

MANUAL – 1  
Particulars of organisation, functions and duties  
[Section – 4(1)(b)(i)]  
Land Acquisition General, Collectorate, Khordha

The Land Acquisition Office, Gen., Khordha is one of the section of Collectorate, Khordha. The section has been functioning since inception of the district i.e. from 1<sup>st</sup> April, 1993 which is situated in the Collectorate Campus, Khordha.

**1. Aims & objections of the organisation :-**

It is generally established to safeguard the interest of Govt. as well as people of the area. Smooth implementation of the land acquisition Act & Rules & state Govt. policies of Rehabilitation & resettlement matters.

**2. Mission/Vision :-**

To promote industrialization and to ensure socio-economic growth of the public.

**3. Brief History & back ground for its establishment :-**

To initiate land acquisition process on requisition from Govt. organisation, to payment compensation to the land oustees and to look after proper rehabilitation & resettlement of project affected/ displaced families and smooth operation of Project Areas

**4. Organisation Chart :**

**Collector**

Additional District Magistrate , Khordha

Land Acquisition Officer, Khordha

Bench Clerk-cum- Cashier

1 No. of Amins

2 Nos. of Chain man

1 No. of Process Surveyor(on deputation)

**5. Allocation of Business :-**

Land Acquisition of different projects of Khordha District Motivation to the public towards irrigation/drainage/embankment for villages & Payment of compensation to the Land owners.

**6. Duties to be performed to achieve the mission :-**

Timely submission of the land acquisition proposal before the appropriate authority. Revision and supervision of work made by the field staff i.e. Amin'. Active cooperation and easy access to the problems of the people to handle the issue properly.

**7. Detail of Service rendered :-**

Proclamation of notification made by Govt. under different section of the land acquisition Act, 1894 in the villages. Holding of hearing the camp about the scheduled land in the disputes relate to land and its ancillaries. Holding of current yadast as against the ROR's & preparation of awards. Payment of compensation and implementation of clauses under section 18 (1) & 30 of L.A. Act. Handed over of possession of land & rent abatement proposal to concerned Tahasildar. To attend the Higher Court if any legal disputes.

**8. Citizens Interaction :-**

Proclamation of different notices in the affected villages and service of individual notice to each affected person. Holding of meetings & camps at the village itself and to hear to public about their problem and its solution.

**9. Postal Address of the Main Office :-**

LAND ACQUISITION OFFICER (GENERAL)  
COLLECTORATE, Khordha  
AT - KHORDHA COLLECTORATE CAMPUS  
PO/DIST - KHORDHA, ORISSA  
PIN CODE - 752055

**10. Map & Office location :-**

In the Collectorate building, Khordha.

**11. Working hour both for Office & Public :-**

From – 10 A.M. to 5 P.M. except holidays.

**12. Public Interaction, if any :-**

As and when required by the public.

**13. Grievances redress Mechanism :-**

Every Saturday of the week is a grievance day and the copy of the action taken report is made available to the public.