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ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF FINANCE
TASHICHHO DZONG



MoF/HRD/ToE/3/2017/

September 12, 2017

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Subject: Notification on Annual Transfer of Finance Employees

Dasho/Sir/Madam(s)

In pursuant to BCSR 2012 Clause 14.4.6, the Ministry of Finance (MoF) would like to notify all the Ministries, Dzongkhags and Agencies on the annual transfer exercise of the **procurement personnel**.

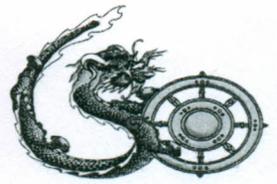
In order to facilitate the smooth transfer processes, the MoF has established a coordinated transfer approach whereby each individual is given the preference to choose three places of transfer option for their placement. The transfer due for this year has been earmarked at 5 years and above in the current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

This notification is issued in accordance with the decision of the 123rd HR Committee Meeting held on August 25, 2017.

Therefore, respective Ministries, Dzongkhags and Agencies are requested to submit the transfer proposals recommended by the respective HRCs latest by Friday, **September 28, 2017** to HRD, MoF or email at lekeyd@mof.gov.bt or schimeth5100@gmail.com. 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 and other Agencies
2. Director General, DNP, MoF, Thimphu
3. Director, RCSC, Thimphu
4. Director, DoS, MoF, Thimphu
5. Chief HR Officers/HR Officers of the Ministries, Dzongkhags and other Agencies
6. Office copy

List of Procurement Officials due for transfer in January 2018

Sl. No.	Name	EID No.	CID No.	Position Title	Position Level	Agency Name	Last Transfer Date
1	Karma Gyelsthen	9901009	10602001593	Dy. Chief Procurement Officer	P2-A	MoAF, AFD	15/11/2012
2	Tshering Dhendup	8301021	12003002461	Asst. Procurement Officer II	P5-A	MoAF, NSC, Paro	1/7/2007
3	Chhimi Tshewang	200307350	11407000482	Dy. Chief Procurement Officer	P3-A	MOE	15/4/2012
4	Ngawang Norbu	20121100941	11504001195	Asst. Procurement Officer II	P5-A	MOE	1/11/2012
5	Pema Dondup	20120800484	11502003048	Asst. Procurement Officer II	P5-A	MoFA	1/8/2012
6	Tempa	2107056	10204000684	Asst. Procurement Officer I	P5-A	MSD, P/ling	1/7/2006
7	Kencho Dorji	20121101046	11407001473	Asst. Procurement Officer II	P5-A	DMSHI, MoH	1/11/2012
8	Jambay Lhamo	20121101047	11106003814	Asst. Procurement Officer II	P5-A	DMSHI, MoH	1/11/2012
9	Thinley Dorji	20120500364	11509002568	Asst. Procurement Officer II	P5-A	Regional Referral Hospital Mongar,	15/5/2012
10	Tshering Dendup	200207141	11603003800	Asst. Procurement Officer II	P5-A	MSDD, P/ling	1/1/2008
11	Thinley Dema	20120500353	10801001498	Asst. Procurement Officer II	P5-A	MoH	15/5/2012
12	Sherab Lodhen	201104025	11102007925	Asst. Procurement Officer II	P5-A	Bumthang Dzongkhag	1/4/2011
13	Cheney Dorji	20121000827	11514000464	Asst. Procurement Officer II	P5-A	Chukha Dzongkhag	15/10/2012
14	Sangay Khandu	20120500247	11511000612	Asst. Procurement Officer II	P5-A	S/jongkhar Dzongkhag	15/5/2012
15	Tshering Penjor	201104030	11107005370	Asst. Procurement Officer II	P5-A	Trashigang Dzongkhag	1/4/2011
16	Tempa Gyeltshen	201104027	10808001669	Asst. Procurement Officer II	P5-A	Tashi Yangtse Dzongkhag	1/4/2011
17	Leki Jungney	20120500245	12003001474	Asst. Procurement Officer I	P5-A	Zhemgang Dzongkhag	15/5/2012
18	Tshering Nidup	20120300433	10810001520	Asst. Procurement Officer	P5-A	Bhutan National Legal Inst.	1/3/2012