

Duty List of Dy. General Manager (Admin)

The General Administration department is headed by Dy General Manager (Admin), who reports to Chairman & Managing Director. 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:** PCSTE 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 timely reply to grievances received.
- 4 **Konkan Railway Users Consultative Committee (KRUCC):** Dy. General Manager (Admin) is the Secretary of KRUCC who ensures smooth management of this committee.
- 5 **Logistics Management:** Management of KR owned and hired vehicles at CO. Booking / Issuing of Air Tickets and other allied travel related services for all KR officials (Domestic / International).
- 6 **General Insurance:** Monitoring and timely renewal of Assets Insurance.
- 7 **Corporate Social Responsibility:** Implementation and Monitoring and CSR activities.
- 8 **Submission of Reports:** Various reports viz., MCDO, Swachh Bharat Abhiyan Campaign sent to Railway Board on monthly basis.
- 9 **Quarter Allotment :** Monitoring and timely allotment of Quarter for KR Executive at KR Vihar Nerul.
- 10 **Intellectual Property Rights:** Monitoring of IPR cases on various innovative technologies of Konkan Railway for safeguarding administrative interest.
- 11 **Receipt & Dispatch:** Prompt disposal of physical DAK, e-mails and others important correspondences to all departments.
- 12 **Functions & Events:** Organizing various Officials functions, campaigns & events from time-to-time.
- 13 **Identity Cards:** Issuing of Duty Card Pass cum Identity Cards to all KR Executives and RFID Cards for all employee at Co.
- 14 **Other Works:** Printing of Inspection Note Book & Calendar, Updation of KR Website, digitization of all physical files, Sale of Konkan Railway Publications viz 'Dream Come True', 'A Treatise on Konkan Railway' & 'Konkannama'

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