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Acronym

ARDC:	Agriculture Research and Development Centres
BCSR:	Bhutan Civil Service Rules
BAFRA:	Bhutan Agriculture and Food Regulatory Authority
CSIS:	Civil Service Information System
HRC:	Human Resource Committee
HRD:	Human Resource Division
MoAF:	Ministry of Agriculture & Forests
NBC:	National Biodiversity Centre
NP:	National Park
PA:	Parent Agency
RCSC:	Royal Civil Service Commission
TFD:	Territorial Forest Division
ZES:	Zhiyog Electronic System



Introduction

The Ministry of Agriculture and Forests is one of the largest ministries in the country comprising the Department of Agriculture, Department of Forests and Park Services and Department of Livestock. Apart from the Departments, the Bhutan Agriculture and Food Regulatory Authority (BAFRA), National Biodiversity Centre (NBC), Agriculture Research Development Centre 9ARDC), Central Programs like Territorial Forest Division (TFD) and Park Offices, Office of the Secretariat and Directorate Services are also integral part of the Ministry. Furthermore, the Ministry also extends its coverage in the Dzongkhag and gewogs, which makes up the largest representation of civil servants at the Dzongkhag and Gewog Administration Office.

Considering the number of Departments and other Agencies functioning under the Ministry, it has been a challenge for the Ministry to mobilize the transfer of civil servants efficiently since there is no proper legal instrument to monitor and guide transfer of its employees. The Bhutan Civil Service Rules, 2018 (BCSR, 2018) as a parent legal instrument governing the transfer of civil servants has mandated the Human Resource Committee (HRC) of the respective Parent Agency (PA) to plan and execute transfer of civil servants at regular intervals. In doing so, Clause 14.4.1 of the BCSR, 2018 requires the HRC of the PA to develop transfer guidelines which is fair, transparent and in consonance to the transfer provisions of the BCSR, 2018.

Recognizing the need to have uniform and effective transfer guidelines, applicable to all the civil servants working under the Ministry unless otherwise provided by this guideline, the Ministry first developed “Transfer Guidelines, 2019”. However, in the light of increasing numbers of civil servants requesting for transfer due to medical, marital and citing numerous reasons throughout the year, there was an urgent need for the revision of Ministry’s Transfer Guidelines 2019 to have more clarity on the eligibility, accountability and clearer procedures and time line from proposal to approval.

Accordingly, the Ministry during the 527th HRC Meeting held on 29 March 2022 endorsed the revised Transfer Guideline 2022.

Objective

1. The objective of this guideline is to:
 - (1) Ensure transfer without interrupting service delivery;
 - (2) Create fair and transparent transfer procedures;
 - (3) Enhance accountability in the implementation of transfer proposals;
 - (4) Equal distribution of HR in the field offices; and
 - (5) Have clear time line from proposal to approval process.



Scope

2. This guideline shall apply to:
 - (1) Civil Servants at the head office of the Ministry of Agriculture and Forests;
 - (2) Extension Professionals placed in the Dzongkhag/Dungkhags/Geogs extension service (parented under MOAF); and
 - (3) Research and Central Professionals placed in Agriculture Research & Development Centres (ARDCs) and others Central programs and field offices such as Forest Divisions, National Parks (NP) including protected areas falling within its jurisdiction, National Centres, Research Centres & Farms.

Limitation

3. This guideline shall not apply to:
 - (1) Executives, Specialist, Contract employee, Elementary Service Personnel and General Service Personnel;
 - (2) A civil servant who is under the different **Parent Agency (PA)** working with the Ministry and whose transfer shall be guided by the transfer guidelines of their respective PA. However, the civil servant shall obtain a clearance from the working agency on lateral transfers or transfer through open competition.

General Eligibility Criteria for Transfer

4. The transfer of civil servant shall be considered based on the following criteria, if the civil servant has:
 - (1) Served a minimum of five years, including probation period, from the date of initial appointment;
 - (2) Served minimum of three years in one place of posting after transfer; and
 - (3) Completed 5 years of service in one place of posting for civil servants categorized as vulnerable positions including P1 (management) as per clause 14.4.10 of BCSR, 2018.
 - (4) Any Department or Agency shall not propose transfer of civil servants who are subjected to any administrative action as an option to correct the civil servant unless a decision is being made by the HRC as an administrative action for the administrative charges.
 - (5) In the event, the transfer proposal is submitted by the Department or Agency in contravention to clause 4 of the guidelines, the Head of the Department or Agency shall be liable for an administrative action.
5. A civil servant who is due for superannuation within next one year shall not be eligible for transfer.



6. The posting in a high altitude area shall not exceed five years and the same employee shall not be eligible for re-posting in the same or similar place or location.
7. Transfer shall not be proposed by the Departments or Agencies where there are no approved positions and HRC shall not approve the same.
8. Any individual transferred to Head quarter shall have a minimum of 5 year's experience of working in the field Offices as the Officials at the HQ are required to perform policy level responsibilities and guidance for the activities carried out at the field level.

Exception to the General Eligibility Criteria for Transfer

9. Notwithstanding the eligibility criteria for transfer, request from civil servant may be accepted and reviewed to be transferred on marital or medical ground provided there is approved slots or post vacancy as per the staffing pattern on the production of:
 - (1) Supporting documents such as marriage certificate and spouse's transfer order for marital cases; and
 - (2) Valid medical documents from the recognized hospitals within Bhutan for transfer cases on medical grounds such as terminal illness, permanent disability and other life threatening disease.
10. In the event, the medical issues of the transferred official do not qualify under clause 9 of this guidelines, the official shall be subjected to transfer and if he or she refuses to join the new post of transfer, chapter 10.9 of the BCSR shall be applied.
11. A civil servant shall be transferred at any time based on public interest as determined and recommended by the Department or Agency.

Transfer of Civil Servant at P1 Position

12. A civil servant at P1 (management) position shall be transferred to HQ or field offices at any time based on public interest, seniority and performance as determined and recommended by the Department or Agency. However, such transfer of P1 proposals by the Department or Agency shall have proper justification and reasonings on the performance, contributions and required critical skills.
13. Any Transfer of Chiefs selected through an open competition within the field offices shall be carried out after fulfilling the prescribed requirements under section 13.11.5 of Chapter 13 of the BCSR.
14. Vacancy announcement for P1 position shall be made as per BCSR 2018 on becoming position vacant.
15. In case the Position could not be filled after vacancy announcement, as part of Succession



Planning, a Civil Servants at P2/P3 shall be placed under transfer to officiate P1 Positions based on the following criteria:

- (1) Seniority;
- (2) A civil servant meets required qualification;
- (3) Is in Professional and Management Category;
- (4) Is a BCSE select;
- (5) Have clean service record, and
- (6) Leadership potential.

Transfer of Attaché

16. Transfer of Attaché from MoAF to a Mission shall be administered in accordance with Section 17.6 of the BCSR 2018.
17. The Attaché shall be transferred back to the Ministry after completion of term in the place of posting.
18. The responsibilities of the Attaché during the transfer period under the Ministry of Foreign Affairs shall be as per the Terms of Reference (ToR) of the Attaché and selection guidelines of the Attaché.
19. An Attaché shall be assigned with the Ministry of Foreign Affairs for a period of one month prior to his/her posting to a Mission.
20. An Attaché, on return, shall report to the Ministry of Foreign Affairs before being referred to his or her parent agency.

Timeline and Procedure

21. The relevant Department and Agency under the Ministry shall carry out transfer related works based on the timeline set as follows:

Transfer Cycle	Activities / Procedures	Timeline	Responsible Dep/ Agency
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Annual Transfer	Notification	1st July	HRD
	Proposal for transfer as per Annexure 1	3rd August	Department/Agency
	Compile, Review and assessment as per Annexure II	31st October	Department/Agency & HRD jointly
	Submission to HRC	1st week / 2nd Week of November	HRD
	Issuance of Office order	3rd week of November	HRD
Relieving	Relieving order	Within 31st December	Department/Agency
Joining	Joining as per Annexure III	15th January	Individual civil servant

22. The Department or Agency shall not propose transfer on ad-hoc basis and shall ensure that all transfers are carried out within the timeline specified under clause 14 of this guidelines.
23. Any appeal on the decision of the HRC related to transfer shall be made to RCSC as an appellate body.

Accountability

24. A civil servant who does not join the new place of his posting within one month from the date of relieving order shall be construed as non-compliance to the transfer order and the relieving Department or Agency shall withhold the salary of the civil servant as per clause 14.7.5 of the BCSR, 2018 and propose for an administrative action.

Revision

25. The Transfer Guideline shall be revised from time to time depending on the need and as and when new BCSR comes into force.



ANNEXURES

Annexure 1

TRANSFER APPLICATION FORM (request)

1. Name:
2. EID No:
3. Position Title/PL:
4. Current place of posting:
5. Nos. of years served in the current place of posting:
6. Permanent Address:

Village:	Gewog:	Dzongkhag:

Reasons for transfer (*Tick*) (i) Medical Problem (ii) Marital Case (iii) Others

(Attach supporting documents as a proof to the above)

7. Place of posting preference:

Options*	Option 1	Option 2	Option 3
Place			
Transfer will not be processed in case there is no slots for all the three options proposed by individual			



Spouse details:

- (i) Name:
- (ii) Occupation and place of residence:
- (iii) Telephone/CID No.:

Signature and date:

Name:

EID No.

Recommended by Head of the Division

Position Title:

Agency:

Concurred by Head of the Department



ANNUAL TRANSFER FORMAT`

(The Departments/Agencies shall use the uniform standard format in the assessment of the annual transfer exercise)

1	2	3	4	5	6						7	8	9	10		11
Sl. No	Name	EID No	Position Title	No. of years in current place	Transfer from						Transfer to	Status	Reasons	Spouse Details		Remarks
					Agency	Approved	Existing	Transfer out	Transfer in	Gap				Spouse Name	Working Agency	
1.																
2.																
3.																
4.																
5.																
6.																
7.																
8.																
9.																



Annexure 3

TRANSFER JOINING REPORT FORM

(To be completed by the candidate after joining the new place of posting)

Head/Offtg. Chief/PD

.....

.....

Subject: Joining Report

Dasho/Sirs/Madam,

I have joinedfrom20... as per Transfer Order No.dated

.....

.....

Yours sincerely,

Signature and date: EID No.

Name:

Position Title:

Agency:

Copy to:

1. Director General/Director, etc... for information.
2. Chief HR Officer, HRMD, MoAF for information.
3. Admin. Asst.,DoFPS/DoA/...etc...for necessary action.

