

**Manual – 1**  
**Right to Information Act 2005**  
**Detailed Information on [Section 4(1) (b) (i) as follows**

Name of the Organisation: District Audit Office, Khordha.

Brief History of the Office:

From the inception of Khordha District since 01.04.1993, this office is functioning in the building of Collectorate, Khordha. Sri Muralidhar Mohapatra, OAS, OIC is the head of this section.

**Organization Chart & Allocation of Business**

Sl.No.	Name & Designation of Officers & Employee	Subject matter allotted to deal
1.	Sri Muralidhar Mohapatra,OAS OIC.	Over all supervision of the Section
2.	Sri Lalit Narayan Singh, Sr. Clerk	Receipt, Issue of letters and other correspondence.
3.	Sri Ramesh Chandra Mohanty, C.M.	Attach to the Section

**Function and Duties**

This Section basically deals with Audit & Inspection Reports of District Office, Sub-Collectors Office and all Tahasils of the Khordha District. It conducts Tri-angular Committee Meeting once in a year for clearing up the old and outstanding paras.

Working Hour: From 10 A.M. to 5 P.M. (Both for officials and public)

Postal Address: District Audit Office, Collectorate Building, Khordha  
Post/ Dist – Khordha, PIN – 752055