

कारखाना लेखाअधिकारी का कार्यालय
**OFFICE OF THE WORKSHOP ACCOUNTS
OFFICER**

मालडिब्बा कारखाना, गुंटुपल्ली -521241

WAGON WORKSHOP, GUNTUPALLI-521241

बी. नागराजु

Sri B.Nagaraju

कारखाना लेखाआदिकारी

Workshop Accounts Officer

Maid Id/ मेलआईडी: waoryps@scr.railnet.gov.in

Mobile No./मोबाइल नं. 9701379428

WAO

Supported by 8 SSO(A)s , 3 A.A.s, 10 JAAs, 8 A.C ,1 JE IT, 2 OA(A)s

- SSO(A)/Admn,Audit & PF
J.A.A - 2,
- SSO(A)/Est. & FE
J.A.A - 2, A.C - 1
- SSO(A)/Books & Stores
J.A.A - 1, A.C - 1
- SSO(A)/Budget & Suspense
J.A.A - 1
- SSO(A)/WMS-I/WMS-II & NPS
A.A - 1, J.A.A - 1, A.C - 3
- SSO(A)/Expenditure
A.A - 1, J.A.A - 1, A.C - 1
- SSO(A)/Pension & Effy
A.A - 1, J.A.A - 1
- SSO(A)/Finance
J.A.A - 1, A.C - 1
- JE / IT
- OA(A) - 2

Stock Verification for the entire BZA, GNT, RYPS Units

Supported by 5 Sr. ISAs , 5 Sr. ASVs & 3 Trainee ASVs

- Sr. ISA WWS/RYPS
Sr. ASV
- Sr. ISA WWS/RYPS/SD
Sr. ASV - 2
- Sr. ISA OL/BZA - 2
Sr. ASV, Trainee ASVs - 3
- Sr. ISA OL/GNT
Sr. ASV

Brief Activities

- Vetting of proposals, indents, tenders pertaining to Mechanical, Stores, Electrical, Medical, Personnel, RPF including establishment matters.
- Signifying of finance concurrence to the above works
- Management of Budget Grant received from Board.
- Conducting stock verification in WWS , BZA & GNT Divisions
- Observation of Auction sale and verification of GST Rates, FDP & Delivery conditions before signing Bid-sheets
- Arrangement of salaries to all workshop employees
- Processing of PF applications and expenditure bills.
- Settlement of all claims viz., PF, Pension and Expenditure
- Maintenance of all suspense heads viz., WMS, Advances & Deposits
- Audit Objections and Co-ordination between Audit and other Executives
- Submission of Appropriation Accounts to PFA/O/SC
- Maintenance of stores accounts and NPS and I.Tax
- All other matters relating to Accounts Department