

The Odisha Gazette

Commerce and Transport Department
Govt. of Odisha

e-Gazette User Manual for Citizens

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

Version 1.0

Prepared By

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

Adopted By

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

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Introduction

About e-Gazette

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

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

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

Overview

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

Objective

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

How to Get Started

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

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

Tue Mar 23 2021 | 06:34:28 PM Skip To Main Content | Screen Reader Access | A- A+ | | Login

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

Shri Naveen Patnaik
Hon'ble Chief Minister

Home About Us About Gazette Search Gazette Archival RTI Contact Us User Manual Applicant

Paperless & Environment Friendly

324.1 K
Total Numbers of Visitor(s)

14
Total Numbers of Extraordinary Gazette(s)

1
Total Numbers of Weekly Gazette(s)

Hon'ble CM's Message
I am happy that today Govt. Printing Press under Commerce and Transport Dept. is introducing e-Gazette system which would change the conventional method of publication of Odisha Gazette to eco-friendly, paperless and through electronic mode, making the process more convenient and transparent to both citizens as well as indending Departments.
[View More](#)

Gazettes on Demand

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

Important Links

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

Recent Extraordinary Gazettes

Department	Subject	Issue Date	Download
Co-operation Department	TESTS	2021-03-23	Download
GA & PG Department	Rajya Sabha	2020-12-09	Download
Co-operation Department	Amendment Act	2020-12-08	Download
Co-operation Department	Committee Formation	2020-12-07	Download
Panchayati Raj & DW Department	Test Subject	2020-12-08	Download

[View All](#)

Recent Weekly Gazettes

Department	Subject	Issue Date	Download
Gazette contains multiple departments	Gazette contains multiple subjects	2020-12-04	Download

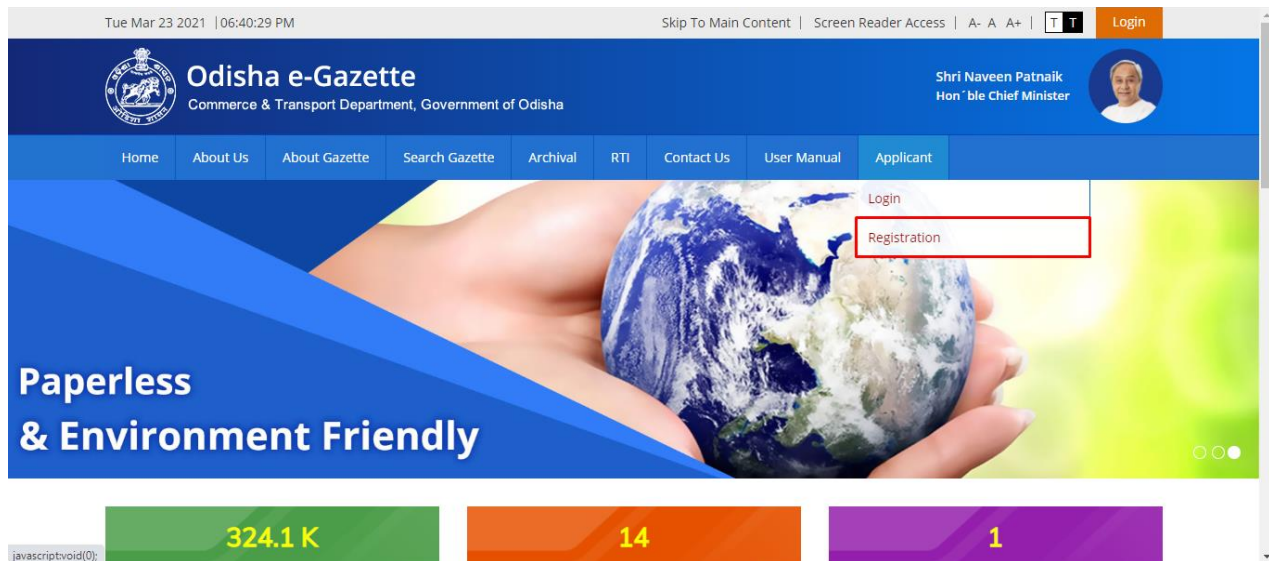
[View All](#)

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Step 1: Applicant Registration

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



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

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

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

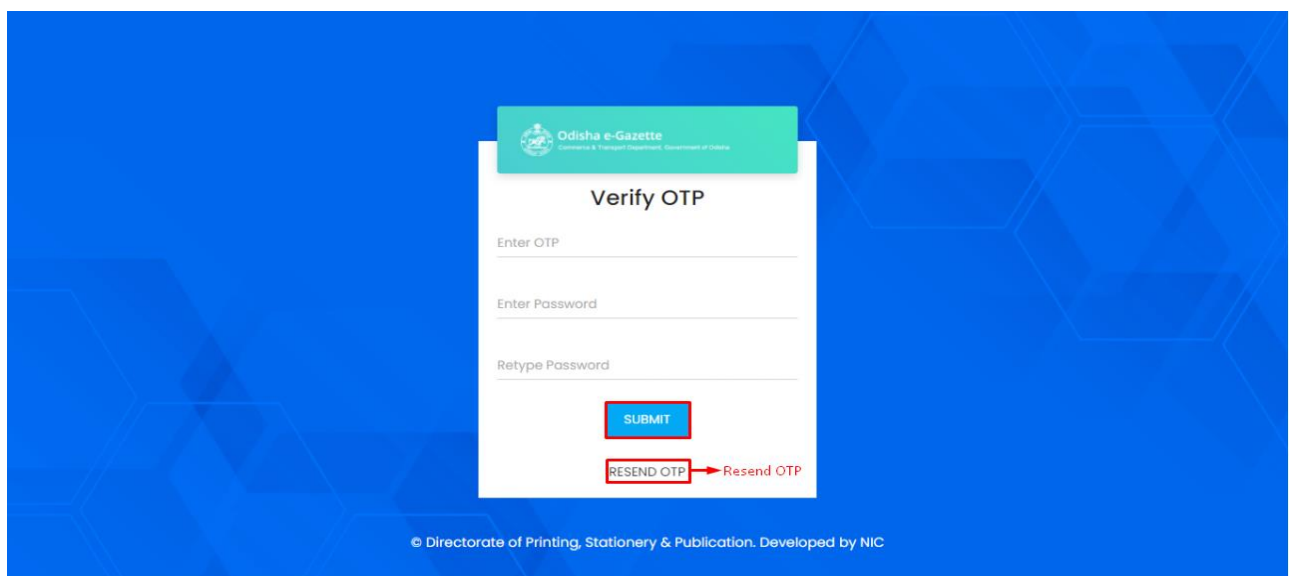
- Email Address – Valid email address and its optional.

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

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

Step 2: Verify OTP

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

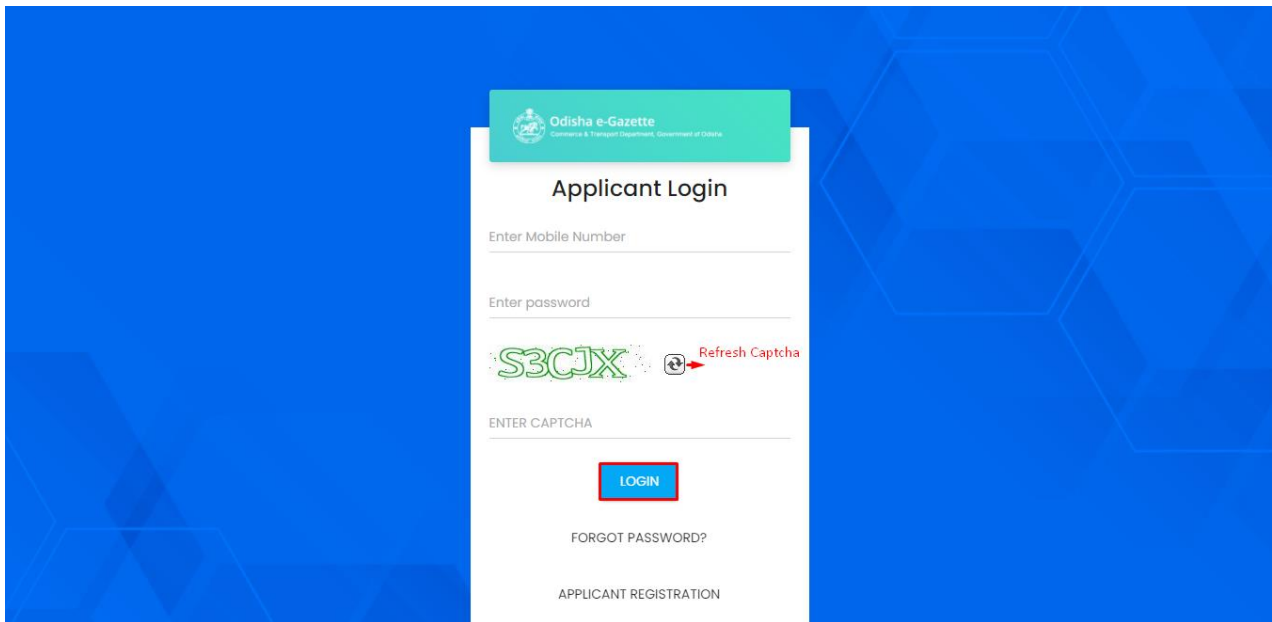


Step 3: Applicant Login

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

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

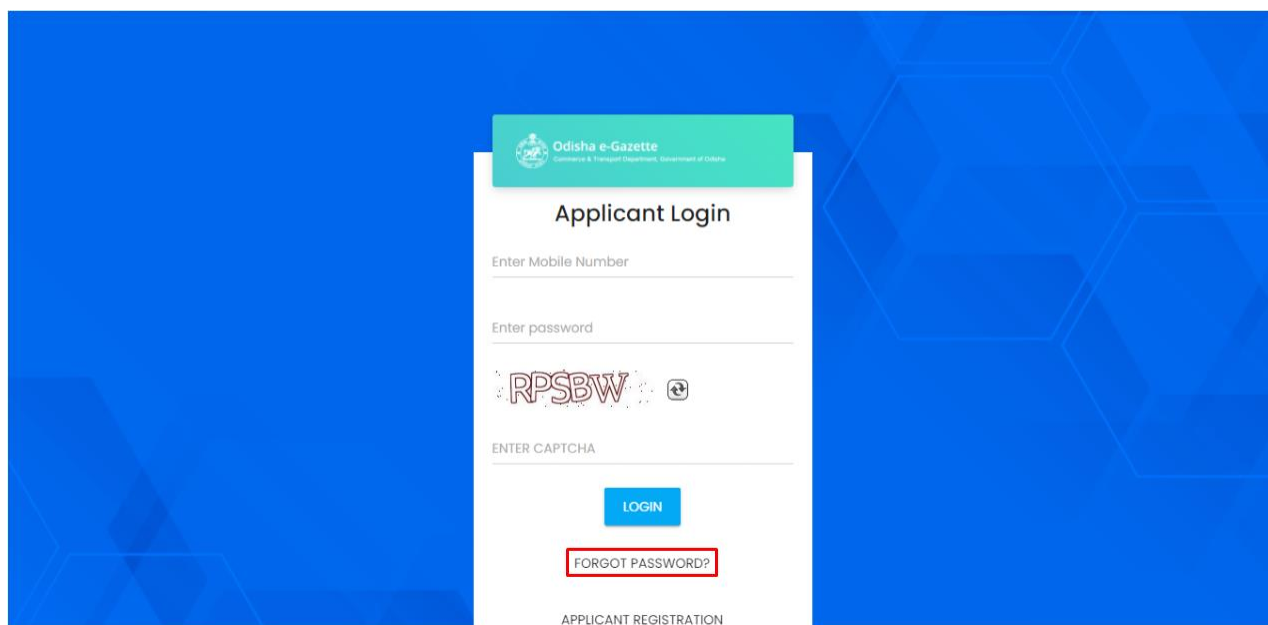
- After authentication of mobile number and password, system will check the Captcha to be correctly entered by the Applicant.
- In case of invalid Captcha, system will display the error message “**Invalid Captcha**” to the Applicant.
- Once the system authenticate mobile number, password and Captcha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



The screenshot shows the 'Applicant Login' page of the Odisha e-Gazette portal. The page features a white login form centered on a blue background. The form includes input fields for 'Enter Mobile Number' and 'Enter password', followed by a captcha image displaying 'S3CJX' and a 'Refresh Captcha' button. Below the captcha is an 'ENTER CAPTCHA' input field and a blue 'LOGIN' button. At the bottom of the form, there are links for 'FORGOT PASSWORD?' and 'APPLICANT REGISTRATION'.

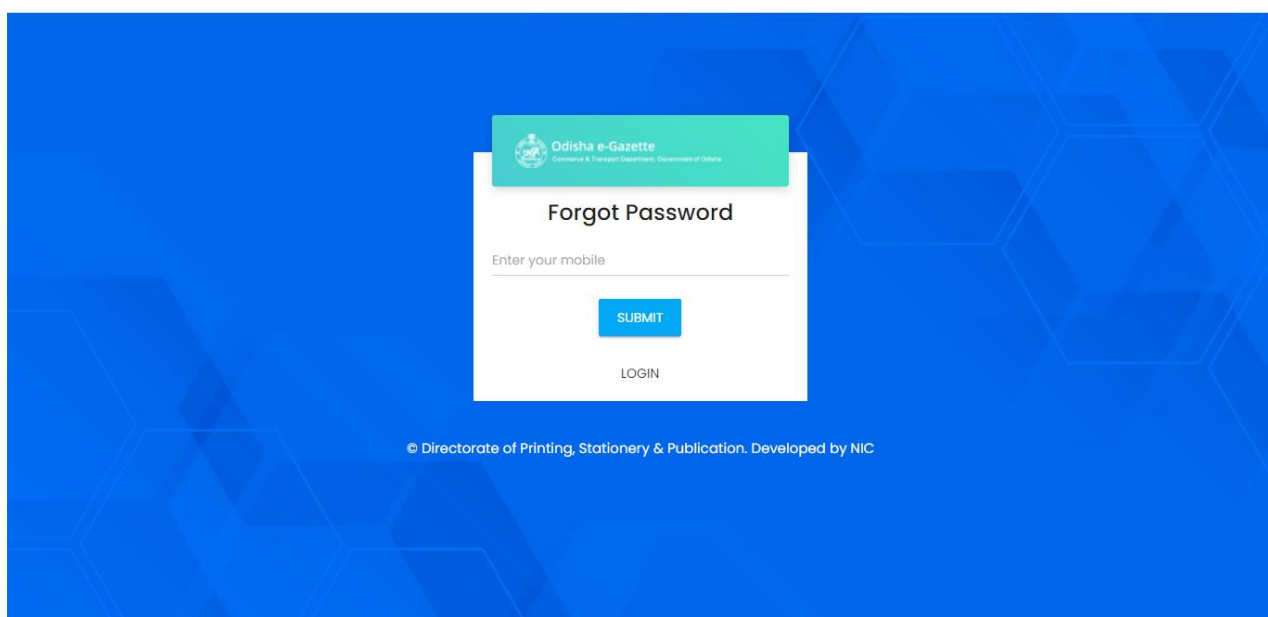
Step 4: Forgot Password

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



The screenshot shows the 'Applicant Login' page of the Odisha e-Gazette portal. The page has a blue background with a white central form. At the top of the form is the Odisha e-Gazette logo and text: 'Odisha e-Gazette' and 'Commerce & Transport Department, Government of Odisha'. Below this is the title 'Applicant Login'. The form contains three input fields: 'Enter Mobile Number', 'Enter password', and 'ENTER CAPTCHA' (with an RPSBW logo). A blue 'LOGIN' button is positioned below the CAPTCHA field. A red rectangular box highlights the 'FORGOT PASSWORD?' link. At the bottom of the form, there is a link for 'APPLICANT REGISTRATION'.

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



The screenshot shows the 'Forgot Password' page of the Odisha e-Gazette portal. The page has a blue background with a white central form. At the top of the form is the Odisha e-Gazette logo and text: 'Odisha e-Gazette' and 'Commerce & Transport Department, Government of Odisha'. Below this is the title 'Forgot Password'. The form contains one input field: 'Enter your mobile'. A blue 'SUBMIT' button is positioned below the input field. Below the button is a link for 'LOGIN'. At the bottom of the page, there is a footer text: '© Directorate of Printing, Stationery & Publication. Developed by NIC'.

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

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

Forgot Password

Invalid Mobile

Enter your mobile

SUBMIT

LOGIN

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

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

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

Applicant Login

Please check your email address for updated password.

Enter Mobile Number

Enter password

DVBEA

ENTER CAPTCHA

LOGIN

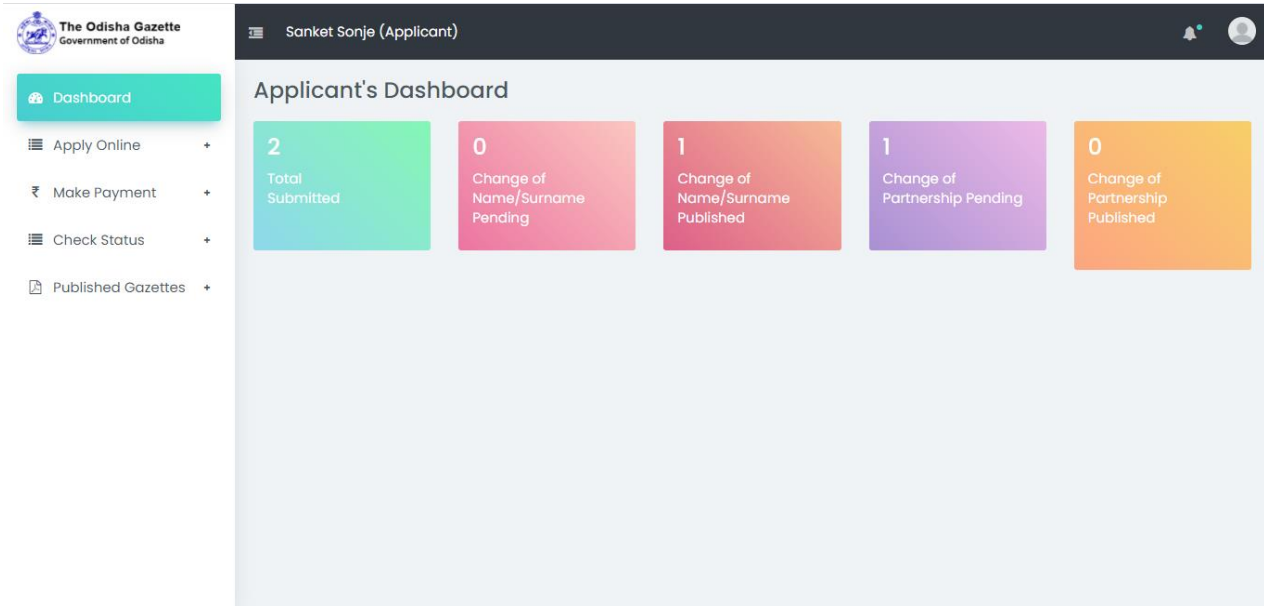
FORGOT PASSWORD?

APPLICANT REGISTRATION

Waiting for www.egazetteodisha.nic.in...

Step 5: Dashboard

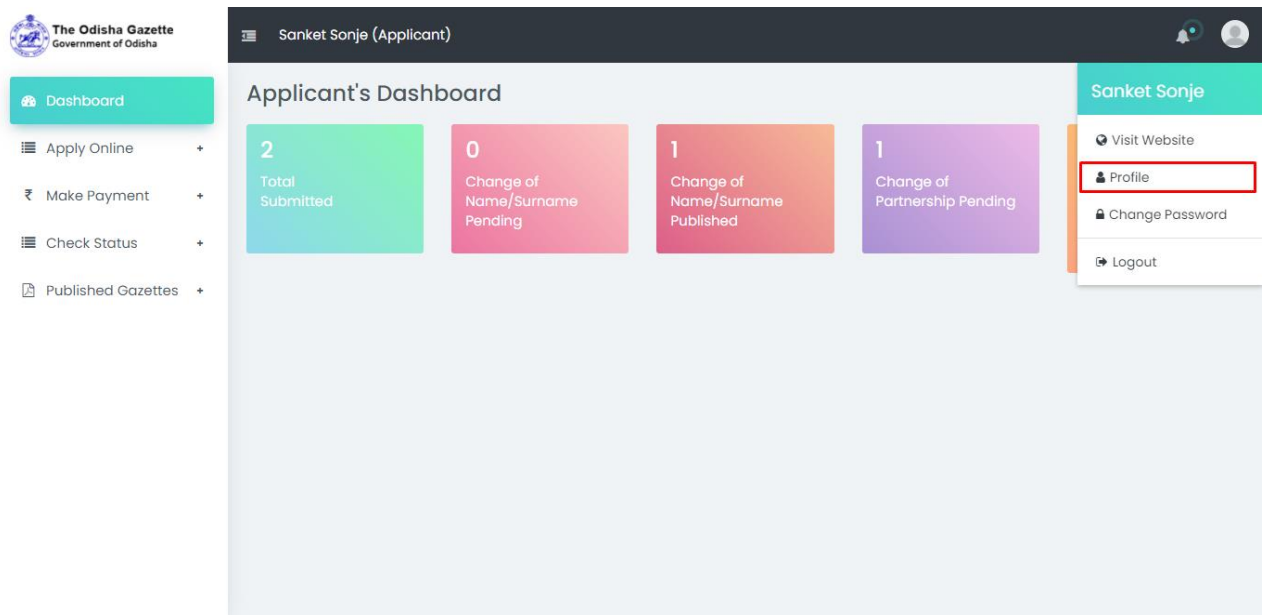
- After successfully login to the portal, system will redirect the Applicant to the **Dashboard** page.
- Dashboard page displays the statistical information regarding the number of applications submitted by the Applicant.
 - Total Applications Submitted (Surname + Partnership)
 - Change of Name/Surname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



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

Step 6: Profile

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



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

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

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Government of Odisha

Sanket Sonje (Applicant)

Profile Details

Applicant Profile

Name: Sanket Sonje

Father's Name: Dattatray

Email: sanketsonje043@gmail.com

Mobile: 9860346229

SUBMIT

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

The Odisha Gazette
Government of Odisha

Sanket Sonje (Applicant)

Applicant's Dashboard

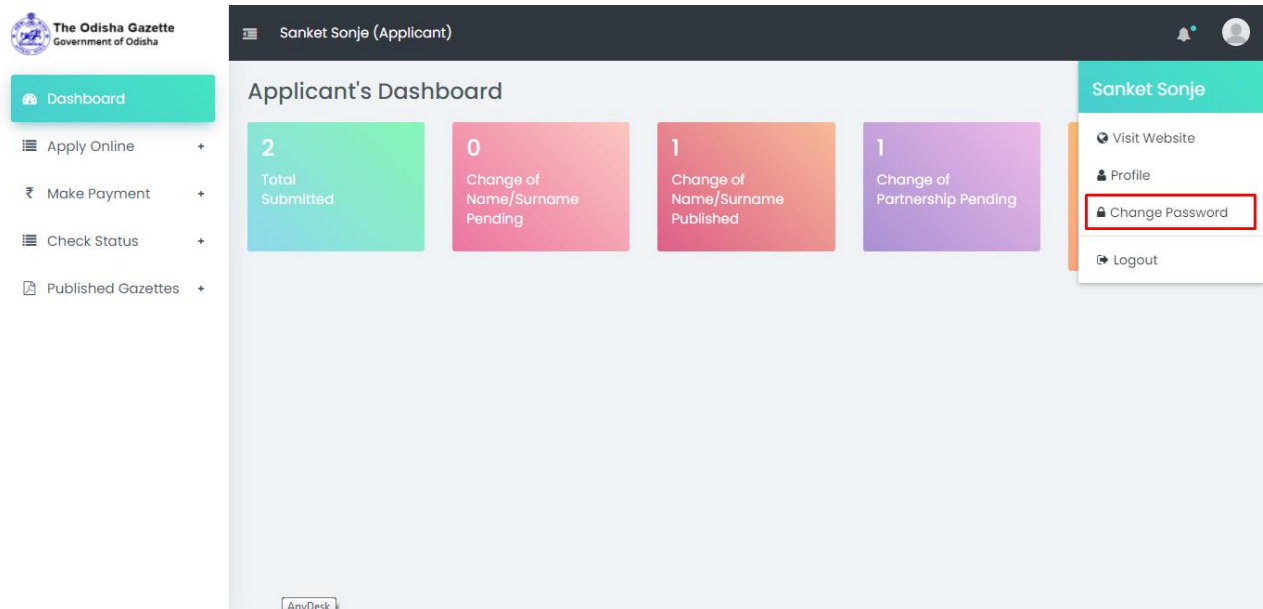
2	0	1	1
Total Submitted	Change of Name/Surname Pending	Change of Name/Surname Published	Change of Partnership Pending

Sanket Sonje

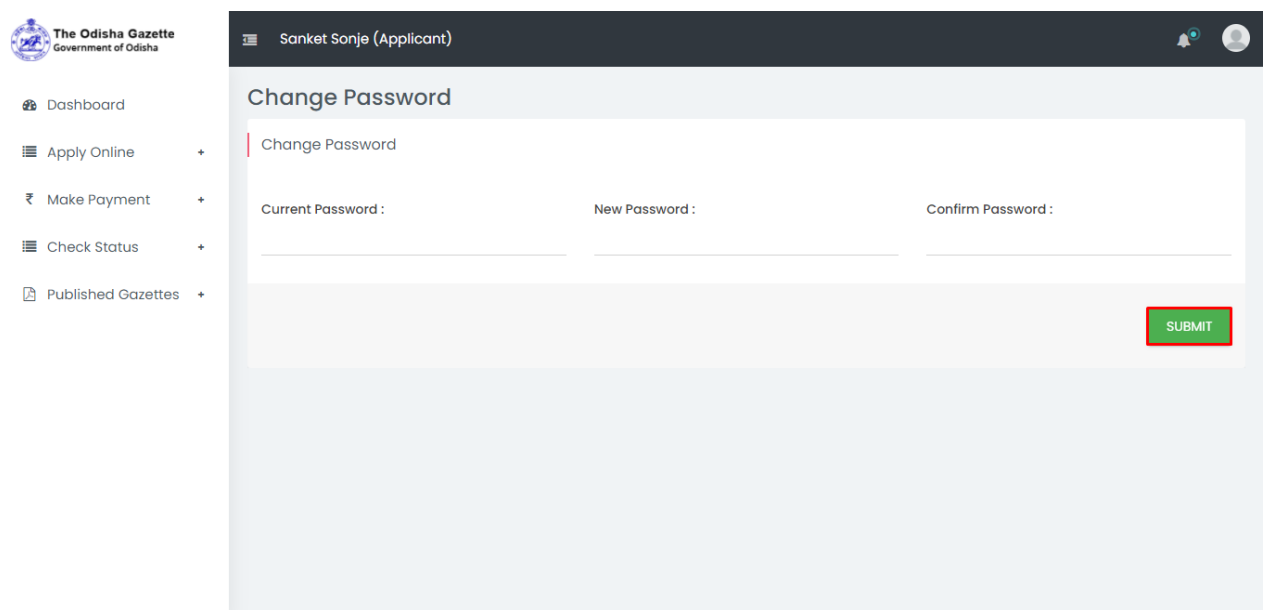
- Visit Website
- Profile
- Change Password
- Logout**

Step 7: Change Password

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

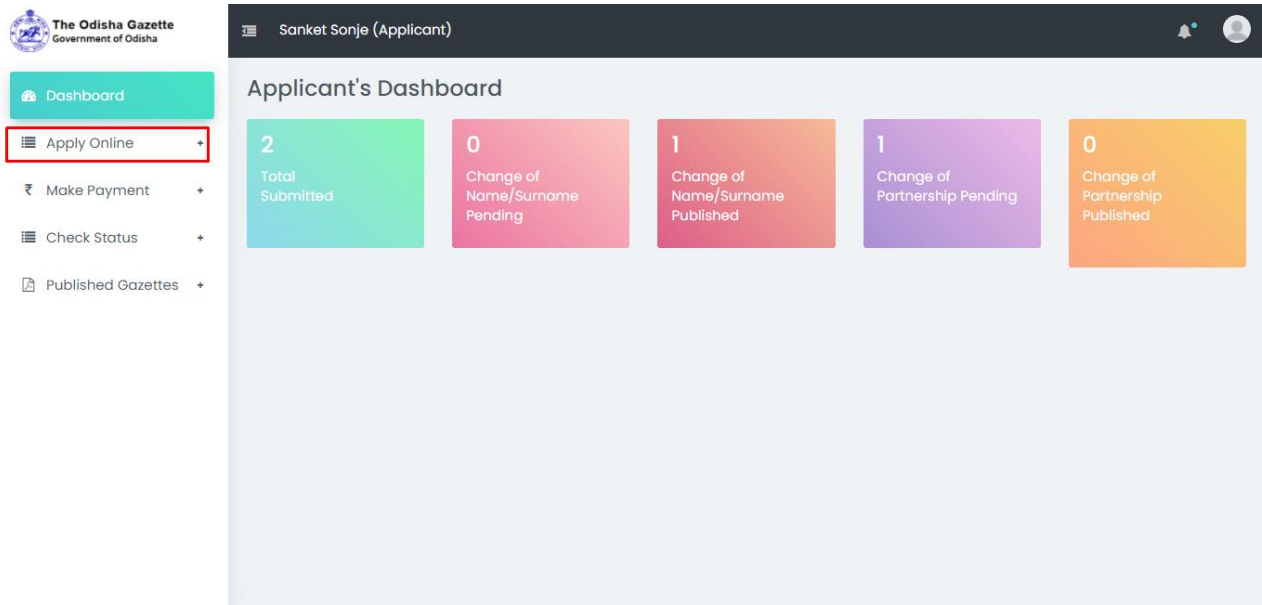


- After click the **Change Password** link user can change the password by entering **current password, new password and confirm password**.
- By clicking on the “**Submit**” button, Applicant can be able to update the account login password for e-Gazette portal as shown in the below Image.

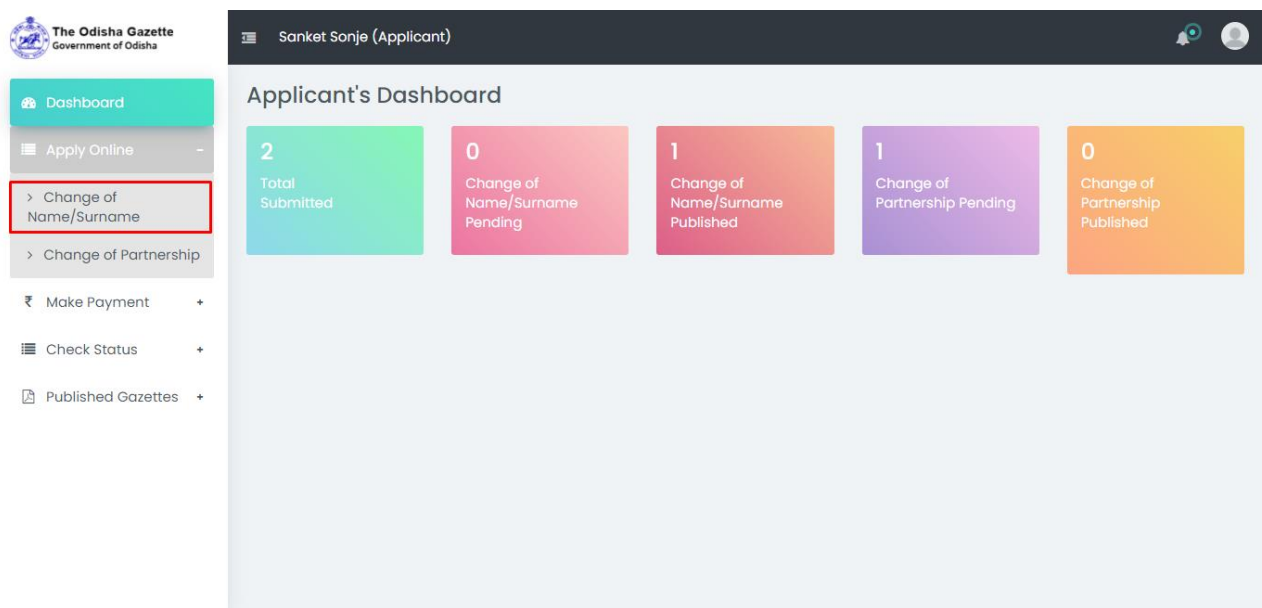


Step 8: Apply Online (Change of Name/Surname)

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



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



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

Ashok Ku Mohanty (Applicant)

Change of Name/Surname

State : *
Odisha

District : *
Select District

Block/ULB : *
Select Block/ULB

Address : *
Enter Address

Pincode : *
Enter Pin code

Government Employee : *
☒ No ☐ YES

Minor : *
☒ No ☐ YES

Affidavit : *

[+ CHOOSE FILE](#)

Maximum 5 MB allowed.

Original Newspaper : *

[+ CHOOSE FILE](#)

Maximum 5 MB allowed.

KYC Document (Aadhaar / PAN / Voter ID) : *

[+ CHOOSE FILE](#)

Maximum 5 MB allowed.

Notice

By virtue of an affidavit sworn before the Executive Magistrate / Notary Public, Place _____ on the

YYYY-MM-DD, I, Mr. _____, Name _____ (Age _____) have changed my name from

Old Name _____ to New name _____, Henceforth, I shall be known as New name _____

for all purposes.

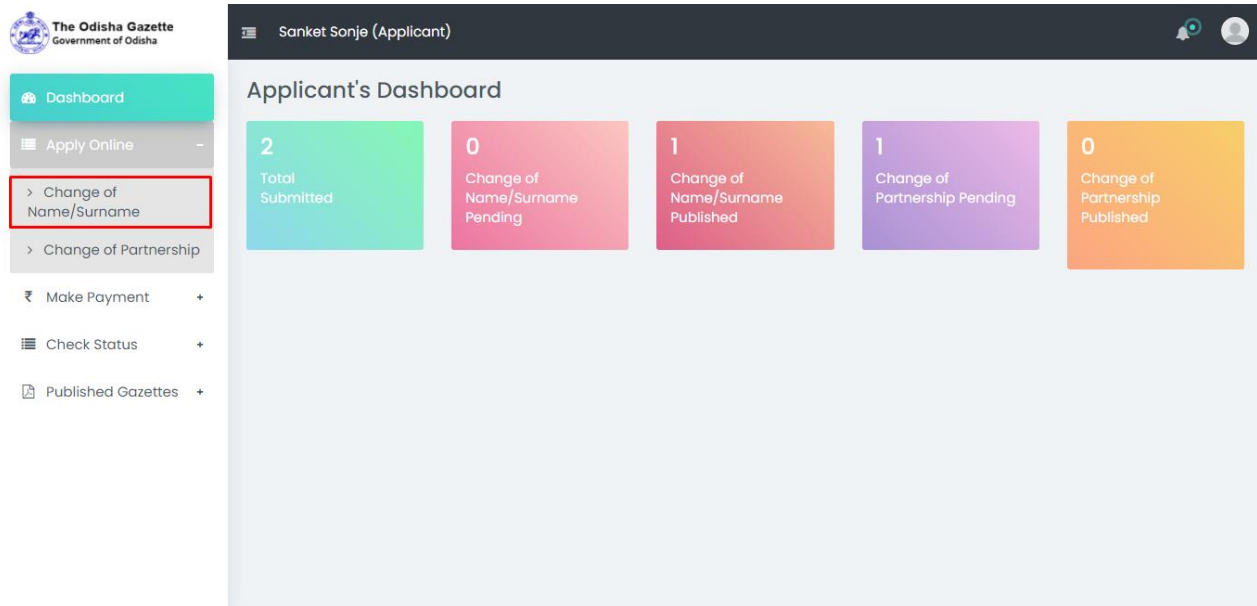
Signature _____

[SUBMIT](#)

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

Step 9: Apply Online (Change of Partnership)

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



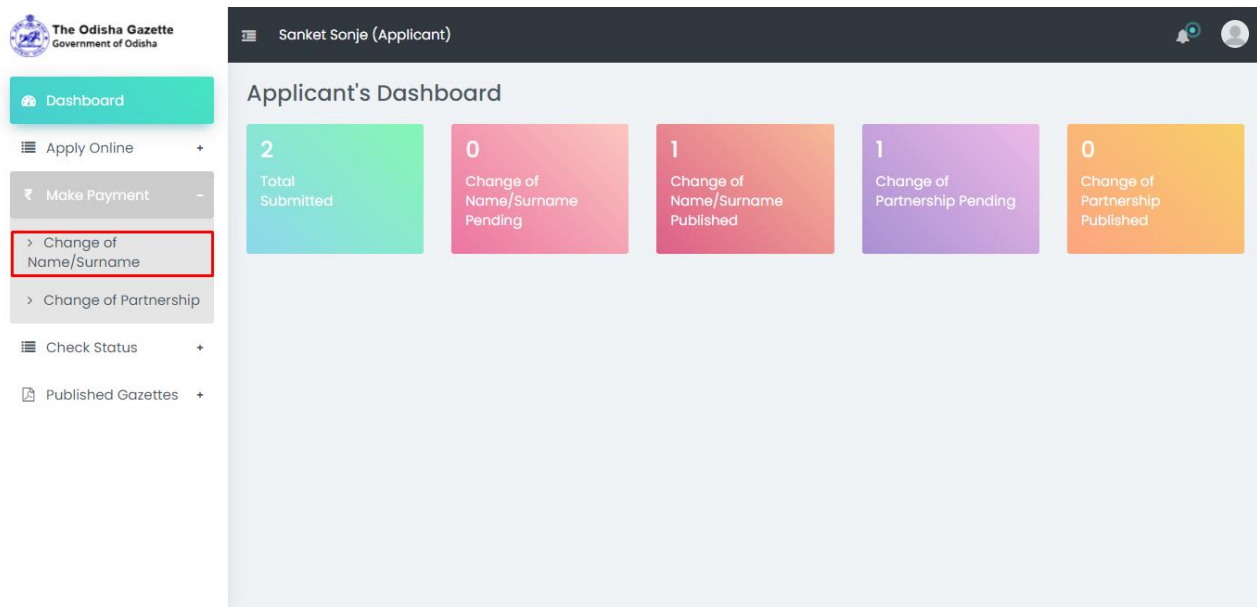
- By clicking on “**Change of Partnership**” link, it will display the **Change of Partnership** application page where the Applicant need to fill the data and submit the Change of Partnership application.
- Applicant need to fill the below fields while applying for the Change of Partnership application.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

The screenshot shows the 'Change of Partnership' application form on the e-Gazette portal. The left sidebar contains the following menu items: Dashboard, Apply Online, Change of Name/Surname, Change of Partnership (highlighted in red), Make Payment, Check Status, and Published Gazettes. The main form area is titled 'Change of Partnership' and includes a sub-header 'Add Change of Partnership'. The form is divided into two columns for document uploads. The left column includes fields for State, District, Police Station, Address 1, Address 2, Address 3, Original Partnership Deed, IGR Certificate, PAN Card of Partners, Aadhar Card of Partners, and Original Newspaper Advertisement. The right column includes fields for Deed of Reconstitution of Partnership, PAN Card of Partners, Aadhar Card of Partners, and Notice in Softcopy. Each field has a corresponding 'SELECT IMAGE' or 'SELECT FILE' button. The 'Submit' button at the bottom right is highlighted in red.

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


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

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



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

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- Dashboard
- Apply Online
 - Make Payment
 - Change of Name/Surname
 - Change of Partnership
- Check Status
- Published Gazettes

Sanket Sonje (Applicant)

Change of Name/Surname - Make Payment


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


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


Applicant View Details

Applicant View Details

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

Affidavit


Original Newspaper




1

Notice

By virtue of an affidavit sworn before the Executive Magistrate / Notary Public, **Cuttack** on the **23rd June 2021**, I, **Mr. AK Mohanty (54)** have changed my name from **"AK Mohanty"** to **"Ashok Mohanty"**. Henceforth, I shall be known as **"Ashok Mohanty"** for all purposes.

Ashok Mohanty

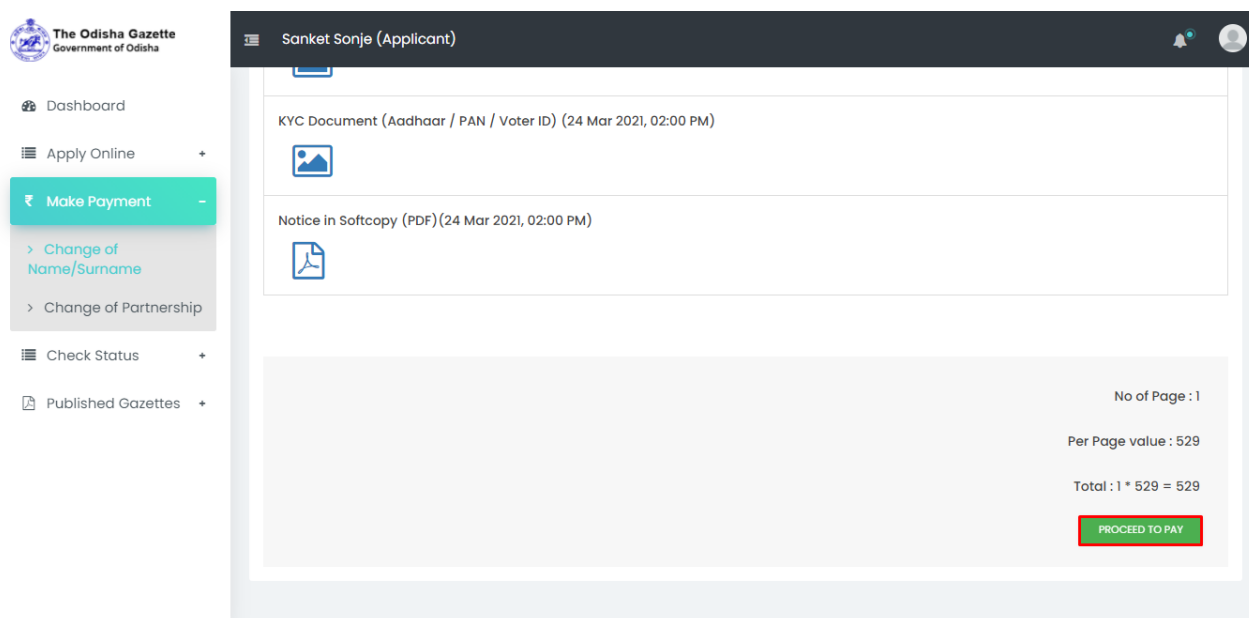
Status history section contains the information about the entire transactional life cycle of the application.

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

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

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

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



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

Confirm Details ⓘ

Please check the entered details before proceeding to payment

Challan Purpose

Head of Account	Purpose	Amount	Challan Number	Challan Date
0000-00-290-0127-02082-000	Change of Surname Gazette Publication	525.00		

Department Specific Information

Department Reference ID	Additional Information 1	Additional Information 2	Additional Information 3
14245768996038034704994	181-08N-0038-2821		
Additional Information 4	Additional Information 5	Additional Information 6	

Depositor Details

Depositor Name	Address Line1	Address Line2	State
Sanket Sonje	Sirigood Road		Odisha
District	Pin	Phone Number	Email
Khordha	751024	9860346229	sanketsonje043@gmail.com

Total Amount: 525.00

Depositor Identification

Identification Type	ID number
ID description	

Previous Next ✓

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 dissemination@ilgprmls.com

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

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

Make Payment
Please select the convenient payment option.

Challan Reference Number 30F849C214 → Challan Reference Number
Please note this number for future reference

Amount payable ₹ 529.00 → Amount

Payment Gateway

- Payment Gateway
- Cards
- Net Banking
- NEFT/RTGS
- SBI ePay** (0 Transactions 0% Success)
- Test Bank (28 Transactions 100% Success)

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

Amount payable ₹ 529.00

Accept Terms and Conditions

Selected Payment Mode
Payment Gateway

Selected Bank
Test Bank

Remarks

☒ Accept the IFMS Odisha Portal's terms and conditions.

Contact Us
1800 3456 739
dticentrallocation[.]gmail[.]com

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

The screenshot shows the IFMS Odisha Portal interface. At the top, the header includes the IFMS Odisha logo, 'ECHALLAN', and a 'Guest User' profile. The main content area displays 'Amount payable ₹ 529.00' and a 'Cancel Payment' button. A sidebar on the left lists payment gateway options: Payment Gateway, Cards, Net Banking, NEFT/RTGS, and Over the Counter. A modal dialog titled 'Accept Terms and Conditions' is open in the center. It contains the following fields: 'Selected Payment Mode' (Payment Gateway), 'Selected Bank' (Test Bank), and a 'Remarks' field with a green checkmark. Below these is a checkbox labeled 'Accept the IFMS Odisha Portal's terms and conditions.' which is checked. At the bottom of the dialog are 'Proceed to Payment' and 'Cancel' buttons. The footer of the page includes 'Contact Us' information: a phone number '1800 3456 739' and an email 'dticentrallocation[.]gmail[.]com'.

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

The screenshot shows the IFMS Odisha Portal interface after a successful transaction. A blue banner at the top states: 'Please do not press back or refresh button, your transaction will be terminated. You will be redirected to the department site in 30 seconds. To return immediately, click here.' Below this is a green banner that says 'Successful transaction'. The main content area displays the 'Challan Details' form. The form is divided into three sections: 'Challan Details', 'Department Specific Information', and 'Depositor Details'. The 'Challan Details' section includes a table with columns: Head of Account, Purpose, Amount, Challan Number, and Challan Date. The 'Department Specific Information' section includes a table with columns: Department Reference ID, Additional Information 1, Additional Information 2, and Additional Information 3. The 'Depositor Details' section includes a table with columns: Depositor Name, Address Line1, Address Line2, and State.

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

Department Reference ID	Additional Information 1	Additional Information 2	Additional Information 3
1616586585605b27595475a	18!~IXN-0018-2021		

Additional Information 4	Additional Information 5	Additional Information 6

Depositor Name	Address Line1	Address Line2	State

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

The screenshot displays a form with the following fields and values:

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

At the bottom, there is a red button labeled "Download Challan".

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

The screenshot shows the e-Gazette portal interface for Sanket Sonje (Applicant). The left sidebar contains the following menu items:

- Dashboard
- Apply Online
 - Change of Name/Surname
 - Change of Partnership
- Make Payment
- Check Status
- Published Gazettes

The main content area displays a green message box: "Payment completed successfully". Below this, there is a table titled "Change of Name/Surname Details" with the following data:


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

An "ADD" button is located at the top right of the table.

Step 11: Make Payment (Change of Partnership)

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

The screenshot shows the e-Gazette portal interface. On the left, the navigation menu includes 'Dashboard', 'Apply Online', 'Make Payment', 'Check Status', and 'Published Gazettes'. Under 'Make Payment', 'Change of Partnership' is highlighted. The main content area is titled 'Change of Partnership - Make Payment' and shows a table with the following data:

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

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

Change of Partnership

View Change of Partnership Details

Created User : Sanket Sonje Dattatray

Gazette Type : Extraordinary

File No : XP-0002-2021

Date : 24 Mar 2021, 02:04 PM

Status : Forward to Pay

Original Partnership Deed



Deed of Reconstitution of Partnership



IGR Certificate



PAN Card of Partners



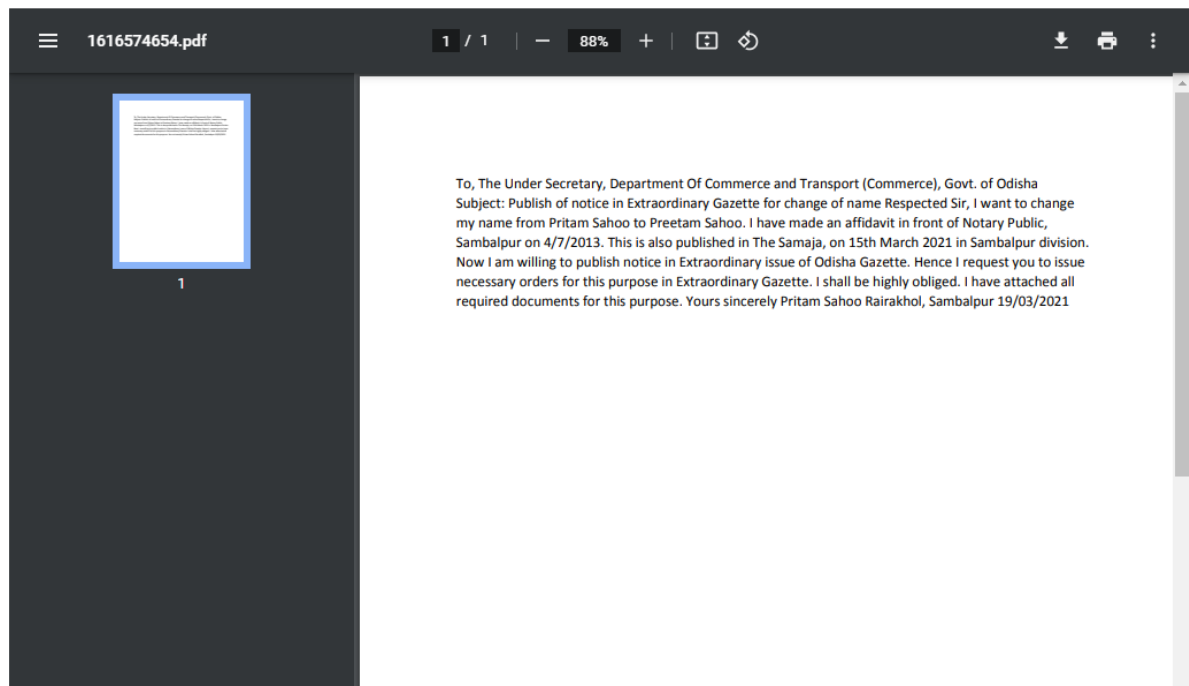
Aadhaar Card of Partners



Original Newspaper Advertisement



Notice in Softcopy













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

Statut History

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

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

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

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

The screenshot shows the e-Gazette Government of Odisha portal. The user is logged in as Sanket Sonje (Applicant). The left sidebar contains the following menu items: Dashboard, Apply Online, Make Payment (highlighted), Change of Name/Surname, Change of Partnership (highlighted with a red box), Check Status, and Published Gazettes. The main content area shows the 'Statut History' and 'Document History' sections. At the bottom right, there is a green button labeled 'PROCEED TO PAY'.

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

The screenshot shows the IFMS portal 'Confirm Details' page. The page title is 'Confirm Details' and it says 'Please check the entered details before proceeding to payment'. The page is divided into several sections:

- Challan Purpose:** Head of Account (0000-00-200-0127-02082-000), Purpose (Change of Surname Gazette Publication), Amount (529.00), Challan Number, and Challan Date.
- Department Specific Information:** Department Reference ID (162457699405801a7c4f94), Additional Information 1 (181-00N-0018-2821), Additional Information 2, Additional Information 3, Additional Information 4, Additional Information 5, and Additional Information 6.
- Depositor Details:** Depositor Name (Sanket Sonje), Address Line1 (Sringal Road), Address Line2, State (Odisha), District (Khordha), Pin (751024), Phone Number (9860146229), and Email (sanketsonje043@gmail.com).
- Total Amount:** 529.00.
- Depositor Identification:** Identification Type, ID number, and ID description.

At the bottom, there are two buttons: 'Previous' and 'Next' (highlighted with a red box). The footer contains contact information and copyright details.

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

Make Payment

Please select the convenient payment option.

Challan Reference Number 30F849C214

Please note this number for future reference

Amount payable ₹ 529.00

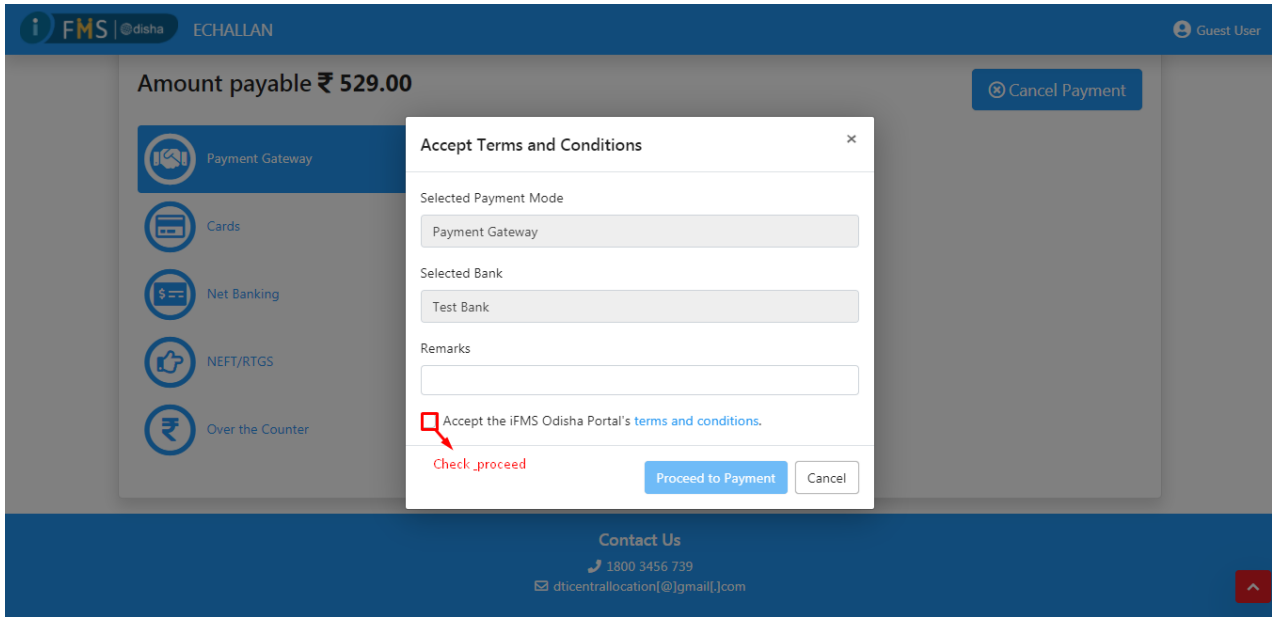
Cancel Payment

Payment Gateway

SBI ePay
0 Transactions
0% Success

Test Bank
28 Transactions
100% Success

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



Amount payable ₹ 529.00

Cancel Payment

Payment Gateway

Cards

Net Banking

NEFT/RTGS

Over the Counter

Accept Terms and Conditions

Selected Payment Mode

Payment Gateway

Selected Bank

Test Bank

Remarks

☐ Accept the IFMS Odisha Portal's terms and conditions.

Check_proceed

Proceed to Payment

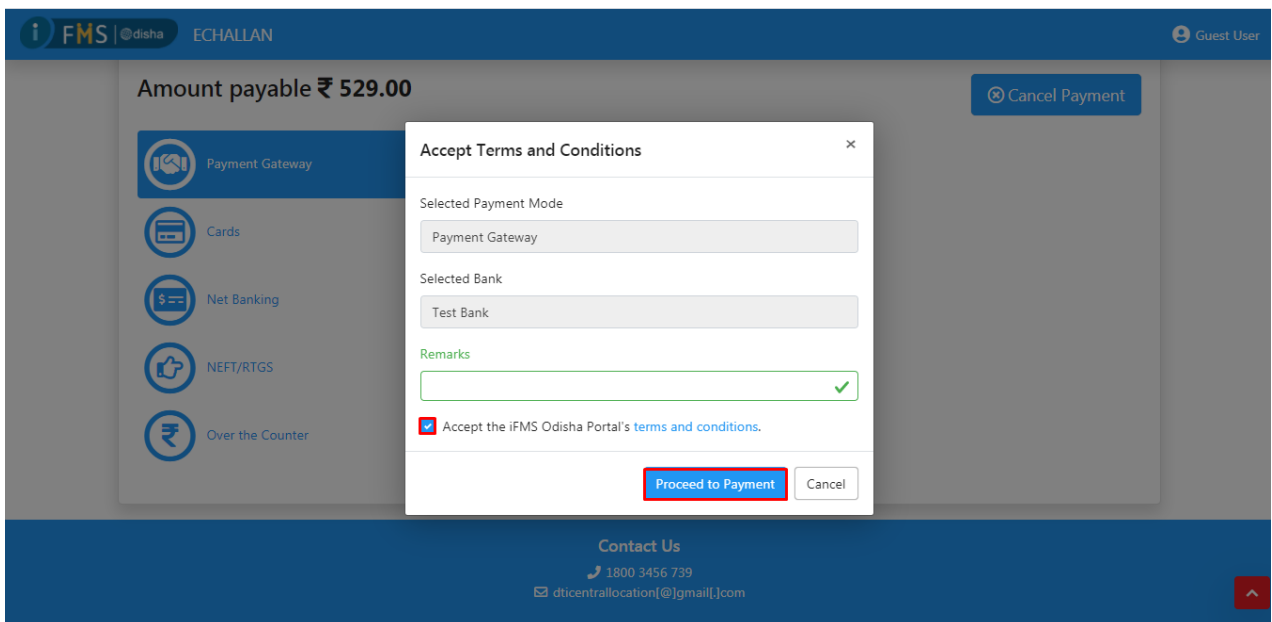
Cancel

Contact Us

1800 3456 739

dticentrallocation[.]gmail[.]com

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



Amount payable ₹ 529.00

Cancel Payment

Payment Gateway

Cards

Net Banking

NEFT/RTGS

Over the Counter

Accept Terms and Conditions

Selected Payment Mode

Payment Gateway

Selected Bank

Test Bank

Remarks

☒ Accept the IFMS Odisha Portal's terms and conditions.

Proceed to Payment

Cancel

Contact Us

1800 3456 739

dticentrallocation[.]gmail[.]com

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

FMS Odisha ECHALLAN
Guest User

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

Successful transaction

Challan Details

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

Department Specific Information

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

Depositor Details

Depositor Name	Address Line1	Address Line2	State

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



Dashboard

Apply Online

> Change of Name/Surname

> Change of Partnership

₹ Make Payment +

Check Status +

Published Gazettes +

Sanket Sonje (Applicant)

Partnership Details

Payment status updated successfully

ADD

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

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

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

The screenshot displays the 'The Odisha Gazette' portal interface. On the left, the navigation menu includes 'Dashboard', 'Apply Online', 'Make Payment', 'Check Status', and 'Published Gazettes'. The 'Check Status' menu is expanded, showing sub-options: '> Change of Name/Surname' (highlighted with a red box) and '> Change of Partnership'. The main content area is titled 'Change of Name/Surname - Check Status' and shows the user 'Sanket Sonje (Applicant)'. Below the title, there are search filters: 'File Number' (XN-0000-2021), 'From Date' (YYYY-MM-DD), 'To Date' (YYYY-MM-DD), and 'Gazette Status' (Select Gazette Status). A green 'SEARCH' button is present. Below the filters, a table displays the search results:

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

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



Dashboard

Apply Online +

Make Payment +

Check Status -

> Change of Name/Surname

> Change of Partnership

Published Gazettes +

Sanket Sonje (Applicant)

Change of Name/Surname - Check Status

File Number :

XN-0000-2021

From Date :

YYYY-MM-DD

To Date :

YYYY-MM-DD

Gazette Status :

Select Gazette Status

SEARCH

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



Dashboard

Apply Online +

Make Payment +

Check Status -

> Change of Name/Surname

> Change of Partnership

Published Gazettes +

Sanket Sonje (Applicant)

Change of Name/Surname - Check Status

File Number :

XN-0000-2021

From Date :

YYYY-MM-DD

To Date :

YYYY-MM-DD

Gazette Status :

Select Gazette Status

SEARCH

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

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

Applicant View Details

Applicant View Details

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

Affidavit



Original Newspaper



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

Applicant View Details

Applicant View Details

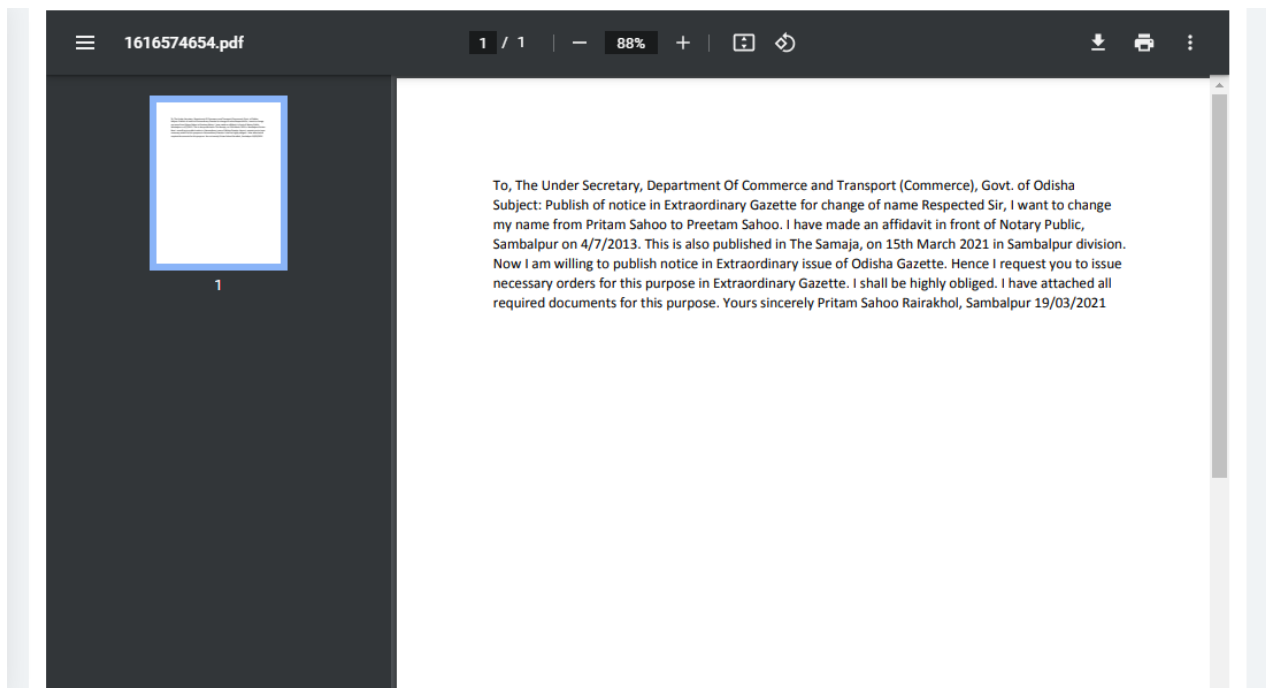
Created User : Sanket Sonje Dattatray	Gazette Type : Extraordinary
File No : XN-0018-2021	Date : 24 Mar 2021, 02:00 PM
State : Odisha	District : Angul
Police Station : Station 1	Address 1 : TESTS
Address 2 : TESTS	Address 3 : TESTS
Government Employee : No	Minor : No
Current Status : Forward To Pay	Remarks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

Affidavit



Original Newspaper





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

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

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

Document History



Affidavit (24 Mar 2021, 02:00 PM)



Original Newspaper (24 Mar 2021, 02:00 PM)



KYC Document (Aadhaar / PAN / Voter ID) (24 Mar 2021, 02:00 PM)



Notice in Softcopy (PDF) (24 Mar 2021, 02:00 PM)

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

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

Change of Name/Surname - Check Status

File Number :

XN-0000-2021

From Date :

YYYY-MM-DD

To Date :

YYYY-MM-DD

Gazette Status :


Select Gazette Status

SEARCH

Sl No	Gazette Type	File Number	Date	Status	View Details
1	Extraordinary	XN-0046-2021	29 Jun 2021, 03:26 PM	Published	

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

The screenshot shows the e-Gazette portal interface. On the left is a sidebar with the following menu items: Dashboard, Apply Online, Make Payment, Check Status, Published Gazettes (highlighted in green), > Change of Name/Surname (highlighted with a red box), and > Change of Partnership. The main content area is titled 'Sanket Sonje (Applicant)' and 'Change of Name/Surname - Published Gazettes'. It contains a table with the following data:

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

Below the table, there is a red arrow pointing to the text 'View Published Gazette'.