

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

(i) Name of the Organization: **District Panchayat 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 Sarat Kumar Patra, District Panchayat Officer, Khordha is now the Head of this Office.

Organization Chart & Allocation of Business

<i>Sl. No.</i>	<i>Name & Designation of Officers & Employees</i>	<i>Subject matter allotted for dealing</i>
1	Sri Sarat Kumar Patra, D.P.O., Khordha	Over all supervision of the Office and functions thereof.
2	Sri Jhadeswar Nayak, Head Clerk	Supervision of G.P. matter, Election matter, Estt. Matter, cash & account matter.
3	Sri Kamal Lochan Nayak, Senior Clerk	Correspondence on G.P. matter, Election matter, Estt. Matter, cash & account matter.
4	Sri Biwsanath Maharana, Driver	Drive the Office Vehicle for the purpose of official functions.
5	Sri Gautam Barik, Peon	Attached with Office work.
6	Sri Babuli Pattanaik, Peon	Attached with Office work.

Function & Duties:

- 1) Conduct of 3-Tier Election of PRIs.
- 2) Distribution of Grant-in-aids to Gram Panchayats & Panchayat Samities i.e. K.L. Grant, Cess Grant, Sairat Grant, Entertainment Tax, Staff Subsidy, Honorarium, S.A. & D.A. to Sarapanches & Ward members etc.
- 3) Collection of & submission of U.Cs. of S.F.C. Grants etc. to Government.
- 4) Inspection & Visit of G.Ps including supervision G.P. Development works.
- 5) Approval of Long Term Lease of G.P. Tanks to lessees.
- 6) Disqualification of P.R.I. Members as per provisions of Orissa Gram Panchayat Act, 1964 & OGP Rules, 1968.
- 7) Dealing with Court matters relating to Gram Panchayat cases.
- 8) Clarification if any required by Gram Panchayat.
- 9) Holding of G.P. meetings of G.P. field staff.
- 10) Dealing with establishment matter of VLWs.

D) Grievances Render Mechanism :

For all kinds of complains/grievances in connection with G.P. function, public can contact with D.P.O., Khordha, P.D., D.R.D.A., Khordha & Collector-cum-District Magistrate, Khordha within office hour for hearing of their grievances.

E) Working Hours :

From 10 A.M. to 5 P.M. and from 7AM to 1 PM during morning office (Except Govt. Holidays) for both officials & Public.

Office Address:

District Panchayat Office, Khordha
At-Collectorate, Khordha.
Ph. No.06755-220922

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