

**ATOMIC ENERGY EDUCATION SOCIETY
ANUSHAKTINAGAR, MUMBAI 400 094.**

AEES/ESTT/Prop.Leave/VP/2011/ 2256

5th July 2011

C I R C U L A R

Atomic Energy Education Society has been receiving representations from Vice-principals that they are not considered for grant of proportionate Earned leave for the work they perform during vacation/break. Instead they are granted proportionate honorarium of ₹ 500/- p.m. as special allowance in accordance to AEES O M No. AEES/ESTT/CIRCU/2003/6983 dated 05/11/2003 (copy enclosed).

Competent authority in AEES has examined the matter with the contents of AEES circular dated 05/11/2003 and letter No. AEES/D(4.24)/89/766 dated 10/07/1989 (copy enclosed). It is observed from AEES letter dated 10/07/1989 that the teachers who are asked to undergo in-service/orientation programmes during vacation/break are compensated by grant of proportionate Earned leave for the unavailed portion of vacation / break. Same procedure is followed in respect of teaching staff who are allotted specific duties during vacation / break as they are deprived from enjoying full vacation.

However, this procedure of granting proportionate Earned leave is not followed in respect of Vice-Principals who are asked to perform duty during vacation / break though they are also covered under vacation staff on par with teachers. Instead of granting proportionate Earned Leave to Vice-Principals for the work done by them during vacation / break, they are presently compensated with proportionate honorarium of ₹ 500/- p.m. As such there is a disparity within the vacation staff.

Competent authority has reviewed the entire matter carefully and in order to remove this disparity, and considering that the quantum of honorarium authorized vide order dated 05/11/2003 to Vice-Principals is not properly compensated for the work they perform during vacation / break, and decided as follows:

- (i) If Vice-principals are asked to perform duty during vacation / break by assigning specific duties through an office order or if they perform duties of Head of School during vacation / break, the Vice-Principals be allowed proportionate Earned leave for the number of days they work in vacation / break in terms of O M dated 10/07/1989. This proportionate Earned leave credit shall be extended to the Vice-Principals by the respective Head of AECS / JC only after confirming that no compensatory off / honorarium is granted to him / her for the duty performed during vacation / break. After adding all such credits in a particular calendar year, the total Earned Leave credited to their leave account should not exceed 30 days.
- (ii) If Vice-Principals are asked to look after the duties of Principal in his/her absence during working days, they be granted proportionate honorarium of ₹ 500/- p.m.

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- (iii) All the existing Vice-Principals' Earned leave account be recast w.e.f., 01/01/2004 accordingly. In case the Vice-principals performed duty during vacation / break from the year 2004 to till date and if they were not allowed proportionate Earned leave for the number of days they performed duty during vacations / breaks, the respective Head of AECS / JC may now take up all such cases for crediting proportionate Earned leave to their leave account. Before crediting the proportionate Earned leave for such period it is also requested to confirm whether specific written orders were issued asking the Vice-principals to perform the duty during vacation / break. However, this shall be taken up only after thorough verification and after confirming that the Vice-Principal was not granted any compensatory off / honorarium for the duty performed during vacation / break. In case, they were granted compensatory off / paid honorarium for any spells, such spells will not be re-opened.
- (iv) leave accounts of Vice-Principals who have retired from service as on 30/06/2011 may not be re-opened.

It is further directed to convey that the aforesaid provisions are not applicable to the Vice-Principal (I/C) as they are treated as non-vacation staff and also granted an honorarium of ₹ 500/- p.m.

This is in supersession to AEES O M No. AEES/ESTT/CIRCU/2003/6983 dated 05/11/2003.

This issues with the approval of competent authority.

Encl: AEES letter dated 10/07/1989 & O M dated 05/11/2003


(G S R K V SARMA)
Administrative Officer-III

All Heads of AECS Schools / Junior Colleges.

- C.C: 1. Principal & Head, Academic Unit, AEES
2. All Vice-Principals, AECS/JC
3. Accounts Officer, AEES.
4. Pay Bill Units of all AEC Schools/JCs.
5. Personal file of all Vice-Principals, AECS, JCs.