

TRANSFER APPLICATION FORM
Human Resource Division
Ministry of Energy and Natural Resources

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: _____

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.
