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Royal Government of Bhutan
Ministry of Education
Directorate of Services
Human Resource Division



MoE/DoS/HRD/Transfer/ 193

20th July 2020

Notification for Annual Transfer 2020

In accordance with the Transfer and Placement Guideline 2020 approved by the Royal Civil Service Commission vide letter no. RCSC/HRMD/7/2020/0089 dated 7th July, 2020, the Ministry of Education would like to notify Teachers, Counselors, Lead Teachers, Principals, VPs, DEO, TEO, and Support Staff to apply for annual transfer. There are three sections, which must be read and adhered by all concerned.

I. General information

1. All transfer applications must be submitted via *Online Transfer Application Form* available in the education website www.education.gov.bt. Applicants must have either moe.gov.bt or education.gov.bt email domain to access Online Transfer Application Form. Applications received after the deadline, if any, will be referred to the Ministry HRC for directives. Refer **Section III** on deadline and processes.
2. Applicants must attach the following documents in PDF format along with the Online Transfer Application Form, wherever required:
 - a. Marriage Certificate
 - b. Transfer Order/Employer Statement of spouse
3. Transfer applications shall be assessed based on the vacancy and requirements in their preferred places. For teaching professionals, *Subject Teacher Requirements* in the Dzongkhag/Thromde as per TRE shall be considered while the vacancy and level will be considered for other professions.
4. Dzongkhag/Thromde HRC shall recommend only genuine transfer applications to the Ministry who have fulfilled a minimum of continuous 3 academic years in the current place of posting after consultation with the concerned schools.
5. The duration of long-term training (LTT), Extraordinary leave (EOL), Secondment and Medical Leave shall not be counted for the purpose of calculating the number of years in the current place of posting for transfer.
6. The employee shall complete a minimum of three academic years in the new position category as per Section 14.4.4.2 of BCSR 2018.
7. Transfer shall not be facilitated to the applicants whose spouse is undergoing LTT. The Ministry will deal with such transfer after completion of his/her spouse's LTT.
8. Applicants selected for in-country full-time LTTs at Samtse and Paro Colleges of Education and Yonphula College for February 2021 intake shall not be considered for transfer in January 2021.
9. Transfer applications will be sorted based on the number of years of service in the current place of posting. Factor rating will be applied where there are more than one applicant opting in the same Dzongkhag/Thromde.
10. Transfer applications on Medical and Domestic grounds shall be dealt in accordance with the Medical Leave and Extraordinary Leave Rules of BCSR 2018.

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11. A civil servant due for superannuation within the next one year shall not be transferred as per Section 14.4.11, Chapter 14 of BCSR 2018.
12. A contract employee shall not be eligible for inter Dzongkhag/Thromde transfer as per Section 5.6.5 on Chapter 5 and Section 6.6.8 on Chapter 6 of BCSR 2018 and RCSC's Notification dated 30th August 2019.

II. Exception for transfer on Marital ground

Applicants who have served one academic year or more in the current place of posting but served three or more years in the civil service shall be considered for transfer based on subject requirement or staffing standards.

III. Roles and Deadline for Processing Transfers

1. Online Transfer Applications must be submitted by **20th August 2020 on or before 5:00 PM** after which the system will be disabled for the applicants. Please note that applicants cannot login to the Online Transfer Application Form more than once.
2. The Ministry will issue the transfer orders for approved transfers on or before 31st October 2020.

IV. Other information

1. Not all the applications recommended by the Dzongkhag/Thromde HRC will be approved by the Ministry due to the reasons stated in the General Information.
2. As per the Budget Notification No. MoF/Budget-Notification/2020-21/02 dated 29th June, 2020 from the Ministry of Finance for the fiscal year 2020-2021, transfer benefits shall not be facilitated to all the approved transfers.

For any clarifications, please contact HRD, MoE @ +975-2-327703/328313 during office hours.

Copy:

1. Hon'ble Sherig Lyonpo, MoE for kind information.
2. Officiating Secretary, MoE for kind information.
3. Commissioner (MoE Focal) RCSC for kind information.
4. Dzongda/Thrompon of all the Dzongkhags and Thromdes for kind information and necessary action.
5. Head of the Agencies (Ministries, Autonomous Agencies and others) for their kind necessary information.
6. HRC Members, MoE for kind information.
7. Director, DoS, MoE for kind information.
8. Chief/Dy.Chief DEO/TEO of all the Dzongkhags and Thromdes.
9. Principals of schools concerned for dissemination to teachers and staff.
10. HRO of all Dzongkhags, Thromdes, Ministries and Agencies for information and necessary action.
11. Office copy.

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