

## GENERAL ADMINISTRATION DEPARTMENT

Chief Manager (Admin) is the Head of the General Administration Department, who reports to the Chairman & Managing Director directly. The following work areas have been assigned to General Administration Department.

- 1. Parliamentary Questions:** Timely submission of Replies to Parliament Questions is ensured.
- 2. Compliance of Right To Information Act 2005:** CM(Admin) is the Appellate Authority and CPO is the Chief Public Information Officer under the RTI Act 2005. All matters addressed to the Chief Public Information Officer and Appellate Authority are disposed off within the stipulated target. Details with regard to number of cases disposed off at the Corporate Office Belapur as well as on the Regions are also uploaded on the Website.
- 3. Public Grievances, CPGRAMS, CMS, CA-iii & VIP References:** Timely reply to Public Grievances, CPGRAMS, CMS, CA-iii & VIP references is being ensured.
- 4. Visits of Parliamentary / Standing Committees:** Necessary arrangements including preparation of replies to the Questionnaire and Brochure on KRCL are ensured during the visits of Parliamentary / Standing Committees.
- 5. Konkan Railway Users Consultative Committee (KRUCC):** CM (Admin) is the Secretary of KRUCC. These Meetings are generally held twice in a year. During the proposed Konkan Railway Users Consultative Committee Meeting, Agenda Items are taken up for discussion, Minutes of the Meeting including the list of finalized Agenda Items are prepared and sent to the Railway Board for information with the approval of the Competent Authority. Various arrangements for boarding & lodging of the Hon'ble KRUCC Members are ensured. The proposal for constitution of KRUCC on expiry of its term is also being prepared and sent to Railway Board for approval.
- 6. Liaising with Public Sector Undertakings, Department of Public Enterprises & Railway Board as well as Zonal Railways** is being ensured for smooth & efficient functioning of the Administration.
- 7. Intellectual Property Rights:** The General Administration Department also liaisons and deals with the cases of Intellectual Property Rights on various innovative technologies of Konkan Railway for safeguarding administrative interest through its nominated Patent Attorney.
- 8. Receipt & Dispatch Section** is also under the control of General Administration Department. Prompt disposal of DAK and dispatch of various general / important correspondence is ensured by the Section including empanelment of Courier Agency.
- 9. Sale of Konkan Railway Publications:** Sale of KR Publications such as 'Dream Come True', 'A Treatise on Konkan Railway' & 'Konkannama'.

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Updated on 14<sup>th</sup> May 2018