

## **ADMINISTRATION-II**

### **ORGANISATIONAL DETAILS, DUTIES & FUNCTIONS**

Executive Director/Admn.-II is in-charge of all functions related to Administration Branch, Complaint/Suggestion web portal, Pass Section, R&D Section, HBA Advances, Training Section & RTI Section in RDSO. He functions as CPIO of RDSO in relation to RTI cases and liaison work of Associations & Societies. He oversees the following sections:-

- (a) Administration, Pass Section, R&D Section, HBA Advances, Training Section looked after by APO/Admn.
- (b) RTI cases looked after by Dy.Director/Establishment

#### **Sections under his administrative control are :**

- (1) Administration
- (2) Receipt & Dispatch Section
- (3) Pass Section
- (4) HBA Advances etc.
- (5) Training Section
- (6) RTI Cell

#### **Work allotted to the Sections is enumerated below:**

##### **Administration Section:**

Allotment of quarters of all types and related work, Booking of Rajdhani Hall and Barat Ghar in RDSO Colony, Training of Officers in India and abroad, Coordination of reply to Parliament Questions, Statistical Information to Railway Board, Tour Notes of CRB & Members, Issue of Medical Identity Cards to retiring/retired employees and related work, Issue of Medical I. Card-cum-OPD Booklet to serving employees under ED/Admn., etc.

##### **Receipt & Dispatch Section:**

Receipt and dispatch of letters, monitoring of MP/VIP references etc.

##### **Advances Section ;**

All types of Advances, Reimbursement of School fee

##### **Training & Seminars Section :**

Dealing with Internal & External Training and Seminars

**Pass Section :**

Dealing with all types of Railway Passes.

**RTI Cell:**

Coordination of reply to applications received under Right to Information Act-2005.

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