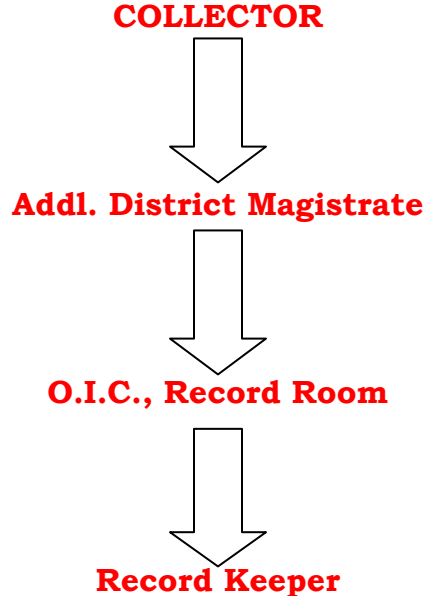


**RIGHT TO INFORMATION ACT 2005 MANNUAL (1)**  
**Section 4(10)(b)(i)**

( Particulars of organisation, functions and duties name of the Section- District Record Room. )

This Section is being functioning with in the Collectorate, building Khurda since the creation of District from 01.04.1993. The main functions of this section are supply of certified copies of records as required by the public by requisite Court fees and Folios as prescribed by the Government. Smt Rasmitarani Tarasia, O.A.S., is the O.I.C of this section.

**Administrative hierarchy of Record Room of Collectorate**



At./ P.O./ District. :- Khurda  
P.I.N. 752055  
Working Hour :- From 10.00 A.M. to 05.00 P.M.  
( Both for the Staff and Public )