



ATOMIC ENERGY EDUCATION SOCIETY

(भारत सरकार के परमाणु ऊर्जा विभाग का स्वायत्त निकाय)

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

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25th August, 2026

CIRCULAR

Subject: Assignment of additional charge during the absence of Principal and Reporting Officer for APAR in r/o Headmasters/Headmistresses

It is hereby informed that, pursuant to the examination of the relevant AEES Rule, Regulations, Office Orders, Circulars, Delegation of Powers, Recruitment Rules, APAR guidelines and other applicable administrative instructions, the following arrangements shall be followed in all AEC Schools with immediate effect:

1. Assignment of officiating charge during the absence of Principal

- (i) Vice-Principal shall function as In-charge of the School.
- (ii) In case the post of Vice-Principal is vacant, the senior-most PGT/TGT, as per the existing practice, may be entrusted with the responsibility of looking after the day-to-day administrative and academic functions necessary for the smooth functioning of the School.
- (iii) No statutory, financial, disciplinary or other delegated powers vested to the post of Principal shall stand transferred to the official entrusted with the additional charge.

2. APAR of Headmasters/Headmistresses

The existing system of APAR reporting in respect of Headmasters/Headmistresses shall continue. The APAR shall be dealt with in accordance with the extant AEES instructions governing the reporting and performance assessment of Headmasters/Headmistresses.

All Heads of Schools are requested to ensure strict compliance with the above instructions and to bring the same to the notice of all concerned for information and necessary action.

This issues with the approval of the competent authority.

(Prema Arunachalam)
Administrative Officer-III

All Heads of AECSSs.