



**Transfer Guidelines**  
**Ministry of Energy & Natural Resources**

**Human Resource Division, MoENR**  
**2023**

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## **1. Background**

The Ministry of Energy & Natural Resources is mandated to take up the role of a Parent Agency to officials working in Departments and various divisional offices. In compliance with the BCSR 2018 and amendments thereof, the transfer guideline is expected to establish a comprehensive guidance to the Ministerial Human Resource Committee in intra-ministerial transfer of the officials. The guideline is expected to make transfers within the Ministry lucid and effective and is intended to provide a valid basis for proper planning of transfers.

## **2. Objectives**

2.1 The objectives of the Transfer Guideline are to ensure the following:

2.1.1 The intra- Ministerial transfer of civil servants under the parenting responsibility of the Ministry is in line with the provisions of the BCSR 2018 and amendments thereof; and

2.1.2 The transfers of civil servants within the ministry are carried out in a fair and transparent manner.

## **3. Scope and Coverage**

3.1 As per the provisions of the BCSR 2018, the Transfer Guideline shall be applicable for intra-Ministerial transfers of all P1 and below civil servants who are parented by the Ministry.

## **4. Authority**

4.1 As per Rule 14.3 of the BCSR 2018, the Ministerial HRC shall be the final approving authority of all the transfer decisions taken under the provisions of the Transfer Guideline.

## **5. Transfer Guiding Principles**

5.1 All transfers shall be appropriately timed in order to avoid any unnecessary inconveniences;

5.2 A civil servant's option for the place of transfer shall be considered where alternatives are available ;

5.3 A civil servant shall have the option to appeal to the MHRC in case of dissatisfaction.

5.4 As per the BCSR 2018, simultaneous transfer of spouses to the same location shall be facilitated as far as possible provided the couple works under the same Ministry;

## 6. Transfer Rules

- 6.1 Upon completion of a minimum 5 years of active service in the current working place, a civil servant may be considered for transfer, where applicable. However, the transfer shall be executed in a progressive manner meaning those who have been in the same working place for the maximum number of years shall be considered for transfer first.
- 6.2 A civil servant due for superannuation within the next two years may not be transferred;
- 6.3 In the event of non-compliance to any transfer order issued, administrative actions as per the BCSR shall be imposed by the MHRC;
- 6.4 A civil servant shall be given the right to appeal against the transfer decision.
- 6.5 In case of transfer on request, a civil servant shall be eligible for transfer only upon completion of three years of active service in the current place of work calculated from the date of appointment into the civil service (*applicable for first transfer only*).

## 7. Criteria

- 7.1 Transfers shall be strictly based on the approved staff strength by the RCSC;
- 7.2 A civil servant shall be given the option to choose up to three places where alternatives are available. However, the final transfer decision shall be taken based on following assessment criteria:
  - 7.2.1 A score against the place of posting shall be given as specified in Annexure A. The place of posting shall carry 60 points as follows:
    - A. Current place of posting - max. of 40 Points
    - B. Last place of posting - max. of 20 Points
  - 7.2.2 Moderation scores on the scale of 5 to 30 as given in Annexure B shall constitute 30 points of the total weight.
  - 7.2.3 Seniority (no. of active years served in the civil service) as indicated in Annexure C shall constitute the remaining 10 points of the total weight.
  - 7.2.4 Civil servants under the transfer list shall be ranked based on the total score out of 100 points.
  - 7.2.5 Preference for place of transfer shall be given to civil servants securing the higher score as per clause 7.2.4. However, if they have already served in their chosen place of posting then preference will be given to others.
  - 7.2.6 There shall be no homeposting and civil servants shall sign the conflict of interest when applying for the transfer.
  - 7.2.7 The above criteria and transfer cycle shall not be applicable for the following transfers:
    - 7.2.7.1 Transfer based on immediate and urgent requirement in the public interest;
    - 7.2.7.2 Transfer on disciplinary grounds; and
    - 7.2.7.3 Transfer on special medical needs or on humanitarian ground.

## **8. Transfer Procedures**

- 8.1 The HRD shall prepare the annual transfer list and timeline.
- 8.2 The following procedure shall be followed:
  - 8.2.1 HRD shall compile the list of civil servants due for transfer in June of the calendar year.
  - 8.2.2 The list shall be shared with individual civil servants by July of the calendar year.
  - 8.2.3 All individuals included in the list shall submit the Transfer Application Form duly filled and countersigned by the immediate supervisor to the HRD.
  - 8.2.4 A sub-committee shall be constituted to work out and compile the transfer proposal as per the provisions of the Transfer Guidelines.
  - 8.2.5 The HRD shall seek consensus from both the receiving and relieving divisions, in case of transfer requests.
  - 8.2.6 The transfer proposal shall be submitted to the HRC
  - 8.2.7 The HRC shall approve the transfer proposal.
  - 8.2.8 The HRD shall issue Transfer Order based on the approval accorded by the HRC.
  - 8.2.9 The HRD shall determine the place of transfer and effect transfer for civil servants who are due for transfers, if such civil servants fail to:
    - 8.2.9.1 Submit the transfer application form;
    - 8.2.9.2 Submit incomplete transfer application form; and
    - 8.2.9.3 In both cases, the decision of the HRC shall be final and binding.
- 8.3 The effective date of transfer shall be 1<sup>st</sup> of January of the year.
- 8.4 A civil servant who has been transferred shall be relieved, provided benefits, leave and other entitlements as per the provisions of the BCSR 2018 and amendments thereof; unless the transfer is on request.

## **9. Authority for Amendment and Interpretation**

- 9.1 The Transfer Guideline may be amended as and when necessary by the HRC of the Ministry.
- 9.2 The HRC of the Ministry shall be the final authority to interpret any difference or incongruence in the application of the Transfer Guidelines.

## **10. Acronym**

- 10.1 MoENR: Ministry of Energy & Natural Resources
- 10.2 RCSC: Royal Civil Service Commission
- 10.3 MHRC: Ministerial Human Resource Committee
- 10.4 HRD: Human Resource Division
- 10.5 BCSR: Bhutan Civil Service Rules and Regulations

**Annexure A: Calculations of Points for Place of Posting (Current + Last Place of Posting before the Current)**

<b>Category / Rank</b>	<b>Name of the Dzongkhag</b>	<b>Current Place of Posting (40 Points) A</b>	<b>Last Place of Posting before the Current Place (20 Points) B**</b>
1	Thimphu	5	2
2	Paro	10	4
3	Punakha	15	8
	Wangdue		
4	Samtse	20	12
	Sarpang		
	Tsirang		
	Chhukha		
	Haa		
5	Bumthang	30	16
	Trashigang		
	Trongsa		
	Mongar		
	Samdrup Jongkhar		
6	Gasa	40	20
	Lhuntse		
	Pemagatshel		
	Dagana		
	Trashi Yangtse		
	Zhemgang		

\*Places included in the list because of their location and preference for transfer.

**Annexure B: Points for Moderation Scores**

A civil servant shall be awarded points based on the average of the moderation scores for the last 2 years:

<b>Ratings</b>	<b>Points</b>
Outstanding	30
Very Good	20
Good	15
Partially meeting expectations	10

Average PE score of the last two years shall be calculated as follows:

<b>Year</b>	<b>Score</b>
Year I	
Year II	
Total	
Average (total/2) - C	

**Annexure C: Points for serving .....**

0.5 points shall be allotted to each year of active service in the civil service. The maximum points shall be 10.

**Table for Calculation of Total Score (Scores from the Tables in Annexures A and B):**

<b>Place of posting (60)</b>		<b>Moderation Score (30) (C)</b>	<b>Seniority (10) (D)</b>	<b>Total (100) A+B+C+D</b>
<b>Current Place of Posting (A)</b>	<b>Last Place of Posting before the Current Place (B)</b>			



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Human Resource Division  
Ministry of Energy and Natural Resources  
Royal Government of Bhutan  
Thimphu: Bhutan

**BHUTAN**  
Believe

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## TRANSFER APPLICATION FORM

### I. Personal Details

1. Name \_\_\_\_\_
2. Gender \_\_\_\_\_
3. Employee ID No. \_\_\_\_\_
4. CID No. \_\_\_\_\_
5. Position Title \_\_\_\_\_
6. Position Level \_\_\_\_\_
7. Current Place of Posting \_\_\_\_\_

### II. Permanent Home Address

1. Village \_\_\_\_\_
2. Gewog \_\_\_\_\_
3. Dzongkhag \_\_\_\_\_
4. Contact No. \_\_\_\_\_
5. Email Address \_\_\_\_\_



**III. Previous working place**

#	Name of the Agency / Dzongkhag / Thromde	Year	
		From	To
1			
2			
3			
4			

**IV. Spouse's Details**

1. Married   
Unmarried

**2. If Married:**

- a. Name of Spouse: \_\_\_\_\_  
b. Occupation: \_\_\_\_\_

**3. If Working:**

- a. Agency: \_\_\_\_\_  
b. Designation: \_\_\_\_\_

**V. Transfer Preference**

Option 1: \_\_\_\_\_

Option 2: \_\_\_\_\_

Option 3: \_\_\_\_\_

**(Signature of the Employee)**

**(Head of the Department)**

**Note:**

1. Form should be submitted to the HRD, MoENR as per the deadline announced by HRD
2. It is mandatory to provide three (03) options of preferred places of posting. If the form is incomplete, the HRD shall exercise discretion on the place of transfer.
3. Based on the decision of the HRC, transfer order shall be issued.
4. Refer Transfer Guidelines of MoENR for details.

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