

CHAPTER XVII

Particulars of the facilities available to citizens for obtaining information

At present this Department does not have the facilities or provide to general public or other persons or non governmental organization, library rooms for reading of office files, law books, or any records, documents or papers that belong to this Department.

CHAPTER XVIII

Other useful Information.

18.1. Frequently Asked Questions and their Answers by Public.

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| (i) Application form (a copy of filled application form for reference | To be prescribed by Personnel & A.R.(A) Department yet to be determined |
| (ii) Fee | Administratively |
| (iii) How to write a precise information request. Few Tips | Administratively |
| (iv) Right of the Citizen in case of denial of information and procedure to appeal | Can appeal to appellate authority and also to State Information Commission |

18.2. Related to seeking Information

18.3. With relation to training imparted to public by Public Authority

18.4. With relation to training imparted to public by Public Authority

18.5. With relation to registration process

18.6 With relation to collection of tax

This does not concern Law Department as it will be administered by the Administrative Department i.e. the Personnel & A.R. (A) Department Govt. of Meghalaya.