



# **TRANSFER GUIDELINES 2024**

## **Ministry of Education and Skills Development 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

<b>Acronyms and Definitions.....</b>	<b>1</b>
<b>1. Introduction.....</b>	<b>1</b>
<b>2. Title.....</b>	<b>1</b>
<b>3. Extent and Commencement.....</b>	<b>1</b>
<b>4. Purpose.....</b>	<b>1</b>
<b>5. Rules of Construction.....</b>	<b>2</b>
<b>6. Supersession.....</b>	<b>2</b>
<b>7. Transfer.....</b>	<b>2</b>
7.1. Annual Transfer.....	2
7.2. Public Interest.....	2
<b>8. Placement.....</b>	<b>2</b>
<b>9. Authority for Transfer.....</b>	<b>3</b>
<b>10. General Rules.....</b>	<b>4</b>
<b>11. Criteria for Transfer of Education Staff.....</b>	<b>5</b>
11.1. General.....	5
11.2. Dzongkhag/Thromde Education Officer (DEO/TEO).....	5
11.3. Principal/Vice Principal.....	5
11.4. Teacher.....	6
11.5. Counselor.....	6
11.6. Support Staff.....	6
<b>12. Criteria for Transfer of TVET Professionals.....</b>	<b>7</b>
12.1. General.....	7
12.2. Principal/Vice Principal (TVET Manager).....	7
12.3. Trainer/Instructor/Lecturer (TVET Trainer).....	7
12.4. Support Staff.....	8
<b>13. Factor rating/assessment.....</b>	<b>8</b>
<b>14. Transfer Cycle/Schedule.....</b>	<b>8</b>
<b>15. Appeal.....</b>	<b>9</b>
<b>16. Transfer benefits.....</b>	<b>9</b>
<b>17. Accountability.....</b>	<b>9</b>
<b>18. Amendment and Interpretation.....</b>	<b>10</b>
<b>Annexure I: Guide for Transfer Application through EMIS.....</b>	<b>11</b>
<b>Annexure II: Determination of Compulsory Subject and School level based on qualification.....</b>	<b>14</b>
<b>Annexure III: Transfer Recommendation Form by the Institute.....</b>	<b>16</b>
<b>(For TVET Professionals only).....</b>	<b>16</b>

## Acronyms and Definitions

BCSR	Bhutan Civil Service Rule and Regulations
HRC	Human Resource Committee
DWPSD	Department of Workforce Planning and Skills Development
EoL	Extraordinary Leave
IZCs	Institute of Zorig Chusums
LTT	Long Term Training
MoESD	Ministry of Education and Skills Development
STT	Short Term Training
TTIs	Technical Training Institutes
TVET	Technical and Vocational Education and Training
TVET Managers	Principal and Vice Principal
TVET Trainers	Instructor, Trainer and Lecturer
	TVET Professionals Principal, Vice Principal, Lecturer, Trainer, Instructor and Support Staff
ZES	Zhiyog Electronic System
TVET MIS	TVET Management and Information System
EMIS	Education Management and Information System
DEO/TEO	Dzongkhag Education Officer/Thromde Education Officer
TRE	Teacher Requirement Exercise
Dy. Chief	Deputy Chief

## TVET Institutes;

1. College of Zorig Chusum- Trashiyangtse
2. National Institute of Zorig Chusum – Thimphu
3. Royal Institute for Tourism and Hospitality – Thimphu
4. Jigme Wangchuck Power Training Institute- Dekiling
5. Technical Training Institute Thimphu
6. Technical Training Institute Khuruthang
7. Technical Training Institute Samthang
8. Technical Training Institute Chumey
9. Technical Training Institute Rangjung
10. Rural Development Training Centre Zhemgang

## 1. Introduction

Pursuant to Section 13.2.1 of the Bhutan Civil Service Rules and Regulations 2023, *the HRC of the parent agency shall plan transfers in consultation with the Working Agency and execute transfers at regular intervals*. Pursuant to Section 13.2.2, BCSR 2023, *a parent agency shall develop a transfer guideline that is fair, transparent, and aligned with the provisions of the BCSR and takes into account the vulnerability of the positions*.

The Ministry of Education and Skills Development is the parent agency for civil servants working in the Education Service as provided in Schedule 2/B of BCSR 2023. The Ministry developed this Transfer and Placement Guideline to align with the BCSR 2023.

## 2. Title

This Guideline shall be known as ‘Transfer and Placement Guideline 2024’ of the Ministry of Education and Skills Development.

## 3. Extent and Commencement

- 3.1. The Guideline shall apply to the employees in the Education Service under the purview of the Ministry of Education and Skills Development as specified in the Guideline and in accordance with the BCSR.
- 3.2. TVET Professionals in all the TVET Institutes under the direct administration of DWPSD, MoESD

**Note: In case there is a conflict with the BCSR, then the BCSR shall prevail over the guideline.**

## 4. Purpose

The Purpose of the guideline is to:

- 4.1. Facilitate mobility of teaching professionals and non-teaching staff in the field,
- 4.2. Match the demand and supply of human resource requirements in terms of number and subject/field, teacher competency,
- 4.3. Ensure transparent and optimal distribution of human resources,
- 4.4. Exercise redeployment from excess to shortage of human resources in the country, and
- 4.5. Strengthen fairness, transparency and equity in terms of human resource distribution and deployment.

## 5. Rules of Construction

Unless the context indicates otherwise, the singular shall include the plural and the masculine gender shall include the feminine gender and vice versa.

## 6. Supersession

The Transfer and Placement Guideline 2023, notifications, circulars pertaining to the subjects covered by the previous Guidelines are superseded from the effective date of this Guideline.

The exception to supersession shall be as follows:

## 7. Transfer

BCSR 2023 defines Transfer as *a lateral movement of a civil servant from one place to another or from one Agency to another or from one profession to another, in the same Position Level.*

### 7.1. Annual Transfer

- 7.1.1. This refers to the transfer initiated by the individual employee after fulfilling the minimum stipulated years of continued service in the current place of posting.
- 7.1.2. This takes place on an annual basis to facilitate change in placement based on subject requirements in consideration of interest, and services rendered by an employee, when and where possible.

### 7.2. Public Interest

- 7.2.1. This refers to the transfer of an employee for critical reassignment in public interest and service based on the situation, and recommendation of the Dzongkhag/Thromde concerned.

## 8. Placement

- 8.1. This refers to the identification of Dzongkhag/Thromde by the Ministry after an employee returns from the Long-term Training (LTT), Extraordinary Leave (EoL), and Secondment.
- 8.2. It also refers to the identification of a school by Dzongkhag/Thromde where an employee shall be placed as a new recruit, and after returning from LTT, EoL, and Secondment.
- 8.3. New appointees shall report to the Dzongkhags/Thromdes as per the Appointment Order issued by the RCSC/Ministry or latest within a week following the induction or orientation programme if any, organized by the Ministry/RCSC.
- 8.4. Employees returning from LTT shall first report to RCSC in accordance with the BCSR 2023, and then to respective Dzongkhag/Thromde for the school placement.

- 8.5. Employees returning from EoL and Secondment shall report to their respective Dzongkhag and Thromde for placement.
- 8.6. Pursuant to Section 8.13 of BCSR 2023, an employee can avail Preparatory Leave in order to prepare for the transfer.
- 8.7. Pursuant to Section 13.11 of BCSR 2023, an employee must report by the admissible joining time to the new duty station.
- 8.8. The Dzongkhags/Thromdes shall recruit contract/substitute teachers as a replacement for the specific duration of Study Leave/EoL/Maternity Leave. Contract Teachers shall be relieved immediately after the completion of the stipulated duration of leave (Studies/EoL/Maternity).
- 8.9. The Dzongkhags/Thromdes shall apply HR Actions in the event employees do not report within the preparatory leave period laid down in the BCSR 2023. The Salary of the returning employee shall be withheld and other HR actions can be initiated in accordance with the BCSR 2023.

## 9. Authority for Transfer

In accordance with the Section 13.3.1 of BCSR 2023, the authority for transfer and placement shall be as follows:

Sl.	Types of Transfer	Authority	Remarks
1	Inter Dzongkhag/Thromde	MoESD	Transfer of Support staff (excluding Admin/Store Asst.), Teachers, Vice Principals and Principals with the recommendation of the Dzongkhag/Thromde.
2	Intra Dzongkhag/Thromde	Dzongkhag/Thromde	The Dzongkhag and Thromde shall carry out the intra-transfers of Support Staff, Teachers, Vice Principals However, intra-transfer of Principals shall be based on the approval of the Ministry's HRC.
3	Inter/Intra TVET Institutes	MoESD	Transfer of all TVET Professionals with the recommendation of the Institute and DWPSD

## **10. General Rules**

- 10.1. The employee shall not claim 'transfer' and 'placement' as a matter of right.
- 10.2. The transfer shall be subject to the availability of vacancies and requirements in the specific subject/field.
- 10.3. To determine the total duration of service in the current place of posting, the placement of an individual in the same position within the Dzongkhag/Thromde/Institute shall be considered rather than a specific school.
- 10.4. On initial appointment in the civil service, a civil servant shall not be eligible for transfer before serving a minimum of three years including a probation period. For the in-service candidates, the date of appointment in the new position category shall be used for calculating three years as per Section 13.4.14 of BCSR 2023.
- 10.5. An individual shall serve a minimum of three years in the current place of posting for the eligible transfer category while applicants on marital ground shall be eligible upon fulfilling the minimum requirement stated in clause 10.4.
- 10.6. The transfer shall be executed aligned to the school academic calendar unless unavoidable in the interest of public service as per Section 13.4.9 of BCSR 2023.
- 10.7. The duration of Extraordinary Leave (EoL) shall not be counted while calculating the number of years in the current place of posting for transfer.
- 10.8. The employee shall not be transferred where the application of skills and knowledge are rendered irrelevant as per Section 13.2.3 of BCSR 2023.
- 10.9. The transfer shall not be facilitated to the employee while his/her spouse is on LTT/EoL/Secondment.
- 10.10. All transfers shall be recommended and approved by the HR Committee of the Schools/Institutes and then by the Dzongkhags/Thromdes.
- 10.11. 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
- 10.12. Employees transferred to Thimphu Dzongkhag, Thimphu Thromde and Paro Dzongkhag shall sign an undertaking to serve a minimum of one academic year.

## **11. Criteria for Transfer of Education Staff**

### **11.1. General**

- 11.1.1. The employee shall process transfer applications via EMIS along with the required documents according to the notification issued by the Ministry.
- 11.1.2. The employee shall submit all relevant documents and evidence available at the time of processing the application. Any such documents and evidence submitted later by the employee shall not be considered.
- 11.1.3. Vacancy for teaching professionals shall be based on validated Teacher Requirement Exercise (TRE) while others shall be based on the staffing standards approved by the RCSC.

### **11.2. Dzongkhag/Thromde Education Officer (DEO/TEO)**

- 11.2.1. The DEOs/TEOs may be transferred generally after completion of five years of Services in the same Dzongkhag/Thromde.
- 11.2.2. The DEOs/TEOs shall serve a minimum of two years in that position in the agency after being appointed and promoted through an open competition as per Section 11.7.4 of BCSR 2023.
- 11.2.3. The DEO/TEO opting to change their position title to Principal/Vice Principal/Teacher at an equivalent position level shall be facilitated subject to vacancy and subject requirement at Dzongkhag level as per TRE. The Dzongkhag/Thromde must facilitate intra-transfer upon receiving approval on the position conversion. However, inter-transfer shall be facilitated during the annual transfer cycle subject to meeting all other criteria specified to be eligible for transfer.

### **11.3. Principal/Vice Principal**

- 11.3.1. The principals and vice principals may be transferred generally after completion of five years of service in the same School/Dzongkhag/Thromde.
- 11.3.2. The principals/vice principals opting to change their position title to Vice Principal/Teacher at an equivalent position level shall be facilitated subject to vacancy and subject requirement at the Dzongkhag level as per TRE. The Dzongkhag/Thromde must facilitate intra-transfer upon receiving approval on the position conversion. However, inter-transfer shall be facilitated during the annual transfer cycle subject to meeting all other criteria specified to be eligible for transfer.



- 11.3.3. The vacancies for the post of Principals shall be filled in the interest of public service either through annual transfer or through open competition as determined by the HRC of the Ministry.
- 11.3.4. The Ministry will consider the appropriateness of the qualification level, competency, performance track record and school level for transfer and placement of principals to the schools.

#### 11.4. **Teacher**

- 11.4.1. The compulsory subject of a teacher shall not be changed for the purpose of seeking transfer.
- 11.4.2. The inter transfer of teachers shall be based on the overall subject teacher requirement in the respective Dzongkhag/Thromde as per TRE.
- 11.4.3. The Dzongkhag/Thromde shall redeploy excess teachers within the Dzongkhag/Thromde Schools as per TRE.
- 11.4.4. The Dzongkhag/Thromde HR shall seek approval from the RCSC for deployment of teachers before serving a minimum number of years on initial appointment due to school consolidation (Closure/ Downgradation/ rationalization).
- 11.4.5. The Dzongkhag/Thromde shall recommend inter transfer of excess teacher(s) to the Ministry after the redeployment exercise within the Dzongkhag/Thromde.
- 11.4.6. The Dzongkhags/Thromdes shall consider the appropriateness of qualification level and compulsory subject for placement to a school

#### 11.5. **Counselor**

The Human Resource Division (HRD) shall consult the Counseling Division and working agencies for the transfer of counsellors.

#### 11.6. **Support Staff**

The Support Staff parented by MoESD shall be facilitated transfer based on the vacancy in the same position after fulfilling the minimum requirements as per BCSR 2023.

## **12. Criteria for Transfer of TVET Professionals**

### **12.1. General**

- 12.1.1. The employee shall process transfer applications via Google form/TVET MIS along with the required documents according to the notification issued by the Ministry.
- 12.1.2. The employee shall submit all relevant documents and evidence available at the time of processing the application. Any such documents and evidence submitted later by the employee shall not be considered.
- 12.1.3. The transfer shall be subject to the availability of vacancies and relevant skills, qualifications, and other requirements.
- 12.1.4. Vacancies for TVET Trainers shall be based on the need and trade relevancy assessment conducted by DWPSD.
- 12.1.5. Other positions/vacancies shall be based on the staffing standards approved by the RCSC.
- 12.1.6. The MoESD reserves the right to redeploy and transfer excess staff from one institute to another.

In addition to the above criteria, the following criteria shall be applied to TVET professionals serving in different positions:

### **12.2. Principal/Vice Principal (TVET Manager)**

- 12.2.1. The TVET Manager may be transferred generally after completion of five years of service in the same Institute.
- 12.2.2. The TVET Manager opting to change their position title as a VP/Instructor/Lecturer at an equivalent position level may be facilitated with transfer to his/her preferred place of posting, subject to vacancy and trade requirement as per need assessment.
- 12.2.3. The vacancies for the post of TVET Manager shall be filled in the interest of public service either through annual transfer or through open competition as determined by the HRC of the Ministry.
- 12.2.4. The MoESD will consider the appropriateness of the qualification level, competency and performance track record for transfer and placement of TVET Manager to the institutes/Schools/agencies outside TVET.

### **12.3. Trainer/Instructor/Lecturer (TVET Trainer)**

- 12.3.1. The core trade of TVET Trainer shall not be changed for the purpose of seeking transfer.

- 12.3.2. The Institute HRC shall recommend inter transfer of excess TVET Trainers to the DWPSD after fulfilling the minimum requirements.

#### 12.4. Support Staff

- 12.4.1. The transfer of Support Staff shall be facilitated based on the vacancy in the same position after fulfilling the minimum requirements as per BCSR 2023.
- 12.4.2. The MoESD shall approve the transfer of regular support staff within institutes and schools based on their competencies.

### 13. Factor rating/assessment

- 13.1. The Factor rating or assessment shall be carried out in the event of tie or where there are more numbers of employees applying for the same vacancies in the same place.
- 13.2. The following order shall be followed in order to break the tie:
- 13.2.1. Subject/Trade requirement (as per TRE).
- 13.2.2. Marital reason.
- 13.2.3. Number of years in the current place of posting (Institute/Dzongkhag/Thromde). If the number of years served is the same, then the number of years served in the remote schools shall be considered.
- 13.2.4. Seniority in the service will be considered to further break the tie.
- 13.3. If the tie prevails after considering the above, then the concerned individual may explore the possibility of their spouse's transfer.

### 14. Transfer Cycle/Schedule

Sl.	Particulars	Timeline	Responsible
1	HRC's endorsement on Annual Transfer Notification	3 <sup>rd</sup> – 4 <sup>th</sup> week of June	Ministry
2	Issue transfer notification and upload on the website. Activate transfer window in EMIS/Google Form	1 <sup>st</sup> week of July	Ministry
3	Submit an online transfer application along with the required documents through EMIS/Google Form.	July Month	Individual Employee

4	Review and recommend only genuine transfer applications to the Dzongkhag/Thromde.	1 <sup>st</sup> – 2 <sup>nd</sup> week of August	School/Institute HRC
5	Review and recommend only genuine transfer applications to the Ministry.	3 <sup>rd</sup> week of August - 1 <sup>st</sup> week of September	Dzongkhag/Thromde HRC
6	Compile transfer applications recommended by the Dzongkhag/Thromde HRC.	2 <sup>nd</sup> week of September	HRD, MoESD
7	Validate TRE/Staffing and Support Staff requirement.	3 <sup>rd</sup> week of September	Dzongkhag/Thromde
8	Intra-Transfer of all staff except for Principals	Deadline to be decided and notified by the Ministry	Dzongkhag/Thromde

## 15. Appeal

- 15.1. An employee whose transfer has not been approved at any levels (School/Dzongkhag/Ministry) may appeal when the Transfer Appeal Window/Google Form is activated by the Ministry.
- 15.2. Such an appeal shall be submitted through the EMIS or Google Form for the reasons that:
  - 15.2.1. Additional information is submitted for consideration of the HRC which may materially affect the decision made earlier.
  - 15.2.2. The employee wishes to opt for another placement option submitted earlier in the EMIS.

## 16. Transfer benefits

- 16.1. Transfer benefits shall be as per the provisions of the BCSR 2023 or in accordance with the directives of the RGoB.

## 17. Accountability

- 17.1. The Dzongkhag/Thromde/School shall be responsible for the proper implementation based on the Guideline.
- 17.2. The Ministry shall conduct compliance and strategic HR Audit in the Dzongkhag/Thromde and DEOs/TEOs shall be responsible and accountable for appropriate HR actions for any lapses, if required.

## **18. Amendment and Interpretation**

- 18.1. 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.
- 18.2. 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 I: Guide for Transfer Application through EMIS***

### **Online Transfer Application through EMIS/Google Form**

1. The transfer should be applied via EMIS within the transfer window.
2. Applications received in hard copies will not be reviewed during the annual transfer exercise.
3. The Ministry will prioritize reviewing the transfer applications applied via online which are recommended by the Dzongkhag/Thromde HRC.

### ***Guide for Inter Transfer application (for EMIS)***

#### **1. Criteria:**

- a. The online transfer application is applicable for:
  - i. Support Staff (excluding Administrative Asst. and Store Asst.)
  - ii. Counselors
  - iii. Teachers
  - iv. Vice Principals
  - v. Principals
  - vi. DEOs/TEOs
- b. Only regular Staff are allowed to apply for inter-transfer.
- c. The staff should complete a minimum of three years of service in the current place of posting from the initial date of appointment to be eligible for transfer.
- d. Eligible staff can apply for transfer only within the stipulated duration as per the notification of the Ministry.

#### **2. Process for transfer application:**

The application and approval process for different staff category is as follows:

##### **2.1. Teacher/Vice Principal/Support Staff**

- a) When a Teacher/Vice Principal/Support Staff applies for transfer, the application will be received by the Principal. The transfer application of the teachers working in ECR will be received by the Principal of the parent school.
- b) The school HR Committee verifies and approves or rejects the transfer application. The approved application will then be received by the Dzongkhag/Thromde Education Office.

- c) The Dzongkhag/Thromde HR Committee verifies and approves or rejects the transfer application. The HR Division, MoESD will receive the approved applications.
- d) The Ministry's HR Committee verifies and approves or rejects the transfer application after which the teacher/vice principal/support staff receives the notification on the decision.

## **2.2. Principal/Dy. Chief DEO/TEO/Principal DEO/TEO**

- a) When the Principal/Dy. Chief DEO/TEO/Principal DEO/TEO applies for transfer, the transfer application will be received by the Chief DEO/TEO.
- b) The Chief DEO/TEO verifies and approves or rejects the transfer application. The approved application will be received by the HR Division, MoESD.
- c) The Ministry's HR Committee verifies and approves or rejects the transfer application. The Principal/Dy. Chief DEO/TEO/Principal DEO/TEO receives the approved or rejected notification.

## **2.3. Chief DEO/TEO**

- a) The Chief DEO/Chief TEO applies for transfer, the transfer application will be received by the HR Division, MoESD.
- b) The recommendation of Dzongkhag/Thromde HRC should be uploaded while applying.
- c) The Ministry's HR Committee verifies and approves or rejects the transfer application. The Chief DEO/TEO receives the approved or rejected notification.

### **Note:**

- *The applicant(s) may choose to withdraw the transfer application(s) until HRD takes action against it. However, s/he cannot apply again for the particular transfer cycle.*
- *The applicant(s) can edit the transfer application(s) until the next approving authority takes action.*

## **3. Steps for transfer application and approval/rejection**

### **3.1. Applying for transfer:**

- a. Login to [systems.education.gov.bt](http://systems.education.gov.bt). You will be taken to the landing page.
- b. Click on **EMIS** Card.
- c. Click on the **Staff** main Menu.
- d. Click on the **Staff Transfer Services** Sub Menu.

- e. Click on **Inter Transfer** and,
- f. Click on **Add New and fill** the transfer details and submit.

### 3.2. Verifying transfer by Principal/ Chief DEO/Chief TEO

- a. Click on the **Staff** main Menu.
- b. Click on **Staff Transfer Services** Sub Men.
- c. Click on **Transfer List**, List of applicants will appear.
- d. Click on the Recommended/Not recommended button in the action column against each individual
- e. Click on '**Recommended**' to approve and '**Not Recommend**' to reject the transfer applications.

#### Note:

- *If the transfer application is approved or rejected, the applicant will get a notification. Click on the bell icon at the top to view the status of their application (OR) alternatively, the applicants can view the status of their application by following the steps: **staff main menu>staff transfer service sub menu>inter transfer main menu**.*
- *Principals (full-fledged) will receive a transfer applications list. However, the Offtq. Principal/ Teacher In-charge will not receive a transfer application list.*

#### 4. Common errors that may arise while applying for transfer:

Sl.	Errors	Causes	Solution
1	Don't know your EMIS username and password	Your user account might not have been created	<ul style="list-style-type: none"> <li>● For school staff, contact the principal.</li> <li>● For Principal, DEO/TEO, contact the ICT Division, MoESD.</li> </ul>
2	User not mapped to EMIS	You have not been assigned a role in EMIS	<ul style="list-style-type: none"> <li>● For school staff, contact the principal</li> <li>● For Principal and DEO/TEO, contact the ICT Division, MoESD.</li> </ul>
3	Competent subject and other fields not showing	Your competent subject has not been mapped	<ul style="list-style-type: none"> <li>● Contact the HR Division, MoESD.</li> </ul>
4	Password mismatch	Forgot password	<ul style="list-style-type: none"> <li>● Contact the ICT Division, MoESD.</li> </ul>
5	Not in current agency	Your transfer has not been updated in EMIS	<ul style="list-style-type: none"> <li>● Contact the HR Division, MoESD.</li> </ul>



**Annexure II: Determination of Compulsory Subject and School level based on qualification**

Sl. No.	Qualification and Elective Subject	Compulsory Subject	Eligible School level
1	PTC	General	Primary school/school having primary section
2	B.Ed. (P)	General	Primary school/school having primary section
3	B.Ed. (General)	General	Primary school/school having primary section
4	B.Ed. (P) with one elective subject	General	Primary school/school having primary section
5	B.Ed. (P) with Masters in Curriculum or Education	General	Primary school/school having primary section
6	B.Ed. (P) with Master in elective subject	Subject mastered	Primary school/Secondary School
7	B.Ed. (P) with PGD English	English/General	Primary school/Secondary School
8	ZTC	Dzongkha	Primary school/ Secondary School
9	B.Ed. (Dzongkha)	Dzongkha	Primary school/Secondary School
10	B.Ed. (S)	One of the elective subjects	Secondary School
11	B.Ed. (S) with a Master in Curriculum or Education	One of the elective subjects	Secondary School
12	B.Ed. (S) Biology/ Chemistry/Physics	Science/ One of the elective subjects	Secondary School
13	B.Ed. (S) Biology/ Chemistry/Physics with M.Ed in General	Science/ One of the elective subjects	Secondary School
14	B.Ed. (S) Mathematics with one elective	One of the elective subjects	Secondary School
15	B.Ed (S) English/ History/Geography	One of the elective subjects	Secondary School
16	PGDE/ PGCE	One of the elective subjects	Secondary School
17	PgD Guidance & Counseling or PgDCCP:		
	a. Full time PgDGC/PgDCCP	Counseling	Secondary School

	b. Mixed mode PgDGC/PgDCCP after PGDE/B.Ed.	One of the elective subject	Primary school/Secondary School
18	B.Ed. Contract Teachers/ NCT	As per placement subject	Primary school/ Secondary School
19	B.Ed. (P)/B.Ed. (S) with PGCTIS	General/one of the elective subject	Primary school/ Secondary School

**Annexure III: Transfer Recommendation Form by the Institute**  
**(For TVET Professionals only)**

Ref. No:

Date:

The Director  
Department of Workforce Planning and Skills Development  
Ministry of Education and Skills Development  
Thimphu

**Subject: Recommendation of Transfer Application**

Respected Dasho,

The \_\_\_\_\_ Technical Training Institute would like to recommend the transfer application in respect of **Mr./Ms.**\_\_\_\_\_, **Designation,**\_\_\_\_\_  
**Trade** \_\_\_\_\_

**Justification for recommendation:**

---

---

---

---

Approved and recommended by: Institute HR Committee Meeting No. \_\_\_\_\_ dated \_\_\_\_\_

**Name & Signature**  
**Supervisor/Institute head**

***Note\* Attach all the supporting documents***