



རྒྱལ་ཁབ་ཀྱི་རྒྱུག་གཞུང་། རྒྱལ་ཁབ་ཀྱི་རྒྱུག་གཞུང་།

Royal Government of Bhutan  
National Land Commission



## 1. Background

The National Land Commission Secretariat (NLCS) as a parent agency for the Survey Engineers, Surveyors, Land Registrars and Land Record Assistants is entrusted to develop transfer guidelines for civil servants parented by NLCS as per the Clause 14.4.1 of the BCSR 2018. The Transfer Guideline is aimed to streamline and ensure fairness, provide guidance and facilitate the transfer of civil servants under the NLCS.

In case of incongruence or conflicts between the provisions of the Guideline and the provisions of the BCSR, the provisions of the BCSR shall prevail. All the civil servants under the NLCS shall abide by provisions of the Guidelines.

## 2. Objectives

Pursuant to the provisions under Chapter 14 of the BCSR 2018, the objectives of the Transfer Guidelines are:

- 2.1. To ensure the transfer of civil servants under the parenting responsibility of NLCS is consistent with the provisions of the transfer policy enshrined in the BCSR 2021;
- 2.2. To rationalize and promote optimal utilisation of the human resources;
- 2.3. To outline procedures to be followed when transferring employees with a view to ensure that transfers are carried out in a transparent manner; and
- 2.4. To take into consideration employees Welfare when transferring them without compromising service delivery.

## 3. Scope and Applicability

In line with the provisions of the BCSR 2018, the Transfer Guideline shall be applied for transfer of following categories of civil servants:

- 3.1. Civil servants under the parenting responsibility of NLCS as determined by BCSR working in Local Government and other agencies;



རྒྱལ་ཁབ་ཀྱི་རྒྱུ་ཁྲིམས་ལྟར་དུ་སྤྱི་ལོ་འཛུགས་སྐྱོང་བྱེད་པའི་ལྷན་ཁག་

Royal Government of Bhutan  
National Land Commission



3.2. Civil servants under the parenting authority of NLCS working in the Departments under NLCS; and

3.3. All the regular staff within the NLCS. However, it shall not apply to Executives, Specialist, Contract, ESP and GSP personnel.

#### **4. Authority**

4.1. As per Section 14.4.1 of BCSR 2018, the HRC of the Agency shall plan and execute transfers on an annual basis, except where urgent in public interest.

4.2. The HRC of the Agency shall be the final approving authority of all the transfer decisions taken under the provisions of the Transfer Guidelines.

4.3. The HRD, NLCS shall ensure implementation of the Transfer Guidelines.

4.4. The transfer shall be in-line with the ODE approved staff strength.

#### **5. General Principles**

The transfer of civil servants under the NLCS shall be initiated as per following principles:

5.1. All transfers shall be executed in a timely, fair, professional and transparent manner;

5.2. A civil servant shall serve the LG at least once in the entire service;

5.3. Transfer shall not be considered to a LG where he/she is a domicile. However, those with medical and other exceptional reasons may be considered;

5.4. To the extent possible, simultaneous transfer of spouse(s) working in the Agency shall be facilitated to the same location;

5.5. A civil servant shall serve a minimum of three years in the current place of posting from the initial date of appointment to be eligible for transfer;



རྒྱལ་ཁབ་ཀྱི་རྒྱུ་ཁྲུང་། རྒྱལ་ཡོངས་ས་ཆ་འདེད་འཕྲིན་ལྷན་ཁག་

Royal Government of Bhutan  
National Land Commission



5.6. A civil servant shall be considered for transfer upon completion of 5 years of active service in the current place of work. In order to ensure smooth delivery of public services, transfer shall be executed in a phased manner. A civil servant who has been in the same place for a maximum number of years shall be considered for transfer first;

5.7. Exceptions to Section 5.5 shall be made, if HRC determines that the civil servant's skills and expertise would be rendered irrelevant or inadequately utilized if transferred;

5.8. A civil servant may submit a request for transfer on personal grounds, which shall be reviewed on a case by case basis. The HRC shall be the final decision making authority;

5.9. A civil servant due for superannuation within the next one year shall not be transferred. However, exceptions may be made by HRC in the event of home posting, if requested by the civil servant;

5.10. A civil servant shall be mandated to provide three places of posting in the transfer application form;

5.11. The HRC reserves the right to determine the transfer of a civil servant if he/she does not provide three places of choice;

5.12. To the extent possible, a civil servant's option for place of transfer shall be considered. However, if there is no vacant post in any of the places of choice, the individual's transfer shall be determined by the HRC;

5.13. The individual can appeal if they are not satisfied with the decision of the HRC on transfer within the 10 working days from the receipt of the transfer order;

5.14. The late submission or incomplete information submission in the transfer application form will be considered invalid; thereby the placement will be decided by the HRC;

5.15. To the extent, the NLCS shall not transfer a civil servant to the same place served earlier;

5.16. All transfers shall be carried out in consultation with concerned agencies/Local Government;



འབྲུག་རྒྱལ་ཁབ་རྒྱུ་ཁྲིམས་ལྟར་གྱི་ རྒྱལ་ཡོངས་ས་ཁུངས་ལྟན་འགྲུས་ལྷན་ཁག་གི་

Royal Government of Bhutan  
National Land Commission



5.17. Administrative actions may be taken as per Section 14.7.5 of the BCSR 2018 for non-compliance to transfer order; and

5.18. Relevant provisions of the BCSR 2018 shall be applied for other transfer procedures/processes which are not specified in this Transfer Guideline.

## 6. Criteria for Transfer

6.1. Transfer exercise shall be based on the approved staffing pattern and positions.

6.2. HRC may approve the transfer if there is no conflict in a civil servant's choice of place. However, HRC may not approve if the civil servant skills and expertise are rendered irrelevant or underutilised in a new place of posting.

6.3. if there is conflict in civil servant's choice of place, the following criteria shall be considered, however providing options need not necessarily guarantee that a civil servant would be placed in the three opted places:

6.3.1. Availability of Vacant posts.

6.3.2. Current place of posting-Last office served, details of previous posting (rural posting/difficult posting).

6.3.2.1. Score against the place of posting on the scale of 5 to 50 as given in Annexure A. Total score against the place of posting shall carry 70% of the total weight as follows:

(a) Current place of posting - 50%

(b) Last place of posting before the current place - 20%

6.3.2.2. For civil servants who are being transferred for the first time, a total weight of 70% shall be allocated for the current place of posting.

6.3.3. Marital Ground- provided the spouse, if working, does not have an alternate place of posting than indicated. The marriage certificate shall be attached with duly filled transfer application from.



རྒྱལ་ཁབ་ཀྱི་རྒྱུ་ཁྲིམས་ལྟར་དུ་སྤྱི་ལོ་འཛུགས་སྐྱོང་བྱེད་པའི་ལྟུང་ལྟར་

Royal Government of Bhutan  
National Land Commission



6.3.4. Domestic Problem- HRD shall verify and authenticate the genuineness with concerned authorities.

6.3.5. Medical Ground- Attach a medical certificate signed by the Medical Board of Doctors.

6.3.6. Seniority- based on seniority in the service from the date of appointment.

6.3.7. Performance evaluation-Past three years rating shall be taken into consideration.

6.3.7.1. Score against Performance Evaluation rating (PE) on the scale of 5 to 30 as given in the Annexure B. PE rate shall carry 30% of total weight.

6.4. Civil servants under the transfer list shall be ranked based on the total score (out of 100) secured as per sections 6.3.2 and 6.3.7. In case of a tie, HRC shall first consider seniority of the civil servants followed by the previous place of posting.

6.5. In instances where there is no conflict in a civil servant's choice of place for transfer, the HRC shall approve without applying the above assessment.

6.6. The above assessment shall not be applied for transfer under special circumstances such as:

6.6.1. Transfer based on need for specialized skills/ qualification in the particular Agency/place;

6.6.2. Transfer on disciplinary grounds.

6.6.3. Transfer on special medical needs.

## 7. Transfer Procedure

7.1. The HRD will circulate the annual transfer notification along with the list of civil servants due for transfer.



རྒྱལ་ཡོད་ས་ཁུངས་ཀྱི་ཨུ་ཤིག་ཁྲིམས་ལུགས་

Royal Government of Bhutan  
National Land Commission



7.2. The following procedure shall be followed for annual transfers:

7.2.1. HRD shall compile a list of civil servants due for transfer as per section 5.5 in June of the calendar year.

7.2.2. The list shall be shared with individual civil servants through the head of concerned Agencies/ Departments by July of the calendar year.

7.2.3. All individuals included in the list shall submit the Transfer Application Form duly filled and countersigned by head of agencies by the due date announced by HRD.

7.2.4. The HRD in consultation with the Local government/ Department shall compile and make a transfer proposal to the HRC as per the provisions of the Transfer Guideline.

7.2.5. The HRC shall approve the transfer proposal.

7.2.6. The HRD shall issue Transfer Order based on the approval accorded by the HRC.

7.2.7. The HRC shall determine the place of transfer and effect transfer for civil servants who are due for transfers, if such civil servants fail to:

7.2.7.1. Submit the transfer application form.

7.2.7.2. Submit incomplete transfer application form.

7.2.7.3. In both cases, the decision of the HRC shall be final and binding.

7.3. The effective date of transfer shall be 1st of January of the year.

7.4. Transfer on request shall only be put up for deliberation in the HRC, if forwarded through the Head of the concerned Agency supported with relevant justifications and other supporting documents as may be necessary. The decision of the HRC in such cases shall be final and binding.

7.5. A civil servant shall join the new place of posting within a month from the issuance of transfer order unless approved by the Agency's HRC.



འབྲུག་རྒྱལ་ཁབ་རྒྱུ་ཁྲིམས་ལུགས་ཀྱི་འཕྲུལ་པ་

Royal Government of Bhutan  
National Land Commission



7.6. The HRD of the Agency shall monitor the status of relieving/joining of transferred staff and maintain record.

7.7. Transfer order once issued shall be strictly implemented in the interest of the Agency and public.

7.8. A civil servant who has been transferred shall be relieved, provided benefits, leave and other entitlement as per the provisions of the BCSR.

## **8. Amendment and Interpretation**

8.1. The HRD of the Agency shall propose any revision to the guidelines to HRC if deemed necessary in keeping abreast with any change in overall service rules and regulations.

8.2. The HRC has the right to review and make necessary changes of this guideline as proposed by the HRD.

8.3. The HRC shall be the final authority to interpret any difference or incongruence in the application of the Transfer Guidelines.

## **9. Definition**

9.1. NLCS: National Land Commission Secretariat

9.2. Local Governments: Dzongkhags and Thromdes

9.3. HRC: Human Resource Committee of the NLCS

9.4. HRD: Human Resource Division, NLCS

9.5. Other agencies: Surveyors under MoWHS







རྒྱལ་ཡོད་ས་ཁུངས་ལྷན་ཁྲིམས་ལྟུང་།

Royal Government of Bhutan  
National Land Commission



|   |                  |    |    |
|---|------------------|----|----|
|   | Mongar           |    |    |
|   | Samdrup Jongkhar |    |    |
| 6 | Gasa             | 50 | 20 |
|   | Lhuentse         |    |    |
|   | Pemagatshel      |    |    |
|   | Dagana           |    |    |
|   | Trashi Yangtse   |    |    |
|   | Zhemgang         |    |    |

+ Not applicable for civil servants being transferred for the first time and the score against the current place of posting shall be calculated out of 70%.



རྒྱལ་ཁབ་ཀྱི་རྒྱུ་གཞི་ལྟར་། རྒྱལ་ཡོངས་ས་ཆ་འདེད་འཕྲིན་ལྷན་ཁག་།

Royal Government of Bhutan  
National Land Commission



## Annexure 2: Points for Performance Evaluation rating.

A civil servant shall be awarded points based on the average performance evaluation ratings for the last 3 years:

| Rating           | Points |
|------------------|--------|
| Outstanding      | 30     |
| Very Good        | 20     |
| Good             | 15     |
| Need Improvement | 5      |

Table for calculation of total score (Scores from the table in Annexure 1 & 2)

| Place of Posting             |   | Moderation 30%(C) | Total (A+B+C)/A+C |
|------------------------------|---|-------------------|-------------------|
| Current place of posting (A) | Last Place of Posting before the current place (B)* |                   |                   |
|                              |   |                   |                   |
|                              |   |                   |                   |

\* Not applicable for civil servants being transferred for the first time and the score against the current place of posting shall be calculated out of 70%.



རྒྱལ་ཡོད་ས་ཁུངས་ཀྱི་ རྒྱལ་ཡོད་ས་ཁུངས་ཀྱི་ རྒྱལ་ཡོད་ས་ཁུངས་

Royal Government of Bhutan  
National Land Commission



### Annexure 3

| TRANSFER APPLICATION FORM  |                                   |                |                          |                      |
|--|-----------------------------------|----------------|--------------------------|----------------------|
| I. Employee Information (as per the record in Zest)                      |                                   |                |                          |                      |
| Name   | EID No.                           | Position Title | Current place of Posting | Date of last posting |
|  |                                   |                |                          |                      |
| II. Employee History- last two agency served, of any, as per zest record |                                   |                |                          |                      |
| Agency   | Post held                         | Period         |                          | Office Order No.     |
|  |                                   | From           | To                       |                      |
|  |                                   |                |                          |                      |
| III. Placement Options   |                                   |                |                          |                      |
| Options  | Name of Agency/ Dzongkhag/Thromde |                |                          |                      |
| 1  |                                   |                |                          |                      |
| 2  |                                   |                |                          |                      |
| 3  |                                   |                |                          |                      |
| IV Spouse Details  |                                   |                |                          |                      |
| Name   | Occupation                        |                | Current place of posting |                      |
|  |                                   |                |                          |                      |

Signature of applicant:

**Tel:02336389/339229 EPABX:321217/328181 Post box No.142 Website:www.nlcs.gov.bt**