

TRANSFER OPTION FORM FOR FINANCE EMPLOYEES 2018, MINISTRY OF FINANCE

I. Employee Information (as per the record in CSIS)

Name	Employee ID	Position Title	Date of Appt	Date of Birth	Current Place of Posting

II. Employment History- Last Two Agency Served (as per the record in CSIS)

Agency	Post Held	Period		Office Order Number
		From	To	

III. Placement Options (Indicate only the names of the preferred Dzongkhags not agency)

Options	Name of the Place (Dzongkhag)
1	
2	
3	

IV. Spouse Details

Name	Occupation	Current Place of Posting

Note: Attach a copy of marriage certificate if the transfer proposal is on the marital ground

In the event of agency without Finance Officer, the signatory part for the Finance Officer can be left blank

Signature of the Employee

Name, Signature and Seal of HR Officer/Admin Officer

Name, Signature and Seal of Head of the Agency