

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.
- 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 <http://www.itilt-d-india.com> 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.