



TRANSFER GUIDELINES 2024

Ministry of Agriculture and Livestock Royal Government of Bhutan

Guideline endorsed by the Royal Civil Service Commission during its 24th Commission Meeting held on November 13, 2024.

Table of Contents

| | |
|---|----|
| Acronym | 2 |
| 1. Introduction | 1 |
| 2. Objective | 2 |
| 3. Scope | 2 |
| 4. Limitation | 2 |
| 5. General Eligibility Criteria for Transfer | 2 |
| 6. Exception to the General Eligibility Criteria for Transfer | 3 |
| 7. Transfer of Civil Servant at P1 Management Position | 4 |
| 8. Transfer of Civil Servant at P1 Specialist Position | 4 |
| 9. Timeline and Procedure | 5 |
| 10. Accountability | 6 |
| 11. Amendment and Interpretation | 6 |
| Annexure 1: Transfer Request Application Form | 7 |
| Annexure 2: Annual Transfer Format | 9 |
| Annexure 3: Transfer Joining Report Form | 10 |

Acronym

ARDC: Agriculture Research and Development Centres

BCSR: Bhutan Civil Service Rules

BFDA: Bhutan Food and Drug Authority

DMS: Documentation Management System

HRC: Human Resource Committee

HRD: Human Resource Division

MoAL: Ministry of Agriculture & Livestock

NBC: National Biodiversity Centre

PA: Parent Agency

RCSC: Royal Civil Service Commission

ZES: Zhiyog Electronic System

ZRS: Zhiyog Recruitment System

1. Introduction

The Ministry of Agriculture and Livestock comprises the Secretariat Services, the Department of Agriculture, the Department of Livestock and the Department of Agricultural Marketing & Cooperatives. Apart from the Secretariat Services and the three Departments, the National Biodiversity Centre (NBC), the Central Programmes and other regional offices are also integral parts of the Ministry. Furthermore, the Ministry also extends its coverage in the Dzongkhags and gewogs, which make up the largest representation of civil servants at the Dzongkhag and Gewog Administration Office.

Considering the number of Departments and other Agencies functioning under the Ministry, it has been a challenge for the Ministry to mobilize the transfer of civil servants fairly since there is no proper legal instrument to monitor and guide transfer of its employees. The Bhutan Civil Service Rules, 2023 (BCSR, 2023) as a parent legal instrument governing the transfer of civil servants has mandated the Human Resource Committee (HRC) of the respective Parent Agency (PA) to plan and execute transfer of civil servants at regular intervals. In doing so, Clause 13.2.2 of the BCSR, 2023 requires the HRC of the PA to develop transfer guidelines which is fair, transparent and in consonance to the transfer provisions of the BCSR, 2023. The transfer guideline shall be endorsed by the Royal Civil Service Commission.

Recognizing the need to have uniform transfer guidelines, applicable to all the civil servants working under the Ministry unless otherwise provided by this guideline, the Ministry first developed “Transfer Guidelines, 2019” with the intent to implement the provisions of this guidelines uniformly across various Department and Agencies in the Ministry in a fair and transparent manner. However, in the light of increasing numbers of civil servants requesting for transfer due to medical, marital and citing so many reasons, there was an urgent need for the revision of Ministry's Transfer Guidelines 2019 to have more clarity on the accountability for recommending transfer. Accordingly, the Ministry during the 527th HRC Meeting held on 29 March 2022 endorsed the revised Transfer Guideline 2022.

However in recent years, there has been an increasing trend of voluntary resignations from the Ministry leading to severe human resource attrition which in turn leads to gaps in service delivery and impacts the overall efficiency and effectiveness of the Ministry. In order to ensure that the Ministry continues to utilize its human resources in the most effective and optimal manner and responds to gaps in the field with urgency, the revised Transfer Guidelines 2022 is further revised and endorsed as Transfer Guidelines 2024. This Guideline is also being revised in the light of many changes taken place due to civil service reform and transformation.

2. Objective

The objective of these guidelines is to:

- 2.1. Ensure transfer without interrupting service delivery;
- 2.2. Create fair and transparent transfer procedures;
- 2.3. Enhance accountability in the implementation of transfer proposals; and
- 2.4. Equal distribution of HR in the field offices.
- 2.5. Respond effectively to the increasing HR attrition in the field;

3. Scope

- 3.1. These guidelines shall apply to both regular and contract civil servants under the Ministry of Agriculture and Livestock (MoAL).

4. Limitation

These guideline shall not apply to:

- 4.1. Executives and Specialists;
- 4.2. A civil servant who is under a different Parent Agency (PA) but working with the Ministry and whose transfer shall be guided by the transfer guidelines of their respective PA. However, the civil servant shall obtain a clearance from the working agency on lateral transfers or transfer through open competition.

5. General Eligibility Criteria for Transfer

- 5.1. The transfer of civil servant shall be considered based on the following criteria:
 - 5.1.1. Served a minimum of three years, including probation period, from the date of initial appointment/three years in the new position category;
 - 5.1.2. Served a minimum of two years in that position in that Agency for a candidate who availed transfer on request or has been redeployed;
 - 5.1.3. Served a minimum of two years in the same place of posting after appointment through lateral transfer;
 - 5.1.4. Notwithstanding the above clauses, civil servants may be transferred after serving minimum of one year in one place of posting after annual transfer;

- 5.1.5. As per section 13.4.5.2, “Completed a minimum duration equal to LTT period in the same position at the time of transfer effective date, if any to apply to another position within or outside an Agency.”
- 5.1.6. For Technical Service, transfer shall be allowed within the Super Structure group to the relevant positions requiring the same qualification, skills, abilities and experience;
- 5.2. The Department or Agency shall not propose transfer of civil servants who are subjected to any administrative action as an option to correct the civil servant unless a decision is being made by the HRC as an administrative action for the administrative charges.
- 5.3. In the event, the transfer proposal is submitted by the Department or Agency in contravention to clause 5 of the guidelines, the Head of the Department or Agency shall be liable for an administrative action.
- 5.4. A civil servant due for superannuation within next one year shall not be eligible for transfer.
- 5.5. The transfer shall be consulted with the working agency six months before the transfer effective date.

6. Exception to the General Eligibility Criteria for Transfer

- 6.1. Notwithstanding the eligibility criteria for transfer, request from civil servant shall be accepted and reviewed to be transferred on marital or medical ground provided there is approved slots or post vacancy as per the staffing pattern on production of:
 - 6.1.1. Supporting documents such as marriage certificate and spouse’s transfer order for marital cases; and
 - 6.1.2. Valid medical documents from the recognized hospitals within Bhutan for transfer cases on medical grounds such as terminal illness, permanent disability and other life-threatening diseases.
- 6.2. In the event, the medical issues of the transferred official do not qualify under clause 6.1.2 of the guidelines, the official shall be subjected to transfer and if he or she refuses to join the new post of transfer, clause 13.9.4 of the BCSR 2023 shall be applied.
- 6.3. Approval for such transfer shall be as per Section 13.3.1 of the BCSR 2023.

- 6.4. A civil servant shall be transferred at any time based on public interest as determined and recommended by the Department or Agency.
- 6.5. Notwithstanding the eligibility criteria for transfer, a civil servant shall be redeployed under certain circumstances like merger and dissolution of certain offices in line with structural and staffing changes.
- 6.6. Civil servants on Extra Ordinary Leave, Medical Leave for more than three months and Long-Term study leave shall not be considered for transfer. @

7. Transfer of Civil Servant at P1 Management Position

- 7.1. A civil servant at P1 (management) position shall be transferred to HQ or field offices at any time based on public interest, seniority and performance as determined and recommended by the Department or Agency. However, such transfer of P1 proposals by the Department or Agency shall have proper justification and reasonings on the performance, contributions and required critical skills.
- 7.2. Transfer of Chiefs selected through an open competition within the field offices shall be carried out after fulfilling the prescribed requirements under Section 11.7.4 of Chapter 11 of the BCSR, 2023.
- 7.3. Vacancy announcement for P1 position shall be made as per BCSR 2023 coinciding with the schedule for the psychometric test administered by the RCSC.
- 7.4. In case P1M Position could not be filled after vacancy announcement, as part of Succession Planning, a Civil Servants at P2/P3 shall be placed under transfer to officiate P1 Positions based on the following criteria:
 - 7.4.1. Seniority;
 - 7.4.2. Have clean service record;
 - 7.4.3. Leadership potential; and
 - 7.4.4. Performance.

8. Transfer of Civil Servant at P1 Specialist Position

- 8.1. A civil servant at P1 Specialist shall be transferred to head the central Programme based on the recommendation of the Department or Agency in case Specialist

Head Position could not be filled after vacancy announcement from the existing Specialist pool. The following criteria shall be considered:

- 8.1.1. Seniority;
- 8.1.2. Have clean service record;
- 8.1.3. Leadership potential;
- 8.1.4. Performance and
- 8.1.5. Additional criteria as determined by the Department /HRC.

9. Timeline and Procedure

- 9.1. In line with clause 13.4.8 of BCSR 2023, the transfer generally shall coincide with the performance planning and evaluation cycle so as not to disadvantage during the planning or evaluation of performance.⁶
- 9.2. The relevant Department and Agency shall not propose ad-hoc transfer proposals unless in the public interest and under unavoidable circumstances;
- 9.3. Annual Transfer proposal shall be carried out based on the timeline set as follows:

| Transfer Cycle | Activities / Procedures | Timeline | Responsible Dep/Agency |
|-----------------|--|---------------------------------|---------------------------------|
| Annual Transfer | Notification | 1st July | HRD |
| | Proposal for transfer as per Annexure 1 | 1st August | Department/Agency |
| | Compile, Review and assessment as per Annexure II | 31st October | Department/Agency & HRD jointly |
| | Submission to HRC | 1st week / 2nd Week of November | HRD |
| | Issuance of Office order | 3rd week of November | HRD |

| | | | |
|-----------|---|-------------------------|-----------------------------|
| Relieving | Relieving order | Within 31st December | Department/Agency |
| Joining | Joining as per <i>Annexure III</i> | 15th January | Individual civil servant |

- 9.4. Any appeal on the decision of the HRC related to transfer shall be made to RCSC as an appellate body.

10. Accountability

- 10.1. All civil servants who are transferred shall be relieved within 30 days from the date of issue of the transfer effective date and shall assume the new responsibilities immediately on expiry of the admissible joining time unless otherwise approved by the HRC of the receiving agency as per clause 13.9.3. of BCSR 2023
- 10.2. A civil servant must join the new work station within five working days of preparatory leave if the new station is at least 10KM away and requires a change in residence. Failure to do so will be considered non-compliance with the transfer order, and the relieving Department or Agency will withhold the salary as per Section 13.9.4 of the BCSR 2023 and may propose administrative action.

11. Amendment and Interpretation

- 11.1. The Transfer Guidelines may be amended, as and when necessary, by the MHRC of the Ministry and submitted to the RCSC for endorsement as required by Section 13.2.2 of the BCSR 2023.
- 11.2. The HRC shall be the final authority to interpret any difference or incongruence in the application of the Transfer Guidelines. However, the provision of the BCSR 2023 shall prevail in case of any ambiguity between this guideline and the BCSR.

Annexure 1: Transfer Request Application Form

TRANSFER REQUEST APPLICATION FORM

1. Name:
2. EID No:
3. Position Title/PL:
4. Current place of posting:
5. Nos. of years served in the current place of posting:
6. Permanent Address:

| | | |
|----------|--------|------------|
| Village: | Gewog: | Dzongkhag: |
| | | |

7. Reasons for transfer (*Tick*) (i) Medical Problem (ii) Marital Case (iii) Others

(Attach supporting documents as a proof to the above)

8. Place of posting preference:

| Options* | Option 1 | Option 2 | Option 3 |
|---|----------|----------|----------|
| Place | | | |
| <ul style="list-style-type: none">• The transfer will not be processed in case there is no slots for all the three options proposed by individual | | | |

9. Spouse details:
- (i) Name:
 - (ii) Occupation and place of residence:
 - (iii) Telephone/CID No.:

Signature and date:

Recommended by Head of the Division

Name:

EID No.

Position Title:

Agency:

Recommended by the HRC Meeting (Applicable to officials working in Dzongkhags)

HRC Meeting No.

Date:

Annexure 2: Annual Transfer Format**ANNUAL TRANSFER FORMAT**

(The Departments/Agencies shall use the uniform standard format in the assessment of the annual transfer exercise)

| Annexure.: Transfer Proposals | | | | | | | | | | | | | | |
|-------------------------------|------|---------|----|-----|-----------------------|---|----------------|--------------|-------------------|-----------|-----|----------------|----------------|---------------------|
| S/no | Name | EID No. | PT | P/L | Date of last Transfer | No. of yrs in current place as on transfer effective date | Trans fer From | Trans fer To | 12th FYP Staffing | | | Spouse Details | | |
| | | | | | | | | | Approve d | Existin g | Gap | Spouse Name | Working Agency | Reason for transfer |
| | | | | | | | | | | | | | | |

Annexure 3: Transfer Joining Report Form

TRANSFER JOINING REPORT FORM

(To be completed by the candidate after joining the new place of posting)

Head/Offtg. Chief/PD

.....

.....

Subject: Joining Report

Dasho/Sirs/Madam,

I have joinedfrom20... as per Transfer Order No.

.....dated

Yours sincerely,

Signature and date:

EID No.

Name:

Position Title:

Agency:

Copy to:

1. Director General/Director, etc... for information.
2. Chief HR Officer, HRMD, MoAF for information.
3. Admin. Asst.,DoFPS/DoA/...etc...for necessary action.