

# COMPOSE

**Comprehensive Operations and Management of Presses Over Secure Environment**

**A project of Printing Department  
Government of Kerala**

**Extra Ordinary Gazette**

**Quick Reference Guide**

**(Part A - QRG for User Departments)**

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**Government of India**

**Ministry of Electronics & Information Technology**

**Department of Information Technology**

**National Informatics Centre**

**Kerala State Centre, Trivandrum-33**



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## Introduction

The Gazette of Kerala is a public journal and an authorized legal document of the Government of Kerala, published weekly (every Tuesday) by the Department of Printing, Government of Kerala. As a public journal, the Gazette prints official notices from the government. It is authentic in content, accurate and strictly in accordance with the Government policies and decisions.

Ordinary gazettes are regularly published weekly on a particular day of the week whereas Extra Ordinary Gazettes (EOG) is published every day depending upon the urgency of the matters to be notified.

### Comprehensive Operations and Management of Presses Over Secure Environment (COMPOSE)

COMPOSE is a comprehensive web enabled work-flow application for automating the Gazette publication and other activities of printing department. One major activity under this project is electronic publishing (e-publishing) of extra ordinary Gazette. Requests for publishing in eGazette works are submitted to the Printing department online/offline by the Government Departments . The designated officers of the Printing department scrutinize and process the requests. The COMPOSE portal incorporates all functionalities including the workflow for publishing of eGazettes.

**This guide is for designated officials of Kerala Government Departments for submitting notifications for e-publication of Extra Ordinary Gazette.**

This guide will assist the beginners and regular users for a quick reference and hand-on practice.

The major functions are listed below:

- Gazette Matter Preparation
- Uploading of digitally signed Gazette Matter in prescribed format
- Submission of Gazette matter to Printing Department
- Dash Board Facility

## **Invoking COMPOSE Application**

To access the COMPOSE application, the URL is <https://164.100.197.154:8080/compose/> (Alternately, the application can be invoked from the official homepage of Printing Department <https://printing.kerala.gov.in> by clicking the COMPOSE link). The login page is common to all interfaces. After successful login with the User-id, Password and the Captcha characters as seen on the screen, the users will get their respective interfaces depending on their privileges assigned by the Administrator.

### **A. Home Page Services**

#### **1. eGazette**

ePublished Gazette (EOG/Weekly) notifications can be searched using this link. Clicking on this link, interface will appear with the latest EOG published in the list. The “View/Download” link can be clicked to view or download the EOG notification. The search criteria can be modified by changing “Gazette Type”, “Year”, “Department”, “Gazette No. & Date” or “Keyword”.

#### **2. User Registration**

User Registration link is to be used only by citizens for submitting their Gazette requests in weekly Gazette.

### **B. COMPOSE Administrator - User Management**

Printing Department has designated an Administrator for COMPOSE and the user credentials have been provided to the Department. EOG users of Client Departments are created through the “Admin” user of COMPOSE.

The contents of Interface applicable to Departmental officials are as follows.

### **C. Client Department User**

#### **1. Submission of EOG Requests (Online)**

**EOG Matter Preparation:-**For online submission of EOG notification matter, it is required to create a softcopy of the matter in PDF format as described in the *Guidelines for EOG Publication*.

- Download the templates (MS Word) of the First & Subsequent page and SRO cases of EOG notification(Malayalam & English), using the “**Download->EOG Templates>** option.

- Replace Department Name”, “G.O. No.”, “G.O. Date”, “Place” with corresponding details of the client Department at the exact locations mentioned in the content controller of the templates.
- Notification matter is to be copied below the position showing “**Paste the content here**”.
- Once the matter is ready in the MS Word, the same may be converted into a softcopy in PDF format for online submission.

**DSC Registration:-** All the departmental clients who are designated for submitting notifications for eGazette publication using COMPOSE should have Digital Signature Certificate (DSC) got issued in their own name. The users will have to register the DSC with COMPOSE (one time activity) before using it for digital signing.

**Steps to be followed for DSC registration:-**

1. On selecting this option, list of signer tool & manual as per operating system Windows, Ubuntu and Mac will appear.
  2. Click the “Download” link to download the appropriate signer tool & manual as per the Operating System.
  3. Unzip the folder to get the DSC signer installation manual of the OS.
  4. Follow the procedure as given in the installation manual.
- After completion of the above steps, insert the DSC to the USB port of the desk top computer.
  - Click on the <**New DSC Registration/Renewal**> button to register DSC.
  - Enter PIN of DSC when prompted.
  - Select the required certificate from the list of valid certificates (if more than one) for the user.
  - If the DSC registered name and the logged user name are matching, DSC registration will be completed successfully, otherwise error message will be flashed.

**Online Submission:-**Interface for EOG request entry appears with Four **tabs**.

- **First Tab:-** “**Client details**” registered with COMPOSE will be displayed.
- **Second tab:-** Enter “**Inward details**” such as File Number, Letter Date, G.O Number, G.O. Reference date, Date of Application (mandatory), SRO Number Required (Yes/No), No. of SROs required, (mandatory), Whether Government order required(Yes/No), Desired EOG Date, Subject, Reference Type, Keywords. Upload Government order for EOG, Request Letter and EOG matter. Malayalam

EOG matter should be uploaded first. The system will automatically validate whether the EOG matter is as per the specifications.

- **Third Tab:** - “**View Proposed Notification details**” is selected and click <**Generate matter**> button. Original Gazette matter and the “Draft” Gazette notification with headers and other details will appear side-by-side which may be scrutinized for any errors or mismatch. If any change is required, the matter may be modified accordingly and uploaded again.
- **Fourth Tab:** - “**Accept matter & DSC signing**” is selected for DSC signing of the EOG matter by the departmental client and submission. Check the Radio button (Yes/No) for accepting/rejecting the draft notification displayed in the third tab. If “Yes” is checked, connect the DSC to the computer. This may be followed by entering the PIN and then select the valid certificate from the list. System will also validate the owner name of the certificate with the name of the user. If the name is matching, press <**OK**> for confirmation. Inward number will be generated and displayed which may be noted for future reference.

## 2. Returned Requests

- For processing EOG requests returned from Printing department for any discrepancies.
- Clicking on any of the requests appearing in the list will show the inward details along with the reason for returning.
- Department can modify and submit the Notification as a new request.

## 3. View EOG Requests Submitted to Printing Department.

- To view the list of requests submitted to Printing Dept. for a specific period by changing the “From” and “To” dates.
- Clicking on the “View” link available with the “Inward No.”, the inward details will be displayed.

## 4. Request Tracking – Extra Ordinary Gazette

- To view and track the status of EOG requests submitted to Printing department.
- Tracking can be done for various combinations by changing EOG Year, EOG Month, EOG Date, EOG No., Work Order No. SRO No., Department, Office, Inward, Keyword, Client File No., From and To dates of requests.
- Tracking can be done by clicking on <**Track**> button after changing the desired parameters (Minimum Two parameters required).
- Current status along with related details of the selected request can be viewed by

clicking the “view” link associated with each request.

## 5. My Account

This option is available to all client users of COMPOSE for changing their “Password” and “Profile” details.

### a. Change Password

- To change the password, enter the current login password and then give a new password.
- New password should not be same as the existing one. Password should contain at least One Capital Alphabet(A-Z), One Number(0-9), One special character(!,@,#,\$,%,(,),^,&,\* ) and Minimum length of 8 characters. COMPOSE enforces the password expiration policy of 30 days to all users.
- On clicking <**Change Password**> button, password will be updated.

### b. Modify Profile

- Using this option, the user is allowed to modify/add the Mobile No. and e-mail id only.
- After modifying the desired details, press <**Update**> button to update the user profile.

## 6. Download

### a. EOG Instructions

- Instructions (in Malayalam & English) for submitting EOG matter can be downloaded.
- Click on <**Download**> button, the respective instruction will be opened which can be viewed/printed.

### b. EOG Templates

Using this option, department clients can download templates for preparing the notification matter in Malayalam and English as per the *Guidelines for EOG Publication*.

- Click on <**Download**> button, the respective templates (MS Word) will be opened which can be viewed/saved.
- The Heading details and the notification matter can be replaced in the exact positions shown in the downloaded templates (MS Word) and it is to be converted into PDF format before uploading in COMPOSE.

### c. EOG Annexure



- The specifications for submitting EOG matter (in Malayalam or English) in A4 size can be downloaded and printed by selecting this option.
- Click on <**Download**> button, the respective annexure will be opened which can be viewed/printed.