

## **CHAPTER – 17 (MANUAL 16)**

17. Particulars of the facilities available to citizens for obtaining information.

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

- Through News Paper
- Exhibition
- Notice Board
- Inspection of Records in the Office
- System of issuing copies of documents
- Printed Manual
- Website of the Public Authority
- Other means of advertising