

**ATOMIC ENERGY EDUCATION SOCIETY  
ANUSHAKTINAGAR, MUMBAI – 400 094**

AEES/CAO/2020-21/

**C I R C U L A R**

June 12, 2020

**Sub : Guidelines for re-opening of AEC Schools/Junior Colleges on 18/06/2020 and Preventive measures to be taken to contain the spread of COVID-19 - Attendance reg.**

This is with reference to AEES order dated 01/05/2020 regarding closure of AEC Schools/Junior Colleges for summer vacation. It was conveyed vide the said order dated 01/05/2020 that the staff will report to their duties on June 18, 2020 after summer vacation.

2. As the lockdown measures to contain the spread of COVID-19 shall continue for a period up to 30/06/2020, the Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), Government of India have issued advisory for well-being of Government employees and attendance in Government Offices with staggered timings vide its Office Memorandums dated 18/05/2020, 19/05/2020 which were circulated by the Department of Atomic Energy vide its Circular dated 20/05/2020 (copy enclosed). Further, DoPT have issued guidelines in this regard vide its Office Memorandum dated 05/06/2020 (copy enclosed).
3. All Heads of AEC Schools/Junior Colleges are requested to implement these guidelines of DAE and DoPT in consultation with their respective Chairman, Local Management Committee. It is emphasized that strict adherence to the practices of social distancing norms and health & hygiene practices, as prescribed by DoPT is of paramount importance and the AEES employees as responsible employees should abide by these practices so that the AEC Schools/Junior Colleges function in the most efficient manner in the given situation. All Heads of AEC Schools/Junior Colleges as well as all employees of AEES are, therefore directed to ensure strict compliance of instructions issued from time to time by DoPT as well as Ministry of Home Affairs and Ministry of Health & Family Welfare on the aforesaid subject.
4. As for regulating the attendance of staff in AEC Schools/Junior Colleges with a view to enabling implementation of social distancing norms, Heads of AEC Schools/Junior Colleges may plan in consultation with respective LMC and by adopting the guidelines stipulated by DAE, DoPT and also in consonance with directives/guidelines issued by the respective State Governments from time to time. Heads of AEC Schools/Junior Colleges shall also ensure that the staff attending the schools will observe staggered timings in consultation with the respective LMC. Bio-metric attendance shall continue to be suspended until further orders.
5. All Heads of AEC Schools/Junior Colleges as well as all employees of AEES are, therefore directed to ensure strict compliance to the instructions/guidelines issued by DoPT as well as Ministry of Home Affairs and Ministry of Health & Family Welfare to contain the spread of COVID - 19.
6. This issues with the approval of competent authority in AEES.

Encl :a/a

**All Heads of AEC Schools/Junior Colleges  
All Chairmen, LMCs of AEC Schools/Junior Colleges**

  
( G S R K V SARMA )  
Chief Administrative Officer

Copy to :

1. Office of Chairman, AEES
2. Office of Secretary, AEES
3. Principal & Head, Academic Unit, AEES
4. All Section Heads of Central Office, AEES