



དཔལ་ལྷན་འབྲུག་གཞུང་། ཤེས་རིག་དང་རིག་རྒྱུལ་ལོང་འཕེལ་ལྷན་ཁུངས།
Royal Government of Bhutan
Ministry of Education and Skills Development
Human Resource Division



MoESD/HRD/04/2024/ 58

15th July 2024

Notification for Annual Transfer 2024

In accordance with the decision of 409th HRC Meeting held on 2nd July 2024, the Ministry of Education and Skills Development would like to notify the Teachers, Principals, VPs, DEOs/TEOs, Counselors, and Support Staff (Except Admin Assistant and Store Asst.) on annual transfer 2024. The transfer will be effective from January 2025.

*** 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.
 - Original scanned copy Marriage Certificate, and
 - Transfer Order/Concern letter from the head of the current working agency.
3. The transfer application of DEOs/TEOs will be received directly by HRD, MoESD. Therefore, DEOs/TEOs are required to attach/upload "**Recommendation letter from the Dzongkhag/Thromde HRC**" while submitting your application through EMIS.
4. 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.
5. 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.
6. To determine the total duration of service in the current place of posting, placement of an individual in the same position within the Dzongkhag/Thromde/Institute shall be considered rather than specific school.



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7. The duration of Extraordinary Leave (EOL) shall not be counted for the purpose of calculating the number of years in the current place of posting for transfer.
8. 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.
9. Transfer shall not be facilitated to the applicants whose spouse is on Leave.
10. Application of those candidates selected/undergoing for in-country/ex-country full-time LTT shall not be reviewed.
11. Transfer applications will be sorted based on the factor rating specified in the “*Transfer and Placement Guideline 2024*” which will be shared with Dzongkhag/Thromde and Schools upon receiving approval from the RCSC. Therefore, all applicants recommended by the Dzongkhag/Thromde HRC may not be approved by the Ministry.
12. 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.
13. Transfer applications on Medical and other Domestic grounds shall be dealt in accordance with the Medical and Extraordinary Leave (EOL) Rules of RCSR 2023.
14. A civil servant due for superannuation within the next one year shall not be transferred as per section 13.4.13, Chapter 13 of BCSR 2023.
15. As per the Budget Notification of the Ministry of Finance vide MoF/Budget-Notification/2023-2024/01 dated 7th July 2023, 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 for transfer through the system during specified duration.
17. If you choose to withdraw your application before the issuance of Transfer Order, 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 the 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.

Interested and eligible individuals are required to apply for transfer through EMIS on or before 14th August 2024 after which the system will be automatically disabled for the applicants.

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 | 15/07/2024 | 14/08/2024 |
| 2 | Review & approval of transfer by the school HRC | 15/08/2024 | 28/08/2024 |
| 3 | Review & approval of transfer by the Dzongkhag/Thromde HRC | 29/08/2024 | 17/09/2024 |

