



# TRANSFER AND PLACEMENT GUIDELINE 2023



**MINISTRY OF EDUCATION AND SKILLS DEVELOPEMNT  
THIMPHU, BHUTAN**

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## 1. Introduction

Sections 14.4.1 and 14.4.2, Chapter 14 of BCSR 2018 stipulate that the parent agency should develop a Transfer Guideline which shall be endorsed by the Royal Civil Service Commission (RCSC). The parent agency shall plan the annual transfer in consultation with the working agencies six months prior to the transfer effective date.

Accordingly, the Ministry of Education and Skills Development (MoESD) as the parent agency for education staff working under the Dzongkhags and Thromdes has developed this Transfer and Placement Guideline. This Guideline intends to facilitate mobility of teaching professionals and non-teaching staff in the field, match the demand and supply, ensure transparent and fair distribution of human resources, exercise redeployment from excess to shortage of human resources in the country etc.

## 2. Title

This Guideline shall be known as 'Transfer and Placement Guideline 2023' of the Ministry of Education and Skills Development.

## 3. Scope

This Guideline shall:

- a) Apply to Dzongkhag Education Officers, Thromde Education Officers, Principals, Vice Principals, Teachers, Counselors, Lead Teachers, and Support Staff under the Dzongkhag and Thromde Education Sector and any other positions that may be approved by the RCSC.
- b) Not apply to any contract employees for inter transfer as per Section 5.6.5, Chapter 5 of BCSR 2018.
- c) Uphold the minimum requirements to be eligible for transfer as per relevant section in BCSR 2018.
- d) Not applicable for intra-Dzongkhag transfer of contract staff.

**Note:** *In case there is a conflicting section in the guidelines with the BCSR then BCSR shall prevail over the guidelines.*

## 4. Commencement

This Guideline shall come into effect from 1<sup>st</sup> January 2023.

## 5. Objective

The objectives of this Guideline are:

- a) To facilitate mobility of teaching and non-teaching professionals in the field.
- b) To match the demand and supply of human resource requirements in terms of number and subject/field, teacher competency, and ensure optimal utilization of available human resources; and
- c) To strengthen fairness, transparency and equity in terms of human resource distribution and deployment.

## 6. Amendment

This Guideline shall be amended based on the recommendation of the Ministry's HRC and approval of the RCSC as required.





## 7. Types of Transfer and Placement

### 7.1. Transfer

#### 7.1.1. Personal interest

This refers to the transfer initiated by the individual employee after fulfilling the minimum stipulated years of continued service in the current place of posting.

#### 7.1.2. Public interest

This refers to the transfer initiated by the employer as and when required. It includes transfers, either after completion of the minimum or maximum stipulated years of continued service in the current place of posting, and reassignment of the employee based on the situation and recommendation of the Dzongkhag/Thromde concerned. Also the transfer request on personal interest fulfilling the minimum service requirement i.e. minimum of five years in the same place shall be considered as public interest.

### 7.2. Placement

This refers to the placement after returning from the Long-term Training (LTT), Extraordinary Leave (EOL), Secondment, and new recruitment.

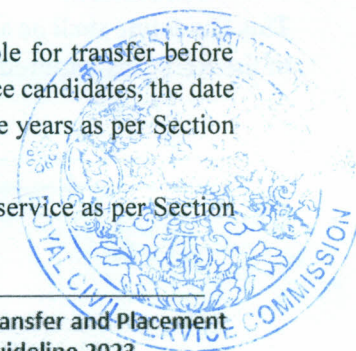
## 8. Authority for Transfer and Placement

In accordance with the Section 14.3.1 of BCSR 2018, the authority for transfer and placement shall be as follows:

Sl.	Types of Transfer	Authority	Remarks
1	Inter Dzongkhag/Thromde	Ministry of Education	Transfer of Support staff (excluding Admin. Asst.), Teachers, Vice Principals and Principals with the recommendation of the Dzongkhag/ Thromde.
2	Intra Dzongkhag/Thromde	Dzongkhag/Thromde	The Dzongkhag and Thromde shall carry out the intra transfers of Support Staff, Teachers and Vice Principals in consultation with the Ministry.

## 9. General Criteria for Transfer and Placement

- The employee shall not claim 'transfer' and 'placement' as a matter of right.
- The transfer applications must be processed via EMIS routed through respective Schools, Dzongkhag/Thromde along with the required documents as per the notification to be considered for review by the Ministry.
- The transfer shall be subject to availability of vacancy and requirement in the specific subject/field. Vacancy for teaching professionals shall be based on validated Teacher Requirement Exercise (TRE) while others shall be based on the staffing standards approved by the RCSC.
- Placement to the Dzongkhag/Thromde to be considered as the initial place of posting and shall not be moved out of the Dzongkhag/ Thromde before serving three years.
- On initial appointment in the civil service, a civil servant shall not be eligible for transfer before serving a minimum of three years including probation period. For the in-service candidates, the date of appointment in the new position category shall be used for calculating three years as per Section 14.4.13 of BCSR 2018.
- Generally, the employee may be transferred after completion of five years of service as per Section 14.4.5 of BCSR 2018.





- g) 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.
- h) The employee shall not be transferred where the application of skills and knowledge are rendered irrelevant as per Section 14.4.15 of BCSR 2018. Therefore, the placement has to be carried out as per the qualifications of teachers and level of schools given in the annexure III.
- i) Transfer shall not be facilitated to the employee while his/her spouse is undergoing LTT.
- j) The Ministry will coordinate with the relevant stakeholders pertaining to inter transfers.
- k) Generally, transfers shall be facilitated at the end of the academic year.
- l) All transfers shall be routed through the HR Committee of the Schools, Dzongkhags/Thromdes.
- m) A civil servant who has been transferred shall be relieved within 30 days from the effective date of the transfer order (generated from the ZEST) and accordingly the joining should be updated in ZEST.

## 10. Specific Criteria for Transfer and Placement

In addition to the General Criteria, the following Specific Criteria shall be applied to different positions:

### 10.1. Dzongkhag/Thromde Education Officer (DEO/TEO)

- a) The DEOs/TEOs shall serve a maximum of 5 years in the same Dzongkhag/Thromde after which he/she shall fall under the required transfer category.
- b) The DEO/TEO opting to change their position title to Principal/Vice Principal/Teacher at an equivalent position level may be facilitated with transfer to his/her preferred place of posting, subject to vacancy and subject requirement as per TRE.

### 10.2. Principal/Vice Principal

- a) The principals and vice principals shall serve a maximum of 5 years in the same school after which he/she shall fall under the required transfer category.
- b) The principals/vice principals opting to change their position title as a VP/teacher at an equivalent position level may be facilitated with transfer to his/her preferred place of posting, subject to vacancy and subject requirement as per TRE.
- c) The vacancies for the post of vice principals and principals shall be filled through annual transfer or through open competition.
- d) The Ministry will consider appropriateness of the qualification level, competency, performance track record and school level for transfer and placement of principals to the schools.

### 10.3. Teacher

- a) Compulsory subject of a teacher shall not be changed for the purpose of seeking transfer. However, the Ministry may consider the change of compulsory subject based on need assessment for teachers who have majored in two subjects during their teacher training.
- b) The inter transfer of teachers shall be based on the overall subject teacher requirement in the respective Dzongkhag/Thromde as per TRE after fulfilling the minimum requirements as per section 9(e).
- c) The Dzongkhag/Thromde shall redeploy excess teachers within the Dzongkhag/Thromde Schools from excess to shortage of subject teacher(s) as per TRE after fulfilling the minimum requirements as per section 9(e).





- d) The Dzongkhag/Thromde shall recommend inter transfer of excess teacher(s) to the Ministry during annual transfer after the redeployment exercise within the Dzongkhag/ Thromde after fulfilling the minimum requirements as per section 9(e).
- e) The Dzongkhags/Thromdes shall consider the appropriateness of qualification level and compulsory subject for placement to a school.

**10.4. Counselor**

- a) The Human Resource Division (HRD) shall consult the Counseling Division and working agencies for transfer of counselors.

**10.5. Lead Teacher**

- a) The lead teacher(s) shall serve at least two years after appointment in the same position in the same school/cluster school.
- b) The transfer of Lead Teacher(s) shall be subject to vacancy in their subject specialization.
- c) The Cluster/Master Lead Teacher can be transferred as School Lead Teacher or teacher at an equivalent position level and not vice versa.

**10.6. Support Staff**

- a) The Support Staff (excluding Admin. Asst.) on regular service shall be facilitated transfer based on the vacancy in the same position after fulfilling the minimum requirements as per BCSR 2018.
- b) The Support Staff appointed on contract shall be eligible for intra transfer only without transfer benefits as per the notification letter No. RCSC/LS-63/2019/1002 dated August 30, 2019.
- c) The Dzongkhag/Thromde concerned shall approve the intra transfer based on vacancy in the same position. However, the transfer and recruitment of support staff in four Thromdes, Thimphu and Paro Dzongkhag, the Ministry to be consulted for endorsement.

**11. Transfer Schedule/Timeline**

SI.	Particulars	Timeline	Responsible
1	HRC's endorsement on Annual Transfer Notification	1 <sup>st</sup> – 2 <sup>nd</sup> week of June	Ministry
2	Issue transfer notification and upload on the website.	3 <sup>rd</sup> week of June	Ministry
3	Share transfer notification with the relevant stakeholders	3 <sup>rd</sup> week of June	Ministry
4	Open up the transfer window in EMIS	3 <sup>rd</sup> week of June	Ministry
5	Submit an online transfer application along with the required documents through EMIS.	3 <sup>rd</sup> week of June to 2 <sup>nd</sup> week of July	Individual Employee
6	Review and recommend only genuine transfer applications to the Dzongkhag/ Thromde.	3 <sup>rd</sup> week of July	school HRC
7	Work out redeployment of excess teaching and non-teaching staff to school(s) where there is shortage within the Dzongkhag/Thromde and issue transfer order (intra transfer).	4 <sup>th</sup> week of July to 1 <sup>st</sup> week of August	Dzongkhag/Thromde HRC
8	Review and recommend only genuine transfer applications to the Ministry.	2 <sup>nd</sup> to 4 <sup>th</sup> week of August	Dzongkhag/Thromde HRC
9	Compile transfer applications recommended by the Dzongkhag/Thromde HRC.	1 <sup>st</sup> week of September	HRD, MoE
10	Validate TRE and Support Staff requirement of Dzongkhags/Thromdes, compile attrition information from Dzongkhags/Thromdes.	2 <sup>nd</sup> & 3 <sup>rd</sup> week of September	Transfer focal





11	Review transfer applications recommended by the Dzongkhag/Thromde and work out the transfer subject wise.	4 <sup>th</sup> week of September	Core Working Group
12	Validate the transfers worked out subject wise by the Core Working Group	1 <sup>st</sup> week of October	Transfer Sub Committee
13	Review and endorsement of Transfer Proposals recommended by the Transfer Sub Committee	2 <sup>nd</sup> week to 3 <sup>rd</sup> week of October	Ministry's HRC
14	Issue Orders for approved transfers	4 <sup>th</sup> week of October	HRD, MoE
15	Open EMIS for appeal cases	1 <sup>st</sup> & 2 <sup>nd</sup> week November	HRD, MoE
16	Review transfer appeal applications	From 3 <sup>rd</sup> week November onwards	HRD, MoE

## 12. Placement

### 12.1. Employees returning from Long-term Training (LTT), Extraordinary (EOL) and Secondment shall comply the following:

- i. Employees who served in any of the four Thromdes and Paro and Thimphu Dzongkhags taking Study Leave/EOL/Secondment shall report to the Ministry after completion of stipulated duration for placement. Those returning from LTT shall first report to RCSC as per section. 9.7.6.7 of BCSR 2018.
  - a. Only EOL and Secondment taken more than six months will report to the Ministry for placement.
  - b. All vacancies created by EOL and Secondment in four Thromdes and Paro and Thimphu Dzongkhags shall be filled by the Dzongkhag/Thromde after consultation with the MoE, HRD through contract recruitment for the duration of the absence from the school.
  - c. Those returning from EOL, Secondment and LTT will be placed in four Thromdes and Paro and Thimphu Dzongkhags based on the subject requirement or availability of vacancy.
- ii. Employees who served in any of the 18 Dzongkhags after returning from EOL and Secondment shall report to their respective Dzongkhag for placement. However, those returning from LTT shall first report to RCSC and the Ministry for placement.
- iii. The teachers are eligible for transfer after serving a minimum of five years in the same place. However, the Ministry HRC could transfer after three years of service based on the critical need/requirement.
- iv. During the period of Study/EOL, Contract Teachers (substitute Teacher) shall be recruited by the Dzongkhags/Thromdes based on need in place of Teachers in consultation with the Ministry. Contract Teachers shall be relieved immediately after the completion of the stipulated duration of Studies/EOL.
- v. Teachers and other staff taking Medical Leave shall report to their respective Dzongkhag/Thromde for placement.
- vi. The HR actions shall be enforced in the event employees do not report to the place of posting within the preparatory leave period laid down in the BCSR 2018. If not, salary shall be withheld and other HR actions will be initiated in accordance with the BCSR 2018.

### 12.2. Fresh appointees shall report to the Dzongkhags/Thromdes as per the Appointment Order issued by the RCSC/Ministry within a week following the induction or orientation programme if any, organized by Ministry/RCSC.



**13. Factor rating/assessment**

The Factor rating or assessment shall be carried out in the event of tie or where there are more numbers of employees applying for the same vacancies in the same place.

The following order shall be followed in order to break the tie:

1. Marital reason.
2. Number of years in the current place of posting. If the number of years served is the same, then the number of years served in the remote schools shall be considered.
3. Seniority in the service will be considered to further break the tie.
4. If the tie prevails after SI. # 1 to 3, then the concerned individual should explore the possibility of the spouse's transfer.

**14. Transfer benefit**

For transfer on request, the employee shall be eligible for transfer benefits if he/she has served five years in the current place of posting.

**15. Accountability**

- a) The Ministry/Dzongkhag/Thromde/School shall be responsible and accountable for the proper implementation of this Guideline.
- b) The employees shall be responsible and accountable for strict compliance and they shall be subject to appropriate HR actions if not adhered to the guideline.
- c) The Ministry shall conduct compliance and strategic HR Audit in the Dzongkhag/Thromde and DEOs/TEOs shall be responsible and accountable for appropriate HR actions for any lapses.





*Annexure I: Online Transfer Application through EMIS*

The online transfer application will be made available from 3<sup>rd</sup> week of June to 2<sup>nd</sup> week of July and it will be closed thereafter. Applications received in hard copies will not be reviewed during the annual transfer exercise. The Ministry will prioritize reviewing the transfer applications applied via online which are recommended by the Dzongkhag/Thromde HRC.

The online transfer application form will contain the field such as Name, EID No., Position Title and Level, Competent Subject as per TRE, Present School and Dzongkhag/Thromde, Transfer Options (1, 2, 3); Marital status (upload Marriage Certificate and Appointment/Transfer Order of Spouse if married), details of spouse etc.



**Annexure II: Guide for Inter Transfer application (for EMIS)**

**1. Criteria:**

- a. The online transfer application is applicable for:
  - i. Support Staff (excluding Administrative Assistant)
  - ii. Counselors
  - iii. Teachers/ Lead Teachers
  - iv. Vice-Principals
  - v. Principals
  - vi. DEOs/TEOs
- b. Only regular Staff are allowed to apply for inter-transfer.
- c. The staff should complete a minimum of three years of service in the current place of posting from the initial date of an appointment to be eligible for transfer.
- d. Eligible staff can only apply for transfer within the stipulated transfer as per the notification of the ministry.

**2. Process for transfer application:**

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

**2.1. Teacher/Vice Principal/Support Staff**

- a. When teacher/vice principal/support staff for transfer, the application will be received by the Principal. The teachers working in ECR will be received by the Principal of parent school.
- b. The school HR Committee verifies and approves or rejects the transfer application. The approved application will be received by the Dzongkhag/Thromde Education Office.
- c. The Dzongkhag/Thromde HR Committee verifies and approves or rejects the transfer application. The approved application will be received by the HR Division, MoE.
- d. The Ministry's HR Committee verifies and approves or rejects the transfer application. The teacher/vice principal/support staff receives the approved or rejected notification.

**2.2. Principal/ Dy. Chief DEO/ Dy. Chief TEO/Principal DEO/Principal TEO**

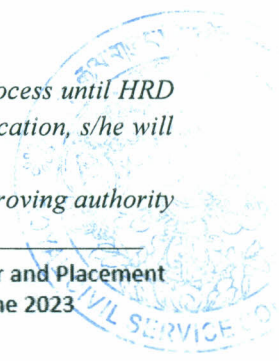
- a. The Principal/ Dy. Chief DEO/ Dy. Chief TEO/Principal DEO/Principal TEO applies for transfer, the transfer application will be received by the Chief DEO/Chief TEO.
- b. The Chief DEO/Chief TEO verifies and approves or rejects the transfer application. The approved application will be received by the HR Division, MoE.
- c. The Ministry's HR Committee verifies and approves or rejects the transfer application. The Principal/ Dy. Chief DEO/ Dy. Chief TEO/Principal DEO/Principal TEO receives the approved or rejected notification.

**2.3. Chief DEO/Chief TEO**

- a. The Chief DEO/Chief TEO applies for transfer, the transfer application will be received by the HR Division, MoE.
- b. The Ministry's HR Committee verifies and approves or rejects the transfer application. The Chief DEO/Chief TEO receives the approved or rejected notification.

**Note:**

- The applicant(s) will be allowed to withdraw the application(s) at any time of the process until HRD approves or rejects the application. Once an applicant withdraws the transfer application, s/he will not be allowed to apply for transfer again in the same window period.
- The applicant(s) will be allowed to edit the transfer application(s) until the next approving authority takes action.





### 3. Steps for transfer application and approval/rejection

#### 3.1. Applying for transfer:

- a. Login to [systems.education.gov.bt](http://systems.education.gov.bt). You will be taken to landing page.
- b. Click on **EMIS** Card. You will be taken to the EMIS.
- c. Click on **Staff** main Menu.
- d. Click on **Staff Transfer Services** Sub Menu.
- e. Click on **inter transfer** and,
- f. Click on **Add New and fill** the transfer details and submit.

#### 3.2. Verifying transfer by Principal/ Chief DEO/Chief TEO

- a. Click on **Staff** main Menu.
- b. Click on **Staff Transfer Services** Sub Men.
- c. Click on **Transfer List**, List of applicants will appear.
- d. To recommend/Reject, on the right side of the data table, you will see an action button.
- e. Click on **Recommend** to approve or **Reject** to disapprove the transfer applications.

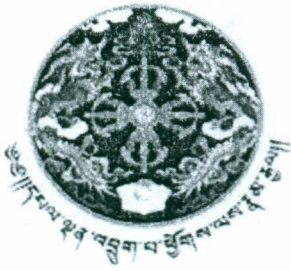
#### Note:

- If the transfer application is approved or rejected, the applicant will get a notification. Click on the bell icon at the top to view the status of their application (OR) alternatively, the applicants can view the status of their application by going to staff main menu-staff transfer service sub menu and inter transfer main menu.
- Principals (full-fledged) will receive a transfer applications list. However, the Offtg. Principal/ Teacher In-charge will not receive a transfer application list.

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

Sl.	Errors	Causes	Solution
1	Don't know your EMIS username and password	Your user account might not have been created	<ul style="list-style-type: none"> <li>• For school staff, contact the principal.</li> <li>• For Principal, DEO/TEO, contact the HR Division, MoE.</li> </ul>
2	User not mapped to EMIS	You have not been assigned a role in EMIS	<ul style="list-style-type: none"> <li>• For school staff, contact the principal</li> <li>• For Principal and DEO/TEO, contact the HR Division, MoE.</li> </ul>
3	Competent subject and other fields not showing	Your competent subject has not been mapped	<ul style="list-style-type: none"> <li>• Contact the HR Division, MoE.</li> </ul>
4	Password mismatch	Forgot password	<ul style="list-style-type: none"> <li>• Contact the HR Division, MoE.</li> </ul>
5	Not in current agency	Your transfer has not been updated in EMIS	<ul style="list-style-type: none"> <li>• Contact the HR Division, MoE.</li> </ul>





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RCSC/HRMD/7/2023/ 2496

January 12, 2023

Acting Secretary  
Ministry of Education  
Thimphu

**Sub: Approval for Transfer and Placement Guideline of Ministry of Education and Skills Development**


Dasho,

This is with reference to the letter No. MoE/DoS/HRD/04/1915 dated November 30, 2022 seeking approval for Transfer and Placement Guideline of Ministry of Education and Skills Development.

In this regard, the 165th and 168th Commission Meeting held on December 20, 2022 and January 10, 2023 respectively reviewed the proposal and approved the attached Transfer Guidelines of the Ministry of Education and Skills Development.

Thanking you

Yours sincerely,

  
(Tashi Pem)  
Director General

Copy to:

1. Offtg. Chief HR Officer, HRD, Ministry of Education for kind information and necessary action