



དཔལ་ལྷན་འབྲུག་གཞུང་། ཤེས་རིག་དང་རིག་རྒྱུ་ལ་ཤོང་འཕེལ་ལྷན་ཁག་།

Royal Government of Bhutan

Ministry of Education and Skills Development

Office of Secretary

Education Staff Welfare Scheme



MoESD/DoSS/ESWS/8/2023/ 807

29<sup>th</sup> December 2023

### *Notification on Revision of ESWS Loan Application Procedures*

In accordance with the decision of 394<sup>th</sup> HRC Meeting held on 26<sup>th</sup> December 2023, the Education Staff and Welfare Scheme, MoESD would like to notify that the ESWS Loan shall be processed online through “**Google Form**” henceforth. This has been decided to enhance and expedite the welfare loan application process and to streamline the processes by reducing the administrative burden.

The eligible and aspiring applicants are hereby informed to note the following:

1. The ESWS will activate the **same** Google form towards the end of every month and only the **first 15 applicants** will be accepted by the Google Form monthly. The link will stop accepting responses once the set limit is reached.
2. The unsuccessful applicants aspiring to re-apply must submit application when the Google Form is being activated for following month.
3. Loan application shall be submitted online through Google Form along with the following documents in **PDF** format.
  - a. Loan application Form
  - b. Loan Agreement and undertaking letter
  - c. Standing Instruction
  - d. Loan Modality and Condition
  - e. Copy of CID
  - f. Last pay slip
4. Hardcopies shall **NOT** be accepted.
5. Incomplete documents shall **NOT** be considered.
6. **Applications received in hard copies till now will be nullified with immediate effect.**
7. The link to ‘Google Form’ can be found [HERE](#)

*For any clarifications, kindly contact ESWS at 02-322578 during office hours.*

**EDUCATION STAFF AND WELFARE SCHEME**

