

Instructions for filling e-gazette template

1. The information shall be filled and uploaded in the e-gazette template only. The template is in MS word and shall be uploaded in MS word only.
2. The details can be filled in both Hindi and English Languages.
3. The page size is A4- 8.27” X 11.69”.
4. The top margin is 0.9”, bottom is 1”, right margin is 0.9” and left margin is 1”.
5. The font sizes are as-
 - a. English- 12, Times New Roman
 - b. Hindi- 11, Mangal
6. The spacing between the lines shall be 1.15.
7. No other template will be acceptable for uploading information.
8. No other document type like PDF/JPEG/XLSX/TIFF/RTF shall be acceptable in e-gazette for uploading.
9. **Department must ensure the file number and date of document, name and post of signatory authority in Word document before uploading the same notification.**
10. Extraordinary Gazette Notification for Autonomous Bodies like Nigam, Board, Zila Parishad etc. would be paid. The fee for single page would be Rs. 3075/-. Fee payment would be made via DD in favour of Superintendent, Govt. Central Press, Jaipur.
11. Ordinary Gazette Notification for Autonomous Bodies like Nigam, Board, Zila Parishad etc. would be paid. The fee for single page would be Rs. 1538/-. Fee payment would be made via DD in favour of Superintendent, Govt. Central Press, Jaipur.
12. DD should be deposited along with hard copy of Extraordinary/Ordinary Gazette Notification for which fee is being deposited before uploading Extraordinary/Ordinary Gazette Notification on ReAMS portal. DD may be deposited in person or via speed-post/registered-post on below address.
Superintendent, Govt. Central Press, Sardar Patel Marg, C-Scheme, Jaipur-302001, Rajasthan
13. For any queries regarding Gazette Notification Fee/DD, please contact:
Sh. Dinesh Chandra Sharma, Superintendent, Govt. Central Press, Jaipur Mob: 9414358382, Sh. Attama Ram Jat, Senior Assistant, Govt. Central Press, Jaipur Mob: 7976468850