

MANUAL-15

Particulars of facilities available to citizens for obtaining information

Facilities available for obtaining information

S.No	Facility available	Nature of information available	Working hours
1.	Information counter	Any visitor who visits this Deptt. is attended by the staff posted at the counter by giving proper guidance and making available Form No.A for issue of new Ration card or any amendment in the same	9:30am to 6:00pm Lunch 1:30 to 2:00pm Monday to Friday
2.	Web-site	Form No. A can be downloaded from the site itself	Round the clock
3.	Library	Various periodicals and some relevant literature is available in the library	9:30am to 6:00pm Lunch 1:30 to 2:00pm Monday to Friday
4.	Notice Board	In case any vacancy is notified the information is displayed on the notice board. Any other information which is relevant to the public is also displayed on the notice board from time to time	9:30am to 6:00pm Monday to Friday