uploaded for Gazette Publication have been prepared in accordance to the Guidelines provided in the User Manual & correct in all respects including its format & page setup.' and a 'SIGN PDF' button.

- Nodal officer need to provide the Aadhaar number on CDAC web page and submit after receiving OTP in his/her registered mobile number.
- Once OTP will be submitted and verified by the CDAC server, gazette notification will be e-Signed successfully.



Ministry of Electronics and
Information Technology
Government of India



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

Aadhaar Based e-Authentication

Enter Your Virtual ID / Aadhaar Number Aadhaar Number

Get Virtual ID

Enter Your Aadhaar OTP

View Document Information

Click to get OTP Cancel

Not Received OTP? Resend OTP

- Once the PDF document has been e-Signed successfully, department need to submit the weekly gazette part to Govt. Press for approval of the gazette.
- If Govt. Press returned the gazette, department nodal officer need to resubmit the weekly gazette part.
- Nodal officer can be able to view the weekly gazette approved & published by the Govt. Press after merging the part wise gazette from different departments on weekly basis.

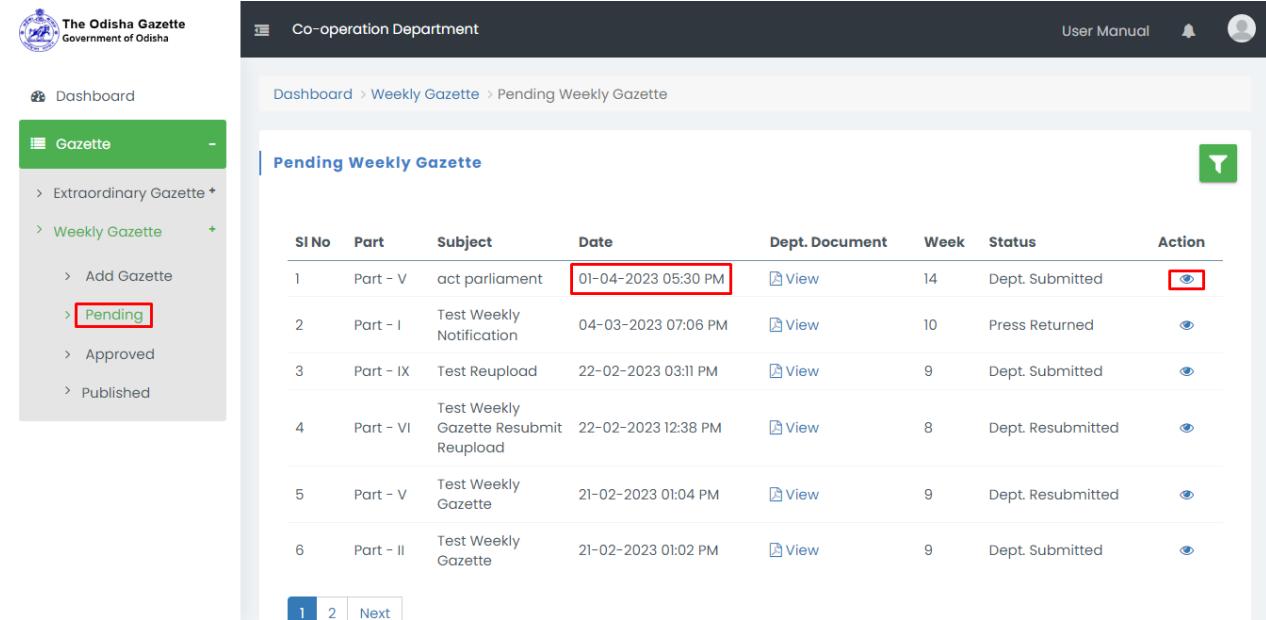
The screenshot shows the e-Gazette Department User Manual interface. At the top, there is a header with the Odisha Gazette logo and the text "Co-operation Department". On the right side of the header, there are links for "User Manual" and a user profile icon. Below the header, the main content area has a breadcrumb navigation path: "Dashboard > Weekly Gazette > Preview Weekly Gazette". A green success message box displays the text "Document signed successfully". The main content area is titled "Preview Weekly Gazette". It contains a table with the following data:

Year : 2023	Week : 14
Part No : Part - V	Section : Acts of the Parliament assented to by the President.
Gazette Type : Weekly	Created Datetime : 01-04-2023 05:30 PM
Subject : act parliament	Notification Type : ACT
Notification Number : act-II	
Dept. Gazette (Official Copy) :	Status : Dept. Saved

Below the table, there is a PDF viewer window showing a document titled "CO-OPERATION DEPARTMENT" from the "GOVERNMENT OF ODISHA REVENUE AND DISASTER MANAGEMENT DEPARTMENT". The document is a notification dated May 29, 1965, regarding the transfer of villages from Rajgangpur to Sundargarh. The PDF viewer includes standard controls like zoom and page navigation.

At the bottom right of the PDF viewer, there are two buttons: "VIEW SIGNED PDF" and "SUBMIT".

- After submitting the gazette the user want to view the gazette by clicking on “Pending” placed in the side bar which opens once click on the “Gazette” link then second click on the “weekly” then 4 options will be appear “Add Gazette” “Pending” “Approved” “published” .
- Then the user have to click on “Pending” link for viewing that gazette as shown in below image.

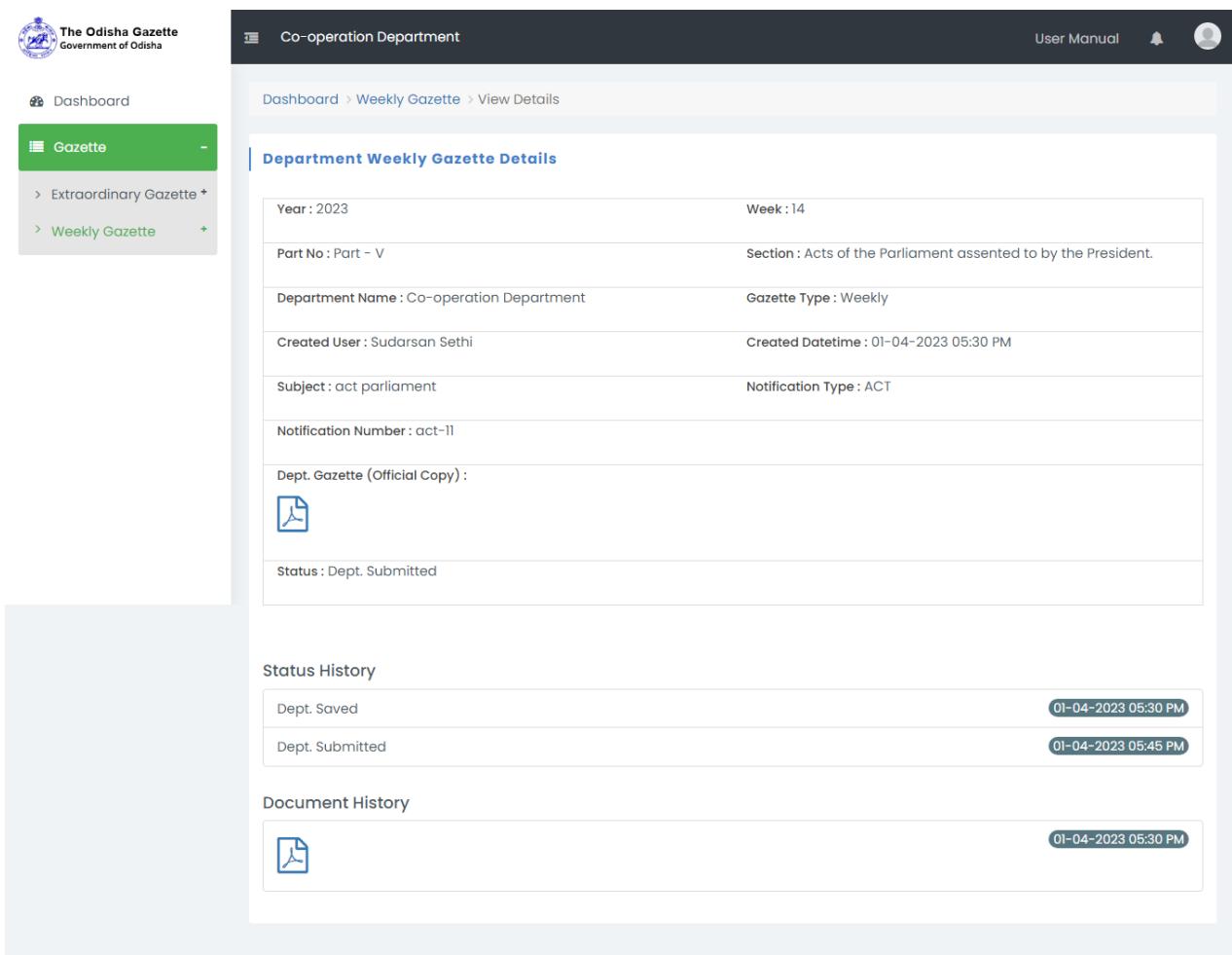


The screenshot shows the 'Pending Weekly Gazette' section of the e-Gazette interface. On the left, a sidebar menu includes 'Dashboard', 'Gazette' (selected), 'Extraordinary Gazette', 'Weekly Gazette' (selected), 'Add Gazette', 'Pending' (highlighted with a red box), 'Approved', and 'Published'. The main content area displays a table of pending weekly gazettes with columns: SI No, Part, Subject, Date, Dept. Document, Week, Status, and Action. The first row's 'Date' column (01-04-2023 05:30 PM) is also highlighted with a red box. The 'Action' column for the first row contains an eye icon, which is also highlighted with a red box.

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

1 2 Next

- After clicking that “EYE icon” placed in the action column of the table it will redirect to the view details page as shown in below image.



The screenshot shows the 'View Details' page for a weekly gazette entry. The left sidebar is identical to the previous screenshot. The main content area displays 'Department Weekly Gazette Details' with various fields: Year: 2023, Week: 14; Part No: Part - V, Section: Acts of the Parliament assented to by the President; Department Name: Co-operation Department, Gazette Type: Weekly; Created User: Sudarsan Sethi, Created Datetime: 01-04-2023 05:30 PM; Subject: act parliament, Notification Type: ACT; Notification Number: act-11; Dept. Gazette (Official Copy): (document icon); Status: Dept. Submitted. Below this, the 'Status History' and 'Document History' sections show the entry's status changes and document versions respectively, each with a timestamp.

Year : 2023	Week : 14
Part No : Part - V	Section : Acts of the Parliament assented to by the President
Department Name : Co-operation Department	Gazette Type : Weekly
Created User : Sudarsan Sethi	Created Datetime : 01-04-2023 05:30 PM
Subject : act parliament	Notification Type : ACT
Notification Number : act-11	
Dept. Gazette (Official Copy) :	(document icon)
Status : Dept. Submitted	

Status History

Dept. Saved	01-04-2023 05:30 PM
Dept. Submitted	01-04-2023 05:45 PM

Document History

(document icon)	01-04-2023 05:30 PM
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- In weekly gazette there is a filter option in gazette listing page which is shown in that listing page by clicking the filter icon.
- There is some few details need to pass in the input field by the help of which it gives the output or the search result as shown in below image.

The screenshot shows the 'Pending Weekly Gazette' page of the e-Gazette system. At the top, there's a navigation bar with the 'Co-operation Department' logo, 'User Manual', and a user profile icon. Below the navigation is a breadcrumb trail: 'Dashboard > Weekly Gazette > Pending Weekly Gazette'. On the left, a sidebar menu under 'Gazette' includes 'Extraordinary Gazette', 'Weekly Gazette' (which is currently selected), 'Add Gazette', 'Pending', 'Approved', and 'Published'. The main content area has a 'Filter' section with fields for 'Status' (Dept. Submitted), 'Year' (Select Year), and 'Week' (Select Week). Below the filter is a 'SEARCH' button and a 'RESET' button (which is highlighted with a red box). The main table, titled 'Pending Weekly Gazette', lists three entries:

SI No	Part	Subject	Date	Dept. Document	Week	Status	Action
1	Part - V	act parliament	01-04-2023 05:30 PM	View	14	Dept. Submitted	
2	Part - IX	Test Reupload	22-02-2023 03:11 PM	View	9	Dept. Submitted	
3	Part - II	Test Weekly Gazette	21-02-2023 01:02 PM	View	9	Dept. Submitted	

- By clicking in the Reset button the search result will be reset and refresh the page of viewing all listing details of the user as shown in below image.

This screenshot shows the same 'Pending Weekly Gazette' page after the 'RESET' button was clicked. The table now displays a different set of six entries:

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

- If the user want to view the all approved weekly gazette by the press then the user need to click on the “**Gazette**” link in the side bar then click in the “**Weekly**” link then click in the “**Approved**” link then the page will be redirect to the approve view page where all Press Approved gazettes will be shown in a table as shown in below image.

The screenshot shows the 'Co-operation Department' dashboard with the 'Approved Weekly Gazette' view. The left sidebar has a 'Gazette' section with 'Approved' selected. The main content area shows a table of approved weekly gazettes:

SI No	Part	Subject	Date	Dept. Document	Week	Status	Action
1	Part - II	test123	27-03-2023 03:51 PM	View	13	Press Approved	Edit
2	Part - I	testing	27-03-2023 12:15 PM	View	13	Press Approved	Edit
3	Part - III	Test Subject	24-02-2023 07:24 PM	View	9	Press Approved	Edit
4	Part - I	SAGSD	24-02-2023 07:20 PM	View	9	Press Approved	Edit
5	APPENDIX	Test Subject	24-02-2023 07:18 PM	View	9	Press Approved	Edit
6	Part - VII	Test Subject	24-02-2023 07:17 PM	View	9	Press Approved	Edit
7	Part - I	Test Subject	24-02-2023 07:16 PM	View	9	Press Approved	Edit
8	Part - I	Test Subject	23-02-2023 07:56 PM	View	8	Press Approved	Edit
9	Part - III	Test Weekly Gazette	21-02-2023 01:08 PM	View	8	Press Approved	Edit

Pagination at the bottom shows pages 1, 2, and Next.

- If the user want to view the all published weekly gazette by the press then the user need to click on the “**Gazette**” link in the side bar then click in the “**Weekly**” link then click in the “**Published**” link then the page will be redirect to the published view page where all Press Published gazettes will be shown in a table as shown in below image.

The screenshot shows the e-Gazette Department User Manual interface. At the top, there is a header with the Odisha Government logo and the text "The Odisha Gazette Government of Odisha". Below the header, the page title is "Co-operation Department". On the right side of the header, there are links for "User Manual", a bell icon, and a user profile icon.

The main content area has a breadcrumb navigation path: "Dashboard > Weekly Gazette > Published Weekly Gazette". Below this, there is a section titled "Published Weekly Gazette" with a green filter icon. A table lists two entries:

SI No	Date	Year	Week	Press PDF
1	27-03-2023 06:54 PM	2023	13	View
2	27-03-2023 03:00 PM	2023	9	View

- If the Govt. Press found any mistake in gazette then the press send back to the department user for correction of the mistake then resubmit as shown in below image.

The screenshot shows the 'Co-operation Department' section of the e-Gazette system. On the left, a sidebar menu includes 'Dashboard', 'Gazette' (selected), 'Extraordinary Gazette *', and 'Weekly Gazette'. The main content area displays 'Department Weekly Gazette Details' for the year 2023, week 14. It lists fields such as Part No (Part - V), Department Name (Co-operation Department), Created User (Sudarsan Sethi), Subject (act parliament), and Section (Acts of the Parliament assented to by the President). Other details include Gazette Type (Weekly), Created Datetime (01-04-2023 05:30 PM), Notification Number (act-11), Notification Type (ACT), Status (Press Returned), and Reject Remarks (return). Below this, sections for 'Status History' and 'Document History' show log entries for 'Dept. Saved', 'Dept. Submitted', and 'Press Returned' with their respective dates and times. A 'Re-Submit Gazette' form is present, featuring a file upload field ('Gazette (Official Copy): *'), a 'CHOOSE FILE' button, and a note about a maximum 5 MB file size. A 'RESUBMIT' button is located at the bottom right of this form.

- Now choose the correct file then click on the “**Resubmit**” button placed in the right side below of the page, now it goes too resubmitted to the Govt. Press for publishing the gazette, after completing the e-sign process.

E-Sign Process

- The “**SIGN PDF**” button placed in right side bottom of the page. That “**SIGN PDF**” button showing after checked by the user, the checkbox of verified and certified as shown in below image.

CO-OPERATION DEPARTMENT
PANCHAYATI RAJ DEPARTMENT
NOTIFICATION

The 22nd December 2016

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

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

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

Verified & Certified that the Contents Uploaded for Gazette Publication have been prepared in accordance to the Guidelines provided in the User Manual & correct in all respects including its format & page setup.

SIGN PDF

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

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

C-DAC's e-Sign Service

View Document Information

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

Enter Your Aadhaar Number [Get Aadhaar Number](#)

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

Enter Your Aadhaar TOTP

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

Listen to Consent [English](#)

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- By the help of this the user can complete the esign process then a preview page will arrive as shown in below image.
- After clicking the submit button placed in right side bottom of the page the gazette will be forward to the Govt. Press for further process of publish.

The screenshot shows the Odisha Gazette e-Gazette Department User Manual interface. At the top, there is a header with the Odisha Government logo and the text "The Odisha Gazette Government of Odisha". Below the header, the main navigation bar includes "Dashboard", "Gazette" (selected), "Extraordinary Gazette", and "Weekly Gazette". The "Gazette" section is expanded, showing "Preview Weekly Gazette". The main content area displays a green success message: "Document signed successfully". Below this, a table provides details about the signed document:

Year : 2023	Week : 14
Part No : Part - V	Section : Acts of the Parliament assented to by the President.
Gazette Type : Weekly	Created Datetime : 01-04-2023 05:30 PM
Subject : act parliament	Notification Type : ACT
Notification Number : act-11	
Dept. Gazette (Official Copy) :	Status : Dept. Resubmitted Saved

Below the table, a PDF viewer window shows the document "1680528896_17.pdf". The document title is "CO-OPERATION DEPARTMENT PANCHAYATI RAJ DEPARTMENT NOTIFICATION". It states that the 22nd December 2016 S.R.O. No. 18/2017—in exercise of the powers conferred by Section 3, read with sub-section (3) of Section 4 and Section 149 of the Odisha Grama Panchayat Act, 1964 (Odisha Act 1 of 1965), the State Government do hereby declare that groups of contiguous villages of the Khordha District as specified in Column (4) of the Schedule given below relating to the Subdivision and Block specified in Columns (1) and (2), respectively to be a Grama by the name specified in Column (3) thereof and constitute a Grama Sasan for each of the said Grama. All previous notifications issued on the subject shall stand modified so far as it relates to the villages specified in Column (4) of the said Schedule:

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

At the bottom of the PDF viewer, there are two buttons: "VIEW SIGNED PDF" and "SUBMIT".

- 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 Co-operation Department Dashboard. On the left, there's a sidebar with 'The Odisha Gazette' logo and links for 'Dashboard' and 'Gazette'. The main dashboard area has four cards: 'Total Submitted' (45), 'Extraordinary Published' (7), 'Extraordinary Pending' (25), and 'Weekly Published' (2). Below these is a table titled 'Recent Pending Gazette' with columns: Sl. No., Subject, Date, Dept. Document, Status, and Action. The table contains five rows of data. On the right, a sidebar menu titled 'coop_dept' includes 'Visit Website', 'Profile' (which is highlighted with a red box), 'Change Password', and 'Logout'.

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' page under 'User Profile'. It displays a form with the following fields: Name (Sudarsan Sethi), Username (coop_dept), Designation (Joint Secretary to Govt.), Department (Co-operation Department), Email (cooperationodisha@gmail.com), and Mobile (9437332411). A green 'SUBMIT' button is located at the bottom right of the form.

Change Password

- If the user click on “**Change Password**” link then the user 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 web interface for the Co-operation Department's e-Gazette system. At the top, there is a header bar with the logo of 'The Odisha Gazette Government of Odisha' on the left, followed by the department name 'Co-operation Department'. On the right side of the header are links for 'User Manual', a bell icon for notifications, and a user profile icon. Below the header, a navigation sidebar on the left includes links for 'Dashboard' and 'Gazette'. The main content area is titled 'Change Password' and contains three input fields: 'Current Password', 'New Password', and 'Confirm Password', each with an associated text input box. A green 'SUBMIT' button is located at the bottom right of the form area.