

MANUAL – 1
Particulars of organisation, functions and duties
[Section – 4(1)(b)(i)]

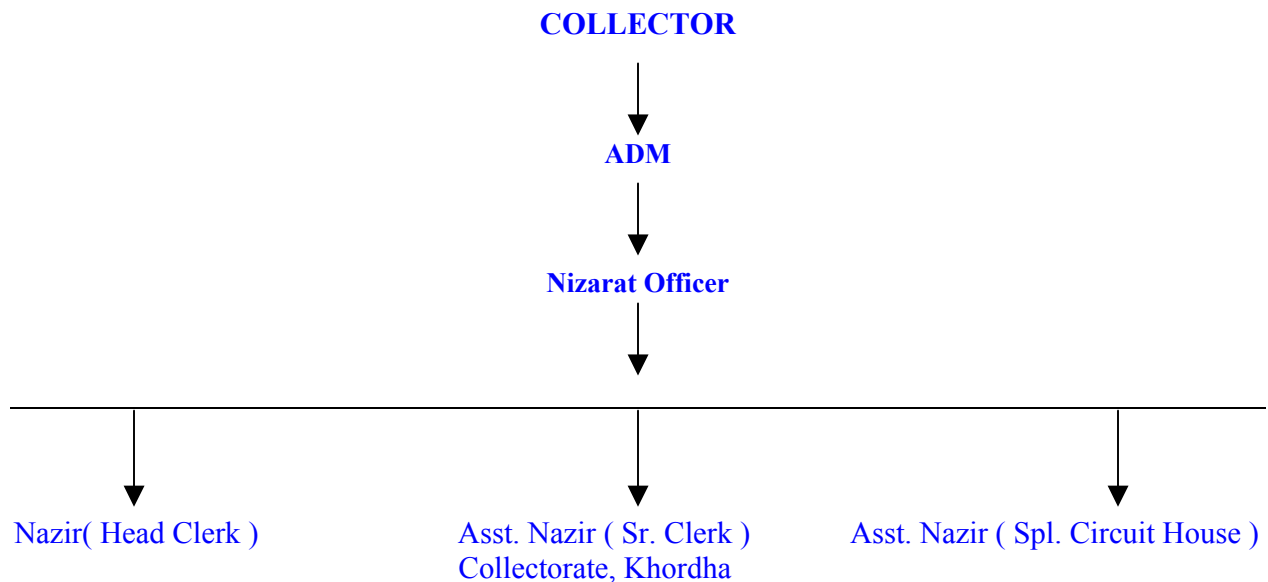
The Nizarat Section is one of the sections of Collectorate, Khordha . The Nizarat section has been functioning since establishment of the district i.e. from 1st April, 1993.

The aim and objectives of this section as are follows :-

1. To draw and disburse the salaries of the officers and staff of the Collectorate. To draw the other contingency funds and disburse to proper quarter.
2. Supply or forms and stationary to the sections of the Collectorate after receipt from Govt. press.
3. Disposal of condemned Motor vehicle of the Collectorate and sub-ordinate offices of the District through public action.
4. Reservation of Conference hall.
5. Reservation of Special Circuit House as per Rule Orissa Circuit House and Inspection Bungalows rule, 1985.

The Special Circuit House is situated at Bhubaneswar having VIP suits with A/C arrangements. The VIP/VIPs either from locality or from outside are entertained properly by the staff of Special Circuit House.

Administration hierarchy of Nizarat Section



Nizarat Section ,Collectorate, Khordha
At./P.O./Dist.:- Khordha
752055.