GOVERNMENT OF MANIPUR
DIRECTORATE OF PRINTING & STATIONERY
(A Paperless Directorate)

NOTIFICATION

Imphal, the 27th November, 2026

No. ES-DPS/8/2025-DPS-DP&S: In pursuance of the approval conveyed by the Government of Manipur, General Administration Department (GAD), vide letter No. PS-107/10/2025-GAD-GAD dated 12-11-2026, it is hereby notified that publication of public notices relating to change of name and correction of name in the **Manipur Gazette (Weekly)** shall commence with effect from **02-12-2026 (Wednesday)**.

2. Persons desirous of publishing such notices may submit their applications online along with the requisite documents strictly in accordance with the **Guidelines for Notification of Public Notice** enclosed herewith as **Annexure-A**.

3. It is also notified for general information that the **Manipur Gazette (Weekly)** is ordinarily published on every working Wednesday.

Enclosure: Annexure-A (**Guidelines for Notification of Public Notice)**

Digitally signed by
NGANGBAM ROBEN SINGH
Date: 27-11-2026
16:50:11

(Ng. Roben Singh)
Director, Printing & Stationery, Manipur.

Copy to:

1. Secretary to the Hon'ble Governor of Manipur
2. Secretary to the Hon'ble Chief Minister, Manipur
3. Staff Officer to Chief Secretary, Manipur
4. All Additional Chief Secretaries/Principal Secretaries/Commissioners/Secretary to the Government of Manipur
5. All Deputy Commissioners, Government of Manipur
6. All Heads of Department, Government of Manipur
7. Director, DIPR for widespread publicity as a news item in major print and electronic media houses of the State.
8. Assistant Director (Printing and Stationery), Manipur for publication in the Manipur Gazette Extraordinary.
9. Finance Officer (Printing and Stationery), Manipur
10. Guard file.

ANNEXURE-A

GUIDELINES FOR NOTIFICATION OF PUBLIC NOTICE

Notice for advertisement of public notice in the Gazette of Manipur Part-IX regarding change/correction of name of individuals and minors.

A) The following documents are required for publication of advertisement of Public Notice in the Gazette of Manipur Part-IX:

I. PDF copy of the duly filled **PROFORMA UNDERTAKING** (as applicable for name change/correction of name) duly signed by the applicant and the witnesses.

II. PDF copy of the duly filled **AFFIDAVIT** duly sworn before the Oath Commissioner in support of the application, as applicable for change of name or correction of name

III. PDF copies of the notification published in **2 (two) separate newspapers** in support of the application for change of name or correction of name, indicating the name and date of publication of each newspaper. The newspapers shall be either widely circulated within the State or national newspapers having both print and online editions, and the online publication shall be publicly accessible for verification.

IV. PDF copy of duly filled **SPECIMEN FORMAT** (as applicable for name change of minors/change of name for adult/correction of name), duly completed and typed, bearing the signatures of the applicant and two witnesses.

V. Editable Word file of the duly filled **SPECIMEN FORMAT** (as applicable for name change of minors/change of name for adult/correction of name) containing the same contents as the PDF copy mentioned at item (iv), **except that**:

(a) the **witness portion shall be omitted**;

(b) the name of the applicant shall be entered in **CAPITAL LETTERS**; and

(c) **no signature or scanned signature** of the applicant or any witness shall be included.

The contents of the Word file and the PDF copy mentioned at item (iv) above shall be identical in all other respects; **applications containing any discrepancy between the two documents shall not be processed.**

VI. PDF copy of the payment acknowledgement of the requisite non-refundable fee of **₹300 (Rupees three hundred only) through UPI or QR scan** as applicable.

VII. JPG or PDF copy of:

(a) address proof (Aadhaar/EPIC/Passport/Driving Licence/ID issued by Government Depts./offices/institutions/PSUs/Ration Card) of the applicant; and

(b) a valid identity document (Aadhaar/EPIC with Colour Photo/Passport/Driving Licence/ID issued by Government Depts./offices/institutions/PSUs/Ration Card/PAN) of the applicant (with old name/existing name).

(c) A single PDF or JPG file will suffix if the document is listed both as Address proof and ID proof in the above list at (a) and (b).

ANNEXURE-A

(c) In cases of **rectification or correction of an incorrect or erroneous name**, the applicant shall also furnish a JPG or PDF copy of the relevant document(s) containing the incorrect or erroneous name in respect of which the rectification or correction is sought.

B) The applicant who wishes to get his/her advertisement of Public Notice published in the Gazette of Manipur Part-IX has to comply with the following formalities prior to publication of such advertisement.

1. The matter of advertisement must be published in any two leading daily local newspapers or national papers showing details of the case.
2. An **UNDERTAKING as per Proforma** duly signed by the applicant and 2 (two) witnesses as applicable for change of name/correction of name.
3. **PDF** copy of the **SPECIMEN FORMAT** with signatures of the applicant and 2 (two) witnesses) and **editable Word file** of the same without signatures and without the witnesses' portion.
4. The **Application fee** for publication of public notice in the Manipur Gazette is **Rs.300/- and non-refundable under any circumstance.** The amount has to be paid online only through **UPI or QR code linked to the Directorate's Account and the PDF/JPG copy of the receipt or acknowledgement of receipt of application fee** should form part of the application document**.**
5. **PDF** copy of **the letter, duly signed and dated by the applicant**, addressed **to the Director, Directorate of Printing and Stationery, Government of Manipur,** requesting publication in the Manipur Gazette of the information furnished in the **prescribed Specimen Format.**
6. All the aforesaid documents and the receipt or acknowledgement of receipt of application fee should be **sent ONLY through the individual's or Agent's email or WhatsApp** to the Directorate's official **Email: dprintingstationery@gmail.com or dir.govtpress-mn@manipur.gov.in. and official WhatsApp: +91-9402268344.**
7. Every application and follow-up communication in regard to gazette communication from the private individuals should be sent through the office email address or WhatsApp number. No other channel is permissible.
8. The physical public dealing hour for this purpose in this Directorate is 10:30 AM to 4:00 PM on all working days.
9. After receipt of an application complete in all respects, the request shall be processed for publication in Part IX of the Manipur Gazette (Weekly), which is ordinarily published on every working Wednesday.
10. Applications complete in all respects and received on or before 10:00 A.M. on the Monday of the relevant publication week shall be considered for publication in the immediately succeeding issue of the Manipur Gazette (Weekly), subject to the condition that the date of receipt of the application and the scheduled date of publication are separated by not less than two working days, with the date of publication being counted as one of the two working days.
11. This Directorate will not be responsible for any delay in publication of the requested notification on the Gazette in cases were wrong documents or incomplete documents

ANNEXURE-A

were submitted by the applicant thereby, leading to further correspondences for rectification of errors in the application.

12. The Director, being the publisher of the Gazette of Manipur, reserves the right to reject any request found incomplete/vague /unlawful/misleading in nature and forfeit the application fee.

13. The applicant is requested to download his/her gazette from the website https://egazettemanipur.mn.gov.in as physical printing and sale of hard copies of the gazette by the government has been ceased completely from 01.08.2026 vide Gazette of Manipur Extraordinary No. 75 dated 17-07-2025.

N.B.: The Directorate of Printing and Stationery, Government of Manipur will not be responsible for any tampering in the downloaded copies of digitally signed e-publishing gazette from the above-mentioned website.

C) Check-List of documents to be submitted by email/WhatsApp

1. **PDF of duly signed Application Letter**
2. **PDF of duly sworn Affidavit**
3. **PDF of advertisement published in two leading newspapers of the state or national papers.**
4. **PDF/JPG file of the payment receipt.**
5. **PDF of the duly filled "PROFORMA UNDERTAKING"**
6. **PDF and Word files of the duly filled "SPECIMEN FORMAT"**
7. **PDF/JPG file of the Identity proof and Address Proof document(s).**

ANNEXURE-A

SPECIMEN FORMAT FOR PUBLIC NOTICE (FOR CORRECTION OF NAME)

(To be submitted as PDF copy with signatures and **editable Word file without signatures and without the witness portion**)

It is for general information that I _____Son/Daughter/Wife of Shri/Smt

_____ residing at _____ declare that name of mine/ my father/my mother/my minor son/my minor daughter/my wife/my husband has been wrongly recorded as _____ in my/ my minor daughter's/my minor son's _____ (specify the document such as Aadhar, class X certificate, service book, etc.). The actual name of mine/my father/my mother/my minor son/my minor daughter/my wife/my husband is__ which may be amended accordingly.

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

(Signature of Applicant)

Full Name of the applicant in CAPITAL letters

Witness No.1

Signature _____ Full Name _____ Address

_____ Mobile _____

Witness No.2

Signature _____ Full Name _____ Address

_____ Mobile _____

ANNEXURE-A

SPECIMEN FORMAT FOR PUBLIC NOTICE FOR CHANGE OF NAME (FOR ADULTS)

(To be submitted as PDF copy with signatures and **editable Word file without signatures and without the witness portion**)

I hitherto known as _____ (Old Name) Son/daughter/Wife/ of _____ (Father/Husband's name) residing at _____ (residential address) have changed my name and shall hereafter be known as _____ (New Name).

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

(Signature in existing old name of Applicant)

Old Name of the applicant in CAPITAL letters

Witness No.1

Signature _____ Full Name _____ Address

_____ Mobile _____

Witness No.2

Signature _____ Full Name _____ Address

_____ Mobile _____

ANNEXURE-A

SPECIMEN FORMAT FOR PUBLIC NOTICE FOR CHANGE OF NAME (FOR MINORS)

(To be submitted as PDF copy with signatures and **editable Word file without signatures and without the witness portion**)

I, _____Son of/Wife of _____ residing at _____ have changed the name of my minor son/daughter _____aged _____and he/she shall hereafter be known as _____.

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

Signature of Parent/Guardian

Name of the Parent/Guardian in CAPITAL letters

Witness No.1

Signature _____ Full Name _____ Address

_____ Mobile _____

Witness No.2

Signature _____ Full Name _____ Address

_____ Mobile _____

ANNEXURE-A

PROFORMA UNDERTAKING FOR CHANGE/CORRECTION OF NAME (ADULTS)

(For publication of change/correction of name in the Manipur Gazette)

I,_____, son/daughter/wife of Shri/Smt._____ residing at _____, do hereby solemnly affirm and undertake as follows:

In the case of an application relating to a minor, I declare that I am the parent/legal guardian of the minor and am competent to make this declaration and undertake these obligations on behalf of the minor.

1. That, the information, particulars and documents furnished by me in connection with the application for publication in the Manipur Gazette are true, correct, complete and genuine to the best of my knowledge and belief.
2. That, I shall be solely responsible for the authenticity, validity and correctness of all documents and particulars submitted with the application.
3. That, if at any stage any information or document furnished by me is found to be false, forged, fabricated, misleading, invalid or otherwise not in order, the application may be rejected or, if already published, the publication may be treated as liable for cancellation or such other action as may be permissible under law, without prejudice to any legal proceedings that may be initiated against me.
4. That, I hereby consent to the verification of the documents and particulars furnished by me from the concerned issuing authority or any other competent authority, if deemed necessary by the Directorate of Printing and Stationery, Government of Manipur.
5. That, I shall indemnify and keep indemnified the Government of Manipur and the Directorate of Printing and Stationery against any claim, dispute, litigation, loss, liability or consequence arising out of the publication of the information furnished by me.

Place: _____
Date: _____
APPLICANT'S Signature: _____
Actual/New Name in full:_____
Address:_____

Signed by the applicant in the presence of the following 2 (two) witnesses below:

1. *[WITNESS 1] Signature:*
   *Name:*_____
   *Address:*_____
   *Phone No.*_____

2. *[WITNESS 2] Signature:*
   *Name:*_____
   *Address:*_____
   *Phone No.*_____

ANNEXURE-A

PROFORMA UNDERTAKING FOR CHANGE/CORRECTION OF NAME (MINORS)

(For publication of change/correction of name in the Manipur Gazette)

I,_____, son/daughter/wife of Shri/Smt._____ residing at _____, do hereby solemnly affirm and undertake as follows:

1. I am the parent/legal guardian of the _____ (name of the minor) and am competent to make this declaration and undertake these obligations on behalf of the minor.
2. That the information, particulars and documents furnished by me in connection with the application for publication in the Manipur Gazette are true, correct, complete and genuine to the best of my knowledge and belief.
3. That I shall be solely responsible for the authenticity, validity and correctness of all documents and particulars submitted with the application.
4. That, if at any stage any information or document furnished by me is found to be false, forged, fabricated, misleading, invalid or otherwise not in order, the application may be rejected or, if already published, the publication may be treated as liable for cancellation or such other action as may be permissible under law, without prejudice to any legal proceedings that may be initiated against me.
5. That I hereby consent to the verification of the documents and particulars furnished by me from the concerned issuing authority or any other competent authority, if deemed necessary by the Directorate of Printing and Stationery, Government of Manipur.
6. That I shall indemnify and keep indemnified the Government of Manipur and the Directorate of Printing and Stationery against any claim, dispute, litigation, loss, liability or consequence arising out of the publication of the information furnished by me.

Place: _____
Date: _____
Signature of the Applicant (Parent/Legal Guardian): _____
Name in full:_____
Address:_____
Signed by the applicant in the presence of the following 2 (two) witnesses below:

1. *[WITNESS 1] Signature:*
   Name:_____
   Address:_____
   Phone No._____

2. *[WITNESS 2] Signature:*
   Name:_____
   Address:_____
   Phone No._____

Digitally signed by
NGANGBAM ROBEN SINGH
Date: 27-11-2026
16:53:07