

**Guidelines for advertisement by individuals in the weekly Gazette of India, Part IV regarding change of religion.**

Notice for Publication of advertisement by individual in the Gazette of India Part-IV regarding change of Religion.

The following documents are required for publication of advertisement in the Gazette of India Part IV.

- (i) An Undertaking duly signed by the applicant
- (ii) Original Newspaper
- (iii) Prescribed proforma in duplicate duly typed with signature of applicant and two witnesses.
- (iv) C.D. containing the print matter without witness portion in MS Word and type old name in place of signature.
- (v) Two self attested passport size photographs and copy of ID proof (self attested).
- (vi) A certificate duly signed by the applicant declaring therein that the contents of hard copy and soft copy are similar.
- (vii) Request letter along with the requisite fee.

To get the notice for change of religion published in the Gazette of India Part IV, the applicant has to comply with the following formalities prior to publication of such advertisement:-

1. The individual concerned has to notify his change of religion in one of the local leading newspaper and to submit it in original to this Department along with other documents.
2. An undertaking duly signed by the applicant showing therein his/her old & new name along with full details of father's/husband's name with residential address and date of change of religion. Declaring that the facts stated therein are true & correct to the best of his/her knowledge and belief.
3. Printing matter as prescribed in the prescribed specimen duly complete in all respects by typing the same on a separate plain paper and signed by the individual in his / her old name, with two witnesses, in duplicate (two copies ) should be submitted along with Soft Copy (CD MS Word). The Proforma must be computer typed.
4. In case the applicant comes personally, he / she is required to bring with him / her two self attested passport size photograph. In case the applicants send the application by post, then he / she is required to send the application along with all the requisite documents containing two passport size photograph and copy of photo ID proof, both duly self attested.

5. The cost of printing of the advertisement, including supply of one copy of the respective Gazette by Registered Post, is Rs. 1300/- (upto 31.3.2015) . The amount shall be remitted in advance either by Cash (**if the applicants visit personally**) / Bank Draft or Indian Postal Orders drawn in favour of the '**Controller of Publications**' and payable at Delhi. The extra copies of the Gazette can be supplied on extra payment of Rs. 50/- (upto 31.3.2015) per copy. The cost of printing for an Indian abroad, is Rs. 3900/- (upto 31.3.2015) which include Air Mail charges.
6. All the aforesaid documents, printing charges together with forwarding letter and Photo ID Proof addressed to The Controller of Publications, Department of Publication, Civil Lines, Delhi-110054 should either be submitted personally or be sent by post to this Department. The documents must not be older than one year.
7. The documents once submitted in this Department will not be returned in any circumstances, neither original nor Xerox copy.
8. The public dealing hour for this purpose in this Department are 10.00 AM to 1.00 PM and 2.00 PM to 5.00 PM on all working days.
9. Every application should be supported by self attested Photo ID proof of the applicant. Application either submitted personally or sent by Post / Courier only will be entertained. No other channel is permissible viz Agents, Advocates, etc.
10. A certificate duly signed by applicant declaring therein that the contents of hard copy and soft copy are similar with the undertaking that the applicant will be responsible for any mismatch or loss in transit.
11. After the application is received completed in all respect, the request will be sent for notification to the respective Government of India Press.
12. This Department will not be responsible for any delay in printing on the part of concerned Press.
13. The Controller of Publications, being the publisher of the Gazette of India, reserves the right to reject any request found incomplete/ vague/ unlawful/ misleading printing material for publication of the matter.

**Controller of Publications**

**PUBLIC NOTICE / SPECIMEN FORM FOR CHANGE OF RELIGION**

(To be submitted duly typed or computerized prints-out (Two Copies) and One CD in MS Word)

I, \_\_\_\_\_ son / daughter / wife of Shri  
\_\_\_\_\_ employed as \_\_\_\_\_  
in the \_\_\_\_\_  
residing at \_\_\_\_\_  
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.

**(Name of applicant)**  
**(SIGNATURE IN THE EXISTING NAME)**

**Witness No. 1**

Signature \_\_\_\_\_ Full Name \_\_\_\_\_

Address \_\_\_\_\_ .

Mobile / Phone No. \_\_\_\_\_ .

**Witness No. 2**

Signature \_\_\_\_\_ Full Name \_\_\_\_\_

Address \_\_\_\_\_ .

Mobile / Phone No. \_\_\_\_\_ .