



User Manual for E-Gazette

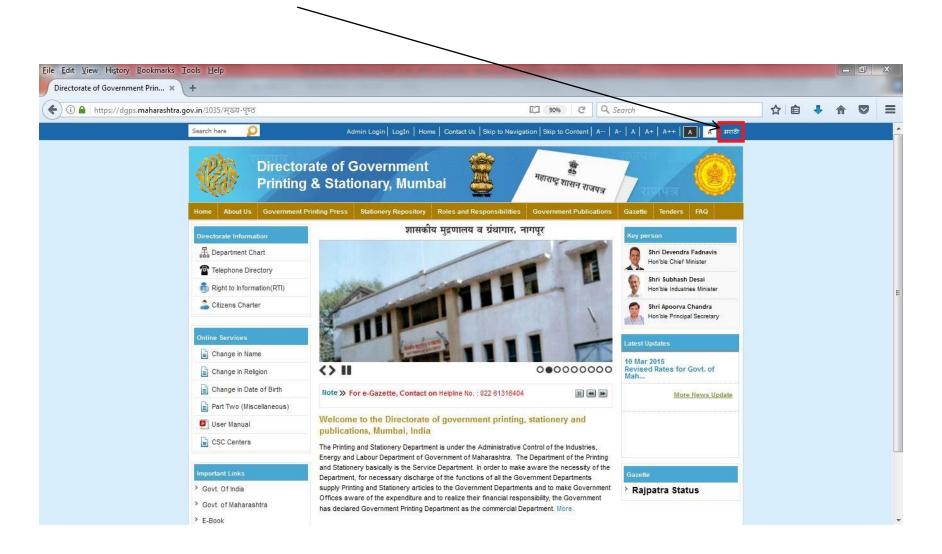
Step 1:: Enter the URL: dgps.maharashtra.gov.in



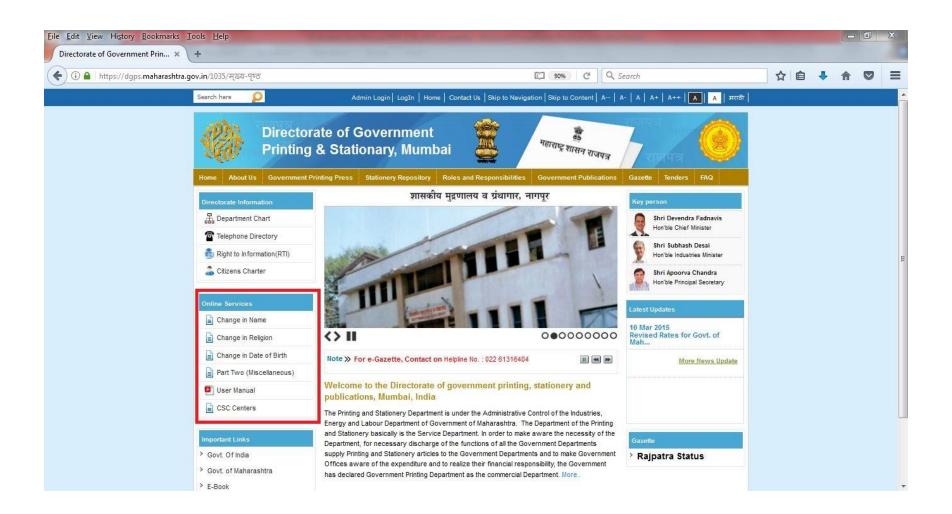
Step 2 :: To view Website in "English" click on highlighted link.



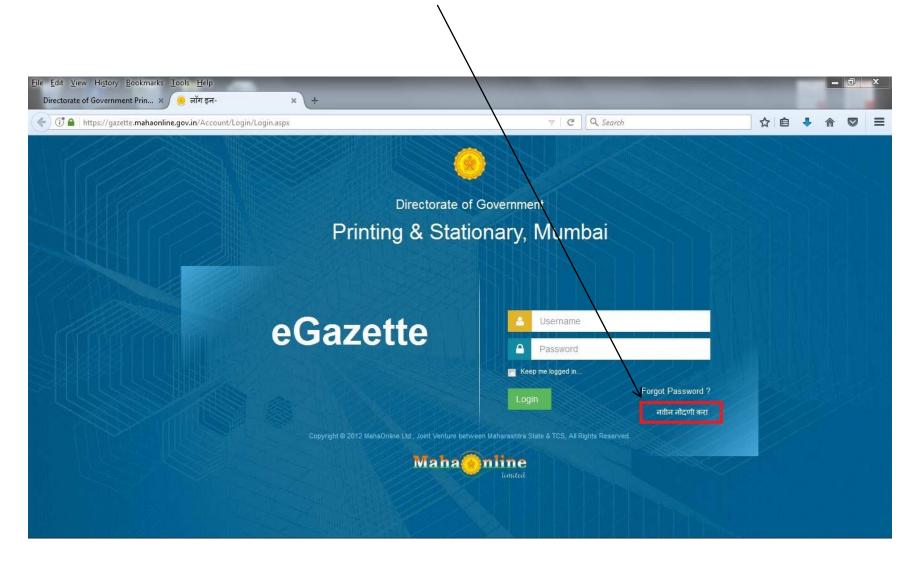
To view application in "Marathi" click on highlighted link.



To apply **Online**, click on respective link for **Change in Name/ Change in Religion/Change in Date of Birth**. Below links will redirect to web application "gazette.mahaonline.gov.in"

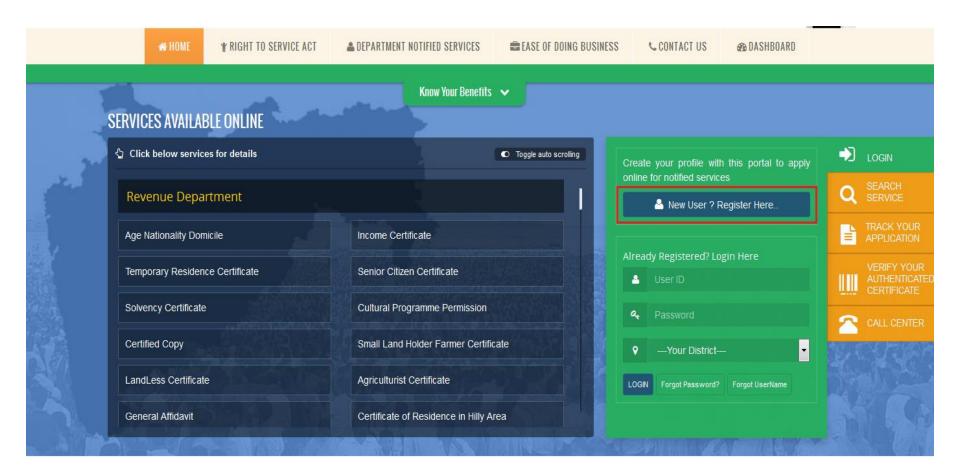


Step 3 : For First Time User – click the link "Create New Account"



(Follow below steps for registration)

A. click the link "New User? Register Here"

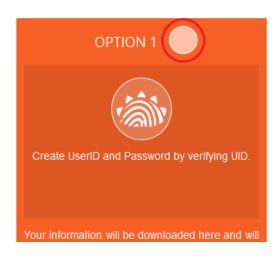


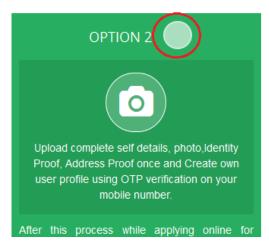
B. Select any one mode from below given options to create user name and password i.e. **User ID and Password by verifying UID** or Create own user profile using **OTP verification on your mobile number**.

CREATE YOUR PROFILE WITH THIS PORTAL TO APPLY ONLINE FOR NOTIFIED SERVICES UNDER MAHARASHTRA RIGHT TO PUBLIC SERVICES ACT 2015

- Information entered on this page will be used as base for most certificates that will be issued by the Government. Please take your time and patiently fill up all the details. Please take special care to recheck spellings in all information that you enter. You can also later modify and alter information on this page.
- ▶ For Marathi KeyBoard Press CTRL + Y.
- Kindly double click on typed word to get options.

SELECT ANY ONE FROM BELOW GIVEN OPTIONS TO APPLY ON THIS PORTAL

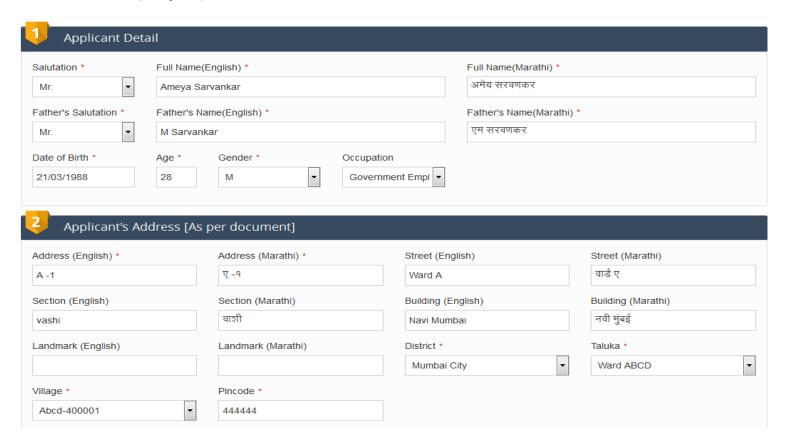




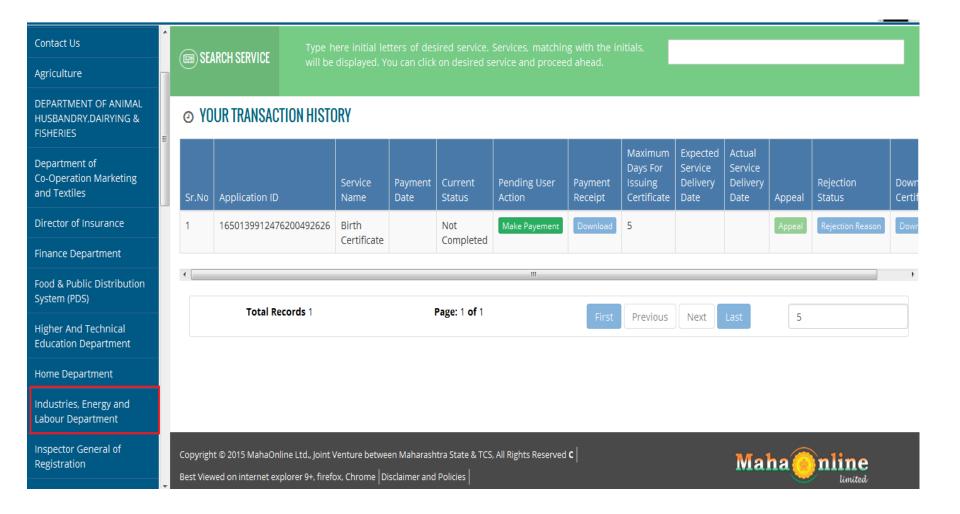
C. Please fill below mention information to create User Name and Password through detail profile using OTP verification on your mobile number.

Fill **Aaple Sarkar** Registration form in 6 steps i.e.

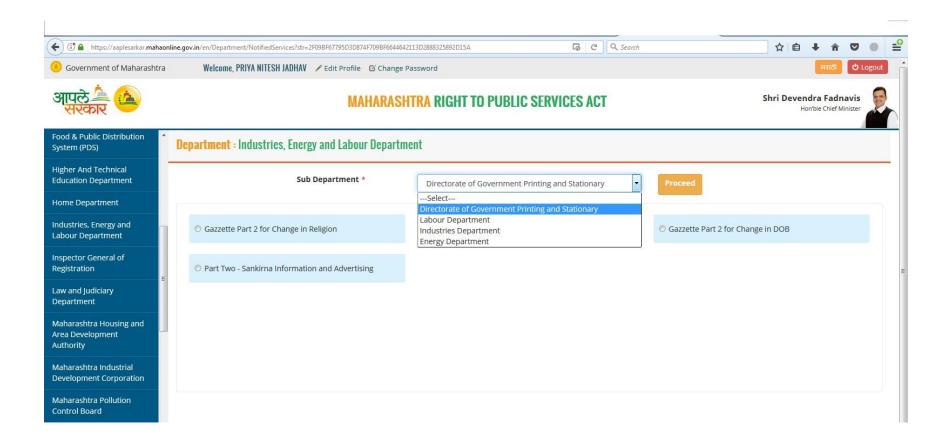
- 1. Applicant Detail
- 2. Applicant's Address [As per document]
- 3. Mobile No. & Username Verification
- 4. Upload Photograph
- 5. Proof Of Identity (Any -1)
- 6. Proof Of Address (Any -1)



D. After login with User Name & Password, on left side user can see Department names like Agriculture, Home Department, click on Industries Energy and Labour Department.

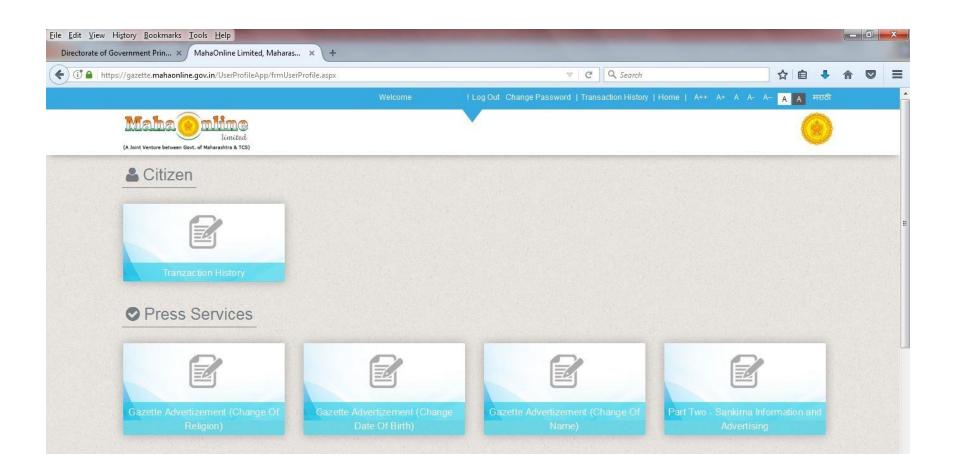


Select Directorate of Government Printing and Stationary From dropdown list

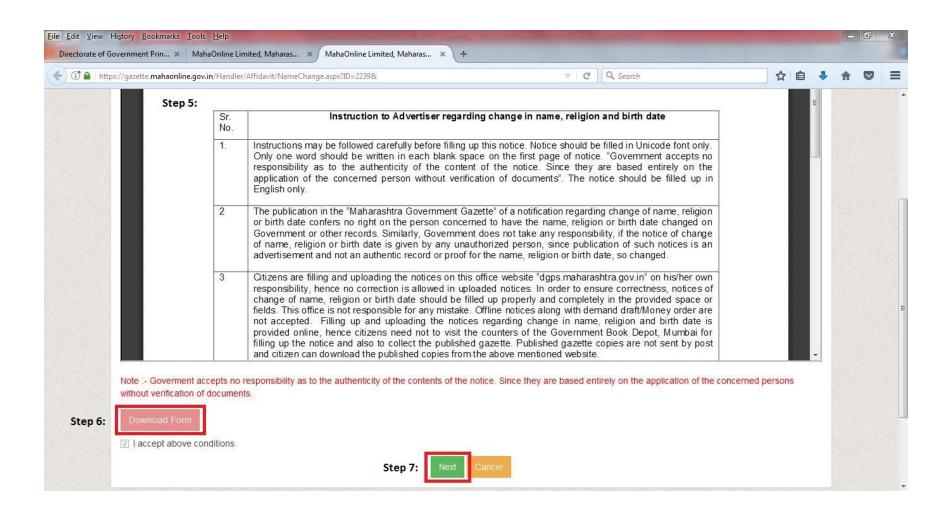


Step 4 : Select service to apply Change In Name/Change In Religion/Change In Date of Birth

Note: Transaction History helps to find Past Transactions and Receipts

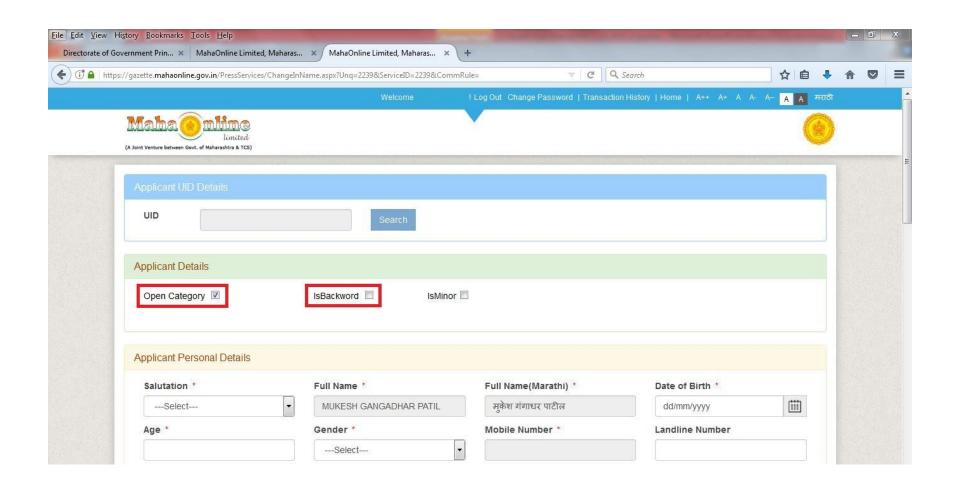


- Step 5: Read instructions carefully for Change in Name/Change in Date of Birth or Change in Religion.
- **Step 6:** Download form, take its print out, fill up the form with proper details, now scan this form which will be used further as attached documents.
- **Step 7:** Click on **Next** tab to view Online application form.

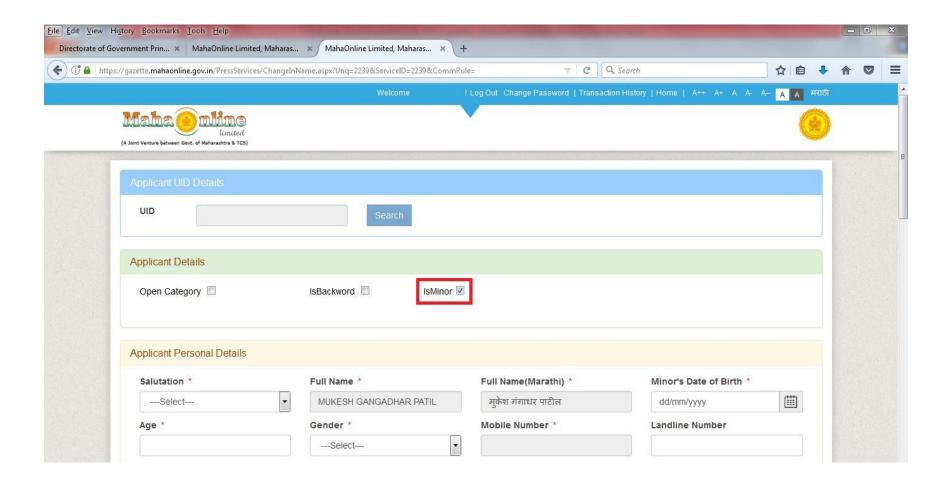


Step 8: Select proper option for **Caste Category OPEN /BACKWARD** in Online application form (**If IsBackward option is selected, then user has to attach Caste Certificate with Old Name**)

Note: Open Category Application form fees = Rs. 523/- & Backward Category Application form fees = Rs. 273/-

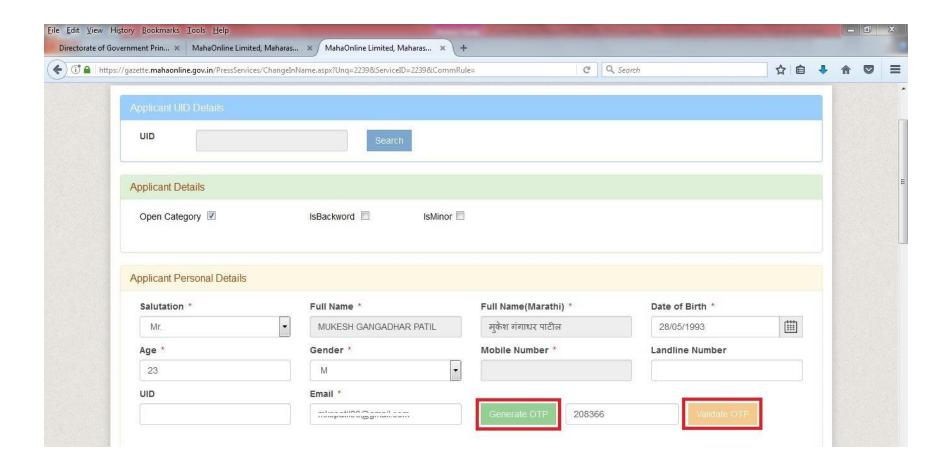


Step 9: If user is Minor, (below 18 age), click on IsMinor check box.



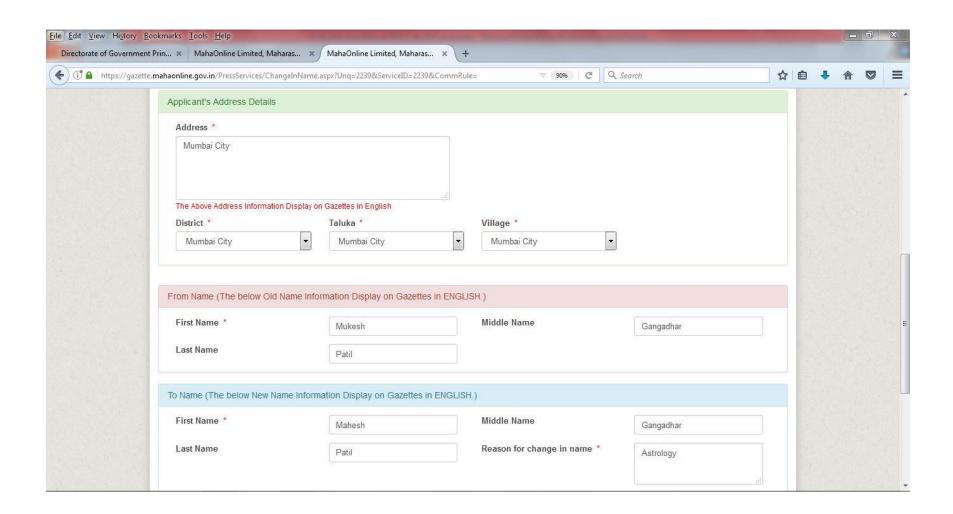
Step 10: Fill **"Applicant Personal Details"** & Click on **"Generate OTP"** Option (OTP will be sent to registered Mobile No.)

Step 11: Input OTP (One Time Password) received via sms & click on "Validate OTP" Option.

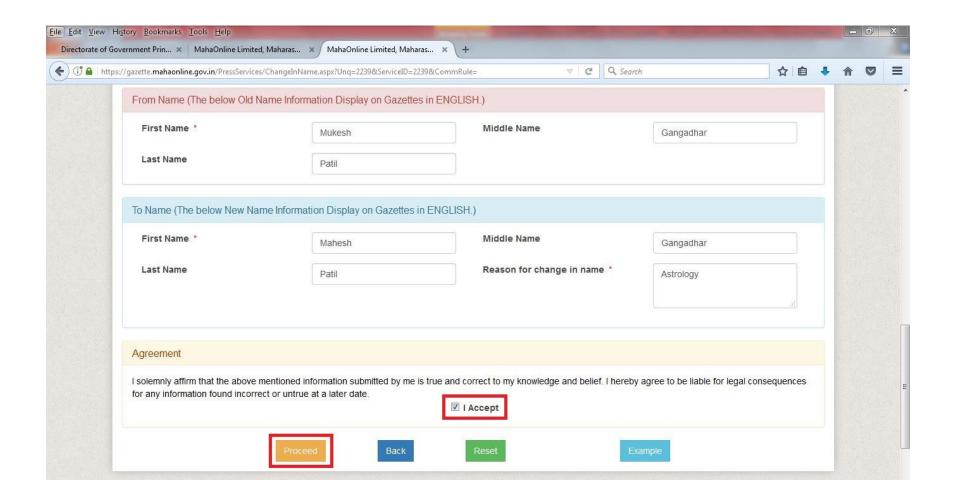


Step 12: Enter correct information required to be displayed in Gazette such as **OLD NAME, NEW NAME & ADDRESS**

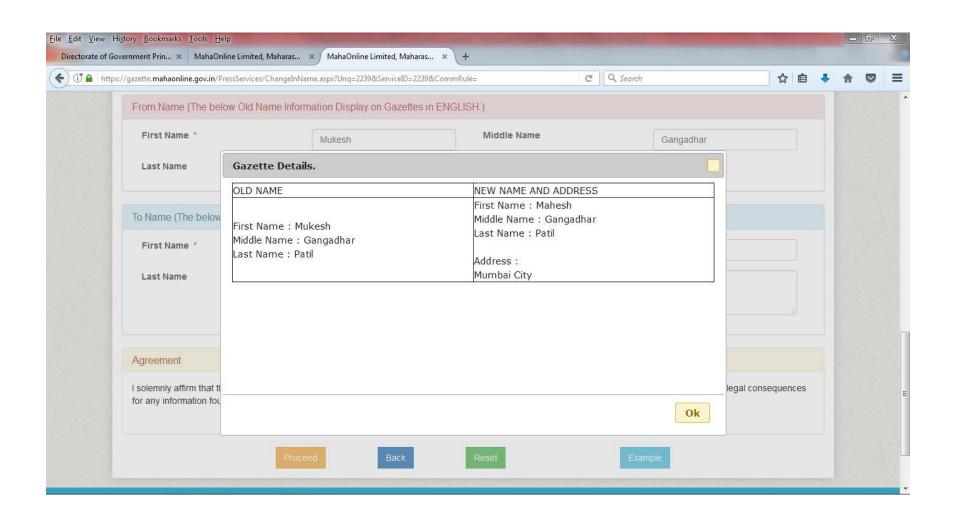
Note: User willing to add **District**, **Taluka** and **Village** in Gazette, same should be added in Address field.



Step 13: Click on "I Accept" Checkbox and Proceed button to continue



Step 14: PopUp Window will appear displaying **Old Name**, **New Name** & **Address** filled in the application form. Confirm the details are correct & click on **"OK"** button



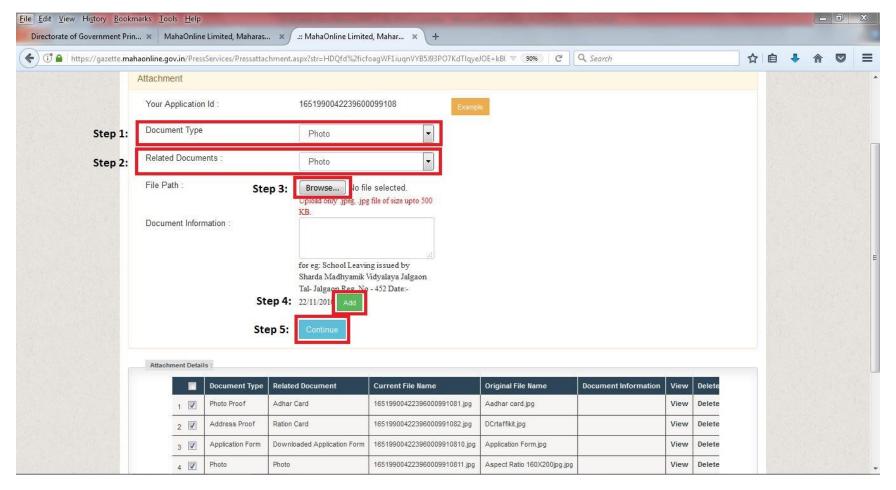
Step 15: Attach required documents (Mandatory doc. are Photo, Photo id proof, Address Proof & Downloaded

Application Form, furnished with required details.) & click to Continue for online payment

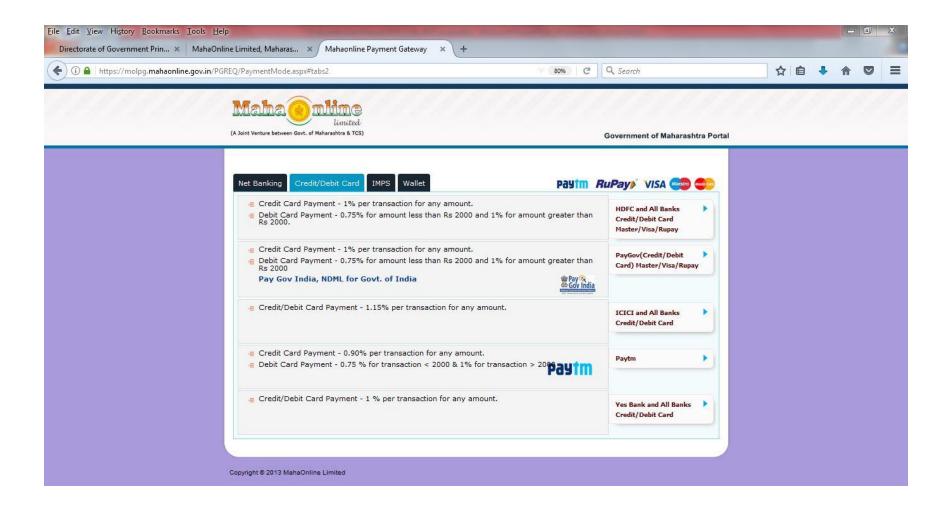
(Note: Mandatory to attach CASTE CERTIFICATE, if applied in Backward category)

Follow the following steps to attach documents

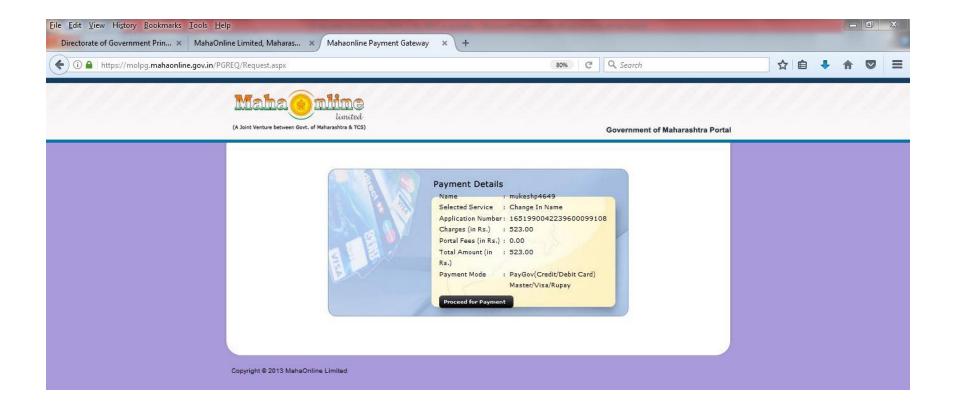
- **Step 1.** Select Document Type from drop down list
- Step 2. Select Document Name from drop down list
- **Step 3.** Browse documents in .jpeg, .jpg and in .pdf format (Size up to 500kb)
- Step 4. Click on ADD button to add document
- Step 5: Click on Continue button to proceed for Payment



Step 16: User can pay the fees through Online Payment Gateway



Step 17: Payment Details are displayed with Amount. Click on "Proceed for Payment" Option Receipt will be Generated after Payment.



Follow the Steps To View Status and Download Online E-Gazette

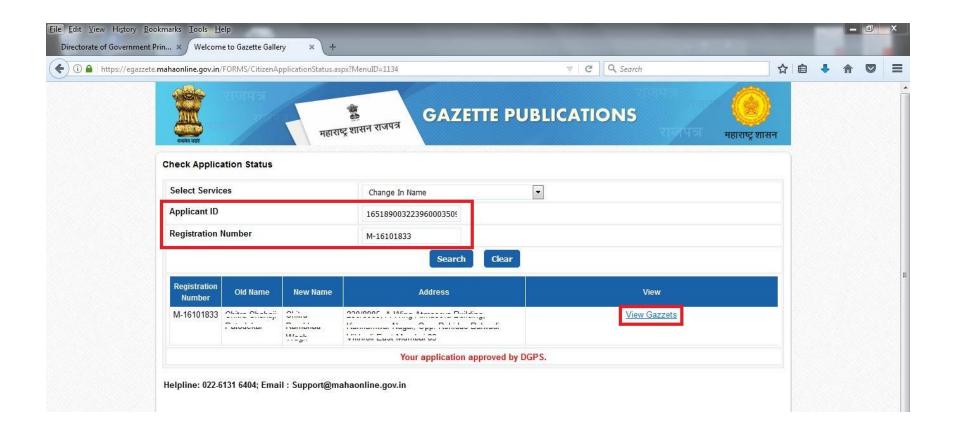
Step 18: Click On "Rajpatra Status"

Click Service Change in Name/Religion/Date of Birth for View and Download E-Gazette



Step 19: User can search for **Change in Name/Religion/Date of Birth** status with **Application ID Or Registration Number**

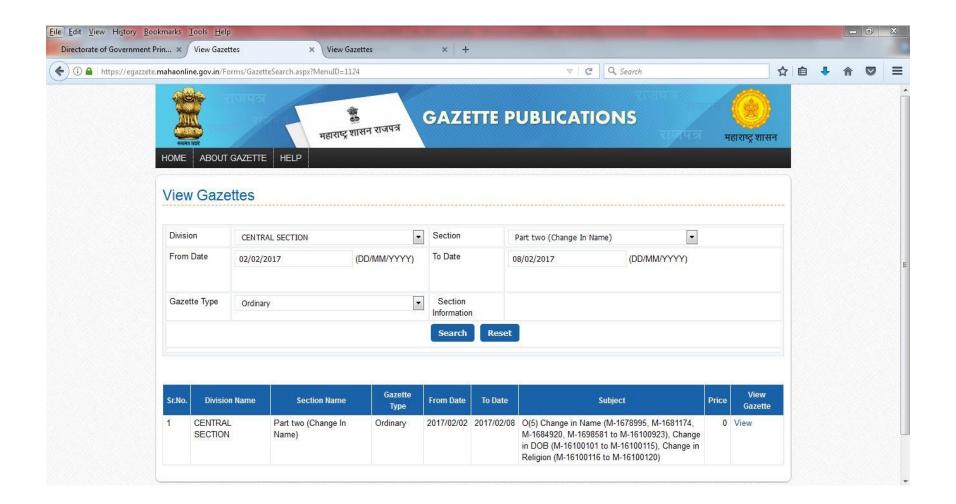
Step 20: View Gazette link will be available to download the gazette after receiving **Registration Number** Click of **View Gazette** will open the E-gazette file to download



Step 21: Click On "View Gazette"



Step 22: User can download the Gazette, using various searches like **Division**, **Section**, **From Date To Date** and **Gazette Type**



User can download E-Gazette in PDF format



THANK YOU!!!