

Manual-1
Right to information Act-2005
Detailed information on {Section –4(1)(b) as follows.

Name of the Organisation : District Civil Supplies Section, Khurda
Brief History of the Office:

From the inception of Khurda District since -1.04.93, the section was functioning at Bhubaneswar in the rental building occupied by OSCSC.Ltd., Khurda. Now, the section is functioning in the Collectorate building w.e.f. 1.1.2000. Sri Priya Nath Mishra, Asst. Civil Supplies Officer (C.S.O., In-charge) is now Head of this Section.

Organization Chart & Allocation of Business

Sl.No.	Name & Designation of Officers & Employee	Subject matter allotted to deal
1	Sri Amar Mohapatra, C.S.O. Incharge	Overall supervision of this section.
2	Ashok Ku. Mishra, Sr. Clerk	Allotment of Essential commodities i.e Rice, Wheat, Sugar, S.K. Oil, Issue of Licence on HSD, Storage Agents, Lubricant and S.K. Oil, Matter relating to issue & distribution of ration card, identification of beneficiaries under BPL, Annapurna, Antyodaya, Establishment (Corp'n Wing), Matters relating to Natural Calamity, Meetings & Conferences. Assembly & Parliamentary Question matter.
3	, Jr. Clerk	Bill, Budget & Establishment, Cash, General Sec., issue, Diary & Despatch, Assembly & Parliament questions matters, Typing, issue of licence on NAPHTHA, Solvent, Refined & Slop, Licence under Edible Oil Packaging Control Order, Bench Clerk to Collector, Khurda, meetings & conferences, Formation of different Committees, Procurement of paddy, Audit & Inspection.
4	Sri Brajendra Ku. Mishra Peon	Attached to the section.
5.	Khudiram Majhi, Peon	Attached to the section.

Function and duties

This section basically deals with Public Distribution System in Khurda district. It is looking after matters relating to allotment, Lifting & Offtake of Essential commodities, Enforcement for smooth functioning of PDS, Issue of licences under PDS Control Order, cases under Essential Commodities Act, Assembly & Parliament Questions.

Working Hour : From 10.00 A.M. to 5 P.M. both for Officers & Public.

Postal Address: District Civil Supplies Section, collectorate Building,
Post/Dist-Khurda PIN-752055.