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
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-G azette addresses by creating a unified platform, streamlining of procedures cross 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 intervention 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://www.egazette.odisha.gov.in** " in the address bar and press enter key.
- Landing page of the Odisha e-Gazette portal will be displayed as shown below in image.

Sign In As Nodal Officer / Department User

To Sign In (Log In), click on the Login button in the landing page of the e-Gazette portal. You will be redirected to the Department Login page.
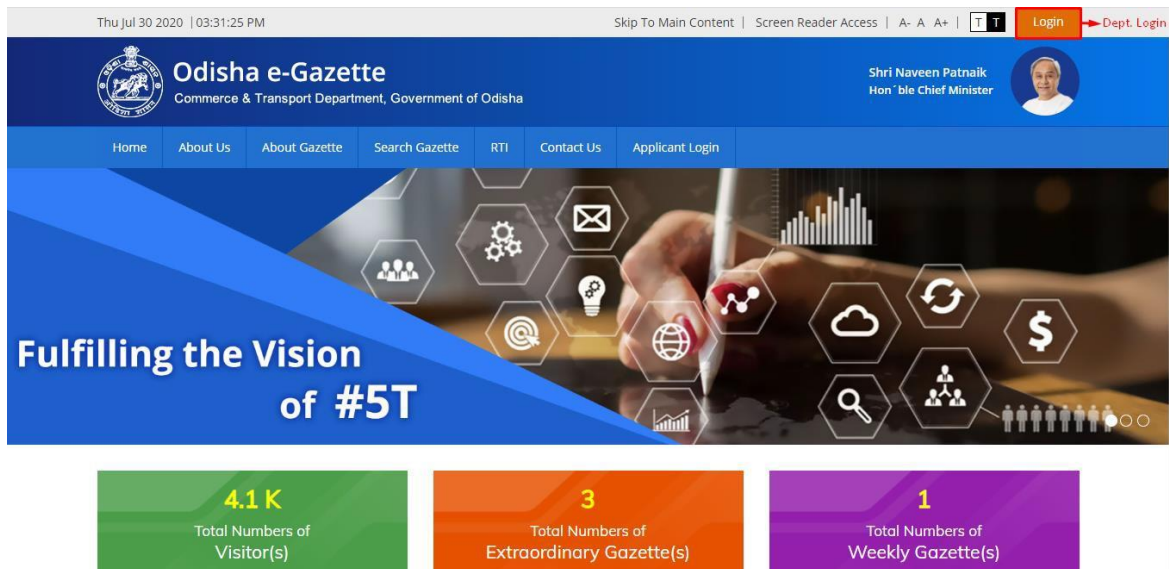
Department user need to enter registered Login ID (6 Digits) and Password shared with their email ID along with the security Captcha text and click on the Login button.
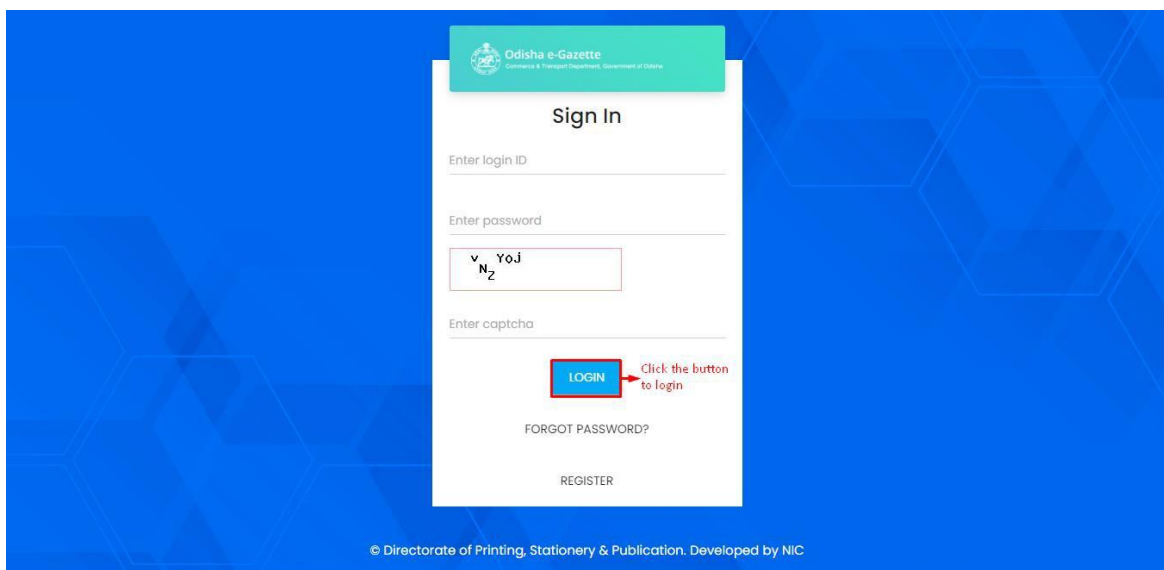
Dashboard

If credentials are valid user will be redirected to Department Dashboard page for e-Gazette portal.

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

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.

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

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.

- o Payment Type (Payment of Cost)
- o Subject

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

- 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.

Nodal Officer e-Sign Process

- 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.

- 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.

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.
- 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.
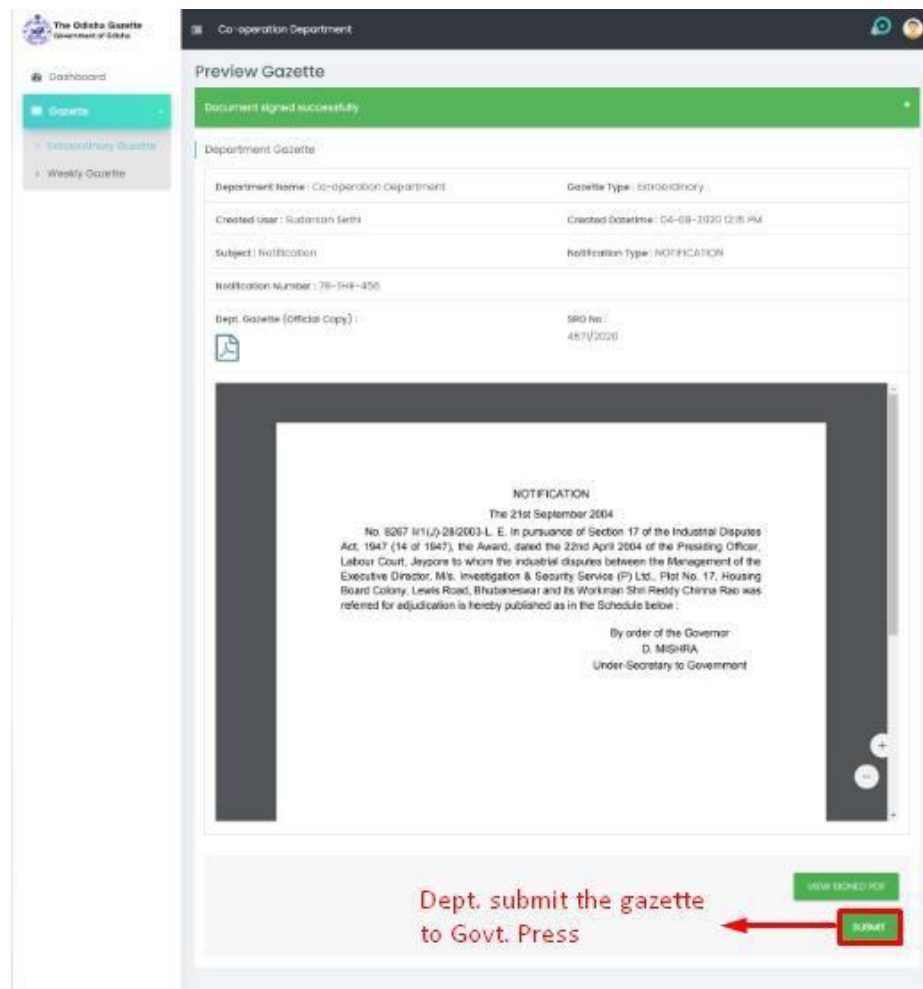
Weekly Gazette

- 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.
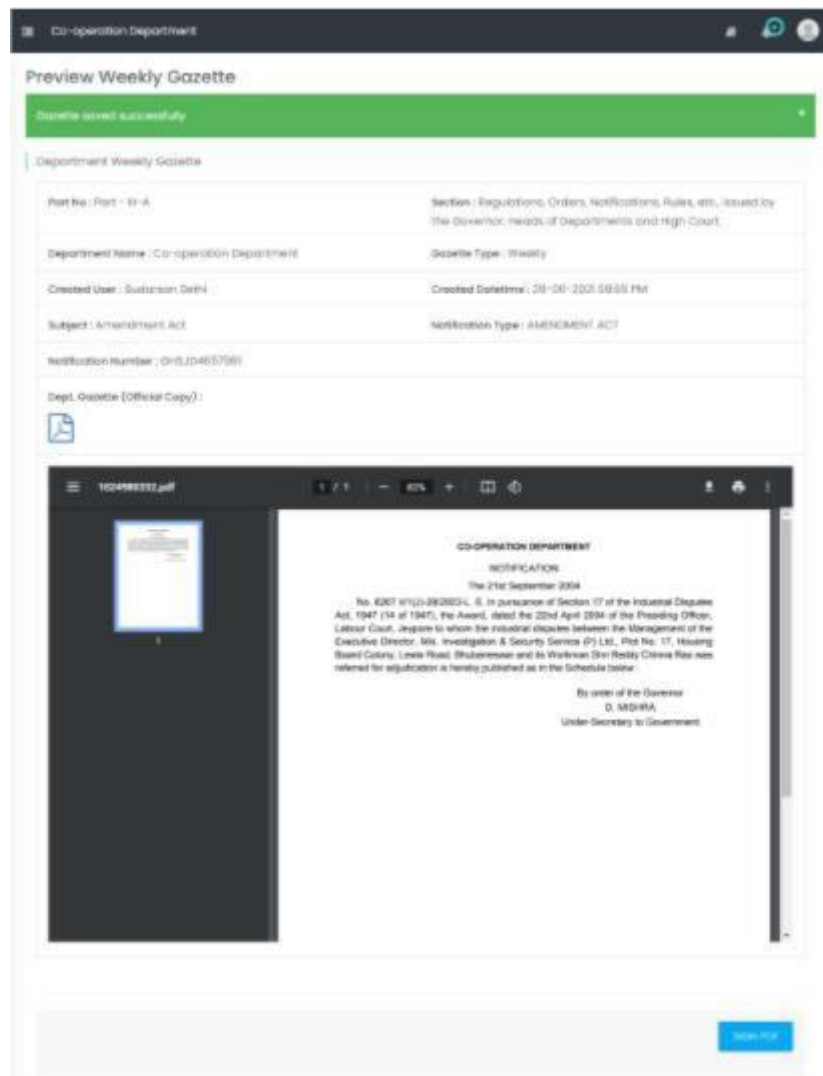

- Department can be able to preview the weekly gazette part in PDF format after submitting "Save AS PDF" button in the portal.
- In the preview page, nodal officer need to click the button "Sign PDF" for e-Sign

the PDF document as shown in the below image.

- 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.

- 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.