



དཔལ་ལྷན་འབྲུག་གཞུང་། ཤེས་རིག་དང་རིག་ཚུལ་སློབ་འཇུག་ལྷན་ཁག་།

Royal Government of Bhutan
Ministry of Education and Skills Development
Office of Secretary
Education Staff Welfare Scheme

ཤེས་རིག

MoESD/ESWS/Notification/2025/ 2221

11th April 2025

Notification on Revision of ESWS Loan Application Procedures

The Education Staff and Welfare Scheme (ESWS), MoESD, would like to notify all members that the ESWS Loan, as mentioned before, shall be processed online through Google Form. This decision has been made to enhance and expedite the welfare loan application process while streamlining procedures to reduce the administrative burden.

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

1. Loan Application Timing

- The ESWS will activate the Google Form on the 1st of every month at 10:00 AM sharp
- However, if 1st falls on weekend or public holiday, the link will be activated on the next working days
- The form will only accept the first 16 applicants each month. Once this limit is reached the form will automatically stop accepting responses.

2. Required Documents

Application must be submitted online through Google Form along with the following documents:

- I. Loan Application Form
- II. Loan Agreement and Undertaking Letter
- III. Standing Instruction
- IV. Loan Modality and Condition
- V. CID Copy
- VI. Latest Pay-slip

3. Cooling Period

Member must observe a cooling period of one month after clearing their previous loan with ESWS before re-applying for a new one

Each year, the months of July and December will be designated as the financial closing period. Therefore, no ESWS loans will be disbursed during these two months.

4. Submission Guidelines

Hard copy shall not be accepted

Incomplete, unreadable/unclear Documents shall not be considered.

5. The link to 'Google Form' can be found in Sherig Website as "Apply for ESWS Loan"

For any clarifications, kindly contact ESWS at 02-322578/341624 during office hours



EDUCATION STAFF AND WELFARE SCHEME