

## **Pre-requisites for Organisation Registration**

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- 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**

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- 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) 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.

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