

Section 4(1)(b)(xv) of RTIA 2005

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

The Department is easily accessible to the public. The public can meet any of the Officers and staff and seek any information. All the employees have been directed to provide assistance to the public seeking information. Presently there is no Library or Reading Room. The Office is open on all working days from 10 AM in the Morning till 5PM in the evening during summer and upto 4.30 during winter.

The following means, methods of facilitation are adopted through the PHE Directorate for dissemination of information.

1. Drama and Shows

Recorded dramas relating to Water Supply & Sanitation have been made in the form of Video Cassettes & Audio Cassettes. These Videos are always shown to the public whenever there is any training programme for the Grass Root Level Trainees conducted/participated by the HRD Cell of the PHE Directorate.

2. Through News Paper :

The print media is used for urgent notices to the public. Notices like Registration/Renewal of Registration, Invitation of tenders and shut down notices for maintenance and others are generally intimated through news papers (Local).

3. Exhibition :

During training programmes at village level, equipments like Hand Pump, Special Pipe Fittings, Types of Pipes, etc and other materials like Posters, Booklets relating to Water Supply, Sanitation and Public Hygiene are displayed for exhibition. The public are also distributed with free pamphlets which contain messages relating to general hygiene and sanitation.

4. Notice Board :

Notice boards have been put up in all offices of the PHE Directorate and its Subordinate Offices for the purpose of displaying notices and informing the concerned members of the public regarding the Invitation of Tenders/Quotations, Registration/ Renewal of Registration, etc.

5. Printed Manual available:

In the HRD Cell of the PHE Directorate, several volumes of Booklets relating to Water Supply & Sanitation are available for use of HRD purposes. The Schedule of Rates are available at all the Circle Offices of the PHE Directorate.

6. Other Means of advertising:

Other means of advertising are through the Local Television Network and All India Radio, concerning the activities and achievements of the directorate.