



དཔལ་ལྷན་འབྲུག་གཞུང་། ཤེས་རིག་ལྷན་ཁག།

Royal Government of Bhutan
Ministry of Education



SECRETARY

—Rethinking Education—

MoE/DoS/HRD/Transfer/2018/ 249

13th July 2018

Notification for Annual Transfer 2018

In accordance to the provision of BCSR 2018 and approval of the 243rd HRC meeting held on 26th June 2018, the Ministry of Education would like to call transfer applications from eligible applicants.

All concerned are requested to note the following:

I. General information:

1. All transfer applications must be submitted via Online Transfer Application Form available on www.education.gov.bt. Applicants must have either moe.gov.bt or education.gov.bt email domain to be able to access Online Transfer Application Form.
2. Applicants must scan the following documents in PDF format and attach with online transfer application form, wherever required:
 - a) Marriage Certificate
 - b) Appointment/Transfer Order of the spouse
3. Transfer applications shall be reviewed based on the vacancy and subject requirement in their preferred places.
4. Dzongkhags and Thromdes shall recommend to the Ministry only genuine transfer applications who have fulfilled minimum three years of service in the current place of work.
5. Transfer applications on Medical and Domestic grounds shall be dealt in accordance to the Medical Leave and Extraordinary Leave rules of BCSR 2018.
6. A civil servant due for superannuation within the next one year shall not be transferred (Section 14.4.11, Chapter 14 of BCSR 2018).
7. A contract employee shall not be eligible for transfer (Section 5.6.5 on Chapter 5 and Section 6.6.8 on Chapter 6 of BCSR 2018).

II. Roles and Timeline for processing transfers:

1. Applicants to submit online transfer application by **31st July 2018** after which the system will be **disabled** for the applicants. The Ministry will not accept hard copy of transfer applications.
2. School HRC to review and recommend only genuine transfer applicants to Dzongkhag/Thromde **on or before 10th August 2018**.
3. Dzongkhag/Thromde HRC to review and recommend only genuine transfer applications in the Online Transfer Application Form from the list recommended by the School HRC. The system will be **disabled after 24th August 2018**.
4. The Ministry will review transfer applications recommended by Dzongkhags/Thromdes and issue Transfer Order by the **end of October 2018**.

(Karma Yeshey)

Copy:

1. Commissioner (MoE Focal), RCSC for kind information.
2. Dasho Dzongdag/Executive Secretary of all Dzongkhags and Thromdes for kind information.
3. Chief/Dy. Chief DEO/TEO/HRO of all Dzongkhags and Thromdes for kind necessary action.

