

Gyalsung Portal User Manual

APPLY EXEMPTION

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

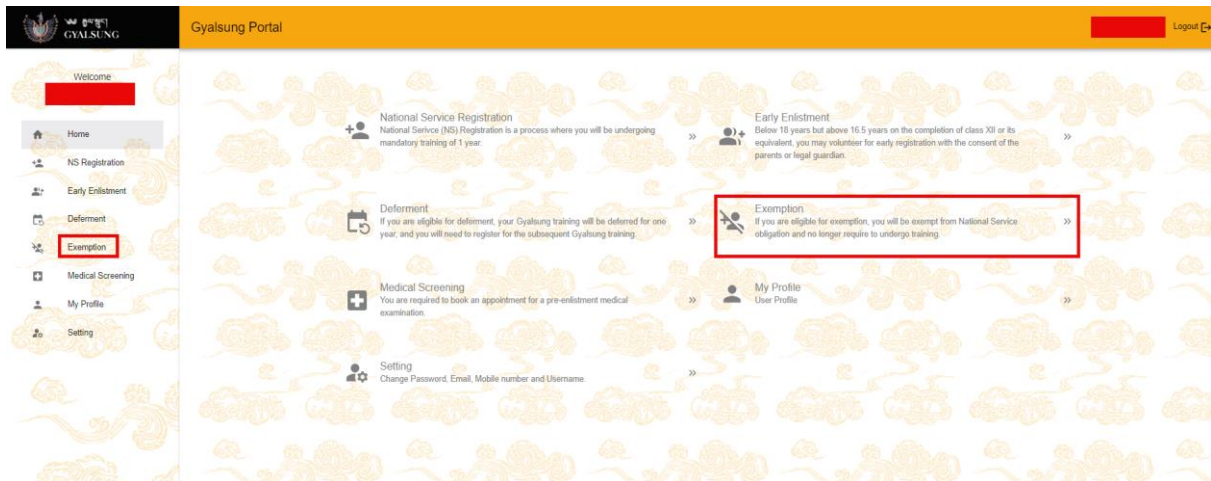
Step 1: After a successful login to the system, a profile update pop-up will appear. You will have to add the following mandatory fields to your profile:

- (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 “Exemption”. You can navigate the exemption page from the dashboard or from the side menu. Click “Exemption”.

Note: If you are unable to see the exemption option in the side menu or on the dashboard, you need to log out and login again or refresh the page. The exemption 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 exemption. If your early enlistment application is approved by Gyalsung Headquarters, you will be able to see the exemption option in the side menu and dashboard.



Step 4: When you click "Exemption" 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.

Gyalsung Portal User Manual

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 exemption page. On this page, you will see all the exemption applications you have submitted. If you have not applied for any exemption yet, click the “Apply Now” button to start a new application.

Gyalsung Portal Logout

Exemption Instructions

1. If you are eligible for exemption, you will be exempt from National Service obligation and no longer require to undergo training.
2. The Gyalsung Head Office will review your application. Please note that if your application is approved, you will be exempted from national service training.
3. Only genuine reasons, such as disabilities or serious health problems, are encouraged to apply for exemption.
4. Monks and Nuns who are pursuing education in a registered monastic body within Bhutan or abroad are eligible for exemption. However, the applicants need to submit valid evidences. You will be kept under observation for three years from the day of your exemption approval, and in case you quit monastic education, you will have to register for national service.

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

😊

Apply Now

Step 6: After clicking the “Apply Now” button, exemption 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. After clicking declaration checkbox, “Submit Now” button will be enabled.

Gyalsung Portal User Manual

Gyalsung Portal Logout

[Go Back](#)

Exemption Instructions

1. If you are eligible for exemption, you will be exempt from National Service obligation and no longer require to undergo training.
2. The Gyalsung Head Office will review your application. Please note that if your application is approved, you will be exempted from national service training.
3. Only genuine reasons, such as disabilities or serious health problems, are encouraged to apply for exemption.
4. Monks and Nuns who are pursuing education in a registered monastic body within Bhutan or abroad are eligible for exemption. However, the applicants need to submit valid evidences. You will be kept under observation for three years from the day of your exemption approval, and in case you quit monastic education, you will have to register for national service.

Reason *

Remarks

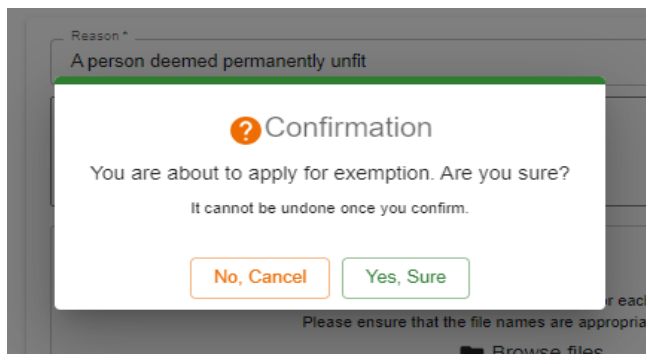
Accept png, jpg, and pdf files only. The file size must be less than 2 MB for each file. You can submit up to a maximum of 5 files. Please ensure that the file names are appropriate and relevant.

[Browse files](#)

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

[Submit Now](#)

Step 7: 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.



Step 8: Once you click the “Yes, Sure” button, your exemption application will be submitted, and you will receive an SMS and email confirming the successful submission of your exemption application.

Application Success

Case Number: XXXXXXXXXX

Mr. XXXXXXXXXX

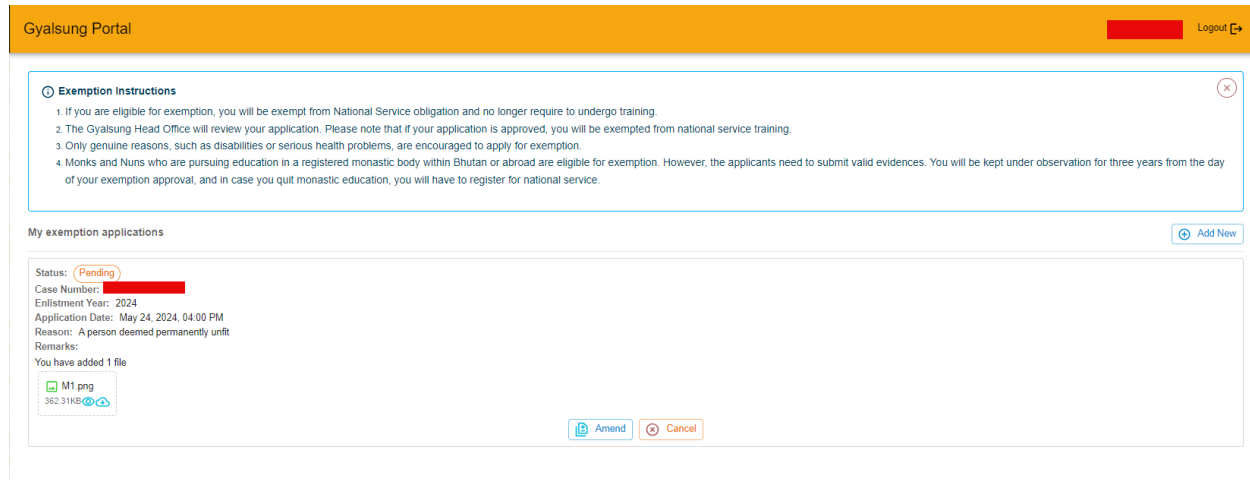
Thank you for submitting your exemption application. Gyalsung Headquarters will review your application and inform you accordingly. Please use this case number to track your application.

Please confirm that your attachment supports your application. Should you need to make changes to the attachment, please [click here](#). Should you need to cancel your application, please [click here](#).

[Go Back](#)

Gyalsung Portal User Manual

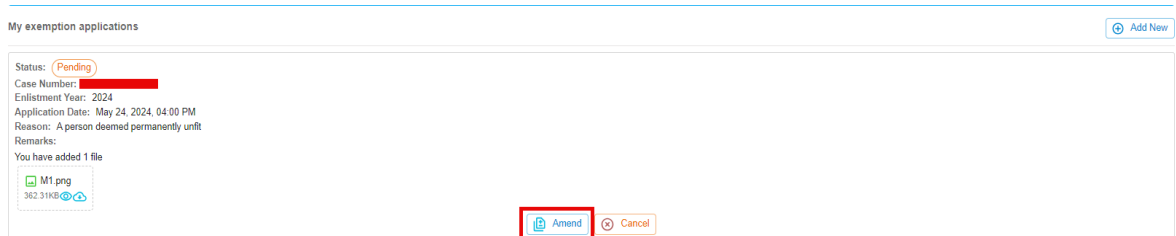
Step 9: After successfully saving, exemption applications will be displayed on the exemption page.



Step 11: Amending exemption application.

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

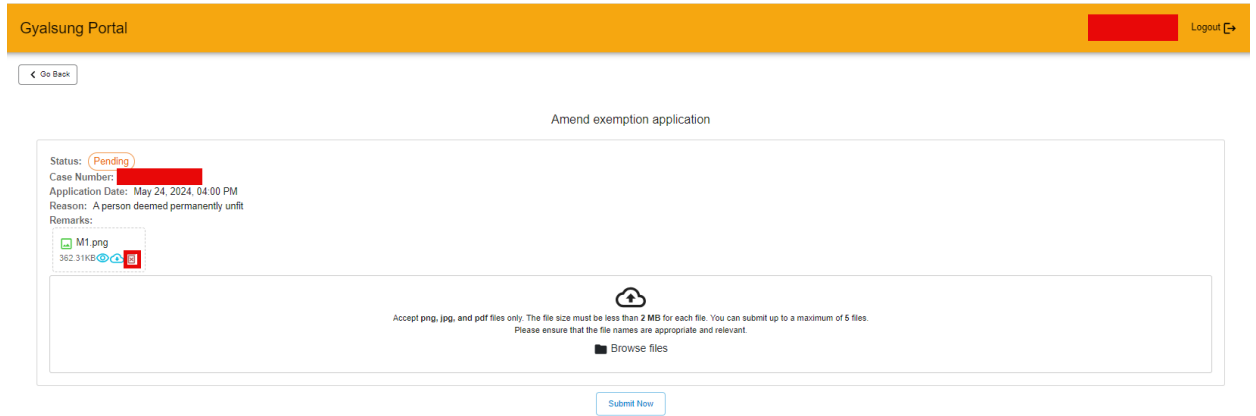
Note: You can append only pending applications.



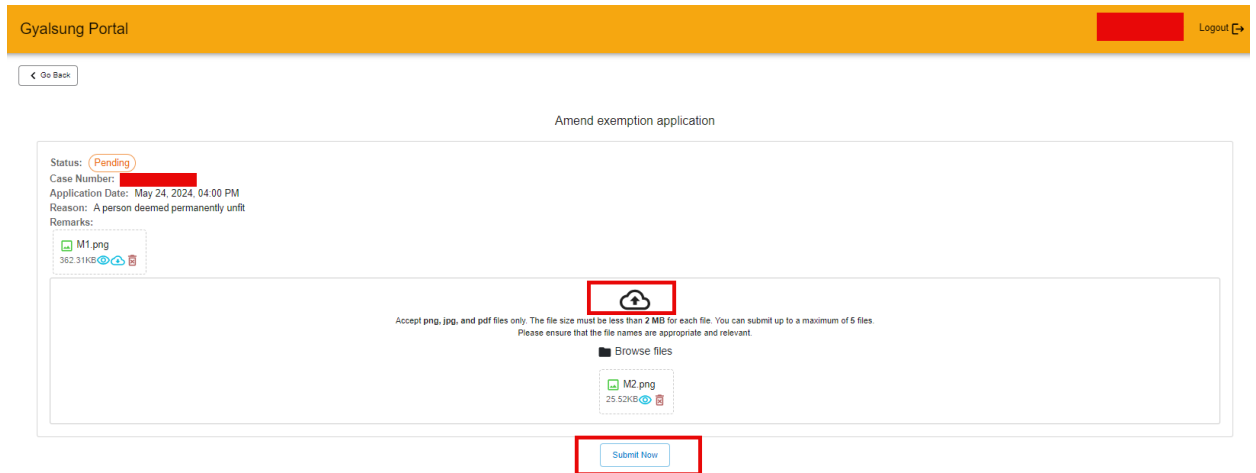
2) After clicking the “Amend” button, you will be directed to the amendment page. There, you can only modify documents by either adding new ones or deleting existing ones.

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

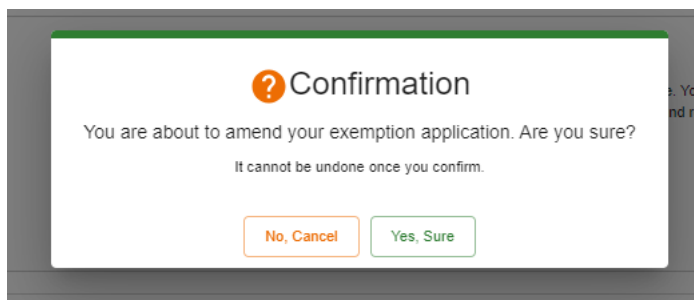
Gyalsung Portal User Manual



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

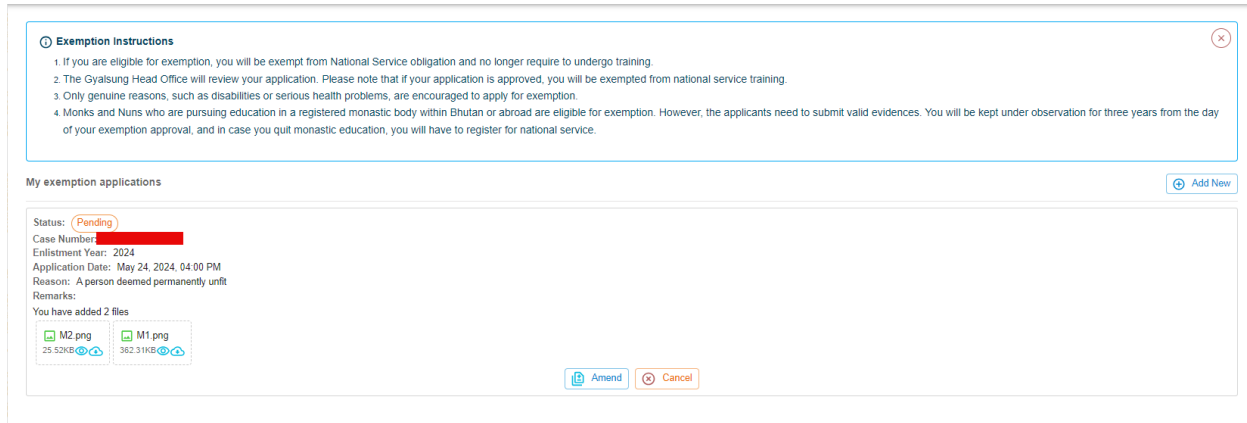


c) Once you click the “Submit Now” button, a confirmation dialog box will pop up. If you decide not to proceed, you can select the "Cancel" button. Alternatively, if you wish to confirm, click on the "Yes, Sure" button.



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

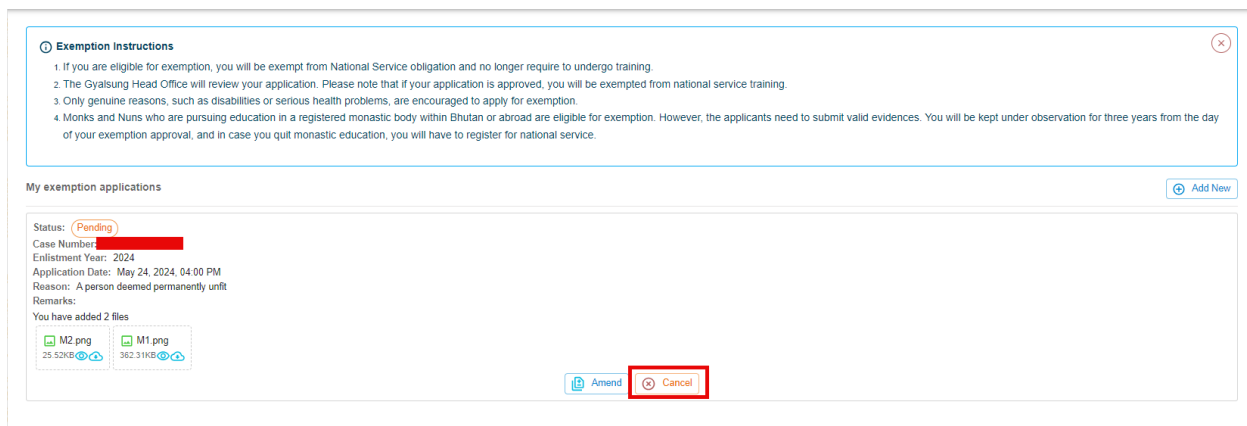
Gyalsung Portal User Manual



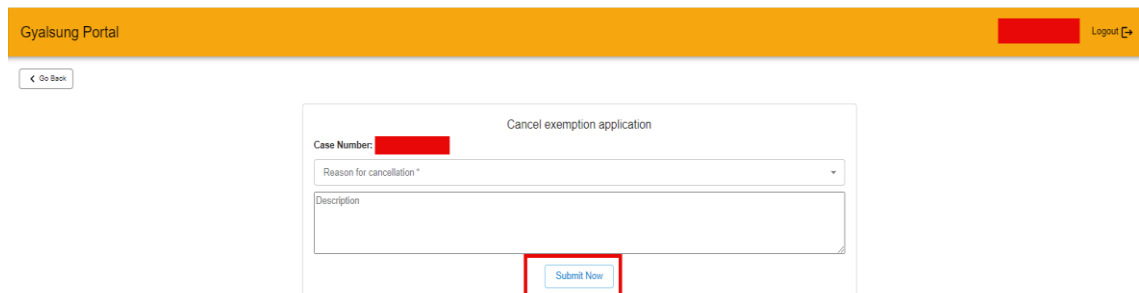
Step 12: Cancel exemption application.

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

Note: You can cancel only pending applications.

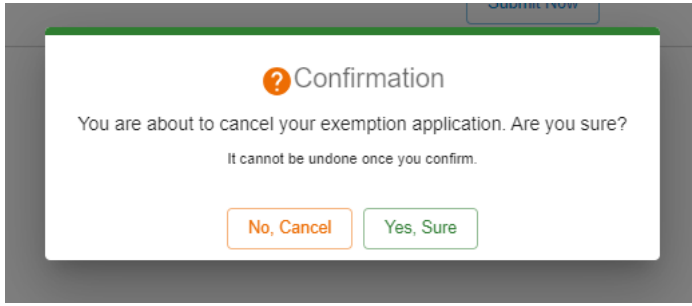


- 2) a) After clicking the “Cancel” button, you will be directed to the cancel page. You will need to complete the required fields, such as the Reason and Remarks (if you choose “Others” as the reason). Click on “Submit Now” button to proceed.



- 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.

Gyalsung Portal User Manual



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

Exemption Instructions

1. If you are eligible for exemption, you will be exempt from National Service obligation and no longer require to undergo training.
2. The Gyalsung Head Office will review your application. Please note that if your application is approved, you will be exempted from national service training.
3. Only genuine reasons, such as disabilities or serious health problems, are encouraged to apply for exemption.
4. Monks and Nuns who are pursuing education in a registered monastic body within Bhutan or abroad are eligible for exemption. However, the applicants need to submit valid evidences. You will be kept under observation for three years from the day of your exemption approval, and in case you quit monastic education, you will have to register for national service.

My exemption applications Add New

Status: Cancelled

Case Number: [REDACTED]

Enlistment Year: 2024

Application Date: May 24, 2024, 04:00 PM

Reason: A person deemed permanently unfit

Remarks:

You have added 2 files

M2.png 25.52KB	M1.png 362.31KB
-------------------	--------------------