

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

Name of the Organisation: Grievance Cell, 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. 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.	Collector, Khurda	Supervision
2.	Addl. District Magistrate, Khurda	Regulation
3.	Sri Devi Prasad Barik, S.C.	Receipt, Issue & correspondence made.

**Function and Duties**

This Section basically deals with all matters noted above.

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)

Postal Address: Grievance Cell , Collectorate Building, Khordha

Post/ Dist – Khordha, PIN – 752055

Phone – 956755221755

All the office work of this section is functioning under direct control of the Collector & D.M. Khordha.