

**Ministry of Education
Human Resource Division
B) Transfer Processing Form for Teacher.**

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:

Current Teaching Subject: 1 : 2:

Academic Qualification : Professional 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 (ddmmyy)	
			From	To

III. Please Tick if You are Trained as a focal Person for the following:

- ☐ Career Counselling ☐ Scouts ☐ Resource Centre ☐ Monitoring (EMSSD) ☐ Health
☐ Information Technology (IT) ☐ Library Management ☐ DDC Programs ☐ Agriculture
☐ Any Other

IV. Reason for Seeking Transfer. ☒ Medical Problem ☒ Marital Case ☒ Any Other

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

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

Name :

EID No :
(If employed)

Position Title :
(If employed)

Position Level :
(If employed)

Occupation :

Place of Work/School:

Organization :

Subject :

Date of Joining Service:

Date of joining present work place:

VI. Documents Enclosed (Please Tick)

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

VII. Preference Dzongkhag Transfer:

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.

Signature of Applicant.

Date:

VIII. TO BE USED BY SCHOOL AUTHORITIES

Recommending remarks by Principal (Please mention whether his/her reliever is required).

Signature of the Principal.

Date :

IX. TO BE USED BY DZONGKHAG AUTHORITIES

Recommending remarks by DEO/HRO

Signature of DEO/HRO.

Date:

X. TO BE USED BY HUMAN RESOURCE DIVISION, MOE.

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

Name and signature of the dealing HR Officer

Date: