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Royal Government of Bhutan

Ministry of Education

Directorate of Services

Human Resource Division



MoE/DoS/HRD/Transfer/2022/284

27th July 2022

Notification for Annual Transfer 2022

In accordance with the decision of 352nd Human Resource Committee Meeting held on 26th July 2022, the Ministry of Education would like to notify the Teachers, Lead Teachers, Principals, VPs, DEO, TEO, Counselors, and support staff (*Except Admin Assistant since they are parented by RCSC*) on annual transfer effective from January 2023.

I. General information:

1. All transfer applications must be submitted/applied via Education Management & Information System (EMIS) using the individual's user account.
2. Applicants must attach the following documents in PDF or Image in case the applicant is applying transfer on marital ground.
 - a) **Marriage Certificate, and**
 - b) **Transfer Order/Concerned letter of spouse from the current working agency**
3. Transfer applications shall be assessed based on the vacancy and requirement in their preferred places. For teaching professionals, **Subject Teacher Requirement** in the Dzongkhag/Thromde as per the TRE shall be considered while the vacancy will be considered for other professions.
4. Dzongkhag/Thromde HRC shall recommend only genuine transfer applications to the Ministry who have applied through the system. Dzongkhag/Thromde is requested not to entertain any form of transfer not routed through the EMIS system. **An extreme caution must be exercised in recommending transfers to the Ministry since one-to-one replacement is not possible where there are more numbers of transfers in the same subject.**
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 transfer applications must be reviewed by the respective HRC (School and Dzongkhag/Thromde level as appropriate and recommend the list within the given deadline (deadline attached).
7. The system shall not allow/limit to apply for transfer for those employees who have not served a minimum of three years in the current place of posting from the date of their initial appointment. This is in line with section 14.4.2 of BCSR 2018.
8. Transfer shall not be facilitated to the applicants whose spouse is undergoing LTT, The Ministry will take up such transfer matters after completion of his/her spouse's LTT.
9. Applicants selected for in-country full-time LTT and Ex-country in any other colleges/ Institute for Jan/Feb 2023 intake shall not be considered for transfers in Jan 2023.
10. Transfer applications will be sorted based on the factor rating stipulated in the Transfer and Placement Guideline 2020 approved by the RCSC.
11. Transfer applications on *Medical* and other *Domestic* grounds shall be dealt in accordance with the Medical Leave and Extraordinary Leave (EOL) Rules of RCSR 2018. The



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Ministry will recommend for Medical Leave as appropriate in the event the transfer cannot be facilitated.

12. 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.
13. 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. However, they shall be eligible for intra Dzongkhag/Thromde transfer only.
14. The Ministry will not entertain the transfer applications from the recently transferred DEOs and TEOs. However, Dy. Chief DEO/TEO who are not transferred recently may apply.

II. Roles and deadline for Processing Transfers:

1. Online Transfer Application must be submitted by the applicant through the EMIS portal on or before **26th August 2022** after which the system will be automatically disabled for the applicants. Applications should also note that the applicant will be allowed to withdraw the application at any time of the process until HRD approves or rejects the application. Once an applicant withdraws the transfer application, he/she will not be able to apply for transfer again in the same window period.
2. The applicants are allowed to edit the transfer application until the next approving authority takes an action.
3. The table below shows the roles and deadline for processing of transfers at different levels.

Sl. #	Activities	From	To
1	Transfer window open by HRD	27-07-2022	26-08-2022
2	Transfer window close	26-08-2022	26-08-2022
3	Review & approval of transfer by the school HRC	27-08-2022	03-09-2022
4	Review & approval of transfer by the Dzongkhag/Thromde HRC	04-09-2022	24-09-2022
5	Approval by HRD	25-09-2022	31-10-2022
6	Printing of office order by HRD	01-11-2022	07-11-2022
7	Appeal Window	8-11-2022	22-11-2022
8	Verification of appeal by principal and DEO/TEO	23-11-2022	30-11-2022
9	HRD verification	1-12-2022	7-12-2022
10	Printing of office order by HRD	8-12-2022	15-12-2022



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III. Other information:

1. The transfers will be based on the parameters explained above. All applicants recommended by the Dzongkhag/Thromde/School HRC may not be approved by the Ministry.
2. As per the Budget Notification of the Ministry of Finance vide MoF/Budget-Notification/2022-23/012 dated 4th July 2022, the transfer benefits shall not be paid.
3. Please refer the Guide below to apply for **Inter Transfer**.

For any clarification, please contact HRD, MoE@ +975-2-326412/327703 during office hours

Copy:

1. Hon'ble Sherig Lyonpo, MoE for kind information.
2. Offtg. Secretary/HRC Members, MoE for kind information.
3. Commissioner (MoE Focal), RCSC for kind information.
4. Head of the Agencies (Ministries, Autonomous Agencies and others) for kind necessary action.
5. Dasho Dzongda/Executive Secretary, Dzongkhags/Thromdes for kind necessary action.
6. Chief/Dy. Chief DEO/TEO/HRO of all the Dzongkhags/Thromde for kind necessary action.
7. Principals/offtg. Principals of school concerned for dissemination to teachers and staff
8. Office copy



HUMAN RESOURCE DIVISION



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27th July 2022

Guide For Inter Transfer

1. Criteria:

1. The online transfer application is applicable for:
 1. Teachers (Cluster Lead Teachers, School Lead Teachers)
 2. Counselor
 3. Support Staff (*Except Admin Assistant since they are parented by RCSC*)
 4. DEO/TEO
2. Only Regular Staff are allowed to apply for inter transfer
3. The staff should complete a minimum of three years of service in the current place of posting from the initial date of an appointment as of 31st December 2022 to be eligible for transfer.
4. Eligible staff can only apply for transfer within the transfer window defined by HRD, MoE in the transfer notification
5. To apply for transfer through EMIS, you have to have a login ID. Please “Common errors that may arise while applying for transfer” in serial no 4 for availing support.
6. Applicants are requested to ensure that your working agency is correct. The Ministry will not be responsible for any problems arising from applicants not checking their correct working agency. Please “Common errors that may arise while applying for transfer” in serial no 4 for availing support.
7. All previous data on staff transfer applications has been deleted as we were testing the system. Only applications as per the transfer timeline will be considered.

2. Process:

The application and approval process for different staff category is as follows:

1. *Transfer application for Teacher/Vice Principal/Support Staff*
 - a) Teacher applies for transfer. The transfer application is received by the principal. Please note that the transfer application by teachers working in ECR is received by the principal of parent school.
 - b) Principal along with the school HRC committee verifies or rejects the transfer application. The verified transfer application is received by DEO/TEO.
 - c) DEO/TEO verifies or rejects the transfer application. The verified transfer application is received by HRD.
 - d) The Human Resource Committee of the Ministry approves or rejects the transfer application. The teacher receives the approved or rejected notification.
2. *Transfer application for Principal or Deputy DEO/TEO.*
 - a) DEO/TEO (Deputy or Principal DEO/TEO) applies for transfer. The transfer application is received by the Chief DEO/TEO.
 - b) Chief DEO/TEO verifies or rejects the transfer application. The verified transfer application is received by HRD



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c) The HRC of the Ministry approves or rejects the transfer application. The Principal or Deputy DEO/TEO receives the approved or rejected notification.

3. Transfer application for Chief DEO/TEO

- a) DEO/TEO applies for transfer. The transfer application is received by the HRD.
- b) HRD approves or rejects the transfer application. The DEO/TEO receives the approved or rejected notification.

Note:

- The applicant will be allowed to withdraw the application at any time of the process until HRD approves or rejects the application. Once an applicant withdraws the transfer application, he/she will not be allowed to apply for transfer again in the same window period.
- The applicants are allowed to edit the transfer application until the next approving authority takes action.
- Role other than principal - cannot receive the transfer list

3. Steps for transfer application and approval/rejection

1. Steps for applying for transfer:

1. Login to *systems.education.gov.bt*. You will be taken to landing page
2. Click on *EMIS* Card. You will be taken to the EMIS
3. Click on *Staff* main Menu
4. Click on *Staff Transfer Services* Sub Menu
5. Click on inter transfer and,
6. Click on Add New and fill the transfer details and submit

4. Steps for verifying transfer by Principal or/and DEO/TEO

1. Click on *Staff* main Menu
2. Click on *Staff Transfer Services* Sub Men
3. Click on Transfer List, List of applicants will appear
4. To recommend / Reject, on the very right side of the data table, you will see an action button, Click on Recommend or Reject to approve and reject the transfer applications.

Note:

- If the transfer application is approved or rejected, the applicant will get a notification. Click on the bell icon at the top of the EMIS.
- Or alternatively, the applicant can view the status of their application by going to staff main menu-staff transfer service sub menu an inter transfer main menu.
- Principals will receive a transfer applications list, only with the principal role. Principal role with teacher or mess in charge etc. Won't receive a transfer application list.



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4. Common errors that may arise while applying for transfer:

Sl No	Errors	Causes	Solution
1	Don't know your EMIS username and password	Your user account might not have been created	For school staff, please contact your principal For Principal and DEO/TEO, please email tsheringdorji@moe.gov.bt
2	User not mapped to emis	You have not been assigned a role in EMIS	For school staff, please contact your principal For Principal and DEO/TEO, please email tsheringdorji@moe.gov.bt
3	Competent subject and other fields not showing	Your competent subject has not been mapped	Please email pemac@moe.gov.bt
4	Password mismatch	Forgot password	Please email tsheringdorji@moe.gov.bt
5	Not in current agency	Your transfer has not been updated in EMIS	Please email pemac@moe.gov.bt