Pre-Requisite for publishing notifications/orders on e-gazette module-

1) Department shall appoint total 2 officers- One Nodal Officer for verification of notifications/orders etc. and ownership of portal and other official for uploading of draft notifications/orders etc.. In case if only one official is there in department, the department shall mention in the Nodal Officer template.

2) Nodal Officer shall not be less than post of Joint Secretary/Deputy Secretary post for verification of notifications/orders etc. and ownership of portal. One official for uploading of draft notifications/orders etc.. The department need to send these details as per available template of Nodal Officer in *"Important Download links"*. The department shall send the details at following email id- oic.digitization@rajasthan.gov.in

3) Department must ensure the file number and date of document, name and post of signatury authority in Word document before uploading the same notification.

4) The department shall upload all documents in e-gazette template available at *"Important Download links".* The department shall follow below mentioned instructions for preparing notifications/orders etc.-
    i. The information shall be filled and uploaded in the e-gazette template only. The template is in MS word and shall be uploaded in MS word only.
    ii. The details can be filled in both Hindi and English Languages.
    iii. The page size is A4- 8.27" X 11.69".
    iv. The top margin is 0.9", bottom is 1", right margin is 0.9" and left margin is 1".
    v. The font sizes are as-
        a) English- 12, Times New Roman
        b) Hindi- 11, Mangal
    vi. The spacing between the lines shall be 1.15.
    vii. No other template will be acceptable for uploading information.
    viii. No other document type like JPEG/XLSX/TIFF/RTF shall be acceptable in e-gazette for uploading.