

**Ministry of Education
Human Resource Division**
C) Transfer Processing Form for Supporting Staff.

I. Details of the applicant:

Name :

Employee ID No : CID No:

Position Title : Position Level :

Gender :

Present School : Dzongkhag:

Date of Appointment : Date of joining present school:

Qualification :

Contact No :(Mobile/Phone):

Email address :

Permanent Home Address:
Village: Gewog: Dzongkhag:

II. Previous School worked at: (Use additional sheet if required)

SL#	School	Dzongkhag	Year (dd/mm/yy)	
			From	To

III. Reason for Seeking Transfer. ☐ Medical Problem ☐ Marital Case ☐ Any Other

Give a brief reason on why you have asked for Transfer:

IV. Mention Details of your spouse. (*Compulsory)

Name :

EID No :
(If employed)

Position Title : Position Level :
(If employed) (If employed)

Occupation : Place of Work/School:

Date of joining present work place:

☐ Medical Certificate ☐ Marriage Certificate ☐ Office Order of Spouse
☐ Supporting Documents

1. 2. 3.

I hereby declare that the information given herein is true to the best of my knowledge. In the event of detection of false or misleading information, I understand that Ministry shall withdraw my transfer. I also undertake to abide by transfer Rules and Regulations of the Ministry.

Date:

Recommending remarks by Principal

Date:

(Recommending remarks by DEO/HRO)

Date:

Decision taken by HR Committee

His/Her transfer is approved to _____ Dzongkhag during _____ **HR Committee Meeting** held on _____ .

Date: