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GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
(COORDINATION BRANCH)
DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI - 110 002.

No.F.81/Misc./2003/GAD/NCTD/Pl.1/2858

Dated : 10/07/2006

To

All Pr. Secretaries/Spl. Secretaries/Secretaries/HODs.,
Government of NCT of Delhi,
Delhi / New Delhi.

Head of all local/Autonomous Bodies/Public Sector Undertakings,
Govt. of NCT of Delhi,
Delhi / New Delhi.

**Subject : Instructions/procedure regarding printing of Gazette
Notifications**

Sir/Madam,

I am directed to say that the Delhi Gazette is published in various parts and sections. The gazette is printed at Government of India Press, Mayapuri, New Delhi. The various parts and sections in which the Gazette is published are given below:-

| <u>Part</u> | <u>Section</u> | <u>Type of matter to be published.</u> |
|-------------|----------------|--|
| I | - | Notifications regarding Appointments, Promotions, Leave etc. of Government Officers of the Govt. of NCT of Delhi. |
| II | I | Notifications and orders on judicial magisterial matters, reproduction of High Court Notifications of the Election Commission of India and Other Election notifications. |
| II | II | Court notices of the Circuit, Civil and Criminal Courts. |
| III | - | Notifications of Statutory Local Bodies. |
| IV | - | Notifications of Departments of Govt. of NCT of Delhi other than Notifications included in Part-I. |
| V | I | Notices of the Registrar, Joint Stock Companies. |
| V | II | Notices and other matters, published by Heads of Offices of the Govt. of NCT of Delhi, Miscellaneous matters not included in preceding sections. |
| VI | - | Tribunal Awards pertaining to Labour Disputes. |

The instructions/procedure is to be followed by various Departments of Govt. of NCT of Delhi while sending the notifications for publication in Delhi Gazette is as under:-

1. Extra-ordinary notifications are required to be sent to the Govt. of India Press on the same day.

[Signature]

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2. The Part/Section and the Sub-Section of Gazette under which it is to be notified must be indicated at the top of the both (English & Hindi) Notifications clearly as:
"To be published in the Delhi Gazette, Part _____ Section _____
Extra-ordinary / Ordinary"
 3. Cyclostyled copies of the Gazette notification are not accepted by the Govt. of India Press.
 4. All notification to be printed and published in Gazette should be bilingual.
 5. The original typed script / legible copy duly signed in ink both in Hindi and English version are required *in duplicate*.
 6. The notifications are signed by the Competent Officer. Signatures on the endorsement only are not accepted by the Govt. of India Press.
 7. Enclosures have also to be attached / signed by the competent officer.
 8. Date / Dispatch No. of the Notification be mentioned.
 9. Date cutting / change (if any) is also to be attested by the competent Authority.
 10. No matter should be required to be published in a Gazette Extra-ordinary unless it is such an urgent nature that it cannot wait until the publication of the next ordinary weekly issue of the Gazette. This may be kept in view while deciding the matter about printing of the notification as ordinary or Extra-ordinary.
 11. The notification to be published in a Gazette Extra-ordinary or the forwarding letter should invariably be signed in ink by an officer not lower in rank than a Joint Secretary.
 12. The Notification must have the approval of the Hon'ble Lt. Governor and before the signature of the officer it should be mentioned as:-
"By order and in the name of Lt. Governor of the National Capital Territory of Delhi"
 13. All notifications should be sent personally to the Superintendent (Co-ordination) directly and not by post to avoid the delay.
 14. Name and address of the Department should also be mentioned at the top of the Notification.
 15. All Notifications should be sent through their HODs. / Secretary In-charge.

Yours faithfully,


(J.G. NANDA)
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