## ATOMIC ENERGY EDUCATION SOCIETY(REGD.) ANUSHAKTINAGAR, MUMBAI-400 094

## APPLICATION FOR PAY ADVANCE ON TRANSFER PART-I

1. Name : 2. Designation : 3. Basic pay at the time of transfer : 4. Name of the school to which transferred : 5. No. & Date of the transfer order : 6. Date of departure from Headquarters : 7. Whether permanent/temporary : 8. If temporary, name & designation of : the permanent employee furnishing the surety bond.

Certified that the information given above is correct to the best of my knowledge and belief.

Date:

Signature: Name : Desg. : School :

Encl: 1. A copy of transfer order

2. Surety bond(applicable to temporary employees)

# PART-II

# (FOR USE IN SCHOOL OFICE/ESTABLISHMENT SECTION)

The particulars have been verified with the service book and found to be correct.

AAO(E)/PRINCIPAL,AECS/JC

#### (FOR USE IN SCHOOL OFFICE/ACCOUNTS SECTION)

1. Basic pay at the time of transfer :Rs.

2. Pay advance admissible :Rs.

Chairman, LMC/CAO/Secretary, AEES is requested to approve the payment of Rs.\_\_\_\_\_ towards Pay advance to Shri/Smt/Kum\_\_\_\_\_ who has been transferred from AEC school No.../Jr.college/Central Office, Mumbai to AEC school,\_\_\_\_\_ in public interest, subject to availability of funds.

D.A.	A.A.	A.A.O/PRINCIPAL

----- APPROVED/NOT APPROVED.

CHAIRMAN,LMC SECRETARY,AEES

Cash book Folio No\_\_\_

CAO,AEES

----- PAY ORDER

Pay Rs(Rupees	
	only to
Shri/Smt/Kum	(Design.)
Accountant	A. A. O

<u>Receipt</u>

Received a sum of Rs.\_\_\_\_\_ (Rupees \_\_\_\_\_\_\_\_only) from Accounts Officer, AEES towards Pay advance, vide Cheque No\_\_\_\_\_\_ dated \_\_\_\_\_

Date Signature: Name: Adjustment of advance made on \_\_\_\_\_vide voucher No\_\_\_\_\_

ACCOUNTS ASSISTANT