

Manual – 1

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

Name of the Organisation: District Election 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 Radha Krushna Rout, OAS is the Officer in Charge of this Section.

Organisation Chart & Allocation of Business

Sl.No.	Name & Designation of Officers & Employee	Subject matter allotted to deal
1.	Sri Suranjan Pradhan,OAS, Officer-In-Charge, Election Section	Over all supervision of the section & Office work.
2.	Sri Pathani Sethi, Head Clerk	Maintenance of Accounts & Cash book , Photo I.D. Cards, Revision of E.Roll, Re-organisation of Polling Station, General Stock Register and General Correspondences of Election matter. Cross checking of cash book, Log book, entrusted to ensure timely submission of report returns. He is also overall charges to supervise all items of works of this section. General Election, Bill Budget & Estt. matter, General correspondence, Stock & store of Election, Report & Returns, Maintenance of routine registers forms & stationary, Issue, Dairy. All type of Computer work & maintenance.
4.	Sri Chakradhar Bhol, Night watcher	Attach for office work & watch election go-down and office.

Function and Duties

This office basically deals with conduct of General Election to Lok Sabha & Legislative Assembly, Revision of Electoral Roll & preparation of Elector's Photo Identity Cards.

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

Postal Address : District Election Office,
Collectorate, Khordha
Post/ Dist – Khordha
PIN – 752055
Phone – 06755 – 220937

All the office work of this section is functioning under direct control of the Collector & District Magistrate, Khordha.