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ROYAL GOVERNMENT OF BHUTAN
Ministry of Finance
HUMAN RESOURCE DIVISION

BHUTAN
Believe

MOF/HRD/5(1)/2024/266

October 07, 2024

NOTIFICATION ON ANNUAL TRANSFER 2024

The Ministry of Finance would like to notify the Annual Transfer Exercise 2024, which will be effective from 1st January 2025. The transfers shall be carried out as given below:

1. Those who have served 5 years and above in the same agency/place of posting should apply for transfer.
2. Transfer requests from the individual employees will be reviewed and decided based on the availability of vacant positions.
3. The concerned heads of agencies are to ensure that the employees are relieved as per the transfer order.

Important Notes:

- I. Transfer shall be facilitated as per the Transfer Guideline of the Ministry of Finance and BCSR 2023.
- II. Employees to submit their **application online** ([Click Here To Apply](#)). No application shall be accepted in hard copies.
- III. Employees must provide three options in the online transfer application. Failing to submit the online application, they will be transferred to any agency/offices based on the requirement/s.
- IV. MoF does not guarantee that all placement/transfer proposals shall be approved as per clause III. The transfer placement shall be facilitated based on availability of post, marital/medical ground, last agency served, and competency required for the agency. In the event of non-availability of the vacant post in the proposed options, the MoF in consultation with the agency shall make placement in other vacant agencies or retain in the same agency until the next transfer exercise.
- V. Individual employees requesting transfer shall submit HRC recommendations of the Agency/Regional Head. However, they should have served three years in the same agency/place of posting from the initial date of appointment.
- VI. Employees who have already submitted their transfer application to the Ministry must apply again via online transfer application. They can submit the earlier HRC/Regional Heads' recommendation.

The last date for submission of online transfer application is **on or before October 21, 2024 by 5.00 pm** after which the form will be closed and no transfer applications in hard copies will be accepted thereafter.



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