

# Process Manual of Kolkata Gazette Part-II Website

Version 1.2.0

- Website - <https://www.wbgazettepart2.in/>
- **Read the guidelines and manual then click close button.**

## ➤ **Registration**

Go to **Register** Button for the first time. Read the Guidelines and click [**V**] & Proceedbutton. Registration Page will be appeared.

Verify the registered mobile number with OTP and fill up the below mentioned details.

1. Applicant Name
2. Father's Name
3. Date of Birth
4. Mail Id
5. Present Address
6. Permanent Address (if permanent address will be same as present address then click [**V**] same as present address).

After verification of mobile number fill up the required details and click Proceed button. The message shows "Registration is successful. Please Login."

## ➤ **Login**

Login with registered Mobile No. Click Send OTP button. OTP will generate on the registered mobile number. Give OTP and clickLogin button.

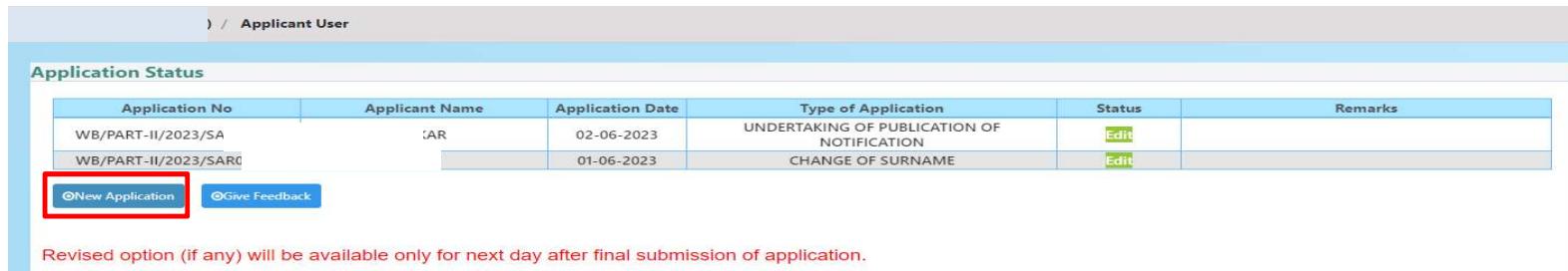
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## **Step-1**

### ➤ **Apply For Application**

After Login 'Application Status' page will be appeared.



Application No	Applicant Name	Application Date	Type of Application	Status	Remarks
WB/PART-II/2023/SA	AR	02-06-2023	UNDERTAKING OF PUBLICATION OF NOTIFICATION	Edit	
WB/PART-II/2023/SAR0		01-06-2023	CHANGE OF SURNAME	Edit	

[New Application](#) [Give Feedback](#)

Revised option (if any) will be available only for next day after final submission of application.

Click 'New Application button' for the application of

- Change of Name
- Change of Surname
- Change of Gender
- Change of Religion
- Undertaking for Publication of Advertisement by PSUs/Government Organisation


Click any one of these button which user want to apply.

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The screenshot displays a web interface with a light blue background. It features a vertical list of six horizontal buttons, each with a dark blue background and light green text. The buttons are stacked vertically with small gaps between them. At the bottom left of the list, there is a small red button with a white circular icon and the text 'Back'.

- Undertaking for Change of Name
- Undertaking for Change of Surname
- Undertaking for Change of Religion
- Undertaking for Change of Gender
- Undertaking for Enrollment as an Advocate in the Bar Council
- Undertaking for Publication of Notification of the PSU/Government Organization

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## ❖ Application details for Change of Name

I \_\_\_\_\_ (Applicant Name) \_\_\_\_\_ Son/Daughter/Wife of \_\_\_\_\_ (Guardian's Name) \_\_\_\_\_  
R/o \_\_\_\_\_ (Residential Address) \_\_\_\_\_, have changed my Name from \_\_\_\_\_ (Existing  
Name) \_\_\_\_\_ to \_\_\_\_\_ (New Name) \_\_\_\_\_ vide Affidavit No. \_\_\_\_\_ (Affidavit No) \_\_\_\_\_ sworn before the \_\_\_\_\_ (1<sup>st</sup>  
Class district magistrate name) \_\_\_\_\_.  
Henceforth, I shall be known as \_\_\_\_\_ (New Full Name) \_\_\_\_\_ instead of \_\_\_\_\_ (Existing Full Name) \_\_\_\_\_  
\_\_\_\_\_ and all my relevant documents should be corrected accordingly. It is further stated that \_\_\_\_\_ (Existing Full Name)  
\_\_\_\_\_ and \_\_\_\_\_ (New Full Name) \_\_\_\_\_ 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.

**\*\*All Fields are the mandatory fields.**

The screenshot displays the 'Kolkata Gazette Part-II' website interface. At the top, there is a header with the logo and text: 'The Kolkata Gazette Part-II Public Enterprises & Industrial Reconstruction Department Government of West Bengal'. Below the header, a navigation bar shows the user is logged in as 'Applicant User'. A progress bar indicates three steps: 1. Application Details (active), 2. Payment Details, and 3. Files Upload. The main content area is titled 'Undertaking for Change of Name'. It contains a form with the following fields: 'I' (with a dropdown for 'EXISTING FULL NAME'), 'of' (with a dropdown for 'Select Relation --'), 'RELATION FULL NAME', 'Residential Address' (with a text input for 'ADDRESS'), 'EXISTING NAME', 'NEW NAME', 'AFFIDAVIT NO.', and 'sworn before the'. Below these fields, there is a section for 'NEW FULL NAME' and 'EXISTING FULL NAME'. At the bottom of the form, there are 'Save' and 'Back' buttons. A disclaimer at the very bottom states: 'This website (including without limitation any content or other part thereof) contains general information only. This website is provided as is, and we make no express or implied representations or warranties regarding it. Without limiting the foregoing, we do not warrant that this website will be secure, error-free, free from viruses or malicious code, or will meet any particular criteria of performance or quality. We expressly disclaim all implied warranties, including, without limitation, warranties of merchantability, title, fitness for a particular purpose, non-infringement, compatibility, security, and accuracy. Your use of this website is at your own risk and you assume full responsibility and risk of loss resulting from your usage, including, without limitation, with respect to loss of service or data. We will not be liable for any direct, indirect, special, incidental, consequential, or further damages or any other damages whatsoever, whether in an action of contract, statute, tort (including, without limitation, negligence), or otherwise, relating to or arising out of the use of this website, even if we knew, or should have known, of the possibility of such damages. The above disclaimer and limitations of liability are applicable to the fullest extent permitted by law, whether in contract, statute, tort (including, without limitation, negligence) or otherwise.'

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### ❖ Application details for Change of Surname

I \_\_\_\_\_ (Applicant Name) \_\_\_\_\_ Son/Daughter/Wife of \_\_\_\_\_ (Guardian's Name) \_\_\_\_\_  
R/o \_\_\_\_\_ (Residential Address) \_\_\_\_\_, have changed my Surname from \_\_\_\_\_ (Existing  
Surname) \_\_\_\_\_ to \_\_\_\_\_ (New Surname) \_\_\_\_\_ vide Affidavit No. \_\_\_\_\_ (Affidavit No) \_\_\_\_\_ sworn before the \_\_\_\_\_ (1<sup>st</sup>  
Class district magistrate name) \_\_\_\_\_.

Henceforth, I shall be known as \_\_\_\_\_ (New Full Name) \_\_\_\_\_ instead of \_\_\_\_\_ (Existing Full Name) \_\_\_\_\_ and all my relevant documents should be  
corrected accordingly. It is further stated that \_\_\_\_\_ (Existing Full Name) \_\_\_\_\_ and \_\_\_\_\_ (New Full Name) \_\_\_\_\_ 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.

*\*\*All Fields are the mandatory fields.*

### ❖ Application details for Change of Religion

I \_\_\_\_\_ (Applicant Name) \_\_\_\_\_ Son/Daughter/Wife of \_\_\_\_\_ (Guardian's Name) \_\_\_\_\_  
Residential Address \_\_\_\_\_ (Residential Address) \_\_\_\_\_ 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.

*\*\*All Fields are the mandatory fields.*

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### ❖ Application details for Change of Gender

I \_\_\_\_\_ **(Old Name)** \_\_\_\_\_ Son/Daughter of \_\_\_\_\_ **(Guardian's Name)** 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.

*\*\*All Fields are the mandatory fields.*

### ❖ Undertaking for Publication of Advertisement by PSUs/Government Organisation

I \_\_\_\_\_ 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 .

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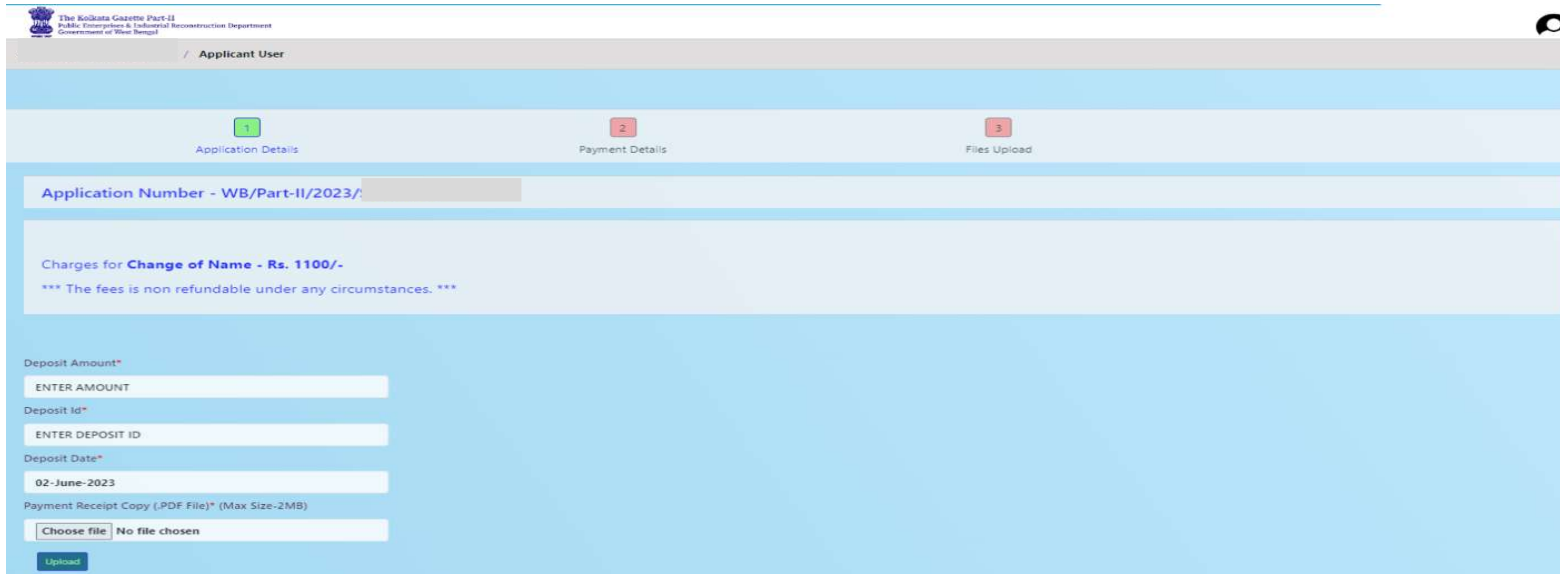
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After fill up the details system will show the green signal for fill up the application details.

## Step-2

### ❖ Payment details

- 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 Organisation** –Rs. 1400/-



The screenshot displays the 'Payment Details' step of the application process on the Kolkata Gazette Part-II website. The header shows the logo and name of the Public Enterprises & Industries Reconstruction Department, Government of West Bengal. The user is logged in as 'Applicant User'. A progress bar at the top indicates three steps: 1. Application Details (green), 2. Payment Details (red), and 3. Files Upload (red). The main content area shows the 'Application Number - WB/Part-II/2023/' followed by a redacted box. Below this, it states 'Charges for Change of Name - Rs. 1100/-' and includes a disclaimer: '\*\*\* The fees is non refundable under any circumstances. \*\*\*'. The form contains several input fields: 'Deposit Amount\*' with a placeholder 'ENTER AMOUNT', 'Deposit Id\*' with a placeholder 'ENTER DEPOSIT ID', 'Deposit Date\*' with a date picker set to '02-June-2023', and 'Payment Receipt Copy (.PDF File)\* (Max Size-2MB)' with a 'Choose file' button and 'No file chosen' text. An 'Upload' button is located at the bottom left of the form area.

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After fill up required information Payment Details page will be appeared.

The payment link - <https://wbifms.gov.in/GRIPS/v2/#/g2-payment>

Do payment in Grips portal under **Head of Account** 0058-00-501-001-14 and upload the payment receipt copy and required information in this website. Follow the screenshots of payment procedure manual of Grips Portal.



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### **Step-3**

Enter the bank details for payment.

After complete the payment in the GRIPS Portal, **Payment receipt copy** will be generated.

After then Enter Deposit Amount, Deposit Id, Upload Payment Receipt Copy in the wbgazettepart2 portal. Click **Upload** button and **Proceed** button.

Enter the details and upload receipt copy. System will show the green signal for completing works for Payment Details.

#### ❖ Files Upload details

**The applicant will be required to upload the following documents in the portal for publication.**

- **Upload Advertisement** - 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.
- **Upload Id Proof** - 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. (Not more than 2 MB)
- **Upload Photo** - Passport size photograph. (Not more than 100 KB).

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Additional documents for Categories of Applicants :-

**i. For Change of Name**

- Upload Scan 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.

**ii. For Change of Surname**

- Upload Scan Copy of original affidavit attested by First Class Judicial Magistrate of Competent Court in case of surname/deletion of surname.
- Upload Scan Copy of original decree/order of Competent Court in case of Divorce/separation.
- Upload Scan Copy of death certificate issued by the competent authority in case of death of the husband.

**iii. For Change of Religion**

- Upload 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. For Change of Gender**

- Upload 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. For Publication of Notification of the PSU/Government Organization**

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

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After upload the above mentioned documents for final submission of application, system will show the green signal for completing works for Uploading files.

After click Uploaded all Required Documents [v]. By clicking the checkbox Final Submit button will be appeared. User can check their application by clicking **Preview** button.

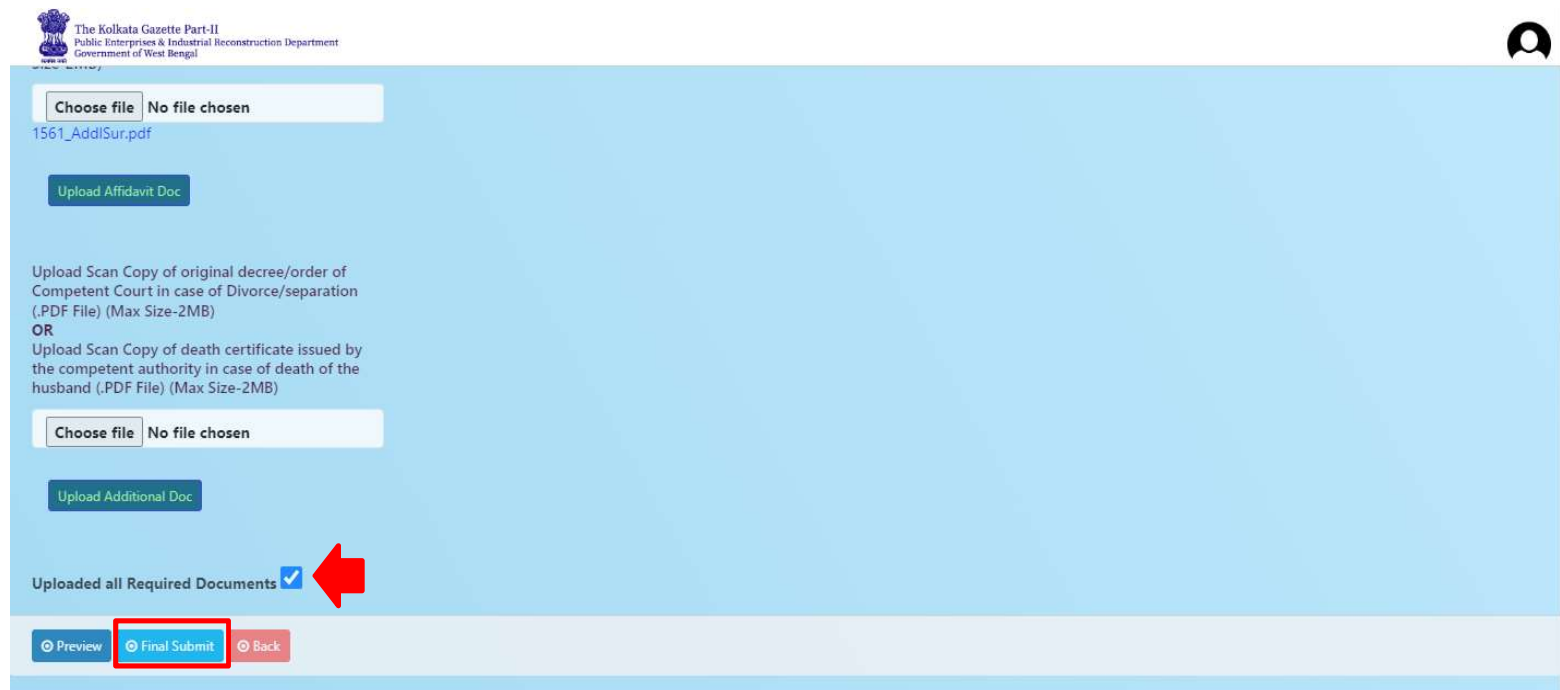
After that user must have to click **Final Submit** button. System will show the application number WB/PART- II/202X/XXXXXX has been submitted successfully. A confirmation message will be sent to applicant's registered mobile number.

If User want to revise the application, click '**Click to revise**' button within 24 hours from final submission. After 24 hours from Final submit of new application could not revise the application. The application status will show into **Pending** mode. Applicant can check their application status after Login from Application Status page.

The screenshot displays a web browser window with the address bar showing 'localhost:17235/NameFilesUpload'. The page header includes the Kolkata Gazette Part-II logo and navigation tabs: 'SUBMA', 'Application Details', 'Payment Details', and 'File Upload'. The 'Application Details' tab is active, showing the 'Application Number - WB/Part-II/2023/5'. Below this, there are several upload sections, each with a 'Choose File' button and an 'Upload' button. The sections are: 'Upload Scan Copy of Recent Advertisement (PDF File) (Max Size: 2MB)', 'Select Photo to Upload', 'Upload Photo to Proof (PDF File) (Max Size: 2MB)', 'Upload Person's Size Photograph (JPEG or JPG File) (Max Size: 100KB)', and 'Upload Scan Copy of original affidavit duly attested by First Class Judicial Magistrate showing therein full details of father/husband's name along with residential address before taking oath in the affidavit (PDF File) (Max Size: 2MB)'. At the bottom, there is a checkbox labeled 'Uploaded all Required Documents' and two buttons: 'Preview' and 'Final Submit'.

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The screenshot displays the user interface of the Kolkata Gazette Part-II website. At the top left, the logo of the Government of West Bengal is shown alongside the text: "The Kolkata Gazette Part-II", "Public Enterprises & Industrial Reconstruction Department", and "Government of West Bengal". A user profile icon is located in the top right corner.

The main content area has a light blue background. It features a file selection interface with a "Choose file" button and the text "No file chosen". Below this, the filename "1561\_AddlSur.pdf" is displayed. A green button labeled "Upload Affidavit Doc" is positioned below the filename.

Instructions for document upload are provided: "Upload Scan Copy of original decree/order of Competent Court in case of Divorce/separation (.PDF File) (Max Size-2MB)" followed by "OR" and "Upload Scan Copy of death certificate issued by the competent authority in case of death of the husband (.PDF File) (Max Size-2MB)".


Below the instructions, there is another "Choose file" button with the text "No file chosen". A green button labeled "Upload Additional Doc" is located below this.

At the bottom of the main area, the status "Uploaded all Required Documents" is shown with a blue checkmark icon. A red arrow points to this checkmark.


The footer contains three buttons: "Preview", "Final Submit" (which is highlighted with a red rectangle), and "Back".

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The Kolkata Gazette Part-II  
Public Enterprises & Industrial Reconstruction Department  
Government of West Bengal



Applicant User


### Application Status

Application No	Applicant Name	Application Date	Type of Application	Status	Remarks
WB/PART-II/2023	TEST	02-06-2023	CHANGE OF NAME	<a href="#">Edit</a>	
WB/PART-II/2023	D KAR	02-06-2023	UNDERTAKING OF PUBLICATION OF NOTIFICATION	<a href="#">Edit</a>	
WB/PART-II/2023	TEST	02-06-2023	CHANGE OF SURNAME	<a href="#">Click to Revise</a>	

[New Application](#) [Give Feedback](#)

Revised option (if any) will be available only for next day after final submission of application.

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### ➤ Feedback

User can give feedback by clicking **Give Feedback** button. In this section user can **rate** their experience and also **share** and clicksave button.

### ➤ Logout

Click logout option.

After approval, applicant will receive the approval message through registered mobile number and can also check the status of application in the web portal by login.

After then applicant may download their gazette notification in the **website Home** page. Applicants can download the Monthly Gazette from the website (**Monthly Gazette Tab**).