

**Ministry of Education
Human Resource Division
A) Transfer Processing Form for Principal/Vice Principal.**

I. Details of the applicant:

Name :

Employee ID No : CID No:

Position Title : Position Level :

Gender :

Present School : Dzongkhag:

Date of Appointment : Date of joining present school:

Elective Subject: 1 : 2:

Academic Qualification : Professional Qualification:

Contact No :(Mobile/Phone):

Email address :

Permanent Home Address:

Village: Gewog: Dzongkhag:

II. Previous School 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 ; Domestic Problem ; Normal Transfer

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

IV. Marital Status (Please Tick)

Married ; Unmarried

If you are married please fill up the following details of your spouse.

Name :

EID No:
(If employed)

Position Title : Position Level :
(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 School/Dzongkhag/Thromdey Transfer:

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 DEO/TEO/HRO

Signature of DEO/TEO/HRO Date:

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

Signature of Chairman. Dzongkhag/Thromde HRC

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: