



TRANSFER GUIDELINES 2024

Ministry of Home Affairs 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 Ministry of Home Affairs (MoHA) is one of the biggest service-providing agencies with five Departments exclusive to the Division of Support Services. The MoHA is also the parent agency for 20 Dzongkhags, 15 Dungkhags and 205 Gewog Administrations. Therefore, it is imperative for the Ministry to put in place the transfer guidelines to provide and facilitate transfer in a fair and transparent manner, aligned to the relevant provisions of the BCSR 2023. The transfer guidelines shall ensure proper transfer planning in consultation with the Departments and Dzongkhag Administrations.

This guideline is framed in accordance with the Section 13.2.2 of the BCSR 2023 and shall be referred to as “Transfer guidelines of the Ministry of Home Affairs 2024”

2. Objective

The objective of transfer guidelines is to:

- 2.1. Provide a proper framework for planning and execution of transfers;
- 2.2. Facilitate and implement transfers between and among Dzongkhags, Departments, and Agencies, whenever deemed necessary;
- 2.3. Ensure all vacant positions are filled within six months through redeployment, lateral transfers and with promotion to higher position levels;
- 2.4. Ensure lateral transfers are executed in line with Super Structure Group and related provisions of BCSR 2023;
- 2.5. Enhance transparency and accountability between the working agency and parent agency on transfer of civil servants; and
- 2.6. Ensure optimal use of human resources by transferring the right person for the right job.

3. Scope

- 3.1. The transfer guidelines shall apply to all officials and staff of the Ministry including all Departments, Dzongkhag/Dungkhag Administrations and other Agencies that fall under the jurisdiction of the Ministry except for the Royal Bhutan Police.

4. Authority of transfer

4.1. As per section 13.3.1 of BCSR 2023, the HR Committee of the Ministry shall plan and execute the transfer on an annual basis, except where urgent in the public interest.

4.2. The authority to transfer at various levels shall be as follows:

Sl.No	Type of Transfer	Authority
1	Transfer of GAO's within Dzongkhags	Dzongkhag HRC
2	Inter- Dzongkhag Transfer of GAO's	MoHA, HRC
3	Transfer of Dzongkhag Support staffs within Dzongkhag	Dzongkhag HRC
4	Inter-Dzongkhag transfer of Dzongkhag Support staffs	MoHA, HRC
5	Within Departments/Divisions of MoHA	MoHA, HRC
6	Outside MoHA	RCSC

4.3. The transfer shall be in line with the approved staffing strength of MoHA.

5. Transfer Criteria

5.1. General Transfer

- 5.1.1. Vacancies for lateral transfer should be announced through ZRS
- 5.1.2. A candidate availing transfer on request shall be required to serve a minimum of two years in that position at the Agency.
- 5.1.3. Completed a minimum of three years in the new position category or three years in the current position from the initial date of appointment;
- 5.1.4. Completed a minimum duration equal to the LTT period in the same position at the time of the transfer effective date, if any, to apply to another position within or outside an Agency;
- 5.1.5. All civil servants under the Ministry and Dzongkhags are liable to get transferred anywhere at any point in time as deemed by the HRCM irrespective of the number of years completed in the current place of posting in the public interest;

- 5.1.6. HRCM as the highest decision-making body shall facilitate transfers, to the extent possible, on medical and marital /domestic grounds based on the availability of vacant position;
- 5.1.7. All transfer requests shall be routed through the recommendation of working agencies (in exceptional cases, a civil servant shall exercise his right to appeal for transfer to his parent Ministry with justification to further consideration by HRCM);
- 5.1.8. Transfer to a desired place of posting, however, shall not be claimed as a matter of right and the respective organizational interest shall be given due importance; and
- 5.1.9. All vacancies are to be filled within 6-12 months through lateral transfer, open competition and single-window recruitment process.
- 5.1.10. Secondment: A civil servant selected on secondment shall be posted for a maximum period of three years and is non-extendable as per BCSR 2023.

5.2. Lateral Transfer

- 5.2.1. Candidates will be required to submit NOC recommended by the working agency and endorsed by the HRC of the parent agency;
- 5.2.2. A civil servant shall serve a minimum of 2 years in the same place of posting after appointment through lateral transfer to be eligible for another lateral transfer. However, he shall be eligible for transfer benefits only if he serves a minimum of 5 years in the same place of posting.

5.3. Contract Employees Transfer

- 5.3.1. Intra-agency transfer may be considered without cost to the Government. In the case of inter-agency transfer, it may be considered after serving a minimum of five years without any cost to the Government

5.4. General and Elementary Service (ESP and GSP) Transfer

- 5.4.1. Not eligible for transfer but transfer may be facilitated after serving a minimum of five years within the Ministry/Dzongkhag/Thromde but without any cost to the Government.

5.5. Special Case

5.5.1. Although the Ministry has to refer and follow Chapter 13 of BCSR 2023 as an overall guiding documents for transfer of Civil Servants under the MoHA, the following will be considered for smooth implementation:

5.5.1.1. If both the wife and husband are civil servants, their simultaneous transfer to the same location will be facilitated.

5.5.1.2. A civil servant may be granted transfer upon written request on special ground (medical & special training acquired) upon production of valid documents.

5.5.1.3. A civil servant shall not be transferred to a post where application of his/her skills and knowledge are rendered irrelevant.

5.6. The following criteria shall be applied for transfer of various positions in the Ministry of Home Affairs:

Sl. No	Major Occupation Group	Position Level	Criteria			Remarks
			Normal	Medical	Marital/Domestic	
1	Immigration Services/Census Services	P5-P2	5 years	2	2	May be waived off by HRCM on the basis of exigencies (medical/domestic)
	Program/Legal/Research/Culture	P5-P2	5 years and above	2	2	Those who have completed 5 years and above may be allowed to continue upon obtaining approval of HRCM.
	Support Staff (Dzongkhags, Ministry & Departments)	S5-SS1	5 years and above	2	2	Those who have completed 5 years and above may be allowed to continue upon obtaining approval of HRCM. 1. If more than one applicant is applying for one vacant post, following conditions shall apply: 1. Rural posting; 2. Seniority;

						3.Performance Rating; and 4. Service track record
2	Gewog Administrative Officer	P5-P3	5 years	2	2	Except for GAOs serving in other Dzongkhags, those serving in Thimphu, Paro, Punakha, Wangdue, Sarpang, and Tsirang Dzongkhags shall be compulsorily transferred after completion of five years.

NOTE:

- a. *The Ministry shall facilitate both inter and intra-agency transfer of operational level (Drivers, Dispatcher, Receptionist and Telephone Operators) as and when required/requested based on approved staffing.*
- b. *A Civil Servant transferred on personal request without completing two years of service in the current place on medical, marital/domestic grounds shall not be eligible for transfer benefits.*
- c. *A Civil Servant transferred in the public interest by the Ministry without completing two years of service in the current place shall be eligible for transfer benefits.*
- d. *The Ministry shall facilitate transfers between divisions within the cultural heritage sector due to the specialized job responsibilities.*

6. Implementation

- 6.1. Annual Transfer Notification shall be circulated by August;
- 6.2. The HRD will constitute a Transfer Working Committee (TWC) to facilitate the transfer process.
- 6.3. The following will constitute the Transfer Working Committee:
 - 6.3.1. Chief HR officer, HRD (Chairperson)
 - 6.3.2. 1 representative for DoI
 - 6.3.3. 1 representative from DCDD
 - 6.3.4. 1 representative from DCRC
 - 6.3.5. 1 Representative from DLO
 - 6.3.6. 1 representative from DLGDM
 - 6.3.7. 1 focal HR Officer (Member Secretary)
- 6.4. The Transfer working Committee will work with the following Terms of References
 - 6.4.1. Review and prepare transfer proposals in line with the transfer guideline
 - 6.4.2. Submitted to HRC, MoHA routed through HRD.

- 6.5. All vacant positions in Departments and Dzongkhags shall be posted on the web for transparency and to provide equal opportunity for staff serving in the rural areas;
- 6.6. Transfer proposal shall be scrutinized and compiled by the respective Departments and Dzongkhags and submit to the Ministry by 1st week of September;
- 6.7. HRD shall submit the transfer proposal to the HRC by 1st week of October; and
- 6.8. Transfer Orders shall be issued by 1st week of November and transfers shall be effective from 1st January.

7. Process

- 7.1. A civil servant shall use the standard Application Format attached as Annexure 1;
- 7.2. Transfer proposal shall route through the Heads of Divisions and approved by the Head of the Department/Dzongkhag concerned;
- 7.3. The Regional Immigration Offices shall submit transfer proposal to the Department;
- 7.4. The Departments shall review the proposal and submit to the Ministry;
- 7.5. The transfer exercise shall be carried out annually except where applicable (urgent cases) in the public interest and genuine personal problem; and
- 7.6. The focal officer assisted by the focal assistant of the concerned Departments shall review and compile transfer proposals; conduct meetings with CHRO for submission to HRC.

8. HRC Meeting

- 8.1. A separate HRC shall meet to review the transfer proposals;
- 8.2. Relevant HRC members must attend the HR Committee Meeting on transfer;
- 8.3. Transfer orders shall be issued by 1st week of November;
- 8.4. Prescribed Transfer Order (14/1) of BCSR shall be used.

9. Relieving and Joining

- 9.1. The Working Agency shall relieve civil servants who have been transferred as per the effective date provided in the Transfer Order;
- 9.2. Accountability shall be fixed on the signatory and the individual civil servant for non-compliance to the transfer order;
- 9.3. Noncompliance to transfer order shall be referred to the HR Committee for appropriate action (s) and shall be reflected in the negative list for future HR actions;
- 9.4. The notification of the Ministry of Finance on transfer shall be applied by Finance Division of concerned relieving agency;
- 9.5. Payment of monthly salary shall be stopped for non-compliance to the Transfer Order;
- 9.6. A civil servant after joining new place of posting on transfer shall submit Joining Report attached as Annexure 2;
- 9.7. The concerned Administrative Assistants of the Agencies shall update transfer and joining report in the CSIS; and
- 9.8. The HRD, Department and Dzongkhag concerned shall review the status of joining/relieving of staff regularly.

10. Appeal

- 10.1. The transfer once declared should be adhered to and strictly implemented in the overall interest of the Ministry and the public. An appeal, if any, will be first reviewed and strictly screened by HRD before being put up to HRC. If the appeal is deemed genuine beyond any reasonable doubt, the HRC may consider it on a case-by-case basis.

11. Penalty

- 11.1. Non-compliance with this rule shall be treated as a violation of BCSR and hence, the HR committee/ Agency shall be accountable.
- 11.2. The Civil servant failing to abide by the transfer order shall be liable for administrative actions.
- 11.3. As per the notification of DNP/R-Notification/2014-15/553 dated 5th December 2014 of the Ministry of Finance, budgetary bodies shall stop payment of salary to the concerned civil servant after 30 days from the effective date of transfer.

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 1: Transfer Application Form

TRANSFER APPLICATION FORM

1. Name:
2. EID No:
3. Position Title/PL:
4. Department/Dzongkhag
5. Permanent Address:
6. Date:

Current place of posting	# of years of service in the current place	New place of posting (options)			Reasons for transfer (if applicable)		Spouse (WA & place) or Medical details (Certificate from Board of Doctors)	Remarks
		1 st	2 nd	3 rd	Medical	Marital/Domestic		

Signature of applicant

Recommended/Not recommended

Head of the Department

Annexure 2: Joining Report Form

Ref.....

Date.....

DG/Dzongdag/Director

Subject:- Joining Report upon Transfer

Sir/Madam,

As per the Transfer Order No.-----dated-----, the undersigned has joined office (agency)..... on ---(DD)---(MM)---(YY).

Thanking you,

Signature of Civil Servant

Name:

EID#:

Position Title:

Agency

Annexure 3: Points for place of posting

Points for place of posting (current + last place of posting before the current)

Category/Rank	Name of the Dzongkhag	Current place of posting (50%) A	Last place of posting before the current place (20%) B*+
1	Thimphu	5	2
2	Paro	10	4
	Phuntsholing *		
3	Punakha	20	8
	Gelephu*		
	Wangdue		
	Samtse		
	Sarpang	30	12
4	Tsirang		
	Chukha		
	Haa	40	16
5	Bumthang		
	Trashigang		
	Trongsa		
	Mongar		
	Samdrup Jongkhar	50	20
6	Gasa		
	Lhuntse		
	Pemagatshel		
	Dagana		
	Trashi-Yangtse		
	Zhemgang		

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

*Not applicable for civil servants being transferred for the first time (section 6.3.2) and the score against the current place of posting shall be calculated out of 70%.

Annexure 4: Points for Performance Evaluation rating

Points for Performance Evaluation rating

A civil servant shall be awarded points based on the average performance evaluation ratings for the last 3 years:

Ratings	Points
Outstanding	30
Very Good	20
Good	15
Partially Meeting Expectation	5

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

Year	Score
Year I	
Year II	
Year III	
Total	
Average (total/3) - C	

Table for calculation of total score (scores from the table in Annexure A and B):

Place of posting (70%)		PE 30% (C)	Total (100%) A+B+C/(A+C)
Current place of posting (A)	Last place of posting before the current place (B)*		

*Not applicable for civil servants being transferred for the first time (section 6.3.2) and the score against the current place of posting shall be calculated out of 70%.