

ATOMIC ENERGY EDUCATION SOCIETY
ANUSHAKTINAGAR, MUMBAI – 400 094

Sub : Minutes of the meeting held on 28/01/2017 by the duly constituted committee to recommend the guidelines for earmarking the office staff for each AEC School/ Junior College and for each section in Central Office, AEES – reg.

The following committee duly constituted by AEES met on 28/01/2017 in Central Office, AEES to recommend the guidelines for earmarking the office staff for each AEC School/Junior College and for each Administrative and Accounts Section in Central Office, AEES including the Academic Unit.

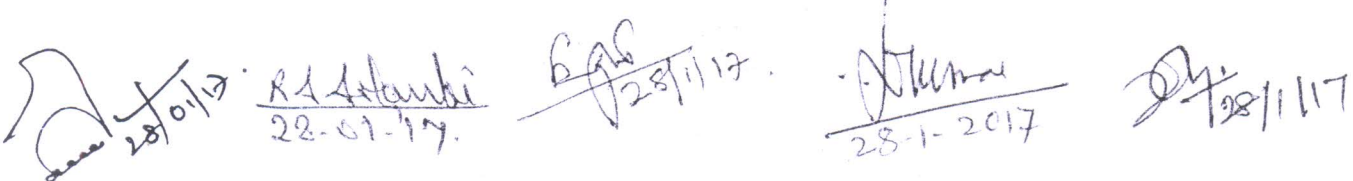
01	Shri R S Solanki	Principal	AECS, Narora	Chairperson
02	Shri Ramchander Goud	Principal	AEJC, Mumbai	Member
03	Dr. Dinesh Kumar	Principal	AECS-1, Jaduguda	Member
04	Shri T. Elango	Principal	AECS-2, Kalpakkam	Member
05	Shri G S R K V Sarma	CAO	Central Office, AEES	Member-Secretary

The following officials of Central Office, AEES were co-opted for the said duly constituted committee.

01. Dr. Chinmay Basu, Principal and Head, Academic Unit, AEES
02. Mrs. Jyoti A. Pente, Accounts Officer, AEES
03. Mr. A. Ganesan, Administrative Officer-II, AEES
04. Mr. P. Ravi Babu, Assistant Accounts Officer, AEES
05. Mrs. Banumati Ganesan, Assistant Accounts Officer, AEES
06. Mrs. Shobhana P. Assistant Administrative Officer, AEES
07. Mrs. Prema Arunachalam, Assistant Administrative Officer, AEES

The aforesaid committee has garnered the information from all the 30 AEC Schools and Junior Colleges, and also from each section of Central Office, AEES such as the number of available clerical staff, nature of work being attended by each clerk, total number of sections run by each school/Jr. College, total number of students' strength etc. The said committee has also obtained the suggestions from each Head of AEC School/Junior College and each Section Head of Central Office, AEES whether the allotment of clerical staff is to be made based on the (i) total number of students, (ii) classes run by each School/Junior College, (iii) affiliation with State or Central Board syllabus at +2 level and (iv) quantum of work.

The information received from all the Schools/Junior Colleges and from each section of Central Office, AEES has been compiled. The aforesaid committee has thoroughly examined the said compiled information and wherever the committee wishes to have additional information with regard to the works dealt with by various administrative and accounts sections in Central Office, AEES including the Academic Unit, the same was obtained during the meeting from the co-opted members. The committee has also discussed at length about the nature of works dealt with by each school and Junior College with


The bottom of the page contains five handwritten signatures and dates. From left to right: 1. A signature with the date 28/01/17. 2. A signature that appears to be 'R S Solanki' with the date 28-01-17. 3. A signature that appears to be 'G S R K V Sarma' with the date 28/1/17. 4. A signature with the date 28-1-2017. 5. A signature with the date 28/1/17.

the available clerical staff while taking into account the suggestions made by each Head of AEC School/Junior College and the different section heads of Central Office, AEES.

After having a detailed discussion, the aforesaid committee opined that the earmarking of office staff should be made based on the total students' strength of each AEC School/Junior College and accordingly made the following recommendations.

Sr. No.	Students' strength	Total
01	Up to 1000	02
02	Between 1001 to 1500	03
03	Above 1500	04

Over and above the said students strength, the committee has recommended that if any AEC School/Junior College has been assigned with co-ordination work of that centre having multi-schools, such a school should be made available one additional post of Assistant/Assistant Accountant/Senior Clerk to take care of the administration and accounts works of that centre.

The Committee has also gone through the various works assigned to the different sections of Central Office including Academic Unit and opined that the present staff available in each section can be continued.

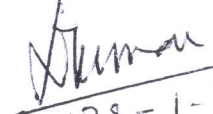
Taking into account the aforesaid recommendations and keeping in view the suggestions made by each Head of School/Junior College, the committee submitted two different statements with the details of (i) existing office staff and proposed office staff for each AEC School/Junior College, and (ii) for each section in Administration and Accounts of Central Office, AEES including Academic Unit. Since the Chairman/LMC, Mumbai office is situated in the premises of AEJC, Mumbai, and dealing assistant attached to the LMC Office does not have full time work and to optimum utilize his services, Committee proposed that the said dealing assistant should be entrusted the routine and regular duties of AEJC, Mumbai and accordingly to earmark the office staff for AEJC, Mumbai.

Lastly, the committee recommended to Central Office, AEES to implement these recommendations w.e.f. 01/04/2017.

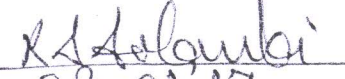
Encl: a/a

 28/01/2017
 (G S R K V SARMA)


 28/01/2017
 (T. ELANGO)


 28-1-2017
 (DINESH KUMAR)


 28/01/2017
 (G. RAMACHANDER GOUD)


 28-01-17
 (R. S. SOLANKI)

