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Guidelines for advertisement by individuals in the weekly Gazette of India, Part IV regarding change of religion.

Notice for Publication of advertisement by individual in the Gazette of India Part-IV regarding change of Religion.

The following documents are required for publication of advertisement in the Gazette of India Part IV.

- (i) An Undertaking duly signed by the applicant
- (ii) Original Newspaper
- (iii) Prescribed proforma in duplicate duly typed with signature of applicant and two witnesses.
- (iv) C.D. containing the print matter without witness portion in MS Word and type old name in place of signature.
- (v) Two self attested passport size photographs and copy of ID proof (self attested).
- (vi) A certificate duly signed by the applicant declaring therein that the contents of hard copy and soft copy are similar.
- (vii) Request letter along with the requisite fee.
- (viii) Need for conversion certificate from the respective institution.

To get the notice for change of religion published in the Gazette of India Part IV, the applicant has to comply with the following formalities prior to publication of such advertisement:-

1. The individual concerned has to notify his change of religion in one of the local leading newspaper and to submit it in original to this Department along with other documents.
2. An undertaking duly signed by the applicant showing therein his/her old & new name along with full details of father's/husband's name with residential address and date of change of religion. Declaring that the facts stated therein are true & correct to the best of his/her knowledge and belief.
3. Printing matter as prescribed in the prescribed specimen duly complete in all respects by typing the same on a separate plain paper and signed by the individual in his / her old name, with two witnesses, in duplicate (two copies) should be submitted along with Soft Copy (CD MS Word). The Proforma must be computer typed.
4. In case the applicant comes personally, he / she is required to bring with him / her two self attested passport size photograph. In case the applicants send the application by post, then he / she is required to send the application along with all the requisite documents containing two passport size photograph and copy of photo ID proof, both duly self attested.

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5. The printing charges for publication of change of religion is Rs. 1700/- only w.e.f. 01.04.2016 to 31.03.2017. The amount will have to be submitted through NTRP (Non Tax Receipt Portal) i.e. www.bharatkosh.gov.in from 01/10/2018 onwards vide Department Order No. Cash/NTRP/2018-19 Dated 04/10/18 in pursuance of Principal Accounts Office, M/o Housing & Urban Affairs' O.M. No.G-20018/Pr.Ao/UD/A/Cs/NTRP/2018-19/1489-1504 Dated 01-10-2018.

The applicant is requested to download his/her gazette from the website www.egazette.nic.in in the following manner as the physical printing and sale of hard copies of the Gazette by the Government has been ceased completely from 01.10.2015 vide Gazette of India Issue no. 602, Extra Ordinary Part II Section 3 Sub Section (i) dated 30.9.2015, be switched to e-publishing w.e.f 01st October, 2015.

STEPS:- TO SEARCH GAZETTE

STEP1:- SEARCH GAZETTE

STEP2:- SEARCH CATEGORY-WEEKLY GAZETTE

STEP3:-IN SELECT PART AND SECTION- PARTIV

STEP4:- IN IST CALENDER (DATES OF SATURDAY) TO IIND CALENDER (DATES OF SATURDAY)

STEP5:- DOWNLOAD THE REQUISITE PDF FILE.

STEP6:-USE CONTROL KEY+F KEY TO FIND YOUR NAME (OLD/NEW)

STEP7:-DOWN LOAD THE WHOLE GAZETTE TO MAKE YOUR OWN COPY. THIS FURTHER NEEDS NO CERTIFICATION FROM THE DEPARTMENT

N.B. : The Publication Department will not be responsible for any tampering in the downloaded copies of e-publishing Gazette from the website

6. All the aforesaid documents, printing charges together with forwarding letter and Photo ID Proof addressed to The Controller of Publications, Department of Publication, Civil Lines, Delhi-110054 should either be submitted personally or be sent by post to this Department. The documents must not be older than one year.
7. The documents once submitted in this Department will not be returned in any circumstances, neither original nor Xerox copy.
8. The public dealing hour for this purpose in this Department are 10.00 AM to 1.00 PM and 2.00 PM to 4.00 PM on all working days.

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09. Every application should be supported by self attested Photo ID proof of the applicants. Application either submitted personally or sent by Post/ Courier only will be entertained. No other channel is permissible viz Agents, Advocates, etc.

10. After the application is received completed in all respect, the request will be sent for notification to the respective Government of India Press.

11. This department will not be responsible for any delay in printing on the part of concerned Press.

12. The Controller of Publications, being the publisher of the Gazette Of India, reserves the right to reject any request found incomplete/vague /unlawful/misleading printing material for publication of the matter.

Controller of Publications.

Public Notice/ Specimen Form for Change of Religion

Ison/ daughter/ wife of Shri.....

.....employed asin the

.....residing at.....

.....do hereby solemnly affirm and declare that I have embraced...

.....and renounced.....with effect from.....

It is certified that I have complied with other legal requirements in this connection.

(Old name)

Signature of applicant

Witness No:-1

Signature.....Full

Name.....Address.....

Mobile.....

Witness No:-2

Signature.....Full Name.....

Address.....

Mobile.....