



དཔལ་ལྷན་འབྲུག་གཞུང་། ཤེས་རིག་ལྷན་ཁག།

Royal Government of Bhutan

Ministry of Education

Directorate of Services

Human Resource Division



MoE/DoS/HRD/Transfer/2022/1813

24th November 2022

Notification for Intra Transfer 2022

The Ministry of Education would like to notify all that the window for the Intra Transfer for the academic year 2022 will be opened in the EMIS from 25th November 2022.

The table below shows the timeline for intra transfer.

Sl#	Activities	From	To
1	Intra Transfer Window open for applicants	25-11-2022	07-12-2022
2	Review & approval of transfer by the school HRC	08-12-2022	20-12-2022
3	Review & approval of transfer by the Dzongkhag/Thromde HRC	21-12-2022	31-12-2022

Note: The application for the intra transfer of Principals and Vice Principals will not be accepted by the system.

The applicants are hereby informed to take note of the following information:

- Hard copies shall **NOT** be accepted. All the applicants **MUST** apply through Emisv3 within the transfer window.
- Late application shall **NOT** be entertained.

The user guideline for Intra-transfer is attached as **Annexure I**.



HUMAN RESOURCE DIVISION



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Annexure I

User guideline for intra transfer.

- Staff can apply for transfer via emis (systems.education.gov.bt).

Steps:

- Click Staff Menu
- Click Transfer Services
- Click intra transfer and apply for Intra transfer

- Acceptance by Principals

Steps:

- Click Staff Menu
- Click Transfer Services
- Click Transfer list
- And take decision against intra transfer

- Acceptance by DEOs/TEOs.

Steps:

- Click Staff Menu
- Click Transfer Services
- Click the transfer list.
- And take action against the transfer application.

NOTE:

- *All the staff can apply for intra transfer except for Principals, VPs and DEOs/TEOs,*
- *Once applicants withdraw the transfer application, he/she cannot appeal for intra transfer.*
- *Applicants are requested to follow the process carefully, we have no provision to change the application if applicants make mistakes.*
- *For any technical support, kindly contact Gagendra Ghalley at 17511745 during office hours.*