



ROYAL GOVERNMENT OF BHUTAN
Ministry of Finance
HUMAN RESOURCE DIVISION

BHUTAN
Believe

MOF/HRD/5(1)/2023/261

October 2, 2023

NOTIFICATION ON ANNUAL TRANSFER 2023

The Ministry of Finance would like to notify all regarding the Annual Transfer Exercise 2023, which will be effective on 1st January 2024, kindly note the following:

- I. Transfer shall be facilitated as per the Transfer Guideline of the Ministry of Finance and BCSR 2018.
- II. Employees to submit their **application online** ([Click to Apply](#)). 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 III will be considered. If none of the options are possible, the Ministry will explore other alternatives.
- IV. 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.
- V. 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 October 27, 2023 by 5.00 pm** after which the form will be closed and no transfer applications in hard copies will be accepted thereafter.



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