

DZONGKHAG ADMINISTRATION
TRANSFER PROCESSING FORM -A(Education Management & Admin.)
(For Principals, DEOs, ADEOs, Vice Principals)

I. Details of the applicants

- Name :
- Position Title & Level :
- Grade :
- Gender :
- Present School :
- Qualification

a. Prof (PTC/ZTC/B.Ed/PGCE/ :
M.Ed)

- b. Subject :
- Employee ID No :
- Citizenship ID No. :
- Date of joining Service :
- Date of joining Present School :
- Permanent Home Address :
- Date of appointment as Principal/
Vice Principal :
- Date of Birth :
- Permanent home address :

II. Previous Schools worked at.

Sl. #	School	Dzongkhag	Year	Position Title

(Use additional sheet if required)

III. Please tick if you are trained as a Focal Person for the following:

- 1. Career Counseling :
- 2. Scouts :
- 3. Resource Centre :
- 4. Monitoring (EMSSD) :
- 5. Health :
- 6. Information Technology (IT) :
- 7. Physical Education :
- 8. Library Management :
- 9. DDC Programs :
- 10. Any other _____ (Please write here)

IV. Reason for seeking Transfer (Tick mark)

- a. Health Problem
- b. Marital Case
- c. Domestic Problem
- d. Any other

Give a brief account on why you have asked for transfer:

Mention details of your spouse if the reason for asking transfer is on marital ground.

- a. Name of the spouse : _____
- b. Position Title & Level : _____
(If Govt. Employee)
- c. Occupation : _____
- d. Subject/Qualification : _____

(If teacher)0.

- e. Organization : _____
- f. Place of work/ school : _____
- g. Date of Joining Present School : _____
- h. Date of Joining Service : _____

V. Documents enclosed (Tick mark)

- i. Medical Certificate
- j. Marriage Certificate
- k. Recommendation letter (if any)
- l. Office Orders of spouse
- m. Any other documents

VI Preference Dzongkhags for transfer

- 1.
- 2.
- 3.

Signature of Applicant

Date :

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TO BE USED BY DZONGKHAG AUTHORITIES

VII. Recommending remarks by DEO/HRO (Please mention whether his/her reliever is required.

Signature of the DEO/HRO

Date :

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TO BE USED BY DZONGKHAG AUTHORITIES REMARKS
VIII. Recommending remarks by DASHO DZONGDA

Signature of DASHO DZONGDA with official seal.

Decision taken by Transfer Committee
TO BE USED BY HUMAN RESOURCE DIVISION, MOE.

He/She is transferred to _____ under _____ Dzongkhag
as _____

Name and signature of the dealing HR Officer