



དཔལ་ལྷན་འབྲུག་གཞི་རྒྱུད།
ཇིང་ཁག་འཕྲུག་སྐྱོང་། བསམ་ཐབས་ལྟོང་ས་མཁའ།
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR



SALARY ADVANCE REQUEST FORM

Personal Details

Full name	
Employee ID/CID	
Account number	
TPN	
Grade/Position	
Designation	
Division/Section	
Amount Request	
Recovery Mode	Lump Sum <input type="checkbox"/> Installment basis Nu.....

I hereby confirm that particulars mention above are all correct. If the requested amount is sanctioned, I authorized Dzongkhag Finance Section to recover the amount as per the recovery mode mentioned above from my Salary within the Financial year. In the event of default on my part, or leaving my present service or in any other exigencies, if the salary advance is not limited, I give my consent to the concerned office to recover the outstanding amount from post-retirement benefits payable to me.

Signature of applicant.....
Date :.../.../.....

Recommendation of Division/ Section/ Unit head:signature.....
Date :.../.../.....

Cross Checked by: Finance Officer:.....Date:.../.../.....

Approved by:

Dzongdag/Dzongrab

Tel(PABX): +975-07251080, 251011, 251191, (Dasho Dzongdag) 251131 Fax: 07-251158
Website: www.samdrupjongkhar.gov.bt