

15th Manual: Particulars of facilities available to citizens for obtaining information

Name & location of the facility: Room No.328, 3rd Floor, o/o Public Information Officer.

- a) Details of information made available:
- b) Reception counter operating at zonal level.
- c) Introduced Single Window System (Proformas enclosed)
- d) Introduced own Web site.
- e) Network such as telephone facility, inter-com system and fax etc.
- f) Installation of Notice Boards.
- g) Created public grievances cell.
- h) Through Newspapers/ Advertisements and Press Notes.
- i) Printed Brochures and Hand Bills.
- j) Publication of Annual Administration reports.

Working hours of the facility: In this connection it is submitted that though we have our own library but the facility is only extended to PUDA staff and there is no such facility to use the library by the General public.

Contact Person & contact details (phone, fax, email): SARLA VARMA
ADMINISTRATIVE OFFICER, 3RD FLOOR, PUDA BHAWAN, TEL NO.2215202 EXTN. 328.