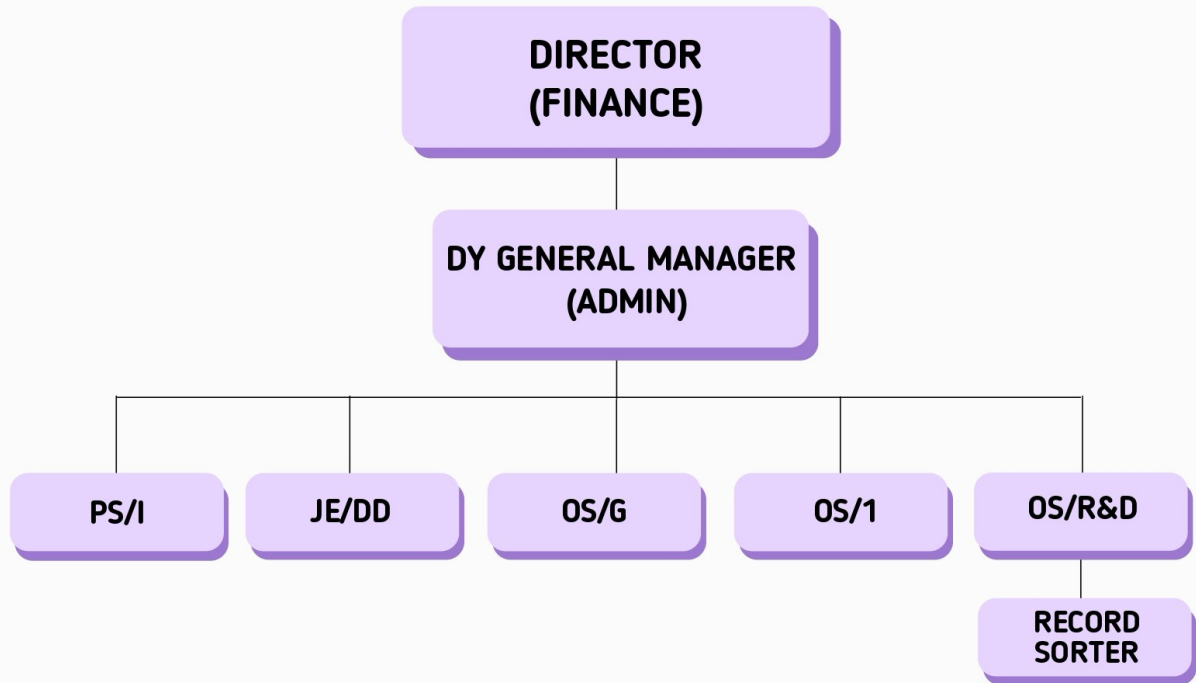


## GENERAL ADMINISTRATION DEPARTMENTAL CHART



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

Dy. General Manager (Admin) is the overall in charge of the General Administration Dept. including dealing with RTI cases as CPIO.

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
- Air Travel & Vehicle Management for Corporate Office
- Implementation and Monitoring 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
- Updation and monitoring of KRCL Website.
- Preparatory works for printing of Calendars, and its proof reading.
- Management of Receipt and Dispatch Section and Official Email of KRCL