

# The Odisha Gazette

Commerce and Transport Department  
Govt. of Odisha

## e-Gazette IGR User Manual

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

Version 1.0

### **Prepared By**

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

### **Adopted By**

Directorate of Printing, Stationery and Publication, Cuttack  
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.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 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 Extraordinary & Weekly e-Gazettes for the Departments under Govt. of Odisha and published by Directorate of Printing, Stationery & Publication, Govt. of Odisha.
- It provides a platform for applying of Extraordinary and Weekly without physical visit/Mail to the Govt. Press.
- Departments can be able to pay the gazette amount using IFMS online Payment Gateway for Payment of Cost extraordinary gazettes.

## How to Get Started

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

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

Sat Apr 01 2023 | 11:05:39 AM

Skip To Main Content | Screen Reader Access | A- A+ | T T | Login

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

Shri Naveen Patnaik  
Hon'ble Chief Minister

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**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)

**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 indenting Departments.  
[View More](#)

**Recent Extraordinary Gazettes**

Department	Subject	Issue Date	Download
Co-operation Department	testing return	2023-03-27	<a href="#">Download</a>
Co-operation Department	test notification	2023-03-24	<a href="#">Download</a>
Co-operation Department	sdfgtrgb	2023-03-24	<a href="#">Download</a>
Co-operation Department	fsfsf gdfg	2023-03-13	<a href="#">Download</a>
Co-operation Department	Test Subject	2023-02-17	<a href="#">Download</a>

[View All](#)

**Recent Weekly Gazettes**

Department	Subject	Issue Date	Download
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[View All](#)

**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](#)

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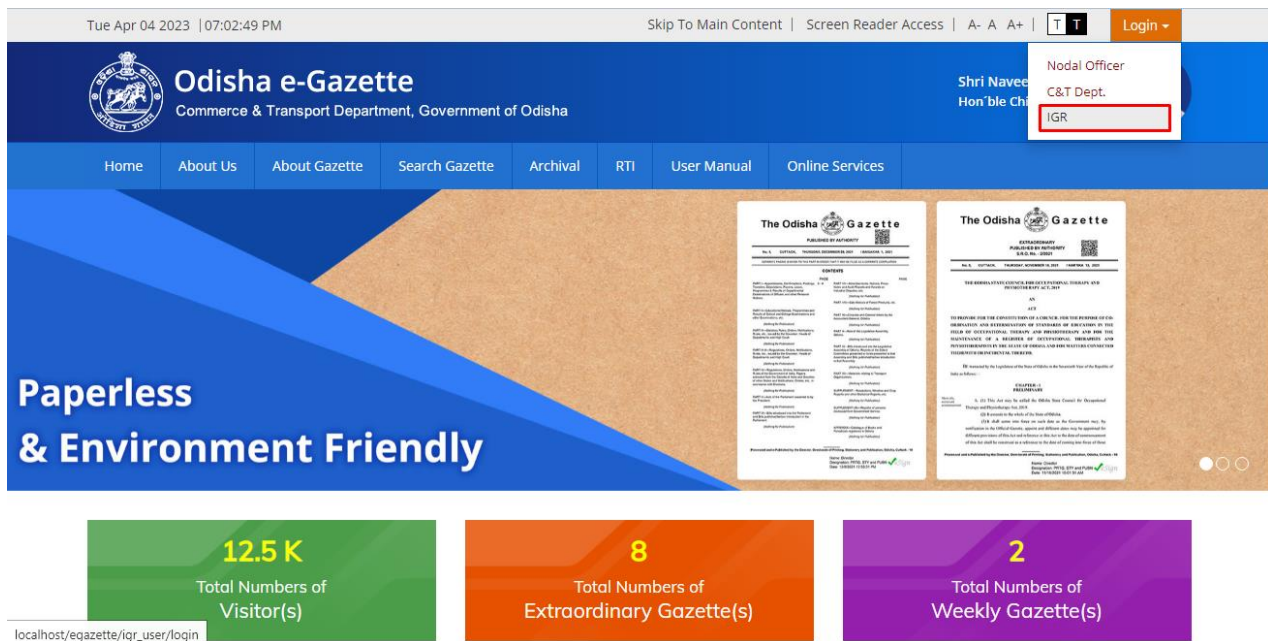
Govt. of Odisha | [odisha.gov.in](https://odisha.gov.in)

f t

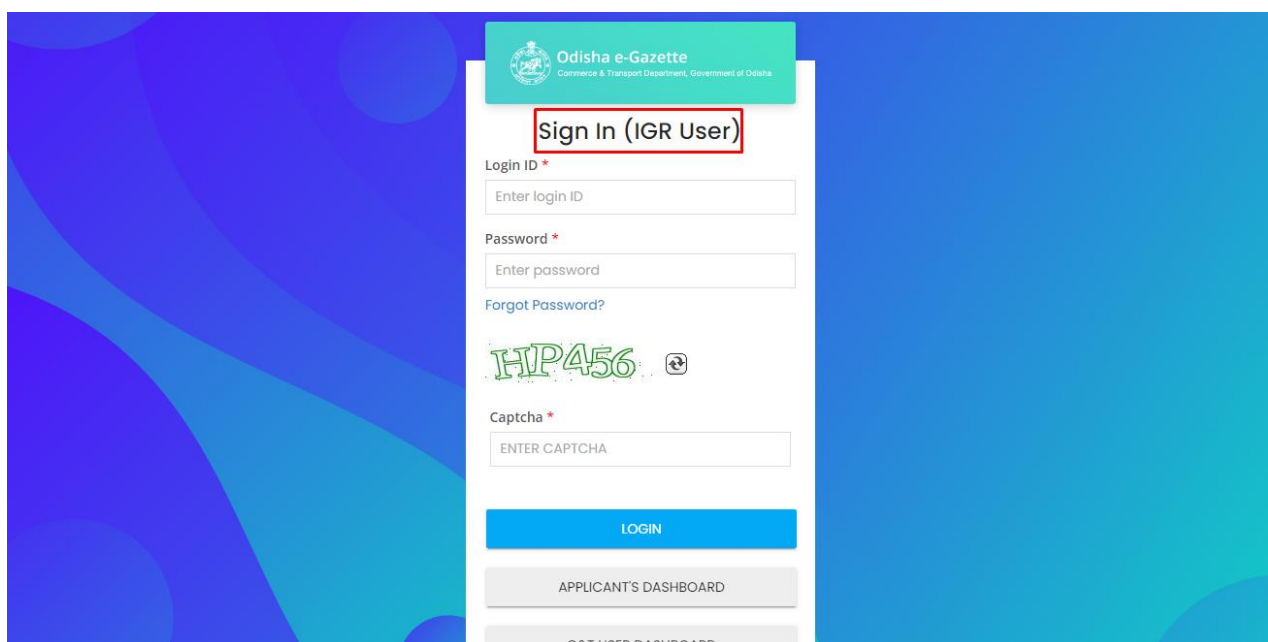
This site is Designed and Developed by National Informatics Center, Bhubaneswar, Odisha.  
Contents are provided, uploaded and approved by Directorate of Printing, Stationery & Publication, Cuttack, Odisha.

## Sign In As IGR User

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



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



## Forgot Password of IGR User

- If you don't remember the login password then you need to reset the password by clicking on the “**Forgot Password**” link then it will be redirect to IGR forget password page as shown in below image.

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

### Sign In (IGR User)

Login ID \*

Password \*

**Forgot Password?**

D5MBM

Captcha \*

ENTER CAPTCHA

LOGIN

APPLICANT'S DASHBOARD

C&T USER DASHBOARD

## Forgot Password

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

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

### **Forgot Password (IGR User)**

Mobile \*

SUBMIT

Back to login?

LOGIN

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

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

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

**Forgot Password (IGR User)**

Invalid Mobile

Mobile \*

Enter your mobile

SUBMIT

Back to login?

LOGIN

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## Dashboard

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

The Odisha Gazette  
Government of Odisha

ashwini, IGR (Approver)

**IGR Dashboard**

Metric	Value
Total Submitted	69
Change of Partnership Pending	63
Change of Partnership Forwarded	6

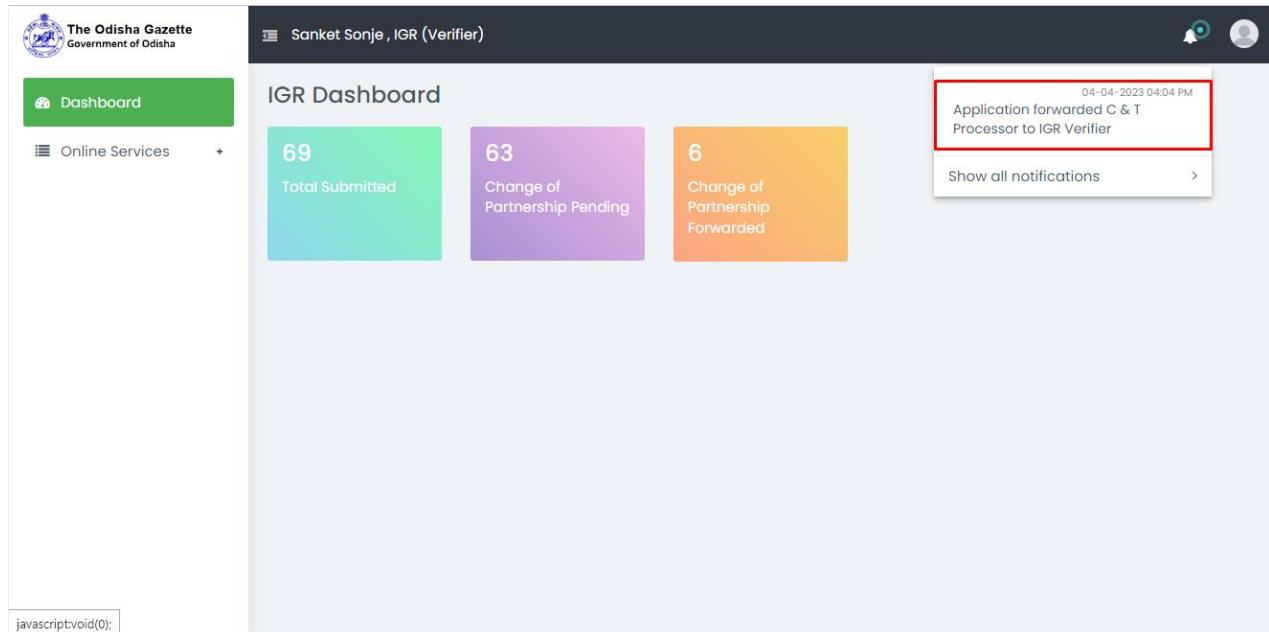
Dashboard

Online Services +

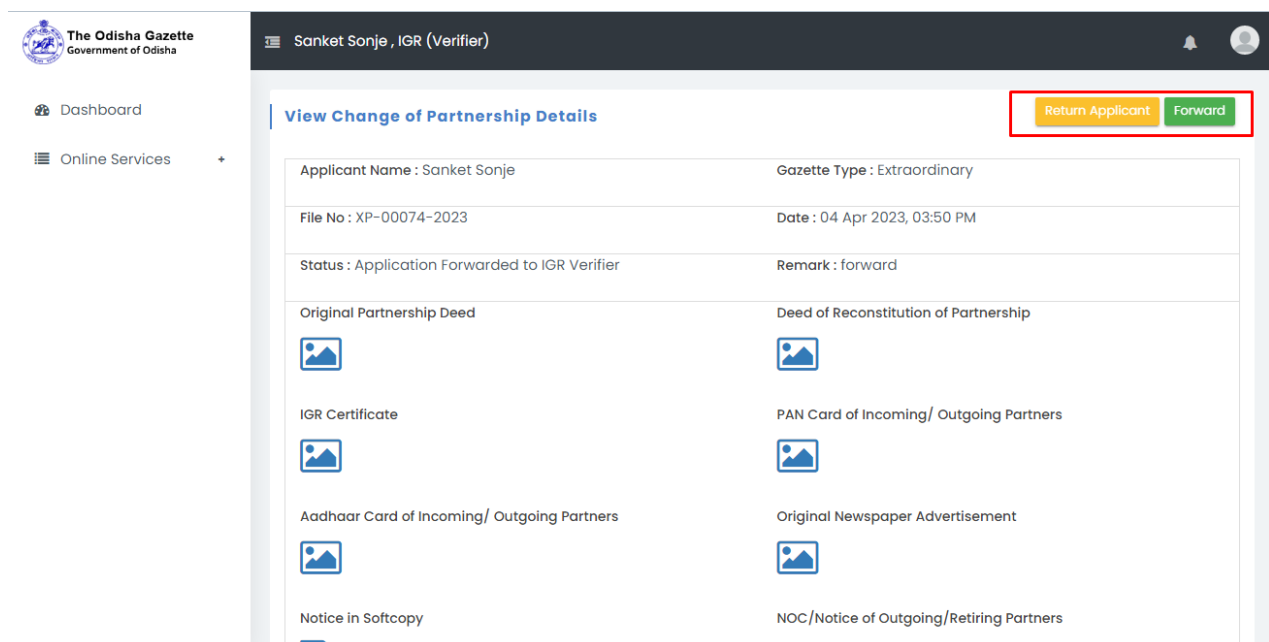
## Change of Partnership

### IGR Verifier

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



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



### Forward Application

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



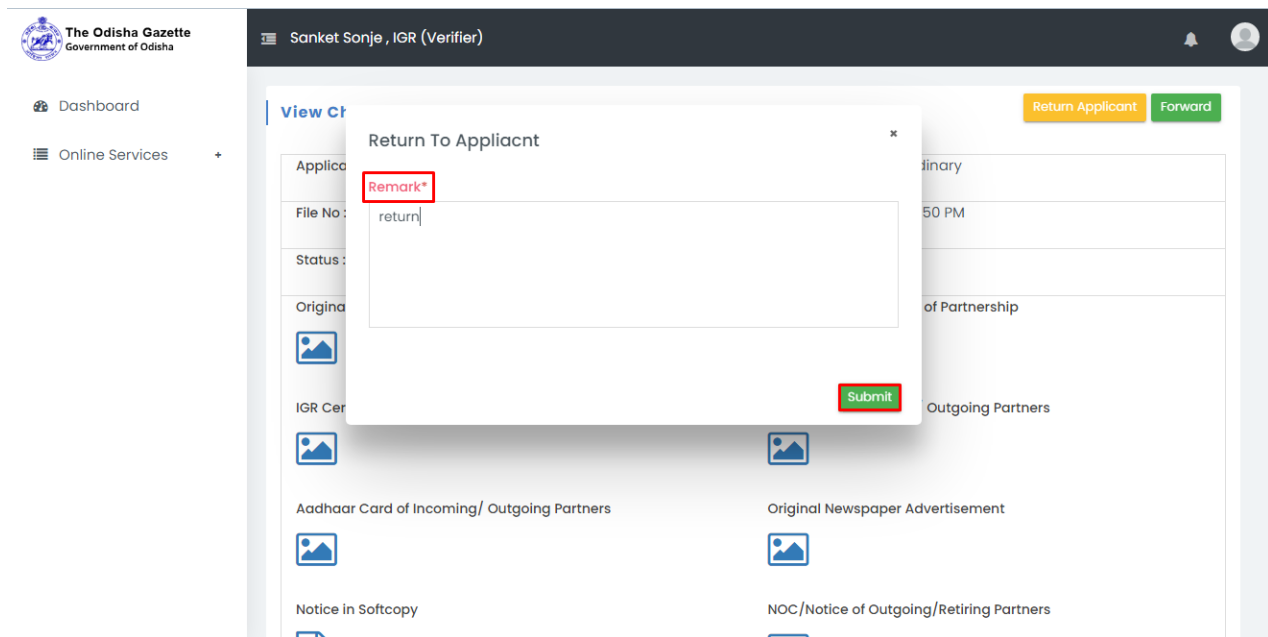
the forward remark, and the user have to put the remarks and then click on the submit button as shown in below image.

The screenshot displays the 'Forward Partnership Change' modal form. The form has a title bar with a close button (X). Inside the modal, there is a 'Remark\*' field with a red border, containing the text 'forward'. Below this field is a 'Submit' button with a red border. The background shows the 'The Odisha Gazette' portal with a sidebar containing 'Dashboard' and 'Online Services'. The main content area shows a list of applications with columns for 'Applicant', 'File No.', 'Status', 'Original', 'IGR Cer', 'Aadhaar Card of Incoming/ Outgoing Partners', 'Original Newspaper Advertisement', and 'NOC/Notice of Outgoing/Retiring Partners'. At the top right of the main content area, there are two buttons: 'Return Applicant' (orange) and 'Forward' (green).

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

### Return To Applicant

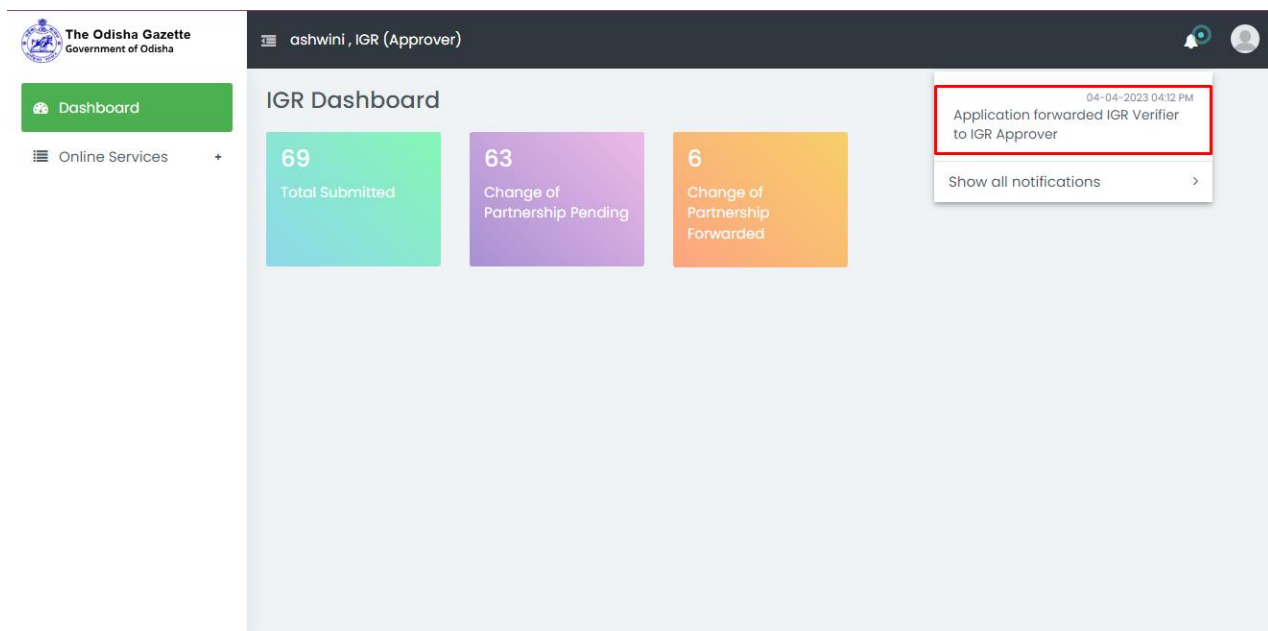
- If the user click on the **“Return To Applicant”** button a remarks pop up will be appear for the return remark, and the user have to put the remarks and then click on the submit button as shown in below image.



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

### IGR Approver

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



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

The screenshot displays the 'View Change of Partnership Details' interface. The header includes the Odisha Gazette logo and the user's role as 'ashwini, IGR (Approver)'. The main content area lists application details: Applicant Name (Sanket Sonje), File No (XP-00074-2023), Status (IGR Verified), and Date (04 Apr 2023, 03:50 PM). It also shows a list of documents with image icons: Original Partnership Deed, IGR Certificate, Aadhaar Card of Incoming/ Outgoing Partners, Notice in Softcopy, Deed of Reconstitution of Partnership, PAN Card of Incoming/ Outgoing Partners, Original Newspaper Advertisement, and NOC/Notice of Outgoing/Retiring Partners. At the top right, three action buttons are visible: 'Reject' (red), 'Return Applicant' (yellow), and 'Forward' (green). The 'Forward' button is highlighted with a red rectangular box.

### Forward Application

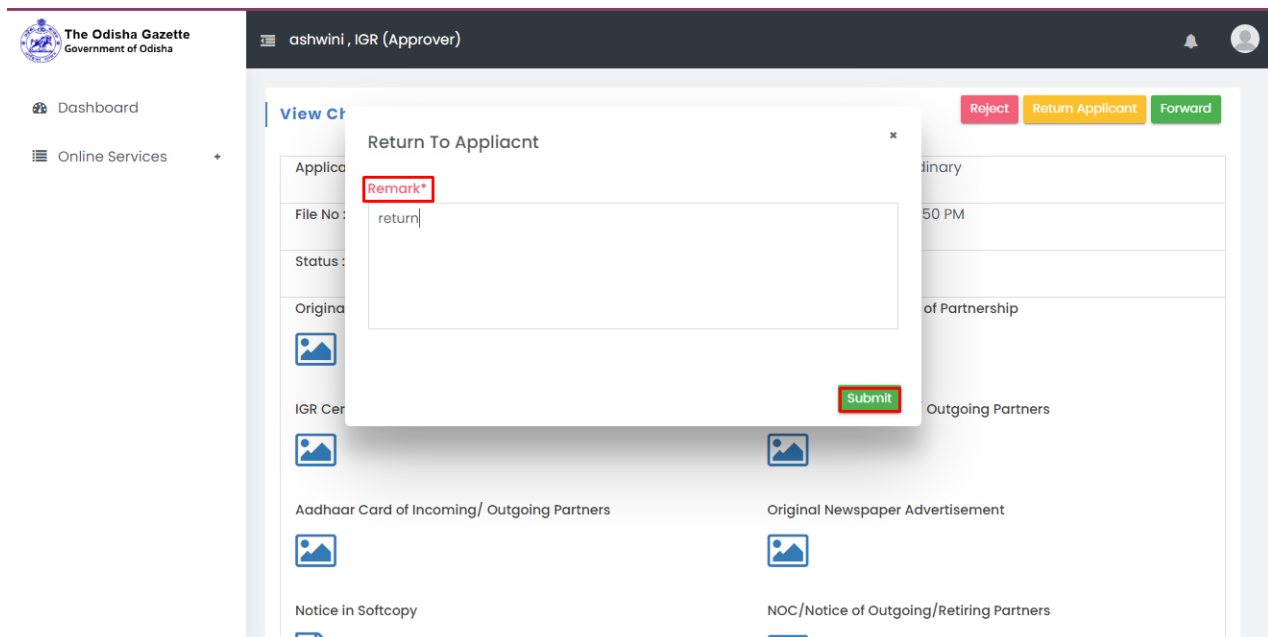
- If the user click on the **“Forward”** button a remarks pop up will be appear for the Forward remark, and the user have to put the remarks and then click on the submit button as shown in below image.

This screenshot shows a modal window titled 'Forward Partnership Change' overlaid on the main application details page. The modal has a close button (X) in the top right corner. Inside the modal, there is a label 'Remark\*' with a red box around it, and a text input field below it containing the word 'forward'. At the bottom right of the modal, there is a green 'Submit' button. The background page is the same 'View Change of Partnership Details' page, with the 'Forward' button from the top right also highlighted with a red box.

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

### Return To Applicant

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



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

### Reject Application

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

ashwini, IGR (Approver)

Reject Partnership Change

Remark\*

reject

Submit

Reject Return Applicant Forward

Application No. 123456789

File No. 123456789

Status: Pending

Original Newspaper Advertisement

IGR Certificate

Aadhaar Card of Incoming/ Outgoing Partners

Notice in Softcopy

Outgoing Partners

NOC/Notice of Outgoing/Retiring Partners

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

ashwini, IGR (Approver)

IGR Dashboard

69 Total Submitted

63 Change of Partnership Pending

6 Change of Partnership Forwarded

ashwini

Visit Website

Profile

Change Password

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.



Dashboard

Online Services +

ashwini, IGR (Approver)

### Profile Details

Applicant Profile

Verifier/Approver :

Name:

Email:

Mobile:

## Change Password

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



Dashboard

Online Services +

ashwini, IGR (Approver)

### Change Password

Change Password

Current Password :

New Password :

Confirm Password :