

CHAPTER-16

PARTICULARS OF
THE FACILITIES
AVAILABLE TO
THE CITIZENS FOR
OBTAINING THE
INFORMATION

OFFICE LIBRARY:

A Central library with books on the subjects like Management, Economics, Statistics, Computer Science, Commerce, Shipping and Transport Economics etc., and Maritime journals and other journals/Magazines relevant to the port working is located in the premises of Administrative office building of the port.

DRAMA AND SHOWS:

A cultural association SAGARI of the port organizes annual playlets and participates in the Major Ports Cultural festivals. The port is organizing street plays at different locations of the port for awareness of Quality System, Environmental Management System, Occupational Health and Safety Management System and Port Security System.

THROUGH NEWS PAPER EXHIBITION:

The port organizes press meets and disseminates information regarding the performance and activities carried out and the obligations fulfilled as a corporate citizen periodically. The port participates in the exhibitions conducted at different places in the country creating awareness among the public besides advertising its activities.

NOTICE BOARD:

Notice Boards are available at all the locations of the port for dissemination and display of information for public and the employees.

INSPECTION OF RECORDS IN THE OFFICE

On request to the concerned head of the department which can be considered on a case to case basis.

SYSTEM OF ISSUING OF COPIES OF THE DOCUMENTS

On request to the concerned head of the department which can be considered on a case to case basis.

PRINTED MANUAL AVAILABLE:

Copies of Administration report, Sagarika, Capital Budget, Schedule of employees, Port View Etc. can be obtained on written request to the controlling authority which can be decided on a case to case basis.

WEBSITE OF THE PUBLIC AUTHORITY

www.vizagport.com

OTHER MEANS OF ADVERTISING

Advertising the facilities and activities of the port in different souvenirs, brochures and the quarterly news journal INDIAN PORTS of Indian Ports Association. Press meet covered in Electronic media.