



དཔལ་ལྷན་འགྲུག་གཞུང་། ཤེས་རིག་ལྷན་ཁག།  
 Royal Government of Bhutan  
 Ministry of Education



**ESWS Loan Application Form**

Application date.... /...../.....

1. Name:
2. CID No(attach copy):
3. Employee ID No:
4. Designation:
5. Current working Address:
6. Member since: ...../...../.....
7. Loan requested for.....
8. State if you've any loan with Financial Institutions :Yes/No
9. Amount applied for: Nu..... (In words :.....)
10. Last month's net take home pay:.....(Please attach the last month's pay slip)
11. E-mail address/Contact No.....
12. Bank Account No:.....Name of the Bank.....

I confirm that particulars mentioned by me are correct to the best of my knowledge and having understood the terms & conditions of ESWS would like to avail the above ESWS loan.

**Signature (applicant)**

**Verification by:**

I hereby declare that information provided by the applicant is true to the best of my knowledge and the application has been duly noted in the ESWS file.

1. Name:.....Date:.....Signature..... **PRINCIPAL /DEO/ADEO**

3. Name:.....Date.....Signature.....**HEAD(HQ/Others)**

..... (This section for official use).....

**Manager, ESWS**



དཔལ་ལྷན་འབྲུག་གཞུང་། ཤེས་རིག་ལྷན་ཁག།  
**Royal Government of Bhutan**  
**Ministry of Education**



Date...../...../.....

**Loan Agreement & Undertaking Letter**

The ESWS Secretariat has sanctioned the sum of Nu.100, 000/- (One Hundred Thousand only) to the Borrower, Mr/Ms.....holding Emp.ID.....and CID.No.....Designation:.....School/HQ/Institute/others:.....,Dzongkhag:.....by way of Welfare loan to be recovered as monthly installment from his/her monthly salary.

The Borrower agreed to abide by the following conditions:

- i) That the loan will be repaid by the borrower with interest by monthly installment of Nu...../-each to which it relates together on the said sum of Nu.100,000/-of such part thereof as shall for the time being remain due and owing to ESWS @ 6% p.a.
- ii) The Borrower, having understood the Terms & Condition have agreed to mortgage its monthly contributions / Gratuity against the above loan availed.
- iii) The Borrower agree that the ESWS may take such action as it may deem necessary to realize the ESWS due should there be default in effecting the payment due to the ESWS as stated above. In case of termination or resigned from the service, ESWS is hereby authorized to recover the amount out of the Gratuity payable to the borrower. In case of death the outstanding loan will be written off.

**Witness: Need to be a member of ESWS\*\*\***

(Signature of Borrower)  
**affix Legal Stamp**  
**Nu.10**

Signature.....  
 Name:.....  
 CID.no.....  
 Address.....

## Welfare Loan

### Modality

1. Maximum ceiling of Nu.100, 000/-
2. Interest for the loan @ 6% p.a.
3. Recovery on a monthly installment basis and deducted at source
4. Liquidation of loan to be completed within 5 years
5. Gratuity/Monthly Contribution Amount as mortgage
6. Loan to be disbursed only from the ESWS Headquarter
7. Undertaking Letter

### Conditions

1. Justification for applying loan
  - a) Children Education
  - b) Repayment/Liquidation of Loan
  - c) Partial construction/Repairing of House
  - d) Partial Purchase of Land
2. Medical Emergency (seniority clause shall not be applicable)
3. Minimum of 1 to 5years from superannuation
4. Needs to be a member for a minimum of 3 years to avail ESWS Loan
8. Capacity to repay the ESWS Welfare loan
  - a) Minimum Net take home pay of 40% of Net Pay
9. Verified by DEO/Principal, Head of Institutes, Head of AFD
10. Availability of fund

Particulars	Monthly Installment (6%)				
	5 Years	4 Years	3 Years	2 Years	1 year
Tenure	5 Years	4 Years	3 Years	2 Years	1 year
Installment Amount (Nu)	1935	2350	3045	4435	8610



**STANDING INSTRUCTION FORM FOR ESWS MEMBER ONLY**

Date: \_\_\_\_\_

The ESWS Manager  
 Ministry of Education  
 Kawangjangsa, Thimphu

**SUBJECT: STANDING INSTRUCTION FORM FOR ESWS LOAN INSTALLMENT PAYMENT**

Dear Sir/Madam,

Please set up Standing Instruction on my account as follows;

**Debit:**

Saving Account Holder's name: \_\_\_\_\_

Account No. : \_\_\_\_\_

Bank Branch: \_\_\_\_\_

Cross(X) types of ESWS Loan you have availed: A. Nu 50,000/  or B. Nu 100,000/

ESWS Loan Installment Amount (Nu) \_\_\_\_\_

Amount in words: \_\_\_\_\_

**CREDIT:**

ESWS Loan Account Holder's Name: ESWS LOAN ACCOUNT

Account No. : 202055020

Bank Branch: Thimphu

Please create the SI to transfer the ESWS loan installment from my SB account to the ESWS loan account mentioned above on or immediately after 25th of the month. The SI should be enforced from Date (DD/MM/Year) \_\_\_\_\_ till Date \_\_\_\_\_ (DD/MM/YY) and any changes shall be intimated accordingly.

I undertake to retain the ESWS loan installment amount balance in my SB account and I will be held liable for any over-dues including penalty charged by the Bank in case of insufficient balance for the loan deduction.

**Yours Sincerely,**

**Witness (\*Need to be an ESWS Member)**

Name & Signature: \_\_\_\_\_

Name & Signature: \_\_\_\_\_

CID No. : \_\_\_\_\_

CID No. : \_\_\_\_\_

EID No : \_\_\_\_\_

EID No: \_\_\_\_\_

Contact No. : \_\_\_\_\_