

CHAPTER-17
MANUAL – 16

(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)

1. Office Library

Office Library is available in the head office where all Labour Law related books and Labour Law journals are available .

2. Drama and Shows

No

3. Through News paper

Important information is disseminated through news papers

4. Exhibition

No

5. Notice Board

Yes Notice Board is being maintained and important information is displayed on the notice board.

6. Inspection of Records in the office

In quasi judicial cases the parties can inspect the records with permission of the competent authority as per procedure and provisions of rules under various labour laws.

7. System of issuing of copies of documents

In quasi judicial cases the parties can get copies of documents with permission of the competent authority as per procedure and provisions of rules under various labour laws

8. Printed Manual Available.

Department has got various manuals printed for convenience of the general public for example there is a printed pocket book of Punjab Labour Department Notifications. Such material is also supplied free of cost to the representatives of the employers and the employees.

9. Website of the Public Authority.

There is Punjab Government Website on which important information of department has been displayed. The department is in the process of creating its separate website.

10 Others means of advertising.

The citizens are free to get information by way of direct or indirect interaction with the department. Information is also shared by the department in the meetings with the employers and the employees.