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ROYAL GOVERNMENT OF BHUTAN
Ministry of Finance
HUMAN RESOURCE DIVISION

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MoF/HRD/5(1)/2025/1026

May 01, 2025

Head of Agencies

Ministries/Dzongkhags/Thromdes/others

Bhutan

Subject: Notification on Annual Transfer of Finance Personnel

Dasho/Sir/Madam(s)

In pursuant to provisions of Chapter 13, of the BCSR 2023, the Ministry of Finance (MoF) would like to notify all the Ministries, Dzongkhags and Agencies on the annual transfer exercise of the finance personnel.

To facilitate the smooth transfer processes, the MoF has established a coordinated transfer approach whereby everyone is given the preference to choose three places of transfer option for their placement. The transfer due for this year has been earmarked at 10 years and above in the current agency. However agencies can recommend employees 9 years and above if they will have served 10 years in the coming financial year.

Accordingly, the respective Ministries, Dzongkhags and Agencies are requested to note the following guidelines while submitting the transfer option form:

1. The placement options should be the names of the places (Dzongkhags/Thromdes) and not the specific agencies.
2. The transfer options must include three distinct locations (Dzongkhags/Thromdes). Agency to ensure that neither the current agency nor the same location (Dzongkhag/Thromde) is listed as an option by the applicants. The transfer will be made in any of the given options.*
3. 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)*
4. The agency shall not submit any retention request for those employees who have served the current agency for 10 years or more.
5. Individual employees requesting transfer shall submit HRC recommendations of the Agency/Regional Head. However, they should have served a minimum of three years in the same agency/place of posting from the initial date of appointment.



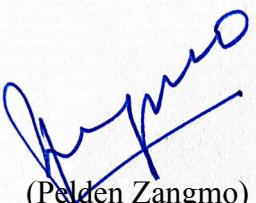
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6. Once the dully filled transfer form is submitted, it is considered that the agency has no objection in transferring the employee and the employees must be relieved accordingly. No retention requests shall be entertained.
7. The late / incomplete submission of information in the transfer option form will be considered invalid and the placement will be decided by the MoF.*
8. The MoF will not entertain any changes in transfer after the issuance of the transfer order.
9. Respective agencies are kindly requested to cross check the tentative transfer due list for any employees who may be due for transfer but missed out in the tentative due list. *
10. Please exclude those who are due for superannuation within two years.
11. Employees due for transfer who intend to resign from service may be excluded. However, the agency must submit a list of such employees to HRD, MoF, and notify MoF of any changes in their decision so they can be reconsidered for the transfer cycle. This exclusion does not apply to those planning to go on EOL or for LTT.
12. The respective agencies and concerned individuals shall be held accountable if employees due for transfer have not applied.*

Therefore, respective Ministries, Dzongkhags and Agencies are requested to identify employees due for transfer (Please confirm by cross checking the tentative [Transfer Due List](#)). Those on request must submit the transfer proposals recommended by the respective HRC of the agencies while applying latest by **May 16, 2025** via: [Click here to Apply](#).

The employees for transfer will be identified and confirmed at least within 4-6 months before the transfer effective date so that these employees can complete all necessary arrangements (Handing taking, audit etc). The employees on transfer must therefore join their new agency by **January 01, 2026** without fail. Non compliance to the transfer orders will be dealt as per the provisions under BCSR 2023.



(Pelden Zangmo)
Chief HR Officer

Copy:

1. Hon'ble Secretary, Ministry of Finance, Thimphu for kind information.
2. All the heads of the Ministries, Dzongkhags and other Agencies.
3. Director General, RCSC, Thimphu.
4. Offtg. Director, DTA, MoF, Thimphu.
5. Chief HR Officers/HR Officers, Ministries, Dzongkhags, Thromdes and other Agencies/Offtg. Chief HRO & MoF Focal HRO, HRMD, RCSC.
6. Chief Finance Officers/Finance Officers of the Ministries, Dzongkhags and other Agencies.
7. Office copy/master copy.