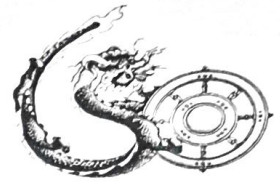




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ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF FINANCE
TASHICHO DZONG



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

28 September, 2018

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Subject: Notification on Annual Transfer of DRC Employees

Dasho/Sir/Madam(s)

In pursuant to provisions of Chapter 14, BCSR 2018, the Ministry of Finance (MoF) would like to notify all the Regions including Department (HQ) on the annual transfer exercise of the finance employees.

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 workplace.

Accordingly, the respective Regions and Department (HQ) are requested to note the following guidelines while submitting the transfer option form:

1. The transfer form should have all three different options of Region/places indicated along with the spouse details.
2. The individual shall not submit any retention request for those employees who have served the current Region/workplace for 6 years or more unless the individual's service is require by the Regions/Department (HQ).
3. 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 workplace served, and competency required for the Regions and Department. In the event of non-availability of the vacant post in the proposed options, the MoF in consultation with Department (HQ) shall make placement in other vacant places or retain in the same place for a year.



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4. Once the dully filled transfer form is submitted, it is considered that Region/employees has no objection in transferring the employee.
5. The late submission/ incomplete information in the transfer option form will be considered invalid and the placement will be decided by the MoF.
6. The MoF will not entertain any transfer changes after issuance of the transfer order.
7. Respective Region Offices are kindly requested to submit the transfer proposals of those employees who are due for transfer to HRD, MoF routed through DRC. Regional Offices or Department may include the employees that may have missed out in tentative due list.

Therefore, the transfer proposals from Regional Office and HQ must reach to HRD, MoF latest by **October 22, 2018** or email at tzangpo@mof.gov.bt or kchhitri@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. Director, DRC, Thimphu
2. Director, DoS, MoF, Thimphu
3. Director, RCSC, Thimphu
4. All the Regional Directors, RRCOs
5. Office copy/master copy