

Manual – 15**Particular of facilities available to citizens for obtaining information**

Section 4(1)(b)(xv)

Facilities available for obtaining information

Sr. No.	Facility available	Nature of information available	Working hours
01.	Information counter	All information related to services being provided by the Department.	9.30 AM to 6.00 PM (Monday to Friday)
02.	Website (Delhi Govt.)	-do-	
03.	Notice Board	All circulars displayed on the notice board from time to time	--

Manual 15**Particulars of facilities available to citizens for obtaining information
[Section 4(1)(b)(xv)]****Facilities available for obtaining information**

Sn.	Facility available	Nature of Information available	Working hours
1.	Information Counter	All information related to services being provided by the Department.	9.30 AM to 6.00 PM (Monday to Friday)
2.	Website (Delhi Govt.)	All information related to services being provided by the Department. All tenders of the Department are placed through the Delhi Govt. Website.	--
3.	Library	Not Available	--
4.	Notice Board	All circular received from different departments from time to time.	--

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III. P.D.R.D.

MANUAL XV

Particulars of facilities available to citizens for obtaining information

Facilities available to citizens for obtaining information

S. No.	Facility available	Nature of information available	Working hours
1.	Information Counter	(i) status about the scheme (ii) Individual grievance s are also addressed	9.30 a.m. to 6.00 p.m. (Monday to Friday)
2	Notice board	All circulars/notices received/issued are displayed on the notice board.	

IV. AGRICULTURE UNIT

Manual 15

Particulars of facilities available to citizens for obtaining information

[Section 4(1)(b)(xv)]

Facilities available for obtaining information

S. No.	Facility available	Nature of information available	Working hours
1.	Information Counter	All information related to services being provided by the Department	09.30 AM to 6.00 PM (Monday to Friday)
2.	Website	All information related to services being provided by the Department. All tenders of the Department are placed through the Delhi Govt. website.	24 hours
3.	Library	Not Available	-
4.	Notice Board	All circulars/ information display on the notice board from time to time.	09.30 AM to 6.00 PM (Monday to Friday)

V. HORTICULTURE UNIT

MANUAL – 15

**PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING
INFORMATION**

[Section 4(I) (b) (xv)]

FACILITIES AVAILABLE FOR OBTAINING INFORMATION

Sl. No.	Facilities Available	Nature of Information available	Working Hours
1.	Information counter	All information related to services being provided by the department	9:30 am to 6:00 pm (Monday to Friday)

2.	Website (Delhi Govt.	All information related to services being provided by the departments. All tenders of the departments are placed to the Delhi Govt. Website.	-
3.	Library	Not available	-
4.	Notice Board	All circular received from different departments from time to time.	-

Manual 15

Particulars of facilities available to citizens for obtaining information

[Section 4(1) (b) (xv)]

Facilities available for obtaining information

S. No.	Facility available	Nature of information available	Working hours
1.	Information Counter	All information related to services being provided by the Department.	10.00 AM to 5.00 PM (Monday to Saturday)
2.	Website (Delhi Govt.)	All information related to the Department. All tenders of the department are placed through the Delhi Govt. Website.	-

3.	Notice Board	All circular received from different department from time to time	-
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VII. PLANT PROTECTION UNIT

Manual - 15

Particulars of facilities available to citizens for obtaining information

[Section 4(l)(b)(xv)]

Facilities available for obtaining information

S. No.	Facility available	Nature of Information available	Working hours
1.	Information counter	All information related to services being provided by the Department.	9:30 AM to 6:00 PM (Monday to Friday)
2.	Website (Delhi Govt.)	All information related to services being provided by the Department. All tenders of the department are	--

		placed through the Delhi Govt. Website.	
3.	Library	Not available	--
4.	Notice Board	All circular received from different departments from time to time.	--

Manual 15

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

Facilities available for obtaining information

Sn.	Facility available	Nature of Information available	Working hours
1.	Information Counter	All information related to services being provided by the Society Office.	9.30 AM to 6.00 PM (Monday to Friday)
2.	Library	Available in Society Building.	--
3..	Notice Board	All circular received from different departments from time to time.	--