

**Manual XV – The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use**

There are five departments of JPC. Each department maintains its own library. However, all sectional libraries are accessible to the employees of this organization only; and not for public use.

Types of books / periodicals / journals maintained by each department are as follows:-

#### **Planning Department**

The Planning & PR department houses different JPC publications like JPC Bulletin, Performance Review, Reports on different Surveys undertaken from time to time, publications of Ministry of Steel, different publications related to Government Acts/Policies on Pricing, Tariffs, Notifications in addition to Publications of external organizations, which JPC subscribes.

#### **EDP Department**

The EDP department being the data bank of the organization houses publications relating to software and hardware including manuals thereon. Apart from the same the library of the EDP department is enriched with books on statistical data mainly of DGCI&S. The library also boost of having precious analytical reports on the Steel Industry not only of itself but also of the various Market Research Organizations.

#### **F&A Department**

The library of the F&A department features various books of Accounting, Taxation, Company Laws, monthly journals of the ICWAI, ICA & ICS, apart from preserving the Accounting Standards issued by the Institute of ICAI.