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ROYAL CIVIL SERVICE COMMISSION

"Excellence in Service"

RCSC/HRCS-Transfer (02)/2026-2027/1287

1 October 2026

NOTIFICATION ON ANNUAL TRANSFER EXERCISE 2027

The Royal Civil Service Commission (RCSC) would like to notify all concerned that the Annual Transfer Exercise for HR professionals 2027 will be implemented with effect from 1 January 2027.

The transfer exercise shall be carried out in accordance with the following:

1. Employees who have completed five (5) years or more in the same agency/place of posting are encouraged to apply for transfer.
2. Employees may also be identified for transfer based on the maximum duration of service in the same agency/place of posting, in line with the applicable transfer guidelines.
3. Transfer requests submitted by individual employees shall be reviewed and considered based on the availability of vacant positions and the requirements of the receiving agencies/offices.
4. The Heads of Agencies concerned shall ensure that employees are relieved as per the transfer order.

Important Notes

1. The transfer exercise shall be facilitated in accordance with the RCSC Transfer Guidelines and the Bhutan Civil Service Rules and Regulations (BCSR) 2023.
2. Employees to submit their application online ([Click Here to Apply](#)). No application shall be accepted in hard copies.
3. Employees shall submit their transfer applications to the HRCS through email. Employees applying for transfer shall provide three (3) preferred choices of agency. Employees who do not submit the preferred choice may be placed in another agency/office based on organisational requirements and availability of vacant positions.
4. Transfer placement shall be considered based on factors including availability of vacant positions, marital and medical grounds. Where vacant positions are not available in any of the preferred choices, the RCSC may place the employees in another agency/office or retain the employee in the current agency until the next transfer exercise.
5. Employees requesting a transfer on an individual request should have completed at least three (3) years of service in the same agency/place of posting from the initial date of appointment, as applicable under the relevant transfer provisions.



P.O. Box 163, Thimphu, Bhutan

PABX: +975-2-322491, +975-2-322956, +975-2-322954

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6. Employees who have previously submitted transfer applications to the RCSC shall also submit a fresh application for the 2027 Annual Transfer Exercise. The previously submitted HRC recommendation may be attached/re-submitted, where applicable.

The deadline for submission of the online transfer application is on or before 30 October 2026, by 5:00 PM. The application will be closed after the deadline, and no applications submitted after the deadline shall be accepted.

All concerned employees and heads of agencies are requested to take note of the above and ensure timely compliance.



HUMAN RESOURCE COORDINATION SERVICES



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