

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

Name of the Organisation: Dist. Small Savings Section,
Collectorate, 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. Smt. Saudamini Pattanaik, D.S.S.O., Khordha is the Head of this Section. The aim of this section is to provide necessary administrative assistance to the public at door step.

Organization Chart & Allocation of Business

Sl.No.	Name & Designation of Officers & Employee	Subject matter allotted to deal
1.	Sri Satyanarayan Behera, I/C D.S.S.O	Regarding Small savings matter of the district & to pass for final approval of the Collector.
2.	Jyotibrata Bagchi, Jr.Clerk	To receive the letters & proposals & to put up before the D.S.S.O.

Function and Duties

This Section basically deals with relating to Small savings service matters.

Specially on every Saturday from 10 A.M. to 5 P.M.

Working Hour: From 10 A.M. to 5 P.M. (Both for officials and public)
From 7 A.M. to 1 P.M. during Summer I.e. from April to June

Postal Address: Dist. Small Savings Office , Collectorate, Khordha
Post/ Dist – Khordha, PIN – 752055