

## CHAPTER XVI

### **Section 4(1)(b)(xv) of RTIA 2005**

*The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.*

The Department is easily accessible to the public. The public can meet any of the Officers and staff and seek any information. All the employees have been directed to provide assistance to the public seeking information. Presently there is no Library or Reading Room. The Office is open to visitors on obtaining of entry passes on all working days from 10 AM in the Morning till 2 PM in the evening.