

Section 4(b) (ix)

Directory of Officers & Employees

Introduction

The directory of officers & employees is basically maintained in an organisation to facilitate easy access to information generally for its own use/function. Such information helps in contacting the persons concerned in event of any contingency, where the services of that person are urgently called for. Alternatively this can be used to convey information to the person concerned, who cannot be easily traced/contacted by outside agency/ family members for personal emergency/reasons.

This organization maintains Telephone Directory giving following details: -

1. Location in terms of office address.
2. Designation and Appointment.
3. Office Telephone number.
4. Residence Telephone numbers.
5. Fax numbers of the Establishment concerned.
6. E-Mail address of Establishment concerned.
7. Other Important Numbers.

Telephone Directory (corrected up to Feb 2015) has already been issued.