Pre-requisites for Organisation Registration

1) An authorisation letter from the competent authority of the Ministry / Department / Office / Organisation addressed to The Director, Directorate of Printing, M/o Urban Development, Nirman Bhawan, New Delhi – 110 011 mentioning the details of Nodal Officer.
2) An active Government / Official email id from NIC (National Informatics Centre) for the Ministry / Department / Office / Organisation.
3) A valid Mobile number of Nodal Officer.
4) A valid Digital Signature Certificate (DSC) of Nodal Officer installed in the computer.
5) Latest version of Microsoft Word enabling creation of gazette content in English and Hindi.
6) Latest free version of Adobe Acrobat Reader to digitally sign the gazette content in PDF.

Important points to be noted

1) Presence of name of the Ministry / Department / Office / Organisation in eGazette portal is mandatory for Organisation Registration.
2) If the Ministry / Department / Office / Organisation name do not present, please send an email to HelpDesk at helpdesk-ptg@gov.in for inclusion of the same.
3) Scanned copies of the Authorisation Letter and digitally signed Declaration Form of Nodal Officer are required to be emailed to HelpDesk for activation after registration in the portal.

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