

Ministry of Education
Human Resource Division

A) Transfer Processing Form for DEO/TEO/ADEO/ATEO.

I. Details of the applicant:

Name :

Employee ID No : CID No:

Position Title : Position Level :

Gender :

Present Dzongkhag

Date of Appointment : Date of joining present Dzongkhag:

Academic Qualification : Professional Qualification:

Contact No :(Mobile/Phone):

Email address :

Permanent Home Address:
Village: Gewog: Dzongkhag:

II. Previous School/Dzongkhag worked at: (Use additional sheet if required)

SL#	School	Dzongkhag	Year (dd/mm/yy)		No. of years served in same school	Position served as
			From	To		

III. Reason for Seeking Transfer. Medical Problem Marital Case Any Other

Give a brief reason on why you have asked for Transfer:

IV. Mention Details of your spouse. (*Compulsory)

Name :

EID No :
(If employed)

Position Title : Position Level :
(If employed) (If employed)

Occupation : Place of Work/School:

Organization : Subject :

Date of Joining Service: Date of joining present work place:

V. Documents Enclosed (Please Tick)

Medical Certificate Marriage Certificate Office Order of Spouse

Supporting Documents

VI. Preference Dzongkhag Transfer (*Compulsory):

1. 2. 3.

I hereby declare that the information given herein is true to the best of my knowledge. In the event of detection of false or misleading information, I understand that Ministry shall withdraw my transfer. I also undertake to abide by transfer Rules and Regulations of the Ministry.

Signature of Applicant:

Date:

VII. Recommending remarks by Dasho Dzongdag.

Signature of Dasho Dzongdag. Date:

**VIII. TO BE USED BY DZONGKHAG AUTHORITIES
(Recommending remarks)**

Signature of Chairman, Dzongkhag HRC Date:

Decision taken by HR Committee

IX. TO BE USED BY HUMAN RESOURCE DIVISION, MOE.

His/Her transfer is approved to _____ under _____ Dzongkhag during _____ HR Committee Meeting held on _____ .

Name and signature of the dealing HR Officer

Date: