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Royal Government of Bhutan
Ministry of Education

Cultivating a Grace of Mind

SECRETARY

MoE/HRD-HRMS/TRANS-7/2017/ 1718

Date: September 25, 2017

NOTIFICATION OF ONLINE ANNUAL TRANSFER 2017

To ensure that the Schools and Dzongkhags/Thromdes are deployed with appropriate Teachers & Staff, the Ministry of Education would like to call for online transfer applications for 2017 Annual Transfer. Since the support from the stakeholders is critical in this huge exercise, the Ministry would like to request the Dzongkhag/Thromde Administration, Chief DEOs/TEOs, Principals, Dzongkhag/Thromde HROs and individual applicants to note the following while reviewing and recommending the transfer proposals.

1. Dzongkhag/Thromdes with excess teachers as per Teacher Requirement Exercise (TRE) are required to redeploy within Dzongkhag/Thromde or refer to the Ministry for further deployment.
2. Transfer request of only genuine cases may be considered and forwarded to Ministry by the concerned Dzongkhags/Thromdes. All transfer requests need to be routed through respective Dzongkhag/Thromde HRC without which MoE will not take any action.
3. Transfer requests will be reviewed based on the subject requirement and vacancy available in preferred Dzongkhags/Thromdes as per TRE.
4. All transfer applications to be submitted online via **Online Transfer Application Form** along with the scanned supporting documents. **Hard copy transfer applications will not be accepted.** Further, please note that there are different forms for Teachers, Leadership Positions and Support Staff.
5. Applicants **need to scan the following documents (in PDF format from sl. No 2) and attach with online transfer application form** wherever required:
 - a. Recent passport sized photograph (JPG format)
 - b. Marital Certificate If married
 - c. Medical Certificate issued by the Medical Board of Doctors, JDWNRH if on medical ground (click here www.education.gov.bt for medical form)
 - d. Employment/Appointment/Transfer order of the spouse
 - e. Family Tree from MoHCA or letter from Gewog Chairperson if on domestic ground and single sibling
6. Applicants need to have either moe.gov.bt or education.gov.bt email id to have access to online transfer application form. Please click the link www.education.gov.bt for online transfer application form.

Roles and timeline for Annual Transfer:

1. Individual applicants to apply for transfer online using education email on or before **October 14, 2017.**
2. Respective schools to deliberate the applications in school HRC and forward scanned copy of approved applicants' list to Dzongkhag/Thromde on or before **October 20, 2017.**
3. Concerned Dzongkhag/Thromde to screen only the applications approved by School HRC and propose to Dzongkhag/Thromde HRC. Accordingly, and forward the endorsed list of 3 categories to HRD, MoE latest by **November 3, 2017.**


Karma Yeshey
Copy to:

1. Commissioner (focal for MoE), RCSC for kind information
2. DG, DSE & Director, DoS for information
3. Dasho Dzongdag/Executive Secretary, 20 Dzongkhags & 4Thromdes for kind information.
4. Director, RCSC for kind information
5. Chief/Dy. Chief DEO/TEO & HRO, all 20 Dzongkhags and 4 Thromdes for necessary information and action.
6. Office copy