



GOVERNMENT OF INDIA  
MINISTRY OF ROAD TRANSPORT & HIGHWAYS

Transport Bhawan,  
1, Parliament Street,  
New Delhi-110 001

No. RW/NH-37013/03/2012/PPP

Date: 04.04.2013

To

The Chairman, NHAI,  
G-5 & 6, Sector-10, Dwarka,  
New Delhi-110075.

(Kind Attention:- Shri K. Venkatraman, CGM, CO, NHAI)

**Sub: Forwarding of soft copy and hard copy of the proposals for user fee notifications to be sent to the press for publication.**

Sir,


This has reference to OM bearing F. No. O-17034/5/2012.Pub. dated 20.02.2013 (copy enclosed) from Directorate of Printing wherein the Directorate of Printing has issued guidelines asking the Administrative Ministries for forwarding a soft copy as well as the hard copy of the matter to be printed along with a certificate stating that the contents of the soft copy as well as hard copy are same to enable printing of Gazette Notification expeditiously. The guidelines for page format are also mentioned in the said OM. Directorate of Printing vide the aforesaid OM has also pointed out that no hard copy will be accepted without soft copy and certificate as mentioned above after 01.04.2013.

2. In the light of above, you are requested to prepare the notifications as per the guidelines stipulated in the OM dated 20.02.2013 and forward the following at the time of sending proposals for signature of JS(EIC & Toll) (i.e. after preparation of Hindi version of the notification):

- (i) Soft copy of the English and Hindi versions of the Notification in a pen drive for carrying the same to the press.
- (ii) Certificate by an officer not below the rank of CGM, NHAI stating that the contents of the soft copy (hindi & English) as well as hard copy are same.

Yours faithfully,

Encl.: As stated above.

  
(N.K. Sharma)  
Director (Toll)

Tel. No. 011-23718527

E.mail: [nawalkishore.sharma@nic.in](mailto:nawalkishore.sharma@nic.in)

F.No. O-17034/5/2012-Pub.  
Government of India  
Directorate of Printing  
B-Wing, Nirman Bhawan

New Delhi, dated: 20-02-2013

Office Memorandum

The Gazette of India is printed in various Government of India Presses under Directorate of Printing. A policy decision has been taken by the Administrative Ministry that matter to be printed is to be accepted in soft copy as well as in hard copy by the respective Government of India Press to enable printing of Gazette expeditiously and simultaneously to be uploaded in digitized form on the website of e-Gazette i.e. "egazette.nic.in".

All the Ministries/ Departments are, therefore, requested to provide the matter to be printed in soft copy as well as in hard copy along with a certificate stating that the contents of the soft copy as well as hard copy are same and also approved by the competent authority.

The page format may be as follow:-

1. Since all the Notifications are printed bi-lingually starting with Hindi Version, the soft copy / hard copy for the first page i.e. Hindi Version be provided by giving space of 11 cms (4.25 inch) from the Top for insertion of heading of Gazette Notifications etc.
2. Non-Script fonts like Chanakya, Kruti-Dev, Mangal in 12 points size for Hindi and 10 points size for English with normal leading may be provided.
3. The print area i.e. composed matter may be set in such a manner that the width of page (matter) may not exceed 18 cms (7 inch) & page height 24 cms (9.5 inch) from second page onward. The total height including 11 cms (4.25 inch) as mentioned in Para 1 may also not exceed 24 cms (9.5 inch) for first page.
4. Hard Copy/ Soft Copy not conforming to the specifications given above, will not be accepted and the responsibility of delayed printing will not be of the respective Press.
5. The soft copy of the Notifications can be forwarded to the respective Press through e-mail and the same will be treated as final copy.
6. e-mail addresses are annexed.

No hard copy will be accepted without soft copy and certificate as mentioned above after 1<sup>st</sup> April, 2013.

Encl.: Annexure.

  
(A.K. Sinha)  
Director (Printing)  
e-mail: [a.k.sinha03@nic.in](mailto:a.k.sinha03@nic.in)  
Tel. No. 011-23061413

To

The Secretaries of all Ministries/ Departments of Government of India

Annexure

S.No.	Name & Address of the Press	Email Address
1.	Government of India Press Ring Road, Mayapuri New Delhi - 110064	may-gippr@nic.in ✓
2.	Government of India Press Minto Road New Delhi - 110002	gip-mr@nic.in
3.	Government of India Press N.I.T. Faridabad - 121001	fbd-gippr@nic.in
4.	Government of India Press Gandhi Nagar, Nashik (Maharashtra)	nsk-gippr@nic.in

Copy to:-

1. President's Secretariat, Rashtrapati Bhavan, New Delhi.
2. Vice- President Secretariat, New Delhi.
3. Prime Minister's Office, South Block, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Comptroller and Auditor General of India, New Delhi.
6. Central Vigilance Commissioner, New Delhi.
7. Secretary, Union Public Service Commission, New Delhi.
8. Secretary, Staff Selection Commission, New Delhi.
9. Director, Central Bureau of Investigation, New Delhi.
10. Chief Secretary/ Chief Administrator of all Union Territories.
11. Secretary, Lok Sabha/ Rajya Sabha Secretariat.
12. Registrar, Supreme Court of India
13. Registrar, High Courts
14. Director (Technical), NIC, Ministry of Urban Development for uploading on the Websites of the Ministry of Urban Development - [www.urbanindia.nic.in](http://www.urbanindia.nic.in) and Directorate of Printing - [www.dop.gov.in](http://www.dop.gov.in)
15. Controller of Publications, MoUD, Civil Lines, Delhi-110054 with the request to upload & flash the message on the website of Department of Publications
16. Planning Commission
17. Election Commission of India
18. Comptroller & Auditor General of India
19. All Public Sector Undertakings/ Public Enterprises
20. PS to Secretary (UD)
21. PS to Joint Secretary, Ministry of Urban Development
22. DS/JD(A)/Deputy Directors/ Assistant Directors of the Directorate of Printing