

# MANUAL 16

**The particulars of facilities available to citizens for obtaining information including the working hours of a library on reading rooms, if maintained for public.**

**(A) Working Hours:-**

The teaching departments and administrative offices of the Institute function six days a week from Monday to Saturday as per Central Government working hour pattern.

Normal working hours is 9.30 a.m. to 5.00 p.m with lunch break from 1.00 p.m to 2.00 p.m

**(B) Library working hours :-**

Same as office timing

The Library facility (reading only) is available to the members of the public. Any persons may visit the Library with permission of the O C Library and use the reading room facility on all working days.

**Facilities available to citizens for attaining information of the Institute are given below:**

The citizens can obtain information from the concerned officer / section of the Institute.

<b>Sl No</b>	<b>Matter</b>	<b>Whom to contact during working hours</b>
1	About courses offered by the Institute	Training Coordinator/ Course Coordinators
2	Recruitment	Deputy Director
3	Purchase	Deputy Director / Secretary, Purchase Committee
4	Construction works	Deputy Director and AD/EAD
6	Financial	Accounts Officer
7	Hostels	O C Training Hostel
8	Transport / Training Hostel/ Guest House	Deputy Director / Vehicle Officer / Officer in-charge Guest House

