

National Environment Commission Secretariat Guidelines for Transfer

The National Environment Commission Secretariat is the parent agency for environment officers.

1.0 Purpose

- 1.1 Facilitate mobility among the civil servants so that their services are best utilised in the interest of the Government;
- 1.2 Diversify the experience and knowledge and develop an 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, particularly from central offices to rural areas; and
- 1.3 To deter the development of vested interests leading to probable corruption, nepotism, patronage, favouritism, and red-tape due to the prolonged stay of an individual in any particular place, Agency or Position.

Note: However, to the extent possible, transfers shall not result in the loss of professionals by an Agency and appointment of such civil servants to positions where their special knowledge and skills are rendered irrelevant

2.0 Scope: Environment Officers (NEC officials, Dzongkhag Environment Officers and Officers of the Competent Authorities)

3.0 Authority to transfer: The HRC shall be the authority to transfer.

4.0 General Rule: The following shall be applied in conjunction with the BCSR:

- 4.1 A civil servant may be transferred generally after completion of five years of service;
- 4.2 The transfer shall be executed during the school winter holidays unless unavoidable in the interest of public service;
- 4.3 A civil servant may be transferred to any Agency in the interest of public service;
- 4.4 The transfer shall take into account the vulnerability of the positions;
- 4.5 A civil servant due for superannuation within the next one year may not be transferred.
- 4.6 On initial appointment in the Civil Service, a civil servant shall not be eligible for transfer before serving a minimum of three years including probation period. For in-service candidate, the date of appointment in the new position category shall be used for calculating three years.
- 4.7 If both the spouses are civil servants, their simultaneous transfer to the same location, shall be facilitated, provided that he or she is not under any obligation.



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- 4.8 A civil servant shall not normally be transferred to a post where application of his skills and knowledge are rendered irrelevant.
- 4.9 There shall be proper handing/taking over of the charge before a civil servant is relieved on transfer, including Government property, files/records.

5.0 Transfer procedures

- 5.1 The NECS shall serve written notification to all Environmental Officers eligible for transfer in the month of July asking them three different options for place of posting with a deadline for submission. However, providing options need not necessarily guarantee that an officer would be placed only in these three places owing to availability of the post or multiple officers opting for same place and other reasons;
- 5.2 The HRC should consider the following for transfer of the officials:
- Availability of post;
 - Marital - provided the spouse, if working, does not have alternate place of posting than indicated. The marriage certificate will be required to be attached with the duly filled up transfer form;
 - Last office served - details of previous postings;
 - Medical - attach medical certificate; and
 - Seniority in the service from the date of appointment.
- 5.3 The late submission or incomplete information submission in the transfer option form will be considered invalid and the placement will be decided by the HRC of the Secretariat;
- 5.4 Environment Officer may not be transferred to the same place served earlier;
- 5.5 HRC will not entertain any transfer change after the issuance of transfer order;
- 5.6 HRO shall issue transfer order latest by November and which will be effective from 01 January of the following year; and
- 5.7 The transfer of officers shall follow a Principle of Rotation.

6.0 Orientation

The Agency concerned shall ensure that a civil servant on transfer is properly briefed and inducted to the new position/place of posting.

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7.0 Accountability

Non-compliance with the Rule shall be treated as a violation of BCSR and hence, the HRC/Agency shall be accountable.

8.0 Amendments

The HRC may amend this transfer guideline as and when necessary.

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