



ROYAL GOVERNMENT OF BHUTAN  
Ministry of Education  
HUMAN RESOURCE DIVISION  
Thimphu : Bhutan



MoE/HRMS-TRANS/SS-08/2017/ 3245

11<sup>th</sup> December 2017

**TRANSFER ORDER**

With reference to the recommendation of Dzongkhag/Thromde HRC and the decision of the Transfer Committee, the Ministry of Education is pleased to transfer the following **Administrative Assistant** to respective Dzongkhag/Thromde with effect from 1<sup>st</sup> January 2018 as specified below:

Sl. #	Name	EID #	Position Title	P. level	Transfer from	Transfer to
1	Sonam Choezom	9108002	Admin Asst	SS4 A	Drukgyel CS	Trashiyangtse
2	Tshering Yangden	200707331	Admin Asst	S5 A	Orong CS	Paro
3	Wangmo	200307232	Admin Asst	S3 A	Taju PS	Thimphu Thromde
4	Lang Om	2008015	Admin Asst	S2 A	Shaba	Gelephu Thromde
5	Tendi Zangpo	200904036	Admin Asst	S5 A	Trashiyangtse LSS	Samdrupjongkhar Thromde
6	Mindu Zam	200707335	Admin Asst	S4 A	Gongzim Ugyen Dorji CS	Paro

H/She shall properly execute handing/taking of the charges, including government properties and files/records before being relieved as per the clause 14.4.15 of BCSR 2012. ***It may be noted that request for cancellation or change shall not be entertained hereafter.***

The above **Administrative Assistants** shall be granted transfer benefits who have served a minimum of three years in the same school.

  
(Karma Geley)

**Offtg. Chief HR Officer**

CC:

1. Dasho Dzongdag/Thrompon concerned
2. Chief Executive Officer, NPPF, Thimphu
3. Chief Executive Officer, RICBL, Thimphu
4. Offtg. Chief HRO, HRMD, RCSC, Thimphu.
5. CDEO/HRO concerned
6. Principals concerned
7. Person concerned.
8. Guardfile/EMIS/PF