



ལྷོ། རྒྱལ་ཡོངས་ཚུ་དཔྱད་དང་གནམ་གཤིས་རིག་པའི་ལྷེ་བ།
NATIONAL CENTRE FOR HYDROLOGY AND METEOROLOGY
THIMPHU: BHUTAN
“Centre of excellence in Hydrology, Meteorology and Cryosphere Science and Services”



NCHM TRANSFER FORM

Annexure I

A. Employee Information (as per record in ZEST)					
Name	EID No.	P Title	Date of Appt	DoB	Current Place of Posting

B. Employment History: Mention last two places served (Shall be validated with record in ZEST)				
Place of Posting	Post Held	Period (Date)		Office Order No and Date
		From	To	

C. Placement Options (*Indicate name of the preferred Dzongkhag only)		
Option No.	Preferred Place of Transfer	Reason for the Option/Request
1		
2		
3		

D. Spouse Details		
Name of the Spouse	Occupation	Current Working Address

***Documents required to be attached with transfer form;**

- 1. On marital ground: Attach copy of marriage certificate and concern letter from spouse agency*
- 2. On medical ground: Attach a copy medical certificate/reports and concern letter from recommending hospital*
- 3. For employment history: Attach a previous transfer order*
- 4. Attach any other supporting documents, if any to substantiate your request*

Signature of the Employee

Recommendations of the Division

Name, Signature and Seal of Division Head
(Sign, only if the transfer proposal is recommended)