

GUIDE FOR SUBMITTING CONTENT FOR E-PUBLISHING

This user guide provides the guidelines for the Ministries / Departments / Offices / Organisations of the Central and State Government to create and submit the content online for e-Publishing of gazettes



User Guide v1.0 February, 2016



Guide for Submitting Content for e-Publishing

- 1. Open the eGazette portal using the url <u>http://egazette.nic.in</u>.
- 2. On opening, the following Home page appears.

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Select Keyword	e-Publishing	🚊 Contact Us 🤺 Help	zette 💊 Digital Direc	🤱 About Us 🔍 Searc	🚯 Hon
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	View All				

3. Click on *e-Publishing* option available in Top menu or click on *Login* available in footer menu as shown above. On click, the following e-Publishing menu page appears.

Directorate of Printing Department of Publication Ministry of Urban Development Government of India	The Gazette of India
The Home e-Publishing ? Help	
	e-Publishing
(Login Facility Is Only For The Centra	al Government Departments / Offices And Not For The General Public)
Helpdesk : helpdesk-ptg@gov.in	Login Organization Registration Help
Contents are provided, uploaded and a	Informatics Centre, Ministry of Communications and Information Technology, Government of India. pproved by Department of Publication, Ministry of Urban Development, Government of India each carette Diritat Directory. Contrarts, Discharger Contact II:s Hein

4. As shown above, click the *Login* button for Logging in eGazette portal and submit the content for e-Publishing.

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- 5. On click of *Login* button, the following Login page appears.

- 6. Enter your Login ID, Password, Security code and click on *Login* button.
- 7. On click of *Login* button, if the login credentials are not correctly entered, the following message appears.

Directorate of Printing Department of Publication Ministry of Urban Development Government of India	
Home E Login Menu P Help	
Login	
Kessage from webpage Sorry, Either The Login ID Or Password Is Incorrect. C Refresh Login	

8. Or, if the Security code is not correctly entered, the following message appears.



9. When you are logging in for the first time, the following Change Password page appears.

Directorate of Printing Department of Publication Ministry of Urban Development Government of India	The G	azette of I	ndía "	Kanada Kanada	
					Logout
	Change	Password		*All fields are mandatory	
Password Policy: Enter at least one special		digits,at least one capital letter Example: Testing@123)	r,at least one small	letter and at least 8	
Logi	in ID	submitter			
Cun	rent Password				
New	Password				
Con	firm New Password				
	Change	Password			

- 10. Please enter the Current Password, New Passwords as per the Password Policy mentioned in the page.
- 11. If the Current Password is not correctly entered, the following alert message appears.

<u>i</u>	Directorate of Printing Department of Publication Ministry of Urban Development Government of India
	Logout
	Change Password
	*All fields are mandatory
F 303	eword Policy: Enter at least one Special Character, at least one Capital letter, at least one small letter and at least 8 characters in length (Example: Testing@ 123)

12. If the New Passwords are not entered as per the Password policy, the following alert message appears.

3	Directorate of Printing Department of Publication Ministry of Urban Development Government of India	The Gazette	of India	Cenzette	
_					Logout
		Change Password			
				*All fields are mandatory	
Pa	ssword Policy: Enter at least one Special Chara	Change Password		least 8 characters in length	

13. If the New Password and the Confirm New Password do not match, the following alert message appears.

٤	Directorate of Printing Department of Publication Ministry of Urban Development Government of India	The Gazette	of India	Kare House	
		Change Password		*All fields are mandatory	Logout
Pas	sword Policy: Enter at least one Special Charac	(Example: Testing@123)			
	Log _ Cun	Message from webpage			
	Con	OK			
		Change Password			

14. If the Current Password and the New Password are same, the following alert message appears.

Directorate of Printing Department of Publication Ministry of Urban Development Government of India	The Gazette of	India	Lectronte	
	Change Password		*All fields are mandatory	Logout
	racter at least two digits at least one Capital letter, at least or (Example: Testing@123) from webpage Sony, The New Password Should Be Different From The Current Password. Change Password	×		

15. Please click *Change Password* button to update the new password.

 Directorate of Printing Department of Publication Ministry of Urban Development Government of India	The Gazette	of Indía	Cenzotte	
				Logout
Messa	age from Webpage			
<u></u>	assword Has Been Successfully Changed. Please Lo	igin Again.		
	ОК			

- 16. Please click **OK** button to logout and to login again with new login credentials.
- 17. On click, login page appears. Please enter the new login credentials and click *Login* button.

18. If the login credentials are correct and Digital Signature Certificate (DSC) of Nodal Officer is about to expire in 30 days or less, the following alert message appears.



19. In this case, a Counter displaying the time left to procure DSC appears in **Submitter Dashboard** as shown below.

3	Directorate of Print Department of Pub Ministry of Urban I Government of Ind	lication Development	The G	azette	e of Ind	ia Actuality	
	Download Template	e-Publishing	View/Edit Content	() Logout	Q DSC Registration	Welcome KANWAL KUMAR PURI Submitter Dashboard Day(s) left : 30	
						K	

20. If the time to procure DSC is elapsed or the DSC of Nodal Officer is expired, the following DSC Registration page appears.

<u>i</u>	Directorate of Printing Department of Publication Ministry of Urban Development Government of India	The Gazette	of India	Conzette	
					Logout
		Digital Signature Certificate - Regi	istration		
	Mes	sage from Webpage Sorry, ePublishing is not possible. The time for procurement of new DSC is e Please click OK for new DSC Registrati			

21. Click OK button to register your DSC. On click, the following message appears.

Directorate of Printing Department of Publication Ministry of Urban Development Government of India	The Gazette of India	Kan	
			Logout
Di	gital Signature Certificate - Registration		
Messa	ige from Webpage		
	is, I have new DSC and would like to register. , I do not have new DSC and would like to register later .		
)		

- 22. Select option *No I do not have new DSC and would like to register later*, if DSC is not yet procured.
- 23. On selection, *Logout* button appears as shown below.

2	Directorate of Printing Department of Publication Ministry of Urban Development Government of India	The Gazette of Indi	a Letter	
				Logout
	Dig	gital Signature Certificate - Registration		
	⊖Ye	ige from Webpage is, I have new DSC and would like to register. , I do not have new DSC and would like to register later.		

- 24. On click of *Logout* button, Login page appears.
- 25. You may login again when the DSC is procured and ready to install.
- 26. Select option *Yes, I have new DSC and would like to register*, if DSC is procured and installed in the computer.
- 27. On selection, the following page appears. Click on *Continue* button.

3	Directorate of Printing Department of Publication Ministry of Urban Development Government of India	The Gazette of India	CCCARETTE	
				Logout
(Di	gital Signature Certificate - Registration		
	۰۷	age from Webpage as, I have new DSC and would like to register. o, I do not have new DSC and would like to register later .		

28. On click of *Continue* button, the following page appears.

Directorate of Printing Department of Publication Ministry of Urban Development Government of India	The Gazette of I	India Recention	
			Logout
	Digital Signature Certificate - Registration		
You are required to digitally	sign the Declaration form using your Digital Signature	e Certificate	
Help for how to digitally si	ign the Declaration form is available in the user gu	uide below.	
G	uide For Using Digital Signature Certificate		
Upload digitally signed Declaration for	m Browse		
	Upload		

29. Please click on *Download Declaration Form* button to download the Declaration Form.30. On click, the following message appears.

	Directorate of Printing Department of Publication Ministry of Urban Development Government of India	The Gazette o	ıf India 🛓	CENECULO	
					Logout
	Dig	gital Signature Certificate - Registra	ation		
	You are required to digitally sig	gn the Declaration form using your Digital S Download Declaration Form	Signature Certificate		
		n the Declaration form is available in the le For Using Digital Signature Certificate	e user guide below.		
	Upload digitally signed Declaration form	Browse			
		Upload			
De	you want to open or save keswani_Declaration_12Feb	b2016_112604.pdf from 10.21.61.201?	Open Save	▼ Cancel ×	€.1

- 31. Download the Declaration Form and digitally sign it by using the newly procured DSC of Nodal Officer.
- 32. You may refer the guide for how to digitally sign the PDF document by clicking the *Guide for using Digital Signature Certificate* button made available in the page.
- 33. Digitally sign the Declaration Form as per the guidelines given in the guide.
- 34. Click on *Choose File* button to select the digitally signed Declaration Form.
- 35. On click of *Choose File* button, the following dialog window appears.

Depar Minist	orate of Printing Imment of Publication runnent of India	te of India	
	Choose File to Upload		Logout
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- 36. Select the digitally signed Declaration Form and click *Open* button.
- 37. Click on *Upload* button to upload the digitally signed Declaration Form.
- 38. On click of *Upload* button, the following message appears.

3	Directorate of Printing Department of Publication Ministry of Urban Development Government of India	The Gazette	of India	L'and	
					Logout
	Messa	ge from Webpage			
		DSC is registered successfully.			
		Logout			

- 39. On click of *Logout* button, Login page appears.
- 40. Please enter the login credentials and click *Login* button.

41. If the login credentials are correctly entered, the following **Submitter Dashboard** page appears.



Download Template

42. On click of *Download Template* option, the following page appears.

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		s per the guidelines/specification nt, Government of India for e-Pub		022/2015-PSP-I dated 30-Sep-201	•
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Please use this temp	plate to create the Gazette conten	nt for e-Publishing.			
On click of Download for e-Publishing.	d button (below), the template w	vill be downloaded from eGazette	portal. You can save this temp	plate and can create gazette conten	t
Please read the impo	ortant steps given below.	Download			
 Digitally sign the Scan the hardcopy Digitally sign the 	e-Publishing: e in Microsoft Word when content template in Microsoft Word. y of the content sent by the depai Pdf in Adobe Acrobat Reader. ligitally signed documents while e	artment and save as Pdf.			

- 43. Click on *Download* button to download the pre-formatted MS Word document for creation of the content for e-Publishing.
- 44. Please save the template in your computer and create content.
- 45. Convert the MS Word content document into PDF.
- 46. By using DSC of the Nodal Officer, digitally sign both the MS Word content document and the converted PDF.

e-Publishing

- 47. Click on *e-Publishing* option when both the digitally signed documents are ready for submission to e-Publishing.
- 48. On click of *e-Publishing*, the following page appears.

Directorate of Printing Department of Publication Ministry of Urban Development Government of India	The Gazett	e of I	ndia 📈	
	e-Publishing			
Category	Select Category	•		
Part & Section	Select Part & Section	•		
Government of India Press	Select GOI Press	•		
Subject * (Upto 500 characters)				
S.No.	Keywords * (Upto 100 characters)		Action	
S.No.	Keywords * (Upto 100 characters)		Action Add	
S.No. Upload Digitally Signed Microsoft V				

- 49. Select the Category of content, Part & Section of the content and the Government of India Press where the content is to be notified / published as Gazette.
- 50. Enter the relevant Subject and Keywords of the content. These will be used by citizens to search the desired gazettes in the public interface of the eGazette portal.
- 51. Multiple keywords can be entered by clicking the *Add* action.
- 52. Click on *Choose File*(s) button(s) and select digitally signed document(s).
- 53. Click *Cancel* button to reset the data entered in the page.
- 54. Click *Submit* button to submit the content online for e-Publishing. On click, the following message appears.

Directorate of Printing Department of Publication Ministry of Urban Development Government of India	The Gazette of I	ndía Len a	
	e-Publishing		Back
Category Part & Section Government of India Pres Subject * Upto 500 ofwarders SNO. Upload Digitally Signed M Upload Digitally Signed PDF	Select Category		

55. The submitted content will be sent online to the selected Government of India Press for notification / publishing.

View/Edit

56. Click *View/Edit* option to view / edit / delete the details of the content. On click, the following page appears.

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	S.No.	Category	Part and Section	Name of Press	Date of Upload	Doc Content	Pdf Content	Select Action		
		Category Extra Ordinary	Part and Section Part I-Section 1	1				Select Action		
			8	Name of Press	Date of Upload	Doc Content	Pdf Content			

- 57. This page provides a list of all the contents created by your organization but not published by the GoI Presses.
- 58. The Word content and PDF content submitted by you can be viewed by clicking the respective *icons* in the list.
- 59. Click *Edit* link, to modify the meta data of a particular content, if required. On click, the following page appears.

Ľ.	Directorate of Printing Department of Publication Ministry of Urban Development Government of India	The Gazette of I	India	Actual Contraction
				Back
		e-Publishing		
		<u> </u>		
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	Upload Digitally Signed PDF	Br	frowse	
		Submit Cancel		

60. Click *Delete* link to delete the unwanted content, if any. On click, the following alerts appear.

4	Directorate of 1 Department of Ministry of Url Government of	Publication ban Developm	ent	The Ga	zette of	In	día		CECEDITO
									Back
				View/Edit Content f	or e-Publishing				
	S.No.	Category	Part a Sect		Date of Upload	Doc Content	Pdf Content	Select Action	
	1	Extra Ordinary	Part I-Secti	Message from webpage	×		1	Edit Delete	
	2	Extra Ordinary	Part I-Secti		and a second second second of		1	Edit Delete	
	3	Weekly	Part I-Secti	This Extra Ordinary Content Is	Submitted To GIP Faridabad.		7	Edit Delete	
			Part		OK Cancel		1	Edit Delete	
	4	Extra Ordinary	I-Secti						

61. Click *OK* to proceed or click *Cancel* to return.

62. On click of **OK** button, the following alert message appears.

<u>i</u>	Directorate of Printing Department of Publication Ministry of Urban Development Government of India	The Gazette of India	Accusates
			Back
		View/Edit Content for e-Publishing	
	Mes	sage from Webpage	
		Are You Sure Do You Want To Delete?	
		Yes No	
			J

- 63. Click *Yes* to delete the desired content or click *No* to return back to View/Edit Content for e-Publishing page.
- 64. On click of Yes, the following message appears.

lirectorate of l lepartment of linistry of Ur lovernment of	Publication ban Developm	ent	The Ba	zette	of I	India	1	COLORIDO COLORIDO	
		Vi	iew/Edit Content f	or e-Publish	ing			Back	
S.No.	Category	Part and Section	Name of Press	Date of Uplo		oc Pdf ntent Conten	Select Action		
1	Extra Ordinary	Part I-Section 1	Message from webpage	×)1	16	1 📆	Edit Delete		
2	Extra Ordinary	Part I-Section 1	The Content Is Succ	sfully Deleted.	16	1 📜	Edit Delete		
3	Weekly	Part I-Section 1	-	01	16	1 📆	Edit Delete		
4	Extra Ordinary	Part I-Section 1		ок 01	16	1 🗓	Edit Delete		

65. Click *OK* to return to the content list.

Logout

66. Click *Logout* button to logout from eGazette portal.

*** End of document ***

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