The particulars (xv) of facilities available to citizens for obtaining including, information, the working hours of a library or reading room, if maintained for public use.

The public can have information from this office from 10.00AM to 5.00PM 0n 6 days a week except holidays.

The public can access to the information regarding this Directorate and its various activities through its official website.

This Directorate also prints its Administrative Report every year. This report can be referred to have insight into functioning of this office.