



TRANSFER GUIDELINES 2024

Ministry of Infrastructure and Transport Royal Government of Bhutan

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

Foreword

The Ministry of Infrastructure and Transport, as the parent agency for civil servants under the engineering services category, holds responsibility for managing the Human Resource (HR) of all engineering professionals employed within the Ministry, Dzongkhags, Thromdes, agencies, and Regional Offices under the Ministry. To streamline this process, the Ministry has formulated a transfer guideline in accordance with the Clause 13.2 of the Bhutan Civil Service Rules and Regulations (BCSR), 2023, which has been formally endorsed by the ... Ministerial Human Resource Committee (MHRC). This guideline shall also extend to other civil servants under the administrative service of the Ministry.

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

Secretary, MoIT
Chairman, MHRC

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Acronym

MolT: Ministry of Infrastructure and Transport

Agency: Agency where civil servants under the parenting responsibility of MolT are working.

Civil servants: Civil servants under the parenting responsibility of the MolT.

Working Agency: A Dzongkhag or a Thromde

MHRC: Ministerial Human Resource Committee of the MolT

DHRC: Departmental Human Resource Committee of the Departments/Authority under MolT

HRD: Human Resource Division of the MolT

Medical case: Medical case that is certified by the Medical Board of Doctors/as specified in the BCSR.

1. Background

This transfer guidelines, adopted in accordance with the BCSR, 2023, shall guide and facilitate the transfer of civil servants in the Ministry of Infrastructure and Transport (MoIT) and civil servants who fall under the parenting responsibility of the MoIT.

The guidelines aim to streamline and enhance the transfer process, fostering efficiency and transparency, and ensure smooth public service delivery and to ensure smooth deployment of personnel in the agencies to fulfill their mandates. Furthermore, this guideline will serve as a procedural guideline for the MHRC.

This guideline shall apply to all civil servants under the parenting responsibility of MoIT and shall abide by provisions of the guideline.

2. Objectives

2.1 The objectives of the Transfer Guidelines are to ensure that the transfer of civil servants under MoIT including those under its parenting responsibilities are:

- i. Consistent with the provisions of the transfer policy enshrined in the BCSR.
- ii. Carried out in a professional, transparent, efficient, and consistent manner.
- iii. To facilitate efficient and smooth delivery of services in all agencies.
- iv. To facilitate the mobility of personnel on various grounds
- v. To delineate the roles and responsibilities of the authorities within the ministry.

3. Scope and Coverage

3.1 In line with the provisions of the BCSR, the Transfer Guidelines shall be applied for transfer of all civil servants under the MoIT and those working in different agencies including Local Governments who fall under the parenting responsibility of MoIT as determined by the BCSR.

4. Authority

4.1 The Transfer Guideline is in line with Section 13.2.2 of the BCSR 2023.

4.2 The HRC of the Ministry shall be the final approving authority of all transfer decisions taken under the provisions of the Transfer Guidelines.

4.3 The HRD, and MoIT shall ensure transparent and consistent implementation of the Transfer Guidelines.

5. General Guiding Principles

5.1 All transfers shall be executed in a timely, transparent, fair and efficient manner.

5.2 The Procedure and criteria for transfer shall be made available on the ministry's website. Civil servants shall follow the transfer procedures which may be announced by the HRD.

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 MHRC.

5.5 Transfer of civil servants shall be planned and processed on time to prevent hampering of ongoing projects/works of the agencies.

5.6 Relevant provisions of the BCSR shall be applied for transfer procedures/processes which have not been specified in this Transfer Guidelines.

5.7 A civil servant will have the right to seek clarification and justification on the transfer decisions. The HRD shall provide such clarification and information.

5.8 A civil servant shall be considered for transfer upon completion of 5 years of service in the current place of work. In order to ensure smooth delivery of public services, the transfer shall be executed in a phased manner. Civil servants who have been in the same place for the longest number of years shall be considered for transfer first and sequentially for the others.

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 MHRC.

5.11 A civil servant may be transferred from/to or within Departments, Dzongkhags, Thromdes and Regional Offices.

- 5.12 A civil servant under the Ministry parented by another agency must obtain a No Objection Certificate from their Ministry (Working Agency) for lateral transfers or transfers via open competition.
- 5.13 A civil servant whose superannuation is due within the next one year shall not be considered for transfer.
- 5.14 On initial appointment in the Civil Service, a civil servant shall not be eligible for transfer before serving a minimum of three years including the 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.
- 5.15 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.
- 5.16 Exceptions shall be made to section 5.9 if the MHRC determines that a civil servant's skills and expertise would be rendered irrelevant if transferred and when a civil servant has to be retained under special circumstances (medical/marital/others).
- 5.17 Civil servants on Extra Ordinary Leave, Medical Leave for more than three months and Long-Term study leave shall not be considered for transfer.
- 5.18 Approval for such transfer shall be as per Section 13.3.1 of the BCSR 2023.

6. Assessment for Transfer

- 6.1 Transfer exercise shall be based on the approved staffing pattern and positions.
- 6.2 Routine transfer exercise shall be carried out by the DHRC of the Department since MoIT falls under the Vulnerable Sectors as per the Clause 13.4.12 of BCSR 2023.
- 6.3 A civil servant shall be given the option to choose up to three places of choice in the Transfer Application Form. The final placement shall be determined based on following assessment system:
- 6.3.1 Score against the current place of posting on the scale of 5 to 50 as given in Annexure A. Total score against the place of posting shall carry 70% of the total weight as follows:

- A. Current place of posting - 50 %
- B. Last place of posting before the current place - 20 %

- 6.3.2 For civil servants who are being transferred for the first time, a total weight of 70 % shall be allocated for the current place of posting.
- 6.3.3 Score against performance evaluation rating (PE) on a scale of 5 to 30 as given in Annexure B. PE rate shall carry 30% of total weight.
- 6.3.4 Civil servants under the transfer list shall be ranked based on the total score (out of 100) secured as per Sections 6.3.1, 6.3.2, and 6.3.3.
- 6.3.5 Based on the option provided in the Transfer Form, preference for place of transfer shall be given to civil servants securing the higher score as per section 6.3.4. In case of a tie, the MHRC shall consider the seniority of the civil servants followed by the previous place of posting.
- 6.3.6 When there is no conflict in a civil servant's choice of place for transfer, the MHRC shall approve without applying the above assessment.

6.4 The above assessment shall not be applied for the transfer on the following grounds:

- 6.4.1 Transfer based on the need for specialized skills/qualifications in the particular Agency/place;
- 6.4.2 Transfer on medical grounds;
- 6.4.3 Transfer on marital/social grounds.

6.5 The transfer on grounds as outlined in section 6.4 shall be assessed as follows:

- 6.5.1 A civil servant's transfer must be routed and recommended by the working agency (Dzongkhags / Thromdes / Departments) to the Ministerial HR Committee. Direct application from the individual to the MHRC shall not be considered.
- 6.5.2 The Working Agency must provide assurance that immediate replacement is not required if the transfer has been recommended and affected by the working agency. In such cases, replacement shall be provided through single-window recruitment.

6.5.3 For transfer to be affected, there must be an available vacant post in the requested place/agency.

6.5.4 The following documents for transfer must be submitted by the individual through the Working Agency, which shall be reviewed by the HRD;

6.5.4.1 A Medical Certificate from the Board of Medical Doctors when the transfer is on medical grounds

6.5.4.2 Marriage Certificate and Concern letter from spouse's agency when the transfer is on marital grounds

6.5.4.3 Any relevant justifications and references for other grounds

6.5.5 The MHRC after review shall determine the place of transfer for civil servants who are transferred as per Sections 6.4.1 and 6.4.3.

7. Transfer Procedure

7.1. The HRD, MoIT shall prepare an annual transfer schedule, action plan, and timeline which shall be made available on the ministry's website and shared with the concerned agencies.

7.2. The following procedures shall be followed for normal annual transfers:

7.2.1. The HRD shall compile a list of civil servants due for transfer as per the section 5.9 in June of the calendar year.

7.2.2. All individuals included in the transfer list shall submit the Transfer Application Form duly filled on the date announced by HRD.

7.2.3. The HRD in consultation with the Agency/Department shall compile and make a transfer proposal to the MHRC.

7.2.4. The MHRC shall review and approve the transfer proposal.

7.2.5. The HRD shall issue a Transfer Order based on the approval of the MHRC.

7.2.6. The MHRC shall determine the place of transfer for civil servants who are due for transfer, of such civil servants:

- 7.2.6.1. Do not submit the transfer application form
- 7.2.6.2. Submit an incomplete transfer application form
- 7.2.7. The effective date of transfer shall be the 1st of January of the year.
- 7.2.8. To facilitate transfer on various genuine grounds, the following procedures shall be followed:
 - 7.2.8.1. The HRD shall receive the cases/requests from the Working Agency involving the transfer of individuals on grounds as in sections 6.4.1, 6.4.2, 6.4.3, and 6.4.4. of the Transfer Guidelines
 - 7.2.8.2. The DHRC upon review shall submit the transfer proposal to the MHRC.
 - 7.2.8.3. The MHRC shall review and approve the transfer proposal.
 - 7.2.8.4. The HRD shall issue a Transfer Order based on the approval of the MHRC of the MoIT.

8. Appeal

- 8.1. Any appeal against the transfer decision of the MHRC must be submitted within 15 days from the date of the transfer order.
- 8.2. Transfer appeal may be reviewed based on the submission of relevant documents by the Agency or individual civil servant.
- 8.3. The decision of the MHRC on the appeal shall be final and communicated in writing.

9. Responsibility of Working Agency

- 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. The Working Agency shall provide transfer benefits, leave, and other entitlement as per the provisions of the BCSR 2023, unless specified otherwise.
- 9.3. The Working Agency shall not take HR action related to long-term leave (EOL) in respect of the civil servants parented by the Ministry.

10. Amendment and Interpretation

- 10.1. 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.
- 10.2. 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: 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 *		
	Punakha	20	8
	Gelephu*		
3	Wangdue		
	Samtse		
	Sarpang	30	12
4	Tsirang		
	Chukha		
	Haa	40	16
	Bumthang		
	Trashigang		
5	Trongsa		
	Mongar		
	Samdrup Jongkhar	50	20
	Gasa		
	Lhuntse		
6	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 B: 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

The average PE score for 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 Annexures 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%.

Annexure 3: Transfer Application Form

TRANSFER APPLICATION FORM HRD, Ministry of Infrastructure and Transport

I. Personal Details

1. Name : _____ Gender: _____
2. Employee ID No. : _____ CID No: _____
3. Position Title : _____ Position Level : _____
4. Current Working Agency: _____

II. Permanent Home Address

1. Village : _____ Gewog : _____ Dzongkhag : _____
2. Contact no.: _____ Email add.: _____

III. Previous Agency / Dzongkhag / Thromde / RO Served (use additional sheets if required)

Sl.no	Name of the Agency / Dzongkhag / Thromde / RO	Year	
		From	To
1			
2			
3			
4			

IV. Spouse's Details

1. Married / Unmarried
2. If married :
 - a. Name of the Spouse: _____
 - b. Occupation: _____

3. If Working

- a. Agency: _____
b. Designation: _____

V. Transfer Preference (indicate only the name of the preferred Dzongkhag / Thromde / RO)

Option 1 : _____

Option 2 : _____

Option 3 : _____

(Signature of the Employee)

(Head of the Agency)

Note:

1. Form should be submitted to the HRD, MoIT 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 MHRC shall exercise discretion on the place of transfer.
3. Based on the decision of the MHRC, a transfer order shall be issued.
4. Refer Transfer Guidelines of MoIT for details.