

FUNCTIONS

General Administration

General Administration department deals with cases requiring:

1. GMs/AGMs approval/ Sanctioning.
2. MP/MLA / VIP references.
3. MP Meetings division wise
4. ZRUCC, DRUCC - Meetings, Constitution and Formation.
5. Individual meeting of VIP's with GM.
6. Parliament business
7. Forming of policies for administrative works.
8. Arbitration matters.
9. Civil Defense & Territorial Army Matters.
10. Allotment of Quarters to Railway Officers posted at Mumbai.
11. Receiving of letters/files from public/ various units & dispatching it to concerned departments.
12. Officers Rest House Allotment
13. Management of Official Meetings/Conferences and National functions.
14. Compilation of data & statistics received from various units & Railway Board.
15. RTI
16. Public Grievances
17. Work Study
18. Vetting of Legal document & opinion on legal cases, Opinion on Arbitration Awards, Formation of Panel for Railway Advocates.