

The Odisha Gazette

Commerce and Transport Department
Govt. of Odisha

e-Gazette Department User Manual

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

Version 1.0

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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 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.

The screenshot shows the Odisha e-Gazette portal landing page. At the top, there is a header with the Odisha e-Gazette logo and navigation links. Below the header is a main banner with the text "Paperless & Environment Friendly" and an image of hands holding the Earth. Three statistics cards are displayed: "324.1 K Total Numbers of Visitor(s)", "14 Total Numbers of Extraordinary Gazette(s)", and "1 Total Numbers of Weekly Gazette(s)". The page includes sections for "Hon'ble CM's Message", "Recent Extraordinary Gazettes", "Recent Weekly Gazettes", "Gazettes on Demand", and "Important Links". The footer contains contact information and social media links.

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

Recent Weekly Gazettes

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

Gazettes on Demand

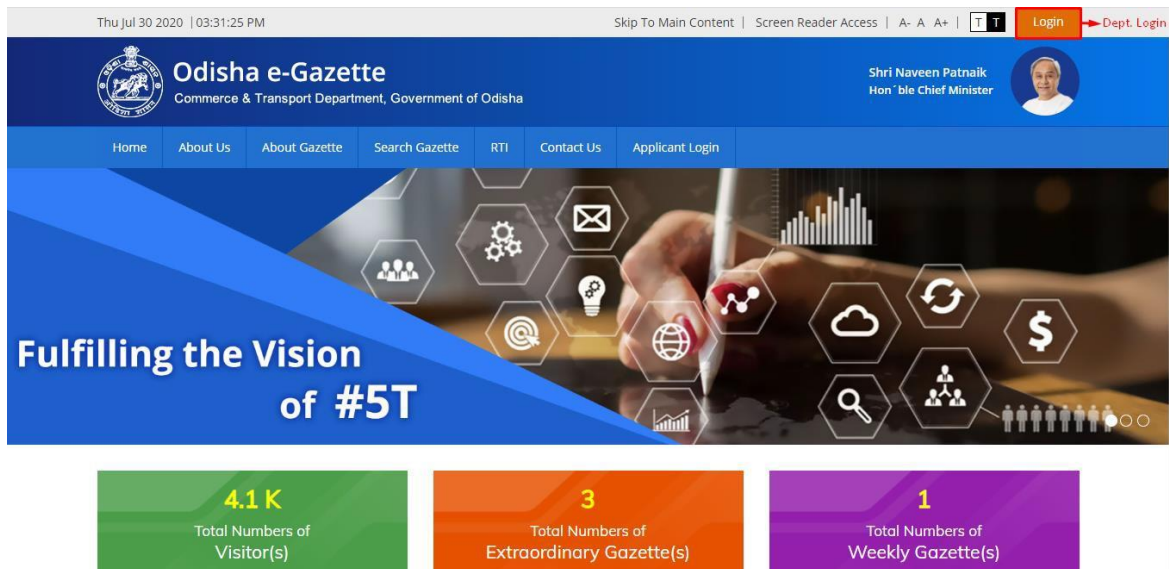
- ▶ Bills & Acts
- ▶ Land Acquisition
- ▶ Surname Change/Partnership Firm
- ▶ Change of Partnership Details
- ▶ Change of Name/surname
- ▶ Others

Important Links

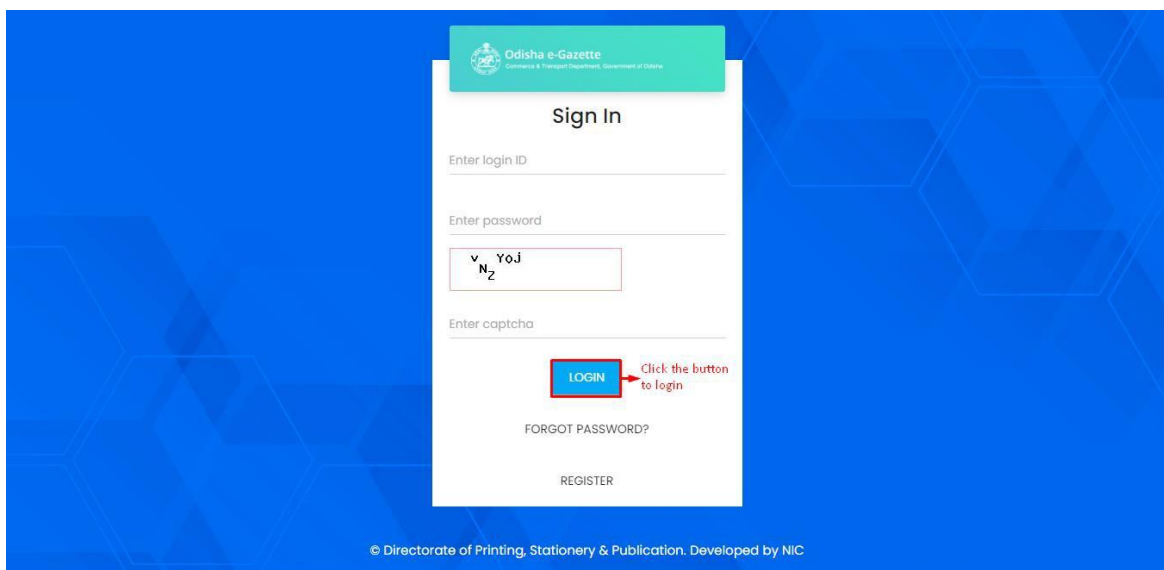
- ▶ Directorate of Printing, Stationery & Publication
- ▶ Commerce & Transport Department
- ▶ State Portal of Odisha

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.

The dashboard for the Co-operation Department displays the following summary statistics:

- Total Submitted: 3
- Extraordinary Published: 3
- Extraordinary Pending: 2
- Weekly Published: 2
- Weekly Pending: 2

Recent Pending Gazette:

Sl. No	Subject	Date	Dept. Document	Status	Action	Press PDF
1	SSSSS	13-07-2020 11:34 AM		Dept. Submitted		
2	Amendment Rules	07-07-2020 12:37 PM		Dept. Submitted		

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 Extraordinary Gazette

Pending Published ADD

Sl No	Subject	Payment Type	Date	Dept. Document	Status	Action	Press PDF
1	Test Subject	Free	07-12-2020 11:20 AM		Press Approved		
2	Appointment	Free	26-11-2020 11:50 AM		Press Approved		
3	SSSSS	Free	13-07-2020 11:34 AM		Dept. Submitted		
4	Amendment Rules	Free	07-07-2020 12:37 PM		Dept. Submitted		

1 2 Next

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 a web interface for the 'Co-operation Department' with a form titled 'Extraordinary Gazette'. The form has the following fields and options:

- Payment Type : ***: Radio buttons for 'Free' (selected) and 'Payment of Cost'.
- Subject : ***: A text input field.
- Notification Type : ***: A dropdown menu with the text 'Select Notification Type'.
- Order Number : ***: A text input field with a note: 'Only (A-Za-z0-9(-,Dot,Comma)) these characters are allowed.'
- Keywords : ***: A text input field with a note: 'Use comma for multiple keywords'.
- Gazette (Official Copy) : ***: A file upload field with a '+ CHOOSE FILE' button and a note: 'Maximum 5 MB allowed.'
- SRO No : ***: A text input field with the value 'NO' entered.

A red box highlights the 'SAVE AS PDF' button at the bottom right of the form.

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)

The screenshot shows a web interface for the 'Co-operation Department' with a header bar. Below the header, the main heading is 'Extraordinary Gazette'. Underneath, there is a sub-heading 'Add Extraordinary Gazette'. The form contains several input fields and options:

- Payment Type :** * with radio buttons for 'Free' and 'Payment of Cost'.
- Notification Type :** * with a dropdown menu labeled 'Select Notification Type'.
- Keywords :** * with a note 'Use comma for multiple keywords' and an input field.
- Subject :** * with an input field.
- Order Number :** * with an input field and a note: 'Only (A-Za-z0-9(-,Dot,Comma)) these characters are allowed.'
- Gazette (Official Copy) :** * with a file upload icon and a green '+ CHOOSE FILE' button. Below it, a note says 'Maximum 5 MB allowed.'
- SRO No :** * with an input field containing 'NO'.

A green 'SAVE AS PDF' button is located at the bottom right of the form area.

- 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.

Co-operation Department

Preview Gazette

Department Gazette

Department Name : Co-operation Department	Gazette Type : Extraordinary
Created User : Sudarshan Sethi	Created Datetime : 29-06-2023 08:27 PM
Subject : Amendment added	Notification Type : ADDENDUM
Notification Number : 1457525FU	
Payment Type : Free	

Dept. Gazette (Official Copy) :

1624978677.pdf

NOTIFICATION
The 21st September 2004
No. 8267 M/21-252003-L. E. in pursuance of Section 17 of the Industrial Disputes Act, 1947 (14 of 1947), the Award, dated the 22nd April 2004 of the Presiding Officer, Labour Court, Mysore to whom the industrial dispute between the Management of the Executive Director, Mys. Investigation & Security Service (P) Ltd., Plot No. 17, Housing Board Colony, Lewis Road, Bhuvaneshwar and its Workman Sri Reddy Chenna Rao was referred for adjudication is hereby published as in the Schedule below

SCHEDULE
IN THE COURT OF THE PRESIDING OFFICER
LABOUR COURT, MYSORE, KARNATAK
Income Tax Court No. 8 of 2003
Dated the 22nd April 2004

Present:
Sri R. K. Saran
Presiding Officer, Labour Court
Mysore, Dist. Karnataka.

Between:
The Management of Executive Director
Mys. Investigation & Security Service (P) Ltd.
Plot No. 17, Housing Board Colony
Lewis Road, Bhuvaneshwar 751 002
AND, D. Bhuvaneshwar, Dist. Khurda
... First Party Management

Sign PDF

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.

The screenshot shows the 'Preview Gazette' interface. At the top, there is a green notification bar that says 'Gazette saved successfully'. Below this, the 'Department Gazette' details are listed in a table-like format:

Department Name : Co-operation Department	Gazette Type : Extraordinary
Created User : Sudarson Sethi	Created Datetime : 04-08-2020 12:35 PM
Subject : Notification	Notification Type : NOTIFICATION
Notification Number : 78-THR-455	
Dept. Gazette (Official Copy) :	SRD No : 4571/2020

Below the details, a PDF preview is shown. The PDF content is as follows:

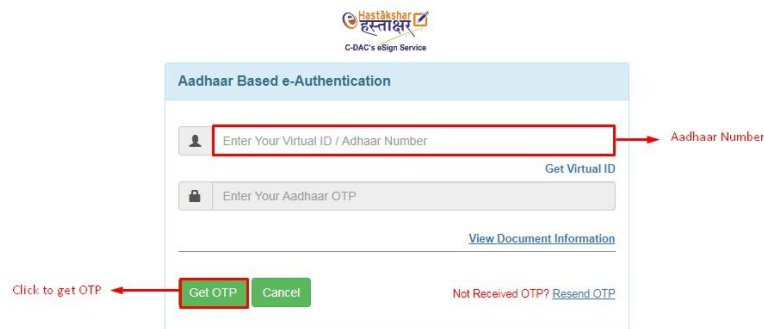
NOTIFICATION
The 21st September 2004
No. 8267 W(1/J)-28/2003-L. E. In pursuance of Section 17 of the Industrial Disputes Act, 1947 (14 of 1947), the Award, dated the 22nd April 2004 of the Presiding Officer, Labour Court, Jaypore to whom the industrial disputes between the Management of the Executive Director, M/s. Investigation & Security Service (P) Ltd., Plot No. 17, Housing Board Colony, Lewis Road, Bhubaneswar and its Workman Shri Reddy Chinna Rao was referred for adjudication is hereby published as in the Schedule below : .

By order of the Governor
D. MISHRA
Under-Secretary to Government

At the bottom of the interface, there is a red arrow pointing to a blue button labeled 'SIGN PDF' with the text 'Click button to Sign PDF' next to it.

- 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

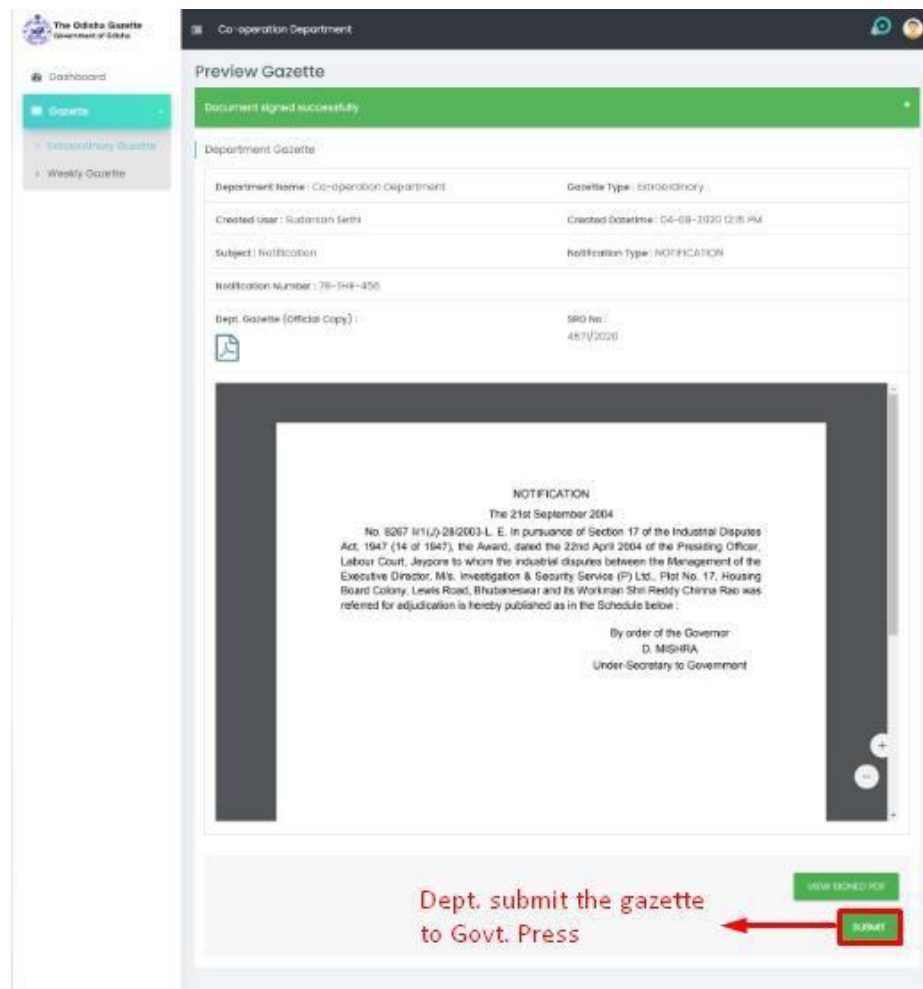


Final Gazette Submission to Govt. Press (Free Extraordinary Gazette)

- 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.

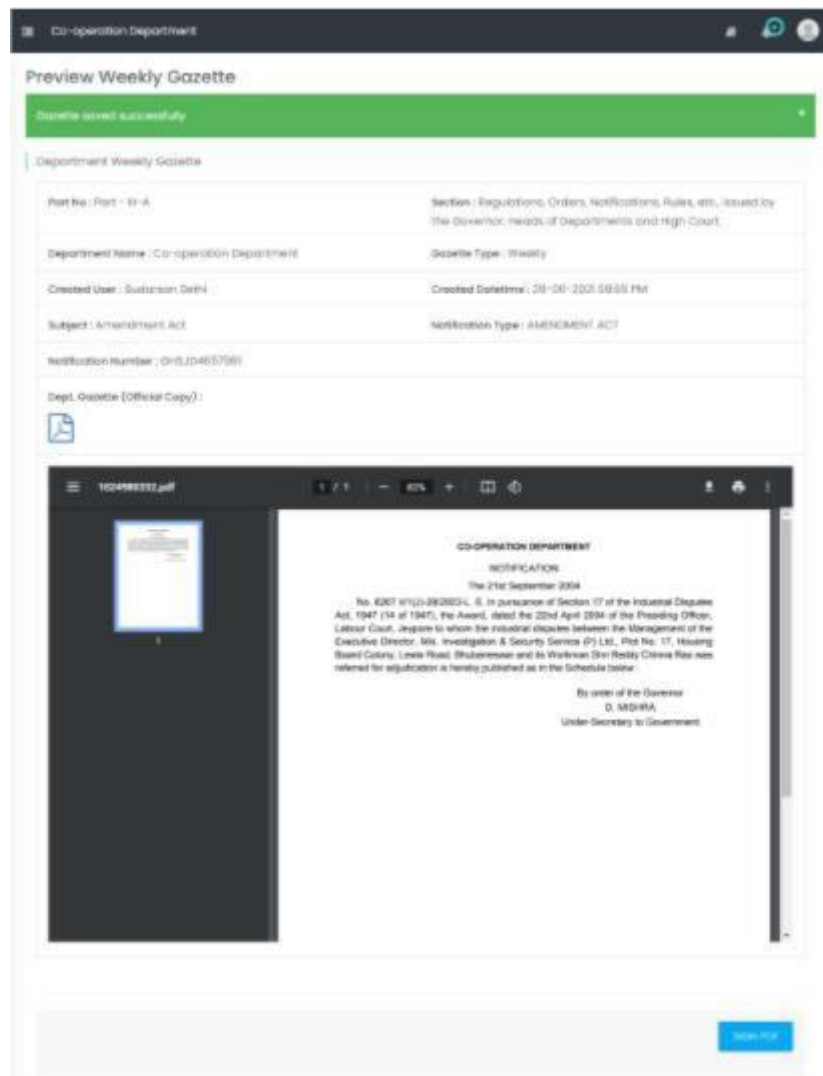
The screenshot shows a web form titled "Weekly Gazette" within the "Co-operation Department" portal. The form is divided into two columns of input fields:

- Left Column:**
 - Department Name : * (Co-operation Department)
 - Part : * (Select Part)
 - Subject : *
 - Type : * (Select Notification Type)
 - Gazette (Official Copy) : * (with a document icon and a green "+ CHOOSE FILE" button)
 - Maximum 5 MB allowed.
- Right Column:**
 - Gazette Type : * (Weekly)
 - Section : *
 - Keywords : * (Use comma for multiple keywords)
 - Order Number : * (Only (A-Za-z0-9(-,Dot,Comma)) characters are allowed.)
 - Week : * (Select Week)

A red-bordered button labeled "SAVE AS PDF" is located at the bottom right of the form area.

- 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.