

The



Kolkata Gazette

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THURSDAY, MAY 18, 2023

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PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL  
Public Enterprises & Industrial Reconstruction Department  
4, Abnindranath Tagore Sarani, "Shilpa Sadan", 2<sup>nd</sup> Floor, Kolkata - 700 016

NOTIFICATION

No.: 511-PEIR-99/59/2022-ESTTSEC-PEIR  
(As amended up to 08.05.2023)

Dated, Kolkata, the 17<sup>th</sup> May, 2023

In exercise of the power conferred by clause (3) of article 166 of the Constitution of India, the Governor is pleased to notify the guidelines for publication of Kolkata Gazette Part-II (for resident of State of West Bengal and such other category) in the Kolkata Gazette, Part-II which will henceforth be published by the Saraswaty Press Limited.

GUIDELINES FOR PUBLICATION IN THE KOLKATA GAZETTE, PART-II

Printing of Part-II Gazette was earlier done at WBG Press, Alipore Campus under the Department of Industry, Commerce and Enterprise, whereas the Saraswaty Press Limited, a Government Enterprise under the administrative Control of PE & IR Department had the responsibility of publishing the Gazette Part I and Part III notification. In view of the recent decision of the Govt. now the Kolkata Gazette Part II notification will henceforth be published by the Saraswaty Press Limited, hence the guideline.

- 1) **Purpose:** Through Kolkata Gazette Part-II, the resident of State of West Bengal will be able to notify change of name, surname including deletion of surname, reversion to maiden name on divorce/separation/death of the husband, religion, and gender. This will be applicable to government employee as well. *Further, Government PSU/ Government Organization can advertise their required official Notice through Gazette Part II notification.*
- 2) **Who all can be applicants :**
  - a) *A person attaining the age of 18 years and above who is a domicile of West Bengal*
  - b) The State Government employee who wishes to adopt or effect any modification in his/her existing name/ surname.
  - c) In case of female government employee addition/change in surname on account of marriage/remarriage.
  - d) In case of female government employee deletion of surname or reversion to maiden name on divorce/separation or death of the husband.

e) *Officers authorized by the Board of Directors/Competent Authority to issue Government Notifications for Publishing in the Kolkata Gazette Pt-II.*

3) **Admissible Items for Gazette Part II Notifications:** The person who wishes to notify in the Kolkata Gazette Part II, can apply for change of :

- Name,
- Surname including deletion of surname(ba)reversion to maiden name(bb) on divorce(bc) separation(bd) death of the husband (be),
- Religion and
- Gender.
- Further, PSU/Government Organisation can advertise their required official Notice through Gazette Pt-II Notification.

4) **Application Methodology :**

4.A. **General Procedure for Online Application:** The applicant will be required to upload the following general documents in the Portal meant for Publication of such notices etc. on the Kolkata Gazette Part-II

- Scanned copy of one recent advertisement on the subject in Daily Local national newspaper or a copy of the PSU/Government organizations Notification duly signed by the Appropriate Authority.
- Scanned copy of any of the following Photo Id Proof : Aadhaar Card/ Passport/Driving License or
- Apart from point (ii), in case of Government employee any photo identity proof issued by the Government of the Applicant.
- Two passport size photograph.

4.B. **Mode of Payment and Charges :** The payment in advance has to be submitted to PE &IR Department thorough the GRIPS Portal under Head of Account 0058-00-501-001-14.

- Printing Charges for Publication of Change of Name –Rs. 1100/-
- Printing Charges for Publication of Change of Surname including all cases as mentioned in point 3(b)– Rs. 1100/-
- Printing Charges for Publication of Change of Religion –Rs. 1700/-
- Printing Charges for Publication of Change of Gender –Rs. 1400/-
- Printing Charges for Publication of Notification of the PSU/Government Organization Rs.1400/-.

5) **Additional Documents for different Categories of Applicants :-**

- Additional documents required to be uploaded for Change of Name :
  - Scanned copy of original affidavit duly attested by first class Judicial Magistrate showing therein full details of father's/husband's name along with residential address before taking oath with residential address before taking oath in the affidavit.
- Additional documents required to be uploaded for Change of Surname including all cases as mentioned in point 3(b):
  - Scanned copy of original affidavit attested by First Class Judicial Magistrate of Competent Court in case of surname/deletion of surname.
  - Scanned copy of original decree/order of Competent Court in case of Divorce/separation.
  - Scanned copy of death certificate issued by the competent authority in case of death of the husband.
- Additional documents required to be uploaded for Change of Religion :
  - Scanned copy of original Conversion Certificate. Conversion Certificate must be only from the Mandir, Masjid, Monastery, Gurudwara or from the Church. Conversion Certificate issued from any Society, Educational Institutions, Trust etc. will not be accepted. A conversion certificate must contain Registration Number, Sign and Stamp, Conversion Date, Old Name, New Name with S/o, D/o, W/o along with his/her residential address.

iv. Additional documents required to be uploaded for Change of Gender :

- Scanned copy of original Gender Identity Disorder (GID) Certificate issued by CMO / Head of Department of the respective hospital where treatment has been done.

v. Additional documents required to be uploaded for advertisement by PSU/ Govt. Organization.

- Scanned copy of original Authorization letter issued by Board of Directors of PSU/ Govt. Organization or scanned copy of original Govt. Notification.
- PDF copy of the original Text Matter of the Rules & Regulations required to be published.

6) **Procedure after Receiving Applications :-**

- The document so submitted will be scrutinized by a team under the Nodal Officer for the Gazette Part II notification.
- If all the documents are found in order, the notification will be issued within 7 days of submission of application.
- For any rectification / shortfall of documents SMS alert will be sent to the applicant's RMN (registered mobile number) with OTP. The applicant shall rectify / amend the application online on the portal.
- Undertaking as per performer given in applicable Annexure (I-IV) should be filled up by the applicants for online. An applicant who need assistance in filling up online application may use this service (help desk maintained at Sealdah Office 32, A.P.C. Road Kolkata-9), at free of cost with prior appointment.
- After scrutiny of the online application by Saraswaty Press Limited (SPL), the Notification will be published in the Kolkata Gazette Part II. The applicant will be informed through SMS in RMN. The applicant should download soft copy of the Gazette from <https://www.wbgazettepart2.in>.

7) **Disclaimer :-** The authorities accepting the above gazette notification may kindly note that :-

- No legal responsibility is accepted by Saraswaty Press Limited (SPL) or Department of Public Enterprises & Industrial Reconstruction (PE & IR), for the publication of advertisements/public notices in this part II of the Kolkata Gazette.
- Person(s) notifying the advertisements/publications will remain solely responsible for the legal consequences and also for any other misrepresentation/misinformation provided to us.
- The Charges are subject to change from time to time as per notifications by Govt. of West Bengal.

8) **Complaint / Redressal :-**

- The applicant can lodge a complaint/grievance or suggestion through a dedicated email, to the Nodal Officer Saraswaty Press Limited (SPL) for Gazette II publication.
- The redressal, subject to submission of registered document will be done within a week.

9) **Legal Action** – Any act done with malafide intention by a person associated with such printing will be subject to extant legal provisions available.

These guidelines are issued with concurrence of the Finance Department's U.O.No. GroupC/2022-23/0014 dt 10.08.2022, U.O. No. 5502 dated 24.01.2023 and U.O. No. Group C/2023-2024/0003 dated 03/05/2023.

By order of the Governor,

Sd/-  
SMITA PANDEY, IAS  
Secretary, PE&IR Department

## Annexures

Applicants should fill-up online the following undertaking as relevant:

**I. UNDERTAKING FOR CHANGE OF NAME**

I \_\_\_\_\_ Son/Daughter/Wife of \_\_\_\_\_ R/o \_\_\_\_\_, have changed my Name from \_\_\_\_\_ to \_\_\_\_\_ vide Affidavit No. \_\_\_\_\_ sworn before the \_\_\_\_\_.

Henceforth, I shall be known as \_\_\_\_\_ instead of \_\_\_\_\_ and all my relevant documents should be corrected accordingly. It is further stated that \_\_\_\_\_ and \_\_\_\_\_ is the same and one identical person.

The above statement made by me is true & correct to the best of my knowledge and belief. If any legal issue arises in this regard at any stage, I shall personally responsible for any consequences arising therefrom.

**II. UNDERTAKING FOR CHANGE OF SURNAME**

I \_\_\_\_\_ Son/Daughter/Wife of \_\_\_\_\_ R/o \_\_\_\_\_, have changed my Surname from \_\_\_\_\_ to \_\_\_\_\_ vide Affidavit No. \_\_\_\_\_ sworn before the \_\_\_\_\_.

Henceforth, I shall be known as \_\_\_\_\_ instead of \_\_\_\_\_ relevant documents should be corrected accordingly. It is further stated that \_\_\_\_\_ and \_\_\_\_\_ is the same and one identical person.

The above statement made by me is true & correct to the best of my knowledge and belief. If any legal issue arises in this regard at any stage, I shall personally responsible for any consequences arising therefrom.

**III. UNDERTAKING FOR CHANGE OF RELIGION**

I \_\_\_\_\_ Son/Daughter/Wife of \_\_\_\_\_ R/o \_\_\_\_\_ do hereby solemnly affirm and declare that I have embraced \_\_\_\_\_ and renounced \_\_\_\_\_ with effect from \_\_\_\_\_.

It is certified that I have complied with other legal requirements in this connection.

The above statement made by me is true & correct to the best of my knowledge and belief. If any legal issue arises in this regard at any stage, I shall personally responsible for any consequences arising therefrom.

**IV. UNDERTAKING FOR CHANGE OF GENDER**

I \_\_\_\_\_ (old name) Son/Daughter of \_\_\_\_\_ assigned as Male/Female/Transgender at the time of birth residing at \_\_\_\_\_.

hereby undertake that I \_\_\_\_\_ want to change my name to \_\_\_\_\_ and gender as \_\_\_\_\_.

I \_\_\_\_\_ (old name) henceforth be known as \_\_\_\_\_ Son/Daughter/Transgender of \_\_\_\_\_.

The above statement made by me is true & correct to the best of my knowledge and belief. If any legal issue arises in this regard at any stage, I shall personally responsible for any consequences arising therefrom.

**V. UNDERTAKING FOR PUBLICATION OF ADVERTISEMENT BY PSUs/ GOVERNMENT ORGANISATIONS**

I \_\_\_\_\_ (Full Name) \_\_\_\_\_ Son/ Daughter/ Wife of \_\_\_\_\_ R/o \_\_\_\_\_ (Address) have been authorized by the \_\_\_\_\_ (Name of Organization) \_\_\_\_\_ to publish the Rules & Regulations/Notifications as per the enclosed text matter.

It is certified that, I on behalf of \_\_\_\_\_ (Name of Organization) have complied with all other legal requirement in this connection.