

**Manual-16
(Chapter-17)
Particulars of the facilities available to citizens for
obtaining information.**

- Office Library
Office Libraries are located in the Directorate and Udyog Bhawan. The Books, Journals, Project Reports etc. available in the library can be accessed by the general public.
- Drama and Shows
This method is not adopted.
- Through Newspaper
Certain Notifications, Notices, important informations are published in the newspapers etc.
- Exhibition
Trade Fairs, Exhibitions are held.
- Notice Board
Important information, Notices etc. are displayed on notice boards.
- Inspection of Records in the Office
Orders, other record permitted under the instructions, rules etc. can be inspected by the general public or concerned employee.
- System of issuing of copies of documents
Applications for obtaining the copies of the documents permitted under Instructions, Rules, Act can be given and the copies of the documents are supplied against fees or free of cost as the case may be.
- Printed Manual Available
All the volumes of Punjab civil Services Rules, Instructions issued by industries Department and other Departments, All the Industrial Policies, Land Acquisition Act, 1894, its rules, Land Acquisition (Companies) Rules, 1963, FCR standing order no.28 and its amendments, Civil

Procedure Code, Special Act like prevention of corruption, Indian Boilers Act, Indian Boilers Regulations, Indian Stamp Act, Registration Act etc., Punjab Public Premises and Land (Evection and Rent Recovery) Act and its rules, Registration of Firms and Societies Act, the Punjab Industrial Estates Rules 1959, The Sick Industrial companies (Special provisions Act, Mines & Minerals (Regulation and Development) Act, 1957, Punjab Minor & Minerals Rules, 1964, Punjab Minerals (Vesting of Rights) Act, 1994, Punjab Minerals (Vesting of Right) Act, 2003, Industrial Dispute Act, Off the shelf Scheme for allotment of Land.

- Website of the Public Authority.
www.punjabgovt.nic.in.
- Others means of advertising
Pamphlets etc.