



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



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NIC NATIONAL
INFORMATICS
CENTRE

Guide for Submitting Content for e-Publishing

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

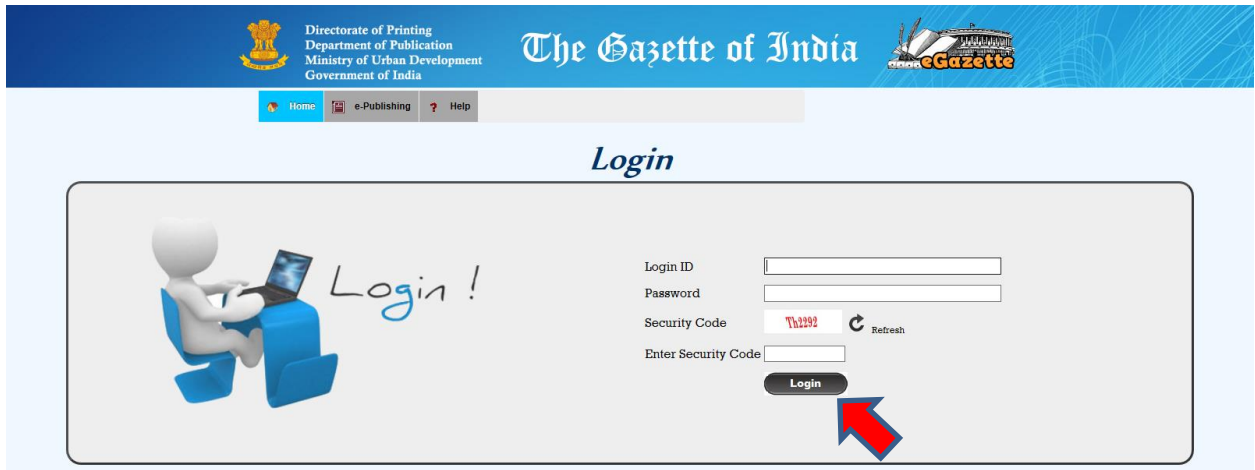


3. Click on **e-Publishing** option available in Top menu or click on **Login** available in footer menu as shown above. On click, the following e-Publishing menu page appears.



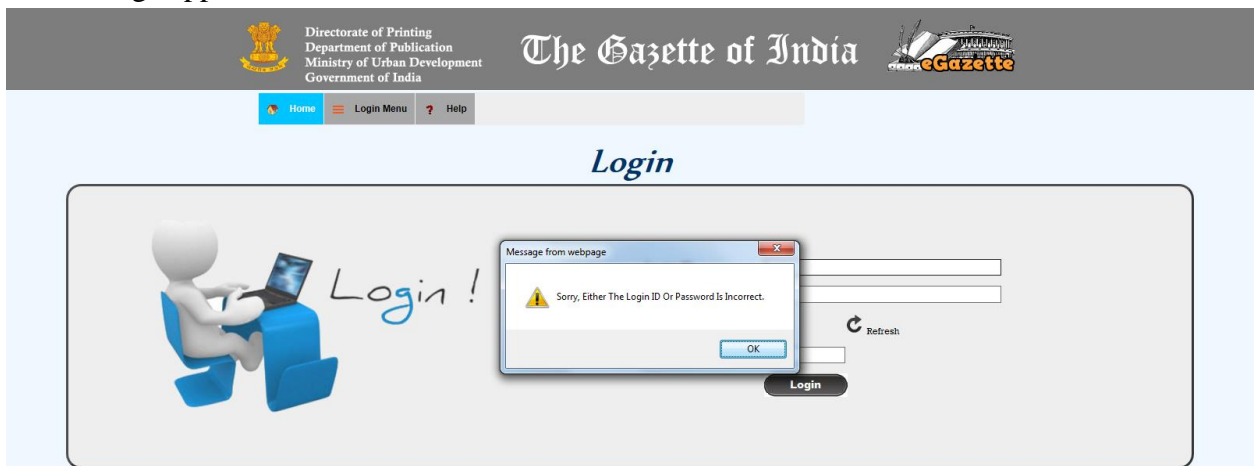
4. As shown above, click the **Login** button for Logging in eGazette portal and submit the content for e-Publishing.

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

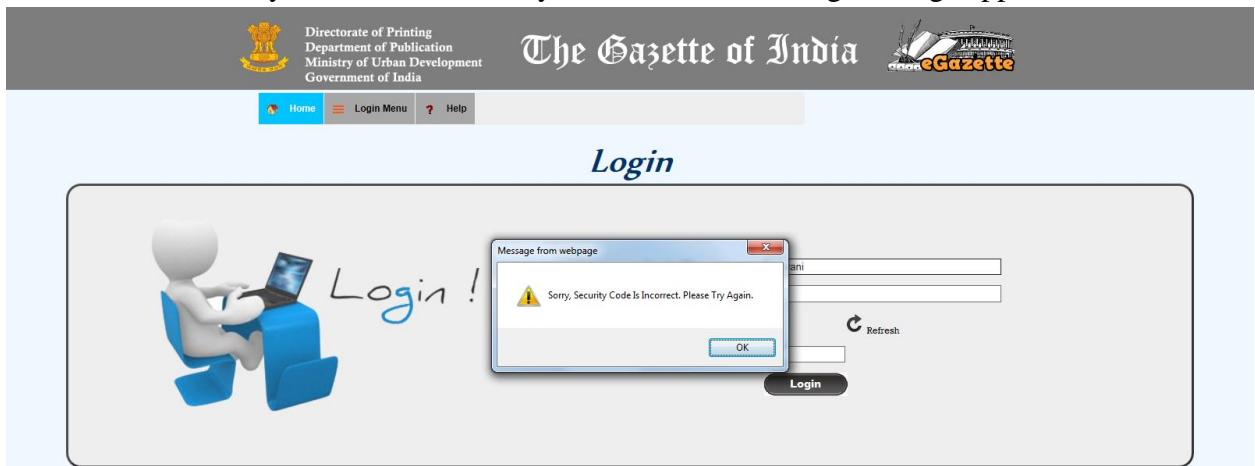


6. Enter your Login ID, Password, Security code and click on **Login** button.

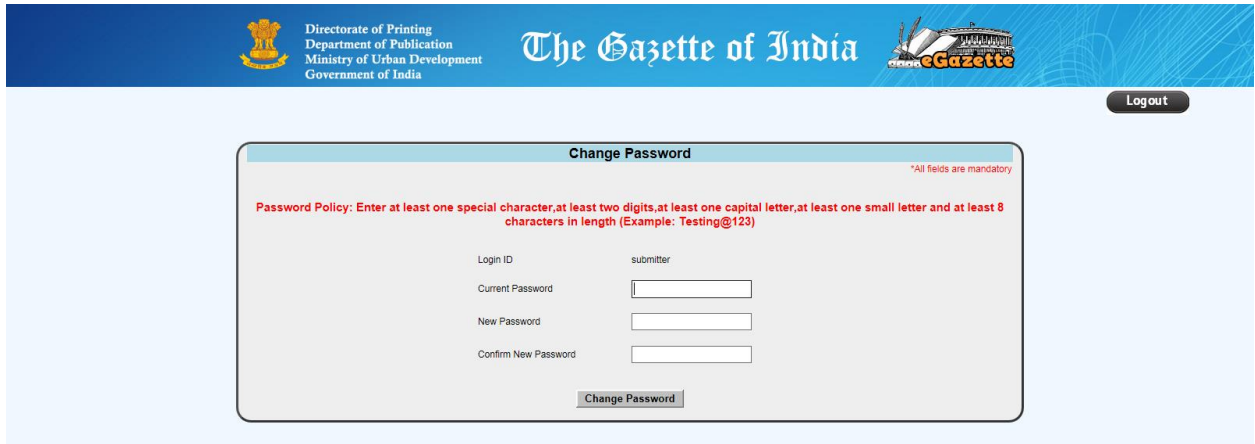
7. On click of **Login** button, if the login credentials are not correctly entered, the following message appears.



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

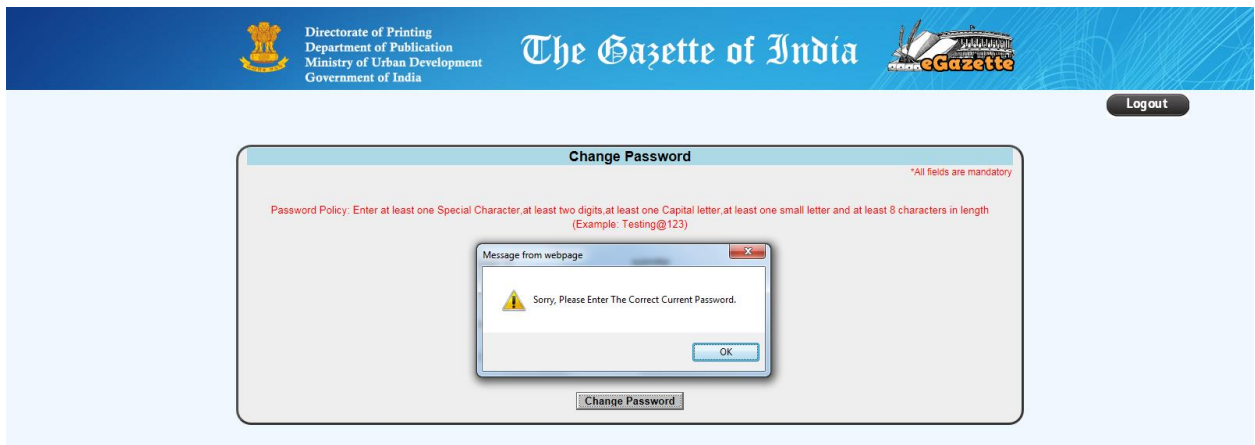


9. When you are logging in for the first time, the following Change Password page appears.



10. Please enter the Current Password, New Passwords as per the Password Policy mentioned in the page.

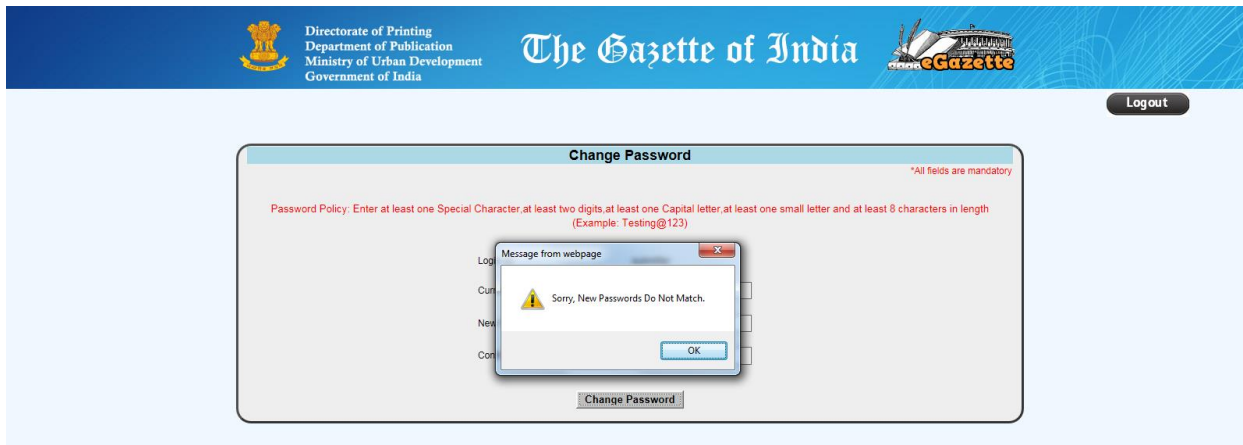
11. If the Current Password is not correctly entered, the following alert message appears.



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



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



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



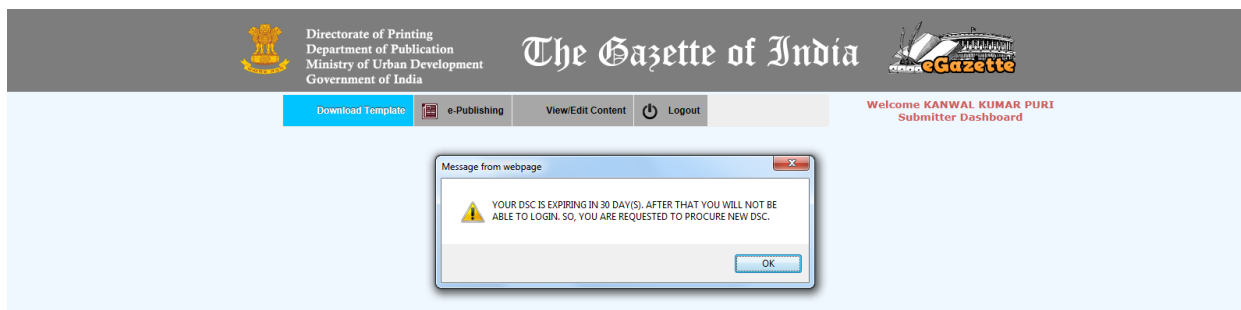
15. Please click **Change Password** button to update the new password.



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.



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



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



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.



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.



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

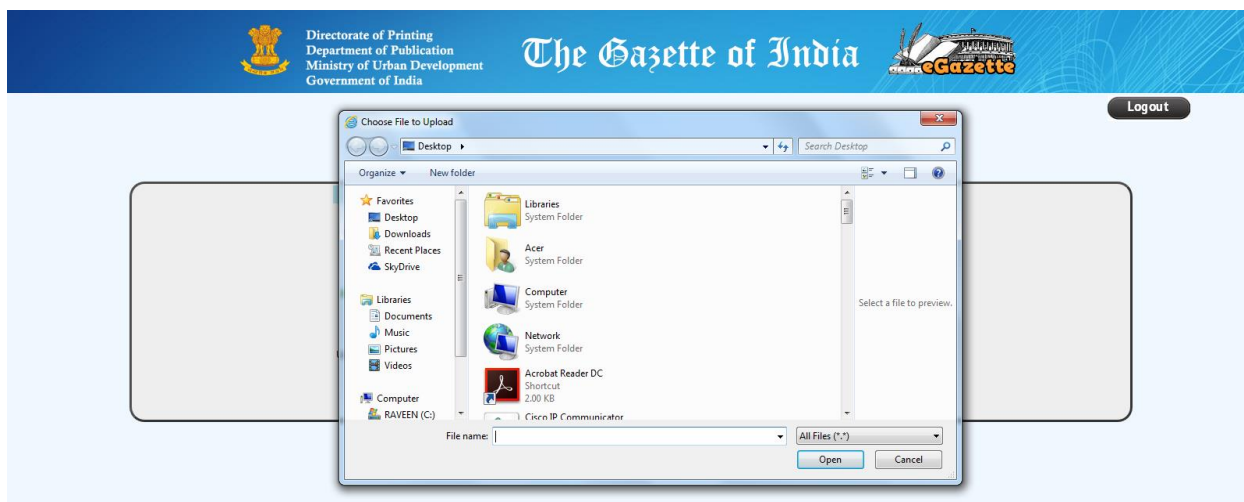


29. Please click on *Download Declaration Form* button to download the Declaration Form.

30. On click, the following message appears.



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.



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.



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.



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.

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 |
| | | Add |
| Upload Digitally Signed Microsoft Word Document | Choose File | No file chosen |
| Upload Digitally Signed PDF | Choose File | No file chosen |

Submit **Cancel**

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.

e-Publishing

Message from webpage

The Content Is Successfully Submitted For e-Publishing

OK

Submit **Cancel**

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.

| S.No. | Category | Part and Section | Name of Press | Date of Upload | Doc Content | Pdf Content | Select Action |
|-------|----------------|------------------|----------------|----------------|-------------|-------------|---------------|
| 1 | Extra Ordinary | Part I-Section 1 | GIP Minto Road | 12-Feb-2016 | | | Edit Delete |
| 2 | Weekly | Part I-Section 1 | GIP Mayapuri | 10-Feb-2016 | | | Edit Delete |
| 3 | Extra Ordinary | Part I-Section 1 | GIP Faridabad | 10-Feb-2016 | | | Edit Delete |

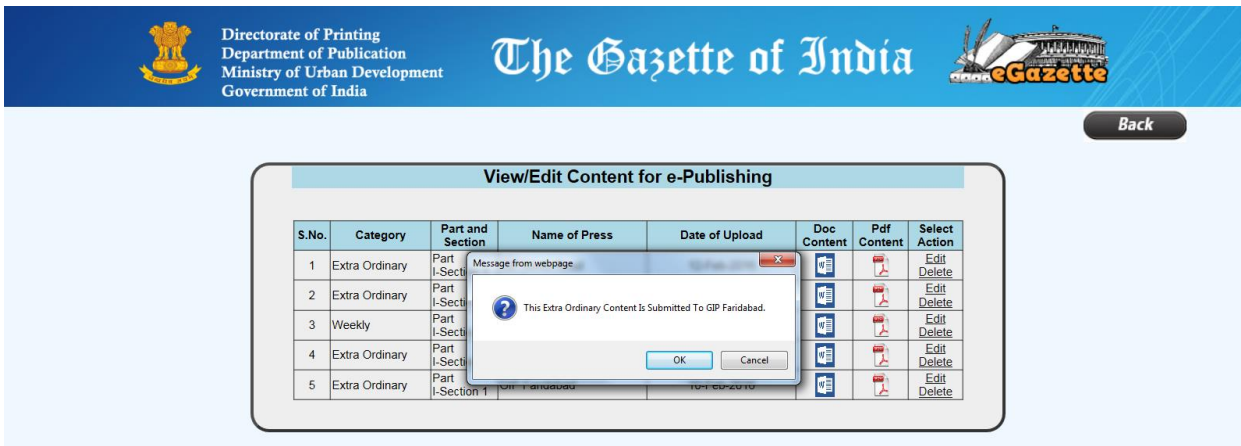
57. This page provides a list of all the contents created by your organization but not published by the GoI Presses.

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.

| Category | Extra Ordinary Gazette | |
|---|----------------------------------|-------------|
| Part & Section | Part I-Section 1 | |
| Government of India Press | GIP Faridabad | |
| Subject * (Upto 500 characters) | Test | |
| S.No. | Keywords * (Upto 100 characters) | Action |
| 1 | test | Edit Delete |
| | | Add |
| Upload Digitally Signed Microsoft Word Document | <input type="text"/> | Browse... |
| Upload Digitally Signed PDF | <input type="text"/> | Browse... |

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



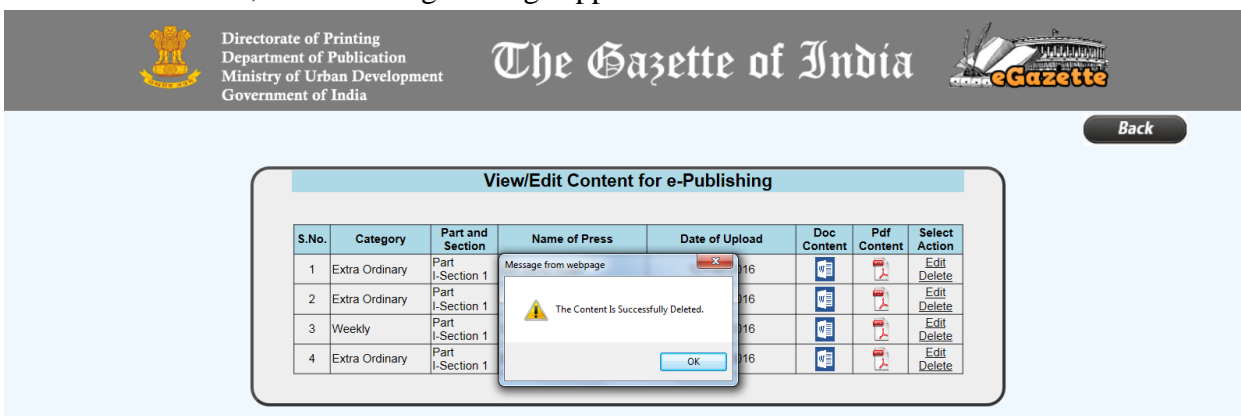
61. Click **OK** to proceed or click **Cancel** to return.

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



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.



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

Logout

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

*** End of document ***

Last updated on 16-03-2016