

# ATOMIC ENERGY EDUCATION SOCIETY (REGD.)

(An Autonomous Body under Department of Atomic Energy, Govt. of India)  
Central Office, Western Sector,  
Anushaktinagar, Mumbai-400 094

Ref.: AEES/P&C/Req.Trf.(2019-20)/2018/ C.437

November 8, 2018

## C I R C U L A R

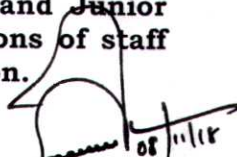
### **Sub: Transfer of AEES staff members on the basis of personal request for the Academic Year 2019-20.**

Like in the previous years, applications are invited afresh for the "Request Transfer" from the interested staff members (both teaching and non-teaching) who have completed/will be completing minimum three years of continuous service as on 31/03/2019 at a particular centre in the present grade, for consideration during the academic year 2019-20.

2. Duly filled in application in the enclosed format should be submitted by the interested staff members to this office along with all the requisite supporting documents through proper channel **on or before 15/12/2018**. **Staff members 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). Staff members working in those centres where CHSS facility is not available, they should obtain the required medical certificate from the concerned Chief Medical Officer of the Constituent Unit of DAE or its PSUs (available to the staff members working in AEC Schools at OSCOM, Jaduguda, Narwapahar and Turamdih).**

3. Applications in the prescribed format received through Heads of AEC Schools **on or before 25/12/2018** 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.

4. All Heads of AEC Schools and Junior Colleges are requested to advise the staff members that the request transfer applications if any, forwarded by them earlier to this (directly or through proper channel) will not be placed before the "Committee on Request Transfers". All such staff members 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. **Heads of AEC Schools and Junior Colleges are informed not to forward the request transfer applications of staff members to Central Office, AEES in the middle of the academic session.**

  
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5. The duly filled in applications submitted by staff members on or before 15/12/2018 in response to this circular be verified by respective Head of AEC School/Junior College with the service book of individual concerned, and be forwarded to this office latest by 25/12/2018 with specific remarks. **Further, the required information pertaining to personal details of all staff members of each school (teaching and non-teaching) as specified in Annexure A to this letter in respect of all the staff members (teaching and non-teaching) of every school also be furnished with the enclosures even no staff member is willing to apply for request transfer against this circular. It may be informed to the staff members that they should opt only three (03) places to consider their request transfer. Applications received with more than three (03) options will be summarily rejected.**

6. No Transfer TA and Joining Time will be allowed to the staff members transferred under "Request Transfer". Contents of this circular be brought to the notice of all the staff members working under each Head of AEC School and Junior College, and the dated acknowledgement obtained thereon from members be forwarded to this for record.

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



(G. S. R. K. V. SARMA)  
Chief Administrative Officer

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



Application No. (To be given by Central Office): \_\_\_\_\_

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

**APPLICATION FOR REQUEST TRANSFER - 2019-2020**

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:**
- vii) **Phone no. with STD code:**  **Mobile**
- viii) **e-mail:** \_\_\_\_\_

**B) Details of Spouse:**

**Name**  Whether employed: **YES/NO**

**If yes, Department :**

**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 Centres:** (i) \_\_\_\_\_  
(ii) \_\_\_\_\_ (iii) \_\_\_\_\_

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

**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)**

For Office Use:

Date of Receipt : \_\_\_\_\_ Data entry made on : \_\_\_\_\_

