

Gyalsung Portal User Manual

APPLY DEFERMENT

Note: To apply for deferment, first you will need to login to the Gyalsung Portal using your valid credentials and apply for national service registration.

Step 1: After a successful login to the system, a profile update pop-up will appear. You will have to add the following mandatory fields to your profile:

- (a) Mobile Number.
- (b) Email.
- (c) Guardian Information.
- (d) Current Address.

Step 2: If you have already added the above detail, you may choose to skip it by clicking the “SKIP” button.

Step 3: After you have successfully registered for Gyalsung Training, you will have to click “Deferment”. You can navigate the deferment page from the dashboard or from the side menu. Click “Deferment”.

Note: If you are unable to see the deferment option in the side menu or on the dashboard, you need to log out and login again or refresh the page. The deferment option will only be visible once you apply for national service registration. If you are below 18 and above 16.5, you will have to apply for early enlistment to apply for deferment. If your early enlistment application is approved by Gyalsung Headquarters, you will be able to see the deferment option in the side menu and dashboard.



Step 4: When you click "Deferment" from the side menu or dashboard, a pop-up will appear containing information about deferment and exemption. After reading the instructions, click the "Okay" button to proceed.

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Instructions

Deferment and Exemption are two different modes of relieving from the Gyalsung Training. **Deferment** is temporary and **Exemption** is permanent. **Please chose the module carefully before applying.**

Read the following directions for clarity:

Deferment may be granted for the following reasons:

1. A person is in school and has not completed class 12 or its equivalent.
2. A person is facing temporary medical conditions and is certified medically unfit by the Medical Board.
3. A person facing urgent attention circumstances as approved by the Gyalsung Governing Council.

Exemption is granted to:

1. Those who have been assessed as permanently unfit for Gyalsung Training by the Gyalsung Medical Board may be eligible for exemption. Differently-abled individuals who are outside the education system and deemed unfit for training may also be exempted.
2. Those enrolled in registered religious or monastic institutions, both within and outside Bhutan, may qualify for exemption.
3. In the case of pregnant women and 18-year-old mothers, the best interest of the mother and child will be given prior consideration.
4. Those who are pursuing tertiary/college education provided they submit enrollment letter.

[Okay](#)


Step 5: After clicking the “Okay” button, you will be directed to the deferment page. On this page, you will see all the deferment applications you have submitted. If you have not applied for any deferments yet, click the “Apply Now” button to start a new application.

Gyalsung Portal Logout [→]

Deferment Instructions

1. If you are eligible for deferment, your Gyalsung training will be deferred for one year, and you will need to register for the subsequent Gyalsung training.
2. If you are applying for deferment due to exigent circumstances, you will have to submit a document of proof signed and sealed by the local leader/ head of state stating your current situation. Additional relevant documents such as medical document is deemed necessary.
3. If you are applying for deferment for treatment and recuperation, you will have to submit all relevant medical documents.
4. If you are applying for deferment due to pending cases in court, you will have to produce case documents such as a case charge sheet.

You don't have any deferment application(s) yet.



[Apply Now](#)

Step 6: After clicking the “Apply Now” button, deferment input fields will appear. You will need to complete the required fields, such as the Reason, Remarks (if you choose “Others” as the reason), and attach a supporting document. Additionally, you must check the declaration box.

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< Go Back

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Submit your deferment application from 2024 enlistment

Reason *

Remarks

Accept png, jpeg, and pdf files only. The file size must be less than 2 MB for each file. You can submit up to a maximum of 5 files. Please ensure that the file names are appropriate and relevant.

Browse files

I declare that the information provided above is accurate and true to the best of my knowledge.

[Terms and Conditions](#)

Submit Now

Step 7: You will need to check the declaration and read the terms and conditions. On clicking Terms and Conditions, a pop-up will appear, and you will need to accept it to proceed further.

Terms & conditions for deferment from Gyalsung training

1. Deferment allows you to postpone training for a certain period based on specific conditions and circumstances. During the deferment period, you are relieved of the immediate obligation to undergo Gyalsung Training. The purpose of deferment is to allow you to fulfil certain prerequisites or address personal circumstances before enlisting for Gyalsung Training.
2. Section 21 of the Gyalsung Act empowers the Governing Council to defer the obligation for Gyalsung Training of a person. The grounds and duration for which a deferment may be granted are further elaborated in the Gyalsung Rules and Regulations.
3. The deferment guidelines outline different types of deferment and the corresponding eligibility criteria. Conditional Deferment may be granted to individuals 18 or older who have not completed Class Twelve or its equivalent. Deferment extension may be considered for individuals who intend to repeat or re-sit the Class Twelve examination upon submitting a new application. Additionally, Other Deferments may be granted under specific circumstances such as pursuing specialised education, temporary unfitness, pregnancy, caregiver responsibilities, or the Governing Council's determination.
4. You must provide the necessary documentation and evidence through the designated Online Deferment Portal to apply for deferment. The standard deferment period is a maximum of one year.
5. It is important to comply with the deferment conditions and fulfil any requirements specified during the deferment period. Failure to re-register, undergo medical screening or report for training or meet the deferment conditions may result in penalties or legal consequences.
6. The Gyalsung Act and Rules and Regulations empower the Governing Council and the Gyalsung Headquarters to oversee the monitoring and evaluation of deferment applications and the revocation of deferment or conversion to an exemption under certain circumstances.

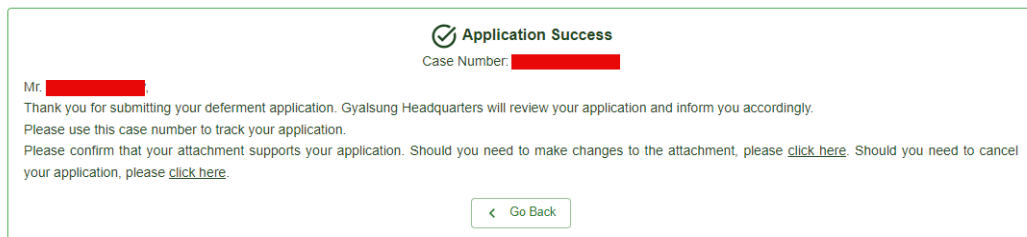
Deny Accept

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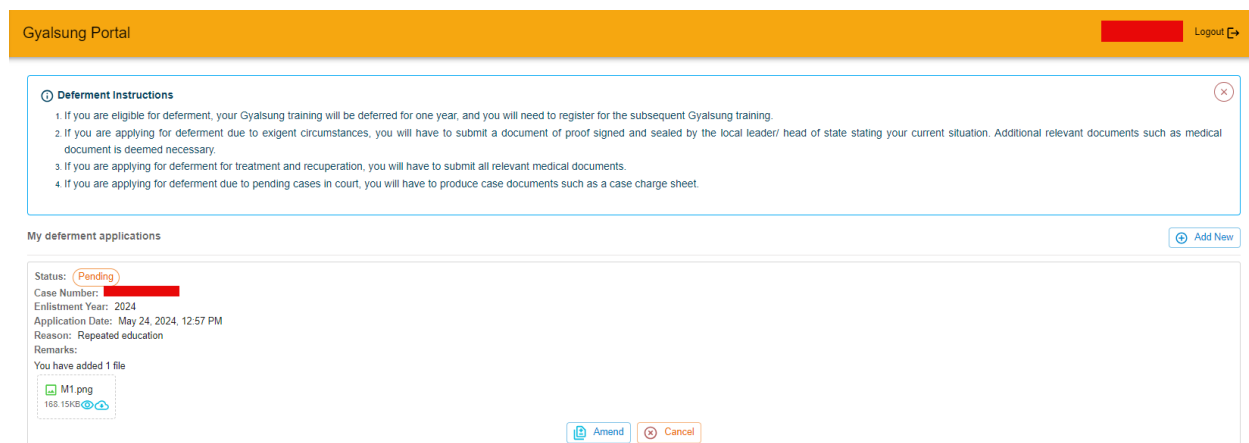
Step 8: On clicking the “Accept” button, the submit button will be enabled. You will need to click the submit button, and a confirmation pop-up will appear. If you decide not to proceed, you can select the "Cancel" button. Alternatively, if you wish to confirm, click on the "Yes, Sure" button.



Step 9: Once you click the “Yes, Sure” button, your deferment application will be submitted, and you will receive an SMS and email confirming the successful submission of your deferment application.



Step 10: After successfully saving, deferment applications will be displayed on the deferment page.

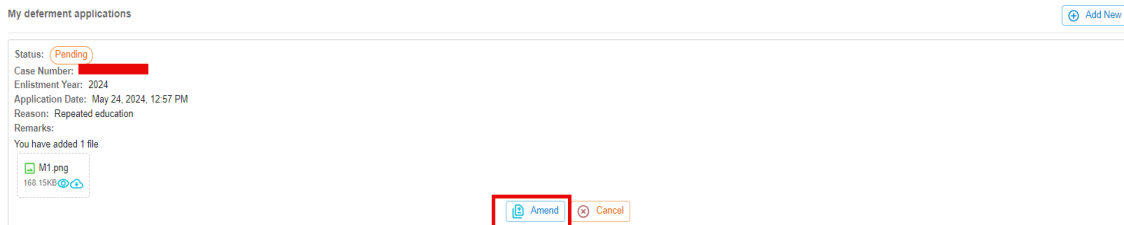


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Step 11: Amending deferment application.

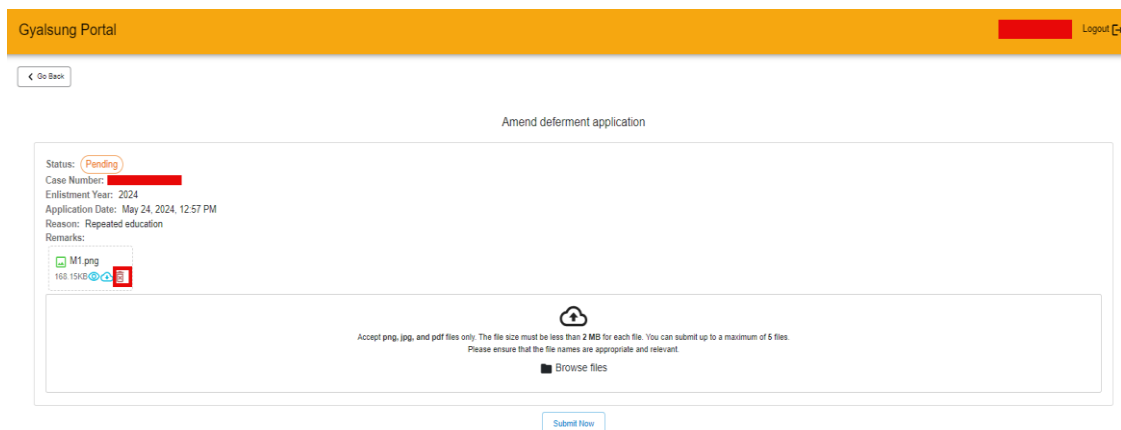
1) To amend deferment application, click on “Amend” button.

Note: You can append only pending applications.

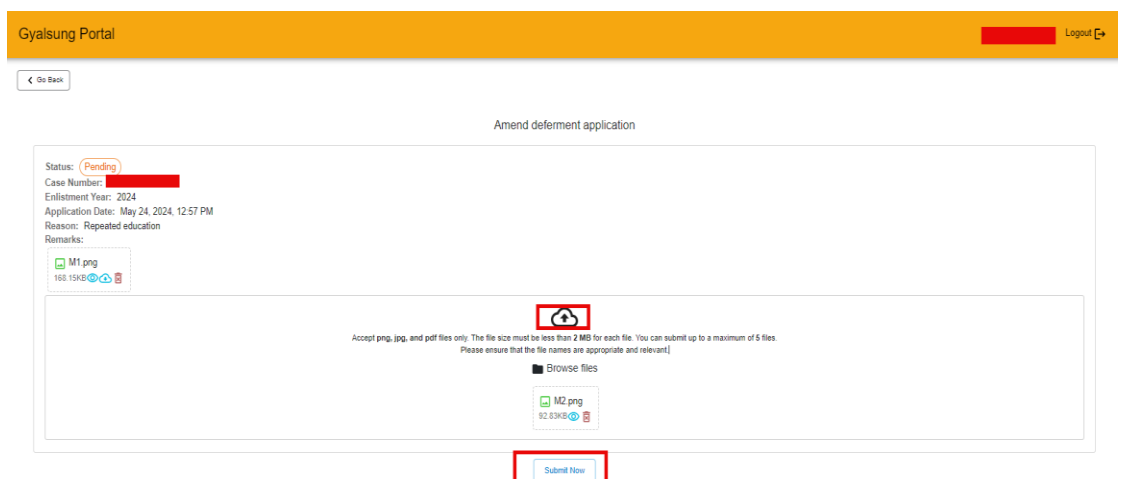


2) After clicking the “Amend” button, you will be directed to the amendment page. There, you can only modify documents by either adding new ones or deleting existing ones.

a) To delete a document, click on the trash bin icon.

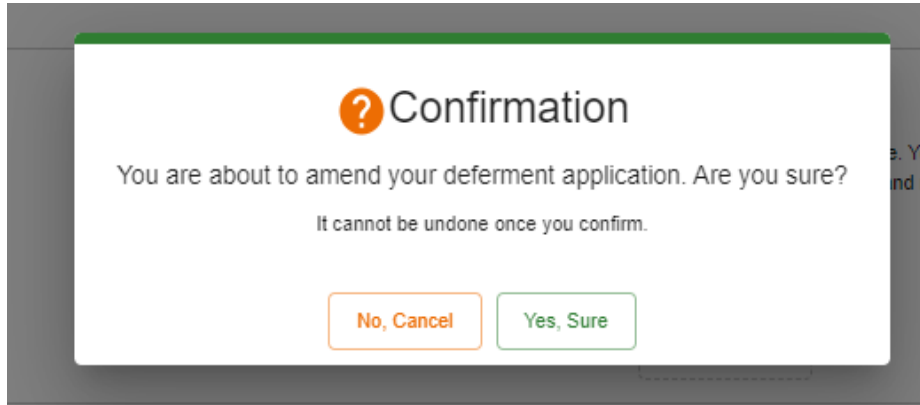


b) To add new documents, select them by clicking the upload buttons, then click the “Submit Now” button.

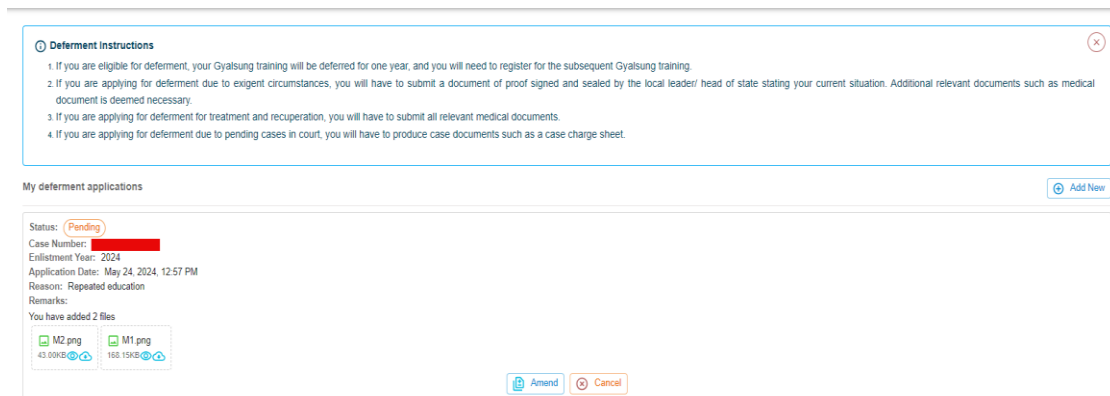


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- c) Once you click the “Submit Now” button, a confirmation dialog box will pop up. If you decide not to proceed, you can select the "Cancel" button. Alternatively, if you wish to confirm, click on the "Yes, Sure" button.



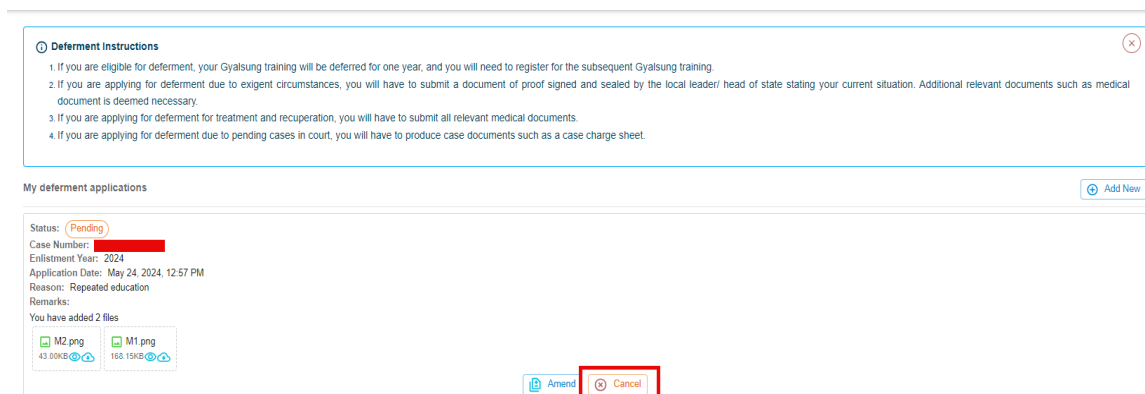
- 3) After clicking the “Yes, Sure” button, your application will be amended and the changes will be displayed on the deferment page.



Step 12: Cancel deferment application.

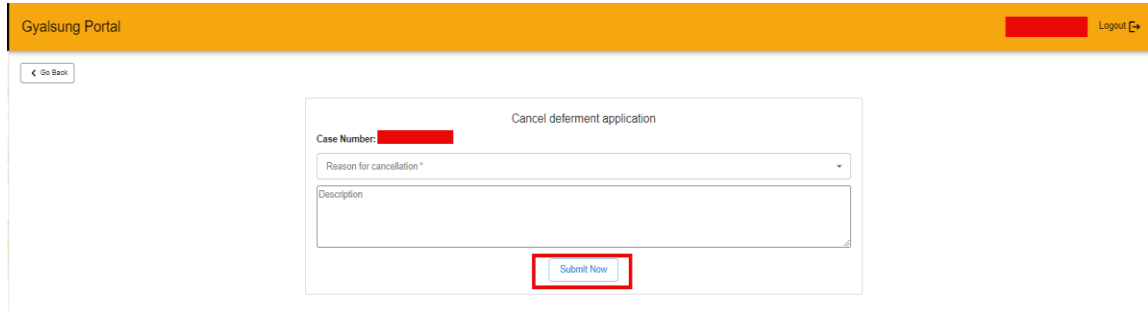
- 1) To cancel deferment application, click on “Cancel” button.

Note: You can cancel only pending applications.



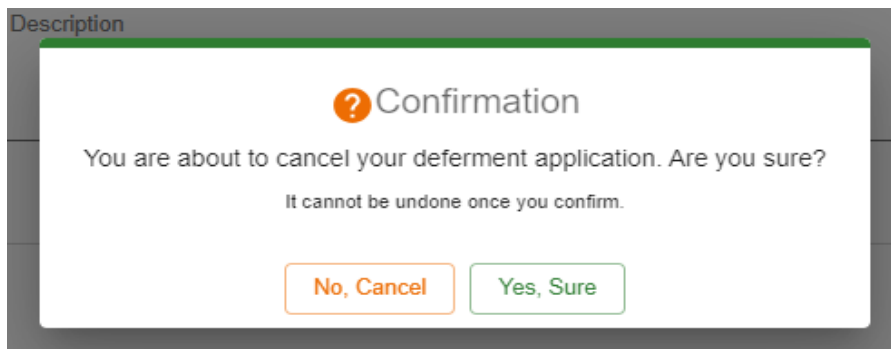
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- 2) a) After clicking the “Cancel” button, you will be directed to the cancel page. You will need to complete the required fields, such as the Reason and Remarks (if you choose “Others” as the reason). Click on “Submit Now” button to proceed.

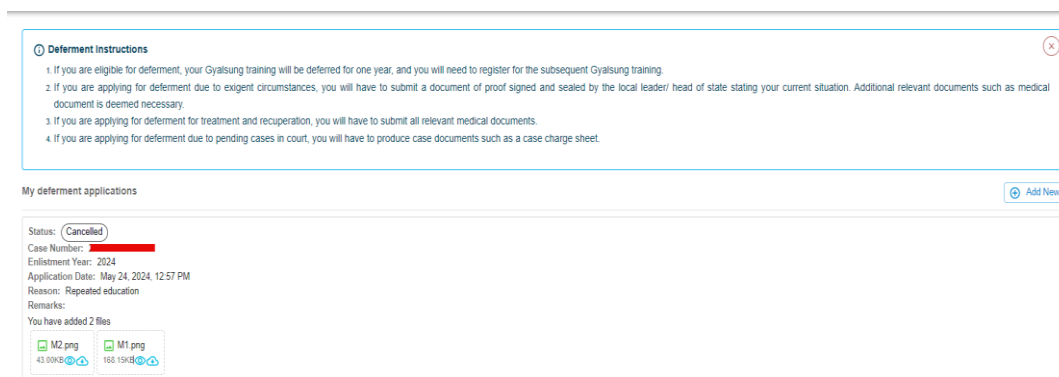


The screenshot shows the 'Cancel deferment application' page. At the top, there is a navigation bar with 'Gyalsung Portal' on the left and a 'Logout' button on the right. Below the navigation bar is a 'Go Back' button. The main content area contains a form with the following fields: 'Case Number' (with a redacted value), 'Reason for cancellation' (a dropdown menu), and 'Description' (a text area). A 'Submit Now' button is located at the bottom right of the form and is highlighted with a red box.

- b) Once you click the “Submit Now” button, a confirmation dialog box will pop up. If you decide not to proceed, you can select the "Cancel" button. Alternatively, if you wish to confirm, click on the "Yes, Sure" button.



- 3) After clicking the “Yes, Sure” button, your application will be cancelled and the changes will be displayed on the deferment page.



The screenshot displays the 'Deferment Instructions' section, which includes a list of four instructions regarding deferment eligibility and requirements. Below this, the 'My deferment applications' section is shown, featuring a table of applications. The first application is highlighted with a 'Cancelled' status. The details for this application are: Case Number (redacted), Enlistment Year: 2024, Application Date: May 24, 2024, 12:57 PM, Reason: Repeated education, and Remarks. Below the application details, there is a section for 'You have added 2 files' with two file entries: 'M2.png' (43.00KB) and 'M1.png' (168.15KB).