



དཔལ་ལྷན་འབྲུག་གཞུང་། རྒྱལ་ཁབ་དང་རིག་སྐྱེད་ལྷན་ཁོངས་འཕེལ་ལྗོངས་ལྷན་ཁུངས་།

Royal Government of Bhutan

Ministry of Education and Skills Development

Human Resource Division



MoESD /HRD/12/2023/6244

27th June 2023

Notification for Annual Transfer 2023

In accordance with the decision of 379th HRC Meeting held on 13th June 2023, the Ministry of Education and Skills Development would like to notify the Teachers, Principals, VPs, DEOs/TEOs, Counselors, and support staff (Except Admin Assistant since they are parented by RCSC) on annual transfer 2023. The transfer will be effective from January 2024.

** Please read all the information well before you proceed with your transfer application.*

I. General information:

1. All transfer applications must be submitted/applied via Education Management & Information System (EMIS) using the individual's user account. Hard copies shall **NOT** be accepted.
2. Applicants seeking transfer on marital ground must attach the following documents in **PDF** format.
 - a. Marriage Certificate Original scanned copy, and
 - b. Transfer Order/Concern letter from the head of current working agency.
3. Transfer applications shall be assessed based on the vacancy and requirement in their preferred places. For teaching professionals, Subject Requirement in the preferred 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 and who have applied through the system to the Ministry. The Dzongkhag/Thromde is requested not to entertain any form of transfer not routed through the EMIS. 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.
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.



Phone: 327703, 338659, 331149, 328318, 326412, 329040, 330252, 335402, 321242

Kawajangsa, Thimphu: Bhutan



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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 2024 intake shall not be considered for transfers in Jan 2024.
10. Transfer applications will be sorted based on the factor rating specified in the Transfer and Placement Guideline 2023 (TPG 2023) approved by the RCSC. *Therefore, all applicants recommended by the Dzongkhag/Thromde HRC may not be approved by the Ministry.*
11. 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.
12. Transfer applications on Medical and other Domestic grounds shall be dealt in accordance with the Medical and Extraordinary Leave (EOL) Rules of RCSR 2018.
13. 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.
14. A contract employee shall not be eligible for inter Dzongkhag/Thromde transfer as per BCSR 2018. However, they shall be eligible for intra Dzongkhag/Thromde transfer.
15. 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 **UNLESS** notified otherwise by the MoF.
16. The Ministry shall **NOT** be responsible for not being able to apply transfer through the system during specified duration.
17. If you choose to withdraw your application, you **CANNOT** apply for transfer within the particular transfer cycle.
18. The appeal window will be activated for those applicants whose transfer has been rejected by the School/Dzongkhag/Thromde/Ministry's HRC after the completion of transfer process by the Ministry. The HRD will notify on the deadline for **appeal** accordingly.





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II. Roles and Deadline for Processing Transfers.

1. Interested and eligible individuals are required to apply transfer through EMIS on or before 26th July 2023 after which the system will be automatically disabled for the applicants.
2. School Principal and DEOs/TEOs are required to complete the transfer recommendation/rejection as per the timeline specified below:

Sl#	Activities	From	To
1	Application by individual staff	27/06/2023	26/07/2023
2	Review & approval of transfer by the school HRC	27/07/2023	08/08/2023
3	Review & approval of transfer by the Dzongkhag/Thromde HRC	09/08/2023	27/08/2023

3. You may refer 'Transfer and Placement Guideline 2023' uploaded on the Ministry's website for detailed timeline for the transfer exercise.

Copy:

1. Hon'ble Acting Secretary, MoESD for kind information.
2. Department Heads, MoESD for kind information.
3. Chief DEO/TEO(s), Dzongkhags and Thromdes for kind information and necessary action.
4. HRO, Dzongkhags and Thromdes for kind information and necessary action
5. Office copy.



HUMAN RESOURCE DIVISION