



## 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)

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02/06/2017  
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**Sub : Guidelines/Parameters for transfer of longstanding teachers/staff members of AEES –reg.**

The matter of transfer of teachers/staff members had been under consideration of AEES for a long time. Pursuant to the same AEES has introduced a transparent policy by introducing marking system for request and administrative transfers from the Academic Year 2016-17. These guidelines have been slightly modified after taking into account the feedback received from the staff members and the modified guidelines are implemented for the Academic Year 2017-18 onwards.

It has also been brought to the notice of AEES that there is a small number of teachers in various schools who have never been transferred from their initial place of posting. The matter has been examined in AEES and policy guidelines are now framed for considering the transfer of longstanding teachers/staff members who were appointed in AEES on or before 1995, and have been working at the same place from the date of their initial appointment in AEES without any transfer, and also having a left over service of five (05) years or more for their retirement on superannuation as on 31/03/2017.

The said draft policy guidelines were placed before the Governing Council of AEES in its 172<sup>nd</sup> meeting held on 17/05/2017. Council examined the said draft policy and after having detailed deliberations has directed AEES to adopt the same from this Academic Year i.e. 2017-18. These transfers will be effected in public interest.

The salient features of the said policy are as follows :

1. The teachers who have not been transferred after joining at a particular station and meeting the above specified criteria i.e. who were appointed before 31/3/1995, working at the same place without any transfer and having at least five years of left over service for their retirement on superannuation (hereafter referred as such teachers) be considered for transfer.
2. While considering the transfers, teachers who are having less number of left over service over and above 5 years will be given due priority over the teachers who are having more number of years of left over service over and above 5 years.

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3. Such teachers whose spouse are also a serving employee and working in a different station, they may be transferred to the place where the spouse is working, if an AEC School exists at that place or nearby to that place, subject to fulfilment of other conditions.
4. Such teachers/group of teachers who are not transferred to any other places after their initial joining but having bad reputations as reported by the concerned Principal duly endorsed by the concerned Chairman, LMC, such adversaries would be the added criteria for their transfer.
5. Such teachers who are indisciplined, i.e. in the habit of remaining on wilful / unauthorized absence from duty without prior intimation, frequently taking leave and non-responsive to the Principal during/while on leave, engaged in such acts thereby impacting the reputation of the schools etc., such adversaries would be the added criteria for transfer.
6. Such teachers whose performance is poor/below average may be considered for transfer by giving additional weightage in order to reform him/her in their performance.
7. Such teachers if repeatedly engaged in tuitions, private classes would be considered as an adversary and such adversaries would be the added criteria for transfer.

For effectuating the implementation of transfer of such teachers/staff members, the approved parameters as enclosed to this communication will be considered from the Academic Year 2017-18 onwards. All Heads of AEC Schools and Junior Colleges are requested to circulate these guidelines to the staff members working under their direct control and the date acknowledgement obtained thereon be forwarded to this office for record.

This issues with the approval of competent authority.

Encl : a/a

  
( G S R K V S A R M A )

Chief Administrative Officer

All Heads of AEC Schools/Junior Colleges

**PARAMETERS FOR ROTATIONAL TRANSFER OF TEACHERS/STAFF MEMBERS**

SL. No	Parameters for recommending transfer on rotational grounds	Maximum points to be considered
1.	<p>Longest serving teacher beyond 20 years of service irrespective of cadre/post/promotion of the same subject in the school/ centre presently working i.e, the senior most should be considered for transfer.</p> <p>[2.5 points per each completed year beyond 20 years of service (as on 31<sup>st</sup> March of the year of consideration), subject to a maximum of 20 points].</p>	20 points
2	<p>If the spouse is working in the same station (Maximum of 15 points)</p> <p align="center"><u>Spouse working</u></p> <p>(ii) In AEES ..... 07 points            (iii) In DAE Units ..... 09 points            (iii) In Central Govt/PSUs/AI ..... 11 points            (iv) In State Govt ..... 13 points            (v) If spouse not working and any others ..... 15 points</p>	15 points
3	<p>If the longest serving teacher's child is in Class X/XII as on 31<sup>st</sup> March of the year of consideration (Maximum of 15 points)</p> <p>Class XII ..... 0 point            Class X ..... 10 points            No such commitment ..... 15 points            (If the employee has children studying in Class XII and Class X, he/she will get the maximum points of 0)</p>	15 points
4	<p>If the longest serving teacher is due to retire as on 31<sup>st</sup> March of the year of consideration (Maximum of 10 points)</p> <p>If the left over service is &gt; 5 years but &lt; 6 years ..... 10 points            If the left over service is between 6-8 years ..... 08 points            If the left over service is &gt;8 years ..... 05 points</p>	10 points
5	<p>Medical cases: Chronic diseases in respect of self and dependent family members</p> <ol style="list-style-type: none"> <li>1. Cancer</li> <li>2. Paralytic Stroke</li> <li>3. Renal failure</li> <li>4. Coronary Artery Disease</li> <li>5. Thalassemia</li> <li>6. Parkinson' Disease</li> <li>7. Motor Neuron Disease</li> <li>8. Severe Arthritis</li> <li>9. Severe autism</li> <li>10. Person With Disabilities (PWD)</li> </ol> <p align="center"><b>This list of chronic diseases is illustrative and not exhaustive</b></p>	10 points

	(i) Above said chronic diseases (for self) ..... 0 point (ii) Above said chronic diseases (for dependent family members) ..... 03 points (iii) Death of any family member (within one year as on 31 <sup>st</sup> March) ..... 05 points (iv) No medical problems for self / members of family ..... 10 points  <b>Note:</b> For proving all above, valid medical certificate issued by CHSS medical officer/Head of the medical division of DAE/DAE unit/Medical Superintendent is compulsory to attach.	
6	<b>APAR Grading</b> <b>Grades of last ten years</b> (i) Outstanding ..... 0.5 per year (ii) Very Good ..... 1.0 per year (iii) Good ..... 1.5 per year (iv) Less than good ..... 2.0 per year	20 points
7	Indiscipline in any form as per the report of the Principal duly endorsed by Chairman, LMC (more grave situation, more marks) including imposition of statutory penalties if any.	10 points

**Note :**

1. Out of the available teachers in the same subject/category at a particular centre, the teacher whoever is scoring more points based on the aforesaid parameters will be recommended for transfer on rotational grounds.
2. While transferring any teacher if possible to the nearest centre or, same zone or nearest zone may be considered.
3. Since the proposed parameters are for the first time, to ensure its effectiveness, in the first year, rotational transfers of 5 to 10% of teachers can be considered.
4. Notwithstanding any such parameters as above, **Chairman, AEES** would reserve the right to consider any case for rotational transfer.