

Chapter 17 (Manual 16)

Particulars of the facilities available to citizens for obtaining information.

17.1 Means, methods or facilitation available to the public, which are adopted by the department for dissemination of information like

1.	Office Library	No
2.	Drama and Shows	No
3.	Through Newspaper	Yes. Issue of public notification from time to time as and when necessary.
4.	Exhibition	No
5.	Notice Board	Yes
6.	Inspection of records in the office	Inspection of records is available in the office of Licence Department.
7.	System of issuing of copies of documents	As given in earlier Manual No. 5
8.	Printed Manual Available	Books, Guidelines, etc. available at ward level and at head office.
9.	Website of the Public Authority	www.portal.mcgm.gov.in
10.	Other means of advertising	We have placed stickers, posters for public awareness.

Sd/-

Supdt. of Licence