



**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 .**

**ACCOUNTS DIVISION**

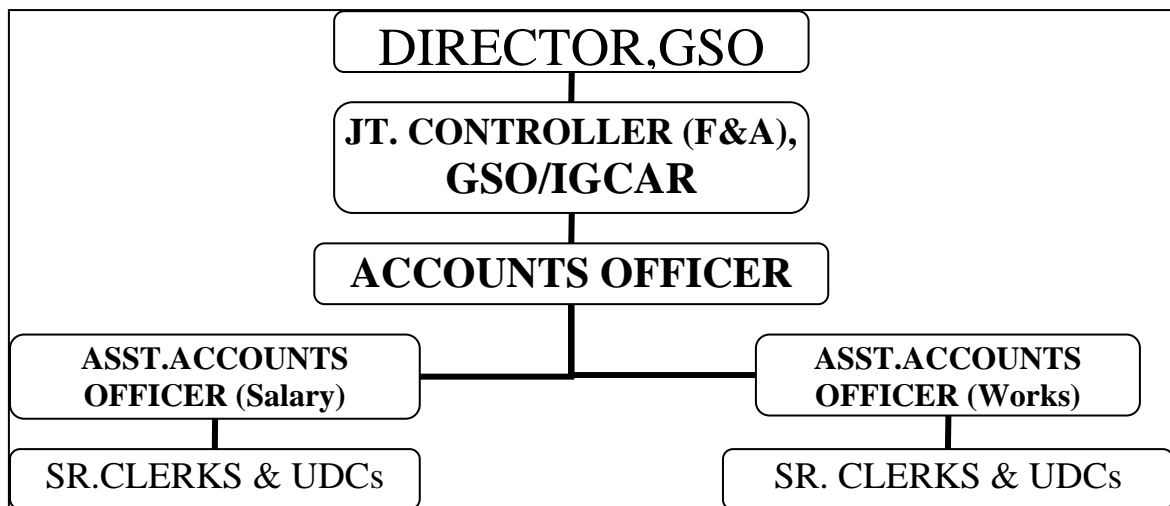
Accounts Division of GSO is headed by Pay & Accounts Officer, GSO under the overall supervision and control of Joint Controller (Finance & Accounts), GSO/IGCAR. The function of Accounts Division is as follows:

- (i) Drawal of Pay & Allowances in respect of GSO employees.
- (ii) Issue of Pension Payment Orders as well as settlement of retirement benefits in respect of employees retiring from GSO.
- (iii) Preparation of Revenue / Capital budget proposals.
- (iv) Monthly / Quarterly reports of Accounts to DAE.
- (v) Budgetary control and Monitoring of expenditures.
- (vi) Dealing of Works Contracts in respect of capital works (Construction of quarters and public buildings) maintenance works, service contracts, purchase contracts for supply of medicines and other miscellaneous works.
- (vii) Checking and passing of referral hospital bills.
- (viii) Releasing of Grant-in-Aid to AECS / KV Schools.
- (ix) Passing of bills related to neighborhood development programmes

**Accounts Division, GSO comprises of the following staff strength:**

1.	Pay & Accounts Officer	-	1
2.	Assistant Accounts Officer	-	2
3.	Assistant Accountant	-	1
4.	Sr. Clerks	-	3
5.	Upper Division Clerks	-	8
6.	Technician - B	-	1

The functioning system in hierarchical of the Accounts Division is indicated in the below mentioned chart:



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