

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

Name of the Organisation: **District Development Section,  
Collectorate, Khordha.**

1. Aims and objectives of the Organisation Monitoring of Development works in the District :
2. Mission/Vision(To make co-ordination of line department with district administration and Govt.) :
3. Brief History and background for its establishment(The office deals with transfer/posting of JE and PAs of the district and deals all types of development files of the district.
4. Organisation charges (Letter received by Collector/District Development Officer are processed to Sub-Collector/BDO/Tahasildar/Line Department for action and report).
5. Allocation of business (Monitoring of development works in the district) :
6. Duties to be performed to achieve the Mission No. :
7. Details of service rendered(No. service rendered activities of this office) :
8. Citizens interaction (No interaction of citizens) :
9. Postal address of the main office, attached/subordinate office/field units etc.(The postal address is District Development Office, Khordha).
10. Map of the office location (The office is now located in the building of Collectorate campus).
11. Working hours both for office and public from 10A.M. to 5P.M.(Lunch break from 1.30P.M. to 2P.M.)
12. Public interaction, if any No. :
13. Grievance redress mechanism(Public are being filed their grievance if any, before Collector on every Saturday) :