

**Chapter – 17 (Manual – 16)**  
**Particulars of the facilities available to citizens for obtaining information**

17.1 Means, methods of facilitation available to the public which are adopted by the department for dissemination of information:

1. Newspapers : Release of news item pertaining to information of various activities of the public authority in the field level and others directly involving the public
2. Exhibitions:
  - a) Arranging/sponsoring farmers to participate in the exhibitions/seminars/symposiums etc at the Sub Divisional/District/State/National level.
  - b) Farmers' Exchange Programmes within and outside the state for exposure to the developmental activities in the field of Agriculture.
3. Notice Boards: Regular display of matters that requires wide publicity.
4. Inspection of office Records: Available
5. Printed Manuals: The Public Authority through its press takes the responsibility of undertaking the different printing works. Printed publications available are:
  1. Agriculture: A Guide Book In Meghalaya
  2. Agriculture Profile in Meghalaya
  3. Newsletter (Quarterly)
  4. Leaflets, Pamphlets, Handbills etc on the package of practices of major crops of the state.
6. System of issuing copies of the above documents:

Through the District level officers, Sub-Divisional Officers and the field functionaries.
7. Website of the Public Authority:

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