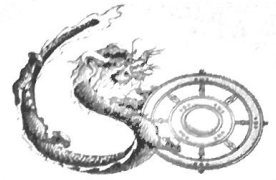




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**ROYAL GOVERNMENT OF BHUTAN**  
**MINISTRY OF FINANCE**  
**TASHICHO DZONG**



MoF/HRD-DoS/5(1)/2018/

September 24, 2018

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**Subject: Notification on Annual Transfer of Internal Auditors**

Dasho/Sir/Madam(s)

In pursuant to provisions of Chapter 14, BCSR 2018, the Ministry of Finance (MoF) would like to notify all the Ministries, Dzongkhags and Agencies on the annual transfer exercise of the finance personnel.

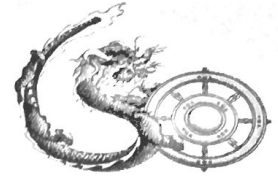
To facilitate the smooth transfer processes, the MoF has established a coordinated transfer approach whereby everyone is given the preference to choose three places of transfer option for their placement. The transfer due for this year has been earmarked at 5 years and above in the current agency.

Accordingly, the respective Ministries, Dzongkhags and Agencies are requested to note the following guidelines while submitting the transfer option form:

1. The placement options should be the names of the places (Dzongkhags) and not the specific agencies.
2. The transfer option form should have all three different places indicated along with the spouse details.
3. The agency shall not submit any retention request for those employees who have served the current agency for 6 years or more.
4. The MoF does not guarantee that all placement/transfer proposals shall be approved. The transfer placement shall be facilitated based on availability of post, marital ground, last agency served, and competency required for the agency. In the event of non-availability of the vacant post in the proposed options, the MoF in consultation with agency shall make placement in other vacant agencies or retain in the same agency for a year



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MINISTRY OF FINANCE  
TASHICHHO DZONG



5. Once the dully filled transfer form is submitted, it is considered that agency has no objection in transferring the employee.
6. The late submission/ incomplete information in the transfer option form will be considered invalid and the placement will be decided by the MoF.
7. The MoF will not entertain any transfer changes after issuance of the transfer order.
8. Respective agencies are kindly requested to submit the transfer proposals of those employees who are due for transfer but missed out in tentative due list.

Therefore, respective Ministries, Dzongkhags and Agencies are requested to submit the transfer proposals recommended by the respective HRCs latest by **October 15, 2018** to HRD, MoF or email at [tphurba@mof.gov.bt](mailto:tphurba@mof.gov.bt) or [tlhamo@mof.gov.bt](mailto:tlhamo@mof.gov.bt). A copy of the tentative transfer due list and the transfer option form is attached.

Dr. Ugyen Tshewang  
Chief HR Officer

Copy:

1. All the head of the Ministries/Dzongkhags/Agencies
2. Director, RCSC, Thimphu
3. Director, DoS, MoF, Thimphu
4. Chief Internal Auditor, CCA, MoF, Thimphu
5. Chief HR Officers/HR Officers of the Ministries/Dzongkhags/Agencies
6. Office copy/master copy