

**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 :  Position Level :   
(If employed) (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).**

<b>Signature of the Principal.</b>	<b>Date :</b>
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**IX. TO BE USED BY DZONGKHAG AUTHORITIES**

**Recommending remarks by DEO/HRO**

<b>Signature of DEO/HRO.</b>	<b>Date:</b>
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Decision taken by HR Committee

**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: