

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.

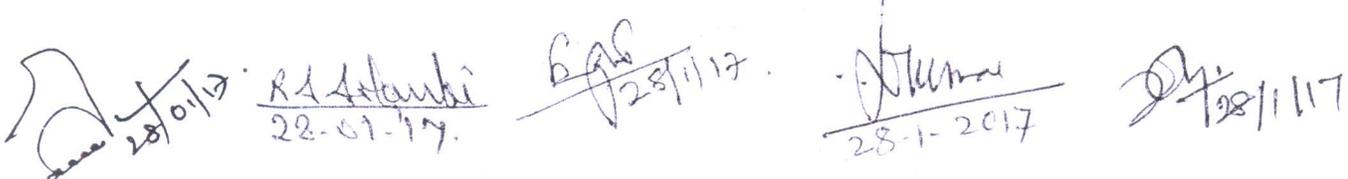
01	Shri R S Solanki	Principal	AECS, Narora	Chairperson
02	Shri Ramchander Goud	Principal	AEJC, Mumbai	Member
03	Dr. Dinesh Kumar	Principal	AECS-1, Jaduguda	Member
04	Shri T. Elango	Principal	AECS-2, Kalpakkam	Member
05	Shri G S R K V Sarma	CAO	Central Office, AEES	Member-Secretary

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


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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.

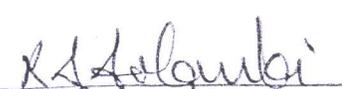
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 28/01/2017
 (G S R K V SARMA)


 28/01/2017
 (T. ELANGO)

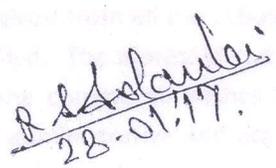
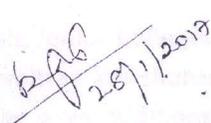
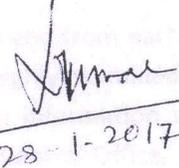
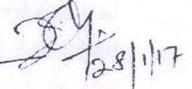

 28-1-2017
 (DINESH KUMAR)


 28/01/2017
 (G. RAMACHANDER GOUD)


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

Sl. No.	AEC School	Teachers' strength including PRIN/VP/HM	Students' strength	Existing Staff	Required staff as per students' strength	Excess	Deficit
1	AECS-1, Mumbai	38	957	2	2	Nil	Nil
2	AECS-2, Mumbai (Co-ordinating School)	47	1163	2	3+1	Nil	2
3	AECS-3, Mumbai	35	866	2	2	Nil	Nil
4	AECS-4, Mumbai	48	1366	3	3	Nil	NIL
5	AECS- 5, Mumbai	44	1122	2	3	Nil	1
6	AECS-6, Mumbai	36	707	2	2	Nil	Nil
7	AEJC, Mumbai	33	630	3	2	1	
8	AECS-1, Hyderabad (Co-ordinating School)	46	884	3	2+1	Nil	Nil
9	AECS-2, Hyderabad	47	1103	3	3	Nil	Nil
10	AECS, MANUGURU	33	740	3	2	1	
11	AECS-1, Jaduguda (Co-ordinating School)	64	1567	3	3+1	Nil	1
12	AECS-2, Jaduguda	15	400	1	2	Nil	1
13	AECS, NARWAPAHAR	34	794	2	2	Nil	Nil
14	AECS, TURAMDIH	27	672	1	2	Nil	1
15	AECS, INDORE	40	781	2	2	Nil	Nil
16	AECS,KAIGA	57	1570	3	3	Nil	Nil
17	AECS, MYSORE	26	411	2	2	Nil	Nil
18	AECS, OSCOM	19	407	1	2	Nil	1
19	AECS, NARORA	46	1065	3	3	Nil	Nil
20	AECS-2, RAWATBHATA	34	776	3	2	1	Nil
21	AECS-3, RAWATBHATA (Co-ordinating School)	29	512	4	2+1	1	Nil
22	AECS-4, RAWATBHATA	49	1436	3	3	Nil	Nil
23	AECS-1, Kalpakkam (Co-ordinating School)	37	857	4	2+1	1	Nil
24	AECS-2, Kalpakkam	55	1118	2	3	Nil	1
25	AECS, ANUPURAM	36	815	2	2	Nil	Nil
26	AECS, KUDANKULAM	36	940	2	2	Nil	Nil
27	AECS-1, Tarapur	47	1047	4	2	2	Nil
28	AECS-2, Tarapur	38	969	3	2	1	Nil
29	AECS-3, Tarapur (Co-ordinating School)	34	803	3	2+1	Nil	Nil
30	AECS, KAKRAPAR	41	994	2	2	Nil	Nil
Total						8	8

Sl. No	Staff to be shifted/transferred		No. of staff
1	AECS, Manuguru	AECS OSCOM	1
2	AECS, Tarapur	AECS Mumbai/Central Office	3
3	AECS, Rawatbhata	AECS Jaduguda	2

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Consolidated information on earmarking office staff to AECS/JCs

No.	Centre/School	No. of sections	Students' Strength	Existing Office Staff					Proposed Office Staff							
				Asst. Acct	Asst/ Sr. Clerk	UDC	LDC	Total	Asst. Acct	Asst/ Sr. Clerk	UDC	LDC	Total			
1	AECS-1, Hyderabad	27	884	--	--	1	2	3					3	Co-ord. sch.		
2	AECS-2, Hyderabad	33	1103	--	--	1	2	3					3			
3	AECS, Indore	26	781	--	--	1	1	2					2			
4	AECS-1, Jaduguda	41	1567	--	--	2	1	3					4	Co-ord. sch.		
5	AECS-2, Jaduguda	12	400	--	--	1	--	1					2			
6	AECS, Narwapahar	22	794	--	--	1	1	2					2			
7	AECS, Turamdih	18	672	--	--	1	--	1					2			
8	AECS, Kakrapar	26	994	--	--	1	1	2					2			
9	AECS, Kaiga	45	1570	--	--	1	2	3					3			
10	AECS, Anupuram	23	815	--	--	1	1	2					2			
11	AECS-1, Kalpakkam	25	857	1	--	2	1	4					3	Co-ord. sch.		
12	AECS-2, Kalpakkam	31	1118	--	--	1	1	2					3			
13	AECS, Kudankulam	30	940	1	--	--	1	2					2			
14	AECS, Manuguru	24	740	--	--	1	2	3					2			
15	AECS-1, Mumbai	27	957	--	--	1	1	2					2			
16	AECS-2, Mumbai	34	1163	--	--	1	1	2					4	Co-ord. sch.		
17	AECS-3, Mumbai	25	866	--	--	1	1	2					2			
18	AECS-4, Mumbai	37	1366	--	--	2	1	3					3			
19	AECS-5, Mumbai	30	1122	--	--	1	1	2					3			
20	AECS-6, Mumbai	24	707	--	--	1	1	2					2			
21	AEJC, Mumbai	13	630	--	1	1	1	3					2			
22	AECS, Mysore	14	411	--	--	2	--	2					2			
23	AECS, Narora	32	1065	--	--	--	3	3					3			
24	AECS, Oscom	14	407		--	--	1	1					2			
25	AECS-2, Rawatbhata	23	776	--	1	1	1	3					2			
26	AECS-3, Rawatbhata	23	512	--	1	1	2	4					3	Co-ord. sch.		
27	AECS-4, Rawatbhata	40	1436	--	1	2	--	3					3			
28	AECS-1, Tarapur	32	1047		1	1	2	4					2			
29	AECS-2, Tarapur	24	969	--	--	1	2	3					2			
30	AECS-3, Tarapur	25	803	--	--	1	2	3					3	Co-ord. sch.		
31	LMC Office, Mumbai	----	----	----	----	----	1	1					1			
								Total	76						Total	76

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