

ATOMIC ENERGY EDUCATION SOCIETY (REGD.)

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

Central Office, Western Sector,
Anushaktinagar, Mumbai-400 094

AEES/R&V/Req.Trf./2024/C - 324

May 14, 2024

C I R C U L A R

Sub: Transfer of AEES employees on the basis of personal request for the Academic Year 2024-25.

Applications are invited afresh for the "Request Transfer" from the interested employees (both teaching and non-teaching) who have completed minimum three years of continuous service as on 31/05/2024 at their present place of centre in the present grade, for consideration during the Academic Year 2024-25.

2. The criteria for deciding the eligibility and priority for being transferred on request shall be as per details already available on AEES website against guidelines issued vide letter No. AEES/R&O/Req.Transfer/2022/C-58 dated 14th January, 2022.

3. Duly filled application in the enclosed format should be submitted by the interested employees to Assistant Administrative Officer (R&V), AEES along with all the requisite supporting documents through proper channel on or before 24/06/2024. Employees who wish to apply for request transfer on medical grounds of self/spouse/family dependants, their applications should be supported by the latest medical certificate duly issued by Medical Officer of CHSS Dispensaries (wherever such facility is available). Employees working in those centres where CHSS facility is not available, they should obtain the required medical certificate from the Chief Medical Officer concerned of the Constituent Unit of DAE or its PSUs (available to the employees working in AEC Schools at OSCOM, Jaduguda, Narwapahar and Turamdih).

4. Applications in the prescribed format received through Heads of AEC Schools/Section Heads of Central Office, AEES on or before 24/06/2024 against this Circular alone will be placed before the "Committee on Request Transfers" for its recommendations. The said Committee, before giving its recommendations will examine all the request transfer applications with (i) the guidelines/criteria being approved by AEES, and (ii) the number of vacancies available in various categories/subjects at a particular centre.

5. All Heads of AEC Schools and Junior Colleges/Section Heads of Central Office, AEES are requested to advise the employees that the request transfer applications if any, forwarded by them earlier to Central Office, AEES (directly or through proper channel) will not be placed before the "Committee on Request Transfers". All such employees be advised to submit their duly filled in application once again in response to this circular through proper channel by enclosing all requisite supporting documents.


6. If a Transfer Order is issued against an application for transfer on request and the Order is declined by the applicant, on any ground whatsoever, then the employee concerned is required to bear the financial loss that would be incurred by the AEC School concerned for availing any services on ad-hoc/contract basis against his/her vacancy. In addition, he/she may be disqualified for a period of additional 3 years for transfer on request.

7. The application should be submitted by the employees on or before 24/06/2024 in response to this Circular. The application needs to be verified by respective Head of AEC School and Junior College/AAO(E&L), AEES with the service book of individual concerned, and be forwarded to Assistant Administrative Officer (R&V), AEES with specific remarks. Further, the required information pertaining to personal details of all employees of each school (teaching and non-teaching) as specified in Annexure A to this Circular in respect of all the employees (teaching and non-teaching) of every school also be furnished with the enclosures even if no staff member is willing to apply for request transfer against this Circular. The employees should opt only for three (03) places to consider their request transfer. Applications received with more than three (03) centres failing which it will be summarily rejected. Any specific choice of school at a particular centre will not be available as an option.

8. No Transfer TA and Joining Time will be allowed to the employees transferred on "Request Transfer". Contents of this Circular be brought to the notice of all the employees.

9. AEES reserves the right to transfer an employee at any time to any centre, irrespective of any submission of request transfer application, if felt necessary.

Encl.: 1. Request Transfer Form.
2. Annexure 'A'.


(Meena H Hingorani)
Chief Administrative Officer

All Heads of AEC Schools/Junior Colleges
All Section Heads of Central Office, AEEES

Copy to :

1. All Chairmen, LMCs, AECS/JC
2. Principal & Head, Academic Unit, AEES
3. General Secretary, ACTSWA

ATOMIC ENERGY EDUCATION SOCIETY
Central Office, Anushaktinagar, MUMBAI - 400 094

APPLICATION FOR REQUEST TRANSFER - 2024-25

Last Date of Submission: _____

A) EMPID No. Place of work: AECS/JC No. /CO:

i) **Name:** Shri /Smt. /Kum.

ii) **Designation with subject :**

Date of Apptt. to present post:

iii) **Date of Birth:**

Age: _____ yrs. _____ months _____

iv) **Date of Posting at present centre:**

v) **Date of Initial Appointment & Post:** _____

vi) **School in which appointed initially:**

AECS

vii) **Phone no. with STD code:**

Mobile

viii) **e-mail:** _____

B) Details of Spouse:

Name

Whether employed: **YES/NO**

If yes, Department :

AEES

DAE

Central Govt.

State Govt.

Others

Designation

EMPID No.

Office Address: _____

Place of Stay : _____ **Nature of Job :** Transferable / Non Transferable

C) Reason(s) for present request for transfer: (attach separate sheet if required)

• **Preference of Centre:**

- (1) _____
(2) _____
(3) _____

- Employees are requested to opt only 3 (three) choice place of postings. If any staff member opts for more than three centres, his/her application for request transfer will be summarily rejected.

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D) Details of Dependants:

Sr. No.	Name	Age (Yrs.)	Class in which studying	CHSS No.	Staying with self / Spouse

E) Details of previous transfers (if any):

Sr. No.	From		To		Date of Joining	Reason for transfer
	Post	Place	Post	Place		Request / Admn / On promotion

Date : _____

(Signature of employee)

Principal's remarks (Please be specific):

Date: _____

(Signature of Principal)

Agreed/Not Agreed

Specific remarks, if any

Chairman
Local Management Committee

=====

For Office Use:

Date of Receipt : _____ Data entry made on : _____

