

Section 4(1)(b)(xv):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

Facility Available	Timing	Particulars
Central Registry Counter at Secretariat	*9.30 a.m. to 5.00 p.m.	Like Help Desk for oral inquiry
Secretariat Library	*9.30 a.m. to 5.45 p.m.	Open for Secretariat visitors, for reading only
Notice Board	---	Information on circulars/instructions for Secretariat staff, notices etc.
Payment under RTI Act	10.00 a.m. to 1.00 p.m. and 2.00 p.m. to 4.00 p.m.	Payments to be done at the Cash Counter on ground floor
Timing for visitors	10.00 a.m. to 1.00 p.m. and 2.00 p.m. to 5.00 p.m.	---

*Lunch break: 1.15 p.m. to 2.00 p.m.