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Royal Government of Bhutan

Ministry of Education

Directorate of Services

Human Resource Division



MoE/DoS/HRD/Transfer/2022/3146

16th December 2022

Notification on Transfer Appeal

The Ministry of Education would like to notify all that the window for the Transfer Appeal for the academic year 2022 has been opened in the EMIS from 16th December 2022.

Please refer to the table below for the schedule:

Sl#	Activities	From	To
1	Transfer Appeal Window open for applicants	16-12-2022	30-12-2022
2	Review & approval of transfer by the school HRC	31-12-2022	13-01-2023
3	Review & approval of transfer by the Dzongkhag / Thromde HRC	14-01-2023	27-01-2023

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

1. Who **CAN** submit an appeal for transfer through the system?
 - a. Candidates whose transfer has not been recommended by the School, Dzongkhag/Thromde and Ministry can submit appeal through “**Transfer Appeal**” module;
 - b. Candidates who did not apply during the inter transfer window can also submit an application in the system through “**Inter Transfer**” module. *Please note that this has been considered since the system is new and it is applicable for the year 2022 only.*
2. Who **CANNOT** submit an appeal for transfer through the system?
 - a. Candidates whose transfer has been approved by the Ministry based on the requirement in any of the opted places.
 - b. Candidates who have withdrawn their transfer application.
3. Once you mention all three Dzongkhag/Thromde preferences in the option list, you **AGREE** to go to any of the opted places. Transfer cancellation shall **NOT** be entertained.
4. Hard copies shall **NOT** be accepted. All the applicants **MUST** appeal through EMISv3 within the transfer appeal window.
5. Late application shall **NOT** be entertained.

This is being issued as per the decision of the 363rd HRC meeting held on 7th December 2022.

For more information on the parameters, kindly refer the Notification on Annual Transfer vide MoE/DoS/HRD/Transfer/2022/284 dated 27th July 2022 issued by the Ministry.

The user guideline for Transfer Appeal is attached as **Annexure I**.



HUMAN RESOURCE DIVISION



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Annexure I

Steps for New inter transfer application.

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

Steps:

- Click Staff Menu
 - Click Transfer Services
 - Click inter transfer.
- Action by Principals
- ##### **Steps:**
- Click Staff Menu
 - Click Transfer Services
 - Click Transfer list
 - And take decision against the transfer application.
- Action by DEOs/TEOs.
- ##### **Steps:**
- Click Staff Menu
 - Click Transfer Services
 - Click the transfer list.
 - And take action against the transfer application.

Steps for Appeal Cases:

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

Steps:

- Click Staff Menu
 - Click Transfer Services
 - Click Transfer Appeal.
- Action by Principals
- ##### **Steps:**
- Click Staff Menu
 - Click Transfer Services
 - Click Transfer Appeal list
 - And take decision against the transfer application.
- Action by DEOs/TEOs.
- ##### **Steps:**
- Click Staff Menu
 - Click Transfer Services
 - Click the Transfer Appeal list.
 - And take action against the transfer application.

** Individuals can view their transfer status by logging in to the EMIS > Transfer Services > Inter Transfer > Status column*

For any Technical Assistance, kindly contact at 17511745/77635090 during office hours.