



Government of India
Department of Atomic Energy
General Services Organization



Kalpakkam- 603 102

RIGHT TO INFORMATION ACT, 2005

Information under Section 4 (1) (b) [ii] of the RTI Act, 2005 .

ADMINISTRATION SECTION

Administration Division of GSO takes care of all Personnel and Administrative matters of GSO employees. It is headed by a Chief Administrative Officer and functions under the overall supervision and control of the Director. Administration Division is responsible for the implementation of the Administrative decisions taken by the **GSO Management Committee**. It looks after all the HRM and HRD related functions such as recruitments, promotions, Modified Assured Career Progression Scheme (MACPs), Personnel and Establishment matters like Loans and Advances to its employees, GPF/CPF advance/withdrawal, Grants-in-Aid to AEES and KVs, Disciplinary and Vigilance matters, procurement and supply of liveries and stationery items, record management etc.

The Chief Administrative Officer provides administrative support and advice to the Director, GSO.

All Departmental administrative work relating to Kalpakkam Nuclear Installation Local Authority (KNILA), set up under the Tamil Nadu Act 16 of 1978. In addition, Grants – in – aid to the AECS and KVs provided by DAE is administered through GSO. GSO is also involved in the various activities under [Neighbourhood Development Programme](#) as part of social welfare in the village in and around Kalpakkam.

GSO Administration manages transport services for the employees of various DAE establishments at Kalpakkam/Anupuram Townships and outside the Townships including shuttle services between Kalpakkam Township and Anupuram Township. In addition, it looks after the operation of light and heavy vehicle services, ambulance and goods transport. Transport Section,

GSO is responsible for commuting DAE employees, residents, CISF Personnel between DAE Townships, Kalpakkam/Anupuram to IGCAR Plant Site and back. Playing of buses from Outstations like Chengalpattu, Tambaram, Kancheepuram, Urapakkam, Adyar and Velecherry to IGCAR Plant Site and back.

Director, GSO is the Appointing and Disciplinary Authority in respect of Group `B' employees. Chief Administrative Officer, GSO has been declared as Head of Department to exercise administrative and financial powers in relation to matters pertaining to Fundamental Rules, Supplementary Rules, General Financial Rules, Exercise of Financial Powers (DAE) Rules, House Building Advance Rules etc. The Chief Administrative Officer, GSO is the Appointing Authority and Disciplinary Authority in respect of Group `C' employees.

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