

## **CHAPTER-15 (Manual -14)**

### **Norms set by it for the discharge of its functions**

**15.1 Means, Methods or facilitation available to the public which are adopted by the department for dissemination of information.**

#### **Office Library**

The department is not having any Library.

#### **Dramas and Shows**

No

#### **Through Newspaper**

Achievements and performance are highlighted through news papers.

#### **Exhibition**

No

#### **Notice Board**

Important information/ orders are displayed on the notice board.

#### **Others**

Through public address system available in the village at Religious places or with Panchayat.

#### **Inspection of Records in the Office**

The Department has notified Assistant Public Information Officer, Public Information Officer and Appellate Authority at Sub Division, Division and Head Office level and any information can be obtained from these Officers. For detail please refer Chapter-8.

## **System of issuing of copies of documents**

The documents having detailed information can be obtained from respective Offices by making payment as prescribed by Govt.

## **Printed Manual Available**

For details please refer Chapter- 4 and 6.

## **Website of the Public Authority**

[www.punjabgovt.nic.in](http://www.punjabgovt.nic.in)

## **Other Means of Advertising**

Any other information required by general public can be obtained from the different field offices. For details please refer Chapter-10.