



# Guide for Organisation Registration



## User Guide v1.0

This user guide provides the guidelines related to Organisation Registration for onboarding in eGazette portal for the purpose of e-Publishing of gazette notifications by the Ministries / Departments / Offices / Organisations of the Central and State Governments.



Dte. of Printing / Dept. of Publication  
Ministry of Urban Development  
Government of India  
Nirman Bhawan, New Delhi



January, 2016

## Pre-requisites for Organisation Registration

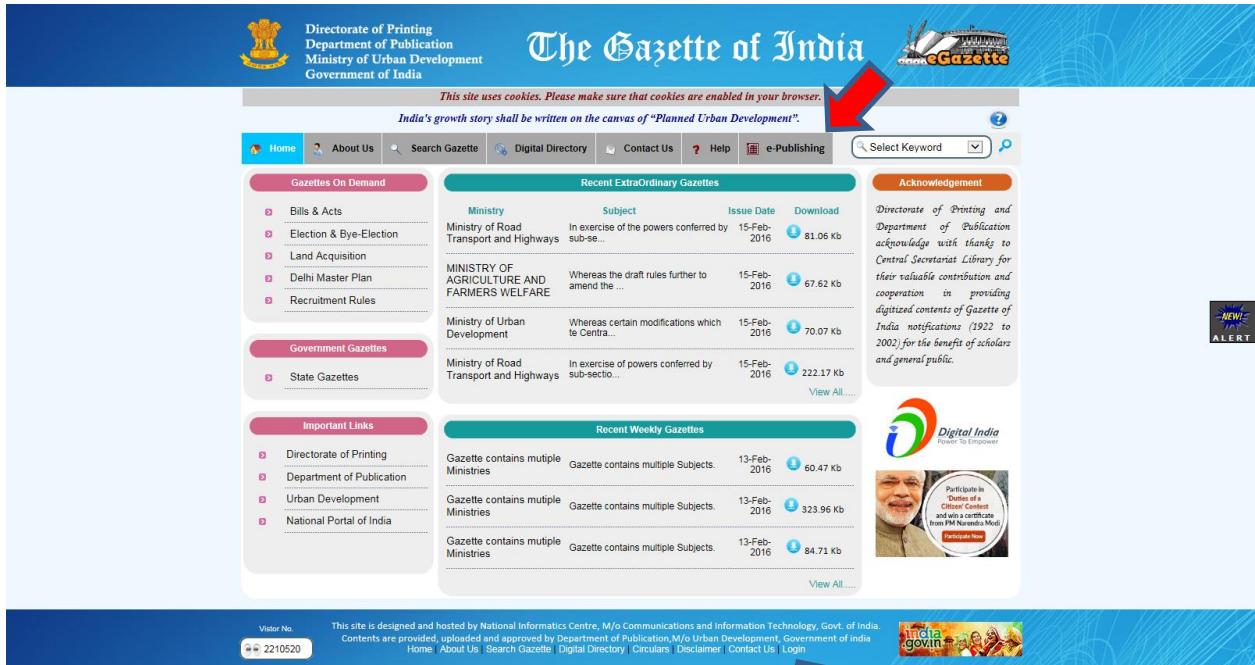
- 1) An authorisation letter, nominating the Nodal Officer, from the competent authority of the Ministry / Department / Office / Organisation addressed to The Director, Directorate of Printing, M/o Urban Development, Nirman Bhawan, New Delhi – 110 011.
- 2) An active Government / Official email-id from NIC (National Informatics Centre) for the Ministry / Department / Office / Organisation.
- 3) A valid Mobile number of Nodal Officer.
- 4) A valid Aadhaar Identification Number of Nodal Officer.
- 5) A valid Digital Signature Certificate (DSC) of Nodal Officer installed in the computer.
- 6) Latest version of Microsoft Word to create the gazette content in English and Hindi.
- 7) 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](mailto:helpdesk-ptg@gov.in) for inclusion of the same.
- 3) After successful registration in the portal, scanned copy of the Authorisation Letter and digitally signed Declaration Form of Nodal Officer in PDF (generated by the portal during registration) are required to be emailed to HelpDesk for activation.

# Guide for Organisation Registration

1. Open the eGazette portal using the url <http://egazette.nic.in> to register your Ministry / Department / Office / Organisation.
2. On opening, the following Home page appears.



3. Click on either **e-Publishing** option available in top menu or click on **Login** link available in footer menu. On click, the following **e-Publishing** menu page appears.



4. Click on **Organization Registration** option in e-Publishing menu page to register your Ministry / Department / Office / Organisation.
5. On click, the following Organization Onboard Request page appears. Details of the Ministry / Department / Office / Organisation and Nodal Officer are to be entered in this page.

- In Organisation Tab, the details of Ministry / Department / Office / Organisation are to be entered.
- All the fields in this Tab are mandatory except the Locality field.

- Please select the Government Category and State Name of the Ministry / Department / Office / Organisation.
- Click Next button to continue. On click the following page appears.

- Please contact HelpDesk at [helpdesk-ptg@gov.in](mailto:helpdesk-ptg@gov.in) in case if you do not find the name of your Ministry / Department / Office / Organisation.
- The name of your Ministry / Department / Office / Organisation will be added by the HelpDesk of Directorate of Printing, M/o Urban Development.
- After completing the entries, click *Next* button to enter the Nodal Officer details. On click, the following Nodal Officer Details Tab appears.

13. Except Aadhar Number field, all the other fields are mandatory.

The screenshot shows the 'Nodal Officer details Tab' of the registration form. The form contains the following fields and options:

- Officer Name:  (Do Not Add Sh./Smt. etc.)
- Designation:
- Gender:  Male  Female
- Officer EmailID:
- Aadhaar Number:
- Mobile Number:  +91
- Security Code:  44SKS2
- Enter Security Code:

Buttons at the bottom:

- 14. **Please do not add any salutation like Sh. / Smt. / Mr. / Ms. / Mrs. etc., in Nodal Officer Name.**
- 15. The Nodal Officer Name being entered here should match with the Officer Name mentioned in Digital Signature Certificate (DSC).
- 16. DSC of the Nodal Officer must be installed in your computer.
- 17. After completing the entries, click *Next* button to digitally sign the Declaration Form and upload the same. On click, the following Alert appears.

The screenshot shows the 'Registration Preview' screen with the following data:

Registration Preview	
<b>Organization Data</b>	
Government Category	Central Government
State	ANDAMAN & NICOBAR (UT)
Ministry	Ministry of Agriculture and Farmers Welfare
Department	Department of Agriculture and Cooperation
Organization	Horticultural Division
Building	Test Building
Street	Test Street
Locality	Test Locality
City	ANDAMAN & NICOBAR
Pincode	999999
Std Code And TelePhone Number	999999999999
<b>Nodal Officer Data</b>	
Officer Name	Test Name
Designation	Test Designation
Gender	Male
Officer EmailID	test@nic.in
Aadhaar Number	999999999999
Mobile Number	1234567890

**Message from Webpage**

**Data can not be modified hereafter during this session.**

**Please ensure that the details entered for Organization and Nodal Officer are Correct.**

**Do you want to review the data or continue the Registration?**

- 18. Data entered for the Organisation and Nodal Officer cannot be modified later during this session.
- 19. Therefore, please ensure that the data entered are correct and complete.
- 20. Click on **Review** button, to review the data entered and correct them if required.
- 21. Click on **Continue** button, to proceed further for digitally signing the Declaration Form and uploading the same. On click, the following page appears.

22. Click the **Download Declaration Form** button, to generate the Declaration Form in PDF format.
23. This Declaration Form has to be downloaded and saved either in Desktop or Downloads folder in your computer.
24. Open the saved PDF from the stored location (i.e. either from Desktop or Downloads folder).
25. The latest version of Adobe Acrobat Reader is required in your computer to open this PDF.
26. Please download the latest free version of Adobe Acrobat Reader, in case it is not available in your computer.
27. The sample PDF Declaration Form opened in Adobe Acrobat Reader is placed below.



### Declaration Form

It is Certified That the following Organization Details and Nodal Officer Details entered in Organization Onboard Request Form Are Correct.

( This Declaration Form is to be Digitally Signed Using Nodal Officer's DSC. )

**Organization Details :**

Government Category	Central Government
State	ANDAMAN & NICOBAR (UT)
Ministry Name	Ministry of Agriculture and Farmers Welfare
Department Name	Department of Agriculture and Cooperation
Office Name	Horticultural Division
Building	Test Building
Street	Test Street
Locality	Test Locality
City	ANDAMAN & NICOBAR
Pincode	999999
Telephone Number	999999999999

**Nodal Officer Details :**

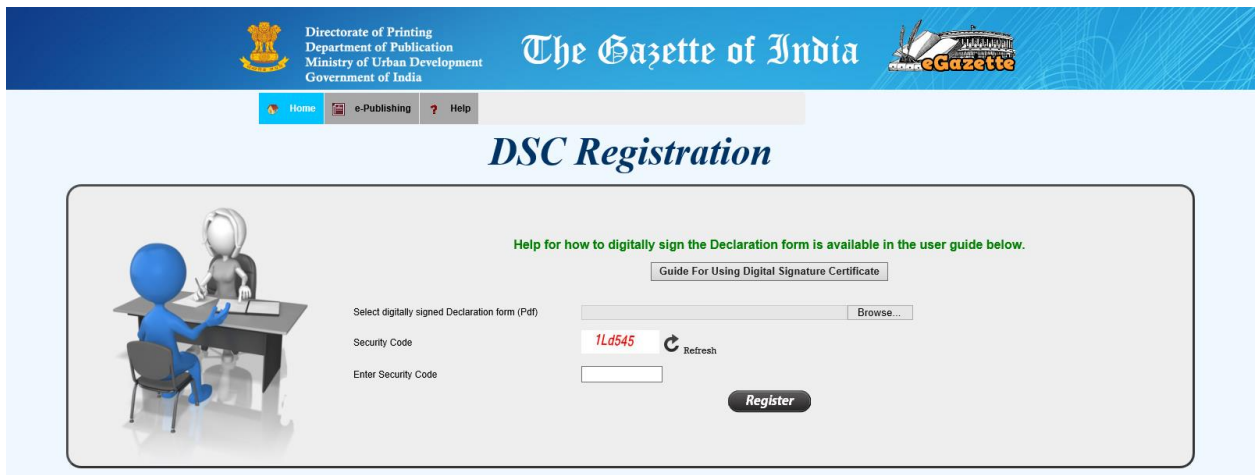
Nodal Officer Name	Test Name
Designaton	Test Designation
Gender	Male
Nodal Officer EmailID	test@nic.in
Aadhaar Number	999999999999
MobileNo	1234567890
Onboarding Registration Date	22-Aug-2016 11:19



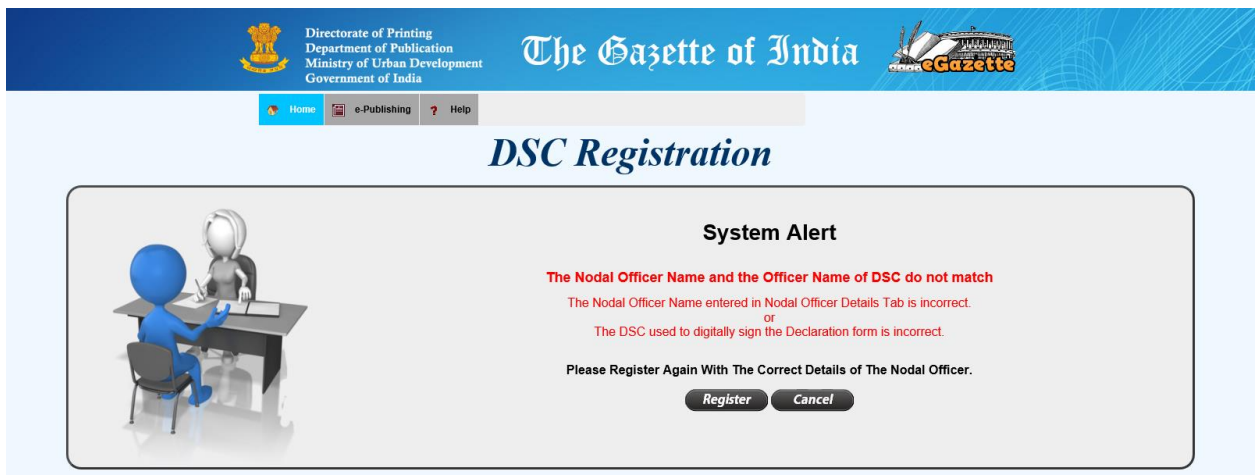
Digitally Sign Below



28. Digitally sign the PDF using the DSC of Nodal Officer in the area indicated above.
29. Please refer the [Guide For Using Digital Signature Certificate](#) available in the page for digitally signing the PDF.
30. Click on **Continue** button, to continue the registration process. On click, the following page appears:



31. Click on **Choose File / Browse** to select the digitally signed PDF (Declaration Form).
32. Enter the Security Code correctly.
33. Click the **Register** button to register your Ministry / Department / Office / Organisation in eGazette portal.
34. If the Nodal Officer name entered in the page and the Officer name mentioned in DSC do not match, then the following System Alert appears.



35. It means that the Name of Nodal Officer entered and the Officer Name to whom DSC is issued, do not match each other or the DSC used to sign the PDF does not belong to Nodal Officer.
36. Click on **Register** button, to register again. On click, the Nodal Officer's Tab appears for entering the correct Nodal Officer name as mentioned in DSC.
37. Click on **Cancel** button to start the registration afresh.
38. When all the details are correctly entered and there is no discrepancy in the data, the following message appears.



39. The request for Organization Registration is complete and successfully submitted.
40. Please email the soft copy of Authority letter and digitally signed Declaration Form of Nodal Officer in PDF to HelpDesk of the Directorate at [helpdesk-ptg@gov.in](mailto:helpdesk-ptg@gov.in) for activation of your Ministry / Department / Office / Organisation registration.
41. The Directorate will send you the login credentials as a reply to the above mail after verifying the Authority letter and Declaration form.
42. Please refer the [Guide for Submitting Content for e-Publishing](#) available in Help option of the e-Publishing Menu Page as indicated below.



43. Please feel free to email to the HelpDesk at [helpdesk-ptg@gov.in](mailto:helpdesk-ptg@gov.in) for queries / clarifications, if any.

\*\*\* End of document \*\*\*

Last updated on 22-08-2016