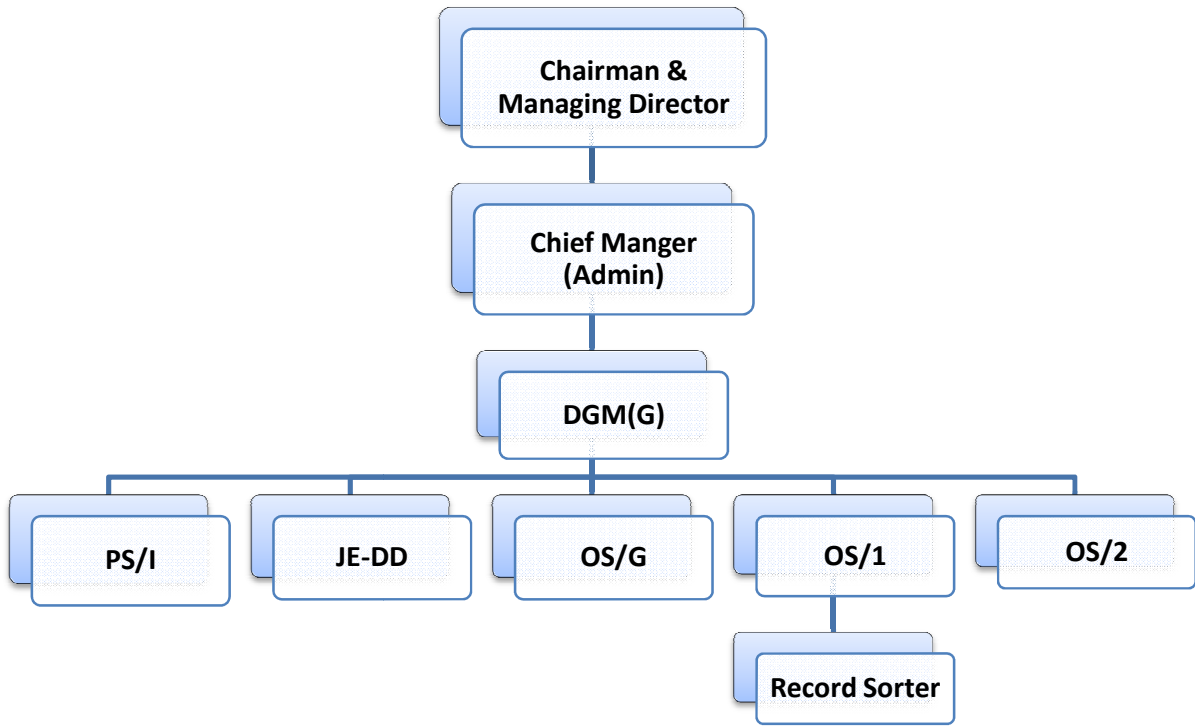


Departmental Chart of General Administration



Duty List of Executives of General Administration Dept. at CO/Belapur

Chief Manager (Admin) is the overall in charge of the General Administration Dept. including dealing with RTI cases as CPIO. CM/Admn is assisted by Dy.General Manager (G). The main duties of the Executives in General Administrative Dept are enumerated as under:

- Monitoring Grievance Redressal (VIP, CPGRAMS & PG, Zonal Railways etc.)
- Parliamentary Matters and Coordinating visits of Parliament Committee/VIP Meetings
- MCDO Report to Railway Board
- Functioning of KRUCC
- Conducting of Ceremonial Functions and events as per directives of Railway Board.
- Monitoring and Implementation of Corporate Social Responsibility activities.
- Executive Quarter allotment at Konkan Rail Vihar, Seawoods, Navi Mumbai
- Intellectual Property Rights Matters
- Insurance of Assets at CO/Belapur
- Diary & Calendar
- Management of Receipt and Dispatch Section and Official Email of KRCL