



བཅའ་ཁྲིམས་ལྷན་ཁུངས་མཁའ་ཕྱོང་ཁུངས་།

CONFIDENTIAL

(For the eyes of the authorized persons only)

**DZONGKHAG ADMINISTRATION
SAMDRUP JONGKHAR**

Ref.No.

Date:

**APPLICATION FOR AUDIT CLEARANCE CERTIFICATE
(For promotion only)**

The Asstt.Auditor General,
Royal Audit Authority,
Samdrupjongkhar.

Sir,

The Promotion Committee of this office in view of the dedicated services rendered to the Nation by ¹ Dasho/Dr/Ms/Mr.....,is satisfied that he/she is qualified for inclusion in the eligibility list of this organization for consideration of grant of normal/out of turn promotion due for January/July 20... Particulars of the official as per the records of this office are shown below:

Employee ID No :	Name:	Last:	Cadre :
		First:	
Nationality :	Citizenship ID No:		Grade :
Designation:	Non-Bhutanese ID/ Passport No.: (If non-Bhutanese)		Validity: DD/MM/YY/...../20.....

In order to finalize the above-referred list for submission to the approving authority, I am herewith applying for an Audit Clearance Certificate (ACC) from the Royal Audit Authority (RAA) in his/her favour.

I, ²hereby certify that he/she has neither any **outstanding advances** nor **adverse record of service** as of/...../20..... in our records.

SEAL OF OFFICE

Signature
Head of the Organisation:
Name:
Designation:

The good governance depends on the good performance of the public service.

¹ type designation
² type designation