



དཔལ་ལྷན་འབྲུག་གཞུང་། འབས་ཏོག་ལྷན་ཁབ་།

ROYAL GOVERNMENT OF BHUTAN  
MINISTRY OF WORKS & HUMAN SETTLEMENT  
DIRECTORATE SERVICES  
Human Resource Division



MoWHS/DS-HRD/04/2021/1451

12<sup>th</sup> April 2021

The Dasho Dzungda,  
.....

The Executive Secretary,  
.....

The Director General/Director  
DoR/DHS/DES, MoWHS

Sub.: **ANNUAL TRANSFER FOR the YEAR 2022**

Dear Dasho/Sir/Madam,

In line with the Transfer Guidelines of the MoWHS and the BCSR 2018, the HRD, MoWHS would like to inform that the annual transfer assessment for year 2022 will be carried out. In this regard, MoWHS requests you to kindly convey/carry out the following:

1. Submit the list of regular civil servants ( technical personnel) who have served 5 years and more as on 30<sup>th</sup> June 2021 in your agency. A google sheet will be shared with the HR unit/service to be filled in latest by 15<sup>th</sup> May 2021.
2. All civil servants (technical personnel) who have served 5 years and more ( as on 30<sup>th</sup> June 2021) must fill in the online Transfer Application Form (google form) accessible on the Ministry's website [www.mowhs.gov.bt](http://www.mowhs.gov.bt) latest by 31<sup>st</sup> May 2021.
3. If a civil servant (technical personnel) who has served 5 years and more in the current place does not submit or submits incorrect online transfer application form, he or she shall be transferred as per section 8.2.7 of the transfer guidelines.
4. Civil Servants (technical personnel) requesting for transfer who have served less than 5 years in the current place may also submit the online transfer application form. However, BCSR requirements (minimum three years including probation period from the initial date of appointment) must be fulfilled to be eligible for transfer.
5. Transfer shall be implemented with effect from 1<sup>st</sup> January 2022.

Yours sincerely,

(Dhak Tshering)  
**DIRECTOR**

Cc:

1. Hon'ble Secretary, MoWHS for kind information
2. Director General, RCSC for her kind information
3. HRO, All Dzongkhag, with request to submit the list ( sl. 1) on google sheet.
4. Chief DE/CE, All Dzongkhag/RO, DOR, MoWHS, with request to inform all technical personnel to submit the online transfer application form on the ministry's website.
5. HRO, All Thromde, with request to submit the list ( sl. 1) on google sheet and also inform the individuals to submit the online transfer application form.
6. MoWHS website
7. Office copy