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

17.1. Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.

Through News paper :	Notifications such as Board Meeting intimations, Unaudited Quarterly Financial Results, Tender Notices, Recruitment Advts and other statutory information is published in prominent newspapers, both English/Hindi and vernacular. Promotional advertisements/ campaigns for institutional/ corporate/ product/ service are also undertaken in leading national/regional newspapers
	newspapers.

**Exhibition:** Both inland and overseas industry-specific Exhibitions and Trade Shows are utilised for product/service promotion by hiring/fabricating stalls and displaying exhibits with live demonstration and multimedia presentations.

Inspection of Records in the Office: Statutory registered publications required as per Company's Act 1956 are available for inspection.

Website of the Public Authority: Company website <u>http://www.itiltd-india.com</u> is hosted and maintained giving details of the Company, its organisation, products and services and statutory information such as Annual Accounts, tender notices, recruitment notices, etc.

Others means of advertising: Direct mail is used for information to customers, business contacts, etc.