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ROYAL GOVERNMENT OF BHUTAN  
MINISTRY OF FINANCE  
TASHICHHO DZONG



MoF/HRD-DoS/5(1)/2018/1809

September 11, 2018

**Subject: Notification on Annual Transfer of Procurement 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 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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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 **September 30, 2018** to HRD, MoF or email at [lekeyd@mof.gov.bt](mailto:lekeyd@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 and other Agencies
2. Director General, Department of National Properties, Thimphu
3. Director, RCSC, Thimphu
4. Director, DoS, MoF, Thimphu
5. Chief Procurement Officers/Procurement Officers of the Ministries, Dzongkhags and other Agencies
6. Chief HR Officers/HR Officers of the Ministries, Dzongkhags and other Agencies
7. Office copy/master copy

**TRANSFER OPTION FORM FOR PROCUREMENT 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 Accounts Officer**

**Name, Signature and Seal of HR Officer/Admin Officer**

**Name, Signature and Seal of Head of the Agency**



### Tentative Transfer Due List for Annual Transfer w.e.f 01 January 2019

Sl. No.	Name	Position Title	Position Level	EID No.	Working Agency	Last Transfer Date
1	Mr. Chhimi Tshewang	Dy. Chief Procurement Officer	P2-A	200307350	MOE	15/4/2012
2	Mr. Ngawang Norbu	Asst. Procurement Officer II	P5-A	20121100941	MOE	1/11/2012
3	Mr. Pema Dondup	Asst. Procurement Officer II	P5-A	20120800484	MoFA	1/8/2012
4	Mr. Tempa	Asst. Procurement Officer I	P5-A	2107056	MSD, P/ling	1/7/2006
5	Mr. Tashi Dhendup	Asst. Procurement Officer II	P5-A	20130302188	G/phu Thromde	1/3/2013
6	Mr. Cheney Dorji	Asst. Procurement Officer II	P5-A	20121000827	Chukha Dzongkhag	15/10/2012
7	Mr. Sangay Khandu	Asst. Procurement Officer II	P5-A	20120500247	S/jongkhar Dzongkhag	15/5/2012

  
Chief Human Resources Officer  
Ministry of Finance  
Thimphu