

# 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



January, 2016

## Pre-requisites for Organisation Registration

- 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 <u>helpdesk-ptg@gov.in</u> 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**

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

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_	Inaia	s growin story snatt be written	on the canvas of "Plannea Orban	Development".		
•	Home 🙎 About Us 🔍 Sea	rch Gazette 😘 Digital Direc	tory Contact Us ? Help	e-Publishing	Select Keyword	
	Gazettes On Demand		Recent ExtraOrdinary Gazettes		Acknowledgement	
6	Bills & Acts	Ministry	Subject	Issue Date Download	Directorate of Printing and	
E	Election & Bye-Election	Ministry of Road Transport and Highways	In exercise of the powers conferred by sub-se	15-Feb- 2016 😃 81.06 Кb	Department of Publication acknowledge with thanks to	
E	Land Acquisition	MINISTRY OF			Central Secretariat Library for	
E	Delhi Master Plan	AGRICULTURE AND	Whereas the draft rules further to amend the	15-Feb- 2016 07.62 Kb	their valuable contribution and conneration in providing	
E	Recruitment Rules	Minister of History			digitized contents of Gazette of	
		Development	whereas certain modifications which te Centra	2016 0 70.07 Kb	India notifications (1922 to 2002) for the benefit of scholars	
-	Government Gazettes	Ministry of Road	In exercise of powers conferred by	15-Feb-	and general public.	
E	State Gazettes	Transport and Highways	sub-sectio	2016 2222.17 Kb View All		
•	Important Links	C.	Recent Weekly Gazettes		Paget a Empower	
Ø	Directorate of Printing	Gazette contains mutiple	Gazette contains multiple Subjects.	13-Feb-		
Ð	Department of Publication			2010	Participate in	
Ð	Urban Development	Gazette contains mutiple Ministries	Gazette contains multiple Subjects.	13-Feb- 2016 Узаз.96 Кb	Chitese Contest and win a certificate	
		Gazette contains mutiple Ministries	Gazette contains multiple Subjects.	13-Feb- 2016 984.71 Kb	Torn PM Nurehits soci	
				View All		

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.

y Is Only For The Central C	<i>e-Publishing</i> Government Departments / C	Offices And Not For	r The General Public)
y Is Only For The Central G	Government Departments / C	Offices And Not For	r The General Public)
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Ipdesk-ptg@gov.in		Organi	Login ization Registration Help
I	pdesk-ptg@gov.in	pdesk-ptg@gov.in is designed and hosted by National Informatics Centre, Ministry of Communications to provided, uploaded and approved by Department of Publication, Ministry	pdesk-ptg@gov.in  is designed and hosted by National Informatics Centre, Ministry of Communications and Information Technology, C

- 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.

- 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.

Directo Departi Ministr Gover	rate of Printing nent of Publication y of Urban Development ment of India	The Gazette of	f India	Letter and a second sec
📀 Home 🖀	e-Publishing ? Help			
	Organiza	tion Onboard	Request	
	Organization Details Nod Government Category State	In Officer Details Belect Category Select State Cancel	V V Next	*All fields are mandatory
This site is Con	designed and hosted by National Inforr lents are provided, uploaded and appro Home   About Us   Search	matics Centre, Ministry of Communications and wed by Department of Publication, Ministry of U h gazette   Digital Directory   Circulars   Disclaim	Information Technology, Gov rban Development, Governm ler   Contact Us   Help	vernment of India, nent of india

- 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.

	Тар	onboard Reques	t
	Organization Details Nodal	Officer Details	*All fields are mandatory
	Government Category	State Government	
	State	DELHI	
	Ministry	Select Ministry	~
	Department	Select Department	~
N. m	Organization	Select Organization Name	~
	Building		
	Street		
	Locality	(Optional)	
	City	Select City	
	Pincode		
	Std Code And TelePhone Number		
	NIC Email ID		

- 10. Please contact HelpDesk at <u>helpdesk-ptg@gov.in</u> 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.

Gor Mune	erment of India  • Publishing ? Help  Organiza	Nodal Office details Tab	Request		
	Organization Details No	dal Officer Details		"All fields are mandatory	
	Officer Name (Do Not Ad	d Sh./Smt. etc.)	]		
	Designation Gender O Male O	Female	]		
	Aadhar Number Mobile Number+91		(Optional)		
	Security Code Ne76	64 C Refresh			

#### 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.

Directorate of Printing Department of Publication Ministry of Urban Development Government of India	The Gazette of India	Letter and a letter
	Organization Onboard Request	
	Organization Details         Rodal Officer Details           Message from Webpage         Data can not be modified 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 to proceed?           Review         Continue	"All fields are mandatory

- 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.

#### DSC Registration

Organization is required Help for how t	d to digitally sign the Declaration form using Nodal Officer's Digital Signature Certificate Download Declaration Form to digitally sign the Declaration form is available in the user guide below. Guide For Using Digital Signature Certificate
Select digitally signed Declaration form (Pdf)	Browse
Security Code	30Ft14 C Refresh
Enter Security Code	
	Register

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.

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	Declaration
Form.	I Onicer data have been correctly entered in Organization Onboard Request
Organization Details :	
Government Gategory	Central Government
State	DELHI
Ministry Name	Ministry of Urban Development
Department Name	Directorate of Printing
Office Name	Directorate
Building	Nirman Bhawan
Street	Moulana Azad Road
Locality	Sunehari Bagh
City	DELHI
Pincode	110011
Telephone Number	01199999999
Email ID	test@nic.in
Nodal Officer Details :	
Nodal Officer Name	TEST NAME
Designaton	Test Designation
Gender	M
Aadhar Number	123456789012
MobileNo	999999999
Onboarding Registration Date	11-Mar-2016 10:03
	Digitally Sign Here
	· · ·

- 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.

System Alert
The Nodal Officer Name and the Officer Name of DSC do not match The Nodal Officer Name entered in Nodal Officer Details Tab is incorrect. Of The DSC used to digitally sign the Declaration form is incorrect. Correct Nodal Officer Name Digitally Sign With New DSC
Message from Webpage The Nodal Officer Name entered in Nodal Officer Details Tab is incorrect. Do you want to correct the Nodal Officer Name? Yes No

38. On click of Yes, the following page appears.

		System Alert
$\bigcirc$	The No	odal Officer Name and the Officer Name of DSC do not match
	The	Nodal Officer Name entered in Nodal Officer Details Tab is incorrect. or The DSC used to digitally sign the Declaration form is incorrect.
		Correct Nodal Officer Name Digitally Sign With New DSC
	Enter the correct name of Nodal Officer	(Do Not Add Sh./Smt. etc.)
	Security Code	38Cs60 C Refresh
	Enter Security Code	

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.

System Alert
The Nodal Officer Name and the Officer Name of DSC do not match
The Nodal Officer Name entered in Nodal Officer Details Tab is incorrect.
The DSC used to digitally sign the Declaration form is incorrect.
Correct Nodal Officer Name Digitally Sign With New DSC
Message from Webpage
The DSC used to digitally sign the Declaration form is incorrect.
Do you want to digitally sign with new DSC?
Yes No

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

🚱 Home	e-Publishing ? Help	
	DSC Registration	
	System Alert	
	The Nodal Officer Name and the Officer Name of DSC do not match	
(C)	The Nodal Officer Name entered in Nodal Officer Details Tab is incorrect.	
	The DSC used to digitally sign the Declaration form is incorrect.	
	Correct Nodal Officer Name Digitally Sign With New DSC	
	Organization is required to digitally sign the Declaration form using Nodal Officer's Digital Signature C	Certificate
	Download Declaration Form	
	Help for how to digitally sign the Declaration form is available in the user guide below	
	Guide For Using Dinital Signature Certificate	
	Sunder of Samy Signal Signal de Constante	
	Select digitally signed Declaration form (Pdf) Browse	
	Security Code Rw3388	

- 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.

Directorate of Printing Department of Publication Ministry of Urban Development Government of India	The Gazette of India	Accession				
Organization Onboard Request						
	Processing					

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

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

Directorate of Printing Department of Publication Ministry of Uritan Development Government of India					
The Home Environment of the second se					
Organization Onboard Request					
Message from Webpage					
Thank You !					
The Request for Organization Onboard Has Been Successfully Submitted.					
An Email Has Been Sent to Your Registered Email ID for Activation of the Request.					
You Are Required to Send An Email to Help Desk [helpdesk-ptg@gov.in] With The Soft Copies Of The Following For Activation By The Directorate. 1. Authorization Letter From Ministry of Urban Development / Directorate of Printing / Directorate. 2. Digitally Signed Declaration Form of Nodal Officer.					
Please Check Your Registered Email Account.					
OK					
This site is designed and hosted by National Informatics Centre, Ministry of Communications and Information Technology, Government of India Contents are provided, uploaded and approved by Department of Publication, Ministry of Urban Development, Government of India Home ( About Us   Search gazette   Digital Directory Circulars   Disclaimer   Contact Us   Help					

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 <u>helpdesk-ptg@gov.in</u> 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.

2	Directorate of Printing Department of Publication Ministry of Urban Development Government of India	The Gazette of In	idía <b>Land</b>	
	A Hame Solutishing ? Help	Help Department / Office / Organization)		
		Guide For Organization Registration Guide For Using Digital Signature Certificate Guide For Submitting Content For e-Publishing		

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

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

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