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Royal Government of Bhutan  
Ministry of Education  
Department of School Education



*Rethinking Education*

REF: DSE/SPCD/Admin (1.1)/ 2022/ 698

10 November 2022

Dasho Dzongdags / Dasho Thrompons  
Dzongkhag/Thromde Administration  
All Dzongkhags/Thromdes

**Subject: Admission and transfer of students for Academic Year 2023**

Dear Dasho,

As informed during the training on Education Management Information System (EMIS) to the DEO/TEO and the schools, the Department of School Education is pleased to notify all the Dzongkhags and Thromdes that the admission for class PP and the students on transfer from other schools, including private schools, should be done online through EMIS following the process below:

- i) parents can apply directly through the EMIS portal; OR
- ii) parents can submit hard copies of application to the respective schools and the schools in turn can upload these applications on the EMIS.

The schools are requested to conduct the admission procedures in any of the two options mentioned above depending on the reliability of the internet connectivity.

With the start of online admission through the EMIS for academic year 2023, there is no requirement to submit hard copy of family tree for PP admission as EMIS can extract data for students with CID directly from the Ministry of Home and Cultural Affairs. However, CID number of children are required to be collected in both the options above. For admission of PP students from ECCDs, student code should be collected.

The timeline and user guide for admission are attached herewith for your kind information. For further clarification, please contact Pema Wangchuk at 17500411 or email at [pemawangchuk@moe.gov.bt](mailto:pemawangchuk@moe.gov.bt).

(Karma Galay)  
Director General

Copy to:

1. His Excellency, Sherig Lyonpo, MoE for kind information
2. Hon'ble Acting Secretary, MoE for kind information
3. Director, Department of Education Programmes, MoE for kind information
4. Director, Department of Civil Registration and Census, for kind information



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5. Public Service Delivery Division, PMO for kind information
6. All HoDs, Ministry of Education
7. Chief DEO/TEOs, All Dzongkhags/Thromdes for necessary action
8. Officiating Chief, SPCD, DSE for kind information
9. All Principals, for information and necessary action