



TRANSFER GUIDELINES 2024

Ministry of Finance 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

1. Background	1
2. Title	1
3. Scope	1
4. Objectives	2
5. General Rules	2
6. Types of Transfer and Placement	3
7. Transfer Cycle	4
8. Transfer Placement	4
9. Transfer Retention	5
10. Prerogatives of the Parent Agency	5
11. Transfer Benefits	5
12. Appeal of Transfer	5
13. Accountability	6
Annexure I: Transfer Placement Assessment Form	7

1. Background

The Ministry of Finance since its establishment in 1968 has been mandated to achieve sustainable economic growth with a macroeconomic environment through dynamic fiscal policy and prudent fiscal discipline. To achieve the mandate, the Ministry upholds the core values of Integrity; Collaboration; Accountability; Respect and Excellence (I-CARE).

Currently, the Ministry of Finance functions as the parent agency of the following group of services/sub-groups:

- a. Revenue Services
- b. Finance, Accounting and Budget Services
- c. Internal Audit Services
- d. Property and Procurement Management Services (Procurement and Store only)

In addition to the above, the ministry shall be the parent agency for the following cross-sector services of all Ministries and Autonomous Agencies:

- a. Finance, Accounting and Budget Services
- b. Internal Audit Services
- c. Property and Procurement Management Services (Procurement and Store only)

As the parent agency, the Ministry is mandated to develop profession-specific competency, carry out succession planning, clear career paths, HRD planning, staffing standards and set standards for service delivery. Along with it, the Ministry shall also identify and maintain a pool of experts for necessary technical backstopping as and when required.

In addition, as per Chapter 13 of the BCSR 2023, the Ministry of Finance as a parent agency is required to develop the transfer guideline endorsed by RCSC and accordingly carry out the transfer of employees on a periodical basis in consultation with the Working Agency. The transfer guideline shall be aligned with the provision of the BCSR 2023 which is developed in a fair and transparent manner.

Since, the professionals parented by the Ministry of Finance are under the Major Occupational Group (MoG) of “Finance and Audit Group Services”, which are identified as vulnerable positions, as mandated by Section 13.10.3.2 of the BCSR 2023 they may be transferred generally after completion of five years of service in a particular Agency.

Therefore, any transfer of the professionals parented by the Ministry of Finance shall be in accordance with this guideline henceforth.

2. Title

- 2.1. This Guideline shall be known as Transfer Guideline 2024 of the Ministry of Finance.

3. Scope

- 3.1. The Guideline shall cover the following categories of professions who are parented by the Ministry of Finance posted in the Ministries, Dzongkhag, Thromdes and in other relevant budgetary bodies comprising the following Services/Sub-Groups:
- 3.1.1. Finance, Accounting and Budget Services;
 - 3.1.2. Internal Audit Services; and
 - 3.1.3. Procurement and Property Services.
 - 3.1.4. Program Services (Finance)
 - 3.1.5. Any other professionals in future that RCSC may assign the Ministry of Finance as the parent agency.
- 3.2. However, this transfer guideline shall not apply to contract employees under the Ministry of Finance.

4. Objectives

- 4.1. This Guideline shall ensure that the transfer exercise is implemented in a fair, transparent and efficient manner in an attempt to achieve the following objectives:
- 4.1.1. Facilitate mobility among the civil servants so that their services are best utilised in the interest of the Government.
 - 4.1.2. Diversify the experience and knowledge and develop an appreciation for social, cultural and economic conditions prevailing in the country among the civil servants through the change of post, Agency or place of posting, particularly from central offices to rural areas.
 - 4.1.3. To deter the development of vested interests leading to probable corruption, nepotism, patronage, favouritism, and red tape due to the prolonged stay of an individual in any particular place, Agency or Position.

5. General Rules

- 5.1. While implementing the transfer of those positions parented by the Ministry of Finance, the following general rules will prevail as per Chapter 13 of the BCSR 2023:
- 5.2. The delegation of authority to transfer shall be as follows:

Type of Transfer	Authority
Inter-Agency	RCSC/Parent Agency

Intra-Agency, except EX* and ES*	Agency
Inter-Major Occupational Group within the Super Structure Group	RCSC
Inter-Subgroup in a MOG within the SuperStructure group (up to P2)	Agency

- 5.3. A change in duties and responsibilities within a Division of an Agency shall not be considered as a transfer.
- 5.4. Completed a minimum duration equal to the LTT period However, upon return from LTT, if there is no vacant position in his/her former agency, the Ministry as a parent agency shall reserve the right to place the civil servant in any agencies where there is vacancy upon approval from RCSC.
- 5.5. Completed a minimum of three years in the new position category or three years in the current position from the initial date of appointment
- 5.6. Transfer shall be allowed only within the same SuperStructure group to the relevant positions requiring the same qualifications, skills, abilities and experience.
- 5.7. The transfer shall be executed during the school winter holidays unless unavoidable in the interest of public service.
- 5.8. The transfer exercise may be executed through a consultative approach, however, in the public interest the Ministry shall reserve the right to transfer the civil servants unilaterally.
- 5.9. 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

6. Types of Transfer and Placement

6.1. Transfer

- 6.1.1. Public Interest: It refers to the transfer initiated by the employer as and when the services of an employee are critically required in an agency. It includes the transfer upon the completion of maximum or minimum years of service in a particular place of posting and reassignment of the employees.
- 6.1.2. Personal Interest: It refers to the transfer initiated by the individual civil servants after fulfilling the minimum required years of service in the current place of posting.

6.2. Placement

This refers to the placement of employees upon returning from Long-term Training (LTT), Extraordinary leave (EoL), Secondment and new recruits.

7. Transfer Cycle

7.1. The agencies shall be notified of the annual transfer of the finance personnel on the MoF website and through official mail. The transfer proposal must be submitted to HRD through the Online Transfer Form along with relevant supporting documents within the given deadline. Any transfer proposal has to be recommended by the HRC of the working agencies or has to be recommended by the working agencies.

7.2. The Annual Transfer Exercise of the Ministry of Finance shall be executed as per the following timeline:

Sl	Activity	Timeline	Remarks
1	Transfer notification with tentative due list	August	
2	Submission of the transfer option forms	August	Should be endorsed by the agency
3	Compilation of the transfer options and retentions	August-September	
4	Review, verify and finalize the transfer at the working committee level	October-November	Transfer placement based on the criteria
5	Submit to HRC for approval and issue a transfer order	November-December	

** Note: The ad-hoc transfers and placement of officials upon return from LTT, EoL and Secondment will not be covered under this transfer cycle.*

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

8. Transfer Placement

8.1. The transfers shall be facilitated based on the following criteria in the public interest based on the availability of vacant posts and replacement;

- 8.1.1. No. of Years served in remote places (points allocated in BCSR 2023)
- 8.1.2. No. of Years served in the current agency
- 8.1.3. Seniority
- 8.1.4. Marital
- 8.1.5. Medical
- 8.1.6. Domestic ground
- 8.1.7. Personal Ground

8.2. The placement of employees shall be carried out as per the Transfer Placement Assessment Form (***Annexure 1***).

9. Transfer Retention

9.1. The Ministry shall not entertain any request from the individual on the change of transfer placement or cancellations after issuance of the transfer order unless under unavoidable circumstances.

9.2. The retentions in the same agency shall be scrutinized based on the following retention criteria to facilitate the interest of the agencies;

- 9.2.1. Requirement of technical expertise in the agency
- 9.2.2. Pending disciplinary/audit issues
- 9.2.3. Ongoing work; completion of projects
- 9.2.4. Marital
- 9.2.5. Non-availability of the replacement
- 9.2.6. Medical

10. Prerogatives of the Parent Agency

10.1. The finance personnel may be transferred with or without consulting the working agency or individual concerned on public interest irrespective of the number of years served in the current agency.

10.2. The finance personnel shall be transferred based on performance and on a case-by-case basis.

11. Transfer Benefits

11.1. In line with Section 14.9.3 of BCSR 2018 and the Ministry's Transfer Guidelines, the finance personnel shall be eligible for the transfer benefits as specified;

11.2. Transfer benefits will be granted to employees on transfer after completion of a minimum of five years of service in the current agency irrespective of transfer on public interest or on request, provided the new place of posting is more than 10 kilometres away.

11.3. If the transfer is in the public interest, the transfer benefits will be granted to

employees irrespective of the number of years served, provided the new place of posting is more than 10 kilometres away.

- 11.4. The eligibility of the transfer benefits shall be clearly specified in the transfer order.
- 11.5. A civil servant after joining a new place of posting on transfer shall submit a joining report.
- 11.6. The HRD shall update transfer and joining in the ZEST.

12. Appeal of Transfer

- 12.1. Any appeal on transfer shall be routed through the respective HRC of the working agency within 10 working days from the date of the issuance of the transfer order.

13. Accountability

- 13.1. Non-compliance to this Guideline shall be treated as a violation of the BCSR; hence HRC/agency shall be accountable.
- 13.2. The finance personnel failing to abide by the Transfer Order shall be liable for administrative action as per the provisions of the BCSR.

14. Amendment and Interpretation

- 14.1. 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.
- 14.2. 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.

Transfer Placement Assessment Form

Sl	Transfer Placement Criteria	Weightage	Points Awarded
1	Rural Posting	30	
2	Years served in current agency	10	
3	Seniority	20	
4	Marital	10	
5	Medical	10	
6	Domestic	10	
7	Personal	10	
Total		100	

Note*

- No. of years served in rural posting, current agency and seniority shall be verified as per the ZEST
- Rural Posting calculation shall be calculated as points allocated in BCSR 2023 * no. of complete years served in the place.
- Award 2 points if a candidate has served 1 year in the current agency.
- Award 1 marks each for the 1 year of active service.
- The marital, medical, domestic and personal grounds will be verified based on the documents submitted by the candidates
- Award 5 marks if a candidate submits a valid Married Certificate (MC) and 5 marks for a Concern Letter
- Award full mark if the candidate has submitted a Medical Certificate from the Medical Board of Doctors
- Award full marks if there are valid documents on genuine Domestic and Personal issues.

Tie Breaker 1: In the event that there is a tie, rural posting marks shall be accounted and candidates with the highest points in rural posting shall be given preference.

Tie Breaker 2: If there is a tie after adding the rural posting, seniority shall be taken into account and candidates appointed earlier shall be given preference.