

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:

Organization :

Date of Joining Service:

Date of joining present work place:

**V. Documents Enclosed (Please Tick)**

- Medical Certificate  Marriage Certificate  Office Order of Spouse  
 Supporting Documents

**VI. 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:

**VII. TO BE USED BY SCHOOL AUTHORITIES**

**Recommending remarks by Principal**

Signature of Principal <span style="float: right;">Date:</span>

**VIII. TO BE USED BY DZONGKHAG AUTHORITIES**

**(Recommending remarks by DEO/HRO)**

Signature of DEO/HRO <span style="float: right;">Date:</span>

---

Decision taken by HR Committee

**IX. 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: