

## WORK AREAS OF GENERAL ADMINISTRATION DEPARTMENT

The General Administration department is headed by Dy. General Manager (Admin), who reports to Director Finance. The following work areas have been assigned to General Administration Department.

- 1 **Parliamentary/State Assembly Matters:** Monitoring and Timely submission of Replies to Parliament/State Assembly Questions. All required arrangements for visits of Parliamentary and State Assemblies committees and delegations.
- 2 **Compliance of Right To Information Act 2005:** CSTE is the Appellate Authority and DGM (Admin) is the Chief Public Information Officer under the RTI Act 2005. All matters addressed to the Chief Public Information Officer and Appellate Authority is 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, CA-iii & VIP References:** Monitoring and ensuring in time reply to grievances received.
- 4 **Konkan Railway Users Consultative Committee (KRUCC):** DGM (Admin) is the Secretary of KRUCC and ensures smooth management of all affairs and business of this committee.
- 5 **Logistics Management:** Management of KR owned vehicle & hiring of vehicles at CO is ensured. Air journey booking for official travel is also done keeping in mind the economy measures.
- 6 **Executive Quarter:** Allotment of Executive Quarter at Konkan Rail Vihar Seawood Navi Mumbai.
- 7 **General Insurance:** The monitoring & renewal of Assets Insurance is ensured.
- 8 **Corporate Social Responsibility:** Implementation and Monitoring of CSR activities.
- 9 **Submission of Reports:** Various reports viz., MCDO, Swachh Bharat Abhiyan, etc. are compiled and sent to Railway Board on monthly basis.
- 10 **Intellectual Property Rights:** Intellectual Property Rights Matters.
- 11 **Receipt & Dispatch:** Prompt disposal of physical DAK, e-mails, and dispatch of various general / important correspondences is ensured.
- 12 **Functions & Events:** Organizing various Officials functions, campaigns & events from time-to-time.
- 13 **Other Works:** Updation and monitoring of KRCL Website. Preparatory works for printing of Calendars, and its proof reading.

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Last Updated on 25-07-2024