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.

Directorate of Printing
Ministry of Urban Development
Government of India
Nirman Bhawan, New Delhi

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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) Soft 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.

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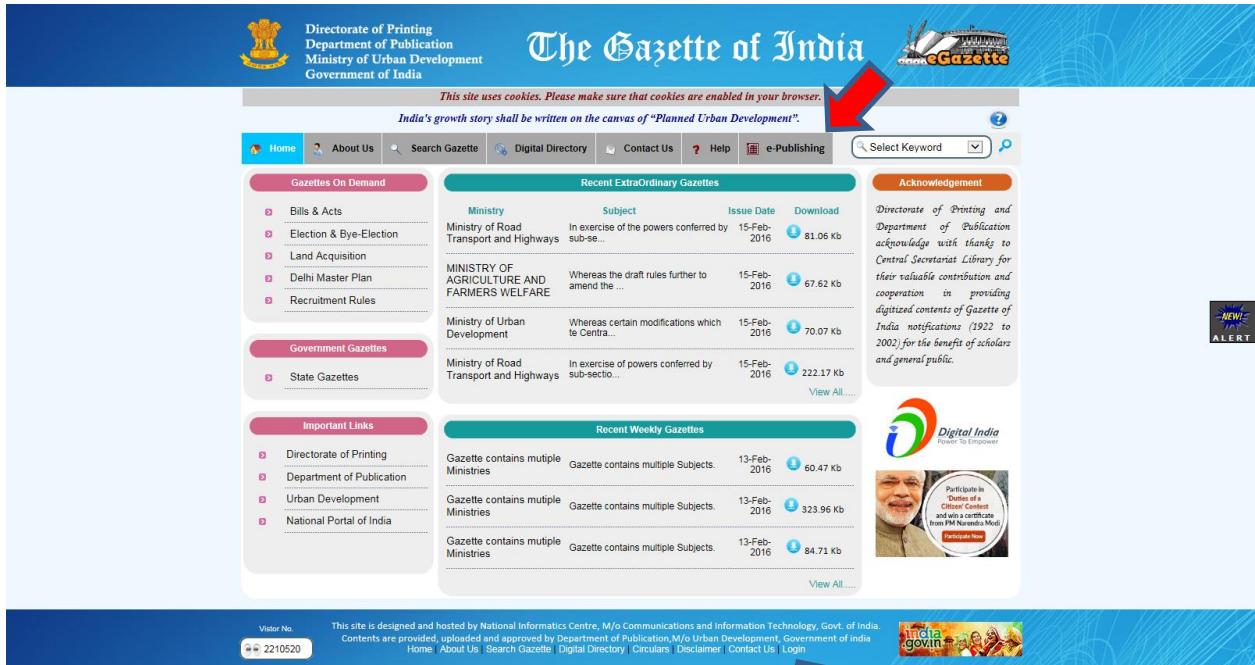
3. Click on either *e-Publishing* option available in top menu or click on ***Login*** link available in footer menu. On click, the following **e-Publishing** menu page appears.


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.

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6. In Organisation Tab, the details of Ministry / Department / Office / Organisation are to be entered.
7. All the fields in this Tab are mandatory except the Locality field.
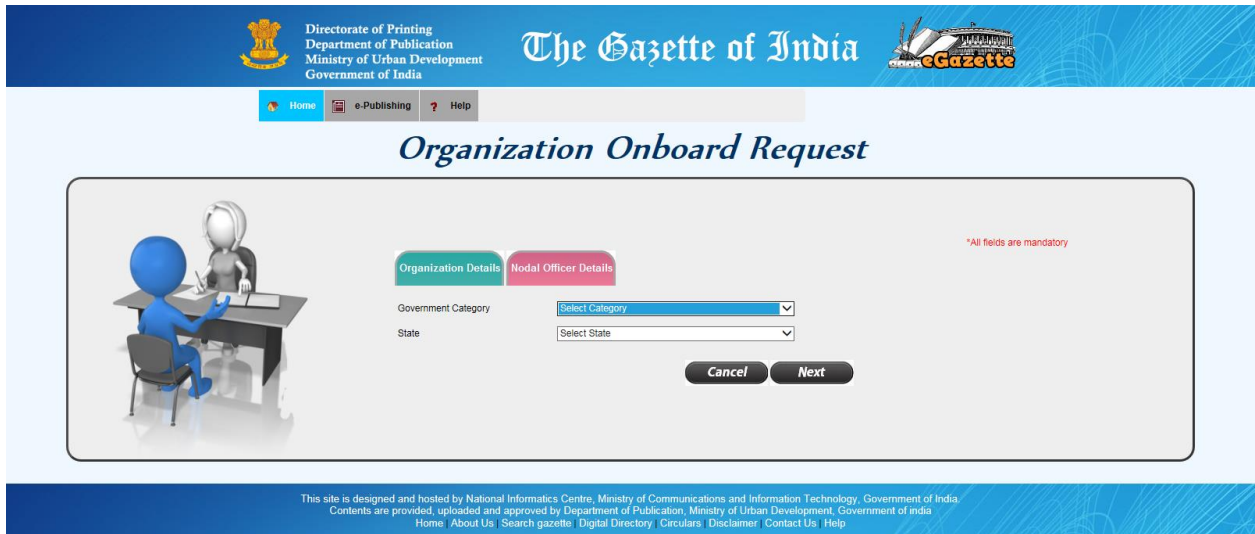
8. Please select the Government Category and State Name of the Ministry / Department / Office / Organisation.
9. Click Next button to continue. On click the following page appears.
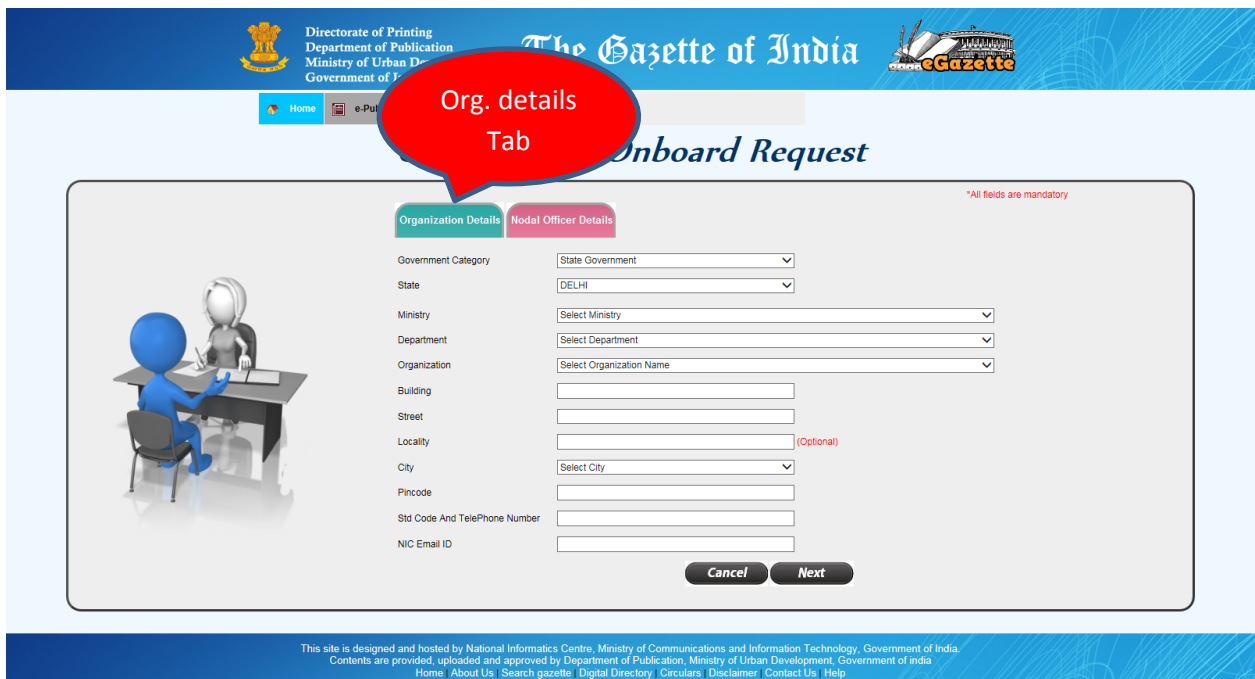
10. Please contact HelpDesk at helpdesk-ptg@gov.in in case if you do not find the name of your Ministry / Department / Office / Organisation.
11. The name of your Ministry / Department / Office / Organisation will be added by the HelpDesk of Directorate of Printing, M/o Urban Development.
12. After completing 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.

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.

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.
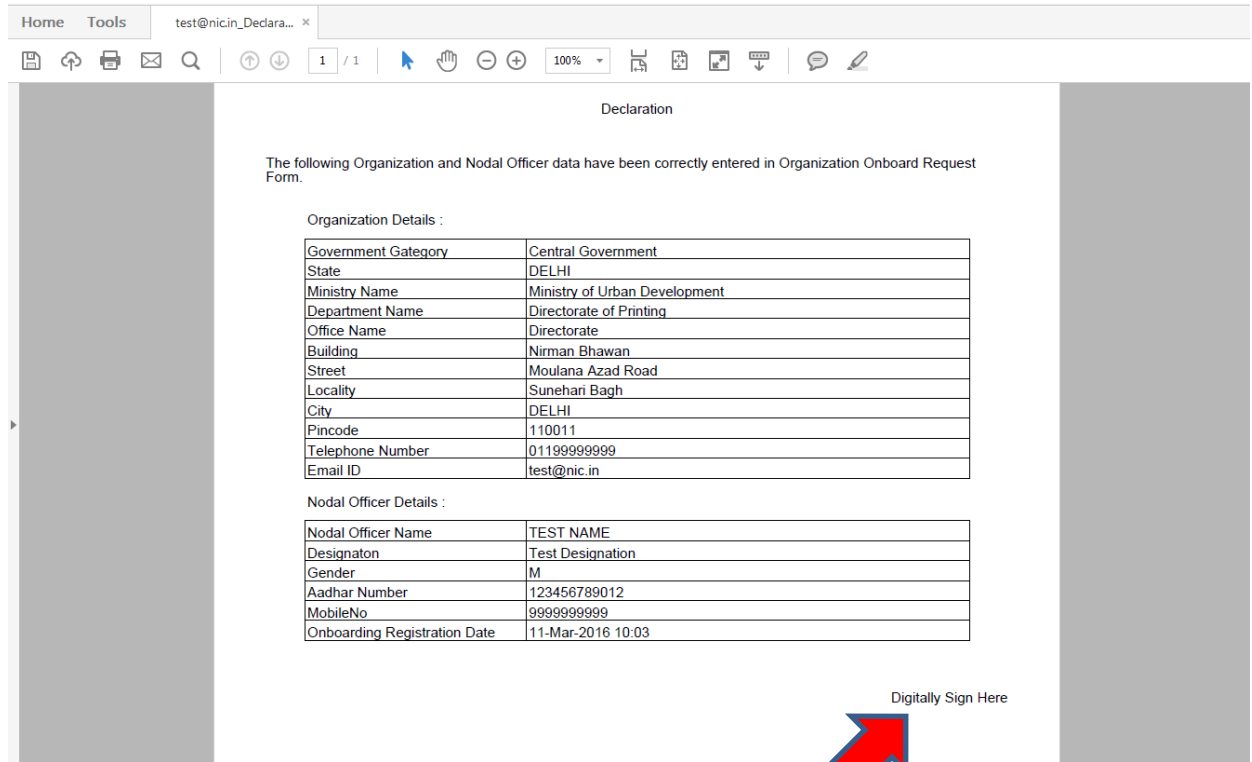

28. Digitally sign the PDF using the DSC of Nodal Officer in the area indicated above.
29. Please refer the *Guide For Using Digital Signature Certificate* available in the page for digitally signing the PDF.
30. Click on ***Choose File*** to select the digitally signed PDF (Declaration Form).
31. Enter the Security Code correctly.
32. Click the ***Register*** button to register the digitally signed Declaration Form.
33. 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.
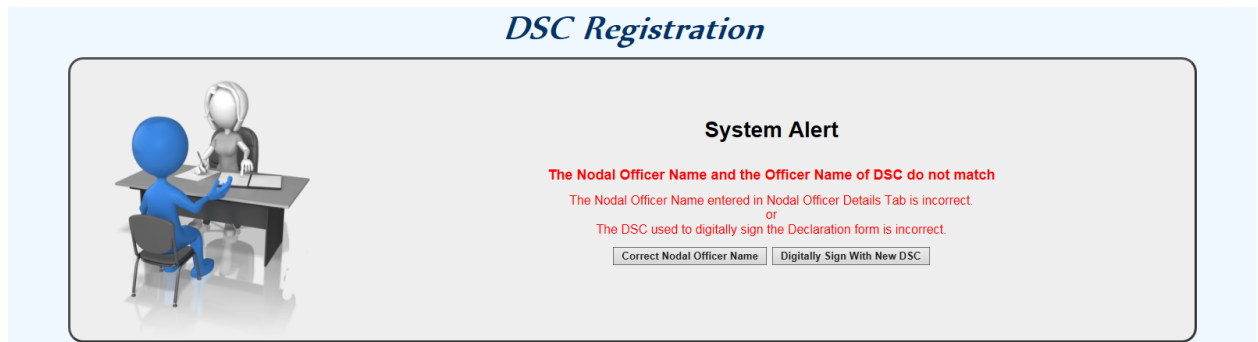
34. It means that the Name of Nodal Officer entered and the Officer Name to whom DSC is issued, do not match each other or the DSC used to sign the PDF does not belong to Nodal Officer.
35. Click on *Correct Nodal Officer Name* button, if you want to correct the Name of Nodal Officer to match with the Name mentioned in DSC.
36. Or, click on *Digitally Sign With New DSC* button, if you want to sign the PDF with the correct DSC.
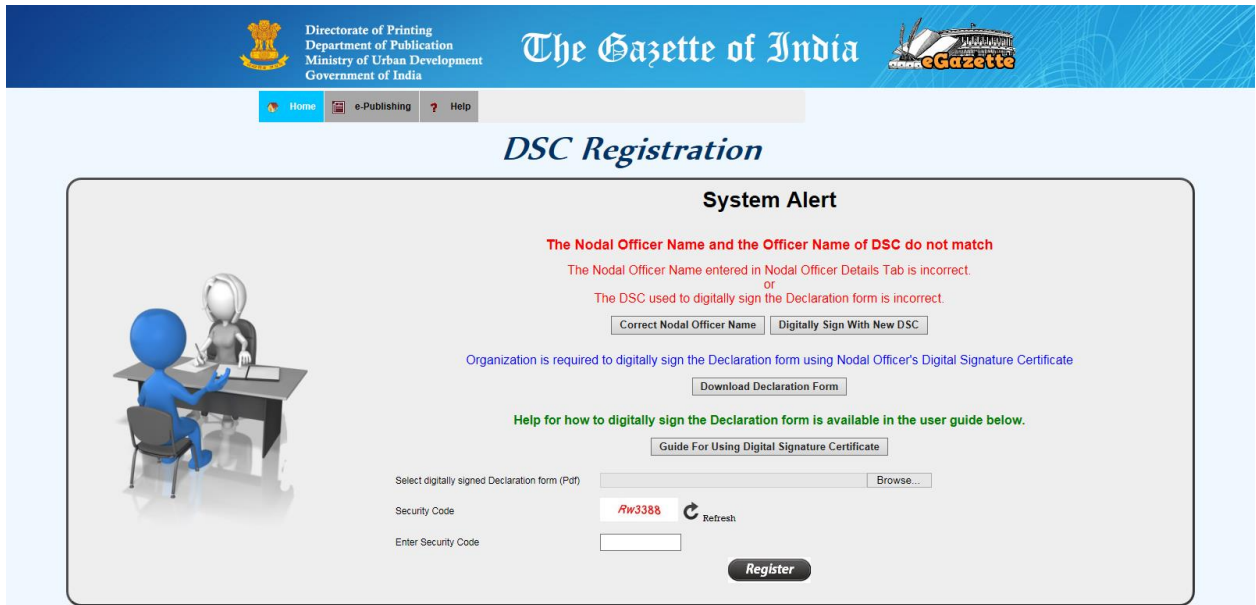37. On click of *Correct Nodal Officer Name* button, the following message appears.

38. On click of *Yes*, the following page appears.
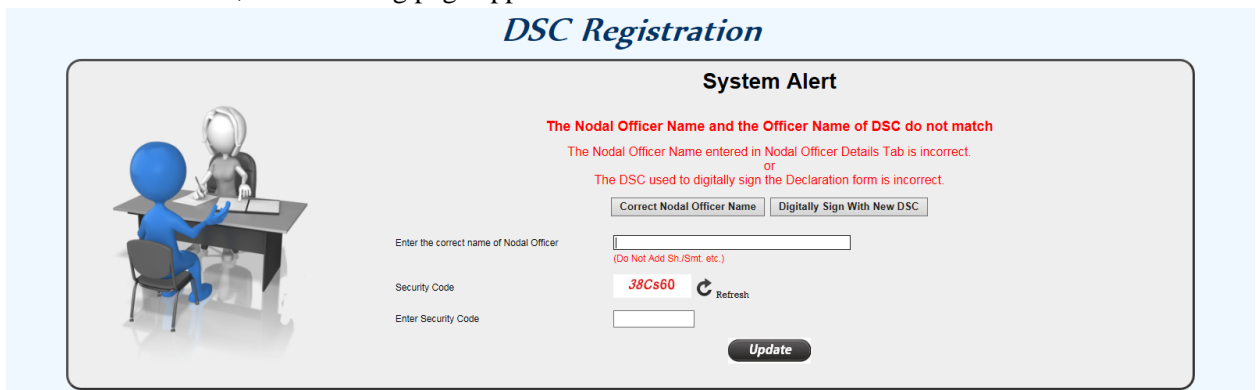
39. Please enter the correct Name of Nodal Officer and click the *Update* button.
40. On click of *Digitally Sign With New DSC* button, the following page appears.

41. On click of *Yes*, the following page appears.

42. Select the digitally signed Declaration form, enter the Security code and click the **Register** button as already explained in earlier section.

43. On click of **Register**, the following page appears.

44. Please wait while the system is processing your onboard request.

45. On completion of processing, the following message appears.

46. The request for Organization Registration is complete and successfully submitted.

47. Please email the soft copies of Authority letter and digitally signed Declaration Form of Nodal Officer to HelpDesk of the Directorate at helpdesk-ptg@gov.in for activation of your Ministry / Department / Office / Organisation registration.

48. The Directorate will send you the login credentials as a reply to the above mail after verifying the Authority letter and Declaration form.

49. Please refer the *Guide for Submitting Content for e-Publishing* available in Help option of the e-Publishing Menu Page as indicated below.

50. Please feel free to email to the HelpDesk at helpdesk-ptg@gov.in for queries / clarifications, if any.

*** End of document ***

Last updated on 15-03-2016