Click on SSO Login

WELCOME TO REAMS

ReAMS is a centralized repository where all State departments can upload, store and retrieve their digitized documents through the portal. State Government departments can catalog their collections/digitized documents or can add their already cataloged collections to the project database, enabling their collections to be...
Click on REAMS Application
Document Upload
Instruction for filling e-gazette template

Instructions for filling the template:
1. The information shall be filled and uploaded in the e-gazette template only. The template is in MS word and shall be uploaded in MS word only.
2. The details can be filled in both Hindi and English Languages.
3. The page size is A4- 8.27" X 11.69".
4. The top margin is 0.9", bottom is 1", right margin is 0.9" and left margin is 1".
5. The font sizes are as:
   a. English- 12, Times New Roman
   b. Hindi- 11, Mangal
6. The spacing between the lines shall be 1.15.
7. No other template will be acceptable for uploading information.
8. No other document type like JPEG/XLSX/TIFF/RTF shall be acceptable in e-gazette for uploading.

Click here download E-Gazette template
Select sub department from the drop down
Select Document type from the drop down after selection meta data will be populated. Click on upload button.

Select Group Name

Select Publisher Meta Data

Upload
Document uploaded successfully.
Approve Document
After Uploading document, Kindly login with Signing authority’s login id.
<table>
<thead>
<tr>
<th>Department</th>
<th>Doc Type</th>
<th>DocumentName</th>
<th>Status</th>
<th>Level</th>
<th>Remarks</th>
<th>Reject</th>
<th>UpdatedOn</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTHER DEPARTMENT</td>
<td>Statutory</td>
<td>123_3.docx</td>
<td>Pending</td>
<td>Level 1</td>
<td>Pending at Level 1</td>
<td></td>
<td>11-03-2019 2:19:21 PM</td>
<td></td>
</tr>
</tbody>
</table>

Showing 1 to 1 of 1 entries
Enter comments and click on save
Signing authority will receive an OTP on mobile number that is linked with his Aadhar ID.

Enter OTP here

Click on save
<table>
<thead>
<tr>
<th>Department</th>
<th>Sub-Department</th>
<th>Doc Type</th>
<th>DocumentName</th>
<th>Status</th>
<th>Level</th>
<th>Remarks</th>
<th>Reject Reason</th>
<th>Type</th>
<th>UpdatedOn</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTHER DEPARTMENT</td>
<td>OTHER DEPARTMENT</td>
<td>Statutory Notification /Order</td>
<td>123_3.docx</td>
<td>Pending</td>
<td>Level 1</td>
<td>Pending at Level 1</td>
<td></td>
<td>Main Document</td>
<td>11-03-2019 2:19:21 PM</td>
<td></td>
</tr>
</tbody>
</table>
After approval, Printing and Stationary user will receive a notification and they will set received request in their predefined format.

And they will send that document to department approving authority.
**Check document returned from Printing and stationary department.**

<table>
<thead>
<tr>
<th>Department</th>
<th>Sub-Department</th>
<th>Doc Type</th>
<th>DocumentName</th>
<th>Status</th>
<th>Level</th>
<th>Remarks</th>
<th>Reject Reason</th>
<th>Type</th>
<th>UpdatedOn</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTHER DEPARTMENT</td>
<td>OTHER DEPARTMENT</td>
<td>Statutory Notification /Order</td>
<td>123456789 (1).docx</td>
<td>Approved</td>
<td>Level 1</td>
<td>Approved at Level 1</td>
<td></td>
<td>Main Document</td>
<td>11-03-2019 2.43.03 PM</td>
<td>✔️</td>
</tr>
</tbody>
</table>
Compare both document. If document seems correct then click on save.

Document Uploaded by department

Document came from Printing department
After receiving the updated documents by P&S user, he will make final changes and publish requested document.
Document Search
Click on Document search option -> select advanced search
Select sub department

Select Department Name  Select Sub Department Name  Select Document Type
OTHER DEPARTMENT  OTHER DEPARTMENT  Not All--

Search  Reset
Fill searching criteria (if any) and click on search

### Search Criteria

<table>
<thead>
<tr>
<th>Select Department Name</th>
<th>Select Sub Department Name</th>
<th>Select Document Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTHER DEPARTMENT</td>
<td>OTHER DEPARTMENT</td>
<td>Statutory Notification /Order</td>
</tr>
</tbody>
</table>

### Search Results

<table>
<thead>
<tr>
<th>Date of Issuing</th>
<th>Issued under</th>
<th>Name of Act/Rules</th>
<th>Statutory Notification Number</th>
<th>Subject of Statutory Notification</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-03-2019</td>
<td>Act</td>
<td>test</td>
<td>456</td>
<td>test</td>
<td></td>
</tr>
</tbody>
</table>

Showing 1 of 1 Records