

CHAPTER – 17 (Manual 16)

Particulars of the facilities available to citizens for obtaining information.

14.1 Means, Method of facilitation available to the public which are adopted by the department for dissemination of information, like.

- Office Library
- Drama and Shows
- Through News paper
- Exhibition
- Notice Board
- Inspection of Records in the Office
- System of Issuing of copies of documents
- Printed Manual available
- Website of the public authority
- Other means of advertising.

Firstly, the particulars of the facilities available to citizens for obtaining information is through advertisement in news paper and notice board for general information.

Secondly, in case of any vacant posts (sanctioned posts), the Inspectorate informs to D.S.C. and the Directorate for Interview and the list of selected candidates will be sent to this Office and the Directorate (in case of MPSC) for appointment on regular basis.

Finally, in case of the Officiating appointment/temporary appointment/ appointment on contract basis in different schools (teaching posts), the Inspectorate follows the guidelines instructing by the Directorate.