



དཔལ་ལྷན་འབྲུག་གཞུང་། ཤེས་རིག་དང་རིག་རྒྱུལ་གྲོལ་འཕེལ་ལྷན་ཁག་།

Royal Government of Bhutan

Ministry of Education and Skills Development

Human Resource Division



Undertaking Form

(For Principals/VPs/Teachers/Support Staff applying for transfer to Thimphu Thromde/Thimphu and Paro Dzongkhag only)

I,,bearing CID hereby declare and undertake the following with respect to my transfer application for **2024 Academic year** dated on

I have applied for a transfer to [Thromde/Dzongkhag] from my current position in accordance with the policies and guidelines set by Dzongkhag/Ministry.

I understand that upon approval of my transfer, I am expected to serve a minimum of ONE ACADEMIC YEAR in the given Dzongkhag/Thromde before resigning or taking long-term leave from my current position. I acknowledge that this requirement is essential to ensure the following:

- **Maintain Consistency:** I will ensure continuity in my teaching/administrative duties, providing stability and consistency to the students and colleagues.
- **Prevent Learning Loss:** There will be no disruption in the academic year and learning loss to the students.

I agree that if I breach this undertaking by resigning or taking long-term leave from my position before completing the prescribed service period, the concerned agency reserves the right **to take appropriate action against me as decided by the HRC/RCSC.**

I understand that the minimum 1-year service requirement will commence from the effective date of transfer order issued by the Ministry.

I further acknowledge that my commitment to this undertaking is voluntary and that I have carefully read and understood its terms and consequences.

I agree to abide by the rules and regulations as desired by the Ministry during my service period at the new placement.

I hereby affix my signature to this undertaking, acknowledging my understanding and agreement with its terms.

Signature (Affix Legal Stamp)

Witness Signature;

Full Name.....

Name.....

Employee ID:.....

Designation:.....

Current School Name:

CID No:.....

Transferred to: _____ Dzongkhag/Thromde.

Contact No.....