



Transfer Guideline for Ministry of Health

**Human Resources Division
Ministry of Health
Thimphu**

Foreword

As outlined in the Bhutan Civil Service Rules and Regulations (BCSR 2012), transfers are effected to facilitate mobility among civil servants so that their services are best utilized in the interest of the government. Further, it states that it will help diversify the experience and knowledge and develop appreciation for social, cultural and economic conditions prevailing in the country among the civil servants through the change of post, agency, or place of posting.

Keeping the above principles in mind, the Transfer Guideline has been formulated to ensure effective and efficient utilization of human resources in the Ministry of Health. These guidelines inter alia, will serve as a reference tool to ensure consistency and fairness in the management and co-ordination of transfers and re-deployment of health officials serving in different health facilities across the country. It is expected that the guidelines will also act as an important instrument that assures all employees are treated fairly.

I have no doubt that the Human Resource Division (HRD) of the Ministry of Health (MoH) will implement these guidelines without any prejudice, fear or favor. Ultimately, this guideline is intended to avoid development of vested interests, which may lead to probable corruption, nepotism, patronage, favoritism and red-tape due to prolonged stay of an individual in any particular place or position. I hope that everyone will adhere to this guideline and appreciate their relevance to the provision of efficient and effective health delivery services in our quest to making Bhutan a “Nation with the Best Health.”



(Dr. Ugen Dophu)
Secretary

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1. Background

Health system requires effective human resource management for the provision of the quality health care. Thus, the health facilities must be adequately staffed with motivated and competent health professionals. Considering the limited numbers of health professionals in the country there is need for regular transfer exercises to ensure best utilization of their knowledge and skills. This necessitates a regular transfer exercise considering various factors and information on the health facilities and health professionals.

The procedures in these guidelines are based on the existing government rules and regulations governing transfer, in particular the Bhutan Civil Service Rules & Regulations (BCSR) 2012 and existing circulars and practices. The transfer of civil servants under the Ministry of Health (MoH) shall be guided by the criteria as laid down hereunder. The guideline is designed based on the following principles:

- a. Fairness
- b. Transparency
- c. Right Person for the Right Post
- d. Professionalism
- e. Accountability
- f. Equity
- g. Harmony

2. Objective

Ensuring that transfer exercises are carried out efficiently in accordance with the existing policies and regulations, the guideline will fulfill the following objectives:

- To rationalize and promote optimal utilization of the human resources
- To outline procedure to be followed when transferring employees with a view to ensure that transfers, redeployments and postings are done in a transparent manner
- To take into consideration employees welfare when transferring them without necessarily compromising service delivery.



3. Authority of transfer

As per Section 14.2.3 of BCSR 2012, the HR Committee of the Agency concerned shall plan and execute transfers on annual basis, except where urgent in the public interest.

The authority to transfer at various levels shall be as follows:

Sl. No.	Types of transfer	Authority
1	Within health facilities of a particular Dzongkhag	Dzongkhag HRC
2	Within departments of Regional Referral Hospitals	Hospital HRC
3	Inter-Dzongkhag	MoH HRC
4	Within Departments/Divisions of MoH	MoH HRC
5	Outside MoH	RCSC

The transfer shall be in-line with the approved Service and Human Resource Standard of MoH.

4. Transfer Criteria

4.1 General

- a. A civil servant shall serve wherever posted irrespective of marital status in the first place of posting unless otherwise granted exemption due to genuine health grounds.
- b. The transfer exercise shall be carried out only once a year except deemed needed by the Ministry.
- c. A civil servant in MoH shall be allowed to work in headquarter for a maximum period of 10 years in one particular Department but not more than 5 years in the same Division.
- d. A civil servant who has served more than 10 years in a particular health facility is subject to transfer.
- e. A civil servant transferred from remote places shall be given priority of choice for transfer.

- f. A civil servant shall be transferred to the health facilities as per the service standard and workload.
- g. Served minimum of five years in the particular health facility to be eligible for transfer benefits except for remote setting where there is no motorable road connectivity. However, if a civil servant is transferred on public interest, he/she shall be eligible for transfer benefits regardless of the number of years served in the particular health facility.
- h. Home posting shall be considered if possible for senior staff nearing superannuation. However, a civil servant due for superannuation within the next one year may not be transferred (14.4.8, BCSR 2012): ***“A civil servant due for superannuation within the next one year may not be transferred.”***
- i. Transfer within the same division shall not be treated as transfer (Clause 14.3.3): ***“A change in duties and positions within a division of an Agency shall not be considered as a transfer under this Rule.”***
- j. All transfers shall be routed through HR Committee of the Ministry/Dzongkhag/Agencies.

4.2 Special Cases

Although the Ministry has to refer and follow Chapter 14 of BCSR 2012 as an overall guiding documents for transfer of civil servants under the MoH, the following will be considered for smooth implementation:

- a. If both the wife and husband are civil servants, their simultaneous transfer to the same location, shall be facilitated, as far as possible (14.4.10): ***“If both the husband and wife are civil servants, their simultaneous transfer to the same location, shall be facilitated, as far as possible.”***
- b. A civil servant may be granted transfer upon written request on special ground (disciplinary, medical & special training acquired) upon production of valid documents.
- c. A civil servant who has worked in an urban setting shall be transferred to rural areas and vice-versa.



- d. If the request of the civil servant is not considered by the controlling authority after repeated written requests, MoH HRC shall review.
- e. A civil servant may be transferred from any health facilities to MoH (headquarter) as a domain expert for a duration of three years, which may be extended depending upon performance up to maximum of another two years.
- f. A civil servant shall not be transferred to a post where application of his/her skills and knowledge are rendered irrelevant (14.4.11): *“A civil servant shall not normally be transferred to a post where application of his/her skills and knowledge are rendered irrelevant.”*

5. Implementation

- 5.1 All transfer request should reach to the Ministry latest by 30th September.
- 5.2 The HRD will constitute a Transfer Working Committee (TWC) to facilitate the transfer process.
- 5.3 The following will constitute the Transfer Working Committee:
 - a. Chief HR Officer, HRD (Chairperson of TWC)
 - b. 1 Representative from DoMS
 - c. 1 Representative from DoTMS
 - d. 1 Representative from JDWNRH
 - e. 1 Representative from relevant Departments
 - f. 1 Relevant Representatives from JDWNRH, Clinical Department
 - g. 1 Focal HR Officer (Member Secretary)
- 5.4 The Transfer Working Committee will work with the following Terms of Reference:
 - a. Review and prepare the transfer proposals in line with the transfer guideline.
 - b. Submit to HRC, MoH through HRD.
- 5.5 All transfer proposals shall be endorsed by the HR Committee of the Ministry.
- 5.6 All transfer orders should be issued by end of November.



- 5.7 A civil servant who is transferred shall join the new place of posting within the month from transfer effective date unless otherwise approved by the HR Committee.
- 5.8 The HRD shall monitor the status of relieving/joining of the transferred staff and maintain record.

6. Appeal

Transfer once declared should be adhered to and strictly implemented in the overall interest of the Ministry and the public. An appeal, if any, will be first reviewed and strictly screened by HRD before putting up to the HRC. If the appeal is deemed genuine beyond any reasonable doubt, the HRC may consider on a case by case basis.

7. Penalty

- a. Non-compliance with this Rule shall be treated as a violation of BCSR and hence, the HR Committee/Agency shall be accountable.
- b. Civil servants failing to abide by the Transfer Order shall be liable for administrative actions.
- c. As per the Notifications DNP/R-Notification/2014-15/553 dated 5th December 2014 of the Ministry of Finance, budgetary bodies shall stop payment of salary to the concerned civil servants after 30 days from the effective date of transfer.

8. Revision

The Human Resource Division, MoH shall propose any revision to this document to HRC, MoH in keeping with any change in the overall Civil Service Rules and Regulations and the Health HR policies of the country.

9. Annexure 1: Individual Transfer Form

**Ministry of Health
Human Resource Division
Transfer Processing Form for Health Staff**

I. Details of the applicant:

Name :

Employee ID No :

Position Title : Position Level:.....

Gender :

Present Working Agency:..... Dzongkhag:.....

Date of Appointment : Date of joining to present agency:.....

Qualification : Special Training.....

Additional Responsibility or Focal Person (if any).....

Contact No : (Mobile/Phone) : Email address:.....

Permanent Home Address

Village:..... Gewog:..... Dzongkhag:.....

II. Previous working places : (Use additional sheet if required)

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

III. Reason for seeking Transfer.

Medical Problem : Marital Case : Normal Transfer :

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



IV. Marital Status (Please Tick)

Married Single

If you are married please fill up the following details of your spouse.

Name :
EID No (If employed) :
Position Title (If employed) : Position Level (If employed) :
Occupation : Working Place:.....
Organization :
Date of joining Service : Date of joining present work place :

V. Documents Enclosed (Please Tick)

Medical Certificate : Marriage Certificate : Supporting Documents :

VI. Preference Dzongkhag/Hospital 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 HOSPITALS/BHUs/DEPARTMENT/DIVISION
AUTHORITIES**

Recommending remarks by Supervisor

Signature of Supervisor/Head	Date:
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**VIII. TO BE USED BY DZONGKHAG AUTHORITIES/Referral Hospital
(Recommending remarks by DHO/HRO/CMO/MS)**

Signature of DHO/HRO /CMO/MS	Date:
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Decision taken by HR Committee

IX. TO BE USED BY HUMAN RESOURCE DIVISION, MoH.

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

