

ATOMIC ENERGY EDUCATION SOCIETY(REGD.)
ANUSHAKTINAGAR, MUMBAI-400 094

APPLICATION FOR PAY ADVANCE ON TRANSFER
PART-I

1. Name :
2. Designation :
3. Basic pay at the time of transfer :
4. Name of the school to which transferred :
5. No. & Date of the transfer order :
6. Date of departure from Headquarters :
7. Whether permanent/temporary :
8. If temporary, name & designation of the permanent employee furnishing the surety bond. :

Certified that the information given above is correct to the best of my knowledge and belief.

Date:

Signature:

Name :

Desg. :

School :

- Encl: 1. A copy of transfer order
2. Surety bond (applicable to temporary employees)

PART-II

(FOR USE IN SCHOOL OFFICE/ESTABLISHMENT SECTION)

The particulars have been verified with the service book and found to be correct.

AAO(E)/PRINCIPAL,AECS/JC

(FOR USE IN SCHOOL OFFICE/ACCOUNTS SECTION)

1. Basic pay at the time of transfer :Rs.
2. Pay advance admissible :Rs.

Chairman, LMC/CAO/Secretary, AEES is requested to approve the payment of Rs. _____ towards Pay advance to Shri/Smt/Kum _____ who has been transferred from AEC school No.../Jr.college/Central Office, Mumbai to AEC school, _____ in public interest, subject to availability of funds.

D.A. A.A. A.A.O/PRINCIPAL

----- APPROVED/NOT APPROVED.

CHAIRMAN,LMC
SECRETARY,AEES

CAO,AEES

----- PAY ORDER

Pay Rs. _____ (Rupees _____ _____ only to Shri/Smt/Kum. _____ (Design.) _____ Accountant A. A. O

Receipt

Received a sum of Rs. _____ (Rupees
_____ only) from Accounts Officer, AEES
towards Pay advance, vide Cheque No _____ dated _____

Date

Signature:

Name:

Adjustment of advance made on _____ vide voucher No _____
Cash book Folio No _____

ACCOUNTS ASSISTANT