Step 1 :: Enter URL: dgps.maharashtra.gov.in
Step 2 :: To view Website 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/Part Two – Sankiran Information & Advertising**. Below links will redirect to web application “**gazette.mahaonline.gov.in**”
Step 3: For First Time User – click the link “Create New Account”
(Follow below steps for registration)
A. click the link “**New User ? Register Here**”
B. Select any one mode from below given options to create user name and password i.e. **User ID and Password by verifying UID** or **Create own user profile using OTP verification on your mobile number.**
C. Please fill below mention information to create User Name and Password through detail profile using OTP verification on your mobile number.

Fill Aaple Sarkar Registration form in 6 steps i.e.

1. Applicant Detail
2. Applicant's Address [As per document]
3. Mobile No. & Username Verification
4. Upload Photograph
5. Proof Of Identity (Any -1)
6. Proof Of Address (Any -1)
D. After login with User Name & Password, on left side user can see Department names like Agriculture, Home Department, Industries Energy and Labour Department.

![Website Screenshot]

**Search Service**
Type here initial letters of desired service. Services, matching with the initials, will be displayed. You can click on desired service and proceed ahead.

**Your Transaction History**

<table>
<thead>
<tr>
<th>Sr.No</th>
<th>Application ID</th>
<th>Service Name</th>
<th>Payment Date</th>
<th>Current Status</th>
<th>Pending User Action</th>
<th>Payment Receipt</th>
<th>Maximum Days For Issuing Certificate</th>
<th>Expected Service Delivery Date</th>
<th>Actual Service Delivery Date</th>
<th>Appeal</th>
<th>Rejection Status</th>
<th>Down Cert</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1650139912476200492626</td>
<td>Birth Certificate</td>
<td></td>
<td>Not Completed</td>
<td>Make Payment</td>
<td>Download</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td>Appeal</td>
<td>Down Cert</td>
</tr>
</tbody>
</table>
e. Click of Industries, Energy and Labour Department User can see Sub Department. Select Directorate of Govt. Printing & Stationery for Service of Name Change/ Religion/ DOB/Part Two Sankirn and Proceed.
f. Select any one service from dept. Directorate of Govt. Printing & Stationery
   i. Part 2 - Change in Name
   ii. Part 2 - Change in DOC
   iii. Part 2 - Change in Religion
   iv. Part Two - Sankirna Information and Advertising
Step 4: Select service to apply “Part Two - Sankirn Information and Advertising”
Steps 5: Select service to apply "Part Two – Sankirn Information and Advertising"

Note: Transaction History helps to find Past Transactions and Receipts.
Steps 6: Select Language option i.e. Marathi or English for data display on Gazette; & Read instructions carefully for Part Two – Sankirn Information & Advertising.

Steps 7: Click on “I Accept above conditions” check box & then click on Next button to view Online application form.
Steps 8: Fill “Applicant Personal Details”

(Note: User willing to add District, Taluka and Village can add from drop down list.)
Steps 9: Add Mandatory Documents (Photo Proof, Cover Letter with Authorized Signature & Advertisement with Authorized Signature) required for Advertisement Publication. Document Size: Less than 500KB, Document Format: Only PDF
Step 10: Enter format Advertisement Data which is to be published in Part II Miscellaneous Gazette.

Step 11: Click on “Show Preview” Button to check the Format & Alignment of your Advertisement.
Step 12: Clicking on “Continue” Button will display a PopUp Window with Word Count & Amount to be Paid. Click on “Ok” Button to confirm the details.
Note: Check the Advertisement & Click on “Continue” Button to confirm & proceed to Payment Gateway
Step 13: User can pay the fees through Online Payment Gateway
Step 14: Payment Details are displayed with Amount. Click on “Proceed for Payment” Option. Receipt will be Generated after Payment.
Follow the Steps To **View Status** and **Download** Online E-Gazette

**Step 15:** Click On “*Rajpatra Status*”
Click Service **Part Two (Miscellaneous)** for **View** and **Download** E-Gazette
Step 16: User can search for Part Two (Miscellaneous) status with Application ID Or Registration Number

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

Click of View Gazette will open the E-gazette file to download
Step 18: Click On “View Gazette”
Step 19: User can download the Gazette, using various searches like Division, Section, From Date To Date and Gazette Type
User can download E-Gazette in PDF format.
THANK YOU!!!