



TRANSFER GUIDELINES 2024

The Royal Civil Service Commission Royal Government of Bhutan

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

Foreword

The Royal Civil Service Commission (RCSC), as the parent agency for civil servants under the categories of Human Resource Officers, Administrative Assistants, and Personal Assistants, holds the responsibility for managing the Human Resources (HR) of these professionals employed within the Ministry, Dzongkhags, Thromdes, agencies, and Regional Offices under the Royal Civil Service Commission. To streamline this process, the RCSC has formulated a transfer guideline in accordance with Clause 13.2 of the Bhutan Civil Service Rules and Regulations (BCSR), 2023, which has been formally endorsed by the Secretariat Human Resource Committee (SHRC).

The primary aim of the guideline is to facilitate smoother, effective, and transparent transfers, ultimately enhancing the implementation of development programs and public service delivery. Additionally, this guideline aims to provide overall guidance to the SHRC and Secretariat Services, intending not only to optimize HR deployment across the agencies but also to ensure the seamless mobility of human resources.

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Acronym

- 1. RCSC:** Royal Civil Service Commission.
- 2. HRC:** Human Resource Committee.
- 3. HR:** Human Resource.
- 4. BCSR:** Bhutan Civil Service Rules and Regulations.
- 5. PA:** Personal Assistance.
- 6. ZEST:** Zhiyog Electronic System.
- 7. HRSS:** Human Resource Secretariat Services.
- 8. NoC:** No Objection Certificate.
- 9. CSAB:** Civil Service Act of Bhutan.
- 10. HRSS:** Human Resource Secretariat Services.

1. Background

In any governmental structure, the efficiency and integrity of the civil service are critical in ensuring efficient governance. Agencies constantly implement transfer plans, comprehending the importance of enhancing civil servants' strengths and backgrounds while lowering the possible risks of extended periods in certain posts. The guideline is designed to facilitate HR Officers, Admin. Assistance, & Personal Assistance mobility while also broadening their experiences, and preventing the establishment of deeply rooted opinions that could lead to corruption or inefficiency in operations.

2. Objective

The objective of this guideline is to:

- 2.1. Ensure that transfers do not interrupt service delivery.
- 2.2. Facilitate mobility between working agencies for optimization of HR services.
- 2.3. Ensure that transfers are based on fairness and transparency.
- 2.4. Deployment of the right person for the right job and diversify the experience and knowledge.

3. Scope

- 3.1. This guideline is to be used by the Human Resource Committee/Human Resource Secretariat Services, RCSC as the Parent Agency to transfer HR Officers, Administrative. Asst. and Personal Asst. upon fulfilling transfer requirements as provisioned in Chapter 13 of the BCSR 2023.
- 3.2. Applicable to contract employees as per BCSR 2023, Section 4.4.5.5 (Intra Agency Transfer).
- 3.3. Applicable for inter and intra-departmental/agencies transfers of P1 and below civil servants in the organization in line with provisions of BCSR, 2023.
- 3.4. Not applicable to employees not parented by RCSC. However, the civil servant shall obtain clearance from RCSC to apply for lateral transfers or transfer through open competition.

4. Authority of Transfer

- 4.1. The Secretariat Human Resource Committee (HRC) shall be the final approving authority of all the transfer decisions taken under the provisions of this Guideline in accordance with Section 13.3.1 of BCSR 2023.
- 4.2. The Working Agency shall not take HR action related to long-term leave (EOL) in respect of the civil servants parented by the Ministry.

5. General Guiding Principles

- 5.1. All transfers shall be executed in a timely, transparent, fair, and efficient manner.
- 5.2. Procedure and criteria for transfer shall be made available on the website.
- 5.3. To the extent possible, simultaneous transfer of spouses working in the Ministry/agencies shall be facilitated to the same location.
- 5.4. To the extent possible, a civil servant's option for the place of transfer shall be considered. Where there are no requirements or vacancy in any of the places of choice, civil servants shall be transferred as per the decision of the SHRC.
- 5.5. Civil servants shall follow the transfer procedures which may be announced by the HRD.
- 5.6. Transfer of civil servants shall be planned and processed on time to prevent hampering of ongoing projects/works of the agencies.
- 5.7. Relevant provisions of the BCSR shall be applied for transfer procedures/processes which have not been specified in this Transfer Guidelines.
- 5.8. A civil servant will have the right to seek clarification and justification on the transfer decisions. The HRCS shall provide such clarification and information.
- 5.9. A civil servant availing transfer on request/being redeployed shall be required to serve a minimum of two years in that position in the Agency.
- 5.10. A civil servant may be facilitated for transfer on medical and marital grounds, based on the substantive evidence as shall be determined by the SHRC.
- 5.11. A civil servant whose superannuation is due within the next one year shall not be considered for transfer.

- 5.12. 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. For in-service candidates, the date of appointment in the new position category/change in employment status shall be used for calculating three years.
- 5.13. Notwithstanding Section 5.13 above, a civil servant may be subject to transfer in the public interest from one place to another place or intra-agency in the same place. However, he/she shall have completed a minimum of three years in the new position category or three years in the current position from the initial date of appointment;
- 5.14. Administrative actions may be taken as per Section 13.9.4 of the BCSR in the event of non-compliance to any transfer order that has been issued.
- 5.15. Civil servants on Extra Ordinary Leave, Medical Leave for more than three months and Long-Term study leave shall not be considered for transfer.
- 5.16. Approval for such transfer shall be as per Section 13.3.1 of the BCSR 2023.

6. Procedure for Transfer

- 6.1. The HRSS shall maintain a list of civil servants parented by the RCSC and due for transfer;
- 6.2. The HRSS shall release a transfer notification to the respective Agency/Ministries with regard to the submission of the transfer list.
- 6.3. The transfer notification shall indicate the available vacancies.
- 6.4. The civil servants applying for transfer shall indicate their 1st and 2nd choices for placement.
- 6.5. The HR Division of the working Agency shall finalize the transfer proposal of HR Officers/Administrative Assistance, and Personal Assistance in their respective agency/Department HRC Meeting and submit applications to HRSS, RCSC for transfer approval.
- 6.6. HRSS, RCSC shall review the annual transfer list along with the annual recruitment and ensure that the minimum HR requirement is fulfilled.
- 6.7. A civil servant's transfer must be routed and recommended by the working agency to the SHRC. Direct application from the individual shall not be considered.

- 6.8. The HRCS shall not entertain transfer lists which are submitted after the notified deadline and proposals which are not rooted out from the HRC of their respective Agency/Ministry.
- 6.9. The HRCS shall also review the transfer list received as per the guideline and submit to the HRC for approval.
- 6.10. The HRSS shall ensure that transfer procedures are smoothly implemented.
- 6.11. The HRSS, RCSC should consult with the working agency six months prior to the effective date (i.e., January and July transfer cycle) and execute it according to the transfer guideline.
- 6.12. Transfers should align with the performance planning and evaluation cycle to avoid any complications it may cause the candidates during these periods.
- 6.13. A civil servant may be granted transfer upon written request on special grounds such as Marital (Marriage Certificate), Family (Official Family Tree) and Medical reasons upon production of valid documents.
- 6.14. The Marriage certificate and concern letter from the spouse's agency is regarded necessary for the transfer under marital grounds
- 6.15. Moreover, in case of a transfer based on medical grounds, a Medical Certificate from the Board of Medical Doctors must be submitted by the individual through the working agency which will then be reviewed by HRCS.
- 6.16. The Secretariat Human Resource Committee of RCSC shall endorse the transfer proposals.
- 6.17. The transfer orders generated from ZES shall be issued as per the BCSR 2023.

7. Transfer Benefits

- 7.1. Transfer benefit shall be as per the prevailing rules, however, payment shall be subject to availability of funds in the operational expenditure.

8. Appeal

- 8.1. The transfer order must be strictly adhered to and implemented for the overall interest of the Agency and public.

- 8.2. A civil servant aggrieved by the transfer order may appeal within 10 working days from the issuance of the transfer order.
- 8.3. The HRSS upon receipt of the appeal shall review in consultation with the agency and submit recommendations to the HRC within 7 working days.
- 8.4. The HRD shall convey the decision of the HRC to the appellant within 3 working days after the HRC meeting.

9. Transfer of HR Officers to officiate as Officiating Chiefs in P1 Position

- 9.1. If the P1M position remains vacant event after repeated announcement, to ensure adequate succession planning, the civil servants at P2/P3 shall be placed either be identified from within the HR Services/Division or be transferred to officiate based on the following criteria:
 - 9.1.1. Seniority
 - 9.1.2. Leadership potential and performance rating; and
 - 9.1.3. Have a clean service record.

The HRCS must ensure an adequate pool of candidates for P1 positions and officiating roles. If vacancies cannot be filled and there is a significant gap, the HRCS shall propose opening the position on open competition at P2 and lower levels to maintain an adequate pool for the chief position.

10. Timeline for Annual Transfer

- 10.1. The HR Officers shall be transferred once in a year (i.e in the month of January/July.)
- 10.2. The Administrative Assistants & Personal Assistants shall be transferred twice a year in the months of January and July.
- 10.3. All transfer requests must be submitted by November and May for January and July transfer respectively.

11. Lateral Transfer

- 11.1. Lateral Transfers of HR Officers to other agencies/professions should be routed through the HRC of the Working Agency for submission to RCSC HRSS.
- 11.2. The HRCS, RCSC shall issue NoC to apply for other professions.
- 11.3. Working Agencies while issuing NoC should ensure that the lateral transfer of the HRO does not affect the regular service delivery and their IWP achievement is not hampered.
- 11.4. Replacement for the lateral transfers will be worked out by HRSS, RCSC (Parent agency) only during the annual transfer along with graduate requisition. However, replacement is not guaranteed.

12. Relieving on transfer

- 12.1. 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
- 12.2. The individual shall ensure proper handing over

13. Joining on transfer

- 13.1. The civil servant shall report to the new place of posting within five working days provided that the new place of posting is at least 10 kilometers away as per clause 13.11.1 of BCSR, 2023 from the previous work station.
- 13.2. The individual shall submit a joining report and ensure that the transfer is updated in ZEST.

14. Accountability

- 14.1. HR Officers/Admin Assistance, & Personal Assistance who do not join the new place of posting within the stipulated time shall be considered as being non-compliant to the transfer order and the relieving Agency shall withhold the salary of the HR Officers as per clause 13.9.4 of the BCSR, 2023. Transfers should align with the performance planning and evaluation cycle to avoid disadvantageous candidates during these periods.

- 14.2. Additionally, such HR Officers shall be liable for administrative actions for non-compliance of the Transfer Order under the BCSR 2023.
- 14.3. The Secretariat Service shall be responsible to issue the relieving order within 30 days. In the event the relieving order is not issued within the stipulated time, the Agency shall be held accountable for non-compliance to clause 13.9.3 of BCSR, 2023.

15. Amendment and Interpretation

- 15.1. 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.
- 15.2. 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.