



དངམ་ལ་ཐུན་འབྲུག་གཞུང་།  
བཀྲིས་སྒང་རྫོང་ཁག་བདག་སྐྱོང་།

Royal Government of Bhutan  
**Trashigang Dzongkhag Administration**



Date: .....

**(INTRA/INTERNAL TRANSFER FORM)**

Name:..... EID No.....

CID No..... Position Title.....

Position Level:.....Employee Type(Regular/Contract) :.....

Present Working Agency:.....

Initial Appointment/Joining in Current Place:.....

Number of years served in the current place (\*mandatory): .....

Transfer Proposed Place: .....

Reason(s) for Transfer:

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Recommendation by immediate supervisor (\*Mandatory):

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Seal & Signature of immediate supervisor.....



དཔལ་ལྷན་འབྲུག་གཞུང་།  
བཀྲིས་སྒང་རྫོང་ཁག་བདག་སྐྱོང་།

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Recommendation by concerned sector/head (\*Mandatory):

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Seal & Signature of Sector Head: .....

Recommendation by respective Dungpa (\*Mandatory for employees under Dungkhag):

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Seal & Signature of Dungpa:.....

For official use:

HRC No..... Date..... Decision.....

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(HR Officer)

Seal & Signature.....

Chairperson  
(Dzongkhag Human Resource Committee)

Note:

1. This form is applicable for only employees under Trashigang Dzongkhag
2. Transfer proposal on marital and medical ground should produce marriage certificate & Medical documents.
3. The applicant should have served minimum of 3 years in the current place.



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4. The applicant has to serve minimum of three years to apply for another transfer.
5. Applications not fulfilling above mentioned conditions shall be taken care by HRC.