

3  
**S. P. KATHURIA**

Secretary

Atomic Energy Education Society  
(An autonomous body under Dept. of  
Atomic Energy, Govt. of India)  
Anushakti Nagar, Mumbai-400 094.

For Office Use Only



# ATOMIC ENERGY EDUCATION SOCIETY (Regd.)

An Autonomous body under Dept. of Atomic Energy, Govt. of India

## Delegation of Administrative and Financial powers, 2001

(Revised with effect from 14-12-2001)

Central Office, Annex Bldg., AECS-4, Anushaktinagar Mumbai - 400 094.

Annexure I

दूरभाष : ५५६ ५०४९, २५५० ३३९०,  
५५७ ९५०९, २५५० ३३२८  
फैक्स क्रमांक : ९९-२२-५५७ ६२३०, २५५५ ६४७०  
Telephone : 556 5049, 2550 3310  
557 1501, 2550 3328  
Fax No. : 91-22-557 6230, 2555 6470  
E-mail : aeas@vsnl.net



केन्द्रीय कार्यालय  
अनन्त दिल्ली,  
परमाणु ऊर्जा केन्द्रीय विद्यालय, ४,  
अनुशासननगर, मुंबई - ४०० ०९४.  
CENTRAL OFFICE  
Annex Bldg., AECS-4,  
Anushaktinagar,  
Mumbai - 400 094.

## परमाणु ऊर्जा शिक्षण संस्था

(परमाणु ऊर्जा विभाग का स्वायत्त निकाय, भारत सरकार)

### ATOMIC ENERGY EDUCATION SOCIETY

(An Autonomous Body under Department of Atomic Energy, Govt. of India)

AEES/A(1.14)/2006/ 4667

12<sup>th</sup> September, 2006.

#### Sub : Revision of CCS (CCA) authorities in AEES.

This is in continuation of this office letters No. AEES/A(1.14)/2002/10159 and 853 dated 12/03/2002 and 19/04/2002 respectively, wherein the revised delegation of administrative and financial powers to various functionaries of the AEES were circulated.

Recently, Department of Atomic Energy have observed that the existing delegation of powers to various authorities of AEES under CCS (CCA) Rules (Annexure-V) does not specify the Revising/Reviewing authorities and informed to review the matter. The Governing Council in its meeting held on 17/04/2006 considered the said issue and decided to review the same by constituting a sub-committee. The recommendations of sub-committee were forwarded to Department of Atomic Energy for approval as directed by the Governing Council.

Since Department of Atomic Energy have conveyed its approval to revise the existing delegation of powers under CCS (CCA) Rules to various authorities of Atomic Energy Education Society, a revised version of the Annexure-V has been made which shall come into force with immediate effect. A copy of the said revised Annexure-V viz., delegation of powers under CCS (CCA) Rules to appointing/disciplinary/appellate/Revising/Reviewing authorities of Atomic Energy Education Society is enclosed herewith.

All Head of Schools/JC and Section Heads of Central Office are requested to get it circulated among all the staff members and the dated acknowledgement obtained thereon be forwarded to Vigilance Section, AEES for record. Further, copies of the said annexure be made available in the school Library and also in office for reference.

This is issued in supersession of earlier orders.

Encl : as above.

  
(R. S. MEHROTRA)  
Secretary

All Heads of Schools/Junior Colleges.

**REVISED VERSION OF ANNEXURE – V TO AEES LETTER NO. AEES/A(1.14)/2002/10159**  
**DATED 12/03/2002**

Schedule showing the Appointing / Disciplinary / Appellate / Revisioning and Reviewing Authority under the CCS (CCA) Rules, 1965 for various posts in the Atomic Energy Education Society.

Sl. No.	Post	Appointing Authority	Disciplinary Authority	Penalties vide Rule 11 of CCS(CCA) Rules, 1965	Appellate Authority	Revisioning / Reviewing Authority
1	2	3	4	5	6	7
01.	* Secretary	Chairman, AEES	Chairman, AEES	All	Governing Council	Secretary, DAE

02. Teaching posts (Group – A) :

1	2	3	4	5	6	7
a)	Principal.	Chairman, AEES	Chairman, AEES	All	Governing Council	Secretary, DAE
b)	Vice-Principal (Senior Scale), Post Graduate Teacher (Selection Scale).	Chairman, AEES	Chairman, AEES	All	Governing Council	Secretary, DAE

\* Full time Secretary on the rolls of AEES

03. Teaching Posts (Group – B ) :

1	2	3	4	5	6	7
a)	Vice-Principal, Post Graduate Teacher (Senior Scale), Trained Graduate Teacher (Selection Scale).	Secretary, AEES	Secretary, AEES	All	Chairman, AEES	Governing Council
b)	Post Graduate Teacher, Trained Graduate Teacher (Senior Scale), Primary Teacher (Selection Scale).	Secretary, AEES	Secretary, AEES	All	Chairman, AEES	Governing Council
c)	Trained Graduate Teacher, Primary Teacher (Senior Scale)	Secretary, AEES	Secretary, AEES	All	Chairman, AEES	Governing Council

04. Teaching Posts (Group – C ) :

1	2	3	4	5	6	7
a)	Primary Teachers & Pre-Primary teachers	Secretary, AEES	Secretary, AEES	All	Chairman, AEES	Governing Council

05. Non-Teaching Posts (Group – B):

1	2	3	4	5	6	7
	All Group B posts	Secretary, AEES	Secretary, AEES	All	Chairman, AEES	Governing Council

06. Non-Teaching Posts (Group – C):

1	2	3	4	5	6	7
	All Group C posts	Administrative Officer, AEES	Administrative Officer, AEES	All	Chief Admn. Officer, AEES	Secretary, AEES

07. Administrative posts (Group – A) :

1	2	3	4	5	6	7
a)	Chief Administrative Officer	Chairman, AEES	Chairman, AEES	All	Governing Council	Secretary, DAE
b)	Administrative Officer	Chairman, AEES	Chairman, AEES	All	Governing Council	Secretary, DAE

08. Administrative Posts (Group – B)

1	2	3	4	5	6	7
	All Group B posts	Secretary, AEES	Secretary, AEES	All	Chairman, AEES	Governing Council

09. Administrative & Auxiliary Posts (Group – C) :

1	2	3	4	5	6	7
	All Group C posts	Chief Admn. Officer, AEES	Chief Admn. Officer, AEES	All	Secretary, AEES	Chairman, AEES

10. Administrative & Auxiliary Posts (Group – D) :

1	2	3	4	5	6	7
	All Group D posts	Administrative Officer, AEES	Administrative Officer, AEES	All	Chief Admn. Officer, AEES	Secretary, AEES

दूरभाष : ५५६५०४९, ५५०३३१०,  
५५७१५०१, ५५०३३२८  
फैक्स क्रमांक : ९१-२२-५५७६२३०  
Telephone : 556 5049, 550 3310,  
557 1501, 550 3328  
Fax No. : 91-22-557 6230  
E-mail : aees@vsnl.net



केन्द्रीय कार्यालय  
अनेक्स बिल्डिंग,  
परमाणु ऊर्जा केन्द्रीय विद्यालय ४,  
अणुशक्तिनगर, मुंबई - ४०० ०९४.  
**CENTRAL OFFICE**  
Annex Bldg., AECS - 4,  
Anushaktinagar,  
Mumbai - 400 094.

## परमाणु ऊर्जा शिक्षण संस्था

(परमाणु ऊर्जा विभाग का स्वायत्त निकाय, भारत सरकार)

### ATOMIC ENERGY EDUCATION SOCIETY

(An autonomous body under Department of Atomic Energy, Govt. of India)

AEES/A(1.14)/2004/ 853

19<sup>th</sup> April, 2004

**Sub : Re-delegation of powers and assignment of responsibilities to various functionaries of AEES - reg.**

This is in continuation of this office letter No. AEES/A(1.14)/2002/10159 dated 12/03/2002 wherein the revised delegation of administrative and financial powers to various functionaries of the AEES were circulated to the different agencies of AEES.

It has now been decided by the Chairman, AEES to authorize one of its subordinate officers as the 'Head of Office' for each AEC school/Junior College and Central Office for the purpose of incurring *contingent and miscellaneous expenditure* subject to such restrictions and limitations as may be laid down from time to time by AEES. It is also decided to re-delegate the powers conferred upon the Head of the Department under FR & SR, GFR, CCS(Leave) Rules, CCS(Pension) Rules to the extent indicated in the annexure to this letter.

1. In terms of Rule 14 of the Delegation of Financial Powers Rules, 1978, Chairman, AEES has declared the following officers as the **Head of Office** for different establishments functioning under AEES.

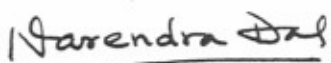
Sl. No.	Name of the Office/ Establishment	Name of the designated officer
01	Central Office, AEES, Mumbai	Chief Administrative Officer
02	Anushaktinagar Schools/ Junior College	Respective Principals
03	Outstation Schools/Junior Colleges	Respective Principals or Vice-Principals holding independent charge

...2/-



2. Exercise of the aforesaid re-delegated powers by the subordinate officers shall be subject to the observance of such rules and procedures as may be laid down by the delegating/re-delegating authority and as contained in the Exercise of Administrative and Financial Powers(AEES), 2002.

Encl : as above

  
1914104  
(N. K. DAS)  
Chief Administrative Officer

Copy to :

- 1) Chairman, AEES
- 2) Secretary, AEES
- 3) Treasurer, AEES
- 4) All Chairmen/LMC
- 5) All Heads of Schools/Junior Colleges
- 6) ADMO, AEES
- 7) Head, Academic Unit, AEES
- 8) Accounts Officer, AEES
- 9) All Section Heads of Central Office, AEES

THE POWERS RE-DELEGATED TO THE VARIOUS AUTHORITIES OF  
CENTRAL OFFICE, AEES :

(A) For the purposes of FR & SR :

1. Secretary, AEES is competent to sanction/approve the tours in respect of the officers and staff under his control.
2. The Head of Office of Central Office, [i.e. CAO, AEES] has been declared as Controlling Officer for the purpose of Travelling Allowances in respect of staff under his control. In the case of CAO and Head, Academic Unit, AEES, the Secretary has been declared as Controlling Officer for the purpose of TA.
3. Administrative Officer, AEES has been declared as Controlling Officer for the purpose of LTC in respect of Group-B, C and D staff working in the Central Office.
4. Administrative Officer, AEES has been re-delegated the powers to grant Earned Leave/Half-Pay Leave/Commuted Leave/Extra-Ordinary Leave with or without Medical Certificate with prefixing and suffixing of vacation/break in respect of Group-B, C and D staff working in the schools/Junior Colleges and decide on merits whether a particular absence should be treated as leave or otherwise.
5. The power to grant CL/C.OFF/EL/HPL/Commuted Leave/Maternity Leave and Special Casual Leave [two days applicable to office staff] in conjunction with regular leave to the Central Office staff has been re-delegated as follows :
  - (a) in respect of the staff working in accounts including the sections heads ... Accounts Officer
  - (b) in respect of the staff working in administration including the section heads ... Admn. Officer
6. Secretary, AEES will continue to exercise the power to grant CL/EL/HPL/Commuted Leave/Maternity Leave/Special Casual Leave in respect of AO/HAU/ADMO/CAO.
7. The power to grant permission for pursuing higher qualifications in respect of Group B, C and D employees has been re-delegated to ADMO and in respect of Group-A employees the power is re-delegated to CAO.
8. The power to maintain service books of staff members of all the groups of Central Office, all the Principals and Vice-Principals holding independent charge has been re-delegated to ADMO.

.....2/-



- 4-
9. The power to issue 'No Objection Certificate' for obtaining passport/visa etc., in respect of Group B, C, and D employees, has been re-delegated to ADMO and in respect of Group A, the power has been re-delegated to CAO.
  10. As per the practice followed in the constituent units of DAE, the pay fixation work has to be dealt with by the Administration alone, and such files may not be referred to Accounts as a matter of routine. However, the pay fixation statements which may require pre-audit have to be forwarded to Accounts.

**(B) For the purposes of grant of advances/special advances/part-final withdrawals and final withdrawals from AEES employees General Provident Fund/Contributory Provident Fund**

- (a) The power to sanction normal and special advances has been re-delegated to ADMO.
- (b) The power to sanction part-final withdrawals has been re-delegated to CAO.
- (c) Secretary, AEES will continue to exercise the power to grant final withdrawals.

**[C] For the purposes of CCS(Pension) Rules**

1. The prescribed time limits in CCS(Pension) Rules, 1972 to up-keep the records and to authorize/release the pension have to be invariably followed by Administration as well as Accounts.
2. Files which are under process for calculation/authorizing the pension and wherever certain information/clarification is required from the head of school or any other agency, such cases may not be put up to Secretary, AEES for its approval as a matter of routine. These issues may be taken up to CAO level, and with his prior permission/approval the required information may be called for by administration/accounts.
3. The approval of the Secretary, AEES is to be obtained on all the files pertaining to settlement of pension and other retirement/terminal benefits in respect of those employees who are due for retirement.
4. The Pension Payment Order hitherto issued by Secretary, AEES has been re-delegated to Accounts Officer. It has also been decided to supply a copy of the working sheet of the final dues to the pensioner along with the PPO.

**THE EXTENT OF RE-DELEGATION OF THE FINANCIAL POWERS TO THE VARIOUS AUTHORITIES OF CENTRAL OFFICE, AEES :**

**1. In respect of contingent expenditure**

- (a) The power to incur the expenditure on Freight, cartage & transportation charges up to Rs.1,000/- has been delegated to ADMO, AEES on par with the financial powers exercised by the Principals.
- (b) The power to incur the expenditure on (a) conveyance charges and miscellaneous office expenses, and (b) entertainment and refreshments has also been given to the Accounts Officer on par with the financial powers exercised by the ADMO, AEES.

**2. In respect of issue of purchase orders and other related works**

the existing powers have been re-delegated as follows :

- |  |      |           |
|--|------|-----------|
| (a) Up to Rs. 1 lakh                           | .... | AAO(PC)   |
| (b) Beyond Rs. 1 lakh and up to Rs.10.00 lakhs | .... | ADMO      |
| (c) Beyond Rs.10 lakhs and up to Rs.25 lakhs   | .... | CAO       |
| (d) Beyond Rs.25 lakhs                         | .... | SECRETARY |

- (e) The accountal certificate hitherto issued by Secretary, AEES has been re-delegated to CAO.
- (f) The power to refund of security Deposits/Earnest Money Deposits/Bank guarantee has been re-delegated to CAO.
- (g) The power to accept the bank guarantee from the contractors/suppliers on behalf of Chairman, AEES has been re-delegated to CAO.

**5. GENERAL**

- (a) The power to deal with all awards and scholarships to the students (payable from endowment fund) and the power to refund of fees is vested in Chairman/LMC

**ATOMIC ENERGY EDUCATION SOCIETY**  
**Anushaktinagar, Mumbai 400 094**

Ref: AEES/A(1.14)/2002/10159

Date: 12/3/2002

**Sub: Delegation of administrative and financial powers to various  
functionaries of the Atomic Energy Education Society.**

The Governing Council of the Atomic Energy Education Society, after review of the existing requirements in its meeting held on 24.04.2000, decided to revise delegated administrative and financial powers to the various functionaries in AEES. Accordingly, in supersession of all the existing orders on the subject, the revised delegation of powers as detailed in the following annexures are hereby authorised with the approval of the Governing Council.

- |                     |  |
|---------------------|--|
| <b>Annexure I</b>   | <b>Details of Administrative powers delegated to Principals including Head, Academic Unit and Vice Principals holding independent charge, Chairmen Local Managing Committee, Administrative Officer, Chief Administrative Officer and Secretary, AEES.</b> |
| <b>Annexure II</b>  | <b>Details of Financial powers delegated to Principals including Head, Academic Unit and Vice Principals holding independent charge, Chairmen Local Managing Committee, Administrative Officer, Chief Administrative Officer and Secretary, AEES.</b>      |
| <b>Annexure III</b> | <b>Procedure for raising indents, concluding contracts for stores and equipment, maintenance and works.</b>  |
| <b>Annexure IV</b>  | <b>Procedure for "write-off" of obsolete &amp; unserviceable stores &amp; equipment.</b>   |
| <b>Annexure V</b>   | <b>Authorities under CCS(CCA) Rules, 1965.</b>   |

The Administrative and Financial powers are vested with Chairman, AEES and re-delegated to various authorities in AEES as given in Annexures-I to V. It shall however be within the competence of Chairman, AEES to exercise all the powers or part thereof delegated to various authorities. Notwithstanding the above conditions, the following powers shall be exercised by the Chairman, AEES in consultation with Treasurer, AEES.

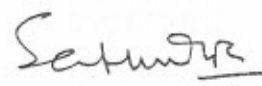
1. Approval for installation of internet and e-mail facility.
2. Powers to sanction special increment to meritorious candidates, duly recommended and recorded by Selection Committees, subject to, a maximum of five increments on initial appointment for exceptionally good performance.
3. Full powers to authorise air travel for non-entitled officers provided the expenditure is kept within the allocation under the head "Travelling Expenses". This power should be exercised sparingly in exceptional cases only.
4. Procurement of computers and peripherals for Central Office and all AEES Schools/Jr.Colleges by following the laid down purchase procedure.
5. Sanction of Pension and pensionery benefits in respect of Group 'A' officers.
6. Chairman, AEES will also exercise all residual powers that are not specifically mentioned or brought out in the annexures referred herein above.
7. Wherein financial impasse is involved, concurrence of Treasurer, AEES, should be obtained.

**CATEGORY OF EMPLOYEES:-**

<b>GROUP</b>	<b>PAY SCALE</b>	<b>CLASSIFICATION WITH REFERENCE TO POSTS IN AEES.</b>
A	A post carrying a pay or scale of pay with a maximum of not less than Rs.13,500/-	Secretary/Chief Administrative Officer/Administrative Officer /Principals.
B	A post carrying a pay or scale of pay with a maximum of not less than Rs.9,000/- but less than Rs.13,500/-	Accounts Officer/AAOs/VicePrincipals/PGTs/TGTs/ Asst. Accountants/HMs.
C	A post carrying a pay or scale of pay with a maximum of over Rs.4,000/- but less than Rs.9,000/-	PRTs/Jr.Librarians/ Sr.Clerks/ UDCs/ LDCs/LVD & HVD/Lab.Attendant.
D	A post carrying a pay or scale of pay the maximum of which is Rs.4,000/- or less.	Night Watchman/Peon-cum-Gestetner Operator/Stores Attendant/ Sweeper-cum-Farash.

Chairmen, Local Managing Committees, AEES Schools may at their discretion, delegate their powers in respect of any of the items mentioned at Sr.Nos.8,10,12,13,15,17,19 & 20 of the Annexure I to the Administrative and Accounts Members of the Local Managing Committee.

These orders come into force with effect from the date of issue.

  
12/03/02  
(S.P. KATHURIA)  
Secretary, AEES.

**Members of Governing Council.**

1. Chairmen, Local Managing Committees.
2. Head, Academic Unit including Regional Heads, Principals & Vice-Principals (holding independent charge), AEES Schools.
3. Chief Administrative Officer, AEES.
4. Administrative Officer, AEES.
5. All officers in Central Office, AEES, Mumbai.

CC for information to : 1) Chairman, AEES, Mumbai.

2) Treasurer, AEES, Mumbai.

3) Joint Secretary (R&D), DAE, Mumbai



**ANNEXURE -I**

**ATOMIC ENERGY EDUCATION SOCIETY (REGD.)  
ANUSHAKTINAGAR, MUMBAI - 94.**

**DETAILS OF VARIOUS ADMINISTRATIVE POWERS DELEGATED TO PRINCIPALS INCLUDING HEAD, ACADEMIC UNIT  
AND VICE PRINCIPALS HOLDING INDEPENDENT CHARGE, CHAIRMAN LOCAL MANGAING COMMITTEE,  
ADMINISTRATIVE OFFICER, CHIEF ADMINISTRATIVE OFFICER AND SECRETARY, AEES.**

SR. NO.	NATURE OF POWER	POWERS DELEGATED					CONDITIONS/RESTRICTIONS, IF ANY
		PRINCIPAL INCLUDING HEAD, ACADEMIC UNIT AND VICE- PRINCIPALS HOLDING INDEPENDENT CHARGE	CHAIR- MAN/ LMC	ADMO	CAO	SECRE- TARY	
1	2	3	4	5	6	7	8
1.	Making appoint- ments to the posts sanctioned by the competent authority.	-	-	Full powers for Group D posts.	Full powers for Group C posts.	Full powers for Group B posts	Subject to observance of recruitment procedures and orders issued by Govt. from time to time on reservation policy.
2.	Sanctioning special increments	-	-	Full powers for Group D employees.	Full powers for Group C employees.	Full powers for Group B officers.	(1) Cases can be considered under the relevant Govt. orders on the subject. (2) Time barred claims, if any, to be processed for payment with the concurrence of Accounts /Treasurer, AEES.

1	2	3	4	5	6	7	8
3	To Sanction Pension and other retirement/ Terminal benefits	-	-	-	Full powers for Group C & D employees.	Full powers for Group B officers.	Subject to observance of all the rules and regulations issued by Govt. of India from time to time for payment of retirement benefits to retired Govt. servants.
4.	To grant EL/HPL/ Commuted leave/EOL with or without MC and decide on merits whether a particular absence should be treated as leave or otherwise	Full powers to grant EL/HPL (when no substitute is required. When substitute is required, concurrence of secretary. AEES shall be obtained) Commuted leave upto 15 days. Beyond 15 days the case is to be referred to AEES for approval.	Full powers to grant EOL with MC up to 90 days  Full powers to grant EOL without MC up to 15 days - beyond 15 days the case is to be referred to AEES.	-	Full powers for Group C & D employees	Full powers other than Group A employees.	<ul style="list-style-type: none"> <li>i) Subject to the conditions applicable in the case of Govt. employees and in accordance with the CCS(Leave) Rules.</li> <li>ii) Ad-hoc non-vacation staff will be eligible to regular leave @ of 2 ½ days per month. The grant of leave will be subject to the admissibility and restrictions laid down by the Govt. from time to time.</li> <li>iii) Applications for grant of EL / HPL / Commuted Leave/EOL with or without MC received by heads of schools/chairman/LMC with prefixing and suffixing of vacation /break have to be invariably forwarded to Secretary, AEES for approval.</li> <li>iv) Leave on medical grounds should be granted only if medical fitness certificate from AMA or RMPs or CHSS doctors are produced.</li> <li>v) EOL without MC should be granted by Chairmen/LMC to the regular staff in exceptional circumstances only keeping in view the interest of the school/office.</li> <li>vi) Vacation staff appointed on contract basis will not be eligible for any regular leave</li> <li>vii) Leave sanction order shall be issued invariably in all the cases by the leave sanctioning authority whenever a regular leave has been granted to an individual.</li> </ul>

1	2	3	4	5	6	7	8
5.	To grant leave other than special disability and study leave	-	-	-	Full powers for Group C & D employees	Full powers other than Group-A employees	Subject to the availability & admissibility as per leave rules and as adopted by AEES.
6.	Special disability and study leave.	-	-	-	-	Full Powers.	Subject to relevant Govt. Of India orders on the subject and as adopted by AEES.
7.	Casual Leave	Full Powers for Group B, C and D employees	Full Powers for Group A employees	Full powers for officers (non-teaching) up to the level of Sr. Clerk/ Asst. Acct/ Asst. working under him	Full powers for all the officers (non-teaching) working under him.	Full powers for Group-A officers.	<p>Maximum 8 days of CL (and 2 Special CL for central office staff alone) in a calendar year is admissible and should be granted subject to :-</p> <p>i. CL not more than 3 days at a time. When applied on medical ground beyond three days, such leave should be granted only against medical &amp; fitness certificates from Registered Medical Practitioner/ AMA/ CHSS Doctor.</p> <p>ii. No CL should be granted prefixing or suffixing break/mid-term vacation/summer vacation or with regular leave.</p> <p>iii. Spell of CL and Comp. Off together exceeding 5 days, should have concurrence of CAO/Chairman, LMC.</p> <p>N.B: Ad-hoc employees &amp; regular employees on initial appointment will be eligible for CL on pro-rata basis i.e. one day for every 45 days of continuous service rendered.</p>
8.	Special Casual leave	-	-	-	-	Full powers	<ul style="list-style-type: none"> <li>- should be sanctioned in advance.</li> <li>- Specific reasons should be given.</li> <li>- Subject to orders issued by Govt. from time to time and as adopted by AEES.</li> </ul>

1	2	3	4	5	6	7	8
9.	Compensatory Off	Full powers for Group B.C & D employees	-	i. Full powers for Group C & D employees.  ii. Beyond 5 days with the concurrence of CAO	Full powers Group B employees. (Non-Gazetted).		i. Comp. Off should be in lieu of actual duty performed on holidays/Sundays. No Comp. Off should be granted for attendance by teachers on non-instructional days and national days viz. Independence Day/Republic Day, etc., and duty performed during weekly off or during vacation/break etc. ii. Comp. Off shall not be granted for performing and completing normal routine work. iii. It should normally be availed within one month. In exceptional cases it should be availed before the closure of the academic year at the discretion of Head of the School in public interest. iv. Prefixing or suffixing of Comp. Off with break/vacation or regular leave is not permissible. v. Compensatory Off will not be allowed when TA/DA, honorarium etc., have been claimed. vi. Where Comp. Off & CL are combined, the total spell should not be more than 5 days at a time. vii. Proper records of Comp. Off due and availed should be maintained by the respective section heads.

**S. P. KATHURIA**

Secretary  
Atomic Energy Education Society  
(An autonomous body under Dept. of  
Atomic Energy, Govt. of India)  
Anushakti Nagar, Mumbai-400 094.

1	2	3	4	5	6	7	8
10.	To accept medical fitness certificates signed by Regd. Medical Practitioner/ CHSS Doctor/ Authorised Medical Attendant.	Full powers for B.C & D employees for a period not exceeding 15 days. Beyond 15 days the case is to be referred to AEES for approval.	-	Full powers for Group D employees.	Full powers for Group C employees.	Full powers for Group A & B employees.	Subject to the conditions laid down by Govt. for its employees and as adopted by AEES from time to time. In case of doubt, CHSS doctors can be consulted for a second opinion.
11.	To grant maternity/ paternity Leave.	Full Powers for Group B.C & D employees	Full Powers for Group A employees	Full Powers for Group D employees.	Full powers for Group C employees.	Full powers for Group A & B employees	Subject to admissibility as per CCS(Leave)rules and conditions laid down by Govt. of India for its employees and as adopted by AEES from time to time.
12.	<b>To sanction advances of TA :-</b>						
a.	Power to sanction TA on tour and transfer in public interest to the staff members.	-	Full Powers	Full Powers for Group D employees.	Full powers for Group B & C employees.	Full powers for Group A employees.	1. Subject to the conditions laid down in TA rules. 2. Subject to the condition that the tour/transfer has been approved by Secretary/Chairman, AEES wherever necessary.
b.	On tour to members of LMC/PAC.	-	-	-	-	Full Powers	Should be recommended by Chairman, LMC/Head of School.
c.	Office bearers of AEES.	-	-	-	-	Full Powers.	Subject to the conditions prescribed by AEES.

1	2	3	4	5	6	7	8
13.	To act as the Controlling Officer for the purpose of TA	-	Full powers	-	Full powers in respect of Group C&D employees.	Full Powers for Group A&B employees.	1. Subject to the conditions prescribed by Govt. in respect of its employees and adopted by AEES 2. Secretary will be his own Controlling Officer.
14.	To act as the controlling officer for the purpose of LTC claim.	-	Full powers	Full powers for Group D employees	Full Powers for Group C employees.	Full Powers for Group A & B employees.	1. Subject to conditions laid down in the CCS(LTC) rules. 2. Subject to the conditions prescribed by Govt. in respect of its employees and adopted by AEES. 3. Change of home town will be permitted only with the approval of the Secretary, AEES and as per CCS(LTC) rules
15.	To act as controlling Officer in respect of Medical Re-imbursement claims.	-	Full powers	Full powers for Group D employees	Full powers in respect of Group C employees.	Full Powers for Group A & B employees.	1. Medical re-imbursement claims shall be dealt with strictly in accordance with the provisions of C.S.(M.A.) rules, 1944 & orders issued by Govt. in respect of its employees from time to time. 2. Powers to be exercised under normal CSMA or CHSS rules as may be applicable at each centre. 3. Cases involving relaxation of normal rules and special cases may be referred to Chairman, AEES for approval through Secretary, AEES
16.	Admission to CHSS/CSMA Scheme.	-	Full powers	-	Full Powers for Group B, C & D employees.	Full powers for Group A employees	1. Subject to the conditions stipulated under the CHS scheme and approved by DAE. 2. The cases not covered by specific order shall be referred to the Dept. for decision/order.



1	2	3	4	5	6	7	8
17.	To grant TA advances for treatment under CSMA Rules.	-	Full Power	-	-	Full powers.	Subject to the conditions prescribed by Govt. for its employees and as adopted by AEES.
18.	To sanction reimbursement of tuition fees.	-	Full Powers	-	Full powers for Group B,C & D employees.	Full powers for Group A employees	<ol style="list-style-type: none"> <li>1. The claim shall be dealt with strictly in accordance with the provision of children's education assistance.</li> <li>2. Subject to the conditions prescribed by Govt. for its employees from time to time and as adopted by AEES.</li> <li>3. Time barred claims, if any, shall be processed for payment only with the concurrence of the Accounts/Treasurer, AEES</li> </ol>
19.	To sanction children's education allowance.	-	Full Powers	-	Full powers for Group B,C & D employees.	Full powers for Group A employees	<ol style="list-style-type: none"> <li>1. The claims shall be dealt with strictly in accordance with the provision with Children's Education Assistance.</li> <li>2. Subject to the conditions prescribed by Govt. for its employees from time to time and as adopted by AEES.</li> <li>3. Time barred claims, if any, shall be processed for payment only with the concurrence of the Accounts/Treasurer, AEES</li> </ol>
20.	To sanction leave salary advance.	Full powers for Group B,C & D employees	Full powers for Group A employees	Full Powers for Group C & D employees.	Full powers for Group B employees.	Full powers for Group A employees	Subject to the conditions prescribed in the General Financial Rules and as per CCS(leave) Rules and as adopted by AEES.
21.	To sanction LTC Advance.	Full powers for Group B,C & D employees	Full powers for Group A employees	Full Powers for Group C & D employees.	Full powers for Group B employees.	Full powers for Group A employees	<ol style="list-style-type: none"> <li>1. Subject to the conditions laid down under the LTC rules.</li> <li>2. Subject to the conditions as prescribed by Govt. for its employees.</li> </ol>
22.	To sanction festival advance.	Full powers for Group C & D employees	-	Full powers for Group C & D employees.	-	-	Subject to the conditions as prescribed by Govt. for its employees from time to time and as adopted by AEES.
23.	To sanction conveyance advance.	-	-	Full powers for bicycle advance.	Full powers for scooter/motor cycle advance.	-	<ol style="list-style-type: none"> <li>1. Sanction of conveyance advance will be subject to the conditions as prescribed by Govt. for its employees and as adopted by AEES.</li> <li>2. Subject to availability of specific funds</li> <li>3. Motor car advance will require sanction of Chairman, AEES..</li> </ol>

1	2	3	4	5	6	7	8
24.	To sanction house building advance.	-	-	-	-	-	1. HBA will require sanction of Chairman, AEES who will accord sanction subject to the conditions prescribed by Govt. from time to time for its employees and as adopted by AEES. 2. Subject to availability of specific funds.
25.	To act as controlling officer for the purpose of nominations under GPF/CPF Rules.	-	Full powers	-	Full powers for Group B,C & D employees.	Full powers for Group A employees	Subject to the provisions of GPF/CPF Rules and as adopted by AEES.
26.	To sanction advance from GPF/CPF.	-	-	Powers to sanction normal advances upto Rs. 25,000/-	Powers to sanction normal advances beyond Rs.25,000/-	Powers to sanction special advances.	Subject to the provisions of GPF/CPF Rules and as by adopted by AEES.
27.	To sanction withdrawal from GPF/CPF	-	-	-	-	Full Powers.	Subject to the provisions of GPF/CPF Rules and as adopted by AEES.

1	2	3	4	5	6	7	8
28.	To make ad-hoc appointment of non-teaching staff.	-	Full powers with the prior approval of AEES.	-	-	Full powers to fill up leave vacancies of more than one month duration & regular vacancies which could not be filled in by regular appointment.	<ol style="list-style-type: none"> <li>1. Ad-hoc appointments shall be as per the procedure and on remuneration prescribed by AEES.</li> <li>2. Ad-hoc appointment against regular vacancies should be made only when no person is available from the panel.</li> <li>3. Subject to availability of funds.</li> </ol>
29	To make appointment of teachers on contract basis	-	Full powers to fill up leave vacancy exceeding one month	-	-	Full powers to fill up leave vacancies of more than one month duration & regular vacancies which could not be filled in by regular appointment.	<ol style="list-style-type: none"> <li>1. Subject to budgetary provision and availability of funds.</li> <li>2. No contract appointment is permissible for leave vacancies of less than one month.</li> <li>3. Chairmen/LMC are not empowered to appoint teachers on contract basis against the regular vacancies.</li> </ol>

1	2	3	4	5	6	7	8
30.	To appoint a labour on daily wages	-	Only for work of purely casual nature	-	-	Only for work of purely casual nature	<ol style="list-style-type: none"> <li>1. The daily wages given to the unskilled labour of project/unit where schools are located will be applicable, subject to the same conditions.</li> <li>2. Appointment of the labour on daily wages should not be for more than 45 days at a stretch.</li> <li>3. Subject to budgetary provision.</li> </ol>
31	To maintain service books of staff members	Full powers for Group B,C & D employees	-	-	Full powers upto the level of Principals	Full powers for the remaining officers.	-
32.	Forwarding of applications for employment in Govt & Semi-Govt. institutions / autonomous bodies in India.	-	-	-	Full Powers with regard to Group C&D employees.	Full powers with regards to Group A and B employees	<ol style="list-style-type: none"> <li>1. As per the policy adopted by AEES.</li> <li>2. No lien (formal or informal) shall be retained in AEES.</li> </ol>
33.	Forwarding of applications for registration for foreign assignment	-	-	-	-	Full powers	<ol style="list-style-type: none"> <li>1. At the discretion of AEES &amp; in accordance with the policy decided by Governing Council, AEES.</li> <li>2. No lien- (formal or informal) shall be retained in AEES.</li> </ol>
34.	Permission for pursuing higher qualifications.	-	-	-	Full powers for Group C & D employees	Full powers for Group A & B employees	Subject to the conditions as may be prescribed by AEES.

NOTE:

1. For all matters, not specifically mentioned above, Chairman, AEES shall have full powers, subject to such conditions as may be prescribed by the Governing Council.
2. All matters where financial implications are involved, concurrence of the Treasurer, AEES/Accounts should be obtained.
3. Where sanction / approval of Chairman, AEES is sought for, the relevant proposals will be put up to him through Treasurer and Secretary, AEES.
4. For sanction of leave of Secretary & Chairman, AEES, approval of the next higher authority shall be obtained.
5. In case of doubt, the proposal may be referred to Chairman, AEES for clarification through Treasurer and Secretary, AEES.
6. Head, Academic unit shall forward all the leave applications submitted by his staff for grant of leave to the administration with his recommendation. Regular leave application (other than CL) received by Head, Academic Unit from his staff members shall be forwarded by him to administration with his recommendations thereon.
7. Chairmen, LMC shall forward the leave applications of Principals and Vice Principals holding independent charge to Secretary AEES for sanction with due recommendations.
8. Principal/Vice Principal holding independent charge may re-delegate the powers mentioned at Sl.No. 7 & 9 to Vice Principals and Headmistress/Headmaster holding independent charge, if considered necessary.

**ANNEXURE-II**

**ATOMIC ENERGY EDUCATION SOCIETY (REGD),  
ANUSHAKTINAGAR, MUMBAI - 94.**

**DETAILS OF VARIOUS FINANCIAL POWERS DELEGATED TO PRINCIPALS INCLUDING HEAD, ACADEMIC UNIT AND  
VICE PRINCIPALS HOLDING INDEPENDENT CHARGE, CHAIRMEN, LOCAL MANAGING COMMITTEE,  
ADMINISTRATIVE OFFICER, CHIEF ADMINISTRATIVE OFFICER AND SECRETARY, AEES.**

S. NO.	ITEM OF EXPENDITURE	POWERS DELEGATED					CONDITIONS/RESTRICTIONS, IF ANY
		PRINCIPAL/ HEAD, ACADEMIC UNIT AND VICE PRINCIPALS HOLDING INDEPENDENT CHARGE	CHAIRMAN/ LMC	ADMO.	C.A.O.	SECRETARY	
1	2	3	4	5	6	7	8
1.	Stationery, printing & binding.	Rs. 500/- on each occasion, subject to a ceiling of Rs. 2,500/- per annum.	Upto Rs. 10,000/- per school	Rs. 500/- per occasion subject to a ceiling of Rs. 2500/- per annum.	Rs. 1,000/- per occasion subject to a ceiling of Rs. 5000/- per annum	(a) Upto Rs. 10000/- in each case. (b) Full powers where stationery is drawn from Central Stores, DPS.	1. Procurement should be made in accordance with the purchase procedure of AEES and subject to availability of funds. 2. As far as possible bulk purchases should be made as per the laid down procedure 3. Requirement should not be split to avoid sanction from higher authorities



1	2	3	4	5	6	7	8
2	HONORARIUM:-	-	-	-	-	Upto Rs.2,500/- in each case.	This applies to total payments made to an individual in a financial year. Beyond Rs.2,500/- and upto Rs.5,000/- with the approval of Chairman, AEES.
3.	Audit fees.	-	Full powers	-	-	Full powers.	Auditors shall be appointed with the approval of General Body.
4.	Electricity/gas/water charges/taxes.	-	Full powers	-	Full powers.	-	-
5.	Liveries & uniforms.	-	Full powers	-	Full powers.	-	1. As per the procedures followed by local constituent unit /PSU of DAE, 2. Only Group 'D' staff will be eligible for liveries as per norms adopted by AEES/concerned project authorities.
6.	Legal charges.	-	Upto Rs. 10,000/- in each case	-	Upto Rs.10,000/- per case Chairman, AEES.	Upto Rs.25,000/- per case	Concurrence of Chairman, AEES shall be obtained for expenditure above Rs.25,000/- in each case. -
7.	CONTINGENCIES :-						
(a)	Telephone charges:-						
i.	Installation of new phones.	-	Full powers	-	-	Full powers.	Subject to budgetary provisions.
ii.	Telephones rental & call charges	-	Full powers	-	Full powers.	-	1. Necessary certificate that the calls were made for official purpose should be obtained from the head of school 2. Subject to budgetary provisions
iii	Rental & call charges for internet/e.mail facilities.	-	Full powers	-	-	Full powers	1. Necessary certificate that the calls were made for official purpose should be obtained from the head of school. 2. Subject to budgetary provisions.

1	2	3	4	5	6	7	8
b.	Freight, cartage & transportation charges.	Upto Rs. 1,000/- per annum	Full powers	-	Full powers.	-	1. Subject to budgetary provisions. 2. Reasons should be recorded
c.	Demurrage & wharfage charges.	-	Rs. 500/- at a time subject to a maximum of Rs. 10,000/- per annum	-	Rs.200/- in each case subject to a maximum of Rs.4,000/- per annum.	Rs.500/- at a time subject to a maximum of Rs.10,000/- per annum.	1. Subject to budgetary provisions 2. Valid reasons for incurring the said charges should be recorded
d.	Insurance charges	-	Full powers	-	-	Full powers	Subject to budgetary provisions
e.	Advertisement charges.	-	Full powers	-	-	Full powers.	1. Subject to budgetary provisions 2. Chairmen LMC shall record the purpose and intimate to AEES.
f.	Postal, telegraph and demand draft commission charges.	Full powers	-	-	Full powers.	-	1. Subject to budgetary provisions 2. Stamp registers to be maintained and verified by the respective heads
g.	Conveyance charges.	Upto Rs.100/- at a time subject to a limit of Rs. 1000/- per annum	Beyond Rs. 100/- at a time.	Upto Rs.100/- at a time subject to a limit of Rs. 1000/- per annum	Upto Rs.250/- at a time subject to a limit of Rs. 2500/- per annum	Beyond Rs. 250/- at a time.	1. Subject to budgetary provisions 2. By ordinary mode of conveyance. In case of urgency auto/taxi may be hired judiciously. The purpose of undertaking journey should be specified invariably.

1	2	3	4	5	6	7	8
h.	Cleaning material.	-	Full powers	Rs.500/- at a time.	Rs.1,000/- at a time	Beyond Rs. 1000/- at a time.	1) Subject to budgetary provisions 2) As far as possible bulk purchases should be made as per the purchase procedures. 3) Requirement should not be split to avoid sanction from higher authorities.
i.	Misc. office expenses.	-	Full powers	Rs.500/- at a time	Rs.1,000/- at a time.	Beyond Rs.1,000/- at a time.	Misc. expenditure should be incurred keeping in view the economic restriction as may be imposed by Govt. of India/DAE from time to time.
8.	Write off of obsolete/unserviceable material/equipment & Stores:-						
a.	Library books.	-	Rs.5,000/- per school per annum	-	Rs.5000/- per school	Beyond Rs. 5000/- Upto Rs. 50,000/- per school per annum.	Subject to the observation of the purchase procedure of AEES. Value in excess of Rs.50,000/- and upto Rs. 1 lakh will require approval of Chairman, AEES; and beyond that approval of Governing Council, AEES should be obtained. Economic utility of the items will have to be examined. Procedure as per annexure-IV to be followed.
b.	Capital equipment, furniture etc.	-	Rs.10,000/- per school per annum.	-	-	Rs.50,000/-per school per annum.	-do-
c.	Consumable stores.	-	Rs.5,000/- per school per annum	-	Rs.500/- per annum	Beyond Rs. 500/- and with ref. to column 4 & 6. Rs. 5000/-resectively upto Rs.10000/- per annum.	-do-

1	2	3	4	5	6	7	8
9.	Repairs, servicing and maintenance of furniture, and office equipment, binding of library books etc.	Rs. 5,000/- per annum (for minor repairs)	Full powers	Rs. 5000/- per annum.	Beyond Rs. 5000/- Upto Rs. 50,000/- per annum.	Beyond Rs. 50,000/-	1. Subject to budgetary provisions. 2. Only to meet urgent repairs in the exigencies of the situation. Where expenditure is incurred for loss of any school property or forcible opening of cupboards cabinets etc. for want of keys, responsibility should be fixed for such loss and cost recovered
10.7	Purchase of Office equipment, furniture & fixtures.	-	Full powers up to Rs. 50,000/-	-	-	Beyond Rs. 50,000/-	The material / equipment should be purchased as per AEES purchase procedure. This will be further subject to availability of specific funds.
11	<b>ITEMS NOT SPECIFIED ABOVE:-</b>						
a.	Recurring.	-	Upto Rs. 1,000/- in each case.	-	Rs. 500/- in each case.	Rs. 5,000/- in each case.	Subject to budgetary provisions.
b.	Non-Recurring items viz. purchase of library ref. books, lab equipment, art & craft, sports equipment, audio visual.	-	Upto Rs. 1,00,000/- per annum	Rs. 5000/- per annum (for reference books in Central Office)	Upto Rs. 25,000/- per annum.	Upto Rs. 1,00,000/- per annum.	1. Chairman, AEES will be competent to sanction expenditure to the extent of Rs. 10 lakhs. Concurrence of Governing Council should be obtained for expenditure in excess of Rs. 10 lakhs. The material/ equipment should be purchased as per AEES purchase procedure. 2. Subject to budgetary provisions
12.	Minor works, general maintenance & up-keep of office /school premises.	-	Full powers up to Rs. 1 lakh on each occasion	-	-	Upto Rs. 1 lakh on each occasion.	Concurrence of Accounts/Treasurer, AEES should be obtained.

1	2	3	4	5	6	7	8
13.	Maintenance, upkeep and repairs of vehicles	-	-	-	-	Full powers	1. The work should be carried out through established and reputed dealers/garage. 2. Subject to availability of funds.
14.	POL charges	-	-	-	-	Full powers	Subject to verification of log book entries and exercise of economy measures as per Govt. directives.
15.	OTA to drivers	-	-	-	-	Full powers	To be sanctioned as per Govt. directives on the subject/staff car rules.
16	<b><u>Consumables</u></b>						
	i) Science consumables	Upto Rs. 1,000/- on each occasion	Upto Rs. 75,000/- annum	-	-	-	i) The quantity should be limited to the exact requirements. ii) The expenditure will be incurred subject to budget provision. iii) Purchases should be made from reputed and established dealers after inviting quotations as per approved AEES purchase procedure iv) As far as possible bulk purchases should be made as per the purchase procedure Requirement should not be split to avoid sanction from the higher authorities.
	ii) Laboratory glassware	Upto Rs. 1,000/- on each occasion upto a maximum of Rs. 2500/-	Beyond Rs. 2500/- and upto Rs. 25,000/- per annum	-	-	-	- do -
	iii) Computer peripherals, electrical, art & craft material	Upto Rs. 1,000/- on each occasion upto a maximum or Rs. 2500/- per annum.	Upto Rs. 20,000/- annum.	-	-	-	- do -

1	2	3	4	5	6	7	8
	iv) Teaching aids.	Upto Rs. 1,000/- on each occasion upto Rs. 2500/- per annum.	Beyond Rs.2500/- Upto Rs. 50,000/- per annum.	-	-	-	- do -
	v) Sports and games materials	Upto Rs. 1,000/- on each occasion Upto Rs.2,500/- per annum.	Beyond Rs.2500/- Upto Rs. 50,000/- per annum.	-	-	-	-do -
17.	Library books	-	Upto Rs. 50,000/- per annum.	-	-	-	1. Subject to availability of funds. 2. Library books should be purchased from the sole selling agents or accredited dealers availing discount facility. 3. A confirmation may be obtained from the head of school for having accounted the books newly purchased.
18	Fees for affiliation to the board exam/electives	Full powers	-	-	-	-	Central office may be kept informed.
19	NCC / scouts and guides	-	Upto Rs. 50,000/-	-	-	-	Subject to availability of funds
20	Refund of fees / deposits	-	Full powers	-	-	-	Time barred claims, if any, may be processed for payment only with the concurrence of Accounts/ Treasurer, AEES
21	Entertainment and refreshments	Upto Rs. 1,000/- per annum.	Beyond Rs. 1000/- upto Rs. 10,000/- per annum.	Upto Rs. 1,000/- per annum.	Beyond Rs. 1000/- upto Rs. 2500/- per annum.	Beyond Rs. 2500/- upto Rs. 10,000/- per annum.	Subject to economy measures imposed from time to time by Govt. of India. The expenditure on entertainment may be incurred on specific occasions/ visits of VIPs .



1	2	3	4	5	6	7	8
22	Minor works	-	Upto Rs. 1 lakh	-	-	Upto Rs. 1 lakh	<ol style="list-style-type: none"> <li>1. Subject to approved budget provisions and availability of funds.</li> <li>2. Prescribed purchase procedure will be followed before entrusting any such work.</li> <li>3. Beyond Rs. 1 Lakh to 10 Lakhs with the approval of chairman, AEES and thereafter with the approval of Governing Council.</li> <li>4. Services of the purchase advisory committee / purchase committee shall be utilised for finalising the works.</li> </ol>
23	Maintenance contract	Upto Rs. 5,000/- per contract	Full powers	Upto Rs. 5,000/- per contract	Upto Rs. 10,000/- per contract	Beyond Rs. 10,000/- per contract.	<ol style="list-style-type: none"> <li>1. Subject to approved budget provisions and availability of funds.</li> <li>2. Prescribed purchase procedure will be followed before entering into any contract.</li> <li>3. Services of the purchase advisory committee / purchase committee shall be utilised for finalising the contract</li> </ol>
24	Issue of purchase orders	Upto Rs. 1 lakh	Full powers	Beyond Rs. 25,000/- Upto Rs. 1 lakh per purchase order.	Beyond Rs. 1 lakh and upto Rs. 2 lakhs per purchase order.	Beyond Rs. 2 lakhs per purchase order.	<ol style="list-style-type: none"> <li>1. Subject to approved budgetary provisions and availability of funds.</li> <li>2. Prescribed purchase procedure will be followed before entering into any contract.</li> <li>3. Services of the purchase advisory committee / purchase committee shall be utilised for finalising the contract</li> <li>4. The concerned purchase officer of central office is empowered to issue purchase orders upto Rs. 25,000/-.</li> </ol>



**NOTE :**

1. While incurring expenditure, provisions of financial propriety procedural aspects should be followed scrupulously.
2. The expenditure indicated above will be incurred subject to budgetary provision and availability of specific funds. The approval of Governing Council should be obtained if limit laid down under bye-law 5(h) is exceeded except in respect of pay & allowances.
3.
  - a. The demand for various stores and consumables items should be consolidated by Principals and Vice Principals holding independent charges for the whole academic year and presented to the appropriate sanctioning authority in the beginning of the academic year with proper estimates/justification, keeping in view allocation made under various heads in the budget.
  - b. The demand for various stores & consumable items etc. for AEES, Anushaktinagar will be scrutinised and consolidated by Head, Academic Unit/ Principals, Vice Principals holding independent charge and presented with proper estimates & specifications to Secretary/Treasurer AEES through C.A.O. before the commencement of the academic year keeping in view allocations made under various heads in the Budget.
4. Cash purchases should be made only in emergency situations from the recognised and reputed dealers. Valid reason should be recorded. Proper cash memos/vouchers should be obtained and countersigned by the sanctioning authority.
5. Where approval of Chairman, AEES is sought for incurring any expenditure, the relevant proposals will be put up to him through Treasurer and Secretary, AEES.
6. In case of doubt, case may be referred to Chairman, AEES for clarification through Treasurer and Secretary, AEES.
7. Proposals involving Administrative & Financial sanctions from Chairman/LMC, Secretary & Chairman, AEES should be routed through Chief Administrative Officer/Treasurer, so far as Mumbai schools are concerned.
8. Principals/Vice-Principal in-charge may re-delegate the powers mentioned at Sl.No.1 & 2 to Vice Principal and Headmaster/Headmistress holding independent charge.

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

**ANNEXURE - III**

**AUTHORITIES AND PROCEDURES FOR RAISING INDENTS, CONCLUDING  
CONTRACTS FOR MAINTENANCE AND WORKS AND RELEASE  
OF PURCHASE ORDERS FOR STORES AND EQUIPMENT IN AEES.**

1. (a) Chairmen, LMC and Secretary, AEES have full powers for approving the indents in respect of Capital, Consumables and Proprietary items.  
(b) CAO, AEES is empowered to approve the indents in respect of Capital and Proprietary items upto Rs. 1 Lakh per file and in respect of Consumable items upto Rs. 2 Lakhs per file.  
  
However, before approving the indents, it shall be verified/examined/confirmed whether necessary budgetary provisions have been made and specific funds are available or not.
2. (a) Chairmen, LMC and Secretary, AEES have full powers for approving the purchases in respect of Capital and Proprietary items upto a limit of Rs. 25,000/- per file and for consumable items upto Rs. 1 Lakh per file.  
(b) CAO, AEES is empowered to approve the purchases in respect of Capital and Proprietary items upto Rs. 10,000/- per file and in respect of Consumable items upto Rs. 50,000/- per file.

However, prescribed purchase procedure shall be followed invariably before authorising any purchase. Services of the purchase advisory Committee/Purchase committee shall be utilised for finalising the contract.

3. Full powers for acceptance of deviations from the standard terms and conditions is vested with Chairman, AEES in the following aspects.
- (a) To waive the payment of security deposit or reduce the same.
  - (b) To alter the rate of levy of liquidated damages and fixation of ceiling up to 5% of the cost of delayed supplies.
  - (c) To waive the performance bond.
  - (d) To make advance payment upto 100% against delivery/proof of despatch. (payment will have to be made only after predespatch inspection).
  - (e) To make progress payments linked to various intermediate milestones (specified) keeping in view the progress of work (not to exceed 50% of the contract value) advance payment (upto 10% of the contract value) along with order in exceptional cases. These will have to be covered by adequate security except in the case of Public Sector Undertakings.
4. Full powers to make deposit with DAE for the following work contracts entered by Department on behalf of AEES are vested with Chairman, AEES.
- (a) Fuel, stationery items etc.
  - (b) Telephone, telex, fax, e.mail, internet, gas etc.
5. All imported items to be indented/purchased with prior approval of Governing Council, AEES.
6. Provisions of purchase procedure adopted by AEES should be observed.
7. Powers delegated to Head, Academic Unit are limited to academic activities only.
8. Beyond the financial limits specified above, approval of Chairman, AEES/Governing Council of AEES should be obtained as applicable.
9. In respect of works contract, the services of DCSEM may be utilised, wherever necessary.

**ANNEXURE-IV**

**ATOMIC ENERGY EDUCATION SOCIETY(REGD)  
ANUSHAKTINAGAR, MUMBAI – 400 094.**

**PROCEDURE FOR “WRITE-OFF “ OF OBSOLETE AND UNSERVICEABLE STORES & EQUIPMENT**  
-----

1. When an item of equipment is required to be replaced or is to be scrapped because of its lack of usefulness or economic value, the same may be declared as unserviceable and recommended for condemnation.
2. When an item of equipment having been used for a number of years and is found to require frequent repairs and is thus found uneconomical to maintain or is found to be beyond repairs, it shall be considered as unserviceable.
3. A Survey Committee shall be formed at each centre where A.E.C. Schools are functioning for the purpose of inspecting critically the condition of the stores and equipment atleast once a year and to determine whether the
  - i) equipment has become obsolete and/or unserviceable requiring replacement.
  - ii) equipment which has been broken, badly damaged and is beyond economic repairs.
  - iii) consumable stores which are lying unused, if any, for a long time and have become unserviceable owing to obsolescence or other causes.
- 3.1. The Committee should determine after such inspection,
  - i) the value of such equipment and stores which are to be written off, and
  - ii) how such stores shall be disposed off.

3.2 The Survey Committee to be formed at each centre shall comprise the following members:

1. A member of the Local Managing Committee – Convenor.
2. An Accounts Officer of the Unit/Project/Undertaking of the Department, where the school is functioning.
3. Principals of the schools. Where there is more than one school at a centre, all the Principals shall be member of the survey committee.
4. Stores Officer of the Unit/Project/Undertaking where the school is functioning.
5. Librarian of the school, when books are taken up for disposal/write off.
6. Senior PET/WET of the school, when sports material/electrical gadget material is taken up for disposal/write-off.

3.3 The Committee shall meet atleast once in six months and submit its report in the following proforma indicating

- (i) Stores/equipment which in its opinion will be usable after modifications or repairs.
- (ii) Stores which have become surplus, obsolete and unserviceable.
- (iii) Circumstances in which they have become surplus, obsolete and unserviceable and
- (iv) Manner in which such surplus, obsolete or unserviceable stores shall be disposed off.

4 The Survey Committees' Report shall be submitted to the Chairman, LMC for issue of orders declaring the stores/equipment as surplus, obsolete or unserviceable.

5 Before the Competent Authority declares the stores/equipment as surplus, obsolete or unserviceable, whether due to normal wear and tear or due to any other reason, it would take into account the circumstances in which they have become surplus, obsolete or unserviceable. Where the stores/equipment that have become surplus, obsolete or unserviceable owing to negligence, fraud or serious error of judgement in procurement, it will be necessary to fix the responsibility and to devise remedial measures to prevent recurrence of such cases; and recovery, if any, be effected.

## ANNEXURE -V

**ATOMIC ENERGY EDUCATION SOCIETY(REGD)  
ANUSHAKTINAGAR, MUMBAI – 400 094.**

**AUTHORITIES UNDER CCS(CCA) RULES, 1965**

DESCRIPTION OF POST	APPOINTING AUTHORITY	AUTHORITY COMPETENT TO IMPOSE PENALTIES UNDER CCS (CCA) RULES 1965.	PENALTIES LISTED UNDER RULE 11 OF CCS(CCA) RULES, 1965.	APPELLATE AUTHORITY
(1)	(2)	(3)	(4)	(5)
<b>(A) Teaching Post:-</b>				
1. Head, Academic Unit, All Regional Heads of Academic Unit/ Principals.	Chairman, AEES	Chairman, AEES	All	Governing Council.
2. Vice Principals	Secretary, AEES	Secretary, AEES	All	Chairman, AEES
3. Post Graduate Teacher's.	Secretary, AEES	Secretary, AEES Principal, Chairman, LMC	All 11(i) 11(i),(iii),iii(a) & (iv)	Chairman, AEES Secretary, AEES. Secretary, AEES.

4.Trained Graduate Teacher :	Secretary, AEES	Secretary, AEES	All	Chairman, AEES
Work Experience Teacher/Librarian/Physical Education Teacher & Other Teachers in TGT Grade.		Principal Chairman, LMC	11(i) 11(i), (iii), (iii-a) & (iv)	Secretary, AEES Secretary, AEES.
5.Primary Teacher and Jr. Librarian/Physical Education Teacher/Music Teacher & Other teachers in Primary Grade.	Secretary, AEES	Secretary, AEES Principal Chairman, LMC.	All 11(i) 11(i),(iii),(iii-a) & (iv)	Chairman, AEES Secretary, AEES. Secretary, AEES.
<b>B. Non-Teaching Posts:-</b>				
1. Secretary, AEES.	Secretary, DAE.	Secretary, DAE.	All	President of India.
2. Chief Administrative Officer.	Chairman, AEES	Chairman, AEES	All	Governing Council.



3. Administrative Officer.	Chairman, AEES	Chairman, AEES	All	Governing Council.
4. All Group B & C Posts	Secretary, AEES	Secretary, AEES Principal Chairman, LMC	All 11(i) 11(i),(iii),(iii-a) & (iv)	Chairman, AEES Secretary, AEES Secretary, AEES.
5. Group 'D' Posts.	C.A.O.	C.A.O., AEES Principal/Administrative Officer. Chairman, LMC.	All 11(i)  11(i),(iii),(iii-a) & (iv).	Secretary, AEES C.A.O., AEES  C.A.O., AEES.