



Ref. No.TT/TED-15/2024-2025/ 451

November 5, 2024

Notification on PP Admission and Transfer of Students for Academic Year 2025 - Thimphu Thromde

Pursuant to the directives of the Ministry of Education and Skills Development (MoESD) vide letter No. MoESD/DSE/SLCD/06/2024-25/ dated October 31, 2024 (received on November 4, 2024), Thimphu Thromde hereby notifies parents seeking Pre-Primary (PP) admission and transfer of students in classes PP-XII (except classes VII, IX & XI) for 2025 academic year in government schools within Thimphu Thromde to kindly note the following points:

A. Pre-Primary (PP) Admission for Academic Year 2025

Portal URL:<https://portal.education.gov.bt/>

Government schools in Thimphu Thromde will carry out **Pre-Primary (PP) admission Fully Online** through **EMIS Portal** as per the notification and admission guidelines issued by the MoESD as scheduled below.

Note: Schools to facilitate **Partially Online Admission** for those who are unable to apply online.

Sl No	Activities	From Date	To Date
PP Admission			
1	Admission application	November 6, 2024	November 30, 2024
2	<i>Thromde Education Division in collaboration with EMIS Unit and SLCD, DSE, MoESD to ascertain total number of applicants for PP Admission in Thimphu Thromde</i>	<i>December 1, 2024</i>	<i>December 1, 2024</i>
3	<i>Thromde Education Division to notify the government schools on minimum age for PP Admission determined by the intake capacity based on the number of sections worked out as per TRE for 2025</i>	<i>December 2, 2024</i>	<i>December 2, 2024</i>
4	Schools to complete accepting or rejecting application	December 2, 2024	December 7, 2024
5	Students to complete accepting or rejecting school	December 8, 2024	December 17, 2024



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6	Schools to admit students and allocate class and section	Within one week after school reopens in 2025
Note: The minimum age requirement for admission to PP is 5 years as of or before February 5, 2025. However, the actual admission of PP students will depend on the minimum age set by Thimphu Thromde, which will be determined by the availability of seats in government schools under Thimphu Thromde for the 2025 academic year.		

Attachment of documents for PP Admission:

- a) A copy of Parent(s) CID
- b) A copy of the following document(s) as may be applicable:
 - i. Letter of concern from the Working Agency if the parent(s) is/are working within Thimphu Thromde or from Demkhong Office if the parent(s) belong(s) to Demkhong concerned under Thimphu Thromde, or from House Owner concerned if the parent(s) is/are residing within Thimphu Thromde
 - ii. Business License if the parent(s) is/are operating a business within Thimphu Thromde
 - iii. Parent's Transfer Order if the Parent (s) is/are on transfer
- c) A copy of Child's Birth Certificate for those children without CID

B. Transfer of Students for Academic Year 2025

Portal URL: <https://portal.education.gov.bt/>

Government schools in Thimphu Thromde will conduct admissions for Students on Transfer in Classes I-XII (except classes VII, IX & XI) **Fully Online** via the EMIS Portal as scheduled below.

Note: Schools to facilitate **Partially Online Admission** for those who are unable to apply online.

Sl No	Activities	FROM DATE	TO DATE
Class I-XII (except classes VII, IX & XI)			
1	Admission application	January 1, 2025	January 31, 2025
2	Schools to complete accepting or rejecting application	February 1, 2025	February 15, 2025
3	Students to complete accepting or rejecting school	February 16, 2025	February 20, 2025
4	Schools to admit students	Within one week from February 20, 2025	



Note: The admission of students in all classes will depend on the availability of seats in government schools under Thimphu Thromde.

Attachment of documents for Students on Transfer:

A copy of the following document(s) as may be applicable:

- Letter of concern from the Working Agency if the parent/guardian(s) is/are working within Thimphu Thromde or from Demkhong Office if the parent/guardian(s) belong(s) to Demkhong concerned or from House Owner concerned if the parent(s) is/are residing within Thimphu Thromde
- Business License if the parent(s) is/are operating a business within Thimphu Thromde
- Parent/Guardian's Transfer Order if the parent/guardian(s) is/are on transfer

C. Admission for Classes VII, IX & XI in Government Schools, Thimphu Thromde

Thimphu Thromde will issue a notification regarding admissions for Classes VII, IX, and XI once the Ministry of Education and Skills Development (MoESD) opens a separate application window for these classes following the announcement of the common and board examination results.

D. User Guide for PP Admission and Transfer of Students 2025

Please click the link for the User Guide for PP Admission and Transfer of Students 2025 issued by the Ministry of Education and Skills Development:

<https://drive.google.com/.../1kXoCdcLT7M2I.../view...>

E. Contact Details for Technical Support

Kindly contact Mr. Tshering Dorji, EMIS Unit, MoESD at 77635090 or via email at tsheringdorji@moe.gov.bt for technical assistance related to any issues with EMIS Portal.

F. Advisory Note for Student Admission

- Admissions for all classes/levels except Class XI are decentralized to schools in accordance with the education policy and admission guidelines of the MoESD.
- The children who complete **Five Years of Age on or before February 5, 2025** are eligible for admission in Pre-Primary (PP) for academic year 2025, subject to the availability of seats in the schools concerned. If the number of registered applicants exceeds the actual intake capacity of the school(s), the admission shall be granted to older children as notified



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by the Ministry of Education vide letter No. DSE/SPCD/ADM(1.1)/2020/1837 dated November 19, 2020.

- c) School Admission Committees must carry out all admissions and transfer of students considering the distance and location of parents and children's place of residence as per the approved catchments and feeder school systems of Thimphu Thromde, depending on the availability of seats.
- d) Private schools in Thimphu Thromde will carry out all admissions for academic year 2025 as per the directives of the MoESD and in line with the existing admission policy, either ***Fully Online*** or ***Partially Online*** through EMIS Portal.

Thromde Education Division
Thimphu Thromde