



TRANSFER GUIDELINES 2024

Ministry of Energy and Natural Resources Royal Government of Bhutan

*Guideline revised by the Royal Civil Service Commission during its 37th Commission Meeting held on
March 19, 2025*

Table of Contents

Acronym	3
1. Background	1
2. Objectives	1
3. Scope and Coverage	1
4. Authority	1
5. Transfer Guiding Principles	1
6. Transfer Rules	2
7. Criteria	2
8. Exception	3
9. Transfer Procedures	3
10. Appeal	4
11. Responsibility of Working Agency	4
12. Amendment and interpretation	4
Annexure A: Calculations of Points for Place of Posting	6
Annexure B: Points for Moderation Scores	6
Annexure C: Points for service	7
Points for years of service	7

Acronym

MoENR:	Ministry of Energy & Natural Resources
RCSC:	Royal Civil Service Commission
MHRC:	Ministerial Human Resource Committee
HRD:	Human Resource Division
BCSR:	Bhutan Civil Service Rules and Regulation

1. Background

The Ministry of Energy & Natural Resources is mandated to take up the role of a Parent Agency to officials working in Departments and various divisional offices. In compliance with the BCSR 2023 and amendments thereof, the transfer guideline is expected to establish a comprehensive guidance to the Ministerial Human Resource Committee in intra-ministerial transfer of the officials. The guideline is expected to make transfers within the Ministry lucid and effective and is intended to provide a valid basis for proper planning of transfers.

2. Objectives

2.1 The objectives of the Transfer Guideline are to ensure the following:

- 2.1.1 The intra- Ministerial transfer of civil servants under the parenting responsibility of the Ministry is in line with the provisions of the BCSR 2023 and amendments thereof; and
- 2.1.2 The transfers of civil servants within the ministry are carried out in a fair and transparent manner.

3. Scope and Coverage

3.1 As per the provisions of the BCSR 2023, the Transfer Guideline shall be applicable for intra-Ministerial transfers of all P1 and below civil servants who are parented by the Ministry.

4. Authority

4.1 As per Clause 13.3 of the BCSR 2023, the Ministerial HRC shall be the final approving authority of all the transfer decisions taken under the provisions of the Transfer Guideline.

5. Transfer Guiding Principles

- 5.1 All transfers shall be appropriately timed in order to avoid any unnecessary inconveniences;
- 5.2 A civil servant's option for the place of transfer shall be considered where alternatives are available ;
- 5.3 A civil servant shall have the option to appeal to the MHRC in case of dissatisfaction;
- 5.4 As per the BCSR 2023, simultaneous transfer of spouses to the same location shall be facilitated as far as possible provided the couple works under the same Ministry.

6. Transfer Rules

- 6.1 On initial appointment in the Civil Service, a civil servant shall not be eligible for transfer before serving a minimum of 3 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;
- 6.2 Upon completion of a minimum 5 years of active service in the current working place, a civil servant may be considered for transfer, where applicable. However, the transfer shall be executed in a progressive manner meaning those who have been in the same working place for the maximum number of years shall be considered for transfer first;
- 6.3 A candidate availing transfer on request shall be required to serve a minimum of 2 years in that position in the Agency;
- 6.4 A civil servant due for superannuation within the next one year may not be transferred;
- 6.5 In the event of non-compliance to any transfer order issued, administrative actions as per the BCSR shall be imposed by the MHRC;
- 6.6 A civil servant shall be given the right to appeal against the transfer decision.
- 6.7 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

7. Criteria

- 7.1 Transfers shall be strictly based on the approved staff strength by the RCSC;
- 7.2 A civil servant shall be given the option to choose up to three places where alternatives are available. However, the final transfer decision shall be taken based on following assessment criteria:
 - 7.2.1 A score against the place of posting shall be given as specified in Annexure A. The place of posting shall carry 60 points as follows:
 - 7.2.1.1 Current place of posting - max. of 40 Points
 - 7.2.1.2 Last place of posting - max. of 20 Points

- 7.2.2 Moderation scores on the scale of 5 to 30 as given in Annexure B shall constitute 30 points of the total weight.
- 7.2.3 Seniority (no. of active years served in the civil service) as indicated in Annexure C shall constitute the remaining 10 points of the total weight.
- 7.2.4 Civil servants under the transfer list shall be ranked based on the total score out of 100 points.
- 7.2.5 Preference for place of transfer shall be given to civil servants securing the higher score as per clause 7.2.4. However, if they have already served in their chosen place of posting then preference will be given to others.
- 7.2.6 To ensure there are no conflicts of interest, the transfer of civil servants to their home postings shall be minimized to an extent possible.

8. Exception

- 8.1 The above criteria and transfer cycle shall not be applicable for the following transfers:
 - 8.1.1 Transfer based on the immediate and urgent requirement in the public interest;
 - 8.1.2 Transfer on special medical needs or on humanitarian grounds.

9. Transfer Procedures

- 9.1 The HRD shall prepare the annual transfer list and timeline.
- 9.2 The following procedure shall be followed:
 - 9.2.1 HRD shall compile the list of civil servants due for transfer in August/ September of the calendar year.
 - 9.2.2 The list shall be shared with individual civil servants by September/ October of the calendar year.
 - 9.2.3 All individuals included in the list shall submit the Transfer Application Form duly filled and countersigned by the immediate supervisor to the HRD.
 - 9.2.4 A sub-committee shall be constituted to work out and compile the transfer proposal as per the provisions of the Transfer Guidelines.
 - 9.2.5 The transfer proposal shall be submitted to the HRC.
 - 9.2.6 The HRC shall approve the transfer proposal.

9.2.7 The HRD shall issue Transfer Order based on the approval accorded by the HRC and shall update transfer and joining in the ZES.

9.2.8 The HRD shall determine the place of transfer and effect transfer for civil servants who are due for transfers, if such civil servants fail to:

9.2.8.1 Submit the transfer application form;

9.2.8.2 Submit incomplete transfer application form; and

9.2.8.3 In both cases, the decision of the HRC shall be final and binding.

9.3 The effective date of transfer shall be 1st of January of the year.

9.4 A civil servant who has been transferred shall be relieved, provided benefits, leave and other entitlements as per the provisions of the BCSR 2023 and amendments thereof unless the transfer is on request.

10. Appeal

10.1 Any appeal against the transfer decision of the MHRC must be submitted within 10 days from the date of issuance of the transfer order.

10.2 Transfer appeal may be reviewed based on the submission of relevant documents by the Agency or individual civil servant.

10.3 The decision of the MHRC on the appeal shall be final and communicated in writing.

11. Responsibility of Working Agency

11.1 The Working Agency shall relieve civil servants who have been transferred as per the effective date provided in the Transfer Order.

11.2 The Working Agency shall provide transfer benefits, leave, and other entitlement as per the provisions of the BCSR 2023, unless the transfer is on request.

11.3 The Working Agency shall not take HR action related to long-term leave (EOL) in respect of the civil servants parented by the Ministry without '*No Objection Certificate*' from the Parent Department.

12. Amendment and Interpretation

12.1 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.

12.2 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 A: Calculations of Points for Place of Posting

Calculations of Points for Place of Posting (Current + Last Place of Posting before the Current)

Category / Rank	Name of the Dzongkhag	Current Place of Posting (40 Points) A	Last Place of Posting before the Current Place (20 Points) B**
1	Thimphu	5	2
2	Paro	10	4
3	Punakha	15	8
	Wangdue		
4	Samtse	20	12
	Sarpang		
	Tsirang		
	Chhukha		
	Haa		
5	Bumthang	30	16
	Trashigang		
	Trongsa		
	Mongar		
	Samdrup Jongkhar		
6	Gasa	40	20
	Lhuntse		
	Pemagatshel		
	Dagana		
	Trashi Yangtse		
	Zhemgang		

**Places included in the list because of their location and preference for transfer.*

Annexure B: Points for Moderation Scores

Points for Moderation Scores

A civil servant shall be awarded points based on the average of the moderation scores for the last 2 years:

Ratings	Points
Outstanding	30
Very Good	20
Good	15
Partially meeting expectations	10

Average PE score of the last two years shall be calculated as follows:

Year	Score
Year I	
Year II	
Total	
Average (total/2) - C	

Annexure C: Points for service

Points for years of service

0.5 points shall be allotted to each year of active service in the civil service. The maximum points shall be 10.

Table for Calculation of Total Score (Scores from the Tables in Annexures A and B):

Place of posting (60)		Moderation Score (30) (C)	Seniority (10) (D)	Total (100) A+B+C+D
Current Place of Posting (A)	Last Place of Posting before the Current Place (B)			



དཔལ་ལྷན་འབྲུག་གཞུང་། ལུས་ཀྱི་ལས་དང་རང་བཞིན་ཐོན་སྐྱེད་ལྷན་ཁག།
Human Resource Division
Ministry of Energy and Natural Resources
Royal Government of Bhutan
Thimphu: Bhutan

BHUTAN
Believe

TRANSFER APPLICATION FORM

I. Personal Details

1. Name _____
2. Gender _____
3. Employee ID No. _____
4. CID No. _____
5. Position Title _____
6. Position Level _____
7. Current Place of Posting _____

II. Permanent Home Address

1. Village _____
2. Gewog _____
3. Dzongkhag _____
4. Contact No. _____
5. Email Address _____

III. Previous working place

	Name of the Agency / Dzongkhag / Thromde	Year	
		From	To

IV. Spouse's Details

1. Married ☐
Unmarried ☐

2. If Married:

- a. Name of Spouse: _____
b. Occupation: _____

3. If Working:

- a. Agency: _____
b. Designation: _____

V. Transfer Preference

Option 1: _____

Option 2: _____

Option 3: _____

(Signature of the Employee)

(Head of the Department)

Note:

1. Form should be submitted to the HRD, MoENR as per the deadline announced by HRD
2. It is mandatory to provide three (03) options of preferred places of posting. If the form is incomplete, the HRD shall exercise discretion on the place of transfer.
3. Based on the decision of the HRC, transfer order shall be issued.
4. Refer Transfer Guidelines of MoENR for details.
