

## Manual 15

Particulars of facilities available to citizens for obtaining information  
[Section 4(1)(b)(xvi)]

Facilities available for obtaining information

**Note :-** Establishment Branch of college (an educational Institution) deals in most of the cases with the employees of the Institute & Govt. bodies and does not deal either with students or with the common public

S.No	Facility available	Nature of Information available	Working hours
1	Through written correspondence	Any query / progress i/r/o/ of the representation / applications submitted by the employees of all Groups relating to their personal / official field Information / feedback asked by different Govt. quarters on different aspects	During working hours
2.	Desk Counter i.e. from concerned dealing assistants	Information related to personal / official nature	-do-
3.	Notice Board	Information concerning the general interest of the employees in. Various notifications / orders received from different organization offices	-do-

Particulars of facilities available to citizens for obtaining information  
[Section 4 (b)(xv)]

Facilities available for obtaining information

S. No	. Facilities Available	Nature of Information Available	Working hours
01.	Information Counter	<b>RECEPTION COUNTER</b> i) Telephonic Informations ii) Indicative/ Vocative/ Directional Informations iii) Notice Board /Display Board Informations vi) Exhibitional Informations	8.30 a.m. to 5.00 p.m.
02.	Web-site	<a href="http://www.colart.delhigovt.nic.in">www.colart.delhigovt.nic.in</a>	Round the clock

