

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

**Guidelines for administrative transfer of surplus employees of AEES**

1.	AEES shall have the sole discretion w.r.t. administrative transfer of surplus employees not withstanding to any conditions.
2.	Number of employees becoming surplus in a cadre/subject/field at different centres/schools will be worked out by AEES for each academic year based on the existing staff workload calculation.
3.	In multi-school centre, identifying a surplus employee will be carried out from among all employees of same cadre/post of same discipline/subject/field of the said centre.
4.	Identifying the surplus employee(s) in a cadre/subject/field in each centre/schools and to transfer to another centre where a vacancy exists in the said cadre/subject/field may be decided keeping in view the enclosed parameters. The employee whoever is scoring comparatively more points on the said parameters will be recommended for administrative transfer.
5.	If the number of surplus posts are more than one in a particular cadre/subject/field at different centres and the available vacancies at various centres in the said cadre/subject/field are more than identified surplus posts or equal to the number, the employees of the said cadre/subject/field of that centre(s) where surplus employees are identified, they will be asked to give their preference of their place of posting within the centre where vacancies are available. If the demand for a specific centre in a particular cadre/subject is more than one, the senior most employee by age will be considered for that particular vacant post(s).
6.	In case of a tie among the identified surplus employees, the senior most employee by age among such identified employees will be considered for administrative transfer.
7.	If there is only one employee in a particular cadre/post of any subject/field in the school/ centre/Central Office and the said employee is found to be surplus, his/her case will be recommended for administrative transfer without taking into account the enclosed parameters.

SL. No	Parameters for recommending the administrative transfer of surplus employee	Maximum Points to be considered
1	<p>Number of years the employee is working in the present centre irrespective of cadre/post/field: For each completed year as on 31<sup>st</sup> March<sup>@</sup> of the year in which transfer is anticipated</p> <p>i. Rural Centre ..... 1.5 points per completed year ii. Urban Centre ..... 3.0 Points per completed year</p>	30 points
2	<p>Number of times the employee has been transferring on Administrative grounds:</p> <p>i. Twice or more ..... 0 point ii. Once ..... 3 Points iii. No transfer .....10 points</p>	10 points
3	<p>Present place of posting of the spouse, if working in the same station where the employee is presently working: <u>Spouse is working in</u></p> <p>i. AEES ..... 0 point ii. DAE units and Its PSU, autonomous bodies ..... 1 point iii. Central Govt./PSUs/ State Govt. .... 5 points iv. Private/Not working ..... 15 points</p>	15 points
4	<p>If the child is in Class X/XII in the year<sup>@</sup> in which the transfer is anticipated</p> <p>Child studying in ..... Points</p> <p>i. Class X/XII ..... 0 point ii. No such commitment ..... 10 points</p>	10 points
5	<p>No of years remaining for superannuation from 31<sup>st</sup> March<sup>@</sup> of the year in which transfer is anticipated:</p> <p>Remaining Service ..... Points</p> <p>i. Less than three years ..... 0 points ii. More than three but less than five years ..... 5 points iii. Five years or more ..... 15 points</p>	15 points
6	<p>Medical cases: List of Ailment those will be considered for award of points,</p> <p>a) Cancer b) Paralytic Stroke c) Renal failure d) Coronary Artery Disease ** e) Thalassemia major f) Parkinson' Disease g) Motor Neuron Disease h) AIDS i) Any other ailment of severe/serious nature (to be recommended by the committee)</p> <p>i. Above said ailments(for self) ..... 0 point ii. Death of any family member# ..... 3 points iii. Above said chronic diseases(for spouse/dependent) ..... 5 points iv. None of the above ..... 10 points</p>	10 points

	<p># Incident of death of spouse/own son/own daughter, if occurred in the immediate preceding two years (as on March 31<sup>st</sup>@ of the year in which transfer is anticipated)</p> <p>* <b>Dependent shall be a member of CHSS.</b> In the centres where CHSS facility is not available, the employee has to produce all documents of the dependent fulfilling the criteria stipulated by CHSS for extending the CHSS facility.</p> <p>** The cases involving surgery approved by CHSS to correct, narrowing or blockage of one or more coronary arteries or valve replacements/ reconstructions shall be considered upto 3 years from the actual date of surgery and the points will be considered accordingly.</p> <p>Cases involving non-surgical techniques/ Angioplasty will be considered for a period of one year from the date of procedures and the points will be considered accordingly.</p> <p>Note (i): For claiming points, submission of latest valid medical certificate issued by CHSS Medical Officer/ Head of the Medical Division/ Medical Superintendent of DAE/DAE unit(s) is compulsory.</p>											
7	<p><b>APAR grading of last 5 years^</b></p> <table border="0"> <thead> <tr> <th>APAR Grading</th> <th>Point per year</th> </tr> </thead> <tbody> <tr> <td>i. Outstanding</td> <td>0.0 per year</td> </tr> <tr> <td>ii. Very Good</td> <td>1.0 per year</td> </tr> <tr> <td>iii. Good</td> <td>1.5 per year</td> </tr> <tr> <td>iv. Less than good</td> <td>2.0 per year</td> </tr> </tbody> </table> <p>^ e.g. for administrative transfer for the year 2022-23, the APAR grading from 2016-17 to 2020-21 will be considered</p>	APAR Grading	Point per year	i. Outstanding	0.0 per year	ii. Very Good	1.0 per year	iii. Good	1.5 per year	iv. Less than good	2.0 per year	10 points
APAR Grading	Point per year											
i. Outstanding	0.0 per year											
ii. Very Good	1.0 per year											
iii. Good	1.5 per year											
iv. Less than good	2.0 per year											

Note: @ e.g. for the year 2022-23, the cut-off date shall be 31/03/2022