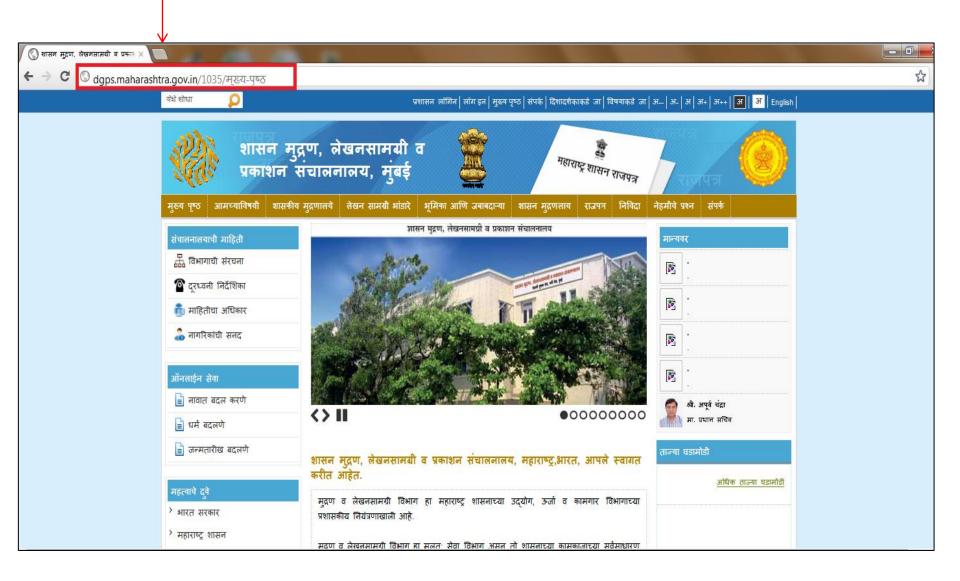


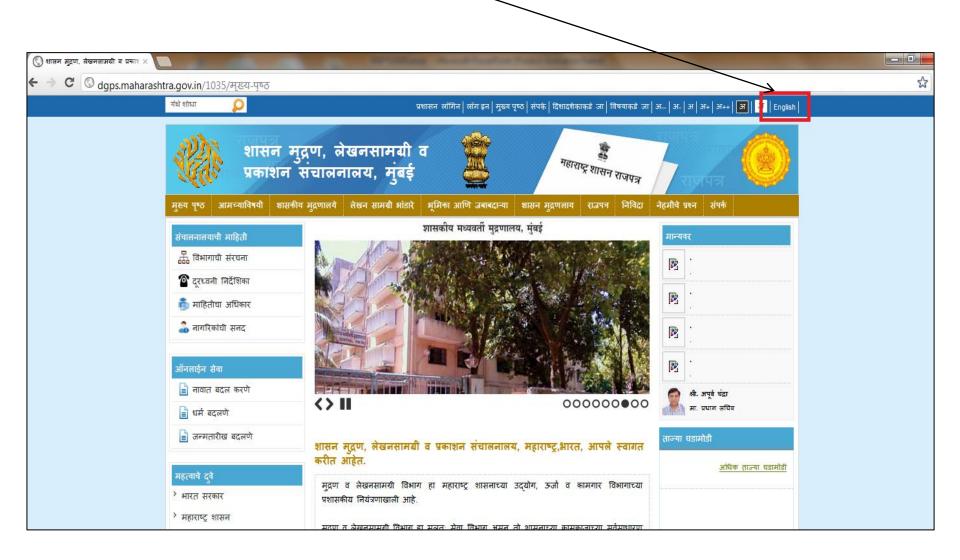


User Manual for E-Gazette

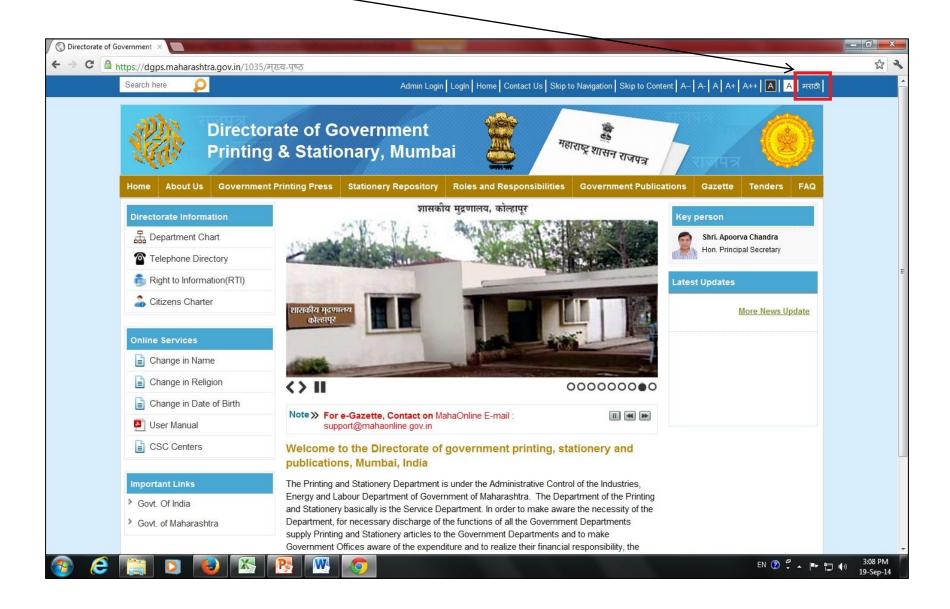
Step 1:: Enter this URL: dgps.maharashtra.gov.in



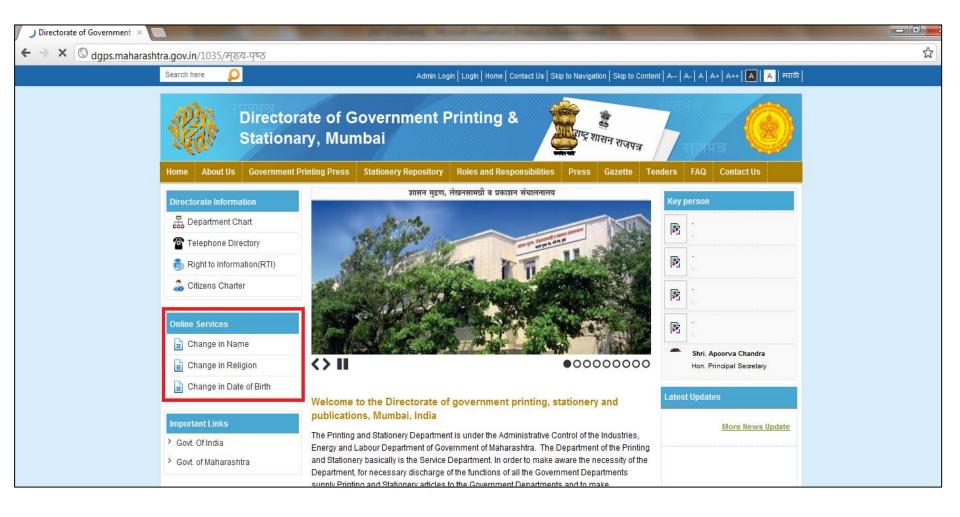
Step 2:: To view application in "English" click on highlighted link.



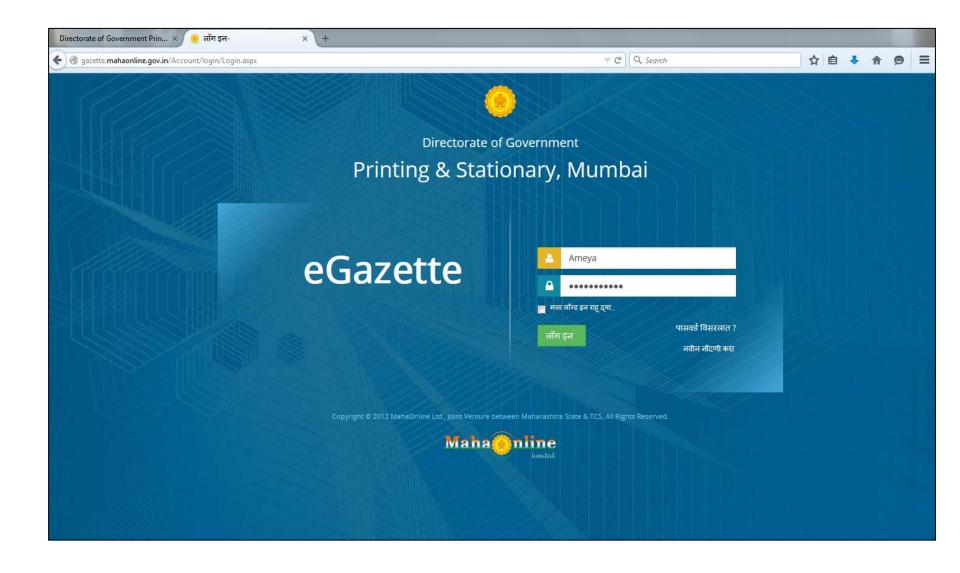
To view application in "Marathi" click on highlighted link.



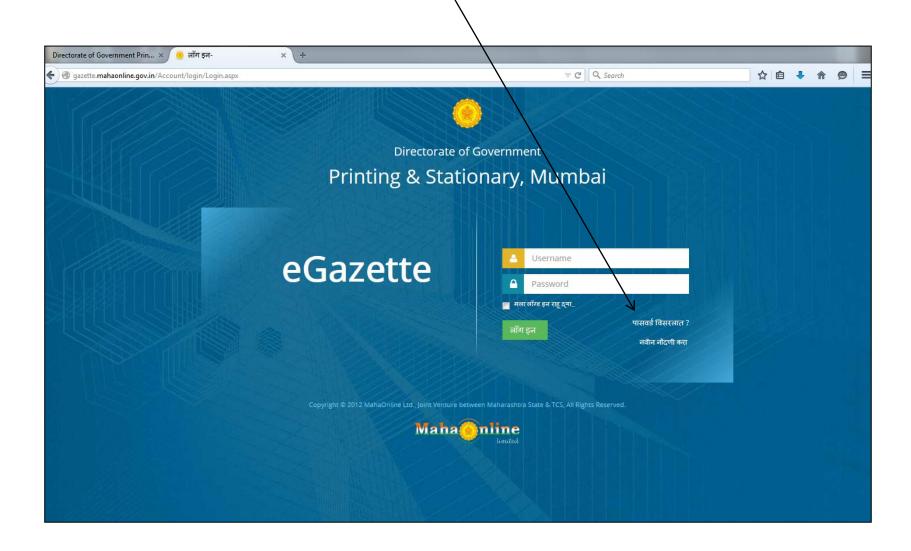
To apply Online, click on respective link for Change in Name/ Change in Religion/Change in Date of Birth



Step 3: Enter Login Credentials (User ID, Password)

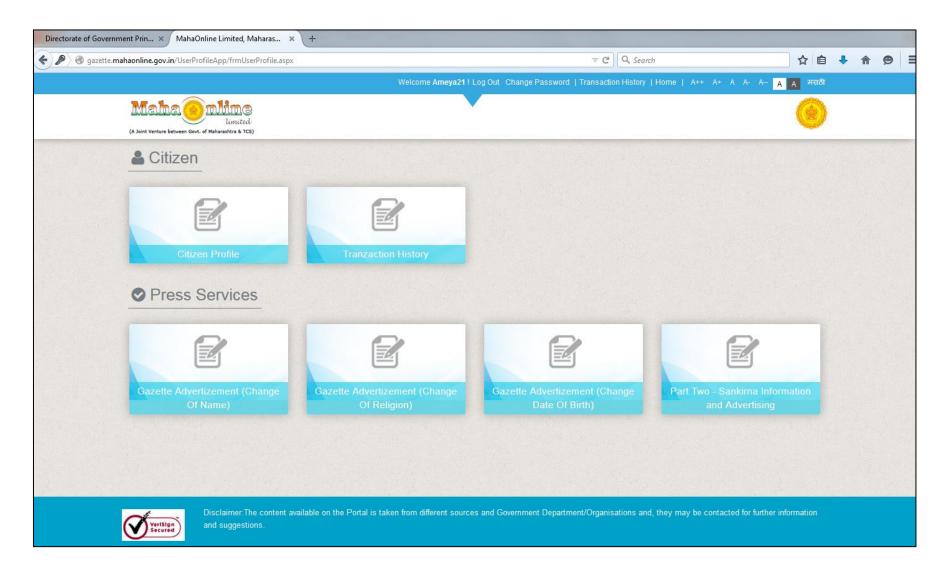


For First Time User – click the link "Create New Account"

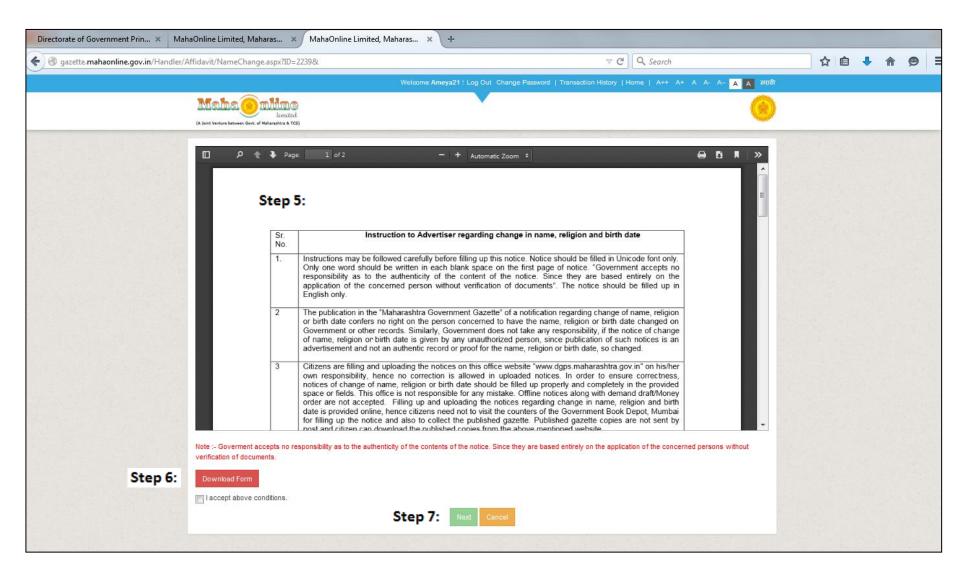


Step 4 : Select service to apply Change In Name/Change In Religion/Change In Date of Birth

Note: Transaction History helps to find Past Transaction and Receipts



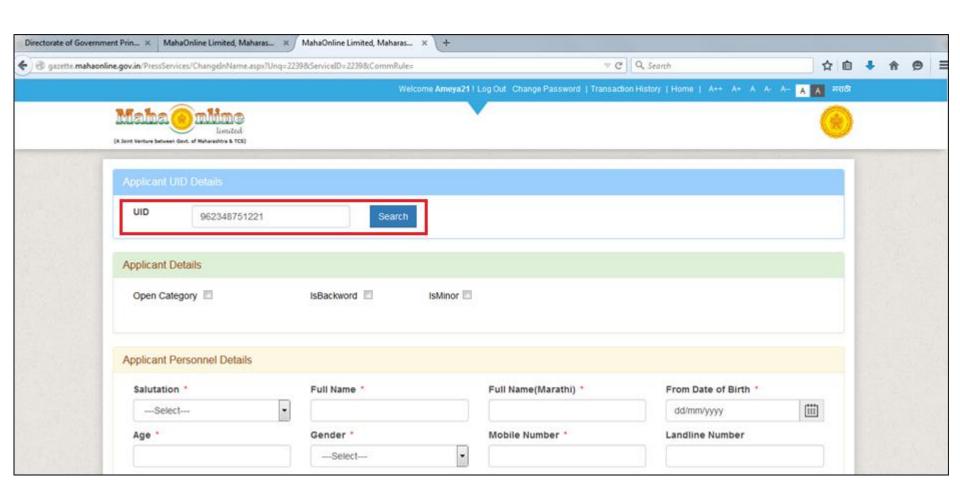
- Step 5: Read all respective instructions to Change in Name/Change in Date of Birth or Change in Religion.
- **Step 6:** Download required form, take its print out, fill up the form with proper details, now scan this form which will be used as attached documents.
- **Step 7:** Click on **Next** tab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



OTP Request

Note: Please enter your 12 digit **UID** number to **fetch photo id** & **address** details into the following application form

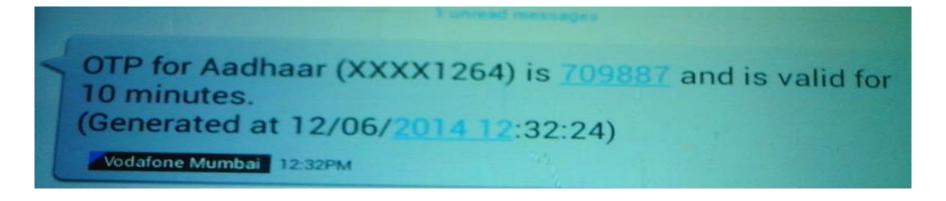
Step 1: Add UID (Adhar Card) number in textbox add click on Search. Follow the instructions.



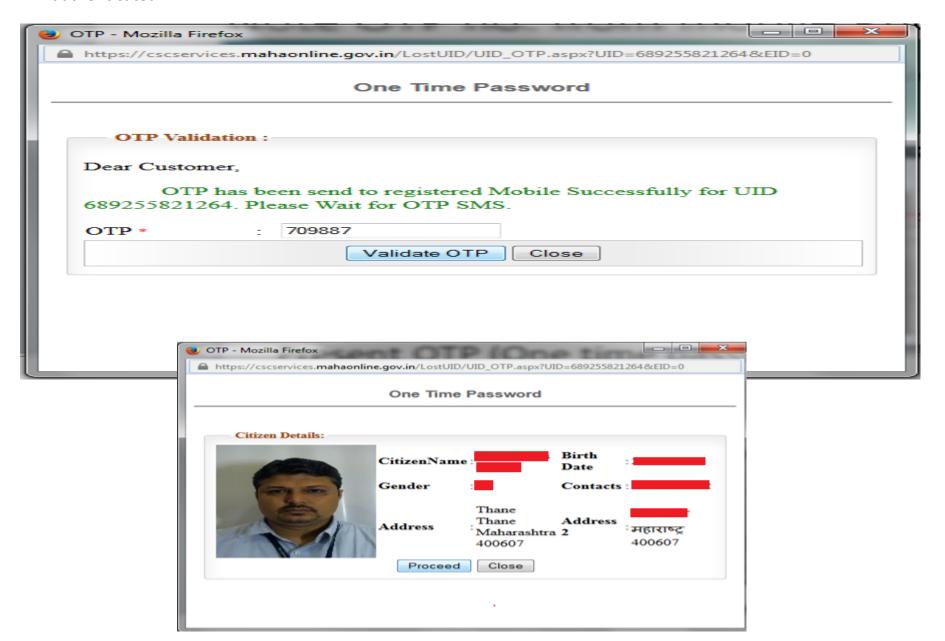
Step 2: Please read the instruction carefully and click on **continue.**



Step 3: User has OTP aadhar message on registered mobile number

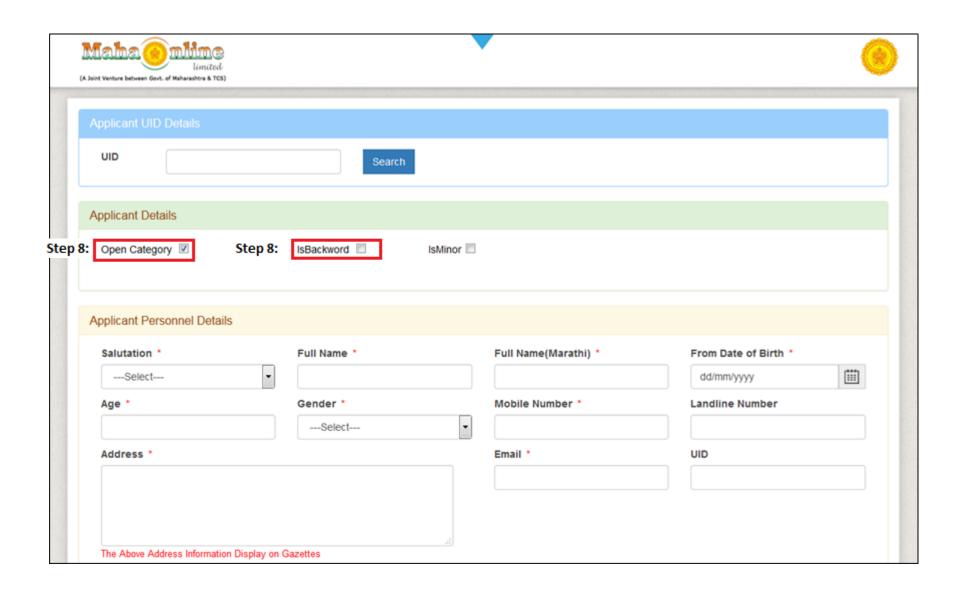


- **Step 4:** Validate **OTP** (One time password) from registered mobile No.
- **Step 5:** Click on **Proceed** button. All data, fetched through OTP could be seen in the application form which is authenticated.

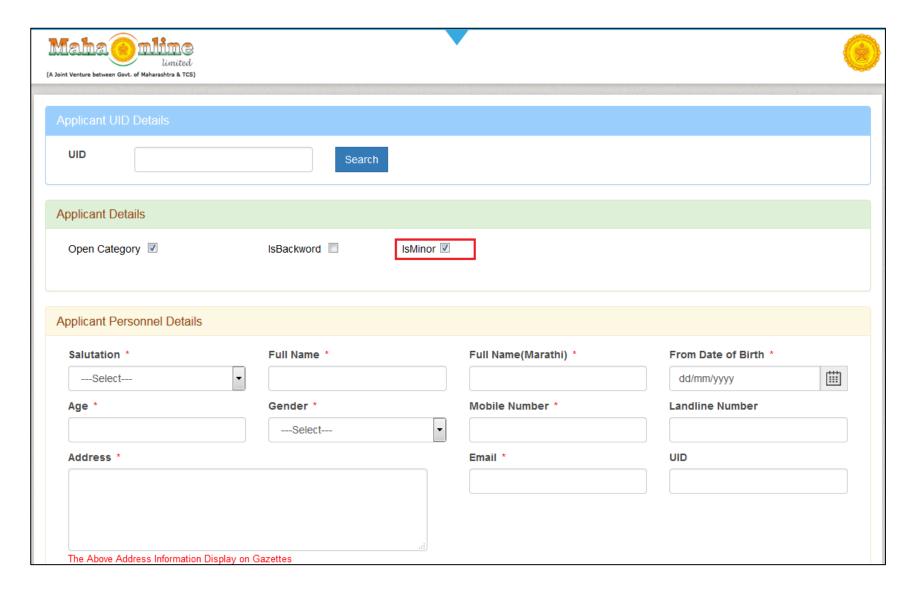


Step 8: Select proper option for **cast category OPEN /BACKWORD** in Online application form (**If user select the option IsBackword, then user require to attach Old Name of Cast Certificate)**

Note: Open Category Application form fees = Rs. 522.47/- & Backward Category Application form fees = Rs. 272.47/-



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

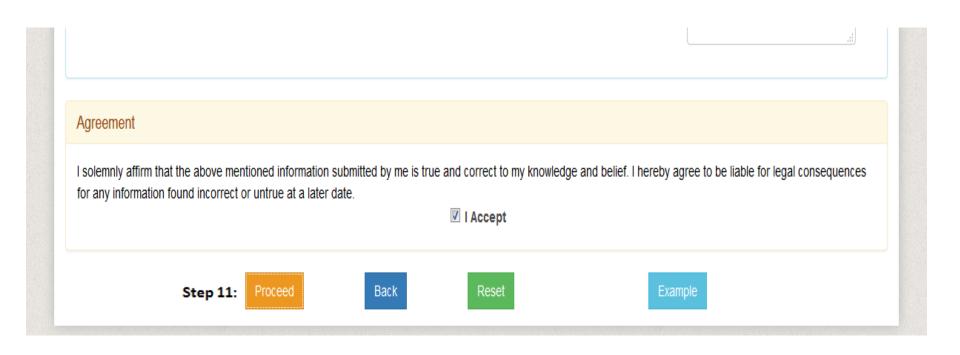


Step 10: Enter all information which required to be displayed in Gazette such as **OLD NAME, NEW NAME & ADDRESS**

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

Salutation *	Full Name *		Full Name(Marathi) *	From Date of Birth *	
Mr.	▼ Ameya Manohar Sarv	ankar	अमेय मनोहर सरवणकर	21/03/1988	:
Age *	Gender *		Mobile Number *	Landline Number	
27	M	•	9664319276		
Address *			Email *	UID	
Mumbai City			sarvankar.ameya@gmail.com		
The Above Address Information District *	Taluka *		Village *	1	
Mumbai City	▼ Mumbai City	T	Mumbai City 🔻		
From Name	Mumbai City	V	Mumbai City 🔻		
	Mumbai City Ameya		Mumbai City Middle Name	М	
From Name				М	
From Name First Name *	Ameya			М	
From Name First Name * Last Name	Ameya			M	

Step 11: Click on I Accept and Proceed tab to continue

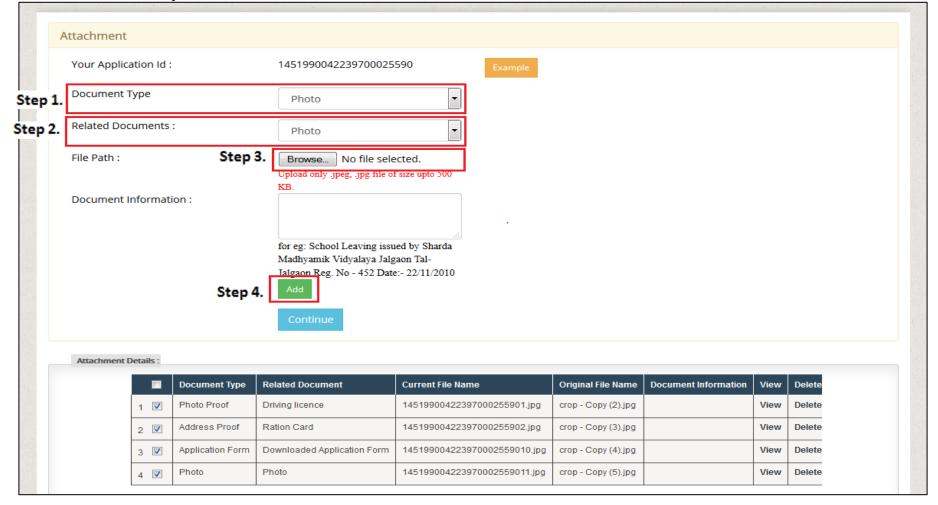


Step 12: Attach required documents (Mandatory doc. are **Photo**, **Photo id proof**, **Address Proof** & **Downloaded scanned form**, furnished with required details.) & click to **Continue** for online payment

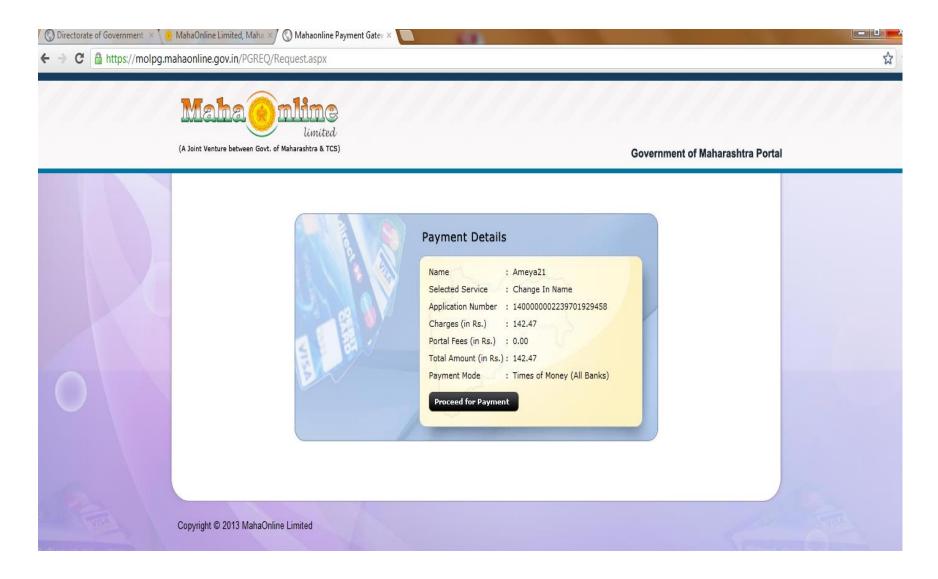
(Note: User require to attach Old Name CAST CERTIFICATE, if applied in Backward category)

Follow the following steps to attach documents

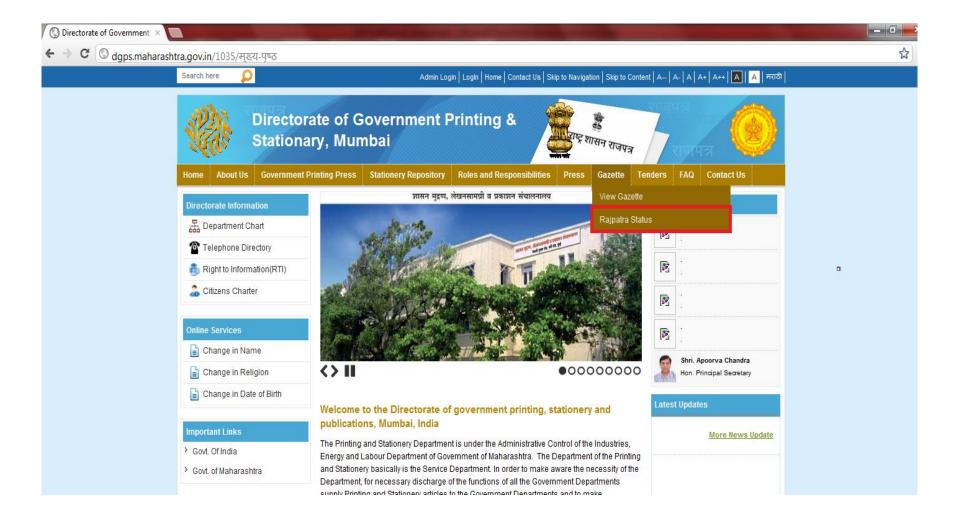
- **Step 1.** Select Document Type from drop down list
- Step 2. Select Document Name from drop down list
- **Step 3.** Browse documents in .jpeg, .jpg and in .pdf format (Size up to 500kb)
- Step 4. Click on ADD button to add document



Step 13: User can pay the fees through Online Payment Gateway



To **View** and **Download** Online E-Gazette, Follow the following Steps **Step 14:** Click On "Rajpatra Status"

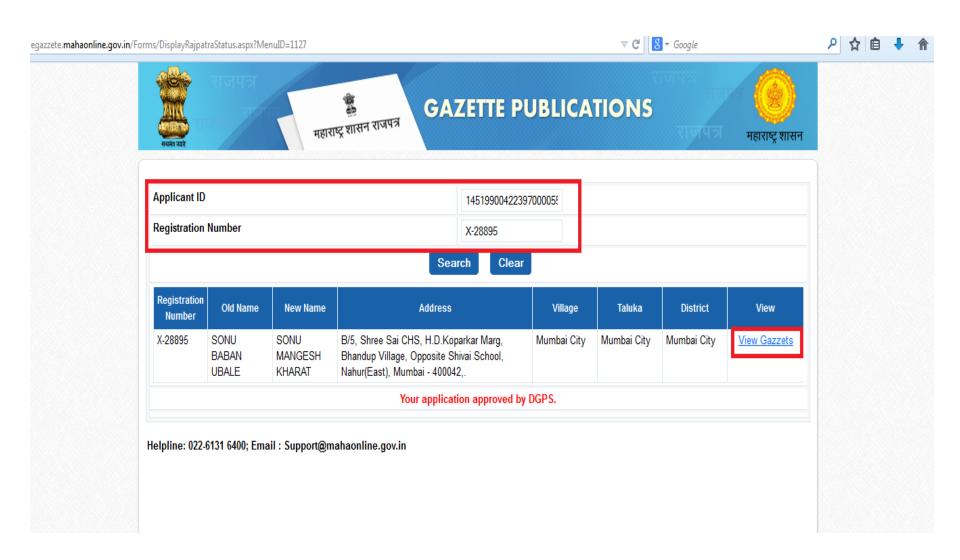


Step 15: Click Service Change in Name/Religion/Date of Birth for View and Download E-Gazette

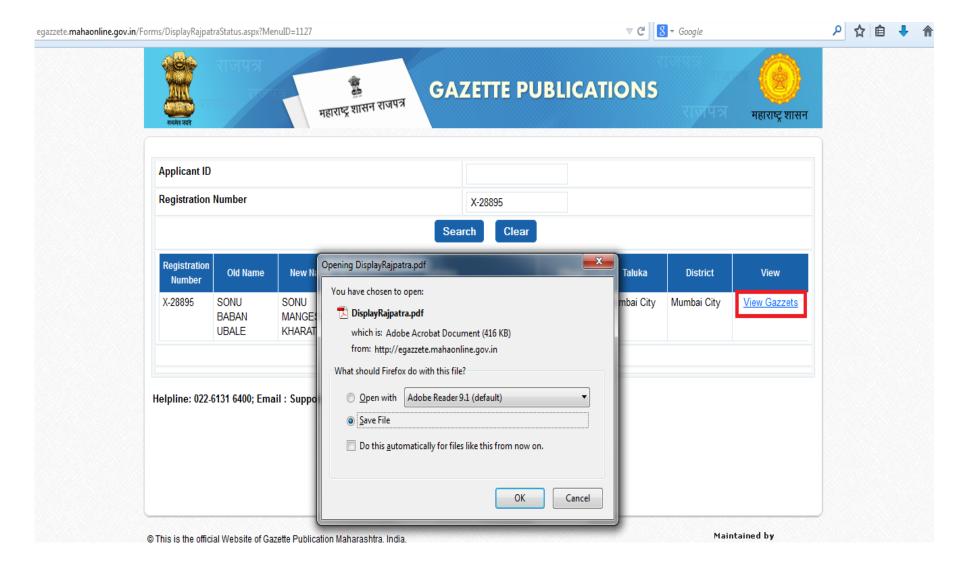


Step 16: User can search for **Change in Name/Religion/Date of Birth** status with **Application ID Or Registration Number**

Step 17: View Gazette link will be available to download the gazette after receiving Registration Number

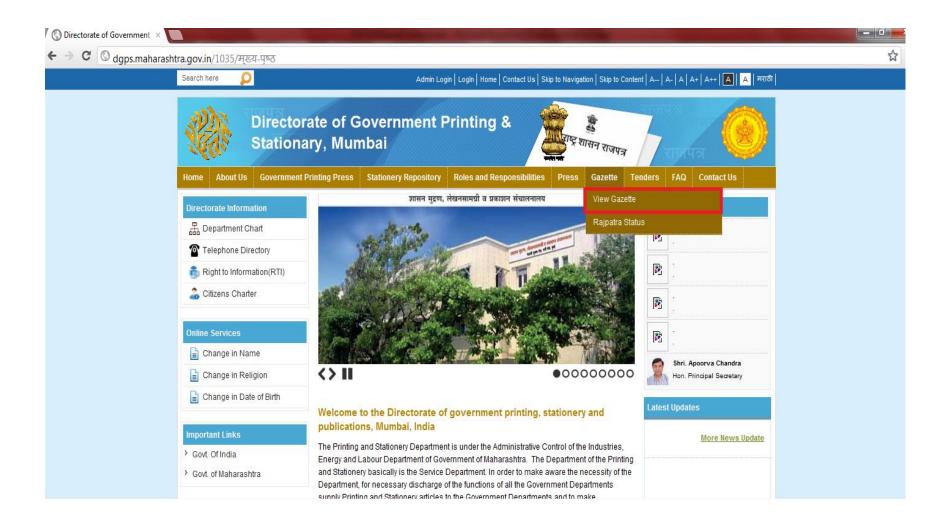


Step 18: Click of View Gazette will open the E-gazette file to download

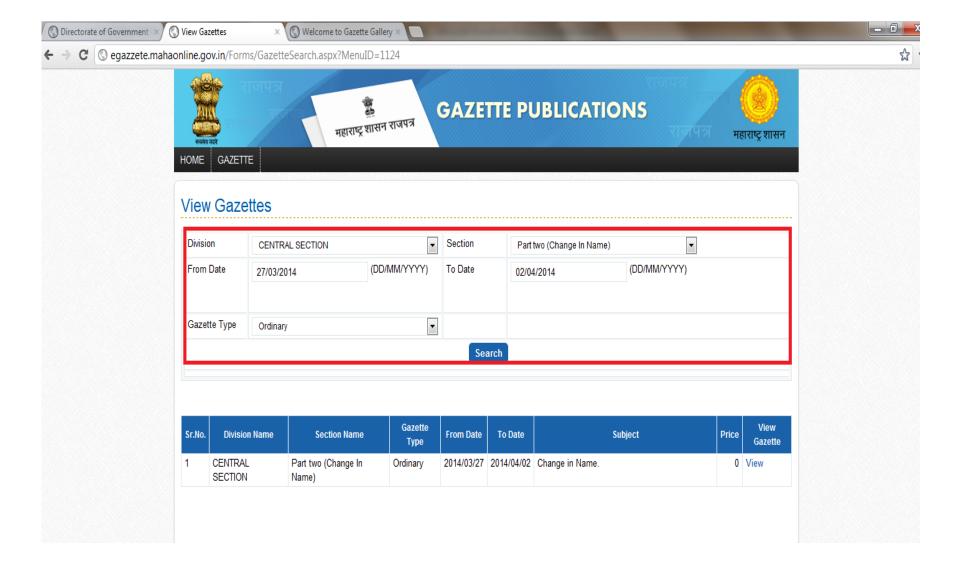


Step 19: User can download the Gazette, using various searches like **Division**, **Section**, **From Date To Date** and **Gazette Type**

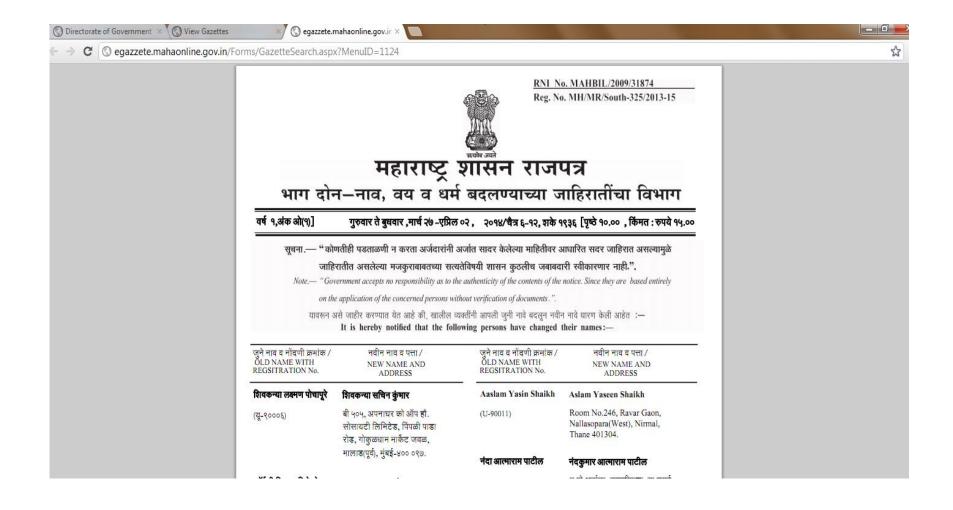
Step 20: Click On "View Gazette"



View E-Gazette



User can download E-Gazette in **PDF** format



THANK YOU!!!