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ROYAL GOVERNMENT OF BHUTAN
Ministry of Finance
HUMAN RESOURCE DIVISION

BHUTAN
Believe

MoF/HRD/5(1)/2025/833

February 27, 2025

NOTIFICATION ON TRANSFER CYCLE FOR JULY 2025

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

- 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. It shall be construed that if his/her transfer is not feasible in Option 1, the second option (Option II) will be considered. If Option II is not possible, then Option III will be considered. If none of the options are possible, the Ministry will explore other alternatives.
- IV. Individual employees requesting transfer shall upload a recommendation of the HRC 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.
- V. The candidates availing transfer on request shall be required to serve a minimum of two years in that position in the Agency as per section 13.4.10 of the BCSR 2023.
- VI. Employees who have already submitted their transfer application to the Ministry must apply again via online transfer application. They need to upload the earlier HRC/Regional Heads' recommendation.
- VII. The MoF does not guarantee that all placement/transfer proposals shall be approved. The transfer placement shall be facilitated based on availability of post, marital 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 for a year. (Priority will be given to agencies with excess employees particularly after new approved strength for 13th FYP)
- VIII. The finance personnel may be transferred with or without consulting the working agency or individual concerned on public interest irrespective of the number of years served in the current agency in public interest if need be as per the provisions of the [Transfer Guideline](#).
- XI. Agencies can recommend employees for transfer in cases of excess staff after consultation with the concerned employees.

It is important to note that these transfer requests must not interfere with or disrupt the academic calendar. Requests will be carefully evaluated to determine if the transfer would affect the academic calendar. Therefore, individuals with school-aged children, among other considerations, may not be eligible for transfer.

The last date for submission of online transfer applications is **on or before March 15 , 2025 by 5.00 pm** after which the form will be closed and no transfer applications in hard copies will be accepted thereafter.



HUMAN RESOURCE DIVISION