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Royal Government of Bhutan  
Ministry of Education  
Policy and Planning Division



MoE/PPD/AES/2017/ 2479

Date: 08/11/2017

The Chief DEO/TEO  
Dzongkhag/Thromde Administration

Subject: Gentle reminder to start updating the EMIS for 2018 data

Respected Sir(s)/Madam(s),

We would like to extend our gratitude for the cooperation extended by the Dzongkhags/Thromdes and schools for updating the student and school data in the EMIS for the year 2017.

This is a gentle reminder to all the DEOs/TEOs to kindly inform the schools to start updating the 2018 data during the winter break so that you can complete the data entry earlier next year. As conveyed earlier the deadline for completing the update for 2018 data is by 31<sup>st</sup> March 2018. The DEOs/TEOs will then have to validate the data by 15<sup>th</sup> April 2018.

Kindly note the following observations and points:

1. STUDENTS

- a) The sending schools are mandated to enter the student code in the transfer certificate or progress report. The receiving schools are requested to ensure that the student code is in the transfer certificate or progress report. The student details for 2017 for your school can be accessed at the following URL/web address: It can be copied and pasted in excel for internal use.  
<http://202.144.155.180/emisv2/public/studentlist.php>
- b) The dzongkhags/ thromdes are requested to extract the details for students from the link given above and send it to schools that do not have internet connections to ensure that student code is carried forward in the transfer certificate or progress report.
- c) If a student has been transferred, the receiving schools are requested not to "add" the student (which will result in the student getting a new student code) but rather the student details should be updated through "search" with their name, dob and student code.
- d) It has been noticed that some students have been left out from the EMIS. The transfer history of students is therefore not captured. Therefore, schools should ensure all students in your respective schools are entered in the EMIS.
- e) From 2018, WFP and Boarders information for students will be collected via EMIS. You are requested to update those datas.
- f) It has been observed that data on repeaters, new enrollment, transfers, rejoin has not been updated correctly. Please ensure that it is updated correctly.



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2. SCHOOL

- a) The school facilities, infrastructure, WASH and other details should also be updated.
- b) Please email to [emis@moe.gov.bt](mailto:emis@moe.gov.bt) for any changes in the level, status (bifurcated/merged/open/close) and name change with the office order attached.

3. TEACHERS/STAFF

- a) By default you cannot update teacher/facilitator/staff data in your school.
- b) A lot of schools have enquired about the incorrect list of staff. We would like to inform you that by default all staff including those who have resigned will also be reflected under your school. To get the current list of staff in your school please select: Present working status as working (no separation record).
- c) If details of teachers require update kindly send a mail to [pemkha@gmail.com](mailto:pemkha@gmail.com) with details to be updated and copy of office orders (for e.g. transfer order for transfers, etc).
- d) For staff and facilitators for ECCD and private schools kindly make a list of your staff with name, dob, id.no, designation, qualification and email to [emis@moe.gov.bt](mailto:emis@moe.gov.bt).

4. For DEOs/TEOs VALIDATION

- a) DEOs/TEOs are required to validate the student enrollment. We have created a report on the enrollment per school (Male, female, totals) for you to have a quick view and ease the validation process. You can find it at the URL/Web Address below:

<http://202.144.155.180/emisv2/public/totalbyschool.php>

For all queries kindly call 323551, 337419, 17989009, 17613987, 17614205 or 17126622.

Thanking you for your continued support and assistance.

Yours sincerely,

  
(Dochu)  
Officiating Chief Planning Officer