



ROYAL GOVERNMENT OF BHUTAN  
MINISTRY OF EDUCATION  
DEPARTMENT OF YOUTH AND SPORTS  
THIMPHU: BHUTAN



Games and Sports Division

In reference to our earlier letter No. DYS/GSD/(15)2017/1946 dated 18<sup>th</sup> May, 2017 regarding the Benefits and contract details of the School Sports Instructors (SSIs).

Following are the list of required documents to process for financial benefits for the SSIs who have been **in service for more than five years**:

1. Promotion form (Can be downloaded from RCSC website)
2. Performance Evaluation (PE) rating forms for the past 3 years
3. Audit Clearance (Promotion)
4. Security Clearance (General)
5. Recommendation letter from concerned school and Dzongkhag
6. Willing-ness letter

The above listed documents must be submitted to the HRD, MoE or DYS, MoE through the concerned schools and Dzongkhag Education Sectors latest by **end of December, 2017**.

Chief Program Officer

Games and Sports Division, Department of Youth and Sports, MoE

