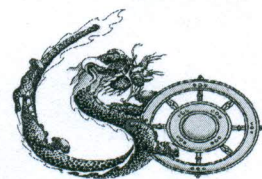




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ROYAL GOVERNMENT OF BHUTAN  
MINISTRY OF FINANCE  
TASHICHHO DZONG



MoF/HRD/ToE/3/2017/240

September 12, 2017

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**Subject: Notification on Annual Transfer of Finance Employees**

Dear Sir/Madam(s)

In pursuant to BCSR 2012 Clause 14.4.6, the Ministry of Finance (MoF) would like to notify all the Regions including the Department (HQ) on the annual transfer exercise of the finance employees.

In order to facilitate the smooth transfer processes, each individual is given the preference to choose three places of transfer option for their placement. The transfer due for this year has been decided at 6 years and above in the current place.

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

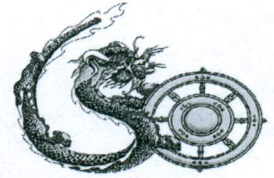
1. While opting for transfer, employee (s) should mention Regions/places.
2. The transfer option form should have all three different Regions/places indicated along with the spouse details.
3. The transfer placement for officials due for transfer shall be facilitated based on:
  - a. Availability of post.
  - b. Marital ground provided the spouse, if working, does not have alternate place of posting.
  - c. Last regions served.
4. Compulsory transfer of retained officials after a year

The late submission/ incomplete information in the transfer option form will be considered invalid and the placement will be decided by the MoF.

This notification is issued in accordance with the Hon'ble Finance Secretary's approved note sheet vide no. MoF/HRD/ToE/3/2017/239 dated 7<sup>th</sup> September 2017.



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ROYAL GOVERNMENT OF BHUTAN  
MINISTRY OF FINANCE  
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Therefore, respective regional offices and HQ are requested to submit the transfer proposals latest by Thursday, **September 28, 2017** to HRD, MoF or email at [ntshomo@mof.gov.bt](mailto:ntshomo@mof.gov.bt) or [kchhetri@mof.gov.bt](mailto:kchhetri@mof.gov.bt) with email copy to DRC at [rzam@mof.gov.bt](mailto:rzam@mof.gov.bt). A copy of the tentative transfer due list and the transfer option form are attached.

(Dr Ugyen Tshewang)

**Chief HR Officer**

Copy to:

1. The Hon'ble Finance Secretary, MoF, Thimphu
2. Director, DRC, MoF, Thimphu
3. Director, DoS, MoF, Thimphu
4. All Regional Directors, RRCOs, DRC, MoF
5. Office copy

