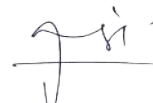


Manual 15 – Particulars of the facilities available to citizens for obtaining information.

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

Through News Paper	The Department gives advertisements in leading newspapers so as to enable the public at large regarding Do's and Don't.
Exhibition	The Department participates in exhibitions like Health Mela.
Notice Board	Department displays different information on its Notice Board
Inspection of Records in the Office	Any person entitled to inspect records can inspect the records after paying the prescribed fee.
System of issuing copies of documents	At present copies of the documents are issued to the applicant as per the provisions of the DRTI Act 2001 and as per RTI Act 2005.
Printed Manual Available	Procedure for applying for licences/certificates is available at the website of department under tab 'How to Apply' (https://drugs.delhi.gov.in/drugs/how-apply)
Website of the Public Authority	Presently the department has a website of its own. Information about the Department is available in the website of Health and Family Welfare Department, Govt. of NCT of Delhi with URL https://drugs.delhi.gov.in/


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