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ROYAL GOVERNMENT OF BHUTAN  
Ministry of Finance  
HUMAN RESOURCE DIVISION

**BHUTAN**  
Believe

MOF/HRD/5(1)/2024/999

May 08, 2024

**NOTIFICATION ON TRANSFER CYCLE FOR JULY 2024**

As per the decision of the 229th HRC meeting held on February 13, 2024 which pertains to the Annual Transfer Exercise, the Ministry of Finance will conduct the Annual Transfer Exercise twice a year, allowing transfers in January and July. This decision aims to accommodate various transfer requests that cannot be accommodated within a single annual transfer window.

Therefore, Ministry of Finance would like to notify all regarding the Transfer which will be effective on 1<sup>st</sup> July 2024, kindly note the following:

- I. Transfer shall be facilitated as per the Transfer Guideline of the Ministry of Finance and BCSR 2023.
- II. Employees to submit their **application online** ([Click here 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. The candidates availing transfer on request shall be required to serve a minimum of two years in that position in the Agency as per section 13.4.10 of the BCSR 2023.
- 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.

It is important to note that transfer requests must not interfere with or disrupt the academic calendar. Requests will be carefully evaluated to determine if the transfer would affect the academic calendar. Therefore, individuals with school-aged children, among other considerations, may not be eligible for transfer.

The last date for submission of online transfer applications is **on or before May 22, 2024 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**