

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

Name of the Organisation: Gen. & Misc. Section , Khordha.

Brief History of the Office:

From the inception of Khordha District since 01.04.1993, this section is functioning in the building of Collectorate, Khordha , Sri Suryamani Bhatta, OAS, Officer - In - Charge is the Head of this Section. The aim of this section is to coordinate for quick disposal of various case matters in which Collector / A.D.M. are made as respondents. Various license are issued through Genl. & Misc. section like, News paper matters, Misc. certificate, Meetings relating to G & M section, Election to ULBs, Revenue G.I.As, Registration of Society / Club under 1860-Act, Issue of verification certificate for passport, citizenship matters , Freedom fighters pension, sanction of house rent of the buildings taken on hire & other misc. correspondence . A citizen / public either from locality or outside is entertained properly for his / her work relating to the Judicial Section of Collectorate, Khordha at any time during office hours.

Organization Chart & Allocation of Business

Sl.No.	Name & Designation of Officers & Employee	Subject matter allotted to deal
1.	Smt. Rasmitarani Tarasia, OAS, Office- In – Charge	Over all supervision of the Section
2.	Sri Trinath Dalei, Sr.Clerk	News paper matters, Issue of Misc. certificate, Inspection, Meetings relating to G & M Section. Election to ULBs, Revenue GIAs , sanction of house rent of the buildings taken on hire, other Misc. correspondences, issue of verification certificate for passport, citizenship matters & freedom fighters pension.
3.	Sri Gorachand Parida, Jr.Clerk	Countersignature of GIA bills, Meeting to ULBs, Registration of Society/Club under 1860, Act & other Misc. correspondence relating to ULBs.
4.	Sri Rabinarayan Panda, Peon	Attached to this section

Function and Duties

This Section basically deals with on the matters relating to Newspaper / Issue of Misc. certificates i.e. Domicile, Nativity, Guardianship, permanent Resident, Solvency & nationality, sanction of house rent of the building taken on hire, conduct of meeting relating to G & M section, conduct of Election to ULBs, conducting Annual Inspection programmes by Collector, ADMs / PD, DRDA & Sub-Collectors on the offices of Khordha district. Issue of specimen verification certificates under Tatkal scheme for obtaining passport, correspondence on citizenship certificates, correspondence on Freedom Fighters pension, Census work etc.

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

Postal Address: General & Misc. Section, Collectorate Building, Khordha
Post/ Dist – Khordha, PIN – 752055