

परमाणु ऊर्जा शिक्षण संस्था (पंजीकृत)
ATOMIC ENERGY EDUCATION SOCIETY (Regd.)

अणुशक्तिनगर, मुंबई - 400 094
Anushaktinagar, Mumbai - 400 094



संस्था का ज्ञापन पत्र
तथा
नियमावली
(18-06-2025 तक अद्यतन बनाया गया)

MEMORANDUM OF ASSOCIATION
&
BYE-LAWS
(Updated as on 18-06-2025)

- मुंबई पब्लिक ट्रस्ट अधिनियम 1950 के अंतर्गत कल्याणकारी संस्था के रूप में दिनांक 31/12/1969 को पंजीकृत-पंजीकरण संख्या एफ1854 (मुंबई)।
- Registration No. F 1854 (Bombay) dated 31/12/1969 as Charitable Institution under the Bombay Public Trust Act, 1950.
- रजिस्ट्रेशन ऑफ सोसाइटी एक्ट 1860 के अंतर्गत "सोसाइटी" के रूप में दिनांक 21/02/1969 को पंजीकृत-पंजीकरण संख्या मुंबई 23/69।
- Registration No. Bombay 23/69 dated 21/02/1969 as a "Society" under the Registration of Societies Act, 1860.

Shankar K. Lahiri

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ATOMIC ENERGY EDUCATION SOCIETY

INTRODUCTION

The Atomic Energy Education Society was setup to provide quality education to the children of the employees of the Department of Atomic Energy and its constituent units. From a modest beginning in the year 1969 with one school in Anushaktinagar, Mumbai, AEES has grown steadily, and presently administers 30 schools and junior colleges at 15 locations all over the country. It has grown into a dynamic organization managed by dedicated staff members, who are entrusted with the responsibility of nurturing students. AEES also extends its services to the broader community through Right to Education (RTE) and Societal Enrichment and Education Program (SEEP), thereby supporting students from underprivileged backgrounds.

तत् त्वं पूषण अपावृणु' - 'Let education illuminate our path to truth and virtue' is the guiding principle of the Atomic Energy Education Society, inspiring our institution's mission and vision. The watchword of the AEES is excellence - a quality that has become all pervasive and central to each of its activities and strategies, both academic and administrative. Vast changes were brought about in the system of education not only to make it more responsive to the needs of the children of today but also realize the institution's dream of providing holistic education.

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ATOMIC ENERGY EDUCATION SOCIETY

BYE-LAWS

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BYE LAWS OF AEES
CHAPTER - I
GENERAL

1. Short Title and Commencement

- 1.1 These Bye Laws and statues shall be called "Bye-Laws of the Atomic Energy Education Society (AEES) (hereinafter referred to as "Society". These shall come into effect from 18-06-2025.
- 1.2 These Bye-laws may be read in conjunction with the Rules and Regulations of the Atomic Energy Education Society.

2. Name and Address of the Society

The name of the aided institute shall be "Atomic Energy Education Society" hereinafter called "Society". The registered office of the Atomic Energy Education Society shall be at Central Office, Western Sector, AECS-6 Building, Anushaktinagar, Mumbai – 400 094; Website: www.aees.gov.in.

3. Definitions and Interpretation

In these Bye-laws, the following words and abbreviations shall have the meanings given against them, unless the context signifies otherwise:

- (a) "Act" means the Atomic Energy Act 1962
- (b) "Administrative Department" means Department of Atomic Energy, Government of India
- (c) "Finance Committee" means the Finance Committee of the Society as constituted by the Governing Council.
- (d) "Council/Governing Council/GC" means the Governing Council of the Atomic Energy Education Society.
- (e) "Building and Works Committee" means Building and Works Committee of the Society as constituted by the Governing Council.
- (f) "Bye-Laws" means Bye-Laws of the Society
- (g) "Chairman" means the Chairman of the Governing Council of AEES.
- (h) "Chairman, AEES" means Chairman of the Atomic Energy Education Society (AEES) as appointed by Secretary, DAE.
- (i) "Secretary" means the Secretary of the Atomic Energy Education Society who is concurrently the Member Secretary of Governing Council of AEES, nominated by Chairman of the Atomic Energy Education Society with the approval of Secretary, DAE.
- (j) Centre means a station in which one or more number of AEES institutions are located in geographical proximity.
- (k) "Central Government / Government" means the Government of India represented by the Department of Atomic Energy.
- (l) "Competent Authority" means the authority indicated for various purposes in these Rules or any other Rules applicable or in force in the Society or any such orders of the Government/DAE issued for its Autonomous Bodies/Institutions;
- (m) "Commission" means Atomic Energy Commission (AEC)
- (n) "Co-Chairman" means the Co-Chairman of the Governing Council of AEES, who is Chairman, AEES.
- (o) "Department" means Department of Atomic Energy, Government of India hereinafter also referred as "DAE"

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- (p) Finance Adviser means Treasurer, AEES appointed by DAE from amongst IFAs/JC(FA)s of any unit of the DAE.
- (q) "Society" means the Atomic Energy Education Society (AEES) registered under the Registration of Society's Act, 1860 and registered as a charitable institution under Bombay Public Trust Act, 1950.
- (r) "CAO" means Chief Administrative Officer of the Society
- (s) "State Government" means "Government of Maharashtra", the state where AEES's Registered Office is situated.
- (t) "Trustee" means Chairman, Secretary and Treasurer of the Society since it is a charitable institution registered under the Bombay Public Trust Act, 1950.
- (u) "LMC" means Local Management Committee

4. Aims and Objectives

The AIMS AND OBJECTIVES of the AEES shall be:-

- (i) To establish and run educational Institutions such as schools, junior colleges etc., to educate the children of the employees of the constituent and aided units of DAE, from Balvatika to standard XII and to impart vocational education through the media of instruction adopted by the society from time to time.
- (ii) To academically and financially assist special schools through charitable organisations for the differently abled children of the employees of the constituent and aided units of DAE.
- (iii) (a) to develop it's schools and junior colleges as "Centres of Excellence" in the context of national goals of education
- (b) to initiate and provide experimentation in education in collaboration with other expert bodies like KVS, CBSE, NCERT etc.
- (c) to promote national integration
- (d) to promote or engage in any other activities in the attainment of the above objectives.

5. Vesting of the Property of the Society (AEES)

- (a) All buildings, lands, machinery, equipment, plans and instruments (laboratory workshop or otherwise), books and journals, furniture, furnishings and fixtures of the society belong to the Department of Atomic Energy.
- (b) All properties, funds or assets as are provided by the Central Government or any other Government bodies, or gifted or bequeathed to the Society, shall, subject to the Rules and Bye-laws, be vested in the Governing Council of the Society.
- (c) If the Society is wound up, the DAE will decide the further course of action.

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CHAPTER – II

CONSTITUTION OF GOVERNING COUNCIL, ITS MEETING AND PROCEDURE

6. Governing Council

Subject to the Rules and Bye-Laws, the administration, management and direction of the affairs of the Society shall vest in GOVERNING COUNCIL, hereinafter called 'THE COUNCIL'. The Department of Atomic Energy shall constitute the Governing Council.

- 6.1 The Composition of the Governing Council shall be as under:
- (i) Secretary, DAE shall be the Chairman of the Council.
 - (ii) Chairman, AEES shall be the Co-Chairman of the Council.
 - (iii) Representative(s) from the Constituent Units/PSUs/AIs of DAE
 - (iv) Expert from the relevant field of the Institute/ Academicians of repute to be nominated by the Department of Atomic Energy.
 - (v) Joint Secretary of the Department dealing with the Society
 - (vi) Joint Secretary (Finance) of the Department
 - (vii) Treasurer of the Society.
 - (viii) Secretary of the Society shall be the Member Secretary

At no time more than fifteen persons shall be the core members of the society.

Every person shall, on being enrolled as a member, pay an admission fee of Re.1/-.

- 6.2 Secretary, DAE shall be ex-officio Chairman of the Council.

- 6.3 The Governing Council shall be a permanent body consisting of ex-officio members and nominated members. The ex-officio members are permanent members of the Governing Council whereas the tenure of the nominated members is generally of three years which can be extended for one more term of three years. They are eligible for re-nomination for another term i.e., one member can be allowed maximum of two terms (except trustees and ex-officio members). The tenure of the Members shall be co-terminus with the service in their respective organisation or as specified by the Department.

- 6.4 In addition to core members as at para 6.1 above, Chairmen, LMCs of all centres may be invited to attend meeting as invitees.

- 6.5 Whenever any vacancy arises in nominated membership of the Society, the Governing Council shall recommend to the Department of Atomic Energy, the name of a suitable eligible person to fill the said vacancy. He/she shall become the core member when the approval is accorded by the Department.

7. Meeting of the Governing Council

- 7.1 The meetings of Council shall be convened not less than two times every year by the Secretary, AEES at a date and time as may be fixed by him/her in consultation with the Chairman, GC. For the purpose of this rule, each year shall be deemed to commence on the first day of January and terminate on the 31st day of December of the same year i.e., calendar year. Meetings of the Council shall be held at the Society, Central Office unless the Chairman otherwise directs.

- 7.2 A special meeting of the Council may be called at any other time by the Chairman, either on his own initiative or at the request of not less than four members of the Council.

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- 7.3 The Annual General Meeting of the Society shall ordinarily be held within six months of the close of the Academic year.
- 7.4 If the Chairman of the Governing Council is absent, Co-Chairman of the Governing Council shall be the Chairman of the meeting.
- 7.5 The business to be transacted at an Annual General Meeting shall be:
 - (i) To approve the minutes of the previous meeting;
 - (ii) To receive, consider and pass the Governing Council's report on the working of the Society and audited statement of accounts for the previous year;
 - (iii) To review whether the aims and objectives of the Society have been achieved as intended and planning for the ensuing academic year.
 - (iv) To consider any other matter that is mentioned in the agenda of the meeting.

8. Procedure of Meeting of the Governing Council

- 8.1 For any meeting of the Council, at least fifteen days' notice shall be given to the members. Agenda shall be circulated along with the notice for the meeting. Non receipt of notice of any meeting of the Council by any member shall not, however, invalidate the proceedings of the meeting.
- 8.2 A notice indicating the date, time and place of every meeting, shall be sent by the Member Secretary of the Council in writing to the Members. However, the Chairman may call a special meeting of the Council at a short notice to consider urgent special issues.
- 8.3 The notices may be delivered either by hand or sent by registered post/speed post at the address of each member as recorded in the records of the office of the Council or by e-mail and if so sent shall be deemed to be day delivered at the time at which notice would be delivered in the ordinary course of post.
- 8.4 Notices of motions for inclusion of any item on the agenda must reach Member Secretary of the Council at least one week before the meeting. The Chairman may permit inclusion of any item for which due notice was not served.

9. Chairman of the Meeting

The Chairman of the Council shall preside over all meetings of the Council. In the absence of the Chairman, Co-Chairman shall preside over the meeting and he/she shall exercise all the rights and privileges of the Chairman for that meeting.

10. Quorum and Procedure

- 10.1 Number of members including Chairman to form the quorum at any meeting of Council shall be 50% of the total strength of members in the Council. Vacant positions in the Council shall be excluded while determining the quorum.
- 10.2 All matters considered at the meeting of the Council shall be decided by consensus among all Members. In case of difference of opinion among the members, the opinion of the majority shall prevail.

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- 10.3 Each member of the Council, including the Chairman, shall have one vote, and if there be a tie on any question to be determined by the Council, the Chairman shall, in addition, have power to exercise a casting vote.
- 10.4 The decision of the Chairman shall be final with regard to all questions regarding the procedure for the conduct of the meeting.
- 10.5 If a Member of the Council (except official/ representatives of DAE, State Government and nominees of the trustees, if any) fails to attend three consecutive meetings without leave of absence from the council, he/she shall cease to be a Member of the Council.
- 10.6 If Joint Secretary of the Department dealing with the Society or Joint Secretary (Finance) is unable to attend the meeting, they may be represented by their representative(s)/ nominee(s) who should not be below the rank of Director/Dy. Secretary. In this case, the representative/ nominee shall have full authorization and shall be treated as deemed Members for the particular Council meeting and shall be part of quorum.

11. **Adjourned Meeting**

If there is no quorum at the expiry of fifteen minutes after the time fixed for a meeting, the meeting shall be adjourned and may be held on the same day after a gap of 30 minutes as the Chairman may determine. No quorum shall be necessary for a meeting adjourned for want of a quorum.

12. **Minutes of the Meeting**

- 12.1 The Secretary, AEES who will act as the Member Secretary shall keep the minutes of the meetings of the Council and send a copy of the minutes of every such meeting to the members as early as possible.
- 12.2 The minutes along with the amendments, if any shall be placed for confirmation at the next meeting of the Council. After the Minutes are confirmed and signed by the Chairman, they shall be recorded in the minutes book, which shall be kept open for inspection of the members of the Council at all times.

13. **Business by Circulation**

Any business of the Society to be performed by the Council, except such as may be placed before the meetings of the Council, may be carried out by circulation among all its members and any resolution, so circulated and approved by a majority of the members who have signified their approval, or disapproval of such resolution, shall be as effective and binding as if such resolution had been passed at a meeting of the Council. The resolution as approved by the Governing Council should be reported at the next meeting of the Governing Council as an information item.

14. **Vacancy**

When a vacancy occurs in the office of a nominated member of the Council, through death, resignation or any other reason, such vacancy shall be filled by the authority which appointed such a member. The member so nominated to fill such a casual vacancy, shall hold office for the remainder of the term of the member in whose place he/she has been nominated.

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No action or resolution of the Council shall be invalid by reason of any vacancy in the membership of the Council or defect in the appointment of a person acting as a Member.

15. Committee of the Council

The Council may appoint committees from amongst its own members or the staff of Society and may assign to such committees such powers and duties as are in accordance with the bye laws and rules/sub-rules.

16. Authentication of Orders and decision of the Council

All the orders and decisions of the Council shall be authenticated by the signature of the Member Secretary or any other person authorized by the Council in its behalf.

17. Disqualification

A Member of the Council including the Chairman shall be disqualified to be a Member only on the ground of

- (a) Mental Infirmary
- (b) Criminal conviction by a Court of law
- (c) Insolvency
- (d) Resignation
- (e) Retirement
- (f) Death

CHAPTER – III

POWERS OF THE COUNCIL & OTHER OFFICIALS

18. A. General Powers of the Council

Subject to various orders issued by the Government of India/Department, administration and management of the Society shall be under the supervision of the Council. The Council shall have the power to:-

- (i) Exercise the Financial Powers as per the DAE (Exercise of Financial Power) Rules, 2004 applicable to the Aided Autonomous Institutions under DAE as amended from time to time.
- (ii) Make Rules/Sub-Rules specific to the mandate of the Society and decide the duties of various functionaries of the Society
- (iii) Frame and revise rules for the governance of the Society
- (iv) Approve the Annual Report and Annual Audited Statement of Accounts within six months of the end of each financial year.
- (v) The Society shall follow rules related to establishment, pay, pension, conduct and disciplinary proceedings etc. for the employees of the Society insofar as they are explicitly made applicable to the Grant-in-aid institutions by the DAE/Nodal Ministries. Conduct Rules to be observed by AEES teachers/ staff is framed in line with CCS (Conduct) Rules, 1964.
- (vi) Decide the intake of the number of students commensurate with the mandate of the Society.
- (vii) Consider the recommendations of such Advisory/Expert Committee and acceptance or otherwise of such recommendations.

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- (viii) Promote the mandate of the Society and decide the date of commencement and duration of the academic year of the School/JC.
- (ix) Frame Recruitment Rules, Promotion Policy, pay structure and cadre structure below the level of the Secretary of the Society for both teaching and non-teaching employees which shall by and large not be higher than those applicable to similar categories of Central Government employees and in consonance with the provisions of GFR and such other rules.
- (x) Consider all cases of promotion and grant promotion to all employees, as per the promotion policy of the Society subject to following the relevant procedures/ norms.
- (xi) Execution of contracts and other instruments on behalf of the Society, conduct and defence of legal proceedings and the manner of signing pleadings. The Council may re-delegate these powers to such other officers as considered necessary.
- (xii) Appointment of members to the Finance / Standing Committee and any other committee
- (xiii) Appointment of Statutory Auditors and Retainers and fixing their remuneration.
- (xiv) Delegate its powers to the Chairman, Secretary, Treasurer of the Society, Members of Council, Local Management Committees and other Administrative Heads in the Society as detailed in the "Delegation of Administrative and Financial Power" of the Society issued by the competent authority from time to time.
- (xv) Compromise and settle or contest either in a Court of Law or by Arbitration any suit, debt, liability or claim by or against the Society
- (xvi) Administer the funds and properties of the Society placed at the disposal of the Society. No immovable property of the Society can be disposed off without prior approval of the DAE.
- (xvii) Management of investment under Employees Provident Fund account which is invested in various categories prescribed by Ministry of Finance from time to time.
- (xix) To incur any expenditure for the maintenance of the properties and premises belonging to or placed at the disposal of the society, for the day-to-day management and for the conduct of the various functions of the Society;
- (xx) To consider any proposal from LMCs which has not been listed in the Bye-Laws and which may require funds/incurrence of expenditure.
- (xxi) To erect, acquire lease or hire properties movable or immovable and buildings and to maintain them by necessary repairs, alterations, etc;
- (xxii) To authorise any of its members jointly or severally to carry out such of its duties and functions as it may decide;
- (xxiii) To present the annual statement of accounts and the annual report on the working the Society;
- (xxiv) To appoint any special committees for any specific purposes.
- (xxv) To fix meetings of the Governing Council.
- (xxvi) Generally, do such other things as are incidental or conducive to the achievement of the objects of the Society.

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B. Duties of Office-Bearers of Society

(i) Chairman, AEES

Chairman, AEES shall be the head of the Society.

It shall be the duty of the Chairman, AEES to preside over all the meetings (other than meeting of the Governing Council) and to recommends their deliberations by his/her advice. He/she shall carryout all other functions as indicated in the bye-laws and as directed by the Council.

(ii) Secretary, AEES

The Secretary shall

- (a) Convene the statutory meetings of Governing Council and other meetings when fixed;
- (b) Send notices of such meeting to the persons concerned, prepare and keep a correct record of the minutes of all meetings of the Governing Council;
- (c) Attend to such other business as indicated in Bye-Laws and as may be entrusted to him by the Chairman/Governing Council.
- (d) Carry on all correspondence of the Society.
- (e) Receive communication addressed to the Society and place important matters arising therefrom before the Governing Council.

(iii) Treasurer, AEES

The Treasurer shall be responsible for monitoring of all finance and accounts activities of the Society. He/she shall advise, through Chairman, AEES, to the Governing Council in these matters.

19. Age of superannuation

The age of superannuation of AEES employees is 60 years.

20. Appointing Authorities

The Governing Council shall be the appointing authority for appointment to the posts in Level 13 and above in Pay Matrix of 7th CPC.

- 20.1 The Chairman, AEES shall be the appointing authority for appointments to the posts in Level 10 to Level 12 in Pay Matrix of 7th CPC.

The Secretary, AEES shall be the appointing authority for appointments to the posts in the Level 6 to Level 9 in Pay Matrix of 7th CPC with the approval of Chairman, AEES.

- 20.2 The Chief Administrative Officer (CAO), AEES shall be the appointing authority to the posts in the level below Level 6 in Pay Matrix of 7th CPC with the approval of Chairman, AEES.

21. Disciplinary Authority

- 21.1 Council can initiate disciplinary action against its employees for which the Council is Appointing Authority. Secretary, DAE shall be the Appellate, Revision and Review Authority in all such cases.

- 21.2 The Chairman, AEES can initiate disciplinary action against all employees for which he is the Appointing Authority. The Council shall be the Appellate Authority. Secretary, DAE shall be the Revision and Review Authority in all such cases.

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- 21.3 The Secretary, AEES shall be disciplinary authority for those employees for which he is the appointing authority. The Chairman, AEES shall be the Appellate Authority and the Council shall be the Revision and Review Authority in all such cases.
- 21.4 The Chief Administrative Officer (CAO), AEES shall be disciplinary authority for all posts for which he/she is the appointing authority. The Secretary of the Society shall be the Appellate Authority and Chairman, AEES shall be the Revision and Review Authority in all such cases.

22 Specific Powers of the Authorities

22.1 Chairman, AEES

The Chairman, AEES is the Head of the Society and can exercise the powers of the Head of the Department under FR&SRs, General Financial Rules, TA Rules, LTC Rules, Provident Fund (both Contributory and General) Rules, Medical Attendance Rules, NPS Rules, AEES (Employees) Provident Fund Rules.

- (i) The Chairman, AEES shall have the power to send Employees/Students of the Society for exchange program or a course of instruction inside India or outside India subject to the terms and conditions as may be laid down by the Council from time to time.
- (ii) In emergent circumstances and in the interest of the Society, the Chairman, AEES may exercise the power of the Council and will inform of the action taken by him/her for its approval.
- (iii) The Chairman, AEES may recommend Treasurer who shall be IFA/JC(FA) of any one of the DAE units located in Mumbai. Nomination of Treasurer, AEES is done by DAE on the basis of recommendation from Chairman, AEES.
- (iv) The Chairman, AEES may recommend to the Secretary, Department of Atomic Energy to appoint few Members of the Governing Council from amongst academicians of standing.
- (v) The Chairman, AEES is empowered to create any committee, he deems fit to achieve the objectives of the Society.
- (vi) The Chairman, AEES shall constitute Local Management Committees (LMCs) for the Schools and Junior Colleges for each Centre and assign the Committee appropriate responsibilities and powers for day-to-day functioning of the Schools and Junior Colleges of that centre.
- (vii) The Chairman, AEES may constitute an Academic Unit and Regional Academic Cells (wherever necessary) to recommend and advise the Society on matters relating to the improvement of academic programmes and other developmental activities, and appoint members of the teaching and supporting staff to the Academic Unit and Regional Academic Cells as required. Council/Chairman, AEES may delegate his/her administrative and financial powers appropriately to the Head, Academic Unit or Regional Academic Cells. The Academic Unit and Regional Academic Cells shall report to Secretary, Atomic Energy Education Society and Chairmen, LMC respectively.
- (viii) The Chairman, AEES may also constitute and assign suitable responsibilities to School Advisory Committees or such other committee for any institution under the Society for establishing better links with parents, wherever necessary.

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- (ix) The Chairman, AEES may grant scholarship and stipends to the students in accordance with the schemes approved by the Council
- (x) The Chairman, AEES with the concurrence of IFA shall have the power to engage teachers/Project Staff/Project Assistants/ Technicians and other manpower including consultants as and when required on need basis subject to the payment of minimum wages and such engagement shall not be for more than one academic session/one year or till the project completion period whichever is earlier. The norms of the Government/DAE (if any) shall be followed.
- (xi) The Chairman, AEES may during his/her absence from headquarters (not exceeding a period of 30 days) authorise the Secretary, AEES to execute the current duties of the post of Chairman. It shall be reported to Chairman, Governing Council immediately and also to Council in the next meeting.
- (xii) During the absence of the Secretary, AEES, the Chairman, AEES may take over himself/herself or assign the responsibilities to any other employee of the society any functions of the Secretary, AEES as he/she deemed fit with the approval of Secretary, DAE.
- (xiii) Full powers to authorise air travel for non-entitled officers provided the expenditure is kept within the allocation under the head "Travelling Expenses". This power should be exercised sparingly in exceptional cases only.
- (xiv) The Chairman, AEES will exercise powers as delegated by the Governing Council under Exercise of Financial Powers-Aided Autonomous Institutions under DAE.

22.2 **Secretary, AEES**

- (i) The Secretary, AEES shall assist Chairman to carry on the work of the Society in accordance with the Bye-Laws, Rules/Sub-Rules for the administration and the management of the Society. In case of an emergency, he/she may take such action as may be necessary with the approval of Chairman, AEES.
- (ii) The Secretary, AEES shall have powers to recruit and promote personnel in respect of those post of which he/she is the appointing authority.
- (iii) The Secretary, AEES shall have the power to depute employees of the Society for training or for a course of instructions inside India with the due approval of Chairman, AEES and subject to such terms and conditions as may be laid down by the Council.
- (iv) During the absence of CAO, AEES, the Secretary, AEES shall take over or assign the responsibility, to any other employee of the Society any functions of CAO as he/she deemed fit, with the approval of Chairman, AEES.
- (v) The Secretary, AEES may, with the approval of the Chairman, AEES delegate any of his/her powers, responsibilities and authorities vested in him/her to one or more members of academic or administrative staff of the Society with the approval of Secretary, DAE.
- (vi) The Secretary, AEES shall be responsible for implementing the rules relating to reservation in service to SC/ST/OBC/EWS and Persons with Disabilities.

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- (vii) The Secretary, AEES will take decisions as to the implementation or otherwise of the Court judgments related to the staff with the approval of Council/Chairman.
- (viii) The Secretary, AEES can engage Legal Counsel(s)/ Advocates/ Lawyers to defend the cases and pay the fees with the due approval of Chairman, AEES and concurrence of IFA.
- (ix) Approval for installation of internet and e-mail facility.
- (x) Procurement of Computers and Peripherals for Central Office and all AEES Schools/Jr. Colleges by following the laid down purchase procedure.
- (xi) Sanction of pension and pensionary benefits to all Groups of entitled officers.

22.3 **Treasurer, AEES**

- (i) All matters where financial implications are involved, concurrence of the Treasurer, AEES should be obtained.
- (ii) Proposals involving financial implications need the concurrence of internal Finance as per the provisions of GFR and in consonance with Financial Propriety.
- (iii) In case of doubt, the proposal/case may be referred to Chairman, AEES for clarification through Treasurer and Secretary, AEES
- (iv) Where approval of Chairman, AEES is sought for incurring any expenditure, the relevant proposals will be put up to him through Treasurer and Secretary, AEES.
- (v) Proposals involving Administrative and Financial sanctions from Chairman, LMC, Secretary & Chairman, AEES should be routed through Chief Administrative Officer/Treasurer, so far as Mumbai schools are concerned.

22.4 **Chief Administrative Officer, AEES**

- (i) By definition CAO is the custodian of the Society Seal. In all matters concerning the Society, he/she shall act under the general control and orders of the Secretary and Chairman, AEES.
- (ii) The Chief Administrative Officer, AEES shall be in charge of correspondence relating to the Society subject to the instructions of the Secretary and Chairman, AEES.
- (iii) The Chief Administrative Officer, AEES will be in charge of the administrative/non-academic staff and the general maintenance staff of the Society.

22.5 **Local Management Committees (LMCs)**

- (i) Local Management Committees (LMCs) will be responsible for day-to-day functioning of all school, junior colleges which are under their control as per the guidelines issued by AEES from time to time.
- (ii) Local Management Committees shall exercise the administrative, financial powers as delegated by the Governing Council.
- (iii) Local Management Committee will be responsible for maintenance and up keep of premises of schools, junior colleges which are under their control.
- (iv) Local Management Committee shall exercise their powers while engaging the services of teaching and non-teaching staff on contract/adhoc basis in accordance with the rules/ regulations provided by AEES for this purpose.

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Notwithstanding anything contained in this Rule or any other Rules in these Bye-Laws. Secretary to the Department of Atomic Energy shall have full powers at any time to reconstitute the Governing Council, the Local Management Committees and any other Committees provided for in these Rules. Upon such reconstitution, the earlier members of the said Council/Committee including its Chairman, Secretary and the Treasurer of the Society, as the case may be, shall cease forthwith to be members of the said bodies or hold office.

CHAPTER – IV

STAFF, ITS CATEGORIES AND APPOINTMENTS

23. Classification of the Members of the Staff of the Society (AEES)

Except in the case of employees paid from contingencies and project staff, the members of the staff of AEES shall be classified as:-

- A. Academic: - which term shall include Principal, Vice-Principal, Headmaster/ Headmistress, Post Graduate Teachers, Trained Graduate Teachers, Primary Teachers, Preparatory Teachers and such other academic posts as may be decided by the Council. In case of any doubt as to whether a particular post is academic, the decision of the Chairman, AEES shall be final.
- B. Administrative and other including Auxiliary :- which term shall include Chief Administrative Officer/ Director, Administrative Officer-III, Sr. Accounts Officers/ Accounts Officer, Asst. Administrative Officers, Asst. Accounts Officer, Private Secretary, Assistant, Assistant Accountant, Senior Translation Officer, DPA/ Sr. Clerks, Junior Translation Officer, UDCs, LDCs, Drivers, Work Assistants and Lab Assistant and such other administrative and other staff as may be decided by the Chairman, AEES/ Council. Decision of the Chairman, AEES will be final in case of any doubt the classification of the members of the staff.
- C. In addition, the employees of the Society shall be classified in to the following:
 - (i) Level 10 and above are classified and equated to Group 'A' posts of Government of India Service
 - (ii) Level 6 to 9 are classified and equated to Group 'B' posts of Government of India Service
 - (iii) Post carrying below level 5 are classified and equated to Group 'C' posts of Government of India Service

(The above classification shall be treated as amended as and when amended by Government of India)

24. Appointments & Promotions

- a. All posts shall be filled as per the approved recruitment and promotion rules of the Society. All posts shall normally be filled by advertisements. But in exceptional cases, the Council shall have the power to decide on the recommendations of the Chairman, AEES that a particular post be filled by invitation or by promotion from amongst the members of the staff of the Society.
- b. While making appointments, the Society shall make necessary provisions as directed by the Governing Council for the reservation of posts in favour of SC/ST/OBC/EWS and Persons with Disabilities in accordance with the guidelines issued by Govt. of India.

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- c. Where a post is to be filled on contract basis or by invitation, the Chairman, AEES may at his discretion, constitute such ad-hoc Selection Committee, as circumstances of each case may require.
 - d. Where a post is to be filled by promotion amongst the employees of the Society or temporarily for a period of not exceeding 12 months, the Council shall lay down the procedure to be followed.
 - e. Notwithstanding anything contained in these bye-laws, the Council have the power to make appointments of persons trained under "approved" programmes in such a manner as it may deem appropriate.
 - f. The Council can frame rules or procedures in line with the regulations of Government for the appointment of overseas citizens of India (OCI) in the Society.
 - g. Unless otherwise provided under the bye-laws, a selection committee constituted under these laws will be eligible to exercise its functions in relation to that post until the time the appointment is made.
 - h. All appointments made/promotions given shall be reported to the Council in its next meeting.
25. **Appointment of the Chairman and Secretary of Society**
- 25.1 Nomination for the posts of Chairman and Secretary of the Society shall be made by the Secretary, DAE.
 - 25.2 The tenure of Chairman and Secretary of the Society shall be normally for a period not exceeding three years at a time.
 - 25.3 They shall be eligible for re-nomination for further term(s) by the Secretary, DAE. The maximum age of a person who shall hold the office of Chairman/Secretary of the Society shall be 65 years.
26. **Officiating Chairman/Acting Chairman, AEES**
Notwithstanding anything contained in clause 25, the Secretary, DAE may appoint a person to officiate as Chairman, AEES i.e., officiating Chairman, AEES in the absence (more than 30 days in single stretch) of the Chairman, AEES. It shall be reported to Council in the next meeting. He shall attend day-to-day affairs and shall not use the statutory powers of the regular Chairman of the Society.
27. **Appointment of Chief Administrative Officer, AEES**
The appointment of the Chief Administrative Officer (CAO), AEES irrespective of the scale shall be made by the Chairman, AEES.

CHAPTER – V FINANCE & ACCOUNTS

28. **Financial Year**
The Financial Year of the Society shall be from the 1st April to the 31st March
- Funds and Properties**
- (a) The Society will be wholly funded by the Department of Atomic Energy and the funds of the Society shall be utilized only in furtherance of the aims and objectives of the Society;
 - (b) The Office-bearers of the Society shall be jointly and severally responsible for safe custody of all the valuables, including documents belonging to the Society;

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- (c) The Treasurer shall be responsible for all cheque books;
- (d) Funds of the Society shall be invested in the name of Society in such manner as may be decided by the Governing Council;

FOR OPERATION OF BANK ACCOUNTS

SOCIETY ACCOUNTS:

For Mumbai

The banking accounts which will be in Scheduled Banks shall be in the name of Society for grants and shall be operated upon jointly by any two of the following officials in the appropriate level, authorised by Chairman, AEES of whom one authorised signatory shall be from accounts.

1. Secretary, AEES
2. Treasurer, AEES
3. Any two officials from Central Office, AEES at the appropriate level nominated by Chairman, AEES.
4. Senior Accounts Officer/Accounts Officer, AEES or in his/her absence, senior most Asst. Accounts Officer.

Other than Mumbai

The Banking accounts which will be in scheduled banks/ nationalised banks shall be in the name of Society for grants and shall be operated upon jointly by any two of the following:

- (a) **Where a separate Administration and Accounts Unit does not exist.**
 - (i) Chairman, LMC
 - (ii) Any two members of the LMC to be nominated by Chairman, AEES
- (b) **Where a separate Administration and Accounts Unit exist.**
 - (i) Head of School to be nominated by the Chairman, AEES
 - (ii) Any two staff members of the school to be nominated by Chairman, AEES of whom one member shall be an accounts person;

PARMANU URJA VIDYALAYA VIKAS NIDHI ACCOUNT

Each AECS/JC shall have a distinct bank account (preferably with SWEEP mode) for "Parmanu Urja Vidyalaya Vikas Nidhi" with a nationalised bank, which should be distinct from other accounts of the school. In locations where there are more than one school run by AEES, each school shall have a separate account for its 'Parmanu Urja Vidyalaya Vikas Nidhi'. There will be four signatories to the account:

- (i) Chairperson, PUVVN Committee
- (ii) Member Secretary, PUVVN Committee
- (iii) HM (Sr. TGT/Sr. PGT in case of Senior Secondary Level)
- (iv) One member of PUVVN Committee

Chairperson, PUVVN Committee, along with anyone of the three signatories shall operate the account.

29. Budget & Funds of the Society (AEES)

- 29.1 The Secretary, AEES shall be in-charge of preparation of the annual budget estimates of the Society in consultation with Chairman, AEES and shall obtain the approval of the Council on the same. The estimates shall be given under various heads of accounts in accordance with the prescribed proforma of Ministry of Finance/Department of Atomic Energy.

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The funds of the Society shall consist of:

- (i) Grants from DAE, its Constituents Units, PSUs under DAE, and Aided Institutions of DAE.
- (ii) Income and benefits received or accruing from properties, assets and investments of the Society, the sale of the publications of the Society tuition and other fees levied from time to time, user charges etc.
- (iii) Contributions or grants received from other sources approved by the Council.
- (iv) Income from any other source
- (v) Corpus Funds

29.2 Information in respect of receipts and expenditure shall be as per the following:-

- (a) Actuals for the preceding year
- (b) Approved budget estimates for the current year
- (c) Revised Estimates for the current year
- (d) Budget Estimates for the following year

29.3 The accounts shall be maintained as per the Accounting Standards and in the prescribed format as required by the law.

29.4 The Treasurer shall be responsible for the accounts of the Society

29.5 All bills for payment shall bear an endorsement 'PASSED FOR PAYMENT' and shall be signed by the Chairman, AEES or by an Officer of the Society to whom the power has been delegated.

29.6 A PERMANENT ADVANCE of sum to be fixed from time to time by the Chairman, AEES may be kept by the Accounts Officer or an officer of the Society authorised by Chairman, AEES for cash payments.

29.7 All money received for or on behalf of the Society shall be placed in the name of the Society in current, savings or fixed deposit accounts with a PSU, bank or any other bank notified by the Ministry of Finance as per DAE procedures.

29.8 Inspection: Any member of the Council may, by previous appointment with the Secretary, AEES examine the accounts of the Society. Such previous appointment shall be obtained by a request in writing addressed to the Secretary, AEES. The Secretary, AEES shall, on receiving such request, fix a day and time not later than 15 days from the receipt of intimation and inform the member accordingly.

30. **Audit**

The accounts of the Society shall be audited every year by qualified Chartered Accountant or Accountants (Statutory Auditors) as prescribed by law and shall be appointed by the Chairman, AEES with the approval of Council from time to time for the purpose. The Statutory Auditors should be selected from the empanelled list with the Comptroller & Auditor General. The term of the auditors shall be for three years.

31. **Exercise of Financial Powers**

The Society shall be governed by the orders issued by the Department of Atomic Energy from time to time on matters relating to Delegation of Financial powers in respect of Purchases, works contract, consultancy contract etc. The Governing Council shall delegate its powers to the various authorities to the extent necessary.

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CHAPTER – VI COMMITTEES

32. Finance Committee

32.1 There shall be a Finance Committee which shall consist of the following officials:-

- (a) Chairman, AEES will be Chairman of the Committee
- (b) Secretary, AEES
- (c) Joint Secretary, DAE dealing with the Society
- (d) Joint Secretary (Finance), DAE
- (e) Treasurer, AEES
- (f) CAO, AEES
- (g) Senior Accounts Officer/Accounts Officer to be the Secretary of the committee

32.2 The functions of the Finance Committee shall be as per the following:-

- (i) Examine and scrutinize the accounts and annual budget estimates of all the AEC Schools and AEES and to make its recommendations to the Council.
 - (ii) Consider and make recommendations to the Council on proposals for new expenditure on account of major works and purchases.
 - (iii) Review of the finances of AEES from time to time and to have concurrent audit conducted wherever necessary
 - (iv) Any other issues related to the finances of the Society
 - (v) Examine the annual financial statement of the Society
 - (vi) Fixing and reviewing of tuition and other fees and user charges
 - (vii) The Committee shall submit its minutes to the Council for consideration and ratification.
 - (viii) Exercise of Financial Powers of the Governing Council on matters relating to finalizing consultancy contracts, works and procurement contract.
 - (ix) Analysis of all Financial Reports and AEES Annual Report on Accounts being presented in Parliament through DAE for all Income and Expenditure
 - (x) Management of investment under Employees Provident Fund account which is invested in various categories prescribed by Ministry of Finance from time to time.
 - (xi) Monitoring and preparation of Annual Report on Accounts of all Receipts and Expenditure under the Head Revenue, Provident Fund (inclusive of SGL-DMAT accounts of Investments), GSLIS, FRS, PUVVN, Common Pupils Fund, etc. with duly audited Statements by Statutory Auditor and its submission to Governing Council in its Annual General Meeting. And further to both the Houses of Parliament through DAE.
- 32.3 The Committee shall meet as often as necessary or as Council/Chairman, AEES desires to do so for any specific task.

33. Buildings and Works Committee (BWC)

There shall be a Building and Works Committee (BWC) of the Society constituted by the Council. The Committee may consist of 5-7 members under the chairmanship of Secretary of the Society as may be nominated / constituted by the Council. The representative from the Administrative and Finance

Sections/divisions of Local DAE Units and technical representative from DCSEM etc. shall be included in Committee. The Committee shall function under the direction of the Council and within the frame work of DAE / CPWD Works procedure. The Committee will advise AEES on the detailed programme of major works and provide expert technical advice with regard to the major civil works for buildings and infrastructure from time to time.

34. **Academic Committee.**

The Chairman, Secretary, Head, Academic Unit of AEES and such other members like expert academician/educationist as may be decided upon by the Council, shall constitute the Academic Committee of the Society. The terms of reference and the functions of the Committee will be as laid down by the Council which may also be as per the following:-

- (i) It will advise/make recommendations to the Council all matters pertaining to the academic and co-curricular activities of the Society
- (ii) Review periodically these programmes and suggest measures for overcoming deficiencies
- (iii) Help Schools and Junior Colleges to realise the objectives and aims of the AEES.
- (iv) It will formulate its own procedures for possible implementation of these recommendations.
- (v) It shall be responsible for making recommendations to the Council for promotion and appointment of the academic staff of the Society.

CHAPTER – VII
SERVICE CONDITIONS

35. A. **Disciplinary Rules**

35.1 The authority which appoints a member of the staff of the Society may suspend, discharge, dismiss, or otherwise punish him/her for the misconduct or for breach of the terms and conditions of his/her appointment, after following the prescribed procedure for the same.

35.2 The provisions of the CCS (Conduct) Rules, 1964 will apply mutatis mutandis to all the employees of Atomic Energy Education Society. In addition to this, AEES Conduct Rules for Teachers-2024 shall also be applicable to teachers. Violation of these shall make an employee liable for action under the Central Civil Service (Control Classification and Appeal) Rules, 1965.

B. **Service Rules**

- (i) The Society will follow Central Government Rules as amended from time to time in matters relating to Leave, TA, LTC, Children's Education Allowance, Hostel subsidy, Medical expenses, Non-interest and interest bearing advances and other service conditions of its employees with such modifications as may be adopted by the Society.
- (ii) The Society shall have a Pension Scheme framed on the lines of CCS (Pension) Rules, 1972 as amended from time to time, which shall cover all regular employees of the Society joining service on or (after) 7th July, 1987 as well as such of the regular employees already in service of the Society on that date who have not specifically opted in writing to continue in the C.P. Fund Scheme which they were subject to earlier.

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- (iii) The Society shall also have its own General Provident Fund/Contributory Provident Fund framed on the lines of the provisions of General Provident Fund (India) Rules, 1969 and Contributory Provident Fund (India) Rules, 1962 under P.F. Act, 1925. Employees who are appointed on or after 01/01/2004 shall be covered under NPS.
- (iv) Society shall have a proper system of Review of its employees as per the provisions of FR-56(j).

36. Leave Rules

- 36.1 Employees will be granted leave (including casual leave, earned leave, leave on medical grounds etc.) in accordance with the CCS (Leave) Rules, 1972 and as adopted from time to time by the Society. Rules for the study leave, sabbatical leave, extraordinary leave etc. shall be as per the guidelines of DAE.
- 36.2 Leave cannot be claimed as a matter of right. Where the exigencies of office so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant leave.

37. Promotion of Staff

Society shall introduce Annual Performance Appraisal Reports (APAR) for its employees. The APAR in respect of academic staff of the Society shall be in line with the recommendations of Academic Committee of AEES and approved by competent authority. As regards to the Administrative, Accounts and Auxiliary personnel, the Society should follow the system as per the guidelines followed in DAE.

38. Reservations of posts for SC/ST/OBC(NCL)/EWS and PWD:

The Government of India Rules / Orders issued from time to time regarding reservation of posts for SC/ST/OBC(NCL)/EWS and Physically Handicapped shall apply to the extent applicable in regard to appointments to posts to be made in the Society.

39. Contractual Services

The Chairman, AEES will outsource and contract out infrastructural, support, maintenance and other related services for the Society as far as possible. Any person engaged by the contractor shall not be considered as an employee of the Society.

**CHAPTER – VIII
MISCELLANEOUS**

40. Execution of Contracts on behalf of AEES

All agreements, contracts etc., which may be necessary for the proper conduct of business of the Society shall be executed on behalf of the Council by the Chairman or Secretary of the Society authorized by the Council for the purpose.

41. Perpetual Succession

The Society shall have a perpetual succession and shall be capable of suing or being sued in its name through its Chief Administrative Officer.

42. Amendments of the Bye-Laws

The Council shall have the power to alter, add or modify the provisions of these Rules by a three-fourth of its member present in the meeting called for the purpose. The Bye-Laws can be amended with the concurrence of Department after following due procedure enumerated in the respective statute by which the Society is registered.

43. Residuary Power

Powers not vested in the Bye-Laws can be exercised by the Council in consultation with DAE.

44. Interpretation of Bye-Laws

If any question arises relating to interpretation of the bye laws or any provisions of the rules of governance, the decision of the Council is final and binding on all. However, all matters relating to interpretation of service conditions of the employees shall be referred to DAE.

45. Power to Relax

The Council is competent to relax any or all provisions of the Bye-Laws in the larger public interest.

46. Annual Report

The Council shall submit an annual report on the working of the Society to DAE which shall include the Audited Statement of Accounts pertaining to the concerned financial year.

47. Right to Information Act

The Society shall take all necessary steps for the implementation of the RTI Act 2005 by appointing appropriate Public Information Officers, Appellate Authorities and Transparency Officer. The Society shall also monitor the Section 4 of RTI Act 2005 and ensure that proactive disclosures are properly updated and updated periodically.

48. Establishment of Grievances Redressal Mechanism

There should be proper mechanism for the Redressal of Grievances of staff as well as public. The Society shall appoint a Public Grievance Officer for setting the grievance petitions in a time bound manner.

49. Implementation of Sexual Harassment Act

The Society shall ensure that 'The Sexual Harassment of Woman at Work Place (Prevention, Prohibition and Redressal) Act is implemented in the Society in true spirit and form.

50. Rules and Regulations

The Society shall follow the above bye-laws and in addition, to the above, additional Rules and Regulations may be framed for its activities ensuring that provisions mentioned above in the bye-laws are not violated i.e., should not be in contradiction to the provisions of above Bye-Laws or Government's/ Department's directives. In the event of there being any inconsistency between Rules & Regulations and these Bye-laws, the provisions of Bye-laws shall prevail.

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51. Matters not Covered Herein

If any question arises which is not covered by these Bye-Laws, the decision of the Council shall be final and approval of DAE will be taken whenever required.

52. Saving Clause

Any directives by the Government or Department shall be the binding on the Society and shall have the overriding effect on any provision of bye-laws, statutes or rules of the Society.

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No 02920

नोंदणीचे प्रमाणपत्र

याद्वारे प्रमाणपत्र देण्यात येते की खाली वर्णन केलेली सार्वजनिक विश्वस्त व्यवस्था ही आज, मुंबई सार्वजनिक विश्वस्त व्यवस्था अधिनियम, १९५० (सन १९५० चा मुंबई अधिनियम क्रमांक २९) यावरचे अर्थानुसार आहे.

येथील सार्वजनिक विश्वस्त व्यवस्था नोंदणी कार्यालयात योग्य रीतीने नोंदण्यात आली आहे.

सार्वजनिक विश्वस्त व्यवस्थेचे नाव अटोमॅटिक एन्जुकेडन सोसायटी

सार्वजनिक विश्वस्त व्यवस्था नोंदणी पुस्तकातील क्रमांक १५५४४ (मुद २)

आज दिनांक १५/१२/५२ यास प्रमाणपत्र दिले.

१९६२ रोजी माझ्या सहीनिशी दिले.

सही

Deputy Commissioner,
Greater Bombay Region, Bombay.



[Spl.—CC. BPT 50.]

No 5091



CERTIFICATE OF REGISTRATION

The Societies Registration Act, 1860.

(ACT XXI OF 1860)

Maharashtra State

Registration No. Bom 23/69 G.B.B.S.D.

IT IS HEREBY CERTIFIED THAT Atomic Energy

Education Society

has this day been duly registered under the Societies Registration Act, XXI of 1860

Given under my hand this

21st day of Feb 1964



Assistant Registrar of Societies,

Gr. Bombay Region.