



ལྷོ། རྒྱལ་ཡོངས་ཚུ་དཔྱད་དང་གནས་གཤིས་རིག་པའི་ལྷེ་བ།
NATIONAL CENTRE FOR HYDROLOGY AND METEOROLOGY
THIMPHU: BHUTAN

“Centre of excellence in Hydrology, Meteorology and Cryosphere Science and Services”



APPLICATION FORM FOR SALARY ADVANCE

Name of the Employee:	
EID/CID No.:	
Position Title/Level:	
Working Division:	
Advance Amount Requested:	

Purpose for availing salary advance:

Deductions:

If the salary advance amount of Nu. only is sanctioned, Nu.per month can be deducted from my monthly salary with effect from

Declarations:

I,..... (applicant) hereby confirm that all particulars mentioned above is true and correct to my knowledge. I authorised concerned office to recover advance amount from my monthly salary and liquidate it within the same financial year.

In the event of default, separations from service and other exigencies, I hereby authorise concerned office to recover the outstanding advance amount from my post retirement benefits or any other amounts payable to me from the office.

(Signature of Employee and Date)

Verification of Pending Personal Advances

He/She has personal pending advances of Nu. or no pending advances as of

Recommended Not Recommended

Remarks, if any:

(Name/Signature of Head of AFS and Date)

APPROVING AUTHORITY

Approved Not approved

Remarks, if any:

(Name/Signature of Approving Authority and Date)