

DZONGKHAG ADMINISTRATION
TRANSFER PROCESSING FORM -C (Secretarial Services)
(For Support Staff)

I. Details of the applicants

- Name :
- Position Title & Level :
- Grade :
- Gender :
- Present School :
- Qualification :
- :
- Employee ID No :
- Citizenship ID No. :
- Date of joining Service :
- Date of joining present school :
- Date of Birth :

II. Previous Schools worked at.

Sl. #	School	Dzongkhag	Year

(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. Health :
- 5. Information Technology (IT) :
- 6. Physical Education :
- 7. DDC Programs :
- 8. Any other _____

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).
- e. Organization : _____
- f. Place of work/school : _____

g. Date of Joining Present School
: _____

h. Date of Joining Service : _____

V. Documents enclosed (Tick mark)

- a. Medical Certificate
- b. Marriage Certificate
- c. Recommendation letter (if any)
- d. Office Orders of spouse
- e. Any other documents _____

VI Preference Dzongkhags for transfer

- 1.
- 2.
- 3.

Signature of Applicant

Date :

.....
TO BE USED BY SOOL AUTHORITY

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

Signature of the PRINCIPAL with official seal.

Date :

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VIII. TO BE USED BY DZONGKHAG AUTHORITIES.

Signature of Recommending DEO/HRO with official seal

Date:

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