

CHAPTER – 17 (MANUAL – 16)
PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR
OBTAINING INFORMATION
[SECTION 4 (1) (B)]

17.1 Means, Methods or facilitation available to the Public, which are adopted by the department for dissemination of information:

Facility	Description (Location of Facility / Name etc.,)	Details of information made available
Notice Board	Guntur Municipal Corporation Main Office	<ul style="list-style-type: none"> ➤ Citizen Charter, ➤ Non Official of Corporation, ➤ Ex-Officio Members, ➤ Cadre strength of the Employees ➤ City Map, ➤ List of Population as per 2001 census ➤ List of the Officers, ➤ Other Notifications Issued from time to time.
News Paper Reports	All News papers Telugu & English as per the Roster maintained in the Office (P.R.O Cell)	<ul style="list-style-type: none"> ➤ Tender Notifications ➤ Auction notifications ➤ Levy and Verification of Property taxes, ➤ Other precautionary notification to the public

Public Announcements	Loud speakers,	<ul style="list-style-type: none"> ➤ For payment of tax dues ➤ For immunization pulse Pole Programme, ➤ Sanitation awareness ➤ campaigns on open defecation ➤ For special Instructions to the public for Preventing from viral decease.
Information Counter	Call center, No. 2345103, 2345104, 2345105 Civic Center Municipal Office & Circle office, Guntur	All information relating to Municipal Corporation.