

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

Name of the Organisation: District Planning 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 Kiran Ch. Jena, District Planning Officer is the Head of this Office.

Organisation Chart & Allocation of Business

Sl.No.	Name & Designation of Officers & Employee	Subject matter allotted to deal
1.	Sri Kiran Ch. Jena District Planning Officer	Over all supervision of the Office
2.	Senior Economic Investigator	MPLAD Scheme (Lok Sabha), MLALAD Scheme (Jatni and Chilika Assembly Constituencies), Assembly Constituency wise Development Committee MPLAD Scheme (Rajya Sabha), Special Problem Funds, District Planning Committee MLALAD Scheme (Balipatana, Bhubaneswar, Begunia and Khordha Assembly Constituencies), Bill, Budget, Establishment, Receipt and Issue of Letters, Cash Maintenances, Miscellaneous Correspondence
3.	Sri Rakhil Prasad Chand, S.C.	Bill, Budget, Establishemnt, Issue, Receipt & Despatch
4.	Sri Banshidhar Mohapatra, Peon	Attached to District Planning Officer
5.	Sri Satya Nanda Routa, Peon	Attached to Staffs

Function and Duties

This office basically deals with sanction of MPLADS, MLALADS and Special Problem Funds, conduct of District Planning Committee Meetings, preparation of District Development Plan (both Annual & Five year), conduct of Assembly Constituency Development Committee Meeting etc.

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

Postal Address: District Planning Office, Collectorate, Khordha
Post/ Dist – Khordha, PIN – 752055
Phone – 06755 – 220937