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ROYAL GOVERNMENT OF BHUTAN
Ministry of Finance
Directorate of Services
HUMAN RESOURCE DIVISION
Thimphu: Bhutan



MOF/HRD-DOS/5(1)/2022/279

September 01, 2022

NOTIFICATION ON ANNUAL TRANSFER 2022

In accordance with the decision of the 194th HRC meeting held on 24th August, 2022, the Ministry of Finance would like to notify that the Annual Transfer Exercise 2022, which will be effective on 1st January 2023, will be carried out as given below.

1. Those who have served 10 years and above in the same agency/place of posting shall be transferred in this phase.
2. Transfer requests from the individual employees will be reviewed and decided based on availability of vacant positions.
3. Heads of the Agency concerned may forward the list of staff to MoF with recommendations for transfer who do not fall in the above two categories in the same agency/place of posting but there is a need for them to be transferred. Their transfer will be reviewed by the Ministry and decided accordingly.

Important Notes:

- I. Transfer shall be facilitated as per the Transfer Guideline of the Ministry of Finance and BCSR 2018.
- II. Employees in Sl.# 1 and 2 shall submit their **application online** ([Click here to submit application](#)). No application shall be accepted in hard copies.
- III. Employees must provide three options in the online transfer application. It shall be construed that if his/her transfer is not feasible in Option 1, the second option (Option II) will be considered. If Option II is not possible, then Option II will be considered. If none of the options are possible, the Ministry will explore other alternatives.
- IV. Employees who have served 10 years and above in the same agency/place of posting must submit the online application form within the deadline. Failing to submit the online application, they will be transferred to any agency/offices based on the requirement/s.
- V. Individual employees requesting transfer shall upload a recommendation of the HRC of the Agency/Regional Head. However, they should have served three years in the same agency/place of posting from the initial date of appointment.
- VI. Employees who have already submitted their transfer application to the Ministry must apply again via online transfer application. They can upload the earlier HRC/Regional Heads' recommendation.

The last date for submission of online transfer application is **on or before 30th September, 2022 by 5.00 pm** after which the form will be closed and no transfer applications in hard copies will be accepted thereafter.



HUMAN RESOURCE DIVISION