Kerala Gazette

Government of Kerala

Quick Reference Guide
(Version 1.0)
(For Client Departments)

The materials included in this document are sole property of National Informatics Centre, which should not be copied, reproduced in any format including electronic medium without the knowledge and written consent of National Informatics

Prepared by   : **Beena JayaPrakash, Technical Director**

Reviewed &   : **Shri Manoj P.A,**
Approved by   **Senior Technical Director**

Amendment Log

Version No	Release Date	Change Number	Brief Description	Sections changed
1.0	23-09-2021	-	First Release	

Table of Contents

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.

COMPOSE

COMPOSE is software solution aims at streamlining the Printing and other related activities of Printing department. Requests for publishing Gazette or Printing works are submitted to the Printing department online by the Govt. Departments or Citizen through COMPOSE. The designated officers of the Printing department scrutinize and process the requests. Necessary interface is built in the application to facilitate database level integration. This COMPOSE portal incorporates all functionalities including the departmental workflow.

This guide will assist the client departments as a quick reference while working on the COMPOSE software.

The major functions are listed below:

- Gazette Matter Preparation

- Uploading Gazette Matter in prescribed format

- Submission of Gazette matter to Printing Department

- Returning WG/KG notification which are not in specified format to respective department for re-submission

- Online (e-treasury Payments)

- Payslip Generation

- Views

- Request Tracking

- Profile Updation

- Dash Board Facility

- DSC Registration

- Download

Invoking COMPOSE Application

To access the COMPOSE application, the URL is https://compose.kerala.gov.in/ **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

On invoking the COMPOSE application, the Home Page of the application appears as follows:-
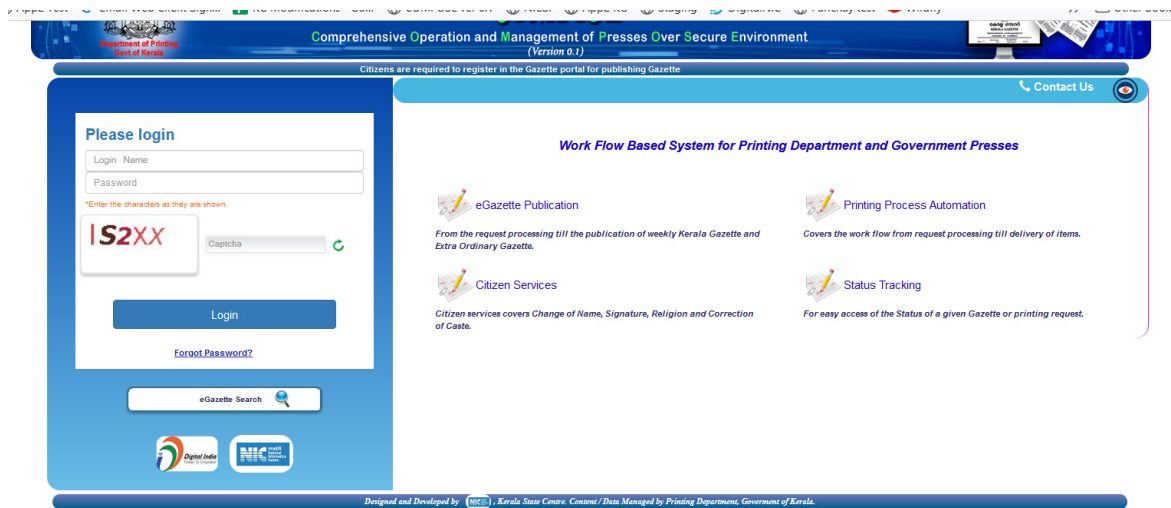
1. **Login**

The login credentials are to be entered at the left side of the screen. This is used by the printing department official users and client departments to login to the application. For logging into the system, Login name, Password and Captcha string have to be provided.

eGazette

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

- Gazette can be searched using Department, District & Taluk/GO Number, Gazette Number etc.
- Index Based searching available for Weekly gazette
-

Weekly Gazette Search

Index Based Search

User Registration

User Registration link is for citizens for submitting their Gazette requests.

COMPOSE Administrator - User Management

"Admin" user of COMPOSE as designated by Printing department is already created and the login credentials are transferred to the department. Users of Client Departments can be created through the "Admin" user of COMPOSE.

Submission of Weekly Requests (Online)
Requests-→ Weekly Gazette

Matter Preparation

Before using the online KG request submission, it is required that the client users create a softcopy in pdf format of the notification matter in the specified format as described in the guidelines. Client users can download the templates in MSWord/Open Office. Templates can be downloaded using the "**Download->KG Templates**> option. After downloading the templates, the notification matter is to be copied/typed below the position showing "**Paste the content here**". Once the matter is ready in the MS Word templates/Open Office, the same may be converted into a softcopy in pdf format for online submission using COMPOSE.

Gazette notifications are Auto generated by the COMPOSE application. Therefore it is required that the Gazette matter is to be submitted to COMPOSE as specified in the guidelines so that the generated notification for publication is as per the specifications pre-defined by the Printing Department.

❖ Select Gazette Part

❖ Enter e-mail and Mobile No available under Client details.

❖ Under Inward details enter letter no, letter date, date of request and reference if any.

❖ Under the Gazette Details, enter Subject, Keywords

❖ Upload Gazette matter

❖ Select Digitally sign Required (Yes/No)

❖ If yes, digitally sign the uploaded PDF

❖ By clicking SUBMIT, the request is forwarded to DSGL.

❖ Note down the Application number for future reference

COMPOSE

Comprehensive **O**peration and **M**anagement of **P**resses **O**ver **S**ecure **E**nvironment

Welcome : Anilkumar

Designation: Clerk⤆ [Agriculture Developer

അപേക്ഷകൾ	തിരിച്ചു വന്ന അപേക്ഷകൾ	ഓൺലൈൻ	കാണുക	അപേക്ഷകൾ തിരയുക	എന്റെ അക്കൗണ്ട്	ഡൗൺലോഡ്
Requests	*Returned Requests*	*Online Payment*	*Views*	*Request Tracking*	*My Account*	*Download*

കേരള ഗസറ്റിൽ പ്രസിദ്ധീകരിക്കുന്നതിനുള്ള അപേക്ഷ/ Request for Publishing in Weekly Gazette

Dashboard | User Manuals   **? Help**

Inward Details/ഇൻവേഡ് വിശദാംശങ്ങൾ

ഫയൽ നമ്പർ /Client File Number* : [_____]   റഫറൻസ്/Referance(If any) : [_____]   അപേക്ഷ സമർപ്പിച്ച തീയതി / Date of Request : 27-07-2021
*

Gazette Part/ഗസറ്റ് പാർട്ട്

ഗസറ്റ് പാർട്ട് /Gazette Part* : [Notifications from Heads of Department [Part III] ⌄]

Gazette Details/ഗസറ്റിന്റെ വിശദാംശങ്ങൾ

വിഷയം /Subject* : [_____]

സൂചകപദങ്ങൾ /Keywords : [_____] *Keyword can be used to search Gazette

ഗസറ്റ് ഉള്ളടക്കം സമർപ്പിക്കുന്ന വിധം /Gazette matter submission type* : [PDF _____]

ഗസറ്റ് മാറ്റർ അപ്‌ലോഡ് ചെയ്യുക/Upload Gazette Matter(pdf only)* :

Browse the file *   [Browse...] No file selected.
Attach Certificate (PDF only - maximum size 1MB)

പേജ് നമ്പറുകളുടെ എണ്ണം / No of Pages *   [_____]

DSC Signing Required??*   ○Yes ○No

Instructions for Gazette Matter Submission	
English ⦿ **Malyalam** ○	
File Type	:PDF
Maximum File size	:1 MB
Page Size	:A-4
Bottom Margin	:4 cm
Top Margin	:2 cm
Left Margin	:2 cm

Generation of Legal Heirship Notification in COMPOSE

Steps to be followed

Matter Generation

1. Login as CLR user
2. Select the Menu <CLR Template> from Menu
3. Select <Matter Generation> from the Menu

Matter Generation

- Select Language of Notification
- Select District, Taluk & Village from the List
- Enter the Name & address of deceased persons
- Enter the Name, Address of Applicant
- Name of the Village Officer
- Enter the number of Legal heirs and Press <Go> button

- Enter the Name, Relationship and age of Each legal heir
- Give whether the parents are alive
- Give minor details
- Press <Generate> button to generate the Notification details
- Matter will be generated and displayed

- Press <Save button> to save the details

- Enter Inward details and Press <Submit> Button.

- Inward number will be generated and displayed.
- Inward will be forwarded to Printing Department

Merging of Applications

- Select the option <Merging> from the Menu <CLR Template>
- All Pending applications will be displayed.
- Select the applications to be merged and send to printing Department

- Press <Merge Matter> to merge the notification matter

COMPOSE

Comprehensive Operation and Management of Presses Over Secure Environment

Welcome : Athira
Designation : CLERK- [Commissionerate of Land Revenue

| Requests | Legal Heirship Templates | Returned Requests | Online Payment | Inward Tracking | Views | Request Tracking | My Account | Download |

CLR Notification Matter Merging

Dashboard | User Manuals   ? Help   Logout

3	3	fileno:55223	Divakaran Nair	26-08-2021	Kollam	Kollam	View Matter	☐
4	4	file number:75675	Ambika	26-08-2021	Thiruvananthapuram	Thiruvananthapuram	View Matter	☑
5	5	f456	Anju	26-08-2021	Idukki	Udumbanchola	View Matter	☑
6	6	756757	ghjgh	31-08-2021	Thiruvananthapuram	Thiruvananthapuram	View Matter	☐
7	7	5757567	ghjhj	01-09-2021	Thiruvananthapuram	Chirayinkeezhu	View Matter	☐
8	8	ജി.ഒ:233	അമ്പിളി എസ്	02-09-2021	Thiruvananthapuram	Thiruvananthapuram	View Matter	☐
9	9	ജി.ഒ:233	അമ്പിളി എസ്	03-09-2021	Thiruvananthapuram	Thiruvananthapuram	View Matter	☐
10	10	Go:456546	Ambili S	03-09-2021	Thiruvananthapuram	Thiruvananthapuram	View Matter	☑

Merge Matter

🔍 ↑ ↓   2 of 2   − + Automatic Zoom ▼   🖨 🗁 🔖 »

No: Go:456546   03-09-2021

Notice is hereby given to whom it may be concern that Ambili S Vilayilvedu,Keezhavoor,keezhavoor P O, Andorkonam Village, Thiruvananthapuram Taluk of Thiruvananthapuram District has filed an application before this office of the grant of a legal heirship certificate in respect of the legal heirs of her Husband late Premakumaran B Who died on 31-05-2021. Enquery conducted through the Village officer,Andorkonam reveals that the persons named in the schedule below are the legal heirs of the late Premakumaran B.

SCHEDULE

Chitty Notifications for Registration Department

- Select District, Taluk & Office
- Enter the number of Requests
- Enter Financial Enterprises Name, Challan Number, Challan date
- Select Treasury from the list and enter amount paid by each financial enterprise
- Upload the file **–All the details to be merged and upload as a Single file**
- Press <Submit> button to submit the application

Returned Requests

- For processing the returned requests returned from Printing department for any discrepancies.
- Clicking on any of the request **appearing** in the list, inward details along with the reason for returning can be viewed.

2. **Online Payments**

e-Treasury Online Payments

- Departments can pay the fee online using e-Treasury software.
- Select the application from the list and Press <Make Payment Option>
- The following Page will be displayed
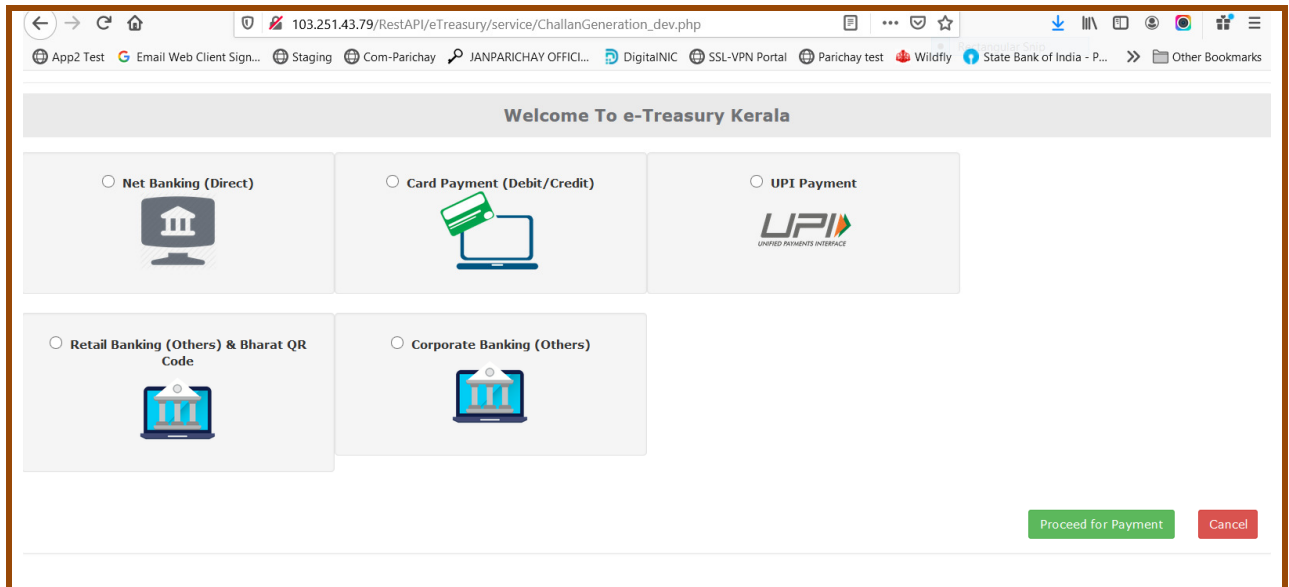
- Select payment Option (say Net banking) and Click <Proceed for Payment>
- Select Bank and proceed.
- GRN Number will be generated

- Press <Proceed > Button

- Select the account from which the amount to be debited from the list

- Submit the Preview details

3. View Weekly Gazette Request

- 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 – Weekly Gazette Request

- To view and status tracking of Weekly requests submitted to Printing department.
- Tracking can be done for various combinations by changing Publication Year, Publishing Month, Gazette Date, Gazette No, Department, Office, Inward, Keyword, Client File No., From and To dates of requests etc.
- Clicking on <**Track**> button after changing the desired parameters (Minimum Two), list of requests will appear.
- Current status along with related details of the selected request can be viewed by clicking the "view" link will 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 the 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

The user is allowed to modify/add the Mobile No. and E-mail Id only.

- 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.

c. DSC Registration/Renewal

All the departmental clients who are designated for submitting notifications for eGazette publication using COMPOSE should have DSC device allocated 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. Download the appropriate signer tool & manual as per the operating system
2. The folder is unzipped to get the DSC signer installation manual of the OS
3. Follow the procedure as given in the installation manual.

- After completion of the above steps, insert the DSC to the computer.
- Enter PIN.
- 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 username are same, DSC registration will be completed successfully, otherwise error message will be flashed.

6. Download

a. Weekly Gazette Templates

- Using this option, department clients can download templates for preparing the notification matter in MS word or Open Office in Single column/ Double columns as per the specifications of printing department for publishing of notifications.
- Click on **<Download>** button, the respective templates 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 and it is to be converted into pdf format before uploading in COMPOSE

b. Fonts

User can download English and Malayalam fonts using this interface.