



དཔལ་ལྷན་འབྲུག་གཞུང་། སྤུང་ཚོགས་སྒྲིང་ཁྲོམ་སྡེ།
ROYAL GOVERNMENT OF BHUTAN
PHUENTSHOLING THROMDE
POST CODE 21101, POST BOX NO. 02, PELKHIL LAM



SALARY ADVANCE REQUISITION FORM

1. Personal Information

Name: _____ TPN No: _____ Account No: _____

Designation/Position Level: _____ Division/Section: _____

2. Pay Details

Net Pay:..... Advance Amount Requested Nu:in words: (.....
.....) only. The ceiling is double the Net Pay but not more than Nu 50,000.

I hereby authorize the concerned office to recover the outstanding amount on installment basis from my salary within the financial year and in event of default adjust from any benefits payable to me.

Submit reasons: _____

Signature of Applicant

Contact No:

Date:

3. Recommendation by Head of Division

I do hereby recommend for the release of advance and undertake to repay the outstanding in the event of non- recovery.

Signature:

Name of Head of Section/Division:

4. Approval

Chief finance Officer

Executive Secretary