

Kerala Gazette

Government of Kerala

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

Government of India
Ministry of Electronics & Information Technology
National Informatics Centre
Kerala State Centre, Trivandrum-33

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Amendment Log

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

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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.

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

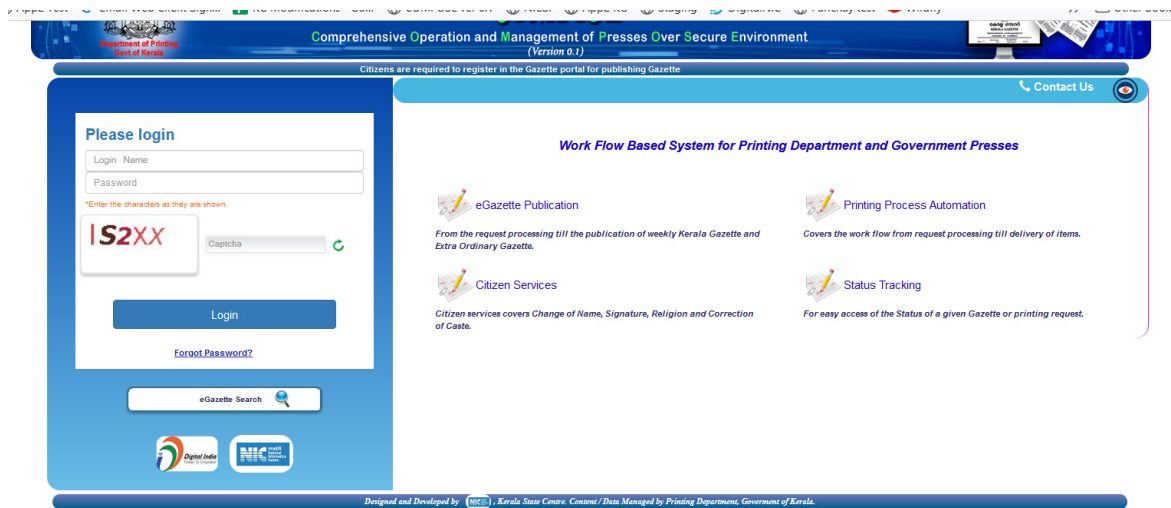
Invoking COMPOSE Application

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
-

Gazette Type* **Year***

Extra Ordinary Gazette 2021

Govt.Organizations*

Line Departments

Department*

--select--

District* **Taluk***

--select-- --select--

Office

--Select--

Enter Gazette No. **Enter GO No.**

From Date **To Date**

mm / dd / yyyy mm / dd / yyyy

Select one or more criteria for Search

Q

Weekly Gazette Search

COMPOSE
Comprehensive Operation and Management of Presses Over Secure Environment
(Version 0.1)

KERALA GAZETTE

Last Published Weekly Gazettes

Gazette Year: 2021 Gazette No: 39 Date: 07-09-2021 Volume: X

Part	Part Description	Part Departments	View/Download
Part I	Government Orders and Notifications [Part I] Notifications issued by the Secretary to Governor Notifications and Orders issued by Government	Law Department	View/Download
Part I - Section (i)	Part I - Section (i) Central Government Act and Ordinance	Law Department	View/Download
Part III	Notifications from Heads of Department [Part III]	Police	View/Download
Part III	Notifications from Heads of Department [Part III]	Forest	View/Download
Part III	Notifications from Heads of Department [Part III]	Irrigation	View/Download
Part III	Notifications from Heads of Department [Part III]	Labour Commissionerate	View/Download
Part III	Notifications from Heads of Department [Part III]	Judicial Services	View/Download
Part III	Notifications from Heads of Department [Part III]	Dairy Development	View/Download
Part III	Notifications from Heads of Department [Part III]	Animal Husbandry	View/Download
Part III	Notifications from Heads of Department [Part III]	National Employment Service	View/Download

Gazette Type* **Year***

Weekly Gazette 2021

Index based Searching? Yes ☒ No ☐

Department

--select--

Gazette No & Gazette Date **Enter Gazette No.**

39 [07-09-2021]

Keyword

Select one or more criteria for Search

Q

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


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 Comprehensive Operation and Management of Presses Over Secure Environment

Department of Printing
Welcome : Anilkumar
Designation: Clerk- Agriculture Development

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

കേരള ഗസറ്റിൽ പ്രസിദ്ധീകരിക്കുന്നതിനുള്ള അപേക്ഷ/ Request for Publishing in Weekly Gazette
Dashboard | User Manuals ? Help

Inward Details/ഇൻവേഡ് വിവരങ്ങൾ

ഫയൽ നമ്പർ /Client File Number* :
റഫറൻസ്/Reference(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 വിവരങ്ങൾ

വിഷയം /Subject* :

സൂചകപദങ്ങൾ /Keywords :

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

*Keyword can be used to search Gazette

Browse the file * No file selected.

Attach Certificate (PDF only - maximum size 1MB)

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

പേജ് നമ്പറുകൾ/പേജ് നമ്പർ / No of Pages * :

DSC Signing Required??* ☐ Yes ☒ No

Instructions for Gazette Matter Submission

English ☒ Malayalam ☐

File Type : PDF

Maximum File size: 1 MB

Page Size : A-4

Top Margin : 2 cm

Bottom Margin : 4 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

The screenshot shows the 'COMPOSE' web application interface. The header includes the logo, the text 'COMPOSE Comprehensive Operation and Management of Presses Over Secure Environment', and user information: 'Welcome : Anil Kumar' and 'Designation: Section Officer- (Land Revenue Commissioner)'. The navigation menu includes: 'Requests', 'Legal Heirship Templates', 'Returned Requests', 'Online Payment', 'Inward Tracking', 'Files', 'Request Tracking', 'My Account', and 'Download'. The main form is titled 'Notification Details/ മനോജിയിടക്കൽ വിശദാംശങ്ങൾ'. It contains the following fields:

- Language: --select--
- District: --Select--
- Taluk: --Select--
- Village: --Select--
- Applicant Name:
- Applicant Address:
- Applicant Date: 06-09-2021
- Applicant Gender: ☐ Male ☐ Female
- Deceased Name:
- Deceased Address:
- Deceased Date:
- Relation with the Deceased:
- Deceased's Parents alive? ☐ Yes ☐ No
- Village Officer Name:
- Village Officer Purpose:
- No. of Heirs: 60
- Generate Notification button

- 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

No. of Heirs* :

Sl.No	Name of Legal Heirs	Relationship with deceased	Age
1		--select--	
2		--select--	

മരണപ്പെട്ടയാളുടെ മാതാപിതാക്കൾ ജീവിച്ചിരിക്കുന്നു?/Deceased's Parents alive? : ☐ Yes ☒ No

മൈനറുടെ വിവരങ്ങൾ/Minor if any, their details* : ☐ Yes ☒ No

- 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

മരണപ്പെട്ടയാളുടെ മാതാപിതാക്കൾ ജീവിച്ചിരിക്കുന്നു?/Deceased's Parents alive? : ☐ Yes ☒ No

മൈനറുടെ വിവരങ്ങൾ/Minor if any, their details* : ☐ Yes ☒ No

No.3737 07-09-2021

Notice is hereby given to all, to whom it may be concern that Raju K.S Punartham MRA T8 Kadinamkulam, Kadinamkulam Village, Thiruvananthapuram Taluk of Thiruvananthapuram District has filed an application of a legal heirship certificate in respect of the legal heirs of her Daughter late Rajappan who expired on 01-09-2021 and that it has been reported to this office that the persons named in the scheduled below are the legal heirs of the said late Rajappan, that it is proposed to issue a legal heirship certificate according to this to the applicant.

Sl.No	Name of the Legal Heirs	Relationship with the Deceased	Age

- Press <Save button> to save the details

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Welcome : Anil Kumar
Designation : Section Officer - Land Revenue Commissioner

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

Dashboard | User Manuals | Help | Login

CLR Notification Matter Merging

Client Details/ഉപയോക്താവിന്റെ വിവരങ്ങൾ

ഉപയോക്താവിന്റെ തരം/Client Type* : Government Client

ഓഫീസ് /Office* : Collectorate Thiruvananthapuram വകുപ്പ് /Department* : Land Revenue Commissioner

ജില്ല /District : Thiruvananthapuram താലൂക്ക് /Taluk : Thiruvananthapuram

ഇമെയിൽ /Email : eni@gmail.com മൊബൈൽ നമ്പർ/Mobile No : 8956235263

Inward Details/ഇൻവേഡ് വിവരങ്ങൾ

ഫയൽ നമ്പർ /Client File Number* : No.2828 റഫറൻസ്/Reference(if any) : R.3737 അപേക്ഷ സമർപ്പിച്ച തീയതി / Date of Request* : 11-09-2021

Gazette Part/ഗസറ്റ് പാർട്ട്

ഗസറ്റ് പാർട്ട് /Gazette Part : Notification related to Land Revenue Offices including Heir-shi

വിഷയം /Subject : Legal Heir ship

സൂചകങ്ങൾ /Keywords : CLR *Keyword can be used to search Gazette

പേജ് നമ്പറുകൾ / No of Pages* : 0

DSC Signing Required? : ☐ Yes ☒ No

- 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

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Department of Printing
Kerala Government

Navigation: Requests, Legal Heirship Templates, Returned Requests, Online Payment, Inward Tracking, Views, Request Tracking, My Account, Download


Dashboard | User Manuals | Help | Logout

CLR Notification Matter Merging

SLNo	Application ID	File Number	Applicant Name	Application Date	District	Taluk	Matter	Select
1	1	filenumber45	Athira	25-08-2021	Thiruvananthapuram	Thiruvananthapuram	View Matter	<input type="checkbox"/>
2	2	filenumber45	Athira	25-08-2021	Thiruvananthapuram	Thiruvananthapuram	View Matter	<input type="checkbox"/>
3	3	fileno:55223	Divakaran Nair	26-08-2021	Kollam	Kollam	View Matter	<input type="checkbox"/>
4	4	file number:75675	Ambika	26-08-2021	Thiruvananthapuram	Thiruvananthapuram	View Matter	<input type="checkbox"/>
5	5	6456	Anju	26-08-2021	Idukki	Udumbanchola	View Matter	<input type="checkbox"/>
6	6	756757	ghygh	31-08-2021	Thiruvananthapuram	Thiruvananthapuram	View Matter	<input type="checkbox"/>
7	7	5757567	ghygh	01-09-2021	Thiruvananthapuram	Chirayinkeezhu	View Matter	<input type="checkbox"/>
8	8	ഫി.നം.233	അമിത് സി	02-09-2021	Thiruvananthapuram	Thiruvananthapuram	View Matter	<input type="checkbox"/>
9	9	ഫി.നം.233	അമിത് സി	03-09-2021	Thiruvananthapuram	Thiruvananthapuram	View Matter	<input checked="" type="checkbox"/>
10	10	Go:456546	Ambili S	03-09-2021	Thiruvananthapuram	Thiruvananthapuram	View Matter	<input checked="" type="checkbox"/>

[Merge Matter](#)

- 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

3	3	fileno:55223	Divakaran Nair	26-08-2021	Kollam	Kollam	View Matter	<input type="checkbox"/>
4	4	file number:75675	Ambika	26-08-2021	Thiruvananthapuram	Thiruvananthapuram	View Matter	<input checked="" type="checkbox"/>
5	5	1456	Anju	26-08-2021	Idukki	Udumbanchola	View Matter	<input checked="" type="checkbox"/>
6	6	756757	ghjgh	31-08-2021	Thiruvananthapuram	Thiruvananthapuram	View Matter	<input type="checkbox"/>
7	7	5757567	ghjgh	01-09-2021	Thiruvananthapuram	Chirayinkeezhu	View Matter	<input type="checkbox"/>
8	8	ജി.ഒ.233	അമ്പിളി എസ്	02-09-2021	Thiruvananthapuram	Thiruvananthapuram	View Matter	<input type="checkbox"/>
9	9	ജി.ഒ.233	അമ്പിളി എസ്	03-09-2021	Thiruvananthapuram	Thiruvananthapuram	View Matter	<input type="checkbox"/>
10	10	Go:456546	Ambili S	03-09-2021	Thiruvananthapuram	Thiruvananthapuram	View Matter	<input checked="" type="checkbox"/>

[Merge Matter](#)

2 of 2

Automatic Zoom

Dashboard | User Manuals | Help | Logout

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

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(Version 0.1)

Welcome: Rajalekshmi - UD Clerk [GCP]

Registration Department

Part III

Notification related to this

Registration Department

Dist/District

Office

Taluk

Mobile Number

Email

Date of Request

Example: 15-March-1992

Notification Details

No of Request(s)

2

Sl.No	Financial Enterprises Name	Challan No	Challan date	Treasury Code	Amount Paid (₹)
1	Test2	33333333333333333333	20-07-2021	District Treasury Emakulam (Kai)	100
2	Test2	343434	07-07-2021	District Treasury, Chengannur	200

Browse the combined file (pdf Only)

Browse... 1_javaBasics-notes.pdf

No of Pages

23

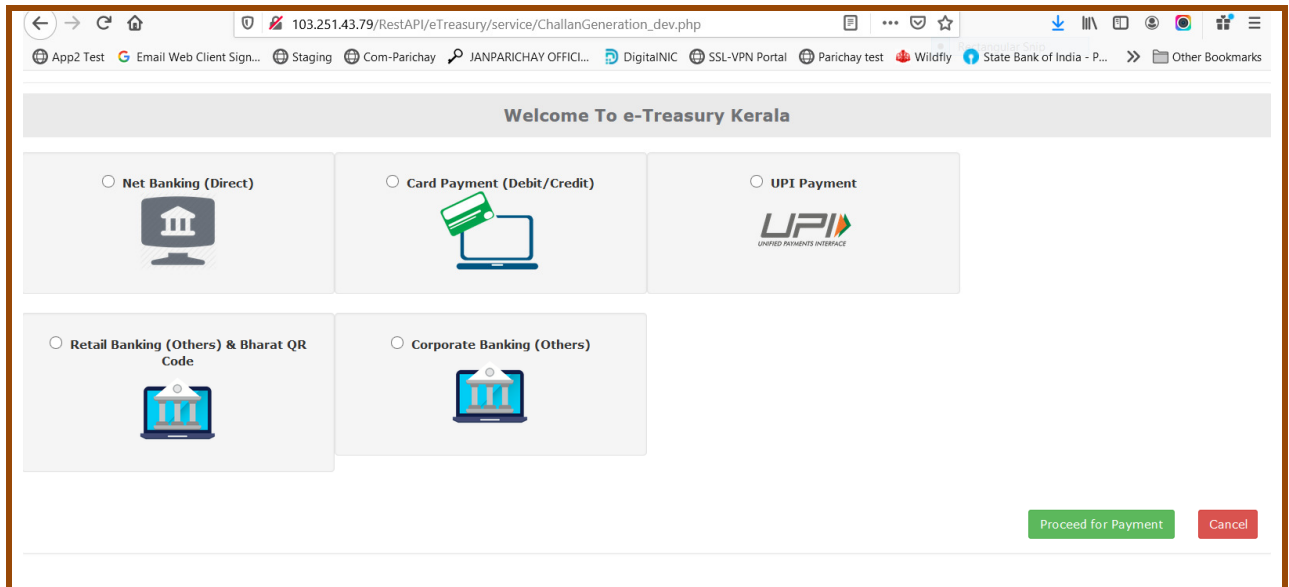
Returned Requests

- 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

The screenshot shows the 'e-Treasury Transaction Details' page. The header includes the Federal Bank logo and the 'e-Treasury' logo with the tagline 'ePayment Gateway to Government Receipts'. The main content area displays the following details:

e-Treasury Transaction Details	
Name of Customer	Kannur University
GRN	KL000052649202021E
Total Amount	1

Below the table, a green text message states: "Please note the GRN given above and If transaction status is Pending after completing the payment, Please try after 30 Minutes. search challan details using the link [Search Challan](#)". A blue 'PROCEED' button is located below the message.

Disclaimer:
The Federal Bank shall neither be liable nor responsible for any defects/deficiency in the services offered in the linked

- Press <Proceed > Button

The screenshot shows the Federal Bank Net Banking login page. The header features the text 'Discover the next level in Net Banking' and the Federal Bank logo. The main content area includes a login form with the following fields and options:

- User ID:** A text input field with the value 'TREASURYTESTUSER' and a dropdown menu showing 'From this website'.
- View Saved Logins:** A button.
- Verification Code:** A text input field with the value '05975'.
- Log In:** A blue button.
- Forgot Password?** and **Forgot User ID?** links.
- Unlock User ID?** link.

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

FEDERAL BANK
YOUR PERFECT BANKING PARTNER

FEDNET TEST ACCOUNT 2 .
Last Login : 12-02-2021 12:38:10

Online Payment

Transaction Date : (dd-MM-yyyy) *
12-02-2021

Debit Account : *
FEDNET TEST ACCOUNT 2(INR) - 00110200000245

Amount : *
1.00
One Rupees Only

Merchant/Aggregator : *
Kerala State E-Treasury

[View Payee Details](#)

Credit will be effected based solely on the beneficiary account number.
Fund transfer from NRO account to NRE account is not permitted

[Continue](#)

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[FAQ](#) [Contact Us](#) [Terms and Conditions](#)

- Submit the Preview details

FEDERAL BANK
YOUR PERFECT BANKING PARTNER

FEDNET TEST ACCOUNT 2 .
Last Login : 12-02-2021 12:38:10

Initiate Payment: Preview Confirmation Details

Preview Confirmation Details

Transaction Details

Shopping Mall Payment

Initiator Account Name: FEDNET TEST ACCOUNT 2

Initiator Account Id: 00110200000245

Transaction Date: (dd-MM-yyyy) 12-02-2021

Beneficiary Nickname: Kerala State E-Treasury

Total Amount: INR 1.00

Remark: FN/SHPT21043123659FG129/T21043123659FG129

[Back](#) [Submit](#)

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.