



TRANSFER GUIDELINES 2024

Cabinet Secretariat 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

Subsequent to the restructuring and folding of the erstwhile GNH Commission as a part of the overall civil service reform, the Cabinet Secretariat is the parent agency for Planning Officers serving across Ministries, Autonomous Agencies, Dzongkhags and Thromdes.

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

In addition, as per the Chapter 13 of the BCSR 2023, the Cabinet Secretariat as a parent agency is required to develop the transfer guideline to be endorsed by RCSC and accordingly implement it in consultation with the Working Agency. The transfer guideline shall be aligned to the BCSR 2023 which is developed to ensure a fair and transparent system.

Any transfer of the professionals parented by the Cabinet Secretariat should comply with this guideline.

2. Title

This Guideline shall be known as '**Transfer Guideline for Planning Officers 2024**' of the Cabinet Secretariat.

3. Authority for Amendment and Interpretation

3.1. The Transfer Guidelines may be amended, as and when necessary, by the HRC and submitted to the RCSC for endorsement as required by Section 13.2.2 of the BCSR 2023.

3.2. 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.

4. Scope

The Guideline shall apply to the Planning Officers posted in the Ministries, Cabinet Secretariat, Autonomous Agencies, Dzongkhags and Thromdes who are parented by the Cabinet Secretariat. However, this Guideline shall not apply to the contract employees under the Cabinet Secretariat.

5. Objectives

This Guideline shall ensure that the transfer is implemented in a fair, transparent and efficient manner to achieve the following objectives:

- 1) To facilitate mobility of planning officers so that their services are best utilized in the interest of the country/government.
- 2) To diversify the experience and knowledge and develop an appreciation for social, cultural and economic conditions prevailing in the country among the planning officers.

6. General Rules

The following general rules shall prevail as per the Chapter 13 of BCSR 2023:

- The HRC of the Cabinet Secretariat shall plan transfer in consultation with the Working Agency six months prior to the transfer effective date and execute transfer in line with this transfer guideline.
- He/she should have completed a minimum duration equal to the Long Term Training (LTT) period. However, upon return from LTT, if there is no vacant position in his/her former agency, the Cabinet Secretariat as a parent agency shall reserve the right to place the planning officer concerned in any agency where there is vacancy upon approval from the HRC.
- He/she shall complete a minimum of three years in the current place of posting from the initial date of appointment for initiating transfer.
- He/she shall serve a minimum of three years to be eligible for the next transfer unless unavoidable in the interest of public service.
- The transfer shall be executed at the end of the calendar year and/or fiscal year unless it is unavoidable in the interest of public service.
- The transfer exercise shall be carried out through consultative approach as far as possible, however the Cabinet Secretariat shall reserve the right to transfer the planning officers unilaterally in the interest of public service.
- A planning officer whose superannuation is due within next one year shall not be considered for transfer. However, exceptions to this may be made in the event of home posting transfer, if requested by the individual.
- A candidate availing transfer on request shall be required to serve a minimum of two years in that Agency/place.
- Transfer exercise shall be based on the approved staffing pattern and positions.

7. Types of Transfer and Placement

7.1 Transfer

7.1.1 Public Interest

It refers to the transfer initiated by the employer 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.

7.1.2 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.

7.2. Placement

This refers to the placement of employees: 1) after returning from the long-term training (LTT), extraordinary leave (EOL), and secondment, and 2) new recruits.

8. Transfer Cycle

The agencies shall be notified on annual transfer of the planning officers in the Cabinet Secretariat website and through official mail. The transfer proposal must be submitted to HR Services through the *Online Transfer Form* along with relevant supporting documents within the given deadline. The transfer proposal must be recommended by the HRC/Head of the working agencies.

The Annual Transfer Exercise shall be executed as per the following timeline:

Sl.#	Activity	Timeline	Remarks
1	Transfer Notification with tentative due list	February/August	
2	Submission of online transfer application	February/August	Endorsed by the Working Agency
3	Compilation of transfer options and retention	Feb-March/ August-September	HRS, Cabinet Secretariat
4	Review, verify and finalize the transfer at working committee level	April -June/ October-November	Transfer to be worked out based on criteria
5	Submit to HRC for approval	May-June/ November-Decemb	HR to issue the Transfer Order

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**Note: Ad hoc transfers and placement of officials after returning from LTT, EOL and Secondment will not be covered in this transfer cycle.*

9. Transfer Placement

- Transfer exercise shall be based on the approved staffing pattern and positions.
- Personal interest transfers shall be facilitated based on the following criteria for fairness and equity on the availability of vacant posts including replacement:
 - a. No. of years served in remote places (points allocated in BCSR 2023)
 - b. No. of years served in the current agency/place of posting
 - c. Seniority
 - d. Marital
 - e. Medical
 - f. Domestic ground
 - g. Personal ground

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

10. Transfer Retention

- The Cabinet Secretariat shall not entertain any request from the individual on the change of transfer placement or cancellation after issuance of the transfer order unless under unavoidable circumstances.
- The request for retention of officer/s concerned in the same agency shall be scrutinized based on the following criteria to suit the needs of the agencies for transfer on public interests.
 - a. Requirement of technical expertise in the agency;(OCASC to check)
 - b. Pending disciplinary/audit issues; (Non-negotiable- OCASC should not identify someone with pending disciplinary or audit issue for transfer)
 - c. Ongoing works; completion of projects;(OCASC to check)
 - d. Marital;(OCASC to facilitate transfer)
 - e. Non-availability of replacement;(OCASC to ensure that there is replacement)
 - f. Medical (OCASC to facilitate).

11. Prerogatives of the Parent Agency

11.1 The planning personnel may be transferred on public interest irrespective of the number of years served in the current agency.

12. Transfer Benefits

12.1 In line with Section 9.11 of BCSR 2023 and the Cabinet Secretariat's Transfer Guidelines, the planning personnel shall be eligible for the transfer benefits as specified;

12.2 Transfer benefits will be granted to employees as per BCSR 2023 or any other notifications/circular enforced.

12.4 The eligibility of the transfer benefits shall be clearly specified in the transfer order.

13. Appeal for Transfer

Any appeal for transfer shall be routed through the HRC of the working agency concerned within 10 working days from the date of the issuance of the transfer order.

14. Accountability

14.1 Non-compliance to this Guideline shall be treated as violation of BCSR 2023; hence HRC/agency shall be held accountable.

14.2 Planning officers failing to abide by the transfer order shall be liable for administrative action as per the provisions of the BCSR 2023.

ANNEXURE I**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	

Notes:

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

Tie Breaker 1: In the event of a tie, rural posting marks shall be accounted and candidates with 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 considered and candidates appointed earlier shall be given preference.
