

**GUIDELINES FOR NOTIFICATION OF LOST/DESTROYED/
STOLEN NOTICE (in three issues)**

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| Notice for advertisement of Public Notice in the Gazette of India Part-IV regarding correction of name /names, change of sex, adoption cancellation of major, change of name of children and father on re-marriage etc. | |
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The following documents are required for publication of advertisement of Public notice in the Gazette of India Part IV.

- (i) Original Newspaper
- (ii) Photocopy of F.I.R. (self attested)
- (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 name in place of signature.
- (v) Two self attested passport size photographs and photocopy 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.

The applicant who wishes to get his/her advertisement of **Lost/destroyed/Stolen Notice** published in the Gazette of India Part-IV has to comply with the following formalities prior to publication of such advertisement.

1. The matter of advertisement must be published in one of the daily local leading newspaper showing details of the case.
2. Printing matter as prescribed in the various attached specimen proforma duly complete in all respects by typing the same on a separate plain paper and signed by the individual in his / her name, with two witnesses in duplicate should be submitted along with Soft Copy (CD MS Word). The proforma must be computer typed.
3. The applicant is required to submit two self attested passport size photographs along with application with all the requisite documents containing two passport size photographs and copy of photo ID proof, both duly self attested.

4. The printing charges for publication of **Lost/destroyed/Stolen Notice** is **Rs.1500/- (for one issue) / for three consecutive issues Rs.4300/-). (upto 31.3.2015)**. The amount will have to be submitted or remitted in advance in cash **(if applicants visit personally)** or by Demand Draft / India Postal Order drawn in favour of the **'Controller of Publications' and payable at Delhi**. The applicant will be supplied one printed copy of the related Gazette. The extra copies, if required, can be supplied at the rate of **Rs.50/- upto 31.3.2015)** each or at the prevalent rates. The charges in cash can also be deposited along with, aforesaid documents in this Department.
5. 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.**
6. The documents once submitted in this Department will not be returned in any circumstances, neither original nor Xerox copy.
7. The public dealing hour for this purpose in this Department are 10.00 AM to 1.00 PM and 2.00 PM to 5.00 PM on all working days.
8. Every application should be supported by self attested Photo ID proof of the applicant. Application either submitted personally or sent by Post / Courier only will be entertained. No other channel is permissible viz Agents, Advocates, etc.
9. A certificate duly signed by applicant declaring therein that the contents of hard copy and soft copy are similar with the undertaking that the applicant will be responsible for any mismatch or loss in transit.
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