

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

**GUIDELINES FOR CONSIDERATION OF TRANSFER ON REQUEST**

Request transfer of staff members of AEES will be considered once in a year based on the following considerations and the evaluated points.	
1)	Request transfer cannot be claimed as a matter of right by any staff member of AEES.
2)	Application for the request transfer shall be invited against AEES circular on yearly basis (Academic Year). Applicants should not apply for request transfer in the middle of the year or after the due date as specified in AEES circular. An employee will be allowed to select maximum 3 centres in the order of preference of posting of his/her choice and points will be evaluated w.r.t. each of the centre opted by the employee.
3)	Request transfer application of staff members working in AECS/JC are required to be forwarded to Central Office, AEES through Head of AECS/JC with the specific recommendations of Chairman, LMC on each and every application. The application of staff members of Central Office, AEES shall be forwarded through CAO, AEES with his/her recommendations. In case Chairman, LMC of any specific centre does not recommend the request transfer application of any staff member, it will be reviewed by the competent authority in AEES based on the recommendations of the committee being constituted for considering the request transfer applications.
4)	Request transfer of a staff member would be considered subject to availability of a clear vacancy in the same subject/subject combination of the same cadre in the centres opted by him/her. Request transfer shall not lead to creation of new vacancy i.e. vacancy should not be shifted due to request transfer. Engaging of teacher on contract basis will not be considered as filling up of vacancy.
5)	Request transfer from one centre to another centre will only be considered by Central Office, AEES. Transfers within a centre will be decided by the local authority. Application for request transfer for change of school within the centre will not be entertained by Central Office, AEES. These cases may be decided at respective centre by Chairman, LMC.
6)	Applicants against whom disciplinary proceedings are initiated/ pending will not be considered for request transfer.
7)	In general, applications for mutual transfer will not be entertained. Such applications will be considered as individual applications for request transfer and will be evaluated based on merit of individual application.
8)	a) In the normal course following applicants will not be considered for request transfer even though they can apply for it :- i. applicants scoring below 20 points but not falling under a(ii), a(iii) or a(iv) ii. applicants who have not completed a minimum of 3 years of service in AEES even though they scored more than 20 points

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	<p>iii. Applicants who have not completed 3 years in their present centre where they have posted on other than request transfer even though they scored more than 20 points</p> <p>iv. Applicants who have not completed 5 years in their present centre where they have posted on request transfer even though they scored more than 20 points</p> <p>b) However, before taking up posting of employees on promotion and during new recruitment by AEES, the above cases indicated in 8(a) will be considered for request transfer with the following order of priority after considering the applications those are fulfilling all the requirements of request transfer :-</p> <p>i. applicants scoring below 20 points[but not falling under a(ii), a(iii) or a(iv)] in the order of merit of points</p> <p>ii. applicants who have not completed a minimum of 3 years of service in AEES in the order of merit of points</p> <p>iii. Applicants who have not completed 3 years in their present centre (where they have been posted on other than request transfer)in the order of merit of points</p> <p>iv. Applicants who have not completed 5 years in their present centre (where they have been posted on request transfer) in the order of merit of points. These cases will only be considered during new recruitment.</p> <p>c) Service duration referred above will be calculated w.r.t. 31<sup>st</sup> March of the year for which request transfer application may be considered.</p>
9)	In case of tie in total points scored by applicants, senior most applicant will be preferred.
10)	Transfer on request would be implemented anytime during the same academic session.
11)	Staff members are not entitled for transfer TA and joining time on their request transfer.
12)	After issue of the transfer order, if any staff member requests AEES for cancellation of the transfer order, the staff member 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.
13)	AEES shall have sole discretion w.r.t. request transfer notwithstanding to any of the aforesaid conditions.

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**14. PARAMETERS FOR EVALUATING POINTS FOR REQUEST TRANSFER**

Sl. No.	Parameters	Particulars	Points awarded	Maximum points
14.1	Both Wife and Husband are employed and are staying separately	<b>a) <u>AEES</u></b> When applicant and his/her spouse both are working in AEES: i) First 3 year from the Date of joining of the applicant or his/her spouse whoever joined AEES later /date since they are posted at 2 different centres in AEES whichever is later prior to 31 <sup>st</sup> March of the year for which request transfer application being sought	NIL	30 points
		ii) Fourth year onwards	3 per year	
		<b>b) <u>DAE, DAE units, allied units of DAE other than AEES</u></b> When applicant is working in AEES and his/her spouse working in DAE, DAE units, allied units of DAE other than AEES: i) First 3 year from the Date of joining of the applicant or his/her spouse whoever joined later /date since they are posted at 2 different locations of DAE whichever is later prior to 31 <sup>st</sup> March of the year for which request transfer application being sought	NIL	
		ii) Fourth year onwards	1 per year	
		<b>c) <u>State or Central Govt. Unit/PSU and Autonomous bodies of State or Central Govt. other than DAE</u></b> When applicant is working in AEES and his/her spouse working in Govt. sector other than DAE: i) First 3 year from the Date of joining of the applicant or his/her spouse whoever joined later /date since they are posted at 2 different centres in AEES whichever is later prior to 31 <sup>st</sup> March of the year for which request transfer application being sought	NIL	
		ii) Fourth year onwards	0.5 per year	
14.2	Applicant or his/her spouse or dependent*, if any, staying with the employee and suffering from ailment indicated in "Particular" column for which the required medical facility is not available at the present place of posting and the employee applies for a transfer.	List of Ailment those will be considered for award of points, 1. Cancer 2. Paralytic Stroke 3. Renal failure 4. Coronary Artery Disease ** 5. Thalassemia major 6. Parkinson' Disease 7. Motor Neuron Disease 8. AIDS 9. Any other ailment of severe/serious nature (to be recommended by the committee)		20 points

*(Handwritten signature)*

		<b>For Employee/ Spouse/ Children/ Dependent (other than parent/in-laws):</b>		
		Self	20	
		Spouse	15	
		Children (natural and adopted)	10	
		Dependent	05	
		<b>For Dependent parents/in-laws:</b>		
		Above 60 years	10 per case	
		Below 60 years	05 per case	
		<b>For Death of Family Person (DFP):</b>		
		Incident of death of spouse/own son/own daughter, if occurred in last two years (as on March 31st of the year of request transfer	20	
		<p><b>* Dependent shall be 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 adopted by CHSS for extending the CHSS facility.</p> <p><b>** 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 employee shall be entitled for the points during this period.</b></p> <p>Cases involving non-surgical techniques/ Angioplasty will be considered for a period of one year from the date of procedures and the eligible employees shall be entitled for points during this period.</p> <p>Note:</p> <p>(i): For claiming points, valid medical certificate issued by CHSS Medical Officer/ Head of the medical division/ Medical Superintendent of DAE/DAE unit is compulsory to be attached.</p> <p>(ii): If husband and wife are employees of AEES and both of them request for transfer on same grounds for a particular place, points on these grounds can be earned by either of them.</p>		
14.3	Active Stay at station as on 31st March of the year for which request transfer application being sought. Period of all types of continuous regular leave/absence of more than 30 days shall not be counted.	(i) First 3 years of posting in existing centre	NIL	15 points
		(ii) After completion of three years, for each completed year, if request transfer asked for		
		Rural to Urban	1 per year	
		Urban to Urban	2 per year	
		Rural to Rural	3 per year	
		Urban to Rural	5 per year	
14.4	Number of Administrative transfers to outstations	1 time	1	10 Points
		2 times	2	
		3 times	4	
		4 times	6	
		5 times	8	
		More than 5 times	10	

14.5	Service of the employee left till superannuation	<b>NEAR TO SUPERANNUATION (No. of years left)</b>		15 points
		Less than or equal to 1 year	15	
		Less than or equal to 2 years	12	
		Less than or equal to 3 years	10	
		Less than or equal to 4 years	8	
	Less than or equal to 5 years	5		
14.6	APAR grading for the last five years (upto 2 academic years prior to the year of transfer request*)	<b>APAR grading</b>		10 points
		Less than 6	0.0 per year	
		From 6 to Less than 7	1.0 per year	
		From 7 to Less than 9	1.5 per year	
		From 9 to 10	2.0 per year	
* e.g. for request transfer for the year 2022-23 the APAR grading from 2016-17 to 2020-21 will be considered).				

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