



TRANSFER GUIDELINES 2024

National Statistics Bureau Royal Government of Bhutan

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

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1. Background

The NSB has been identified as the Parent Agency (PA) for all statistical services in Bhutan. As the Parent Agency, NSB is responsible for the HR management of all statistical personnel in the country with the transfer exercise being one of them.

This transfer guidelines, adopted in accordance with the BCSR, 2023, shall guide and facilitate the transfer of civil servants in the National Statistics Bureau (NSB) and civil servants who fall under the parenting responsibility of the NSB.

The guideline aims to streamline and enhance the transfer process, fostering efficiency and transparency, and ensure smooth deployment of personnel in the agencies to fulfill their mandates. Furthermore, this guideline will serve as a procedural guideline for the HRC of Agency.

All civil servants under the NSB, including those under its parenting responsibility shall abide by provisions of the guidelines.

2. Objective

- 2.1. The transfer exercise will be carried out in line with the provisions laid out in the BCSR 2023.
- 2.2. The transfer guideline will fulfil the following objectives:
 - 2.2.1. Optimum utilization of human resources,
 - 2.2.2. Outline procedures to be followed when transferring employees to ensure transparency, and
 - 2.2.3. Consider employee welfare when carrying out transfers without comprising on service delivery.

3. Authority to Transfer

As per the BCSR 2023, 13.3.1, the authority to transfer Inter-Agency for parented positions up to P1 is with the parent Agency. Therefore, the HRC of the Parent Agency shall plan transfer in consultation with the working agency and execute transfers in line with the transfer guideline. It shall also take into consideration the vulnerability of the positions.

4. Transfer Criteria

- 4.1. The transfer shall coincide with the performance planning and evaluation cycle so as to not disadvantage candidates during the planning or evaluation of performance. However, the HRC of the Parent Agency shall have the right to transfer civil servants if deemed necessary.
- 4.2. As per Clause 13.4.3 of BCSR 2023 a change in duties and responsibilities within a division of an agency shall not be considered as transfer.
- 4.3. As per Clause 13.4.14, of BCSR 2023 on initial appointment in the civil service, a civil servant shall not be eligible for transfer before serving a minimum of three years including probation period.
- 4.4. However, as per Clause 14.4.8, of BCSR 2023 a civil servant may be transferred to any agency in the interest of public service.
- 4.5. As per Clause 13.4.13, of BCSR 2023 a civil servant due for superannuation within the next one year may not be transferred.
- 4.6. As per Clause 13.4.15, of BCSR 2023 if both spouses are civil servants, their simultaneous transfer to the same location shall be facilitated as far as possible.
- 4.7. As per Clause 13.4.18, of BCSR 2023 there shall be proper handing/taking over of the charge before a civil servant is relieved on transfer, including government property, files/records.
- 4.8. A civil servant may be granted transfer upon written request on special grounds (such as medical or special training acquired) upon production of valid documents. However, a civil servant shall not be normally transferred to a post where application of his skills and knowledge are rendered irrelevant as per clause 13.2.3. of BCSR 2023
- 4.9. A GSP/ESP shall not be eligible for transfer.
- 4.10. A contract employee shall not be eligible for transfer.
- 4.11. All transfers shall be routed through the HR Committee of the Agency.

5. Transfer Procedures:

- 5.1. Agency shall maintain a list of civil servants under them indicating the dates due (5 years in Service) for transfer and notify on the transfer exercise to the Working Agency.
- 5.2. Parent Agency shall work out a mutually agreeable transfer list with the Working Agency six months prior to the transfer effective date.

- 5.3. The HRC of the Parent Agency will review the transfer requests and endorse all transfer proposals.
- 5.4. 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
- 5.5. A civil servant shall report to the new place of posting within the admissible joining time as per section 13.11 of BCSR 2023. If they fail to do so, the relieving agency will withhold their salary. (Admissible joining time shall include the actual time required for travel in addition to the preparatory leave)
- 5.6. The Parent Agency will monitor the status of the transfer exercise and follow up on non-compliance to transfer order.

6. Appeal period

- 6.1. Staff who are not selected by the HRC for an internal transfer or those identified by the Management for internal transfer may appeal to the Director/Director General of the NSB, within ten (10) working days.

7. Training and Orientation

- 7.1. Transferred staff will receive necessary training and orientation for their new position from the receiving Division/ working agencies.

8. Accountability

- 8.1. Non-compliance with the rule shall be treated as a violation of the BCSR and hence, the HRC/Agency shall be accountable as per Clause 13.12.1 of BCSR 2023
- 8.2. The civil servants failing to abide by the Transfer order shall be liable for administrative actions

9. Amendment and Interpretation

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

Annexure A: Transfer Application Form

Transfer Application Form

1. Details of the applicant:

Name:

EID:

2. Position Title:

3. Position Level:

Gender:

4. Present Working Agency:

5. Date of Appointment:

6. Date of joining current agency:

7. Contact no.:

8. Email address:

9. Permanent Home Address:

1. Village:

2. Gewog:

3. Dzongkhag:

10. Past Service details:

Sl.no .	Ministry/Dzongkhag/Agency	Dzongk hag	From: (dd/mm/yyyy)	To: (dd/mm/yyyy)

11. Marital Status:

Married:

Unmarried:

If married, please provide the following details of your spouse:

Name:

EID (if applicable):

Agency:

Position Title/Level:

Date of appointment:

Date of joining current work place:

12. Transfer Option: *Provide three options. If the options are not viable, the HRC shall use its discretionary power to transfer the applicant to wherever there is a requirement.*

1 st Option	2 nd Option	3 rd Option

I, hereby declare that the information provided here is true to the best of my knowledge. In the event, the above declaration is found to be incorrect, I understand that my transfer request shall be cancelled.

Signature:

Date:

Decision of the HRC:

This transfer request has been approved by theHR Committee Meeting held on.....