

2014

# Telangana e- Gazette User Manual

User Manual Ver1.0



## Contents

The Telangana Gazette is a public journal and an authorized legal document of the Government of Telangana, and is printed and published by the department of '**Commissionerate of Printing**'. As a public journal, the Gazette prints official notices from the government departments. It is authentic in content, accurate and strictly in accordance with the Government policies and decisions. The Gazette published by Government of Telangana can be broadly classified in two categories based on the urgency to dispatch..... 3

## 1. Introduction

The Telangana Gazette is a public journal and an authorized legal document of the Government of Telangana, and is printed and published by the department of 'Commissionerate of Printing'. As a public journal, the Gazette prints official notices from the government departments. It is authentic in content, accurate and strictly in accordance with the Government policies and decisions. The Gazette published by Government of Telangana can be broadly classified in two categories based on the urgency to dispatch.

**Weekly Gazettes:** These Gazettes are published on routine basis. Government department send Gazette notification with a covering letter. The notifications received up to Wednesday are published as weekly Gazettes and are dispatched to the concerned departments.

**Extraordinary Gazettes:** Notifications of certain departments such as election department are considered at high priority and published immediately without delay as extraordinary gazettes.

These gazettes can be further categorized into 8 types based on the nature of notification, size of paper, urgency and issuing department.

## 2. About Telangana e Gazette

Telangana e-Gazette is the digital directory of all the Gazettes published in the State of Telangana. Printing section of the Commissionerate of printing will upload the digital copies of the Gazettes in the website. The issue number and job number are generated automatically through the system, when Gazettes are uploaded. MIS reports such as Department-wise gazettes, District-wise gazettes, Month-wise Gazettes and Year-wise Gazettes can be generated.

## 3. System Overview

Telangana e-Gazette is a Web based Application and can be accessed from anywhere using internet connection. The system has services to upload digital copies of the gazettes and the same will be made available in the website for download for everyone. The services will be shown in the main menu and are basically divided under three categories as detailed below:

- i) Masters: The information such as Department names, Issuing Authority, starting numbers to initiate the system etc. are treated as master data. Master data is a one-time entry data in the system and this data will be displayed as data for selection to the users.
- ii) Inputs: User will be provided with the input services based on the role.
- iii) Reports: Reports are provided for tracking the gazettes published. Reports such as Gazette Repository, Year-wise, Month-wise, department-wise gazettes etc. are provided.

## 4. System Access(Login)

The system can be accessed by entering URL: <http://tsgazette.cgg.gov.in> in the browser. For each user a unique Username and Password is provided. User can log to the e-Gazette web Application using the login credentials provided to them.

The screenshot displays the Telangana Gazette web application interface. The header features the Telangana State Emblem and the text 'Telangana Gazette'. Below the header is a navigation menu with links for Home, About us, Contact us, and Help. A 'Select Department' dropdown menu is also present. The main content area is divided into several sections:

- Login:** A form with fields for Username and Password, and a Login button.
- Recent Extraordinary Gazettes:** A table listing recent gazettes with columns for Department / Issued By, Abstract, Date Of Publication, Gazette No, Job No, and View.
- Recent Weekly Gazettes:** A section for weekly gazettes.
- Gazette Repository:** A section with a menu icon and a View button.
- Search Gazette:** A section with a search icon and a Search button.
- Important Links:** A list of links including Gazette of India, Directorate of Printing, and Department of Publication.

Department / Issued By	Abstract	Date Of Publication	Gazette No	Job No	View
General Administration/ Commissioner Of Printing	DECLARATION OF THE GENERAL HOLIDAY ON THE OCC...	04-oct-2014	62	165	<a href="#">View</a>
Others/ Commissioner Of Printing	PRIVATE ADVERTISEMENTS CHANGE OF NAMES...	29-sep-2014	59	164	<a href="#">View</a>
Energy/ Commissioner Of Printing	CONSTITUTION OF SELECTION COMMITTEE FOR THE P...	29-sep-2014	21	61	<a href="#">View</a>
Revenue/ Commissioner Of Printing	APPOINTMENT OF AUTHORITY TO EXERCISE THE POWE...	29-sep-2014	14	40	<a href="#">View</a>
Revenue/ Commissioner Of Printing	ANNUAL LICENCE FEE FOR THE 2-B LICENCE FOR TH...	29-sep-2014	4	35	<a href="#">View</a>
Others/ Commissioner Of Printing	PRIVATE ADVERTISEMENTS CHANGE OF NAMES...	29-sep-2014	8	25	<a href="#">View</a>
Others/ Commissioner Of Printing	RECOGNITION AS LEADER OF OPPOSITION IN THE CO...	29-sep-2014	5	16	<a href="#">View</a>

#### 4.1. Masters : Gazette No Master

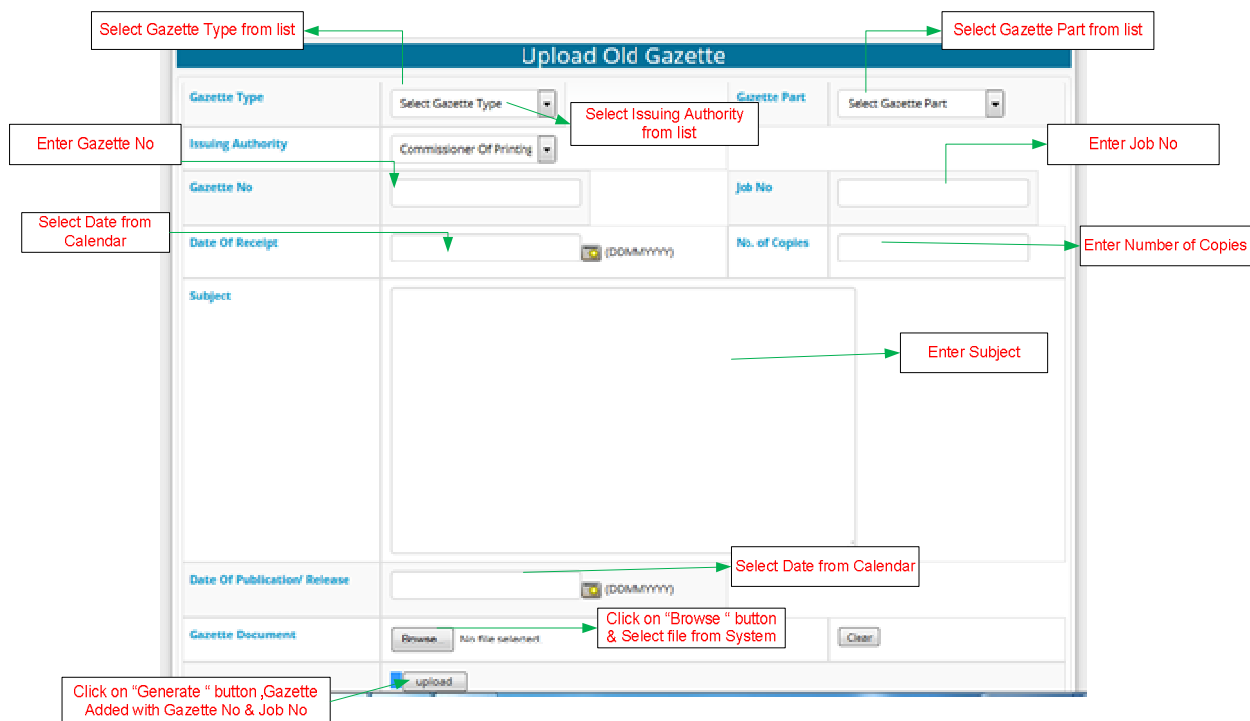
Gazettes No. Master			
S.No.	Gazette Type	Gazette Part	Gazette No.
1	Extraordinary	PART I	171
2	Extraordinary	PART II	170
3	Extraordinary	PART III A	169
4	Extraordinary	PART IV A	168
5	Extraordinary	PART V	170
6	Extraordinary	PART VII	169
7	Extraordinary	PART III B	170
8	Extraordinary	PART IV B	170
9	Extraordinary	Rules Supplement to PART I	169
10	Extraordinary	Rules Supplement to PART II	169
11	Extraordinary	Rules Supplement to PART III	169

#### 4.2. Inputs

##### 4.2.1. Previous Gazette

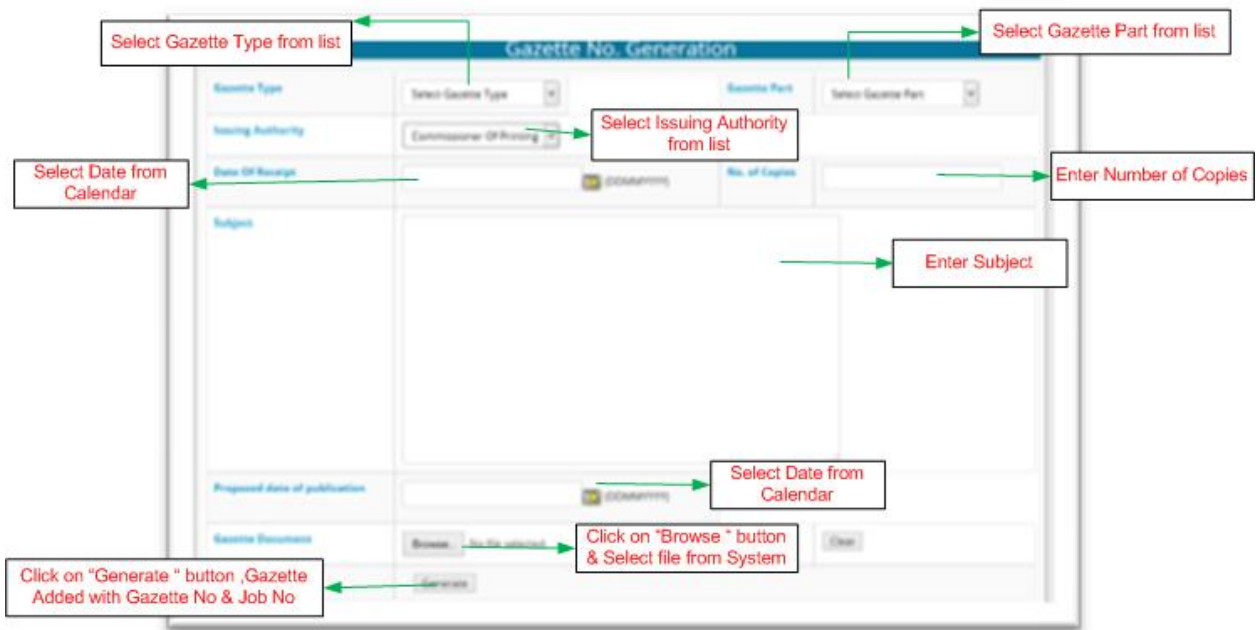
This service is provided to upload Gazettes which were printed prior to the initiation of the e-tool. The details of the Gazettes along Issue No. and Job No. are entered and the soft copy of the Gazette is upload for record.

Go to Inputs → Select “Previous Gazette”



#### 4.2.2. Upload Gazettes

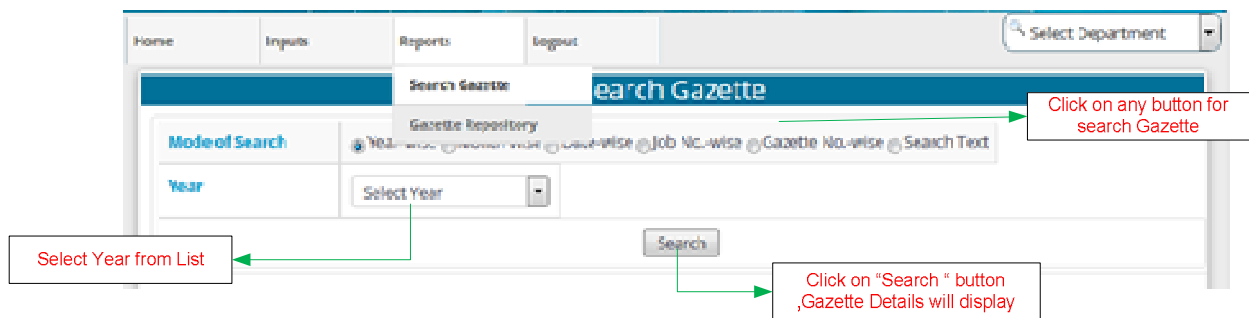
The Input service is used to Upload new Gazettes. The details such as Gazette type, issuing authority etc. are captured and the soft copy of the gazette is uploaded and then the system will generate the Issue number and Job number automatically.



### 4.3. Reports

#### 4.3.1. Search Gazette

Go to "Reports" → Click on Search Gazette



Search results will be displayed.

## Gazette Search Report

Excel PDF Display 5 records per page Search all columns: Show / hide columns

S.No.	GazetteType/ Part / District	Department / Issued By	Abstract	Date Of Receipt / Date Of Publication	Gazette No	Job No	Download
1	Extraordinary / PART I	General Administration / Commissioner Of Printing	ASSUMPTION OF OFFICE BY SHRI EKKADU SRINIVASAN LAKSHMI NARASIMHAN, GOVERNOR OF ANDHRA PRADESH AS IN-CHARGE GOVERNOR OF TELANGANA.	02-jun-2014 / 29-sep-2014	2	2	
2	Extraordinary / PART I	General Administration / Commissioner Of Printing	APPOINTMENT OF SHRI EKKADU SRINIVASAN LAKSHMI NARASIMHAN, GOVERNOR OF ANDHRA PRADESH TO DISCHARGE THE FUNCTIONS OF GOVERNOR OF TELANGANA - WARRANT OF APPOINTMENT.	02-jun-2014 / 29-sep-2014	1	1	

### 1.1.1. Gazette Repository

Click on "Search" button selected Gazette Details will display

## Gazette Repository Report

Excel PDF Display 5 records per page Search all columns: Show / hide columns

S.No.	GazetteType/ Part / District	Department / Issued By	Abstract	Date Of Receipt / Date Of Publication	Gazette No.	Job No.	Download
No data available in table							

Showing 0 to 0 of 0 records

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