

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

Name of the Organisation: District Touzi Section, Khordha.

Brief History of the Office:

From the inception of Khordha District since 01.04.1993, this section is functioning in the building of Collectorate, Khordha. Sri Muralidhar Mohapatra, OAS, Officer-in-Charge is the Head of this Section.

Organization Chart & Allocation of Business

Sl.No.	Name & Designation of Officers & Employee	Subject matter allotted to deal
1.	Sri Muralidhar Mohapatra, OAS, Officer-in-Charge	Over all supervision of the Section
2.	Sri Sahadev Baral, Sr. Clerk	Receipt, Issue of letters and other correspondence relating to Touzi, Irrigation, Sairat, Crusher materials for the C & A.G. of India (Revenue, Receipts all O.J.C. matter relating to Sairat & Crusher matter. Loans under LIGH & MIGH matters.
3.	Sri Ullash Ch. Udandray,CM	Attach to the Section

Function and Duties

This Section basically deals with all matters relating to Touzi, Sairat, Irrigation, Crusher, materials for C & AG of India (Revenue Receipt), all O.J.C. & Lokpal cases relating to Sairat & Crusher materials, annual verification of Tahasil accounts, Assembly Questions & Report & Returns, loans under LIGH & MIGH matters.

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

Postal Address: District Touzi Office, Collectorate Building, Khordha

Post/ Dist – Khordha, PIN – 752055